

Importing from Other Data Packages

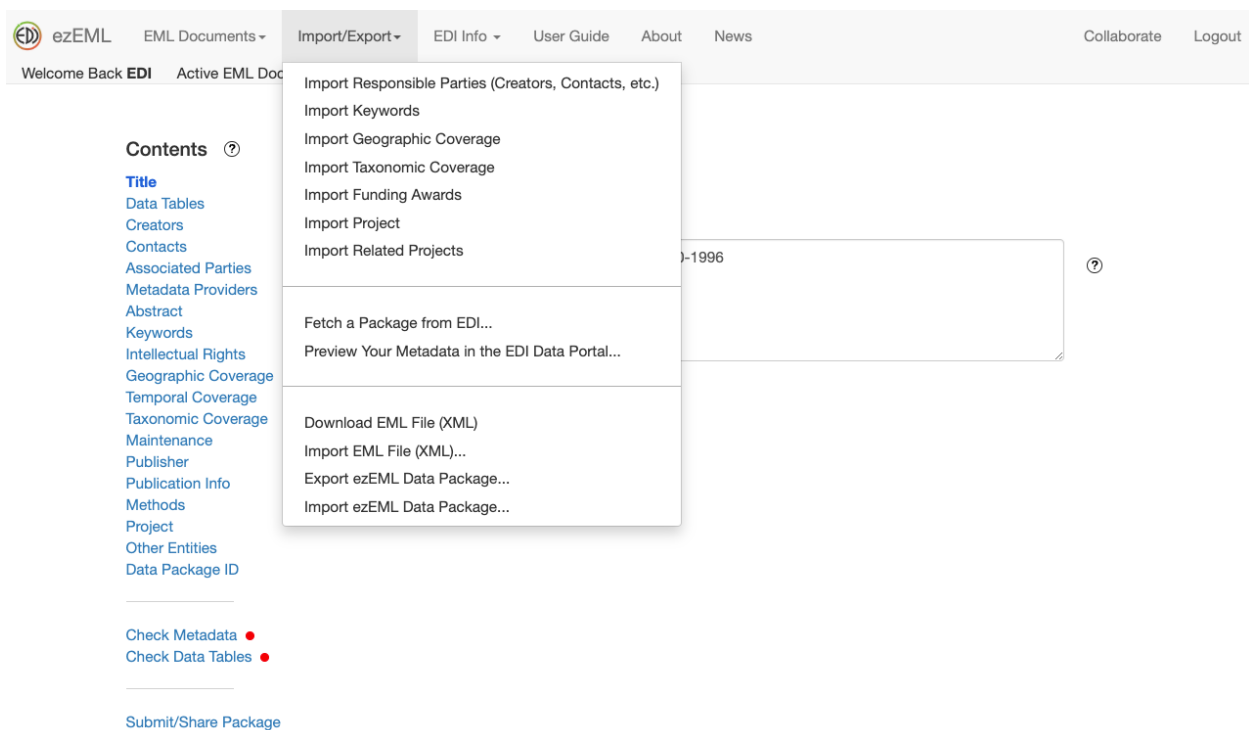


EML documents that you've created previously using ezEML remain available for you to access. There may be items you've entered in one of those documents that you want to re-use in the document you're currently working on. For example, people and organizations who were participants in a previous project may be participants again in the current one.

In such cases, you can import certain metadata items from the earlier document, saving you from having to re-enter them manually.

In addition, you may want to use a given item more than once in the same document. A person entered as a creator may also be a contact or project personnel, for example. To handle such cases, you are allowed to "import" from the current document as well as from a different one.

To import, click on the **Import/Export** drop-down menu and select one of the available options:



In this drop-down menu, the items above the uppermost horizontal line are for importing selected metadata from another EML document or template.

Suppose you select **Import Responsible Parties (Creators, Contacts, etc.)**, for example. You will be shown a list of the available EML documents and templates from which you can import.

Note that one of the available choices is the current data package, allowing you to “import” from another section within the current document. Or you can select another document from the list or a template. Having selected a document, click **Open for Import**, which will take you to a page that looks something like:

Import Responsible Parties ?

Select responsible parties to import from sample.1.1:

- Charles Darwin (Creator)**
- Alfred Russel Wallace (Creator)**
- Fictitious LTER Site (Creator)**

Import as:

- Creators**
- Metadata Providers**
- Associated Parties**
- Contacts**
- Publisher**
- Project Personnel**

Import

Cancel

Select the parties you wish to import and select the use they will have in the current document. For example:

Import Responsible Parties ?

Select responsible parties to import from sample.1.1:

- Charles Darwin (Creator)
- Alfred Russel Wallace (Creator)
- Fictitious LTER Site (Creator)

Import as:

- Creators
- Metadata Providers
- Associated Parties
- Contacts
- Publisher
- Project Personnel

[Import](#) [Cancel](#)

Click the **Import** button, and the selected parties will be imported – as Project Personnel in the example above:

Project Personnel ?

Project Personnel		
Charles Darwin	↓	Edit Remove
Alfred Russell Wallace	↑	Edit Remove

[Add Project Personnel](#) [Import Project Personnel](#)

[Back to Project](#)

Note that many ezEML pages have Import buttons that let you import right from the page instead of going to the drop-down menu, as shown in the screen shot immediately above.

Similarly, you can import selected Keywords, Geographic Coverage items, Taxonomic Coverage items, Funding Awards, Projects, and Related Projects.

Importing from Templates

As we saw above, ezEML lets you import from EML documents in your ezEML account. In addition, ezEML lets you import from ezEML document templates. Templates are themselves EML documents but are not associated with an individual user's account. Instead, they are visible to all ezEML users. They provide a handy way to make standardized metadata available to research sites, teams of researchers, and so on. For much more on templates, how they're used and how they are designed and created, see **Starting from an ezEML Document Template** in this User Guide.

When you click on one of the Import features in the Import/Export menu, you are taken to a page that lets you select either a data package from your ezEML account or an ezEML document template. For example, when you click **Import Responsible Parties (Creators, Contacts, etc.)**, you are taken to a screen like the following:

Import Responsible Parties ?

Select a data package from which to import:

Document Name

A sample data package

Open for Import

Cancel

Or select a template from which to import:

Template

LTER | CAP | CAP Basic Template

Open Template for Import

Cancel

Pick either a document or a template and click the associated **Open for Import** button. From then on, the operation is the same whether you're importing from a document or template. A template is just an EML document, after all.