

## 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.

The **Check Metadata** link in the **Contents** list on the left side of the page is accompanied by a “badge” that is red, orange, or green. Red indicates that one or more errors are present. Orange indicates there are no errors, but one or more warnings are present. Green indicates there are no errors or warnings.

To see a list of errors and warnings, click the **Check Metadata** link. If you use ezEML as a “wizard,” going through the **Contents** sections in order, you will also be taken to **Check Metadata** after completing the **Data Package ID** section, but you can click on **Check Metadata** at any time, 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
<a href="#">Column Definition</a>	Error	Required	A column <b>Definition</b> is required.
<a href="#">Column Definition</a>	Error	Required	A column <b>Definition</b> is required.
<a href="#">Code Definition</a>	Error	Required	A code <b>Definition</b> is required.
<a href="#">Code Definition</a>	Error	Required	A code <b>Definition</b> is required.
<a href="#">Code Definition</a>	Error	Required	A code <b>Definition</b> is required.
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<a href="#">Code Definition</a>	Error	Required	A code <b>Definition</b> is required.
<a href="#">Column Definition</a>	Error	Required	A column <b>Definition</b> is required.
<a href="#">Description</a>	Warning	Recommended	A data table <b>Description</b> is highly recommended.

## Creators

Item	Severity	Reason	Explanation
<a href="#">Creator</a>	Warning	Recommended	An <b>ORCID ID</b> is recommended.
<a href="#">Creator</a>	Warning	Recommended	An <b>Email</b> address should be provided.

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 needing correction can be found.

In the example above, for example, several Data Table columns have missing Definition fields. You don't have to guess which columns need fixing. Clicking any of the **Column Definition** links takes you directly to the column 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. See "Downloading the EML Document" in this User Guide.