

Using My Page

Exported from METEOR (AIHW's Metadata Online Registry)

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Enquiries or comments on the METEOR metadata or download should be directed to the METEOR team at meteor@aihw.gov.au.

Using My Page

When you are logged in to METEOR, you will be able to see **My Page** in the top white menu bar. This section gives you a range of useful ways of navigating your work.

These are:

- Organisations
- Registration Authorities
- Workgroups
- Bookmarks
- Notifications
- My Work
- Reports

Organisations

This section displays the list of organisations within METEOR. The 'Create Organisation' functionality is only available to members with the Metadata Administrator role.

Registration authorities

This section displays the list of registration authorities for registrars. The ability to 'Create Registration authority' is only available to members with the Metadata Administrator role.

Workgroups

This section displays the list of workgroups that you are a member of within METEOR, and will show you the list of members of the group as well. If you are a workgroup manager, you will also be able to edit the workgroup information and add, remove or change the roles of workgroup members.

If a workgroup is publicly listed, you can select the tick box at the top "View Listed Workgroups".

A workgroup with "Private Metadata Visibility" enabled will only show items at Standard status to workgroup members.

Bookmarks

Bookmarks are a collection of metadata items you are interested in, referring to frequently, or working on, gathered in one place. When viewing a metadata item you wish to bookmark, simply click on *Add item* under the Bookmarks menu on the right. Alternatively, in the search page, select the hamburger menu (≡) to receive a dropdown menu to add to Bookmarks.

In legacy METeOR this feature was called *My Items*.

Notifications

When viewing a metadata item, select *Add item* under the Notifications menu on the right. Alternatively, in the search page, select the hamburger menu (≡) to receive a dropdown menu to add to Notifications.

Select *Manage* to navigate to your Notifications page, where you can remove or add your Notifications. In this page you may also *Manage Preferences* to choose your global notification preferences. By default, a user's global preferences are "Edit" to be notified any items that are edited within your subscribed list.

My Work

This section has 6 categories to help you navigate your work in METEOR.

- **Items created by me:** This contains a list of metadata items that you are the author of, regardless of who else has edited it subsequently.
- **Items edited by me:** This contains a list of metadata items that you have worked on as an editor.
- **Items with my RA:** This contains a list of metadata items within your registration authority. This is only accessible to registrars.
- **Items in my workgroups:** This contains a list of the metadata items within the workgroup/s you're a member of.
- **Items in my stewardship:** This contains a list of the metadata within stewardships you have access to.

- **My notifications:** This contains a list of any metadata items that you have subscribed to. Subscribing to a metadata item enables you to be notified when that item is edited or other notifications dependant on your preferences set.

Reports

Reports will allow analysis of metadata for administrators and registrars. Yet to be implemented.