## Procedure for Entering a New KNZ LTER Dataset Using ezEML
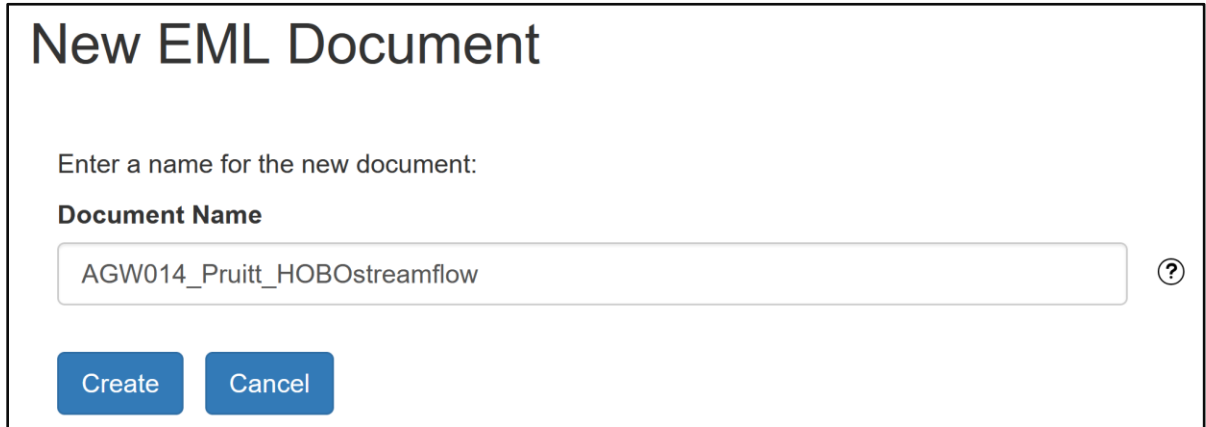
1. Contact Yang Xia, KNZ Information Manager, at yangx@ksu.edu, to get a KNZ data package ID number for your new dataset.

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

3. Click on 'log in'. You can log in with your **Google**, **GitHub** or **ORCID** login credentials. ezEML stores your EML documents according to your login information. Access to all the metadata you enter is linked to your login, so please login with the same method (Google, ORCID, or GitHub) each time you enter or update metadata and data.
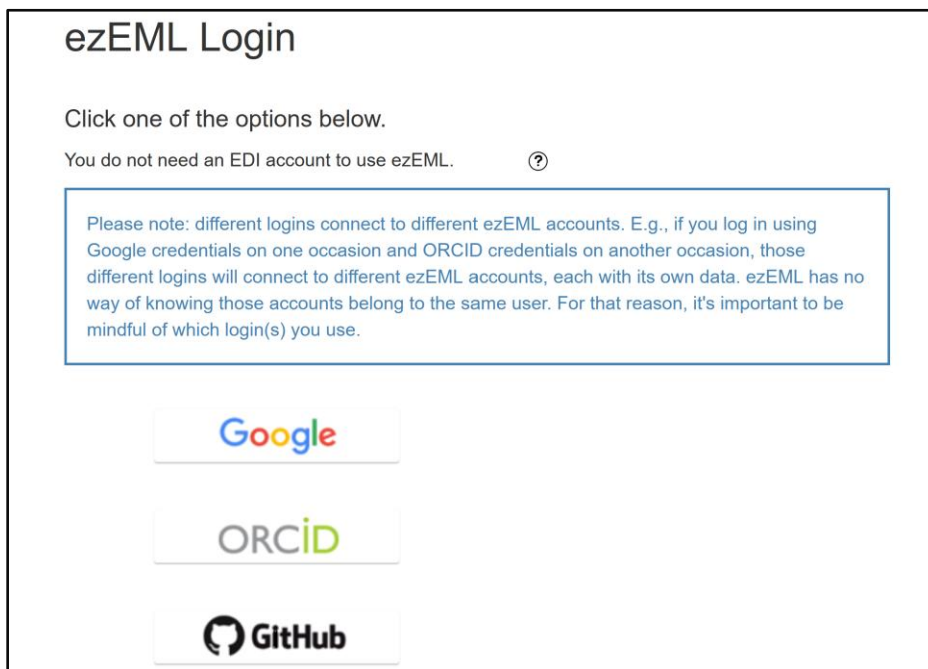
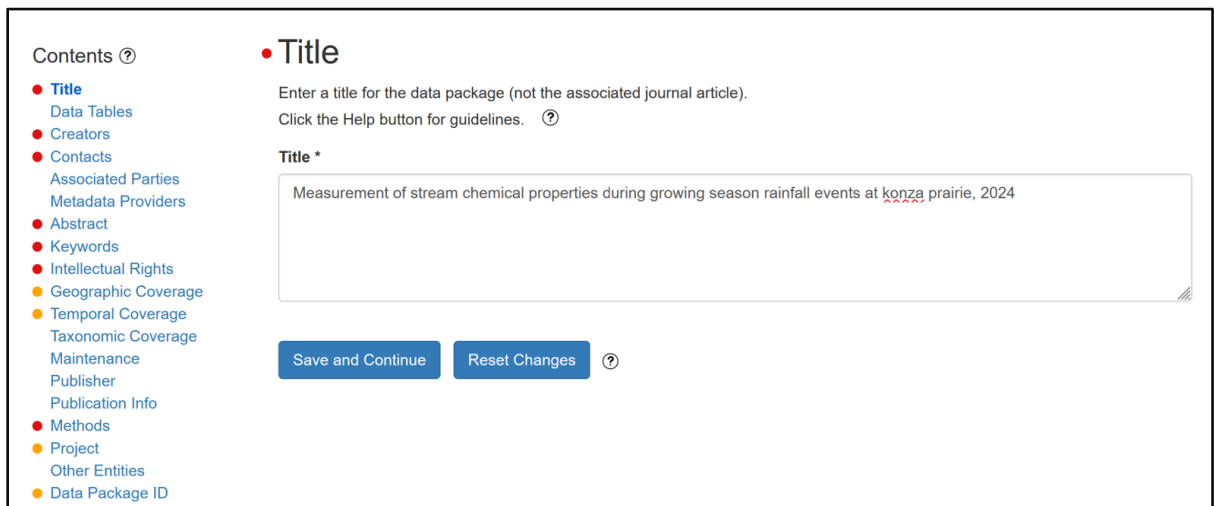4. Begin a new metadata file by clicking on '**EML Documents'** and selecting '**New**.'
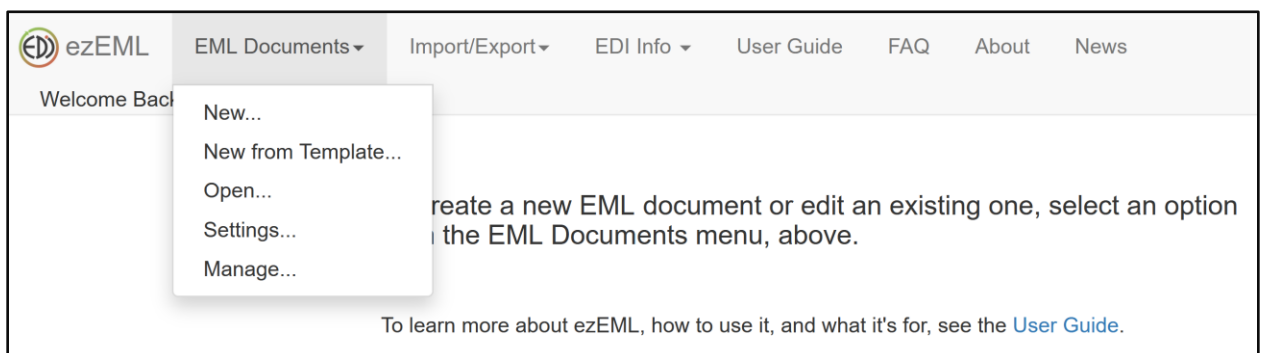
5. Enter a name for the EML document by which you will identify this document in the future. This is not the title of the dataset, It's the title of the EML document. I suggest using the following pattern: <KNZID_lastName_SubjectOfDataset>, for example, AGW014_Pruitt_HOBOstreamflow. Click **'Create'.**

6. Now you will see a window with links to pages where you will enter all required metadata. Make sure the title is descriptive and includes **what, where, and when**.

7. 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 figure below 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 select '**Edit Column Properties'**.

Data Table

Save Changes

Enter information about the data table object.

Name *

AGW041

Description *

Filename *

AGW041.csv

Field Delimiter

comma

Record Delimiter *

\r\n

Quote Character

double quote - "

Case Sensitive

no

Size *

2771428

MD5 Checksum *

16617b75bcfedd4d1a59a5941f5b2048

Number of Records *

55775

Online Distribution URL (Optional)

https://ezeml.edirepository.org/user-data/KNZ-a8449

Columns:

Datacode, Rectype, DateTime_EST, Watershed, Temperature, mV, pH

Edit Column Properties   Clone Column Properties from Another Data Table

8. In this window, you can edit the variable 'Type' if ezEML incorrectly inferred it (e.g., Numerical, Text, DateTime, or Categorical). Then select '**Edit Properties'** to finish describing each variable. For each variable, enter a Definition, choose a Standard Unit (or create a Custom Unit), and describe any Missing Value Codes. Filling out other fields is optional.

9. From the menu on the left of the main screen, you can visit the other windows to enter required metadata. When finished in any window, click '**Save and Continue'**. If you have questions, review the tips by clicking the circled question mark found next to most fields in ezEML. Or contact KNZ IM at yangx@ksu.edu.
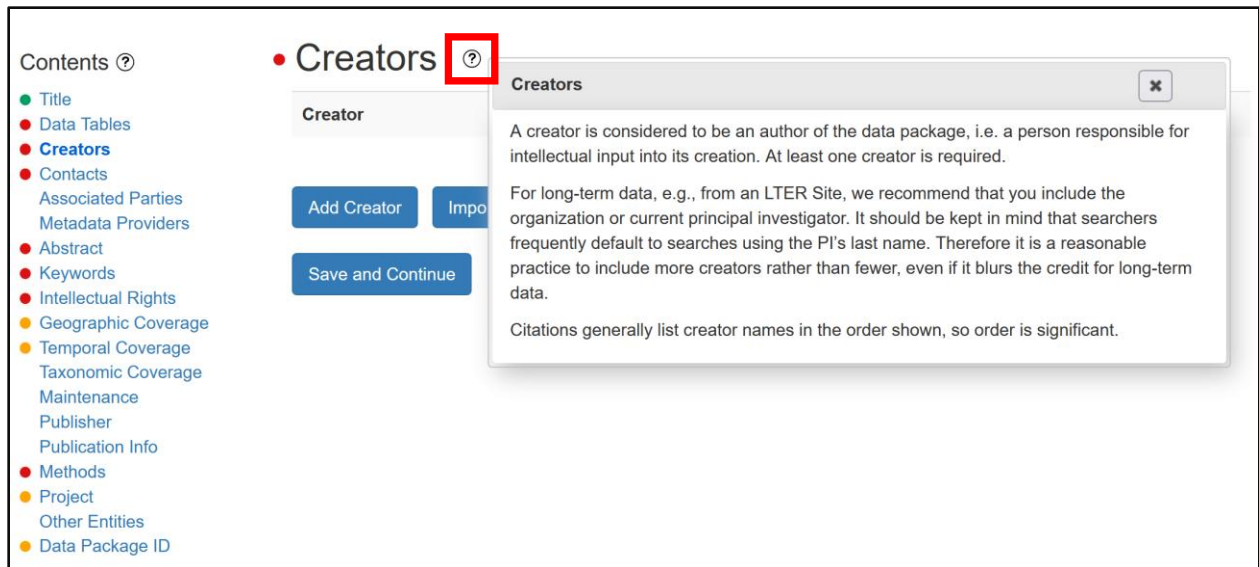
10. Here are some notes about various sections.

- 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 KNZ 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 KNZ LTER, please enter which iteration of the proposal supplied the funds. I can enter the rest of project information.

11. If you want to associate an R script, PDF document, or any file other than a data table with the tabular data you have uploaded, you can do this through '**Other Entities**'.

The window below shows that a location map .jpeg file has been uploaded to accompany the data file.

Contents ⑦

Other Entities ⑦

Entity Name

[Load Other Entity from File] [Add Other Entity from Scratch] ⑦

[Save and Continue]

● Other Entity ⑦   [Save Changes] ⑦

Enter information about the data entity object:

Name *

| konzamap2017 |

Entity Type (e.g., photograph) *

| image/jpeg |

Description *

| |

Source Name (e.g., filename) *

| konzamap2017.jpg |

Data Format (e.g., PNG) *

| image/jpeg |

Size (Optional)

| 884825 |

MD5 Checksum (Optional)

| 10e5fb8187b2e1000ca18deb404d1dca |

Online Distribution URL (Optional)

| https://ezeml.edirepository.org/user-data/KNZ-a84490315bfbcfca15288bbdf9c1ab5e/uploads/AGW014_Pruitt_HOBOstre |

[Save and Continue] [Cancel]

12. Do not enter a Data Package ID. KNZ IM will do that.

13. Now you can check your metadata to see whether you have entered all required information. In the figure below, a red dot appears next to '**Check Metadata**'. This means that some required fields have not been completed. Please resolve the issues flagged as Errors. Other issues are listed as Warnings, and you should consider adding or updating content to address those as well. The dot should eventually turn green.

14. If both the data table check and the metadata check show no red dots, then all required fields have been completed. Please click '**submit/ share package**', and choose '**Collaborate with Colleagues**', send the metadata to KNZ IM. The KNZ IM will review it and may make suggestions. Once the metadata is complete and of high quality, KNZ IM will submit the metadata and data into the EDI data portal.

Contents ⍰

Submit/Share Package

Submit/Share Your Data Package

Submit Package to EDI ⍰

Collaborate with Colleagues ⍰

Cancel

Collaborate with Colleagues ✖

Click **Collaborate with Colleagues** to be taken to the **Collaborate** page.

There, you can invite others to collaborate with you in editing this data package, and you can access collaborations that you have already established.