

# Creating metadata

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](mailto:meteor@aihw.gov.au).

# Creating metadata

One of the major functions of METEOR is the ability to create metadata online. Only [metadata developers](#) have access to create new metadata within METEOR.

Metadata developers are assigned workgroups within which metadata items are created. They may use pre-existing metadata items in the creation of new metadata items e.g. using a pre-existing data element concept and value domain to create a new data element or create all component metadata items necessary for a new data element.

## How to access the item creation window

To obtain access to the window where the new metadata item is created you need to be assigned with the metadata developer role and must be logged in to METEOR. To start creating metadata, you must also be assigned to a workgroup by the METEOR administrator.

1. From *My page* click *My workgroup* for a list of the workgroups you are associated with.
2. Select the workgroup in which the new metadata item will be created.
3. From the workgroup page select the type of metadata item you wish to create.

This will open the item creation window in which you can create the new metadata item.

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## How to create a new metadata item

In the item creation window you can define the attributes of your new metadata item. Enter or select values for the relevant attribute fields, ensuring that you complete those that are mandatory as signified by a red asterisk. Each attribute label has a small help icon following it. Clicking on the icon produces a pop-up window containing comprehensive information on the appropriate material that should be included in the attribute field.

Tutorials for metadata developers provide step-by-step walk throughs of the process for creating metadata items. A tutorial has been put together for creating each metadata item type as well as some additional tutorials covering some of the extension activities available such as linking to glossary terms.

- [How to create a new data element](#)
- [How to create a new data element concept](#)
- [How to create a new property](#)
- [How to create a new object class](#)
- [How to create a new value domain](#)
- [How to create a new classification scheme](#)
- [How to create a new data set specification](#)
- [How to clone a metadata item](#)

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## How to create relationships between the new item and existing items

The relationships between the new and existing items can be specified using the item creation window. Once on this window you scroll down to the section titled related metadata. In this section, push the *Add* button beside the relevant relationship type and select the existing item that will relate to the new item.

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## How to save the new metadata item

New items can be saved by pushing the *Save* or *Save and close* buttons at the bottom of the item creation window. Pushing either button ensures that the material you have entered has been saved to METEOR, provided you have entered values in the mandatory fields. Failure to enter the mandatory values results in a prompt to complete these fields. The *Save and close* button will return you back to the workgroup window.

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## How to clone an existing metadata item

Cloning an existing metadata item 'automatically' creates an identical item in a quick and simple manner. If metadata developers identify an existing item similar to what they wish to create, they can clone the item, without having to re-

type or copy and paste the content.

From the workgroup page:

1. Click the *Clone an existing item* from the *Create content metadata content* box located on the left of the page.
2. From the *Clone item* browser, select the metadata item you wish to clone.
3. Click the *Clone...* button which will generate a *Clone content* pop-up window.
4. From the drop down menu, select the workgroup in which you want the cloned item to be created.
5. The *Include related item links* will be checked - this indicates that the cloned item will have the same related links (if any) as the original item.
6. Click the *Clone* button which will generate a create new metadata item window.
7. Make any necessary changes and click the *Save and Close* button.

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## Related topics

- [How to become a metadata developer.](#)