

## Submitting Your Package to EDI

When you've entered all required metadata and uploaded all associated data files (data tables and other entities) to ezEML, you're ready to submit your data package to the data repository hosted by EDI, the Environmental Data Initiative.

Clicking **Submit to EDI** brings you to a page that looks like:

The screenshot shows the 'Submit to EDI' page in the ezEML interface. The page has a navigation bar at the top with the ezEML logo, 'EML Documents', 'Import/Export', 'EDI Links', 'User Guide', 'About', 'News', and a 'Logout' link. Below the navigation bar, it says 'Welcome Back EDI' and 'Active EML Document: Green'. On the left side, there is a 'Contents' menu with a question mark icon, listing various metadata fields: 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 'Submit to EDI' button is highlighted in blue. The main content area is titled 'Submit to EDI' with a question mark icon. It contains a note box with the following text: 'Note: The versions of the data files that will be sent to EDI are the versions you've uploaded to ezEML. If you've modified a data file since it was uploaded, you will need to use **Re-upload** to provide ezEML with the updated version prior to submitting. Go to **Data Tables** and/or **Other Entities** to do any needed re-uploads. Then return to this page to **Submit to EDI**.' Below the note box, there are two input fields: 'Your Name \*' and 'Your Email Address \*'. Below these fields is a text area labeled 'Notes for EDI Data Curators (Optional)'. At the bottom of the page, there is a link: 'If you have any questions, please email us at [support@environmentaldatainitiative.org](mailto:support@environmentaldatainitiative.org).' and two buttons: 'Send to EDI' and 'Cancel'.

Enter your name and email address. If you have any notes or questions for EDI's data curation team, enter them in the Notes text area.

When you click **Send to EDI**, an ezEML Data Package archive file is generated, and an email is automatically sent to the data curation team at EDI. This email includes a link to the archive file, which contains the EML metadata and all of the data tables and other entities that were uploaded to ezEML as part of the data package. Using that link, EDI's data curators will download the archive file, check its contents, make corrections as needed, and submit the data package to EDI's data repository.

You will be notified via email when your package has been added to the repository.