

# NATIONAL GEOPORTAL USER GUIDE



National Spatial Data  
Management Division

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## GENERAL OVERVIEW

The National Geoportal enables discovery and use of metadata for geospatial resources and web services. The Geoportal server allows users to catalogue the locations and descriptions of an organization's metadata resources in a central online web-portal, which is published to the Internet and is also available for users to set up their own local access via Intranet connections.

The features of the metadata web portal include:

1. Search
2. Publish
3. Managing standards based resources

The National Geoportal<sup>1</sup> has been upgraded in order to enhance usability, allow intuitive labelling of datasets for sharing, linking and publishing datasets. The objective is to generate and publish metadata records, allowing for greater access to these records for Government organizations.

Spatial information is being used in almost all sectors of the economy including agriculture, forestry, construction as well as public administration, therefore the portal will raise the

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<sup>1</sup> - All major web browsers are supported, including Google Chrome, Firefox, Safari, and Internet Explorer versions 7 and higher.  
- Available for use on PCs running Mac or Windows, and mobile devices like iPads, iPhones, and Android pads and phones.



awareness of users and the general public about available geospatial resources.

## ABOUT THIS MANUAL

The purpose of this manual is to assist organizations to manage and publish metadata for geospatial resources so users can discover and connect to those resources online.

This manual assumes that the user:

- Is knowledgeable about Esri <sup>2</sup>Shapefile file structure.
- Has general knowledge of GOJ metadata guidelines (based on ISO 19115 standards).

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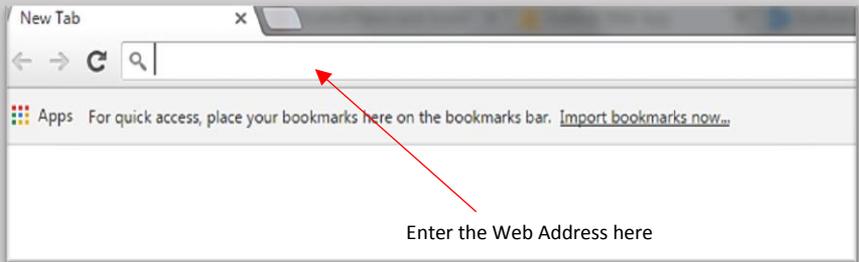
<sup>2</sup> A shapefile is an Esri vector data storage format for storing the location, shape, and attributes of geographic features. A shapefile is made up of the following files: the .shp, .shx, .dbf, .xml, and .prj. The .xml file contains the metadata information.



## ACCESSING THE GEOPORTAL

The National Metadata Portal will act as the platform from which users can create, share, access, edit and publish metadata records.

**Step 1:** Open the Internet Browser and go to the National Geoportal using the URL: <https://apps.licj.org.jm/geoportal>



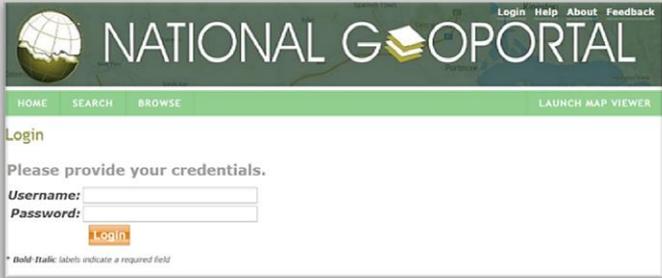
The Geoportal Home Page is shown in the image below.



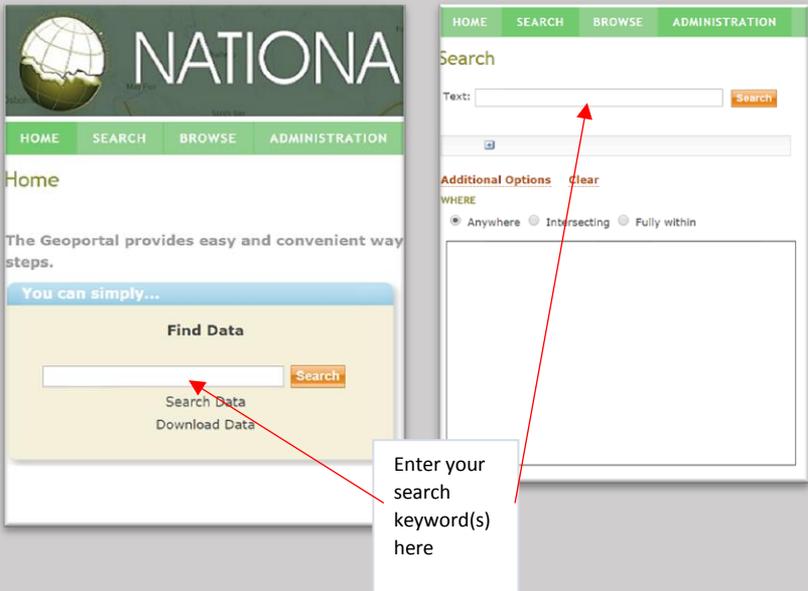
**Step 2: Log into the Portal:** Click the **LOGIN** button and enter the user login credentials



provided by the National Spatial Data Management Division.



**Step 3: Searching for data on the Portal:** Search for existing metadata within the database by using the 'search' box on the home page or using the 'search tab'.



# ADDING DATA TO THE GEOPORTAL

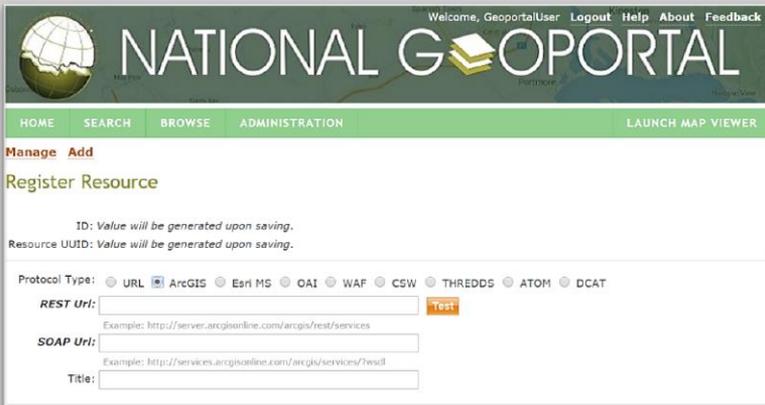
There are three (3) different ways of adding data to the Geoportal. These methods are:

1. Registering resource on the network - this entails registering existing ArcGIS web services.
2. Uploading metadata record from a local disk - the user can upload existing metadata records from the local disk onto the Geoportal.
3. Manually creating a Metadata record on the portal - this enables the user to create a metadata record using the requisite metadata standard.



## Option 1: Registering resource on the network

Step 1: Ensure that the options on this page are the same as those shown in the image below. That is, select: ArcGIS



The screenshot shows the 'Register Resource' page on the National Geoportal. The page has a green header with the logo and navigation links. Below the header is a green navigation bar with links for HOME, SEARCH, BROWSE, ADMINISTRATION, and LAUNCH MAP VIEWER. The main content area is white and contains the following elements:

- Manage Add** (links)
- Register Resource** (title)
- Instructions: ID: Value will be generated upon saving. Resource UUID: Value will be generated upon saving.
- Protocol Type: Radio buttons for URL, ArcGIS (selected), Esri MS, OAI, WAF, CSW, THREDDS, ATOM, DCAT.
- REST Url: Text input field with a 'TEST' button. Example: `http://server.arcgisonline.com/arcgis/rest/services`
- SOAP Url: Text input field. Example: `http://services.arcgisonline.com/arcgis/services/?url`
- Title: Text input field.

The user must be in possession of the following URLs to successfully register the data resource:

REST URL

SOAP URL



Step 2: Copy and paste the URLs in their respective boxes. Ensure that the additional settings remain unchanged.

**Resource ownership:**  ▼

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Purpose of the registration:

- Allow this resource to be found when searching for metadata
- Include this endpoint on the federated search list
- Allow this resource to be synchronized at an interval

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Choose actions to be performed during synchronization:

- Update this resource description
- Copy the entire contents of this remote catalog into the local catalog
  - Automatically approve newly acquired resources

How often do you want this resource so be revisited:

Periodically  At the specified time

- Once every month
- Twice every month
- Once every week
- Once a day
- Once an hour
- Once only
- Manual synchronization only

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Do you want to receive e-mail notifications of synchronization results?

YES, Notify Me!

NO thanks

\* **Bold-Italic** labels indicate a required field

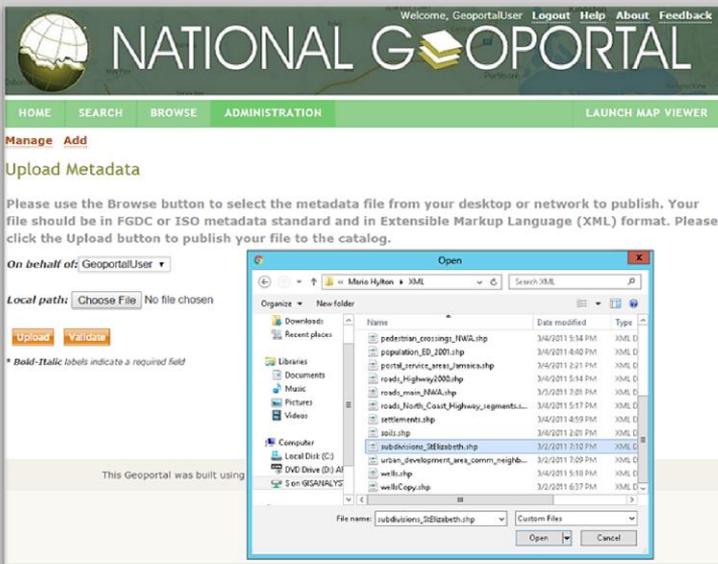
Step 3: Click create and close.



**Option 2: Uploading the metadata file from a Local Disk** (Uploading existing metadata records in .XML format that meet the required standard).

Step 1: Navigate to the file location on the local disk and select the file.

Step 2: Upload the file to the Geoportal.



The screenshot shows the National Geoportal interface. The top navigation bar includes 'HOME', 'SEARCH', 'BROWSE', 'ADMINISTRATION', and 'LAUNCH MAP VIEWER'. The main content area is titled 'Upload Metadata' and contains instructions: 'Please use the Browse button to select the metadata file from your desktop or network to publish. Your file should be in FGDC or ISO metadata standard and in Extensible Markup Language (XML) format. Please click the Upload button to publish your file to the catalog.' Below the instructions are fields for 'On behalf of:' (GeoportalUser) and 'Local path:' (Choose File). There are 'Upload' and 'Validate' buttons. An 'Open' file dialog box is overlaid on the page, showing a list of files in a folder named 'Mario Hyton \ XML'. The file 'subdivisions\_5Elizabeth.shp' is selected. The dialog box also shows a table of files with columns for Name, Date modified, and Type.

Name	Date modified	Type
pedestrian_crossings_NWIA.shp	3/4/2011 5:34 PM	XML Q
population_ED_2001.shp	3/4/2011 4:40 PM	XML Q
post_office_locations.shp	3/4/2011 2:21 PM	XML Q
roads_highway2002.shp	3/4/2011 5:44 PM	XML Q
roads_main_NWIA.shp	3/3/2011 7:01 PM	XML Q
roads_North_Coast_Highway_Segments...	3/4/2011 5:17 PM	XML Q
settlements.shp	3/4/2011 4:59 PM	XML Q
soils.shp	3/4/2011 2:01 PM	XML Q
subdivisions_5Elizabeth.shp	3/2/2011 7:12 PM	XML Q
urban_development_area_centr_neighb...	3/2/2011 7:09 PM	XML Q
wells.shp	3/4/2011 5:10 PM	XML Q
wellsCopy.shp	3/2/2011 6:37 PM	XML Q



### Option 3: Create the metadata manually by using a dedicated editor

Step 1: Select the 'Use dedicated editor to create metadata manually' option and click proceed.

Step 2: Select the requisite Metadata standard from the list in the image below and proceed.



The screenshot shows the 'Create Metadata' page on the National Geoportal. The page header includes a globe logo, the text 'NATIONAL GEOPORTAL', and user information: 'Welcome, GeoportalUser Logout Help About Feedback'. A navigation bar contains 'HOME', 'SEARCH', 'BROWSE', 'ADMINISTRATION', and 'LAUNCH MAP VIEWER'. Below the navigation bar, there are links for 'Manage' and 'Add'. The main heading is 'Create Metadata'. A text block explains: 'To create a new metadata record, select the Metadata Standard to which the record will adhere. After clicking 'proceed', a custom form is displayed for you to complete for the Metadata standard you selected.' Below this, there is a dropdown menu for 'On behalf of:' set to 'GeoportalUser'. The 'Metadata standard:' section lists several options with radio buttons: 'FGDC' (selected), 'Dublin Core', 'GEMINI (Data)', 'GEMINI (Services)', 'ISO 19115 (Data)', 'ISO 19119 (Services)', and 'ISO 19115-2 (Imagery and Gridded Data)'. A 'Proceed' button is located below the list. At the bottom of the page, a footer note states: 'This Geoportal was built using the Geoportal Server. Please read the [Disclaimer](#) and [Privacy](#) or [Contact Us](#).'



## MANAGING METADATA RECORDS

The Manage resources interface allows the user to perform the following actions with the metadata files that have been uploaded to the Geoportal:

View metadata - the user can view the metadata file as a document tree in a separate window within the Internet browser.

Download metadata - this allows the user to download the metadata file in the .xml format onto the local disk of the device being used.

Delete Metadata - the user can permanently delete the metadata file from the Geoportal by selecting this option.



The user can access these features by clicking the *Administration* button and clicking *Manage*. (See image of interface below).

Welcome, GeoportalUser [Logout](#) [Help](#) [About](#) [Feedback](#)

**NATIONAL GEOPORTAL**

HOME SEARCH BROWSE **ADMINISTRATION** LAUNCH MAP VIEWER

**Manage** [Add](#)

**Manage Resources**

Document title:

Document UUID:

Site UUID:

Document owner: **Any** ▼

Approval status: **Any** ▼ Publication method: **Any** ▼ Protocol Type: **Any** ▼

Update date between:  and  (yyyy-mm-dd)

For selected records: **Set as Posted** ▼

Results 1-4 of 4 record(s)

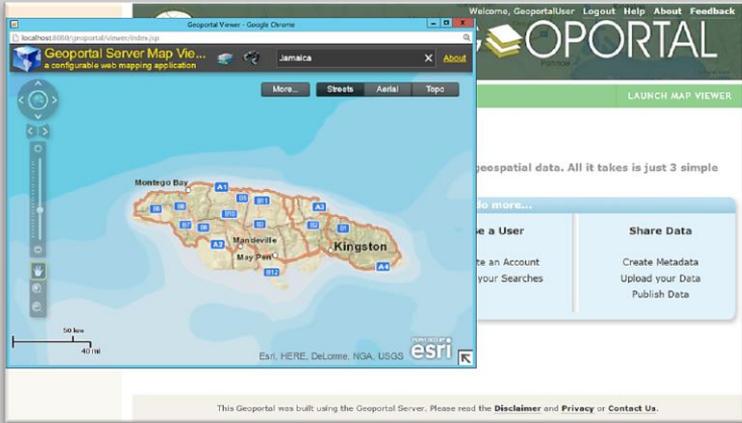
<input type="checkbox"/>	Action	Title	Owner	Status	Method	Date
<input type="checkbox"/>		World Transportation	GeoportalUser	Posted	Registration	2016-01-28
<input type="checkbox"/>		nightdubs	GeoportalUser	Posted	Upload	2016-01-27
<input type="checkbox"/>		major_towns	GeoportalUser	Posted	Upload	2016-01-27
<input checked="" type="checkbox"/>		parishes	GeoportalUser	Approved	Upload	2016-01-26

This Geoportal was built using the Geoportal Server. Please read the [Disclaimer](#) and [Privacy](#) or [Contact Us](#).



# LAUNCHING THE MAP VIEWER

Users can use this feature of the National Geoportal without being logged into their account. The Map Viewer gives users' access to the Geoportal Server Map.



## TERMS AND CONDITIONS OF USE

By using the National Geoportal, the user agrees to be bound by these terms and conditions.

- 1.1 Any information the user supplies to the NSDMD when using the National Geoportal will not be used by the NSDMD for any other purpose.
- 1.2 All personal information created, held or collected by the NSDMD is held in confidence. Users will be informed of the purpose for which it is being collected and how to exercise the right of access to that information.
- 1.3 NSDMD grants the user the non-exclusive, non-transferable, limited right and licence to use the National Geoportal solely and exclusively for the intended purpose described by NSDMD.
- 1.4 Users may not use the National Geoportal in any manner that could damage, disable, overburden, or impair it or servers or networks connected to the Application; nor use the portal in any manner that could interfere with any other party's use and enjoyment of it (or servers or networks connected to the Application).



- 1.5 Users agree to be solely responsible for (and that NSDMD has no responsibility to them or to any third party) their use of the National Geoportal, any breach of their obligations under the Terms and Conditions, and for the consequences of any such breach.
- 1.6 Access to the National Geoportal is made available to NSDMD partners. NSDMD will use reasonable efforts to make the National Geoportal available at all times. However, users acknowledge the National Geoportal is provided over the Internet and so its quality and availability may be affected by factors outside NSDMD's reasonable control.
- 1.7 NSDMD accepts no responsibility for the unavailability of the National Geoportal, or any difficulty or inability to download or access content or any other communication system failure which may result in the National Geoportal being unavailable.
- 1.8 Users are required to have a compatible computer (laptop, desktop, tablet, smartphone), Internet access, or mobile data package, Internet browser (Google Chrome,



Mozilla Firefox, Safari, Internet Explorer 7 and higher).





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