

# 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



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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](http://www.SharePoint-Community.net) . Furthermore, he also blogs on his own blog at [www.absolute-sharepoint.com](http://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](https://twitter.com/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 Ⓜ

#### Web Application

Select a web application.

To create a new web application go to [New Web Application](#) page.

Web Application: <http://serviceapps.mcatrinescu.com/>

#### Title and Description

Type a title and description for your new site. The title will be displayed on each page in the site.

Title:

Content Hub

Description:

Managed Metadata Content Hub

#### Web Site Address

Specify the URL name and URL path to create a new site, or choose to create a site at a specific path.

To add a new URL Path go to the [Define Managed Paths](#) page.

URL:

<http://serviceapps.mcatrinescu.com> /contenthub

#### Template Selection

Select experience version:

2013

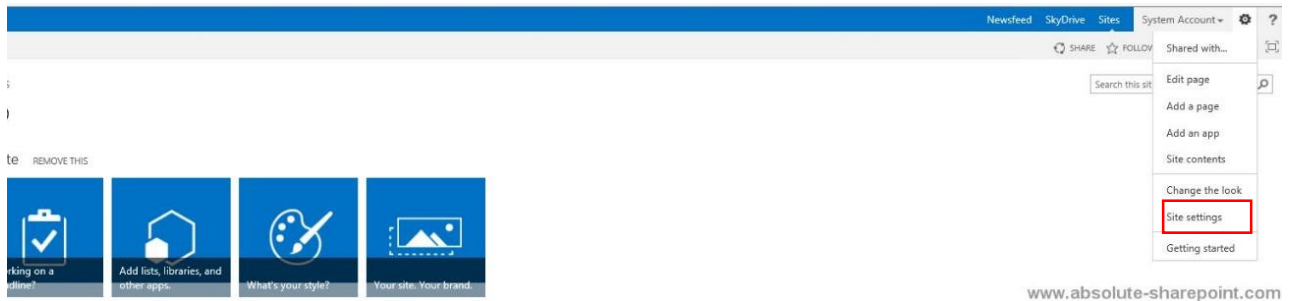
Select a template:

Collaboration | Enterprise | Publishing | Custom

Team Site  
 Blog  
 Developer Site  
 Project Site  
 Community Site

A place to work together with a group of people.

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](#)

## Site Administration

- [Regional settings](#)
- [Site libraries and lists](#)
- [User alerts](#)
- [RSS](#)
- [Sites and workspaces](#)
- [Workflow settings](#)
- [Site Closure and Deletion](#)

## Look and Feel

- [Title, description, and logo](#)
- [Quick launch](#)
- [Top link bar](#)
- [Tree view](#)
- [Change the look](#)

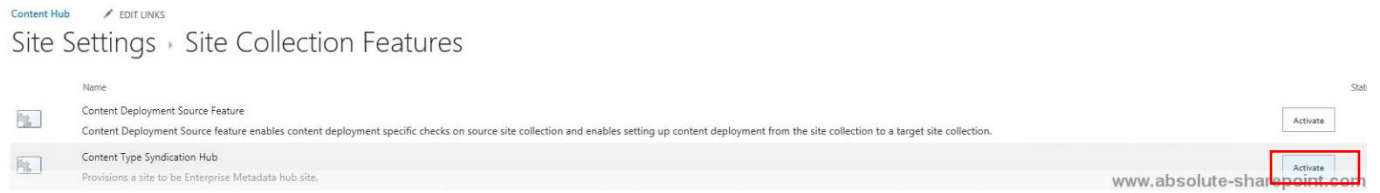
## Site Actions

- [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!

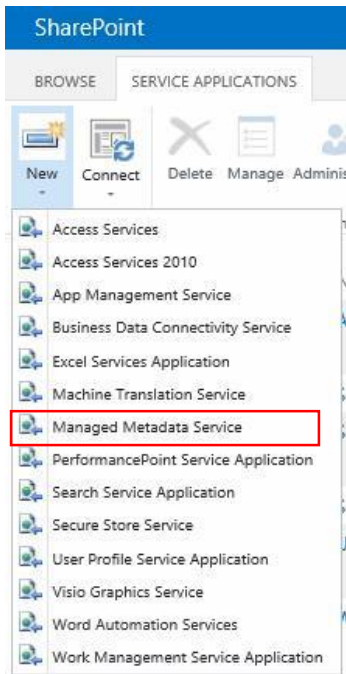
## Creating the Managed Metadata Service Application

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.

### Services on Server ⌵

Service	Status	Action
Access Database Service 2010	Stopped	Start
Access Services	Stopped	Start
App Management Service	Stopped	Start
Business Data Connectivity Service	Stopped	Start
Central Administration	Started	Stop
Claims to Windows Token Service	Stopped	Start
Distributed Cache	Started	Stop
Document Conversions Launcher Service	Stopped	Start
Document Conversions Load Balancer Service	Stopped	Start
Excel Calculation Services	Stopped	Start
Lotus Notes Connector	Stopped	Start
Machine Translation Service	Stopped	Start
Managed Metadata Web Service	Stopped	Start

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**



Configuration Wizard

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.

A screenshot of the 'Create New Managed Metadata Service' configuration window. The window title is 'Create New Managed Metadata Service'. Below the title, there is a description: 'Specify the name, databases, application pool and content settings for this Managed Metadata Service.' followed by a 'Help' link. The configuration fields are: 'Name' (text box containing 'Managed Metadata'), 'Database Server' (text box containing 'SQL'), 'Database Name' (text box containing 'SP2013\_ManagedMeta'), and 'Database authentication' (radio buttons for 'Windows authentication (recommended)' and 'SQL authentication'). Below the authentication options are 'Account' and 'Password' text boxes. A watermark 'www.absolute-sharepoint.com' is visible at the bottom right of the form area.

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.

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**Application Pool**  
 Choose the Application Pool to use for this Service Application. This defines the account and credentials that will be used by this web service.

You can choose an existing application pool or create a new one.

Use existing application pool  
 SharePointServices App Pool

Create new application pool  
 Application pool name

Select a security account for this application pool

Predefined  
 Network Service

Configurable  
 MCATRINESCU\sp\_crawl  
[Register new managed account](#)

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

Enter the URL of the site collection (Content Type hub) from which this service application will consume content types.

**Content Type hub**  
 http://serviceapps.mcatrinescu.com/contenthub

Report syndication import errors from Site Collections using this service application.

Add this service application to the farm's default list.

www.absolute-sharepoint.com

9. Click the **OK** Button
10. You should now have access to your Managed Metadata Service Application.



## Site Settings > Term Store Management Tool

SEARCH

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TAXONOMY TERM STORE

English

- Managed Metadata
- People
- Search Dictionaries
- System

**GENERAL**

**Managed Metadata**

**Available Service Applications**

A site may consume multiple metadata applications. Select the one to see in the tree view.

Managed Metadata

**Sample Import**

The SharePoint metadata manager can import a term set from a UTF-8 CSV format file. Use the sample file as a template for creating import files. Then import the file into the desired group to create a new term set.

[View a sample import file](#)

**Term Store Administrators**

You can enter user names, group names, or e-mail addresses. Separate them with semicolons. These users will be permitted to create new term set groups and assign users to the group manager role.

mcatrinescu\sp\_farm;

**Default Language**

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

English

**Working Languages**

Select the "translation of" languages for terms in the term store. This will allow a term to have language specific labels and translations. Select languages from:

Installed language packs

Add >> English

<< Remove

**Unique Identifier**

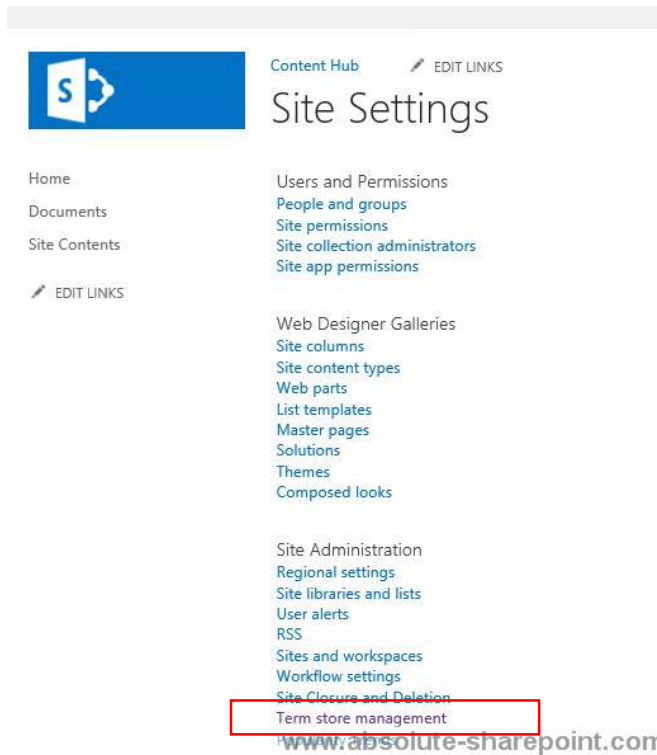
3043c47d0e144b7999e49322780b5007

Save Cancel



## 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!

