

## 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 shows the ezEML web application interface. At the top is a navigation bar with the ezEML logo, a dropdown menu for 'EML Document', and links for 'Import', 'EDI Links', and 'About'. On the right side of the navigation bar are buttons for 'Check', 'Save', 'Download EML', and 'Logout'. Below the navigation bar, it says 'Active user: EDI' and 'Data Package: sample.1.1'. The main content area is divided into two sections. On the left is a 'Contents' sidebar with a list of sections: Title, Creators, Metadata Providers, Associated Parties, Abstract, Keywords, Intellectual Rights, Geographic Coverage, Temporal Coverage, Taxonomic Coverage, Maintenance, Contacts, Publisher, Publication Info, Methods, Project, Data Tables, and Other Entities. The 'Title' section is highlighted in blue. On the right is the 'Title' form. It has a heading 'Title' and a prompt 'Please enter the data package's title:'. Below this is a text input field containing the text 'Longterm Ground Arthropod Monitoring Dataset at Ficity, USA from 1998 to 2003'. To the right of the input field is a help button (a question mark in a circle). Below the input field are two buttons: 'Save and Continue' and 'Reset', followed by another help button.

**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  
**Creators**  
Metadata Providers  
Associated Parties  
Abstract  
Keywords  
Intellectual Rights  
Geographic Coverage  
Temporal Coverage  
Taxonomic Coverage  
Maintenance  
Contacts  
Publisher  
Publication Info  
Methods  
Project  
Data Tables  
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.