

# NRM Data Library Portal



# User Guide

Version 1.0  
October 2008

# CONTENTS

<b>1</b>	<b>ACKNOWLEDGMENTS</b>	<b>3</b>
<b>2</b>	<b>INTRODUCTION</b>	<b>4</b>
2.1	WHAT IS THE NRM DATA LIBRARY PORTAL?	4
2.2	QUICK REFERENCE GUIDE	5
2.3	QUICK FIND GUIDE	5
<b>3</b>	<b>GENERAL OPERATING INSTRUCTIONS</b>	<b>8</b>
3.1	NAVIGATING AROUND THE PORTAL	8
3.2	LOGGING ON THE NRM DATA LIBRARY PORTAL	8
3.3	SEARCHING METADATA	9
3.3.1	Local Search – simple	9
3.3.2	Local Search – Advanced	10
3.3.3	Remote Searching	10
3.3.4	Search Result Display Options	11
3.4	ANALYSING METADATA SEARCH RESULTS	12
3.4.1	Results functionality	12
3.5	METADATA CREATION	13
3.5.1	Entering data	13
3.5.2	Metadata creation commands	14
3.5.3	Creating Thumbnails	14
3.5.4	Setting Privileges for a record	15
3.5.5	Setting Quick Search Categories for a record	15
3.6	USING THE MAP VIEWER	16
<b>4</b>	<b>REFERENCES</b>	<b>17</b>
<b>5</b>	<b>DIAGRAM AND FIGURES INDEX</b>	<b>17</b>

## **1 Acknowledgments**

The NRM Data Library Portal is a key output of the NRM Data Library, Data Management and Support Services Project (Data Library Project). The Data Library Project is part of the *Monitoring, Evaluation and Reporting on NRM Investments – Phase II (MER Program)* project. This project was funded jointly by the Natural Heritage Trust and the Tasmanian State Government.

Staff within the Tasmanian NRM Regions have provided ongoing support for its development.

Corporate IT branch of DPIW are providing the development support and expertise for the portal. DPIW is also providing the IT infrastructure to host the Portal and associated hardware to support it. A range of data custodians and staff within DPIW has also provided assistance and advice in the development of the NRM Data Library Portal.

## 2 Introduction

The *NRM Data Library, Data Management and Support services Project* (NRM Data Library Project) is a statewide NHT project to support the access, capture and management of data and information for natural resource management decision making. DPIW and the Tasmanian NRM Regions have developed this project to address the need for regional spatial information management capacity to be able to capture and access knowledge and information from past NRM activities. This capacity is critical to support effective monitoring evaluation and adaptive management.

Effective monitoring, evaluation and reporting on NRM investments requires access to current data and information resources held by a number of stakeholders in NRM. Access and management of data and information to inform NRM decisions requires the effective and efficient coordination of the existing resources of a range of partners in NRM. Improved management, capture, access and use of current information will enable more effective NRM monitoring, evaluation and reporting and enable past investment to inform future NRM decisions<sup>1</sup>.

This step by step user guide should enable you to work your way through the functionality of the Portal.

### 2.1 What is the NRM Data Library Portal?

The NRM Data Library Portal is a key output of the NRM Data Library, Data Management and Support Services Project (Data Library Project). The Data Library Project is part of the *Monitoring, Evaluation and Reporting on NRM Investments – Phase II (MER Program)*.

The NRM Data Library Portal is a web based data and metadata discovery and management tool for Tasmanian Natural resource management practitioners to search, access, catalogue, store and view data and information related to natural resource management activities in Tasmania.

---

<sup>1</sup> *Monitoring, Evaluation and Reporting on NRM Investments – Phase II (MER Program)* business plan

## 2.2 Quick Reference Guide

For ease of location, this quick guide section details all of the basic necessary information about the NRM Data Library Portal.

### Web Address

<http://nrmdatalibrary.dpiw.tas.gov.au/>

### Browser Compatibility

The site will work in both Internet explorer and Mozilla Firefox.

### Minimum Computer Settings

Minimum screen resolution for comfortable viewing is 1024 x 728.

The optimal display resolution is 1280 x 1024. At this setting there will be no requirement to pan the screen sideways when some of the tool bars expand - eg. the advanced searching tab.

### Operational Speed

All efforts have been made in the design and implementation of the NRM Data Library Portal and its supporting infrastructure to facilitate the quickest Internet access through the site.

### Hours of Access / Support

Online access to the NRM Data Library Portal will be available twenty four (24) hours a day, seven (7) days a week, subject to any unforeseen or scheduled outage.

If you encounter problems with the NRM Data Library Portal, the first point of contact is your NRM Region contact. If they are unable to resolve the issue, they will direct you on to the DPIW NRM Data Library support officer.

#### DPIW NRM Data Library support officer

Name	Todd Baker
Title	Project Leader - NRM Data Library Project
Phone Number	03- 6233 3568
E-mail	<a href="mailto:nrmdatalibrary@dpiw.tas.gov.au">nrmdatalibrary@dpiw.tas.gov.au</a>

DPIW desktop support will only be available between 9am- 5pm, Monday to Friday.

## 2.3 Quick Find Guide

The following two diagrams (Diagram A & B) detail the basic information about navigating around the NRM Data Library Portal.



**LOGIN**

Username:

Password:

**OPTIONS**

- ▶ Home
- ▶ Last results
- ▶ Apply for a login

 **GeoRSS**

What?

Where?



[Open Map Viewer](#)

- Any -

[Reset](#) [Advanced](#) [Options](#)

**OPTIONS AREA**

Remains fixed regardless of where you are on the site

**Local Search** **Remote Search**

**WELCOME TO THE NRM DATA LIBRARY PROTOTYPE**

**- THIS SITE IS UNDER DEVELOPMENT -**

This website is being developed as part of The NRM Data Library, Data Management and Support services Project(NRM Data Library Project). The NRM Data Library Project is a strategic Statewide NHT funded project to support the access, capture and management of data and information for natural resource management decision making.

The purpose of the NRM Data Library is to enable the NRM regions to manage their data and discover, download and preview other data.

**FIND DATA AND INFORMATION FOR NATURAL RESOURCE MANAGEMENT**

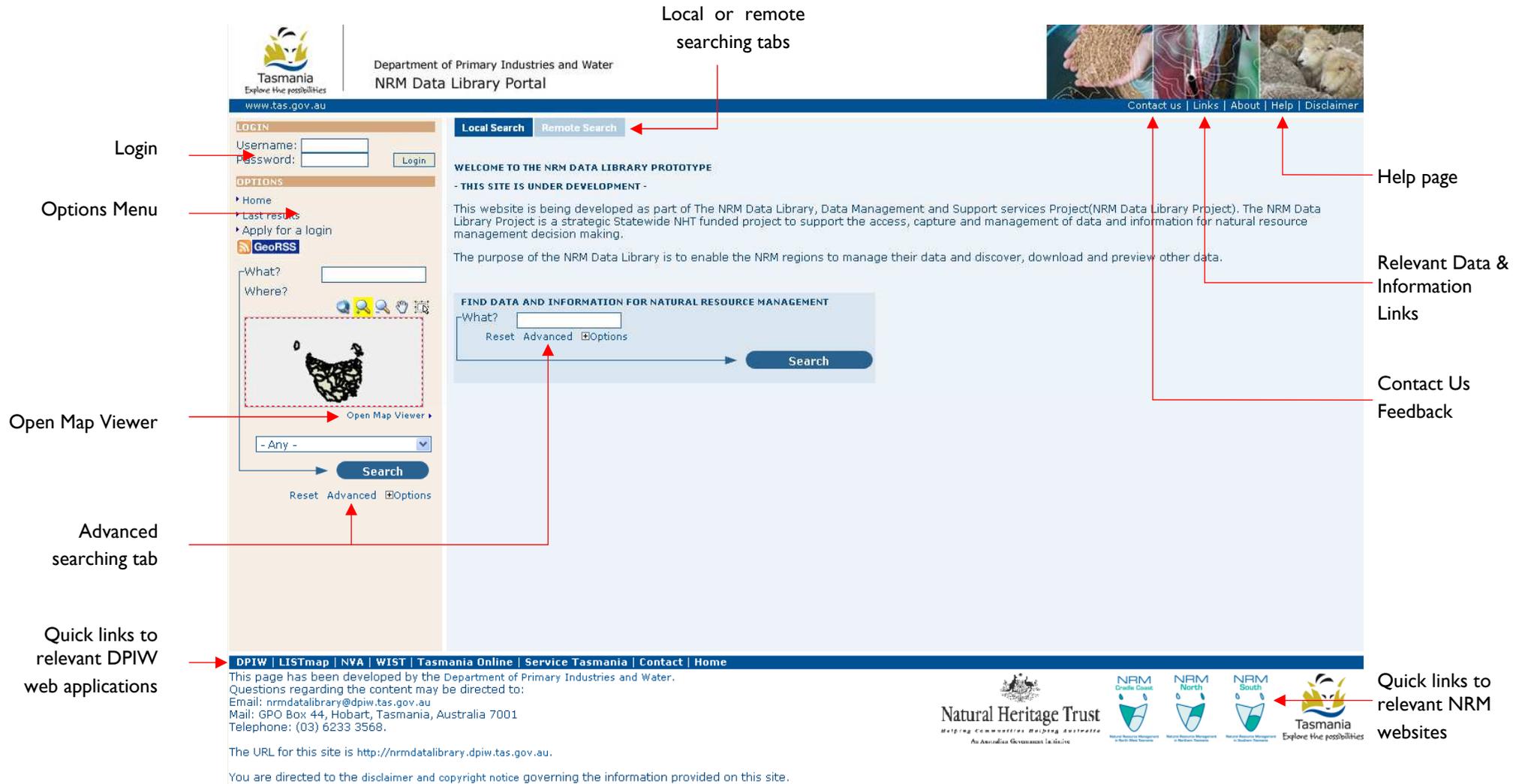
What?

[Reset](#) [Advanced](#) [Options](#)

**WORKING AREA**

Constantly changes depending on what you are doing in the portal

Diagram B



### 3 General Operating Instructions

This step by step user guide should enable you to work your way through the general functionality of the Portal. More specific business processes are detailed from chapter 5 of this document.

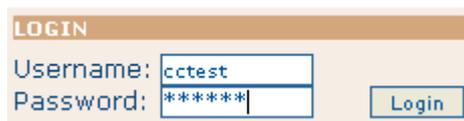
#### 3.1 Navigating around the Portal

See Diagram A & B for basic information about navigating around the NRM Data Library Portal.

#### 3.2 Logging on the NRM Data Library Portal

Access to the full functionality of the site is by a registered account. The Login screen is located at the top left of the site in the OPTIONS AREA (as per Diagram A)

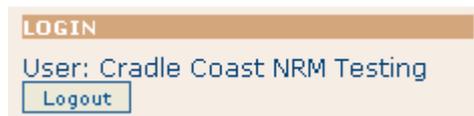
Step 1 - type in your assigned username and password and select login. (Figure 1)



The screenshot shows a login form with a title bar labeled 'LOGIN'. Below the title bar, there are two input fields: 'Username:' containing the text 'cctest' and 'Password:' containing seven asterisks '\*\*\*\*\*'. To the right of the password field is a blue button labeled 'Login'.

Figure 1

Step 2 - If you login has been successful, your registered user name will be shown. (Figure 2) . The options menu will also be updated with the functionality you have permission to use.



The screenshot shows the login form after a successful login. The title bar is still 'LOGIN'. Below it, the text 'User: Cradle Coast NRM Testing' is displayed. Below the user name is a blue button labeled 'Logout'.

Figure 2

#### **IMPORTANT NOTE ABOUT PASSWORDS**

Your password is a vital security feature of the NRM Data Library Portal that will ensure secure access to and secure storage of data for and arising from NRM activities.

*For this reason it is vital that you keep this information secure and do not share your password with anyone. If additional Users need access then contact your Regional NRM contact to arrange for an account to be established.*

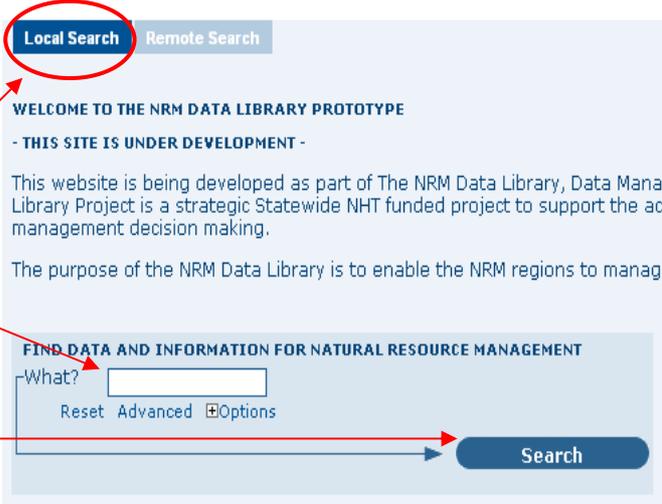
### 3.3 Searching Metadata

Searching of the NRM Data Library can be performed in a number of ways ranging from a simple text search (like google) or a spatial intersection search.

#### 3.3.1 Local Search – simple

This searches from the Local metadata node only – the Tasmanian NRM Metadata Node. There are two locations to perform this type of search.

##### A. From the WORKING AREA



Step 1 - ensure Search tab is highlighted

Step 2 - type word(s) in What? box

Step 3 - select Search

The screenshot shows a web interface with two tabs: 'Local Search' (highlighted with a red circle) and 'Remote Search'. Below the tabs is a search form with a 'What?' input field, 'Reset', 'Advanced', and 'Options' links, and a 'Search' button. Red arrows point from the text instructions to the corresponding elements in the screenshot.

Figure 3

OR

##### B. From the OPTIONS AREA – repeat steps 2 & 3 as above



The screenshot shows the 'OPTIONS' area of the search interface. It includes a 'Home' link, a list of navigation options ('Administration', 'Create New Metadata'), a 'GeoRSS' link, and a search form with 'What?' and 'Where?' input fields. Below the search form is a map viewer showing a map of Tasmania with a red dashed box around it. A 'Search' button is at the bottom right. A red arrow points from the text instruction to the 'GeoRSS' link.

Figure 4

### 3.3.2 Local Search – Advanced

This option allows you to perform a local search via a range of advanced search criteria, which will assist you return a more specific list of results. Advanced searching provides the capability to search via three main criteria - by what, where and when. You are also able to do combination searches across the three categories.

It is important to note that being too specific may cause you to miss relevant records.

Step 1 - ensure Search tab is selected as highlighted in the following figure.



Figure 5

Step 2 - The following screen will appear in the WORKING AREA.

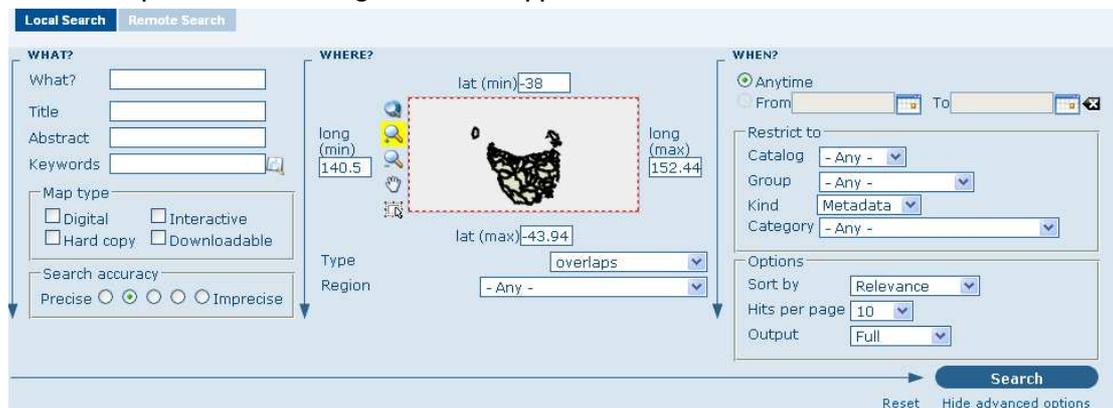


Figure 6

### 3.3.3 Remote Searching

This searches from the other external metadata nodes. Currently the NRM Data Library Portal can search from the most common Australian nodes.

Step 1 - ensure Remote Search tab is highlighted as shown in the following figure.



Figure 7

Step 2- type in your search criteria (in what? Title, abstract or keyword) and select the metadata nodes (server) you wish to search. Holding shift when selecting other metadata nodes (server) allows multiple selections.



Figure 8

### 3.3.4 Search Result Display Options

In all searching methods there are standard options you can select to display your results. The options can be selected in the following two areas as highlighted in Figure 9. The list of options available for displaying metadata results is shown in Figures 10-12 below.

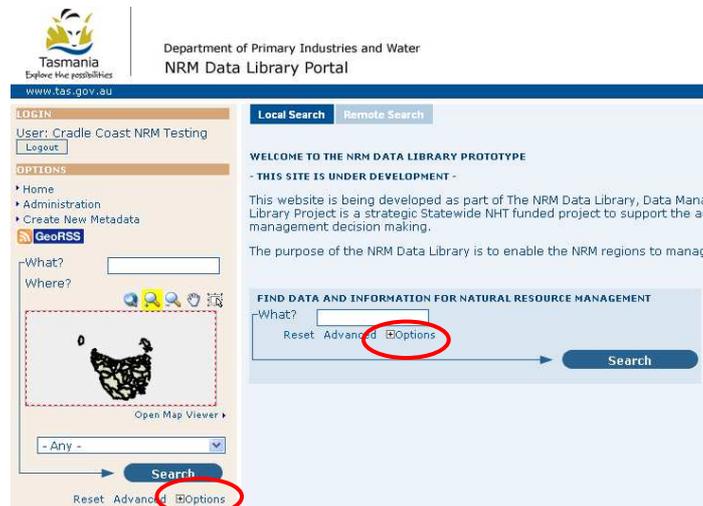


Figure 9

Figure 10 - Sort by



Figure 11 - Hits per page



Figure 12 - Output



### 3.4 Analysing metadata search results

The results of your search will be returned in the WORKING AREA of the portal as shown below. The results are displayed in a summarised version of the full metadata record. Below is an example of the full list of functionality available to the user via viewing a record

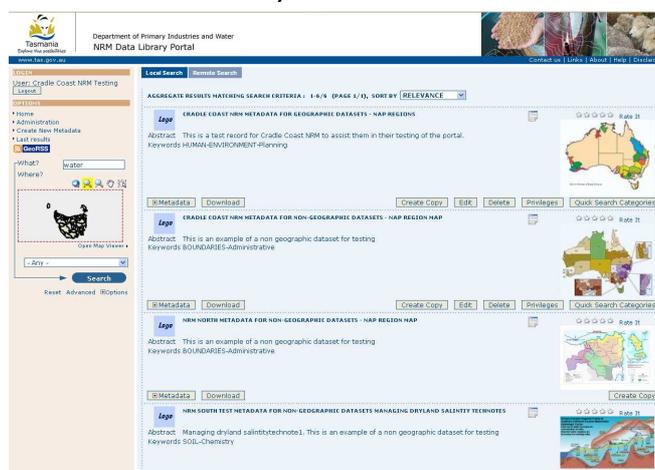


Figure 13

#### 3.4.1 Results functionality

Based on the rights you have within your user registration, and the privileges set by the author of the metadata record, you will be able to perform a number of functions with a searched metadata record. Therefore if the metadata author or your account does not permit you to perform certain functionality, the option will simply not appear.



Figure 14

**Metadata** – expands the view to see the full metadata detail.

**Download** – allows you to download the associated data stored against the metadata. Eg. Shapefile, PDF.

**Interactive map** – allows you to view the data in the Portal's map viewer.

**Create record** – create a record based on this metadata record

**Edit** – make changes to this record.

**Delete** – delete the record from the database.

**Privileges** – change the metadata record privileges – ie. publish, group access, features. For how to set these see 3.6(ii)

**Quick Search Categories** – set the standardised search categories. For how to set these see 3.6(iii)

### 3.5 Metadata creation

Metadata is added via pre-defined templates. There are two templates that have been created specifically for NRM, a geographic and non-geographic. Both are based on the ANZLIC 19115/19139 Core standards.

Step 1 – Select Create new metadata option



Figure 15

Step 2 - Select Template of your choice

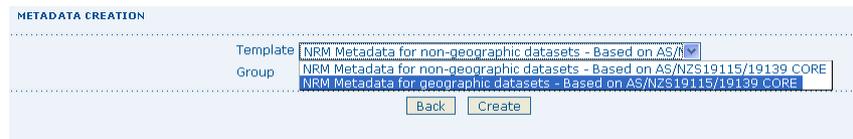


Figure 16

Step 3 - Select Group



Figure 17

Step 4 - Select Create

#### 3.5.1 Entering data

Metadata entry is via pre-defined templates. As many fields as possible have been linked to drop down lists. Where this is the case the drop down list is based on an Australian or International standard. ALL FIELDS IN BOTH TEMPLATES MUST BE POLUATED.

The ability of the portal to copy an existing record and change the relevant details only, will limit the amount of time wasted on re-entering standard details into the system eg. NRM region addresses.

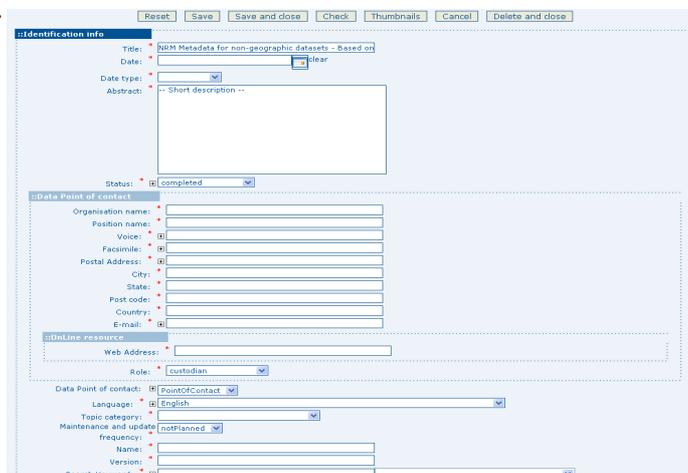


Figure 18 - Example of Metadata template (part only)

### 3.5.2 Metadata creation commands



Figure 19

**Reset** – reverts record back to last saved version (current edit session only).

**Save** – saves the record but doesn't exit from the edit environment.

**Save and close** – saves the record and exits from the edit environment.

**Check** – validates that the record has been completed in-line with the metadata standard.

**Thumbnails** – allows the addition of a small or large image against the record. File formats that can be added as thumbnails are, GIF, PNG & JPEG. A large thumbnail when selected expands into a larger and independent browser window.

**Cancel** – exit from the edit environment without saving changes to the record. The Cancel option will not remove the metadata record from the database (due to database integrity rules).

**Delete and close** – exits from the edit environment and DELETES all instances of the record from the system. **If you create a record by error or you do not want to complete that record, YOU MUST use the delete and close option.**

### 3.5.3 Creating Thumbnails

Adding thumbnails to your metadata record is a good way to give a preview of what the record is about. The **Thumbnails** functionality allows the addition of a small or large image against the record. File formats that can be added as thumbnails are, GIF, PNG & JPEG. A large thumbnail when selected expands into a larger and independent browser window. This option allows you to produce a high quality version of a product that is viewable and readable without actually downloading the map.

*Step 1 – Select Thumbnails tab at bottom of metadata record and the following screen will appear.*

*Step 2 – Select the small or large thumbnail option*

*Step 3 – use the browse button to find the image (from your pc or server)*

*Step 4 - Select Add*



Figure 20

### 3.5.4 Setting Privileges for a record

Groups	Publish	Download	Interactive Map	Featured	Notify		
All	<input type="checkbox"/>	Set All	Clear All				
Regional Testing	<input checked="" type="checkbox"/>	Set All	Clear All				

Back Submit

Figure 21

**Group** – the list of groups that you can assign privileges of an individual metadata record to.

**Publish** – makes the metadata record viewable to all registered users within the selected group.

**Download** – makes the data that has been uploaded with the metadata record downloadable by all registered users within the selected group.

**Interactive Map** - makes the data uploaded with metadata record viewable by the portal's map-viewer by all registered users within the selected group. (map-link has to be created separately)

**Featured** – allows the record to be featured on the portal home page. Featured maps are shown randomly on the home page.

**Notify** – notifies the group contact by e-mail that data has been downloaded from a metadata record within that group.

### 3.5.5 Setting Quick Search Categories for a record

The quick search category code is a simple broad search category. Selecting an option(s) that best describes the resource you have uploaded increases the chances of the metadata record being discovered

*Step 1 – Select Quick Search Categories tab at bottom of metadata record and the following screen will appear.*

Quick Search Categories	Assigned
Applications	<input type="checkbox"/>
Audio/Video	<input type="checkbox"/>
Case studies, best practices	<input type="checkbox"/>
Datasets	<input checked="" type="checkbox"/>
Directories	<input type="checkbox"/>
Interactive resources	<input type="checkbox"/>
Maps & graphics	<input type="checkbox"/>
Other information resources	<input type="checkbox"/>
Photo	<input type="checkbox"/>
Conference proceedings	<input type="checkbox"/>

Back Submit

Figure 22

*Step 2 – Assign the relevant category(s) that meet your record.*

### 3.6 Using the Map Viewer

The NRM Data Library Portal will utilise the LISTmap viewer for its online map viewing and building capabilities. The current full functionality of LISTmap viewer will be available within the NRM Data Library Portal.

Step 1 – Select the Open Map Viewer from the Options area of the Portal



Figure 23

Step 2 – Use the functionality of LISTmap to view and build your maps

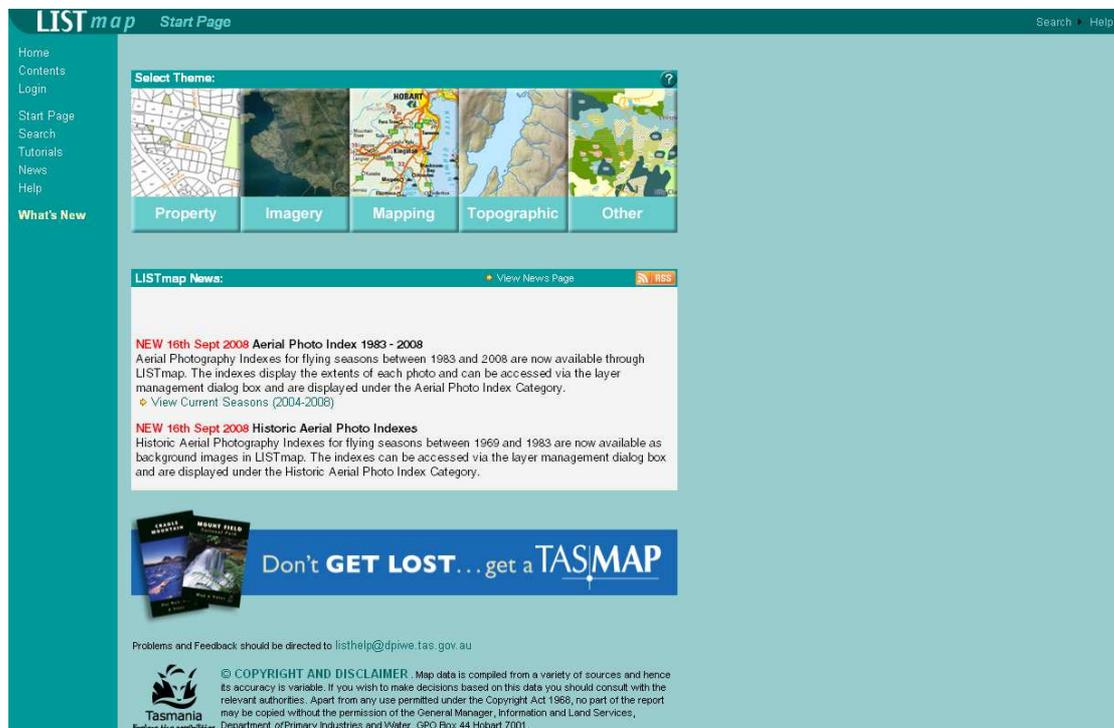


Figure 24

## 4 References

GeoNetwork opensource Community Website,

*The Complete GeoNetwork Manual*

April 2008 v2.2.0

## 5 Diagram and Figures Index

Diagram 1	Working Area / Options are definition	Page 6
Diagram 1	General Site Layout	Page 7
Figure 1	Logging In	Page 8
Figure 2	Logging In	Page 8
Figure 3	Local Search – Working Area	Page 9
Figure 4	Local Search – Options Area	Page 9
Figure 5	Local Search - Advanced	Page 10
Figure 6	Local Search - Advanced	Page 10
Figure 7	Remote Search	Page 10
Figure 8	Remote Search	Page 11
Figure 9	Search Result Display – Working and Options Area	Page 11
Figure 10	Search Result Display Options – Sort by	Page 11
Figure 11	Search Result Display Options – Hits per page	Page 11
Figure 12	Search Result Display Options – Output	Page 11
Figure 13	Analysing Results	Page 12
Figure 14	Results functionality	Page 12
Figure 15	Create new metadata	Page 13
Figure 16	Template selection	Page 13
Figure 17	Group selection	Page 13
Figure 18	Metadata template example (part only)	Page 13
Figure 19	Metadata creation commands	Page 14
Figure 20	Adding Thumbnails	Page 15
Figure 21	Setting metadata record privileges	Page 16
Figure 22	Setting metadata record Quick Search Categories	Page 16
Figure 23	Opening the map viewer functionality	Page 16
Figure 24	LISTmap viewer entry screen	Page 16