# Navigating LISTdata

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**Topic 1: Getting started**

1. **What is LISTdata?**

   LISTdata is a contemporary online metadata portal that facilitates the discovery and reuse of Tasmanian spatial information. The types of information described can include outputs such as esri or MapInfo files, web map and/or feature services, or outputs derived from spatial data such as maps and charts. This website has been designed to provide a simple clean interface that all users (not just GIS experts) can use to search and find metadata for Tasmania spatial information. We envisage that this interface will be used by the majority of users searching, creating and editing metadata. This help file provides detailed information on how to use this interface.

   The functionality of LISTdata is underpinned by a metadata cataloging software called GeoNetwork. GeoNetwork is open source software that is widely used throughout the world for cataloging metadata. Whilst it has extensive cataloging capabilities, it does not have an easy to use interface. However, in order to cater for more experienced GIS/metadata users who wish to undertake more advanced searching and metadata activities, this interface is available via the Advanced Search tab (see Topic 7). At this stage there are no user help files for this interface, other than those available at the GeoNetwork home page. We recommend that novice metadata users do not use the GeoNetwork interface.

2. **Compatible browsers**

   LISTdata performs best with the latest versions of modern web browsers such as Firefox and Chrome. While older and other browsers are compatible, it is strongly recommended that you upgrade your browser for optimal performance and security.

   Minimum requirements are:
   - Firefox 3.6 and above
   - Chrome 3.0 and above
   - Internet Explorer 8.0 (Windows XP and Vista)
   - Internet Explorer 8.0 and above (Windows 7 and 8)
   - Safari 5.0 and above.

3. **A quick look at LISTdata**

   See diagram on the next page for a description of key components of the LISTdata home page, or click [here](#) to view a short video demonstration.
Topic 2: Using LISTdata

There are three main ways to start searching for spatial information. These are highlighted with orange tabs on the LISTdata home page. All of the searches will take you to the Search refinement page.

1. Search by text

Click in the Search by text bar (below) and type any text of your choice. Then press Enter or click on the magnifying glass.

![Search by text](image)

This search will return you the broadest range of results as it searches your text in the entire metadata record, and is useful if you do not have extensive knowledge of data groupings.

2. Browse by category

Click on a category that you’re interested in.

You might use this method of entry if you have a general idea of what you’re looking for, as this will return more focused results. These entry points use common terminology which is linked to the ANZLIC metadata profile.

![Browse by Category](image)

3. Select by location

To search for by a location of interest use the Select by location map viewer, and:
• Click on **Draw a rectangular box** tool in the small map viewer
• **Click and drag** a box around an area on the map
• then **click** on the magnifying glass in the **Search by text** box
• to delete the area, **click** on the **Clear Drawings** tool

You can move the map around by clicking on the **Pan** tool then **click and drag** anywhere on the map.

### 4. Searching by text and location

You can search by a combination of text and location. This search will return more specific results than searching by text or area individually (e.g. weeds and NE coast). To do this:

• **Click** in the **Search by text** bar (below) and type any key words of your choice

![Search by text](image)

• **Click** on the **Draw a rectangular box** tool in the small map viewer
• **Click and drag** a box around an area on the map. A red square will show the extent of your box
• Then press **Enter** or **click** on the magnifying glass within the **Search by text** box.

### 5. Custom search

You can also bypass the front page searching options and develop your own custom search criteria. To do so:

• **Click**

This may be useful if you have used the site before, or if you are proficient in locating specific records.

### 6. Open Data

You can view a listing of all available ILS Open Data. To do so:

• **Click**

This will take you to the Open data download facility. Its direct web address is [http://listdata.thelist.tas.gov.au/opendata/](http://listdata.thelist.tas.gov.au/opendata/)

Click [here](http://listdata.thelist.tas.gov.au/opendata/) to view a short video demonstration using the **LISTdata** front page search interface.
**Topic 3: Searches and results**

This section describes the various sections of the **Search refinement** page. (A full overview is on Page 9)

**1. Current Search Criteria**

Regardless of your entry point to searching, your **Current Search** criteria will always be displayed in the top left hand corner of the screen. (See below and on next page).

- As you refine your search (see Topic 4), this area will be updated to reflect your search changes
- Only when you select the **magnifying glass icon** or press Enter will your search commence
- To remove an individual criterion, **click on the X icon**
- To remove all criteria, **click the Clear All button**.

**2. Results Summary**

After performing a search, a summary of search results that matched your criteria will be displayed as per below. This summary will provide you with the Metadata Title, Abstract and Date. If you wish to read more about a particular record simply **click** on the metadata **Title** and more details will be displayed. (See Topic 5 for more information)
3. Sorting and Paging

You can choose how your search results are displayed by clicking on the options in the paging bar (see below).

![.paging Options](image)

You can:

- sort by ascending or descending title
- sort by ascending or descending date
- select the number of results that are displayed per page
- go directly to a particular page number by using the drop down page box
- skip forwards and backwards through your pages of results by clicking on the arrows.

4. Refine your results

Your search may have returned a large number of results; it is simple to narrow these down manually directly within the summary results listing.

You can do this by:

- clicking in the checkbox next to the title of the record(s)
- a tick will appear for each record selected
- when you are happy with your selection, click in the paging bar above
- only the results which you selected will remain, and the Refine Results button will be highlighted orange
- you can then click on the Title of a record to view more information.

Note:

- Clicking the back button in your browser will return you result summaries you manually refined.
- To return to the full set of results from your original Search Criteria (before you manually refined them), click on Return to Search Results.

5. Map Viewer

Unless you have specifically performed a Select by location search, the Map viewer is hidden by default.

If you have used Select by location or a Search by text and location combination, the Map Viewer will also appear showing your search location (in red) and the extents of the results returned (in orange). In addition the Current Search box will show you the coordinates of your selected area.

For more detailed options on using the Map Viewer see Topic 6.
**Topic 4: Refining your search criteria**

*LISTdata* provides you with a range of options to refine your search and find the information you are after (see overview diagram on page 8). In addition to refining your searches by text and using the map viewer, there are 5 key searching options within the *Search refinement* page.

These options are to, **Refine your search:**

- **by Category** – a defined list as set by the ANZLIC metadata profile
- **by Keyword** – a defined list as set by the ANZLIC metadata profile. *LISTdata* will also have the capacity (at an Administrator level) to add more keywords where general consensus exists
- **by Location** – a defined list as set by the ANZLIC metadata profile
- **by Date** – as entered in metadata by custodian
- **by Custodian** – as entered in metadata by custodian.

Each of these search options rely on the information held within the metadata record and the accuracy at which the data custodian creates and maintains that information. Search options like Categories and Keywords will also be subject to the metadata creator’s view on what category or keyword applies to their metadata.

**1. Using Refine your Search options**

The general method for using the 5 Refine your Search options are the same:

- **click** on a black triangle, and the available sub-options will appear
- **click** on any of these options and it will automatically be added to the Current Search window (see next page). You can make multiple selections from each section.

**Note:**

- in the case of **Keyword** and **Location** you will need to make a secondary selection before a criteria is added to the Current Search window.

Examples of the **Refine your search** screens are on the next page.

Click [here](#) to view a short video demonstration. This is the best way to appreciate how this functionality works.

**2. Current Search**

You are able to modify your criteria once they have been added to the Current Search window. See Topic 3.1 for more information.
Example **Refine your search** screens.
1. Viewing a metadata record

Once you click the metadata Title from the summary results, more details about that particular record will be displayed. The metadata record provides information about a data or service. This includes the creation date, category, keywords, a description, access, and the contact details for the custodian of the data or service. You can also view the extent of the data on a map, by clicking on Show Map (see Topic 6: Using the map viewer).

To maintain a clean and consistent layout, a maximum number of fields are viewable in the LISTdata interface. Extra fields of information are stored in the database but can only be viewed via GeoNetwork. If you want to view this extra information, click on the View Full Metadata link at the bottom of the record. This will take you to the GeoNetwork interface.

We recommend that novice metadata users do not use the GeoNetwork interface.
2. Printing and saving a metadata record

In the Title bar of the metadata record there are 3 icons which allow you to print, view data in XML and generate a pre styled PDF (not complete yet).

- To print the metadata record from your browser, click on this icon.
- To display the record as an XML (ANZLIC 13119) format, click on this icon
- To save a metadata record click on the PDF icon to generate a preformatted and stylized PDF. Then save to the destination of your choice.

Click [here](#) to view a short video demonstration.
Topic 6: Using the map viewer

The map viewer is a contextual tool, which shows you the extent of the results you’re searching, and provides you with some background LIST base map services to enable you to conduct more effective searches. It is not designed to view datasets of described metadata records or conduct other functions such as onscreen markup. For this level of functionality please visit LISTmap (https://maps.thelist.tas.gov.au).

To access the map on the Search refinement page and the Record View page use the Show Map / Hide Map toggles where appropriate.

A scale bar is located at the bottom left of the map. The scale will adjust as you zoom in and out.

The GDA94 Lat/Long coordinates displayed at the bottom of the map reflect the position of your cursor on the map. As you move your cursor over the map, the coordinates will update.

1. Zooming

There are many ways to zoom in and out:

- **Click and drag** the orange Slide Bar up or down
- **Click** on the blue + and – buttons at either end of the slide bar
- **Scroll** with the scroll wheel on your mouse
- **Double-click** your left mouse button to zoom in
- You can also zoom in to an area by holding down the **Shift** key while **clicking and dragging** a box with your mouse
- You can also zoom to the whole of Tasmania by clicking
2. Panning

- You can move to another area of the map at the same scale by clicking on the Pan tool then and clicking and dragging anywhere on the map
- You can also use the arrow keys on your keyboard to pan.

3. Changing the default basemap

The map viewer automatically displays a topographic basemap as the background for your map. Only one basemap can be displayed at any one time, or you can choose not to display any.

- To change to a different basemap, click on the icon
- A list of base layers will appear
- Click on your preferred base layer to select it. You will then see this displayed on your map
- You can hide the Base Layer box again, by clicking on the icon

Base layers include:

- **Scanned Maps**—a scanned version of current TASMAP publications (scales ranging from 1:15000 to 1:500000) (LIST web service)
- **Topographic**—a full-colour topographic basemap generated from regularly updated, authoritative digital data (LIST web service)
- **State Orthophoto**—a basemap of the latest available aerial imagery, sourced from a range of state and local government organisations and business enterprises (SIF web service)
- **Topographic Grey**—a grey-scale topographic basemap generated from regularly updated, authoritative digital data (SIF web service)

4. Selecting records in an area of interest

You can draw a box on the map, to search for records in a specific area:

- Click the Draw a rectangular box tool
- then click and drag the mouse to draw a box on the map
• The coordinates for your box will be shown under the **Current Search** box

![Current Search coordinates](image)

• then **click** on the magnifying glass in the **text search** box

• to delete an area of interest from the map and clear the coordinates **click** on the **Clear Drawings** tool.
1. Advanced Search

The key functionality of LISTdata is underpinned by a metadata cataloguing software called GeoNetwork. GeoNetwork has a range of additional advanced functionality. However, its user interface has not been enhanced, and as such, it is not as easy to use as the main LISTdata interface.

We recommend that novice metadata users do not use the GeoNetwork interface. For more experienced users of metadata, this system is available via the Advanced Search tab (see above) on the Search refinement page.

2. Manage Records

Users who wish to create new metadata or edit existing metadata will require a LIST login with specific permissions. Once permission is granted, the required functionality will be displayed here.

If you require such access, please contact the LIST helpdesk (see below).

Topic 8: Further support

1. LIST YouTube channel

A range of help videos are available on YouTube.

2. LIST Helpdesk

Feel free to contact our helpful Client Services team by:

- **Phone**: (03) 6165 4444
- **Email**: listhelp@nre.tas.gov.au