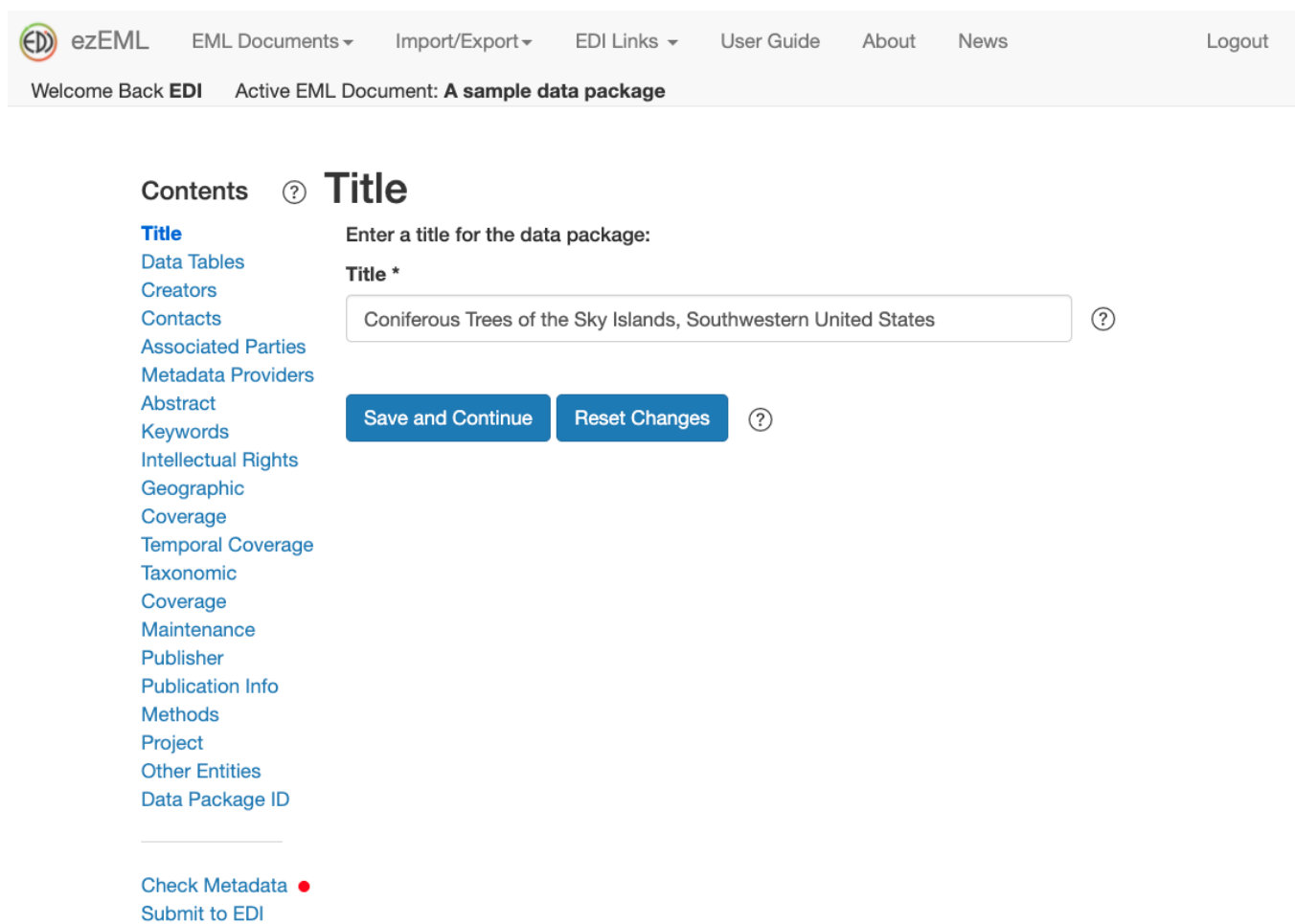


Navigating in ezEML

ezEML is a form-based web application. I.e., you enter needed information by filling out forms. Many form entries are optional and are marked as such. Entries not marked optional are required.

You can think of using ezEML as filling out one big form that's organized as a number of separate pages. As you move from page to page, your changes are automatically retained (as you'd expect when filling out a form), except in the cases where a page has a **Cancel** button, which lets you exit that page without saving.

When you open an EML document, you'll see a screen that looks like this:



The screenshot shows the ezEML web application interface. At the top, there is a navigation bar with the ezEML logo, a dropdown menu for 'EML Documents', and links for 'Import/Export', 'EDI Links', 'User Guide', 'About', 'News', and 'Logout'. Below the navigation bar, a welcome message reads 'Welcome Back EDI' and the active document is identified as 'Active EML Document: A sample data package'.

The main content area is divided into two sections. On the left, a 'Contents' sidebar lists various sections of an EML document: Title, Data Tables, Creators, Contacts, Associated Parties, Metadata Providers, Abstract, Keywords, Intellectual Rights, Geographic, Coverage, Temporal Coverage, Taxonomic, Coverage, Maintenance, Publisher, Publication Info, Methods, Project, Other Entities, and Data Package ID. The 'Title' section is highlighted in blue.

On the right, the 'Title' form is displayed. It prompts the user to 'Enter a title for the data package:' and includes a required field labeled 'Title *'. The text 'Coniferous Trees of the Sky Islands, Southwestern United States' is entered into the field. Below the input field are two buttons: 'Save and Continue' and 'Reset Changes'. A red badge is visible next to the 'Check Metadata' link in the sidebar.

Contents on the left lists the major sections of EML documents that are supported by ezEML. You can use ezEML as a “wizard,” i.e., by stepping through the sections sequentially, or you can jump to a particular section at any time by clicking on the section name. The current section – **Title**, in the example above – is highlighted in the list. The red badge next to **Check Metadata** is explained in the section “Checking Your Metadata” in this User Guide.

The ezEML link at the top left of each page serves as a "Home" button, taking you back to the top of the Contents list.

Notice the help buttons. There are help buttons throughout ezEML. When in doubt, click help.

When you've completed a page's form, click **Save and Continue** to save your work and proceed to the next section in the sequence. Or, if you prefer, click a section name to jump directly to that section. Jumping in that way also causes your work to be saved.

Some sections, like **Title**, consist of a single form. Others, like **Creators**, include multiple forms. Let's say we've already added three creators. The **Creators** screen, then, will look like this:

The screenshot shows the 'Creators' management interface. At the top, there's a navigation bar with 'ezEML' and several dropdown menus. Below that, a status bar indicates the user is logged in as 'EDI' and is viewing document 'sample.1.1'. The main area is titled 'Creators' and contains a table of existing creators. Each creator entry includes a name, a dropdown arrow for reordering, and 'Edit' and 'Remove' buttons. Below the table are buttons for 'Add Creator' and 'Save and Continue'. On the left, a sidebar provides a 'Contents' menu with a search icon and a list of sections. At the bottom left, there are links for 'Check Metadata' and 'Submit to EDI'.

The up and down arrow buttons let you order the list as desired. Click **Edit** to edit an existing creator or **Remove** to remove one. To add a new creator, click **Add Creator**.

Editing an existing creator or adding a new one takes you to a new page where you can enter the details for that creator. When you are done, click **Save and Continue** to save and return to the **Creators** list or click **Cancel** to return to the list without saving.

When you are done adding or editing creators, click **Save and Continue**, as always, to step forward to the next section.

All of the other sections are similar in structure, consisting of a single form, like **Title**, or incorporating several forms, like **Creators**.