

CoMET/DSMQ User Guide

Edit and Publish User Roles

Production Version 1.11.1

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Contact Information

Send questions, feedback, issues, and bugs regarding this guide to the Collection Manager Support email at ncei.collection-manager.support@noaa.gov. If an issue or bug, include steps required to replicate it. Additionally, provide your name and contact information if you wish to be contacted for issue clarification and/or to receive updates on the status of the issue.

Acknowledgements

Special thanks to Charlie Burris, Jerri Reeves, Marty Aubrey, and John Relph for their technical input.

Overview

CoMET was created by the National Centers for Environmental Information (NCEI) to be NOAA's comprehensive and easy to use collection metadata creation and editing tool. It is a common registry for managing collection-level metadata and serves as a means for publishing metadata to the NOAA data search platforms. CoMET includes a Data Stewardship Maturity Questionnaire (DSMQ) and Data Management Plan (DMP) functionality.

This guide was developed to assist users with learning how to use CoMET quickly and efficiently. It allows users to create ISO compliant metadata and can support NCEI collection metadata templates. Upon completing the guide, the user should be familiar with the base functionality of CoMET and be able to create and edit existing metadata, as well as to perform a DSMM assessment with the use of the DSMQ form.

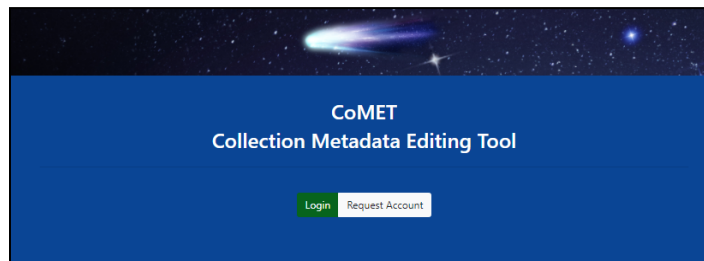
New Users

Note: Currently accounts are only created for NOAA employees

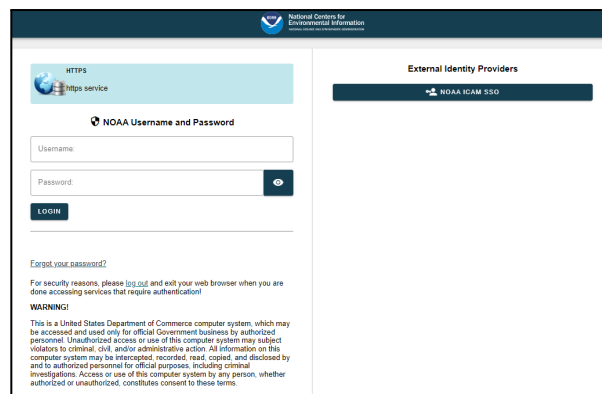
- Email: ncei.collection-manager.support@noaa.gov
- Subject:
 - New User for CoMET for *employee name*
- Body:
 - Employee's contact information
 - Associated program or agency
 - Records Group(s) to be accessed
 - If Record Group is unknown, user will be assigned to default Record Group 'CoMET Sandbox'
 - User may create/edit record(s) here until appropriate Record Group is determined
 - Intended usage
 - Include if ability to Publish records is required
 - New users will be assigned default user role EDIT

Log In

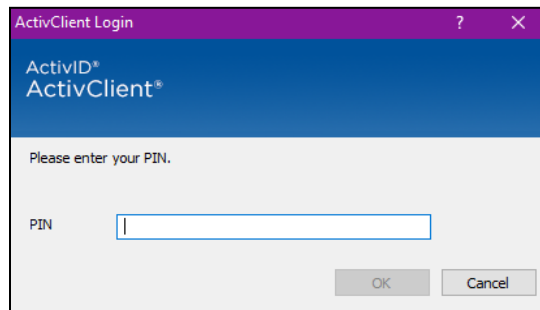
- Access CoMET at <https://data.noaa.gov/cedit/>
- Select 'Login'



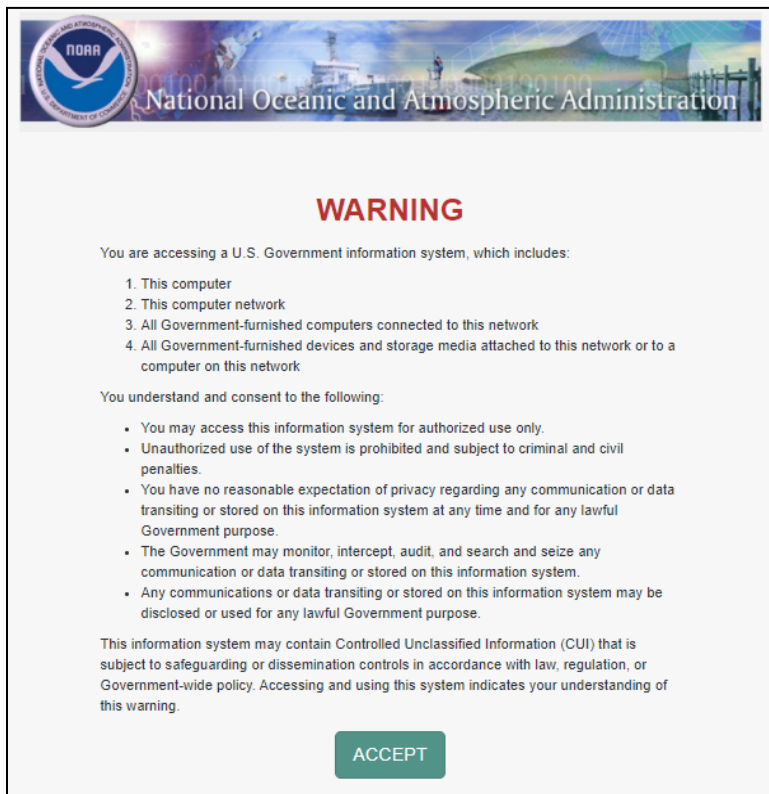
- If 'Request Account' is selected, email address for collection manager support is displayed
 - If account needed, follow instructions for New Users
- Enter Username (email address without @noaa.gov) and email password OR
- Click 'NOAA ICAM SSO' button (recommended)



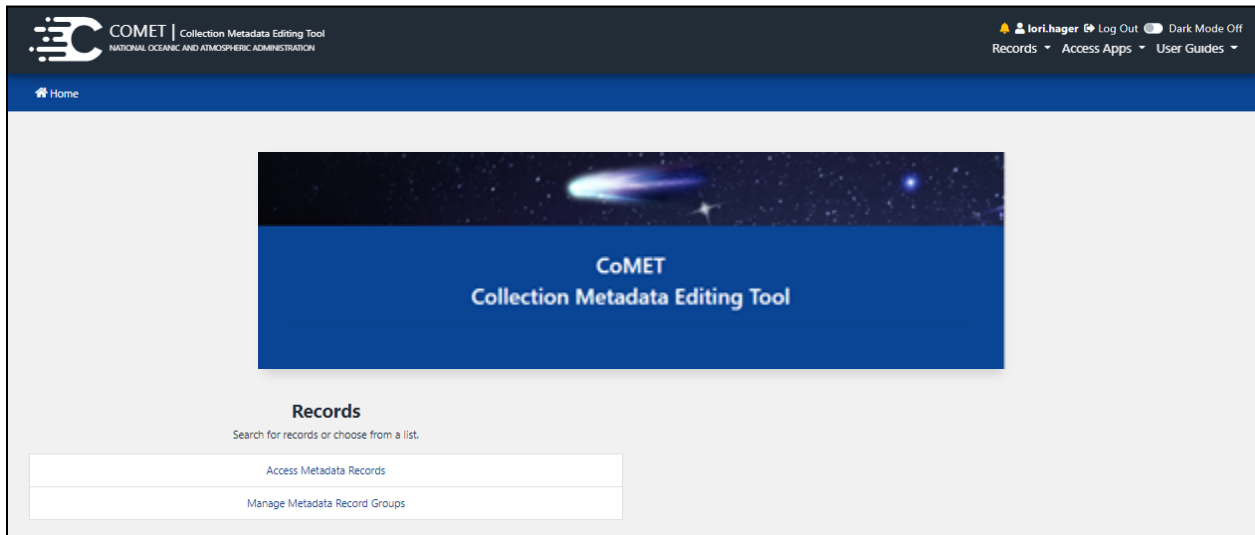
- ‘Select a certificate’, if prompted
 - Select same certificate used when logging into work computer
- Enter CAC PIN



- After authentication, a Warning page is displayed
 - Click ‘Accept’ to proceed



CoMET Landing Page/Home Page

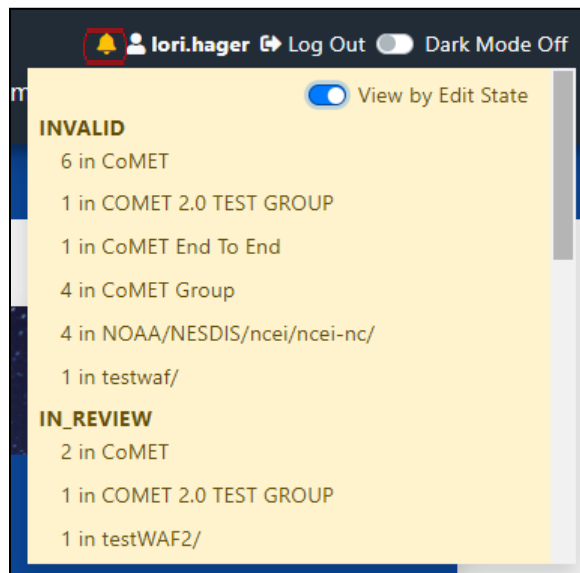


Notifications

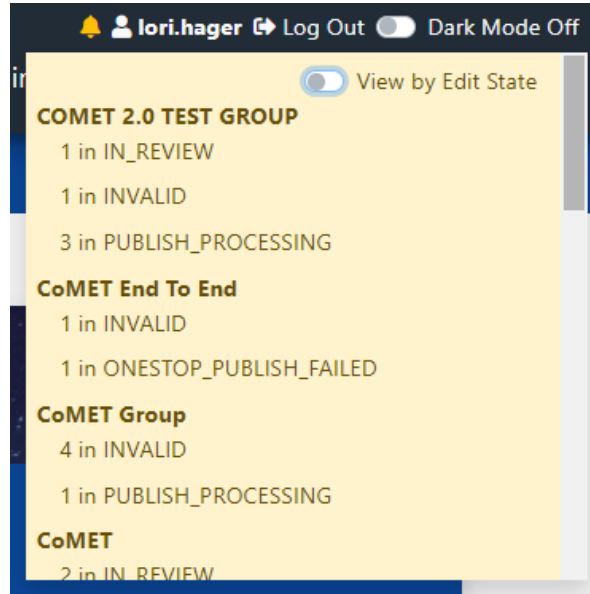
Note: Notifications icon can be accessed from any page

User will see list of notifications for all record groups to which they have access

- To view notifications of records' statuses, in top right corner click 'yellow bell'
 - By default, records are listed by Edit State



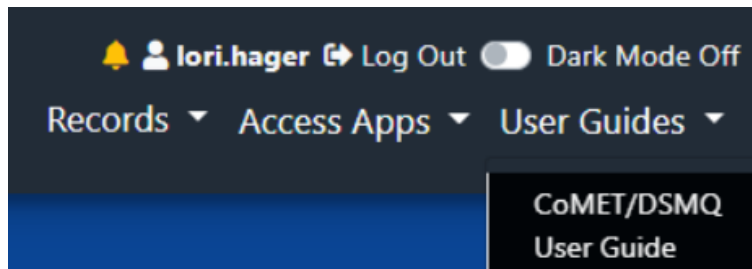
- To view by record group, click 'View by Edit State' off



- Click 'yellow bell' to close

Link to CoMET/DSMQ User Guide

- At top right corner, click 'User Guides' drop-down
 - Select 'CoMET/DSMQ User Guide'



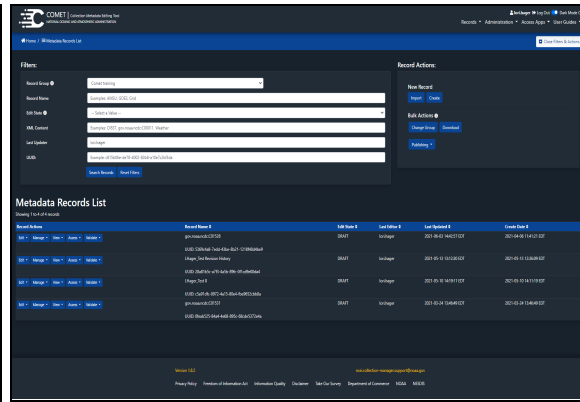
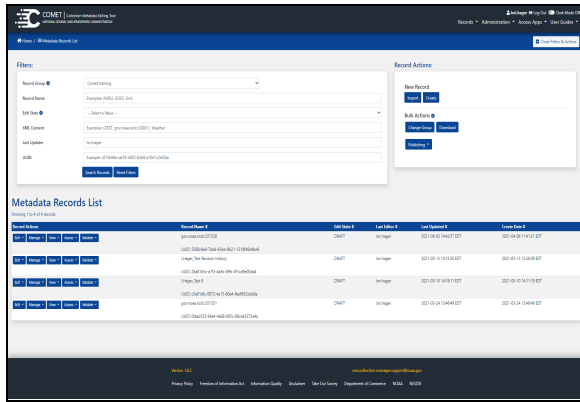
- Metadata site opens in new tab
 - Below RESOURCES, click link 'CoMET/DSMQ User Guide'



Viewing Options

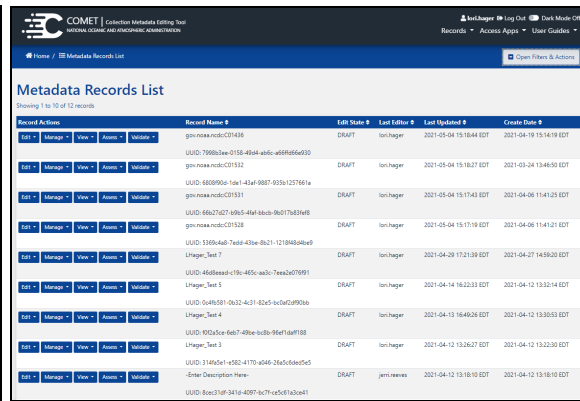
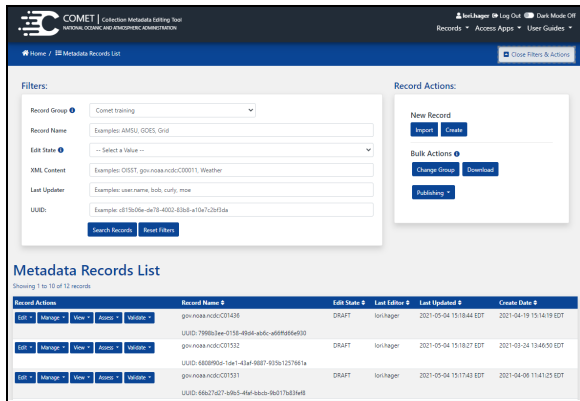
Dark Mode

- Toggle button for 'Dark Mode' at top right corner of screen
 - 'Dark Mode On' or 'Dark Mode Off'



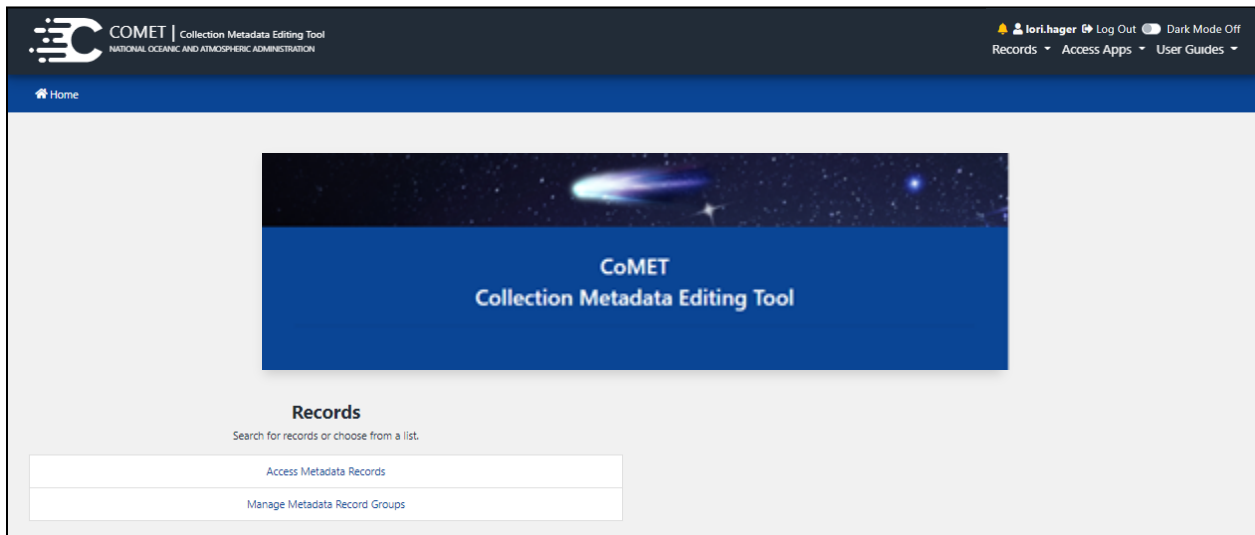
Streamline Page

- Click 'Close Filters & Actions'
 - Toggle between 'Close Filters & Actions' and 'Open Filters & Actions'



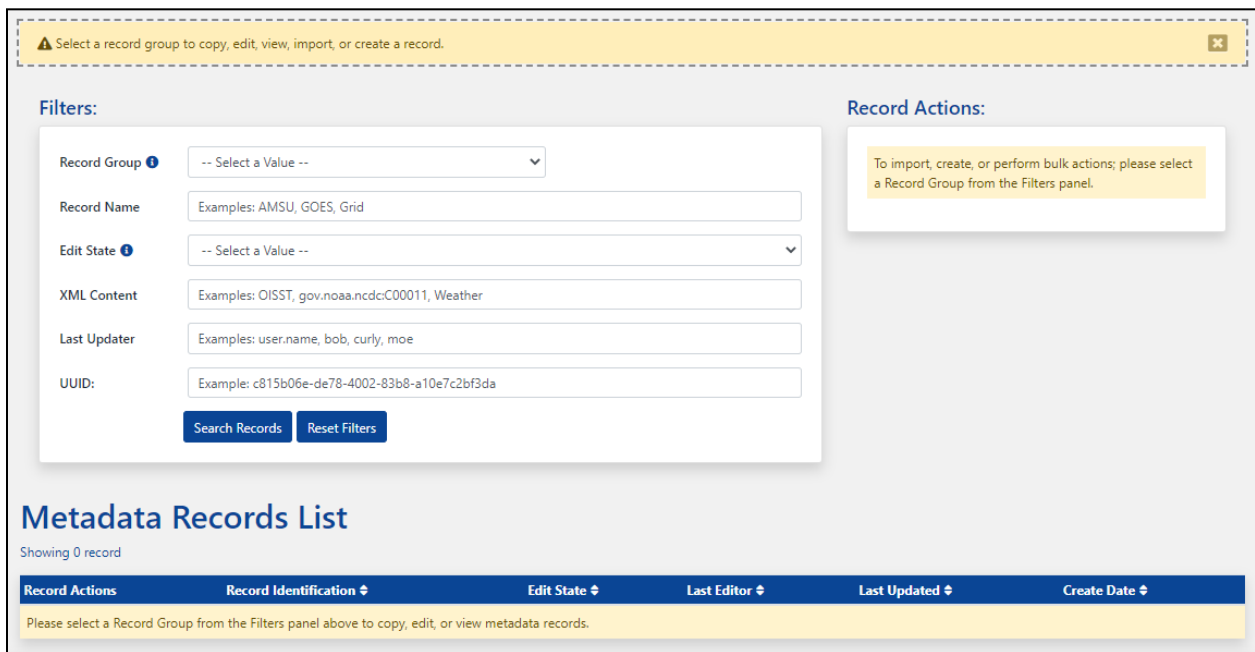
Home Page

- From Home page, select 'Access Metadata Records'



- Select team's record group from 'Record Group' drop-down
 - Hover over blue and white 'i' for information about 'What is a Record Group'

Note: A Record Group must be selected prior to performing any actions



- Page is auto-populated with records from that group, as well as any actions permitted per profile

The screenshot shows the COMET Metadata Editing Tool interface. At the top, there is a navigation bar with the COMET logo and text: 'COMET | Collection Metadata Editing Tool NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'. On the right, there is a user profile 'lori.hager' with 'Log Out' and 'Dark Mode Off' options, and a dropdown menu with 'Records', 'Administration', 'Access Apps', and 'User Guides'. Below the navigation bar is a breadcrumb trail 'Home / Metadata Records List' and a 'Close Filters & Actions' button.

The main content area is divided into two panels. The left panel, titled 'Filters:', contains several input fields:

- Record Group:** A dropdown menu with 'trainingCoMET/' selected and a 'View WAF' button to its right.
- Edit State:** A dropdown menu with '-- Select a Value --'.
- Record Name:** A text input field with examples: 'AMSU, GOES, Grid'.
- XML Content:** A text input field with examples: 'OISST, gov.noaa.ncdc:C00011, Weather'.
- Last Updater:** A text input field with examples: 'user.name, bob, curly, moe'.
- File Identifier:** A text input field with an example: 'gov.noaa.ncdc:C00844'.
- UUID:** A text input field with an example: 'c815b06e-de78-4002-83b8-a10e7c2b3da'.
- Tags:** A text input field with an example: 'oceans, water vapor, heat, land surface, instrument'.

 At the bottom of the filters panel are 'Search Records' and 'Reset All' buttons.

The right panel, titled 'Record Actions:', contains:

- New Record:** 'Import' and 'Create' buttons.
- Bulk Actions:** 'Change Group' and 'Download' buttons.
- Publishing:** A dropdown menu.

Below the filter and action panels is the 'Metadata Records List' section. It shows 'Showing 1 to 2 of 2 records' and a 'Hide Columns' section with checkboxes for 'File Identifier', 'UUID', 'Description', 'Edit State', 'Last Updater', 'Updated', 'Created', and 'Group'. The table below has columns for 'Tasks', 'File Identifier', 'Description', 'Edit State', 'Last Editor', and 'Updated':

Tasks	File Identifier	Description	Edit State	Last Editor	Updated
	gov.noaa.ncdc:C01436_test	Record Name: gov.noaa.ncdc:C01436_test DOI: https://doi.org/10.7289/V5M043MH Tags:	PUBLISH_PROCESSING	lori.hager	2023-01-09 16:14:36 EST
	gov.noaa.ncdc:82093997631775	Record Name: My special test DOI: https://doi.org/(IDOI) Tags:	ONESTOP_PUBLISH_FAILED	jerri.reeves	2022-07-19 11:40:32 EDT

- If record group has associated WAF, 'View WAF' button displays to right of Record Group name
 - Click 'View WAF' to see all associated WAFs

Filters (optional)

- Filters panel allows limiting number of records by various criteria
 - Filter records by:
 - Edit State
 - Hover over blue and white 'i' for information about Edit States
 - Record Name
 - XML Content
 - Last Updater
 - File Identifier
 - UUID
 - Automatically generated or use own from XML
 - Tags
 - Hover over blue and white 'i' for information about Tags
 - Click 'Search Records' to apply filter(s)
 - Click 'Reset All' to clear filter(s)

Filters:

Record Group ⓘ	trainingCoMET/	View WAF
Edit State ⓘ	-- Select a Value --	
Record Name	Examples: AMSU, GOES, Grid	
XML Content	Examples: OISST, gov.noaa.ncdc:C00011, Weather	
Last Updater	Examples: user.name, bob, curly, moe	
File Identifier:	Example: gov.noaa.ncdc:C00844	
UUID:	Example: c815b06e-de78-4002-83b8-a10e7c2bf3da	
Tags: ⓘ	Example: oceans, water vapor, heat, land surface, instrument	

[Search Records](#) [Reset All](#)

Record Actions

- Record Actions panel includes commonly-used actions
 - New Record
 - [Import](#)
 - Import one or multiple valid 19115-2 ISO XML files
 - [Create](#)
 - Create new records based on values in NCEI template
 - Bulk Actions
 - [Change Group](#) (action available only to PUBLISH user role)
 - Allows records to be moved from one group to another
 - [Download](#) (action available only to PUBLISH user role)
 - Allows download of multiple XML files
- If record group has associated WAF, 'Publishing' drop-down menu displays
 - [Publishing](#)
 - [Request to Publish](#)
 - Request a draft to be published
 - [Publish](#) (action available only to PUBLISH user role)
 - Publisher views records requested to be published
 - [Unapprove](#) (action available only to PUBLISH user role)
 - Publisher changes Edit State back to DRAFT

Record Actions:

New Record

Import Create

Bulk Actions ⓘ

Change Group Download

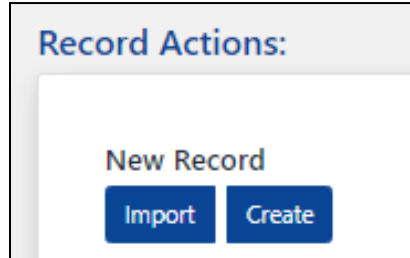
Publishing ▾

- Request to Publish
- Publish
- Unapprove

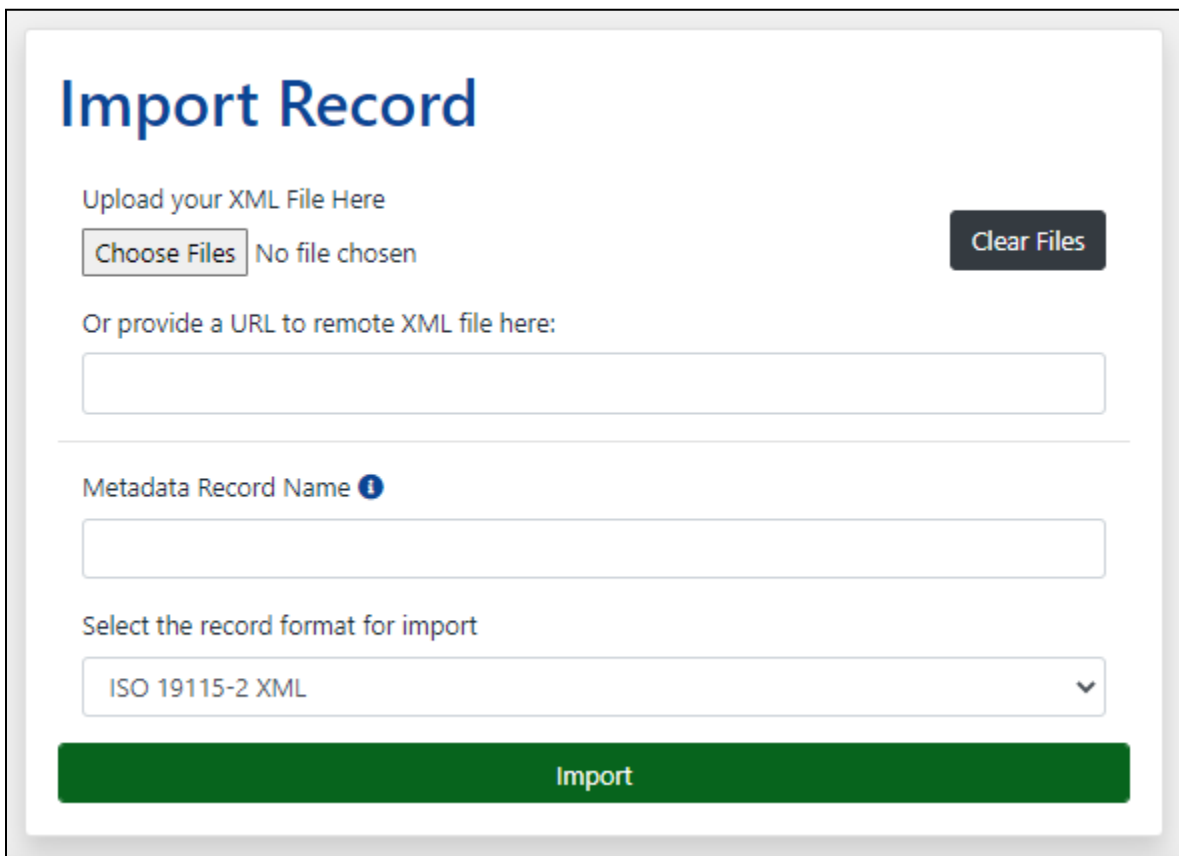
New Record

Import

- In Record Actions panel, click 'Import'

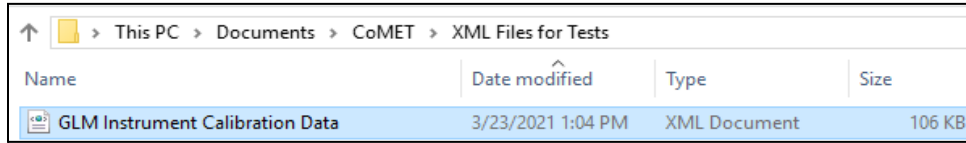


- 'Import Record' dialogue box opens
- Either click 'Choose Files' to upload XML file(s) saved on computer OR enter URL for remote XML file
 - All XML URLs must have XML extension
 - Multiple/Bulk files may be uploaded from computer
 - *Multiple/Bulk URLs are not supported and must be imported individually*

A screenshot of the 'Import Record' dialogue box. The title 'Import Record' is in large blue font. Below the title, there is a section 'Upload your XML File Here' with a 'Choose Files' button and the text 'No file chosen'. To the right of this section is a 'Clear Files' button. Below this is a section 'Or provide a URL to remote XML file here:' with a text input field. Below that is a section 'Metadata Record Name' with a text input field and a help icon. Below that is a section 'Select the record format for import' with a dropdown menu showing 'ISO 19115-2 XML'. At the bottom is a large green 'Import' button.

Upload an XML File

- Click 'Choose Files'
 - Select XML file from computer



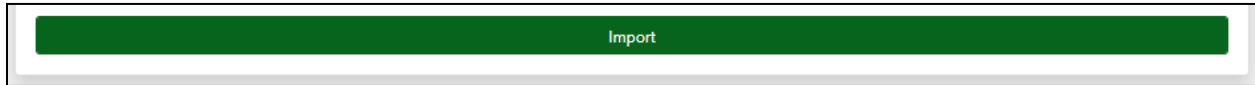
- Hover over blue and white 'i' for information about 'What is a Metadata Record Name'

The screenshot shows the 'Import Record' form. It has a title 'Import Record' and a sub-header 'Upload your XML File Here'. There is a 'Choose Files' button and a 'Clear Files' button. Below that, there is a text input field for 'Or provide a URL to remote XML file here:'. The 'Metadata Record Name' field has a blue and white information icon. A tooltip is open over this icon, titled 'What is a Metadata Record Name?'. The tooltip text reads: 'This field is optional when importing a metadata record and defaults to the value inside the gmd:fileidentifier tag if included in the XML content, or you can provide a name in the text box below. Example Name: gov.noaa.ncdc:C00844 Note: If the gmd:fileidentifier value or textbox entry are not provided, the metadata record name will default to 'Internal CoMET Record Name'. The metadata record name field can be updated at anytime in one of CoMET's editors.' Below the tooltip is a dropdown menu for 'Select the record format for import' with 'ISO 19115-2 XML' selected. At the bottom is a large green 'Import' button.

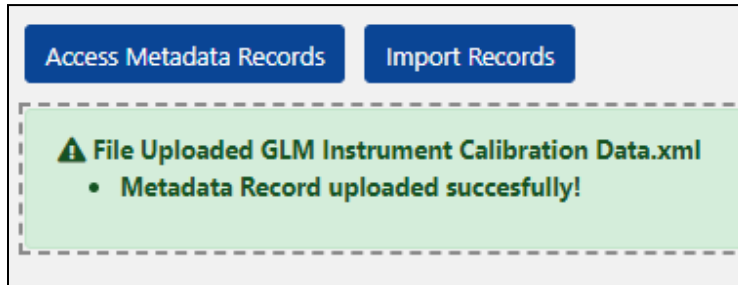
- Select Record Format from drop-down

A close-up screenshot of the 'Select the record format for import' dropdown menu. The menu is open, showing four options: 'ISO 19115-2 XML', 'ACDD NCML', 'CoMET Format XML', and 'ISO 19115-2 XML'. The bottom option, 'ISO 19115-2 XML', is highlighted in blue.

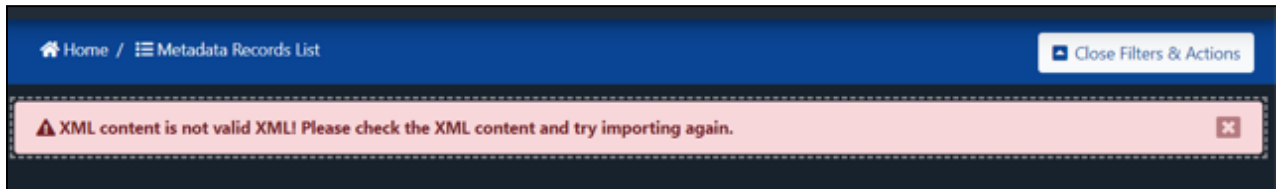
- Click 'Import'



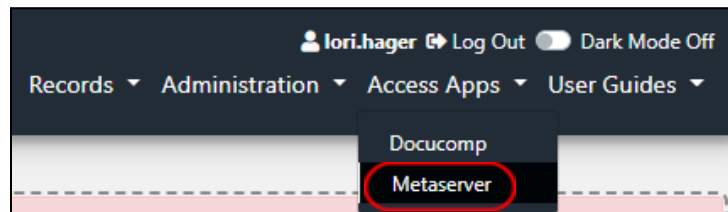
- Get message 'Metadata Record uploaded successfully!'



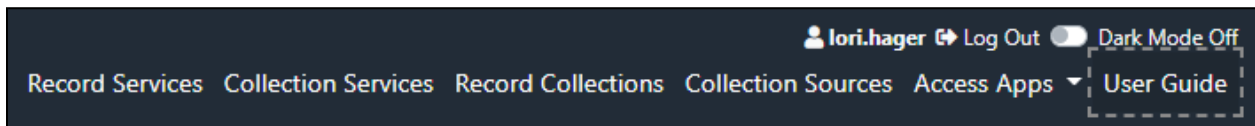
- If XML is not valid, receive error message
 - Go to Metaserver app to check XML and then try importing again



- At top right corner, click 'Access Apps' drop-down
 - Select 'Metaserver'



- To access Metaserver User Guide
 - In Metaserver, at top right corner, click 'User Guides'
 - Since user guide opens in same tab, user may right click link to open in new tab



- Upload Multiple/Bulk XML Files
- Click ‘Choose Files’
 - Select XML files from computer

Name	Date modified	Type	Size
EXIS Instrument Calibration Data	3/24/2021 1:32 PM	XML Document	101 KB
SEISS Instrument Calibration Data	3/24/2021 1:22 PM	XML Document	102 KB
SUVI Instrument Calibration Data	3/24/2021 1:25 PM	XML Document	101 KB

- Hover over blue and white ‘i’ for information about ‘What is a Metadata Record Name’

Or provide a URL to remote XML file here:

Metadata Record Name ⓘ

Select the record format for import

ISO 19115-2 XML

Import

What is a Metadata Record Name?

This field is optional when importing a metadata record and defaults to the value inside the gmd:fileIdentifier tag if included in the XML content, or you can provide a name in the text box below.

Example Name: gov.noaa.ncdc:C00844

Note: If the gmd:fileIdentifier value or textbox entry are not provided, the metadata record name will default to 'Internal CoMET Record Name'. The metadata record name field can be updated at anytime in one of CoMET's editors.

- Select Record Format from drop-down

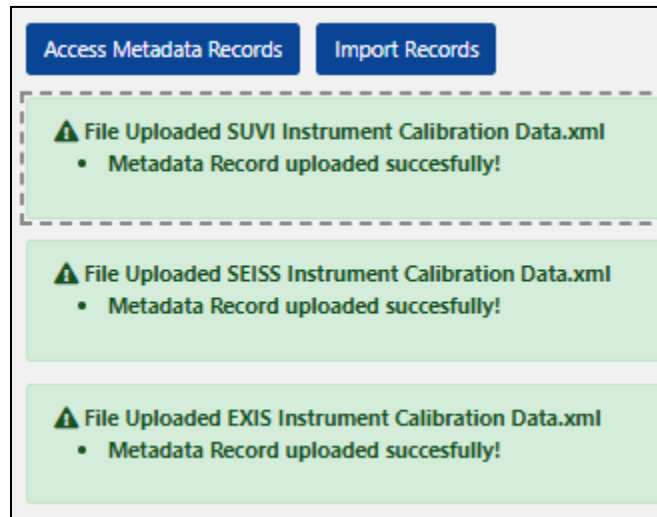
Select the record format for import

- ACDD NCML
- ACDD NCML
- CoMET Format XML
- Unresolved ISO 19115-2 XML

- Click ‘Import’

Import

- Receive message for each record: ‘Metadata Record uploaded successfully!’



URL To Remote XML File

- Type or paste URL into ‘Or provide a URL . . .’ field

The screenshot shows the 'Import Record' form. It has a title 'Import Record' and a subtitle 'Upload your XML File Here'. There is a 'Choose Files' button and 'No file chosen' text. A 'Clear Files' button is on the right. Below is a text input field for a URL, containing 'https://www.ncei.noaa.gov/metadata/geoportal/rest/metadata/item/gov.noaa.nodc%3AGHRSST-AHI_H08-STAR-L2P/html'. There is a 'Metadata Record Name' field with a help icon. Below that is a dropdown menu for 'Select the record format for import', currently set to 'ISO 19115-2 XML'. At the bottom is a large green 'Import' button.

- Hover over blue and white 'i' for information about 'What is a Metadata Record Name'

Import Record

Upload your XML File Here
 No file chosen

Or provide a URL to remote XML file here:

Metadata Record Name ⓘ

Select the record format for import:

What is a Metadata Record Name?
 This field is optional when importing a metadata record and defaults to the value inside the gmd:fileIdentifier tag if included in the XML content, or you can provide a name in the text box below.
Example Name: gov.noaa.ncdc:C00844
Note: If the gmd:fileIdentifier value or textbox entry are not provided, the metadata record name will default to 'Internal CoMET Record Name'. The metadata record name field can be updated at anytime in one of CoMET's editors.

- Select Record Format from drop-down

Select the record format for import

- ISO 19115-2 XML
- ACDD NCML
- CoMET Format XML
- ISO 19115-2 XML

- Click 'Import'

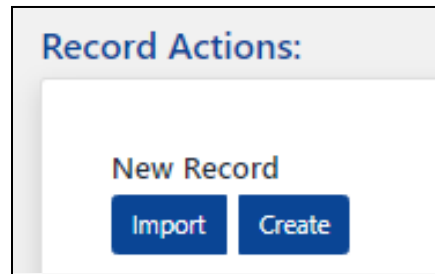
- Get message 'Metadata Record uploaded successfully!'

File Uploaded <https://www.ncei.noaa.gov/metadata/geoportal/rest/metadata/item/gov.noaa.ncdc:C00803/xml>

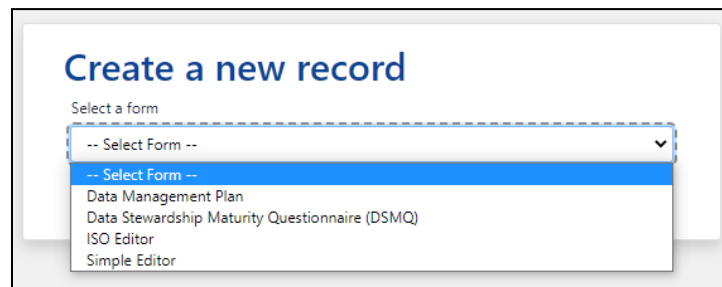
- Metadata Record uploaded successfully!

Create

- In Record Actions panel, click 'Create'



- From 'Create a new record' drop-down menu, select a form



Data Management Plan (DMP)

- In development

Data Stewardship Maturity Questionnaire (DSMQ)

- DSMQ is an easy to use tool for assessing stewardship quality of digital environmental datasets
 - Based on Data Stewardship Maturity Matrix (DSMM)
- If metadata record will be published in OSIM (OneStop Inventory Manager), completing a DSMQ allows user to take advantage of OSIM's unique relevancy ranking feature
 - It may help metadata appear higher in search results
- Future functionality will allow user to generate a Data Stewardship Maturity Report (DSMR) based on answers provided in DSMQ
 - Report may be published under DSMR Technical Information Series with NOAA Central Library's Institutional Repository (IR)
 - Reports submitted to IR receive a Digital Object Identifier (DOI) that can be used for citability and tracking purposes by author
- See [DSMQ](#) instructions

ISO Editor

- From 'Select a form' drop-down, select 'ISO Editor'

Create a new record

Select a form

-- Select Form --

-- Select Form --

DSMQ - Dataset Maturity Questionnaire

Data Management Plan (DMP)

ISO Editor

Simple Editor

- Click 'Create Record'

Create a new record

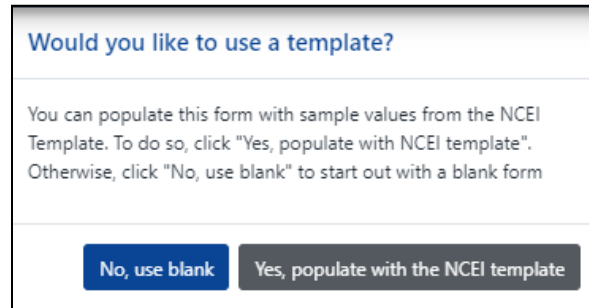
Select a form

ISO Editor

ISO Editor - use this form to create ISO 19115-2 metadata with the option to utilize NCEI Template

[Create Record](#)

- At ‘Would you like to use a template?’ prompt
 - Select ‘No, use blank’ if record will not be submitted to NCEI
 - OR select ‘Yes, populate with the NCEI template’ if data will be submitted to NCEI
 - Contains pre-populated fields for standard NCEI data



Would you like to use a template?

You can populate this form with sample values from the NCEI Template. To do so, click "Yes, populate with NCEI template". Otherwise, click "No, use blank" to start out with a blank form

No, use blank Yes, populate with the NCEI template

***Note: Instructions are same for ‘Yes, populate with the NCEI template’ as with ‘No, use blank’ except if NCEI template is used, there is an additional field on Identification tab titled ‘Supplemental Information’
‘Supplemental Information’ is not a required field***

Content Evaluator

- CoMET defaults to ‘Content Evaluator On’

- Hover over blue and white ‘i’ for information about ‘Content Evaluator’
- Orange badges identify content to be reviewed
 - Contains blank data or data from templates meant to be replaced or removed
- Required fields are identified by a vertical red bar next to field name, as well as text ‘(required)’ after field name
- Enter ‘Internal COMET Record Name’ in pink field

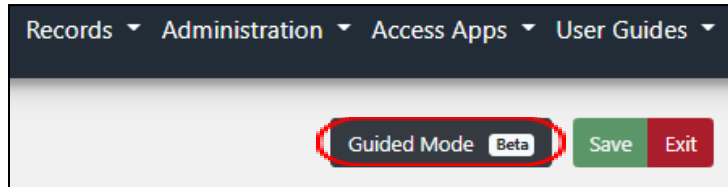
Guided Mode

- Helps user work through metadata for completeness, thereby increasing Rubric V2 score

- Works in conjunction with Content Evaluator (orange badges)

Note: User has option to use Guided Mode when first creating a record OR user may wait to consult Guided Mode to review what fields may be missing metadata

- Click ‘Guided Mode’



- Right column is Total Completeness Scores for each Rubric category
 - Total Completeness Score percentages are calculated from Required fields
 - Total Completeness Score Extra Credits are calculated from Recommended fields
- Left column is points scored for each sub-category

 A screenshot of the 'Guided ISO Editor' interface. On the left is a sidebar with a list of metadata sections and their completion status. The main area shows a 'Completeness Rubric for: {{Collection Title}}' with a 'Total Completeness Score: 39% + 9.42 (extra credit)'. Below this is a grid of rubric categories with their respective scores and extra credits.

Category	Score	Extra Credit
Identification	50% (4.50/9)	2
Access	42% (1.67/4)	0.75
Coverage	0% (0/2)	1
Content	0% (0/3)	0
History	25% (1/4)	2
Quality	0% (0/2)	0
Connections	0% (0/2)	0
Metadata	100% (5/5)	0
Resources	Extra Credit Only	2.67
Attribution	Extra Credit Only	1

- Hover over blue and white ‘i’ for a description of a Rubric category
- **Identification Description**

Identification	Identification Description
50% (4.50/9) Extra Credit 2	The Identification Category provides content needed for the basic discovery of the resource. It includes the title, abstract, theme keywords, point of contact, and resource hierarchy level Required

- To see scores for other categories, click drop-down menu below ‘Select a section to review completeness’
 - Select category

Guided ISO Editor

Select a section to review completeness

Identification

- Identification
- Access
- Coverage
- Content
- History
- Quality
- Connections
- Metadata
- Resources
- Attribution

- **Access Description**

Access	Access Description
42% (1.67/4) Extra Credit 0.75	The Access Category provides information about how to obtain the data, including formats, access points, distribution contacts, and disclaimer statements. Not required when Resource Hierarchy Level = fieldSession or Status = planned

- **Coverage Description**

Coverage Description
The Coverage Category provides information about regarding the extent of the resource, such as temporal range of content, geographic bounds of content, and general place names. This information can be displayed on maps and timelines and used in spatial searches.
Coverage ⓘ
0% (0/2) Extra Credit 1
Spatial Extent is not required when the Resource Hierarchy Level = nonGeographicDataset.

- **Content Description**

Content Description
The Content Category identifies the parameters, variables or features of the resource and can be documented with at least one of the two subcategories: Attributes or Features.
Content ⓘ
0% (0/3) Extra Credit 0
Not Required when Resource Hierarchy Level = 'fieldSession'.

- **History Description**

History Description
The History Category provides information about how the resource was collected, processed or other steps associated with the resource, such as archival activity.
The Acquisition subcategory is recommended for raw or near-raw observations, for example Level 0 satellite data. Lineage subcategory is recommended for resources that have been processed.
History ⓘ
If unable to provide acquisition or lineage, then provide a general statement. At least Acquisition, Lineage or Statement is required. You get extra credit if more than one subcategory is documented.
25% (1/4) Extra Credit 2
Required
The subcategory with the highest score is used as the Required segment. The lower score will become extra credit. If the Required Score for Lineage is > 1, Acquisition = 0, and Statement = 1; you will score 100%

- **Quality Description**

	Quality Description
	The Quality Category provides reports on how complete or accurate a resource is.
Quality ⓘ	Not required when Resource Hierarchy Level = 'fieldSession'.
0% (0/2) Extra Credit 0	Only Quality sections that include 'Reports' are counted.

- **Connections Description**

	Connections Description
	The Metadata Category provides information about this metadata record such as metadata ID, standard name, metadata contact and notes.
Connections ⓘ	Required
0% (0/2) Extra Credit 0	Extra Credit 0 Extra Credit 2.67

- **Metadata Description**

	Metadata Description
	The Metadata Category provides information about this metadata record such as metadata ID, standard name, metadata contact and notes.
Metadata ⓘ	Required
100% (5/5) Extra Credit 0	Extra Credit 2.67 Extra Credit 1

- **Resources Description**

	Resources Description
	The Associated Resource Category provides citations or identifiers to related papers, sister resources, parents, or programs that the resource is associated with.
Resources ⓘ	Highly Recommended
Extra Credit Only Extra Credit 2.67	

- **Attribution Description**

	Attribution Description
Attribution ⓘ	The Attribution Category provides information that can be used to cite the resource and provide proper credit, such as creator names, publisher names and a Digital Object Identifier (DOI).
Extra Credit Only Extra Credit 1	Highly Recommended

- For each sub-category, click on link next to an ‘X’
 - Find orange badge(s) on right for what is missing or wrong
 - ‘Resource Title’ equals ‘Title (required)’
 - Enter a title
- Repeat for each link next to an ‘X’

- Enter data into fields

COMET | Collection Metadata Editing Tool
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

lorlhager Log Out Dark Mode Off

Records Administration Access Apps User Guides

19 Identification 24 Keywords 42 Access 31 Coverage Content History Quality

1 Metadata 12 Resources

Guided Mode Save Exit

COMET Record Name is required!

131 Editing Record: Content Evaluator On

Internal COMET Record Name (required)

Enter a name for this metadata record in the COMET database.

19 Identification JSON Fields

2 Description: 13 Data Citation Resource Hierarchy 4 Point of Contact Status Topic Category Browse Graphic

1 Collection Description (required) Enter Values

{{Describe the content of this data collection. Good practice: Start with ... This data collection contains (measured or calculated variables, model outputs, or other kinds of data) from (a project, program or field campaign)}}

This is not a journal/scientific paper abstract or description of your project, program, or field campaign.

Purpose (required)

This data is available to the public for a wide variety of uses including scientific research and analysis.

Explain the intended use and benefits of the dataset (e.g., These data can be used for weather forecasting and snowpack analysis).

Language Enter Values

eng: USA

1 Supplemental Information Enter Values

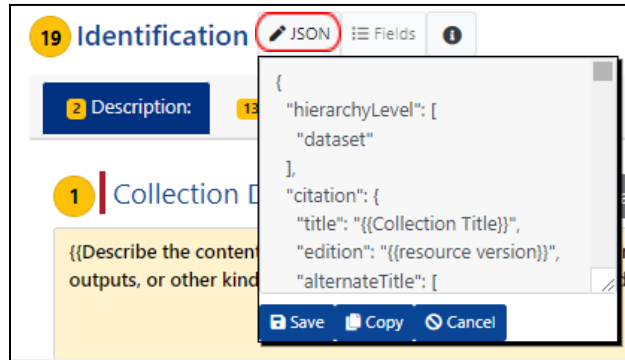
{{any other information }}

Any additional information to complete the data description.

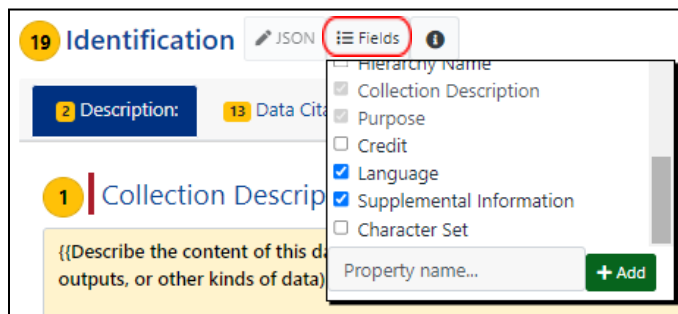
View/Edit Orphaned Data View @xml* Fields

- JSON code can be directly modified or copied

- Click JSON button

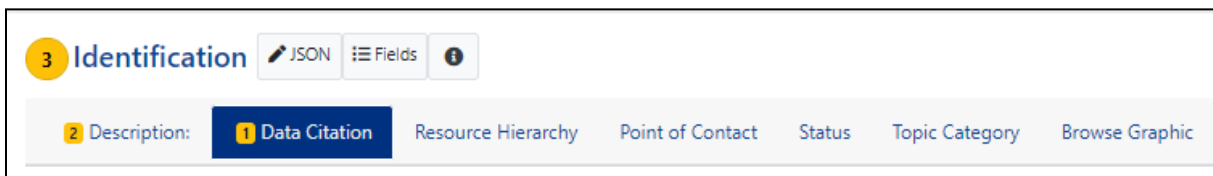


- Modify, as desired
- OR highlight text and click 'Copy'
- If any changes made, click 'Save' in JSON window
- Click 'JSON' button again to close window
- Additional fields may be included by clicking 'Fields' button
 - Place check in box next to field
 - If check box is gray, its field is already on page
 - Field is required and cannot be removed
 - Deleting a check removes field and its values
 - Language is checked by default



- After selecting fields, click 'Fields' button again to close window

- Click 'Data Citation' tab (next to 'Description' tab)



- Enter Dataset Title in 'Title' field

- Use tabs to navigate through form

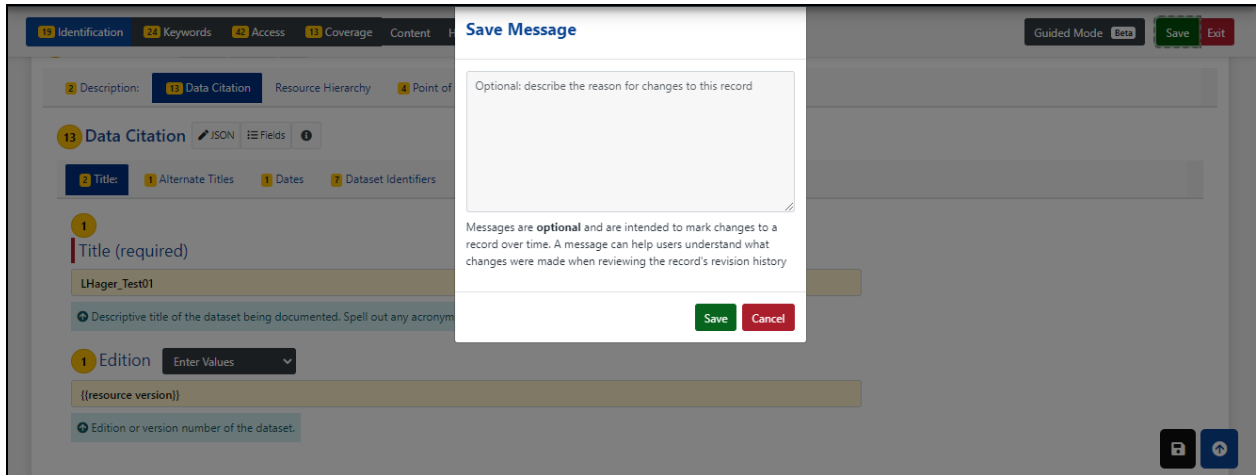
- Save periodically as form will not save automatically

**Note: If CoMET is left idle too long, session will time out and unsaved data will be lost
User will receive Timeout Warning message**

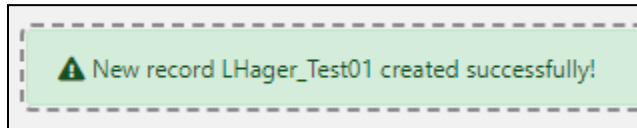
- Click 'Save' button at top right of page OR Save icon at bottom right of page



- Save Message appears
 - User has option to add reason for changes made to record
 - Comment is optional but strongly recommended
 - Save Messages are included in Revision History



- Message appears 'New record . . . created successfully'



Note: Even if one or more required fields are blank or not in the expected format, CoMET will ignore the validation errors and allow the record to be created

- Metadata Records List page reloads
 - New record at top of Metadata Records List

COMET | Collection Metadata Editing Tool
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Records Administration Access Apps User Guides

Home / Metadata Records List

Filters:

Record Group: trainingCoMET/ View WAF

Edit State: -- Select a Value --

Record Name: Examples: AMSU, GOES, Grid

XML Content: Examples: OISST, gov.noaa.ncdc:C00011, Weather

Last Updater: Examples: user.name, bob, curly, moe

File Identifier: Example: gov.noaa.ncdc:C00844

UUID: Example: c815b06e-de78-4002-83b8-a10e7c2bf3da

Tags: Example: oceans, water vapor, heat, land surface, instrument

Search Records Reset All

Record Actions:

New Record

Import Create

Bulk Actions

Change Group Download

Publishing

Metadata Records List

Showing 1 to 4 of 4 records

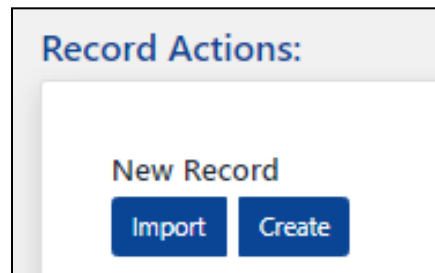
Show Columns: File Identifier UUID Description Edit State Last Updater Updated Created Group

Tasks	File Identifier	Description	Edit State	Last Editor	Updated
	gov.noaa.ncdc:373224862614429	Record Name: LHager_Test01 DOI: https://doi.org/[[DOI]] Tags:	DRAFT	lori.hager	2023-01-11 13:00:42 EST

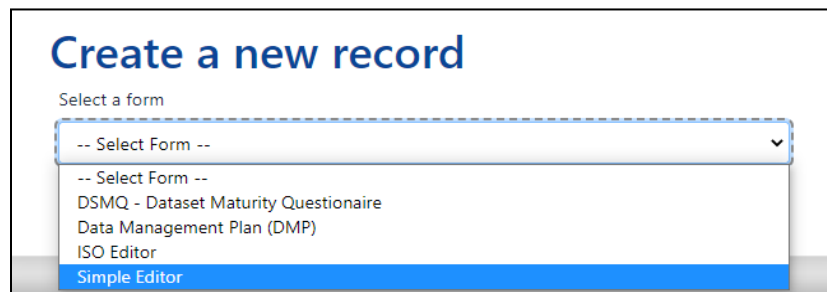
Simple Editor

Enables non-metadata experts to easily create metadata records within CoMET

- In Record Actions panel, click 'Create'



- From 'Select a form' drop-down, select 'Simple Editor'



- Click 'Create Record'

Create a new record

Select a form

Simple Editor

Simple Editor - a lite version of ISO Editor, use this form to create a minimal ISO record. If you are copying a record from a full ISO record, use the ISO Editor instead.

Create Record

- CoMET defaults to Dataset Information tab
 - Enter data into fields
 - 'Internal CoMET Record Name' is a required field

Editing Record: Save Exit

Internal CoMET Record Name (required)

Enter a name for this metadata record in the CoMET database.

This value is displayed as "Name" under the Record Identification column on the Metadata Records List. It is not derived from any part of the XML. Its purpose is to provide an easy to search name and sorting mechanism for the Metadata Records List. Some groups will enter a unique identifier in this field such as the record's file identifier or accession number.

Dataset Information | People & Projects | Dates & Locations | Additional Keywords | Access / Distribution

Dataset Title

Your title should include one or two primary variables, not more than one or two platform/ship names, and the location and date range when the data were collected. Please enter your date in the format YYYY-MM-DD

Title

Enter a Collection Title

Descriptive title of the dataset being documented. Spell out any acronyms.

Collection Description

A brief narrative summary of the data set: a clear and concise statement that enables the reader to understand the content of the dataset. This is not a journal/scientific paper abstract or description of your project, program, or field campaign.

Collection Description

Guidance: Describe the content of this data collection. Good practice: Start with "This data collection contains (measured or calculated variables, model outputs, or other kinds of data) from (a project, program or field campaign)"

Save Exit

Purpose

Explain the intended use and benefits of the dataset (e.g., These data can be used for weather forecasting and snowpack analysis).

Purpose

Example: This data is available to the public for a wide variety of uses including scientific research and analysis.

Supplemental Information

Supplemental Information

Enter any other information

Any additional information to complete the data description.

Save Exit

Topic Categories

High-level thematic classification to assist in the grouping and searching of data. The most applicable topics in NOAA are usually Geoscientific Information, Climatology > Meteorology > Atmosphere, Oceans or Elevation.

Topic Category

Topic 1

+ Topic

Publish Dates

Use the date that this dataset was first published or released.

Date

+ Date

Theme/Science Keyword Descriptors

These theme/science keywords are from the Global Change Master Directory (GCMD) controlled vocabulary. To enter other values, please go to the Additional Keywords tab.

(GCMD) Science Keyword Values

Select theme values from Global Change Master Directory (GCMD) Science Keywords

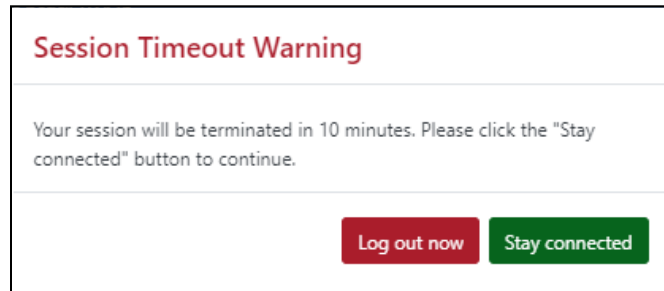
B Q

- Use tabs to navigate through form

Dataset Information People & Projects Dates & Locations Additional Keywords Access / Distribution

- Save periodically as form will not save automatically

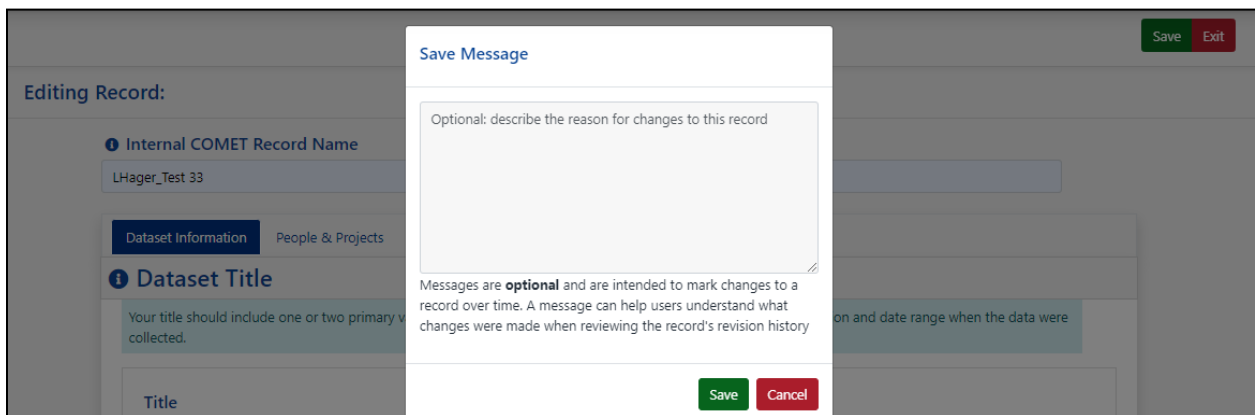
**Note: If CoMET is left idle too long, session will time out and unsaved data will be lost
User will receive Timeout Warning message**



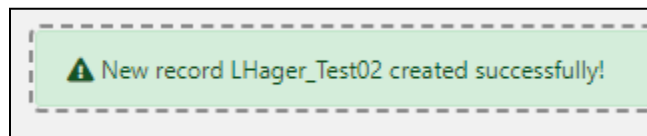
- Click 'Save' button at top right of page OR Save icon at bottom right of page



- Save Message appears
 - User has option to add reason for changes made to record
 - Comment is optional but strongly recommended
 - Save Messages are included in Revision History



- Message appears 'New record . . . created successfully'



- Metadata Records List page reloads
 - New record at top of Metadata Records List

The screenshot shows the 'Metadata Records List' page. At the top, there is a navigation bar with 'Home / Metadata Records List' and a 'Close Filters & Actions' button. A green notification banner at the top left states 'New record LHager_Test02 created successfully!'. Below this is a 'Filters' panel with various input fields: 'Record Group' (set to 'trainingCoMET/'), 'Edit State' (set to '-- Select a Value --'), 'Record Name' (examples: AMSU, GOES, Grid), 'XML Content' (examples: OISST, gov.noaa.ncdc:C00011, Weather), 'Last Updater' (examples: user.name, bob, curly, moe), 'File Identifier' (example: gov.noaa.ncdc:C00844), 'UUID' (example: c815b06e-de78-4002-83b8-a10e7c2bf3da), and 'Tags' (example: oceans, water vapor, heat, land surface, instrument). There are 'Search Records' and 'Reset All' buttons at the bottom of the filters. To the right is the 'Record Actions' panel, which includes a 'New Record' section with 'Import' and 'Create' buttons, and a 'Bulk Actions' section with 'Change Group', 'Download', and 'Publishing' buttons. Below the filters and actions is the 'Metadata Records List' table. The table has columns for 'Tasks', 'File Identifier', 'Description', 'Edit State', 'Last Editor', and 'Updated'. It shows two records: one with File Identifier 'gov.noaa.ncdc:508925708348805' and Record Name 'LHager_Test02', and another with File Identifier 'gov.noaa.ncdc:373224862614429' and Record Name 'LHager_Test01'. The table also includes a 'Show Columns' section with checkboxes for 'File Identifier', 'UUID', 'Description', 'Edit State', 'Last Updater', 'Updated', 'Created', and 'Group'.

Bulk Actions

- Hover over blue and white 'i' for information about Bulk Actions

Change Group

Note: Action available only to PUBLISH user role

Move one or more record(s) from current Record Group to another

- In Record Actions panel, click 'Change Group'

This is a close-up of the 'Record Actions' panel. It features a 'New Record' section with 'Import' and 'Create' buttons. Below that is a 'Bulk Actions' section with an information icon (i) and three buttons: 'Change Group', 'Download', and 'Publishing' with a dropdown arrow.

- Select new Record Group from ‘Move to record group’ drop-down
- Check box(es) next to file(s) to be moved
- Click ‘Move Records’ at bottom of list

Move Records to a Different Record Group

Current record group

Move to record group -- Select a Value -- ▼

Record List Unselect All Select All

LHager_Test02

LHager_Test01

gov.noaa.ncdc:C01436_test

My special test

Move Records

- Message appears ‘Records moved successfully!’



- Metadata Records List of target page reloads

Home / Metadata Records List Close Filters & Actions

Records moved successfully!

Filters:

Record Group ⓘ View WAF

Edit State ⓘ

Record Name

XML Content

Last Updater

File Identifier:

UUID:

Tags ⓘ

Search Records Reset All

Record Actions:

New Record

Import Create

Bulk Actions ⓘ

Change Group Download

Publishing ▼

Download

Note: Action available only to PUBLISH user role

Download one or more XML files from current Record Group to user's records

- In Record Actions panel, click 'Download'

Record Actions:

New Record

[Import](#) [Create](#)

Bulk Actions ⓘ

[Change Group](#) [Download](#)

[Publishing](#) ▾

- From ‘Download Records in Bulk’ page, select record(s) to be downloaded
 - May filter records by record name
 - May Select All with button on right side of page
- Check box(es) next to file(s) to be downloaded
- Click Download Records

Filter records by record name:

[Filter](#) [Reset All](#)

Record List [Unselect All](#) [Select All](#)

File Name	File Size
<input checked="" type="checkbox"/> LHager_Test 34	3339
<input checked="" type="checkbox"/> LHager_Test 37	1737
<input type="checkbox"/> LHager_Test 1	1774

[Download Records](#)

- Open folder where records are to be saved
- Enter File Name
 - Records saved in Zip file
 - Click 'Save'



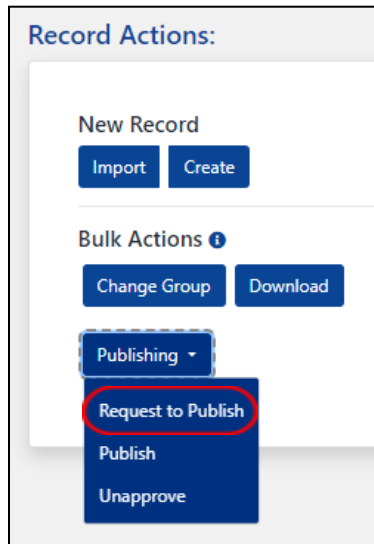
Publishing

Note: Only if record group has associated WAF, 'Publishing' drop-down menu displays

Request to Publish

Once record is complete, submit a request to have it published

- Select 'Request to Publish' from Publishing drop-down



- Below 'Request to Publish' is a list of records eligible to be published
 - User may search for records by Content

*Note: Publishers are not automatically notified when a 'Request to Publish' has been made
User must notify publisher*

- To see overview of 'Request to Publish' function, click 'View Request to Publish Overview' button at top right of page

Home / Metadata Records List / Request to Publish

Publishers are not automatically notified when you make a request to publish. You will need to contact the publisher personally to make them aware there are records awaiting approval.

Select a Record Group: trainingCoMET/ Search content: Search

Request to Publish

Showing 1 to 2 of 2 records

Actions	Description	Edit State	Last Updated by	Last Updated	Date Created
<input type="checkbox"/> View	LHager_Test01	DRAFT	lori.hager	2023-01-11 13:00:42 EST	2023-01-10 12:56:36 EST
<input type="checkbox"/> View	LHager_Test02	DRAFT	lori.hager	2023-01-10 12:57:26 EST	2023-01-10 12:57:26 EST

Select All Unselect All Request to Publish

View Request to Publish Overview

- To close message, click 'Close Request to Publish Overview' button

Request to Publish

Close Request to Publish Overview

Overview

This page displays records that are in the DRAFT state that editors can select and request to publish. A request to publish will change the record's edit state from DRAFT to IN_REVIEW. Records with the edit state of IN_REVIEW are reviewed by someone with the publisher role for final publishing approval.

Please review CoMET workflows here or contact us via email at ncei.collection-manager.support@noaa.gov if you have questions about publishing workflows.

Showing 1 to 2 of 2 records

Actions	Description	Edit State	Last Updated by	Last Updated	Date Created
<input type="checkbox"/> View	LHager_Test01	DRAFT	lori.hager	2023-01-11 13:00:42 EST	2023-01-10 12:56:36 EST
<input type="checkbox"/> View	LHager_Test02	DRAFT	lori.hager	2023-01-10 12:57:26 EST	2023-01-10 12:57:26 EST

Select All Unselect All Request to Publish

- Check box(es) next to record(s) to be published
- Click 'Request to Publish'

Home / Metadata Records List / Request to Publish

Publishers are not automatically notified when you make a request to publish. You will need to contact the publisher personally to make them aware there are records awaiting approval.

Select a Record Group: trainingCoMET/ Search content: Search

Request to Publish

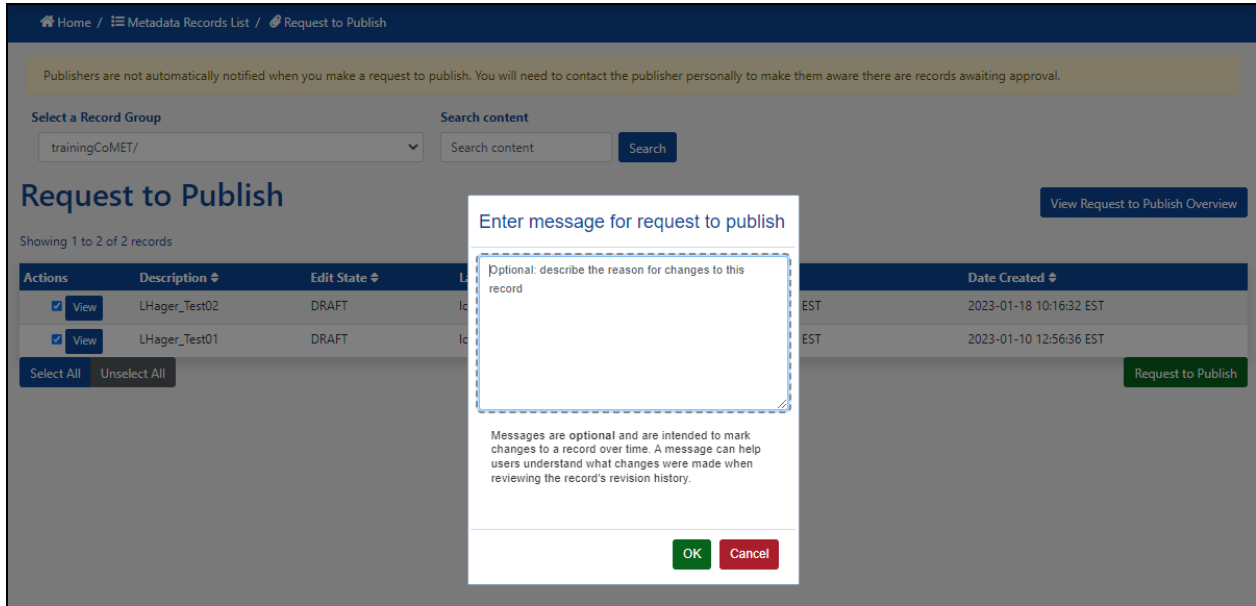
View Request to Publish Overview

Showing 1 to 2 of 2 records

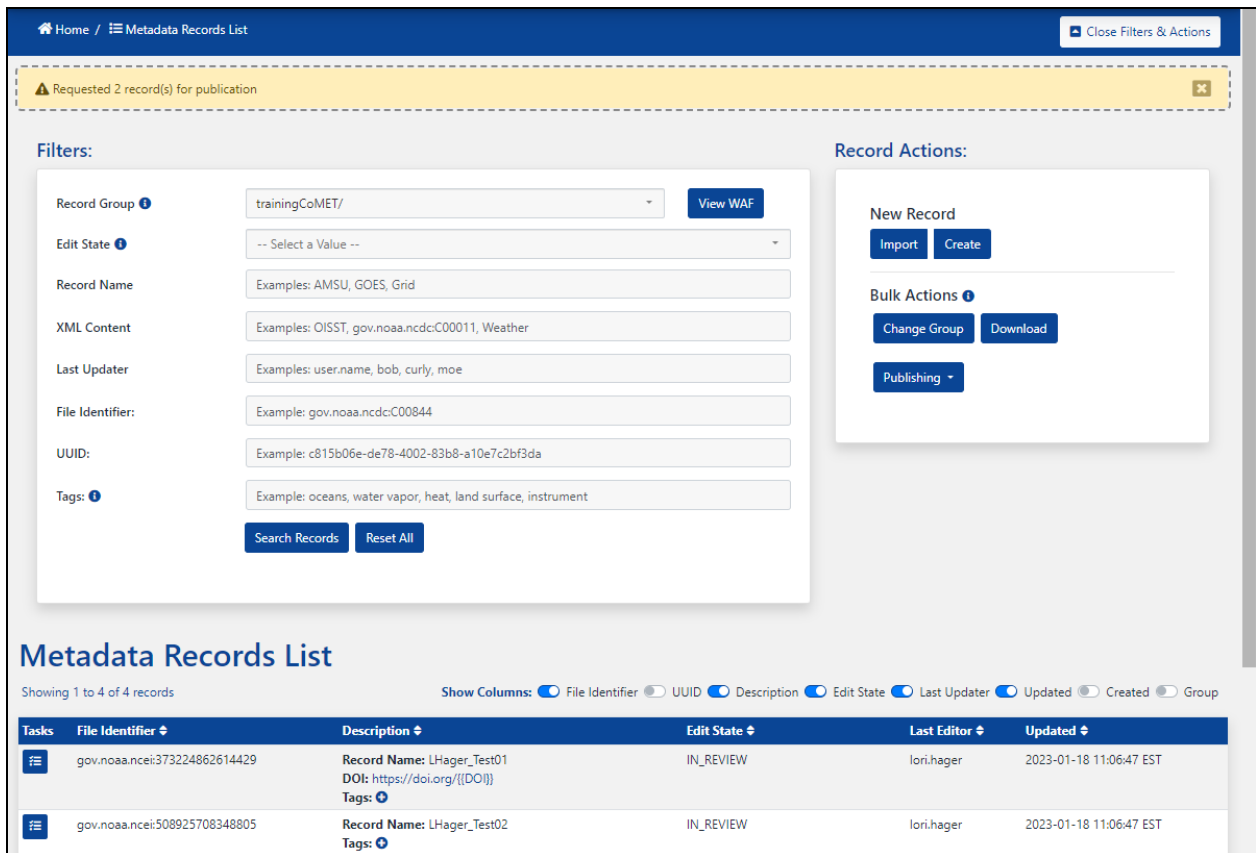
Actions	Description	Edit State	Last Updated by	Last Updated	Date Created
<input checked="" type="checkbox"/> View	LHager_Test02	DRAFT	lori.hager	2023-01-18 10:16:32 EST	2023-01-18 10:16:32 EST
<input checked="" type="checkbox"/> View	LHager_Test01	DRAFT	lori.hager	2023-01-11 13:00:42 EST	2023-01-10 12:56:36 EST

Select All Unselect All Request to Publish

- Pop-up box requests 'Enter message for request to publish'
 - Comment is optional but strongly recommended
- Click 'OK'



- Message appears 'Requested . . . record(s) for publication'
- Metadata Records page reloads
- Edit State changed from 'DRAFT' to 'IN_REVIEW'



Note: User must notify Publisher of record(s) awaiting approval

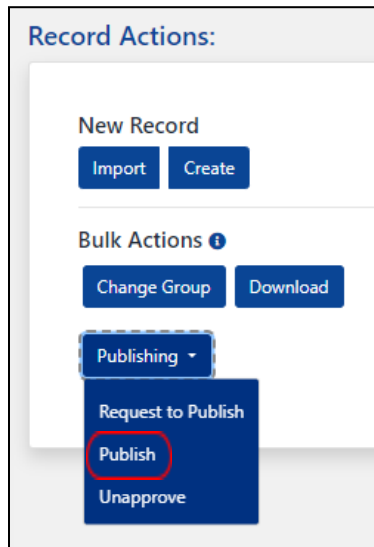
There are no automatic notifications from CoMET

Publish

Note: Action available only to PUBLISH user role

Publish record(s)

- Select 'Publish' from Publishing drop-down



- Records eligible to be published or republished are displayed

Note: Read warning in yellow message box about publishing from external sources

- For information about 'Redraft' and 'Approve', hover over their respective action buttons

Home / Metadata Records List / Publishable

⚠ If you are using an external source of record such as an external file server or git workflow, publishing records from CoMET could result in metadata updates being lost!
Publishing metadata out of CoMET means the metadata is written to a Web Accessible Folder. Please review CoMET workflows [here](#) or contact us via email with any questions ncei.collection-manager.support@noaa.gov.

Select a Record Group: trainingCoMET/ Search content: Search

Publishable Record List

Showing 1 to 3 of 3 records

Actions	Description	Edit State	Last Updated by	Last Updated	Date Created
<input type="checkbox"/> View	LHager_Test01	IN_REVIEW	lori.hager	2023-01-18 11:06:47 EST	2023-01-10 12:56:36 EST
<input type="checkbox"/> View	LHager_Test02	IN_REVIEW	lori.hager	2023-01-18 11:06:47 EST	2023-01-18 10:16:32 EST
<input type="checkbox"/> View	My special test	ONESTOP_PUBLISH_FAILED	jerri.reeves	2022-07-19 11:40:32 EDT	2022-07-19 11:38:34 EDT

Select All Unselect All Redraft Approve

Approve all

Approve all the records within this **record group** for publication regardless of the record's edit state.

Approve All

⚠ This action ignores the records listed in the above table and approves all records within a group.

- To approve publishing one or more records in Publishable Record List, check box(es) next to record(s)
 - Click green 'Approve' button

Home / Metadata Records List / Publishable

⚠ If you are using an external source of record such as an external file server or git workflow, publishing records from CoMET could result in metadata updates being lost!
Publishing metadata out of CoMET means the metadata is written to a Web Accessible Folder. Please review CoMET workflows [here](#) or contact us via email with any questions ncei.collection-manager.support@noaa.gov.

Select a Record Group: trainingCoMET/ Search content: Search

Publishable Record List

Showing 1 to 3 of 3 records

Actions	Description	Edit State	Last Updated by	Last Updated	Date Created
<input type="checkbox"/> View	LHager_Test01	IN_REVIEW	lori.hager	2023-01-18 11:06:47 EST	2023-01-10 12:56:36 EST
<input type="checkbox"/> View	LHager_Test02	IN_REVIEW	lori.hager	2023-01-18 11:06:47 EST	2023-01-18 10:16:32 EST
<input type="checkbox"/> View	My special test	ONESTOP_PUBLISH_FAILED	jerri.reeves	2022-07-19 11:40:32 EDT	2022-07-19 11:38:34 EDT

Select All Unselect All Redraft Approve

Approve all

Approve all the records within this **record group** for publication regardless of the record's edit state.

Approve All

⚠ This action ignores the records listed in the above table and approves all records within a group.

- To approve publishing all records in a record group, regardless of record's edit state, click red 'Approve All' button

Approve all

Approve all the records within this **record group** for publication regardless of the record's edit state.

Approve All

⚠ This action ignores the records listed in the above table and approves **all records** within a group.

- Pop-up box requests ‘Enter message for publishing’
 - Comment is optional but strongly recommended
- Click ‘OK’

The screenshot shows a table with columns: Actions, Description, Edit State, Updated, and Date Created. The table contains three records: LHager_Test01 (IN_REVIEW), LHager_Test02 (IN_REVIEW), and My special test (ONESTOP_PUBLISH_FAILED). A modal dialog titled 'Enter message for publishing' is open, with a text area for an optional message and 'OK' and 'Cancel' buttons. A tooltip for the 'Approve' button explains that publishing means writing the file to a WAF (Web Accessible Folder).

- Message appears ‘Approved (#) record(s) for publication’

⚠ Approved 2 record(s) for publication

- Metadata Records page reloads
- Edit State changed to ‘APPROVED’

Home / Metadata Records List Close Filters & Actions

Approved 2 record(s) for publication

Filters:

Record Group: trainingCoMET/ View WAF

Edit State: -- Select a Value --

Record Name: Examples: AMSU, GOES, Grid

XML Content: Examples: OISST, gov.noaa.ncdc:C00011, Weather

Last Updater: Examples: user.name, bob, curly, moe

File Identifier: Example: gov.noaa.ncdc:C00844

UUID: Example: c815b06e-de78-4002-83b8-a10e7c2bf3da

Tags: Example: oceans, water vapor, heat, land surface, instrument

Search Records Reset All

Record Actions:

New Record

Import Create

Bulk Actions

Change Group Download

Publishing

- After a few minutes page refreshes
 - If ISO data is valid, Edit State changes from ‘APPROVED’ to ‘PUBLISH_PROCESSING’

Metadata Records List

Showing 1 to 5 of 5 records

Show Columns: File Identifier UUID Description Edit State Last Updater Updated Created Group

Tasks	File Identifier	Description	Edit State	Last Editor	Updated
	gov.noaa.ncei:9292821138392275	Record Name: gov.noaa.ncdc:C01606_LH_Test01 DOI: https://doi.org/10.25921/RE9P-PT57 Tags:	PUBLISH_PROCESSING	lori.hager	2023-01-19 11:42:34 EST

- If ISO data is not valid, Edit State changes from ‘APPROVED’ to ‘INVALID’

Metadata Records List

Showing 1 to 4 of 4 records

Show Columns: File Identifier UUID Description Edit State Last Updater Updated Created Group

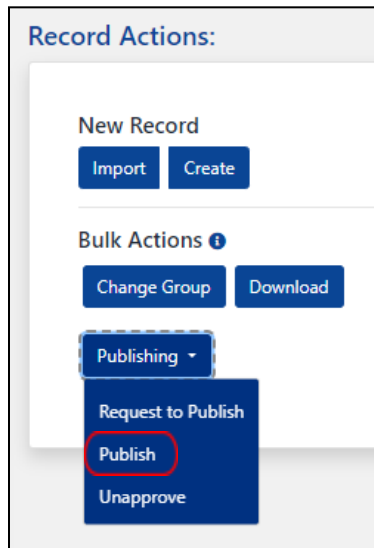
Tasks	File Identifier	Description	Edit State	Last Editor	Updated
	gov.noaa.ncei:8362008327104595	Record Name: LHager_Test02 Tags:	INVALID	lori.hager	2023-01-18 12:58:19 EST

- Once data is corrected, record may be resubmitted for publishing

Redraft

Change Edit Status from ‘IN_REVIEW’ back to ‘DRAFT’

- Select ‘Publish’ from Publishing drop-down



- Records eligible to be published or republished are displayed

Publishable Record List

[View Publishing Overview](#)

Showing 1 to 2 of 2 records

Actions	Description	Edit State	Last Updated by	Last Updated	Date Created
<input type="checkbox"/> View	LHager_Test 3	IN_REVIEW	lori.hager	2023-01-19 13:05:21 EST	2022-07-27 12:42:29 EDT
<input type="checkbox"/> View	My special test	ONESTOP_PUBLISH_FAILED	jerri.reeves	2022-07-19 11:40:32 EDT	2022-07-19 11:38:34 EDT

Select All Unselect All [Redraft](#) [Approve](#)

Approve all

Approve all the records within this **record group** for publication regardless of the record's edit state.

[Approve All](#)

⚠ This action ignores the records listed in the above table and approves **all** records within a group.

- Check box(es) next to record(s) to whose Edit Status is to be changed back to ‘DRAFT’
- Click ‘Redraft’

Publishable Record List View Publishing Overview

Showing 1 to 2 of 2 records

Actions	Description	Edit State	Last Updated by	Last Updated	Date Created
<input checked="" type="checkbox"/> View	LHager_Test 3	IN_REVIEW	lori.hager	2023-01-19 13:05:21 EST	2022-07-27 12:42:29 EDT
<input type="checkbox"/> View	My special test	ONESTOP_PUBLISH_FAILED	jerri.reeves	2022-07-19 11:40:32 EDT	2022-07-19 11:38:34 EDT

Select All Unselect All Redraft Approve

- Pop-up box requests ‘Enter message for publishing’
 - Comment is optional but strongly recommended
- Click ‘OK’

Publishable Record List View Publishing Overview

Showing 1 to 2 of 2 records

Actions	Description	Edit State	Last Updated by	Last Updated	Date Created
<input checked="" type="checkbox"/> View	LHager_Test 3	IN_REVIEW	lori.hager	2023-01-19 13:05:21 EST	2022-07-27 12:42:29 EDT
<input type="checkbox"/> View	My special test	ONESTOP_PUBLISH_FAILED	jerri.reeves	2022-07-19 11:40:32 EDT	2022-07-19 11:38:34 EDT

Select All Unselect All Redraft Approve

Enter message for publishing

Optional: describe the reason for changes to this record

Messages are optional and are intended to mark changes to a record over time. A message can help users understand what changes were made when reviewing the record's revision history.

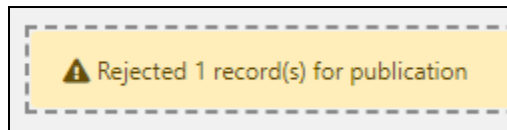
OK Cancel

Approve all
Approve all the records within this record group for publication regardless of record's edit state.

Approve All

⚠ This action ignores the records listed in the above table and approves all records within a group.

- Message appears ‘Rejected . . . record(s) for publication’



- Metadata Records page reloads
- Edit State changed from ‘IN_REVIEW’ back to ‘DRAFT’

Metadata Records List

Showing 1 to 6 of 6 records Show Columns: File Identifier UUID Description Edit State Last Updater Updated Created Group

Tasks	File Identifier	Description	Edit State	Last Editor	Updated
	gov.noaa.ncei:047413392927399	Record Name: LHager_Test 3 Tags:	DRAFT	lori.hager	2023-01-19 13:12:18 EST

Note: Publisher must notify Editor that record was rejected for publication

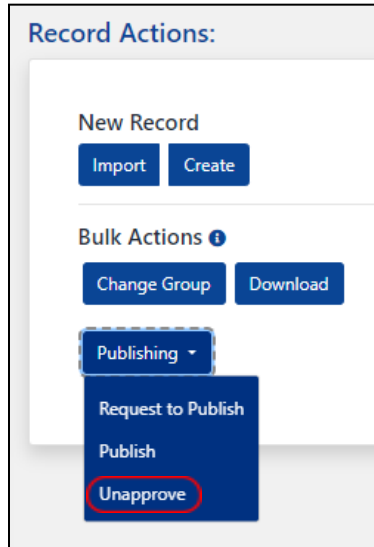
Unapprove

Note: Action available only to PUBLISH user role

If, within a few minutes of approving a record to be published, publisher decides it should not be published, they may 'Unapprove' a record

Unapprove record(s)

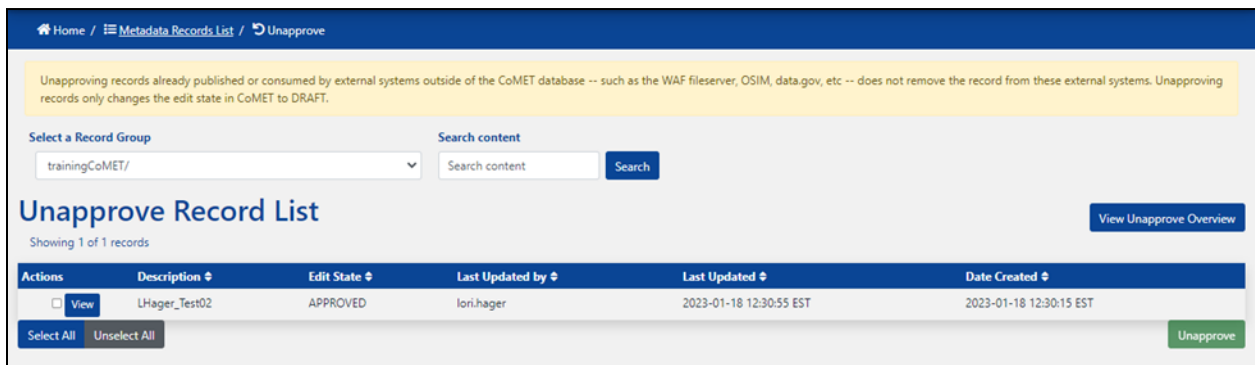
- Select 'Unapprove' from Publishing drop-down



- Only records with Edit State of 'APPROVED' will display on 'Unapprove Record List'

Note: For information about Unapprove function, read message in yellow box

- Check box(es) next to record(s) to be unapproved
- Click 'Unapprove'

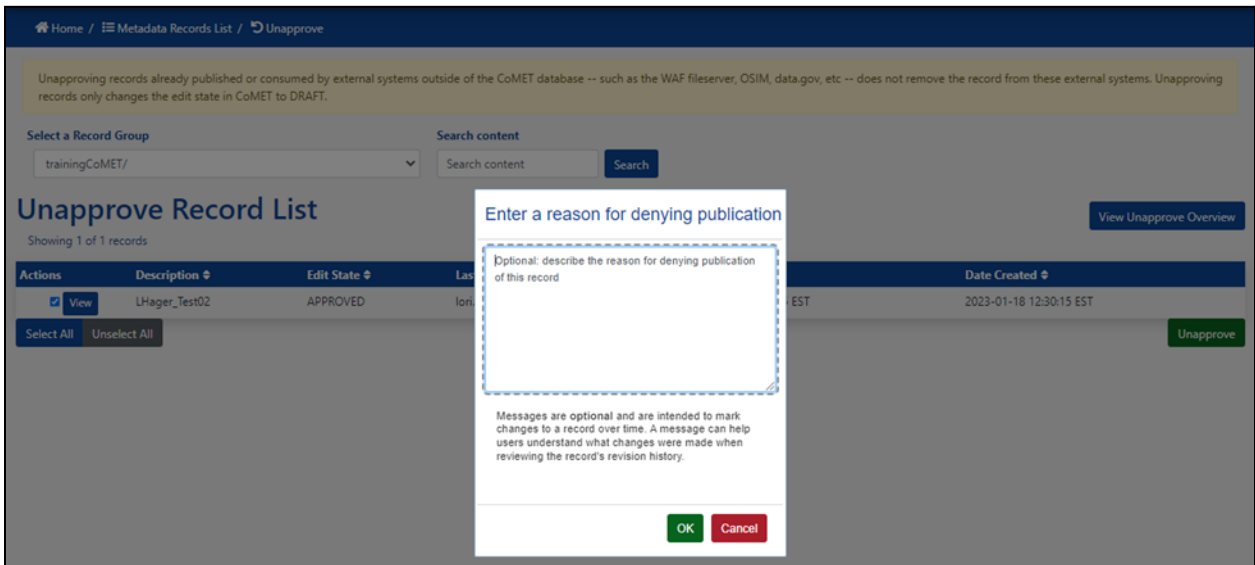


The screenshot shows the 'Unapprove Record List' interface. At the top, there is a yellow warning box: "Unapproving records already published or consumed by external systems outside of the CoMET database -- such as the WAF fileserver, OSIM, data.gov, etc -- does not remove the record from these external systems. Unapproving records only changes the edit state in CoMET to DRAFT." Below this, there are search filters for 'Select a Record Group' (trainingCoMET/) and 'Search content'. The main table has the following data:

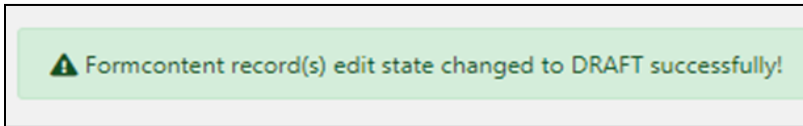
Actions	Description	Edit State	Last Updated by	Last Updated	Date Created
<input type="checkbox"/> View	LHager_Test02	APPROVED	lori.hager	2023-01-18 12:30:55 EST	2023-01-18 12:30:15 EST

At the bottom of the table, there are buttons for 'Select All', 'Unselect All', and 'Unapprove'.

- Pop-up box requests ‘Enter a reason for denying publication’
 - Comment is optional but strongly recommended
- Click ‘OK’



- Message appears ‘Formcontent record(s) edit state changed to DRAFT successfully!’



- Metadata Records page reloads
 - Edit State changed to ‘DRAFT’

Home / Metadata Records List Close Filters & Actions

▲ Formcontent record(s) edit state changed to DRAFT successfully!

Filters:

Record Group: trainingCoMET/ View WAF

Edit State: -- Select a Value --

Record Name: Examples: AMSU, GOES, Grid

XML Content: Examples: OISST, gov.noaa.ncdc:C00011, Weather

Last Updater: Examples: user.name, bob, curly, moe

File Identifier: Example: gov.noaa.ncdc:C00844

UUID: Example: c815b06e-de78-4002-83b8-a10e7c2bf3da

Tags: Example: oceans, water vapor, heat, land surface, instrument

Search Records Reset All

Record Actions:

New Record

Import Create

Bulk Actions

Change Group Download

Publishing -

Metadata Records List

Showing 1 to 4 of 4 records Show Columns: File Identifier UUID Description Edit State Last Updater Updated Created Group

Tasks	File Identifier	Description	Edit State	Last Editor	Updated
☰	gov.noaa.ncel:8362008327104595	Record Name: LHager_Test02 Tags: 🏷️	DRAFT	lori.hager	2023-01-18 12:32:20 EST

Metadata Records List

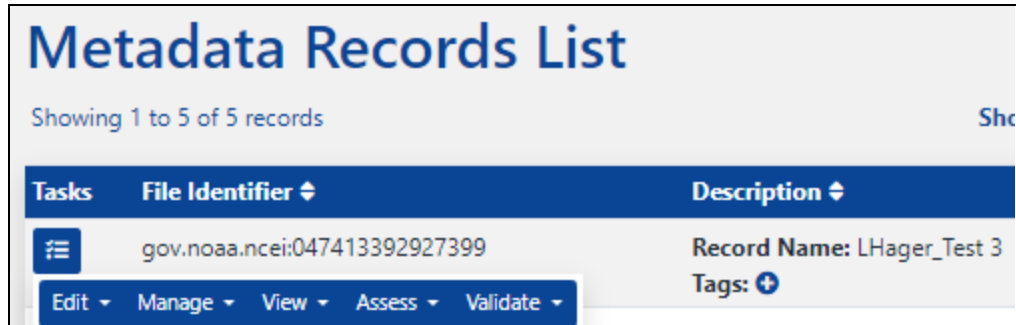
- Metadata Records List is a table that meets all filtered requirements and allows various actions to be performed on each record
- User may select which columns to display
 - Column titles list is to right of ‘Show Columns’
 - Titles with blue buttons are displayed and titles with gray buttons are not
 - User clicks buttons to change columns to be displayed
 - ‘Tasks’ is always displayed

Metadata Records List

Showing 1 to 5 of 5 records Show Columns: File Identifier UUID Description Edit State Last Updater Updated Created Group

Tasks	File Identifier	Description	Edit State	Last Editor	Updated
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- To perform actions on a record, click task icon in ‘Tasks’ column for appropriate record
 - To close Tasks list, click on task icon



- [Edit](#)
 - Make changes to record data
- [Manage](#)
 - Replace File, create copies of records, review a record's revision history, and delete records
- [View](#)
 - Displays data in various formats
- [Assess](#)
 - Confirms ISO and NOAA compliance
- [Validate](#)
 - Validates data against ISO standard

Edit

Data Management Plan (DMP)

- In development

Data Stewardship Maturity Questionnaire (DSMQ)

- See [DSMQ](#) edit instructions

ISO Editor

Note: When Editing a record, if 'No, use blank' was selected when the record was initially created, and the user did not enter data into all of the Required fields, the user receives a 'Validation Failure' message and cannot Save the record again until the missing required data is entered

If 'Yes, populate with the NCEI template' was selected when the record was initially created, the user does not receive a 'Validation Failure' message, at all. The user must still add the missing data but they are not reminded of that by the program

- On Metadata Records List panel, locate record to be edited and select ‘Edit’ drop-down from Tasks column
 - Select ‘ISO Editor’



- Record opens in new tab
- Edit metadata, as desired
 - Insert [Docucomp components](#), as needed

If ‘**No, use blank**’ was selected when record initially created, and data is missing from Description tab, ‘Collection Description’ or ‘Purpose’ OR data is missing from Data Citation tab, ‘Title’

- Receive ‘Validation Failure: value missing’ message
- ‘Extract and View Errors’ button will appear in top right corner

3 Identification Keywords Access 7 Coverage Content History Quality 3 Metadata Resources

Guided Mode Beta View Assess Validate Save Exit

Extract and View Errors

The following data values are either required by COMET, or not currently supported in this product version. You may need to select or fill out a value. Go to the values described in the path and update them using the interface or contact support. ncei.collection-manager.support@noaa.gov

identification > pointOfContact > 1 > organisation > name | Validation Failure: value missing
 identification > topicCategory > 1 | Validation Failure: value missing
 keywords > 1 > keyword > 1 | Validation Failure: value missing
 coverage > extent > 1 > geographicBoundingBox > 1 > west | Validation Failure: value missing
 coverage > extent > 1 > geographicBoundingBox > 1 > east | Validation Failure: value missing
 coverage > extent > 1 > geographicBoundingBox > 1 > south | Validation Failure: value missing
 coverage > extent > 1 > geographicBoundingBox > 1 > north | Validation Failure: value missing
 metadata > contact > organisation > name | Validation Failure: value missing

15 Editing Record: LHager_Test 33 Content Evaluator On

Internal COMET Record Name (required)

LHager_Test 33

5 Identification JSON Fields Info

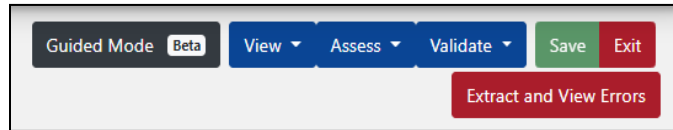
1 Description: Data Citation Resource Hierarchy 3 Point of Contact Status Topic Category Browse Graphic 1 Credit

Collection Description (required) Enter Values

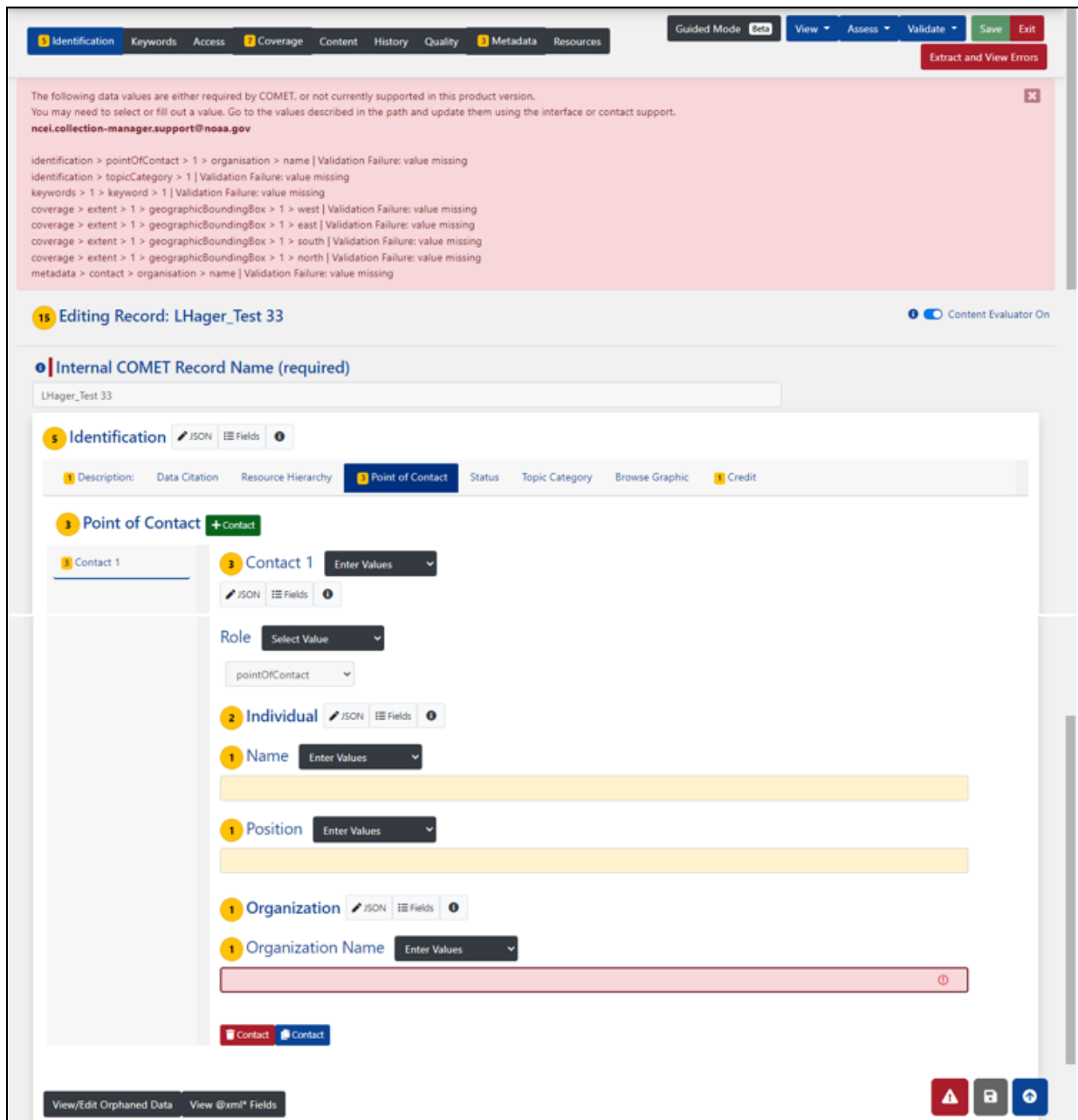
Lorem ipsum

Extract and View Errors

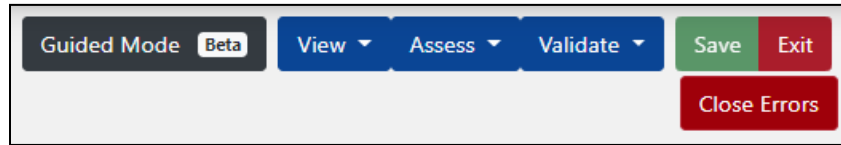
- Click 'Extract and View Errors' in top right corner



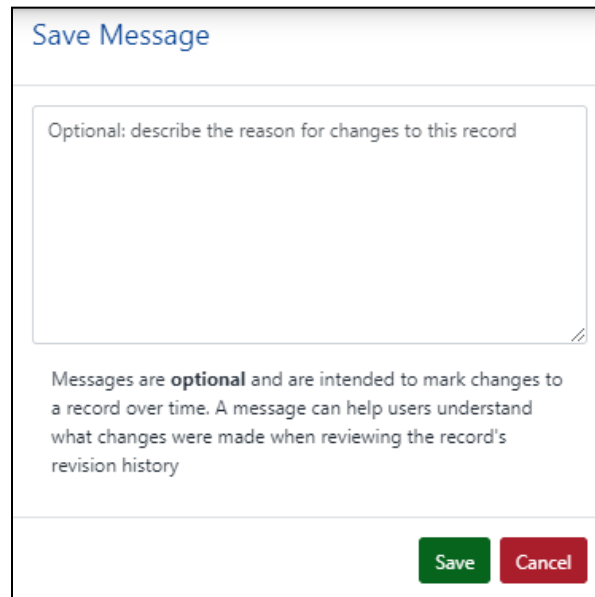
- Fields with errors are displayed
- First error is in Identification category (identification), Point of Contact sub-category (pointOfContact), 1 error (1), Organization field (organisation), Organization Name (name), and what is wrong - value is missing

A screenshot of the application interface. At the top, a navigation bar includes tabs for 'Identification', 'Keywords', 'Access', 'Coverage', 'Content', 'History', 'Quality', 'Metadata', and 'Resources'. A 'Guided Mode' button with a 'Beta' badge and 'View', 'Assess', 'Validate', 'Save', and 'Exit' buttons are also present. A red 'Extract and View Errors' button is in the top right. Below the navigation bar, a pink error message box lists several validation failures, including 'value missing' for 'organisation > name', 'topicCategory > 1', 'keyword > 1', and various 'geographicBoundingBox' fields. The main content area is titled 'Editing Record: LHager_Test 33' and shows a 'Content Evaluator On' status. A section titled 'Internal COMET Record Name (required)' contains a text input field with 'LHager_Test 33'. Below this, the 'Identification' section is active, showing a 'Point of Contact' sub-section. The 'Point of Contact' section has a '+Contact' button and a 'Contact 1' entry. The 'Contact 1' entry has a 'Role' dropdown set to 'pointOfContact'. Underneath, there are three sub-sections: 'Individual', 'Organization', and 'Organization Name'. The 'Organization Name' field is highlighted in red and has an error icon, indicating a validation failure. At the bottom, there are buttons for 'View/Edit Orphaned Data' and 'View @xml* Fields', along with a red warning triangle, a lock icon, and a refresh icon.

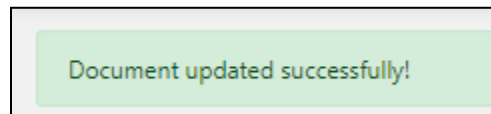
- Enter missing data
- Once all errors are fixed, click 'Close Errors'



- Editing Record page reloads
 - Make further edits, as necessary
- Click 'Save'
 - Save Message appears
 - User has option to add reason for changes made to record
 - Comment is optional but strongly recommended
 - Save Messages are included in Revision History



- Message appears 'Document updated successfully'



- Editing Record page reloads
- **If ‘Yes, populate with the NCEI template’ was selected when record initially created, and data is missing from Description tab, ‘Collection Description’ or ‘Purpose’ OR data is missing from Data Citation tab, ‘Title’**
 - Will not receive ‘Validation Failure: value missing’ message and ‘Extract and View Errors’ button will not appear

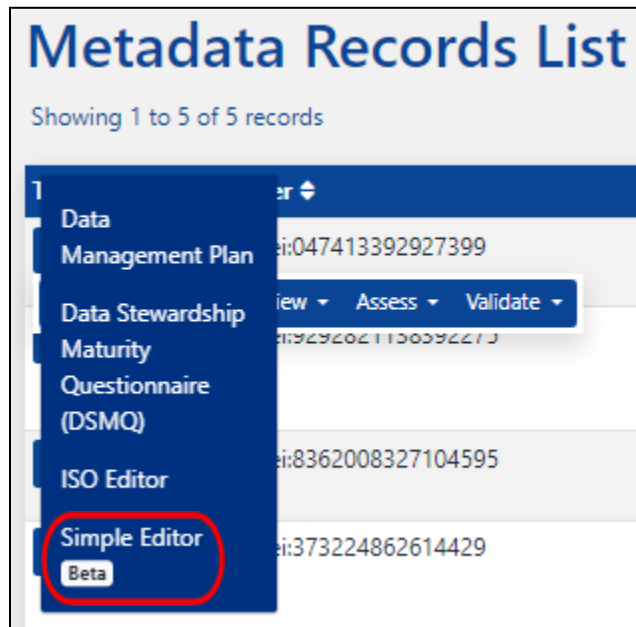
*Note: No error messages or alerts are given if required data is not present in record
User must confirm all data has been entered*

Collaborative Editing

- Editors can edit only records within Record Groups to which they belong
- Records cannot be accessed by more than one editor at a time
- For 30 minutes after a record is saved, it becomes locked and cannot be accessed by another user
 - User who saved record may access it again without having to wait 30 minute time limit

Simple Editor (Beta)

- On Metadata Records List panel, locate record to be edited and select ‘Edit’ drop-down from Tasks column
 - Select ‘Simple Editor’



- Record opens in new tab
- Edit metadata as desired
- Click ‘Save’ button at top right of page OR Save icon at bottom right of page



- Save Message appears
 - User has option to add reason for changes made to record
 - Comment is optional but strongly recommended
 - Save Messages are included in Revision History

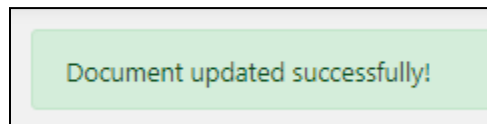
Save Message

Optional: describe the reason for changes to this record

Messages are **optional** and are intended to mark changes to a record over time. A message can help users understand what changes were made when reviewing the record's revision history

Save Cancel

- Message appears 'Document updated successfully'



- Editing Record page reloads

Docucomp Components

Docucomp manages reusable components (pieces of ISO XML) referenced by URLs within collection records, enabling many collections to use the same component, thereby increasing consistency and decreasing maintenance effort; also supports vocabulary services

Docucomp User Guide: [Xlinks](#) section

Manage

Replace with File

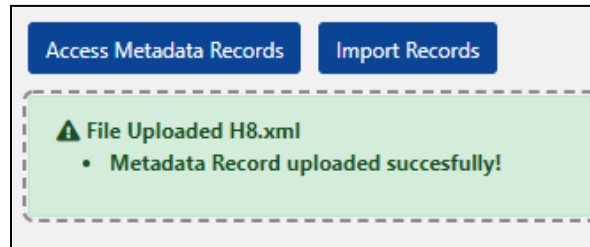
- To push changes to an already existing record
- On Metadata Records List panel, locate record to be replaced and select ‘Manage’ drop-down from Tasks column
 - Select ‘Replace with File’



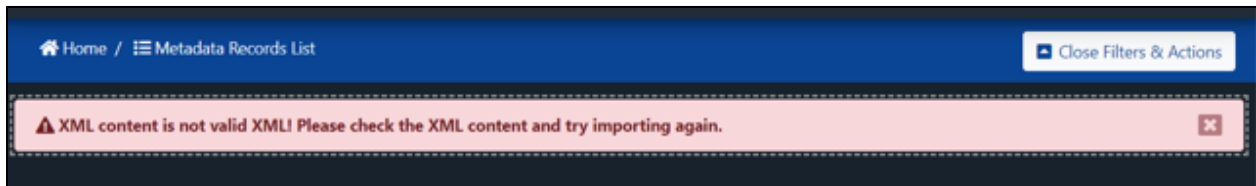
- Either click ‘Choose Files’ or enter a URL to select replacement file
- Click ‘Import’

The screenshot shows the 'Update Record' form. It has a title 'Update Record' and a subtitle 'Upload your XML File Here'. There is a 'Choose Files' button and a text input field containing 'H8.xml'. Below this is a 'Clear Files' button. There is also a text input field for 'Or provide a URL to remote XML file here:'. Below that is a text input field for 'Internal CoMET Record Name: This field defaults to the previous record name if updating only one file.' containing 'LHager_Test 34'. There is a dropdown menu for 'Select the record format for import' with 'ISO 19115-2 XML' selected. At the bottom is a large green 'Import' button.

- Get message 'Metadata Record uploaded successfully!'

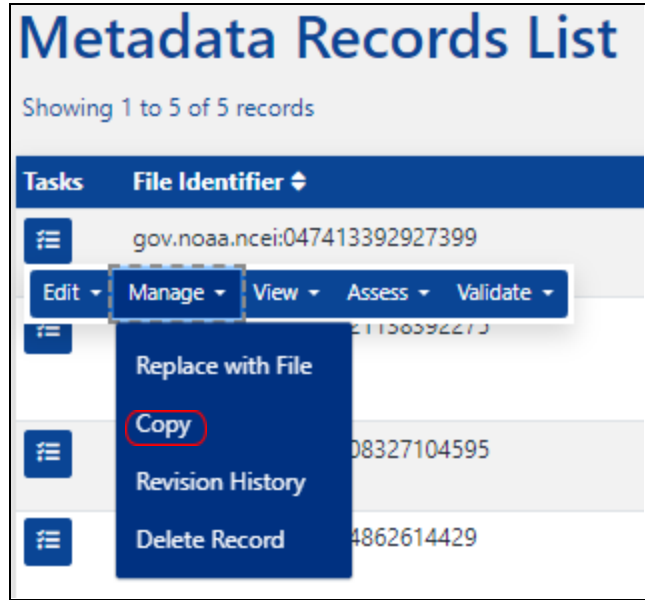


- If XML is not valid, receive error message
 - Check XML and try importing again

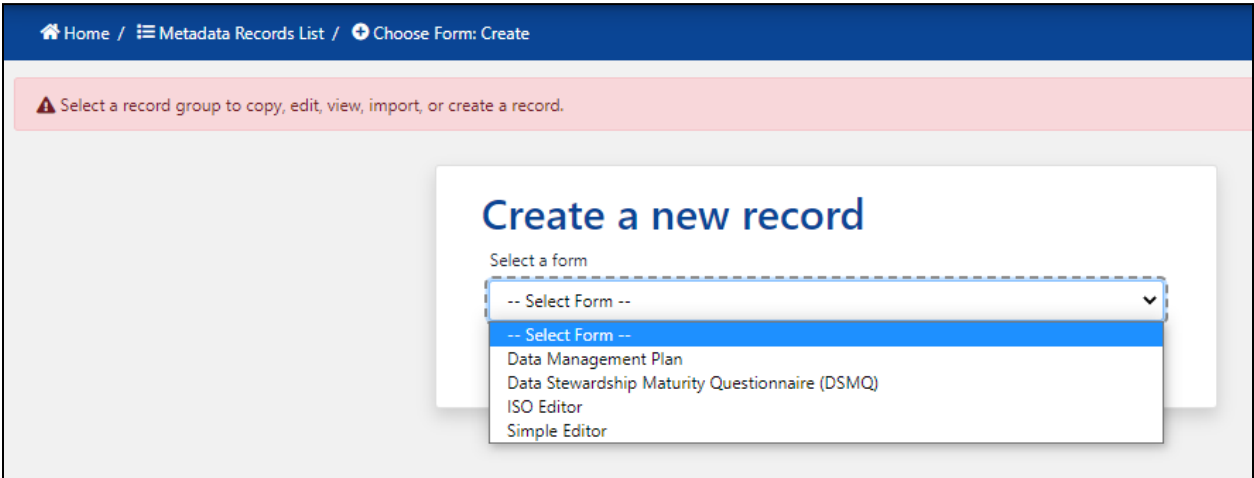


Copy

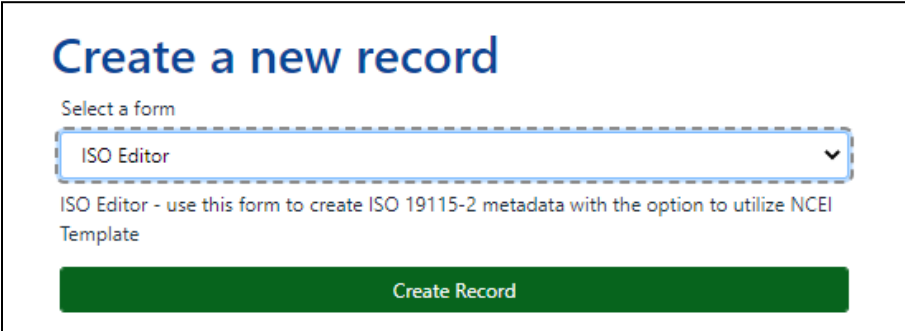
- If a new record is similar to an existing record, it may be more efficient to make a few changes to a copy
- Users can create templates for records with consistently similar information and copy them for each new record creation
- Can use record in any Edit State - DRAFT, IN_REVIEW, or PUBLISH
- Edit State for copy will be DRAFT, regardless of original's Edit State
- On Metadata Records List panel, locate record to be copied and select 'Manage' drop-down from Tasks column
 - Select 'Copy'



- New tab opens
- From 'Select Form' drop-down, select 'ISO Editor' OR 'Simple Editor'

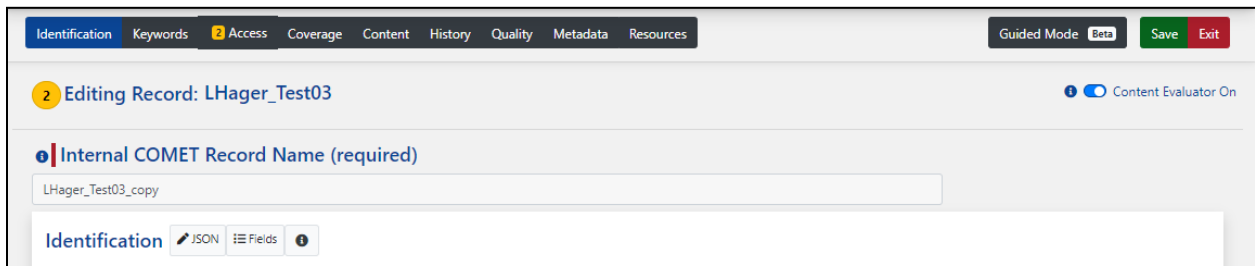


- Click 'Create Record'

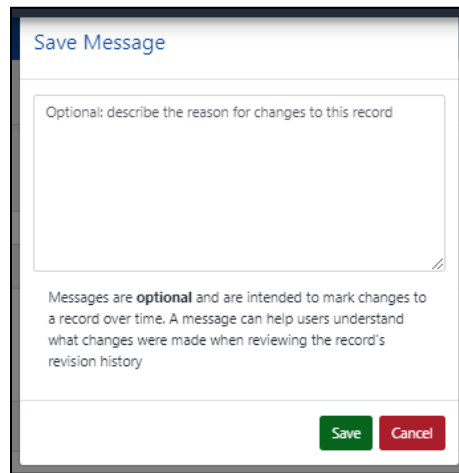


- Identical record created

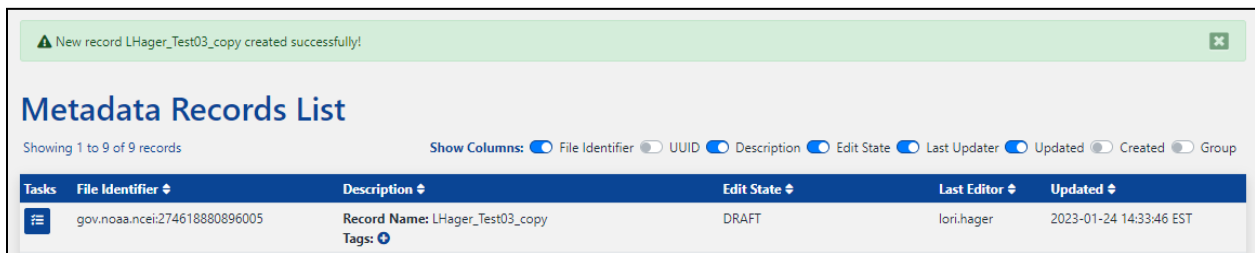
- Editing page for copy opens
- If form is to have a different title, change it in ‘Internal COMET Record Name’ field
- Once changes to record are complete, click ‘Save’



- Save Message appears
 - User has option to add reason for changes made to record
 - Comment is optional but strongly recommended
 - Save Messages are included in Revision History



- Message appears ‘New record . . . created successfully!’
- Metadata Records List page reloads



Revision History

- On Metadata Records List panel, locate record and select ‘Manage’ drop-down from Tasks column
 - Select ‘Revision History’



- Each time a record is saved, Date and Updater are noted
 - If a Message was saved, it is also displayed

LHager_Test Revision History

Compare Versions Showing 1 to 5 of 5 records

Version	Date	Updater	Message	Action
<input type="checkbox"/>	2021-05-13 12:39:04.425	lori.hager	Added text to create Version 5	View XML
<input type="checkbox"/>	2021-05-13 12:38:37.414	lori.hager	Added text to create Version 4	View XML Revert
<input type="checkbox"/>	2021-05-13 12:37:33.246	lori.hager	Added text to create Version 3	View XML Revert
<input type="checkbox"/>	2021-05-13 12:36:59.577	lori.hager	Added text to create Version 2	View XML Revert
<input type="checkbox"/>	2021-05-13 12:36:09.255	lori.hager	To Test Revision History	View XML Revert

Compare Versions

- Check Version boxes of records to be compared
 - Clicking red 'X' in bottom right corner will deselect Version box
- Click 'Compare Versions'

LHager_Test Revision History

Compare Versions
Showing 1 to 5 of 5 records

Version	Date	Updater	Message	Action
<input checked="" type="checkbox"/>	2021-05-13 12:39:04.425	lori.hager	Added text to create Version 5	View XML
<input type="checkbox"/>	2021-05-13 12:38:37.414	lori.hager	Added text to create Version 4	View XML Revert
<input type="checkbox"/>	2021-05-13 12:37:33.246	lori.hager	Added text to create Version 3	View XML Revert
<input checked="" type="checkbox"/>	2021-05-13 12:36:59.577	lori.hager	Added text to create Version 2	View XML Revert
<input type="checkbox"/>	2021-05-13 12:36:09.255	lori.hager	To Test Revision History	View XML Revert

✕

- Below 'Version', numbers in left column refer to more recent version and numbers in right column refer to older version

Compare Versions

LHager_Test Revision History

Number of differences: 20 differences from 9 lines of code.

Version (1422623) vs. (1422620)		
- 1	1	<?xml version="1.0" encoding="utf-8"?>
	2	<formModel
	3	xmlns:gmx="http://www.iso211.org/2005/gmx"
	4	xmlns:geo="http://www.iso211.org/2005/geo"
- 5	4	xmlns:arv="http://www.iso211.org/2005/arv"
	6	xmlns:wlink="http://www.w3.org/1999/wlink"
	7	xmlns:gml="http://www.opengis.net/gml/3.2"
	8	xmlns:gsa="http://www.iso211.org/2005/gsa"
	9	xmlns:gsz="http://www.iso211.org/2005/gsz"
	10	xmlns:ges="http://www.iso211.org/2005/ges"
	11	xmlns:gsd="http://www.iso211.org/2005/gsd"
	9	xmlns:gsr="http://www.iso211.org/2005/gsr"
	12	xmlns:gmi="http://www.iso211.org/2005/gmi"
	13	xmlns:xsl="http://www.w3.org/2001/XMLSchema-instance"
	11	xmlns:gsa="http://www.iso211.org/2005/gsa"
- 12		xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
	13	xmlns:geo="http://www.iso211.org/2005/geo"
- 14	14	</content></content>
	15	<orphan>
	16	</orphan>
	17	<standard>ISO 19115-2</standard>

- XML may be viewed from Revision History page
 - Below Action, click ‘View XML’

LHager_Test Revision History

Compare Versions Showing 1 to 5 of 5 records

Version	Date	Updater	Message	Action
<input type="checkbox"/>	2021-05-13 12:39:04.425	lori.hager	Added text to create Version 5	View XML
<input type="checkbox"/>	2021-05-13 12:38:37.414	lori.hager	Added text to create Version 4	View XML Revert
<input type="checkbox"/>	2021-05-13 12:37:33.246	lori.hager	Added text to create Version 3	View XML Revert
<input type="checkbox"/>	2021-05-13 12:36:59.577	lori.hager	Added text to create Version 2	View XML Revert
<input type="checkbox"/>	2021-05-13 12:36:09.255	lori.hager	To Test Revision History	View XML Revert

- XML for selected version opens in new tab

This XML file does not appear to have any style information associated with it. The document tree is shown below:

```
<?xml version="1.0" encoding="UTF-8" standalone="no" ?>
<formModel xmlns:gmX="http://www.isotc211.org/2005/gmX" xmlns:srv="http://www.isotc211.org/2005/srv" xmlns:xlink="http://www.w3.org/1999/xlink"
xmlns:gmi="http://www.isotc211.org/2005/gmi" xmlns:gml="http://www.opengis.net/gml/3.2" xmlns:gts="http://www.isotc211.org/2005/gts"
xmlns:gSR="http://www.isotc211.org/2005/gSR" xmlns:gSS="http://www.isotc211.org/2005/gSS" xmlns:gMD="http://www.isotc211.org/2005/gMD"
xmlns:xSI="http://www.w3.org/2001/XMLSchema-instance" xmlns:gco="http://www.isotc211.org/2005/gco">
  <content/>
  <orphan>
    <import>
      <standard>ISO 19115-2</standard>
    </import>
    <gmi:MI_Metadata xSI:schemaLocation="http://www.isotc211.org/2005/gmi https://data.noaa.gov/resources/iso19139/schema.xsd">
      <gmd:identificationInfo>
        <gmd:MD_DataIdentification/>
      </gmd:identificationInfo>
    </gmi:MI_Metadata>
  </orphan>
</formModel>
```


Undo a Change By Reverting To Prior Version

- Recall an earlier version and make it current version
 - On Revision History page, check appropriate Version box
 - Clicking red ‘X’ in bottom right corner will deselect Version box
 - Click its ‘Revert’ button

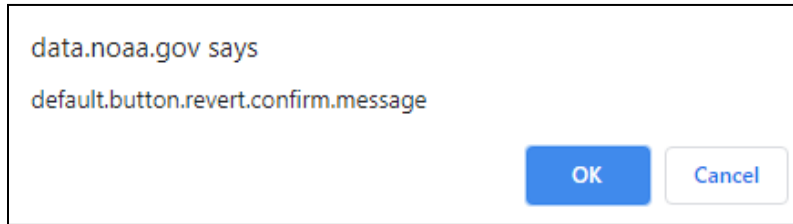
LHager_Test Revision History

Compare Versions Showing 1 to 5 of 5 records

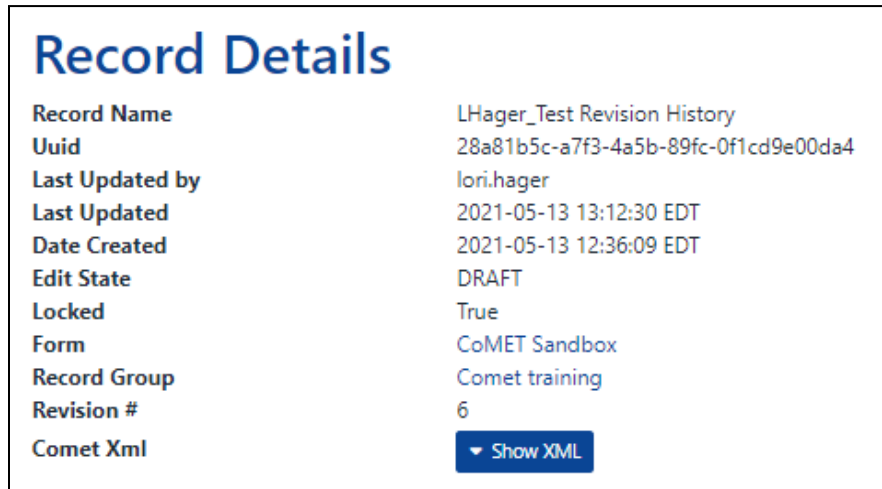
Version	Date	Updater	Message	Action
<input type="checkbox"/>	2021-05-13 12:39:04.425	lori.hager	Added text to create Version 5	View XML
<input checked="" type="checkbox"/>	2021-05-13 12:38:37.414	lori.hager	Added text to create Version 4	View XML Revert
<input type="checkbox"/>	2021-05-13 12:37:33.246	lori.hager	Added text to create Version 3	View XML Revert
<input type="checkbox"/>	2021-05-13 12:36:59.577	lori.hager	Added text to create Version 2	View XML Revert
<input type="checkbox"/>	2021-05-13 12:36:09.255	lori.hager	To Test Revision History	View XML Revert



- Click 'OK'



- Page opens with Record Details



Record Details

Record Name	LHager_Test Revision History
Uuid	28a81b5c-a7f3-4a5b-89fc-0f1cd9e00da4
Last Updated by	lori.hager
Last Updated	2021-05-13 13:12:30 EDT
Date Created	2021-05-13 12:36:09 EDT
Edit State	DRAFT
Locked	True
Form	CoMET Sandbox
Record Group	Comet training
Revision #	6
Comet Xml	▼ Show XML

- Revision # is 6
 - Record had 5 versions
 - Version numbers were 1 through 5, with 5 being most recent (counting from bottom up)
 - Version 4 was recalled
 - Copy of version 4 became version 6
 - Next time record is edited, version 6 will be used

LHager_Test Revision History

Compare Versions Showing 1 to 6 of 6 records

Version	Date	Updater	Message	Action
<input type="checkbox"/>	2021-05-13 13:12:30.871	lori.hager		View XML
<input type="checkbox"/>	2021-05-13 12:39:04.425	lori.hager	Added text to create Version 5	View XML Revert
<input type="checkbox"/>	2021-05-13 12:38:37.414	lori.hager	Added text to create Version 4	View XML Revert
<input type="checkbox"/>	2021-05-13 12:37:33.246	lori.hager	Added text to create Version 3	View XML Revert
<input type="checkbox"/>	2021-05-13 12:36:59.577	lori.hager	Added text to create Version 2	View XML Revert
<input type="checkbox"/>	2021-05-13 12:36:09.255	lori.hager	To Test Revision History	View XML Revert

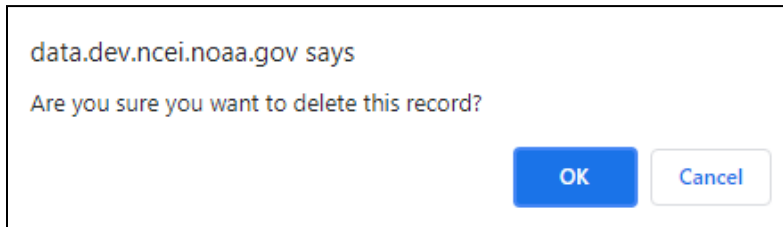
Delete Record

- On Metadata Records List panel, locate record to be deleted and select ‘Manage’ drop-down from Tasks column
 - Select ‘Delete Record’

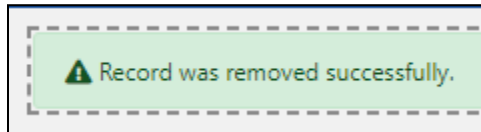
***Note: Delete Record is not an option for records with Edit State of ‘Publish’
Published records cannot be deleted***



- Confirmation message appears
 - Click 'OK'



- Message appears 'Record was removed successfully'

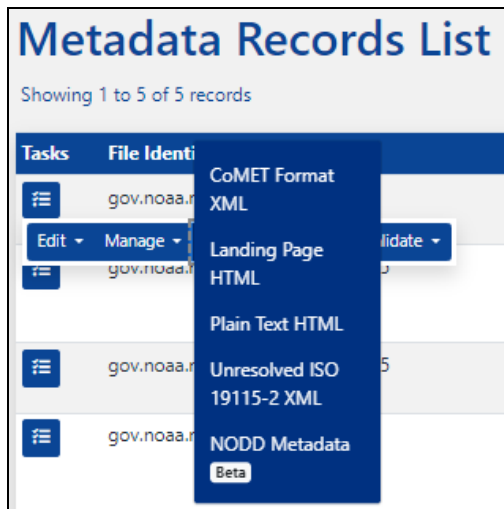


- Metadata Records List page reloads

View

Contents of record may be viewed in various ways

- On Metadata Records List panel, locate record to be viewed and select 'View' drop-down from Tasks column



CoMET Format XML

Internal format-neutral representation of descriptive information about the collection, includes related DMP and DSMQ information

Example:

This XML file does not appear to have any style information associated with it. The document tree is shown below.

```
<?xml version="1.0" encoding="UTF-8" ?>
<formModel xmlns:gco="http://www.isotc211.org/2005/gco" xmlns:gmd="http://www.isotc211.org/2005/gmd" xmlns:gmi="http://www.isotc211.org/2005/gmi" xmlns:gml="http://www.opengis.net/gml/3.2"
xmlns:gts="http://www.isotc211.org/2005/gts" xmlns:srv="http://www.isotc211.org/2005/srv" xmlns:xlink="http://www.w3.org/1999/xlink" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <identification>
    <hierarchyLevel>dataset</hierarchyLevel>
  </identification>
  <citation>
    <title>NOAA JPSS Visible Infrared Imaging Radiometer Suite (VIIRS) Snow Cover Environmental Data Record (EDR) from NDE</title>
    <edition>Validated</edition>
    <alternateTitle>JPSS-SC-NDE</alternateTitle>
    <date>
      <type>publication</type>
      <value>2017-07-06</value>
    </date>
    <identifier isoOrigin="gmd:MD_Identifier">
      <code xlink:href="https://doi.org/10.7289/V5M043M4" xlink:title="DOI" xlink:actuate="onRequest">doi:10.7289/V5M043M4</code>
    </identifier>
    <identifier isoOrigin="gmd:MD_Identifier">
      <code>gov.noaa.ncdc:C01436</code>
    </identifier>
    <identifier isoOrigin="gmd:MD_Identifier">
      <code>gov.noaa.class:VIIRS_SC</code>
    </identifier>
    <responsibleParty>
      <role>publisher</role>
      <organisation>
        <name>NOAA National Centers for Environmental Information</name>
      </organisation>
    </responsibleParty>
    <responsibleParty>
      <role>principalInvestigator</role>
      <individual>
        <name>Romanov, Peter</name>
      </individual>
      <organisation>
        <name>DOC/NOAA/NESDIS/STAR > Center for Satellite Applications and Research, NESDIS, NOAA, U.S. Department of Commerce</name>
      </organisation>
    </responsibleParty>
    <responsibleParty>
      <role>author</role>
      <individual>
        <name>Romanov, Peter</name>
      </individual>
      <organisation>
        <name>DOC/NOAA/NESDIS/STAR > Center for Satellite Applications and Research, NESDIS, NOAA, U.S. Department of Commerce</name>
      </organisation>
    </responsibleParty>
    <responsibleParty>
      <role>principalInvestigator</role>
      <individual>
        <name>Key, Jeffrey</name>
      </individual>
      <organisation>
        <name>DOC/NOAA/NESDIS/STAR > Center for Satellite Applications and Research, NESDIS, NOAA, U.S. Department of Commerce</name>
      </organisation>
    </responsibleParty>
    <responsibleParty>
      <role>author</role>
      <individual>
        <name>Key, Jeffrey</name>
      </individual>
      <organisation>
        <name>DOC/NOAA/NESDIS/STAR > Center for Satellite Applications and Research, NESDIS, NOAA, U.S. Department of Commerce</name>
      </organisation>
    </responsibleParty>
    <responsibleParty>
      <role>principalInvestigator</role>
      <individual>
        <name>Helfrich, Sean</name>
      </individual>
      <organisation>

```


Landing Page HTML

HTML rendering of unresolved metadata content and how it will look on NCEI's Geoportal

- Xlinks are not resolved in this view

Example:

The screenshot shows the NOAA GOES-R Series Solar Ultraviolet Imager (SUVI) Instrument Calibration Data landing page. The page features the NOAA logo and navigation menu at the top. The main content area includes a title, a description of the instrument, and a table of metadata. The table has columns for Access, Time & Location, Documentation, Description, Credit, Keywords, Constraints, and Lineage. The table contains information about the data archive, distribution formats, distributor, and dataset point of contact. The page also includes a footer with USA.gov Ready logo and various links.

NOAA NATIONAL CENTERS FOR ENVIRONMENTAL INFORMATION
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Home | Climate Information | Data Access | Customer Support | Contact | About | Search

Home > Catalog > Dataset Overview

NOAA GOES-R Series Solar Ultraviolet Imager (SUVI) Instrument Calibration Data

SUVI-INST-CAL-ENG

 The Solar Ultraviolet Imager is a telescope that monitors the Sun in the extreme ultraviolet wavelength range. SUVI observes and characterizes complex active regions of the Sun, solar flares, and the eruptions of solar filaments which may give rise to coronal mass ejections. Depending on the size and the trajectory of solar eruptions, the possible effects to near-Earth space and Earth's magnetosphere, referred to as space weather, can cause geomagnetic storms which disrupt power utilities, communication and navigation systems, and may cause radiation damage to orbiting satellites and the International Space Station. SUVI observations of solar flares and solar eruptions provide an early warning of possible impacts to Earth's space.

[Dataset Citation](#)

[Dataset Identifiers](#)

[ISO 19115-2 Metadata](#)

[Show more...](#)

Access	Time & Location	Documentation	Description	Credit	Keywords	Constraints	Lineage
Order Data			NOAA Comprehensive Large Array-data Stewardship System (CLASS) Data Search and Order (order) Search the data archive and submit an order for the dataset via the interface				
Distribution Formats			• netCDF (Version: 4)				
Distributor			Customer Engagement Branch DOC/NOAA/NESDIS/NCEI > National Centers for Environmental Information, NESDIS, NOAA, U.S. Department of Commerce 1-828-271-4800 ncei.orders@noaa.gov				
Dataset Point of Contact			Customer Engagement Branch DOC/NOAA/NESDIS/NCEI > National Centers for Environmental Information, NESDIS, NOAA, U.S. Department of Commerce 1-828-271-4800 ncei.orders@noaa.gov				

Last Modified: 2021-02-04
For questions about the information on this page, please email: ncei.orders@noaa.gov

Department of Commerce > NOAA > NESDIS > NCEI

USA.gov Ready

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- NOAA
- NESDIS

Plain Text HTML

Plain text rendering of unresolved metadata content, which may include elements not presented on Landing Page HTML

Example:

```
referenceSystemInfo
identificationInfo
contentInfo
distributionInfo
dataQualityInfo
dataQualityInfo
dataQualityInfo
metadataMaintenance
```

NOAA JPSS Visible Infrared Imaging Radiometer Suite (VIIRS) Snow Cover Environmental Data Record (EDR) from NDE

(MI_Metadata)
fileIdentifier: gov.noaa.ncdc:C01436
language: eng: USA
characterSet: (MD_CharacterSetCode) utf8
hierarchyLevel: (MD_ScopeCode) dataset
contact: (CI_ResponsibleParty)
organisationName: DOC/NOAA/NESDIS/NCEI > National Centers for Environmental Information, NESDIS, NOAA, U.S. Department of Commerce
positionName: ISO 19115 Metadata Contact
contactInfo: (CI_Contact)
phone: (CI_Telephone)
voice: 1-828-271-4800
facsimile: 1-828-271-4876
address: (CI_Address)
deliveryPoint: 151 Patton Avenue
deliveryPoint: Veach-Baley Federal Building, Room 468
city: Asheville
administrativeArea: NC
postalCode: 28801-5001
country: USA
electronicMailAddress: ncei.orders@noaa.gov
onlineResource: (CI_OnlineResource)
linkage: <https://www.ncei.noaa.gov>
protocol: HTTPS
applicationProfile: Web Browser
name: NOAA National Centers for Environmental Information (NCEI)
description: NCEI home page with information, data access and contact information.
function: (CI_OnlineFunctionCode) information
hoursOfService: 8:00 - 6:00 Eastern
role: (CI_RoleCode) pointOfContact
dateStamp: 2019-05-29
metadataStandardName: ISO 19115-2 Geographic Information - Metadata - Part 2: Extensions for Imagery and Gridded Data
metadataStandardVersion: ISO 19115-2:2009(E)
[return to top](#)

referenceSystemInfo: (MD_ReferenceSystem)
referenceSystemIdentifier: (RS_Identifier)
authority: (CI_Citation)
title: EPSG Geodetic Parameter Dataset Registry
date: (CI_Date)
date: 2008-11-12
dateType: (CI_DateTypeCode) publication
citedResponsibleParty: (CI_ResponsibleParty)
organisationName: International Association of Oil and Gas Producers (OGP) Geomatics Committee
contactInfo: (CI_Contact)
onlineResource: (CI_OnlineResource)
linkage: <http://www.epsg-registry.org/>
applicationProfile: Data Search Application
name: EPSG Geodetic Parameter Dataset Registry Application

Unresolved ISO 19115-2 XML

Representation of unresolved ISO 19115-2 metadata content represented in ISO 19139-2, which is XML implementation of ISO 19115-2 content standard

Example:

```
This XML file does not appear to have any style information associated with it. The document tree is shown below.
<gmi:MI_Metadata xmlns:gmi="http://www.isotc211.org/2005/gmi" xmlns:gco="http://www.isotc211.org/2005/gco" xmlns:gmd="http://www.isotc211.org/2005/gmd" xmlns:gml="http://www.opengis.net/gml/3.2"
xmlns:gx="http://www.isotc211.org/2005/gx" xmlns:gxs="http://www.isotc211.org/2005/gxs" xmlns:gss="http://www.isotc211.org/2005/gss" xmlns:gts="http://www.isotc211.org/2005/gts"
xmlns:srv="http://www.isotc211.org/2005/srv" xmlns:xlink="http://www.w3.org/1999/xlink" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://www.isotc211.org/2005/gmi
https://data.noaa.gov/resources/iso19139/schema.xsd" uuid="5369c4a8-7edd-43be-8b21-1218f48d4be9">
  <gmd:fileIdentifier>
    <gco:CharacterString>gov.noaa.ncdc:C01528</gco:CharacterString>
  </gmd:fileIdentifier>
  <gmd:language>
    <gco:CharacterString>eng; USA</gco:CharacterString>
  </gmd:language>
  <gmd:characterSet>
    <gmd:MD_CharacterSetCode codeList="https://data.noaa.gov/resources/iso19139/schema/resources/Codelist/gmxCodeLists.xml#MD_CharacterSetCode" codeListValue="utf8">utf8</gmd:MD_CharacterSetCode>
  </gmd:characterSet>
  <gmd:hierarchyLevel>
    <gmd:MD_ScopeCode codeList="https://data.noaa.gov/resources/iso19139/schema/resources/Codelist/gmxCodeLists.xml#MD_ScopeCode" codeListValue="dataset">dataset</gmd:MD_ScopeCode>
  </gmd:hierarchyLevel>
  <gmd:contact>
    <gmd:CI_ResponsibleParty>
      <gmd:organisationName>
        <gco:CharacterString>DOC/NOAA/NESDIS/NCEI > National Centers for Environmental Information, NESDIS, NOAA, U.S. Department of Commerce</gco:CharacterString>
      </gmd:organisationName>
      <gmd:positionName>
        <gco:CharacterString>ISO 19115 Metadata Contact</gco:CharacterString>
      </gmd:positionName>
      <gmd:contactInfo>
        <gmd:CI_Contact>
          <gmd:phone>
            <gmd:CI_Telephone>
              <gmd:voice>
                <gco:CharacterString>1-828-271-4800</gco:CharacterString>
              </gmd:voice>
              <gmd:facsimile>
                <gco:CharacterString>1-828-271-4876</gco:CharacterString>
              </gmd:facsimile>
            </gmd:CI_Telephone>
          </gmd:phone>
          <gmd:address>
            <gmd:CI_Address>
              <gmd:deliveryPoint>
                <gco:CharacterString>151 Patton Avenue</gco:CharacterString>
              </gmd:deliveryPoint>
              <gmd:deliveryPoint>
                <gco:CharacterString>Veach-Baley Federal Building, Room 468</gco:CharacterString>
              </gmd:deliveryPoint>
              <gmd:city>
                <gco:CharacterString>Asheville</gco:CharacterString>
              </gmd:city>
              <gmd:administrativeArea>
                <gco:CharacterString>NC</gco:CharacterString>
              </gmd:administrativeArea>
              <gmd:postalCode>
                <gco:CharacterString>28801-5001</gco:CharacterString>
              </gmd:postalCode>
            </gmd:address>
          <gmd:country>
            <gco:CharacterString>USA</gco:CharacterString>
          </gmd:country>
          <gmd:electronicMailAddress>
            <gco:CharacterString>ncei.orders@noaa.gov</gco:CharacterString>
          </gmd:electronicMailAddress>
          <gmd:CI_Address>
            <gmd:address>
              <gmd:onlineResource>
                <gmd:CI_OnlineResource>
                  <gmd:linkage>

```

NODD Metadata (Beta)

The NODD Metadata view enables users to preview how their ISO metadata will translate into a YAML file, which is used by cloud service providers in the NODD Program. This view only applies to dataset collections that are included in the NODD Program.

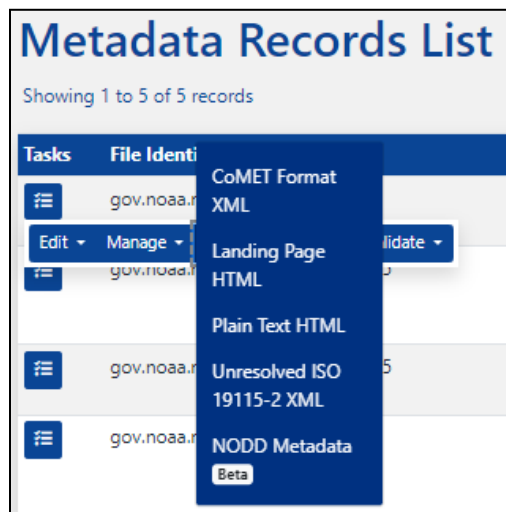
Example:

```

UpdateFrequency: asNeeded
Name: NOAA JPSS Visible Infrared Imaging Radiometer Suite (VIIRS) Snow Cover Environmental
Data Record (EDR) from NDE
Description: This dataset contains a high quality operational Environmental Data Record
(EDR) of snow cover from the Visible Infrared Imaging Radiometer Suite (VIIRS) instrument
onboard the Suomi-NPP satellite and is produced by the NOAA Satellite and Information
Service (NESDIS). This product provides both binary (snow or no-snow) and fractional
snow cover for cloud-free areas during daytime. The product also includes quality
information which provides support information on the quality of snow retrievals.
The algorithm utilizes VIIRS visible bands I1 (0.640 micron), I2 (0.865 micron),
I3 (1.61 micron), I4 (3.74 micron), and I5 (11.5 micron) at a spatial resolution
of 375 meters. VIIRS Snow Cover products distributed by the NESDIS Data Exploitation
system (NDE) and obtained from the Comprehensive Large-Array Stewardship System
(CLASS) are distributed in single 86-second granules in NetCDF-4 format with metadata
attributes included.
Documentation: https://doi.org/10.7289/V5M043MH
Contact: 'Email ncei.orders@noaa.gov Phone 1-828-271-4800 Fax 1-828-271-4876 Online
Resource NOAA National Centers for Environmental Information (NCEI) https://www.ncei.noaa.gov '
ManagedBy: DOC/NOAA/NESDIS/NCEI > National Centers for Environmental Information,
NESDIS, NOAA, U.S. Department of Commerce
License: Open Data. There are no restrictions on the use of this data. Use of the
data should cite NOAA and NESDIS/NCEI as the dataset creator.
Tags:
- climate
- weather
Resources:
- Type: ''
Description: ''
Region: ''
ARN: ''
DataAtWork:
Publications:
AuthorName: NOAA - NESDIS - NCEI
Title: NOAA JPSS Visible Infrared Imaging Radiometer Suite (VIIRS) Snow Cover
Environmental Data Record (EDR) from NDE
URL: https://www.ncei.noaa.gov/

```

View schema in YAML preview [here](#)



Assess

Contents of record may be assessed against various rubrics

- On Metadata Records List panel, locate record to be assessed and select 'Assess' drop-down from its row



Component Analysis

Shows information based on ISO XML tag

- New tab opens
- Click link in top right corner to go to its data

Metadata Identifier: gov.noaa.ncdc:C01532

[Aggregation Info](#) | [Bands](#) | [Citations](#) | [Constraints](#) | [Coverage Descriptions](#) | [Dimensions](#) | [Extents](#) | [Formats](#) | [Geographic Bounding Box](#) | [Georeferenced Information](#) | [Georeferenceable Information](#) | [Identifiers](#) | [Instruments](#) | [Media](#) | [Online Resources](#) | [Operations](#) | [Platforms](#) | [Process Steps](#) | [Range Elements](#) | [Reference Systems](#) | [Responsible Parties](#) | [Series](#) | [Sources](#) | [Spatial Grids](#) | [Temporal Extents](#)

MD_DataIdentification

Count	Component	Title	Abstract
1		NOAA GOES-R Series Solar Ultraviolet Imager (SUVI) Instrument Calibration Data	The Solar Ultraviolet Imager is a telescope that monitors the Sun in the extreme ultraviolet wavelength range. SUVI observes and characterizes complex active regions of the Sun, solar flares, and the eruptions of solar filaments which may give rise to coronal mass ejections. Depending on the size and the trajectory of solar eruptions, the possible effects to near-Earth space and Earth's magnetosphere, referred to as space weather, can cause geomagnetic storms which disrupt power utilities, communication and navigation systems, and may cause radiation damage to orbiting satellites and the International Space Station. SUVI observations of solar flares and solar eruptions provide an early warning of possible impacts to Earth's space environment and enable better forecasting of potentially disruptive events on the ground.

[Top](#)

SV_Identification

none found

[Top](#)

CI_Citation

Count	Component	Title	Date	Citation Identifier
1		GOES-R Calibration Working Group		
1		Global Change Master Directory (GCMD) Data Center Keywords	2018	
1		Global Change Master Directory (GCMD) Instrument Keywords	2018	
1		Global Change Master Directory (GCMD) Platform Keywords	2018	
1		Global Change Master Directory (GCMD) Project Keywords	2018	
1		Global Change Master Directory (GCMD) Science Keywords	2018	
1		NOAA GOES-R Series Solar Ultraviolet Imager (SUVI) Instrument Calibration Data	2015-01-01	gov.noaa.class:SUVIINCAL gov.noaa.ncdc:C01532

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CSW Rubric

Identifies ISO metadata elements that support the Open Geospatial Consortium Catalog Services for the Web (CSW) Specification

- New tab opens

ISO 19115 Catalog Services for the Web Report

This report identifies ISO metadata elements that support the Open Geospatial Consortium Catalog Services for the Web (CSW) Specification. The elements are listed in three groups: Core Queryables, Core Returnables, and Additional Queryables. The Rubric at the top of the report summarizes the results. Each spiral is represented by a row in the rubric. The columns show the % of the elements in that spiral that exist in the record. Click the spiral name for more details. This report is produced using this [stylesheet](#). Please contact [Ted Habermann](#) if you have questions or suggestions.

Title: NOAA GOES-R Series Extreme Ultraviolet and X-ray Irradiance Sensors (EXIS) Instrument Calibration Data

Total Spiral Score: 29/36

Spiral	None	1-33%	34-66%	67-99%	All
Core Queryables					
Core Returnables					
Additional Queryables					

Core Queryables Score: 10/12

The Open Geospatial Consortium Catalog Services for the Web (CSW) standard defines 12 "Core Queryables" that must be supported in any compliant implementation. Profiles of CSW map these queryables to concepts and xPaths for particular metadata dialects.

Score	Attribute (Count)	Description	Path
1	Subject	Keywords, usually from a shared vocabulary, that describe the topic or theme of the resource. More...	*/gmd:identificationInfo/*/gmd:descriptiveKeywords/gmd:MD_Keywords[gmd:type='theme']/gmd:keyword gco:CharacterString
1	Subject Thesaurus	A citation to the source for the subject (theme) keywords. This field is not included in the CSW Specification but it is important when keywords from a shared vocabulary are used.	*/gmd:identificationInfo/*/gmd:descriptiveKeywords/gmd:MD_Keywords[gmd:type='theme']/gmd:thesaurusName/gmd:CI_Citation/gmd:title gco:CharacterString
1	Title	A short description of the resource. The title should be descriptive enough so that when a user is presented with a list of titles the general content of the data set can be determined. More...	*/gmd:identificationInfo/*/gmd:citation/gmd:CI_Citation/gmd:title gco:CharacterString
1	Abstract	A summary of the content of the resource.	*/gmd:identificationInfo/*/gmd:abstract gco:CharacterString
1	AnyText	A target for full-text search of character data types in a catalogue.	Many text paths

ISO Rubric V2

Tool to confirm if a record adheres to NOAA metadata best practices
 Displays ‘Completeness Score’, as well as scores for each category

- New tab opens

Completeness Rubric for: NOAA GOES-R Series Solar Ultraviolet Imager (SUVI) Instrument Calibration Data

Completeness Score: 81% + 17

Resource Hierarchy Level: 'dataset' — Status: 'inGoing'

CATEGORY	SCORE + EXTRA CREDIT	RUBRIC REQUIREMENTS
Identification	100% + 3	Required
Access	100% + 0	Conditional - not required when Resource Hierarchy Level = 'fileSession' or Status = 'planned'
Coverage	100% + 1	Required
Content	0% + 0	Conditional - not required when Resource Hierarchy Level = 'fileSession'
History	75% + 5	Required
Quality	0% + 0	Conditional - not required when Resource Hierarchy Level = 'fileSession'
Connections	100% + 1.0	Required
Metadata	100% + 1	Required
Associated Resource	+ 2	Highly Recommended
Attribution	+ 4	Highly Recommended

About Completeness Rubric
 More Information
 Contact

Identification | Access | Coverage | Content | History | Quality | Connection | Metadata | Resources | Attribution

The Identification Category provides content needed for basic discovery of the resource. It includes the title, an abstract, theme keywords, point of contact, status and Resource Hierarchy Level.

Category 9/9 + 3

LABEL (COUNT)	RULE	SCORE	METADATA CONTENT	GUIDANCE: XPATH AND ISO EXPLORER LINKS
Resource Hierarchy Level (1)	Required	1	dataset	/gmd:MD_Metadata/gmd:hierarchyLevel/gmd:MD_ScopeCode@codeListValue
Resource Title (1)	Required	1	NOAA GOES-R Series Solar Ultraviolet Imager (SUVI) Instrument Calibration Data	/gmd:MD_DataIdentification/gmd:citation/gmd:CI_Citation/gmd:title
Resource ID (2)	Recommended	EC	gov.noaa.class.SUVI/NCAL gov.noaa.nodc.C01532	/gmd:MD_DataIdentification/gmd:citation/gmd:CI_Citation/gmd:identifier/gmd:MD_IdentifierCode
Abstract (1)	Required	1	The Solar Ultraviolet Imager is a telescope that monitors the Sun in the extreme ultraviolet wavelength range. SUVI observes and characterizes complex active regions of the Sun, solar flares, and the eruptions of solar filaments which may give rise to (i.e.)	/gmd:MD_DataIdentification/gmd:abstract
Purpose (1)	Required	1	These instrument calibration data can be used to evaluate, monitor, and trend sensor performance.	/gmd:MD_DataIdentification/gmd:purpose
Resource Date (1)	Required	1	2015-01-01 - publication	/gmd:MD_DataIdentification/gmd:citation/gmd:CI_Citation/gmd:date/gmd:CI_Date or /gmd:CI_Date/gmd:date/@gco:nilReason
Status (1)	Required	1	inGoing	/gmd:MD_DataIdentification/gmd:status/gmd:MD_ProgressCode@codeListValue
Browse Graphic (1)	Recommended	EC	https://www1.nodc.noaa.gov/pub/data/metadata/images/SEIS-INST-CAL-ENV.jpg	/gmd:MD_DataIdentification/gmd:graphicOverview/gmd:BrowseGraphic@fileName
Topic Category (1)	Required	1	climatology/Meteorology/Atmosphere	/gmd:MD_DataIdentification/gmd:topicCategory/gmd:MD_TopicCategoryCode
Theme Keywords (2)	Required	1	Earth Science > Spectral/Engineering > Infrared Wavelengths > Sensor Counts Earth Science > Spectral/Engineering > Visible Wavelengths > Sensor Counts	/gmd:MD_DataIdentification/gmd:descriptiveKeywords/gmd:MD_Keywords/gmd:type/gmd:MD_KeywordTypeCode@codeListValue=theme /gmd:keyword
Theme Keyword Thesaurus (1)	Recommended	EC	Global Change Master Directory (GCMD) Science Keywords	/gmd:MD_DataIdentification/gmd:descriptiveKeywords/gmd:MD_Keywords/gmd:type/gmd:MD_KeywordTypeCode@codeListValue=theme /gmd:thesaurusName/gmd:CI_Citation/gmd:title
Resource Contact (1)	Required	1	DOC/NOAA/NEEDS/NCEI > National Centers for Environmental Information, NEEDS, NOAA, U.S. Department of Commerce - Customer Engagement Branch - govNOCEContact	/gmd:MD_DataIdentification/gmd:citation/gmd:CI_Citation/gmd:responsibleParty/gmd:CI_Responsibility/gmd:role/gmd:CI_RoleCode@codeListValue=pointOfContact /gmd:MD_DataIdentification/gmd:pointOfContact

OneStop Readiness

User Guide for Data Managers: [OneStop Data and Metadata Improvement Tier Guidance v2.1](#)

- If ‘Rubric V2’ has not already been run for record, message appears ‘You need to run the rubric assessment for this record, please do that and refresh this page.’
 - Click ‘Run Rubric V2’ button in message

⚠ You need to run the rubric assessment for this record, please do that and refresh this page. Run Rubric V2

- Record's Completeness Score page displays

Completeness Rubric for: NOAA Himawari 8 Advanced Himawari Imager (AHI) Level 2 Cloud Top Height from STAR

Completeness Score: 100% + 26.8

Resource Hierarchy Level: 'series' — Status: 'onGoing'

CATEGORY	SCORE + EXTRA CREDIT	RUBRIC REQUIREMENTS
Identification	100% + 3	Required
Access	100% + 1	Conditional - not required when Resource Hierarchy Level = 'fieldSession' or Status = 'planned'
Coverage	100% + 4	Required
Content	100% + 4	Conditional - not required when Resource Hierarchy Level = 'fieldSession'
History	100% + 5	Required
Quality	100% + 1	Conditional - not required when Resource Hierarchy Level = 'fieldSession'
Connections	100% + 8	Required
Metadata	100% + 1	Required
Associated Resource	+ 3	Highly Recommended
Attribution	+ 4	Highly Recommended

About Completeness Rubric
More Information
Contact

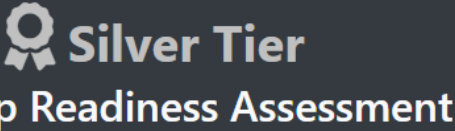
Identification | Access | Coverage | Content | History | Quality | Connection | Metadata | Resources | Attribution

Identification Category
9/9 +3

The Identification Category provides content needed for basic discovery of the resource. It includes the title, an abstract, theme keywords, point of contact, status and Resource Hierarchy Level.

LABEL (COUNT)	RULE	SCORE	METADATA CONTENT	GUIDANCE: XPATH AND ISO EXPLORER LINKS
Resource Hierarchy Level (1)	Required	1	series	/gmi:MI_Metadata/gmd:hierarchyLevel/gmd:MD_ScopeCode/@codeListValue
Resource Title (1)	Required	1	NOAA Himawari 8 Advanced Himawari Imager (AHI) Level 2 Cloud Top Height from STAR	/gmd:MD_DataIdentification/gmd:citation/gmd:CI_Citation/gmd:title
Resource ID (1)	Recommended	EC		/gmd:MD_DataIdentification/gmd:citation/gmd:CI_Citation/gmd:identifier/gmd:MD_Identifier/gmd:code
Abstract (1)	Required	1	This dataset contains a high quality level 2 cloud top height product from the Advanced Himawari Imager (AHI) instrument onboard the Himawari-8 satellite that is operated by the Japanese Meteorological Agency (JMA) and is produced operationally by th (. etc)	/gmd:MD_DataIdentification/gmd:abstract
Purpose (1)	Required	1	CTH is critical in determining the impact of clouds on the Earth's radiation budget. The dataset is also helpful in aviation for supplementing upper-level cloud information to the ground-based Automated Surface Observing System (ASOS), and military (. etc)	/gmd:MD_DataIdentification/gmd:purpose

- Close Completeness Score tab and on Metadata Records List panel, locate same record and select 'Assess' drop-down from its row
 - Select 'OneStop Readiness' to view assessment



Himawari 8 L2 Cloud Height from AHI

Rubric Score: 100%

- ✔ Rubric Score is above 90%
- ✔ URL to a browse graphic thumbnail ([view image](#))
- ✔ Cannot reference another collection in the gmd:parentIdentifier field
- ✔ GCMD Science Keywords
- ✔ GCMD Organisation Keywords
- ✔ GCMD Place Keywords
- ✔ GCMD Keyword thesaurus titles following NOAA's best practice

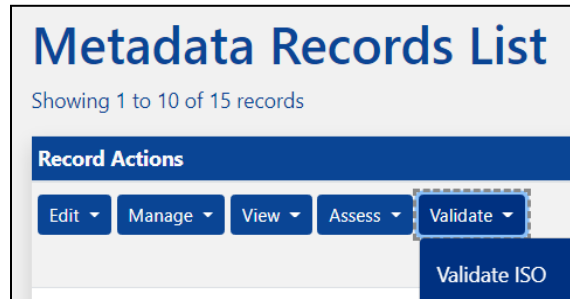
OneStop Readiness Assessment assumes this collection has associated granules that conform to ISO Lite guidance. Currently, granule association is being ignored when tier compliance checks are performed.

Validate

Validate ISO

A metadata record can be validated using the XML Schema Definition (XSD)

- On Metadata Records List panel, locate record to be validated and select ‘Validate’ drop-down
 - Select ‘Validate ISO’



- When validation run finishes, ‘Validate ISO’ page opens in new tab
 - If record is compliant with ISO XSD schema (no issue is found) ‘Validation Result:’ field displays ‘true’



- If record is not compliant with ISO, error messages are shown with line numbers
 - Error message lines are links

Validate: JPSS ATMS SDR for ref ALD

JPSS ATMS SDR for ref ALD

XML [Show XML](#)

Uuid 8bf93f83-4de0-493e-ae4d-d9730fe06730

View Name: convert-comet-to-iso19115-2

Validation Result: false

Validation Summary:

- line: 3435, cvc-id.2: There are multiple occurrences of ID value 'boundingGeographicBoundingBox'.
- line: 3435, cvc-attribute.3: The value 'boundingGeographicBoundingBox' of attribute 'id' on element 'gmd:EX_GeographicBoundingBox' is not valid with respect to its type, 'ID'.
- line: 3539, cvc-id.2: There are multiple occurrences of ID value 'boundingGeographicBoundingBox'.
- line: 3539, cvc-attribute.3: The value 'boundingGeographicBoundingBox' of attribute 'id' on element 'gmd:EX_GeographicBoundingBox' is not valid with respect to its type, 'ID'.

- At 'XML', click 'Show XML' to view all XML code
- At 'Validation Summary', click line link to view XML code for error
 - XML code appears above text
- User must refer to ISO Editor form to correct listed errors

Validate: JPSS ATMS SDR for ref ALD

JPSS ATMS SDR for ref ALD

XML [Show XML](#)

```

<gmd:CI_OnlineFunctionCode codeList="https://data.noaa.gov/resources/iso19139/schema/resources/Codelist/gmxCodeLists.xml" >
  </gmd:Function>
</gmd:CI_OnlineResource>
</gmd:onlineResource>
3425. </gmd:CI_Contact>
      </gmd:contactInfo>
      <gmd:role gco:nilReason="missing" />
</gmd:CI_ResponsibleParty>
</gmd:citedResponsibleParty>
3430. </gmd:CI_Citation>
      </gmd:sourceCitation>
<gmd:sourceExtent>
  <gmd:EX_Extent>
    <gmd:geographicElement>
3435. <gmd:EX_GeographicBoundingBox id="boundingGeographicBoundingBox">
      <gmd:extentTypeCode>
        <gco:Boolean>1</gco:Boolean>
      </gmd:extentTypeCode>
3440. <gmd:westBoundLongitude>
      <gco:Decimal>-180</gco:Decimal>
      </gmd:westBoundLongitude>
      <gmd:eastBoundLongitude>
        <gco:Decimal>180</gco:Decimal>
      </gmd:eastBoundLongitude>
3445. <gmd:southBoundLatitude>
      <gco:Decimal>-90</gco:Decimal>
      </gmd:southBoundLatitude>
      <gmd:northBoundLatitude>
    </gmd:geographicElement>
  </gmd:EX_Extent>
</gmd:sourceExtent>

```

Uuid 8bf93f83-4de0-493e-ae4d-d9730fe06730

View Name: convert-comet-to-iso19115-2

Validation Result: false

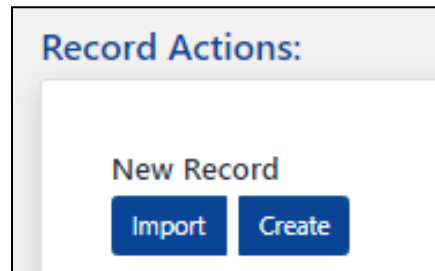
Validation Summary:

- line: 3435, cvc-id.2: There are multiple occurrences of ID value 'boundingGeographicBoundingBox'.
- line: 3435, cvc-attribute.3: The value 'boundingGeographicBoundingBox' of attribute 'id' on element 'gmd:EX_GeographicBoundingBox' is not valid with respect to its type, 'ID'.
- line: 3539, cvc-id.2: There are multiple occurrences of ID value 'boundingGeographicBoundingBox'.
- line: 3539, cvc-attribute.3: The value 'boundingGeographicBoundingBox' of attribute 'id' on element 'gmd:EX_GeographicBoundingBox' is not valid with respect to its type, 'ID'.

Data Stewardship Maturity Questionnaire (DSMQ)

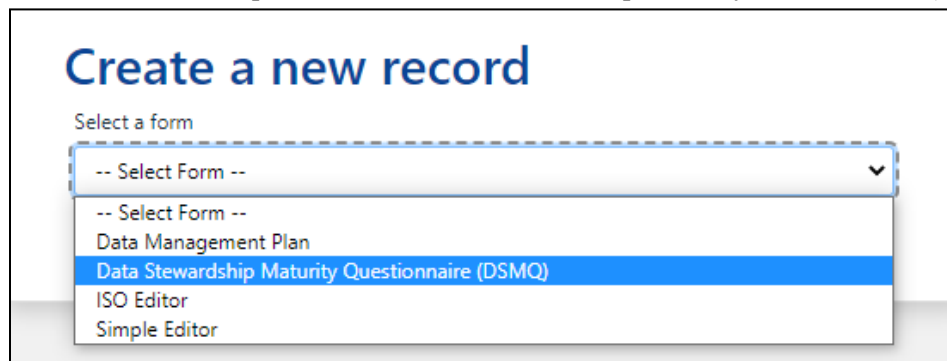
New Record

New DSMQ records are created one at a time using 'Create' button

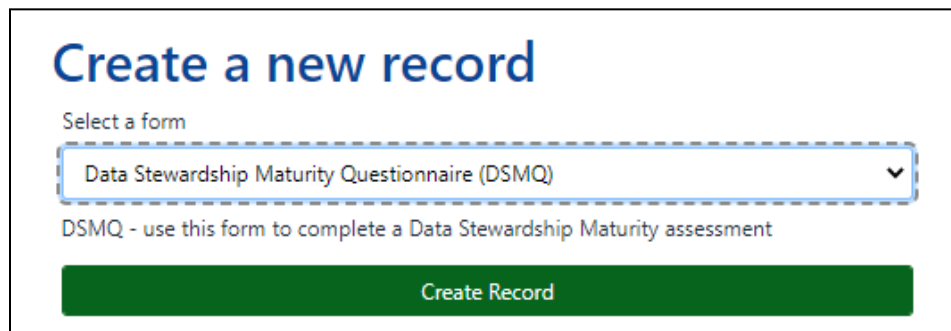


Create

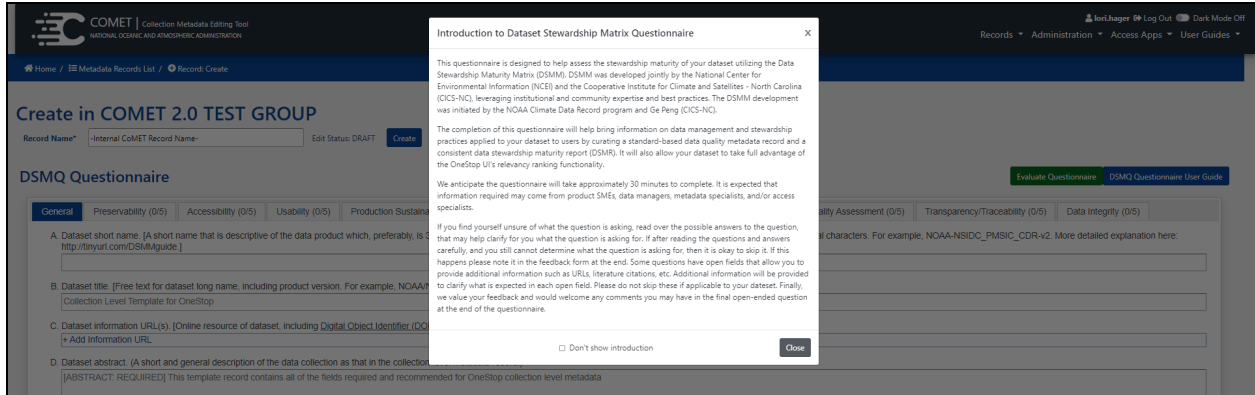
- In Record Actions panel, click 'Create'
- From 'Select a From' dropdown, select 'Data Stewardship Maturity Questionnaire (DSMQ)'



- Click 'Create Record'



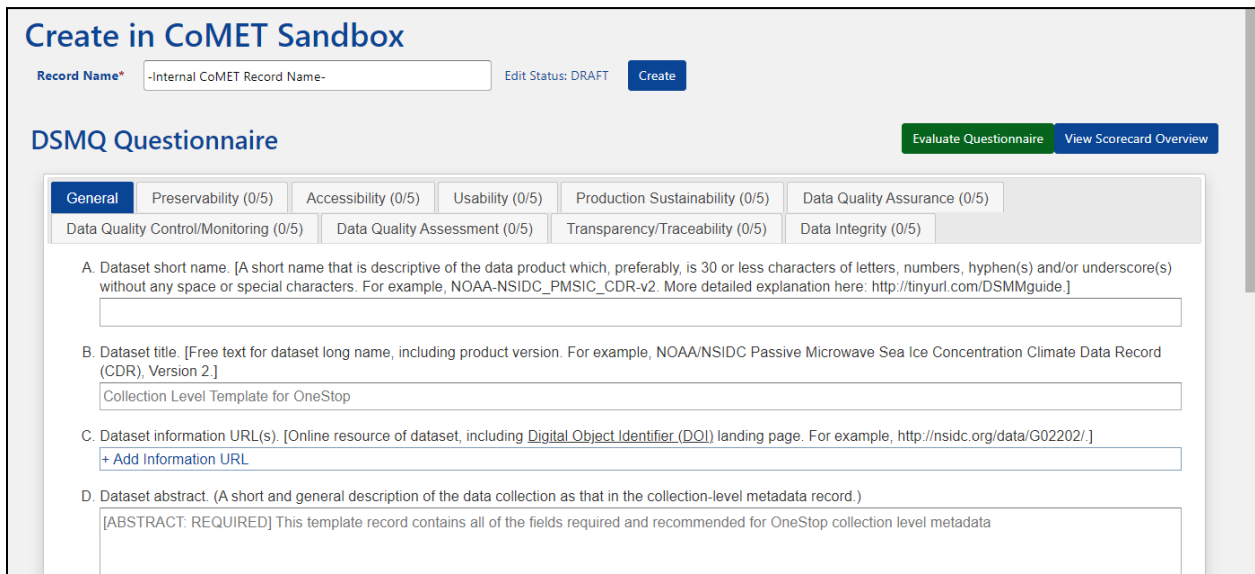
- Message box with 'Introduction to Data Stewardship Matrix Questionnaire' appears
 - To not have message box appear again, check 'Don't show introduction' at bottom of box
- Close



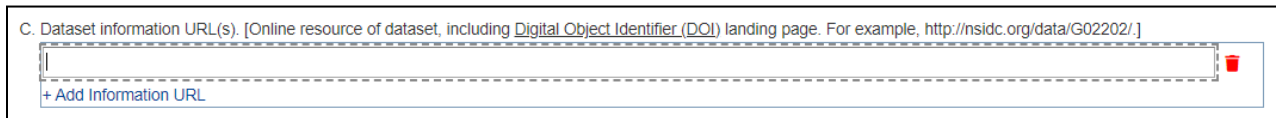
- CoMET/DSMQ defaults to General tab

Note: User may select blue ‘Create’ button at top center of page or bottom center of page at any point after entering a ‘Record Name’

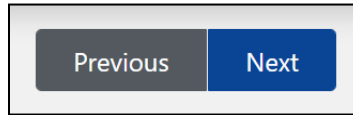
- All fields in all tabs must be completed



- At C., click ‘Add Information URL’
 - Enter URL in field
 - Click red trashcan to delete URL



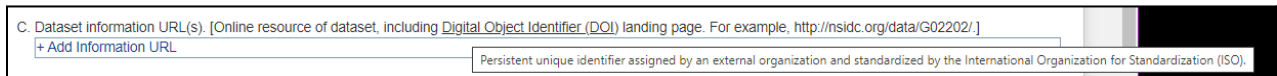
- Click ‘Next’ at bottom of page to move to next tab



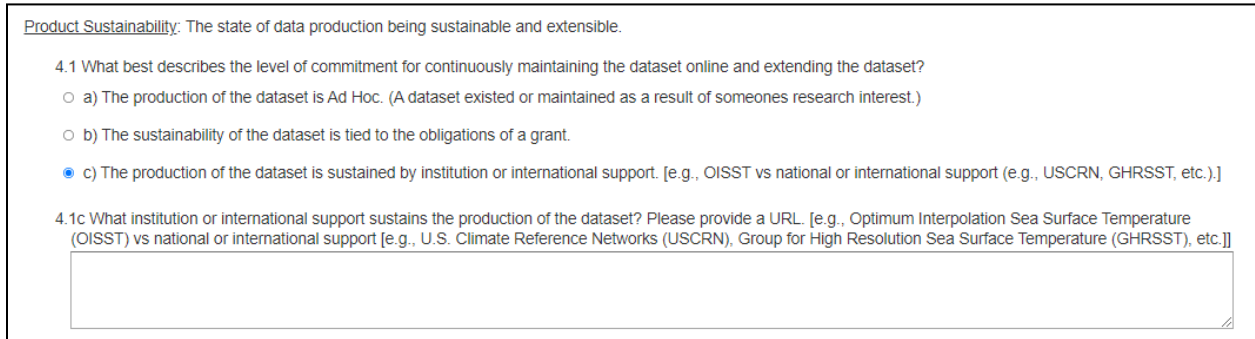
- OR go back to top of page and select desired tab



- Tooltips with additional information will appear when user hovers cursor over underlined text



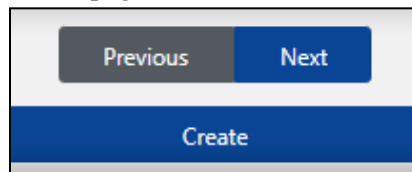
- Some responses open additional questions, e.g. at 4.1, selecting response ‘c’ opens question 4.1c



- To save initial data, click ‘Create’ at top of page



- Or click ‘Create’ at bottom of page



- User may go back later to edit record

- If data is missing from ‘Dataset Short Name’, ‘Dataset Title’ or ‘Dataset Abstract’ fields, fields will briefly highlight as pink

Create in NOAA/NESDIS/star/

Record Name* LHager_Test 8 Edit Status: DRAFT **Create**

DSMQ Questionnaire Evaluate Questionnaire DSMM Questionnaire User Guide

General	Preservability (0/5)	Accessibility (0/5)	Usability (0/5)	Production Sustainability (0/5)	Data Quality Assurance (0/5)
Data Quality Control/Monitoring (0/5)	Data Quality Assessment (0/5)	Transparency/Traceability (0/5)	Data Integrity (0/5)		

A. Dataset short name. [A short name that is descriptive of the data product which, preferably, is 30 or less characters of letters, numbers, hyphen(s) and/or underscore(s) without any space or special characters. For example, NOAA-NSIDC_PMSIC_CDR-v2. More detailed explanation here: <http://tinyurl.com/DSMMguide>.]

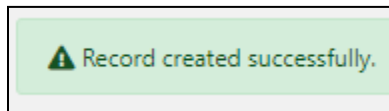
B. Dataset title. [Free text for dataset long name, including product version. For example, NOAA/NSIDC Passive Microwave Sea Ice Concentration Climate Data Record (CDR), Version 2.]

C. Dataset information URL(s). [Online resource of dataset, including [Digital Object Identifier \(DOI\)](#) landing page. For example, <http://nsidc.org/data/G02202/>.]

D. Dataset abstract. (A short and general description of the data collection as that in the collection-level metadata record.)

E. Data provider point-of-contact. [Each entry is grouped by Name (First Last), email, and affiliation of data provider(s). For example, Walter Meier, Walt.Meier@nasa.gov, NASA Goddard Space Flight Center (GSFC).]

- Message appears ‘Record created successfully’



- Metadata Records List page reloads
 - New record at top of Metadata Records List

Metadata Records List

Showing 1 to 7 of 7 records Show Columns: File Identifier UUID Description Edit State Last Updater Updated Created Group

Tasks	File Identifier	Description	Edit State	Last Editor	Updated
		Record Name: LHager_Test_04 Tags:	DRAFT	lori.hager	2023-01-20 15:31:27 EST

Edit

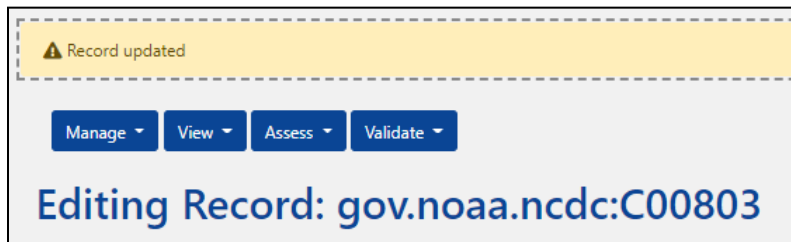
- On Metadata Records List panel, locate record to be edited and select 'Edit' drop-down from its row
 - Select 'Data Stewardship Maturity Questionnaire (DSMQ)'



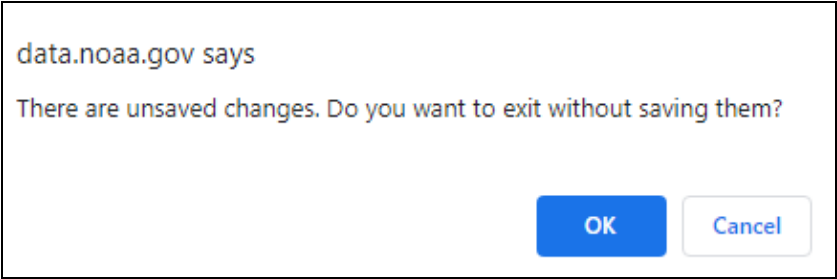
- Record opens in new tab
- Edit Metadata as desired
- Click 'Save' at top right of page or bottom of page



- Message appears 'Record updated'
- Editing Record Page Reloads



- If 'Exit' was selected and no changes made to record, page reloads to Metadata Records List
- If changes were made, message box appears



- To exit without saving changes, click OK
- To save changes, click Cancel, then Save

Evaluate Questionnaire

- User may utilize 'Evaluate Questionnaire' functionality at any point in Editing process to receive a maturity score for each section of questionnaire
 - Click 'Evaluate Questionnaire'



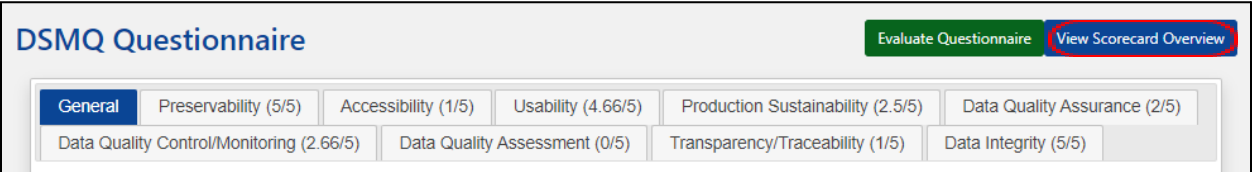
- Each tab displays its Evaluation score
 - All questions in a tab must be answered to produce a score



- If record originally created in ISO Editor - Record Name, Dataset Title, and Dataset Abstract are automatically entered in DSMQ record

View Scorecard Overview

- To aid in interpreting the results of assessment, click 'View Scorecard Review'



- Data Stewardship Maturity Matrix scoreboard opens

Overview of Data Stewardship Maturity Matrix with Key Components, Maturity Scale, and Acceptance Criteria. This scoreboard is useful for interpreting the results of your assessment

Document ID: NCDC-CICS-SMM_0001
Version: Rev. 1. 12/09/2014

Dataset Name

Maturity Level as of mm/dd/yyyy

Stewardship Maturity Matrix for Digital Environmental Data Products

Maturity Scale	Preservability	Accessibility	Usability	Production Sustainability	Data Quality Assurance	Data Quality Control/Monitoring	Data Quality Assessment	Transparency /Traceability	Data Integrity
Level 1 – Ad Hoc Not Managed	Any storage location Data only	Not publicly available Person-to-person	Extensive product-specific knowledge required No documentation online	Ad Hoc or Not applicable No obligation or deliverable requirement	Data quality assurance (DQA) procedure unknown or none	None or Sampling unknown or spotty Analysis unknown or random in time	Algorithm/method/model theoretical basis assessed (method and results online)	Limited product information available Person-to-person	Unknown or no data ingest integrity check
Level 2 - Minimal Managed Limited	Non-designated repository Redundancy Limited archiving metadata	Publicly available Direct file download (e.g., via anonymous FTP server) Collection/dataset level searchable	Non-standard data format Limited documentation (e.g., user's guide) online	Short-term Individual PI's commitment (grant obligations)	Ad Hoc and random DQA procedure not defined and documented	Sampling and analysis are regular In time and space Limited product-specific metrics defined & implemented	Level 1 + Research product assessed (method and results online)	Product information available in literature	Data ingest integrity verifiable (e.g., checksum technology)
Level 3 - Intermediate Managed Defined, Partially Implemented	Designated archive Redundancy Community-standard archiving metadata Conforming to limited archiving process standards	Level 2 + Non-standard data server performance Granule/File level searchable Limited search metrics	Community Standard-based interoperable format & metadata Documentation (e.g., source code, product algorithm document, processing or/and data flow diagram) online	Medium-term Institutional commitment (contractual deliverables with specs and schedule defined)	DQA procedure defined and documented and partially implemented	Level 2 + Sampling and analysis are frequent and systematic but not automatic Community metrics defined and partially implemented Procedure documented and available online	Level 2 + Operational product assessed (method and results online)	Algorithm/method/model-Theoretical Basis Document (ATSD) & source code online Dataset configuration managed (CM) Unique Object Identifier (OID) assigned (dataset, documentation, source code) Data citation tracked (e.g., utilizing Digital Object Identifier (DOI) system)	Level 2 + Data archive integrity verifiable
Level 4 - Advanced Managed Well-Defined, Fully Implemented	Level 3 + Conforming to community archiving standards	Level 3 + Community-standard data services Enhanced data server performance Conforming to community search metrics Dissemination report metrics defined and implemented internally	Level 3 + Basic capability (e.g., subsetting, aggregating) & data characterization (overall/global, e.g., climatology, error estimates) available online	Long-term Institutional commitment Product improvement process in place	DQA procedure well documented, fully implemented and available online with master reference data Limited data quality assurance metadata	Level 3 + Anomaly detection procedure well-documented and fully implemented using community metrics, automatic, tracked and reported Limited quality monitoring metadata	Level 3 + Quality metadata assessed (method and results online) Limited quality assessment metadata	Level 3 + Operational Algorithm Description (OAD) online, OID assigned, and under CM	Level 3 + Data access integrity verifiable Conforming to community data integrity technology standard
Level 5 - Optimal Level 4 + Measured, Controlled, Audit	Level 4 + Archiving process performance controlled, measured, and audited Future archiving standard changes planned	Level 4 + Dissemination reports available online Future technology and standard changes planned	Level 4 + Enhanced online capability (e.g., visualization, multiple data formats) Community metrics of data characterization (regional/cell) online External ranking	Level 4 + National or international commitment Changes for technology planned	Level 4 + DQA procedure monitored and reported Conforming to community quality metadata & standards External review	Level 4 + Cross-validation of temporal & spatial characteristics Physical consistency check Conforming to community quality metadata & standards Dynamic providers/users feedback in place	Level 4 + Assessment performed on a recurring basis Conforming to community quality metadata & standards External ranking	Level 4 + System information online Complete data provenance available online	Level 4 + Data authenticity verifiable (e.g., data signature technology) Performance of data integrity check monitored and reported

- Tab headings are in dark blue row across top of scoreboard
- Levels of completeness are in green column on left
- Table is an interpretation of level of each section

API (Application Programming Interface)

CoMET API is a software interface that allows connection between computers or computer programs. It gives users the ability to write programs (scripts) to create/import, export, update, and delete single or multiple ISO metadata records in a Record Group.

Note: CoMET APIs are intended for users with computer programming experience

Requirements

- Users must have a @noaa.gov email account with CoMET
- User must be assigned to recordGroup with which they are trying to interact
- To be added to a recordGroup, email ncei.collection-manager.support@noaa.gov

To view the complete API documentation, along with code samples, go to [CoMET API \(v2\)](#)

Appendix

Glossary of Terms

1. **Collection** - group of environmental data or products that share common characteristics, is represented by a single metadata record, and consists of one or more granules
 - a. Also referred to as datasets
2. **Data Group** - a superset of collections
3. **Data Management Plan** - plan to ensure that data are properly documented, made accessible, and preserved for future use
4. **Data Stewardship Maturity Matrix (DSMM)** - a unified framework for measuring stewardship maturity of environmental datasets
5. **Data Stewardship Maturity Questionnaire (DSMQ)** - method to create a DSMM assessment
 - a. DSMQ is a more consistent and scalable approach than manual DSMM assessments
6. **Data Stewardship Maturity Report (DSMR)** - ISO standard-based dataset-level quality metadata and data stewardship maturity report generated from DSMM assessment
7. **Docucomp** - tool to create and edit reusable ISO XML components
8. **Edit States**
 - a. DRAFT - default state assigned to record after being imported or created
 - i. Record is available for editing
 - b. IN_REVIEW - state of record once it has been requested to be published
 - i. Designates record is awaiting approval by Publisher
 - c. APPROVED - state of record once Publisher approves publication request and record is sent to a WAF for publication and harvest
 - d. PUBLISH - if XML passes validation, CoMET automatically changes record's state from APPROVED to PUBLISH
 - e. INVALID - If XML does not pass validation, CoMET automatically changes record's state from APPROVED to INVALID
 - i. User must correct metadata and resubmit
9. **Form Validation** - ISO Editor's validation that ensures required content is present
10. **ISO Editor** - a metadata creation and editing tool within CoMET. Provides form validation to ensure required information is present
11. **ISO Validation** - Validates against ISO XML schema
12. **JSON (Javascript Object Notation)** - lightweight data-exchange format
13. **Publish** - sends metadata record to review queue for a Publisher to approve or reject
 - a. Once published, record is accessible on its associated WAF and OSIM
14. **Record Group** - related or associated metadata records managed by a team or project
15. **Record Name** - record title for CoMET
 - a. Record Name is not inserted into ISO XML
 - b. Recommended to use record fileIdentifier as Record Name
 - c. CoMET automatically assigns fileIdentifier as Record Name when ISO XML record is imported

16. **Relevancy Ranking** - process of sorting search results so that files which are most likely to be relevant to query are shown at top
17. **Universal Unique Identifier (UUID)** - required unique character string used to identify records
 - a. UUIDs are manually assigned or auto-generated, written into XML within UUID attribute in MI_Metadata root element, and required for managing records via CoMET API
18. **User Roles**
 - a. READONLY - default role assigned to external users that provides read only access to forms and records
 - b. EDIT - default role assigned to internal users that allows creation and editing of records
 - c. GROUP - in addition to abilities assigned to EDIT user role, GROUP users may edit forms and add or remove users from record group
 - d. PUBLISH - in addition to abilities assigned to EDIT and GROUP user roles, Publishers can move records between groups, download XML files, and approve publish requests from editors
 - e. ADMIN - in addition to abilities assigned to EDIT, GROUP, and PUBLISH user roles, Admin includes additional administrative abilities such as creating user accounts, assigning user permissions, editing forms, thesaurus maintenance, etc
19. **WAF** - Web Accessible Folder

Change Log

Revision Number	Description of Change	Author	Date
A	Content revised to follow order of actions in CoMET database; descriptions of actions revised to be more concise	L Hager	6/28/2021
B	Updated version number on title page and footer; added Publish user role and actions; included user interface upgrades; updated screenshots; added 'Simple Editor' section; added 'OneStop Readiness' section; deleted 'View Record' button from Compare Versions page; deleted 'Commit' button from DSMQ section; updated API instructions; updated document title	L Hager, C. Luquire	8/13/2021
C	Updated version number, added references to and screenshots of Landing Page, Banner, Footer, and Boilerplate Evaluation. Updated Table of Contents	C Luquire	1/28/2022
D	Updated version number on title page; restored version number and page number in footer; revised Overview; in Contact Info, replaced OSMC team with collection manager support email; removed references to landing page, banner, and footer (redundant/unnecessary); updated many screenshots; deleted Boilerplate; added Content Evaluator and described significance of orange badges; added how to use Guided Mode; updated In-Review Record List in Publish section; described how to Unpublish a record; added 'Replace with File' in Manage drop-down; added 'View Scorecard Overview' in DSMQ section; added link to CoMET API (v2)	L Hager	9/30/2022
E	Added: Notifications of records' status (yellow bell); File Identifier added to 'Filters'; Publishing drop-down menu only displayed if record group has associated WAF(s); Red 'Approve All' button; 'Unpublished' replaced with 'Unapprove'; Metadata Records List – new format for column titles; NODD Metadata (Beta), link provided to preview schema in YAML	L Hager	1/27/2023