

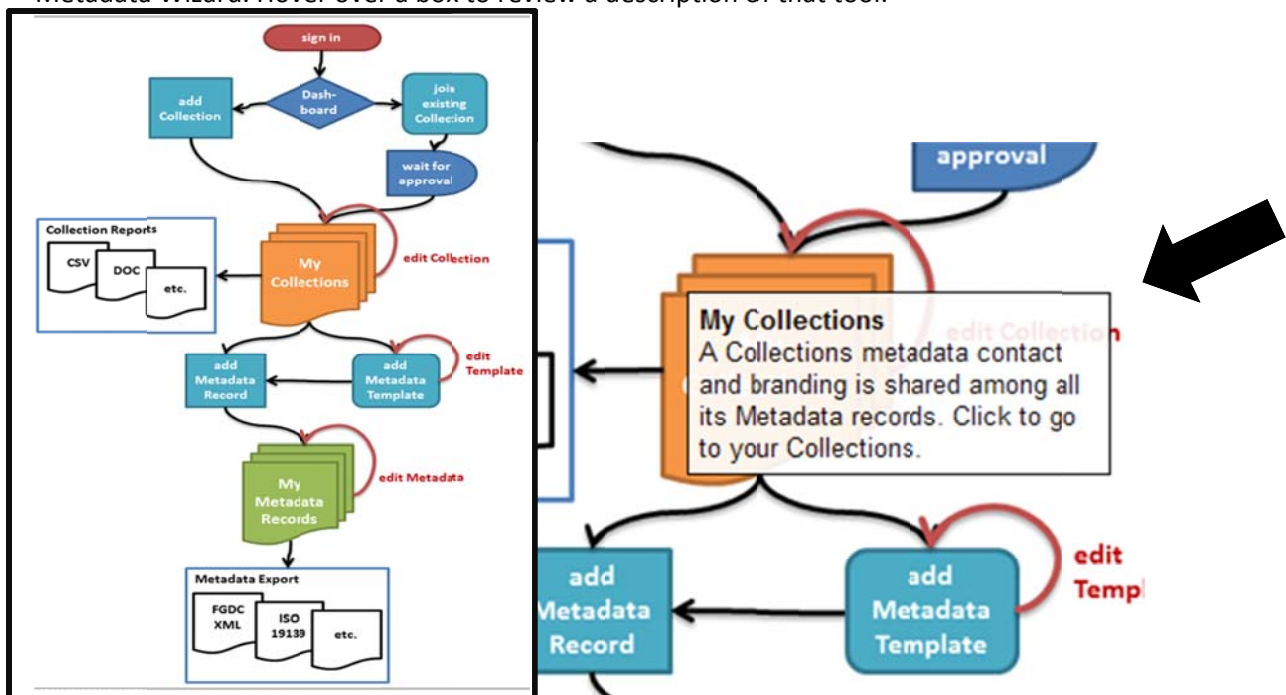
USGIN Metadata Wizard

Tutorial

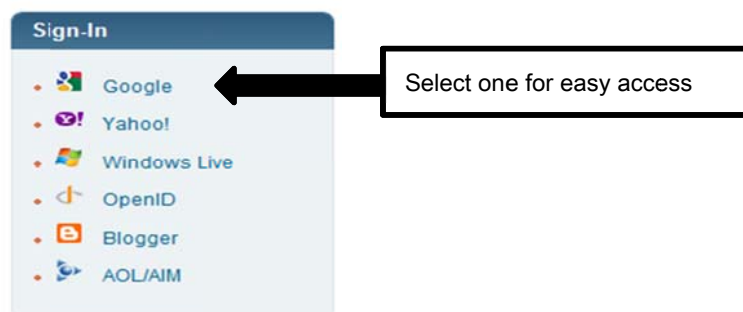
<http://mw.usgin.org/>

Introduction to the Metadata Wizard.

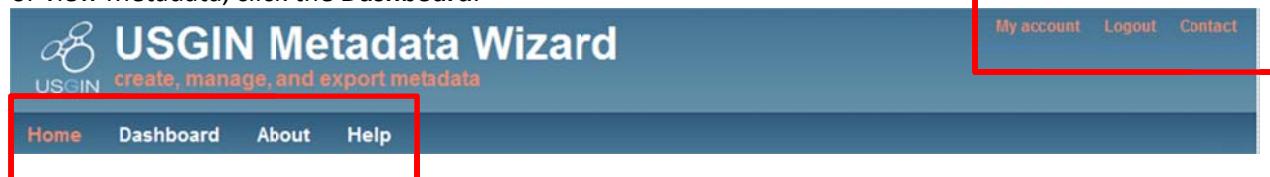
Using your preferred web browser, upon arriving at <http://mw.usgin.org/> you are at the USGIN Metadata Wizard homepage. You will be able to see a flowchart that briefly explains the tools of the Metadata Wizard. Hover over a box to review a description of that tool.



First you will need to **sign in**. You can click one of the tools on the left side, under “Sign-In” to do so. For example, if you click Google (Gmail) you will be asked to enter in your **GMAIL** email address and password to be signed in to the metadata wizard, same with **Yahoo!**, **Windows Live**, **OpenID**, **Blogger**, and **AOL/AIM**. To login using Yahoo, Windows Live, OpenID, Blogger or AOL you will have to have an existing account with the service.



After signing in, you will see above on the upper-right side buttons for **My account**, **Logout**, and **Contact**. You may go to **My account** to view your account/profile. On the same homepage you will also see buttons on the top-left side that say **Home**, **Dashboard**, **About** and **Help**. If you are planning to enter or view Metadata, click the **Dashboard**.



Now that you are viewing your **Dashboard** you will be able to see the “**Collections**” you belong to. If you do not belong to any collections, you can click the “**Join an existing collection**” button to view collections that have been created by other users.

Dashboard

Metadata Administration Dashboard (MAD)

My Collections

My Submissions

All Submissions



Curated Collections



[Add a new Collection](#) or [Join an existing Collection](#)

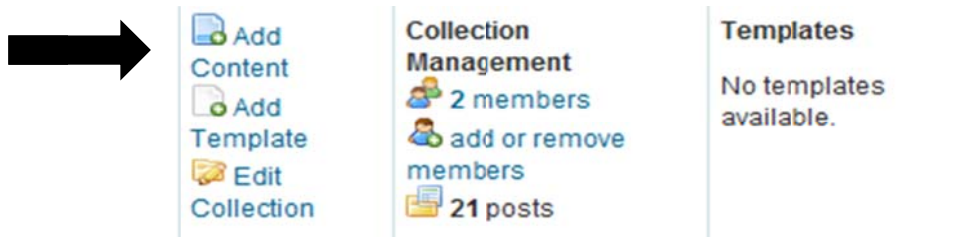
*If you have clicked the join an existing collection, you will be brought to the collection page. You can scroll up and down to view which collections you may ask to join. After you have chosen the collection you want, scroll to the right and you will see a “**Request membership**” link in the same box as the collection. Click this to send a request to that collection manager. Now the Manager of that collection needs to approve you for you to view and create metadata for that collection. When the manager approves you to that collection you will be able to see the collection from your **Dashboard**.

Collection	Description	Manager	Posts	Members	Join Link
Test	Test collection	atorres	1	1	Request membership



* If you prefer to create a collection of your own, return to **Dashboard** and click the “**Add a new Collection**” button on the top left of the Dashboard page. After clicking the Add a new Collection link you will be brought to the **Create Collection** page. You will now see boxes for you to enter information about your new collection. Red stars indicate places where information has to be filled in for you to create your new collection. On the left side under the metadata tab you will see a tab that says **Image Branding**. You may click that tab to enter an **icon** and a **logo** for your new collection. After all the information is entered you may click save to create your new collection. You may now view your collection from the **Dashboard**. Now that you belong to a collection and are viewing your **Dashboard**,

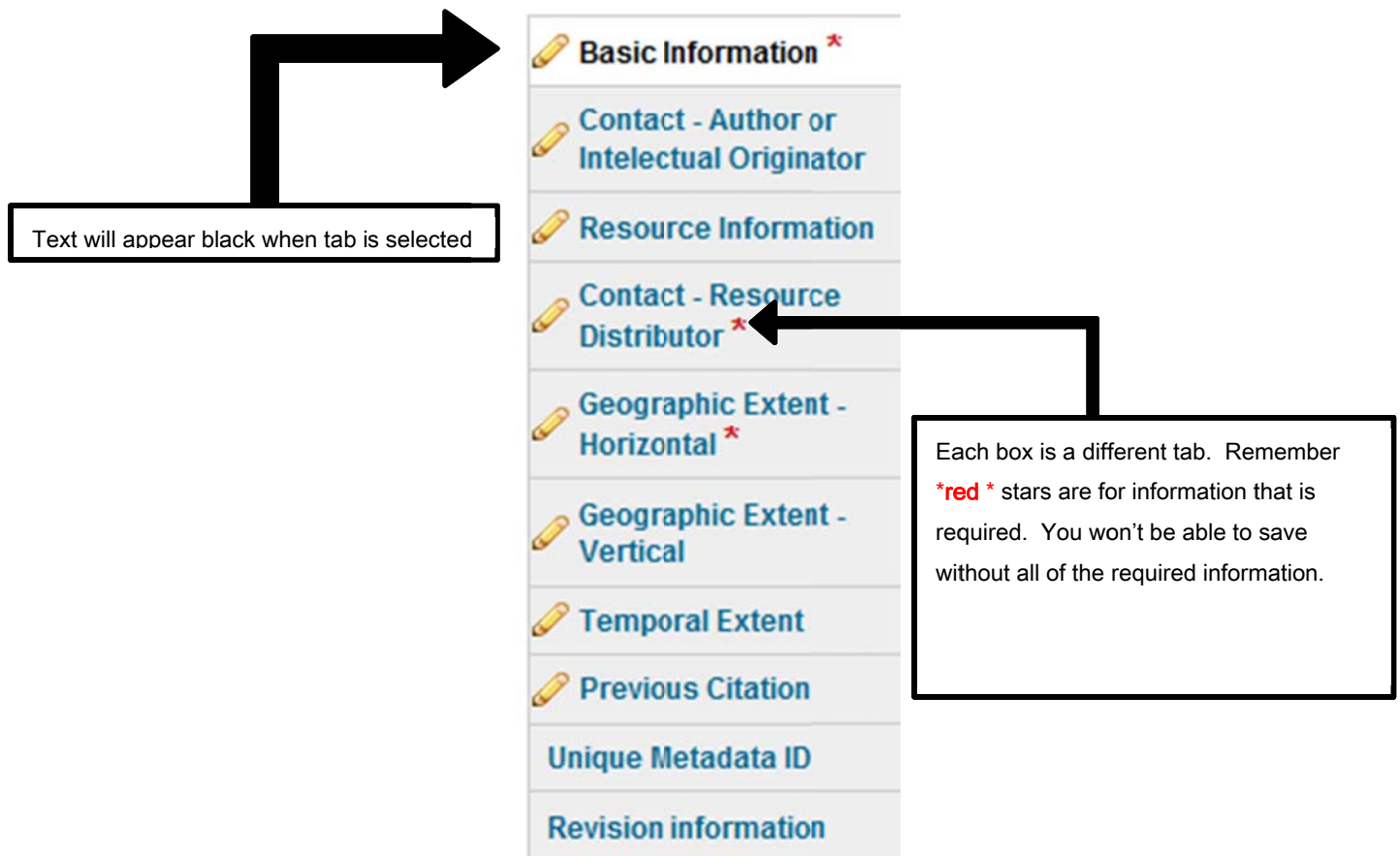
you can see information about your Collections. You now have more options: you can **view posts**, **View members**, **Export**, **view summaries**, **add a template** and **add content**.



ADDING CONTENT/ CREATING METADATA:

To add content or create metadata, view your Dashboard and choose which collection you would like to build metadata for, then click the “Add content” tab on the right of the Collection name.

You now are on the Create Metadata page; this is where you need to enter information. There are 10 tabs on the left side, all labelled. You will click on those tabs to enter different information that corresponds with the metadata record.



* CREATE METADATA *

- **Title** – Title of publication, report, map etc.

- **Thematic keywords**- Enter tags that correspond with the report, publication, map etc. so others can find it easily. Thematic Keywords will be theme words in your data such as: Geothermal, Groundwater, Uranium, Temperature etc.

- **Spatial Keywords**- Enter tags that correspond to the location of you report, publication, map etc. Such as: Arizona, Sonoma County, Benson etc.

- **Temporal Keywords**- Enter tags that correspond to the dates, time periods, and years to your report, publication, map etc.

On a side note, you will see words underneath the keywords, they are random, and most-used Tags that you can select if the tag corresponds with your resource.

You will also see a circle image on the right side of some boxes you will be putting data into. These boxes generate the most used data so you can easily select a name, address, state etc. instead of typing it out.

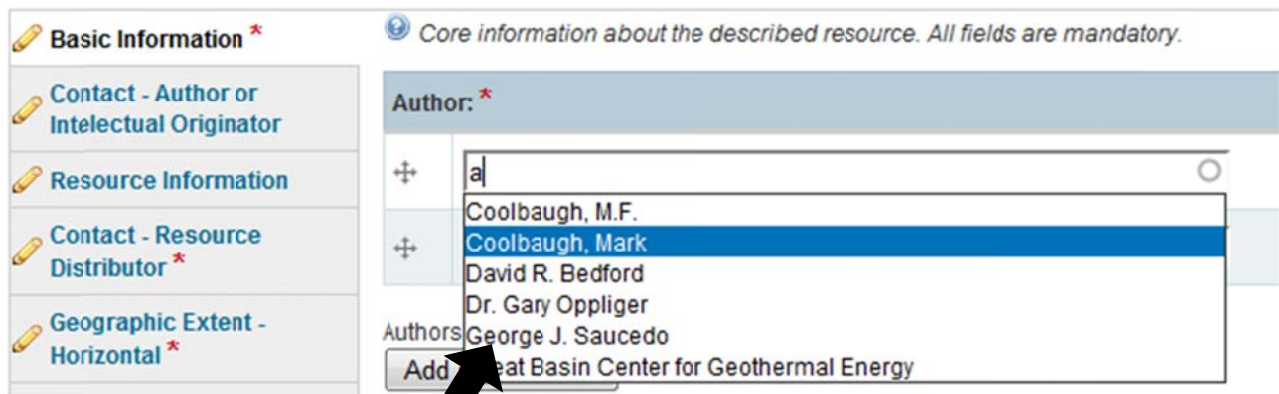
Thematic Keywords:



Enter or select words that describe the resource's theme

Add popular tags: Geothermal + newsletter + Great Basin + Western United States +

Click to add tag



Basic Information *

Core information about the described resource. All fields are mandatory.

Author: *

Authors

Use the arrow keys to scroll up and down, and enter to select

*BASIC INFORMATION

- **Author**- Enter the author of your report, publication, map etc. The arrows on the left side of the author boxes allow you to move and switch which author will appear first on the finished metadata page. If you have more than two authors, click the “Add another item” button to add another box. There should only be one author to a box.

- **Description**- Enter a brief description or abstract of the report, publication, map etc.

-Publication Date- Enter the month, day and year that your item was published.

-Resource language- Select the primary language used in the described resources.

***CONTACT-AUTHOR OR INTELECTUAL ORIGINATOR**

This is where you will enter information about the primary party responsible for creating the resource. Gives recognition to the primary resource creator as well as the means for resource users to ask questions about the content or quality of the resource. Include **Organization Name, Person Name, Street Address, City, State/Province, Postal Code, Country, Phone, Fax, Email, and Link.**

***RESOURCE INFORMATION**

-Link- Link to, describe and uniquely identify the resource by entering the URL to resource or resource page.

-Resource ID- Add unique identifier(s) for the resource that follow international standards such as DOI, ISBN and ISSN or that follow your institution's standard. Resource IDs must be prefixed with its protocol (lower case, no spaces) followed by a colon (:) and then the actual ID. For example:


doi:10.1000/182 isbn:0-671-62964-6 issn:1079-5146

-Access Statement- Describe how to access the resource

-Constraints Statement- Describe legal and usage constraints

-Quality Statement- Describe the quality of the resource.

-Lineage Statement- Describe the resource's provenance (data source and history, etc.).



Access Statement:
This publication can be accessed online at azgs.gov.
Describe how to access the resource.
Constraints Statement:
Public document
Describe legal and usage constraints.
Quality Statement:
Professional papers

*CONTACT-RESOURCE DISTRIBUTOR

Enter information about the primary party responsible for distributing the resource such as a publisher, institution, warehouse, etc. Users will direct access and purchase requests to this party. Include **Organization Name, Person Name, Street Address, City, State/Province, Postal Code, Country, Phone, Fax, Email, and Link.**

*GEOGRAPHIC EXTENT-HORIZONTAL

Enter the minimum bounding rectangle of an area relevant to the resource. You have the options of zooming in and out to find your resource location. After location is found, click the “draw polygon” button on the right side of the map. Click, in two or more places around or within your resource location. Double click to finish, or to redo, click off to side and then begin again in your location area. You also have the option of filling in the **North bounding latitude, south bounding latitude, West bounding longitude, and East bounding longitude** in maximum, or minimum latitude in decimal degrees. If you create a box with the “polygon button” it will automatically fill these for you.

WKT MBR:



WKT MBR:



*GEOGRAPHIC EXTENT-VERTICAL

Enter elevation extent for resources such as borehole samples and well logs in Meters relative to mean sea level. Information is not necessary, enter if relevant.

-**Surface Elevation**-Surface elevation in meters relative to mean sea level.

-**Minimum Elevation**-Minimum elevation in meters relative to mean sea level.

-**Maximum Elevation**-Maximum elevation in meters relative to mean sea level.

*TEMPORAL EXTENT

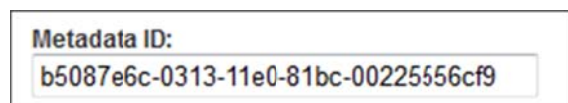
This is where you may select a temporal extent related to the resource acquisition. Use a single date or a range. You may enter a **From date**, and a **To Date**. Format looks like 12/08/2010.

*PREVIOUS CITATION

-**Bibliographic Citation** -When the described resource has been previously published, give the full citation for the published resource. Include author(s), book title, publisher, date of publication, and page number(s) if appropriate.

*UNIQUE METADATA ID

- **Metadata ID**- This is an auto-generated, globally unique metadata record ID. Only change this ID if you are replacing an existing metadata record. There is no reason to change this otherwise.



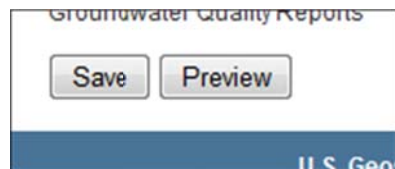
Metadata ID:
b5087e6c-0313-11e0-81bc-00225556cf9

*REVISION INFORMATION

- **Log message**- An explanation of the additions or updates being made.

When you are Finished filling out all the information, you can either click **preview** or **save**.

Preview will take you to a page that shows all your information together so you can check that you haven't missed anything.



Groundwater Quality Reports

Save Preview

U.S. Geo

When you click the **save** button, you will be saving your metadata. If you have created your own collection you may publish this yourself. If you have a collection manager, they will choose to publish, edit etc. If you somehow missed something or want to add after metadata has been saved, go to **Dashboard** at top of page and HOVER then click on **"My submissions"** in the drop down box.



This will take you to a list of all your published and non-published metadata submissions. There you can find the one you want to edit, click edit and add or fix what you want. Then when done, remember to click on the save button.

- About the Metadata Wizard
- Terms of Use and Privacy Policy
- USGIN URI Scheme
- lab.usgin.org

Metadata

Updated
Tue, 2010-12-07 11:45

Download

- ISO 19139
- FGDC XML
- CSW Record
- Dublin Core

Energy Commission publication # 500-02-078V1

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Submitted by [Imusi27](#) on Tue, 2010-12-07 11:45 [Fact Sheets](#) [Final Report](#) [Geothermal](#) [California](#)
[Santa Rosa](#) [The Geysers](#)

Basic Information

Author: The California Energy Commission
Description: "Geothermal Program Fact Sheets. ""In May of 1999, the City of Santa Rosa working cooperatively with Unocal, Calpine and the State Lands Commission submitted an application for funding from the California Energy Commission's Geothermal Program for the City of Santa Rosa's Geysers Recharge Project. On October 6, 2000 a contract for Project Number GEO-98-001 was executed by the California Energy Commission. This contract provided \$3,563,000 in CEC funding. The project is now near completion and the CEC funding has been expended as anticipated. Prior to closing out the contract, Subtasks 5.2.3, - "Final Report" is required per the approved work plan."" " Energy Commission publication # 500-02-078V1, October 2002. On line March 1, 2003 (Acrobat PDF file, 61 pages, 2.1 megabytes
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Link: <http://www.energy.ca.gov/contactus.html>

Resource Information

Link: http://www.energy.ca.gov/reports/2003-03-01_500-02-078V1.PDF
Access Statement: Accessible as a free online document
Quality Statement: Fact sheet published by California Department of Conservation

California Geothermal Documents

Provided by
Arizona Geological Survey

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