

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, links for 'EML Documents', 'Import', 'EDI Links', 'User Guide', and 'About', and a 'Logout' button. 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 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. At the bottom of the sidebar are links for 'Check Metadata' and 'Download EML'. The right section, titled 'Title', contains a form with the label 'Enter a title for the data package:' and a text input field labeled 'Title (*)' containing the text 'Coniferous Trees of the Sky Islands, Southwestern United States'. Below the input field are two buttons: 'Save and Continue' and 'Reset Changes', with a help icon (?) to the right of the second 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.

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:

The screenshot shows the 'Creators' section of the ezEML interface. The top navigation bar includes the ezEML logo, 'EML Documents', 'Import', 'EDI Links', 'User Guide', 'About', and a 'Logout' link. Below this, a status bar says 'Welcome Back EDI' and 'Active EML Document: sample.1.1'. The main content area has a sidebar on the left with a 'Contents' menu where 'Creators' is highlighted. The 'Creators' section title is at the top of the main area. Below it is a table with three rows, each representing a creator. The first row is 'Charles Darwin' with a down arrow button and 'Edit' and 'Remove' buttons. The second row is 'Alfred Russel Wallace' with up and down arrow buttons and 'Edit' and 'Remove' buttons. The third row is 'Fictitious LTER Site' with an up arrow button and 'Edit' and 'Remove' buttons. Below the table are two buttons: 'Add Creator' and 'Save and Continue'. At the bottom of the sidebar, there are links for 'Check Metadata' and 'Download EML'.

Creator	Ordering	Actions
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 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**.