Checking Your Metadata

Certain metadata values are required for an EML document to be considered valid. Various other metadata values are not strictly required by the EML standard but are highly recommended.

ezEML's **Check Metadata** feature helps you determine when all of the required and recommended values have been completed.

To use it, click the **Check Metadata** link in the **Contents** list on the left side of the page. If you use ezEML as a "wizard," going through the **Contents** sections in order, you will be taken to **Check Metadata** after the **Data Package ID** section, but you can click on **Check Metadata** at any point along the way, as many times as you need.

Clicking **Check Metadata** will bring up a screen that looks something like this:

Check Metadata: Results

Back

Data Tables

Item	Severity	Reason	Explanation
Attribute Definition	Error	Required	An attribute **Definition** is required.
Code Definition	Error	Required	A code **Definition** is required.
Attribute Definition	Error	Required	An attribute **Definition** is required.
Attribute Definition	Error	Required	An attribute **Definition** is required.
Code Definition	Error	Required	A code **Definition** is required.
Attribute Definition	Error	Required	An attribute **Definition** is required.
Code Definition	Error	Required	A code **Definition** is required.
Attribute Definition	Error	Required	An attribute **Definition** is required.
Attribute Definition	Error	Required	An attribute **Definition** is required.
Attribute Units	Error	Required	A Numerical attribute is required to have a **Standard Unit** or **Custom Unit** defined.
Description	Warning	Recommended	A data table **Description** is highly recommended.

Creators

Item	Severity	Reason	Explanation
Creator	Warning	Recommended	An **ORCID ID** is recommended.

Each Required or Recommended item that's missing or in need of correction is listed. Each entry starts with a link you can click to take you directly to the page where the item can be found.

In the example above, for example, several Data Table attributes have missing Definition fields. You don't have to guess which attributes need fixing. Clicking any of the **Attribute Definition** links takes you directly to the attribute in question. You can fix the missing value and then execute the **Check Metadata** command again. Proceed iteratively in this way, fixing an item, running the check, fixing another item, etc., until there are no items left to fix. Then you're ready to download the EML document or submit your data package to the EDI data repository. See "Downloading the EML Document" and "Submitting Your Package to EDI" in this User Guide.

Metadata Status Indicator

The **Check Metadata** link in the **Contents** list is accompanied by a status indicator showing whether your metadata currently has at least one error (indicator is red), is free of errors but has at least one warning (indicator is orange), or is entirely free of errors and warnings (indicator is green).

The status indicator is kept up to date as your work, so you can always see at a glance whether you have items that are missing or incorrect.