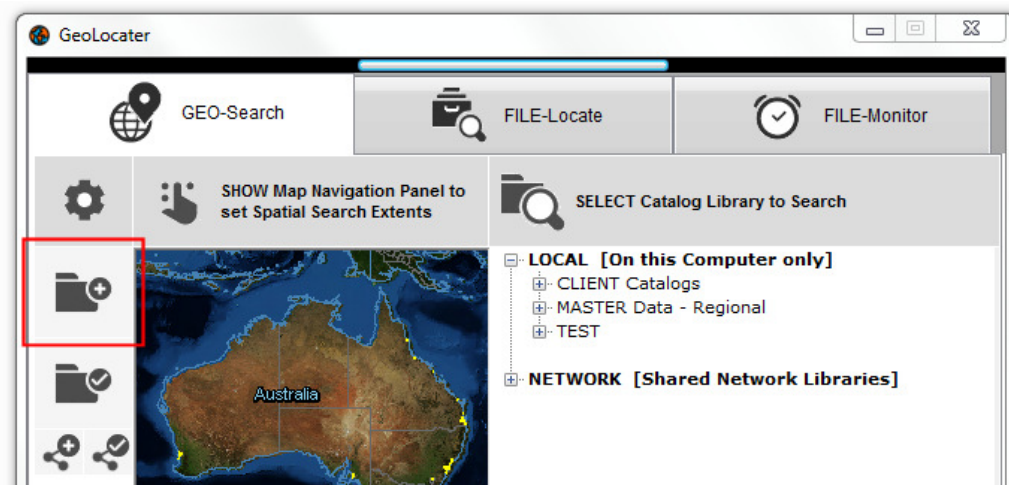


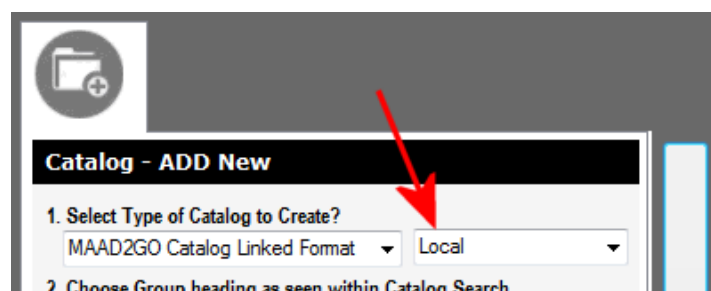
KB3001: How to Create a New 'Standard' MAAD2gO Catalog Library

This document outlines the process to create a New MAAD2GO Catalog Library.

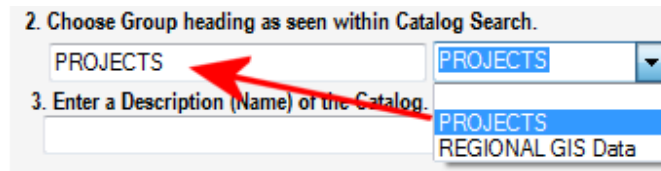
1. Select the **ADD New Catalog Library** button from the **Geo-Search** tab.



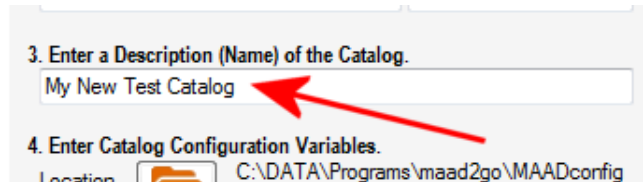
2. From the Create New Catalog pullout interface displayed, enter the following;
3. The type of Catalog to create – Local (default) or Network. Note: Network catalogs can only be created if a network instance is installed, and permission granted to create catalogs on the network given.



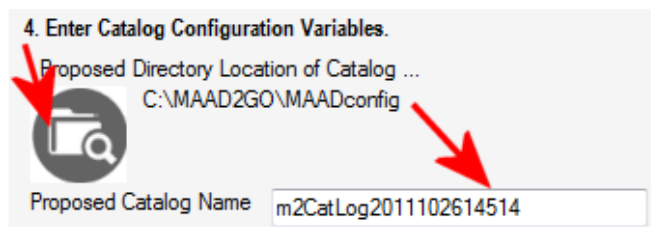
4. Enter (or select from the existing list) a catalog Grouping. It is possible to group multiple catalogs under a single grouping, making the identification of catalogs to search more identifiable in the Catalog Search component.



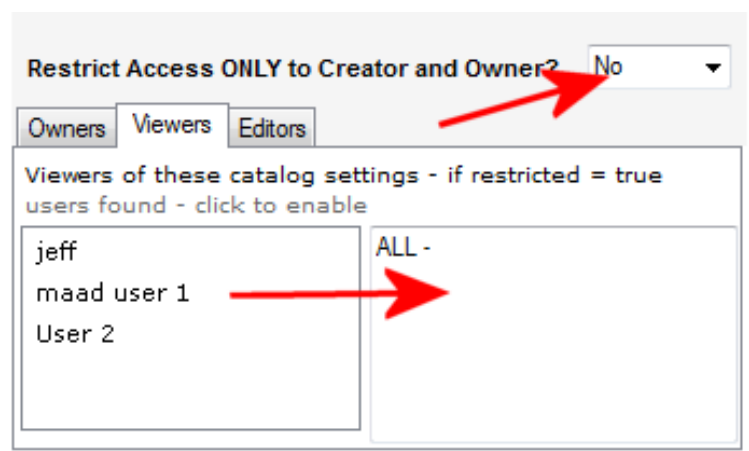
5. Enter a description to easily recognize the catalog – *Hint: descriptions should be based on the contents when thinking of a name.*



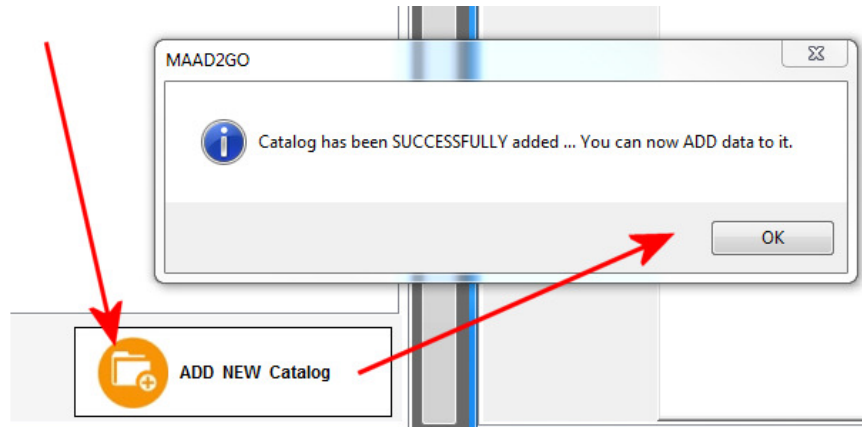
6. Browse and select a directory to store the catalog in, and you can also rename the Catalog file to be more meaningful if you require. – *Hint: Ensure catalog storage directory is write accessible, especially if multiple users are required to add to the catalog.*



7. Determine if the catalog is to be restricted, that is it can only be seen and accessible by the creator and owner of the catalog. This option is handy if you require a catalog to be structured up with data before it is to be release for client viewing.
8. Assign other clients their access to the catalog, either to be able to view the catalog or edit its contents (if required). If you are operating within a domain, all the domains usernames are displayed and double clicking on a name will add it to the list. If the word ALL is included in the Viewers list, the catalog can be viewed by ALL. Usernames can be removed by highlighting the name, and manually deleting it. If you are not operating on a domain, you will have to manually h enter the clients usernames into the list box.



9. Once you are happy with your selections, select the button to ADD NEW Catalog. If the operation was successful, notification is provided. Selecting OK on the notification, the ADD New Catalog interface disappears.



10. If you now navigate to the Catalog Search tab on the main MAAD2GO interface, and expand the Choose Catalog to Search tree, you will see your newly created Catalog, ready to have data added to it [See document called 'How to Add Files to a Standard MAAD2GO Catalog Library' for more information].



11. At anytime from within the Create New Catalog Interface, you can cancel by selecting the long arrow button that separates the interface and the main MAAD2GO interface.

