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.