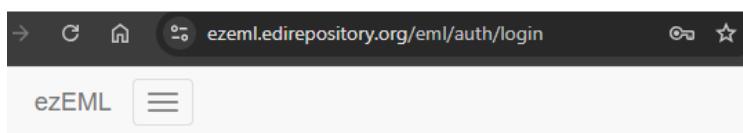


Procedure for entering a new FCE LTER dataset

Created by Kristin Vanderbilt

Maintained by Gabe Kamener, Updated 2025-02-17

1. Contact Gabe Kamener, FCE Information Manager, at gkamener@fiu.edu with information about your dataset. Gabe will provide initial guidance and an FCE ID number for your new dataset. Gabe will then create a new package document in ezEML and will email you a collaboration invite to access it.
2. Navigate to the ezEML application: <https://ezeml.edirepository.org/emu/>
3. Select a login option. You can log in with your Google, ORCID, GitHub, Microsoft login credentials. Access to all the metadata you enter is linked to your login, *so please login with the same method (Google, ORCID, GitHub, Microsoft) each time you enter or update metadata and data.*



ezEML Login

Click one of the options below.

You do not need an EDI account to use ezEML.

?

Google

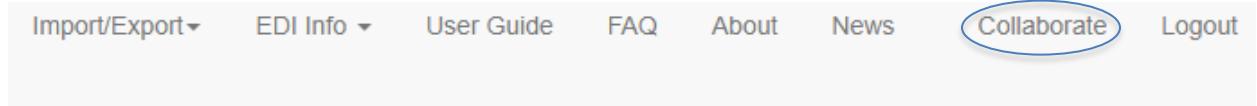
ORCID

GitHub

Microsoft

EDI

4. Select “Collaborate” from the top menu.



To create a new EML document or edit an existing one, select an option from the EML Documents menu, above.

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

5. Select “Accept an Invitation” at the bottom of the page.

[Invite a Collaborator](#)

[Accept an Invitation](#)

?

6. Enter the ezEML invite code from the EDI invitation email Gabe sent you and select “Accept Invitation.”

Invitation Code *

[Accept Invitation](#)

[Cancel](#)

7. 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."

Welcome Back FCE Active EML Document: **FCE922_Fluorescence_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
- Check Data Tables
- [Explore Data Tables](#)

[Submit/Share Package](#)

• Title

Enter a title for the data package:

Title *

Monthly Water Quality Data from Shark River Slough, Florida Everglades, Florida, USA (FCE LTER): 2010-2019 [?](#)

[Save and Continue](#) [Reset Changes](#) [?](#)

8. 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 *

 (?)

Description (Recommended)

 (?)

Filename *

 (?)

Field Delimiter

 (?)

Record Delimiter (Optional)

 (?)

Quote Character

 (?)

Case Sensitive

 (?)

Size (Optional)

 (?)

MD5 Checksum (Optional)

 (?)

Number of Records (Optional)

 (?)

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 PropertiesClone Column Properties from Another Data Table(?)

9. 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 as singular using camelCase (e.g. “microgramPerHour”), 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:

Standard Unit

nanometer

Custom Unit

Description (Recommended)

Number Type

integer



Precision (Optional)



Bounds (Optional):

Bounds Minimum

Bounds Minimum is Exclusive

Bounds Maximum

Bounds Maximum is Exclusive

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

Missing Value Code

-9999

Explanation

data not collected

Missing Value Code

Explanation

10. 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 left sidebar of the ezEML interface with various metadata categories listed. The 'Creators' category is selected and highlighted with a red box. To its right, a modal window titled 'Creators' is open, also with a red box around its top-right corner. The modal contains the following text:

A creator is considered to be an author of the data package, i.e. a person 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 shown, so order is significant.

Below the modal, the sidebar continues with other categories like Title, Data Tables, Contacts, etc., and includes links for 'Check Metadata', 'Check Data Tables', and 'Explore Data Tables'.

11. 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.

12. 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.”

Contents ②

- 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
- Check Data Tables
- [Explore Data Tables](#)

Other Entities ②

Entity Name

[Load Other Entity from File](#) [Add Other Entity from Scratch](#) ②

[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 ②

Enter information about the data entity object:

Name *

Entity Type (e.g., photograph) *

Description (Recommended)

Source Name (e.g., filename) Data Format (e.g., PNG) *

Size (Optional) MD5 Checksum (Optional)

Online Distribution URL (Optional)

[Save and Continue](#) [Cancel](#)

13. Do not enter a Data Package ID. The FCE IM will do that.
14. 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.

Contents

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- Contacts
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- Abstract
- Keywords
- Intellectual Rights
- Geographic Coverage
- Temporal Coverage
- Taxonomic Coverage
- Maintenance
- Publisher
- Publication Info
- Methods
- Project
- Other Entities
- Data Package ID

-
- [Check Metadata](#)
 - [Check Data Tables](#)
 - [Explore Data Tables](#)
-

[Submit/Share Package](#)

Check Metadata: Results

[Back](#)

Data Tables

Data Table: FCE922_Florescence_TaylorSlough

Item	Issue
Column Definition	● A column Definition is required.
Code Definition	● A code Definition is required.
Code Definition	● A code Definition is required.
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Code Definition	● A code Definition is required.
Code Definition	● A code Definition is required.
Code Definition	● A code Definition is required.
Column Definition	● A column Definition is required.
Numerical Variable Unit	● A Numerical variable is required to have a Standard Unit or Custom Unit defined.
Column Definition	● A column Definition is required.
Numerical Variable Unit	● A Numerical variable is required to have a Standard Unit or Custom Unit defined.
Column Definition	● A column Definition is required.
Format String	● A DateTime variable requires a Format String .

15. You can also use the “Check Data Tables” feature found on the left menu to ensure data table contents are consistent with the metadata.

Check Data Tables ?

[Back](#)

Data Table Name

● FCE922_Flourescence_TaylorSlough

[Check data table](#)

[Check All Data Tables](#)

Color Key

- = Checked, has errors
- = Not yet checked
- = Checked, no errors found

The results with the errors in the image below suggest values in the data file need correcting, and a corrected data file should be re-uploaded into ezEML.

Check Data Table: Results ?

Please note: When data packages are submitted to EDI's data repository, data table error checking is performed there as well. Experienced users of the repository may recognize that the repository's error checking is more permissive than the checking being done here in ezEML. ezEML's error checking is intended to reflect best practices and help data providers minimize the data cleaning burden that will be passed on to consumers of their data.

[Back](#)

Data Table: FCE922_Flourescence_TaylorSlough

Column: **Date** Type: DATETIME

Row	Error	Expected	Found
3	DateTime element does not have expected format	YYYY-MM-DD	2012-02
...			
773	DateTime element does not have expected format	YYYY-MM-DD	2021-10

Column: **SR** Type: NUMERICAL

Row	Error	Expected	Found
5	Numerical element not of the expected type	A real number (e.g., 123.4)	1..48

16. Once you are finished adding or revising data and metadata, Email Gabe Kamener, the FCE IM, at gkamener@fiu.edu. Gabe will review your data package document and may make suggestions for you. Once the data and metadata are complete and high quality, Gabe will load the complete data package into the EDI staging environment so you can determine if any changes are needed before the package is published.