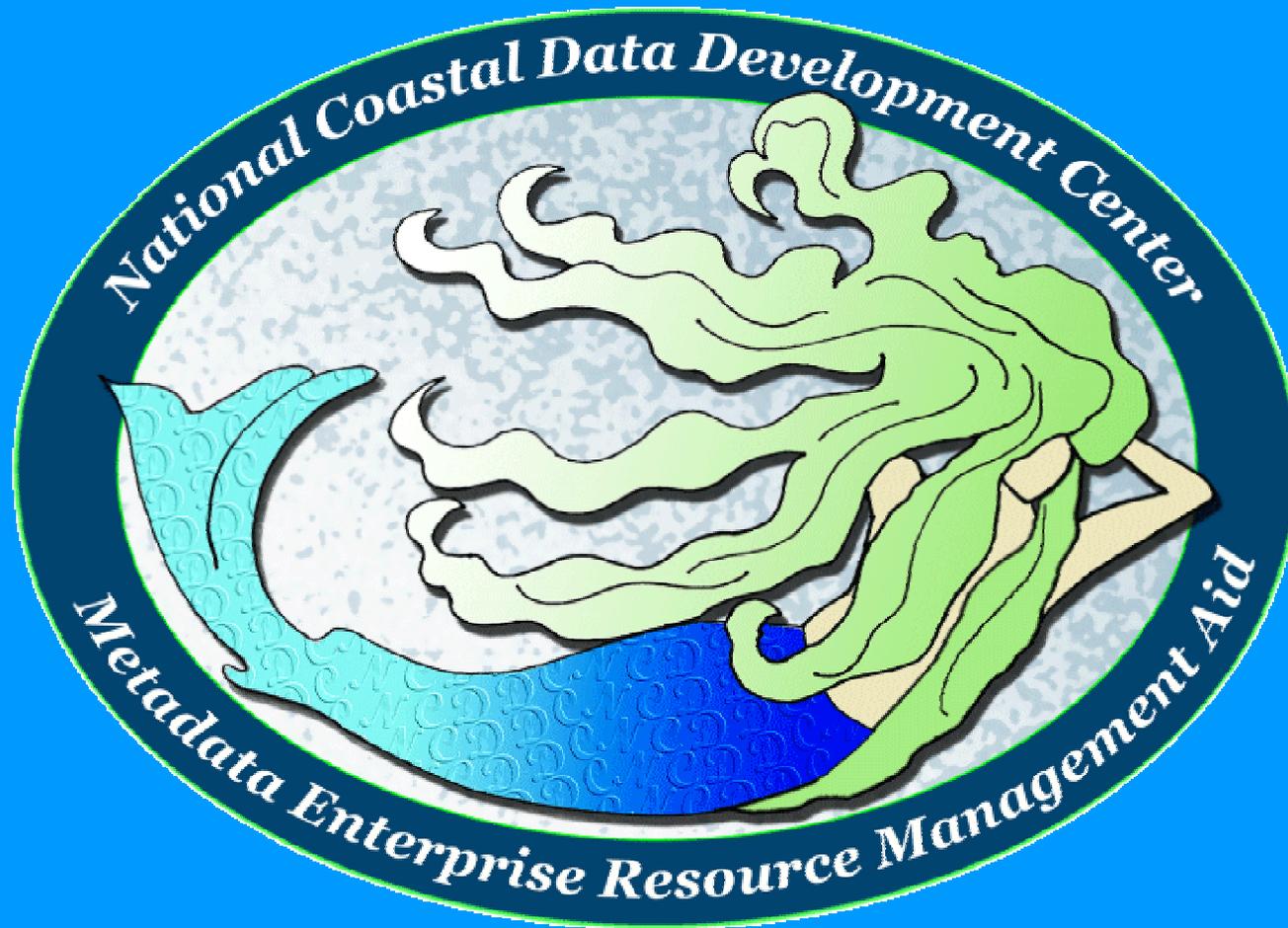
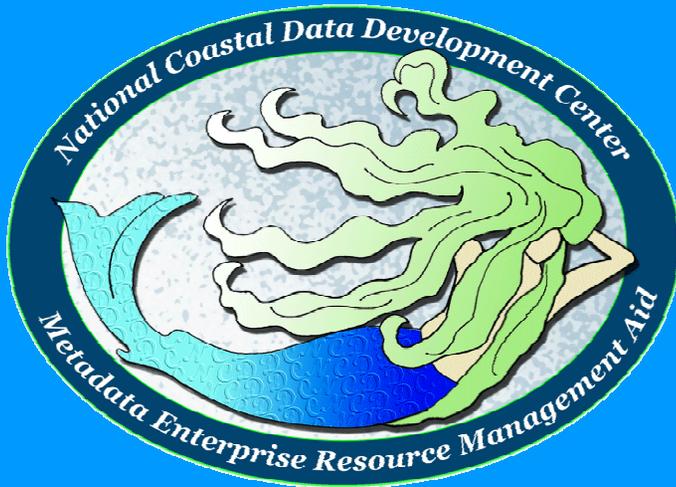


Getting Started with MERMAid



MERMAid Version 1.1.1
September 2004



NCDDC provides coastal data resources (organizations and individuals) with a tool to develop, validate, and manage Records via secure internet access. The Metadata Enterprise Resource Management Aid (MERMAid) allows users/data providers to establish unlimited Databases to organize their Records any way they see fit (e.g., by program, project, data type, personnel). Some of the key features in MERMAid include (1) user-defined roles with associated permissions; (2) change tracking; and (3) enhanced validation. Additionally, MERMAid ingests existing FGDC compliant metadata (in XML and text format).

This guide is specifically intended for the “Metadata Manager.” Many details have been left out that are better covered in the User’s Guide. The sole goal here is to present the essentials to get you started. The Manager role is for individuals that manage Data Sources within a Resource Folder. A Resource Folder is part of an organizational hierarchy where the Manager may create additional Resource Folders, Data Sources and Databases in which to organize metadata Records.

Generally, other people’s work is overseen by the Resource Folder Manager. Additional users can be assigned accounts by the Resource Folder Manager, usually at a Data Source or a Database level. This way, their account privileges will allow them access only to that Data Source (or Database) and below. More than one user account can exist within a Data Source or Database to facilitate collaborative efforts during Record development.

The following screen shots were captured from an Internet Explorer 6.0 session. **For MERMAid to function correctly, you MUST have JavaScript, Active scripting and session cookies enabled.**

Getting Started with MERMAid

- Terms and Symbols
- Requesting an Account
- Initial Login to MERMAid
 - Install Security Certificate
- Secure Login to MERMAid
- MERMAid Environment
- Resource Folder Environment
- Data Source Environment
- Creating a Database
- Database Environment
- Creating a Metadata Record
- Metadata Record Environment
- Navigating through MERMAid
- Entering and Validating Information
- Managing Compound Elements
- Special Cases
- Ingesting Files
- Storing Artifacts
- Creating Additional User Accounts
- Setting User Preferences
- Ending a MERMAid Session
 - Logout

Terms and Symbols



Resource Folder – Users are generally granted accounts at the Resource Folder level. The user (Manager) can then create additional Resource Folders, Data Sources and Databases in which to organize metadata Records.



Data Source – A Data Source is designed to hold an unlimited number of Databases.



Database – A Database is designed to hold a limited number of Records (less than 100).



Enhanced Database – An Enhanced Database is designed to hold a large number of Records.



Record – An individual FGDC Metadata Record.



Compound Element – Within a Record, a compound element contains data elements and/or other compound elements.



Data Element – Within a Record, a data element is where information is entered.



User Folder – Contains account information and access restrictions for users at the Data Source and Database levels.



Validation Instructions – The red 'V' icon indicates invalid information in the Record. It links to the validation instructions for the particular element.

Requesting an Account

Tools - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

Address <http://www.ncddc.noaa.gov/Metadata/Tools> Go Links

 **NOAA Satellites and Information**
National Environmental Satellite, Data, and Information Service

National Coastal Data Development Center

Home < [Metadata Resources](#) < [Tools](#)

[About Us](#) | [Services](#) | [Metadata Resources](#) | [Regional Offices](#) | [Projects](#) | [Site Map](#)

[Training](#) | [Tools](#) | [References](#) | [Additional Information](#)

Metadata Enterprise Resource Management Aid (MERMAid)



NCDDC provides coastal data resources (organizations and individuals) with a tool to develop, validate, manage and publish metadata records via secure internet access. The Metadata Enterprise Resource Management Aid (MERMAid) allows users/data providers to establish unlimited metadata databases to organize their metadata records any way they see fit (i.e. by program, project, data type, personnel). Some of the key features in MERMAid include (1) user-defined roles and permissions at management and database levels; (2) enhanced search and (3) enhanced validation. Also, your compliant metadata (in XML format) can be managed through MERMAid.

Getting Started with MERMAid

- [Request an Account](#)
- [Getting Started Guide](#) (PDF 7 MB)
- [Getting Started Guide](#) (PPS 9 MB)

In the near future, NCDDC will be shifting from metadata catalog to a knowledge base catalog. MERMAid will play an integral role in this transition. To better leverage these new capabilities, enhanced search and discovery tools will be made available to the public and metadata managers that will provide powerful drill-down features.

Additional Tools

NOTE: Some links on this page take you to offsite locations.

Additional tools to assist in metadata creation and metadata management are available for download and for use online. The following tools provide a means to create FGDC compliant metadata. This is not an endorsement of the tools named.

Downloadable and remote web-access tools (free)

- [FGDC Metadata Tools](#)
 - o Metadata Pre Parser (cns) - A pre-parser for formal metadata.
 - o Metadata Parser (mp) - A compiler for formal metadata.
 - o TKME - A Windows platform metadata entry tool.
 - o XTME - UNIX platform metadata entry tool.

NCDDC Services

- [Site Map](#)
- [Metadata Search](#)
- [Directory Search](#)

NOAA Services

- [Central Library](#)
- [Photo Library](#)
- [Video Library](#)

SSC Visitor Services

- [Regional Map](#)
- [Highway Map](#)

Request accounts through the NCDDC Metadata Tools web page:
<http://www.ncddc.noaa.gov/Metadata/Tools>

Select "Request a MERMAid account" to access the account request form.

NCDDC Application Server

Internet

Requesting an Account

Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.ncddc.noaa.gov/Metadata/form> Go Links

 **NOAA Satellites and Information**
National Environmental Satellite, Data, and Information Service

National Coastal Data Development Center

Home < Metadata Resources < Account

[About Us](#) | [Services](#) | [Metadata Resources](#) | [Regional Offices](#) | [Projects](#) | [Site Map](#)
[Training](#) | [Tools](#) | [References](#) | [Additional Information](#) | [Account](#)

Request a MERMAid Account



NCDDC Services

- [Site Map](#)
- [Metadata Search](#)
- [Directory Search](#)

NOAA Services

- [Central Library](#)
- [Photo Library](#)
- [Video Library](#)
- [Visualization Lab](#)
- [Education Resources](#)
- [National Locator](#)
- [NOAA In Your State](#)

SSC Visitor Services

- [Regional Map](#)
- [Highway Map](#)
- [Additional Information](#)

Complete all fields in the account request form.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Organization:	<input type="text"/>
Department/Division:	<input type="text"/>
Telephone:	<input type="text"/>
Email Address:	<input type="text"/>
Resource Folder Name*:	<input type="text"/>

*Please provide a name for the folder that will contain your account. This name will appear as part of the URL path to your account and must not contain spaces or special characters.

Click on the "Submit" button. Your account "User Name" and "Password" will be sent via email.

Select a short descriptive Resource Folder name. Avoid the use of personal names for your Resource Folder.

Submit Close

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Internet

Initial Login to MERMAid

The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL: https://mermaid/ncddc/noaa.gov/noaa/training/my_account/manage. The page content includes the NOAA logo and text: "NOAA Satellites and Information National Environmental Satellite, Data, and Information Service" and "National Coastal Data Development Center". A "Security Alert" dialog box is overlaid on the page. The dialog box contains the following text: "Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate." Below this are three bullet points: a green checkmark for "The security certificate is from a trusted certifying authority.", a green checkmark for "The security certificate date is valid.", and a yellow warning triangle for "The name on the security certificate is invalid or does not match the name of the site". At the bottom of the dialog box, it asks "Do you want to proceed?" and has three buttons: "Yes", "No", and "View Certificate".

Upon receiving your account, enter the supplied URL address into your browser.

The "Security Alert" dialog box displays. To install the security certificate issued by NCDDC, click on the "View Certificate" button.

Opening page https://mermaid/ncddc/noaa.gov/noaa/training/my_account/manage...

Initial Login - Install Security Certificate

National Coastal Data Development Center WebSite - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage

NOAA Satellites and Information
National Environmental Satellite, Data, and Information Service

National Coastal Data Development Center

Security Alert

Certificate

General Details Certification Path

Certificate Information

This certificate is intended to:

- Ensures the identity of a remote computer

Issued to: mermaid.ncddc.noaa.gov

Issued by: mermaid.ncddc.noaa.gov

Valid from 4/28/2003 to 4/27/2004

Install Certificate... Issuer Statement

OK

The "Certificate" dialog box displays. Review the certificate's details by selecting the tabs. To install, click on the "Install Certificate" button.

Opening page https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage...

Internet

Initial Login - Install Security Certificate

The screenshot shows a Microsoft Internet Explorer browser window displaying the NOAA National Coastal Data Development Center website. The address bar shows the URL: https://mermaid/ncddc/noaa.gov/noaa/training/my_account/manage. The website header includes the NOAA logo and the text "NOAA Satellites and Information National Environmental Satellite, Data, and Information Service" and "National Coastal Data Development Center".

Overlaid on the website is a "Certificate Import Wizard" dialog box. The dialog box has a title bar that says "Certificate Import Wizard" and a close button. It has three tabs: "General", "Details", and "Certification Path". The "General" tab is selected. The main content area of the dialog box contains the following text:

Welcome to the Certificate Import Wizard

This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.

A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.

To continue, click Next.

At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a yellow callout box. The callout box contains the text: "Click on the 'Next' button to continue the certificate installation."

The taskbar at the bottom of the screen shows the Internet Explorer icon and the text "Opening page https://mermaid/ncddc/noaa.gov/noaa/training/my_account/manage...".

Initial Login - Install Security Certificate

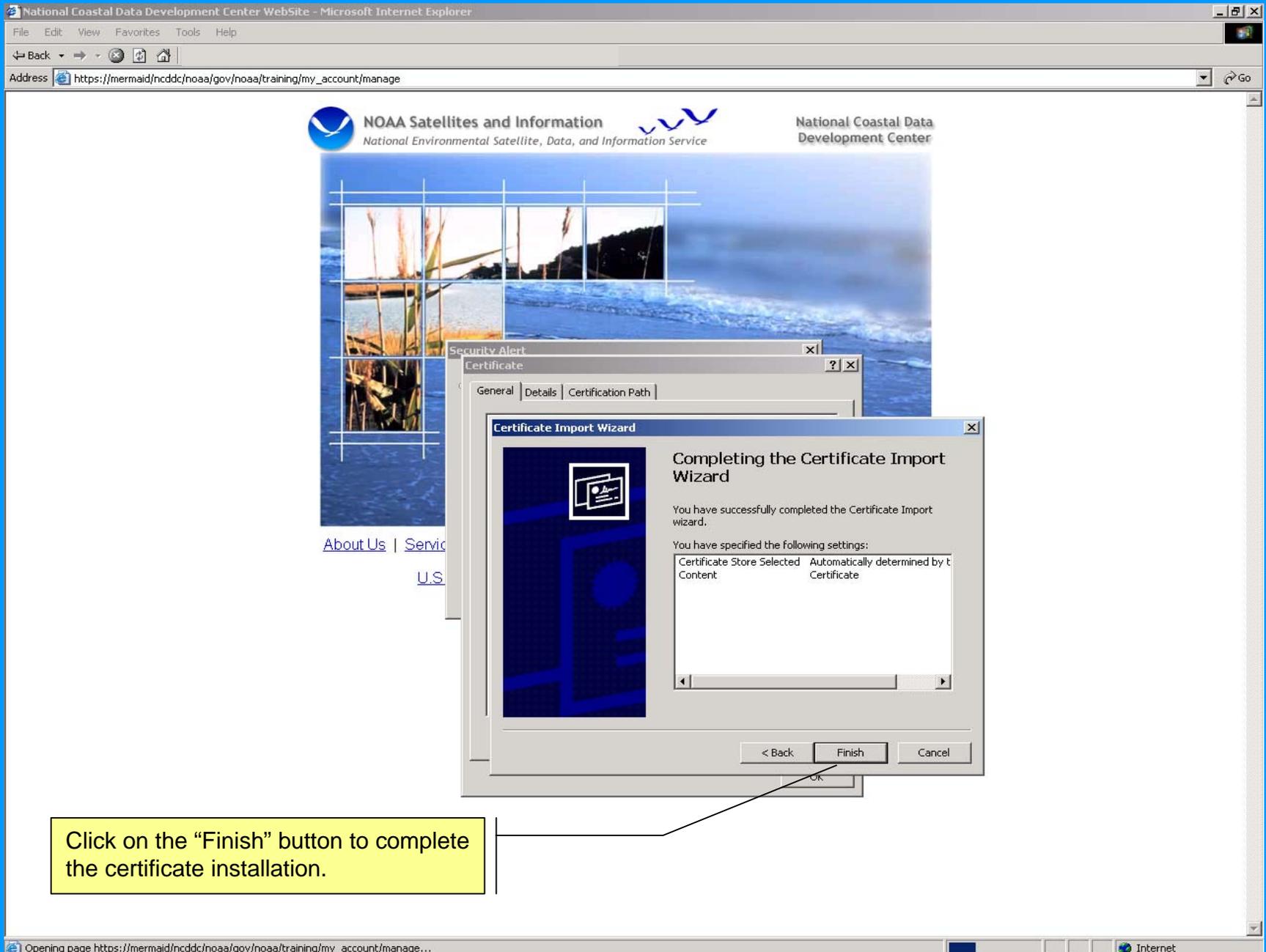
The screenshot shows a Microsoft Internet Explorer browser window displaying the NOAA National Coastal Data Development Center website. The address bar shows the URL: https://mermaid/ncddc/noaa.gov/noaa/training/my_account/manage. The website header includes the NOAA logo and the text "NOAA Satellites and Information" and "National Coastal Data Development Center".

Overlaid on the website is a "Certificate Import Wizard" dialog box. The "Certificate Store" section is active, with the following text: "Certificate stores are system areas where certificates are kept." Below this, it says: "Windows can automatically select a certificate store, or you can specify a location for". There are two radio button options: "Automatically select the certificate store based on the type of certificate" (which is selected) and "Place all certificates in the following store". Below the second option is a text field labeled "Certificate store:" and a "Browse..." button. At the bottom of the wizard are buttons for "< Back", "Next >", and "Cancel".

A yellow callout box with a black border contains the text: "NCDDC recommends using the default location. Click on the 'Next' button to continue the certificate installation." A line from the bottom of this box points to the "Next >" button in the wizard.

At the bottom of the browser window, the status bar shows "Opening page https://mermaid/ncddc/noaa.gov/noaa/training/my_account/manage..." and the "Internet" icon.

Initial Login - Install Security Certificate



The screenshot shows a Microsoft Internet Explorer browser window displaying the NOAA National Coastal Data Development Center website. The address bar shows the URL: https://mermaid/ncddc/noaa.gov/noaa/training/my_account/manage. The website header includes the NOAA logo and text: "NOAA Satellites and Information National Environmental Satellite, Data, and Information Service" and "National Coastal Data Development Center".

Overlaid on the website is a "Certificate Import Wizard" dialog box. The dialog box has a title bar "Certificate Import Wizard" and a close button. It contains the following text:

Completing the Certificate Import Wizard

You have successfully completed the Certificate Import wizard.

You have specified the following settings:

Certificate Store Selected	Automatically determined by t
Content	Certificate

At the bottom of the dialog box are three buttons: "< Back", "Finish", and "Cancel". A yellow callout box with a black border points to the "Finish" button and contains the text: "Click on the 'Finish' button to complete the certificate installation."

The taskbar at the bottom of the browser window shows the text "Opening page https://mermaid/ncddc/noaa.gov/noaa/training/my_account/manage..." and the "Internet" icon.

Initial Login - Install Security Certificate

The screenshot shows a Microsoft Internet Explorer browser window displaying the NOAA National Coastal Data Development Center website. A security alert dialog box is open, asking if the user wants to add a certificate to the Root Store. The dialog box contains the following information:

Root Certificate Store

Do you want to ADD the following certificate to the Root Store?

Subject : ncddcsysadm@noaa.gov, mermaid.ncddc.noaa.gov, NCDDC/NESDIS, NOAA, Stennis Space Center, Mississippi, US
Issuer : Self Issued
Time Validity : Monday, April 28, 2003 through Tuesday, April 27, 2004
Serial Number : 00
Thumbprint (sha1) : DB7BC245 41024410 76F8C461 A4629E4B 5998ECC1
Thumbprint (md5) : 04036BAA 15302DE1 7E921C69 502A15DD

Buttons: Yes, No

A yellow callout box at the bottom left of the screenshot contains the text: "Click on the 'Yes' button to add this certificate to your Root Store." A line connects this callout box to the "Yes" button in the dialog box.

Initial Login - Install Security Certificate

The screenshot shows a Microsoft Internet Explorer browser window displaying the NOAA National Coastal Data Development Center website. The address bar shows the URL: https://mermaid/ncddc/noaa/gov/noaa/training/my_account/manage. The website header includes the NOAA logo and the text "NOAA Satellites and Information" and "National Coastal Data Development Center".

A "Certificate" dialog box is open in the foreground. It has three tabs: "General", "Details", and "Certification Path". The "General" tab is selected. Inside the dialog box, there is a "Certificate Information" section with a red 'X' icon and a "Certificate Import Wizard" sub-dialog box. The "Certificate Import Wizard" sub-dialog box has a blue 'i' icon and the text "The import was successful." with an "OK" button. Below this, the "Certificate Information" section displays the following details:

- Issued to:** mermaid.ncddc.noaa.gov
- Issued by:** mermaid.ncddc.noaa.gov
- Valid from:** 4/28/2003 to 4/27/2004

At the bottom of the "Certificate" dialog box, there are two buttons: "Install Certificate..." and "Issuer Statement". An "OK" button is also visible at the bottom right of the dialog box.

A yellow callout box with a black border contains the text: "Click on the 'OK' button to return to the 'Certificate' dialog box." A line points from this callout box to the "OK" button in the "Certificate Import Wizard" sub-dialog box.

The browser's status bar at the bottom shows "Opening page https://mermaid/ncddc/noaa/gov/noaa/training/my_account/manage..." and the "Internet" icon.

Initial Login - Install Security Certificate

The screenshot shows a Microsoft Internet Explorer browser window displaying the NOAA National Coastal Data Development Center website. The address bar shows the URL: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage. The website header includes the NOAA logo and text: "NOAA Satellites and Information National Environmental Satellite, Data, and Information Service" and "National Coastal Data Development Center". A security alert dialog box is open in the foreground, titled "Certificate". The dialog box has tabs for "General", "Details", and "Certification Path". The "General" tab is selected, showing "Certificate Information" with a warning icon. The text in the dialog box reads: "This CA Root certificate is not trusted. To enable trust, install this certificate in the Trusted Root Certification Authorities store." Below this, the following information is displayed: "Issued to: mermaid.ncddc.noaa.gov", "Issued by: mermaid.ncddc.noaa.gov", and "Valid from 4/28/2003 to 4/27/2004". At the bottom of the dialog box, there are buttons for "Install Certificate...", "Issuer Statement", and "OK". A yellow callout box with a black border points to the "OK" button, containing the text: "The certificate has been successfully installed. Click on the 'OK' button." The browser's status bar at the bottom shows "Opening page https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage..." and the "Internet" icon.

The certificate has been successfully installed. Click on the "OK" button.

Initial Login - Install Security Certificate

National Coastal Data Development Center WebSite - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://mermaid/ncddc/noaa/gov/noaa/training/my_account/manage

NOAA Satellites and Information
National Environmental Satellite, Data, and Information Service

National Coastal Data Development Center

Security Alert

Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.

- ⚠ The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.
- ✔ The security certificate date is valid.
- ⚠ The name on the security certificate is invalid or does not match the name of the site.

Do you want to proceed?

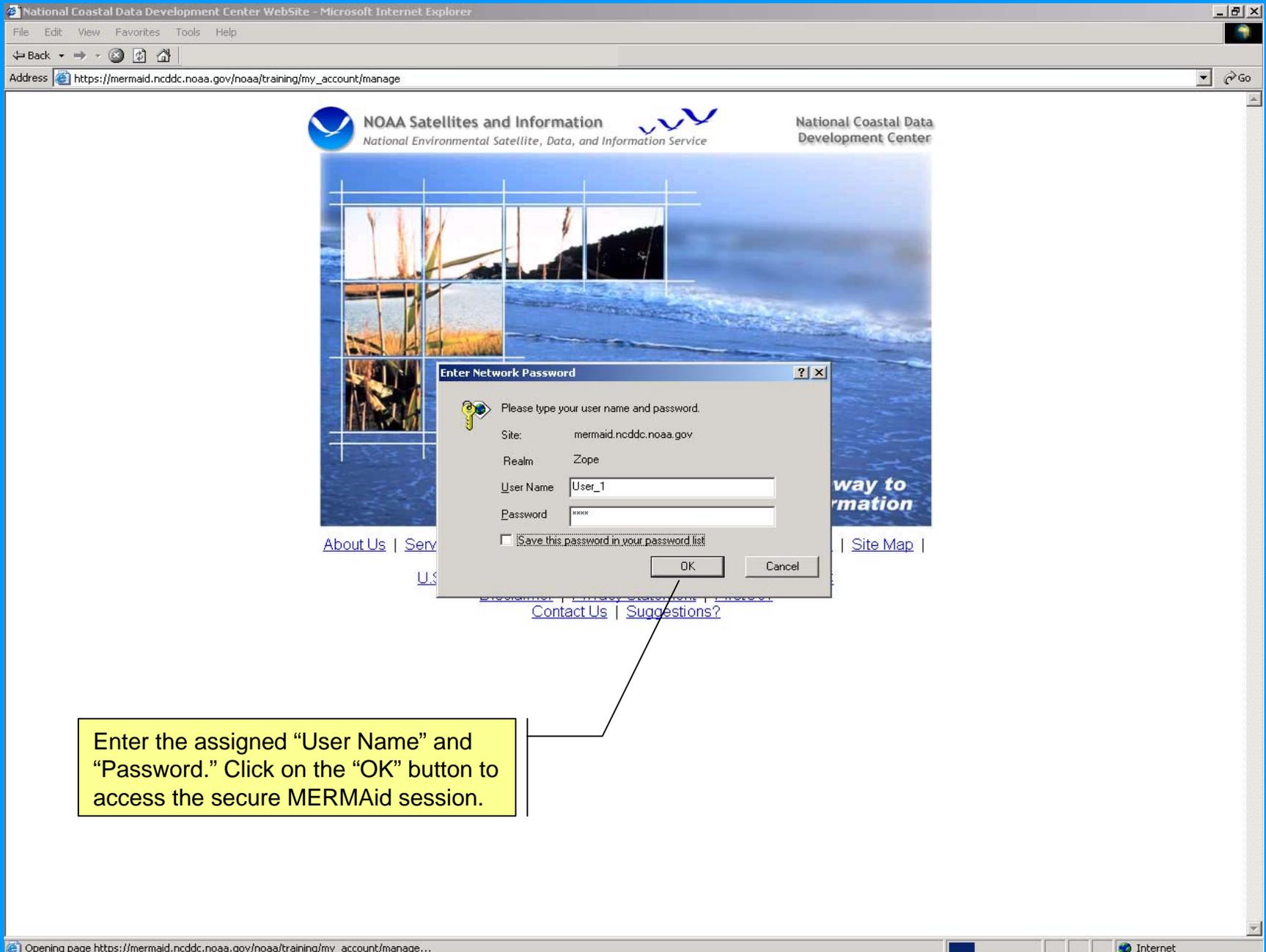
Yes No View Certificate

On future visits, you will be directed to the "Enter Network Password" dialog box. Click on the "Yes" button to proceed to MERMAid.

Opening page https://mermaid/ncddc/noaa/gov/noaa/training/my_account/manage...

Internet

Secure Login to MERMAid



National Coastal Data Development Center WebSite - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage

NOAA Satellites and Information
National Environmental Satellite, Data, and Information Service

National Coastal Data Development Center

way to information

About Us | Serv | Site Map |

Contact Us | Suggestions?

Enter Network Password

Please type your user name and password.

Site: mermaid.ncddc.noaa.gov

Realm: Zope

User Name: User_1

Password: xxxxxx

Save this password in your password list

OK Cancel

Enter the assigned "User Name" and "Password." Click on the "OK" button to access the secure MERMAid session.

Opening page https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage...

Internet

MERMAid Environment – Navigation Frame

my_account

Contents Properties Undo Ownership Manage User Account

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

Data Source at /noaa/training/my_account

Refresh Navigation Frame: Selecting this link will refresh the Navigation Frame.

Select type to add... Add

Type Name	Last Modified
<input type="checkbox"/> acl_users (User Folder)	2004-01-26 14:00

Change Id/Title Cut Copy Delete Import/Export Select All

Set User Preferences & Logout: More detailed information on these features is provided later in this guide.

Navigation Frame: This contains a tree hierarchy view of most components contained in MERMAid.

Internet

MERMAid Environment – Component Management Frame

The screenshot shows a web browser window titled "MERMAid - Microsoft Internet Explorer" with the address bar displaying "https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage". The page content includes a navigation menu with "Contents", "Properties", "Undo", "Ownership", and "Manage User Account". A breadcrumb trail shows "Data Source at /noaa/training/my_account". A table lists a component named "acl_users (User Folder)" with a "Last Modified" date of "2004-01-26 14:00". A toolbar contains buttons for "Change Id/Title", "Cut", "Copy", and "Delete". A dropdown menu is labeled "Select type to add..." and an "Add" button is next to it. The left sidebar features the Zope Corporation logo and a "Refresh Navigation Frame" button.

Breadcrumb Navigation:
Shows the current location.

Service Tabs:
Depending on the level (Data Source, Database, Record), different Service Tabs are provided.

Component Management Buttons:
Depending on the level (Data Source, Database, Record), different Component Management Buttons are provided.
Clicking on a button performs that operation on the components that have their checkbox(es) selected.

Component Management Frame:
Provides access to Service Tabs, Breadcrumb Navigation and Component Management buttons.

Add:
Depending on the level (Data Source, Database, Record), a different set of components is provided.
This drop-down select box contains the types of components you can add.

Resource Folder Environment

Generally, the Resource Folder is the level at which the Metadata Manager's account is established. From the Resource Folder level, the Manager can create and manage additional Resource Folders, Data Sources, Databases and user accounts.

In the following slides, note that the User Name for the Resource Folder Manager is "RFolder." Any users established at the Resource Folder level have access to the "training" Resource Folder as well as any Resource Folders and Data Sources that the Resource Folder "training" contains.

Resource Folder – “Contents” View

The screenshot shows the MERMAid application interface in Mozilla Firefox. The browser address bar displays the URL: <https://mermaid.ncddc.noaa.gov/noaa/training/manage>. The application window has a menu bar (File, Edit, View, Go, Bookmarks, Tools, Help) and a toolbar with navigation icons. The main content area is titled "Contents" and shows a "Resource Folder at /noaa/training". Below this, there is a table listing the components within the folder:

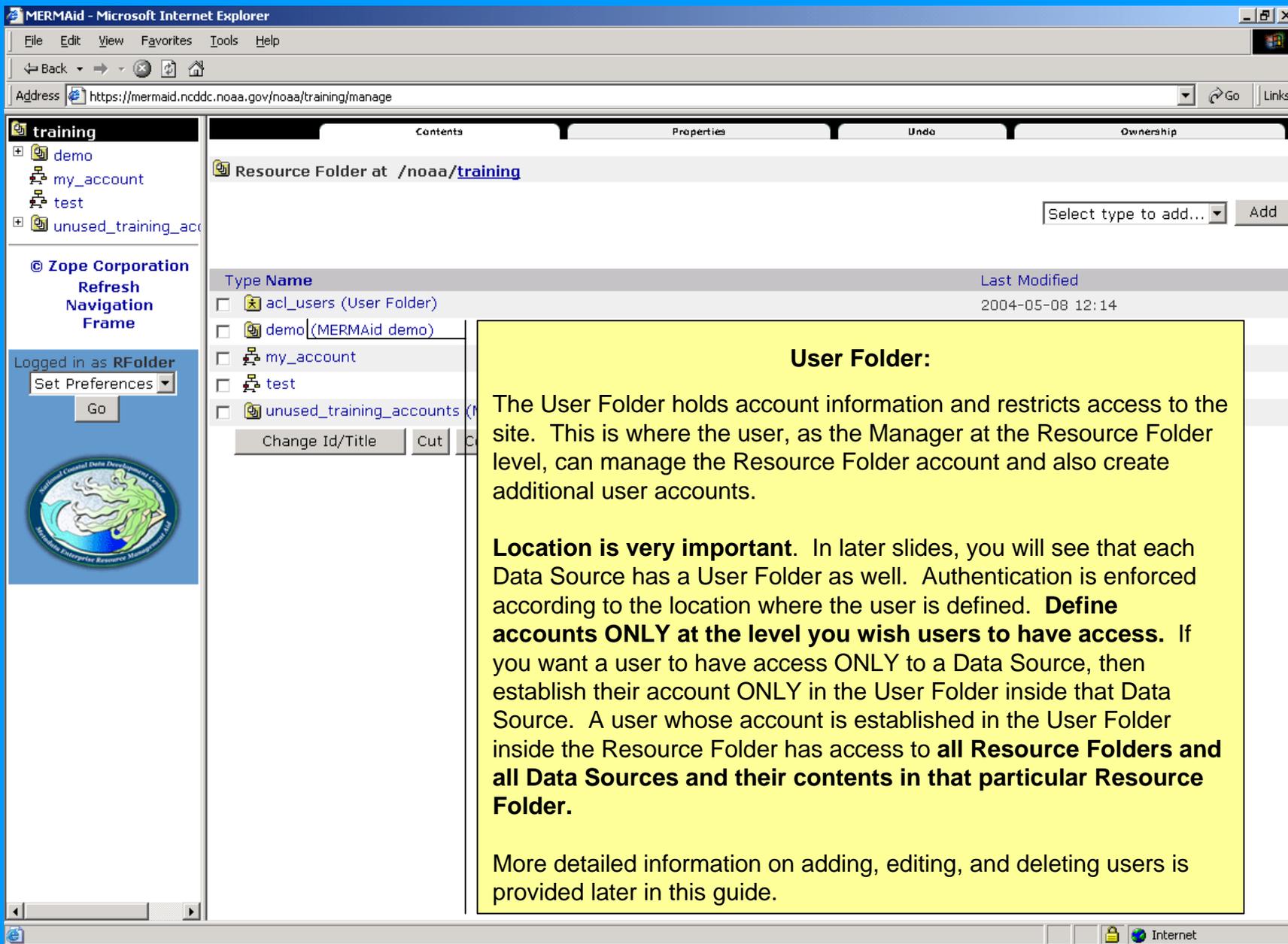
Type	Name	Last Modified
<input type="checkbox"/>	acl_users (User Folder)	2004-05-08 12:14
<input type="checkbox"/>	demo (MERMAid demo)	2004-05-08 12:14
<input type="checkbox"/>	my_account	2004-07-19 14:33
<input type="checkbox"/>	test	2004-05-08 12:14
<input type="checkbox"/>	unused_training_accounts (MERMAid demo)	2004-05-08 12:14

Below the table are several action buttons: Change Id/Title, Cut, Copy, Delete, Import/Export, and Select All. A yellow callout box points to the table with the following text:

The “Contents” view provides a list of the components within the Resource Folder. Selecting the name of the component will open it.

This example shows two Resource Folders, two Data Sources and the User Folder.

Resource Folder – “User Folder”



The screenshot shows a web browser window titled "MERMAid - Microsoft Internet Explorer". The address bar contains the URL "https://mermaid.ncddc.noaa.gov/noaa/training/manage". The main content area displays a "Resource Folder at /noaa/training" with a list of folders: "ac_users (User Folder)", "demo (MERMAid demo)", "my_account", "test", and "unused_training_accounts". A yellow callout box is overlaid on the right side of the browser window, containing the following text:

User Folder:

The User Folder holds account information and restricts access to the site. This is where the user, as the Manager at the Resource Folder level, can manage the Resource Folder account and also create additional user accounts.

Location is very important. In later slides, you will see that each Data Source has a User Folder as well. Authentication is enforced according to the location where the user is defined. **Define accounts ONLY at the level you wish users to have access.** If you want a user to have access ONLY to a Data Source, then establish their account ONLY in the User Folder inside that Data Source. A user whose account is established in the User Folder inside the Resource Folder has access to **all Resource Folders and all Data Sources and their contents in that particular Resource Folder.**

More detailed information on adding, editing, and deleting users is provided later in this guide.

Resource Folder – “Properties” View

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://mermaid.ncddc.noaa.gov/noaa/training/manage> Go Links

training

- demo
- my_account
- test
- unused_training_acc

© Zope Corporation
Refresh Navigation Frame

Logged in as RFolder
Set Preferences
Go

Resource Folder at /noaa/training

Resource Folder Properties

To edit *Resource Folder* properties:

1. Edit the Manager's name, Email and Phone information.
2. Click on the 'Save Changes' button.

Manager The name of the point of contact for this *Resource Folder*.

Email The email address for the point of contact.

Phone The phone number for the point of contact.

Save Changes

Select this Service Tab to see the “Properties” view.

Resource Folder properties contain the contact details for its Manager. The MERMAid Administrator who established the account entered the initial values. To update information, change the value in the appropriate text box and click on the “Save Changes” button.

Internet

Resource Folder – “Undo” View

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://mermaid.ncddc.noaa.gov/noaa/training/manage> Go Links

training

- demo
- my_account
- test
- unused_training_acc

© Zope Corporation
Refresh
Navigation
Frame

Logged in as RFolder
Set Preferences
Go

National Coastal Data Development Center
Marine Ecosystems Recovery Management (MERMAid)

Contents Properties **Undo** Ownership

Resource Folder at /noaa/[training](#)

Undo Transactions

There are no transactions that can be undone.

Select this Service Tab to see the “Undo” view.

This view provides the ability to undo changes made to MERMAid components. These changes include adding, editing, renaming, copying, cutting, pasting, deleting, exporting and importing.

This example shows a new account with no transactions that can be undone.

The Data Source “Undo” view slide (shown later) shows several transactions that can be undone.

Internet

Resource Folder – “Ownership”

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://mermaid.ncddc.noaa.gov/noaa/training/manage> Go Links

training

- demo
- my_account
- test
- unused_training_acc

© Zope Corporation
Refresh
Navigation
Frame

Logged in as RFolder
Set Preferences
Go

National Coastal Data Development Center
Metadata Enterprise Resource Management (MERMAid)

Contents Properties Undo Ownership

Resource Folder at /noaa/training

Ownership

This component is owned by JBoSch (acl_users).

To take ownership of this component and all its sub-components (recommended):

1. Select the checkbox preceding the 'Also take ownership of all sub-components' instruction.
2. Click on the 'Take Ownership' button.

To take ownership of this component:

1. Click on the 'Take Ownership' button.

Take Ownership

Also take ownership of all sub-components

Select this Service Tab to see the “Ownership” view.

Since the Resource Folder was initially created by an NCDDC Metadata Administrator, JBoSch, it is owned by that user. A Resource Folder Manager will use this view to take ownership of their Data Source.

To take ownership, click on the “Take Ownership” button.

Internet

Resource Folder – “Ownership”

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying `https://mermaid.ncddc.noaa.gov/noaa/training/manage`. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a navigation bar (Back, Forward, Stop, Home), and a status bar at the bottom (Done, Internet). The main content area is titled "training" and has tabs for Contents, Properties, Undo, and Ownership. The Ownership tab is active, showing the text "Resource Folder at /noaa/training" and "Ownership". Below this, it states "This component is owned by RFolder (noaa/training/acl_users)". A yellow callout box with a black border points to this text, containing the text: "The 'Ownership' view now shows that the Resource Folder Manager, 'RFolder,' has taken ownership of the component." The left sidebar contains a navigation menu with items like "demo", "my_account", "test", and "unused_training_acc", along with a "Zope Corporation" logo and a "Refresh Navigation Frame" button. At the bottom of the sidebar, it says "Logged in as RFolder" with a "Set Preferences" dropdown and a "Go" button. A circular logo for the National Coastal Data Development Center is also visible.

The "Ownership" view now shows that the Resource Folder Manager, 'RFolder,' has taken ownership of the component.

Data Source Environment

The Data Source is the level at which Databases can be created. User accounts that are established at the Data Source level will have access to all of the Databases contained within the Data Source (and thus, all of the Records contained in the Databases). The Manager at the Resource Folder level can create and manage Data Sources and user accounts.

In the following slides, note that a new account has been created by the Resource Folder Manager. The new user at the Data Source level is 'User_1 ' and is logged in at the 'training' Data Source level.

Data Source – “Contents” View

The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The browser address bar displays `https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage`. The application has a navigation sidebar on the left with the Zope Corporation logo and a 'Refresh Navigation Frame' button. The main content area is titled 'Data Source at /noaa/training/my_account' and features a 'Contents' tab. Below the tab, there is a 'Select type to add...' dropdown and an 'Add' button. A table lists the components within the Data Source:

Type Name	Last Modified
<input type="checkbox"/> <code>acl_users (User Folder)</code>	2004-01-26 14:00

Below the table, there are several action buttons: 'Change Id/Title', 'Cut', 'Copy', 'Delete', 'Import/Export', and 'Select All'. A callout box points to the 'acl_users (User Folder)' entry, stating: 'The “Contents” view provides a list of the components within the Data Source. Selecting the name of the component will open it. This example shows the Data Source contains only the User Folder.'

Data Source - User Folder

The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The address bar displays `https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage`. The page title is "my_account". The main content area shows a "Data Source at /noaa/training/my_account" with a table of user folders. The table has columns for "Type Name" and "Last Modified". One user folder is listed: "acl_users (User Folder)" with a last modified date of "2004-01-26 14:00". Below the table are buttons for "Change Id/Title", "Cut", "Copy", "Delete", "Import/Export", and "Select All".

User Folder:

The User Folder holds account information and restricts access to the site. A User with a Manager role at the Data Source level can manage his own account and also create additional user accounts.

Location is very important. Here, "User1" can access the Data Source, "my_account" and any Databases that this Data Source contains. Remember that authentication is enforced according to the location where the user is defined. **Define accounts ONLY at the level you wish users to have access.** If you want a person to have access ONLY to a Database, then establish their account ONLY in the User Folder inside that Database. If you want someone to have access to all Databases, then establish their account in the User Folder inside the Data Source.

More detailed information on adding, editing, and deleting users is provided later in this guide.

Data Source – “Properties” View

my_account Contents **Properties** Undo Ownership Manage User Account

Data Source at /noaa/training/my_account

Data Source Properties

To edit *Data Source* properties:

1. Edit the Manager's name, Email and Phone information.
2. Click on the 'Save Changes' button.

Manager	<input type="text" value="Jane Doe"/>	The name of the point of contact for this <i>Data Source</i> .
Email*	<input type="text" value="Jane.Doe@test.gov"/>	The email address for the point of contact.
Phone	<input type="text" value="555-555-1234"/>	The phone number for the point of contact.

Select this Service Tab to see the “Properties” view.

Data Source properties contain the contact details for its Manager. The MERMAid Administrator who established the account entered the initial values. To update information, change the value in the appropriate text box and click on the “Save Changes” button.

Data Source – “Undo” View

The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The browser address bar displays `https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage`. The application has a navigation menu on the left with the following items: **my_account**, **© Zope Corporation**, **Refresh Navigation Frame**, **Logged in as User_1**, **Set Preferences** (dropdown), and **Go** (button). Below the navigation menu is a circular logo for the National Coastal Data Development Center, with the text "National Coastal Data Development Center" and "National Enterprise Resource Management System".

The main content area has a tabbed interface with the following tabs: **Contents**, **Properties**, **Undo** (selected), **Ownership**, and **Manage User Account**. The **Undo** tab is active, displaying the following content:

Data Source at /noaa/training/my_account

To undo a transaction:

1. Identify the transaction to Undo and select the corresponding checkbox.
2. Identify any later transactions that modified the same object and select the corresponding checkbox.
3. Click on the 'Undo' button.

Note:
Even though a transaction is shown below, you may not be able to undo it if later transactions modified objects that were modified by a selected transaction.

[Earlier Transactions >](#)

<input type="checkbox"/>	/noaa/training/my_account/my_db/st_1/eainfo/detailed/manage_addattr by noaa/training/my_account User_1	2004-03-09 01:05:46 PM
--------------------------	--	------------------------

Undo (button)

A yellow callout box on the right side of the screenshot contains the following text:

Select this Service Tab to see the “Undo” view.

This view provides the ability to undo changes made to MERMAid components. These changes include adding, editing, renaming, copying, cutting, pasting, deleting, exporting and importing.

This example shows only one transaction that can be undone.

To undo a transaction, select the checkbox(es) next to the item(s) that you want to undo and click on the “Undo” button.

Data Source – “Ownership” View

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

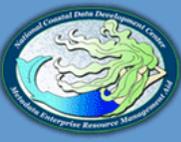
Address https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage Go Links

my_account

Contents Properties Undo Ownership Manage User Account

© Zope Corporation
Refresh
Navigation
Frame

Logged in as User_1
Set Preferences
Go



Data Source at /noaa/training/my_account

Ownership

This component is owned by ncddc_administrator (noaa/acl_users).

To take ownership of this component and all its sub-components (recommended):

1. Select the checkbox preceding the 'Also take ownership of all sub-components' instruction.
2. Click on the 'Take Ownership' button.

To take ownership of this component:

1. Click on the 'Take Ownership' button.

Take Ownership

Also take ownership of all sub-components

Select this Service Tab to see the “Ownership” view.

Since the Data Source was initially created by an NCDDC Metadata Administrator, it is owned by that user. A Data Source Manager will use this view to take ownership of their Data Source.

To take ownership, click on the “Take Ownership” button.

Internet

Data Source – “Manage User Account” View

my_account
my_db

© Zope Corporation
Refresh
Navigation
Frame

Logged in as User_1
Set Preferences
Go

Contents Properties Undo Ownership **Manage User Account**

Data Source at /noaa/training/my_account

Manage User Account

To update the email address:

1. Enter a new email address.
2. Click on the 'Submit Change Request' button.

To change the password:

1. Enter a new password.
2. Confirm the new password by repeating it.
3. Click on the 'Submit Change Request' button.

User Name User_1

Email*

Password*

Confirm*

Note:
After a password is changed, the user will be prompted to login again with the new password.

Select this Service Tab to see the “Manage User Account” view.

This view allows users to manage their email address and password information. **An email address is required.** Leaving this text box empty will prevent proper workflow functionality.

To set a new password, type the password into the “Password” text box. In the “Confirm” text box, retype the new password exactly as it was entered above. Click on the “Submit Change Request” button to commit the changes.

Note: If you change the password for your account, you will be prompted to login again.

Creating a Database

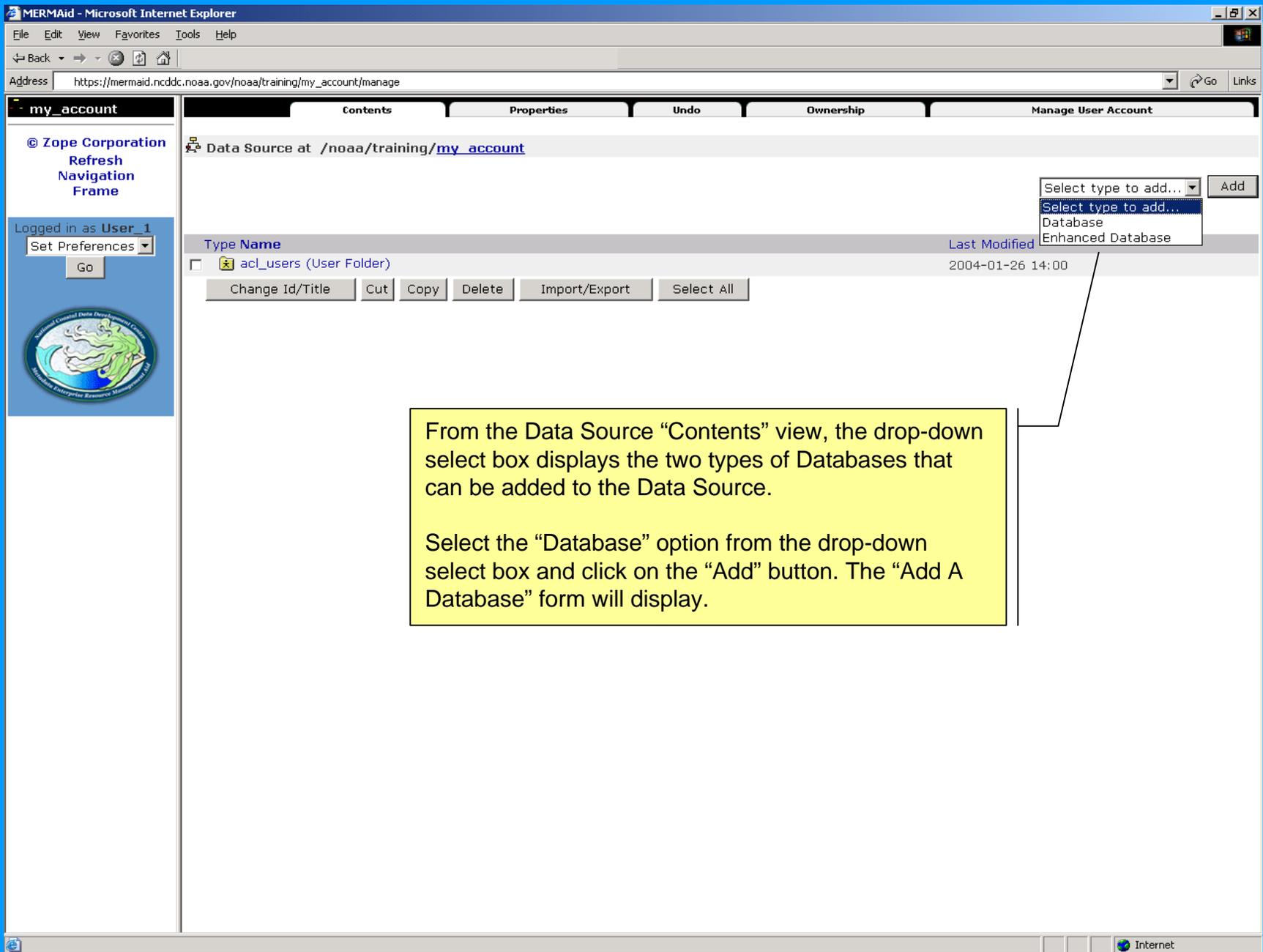
Databases are created at the Data Source level from the “Contents” view.

Two types of Databases can be added to the Data Source:

- **Database:** a Database is designed to store *100 Records* or *less*.
- **Enhanced Database:** an Enhanced Database is designed to efficiently store thousands of Records.

Inside a Data Source, you can create any number of Databases necessary to organize your Records. **You MAY NOT create Databases inside of Databases.** At any time, you can reorganize Records by **cutting and pasting** them from one Database to another. Records may also be moved between Databases and Enhanced Databases.

Data Source – Creating a Database



The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The browser address bar displays https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage. The page title is "my_account". The main content area is titled "Data Source at /noaa/training/my_account" and shows a table with the following columns: "Type Name" and "Last Modified". The table contains one entry: "acl_users (User Folder)" with a "Last Modified" date of "2004-01-26 14:00". A drop-down menu is open over the "Add" button, showing the options "Database" and "Enhanced Database".

From the Data Source "Contents" view, the drop-down select box displays the two types of Databases that can be added to the Data Source.

Select the "Database" option from the drop-down select box and click on the "Add" button. The "Add A Database" form will display.

“Add A Database” Form

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage Go Links

my_account

© Zope Corporation
Refresh
Navigation
Frame

Logged in as User_1
Set Preferences
Go



Add A Database

A *Database* can store up to 100 Records.

To add a *Database*:

1. Enter the Id.
2. Enter the Title.
3. Enter the Manager's Name, Email, and Phone information if different than the *Data Source*.
4. Click on the 'Create Database' button.

Id*	<input type="text" value="my_db"/>	The Id must be unique among other <i>Databases</i> and <i>Enhanced Databases</i> . It must not contain spaces or special characters.
Title	<input type="text" value="Title of the Database"/>	The Title provides additional information about the <i>Database</i> contents.
Manager	<input type="text" value="Jim Smith"/>	The name of the point of contact for this <i>Database</i> if different than the <i>Data Source</i> .
Email	<input type="text" value="Jim.Smith@test.gov"/>	The email address for the point of contact if different than the <i>Data Source</i> .
Phone	<input type="text" value="111-222-3333"/>	The phone number for the point of contact if different than the <i>Data Source</i> .

Create Database

MERMAid is an component based Metadata Management System; therefore, every component (Database, Record, etc.) requires a valid identifier, or Id. There are two requirements that component Ids must meet:

- The Database Id must be unique within this Data Source.
- The Id may not contain spaces, dashes, periods or other extended characters (it may contain underscores).

Use the “Title” property to describe the Database. The “Title” is optional. It has no character restrictions.

The remaining properties (“Manager,” “Email,” and “Phone”) are optional. If left blank, the contact information for the Data Source Manager will be used.

Once you have defined the information, click on the “Create a Database” button. The Database will be created and you will be returned to the Data Source “Contents” view.

Data Source - "Contents" View with Database

The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The address bar displays https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage. The page title is "my_account" and the sub-page is "my_db". The main content area is titled "Data Source at /noaa/training/my_account" and contains a table of database items. The table has columns for "Type Name" and "Last Modified".

Type Name	Last Modified
<input type="checkbox"/>  acl_users (User Folder)	2004-01-26 14:00
<input type="checkbox"/>  my_db (Title of the Database)	2004-03-09 15:51

Below the table is a toolbar with buttons: Change Id/Title, Cut, Copy, Delete, Import/Export, and Select All. In the left sidebar, there is a "Refresh Navigation Frame" button. A "Set Preferences" dropdown menu is also visible.

Refresh the Navigation Frame to display the new Database.

The new Database is shown in the "Contents" view. The icon, "Id", and "Title" are links to the Database. The icon helps identify the type of Database. Navigate into the Database by selecting the Id from either the "Contents" view or the Navigation Frame.

Database Environment

The screenshot shows the MERMAid web application interface. The browser title is "MERMAid - Microsoft Internet Explorer" and the address bar shows "https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage". The page has a left sidebar with "my_account" and "my_db" links, a "Zope Corporation" logo, and a "Logged in as User_1" status. The main content area has several tabs: "Directory of Records", "Properties", "Ingest Files", "Undo", "Ownership", and "Manage User Account". Below the tabs, there is a breadcrumb navigation path: "Database at /noaa/training/my_account/my_db". A table lists records with columns "Type Name", "Status", and "Last Modified". The table contains one entry: "acl_users (User Folder)" with status "None" and last modified "2004-04-09 10:34". Below the table are buttons for "Change ID/Title", "Cut", "Copy", "Delete", and "Select All". A "Select type to add..." dropdown and an "Add" button are also present.

Type Name	Status	Last Modified
<input type="checkbox"/> acl_users (User Folder)	None	2004-04-09 10:34

The Service Tabs reflect the services provided from the Database level.

The Database Id is now part of the Breadcrumb Navigation.

Database – “Directory of Records” View

my_account
my_db

© Zope Corporation
Refresh
Navigation
Frame

Logged in as User_1
Set Preferences
Go

Database at /noaa/training/my_account/my_db

Select type to add... Add

Type Name	Status	Last Modified
<input type="checkbox"/> acl_users (User Folder)	None	2004-04-09 10:34

Change ID/Title Cut Copy Delete Select All

Entering the Database opens the “Directory of Records” view, where users create and manage Records within the Database.

Initially, the only item in the Database is the User Folder. Adding users to the Database allows them access to all Records within it.

Details on adding users and creating Records is provided later in this guide.

Database – “Properties” View

The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The address bar displays the URL: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage. The main content area has several tabs: "Directory of Records", "Properties", "Ingest Files", "Undo", "Ownership", and "Manage User Account". The "Properties" tab is selected, showing the "Database Properties" view for the database at `/noaa/training/my_account/my_db`.

Database Properties

To edit *Database* properties:

1. Edit the Manager's name, Email and Phone information.
2. Click on the 'Save Changes' button.

Manager	<input type="text" value="Jim Smith"/>	The name of the point of contact if different than the <i>Data Source</i> .
Email	<input type="text" value="Jim.Smith@test.gov"/>	The email address for the point of contact if different than the <i>Data Source</i> .
Phone	<input type="text" value="111-222-3333"/>	The phone number for the point of contact if different than the <i>Data Source</i> .

Instructions: Select this Service Tab to see the “Properties” view. To update the Database information (Manager and contact information), change the values in the text boxes. When complete, click on the “Save Changes” button.

Database – “Ingest Files” Tab

The screenshot shows the MERMAid web application in a Microsoft Internet Explorer browser. The address bar displays the URL: https://mermaid.nccdc.noaa.gov/noaa/training/my_account/manage. The application interface includes a left sidebar with the text "my_account" and "my_db", a "Zope Corporation Refresh Navigation Frame" logo, and a "Logged in as User_1" status with a "Set Preferences" dropdown and a "Go" button. Below the sidebar is a circular logo for the National Coastal Data Development Center. The main content area has a tabbed interface with tabs for "Directory of Records", "Properties", "Ingest Files", "Undo", "Ownership", and "Manage User Account". The "Ingest Files" tab is currently selected. Below the tabs, the text "Database at /noaa/training/my_account/my_db" is displayed. To the right of this text is a dropdown menu labeled "Select type to add..." and an "Add" button. Below these elements is a table with the following structure:

Type Name	Status	Last Modified
<input type="checkbox"/> acl_users (User Folder)	None	2004-04-09 10:34

Below the table are several buttons: "Change ID/Title", "Cut", "Copy", "Delete", and "Select All". A yellow callout box with a black border is positioned in the lower-left quadrant of the screenshot. It contains the following text:

Select this Service Tab to access the “Ingest Files” view.

More detailed information on ingesting files into MERMAid is provided later in this guide.

A line from the top of the callout box points to the "Ingest Files" tab, and another line from the bottom of the callout box points to the "acl_users" entry in the table.

Database – “Undo” View

my_account
my_db

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

Database at /noaa/training/my_account/my_db

Undo Transactions

To undo a transaction:

1. Identify the transaction to Undo and select the corresponding checkbox.
2. Identify any later transactions that modified the same object and select the corresponding checkbox.
3. Click on the 'Undo' button.

Note:
Even though a transaction is shown below, you may not be able to undo it if later transactions modified objects that were modified by a selected transaction.

		Earlier Transactions >
<input type="checkbox"/>	/noaa/training/my_account/my_db/manage_addfgdc_standard_profile by noaa/training/my_account User_1	2004-04-08 02:27:10 PM
<input type="checkbox"/>	/noaa/training/my_account/my_db/manage_addfgdc_standard_profile by noaa/training/my_account User_1	2004-03-29 02:19:06 PM
<input type="checkbox"/>	/noaa/training/my_account/my_db/st_1/artifacts/manage_addArtifactsFile by noaa/training/my_account User_1	2004-03-12 09:25:46 AM
<input type="checkbox"/>	... by noaa/training/my_account User_1	2004-03-11 05:29:26 PM
<input type="checkbox"/>	... by noaa/training/my_account User_1	2004-03-11 05:29:13 PM
<input type="checkbox"/>	... by noaa/training/my_account User_1	2004-03-11 05:29:03 PM
<input type="checkbox"/>	... by noaa/training/my_account User_1	2004-03-11 05:21:31 PM
<input type="checkbox"/>	... by noaa/training/my_account User_1	2004-03-11 04:56:42 PM
<input type="checkbox"/>	... by noaa/training/my_account User_1	2004-03-11 04:56:13 PM
<input type="checkbox"/>	... by noaa/training/my_account User_1	2004-03-11 04:55:58 PM
<input type="checkbox"/>	... by noaa/training/my_account User_1	2004-03-11 04:55:54 PM
<input type="checkbox"/>	... by noaa/training/my_account User_1	2004-03-11 04:54:13 PM
<input type="checkbox"/>	... by noaa/training/my_account User_1	2004-03-11 04:53:23 PM
<input type="checkbox"/>	... by noaa/training/my_account User_1	2004-03-11 04:53:05 PM
<input type="checkbox"/>	... by noaa/training/my_account User_1	2004-03-11 04:52:49 PM
<input type="checkbox"/>	... by noaa/training/my_account User_1	2004-03-11 04:52:31 PM
<input type="checkbox"/>	... by noaa/training/my_account User_1	2004-03-11 04:52:28 PM
<input type="checkbox"/>	/noaa/training/my_account/my_db/st_1/eainfo/detailed/manage_addattr by noaa/training/my_account User_1	2004-03-11 04:52:25 PM
<input type="checkbox"/>	/noaa/training/my_account/my_db/st_1/eainfo/detailed/attr/manage_figureProperties by noaa/training/my_account User_1	2004-03-11 04:52:06 PM
<input type="checkbox"/>	/noaa/training/my_account/my_db/manage_addfgdc_standard_profile by noaa/training/my_account User_1	2004-03-11 04:37:54 PM

Undo

Internet

Select this Service Tab to see the “Undo” view.

From the “Undo” view, you can undo transactions that have taken place at the Database level.

This example shows several transactions that can be undone. To undo a transaction, select the checkbox(es) next to the item(s) that you want to undo and click on the ‘Undo’ button.

Note: A new Database will not show any transactions to undo.

Database – “Manage User Account” View

The screenshot shows a web browser window titled "MERMAid - Microsoft Internet Explorer" with the address bar displaying "https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage". The page content is organized into a sidebar and a main area. The sidebar on the left contains the text "my_account", "my_db", and "© Zope Corporation Refresh Navigation Frame". Below this, it indicates the user is logged in as "User_1" and provides a "Set Preferences" dropdown and a "Go" button. A circular logo for the National Coastal Data Development Center is also present. The main content area features a "Manage User Account" section with instructions for updating email and password. A "Submit Change Request" button is located below the form fields. A "Note" at the bottom states: "After a password is changed, the user will be prompted to login again with the new password." Two yellow callout boxes provide additional instructions: one points to the "Manage User Account" tab and explains its function, while the other points to the "Submit Change Request" button and provides detailed steps for setting a new password.

my_account
my_db

© Zope Corporation
Refresh
Navigation
Frame

Logged in as User_1
Set Preferences
Go

Database at /noaa/training/my_account/my_db

Manage User Account

Manage User Account

To update the email address:

1. Enter a new email address.
2. Click on the 'Submit Change Request' button.

To change the password:

1. Enter a new password.
2. Confirm the new password by repeating it exactly.
3. Click on the 'Submit Change Request' button.

User Name User_1

Email*

Password*

Confirm*

Note:
After a password is changed, the user will be prompted to login again with the new password.

Select this Service Tab to see the “Manage User Account” view.

This view allows users to manage their email address and password information.
An email address is required.
Leaving this text box empty will prevent proper workflow functionality.

To set a new password, type the password into the “Password” text box. In the “Confirm” text box, retype the new password exactly as it was entered above.

Click on the “Submit Change Request” button to commit the changes.

Note: If you change the password for your account, you will be prompted to login again.

Creating A Metadata Record

Records are created at the Database level from the “Directory of Records” view.

Three types of Records can be added to the Database:

- **FGDC Standard Profile**
 - Content Standard for Digital Geospatial Metadata
- **FGDC Biological Profile**
 - Content Standard for Digital Geospatial Metadata Part 1: Biological Data Profile
- **FGDC Shoreline Profile**
 - Shoreline Profile of the Content Standard for Digital Geospatial Metadata

Creating A Metadata Record

my_account
my_db

© Zope Corporation
Refresh
Navigation
Frame

Logged in as User_1
Set Preferences
Go

Database at /noaa/training/my_account/my_db

Select type to add... Add

Select type to add...
FGDC Biological Profile
FGDC Shoreline Profile
FGDC Standard Profile

Type Name	Status	Last Modified
<input type="checkbox"/> ac_users (User Folder)	None	2004-03-09 15:51

Change ID/Title Cut Copy Delete Select All

From the Database "Directory of Records" view, select which type of Record to create from the drop-down select box. Click on the "Add" button.

This example shows the selection of an FGDC Standard Profile.

Internet

“Add A Metadata Record” Form

my_account
my_db

© Zope Corporation
Refresh
Navigation
Frame

Logged in as User_1
Set Preferences
Go

National Coastal Data Development Center
National Enterprise Resource Management System

Add A Metadata Record

To add a new (blank) Record :

1. Enter the Id.
2. Enter the Title.
3. Click the 'Create Metadata Record' button.

To add a Record using an existing metadata file:

1. Enter the Id
2. Enter the Title.
3. Select a file to upload by clicking on the 'Browse' button.
4. Click the 'Create Metadata Record' button.

Id* The Id must be unique among *Records* created in this *Database*.

Title The Title further describes the *Record* contents.

File ONLY XML format is supported.

Note:
An existing metadata file that uses a different FGDC Profile may be used.
Elements in the original uploaded file not supported by this FGDC Profile are NOT created.

The “Add A Metadata Record” form displays.

A Record “Id” is required. There are two requirements that Record Ids must meet:

- The Record Id must be unique within this Database.
- The Id may not contain spaces, dashes, periods or other extended characters (it may contain underscores).

Use the “Title” property to describe the Record. The “Title” is optional. It has no character restrictions.

To create a new Record, provide an “Id” and “Title” (optional) and click on the “Create Metadata Record” button.

Done Internet

“Add A Metadata Record” Form

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage Go Links

my_account
my_db

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go



Add A Metadata Record

To add a new (blank) Record:

1. Enter the Id.
2. Enter the Title.
3. Click the 'Create Metadata Record' button.

To add a Record using an existing metadata file:

1. Enter the Id
2. Enter the Title.
3. Select a file to upload by clicking on the 'Browse' button.
4. Click the 'Create Metadata Record' button.

Id* The Id must be unique among *Records* created in this *Database*.

Title The Title further describes the *Record* contents.

File **ONLY XML format is supported.**

Note:
An existing metadata file that uses a different FGDC Profile may be used.
Elements in the original uploaded file not supported by this FGDC Profile are NOT created.

Done Internet

To add a Record based on an existing metadata file in XML format, provide an “Id” and “Title” (optional).

Then, either enter the complete path to the XML file, including the .xml extension, in the “File” text box or click on the “Browse” button to select an XML file to upload.

Once the file is specified, click on the “Create Metadata Record” button.

Database – “Directory of Records” View with Record

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

Database at /noaa/training/my_account/my_db

Select type to add... Add

Type Name	Status	Last Modified
<input type="checkbox"/> ac_users (User Folder)	None	2004-03-09 11:23
<input type="checkbox"/> st_1 (Standard Profile)	In Progress	2004-03-09 11:35

Change ID/Title Cut Copy Delete Select All

The new Record is shown in the Database “Directory of Records” view.

Select the “Refresh Navigation Frame” link. Click on the plus sign (+) next to the Database icon to display its contents. Click on the plus sign next to the Record icon to display the seven main sections of an FGDC Standard Record.

Metadata Record Environment

To open the Record, select the Record Id from either the Database “Directory of Records” view or the Navigation Frame.

The “Manage Data” view is the default view for the Record.

The Record has 10 different Service Tabs that allow users to enter, manage, validate, view, export and perform other functions.

In addition to the Service Tabs, many help features have been added to assist users in entering and validating information within the Record.

Metadata Record Environment – “Manage Data” View

my_account

my_db

- st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

Manage Data | Manage Compounds | Validation Overview | View | Export | Artifacts | Extensions | Convert | Undo | Support

FGDC Standard Profile at /noaa/training/my_account/my_db/st_1

or M - Mandatory or A - Mandatory-if-applicable or O - Optional
V - Validation Instructions

Name	Value	Format	Description
M Identification Information	In Progress	compound	Basic information about the data set.
A Data Quality Information	In Progress	compound	A general assessment of the quality of the data set. (Recommendations to be performed are found in 'Spatial Data Quality,' which is defined in the Federal Information Processing Standard (FIPS) 173; Commerce, 1992, Spatial Data Transfer Standard (SDTS) (Federal Information Processing Standard 173); Washington, Department of Commerce, National Institute of Standards and Technology.)
A Spatial Data Organization Information	In Progress	compound	The mechanism used to represent spatial information in the data set.
A Spatial Reference Information	In Progress	compound	The mechanism used to represent spatial information in the data set.
A Entity and Attribute Information	In Progress	compound	Defines the types, their attributes, and the relationships between them.
A Distribution Information	In Progress	compound	Information about the distribution of the data set.
M Metadata Reference Information	In Progress	compound	Information about the metadata reference.

The Record Id is now part of the Breadcrumb Navigation.

Entering the Record opens the “Manage Data” view. This is the primary view used to navigate through the Record. It is the view in which the user enters or edits information in the Record. This view displays either Compound Elements and/or Data Elements according to the order of the FGDC Standard Profile.

Metadata Record Environment – “Manage Compounds” View

The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The address bar displays the URL: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage. The application has a navigation menu on the left with the following items:

- my_account
- my_db
- © Zope Corporation
- Refresh Navigation Frame
- Logged in as User_1
- Set Preferences
- Go

The main content area has a top menu bar with the following tabs: Manage Data, Manage Compounds, Validation Overview, View, Export, Artifacts, Extensions, Convert, Undo, Support. The 'Manage Compounds' tab is active, showing the FGDC Standard Profile at /noaa/training/my_account/my_db/st_1. Below the profile name is a table of compound elements:

Icon Name	Status
<input type="checkbox"/> idinfo (Identification Information)	In Progress
<input type="checkbox"/> dataqual (Data Quality Information)	In Progress
<input type="checkbox"/> spdoinfo (Spatial Data Organization Information)	In Progress
<input type="checkbox"/> spref (Spatial Reference Information)	In Progress
<input type="checkbox"/> eainfo (Entity and Attribute Information)	In Progress
<input type="checkbox"/> distinfo (Distribution Information)	In Progress
<input type="checkbox"/> metainfo (Metadata Reference Information)	In Progress

Below the table are buttons: Change Id/Title, Cut, Copy, Delete, Select All. A dropdown menu is open, showing the following options:

- Select type to add...
- Identification Information
- Data Quality Information
- Spatial Data Organization Information
- Spatial Reference Information**
- Entity and Attribute Information
- Distribution Information
- Metadata Reference Information

The date and time for each element is 2004-04-09 10:52. An 'Add' button is visible next to the dropdown menu.

Select this Service Tab to see the “Manage Compounds” view.

The “Manage Compounds” view allows you to add, rename, cut, copy, paste, and delete Compound Elements.

Compound Elements are added to a Record using the drop-down select box. Select a Compound Element and click on the “Add” button. The new element will appear in the “Manage Compounds” view.

Metadata Record Environment – “Validation Overview” View

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

FGDC Standard Profile at /noaa/training/my_account/my_db/st_1

FGDC Standard Profile:
Identification Information:
Citation:
Citation Information:
Originator:
This is a mandatory element.
Publication Date:
This is a mandatory element.
Title:
This is a mandatory element.
Series Information:
Series Name:
This is a mandatory element.
Issue Identification:
This is a mandatory element.
Publication Information:
Publication Place:
This is a mandatory element.
Publisher:
This is a mandatory element.
Larger Work Citation:
Citation Information:
This is a mandatory element.
Description:
Abstract:
This is a mandatory element.
Purpose:
This is a mandatory element.
Time Period of Content:
Time Period Information:
Single Date/Time:
A selection must be made between the Single Date/Time or the Multiple Dates/Times or the Range of Dates/Times elements. Determine which element best describes the data and delete the other(s) using the Manage Compounds tab.
Calendar Date:
This is a mandatory element.
Multiple Dates/Times:

Select this Service Tab to see the “Validation Overview” view.

The “Validation Overview” displays the Record, or a portion of it, and identifies any invalid elements. The invalid element names are highlighted in red text. The validation error is shown in a box directly below the name.

By selecting the invalid element name, you are brought to the particular Compound Element where the entry or correction can be made.

Note: If the invalid element name does not link into a Compound Element, this indicates that the element does not exist and must be added from the “Manage Compounds” view.

Metadata Record Environment – “View” View

my_account

my_db

st_1

idinfo

dataqual

spoinfo

spref

eainfo

distinfo

metainfo

Manage Data

Manage Compounds

Validation Overview

View

Export

Artifacts

Extensions

Convert

Undo

Support

FGDC Standard Profile at /noaa/training/my_account/my_db/st_1

or M - Mandatory

or A - Mandatory-if-applicable

or O - Optional

V - Validation Instructions

Name	Value	Format	Description
Identification Information	In Progress	compound	Basic information about the data set.

© Zope Corporation

Refresh

Navigate

Frame

Logged in as

Set Preferences

Go

National Coastal Data Development Center

Metadata Enterprise Resource

Internet

Select the “View” Service Tab to view the Record or a portion of the Record.

“View” allows you to display the Record, or a portion of it, in either Text, HTML, or XML format. Additional formats of Tabbed and FAQ are provided when Internet Explorer is used as the browser.

The desired format is set as a user preference. More detailed information on setting user preferences is provided later in this guide.

By selecting “View,” a new window displays the Record in the preferred format.

Metadata Record Environment – “Export” View

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

FGDC Standard Profile at /noaa/training/my_account/my_db/st_1

Export Record

To export the *Record* content, first view the *Record*:

1. Select the radio button next to the desired format.
2. Click on the 'Produce View' button.

Note:
The view will display in a new browser window.
If the view does not display, check for minimized windows that may contain the view.

Text
 HTML
 XML

Produce View

To export this *Record* to the local file system:

1. Select the 'File' menu in the new browser window.
2. Click on the 'Save As...' option.
3. The 'Save As' dialog box displays.
4. Navigate to the desired location on the local file system.
5. Enter the filename in the 'File name' text box.
6. Enter the file type (.txt, .htm, .xml) in the 'Save as type' text box.
7. Click on the 'Save' button.

Select this Service Tab to see the “Export” view.

“Export” allows you to display the Record, or a portion of it, in either Text, HTML or XML format.

Select the desired format by clicking on the radio button next to the format name. Click on the “Produce View” button. A new window displays the Record. The Record can be “exported” from MERMAid using the “Save As...” option located in the browser window’s “File” menu.

Metadata Record Environment – “Artifacts” View

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

FGDC Standard Profile at /noaa/training/my_account/my_db/st_1

or M - Mandatory or A - Mandatory-if-applicable or O - Optional
V - Validation Instructions

Name	Value	Format	Description
M Identification Information	In Progress	compound	Basic information about the data set.
A Data Quality Information			A general assessment of the quality of the data set. (Recommendations on information to be reported and the format for reporting are provided in 'Spatial Data Quality,' which is Chapter 3 of Part 1 in Department of Commerce, National Institute of Standards and Technology.)
A Spatial Data Organization Information			Information about the organization of the data set, including the spatial information in the data set.
A Spatial Reference Information			Information about the spatial reference system used in the data set, including the frame for, and the means to encode, coordinates in the data set.
A Entity and Attribute Information	In Progress	compound	Details about the information content of the data set, including the entity types, their attributes, and the domains from which attribute values may be assigned.
A Distribution Information	In Progress	compound	Information about the distributor of and options for obtaining the data set.
M Metadata Reference Information	In Progress	compound	Information on the currentness of the metadata information, and the responsible party.

Select this Service Tab to access the “Artifacts” container.
More detailed information on adding Artifacts to a Record is provided later in this guide.

Metadata Record Environment – “Extensions” View

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

FGDC Standard Profile at /noaa/training/my_account/my_db/st_1

or M - Mandatory or A - Mandatory-if-applicable or O - Optional
V - Validation Instructions

Name	Value	Format	Description
M Identification Information	In Progress	compound	Basic information about the data set.
A Data Quality Information	In Progress		et. (Recommendations on information to be reported and quality,' which is Chapter 3 of Part 1 in Department of (SDTS) (Federal Information Processing Standard 173); Institute of Standards and Technology.)
A Spatial Data Organization Information	In Progress		ion in the data set.
A Spatial Reference Information	In Progress	compound	The description of the reference frame for, and the means to encode, coordinates in the data set.
A Entity and Attribute Information	In Progress	compound	Details about the information content of the data set, including the entity types, their attributes, and the domains from which attribute values may be assigned.
A Distribution Information	In Progress	compound	Information about the distributor of and options for obtaining the data set.
M Metadata Reference Information	In Progress	compound	Information on the currentness of the metadata information, and the responsible party.

Select this Service Tab to access the “Extensions” container.
More detailed information on working with Extensions to a Record is provided in the User’s Guide.

Internet

Metadata Record Environment – “Convert” View

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

Manage Data | Manage Compounds | Validation Overview | View | Export | Artifacts | Extensions | **Convert** | Undo | Support

FGDC Standard Profile at /noaa/training/my_account/my_db/st_1

Convert Record

convert an FGDC Standard Profile Record to another Profile:

1. Select the radio button next to the desired Profile.
2. Click on the 'Convert Profile' button.

FGDC Biological Profile
 FGDC Shoreline Profile

Convert Profile

Note:
All extended elements for the new Profile are added.
Any unused elements must be deleted.

Select this Service Tab to see the “Convert” view.

From this view, you can convert any FGDC Standard Profile Record to another FGDC Profile.

Select the profile to convert to and click on the “Convert Profile” button.

Metadata Record Environment – “Undo” View

The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The browser's address bar displays the URL: `https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage`. The application's navigation pane on the left shows a tree structure under `my_account` with sub-items like `my_db`, `st_1`, `idinfo`, `dataqual`, `spdoinfo`, `spref`, `eainfo`, `distinfo`, and `metainfo`. The main content area has a tabbed interface with tabs for `Manage Data`, `Manage Compounds`, `Validation Overview`, `View`, `Export`, `Artifacts`, `Extensions`, `Convert`, `Undo`, and `Support`. The `Undo` tab is selected, showing the title `FGDC Standard Profile at /noaa/training/my_account/my_db/st_1`. Below the title, instructions for undoing a transaction are provided: `To undo a transaction:` followed by a numbered list:

1. Identify the transaction to Undo and select the corresponding checkbox.
2. Identify any later transactions that modified the same object and select the corresponding checkbox.
3. Click on the 'Undo' button.

A note follows: `Note: Even though a transaction is shown below, you may not be able to undo it if later transactions modified objects that were modified by a selected transaction.` Below the note is a table of transactions:

<input type="checkbox"/>	<code>/noaa/training/my_account/my_db/st_1/artifacts/manage_delObjects</code>	by <code>noaa/training/my_account User_1</code>	2004-03-09 09:38:41 AM
<input type="checkbox"/>	<code>/noaa/training/my_account/my_db/st_1/artifacts/manage_addFile</code>	by <code>noaa/training/my_account User_1</code>	2004-03-09 09:37:39 AM

Below the table is an `Undo` button. A yellow callout box with a black border contains the following text:

Select this Service Tab to see the “Undo” view.

From the “Undo” view you can undo transactions that have occurred to the Record.

This example shows two transactions that can be undone.

To undo a transaction, select the checkbox(es) next to the item(s) that you want to undo and click on the “Undo” button.

Metadata Record Environment – “Support” View

The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The main window is titled "MERMAid - Microsoft Internet Explorer" and displays the "Support" view. The address bar shows the URL: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage. The application has a navigation bar with tabs: Manage Data, Manage Compounds, Validation Overview, View, Export, Artifacts, Extensions, Convert, Undo, and Support. The "Support" tab is selected.

The main content area displays the "Submit Question/Comment" form. The form includes the following fields:

- Name: User_1
- Email*: MERMAid_user@test.gov
- Phone: (empty)
- Enter the Question/Comment: (text area)

A yellow callout box contains the following text:

Select this Service Tab to see the “Support” view.

A new window displays the “Submit Question/Comment” form. This form allows you to submit questions or comments to the MERMAid support staff.

Complete the form. Click on the “Submit Question/Comment” button to send your comments.

The background shows the application's navigation tabs and a sidebar with various information categories: my_account, my_db, st_1, idinfo, dataqual, spoinfo, spref, eainfo, distinfo, metainfo. The sidebar also includes a logo for Zope Corporation and a "Refresh Navigation Frame" button.

Metadata Record Environment – Legend

The screenshot displays the MERMAid web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage. The page title is "my_account". The main content area shows a metadata record for "FGDC Standard Profile at /noaa/training/my_account/my_db/st_1". The record is displayed in a table with columns: Name, Value, Format, and Description. The table contains two rows: "Identification Information" and "Data Quality Information".

Name	Value	Format	Description
Identification Information	In Progress	compound	Basic information about the data set.
Data Quality Information	In Progress	compound	A general assessment of the quality of the data. Tests to be performed are found in 'Spatial Data Quality Standards' (SDQS) (Federal Information Processing Standard 173); Commerce, 1992, Spatial Data Transfer Standard (SDTS) (Federal Information Processing Standard 173); Washington, Department of Commerce, National Institute of Standards and Technology.)

Legend:

- or - Mandatory
- or - Mandatory-if-applicable
- or - Optional
- Validation Instructions

Annotations:

- The Validation Instructions icon appears next to an element name if it is invalid.
- The Legend shows the symbology and color codes used within the Record. The Legend can be turned on or off as a user preference. More detailed information on setting user preferences is provided later in this guide.
- Icons in the "Manage Data" view are used to identify Compound Elements (folders) and Data Elements (pencils).
- The icons are color coded to indicate whether the element is mandatory (yellow), mandatory-if-applicable (green) or optional (blue).

Metadata Record Environment – Help Features

The screenshot displays the MERMAid web application in a Microsoft Internet Explorer browser. The main window shows a metadata record for 'FGDC Standard Profile at /noaa/training/my_account/my_db/st_1'. The interface includes a navigation menu on the left with options like 'my_db', 'st_1', 'idinfo', 'dataqual', 'spoinfo', 'spref', 'eainfo', 'distinfo', and 'metainf'. A 'Zope Corporation' logo and 'Refresh Navigation Frame' button are also visible. The main content area has tabs for 'Manage Data', 'Manage Compounds', 'Validation Overview', 'View', 'Export', 'Artifacts', 'Extensions', 'Convert', 'Undo', and 'Support'. A 'Help!' link is present in the top right corner of the main window. A yellow callout box points to this link with the text: 'Selecting the "Help!" link displays a new window. The window contains the FGDC documentation. Expand the "MERMAid" contents in the left frame by clicking on the plus (+) sign.' A secondary window titled 'Zope Help System - Microsoft Internet Explorer' is open, showing the 'METADATA' section. The left pane of this window lists 'MERMAid' and various 'CSDGM' metadata sections (00-10), along with 'FGDCshoreline.dtml' and 'NCDDCmdprofile.dtml'. The right pane displays the 'Definition' and 'Production Rules' for 'METADATA'. The 'Definition' section states: 'Metadata -- data about the content, quality, condition, and other characteristics of data. Type: compound Short Name: metadata'. The 'Production Rules' section shows a list of information types: 'Identification_Information + 0(Data_Quality_Information) 1 + 0(Spatial_Data_Organization_Information) 1 + 0(Spatial_Reference_Information) 1 + 0(Entity_and_Attribute_Information) 1 + 0(Distribution_Information) n + Metadata_Reference_Information'. A note at the bottom of the 'Production Rules' section reads: '(Sections 1 through 7 define the terms on the right side of the production rule.)' The browser's address bar shows the URL: 'https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage'. The status bar at the bottom indicates 'Internet'.

Metadata Record Environment – Help Features

The screenshot displays the MERMAid web application in a Microsoft Internet Explorer browser. The address bar shows the URL: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage. The application interface includes a navigation menu on the left with options like 'my_db', 'st_1', 'idinfo', 'dataqual', 'spoinfo', 'spref', 'eainfo', 'distinfo', and 'metainfo'. A table of metadata records is shown in the main area, with columns for Name, Value, Format, and Description. A callout box highlights that clicking on the icon next to a Compound or Data Element name opens a new window with element-level help. A separate window titled 'Standard One - Microsoft Internet Explorer' displays the 'Identification Information' for the 'idinfo' element, including details like Type, Short Name, and various constraints.

my_account

my_db

- st_1
 - idinfo
 - dataqual
 - spoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

FGDC Standard Profile at /noaa/training/my_account/my_db/st_1

or M - Mandatory or A - Mandatory-if-applicable or O - Optional
V - Validation Instruction

Name	Value	Format	Description
Identification Information	In Progress	compound	Basic information about the data set
Data Quality Information	In Progress	compound	A general assessment of the quality tests to be performed are found in 'S Commerce, 1992, Spatial Data Trans Washington, Department of Commer
Spatial Organization Information			
Spatial Information			
Entity Attribute Information			
Distribution Information			
Metadata Reference Information	In Progress	compound	Information on the currentness of th

Clicking on the icon next to the Compound or Data Element name will display a new window. The window contains element-level help and provides information from the FGDC documentation such as production rules, definitions and domains. Where applicable, additional guidance including date and time formats or frequently asked questions are provided.

Standard One - Microsoft Internet Explorer

Identification Information

Identification Information -- basic information about the data set.

Type: compound
Short Name: idinfo

Identification_Information =

- Citation +
- Description +
- Time_Period_of_Content +
- Status +
- Spatial_Domain +
- Keywords +
- Access_Constraints +
- Use_Constraints +
- (Point_of_Contact) +
- (1(Browse_Graphic)n) +
- (Data_Set_Credit) +
- (Security_Information) +
- (Native_Data_Set_Environment) +

Metadata Record Environment – Help Features

The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The browser address bar displays `https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage`. The application interface includes a navigation frame on the left with a tree view showing the path `my_db > st_1 > metainfo`. The main content area has tabs for `Manage Data`, `Manage Compounds`, `Validation Overview`, `View`, `Export`, `Undo`, and `Support`. The current view is titled `Metadata Reference Information at /noaa/training/my_account/my_db/st_1/metainfo`. A breadcrumb navigation path is visible at the top of the content area. A table lists metadata fields with columns for Name, Value, Format, and Description. A notice titled `NOTICE: Saving and Recovering Information` is displayed above the table. Several callout boxes provide instructions: one points to the `metainfo` link in the navigation frame; another points to red 'V' icons next to field names; a third points to the breadcrumb path; and a fourth points to the notice link. The footer of the page contains the text: `Restrictions and legal prerequisites for using the metadata after access is granted. These include any metadata use`.

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

Done

Internet

Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Metadata Reference Information at /noaa/training/my_account/my_db/st_1/metainfo

Navigate into "Metadata Reference Information" by clicking on "metainfo" in the Navigation Frame.

The Breadcrumb Navigation indicates the location within the Record.

Also, the "Artifacts," "Extensions," and "Convert" Service Tabs do not appear below the Record level.

NOTICE: Saving and Recovering Information

The "Saving and Recovering Information" Notice is a link. When selected, a new window opens with tips on how to recover a previous view containing unsaved data.

Name	Value	Format	Description
Metadata Date	<input type="text"/>	date	The date by which the metadata entry should be reviewed
Metadata Standard Name	<input type="text"/>	selection	The name of the metadata standard used to document the data set.
OR	<input type="text"/>	free text	
Metadata Standard Version	<input type="text"/>	string	Identification of the version of the metadata standard used to document the data set.
Metadata Time Convention	<input type="text"/>	selection	Form used to convey time of day information in the metadata entry. Used if time of day information is included in the metadata for a data set.
Metadata Access Constraints	<input type="text"/>	string	Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the metadata.

Restrictions and legal prerequisites for using the metadata after access is granted. These include any metadata use

Metadata Record Environment – “Name” Column

MERMAid - Microsoft Internet Explorer

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go



Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Metadata Reference Information at /noaa/training/my_account/my_db/st_1/metainfo

For data validation, click on the **V** next to the element names marked in red.

or - Mandatory or - Mandatory-if-applicable or - Optional

- Validation Instructions

NOTICE: Saving and Recovering Information

Name	Value	Format	Description
Metadata Date	<input type="text"/>	date	The date that the metadata were created or last updated
Metadata Review Date	<input type="text"/>	date	The date of the latest review of the metadata entry.
Metadata Future Review Date	<input type="text"/>	date	The date by which the metadata entry should be reviewed
Metadata Contact	In Progress	compound	The party responsible for the metadata information.
Metadata Standard Name	Select...	selection	The name of the metadata standard used to document the data set.
OR	<input type="text"/>	text	
Metadata Standard Version	<input type="text"/>	string	Identification of the version of the metadata standard used to document the data set.
Metadata Time Convention	Select...	selection	Form used to convey time of day information in the metadata entry. Used if time of day information is included in the metadata for a data set.
Metadata Access Constraints	<input type="text"/>	string	Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the metadata.
			Restrictions and legal prerequisites for using the metadata after access is granted. These include any metadata use

The “Name” column provides the FGDC name for the element.

If the element’s content is not valid, the text appears in red.

If the element is a Compound Element, the text links into the compound element.

Metadata Record Environment – Validation Instructions

my_account

Manage Data Manage Compounds Validation Overview View Export Undo Support

Metadata Reference Information at /noaa/training/my_account/my_db/st_1/metainfo

For data validation, click on the **V** next to the element names marked in red.

or **A** - Mandatory-if-applicable or **O** - Optional

V - Validation Instructions

NOTICE: Saving and Recovering Information

Validation Instructions
This is a mandatory element.

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

Name	Value	Format	Description
Metadata Date	<input type="text"/>	date	The date that the metadata were created or last updated
Metadata Review Date	<input type="text"/>	date	The date of the last review of the metadata entry.
Metadata Future Review Date	<input type="text"/>	date	The date by which the metadata should be reviewed
Metadata Contact	In Progress		Information about the contact person for the metadata information.
Metadata Standard Name	Select...		The name of the metadata standard used to document the
OR	<input type="text"/>		
Metadata Standard Version	<input type="text"/>	string	The version of the metadata standard used to document the data set.
Metadata Time Convention	Select...	selection	Form used to convey time of day information in the metadata entry. Used if time of day information is included in the metadata for a data set.
Metadata Access Constraints	<input type="text"/>	string	Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the metadata.
			Restrictions and legal prerequisites for using the metadata after access is granted. These include any metadata use

Metadata Record Environment – “Value” Column

The screenshot shows the MERMAid web application interface. The main content area displays a table of metadata elements. A yellow callout box points to the 'Value' column for Data Elements, stating: "The 'Value' column for Data Elements provides entry boxes." Another yellow callout box points to the 'Value' column for Compound Elements, stating: "The 'Value' column for Compound Elements displays the status. There are three status levels a Compound Element can have: 'In Progress', 'Complete', and 'Deleted'." The table includes elements like Metadata Date, Metadata Review Date, Metadata Future Review Date, Metadata Contact, Metadata Standard Name, Metadata Standard Version, Metadata Time Convention, and Metadata Access Constraints.

Metadata Reference Information at /noaa/training/my_account/my_db/st_1/metainfo

For data validation, click on the **V** next to the element names marked in red.

or **M** - Mandatory or **A** - Mandatory-if-applicable or **O** - Optional

Name	Value	Format	Description
Metadata Date	V <input type="text"/>	date	The date that the metadata were created or last updated
Metadata Review Date	<input type="text"/>		
Metadata Future Review Date	<input type="text"/>		
M Metadata Contact	In Progress		
Metadata Standard Name	V <input type="text" value="Select.."/>		
OR	<input type="text"/>		
Metadata Standard Version	V <input type="text"/>		
Metadata Time Convention	<input type="text" value="Select.."/>		
Metadata Access Constraints	<input type="text"/>	string	metadata. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the metadata.

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Refresh Navigation Frame
Logged in as User_1
Set Preferences
Go

Done Internet

Metadata Record Environment – “Valid Formats/Domains”

The screenshot shows the MERMAid web application in a Microsoft Internet Explorer browser. The address bar displays the URL: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage. The application has a navigation menu on the left with options like 'my_account', 'my_db', and 'st_1'. The main content area is titled 'Metadata Reference Information at /noaa/training/my_account/my_db/st_1/metainfo'. It includes a legend for validation symbols: a pencil for Mandatory, a pencil with a green 'A' for Mandatory-if-applicable, a pencil with a blue 'O' for Optional, and a red 'V' for Validation Instructions. A table lists metadata elements with their names, values, formats, and descriptions. A pop-up box titled 'Valid Formats/Domains' is shown over the 'Metadata Standard Name' field, listing 'YYYY', 'YYYYMM', and 'YYYYMMDD'. A yellow callout box explains that FGDC specifies valid formats or domains for some Data Elements, and the pop-up box displays examples of these formats. It also notes that the display of the pop-up box can be turned on or off as a user preference.

Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Metadata Reference Information at /noaa/training/my_account/my_db/st_1/metainfo

For data validation, click on the **V** next to the element names marked in red.

or - Mandatory or - Mandatory-if-applicable or - Optional

- Validation Instructions

NOTICE: Saving and Recovering Information

Name	Value	Format	Description
Metadata Date	<input type="text"/>	date	The date that the metadata were created or last updated
Metadata Review Date	<input type="text"/>	date	The date of the latest review of the metadata entry.
Metadata Future Review Date	<input type="text"/>	date	The date by which the metadata entry should be reviewed
Metadata Contact	In Progress	compound	The party responsible for the metadata information.
Metadata Standard Name	Select...		to document the
OR	<input type="text"/>		
Metadata Standard Version	<input type="text"/>		ta standard use
Metadata Time Convention	Select...		on in the ation is included
Metadata Access Constraints	<input type="text"/>		essing the straints applied to tual property, n obtaining the

Valid Formats/Domains

- YYYY
- YYYYMM
- YYYYMMDD

FGDC specifies a valid format or domain for some Data Elements. Placing the cursor in the entry box displays a “Valid Formats/Domains” pop-up box for these elements. This box contains examples of the proper format or domain.

The display of the pop-up box can be turned on or off as a user preference. More detailed information on setting user preferences is provided later in this guide.

Metadata Record Environment – “Format” Column

The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The address bar displays `https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage`. The interface includes a navigation menu on the left with a tree view of the database structure: `my_db` > `st_1` > `idinfo`, `dataqual`, `spdoinfo`, and `spref`. The main content area has tabs for `Manage Data`, `Manage Compounds`, `Validation Overview`, `View`, `Export`, `Undo`, and `Support`. The `Manage Data` tab is active, showing `Metadata Reference Information at /noaa/training/my_account/my_db/st_1/metainfo`. A red instruction states: `For data validation, click on the V next to the element names marked in red.` Below this are icons for `Mandatory`, `Mandatory-if-applicable`, and `Optional`, along with a `V - Validation Instructions` icon. A `NOTICE: Saving and Recovering Information` is also present. A table with columns `Format` and `Description` lists metadata elements. A yellow callout box explains that the `Format` column contains links to pop-up boxes with format definitions. A blue callout box points to a `Format Definition` pop-up for the `date` format, which contains the text: `A particular year, month, and day that an event occurred.` Below the table, a form for `Future Review Date` is visible, with fields for `Metadata Contact`, `Metadata Standard Name`, `OR`, `Metadata Standard Version`, `Metadata Time Convention`, and `Metadata Access Constraints`. Each field has a `V` icon next to it, indicating validation instructions.

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref

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N

Logged
Set P

Future Review Date

M Metadata Contact In Progress compound The party responsible for the metadata information.

V Metadata Standard Name Select... selection The name of the metadata standard used to document the data set.

OR

V Metadata Standard Version string Identification of the version of the metadata standard used to document the data set.

V Metadata Time Convention Select... selection Form used to convey time of day information in the metadata entry. Used if time of day information is included in the metadata for a data set.

V Metadata Access Constraints string Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the metadata.

Restrictions and legal prerequisites for using the metadata after access is granted. These include any metadata use

Format Definition X
A particular year, month, and day that an event occurred.

Format Description

Format	Description
date	The date that the metadata were created or last updated
e	The date of the latest review of the metadata entry.
date	The date by which the metadata entry should be reviewed

Metadata Record Environment – “Description” Column

MERMAid - Microsoft Internet Explorer

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Metadata Reference Information at /noaa/training/my_account/my_db/st_1/metainfo

For data validation, click on the **V** next to the element names marked in red.

or **M** - Mandatory or **A** - Mandatory-if-applicable or **O** - Optional

V - Validation Instructions

NOTICE: Saving and Recovering Information

Name	Value	Format	Description
Metadata Date V	<input type="text"/>	date	The date that the metadata were created or last updated
Metadata Review Date	<input type="text"/>	date	The date of the latest review of the metadata entry.
Metadata Review Date	<input type="text"/>	date	The date by which the metadata entry should be reviewed
Metadata Review Date	<input type="text"/>	compound	The party responsible for the metadata information.
Metadata Review Date	<input type="text"/>	selection	The name of the metadata standard used to document the data set.
Metadata Review Date	<input type="text"/>	free text	
Metadata Standard Version V	<input type="text"/>	string	Identification of the version of the metadata standard used to document the data set.
Metadata Time Convention	Select...	selection	Form used to convey time of day information in the metadata entry. Used if time of day information is included in the metadata for a data set.
Metadata Access Constraints	<input type="text"/>	string	Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the metadata. Restrictions and legal prerequisites for using the metadata after access is granted. These include any metadata use

The “Description” column provides the FGDC definition for the Compound or Data Element.

The display of the “Description” column can be turned on or off as a user preference. More detailed information on setting user preferences is provided later in this guide.

Navigating through MERMAid

Navigation within a Record can occur in three different ways:

- The Navigation Frame
- The “Manage Data” view
- The Breadcrumb Navigation

Navigating through MERMAid – Navigation Frame

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

FGDC Standard Profile at /noaa/training/my_account/my_db/st_1

or M - Mandatory or A - Mandatory-if-applicable or O - Optional
V - Validation Instructions

Name	Value	Format	Description
Identification Information	In Progress	compound	Basic information about the data set.
Data Quality Information	In Progress	compound	A general assessment of the quality of the data set. (Recommendations on information to be reported and tests to be performed are found in 'Spatial Data Quality,' which is Chapter 3 of Part 1 in Department of Commerce, 1992, Spatial Data Transfer Standard (SDTS) (Federal Information Processing Standard 173); Washington, Department of Commerce, National Institute of Standards and Technology.)
Spatial Data Organization Information	In Progress	compound	The mechanism used to represent spatial information in the data set.
Spatial Reference Information	In Progress	compound	Means to encode, coordinates in the data set.
Entity and Attribute Information	In Progress	compound	including the entity types, their attributes, and the
Distribution Information	In Progress	compound	obtaining the data set.
Metadata Reference Information	In Progress	compound	nation, and the responsible party.

The Ids in the Navigation Frame are links to the Databases, Records, and Compound Elements within your Data Source. Expand the tree by selecting the plus sign next to an Id. This exposes the component's content.

This example shows the "my_db" Database expanded. It contains the Record "st_1." "st_1" is also expanded to show the seven main Compound Elements of the Record.

Selecting the Record Id "st_1" opens the "Manage Data" view in the Component Management Frame.

Navigating through MERMAid – “Manage Data” View

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

National Coastal Data Development Center
National Enterprise Resource Management System

Manage Data | Manage Compounds | Validation Overview | View | Export | Artifacts | Extensions | Convert | Undo | Support

FGDC Standard Profile at /noaa/training/my_account/my_db/st_1

or M - Mandatory | or A - Mandatory-if-applicable | or O - Optional
V - Validation Instructions

Name	Value	Format	Description
Identification Information	In Progress	compound	Basic information about the data set.
Data Quality Information	In Progress	compound	A general assessment of the quality of the data set. (Recommendations on information to be reported and tests to be performed are found in 'Spatial Data Quality,' which is Chapter 3 of Part 1 in Department of Commerce, 1992, Spatial Data Transfer Standard (SDTS) (Federal Information Processing Standard 173); Washington, Department of Commerce, National Institute of Standards and Technology.)
Spatial Data Organization Information	In Progress	compound	Information on the organization of the data set.
Spatial Reference Information	In Progress	compound	Information on the code, coordinates in the data set.
Entity and Attribute Information	In Progress	compound	Information on the entity types, their attributes, and the data set.
Distribution Information	In Progress	compound	Information on the distribution of the data set.
Metadata Reference Information	In Progress	compound	Information on the currentness of the metadata information, and the responsible party.

Within the “Manage Data” view, the Compound Element names link to the content of that element.
Select the name “Identification Information” to open its “Manage Data” view.

Navigating through MERMAid – “Manage Data” View

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Identification Information at /noaa/training/my_account/my_db/st_1/idinfo

For data validation, click on the **V** next to the element names marked in red.

or - Mandatory or - Mandatory-if-applicable or - Optional

V - Validation Instructions

NOTICE: Saving and Recovering Information

Name	Value	Format	Description
Citation	In Progress	compound	Information to be used to reference the data set.
Description	In Progress	compound	A characterization of the data set, including its intended use and limitations.
Time Period of Content	In Progress	compound	Time period(s) for which the data set corresponds to the currentness reference.
Status	In Progress		Once information for the data set is in progress.
Spatial Domain	In Progress		Information of the data set.
Keywords	In Progress		Information regarding an aspect of the data set.
Access Constraints V <input type="text" value="Select..."/>			Prerequisites for accessing the data set. Access constraints applied to the data set to ensure privacy or intellectual property, or limitations on obtaining the data set.
OR	<input type="text"/>		free text
Use Constraints V <input type="text" value="Select..."/>		selection	Restrictions and legal prerequisites for using the data set after access is granted. These include any use constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on using the data set.
OR	<input type="text"/>		free text

The “Manage Data” view of the “Identification Information” displays the Compound and Data Elements it contains.

You can continue to navigate into the Record by selecting the Compound Element names. For example, select “Time Period of Content” to open it.

Navigating through MERMAid – Breadcrumb Navigation

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

National Coastal Data Development Center
Coastal Enterprise Resource Management (CERM)

Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Time Period of Content at /noaa/training/my_account/my_db/st_1/idinfo/timeperd [Help!](#)

For data validation, click on the **V** next to the element names marked in red.

or **M** - Mandatory or **A** - Mandatory-if-applicable or **O** - Optional

Instructions

recovering Information

Name	Value	Format
Time Period Information	In Progress	compound
Currentness Reference	V Select...	selection
OR	<input type="text"/>	free text

Save Changes as 'In Progress' Save Changes and Validate

Done Internet

Entering and Validating Information

MERMAid - Microsoft Internet Explorer

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Identification Information at /noaa/training/my_account/my_db/st_1/idinfo

For data validation, click on the **V** next to the element names marked in red.

or **M** - Mandatory or **A** - Mandatory-if-applicable or **O** - Optional

To enter information into a Record, navigate into the Compound Element you wish to complete.

For this example, navigate into "Identification Information." This Compound Element's Compound and Data Elements are shown in the "Manage Data" view.

Name	Value	Description
M Citation	In Progress	Information to be used to reference the data set.
M Description	In Progress	Characterization of the data set, including its intended uses and limitations.
M Time Period of Content	In Progress	Period(s) for which the data set corresponds to the currentness reference.
M Status	In Progress	compound The state of and maintenance information for the data set.
M Spatial Domain	In Progress	compound The geographic areal domain of the data set.
M Keywords	In Progress	compound Words or phrases summarizing an aspect of the data set.
Access Constraints V Select...		selection Restrictions and legal prerequisites for accessing the data set. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the data set.
OR	<input type="text"/>	free text
Use Constraints V Select...		selection Restrictions and legal prerequisites for using the data set after access is granted. These include any use constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on using the data set.
OR	<input type="text"/>	free text

Internet

Entering and Validating Information

MERMAid - Microsoft Internet Explorer

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go



Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Identification Information at /noaa/training/my_account/my_db/st_1/idinfo

For data validation, click on the **V** next to the element names marked in red.

 or  - Mandatory  or  - Mandatory-if-applicable  or  - Optional

V - Validation Instructions

NOTICE: Saving and Recovering Information

Name	Value	Format	Description
 Citation	In Progress	compound	Information to be used to reference the data set.
 Description	In Progress	compound	A characterization of the data set, including its intended use and limitations.
 Time Period of Content	In Progress	compound	Time period(s) for which the data set corresponds to the currentness reference.
 Status	In Progress	compound	The state of and maintenance information for the data set.
 Spatial Domain	In Progress	compound	The geographic areal domain of the data set.
 Keywords	In Progress	compound	Words or phrases summarizing an aspect of the data set.
 Access Constraints	 <input type="text" value="Select..."/>	selection	Restrictions and legal prerequisites for accessing the data set. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the data set.
OR	<input type="text"/>	free text	
 Use Constraints	 <input type="text" value="Select..."/>	selection	Restrictions and legal prerequisites for using the data set after access is granted. These include any use constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on using the data set.
OR	<input type="text"/>	free text	

Next, navigate into the "Description" Compound Element by selecting the name.

Entering and Validating Information

MERMAid - Microsoft Internet Explorer

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

Manage Data | Validation Overview | View | Export | Undo | Support

Description at /noaa/training/my_account/my_db/st_1/idinfo/descript Help!

For data validation, click on the **V** next to the element names marked in red.

or **M** - Mandatory or **A** - Mandatory-if-applicable or **O** - Optional

V - Validation Instructions

NOTICE: Saving and Recovering Information

Name	Value
Abstract V	This metadata record is designed to demonstrate the use of MERMAid as a metadata creation tool.
Purpose V	The MERMAid tool is designed to create a complete metadata record in valid FGDC format.
Supplemental Information	<input type="text" value="Other descriptive information about the data set."/>

Save Changes as 'In Progress' Save Changes and Validate

After selecting the "Save Changes and Validate" button, the "Validation Instructions" icons should not appear and the color of the names "Abstract" and "Purpose" will change. This indicates that there are no validation errors.

"Description" contains two mandatory Data Elements, "Abstract" and "Purpose." "Supplemental Information" is an optional Data Element.

Enter text as needed. After completing, click on the "Save Changes and Validate" button.

With no validation errors shown, navigate back to "Identification Information."

Done Internet

Entering and Validating Information

MERMAid - Microsoft Internet Explorer

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

National Coastal Data Development Center
National Oceanic and Atmospheric Administration
National Ocean Service

Manage Data | Manage Compounds | **Validation Overview** | View | Export | Undo | Support

Identification Information at /noaa/training/my_account/my_db/st_1/idinfo

For data validation, click on the **V** next to the element names marked in red.

or - Mandatory or - Mandatory-if-applicable or - Optional

- Validation Instructions

NOTICE: Saving and Recovering Information

Name	Value	Format	Description
Citation	In Progress	compound	Information to be used to reference the data set.
Description	Complete	compound	A characterization of the data set, including its intended use and limitations.
Time Period of Content	In Progress		Time period(s) for which the data set corresponds to the content reference.
Status	In Progress		The state of and maintenance information for the data set.
Spatial Domain	In Progress	compound	The geographic areal domain of the data set.
Keywords	In Progress	compound	Words or phrases summarizing an aspect of the data set.
Access Constraints	Select...	selection	Restrictions and legal prerequisites for accessing the data set. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the data set.
OR	<input type="text"/>	free text	
Use Constraints	Select...	selection	Restrictions and legal prerequisites for using the data set after access is granted. These include any use constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on using the data set.
OR	<input type="text"/>	free text	

The Breadcrumb Navigation indicates the Record is now at the "Identification Information" Compound Element.

The status of "Description" is now "Complete."

Done Internet

Entering and Validating Information

The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The browser address bar displays `https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage`. The application interface includes a navigation menu on the left with a tree view of database structures: `my_db` containing `st_1` and several metadata tables like `idinfo`, `dataqual`, `spdoinfo`, `spref`, `eainfo`, `distinfo`, and `metainfo`. The main content area is titled "Manage Data" and displays "Metadata Reference Information at /noaa/training/my_account/my_db/st_1/metainfo". A red "V" icon is visible next to the "Metadata Date" field in the table below.

For data validation, click on the **V** next to the element names marked in red.

For this next example, navigate into "Metadata Reference Information" by selecting the "metainfo" Id. Both Compound and Data Elements are shown in the "Manage Data" view.

Name	Value	Format	Description
Metadata Date	<input type="text"/>	date	The date that the metadata were created or last updated
Metadata Review Date	<input type="text"/>	date	The date of the latest review of the metadata entry.
Metadata Future Review Date	<input type="text"/>		The date that the metadata entry should be reviewed
Metadata Contact	In Progress	compound	The party responsible for the metadata information.
Metadata Standard Name	<input type="text" value="Select.."/>	selection	The name of the metadata standard used to document the data set.
OR	<input type="text"/>	free text	
Metadata Standard Version	<input type="text"/>	string	Identification of the version of the metadata standard use to document the data set.
Metadata Time Convention	<input type="text" value="Select.."/>	selection	Form used to convey time of day information in the metadata entry. Used if time of day information is included in the metadata for a data set.
Metadata Access Constraints	<input type="text"/>	string	Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the metadata.
			Restrictions and legal prerequisites for using the metadata after access is granted. These include any metadata use

Notice that a red "V" appears next to some elements. Select the red "V" to view the Validation Instructions.

Entering and Validating Information

The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The address bar displays the URL: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage. The page title is "my_account".

The main content area is titled "Metadata Reference Information at /noaa/training/my_account/my_db/st_1/metainfo". It includes a red warning message: "For data validation, click on the V next to the element names marked in red." Below this, there are icons for Mandatory (M), Mandatory-if-applicable (A), and Optional (O).

A "Validation Instructions" window is open, displaying the text: "This is a mandatory element." This window is pointing to the "Metadata Date" field in the table below.

The table below lists metadata elements with their values and validation status:

Name	Value	Format	Description
Metadata Date	March 8, 2004		The date that the metadata was created or last updated
Metadata Review Date			When the metadata entry should be reviewed
Metadata Future Review Date			When the metadata entry should be reviewed
Metadata Contact	In Progress		Contact information for the metadata creator
Metadata Standard Name	FGDC Content Standard for Digital Geospatial Metadata		The standard used to document the metadata
OR			
Metadata Standard Version	FGDC-STD-1998	string	Identification of the version of the metadata standard used to document the data set.
Metadata Time Convention	Select...	selection	Form used to convey time of day information in the metadata entry. Used if time of day information is included in the metadata for a data set.
Metadata Access Constraints		string	Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the metadata.
			Restrictions and legal prerequisites for using the metadata after access is granted. These include any metadata use

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Refresh Navigation Frame
Logged in as User_1
Set Preferences
Go

Internet

Entering and Validating Information

Validation Instructions

The date defined is not in a valid format. It must be in the form ccYYYYYY.... or bcYYYY or bcYYYYMM or bcYYYYMMDD YYYY or YYYYMM or YYYYMMDD or cdYYYYYY.....

Metadata Date - Microsoft Internet Explorer

to the element names marked in red.

story-if-applicable or - Optional

Instructions

recovering Information

name	value	Format	Description
Metadata Date	March 8, 2004	date	The date that the metadata were created or last updated
Metadata Review Date		date	The date of the latest review of the metadata entry.
Metadata Future Review Date			entry should be reviewed
Metadata Contact	In Progress		data information.
Metadata Standard Name	FGDC Content Stand		rd used to document the
OR			metadata standard use
Metadata Standard Version	FGDC-STD-001-1998		information in the
Metadata Time Convention	Select...		metadata entry. Used if time or day information is included in the metadata for a data set.
Metadata		string	Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property.

In the example shown here, the information entered for "Metadata Standard Name" and "Metadata Standard Version" is valid. There is no longer a red "V" next to each name.

The information entered into "Metadata Date," however, is shown to have a validation error. Clicking on the red "V" displays the "Validation Instructions" for "Metadata Date" and indicates an incorrect date format was entered. Correct the format for the "Metadata Date" and click on the "Save Changes and Validate" button to complete this element.

Entering and Validating Information

MERMAid - Microsoft Internet Explorer

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

Done

Internet

Manage Data | Manage Compounds | **Validation Overview** | View | Export | Undo | Support

Metadata Reference Information at /noaa/training/my_account/my_db/st_1/metainfo

Saved changes. (2004-03-09 12:49)

For data validation, click on the **V** next to the element names marked in red.

or - Mandatory or - Mandatory-if-applicable or - Optional

- Validation Instructions

NOTICE: Saving and Recovering Information

Another way to check for errors is with the "Validation Overview" Service Tab.

Name	Value	Format	Description
Metadata Date	March 8, 2004	date	The date that the metadata were created or last updated
Metadata Review Date		date	The date of the latest review of the metadata entry.
Metadata Future Review Date		date	The date by which the metadata entry should be reviewed
Metadata Contact	In Progress	compound	The party responsible for the metadata information.
Metadata Standard Name	FGDC Content Standard for Digital Geospatial Metadata	selection	The name of the metadata standard used to document the data set.
OR		free text	
Metadata Standard Version	FGDC-STD-001-1998	string	Identification of the version of the metadata standard used to document the data set.
Metadata Time Convention	Select...	selection	Form used to convey time of day information in the metadata entry. Used if time of day information is included in the metadata for a data set.
Metadata		string	Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property.

Entering and Validating Information

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh
Navigation
Frame

Logged in as User_1
Set Preferences
Go

Manage Data Manage Compounds Validation Overview View Export Undo Support

Metadata Reference Information at /noaa/training/my_account/my_db/st_1/metainfo

Metadata Reference Information:
Metadata Date:
March 8, 2004

The date defined is not in a valid format. It must be in the form ccYYYYYY.... or bcYYYYY or bcYYYYMM or bcYYYYMMDD YYYY or YYYYMM or YYYYMMDD or cdYYYYYY.....

Metadata Contact:
Contact Information:
Contact Person Primary:
A selection must be made between the Contact Person Primary or the Contact Organization Primary elements. Determine which element best describes the data and delete the other(s) using the Manage Compounds tab.

Contact Person:
This is a mandatory element.

Contact Organization Primary:
A selection must be made between the Contact Person Primary or the Contact Organization Primary elements. Determine which element best describes the data and delete the other(s) using the Manage Compounds tab.

Contact Organization:
This is a mandatory element.

Contact Address:
Address Type:
This is a mandatory element.

City:
This is a mandatory element.

State or Province:
This is a mandatory element.

Postal Code:
This is a mandatory element.

Contact Voice Telephone:
This is a mandatory element.

Metadata Standard Name:
FGDC Content Standard for Digital Geospatial Metadata
Metadata Standard Version:
FGDC-STD-1998
Metadata Security Information:
Metadata Security Classification System:
This is a mandatory element.

Selecting this view displays the “Metadata Reference Information” section. All the Compound and Data Elements contained in this Compound Element are displayed. The invalid element names are highlighted in red text. The validation error is shown in a box directly below the name.

By selecting the invalid element name, you are brought to the particular Compound Element where the entry or correction can be made.

This example shows the “Metadata Date” is invalid due to the date’s format.

This example also shows validation errors within several Compound Elements in the “Metadata Reference Information” Compound Element.

Note: If the invalid element name does not link into a Compound Element, this indicates the element does not exist in this Record and must be added from the “Manage Compounds” view.

Managing Compound Elements

MERMAid - Microsoft Internet Explorer

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

National Coastal Data Development Center
National Estuarine Research Reserve System

Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Time Period Information at /noaa/training/my_account/my_db/st_1/idinfo/timeperd/timeinfo Help!

For data validation, click on the **V** next to the element names marked in red.

or - Mandatory or - Mandatory-if-applicable or - Optional

- Validation Instructions

Name	Value	Format	Description
Single Date/Time	In Progress	compound	Means of encoding a single date and time.
OR			
Multiple Dates/Times	In Progress	compound	Means of encoding multiple individual dates and times.
OR			
Range of Dates/Times	In Progress	compound	Means of encoding a range of dates and times.

In certain cases, you must select between two or more Compound Elements.

In this example, "Time Period Information" requires a choice between "Single Date/Time" OR "Multiple Dates/Times" OR "Range of Dates/Times." Determine which element best describes the time period of the data. Then delete the other two elements using the "Manage Compounds" view.

Internet

Managing Compound Elements

The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The address bar displays the URL: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage. The page has several tabs: Manage Data, Manage Compounds (selected), Validation Overview, View, Export, Undo, and Support. The main content area shows "Time Period Information at /noaa/training/my_account/my_db/st_1/idinfo/timeperd/timeinfo". Below this is a table with the following data:

Icon Name	Status	Last Modified
<input checked="" type="checkbox"/> sngdate (Single Date/Time)	In Progress	2004-03-09 11:35
<input checked="" type="checkbox"/> mdattim (Multiple Dates/Times)	In Progress	2004-03-09 11:35
<input type="checkbox"/> rngdates (Range of Dates/Times)	In Progress	2004-03-09 11:35

Below the table is a toolbar with buttons: Rename, Cut, Copy, Delete, and Select All. A yellow callout box points to the "Delete" button and contains the following text:

From the "Manage Compounds" view, select the checkboxes next to the names of the elements to delete. Then, click on the "Delete" button.

This example shows that the "Range of Dates/Times" will remain. "Single Date/Time" and "Multiple Dates/Times" will be removed.

Managing Compound Elements

MERMAid - Microsoft Internet Explorer

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

National Coastal Data Development Center
National Enterprise Resource Management System

Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Time Period Information at /noaa/training/my_account/my_db/st_1/idinfo/timeperd/timeinfo Help!

or - Mandatory or - Mandatory-if-applicable or - Optional

- Validation Instructions

Name	Value	Format	Description
Single Date/Time	Deleted	compound	Means of encoding a single date and time.
OR			
Multiple Dates/Times	Deleted	compound	Means of encoding multiple individual dates and times.
OR			
Range of Dates/Times	In Progress	compound	Means of encoding a range of dates and times.

Return to the "Manage Data" view. The values for "Single Date/Time" and "Multiple Dates/Times" are "Deleted." The "Range of Dates/Times" is "In Progress."

Done Internet

Managing Compound Elements

The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The browser address bar displays `https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage`. The application interface includes a navigation menu on the left with a tree view of the database structure under 'my_db', including folders like 'st_1' and 'idinfo'. The main content area is titled 'Manage Compounds' and shows a table of compound elements. A dropdown menu is open over the table, listing options: 'Single Date/Time', 'Multiple Dates/Times', and 'Range of Dates/Times'. The table contains one entry: 'rngdates (Range of Dates/Times)' with a status of 'In Progress' and a last modified date of '2004-03-09 11:35'. Below the table are buttons for 'Rename', 'Cut', 'Copy', 'Delete', and 'Select All'. A yellow callout box provides instructions on how to add new elements from this view.

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

National Coastal Data Development Center
Marine Enterprise Resource Management System

Manage Data Manage Compounds Validation Overview View Export Undo Support

Time Period Information at /noaa/training/my_account/my_db/st_1/idinfo/timeperd/timeinfo Help!

Select type to add... Add

- Select type to add...
- Single Date/Time
- Multiple Dates/Times
- Range of Dates/Times

Icon Name	Status	Last Modified
<input type="checkbox"/> M rngdates (Range of Dates/Times)	In Progress	2004-03-09 11:35

Rename Cut Copy Delete Select All

Elements are also added from the “Manage Compounds” view. Previously deleted elements can be replaced and elements that are repeatable can be added from this view.

To add a Compound Element to the Record, select it from the drop-down select box. Click on the “Add” button. This element is added and will appear in the “Manage Compounds” view.

Return to the “Manage Data” view to enter information and validate the new element.

Internet

Special Cases – Entity and Attribute Date Pairs

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - detailed
 - overview
 - distinfo
 - metainfo

Attribute at /noaa/training/my_account/my_db/st_1/eainfo/detailed/attr

For data validation, click on the **V** next to the element names marked in red.

or **M** - Mandatory or **A** - Mandatory-if-applicable or **O** - Optional

V - Validation Instructions

NOTICE: **Saving and Recovering Information**

	Format	Description
<input type="text"/>	string	The name of the attribute.
<input type="text"/>	text	The description of the attribute.
<input type="text"/>	text	The authority of the definition.

Attribute Definition Source **V**

Attribute Domain Values In Progress

Special Case: The section outlined in green is Mandatory.

Date Pairs [Help!](#)

Beginning Date of Attribute Values **date** Earliest entry date for which the attribute values are current. In cases when a range of dates are provided, this is the earliest date for which the information is valid.

Ending Date of Attribute Values **date** Latest date for which the information is current. Used in cases when a range of dates are provided.

Some elements in a Record require special cases for data entry. One instance is the “Beginning Date of Attribute Values” and “Ending Date of Attribute Values.” In order to correctly pair dates, a “Date Pairs” select box is used.

To add the beginning and/or the ending dates, enter them in the entry boxes provided. Click on the “Add” button. The dates will appear in the “Date Pairs” select box.

Special Cases – Entity and Attribute Date Pairs

MERMAid - Microsoft Internet Explorer

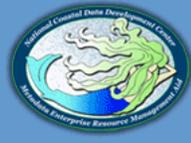
Address: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spoinfo
 - spref
 - eainfo
 - detailed
 - enttyp
 - attr
 - overview
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go



Attribute at /noaa/training/my_account/my_db/st_1/eainfo/detailed/attr

For data validation, click on the **V** next to the element names marked in red.

or **M** - Mandatory or **A** - Mandatory-if-applicable or **O** - Optional

V - Validation Instructions

NOTICE: Saving and Recovering Information

Name	Value	Format	Description
Attribute Label V	<input type="text"/>	string	The name of the attribute.
Attribute Definition V	<input type="text"/>		The description of the attribute.
Attribute Definition Source V	<input type="text"/>		The authority of the definition.
Attribute Domain Values	In Progress		

Dates appear as ordered pairs in the "Date Pairs" select box. The value of an ending date as "empty" indicates no "Ending Date of Attribute Values" was provided.

To edit or delete a date, select the ordered pair from the select box. Click on the desired button. Clicking on the "Edit" button inserts the dates back into the entry boxes where they can be edited. Once the edits are complete, click on the "Update" button to update the "Date Pairs" select box.

Special Case: The section outlined in green is for editing date pairs.

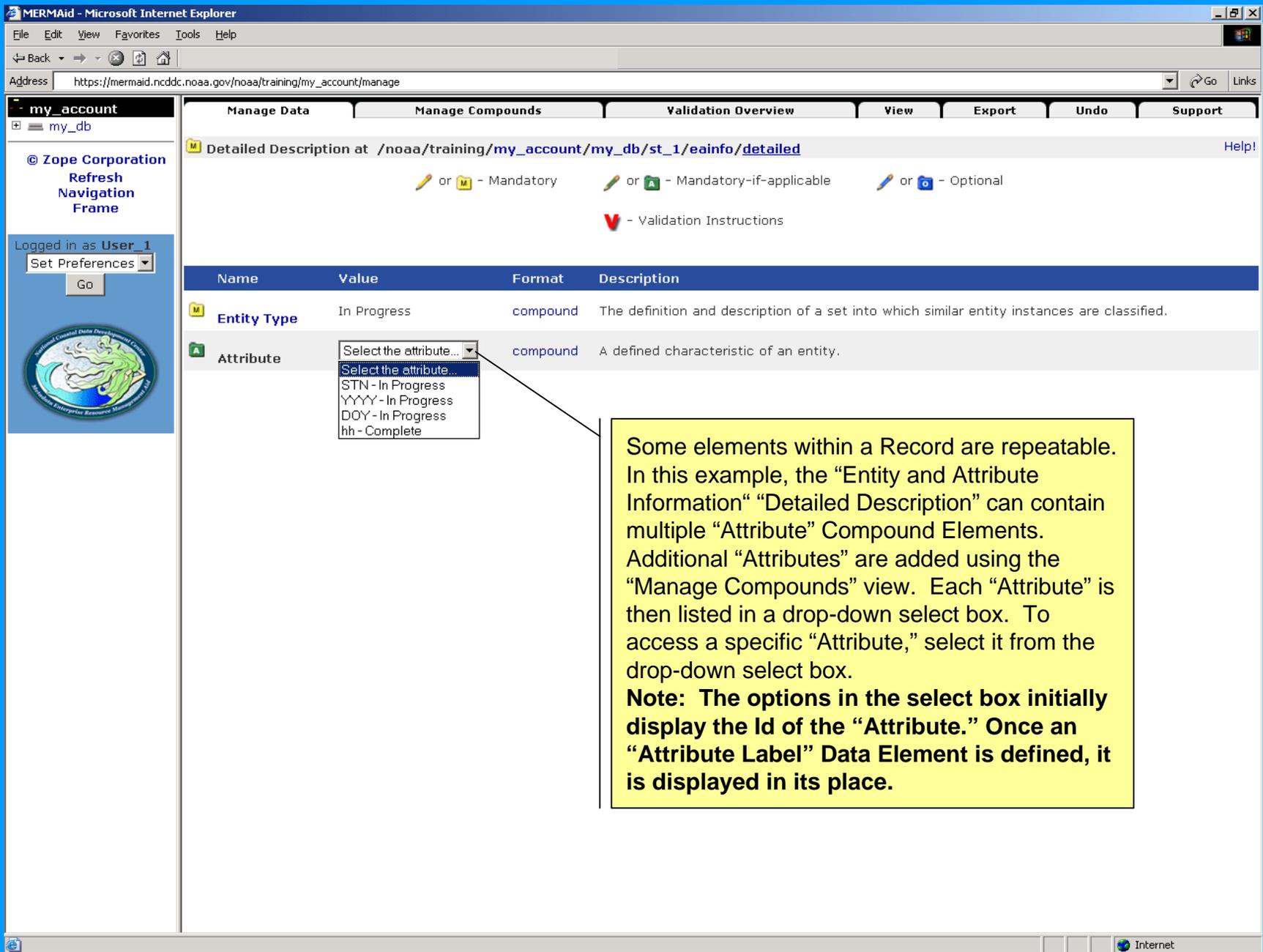
Date Pairs:

Beginning Date of Attribute Values date

Ending Date of Attribute Values date

Add Edit Update Delete Undo

Special Cases – Repeatable Elements



my_account
my_db

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Detailed Description at /noaa/training/my_account/my_db/st_1/eainfo/detailed

Mandatory or Mandatory-if-applicable or Optional
Validation Instructions

Name	Value	Format	Description
Entity Type	In Progress	compound	The definition and description of a set into which similar entity instances are classified.
Attribute	Select the attribute... STN - In Progress YYYY - In Progress DOY - In Progress hh - Complete	compound	A defined characteristic of an entity.

Some elements within a Record are repeatable. In this example, the “Entity and Attribute Information” “Detailed Description” can contain multiple “Attribute” Compound Elements. Additional “Attributes” are added using the “Manage Compounds” view. Each “Attribute” is then listed in a drop-down select box. To access a specific “Attribute,” select it from the drop-down select box.

Note: The options in the select box initially display the Id of the “Attribute.” Once an “Attribute Label” Data Element is defined, it is displayed in its place.

Special Cases – Ordering Compound Elements

The screenshot shows the MERMAid web application in a Microsoft Internet Explorer browser. The address bar displays the URL: `https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage`. The application interface includes a navigation pane on the left with a tree view showing the database structure: `my_db` > `st_1` > `idinfo`, `dataqual`, `spdoinfo`, `spref`, `eainfo`, `distinfo`, and `metainfo`. Below the navigation pane, it indicates the user is logged in as `User_1` and provides a `Set Preferences` dropdown and a `Go` button. The main content area has a tabbed interface with tabs for `Manage Data`, `Manage Compounds`, `Validation Overview`, `View`, `Export`, `Undo`, and `Support`. The `Manage Compounds` tab is active, showing a detailed description of a record at `/noaa/training/my_account/my_db/st_1/eainfo/detailed`. Below the description is a table of compound elements:

Icon Name	Status	Last Modified	Position
<input type="checkbox"/> M enttyp (Entity Type)	In Progress	2004-03-11 16:37	
<input type="checkbox"/> A attr (Attribute - STN)	In Progress	2004-03-11 16:52	↑ ↓
<input type="checkbox"/> A attr1 (Attribute - YYYY)	In Progress	2004-03-11 16:52	↑ ↓
<input type="checkbox"/> A attr4 (Attribute - DOY)	In Progress	2004-03-11 16:56	↑ ↓
<input type="checkbox"/> A attr3 (Attribute - hh)	In Progress	2004-03-11 16:53	↑ ↓

Below the table are several action buttons: `Change Id/Title`, `Cut`, `Copy`, `Delete`, `Select All`, `Move Up`, and `Move Down`. A yellow callout box with a black border points to the 'up' arrow button in the 'Position' column for the 'attr4' row. The callout contains the following text:

For some elements within a Record that are repeatable, MERMAid offers a way to reorder them. In this example, the "Attribute" Compound Element describing "DOY"(attr4) should come before the "Attribute" Compound Element describing "YYYY" (attr1).

To move "DOY" above "YYYY," click on the corresponding 'up' arrow button.

Special Cases – Data Set G - Polygon

Use of the “Data Set G – Polygon Outer G-Ring” and/or the “Data Set G-Polygon Exclusion G-Ring” requires the use of either four “G-Ring Point” elements OR a “G-ring.” This example shows the four “G-Ring Point” elements have been deleted.

Validation Overview View Export Undo Support

ount/my_db/st_1/idinfo/spdom/dsgpoly/dsgpoly Help!

next to the element names marked in red.

Mandatory-if-applicable or Optional

V - Validation Instructions

NOTICE: Saving and Recovering Information

Name	Value	Form
G-Ring Point	Deleted	

OR

Note: Enter a Longitude Value and a Latitude Value in the spaces provided. values are added. Use the Edit, Update, Delete, or Undo buttons.

G-Ring

Longitude Value of G-Ring

Latitude Value of G-Ring

Add Edit Update Delete Undo

Note: Be sure to save the G-Ring values using one of the buttons at the bottom of the page before clicking on the “Save Changes and Validate” button.

Save Changes as 'In Progress'

Save Changes and Validate

The “G-Ring” should consist of at least four longitude/latitude pairs. In order to pair the correct longitude to latitude, the values are entered separately. After entering the pair, click on the “Add” button. The coordinate pair will appear in the “G-Ring” select box.

To edit or delete a coordinate pair, select it from the select box. Click on the desired button. Clicking on the “Edit” button will insert the pair back into the entry boxes where they can be edited. Once the edits are complete, click on the “Update” button to update the “Date Pairs” select box.

Special Cases – Bounding Coordinates

MERMAid - Microsoft Internet Explorer

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spoinfo
 - spref
 - eaainfo
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go



Manage Data | Validation Overview | View | Export | Undo | Support

Bounding Coordinates at /noaa/training/my_account/my_db/st_1/idinfo/spdom/bounding Help!

Saved changes. (2004-03-09 13:45)

For data validation, click on the **v** next to the element names marked in red.

West Bounding Coordinate - Microsoft Internet Explorer

Validation Instructions

The east bounding coordinate is west of the west bounding coordinate. Is this intended?

Optional or Optional

Instructions

Covering Information

Name	Value	Format	Description
West Bounding Coordinate	v 124.0	decimal	Western-most coordinate of the limit of coverage expressed in longitude.
East Bounding Coordinate	v 122.0	decimal	Eastern-most coordinate of the limit of coverage expressed in longitude.
North Bounding Coordinate	25.0	decimal	Northern-most coordinate of the limit of coverage expressed in latitude.
South Bounding Coordinate	20.0	decimal	Southern-most coordinate of the limit of coverage expressed in latitude.

Save Changes as 'In Progress' | Save Changes and Validate | Save Changes and Accept Warning

If the "East Bounding Coordinate" is west of the "West Bounding Coordinate," a warning is issued. You are asked if this is what you intended. To indicate it is, click on the "Save Changes and Accept Warning" button located at the bottom of the page.

Internet

Ingesting Files

FGDC records created with other applications can be ingested into Databases and managed within MERMAid. Records to be ingested must be in either Extensible Markup Language (XML) or Text format. They must also follow the format and structure of the FGDC Standard, Biological or Shoreline Profiles.

To begin the ingest process, create or select the Database where you will manage the Record(s).

Ingesting Files

The screenshot shows the MERMAid web application in a Microsoft Internet Explorer browser. The address bar displays the URL: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage. The application interface includes a left sidebar with a file tree under 'my_account' containing folders like 'my_db', 'st_1', 'idinfo', 'dataqual', 'spdoinfo', 'spref', 'eainfo', 'distinfo', and 'metainfo'. Below the sidebar, there is a 'Zope Corporation Refresh Navigation Frame' and a login status 'Logged in as User_1' with a 'Set Preferences' dropdown and a 'Go' button. The main content area has a tabbed interface with 'Ingest Files' selected. The 'Ingest Files' tab shows a table of records in a database at '/noaa/training/my_account/my_db'. The table has columns for 'Type Name', 'Status', and 'Last Modified'. Two records are listed: 'acl_users (User Folder)' with status 'None' and 'st_1 (Standard Profile)' with status 'In Progress'. Below the table are buttons for 'Change ID/Title', 'Cut', 'Copy', 'Delete', and 'Select All'. A yellow callout box points to the 'Ingest Files' tab with the text: 'Navigate into the Database. To ingest an XML file or text file into the Database, select the "Ingest Files" Service Tab.'

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh
Navigation
Frame

Logged in as User_1
Set Preferences
Go

National Coastal Data Development Center
Marine Enterprise Resource Management System

Directory of Records Properties Ingest Files Undo Manage User Account

Database at /noaa/training/my_account/my_db

Select type to add... Add

Type Name	Status	Last Modified
<input type="checkbox"/> acl_users (User Folder)	None	2004-03-09 11:23
<input type="checkbox"/> st_1 (Standard Profile)	In Progress	2004-03-09 11:35

Change ID/Title Cut Copy Delete Select All

Navigate into the Database.
To ingest an XML file or text file into the Database, select the "Ingest Files" Service Tab.

Done Internet

Ingest Files – “Contents” View

The screenshot shows a Microsoft Internet Explorer browser window displaying the MERMAid web application. The address bar shows the URL: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage. The page title is "my_account".

The left sidebar contains a tree view of the database structure under "my_db", including "st_1" and various data tables like "idinfo", "dataqual", "spdoinfo", "spref", "eainfo", "distinfo", and "metainfo". Below the tree view, there is a copyright notice for Zope Corporation and a "Refresh Navigation Frame" button. At the bottom of the sidebar, it shows the user is logged in as "User_1" and provides a "Set Preferences" dropdown and a "Go" button. A logo for the National Coastal Data Development Center is also present.

The main content area is titled "Contents" and has two sub-headers: "Return to Database" and "Ingest Error". The primary heading is "Ingesting Files". Below this, there is a paragraph explaining that XML and text file types can be ingested, and text files must be properly formatted in the FGDC structure. A list of six steps provides instructions on how to ingest files, from clicking the "Upload File" button to clicking the "Ingest" button.

Below the instructions is a table with columns for "Type Name", "Size", and "Last Modified". The table is currently empty. Above the table is an "Upload File" button. Below the table is a row of action buttons: "Ingest", "Change Id/Title", "Cut", "Copy", "Delete", and "Select All".

A "Note" section states: "The ingest process can take a few minutes. Once the process is complete, the browser automatically redirects to a page indicating success or listing ingest errors."

Two yellow callout boxes provide additional information:

- The first callout points to the empty table and states: "The 'Contents' view shows no files in the ingest directory."
- The second callout points to the "Upload File" button and states: "To add an XML or text file to be ingested, click on the 'Upload File' button."

The browser's status bar at the bottom shows "Internet".

Ingest Files – “Upload File” Form

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage Go Links

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - detailed
 - overview
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go



Upload File

To upload a file:

1. Click on the 'Browse' button.
2. The 'Choose File' dialog box displays.
3. Navigate the local file system and select a file to upload.
4. Select the file and click on the 'Open' button.
5. The complete path name for the file will appear in the 'Remote File' text box.
6. Click on the 'Upload File Selection' button.

If the filename is known:

1. Enter the complete path to the file, including the .xml or .txt extension, in the 'Remote File' text box.
2. Click on the 'Upload File Selection' button.

Remote File Browse...
Upload File Selection

Note:
NCDDC provides assistance if a large number of files need to be uploaded for ingest. Please contact NCDDC or use the form located in the 'Support' tab.

In the “Remote File” text box either enter the complete path to the file, including the .xml or .txt extension, or click on the “Browse” button to select an XML file or text file to upload from the file system.

Done Internet

Ingest Files – “Choose File” Dialog Box

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'my_account' page. The page title is 'my_account' and the address bar shows 'https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage'. The page content includes instructions for uploading files and a 'Remote File' input field with a 'Browse...' button. A 'Choose File' dialog box is open, showing the 'Look in:' field set to 'My Metadata' and a list of files including 'st_2.txt', 'st_3.txt', 'st_4.txt', 'st_5.xml', 'st_6.xml', and 'st_7.xml'. A yellow callout box points to the 'Browse...' button and contains the text: 'Clicking on the “Browse” button displays the “Choose File” dialog box. Use this dialog box to navigate to the file to ingest. Select the XML or text file and click on the “Open” button.'

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - detailed
 - overview
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

Upload File

To upload a file:

1. Click on the 'Browse' button.
2. The 'Choose File' dialog box displays.
3. Navigate the local file system and select a file to upload.
4. Select the file and click on the 'Open' button.
5. The complete path name for the file will appear in the 'Remote File' text box.
6. Click on the 'Upload File Selection' button.

If the filename is known:

1. Enter the complete path to the file, including the .xml or .txt extension, in the 'Remote File' text box.
2. Click on the 'Upload File Selection' button.

Remote File Browse...
Upload File Selection

Note:
NCDDC provides assistance if a large number of files need to be uploaded for ingest.
Please

Choose file

Look in: My Metadata

- st_2.txt
- st_3.txt
- st_4.txt
- st_5.xml
- st_6.xml
- st_7.xml

File name: Open
Files of type: All Files (*.*) Cancel

Clicking on the “Browse” button displays the “Choose File” dialog box. Use this dialog box to navigate to the file to ingest. Select the XML or text file and click on the “Open” button.

Ingest Files – Upload File Selection

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

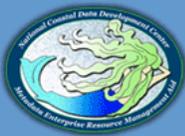
Address https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage Go Links

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go



Upload File

To upload a file:

1. Click on the 'Browse' button.
2. The 'Choose File' dialog box displays.
3. Navigate the local file system and select a file to upload.
4. Select the file and click on the 'Open' button.
5. The complete path name for the file will appear in the 'Remote File' text box.
6. Click on the 'Upload File Selection' button.

If the filename is known:

1. Enter the complete path to the file, including the .xml or .txt extension, in the 'Remote File' text box.
2. Click on the 'Upload File Selection' button.

Remote File

Note:
NCDDC provides assistance if a large number of files need to be uploaded for ingest.
Please contact NCDDC or use the form located in the 'Support' tab.

The complete path name for the file appears in the "Remote File" text box.

Click on the "Upload File Selection" button. This loads the file into the ingest directory.

Internet

Ingest Files – “Contents” View

MERMAid - Microsoft Internet Explorer

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go



Contents Return to Database Ingest Error

Ingesting Files

XML and text file types can be ingested. Text files must be properly formatted in the FGDC structure.

To ingest file(s):

1. Click on the 'Add File' button.
2. Follow the directions on the 'Add An Ingest File' form.
3. Uploaded files are listed below.
4. To edit the file's contents, follow Step 5. To begin ingesting the files, skip to Step 6.
5. Select the name of the file and follow the directions on that form.
6. Select the checkbox(es) next to the filename(s) to ingest.
7. Click on the 'Ingest' button.

Add File

Type	Name	Size	Last Modified
<input type="checkbox"/>	st_2.txt (st 2)	7 Kb	2004-03-09 14:04

Ingest Rename Cut Copy Delete Select All

Note:
The ingest process can take a few minutes.
Once the process is complete, the browser automatically redire

The XML file(s) and/or text file(s) appear in the the ingest directory “Contents” view. More files can be added as needed.

Done Internet

Ingest Files – “Ingest” Button

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh
Navigation
Frame

Logged in as User_1
Set Preferences
Go

Contents Return to Database Ingest Error

Ingesting Files

XML and text file types can be ingested. Text files must be properly formatted in the FGDC structure.

To ingest file(s):

1. Click on the 'Upload File' button.
2. Follow the directions on the 'Upload File' form.
3. Uploaded files are listed below.
4. To edit an Uploaded File's contents, select its name. Follow the directions on the 'Edit' view.
5. To ingest the Uploaded Files, select the checkbox(es) next to the filename(s) to ingest.
6. Click on the 'Ingest' button.

Upload File

Type	Name	Size	Last Modified
<input type="checkbox"/>	st_2.txt (st 2)	5 Kb	2004-04-09 11:44
<input checked="" type="checkbox"/>	st_3.txt (st 3)	5 Kb	2004-04-09 11:47
<input type="checkbox"/>	st_4.txt (st 4)	5 Kb	2004-04-09 11:47
<input checked="" type="checkbox"/>	st_5.xml (st 5)	7 Kb	2004-04-09 11:47
<input type="checkbox"/>	st_6.xml (st 6)	6 Kb	2004-04-09 11:47
<input checked="" type="checkbox"/>	st_7.xml (st 7)	35 Kb	2004-04-09 11:48

Ingest Change Id/Title Cut Copy Delete Select All

Note:
The ingest process is asynchronous.
Once the process is complete, the files will be available for ingestion.

This example shows several XML and text files loaded into the ingest directory.

To start ingesting the files, select the checkbox(s) next to the filename(s) to ingest. Then, click on the "Ingest" button.

The ingest process takes time. Depending on your browser, the ingest progress will be shown in the bottom bar of the browser window.

Ingest Files – “Ingest Error” View

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

Contents Return to Database Ingest Error

No errors were encountered during ingest. Click the 'Return to Database' tab to view the ingested records.

Once the ingest process is complete, the “Ingest Error” view will display. Any errors encountered during the ingest process will be shown in detail.

After the files are ingested, select the “Return to Database” Service Tab.

Done Internet

Ingest Files – Resulting Metadata Records

The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The address bar displays https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage. The application interface includes a navigation pane on the left with a tree view of folders: my_account, my_db, st_1, st_3, st_5, and st_7. Below the navigation pane, there is a Zope Corporation logo and a 'Refresh Navigation Frame' button. The main content area is titled 'Database at /noaa/training/my_account/my_db' and features a 'Directory of Records' view. A table lists the records with columns for 'Type Name', 'Status', and 'Last Modified'. Below the table are buttons for 'Change ID/Title', 'Cut', 'Copy', 'Delete', and 'Select All'. A callout box points to the table with the following text:

Returning to the Database, the ingested files are shown in the Database "Directory of Records" view.

These Records can now be opened, modified, saved and managed in the same manner as any newly created Record.

Type Name	Status	Last Modified
<input type="checkbox"/> ac_users (User Folder)	None	2004-03-09 11:23
<input type="checkbox"/> st_1 (Standard Profile)	In Progress	2004-03-09 11:35
<input type="checkbox"/> st_3 (Three)	In Progress	2004-03-09 14:14
<input type="checkbox"/> st_5 (Five)	Complete	2004-03-09 14:12
<input type="checkbox"/> st_7 (Seven)	In Progress	2004-03-09 14:12

Storing Artifacts

MERMAid provides a way to store information that is supplemental to a data set or that supports the Record. This supplemental information is called Artifacts. Artifacts can include items such as:

- data processing procedures
- instrumentation or equipment lists
- copies of proposals or citations
- emails

Storing Artifacts

MERMAid - Microsoft Internet Explorer

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage

my_account

- my_db
 - st_1
 - st_3
 - st_5
 - st_7

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

FGDC Standard Profile at /noaa/training/my_account/my_db/st_1

or M - Mandatory or A - Mandatory-if-applicable or O - Optional
V - Validation Instructions

Name	Value	Format	Description
M Identification Information			
A Data Quality Information			
A Spatial Data Organization Information	In Progress	compound	The mechanism used to represent spatial information in the data set.
A Spatial Reference Information	In Progress	compound	The description of the reference frame for, and the means to encode, coordinates in the data set.
A Entity and Attribute Information	In Progress	compound	Details about the information content of the data set, including the entity types, their attributes, and the domains from which attribute values may be assigned.
A Distribution Information	In Progress	compound	Information about the distributor of and options for obtaining the data set.
M Metadata Reference Information	In Progress	compound	Information on the currentness of the metadata information, and the responsible party.

To store Artifacts with a Record, at the Record level, select the "Artifacts" Service Tab.

of the data set. (Recommendations on information to be reported and Spatial Data Quality,' which is Chapter 3 of Part 1 in Department of Standard (SDTS) (Federal Information Processing Standard 173); Washington, Department of Commerce, National Institute of Standards and Technology.)

Done Internet

Storing Artifacts – “Contents” View

The screenshot shows a web browser window titled "MERMAid - Microsoft Internet Explorer" with the address bar displaying "https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage". The page content includes a left sidebar with a navigation menu for "my_account" containing "my_db", "st_1", "st_3", "st_5", and "st_7". Below the menu is a "Zope Corporation Refresh Navigation Frame" and a login section for "User_1". The main content area is titled "Contents" and shows the path "Artifacts Storage at /noaa/training/my_account/my_db/st_1/artifacts". A message states "There are currently no items in Artifacts Storage". A button labeled "Add Artifacts File" is located in the top right. Two yellow callout boxes are present: one pointing to the message and another pointing to the "Add Artifacts File" button.

my_account

- my_db
 - st_1
 - st_3
 - st_5
 - st_7

© Zope Corporation
Refresh
Navigation
Frame

Logged in as User_1
Set Preferences
Go

Contents

Return to Manage Data

Artifacts Storage at /noaa/training/my_account/my_db/st_1/artifacts

Add Artifacts File

There are currently no items in Artifacts Storage

The Artifacts Storage “Contents” view displays.

This example shows there are no files in the Artifacts Storage.

To add Artifacts, click on the “Add Artifacts File” button.

Internet

Storing Artifacts – “Add An Artifact” Form

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

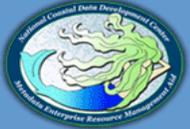
Address https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage Go Links

my_account

- my_db
 - st_1
 - st_3
 - st_5
 - st_7

© Zope Corporation
Refresh
Navigation
Frame

Logged in as User_1
Set Preferences
Go



Add An Artifact

Add An Artifact To upload a file:

1. Enter the Title.
2. Click on the 'Browse' button.
3. The 'Choose File' dialog box displays.
4. Navigate the local file system and select a file to upload.
5. Select the file and click on the 'Open' button.
6. The complete path name for the file will appear in the 'File' text box.
7. Click on the 'Add' button.

If the filename and path are known:

1. Enter the Title.
2. Enter the complete path to the file, including the extension, in the 'File' text box.
3. Click on the 'Add' button.

Title

File* Browse...

Add

Enter the complete path to the file, including the extension, in the “File” text box
OR
Click on the “Browse” button to select a file to upload.

Done Internet

Storing Artifacts – “Choose File” Dialog Box

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'my_account' page. The page title is 'Add An Artifact'. The left sidebar contains a navigation menu with 'my_db' and sub-items 'st_1', 'st_3', 'st_5', and 'st_7'. Below the menu is a 'Zope Corporation Refresh Navigation Frame' and a 'Logged in as User_1' status bar with a 'Set Preferences' dropdown and a 'Go' button. The main content area has instructions for adding an artifact and a form with 'Title' and 'File*' fields, and an 'Add' button. A yellow callout box points to the 'Browse...' button, stating: 'Clicking on the “Browse” button opens the “Choose File” dialog box. Navigate to the file to add. Select the file and click on the “Open” button.' The 'Choose file' dialog box is open, showing the 'Look in:' path as 'My Metadata' and a file list containing 'Proposal.doc'. The 'File name:' field is set to 'Proposal.doc' and the 'Files of type:' dropdown is set to 'All Files (*.*)'. The 'Open' and 'Cancel' buttons are visible at the bottom of the dialog box.

my_account

my_db

- st_1
- st_3
- st_5
- st_7

© Zope Corporation
Refresh
Navigation
Frame

Logged in as User_1
Set Preferences
Go

National Coastal Data Development Center
National Enterprise Resource Management System

Add An Artifact

Add An Artifact To upload a file:

1. Enter the Title.
2. Click on the 'Browse' button.
3. The 'Choose File' dialog box displays.
4. Navigate the local file system and select a file to upload.
5. Select the file and click on the 'Open' button.
6. The complete path name for the file will appear in the 'File' text box.
7. Click on the 'Add' button.

If the filename and path are known:

1. Enter the Title.
2. Enter the complete path to the file, including the extension, in the 'File' text box.
3. Click on the 'Add' button.

Title

File* Browse...

Add

Clicking on the “Browse” button opens the “Choose File” dialog box. Navigate to the file to add. Select the file and click on the “Open” button.

Choose file

Look in: My Metadata

Proposal.doc

File name: Proposal.doc

Files of type: All Files (*.*)

Open Cancel

Storing Artifacts – Add File Selection

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

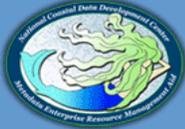
Address https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage Go Links

my_account

- my_db
 - st_1
 - st_3
 - st_5
 - st_7

© Zope Corporation
Refresh
Navigation
Frame

Logged in as User_1
Set Preferences
Go



Add An Artifact

Add An Artifact To upload a file:

1. Enter the Title.
2. Click on the 'Browse' button.
3. The 'Choose File' dialog box displays.
4. Navigate the local file system and select a file to upload.
5. Select the file and click on the 'Open' button.
6. The complete path name for the file will appear in the 'File' text box.
7. Click on the 'Add' button.

If the filename and path are known:

1. Enter the Title.
2. Enter the complete path to the file, including the extension, in the 'File' text box.
3. Click on the 'Add' button.

Title

File*

Specifying a "Title" for the file is optional.

The complete path to the file is in the "File" text box.

Click on the "Add" button to add this file as an Artifact.

Internet

Storing Artifacts – “Contents” View

The screenshot shows a web browser window titled "MERMAid - Microsoft Internet Explorer" with the address bar displaying "https://mermaid.ncddc.noaa.gov:8092/noaa/training/my_account/manage". The main content area is titled "Contents" and shows the path "Artifacts Storage at /noaa/training/my_account/my_db/st_1/artifacts". A table lists the contents:

Type	Name	Size	Last Modified
<input type="checkbox"/>	Proposal.doc (Project One Proposal)	1 Kb	2004-03-10 10:27

Below the table are buttons for "Rename", "Cut", "Copy", "Delete", and "Select All". A yellow callout box points to the "Copy" button with the text: "The file is now in the Artifacts Storage. To view and/or modify the information of an Artifact, select its name." The left sidebar contains a navigation menu with "my_db", "st_1", "st_3", "st_5", and "st_7", along with a "Zope Corporation Refresh Navigation Frame" and a "Logged in as User_1" section.

Storing Artifacts – “Edit” View

The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The browser address bar displays `https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage`. The application interface is divided into a left sidebar and a main content area.

Left Sidebar:

- my_account
 - my_db
 - st_1
 - st_3
 - st_5
 - st_7
- © Zope Corporation
 - Refresh Navigation Frame
- Logged in as User_1
 - Set Preferences
 - Go
-

Main Content Area:

Navigation tabs: **Edit** | View | Return to Contents

Artifacts File at `/noaa/training/my_account/my_db/st_1/artifacts/Proposal.doc` [Help!](#)

You can update the data for this file object using the form below. Select a data file from your local computer by clicking the *browse* button and click *upload* to update the contents of the file. You may also edit the file content directly if the content is a text type and small enough to be edited in a text area.

Form Fields:

- Title:
- Content Type:
- Precondition:
- Last Modified: 2004-03-10 10:27
- File Size: 27 bytes

Buttons: Save Changes, Browse..., Upload

File Data:

To view the Artifact, select the “View” tab.

When you select a file in the Artifacts Storage, the “Edit” view is displayed. More detailed information on editing files stored as Artifacts is provided in the User’s Guide.

Other Service Tabs provided for the Artifact include “View” and “Return to Contents.”

Storing Artifacts – “View” View

my_account

- my_db
 - st_1
 - idnfo
 - datequal
 - spdonfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh
Navigation
Frame

Logged in as User_1
Set Preferences
Go

PROPOSAL FOR METADATA MANAGEMENT

This proposal is to create sample metadata for the demonstration of the MERMAid tool.

The proposal will outline the scope of the data that metadata needs to generated, the procedure for the metadata creation and validation.

To exit this view, use the browser's "Back" button or click on the Record Id ("st_1") in the Navigation Frame.

Selecting the "View" Service Tab will display the file's contents. Depending on the file type and associated application, some files will open in a new application window.

Done Internet

Creating Additional User Accounts

Additional user accounts can be established within Data Sources and Databases. Accounts are managed through the “acl_users (User Folder)” that exists in each Data Source and Database.

Since MERMAid is structured in a hierarchy (Data Source, Database, Record), the location at which a user is added provides the user access to anything at or below that location. For example, adding a user at the Data Source allows that user access to all Databases and Records contained within the Data Source. Adding a user to a specific Database allows that user access only to that Database and the Records it contains.

In addition to the location at which the account is established, the User’s role can be defined. There are three roles to choose from:

- Custodian: may create, modify and manage Records.
- Manager: may create Resource Folders, Data Sources, Databases, user accounts and create, modify and manage Records.
- Restricted: may create, modify and manage Records.

Note: Currently, the Custodian and Restricted roles have the same permissions.

Creating Additional User Accounts

The screenshot shows the MERMAid web application in Microsoft Internet Explorer. The browser address bar displays `https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage`. The application interface includes a left sidebar with a file tree under 'my_account' containing 'my_db', 'st_1', 'st_3', 'st_5', and 'st_7'. Below the sidebar, it indicates the user is logged in as 'User_1' and provides a 'Set Preferences' dropdown and a 'Go' button. The main content area is titled 'Database at /noaa/training/my_account/my_db' and features a 'Select type to add...' dropdown and an 'Add' button. A table lists the following records:

Type Name	Status	Last Modified
<input type="checkbox"/>  ac_users (User Folder)	None	2004-03-09 11:23
<input type="checkbox"/>  st_1 (Standard Profile)	In Progress	2004-03-09 11:35
<input type="checkbox"/>  st_3 (Three)	In Progress	2004-03-09 14:35
<input type="checkbox"/>  st_5 (Five)	Complete	2004-03-09 14:35
<input type="checkbox"/>  st_7 (Seven)	In Progress	2004-03-09 14:35

Below the table are buttons for 'Change ID/Title', 'Cut', 'Copy', 'Delete', and 'Select All'. A yellow callout box points to the 'ac_users (User Folder)' entry with the following text:

The User Folder (ac_users) allows the Manager to establish additional user accounts.

In this example, a new user will be added to a Database.

To add a user account, select the User Folder name or icon.

User Folder – “Contents” View

The screenshot shows a Microsoft Internet Explorer browser window displaying the MERMAid web application. The address bar shows the URL: https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage. The page title is "my_account" and the current view is "Contents".

The left sidebar contains a navigation menu with the following items:

- my_db
 - st_1
 - st_3
 - st_5
 - st_7

Below the navigation menu, there is a copyright notice for Zope Corporation and a "Refresh Navigation Frame" button. At the bottom of the sidebar, it indicates the user is logged in as "User_1" and provides a "Set Preferences" dropdown menu and a "Go" button. A logo for the National Coastal Data Development Center is also visible.

The main content area displays the "Contents" view for the User Folder at [/noaa/training/my_account/my_db/acl_users](#). It states: "There are no users defined." and "To add a user:" followed by the instruction: "1. Click the 'Add...' button below." A button labeled "Add..." is visible.

A callout box with a yellow background and black border points to the "Add..." button and contains the following text:

The “Contents” view of the User Folder lists all users currently defined at this level.

To add a new user, click on the “Add...” button.

The browser status bar at the bottom shows "Done" on the left and "Internet" on the right.

User Folder – “Add User” Form

Add User

To add a new user:

1. Enter a user name.
2. Enter an email address.
3. Enter a password.
4. Confirm the password by repeating it *exactly* in the 'Confirm' text box.
5. Select the user's role(s).
6. Click the 'Add' button.

Name*

Email*

Password*

(Confirm)*

Domains

Roles* Custodian
 Manager
 Restricted

Add

With the information entered, click on the “Add” button to create the account.

The “Name” text box will be the User Name.

The “Email Address” must be completed with a valid email address.

The contents of the “Password” and “(Confirm)” text boxes must match.

The “Domains” text box should be left empty unless the account needs to be restricted to one or more User domains.

The “Roles” selection box lists three roles, “Custodian,” “Manager,” and “Restricted.” Assign a “Role” to the user by clicking on its name.

User Account Established

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

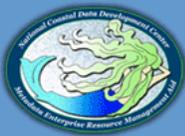
Address https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage Go Links

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go



Contents Undo

User Folder at [/noaa/training/my_account/my_db/acl_users](#) Help!

The following users have been defined.

To **add** a user:
1. Click on the 'Add...' button.

To **change** a user's profile:
1. Select the user's name.

To **delete** a user's profile:
1. Select the checkbox next to the user's name. A check mark will appear.
2. Click on the 'Delete' button.

* User_2
Add... Delete

This user may now access MERMAid via a Web browser. They must use the URL to MERMAid appended with the path to this Database. For this example the path is:
https://mermaid.ncddc.noaa.gov/noaa/training/my_account/my_db/manage

This account access is limited to the **my_db** Database. Therefore, the user cannot access the **noaa**, **training**, or **my_account** levels.

The new user account appears in the User Folder.

Done Internet

User Folder – Edit Or Delete A User

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application for user management. The address bar shows the URL: `https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage`. The page title is "my_account".

The left sidebar contains a navigation menu with the following items:

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

Below the menu, there is a "Zope Corporation Refresh Navigation Frame" and a "Logged in as User_1" section with a "Set Preferences" dropdown and a "Go" button. At the bottom of the sidebar is a logo for the National Coastal Data Development Center.

The main content area is titled "User Folder at /noaa/training/my_account/my_db/acl_users" and contains the following instructions:

The following users have been defined.

To **add** a user:
1. Click on the 'Add...' button.

To **change** a user's profile:
1. Select the user's name.

To **delete** a user's profile:
1. Select the checkbox next to the user's name. A check mark will appear in the box.
2. Click on the 'Delete' button.

The user list shows one user: **User_2**. Below the name are two buttons: "Add..." and "Delete".

Two yellow callout boxes provide additional instructions:

- The first callout points to the "User_2" text and says: "To edit a user account, select the User Name. This will open the 'Change User' form."
- The second callout points to the "Delete" button and says: "To delete a user, select the checkbox next to the User Name. Click on the 'Delete' button."

The browser status bar at the bottom shows "Done" and "Internet".

User Folder – “Change User” Form

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

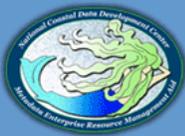
Address https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage Go Links

my_account

- my_db
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh
Navigation
Frame

Logged in as User_1
Set Preferences
Go



Contents Undo

User Folder at /noaa/training/my_account/my_db/acl_users Help!

Change User

To change an existing user's profile:

1. Enter a new email address.
2. Enter a new password.
3. If the password was changed, confirm the new password by repeating it *exactly* in the 'Confirm' text box.
4. Select the user's new role(s).
5. Click on the 'Change' button.

Note: The user name may not be changed. A new account must be created.

Name User_2

Email*

Password*

(Confirm)*

Domains

Roles*

Change

This is the “Change User” form for a user account. To change the User Name, you must create a new account. After making changes, click on the “Change” button. Changes will take effect immediately.

Note: Changing the user password will require a new login to continue this MERMAid session.

Done Internet

Setting User Preferences

my_account

- my_db
 - st_1
 - st_3
 - st_5
 - st_7

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Set Preferences
Go

MERMAid Preferences

This form allows you to adjust the MERMAid interface to fit your needs. **Please note** that you may need to press the browser 'Reload' button in order for some changes to take effect.

Show 'Description' Column	<input checked="" type="radio"/> On <input type="radio"/> Off	Display a brief description of each element.
'Description' Column Display Mode	<input checked="" type="radio"/> Text <input type="radio"/> Graphic	Display description in one of two modes. Select 'Text' to display the textual description. Select 'Graphic' to display an icon that shows the description in a separate window when selected.
Show Valid Format/Domain Values	<input checked="" type="radio"/> On <input type="radio"/> Off	Display a pop-up box listing valid data formats and/or domain values.
Show 'Format' Column	<input checked="" type="radio"/> On <input type="radio"/> Off	Display the format of each element (e.g., date, text).

Information Notice Off unsaved data.

Apply Changes

Done Internet

Preferences control the display of Record views. Select “Set Preferences” from the drop-down select box. Click on the “Go” button.

You can turn various features “on” or “off.” These features guide you in entering information (i.e., valid formats/domains, element descriptions, and legends). Other preferences allow you to change the feature’s display (i.e., pop-up windows, icons). Turning off features allows more room for Compound and Data Element information to be displayed on the screen. Most changes made to this form will take effect once you click on the “Apply Changes” button.

User preferences are **cookie-based**. This means the preferences are stored by the browser rather than by MERMAid. If the user has a utility on their PC that cleans out browser cookies, then user preferences will be reset to the default settings at the end of the MERMAid session.

Ending a MERMAid Session - Logout

my_account

- my_db
 - st_1
 - st_3
 - st_5
 - st_7

© Zope Corporation
Refresh Navigation Frame

Logged in as User_1
Logout
Go

Database at /noaa/training/my_account/my_db

Select type to add... Add

Type Name	Status	Last Modified
<input type="checkbox"/> ac_users (User Folder)	None	2004-03-09 11:23
<input type="checkbox"/> st_1 (Standard Profile)	In Progress	2004-03-09 11:35
<input type="checkbox"/> st_3 (Three)	In Progress	2004-03-09 14:35
<input type="checkbox"/> st_5 (Five)	Complete	2004-03-09 14:35
<input type="checkbox"/> st_7 (Seven)	In Progress	2004-03-09 14:35

Change ID/Title

Enter Network Password

Please type your user name and password.

Site: mermaid.ncddc.noaa.gov

Realm: Zope

User Name: User_1

Password: []

Save this password in your password list

OK Cancel

To exit this MERMAid session, close the browser.

To logout from MERMAid, select "Logout" from the drop-down select box . The browser will display an "Enter Network Password" dialog box. Click on the "OK" button. The dialog box will reappear with both "User Name" and "Password" fields empty. At that point, click on the "Cancel" button. The Component Management Frame will display a message that indicates you have been successfully logged out.

Questions regarding MERMAid

can be directed to

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