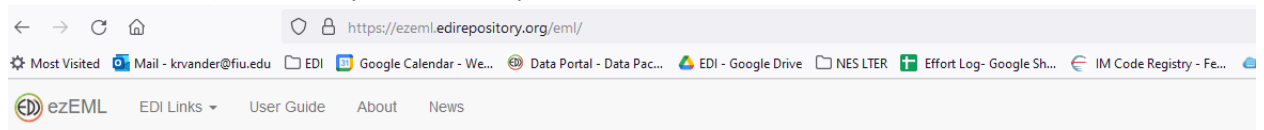


Procedure for entering a new FCE LTER dataset

Created by Kristin Vanderbilt

Maintained by Gabe Kamener, Updated 2022-10-25

1. Contact Gabe Kamener, FCE Information Manager, at gkamener@fiu.edu to get an FCE ID number for your new dataset. If your dataset is appropriate to use with a customized FCE template for ezEML, Gabe will point you to that resource (which will make documentation faster for you).
2. Navigate to the ezEML application: <https://ezeml.edirepository.org/eml/>
3. Click on “log in”. You can log in with your Google, GitHub or ORCID login credentials. Access to all the metadata you enter is linked to your login, *so please login with the same method (Google, ORCID, or GitHub) each time you enter or update metadata and data.*



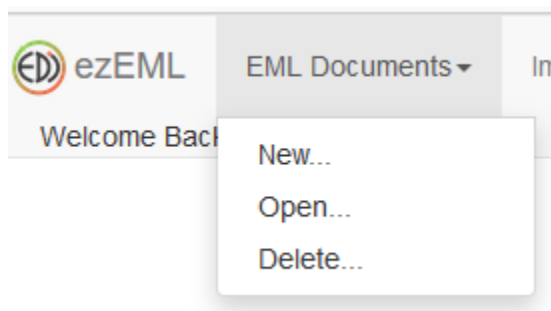
Please log in to create and edit EML documents.

To [log in](#), you can use your **Google**, **GitHub**, or **ORCID** login credentials.

Alternatively, if you have an account with **EDI**, the **Environmental Data Initiative**, you may use that account. Note that you are not required to have an EDI account to use ezEML or to submit data to the EDI data repository.

To learn more about ezEML, how to use it, and what it's for, see the [User Guide](#).

4. Begin a new metadata file by clicking on “EML Documents” in the menu bar and selecting “New.”



5. Enter the name for the EML document by which you will identify this document in the future. The IM will have given you the name to use. *This is not the title of the dataset!* It is the title of the .zip file that you will eventually send to the FCE IM. It will be something like “FCE_Paz_Dolphins.” Click “Create”.

New EML Document

Enter a name for the new document:

Document Name



Create

Cancel

6. Now you will see the below window that has links to pages into which you will enter metadata. Here is where you enter the title for your data package. Make sure it is descriptive, including What, Where and When. Here’s an example: “Monthly Water Quality Data from Shark River Slough, Florida Everglades, Florida, USA (FCE LTER): 2010-2019” When finished in any window, click “Save and Continue.”

Active EML Document: FCE922_Florescence_TaylorSlough

Contents

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
- Data Package ID

- Check Metadata
- Send to EDI
- Send to Colleague

Title

Enter a title for the data package:

Title *



Save and Continue

Reset Changes



7. The next window prompts you to upload your data table. ezEML will infer some characteristics of your file and will fill in some of the metadata. The below figure shows the result of uploading a data file. Here you should enter the Description of the dataset. At the bottom of the window are the names of the columns from the file. You will need to “Edit Column Properties.”

Data Table ?

Enter information about the data table object:

Name *

FCE922_Flourescence ?

Description (Recommended)

Filename *

FCE922_Flourescence.txt ?

Field Delimiter

comma ?

Record Delimiter (Optional)

\n ?

Quote Character

double quote - " ?

Case Sensitive

no ?

Size (Optional)

76319 ?

MD5 Checksum (Optional)

54ce20d494c0adbc415f9ae8ba073df ?

Number of Records (Optional)

736 ?

Online Distribution URL (Optional)

Columns:

SITENAME, Date, Max_WL, Max_I, FI, %285, Peak_1, A_254, SUVA254, H_C, NH_C, %H_C, %NH_C, %DOC, Carbohydrates, %Carb_C, DOC

[Edit Column Properties](#)

[Clone Column Properties from Another Data Table](#)

?

8. As ezEML uploads the file, it infers whether each variable is of type “Numerical”, “Text”, “DateTime” or “Categorical”. In this window you can edit the “Type” of variable if ezEML incorrectly inferred it. Then you must “Edit Properties” to finish describing each variable. For each variable, you will need to enter a Definition, choose a Standard Unit from the dropdown list, or create a Custom Unit. Specify custom units using camelCase, not symbols. Specify missing value codes. Filling out other fields is optional, although precision is desirable.

Numerical Column

Name *

Max_WL ?

Definition *

Emission wavelength that gives maximum emission intensity at a fixed excitation wavelength of 313nm. ?

Label (Optional)

Max_WL ?

Enter a standard unit value or a custom unit value:

<p>Standard Unit</p> <p>nanometer v</p>	<p>Custom Unit</p> <p><input type="text"/></p> <p>Description (Recommended)</p> <p><input type="text"/></p>
---	---

Number Type

integer ?

Precision (Optional)

?

Bounds (Optional):

<p>Bounds Minimum</p> <p><input type="text"/></p>	<p><input type="checkbox"/> Bounds Minimum is Exclusive</p>
<p>Bounds Maximum</p> <p><input type="text"/></p>	<p><input type="checkbox"/> Bounds Maximum is Exclusive</p>

Optionally, enter up to 3 missing value codes with accompanying explanations:

<p>Missing Value Code</p> <p>-9999</p>	<p>Explanation</p> <p>data not collected</p>
<p>Missing Value Code</p>	<p>Explanation</p>

9. From the menu at the left on the main screen you can then visit the other windows to enter other required metadata. When finished in any window, click “Save and Continue.” **When you have questions, please review the tips available by clicking on the circled question mark that are found next to most fields in ezEML.** You can also contact the FCE IM with questions.

The screenshot shows the 'Creators' window in the ezEML interface. On the left is a navigation menu with 'Creators' highlighted. The main area has a 'Creator' header, a red box around a question mark icon, and buttons for 'Add Creator' and 'Save and Continue'. A tooltip titled 'Creators' is open, providing instructions on how to enter creator information.

Creators ?

Creator

Add Creator

Save and Continue

Creators x

The creator is considered to be the author of the data package, i.e. the person(s) responsible for intellectual input into its creation. At least one creator is required.

For long-term data, e.g., from an LTER Site, we recommend that you include the organization or current principal investigator. It should be kept in mind that searchers frequently default to searches using the PI's last name. Therefore it is a reasonable practice to include more creators rather than fewer, even if it blurs the credit for long-term data.

Citations generally list creator names in the order given in the EML metadata.

Check Metadata ●

Send to EDI

Send to Colleague

10. Here are some notes about various sections.

- Creators: These are the individuals whose names you want to appear in the citation to the dataset.
- Contacts: You must enter at least one.
- Associated parties are field crew members, lab technicians, etc.
- Metadata providers: Enter FCE LTER in the “Organization” field
- Abstract: Your abstract should describe the dataset. It will not be the same as an abstract provided for a paper derived from the dataset.
- Intellectual Rights: Please select CC-BY.
- Project: If the umbrella project that supported your research is the FCE LTER, please enter which iteration of the proposal supplied the funds.

11. If you want to associate an R script or word document or something other than a data table with the tabular data you have uploaded, you can do this via “Other Entities.”

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- Taxonomic Coverage
- Maintenance
- Publisher
- Publication Info
- Methods
- Project
- Other Entities**
- Data Package ID

- Check Metadata ●
- Send to EDI
- Send to Colleague

Other Entities ?

Entity Name

Load Other Entity from File

Add Other Entity from Scratch ?

Save and Continue

The window below shows that an R script has been uploaded to accompany the data file.

Loaded FCE922_DataCleaningScript.R

Other Entity ?

Enter information about the data entity object:

Name *

FCE922_DataCleaningScript

Entity Type (e.g., photograph) *

R

Description (Recommended)

R script used for formatting and quality checking the dataset before publication

Source Name (e.g., filename)

FCE922_DataCleaningScript.R

Data Format (e.g., PNG) *

R

Size (Optional)

72412

MD5 Checksum (Optional)

31533ec26b43acc5491c0f355dd299f4

Online Distribution URL (Optional)

Save and Continue

Cancel

12. Do not enter a Data Package ID. The FCE IM will do that.

13. Now you can check your metadata to learn whether you have entered everything that is required. In the below figure, you see a red dot next to “Check Metadata.” This means that some required fields have not been completed. Please resolve the issues detected by this checker that result in an Error. Other issues are listed as Warnings, and you should consider adding or updating content to resolve those, as well. The dot should eventually turn green.

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- Temporal Coverage
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- Publisher
- Publication Info
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- Other Entities
- Data Package ID

Check Metadata ●

- Send to EDI
- Send to Colleague

Check Metadata: Results

[Back](#)

Data Tables

Item	Severity	Reason	Explanation
Column Definition	Error	Required	A column Definition is required.
Column Definition	Error	Required	A column Definition is required.
Column Definition	Error	Required	A column Definition is required.
Explanation	Error	Required	A Missing Value Code Explanation is required.
Numerical Variable Unit	Error	Required	A Numerical variable is required to have a Standard Unit or Custom Unit defined.
Column Definition	Error	Required	A column Definition is required.
Explanation	Error	Required	A Missing Value Code Explanation is required.
Numerical Variable Unit	Error	Required	A Numerical variable is required to have a Standard Unit or Custom Unit defined.
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Explanation	Error	Required	A Missing Value Code Explanation is required.
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Column Definition	Error	Required	A column Definition is required.
Explanation	Error	Required	A Missing Value Code Explanation is required.
Numerical Variable Unit	Error	Required	A Numerical variable is required to have a Standard Unit or Custom Unit defined.

14. Finally, select “Send to Colleague” from the menu on the left and send your metadata to Gabe Kamener the FCE IM, at gkamener@fiu.edu. Gabe will review it and may make suggestions for you. Once the metadata is complete and high quality, Gabe will put the metadata and data into the EDI staging environment so you can determine if any changes are needed before the data are published.