

Adding Metadata to a New Project

Overview

Documents considerations for adding metadata to a new project

Details

When creating a new map project, the following metadata should be considered:

- Users and Roles (see [User Management](#) for more information on users)
- Mapping metadata elements (Relations, Advice, Principles, Rule Age Ranges)
- Reports and QA Checks (see [Lead Features: Reports](#) for more information on reports)

Users and mapping metadata can be created in two ways, either through the Project Details widget (PREFERRED) or the Application Administration widget.

- Creating and adding metadata elements directly to projects via the Project Details page
 - Creates top-level elements
 - Attaches them to the current project
 - Elements are also assignable to other projects once created
 - See [Lead Features: Editing Map Project Metadata](#) for more details
- Creating metadata elements as an Administrator feature
 - Creates top-level elements
 - Does not attach them to specific projects
 - Requires an extra step to add the element to a project via the Project Details page (see above)
 - See [Admin Features: Application Admin](#) for more details

Reports and QA Checks can only be created through the Application Administration page. See [Managing Reports and QA Checks](#) for details on adding reports and QA checks.

Links/References

- n/a