

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. Required entries are marked with an asterisk. In the screenshot below, for example, we see that an entry is required for Title.

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 and several menu items: EML Documents, Import/Export, EDI Links, User Guide, About, News, Collaborate, and Logout. Below the navigation bar, a welcome message reads "Welcome Back EDI" and "Active EML Document: A sample data package".

The main content area is divided into two sections. On the left is a "Contents" sidebar with a list of sections: Title (highlighted in blue), 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. Below this list are two status indicators: "Check Metadata" with a red dot and "Check Data Tables" with a green dot. At the bottom of the sidebar is a "Submit/Share Package" link.

The right section is titled "Title" and contains the instruction "Enter a title for the data package:". Below this is a form field labeled "Title *" with a required asterisk. The form contains the text: "Nitrogen Addition Experiments in Boreal Ecosystems: Understanding the Fate of Atmospherically Deposited Nitrogen in order to Determine Nitrogen Critical Loads". A question mark icon is visible to the right of the form field. Below the form are two buttons: "Save and Continue" and "Reset Changes", with a question mark icon to the right of the second button.

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, and the green badge next to **Check Data Tables** is explained in the section “Checking Your Data Tables” 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 small circular buttons containing question marks. These are help buttons. There are help buttons throughout ezEML. Some of the help buttons (like the button next to the Title field in the screenshot above) explain what EML expects for a given entry; other help buttons (like the one next to the Save and Continue and Reset Changes buttons) explain how to use ezEML features. 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 ezEML interface. At the top, there's a navigation bar with 'ezEML' and various menu items. Below that, a user greeting and document title are displayed. The main area is titled 'Creators' and contains a table of creator entries. Each entry has reordering arrows and 'Edit'/'Remove' buttons. Below the table are 'Add Creator' and 'Import Creator' buttons, and a 'Save and Continue' button. On the left, a 'Contents' sidebar lists navigation options, with 'Creators' highlighted. At the bottom of the sidebar, there are status indicators for 'Check Metadata' and 'Check Data Tables', and a 'Submit/Share Package' link.

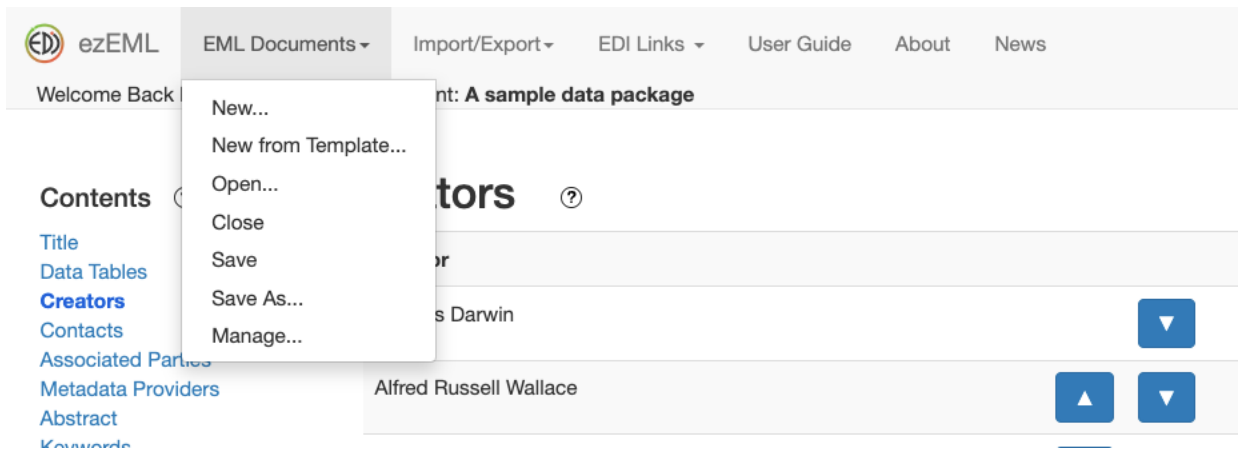
The up and down arrow buttons let you order the list as desired. Click **Edit** to edit an existing creator or **Remove** to remove one. To add a new creator, click **Add Creator**. To import a creator from another ezEML document or template, click **Import Creator**.

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**.

In addition to the document sections listed in the **Contents** list, there are a number of ezEML features that are accessed via the drop-down menus at the top of the page. The features in the drop-down menus do not represent sections of an EML metadata document, so they do not belong in the **Contents** list. The menus are shown in the screenshots below, and the various features are described elsewhere in this User Guide.



and



Contents ?

- Title
- Data Tables
- Creators**
- Contacts
- Associated Parties
- Metadata Providers
- Abstract
- Keywords
- Intellectual Rights
- Geographic Coverage
- Temporal Coverage
- Taxonomic Coverage
- Maintenance
- Publisher
- Publication Info

Cr

C

C

A

F

A

- Import Responsible Parties (Creators, Contacts, etc.)
- Import Geographic Coverage
- Import Taxonomic Coverage
- Import Funding Awards
- Import Project
- Import Related Projects

Fetch a Package from EDI...

- Download EML File (XML)
- Import EML File (XML)...
- Export ezEML Data Package...
- Import ezEML Data Package...

