Step By Step Guide to create a Managed Metadata Service Application in SharePoint 2013

Summary

This guide is a step by step guide with Screenshots to create a Managed Metadata Service Application for SharePoint 2013.

This guide is made of two parts.

1. The First one is an optional part of Creating your Content Type Hub.
2. The Second one is how to create the Managed Metadata Service Application

Prerequisites

1. Logged in as a Farm Administrator account on the SharePoint Server
2. Have a “Service Application Pool” Service account

Author

Vlad Catrinescu

Vlad is a SharePoint Consultant specializing in analyzing and deploying your perfect SharePoint Infrastructure. He also specializes into designing and implementing High Availability and Disaster Recovery SharePoint solutions as well as automating everything with the magic of PowerShell.

Vlad is also known in the community for founding the biggest and most active SharePoint Community that you can find at www.SharePoint-Community.net. Furthermore, he also blogs on his own blog at www.absolute-sharepoint.com.

If you ever have any questions, want to connect, or just wanna say thanks, don’t hesitate to add me on twitter @vladcatrinescu or add me on LinkedIn at the following link: http://www.linkedin.com/in/vladcatrinescu
Creating a Content Type Hub

As explained in the Summary, this step is Optional and not a requirement for the Managed Metadata Service Application. What is the Content Type Hub? The Content Type Hub is a central location where you can manage and publish your content types – so now web applications can subscribe to this hub and pull down the published content types from the hub. Even receive updates on the published content types!

Creating a new Content Type Hub really isn’t complicated.

1. If you don’t have a Web Application already, create one and name it as you wish. In my example, I made a Web Application called http://serviceapps.mcatrinescu.com and created an explicit managed path called “contenthub”.

2. Create a Site Collection with the **Team Site** Template. In SharePoint 2010 I usually used the Blank Site, however it is not available by default so we will use the **Team Site**

Create Site Collection

![Create Site Collection](http://serviceapps.mcatrinescu.com)
3. At the Top Right of the screen, Click the **Settings** icon, and choose **Site Settings**.

4. In the **Site Collection Administration** section, click on **Site Collection Features**

### Site Settings

**Users and Permissions**
- People and groups
- Site permissions
- Site collection administrators
- Site app permissions

**Web Designer Galleries**
- Site columns
- Site content types
- Web parts
- List templates
- Master pages
- Solutions
- Themes
- Composed looks

**Look and Feel**
- Title, description, and logo
- Quick launch
- Top link bar
- Tree view
- Change the look

**Site Actions**
- Manage site features
- Save site as template
- Enable search configuration export
- Reset to site definition
- Delete this site

**Site Collection Administration**
- Recycle bin
- Search Result Sources
- Search Result Types
- Search Query Rules
- Search Schema
- Search Settings
- Search Configuration Import
- Search Configuration Export
- **Site collection features**
5. Find the **Content Type Syndication Hub** Feature (second) and Click the **Activate** Button

6. That’s it!
Creating the Managed Metadata Service Application

1. Go in the Central Administration > System Settings > Manage Services on Server. Make sure the Server Selected in the top right corner is the one you want to run the Managed Metadata Service Application on.
2. Find the Managed Metadata Web Service, and Click the start button.

3. The Managed Metadata Web Service should now be Started

4. Go in Central Administration > Application Management > Manage Service Applications
5. In the Top Left of the Toolbar, Click on the New button, and Select Managed Metadata Service
6. Fill the **Name** field and the **Database Name** field. Make sure to use descriptive names. You usually don’t have to change the **Database Server** field, unless you want the Service Application Database to run on a different Server than your SharePoint.
7. If you already have an existing application pool for your Service Applications, use that one. If no, create one and make sure to use the right Service Account. I already had an App Pool called SharePointServices App Pool, so I didn’t create a new one.

8. Enter the URL for your Content Type Hub if you created one.

9. Click the OK Button

10. You should now have access to your Managed Metadata Service Application.
Site Settings › Term Store Management Tool

Managed Metadata

Available Service Applications
A site may contain multiple metadata applications. Select the one to use in the tree view.

Sample Import
The SharePoint metadata manager can import a term set from a STSADM file or a T-CSV file using the Import Term Set Wizard. The input file must be a term set. The wizard can be used to create new term sets or modify existing term sets.

Term Store Administrators
You can enter user names, group names, or e-mail addresses. Separate them with semicolons. Those users will be permitted to create new term sets and assign users to the term set.

Default Language
Select the default language for all metadata in the system. All terms must have a label defined in their default language.

Working Languages
Select the “working language” for terms in the term store. This allows terms to have language specific labels and translations.

Unique Identifier
24cd64c4485a8150df4e430227f893007
Managing your Term Store from your Content Type Hub

1. In your Content Type Hub Site Collection we created in the first part, go into Site Settings and under Site Administration you will find Term Store Management.

2. When you click on it, you will be able to manage your Term Stores from this site, without going into the Central Administration!