

ARM Metadata Entry and Data Upload Tool Tips

The ARM Metadata Entry and Data Upload Tool makes it easy to describe ARM, ASR, Field Campaign and externally funded data products in a standardized way and enables these metadata records and uploaded data to be searchable in the ARM Data Discovery tool. The metadata record provides context for the data and facilitates the discovery and the (re)use of the data.

ACCESSING TOOL

Preferred Browsers

- Firefox
- Chrome
- Safari

Tool available at

- Direct link - <http://www.archive.arm.gov/armome/>

Log in

- Sign in with your ARM website/portal user name and password.
- Follow the instructions in the Sign In window if you have forgotten your username and/or password.
- Follow the instructions in the Sign In window if you are a new user.



Data Product Registration and Submission Tool

HELP DOC

ARM Metadata Entry and Data Upload Tool Tips

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Sign in

using ARM user name and password

Sign in

You may already have an account, if you have been involved with ARM/ASR in the past. [Check here](#) before requesting a new account. Otherwise request an ARM account [here](#)

New features

- Full Campaign list
- Upload data now works for save as draft as well.
- User can now do multiple data uploads at a time.
- New Feature "Use as Template" for users. This feature enables a user to use an existing metadata record as a template to create new.
- When a record is being re-submitted, users will now need to add the reason for re-submitting. This will help approvers understand the intent.
- Visibility of past data uploads in the record (available for new submissions).
- Author/Organizer type-ahead extracting more complete information.

SUPPORT

ARM Data Product Registration and Submission support – supportOME@arm.gov

INSTRUCTIONS

(Expect the tool to be modified and additional fields included as the data team gathers feedback.)

LANDING PAGE (HOME)

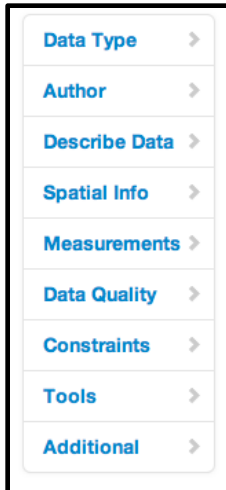
1. Creating a New Metadata Record – select this option to create a new metadata record
 - a. Press “Create New Record”
 - b. Start a new record with a blank form
2. Editing an Existing Metadata Record – an alphabetical dropdown list containing all metadata records that you have created is available
 - a. Select a record from the list
 - b. Press “Edit Metadata” to open the record
 - c. Make edits
 - d. Save the record

Note: The opened record will have a status note at the top indicating the original status (draft, submit, approved) of the record you selected
3. Using an Existing Metadata Record as a Template to Create a New Record – from the alphabetical dropdown list containing your metadata records
 - a. Select a record from the list
 - b. Press “Use as Template” to open the record
 - c. Change the title and make edits
 - d. Save the record with the new title
4. [Help] – this document will be displayed
5. [Logout] – sign out of the OME

The screenshot displays the OME landing page interface. At the top right, there are links for [Help] and [Logout]. On the left side, a message states "Your current metadata record count is 3." with a green "Create New Record" button below it. The main area is titled "Existing metadata records" and includes a sub-instruction: "Please select any metadata record to edit, or to use as a template to create a new record." Below this is a dropdown menu showing "testing.xml". To the right of the dropdown are two buttons: "Edit Metadata" (blue) and "Use as Template" (orange).

NAVIGATION

Navigate to the different sections of the metadata record using the left-side navigation menu.



HOW TO PREVIEW, SAVE, AND SUBMIT A RECORD

[Buttons at the bottom of each page]



Preview Metadata

1. Preview the record in as an XML-formatted metadata file in FGCD standard format

Save Locally

no longer available

Save Draft

1. This saves a draft of the record within the tool to the ARM product registration server
 - a. Must have all required fields complete (these are marked with a red asterisk)
 - b. TBD is an acceptable entry
 - c. A successful save returns a window with "XML File Saved as Draft!"
2. The title of the metadata record becomes the filename
 - a. **NOTE:** Note when a record is saved, an underscore will replace spaces and special characters in the filename.

This record will be available in the alphabetically arranged dropdown list on the Home page under [Existing Metadata Records](#).

Save & Submit

1. The user will receive an email confirming the record was saved.
 - a. The metadata files are saved on the ARM product registration server.
2. The ARM Review Team will review the record for metadata consistency.
3. If there are issues, questions or suggested content edits, a member of the Team will contact the Metadata Contact.
 - a. If there are content changes needed to the metadata record, the Metadata Contact will need to make the corrections and resubmit the record.
 - b. The Review Team may make editorial and minor metadata consistency changes.
4. After approval, the record will be automatically harvested and available in the ARM Data Search tool (*coming soon*).

INFORMATION REQUESTED IN THE TOOL

* Required field.

The following is a summary of the types of information requested and will help in preparing a complete, comprehensive metadata record. There are some required fields, which are noted in the tool and in the summary.

DATA PRODUCT TYPE

The first question is critical to filling out the appropriate metadata form. It is a required field. It asks whether the data product/set is only associated with an ARM Field Campaign. Answer 'no' if this is an independent data set for use with more than one field campaign, or did not use ARM infrastructure at the site, or is a product developed for ARM data. Answer 'yes' to the question of whether the data set was collected in association with a specific ARM field campaign (or ARM affiliated campaign).

CONTACT INFORMATION

There are two sections in the form requiring contact information. It is possible to have the same individual entered for both of them:

- For all contact fields in the form, there is a type-ahead feature in the name field
 - Begin typing a name slowly and the tool will offer a dropdown list of options
 - Select a name and the fields will auto-populate with information coming from the ARM People Database
 - Add new names or make edits to auto-populated information and when the record is saved the data will automatically be entered in the ARM People Database (*coming soon*)
- Contact Information about the author of the Metadata Record *
 - This is the person generating the metadata record, who may also be the Author/PI/Developer.
- Author/PI/Developer *

- These are the individual(s) who developed the data set
- The data set developer may be the principal investigator, instrument mentor, data developer, data technician, or another team member
- List everyone else involved in the creation of the data set
 - Include team members, field/lab assistants, non-project people, etc.

DATA DESCRIPTION

The Data Description section of the form is where you will provide the following details about the data set:

DATASET TITLE

Provide a descriptive title that includes who, what, where, and when.*

- The Title will be the name of your metadata record
- Spaces and punctuation will become “_”
 - For example
 - Morris Vaisala ceilometer measurements, SGP, 2013
morris_vaisala_ceilometer_measurements_SGP_2013.xml
- All draft and submitted records for a particular user appear in the Existing Metadata Records dropdown list on the tool’s home page and are sorted alphabetically

Title of the dataset:*

E.g. ARM Best Estimate Data Products (ARMBE) for Cloud Radiation measurements

- Author/PI/Developer *
- Related Publications/References
- What format is your data presented in?*
- Data and Map (e.g. text, ascii, netCDF, etc.)
 - In situ Field Measurements
 - Laboratory Analysis
 - Model Inputs and Outputs
 - GIS Products
 - Remote Sensing
- Publication
- Software and Tools
- Others
- Time Period of data collection
- Estimate of data volume, if greater than 1 TB
- File naming convention
- Directory organization, if applicable
- Description of the dataset (abstract)*
- Purpose*
 - Why were the data collected?
 - Example: Data were collected to improve our understanding of secondary aerosol formation in the atmosphere.

- Describe how to use the data
 - For Geographic Information System (GIS) and gridded products, include relevant geospatial information
- Other organizations or individuals who should get credit?

SPATIAL DOMAIN

Provide the location and spatial information for the data set. If the dataset covers an ARM site, then list the site code, e.g. SGP, GRW. There is a type-ahead feature for existing ARM sites.

MEASUREMENTS AND INSTRUMENTS

SCIENTIFIC MEASUREMENTS

Provide individually the measurement(s) of primary scientific value, and the associated variable names, if applicable. Continue to add variables and measurements until all are entered.

- The Primary measurement field can also hold the name of a particular thesaurus with the keywords selected from the thesaurus entered in the variable field. Primary measurements/keywords should be to the specificity of the data set.
- The tool provides some type-ahead suggested values pulled from:
 - GCMD Keyword version: 8/0. Revision: 2013-07-03
 - Climate and Forecast (CF) Metadata Convention, Version 23, 23 March 2013
- The first box under Measurements is for the measurement name and the second box is for the variable name in the file associated with that measurement.

STRATUM KEYWORDS

Provide general search and discovery keywords (please note if using a particular thesaurus as a resource):

- Stratum
 - Examples:
 - Atmosphere: Troposphere
 - Cryosphere: Frozen Ground (Permafrost)

DATA QUALITY

Provide an assessment on the quality of the data set including:

- Uncertainty – How accurate is the data? Is there a bias?
- Consistency – Were tests run to find data inconsistencies?*
- Completeness – Is there anything missing that might be expected?*
- If cloud cover was a factor, provide a percent cover.

CONSTRAINTS

In this section you are to provide information about any constraints on accessing or using the data.

ANALYTICAL TOOLS

In this section, provide a brief description of the model or tool, contact information, citation and accessibility information for each tool and model or statistical procedure used in the development of this data set.

ADDITIONAL INFORMATION

In this section you can provide any additional information about the data set not previously requested in the form, that you would like someone using your data to know, for example, algorithms or published formulas used in the dataset.

UPLOAD DATA

Provide data, documentation, images, Digital Object Identifier (DOI) (if available), online links:

- Uploaded Data File (including data files, additional documentation, plots, instrument photos, white papers, etc.)
 - Accepted files: csv, txt, xml, xlsx, xls, netCDF, pdf, jpeg, png, zip, tar
 - Additional extensions may be available upon request
 - Maximum file size 1 GB

* Required field.

1. If I have questions, how do I contact someone?
 - a. Send an email to supportOME@arm.gov with a descriptive subject line
2. How do I create a new data submission?
 - a. Navigate to <http://www.arm.gov/data/ome/>
 - b. Login
 - c. Select the Create New Record option from the Home page and this will open up a blank record.
3. How do I edit an existing record?
 - a. On the Home page, click scroll through the metadata records dropdown list and select the record to edit then select "Edit Metadata"
4. How can I just upload new data without changing the OME form information?
 - a. On the Home page, click scroll through the Metadata Files dropdown list and select the record to edit.
 - b. Go directly to the bottom and upload new data.
 - c. Indicate in comment that the metadata did not change but a new data set was uploaded.
 - d. Include why a new data set was necessary.
5. Can I use an existing metadata record as a template to create a new record?
 - a. Yes, it is possible to use an existing record as a basis for a new record.
 - b. On the Home page, click scroll through the metadata records dropdown list and select the record to use as a template, then select "Use as Template"
 - c. Change the title and make any other edits then save in the manner needed.
6. How do I delete a record?
 - a. This feature is not available to regular users. OME support staff (supportOME@arm.gov) can assist.
7. Why will my record not save as a draft or submit for approval?
 - a. Most likely a required field is blank (these are marked with a red asterisk)
 - b. Look for the following message in red italics - "This field is required"
8. How do I find one of my existing records?
 - a. On the Home page, click scroll through the Metadata Records dropdown list and select the record to edit.
 - b. Click the "Edit Metadata" or "Use as Template" button.
9. How do I find an existing record for someone else?
 - a. Coming soon
10. Can I edit someone else's record?
 - a. Send a support request to supportOME@arm.gov with a descriptive subject line
 - b. Request the record be moved from one user's folder to another user's folder
 - c. Provide the name of both users and the name of the metadata record
 - d. The record now resides in the editor's folder and the previous user no longer has access to the record.
11. How do I get a copy of the record for my files or to send to someone else?
 - a. If the record has been approved, it is available on the ARM Data Search tool (coming soon)
 - b. If the record has not been approved, it is available from with the tool.
 - i. On the Home page, select and load the record.
 - ii. Scroll to the bottom of the screen and click on Create Readme.
 - iii. The downloaded file is saved locally and can now be shared.
 - iv. The file is in HTML format and can be viewed in a web browser.

12. I accidentally deleted a record, can I get it back?
 - a. Send a support request to supportOME@arm.gov with a descriptive subject line
 - b. Include the title of the deleted record and the time/date it was deleted.
13. The person that created the metadata record is no longer with my group, how do I access and update the records they created?
 - a. Send a support request to supportOME@arm.gov with a descriptive subject line
 - b. Include the name of the person that entered the metadata records and the name of the person who will be taking over responsibility for those records.
14. How do I save a record?
 - a. Save as Draft - Saves the record to the ARM product registration server
 - b. Save & Submit - Saves the record to the ARM product registration server for review by the ARM Metadata Team
15. How do I find and access the actual data?
 - a. If the record has been approved, it is available from the ARM Data Discovery tool and from the ARM Data Product and Field Campaign web pages