Sending Your Package to a Colleague



When you've entered all required metadata and uploaded all associated data files (data tables and other entities) to ezEML, you may wish to send your data package to a colleague, e.g., an LTER Information Manager. You can do so via **Send to Colleague**.

Clicking **Send to Colleague** brings you to a page that looks like:

Important: The versions of the data files that will be included in your data package are the versions you've uploaded to ezEML. If you've modified a data file since it was uploaded, you will need to use Reupload to provide ezEML with the updated version prior to sending. Go to Data Tables and/or Other Entities to do any needed reuploads. Then return to this page to send your package.		Note: To send your current data and metadata to EDI, go to Send to EDI. See also Sending Your Package to EDI in the User Guide.
Colleague's Name *	Colleague's	Email Address *
Click the Prepare Package for Colleague be link for the package will be generated for you you see fit before sending it to your colleague.	to use. You will have the oppor	

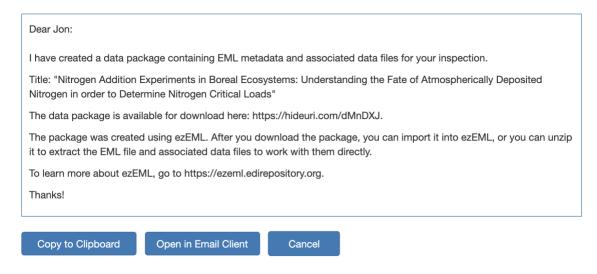
Enter your colleague's name and email address and click **Prepare Package for Colleague**. An ezEML data package zip file will be created, containing the EML metadata file and the data tables and other data entities that you have uploaded as part of the package. This zip file will be staged on the ezEML server, ready for download by your colleague.

Then you will see a page that looks like:

Send Data Package to a Colleague ③

Your data package is ready for downloading by your colleague. A suggested email message to your colleague is shown below. This email message contains the link your colleague will need to use to download the package.

You can click **Copy to Clipboard** to copy the message to the system clipboard, ready to be pasted into an email. Or, if you have a default email client configured in your browser, click **Open in Email Client** to open the message in your email client directly. Either way, you can edit and personalize the email message as you see fit before sending it.



The text in the blue box is a suggested email message to your colleague. The essential element it contains is the link that your colleague will need to use to download the package.

You can click **Copy to Clipboard** to copy the message to the system clipboard, ready to be pasted into an email. Or, if you have a default email client configured in your browser, click **Open in Email Client** to open the message in your email client directly.

Either way, you can edit and personalize the email message as you see fit before sending it. This lets you send an email that is personalized for the recipient, and since it will originate from your email address it will be less likely to be mistaken for spam. The recipient can download the zip file and either import it into ezEML for inspection and editing or unzip it to extract its contents and work with them directly.