

## MetaData Management Tool (MMT)

The MMT will be used to define ARM metadata for submission into ARM metadata databases for display on ARM web pages and in ARM operational web based tools.

### MMT “Action” List (MMT Main Menu):

**SITE** - used to define a new site when a new site is planned or coming online, or to update information for an existing site

**FACILITY** – used to add a new facility to an existing or proposed site

**INSTRUMENT CLASS** – used to define instrument “class”, instrument name and description and instrument category metadata

**CONTACTS** - used to assign mentor, developer, and/or translator contacts to an “instrument class”

**REVIEW A DOD** – used to get approval of a DOD. Ideally, there should be very little left to fix/change in the DOD once submitted for approval. It should be quite close to final in the eyes of the developer before it gets submitted to the MMT from the PCM tool.

**DATASTREAM** – after a DOD is approved, the datastream needs to be defined in the MMT. (A developer should do as much of this as they can and comment in the comment history when they have completed).

**ADD INSTS TO SITE/FACILITY** - used to clone all info for an existing instrument (one or more or all) from an existing site to a new (or different existing) site - **NOT DEVELOPED YET BUT WE FOUND THAT IT FILLS A HOLE IN OUR CURRENT MMT PROCESS! NEED THIS ASAP** – will be used by site managers and ARM infrastructure

**PRIMARY MEASUREMENT** – used to define a new PMT (primary measurement type)– not used that often, since the number of PMTs is kept as concise a list as possible.

(Defining a new instrument and/or measurement category is not included in MMT at present. The task is handled manually. There may be a future need to implement this in MMT)

## General Metadata Process

- Define sites and facilities using MMT (management define, **MetaData (MD) Team** review, **Archive** notified on approval)
- Define instrument classes, names, descriptions using MMT (after ECR approval for new instrument) (**developer** define with mentor/translator knowledge, **MD Team** review, **Archive** notified on approval)
- Begin ingest/VAP development process. Create a new process using PCM (**developer**)
- Add contacts for an instrument class using MMT (mentor, translator, **developer** or any infrastructure member define, **MD Team** review, role db admin notified on approval) – *note this action was previously accomplished on occasion in PCM, but it is now moved to MMT*
- Enter DOD in PCM (**developer**)
- Choose primary measurements in PCM (**developer** with mentor knowledge)
- Get DOD approved using MMT with 'Manage Approval' link from PCM (**developer** submit request, **MD Team** (Robin) and DQ office review, **DMF** notified on approval - **DMF** will work with **Archive** to get the DOD information implemented in arm\_int/arm\_apps)
- Define a datastream using MMT (but only after DOD approval) including instrument class, and assigning primary variables to primary measurement types (**developer** with assistance from **MD Team** define, **MD Team** review, **Archive** notified on approval) – *note this action was previously accomplished in PCM, but it is now moved to MMT*
- DOD information (variables) entered into arm\_int (**Archive** and **DMF**)
- New Primary Measurement Types developed using MMT (**MD Team** define with management knowledge, **MD Team** review, **Archive** notified on approval)