

Getting Started with MERMAid



MERMAid Version 1.2
November 2006



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 user-defined roles with associated permissions and 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 Manual. The main 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. 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 a Mozilla Firefox session. **For MERMAid to function correctly, you MUST have JavaScript, Active scripting and session cookies enabled.**

Getting Started with MERMAid

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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 Resource Folder, 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

NOAA National Coastal Data Development Center - document_view - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.ncddc.noaa.gov/Metadata/Tools

NOAA Satellite and Information Service
National Environmental Satellite, Data, and Information Service (NESDIS)

National Coastal Data Development Center

home » mermaid metadata resources » tools

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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 the metadata management and database levels; (2) change tracking; and (3) enhanced validation. Also, your existing FGDC compliant metadata (in XML format) can be ingested into and managed through MERMAid.

In the near future, NCDDC will be shifting from its current 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.

- Request an Account
- V1.2 Getting Started Guide (PDF 5 MB)
- V1.2 Getting Started Guide (PPS 6.5 MB)
- V1.2 PPS WinZip File (ZIP 5.0 MB)

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.

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

Select 'Request an Account' to access the account request form.

Metadata Search
Middleware Technology Download
Interactive Maps
Regional Ecosystems
C-SIDE

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

Done

Requesting an Account

NOAA National Coastal Data Development Center - Request a MERMAid account - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.ncddc.noaa.gov/Metadata/forms/accountform

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

National Coastal Data Development Center

home » mermaid metadata resources » forms repository » request a mermaid account

Home | About Us | Metadata Resources | Regional Offices | Projects | SiteMap

Request a MERMAid Account

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 short descriptive id for the folder that will contain your account. This id will appear as part of the URL path to your account and must not contain spaces or special characters. It is recommended that personal names not be used for the Resource Folder id.

NCDDC Services
[Site Map](#)
[Metadata Search](#)
[Coastal Calendar](#)

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](#)

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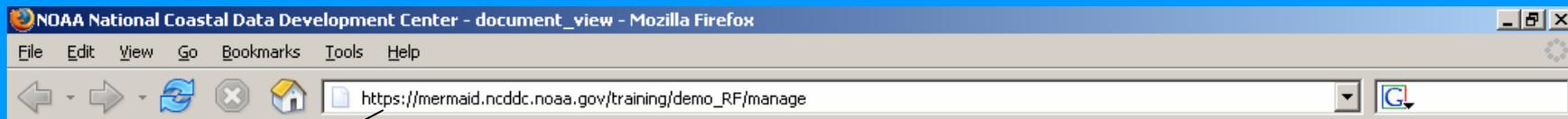
Done

Complete all fields in the account request form.

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

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

Initial Login to MERMAid



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

NOAA Satellites and Information National Coastal Data

Web Site Certified by an Unknown Authority

Unable to verify the identity of mermaid.ncddc.noaa.gov as a trusted site.

 Possible reasons for this error:

- Your browser does not recognize the Certificate Authority that issued the site's certificate.
- The site's certificate is incomplete due to a server misconfiguration.
- You are connected to a site pretending to be mermaid.ncddc.noaa.gov, possibly to obtain your confidential information.

Please notify the site's webmaster about this problem.

Before accepting this certificate, you should examine this site's certificate carefully. Are you willing to to accept this certificate for the purpose of identifying the web site mermaid.ncddc.noaa.gov?

Accept this certificate permanently

Accept this certificate temporarily for this session

Do not accept this certificate and do not connect to this web site

To install the security certificate issued by NCDDC, select either 'Accept this certificate...' option. Click on the 'OK' button.

Secure Login to MERMAid

NOAA National Coastal Data Development Center - document_view - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

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

National Coastal Data Development Center

Gateway to Coastal Information

Prompt

Enter username and password for "Zope" at https://mermaid.ncddc.noaa.gov

User Name:
user_RF

Password:

OK Cancel

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

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http://portal.ncddc.noaa.gov/portal/jsp/search_options.jsp

MERMAid Environment – Navigation Frame

The screenshot shows the MERMAid 1.2 web application running in Mozilla Firefox. The browser's address bar displays the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The application interface is divided into a left navigation frame and a main content area.

Navigation Frame: This contains a tree hierarchy view of components contained in MERMAid. It includes the text "© Zope Corporation", a "Refresh Navigation Frame" link, and a "Set Preferences & Logout" button. A large yellow arrow points from the "Set Preferences & Logout" button to a callout box.

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

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

The main content area shows a "Resource Folder at /training/demo_RF" with a table listing components:

Type Name	Last Modified
<input type="checkbox"/> acl_users (User Folder)	2005-06-13 14:55

Below the table are buttons for "Change Id/Title", "Cut", "Copy", "Delete", and "Select All".

MERMAid Environment – Component Management Frame

Breadcrumb Navigation:
Shows the current location.

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

Component Management Buttons:
Depending on the level (Resource Folder, 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 (Resource Folder, 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. Within the Resource Folder, the Manager can create and manage additional Resource Folders, Data Sources and user accounts.

Resource Folder – 'Contents' View

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

National Coastal Data Development Center
Marine Enterprise Resource Management Act

Contents Properties Ownership

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

Select type to add... Add

Type Name	Status	Last Modified
<input type="checkbox"/> acl_users (User Folder)		2005-06-13 14:55

Change Id/Title Cut Copy Delete Select All

The 'Contents' view provides a list of the components within the Resource Folder. Selecting the name of any component in the Resource Folder 'Contents' will open that component.

This example shows the Resource Folder **demo_RF** with only the 'acl_users' User Folder in the 'Contents' view.

Resource Folder – User Folder

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

National Coastal Data Development Center
Minimum Enterprise Resource Management Kit

Contents Properties Ownership

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

Select type to add... Add

Type Name	Status	Last Modified
<input type="checkbox"/> ac_users (User Folder)	x	2005-06-13 14:55

Change Id/Title Cut Copy Delete Select All

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 1.2 - Mozilla Firefox

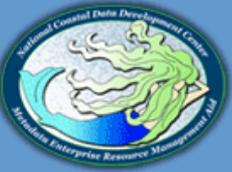
File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go



Contents Properties Ownership

Resource Folder at /training/demo_RF

Resource Folder Properties

To edit *Resource Folder* properties:

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

Manager	<input type="text" value="Jane Doe"/>	The name of the point of contact for this <i>Resource Folder</i> .
Email*	<input type="text" value="jane.doe@noaa.gov"/>	The email address for the point of contact.
Phone	<input type="text" value="123-555-1234"/>	The phone number for the point of contact.
Facet Name	<input type="text"/>	An additional descriptive keyword that may be used to characterize this <i>Resource Folder</i> .

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.

Resource Folder – 'Ownership' View

The screenshot shows a Mozilla Firefox browser window titled "MERMAid 1.2 - Mozilla Firefox". The address bar displays the URL "https://mermaid.ncddc.noaa.gov/training/demo_RF/manage". The browser interface includes a menu bar (File, Edit, View, Go, Bookmarks, Tools, Help) and a toolbar with navigation icons. The main content area is divided into three tabs: "Contents", "Properties", and "Ownership". The "Ownership" tab is selected and displays the following information:

- Resource Folder at [/training/demo_RF](#)
- Ownership
- This component is owned by user_RF (training/demo_RF/acl_users).

On the left side of the browser, there is a sidebar for the "demo_RF" application. It includes the text "© Zope Corporation", a "Refresh Navigation Frame" button, and a login status "Logged in as user_RF" with a "Set Preferences" dropdown menu and a "Go" button. Below this is a circular logo for the "National Coastal Data Development Center" and "Marine Enterprise Resource Management Act".

A yellow callout box with a black border contains the following text:

Select this Service Tab to see the 'Ownership' view.

The component will belong to the user that creates it OR the ownership can be taken by use of the 'Take Ownership' button, when available.

Resource Folder – Create a Resource Folder

From the Resource Folder 'Contents' view, the drop-down select box shows that either a Data Source or a Resource Folder can be added to the **demo_RF** Resource Folder.

Select the 'Resource Folder' option from the drop-down select box and click on the 'Add' button. The 'Add a Resource Folder' form will display.

'Add A Resource Folder' Form

MERMAid is a component-based Metadata Management System; therefore, every component (Resource Folder, Data Source, etc.) requires a valid identifier, or Id. There are two requirements that component Ids must meet:

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

Use the 'Title' property to describe the Resource Folder. The 'Title' is optional. It has no character restrictions.

The contact information ('Manager,' 'Email,' and 'Phone') for the containing Resource Folder (**demo_RF**) Manager is automatically filled in on the 'Add a Resource Folder' form. The contact information can be changed here, if a different Manager needs to be defined.

Once you have defined the information, click on the 'Create Resource Folder' button. The new Resource Folder will be created and you will be returned to the Resource Folder 'Contents' view.

Resource Folder Added to Resource Folder

The screenshot shows the MERMAid 1.2 web application interface in Mozilla Firefox. The browser address bar displays the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The page title is "demo_RF".

The main content area is titled "Contents" and shows a "Resource Folder at /training/demo_RF". Below this, there is a "Select type to add..." dropdown menu and an "Add" button. A table lists the available types:

Type Name	Status	Last Modified
<input type="checkbox"/> RF (Add Resource Folder)		2005-06-21 12:29
<input type="checkbox"/> act_users (User Folder)		2005-06-13 14:55

Below the table are buttons for "Change ID/Title", "Cut", "Copy", "Delete", and "Select All".

The left sidebar contains the "demo_RF" navigation pane, a "Zope Corporation Refresh Navigation Frame" section, and a "Logged in as user_RF" section with a "Set Preferences" dropdown and a "Go" button. At the bottom of the sidebar is the NOAA logo.

A yellow callout box with a black border contains the following text:

The Resource Folder created using the 'Add a Resource Folder' form **RF** is now displayed in the **demo_RF** 'Contents' Resource Folder view.

Next, a Data Source will be added to the **demo_RF** Resource Folder.

Resource Folder - Create a Data Source

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

RF

© Zopec Corporation

Refresh Navigation Frame

Logged in as user_RF

Set Preferences

Go

Contents Properties Ownership

Resource Folder at /training/demo_RF

Type Name	Status
<input type="checkbox"/> RF (Add Resource Folder)	
<input type="checkbox"/> acl_users (User Folder)	

Change Id/Title Cut Copy Delete Select All

Select type to add... Add

Select type to add...

Data Source

Resource Folder

2005-06-13 14:55

From the Resource Folder 'Contents' view, the drop-down select box shows again that a Data Source or a Resource Folder can be added to the **demo_RF** Resource Folder.

Select the 'Data Source' option from the drop-down select box and click on the 'Add' button. The 'Add a Data Source' form will display.

'Add a Data Source' Form

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

RF

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go



Add a Data Source

To add a *Data Source*:

1. Enter the Id.
2. Enter the Title.
3. Enter the Manager's Name, Email and Phone information..
4. Enter any Facet keywords.
5. Click on the 'Create Data Source' button.

Id*	<input type="text" value="demo_DS"/>	The Id must be unique among other <i>Data Sources</i> and <i>Resource Folders</i> . It must not contain spaces or special characters.
Title	<input type="text" value="Demonstration Data Source"/>	The Title provides additional information about the <i>Data Source</i> .
Manager	<input type="text" value="John Doe"/>	The name of the point of contact for this <i>Data Source</i> .
Email*	<input type="text" value="john.doe@noaa.gov"/>	The email address for the point of contact.
Phone	<input type="text" value="456-555-1234"/>	The phone number for the point of contact.

Like the Resource Folder, each Data Source requires a valid Id. The Id must meet two requirements:

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

Use the optional 'Title' property to describe the Data Source. The 'Title' has no character restrictions.

The contact information ('Manager,' 'Email,' and 'Phone') for the containing Resource Folder **demo_RF** Manager is automatically filled in on the 'Add a Data Source' form. The contact information can be changed here, if a different Manager needs to be defined. The 'Email' property is required. The 'Manager' and 'Phone' properties are optional.

Once you have defined the information, click on the 'Create Data Source' button. The Data Source will be created and you will be returned to the Resource Folder 'Contents' view.

Data Source Environment

The Data Source is the level at which Databases can be created. User accounts that are established at the Data Source 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 can create and manage Data Sources and user accounts.

Data Source – 'Contents' View

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc./training/demo_RF/manage

demo_RF

- RF
- demo_DS

© Zope Corporation

Refresh Navigation Frame

Logged in as user_RF

Set Preferences

Go

Contents Properties Ownership Manage User Account

Data Source at /training/demo_RF/demo_DS

Select type to add... Add

Type Name	Status	Last Modified
<input type="checkbox"/> acl_users (User Folder)		2005-06-21 12:39

Change Id/Title Cut Copy Delete Select All

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 **demo_DS** containing only the User Folder.

Data Source - User Folder

The screenshot shows the MERMAid 1.2 web interface in Mozilla Firefox. The browser address bar displays `https://mermaid.ncddc./training/demo_RF/manage`. The interface is divided into several sections:

- Left Panel:** Shows the current location as `demo_RF` with sub-items `RF` and `demo_DS`. It includes a copyright notice for Zope Corporation, a "Refresh Navigation Frame" button, and a login status for `user_RF` with a "Set Preferences" dropdown and a "Go" button. A logo for the National Coastal Data Development Center is also present.
- Top Panel:** Contains tabs for "Contents", "Properties", "Ownership", and "Manage User Account".
- Main Content Area:** Displays "Data Source at /training/demo_RF/demo_DS". Below this is a "Select type to add..." dropdown and an "Add" button. A table lists the contents:

Type	Name	Status	Last Modified
<input type="checkbox"/>	acl_users (User Folder)		2005-06-21 12:39

Below the table are buttons for "Change Id/Title", "Cut", "Copy", "Delete", and "Select All". A callout box points to the "Change Id/Title" button.

User Folder:

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

Location is very important. Here, 'user_RF' can access the Resource Folder, **demo_RF** and any Data Sources and Databases that this Resource Folder 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 to a Database with Data Source **demo_DS**, then establish their account in the User Folder here.

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

Data Source – 'Properties' View

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

RF

demo_DS

© Zope Corporation

Refresh Navigation Frame

Logged in as user_RF

Set Preferences

Go

Contents Properties Ownership Manage User Account

Data Source at /training/demo_RF/demo_DS

Data Source Properties

To edit *Data Source* properties:

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

Manager The name of the point of contact for this *Data Source*.

Email* The email address for the point of contact.

Phone The phone number for the point of contact.

Facet Name An additional descriptive keyword that may be used to characterize this *Data Source*.

Save Changes

Select this Service Tab to see the 'Properties' view.

Data Source properties contain the contact details for its Manager. To update information, change the value in the appropriate text box and click on the 'Save Changes' button.

Data Source – 'Ownership' View

The screenshot shows a web browser window titled "MERMAid 1.2 - Mozilla Firefox" with the address bar displaying "https://mermaid.ncddc.noaa.gov/training/demo_RF/manage". The page has a navigation menu with four tabs: "Contents", "Properties", "Ownership", and "Manage User Account". The "Ownership" tab is selected and active. Below the tabs, the text reads "Data Source at /training/demo_RF/demo_DS" and "Ownership". A message states: "This component is owned by user_RF (training/demo_RF/acl_users)." A yellow callout box points to the "Ownership" tab with the text: "Select this Service Tab to see the 'Ownership' view." Another yellow callout box points to the ownership message with the text: "The Data Source **demo_DS** was created by 'user_RF' as indicated by the 'Ownership' Service Tab display." The left sidebar contains a "demo_RF" folder, a "demo_DS" folder, a copyright notice for Zope Corporation, a "Refresh Navigation Frame" button, and a login section for "user_RF" with a "Set Preferences" dropdown and a "Go" button. At the bottom of the sidebar is the logo for the National Coastal Data Development Center, featuring a globe and the text "National Coastal Data Development Center" and "Mermaid Enterprise Resource Management 1.1.1".

Data Source – 'Manage User Account' View

demo_RF

- RF
- demo_DS

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

National Coastal Data Development Center
Marine Enterprise Resource Management

Contents | **Properties** | **Ownership** | **Manage User Account**

Data Source at /training/demo_RF/demo_DS

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.
3. Click on the 'Submit Change Request' button.

User Name user_RF

Email*

Password*

Confirm*

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.

Within 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 – Create a 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

demo_RF

RF

demo_DS

© Zope Corporation

Refresh Navigation Frame

Logged in as user_RF

Set Preferences

Go

National Coastal Data Development Center
National Enterprise

Add a Database

To add a *Database*:

1. Enter the Id.
2. Enter the Title.
3. Enter the Manager's Name, Email and Phone information.
4. Enter any Facet keywords.
5. Click on the 'Create Database' button.

Id*	<input type="text" value="demo_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="Demonstration Database"/>	The Title provides additional information about the <i>Database</i> contents.
Manager	<input type="text" value="John Doe"/>	The name of the point of contact for this <i>Database</i>
Email*	<input type="text" value="john.doe@noaa.gov"/>	The email address for the point of contact

As with the Resource Folder and Data Source, each Database 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 contact information ('Manager,' 'Email,' and 'Phone') for the containing Data Source (**demo_DS**) Manager is automatically filled in on the 'Add a Database' form. The contact information can be changed here, if a different Manager needs to be defined. The 'Email' property is required. The 'Manager' and 'Phone' properties are optional.

Once you have defined the information, click on the 'Create Data Source' 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 1.2 application running in Mozilla Firefox. The browser address bar displays https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The application interface is divided into several sections:

- Navigation Frame (Left):** Shows a tree view with 'demo_RF' expanded to 'demo_DS', which contains 'demo_DB'. Below the tree, it says '© Zope Corporation Refresh Navigation Frame' and 'Logged in as user_RF' with a 'Set Preferences' dropdown and a 'Go' button. A logo for the National Coastal Data Development Center is also present.
- Main Content Area:** Titled 'Data Source at /training/demo_RF/demo_DS'. It features a 'Select type to add...' dropdown and an 'Add' button. Below this is a table with columns 'Type Name', 'Status', and 'Last Modified'.

Type Name	Status	Last Modified
<input type="checkbox"/>  acl_users (User Folder)		2005-06-17 10:08
<input type="checkbox"/>  demo_DB (Demonstration Database)		2005-06-17 10:19

Below the table are buttons for 'Change Id/Title', 'Cut', 'Copy', 'Delete', and 'Select All'.
- Right Sidebar:** Contains tabs for 'Contents', 'Properties', 'Ownership', and 'Manage User Account'.

Two callout boxes provide instructions:

- Top Callout:** 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.
- Bottom Callout:** Refresh the Navigation Frame and expand **demo_DS (+)** to display the new Database.

Database Environment

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

Directory of Records Properties Ingest Files Ownership Manage User Account

Database at /training/demo_RF/demo_DS/demo_DB

Select type to add... Add

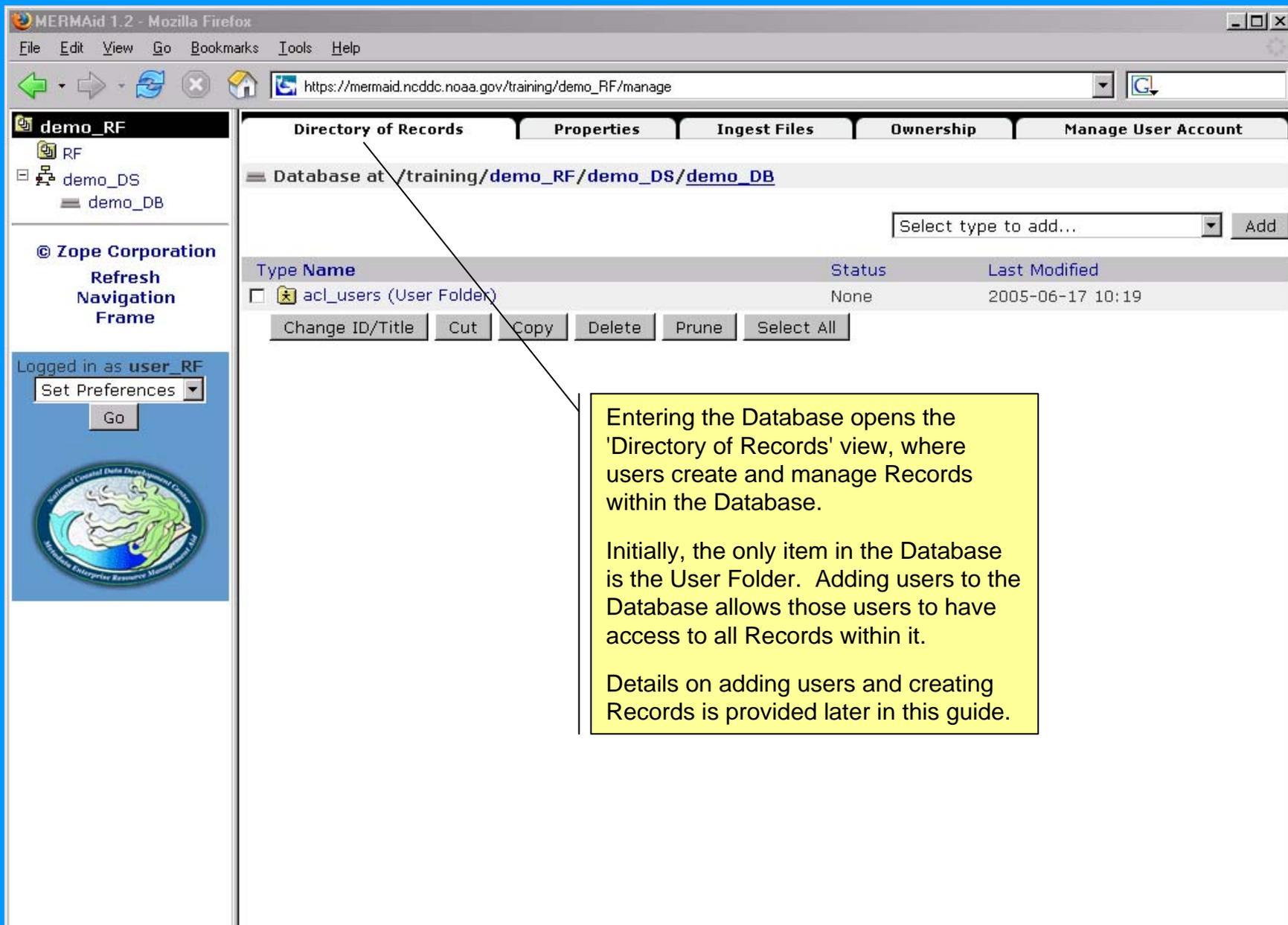
Type Name	Status	Last Modified
<input type="checkbox"/> acl_users (User Folder)	None	2005-06-17 10:19

Change ID/Title Cut Copy Delete Prune Select All

The Service Tabs reflect the services provided for a Database.

The Database Id is now part of the Breadcrumb Navigation.

Database – 'Directory of Records' View



The screenshot shows the MERMAid 1.2 web application interface. The browser window title is "MERMAid 1.2 - Mozilla Firefox". The address bar shows the URL "https://mermaid.ncddc.noaa.gov/training/demo_RF/manage". The application has a navigation sidebar on the left with a tree view showing "demo_RF" expanded to "demo_DS" and "demo_DB". Below the sidebar, there is a copyright notice for Zope Corporation, a "Refresh Navigation Frame" button, and a login status "Logged in as user_RF" with a "Set Preferences" dropdown and a "Go" button. At the bottom of the sidebar is the logo for the National Coastal Data Development Center, which includes the text "National Coastal Data Development Center" and "Windows Enterprise Resource Management Tool".

The main content area is titled "Directory of Records" and has tabs for "Properties", "Ingest Files", "Ownership", and "Manage User Account". The current view shows a "Database at /training/demo_RF/demo_DS/demo_DB". There is a "Select type to add..." dropdown menu and an "Add" button. Below this is a table with the following columns: "Type Name", "Status", and "Last Modified".

Type Name	Status	Last Modified
<input type="checkbox"/>  acl_users (User Folder)	None	2005-06-17 10:19

Below the table are several action buttons: "Change ID/Title", "Cut", "Copy", "Delete", "Prune", and "Select All".

A yellow callout box with a black border contains the following text:

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 those users to have 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 1.2 web application in a Mozilla Firefox browser. The address bar displays the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The application has a navigation sidebar on the left with a tree view showing 'demo_RF' expanded to 'demo_DS' and 'demo_DB'. Below the sidebar, there is a copyright notice for Zope Corporation, a 'Refresh Navigation Frame' button, and a login status for 'user_RF' with a 'Set Preferences' dropdown and a 'Go' button. A logo for the National Coastal Data Development Center is also present.

The main content area has five tabs: 'Directory of Records', 'Properties', 'Ingest Files', 'Ownership', and 'Manage User Account'. The 'Properties' tab is selected, showing the path: Database at [/training/demo_RF/demo_DS/demo_DB](#).

Database Properties

To edit *Database* properties:

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

Manager	<input type="text" value="Jane Doe"/>	The name of the point of contact for this <i>Database</i>
Email*	<input type="text" value="jane.doe@noaa.gov"/>	The email address for the point of contact
Phone	<input type="text" value="123-555-1234"/>	The phone number for the point of contact
Facet Name	<input type="text"/>	An additional descriptive keyword that may be used to characterize this <i>Database</i> .

A yellow callout box points to the 'Properties' tab with the following text:

Select this Service Tab to see the 'Properties' view.

To update information, change the value in the appropriate text box and click on the 'Save Changes' button.

Database – 'Ingest Files'

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB

© Zope Corporation

Refresh Navigation Frame

Logged in as user_RF

Set Preferences

Go

Directory of Records Properties **Ingest Files** Ownership Manage User Account

Database at [/training/demo_RF/demo_DS/demo_DB](#)

Select type to add... Add

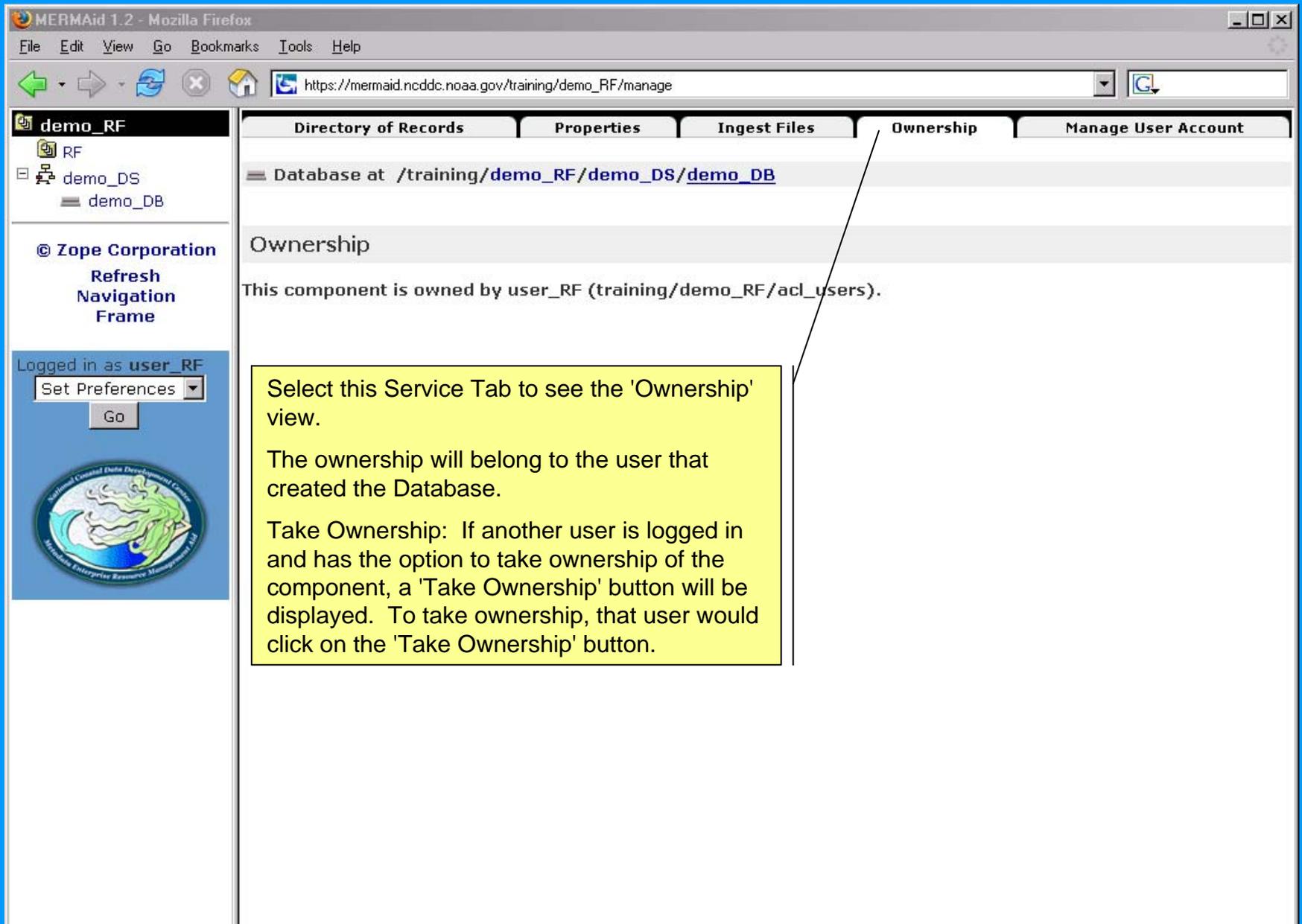
Type Name	Status	Last Modified
<input type="checkbox"/> acl_users (User Folder)	None	2005-06-17 10:19

Change ID/Title Cut Copy Delete Prune Select All

Select this Service Tab to access the 'Ingest Files' view.

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

Database – 'Ownership' View



The screenshot shows a web browser window titled "MERMAid 1.2 - Mozilla Firefox" with the URL "https://mermaid.ncddc.noaa.gov/training/demo_RF/manage". The application interface includes a left sidebar with a navigation tree showing "demo_RF" expanded to "demo_DS" and "demo_DB". Below the tree is a "Refresh Navigation Frame" button and a login status "Logged in as user_RF" with a "Set Preferences" dropdown and a "Go" button. At the bottom of the sidebar is the NOAA logo.

The main content area has five tabs: "Directory of Records", "Properties", "Ingest Files", "Ownership", and "Manage User Account". The "Ownership" tab is selected and highlighted. Below the tabs, the text reads "Database at /training/demo_RF/demo_DS/demo_DB".

The "Ownership" section displays the text: "Ownership" followed by "This component is owned by user_RF (training/demo_RF/acl_users)." An arrow points from this text to a yellow callout box.

Select this Service Tab to see the 'Ownership' view.

The ownership will belong to the user that created the Database.

Take Ownership: If another user is logged in and has the option to take ownership of the component, a 'Take Ownership' button will be displayed. To take ownership, that user would click on the 'Take Ownership' button.

Database – 'Manage User Account' View

The screenshot shows the MERMAid 1.2 web application in a Mozilla Firefox browser. The address bar displays the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The application has a navigation sidebar on the left with a 'demo_RF' folder containing 'RF', 'demo_DS', and 'demo_DB'. Below the sidebar, it says '© Zope Corporation' and 'Refresh Navigation Frame'. A login status indicates 'Logged in as user_RF' with a 'Set Preferences' dropdown and a 'Go' button. A logo for the National Coastal Data Development Center is also present.

The main content area has tabs for 'Directory of Records', 'Properties', 'Ingest Files', 'Ownership', and 'Manage User Account'. The 'Manage User Account' tab is selected, showing the following content:

Database at [/training/demo_RF/demo_DS/demo_DB](#)

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_RF

Email*

Password*

Confirm*

Three yellow callout boxes provide additional instructions:

- Top Callout:** Select this Service Tab to see the 'Manage User Account' view.
- Right Callout:** 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.
- Bottom Callout:** 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 in the Database from the 'Directory of Records' view.

Five types of metadata Records can be added to a 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
- **FGDC Remote Sensing Profile**
 - Content Standard for Digital Geospatial Metadata: Extensions for Remote Sensing Metadata
- **EML Ecological Metadata Language**
 - EML version 2.0.1 is provided as a beta version in MERMAid 1.2

Creating A Metadata Record

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

Database at /training/demo_RF/demo_DS/demo_DB

Type Name	Status
<input type="checkbox"/> acl_users (User Folder)	None

Change ID/Title Cut Copy Delete Prune Select All

Select type to add...
Select type to add...
EML Ecological Metadata Language
FGDC Biological Profile
FGDC Remote Sensing Profile
FGDC Shoreline Profile
FGDC Standard Profile

Add

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.

'Add A Metadata Record' Form

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
- demo_DB

© Zope Corporation

Refresh Navigation Frame

Logged in as user_RF

Set Preferences

Go

Add A Metadata Record (FGDC Standard Profile)

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.**

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 and has no character restrictions.

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

'Add A Metadata Record' Form

The screenshot shows a web browser window titled 'MERMAid 1.2 - Mozilla Firefox' with the URL 'http://mermaid.ncddc.noaa.gov/training/demo_RF/manage'. The page content is titled 'Add A Metadata Record (FGDC Standard Profile)'. It provides instructions for adding a new record and a form with the following fields:

- 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.

The form fields are:

- Id***: (Note: The Id must be unique among Records created in this Database.)
- Title**: (Note: The Title further describes the Record contents.)
- File**: (Note: 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.

Callout Box Text:
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. Remember that **ONLY** XML format is supported.
Once the file is specified, click on the 'Create Metadata Record' button.

Database – 'Directory of Records' View with Record

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

Directory of Records Properties Ingest Files Ownership Manage User Account

Database at /training/demo_RF/demo_DS/demo_DB

Select type to add... Add

Type	Name	Status	Last Modified
<input type="checkbox"/>	acl_users (User Folder)	None	2005-06-17 10:19
<input type="checkbox"/>	st_1 (Standard One)	In Progress	2005-06-17 10:33

Change ID/Title Cut Copy Delete Prune Select All

Select the 'Refresh Navigation Frame' link. Click on the '+' sign to the left of the Database icon. The Record icon and Id will display in the left frame.

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

To open the Record, click on the Record Id, st_1, in either the Navigation frame or the 'Directory of Records' view.

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 Environment has 9 Service Tabs that allow users to enter, manage, validate, view, export and perform other functions on the Record.

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

Metadata Record Environment – 'Manage Data' View

The screenshot shows the MERMAid 1.2 web application in a Mozilla Firefox browser. The address bar displays the URL: https://mermaid.noddc.noaa.gov/training/demo_RF/manage. The application interface includes a top navigation bar with tabs: Manage Data, Manage Compounds, Validation Overview, View, Export, Artifacts, Extensions, Convert, and Support. A left sidebar contains a tree view for 'demo_RF' with sub-items 'demo_DS', 'demo_DB', and 'st_1'. Below the sidebar is a login section for 'user_RF' and a logo for the National Coastal Data Development Center.

The main content area shows the 'Manage Data' view for the record 'FGDC Standard Profile at /training/demo_RF/demo_DS/demo_DB/st_1'. A legend indicates that 'M' stands for Mandatory, 'A' for Mandatory-if-applicable, and 'O' for Optional. A yellow callout box points to the breadcrumb navigation path, stating: "The Record Id is now part of the Breadcrumb Navigation."

Name	Value	Format	Description
M Identification Information	In Progress	compound	Basic information about the data set.
A Data Quality Information	In Progress		A general assessment of the quality of the data set. (Recommendations performed are found in Part 1 in Department of Standard (SDTS) (Federal Washington, Department of Technology.)
A Spatial Data Organization Information	In Progress		Information in the data set.
A Spatial Reference Information	In Progress		and the means to encode,
A Entity and Attribute Information	In Progress	compound	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.

Additional yellow callout boxes provide context: "Entering the Record opens the 'Manage Data' view." and "This view displays Compound Elements and/or Data Elements according to the order of the FGDC Standard Profile."

Metadata Record Environment – 'Manage Compounds' View

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1

© Zope Corporation

Refresh Navigation Frame

Logged in as user_RF

Set Preferences

Go

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

FGDC Standard Profile at /training/demo_RF/demo_DS/demo_DB/st_1 Help!

Select type to add... Add

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

Change Id/Title | Cut | Copy | Delete | Select All

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 can be added to a Record using the drop-down select box. Select a Compound Element from the drop down list and click on the 'Add' button. The new element will appear in the 'Manage Compounds' view.

Metadata Record Environment – 'Validation Overview' View

The screenshot shows the MERMAid 1.2 web application in a Mozilla Firefox browser. The address bar displays the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The left sidebar contains a tree view for 'demo_RF' with sub-items 'demo_DS', 'demo_DB', and 'st_1'. Below the tree view is a 'Refresh Navigation Frame' button and a login status 'Logged in as user_RF' with a 'Set Preferences' dropdown and a 'Go' button. The main content area has a top navigation bar with tabs: 'Manage Data', 'Manage Compounds', 'Validation Overview' (selected), 'View', 'Export', 'Artifacts', 'Extensions', 'Convert', and 'Support'. Below the tabs, the breadcrumb path is '/training/demo_RF/demo_DS/demo_DB/st_1'. The main content area displays the 'FGDC Standard Profile' form. The form fields are: 'Identification_Information:', 'Citation:', 'Citation_Information:', 'Originator:', 'Publication_Date:', 'Title:', 'Series_Information:', 'Series_Name:', 'Issue_Identifier:', 'Publication_Information:', 'Publication_Place:', 'Publisher:', 'Larger_Work_Citation:', 'Citation_Information:', 'Description:', 'Abstract:', and 'Purpose:'. Each field has a text input box. The 'Originator', 'Publication_Date', 'Title', 'Series_Name', 'Issue_Identifier', 'Publication_Place', 'Publisher', and 'Citation_Information' fields have their labels in red text, indicating they are invalid. A yellow callout box points to the 'Validation Overview' tab and contains the following text:

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 Element where the entry or correction can be made.

Note: The invalid element name ALWAYS links into a Compound Element. If the element does not exist, it links into the Compound Element where the invalid (missing) Compound Element can be added.

Metadata Record Environment – 'View' View

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF

Set Pre

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

FGDC Standard Profile at /training/demo_RF/demo_DS/demo_DB/st_1 [Help!](#)

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

- Validation Instructions

Name	Value	Format	Description
Identification Information	In Progress	compound	Basic information about the data set.
			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.)
			The mechanism used to represent spatial information in the data set.
			The description of the reference frame for, and the means to encode, coordinates in the data set.
			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.
Distribution Information	In Progress	compound	Information about the distributor of and options for obtaining the data set.

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, XML or MARC XML format. Additional formats of Tabbed and FAQ views are provided when Internet Explorer is used as the browser.

The desired view 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

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1

© Zope Corporation

Refresh Navigation Frame

Logged in as user_RF

Set Preferences

Go

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

FGDC Standard Profile at /training/demo_RF/demo_DS/demo_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
 MARC 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, XML or MARC XML format. Tabbed and FAQ formats are also available from the 'Export' when Internet Explorer is used. 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

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1

© Zope Corporation

Refresh Navigation Frame

Logged in as user_RF

Set Preferences

Go

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

FGDC Standard Profile at /training/demo_RF/demo_DS/demo_DB/st_1 Help!

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

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

Name	Status	Type	Description
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	The description of the reference frame for, and the means to encode, coordinates in the data set.
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.
Distribution Information	In Progress	compound	Information about the distributor of and options for obtaining the data set.

Metadata Record Environment – 'Extensions' View

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

Management Enterprise Resource Management

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

FGDC Standard Profile at /training/demo_RF/demo_DS/demo_DB/st_1

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

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 Manual.

Name	Status	Type	Description
Identification Information	In Progress	compound	Information about the data set.
Data Quality Information	In Progress	compound	The quality of the data set. (Recommendations 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	The description of the reference frame for, and the means to encode, coordinates in the data set.
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.
Distribution Information	In Progress	compound	Information about the distributor of and options for obtaining the data set.

Metadata Record Environment – 'Convert' View

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

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

FGDC Standard Profile at /training/demo_RF/demo_DS/demo_DB/st_1

Convert Record

To convert an FGDC Standard Profile Record to another Profile:

1. Select the radio button next to the desired Profile.
2. Click on the 'Convert/Replace Record' or the 'Convert/Retain Record' button.

FGDC Biological Profile
 FGDC Shoreline Profile
 FGDC Remote Sensing Profile

Convert/Replace Record Convert/Retain Record

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 – 'Support' View

The screenshot displays the MERMAid 1.2 application running in Mozilla Firefox. The browser's address bar shows the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The application's navigation menu includes tabs for Manage Data, Manage Compounds, Validation Overview, View, Export, Artifacts, Extensions, Convert, and Support. The 'Support' tab is currently selected.

On the left side, there is a sidebar with a tree view showing a folder structure: demo_RF, demo_DS, demo_DB, and st_1. Below this, there is a copyright notice for Zope Corporation and a 'Refresh Navigation Frame' button. A login status indicates 'Logged in as user_RF' with a 'Set Preferences' dropdown and a 'Go' button. At the bottom of the sidebar is the logo for the National Coastal Data Development Center, Metadata Enterprise Resource Management (MERMAid).

The main content area shows the 'Support' view. It includes a 'Convert R' section with instructions: 'To convert a... 1. Select th... 2. Click on...'. Below this is a 'Submit Question/Comment' form. The form has the following fields: Name (user_RF), Email * (Jane.Doe@n...), and Phone. A large text area is labeled 'Question/Comment'. At the bottom of the form is a 'Submit Question/Comment' button.

A yellow callout box with a black border 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.

Metadata Record Environment – Help Features

The screenshot displays the MERMAid 1.2 application running in Mozilla Firefox. The main interface includes a navigation pane on the left with a tree view showing 'demo_RF', 'demo_DS', 'demo_DB', and 'st_1'. Below this is a 'Refresh Navigation Frame' button and a 'Logged in as user_RF' status with a 'Set Preferences' dropdown and a 'Go' button. The main content area has tabs for 'Manage Data', 'Manage Compounds', 'Validation Overview', 'View', 'Export', 'Artifacts', 'Extensions', 'Convert', and 'Support'. A 'Help!' link is visible in the top right corner of the main interface.

An overlay window titled 'Zope Help System - Mozilla Firefox' is open, displaying the 'Contents' and 'Search' sections. The 'Contents' section lists various metadata categories under 'MERMAid', such as 'Appendix A C Remote CSDGM 00 BIO Meta', 'CSDGM 00 RS Meta', 'CSDGM 00 SHR Me', 'CSDGM 00 STD Met', 'CSDGM 01 BIO Meta', 'CSDGM 01 RS Meta', 'CSDGM 01 SHR Me', 'CSDGM 01 STD Met', 'CSDGM 02 BIO Meta', 'CSDGM 02 RS Meta', 'CSDGM 02 SHR Me', 'CSDGM 02 STD Met', 'CSDGM 03 BIO Meta', 'CSDGM 03 RS Meta', 'CSDGM 03 SHR Me', 'CSDGM 03 STD Met', 'CSDGM 04 BIO Meta', 'CSDGM 04 RS Meta', and 'CSDGM 04 SHR Me'. The 'Search' section is currently empty.

The 'METADATA' section of the help window contains the following text:

METADATA

Metadata -- data about the data set and other characteristics.

Type: compound

Short Name: metadata

Production Rule

Metadata =

- 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

(Sections 1 through 7 define the terms on the right side of the production rule.)

A yellow callout box with a black border points to the 'Help!' link in the top right corner of the main interface. The text in the callout box reads: '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.'

Metadata Record Environment – Help Features

The screenshot displays the MERMAid 1.2 web application in a Mozilla Firefox browser. The main interface includes a navigation menu on the left with options like 'demo_RF', 'demo_DS', 'demo_DB', and 'st_1'. A central toolbar contains buttons for 'Manage Data', 'Manage Compounds', 'Validation Overview', 'View', 'Export', 'Artifacts', 'Extensions', 'Convert', and 'Support'. The main content area shows a metadata record for 'FGDC Standard Profile at /training/demo_RF/demo_DS/demo_DB/st_1'. A help window is open, displaying 'Identification Information' for a 'compound' type. A yellow callout box explains that clicking on the icon next to the Compound or Data Element name will display a new window with element-level help and information from the FGDC documentation.

© Zope Corporation
Refresh Navigation Frame
Logged in as user_RF
Set Preferences
Go

Management Enterprise Resource Management

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

FGDC Standard Profile at /training/demo_RF/demo_DS/demo_DB/st_1 Help!

Identification Information

Identification Information -- basic information about the data set.
Type: compound
Short Name: idinfo

Identification_Information =
Citation +
Description +

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.

Name	Progress	Type	Description
Identification Information	In Progress	compound	Information content of the data set, including the entity types, their attributes, and the domains from which attribute values may be assigned.
Data Quality Information	In Progress	compound	Information about the distributor of and options for obtaining the data set.
Spatial Organization Information	In Progress	compound	
Spatial Reference Information	In Progress	compound	
Entity and Attribute Information	In Progress	compound	
Distribution Information	In Progress	compound	

Metadata Record Environment – Help Features

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

Metadata Reference Information at /training/demo_RF/demo_DS/demo_DB/st_1/metainfo [Help!](#)

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

NOTICE: Saving and Recovering Information

Name	Value	Format	Description
Metadata Date	<input type="text"/>		The date that the metadata were created or last updated.
Metadata 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.

Navigation Frame: demo_RF > demo_DS > demo_DB > st_1 > **metainfo**

Callout 1: Navigate into 'Metadata Reference Information' by clicking on 'metainfo' in the Navigation Frame.

Callout 2: The Breadcrumb Navigation indicates the location within the Record.

Callout 3: Note that the 'Artifacts,' 'Extensions,' and 'Convert' Service Tabs do not appear below the Record level.

Callout 4: 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.

Metadata Record Environment – 'Name' Column

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

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

Metadata Reference Information at /training/demo_RF/demo_DS/demo_DB/st_1/metainfo 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	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 Future Review Date	<input type="text"/>	date	The date by which the metadata entry should be reviewed.
M Metadata Contact	In Progress	compound	The party responsible for the metadata information.
Metadata Standard Name V	Select..	selection	The name of the metadata standard used to document the data set.

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

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc./training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

Manage Data Manage Compounds Validation Overview View Export Support

Metadata Reference Information at /training/demo_RF/demo_DS/demo_DB/st_1/metainfo 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	Description
Metadata Date	V <input type="text"/>	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 by which metadata entry will be reviewed.
M Metadata Contact	In Progress	party responsible for the metadata creation.
Metadata Standard Name	V Select...	name of the metadata standard to document data set.
or	<input type="text"/> free text	
Metadata Standard	V <input type="text"/>	Identification of the version of the metadata standard.

http://192.168.2.25:8180 - Metadata Date - Mozilla Fir...
Validation Instructions
This is a mandatory element.

The red 'V' indicates there is a validation error for the element. Selecting the 'V' displays a box with 'Validation Instructions.' These instructions assist the user in correcting the error.

In this example, the 'Validation Instructions' box indicates that the element is mandatory and, therefore, must be completed.

Metadata Record Environment – 'Value' Column

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1
 - idinfo
 - distinfo
 - metainfo

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

Metadata Reference Information at /training/demo_RF/demo_DS/demo_DB/st_1/metainfo 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	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	Select...		

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

The 'Value' column for Data Elements provides entry boxes.

The 'Value' column for Compound Elements displays the status.

There are three status levels a Compound Element can have:

- 'In Progress' – If a Compound Element contains any validation errors, the status is 'In Progress.' When a new Record is created, the status for all elements is 'In Progress.'
- 'Complete' – Once a Compound Element validates, the status is changed to 'Complete.'
- 'Deleted' – When a Compound Element is deleted from the Record, the status is changed to 'Deleted.'

Metadata Record Environment – 'Valid Formats/Domains'

The screenshot shows the MERMAid 1.2 web application in a Mozilla Firefox browser. The URL is https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The interface includes a navigation bar with tabs for 'Manage Data', 'Manage Compounds', 'Validation Overview', 'View', 'Export', and 'Support'. A yellow callout box on the left explains the FGDC specification and user preferences. A table of metadata elements is visible, with a pop-up box showing valid date formats for the 'Metadata Date' field.

FGDC specifies a valid format or domain for Data Elements. Placing the cursor in the entry box displays a 'Valid Formats/Domains' pop-up box for these elements. This box displays 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.

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

	Format	Description
Metadata Date V	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 V	selection	The name of the metadata standard used to document the data set.

Valid Formats/Domains

- YYYY
- YYYYMM
- YYYYMMDD
- bcYYYY
- bcYYYYMM
- bcYYYYMMDD
- ccYYYYY...
- cdYYYYY...

Metadata Record Environment – 'Format' Column

The screenshot shows the MERMAid 1.2 web application in a Mozilla Firefox browser. The address bar shows the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The interface includes a navigation menu on the left with a tree view showing the hierarchy: demo_RF > demo_DS > demo_DB > st_1 > idinfo > dataqual > metadata. The main content area has tabs for Manage Data, Manage Compounds, Validation Overview, View, Export, and Support. Below the tabs, there is a heading "Metadata Reference Information at /training/demo_RF/demo_DS/demo_DB/st_1/metainfo" and a red instruction: "For data validation, click on the V next to the element names marked in red." Below this are icons for Mandatory (M), Mandatory-if-applicable (A), and Optional (O), along with a red V icon for Validation Instructions. A table titled "Metadata Reference Information" is displayed with columns for Name, Format, and Description. A yellow callout box explains the 'Format' column. A blue callout box shows a "Format Definition" pop-up for the "Date" format, which is defined as "A particular year, month, and day that an event occurred." In the bottom left, there is a "Set Preferences" dropdown menu and a "Go" button. The National Coastal Data Development Center logo is visible in the bottom left corner.

The 'Format' column defines the format of the element. Terms listed in the 'Format' column are links that display pop-up boxes containing the format definition.

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

Name	Format	Description
Date	date	The date that the metadata were created or last updated.
Metadata Future Review Date	date	The date by which the metadata entry should be reviewed.
Metadata Contact	compound	The party responsible for the metadata information.
Metadata Standard Name	selection	The name of the metadata standard used to document the data set.

Metadata Record Environment – 'Description' Column

The screenshot shows the MERMAid 1.2 web application in a Mozilla Firefox browser. The address bar shows the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The interface includes a navigation tree on the left with folders for 'demo_DS', 'demo_DB', and 'st_1', containing various metadata elements like 'idinfo', 'dataqual', 'spdoinfo', 'spref', 'eainfo', 'distinfo', and 'metainfo'. The main content area displays 'Metadata Reference Information' for the path '/training/demo_RF/demo_DS/demo_DB/st_1/metainfo'. A red warning message states: 'For data validation, click on the V next to the element names marked in red.' Below this, a legend defines icons: a pencil for 'Mandatory', a pencil and 'A' for 'Mandatory-if-applicable', and a pencil and 'O' for 'Optional'. A table lists metadata elements with columns for Name, Format, and Description. A yellow callout box points to the 'Description' column, stating: '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.'

Name	Format	Description
Metadata Date	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	compound	The party responsible for the metadata information.
Metadata Standard Name	selection	The name of the metadata standard used to document the data set.

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

The screenshot shows the MERMAid 1.2 web application. The browser window title is 'MERMAid 1.2 - Mozilla Firefox'. The address bar contains the URL 'https://mermaid.ncddc.noaa.gov/training/demo_RF/manage'. The navigation frame on the left shows a tree structure: demo_RF > demo_DS > demo_DB > st_1. The main content area has a breadcrumb trail: 'FGDC Standard Profile at /training/demo_RF/demo_DS/demo_DB/st_1'. Below the breadcrumb is a table with columns 'Name', 'Value', 'Format', and 'Description'. The table contains several rows, including 'Identification Information', 'Data Quality Information', 'Spatial Data Organization Information', 'Spatial Reference Information', 'Entity and Attribute Information', and 'Distribution Information'. A yellow callout box points to the breadcrumb trail with the text: 'Breadcrumb Navigation: Shows the current location.' Another yellow callout box points to the 'st_1' link in the navigation tree with the text: 'The Ids in the Navigation Frame are links to the Data Sources, Databases, Records, and Compound Elements within your Resource Folder. Expand the tree by selecting the plus sign (+) next to an Id. This exposes the component's content. This example shows the demo_DB Database expanded. It contains the Record st_1. The Record 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. Note that st_1 is the end of the Breadcrumb Navigation.'

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

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

FGDC Standard Profile at /training/demo_RF/demo_DS/demo_DB/st_1

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

Name	Value	Format	Description
Identification Information	In Progress	compound	Basic information about the data set.
Data Quality Information			
Spatial Data Organization Information			
Spatial Reference Information			
Entity and Attribute Information			
Distribution Information	In Progress	compound	Information about the distributor of and options for obtaining the data set.

Breadcrumb Navigation: Shows the current location.

The Ids in the Navigation Frame are links to the Data Sources, Databases, Records, and Compound Elements within your Resource Folder. Expand the tree by selecting the plus sign (+) next to an Id. This exposes the component's content. This example shows the demo_DB Database expanded. It contains the Record st_1. The Record 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. Note that st_1 is the end of the Breadcrumb Navigation.

Navigating through MERMAid – 'Manage Data' View

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

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

FGDC Standard Profile at /training/demo_RF/demo_DS/demo_DB/st_1

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

Name	Value	Format	Description
Identification Information	In Progress	compound	Basic information about the data set.
Data Quality Information	In Progress		A general assessment of the quality of the data set. (Recommendations to be performed are found in Chapter 3 of Part 1 in Department of the Interior Federal Information Standards (SDTS) (Federal Information Standards): Washington, Department of Standards and Technology.)
Spatial Data Organization Information	In Progress		Spatial information in the data set.
Spatial Reference Information	In Progress	compound	The description of the reference frame for, and the means to encode, coordinates in the data set.
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.
Distribution Information	In Progress	compound	Information about the distributor of and options for obtaining the data set.

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

The screenshot displays the MERMAid 1.2 web application. The browser address bar shows the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The application has a menu bar with 'File', 'Edit', 'View', 'Go', 'Bookmarks', 'Tools', and 'Help'. Below the menu is a navigation pane on the left showing a tree structure: 'demo_RF' > 'RF' > 'demo_DS' > 'demo_DB' > 'st_1' > 'idinfo'. The main content area is titled 'Manage Data' and contains the following text:

Identification Information at /training/demo_RF/demo_DS/demo_DB/st_1/idinfo [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

Below this text is a table with columns 'Name', 'Value', 'Format', and 'Description'. The table contains the following rows:

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 current reference.
Status	In Progress	compound	The state of and maintenance information for the data set.

A yellow callout box with a black border points to the 'Manage Data' tab and contains the following text:

The 'Manage Data' view of '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.

At the bottom left of the application, there is a login section for 'user_RF' with a 'Set Preferences' dropdown and a 'Go' button. Below this is the logo for the National Coastal Data Development Center, featuring a globe and the text 'National Coastal Data Development Center' and 'NOAA Cooperative Institute for Estuarine Science'.

Navigating through MERMAid – Breadcrumb Navigation

The screenshot shows the MERMAid 1.2 web application in a Mozilla Firefox browser. The address bar displays the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The interface includes a top navigation bar with tabs: Manage Data, Manage Compounds, Validation Overview, View, Export, and Support. A left sidebar shows a tree view with folders: demo_RF, demo_DS, and demo_DB. The main content area displays the 'Manage Data' view for the 'Time Period of Content' element. The breadcrumb path is: /training/demo_RF/demo_DS/demo_DB/st_1/idinfo/timeperd. A red 'V' icon next to 'timeperd' indicates validation instructions. Below the breadcrumb, there are icons for Mandatory (u), Mandatory-if-applicable (A), and Optional (o). A table below shows the structure of the 'Time Period Information' element, with columns for Name, Format, and Description. The table includes rows for 'Time Period Information' (compound), 'Currentness Reference' (selection), and 'or' (free text). At the bottom, there are two buttons: 'Save Changes as 'In Progress'' and 'Save Changes and Validate'.

The 'Manage Data' view for 'Time Period of Content' is displayed.

The Breadcrumb Navigation displays the path to the current Compound Element within the Record. Selecting an Id in this path moves you to that compound element within the Record or to the Database or Data Source.

Name	Format	Description
Time Period Information	compound	Information about the date and time of an event.
Currentness Reference	selection	The basis on which the time period of content information is determined.
or	free text	

Entering and Validating Information

demo_RF

- RF
 - demo_DS
 - demo_DB
 - st_1
 - idinfo**
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

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

Identification Information at /training/demo_RF/demo_DS/demo_DB/st_1/idinfo [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	Format	Description
Citation	compound	Information to be used to reference the data set.
Description	compound	A characterization of the data set, including its intended use and limitations.
Time Period of Content	compound	Time period(s) for which the data set corresponds to the currentness reference.
Status	compound	The state of and maintenance information for the data set.
Spatial Domain	compound	The geographic areal domain of the data set.

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.

Entering and Validating Information

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

Management System Logo

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

Identification Information at /training/demo_RF/demo_DS/demo_DB/st_1/idinfo [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

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.

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

Entering and Validating Information

Manage Data Validation Overview View Export Support

Description at /training/demo_RF/demo_DS/demo_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

Name	Value	Format	Description
Abstract V	This met use of and man	text	A brief narrative summary of the data set.
Purpose V	MERMAid can be use as tool for the creation, validation and management of metadata by organizations or individuals.	text	A summary of the intentions with which the data set was
Supplemental Information	Other descriptive information about the data set.		

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Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

Then, with no validation errors shown, navigate back to 'Identification Information.'

Entering and Validating Information

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

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

Metadata Reference Information at /training/demo_RF/demo_DS/demo_DB/st_1/metainfo [Help!](#)

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

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

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	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 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	V <input type="text" value="Select.."/>	selection	The name of the metadata standard used to document the data set.

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 displays the MERMAid 1.2 web application in a Mozilla Firefox browser. The interface includes a navigation menu on the left with a tree view of the data structure: demo_RF, demo_DS, demo_DB, st_1, idinfo, dataqual, spdoinfo, spref, eainfo, distinfo, and metainfo. The main content area is titled 'Metadata Reference Information' and contains a table of metadata elements. A red 'V' icon next to 'Metadata Date' indicates it is a mandatory element. A validation instruction window is overlaid on the 'Metadata Date' field, stating 'This is a mandatory element.' A yellow callout box explains that this window indicates the element is mandatory and must have a value entered. The table below shows the 'Metadata Date' field with a red 'V' icon, a text input field, and a 'date' format. Other elements include 'Metadata Review Date', 'Metadata Future Review Date', 'Metadata Contact' (In Progress), and 'Metadata Standard Name' (Select..).

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

Validation Instructions
This is a mandatory element.

Format	Description
date	The date that the metadata were created or last updated.
	te of the review of metadata
	te by which metadata should be d.
	ty ible for the ta tion.
selection	me of the metadata standard used to document the data set.

Entering and Validating Information

The screenshot shows the MERMAid 1.2 web application in a Mozilla Firefox browser. The address bar shows the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The application has a navigation menu on the left with a tree view showing the hierarchy: demo_RF > demo_DS > demo_DB > st_1 > idinfo, dataqual, spdoinfo, spref, eainfo, distinfo, metainfo. The main content area has tabs for Manage Data, Manage Compounds, Validation Overview, View, Export, and Support. A message bar indicates "Saved changes. (2005-06-17 11:03)". A validation error dialog box is open, titled "Validation Instructions", with a red header and the text: "The date defined is not in a valid format. It must be in the form YYYY or YYYYMM or YYYYMMDD." Below the dialog, a "NOTICE: Saving and Recovering Information" is displayed. The main data table has the following structure:

Name	Value	Format	Description
Metadata Date	June 1, 2005	date	The date that the metadata were created or last updated.
Metadata Review Date	<input type="text"/>		The date of the latest review of
Metadata Future Review Date	<input type="text"/>		
Metadata Contact	In Progress		metadata information.
Metadata			The name of the metadata standard

At the bottom left, there is a copyright notice for Zope Corporation, a "Refresh Navigation Frame" button, and a login section for user_RF with a "Set Preferences" dropdown and a "Go" button. A logo for the National Coastal Data Development Center is also present.

Validation Instructions
The date defined is not in a valid format. It must be in the form YYYY or YYYYMM or YYYYMMDD.

NOTICE: Saving and Recovering Information

The information entered into 'Metadata Date' 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 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

Management Tools

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

Metadata Reference Information at /training/demo_RF/demo_DS/demo_DB/st_1/metainfo Help!

Saved changes. (2005-06-17 11:03)

For data validation, click on the **V** next to the element.

or - Mandatory or - Mandatory-if-applied
 - Validation Instructions

NOTICE: Saving and Recovering Information

Name	Value	Format	Description
Metadata Date	June 1, 2005	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	<input type="text"/>		The name of the metadata standard.

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

Entering and Validating Information

The screenshot displays the MERMAid 1.2 web application in a Mozilla Firefox browser. The address bar shows the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The application has a navigation menu on the left with a tree view containing 'demo_DS', 'demo_DB', and 'st_1' with various sub-elements like 'idinfo', 'dataqual', 'spdoinfo', 'spref', 'eainfo', 'distinfo', and 'metainfo'. Below the navigation menu is a 'Refresh Navigation Frame' button and a login section for 'user_RF' with a 'Set Preferences' dropdown and a 'Go' button. The main content area has tabs for 'Manage Data', 'Manage Compounds', 'Validation Overview', 'View', 'Export', and 'Support'. The 'Validation Overview' tab is active, showing 'Metadata Reference Information at /training/demo_RF/'. The information is listed as follows:

- Metadata_Date:** June 1, 2005. A validation error box states: "The date defined is not in a valid format. It must be in the form YYYY or YYYYMM or YYYYMMDD."
- Contact_Person_Primary:** A validation error box states: "A selection must be made between 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 Service Tab."
- Contact_Person:** A validation error box states: "This is a mandatory element."
- Contact_Organization_Primary:** A validation error box states: "A selection must be made between 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 Service Tab."
- Contact_Organization:** A validation error box states: "This is a mandatory element."
- Contact_Address:** A validation error box states: "This is a mandatory element."
- Address_Type:** A validation error box states: "This is a mandatory element."
- City:** (No error box visible)

© Zope Corporation
Refresh Navigation Frame
Logged in as user_RF
Set Preferences
Go

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: The invalid element name ALWAYS links into a Compound Element. If the element does not exist, it links into the Compound Element where the invalid Compound Element can be added.

Managing Compound Elements

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

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

Time Period Information at /training/demo_RF/demo_DS/demo_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

V - Validation Instructions

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

Managing Compound Elements

The screenshot shows the MERMAid 1.2 web application in a Mozilla Firefox browser. The URL is https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The application has a navigation tree on the left with the following structure:

- demo_RF
 - RF
 - demo_DS
 - demo_DB
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

The main content area is titled "Time Period Information at /training/demo_RF/demo_DS/demo_DB/st_1/idinfo/timeperd/timeinfo". It features a table with the following data:

Icon Name	Status
<input type="checkbox"/> M sngdate (Single Date/Time)	In Progress
<input checked="" type="checkbox"/> M mdattim (Multiple Dates/Times)	In Progress
<input checked="" type="checkbox"/> M rngdates (Range of Dates/Times)	In Progress

Below the table are buttons for "Change Id/Title", "Cut", "Copy", "Delete", and "Select All". A callout box points to the "Delete" button with 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 'Single Date/Time' will remain. 'Multiple Dates/Times' and 'Range of Dates/Times' will be removed.

Managing Compound Elements

The screenshot shows the MERMAid 1.2 web application in a Mozilla Firefox browser. The URL is https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The interface has a top menu bar with 'File', 'Edit', 'View', 'Go', 'Bookmarks', 'Tools', and 'Help'. Below the menu is a navigation tree on the left with the following structure:

- demo_RF
 - RF
 - demo_DS
 - demo_DB
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

Below the navigation tree, there is a copyright notice for Zope Corporation, a 'Refresh Navigation Frame' button, and a login section showing 'Logged in as user_RF' with a 'Set Preferences' dropdown and a 'Go' button. At the bottom left is a logo for the National Coastal Data Development Center.

The main content area has a tabbed interface with 'Manage Data', 'Manage Compounds', 'Validation Overview', 'View', 'Export', and 'Support'. The 'Manage Compounds' tab is active. Below the tabs is a breadcrumb trail: 'Time Period Information at /training/demo_RF/demo_DS/demo_DB/st_1/idinfo/timeperd/timeinfo'. Below the breadcrumb are icons for 'Mandatory' (pencil and 'u'), 'Mandatory-if-applicable' (pencil and 'A'), and 'Optional' (pencil and 'o'). A red 'V' icon represents 'Validation Instructions'.

The main content area contains a table with the following data:

Name	Value	Format	Description
Single Date/Time	In Progress	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	Deleted	compound	Means of encoding a range of dates and times.

A callout box points to the 'Multiple Dates/Times' and 'Range of Dates/Times' rows, containing the text: 'Return to the 'Manage Data' view. The Value for 'Multiple Dates/Times' and Range of Dates/Times' are 'Deleted.' The Value for 'Single Date/Time' is 'In Progress.'

Managing Compound Elements

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

© Zope Corporation
Refresh
Navigation
Frame

Logged in as user_RF
Set Preferences
Go

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

Time Period Information at /training/demo_RF/demo_DS/demo_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
<input type="checkbox"/> sngdate (Single Date/Time)	In Progress

Change Id/Title | Cut | Copy | Delete | Select All

Elements can also be 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.

Micro-interfaces

Some elements in a Record require a micro-interface for data entry. Special Cases may include new entry forms, a Service Tab or additional buttons. Other Special Cases include the arrangement of elements, explanatory notes, and/or outlining boxes.

Micro-interfaces - Entity

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

For this example of a micro-interface, navigate to the 'Attribute' Compound Element in the Navigation Frame by clicking on the 'attr' Compound Element Id.

One instance of a micro-interface is the entry of 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 Case: The section outlined in blue is Optional.

Date Pairs
20050601,empty
20050501,200050530

Beginning Date of Attribute Values

Ending Date of Attribute Values

Add Edit Update Delete Undo

Attribute Domain Values In Progress

Attribute Value Accuracy Information In Progress

Micro-interfaces – Entity

The screenshot shows the MERMAid 1.2 web application in a Mozilla Firefox browser. The address bar shows the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The left sidebar contains a navigation tree for 'demo_RF' with sub-items like 'demo_DS', 'demo_DB', 'st_1', 'idinfo', 'dataqual', 'spdoinfo', 'spref', 'eainfo', 'detailed', 'enttyp', 'attr', 'overview', 'distinfo', and 'metainfo'. Below the tree is a 'Zope Corporation Refresh Navigation Frame' and a login status 'Logged in as user_RF' with a 'Set Preferences' dropdown and a 'Go' button. The main content area is titled 'Attribute Domain Values' and is in an 'In Progress' state. It features a 'Date Pairs' section with a select box containing two entries: '20050601_empty' and '20050501,200050530'. Below this are 'Beginning Date of Attribute Values' and 'Ending Date of Attribute Values' text input fields. At the bottom of the section are 'Add', 'Edit', 'Update', and 'Delete' buttons. Two yellow callout boxes provide instructions: the first explains that dates appear as ordered pairs in the 'Date Pairs' select box and that 'empty' indicates no 'Ending Date of Attribute Values' was provided; the second explains that to edit or delete a date, the user should select the ordered pair from the select box, click the 'Edit' button to insert the dates back into the entry boxes, and then click the 'Update' button to update the 'Date Pairs' select box, followed by the 'Save Changes and Validate' button at the bottom of the page.

Attribute Definition Source

text The authority of the definition.

Attribute Domain Values In Progress

Special Case: The section out

Date Pairs

20050601_empty

20050501,200050530

Help!

Beginning Date of Attribute Values

Ending Date of Attribute Values

Add Edit Update Delete

Attribute Value Accuracy Information In Progress

values.

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. Click on the 'Save Changes and Validate' button at the bottom of the page to save any changes.

Repeatable Elements

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - detailed
 - overview
 - distinfo
 - metainfo

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

Manage Data Manage Compounds Validation Overview View Export Support

Detailed Description at /training/demo_RF/demo_DS/demo_DB/st_1/eainfo/detailed Help!

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

Name	Value	Format	Description
M Entity Type	In Progress	compound	The definition and description of a set into which similar entity instances are classified.
A Attribute	Select the attr... STN - In Progress YYY - In Progress DDY - In Progress	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.

Ordering Compound Elements

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences
Go

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

M Detailed Description at /training/demo_RF/demo_DS/demo_DB/st_1/eainfo/detailed [Help!](#)

Select type to add... Add

Icon Name	Status	Position
<input type="checkbox"/> M enttyp (Entity Type)	In Progress	
<input type="checkbox"/> A STN (Attribute)	In Progress	↑ ↓
<input type="checkbox"/> A YYY (Attribute)	In Progress	↑ ↓
<input type="checkbox"/> A DDY (Attribute)	In Progress	↑ ↓

Change Id/Title | Cut | Copy | Delete | Select All

Move Up | Move Down

For some elements within a Record that are repeatable, MERMAid offers a way to reorder them. In this example, the 'Attribute' Compound Element describing 'DDY'(attr2) should come before the 'Attribute' Compound Element describing 'YYY' (attr1).

To move 'DDY' above 'YYY,' click on the 'up' arrow button in the 'Position' column to the right of 'attr2' Compound Element.

Alternatively, you can move the 'DDY' above 'YYY' by selecting the 'Attribute' Compound Element using the checkbox to its left and clicking on the 'Move Up' button.

Micro-interfaces – Data Set G - Polygon

demo_RF

- RF
- demo_DS
- demo_DB
 - st_1
 - idinfo
 - citation
 - descript
 - timeperd
 - status
 - spdom
 - bounding
 - dsgpoly
 - dsgpolyo
 - dsgpolyx
 - keywords
 - ptcontac
 - browse
 - seci
 - cross
 - dataaqu
 - spdoim
 - spref
 - eainfo
 - distinfo
 - metainfo

Name **Value** **Format** **Description**

Special Case: A selection must be made between using "G-Ring Points" OR a "G-Ring".

	G-Ring Point	Deleted	compound	A single geographic location.
--	---------------------	---------	----------	-------------------------------

OR

Note: Enter a Longitude Value and a Latitude Value in the spaces provided. Use the "Add" button to display the value pair in the "G-Ring" entry box. Continue until all values are added. Use the "Edit", "Update", "Delete", and "Undo" buttons to change any values.

	G-Ring		<input type="text" value="122.04,37.57"/>	<input type="text" value="86.57,33.24"/>	decimal
			<input type="text" value="94.18,38.46"/>	<input type="text" value="79.58,40.20"/>	decimal

Note: Be sure to save the "G-Ring" values using one of the buttons at the bottom of the page before deleting "G-Ring Point" Compound Elements.

Longitude and latitude are specified in decimal degrees with north latitudes positive and south negative, east longitude positive and west negative.

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.

For this example, navigate to the Compound Element Id 'dsgpolyx' by expanding the Navigation Frame. Select the 'dsgpolyx' Id and the micro-interface for the 'Data Set G-Polygon' will display to the right.

© Zope Corporation
Refresh Navigation Frame

Micro-interfaces – Data Set G - Polygon

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 'G-Ring' select box. Click on the 'Save Changes and Validate' button at the bottom of the page to save any changes.

Table:

Name	Value	Format	Description
Special Case: A selection must be made between using "G-Ring Points" OR a "G-Ring".			
G-Ring Point	Deleted	compound	A single geographic location.

G-Ring Select Box:

- G-Ring**

Coordinate Pairs:

- 122.04,37.57
- 86.57,33.24
- 94.18,38.46
- 79.58,40.20

Input Fields:

Longitude Value of G-Ring: decimal

Latitude Value of G-Ring: decimal

Buttons: 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 deleting "G-Ring Point" Compound Elements.

Bounding Coordinates Warning

The screenshot shows the MERMAid 1.2 web application interface. The browser window title is "MERMAid 1.2 - Mozilla Firefox" and the address bar shows "https://mermaid.ncddc.noaa.gov/training/demo_RF/manage". The main content area displays a message: "Saved changes. (2005-06-17 11:36)" followed by a red warning: "For data validation, click on the V next to the element names marked in red." Below this, a table lists bounding coordinates with a red 'V' icon next to the 'West Bounding Coordinate' and 'East Bounding Coordinate' entries. A dialog box titled "West Bounding Coordinate - Mozilla Firefox" is open, showing "Validation Instructions" and the text: "The East Bounding Coordinate is west of the West Bounding Coordinate. Is this intended?". A yellow callout box points to the 'V' icon in the table, containing the text: "A special Validation check is in place to assure the bounding coordinates are entered correctly. For example, 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." The left sidebar shows a tree view of the application structure, including "demo_DS", "demo_DB", "st_1", "idinfo", "citation", "descript", "timeperd", "status", "spdom", "bounding", "dsgpoly", "keywords", "ptcontac", "browse", "secinfo", "crossref", "dataqual", "spdoinfo", "spref", "eainfo", "distinfo", and "metainfo". The bottom left corner shows "© Zope Corporation Refresh Navigation Frame" and "Logged in as user_RF" with a "Set Preferences" dropdown and a "Go" button.

© Zope Corporation
Refresh
Navigation
Frame

Logged in as user_RF
Set Preferences Go

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

Validation Instructions
The East Bounding Coordinate is west of the West Bounding Coordinate. Is this intended?

A special Validation check is in place to assure the bounding coordinates are entered correctly. For example, 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.

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), HTML or Text format. They must also follow the format and structure of the FGDC Standard, Biological, Shoreline or Remote Sensing Profiles. Ecological Metadata Language (EML) Records can be ingested in their native XML format.

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

Ingesting Files

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences Go

Directory of Records Properties **Ingest Files** Ownership Manage User Account

Database at /training/demo_RF/demo_DS/demo_DB

Select type to add... Add

Type Name	Status	Last Modified
<input type="checkbox"/> ac_users (User Folder)	None	2005-06-17 10:19
<input type="checkbox"/> st_1 (Standard One)	In Progress	2005-06-17 11:36

Change ID/Title Cut Copy Delete Prune Select All

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

Ingest Files – 'Contents' View

The screenshot shows a Mozilla Firefox browser window with the URL https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The page title is "demo_RF". The left sidebar contains a navigation tree with "demo_DS" expanded, showing "demo_DB" and "st_1". Below the tree is a "Refresh Navigation Frame" button and a login status "Logged in as user_RF" with a "Set Preferences" dropdown and a "Go" button. The main content area has three tabs: "Contents" (selected), "Return to Database", and "Ingest Error". The "Contents" tab displays the heading "Ingesting Files" and a paragraph: "XML and text file types can be ingested. Text files must be properly formatted in the FGDC structure." Below this is a list of instructions for ingesting files. At the top right of the main area is an "Upload File" button. Below the instructions is a table header with columns "Type Name", "Size", and "Last Modified". Under "Type Name" are buttons for "Ingest", "Change Id/Title", "Cut", "Copy", "Delete", and "Select All". A "Note" section explains the ingest process. Two yellow callout boxes provide additional instructions: one pointing to the "Contents" view and another pointing to the "Upload File" button.

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
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
Ingest	Change Id/Title	Cut
Copy	Delete	Select All

Note:
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.

The 'Contents' view shows no files in the ingest directory.

To add an XML or text file to be ingested, click on the 'Upload File' button.

Ingest Files – 'Upload File' Form

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
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 up
Please contact NCDDC or use the form located in the 'Support' Se

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.

Ingest Files – 'Choose File' Dialog Box

The screenshot shows a Mozilla Firefox browser window displaying the 'MERMAid 1.2' application. The address bar shows the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The page title is 'demo_RF'. The main content area is titled 'Upload File' and contains instructions for uploading a 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.

The 'Upload File' interface includes a 'Remote File' text box, a 'Browse...' button, and an 'Upload File Selection' button.

The 'File Upload' dialog box is open, showing the 'Look in:' field set to 'Sample Metadata'. The file list contains:

- metadata_1.xml
- metadata_2.xml
- metadata_3.xml
- metadata_4.xml
- metadata_5.xml

The 'File name:' field is set to 'metadata_1.xml' and the 'Files of type:' field is set to 'All Files'. The 'Open' and 'Cancel' buttons are visible.

A yellow callout box contains the following text:

Click on the 'Browse' button to display the 'File Upload' 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 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
- demo_DB
- st_1

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
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.
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' Service 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.

Ingest Files – 'Contents' View

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
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"/>	 metadata_1.xml (metadata 1)	11 Kb	2005-06-17 11:41

Ingest Change Id/Title Cut Copy Delete Select All

Note:
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.

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

Ingest Files – 'Ingest' Button

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
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.

Type	Name	Size	Last Modified
<input type="checkbox"/>	 metadata_1.xml (metadata 1)	11 Kb	2005-06-17 11:41
<input type="checkbox"/>	 metadata_2.xml (metadata 2)	11 Kb	2005-06-17 11:41
<input type="checkbox"/>	 metadata_3.xml (metadata 3)	11 Kb	2005-06-17 11:41
<input type="checkbox"/>	 metadata_4.xml (metadata 4)	11 Kb	2005-06-17 11:41
<input type="checkbox"/>	 metadata_5.xml (metadata 5)	11 Kb	2005-06-17 11:41

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

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

To start ingesting the files, select the checkbox(es) 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

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
- demo_DB
- st_1

© Zope Corporation
Refresh
Navigation
Frame

Logged in as user_RF
Set Preferences Go

Contents Return to Database Ingest Error

Ingest Errors

No errors were encountered during ingest. Click the 'Return to Database' Service Tab to view the ingested Record(s).

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.

Ingest Files – Resulting Metadata Records

The screenshot shows the MERMAid 1.2 web application interface in a Mozilla Firefox browser. The address bar displays the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The interface is divided into several sections:

- Left Sidebar:** Contains a navigation tree for 'demo_RF' with sub-items 'RF', 'demo_DS', 'demo_DB', and 'st_1'. Below this is a 'Zope Corporation' logo and a 'Refresh Navigation Frame' button. At the bottom, it shows 'Logged in as user_RF' with a 'Set Preferences' dropdown and a 'Go' button, along with the NOAA logo.
- Top Navigation:** Includes tabs for 'Directory of Records', 'Properties', 'Ingest Files', 'Ownership', and 'Manage User Account'. The 'Directory of Records' tab is active.
- Main Content Area:** Displays the 'Database at /training/demo_RF/demo_DS/demo_DB'. Below this is a 'Select type to add...' dropdown menu and an 'Add' button. A table lists the records in the database:

Type Name	Status	Last Modified
<input type="checkbox"/> ac_users (User Folder)	None	2005-06-17 10:19
<input type="checkbox"/> metadata_1 (metadata_1 Standard Profile)	Complete	2005-06-17 11:42
<input type="checkbox"/> metadata_2 (metadata_2 Standard Profile)	Complete	2005-06-17 11:42
<input type="checkbox"/> metadata_3 (metadata_3 Standard Profile)	Complete	2005-06-17 11:42
<input type="checkbox"/> metadata_4 (metadata_4 Standard Profile)	Complete	2005-06-17 11:42
<input type="checkbox"/> metadata_5 (metadata_5 Standard Profile)	Complete	2005-06-17 11:42
<input type="checkbox"/> st_1 (Standard One)	In Progress	2005-06-17 11:36

Below the table are several action buttons: 'Change ID/Title', 'Cut', 'Copy', 'Delete', 'Prune', and 'Select All'. A yellow callout box with a pointer to the 'st_1' record contains 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.

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 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - metadata_1
 - metadata_2
 - metadata_3
 - metadata_4
 - metadata_5
 - st_1

© Zope Corporation
Refresh Navigation Frame

Logged in as user: RF
Set Preferences Go



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

FGDC Standard Profile at /training/demo_RF/demo_DS/demo_DB/st_1 [Help!](#)

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

ation Instructions

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	The description of the reference frame for, and the means to encode, coordinates in the data set.
 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.
 Distribution Information	In Progress	compound	Information about the distributor of and options for obtaining the data set.

Storing Artifacts – 'Contents' View

The screenshot shows the MERMAid 1.2 web application in a Mozilla Firefox browser. The address bar displays the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The page title is "demo_RF".

The left sidebar contains a navigation tree with the following structure:

- demo_RF
 - RF
 - demo_DS
 - demo_DB
 - metadata_1
 - metadata_2
 - metadata_3
 - metadata_4
 - metadata_5
 - st_1

Below the navigation tree, there is a copyright notice: © Zope Corporation, a "Refresh Navigation Frame" button, and a login status: "Logged in as user: RF". There are also "Set Preferences" and "Go" buttons, and a logo for the National Coastal Data Development Center.

The main content area has two tabs: "Contents" (selected) and "Return to Manage Data". Below the tabs, the text reads: "Artifacts Storage at [/training/demo_RF/demo_DS/demo_DB/st_1/artifacts](#)".

Below this text, it says: "There are currently no items in *Artifacts Storage*".

In the top right corner of the main content area, there is a button labeled "Add Artifacts File".

Two callout boxes provide instructions:

- The first callout box points to the "There are currently no items in *Artifacts Storage*" text and contains the text: "The Artifacts Storage 'Contents' view displays. This example shows there are no files in the Artifacts Storage."
- The second callout box points to the "Add Artifacts File" button and contains the text: "To add Artifacts, click on the 'Add Artifacts File' button."

Storing Artifacts – 'Add An Artifact' Form

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - metadata_1
 - metadata_2
 - metadata_3
 - metadata_4
 - metadata_5
 - st_1

© Zope Corporation
Refresh Navigation Frame

Logged in as user: RF
Set Preferences Go

Add An Artifact

An *Artifact* can contain information that is supplemental to a data set or that supports the *Record*.

To upload an Artifact:

1. Enter the Title of the Artifact.
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 of the Artifact.
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.

Storing Artifacts – 'File Upload' Dialog Box

The screenshot shows the MERMAid 1.2 web application in a Mozilla Firefox browser. The main content area is titled "Add An Artifact" and contains instructions for uploading files. A "File Upload" dialog box is open, showing a file selection interface. The dialog box is titled "File Upload" and has a "Look in:" field set to "Artifacts". The file list contains the following items:

- MetadataPlan.doc
- proposalForm.doc
- 060105_email.txt
- 060205_email.txt
- 060305_email.txt

The "File name:" field is set to "MetadataPlan.doc" and the "Files of type:" field is set to "All Files". The "Open" and "Cancel" buttons are visible at the bottom right of the dialog box.

The "Add An Artifact" page includes the following text:

Add An Artifact

An Artifact can contain information about a project or activity.

To upload an Artifact:

1. Enter the Title of the Artifact.
2. Click on the 'Browse' button.
3. The 'Choose File' dialog box will open.
4. Navigate the local file system to the file you want to upload.
5. Select the file and click on the 'Open' button.
6. The complete path name of the file will be entered in the 'File' field.
7. Click on the 'Add' button.

If the filename and path are not correct:

1. Enter the Title of the Artifact.
2. Enter the complete path name of the file.
3. Click on the 'Add' button.

The page also features a navigation frame on the left with the following elements:

- demo_RF
- RF
- demo_DS
- demo_DB
- metadata_1
- metadata_2
- metadata_3
- metadata_4
- metadata_5
- st_1

© Zope Corporation
Refresh Navigation Frame

Logged in as user: RF
Set Preferences Go

The "File Upload" dialog box is open, showing the file selection interface. The "File name:" field is set to "MetadataPlan.doc" and the "Files of type:" field is set to "All Files". The "Open" and "Cancel" buttons are visible at the bottom right of the dialog box.

The "Add" button in the "Add An Artifact" form is highlighted with a yellow box, and a callout box points to it with the following text:

Clicking on the 'Browse' button opens the 'File Upload' dialog box. Navigate to the file to add. Select the file and click on the 'Open' button.

Storing Artifacts – Add File Selection

The screenshot shows the MERMAid 1.2 web application in a Mozilla Firefox browser. The browser address bar shows the URL: `https://mermaid.ncddc.noaa.gov/training/demo_RF/manage`. The application interface is divided into a left sidebar and a main content area.

Left Sidebar:

- demo_RF
 - RF
 - demo_DS
 - demo_DB
 - metadata_1
 - metadata_2
 - metadata_3
 - metadata_4
 - metadata_5
 - st_1

© Zope Corporation
Refresh Navigation Frame

Logged in as user: RF
Set Preferences Go

Main Content Area: Add An Artifact

An *Artifact* can contain information that is supplemental to a data set or that supports the *Record*.

To upload an Artifact:

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

Form Fields and Annotations:

- Title:** Metadata Plan (Annotation: Specifying a 'Title' for the file is optional.)
- File*:** C:\Artifacts\MetadataPlan.doc (Annotation: The complete path to the file is in the 'File' text box.)
- Buttons:** Browse... (disabled), Add (Annotation: Click on the 'Add' button to add this file as an Artifact.)

Storing Artifacts – 'Contents' View

The screenshot shows the MERMAid 1.2 web application in a Mozilla Firefox browser window. The address bar displays the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The application interface is divided into several sections:

- Navigation Tree (Left):** Shows a hierarchical structure under 'demo_RF':
 - RF
 - demo_DS
 - demo_DB
 - metadata_1
 - metadata_2
 - metadata_3
 - metadata_4
 - metadata_5
 - st_1

- Main Content Area:** Titled 'Contents', it shows the path: **Artifacts Storage at /training/demo_RF/demo_DS/demo_DB/st_1/artifacts**. There is an 'Add Artifacts File' button in the top right.
- Artifact Table:** A table with columns 'Type Name', 'Size', and 'Last Modified'. It contains one entry:

Type Name	Size	Last Modified
<input type="checkbox"/> MetadataPlan.doc (Metadata Plan)		2005-06-17 11:54
- Callout Box:** A yellow box with a pointer to the artifact name in the table, containing the text: "The file is now in the Artifacts Storage. To view and/or modify the information of an Artifact, select its name."
- Footer/Navigation:** Includes '© Zope Corporation Refresh Navigation Frame', a login status 'Logged in as user_RF', and a 'Set Preferences' dropdown with a 'Go' button. A logo for the National Coastal Data Development Center is also present.

Storing Artifacts – 'Edit' View

demo_RF

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 Manual.

Navigation Frame

Logged in as **user_RF**
Set Preferences

Artifacts File at /training/demo_RF/demo_DS/demo_DB/st_1/artifacts/MetadataPlan.doc [Help!](#)

You can update the data for this file by clicking the *browse* button and clicking on the file. You may also edit the file content directly if the content is a text type.

To view the Artifact, select the 'View' Service Tab.

The 'Return to Contents' Service Tab will return to the Artifacts Storage 'Contents' view.

Edit | **View** | **Return to Contents**

Title

Content Type

Precondition

Last Modified 2005-06-17 11:54

File Size 0 bytes

File Data

Storing Artifacts – 'View' View

© Zope Corporation
Refresh Navigation Frame

Logged in as user_RF
Set Preferences

demo_RF

- RF
- demo_DS
 - demo_DB
 - metadata_1
 - metadata_2
 - metadata_3
 - metadata_4
 - metadata_5
 - st_1

Artifacts File at /training/demo_RF/demo_DS/demo_DB/st_1/artifacts/MetadataPlan.doc

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.

Title Metadata Plan

Content Type application/octet-stream

Precondition

Last Modified 2005-06-17 11:54

File Size 0 bytes

Save Changes

Browse...

Upload

Opening MetadataPlan.doc

You have chosen to open

MetadataPlan.doc
which is a: Microsoft Word Document
from: http://192.168.2.25:8180

What should Firefox do with this file?

Open with Word (default)

Save to Disk

Do this automatically for files like this from now on.

OK Cancel

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.

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

Creating Additional User Accounts

User accounts can be established within Resource Folders, Data Sources and Databases. Accounts are managed through the 'acl_users' (User Folder) that exists in each Resource Folder, Data Source and Database.

Since MERMAid is structured in a hierarchy (Resource Folder, 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:

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

Directory of Records Properties Ingest Files Ownership Manage User Account

Database at [/training/demo_RF/demo_DS/demo_DB](#)

Select type to add... Add

Type Name	Status	Last Modified
<input type="checkbox"/>  acl_users (User Folder)	None	2005-06-17 10:19
<input type="checkbox"/>  metadata_1 (metadata_1 Standard Profile)	Complete	2005-06-17 11:42
<input type="checkbox"/>  metadata_2 (metadata_2 Standard Profile)	Complete	2005-06-17 11:42
<input type="checkbox"/>  metadata_3 (metadata_3 Standard Profile)	Complete	2005-06-17 11:42
<input type="checkbox"/>  metadata_4 (metadata_4 Standard Profile)	Complete	2005-06-17 11:42
<input type="checkbox"/>  metadata_5 (metadata_5 Standard Profile)	Complete	2005-06-17 11:42
<input type="checkbox"/>  st_1 (Standard One)	In Progress	2005-06-17 11:36

Change ID/Title Cut Copy Delete Prune Select All

The User Folder (acl_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 the MERMAid 1.2 web application in Mozilla Firefox. The browser address bar displays the URL: https://mermaid.ncddc.noaa.gov/training/demo_RF/manage. The application interface is divided into several sections:

- Navigation Pane (Left):** Shows a tree view of the folder structure:
 - demo_RF
 - RF
 - demo_DS
 - demo_DB
 - metadata_1
 - metadata_2
 - metadata_3
 - metadata_4
 - metadata_5
 - st_1

- Main Content Area:** Titled "Contents", it displays the path: **User Folder at /training/demo_RF/demo_DS/demo_DB/acl_users**. Below the path, it states: "There are no users defined." and provides instructions: "To add a user: 1. Click on the 'Add...' button." A button labeled "Add..." is visible.
- Footer (Bottom Left):** Includes the text "© Zope Corporation Refresh Navigation Frame" and a login status: "Logged in as user_RF" with a "Set Preferences" dropdown and a "Go" button. Below this is the logo of the National Coastal Data Development Center, featuring a globe and the text "National Coastal Data Development Center" and "Mermaid Enterprise Resource Management System".

A yellow callout box points to the "Add..." button with 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.

User Account Established

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - metadata_1
 - metadata_2
 - metadata_3
 - metadata_4
 - metadata_5
 - st_1

© Zope Corporation
Refresh Navigation Frame

Logged in as **user_RF**
Set Preferences Go

Contents Undo

User Folder at /training/demo_RF/demo_DS/demo_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.
2. Click on the 'Delete' button.

<input type="checkbox"/>	user_DB	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/training/demo_RF/demo_DS/demo_DB/manage.

This account access is limited to the **demo_DB** Database. Therefore, the user cannot access the **training, demo_RF, or demo_DS** account components.

The new user account appears in the User Folder.

User Folder – Edit Or Delete A User

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - metadata_1
 - metadata_2
 - metadata_3
 - metadata_4
 - metadata_5
 - st_1

Contents Undo

User Folder at [/training/demo_RF/demo_DS/demo_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 in the box.
2. Click on the 'Delete' button.

<input type="checkbox"/>	user_DB	<input type="button" value="Add..."/>	<input type="button" value="Delete"/>
--------------------------	----------------	---------------------------------------	---------------------------------------

© Zope Corporation
Refresh
Navigation
Frame

Logged in as **user_RF**
Set Preferences Go

Setting User Preferences

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - metadata_1
 - metadata_2
 - metadata_3
 - metadata_4
 - metadata_5
 - st_1

© Zope Corporation

Refresh Navigation Frame

Logged in as user RF

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'	<input checked="" type="radio"/> On <input type="radio"/> Off	Display the format of each element (e.g., date, text)
	<input type="radio"/> Off	Data Elements do not display in cases where Compound Elements are 'Deleted.'
Display Graphic Legend	<input checked="" type="radio"/> On <input type="radio"/> Off	Display a color graphic legend at the top of the 'Manage Data' views.
'Saving and Recovering Information' Notice	<input checked="" type="radio"/> On <input type="radio"/> Off	Display a hyperlink near the top of the 'Manage Data' views. When selected, a new window opens with tips on how to recover a previous view containing unsaved data.

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 boxes, 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. Session cookies must be enabled.

Ending a MERMAid Session - Logout

MERMAid 1.2 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://mermaid.ncddc.noaa.gov/training/demo_RF/manage

demo_RF

- RF
- demo_DS
 - demo_DB
 - st_1
 - idinfo
 - dataqual
 - spdoinfo
 - spref
 - eainfo
 - distinfo
 - metainfo

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Refresh Navigation Frame

Logged in as user_RF

- Set Preferences
- Set Preferences
- Logout

Contents Properties Ownership

Resource Folder at /training/demo_RF

Type Name Status Last Modified

<input type="checkbox"/>	RF (Add Resource Folder)		2005-06-21 12:29
<input type="checkbox"/>	acl...		2005-06-13 14:55
<input type="checkbox"/>	demo...		2005-06-21 13:29

Prompt

Enter username and password for 'Zope' at http://192.168.2.25:8180

User Name:

Password:

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 'Prompt' 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

ncddcmetadata@noaa.gov