



Basic metadata editing tutorial

based on [GeoNode Users Guide](#)
for [Data Atlas Fontium](#) platform

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About the tutorial

This tutorial is dedicated to non-advanced Users of the [Data Atlas Fontium](#) platform.

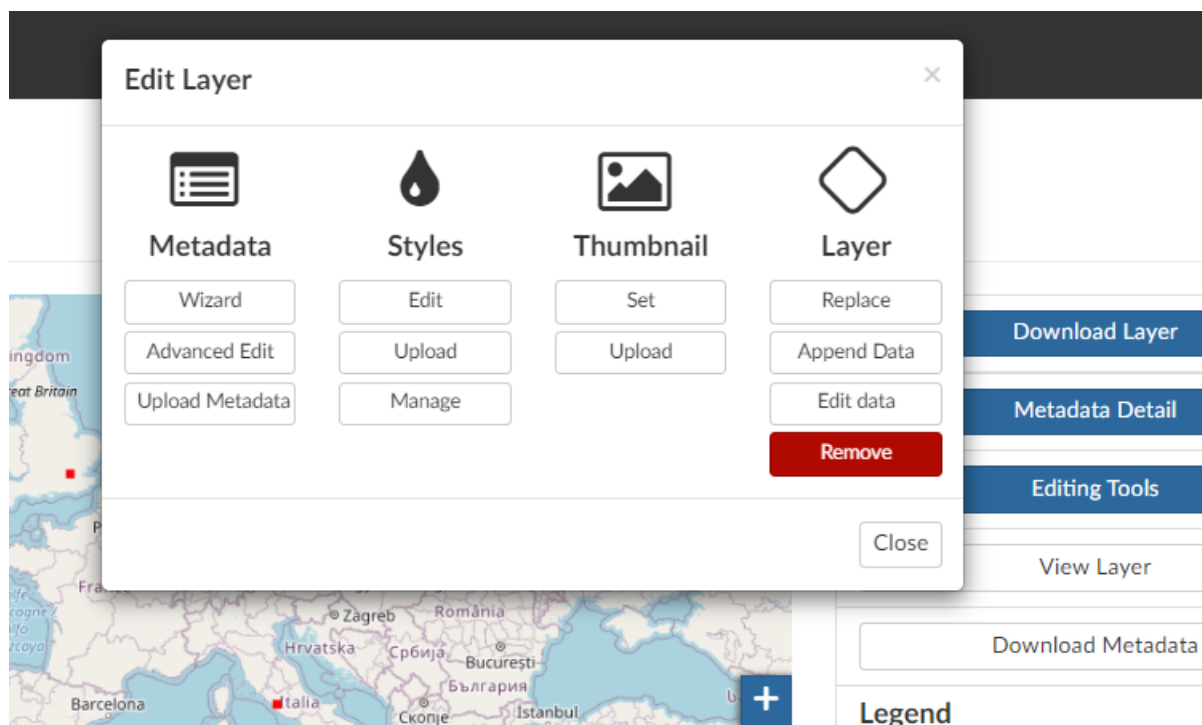
data.atlasfontium.pl is a repository of historical geodata managed by the Department of Historical Atlas (IH PAN). It allows storing historical sources and materials that have a spatial dimension and as such can easily be viewed as maps.

In this manual, we describe metadata management.

Tutorial was based on [GeoNode Users Guide](#), where you can find more advanced and detailed information.

Edit layer

In the *Edit Panel* you can see many options grouped in four categories.



Metadata

In this section you can explore, edit and upload metadata.

Styles

In this section you can edit, upload and manage styles.

Thumbnail

In this section you can set your own thumbnail for this layer.

Layer

In this section you can replace, append or edit data. The new dataset, that you want to add or replace, must have the same structure as the original data (attributes, coordinate system).

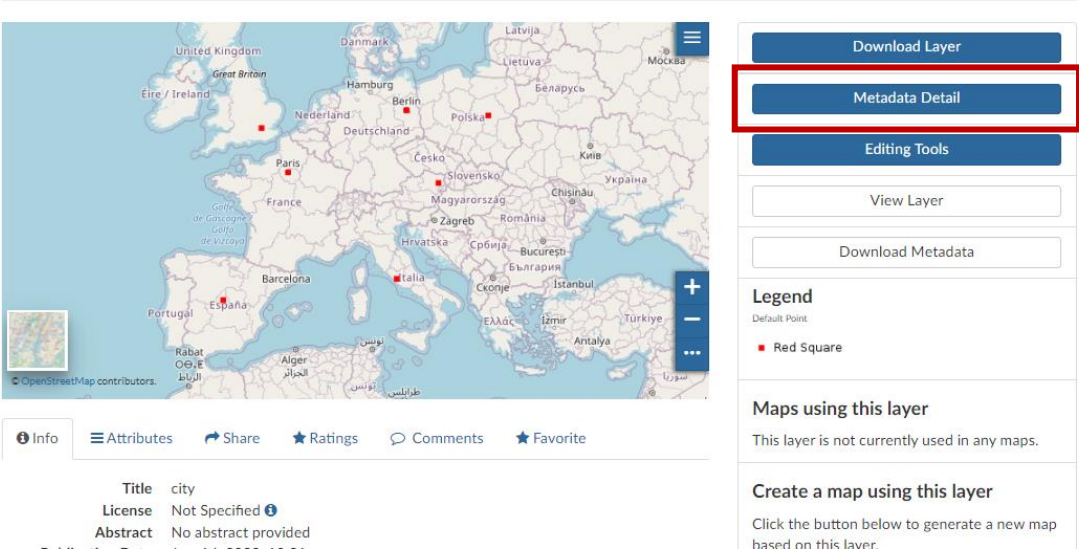
Remove

In order to delete layer, click **Remove** button.

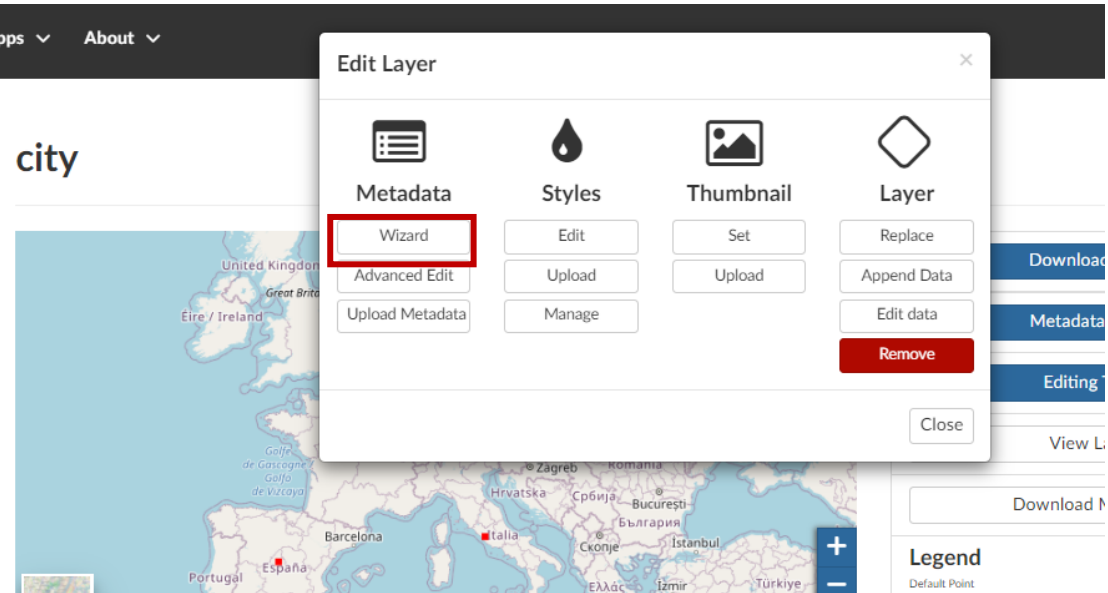
Metadata

Metadata provides information about your data, it helps users find and identify resources. You can explore the *Metadata* of a *Layer* by clicking the **Metadata Detail** button from the *Layer Page*.

city



The *Metadata* of a *Layer* can be created or edited using *Wizard* (*Edit Layer* panel).



Metadata Wizard

Changing the layer's Metadata involves four steps.

- **Basic Metadata**

Metadata for city

Completeness

✗ Check Schema mandatory fields

58 %

Edit

Preview

Settings

Mandatory


Mandatory

Optional

1

Basic Metadata

Thumbnail



Edit

2

Location and Licenses

Title

city

Abstract

File Edit View Insert Format Tools Table

Help

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No abstract provided

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3

Optional Metadata

Date type

Publication

Date

2022-01-10 10:3

Category

* Field declared Mandatory by the Metadata Schema

Group

Free-text Keywords

city features

4

Dataset Attributes

Return to Layer

Update

Next >>

- The *Thumbnail* of the layer (click Edit to change it);
- The *Title* of the layer, which should be clear and understandable;
- An *Abstract* - brief narrative summary of the content of the Layer;
- The *Creation/Publication/Revision Dates* which define the time period that is covered by the layer;
- The *Keywords*, which should be chosen within the available list. The contributor search for available keywords by clicking on the searching bar, or on the folder logo representing, or by entering the first letters of the desired word;
- The *Category* which the layer belongs to;
- The *Group* which the layer is linked to.

Metadata Wizard c.d.

- Location and Licenses

Metadata for city

Completeness

✗ Check Schema mandatory fields

58 %

Edit

Preview

Settings

Mandatory

Mandatory

Optional

1

2

3

4

Basic Metadata

Location and Licenses

Optional Metadata

Dataset Attributes

Language ⓘ

English

License ⓘ

Not Specified

Attribution ⓘ

authority or function assigned, as to a ruler, L...

* Field declared Mandatory by the Metadata Schema

Regions

✕ Global

Data quality statement

File Edit View Insert Format Tools Table

Help

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* Field declared Mandatory by the Metadata Schema

Restrictions ⓘ

* Field declared Mandatory by the Metadata Schema

Other constraints

File Edit View Insert Format Tools Table

Help

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* Field declared Mandatory by the Metadata Schema

- The *Language* of the layer;
- The *License* of the dataset;
- The *Attribution* of the dataset; authority or function assigned, as to a ruler, legislative assembly, delegate, or the like;
- The *Regions*, which informs on the spatial extent covered by the layer. Proposed extents cover the following scales: global, continental, regional, national;
- The *Data Quality statement* (general explanation of the data producer's knowledge about the lineage of a dataset);
- Potential *Restrictions* on layer sharing.

Metadata Wizard c.d.

• Optional Metadata

Edit Preview Settings

Mandatory

Mandatory

Optional

1

2

3

4

Basic Metadata

Location and Licenses

Optional Metadata

Dataset Attributes

Other, Optional, Metadata

temporal extent start

temporal extent end

Responsible Parties

Edition ⓘ

version of the cited resource

DOI ⓘ

a DOI will be added by Admin before publica...

Purpose

File Edit View Insert Format Tools Table

Help

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Supplemental information

File Edit View Insert Format Tools Table

Help

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Maintenance frequency ⓘ

Spatial representation type ⓘ

Point of Contact

example x ▾

Responsible and Permissions

Owner

example x ▾

Metadata Author

example x ▾

- The *Edition* to indicate the reference or the source of the layer;
- The *DOI* of the dataset; if available, this represents the Digital Object Identifier of the resource;
- The *Purpose* of the layer and its objectives;
- Any *Supplemental information* that can provide a better understanding of the uploaded layer;
- *Temporal extent* of data;
- The *Maintenance frequency* of the layer;
- The *Spatial representation type* used;
- The users who are *Responsible* for the layer, its *Owner*, and the *Author* of its metadata. Contact details are equal to the *User's* data.

Metadata Wizard c.d.

- Dataset Attributes

EditPreviewSettings

MandatoryMandatoryOptional

1234

Basic MetadataLocation and LicensesOptional MetadataDataset Attributes

Use a custom template?

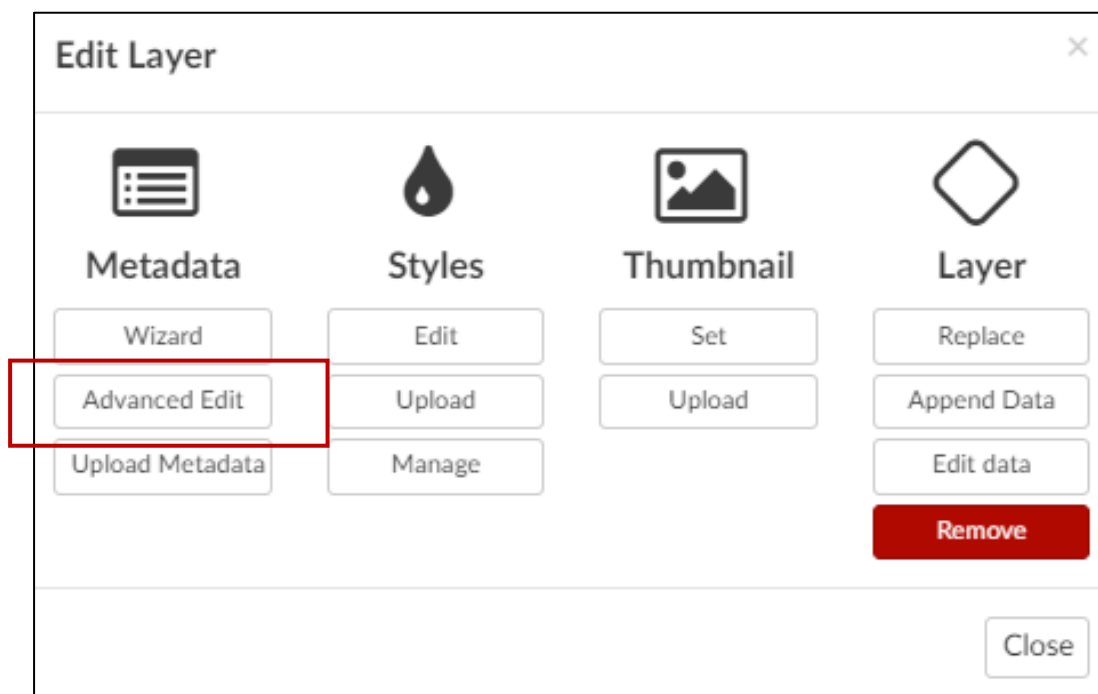
Off

	Attribute	Label	Description	Display Order	Display Type	Visible
⋮	fid			1	Label	<input checked="" type="checkbox"/>
⋮	NAME			2	Label	<input checked="" type="checkbox"/>
⋮	SOVONAME			3	Label	<input checked="" type="checkbox"/>
⋮	location			4	Label	<input type="checkbox"/>

- The *Label* displayed;
- A detailed Description;
- The *Display Order*;
- The *Display Type*; the default value is Label, which means that the value of the attribute will be rendered as a plain text;
- The *Visible flag*; allows you to instruct GeoNode wether or not hiding an attribute from the Get Feature Type outcomes.

Advanced edition

The second metadata editing tool is the *Advanced Editing* form.



Edit Metadata

Editing details for city

[Return to Layer](#) [Update](#)

Title ⓘ

city

Abstract

File	Edit	View	Insert	Format	Tools	Table	Help
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No abstract provided							
P 3 WORDS POWERED BY TINY							

Purpose

File	Edit	View	Insert	Format	Tools	Table	Help
↶	↷	B	<i>I</i>	<u>U</u>	Helvetica	14px	Paragraph
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Owner

The form allows you to edit all of the information in one place.