

Open source CeCILL

MDweb

**Tool for cataloging and locating
environmental information**

User Manual – Managing metadata

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Before you start...

This manual is meant for you, the MDweb user who needs to create metadata sheets. Since only authenticated users can create or modify sheets, you will have to request the organization running MDweb – via its administrator – to provide you with a user account and to assign a suitable role, with its associated rights, to you.

Creating your user account

You can obtain a user account with password by filling in the online registration form accessible via the **Registration** link on the home-page toolbar.



When you submit the registration form, a confirmation e-mail will be sent to your e-mail address. Subsequently, the administrator will validate your registration by assigning you a role. As soon as he does so, you will receive an e-mail with your login name and password.

Opening a session

Once you have your login name and password, you can access the management module from the home-page toolbar.



On clicking **Ok**, you may see this message:

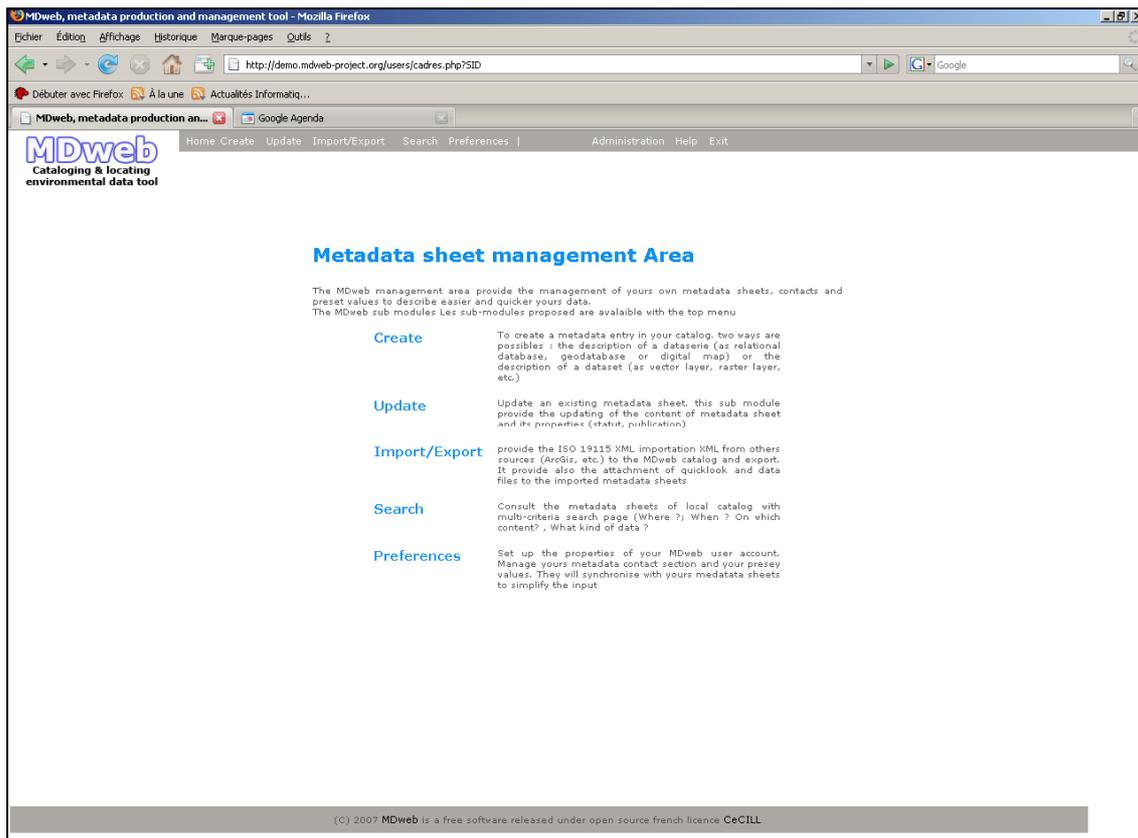


If you get this message, first verify that you entered your login name and password correctly. If the problem persists, verify that your browser accepts cookies:

- In **Internet Explorer**, go to Tools/Internet Options/Privacy. Click the 'Advanced' button. In the 'Advanced Privacy Settings' dialogue box, enable the 'Override automatic cookie handling' checkbox and 'Accept' both first-party and third-party cookies.
- In **Firefox**, cookies are enabled via the Tools/Options/Privacy/Cookies dialogue box. Check the 'Allow sites to set cookies' checkbox.

The management module provides access to a number of sub-modules and commands that allow you to add, modify and import metadata sheets. It also allows you to view metadata sheets that are confidential, i.e., those not accessible from the public-search module. Finally, you can manage your user account, contacts (personal contacts directory, used for synchronizing the contacts section of the standard) and predefined values by resource type (default values for data-entry forms).

These features are accessible from the menu on the home page of the management module.



Managing your user account

Go to [Menu > Preferences > My account](#). You will be able to modify all the properties of your account except the role assigned to you by the administrator.

Change personal preferences

Name	<input type="text" value="Administrateur"/>
Firstname	<input type="text"/>
Email address	<input type="text" value="admin@mdweb-project.org"/>
Password	<input type="password" value="*****"/>
Confirm password	<input type="password" value="*****"/>
Language	<input type="text" value="english"/>
Catalog	<input type="text" value="Catalogue Demo (EMO)"/>

You may want to change your password to one of your choosing. In addition, you can, if you like, also change the language as well as the default catalog. The default catalog is assigned to you by the administrator and is your working catalog. It will be displayed by default when you will add metadata sheets.

Creating or modifying a metadata sheet

This section shows you how to add or modify a metadata sheet for different resource types to be referenced. It also provides details on how to synchronize metadata sheets (contact information) with the personal MDweb directory, synchronize predefined values, and attach data files and thumbnails.

Adding a new reference to an MDweb catalog is a two-stage process:

- **Creating a metadata sheet in a catalog**
- **Filling in information describing the referenced resource**

Auxiliary operations, such as modifying a sheet's properties, the synchronization of contact information and predefined values, need not necessarily be executed when a new reference is added to the catalog; they can be run independently later.

1 - Creating a metadata sheet

Depending on the type of metadata sheet you want to create, use the **Menu > Create > Data collection** or **Menu > Create > Data set** command.

For **Data collection**, there are three types of resources that can be referenced in the standard MDweb version:

- **Temporal database**
- **Geographic database**
- **Digital map**

For **Data set**, the following resource types can be referenced in the standard MDweb version:

- **Paper map**
- **Vector data**
- **Satellite image, aerial photo**
- **Data table**
- **Text document**

Note: Procedures for creating a reference of either of the two types are identical. We will describe here the procedure to create a metadata sheet for a **Data set** resource type.

Description of the procedure for creating a sheet

1 – Go to **Menu > Create > Data set**. A form will be displayed for you to fill in.

2 – **Choosing the title of the sheet:** Enter a title in the corresponding field. This title need not necessarily be the title of the resource you are referencing; it is the title of reference within MDweb. **The length of the title is limited to 80 characters.**

3 – **Choosing the catalog:** If more than one catalog exists in your application, you will have to select the catalog in which your sheet will be stored. The drop-down list will allow you to choose one of the existing catalogs.

4 – **Selecting the data type:** You have to select the data type of the resource you are referencing. This is an important field; on the data type depends which form is displayed for you to fill in. In the standard version of MDweb, 8 data types are available. In this example, we will create a sheet to describe a 'vector data' data type.

5 – **Selecting a data-entry level:** A drop-down list will allow you to choose the level of detail you want to enter for your sheet. By default, the level is set to Basic. This level includes only those items essential for publishing a reference.

6 – **Using an existing sheet to pre-fill the new sheet:** Finally, you can, if you like, create your sheet with information already copied from another sheet of the same data type. Click on the Yes radio button and a list will appear:

Create metadata sheet

Data type : Vector layer - Catalog : Catalogue Demo (EMO)

	Sheet title	Sheet state	Update date	Updated by	Use as template
1.	test couche vecteureeee	Not validated - Not confidential	2007-12-12	admin	✓
2.	cadastre	Not validated - Not confidential	2007-11-08	flavie	✓
3.	test	Not validated - Not confidential	2007-11-08	flavie	✓
4.		Not validated - Not confidential	2007-11-07	flavie	✓

*You can select one of the sheets from the list to copy information from. **When the sheet is created, all the contents of this source sheet will be copied to the new sheet.***

*7 – **Validate** by clicking Submit. The new metadata sheet will be created in the specified catalog. The first stage in the addition of a reference is now complete. Now the sheet will have to be filled-in and then validated so that it can be published and become accessible.*

a) 'General information on your metadata sheet' page

Once you click Submit on the form for creating a metadata sheet, a page will appear with the title: **General information on your metadata sheet**. In this section, we will explore this page in detail, which:

- lists the **sheet's properties**,
- allows **synchronization of contacts and predefined values**,
- provides **access to information-entry forms**,
- allows the **attachment of data files**,
- allows the **attachment of a thumbnail**.

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Management module's menu bar

Access to entry-forms broadly divided according to the ISO standard

image simulation spot5

- Dataset Spatial representation
- Spatial reference system
- Resource identification
- Resource distribution
- Dataset quality

Show metadata sheet

Back Update

Metadata sheet general informations

State of sheet : Validated - Not confidential

Sheet title: image simulation spot5

Catalog: Catalogue Demo (EMO)

Input level: Complete

Default values: theme_raster_fr 05-07-2007

Data type: Remote sensing image - Aerial pict.

Update date: 01-07-2008

Updated by: admin

Input complete?: Complete

Validate: Yes

Confidentiality: No

Address book manager

New Address book entry: Create

Catalog contact: exemple contact 05-07-2007

Resource contact: exemple contact 05-07-2007

Distribution Contact: exemple contact 05-07-2007

Insert

Quicklook

Quicklook: http://demo16.mdweb-project.org/images/simul_spot5_98_img.jpg Attach

accepted formats: gif, jpg, jpeg, png, bmp
- max size : 100 Ko

Link one or more parent sheet(s)

Parent type: All

List of attached files

	Download	Private	Modify
File name	Unzipped size		
1. simul_spot5_98.img	1,06 MB		

Linked zip file (702,76 KB) - Last update : 05-07-2007 17:35

Link dataset files to the sheet

Select the number of files that you want to attach: 1 Validate

Warning : the max size for each file is 30Mo

Box for attaching one record to another

Box for attaching data files to the record

Box displaying the metadata record's properties

2 – Entering information into the metadata sheet

Information is entered into a metadata sheet via forms that consist of fields corresponding to the metadata standard used by your catalogue. There is a different form for each data type, i.e., one that consists of description fields chosen for the particular data type.

a) Choosing the data-entry level

By default, your metadata sheet's data-entry level is the one you specified when it was created. If you want to change to a different entry level (Basic, Extended, Complete), select it in the [Data-entry level](#) drop-down list. Validate by clicking the [Change](#) button on the right of the list in your sheet's properties box on the 'General information' page.

b) Structure of the data-entry forms

Each form corresponds to a section of the standard. For example, for the 'vector data' data type and the Basic data-entry level, three sections are offered:

- The section for the **identification of the data set**
- The section for the **spatial representation of the data set**
- The section for the **system of spatial reference**

At the Extended data-entry level, two additional forms will be accessible, corresponding to two more sections of the standard:

- The section for the **quality of the data set**
- The section for the **distribution of the data set**

The sections **Identification of the data set**, **Quality of the data set** and **Distribution of the data set** are common to all data types available in the standard version of MDweb. For additional information on the ISO 19115 sections, refer to the [ISO 19115](#) document: Geographic information – metadata ISO TC/211.

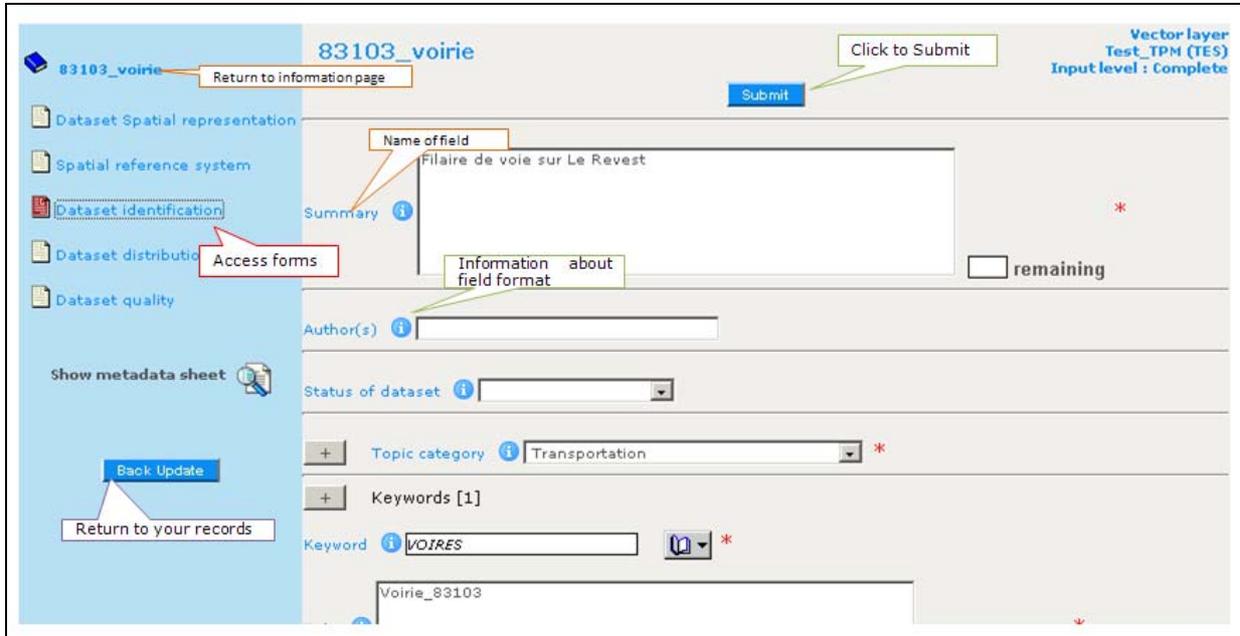
c) Accessing the forms

To start entering information in a sheet, access the forms by clicking on the links in the **frame on the left**.

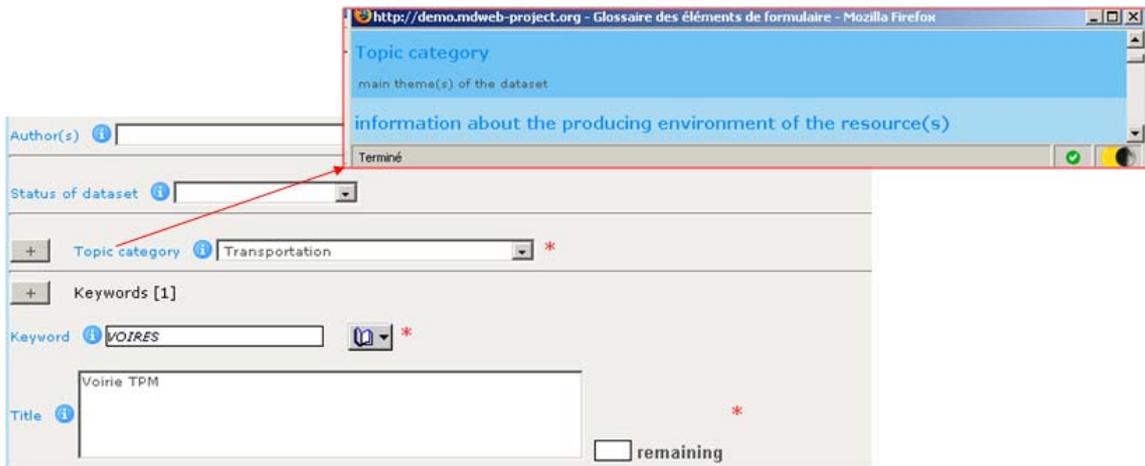
The screenshot displays a web-based metadata management interface. On the left, a sidebar contains a navigation menu with the following items: 'image simulation spot5', 'Dataset Spatial representation', 'Spatial reference system', 'Resource identification', 'Resource distribution', and 'Dataset quality'. Below the menu is a 'Show metadata sheet' button and a 'Back Update' button. The main content area is titled 'Metadata sheet general informations' and shows the state of the sheet as 'Validated - Not confidential'. The form includes fields for 'Sheet title' (image simulation spot5), 'Catalog' (Catalogue Demo (EMO)), 'Input level' (Complete), 'Default values' (theme_raster_fr, 05-07-2007), 'Data type' (Remote sensing image - Aerial pict.), 'Update date' (01-07-2008), 'Updated by' (admin), 'Input complete?' (Complete), 'Validate' (Yes), and 'Confidentiality' (No). Below this is an 'Address book manager' section with 'New Address book entry' (Create), 'Catalog contact' (exemple contact, 05-07-2007), 'Resource contact' (exemple contact, 05-07-2007), and 'Distribution Contact' (exemple contact, 05-07-2007). A 'Quicklook' section shows a URL and an 'Attach' button. On the right, a table lists linked files with columns for 'File name' and 'File size'. A warning message 'Warning : the max size!' is visible at the bottom right.

d) Data-entry environment

The screen-shot below shows the data-entry environment. The frame on the left allows you to return to the General information page by clicking on the title of the sheet. You can go to entry forms of the other sections or, if you have arrived here for modifying a reference, return to the list of filtered sheets from which you chose this sheet to be modified.



The **central frame** (in grey) displays the form. The form is organised in different sections with their titles in bold. The form's fields are of several types. They are identified by a label. By clicking on the field label, you can access a glossary of the standard's items.



e) Different field types and their properties

Different field types

To make it easier for you to enter information and to improve consistency of the information entered, the forms consist of three types of fields:

- text fields for **free text entry**. The format and the length of the entered character string will be verified when the form is submitted.
- **drop-down lists** whose items are taken from the standard.
- Fields with **assisted entry**.

These latter fields include date fields whose icon  opens a **calendar**, keyword fields with the  icon that opens a **thesaurus**, or the fields for specifying geographic extents using the  icon that opens a **cartographic interface**. The next section explains these fields in greater detail.

Properties

Independent of its type, each field in the form has two properties that are set when the data-entry mask is defined.

- The **number of times it occurs in the form**, i.e., the possibility of entering several values for the field. The multi-occurrence of a field is shown by the presence of a . Click the  to obtain another field of the same type. Use the minus icon  to reduce the number of fields.
- Whether the **field is mandatory** or not. If it is, a red asterisk ***** appears beside the field and you have to compulsorily fill it in before submitting the form.

f) Assisted-entry fields

Entering a date

Date-entry fields should be in either **YYYY** or **YYYY-MM-DD** formats. To simplify the entering of dates and avoid formatting errors, the date fields are linked to a calendar that opens in a pop-up window when you click the  icon.

You can select the month and year using the calendar's corresponding drop-down lists. The form closes when you click on the day; the selected date is sent to the date field. In our example, the date sent is 19-06-2007.

Reference date

Date of dataset creation   *

Note: If you only want to enter a year, you have to type it manually in the **YYYY** format.

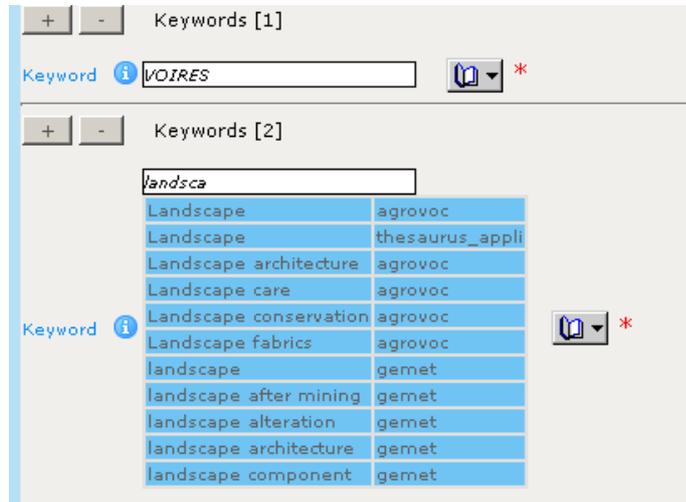
Entering a keyword

Keywords can be entered in two ways:

- By using the **auto-complete** feature of the field. As you type the first few letters of your keyword, MDweb suggests matching keywords from the thesauri associated with MDweb. These suggestions will be displayed below the keyword field. You can click on any of the suggested keyword to insert it into the keyword field. If your keyword is not included in the ones

offered, you can enter it into the keywords manager so that it is available in the future (see Creating or modifying a keyword).

-



- By using the **pop-up thesaurus**. If you cannot think of the keyword you want to use, you can select it from an Explorer-type window displaying thesauri entries in a tree structure. Click the  **1** icon besides the keywords field to open this window.



A menu allows you to choose which thesaurus to use². Once a thesaurus is selected, use the auto-complete feature to select a term³ from which the thesaurus's tree structure

will be displayed⁴. (In fact, since the reference thesauri are so large, it is not possible to display them in their entirety; only the application thesaurus can be displayed fully.) You can then navigate in the tree structure to see on the right⁵ the different relationships of a concept, then choose the concept if it is suitable⁶. For more information, [see the Note on thesaurus usage](#).

Entering the geographic extent

Notion of the geographic extent of a data set

For a **spatially localized data set** (vector data, satellite image, map), the geographic extent is the spatial extent of the data. For example, if we are referencing the map of French *départements*¹, the spatial extent to specify will be the national boundaries of France.

For **data sets that are not localized** (text document, temporal database, data table, etc.), the geographic extent is the spatial extent to which the data relates. For example, if we want to reference a report on the integrated management of the Thau lake's watershed, the spatial extent to be entered would be the Thau lake's watershed.

The geographic extent that you want to specify for your data set, or the bounding box, requires the entry of either the four East, West, North, South corners in **decimal geographical coordinates** or of the **toponym**. The geographic extent is essential for indexing your data set. It will be used during searches by location (Where? criteria) for your data set.

Click on the  icon and a pop-up window will open. A cartographic interface will display the active layers of the spatial reference base installed with your copy of MDweb. (The reference base is specific to each MDweb application.)

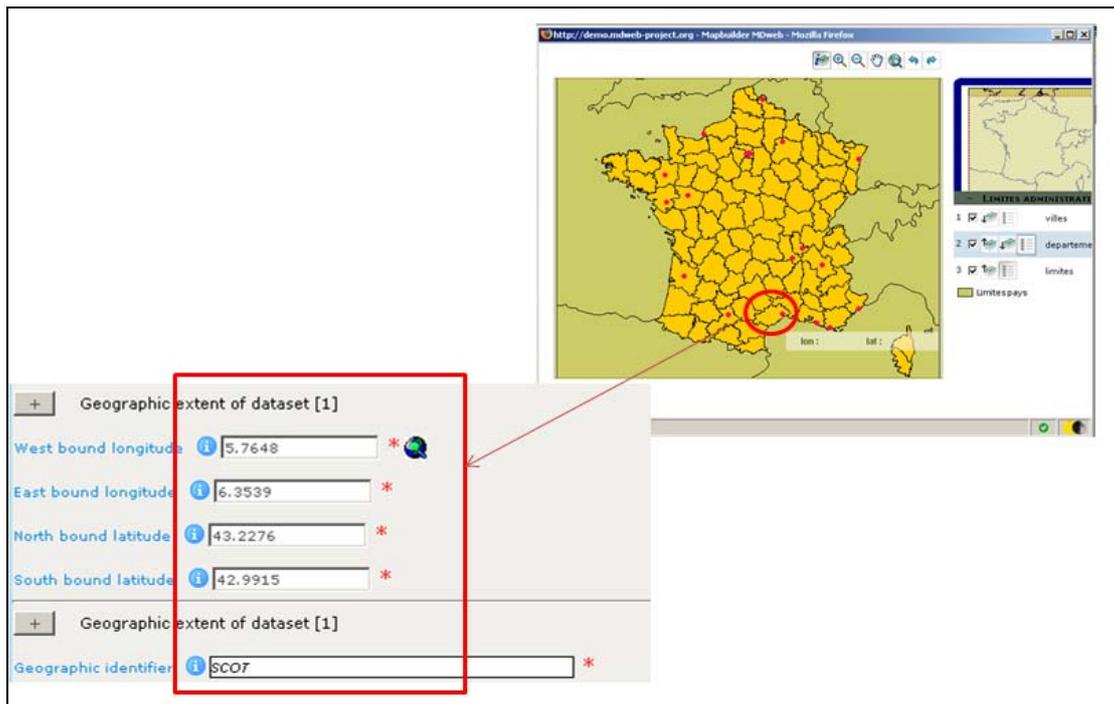
Two features can be used to help enter the geographic extent:

- The **selection of an object** (polygon, polyline or point) on the active layer and sending it to the form's fields.
- The **definition of a bounding box** using the mouse and sending it to the form's fields.

Example of entering the geographic extent using an existing geographic object

In this first example, the user has an existing data set with the Hérault *département* as geographic extent. His geographic reference base contains an entity that is the **outline of the Hérault *département*** in the *Départements* layer.

¹ A *département* is a French administrative region, analogous to a state or county in other countries.

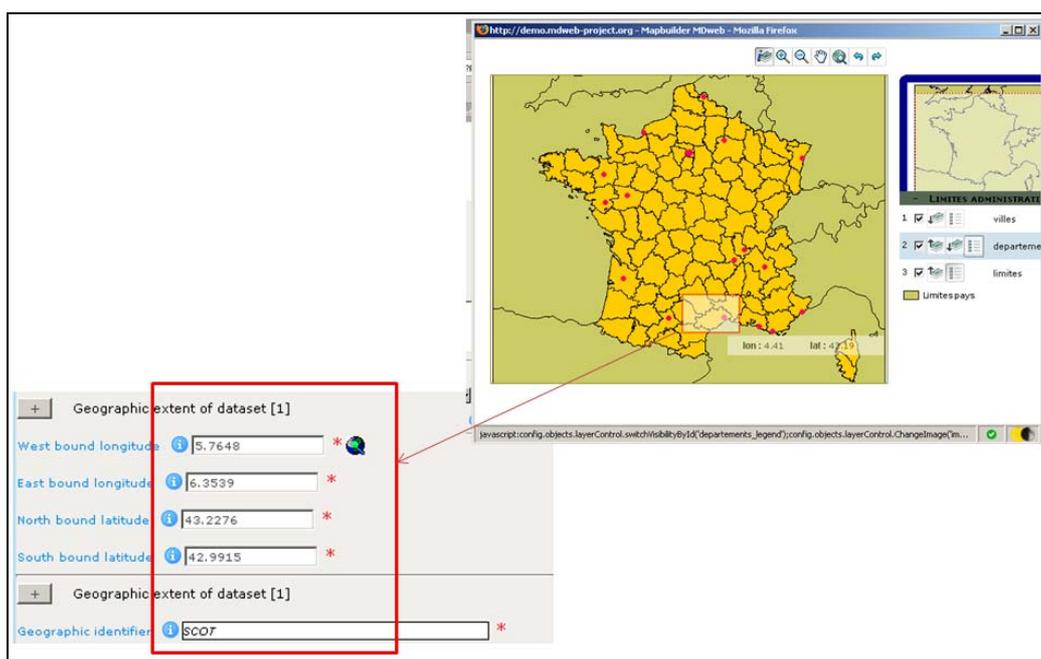


Click the mouse button with the cursor hovering over the geometry, and the East, West, North and South coordinates will be inserted into the fields in decimal degrees as will the toponym of the corresponding entity into the relevant field.

Example of entering the geographic extents using the bounding box

In this second example, we assume that the user has a data set with a geographic extent that encompasses several *départements*. His geographic reference base does not have an entity corresponding exactly to the geographic extent of his data set.

The user can use the mouse to draw a rectangle (drag-and-draw) corresponding approximately to his data set's extent. **When he lets go of the mouse button, the coordinates of the rectangle that he has drawn are sent to the form.**

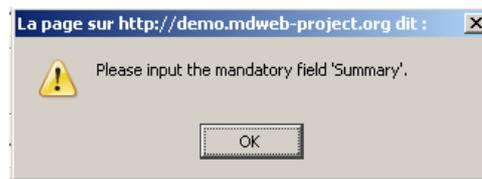


The toponym is generated automatically by the concatenation of the four coordinates.

g) Submitting a form

Before the information entered into a form can be saved during creation or modification of a sheet, you have to ensure that all mandatory fields, those marked with a red asterisk *****, are filled in. (Remember that each form corresponds to one section of the standard)

When you click the **Submit** button, the contents of the obligatory fields are checked and all the fields are checked for conformity with the respective field types. If any check fails, a dialogue box informs you of the problem.



You can then correct the field in question and re-submit the form.

3 – Modifying a metadata sheet's properties

The properties box on the '**General information on your metadata sheet**' page displays the properties of the sheet and allows you to modify some of them. Except the data type, the modification date, the name of the user who created the sheet, last update and the data-entry status, all other properties can be modified in an interactive manner.

In this section, we briefly cover all the properties that can be modified.

a) Title

If you like, you can modify the title of your metadata sheet. The title can be a maximum of 80 characters long. To do so, modify the text in the **Title of the sheet** field and click the  icon to save the new title.

b) Catalog

If you want to transfer the sheet to another local catalog, select it from the drop-down list of the **Catalog** field. Then click the  icon to save your catalog selection.

c) Data-entry level

By default, the data-entry level of your metadata sheet is that specified when the sheet was created. If you want to change the data-entry level to a higher level, select the level you want (Basic, Extended, Complete) from the **Data-entry level** drop-down list and validate your choice by clicking the **Change** button on the right side of the list.

Note: If you modify the data-entry level, certain sections of the standard may disappear (or appear) in the frame on the left to reflect the new level.

d) Publication status

The publication status of a sheet corresponds to its accessibility during searches for references by the final user. Two statuses are possible:

- **Unvalidated**, i.e., not published, shown by the  icon
- **Validated**, i.e., published, shown by the  icon

The modification of a sheet's publication status is allowed if you have the rights to do so, i.e., if the administrator assigned you a validator's role. Of course, the administrator himself can change this status.

Click on the flag icon to toggle the publication status. With the sheet in the unvalidated state, the flag will appear red ; in the validated state it will be green .

e) Confidentiality status

The confidentiality status determines who can access a validated reference. Two statuses are possible:

- The **confidential** status  signifies that the sheet will only be accessible to authenticated MDweb users.
- The **non-confidential** status  signifies that the sheet will be accessible to anyone using the public search module.

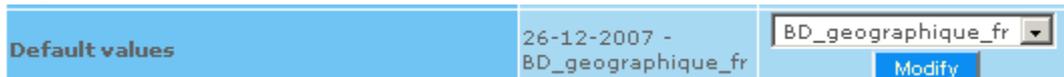
Click on the lock icon to toggle the confidentiality status. When set to confidential, the lock will be locked ; when set to non-confidential, the lock will be displayed as open .

f) Synchronizing predefined values

To simplify and automatize the entry of information on the data being referenced, two synchronization mechanisms are provided in MDweb. The first concerns the **synchronization of default values**. The purpose of this synchronization is to allow, during the creation of a sheet or before its validation, the automatic filling in of some fields whose values are constant for 'technical'

items, i.e., corresponding to the items of the standard for which specialized knowledge is necessary). For this, when a sheet is created, a predefined set of values is filled in. The user can modify them by going to **Menu > Preferences > Manage values**. These operations are covered in a different section in this manual (Creating or modifying a set of predefined values).

To synchronize the predefined values into your sheet, the set of default predefined values default is available in the drop-down list. Click the **Modify** button to insert the values into your sheet.



On the left of the drop-down list will be shown the date of synchronization of the values and the inserted set.

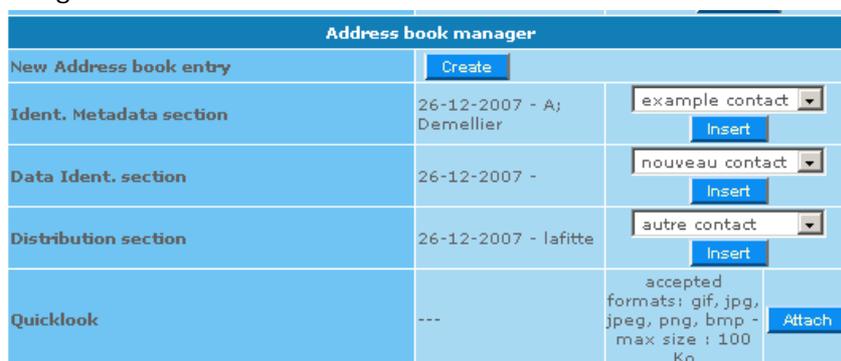
g) Synchronizing the contact fields

For the same reasons as for the synchronization of predefined values, the synchronization of the contact information allows the user to create a contact set in MDweb and to use it when creating or modifying a sheet. The synchronization of the contact information can be done independently for the three sections of the templates:

- The section **Identification of metadata**
- The section **Identification of the data set**
- The section **Distribution of the data set**

The **Menu > Preferences > Manage contacts** command allows the user to created and modify his contact set.

To synchronize the contact information in your sheet with the contact sets defined earlier for each section, you can select a set and synchronize into your sheet by clicking the corresponding **Insert** button.



On the left of the drop-down list will be displayed the date of the synchronization of the contact information inserted into the sheet.

h) Attaching a thumbnail image

As contemplated in the ISO 19115 standard, it is possible to attach a thumbnail image of the referenced data to the sheet. The last item in the properties box allows the user to do so.

This operation also fills in the corresponding item of the standard and stores the image on the hard drive of the MDweb server. A thumbnail can also be attached to an existing sheet using the [Menu > Import/Export > Attach thumbnail](#) command. This command allows batch attachment.

Description of the procedure for attaching a thumbnail

1 – Click the **Attach** button to open the thumbnail attachment form.

Address book manager		
New Address book entry	Create	
Ident. Metadata section	26-12-2007 - A; Demellier	example contact Insert
Data Ident. section	26-12-2007 -	nouveau contact Insert
Distribution section	26-12-2007 - lafitte	autre contact Insert
Quicklook	---	accepted formats: gif, jpg, jpeg, png, bmp - max size : 100 Ko Attach

2 – **Selecting the file to attach:** The form allows you to select **an image file (jpeg, gif or png)** containing the thumbnail of the metadata sheet that you want to import. 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 sheet.

Metadata sheet general informations

Link quicklook to the sheet

File n° [Parcourir...](#) (accepted formats: gif, jpg, jpeg, png, bmp - max size : 100 Ko)

Description of content of quicklook [Submit](#)

3 – **Validation:** The name of the file will be shown in the properties box.

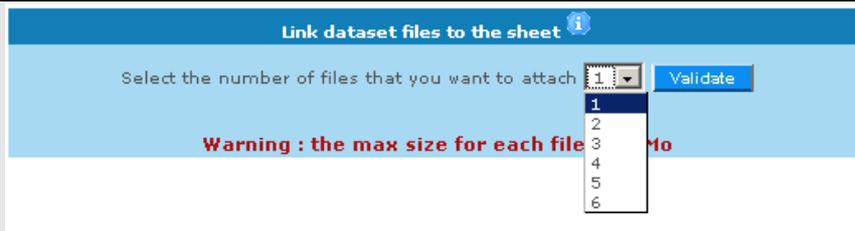
i) Attaching data

One or more data files can be attached to the metadata sheet from the [Attach resource files to the sheet](#) box.

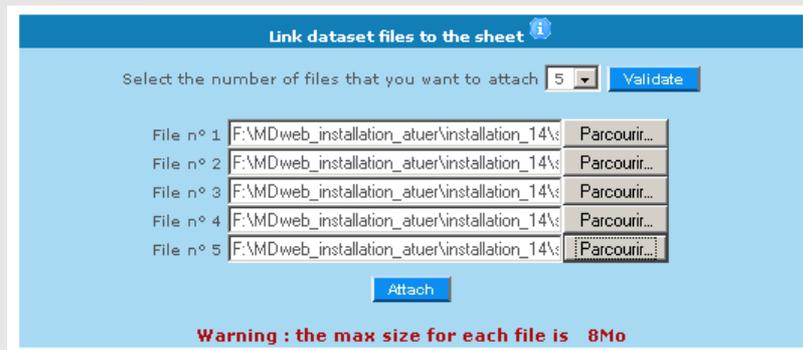
Currently, this box allows the user to load the files that he wants to attach to the sheet and compresses them into a zip archive. The loaded files are compressed on the fly in zip format and stored in MDweb's *resource* folder on the web server with the identifier of the sheet to which the data is attached.

Description of the procedure

1 – **Loading the files to be attached:** In the [Attach resource files to the sheet](#) box, a form allows you to load the data files from your local drive to the web server. Use the drop-down list to select the number of files to attach.



2 – **Attaching and zip compression:** Fill in the path and name of the files (or Browse to them) and click **Attach**.



3 – **Validating 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, a box will appear on the page and display the names and sizes of the compressed files as well as the size of the zip archive and its creation date.

List of attached files

	File name	Unzipped size
1.	ocean_mercator.sbx	116 Bytes
2.	ocean_mercator.shp	236 Bytes
3.	ocean_mercator.shx	108 Bytes
4.	ville_mercator.prj	483 Bytes
5.	ocean_mercator.dbf	153 Bytes

Linked zip file (1,35 KB) - Last update : 14-01-2008 18:19

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.

4- Modifying an existing metadata sheet

The same page and operations described in the previous section (3- Modifying a metadata sheet's properties) are used to modify an existing reference. Here we will show you how to search for a sheet and arrive at its general information page.

Description of the procedure for modifying a sheet

1 – Go to **Menu > Modify**. You can search for a sheet to modify using five filtering criteria:

- **the catalog containing the sheet**

- *the data type*
- *the sheet's owner* (if you are validator or administrator)
- **by date or title** (sorting in ascending order)
- the **status** of metadata sheet **validation**

Modify a metadata sheet

Catalog	Data type	Login	Sort by	Validated	
All	All	All	Title	Yes/No	<input type="button" value="Submit"/>

2 – **List of sheets:** When you submit your criteria, the list of sheets that meet said criteria is displayed. You can see the main properties and modify some of them, notably the confidentiality and publication statuses. The  icon allows you to delete a sheet.

Modify a metadata sheet

Catalog	Data type	Login	Sort by	Validated	
All	All	All	Title	Yes/No	<input type="button" value="Submit"/>

Results 1 to 2 from 2

Sheet title	Catalog	Data type	Updated by	Input level	Confidentiality	Update date	Validate	Update	Delete
1. image simulation spot5	Catalogue Demo (EMO)	Remote sensing image - Aerial pict.	admin	Complete finished		2008-07-01			
2. WMS DENIS	Catalogue Demo (EMO)	Spatial Web service	admin	Complete finished		2008-07-01			

Note: If you do not specify any filtering criteria, all of your sheets will be displayed.

Click the  icon to go to the metadata sheet's general information page. See sections 2- **Entering information into the metadata sheet** and 3- **Modifying a metadata sheet's properties** for details on modifying the sheet.

5 – Validating a metadata sheet for publication

Validation is necessary for the publication of your metadata sheet and of its accessibility from the search module. It is something that should be done according to a **procedure that has been discussed and consensually arrived at** within the organization or team that is managing the catalog.

Even though easy enough to execute – all one has to do is to toggle the red flag  to green  – a **conscientious** validation procedure should be put in place by the one or more persons having **validators' roles** and who have been assigned this responsibility by the managing organization. The validation process should consider both the **thematic and spatial descriptors** that are used for indexation (in particular the keyword fields and the spatial extent) as well as the fields describing the **contents of the data referenced** (title, summary, for example). Accuracy of the information on the structural characteristics (type of representation, format, etc.) should also be checked.

For these reasons, the validation should be entrusted to one or more persons who have **thematic expertise** on the referenced data and a good knowledge of **geographic information specifications** in general. Only with this background can a validator correctly evaluate the contents of the data and its technical specifications.

The validation operation itself can be executed from the sheet's general information page (red flag  > green flag .

The publication status of a sheet can only be changed if you have the rights to do so, i.e., if the administrator has assigned a validator's role to you. Of course, the administrator himself can change this status too.

Click on the flag icon to toggle the publication status. With the sheet in the unvalidated state, the flag will appear red ; in the validated state it will be green .

Importing or exporting a metadata sheet

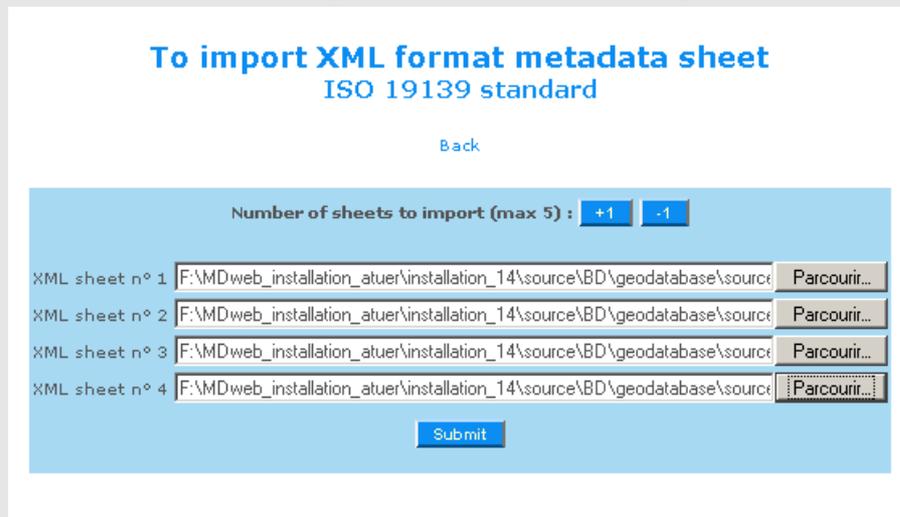
1- Importing metadata sheets

One or more sheets can be imported using the **Menu > Import/Export > Import XML** command. In this MDweb version, you can import metadata sheets in XML format originating from three sources:

- ArcCatalog 8.x, conforming to the ISO 19115 standard
- GeoSource 1.0 or ArcCatalog 9.x conforming to the ISO 19139 standard (French profile)
- End Notes

Description of the procedure

1 – Go to **Menu > Import/Export > Import XML**. Select a source. A form will appear where you can specify the XML file(s) you want to import. To import more than one file (maximum 5) use the **+1** and **-1** buttons to increase/decrease the number of files. Use the **Browse** button(s) to navigate to the XML file(s) on your local drive.



To import XML format metadata sheet
ISO 19139 standard

[Back](#)

Number of sheets to import (max 5) : [+1](#) [-1](#)

XML sheet n° 1	F:\MDweb_installation_atuer\installation_14\source\BD\geodatabase\source	Parcourir...
XML sheet n° 2	F:\MDweb_installation_atuer\installation_14\source\BD\geodatabase\source	Parcourir...
XML sheet n° 3	F:\MDweb_installation_atuer\installation_14\source\BD\geodatabase\source	Parcourir...
XML sheet n° 4	F:\MDweb_installation_atuer\installation_14\source\BD\geodatabase\source	Parcourir...

[Submit](#)

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 sheet will be imported.

To import XML format metadata sheet
ISO 19139 standard

[Back](#)

File number	Xml file name	Import source	Destination catalog	Metadata profile name	Quicklook	Dataset files
1	ville_mercator.shx.xml	MDweb	Catalogue Demo (EMO)	Vector layer		
2	ocean_mercator.shx.xml	MDweb	Catalogue Demo (EMO)	Vector layer		
3	ocean_mercator.shp.xml	MDweb	Catalogue Demo (EMO)	Vector layer		
4	depart_mercator.shx.xml	MDweb	Catalogue Demo (EMO)	Vector layer		

[Submit](#)

In addition, you also have the opportunity to import a thumbnail and/or a zip archive to be attached to each sheet. (The [Menu > Import > Attach thumbnails](#) and [Menu > Import > Attach data](#) commands allow these operations to be executed for sheets 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 sheet 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 sheet.

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 sheet 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 sheet.

5 – **Validating the XML files to be imported:** Once you have optionally attached the thumbnails and data files to the sheets 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 sheets will be inserted into the chosen catalog and the thumbnails and/or data files attached.

To import XML format metadata sheet
ISO 19139 standard

[Back](#)

Following sheets imported into the catalog :

ville_mercator.shx.xml
ocean_mercator.shx.xml
ocean_mercator.shp.xml
depart_mercator.shx.xml

[Import more XML sheets](#)

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 sheets](#) button.

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

To import XML format metadata sheet
ISO 19139 standard

[Back](#)

The metadata sheet already exist : What do you want to do ?

Importing sheet	Existing sheet	Choose
BD_Voirie_TPM - 2008-01-15 - Geographical DB	BD_Voirie_TPM - 2008-01-14 - Geographical DB	<input type="text" value="Do nothing"/> <ul style="list-style-type: none"> Do nothing update the sheet Create a new sheet

[Import](#)

a) **Skip:** The file will not be imported.

b) **Update the sheet:** The existing sheet will be updated by items from the sheet being imported.

c) **Create another sheet:** The conflict will be ignored and a new sheet will be created in the catalog.

2 – Exporting metadata sheets

To allow the exchange of metadata sheets from MDweb to other cataloging tools, the export sub-module can **export all metadata sheets which are complete at least to the Basic level**. They are exported as XML files to:

ArcCatalog 8.x (ISO 19115) or

Geosource 1.0 or ArcCatalog 9.x (ISO 19139 French profile).

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

Description of the procedure

1 – Go to **Menu > Import/Export > Export XML**. A form will allow you to select sheets to export based on clearly defined criteria. Four criteria can be used to filter sheets: a word in the title of the metadata sheet, the type of resource (vector theme, image, etc.), the catalog or the period in which the sheet was created or updated.

2 – **Validate your criteria** to get a list of corresponding sheets. Select the sheets you want to export by checking the boxes in the **Export XML** column. For reasons of performance, **only a maximum of 5 sheets can be exported at one time**.

Sheet title	Catalog	Data type	user	Export your metadata sheet in XML format (max=5)	Download
1. BD_Voirie_TPM Last update 14-01-2008 Last export 15-01-2008	Test_TPM	Geographical DB	ademellier	<input checked="" type="checkbox"/>	Launch
2. test_ird Last update 12-12-2007	Catalogue Demo	Hardcopy map	admin	<input type="checkbox"/>	
3. test Last update 12-12-2007	Catalogue Demo	Hardcopy map	admin	<input type="checkbox"/>	
4. carte num Last update 06-12-2007	Catalogue Demo	Digital map	admin	<input type="checkbox"/>	
5. Simulation Spat 5 Last update 03-12-2007	Catalogue TP	Remote sensing image - Aerial pict.	userTP5	<input type="checkbox"/>	
6. Corine Land Cover 34 Last update 03-12-2007	Catalogue TP	Vector layer	userTP11	<input type="checkbox"/>	
7. Corine Land Cover 34 Last update 03-12-2007	Catalogue TP	Vector layer	userTP4	<input type="checkbox"/>	
8. Corine Land cover 34 Last update 03-12-2007	Catalogue TP	Vector layer	userTP10	<input type="checkbox"/>	
9. Corine Land Cover 34 Last update 03-12-2007	Catalogue TP	Vector layer	userTP7	<input type="checkbox"/>	
10. corine land cover 34 Last update 03-12-2007	Catalogue TP	Vector layer	userTP12	<input type="checkbox"/>	

[Export selected sheets](#)

3 – Launch the export by clicking the **Export selected sheets** button below the list.

Sheet title	Catalog	Data type	user	Export your metadata sheet in XML format (max=5)	Download
1. BD_Voie_TPM Last update 14-01-2008 Last export 15-01-2008	Test_TPM	Geographical DB	ademellier	OK	Launch
2. test_ird Last update 12-12-2007	Catalogue Demo	Hardcopy map	admin	<input checked="" type="checkbox"/>	
3. test Last update 12-12-2007	Catalogue Demo	Hardcopy map	admin	<input checked="" type="checkbox"/>	
4. carte num Last update 06-12-2007	Catalogue Demo	Digital map	admin	<input checked="" type="checkbox"/>	
5. Simulation Spot 5 Last update 03-12-2007	Catalogue TP	Remote sensing image - Aerial pict.	userTP5	<input checked="" type="checkbox"/>	
6. Corine Land Cover 34 Last update 03-12-2007	Catalogue TP	Vector layer	userTP11	<input type="checkbox"/>	
7. Corine Land Cover 34 Last update 03-12-2007	Catalogue TP	Vector layer	userTP4	<input type="checkbox"/>	
8. Corine Land cover 34 Last update 03-12-2007	Catalogue TP	Vector layer	userTP10	<input type="checkbox"/>	
9. Corine Land Cover 34 Last update 03-12-2007	Catalogue TP	Vector layer	userTP7	<input type="checkbox"/>	
10. corine land cover 34 Last update 03-12-2007	Catalogue TP	Vector layer	userTP12	<input type="checkbox"/>	

[Export selected sheets](#)

4 – **Wait a few moments.** Once the export operation is over, the displayed list is updated with the export date, the success of the export operation and the addition of a button in the Download column. This button can be used to download the exported sheets in XML format to one's local drive.

Sheet title	Catalog	Data type	user	Export your metadata sheet in XML format (max=5)	Download
1. BD_Voie_TPM Last update 14-01-2008 Last export 15-01-2008	Test_TPM	Geographical DB	ademellier	OK	Launch
2. test_ird Last update 12-12-2007 Last export 15-01-2008			admin	OK	Launch
3. test Last update 12-12-2007 Last export 15-01-2008			admin	OK	Launch
4. carte num Last update 06-12-2007 Last export 15-01-2008			admin	OK	Launch
5. Simulation Spot 5 Last update 03-12-2007 Last export 15-01-2008			userTP5	OK	Launch
6. Corine Land Cover 34 Last update 03-12-2007			userTP11	<input type="checkbox"/>	
7. Corine Land Cover 34 Last update 03-12-2007			userTP4	<input type="checkbox"/>	
8. Corine Land cover 34 Last update 03-12-2007	Catalogue TP	Vector layer	userTP10	<input type="checkbox"/>	
9. Corine Land Cover 34 Last update 03-12-2007	Catalogue TP	Vector layer	userTP7	<input type="checkbox"/>	
10. corine land cover 34 Last update 03-12-2007	Catalogue TP	Vector layer	userTP12	<input type="checkbox"/>	

http://demo.mdweb-project.org - Export ...

XML export done !

[Close](#)

Terminé

5– By default, the created XML sheets are stored in MDweb's xml/export folder on the web server. If you want to export additional sheets, repeat the process from step 3.

Note: For sheets that have already been exported before, the script compares the export date with the last update date. Only if this latter date is later than the export date does the script export the sheet, otherwise it does nothing. Your MDweb server's xml/export folder holds all the exported XML sheets. The sheets list generated by the export XML command provides an overview of the contents of the sheets already exported by displaying the sheet's modification date and export date ('Sheet title' column).

Attaching data files to a sheet

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

You can access all your sheets from all the catalogs and attach data files to any of them. Once you select the files, MDweb will compress them on the fly into the zip format and store the zip archive in MDweb's *resource* folder on your web server with the identifier of the sheet to which it is attached.

Description of the procedure

1 - Go to **Menu > Import/Export > Attach dataset**.

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

- **Origin of the sheet:** Imported XML or from a local catalog,
- **Catalog** which contains the sheet,
- **Data type** that the sheet describes (vector data, satellite image, digital map, etc.).

Click **Submit** to view the list of matching sheets.

2 – **Selecting the metadata sheet:** From the information displayed in the sheets list, you can easily see which sheets already have zip archives attached and the dates they were attached (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 sheet automatically erases any archive already attached to that sheet.

Attach dataset (files) to a metadata sheet

[Back](#)

Sheet provenance	Catalog	Profile name	user	
All	All	All	All	Submit

Fiche	Sheet provenance	Last update	Catalog	Profile name	user	Linked zip file	Link
1. toto	Local MDweb	14-01-2008	Test_TPM	Vector layer	ademellier	----	OK
2. BD_Voirie_TPM	Local MDweb	14-01-2008	Test_TPM	Geographical DB	ademellier	14-01-2008 18:19	OK
3.	XML import	10-01-2008	Catalogue TP	Remote sensing image - Aerial pict.	userTP12	----	OK
4. 83103_voirie	Local MDweb	09-01-2008	Test_TPM	Vector layer	ademellier	26-12-2007 14:48	OK
5. BD geo	Local MDweb	14-12-2007	Catalogue Demo	Geographical DB	admin	----	OK
6. test_ird	Local MDweb	12-12-2007	Catalogue Demo	Hardcopy map	admin	----	OK
7. test	Local MDweb	12-12-2007	Catalogue Demo	Hardcopy map	admin	----	OK
8. test 5	Local MDweb	12-12-2007	Catalogue Demo	Hardcopy map	admin	----	OK
9. Lacs et étang 34	Local MDweb	12-12-2007	Catalogue TP	Vector layer	userTP1	07-06-2007 14:47	OK
10. test couche vecteureeee	Local MDweb	12-12-2007	Catalogue Demo	Vector layer	admin	----	OK

▶▶

3 – **Selecting the files to attach:** In the **Attach file(s) of the data set to the sheet** box, a form allows you to select files on your local drive for compression and storage on the web server. Use the drop-down list to choose the number of files you want to attach.

4 – **Compression of the data and attachment:** Once you specify the file paths and names, click [Attach](#).

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 sheets 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 sheets.

Note: The total size of the files to be attached should not be bigger than your server's storage capacity (consult your system administrator, if necessary) 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 a metadata sheet

One or more thumbnails can be attached to a metadata sheet by the use of the [Menu > Import/Export > Attach thumbnails](#) command.

You can access all your sheets from all the catalogs and attach a jpeg, gif or png file to each of them. The image file's size should not exceed 100 KB. MDweb will store the thumbnail files in the images/thumb folder of MDweb and original image file in images folder.

Description of the procedure to add or modify a contact

1 – Go to **Menu > Preferences > Managing contacts > Add**. The form that appears will allow you to add a contact. You will be required to enter a name for the contact.

Manage your Address book	
Add a entry to your address book	
Contact name	<input type="text" value="new contact"/>
Create from an existing contact?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Default contact (Ident. Metadata section)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Default contact (Ident. Data section)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Default contact (Distribution section)	<input checked="" type="radio"/> No <input type="radio"/> Yes
<input type="button" value="Submit"/>	

2 – **Creating a new contact from an existing one:** The form allows you to create a new contact from an existing one. If you choose to do so, you will be asked to choose the existing contact from a list of existing contacts.

3. **Choosing the default contact:** The form allows you to define the new contact as the default contact for one or more sections of the standard.

When a contact is made the default contact for a section, it will be offered by default in the properties box of your metadata sheet. You could thus synchronize your sheet without having to choose the contact from a list. In the example above, we have set our new contact as the default contact for the three sections used for information entry.

4 – **Entering the contact information for a contact:** After entering a name for the contact and optionally setting it as the default contact, click Submit to arrive at this entry form:

Manage your Address book - new contact

Name of responsible person

Name of the responsible organisation 182 remaining *

Role or function of responsible person

Phone numbers [1]

Voice telephone

Facsimile

Delivery point

City

Administrative area

Postal code

Country

+ Email *

Fill in the fields of this form. Some fields are mandatory and are so marked *. When you submit the form, its contents will be saved.

5 – Modifying an existing contact: You can modify the information of an existing contact by using the **Menu > Preferences > Managing contacts > Modify** command. A list of your existing contacts will be displayed.

Manage your Address book

Update or Modify the entry of your address book

	Contact name	Login	Update contacts date	Update	Delete	Default contact (Ident. Metadata section)	Default contact (Ident. Data section)	Default contact (Distribution section)
1.		ademellier	26-12-2007	✓	✗	No ✓	No ✓	No ✓
2.	A; Demellier	ademellier	26-12-2007	✓	✗	No ✓	No ✓	No ✓
3.	A. Demellier	ademellier	26-12-2007	✓	✗	No ✓	No ✓	No ✓
4.	lafitte	ademellier	26-12-2007	✓	✗	No ✓	No ✓	No ✓
5.	autre contact	admin	19-06-2007	✓	✗	No ✓	No ✓	Yes

You can Modify a contact by clicking on its ✓ icon. You can also delete a contact by using the ✗ icon, but only if it is not set as the default for any of the three sections of the standard. And, finally, from this list, you can change the contacts you want to use as the default thereafter for any of the sections.

Note: In the current MDweb version, if a contact is modified or updated, the changed information is not reflected to those sheets with which this contact had been synchronized. To update the concerned sheets, you will have to re-synchronize them all with the updated contact.

Creating or modifying a set of predefined values

Managing predefined values: some concepts

For the same reasons as above, i.e., to minimize the work of entering information into metadata sheets, **MDweb allows you to predefine values of some 'technical' items**. Moreover, users who are not specialists in the standard will not get stumped when confronted by these fields. This feature allows these values to be masked from the user, notably those values that are unlikely to change from sheet to sheet, such as the metadata language (mdLang item) and the metadata character set (mdChar item). A set of predefined values is created for each user when the user account is created. The user can modify or delete it, and it can be checked and corrected by the administrator, who has access to the predefined values of all users. In the standard version of MDweb, the predefined-value sets cover very few items (less than 10). Certain template properties can, however, be modified to increase this number.

Manage your sets of predefined values using the [Menu > Preferences > Manage values](#) command.

Description of the procedure to add or modify predefined values

1 – Go to [Menu > Preferences > Manage values > Add](#). The form that appears will allow you to add a set of predefined values. You have to first enter a name for the set of predefined values and then choose the data type to which it will apply.

Management of your preset values	
Add a set of preset value	
Preset values set name	<input type="text" value="Temporal DB english presets values"/>
Data type	<input type="text" value="Temporal DB"/>
Create from an existing preset values set?	<input checked="" type="radio"/> No <input type="radio"/> Yes
default preset values set	<input checked="" type="radio"/> No <input type="radio"/> Yes
<input type="button" value="Submit"/>	

2 – **Creating a new set from an existing one:** The form allows you to create a new set of values from an existing one. If you choose to do so, you will be asked to choose a set from a list of existing sets of values of the same data type.

3. **Choosing the default contact:** The form allows you to define the new set of values as the default set.

When a set is made the default set, it will be offered by default in the properties box of your metadata sheet. You could thus synchronize your sheet without having to choose a set of values from a list.

4 – **Entering the predefined values:** After entering the name and optionally making the set the default set, click on the Submit button to get to the entry screen. The entry screen consists of three tabs corresponding to the sections of the standard; you have to enter your values here.

Preset values - Temporal DB english presets values

DataSet
Distribution
Metadata

Dataset language *

Character set used for the dataset *

Reference date [1]

Event used for reference date *

The entry or modification of values and their submission is done tab by tab. Before going from one tab to another after entering/modifying values, you have to click the [Submit](#) button to save the changes.

5 – **Modifying an existing set of values:** You can modify values of an existing set by using the [Menu > Preferences > Manage values > Modify](#) command. The list of your sets of values will be displayed.

Management of yours preset values

Modify yours preset values

	Preset values set name	Login	Update preset values set date	Profile name	Update	Delete	default preset values set
1.	BD_relationnelle_fr	1004	26-03-2007	Temporal DB	✔	✘	No✔
2.	BD_geographique_fr	1004	26-03-2007	Geographical DB	✔	✘	Yes
3.	carte_numerique_fr	1004	26-03-2007	Digital map	✔	✘	Yes
4.	carte_papier_fr	1004	26-03-2007	Hardcopy map	✔	✘	Yes
5.	hardcopy_map_en	1004	09-02-2007	Hardcopy map	✔	✘	Yes
6.	raster_en	1004	09-02-2007	Remote sensing image - Aerial pict.	✔	✘	Yes
7.	theme_raster_fr	1004	26-03-2007	Remote sensing image - Aerial pict.	✔	✘	Yes
8.	theme_vecteur_fr	1004	26-03-2007	Vector layer	✔	✘	Yes
9.	vector_layer_en	1004	09-02-2007	Vector layer	✔	✘	Yes
10.	presentation_fr	1004	26-03-2007	Text documents	✔	✘	Yes
11.	slide_show	1004	09-02-2007	Text documents	✔	✘	Yes
12.	biblio_ref_en	1004	09-02-2007	Bibliographical reference	✔	✘	Yes
13.	reference_biblio_fr	1004	26-03-2007	Bibliographical reference	✔	✘	Yes
14.	classeur_fr	1004	26-03-2007	Spreadsheets data	✔	✘	Yes

You can Modify a set by clicking on its  icon. You can also delete a set by using the  icon, but only if it is not set as a default. And, finally, from this list, you can change the default setting for each set.

Note: The sets of predefined values are unlikely to change very often. However, in case you want to reference data with different sets of predefined values (different language or character set, for example), you can create several sets of values for the same data type.

Proposing keywords

Managing keywords: some concepts

When a word is entered into a keyword field in the entry forms and if it is not already part of thesaurus, MDweb provides the option of adding it to its keywords database. This feature is **an alternative to the use of the GCMD thesaurus** to control keyword entry in the current version. These 'free' keywords are stored and linked to the user who entered them. The **Managing your keywords** section shows how you can manage them, for example, to correct a spelling, to attach it to a category, or to delete one or more of them. The MDweb administrator has, of course, access to all keywords of all users and can modify them to ensure consistency amongst them.

Keywords can be managed using the `Menu > Preferences > Manage keywords` command.

The keywords manager

Keywords manager

Add keyword

Keyword

Type

Add

Alphabetic filter
user
To filter

All keywords - A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z

Results 1 to 5 from 5
◀ • 1 • ▶

Keywords list	Keyword type	user		Update	Delete
corine land cover	Spatial	userTP12	2007-12-03	✓	✗
data assimilation	Spatial	sbaudel	2007-09-20	✓	✗
image	Spatial	userTP12	2007-12-03	✓	✗
in situ	Spatial	sbaudel	2007-09-20	✓	✗
ocean forecasting	Spatial	sbaudel	2007-09-20	✓	✗

Results 1 to 5 from 5
◀ • 1 • ▶

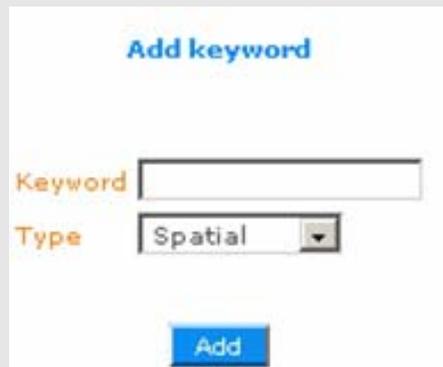
Frame for adding a keyword

Frame for modifying keywords

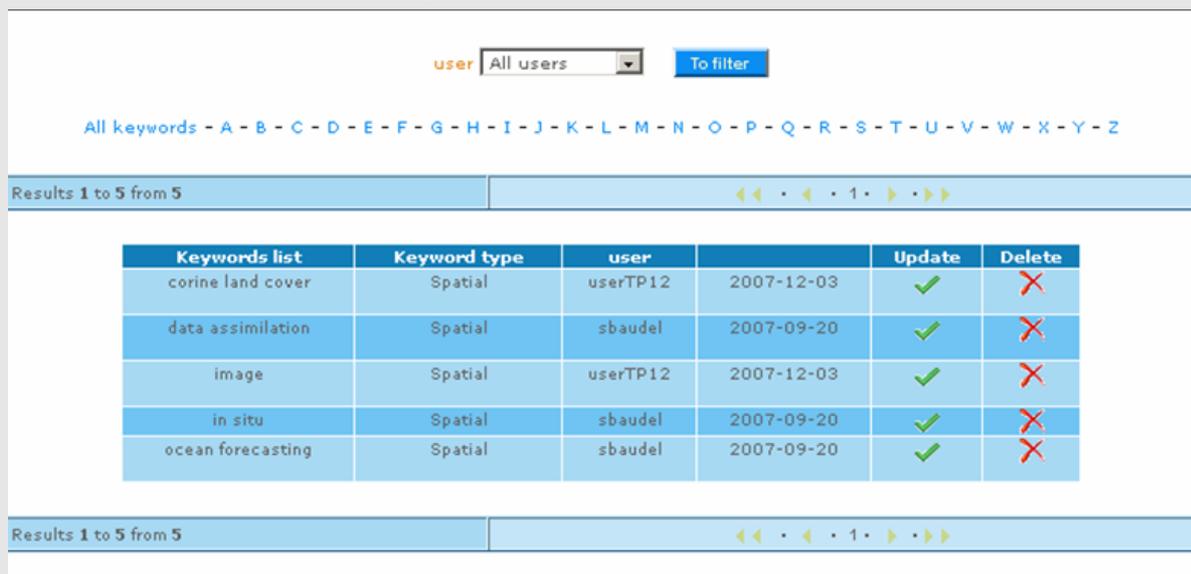
Description of the procedure to add or modify a keyword

1 – Go to **Menu > Preferences > Manage keywords**. The keywords manager screen will appear.

2 – **Adding a term:** In the frame on the left, you can enter a new term. You have to assign the new term to a category using the drop-down list. Click Submit to add the term to your keywords list.

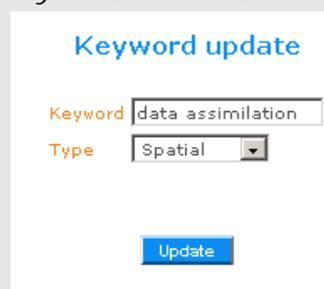


2 – **Modifying or deleting a term:** Your list of keywords is displayed on the right. If you have many keywords, you can filter them using the alphabetic index. To Modify a keyword, click on the  icon. To delete one, click on the  icon.



Keywords list	Keyword type	user		Update	Delete
corine land cover	Spatial	userTP12	2007-12-03		
data assimilation	Spatial	sbaudel	2007-09-20		
image	Spatial	userTP12	2007-12-03		
in situ	Spatial	sbaudel	2007-09-20		
ocean forecasting	Spatial	sbaudel	2007-09-20		

3 – **Modifying a term:** A term is modified in the same way as a new one is added. Click on the **Modify** button for the modified keyword to be saved.



Note: In the current MDweb version, the modification of a term is not automatically transmitted to the sheets already using that term as a keyword.

Contacts



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MDweb project site: www.mdweb-project.org

Online demo: demo16.mdweb-project.org/