

# SAEON Data Portal

## How to Work with Custodians

Last Updated May 2012

W Hugo

G342.4.2.1 1 How to Work with Custodians



# Prerequisites

- One or more meta-data records are needed
  - As a Service
  - As electronic XML files
  - As information that can be provided
- Terms and Conditions (if any) need to be available
- Nice to have
  - Blog on Contact with Custodian/ Provider
  - Agreement
  - To do list
  - Frequency of Update/ Other Notes

# Registering a Data Provider/ Custodian

The screenshot shows the SAEON Dirisa Portal metadata page. The browser address bar displays `saeon.dirisa.org/metadata`. The page header includes navigation links like 'Spatial Search', 'Site Map', and 'Log Out', along with a search bar. A banner image shows a coastal landscape with the NRF (National Research Foundation) and SAEON (South African Environmental Observation Network) logos. Below the banner is a breadcrumb trail: 'You are here: Home -> Metadata'. The main content area has tabs for 'Contents', 'View', 'Edit', 'Linked Metadata', 'Rules', and 'Sharing'. A list of metadata items is displayed, including 'Test Custodian', 'SAEON MetaCAT', 'SADCO Physical Oceanography', and 'ADU'. A dropdown menu is open over the 'Add new...' button, showing options like 'Collection', 'Communities', 'Configurable Map Content', 'Custodian', 'Event', 'File', 'Folder', 'Image', 'Issue Tracker', 'Link', 'News Item', 'Page', 'Terms', and 'Window'. The 'Custodian' option is highlighted. A 'Bulk Uploader' section is visible on the right side of the page.

Add anywhere  
in a suitable  
folder

A 'Custodian'  
is a special  
content type

# Fill in Particulars

List of issues - Show All - W x [...] — Dirisa Portal

saeon.dirisa.org/metadata/portal\_factory/Custodian/custodian.2012-05-29.5513802846/edit

Spatial Search Site Map Wim Hugo Preferences Log Out Search Site Search

Home Metadata Communities Terms Test Folder Water

You are here: Home → Metadata → [..]

## Add Custodian

Default Categorization Dates Ownership Settings

**Title**

ACEP

**Description**  
A short summary of the content.

African Coelecanth Ecology Programme

Save Cancel

Add a Title and an Optional Description

Click 'Save' to save

# Default Structure

The screenshot shows a web browser window with the URL `saeon.dirisa.org/metadata/acep/view`. The page features a navigation bar with links for Spatial Search, Site Map, Wim Hugo, Preferences, and Log Out, along with a search box. Below the navigation is a banner image of a coastline and the logos for NRF (National Research Foundation) and SAEON (South African Environmental Observation Network). A breadcrumb trail indicates the current location: Home → Metadata → ACEP. The main content area has tabs for Contents, View, Edit, Properties, Rules, and Sharing. A status bar shows 'Info Changes saved.' and 'State: Private'. The main content displays the title 'ACEP' by Wim Hugo, last modified on May 29, 2012. Below the title are three items: 'Logs', 'Metadata', and 'Properties', each with a last modified date of May 29, 2012. A footer at the bottom states: 'CoGIS is Copyright © 2000-2011 by Qsens, CSIR and other partners et al. CoGIS is Open Source and is licensed under the LGPL license.'

A Log is created automatically

Meta-Data Collection Folder

Add meta-data here

# Meta-Data Acquisition

# Option 1: Create from Template

The screenshot shows a web browser window with the URL [saeon.dirisa.org/metadata/acep/view](http://saeon.dirisa.org/metadata/acep/view). The page features a navigation bar with links for Spatial Search, Site Map, Wim Hugo, Preferences, and Log Out, along with a search box. Below the navigation bar is a banner image of a coastline and the logos for NRF (National Research Foundation) and SAEON (South African Environmental Observation Network). A breadcrumb trail indicates the current location: Home → Metadata → ACEP. The main content area displays the metadata for 'ACEP' (African Coelecanth Ecology Programme), including a 'Bulk Uploader' button and a list of items: Logs and Metadata, both by Wim Hugo. A red arrow points from a red box labeled 'Click on 'Meta-Data'' to the 'Metadata' link in the list. Another red box labeled '(Any Custodian)' is positioned below the arrow. The footer contains copyright information for CoGIS.

SAEON

Logs

Metadata

Manage portlets

Contents View Edit Properties Rules Sharing

Actions Display Add new... State: Private

**ACEP**

by Wim Hugo — last modified May 29, 2012 08:21 PM

**African Coelecanth Ecology Programme**

Logs — by Wim Hugo — last modified May 29, 2012 08:21 PM

Metadata — by Wim Hugo — last modified May 29, 2012 08:21 PM

Send this — Print this —

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Click on 'Meta-Data'

(Any Custodian)

[saeon.dirisa.org/metadata/acep/metadata](http://saeon.dirisa.org/metadata/acep/metadata)

# Create from Template

List of issues - Show All - W x Content — Dirisa Portal x

saeon.dirisa.org/metadata/acep/metadata

Spatial Search Site Map Wim Hugo Preferences Log Out Search Site Search

Home Metadata Communities Terms Test Folder Water

You are here: Home → Metadata → ACEP → Metadata

SAEON Archive Manage portlets

Contents View Edit Criteria Subfolders Rules Sharing Actions Display Add new... State: Published

**Content**  
by Wim Hugo — last modified May 29, 2012 08:21 PM  
There are currently no results for this search.  
History

Metadata from Template  
Cut  
Copy  
Delete  
Rename

Zip Metadata Send this Print this

Bulk Uploader

Click 'Meta-Data from Template'

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saeon.dirisa.org/metadata/acep/metadata/content/metadata\_from\_template?id=http://saeon.dirisa.org/metadata/acep/metadata/content



# Provide Details

The screenshot shows a web browser window with the URL `saeon.dirisa.org/metadata/acep/metadata/content/metadata_from_template?id=http://saeon.dirisa.org/metadata/acep/metadata/content`. The page header includes navigation links like 'Spatial Search', 'Site Map', and 'Log Out', along with a search bar. A banner image of a coastline is displayed, followed by the NRF (National Research Foundation) and SAEON (South African Environmental Observation Network) logos. Below the banner is a breadcrumb trail: 'Home -> Metadata -> ACEP -> Metadata'. The main content area features a 'Contents' tab and a form for creating metadata. The form has a 'Title' field containing 'Test' and a 'Metadata Type' dropdown menu. The dropdown menu is open, showing a list of standards: ISO19115, ISO19115p2, ISO19139, SANS1878, EML, DublinCore, and FGDC. A red callout box with a white arrow points to the 'Title' field, containing the text 'Provide a Title'. Another red callout box with a white arrow points to the 'Metadata Type' dropdown menu, containing the text 'Select and Appropriate Standard'. The footer of the page contains a small copyright notice: 'CoGIS is Open Source and is licensed under the LGPL license.'

SAEON  
Archive

Manage portlets

Contents View Edit Criteria Subfolders Rules Sharing

Bulk Uploader

Title: Test

Metadata Type: ISO19115

Create

- ISO19115
- ISO19115p2
- ISO19139
- SANS1878
- EML
- DublinCore
- FGDC

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Provide a Title

Select and Appropriate Standard

# Standards Guide

- EML:
  - Ecological or Environmental Data without an explicit spatial dimension or a non-varying spatial dimension
- SANS 1878
  - Vector data (spatial data, SOS) (local profile, SDI Act)
- ISO 19115
  - Vector data (spatial data) (not recommended)
- ISO 19115p2
  - Raster data and coverages
- FGDC
  - Don't use – deprecated and US Only
- Dublin Core
  - Use for documents, folders, images, reports, ...

# 'Blank' Meta-Data based on Template

The screenshot shows a web browser window with the URL [saeon.dirisa.org/metadata/acep/metadata/content](http://saeon.dirisa.org/metadata/acep/metadata/content). The page has a navigation menu with tabs for Home, Metadata, Communities, Terms, Test Folder, and Water. Below the menu is a breadcrumb trail: You are here: Home → Metadata → ACEP → Metadata → Title. On the left side, there is a sidebar with a 'SAEON' logo, an 'Archive' section containing 'Title', and a 'Manage portlets' link. The main content area has several tabs: Summary, Edit Item, Detail, Edit Meta-Data, Online Resources, Linked Content, and Sharing. The 'Edit Meta-Data' tab is selected. The page displays the following metadata:

<b>Title</b>	
by <a href="#">Wim Hugo</a> — last modified May 29, 2012 08:45 PM	
— filed under: <a href="#">Keyword1</a> , <a href="#">Keyword2</a>	
<b>Type</b>	ISO19115
<b>Metadata Title</b>	Title
<b>Date</b>	1970-01-01 00:00:00
<b>Organisation</b>	Organization
<b>Abstract</b>	Abstract
<b>Keywords</b>	Keyword1,Keyword2
<b>Bounds</b>	North:90.0 South:-90.0 East:180.0 West: -180.0
<b>Online Resource</b>	* <a href="http://url.resource.com...">http://url.resource.com...</a>
<b>Scale</b>	100
<b>Repository</b>	<a href="#">ACEP</a>
<b>Contact Person</b>	Name
<b>Usage / Licencing</b>	copyright, copyright, Other Contraints

At the bottom of the metadata section, there are links: [Download This](#) | [Email This](#) | [Edit Meta-Data](#). A red arrow points from the 'Edit Meta-Data' tab to a red callout box that says 'Click 'Edit Meta-Data' to change values'. There is also a small world map icon on the right side of the page.

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# Editing Meta-Data

The screenshot shows a web browser window with the URL `saeon.dirisa.org/metadata/acep/metadata/meta133831712993/generic_corefields_editor`. The page has a navigation bar with tabs: Summary, Edit Item, Detail, Edit Meta-Data (selected), Online Resources, Linked Content, and Sharing. A left sidebar contains 'SAEON', 'Archive', and 'Title' buttons, along with a 'Manage portlets' link. The main content area is titled 'ISO19115 Core Editor' and contains a form with the following fields:

Dataset Title	<input type="text" value="Title"/>
Dataset Reference Date	<input type="text" value="1970-01-01T00:00:01"/>
Dataset Responsible Party	<input type="text" value="Name"/>
Dataset Responsible Party Organization	<input type="text" value="Organization"/>
Dataset Responsible Party Position	<input type="text" value="Position"/>
Dataset Language	<input type="text" value="eng"/>
Dataset Character Set	<input type="text" value="utf8"/>
Dataset Topic Category	<input type="text" value="boundaries"/>
Dataset Scale	<input type="text" value="100"/>
Dataset Abstract	<input type="text" value="Abstract"/>
Dataset Format Name	<input type="text" value="Format Name"/>
Dataset Format Version	<input type="text" value="Format Version"/>
Western Bounds	<input type="text" value="25"/>
Southern Bounds	<input type="text" value="-35"/>
Eastern Bounds	<input type="text" value="45"/>
Northern Bounds	<input type="text" value="-10"/>
Metadata Point Of Contact Position Name	<input type="text" value="Position"/>
Metadata Point Of Contact Role	<input type="text" value="originator"/>

At the bottom of the form are two buttons: 'Save' and 'Validate'.

Three red callout boxes provide instructions:

- Top right: Only 'Core' (Mandatory +) fields are editable
- Middle right: Change Bounds as a Test
- Bottom right: Click 'Save' at bottom of page

# Saved Record is Validated

The screenshot shows a web browser window with the URL `saeon.dirisa.org/metadata/acep/metadata/meta133831712993`. The page header includes navigation links like 'Spatial Search', 'Site Map', and 'Log Out', along with a search bar. Below the header is a banner image of a coastline and the SAEON logo (National Research Foundation South African Environmental Observation Network). A breadcrumb trail reads 'You are here: Home → Metadata → ACEP → Metadata → Title'. The main content area has tabs for 'Summary', 'Edit Item', 'Detail', 'Edit Meta-Data', 'Online Resources', 'Linked Content', and 'Sharing'. A yellow message box at the top of the editor says 'Info Document is valid'. The editor form includes fields for 'Dataset Title', 'Dataset Reference Date' (1970-01-01T00:00:01), 'Dataset Responsible Party' (Name, Organization, Position), 'Dataset Language' (eng), 'Dataset Character Set' (utf8), and 'Dataset Topic Category' (boundaries). Two red callout boxes are overlaid on the image: one pointing to the 'Summary' tab with the text 'Click 'Summary' to return to standard view', and another pointing to the 'Info Document is valid' message with the text 'Validated on save'.

Click  
'Summary' to  
return to  
standard view

Validated on  
save

# Updated Record from Template

The screenshot shows a web browser window with the URL `saeon.dirisa.org/metadata/acep/metadata/meta133831712993/view`. The page header includes navigation links like 'Spatial Search', 'Site Map', and 'Wim Hugo', along with a search bar. The main content area features a banner image of a coastline and the logos for NRF (National Research Foundation) and SAEON (South African Environmental Observation Network). Below the banner is a breadcrumb trail: 'You are here: Home → Metadata → ACEP → Metadata → Title'. The left sidebar shows a 'SAEON' menu with 'Archive' and 'Title' options. The main content area has tabs for 'Summary', 'Edit Item', 'Detail', 'Edit Meta-Data', 'Online Resources', 'Linked Content', and 'Sharing'. The 'Summary' tab is active, displaying the following metadata:

<b>Title</b>	
by Wim Hugo — last modified May 29, 2012 08:53 PM	
— filed under:	<a href="#">Keyword1</a> , <a href="#">Keyword2</a>
<b>Type</b>	ISO19115
<b>Metadata Title</b>	Title
<b>Date</b>	1970-01-01 00:00:00
<b>Organisation</b>	Organization
<b>Abstract</b>	Abstract
<b>Keywords</b>	Keyword1,Keyword2
	North:10.0 South: 35.0 East:15.0 W...
	...resource.com...

A red bounding box is drawn around a map of Africa in the bottom right corner of the page. A red callout box with a white background and black text points to this bounding box, containing the text: 'Bounding box has been updated'.

Bounding box  
has been  
updated

# Option 2: Import from File

The screenshot displays the SAEON Dirisa Portal interface. At the top, there is a navigation bar with links for Spatial Search, Site Map, Wim Hugo, Preferences, and Log Out. A search bar is located on the right. Below the navigation bar is a banner image of a coastline with the NRF (National Research Foundation) and SAEON (South African Environmental Observation Network) logos. The main content area shows a breadcrumb trail: Home → Metadata → ACEP. On the left, there is a sidebar with a tree view containing SAEON, Logs, and Metadata. The main content area displays a list of metadata items for 'ACEP' (African Coelecanth Ecology Programme) with columns for Contents, View, Edit, Properties, Rules, and Sharing. A red arrow points from a red box labeled 'Click on 'Meta-Data'' to the 'Metadata' entry in the list. Another red box labeled '(Any Custodian)' is positioned below it. The page footer contains copyright information: CoGIS is Copyright © 2000-2011 by Qsens.is, CSIR and other partners et al. CoGIS is Open Source and is licensed under the LGPL license.

# Select from 'Add New' menu

saeon.dirisa.org/metadata/acep/metadata

Spatial Search Site Map Wim Hugo Preferences Log Out Search Site Search

Home Metadata Communities Terms Test Folder Water

You are here: Home → Metadata → ACEP → Metadata

SAEON Archive Manage portlets

Contents View Edit Criteria Subfolders Rules Sharing

Actions Display Add new... State: Published

- Collection
- Metadata
- Restrictions...

**Content**  
by Wim Hugo — last modified May 29, 2012 08:21 PM

Title	Modification Date	State	Creation Date	Item Type
Title	May 29, 2012 08:53 PM	private	May 29, 2012 08:45 PM	Metadata

History Zip Metadata Send this Print

Bulk Uploader  
Choose your files :  
Browse  
Manage portlets

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saeon.dirisa.org/metadata/acep/metadata/createObject?type\_name=Metadata

Click on  
'Meta-Data'



# Specify a File to Upload

The image shows a web browser window displaying the 'Add Metadata' page on [saeon.dirisa.org](http://saeon.dirisa.org). The page includes fields for Title, Description, XML, Metadata Type (set to EML), and Metadata Category (set to Biologic and Ecologic Information). A file upload dialog is open, showing a directory structure with 'ncaas' selected. A file named 'metacat.lternet.edu\_knb\_metacat\_action...' is selected in the dialog. Red callout boxes provide instructions: 'Title and Description' points to the respective fields; 'Choose File From Disk' points to the file selection in the dialog; 'Remember the Standard' points to the 'EML' dropdown; and 'Save when done' points to the 'Save' button.

**Title and Description**

**Choose File From Disk**

**Remember the Standard**

**Save when done**

**XML**

```
<?xml version="1.0"?>  
<eml:eml xmlns:eml="eml://ecoinformatics.org/eml-2.0.1" xmlns:stmml="http://www.xml-cml.org/schema/stmml" xmlns:ds="eml://ecoinformatics.org/dataset-2.0.1" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" packageId="nceas.250.2" scope="system" system="knbn" xsi:schemaLoca
```

# File is uploaded ...

List of issues - Show All - W x Trapping locations, animal x

saeon.dirisa.org/metadata/acep/metadata/metadata.2012-05-29.3045971387/view

SAEON  
Archive  
Trapping locations, animal  
Manage portlets

Summary Edit Item Detail Edit Meta-Data Online Resources Linked Content Sharing

Actions State: Private


Info Changes saved.

## Trapping locations, animal body mass, and breeding conditions of Neotoma fuscipes on Sedgwick Reserve : The coordinate locations of dens, and the dates and IDs of N. fuscipes captured

by [Wim Hugo](#) — last modified May 29, 2012 09:09 PM  
— filed under: [dusky-footed woodrat](#), [sedgwick reserve](#), [mammal trapping](#), [body mass](#), [reproduction](#)

Type	EML
Category	Biologic and Ecologic Information
Metadata Title	Trapping locations, animal body mass, and breeding conditions of Neotoma fuscipes on Sedgwick Reserve : The coordinate locations of dens, and the dates and IDs of N. fuscipes captured
Date	
Organisation	
Abstract	The dataset associated with this metadata was collected over a 3 year period at the Sedgwick Ranch Reserve in Santa Barbara County, CA. Neotoma fuscipes, or the dusky-footed woodrat, were trapped and ear-tagged at various sites, and various data were recorded about each animal. Data on the condition and locations of the dens and surrounding habitat were also collected.
Keywords	dusky-footed woodrat,sedgwick reserve,mammal trapping,body mass,reproduction
Bounds	North:35.75 South:35.75 East:-119.5 West: -119.5
Online Resource	<a href="#">* ecogrid://knb/reeves.14.1 ...</a> <a href="#">* http://saeonocoean.co.za/knb/metacat?acti ...</a>
Scale	
Repository	<a href="#">ACEP</a>
Contact Person	Rebecca Burton
Usage / Licencing	no restrictions

Download This | Email This | Edit Meta-Data



# Option 3: Register a Harvester

The screenshot shows a web browser window displaying the SAEON Dirisa Portal. The address bar shows the URL `saeon.dirisa.org/metadata/acep`. The page header includes navigation links like "Spatial Search", "Site Map", and "Wim Hugo", along with a search bar. A banner image of a coastline is visible, followed by the logos for NRF (National Research Foundation) and SAEON (South African Environmental Observation Network). Below the banner is a breadcrumb trail: "Home → Metadata → ACEP".

The main content area shows a metadata entry for "ACEP" (African Colelecanth Ecology Programme) by Wim Hugo, last modified on May 29, 2012. The entry includes sections for "Logs" and "Metadata". A context menu is open over the "Add new..." button, with the "Harvester" option highlighted. A red callout box with a white border and a red arrow pointing to the "Harvester" option contains the text: "Add 'Harvester' to a Custodian".

At the bottom of the page, there is a footer with the text: "CoGIS is Copyright © 2000-2011 by Qgens.is, CSIR and other partners et al. CoGIS is Open Source and is licensed under the LGPL license." The browser's address bar at the very bottom shows the URL: `saeon.dirisa.org/metadata/acep/createObject?type_name=Harvester`.

# Specifying a Harvester

The image shows a web browser window displaying a form for configuring a harvester. The browser's address bar shows the URL: `saeon.dirisa.org/metadata/acep/portal_factory/Harvester/harvester.2012-05-29.1073527046/edit`. The form contains several fields and options, with red callout boxes pointing to specific parts:

- Title and Description:** Points to the **Title** field (containing "ACEP Harvester") and the **Description** field (containing "Harvests meta-data from a folder containing").
- Appropriate Standard – See Overleaf:** Points to the **Standard** dropdown menu (set to "ISO19115").
- Transport – See Overleaf:** Points to the **Transport** dropdown menu (set to "HTTP").
- Target URL:** Points to the **Url** text input field.
- Result e-mail:** Points to the **Results Email** text input field.
- Update Frequency and Credentials:** Points to the **Update Frequency** dropdown menu (set to "Never") and the **Username (if required)** and **Password (if required)** text input fields.

At the bottom of the form, there are **Save** and **Cancel** buttons. The **Publish Harvested Metadata** section has radio buttons for **Yes** and **No**, with **No** selected.

# Detailed Specification

## Standard

- ISO19115
- ISO19115
- ISO19115p2
- ISO19139
- SANS1878
- EML
- DublinCore
- FGDC

## Transport

- HTTP
- HTTP
- OAI
- CSW
- CSW-NEW
- FTP

## Update Frequency

- Never
- Never
- 12 Hours (required)
- 1 Days
- 2 Days
- 7 Days (required)
- 14 Days
- 30 Days
- 6 Months
- 12 Months
- Yes

- Standard:
  - Select an appropriate standard
- Transport:
  - HTTP:
    - Any web folder containing a zipped file.
    - Any standard
  - OAI
    - Service URL
    - EML and Dublin Core
  - CSW
    - ISO 19115, FGDC, and SANS 1878
  - CSW-New (Tested with EuroGEOSS)
    - ISO 19115, FGDC, and SANS 1878
  - FTP
    - Any FTP folder containing a zipped file.
    - Any standard
- Update Frequency
  - Never = Manual

# Example

List of issues - Show All - W x [...] — Dirisa Portal x Upload — Dirisa Portal x

saeon.dirisa.org/metadata/acep/portal\_factory/Harvester/harvester.2012-05-29.1073527046/edit

**Description**  
A short summary of the content.

**Harvests meta-data from a folder containing**

**Standard**  
SANS1878

**Transport** ■  
HTTP

**Url** ■  
http://saeon.dirisa.org/upl

**Results Email** ■  
wim@saeon.ac.za

**Update Frequency** ■  
Never

**Username (if required)**

**Password (if required)**

**Publish Harvested Metadata** ■  
 Yes  
 No

Save Cancel

Click to Save

Details  
specified

# Saved Harvester

The screenshot shows a web browser window with the URL `saeon.dirisa.org/metadata/acep/acep-harvester/view`. The page has a navigation bar with tabs for Home, Metadata, Communities, Terms, Test Folder, and Water. Below this is a breadcrumb trail: You are here: Home → Metadata → ACEP → ACEP Harvester. On the left, there is a sidebar with a tree view containing SAEON, Logs, Metadata, and ACEP Harvester (highlighted in red). The main content area has a sub-navigation bar with tabs for View, Edit, Properties, Harvest, and Sharing. The 'Harvest' tab is highlighted in green. To the right of this bar are 'Actions' and 'State: Private' dropdown menus. Below the navigation is a yellow message box that says 'Info Changes saved.' The main content area displays the title 'ACEP Harvester' by Wim Hugo, last modified May 29, 2012 09:42 P. The metadata fields are: Standard: SANS1878; Transport: HTTP; Uri: `http://saeon.dirisa.org/upload/ACEP_SANS.zip`; Results Email: `wim@saeon.ac.za`; Update Frequency: Never; Username (if required):; Publish Harvested Metadata: Yes. At the bottom right of the content area are links for 'Send this' and 'Print this'. The footer contains copyright information: 'CoGIS is Copyright © 2000-2011 by Qsens.is, Open Source and is licensed under the LGPL license.' A red arrow points from a red box at the bottom containing the text 'Click 'Harvest' to Force' to the 'Harvest' button in the navigation bar.

Click 'Harvest' to Force

# Harvest Trigger

The image shows a web browser window with the URL `saeon.dirisa.org/metadata/acep/acep-harvester/harvest_view`. The browser has several tabs open: "List of issues - Show All - W x", "ACEP Harvester — Dirisa Po x", and "Upload — Dirisa Portal x". The website header includes navigation links like "Spatial Search", "Site Map", "Wim Hugo", "Preferences", and "Log Out", along with a search bar. A large banner image of a coastline is visible. Below the banner, there are navigation tabs: "Home", "Metadata", "Communities", "Terms", "Test Folder", and "Water". A breadcrumb trail reads "You are here: Home → Metadata → ACEP → ACEP Harvester". On the left, a sidebar menu shows "SAEON", "Logs", "Metadata", and "ACEP Harvester" (highlighted in red). The main content area has tabs for "View", "Edit", "Properties", "Harvest", and "Sharing". Under the "Harvest" tab, it displays "Type HTTP" and "URL `http://saeon.dirisa.org/upload/ACEP_SANS.zip`". A "Harvest Now" button is present. A confirmation dialog box is overlaid on the page, containing the text: "Thank you. You will receive an email with the results of the harvest. Please keep in mind, that depending on speed, this operation can take a while. In case it takes longer than 2 hours for a result email to reach you, contact the system administrator." and an "OK" button. Two red callout boxes with arrows point to the "Harvest Now" button and the confirmation message, with labels "Click 'Harvest Now'" and "Confirmation Message".

Click 'Harvest Now'

Confirmation Message



# E-Mail Progress Messages

Harvester "TEst" progress report (from 31 to 40) of 264 documents. - Message (Plain Text)

File Message

Ignore X Reply Reply All Forward More Meeting

Junk Delete

Delete Respond

BioEnergy - wim... To Manager Team E-mail Quick Steps

Rules OneNote Actions Move

Mark Unread Follow Up Tags

Translate Editing Zoom

From: mike@webtide.co.za Sent: Wed 2012/05/30 11:57 AM

To: wim@saeon.ac.za

Cc:

Subject: Harvester "TEst" progress report (from 31 to 40) of 264 documents.

Ongoing: The Harvest didn't run into any problems yet.: <http://data.dirisa.org/playpen/meta-data/data-provider-1/test-1>

Processed the following urls:

- <http://data.dirisa.org/playpen/meta-data/data-provider-1/metadata/meta133837178958>
- <http://data.dirisa.org/playpen/meta-data/data-provider-1/metadata/meta133837179017>
- <http://data.dirisa.org/playpen/meta-data/data-provider-1/metadata/meta133837179022>
- <http://data.dirisa.org/playpen/meta-data/data-provider-1/metadata/meta133837179067>
- <http://data.dirisa.org/playpen/meta-data/data-provider-1/metadata/meta133837179123>
- <http://data.dirisa.org/playpen/meta-data/data-provider-1/metadata/meta133837179162>
- <http://data.dirisa.org/playpen/meta-data/data-provider-1/metadata/meta133837179168>
- <http://data.dirisa.org/playpen/meta-data/data-provider-1/metadata/meta133837179218>
- <http://data.dirisa.org/playpen/meta-data/data-provider-1/metadata/meta133837179263>
- <http://data.dirisa.org/playpen/meta-data/data-provider-1/metadata/meta133837179307>

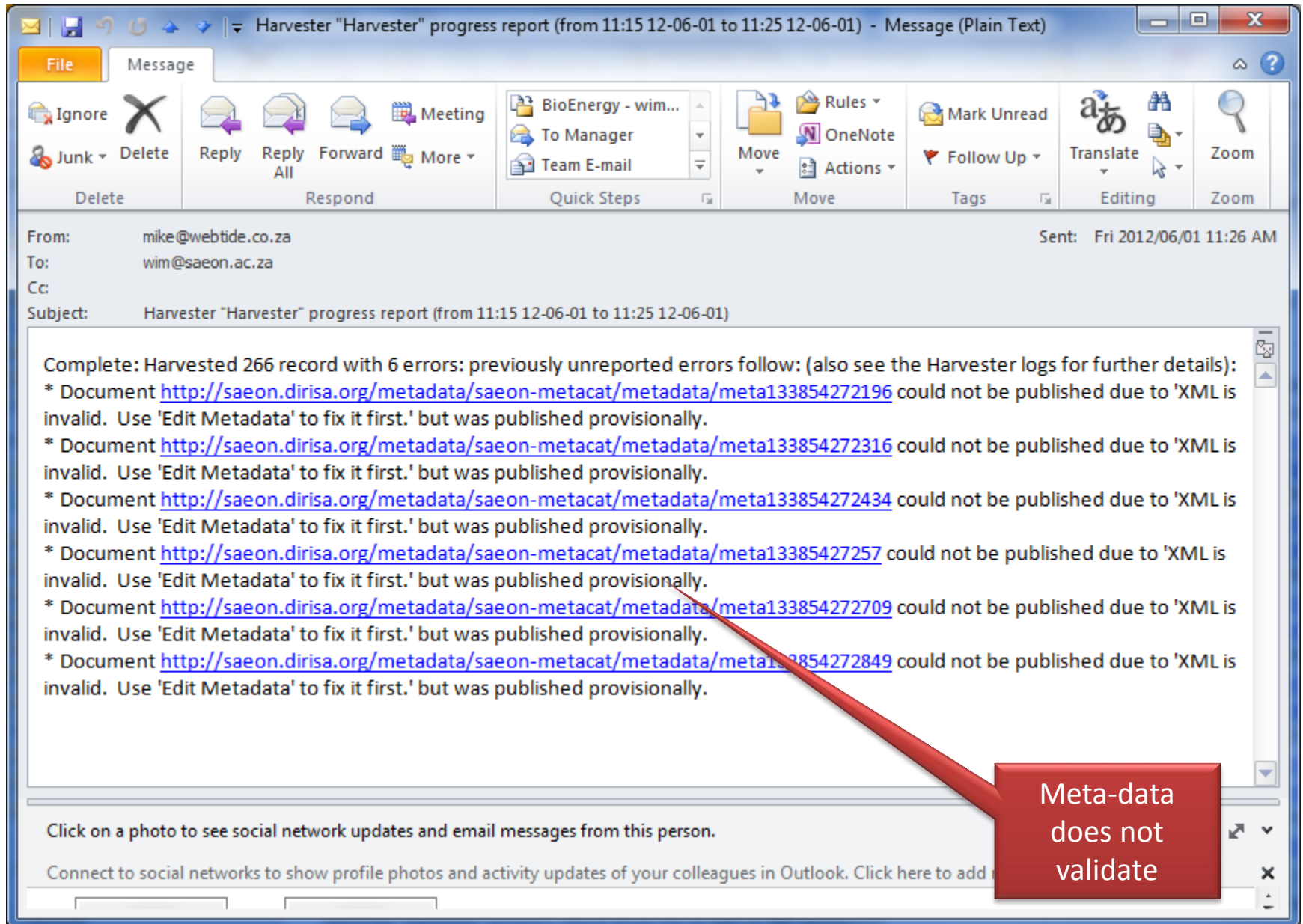
The average processing time was: 0.484161028048

Click on a photo to see social network updates and email messages from this person.

Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add

These link to meta-data entries

# E-Mail Progress Messages



Harvester "Harvester" progress report (from 11:15 12-06-01 to 11:25 12-06-01) - Message (Plain Text)

File Message

Ignore X Reply Reply All Forward Meeting More

Junk Delete

Quick Steps: BioEnergy - wim..., To Manager, Team E-mail

Move: Rules, OneNote, Actions

Tags: Mark Unread, Follow Up

Editing: Translate, Zoom

From: mike@webtide.co.za Sent: Fri 2012/06/01 11:26 AM

To: wim@saeon.ac.za

Cc:

Subject: Harvester "Harvester" progress report (from 11:15 12-06-01 to 11:25 12-06-01)

Complete: Harvested 266 record with 6 errors: previously unreported errors follow: (also see the Harvester logs for further details):

- \* Document <http://saeon.dirisa.org/metadata/saeon-metacat/metadata/meta133854272196> could not be published due to 'XML is invalid. Use 'Edit Metadata' to fix it first.' but was published provisionally.
- \* Document <http://saeon.dirisa.org/metadata/saeon-metacat/metadata/meta133854272316> could not be published due to 'XML is invalid. Use 'Edit Metadata' to fix it first.' but was published provisionally.
- \* Document <http://saeon.dirisa.org/metadata/saeon-metacat/metadata/meta133854272434> could not be published due to 'XML is invalid. Use 'Edit Metadata' to fix it first.' but was published provisionally.
- \* Document <http://saeon.dirisa.org/metadata/saeon-metacat/metadata/meta13385427257> could not be published due to 'XML is invalid. Use 'Edit Metadata' to fix it first.' but was published provisionally.
- \* Document <http://saeon.dirisa.org/metadata/saeon-metacat/metadata/meta133854272709> could not be published due to 'XML is invalid. Use 'Edit Metadata' to fix it first.' but was published provisionally.
- \* Document <http://saeon.dirisa.org/metadata/saeon-metacat/metadata/meta133854272849> could not be published due to 'XML is invalid. Use 'Edit Metadata' to fix it first.' but was published provisionally.

Click on a photo to see social network updates and email messages from this person.

Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add

Meta-data does not validate

# Adding Extras

# Create a Better Landing Page

- Options
  - A Plain HTML Page
  - A Custom Page in a Window
- Why?
  - Meta-data records link back here
  - Additional Contact Details and Supporting Information
  - Links to other resources

# Adding a Page

The screenshot shows a web browser window with the URL `saeon.dirisa.org/metadata/acep`. The page header includes navigation links like 'Site Map', 'Wim Hugo', 'Preferences', and 'Log Out', along with a search bar. The main content area displays a list of metadata items for the 'ACEP' collection. The 'ACEP' item is selected, and its context menu is open, showing options like 'Harvester', 'MetadataCollection', 'Page', 'Terms', and 'Window'. A red arrow points to the 'Page' option, which is highlighted. A tooltip next to the arrow says 'Add a page in the site. Can contain rich text.' A red box at the bottom right contains the text 'Add a page at the 'Custodian' root folder'. The left sidebar shows a navigation menu with 'SAEON', 'Logs', 'Metadata', and 'ACEP Harvester'. The right sidebar has a 'Bulk Uploader' section with a 'Browse' button. The footer contains copyright information for CoGIS.

ACEP — Dirisa Portal

saeon.dirisa.org/metadata/acep

Site Map Wim Hugo Preferences Log Out Search Site Search

Home Metadata Communities Test Folder Water

You are here: Home → Metadata → ACEP

SAEON

Logs

Metadata

ACEP Harvester

Manage portlets

Contents View Edit Properties Rules Sharing

Actions Display Add new... State: Private

Harvester

MetadataCollection

Page

Terms

Window

Restrictions...

page in the site. Can contain rich text.

Bulk Uploader

Choose your files :

Browse

Manage portlets

ACEP

by Wim Hugo — last modified May 29, 2012 08:21 PM

**African Colelecanth Ecology Programme**

Logs — by Wim Hugo — last modified May 29, 2012 08:21 PM

Metadata — by Wim Hugo — last modified May 29, 2012 08:21 PM

ACEP Harvester — by Wim Hugo — last modified May 29, 2012 09:42 PM

Harvests meta-data from a folder containing

Send this

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# Create a Suitable Page and Save ...

ACEP Landing Page — Diris x

saeon.dirisa.org/metadata/acep/acep-landing-page/edit

ACEP Landing Page

Manage portlets

Default Categorization Dates Ownership Settings

**Title**

ACEP Landing Page

**Description**  
A short summary of the content.

**This is an alternative landing page for ACEP (as an example)**

**Body Text**

Normal paragraph

This meta-data collection contains information about the African Coelecanth Ecosystems project

[Click here](#) to link to the ACEP Website ...

[Edit without visual editor](#)

**Change note**  
Enter a comment that describes the changes you made.

Provide a Title

Provide a Description (optional)

Add as much content as required.

Plone Tutorial provides more detail

# Return to the Custodian Folder

ACEP Landing Page — Dirisa x

saeon.dirisa.org/metadata/acep/acep-landing-page

Site Map Wim Hugo Preferences Log Out Search Site Search

NRF National Research Foundation SAEON South African Environment Observation Network

Home Metadata Communities Test Folder Water

You are here: Home → Metadata → ACEP → ACEP Landing Page

SAEON

Logs

Metadata

ACEP Harvester

ACEP Landing Page

Manage portlets

View Edit Linked Metadata Sharing

Info Changes saved.

ACEP Landing Page

by Wim Hugo — last modified Jun 01, 2012 02:55 PM

This is an alternative landing page for ACEP (as an example)

This meta-data collection contains information about the African Coelecanth Ecosystem Project (ACEP I), ...

Click here to link to the ACEP Website ...

History

Send this — Print this —

New page looks line this ...

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# Modify the Default Display ...

The screenshot shows a web browser window with the URL `saeon.dirisa.org/metadata/acep`. The page header includes navigation links like 'Site Map', 'Wim Hugo', 'Preferences', and 'Log Out', along with a search bar. The main content area features a large landscape image and the logos for NRF (National Research Foundation) and SAEON (South African Environmental Observation Network). Below the image is a breadcrumb trail: 'You are here: Home → Metadata → ACEP'. A left sidebar contains a 'SAEON' menu with items like 'Logs', 'Metadata', 'ACEP Harvester', and 'ACEP Landing Page'. The main content area has tabs for 'Contents', 'View', 'Edit', 'Properties', 'Rules', and 'Sharing'. The 'View' dropdown menu is open, showing options: 'Summary view', 'Tabular view', 'Thumbnail view', 'Standard view', and 'Select a content item as default view...'. A red callout box with the text 'Select this entry' points to the 'Select a content item as default view...' option. Below the menu, the page lists metadata items for 'ACEP', including 'Logs', 'Metadata', 'ACEP Harvester', and 'ACEP Landing Page', each with a brief description and a 'last modified' timestamp. At the bottom, there are links for 'Send this' and 'Print this'.

ACEP — Dirisa Portal

saeon.dirisa.org/metadata/acep

Site Map Wim Hugo Preferences Log Out Search Site Search

Home Metadata Communities Test Folder Water

You are here: Home → Metadata → ACEP

SAEON

- Logs
- Metadata
- ACEP Harvester
- ACEP Landing Page

Manage portlets

Contents View Edit Properties Rules Sharing

Actions Display Add new... State: Private

Summary view

Tabular view

Thumbnail view

Standard view

Select a content item as default view...

Select a content item to be used as default view in this folder...

Bulk Uploader

Choose your files :

Browse

ACEP

by Wim Hugo — last modified May 29, 2012 08:21 PM

**African Colecanth Ecology Programme**

Logs — by Wim Hugo — last modified May 29, 2012 08:21 PM

Metadata — by Wim Hugo — last modified May 29, 2012 08:21 PM

ACEP Harvester — by Wim Hugo — last modified May 29, 2012 09:42 PM

Harvests meta-data from a folder containing

ACEP Landing Page — by Wim Hugo — last modified Jun 01, 2012 02:55 PM

This is an alternative landing page for ACEP (as an example)

Send this — Print this —

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# Modify the Default Display ...

ACEP — Dirisa Portal

saeon.dirisa.org/metadata/acep/select\_default\_page

Site Map Wim Hugo Preferences Log Out Search Site Search

Home Metadata Communities Test Folder Water

You are here: Home → Metadata → ACEP

### Select default page

Please select item which will be displayed as the default page of the folder.

- ACEP Harvester  
Harvests meta-data from a folder containing
- ACEP Landing Page  
This is an alternative landing page for ACEP (as an example)

Save Cancel

Bulk Uploader

Choose your files :

Browse

Manage portlets

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Select this  
entry

# Landing Page is Different ...

ACEP Landing Page — Dirisa x

saeon.dirisa.org/metadata/acep

Site Map Wim Hugo Preferences Log Out Search Site Search

**NRF** National Research Foundation **SAEON** South African Environmental Observation Network

Home Metadata Communities Test Folder Water

You are here: Home → Metadata → ACEP

SAEON  
Logs  
Metadata  
ACEP Harvester  
[Manage portlets](#)

Contents View Edit Linked Metadata Rules Sharing Actions Display Add new... State: Private

## ACEP Landing Page

by Wim Hugo — last modified Jun 01, 2012 02:55 PM

**This is an alternative landing page for ACEP (as an example)**

This meta-data collection contains information about the African Colelecanth Ecosystem Project (ACEP I), ...

[Click here to link to the ACEP Website ...](#)

History

is — Print this —

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New page is displayed by default

# Test by Searching for ACEP Meta-Data

ACEP Landing Page — Diris x

saeon.dirisa.org/metadata/acep

Site Map Wim Hugo Preferences Log Out

ACEP Search

LiveSearch ↓

- ACEP SANS 1878 Package [100%]
- ACEP Landing Page [53%]  
This is an alternative landing page for ACEP (as an example)
- ACEP [49%]  
African Coelecanth Ecology Programme
- ACEP Harvester [49%]  
Harvests meta-data from a folder containing
- Logs [44%]
- Archive [44%]
- ACEP: Submersible dives [43%]
- meta133822069165 [27%]
- ACEP: Submersible dives [18%]

Advanced Search...

SAEON

- Logs
- Metadata
- ACEP Harvester

Manage portlets

Contents View Edit Linked Metadata Rules Sharing

ACEP Landing Page

by Wim Hugo — last modified Jun 01, 2012 02:55 PM

**This is an alternative landing page for ACEP (as an example)**

This meta-data collection contains information about the African Coelecanth Ecosystem Project (ACEP I), ...

Click here to link to the ACEP Website ...

History

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Find a relevant meta-data entry

# Custodian Link in Meta-Data

Trapping locations, animal | Citrix Online

saeon.dirisa.org/metadata/acep/metadata/metadata.2012-05-29.3045971387?searchterm=trapping

SAEON  
Archive  
Trapping locations, animal  
Manage portlets


Summary Edit Item Detail Edit Meta-Data Online Resources Linked Content Sharing

Actions State: Private

## Trapping locations, animal body mass, and breeding conditions of Neotoma fuscipes on Sedgwick Reserve : The coordinate locations of dens, and the dates and IDs of N. fuscipes captured

by Wim Hugo — last modified May 29, 2012 09:09 PM  
— filed under: [dusky-footed woodrat](#), [sedgwick reserve](#), [mammal trapping](#), [body mass](#), [reproduction](#)

Type	EML
Category	Biologic and Ecologic Information
Metadata Title	Trapping locations, animal body mass, and breeding conditions of Neotoma fuscipes on Sedgwick Reserve : The coordinate locations of dens, and the dates and IDs of N. fuscipes captured
Date	
Organisation	
Abstract	The dataset associated with this metadata was collected over a 3 year period at the Sedgwick Ranch Reserve in Santa Barbara County, CA. Neotoma fuscipes, or the dusky-footed woodrat, were trapped and ear-tagged at various sites, and various data were recorded about each animal. Data on the condition and locations of the dens and surrounding habitat were also collected.
Keywords	dusky-footed woodrat,sedgwick reserve,mammal trapping,body mass,reproduction
Bounds	North:35.75 South:35.75 East:-119.5 West: -119.5
Online Resources	<a href="#">ecogrid://knb/reeves.14.1</a> <a href="#">http://saeonocean.co.za/knb/metacat?acti...</a>
Scale	
Repository	<a href="#">ACEP</a>
Contact Person	Rebecca Burton
Usage / Licencing	no restrictions



Download This | Email This | Edit Meta-Data

Custodian Repository is shown here

# Back to the Landing Page

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** ACEP Landing Page — Dirisa, Citrix Online
- Address Bar:** saeon.dirisa.org/metadata/acep
- Page Header:** Site Map, Wim Hugo, Preferences, Log Out, Search Site, Search
- Image:** Aerial view of a coastline with a bay.
- Logos:** NRF National Research Foundation and SAEON South African Environment Observation Network.
- Navigation:** Home, Metadata, Communities, Test Folder, Water
- Breadcrumbs:** You are here: Home → Metadata → ACEP
- Left Sidebar:** SAEON, Logs, Metadata, ACEP Harvester, Manage portlets
- Main Content Area:**
  - Buttons: Contents, View, Edit, Linked Metadata, Rules, Sharing
  - Actions: Actions, Display, Add new..., State: Private
  - ACEP Landing Page**
  - by Wim Hugo — last modified Jun 01, 2012 02:55 PM
  - This is an alternative landing page for ACEP (as an example)**
  - This meta-data collection contains information about the African Coastal Ecosystem Project (ACEP I), ...
  - Click here to link to the ACEP Website ...
  - History**
- Footer:** CoGIS is Copyright © 2000-2011 by Qsens, CSIR, and other partners et al. CoGIS is Open Source and is licensed under...

A red arrow points from a red box containing the text "Takes us to the new page" to the "History" link in the main content area.

# Alternatively, Add a Window

SAEON MetaCAT — Dirisa | Citrix Online

saeon.dirisa.org/metadata/saeon-metacat/folder\_contents

Site Map Wim Hugo Preferences Log Out Search Site Search

Home Metadata Communities Test Folder Water

You are here: Home → Metadata → SAEON MetaCAT

SAEON  
Logs  
Metadata  
Harvester  
Manage portlets

Contents View Edit Properties Rules Sharing

Actions Display Add new... State: Private

- Harvester
- MetadataCollection
- Page
- Terms
- Window**
- Restrictions...

**SAEON MetaCAT**  
by Wim Hugo — last modified May 28, 2012 04:02 PM  
↑ Up one level

**SAEON/ SANPARKS Meta-Data Repository - MetaCAT**

Select: All

	Title	Size	Modified	State	Order
<input type="checkbox"/>	Logs	1 kB	May 29, 2012 11:30 AM	Private	::
<input type="checkbox"/>	Metadata	1 kB	May 28, 2012 04:02 PM	Private	::
<input type="checkbox"/>	Harvester	1 kB	May 29, 2012 11:31 AM	Private	::
<input type="checkbox"/>	SAEON MetaCAT Landing Page	1 kB	May 29, 2012 11:21 AM	Private	::
<input type="checkbox"/>	SAEON Terms and Conditions	8.7 kB	May 29, 2012 11:29 AM	Private	::

Copy Cut Rename Delete Change State

Bulk Uploader  
Choose your files :  
Browse

A Window is a content type that shows one URL inside an iFrame in a page

**Add a Window**

# External Window Details

SAEON MetaCAT Landing Page x Citrix Online

saeon.dirisa.org/metadata/saeon-metacat/saeon-metacat-landing-page/edit

Logs  
Metadata  
Harvester  
Manage portlets

## Edit Window

**Info** You are editing the default view of a container. If you wanted to edit the container itself, [go here](#).

A Window is a content type that shows one URL inside an iFrame in a page of the site.

Default Categorization Dates Ownership Settings

**Title**  
SAEON MetaCAT Landing Page

**Description**  
A short summary of the content.

**URL**  
http://196.213.187.51/PLATF

**Page Width**  
Enter a value for the page width. If it's not provided the page width will assume the default value defined in the site setup. You may use %, px, em, etc.  
100%

**Page Height**  
Enter a value for the page height. If it's not provided the page height will assume the default value defined in the site setup. You may use %, px, em, etc.  
640px

**Hide Metadata?**  
Check this option if you want to hide the page metadata, like title, description, print and send page icon, etc.

**Use Base URL?**  
Check this option if you want to use the base URL defined in the site setup as a prefix to the provided link.

**Catalog Page Content?**  
Check this option if you want to have the content of the provided page indexed in the site catalog and available in

**Show Reference?**  
Check this option if you want to show the provided link as a reference in the bottom of the page.

**Inherit Protocol?**

URL to external Window

# External Page Linked In

SAEON MetaCAT Landing Page | Citrix Online

saeon.dirisa.org/metadata/saeon-metacat/saeon-metacat-landing-page

Site Map | Wim Hugo | Preferences | Log Out | Search Site | Search

Home | **Metadata** | Communities | Test Folder | Water

You are here: Home → Metadata → SAEON MetaCAT

SAEON

Logs

Metadata

Harvester


Manage portlets

Contents | View | Edit | Properties | Sharing | Rules | Sharing

Actions | Display | Add new... | State: Private

Info | Changes saved.

## SAEON - South African Environmental Observation Network



### Your Eye on the Environment

SAEON manages two operational meta-data repositories that are harvested periodically and replicated here: A MetaCAT node, linked to SANPARKS and other ILTER nodes, and a GeoNetwork node, currently aligned with the Nairobi Convention Clearinghouse and integrated with spatial data repositories in the rest of the world.

SAEON seeks to coordinate and support long-term in-situ environmental observation systems. SAEON's scientific design is adaptively refined to be responsive to emerging environmental issues and corresponds largely with the societal benefit areas of the intergovernmental Group on Earth Observations (GEO). Six SAEON nodes have been established, not only at locations selected for geographical spread, but also in different host organisations for organisational spread. The nodes are field centres coordinating and facilitating observation and information systems for four biome-based terrestrial regions, the coastal zone (divided into three bio-geographic regions) and offshore-marine systems (divided

External Page



# Set as Default View

The screenshot shows a web browser window with the URL `saeon.dirisa.org/metadata/saeon-metacat/view`. The page header includes navigation links like 'Site Map', 'Wim Hugo', 'Preferences', and 'Log Out', along with a search bar. The main content area features a navigation menu with 'Home', 'Metadata', 'Communities', 'Test Folder', and 'Water'. Below this is a breadcrumb trail: 'You are here: Home → Metadata → SAEON MetaCAT'. The left sidebar contains a 'SAEON' menu with items like 'Logs', 'Metadata', 'Harvester', and 'SAEON MetaCAT Landing'. The main content area has a 'View' dropdown menu open, showing options: 'Summary view', 'Tabular view', 'Thumbnail view', 'Standard view', and 'Select a content item as default view...'. A red callout box points to the last option with the text 'Set a Default View for Folder'. Other elements include a 'Bulk Uploader' section on the right and a 'Manage portlets' link at the bottom right.

SAEON MetaCAT — Dirisa | Citrix Online

saeon.dirisa.org/metadata/saeon-metacat/view

Site Map Wim Hugo Preferences Log Out Search Site Search

Home Metadata Communities Test Folder Water

You are here: Home → Metadata → SAEON MetaCAT

SAEON

Logs

Metadata

Harvester

SAEON MetaCAT Landing

Manage portlets

Contents View Edit Properties Rules Sharing

Actions Display Add new... State: Private

Info View changed.

SAEON MetaCAT

by Wim Hugo — last modified May 28, 2012 04:02 PM

SAEON/ SANPARKS Meta-Data Repository - MetaCAT

Logs — by Wim Hugo — last modified May 29, 2012 11:30 AM

Metadata — by Wim Hugo — last modified May 28, 2012 04:02 PM

Harvester — by Wim Hugo — last modified May 29, 2012 11:31 AM

Harvester link to the SAEON MetaCAT installation, currently based on Dublin Core meta-data standard

SAEON MetaCAT Landing Page — by Wim Hugo — last modified Jun 01, 2012 03:22 PM

SAEON Terms and Conditions — by Wim Hugo — last modified May 29, 2012 11:29 AM

Bulk Uploader

Choose your files :

Browse

Manage portlets

Select a content item to be used as default view in this folder...

Set a Default View for Folder

# Select New Default View

The screenshot shows a web browser window with the URL `saeon.dirisa.org/metadata/saeon-metacat/select_default_page`. The page header includes navigation links like 'Site Map', 'Wim Hugo', 'Preferences', and 'Log Out', along with a search bar. The main content area features a banner image of a coastline and the logos for NRF (National Research Foundation) and SAEON (South African Environment Observation Network). Below the banner are navigation tabs for 'Home', 'Metadata', 'Communities', 'Test Folder', and 'Water'. A breadcrumb trail indicates the current location: 'You are here: Home → Metadata → SAEON MetaCAT'. On the left, a sidebar menu lists 'SAEON', 'Logs', 'Metadata', 'Harvester', and 'SAEON MetaCAT Landing', with a 'Manage portlets' link below. The central panel is titled 'Select default page' and contains the instruction: 'Please select item which will be displayed as the default page of the folder.' Three radio button options are listed: 'Harvester' (with a description: 'Harvester link to the SAEON MetaCAT installation, currently based on Dublin Core meta-data standard'), 'SAEON MetaCAT Landing Page' (which is selected), and 'SAEON Terms and Conditions'. 'Save' and 'Cancel' buttons are at the bottom of the selection area. On the right, there is a 'Bulk Uploader' section with a 'Choose your files' label and a 'Browse' button, also with a 'Manage portlets' link below. A red arrow points from the 'SAEON MetaCAT Landing Page' option to a red callout box in the bottom right corner.

SAEON MetaCAT — Dirisa | Citrix Online

saeon.dirisa.org/metadata/saeon-metacat/select\_default\_page

Site Map Wim Hugo Preferences Log Out Search Site Search

Home Metadata Communities Test Folder Water

You are here: Home → Metadata → SAEON MetaCAT

SAEON

Logs

Metadata

Harvester

SAEON MetaCAT Landing

Manage portlets

### Select default page

Please select item which will be displayed as the default page of the folder.

- Harvester  
Harvester link to the SAEON MetaCAT installation, currently based on Dublin Core meta-data standard
- SAEON MetaCAT Landing Page
- SAEON Terms and Conditions

Save Cancel

Bulk Uploader

Choose your files :

Browse

Manage portlets

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Set a Default View for Folder

# New Landing Page

SAEON MetaCAT Landing Page

Citrix Online

saeon.dirisa.org/metadata/saeon-metacat

Site Map Wim Hugo Preferences Log Out

Search Site Search

Home Metadata Communities Test Folder Water

You are here: Home → Metadata → SAEON MetaCAT

SAEON

Logs

Metadata


Harvester

Manage portlets

Contents View Edit Properties Sharing Rules Sharing

Actions Display Add new... State: Private

## SAEON - South African Environmental Observation Network



**NRF**  
National Research Foundation

**SAEON**  
South African Environmental Observation Network

### Your Eye on the Environment

SAEON manages two operational meta-data repositories that are harvested periodically and replicated in MetaCAT nodes linked to SANPARKS and other ILTER nodes, and a GeoNetwork node aligned with the Nairobi Convention Clearinghouse and integrated with spatial data repositories in the rest of the world.

SAEON seeks to coordinate and support long-term in-situ environmental observation systems. SAEON's scientific design is adaptively refined to be responsive to emerging environmental issues and corresponds largely with the societal benefit areas of the intergovernmental Group on Earth Observations (GEO). Six SAEON nodes have been established, not only at locations selected for geographical spread, but also in different host organisations for organisational spread. The nodes are field centres coordinating and facilitating observation and information systems for four biome-based terrestrial regions, the coastal zone (divided into three bio-geographic regions) and offshore-marine systems (divided into three Large Marine Ecosystems).

New Landing Page

# Add a Useful Portlet

The screenshot shows a web browser window with the URL `saeon.dirisa.org/metadata/saeon-metacat`. The page features a navigation bar with links for Site Map, Wim Hugo, Preferences, and Log Out, along with a search box. A large banner image of a coastline is displayed, accompanied by the NRF (National Research Foundation) and SAEON (South African Environmental Observation Network) logos. Below the banner is a breadcrumb trail: Home → Metadata → Communities → Test Folder → Water. A sidebar on the left contains a 'Manage portlets' link and a 'View portlet management screen' button. The main content area displays a portlet titled 'SAEON - South African Environmental Observation Network' with a sub-header 'Your Eye on the Environment'. A red callout box with a white border and a red arrow points from the 'View portlet management screen' button to the text 'Select 'Manage Portlets'' inside the red box. The text inside the red box is: 'Select 'Manage Portlets''.

# Select

The screenshot shows a web browser window with the URL `saeon.dirisa.org/metadata/saeon-metacat/@@manage-portlets`. The page title is "Manage portlets for 'SAEON MetaCAT'".

**Page Header:** Site Map, Wim Hugo, Preferences, Log Out, Search Site, Search

**Navigation:** Home, Metadata, Communities, Test Folder, Water

**Breadcrumbs:** You are here: Home → Metadata → SAEON MetaCAT

**Left Column:**

- Add portlet... (dropdown)
- Portlets assigned here**
- Inherited portlets**
- Navigation (button)
- Navigation (button)
- Log in (button)
- Block/unblock portlets**
- Parent portlets: Do not block (dropdown)
- Group portlets: Use parent settings (dropdown)
- Content type portlets: Use parent settings (dropdown)

**Center Column:**

- ★ Manage portlets for "SAEON MetaCAT"
- Return
- The portlet columns will now display only those portlets explicitly assigned in this context. Use the buttons on each portlet to move them up or down, delete or edit them. To add a new portlet, use the drop-down list at the top of the column.
- If you wish to block or unblock certain categories of portlets, you can do so using the drop-down boxes.

**Right Column:**

- Static text portlet (dropdown menu open)
- Block/unblock portlets
- Parent portlets: Do not block (dropdown)
- Group portlets: Use parent settings (dropdown)

**Dropdown Menu (Right Column):**

- Static text portlet
- Add portlet...
- Calendar portlet
- Classic portlet
- Collection portlet
- Events
- Google Analytics
- Login
- Navigation
- News
- Quick Upload Portlet
- RSS Feed
- Recent items
- Review list
- Search
- Static text portlet (highlighted)

**Callout Box (Bottom Center):** Select 'Static Text Portlet'

# Add Portlet Content

summaries — Dirisa Portal x Dirisa Portal x

saeon.dirisa.org/metadata/saeon-metacat/++contextportlets++plone.rightcolumn/summaries/edit?referer=http%3A//saeon.c

## Edit static text portlet

A portlet which can display static HTML text.

Modify portlet

**Portlet header** ■

Title of the rendered portlet

**Text** ■

The text to render

Style... **B** *I* [List icons] [Link icon] [Image icon] [Table icon] [HTML icon]

Spatial Distribution  
Summary Views  
Usage Statistics

[Edit without visual editor](#)

**Omit portlet border**

Tick this box if you want to render the text above without the standard header, border or footer.

**Portlet footer**

Text to be shown in the footer

Provide Title

Portlet Content

# Save Portlet Settings

SAEON MetaCAT — Dirisa Portal

Dirisa Portal

saeon.dirisa.org/metadata/saeon-metacat/@manage-portlets

Home Metadata Communities Test Folder Water

You are here: Home → Metadata → SAEON MetaCAT

Add portlet...

## Manage portlets for "SAEON MetaCAT"

Return

The portlet columns will now display only those portlets explicitly assigned in this context. Use the buttons on each portlet to move them up or down, delete or edit them. To add a new portlet, use the drop-down list at the top of the column.

If you wish to block or unblock certain categories of portlets, you can do so using the drop-down boxes.

**Portlets assigned here**

**Inherited portlets**

Navigation

Navigation

Log in

**Block/unblock portlets**

Parent portlets: Do not block

Group portlets: Use parent settings

Content type portlets: Use parent settings

Save Settings

Add portlet...

**Portlets assigned here**

Summaries

**Inherited portlets**

Review list

News

Events

Bulk Uploader

**Block/unblock portlets**

Parent portlets: Do not block

Group portlets: Use parent settings

Content type portlets: Use parent settings

Save Settings

Save settings

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# Portlet has been added ...

SAEON MetaCAT Landing F x Dirisa Portal x

← → ↻ saeon.dirisa.org/metadata/saeon-metacat/ ☆ S

Site Map Wim Hugo Preferences Log Out Search Site Search

Home Metadata Communities Test Folder Water

You are here: Home → Metadata → SAEON MetaCAT

SAEON  
Logs  
Metadata  
Harvester  
Manage portlets

Contents View Edit Properties Sharing Rules Sharing Actions Display Add new... State: Private

## SAEON - South African Environmental Observation Network

### Your Eye on the Environment

SAEON manages two operational meta-data repositories that are harvested periodically and replicated here: A MetaCAT node, linked to SANPARKS and other ILTER nodes, and a GeoNetwork node, currently aligned with the Nairobi Convention Clearinghouse and integrated with spatial data repositories in the rest of the world.

SAEON seeks to coordinate and support long-term in-situ environmental observation systems. SAEON's scientific design is adaptively refined to be responsive to emerging environmental issues and corresponds largely with the societal benefit areas of the intergovernmental Group on Earth Observations (GEO). Six SAEON nodes have been established, not only at locations selected for geographical spread, but also in different host organisations for organisational spread. The nodes are field centres coordinating and facilitating observation and information systems for four biome-based terrestrial regions, the coastal zone (divided into three bio-geographic regions) and offshore-marine systems (divided into three Large Marine Ecosystems).

SAEON has concluded a comprehensive review of the mandates, impacts and drivers that shape its Information Systems Strategy, and has identified a series of interrelated programs aimed at alignment with its stakeholders, user

Summaries  
Spatial Distribution  
Summary Views  
Usage Statistics  
Manage portlets

**New Portlet**



# Techniques for Adding Special Content

Separate Tutorial ...

# Terms and Conditions

# Each Custodian can have individual Ts & Cs

The screenshot shows a web browser window with two tabs: 'SAEON MetaCAT Landing' and 'Dirisa Portal'. The address bar shows the URL 'saeon.dirisa.org/metadata/saeon-metacat/'. The page header includes a navigation menu with 'Site Map', 'Wim Hugo', 'Preferences', and 'Log Out', along with a search box. The main content area features a banner image of a coastline and the SAEON logo (National Research Foundation South African Environmental Observation Network). Below the banner is a breadcrumb trail: 'You are here: Home → Metadata → SAEON MetaCAT'. A left sidebar contains a 'SAEON' menu with 'Logs', 'Metadata', and 'Harvester' options. The main content area has a toolbar with 'Contents', 'View', 'Edit', 'Properties', 'Sharing', 'Rules', and 'Sharing'. A dropdown menu is open, showing options: 'Harvester', 'MetadataCollection', 'Page', 'Terms', 'Window', and 'Restrictions...'. A red arrow points from the 'Terms' option to a red box containing the text 'Add Terms and Conditions'. The right sidebar contains a 'Summaries' menu with 'Spatial Distribution', 'Summary Views', and 'Usage Statistics' options. The footer shows the URL 'saeon.dirisa.org/metadata/saeon-metacat/createObject?type\_name=Terms'.

SAEON MetaCAT Landing x Dirisa Portal x

saeon.dirisa.org/metadata/saeon-metacat/

Site Map Wim Hugo Preferences Log Out Search Site Search

Home Metadata Communities Test Folder Water

You are here: Home → Metadata → SAEON MetaCAT

SAEON

Logs

Metadata

Harvester

Manage portlets

Contents View Edit Properties Sharing Rules Sharing

Actions Display Add new... State: Private

Harvester

MetadataCollection

Page

Terms

Window

Restrictions...

Summaries

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saeon.dirisa.org/metadata/saeon-metacat/createObject?type\_name=Terms

Add Terms and Conditions

# Edit Terms and Conditions

SAEON Terms and Conditions | Dirisa Portal

saeson.dirisa.org/metadata/saeon-metacat/saeon-terms-and-conditions/edit

## Edit Terms

Default | Categorization | Dates | Ownership | Settings

Title

Terms of Use

Body Text

Heading

**SAEON Data Policy**

The key objective of this document is to outline the operating principles of Platform-based data sharing, primarily that data owner and user rights will be protected and to encourage data sharing.

### 1 Data Acquisition Policy

1. The policy encourages the archiving of data for widespread current and future application. Archiving data within a **trusted digital repository** prevents the loss through damage and the loss of electronically stored data through software redundancy.
2. Owners of data (**custodians**) wishing to publish, disseminate, and archive data must adhere to the following requirements:
3. All datasets must be accompanied by metadata. The meta-data must be chosen from the guidelines in the architecture framework[1].
4. Meta-data is preferably managed by the custodian, using suitable software[2]. The software

[Edit without visual editor](#)

Save | Cancel

Special Type of Page

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# View Terms and Conditions

Terms of Use — Dirisa Portal x [...] — Dirisa Portal x Dirisa Portal x

saeon.dirisa.org/metadata/saeon-metacat/saeon-terms-and-conditions

Site Map Wim Hugo Preferences Log Out Search Site Search

Home Metadata Communities Test Folder Water

You are here: Home → Metadata → SAEON MetaCAT → Terms of Use

SAEON  
Logs  
Metadata  
Harvester  
[...]  
Terms of Use

Manage portlets

View Edit Sharing Actions State: Private

## Terms of Use

by Wim Hugo — last modified Jun 01, 2012 05:47 PM

**Body Text:**

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Summaries  
Spatial Distribution  
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Manage portlets

Saved Page