METADATA

Tips for reading a metadata record



The metadata record is made up of elements (field-blocks) and fields.

Elements are headers for particular sections of the record, and fields are used to enter the information. Fields are comprised of either free text or drop-down lists.

If data and/or information is uploaded to/linked to the metadata record this is assessed by selecting the desired entry from the list at the top of the view, under 'Download and links'

Related records can be identified if the record is part of a parent/child hierarchy (used in all IMOS records), the user can negotiate this hierarchy by selecting either the 'Parent record', 'Associated resource' (sibling record), or 'Child record' under 'Associated resources' which is just below 'Download and links'.

The display mode can be selected in the top right hand side of the record.

In 'Default view' all information is provided from the one view, and is a subset of the full metadata record.

In 'Full view' the Tabs displays a sub-set or section of the full metadata record, and are seen below the list of 'Downloads and links' (with 'Associated resources' now displayed on the RHS of the metadata content).



