

## 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. Required entries are marked with an asterisk. In the screenshot below, for example, we see that an entry is required for Title.

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, there is a navigation bar with the ezEML logo, a dropdown menu for 'EML Documents', and links for 'Import/Export', 'EDI Info', 'User Guide', 'About', 'News', and 'Logout'. Below this, a status bar shows '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 sections of an EML document: 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. At the bottom of this list, there are three links: 'Check Metadata' (with a red badge), 'Send to EDI', and 'Send to Colleague'.

The right section is titled 'Title' and contains a form. It starts with the instruction 'Enter a title for the data package:'. Below this is a label 'Title \*' indicating a required field. The text area contains the title: 'Nitrogen Addition Experiments in Boreal Ecosystems: Understanding the Fate of Atmospherically Deposited Nitrogen in order to Determine Nitrogen Critical Loads'. To the right of the text area is a help icon (?). At the bottom of the form are two buttons: 'Save and Continue' and 'Reset Changes', followed by another 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. 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 small circular buttons containing question marks. These are help buttons. There are help buttons throughout ezEML. Some of the help buttons (like the button next to the Title field in the screenshot above) explain what EML expects for a given entry; other help buttons (like the one next to the Save and Continue and Reset Changes buttons) explain how to use ezEML features. 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:

The screenshot displays the ezEML interface. The top navigation bar includes the ezEML logo and links for EML Documents, Import/Export, EDI Info, User Guide, About, News, and Logout. A secondary bar shows 'Welcome Back EDI' and 'Active EML Document: sample.1.1'. The main section is titled 'Creators' and features a sidebar with a 'Contents' menu. The 'Creators' menu item is selected. The main area contains a table with three rows of creator information. Each row has up/down arrow buttons for reordering and 'Edit'/'Remove' buttons for management. Below the table are buttons for 'Add Creator' and 'Save and Continue'. At the bottom left, there are links for 'Check Metadata', 'Send to EDI', and 'Send to Colleague'.

Creator	Actions
Charles Darwin	[Down Arrow] [Edit] [Remove]
Alfred Russell Wallace	[Up Arrow] [Down Arrow] [Edit] [Remove]
Fictitious LTER Site	[Up Arrow] [Edit] [Remove]

[Add Creator] [Save and Continue]

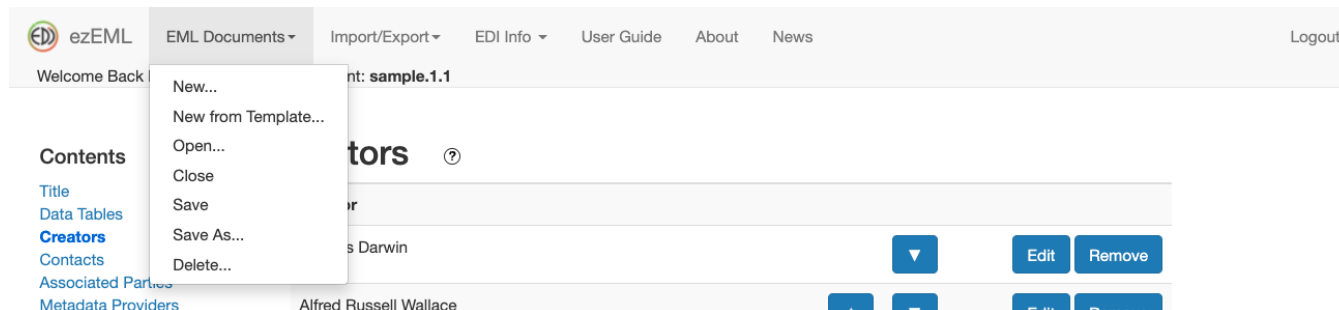
The up and down arrow buttons let you order the list as desired. Click **Edit** to edit an existing creator or **Remove** to remove one. To add a new creator, click **Add Creator**.

Editing an existing creator or adding a new one takes you to a new 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**.

In addition to the document sections listed in the **Contents** list, there are a number of ezEML features that are accessed via the drop-down menus at the top of the page. The features in the drop-down menus do not represent sections of an EML metadata document, so they do not belong in the **Contents** list. The menus are shown in the screenshots below, and the various features are described elsewhere in this User Guide.



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