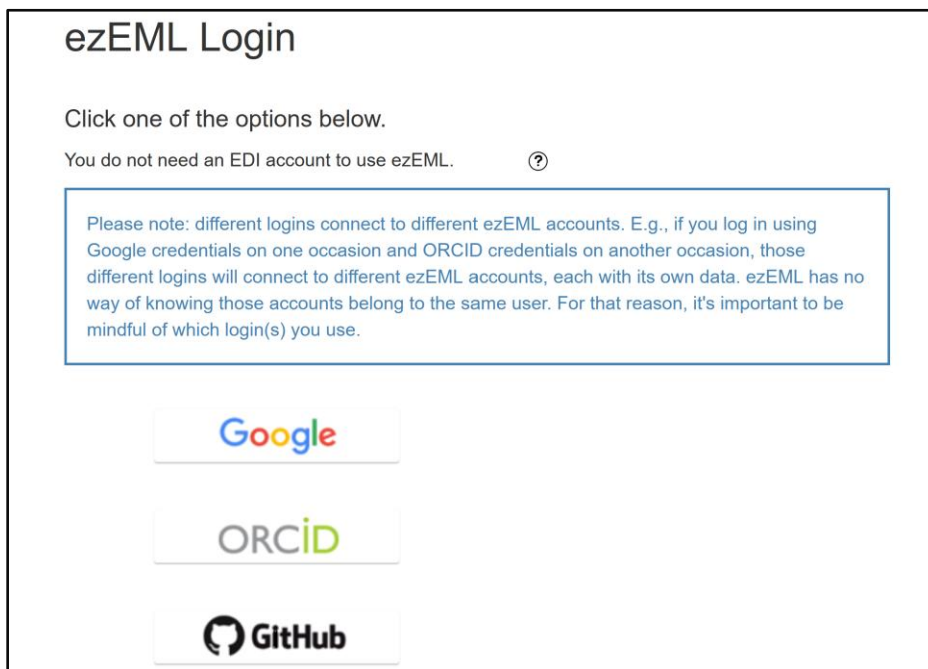
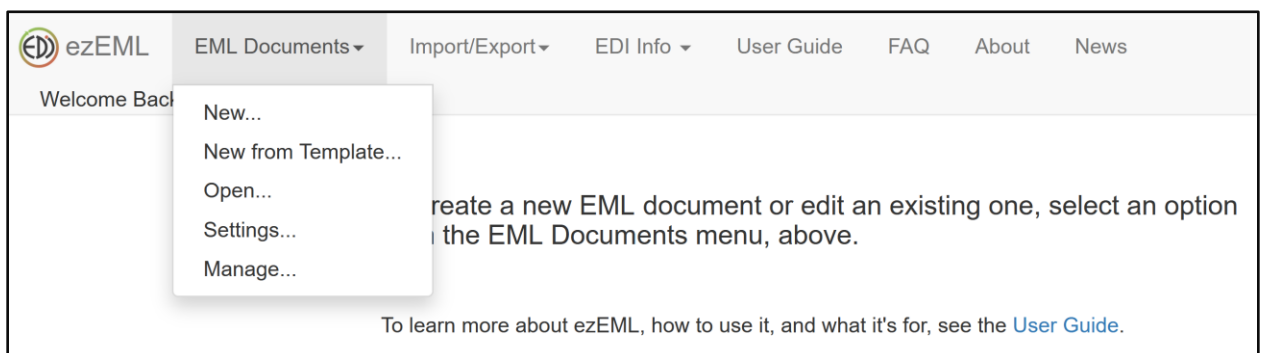


Procedure for Entering a New KNZ LTER Dataset Using ezEML

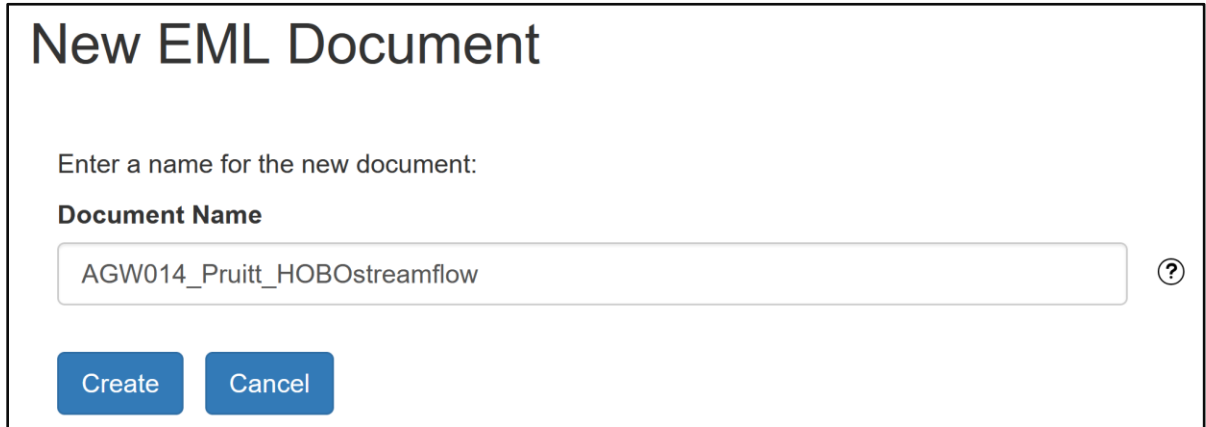
1. Contact Yang Xia, KNZ Information Manager, at yangx@ksu.edu, to get a KNZ data package ID number for your new dataset.
2. Navigate to the EDI ezEML application: <https://ezeml.edirepository.org/eml/auth/login>
3. Click on 'log in'. You can log in with your **Google**, **GitHub** or **ORCID** login 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.**'

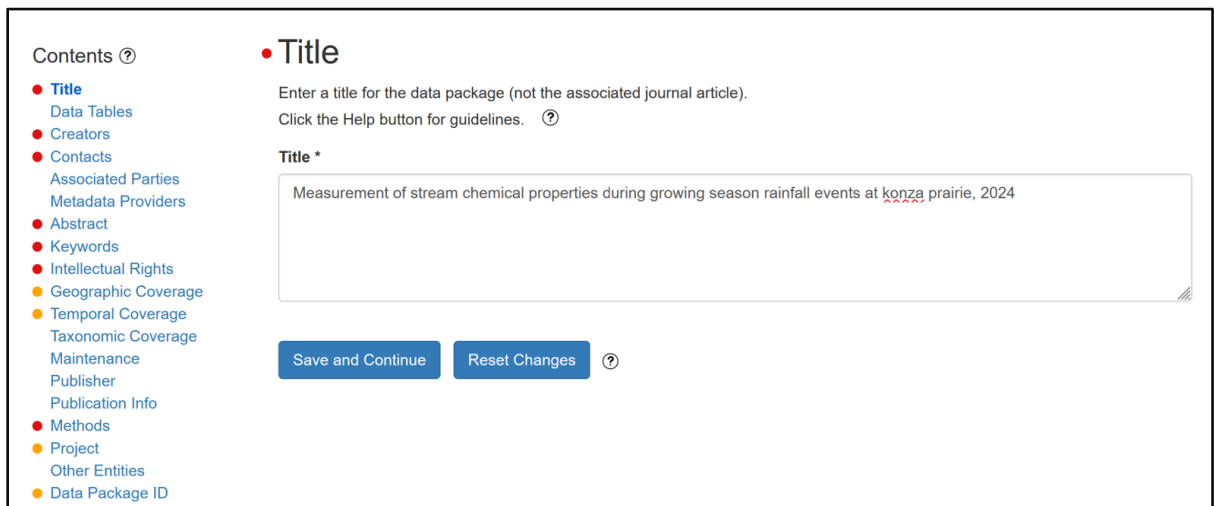


5. Enter a name for the EML document by which you will identify this document in the future. This is not the title of the dataset, It's the title of the EML document. I suggest using the following pattern: <KNZID_lastName_SubjectOfDataset>, for example, AGW014_Pruitt_HOBOstreamflow. Click '**Create**'.



The screenshot shows a web form titled "New EML Document". Below the title, it says "Enter a name for the new document:". There is a label "Document Name" above a text input field. The input field contains the text "AGW014_Pruitt_HOBOstreamflow". To the right of the input field is a question mark icon in a circle. Below the input field are two blue buttons: "Create" and "Cancel".

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**.



The screenshot shows a web interface for entering EML metadata. On the left is a "Contents" sidebar with a list of metadata sections: Title, Data Tables, Creators, Contacts, Associated Parties, Metadata Providers, Abstract, Keywords, Intellectual Rights, Geographic Coverage, Temporal Coverage, Taxonomic Coverage, Maintenance, Publisher, Publication Info, Methods, Project, Other Entities, and Data Package ID. The "Title" section is selected and highlighted in red. The main area is titled "Title" with a red bullet point. It contains the instruction "Enter a title for the data package (not the associated journal article). Click the Help button for guidelines." followed by a question mark icon. Below this is a text input field with the text "Measurement of stream chemical properties during growing season rainfall events at konza prairie, 2024". At the bottom are two blue buttons: "Save and Continue" and "Reset Changes", followed by a question mark icon.

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 *

 ?

Description *

 ?

Filename *

 ?

Field Delimiter

 ?

Record Delimiter *

 ?

Quote Character

 ?

Case Sensitive

 ?

Size *

 ?

MD5 Checksum *

 ?

Number of Records *

 ?

Online Distribution URL (Optional)

 ?

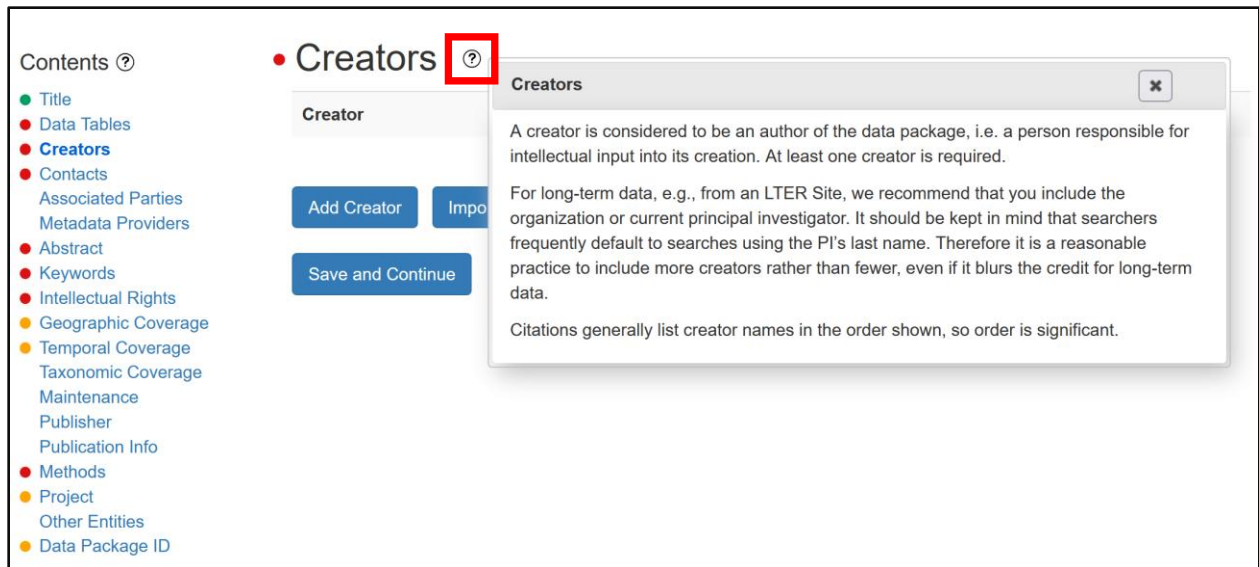
Columns:

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

Edit Column Properties

Clone Column Properties from Another Data Table ?

- 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.



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 ?

Title

Data Tables

Creators

Contacts

Associated Parties

Metadata Providers

Abstract

Keywords

Intellectual Rights

Geographic Coverage

Temporal Coverage

Taxonomic Coverage

Maintenance

Publisher

Publication Info

Methods

Project

Other Entities

Data Package ID

Other Entities ?

Entity Name

Load Other Entity from File

Add Other Entity from Scratch ?

Save and Continue

Other Entity ?

Save Changes ?

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-a84490315bfbcfa15288bbdf9c1ab5e/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.

The screenshot displays the 'Check Metadata: Results' interface. On the left is a sidebar with a 'Contents' menu where 'Check Metadata' is highlighted with a red dot. The main area shows four sections: 'Data Tables', 'Creators', 'Contacts', and 'Metadata Providers'. Each section contains a table of items and their associated issues.

Check Metadata: Results

[Back](#) [Review QUDT Units Annotations](#)

Data Tables

Data Table: AGW042

Item	Issue
Standard Unit	● Standard Unit milligramsPerLiter is deprecated. Use milligramPerLiter instead.
Standard Unit	● Standard Unit milligramsPerLiter is deprecated. Use milligramPerLiter instead.

Creators

Item	Issue
Creator	● An ORCID ID is recommended.
Creator	● An ORCID ID is recommended.

Contacts

Item	Issue
Contact	● An ORCID ID is recommended.

Metadata Providers

Item	Issue
Metadata Provider	● An Email Address should be provided.

Check Metadata (red dot)
● Check Data Tables
Explore Data Tables

[Submit/Share Package](#)

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 ?

- Title
- Data Tables
- Creators
- Contacts
- Associated Parties
- Metadata Providers
- Abstract
- Keywords
- Intellectual Rights
- Geographic Coverage
- Temporal Coverage
- Taxonomic Coverage
- Maintenance
- Publisher
- Publication Info
- Methods
- Project
- Other Entities
- Data Package ID

- Check Metadata
- Check Data Tables
- Explore Data Tables

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.