

# Submitting Your Package to EDI



When you've entered all required metadata and uploaded all associated data files (data tables and other entities) to ezEML, you're ready to submit your data package to the data repository hosted by EDI, the Environmental Data Initiative.

At the bottom of the main **Contents** menu, you will see a **Submit/Share Package** link. Clicking that link takes you to a page like this:

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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

Data Package ID

Check Metadata ●

Check Data Tables ●

Submit/Share Package

Submit/Share Your Data Package

Submit Package to EDI ?

Collaborate with Colleagues ?

Cancel

To submit your package to the EDI repository, click **Submit Package to EDI**. This takes you to a page like this:

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[Submit/Share Package](#)

## Submit Package to EDI

Clicking **Submit Package to EDI** below will hand your ezEML data package off to EDI's data curation team, allowing them to access it directly. They will review it, and if any changes or corrections are needed, they will contact you before changing anything. When all needed changes have been made, they will submit the package to the EDI data repository. Note that this process may take several days.

If you have questions, please contact us at [support@edirepository.org](mailto:support@edirepository.org).

Your Name \*

Your Email Address \*

Notes for EDI Data Curators (Optional)

Submit Package to EDI

Cancel

Fill in your name and email address, so the EDI data curation team knows how to contact you. If you have questions about your package or there are things you'd like to bring to the curators' attention, describe them in the **Notes** text area.

When the form has been filled out, click **Submit Package to EDI**. This gives EDI's curators permission to access your package directly. They will review it, and if any changes or corrections are needed, they will contact you before they make any changes. While the curators are reviewing your package, it will be marked as **In Use by EDI Curators** on the **Collaborate** page.

You will not be able to access the document while it's in use by EDI. This restriction ensures that you and EDI don't step on each other's changes while work is in progress.

Your **Collaborate** page will now look like:

## Collaborate ?

### My Collaborations

Show 20 entries

Package	Owner	Collaborator	Start Date	Status	Action
edi.1.1	user_1	EDI Curators	2023-04-20	In use by EDI Curators	

Showing 1 to 1 of 1 entries

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[Invite a Collaborator](#)

[Accept an Invitation](#)

?

(If you were party to additional collaborations, they would be listed as well.)

When the package has been reviewed and any needed changes have been made, EDI's curators will submit your package to the EDI repository.

## Metadata Errors

If your package's metadata contains errors (indicated by a red badge next to **Check Metadata** in the main **Contents** menu), when you click **Submit Package to EDI**, the page that's displayed will warn you that your package has errors:

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If you have questions, please contact us at [support@edirepository.org](mailto:support@edirepository.org).

Your Name \*

Your Email Address \*

Notes for EDI Data Curators (Optional)

**Your metadata contains one or more errors.** To see what the errors are, click [Check Metadata](#). We encourage you to correct the errors before submitting, but you may go ahead and submit your package as is, if you choose, for example if there are errors you're not sure how to handle. In that case, please leave an explanation in the Notes text area above so we can assist you better.

[Submit Package to EDI](#)

[Cancel](#)

To expedite handling of your package, we encourage you to correct all errors before submitting. To see what the errors are, click **Check Metadata**. There may be cases where you have errors that you're not sure how to correct. In such cases, you are free to go ahead and submit the package to EDI so EDI's curators can assist you. In such cases, please leave an explanation in the **Notes** text area so the curators can assist you better.

## A Note on Invitations

If you've read "Collaborating with Colleagues in ezEML" in this User Guide, you might recognize that **Submit Package to EDI** makes use of the underlying machinery used by invited collaborations, and you may be curious why we need to go through an invitation/acceptance step with invited collaborations but not when submitting a package to EDI.

The reason we need the invitation/acceptance step in the general case is that when you invite someone to collaborate, you know their email address but you – and ezEML – don't know that invitee's login information. By requiring them to log in and accept the invitation, we give ezEML the opportunity to learn what account they'll use.

In the Submit Package to EDI case, however, ezEML knows who the curators are and what accounts they will use, so the whole process can be greatly simplified.

## Backups

If changes/corrections are needed, EDI's curators will contact you before modifying anything. If you authorize them to make modifications, they will be able to do so, working directly in your data package. Modifications they make will be made directly in your version of the package.

To guard against your file being lost or modified incorrectly, a backup of your metadata file is automatically made when **Submit Package to EDI** is executed. As a result, if needed we can always restore the metadata to the state it was in when you submitted it.