

## **Annexe 4: A quick guide to M3Cat** (Compiled from M3Cat help menus)

### **What is M<sup>3</sup>Cat ?**

M3Cat is a tool that assist users in entering and managing metadata about geospatial data sets. Metadata consist of information that characterises data. Metadata are used to provide documentation for data. In essence, metadata answer who, what, when, where, why, and how about every facet of the data that are being documented.

Online systems for handling metadata need to rely on their being predictable in both form and content. Predictability is assured only by conformance to standards. There are many standards for metadata such as the FGDC <http://www.fgdc.gov/metadata/contstan.html> Content Standard for Digital Geospatial Metadata, the GILS standard (<http://www.gils.net/>), the NBII standard (<http://www.nbii.gov/datainfo/metadata/standards/>) and the ISO/TC211 metadata standard.

Organisations also tend to define a template of metadata for their own applications, encompassing validation rules and customisation which take into account their particularities .

### **What is particular about M<sup>3</sup>Cat ?**

M3Cat allows users to enter metadata using any standard (Multistandard) and any language (Multilingual). It is provided with the FGDC, GILS, NBII and ISO 19115 metadata standards and in English and French. Functions are available to add other standards and/or languages.

### **What are the main concepts behind M<sup>3</sup>Cat ?**

Users that document metadata in M3Cat must use a standard. M3Cat is delivered with 4 metadata standards: FGDC, GILS, NBII and ISO/TC211, but others can be developed.

For a specific standard, an organisation uses a profile. A profile adds the cultural aspect to a standard, in particular a language and other particularities. While an organisation cannot change the standard it can modify its profile using the label management functions.

Data managers can also define templates for specific types of data sets. For example a template for raster data set will only include the metadata elements relevant to this type of data set. A template can also add the particularities, or rules, that the organisation wants their metadata elements to follow. A template may include specific mandatory fields.

### **What are the main features?**

M3Cat provides the necessary features to easily enter and update metadata. It also provides the following features :

- A Help menu, a guided tour, as well as the ability to obtain the significance of each metadata element.
- Online validation of metadata elements according to each profile. An offline validation that verifies metadata completeness (mandatory fields) and an approval process that can be performed by a supervisor.
- The capability to translate the metadata elements into another language. Translation is a two step process : the first step

automatically translates standards values into their equivalences in the new language, the second step presents the text values not translated and allows the user to edit them. Once the process completed, the user can change the status of the translation flag to completed.

- A Thesaurus function that manages keywords.
- The capability to store standard values (parameters) in pick lists, such as information about an organisation, reference systems, etc. These pick-lists can be defined and modified by the user.
- The capability to store metadata on different levels (parent and child) of data sets (granularity) such as at data base, map sheet, layer or entity levels with the capability for child's data sets to inherit the metadata values of their parent. Parent and child data sets must use the same metadata standard.
- A Map interface to assist in entering data sets bounding co-ordinates by panning and zooming on a map.
- The capability to make the metadata a clearinghouse node using either ISITE or MetaManager as a Z39.50 server.
- The capability to import or export metadata. Import and export files are in ASCII formats.

### ***What is an access level for a data set?***

M3Cat allows user to define an access level for a data set. This access level which is controlled by a number from 1 to 9, it allows user to restrict the access to the data set metadata.

### ***What are users preferences?***

M3Cat allows users to define their preferences when using the tool. Preferences include default language, metadata standard and template.

### ***What are user privileges?***

When login in, a user is assigned a privilege. This privilege identifies the functions the user can perform. Privileges are assigned by the Admin/users function. They include browsing, cataloguing, approval or administration privileges.

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## **Technologies:**

### ***What do I need to run M<sup>3</sup>Cat ?***

M3Cat works within a browser, Microsoft Internet Explorer version 3 and after or Netscape Navigator version 4.0 or after.

### ***What do I need to install M<sup>3</sup>Cat ?***

You need Internet Information Server under Windows NT, 95 or 98. Metadata elements are stored in either Access or Oracle.

### ***Does M<sup>3</sup>Cat allow multiple users?***

M3Cat can be used in standalone or multiple users mode.

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***What is the cost of M<sup>3</sup>Cat?***

M3Cat is available for free.

***How do I obtain a copy of M<sup>3</sup>Cat?***

M3Cat is available on Intelec's Web site at <http://www.intelec.ca>

Alternatively a copy of M3Cat is provided on the DVD that accompanies this report

## **Description of available functionalities in M<sup>3</sup>Cat**

### Manage sessions

-  [Start a session](#)
-  [Terminate a session](#)
-  [Change preferences](#)

### Manage data sets

-  [Browse a data set characteristics](#)
-  [Create a data set](#)
-  [Edit a data set](#)
-  [Delete a data set](#)
-  [Search a data set](#)
-  [Approve a data set](#)
-  [Export a data set](#)
-  [Import a data set](#)
-  [Translate a data set](#)

### Manage metadata

-  [Browse metadata of a data set](#)
-  [Enter/Edit metadata of a data set](#)
-  [Copy metadata of a data set](#)
-  [Import lists values](#)
-  [Select graphically the spatial extent of a data set](#)

### Manage users

-  [Add a user](#)
-  [Modify a user](#)
-  [Delete a user](#)

### Manage profiles

-  [Add a cultural profile](#)
-  [Modify a cultural profile](#)
-  [Delete a cultural profile](#)

### Manage templates

-  [Add a template](#)
-  [Modify a template](#)
-  [Delete a template](#)

### Manage thesauri

- [!\[\]\(83eb2aa26b610eb6a9dca7cf4702d681\_img.jpg\) Add a thesaurus](#)
- [!\[\]\(94dfacbf937cdd7da4837a6fcd8fc785\_img.jpg\) Modify a thesaurus](#)
- [!\[\]\(dae8c3c5fa7c80febd6526a5e8a853bf\_img.jpg\) Delete a thesaurus](#)
- [!\[\]\(8f38ab9775d1331a4e1fd6648d0a83f1\_img.jpg\) Import keywords](#)

- [!\[\]\(3da2b303d29c1ea489bbe26a3f5ac664\_img.jpg\) Manage standard values](#)
  - [!\[\]\(9421cea5a5b5319f79b58962509475ab\_img.jpg\) Add standard values](#)
  - [!\[\]\(17cce402a0380c36f25e02ecf91578f5\_img.jpg\) Modify standard values](#)
  - [!\[\]\(1086da34995924f924c8e8e23387d139\_img.jpg\) Delete standard values](#)

- [!\[\]\(2824aab9645d9fab95bae27ff6828dab\_img.jpg\) Manage labels](#)
  - [!\[\]\(0fbf3ad74a6c8dc44ba9ea17fc2aca5e\_img.jpg\) Add labels](#)
  - [!\[\]\(c42d0234b47eca423823087b9f2f5716\_img.jpg\) Modify labels](#)
  - [!\[\]\(0a4e27b70a7e12aa1778c291185d94b0\_img.jpg\) Delete labels](#)

- [!\[\]\(86b7331e04fe40a56bcff2e9c065738b\_img.jpg\) Using the help](#)
  - [!\[\]\(92f87f30b7499b35d0173f4346c498d6\_img.jpg\) Description of concepts](#)
  - [!\[\]\(497b6684f704c0aa6fbea9f0fd4d56c7\_img.jpg\) Description of functions](#)
  - [!\[\]\(4320279ad715106747262028f44bd102\_img.jpg\) Definition of metadata](#)
  - [!\[\]\(25e9c4c673069177325c65bf4771169e\_img.jpg\) Frequently Asked Questions \(FAQ\)](#)

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[!\[\]\(e2376d476d06eb31946dc01a69a4403a\_img.jpg\) Guided Tour](#)

[!\[\]\(74d4806277d7e73349d8e8c0897931e9\_img.jpg\) FAQ](#)

[!\[\]\(0aff635c4179ba9e710b00f4b01d3b20\_img.jpg\) Contact us !](#)

[!\[\]\(830769b31eeeaca920791081939ff8ba\_img.jpg\) About M<sup>3</sup>Cat](#)

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 **MANAGE SESSION**

 **Start a session**

After entering a login and password, a user can access the M<sup>3</sup>Cat menu.

[Preferences](#) are assigned to each [user](#) and the functions he has access to depend on its role ([access privileges](#)).

Notes :

- To modify a user access privileges, a user must have "administrator" privileges.

Related Subjects :

-  [Data Sets](#)
-  [Access Levels](#)
-  [Preferences](#)
-  [Access Privileges](#)
-  [Users](#)

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## **Terminate a session**

To terminate a session :

Click on  on the top screen menu. If a data set is being modified, M<sup>3</sup>Cat will ask the user whether he wishes to save its work.

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## **Change Preferences**

[Preferences](#) include [cultural profile](#) and [template](#).

To change user preferences :

1. Select  from the main menu  
or  Preferences from the top screen menu.
2. Select a [cultural profile](#) from the list.
3. Select a [template](#) from the list.
4. Click on 

Note :

-  allows the user to exit the function without modifying the preferences.

Related Subjects :

-  [Templatess](#)
-  [Preferences](#)
-  [Access Privileges](#)
-  [Cultural Profiles](#)

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## **MANAGE DATA SETS**

### **Browse the characteristics of a data set**

1. Select  from the home page to access the [data set](#) page.  
OR  
Move to the [data set](#) page.
2. Click on a data set in the left part of the screen.
3. The characteristics of the data set are displayed on the right part of the screen.

Notes :

- To display child data sets, click on the "+" displayed to the left of a parent data set.

Related Subjects :

-  [Data sets](#)

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## Create a data set

*This function can only be accessed by users with an administration, approval or cataloguing privilege.*

To create a data set :

1. Select  from the main menu  
or  from the top-menu.
2. Select the parent [data set](#) from the tree list (optional).
3. Enter a title.
4. Select a [template](#) from the list.
5. Select a [cultural profile](#) from the list.
6. Select an [access level](#) from the list.
7. Click on 

After the screen refresh, the new data set title will appear on the left screen tree structure.

Hint :

-  allows the user to cancel the selected parent data set without modifying the other parameters selected or entered.

Notes :

- Each title-template pair must be unique in M<sup>3</sup>Cat.
- The user name and creation date are stored with the data set characteristics.
-  allows the user to exit the function without saving the modifications.
-  allows the user to restore the default values (template, cultural profile and access levels) and to erase the "Title" field. It does not change the selected parent data set.

Related Subjects :

-  [Templates](#)
-  [Data sets \(and characteristics\)](#)
-  [Access Levels](#)
-  [Access Privileges](#)
-  [Cultural Profiles](#)



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## Edit a data set

*This function can only be accessed by users with an administration, approval or cataloguing privilege.*

To edit a data set :

1. Display the data set (see function "Browse the characteristics of a data set").
2. Click on
3. If required, select the parent data set from the data set tree structure.
4. Modify the appropriate fields.
5. Click on

Notes :

- Each data set-template pair must be unique.
- The user name and modification date are stored in the data set characteristics.
- If the completion status is modified to "completed", M<sup>3</sup>Cat will verify that metadata elements exist for each mandatory field of the data set template.
- allows the user to exit the function without saving any modifications.
- allows the user to restore the default values (template, cultural profile) and to restore the data set "Title". "It does not modify the selected parent data set.

Related Subjects :

 [Data sets](#)

  
Top

## Delete a data set

*This function can only be accessed by users with an administration, approval or cataloguing privilege*

To delete a data set :

1. Select the desired data set from the tree list.
2. At the [data set](#) characteristics screen click
3. Click  to confirm the selection.

Notes :

-  allows the user to cancel the operation.
- All the metadata related to the data sets will be deleted.
- If a data set exist in more than one language, each one will be considered independently.

Related Subjects :

 [Data Sets](#)

  
Top



To search for data sets :

1. Select  from the main menu or  Search from the top menu.
2. In the new windows, enter the search criteria.
3. Click  to start the search.
4. If at least one data set meets the search criteria, the data set is displayed on the data set tree list.
5. By selecting a data set in the tree list, its characteristics are displayed on the right part of screen.
6. Press  to see the corresponding metadata.

OR

Press  to return to the previous screen.

Notes :

-  allows the user to close the search windows and apply the search results.
-  allows the user to close the search windows and not apply the search results.
-  allows the user to restore all search parameters to null values.
-  allows the user to display all data sets.

Related Subjects :

 [Data Sets](#)

  
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## Approve a data set

*This function can only be accessed by users with an administration, approval or cataloguing privilege*

To approve a data set :

1. Display the data set for approval (see function "Browse the characteristics of a data set").
2. Click 

Notes :

- To approve a data set, its completion status must be "completed".
- The user name and approval date are entered with the data set characteristics.

Related Subjects :

 [Data sets](#)

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## Exporte a data set

To export a data set :

1. Select  from the main menu or  from the top menu.
2. Press "OK" to export data set(s) in XML format or "CANCEL" to export data set(s) in ASCII format.
3. Select the data set(s) to be exported from the tree list. Once the selection completed, click on  to export the data set(s).
4. Once the export process completed, M<sup>3</sup>Cat displays an hyperlink to each exported data set with the related statistics.
5. Activate the hyperlink to display the corresponding exported ASCII or XML file.
6. Click  to return to the pevious screen
7. Click  to close the Windows.

Notes :

- The ASCII file produced by the "Export" function contains the name of each metadata element and its value. The metadata are exported according to the template used.

Related Subjects :

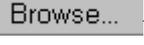
 [Data Sets](#)

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## Import a data set

*This function can only be used by an administrator.*

To import a data set :

1. Select  from the top menu to access the "Administration" menu.
  2. Select  [Import Data Set](#) from the "Administration" menu.
  3. Press "OK" to import XML file(s) or "CANCEL" to import ASCII file(s).
- If you import XML file(s) :
    1. Select the cultural profile of the data set to be imported.
    2. Select the standard of the data set to be imported. For this version, only FGDC and ISO template is accepted.
    3. Select parent data set.
    4. Click  to select the XML or ZIP file containing the data set(s) to be imported.
    5. Click  to import the data set.
    6. A log report displays the result of the importation.
    7. Click  to return to the previous screen.
  - If you import ASCII file(s) :
    1. Select the cultural profile of the data set to be imported.
    2. Select the template of the data set to be imported.
    3. Select parent data set.
    4. Click  to select the ASCII or ZIP file containing the data set(s) to be imported.
    5. Click  to import the data set.
    6. A log report displays the result of the importation.
    7. Click  to return to the previous screen.

Notes :

- By default, the data set name is the name of the file.

- The function validates that the data set name does not already exist and that the metadata elements names and values are valid.
- If you use XML format, the file must be well-formed and valid according the DTD.
  - FGDC ([fgdc-std-001-1998.dtd](#))
  - ISO ([iso-min-19115.dtd](#))
- allows the user to exit the function.
- allows the user to restore the default values.

Related Subjects :

 [Data Sets](#)

  
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## Translate a data set

*This function can only be accessed by users with an administration, approval or cataloguing privilege.*

To translate a data set :

1. Select the data set from the tree list
2. Clic on
- If the translation status is "completed" :
  1. Enter the title of the new data set and select the target cultural profile for translation.
  2. Clic on
  3. The standard metadata values and their corresponding translated values in the target cultural profile appear side by side.
  4. Clic on  to proceed with the translation.

For values that do not have corresponding translations, M<sup>3</sup>Cat displays the source values.

The translated data set will then appear in the tree list, its translation status will be changed to "in progress".

- If the translation status is "in progress" :
  1. All metadata elements not translated are displayed with their original values.
  2. The user can perform the appropriate modifications.
  3. Clic

The translation status will be changed to "completed".

Notes :

- The translation function uses the template of the source data set.
- will exit the function.
- allows the user to restore the default values.

Related Subjects :

 [Data Sets](#)

 [Top](#)

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## **MANAGE MATADATA**

### **Browse the metadata of a data set**

To browse the metadata of a data set :

1. Select  from the home page to access the "[data set](#)" page.

OR

Move to the "[data set](#)" page.

2. Click on a data set on the left screen tree structure.
3. The data set characteristics are displayed.
4. Click on  on the top right screen.
5. Select the "[metadata](#)" to browse on the left screen tree structure.

Notes :

- Only metadata with values are displayed in M<sup>3</sup>Cat.

Related Subjects :

[? Metadata](#)

[? Data Sets](#)

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## [? Enter/Edit the metadata of a data set](#)

*This function can only be accessed by users with a cataloguing, approval or administration privilege.*

To edit metadata :

1. Display the "[metadata](#)" of the data set (see function "Browse the metadata of a data set").
2. Click on  on the screen upper-right corner.
3. Enter new values for metadata elements by first identifying the metadata element group on the left screen tree structure and then entering the appropriate values.
4. Click on

Notes :

- The "R" button to the left of a metadata element indicates the possibility to enter recursive metadata. It allows the user to display a new block of metadata linked to the current block.
- The "+" button to the left of a metadata element allows the user to enter multiple occurrences of the same metadata (one to many relationship).
- The "-" button to the left of a metadata element allows the user to delete a block of recursive metadata.
- The "-" button in pair with the "+" button, to the left of a metadata element allows the user to delete this metadata element occurrence (when a one to many relationship has been defined).
- The list of values to the right of a block of metadata elements are associated with "[standard values](#)".
- Radio-buttons allow the user to select an option for blocks of metadata elements. If a radio-button option was previously used, the metadata values associated with the block will be deleted.
- allows the user to restore all fields to their default values.
- allows the user to exit the function without making modifications.

Related Subjects :

[? Data sets](#)

[? Standard Values](#)

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## Copy the metadata from a data set

To copy the metadata of a data set :

1. Display the "[metadata](#)" of the data set (see function "Browse the metadata of a data set").
2. Click on  on the screen upper-right corner.
3. Select a source "[data set](#)" on the left screen tree structure. A search may be used to identify the source data set.
  - Enter search criteria.
  - Click on .
  - Repeat, until the source data set is identified.
4. Click on .
5. Click on .

Notes :

- This operation is normally used when first entering metadata for a data set but can be used at anytime. In all cases the existing metadata are replaced.
- The "[template](#)" of the source data set can be different from the "[template](#)" of the target data set.
- Both the source "[template](#)" and the target "[template](#)" must belong to the same standard.
- M<sup>3</sup>Cat will copy all metadata values from the source data set that exist in the target data set.
-  allows the user to restore all fields to their default values.
-  allows the user to exit the function without making modifications.

Related Subjects :

-  [Metadata](#)
-  [Data Sets](#)
-  [Templates](#)

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## Import lists values

To import a value list :

1. Select  from the top menu to access the "Administration" menu.

2. Select  **Standard values** from the "Administration" menu.
3. Click on 
4. Select a template from the list.
5. Enter the path and file name of the import file or click on  to select the file.
6. Click on 

Notes :

- Each line of the import text file corresponds to a list of values to be imported. The first word is the metadata element name and the rest of the fields are the values separated by semicolons.
- The number of values that can be imported is limited to 500.
-  allows the user to empty the text field when a bad file name is selected.
-  allows the user to exit the function without making modifications.

Related Subjects :

 [Data sets](#)

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### **Select graphically the spatial extent of a data set**

*This function can only be accessed by users with a cataloguing, approval or administration privilege.*

To select graphically the spatial extent of a data set :

1. Display metadata elements allowing the entry of spatial extent (see function "Browse the metadata of a data set).
2. Click on  on the top right screen.
3. Click on
4. To identify the region of interest,

use zooms and pans on the map.

OR

use the search by toponym function.

1. Enter a, or part of a, toponym in then corresponding field.

2. Click on  to start searching.
3. Select the desired toponym from the list.
4. Click on  to display the toponym location on the map.
5. Once the region of interest identified, click on  to enter graphically the area coordinates.
6. Enter the first point and then the second (diagonal). M<sup>3</sup>Cat will draw a rectangle and display the minimum and maximum coordinates on the screen.
7. Repeat operations 4 to 6 to enter additional areas.
8. Click on  to return to the metadata page and apply the area selection.
9. The selected coordinates are entered in the appropriate metadata elements fields.
10. Click on  to save the metadata.

Hints :

- Click on  to display a point coordinates.

Notes :

- Depending on the cataloguing template, when a second area is selected, M<sup>3</sup>Cat will ask the user whether the new area is an area of inclusion or exclusion of the previously selected area. If the area is an excusion, M<sup>3</sup>Cat will require an identification number.
- To center the map, click on the map at the desired location.
- Click on  to return to the metadata page without applying the area selection.

Related Subjects :

 [Metadata](#)

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 **MANAGE USERS**

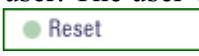
## Add a user

*This function can only be accessed by a user with administration privilege.*

To add a user :

1. Select  from the top menu to access the "Administration" menu.
2. Select  Users from the "Administration" menu.
3. Click on 
4. Enter a "User name" in the designated field.  
(15 characters maximum.).
5. Enter the user "Complete Name" in the designated field.  
(50 characters maximum.).
6. Enter a "Password" in the designated field.  
(8 characters maximum.).
7. Select a "Role" ([Access privileges](#)) from the list according to the user requirements.
8. Select a "[Cultural profile](#)" from the list.
9. Select a "[Template](#)" from the list.
10. Click on 

Notes :

- The selected cultural profile and template will be assigned by default to the user. The user will then be able to change them by modifying the preferences.
-  allows the user to restore the user characteristics to their default values.
-  allows the user to exit the function without performing any modifications.

Related Subjects :

-  [Templates](#)
-  [Access Privileges](#)
-  [Cultural profiles](#)
-  [Users](#)



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## **Modify a user**

*This function can only be accessed by a user with administration privilege.*

To modify a user :

1. Select  from the top menu to access the "Administration" menu.
2. Select  **Users** from the "Administration" menu.
3. Click on 
4. Select a user name from the list.
5. Make the appropriate modifications of the user characteristics (name, password, [access privileges](#), [cultural profile](#) and [template](#)).
6. Click on 

Notes :

-  allows the user to restore the user characteristics to their original values.
-  allows the user to exit the function without performing any modifications.

Related Subjects :

-  [Templates](#)
-  [Access Privileges](#)
-  [Cultural Profiles](#)
-  [Users](#)

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## **Delete a user**

*This function can only be accessed by a user with administration privilege.*

To delete a user :

1. Select  from the top menu to access the "Administration" menu.
2. Select  **Users** from the "Administration" menu.
3. Click on 
4. Select a user name from the list.

5. Click on 

Notes :

-  allows the user to cancel the function and return to the "Administration" menu.

Related Subjects :

 [Users](#)

  
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## MANAGE PROFILES

 **Add a cultural profile**

*This function can only be used by an administrator.*

To add a cultural profile :

1. Select  to access the "Administration" menu.
2. Select  Profile on the "Administration" menu.
3. Click on the  pushbutton.
4. Enter the name and description on the cultural profile.
5. Select an ISO language code and the character set code.
6. Click on  to add the cultural profile.

Notes :

-  allows the user to reset the entry fields to their default values.

- allows the user to exit the function without performing any modification.

Related Subjects :

 [Cultural Profiles](#)

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## **Modify a cultural profile**

*This function can only be used by an administrator.*

To modify a cultural profile :

1. Select  to access the "Administration" menu.
2. Select  on the "Administration" menu.
3. Click on the  pushbutton.
4. Select the profile from the list.
5. Modify, as needed, the name or description of the cultural profile.
6. Click  to apply the modifications.

Notes :

- allows the user to reset the entry fields to their default values.
- allows the user to exit the function without performing any modification.
- Only the name and description can be modified.

Related Subjects :

 [Cultural Profiles](#)

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## **Delete a cultural profile**

*This function can only be used by an administrator.*

To delete a cultural profile :

1. Select  to access the "Administration" menu.
2. Select  Profile on the "Administration" menu.
3. Click on the  pushbutton.
4. Select the profile from the list.
5. Once the profile displayed, click .
6. Click on "OK" to confirm or "Cancel" to cancel.

Notes :

-  allows the user to cancel the function and return to the "Administration" menu.
- M<sup>3</sup>Cat does not allow a cultural profile to be deleted if it is used by a user or a data set.
- Deleting a cultural profile will delete all its labels.

Related Subjects :

 [Cultural Profiles](#)

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*This function can only be accessed by a user with administration privilege.*

To add a template :

1. Select  from the top menu to access the "Administration" menu.
2. Select  Templates from the "Administration" menu.
3. Click on .

4. Select a source "[template](#)" from the list.
5. Enter a "Template Name" in the field.  
(50 characters max).
6. Click on 

Notes :

-  allows the user to restore all entry fields to their default values.
-  allows the user to exit the function without making modifications.

Related Subjects :

 [Template](#)

  
Top



*This function can only be accessed by a user with administration privilege.*

To modify a template :

1. Select  from the top menu to access the "Administration" menu.
2. Select  from the "Administration" menu.
3. Click 
4. Select a "Template Name" (from the list).
5. Click on the metadata element to modify in the tree list.
6. Perform the modifications on the right part of the screen (importance of element or text field size).
7. Click 

Hints :

- Perform all the required modifications for a template before pressing on 

Notes :

- For text metadata elements, the number of characters (more or less than 250) that the field will allow can be modified.

- The reference (Standard) for metadata element importance is the reference from the published standard.
- When a metadata element becomes "not visible", all its indented (child) metadata elements also become not visible. .
- When the importance of a "not visible" metadata element is modified, all the parent metadata elements will adopt the same importance.

Related Subjects :

 [Template](#)

 Top

## Delete a template

*This function can only be accessed by a user with administration privilege.*

To delete a template :

1. Select  from the top menu to access the "Administration" menu.
2. Select  [Templates](#) from the "Administration" menu.
3. Click on 
4. Select the "Template Name" (from the list).
5. Click 

Notes :

- A template used by a data set or used as a preference cannot be deleted.
-  allows the user to exit the function without making modifications.

Related Subjects :

 [Template](#)

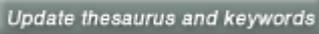
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 **MANAGE THESAURI**

## Add a thesaurus

*This function can only be accessed by a user with administration privilege.*

To add a thesaurus :

1. Select  from the top menu to access the "Administration" menu.
2. Select  Thesauri from the "Administration" menu.
3. Click on .
4. Select a "template" from the list.
5. Select a "[thesaurus](#)" type from the list that conforms to the selected template.
6. Select a "[cultural profile](#)" from the list.
7. Ensure that no thesaurus is selected in the list of thesauri.
8. Enter a "Thesaurus Name" in the field (50 characters max).
9. Click on "+" to add the thesaurus to the list.
10. Click .

To add a keyword :

1. Ensure that no keywords are selected in the list.
2. Enter a "keyword" in the keyword field. (255 characters max).
3. Click on "+" to add the keyword to the list.
4. Click on .

Notes :

-  allows the user to restore all fields to their default values.

Related Subjects :

-  [Standard](#)
-  [Thesaurus](#)
-  [Cultural Profile](#)
-  [Keyword](#)

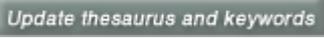


Top

## **Modify a thesaurus**

*This function can only be accessed by a user with administration privilege.*

To modify a thesaurus :

1. Select  from the top menu to access the "Administration" menu.
2. Select  Thesauri from the "Administration" menu.
3. Click on 
4. Select a "[template](#)" from the list.
5. Select a "[thesaurus](#)" type from the list.
6. Perform modifications in the "thesaurus" list.
7. Click on "+" to add the thesaurus to the existing list.
8. Click on 

To modify a keyword :

1. Select a "[keyword](#)" from the list.
2. Perform modifications in the "keyword" field.
3. Click on "+" to modify the keyword in the list.
4. Click on 

Notes :

-  allows the user to restore all fields to their default values.

Related Subjects :

 [Thesaurus](#)

 Top

## **Delete a thesaurus**

*This function can only be accessed by a user with administration privilege.*

To delete a thesaurus :

1. Select  from the top menu to access the "Administration" menu".
2. Select  Thesauri from the "Administration" menu.

3. Click on 
4. Select a "[template](#)" from the list.
5. Select a "[thesaurus](#)" type from the list.
6. Click on " - " to delete the thesaurus from the existing list.
7. Click on 

To delete a keyword :

1. Select a "[keyword](#)" from the list.
2. Click on " - " to delete the keyword from the list.
3. Click on 

Notes :

-  allows the user to restore the default values.

Related Subjects :

-  [Standard](#)
-  [Thesaurus](#)
-  [Keyword](#)

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## Import keywords

*This function can only be accessed by a user with administration privilege.*

To import keywords :

1. Select  from the top menu to access the "Administration" menu.
2. Select  from the "Administration" menu.
3. Click on 
4. Select a "[thesaurus](#)" from the list.
5. Click on "Browse..." to select the "[keywords](#)" ASCII file.
6. Click on 

Notes :

- To import keywords into a new thesaurus, add the new thesaurus first using the  function.
-  allows the user to restore all fields to their default values.

-  allows the user to exit without saving modifications.

Related Subjects :

 [Thesaurus](#)

 [Keywords](#)

 Top

## MANAGE STANDARD VALUES

### Add standard values

*This function can only be accessed by a user with administration privilege.*

To add a standard value :

1. Select  from the top menu to access the "Administration" menu.
2. Select  **Standard values** from the "Administration" menu.
3. Click on  **Manage standard values**
4. Select the tree title to display the operations that can be performed with [standard values](#).



5. Click on  **Add**
6. Select a template in the list

*Select a template :*



7. A list, will display all the metadata elements that can be a [standard value](#) for the selected template. Select an element from the list and click on 
8. The selected element appears in the tree list of [standard values](#).
9. Once the element defined as a standard value, names must be given to each standard values occurrence.
10. Click on a name in the tree list.



11. Click on 
12. M<sup>3</sup>Cat asks a name for the [standard value](#).
13. Click on 
14. To enter values for this new [standard value](#) occurrence, select the value in the tree.



15. Click on 

Notes :

- You can click on  to delete a value.
- You can click on  to cancel the operation.

Related Subjects :

 [Standard Values](#)

 Top

## **Modify standard values**

*This function can only be accessed by a user with administration privilege.*

To modify a standard value :

1. Select  from the top menu to access the "Administration" menu.
2. Select  [Standard values](#) from the "Administration" menu.