

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.

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 dropdown menu for 'EML Documents', and links for 'Import', 'EDI Links', 'User Guide', and 'About'. On the right side of the bar are buttons for 'Check', 'Save', 'Download EML', and 'Logout'. Below the navigation bar, a status bar indicates 'Active user: EDI' and 'Active EML Document: sample.1.1'. The main content area is divided into two sections. On the left, a 'Contents' sidebar with a help icon (?) lists various EML document sections: Title (highlighted in blue), Data Package ID, Data Tables, Creators, Contacts, Associated Parties, Metadata Providers, Abstract, Keywords, Intellectual Rights, Geographic Coverage, Temporal Coverage, Taxonomic Coverage, Maintenance, Publisher, Publication Info, Methods, Project, and Other Entities. The right section, titled 'Title', contains a form with the instruction 'Enter a title for the data package:'. Below this is a text input field with the value 'Longterm Ground Arthropod Monitoring Dataset at Ficity, USA from 1998 to 2003' and a help icon (?). At the bottom of the form are two buttons: 'Save and Continue' and 'Reset Changes' (with a help 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.

Notice the help buttons. There are help buttons throughout ezEML. When in doubt, click help.

When you've completed a 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:

Contents ?

Title
Data Package ID
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

Creators ?

Creator

Charles Darwin



Edit

Remove

Alfred Russel Wallace



Edit

Remove

Fictitious LTER Site



Edit

Remove

Add Creator

Save and Continue

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 form where you can enter the details for that creator. When you are done, click **OK** 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**.

In addition to the **Contents** links down the left side of the page, you will notice a number of links across the top of the page. We have more to say about those links in other sections of this User Guide.