

Chapter 2: Metadata Capture

Content of this chapter:

- ✓ Import or capturing of metadata
- ✓ Keywords: AGROVOC, GEMET, individual
- ✓ Save and “publish” metadata

Open the smart.editor

The person who edits or enters the metadata - which works with the metadata editor - is referred to as a **creator**.

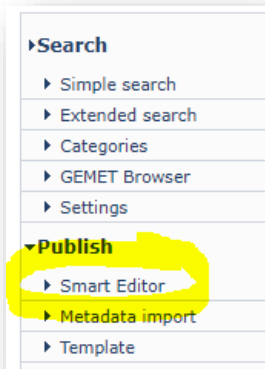
The creator opens the URL to the smart.finder SDI in the browser.

<https://metadata.bonares.de/terraCatalog/Start.do>

The creator logs in with his access data (only once per session).



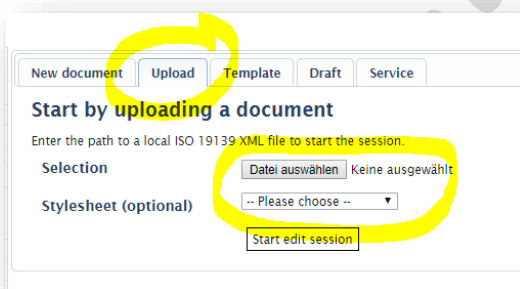
The creator calls the smart.editor.



Import or capturing of metadata

Case 1 (typical).

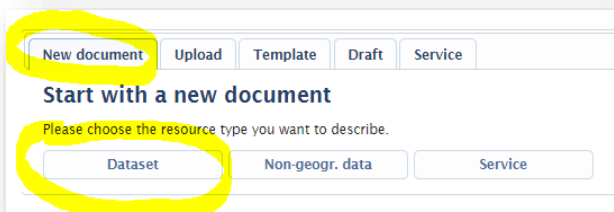
The creator has already sent a dataset to the data center and has a prepared metadata record as an XML file. The creator loads the prepared metadata. Do not select any stylesheet for importing a XML-File created by the Datacentre.



The creator checks all the fields that were previously filled in (by the administrator) for correctness. The creator completes metadata in fields that have not yet been filled.

Case 2.

The creator starts with a new metadata record, without uploading data in advance and preparing an XML file.

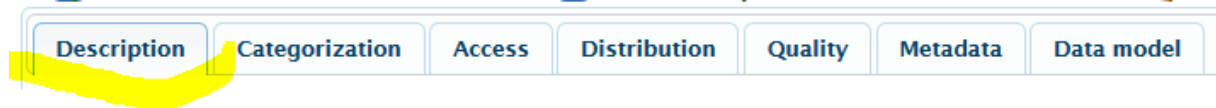


Case 2. The creator enters the metadata.

The creator completes the entry by publishing "publish" the metadata. This does NOT mean that the metadata are immediately available to the public. Further quality assurance steps follow. Among other

things, a review of technical aspects and syntax within the data center and content within the group of the creator will take place.

The Description Tab



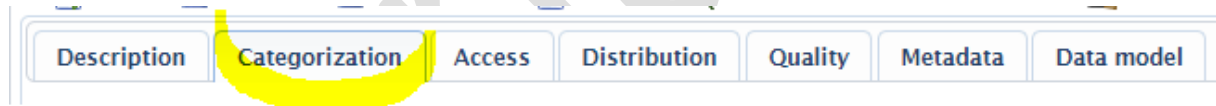
Funding reference

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Funder name	Federal Ministry of Ed	Identifier type	Other v
Identifier	https://doi.org/10.13039/501100002347	URI	
Award number	123456X789		
Award title	BonaRes Centre		

The identifier proposed here by the Data Center comes from Crossref (<https://doi.org/10.13039/501100002347>). Since Crossref is not available as Identifier type, "other" must be specified.

The Categorization Tab



Categories


The metadata should be clearly assigned to a specific project. For this purpose click on the tool icon  and select your project. It is possible to enter multiple projects by adding further tabs by clicking the plus icon +.

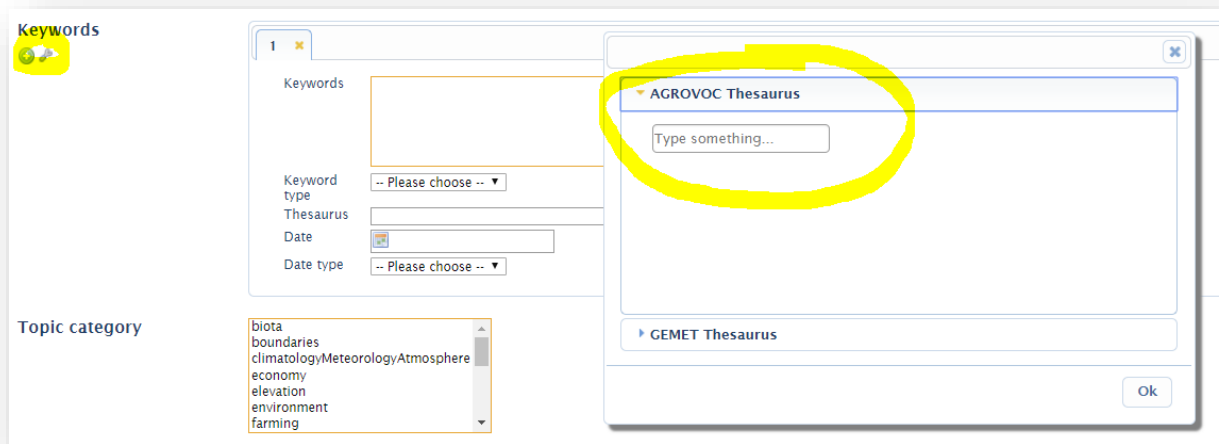
The screenshot shows a metadata capture interface with three main sections: 'Categories', 'Keywords', and 'Topic category'. On the right side, there is a tree view of 'Alliance projects' with a yellow circle around it. The tree view includes the following items: Inplamint, DIControl, SIGNAL, SUSALPS, SOILAssist, I4S, Soil3, ORDIAmur, InnoSoilPhos, CATCHY, BonaRes Centre, LTFE, and Other. The 'Keywords' section has a text input field, a dropdown for 'Keyword type', a text input for 'Thesaurus', a date input for 'Date', and a dropdown for 'Date type'. The 'Topic category' section has a dropdown menu with 'biota' selected.

Keywords

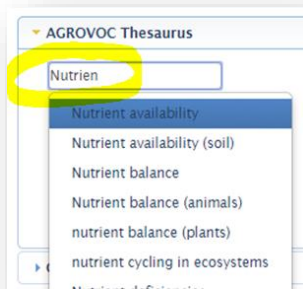
For the reuse of the data and the interoperability it is of great importance to describe the data with the help of controlled vocabularies. The Data Center offers you two options for this purpose. It is preferable in all circumstances to use keywords from AGROVOC (Multilingual agricultural thesaurus) and GEMET (General Multilingual Environmental Thesaurus). Only when these possibilities are exhausted, individual ones should be entered.

The screenshot shows a metadata capture interface with tabs for 'Description', 'Categorization', 'Access', 'Distribution', 'Quality', 'Metadata', and 'Data model'. The 'Keywords' section is highlighted with a yellow circle. The 'Keywords' section has a text input field, a dropdown for 'Keyword type', a text input for 'Thesaurus', a date input for 'Date', and a dropdown for 'Date type'. The 'Topic category' section has a dropdown menu with 'biota' selected. The 'Categorization' section has a text input field with '1' and a dropdown for 'Resource type' with 'dataset' selected.

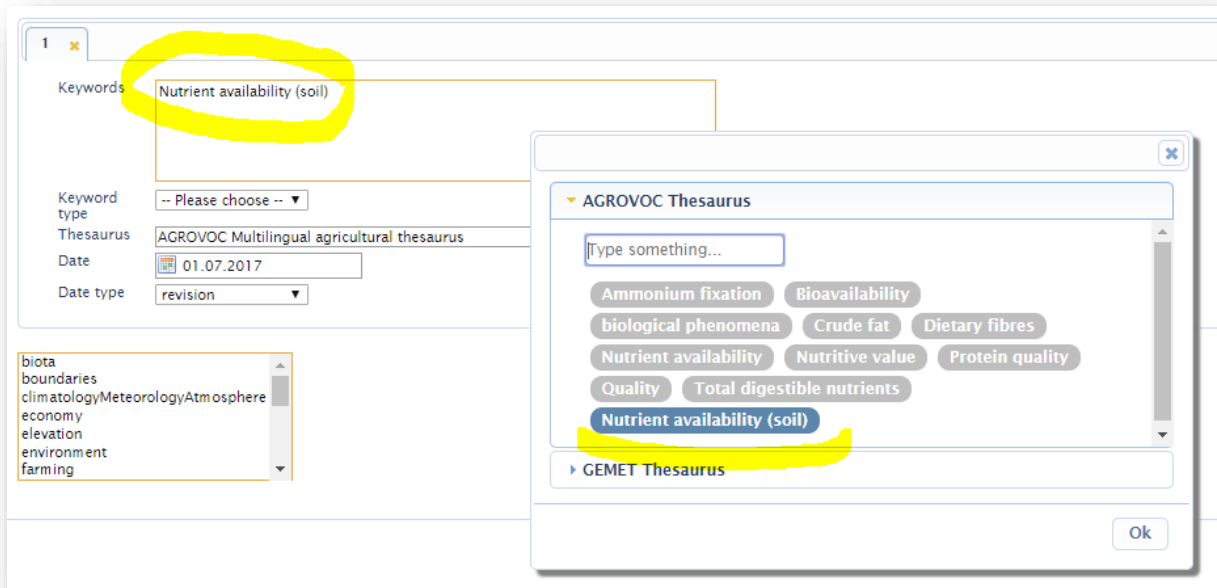
Click on the tool icon  and select the input field for the search in the AGROVOC in the window that opens. If you are interested in more informations about the AGROVOC, please follow this link: <http://aims.fao.org/vest-registry/vocabularies/agrovoc-multilingual-agricultural-thesaurus>.




When you start writing, suggestions are already displayed.





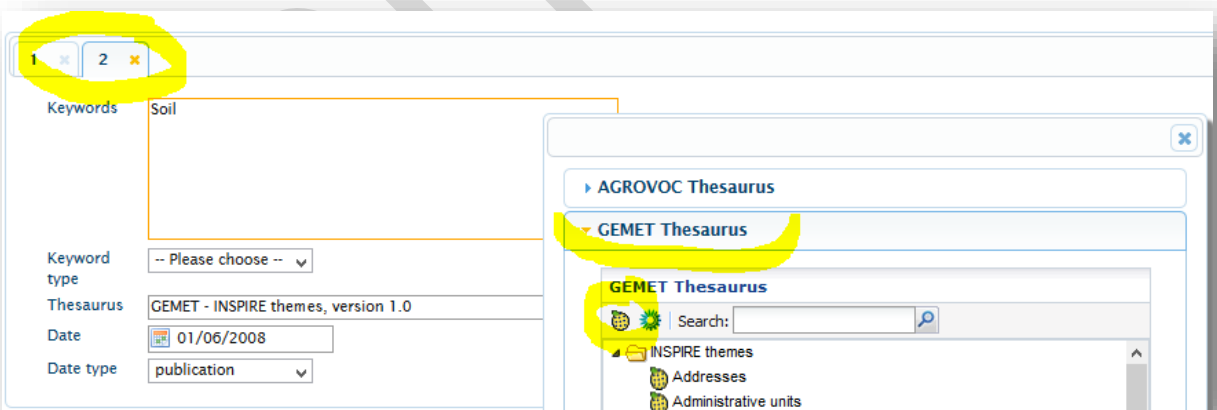
When you selected a suggestion by clicking, the keyword appears in the list. The corresponding meta information (thesaurus, date and date type) are entered automatically.




Based on your selection, other possible keywords are displayed. You are free to enter several keywords.

After you have entered your keywords extensively with the AGROVOC support, create another keyword field by clicking the plus icon .

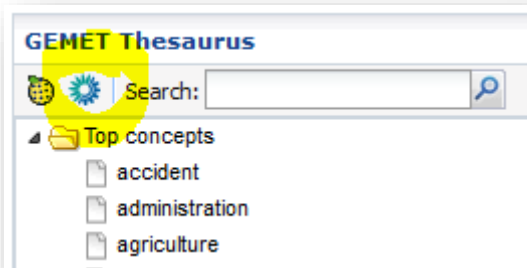
In the resulting tab, click on the tool icon  again and enter the appropriate keywords from the GEMET Thesaurus (General Multilingual Environmental Thesaurus). Please select GEMET instead of AGROVOC and click the INSPIRE symbol . Select appropriate words from the list.




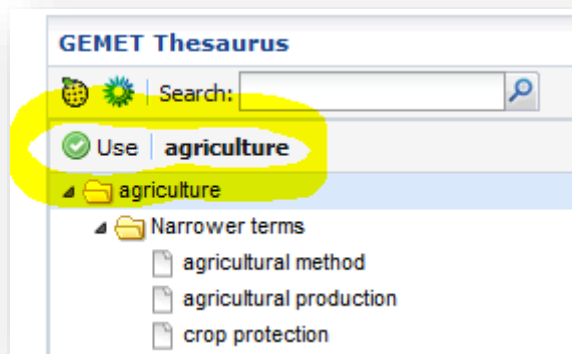
Make sure you select at least one Keyword from the GEMET **INSPIRE themes** . That is manda-

tory and easily confused with the "Top concepts" . For more information about the GEMET please visit: <https://www.eionet.europa.eu/gemet/en/inspire-themes/>

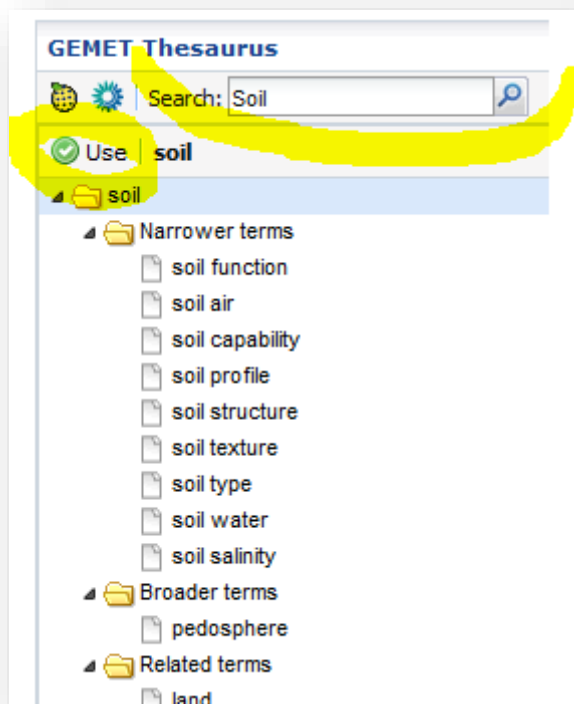
Further keywords can be selected by clicking from the GEMET Concepts list.



After proper keyword was found and selected, it is important to click the use button. Only after clicking  Use , the keyword appears in the keyword list.



Keywords also can be found by using the search field.




If you want to enter more keywords beyond AGROVOC and GEMET, create a third tab. This should contain your personal keywords. Enter them and select as thesaurus "individual" to indicate that they are free keywords.

The Quality tab (quality of the data)

Conformity result

Research Data is conform to a certain standard of data quality.

Add a tab by clicking the plus icon . Enter information about the conformity. If non official standards were used to secure data quality please specify as "individual" and explain.

Conformity result

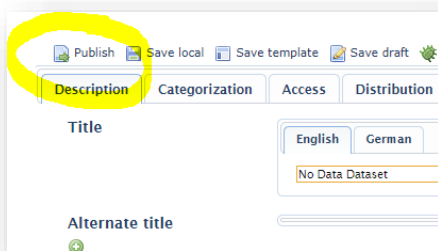


Enter a title of the specification (Quality)
Enter a date and date type for conformity (Quality)

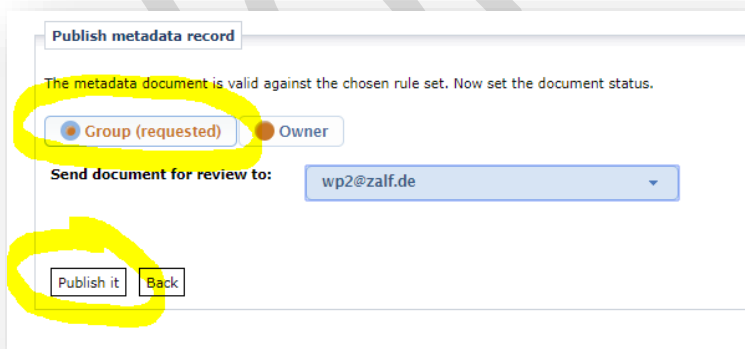
1 ✕

Passed	unknown ▾
Specification	individual
Date	02/07/2018
Date type	creation ▾
Explanation	research data is conform to internal data quality standards.

Save and publish metadata



After all obstacles are fixed, the creator can request the change of the status of the metadata: Group request.



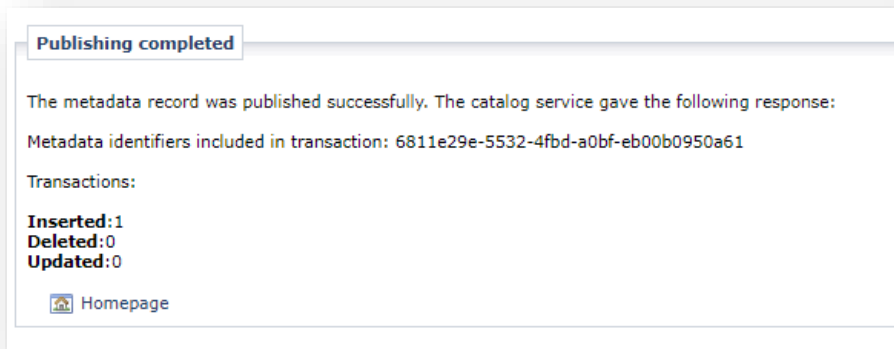
Publish metadata record

The metadata document is valid against the chosen rule set. Now set the document status.

Group (requested) Owner

Send document for review to: wp2@zalf.de

The creator receives the following message.



The system sends an e-mail to the editor with the request to set the status of the metadata to "group".

The review of the metadata in the data center begins. After completion, the creator receives a report and the current status of the metadata. The report also contains hints for incorrect metadata that need to be fixed before publishing.

Chapter 3: Editorial

Content of this chapter:

- ✓ Processing within the Data Centre
- ✓ Using the four eyes principle
- ✓ Publishing the metadata

Processing within the Data Centre

Once the metadata has been entered in full and the verification has been successfully completed, the metadata can be published. For this purpose, the status change "Group requested" was requested in the last step. During an internal review process, the metadata is checked for completeness and meaning and possible suggestions for improvement are made. The Creator receives from the data centre a file with the current status of the metadata and possible suggestions.

The different statuses

When managing the metadata, we rely on the multi-user principle. We would like to provide the highest quality metadata for the re-use and are therefore interested in excluding possible errors. Our workflow until the publication of the metadata is therefore tiered and provided with several control instances. These instances are identified by different statuses.

- Deleted (rejected)
- Deleted (requested)
- Owner
- Group
- Group (rejected)
- Group (requested)
- Public
- Public (rejected)
- Public (requested)

During the publication process, the statuses "owner" and "group" are usually traversed with the goal "public". Typically, the "creator" requests a status change (requested) which can then be accepted by the data centre ("Group", "Public") or rejected (rejected).

Editorial

By using the editorial for listing all your metadata with the selected status, all files with the selected status to which the creator is entitled are then displayed. You can select the one you want to check.

Logged in as: svoboda@ad.

- ▶ Search
 - ▶ Simple search
 - ▶ Extended search
 - ▶ Categories
 - ▶ GEMET Browser
 - ▶ Settings
- ▶ Publish
- ▶ Editorial
- ▶ Permissions

Metadata permission

What do you want to search?

Dataset Non-geogr. data Service

Choose the owner of the metadata

Svoboda@ad.bonares.de(datenzentrum) ^

Select the metadata state

Deleted (rejected) ^

Deleted (requested) |

Owner |

Group |

Group (rejected) v

You can search within the selection by using the search field.

By using the Simple search for the concerned file (Name) you can watch this finding and may check the state.

▶ Non-geogr. data | State: Group

TestMe1 📄 📝 🗑️ 🔄 📄 📄 📄 📄 📄 📄

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata ...

If there is no further need for change, click on "Smart Editor" 

List of results 1 out of 1 record 🧑


⏪ ← 1 → ⏩

← Back to query

▶ Non-geogr. data | State: Group

TestMe1 📄 📝 🗑️ 🔄 📄 📄 📄 📄 📄 📄

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata ...

The file is opened in the Smart Editor then "publish" is selected and the corresponding status is requested.  Publish

Publish metadata record

The metadata document is valid against the chosen rule set. Now set the document status.

Deleted (requested) Group (requested) Owner Public (requested)

Publish metadata record

The metadata document is valid against the chosen rule set. Now set the document status.

Deleted (requested) Group (requested) Owner Public (requested)

Publish metadata record

The metadata document is valid against the chosen rule set. Now set the document status.

Deleted (requested) Group (requested) Owner Public (requested)

Send document for review to:

The status change to Public is requested.

Publish metadata record

The metadata document is valid against the chosen rule set. Now set the document status.

 Deleted (requested) Group (requested) Owner Public (requested)

Send document for review to:

wp2@zalf.de

Publish it

Back

Publishing completed

The metadata record was published successfully. The catalog service gave the following response:

Transactions:

Inserted:0

Deleted:0

Updated:1

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