

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 displays the ezEML web application interface. At the top, a navigation bar includes the ezEML logo, a list of menu items (EML Documents, Import, EDI Links, User Guide, About, News), and a Logout link. Below the navigation bar, a status bar reads "Welcome Back EDI" and "Active EML Document: A sample data package". The main content area is divided into two sections. On the left, a "Contents" sidebar lists various EML document 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 four links: "Check Metadata" (with a red badge), "Download EML", "Export Data Package", and "Submit to EDI". On the right, the "Title" form is shown. It has a heading "Title" and a prompt "Enter a title for the data package:". Below this is a text input field labeled "Title *" containing the text "Coniferous Trees of the Sky Islands, Southwestern United States". To the right of the input field is a question mark icon. At the bottom of the form are two buttons: "Save and Continue" and "Reset Changes" (with a question mark icon).

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:

ezEML EML Documents Import EDI Links User Guide About News Logout

Welcome Back EDI Active EML Document: sample.1.1

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

Creators

| Creator | | | |
|-----------------------|-----|---|-------------|
| Charles Darwin | | ▼ | Edit Remove |
| Alfred Russel Wallace | ▲ ▼ | | Edit Remove |
| Fictitious LTER Site | ▲ | | Edit Remove |

Add Creator

Save and Continue

Check Metadata Download EML Export Data Package 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**.