

Importing from Other Data Packages

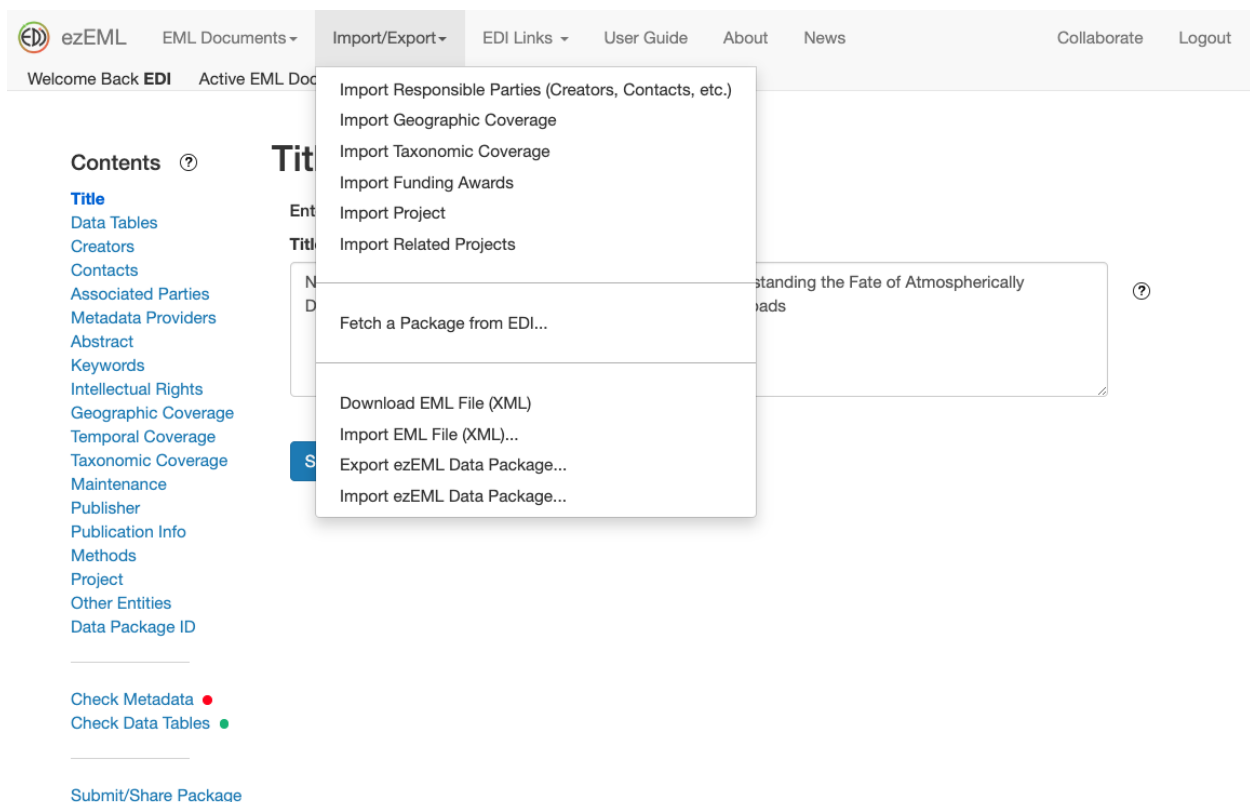


EML documents that you've created previously using ezEML remain available for you to access. There may be items you've entered in one of those documents that you want to re-use in the document you're currently working on. For example, people and organizations who were collaborators in a previous project may be collaborators again in the current one.

In such cases, you can import certain metadata items from the earlier document, saving you from having to re-enter them manually.

In addition, you may want to use a given item more than once in the same document. A person entered as a creator may also be a contact or project personnel, for example. To handle such cases, you are allowed to "import" from the current document as well as from a different one.

To import, click on the **Import/Export** drop-down menu and select one of the available options:



In this drop-down menu, the items above the uppermost horizontal line are for importing selected metadata from another EML document.

Suppose you select **Import Responsible Parties (Creators, Contacts, etc.)**, for example. You will be shown a list of the available EML documents from which you can import.

Note that one of the available choices is the current data package, allowing you to “import” from another section within the current document. Or, you can select another document from the list. Having selected a document, click **Open for Import**, which will take you to a page that looks something like:

Import Responsible Parties

Select responsible parties to import from sample.1.1:

- ☐ **Charles Darwin (Creator)**
- ☐ **Alfred Russel Wallace (Creator)**
- ☐ **Fictitious LTER Site (Creator)**

Import as:

- ☐ **Creators**
- ☐ **Metadata Providers**
- ☐ **Associated Parties**
- ☐ **Contacts**
- ☐ **Publisher**
- ☐ **Project Personnel**

Import

Cancel

Select the parties you wish to import and select the use they will have in the current document. For example:

Import Responsible Parties ?

Select responsible parties to import from sample.1.1:

- ☒ Charles Darwin (Creator)
- ☒ Alfred Russel Wallace (Creator)
- ☐ Fictitious LTER Site (Creator)

Import as:

- ☐ Creators
- ☐ Metadata Providers
- ☐ Associated Parties
- ☐ Contacts
- ☐ Publisher
- ☒ Project Personnel

Click the **Import** button, and the selected parties will be imported, as Project Personnel in the example above:

Project Personnel ?

| Project Personnel | | |
|-----------------------|----------------------------------|---|
| Charles Darwin | <input type="button" value="▼"/> | <input type="button" value="Edit"/> <input type="button" value="Remove"/> |
| Alfred Russel Wallace | <input type="button" value="▲"/> | <input type="button" value="Edit"/> <input type="button" value="Remove"/> |

Similarly, you can import Geographic Coverage items, Taxonomic Coverage items, Funding Awards, Projects, and Related Projects.