

## 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 bar are buttons for 'Check', 'Save', 'Download EML', and a 'Logout' link. Below the bar, it says 'Active user: EDI' and 'Data Package: edi.260.1'. The main content area is divided into two parts. On the left is a 'Contents' sidebar with a list of sections: 'Title' (highlighted in blue), 'Creators', 'Metadata Providers', 'Associated Parties', 'Abstract', 'Keywords', 'Intellectual Rights', 'Geographic Coverage', 'Temporal Coverage', 'Taxonomic Coverage', 'Maintenance', 'Contacts', 'Methods', 'Project', 'Data Tables', and 'Other Entities'. 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 'Vernal pool amphibian density data, Isla Vista, 1990-1996'. To the right of the input field is a help icon (a question mark in a circle). At the bottom of the form are two buttons: 'Save and Continue' and 'Reset', followed by another help icon.

**Contents** on the left lists the major sections of EML documents 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 this case – 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  
Methods  
Project  
Data Tables  
Other Entities

## Creators ?

### Creator

Kelman R Wieder, Villanova University



Edit

Remove

Dale H Vitt, Southern Illinois University



Edit

Remove

Melanie A Vile, Villanova University



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. Hopefully, they'll look familiar and will be pretty self-explanatory after you've seen these first few.

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