Procedure for entering a new FCE LTER dataset

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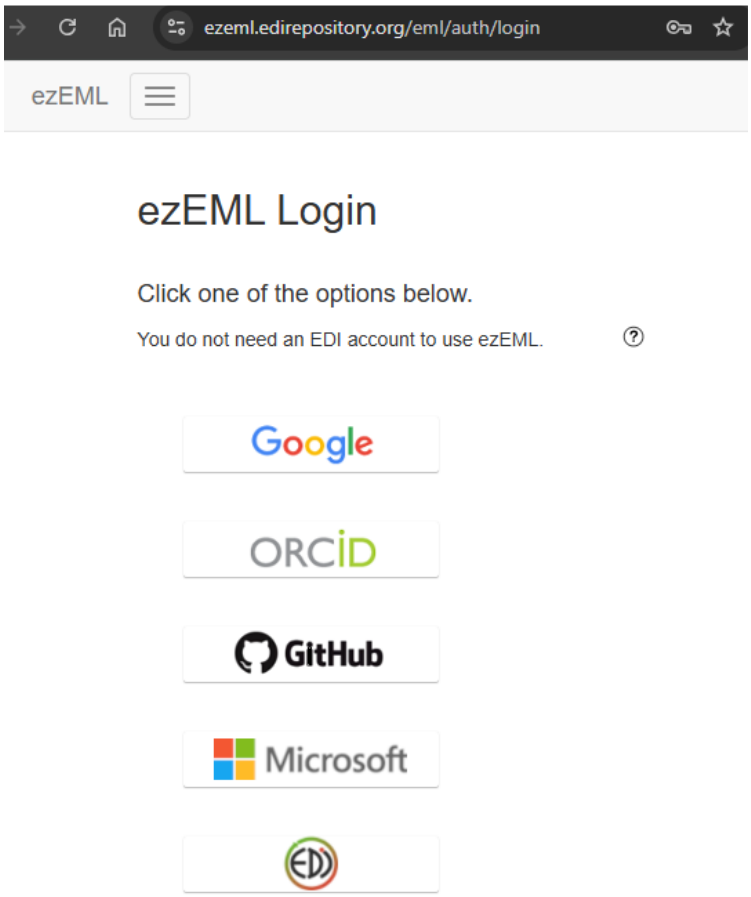
Maintained by Gabe Kamener, Updated 2025-02-17

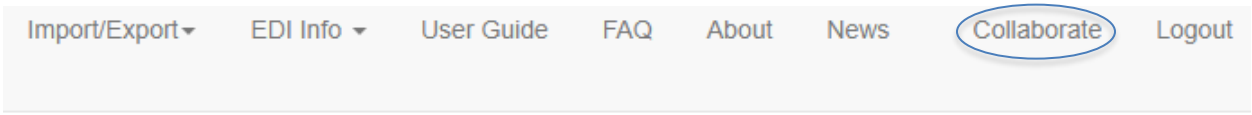
1. Contact Gabe Kamener, FCE Information Manager, at gkamener@fiu.edu with information about your dataset. Gabe will provide initial guidance and an FCE ID number for your new dataset. Gabe will then create a new package document in ezEML and will email you a collaboration invite to access it.

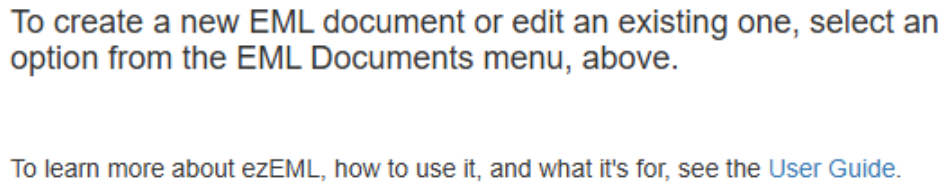
2. Navigate to the ezEML application: https://ezeml.edirepository.org/eml/

3. Select a login option. You can log in with your Google, ORCID, GitHub, Microsoft login credentials. Access to all the metadata you enter is linked to your login, *so please login with the same method (Google, ORCID, GitHub, Microsoft) each time you enter or update metadata and data*.



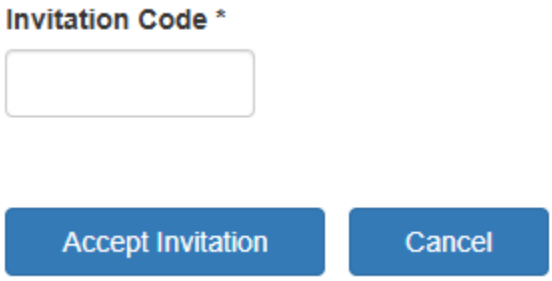
4. Select “Collaborate” from the top menu.



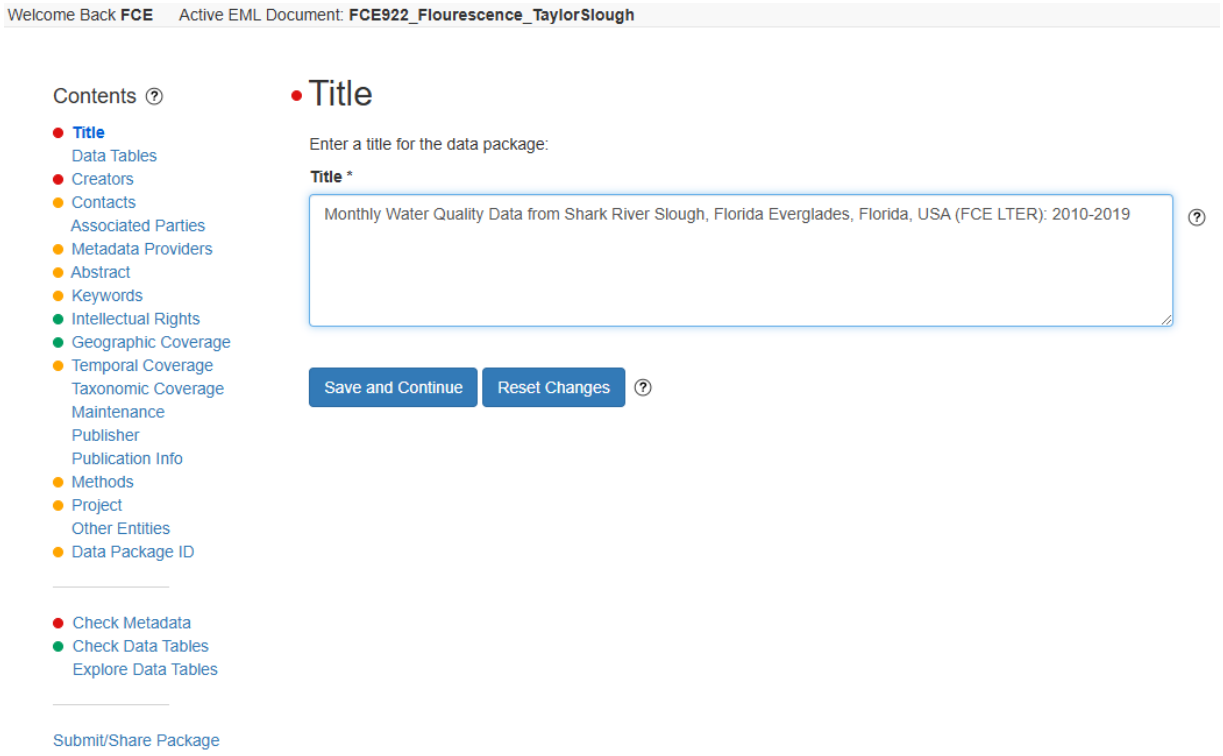


5. Select “Accept an Invitation” at the bottom of the page.

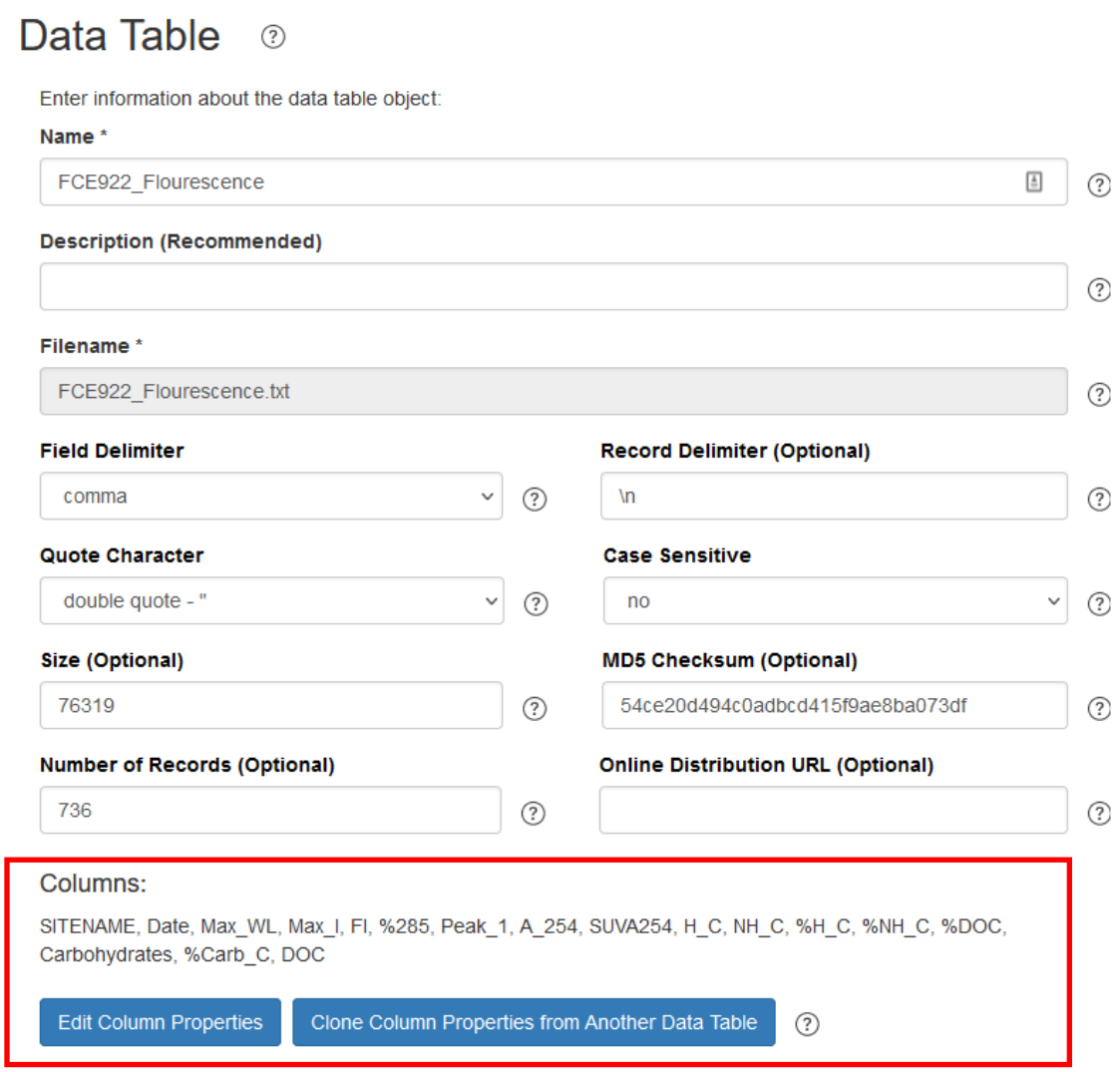
6. Enter the ezEML invite code from the EDI invitation email Gabe sent you and select “Accept Invitation.”



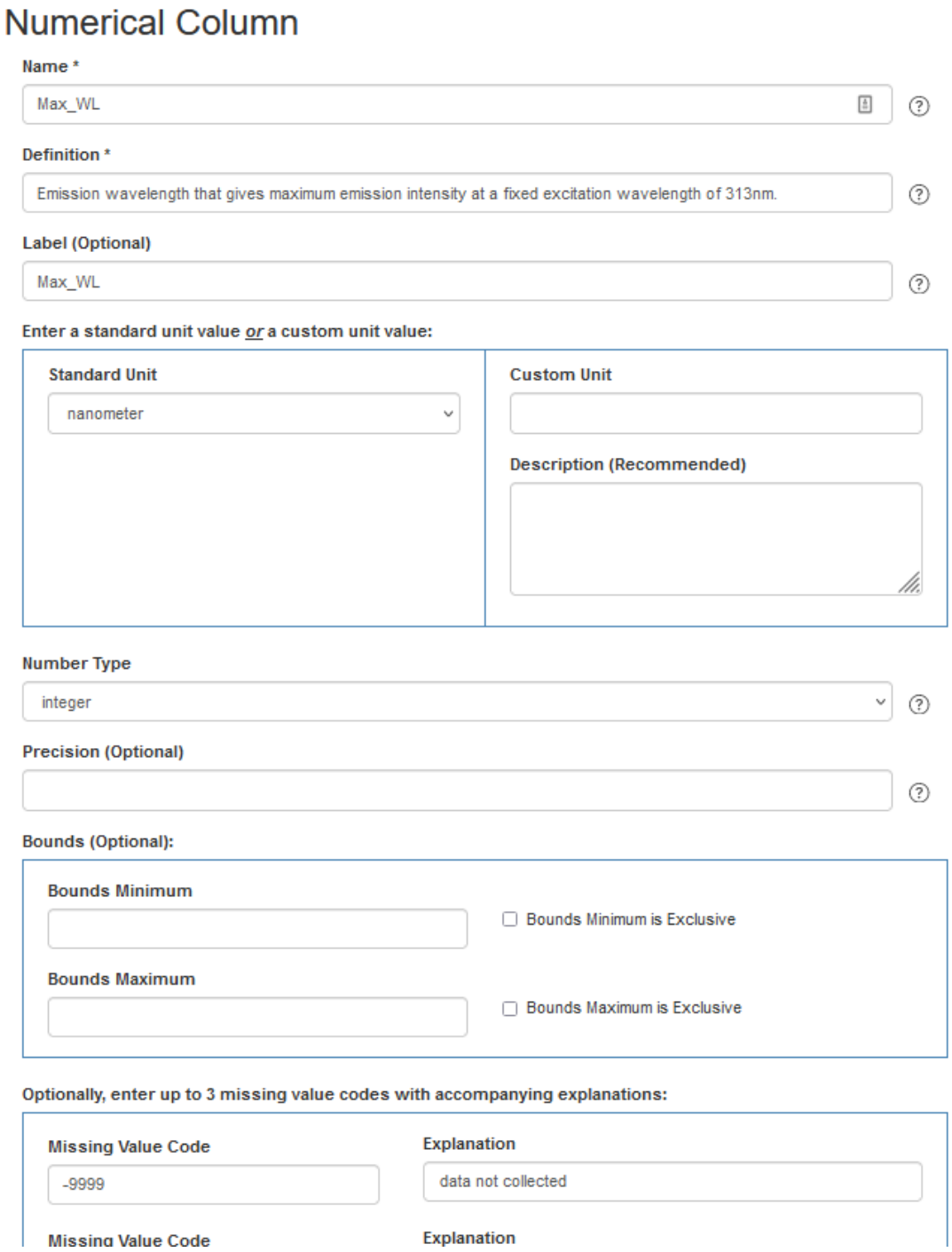
7. Now you will see the below window that has links to pages into which you will enter metadata. Here is where you enter the title for your data package. Make sure it is descriptive, including What, Where and When. Here's an example: "Monthly Water Quality Data from Shark River Slough, Florida Everglades, Florida, USA (FCE LTER): 2010-2019". When finished in any window, click "Save and Continue."



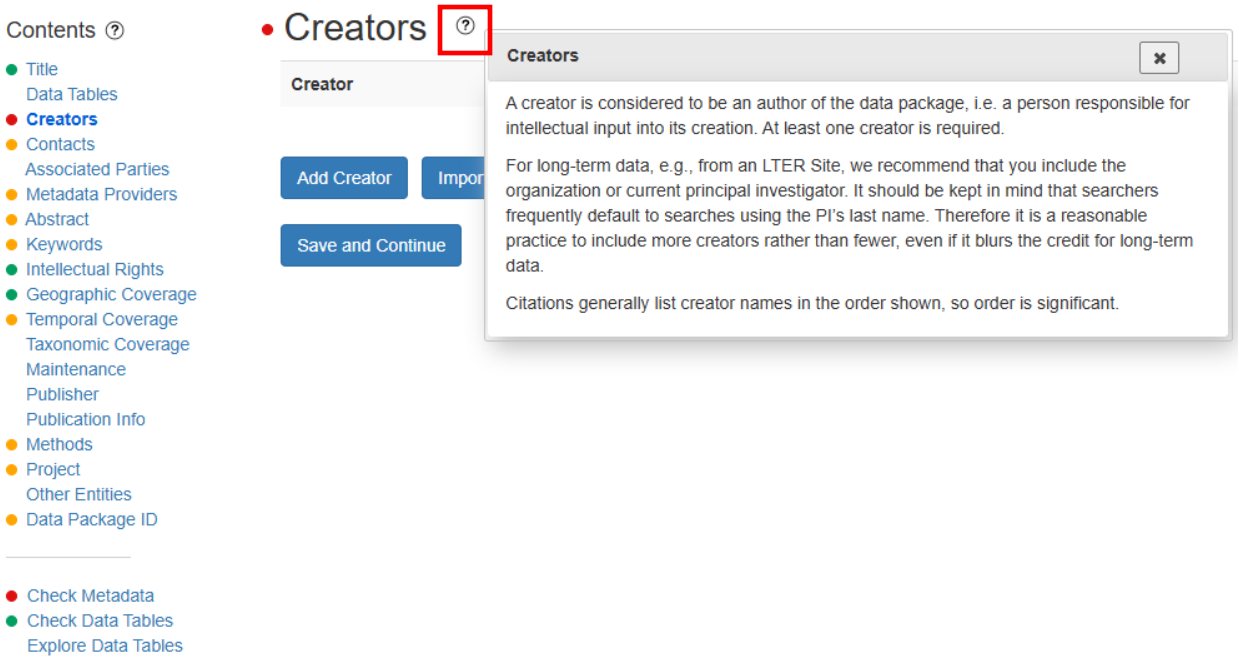
8. The next window prompts you to upload your data table. ezEML will infer some characteristics of your file and will fill in some of the metadata. The below figure shows the result of uploading a data file. Here you should enter the Description of the dataset. At the bottom of the window are the names of the columns from the file. You will need to "Edit Column Properties."



9. As ezEML uploads the file, it infers whether each variable is of type “Numerical”, “Text”, “DateTime” or “Categorical”. In this window you can edit the “Type” of variable if ezEML incorrectly inferred it. Then you must “Edit Properties” to finish describing each variable. For each variable, you will need to enter a Definition, choose a Standard Unit from the dropdown list, or create a Custom Unit. Specify custom units as singular using camelCase (e.g. “microgramPerHour”), not symbols. Specify missing value codes. Filling out other fields is optional, although precision is desirable.

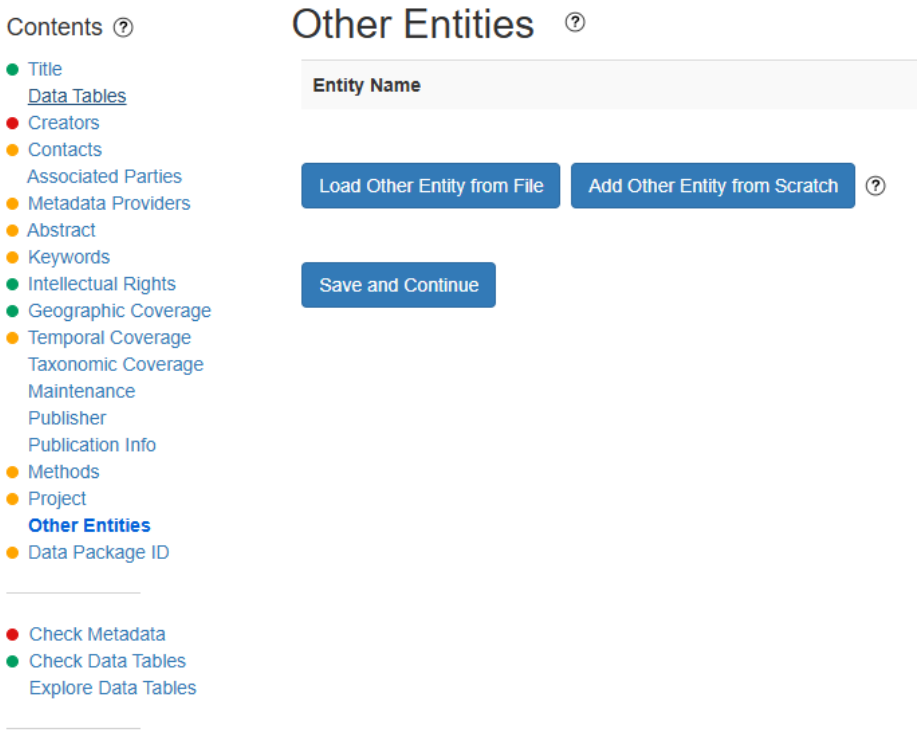


10. From the menu at the left on the main screen you can then visit the other windows to enter other required metadata. When finished in any window, click "Save and Continue." **When you have questions, please review the tips available by clicking on the circled question mark that are found next to most fields in ezEML.** You can also contact the FCE IM with questions.

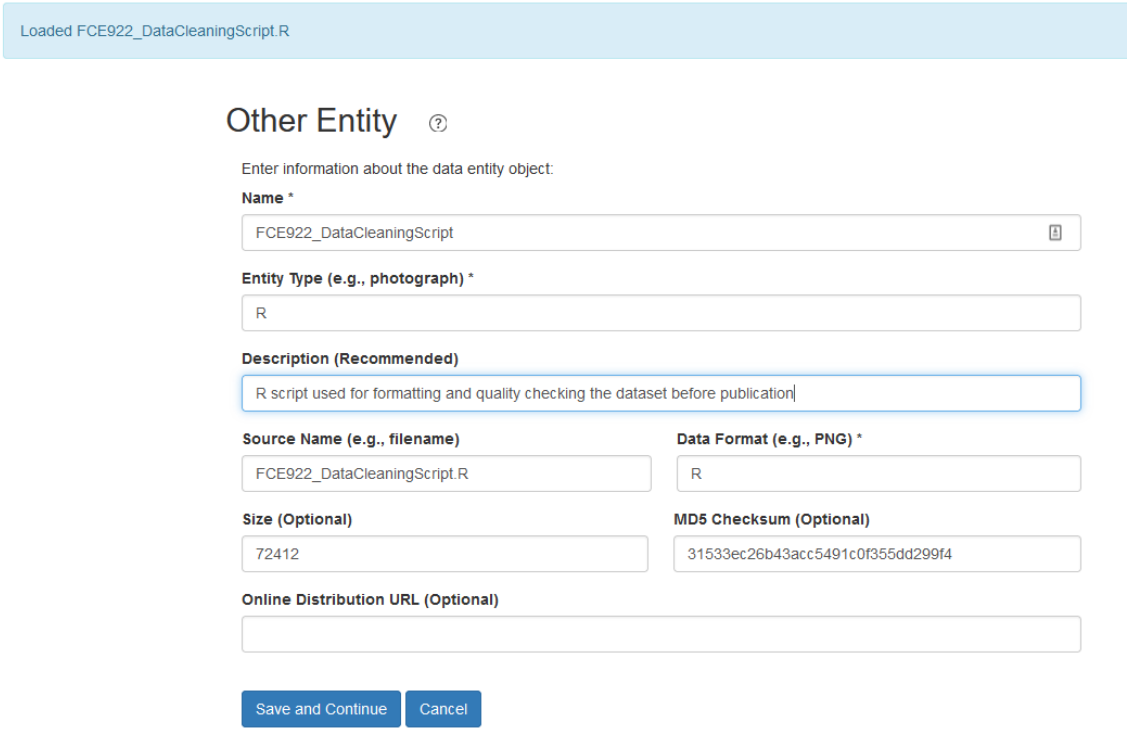


11. Here are some notes about various sections.
    - Creators: These are the individuals whose names you want to appear in the citation to the dataset.
    - Contacts: You must enter at least one.
    - Associated parties are field crew members, lab technicians, etc.
    - Metadata providers: Enter FCE LTER in the "Organization" field
    - Abstract: Your abstract should describe the dataset. It will not be the same as an abstract provided for a paper derived from the dataset.
    - Intellectual Rights: Please select CC-BY.
    - Project: If the umbrella project that supported your research is the FCE LTER, please enter which iteration of the proposal supplied the funds.

12. If you want to associate an R script or word document or something other than a data table with the tabular data you have uploaded, you can do this via “Other Entities.”

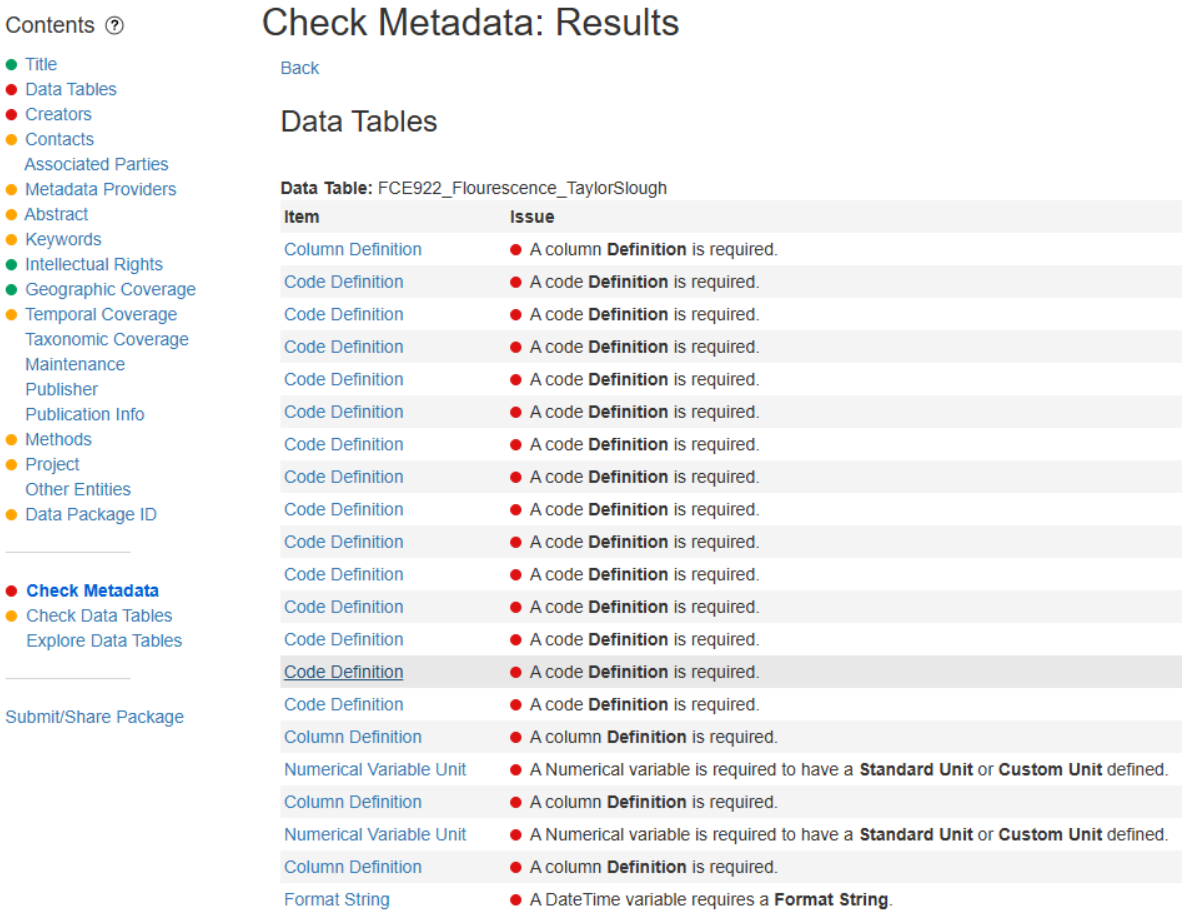


The window below shows that an R script has been uploaded to accompany the data file.

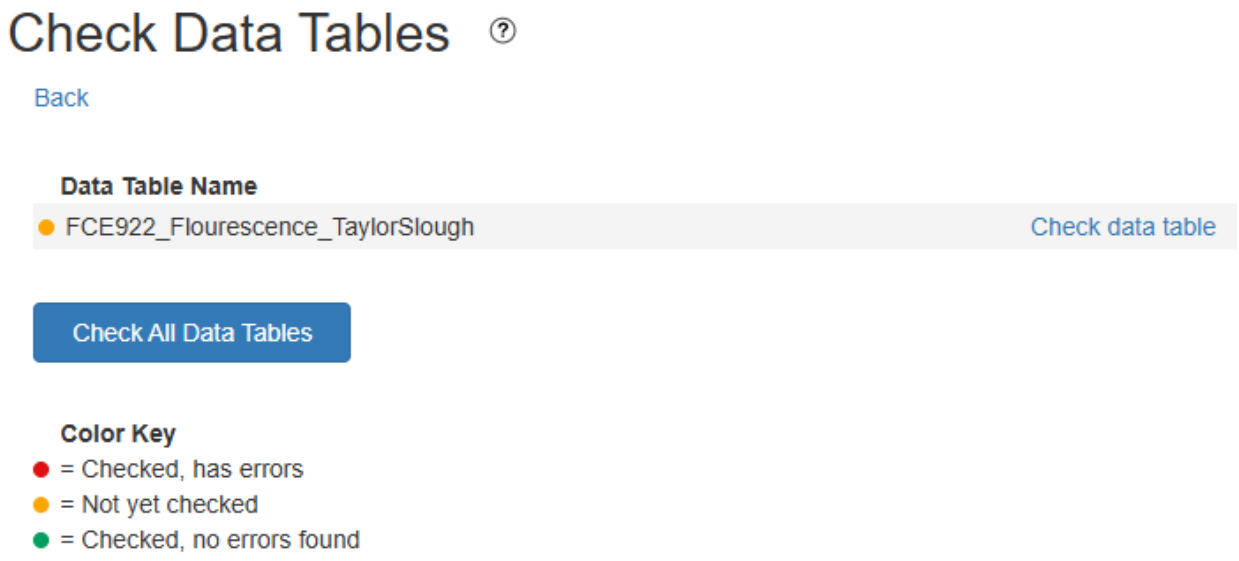


13. Do not enter a Data Package ID. The FCE IM will do that.

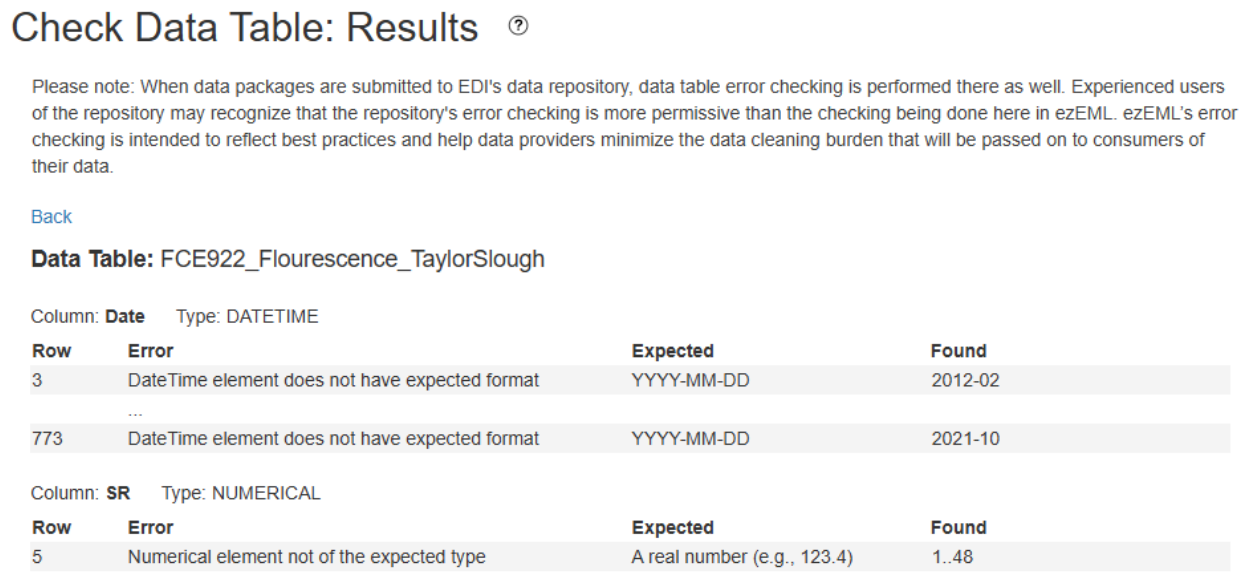
14. Now you can check your metadata to learn whether you have entered everything that is required. In the below figure, you see a red dot next to "Check Metadata." This means that some required fields have not been completed. Please resolve the issues detected by this checker that result in an Error. Other issues are listed as Warnings, and you should consider adding or updating content to resolve those, as well. The dot should eventually turn green.



15. You can also use the “Check Data Tables” feature found on the left menu to ensure data table contents are consistent with the metadata.



The results with the errors in the image below suggest values in the data file need correcting, and a corrected data file should be re-uploaded into ezEML.



16. Once you are finished adding or revising data and metadata, Email Gabe Kamener, the FCE IM, at gkamener@fiu.edu. Gabe will review your data package document and may make suggestions for you. Once the data and metadata are complete and high quality, Gabe will load the complete data package into the EDI staging environment so you can determine if any changes are needed before the package is published.