

“Promoting the creation of data catalogs for improved sharing of environmental information”

MDweb

Cataloging & locating environmental data

User Manual
Version 1.3
Administration

What is MDweb?

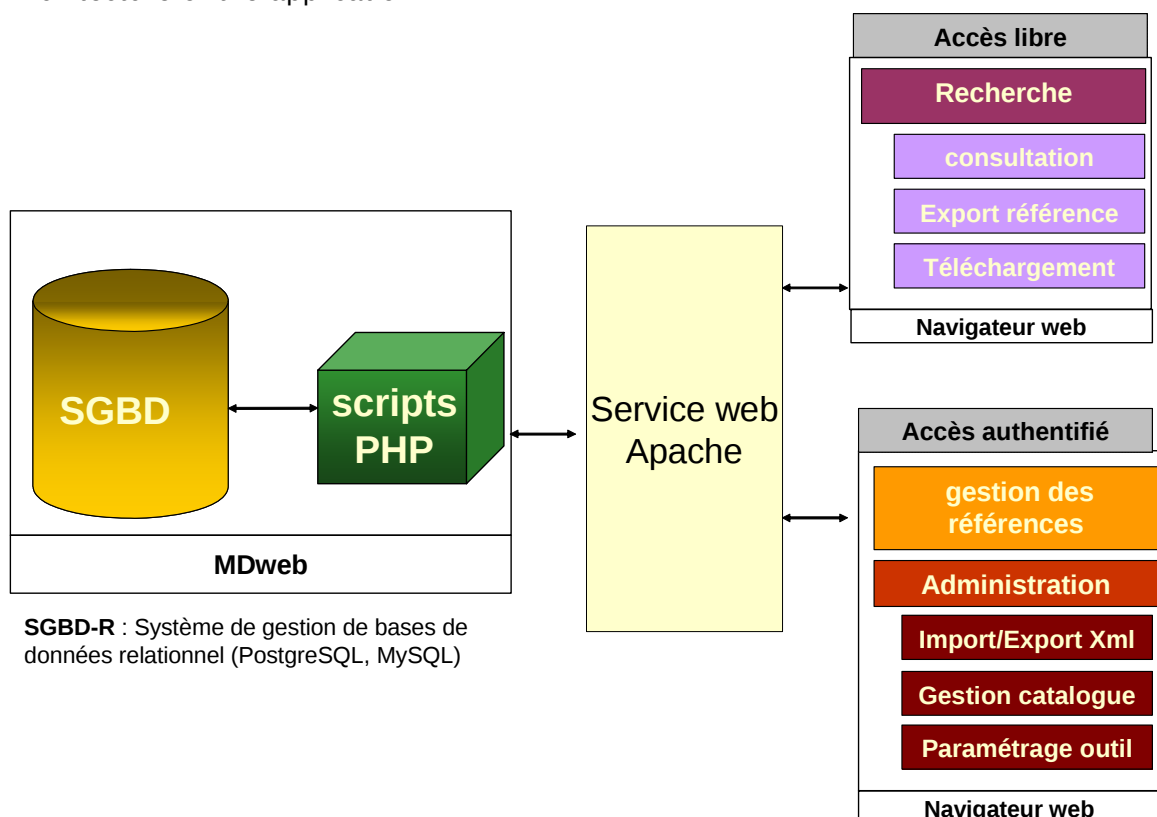
MDweb is a **generic, multi-lingual, multi-standard** application for creating, managing and accessing catalogs of environmental information via the Web. MDweb is built on 'open source' technologies (Apache, Postgres/PostGIS, PHP). It uses relational databases that can be accessed via a Web client to manage catalogs of geographical data references, to search for references and to download the listed resources, as well as to manage the created catalogs and the tool itself. MDweb can run independently on the Windows or Linux operating systems. MDweb uses the **ISO 19115** standard (geographic metadata) to structure, store and export references (metadata).

Its different modules

In its current version, the application consists of **three modules**:

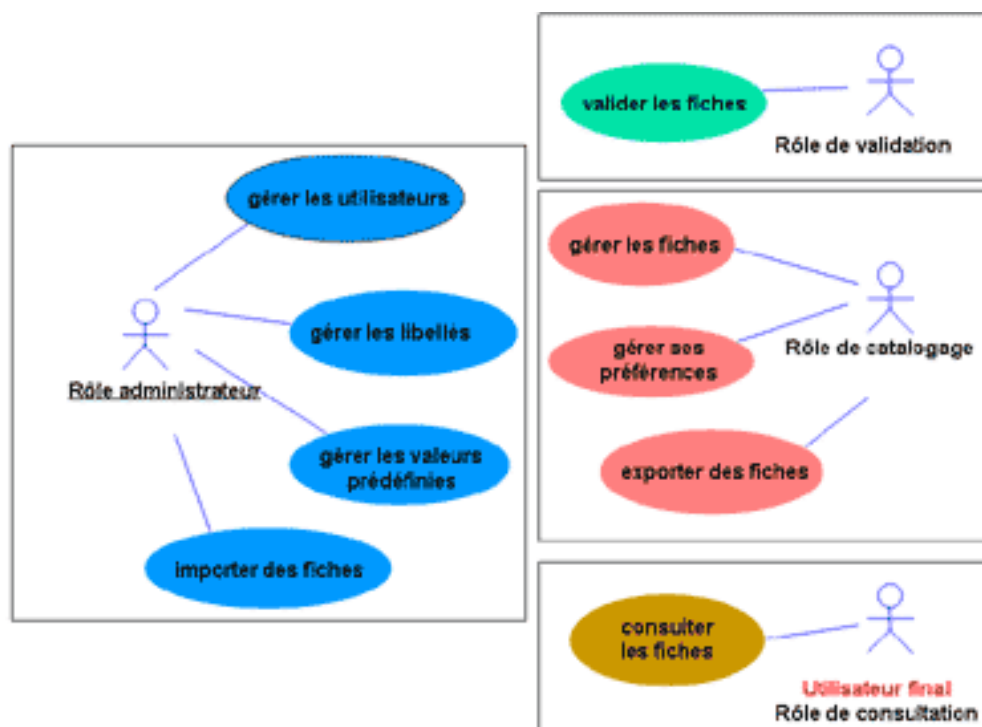
- a **'search' module** for references (metadata) which offers two search modes: one based on data types and another that is multi-criteria.
- a password-protected **'management' module** for entering and updating references and attached resource files.
- an **'administration' module** that permits configuration of the tool, management of all the references in existing catalogs, import and export of references in XML format, and the customization of interfaces.

Architecture of the application



Concept of roles and associated functionalities

By design, MDweb is a multi-user application which necessitates the definition of clearly distinct roles for the use of its different functionalities. Each user is assigned an account to which a role is given by the administrator. This limits the user's access to only those modules that correspond to the application tasks that have been assigned to him. Five roles are distinguishable:



- The **administrator** is the super-user. He can access all modules and can manage the catalogs, users and the tool's configuration.
- The **validator** is an expert responsible for validating the references' contents. He thus becomes the guarantor of the quality of the references and data attached to the catalogs. To fulfil this role, this type of user will have access to all the references of a catalog irrespective of whether it was created by him or not.
- The **cataloger** describes the data. This role is most logically assigned to the producer of the data to be referenced. He is the most suitable person for describing the contents and characteristics of the data that he himself has produced. This type of user will have access to modules that allow the entry, updating and management of his own references.
- The **final user** has access to the catalog search-and-access module. Two cases can arise: if the user authenticates himself as a privileged user, he will obtain the rights to

use the private-access module. If not, i.e., if he is an unauthenticated user, he will have rights only to a public search-and-access module.

- The **standardizer** is the organization or individual from the coordinating organization who defines the structure of the metadata used to reference data. He ensures the consistency in catalogs when several copies of MDweb are being used in an overall distributed sharing system within one organization or programme.

This document's purpose

This document is a manual for the user in his MDweb role as cataloger, validator or administrator. It lists in detail the essential concepts and procedures necessary to use MDweb.

Who is it meant for?

This document is meant for users who are not computer experts. Explanations are provided whenever it is necessary to understand concepts specific to the tool for its use.



Guide for the tool's administrator

(managing the tool and references)

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Introduction to MDweb administration

As mentioned in this document's introduction 'What is MDweb?', this tool has an '**Administration module**'. It is accessible only to users with the role of **administrator** (see 'Concept of roles and associated functionalities' in this document's introduction).

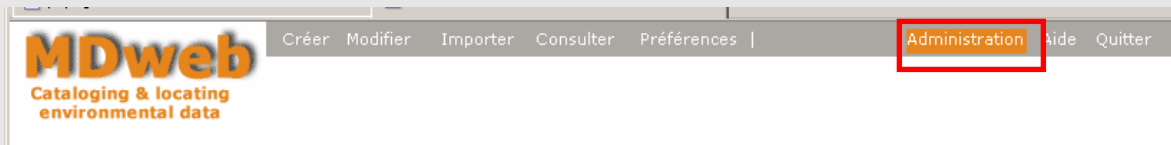
The administration module offers a set of sub-modules for the tool's administration (configuration, customization of pages and text labels) as well as for administration of references and catalogues managed by MDweb (import, export of XML references, thumbnails, files, creation of catalogues, etc.).

To be able to do this, the administrator is given special privileges under MDweb because he can **read/write all the references of other users** as well as modify contacts, predefined values and keywords defined by each user, within a framework of maintenance and consistency of catalogs.

This section of the user manual covers all the functionalities available in the administration module.

Accessing the administration module

After logging in as administrator, click on Administration. This menu item appears only if you are logged in as administrator.



MDweb configuration **Menu > Options**

MDweb is configured using a sub-module. The administrator can:

- **Modify the rule for validating metadata records**
- **Add or delete a language**
- **Manage contacts and predefined values of the users**

1 – Modifying the rule for validating metadata records

The MDweb administrator can choose one of two rules for validating metadata records in catalogs:

- **Manual**
- **Automatic**

Manual validation rule: With the first rule selected, before a record can be published, i.e., become accessible to users via the search form (search module), it should first be validated by a user with suitable rights, either the administrator or the validator. Until this is done, the record is not published.

Automatic validation rule: With this second option selected, a record becomes automatically accessible from the search form as soon as it is created and entered.

Naturally, we recommend that the **manual** validation rule be selected.

Description of the procedure

1 – Go to **Menu > Options > Publication rule**.

2 – Click the **Change** button to toggle between Automatic and Manual. When you toggle to Automatic, all existing records are automatically validated.

Zone administration - Paramétrage de MDweb

Paramètres généraux

Version de MDweb	1.1
Date de la version	03-03-2004
Règle de validation	Manuelle
	Changer

2. Adding or deleting a language

MDweb is an application that can be configured for use in several languages. The default language is English; it cannot be deleted. Other languages, however, can be added and deleted. In this version, two additional languages are offered: French and Portuguese.

Deleting a language from this menu will mean that all the text labels in that language will be permanently deleted from the MDweb database; it will not be possible to restore them.

Adding a language from this menu will create a new language entry in the database. All the text labels will have to be translated into this new language and added using the **Menu > Labels > Add** command.

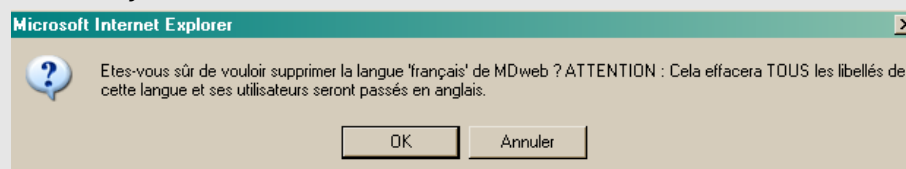
Description of the procedure

1 – Go to **Menu > Options > Language**.

2 – Click on the  beside the language you want to delete.



3 – **Warning:** Before the language is definitively deleted, a dialogue box will warn you and ask you to confirm your action.



4 – **Confirm** by clicking OK if you really want to delete the language. All the text labels of that language will be permanently deleted.

Description of the procedure

1 – Go to **Menu > Options > Language**.

2 – **Defining the language to be added:** Two fields (both required) in the 'Add another language' form have to be filled in:

- the name of the language or its descriptor
- the three-letter code for the language.

It is recommended that the **ISO 636-3 standard** be consulted; it lists three-character codes for most world languages.

Zone administration - Paramétrage de MDweb

Langues

Langues disponibles	Supprimer
anglais (eng)	N/A
français (fra)	✗
Portuguais (por)	✗

Ajouter une autre langue	
Nom de la langue en anglais (au moins 5 lettres)	
Code de la langue (3 lettres)	
Ajouter	

3 – **Add.** After filling in both fields, click **Add**. The language is created. Now you will have to translate all the text labels that appear in the MDweb interface by using the **Menu > Labels > Add** sub-module.

3. Managing users' predefined values

The administrator can make modifications in MDweb users' predefined values (the concept of predefined values is presented in §5 of the Management guide in this document). This feature allows the administrator to verify the consistency of predefined values and to correct them if necessary.

Description of the procedure

1 – Go to **Menu > Options > Predefined values**.

2 – **Selecting the user and resource type:** The form on the first page allows you to filter predefined values depending on the user's login name and resource type. Once you do so, the list of predefined values is displayed. By default, all users and all predefined values are selected.

Zone administration - Paramétrage de MDweb

Valeurs prédéfinies

Login	Type de ressource	
Tous	Tous	Envoyer

3 – **Viewing predefined values and selecting the one to modify:** In the list of predefined values that meet your filtering criteria, you will see each predefined value's resource type and the last update date. Click on  to edit the chosen values.

Valeurs prédéfinies

Login	Type de ressource	
Tous	Tous	Envoyer

	Login	Nom	Nom du jeu de valeurs prédéfinies	Date de mise à jour du jeu de valeurs prédéfinies	Type de ressource	Modifier
1.	admin	Administrateur	bd 2	03-02-2006	BD Géographique	
2.	admin	Administrateur	carte papier 1	07-02-2006	Carte papier	
3.	admin	Administrateur	raster 1	03-02-2006	Image - Thème raster	
4.	admin	Administrateur	vecteur 1	03-02-2006	Thème vecteur	

4 – **Modifying the predefined values:** To modify the values, use the forms in the three tabs (Metadata, Dataset and Distribution), corresponding to the three sections of the standard in which predefined values are extracted.

Valeurs par défaut - bd 2

Métadonnées Jeu de données Distribution

Langue des métadonnées Portugais *

Jeu de caractères des métadonnées 8859-1 *

Envoyer

4 – **Validate your modifications:** Note that you have to validate your changes by clicking **Submit** before going to the next tab. Should you not do so, your changes will not be taken into account.

4. Managing users' contact details

In a manner similar to that for changing users' predefined values, the administrator can change the MDweb user's contacts (the concept of contacts is presented in §5 of the Management guide in this document). This feature allows the administrator to verify the consistency of the contacts information attached to a metadata record and to correct it if necessary.

Description of the procedure

1 – Go to **Menu > Options > Contacts.**

2 – **Selecting the user:** The form on the first page allows you to filter contacts based on the user's login name. Once you do so, you will see the user's contacts. By default, you will see the contact information entered by all the users.

3 – Viewing contacts and selecting one to modify: The contact list displayed will be either for the selected user or for all users. Each contact will show the owner's user-name and when it was last updated. Click  to edit the contact.

Contacts

Login
 Envoyer

	Login	Nom	Nom du contact	Date de mise à jour des contacts	Modifier
1.	admin	Administrateur	contact 2	10-02-2006	
2.	admin	Administrateur	mon contact	03-02-2006	

4 – **Modifying the contact information:** A form corresponding to contact information as specified in the ISO 19115 standard will allow you to modify existing entries. Fields marked by red asterisks * are required fields.

Nom de l'organisme ☐ restant(s) *

Rôle de l'organisme *

Adresse postale ☐ restant(s)

Ville

Code postal

Pays

+ Adresse électronique *

Site web donnant des informations sur l'organisme [1]

Adresse web (url) ☐ restant(s)

4 – **Validate your changes:** Note that you have to validate and save your changes by clicking **Submit**. Should you not do so, your changes will not be taken into account.

User management **Menu > Users**

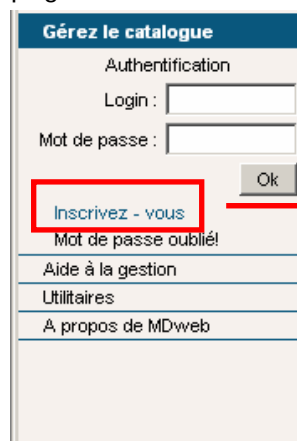
The MDweb administrator is in charge of managing authenticated-user accounts (management and administration module). The **Menu > Users** sub-module allows him to manage user accounts, i.e., to modify the properties of user accounts, most notably the role assigned to the user within MDweb. He can also add or delete users.

1. Adding a new user

A new user is added to MDweb via a two-stage process:

a) Online registration by a prospective user

The prospective user registers himself or herself using a **registration form** which is accessible from the menu on the left on the MDweb home page.

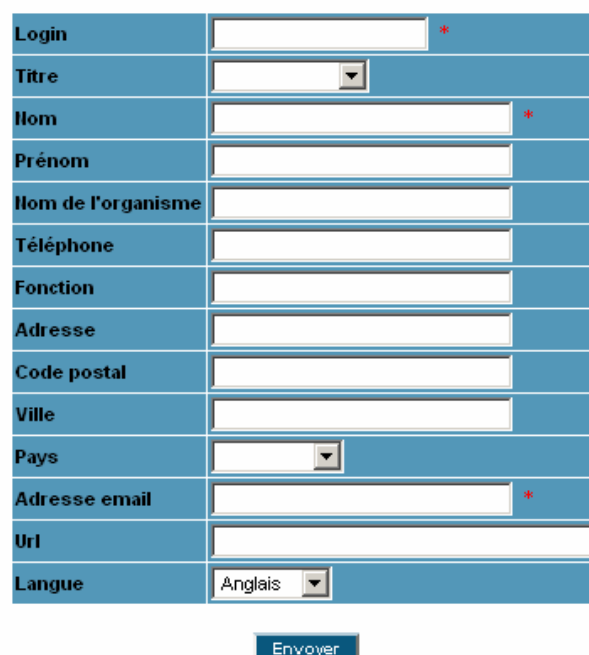


The image shows a sidebar menu titled "Gérez le catalogue". It contains several links: "Authentification", "Login : [input]", "Mot de passe : [input]", "Ok", "Inscrivez - vous" (highlighted with a red box), "Mot de passe oublié", "Aide à la gestion", "Utilitaires", and "A propos de MDweb". A red arrow points from the "Inscrivez - vous" link to the registration form on the right.

When the user Submits the filled-in form, an e-mail is sent to the administrator informing him of the request and a confirmation e-mail is sent to the prospective user. This action creates a user account in MDweb.

Formulaire d'enregistrement à MDweb

Pour avoir un code d'accès nécessaire à la gestion du catalogue, entrez vos coordonnées et envoyer. Un email vous sera envoyé avec votre login et votre mot de passe ainsi que le rôle que vous aura attribué l'administrateur



The image shows a registration form with the following fields: Login (required), Titre (dropdown), Nom (required), Prénom, Nom de l'organisme, Téléphone, Fonction, Adresse, Code postal, Ville, Pays (dropdown), Adresse email (required), Url, and Langue (dropdown set to "Anglais"). There is an "Envoyer" button at the bottom.

b) Activation of the account by the administrator

For the user account to be usable, it has to be activated by the administrator who will assign a role to the user (administration, validation, cataloging, consultation).

Description of the procedure

1 – Go to **Menu > Users > Modify**.

2 – Select an account to modify in the user list.

Zone administration - Modifier users

Liste des utilisateurs

	Login	Nom	Prénom	Adresse email	Rôle	Langue	Couleur de MDweb	Modifier
1.	admin	Administrateur		admin@MDweb.com	administration	français	marron	✓
2.	badara	Badara CSE			administration	français	bleu	✓
3.	essai	desconnets		jcd@teledetection.fr	catalogage	français	bleu	✓
4.	gipLoire	Gip Loire	Gip Loire		administration	français	vert	✓

3 – Allocate to him a cataloger's role and a working catalog by default.

Zone administration - Modifier users

Login	gipLoire	*
Titre	Mr	
Nom	Gip Loire	*
Prénom	Gip Loire	
Nom de l'organisme		
Téléphone		
Fonction		
Adresse		
Code postal		
Ville		
Pays		
Adresse email		*
Url		
Rôle	catalogage	*
Langue	Français	
Couleur de MDweb	vert	*
Catalogue	Observatoire Exemple (EXE)	
Envoyer		

4 - Submit. An e-mail is sent to the user informing him of his login name, password and MDweb role.

2. Modifying the properties of an existing user account

The administrator can modify the properties of an existing user account in a manner similar to that described above. All the properties of an account can be changed.

Note: The e-mail address of the user is the identifier of the account.

3. Deleting an account

To delete a user account use the **Menu > Users > Delete** command.

Description of the procedure

1 – Go to **Menu > Users > Delete**.

2 – Select an account to delete from the list of users.

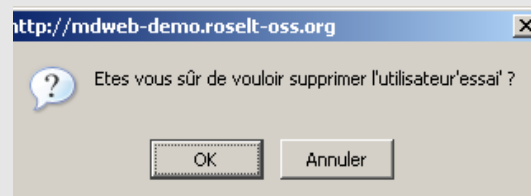
Zone administration - Supprimer users

Liste des utilisateurs

	Login	Nom	Prénom	Adresse email	Rôle	Langue	Couleur de MDweb	Supprimer
1.	admin	Administrateur		admin@MDweb.com	administration	français	marron	N/A
2.	badara	Badara CSE			administration	français	bleu	X
3.	essai	desconnets		jcd@teledetection.fr	catalogage	français	bleu	X
4.	gipLoire	Gip Loire	Gip Loire		administration	français	vert	X



3 – Click on the cross to delete the account. A dialogue box will seek confirmation.



4 – Click OK to delete the account.

Note: A user cannot be deleted if the catalog contains one or more of his records.

Label management **Menu > Labels**

What is meant by label management in MDweb?

All html pages with which the user interacts are constructed using PHP scripts that use text labels stored in the MDweb database. Depending on the language selected by the user, the script for label management will display the pages in English, French or other language. By default, if the label does not exist in the database for a particular language, it will be displayed in English.

In the database, the labels are divided into categories so each can be easily located when it needs to be modified. The following table lists the label categories and their descriptions.

Label category	Description
Help page	Labels for the description of sub-modules offered in the home pages of the management and administration module
Tooltips	Labels that appear when the mouse hovers over certain elements of the pages
Catalog	Labels of the catalog(s) as they appear in the search results
Items of the standard	Labels relating to the items of the ISO 19115 standard
Items of the thesaurus	Labels relating to the items of the thesaurus included with MDweb, by default the Global Change Master Directory (GCMD) of NASA
Predefined lists of the interface	Labels relating to the items for list control in pages, except those that appear in the forms that are predefined lists of the ISO 19115 standard
Predefined lists of the standard	Labels relating to the items for list control that appear in the forms which are predefined lists of the ISO 19115 standard
Menu items	Labels relating to the menu items in the management and administration module
E-mail messages	Words and sentences of e-mails that are sent when a prospective user submits the online registration form
Interface messages	Labels relating to messages displayed to users when executing an operation and all other labels that do not belong to other categories
Resource types	Labels of resource types or templates used in MDweb

The **Menu > Labels** command allows labels to be added or modified. These commands are rarely used though it may be necessary to modify labels to make pages more comprehensible for a particular targeted group of users.

Modifying an existing label

Labels can be modified using the **Menu > Labels > Modify** command.

Description of the procedure

1 – Go to **Menu > Labels > Modify**

2 – **Select the type of label to modify from the drop-down list and Submit.**

Zone administration - Modifier des libellés

Catalogue

Veuillez sélectionner ci-dessus un type de libellés

3 – A filter with four criteria allows you to **refine the search** of your label: language, label text, label description and label name. If you do not know the exact label text, you can use the % **meta-character** in one of the filter fields. It will result in all the labels corresponding to the type selected being displayed.

Zone administration - Modifier des libellés

Liste prédéfinies des interfaces

Nom du libellé	Langue	Texte du libellé	Définition du libellé	Envoyer
	Tous	%		

4 – **Select the label to modify from the list.**

Nom du libellé	Langue	Texte du libellé	Définition du libellé	Envoyer
	Tous	%		

Liste des libellés : 'Liste prédéfinies des interfaces'

	Nom du libellé	Langue	Texte du libellé	Définition du libellé	Modifier
1.	code_observatoire	anglais	Catalog	Label Catalog	✓
2.	code_observatoire	français	Catalogue	Etiquette catalogue	✓
3.	code_observatoire	Portuguais	Catálogo	Label code	✓
4.	confidentialite	anglais	Confidentiality	Label confidentiality	✓
5.	confidentialite	français	Confidentialité	Etiquette confidentialité	✓
6.	confidentialite	Portuguais	Confidencialidade	Etiquette confidentialité	✓
7.	confidentialite_0	anglais	Not confidential	Label not confidential	✓
8.	confidentialite_0	français	Non confidentielle	Etiquette non confidentielle	✓
9.	confidentialite_0	Portuguais	Não confidencial	Etiquette non confidentielle	✓
10.	confidentialite_1	anglais	Confidential	Label confidential	✓



If there are more than 10 labels that meet your search criteria, you can skip to the next 10 labels by using the **next arrow** at the bottom.

5- **Modify the label** and submit. The description of the label is compulsorily required. The modification is immediately applied and will be visible when the concerned page is next displayed.

Adding a label (when a new language is added)

Labels are added with the **Menu > Labels > Add** command.

The use of this command is limited to the translation of labels when a language is added to MDweb. By default, MDweb is supplied with English and French. When a language is added (see MDweb configuration, section on adding/deleting a language), all the labels have to be translated into the new language. This command allows an administrator to do so.

Description of the procedure

- 1 – Go to **Menu > Labels > Add**.
- 2 – **Select the language and the type of label to translate and Submit your choice.**

- 3 – **Filtering:** In the same way as described for modifying a label, you can use a filter based on three criteria to refine the search for your label, using preferably the label text or the label description or the label name. If you do not know the exact label text, you can use the % **meta-character** in one of the filter fields. It will result in all the labels corresponding to the type selected being displayed.

- 4 – **Select the label to translate from the list.**

Zone administration - Ajouter des libellés

Portugais Infos bulle Envoyer

Nom du libellé	Texte du libellé	Définition du libellé	
	%		Envoyer

Liste des libellés : 'Infos bulle' (Portugais)

	Nom du libellé	Texte du libellé	Définition du libellé	Ajouter
1.	bulle_add_keyword	Add keyword		✓
2.	bulle_del_keyword	Delete keyword		✓
3.	bulle_select_user	User filter		✓
4.	bulle_update_keyword	Update keyword		✓

5- Translate the label and submit. The label description is compulsorily required.

Zone administration - Ajouter des libellés

Ajouter 'bulle_add_keyword' (por)

Texte du libellé		*
Définition du libellé		*

Envoyer

Import and export of references **Menu > Import/Export**

This sub-module allows metadata records to be exported (ISO 19115 XML format) from MDweb, import records into MDweb in the same format, attach thumbnails and zip archives to an existing record. The latter three features are available in the management module for all users. In this sub-module, the administrator has access to all the records of all the catalogs.

Importing metadata records into MDweb

To be able to add references originating with other metadata-management applications or data-producing software into catalogs managed under MDweb, the import sub-module allows the administrator to import metadata records in the ISO 19115 XML format (identical to the Import sub-module of the Management module). More accurately, it allows the import of an XML file in MDweb format, i.e., one conforming to DTDs of MDweb templates. (The DTDs are available from the home page, 'Cataloging tools' link.) The structure of the imported XML conforms to the ISO 19115 but does not contain all the items. However, an ISO 19115 XML file can be imported by this sub-module without guaranteeing that all the items will be imported.

An ArcGIS extension is now available: **Export MDweb**. After being installed, metadata can be produced semi-automatically from ArcGIS and exported into an XML file conforming to MDweb templates. This extension also allows the export, if desired, of the thumbnail of the described resource as well as a compressed file archive in zip format.

Export MDweb is supplied as part of the MDweb distribution. It can also be downloaded from the home page, 'Cataloging tools' link.

Exporting metadata records

To be able to exchange metadata records edited in MDweb with other cataloging tools, the export sub-module allows the **export of all metadata records whose basic data entry is complete**, at the minimum. They are exported in the form of ISO 19115 XML files conforming to the DTDs of the different resource types offered in MDweb.

Exporting metadata records

To export of one or more records, use the **Menu > Import/Export > Export XML** command.

Description of the procedure

1 – Go to **Menu > Import/Export > Export XML**. A form will let you select a set of records to export based on clearly defined criteria. You can search for a record using four criteria: a word from the metadata record's title, the resource type (vector theme, image, etc.), the catalog and/or the create/update date of the record.

Export XML

Mot(s) dans le titre des fiches	Type de données	Catalogue	Fiche mise à jour le	
			Date de début	Date de fin
+	Tous	Observatoire Exemple (EXE)		

2 – **Validate your criteria** to obtain a list of records that meet said criteria. Select the records that you want to export by checking the checkboxes in the **Export XML** column. To limit processing time, **only a maximum of 5 records can be exported at a time**.

Titre de la fiche	Catalogue	Type de données	Export XML (max=5)	Téléchargement
1. Afrique capitales Fiche mise à jour le 02-02-2006	Coordination Régionale	Thème vecteur	☐	
2. Afrique indicateur de pression anthropique et animale Fiche mise à jour le 01-02-2006	Coordination Régionale	Thème vecteur	☐	
3. Afrique classification écoclimatique Fiche mise à jour le 24-01-2006	Coordination Régionale	Thème vecteur	☐	
4. Afrique géologie Fiche mise à jour le 09-01-2006	Coordination Régionale	Thème vecteur	☐	
5. Afrique frontières Fiche mise à jour le 05-01-2006	Coordination Régionale	Thème vecteur	☐	
6. Carte des USR Fiche mise à jour le 23-11-2005	Menzel Habib	Carte numérique	☐	
7. Afrique fao sol Fiche mise à jour le 22-11-2005	Coordination Régionale	Thème vecteur	☐	
8. SIEL prospectif 1996-2004 Fiche mise à jour le 03-11-2005	Dantiandou, Torodi, Tondikandia	BD Géographique	☐	
9. Table AptitudeSol Fiche mise à jour le 02-11-2005	Menzel Habib	Classeur Excel - Table BD	☐	
10. SIEL Ferlo Sud 1998 - 2004 Fiche mise à jour le 02-11-2005	Ferlo	BD Géographique	☐	

3 – Launch the export command by clicking the **Export selected records** button at the bottom of the list.

5. Afrique frontières Fiche mise à jour le 05-01-2006	Coordination Régionale	Thème vecteur	☐	
6. Carte des USR Fiche mise à jour le 23-11-2005	Menzel Habib	Carte numérique	☐	
7. Afrique fao sol Fiche mise à jour le 22-11-2005	Coordination Régionale	Thème vecteur	☒	
8. SIEL prospectif 1996-2004 Fiche mise à jour le 03-11-2005	Dantiandou, Torodi, Tondikandia	BD Géographique	☒	
9. Table AptitudeSol Fiche mise à jour le 02-11-2005	Menzel Habib	Classeur Excel - Table BD	☒	
10. SIEL Ferlo Sud 1998 - 2004 Fiche mise à jour le 02-11-2005	Ferlo	BD Géographique	☒	

Exporter les fiches sélectionnées

4 – **Wait a few seconds** and the metadata records will have been exported. The displayed records list will be updated by displaying **the export date**, the success of the export operation and the addition of a button in the **Download** column, which can be used to download the exported records (in XML format) to your own local drive.

The screenshot shows a web browser window with the URL 'http://localhost - Export XML - Mozilla Fir...'. A dialog box titled 'Export XML effectué !' is displayed in the center, with a 'Fermer' button. Below the dialog, a table lists metadata records. The table has columns for record details, location, and a 'Download' column with a 'Lancer' button. The records are numbered 2 through 10. The 'Download' column shows 'OK' for records 7, 8, 9, and 10, and a 'Lancer' button for records 2, 3, 4, 5, and 6. Red arrows point from the text in the previous block to the 'the export date' and 'Download' column in the screenshot.

Record Number	Record Title	Location	Export Status	Download
2.	afrique indicateur de pression anthropique et animale Fiche mise à jour le 01-02-2006	ecteur		☐
3.	afrique classification ecoclimatique Fiche mise à jour le 24-01-2006	ecteur		☐
4.	afrique geologie Fiche mise à jour le 09-01-2006	ecteur		☐
5.	afrique frontieres Fiche mise à jour le 05-01-2006	ecteur		☐
6.	Carte des USR Fiche mise à jour le 23-11-2005	nérique		☐
7.	afrique fao sol Fiche mise à jour le 22-11-2005 Fiche exportée le 07-02-2006	ecteur	OK	Lancer
8.	SIEL prospectif 1996-2004 Fiche mise à jour le 03-11-2005 Fiche exportée le 07-02-2006	Dantiandou, Torodi, Tondikandia	OK	Lancer
9.	Table AptitudeSol Fiche mise à jour le 02-11-2005 Fiche exportée le 07-02-2006	Menzel Habib	OK	Lancer
10.	SIEL Ferlo Sud 1998 - 2004 Fiche mise à jour le 02-11-2005 Fiche exportée le 07-02-2006	Ferlo	OK	Lancer

5– By default, the XML records created are stored in the `xml/export` folder of MDweb on the web server. If you want to export other records, repeat the process from step 3.

Note: Before exporting a record, the script verifies whether an XML record has already been exported earlier. If yes, and if the creation date of the XML record is later than the last update date of the record to be exported, the script proceeds with the export operation and overwrites the older XML record, otherwise it does not run the export operation for that record. The `xml/export` folder of MDweb on your server holds all exported XML records. The list of records displayed in the export XML list shows you which of the records have already been exported and, by comparing the last update date of the record and the export date ('Record title' column), you can make out which XML records are outdated and which not.

Importing metadata records

One or more records can be imported using the **Menu > Import/Export > Import XML** command.

Description of the procedure

1 – Go to **Menu > Import/Export > Import XML**. A form will appear where you can type in the path and the name of the XML file you want to import. If you want to import more than one file (maximum 20) use the **+1** and **-1** buttons to increase/decrease the number of files.

The screenshot shows the 'Import XML' form. At the top, it says 'Import XML'. Below that, there's a section 'Nombre de fiches à importer (max 20) : +1 -1'. Then, there's a label 'Fiche XML n° 1' followed by a text input field and a 'Parcourir...' button. At the bottom, there's an 'Envoyer' button.

Either type in the full path and name of the each file or use the Browse button to navigate to the files on your local drive.

The screenshot shows the 'Import XML' form with three file input fields. Each field has a 'Parcourir...' button. The files listed are: 'E:\temp\titre_test_title_EXE_OB_6_2006-02-06.xml', 'E:\temp\titre_Test 2_title_EXE_OB_5_2006-02-06.xml', and 'E:\temp\titre_Jeu Test_title_EXE_OB_3_2006-02-06.xml'. There is an 'Envoyer' button at the bottom.

2 – **Submit and the XML files will be loaded.** A summary table will show the details of the XML files and will also allow you to select the **MDweb catalog** into which each record will be imported.

The screenshot shows the 'Import XML' summary table. It has five columns: 'Nom du fichier xml', 'Source de l'importation', 'Catalogue de destination', 'Aperçu', and 'fichiers de données'. There are three rows of data. Red arrows point from the text 'MDweb catalog' to the 'Catalogue de destination' column, and from 'thumbnail' and 'zip archive' to the 'fichiers de données' column.

Nom du fichier xml	Source de l'importation	Catalogue de destination	Aperçu	fichiers de données
titre_test_title_EXE_OB_6_2006-02-06.xml	MDweb	Observatoire Exemple (EXE)		
titre_Test 2_title_EXE_OB_5_2006-02-06.xml	MDweb	Observatoire Exemple (EXE)		
titre_Jeu Test_title_EXE_OB_3_2006-02-06.xml	MDweb	Observatoire Exemple (EXE)		

Envoyer

In addition, you also have the opportunity to import a **thumbnail** and/or a **zip archive** to be attached to each record. (The **Menu > Import/Export > Attach thumbnails** and **Menu > Import/Export > Attach data** commands allow these operations to be executed on records that already exist in the catalogs.) If you want do so now, you can:

3 – **Attaching a thumbnail:** Click on the  icon and a form will appear that will allow you to load a jpeg, gif or png file with the thumbnail image of the metadata record that you are importing. Fill in the path and name of the file (or Browse to it) and the description field (optional) and Submit. The thumbnail will be attached to the new record.



4 – **Attaching a zip archive:** Click on the  icon and a form will appear that will allow you to load a compressed zip file containing the files of the resource described by the metadata record that you are importing. Fill in the path and name of the file (or Browse to it) and Submit. The zip archive will be attached to the new record.



5 – **Validating the XML files to be imported:** Once you have optionally attached the thumbnails and data files to the records to be imported, click Submit. The format of the XML files will be verified.



6 – **Launching the XML import:** Click on the **Import** button and the records will be inserted into the chosen catalog and the thumbnails and/or data files attached.



7 – Once the import operation is over, the screen above will be displayed. If you want, you can import more files by clicking the **Import more XML files** button.

If a record already exists: If, while importing a file, MDweb finds that a record in a catalog is identical to the one being imported (same name and update date), you will have three options:

Import XML

Les fiches suivantes existent déjà : Que voulez vous faire?

Importing sheet	Existing sheet	Choose
ess - 2006-02-06 - Image - Thème raster	ess - 2006-02-06 - Image - Thème raster	ne rien faire ne rien faire mettre à jour la fiche créer une nouvelle fiche

- a) **Skip:** The file will not be imported.
- b) **Update the record:** The existing record will be updated by items from the record being imported.
- c) **Create another record:** The conflict will be ignored and a new record will be created in the catalog.

Attaching data files to an existing metadata record

Attaching one or more data files to a metadata record is done using the **Menu > Import/Export > Attach data** command.

The administrator can access records from all the catalogs and attach data files to any of them. Once he selects the files, MDweb will compress them on the fly into the zip format and store the zip archive in the **ressource** folder of MDweb on your web server with the identifier of the record to which it is attached.

Description of the procedure

1 – Go to **Menu > Import/Export > Attach data**.

Three criteria allow you to filter the metadata records so that you can easily find the ones you want to use. These criteria are:

- **Origin of the record:** Imported XML or from a local catalog,
- **Catalog** which contains the record,
- **Resource type** that the record describes (vector, raster, digital map, etc.).

Click Submit to view the list of matching records.

Importer des fichiers de données

Origine de la fiche	Catalogue	Type de ressource	Envoyer
Tous	Tous	Tous	

2 – **Selecting the metadata records:** From the information displayed in the records list, you can easily see which records already have zip archives attached and the dates they were attached (Zip archive column). To attach one or more files, click on the **Ok** button in the Attach column.

Caution: Attaching a data file to a metadata record automatically erases any archive already attached to that record.

Importer des fichiers de données

Origine de la fiche	Catalogue	Type de ressource	Envoyer
Tous	Observatoire Exemple (EXE)	BD relationnelle	

Fiche	Origine de la fiche	Dernière mise à jour	Catalogue	Type de ressource	Archive zip attachée	Attacher
1. BRD	MDweb local	08-02-2006	Observatoire Exemple	BD relationnelle	----	OK
2. Collection test	Importation XML	08-02-2006	Observatoire Exemple	BD relationnelle	08-02-2006 21:36	OK

3 – **Selecting the files to attach:** A new page displays a form that allows you to select files on your local drive for compression and storage on the web server. If you want to attach more than one file (maximum 4) use the **+1** and **-1** buttons to increase/decrease the number of files.

4 – **Compression of the data and attachment:** Once you specify the file paths and names, click **Submit**.

5 – **Verifying the operation:** Depending on the size of the attached files, it may take some minutes for all the files to be compressed and stored. Once that is done, you will return to the records list you started out from. A message will inform you that the files have been saved in the zip archive. If you wish, you can now re-run the operation for other records.

Importer des fichiers de données

Fichier(s) sauvegardé(s) dans une archive zip.

Origine de la fiche	Catalogue	Type de ressource	
Tous ▼	Observatoire Exemple (EXE) ▼	BD relationnelle ▼	Envoyer

Fiche	Origine de la fiche	Dernière mise à jour	Catalogue	Type de ressource	Archive zip attachée	Attacher
1. BRD	MDweb local	08-02-2006	Observatoire Exemple	BD relationnelle	08-02-2006 21:40	OK
2. Collection test	Importation XML	08-02-2006	Observatoire Exemple	BD relationnelle	08-02-2006 21:36	OK

Note: The total size of the files to be attached should not be bigger than your server's storage capacity and should be suitable for the available bandwidth so that the operation does not exceed the **timeout** of your PHP module. If it does, the attachment operation will fail.

Attaching a thumbnail to an existing metadata record

One or more thumbnails can be attached to a metadata record by the use of the **Menu > Import/Export > Attach thumbnails** command.

The administrator can access records from all the catalogs and attach a jpeg, gif or png file to each of them. The image file's size should not exceed 50 KB. MDweb will store the thumbnail files in the images folder of MDweb on your web server with the identifier of the record to which it is attached.

Description of the procedure

1 – Go to **Menu > Import/Export > Attach thumbnails**.

Three criteria allow you to filter the metadata records so that you can easily find the ones you want to use. These criteria are:

- **Origin of the record:** Imported XML or from a local catalog,
- **Catalog** which contains the record,
- **Resource type** that the record describes (vector, raster, digital map, etc.).

Click Submit to view the list of matching records.

Importer l'aperçu

Origine de la fiche	Catalogue	Type de ressource	
Tous	Tous	Tous	Envoyer

2 – **Selecting the metadata records:** From the information displayed in the records list, you can easily see which records already have a thumbnail attached and the date it was attached. To attach a thumbnail image, click on the **Ok** button in the Attach column.

Caution: Attaching an image file to a metadata record automatically erases any thumbnail image already attached to that record.

Importer l'aperçu

Origine de la fiche	Catalogue	Type de ressource	
Tous	Tous	Tous	Envoyer

Fiche	Origine de la fiche	Dernière mise à jour	Catalogue	Type de ressource		Attacher
1. carte numérique	MDweb local	08-02-2006	Observatoire Exemple	Carte numérique	----	OK
2. raster	MDweb local	08-02-2006	Observatoire Exemple	Image - Thème raster	----	OK
3. vecteur	MDweb local	08-02-2006	Observatoire Exemple	Thème vecteur	----	OK

3 – Selecting the file to attach: A new page displays a form that allows you to select an image file (jpeg, gif or png) for storage on the web server. Fill in the path and name of the file (or Browse to it) and the description field (optional) and Submit. The thumbnail will be attached to the record.

The screenshot shows a web form titled 'Importer l'aperçu' with the subtitle 'carte numérique'. The form has an orange header bar that says 'Attacher un aperçu à la fiche'. Below this, there are two input fields: 'Fichier' and 'Description'. The 'Fichier' field contains the text 'C:\wamp\www\coord' and has a 'Parcourir...' button next to it. The 'Description' field contains the text 'vue générale de la carte'. At the bottom of the form is an 'Envoyer' button.

Attacher un aperçu à la fiche	
Fichier	C:\wamp\www\coord Parcourir...
Description	vue générale de la carte
Envoyer	

Catalog management **Menu > Catalogs**

Concept of the catalog

In MDweb, each reference (metadata record) is part of a catalog. MDweb can contain several catalogs. The decision to store references within catalogs was taken to facilitate their management. In fact, we can define for each user a working catalog where his or her reference will be stored. The creation of several catalogs allows easy management of a large number of references and to divide them thematically: a team, a project, an organisation, etc.

To allow the entry and addition of a reference in MDweb, at least one catalog has to exist.

The **Menu > Catalogs** sub-module allows the administrator to create, modify or delete a catalog.

Adding a catalog

For adding a catalog, the **Menu > Catalogs > Add** command is used.

Description of the procedure

1 – Go to **Menu > Catalogs > Add**.

2 – **Enter the name of the catalog and of a country.**



Zone administration - Ajouter un catalogue

Nom du catalogue	catalogue exemple	*
pays	France	
Envoyer		

3 – **Submit.** The catalog is created and can be used to store references.

Modifying a catalog

For modifying a catalog, the **Menu > Catalogs > Modify** command is used.

Description of the procedure

1 – Go to **Menu > Catalogs > Modify**.

2 – **Select the catalog to be modified** by clicking on the tick mark in the Modify column.

Zone administration - Modifier un catalogue

	Nom du catalogue	code du catalogue	pays	Modifier
1.	toto	to_cat	France	✓
2.	Observatoire Exemple	EXE_OB		✓

3 – **Modify the name and Submit.**

Zone administration - Modifier un catalogue

Nom du catalogue	Observatoire exemple	*
pays	France 	
Envoyer		

4 – **A modification is validated only if the catalog in question is empty.**

Deleting a catalog

For deleting a catalog, the **Menu > Catalogs > Delete** command is used.

Description of the procedure

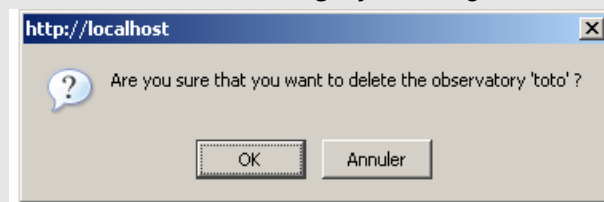
1 – Go to **Menu > Catalogs > Delete**.

2 – **Select the catalog to be deleted** by clicking on the cross in the Delete column.

Zone administration - Supprimer un catalogue

	Nom du catalogue	code du catalogue	pays	Supprimer
1.	toto	to_cat	France	
2.	Observatoire Exemple	EXE_OB		

3 – **Confirm the deletion of the catalog** by clicking OK.



4 – **The catalog is deleted only if it is empty.**

Contacts



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Online demo: www.mdweb-project.org/demo/