

METeOR

User training manual

Version 1.4

June 2013

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Any enquiries about or comments on this publication should be directed to:

METeOR and Metadata Unit
Australian Institute of Health and Welfare
GPO Box 570
Canberra ACT 2601

Email: datadevelopment@aihw.gov.au

Phone: (02) 6244 1222 Fax: (02) 6244 1166

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1 Introduction

1.1 Purpose of this document

There are three types of METeOR user: general users, metadata developers and registrars. General users use METeOR to find view and download data metadata items. Metadata developers use METeOR to create review and submit metadata for national endorsement as a data standard. Registrars use METeOR to manage metadata items through the national endorsement process.

This manual was primarily developed as a training resource for general users who intend to use METeOR. It provides basic information for general users to help them find, view, understand and download metadata items. However, this manual has also been designed to be used as a preliminary training resource for those who intend to progress to the developer and registrar manuals.

2 General users

2.1 What is METeOR?

METeOR is Australia's repository for national data standards for the health, community services and housing assistance sectors. METeOR replaces the AIHW's previous repository, the Knowledgebase.

The name METeOR stands for:

- **M**ET - metadata (data about data)
- **O** - on-line
- **R** - registry (place where items are registered)

METeOR is a website, supported by a database, which provides for development, recording, progression, publication and maintenance of national metadata standards.

About METeOR page: <http://meteor.aihw.gov.au/content/index.phtml/itemId/181414>

2.1.1 What is *metadata* in a METeOR context?

Metadata is data about data. The term *metadata* is understood and used in many different contexts by diverse professional communities that design, create, describe, preserve, and use information systems and resources. Some examples include:

- *Library and archival metadata* (which includes indexes and catalogs) is used to arrange, describe, and track information resources.
- *AGLS metadata* is used in websites to refer to information encoded in HTML metatags for the purposes of making pages easier to find.
- *Use metadata* is collected about access to and use of information resources.

METeOR is a metadata registry designed to store, manage and disseminate metadata in the Australian health, community services and housing assistance sectors. While metadata is interpreted quite broadly in a number of the contexts mentioned above, it is used in METeOR to refer to *descriptive, administrative and technical metadata* relating to data collected across these three sectors in Australia.

Within METeOR, data can be defined as a representation of facts, concepts or instructions while metadata can be defined as a structured description of the content, quality, condition or other characteristics of data.

Metadata needs to accompany data, otherwise the data being transmitted or communicated cannot be understood. For example, the value 185 can be transmitted in a data file. However it is meaningless without additional information. Is it a street number, a clinical measurement, a test result or the number of services provided?

Adding information about the unit of measure (e.g. centimetres) makes a data value more meaningful, but still cannot be fully understood. Adding information about what the data relates to (e.g. a person) and what it is measuring (e.g. their height) makes for more useful data. Additional details of how the measurement was made (e.g. self-reported) could be added to further improve the utility of the data.

Therefore when a data value (e.g. 185) is transmitted or linked to a specific metadata item (e.g. [Person—body height \(self-reported\), total centimetres NNN](#)), the meaning is also made clear and can be understood by the recipient.

About metadata page: <http://meteor.aihw.gov.au/content/index.phtml/itemId/268284>

2.1.2 How is METeOR useful to me?

METeOR is a central repository for health, community services and housing assistance metadata. The system incorporates a suite of tools designed to directly accommodate the various needs of metadata users, developers and managers.

All users have access in METeOR to a number of custom built tools for finding and viewing data standards. These include:

- Powerful search and browse functions
- A basket feature in which items can be placed and downloaded as a customised document
- Comprehensive help to assist in understanding and navigating onscreen material

These facilities make it easy for users to access nationally endorsed standards for data collection purposes as well as the building and implementation of information systems that will collect compliant and easily transportable data.

METeOR also provides metadata developers and managers access to more advanced tools for direct online creation, maintenance and management of these standards. The needs of these users and information on how these needs are met in METeOR are covered in the metadata developer and metadata registrar training modules.

2.1.3 Who are general users?

General users are those that use METeOR to locate metadata and then use that metadata to support their own activities. Basically general users are people who use metadata to improve the collection and/or use of data in the health, community services and housing assistance sectors. Examples of general users include survey designers, information system builders, program evaluators, health information managers, policy developers and data analysts.

2.1.4 How to access METeOR

METeOR is accessed directly via the Internet using a standard web browser. METeOR is optimised for use in Internet Explorer but can be viewed using other

products such as Netscape Navigator or Mozilla Firefox. METeOR is available at <http://meteor.aihw.gov.au>.

Figure 2.1: METeOR homepage

The screenshot shows the METeOR homepage with the following elements:

- Header:** Australian Government, Australian Institute of Health and Welfare.
- Navigation Bar:** Home, Quicksearch metadata, Go, Advanced search, Help, Contact us, My items (0), My page, Logout.
- Left Navigation Menu:** About METeOR, About metadata, About Indicators, About metadata standards, National Data Dictionaries, Publications, National minimum data sets and data set specifications, Registration Authorities, Search help, Go.
- Main Content:**
 - Search the registry:** Welcome to METeOR, AIHW's Metadata Online Registry. METeOR is Australia's repository for national metadata standards for health, housing and community services statistics and information.
 - Search instructions:** Use the Quicksearch option on the top menu bar to find all items that are current national data standards. The advanced search option allows you to customise your search by specific parameters, including by all types of metadata, sector and registration status. Click on the metadata item types in the model below to link directly to current standard content.
 - Diagram:** A hierarchical diagram showing the structure of metadata. 'Data set specification' and 'Indicator set' are top-level categories. 'Data set specification' leads to 'Data element', which further branches into 'Data element concept' (with sub-items 'Object class' and 'Property') and 'Value domain' (with sub-item 'Classification scheme'). 'Indicator set' leads to 'Indicator', which branches into 'Outcome area', 'Data source', 'Quality statement', 'Framework', and 'Glossary item'.
- Right Sidebar:** Includes a 'Print page' link, a 'NEW!' banner, a link to 'Click here to see the METeOR Business Rules V5', a 'METeOR wins Futuregov Information Management 2011 Award' announcement, a 'futureGOV WINNER' logo, and sections for 'Recent updates to NHDD' (version 15.1) and 'Recent updates to NCSDD' (version 6.1), along with links for 'More search options available to all users', 'National Indicator Catalogue', and 'Did you know? Data standards can now be extracted in XML format? Find out about available metadata developer training.'

2.2 General information available on METeOR

METeOR includes a wide variety of help and related information resources to assist users in their interactions with the system. These resources are divided into two main categories: web page content and contextual help. Information on these two categories of help is presented below.

2.2.1 Web page content

The web page content is divided into three high-level pages: home, help and contact us. Each of these pages is accessible using the top navigation bar.

2.2.1.1 Home page

There are three high-level topics accessed from the METeOR home page: about METeOR, about data standards and about metadata. This information is accessed by clicking on the topic links in the left hand navigation menu on the home page.

These topics provide access to a broad range of information, some of which is covered as topics in this training manual:

About METeOR provides an overview of the history and development of METeOR as well as providing access to the archived content of the Knowledgebase.

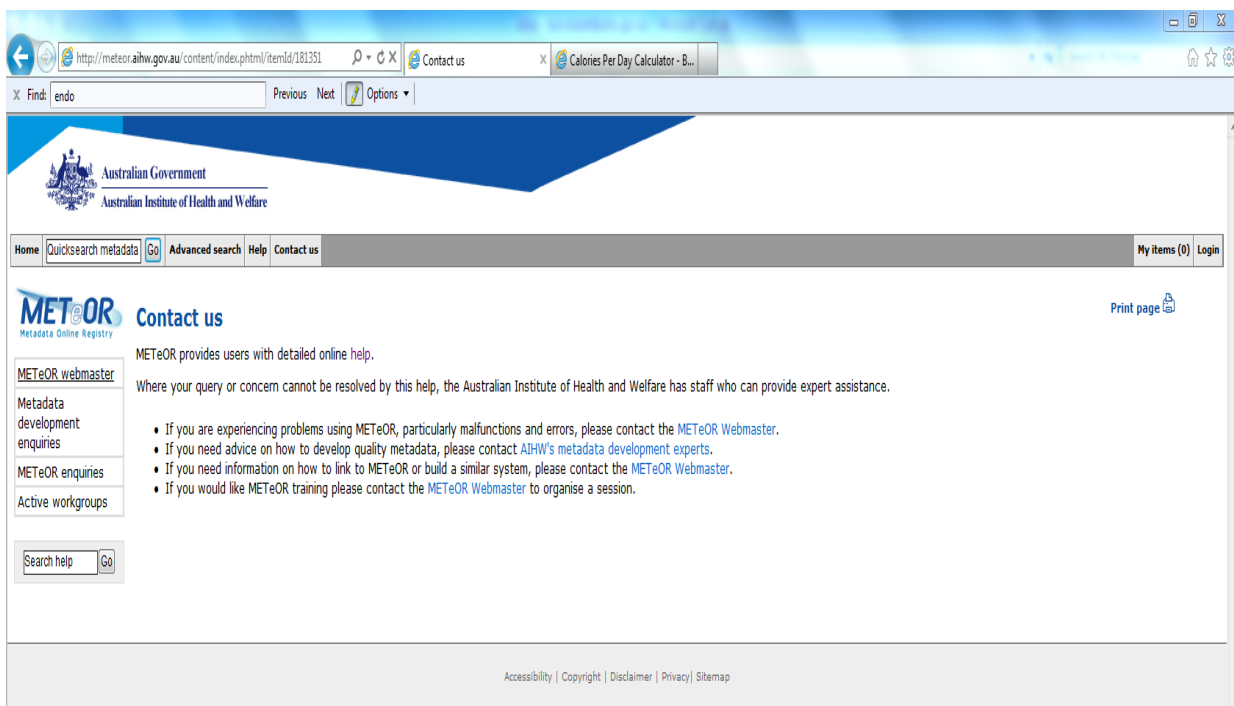
About data standards provides information on three sectors that use METeOR as well as the governance structures across these sectors that determine the process for data standardisation. Data dictionaries associated with each sector can be directly accessed from within this topic.

About metadata provides details on the metadata structures used in METeOR (covered in Section 2.2).

2.2.1.2 Contact us

Information on people available to answer questions is available by clicking on the Contact us tab in the top-level navigation bar. Contact details for the **METeOR Webmaster** are provided for general lodging questions or problems about the website. Contacts are also provided for those seeking expert advice of data standard development or wish to make enquiries about acquiring METeOR or developing a similar system. The contact us page also gives you the option to contact the METeOR webmaster in order to organise a training session.

Figure 2.2: Contact us page



Contact us page: <http://meteor.aihw.gov.au/content/index.phtml/itemId/181351>

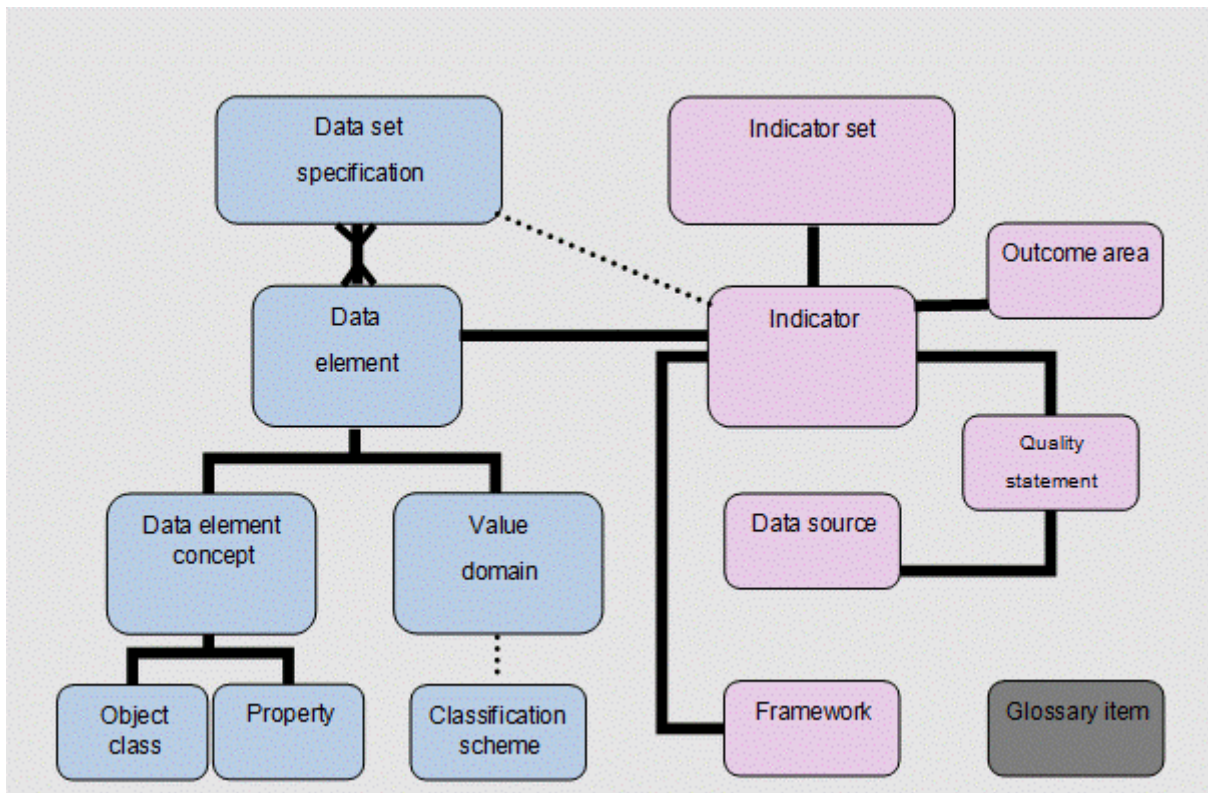
2.2.1.3 Footer

The footer includes five pages outlining the accessibility and legal (e.g. copyright, disclaimer and privacy) implications of the site. There is also a site map to assist with navigation.

2.3 METeOR structures

METeOR employs two types of structure for storing metadata. The first of these are the metadata structures, which are based on the 2003 version of the ISO/IEC 11179 international standard for metadata registries¹. The second of these are the navigational items which have been created to make the navigation and management of metadata items easier and more meaningful.

Figure 2.3: Diagrammatic representation of metadata structures in METeOR



2.3.1 Metadata items

In METeOR there are fourteen types of metadata (i.e. object class, property, data element concept, data element, value domain, classification scheme, data set specification, glossary item, indicator, quality statement, data source, framework, indicator set and outcome area).

2.3.1.1 Object class

An object class represents a person, organisation, environment or event that is of interest and needs to be described. Within METeOR examples of object classes include *Person*, *Dwelling* and *Family*.

¹ More information available from the international standards for metadata and related technologies workgroup at <http://metadata-standards.org/11179/>.

2.3.1.2 Property

A property is a characteristic of an object class of interest. For example, the object class *Person* can have characteristics such as *Sex* and *Date of birth*. These characteristics are referred to as properties.

2.3.1.3 Data element concept

A data element concept is defined as a concept created by the union of an object class and a property. Only one object class and one property can be joined for each data element concept. Within METeOR examples of data element concepts include *Person – date of birth* and *Person – religious affiliation*.

2.3.1.4 Value domain

A value domain provides a set of permissible values by which a data element can be implemented. Value domains can be enumerated (e.g. *Total centimetres NNN*) or non-enumerated (e.g. *Sex code N*).

2.3.1.5 Data element

A data element is the basic unit of identifiable and definable information created by combining a data element concept and a value domain. In METeOR, an example of a data element is *Person – height, total centimetres NNN*.

2.3.1.6 Classification scheme

A classification scheme is an official terminological system, recognised and endorsed by a national or international body that is used to classify data. The *Australian Standard Classification of Religious Groups* is an example of a classification scheme.

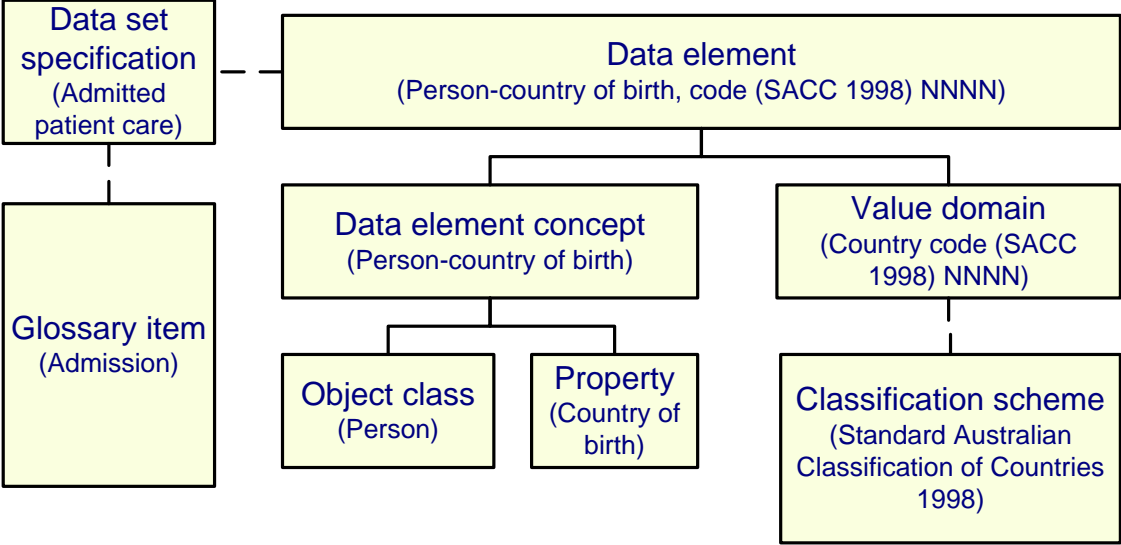
2.3.1.7 Data set specification

2.3.1.8 A data set specification (DSS) specifies a group of data elements and the conditions under which this group is collected. A DSS can define the sequence in which data elements are included, whether they are mandatory, what verification rules should be employed and the characteristics of the collection (e.g. its scope).Glossary item

A glossary item defines the meaning of a term within a specific context. Within METeOR examples of glossary items include *Adoption* and *Family*. These things of interest are not currently defined as object classes but their meaning must be understood for data to be collected.

Metadata items page: <http://meteor.aihw.gov.au/content/index.phtml/itemId/181453>

Figure 2.4: Example METeOR metadata structures for *Country of birth*



2.3.1.9 Indicator

A description of a statistic or set of statistics which suggest the state of some aspect of society: a health indicator; the number of people vaccinated against a specific disease is an indicator of the chances of that disease occurring in the community. The union of an indicator with a specific indicator set and a specific outcome area creates an indicator for a specific agreement For example, the *National Disability Agreement* indicator set can be combined with *People with disability achieve economic participation and social inclusion* outcome area and *Labour force participation rate for people with disability aged 15-64 years, 2011* indicator to create the indicator, *National Disability Agreement: a(3)-Labour force participation rate for people with disability aged 15-64 years, 2011*.

2.3.1.10 Quality statement

A statement of multiple quality dimensions for the purpose of assessing the quality of the data for reporting against the Indicator or Data Source. The fields in this item are based on the ABS Quality declaration and can be linked to either an Indicator or a Data Source. This enables metadata in the form of the quality statement to be associated with data collections for indicators and data sources. The linking of indicator with a quality statement provides more robust information to the user of METeOR. For example, the indicator for *National Disability Agreement: e(3)-Proportion of potential population expressing unmet demand for disability support services, 2010* is linked to the quality statement *National Disability Agreement: e.3-Proportion of potential population expressing unmet demand for disability support services, 2010 QS*.

2.3.1.11 Data source

The data source is a specific data set, database and reference from where data are sourced. Wherein a data source is used multiple times (ie. used in both the numerator and denominator) it will only be listed once in the data source field of an indicator. A data source can only be created and edited by a METeOR Registrar. The linking of a data source with an indicator provides more robust information to the user of METeOR. For example, the data source for *Survey of Disability, Ageing and Caring (SDAC)* is linked to the quality statement *National Disability Agreement: e.3- Proportion of potential population expressing unmet demand for disability support services, 2010 QS*. This information not only provides the user with the indicator metadata but also metadata and links to the data source.

2.3.1.12 Framework

A framework is the conceptual framework in which an indicator is operating. They provide an outline, possible courses of action, or present a preferred approach to investigating or monitoring an idea, thought or concept. A framework gains its shape through the linking of multiple indicator on the same topic or idea. The "[Aboriginal and Torres Strait Islander Health Performance Framework Measures](#)" is an example of one such framework.

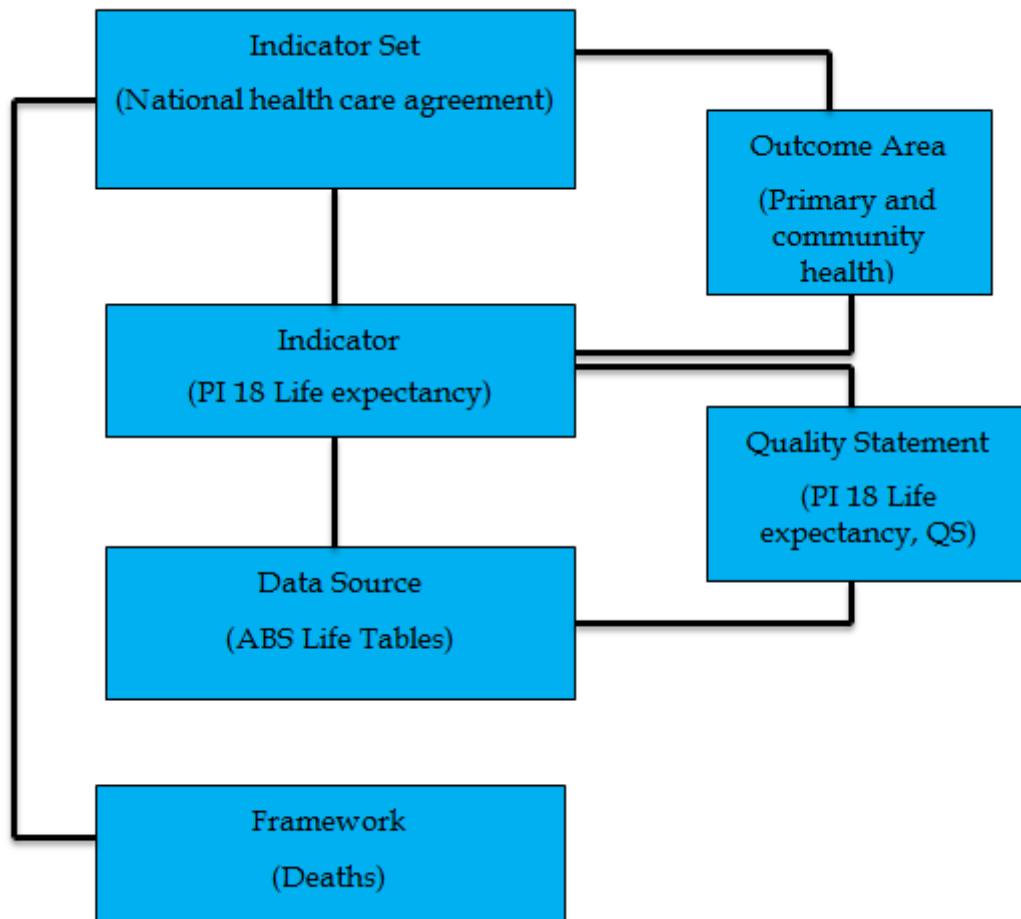
2.3.1.13 Indicator set

An indicator set is an agreement that defines the overall objectives and outputs that are measured using performance indicators or against performance benchmarks. The indicator set is usually based on a particular service sector or funding model that has a clearly defined governance structure. The aim of the indicator set is that improvements in service delivery are measured and achieved. The union of a specific indicator set with a specific outcome area and an indicator creates a performance indicator for a specific agreement. For example, the *National Disability Agreement* indicator set can be combined with *People with disability achieve economic participation and social inclusion* outcome area and *Labour force participation rate for people with disability aged 15-64 years, 2011* indicator to create the performance indicator, *National Disability Agreement: a(3)-Labour force participation rate for people with disability aged 15-64 years, 2011*.

2.3.1.14 Outcome area

A statement that specifically defines the target, standard, or the ideal result of the indicator against which the indicator is to be assessed. Outcomes should be strategic, high level and observable, expressed in clear, measurable and achievable terms. Several outcome areas may be identified for each objective. The union of a specific outcome area with a specific indicator set and an indicator creates a performance indicator for a specific agreement. For example, the *People with disability achieve*

economic participation and social inclusion outcome area can be combined with *National Disability Agreement* indicator set and *Labour force participation rate for people with disability aged 15-64 years, 2011* indicator to create the performance indicator, *National Disability Agreement: a(3)-Labour force participation rate for people with disability aged 15-64 years, 2011*.



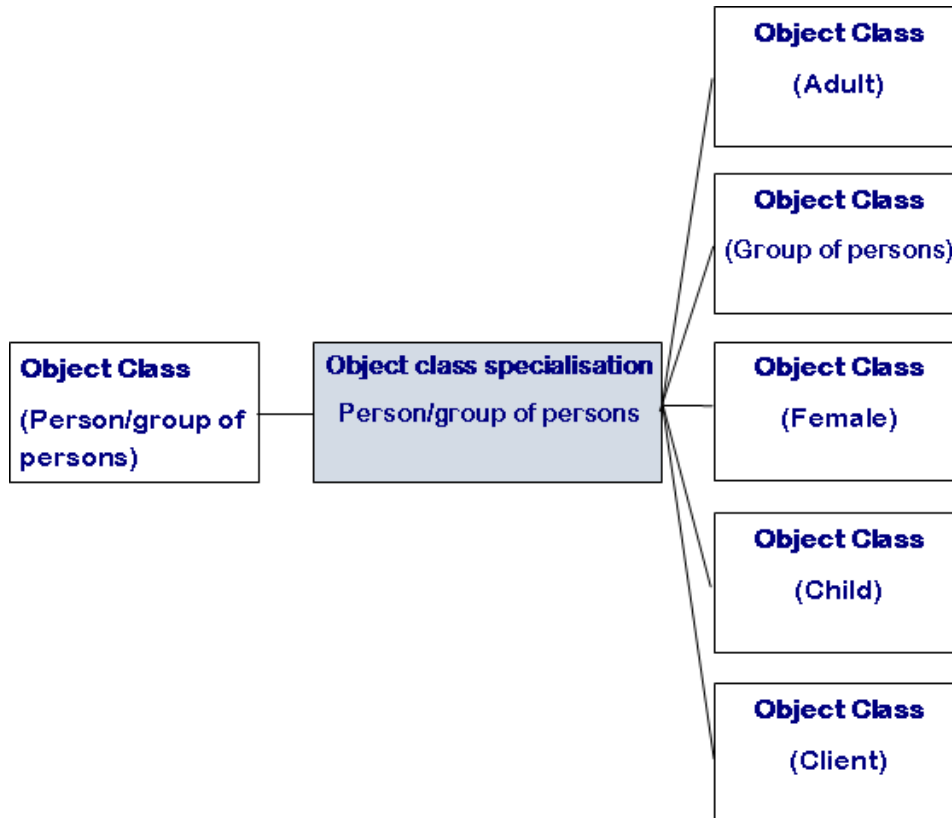
2.3.2 Navigational items

In METeOR there are also two navigational items (object class specialisations and property groups).

2.3.2.1 Object class specialisations

An object class specialisation is used where an object class (known as the parent object class) has one or more sub-type object classes (known as child object classes). It allows navigation through a hierarchy of object classes.

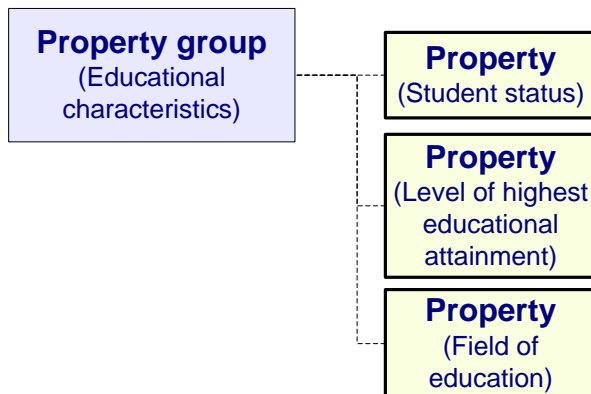
Figure 2.5: Example of object classes organised in object class specialisation tree



2.3.2.2 Property groups

Property groups are items that group all the properties that describe similar characteristics. For example, the properties *Body weight* and *Body Height* are both grouped into the property group *Physical characteristics*. Each property can only belong to a single property group. It allows navigation to a group of similar properties.

Figure 2.6: Example of properties organised under a property group



Navigational items page: <http://meteor.aihw.gov.au/content/index.phtml/itemId/274334>

Exercise 2.3: Learning about METeOR structures

1. Use **site search** to find out more about object classes and object class specialisations.

2.4 Registration of metadata items

Metadata items are “made standard” in METeOR for purposes of national collection or ... by one or more Registration Authority (RA). There are three registration authorities responsible for the standardisation of metadata items currently stored in METeOR for Health, Community Services and Housing Assistance.

2.4.1.1 Introduction to metadata item lifecycle

Metadata items go through a process to reach a status of approved as standard by one or more of these RA’s. Within METeOR, items are developed and progress through a number of registration statuses’ before they are deemed of a high enough quality to be considered by one of these RA’s. Once under consideration by an RA the item is made available in the public domain. Metadata items can be registered, and be at different stages of registration, for different RA’s.

Figure 2.7: Registration status of National metadata items in METeOR

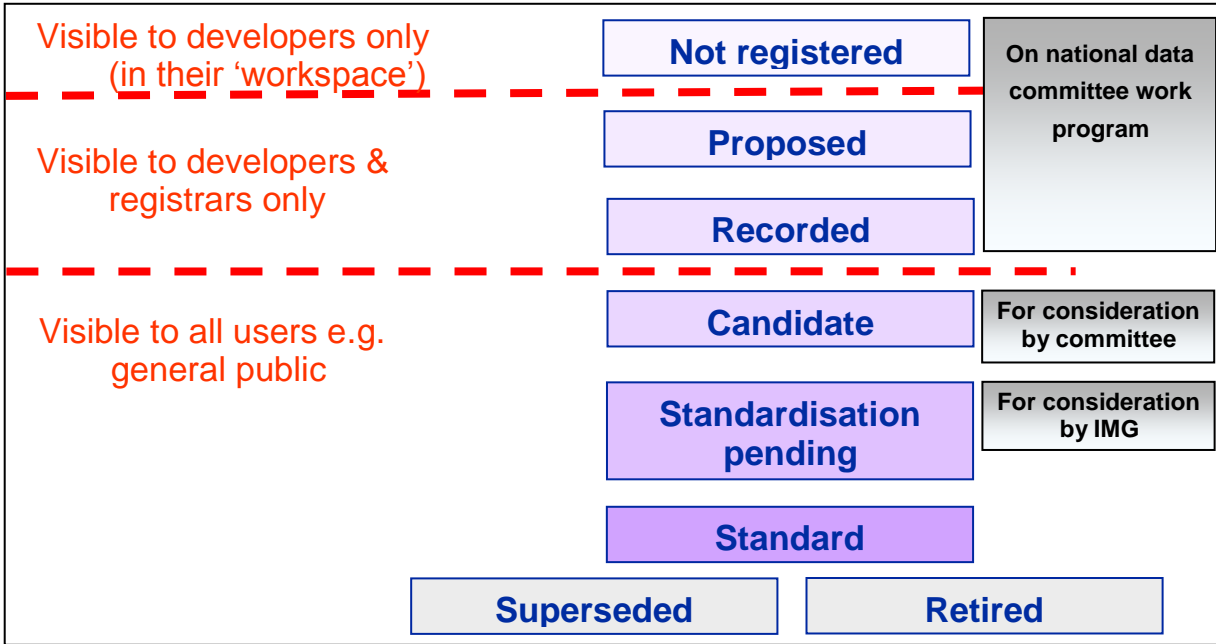
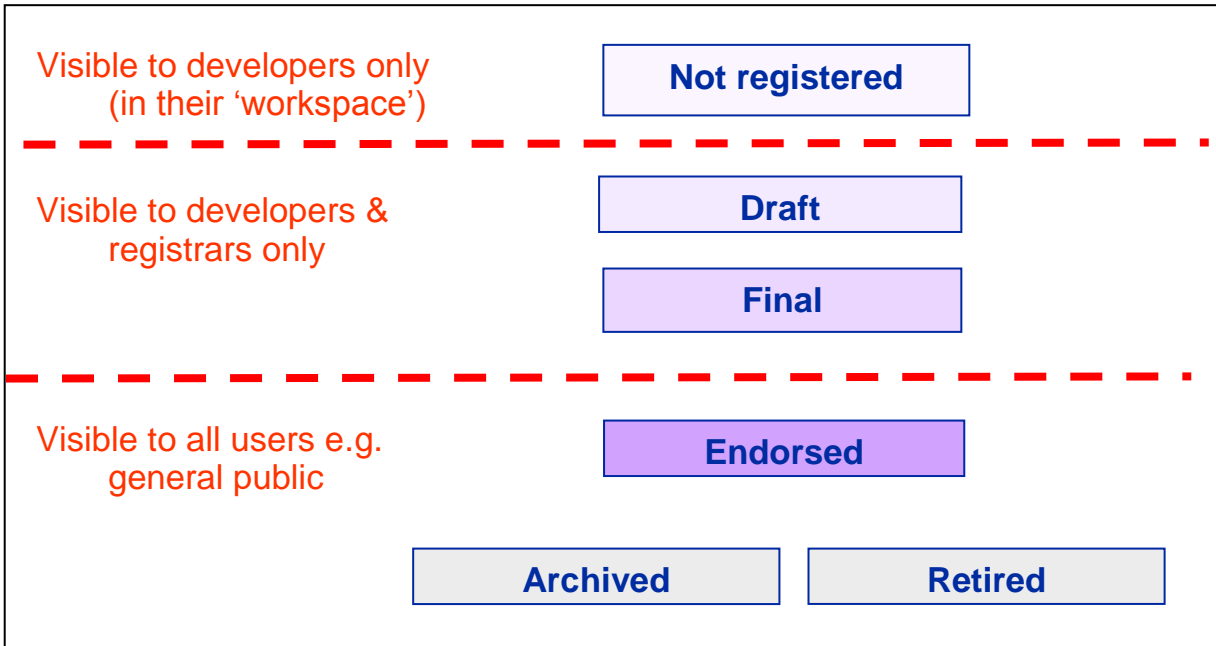


Figure 2.8: Registration status of Non-National metadata items in METeOR



2.5 Finding metadata

METeOR provides a number of tools and access paths for users to find and retrieve the metadata that they are looking for.

2.5.1 Quicksearch metadata

Quicksearch provides users with a 'quick and easy' way of searching for metadata items with a registration status of standard in METeOR. The quicksearch tool is located on the top navigation bar. Users type their quicksearch term directly into the text field and click *Go*.

Figure 2.9: Quicksearch metadata facility

The screenshot shows the METeOR website interface. At the top, there is a navigation bar with links for 'Home', 'Quicksearch metadata', 'Advanced search', 'Help', and 'Contact us'. A red arrow points to the 'Quicksearch metadata' link. Below the navigation bar, the METeOR logo is displayed. The main content area features a 'Search the registry' section with instructions on how to use the quicksearch and advanced search options. A hierarchical diagram illustrates the metadata types, with 'Data set specification' at the top, branching into 'Data element' and 'Indicator set'. 'Data element' further branches into 'Data element concept' and 'Value domain', while 'Indicator set' branches into 'Indicator', 'Outcome area', 'Data source', and 'Quality statement'. 'Data element concept' branches into 'Object class' and 'Property', and 'Value domain' branches into 'Classification scheme'. 'Indicator' branches into 'Framework' and 'Glossary item'. A 'Help' section is located at the bottom of the diagram area.

Help reference: <http://meteor.aihw.gov.au/content/index.phtml/itemId/255671>

2.5.2 Search registry

The search metadata function in METeOR allows users to search for any metadata item type within METeOR. The search can be customised to search for a specific term within a number of parameters including metadata item attributes, metadata item types, registration authorities and registration status. The search function can be accessed from any page within METeOR by selecting the [Advanced search](#) tab located on the top navigation bar.

Figure 2.10: Search registry form

The screenshot shows the METeOR Search registry form. The form is titled "Search for metadata items" and includes a search bar, a "Search" button, and several filter sections. A red arrow points to the "Advanced search" tab in the top navigation bar.

Search for metadata items

Search for: Search

in All attributes with Any of these words
 Identifying attributes only All these words
 Title only The phrase

Return only matches on (optional)

Metadata item type <input type="checkbox"/>	Registration authority <input type="checkbox"/>	Registration status <input type="checkbox"/>	Registration status change date <input type="checkbox"/>
<input type="radio"/> Any	<input checked="" type="radio"/> Any	<input type="radio"/> Any	<input type="radio"/> Any
<input checked="" type="checkbox"/> Data Element	National authorities	National metadata	<input type="radio"/> In last 3 weeks
<input type="checkbox"/> Data Set Specification	<input type="checkbox"/> Community Services	<input type="checkbox"/> Candidate	<input type="radio"/> In last 3 months
<input type="checkbox"/> Classification Scheme	<input type="checkbox"/> Early Childhood	<input type="checkbox"/> Standardisation pending	<input type="radio"/> In last year
<input type="checkbox"/> Data Element Concept	<input type="checkbox"/> Health	<input checked="" type="checkbox"/> Standard	<input type="radio"/> Between
<input type="checkbox"/> Glossary Item	<input type="checkbox"/> Homelessness	<input type="checkbox"/> Superseded	<input type="text"/> 7 - June 2013
<input type="checkbox"/> Object Class	<input type="checkbox"/> Housing assistance	<input type="checkbox"/> Retired	and
<input type="checkbox"/> Property	<input type="checkbox"/> National Health Performance Authority	Non-national metadata	<input type="text"/> 7 - June 2013
<input type="checkbox"/> Value Domain	<input type="checkbox"/> Independent Hospital Pricing Authority	<input checked="" type="checkbox"/> Endorsed	
	Non-national authorities	<input type="checkbox"/> Archived	
<input type="checkbox"/> Indicator	<input type="checkbox"/> AIHW Data Quality Statements		
<input type="checkbox"/> Indicator Set	<input type="checkbox"/> Indigenous		
<input type="checkbox"/> Outcome Area	<input type="checkbox"/> Tasmanian Health		
<input type="checkbox"/> Quality Statement	<input type="checkbox"/> WA Health		

Help reference: <http://meteor.aihw.gov.au/content/index.phtml/itemId/255671>

Search registry page: <http://meteor.aihw.gov.au/content/index.phtml/itemId/237518>

2.5.3 Working with search results

Metadata search results in METeOR are presented in a table format which includes the name of the item, the item type and its registration status information. From this page, there are also a number of actions available on the right hand side of the page (these will be covered in Section 2.5 on using metadata).

Figure 2.11: Search results screen

The screenshot shows the METeOR search results page. The search criteria are 'country of birth' and 'limited results returned to type Data Element in the states Standard, Endorsed'. The results are displayed in a table with the following columns: Metadata item title, Metadata item type, Registration status, Authority, Status, and Date. The table lists various metadata items such as 'Person-country of birth, code (SACC 2011) NNNN', 'Address-international country code, code N[NNNN]', and 'Birth-birth order, code N'. The registration status for most items is 'Standard', with some 'Draft' items. The authority for many items is 'Community Services', while others are 'Tasmanian Health', 'WA Health', or 'Independent Hospital Pricing Authority'. The status dates range from 2005 to 2012.

Metadata item title	Metadata item type	Registration status	Authority	Status	Date
Person-country of birth, code (SACC 2011) NNNN	Data Element	Community Services	Standard	13/10/2011	
		Housing assistance	Standard	13/10/2011	
		Health	Standard	13/10/2011	
		Homelessness	Standard	13/10/2011	
		Tasmanian Health	Draft	12/09/2012	
		WA Health	Draft	23/08/2012	
		Independent Hospital Pricing Authority	Standard	01/11/2012	
Address-international country code, code N[NNNN]	Data Element	Community Services	Standard	06/02/2012	
Person-citizenship country, country code (SACC 2011) NNNN	Data Element	Community Services	Standard	06/02/2012	
Person (address)-country identifier, code (SACC 2011) NNNN	Data Element	Community Services	Standard	28/02/2012	
		Health	Standard	28/02/2012	
Address-country identifier, country code (ISO 3166) AA	Data Element	Community Services	Standard	06/02/2012	
Birth-birth order, code N	Data Element	Health	Standard	01/03/2005	
Birth-birth weight, code N	Data Element	Health	Standard	07/12/2011	
Person-date of birth, DDMMYYYY	Data Element	Community Services	Standard	25/08/2005	
		Housing assistance	Standard	20/06/2005	
		Health	Standard	04/05/2005	
		Early Childhood	Standard	21/05/2010	
		Homelessness	Standard	23/08/2010	
		Tasmanian Health	Draft	23/07/2012	
		WA Health	Draft	23/08/2012	
		Independent Hospital Pricing Authority	Standard	01/11/2012	
		Indigenous	Draft	18/10/2012	
Birth event-birth plurality, code N	Data Element	Health	Standard	01/03/2005	
Birth event-birth method, code N	Data Element	Health	Standard	06/09/2006	

2.5.3.1 Grouping search results

A grouping facility is provided on the search results page to make it possible to sort returned results alphabetically by name, by metadata item type or return to default result rankings if a search term was used. The group by action is available at the bottom of the left hand navigation menu on the search results page. This facility is also available on the *My items* page (see Section 2.5.4)

Exercise 2.5.3: Search for a metadata item

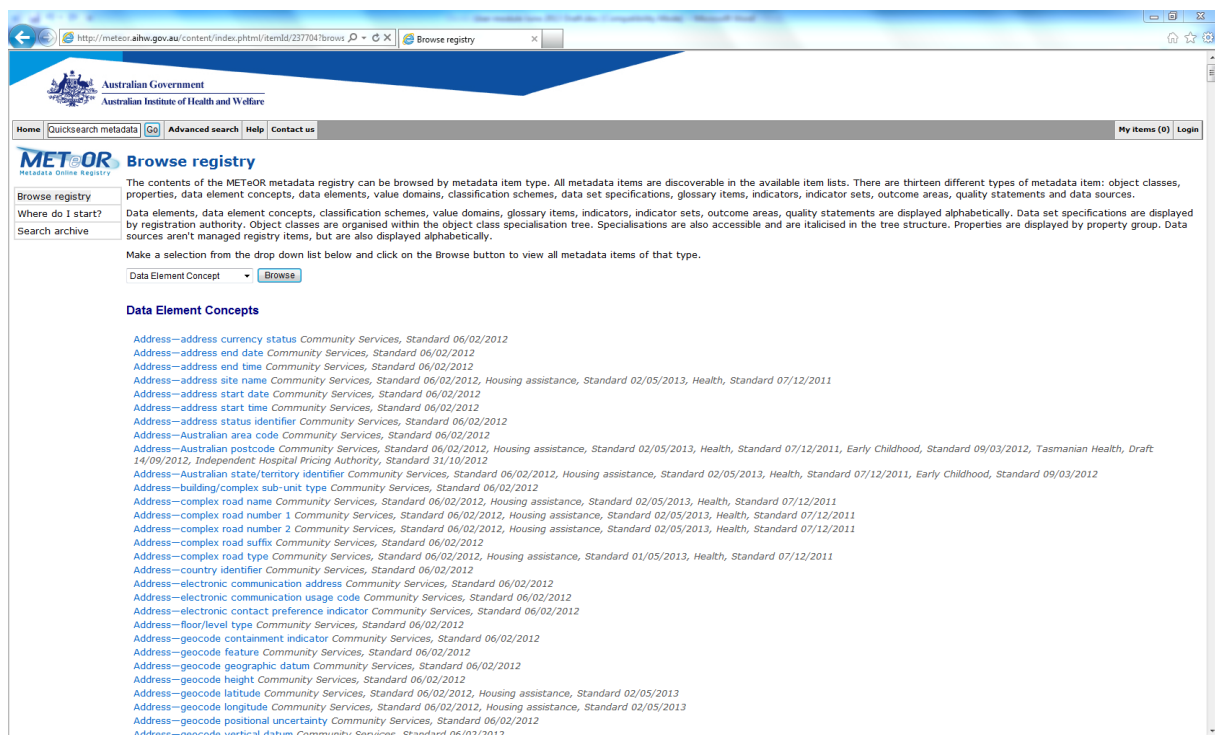
1. Use the **Quicksearch metadata** facility to search for metadata items matching the term *country of birth* (or another known term of interest).
2. Use the **Search registry** form to find the object class *Dwelling* and pull up the view page for the item.
3. Group your results by metadata item type.

4. Return your results to original grouping by search ranking.

2.5.4 Browse registry

Browsing for metadata provides you with a tool for 'discovering' metadata items in METeOR. It operates as a simple 'search' that will generate a list of all metadata items for the item type you selected. In the case of object classes, relevant object class specialisations are included so users browse through the object class hierarchy. Properties are also grouped by property group.

Figure 2.12: Browse 'data element concepts'



Help reference: <http://meteor.aihw.gov.au/content/index.phtml/itemId/237651>

Browse registry page: <http://meteor.aihw.gov.au/content/index.phtml/itemId/237704>

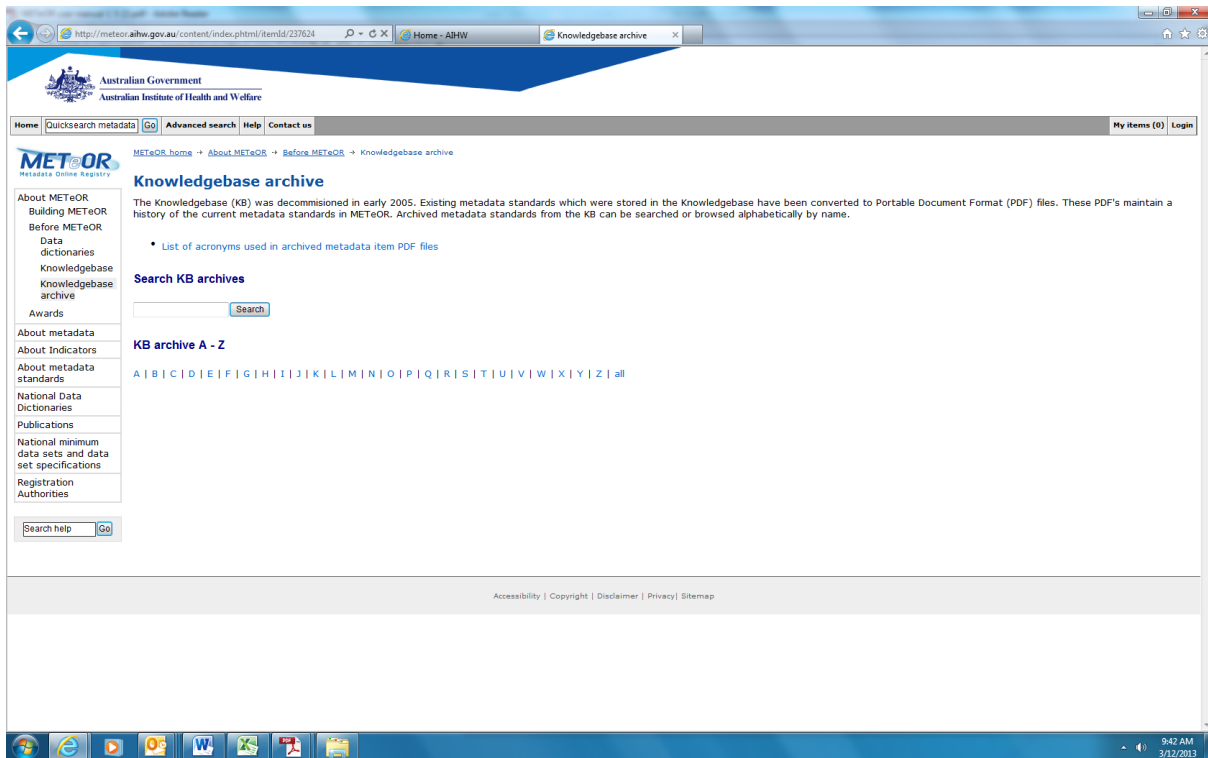
Exercise 2.5.4: Browsing for a metadata item

1. Use **Browse registry** to browse the classification schemes, find the *Australian Standard Classification for Religious Groups* and pull up the view page for this item.

2.5.5 Search archive

All metadata items from the Knowledgebase are now superseded. These superseded items are stored as PDF files in the [Knowledgebase archive](#) within METeOR. When performing a metadata search, METeOR does not search this archive. To locate superseded metadata items located in the archive, use the search tool located on the Knowledgebase archive page. This page can be accessed via the search archive link on the find metadata page.

Figure 2.13: Search/browse archive



Help reference: <http://meteor.aihw.gov.au/content/index.phtml/itemId/280317>

Search archive page: <http://meteor.aihw.gov.au/content/index.phtml/itemId/237624>

2.5.6 Direct URL link

Each metadata item within METeOR has a unique webpage and web address based on its METeOR identifier. Keeping a record of this web address allows users to directly link to the metadata item even from an external website.

Figure 2.14: METeOR identifier as unique URL for items

The screenshot shows the METeOR website interface. At the top, the Australian Government logo and 'Australian Institute of Health and Welfare' are visible. The browser address bar shows the URL: <http://meteor.aihw.gov.au/content/index.phtml/itemId/459973>. The page title is 'Person—country of birth, code (SACC 2011) NNNN'. The main content area is divided into sections: 'Identifying and definitional attributes', 'Value domain attributes', 'Representational attributes', and 'Collection and usage attributes'. In the 'Identifying and definitional attributes' section, the 'METeOR identifier' is listed as '459973'. A red arrow points to this identifier. Another red arrow points to the URL in the browser address bar. The 'Value domain attributes' section shows 'Classification scheme: Standard Australian Classification of Countries 2011' and 'Representation class: Code'. The 'Representational attributes' section shows 'Data type: Number', 'Format: NNNN', and 'Maximum character length: 4'. The 'Collection and usage attributes' section includes a 'Guide for use' and 'Collection methods'.

Help reference: <http://meteor.aihw.gov.au/content/index.phtml/itemId/261872>

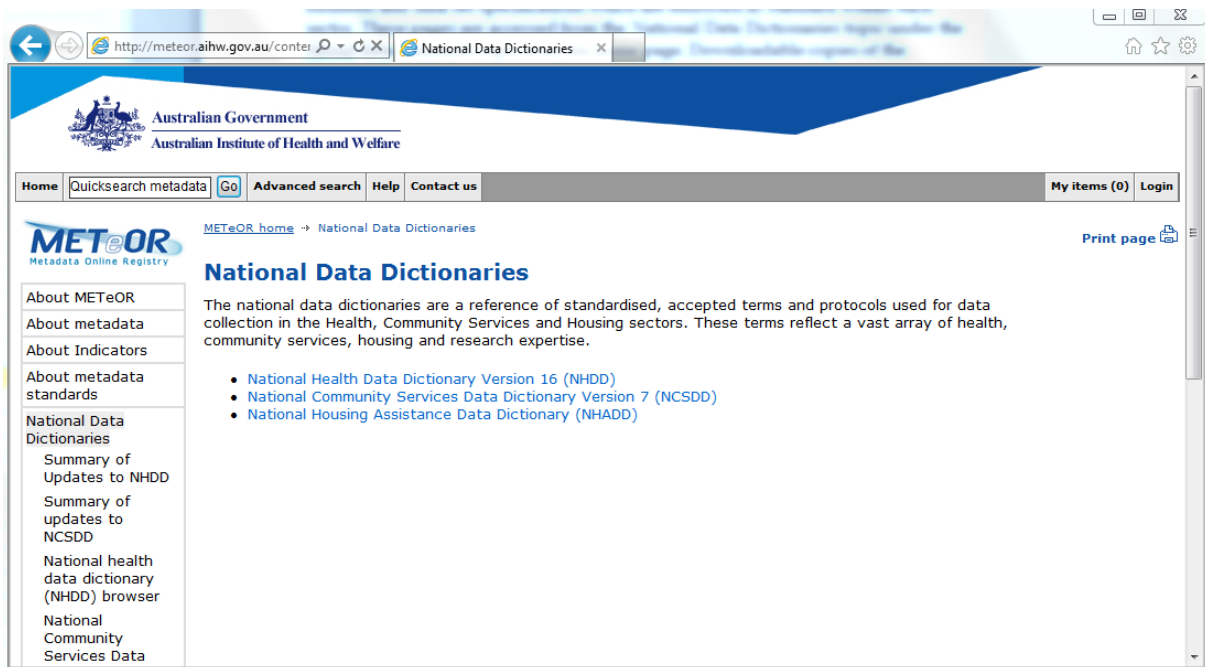
Exercise 2.5.5: Using a metadata item URL

1. Use the **Browse registry** to find a value domain and view.
2. Copy the value domain's URL into an email to yourself and send.
3. Click on the URL in the e-mail that you receive. What happens?

2.5.7 National data dictionaries

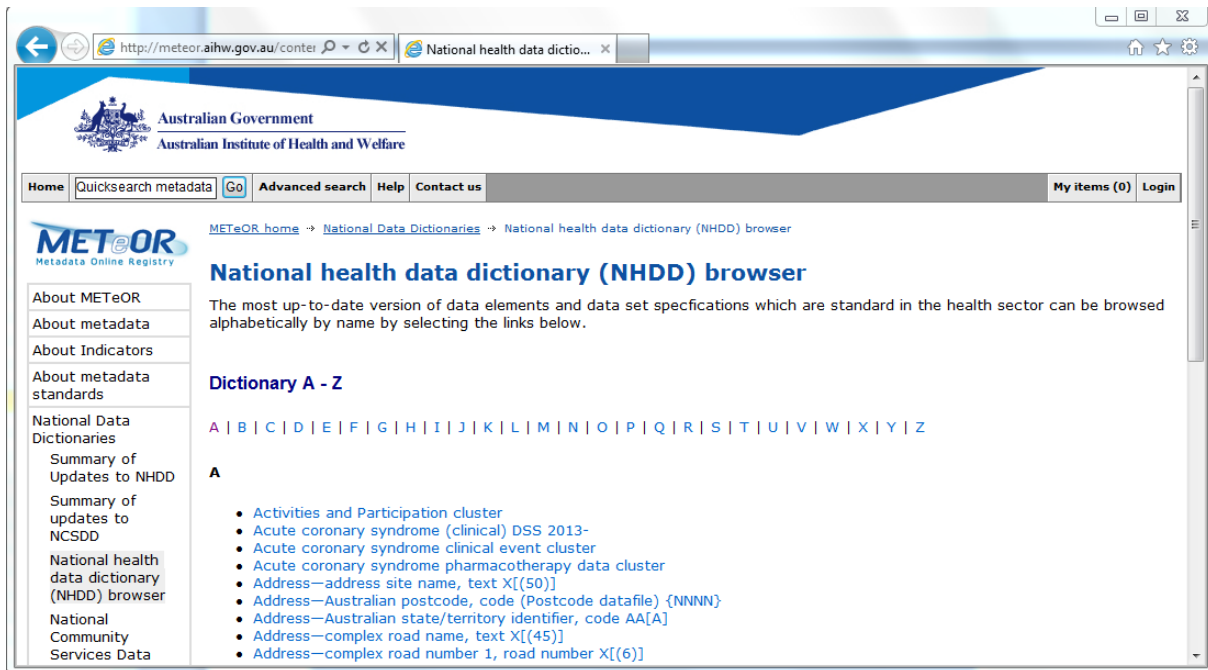
The National Data Dictionaries are available in METeOR as a clickable list of all data elements and data set specifications which are endorsed as standard within each sector. These pages are accessed from the National Data Dictionaries topic under the About data standards topic from the home page. Downloadable copies of the National Data Dictionaries are also available from these pages.

Figure 2.15a National data dictionary downloads



Search archive page: <http://meteor.aihw.gov.au/content/index.phtml/itemId/274816>

Figure 2.15b: National Health Data Dictionary (NHDD) browse page



Exercise 2.5.6: Accessing data dictionaries

1. Use site search to find the NCSDD or NHDD

2. Find a data element under P in alphabetical browse and view.

2.6 Viewing and using metadata

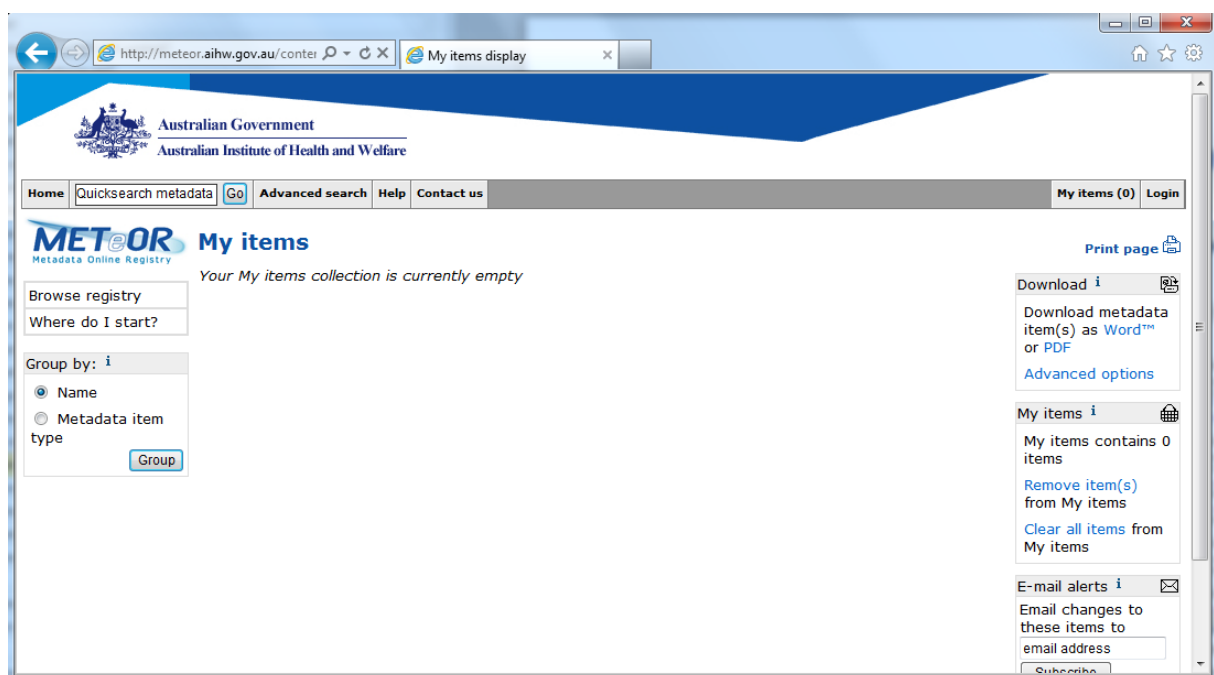
Once you have found the metadata that you are looking for, there are a number of ways of viewing this information and certain actions you can undertake.

2.6.1 Using My items

My items can be used as a temporary basket to place metadata items of interest. The number of items in your *My items* will be shown on the tab on the top navigation bar. For example, if you do not have any items the tab will read *My items (0)* and if you have 5 items, the tab will read *My items (5)*.

To access *My items* click on the *My items* tab on the right end of the top navigational bar. Alternatively when viewing an item click on the *Manage My item(s)* link on the right side of the page.

Figure 2.16: Empty My items page



NOTE: My items uses cookies to allow for the items in this list to persist even after you end a browser session. This means that, as long as you use the same computer, your my items list will still be there when you next login to METeOR.

Help reference: <http://meteor.aihw.gov.au/content/index.phtml/itemId/237669>

2.6.1.1 Adding

Items can be added to *My items* from either a search results page or while viewing the item.

To add a metadata item from a search results page, select the check box of the metadata item you wish to add to *My items*. If you wish to add more than one metadata item, select the check boxes of all the relevant items. Once the metadata item(s) are checked, click on *Add to My item(s)* from the action list located on the right side of the page.

To add an item that you are viewing, click on *Add to My item(s)* in the action list located on the right side of the page. Please note that you cannot add more than one item at a time from a view screen. For example, if you add a data element to *My items*, this action does not move the associated data element concept and value domain.

Figure 2.17: Adding items to My items

The screenshot shows the MET@OR Search results page. The search criteria are 'country of birth' and 'limited results returned to types Data Element, Data Set Specification in the state Standard'. The results table has columns for 'Metadata item title', 'Metadata item type', 'Registration status', 'Authority', 'Status', and 'Date'. A red arrow points to the 'Add item(s) to My items' button in the right-hand action list.

Metadata item title	Metadata item type	Registration status	Authority	Status	Date
<input checked="" type="checkbox"/> Person—country of birth, code (SACC 2011) NNNN	Data Element	Community Services	Community Services	Standard	13/10/2011
<input type="checkbox"/> Address—International country code, code N[NNNN]	Data Element	Community Services	Community Services	Standard	06/02/2012
<input type="checkbox"/> Person—citizenship country, country code (SACC 2011) NNNN	Data Element	Community Services	Community Services	Standard	06/02/2012
<input checked="" type="checkbox"/> Person (address)—country identifier, code (SACC 2011) NNNN	Data Element	Community Services	Community Services	Standard	28/02/2012
<input type="checkbox"/> Address—country identifier, country code (ISO 3166) AA	Data Element	Community Services	Community Services	Standard	06/02/2012
<input type="checkbox"/> Birth—birth order, code N	Data Element	Health	Health	Standard	01/03/2005
<input type="checkbox"/> Birth—birth weight, code N	Data Element	Health	Health	Standard	07/12/2011
<input type="checkbox"/> Person—date of birth, DDMMYYYY	Data Element	Community Services	Community Services	Standard	25/08/2005
<input type="checkbox"/> Birth event—birth plurality, code N	Data Element	Housing assistance	Housing assistance	Standard	20/06/2005
<input type="checkbox"/> Birth event—birth method, code N	Data Element	Health	Health	Standard	04/05/2005
		Health	Health	Standard	21/05/2010
		Homelessness	Homelessness	Standard	23/08/2010
		Tasmanian Health	Tasmanian Health	Draft	23/07/2012
		WA Health	WA Health	Draft	23/08/2012
		Independent Hospital Pricing Authority	Independent Hospital Pricing Authority	Draft	01/11/2012
		Indigenous	Indigenous	Draft	18/10/2012
		Health	Health	Standard	01/03/2005
		Health	Health	Standard	06/09/2006

2.6.1.2 Removing

To remove one or more metadata items from *My items* select the check box at the left of each metadata item. Once the metadata items are checked, click *Remove from My items* from the action list located on the right side of the page.

2.6.1.3 Clearing

To remove all metadata items from *My items* select *Clear My items* from the action list located on the right side of the page.

Exercise 2.6.1: Using My items

1. Find a data element that uses a classification scheme and add it to *My items*.
2. Navigate to its object class, property, data element concept, value domain and classification scheme.
3. Add each of these to *My items*.

2.6.2 Viewing metadata

Lists of metadata item names can be generated in METeOR (i.e. search results, browse registry, *My items*). The metadata item names in these lists can be clicked to generate an onscreen view of the selected item.

The onscreen view will only display attributes that include some text or other information. For example, one object class may appear to be missing an attribute present in another object class. This simply means that 'missing' attribute did not have any associated text.

Figure 2.18: View metadata item screen

The screenshot shows the METeOR Metadata Online Registry interface. The browser address bar displays the URL: <http://meteor.aihw.gov.au/content/index.html/itemId/287007/metes>. The page title is "Person—date of birth, DDMYYYY". The main content area is divided into several sections:

- Identifying and definitional attributes:**
 - Metadata item type: 1 Date Element
 - Short name: 1 Date of birth
 - METEOR identifier: 1 287007
 - Registration status: 1
 - Community Services, Standard 25/08/2005
 - Housing assistance, Standard 20/06/2005
 - Health, Standard 04/05/2005
 - Early Childhood, Standard 21/05/2010
 - Homelessness, Standard 23/08/2010
 - Tasmanian Health, Draft 23/07/2012
 - WA Health, Draft 23/08/2012
 - Independent Hospital Pricing Authority, Standard 01/11/2012
 - Indigenous, Draft 18/10/2012
- Definition:** 1 The date of birth of the person.
- Data Element Concept:** Person—date of birth
- Value domain attributes:**
- Representational attributes:**
 - Representation class: 1 Date
 - Data type: 1 Date/Time
 - Format: 1 DDMYYYY
 - Maximum character length: 1 8
- Data element attributes:**
- Collection and usage attributes:**
 - Guide for use:** 1
 - If date of birth is not known or cannot be obtained, provision should be made to collect or estimate age. Collected or estimated age would usually be in years for adults, and to the nearest three months (or less) for children aged less than two years. Additionally, an estimated date flag or a date accuracy indicator should be reported in conjunction with all estimated dates of birth.
 - For data collections concerned with children's services, it is suggested that the estimated date of birth of children aged under 2 years should be reported to the nearest 3 month period, i.e. 0101, 0104, 0107, 0110 of the estimated year of birth. For example, a child who is thought to be aged 18 months in October of one year would have his/her estimated date of birth reported as 0104 of the previous year. Again, an estimated date flag or date accuracy indicator should be reported in conjunction with all estimated dates of birth.
 - Collection methods:** 1
 - Information on date of birth can be collected using the one question:
What is your/(the person's) date of birth?
 - In self-reported data collections, it is recommended that the following response format is used:

2.6.2.1 User-friendly and technical forms

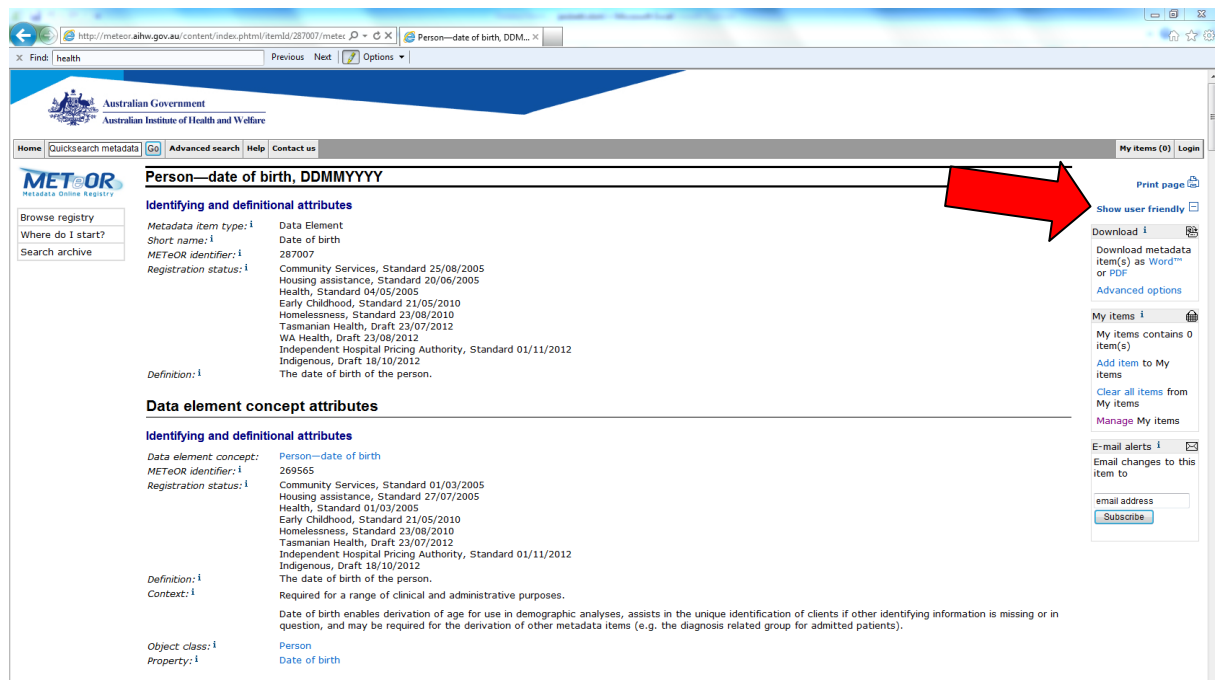
All metadata items can be viewed in user-friendly format, that is, including key information from the selected metadata item(s) plus some key details from associated

items e.g. a data element in user-friendly form would include only a few details drawn from the associated data element concept and value domain. This form is recommended for the majority of users who need to refer to a data standard.

Alternatively, some metadata items can be viewed in technical format, that is, including all information from the selected metadata item(s) plus detailed information from associated items.. This form is recommended for users requiring comprehensive detail to further develop and manage an item and is available for the following metadata item types:

- The technical data element view includes most attributes from its data element concept and value domain
- The technical data element concept view includes most attributes from its object class and property
- The technical value domain view includes most attributes from its classification scheme (if it has one)

Figure 2.19: View metadata item – technical format



Help reference: <http://meteor.aihw.gov.au/content/index.phtml/itemId/261819>

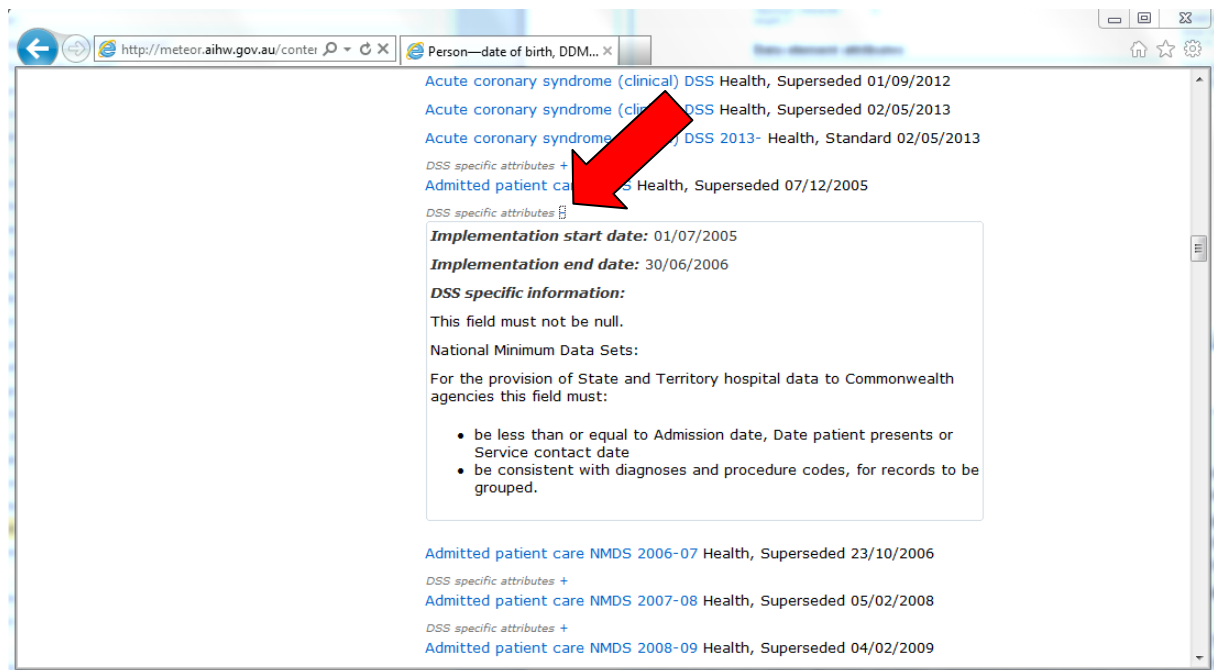
2.6.2.2 Accessing DSS-specific attributes for data elements

While data elements are defined to be quite generic and reusable, within the context of a data set specification, there is additional information about the collection of a generic data element in a specific collection. This information is stored with the data set specification but it is accessible when viewing the data element onscreen.

If a data element is related to a data set specification and there is collection specific information available relating to the collection of that data element in the data set

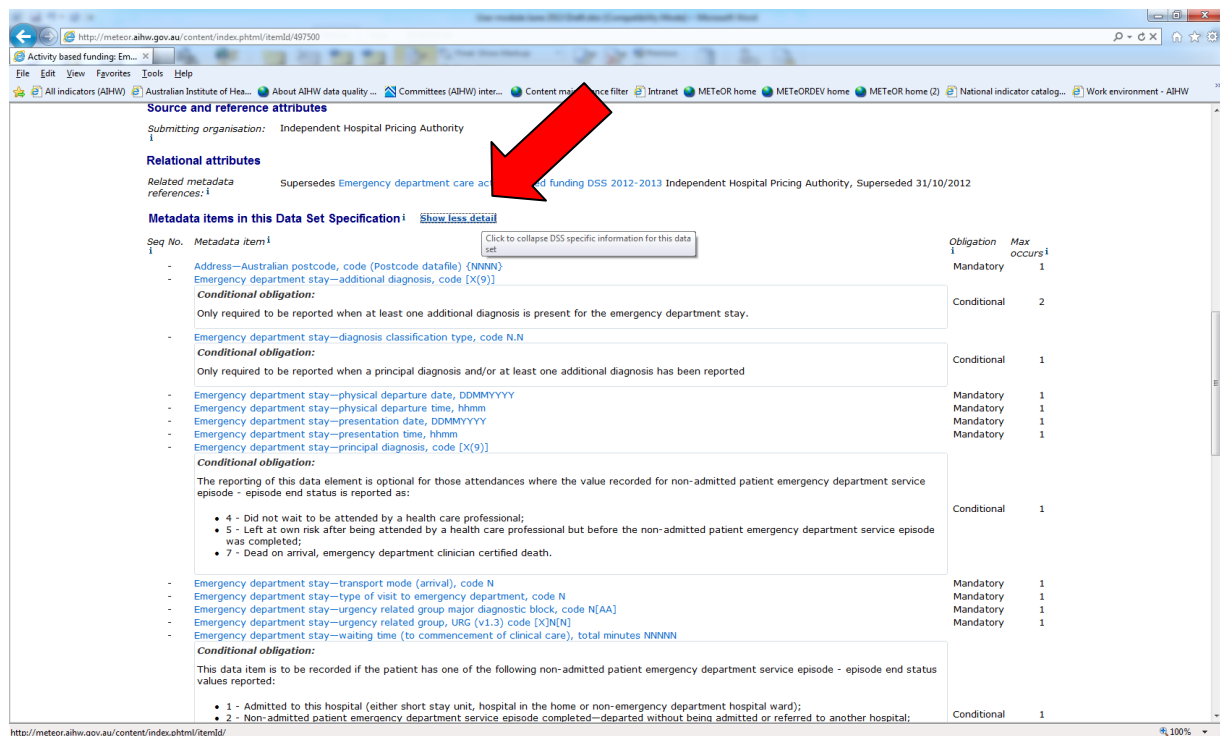
specification, an expandable link is provided under the DSS listing against the DE attribute *Implementation in Data Set Specifications*. Expanding this link will provide access to information such as *Implementation start date* and *Implementation end date* for the data set specification as well as *Conditional obligation* and *Information specific to this data set* if these have been provided for the DE in this DSS.

Figure 2.20: Onscreen display of DSS specific attributes in data elements – DE view



The DE information in DSSs is also viewable from the DSS screen. When there is collection specific information available relating to the collection of the data element in this data set specification clicking, an expandable link is provided next to *Metadata items in this Data Set specification* called *Show more detail*. Expanding this link will provide access to information such as *Conditional obligation* and *Information specific to this data set* if these have been provided for the DE in this DSS.

Figure 2.21: Onscreen display of DSS specific attributes in data elements – DSS view



Exercise 2.6.2: Viewing a metadata item

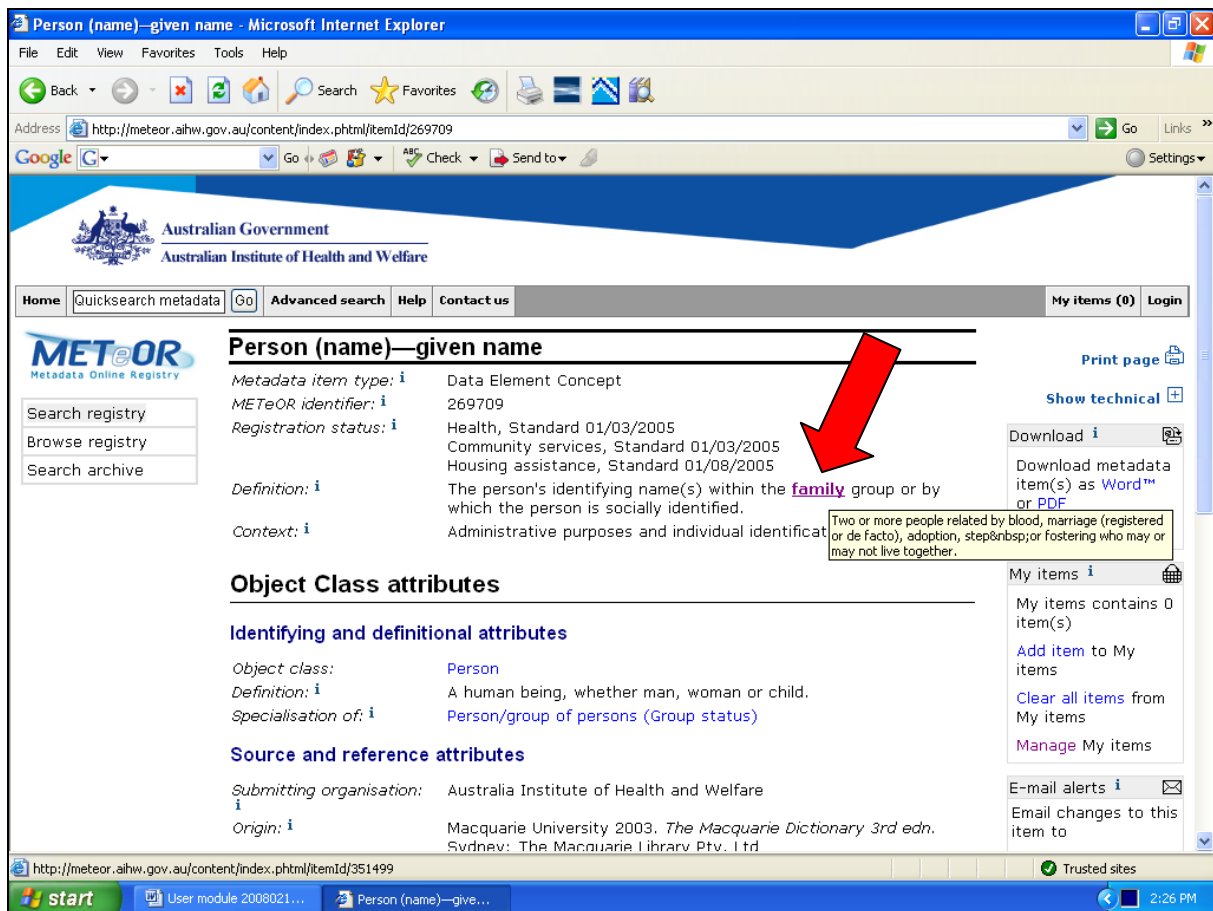
1. Find the data element concept *Person – preferred language* and view it in user-friendly format. How many data elements in METeOR implement this concept?
2. Referring back to Figure 2.3, navigate through the metadata model identifying all of the example metadata items named in this figure. *Hint: use the links which are available in the identifying and definitional attributes section of the metadata items.*
3. Note down the unique identifier (METeOR identifier) for each item identified in figure 2.3 and pencil this in on the diagram on page 14.
4. How many DSS's is the data element *Person – date of birth, DDMMYYYY* collected in? Are there specific details/validation rules for the collection of this item in any DSS's?
5. Referring back to Figure 2. 20 Find the DSS specific information for *Person – date of birth, DDMMYYYY* from one of the DSSs in which Date of birth is included.

2.6.3 Glossary items

Some metadata items may include a reference to a glossary item within its text content. This reference will appear as a hyperlinked word in italics. Hovering your mouse over the hyperlinked word will bring up a small yellow tooltip box which contains the first 100 characters of the glossary item definition. If you want to see more of the item definition or other information about the glossary item, you can

click on the hyperlink and the glossary item will be opened in full in the browser window.

Figure 2.22: Glossary term link



2.6.3.1 Searching/browsing the glossary

Glossary items can be searched and browsed in the same way as other metadata items using the search registry and browse registry pages.

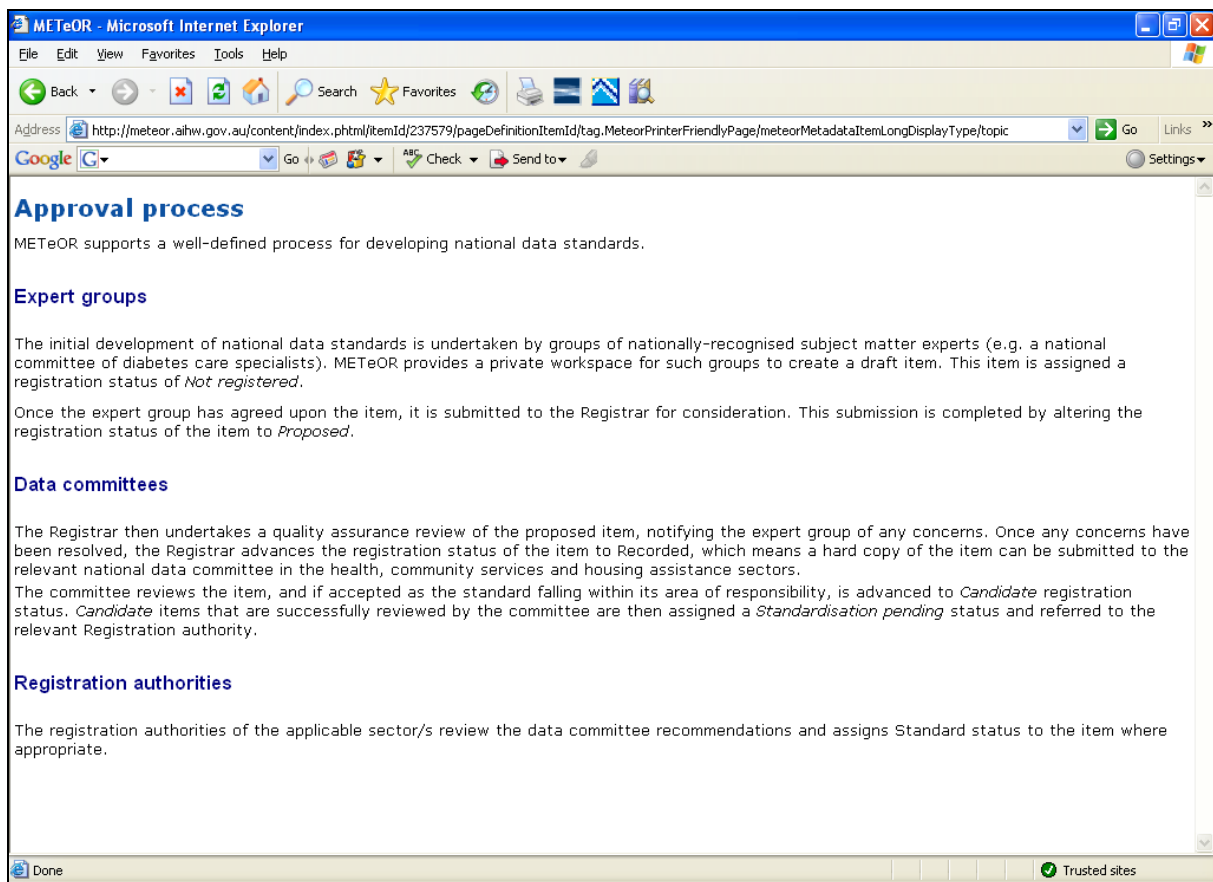
2.6.4 Printing

2.6.4.1 Web pages

All METeOR web pages can be printed by simply using the print function of the web browser while viewing the page that is to be printed.

METeOR also offers a print-friendly view for many pages. This removes the page header, top and left navigation menus and any right hand action options from the page contents to be printed. To print in this format select the **Print page** link at the top right of the page located below the top navigation bar and then select the print function of the web browser.

Figure 2.23: Print friendly page



Help reference: <http://meteor.aihw.gov.au/content/index.phtml/itemId/268309>

2.6.4.2 Metadata items

Users can print a single metadata item from its onscreen view of the selected item using the same print page facility as mentioned above. For data elements, data element concepts, value domains and data set specifications, users can choose to print it in either the user-friendly or technical format based on the page viewing option being used at the time the print page link is clicked.

To print more than one metadata item at once, users can download the selected metadata items using the download to Microsoft Word or PDF application (see section 2.5.3).

Figure 2.24: Print friendly page – metadata item technical form

The screenshot shows a web browser window with the URL <http://meteor.aihw.gov.au/content/index.phtml/itemId/278966>. The page title is "Person (name)—given name, text [X(40)]". The content is organized into sections:

- Identifying and definitional attributes**
 - Metadata item type: Data Element
 - Short name: Given name(s)
 - METeOR identifier: 287035
 - Registration status: Community Services, Superseded 06/02/2012; Housing assistance, Standard 20/06/2005 [Non Dictionary]; Health, Standard 04/05/2005; Tasmanian Health, Draft 23/07/2012
 - Definition: The person's identifying name within the family group or by which the person is socially identified, as represented by text.
- Data element concept attributes**
 - Identifying and definitional attributes**
 - Data element concept: Person (name)—given name
 - METeOR identifier: 269709
 - Registration status: Community Services, Standard 01/03/2005; Housing assistance, Standard 01/08/2005; Health, Standard 01/03/2005; Tasmanian Health, Draft 23/07/2012
 - Definition: The person's identifying name(s) within the family group or by which the person is socially identified.
 - Context: Administrative purposes and individual identification.
 - Object class: Person
 - Property: Given name
- Value domain attributes**

Help reference: <http://meteor.aihw.gov.au/content/index.phtml/itemId/278966>

Exercise 2.6.4.2: Printing a metadata item

1. View the data element stored in *My items* and view it in print page.

2.6.5 Downloading metadata

All users are able to download metadata items from METeOR. Downloading a metadata item provides users more flexibility in terms of saving a copy to their personal computer, editing and printing.

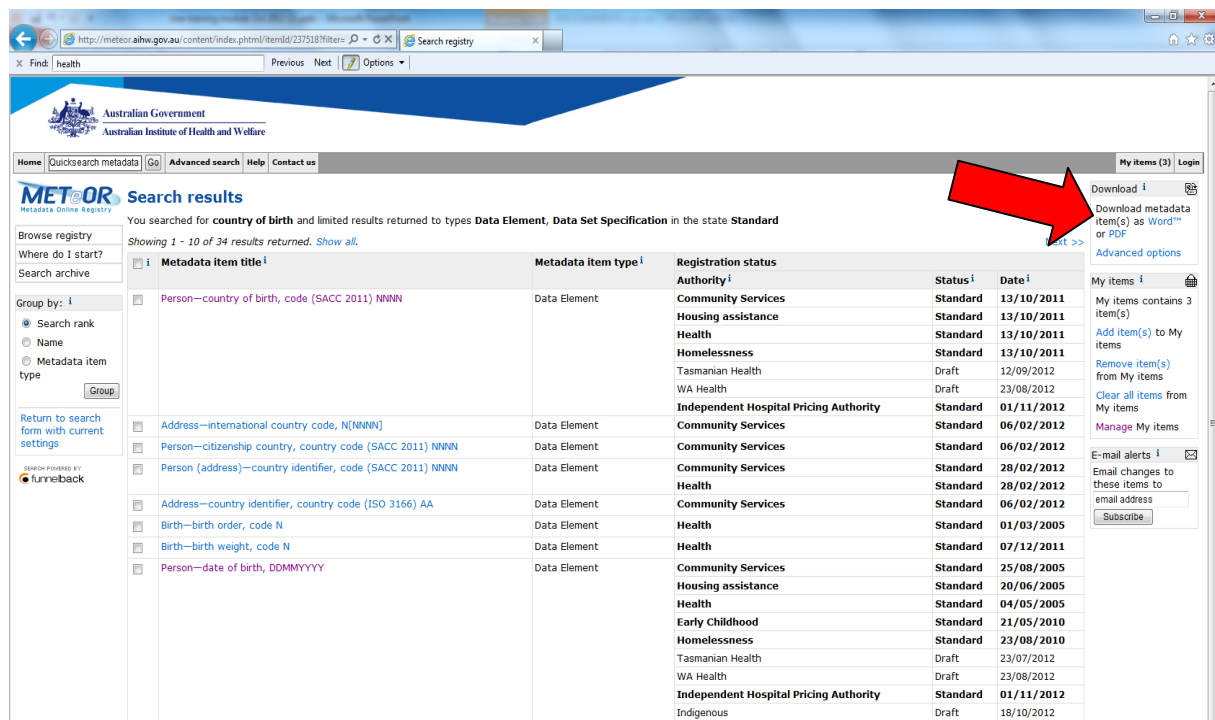
2.6.5.1 PDF and Word

METeOR allows users to download files in Microsoft Word 2003 format or as a Portable Document Format (PDF) file. Users can choose the option that best suits their needs and software requirements. A direct link is provided to the Adobe site for downloading a free Adobe Reader for users who do not already have it. Directions for accessing a free Word Processing ML Viewer are also provided from the Download to Word 2003 page for users who do not have Word 2003 or above.

Metadata items can be downloaded by selecting the *Download metadata item(s) as Word™ or PDF* action from the actions list on the right hand of the webpage. This action will bring up a page from which the compiled document can be downloaded by clicking on the appropriate .xml file link. When downloading metadata items of the type data element, data element concept or value domain, users can choose to

download the item in user-friendly or technical and will have to select the appropriate corresponding .xml file link from this page.

Figure 2.25: Download action links



2.6.5.2 Single and multiple item selection

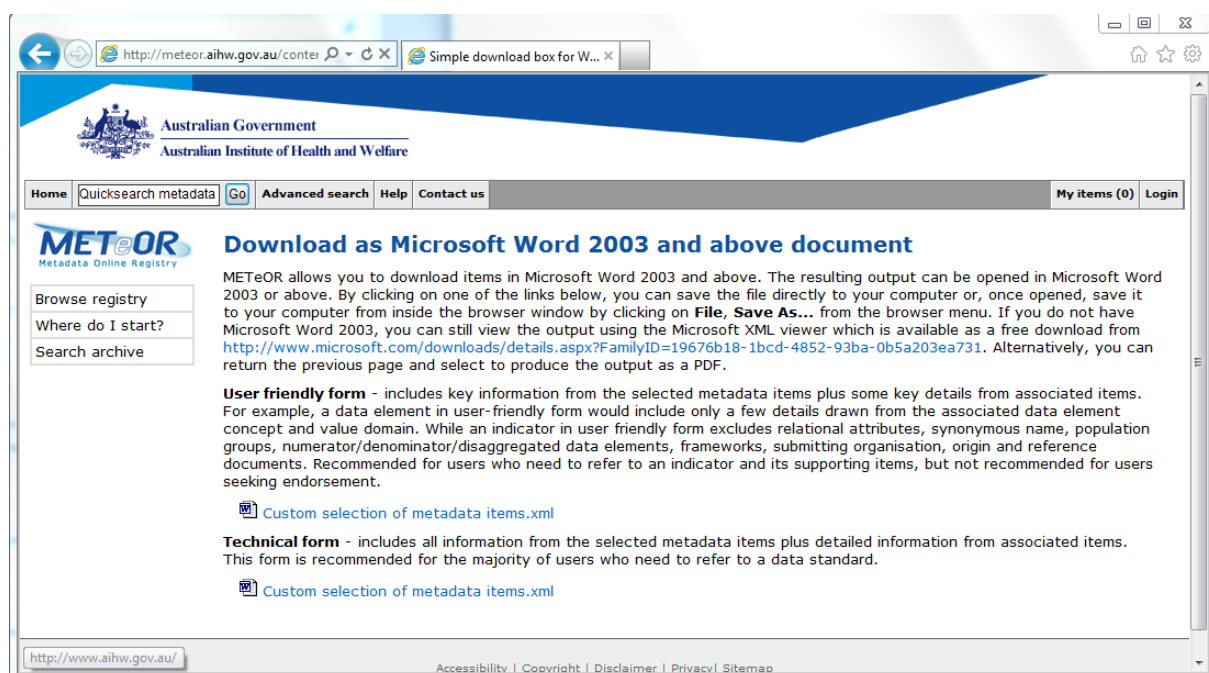
Metadata items can be downloaded individually or as a custom selection of items organised within a single document.

At any time, when viewing an individual metadata item in user-friendly or technical format, the single item can be downloaded by clicking directly on the Word or PDF download link available from the actions list on the right hand of the webpage. A single item can also be downloaded by selecting one item from a list (checking the appropriate item box in the search results or *My items* page) and selecting the desired download format action link.

A document containing multiple metadata items can be compiled and downloaded directly from the search results page by selecting appropriate items and clicking on the desired download format action link. Alternatively, a selection containing items from more than one search activity can be first compiled in the *My items* page (see section 2.5.4) and then downloaded together.

NOTE: Multiple metadata item download documents are also often available in user-friendly or technical format depending on the items included in the selection.

Figure 2.26: Download to Word for multiple item selection



2.6.5.3 File selection

Having taken an action to download a single item or a selection of metadata items, the user is sometimes presented with 2 file options:

- If the downloaded metadata item(s) include a DE, DEC or VD, the user is offered both a user-friendly format file and a technical format file (see Figure 2.24 above).
- If the downloaded metadata item is a single DSS, the user is offered both a long and short form file. Long form data set specification documents include all related data elements extracted along with the DSS while the short form document contains the data set specification item only.

2.6.5.4 Advanced download options

The default settings for downloaded metadata items can be changed using the *Advanced options*. Using this options screen, users can select to download metadata items in user-friendly or technical format to Word or PDF. In addition to these previously discussed options, users can also choose to download items with supporting metadata items and (if their selection includes data elements), by short or technical name. If the selected item is a DSS, users can select to download the DSS in short or long form.

2.6.5.4.1 Supporting items

Supporting items are object classes, properties and classification schemes which are the building blocks for other metadata items (data element concepts, value domains and ultimately, data elements) as well as any glossary items referenced by those

metadata items. Supporting items are extracted into a *Supporting items* appendix of the downloaded document.

2.6.5.4.2 Short/technical name

Due to the technical nature of data element names based on their formal building block construction, a facility is provided for data elements to be assigned a short or common name. The short name is a short or common name or designation by which the data element is known and might be identified. Compare *Person – country of birth, code (SACC 1998) NNNN* (technical name) with *Country of birth* (short name). Data elements can be downloaded by short or technical name. In the extracted document, items will be ordered alphabetically by short or technical name (depending on which option has been selected) and the short or technical name will be displayed at the top of each item page.

2.6.5.4.3 Short/long (for single DSS selection only)

Data set specifications are available for download in short or long form. A short form DSS is the DSS item only which includes a list of all data elements combined in that DSS. A long form DSS document includes the DSS item as well as all of the data elements combined in that DSS. The data elements are extracted in their user-friendly item template in a long form DSS.

Figure 2.27: Advanced download options

The screenshot shows a web browser window with the URL <http://meteor.aihw.gov.au/cont...> and a tab titled 'Admin/download (advance...'. The page header includes the Australian Government logo and the text 'Australian Institute of Health and Welfare'. A navigation bar contains links for 'Home', 'Quicksearch metadata', 'Go', 'Advanced search', 'Help', 'Contact us', 'My items (0)', and 'Login'. The main content area is titled 'METeOR Metadata Online Registry' and 'Advanced download options'. It contains the following text and form elements:

Please specify the file options that you would like for this document.

Would you like the document to comprise metadata items in technical or user friendly format? Technical format items include all fields and attributes for any component items (such as DEC and VD attributes within a DE). User friendly format items include only attributes of the item being downloaded. User friendly format indicators also exclude the following fields: relational attributes, synonymous name, population groups, numerator/denominator/disaggregated data elements, frameworks, submitting organisation, origin and reference documents.

Technical
 User friendly

Would you like the document to include an appendix of supporting metadata items? For example, if you download a document of data elements, this appendix will comprise any object classes, properties, classification schemes or glossary items linked to these data elements.

Include supporting items

Would you like the metadata item(s) in the document to be printed and ordered by short (common) name or technical name?

Short name
 Technical name

Would you like to download your customised document as a Microsoft Word 2003 (Word) or Portable Document Format (PDF) file. Please note our comments about the [quality of PDF documents](#) available from METeOR.

Microsoft Word 2003 (Word)
 Portable Document Format (PDF)

Exercise 2.6.5: Downloading a metadata item

1. View the list of metadata in My items.
2. Select the data element and download it to WORD in long form.
3. Using the advanced download options, download a selection of items together (including at least 1 data element) with supporting items and by short name.

2.6.6 Using email alerts

A facility exists in METeOR for users to register to receive notification when any changes are made to a metadata item.

2.6.6.1 Subscribing

Notification can be set up for a single item or a collection of metadata items by providing your e-mail address at the item view level or after ticking checkboxes for a number of items on a list screen (such as search results or my items).

Figure 2.28: E-mail notifications

The screenshot shows the METeOR website interface. The main content area displays the metadata for 'Person—blood pressure (systolic) (measured), millimetres of mercury' with various attributes categorized under 'Identifying and definitional attributes', 'Value domain attributes', 'Representational attributes', 'Data element attributes', and 'Collection and usage attributes'. A red arrow points to the 'E-mail alerts' section in the right sidebar, which includes a 'Subscribe' button and a text input field for an email address.

Identifying and definitional attributes	
Metadata item type: ⁱ	Data Element
Short name: ⁱ	Blood pressure—systolic (measured)
METeOR identifier: ⁱ	270073
Registration status: ⁱ	Health, Standard 01/03/2005
Definition: ⁱ	The person's systolic blood pressure , measured in millimetres of mercury (mmHg).
Data Element Concept:	Person—blood pressure (systolic)

Value domain attributes					
Representation class: ⁱ	Total				
Data type: ⁱ	Number				
Format: ⁱ	NN[N]				
Maximum character length: ⁱ	3				
Supplementary values: ⁱ	<table border="1"><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>999</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	999	Not stated/inadequately described
Value	Meaning				
999	Not stated/inadequately described				
Unit of measure: ⁱ	Millimetre of mercury (mmHg)				

Data element attributes	
Guide for use: ⁱ	For recording the systolic reading, use phase I Korotkoff (the first

2.6.6.2 Unsubscribing

Unsubscribing from metadata items can be carried out at the item level again or by clicking on the [unsubscribe] link next to the item in any e-mail notification messages that you receive.

Exercise 2.6.6: Subscribing for notification of changes to a metadata item

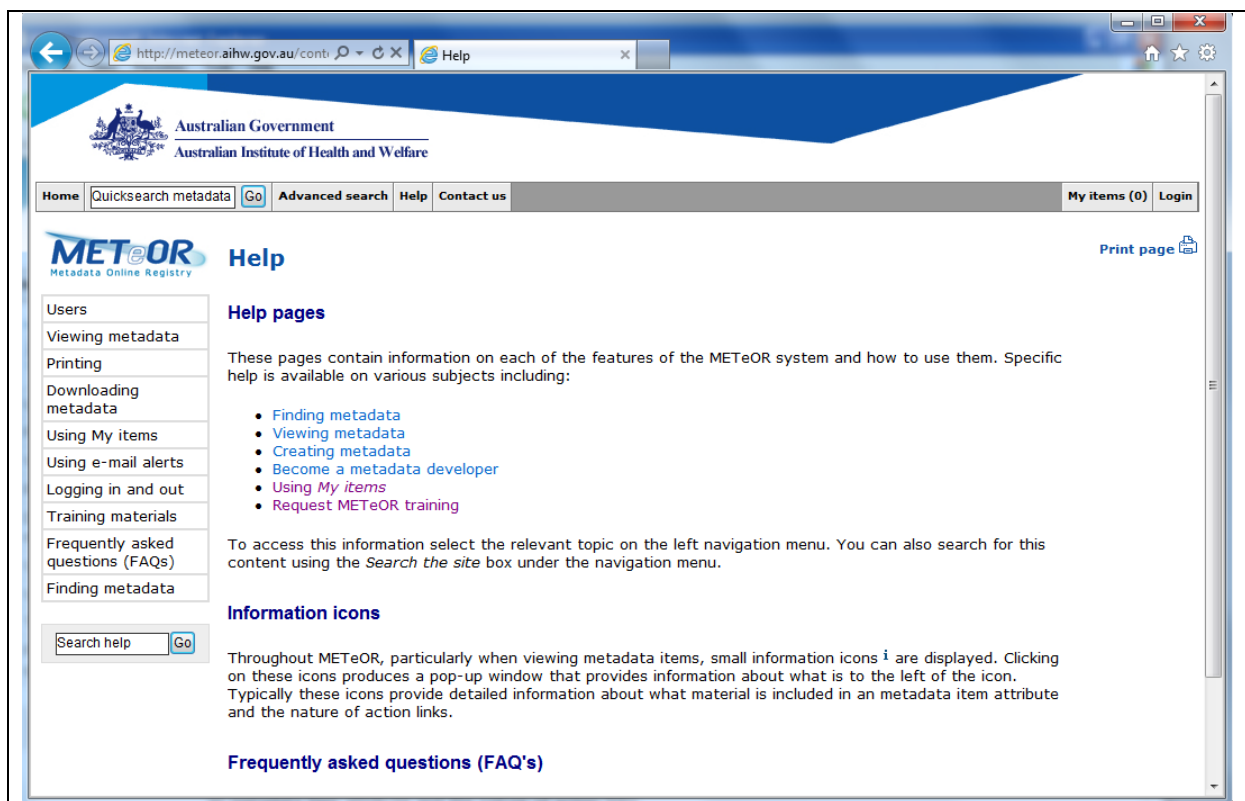
1. View the list of metadata in My items.
2. Open the item view screen for one of these items.
3. Provide your e-mail address in the e-mail alerts box and click on *Subscribe* to receive notification of any future changes to this item.

2.7 Help

2.7.1 Help directory

Help topics are accessed by clicking on the Help tab located in the top-level navigation bar. Help topics relate to search and discovery activities in METeOR, viewing, printing and downloading content in METeOR.

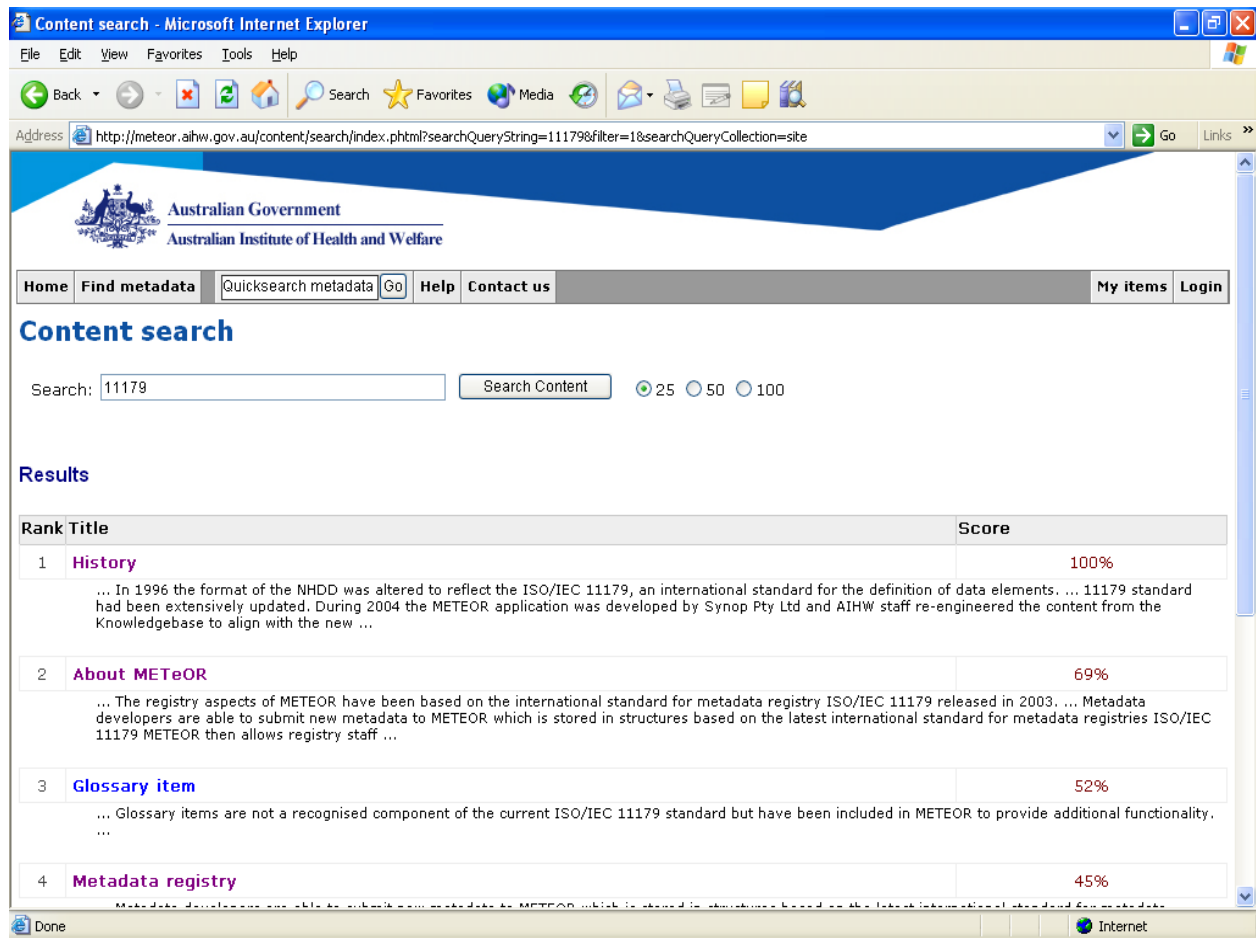
Figure 2.29: Help page



2.7.2 Site search

Both the webpage and the contextual help can be searched using the *Search the site* facility. This facility is positioned beneath the navigational items in the left hand navigation menu and is used by entering a term in the *Search the site* box and clicking on “Go”.

Figure 2.30: Help search for ‘11179’



Search results are returned in a standard content search window providing a direct link to found pages, a summary of content available on these pages as well as ranking and percentage matching scores.

IMPORTANT NOTE: The site search is a discovery tool for finding web page and contextual help content in METeOR. It does not search the metadata registry itself. The metadata registry is accessed separately using the *Quicksearch metadata* facility or through the Find metadata pages (see Section 2.4).

Exercise 2.7: Finding help

1. Find the contact details for the Webmaster using the **Contact us** tab.
2. Find the contact details for the Webmaster using the **Site search**.
3. Find the contact details for the Webmaster using the **Site map**.

2.7.3 Contextual help

Throughout METeOR, particularly when viewing metadata items or tools for using metadata, small information icons (i) are displayed. Clicking on these icons produces a pop-up window that provides contextual help about the current page. Typically these icons provide detailed information about what material is included in a metadata item attribute and the nature of action links.

Figure 2.31: Contextual help links

