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How do I learn to use the EIMS database?

Where can I find instructions for performing tasks in EIMS?

The HOW TO... links in the Navigation Sidebar take you to EIMS application How To guides. Each How To guide walks you through performing an activity in EIMS. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Where can I go for information about the EIMS database?

The ABOUT EIMS links in the Navigation Sidebar take you to web pages that contain information about the EIMS database. They include the following:

- Overview: a brief synopsis of the system (what is EIMS and who uses it?),
- Terminology: definitions of expressions and terms commonly used in the training material,
- Conventions: an explanation of application conventions (how to navigate within the application, how to use the pick lists and pop up screens, what symbols / icons indicate, etc.),
- Roles & Responsibilities: a list of EIMS roles and their associated responsibilities, and
- Field Definitions: definitions for all fields displayed in the application.

Does EIMS have online help?

Top

To facilitate accurate population of metadata (data about data), EIMS offers content-specific online help. Simply activate the *Help* link (in the horizontal menu bar directly above the page header and below the page breadcrumbs) to display the How To guide for that page.

Additionally, you can access this training material from the *User Guide* link in the Navigation Sidebar.

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How to Register for an EIMS Account

What is this?

This web page serves as a How To guide for registering for an EIMS account. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of registering for an EIMS account?

Before you can add or edit an EIMS record, you must register for one of the 2 types of EIMS accounts:

1. **Self-Registered** – Self-Registered users cannot view records with an *Availability* of *EPA-Only*. To register yourself, simply populate the Personal Details page as described below.

2. **EPA-Registered** – EPA-Registered users can view records with an *Availability* of *EPA-Only*. Establishing an EPA-Registered account requires an additional step: you must contact the EIMS Technical Support Center to request restricted access via your TSSMS ID. If you do not have a TSSMS ID, contact your ADP coordinator to arrange for one.

NOTE	You do not need a registered account to view EIMS metadata records. Anyone with internet access can view EIMS records with an *Availability* of *Public* and a *Metadata Status* of *Reviewed*. You cannot, however, add or edit EIMS records without a registered account.

Who can register for an EIMS account?

Any person with access to the internet can register for an EIMS account.

Prerequisites

All you need to register for a public EIMS account is access to the internet. To get a restricted account, you also need to have a TSSMS ID.

How do you register for an EIMS account?

Step 1 Select the *Register* link from the EIMS Login page.

Step 2 Populate the Personal Details page.

Step 3 Select the Save button.

Step 4 Return to the EIMS Login page to login with your new account.

Step 5 For EPA-Registered users only: Contact the EIMS Administrator or EIMS Technical Support to establish restricted access to EIMS via your TSSMS account.

Detailed Instructions

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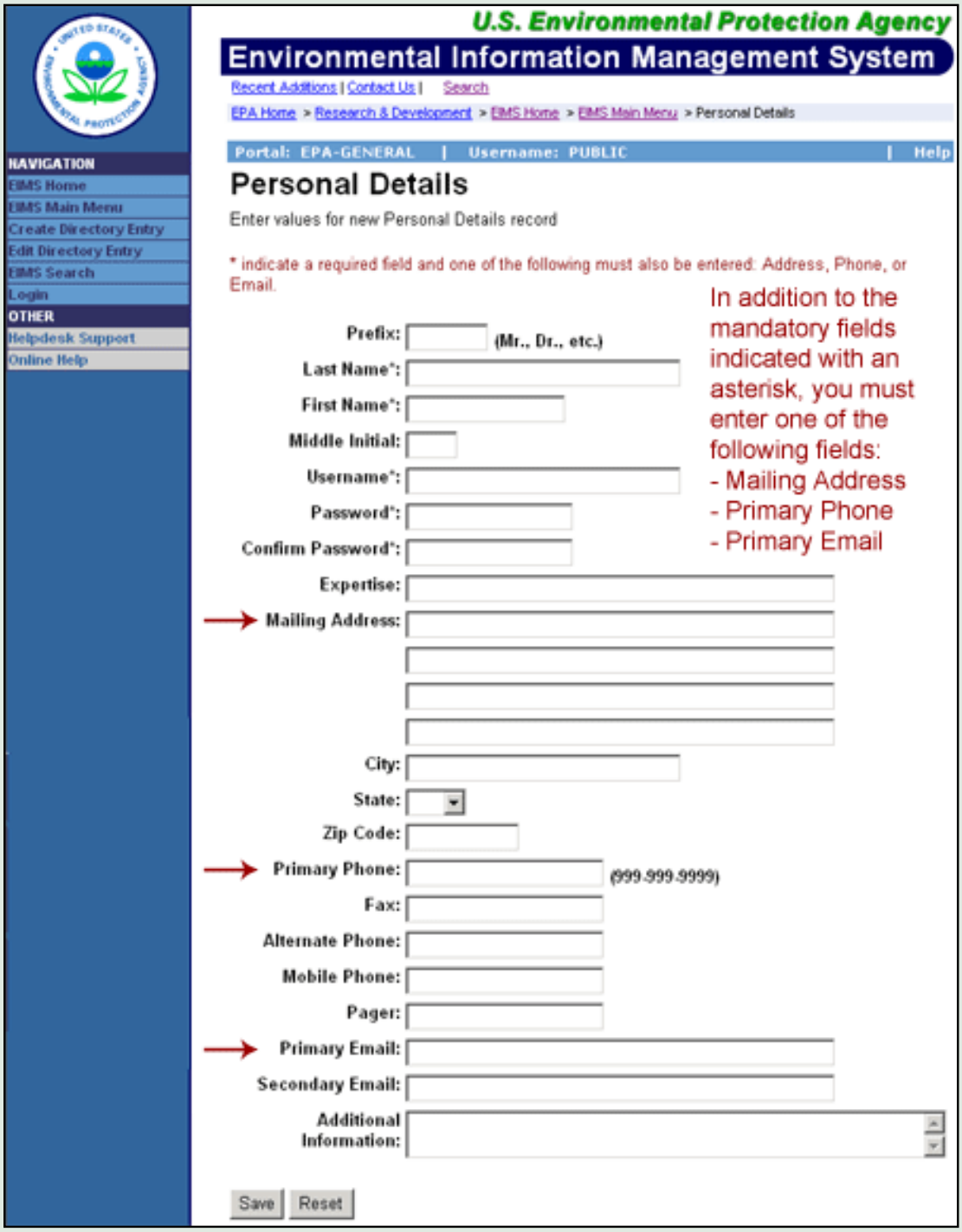
Step 1 Select the *Register* link from the EIMS Login page to display the Personal Details page.

Step 2 Populate the Personal Details page (see instructions below).

NOTE	In addition to the mandatory fields indicated by an asterisk (*), you must enter one of the following fields: *Mailing Address*, *Primary Phone*, or *Primary Email*.

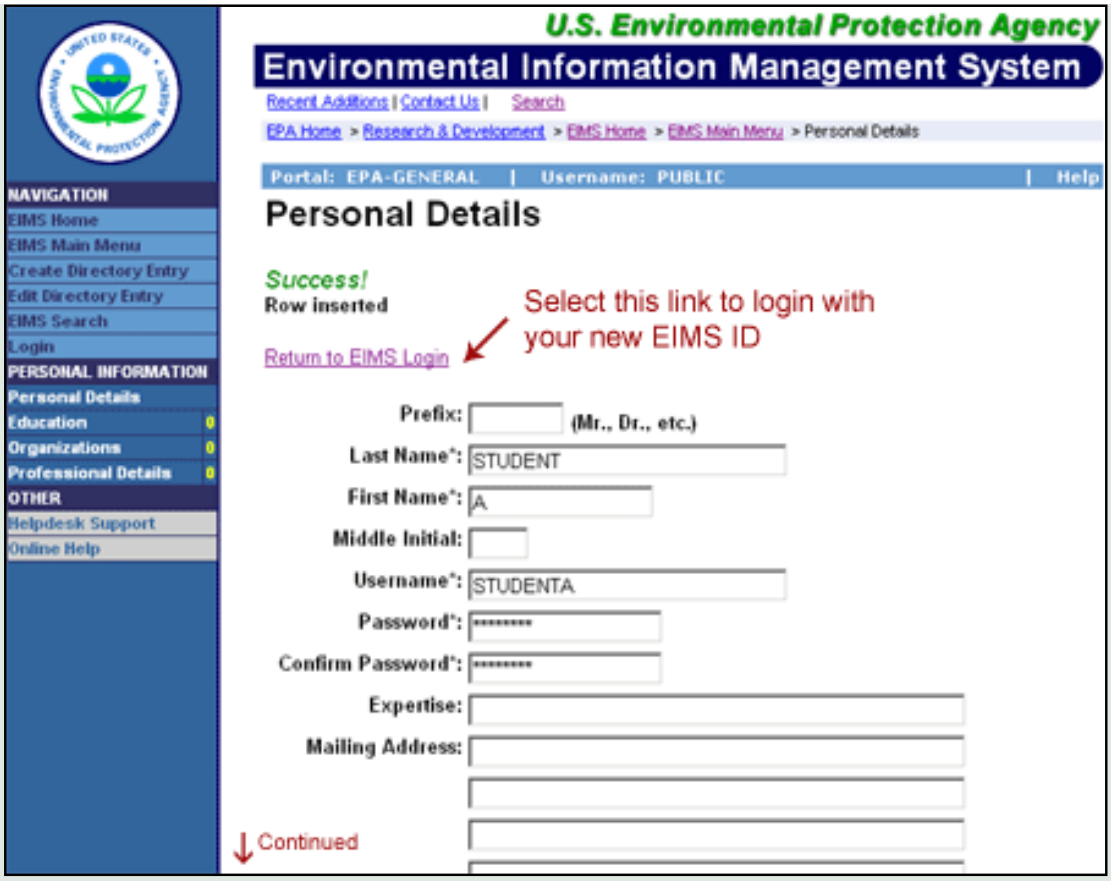


The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Prefix	Enter your social title (e.g., Dr., Mr., Ms., etc.).
Last Name*	Enter your surname.
First Name*	Enter your given name.
Middle Initial	Enter your middle initial (the first letter of your second given name).
Username*	Enter a name to identify yourself as an EIMS user. (For EPA-Registered access, enter your TSSMS ID.)
Password*	Enter a password (private code used to confirm your identity for login).
Confirm Password*	Enter the password again (this step lessens the possibility of a typo in the first *Password* field).
Expertise	Enter subject matter field(s) in which you have specialized training or experience.
Mailing Address	Enter the postal address of your place of employment. 4 lines are available for entry of organization name, street address, suite, department, mail stop, etc.
City	Enter the city in which you work – i.e., the local political subdivision (state-chartered municipality occupying a definite area) identified in the mailing address.
State	Enter the state in which you work – i.e., the major subnational political division (one of the 50 states of the United States of America or one of the Canadian provinces).

Zip Code	Enter the 5 or 9 digit postal area identification number for your work address.
Primary Phone	Enter the 10-digit telephone number (in 999-999-9999 format) where you can be reached most often.
Fax	Enter your primary, 10-digit fax number (in 999-999-9999 format).
Alternate Phone	Enter an alternate 10-digit telephone number (in 999-999-9999 format) where you can be reached.
Mobile Phone	Enter the 10-digit number for your mobile/cellular/wireless telephone.
Pager	Enter the 10-digit telephone number for your pager.
Primary Email	Enter the main email address at which you can be reached.
Secondary Email	Enter an alternate email address at which you can be reached.
Additional Information	Use this field to enter any explanatory text and/or further details about yourself.

Step 3 Select the Save button, and a *Success!* message displays indicating that the user has been added.



Step 4 Return to the EIMS Login page to login with your new account.

Step 5 For EPA-Registered users only: Contact the EIMS Administrator or EIMS Technical Support (919-541-7862 or 1-800-334-2405) to set up restricted access to EIMS via your **TSSMS** account. You will need to provide them with your 3-character **TSSMS ID**. (If you do not have a TSSMS ID, contact your ADP coordinator to arrange for one.) Until your restricted access has been established, you will have Self-Registered access only (i.e., you will not be able to view records with an *Availability* of *EPA-Only*.)

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How to Login to the EIMS Application

What is this?

This web page serves as a How To guide for the EIMS Login process. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of loging in to EIMS?

To add and/or edit metadata records, you must login to EIMS in one of the following ways: you may log directly into EIMS via the EIMS Home page or indirectly through a Partner portal (a link within a Partner web site into the EIMS application). Since the Partner portals are external to the EIMS application, this How To guide begins the login process from the EIMS login screen.

Who can login to EIMS?

Any registered user with access to the internet can login to EIMS.

Prerequisites

Before you can login to EIMS, you must have a valid user ID and password (see How to Register for an Account for instructions). There are two types of EIMS accounts: EPA-Registered and Self-Registered. EPA-Registered users access EIMS using their TSSMS account user ID and password. Self-Registered users define their own user ID and password.

How do EPA-Registered users login to EIMS?.

Step 1 Select the `EPA-Registered Login` button.

Step 2 Enter TSSMS user ID and password.

Step 3 Select the `OK` button.

How do Self-Registered users login to EIMS?.

Step 1 Enter EIMS user ID and password.

Step 2 Select the `Self-Registered Login` button.

Detailed Instructions

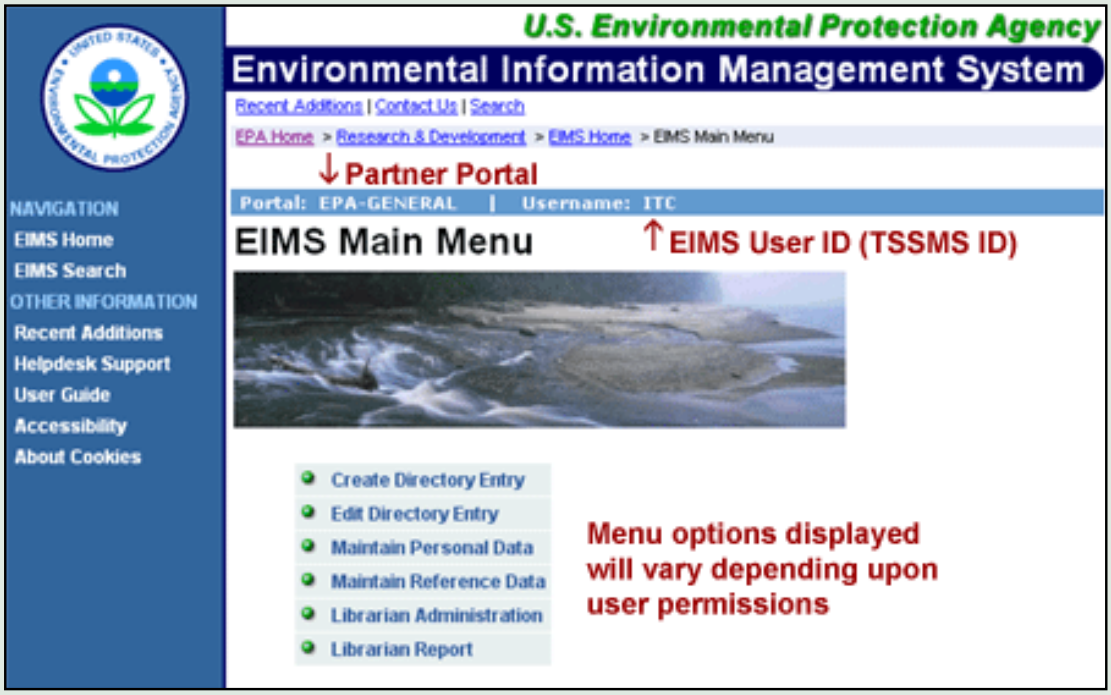
Top

Instructions for EPA-Registered users

Step 1 Select the `EPA-Registered Login` button to display the TSSMS login dialog box.

Step 2 Enter TSSMS user ID and password.

Step 3 Select the OK button, and the EIMS Main Menu page displays with the appropriate functionality for the specified user. (Librarian user view displayed below.)



The following table lists all potential menu options and their associated functionality.

Menu Option	Definition / Instructions
Create Directory Entry	Select this option to display the Metadata Entry Main Page data entry form that you can use to add a record to the system.

Edit Directory Entry	Select this option to open a record in edit mode.
Edit Personal Data / Change Password	Select this option to edit your personal data in EIMS (name, password, email address, etc.).
Maintain Personal Data	Select this option to add and/or edit personal data for EIMS users. Available to Librarian users only.
Maintain Reference Data	Select this option to add and/or edit reference data for the system (i.e., the options displayed in pick lists). Available to Librarian users only.
Librarian Administration	Select this option to add and/or edit permissions for Librarian users. Available to Librarian users only.
Librarian Report	Select this option to display a list of all EIMS Librarian users. Available to Librarian users only.

Instructions for Self-Registered users

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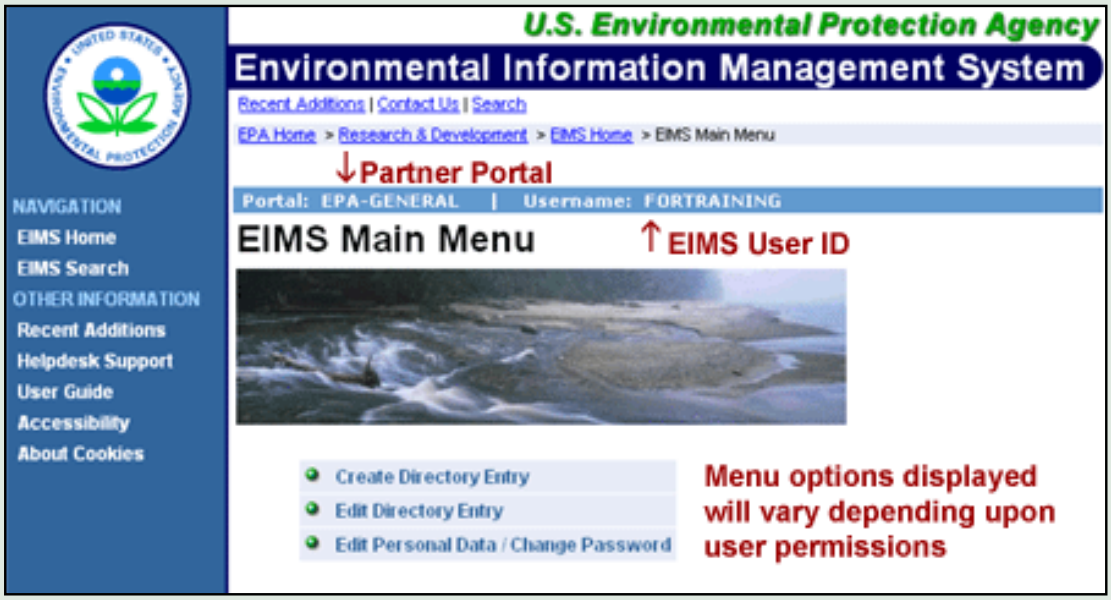
Step 1 Enter EIMS user ID and password.

Step 2 Select the `Self-Registered Login` button, and the EIMS Main Menu page displays with the appropriate functionality for the specified user.



Click here to view all potential menu options.

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How to Maintain Personal Information

How do you maintain your personal information in EIMS?

EIMS has 4 data entry forms for personal information about users. Only the Personal Details page is mandatory; it must be completed when you register for an EIMS account. The other data entry pages enable users to enter additional information about themselves relevant to their scientific work. To access these forms, select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators). The Navigation Sidebar displays a PERSONAL INFORMATION section with links to the 4 data entry forms.

NOTE	The PERSONAL INFORMATION section of the Navigation Sidebar does ***not*** display when users are viewing, creating, or editing EIMS records.

PERSONAL INFORMATION Links

Select a link below to display the applicable How To guide:

- Personal Details – Contact and EIMS account information for the user.
- Education – Information about a user's educational degrees.
- Organizations – Listing of organizations with which the user is involved.
- Professional Details – Information about any awards the user has received, memberships in societies, etc.

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How to Perform a Search in EIMS

What is this?

This web page serves as a How To guide for the Search process. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Search Process Overview

What is the purpose of the Search function in EIMS?

The EIMS search process enables you to locate and view records in EIMS with a *Metadata Status* of *Reviewed* – in other words, metadata records that have been completely entered, reviewed, and released to the distribution designated in the *Availability* field.

The EIMS application offers 2 types of searches:

1. **Simple** (selection criteria include: *Information Type*, *Topic / Keyword*, *Cross Partner Collection*, and *EIMS Partner*)
2. **Advanced** (selection criteria include: *Topic / Keyword*, *Geographic Area*, *Information Type*, *Time Frame*, *Cross Partner Collection*, *EIMS Partner*, *Contact Person*, *Organization*, and *Dir Entry ID*).

NOTE	Records accessed via the Search functionality in EIMS are displayed as **read only**. To alter an EIMS entry, you must login to the application with a registered account and access the record via the `Edit Directory Entry` button on the application's main page.

Who can perform a search in EIMS?

Anybody with access to the internet can search for records in EIMS. Unregistered users will be able to view only records with a *Metadata Status* of *Reviewed* and an *Availability* of *Public*. Registered users may be able to see additional *Reviewed* records depending upon their individual permissions and record / group associations.

NOTE	When you perform a search in EIMS, your user privileges are taken into account. The EIMS search function will only display records that... match the criteria you enter AND have a *Metadata Status* of *Reviewed* AND for which you have access (as determined by the *Availability* field).

Prerequisites

You do not have to be a registered EIMS user to perform a search. All you need is access to the internet. Just go to the EIMS home page (http://www.epa.gov/eims/), navigate to one of the search pages, enter selection criteria, and submit the search.

How do you perform a Simple Search in EIMS?

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Step 1 Select `EIMS Search` from the Navigation Sidebar.

Step 2 Enter desired search criteria.

Step 3 Select the `Search` button to display the results.

Step 4 Select the Title link of the desired metadata record.

How do you perform an Advanced Search in EIMS?

Step 1 Select `EIMS Search` from the Navigation Sidebar.

Step 2 Select `Advanced Search` from the Navigation Sidebar or within the body of the Simple Search page.

Step 3 Enter desired search criteria.

Step 4 Select the `Search` button to display the results.

Step 5 Select the Title link of the desired metadata record.

Detailed Instructions

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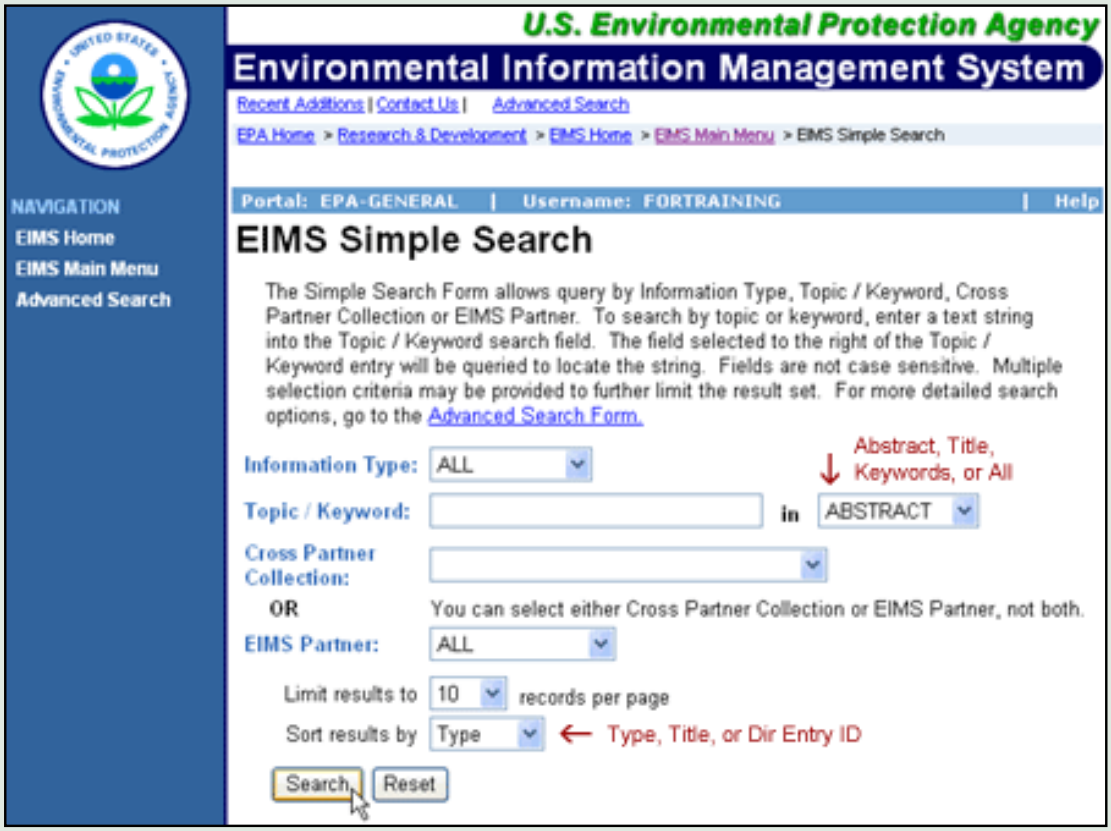
Instructions for a Simple Search

Step 1 Select `EIMS Search` from the Navigation Sidebar to display the EIMS Simple Search page.

Step 2 Enter desired search criteria (see instructions below).



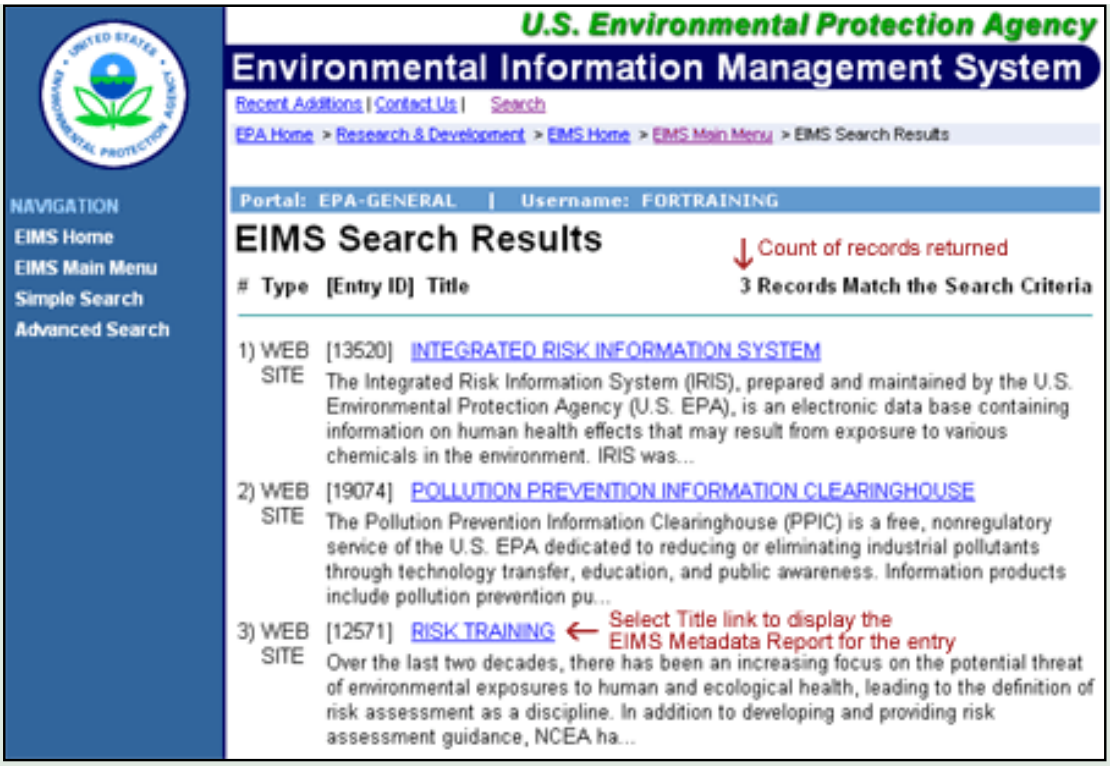
Choose from the criteria defined in the table below.

Field	Definition / Instructions
Information Type	The Information Type categorizes the Information Object described by the EIMS metadata record. If you want to limit your search to a single type of Information Object, select one of the following values from the pick list: • Data Set – a freestanding collection of information not included in a formal database management system • Model – a set of algorithms used to calculate a derived quantity or predict a future state • Web Site – a collection of web pages accessed at a specific URL • Database – collections of data residing in a database management system • Multimedia – information products such as maps, pictures and images, sound files and video films • Document – any type of text information products (e.g., memorandum, book, article, report, etc.) • Project – any type of bounded, focused activity with a defined outcome (a more comprehensive description of project activity is under development). • Meeting – an organized assembly of people brought together for a defined purpose • Spatial – environmental information that incorporates geographic identifiers which reference locations on the earth's surface using a standard set of coordinates

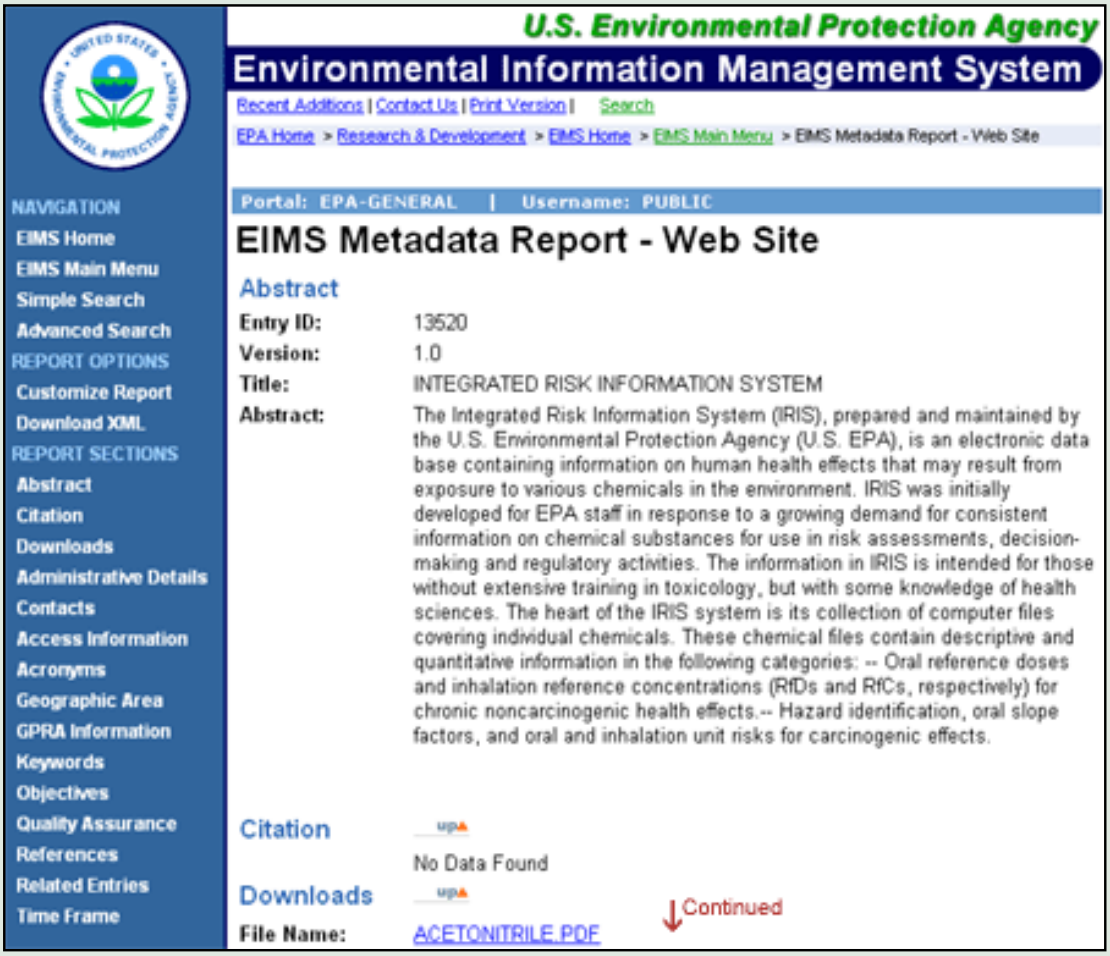
Topic / Keyword	A keyword is a descriptive term associated with an EIMS record in order to facilitate searches by topics and terms. EIMS functionality enables you to search for any word(s) found in the following fields: Abstract, Title, Keywords, or all of these fields (Abstract, Title, and Keyword). To restrict your search results to only records with certain words, enter the desired word(s) and use the pick list to select the fields to be searched (e.g., "oxygen", "arsenic", "waste water treatment").
Cross Partner Collection	A Cross-Partner Collection in EIMS has shared ownership between two or more Partners. To limit your search to a specific Cross-Partner Collection, select one from the pick list provided. Please note that you can search by Cross-Partner Collection or EIMS Partner, but not both.
EIMS Partner	Select from the list of EIMS Partner organizations to return only records in that Partner's collection. Please note that you can search by Cross-Partner Collection or EIMS Partner, but not both.

Step 3 Select the `Search` button to display the results.

Step 4 From within the results, click on a Title link to display the desired record.



The Metadata Report for the selected entry displays.



Instructions for an Advanced Search

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Step 1 Select `EIMS Search` from the Navigation Sidebar to display the EIMS Simple Search page.

Step 2 Select `Advanced Search` from the Navigation Sidebar (or within the body of the Simple Search page) to display the EIMS Advanced Search page.

Step 3 Enter desired search criteria (see instructions below).

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NAVIGATION
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Portal: EPA-GENERAL | Username: FORTRAINING | Help

EIMS Advanced Search

The Advanced Search Form allows query by Topic / Keyword, Geography, Information Type, Time Period, Cross Partner Collection or EIMS Partner, Contact Person, Organization, or Metadata Record Entry ID. To search by topic or keyword, enter a text string into the Topic / Keyword search field. The field selected to the right of the Topic / Keyword entry will be queried to locate the string. The Person and Organization search fields will return exact matches unless the wildcard character (%) is explicitly typed before and/or after the name or organization. Fields are not case sensitive. When searching by Entry ID all other criteria will be ignored, otherwise multiple search criteria will reduce the result set.

Topic / Keyword: [ ] in ABSTRACT

Geographic Area: Geopolitical Boundries or Watersheds ← Enter HUC or build HUC by selecting Region, Subregion, Acctg Unit, and Cataloging Unit

State and County

Select geographic area by geopolitical boundary or watershed. *Only one may be used.* A depressed button indicates that search criteria have been selected.

Information Type:
ALL
DATA SET
DATABASE
DOCUMENT
MEETING

Start and End Date of Information Object

Time: Start Date [ ] End Date [ ] Enter dates in MM/DD/YYYY format.

Cross Partner Collection:
ALL
DRINKING WATER
GDI
NEW CROSS-PARTNER COLLECTION

OR You can select either Cross Partner Collection or EIMS Partner, not both.

EIMS Partner: Name: ALL, EPA-GENERAL, E-PRINT, GDI — Collection: GENERAL

When more than ONE partner is selected only the GENERAL Collection is available.

Person: First Name [ ] Last Name [ ] Role: ANY

Organization: Name [ ] Role: ANY

Entry ID: [ ] All other search criteria will be ignored.

Limit results to 10 records per page

Sort results by Type ← Type, Title, or Dir Entry ID

Search Reset

Choose from the criteria defined in the table below.

Field	Definition / Instructions
Topic / Keyword	A keyword is a descriptive term associated with an EIMS record in order to facilitate searches by topics and terms. EIMS functionality enables you to search for any word(s) found in the following fields: Abstract, Title, Keywords, or all of these fields (Abstract, Title, and Keyword). To restrict your search results to only records with certain words, enter the desired word(s) and use the pick list to select the fields to be searched (e.g., "oxygen", "arsenic", "waste water treatment").
Geographic Area	To confine your search to a specific geographical location, use either the `Geographical Boundaries` or `Watershed` buttons. Selecting the `Geographical Boundaries` button displays a pop-up screen to narrow your search by state and county. Select a state from the pick list provided to populate the second pick list with all counties within that state. Then select the desired county and click `OK` to populate the search criteria. Selecting the `Watershed` button displays a pop-up screen to narrow your search by USGS Hydrologic Unit Code. You may either enter an HUC code or build one by selecting the hierarchical components of the code (Region, Subregion, Accounting Unit, Cataloging Unit). As you select a value from first level, EIMS populates the second level pick list with all applicable options, etc. Once you have completed the HUC,

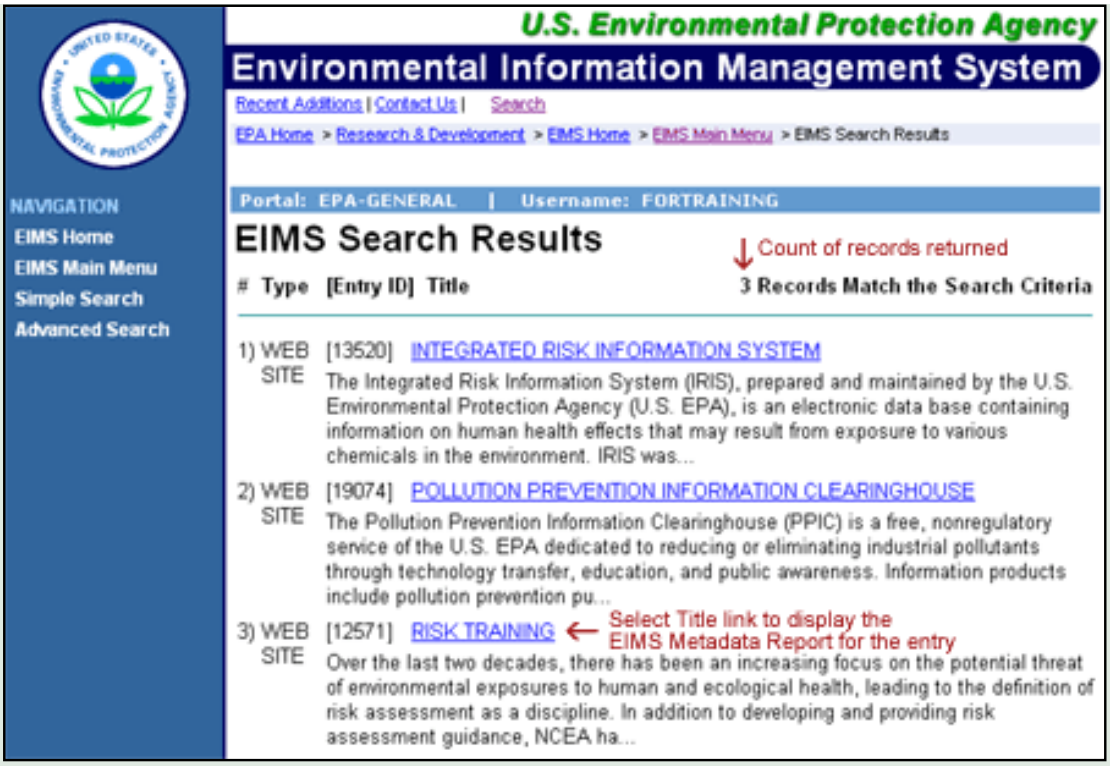
	select OK to populate the search criteria.
Information Type	The Information Type categorizes the Information Object described by the EIMS metadata record. If you want to limit your search to a single type of Information Object, select one of the following values from the pick list: • Data Set – a freestanding collection of information not included in a formal database management system • Model – a set of algorithms used to calculate a derived quantity or predict a future state • Web Site – a collection of web pages accessed at a specific URL • Database – collections of data residing in a database management system • Multimedia – information products such as maps, pictures and images, sound files and video films • Document – any type of text information products (e.g., memorandum, book, article, report, etc.) • Project – any type of bounded, focused activity with a defined outcome (a more comprehensive description of project activity is under development). • Meeting – an organized assembly of people brought together for a defined purpose • Spatial – environmental information that incorporates geographic identifiers which reference locations on the earth's surface using a standard set of coordinates

Time (Time Frame)	Start Date and End Date refer to the start and end dates for an Information Object described by the EIMS metadata record. If you want to constrain the search to within a certain timeframe, enter the dates (in MM/DD/YYYY format).
Cross Partner Collection	A Cross-Partner Collection in EIMS has shared ownership between two or more Partners. To limit your search to a specific Cross-Partner Collection, select one from the pick list provided. Please note that you can search by Cross-Partner Collection or EIMS Partner, but not both.
EIMS Partner	Select from the list of EIMS Partner organizations to return only records in that Partner's collection. Please note that you can search by Cross-Partner Collection or EIMS Partner, but not both.
Person (Contact)	To search for all records associated with a specific person, enter their first and last name. If you want to further delineate the search to all records for which the designated person has a specific role, select one from the pick list provided. The role classifies an individual capable of providing supplemental information about the Information Object described by the EIMS metadata record or about components of the record (e.g., Principle Investigator, Project Manager, Webmaster, etc.).

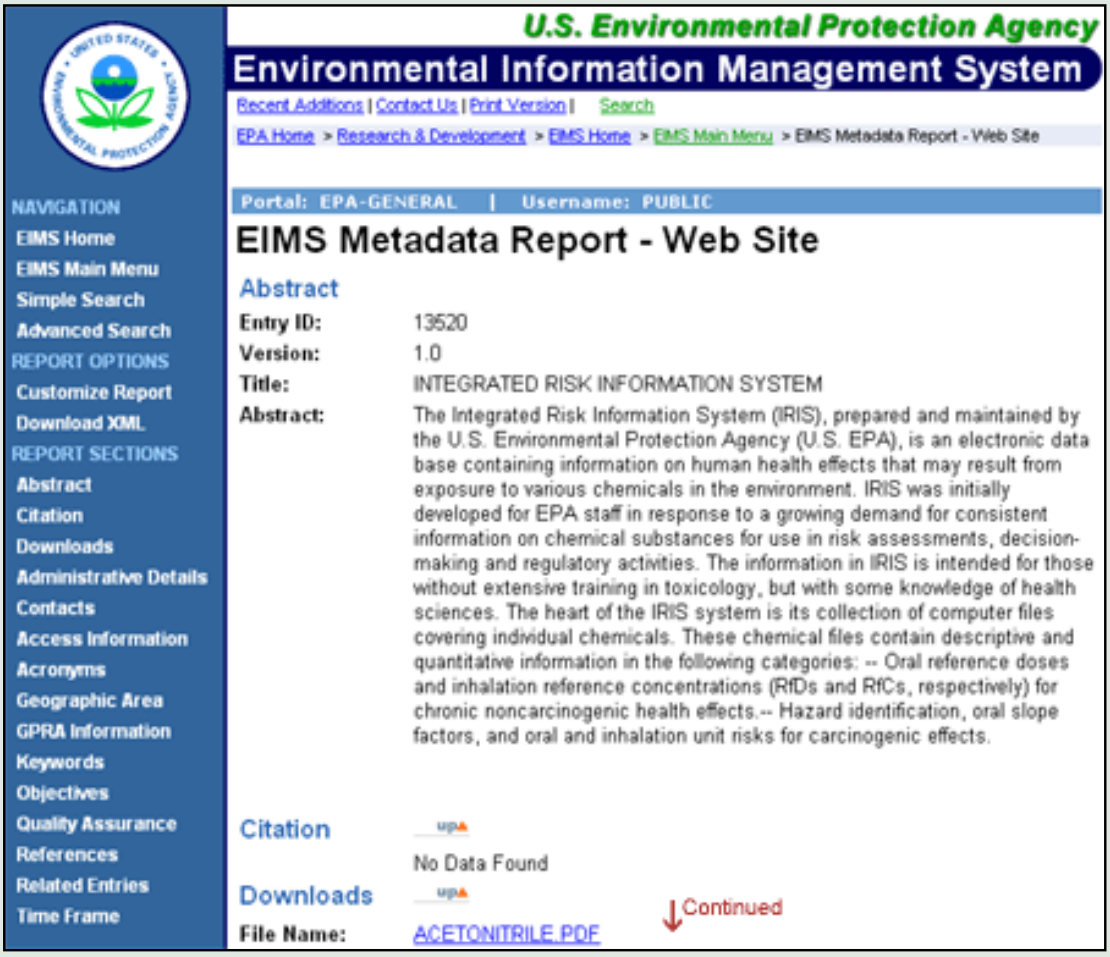
Organization	To search for all records associated with a specific organization, enter name of the organization. If you want to further delineate the search to all records for which the designated organization has a specific role, select one from the pick list provided. The role classifies organizations capable of providing supplemental information about the Information Object described by the EIMS metadata record or about components of the record (e.g., Distributor, Publisher, Source Originator, etc.).
Entry ID	An Entry ID is the EIMS identification number for a specific metadata record generated by the system upon submission of a completed Metadata Entry Main Page. If you know the Entry ID for the record you want to open, enter it here. No other selection criteria are necessary.

Step 4 Select the `Search` button to display the results.

Step 5 From within the results, select a record's Title link.



The Metadata Report for the selected entry displays.



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How to Add / Edit EIMS Records

How do you add or edit a record in EIMS?

Rather than presenting users with a single (and very large) data entry form containing every possible field, EIMS divides the fields into logical groupings (called Information Components) each of which has a separate data entry form – accessed via the links in the DATA ENTRY FORMS section of the Navigation Sidebar. The Metadata Entry Main Page contains all of the absolutely essential fields. The mandatory fields on this primary entry form must be populated before the system will add a record. However, there are many more Information Component data entry forms available for further description of the Information Object.

You can access some additional forms via the links in the OTHER section of the Navigation Sidebar.

NOTE	The ORD strongly encourages full metadata population to increase the usefullness of the data.

DATA ENTRY FORM Links

The table below lists which Information Components apply to each Information Type. Select a link to view the How To guide with instructions on using the associated Information Component data entry form to add, edit, or delete EIMS metadata.

Information Type	Applicable Information Components
Data Set	Metadata Entry Main Page | Access Policy | Acronyms | Administrative Details | Citation | Contacts | Data Elements | Data Set Details | Downloads / URL Links | Geographic Area | GPRA Information | Keywords | Methods | Objectives | Quality Assurance | References | Related Entries | Time Frame
Database	Metadata Entry Main Page | Access Policy | Acronyms | Administrative Details | Citation | Contacts | Data Elements | Database Details | Downloads / URL Links | Geographic Area | GPRA Information | Keywords | Methods | Objectives | Quality Assurance | References | Related Entries | Time Frame
Document	Metadata Entry Main Page | Access Policy | Acronyms | Administrative Details | Citation | Contacts | Data Elements | Document Details | Downloads / URL Links | Geographic Area | GPRA Information | Keywords | Methods | Objectives | Quality Assurance | References | Related Entries | Time Frame

Meeting	Metadata Entry Main Page | Access Policy | Acronyms | Administrative Details | Citation | Contacts | Downloads / URL Links | Geographic Area | GPRA Information | Keywords | Meeting Details | Methods | Objectives | Quality Assurance | References | Related Entries | Time Frame
Model	Metadata Entry Main Page | Access Policy | Acronyms | Administrative Details | Citation | Contacts | Data Elements | Downloads / URL Links | Geographic Area | General Model | GPRA Information | Keywords | Methods | Model Details | Objectives | Quality Assurance | References | Related Entries | Time Frame
Multimedia	Metadata Entry Main Page | Access Policy | Acronyms | Administrative Details | Citation | Contacts | Data Elements | Downloads / URL Links | Geographic Area | GPRA Information | Keywords | Methods | Multimedia Details | Objectives | Quality Assurance | References | Related Entries | Time Frame
Project	Metadata Entry Main Page | Access Policy | Acronyms | Administrative Details | Contacts | Downloads / URL Links | Geographic Area | GPRA Information | Keywords | Methods | Objectives | Project Details | Project Attributes | Project Tracking | Quality Assurance | References | Related Entries | Time Frame

Spatial Data	Metadata Entry Main Page | Access Policy | Acronyms | Administrative Details | Citation | Contacts | Data Elements | Downloads / URL Links | Geographic Area | Geospatial Data Set | GPRA Information | Keywords | Methods | Objectives | Quality Assurance | References | Related Entries | Spatial Details | Time Frame
Web Site	Metadata Entry Main Page | Access Policy | Acronyms | Administrative Details | Citation | Contacts | Downloads / URL Links | Geographic Area | GPRA Information | Keywords | Methods | Objectives | Quality Assurance | References | Related Entries | Time Frame | Web Site Details

OTHER Links

In addition to the Information Component data entry pages available, EIMS provides some pages to supply miscellaneous functionality for the metadata record. Select a link below to display the applicable How To guide:

- Add record to a Partner's collection (*Add to Collection* link in the Navigation Sidebar)
- Add a secondary Partner for the record (*Add Secondary Partner* link in the Navigation Sidebar)
- Maintain the version history for the record (*Maintain Version History* link in the Navigation Sidebar)

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How to Change the *Metadata Status* of EIMS Records

What is this?

This web page serves as a How To guide for changing the Metadata Status of an EIMS entry. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of changing the status of an EIMS metadata record?

In EIMS, the *Metadata Status* field determines which records are accessible to the user base identified in the *Availability* field. The DEP user sets the *Metadata Status* to *Pending* when the record is ready for the EPA Partner's review process. This change triggers a notification to the applicable Librarian. An EIMS record is not released to the user base until the Librarian user has set the *Metadata Status* to *Reviewed*. Similarly, a record is available to the user base until such time as the Librarian user changes the *Metadata Status* to *Retired*.

NOTE	EIMS *Metadata Status* field changes should coincide with the EPA Partner's business process flow.

Who can change the status of an EIMS metadata record?

To change the *Metadata Status* of an EIMS record, you must have editing privileges for the record (DEP, Co-Owner, Librarian). Only the applicable Librarian may change a record's *Metadata Status* to *Reviewed* or *Retired*.

Prerequisites

Before you can change the *Metadata Status* of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you change the status of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Edit the *Metadata Status* field as desired per EPA Partner's business process.

Step 3 Select the Save button.

Detailed Instructions

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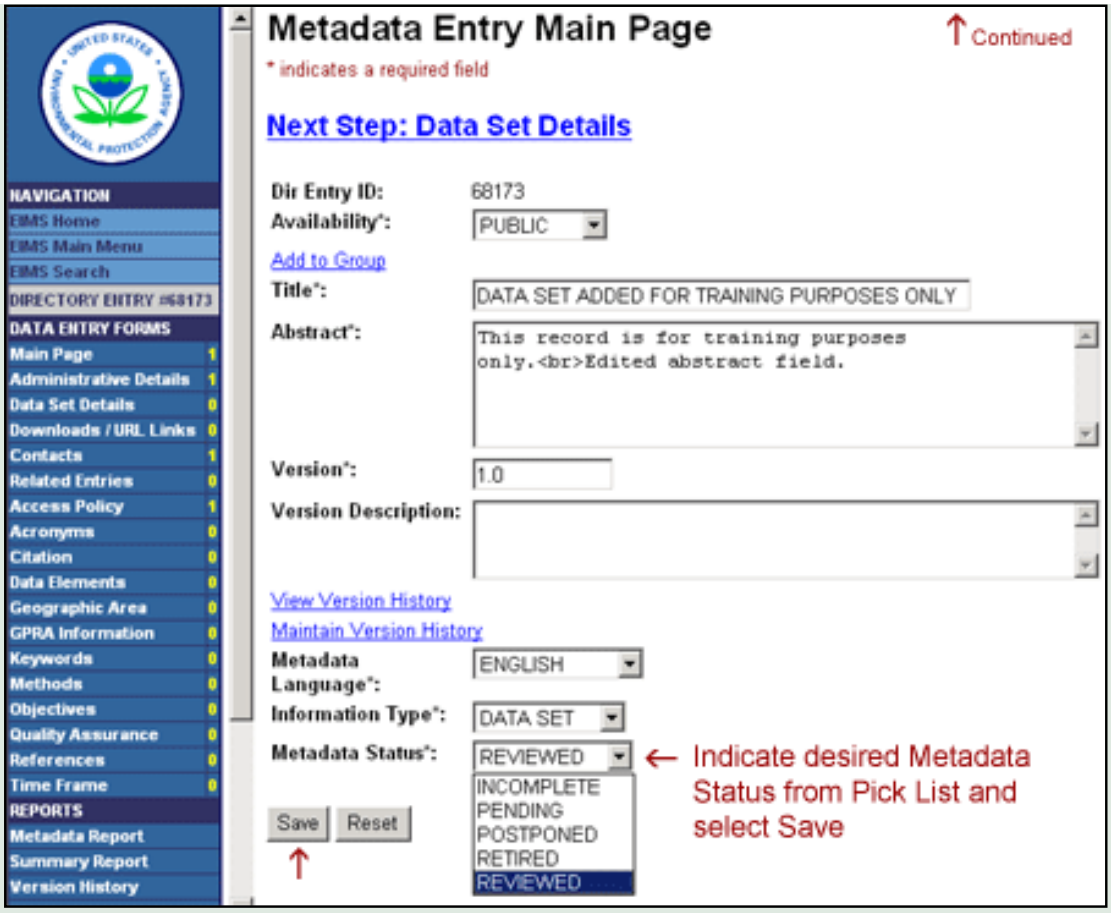
Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, simply use the data entry form in the Navigation Sidebar to navigate to the Metadata Entry Main Page.

Step 2 Edit the *Metadata Status* field as desired per EPA Partner's business process.



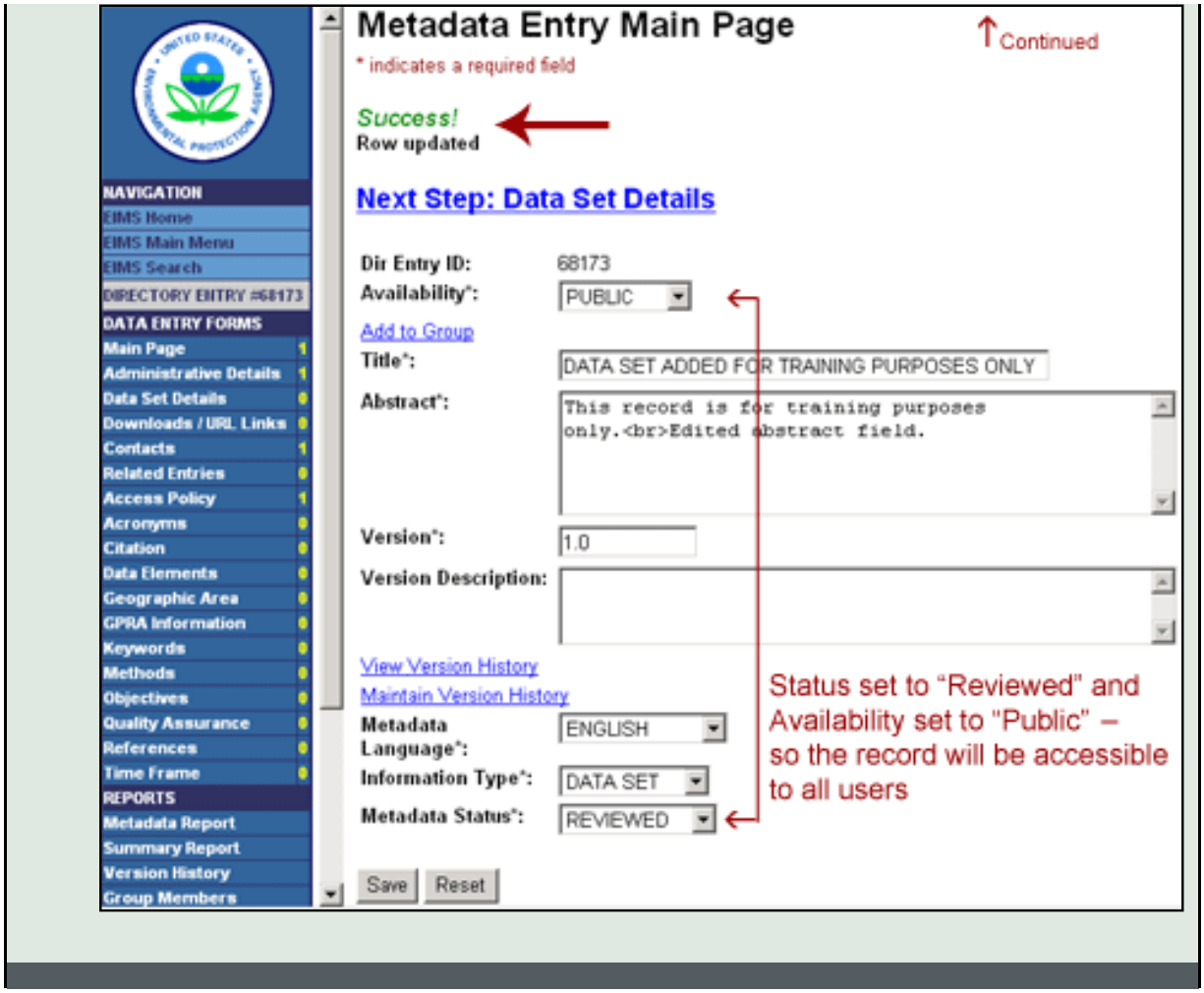
NOTE	Ability to set the *Metadata Status* field depends upon the user's permissions for the record. Only the applicable Librarian user (or an EIMS Administrator) can set the status to *Reviewed* or *Retired*.

The following table provides definitions of each of the *Metadata Status* options.

Field	Definition
Deleted	The record is no longer accessible to anyone other than EIMS Administrators. (Only Librarian and EIMS Administrator users will see this option in the *Metadata Status* pick list. Librarians can set the *Metadata Status* to *Deleted* so that users – including themselves – cannot see the record. In addition, the record will no longer display in their reports and search results. Upon request, however, EIMS Administrators can find the record and reset the *Metadata Status*.)

Incomplete	The record owner has not yet finished entering metadata and has, thus, not submitted the record for review. (Set the *Metadata Status* to *Incomplete* to indicate that the record is not ready for review or release. Record owners can set the *Metadata Status* to *Incomplete* so that other users – including Librarians – cannot see the record. Librarians can set the *Metadata Status* to *Incomplete* if the DEP needs to make edits before the records can be approved for release.)
Pending	The record has been submitted for review by a Metadata Librarian, but the review process has not been completed. (Set the *Metadata Status* to *Pending*, when you want to trigger the application to notify the applicable Librarian that the record is ready for review before release to the specified user base.)
Reviewed	The record has been reviewed and approved by the applicable Librarian and is available for access through EIMS searches. (Set the *Metadata Status* to *Reviewed* when you want to release the record to the designated user base.)
Retired	The record is no longer available for access through EIMS searches. (Set the *Metadata Status* to *Retired* when you want to remove the record from view in EIMS to all users except Librarians with permissions for the record and EIMS Administrators.)

Step 3 Select the Save button, and a *Success!* message displays on the Metadata Entry Main Page. The record's availability to the user base is altered accordingly.


Metadata Entry Main Page
Continued
* indicates a required field
Success!
Row updated
Next Step: Data Set Details
NAVIGATION
EIMS Home
EIMS Main Menu
EIMS Search
DIRECTORY ENTRY #68173
DATA ENTRY FORMS
Main Page
Administrative Details
Data Set Details
Downloads / URL Links
Contacts
Related Entries
Access Policy
Acronyms
Citation
Data Elements
Geographic Area
GPRA Information
Keywords
Methods
Objectives
Quality Assurance
References
Time Frame
REPORTS
Metadata Report
Summary Report
Version History
Group Members
Dir Entry ID: 68173
Availability*: PUBLIC
Add to Group
Title*: DATA SET ADDED FOR TRAINING PURPOSES ONLY
Abstract*: This record is for training purposes only.
Edited abstract field.
Version*: 1.0
Version Description:
View Version History
Maintain Version History
Metadata Language*: ENGLISH
Information Type*: DATA SET
Metadata Status*: REVIEWED
Save
Reset
Status set to "Reviewed" and Availability set to "Public" – so the record will be accessible to all users

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How to Maintain EIMS Pick Lists

How do you edit the menu options of an EIMS application pick list?

Most data entry forms in the EIMS application contain at least one pick list, which provides valid options for populating a field. EIMS Administrator users (as well as Librarians for select fields) maintain the lists of available options (reference data).

The following table contains the name of each pick list, the type of users with edit privileges, and the user (or group) responsible for approving the desired changes. Select a reference data link for instructions on editing the indicated list.

NOTE	If the value you want to enter is not available in the pick list and you do not have the appropriate user permissions to change reference data, please contact the ORD Help Desk at (919) 380-4588 or via email at ord.omishelpdesk@epa.gov.

Pick List (Reference Data)	Change Access	Approval Authority
Access Constraints	Help Desk / Admin	EIMS Configuration Mgmt Group
Availability	Help Desk / Admin	EIMS Configuration Mgmt Group
Computer Language Platforms	Partner Librarian	Partner Librarian
Computer Languages	Partner Librarian	Partner Librarian
Counties	Help Desk / Admin	EIMS Configuration Mgmt Group
Countries	Help Desk / Admin	EIMS Configuration Mgmt Group
Cross Partner Collections	Help Desk / Admin	EIMS Configuration Mgmt Group
Database Job Setup (formerly *Email Notification Setup*)	Help Desk / Admin	EIMS Configuration Mgmt Group
Data Compression	Help Desk / Admin	EIMS Configuration Mgmt Group
Data Media	Partner Librarian	Partner Librarian
Data Types	Help Desk / Admin	EIMS Configuration Mgmt Group
Digital Formats	Collection Librarian	Collection Librarian
Directory Entry Types	Help Desk / Admin	EIMS Configuration Mgmt Group
Directory Entry Statuses	Help Desk / Admin	EIMS Configuration Mgmt Group
Document Series	Collection Librarian	Collection Librarian
Education Degrees	Help Desk / Admin	EIMS Configuration Mgmt Group

Equipment Supplies	Help Desk / Admin	Help Desk / Admin
Equipment Supply Types	Help Desk / Admin	Help Desk / Admin
Equipment Vendors	Help Desk / Admin	Help Desk / Admin
Geographic Areas	Help Desk / Admin	EIMS Configuration Mgmt Group
Groups	Help Desk / Admin	Group Owner
Group Membership	Help Desk / Admin	Group Owner
GPRA Goals	Help Desk / Admin	EIMS Configuration Mgmt Group
GPRA Objectives	Help Desk / Admin	EIMS Configuration Mgmt Group
GPRA Sub-Objectives	Help Desk / Admin	EIMS Configuration Mgmt Group
GPRA APG	Help Desk / Admin	EIMS Configuration Mgmt Group
GPRA APM	Help Desk / Admin	EIMS Configuration Mgmt Group
Journals	Collection Librarian	Collection Librarian
Keyword Tier 1: Topics	Help Desk / Admin	EIMS Configuration Mgmt Group
Keyword Tier 2: Terms	Help Desk / Admin	EIMS Configuration Mgmt Group
Keyword Tier 3: Keywords	Help Desk / Admin	EIMS Configuration Mgmt Group
Methods	Help Desk / Admin	Help Desk / Admin
Method Types	Help Desk / Admin	Help Desk / Admin

Municipalities	Help Desk / Admin	EIMS Configuration Mgmt Group
Object Statuses	Help Desk / Admin	EIMS Configuration Mgmt Group
Object Subtypes	Help Desk / Admin	EIMS Configuration Mgmt Group
Organizations	Help Desk / Admin	EIMS Configuration Mgmt Group
Organization Contacts	Help Desk / Admin	EIMS Configuration Mgmt Group
Partners	Help Desk / Admin	EIMS Configuration Mgmt Group
Partner Collections	Partner Librarian	Partner Librarian
Peer Review Categories	Help Desk / Admin	EIMS Configuration Mgmt Group
Platforms	Partner Librarian	Partner Librarian
Professional Types	Help Desk / Admin	Help Desk / Admin
Project ID Types	Partner Librarian	Partner Librarian
Publishers	Collection Librarian	Collection Librarian
Recent Additions (formally *What's New*)	Partner Librarian	Partner Librarian
Recording Formats	Help Desk / Admin	Help Desk / Admin
Research Components	Partner Librarian	Partner Librarian
Risk Paradigms	Help Desk / Admin	EIMS Configuration Mgmt Group
Roles	Help Desk / Admin	EIMS Configuration Mgmt Group

States	Help Desk / Admin	EIMS Configuration Mgmt Group
Units	Help Desk / Admin	EIMS Configuration Mgmt Group

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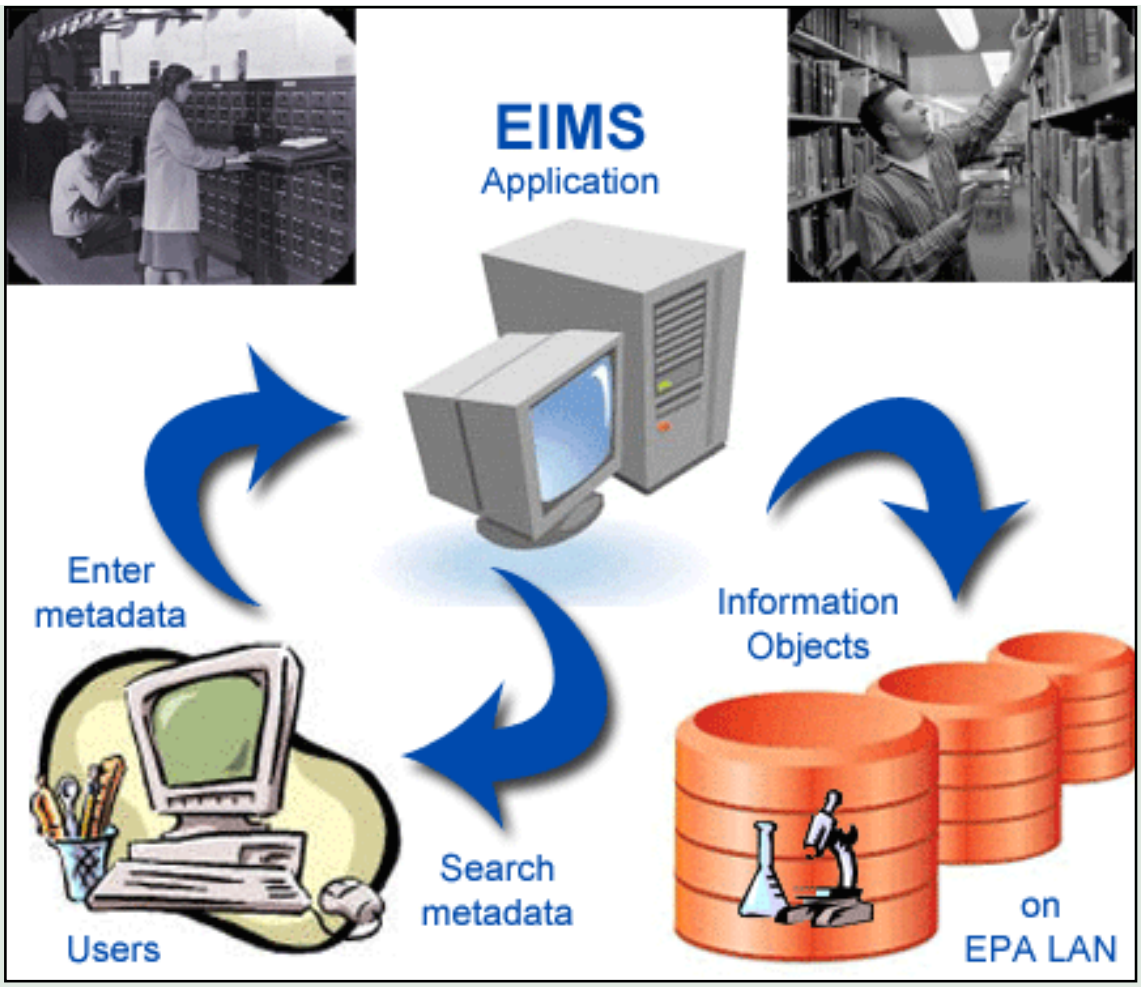
What is EIMS?

The Environmental Information Management System (EIMS) houses metadata (data about data) for the various Information Objects (products resulting from scientific study – journal articles, environmental models, data sets, etc.) produced by the EPA (or affiliated groups). As such, this web-based application functions in much the same way as a library's card catalog. Each card in a library's card catalog contains descriptive information (e.g., author, title, publisher, date published, etc.) about an object (e.g., book, journal, etc.) shelved in the library. Likewise, each record in the EIMS application contains metadata that describes an Information Object stored within the EPA network.



Being web-based, the EIMS application allows users anywhere in the world to access the metadata repository 24 hours a day, 7 days a week with nothing more than their web browser. EIMS also enables users to perform searches, download files, and edit records. Due to this ease of access and enhanced functionality, the EPA has designated EIMS as the central means of distributing metadata for environmental information to the public.

Who uses EIMS?

There are essentially two types of EIMS users: Data Entry Person (DEP) users and Librarians. The DEPs, as you might imagine, enter metadata records into the EIMS repository. The Librarians administer the information (e.g., control availability of records, maintain application pick lists, etc.). Both types of users can view records in EIMS if they have the applicable permissions – determined by the Metadata Status and Availability field settings.

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EIMS Terminology

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Term	Definition
Collection	A collection is a logical grouping of EIMS records based upon organization, topic, or other criteria. For example, the NCEA collection contains all records within EIMS that are owned by the NCEA organization.
Collection Librarian	The term Collection Librarian is used to describe a Librarian whose scope of responsibility comprises only those entries for a specific collection within a partner organization.
Cross-Partner Collection	A Cross-Partner Collection in EIMS has shared ownership between two or more partners.
Cross-Partner Record	A Cross-Partner record in EIMS has shared ownership between two or more partners. The record will show up in searches by any of the co-owning partners.

Cross-Partner Librarian	The term Cross-Partner Librarian is used to describe Librarians whose scope of responsibility stretches across multiple partner organizations.
DEP	Data Entry Person – The person who enters an individual record in EIMS. This person is not necessarily the author of the metadata content.
EIMS Administrator	The EIMS Administrator is a Metadata Librarian assigned to ensure compliance with system standards. The EIMS Administrator can review and edit any record in the system as well as designate the permissions of other Librarians.
EIMS Record	An EIMS record is the metadata entered to describe a single Information Object. This may also be referred to as an EIMS entry, a Metadata entry, or a Metadata record.
Entry ID / Dir Entry ID	The EIMS identification number for a specific metadata record generated by the system upon submission of a completed Metadata Entry Main Page.
Field	A Field is an Information Element – a single element (piece) of data on forms and reports. For example, the author, journal name, and publication date are all fields that provide data about a journal article. Fields may also be referred to as Metadata Elements.

GPRA	Government Performance and Results Act. This statute creates a government-wide performance tracking system based upon a structure of goals, objectives, sub-objectives, and performance measures.
Information Component	An Information Component is a logical grouping of Information Elements for the purpose of data entry and presentation. EIMS has a data entry page and a section on the full Metadata Report for all Information Components applicable for the different Information Types.
Information Element	Information Elements are bits of information represented as fields on data entry forms and reports. For example, the author, journal name, and publication date are all Information Elements that provide data about a journal article. Information Elements may also be referred to as Metadata Elements or Fields.
Information Object	An Information Object is the scientic product described by the metadata in EIMS. For example, in a library card catalog, the information on each card is the Metadata and the book to which it refers is the Information Object.

Information Type	The Information Type categorizes the Information Objects in EIMS. There are nine types of Information Objects: Project, Data Set, Database, Spatial Data, Model, Document, Multimedia, Web Site, and Meeting.
Keyword	A keyword is a descriptive term associated with an EIMS record in order to facilitate searches by topic.
Metadata	Metadata is data about data. In EIMS, it refers to a collection of Information Elements (fields) used to characterize an Information Object such as a journal article or database. For many complex environmental information resources (such as an environmental model or geospatial data set) a significant amount of standardized metadata is required to adequately characterize the resource so a reviewer can understand the specific nature of the resource and make judgments about its potential use. As a general rule, the more extensive the metadata, the greater the usefulness of the record.
Metadata Element	Metadata Elements are bits of information represented as fields on data entry forms and reports. For example, the author, journal name, and publication date are all Metadata Elements that provide data about a journal article. Metadata Elements may also be referred to as Information Elements or Fields.

Metadata Entry	A Metadata entry is the metadata entered to describe a single Information Object. This may also be referred to as an EIMS entry, an EIMS record, or a Metadata record.
Metadata Librarian	Metadata Librarians are EIMS users with the responsibility of managing EIMS content to ensure data integrity and security. Metadata entered into the system is never available to the full user-base until the applicable Librarian has reviewed and released it. There are four types of Metadata Librarians: EIMS Administrator, Partner Librarian, Collection Librarian, and Cross-Partner Librarian. (Please see Roles and Responsibilities for more detail.)
Partner	An EIMS Partner is an inter- or intra-agency organization, regional office, program, or project that contributes to the content of the system. The purpose of dividing the EIMS content into Partner Collections is to manage data ownership and control write access. EIMS Partners include the following: • National Center for Environmental Assessment (NCEA) • National Center for Environmental Research (NCER) • National Exposure Research Laboratory (NERL) • National Health and Environmental Effects Research Laboratory

	(NHEERL) • National Risk Management Research Laboratory (NRMRL) • Office of Resources Management and Administration (ORMA) • Environmental Monitoring and Assessment Program (EMAP) • Human Exposure Database System (HEDS) • Regional Environmental Vulnerability Assessment (ReVA) • Office of Environmental Information • Office of Water • Surf Your Watershed Program • EPA Regional Offices • Geospatial Data Index (GDI) • Global Change Research Program • Great Lakes National Program Office (GLNPO) • Enviro Science e-Print • Illinois State Water Survey Partners have primary responsibility for metadata administration in EIMS. (Records with no Partner affiliation are refered to as EPA-General.)
Partner Librarian	The term Partner Librarian is used to describe Librarians whose scope of responsibility includes only one partner organization. (This includes the EPA-General Partner Librarian.)
Product	Product and Scientific Product are other names for an Information Object in EIMS.

Role	The responsibilities and/or editing privileges granted to a registered EIMS user or organization.

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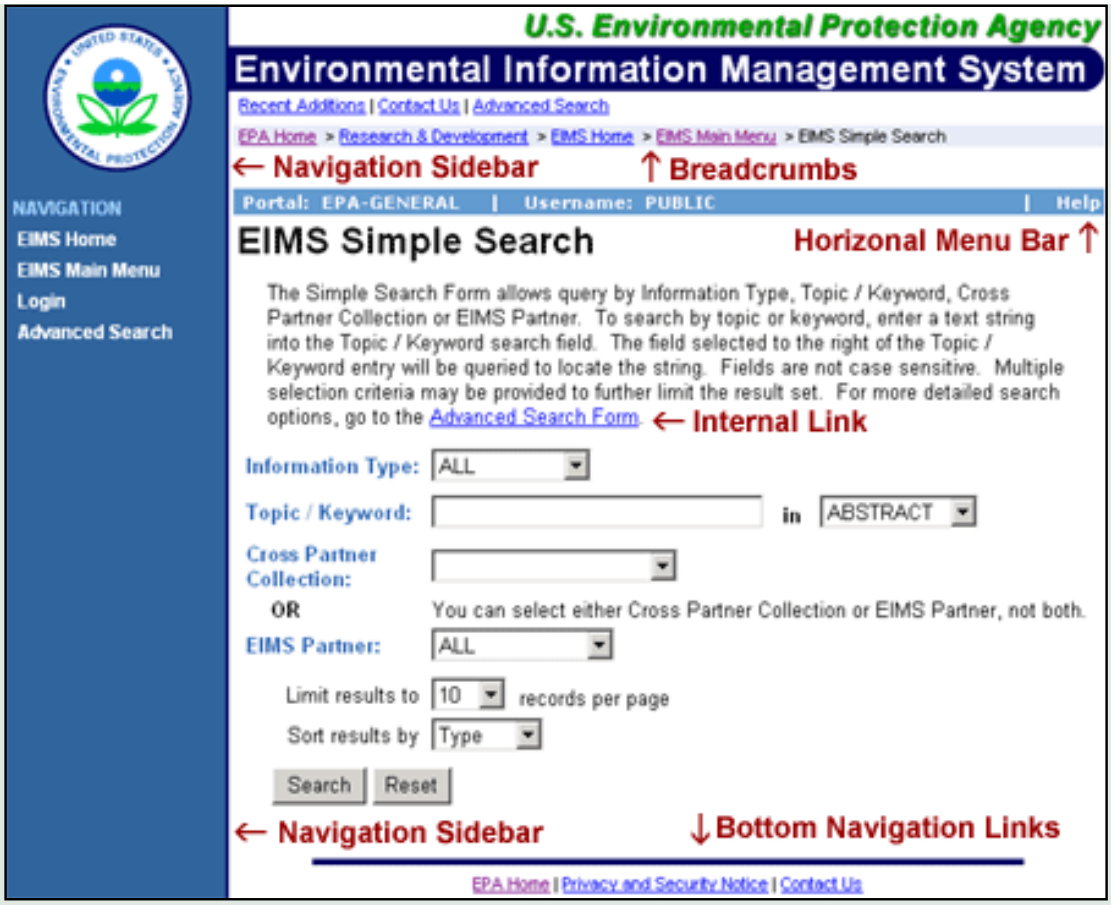
What is this?

This web page describes the main conventions utilized by the EIMS application for navigation and field input. It answers the following questions:

- How do I navigate within the EIMS application?
- What are Pick Lists?
- What are Pop-Up Screens?
- What do the buttons do?
- How do I find specific values from within a multi-page list without scrolling through all of the pages?
- What are data entry form modes?

How do I navigate within the EIMS application?



The following table describes the means of navigation utilized within the EIMS application.

Convention	Description
Navigation Sidebar	In EIMS, the Navigation Sidebar displays customized options based upon your user permissions and the page's functionality. When displaying records, the application also customizes the Navigation Sidebar based upon the record's content (e.g., a link represented as "Contacts (2)" indicates that there are two contacts listed for the record).
Breadcrumbs	All pages within the EPA web site (including the EIMS pages) have breadcrumbs displayed near the top of the page in a light-blue highlight box. These links represent the path taken down the hierarchical structure of the web site; click on a link to return to that level.

Horizontal Menu Bar	In a horizontal blue strip immediately above the page name, EIMS application pages display your user name and current portal affiliation as well as provide a link to the online help.
Internal Links	Underlined text within the body of EIMS pages indicates a link to the specified content.
Bottom Navigation Links	A link menu at the bottom of each page provides links to the following: EPA-Home (EPA Home Page), Privacy and Security Notice (EPA's web site security notice), and Contact Us (EIMS contact form).

What are Pick Lists?

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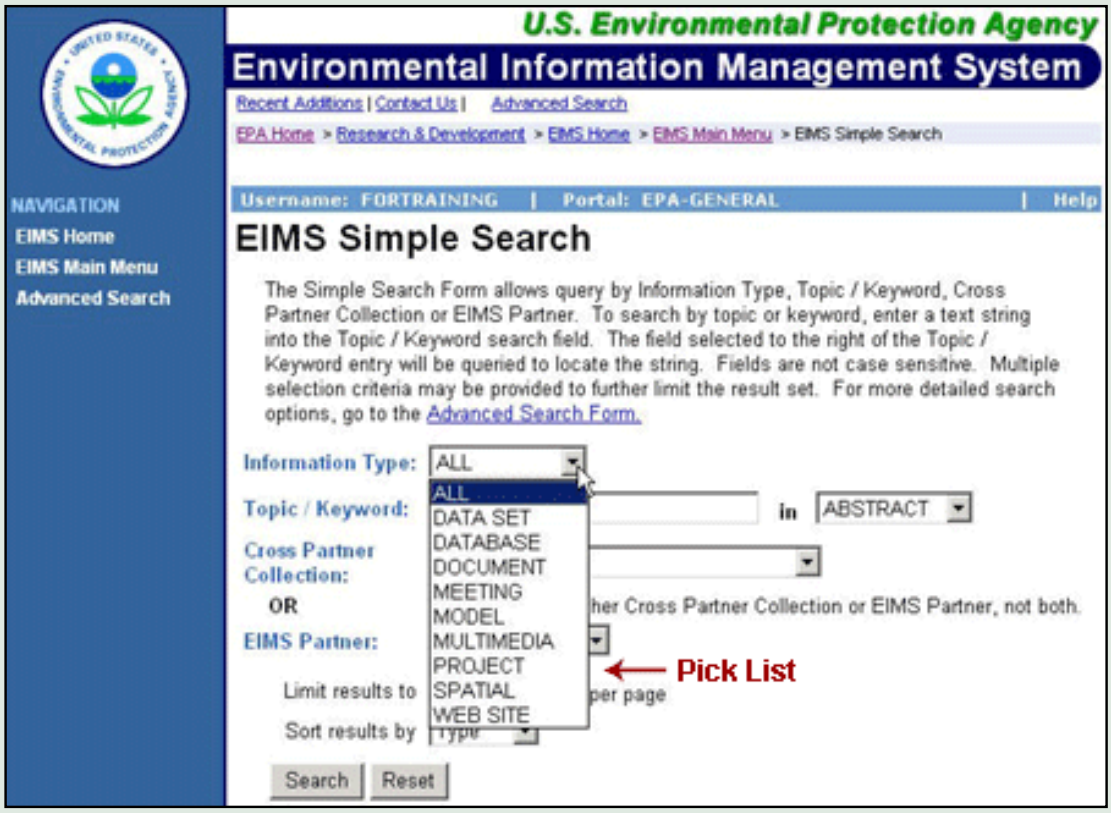
Most pages in the EIMS application contain at least one pick list (also known as a drop-down menu or pull-down menu). You can select from an option in these pick lists to populate a field. EIMS Administrators and Librarians maintain the options available in each pick list.



What are Pop-Up Screens?

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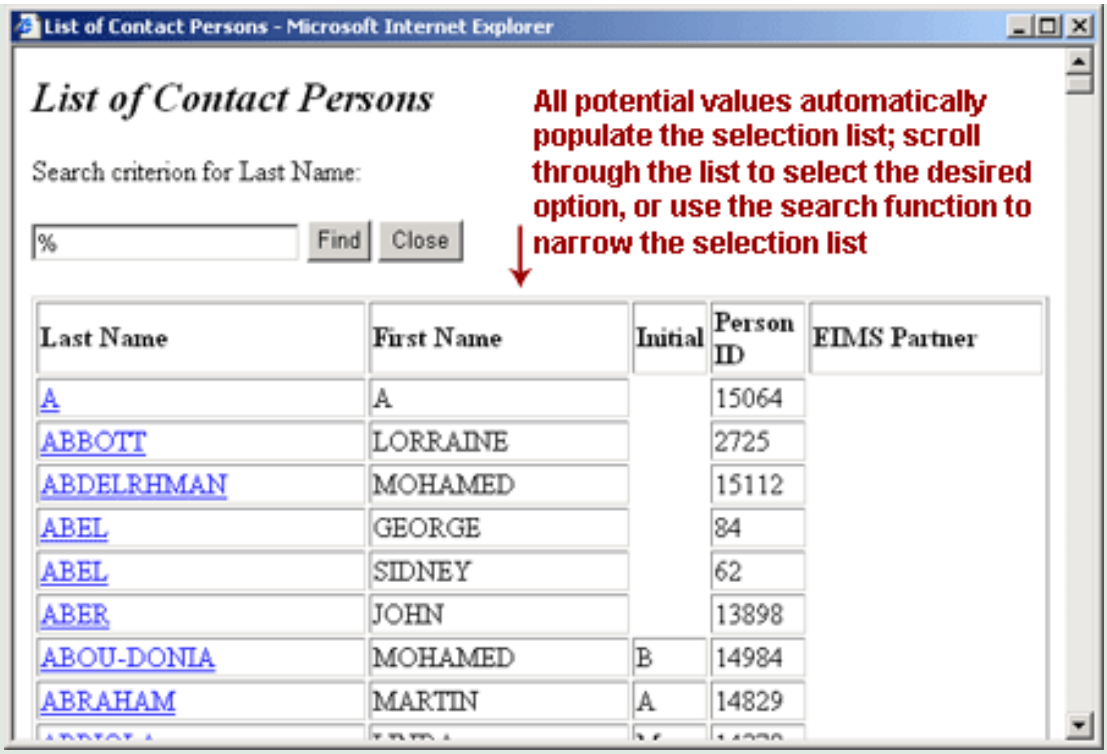
The presence of a magnifying glass icon beside an entry field indicates that you can populate the field from the available options in a Pop-Up Screen. Pop-Up Screens differ from Pick Lists in that they open in a new window, there are more available options, and you can search the available options for the value you wish to select. To access a Pop-Up Screen, click the magnifying glass icon. To search within a Pop-Up Screen, enter your criteria in the text box and select the `Find` button.

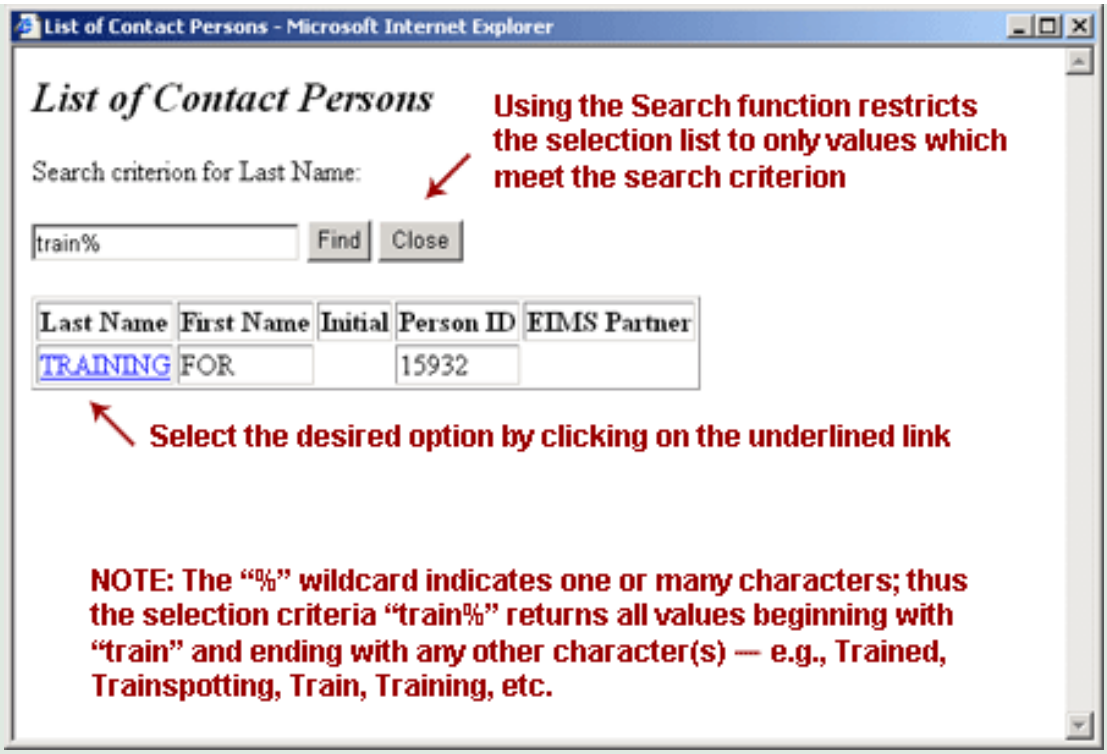
The following image displays a field for which there is a Pop-Up Screen.

The following image represents a Pop-Up Screen before performing a search (populated with the default listing of option values).



NOTE	An exact match will be returned unless you use a wildcard character (%) before, after, or in the middle of your criteria. The "%" wildcard indicates one or more unknown characters. Thus, the selection criteria "train%" returns all values beginning with the string "train" and ending with any other character(s). The selection criteria "%train%" returns all values with the string "train" anywhere within the designated field. The selection criteria "%train" returns all values ending with the string "train" regardless of what character(s) may precede it.

The following image represents a Pop-Up Screen after performing a search (populated with only those option values that conform to the selection criterion).



What do the buttons do?

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The following table describes the functionality of all buttons utilized within the EIMS application.

Name	Button	Function
Add	Add	Displays the specified data entry form in add mode.
Cancel	Cancel	Cancels the process that is in progress.
Close	Close	Closes the designated window.
Delete	Delete	Deletes the displayed entry. You must select the OK button from the delete confirmation box to complete the deletion.

Find	Find	Implements a search for the designated field(s) based upon the criteria entered.
First 10 Records	First 10 Records	Moves you to the first 10 records of the search results.
Last 10 Records	Last 10 Records	Moves you to the last 10 records of the search results.
Navigate Backward	<	Moves you a page backward in the search results.
Navigate to Beginning	<<	Moves you to the beginning (first page) of the search results.
Navigate to End	>>	Moves you to the end (last page) of the search results.
Navigate Forward	>	Moves you a page forward in the search results.
Next 10 Records	Next 10 Records	Moves you 10 records forward within the search results.
OK	OK	Completes the process that is in progress.
Previous 10 Records	Previous 10 Records	Moves you 10 records back within the search results.
Query	Query	Displays a screen from which you can search for results within the listed items.

Requery	ReQuery	Refreshes the search used to generate the results already displayed.
Reset	Reset	Returns all fields to the last saved value.
Save	Save	Saves the values entered into the database.
Search	Search	Implements a search based upon the criteria entered.

How do I find specific values from within a multi-page list without scrolling through all of the pages?

Top

Whenever a data entry form in report mode has a list of available options that occupies mulitple pages, the EIMS application presents you with the option of either browsing through the pages with navigation buttons (see Buttons for more information) or use the `Query` button to search the list of options for the value you want.

The following image displays a data entry form (Counties) in report mode with a multiple-page list of available options.

How do you search for a value within a multi-page list?

Step 1 Select the `Query` button to display a search page.

Step 2 Enter selection criteria in the available field(s).

NOTE	For text box search criteria, an exact match will be returned unless you use a wildcard character (%) before, after, or in the middle of your criteria. The "%" wildcard indicates one or more unknown characters. Thus, the selection criteria "train%" returns all values beginning with the string "train" and ending with any other character(s). The selection criteria "%train%" returns all values with the string "train" anywhere within the designated field. The selection criteria "%train" returns all values ending with the string "train" regardless of what character(s) may precede it.

Step 3 Select the `Find` button to display the narrowed search results from which you can select the desired value.

What are data entry form modes?

Top

EIMS data entry forms have 3 possible modes:

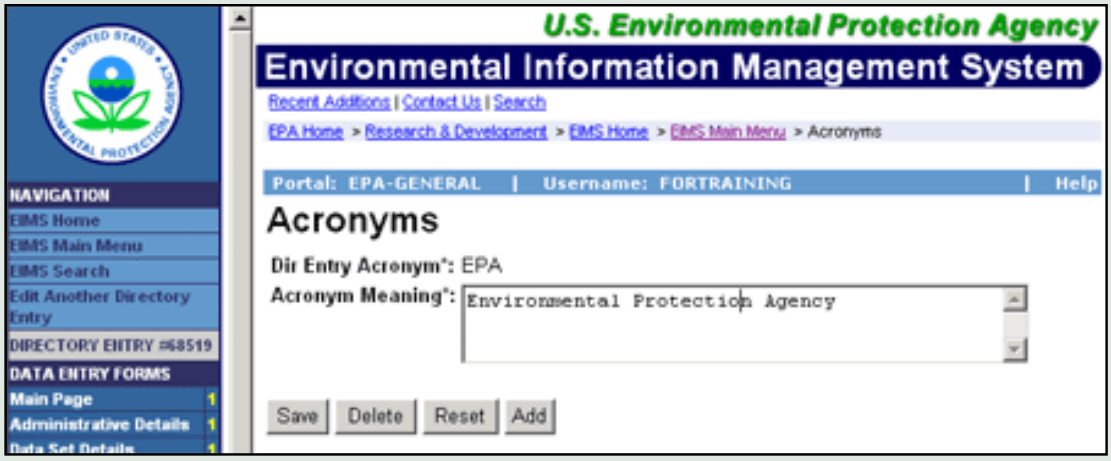
1. **Add Mode** – Use to enter new information into EIMS (entry fields are empty or set to their default value).
2. **Edit Mode** – Use to modify existing information in EIMS (entry fields are populated with the values last saved in the application).
3. **Report Mode** – Use to list existing information in EIMS (there are no entry fields; the page displays a list of all information currently saved in EIMS for the applicable data grouping).

Data Entry Form in Add Mode

The following image depicts an EIMS data entry form in add mode. Use forms in add mode to enter new data into EIMS.

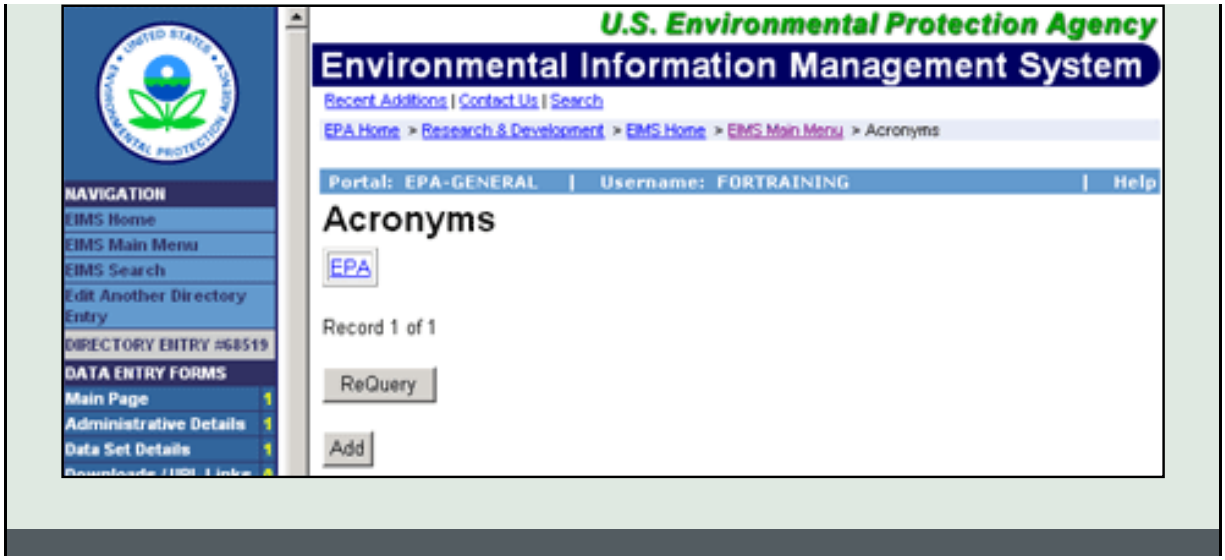
Data Entry Form in Edit Mode

The following image depicts an EIMS data entry form in edit mode. Use forms in edit mode to modify existing data in EIMS.



Data Entry Form in Report Mode

The following image depicts an EIMS data entry form in report mode. Use forms in report mode to view a litsing of all related data in EIMS (e.g., all Acronyms metadata for the open EIMS record).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How is the content of the EIMS database organized?

Much as a library has different sections for different types of publications (e.g., books, newspapers, periodicals, etc.), the content of the EIMS metadata repository is separated into different types of Information Objects, the elements of which are logically grouped into Information Components for data entry and presentation.

What are Information Types?

The EIMS application divides the database content based upon the type of Information Object described by the metadata entry. There are 9 types of Information Objects: Data Set, Database, Document, Meeting Model, Multimedia, Project, Spatial Data, and Web Site.

Information Type	Definition
Data Set	A Data Set is defined as a freestanding collection of information not included in a formal database management application.
Database	A Database is defined as a collection of data residing in a database management application.
Document	A Document is defined as any type of text-based information product (e.g., memorandum, book, article, report, etc.).

Meeting	A Meeting is defined as an organized assembly of people brought together for a pre-determined purpose.
Model	A Model is defined as a set of algorithms used to calculate a derived quantity or predict a future state.
Multimedia	Multimedia is defined as information products that are not based upon text (e.g., maps, images, sound files, and videos).
Project	A Project is defined as any type of delimited, focused activity with a pre-determined outcome. A project gives rise to all other types of Information Objects. For example, a project to assess the impact of dioxins on aquatic wildlife might engender a data set of collected information, a model to forecast future impact, and a journal article reporting the project's findings. In this example, the EIMS entries for the project, data set, model, and article would all refer to each other as related entries in the metadata.
Spatial Data	Spatial Data is defined as environmental information that incorporates geographic identifiers, which reference locations on the earth's surface using a standard set of coordinates.
Web Site	A Web Site is defined as a collection of related web pages accessed through a common URL root (e.g., "http://www.epa.gov/epahome/recentadditions.htm", "http://www.epa.gov/epahome/comments.htm", and "http://www.epa.gov/epahome/aboutepa.htm" are all web pages within the "http://www.epa.gov" web site).

What are Information Components?

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The EIMS application further divides the database content by grouping the various pieces of information about each Information Object into the metadata Information Components described in the table below.

Each type of Information Object has a unique metadata structure; therefore, EIMS presents the user with tailored screens for adding, editing, or reviewing each type (e.g., the metadata record for a Meeting would not have a link for the Data Elements Information Component).

Each Information Component has a screen in the EIMS application for entry of related data. However, not all of the Information Components apply to all types of Information Objects. Accordingly, the EIMS Navigation Sidebar only displays links to the relevant Information Components for each different type of Information Object.

The Information Components common to multiple Information Types include: Administrative Details, Access Policy, Acronyms, Citation, Contacts, Data Elements, Downloads / URL Links, Geographic Area, GPRA, Keywords, Methods, Objectives, Quality Assurance, References, Related Entries, and Time Frame. Additional Information Components apply to individual Information Types: Project Attributes, Project Tracking, Project Details, Data Set Details, Database Details, Document Details, Meeting Details, Model Details, Multimedia Details, Spatial Details, Web Site Details, and Geospatial Data Set.

Each Information Component is described below.

Information Component	Definition

Administrative Details	The Administrative Details Information Component contains miscellaneous information about the EIMS record, which the system uses for record maintenance. For example, the Administrative Details Information Component stores the date that the record was entered into EIMS, each time the record was modified, and when the records was reviewed and released by the applicable Librarian.
Access Policy	The Access Policy Information Component contains information about who has access to the EIMS metadata record and describes the procedure (and associated constraints) authorized people can use to access the actual Information Object described by the EIMS metadata record.
Acronyms	The Acronyms Information Component contains a listing of acronyms employed in the Information Object and/or the metadata record describing it.
Citation	The Citation Information Component contains the formal citation for the Information Object. For example, if an author wanted to use an EIMS Information Object in a journal article, he/she could copy the Citation from the Information Object's metadata record to include in the bibliography of the article.
Contacts	The Contacts Information Component contains information about the people and organizations associated with an Information Object (e.g., the Owner, the DEP, the Principal Investigator, the Project Manager, etc.)

Data Elements	The Data Elements Information Component contains information about the definition and structure of each data element. This information can help EIMS user understand the meaning of the data contained in the Information Object (data set, database, model, or spatial data) and its suitability for use in other contexts.
Download / URL Links	The Download / URL Information Component contains information about the format and location of files and/or web addresses for material related to the Information Object. The DEP might choose to attach related files to the Information Object, thus making them available to EIMS users for download. For example, if the EIMS metadata record has a product (e.g., document file, database file, etc.), it could, potentially, be stored within the Download / URL Information Component.
Geographic Area	The Geographic Area Information Component contains information describing the geographic area or extent associated with the Information Object.
GPRA	The Government Performance and Results Act (GPRA) Information Component contains information related to GPRA goals and objectives, which provide a crosswalk to the GPRA management system as well as reports to EPA senior management, Congress, and the public.

Keywords	The Keywords Information Component contains keywords associated with the metadata record. This information can assist others when searching for EIMS records.
Methods	The Methods Information Component contains information about the methods utilized in the Information Object.
Objectives	The Objectives Information Component contains information about the purpose associated with the Information Object. This information can help establish the context of the Information Object and its relationships with other data and/or events.
Quality Assurance	The Quality Assurance Information Component contains information about data use and constraints.
References	The References Information Component contains bibliographic citations of works that have used the Information Object. For example, if a specific data set were used in an assessment that resulted in the creation of a publication, the bibliographic reference for that publication may be cited in the References Information Component of the metadata for that data set.
Related Entries	The Related Entries Information Component contains information about other EIMS content that pertains to the viewed record. Related entries could be parents or children of the current record (e.g., a separate entry for the journal article that resulted from a pesticide research project) or simply similar in scope or content (e.g., 2 spearate journal articles that resulted from separate projects that both pertain to

	drinking water).
Time Frame	The Time Frame Information Component contains information about the time frame applicable to the Information Object. For example, the beginning and end dates of a Project.
Project Attributes	The Project Attributes Information Component contains administrative information about a project (e.g., status, costs, FTEs, and clients).
Project Details	The Project Details Information Component contains information peculiar to project Information Objects (e.g., project start and end dates).
Project Tracking	The Project Tracking Information Component (which is only used for projects) allows the user to provide project-tracking information drawn from other major management systems (e.g., MS Project). This creates a cross-reference between EIMS and the other system to assist in project management, monitoring, and analysis.
Data Set Details	The Data Set Details Information Component contains information peculiar to data set Information Objects (e.g., sampling start and end dates).
Database Details	The Database Details Information Component contains information peculiar to database Information Objects (e.g., sampling start and end dates).
Document Details	The Document Details Information Component contains information peculiar to document Information Objects – e.g., type of document (journal article, thesis, etc.), status (draft, final, published, etc.), and Peer Review Category.

Meeting Details	The Meeting Details Information Component contains information peculiar to meeting Information Objects (e.g., meeting start and end dates).
Model Details	The Model Details Information Component contains information peculiar to model Information Objects (e.g., model publication date).
Multimedia Details	The Multimedia Details Information Component contains information peculiar to multimedia Information Objects (e.g., publication date).
Spatial Details	The Spatial Details Information Component contains information peculiar to spatial data set Information Objects (e.g., sampling start and end dates).
Geospatial Data Set	The Geospatial Data Set Information Component contains more refined data set descriptives for spatial data Information Objects (e.g., purpose, time differential, cloud cover).
Web Site Details	The Web Site Details Information Component contains information unique to web sites (e.g., URL, hosting organization, and publication date).

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Who is responsible for record management in EIMS?

Multiple people have responsibility for each record in EIMS, not just the person who enters the data into the system. In fact, the metadata record will have already passed through an external business process for approving the information before the Data Entry Person (DEP) adds it to EIMS. Once added, the DEP, any Co-Owners, and the applicable Metadata Librarian have the authority to edit the record as necessary. After reviewing the record for accuracy, the Metadata Librarian changes the *Metadata Status* to *Reviewed*, thus publishing it to the specified user group on behalf of the owning organization.

Click any of the links below to navigate to a definition of that role.

- DEP
- Owner
- Co-Owner
- Librarian

Data Entry Person (DEP)

Definition

The person who enters an individual record in EIMS. This person is not necessarily the Metadata Author.

Business Rules and Constraints

- The person who creates a metadata record always has the designated role of DEP.
- The DEP may edit the record.
- The DEP may designate Co-Owners of the record.
- There can be only one DEP Contact per record.
- The DEP Contact may never be changed or deleted.
- A DEP may not be an organization.
- The DEP is a mandatory field in EIMS.

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Owner

Definition
Organization responsible for the individual EIMS record and its substantive content.

Business Rules and Constraints

- The Owner must be an organization.
- There may be only one Owner Contact per record.
- This is a required field for EPA or Partner records, but is optional for records entered by Public users.

For records relating to activity sponsored by an EPA or EIMS Partner Organization through extramural funding (contract, grant, cooperative agreement), the sponsoring organization should be identified as the record Owner.

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Co-Owner

Definition
Individuals designated and authorized to edit the content of an individual EIMS metadata record.

Business Rules and Constraints

- Co-Owners may edit the record for which they are

designated.
- Multiple individuals may be designates as Co-Owners for an individual record.
- An organization may not be designated as a Co-Owner.
- Only the DEP or the appropriate EIMS Metadata Librarian may approve and enter individuals with the role of Co-Owner. (A Co-Owner may not designate other Co-Owners).

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Librarian

Definition
There are 4 types of librarian users:

- **EIMS Administrator** – User assigned the responsibility for assuring compliance with system standards. An EIMS Administrator can edit any EIMS metadata record (including the ability to promote or demote the record's *Metadata Status* impacting its availability to the user base), designate any user as a librarian, and set up a librarian user with permissions that override the defaults for the assigned Librarian Type.
- **Cross-Partner Librarian** – User assigned the responsibility of managing cross-partner collections. A Cross-Partner Librarian has access to records designated as belonging to multiple partner's collections with a *Metadata Status* of *Pending* or above.
- **Partner Librarian** – User assigned the responsibility for managing a partner's records. A Partner Librarian can edit all partnership records with a *Metadata Status* of *Pending* or above (including the ability to promote or demote the record's *Metadata Status* impacting its availability to the user base) and can designate Collection Librarians with the default permissions.
- **Collection Librarian** – User assigned the responsibility of managing partner collections. A Collection Librarian can edit any partnership records within a specified collection with a *Metadata Status* of *Pending* or above.

Permission	Librarian Type			
	Administrator	Cross-Partner	Partner	Collection
Review Records	X	X	X	X
Edit Records	X		X	X
Promote / Demote Records	X		X	
Designate Subordinate Librarians	X			
Maintain Reference Data	X			

Business Rules and Constraints

- The Librarian Type hierarchy goes as follows: Administrator, Cross-Partner, Partner, Collection.
- A librarian cannot be added without designating the Librarian Type.
- When adding an EIMS Administrator, if other Librarian Types exist for the specified person, the other Librarian Types will be deleted.
- Users designated as EIMS Administrators cannot be designated as any additional Librarian Types.
- Users designated as Partner Librarians should not be designated as Collection Librarians, too.
- Users designated as Cross-Partner Librarians should not be designated as Partner Librarians, too.
- Only EIMS Administrators can access the Librarian Administration module to designate other librarians.
- EIMS Administrator Librarians can override the default librarian roles, but not for other EIMS Administrators.
- When adding an EIMS Administrator, all librarian roles are checked by default.

- When adding a Cross-Partner Librarian, Review Records is checked by default.
- When adding a Partner Librarian, all librarian roles are checked by default.
- When adding a Collection Librarian, Review Records and Edit Records are checked by default.
- Only EIMS Administrators can maintain reference data for the application's pick lists.

Who can I contact for supplemental information?

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The following role descriptions are classifications of individuals capable of providing supplemental information about the Information Object described in the EIMS record or about components of the EIMS metadata record. You don't have to add these contacts to your entries, but this information will enhance the value of the EIMS metadata record.

Role	Type	Definition
Approver	Individual	the role *Approver* is assigned to the individual who approved the distribution of the Information Object described by the EIMS metadata record. Multiple individuals may be given the role *Approver* reflecting that some documents require multiple levels of approval.

Chair	Individual	the role *Chair* is reserved for the contact person who is the chairperson for the meeting described by the EIMS metadata record.
Compiler	Individual	the role *Compiler* is assigned to the individual who was responsible for compiling different sections of the document described by the EIMS metadata record. Multiple individuals may be given the role *Compiler*.
Contact	Individual or Organization	the role *Contact* is assigned to an individual or organization that can provide supplemental information about the Information Object described by the EIMS metadata record. Multiple designations may be made for Contacts. Individuals designated as *Contact* should

		have sufficient knowledge of the underlying Information Object to assist in the data administration error correction process. Specifically, Contacts will be notified of errors identified in the Information Object and will be expected to provide advice on appropriate steps to correct the error or posting of notice in the EIMS record of limitations in usage created by the error.
Contributor	Individual or Organization	the role *Contributor* is assigned to an individual or an organization that contributed in some significant way to the creation of the Information Object described by the EIMS metadata record. Multiple individuals and/or organizations may be assigned this role, but each designation must be made

		individually (i.e., mixed designations are not acceptable in the EIMS application).
Developer	Individual or Organization	the role *Developer* is assigned to the individuals or organizations that developed the Information Object described by the EIMS metadata record.
Distributor	Organization	the role *Distributor* is assigned to the organization that distributes an information product developed by others to end users or intermediaries.
Editor	Individual	the role *Editor* is assigned to the individual who was responsible for editing the document described by the EIMS metadata record. Multiple individuals may be given the role *Editor*.

Metadata Author	Individual	the role *Metadata Author* is assigned to the individual who developed the metadata for the Information Object described by the EIMS metadata record. If the Metadata Author is the same individual designated as Co-Owner or Contact, separate identification as *Metadata Author* is not necessary.
Originator	Individual or Organization	the role *Originator* is assigned to the individual or organization that created the original configuration of spatial data contained in the Information Object described by the EIMS metadata record.
Participant	Individual or Organization	the role *Participant* is assigned to persons or organizations who plan to participate or have participated in the meeting described by the EIMS metadata record.

Presenter	Individual	the role *Presenter* is assigned to persons who plan to present or have made a formal presentation at the meeting described by the EIMS metadata record.
Principle Investigator	Individual	the role *Principal Investigator* is assigned to the individual named as Principal Investigator who was responsible for the design and execution of scientific activity that resulted in the production of the Information Object described in the metadata EIMS record. Multiple individuals may be identified as Principal Investigators.
Processor	Organization	the role *Processor* is assigned to the organization or individual that manipulated various information resources to produce the Information Object identified in the EIMS metadata

		record.
Project Manager	Individual	the role *Project Manager* is assigned to the individual responsible for oversight and management of multiple activities, one of which resulted in the production of the Information Object identified in the EIMS metadata record.
Project Officer	Individual	the role *Project Officer* is assigned to the individual who was designated as the Project Officer for the activity that resulted in the production of the Information Object described by the EIMS metadata records. Multiple individuals may be given the designation *Project Officer*.

Publisher	Organization	the role *Publisher* is assigned to the organization that published the Information Object described by the EIMS metadata record.
Source Originator	Organization	the role *Source Originator* is assigned to the organization that originally produced an information product upon which the Information Object documented in the EIMS metadata record is based.
Source Publisher	Organization	the role *Source Publisher* is assigned to the organization that published the original information resources upon which the Information Object described in the EIMS metadata is based.

Technical IM	Individual	the role *Technical IM* is assigned to the Technical Information Manager (TIM) responsible for establishing tracking information for, and approval of, the EPA document described by the EIMS metadata record. Multiple individuals may be given the role of *Technical IM*.
Webmaster	Individual	the role *Webmaster* is used to identify the designer of a web site.

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Field	Definition
#	Count of records returned in search results.
# of Pages	Count of pages comprising the Information Object described by the specified EIMS record.
Abstract	The abstract describes the specific subject and unique dimensions of the Information Object documented in the EIMS metadata record. This includes explicit consideration of major scientific concepts, keywords, and other descriptive terms to aid system users in searching for and identifying relevant records.
Access Procedures	Text that explains access limitations and how and under what conditions access may be obtained.
Accounting Unit	Digits 5 and 6 of the Hydrological Unit Code (HUC).
Acronym Meaning	Full text representation of the specified acronym (e.g., Environmental Protection Agency for EPA).

Additional Information	Explanatory text and/or further details about the specified object.
Alternate Phone	The 10-digit secondary telephone number for the identified person.
APG	Annual Performance Goal (APG) as defined in the relevant GPRA listing.
APG Identification Number	The numeric identifier attached to the Annual Performance Goal (APG) in the relevant GPRA listing.
APG Title	Title for the Annual Performance Goal (APG).
APG Year	The fiscal year(s) for which the Annual Performance Goal (APG) has been established.
APM	Annual Performance Measure (APM) as defined in the relevant GPRA listing.
APM Identification Number	The numeric identifier attached to the specific Annual Performance Measure (APM) in the relevant GPRA listing.
APM Title	Title for the Annual Performance Measure (APM).
APM Year	The fiscal year for which the Annual Performance Measure (APM) has been established in the relevant GPRA listing.
Application Version	The manufacturer's version control number for the software employed in the file being uploaded into the EIMS database.
Approach	Description of the scientific strategy guiding project activity and/or methodologies used as part of a project or used to create a product.

Attribute Accuracy Report	Assessment of the accuracy of the attribute values assigned in the data set.
Author Order	The sequence in which co-authors of a publications are to be listed in the formal citation for the work.
Availability	A record's Availability indicates who will be able to view a record through EIMS search functions once it has been reviewed by the Metadata Librarian. There are four levels of availability: • Public – accessible to all EIMS system users • EPA Only – accessible to only EPA registered users • Group – accessible to only a specifically defined group of system users • Owner – accessible only by the designated owner of the EIMS record Please note that the EIMS entry will not be accessible to the designated parties until the `Metadata Status` has been set to Reviewed by the applicable Librarian.
Background Info	Supplemental information that may establish a broader context for the activity being pursued in the project or a concise statement of preceding relevant activity.

Book Info	If the metadata record describes a chapter within a book (rather than the whole book), the Book Info field houses the title of the book. The Title field on the Metadata Entry Main Page contains the name of the individual chapter.
Business Hours	The hours of operation for the specified organization (e.g., 8:00AM - 5:00PM M-F, 10:00AM - 6:00PM Saturday).
Cataloging Unit	Digits 7 and 8 of the Hydrological Unit Code (HUC).
Citation	The complete listing of the citation associated with the Information Object described by the specified EIMS metadata record.
City	The local political subdivision (state-chartered municipality occupying a definite area) identified in the mailing address.
Clients	The organization(s) for whom a project is conducted, or who will be primary users of the products produced through the project.
Cloud Cover	The percentage of the spatial extent clouds obstructed an area of the data set. Expressed in 0% to 100% or unknown.
Collection	A collection is a logical grouping of EIMS records based upon organization, topic, or other criteria.
Collection Type	A list of the Partner's collections contained in EIMS.
Collection(s)	List of all Partner and Cross-Partner Collections associated with the specified EIMS metadata record.

Completeness Report	Information about omissions, selection criteria, generalizations, and rules used to derive the data set.
Compression Status	This entry describes the status of a file and the technology employed to compress data in the file. A pick list with the following values is provided; additional values may be included in the list by use of the Data Compression screen in the Administration Menu: • Uncompressed • Zip File Compression • GZIP File Compression • Z File Compression • TAR Archive • GTAR Archive • Unknown File Compression Type
Computer Language	The computer language associated with the Information Object (e.g., data set, database, model) documented in the EIMS metadata record.
Computer Platform	This entry describes the type of computer platform required for use of a specific Model or other Information Object. A pick list is provided with a single example; additional values may be included by use of the Platforms screen in the Administration Menu.
Conference Info	Information about the chapter or section of the conference proceedings which pertains to the EIMS metadata entry.

Confirm Password	Confirmation entry of the password.
Constraint Desc	Definition of supplemental limitations in availability of an EIMS record.
Constraint Name	Title assigned for limitations to access of EIMS records.
Contact Person	Agency employee designated by the Partner organizations to be the primary Contact for EIMS.
Country	Major national political division (e.g., the United States of America, Canada).
County	The geographic area of the activity defined by State/County jurisdiction.
Cross-Partner Collection	A Cross-Partner Collection in EIMS has shared ownership between two or more partners.
Currentness Reference	Basis for determining the time period of content (i.e., Ground condition or publication date).
Data Compression	Name of technology employed in data compression (e.g., WinZip).
Data Element	A field in a data set or database.
Data Type	Characterization of the manner in which data is presented: • Character • Date • Number • Varchar (Variable characters and numbers)
Data Use and Constraints	Text commentary on any issues in the use of a given data set, including explicit description of any limitations or constraints on use of the data.

Date and Time	The date and time at which the specified Partner's EIMS metadata record statistics were calculated.
Decimal Digits	The number of decimal places allowed for the definition of the data element.
Degree	Title of the educational degree presented in standard alphabetic abbreviation (e.g., Ph.D., MD, etc.)
Degree Number	Number representing the order in which you received the specified degree.
DEP	Data Entry Person.
Description	A text definition of the specified object and/or supplemental information about a specific topic (e.g., data compression, method type, etc.).
Digital Format	Common title for the digital format employed (e.g., ARC/INFO).
Dir Entry Acronym	A specified acronym (e.g., EPA for the Environmental Protection Agency).
Dir Entry ID	The EIMS identification number for a specific metadata record generated by the system upon submission of a completed Metadata Entry Main Page.
Direct Spatial Reference	The system for representation of data in the data set (point, vector, raster).
Display Order	Number representing the order in which the specified Model Question will be displayed.
Document Number	The numeric identification number for a document assigned as the ISBN, NTIS, USDOE, USEPA, etc.

Document Status	Characterization of the stage of development of a document: • Draft • Final • In Review • Planned • Published • Publication Date
Document Subtype	Listing of subordinate categories of documents permitted in EIMS. A pick list with the following values: • Book • Conference Proceedings • Journal • Meeting Abstract • Newsletter • Report • Theses/Dissertation
Eastern Boundary	The Eastern-most reach of the geographic area defined in the EIMS record in terms of longitude.
EIMS Certification	Level of review provided to the object file: • Level 0: No Certification • Level 1: Metadata Reviewed Only • Level 2: File Checked for Known Viruses • Level 3: File Checked for Inappropriate Content • Level 4: File Checked for Viruses and Content

EIMS Partner	An EIMS Partner is an inter- or intra-agency organization, regional office, program, or project that contributes to the content of the system.
Email File Name	Text file containing email addresses of the designated Contact person(s).
End Date	The calendar date when the specified activity was completed (or is intended to end).
Entry Date	The date the record was entered into EIMS.
Equipment Supplies	The equipment and materials required for the accurate employment of an analytical method.
Equipment Supply Type	Type / category of equipment supply (e.g., consumable, sampling platform, etc.).
Expertise	Field(s) in which the identified person has specialized training or experience.
Expiration Date	Sunset date for the metatdata entry on a Partner's Recent Additions page (i.e., the date after which the record should no longer display on the Recent Additions page).
Fax Phone	The primary, 10-digit telephone fax number of the identified person, expressed as 999-999-9999.
FGDC Compliant	Values (Yes / No / Unknown) indicate if metadata for this data set satisfies the standard of the Federal Geographic Data Committee.
File Date	Date the file was created.
File Extension	The portion of the file name that indicates the mime type (usually the last 3 digits after a period – ".xls", ".doc", ".gif", etc.).

File Name	The descriptive title assigned to an uploaded file.
File Size (KB)	The size of an uploaded file in terms of kilobytes of data.
File Type	type/format of the electron file containing electronic data.
First Name	The given name of the identified person.
Geographic Area	The geographic area in which a particular activity documented in EIMS occurred.
Geospatial Present Form	The mode in which the geospatial data are presented (i.e., atlas, satellite image, model, diagram, map, etc.).
Goal	A desired major outcome/result of Agency activity as identified in the GPRA listing. In the GPRA structure of Goals and Objectives the Goal is the highest level of generality of performance objectives. Each Agency establishes multiple Goals to orient programmatic activity.
Goal Number	The identification number assigned to a particular Goal in the GPRA management structure.
Grid Other Coordinate System	A description of the coordinate reference system used for the data set and is not defined elsewhere in the system.
Group ID	Systematically generated identification number for the specified group.
Group Name	A brief descriptive title for the group.
Group Owner	Systematically generated with user ID of person who adds the group.
Group Type	Public or Private.

High Range	The highest value that may be recorded within the data field for an EIMS data element.
High Range Reason	Text entry providing explanation of the high range limitation.
Horizontal Datum Name	The name of the reference system used for defining the coordinate of points.
Horizontal Datum Other	Explanation of accuracy or tests used.
Horizontal Position Accuracy	Estimated accuracy of the horizontal positions of the spatial objects.
In Pick list?	Indication as to whether or not the MIME Type will appear in the pick list.
Information Type	The specific class of Information Object to be documented in the EIMS metadata record. Select from the pick list one of the following values: • Data Set – a freestanding collection of information not included in a formal database management system • Model – a set of algorithms used to calculate a derived quantity or predict a future state • Web Site – a collection of web pages accessed at a specific URL • Database – collections of data residing in a database management system • Multimedia – information products such as maps, pictures and images, sound files and video films

	• Document – any type of text information products (e.g., memorandum, book, article, report, etc.) • Project – any type of bounded, focused activity with a defined outcome (a more comprehensive description of project activity is under development) • Meeting – an organized assembly of people brought together for a defined purpose • Spatial – environmental information that incorporates geographic identifiers which reference locations on the earth's surface using a standard set of coordinates
Institution	Institution of Higher Education from which a degree was granted.
Interval	This systematically generated field conveys the amount of time between runs of the identified database job.
Issue ID	Identification of the series publication of which the data set is a part.
Job#	The systematically generated identifier for the specified database job.
Journal Code	International standard Series Number (ISSN). A unique identification number assigned to an enduring series publication (e.g., scientific journal, magazine, newspaper). The basic numbering format is two groups of four digits separated by a hyphen (ISO 3297).

Journal ID	System generated identification number linked to a specific journal.
Keyword	A keyword is a descriptive term associated with an EIMS record in order to facilitate searches by topics and terms. In EIMS, keywords can be freeform (listing of words) or hierarchical (Keyword: Topic to Keyword: Term to Keyword).
Language Version	Manufacturers specification of an edition to a computer language.
Last Execution Time	The most recent completion time of the specified database job.
Last Name	The surname of the identified person. If you see an Magnifying Glass icon, a search function enables you to select the individual's name from search results in a pop-up window.
Librarian Type	Role/Type of Librarian (i.e., EIMS Administrator, Collection Librarian, Cross-Partner Librarian, Partner Librarian).
Limit results to	Use this field to determine how many record summaries will display on each page of search results.
Location	Identification of a specific place (i.e., City, State).
Logical Consistency Report	Explanation of fidelity of relationships in the data set and tests used.
Low Range	The lowest value that may be recorded within the data file for an EIMS data element.
Low Range Reason	Text entry providing explanation of the low range limitation.

Mailing Address	The postal address of the identified person.
Maintenance Update	The frequency of when the data set is updated or changed after the initial data set is considered complete (i.e., continually, daily, weekly, monthly, annually, unknown, as needed, or irregularly).
Max Value Length	The maximum number of digits allowed for the definition of the data element.
Media	Title of the medium employed (e.g., videotape).
Member Name (ID)	Identification of group member in the following format: First Name, Middle Initial, Last Name (Person ID).
Metadata Language	Language in which the metadata is presented. Select one of the following values from the pick list: • Chinese • Italian • Dutch • Japanese • English • Portuguese • French • Russian • German • Spanish

Metadata Status	Definition of the available statuses of an EIMS metadata record: • Incomplete – The record owner has not yet finished entering metadata and has, thus, not submitted the record for review. • Pending – The record owner has submitted it for review by a Metadata Librarian, but the review process has not been completed. • Reviewed – The applicable Metadata Librarian has reviewed and approved the record, and it is available for access through EIMS searches. • Retired – The record is no longer available for access through EIMS searches.
Method ID	The identification number created to link the method name to the EIMS metadata record.
Method Name	Title of the specified method. A search function is provided, linked to the EIMS listing of *Method Names* and *Method ID* numbers.
Method Purpose	Brief explanation of the objectives sought by use of the method.

Method Type	General classification of methods. Select one of the following values from the pick list: • Acquisition • Biological Lab Processing • Chemical Lab Processing • Human Exposure • Manipulation • Questionnaire
Middle Initial	The letter representing the second (middle) given name of the identified person.
Mime Type	Multimedia Internet Mail Extensions. Indicates the available file types of the download files.
Mobile/Cell Phone	The 10-digit telephone number for a mobile/cell telephone of the identified person.
Municipality	The name of the local political subdivision in which an activity documented in the EIMS record took place.
Name	The full name of a specified person or text identifying a specified object.
Native Additional Info	Description of data set in processor's environment. Include format, software (version) and hardware.
Native Database	Name of the database that stored original format of data set.
Native Operating System	Name of operating system where original data set exists.
Next Execution Time	Most imminent time at which the specified database job is scheduled to run.

Non-Listed Title	Enter the Journal title here if it is not one of the options in the pick list for the Listed Title field.
Northern Boundary	The Northern-most reach of the geographic area defined in the EIMS record in terms of latitude.
Notice	Significant information about an individual EIMS record that may be entered via the Administrative Details screen and will be displayed on the EIMS Summary display for the record.
Number of Records for "DATA"	Count of the specified Partner's metadata records of the following Information Types: Data Sets, Databases, Spatial Data, and Multimedia.
Number of Records for "DOCUMENT"	Count of the specified Partner's metadata records of the following Information Types: Documents, Meetings, and Web Sites.
Number of Records for "MODEL/TOOLS"	Count of the specified Partner's metadata records that are Models.
Number of Records for "PROJECT"	Count of the specified Partner's metadata records for Project Information Objects.
Number of Records Marked "INCOMPLETE"	Count of specified Partner's records with a Metadata Status of Incomplete.
Number of Records Marked "PENDING"	Count of the specified Partner's records with a Metadata Status of Pending.
Number of Records Marked "RETIRED"	Count of specified Partner's records with a Metadata Status of Retired.
Number of Records Marked "REVIEWED"	Count of specified Partner's records with a Metadata Status of Reviewed.

Objective	Description of the desired outcome of the specified activity.
Objective (GPRA)	The specific objective defined in the relevant GPRA listing.
Objective ID	The identification number attached to a specific objective in the relevant GPRA listing.
Org ID	System generated identification number created to link each Organization Title in a pick list.
Org Level	EIMS concatenates the 4 Org Level fields to generate the Organization Name. Org Level 1 contains the primary name of the organization. Org Levels 2 - 4 provide optional identification such as location and contact information.
Organization ID	System generated identification number for the specified Organization.
Organization Type	Org Type categorizes organization into the following groups: • Academic • Federal • Local • Other • State
Other Citation Details	Other information that completes the citation not provided elsewhere.
Other Method Type	Other classification of methods.
Page Info	The total number of pages and/or the range of pages (i.e., 103 - 121).
Pager Phone	The 10-digit telephone number for the pager connection of the identified person.

Parent Method ID	Identification number for the parent of the specified method. Use the magnifying class icon to select the desired value from a pop-up screen.
Parent Method Name	Name for the parent of the specified method. EIMS will automatically populate this field based upon selection of the Parent Method ID.
Parent Method Type	Method Type of the parent of the specified method. EIMS will automatically populate this field based upon selection of the Parent Method ID.
Partner	Name of the EIMS Partner Organization (e.g., Office of Research and Development – National Center for Environmental Assessment).
Partner Code	Abbreviation used to designate an EIMS Partner (e.g., ORD-NCEA).
Partner URL	Web address of the Partner's home page.
Password	User confirmation ID code For restricted EIMS access (secure file).
Peer Review Category	Level of Peer Review established by EPA Standards: • EPA Category 1 – major scientific or technical product used in decision making • EPA Category 2 – non-major scientific or technical product used in decision making • EPA Category 3 – Peer review deemed unnecessary • EPA Category 4 – peer review outside of EPA (see Science Policy Council Handbook on Peer Review, 2nd Ed.)

Person ID	System generated identification number created to link the personal information of a registered EIMS user.
Person Type	Classification of a user a Public or Agency user.
Platform	Refers to the computer environment associated with the EIMS entry. A pick list with one example currently provided.
Prefix	Title associated with the specified person (e.g., Dr., Mr., Ms., etc.)
Primary Email	The primary email address of the identified person.
Primary Phone	The primary, 10-digit telephone number of the identified person, expressed as 999-999-9999.
Professional Type	Categories of Professional affiliations for an individual user
Progress	Description of progress of project activity in relation to major milestones in the project plan [e.g., field data collection completed (date), data analysis completed, draft report submitted for management review].
Project Cost	Estimated costs for travel, equipment, and other direct outlays as well as for extramural support for the project.
Project FTE	The full time equivalent work years of EPA staff assigned to the project.
Project ID	The identification number assigned to the specific project in a particular project tracking system (e.g., OMIS, GICS, etc.).

Project Status	A description of the general status of a project described in the metadata record – e.g., work in progress as of (date), completed, work suspended.
Project Type	Identifies the external tracking system in which an activity is identified (e.g., OMIS); a pick list of values is provided. As of mid-2001 the values are: • EPA Grant – reference to the EPA Grant Information Control system (GICS) that tracks assistance (grant or cooperative agreement) awards • OMIS – reference to the ORD Management Information System • ORD-DW Plan – reference to the Office of Drinking Water research plan • Partner Specific – specific guidance on these entries will be established by the EIMS Partner organizations
Publication Date	Date on which the specified object was released to the general public.
Publication Place	Name of the city, state, or country where the specified object was published or released.
Publisher	Organization responsible for producing the specified object (e.g., Journal article, book, etc.).
Publisher ID	System generated identification number created to link publisher information to an EIMS metadata record.

Purpose	Summary of the goals or intentions for which the data set was developed.
Recording Format	The technology employed in recording information (e.g., compact disk, audio tape, video tape).
Reference Document	The source of detailed information on specific processes/procedures for the method, validity tests, potential limitations, etc.
Reference Info	Information on works developed using products described by the EIMS metadata record.
Region	A specified district or territory. In EIMS, a region is the largest breakdown level for the USGS Hydrologic Unit Code, comprising the first 2 digits.
Related Entries ID	The EIMS record Id for the related entry.
Related Entries Title	Name of the EIMS metadata record that has significant relationship to the EIMS record being documented.
Related Goal	Identification of an additional GPRA goal, beyond the primary identified goal, supported by the project.
Relationship Reason	Description of the character of the relationship between the activities documented in the two EIMS records.
Release Date	The date the EIMS record was released for viewing.
Relevance	Description of the significance of project activity/results in relation to major scientific issues or regulatory goals.

Reported Decimal Digits	Actual number of decimal places allowed for the definition of an EIMS data element.
Reported High Range	Actual highest value recorded within the data field for an EIMS data element.
Reported Low Range	Actual lowest value recorded within the data file for an EIMS data element.
Reported Max Value Length	Actual maximum number of digits allowed for the definition of an EIMS data element.
Research Component	A major topical element in a broader plan of scientific research activity. Research plans are established by the EPA Office of Research and Development and the EPA Office of Drinking Water, among others.
Retire Date	The date at which an EIMS metadata record is withdrawn from being accessible for review by EIMS search functions.
Review Date	The date the Metadata Librarian completed review of the EIMS record.
Review Status	Designates whether a registered EIMS user's Personal Information has been reviewed by a Metadata Librarian.
Revision Date	The date of the most recent revision of the EIMS record.
Risk Paradigm	A conceptual framework for organizing scientific activity and information. As used by the EPA Office of Research and Development the risk paradigm has four elements: Exposure, Effects, Assessment, Management.

Role	Classifications of an individual capable of providing supplemental information about the Information Object described in the EIMS record or about components of the EIMS metadata record.
Role Type	Roles in EIMS fall into one of 3 categories: Operational (OPE), Organizational (ORG), or Security (SEC).
Secondary Email	Alternative email address of identified person.
Security Classification	Name of the handling restrictions on the data set (Top Secret, Secret, Confidential, Restricted, Unclassified, Sensitive).
Security Classification System	Name of the Security Classification system.
Security Handling Desc	A text definition of the specified object and/or supplemental information about a specific topic (e.g., data compression, method type, etc.).
Selection List	List of previously identified keywords. Users should check this list before adding new keywords to avoid inadvertant duplication.
Series	Tracking system used to identify the specific document (e.g., ISBN, NTIS, EPA document control number).
Series Name	Name of the published series of which the data set is a part.
Size	Size in kilobytes (KB) of the specified file.

Sort results by	Use this field to determine the order in which your search results are displayed: by Information Type, record Title, or EIMS Entry ID.
Southern Boundary	The Southern-most reach of the geographic area defined in the EIMS record in terms of latitude.
Start Date	The calendar date when the specified activity was initiated (or is intended to begin).
Start Time	The time at which the database job will run.
State	Major subnational political division (i.e., one of the 50 states of the United States of America or one of the Canadian provinces).
Status	Identification of the status of the Information Object described by the EIMS metadata record.
Status ID	Numeric identifier for the specified Object Status of the specified Information Type.
Subject	Area of Academic specialization.
SubObj ID	The identification number attached to a specific subobjective in the relevant GPRA listing.
Subobjective	Most refined statement level of intended accomplishment.
Subregion	A specified district or territory within a Region. In EIMS, a subregion is the second level breakdown for the USGS Hydrologic Unit Code, comprised of digits 3 and 4.

Subtype	A refined classification of an Information Type (e.g., the Information Type "Document" can be further refined into the SubTypes of Book, Journal, Newsletter, etc.).
Subtype ID	Numeric identifier for the specified SubType.
SubWatershed	A more refined geographic area for a watershed used in the USGS Hydrologic Unit Code.
Sunset Date	The date established by the record Owner after which access will be denied.
Term	A more refined description of the EIMS record based on the topic (i.e., second level of a Hierarchical Keyword).
Time Differential	The difference in hours and minutes between local time and universal time (Greenwich Mean time).
Timeline	A description of the major milestones for developing the EIMS Partner's collection.
Title	The name designated to identify the specified object.
Topic	The broadest description of the EIMS record (i.e., first level of a Hierarchical Keyword).
Topic / Keyword	Descriptive term(s) to use as search criteria. EIMS will search the specified database fields for the text entered into this field.
Topic / Keyword Source	The fields that EIMS will search for the specified keywords. You can search the following fields: Abstract, Title, Keywords, or all of these fields (Abstract, Title, and Keyword).

Total Number of Records in Partnership	Count of the specified Partner's metadata records in EIMS.
Unit	Title of unit of measurement.
URL	The Uniform Resource Locator (URL) is the web address (i.e., the location of the specified object on the internet/intranet).
USEPA Site	A pick list with Y/N (yes/no) values.
Username	User name for EIMS access (secure file).
USGS HUC	US Geological Survey (USGS) Hydrological Unit Code (HUC). System of classifying varying scale of watersheds. The standard HUC is an eight digit string structured as follows: • Region (2 digits) • Sub-region (2+2 digits) • Accounting Unit (2+2+2 digits) • Cataloging Unit (2+2+2+2 digits) Additional codes are employed for Watersheds (11 digits) and Subwatersheds (14 digits). The EIMS application is structured to provide pick lists of place names for Region, Sub-region, Accounting Unit, and Cataloging Unit to dynamically generate the HUC for a specific location.
Vendor Name	The name of the specified company / organization that provides equipment supplies.
Version	Number of the current version of the specified object.

Version Date	Calendar date on which the version was updated (became effective).
Version Description	This field allows for description of the differences of the current version of the data object compared with that described in the original entry.
Vertical Position Report	Explanation of the vertical relationships in the data set.
Watershed Boundaries	The delineation of the geographic area of watersheds by use of the USGS Hydrologic Unit Code and associated area descriptors.
Western Boundary	The Western-most reach of the geographic area defined in the EIMS record in terms of longitude.
Year	Calendar year an educational degree was awarded.
ZIP Code	The 5 or 9 digit postal area identification number for the address of the identified person.

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How to Populate an EIMS Pick List – Access Constraints

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Access Constraints pick list options (reference data) within the EIMS application. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Access Constraints data entry form?

The Access Constraints data entry form allows you to populate the options available from the Access Constraints pick list.

Who can populate Access Constraints reference data?

Only EIMS Administrator users can populate the Access Constraints reference data.

NOTE	If the value you want to enter is not available in the pick list and you do not have the appropriate user permissions to change reference data, please contact the ORD Help Desk at (919) 380-4588 or via email at ord.omishelpdesk@epa.gov.

Prerequisites

Before you can add, edit, and/or delete reference data, the pick list must already exist within the EIMS application, you must have Logged in with a registered account, and you must have editing permissions for the pick list.

How do you populate the Access Constraints reference data in the EIMS application?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Access Constraints reference data.

How do you add Access Constraints reference data in EIMS?

Step 1 Select the `Maintain Reference Data` button from the Main Menu.

Step 2 Navigate to the Access Constraints data entry form.

Step 3 Select the `Add` button.

Step 4 Populate fields as desired.

Step 5 Select the `Save` button.

How do you edit the Access Constraints reference data in EIMS?

Step 1 Select the `Maintain Reference Data` button from the Main Menu.

Step 2 Navigate to the Access Constraints data entry form.

Step 3 Open the edit page for the individual Access Constraints option value you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete Access Constraints reference data in EIMS?

Step 1 Select the `Maintain Reference Data` button from the Main Menu.

Step 2 Navigate to the Access Constraints data entry form.

Step 3 Open the edit page for the individual Access Constraints option value you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

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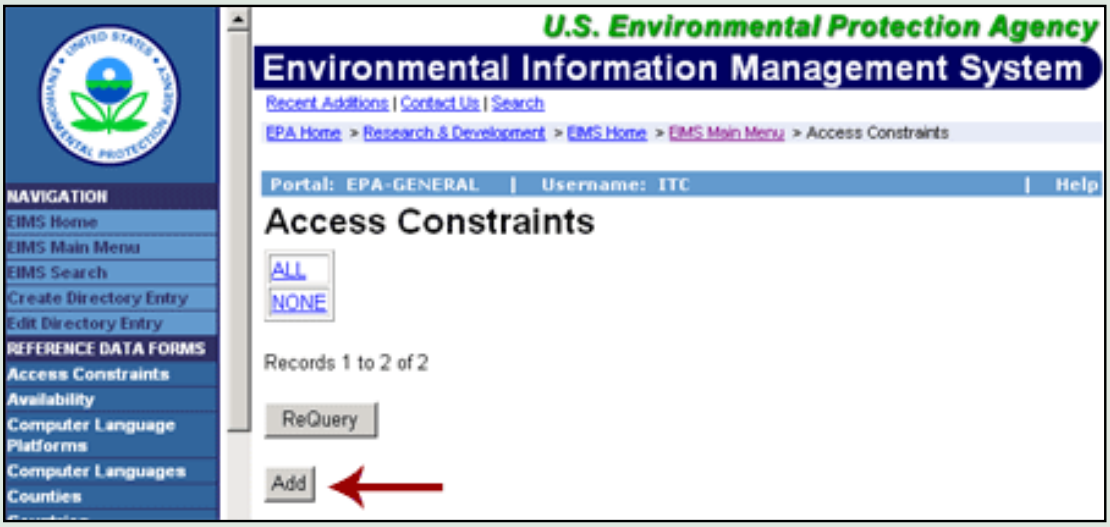
Instructions for Adding Access Constraints Reference Data

Step 1 Select the `Maintain Reference Data` button from the Main Menu. (Click here for more information.)

Step 2 Select the data entry form link from the Navigation Sidebar to display the Access Constraints data entry form.

Step 3 Select the Add button.

NOTE	If no pick list options are currently saved in EIMS, the form automatically displays in add mode. Skip to Step 4.



Step 4 Populate fields as desired (see instructions below).

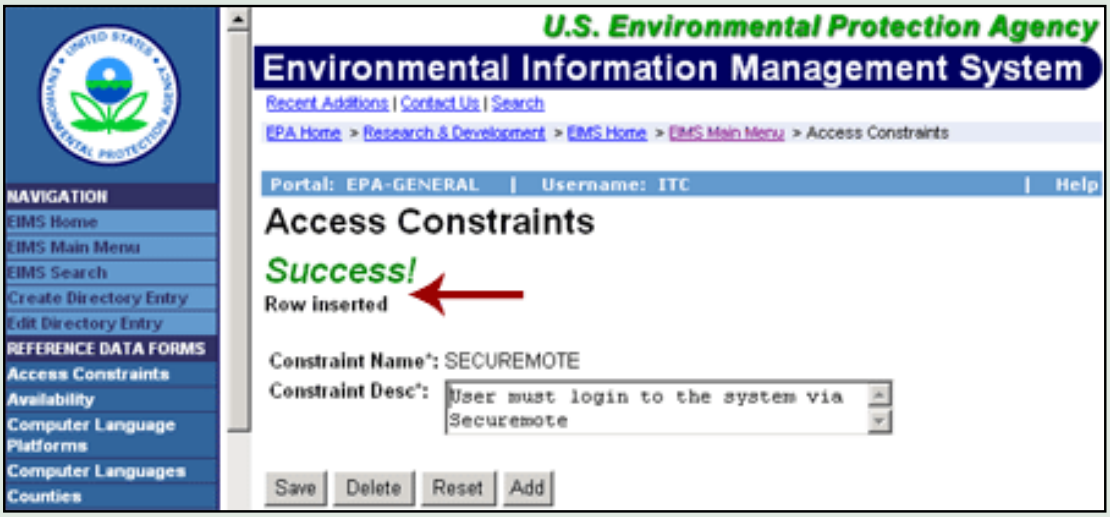
NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Constraint Name*	Enter a title for the access limitation you wish to add as a valid option for the pick list.
Constraint Desc*	Enter a description of the access limitation.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual Access Constraints menu option) has been inserted (i.e., the information you entered has been added to the EIMS database).

NOTE	Once saved, you cannot edit the *Constraint Name* field. If you made a mistake in the field, delete the erroneous entry and add the correct one.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing reference data in EIMS.

Instructions for Editing Access Constraints Reference Data

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Step 1 Select the `Maintain Reference Data` button from the Main Menu. (Click here for more information.)

Step 2 Select the data entry form link from the Navigation Sidebar to display the Access Constraints data entry form.

Step 3 Open the edit page for the individual pick list option you wish to modify by selecting the link in the table of Access Constraints menu options currently saved in the EIMS application.

NOTE	If the option you want to select is not on the first page of the list, either scroll through the list of valid options using the navigational buttons or click on `Query` to initiate a search.

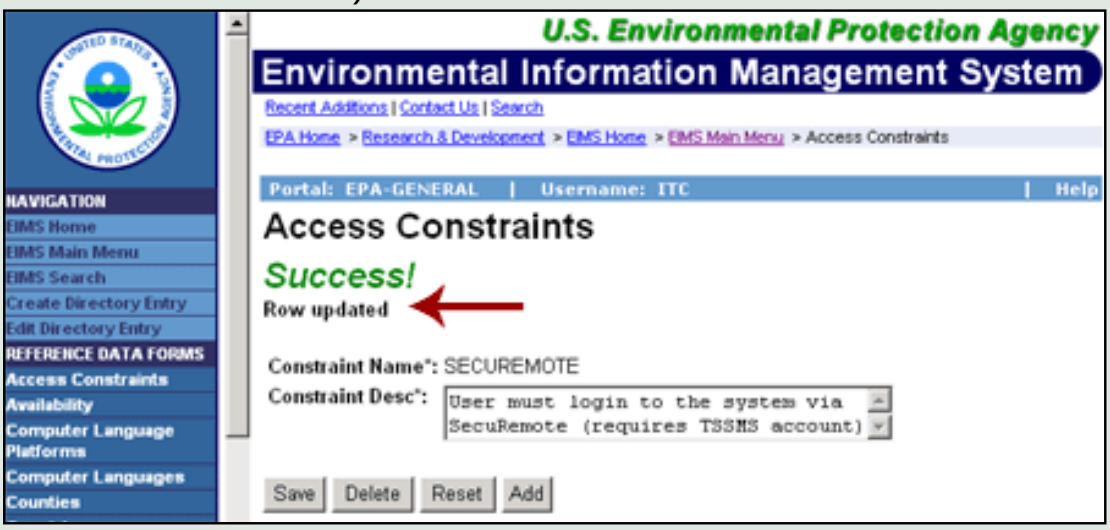
Step 4 Edit fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Constraint Name*	Title of the access limitation. You cannot edit this field.
Constraint Desc*	Edit the description of the access limitation.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual Access Constraints menu option) has been updated (i.e., the changes you entered have been made in the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing reference data in EIMS.

Instructions for Deleting Access Constraints Reference Data

Top

Step 1 Select the `Maintain Reference Data` button from the Main Menu. (Click here for more information.)

Step 2 Select the data entry form link from the Navigation Sidebar to display the Access Constraints data entry form.

Step 3 Open the edit page for the individual pick list option you wish to delete by selecting the link in the table of Access Constraints menu options currently saved in the EIMS application.

NOTE	If the option you want to select is not on the first page of the list, either scroll through the list of valid options using the navigational buttons or click on `Query` to initiate a search.

Step 4 Select the `Delete` button to eliminate the specified Access Constraints menu option from the EIMS application.

Step 5 Select OK to confirm the deletion, and a *Success!* message displays indicating that the row (individual Access Constraints menu option) has been deleted.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing reference data in EIMS.

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How to Access EIMS Reference Data

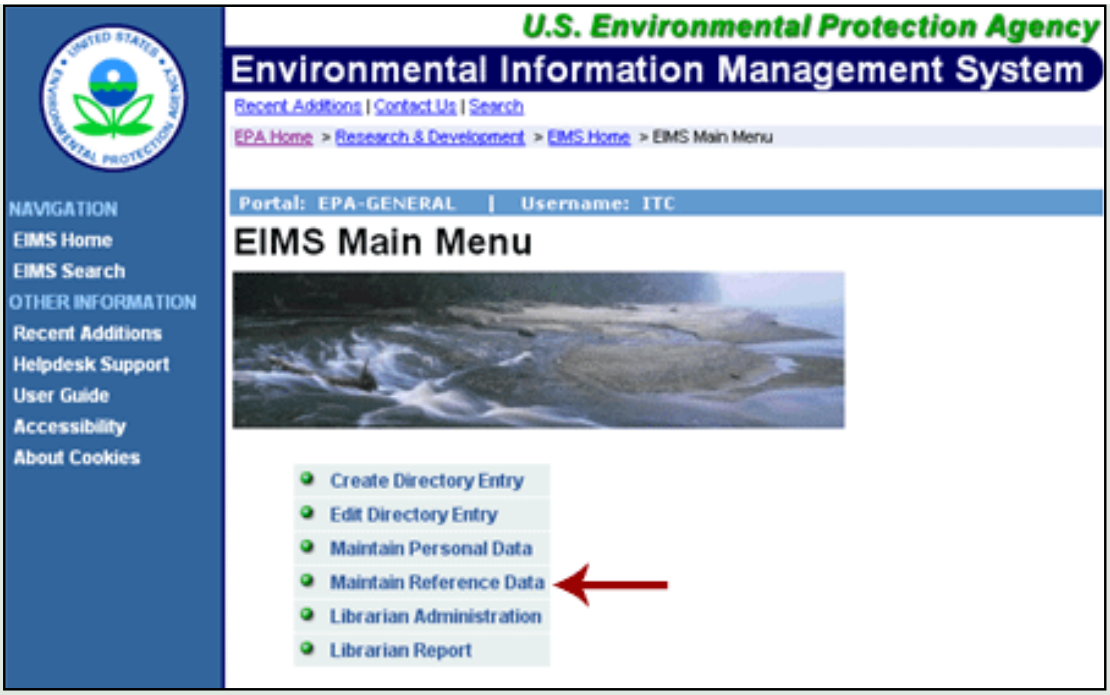
What is this?

This web page serves as a How To guide for accessing the data entry forms to populate EIMS pick lists (reference data). It contains instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

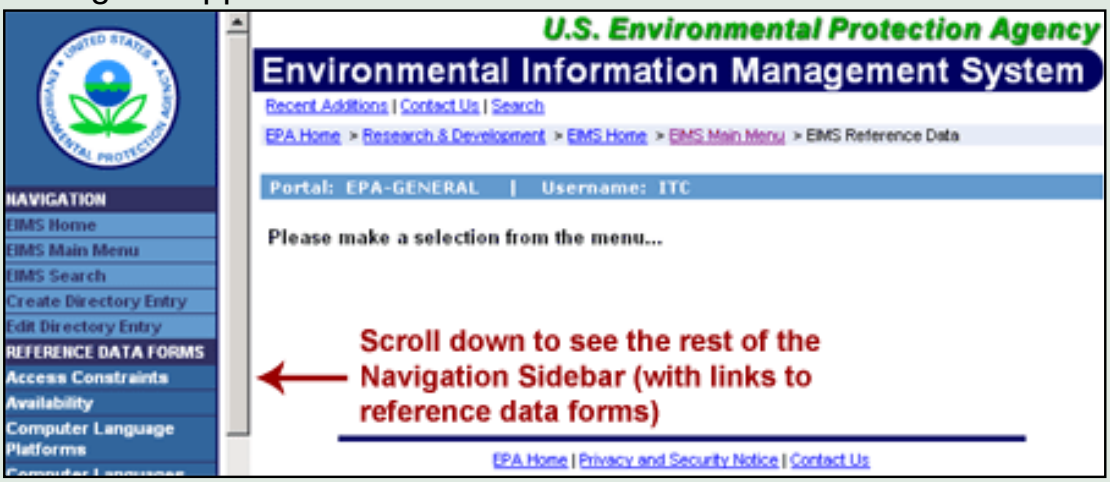
How do you access EIMS reference data for editing?

Step 1 Select `Maintain Reference Data` from the EIMS Main Menu.

NOTE	If you do not see the `Maintain Reference Data` link on your EIMS Main Menu, you do not have the appropriate user permissions to change reference data. Please contact the ORD Help Desk at (919) 380-4588 or via email at ord.omishelpdesk@epa.gov with your reference data change request.



The Navigation Sidebar displays links to the data entry forms for editing the application's reference data.



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How to Populate an EIMS Pick List – Availability

What is this?

This web page serves as a How To guide for populating (adding and/or deleting) the Availability pick list options (reference data) within the EIMS application. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Availability data entry form?

The Availability data entry form allows you to populate the options available from the Availability pick list.

Who can populate Availability reference data?

Only EIMS Administrator users can populate the Availability reference data.

NOTE	If the value you want to enter is not available in the pick list and you do not have the appropriate user permissions to change reference data, please contact the ORD Help Desk at (919) 380-4588 or via email at ord.omishelpdesk@epa.gov.

Prerequisites

Before you can add, edit, and/or delete reference data, the pick list must already exist within the EIMS application, you must have Logged in with a registered account, and you must have editing permissions for the pick list.

How do you populate the Availability reference data in the EIMS application?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Availability reference data.

How do you add Availability reference data in EIMS?

Step 1 Select the `Maintain Reference Data` button from the Main Menu.

Step 2 Navigate to the Availability data entry form.

Step 3 Select the `Add` button.

Step 4 Populate fields as desired.

Step 5 Select the `Save` button.

How do you edit the Availability reference data in EIMS?

Step 1 Select the `Maintain Reference Data` button from the Main Menu.

Step 2 Navigate to the Availability data entry form.

Step 3 Open the edit page for the individual Availability option value you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete Availability reference data in EIMS?

Step 1 Select the `Maintain Reference Data` button from the Main Menu.

Step 2 Navigate to the Availability data entry form.

Step 3 Open the edit page for the individual Availability option value you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

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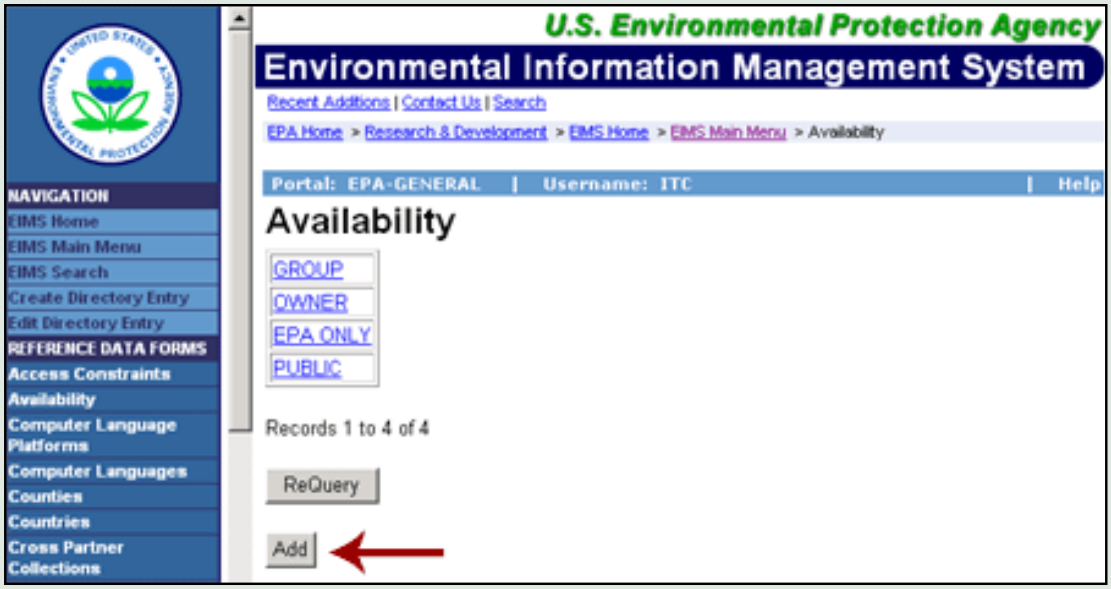
Instructions for Adding Availability Reference Data

Step 1 Select the `Maintain Reference Data` button from the Main Menu. (Click here for more information.)

Step 2 Select the data entry form link from the Navigation Sidebar to display the Availability data entry form.

Step 3 Select the `Add` button.

NOTE	If no pick list options are currently saved in EIMS, the form automatically displays in add mode. Skip to Step 4.



Step 4 Populate fields as desired (see instructions below).

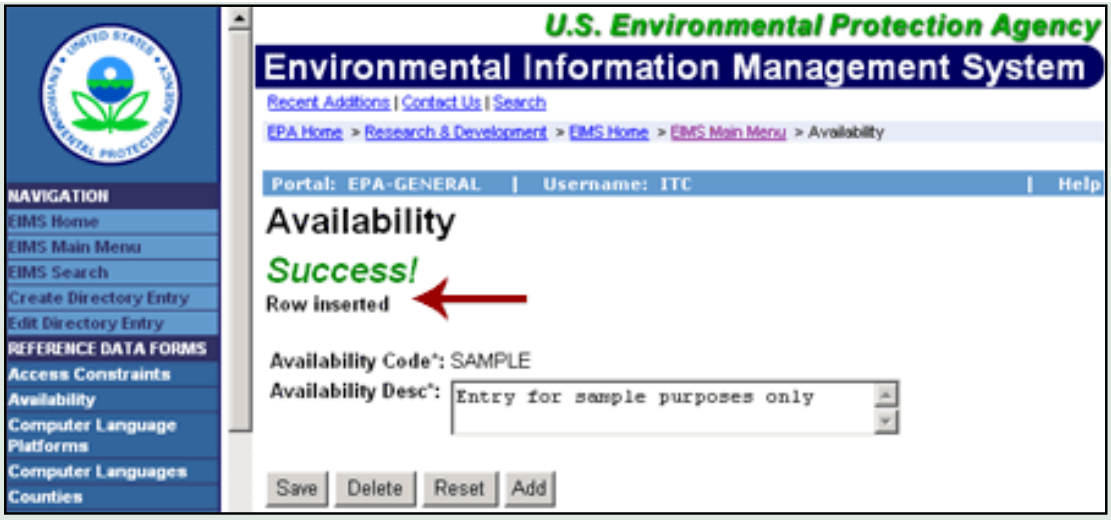
NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Availability Code*	Enter a new value to represent the name of a new type of individual or group for designating who will be able to view a record through EIMS search functions once it has been reviewed by the Metadata Librarian.
Availability Description*	Enter a description of the individual or group represented by the designated *Availability Code*.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual Availability menu option) has been inserted (i.e., the information you entered has been added to the EIMS database).

NOTE	Once saved, you cannot edit the *Availability Code* field. If you made a mistake in the field, delete the erroneous entry and add the correct one.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing reference data in EIMS.

Instructions for Editing Availability Reference Data

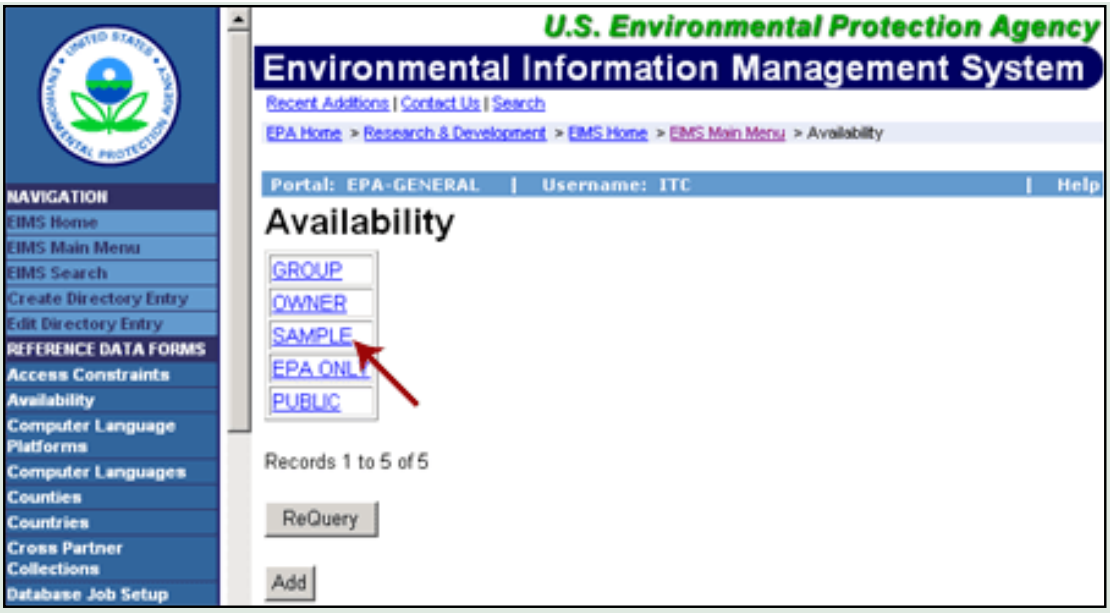
Top

Step 1 Select the `Maintain Reference Data` button from the Main Menu. (Click here for more information.)

Step 2 Select the data entry form link from the Navigation Sidebar to display the Availability data entry form.

Step 3 Open the edit page for the individual pick list option you wish to modify by selecting the link in the table of Availability menu options currently saved in the EIMS application.

NOTE	If the option you want to select is not on the first page of the list, either scroll through the list of valid options using the navigational buttons or click on `Query` to initiate a search.



Step 4 Edit fields as desired (see instructions below).

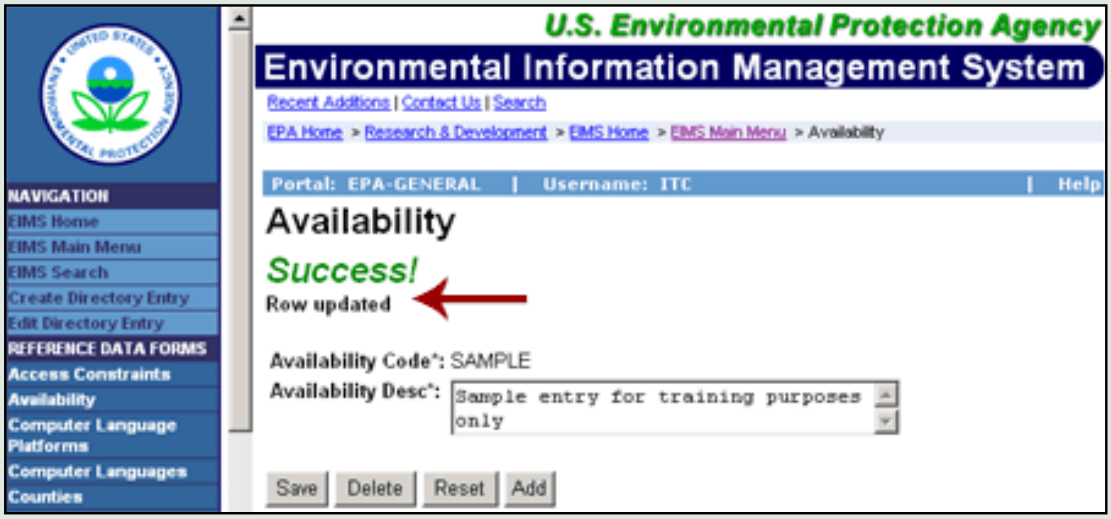
NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Availability Code*	The name of a type of individual or group for designating who will be able to view a record through EIMS search functions once it has been reviewed by the Metadata Librarian. You cannot edit this field.

Availability Description*	Edit the description of the individual or group represented by the designated *Availability Code*.

Step 5 Select `Save`, and a *Success!* message displays on the page indicating that the row (individual Availability menu option) has been updated (i.e., the changes you entered have been made in the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing reference data in EIMS.

Instructions for Deleting Availability Reference Data

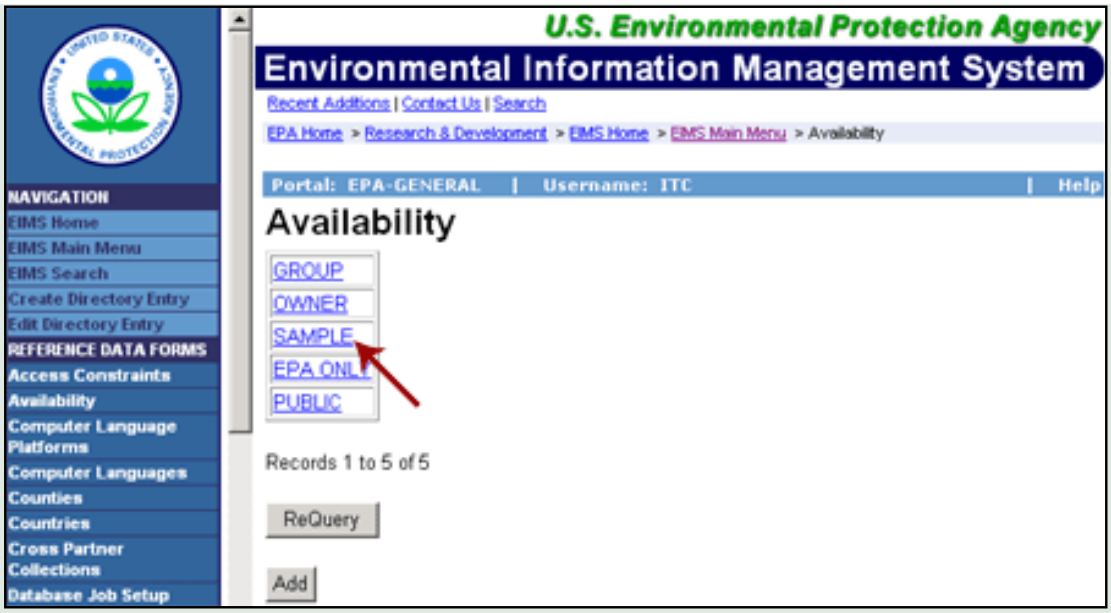
Top

Step 1 Select the `Maintain Reference Data` button from the Main Menu. (Click here for more information.)

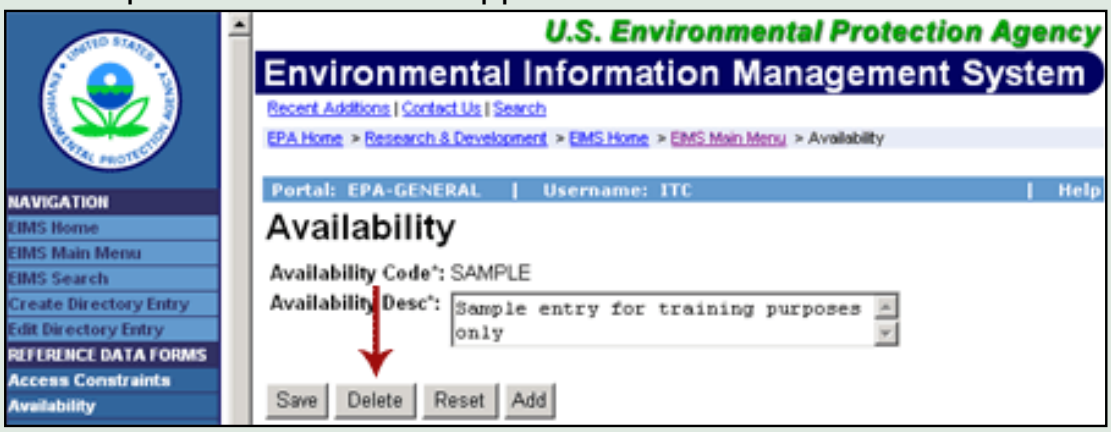
Step 2 Select the data entry form link from the Navigation Sidebar to display the Availability data entry form.

Step 3 Open the edit page for the individual pick list option you wish to delete by selecting the link in the table of Availability menu options currently saved in the EIMS application.

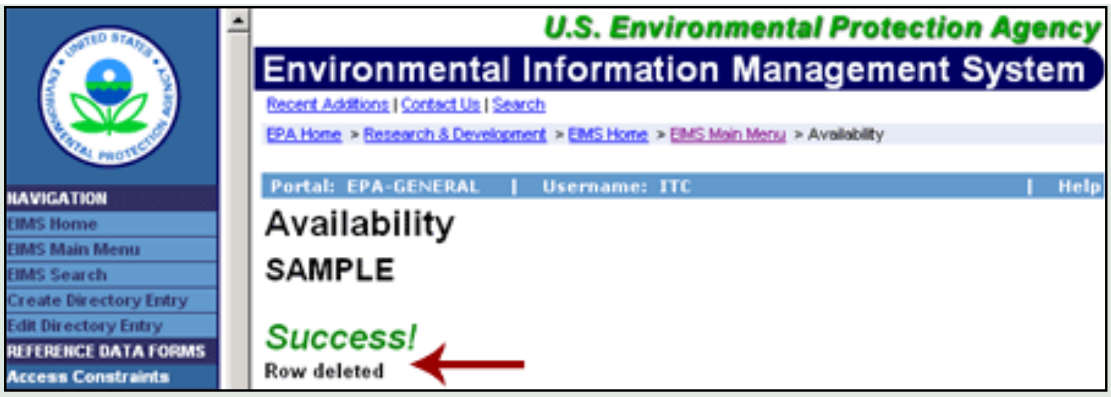
NOTE	If the option you want to select is not on the first page of the list, either scroll through the list of valid options using the navigational buttons or click on `Query` to initiate a search.



Step 4 Select the `Delete` button to eliminate the specified Availability menu option from the EIMS application.



Step 5 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (individual Availability menu option) has been deleted.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing reference data in EIMS.

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How to Populate an EIMS Pick List – Computer Language Platform

What is this?

This web page serves as a How To guide for populating (adding and/or deleting) the Computer Language Platform pick list options (reference data) within the EIMS application. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Computer Language Platform data entry form?

The Computer Language Platform data entry form allows you to populate the options available from the Computer Language Platform pick list.

Who can populate Computer Language Platform reference data?

Only EIMS Administrator and Partner Librarian users can populate the Computer Language Platform reference data.

NOTE	If the value you want to enter is not available in the pick list and you do not have the appropriate user permissions to change reference data, please contact your Partner Librarian. Alternately, you may contact the ORD Help Desk at (919) 380-4588 or via email at ord.omishelpdesk@epa.gov.

Prerequisites

Before you can add, edit, and/or delete reference data, the pick list must already exist within the EIMS application, you must have Logged in with a registered account, and you must have editing permissions for the pick list.

How do you populate the Computer Language Platform reference data in the EIMS application?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding or deleting Computer Language Platform reference data.

NOTE	You cannot edit Computer Language Platform reference data using the data entry form. If you wish to change a Computer Language Platform entry, delete the erroneous one and add a new entry to replace it.

How do you add Computer Language Platform reference data in EIMS?

Step 1 Select the `Maintain Reference Data` button from the Main Menu.

Step 2 Navigate to the Computer Language Platform data entry form.

Step 3 Select the `Add` button.

Step 4 Populate fields as desired.

Step 5 Select the `Save` button.

How do you delete Computer Language Platform reference data in EIMS?

Step 1 Select the `Maintain Reference Data` button from the Main Menu.

Step 2 Navigate to the Computer Language Platform data entry form.

Step 3 Open the edit page for the individual Computer Language Platform option value you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

Top

Instructions for Adding Computer Language Platform Reference Data

Step 1 Select the `Maintain Reference Data` button from the Main Menu. (Click here for more information.)

Step 2 Select the data entry form link from the Navigation Sidebar to display the Computer Language Platform data entry form.

Step 3 Select the Add button.

NOTE	If no pick list options are currently saved in EIMS, the form automatically displays in add mode. Skip to Step 4.

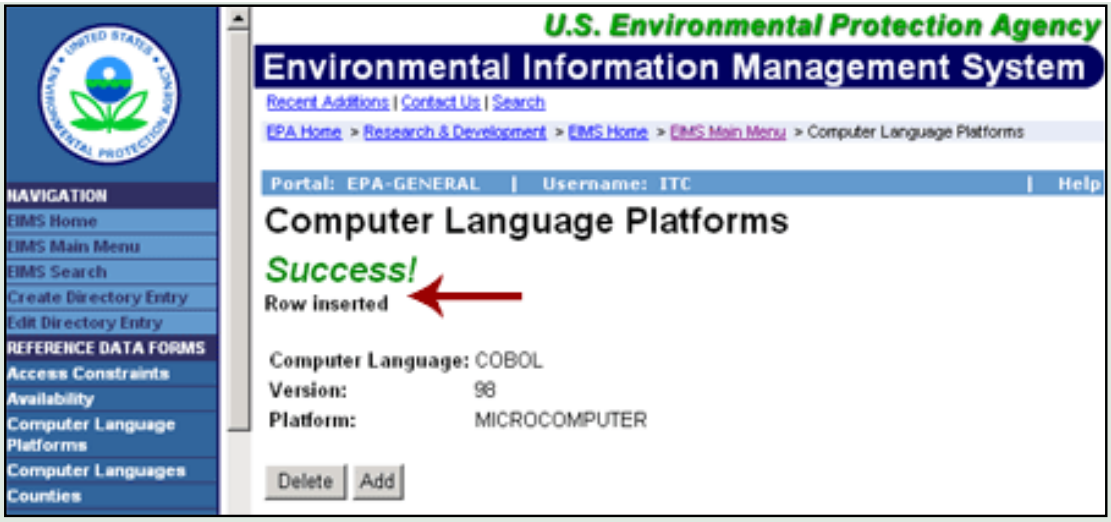
Step 4 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Computer Language*	Enter the computer language you want to add to the list of menu options (derived from Computer Languages reference data).
Version*	Use the pop-up to select a version number for the designated computer language (derived from Computer Languages reference data).
Platform*	Use the pick list to select the applicable platform.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual Computer Language Platform menu option) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing reference data in EIMS.

Instructions for Deleting Computer Language Platform Reference Data

Top

Step 1 Select the `Maintain Reference Data` button from the Main Menu. (Click here for more information.)

Step 2 Select the data entry form link from the Navigation Sidebar to display the Computer Language Platform data entry form.

Step 3 Open the edit page for the individual pick list option you wish to delete by selecting the link in the table of Computer Language Platform menu options currently saved in the EIMS application.

NOTE	If the option you want to select is not on the first page of the list, either scroll through the list of valid options using the navigational buttons or click on `Query` to initiate a search.

Step 4 Select the `Delete` button to eliminate the specified Computer Language Platform menu option from the EIMS application.

Step 5 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (individual Computer Language Platform menu option) has been deleted.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing reference data in EIMS.

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How to Populate an EIMS Pick List – Computer Languages

What is this?

This web page serves as a How To guide for populating (adding and/or deleting) the Computer Languages pick list options (reference data) within the EIMS application. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Computer Languages data entry form?

The Computer Languages data entry form allows you to populate the options available from the Computer Languages pick list.

Who can populate Computer Languages reference data?

Only EIMS Administrator and Partner Librarian users can populate the Computer Languages reference data.

NOTE	If the value you want to enter is not available in the pick list and you do not have the appropriate user permissions to change reference data, please contact your Partner Librarian. Alternately, you may contact the ORD Help Desk at (919) 380-4588 or via email at ord.omishelpdesk@epa.gov.

Prerequisites

Before you can add, edit, and/or delete reference data, the pick list must already exist within the EIMS application, you must have Logged in with a registered account, and you must have editing permissions for the pick list.

How do you populate the Computer Languages reference data in the EIMS application?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding or deleting Computer Languages reference data.

NOTE	You cannot edit Computer Languages reference data using the data entry form. If you wish to change a Computer Languages entry, delete the erroneous one and add a new entry to replace it.

How do you add Computer Languages reference data in EIMS?

Step 1 Select the `Maintain Reference Data` button from the Main Menu.

Step 2 Navigate to the Computer Languages data entry form.

Step 3 Select the `Add` button.

Step 4 Populate fields as desired.

Step 5 Select the `Save` button.

How do you delete Computer Languages reference data in EIMS?

Step 1 Select the `Maintain Reference Data` button from the Main Menu.

Step 2 Navigate to the Computer Languages data entry form.

Step 3 Open the edit page for the individual Computer Languages option value you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

Top

Instructions for Adding Computer Languages Reference Data

Step 1 Select the `Maintain Reference Data` button from the Main Menu. (Click here for more information.)

Step 2 Select the data entry form link from the Navigation Sidebar to display the Computer Languages data entry form.

Step 3 Select the Add button.

NOTE	If no pick list options are currently saved in EIMS, the form automatically displays in add mode. Skip to Step 4.

Step 4 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Computer Language*	Enter the name of the computer language you would like to add to the menu options.
Language Version*	Enter the version of the computer language you would like to add to the menu options.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual Computer Languages menu option) has been inserted (i.e., the information you entered has been added to the EIMS database).

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing reference data in EIMS.

Instructions for Deleting Computer Languages Reference Data

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Step 1 Select the `Maintain Reference Data` button from the Main Menu. (Click here for more information.)

Step 2 Select the data entry form link from the Navigation Sidebar to display the Computer Languages data entry form.

Step 3 Open the edit page for the individual pick list option you wish to delete by selecting the link in the table of Computer Languages menu options currently saved in the EIMS application.

NOTE	If the option you want to select is not on the first page of the list, either scroll through the list of valid options using the navigational buttons or click on `Query` to initiate a search.

Step 4 Select the `Delete` button to eliminate the specified Computer Languages menu option from the EIMS application.

Step 5 Select OK to confirm the deletion, and a *Success!* message displays indicating that the row (individual Computer Languages menu option) has been deleted.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing reference data in EIMS.

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How to Populate an EIMS Pick List – Education Degrees

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Education Degrees pick list options (reference data) within the EIMS application. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Education Degrees data entry form?

The Education Degrees data entry form allows you to populate the options available from the Education Degrees pick list.

Who can populate Education Degrees reference data?

Only EIMS Administrator users can populate the Education Degrees reference data.

NOTE	If the value you want to enter is not available in the pick list and you do not have the appropriate user permissions to change reference data, please contact the ORD Help Desk at (919) 380-4588 or via email at ord.omishelpdesk@epa.gov.

Prerequisites

Before you can add, edit, and/or delete reference data, the pick list must already exist within the EIMS application, you must have Logged in with a registered account, and you must have editing permissions for the pick list.

How do you populate the Education Degrees reference data in the EIMS application?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Education Degrees reference data.

How do you add Education Degrees reference data in EIMS?

Step 1 Select the `Maintain Reference Data` button from the Main Menu.

Step 2 Navigate to the Education Degrees data entry form.

Step 3 Select the `Add` button.

Step 4 Populate fields as desired.

Step 5 Select the `Save` button.

How do you edit the Education Degrees reference data in EIMS?

Step 1 Select the `Maintain Reference Data` button from the Main Menu.

Step 2 Navigate to the Education Degrees data entry form.

Step 3 Open the edit page for the individual Education Degrees option value you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete Education Degrees reference data in EIMS?

Step 1 Select the `Maintain Reference Data` button from the Main Menu.

Step 2 Navigate to the Education Degrees data entry form.

Step 3 Open the edit page for the individual Education Degrees option value you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

Top

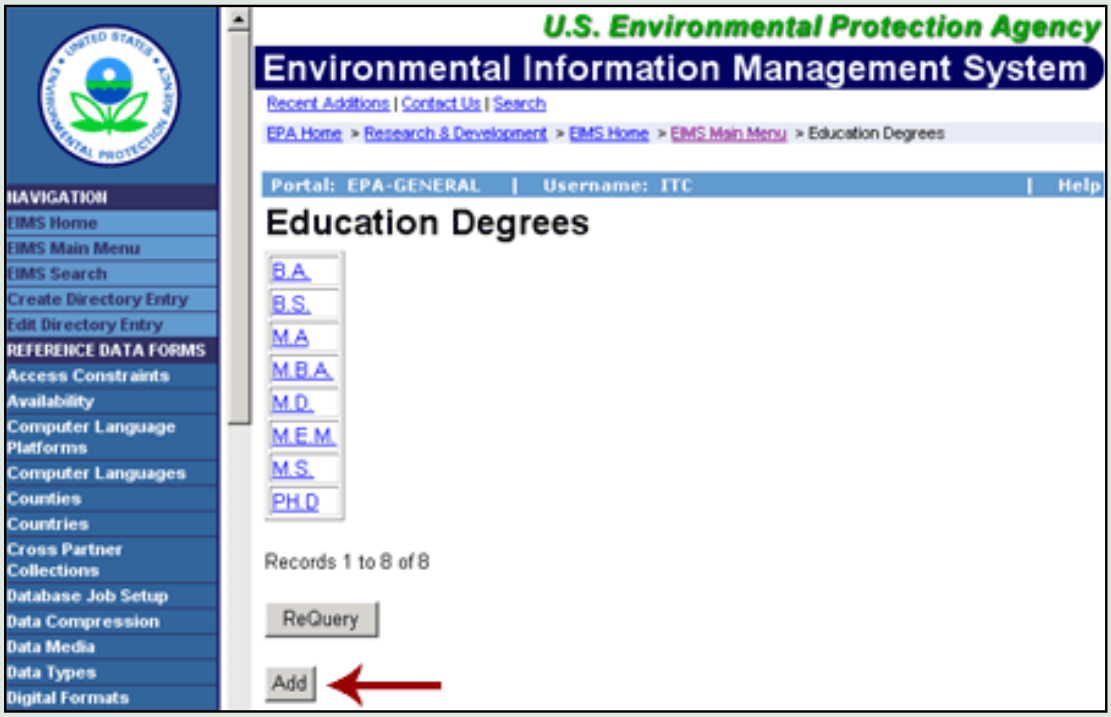
Instructions for Adding Education Degrees Reference Data

Step 1 Select the `Maintain Reference Data` button from the Main Menu. (Click here for more information.)

Step 2 Select the data entry form link from the Navigation Sidebar to display the Education Degrees data entry form.

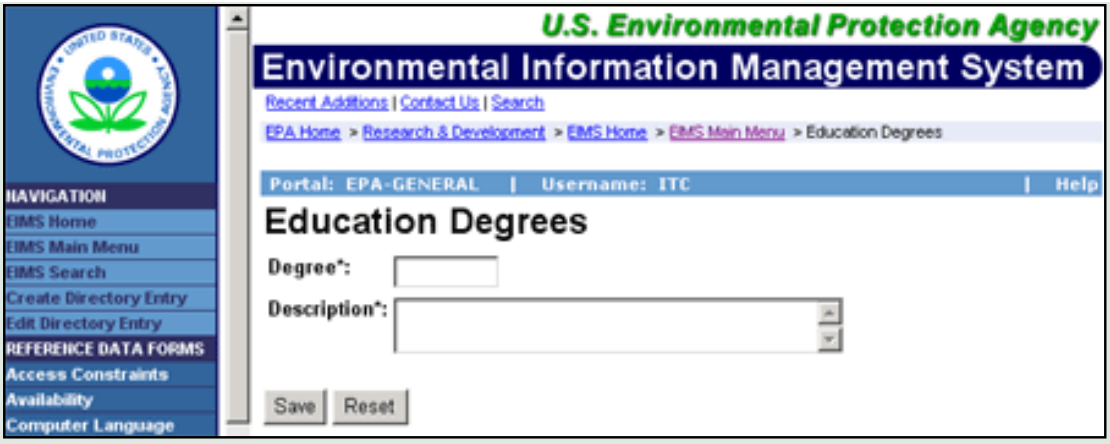
Step 3 Select the Add button.

NOTE	If no pick list options are currently saved in EIMS, the form automatically displays in add mode. Skip to Step 4.



Step 4 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

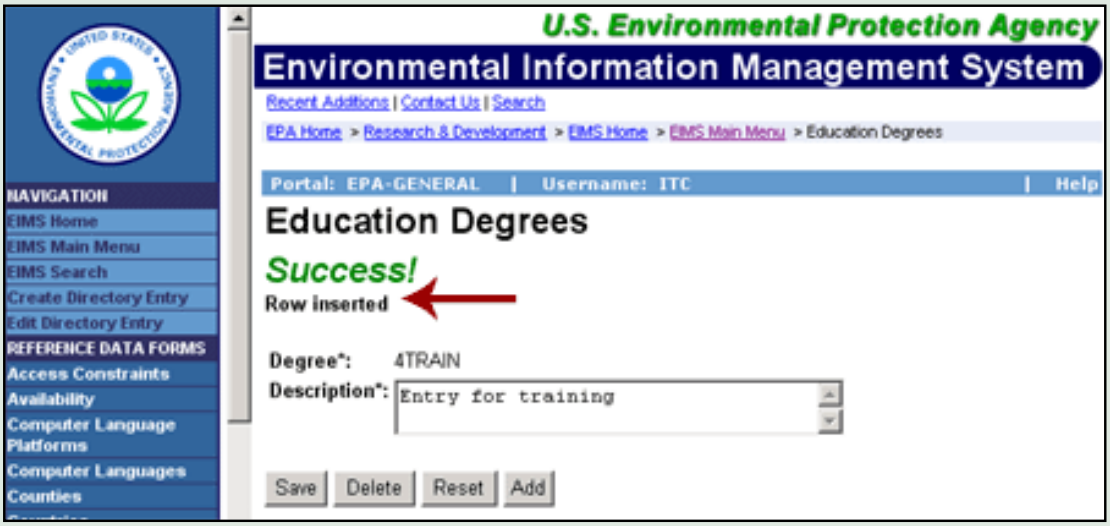


The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Degree*	Enter the name of the degree (e.g., B.S.).
Description*	Enter a description of the degree (e.g., Bachelor of Science).

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual Education Degrees menu option) has been inserted (i.e., the information you entered has been added to the EIMS database).

NOTE	Once saved, you cannot edit the *Degree* field. If you made a mistake in the field, delete the erroneous entry and add the correct one.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing reference data in EIMS.

Instructions for Editing Education Degrees Reference Data

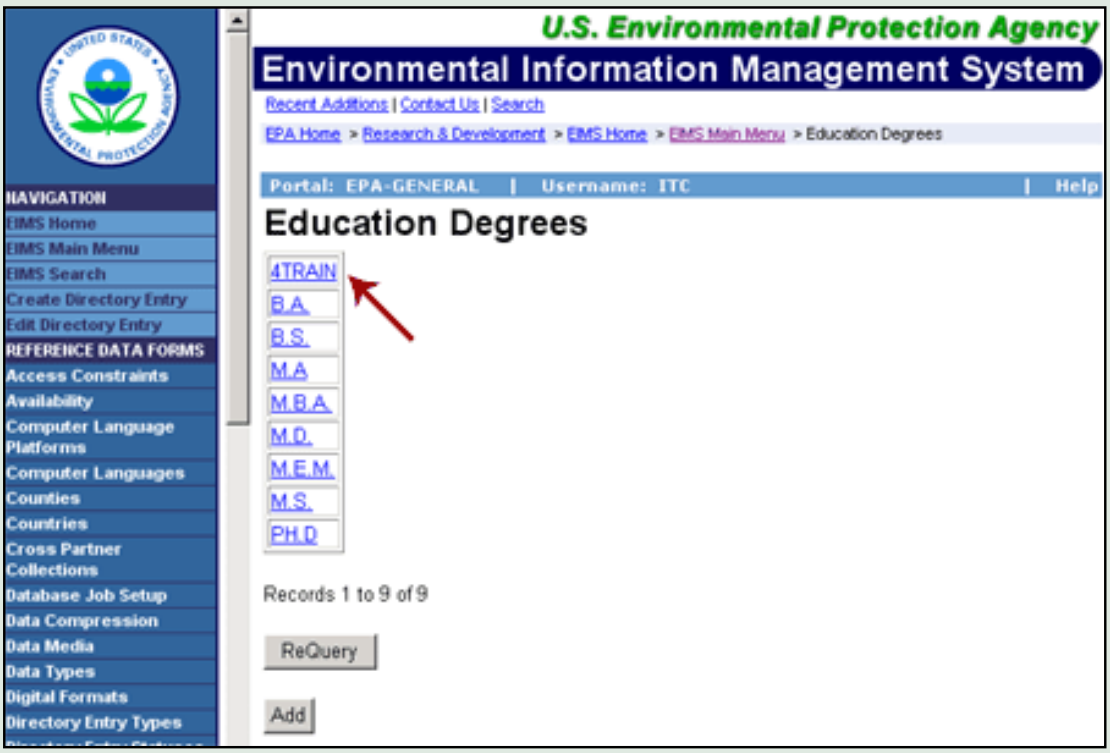
Top

Step 1 Select the `Maintain Reference Data` button from the Main Menu. (Click here for more information.)

Step 2 Select the data entry form link from the Navigation Sidebar to display the Education Degrees data entry form.

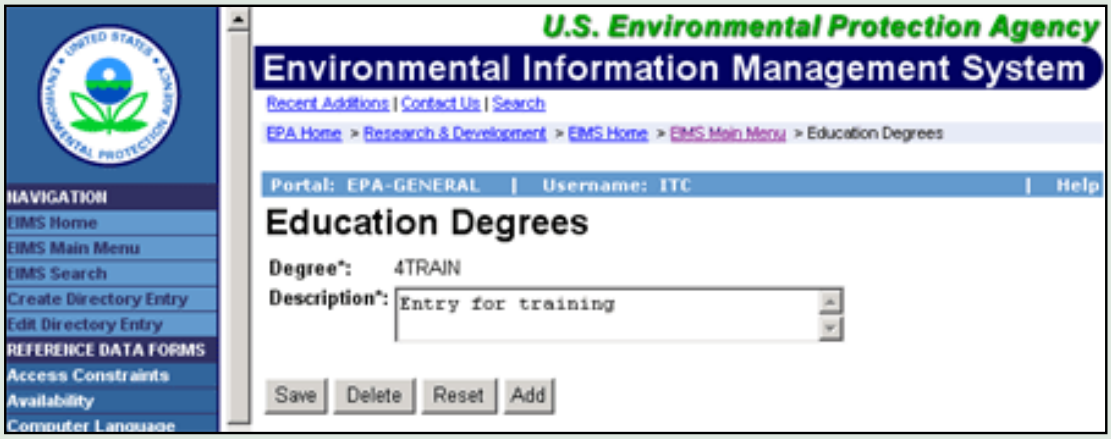
Step 3 Open the edit page for the individual pick list option you wish to modify by selecting the link in the table of Education Degrees menu options currently saved in the EIMS application.

NOTE	If the option you want to select is not on the first page of the list, either scroll through the list of valid options using the navigational buttons or click on `Query` to initiate a search.



Step 4 Edit fields as desired (see instructions below).

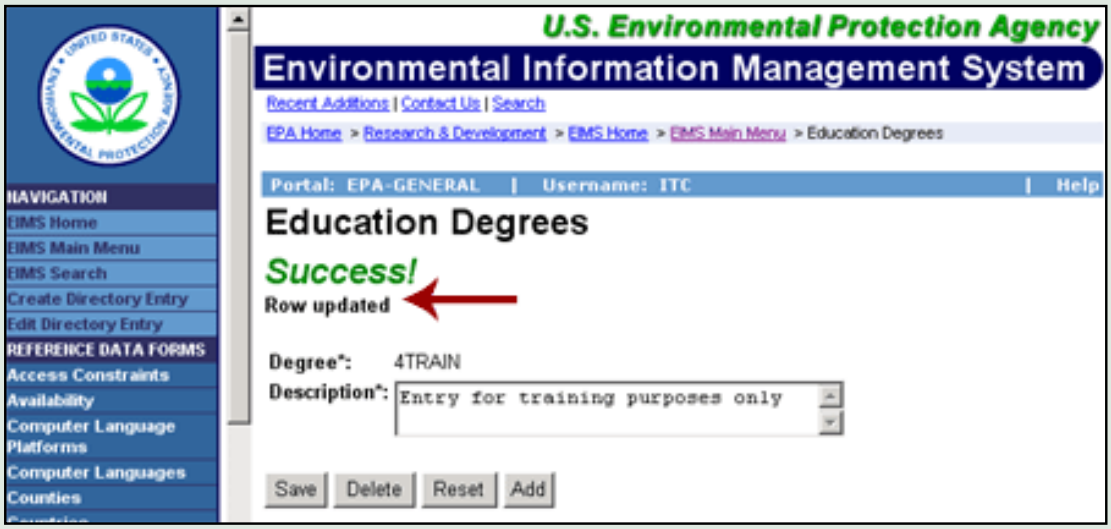
NOTE	Mandatory fields are indicated by an asterisk (*).



The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Degree*	The name of the degree. You cannot edit this field.
Description*	Edit the description of the degree.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual Education Degrees menu option) has been updated (i.e., the changes you entered have been made in the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing reference data in EIMS.

Instructions for Deleting Education Degrees Reference Data

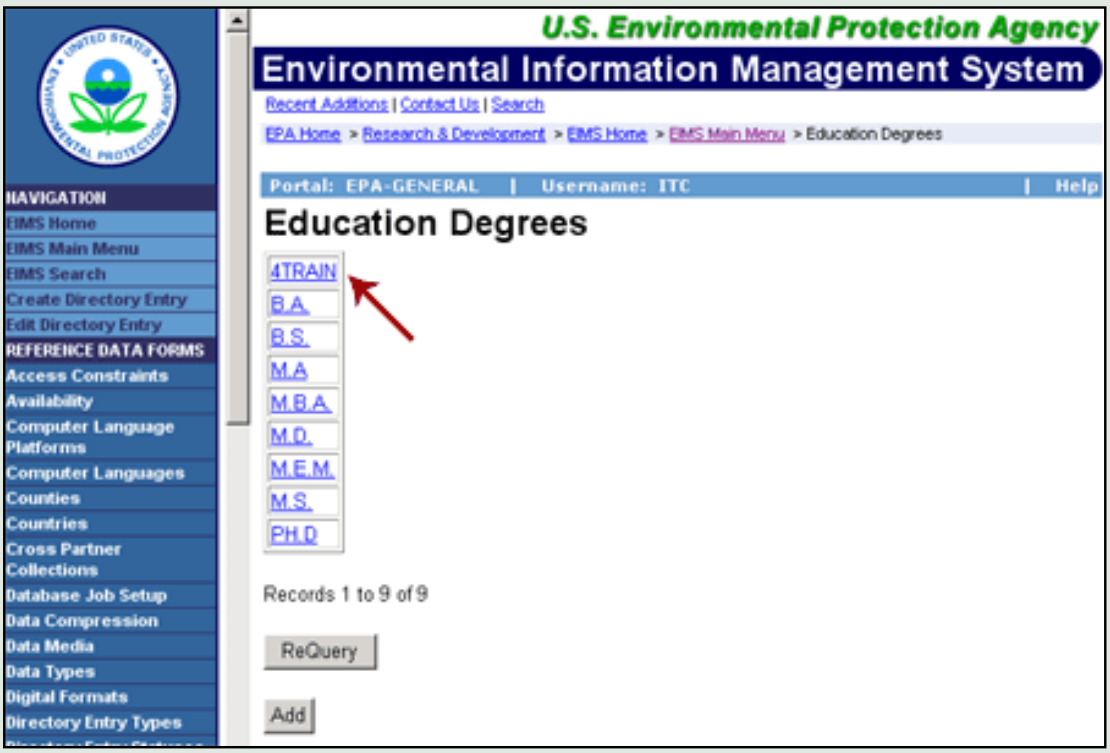
Top

Step 1 Select the `Maintain Reference Data` button from the Main Menu. (Click here for more information.)

Step 2 Select the data entry form link from the Navigation Sidebar to display the Education Degrees data entry form.

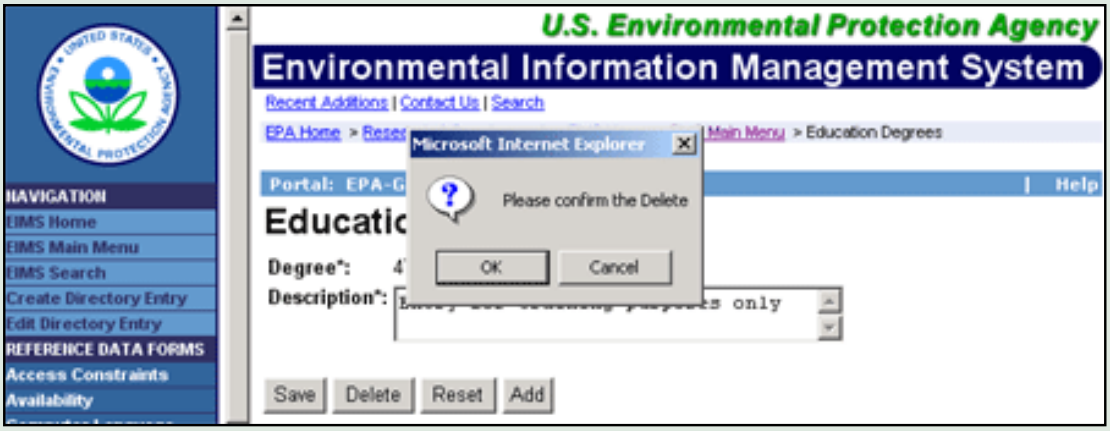
Step 3 Open the edit page for the individual pick list option you wish to delete by selecting the link in the table of Education Degrees menu options currently saved in the EIMS application.

NOTE	If the option you want to select is not on the first page of the list, either scroll through the list of valid options using the navigational buttons or click on `Query` to initiate a search.



Step 4 Select the `Delete` button to eliminate the specified Education Degrees menu option from the EIMS application.

Step 5 Select OK to confirm the deletion, and a *Success!* message displays indicating that the row (individual Education Degrees menu option) has been deleted.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing reference data in EIMS.

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How to Populate an EIMS Pick List – Equipment Supplies

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Equipment Supplies pick list options (reference data) within the EIMS application. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Equipment Supplies data entry form?

The Equipment Supplies data entry form allows you to populate the options available from the Equipment Supplies pick list.

Who can populate Equipment Supplies reference data?

Only EIMS Administrator users can populate the Equipment Supplies reference data.

NOTE	If the value you want to enter is not available in the pick list and you do not have the appropriate user permissions to change reference data, please contact the ORD Help Desk at (919) 380-4588 or via email at ord.omishelpdesk@epa.gov.

Prerequisites

Before you can add, edit, and/or delete reference data, the pick list must already exist within the EIMS application, you must have Logged in with a registered account, and you must have editing permissions for the pick list.

How do you populate the Equipment Supplies reference data in the EIMS application?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Equipment Supplies reference data.

How do you add Equipment Supplies reference data in EIMS?

Step 1 Select the `Maintain Reference Data` button from the Main Menu.

Step 2 Navigate to the Equipment Supplies data entry form.

Step 3 Select the `Add` button.

Step 4 Populate fields as desired.

Step 5 Select the `Save` button.

How do you edit the Equipment Supplies reference data in EIMS?

Step 1 Select the `Maintain Reference Data` button from the Main Menu.

Step 2 Navigate to the Equipment Supplies data entry form.

Step 3 Open the edit page for the individual Equipment Supplies option value you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete Equipment Supplies reference data in EIMS?

Step 1 Select the `Maintain Reference Data` button from the Main Menu.

Step 2 Navigate to the Equipment Supplies data entry form.

Step 3 Open the edit page for the individual Equipment Supplies option value you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

Top

Instructions for Adding Equipment Supplies Reference Data

Step 1 Select the `Maintain Reference Data` button from the Main Menu. (Click here for more information.)

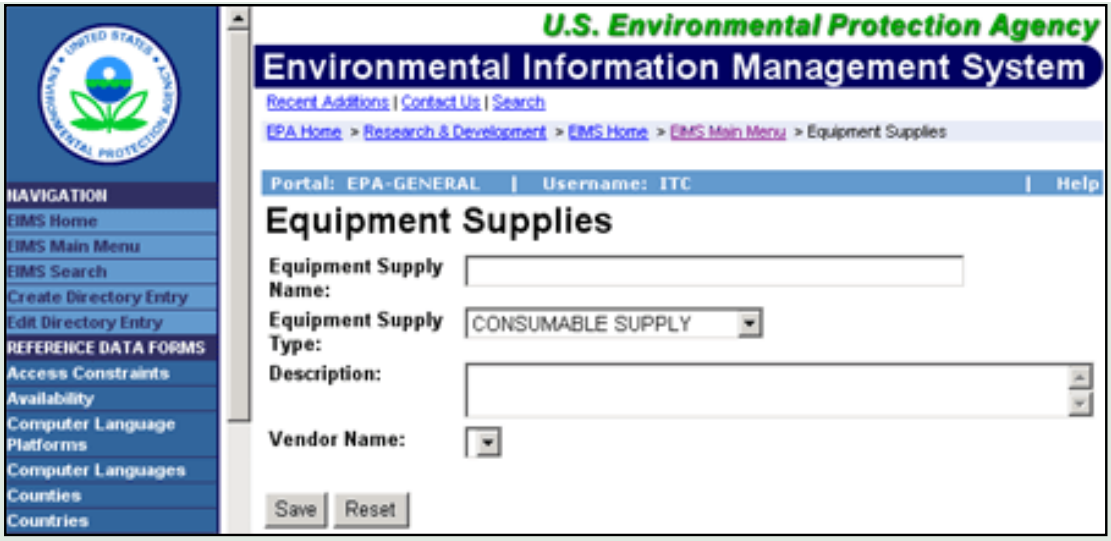
Step 2 Select the data entry form link from the Navigation Sidebar to display the Equipment Supplies data entry form.

Step 3 Select the Add button.

NOTE	If no pick list options are currently saved in EIMS, the form automatically displays in add mode. Skip to Step 4.

Step 4 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

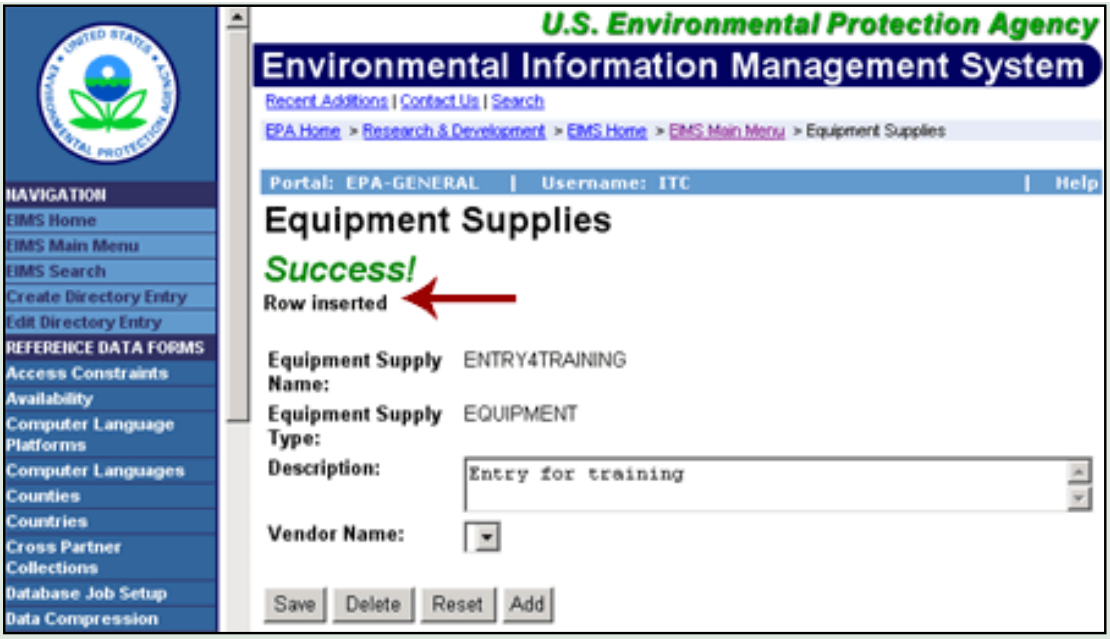


The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Equipment Supply Name*	Enter the name of the supply item (e.g., Printer Toner).
Equipment Supply Type*	Use the pick list to select a category for the specified supply item.
Description	Enter a description of the supply item.
Vendor Name	Use the pick list to select the name of the vendor who supplies the specified item.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual Equipment Supplies menu option) has been inserted (i.e., the information you entered has been added to the EIMS database).

NOTE	Once saved, you cannot edit the *Equipment Supply Name* and *Equipment Supply Type*fields. If you made a mistake in the fields, delete the erroneous entry and add the correct one.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing reference data in EIMS.

Instructions for Editing Equipment Supplies Reference Data

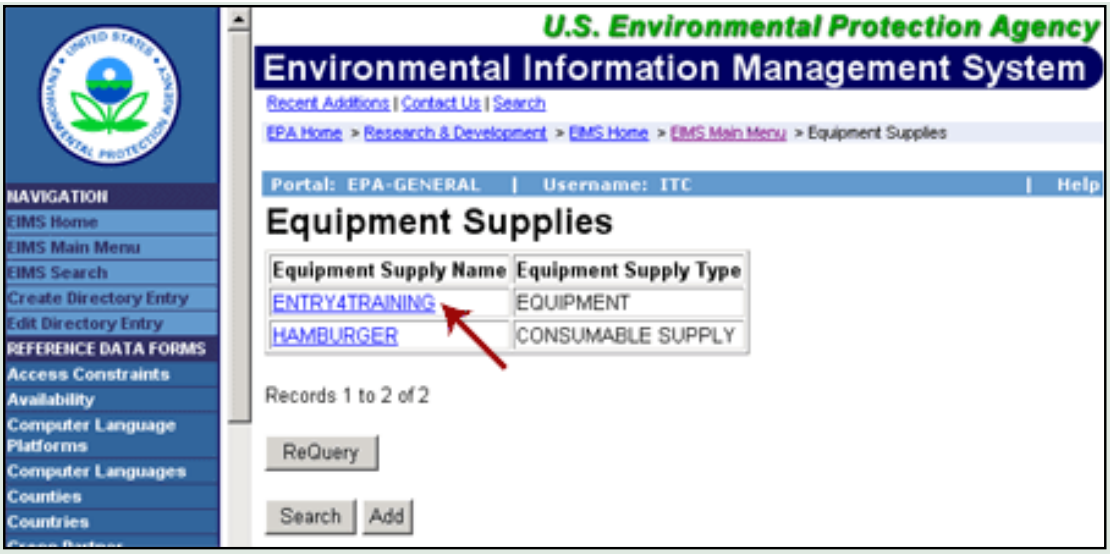
Top

Step 1 Select the `Maintain Reference Data` button from the Main Menu. (Click here for more information.)

Step 2 Select the data entry form link from the Navigation Sidebar to display the Equipment Supplies data entry form.

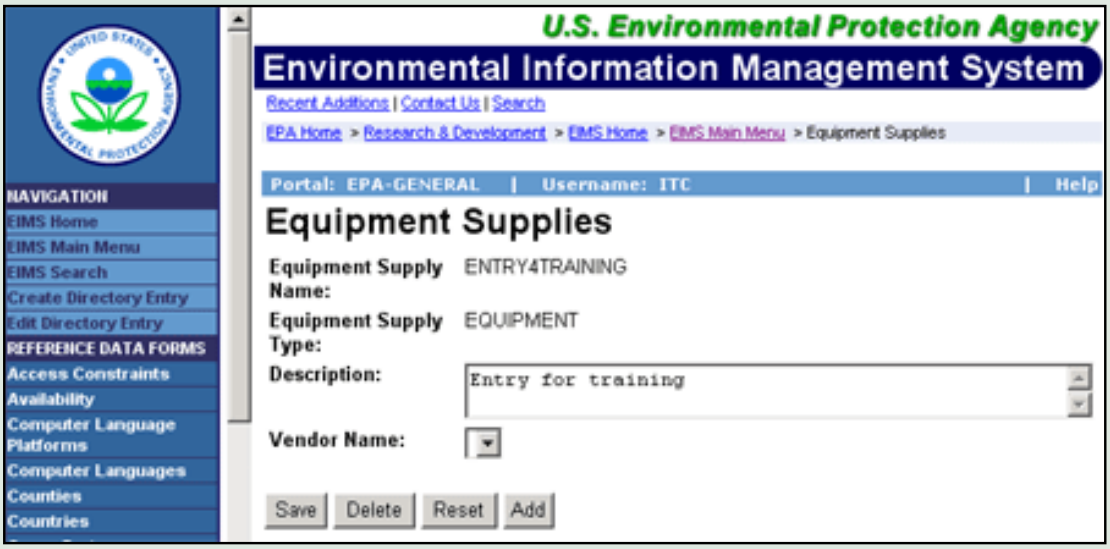
Step 3 Open the edit page for the individual pick list option you wish to modify by selecting the link in the table of Equipment Supplies menu options currently saved in the EIMS application.

NOTE	If the option you want to select is not on the first page of the list, either scroll through the list of valid options using the navigational buttons or click on `Query` to initiate a search.



Step 4 Edit fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

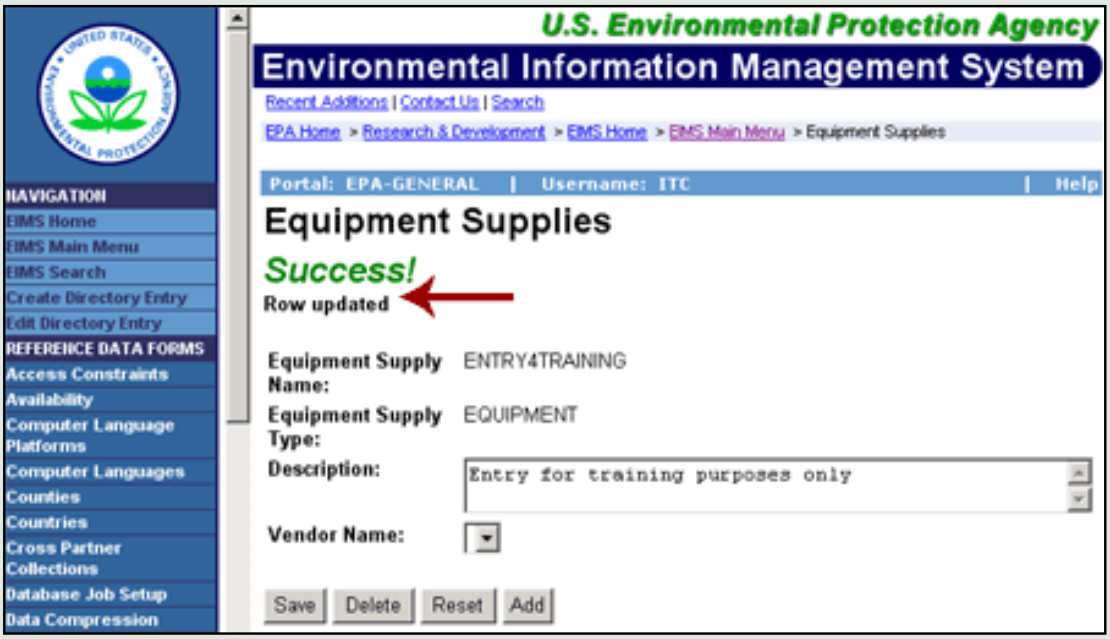


The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Equipment Supply Name*	The name of the supply item. You cannot edit this field.
Equipment Supply Type*	The category for the specified supply item. You cannot edit this field.
Description	Enter / edit the description of the supply item.

Vendor Name	Use the pick list to select the name of the vendor who supplies the specified item.

Step 5 Select `Save`, and a *Success!* message displays on the page indicating that the row (individual Equipment Supplies menu option) has been updated (i.e., the changes you entered have been made in the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing reference data in EIMS.

Instructions for Deleting Equipment Supplies Reference Data

Top

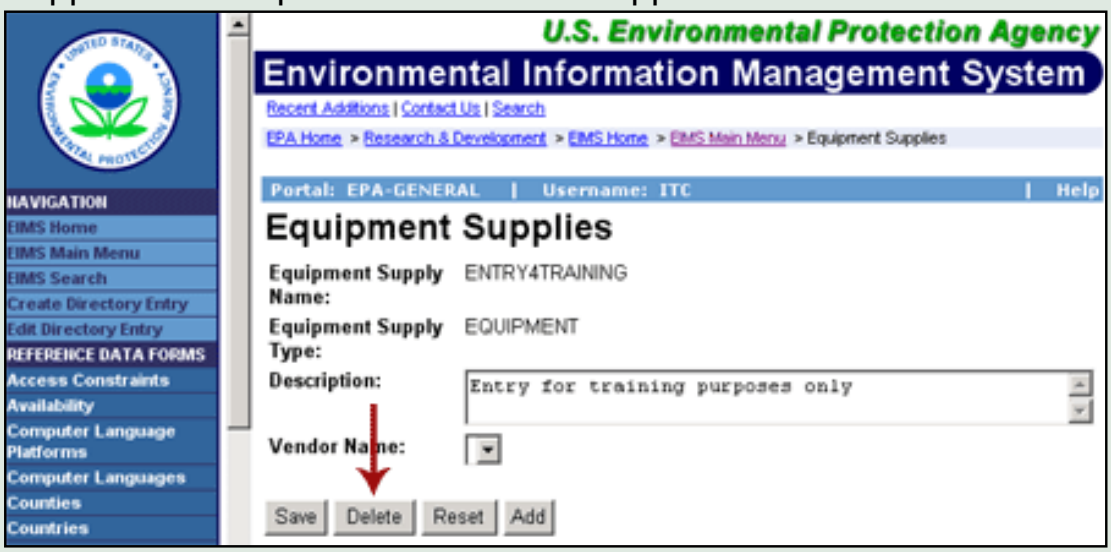
Step 1 Select the `Maintain Reference Data` button from the Main Menu. (Click here for more information.)

Step 2 Select the data entry form link from the Navigation Sidebar to display the Equipment Supplies data entry form.

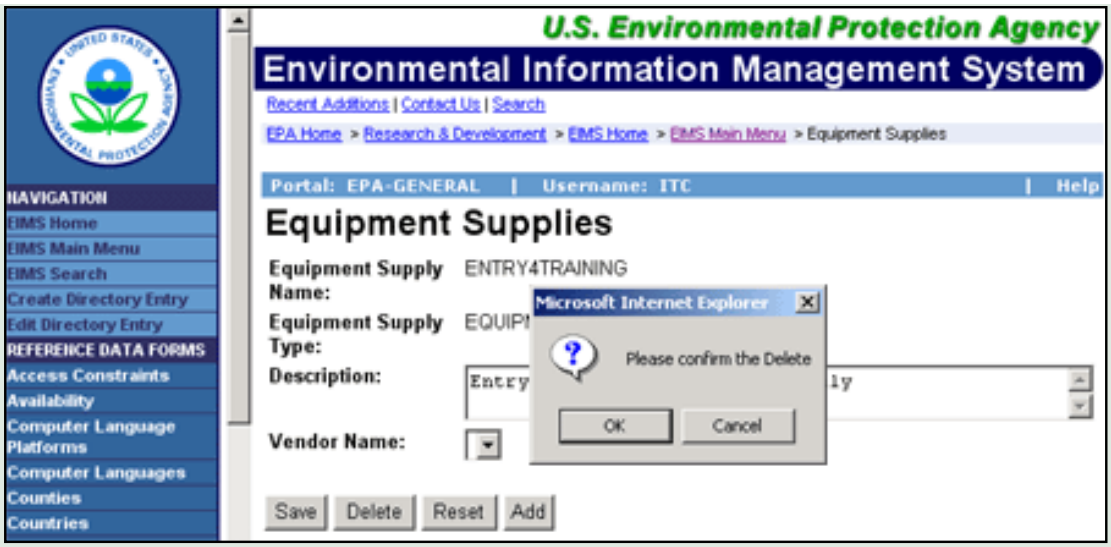
Step 3 Open the edit page for the individual pick list option you wish to delete by selecting the link in the table of Equipment Supplies menu options currently saved in the EIMS application.

NOTE	If the option you want to select is not on the first page of the list, either scroll through the list of valid options using the navigational buttons or click on `Query` to initiate a search.

Step 4 Select the `Delete` button to eliminate the specified Equipment Supplies menu option from the EIMS application.



Step 5 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (individual Equipment Supplies menu option) has been deleted.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing reference data in EIMS.

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How to Populate an EIMS Record – Metadata Entry Main Page

What is this?

This web page serves as a How To guide for populating (adding and/or editing) the Metadata Entry Main Page Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Metadata Entry Main Page data entry form?

The Metadata Entry Main Page data entry form serves as the primary data entry form for records in EIMS. It contains all of the absolutely necessary fields for populating an EIMS record. So, to add a record to the EIMS system, you must first enter and submit the Metadata Entry Main Page form. Although population of all applicable Information Component data entry forms is recommended, no other forms are mandatory.

Who can populate Metadata Entry Main Page metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add an EIMS metadata record, you must have Logged in with a registered account. To edit the Metadata Entry Main Page, you must have editing permissions for the record.

How do you populate the Metadata Entry Main Page of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding or editing Metadata Entry Main Page Information Component metadata.

How do you add Metadata Entry Main Page of an EIMS record?

Step 1 Select `Create Directory Entry` from the EIMS Main Menu.

Step 2 Populate all desired fields on the Metadata Entry Main Page.

Step 3 Select the `Save` button.

How do you edit the Metadata Entry Main Page of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Edit fields as desired.

Step 3 Select `Save` to update the record.

Detailed Instructions

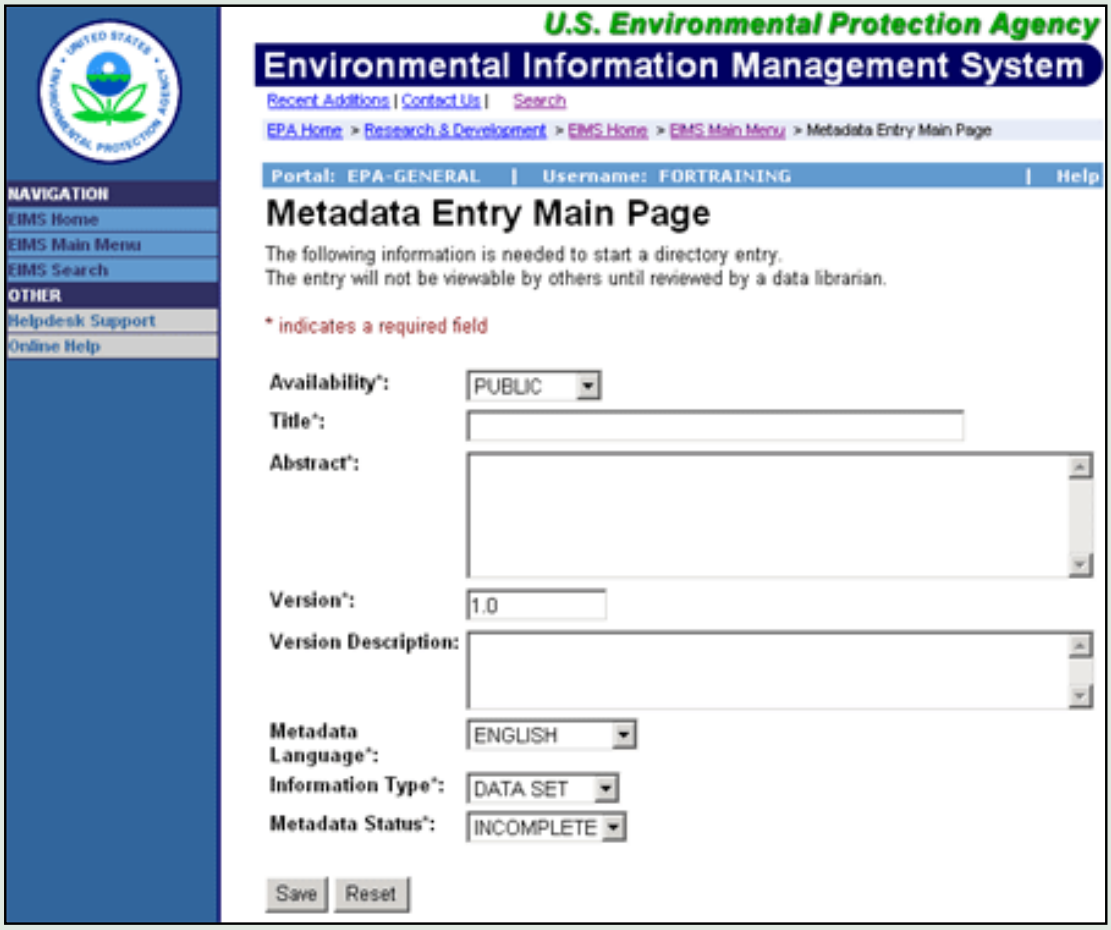
Top

Instructions for Adding Metadata Entry Main Page Data

Step 1 Select `Create Directory Entry` from the EIMS Main Menu to display the EIMS Main Entry Page.

Step 2 Populate all desired fields (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).



The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Availability*	A record's *Availability* indicates who will be able to view the record through EIMS search functions once it has been reviewed by the Metadata Librarian. Use the pick list to select from the 4 levels of availability: • Public – accessible to all EIMS system users • EPA Only – accessible to only EPA registered users • Group – accessible to only a specifically defined group of system users • Owner – accessible only by the designated owner of the EIMS record This selection will restrict access to the EIMS record consistent with information security policies. The default value is Public. Please note that the EIMS entry will not be accessible to the designated parties until the *Metadata Status* has been set to *Reviewed* by the applicable Librarian.
Title*	Enter a title (name) for the EIMS record. The record title should be as descriptive as possible, employing terms that clearly identify the specific subject and unique contents of the record. The title field is limited to 180 characters. Please note that the *Title* is stored in the database in all capital letters.

Abstract*	Enter an abstract that clearly references the specific subject and unique dimensions of the Information Object described by the metadata record. Give explicit consideration to major scientific concepts, keywords, and other descriptive terms to aid EIMS users in searching for relevant records. Please note that text (up to 10,000 characters) will not retain formatting (bulleted lists, bold text, etc.) when copied from a word-processing program and pasted into this field. You can, however, format your field content using simple HTML tags.
Version*	Enter the number of the current version of the Information Object described by the EIMS metadata record.
Version Description	Enter a description of the differences between the current version of the Information Object and the one described by the original entry.
Metadata Language*	This field identifies the language in which the metadata is presented. Select a value from the pick list.
Information Type*	The specific class of Information Object described by this EIMS metadata record. Select one of the following values from the pick list: • Data Set – a freestanding collection of information not included in a formal database management system • Model – a set of algorithms used to calculate a derived quantity or predict a future state • Web Site – a collection of web pages accessed at a specific URL

		• Database – collections of data residing in a database management system • Multimedia – information products such as maps, pictures and images, sound files and video films • Document – any type of text information products (e.g., memorandum, book, article, report, etc.) • Project – any type of bounded, focused activity with a defined outcome (a more comprehensive description of project activity is under development) • Meeting – an organized assembly of people brought together for a defined purpose • Spatial – environmental information that incorporates geographic identifiers which reference locations on the earth's surface using a standard set of coordinates
	Metadata Status*	Select one of the following values from the pick list: • Incomplete – The record owner has not yet finished entering metadata and has, thus, not submitted the record for review. (Set the *Metadata Status* to *Incomplete* to indicate that the record is not ready for review or release.) • Pending – The record has been submitted for review by a Metadata Librarian, but the review process has not been completed. (Set the *Metadata*

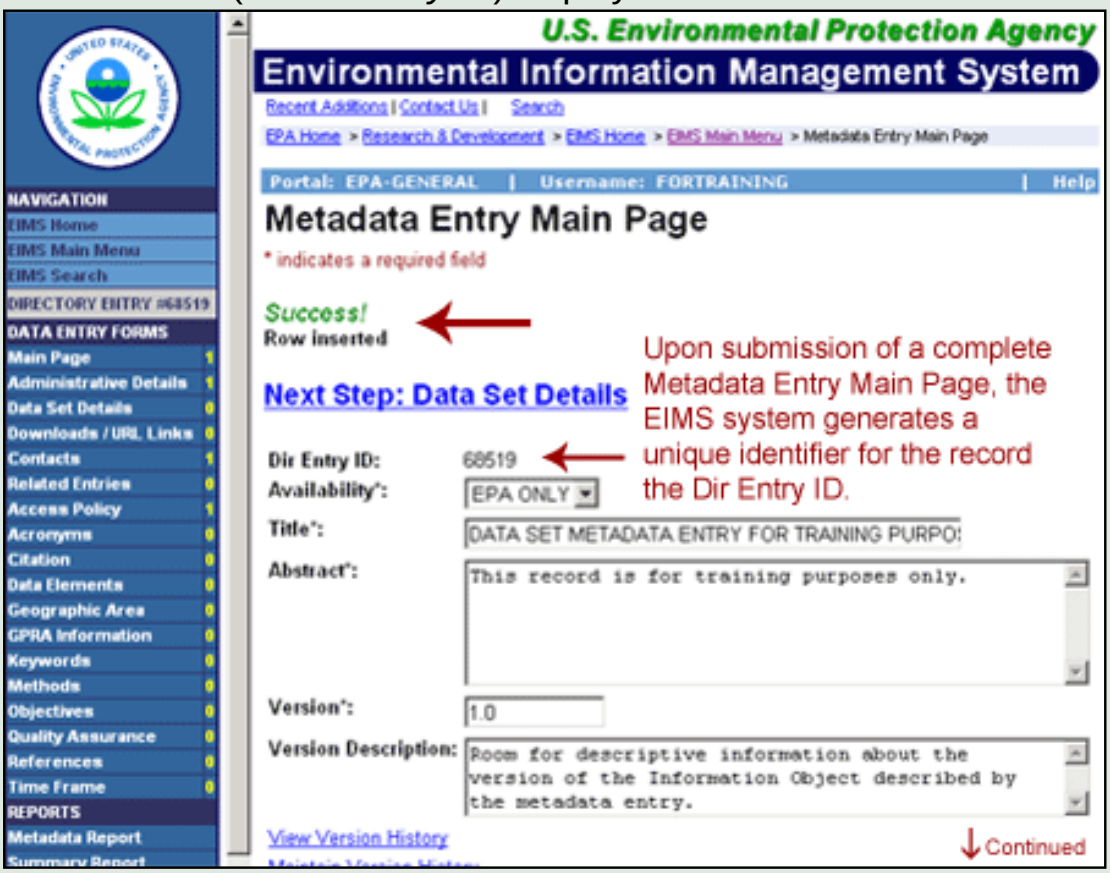
Status to *Pending*, when you want to trigger the application to notify the applicable Librarian that the record is ready for review before release to the specified user base.)

- Reviewed – The record has been reviewed and approved by the applicable Metadata Librarian and is available for access through EIMS searches. (Set the *Metadata Status* to *Reviewed* when you want to release the record to the designated user base.)
- Retired – The record is no longer available for access through EIMS searches. (Set the *Metadata Status* to *Retired* when you want to remove the record from view in EIMS to all users except Librarians with permissions for the record and EIMS Administrators.)
- Deleted – The record is no longer accessible to anyone other than EIMS Administrators. (Only Librarian and EIMS Administrator users will see this option in the *Metadata Status* pick list. Librarians can set the *Metadata Status* to *Deleted* so that users – including themselves – cannot see the record. In addition, the record will no longer display in their reports and search results. Upon request, however, EIMS Administrators can find the record and reset the *Metadata Status*.)

Ability to set the *Metadata Status* field depends upon the user's permissions

	for the record. Only the applicable Librarian user (or an EIMS Administrator) can set the status to *Reviewed*, *Retired*, or *Deleted*. Only an EIMS Administrator can change the *Metadata Status* field of a record once it has been set to *Deleted*.

Step 3 Select the Save button, and a *Success!* message displays on the page indicating that the information entered has been added to the EIMS database. Additionally, the system generated unique identifier for the record (the *Dir Entry ID*) displays as the first field.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding information to the EIMS metadata record.

Instructions for Editing Metadata Entry Main Page Data

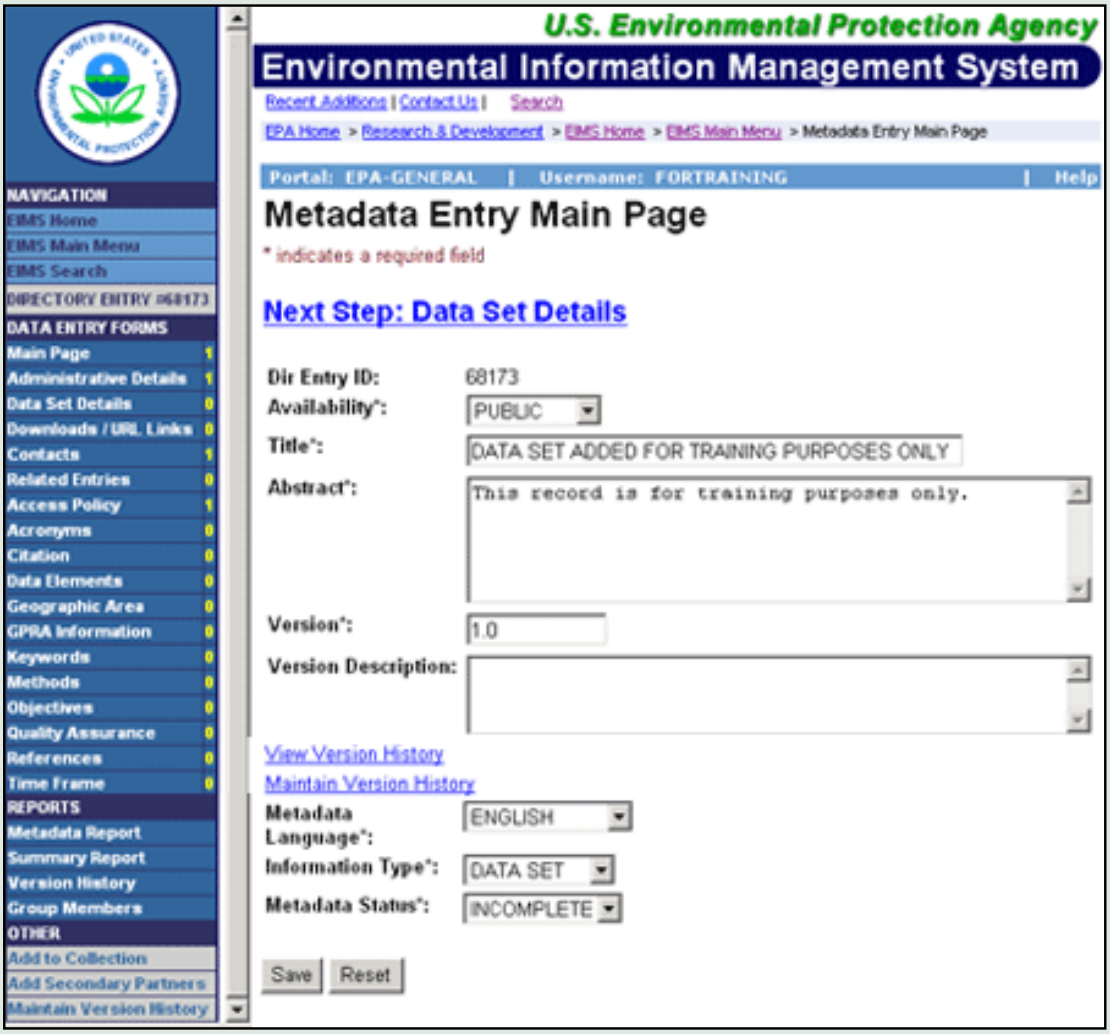
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, simply use the data entry form in the Navigation Sidebar to navigate to the Metadata Entry Main Page.

Step 2 Edit fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).



The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID	The Dir Entry ID (a unique identifier assigned to the record by the EIMS application) cannot be edited.
Availability*	A record's *Availability* indicates who will be able to view the record through EIMS search functions once it has been reviewed by the Metadata Librarian. Use the pick list to select from the 4 levels of availability: • Public – accessible to all EIMS system users • EPA Only – accessible to only EPA registered users • Group – accessible to only a specifically defined group of system users • Owner – accessible only by the designated owner of the EIMS record This selection will restrict access to the EIMS record consistent with information security policies. The default value is Public. Please note that the EIMS entry will not be accessible to the designated parties until the *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

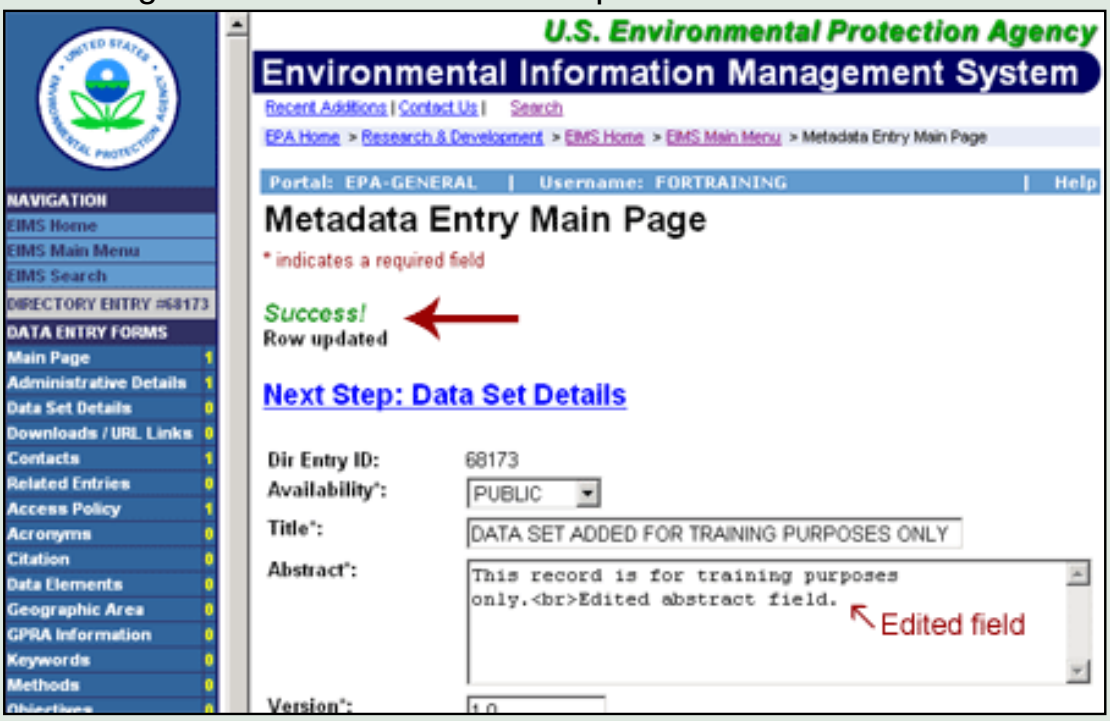
Title*	Edit the title (name) for the EIMS record. The record title should be as descriptive as possible, employing terms that clearly identify the specific subject and unique contents of the record. The title field is limited to 180 characters. Please note that the *Title* is stored in the database in all capital letters.
Abstract*	Edit the abstract that clearly references the specific subject and unique dimensions of the Information Object described by the metadata record. Give explicit consideration to major scientific concepts, keywords, and other descriptive terms to aid EIMS users in searching for relevant records. Please note that text (up to 10,000 characters) will not retain formatting (bulleted lists, bold text, etc.) when copied from a word-processing program and pasted into this field. You can, however, format your field content using simple HTML tags.
Version*	Edit the number of the current version of the Information Object described by the EIMS metadata record.
Version Description	Enter (edit) a description of the differences between the current version of the Information Object and the one described by the original entry.
Metadata Language*	This field identifies the language in which the metadata is presented. Select a value from the pick list.

Information Type*	The specific class of Information Object described by this EIMS metadata record. Select one of the following values from the pick list: • Data Set – a freestanding collection of information not included in a formal database management system • Model – a set of algorithms used to calculate a derived quantity or predict a future state • Web Site – a collection of web pages accessed at a specific URL • Database – collections of data residing in a database management system • Multimedia – information products such as maps, pictures and images, sound files and video films • Document – any type of text information products (e.g., memorandum, book, article, report, etc.) • Project – any type of bounded, focused activity with a defined outcome (a more comprehensive description of project activity is under development) • Meeting – an organized assembly of people brought together for a defined purpose • Spatial – environmental information that incorporates geographic identifiers which reference locations on the earth's surface using a standard set of coordinates

Metadata Status*	Select one of the following values from the pick list: • Incomplete – The record owner has not yet finished entering metadata and has, thus, not submitted the record for review. (Set the *Metadata Status* to *Incomplete* to indicate that the record is not ready for review or release.) • Pending – The record has been submitted for review by a Metadata Librarian, but the review process has not been completed. (Set the *Metadata Status* to *Pending*, when you want to trigger the application to notify the applicable Librarian that the record is ready for review before release to the specified user base.) • Reviewed – The record has been reviewed and approved by the applicable Metadata Librarian and is available for access through EIMS searches. (Set the *Metadata Status* to *Reviewed* when you want to release the record to the designated user base.) • Retired – The record is no longer available for access through EIMS searches. (Set the *Metadata Status* to *Retired* when you want to remove the record from view in EIMS to all users except Librarians with permissions for the record and EIMS Administrators.) • Deleted – The record is no longer accessible to anyone other than EIMS Administrators. (Only Librarian and EIMS

	Administrator users will see this option in the *Metadata Status* pick list. Librarians can set the *Metadata Status* to *Deleted* so that users – including themselves – cannot see the record. In addition, the record will no longer display in their reports and search results. Upon request, however, EIMS Administrators can find the record and reset the *Metadata Status*.) Ability to set the *Metadata Status* field depends upon the user's permissions for the record. Only the applicable Librarian user (or an EIMS Administrator) can set the status to *Reviewed*, *Retired*, or *Deleted*. Only an EIMS Administrator can change the *Metadata Status* field of a record once it has been set to *Deleted*.

Step 3 Select Save, and a *Success!* message displays on the page indicating that the record has been updated as entered.



NOTE	Select a data entry form link from the Navigation Sidebar to continue editing information in the EIMS metadata record.

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How to Open an EIMS Record in Edit Mode

What is this?

This web page serves as a How To guide for opening an EIMS record in edit mode. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of opening an EIMS metadata record in edit mode?

You cannot edit records viewed via either the Simple or Advanced Search functions. To alter an EIMS record in any way, you must first open it in edit mode via the EIMS Metadata Entry Main Page.

Who can open EIMS records in edit mode?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you open an EIMS record for editing?

Step 1 Select `Edit Directory Entry` from the EIMS Main Menu.

Step 2 Enter search criteria for the record on the Metadata Entry Main Page search form.

Step 3 Select the `Find` button.

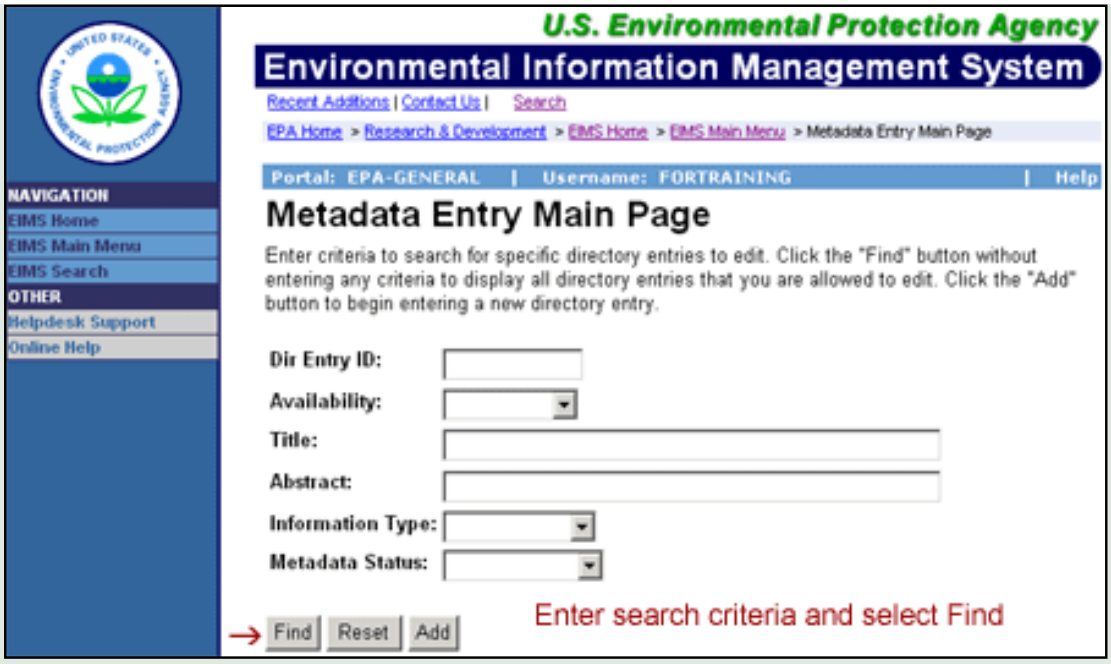
Step 4 Select the record you want to edit from the search results.

Detailed Instructions

Top

Step 1 Select `Edit Directory Entry` from the EIMS Main Menu to display the Metadata Entry Main Page in search mode.

Step 2 Enter search criteria for the record on the Metadata Entry Main Page search form (see instructions below).



The following tables provide definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID	An Entry ID is the EIMS identification number for a specific metadata record generated by the system upon submission of a completed Metadata Entry Main Page. If you know the Entry ID for the record you want to open, enter it here. No other selection criteria are necessary.
Availability	A record's *Availability* indicates who will be able to view the record through EIMS search functions once it has been reviewed by the Metadata Librarian. If you wish to limit your search to records with a specific *Availability*, use the pick list to select from the following: • Public – accessible to all EIMS system users • EPA Only – accessible to only EPA registered users • Group – accessible to only a specifically defined group of system

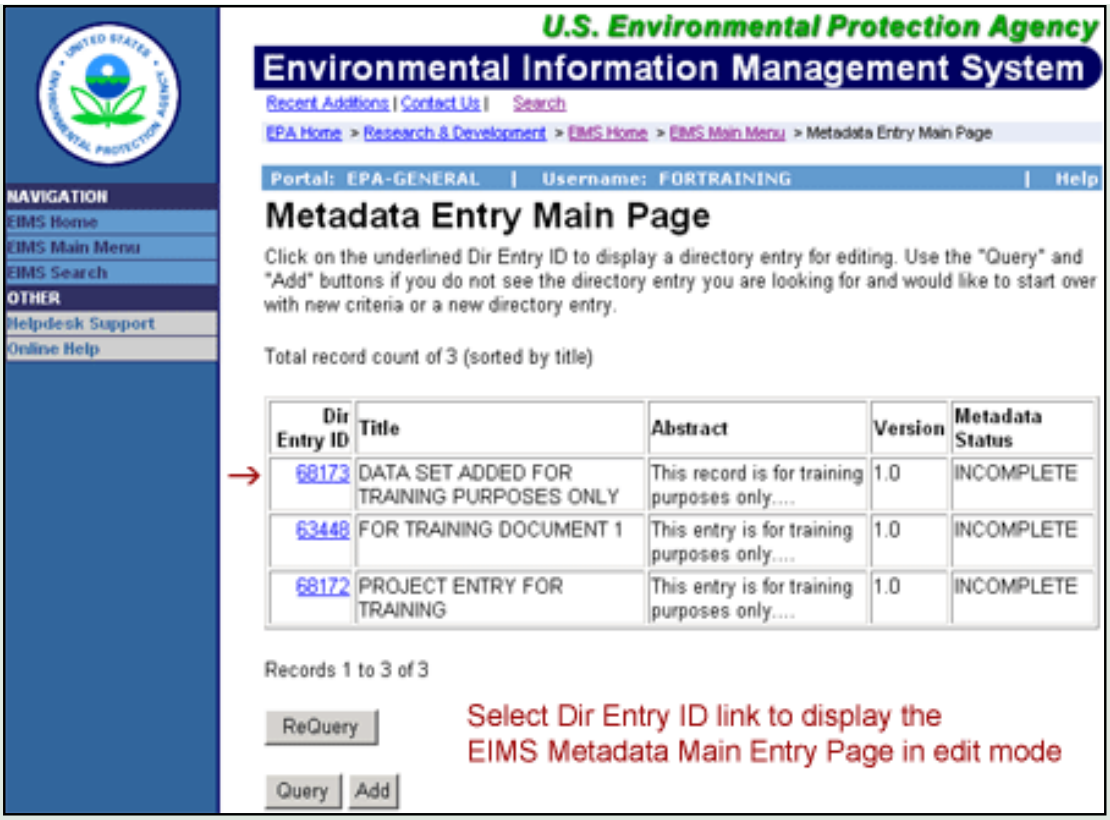
	users • Owner – accessible only by the designated owner of the EIMS record
Title	To search by *Title*, enter a text string found in the *Title* field of the desired metadata record. You may use the "%" wildcard to indicate one or more unknown characters. For example, "%train%" would retrieve the following titles: • "TRAINING RECORD", • "RECORD FOR TRAINING PURPOSES ONLY", and • "TRAIN EXHAUST STUDY". Thus, you can (in effect) use this selection criteria for topic or keyword searches from the *Title* field.
Abstract	To search by *Abstract*, enter a text string found in the *Abstract* field of the desired metadata record. You may use the "%" wildcard to indicate one or more unknown characters. For example, "%train%" would retrieve the following *Abstract* values: • "Abstract of a record for training purposes only", • "...with the following constraints...", and • "Train exhaust study comparing...". Thus, you can (in effect) use this selection criteria for topic or keyword searches from the *Abstract* field.

Information Type	The Information Type categorizes the Information Object described by the EIMS metadata record. If you want to limit your search to a single type of Information Object, select one of the following values from the pick list: • Data Set – a freestanding collection of information not included in a formal database management system • Model – a set of algorithms used to calculate a derived quantity or predict a future state • Web Site – a collection of web pages accessed at a specific URL • Database – collections of data residing in a database management system • Multimedia – information products such as maps, pictures and images, sound files and video films • Document – any type of text information products (e.g., memorandum, book, article, report, etc.) • Project – any type of bounded, focused activity with a defined outcome (a more comprehensive description of project activity is under development). • Meeting – an organized assembly of people brought together for a defined purpose • Spatial – environmental information that incorporates geographic identifiers which reference locations on the earth's surface using a standard set of coordinates

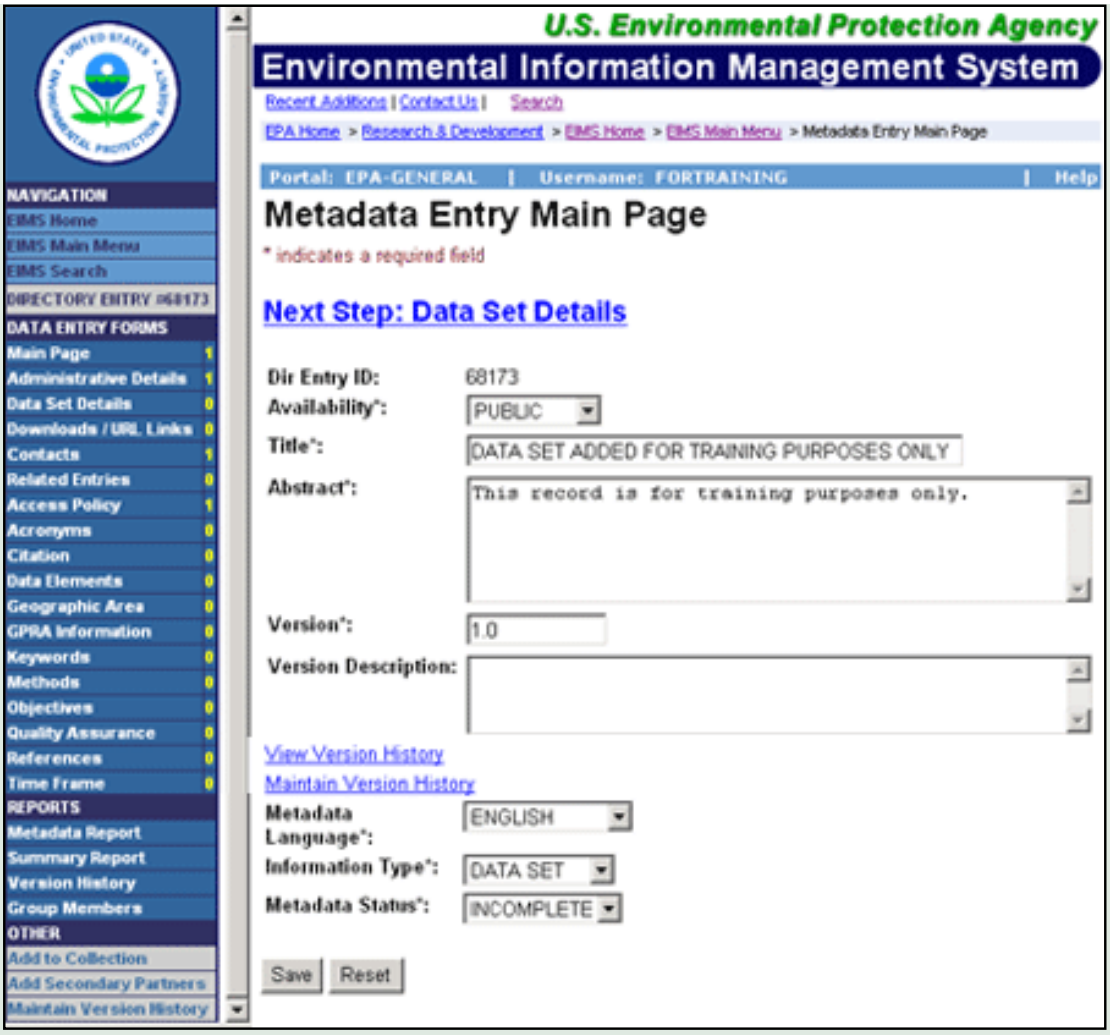
Metadata Status	If you want to limit your search to records with a specific *Metadata Status*, select one of the following values from the pick list: • Incomplete – The record owner has not yet finished entering metadata and has, thus, not submitted the record for review. • Pending – The record has been submitted for review by a Metadata Librarian, but the review process has not been completed. (By setting the *Metadata Status* to *Pending*, the user triggers the application to notify the applicable Librarian that the record is ready for review before release to the specified user base.) • Reviewed – The record has been reviewed and approved by the applicable Metadata Librarian and is available for access through EIMS searches. • Retired – The record is no longer available for access through EIMS searches. • Deleted – The record is no longer accessible to anyone other than EIMS Administrators. (Only EIMS Administrators will see this option value.)

Step 3 Select the `Find` button to display the results.

Step 4 Select the record you want to edit from the search results.



The Metadata Entry Main Page for the selected record displays in edit mode.



NOTE	Select a data entry form from the Navigation Sidebar to populate information in the EIMS metadata record.

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How to Populate an EIMS Record – Access Policy

What is this?

This web page serves as a How To guide for entering (adding and/or editing) the Access Policy Information Component of an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Access Policy data entry form?

The Access Policy data entry form allows you to enter information about who you want to have access to the EIMS metadata record. Additionally, it allows you to describe the procedure (and associated constraints) authorized people can use to access the actual Information Object described by the EIMS metadata record.

Who can populate Access Policy metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add and/or edit Access Policy Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate Access Policy metadata for an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Access Policy data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

Detailed Instructions

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

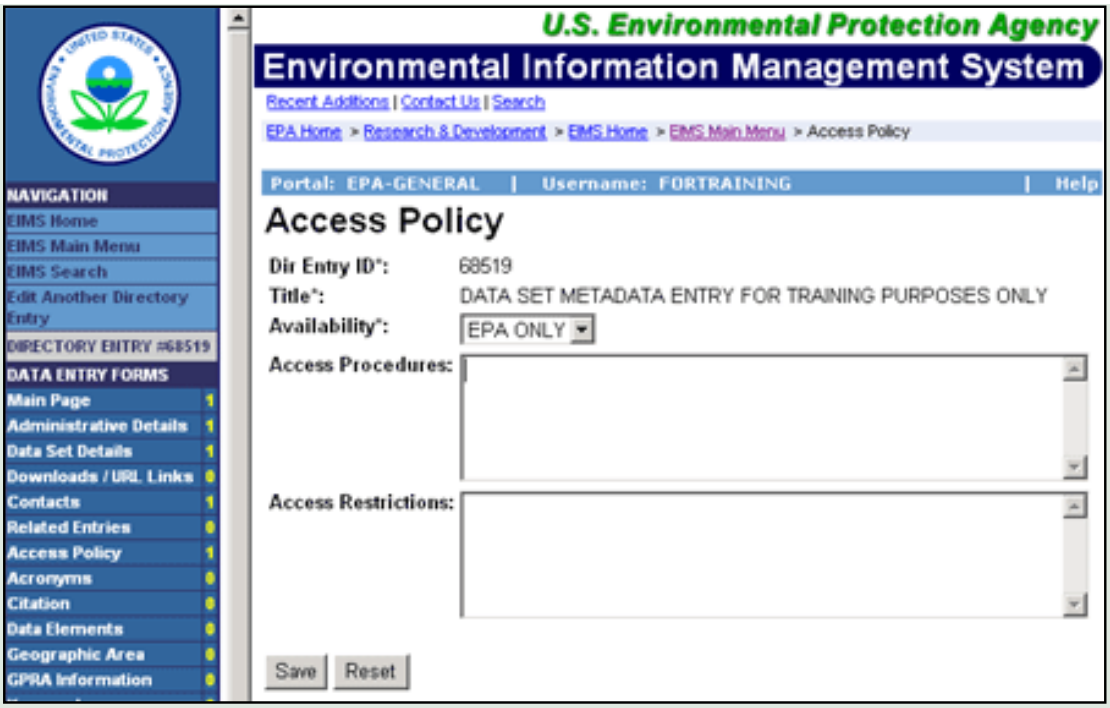
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Access Policy data entry form.

NOTE	If there is no Access Policy data currently saved in EIMS, the data entry form automatically displays in add mode. If there already is Access Policy data, the form will display in report mode; click the Add button to open the data entry form in add mode.

Step 3 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

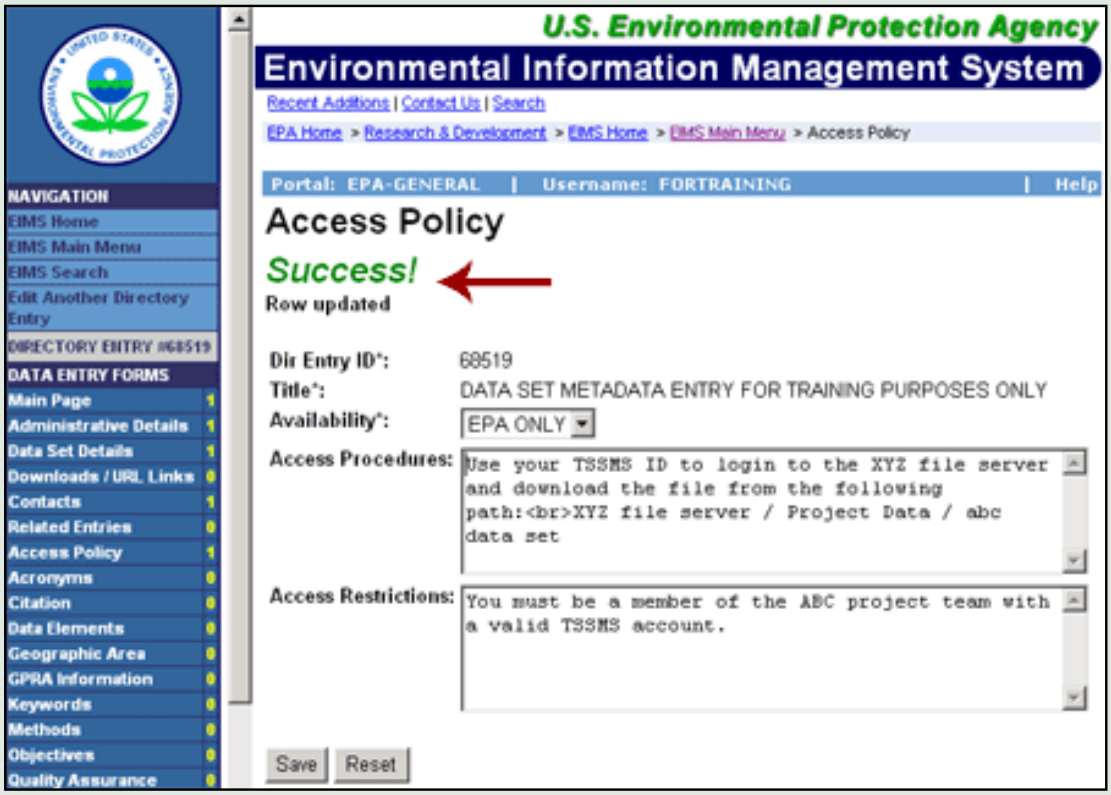


The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID*	The EIMS identification number for a specific metadata record generated by the system upon submission of a completed Metadata Entry Main Page. You cannot edit this field.
Title*	The name designated to identify the specified object. You cannot edit this field.
Availability*	A record's *Availability* indicates who will be able to view a record through EIMS search functions once it has been reviewed by the Metadata Librarian. Select from the following levels of availability: • Public – accessible to all EIMS system users • EPA Only – accessible to only EPA registered users • Group – accessible to only a specifically defined group of system users

	• Owner – accessible only by the designated owner of the EIMS record This selection will restrict access to the EIMS record consistent with information security policies. The default value is Public. Please note that the EIMS entry will not be accessible to the designated parties until the *Metadata Status* has been set to *Reviewed* by the applicable Librarian.
Access Procedures	Enter (or edit) text that describes how to access the Information Object described by the metadata record.
Access Restrictions	Enter (or edit) text that explains who may request access to the Information Object, the procedure for obtaining access, and any access constraints.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the information entered has been added to the EIMS database.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Acronyms

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Acronyms Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Acronyms data entry form?

The Acronyms data entry form allows you to provide definitions for any acronyms used in the Information Object described by the EIMS metadata record.

Who can populate Acronyms metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Acronyms metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Acronyms Information Component metadata.

How do you add Acronyms metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Acronyms data entry form.

Step 3 Populate fields as desired.

Step 4 Select the `Save` button.

How do you edit the Acronyms metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Acronyms data entry form.

Step 3 Open the edit page for the individual acronym you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete Acronyms metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Acronyms data entry form.

Step 3 Open the edit page for the individual acronym you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

Top

Instructions for Adding Acronyms Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Acronyms data entry form.

NOTE	If there is no Acronyms data currently saved in EIMS, the data entry form automatically displays in add mode. If there already is Acronyms data, the form will display in report mode; click the Add button to open the data entry form in add mode.

Step 3 Populate fields as desired (see instructions below).

NOTE	You must populate all fields on the Acronyms data entry form for the information to be saved.

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry Acronym*	Enter an acronym (e.g., EPA for the Environmental Protection Agency).
Acronym Meaning*	Enter the full text representation of the specified acronym (e.g., Environmental Protection Agency for EPA).

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual acronym) has been inserted (i.e., the information you entered has been added to the EIMS database).

NOTE	Once saved, you cannot edit the *Dir Entry Acronym* field. If you made a mistake in the field, delete the erroneous entry and add the correct one.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Editing Acronyms Data

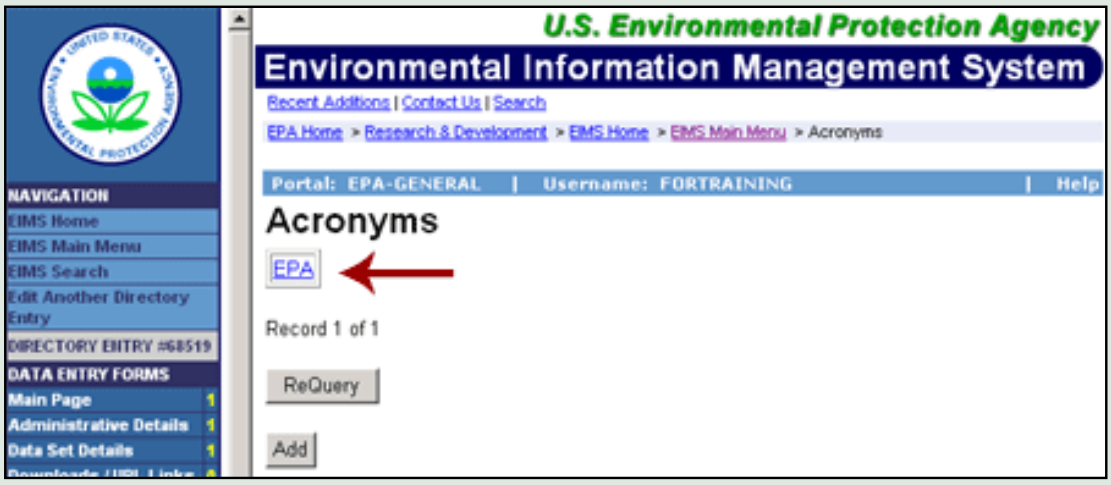
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Acronyms data entry form.

Step 3 Open the edit page for the individual acronym you wish to modify by selecting the link in the table of acronyms currently saved in the EIMS metadata record.



Step 4 Edit fields as desired (see instructions below).

NOTE	You must populate all fields on the Acronyms data entry form for the information to be saved.

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry Acronym*	Abbreviation for term (e.g., EPA for the Environmental Protection Agency). You cannot edit this field.
Acronym Meaning*	Edit the full text representation of the acronym as desired.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual acronym) has been updated (i.e., the changes you entered have been made in the EIMS database).

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting Acronyms Data

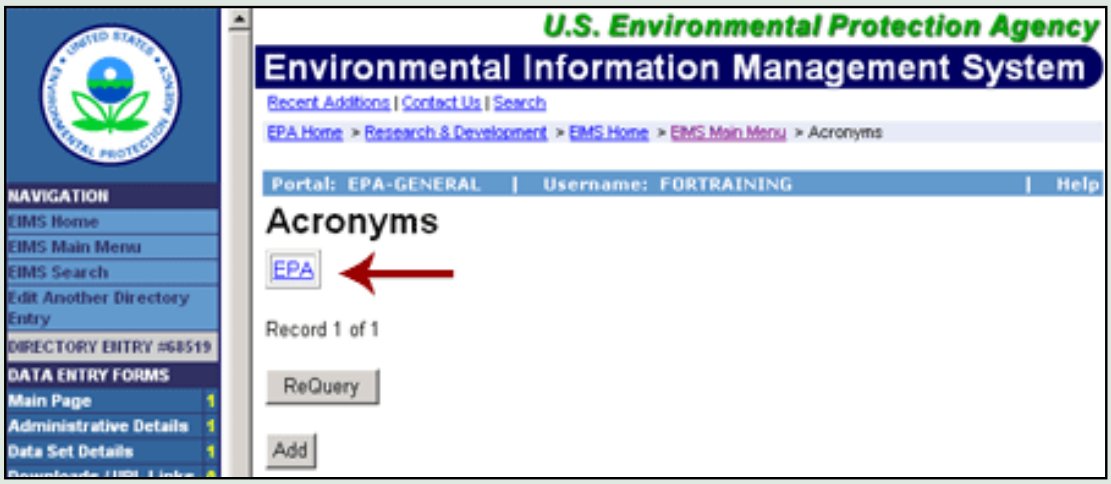
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

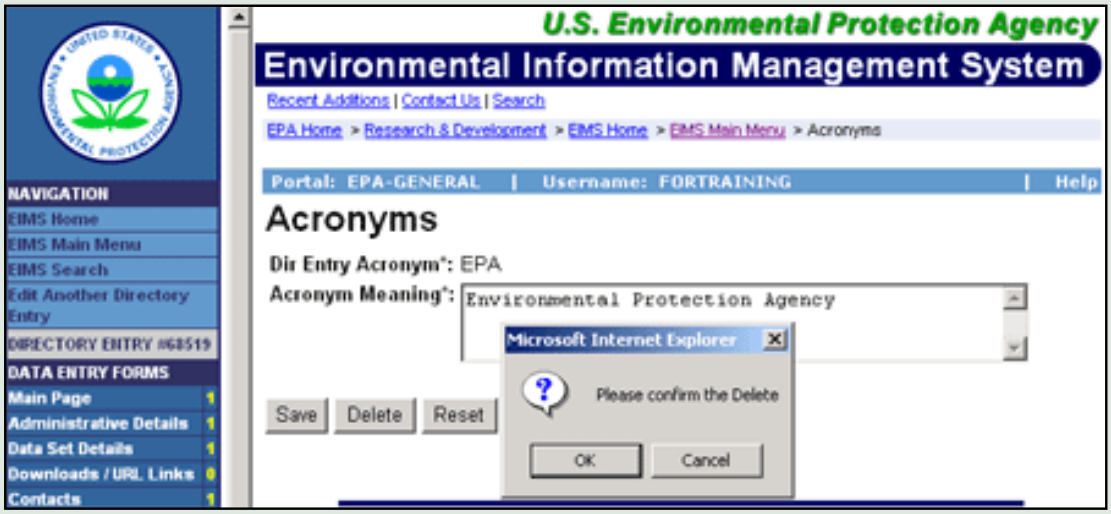
Step 2 Select the data entry form link from the Navigation Sidebar to display the Acronyms data entry form.

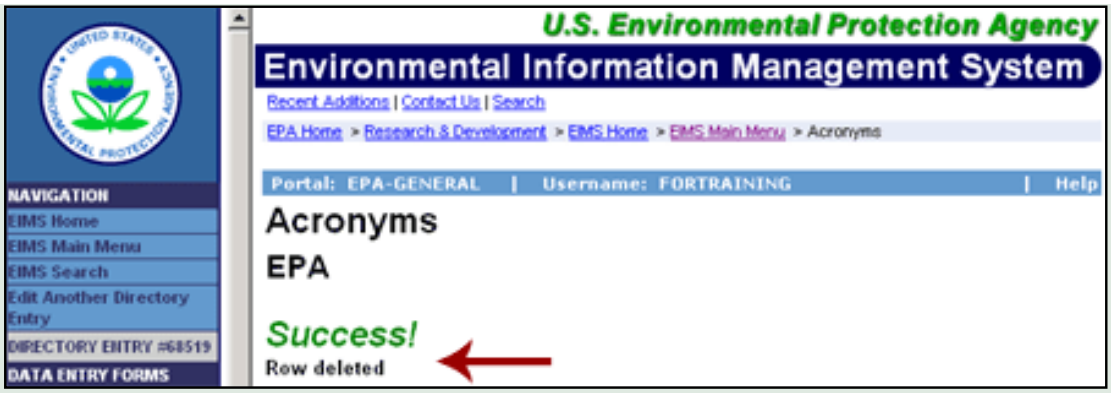
Step 3 Open the edit page for the individual acronym you wish to delete by selecting the link in the table of acronyms currently saved in the EIMS metadata record.



Step 4 Select the `Delete` button to eliminate the specified acronym from the EIMS metadata record.

Step 5 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (individual acronym) has been deleted.





NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Administrative Details

What is this?

This web page serves as a How To guide for populating (adding and/or editing) the Administrative Details Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Administrative Details data entry form?

The Administrative Details data entry form allows you to provide administrative information about the EIMS metadata record (e.g., when it was added to EIMS, when it was last updated, etc.) as well as additional notes about the Information Object described by the record (e.g., a notice to be prominantly displayed in the Metadata Report, etc.).

Who can populate Administrative Details metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Administrative Details metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Administrative Details data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

Detailed Instructions

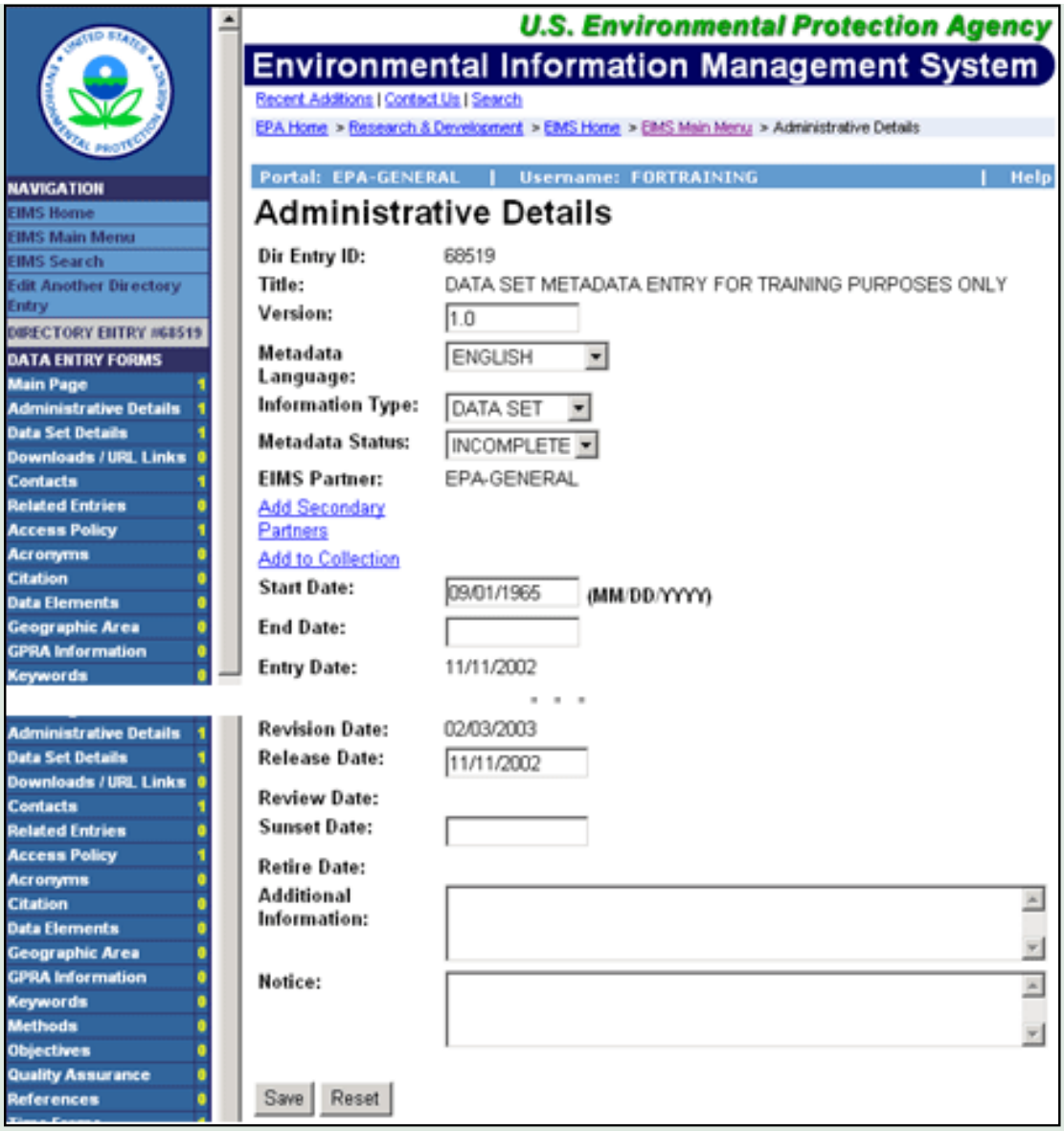
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Administrative Details data entry form.

Step 3 Populate fields as desired (see instructions below).



The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID	The EIMS identification number for a specific metadata record generated by the system upon submission of a completed Metadata Entry Main Page. You cannot edit this field.
Title	The name designated to identify the specified object. You cannot edit this field.

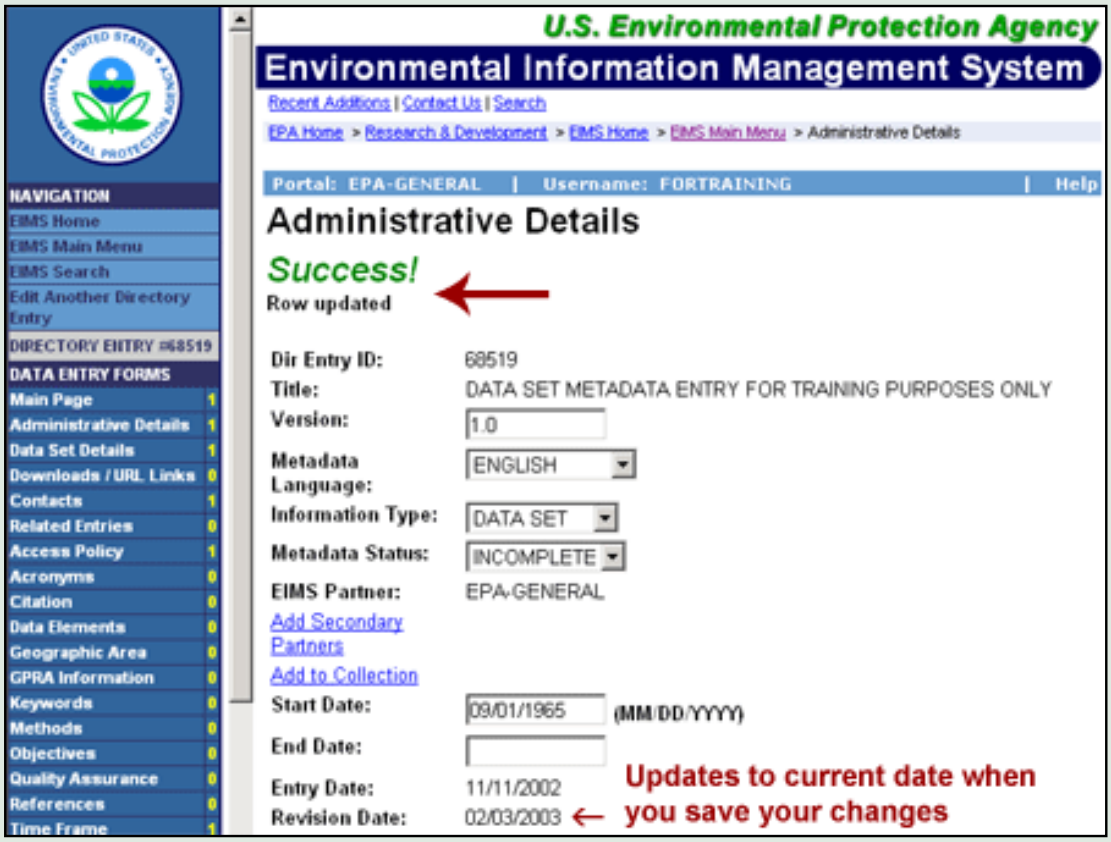
Version	Enter (or edit) the number of the current version of the Information Object described by the EIMS metadata record.
Metadata Language	This field identifies the language in which the metadata is presented. Select a value from the pick list.
Information Type	The specific class of Information Object described by this EIMS metadata record. Select one of the following values from the pick list: • Data Set – a freestanding collection of information not included in a formal database management system • Model – a set of algorithms used to calculate a derived quantity or predict a future state • Web Site – a collection of web pages accessed at a specific URL • Database – collections of data residing in a database management system • Multimedia – information products such as maps, pictures and images, sound files and video films • Document – any type of text information products (e.g., memorandum, book, article, report, etc.) • Project – any type of bounded, focused activity with a defined outcome (a more comprehensive description of project activity is under development) • Meeting – an organized assembly of people brought together for a defined purpose • Spatial – environmental

		information that incorporates geographic identifiers which reference locations on the earth's surface using a standard set of coordinates
	Metadata Status*	Select one of the following values from the pick list: • Incomplete – The record owner has not yet finished entering metadata and has, thus, not submitted the record for review. (Set the *Metadata Status* to *Incomplete* to indicate that the record is not ready for review or release.) • Pending – The record has been submitted for review by a Metadata Librarian, but the review process has not been completed. (Set the *Metadata Status* to *Pending*, when you want to trigger the application to notify the applicable Librarian that the record is ready for review before release to the specified user base.) • Reviewed – The record has been reviewed and approved by the applicable Metadata Librarian and is available for access through EIMS searches. (Set the *Metadata Status* to *Reviewed* when you want to release the record to the designated user base.) • Retired – The record is no longer available for access through EIMS searches. (Set the *Metadata Status* to *Retired* when you want to remove the record from view in EIMS to all users

	except Librarians with permissions for the record and EIMS Administrators.) • Deleted – The record is no longer accessible to anyone other than EIMS Administrators. (Only Librarian and EIMS Administrator users will see this option in the *Metadata Status* pick list. Librarians can set the *Metadata Status* to *Deleted* so that users – including themselves – cannot see the record. In addition, the record will no longer display in their reports and search results. Upon request, however, EIMS Administrators can find the record and reset the *Metadata Status*.) Ability to set the *Metadata Status* field depends upon the user's permissions for the record. Only the applicable Librarian user (or an EIMS Administrator) can set the status to *Reviewed*, *Retired*, or *Deleted*. Only an EIMS Administrator can change the *Metadata Status* field of a record once it has been set to *Deleted*.
EIMS Partner	EIMS Partner is the inter- or intra-agency organization, regional office, program, or project responsible for the EIMS metadata record. You cannot edit this field.
Add Secondary Partners	Use this link to display the Add Secondary Partners entry form.
Add to Collection	Use this link to display the Add to Collection entry form.
Start Date	Enter (or edit) the calendar date when the specified activity was initiated (or is intended to begin).

End Date	Enter (or edit) the calendar date when the specified activity was completed (or is intended to end).
Entry Date	The date the record was entered into EIMS. You cannot edit this field.
Revision Date	The date of the most recent revision of the EIMS record. This field will update automatically when you save any changes to the record.
Release Date	The date the EIMS record was released for viewing. If you want to specify a date before which the record will not be displayed in search results, enter it here. The record will not display in search results until the applicable Librarian sets the *Metadata Status* to *Reviewed* and the *Release Date* arrives.
Review Date	The date the Metadata Librarian set the *Metadata Status* to *Reviewed*. You cannot edit this field.
Sunset Date	If you wish to set a date after which users cannot view the record in EIMS regardless of the *Metadata Status*, enter that date here.
Retire Date	The date when the applicable Librarian sets the *Metadata Status* to *Retired*, thus eliminating it from future search results. You cannot edit this field.
Additional Information	Enter any explanatory text and/or further details about the Information Object described by the EIMS metadata record.
Notice	Enter any significant information about the EIMS record that you want to display immediately after the *Title* in the EIMS Metadata Report.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the information entered has been added to the EIMS database. In addition, the *Revision Date* changes to the current date because you have revised the record.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Citation

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Citation Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Citation data entry form?

The Citation data entry form allows you to enter the information necessary for EIMS to generate a citation for the Information Object described by the EIMS metadata record. Once you have added all the citation data, any EIMS user can copy the complete citation (in the applicable format for the Information Object) from the Metadata Report of the record.

Who can populate Citation metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Citation metadata of an EIMS record?

Entry of Citation metadata varies depending upon Information Type. The table below lists which Citation data entry forms apply to each Information Type. Select a link to view the How To guide with instructions on using the associated Citation data entry form to add or edit EIMS metadata.

Information Type	Available Citation Data Entry Forms
Data Set	Authors | Document Series | Meeting Abstract
Database	Authors | Document Series | Meeting Abstract

Document	**Abstract:**	Authors | Document Series | Meeting Abstract
	Book:	Authors | Book | Document Series
	Conference Proceedings:	Authors | Conference Proceedings | Document Series
	Journal:	Authors | Document Series | Journal
	Newsletter:	Authors | Document Series | Newsletter
	Report:	Authors | Document Series | Report
	Thesis / Dissertation:	Authors | Document Series | Thesis / Dissertation
Meeting	Authors | Document Series | Meeting Abstract	
Model	Authors | Document Series | Meeting Abstract	
Multimedia	Authors | Document Series | Meeting Abstract	
Project	Not Applicable	
Spatial Data	Authors | Document Series | Meeting Abstract	
Web Site	Authors | Document Series | Meeting Abstract	

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How to Populate an EIMS Record – Citation Authors

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Citation Authors Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Citation Authors data entry form?

The Citation Authors data entry form allows you to add information about the authors of the Information Object described by the EIMS metadata record (part of building a full citation).

Who can populate Citation Authors metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Citation Authors metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Citation Authors Information Component metadata.

How do you add Citation Authors metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Citation Authors data entry form.

Step 3 Populate fields as desired.

Step 4 Select the `Save` button.

How do you edit the Citation Authors metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Citation Authors data entry form.

Step 3 Open the edit page for the individual Citation Authors you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete Citation Authors metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Citation Authors data entry form.

Step 3 Open the edit page for the individual Citation Authors you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

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Instructions for Adding Citation Authors Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

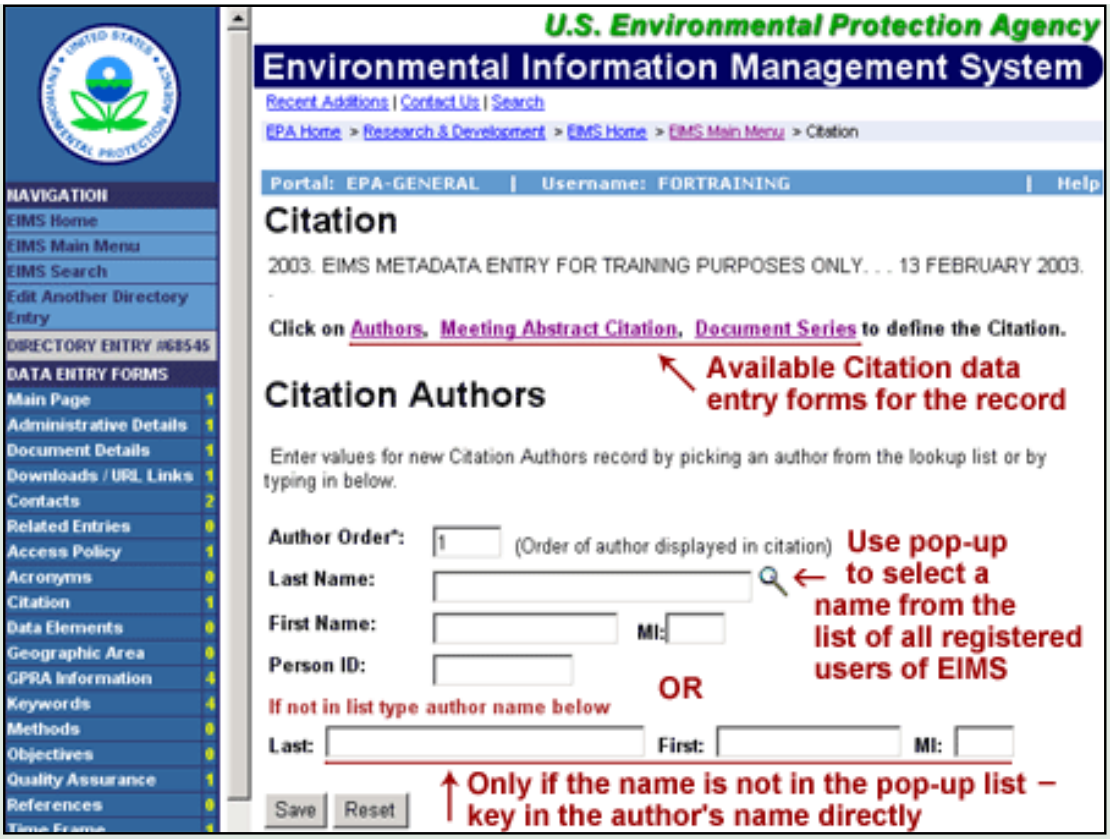
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Citation Authors data entry form.

NOTE	If there is no Citation Authors data currently saved in EIMS, the data entry form automatically displays in add mode. If there already is Citation Authors data, the form will display in report mode; click the Add button to open the data entry form in add mode.

Step 3 Populate fields as desired (see instructions below).

NOTE	Mandatory fields include *Author Order* and either a full name selected from the *Last Name* pop-up list or *Last* and *First* name entered directly.

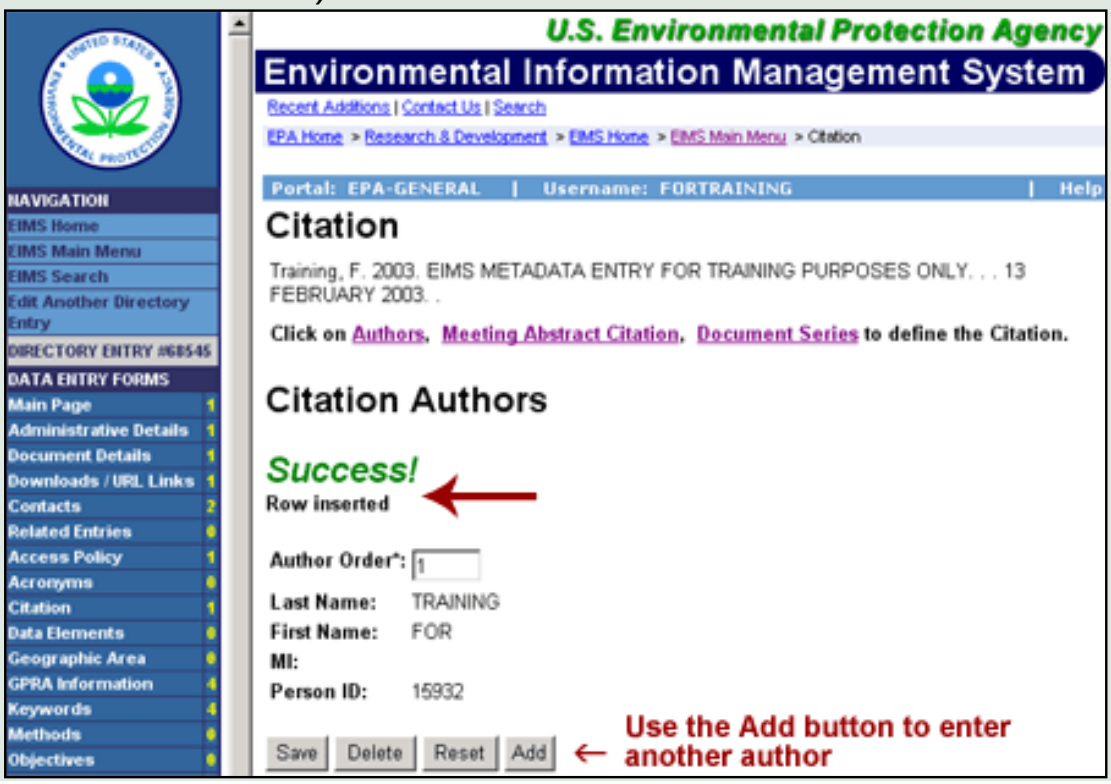


The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Author Order*	Enter the order in which you would like this author's name to display in the citation.
Last Name	The surname of an author of the Information Object described by the metadata record. Use the pop-up (click on Magnifying Glass) to select a name from among the list of all reigstered EIMS users.
First Name	Given name of the specified author. Do not enter (or edit) directly; EIMS will populate this field based upon your selection for the *Last Name* field.
MI	Middle initial. Do not enter (or edit) directly; EIMS will populate this field based upon your selection for the *Last Name* field.

Person ID	Systematically generated unique identifier for the specified person. Do not enter (or edit) directly; EIMS will populate this field based upon your selection for the *Last Name* field.
Last	Use this text box to key in the surname of an author of the Information Object described by the EIMS metadata record – **ONLY** if the name is not listed in the pop-up of all reigstered EIMS users.
First	Use this text box to key in the given name of an author of the Information Object described by the EIMS metadata record – **ONLY** if the name is not listed in the pop-up of all reigstered EIMS users.
MI	Use this text box to key in the middle initial of an author of the Information Object described by the EIMS metadata record – **ONLY** if the name is not listed in the pop-up of all reigstered EIMS users.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual set of Citation Authors data) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Editing Citation Authors Data

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Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

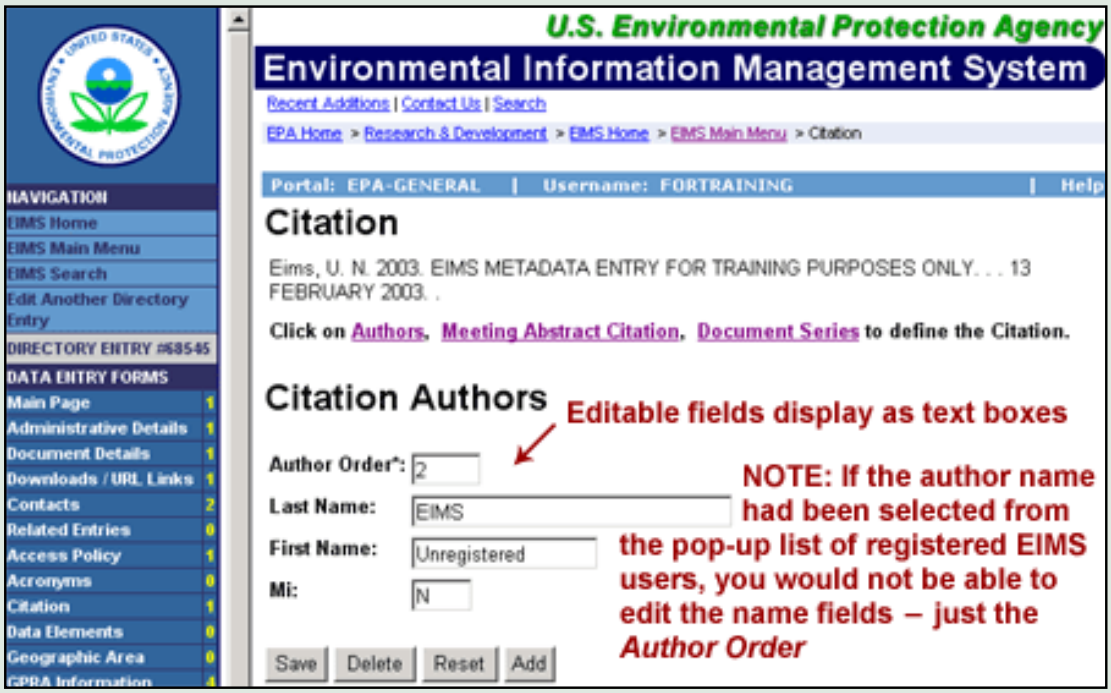
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Citation Authors data entry form.

Step 3 Open the edit page for the individual Citation Authors you wish to modify by selecting the link in the table of Citation Authors currently saved in the EIMS metadata record.

Step 4 Edit fields as desired (see instructions below).

NOTE	Editable fields display as text boxes. If the author's name was selected from the pop-up list of registered EIMS users, you cannot edit the name fields, just the *Author Order*. If you need to change the specified name, delete it and add a new name.

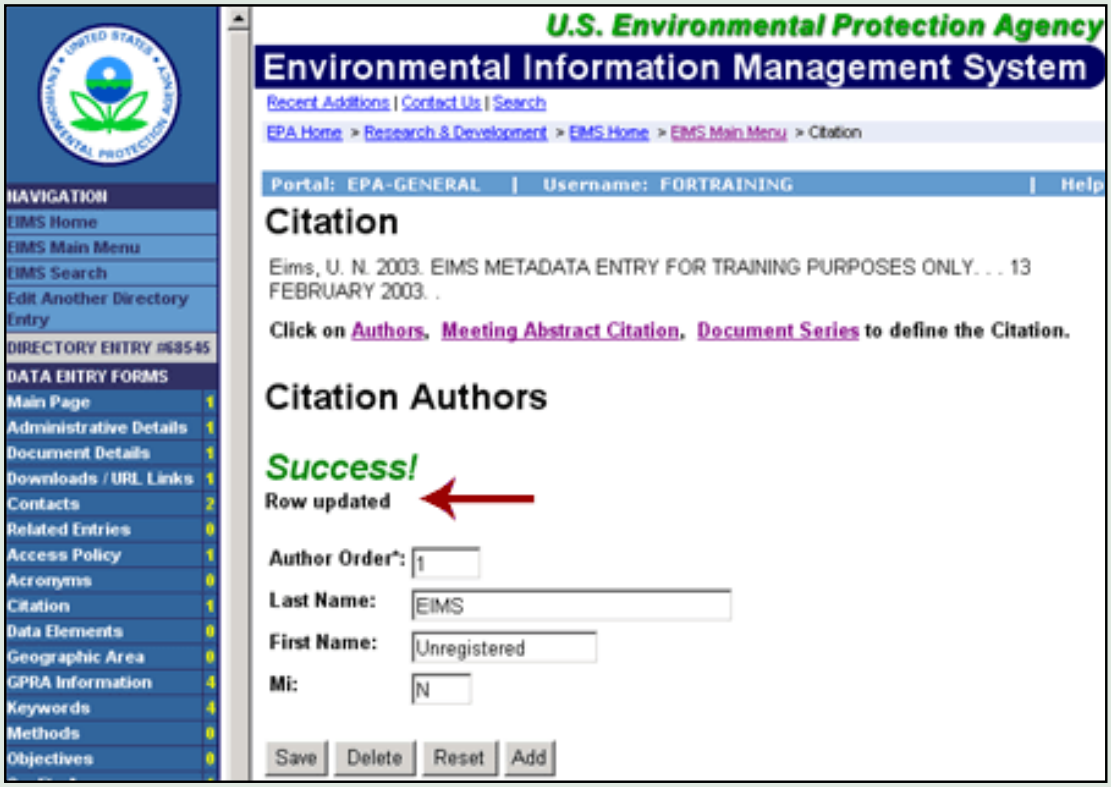


The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Author Order*	Enter the order in which you would like this author's name to display in the citation.
Last	Use this text box to edit the surname of an author of the Information Object described by the EIMS metadata record – EIMS only displays this field in edit mode if the name had originally been entered directly rather than selected from the pop-up list of all registered EIMS users.

First	Use this text box to edit the given of an author of the Information Object described by the EIMS metadata record – EIMS only displays this field in edit mode if the name had originally been entered directly rather than selected from the pop-up list of all registered EIMS users.
MI	Use this text box to key in the middle initial of an author of the Information Object described by the EIMS metadata record – EIMS only displays this field in edit mode if the name had originally been entered directly rather than selected from the pop-up list of all registered EIMS users.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual Author's data) has been updated (i.e., the changes you entered have been made in the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting Citation Authors Data

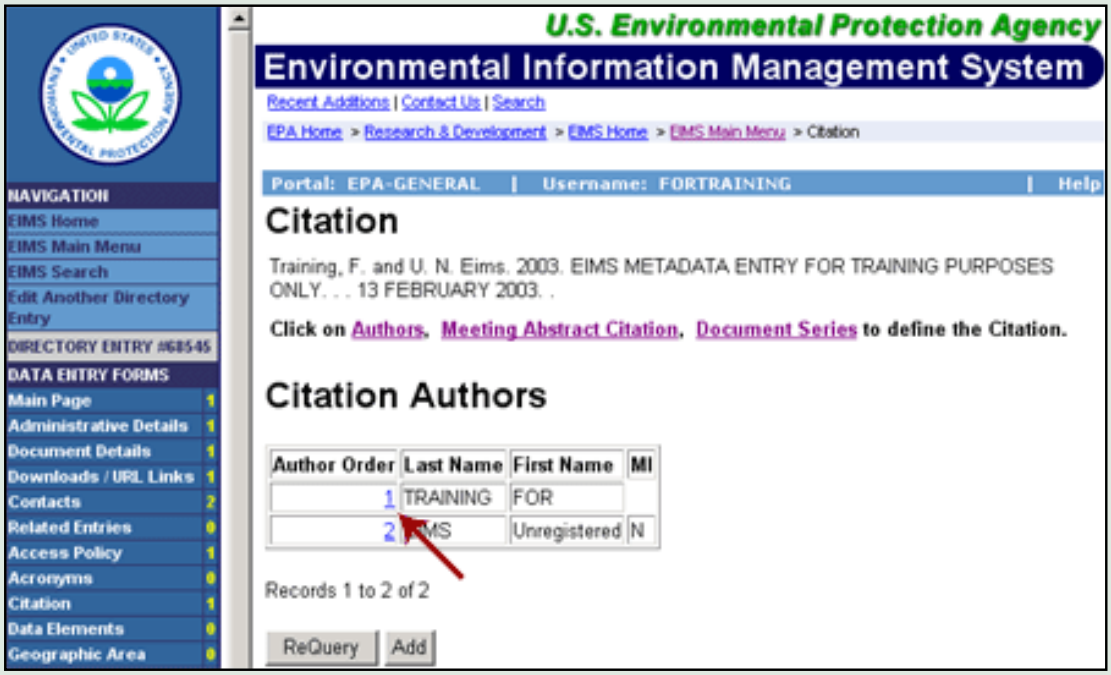
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

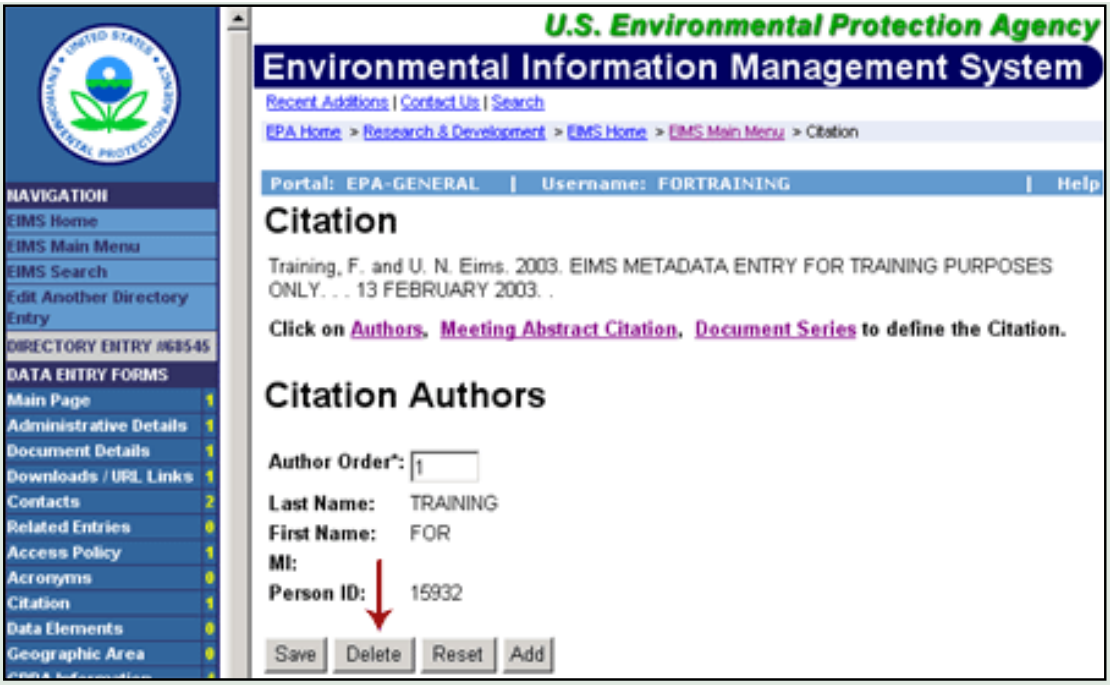
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Citation Authors data entry form.

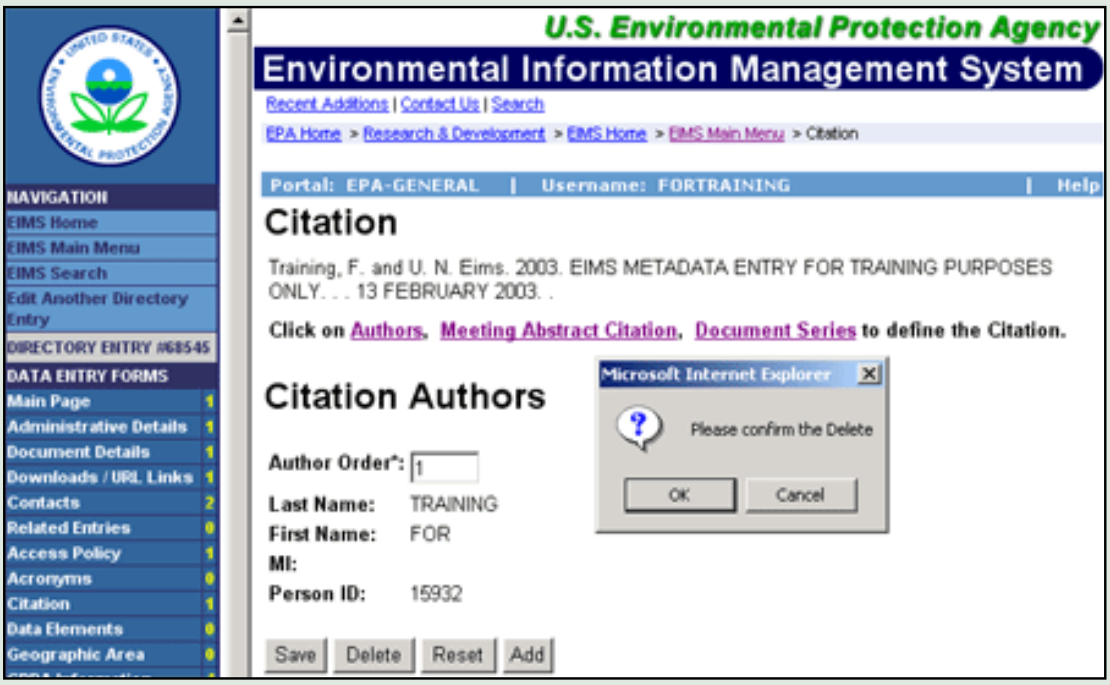
Step 3 Open the edit page for the individual Citation Authors you wish to delete by selecting the link in the table of Citation Authors currently saved in the EIMS metadata record.



Step 4 Select the `Delete` button to eliminate the specified Citation Authors from the EIMS metadata record.



Step 5 Select OK to confirm the deletion, and a *Success!* message displays indicating that the row (individual set of Citation Authors data) has been deleted.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Document Series

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Document Series citation Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Document Series data entry form?

The Document Series citation data entry form allows you to provide a unique identification number (e.g., the International Standard Book Number – ISBN) for the Information Object described by the EIMS metadata record (part of building a full citation).

Who can populate Document Series metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Document Series metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Document Series Information Component metadata.

How do you add Document Series metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Citation data entry form.

Step 3 Navigate to the Document Series data entry form.

Step 4 Select the Add button.

Step 5 Populate fields as desired.

Step 6 Select the Save button.

How do you edit the Document Series metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Citation data entry form.

Step 3 Navigate to the Document Series data entry form.

Step 4 Open the edit page for the individual Document Series you wish to modify.

Step 5 Edit fields as desired.

Step 6 Select the Save button.

How do you delete Document Series metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Citation data entry form.

Step 3 Navigate to the Document Series data entry form.

Step 4 Open the edit page for the individual Document Series you wish to delete.

Step 5 Select the `Delete` button.

Step 6 Select the `OK` button to confirm the deletion.

Detailed Instructions

Top

Instructions for Adding Document Series Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Citation data entry form.

Step 3 Select the link to the Document Series citation data entry form.

Step 4 Select the `Add` button to display the Document Series citation data entry form in add/edit mode.

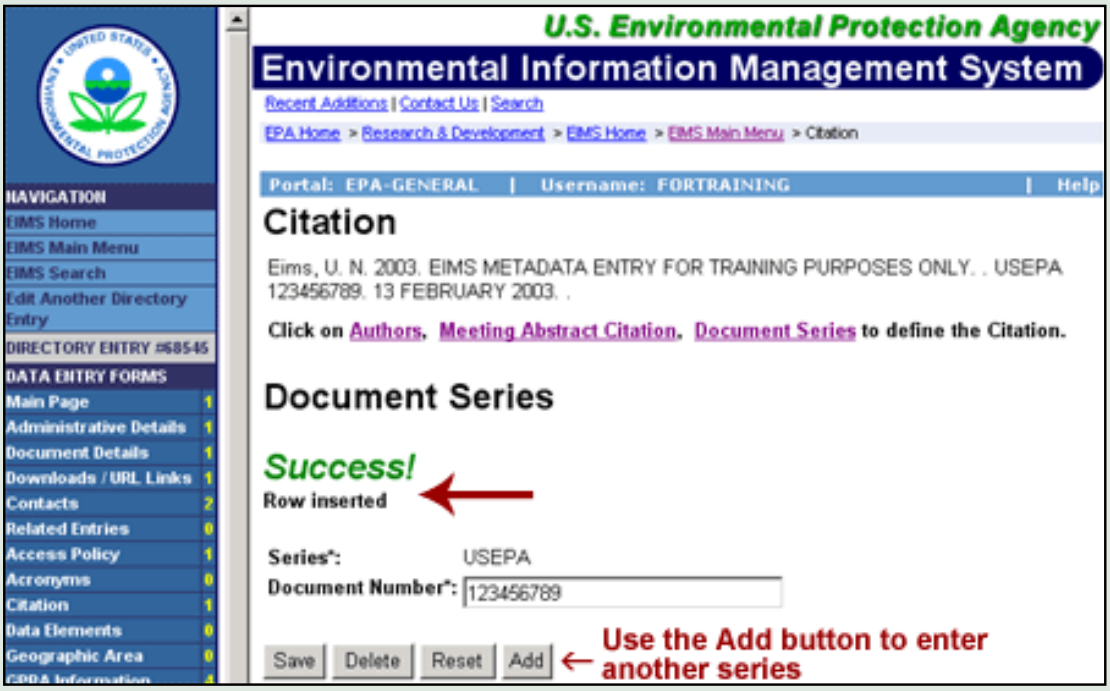
Step 5 Populate fields as desired (see instructions below).

NOTE	Both fields are mandatory.

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Series*	Use the pick list of select the tracking system used to identify the specific document (e.g., ISBN, NTIS, EPA document control number).
Document Number*	Enter the numeric identification number for the document (assigned as the ISBN, NTIS, USDOE, USEPA, etc.).

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual set of Document Series data) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Editing Document Series Data

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Citation data entry form.

Step 3 Select the link to the Document Series citation data entry form.

Step 4 Open the edit page for the individual Document Series you wish to modify by selecting the link in the table of those currently saved in the EIMS metadata record.

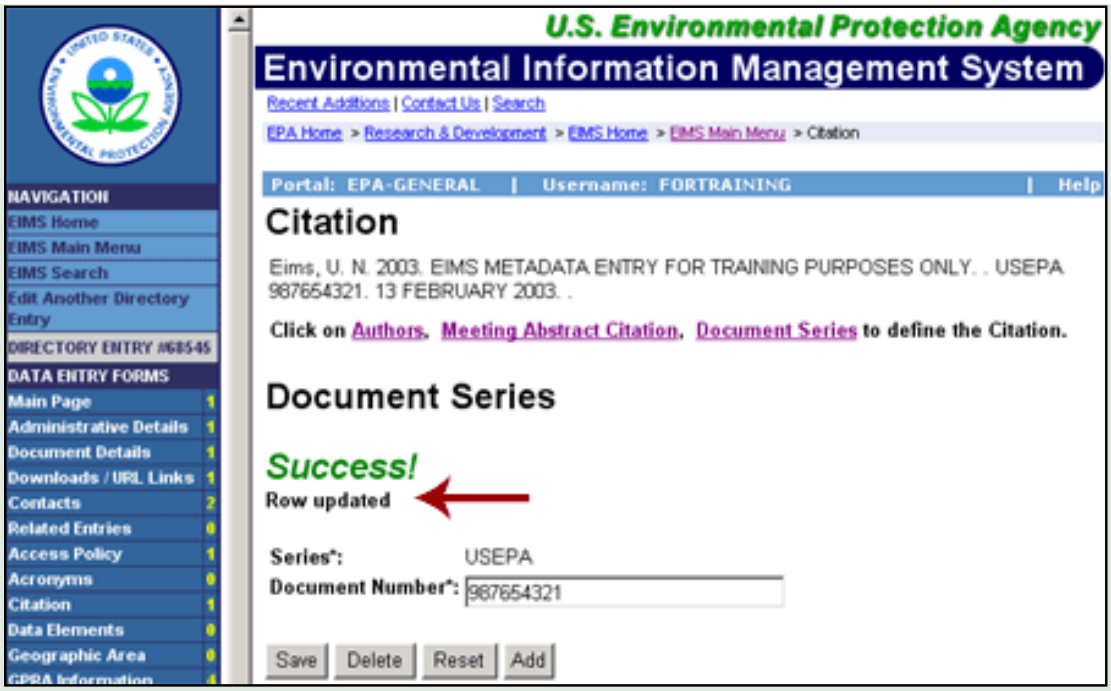
Step 5 Edit fields as desired (see instructions below).

NOTE	Both fields are mandatory.

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Series*	Use the pick list of select the tracking system used to identify the specific document (e.g., ISBN, NTIS, EPA document control number).
Document Number*	Edit the numeric identification number for the document (assigned as the ISBN, NTIS, USDOE, USEPA, etc.).

Step 6 Select Save, and a *Success!* message displays on the page indicating that the row (individual Document Series data) has been updated (i.e., the changes you entered have been made in the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting Document Series Data

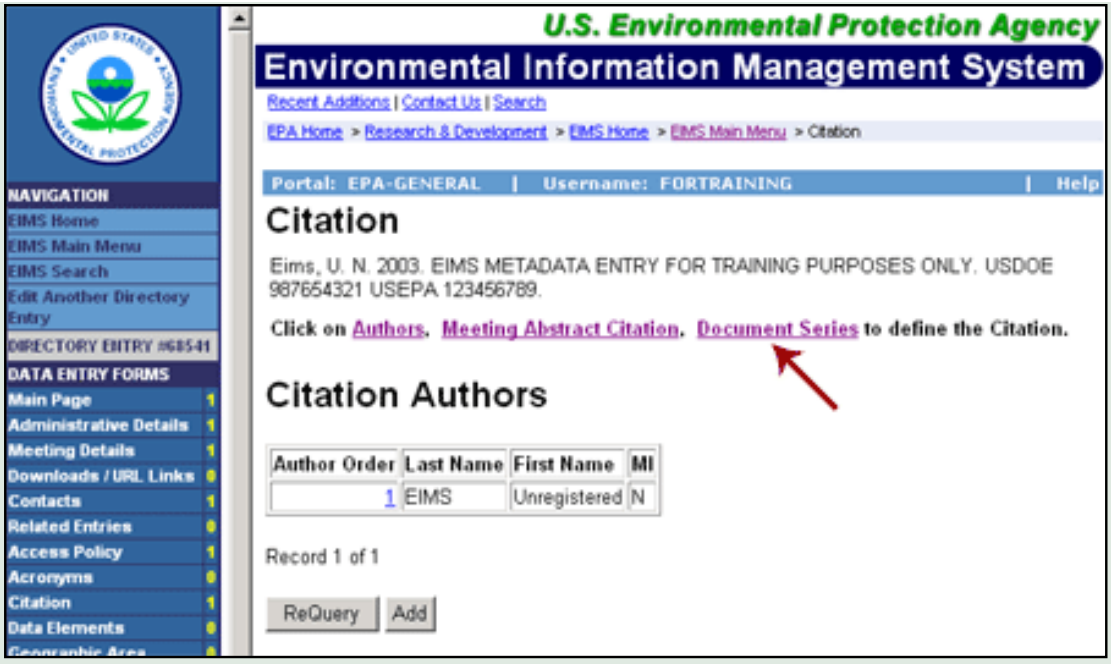
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

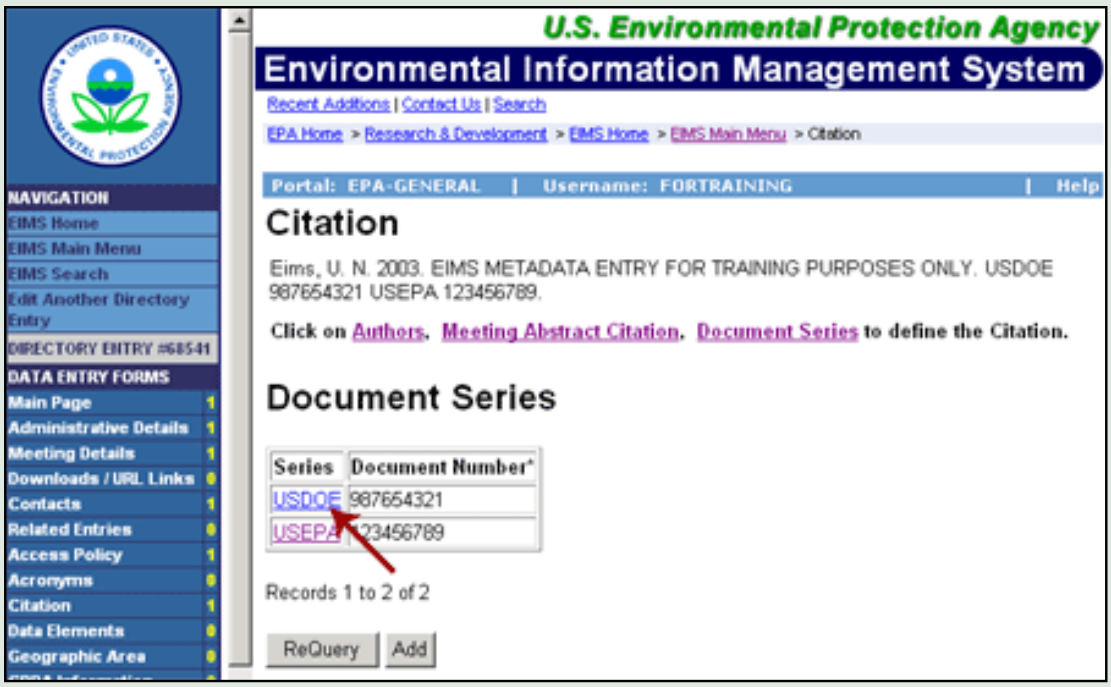
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Citation data entry form.

Step 3 Select the link to the Document Series citation data entry form.

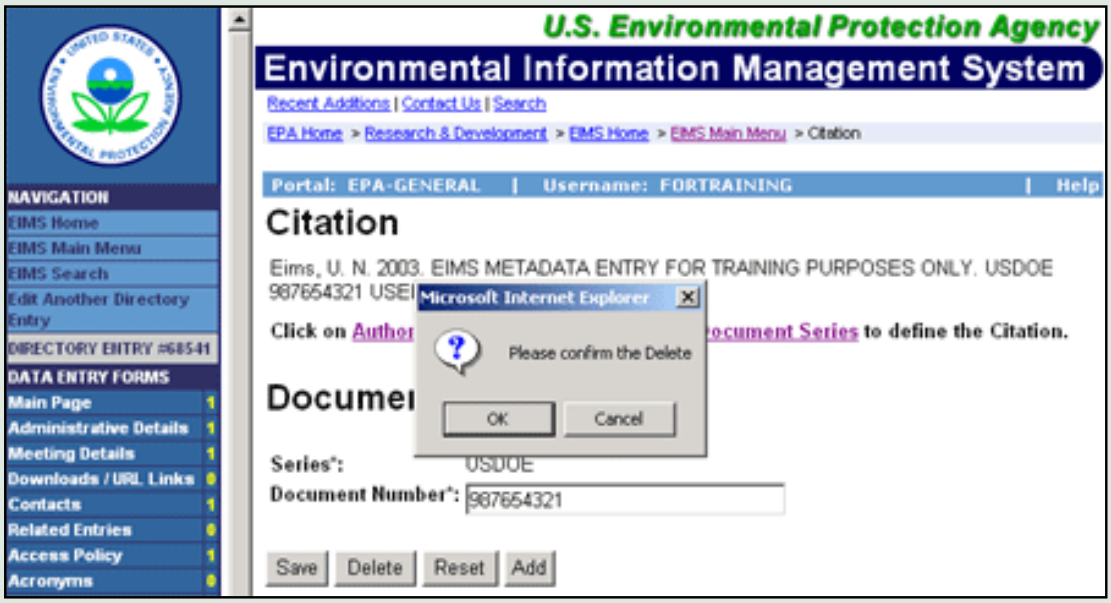


Step 3 Open the edit page for the individual Document Series you wish to delete by selecting the link in the table of those currently saved in the EIMS metadata record.



Step 4 Select the `Delete` button to eliminate the specified Document Series from the EIMS metadata record.

Step 5 Select OK to confirm the deletion, and a *Success!* message displays indicating that the row (individual set of Document Series data) has been deleted.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Meeting Abstract Citation

What is this?

This web page serves as a How To guide for populating (adding and/or editing) the Meeting Abstract Citation Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Meeting Abstract Citation data entry form?

The Meeting Abstract Citiation data entry form allows you to provide the title and location of the meeting (part of building a full citation). The Information Object described by the EIMS metadata record is either the actual meeting (Information Type of *Meeting*) or the meeting abstract (Information Type of *Document* and *Document Subtype* of *Meeting Abstract*).

Who can populate Meeting Abstract Citation metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Meeting Abstract Citation metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Citiation data entry form.

Step 3 Navigate to the Meeting Abstract Citation data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

Detailed Instructions

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Citation data entry form.

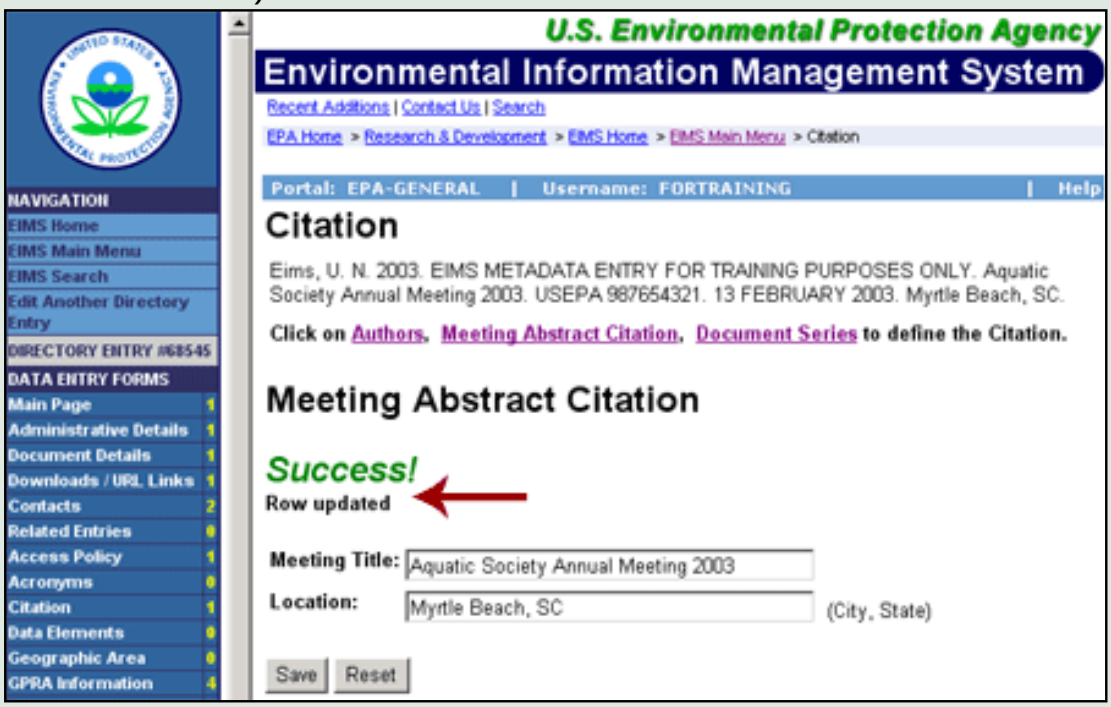
Step 3 Select the link to display the Meeting Abstract Citation data entry form.

Step 4 Populate fields as desired (see instructions below).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Meeting Title	Enter (edit) the designated name to identify the meeting.
Location	The location of the meeting (in City, State format – e.g., Raleigh, NC).

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (Meeting Abstract Citation data) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Book / Chapter Citation

What is this?

This web page serves as a How To guide for populating (adding and/or editing) the Book / Chapter Citation Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Book / Chapter Citation data entry form?

If the Information Object described by the EIMS metadata record is a book or a chapter within a book, the Book / Chapter Citiation data entry form allows you to provide information about the book / chapter (part of building a full citation).

Who can populate Book / Chapter Citation metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Book / Chapter Citation metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Citiation data entry form.

Step 3 Navigate to the Book / Chapter Citation data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

Detailed Instructions

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

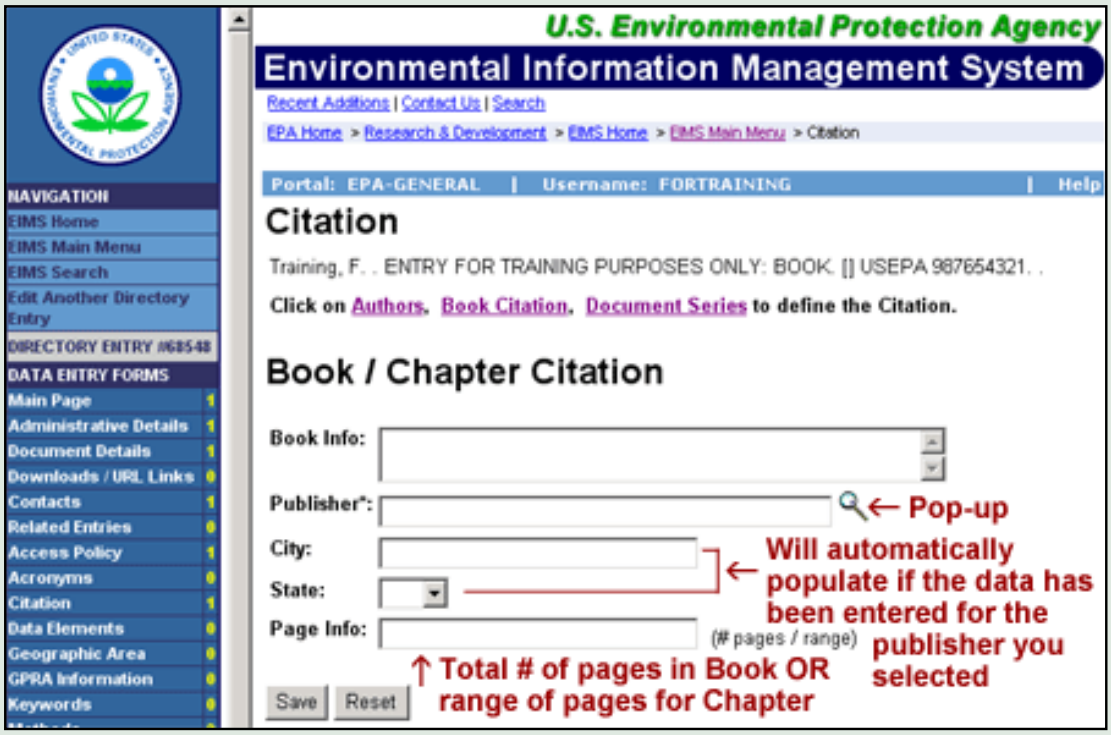
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Citation data entry form.

Step 3 Select the link to display the Book / Chapter Citation data entry form.

Step 4 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

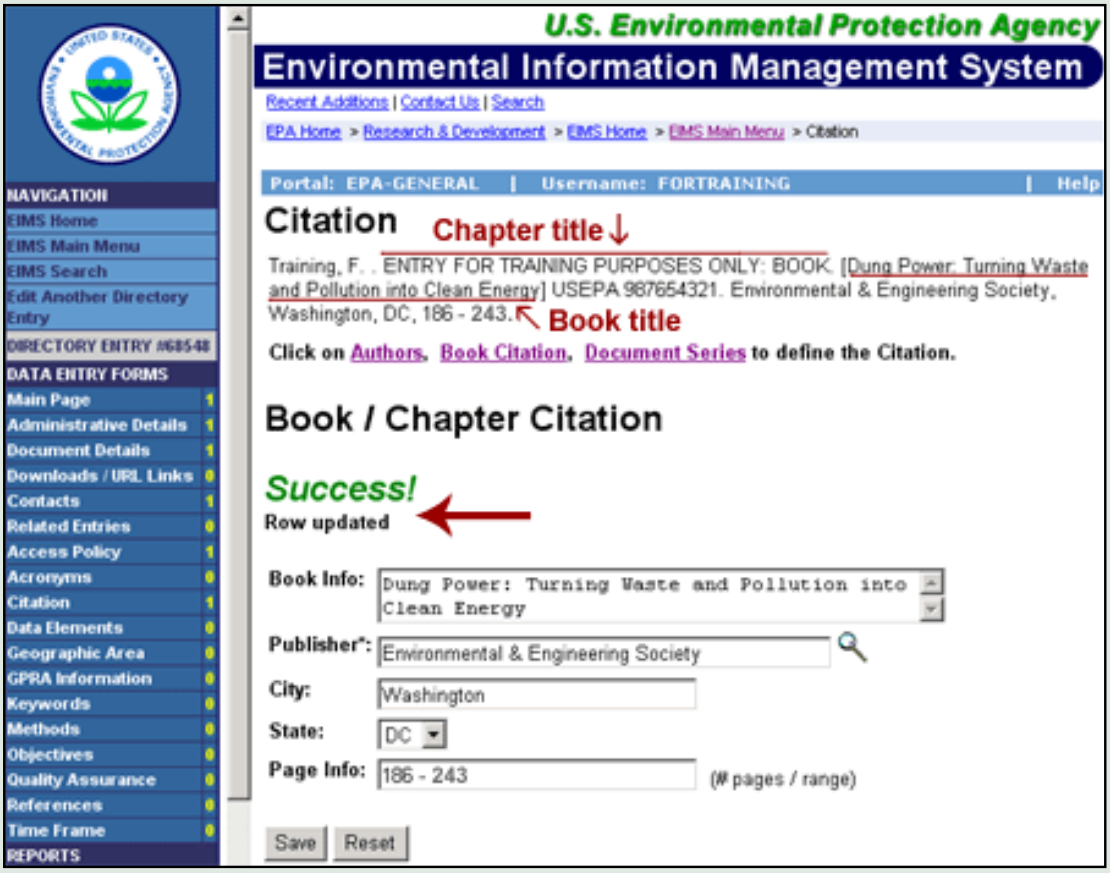


The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Book Info	If the metadata record describes a chapter within a book (rather than the whole book), use the *Book Info* field to house the title of the book. The *Title* field on the Metadata Entry Main Page contains the name of the individual chapter.
Publisher*	Use the pop-up to select the organization responsible for producing the book.
City	This field indicates the local political subdivision (state-chartered municipality occupying a definite area). If the location has been entered for the publisher in the database, EIMS populates this field automatically. If it hasn't already been added, you may enter (edit) it directly into the text box. (This will update the information for the speicified publisher in the database – not just for your Book / Chapter Citation.)

State	This field indicates the major subnational political division (i.e., one of the 50 states of the United States of America or one of the Canadian provinces). If the location has been entered for the publisher in the database, EIMS populates this field automatically. If it hasn't already been added, you may enter (edit) it directly into the text box. (This will update the information for the speicified publisher in the database – not just for your Book / Chapter Citation.)
Page Info	If the Information Object described by the EIMS metadata record is a complete book, enter (edit) the total number of pages for the book. If it's a chapter, enter (edit) the range of pages in the book (e.g., 186 - 243).

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (Book / Chapter Citation data) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Conference Proceedings Citation

What is this?

This web page serves as a How To guide for populating (adding and/or editing) the Conference Proceedings Citation Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Conference Proceedings Citation data entry form?

The Conference Proceedings Citation data entry form allows you to provide information about the published conference proceedings described by the EIMS metadata record (part of building a full citation).

Who can populate Conference Proceedings Citation metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Conference Proceedings Citation metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Citation data entry form.

Step 3 Open the edit page for the Conference Proceedings Citation.

Step 4 Edit fields as desired.

Step 5 Select the Save button.

Detailed Instructions

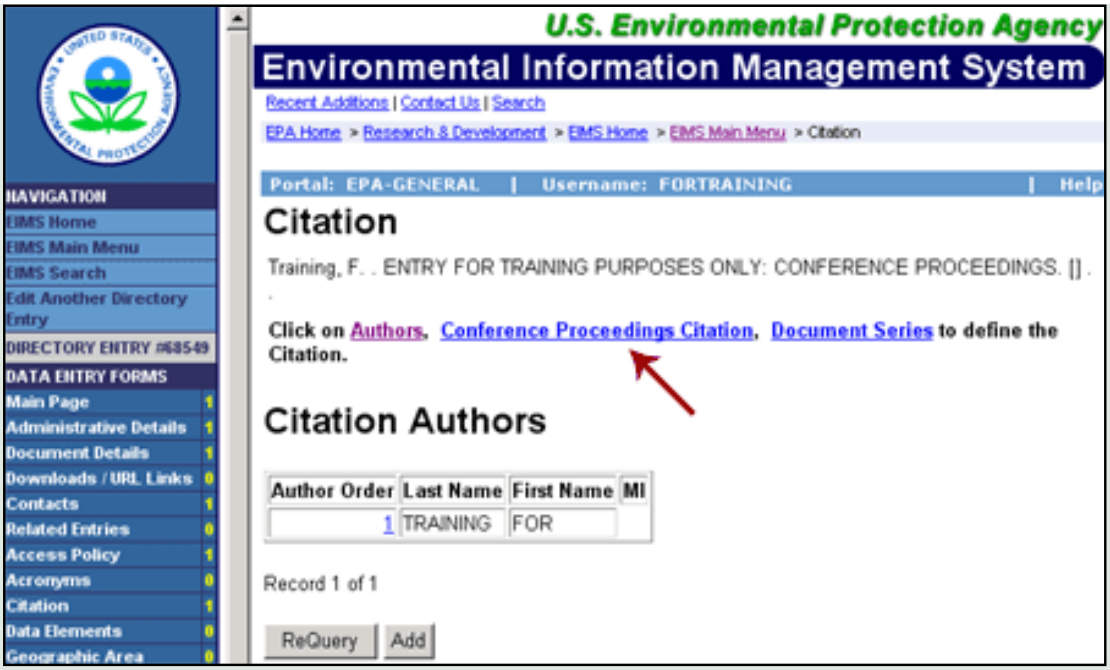
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

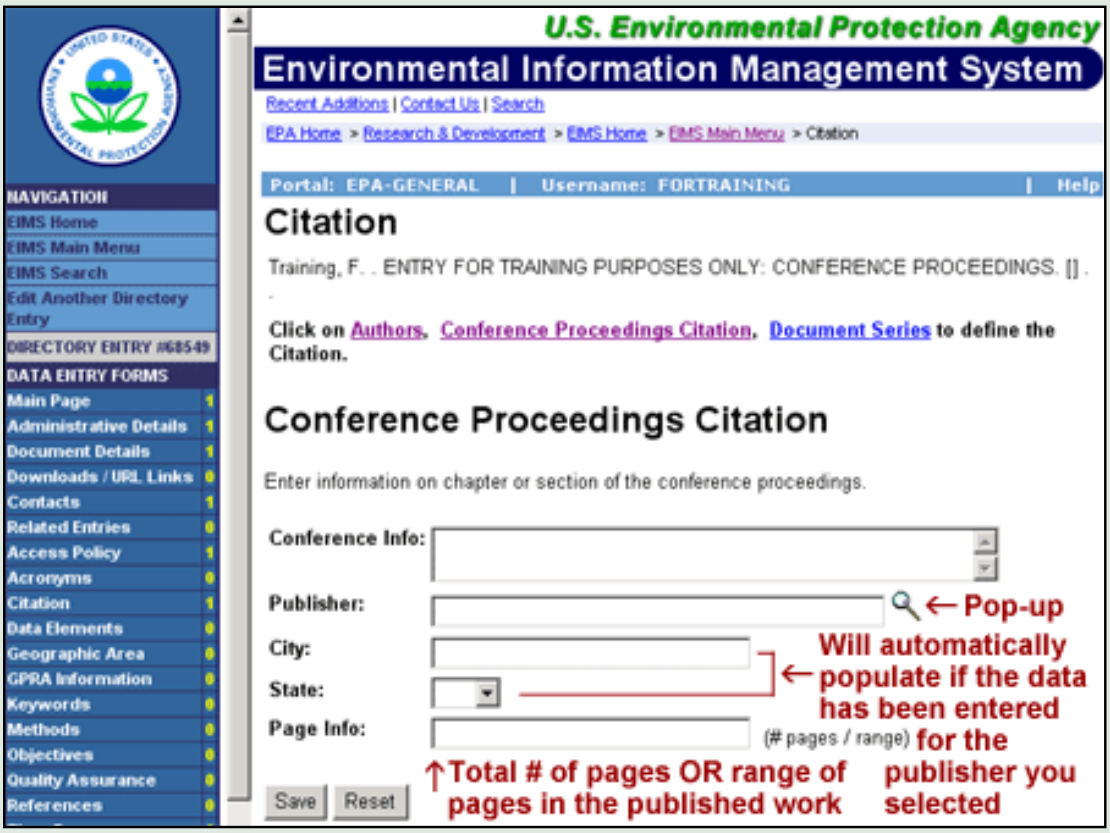
Step 2 Select the data entry form link from the Navigation Sidebar to display the Citation data entry form.

Step 3 Open the edit page for the Conference Proceedings Citation.



Step 4 Edit fields as desired (see instructions below).

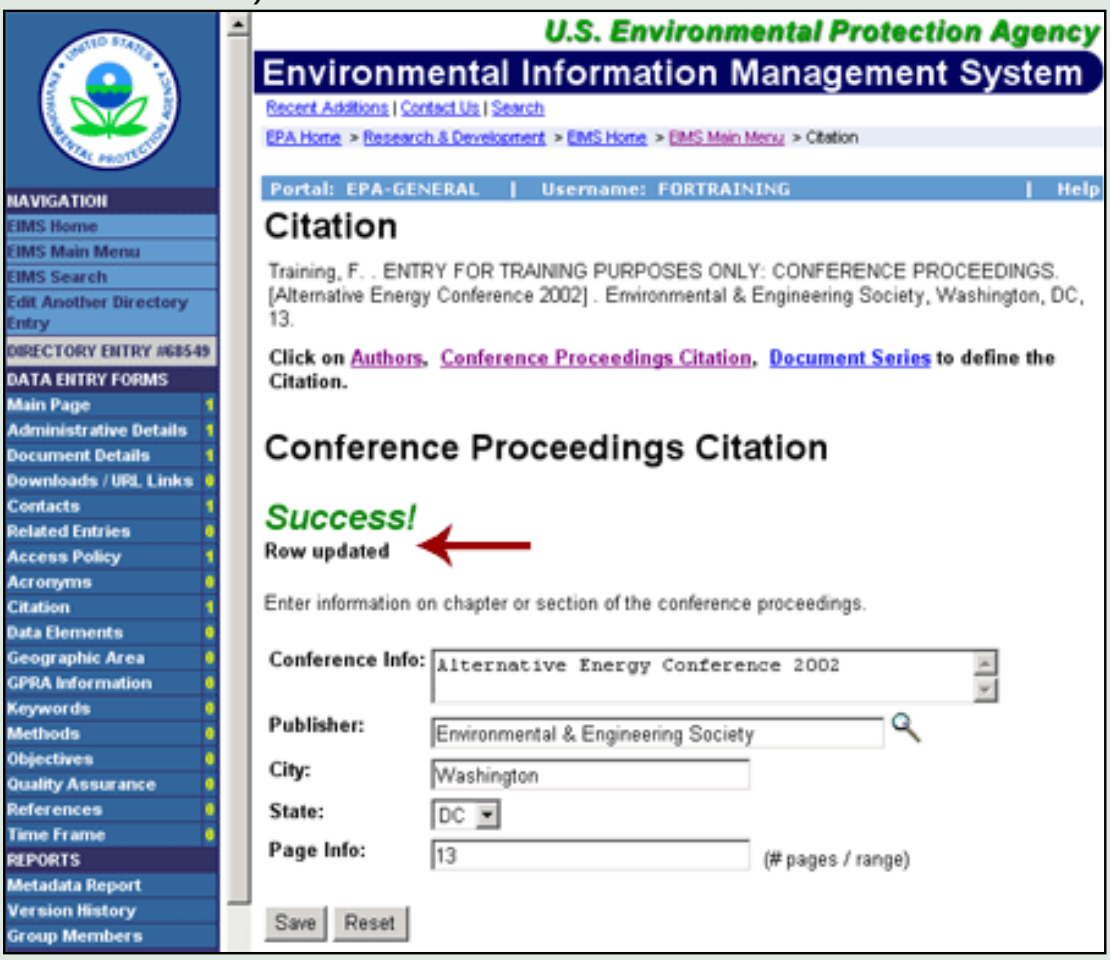
NOTE	Mandatory fields are indicated by an asterisk (*).



The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Conference Info	Enter (edit) information about the chapter or section of the conference proceedings which pertains to the EIMS metadata entry
Publisher*	Use the pop-up to select the organization responsible for producing the book.
City	This field indicates the local political subdivision (state-chartered municipality occupying a definite area). If the location has been entered for the publisher in the database, EIMS populates this field automatically. If it hasn't already been added, you may enter (edit) it directly into the text box. (This will update the information for the speicified publisher in the database – not just for your Conference Proceedings Citation.)
State	This field indicates the major subnational political division (i.e., one of the 50 states of the United States of America or one of the Canadian provinces). If the location has been entered for the publisher in the database, EIMS populates this field automatically. If it hasn't already been added, you may enter (edit) it directly into the text box. (This will update the information for the speicified publisher in the database – not just for your Conference Proceedings Citation.)
Page Info	Enter (edit) the total number of pages or the range of pages in the published conference proceedings (or chapter / section thereof).

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (Conference Proceedings Citation data) has been updated (i.e., the changes you entered have been made in the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Journal Citation

What is this?

This web page serves as a How To guide for populating (adding and/or editing) the Journal Citation Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Journal Citation data entry form?

The Journal Citation data entry form allows you to provide information about the journal in which the Information Object described by the metadata entry is published (part of building a full citation).

Who can populate Journal Citation metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Journal Citation metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Citiation data entry form.

Step 3 Navigate to the Journal Citation data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

Detailed Instructions

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Citation data entry form.

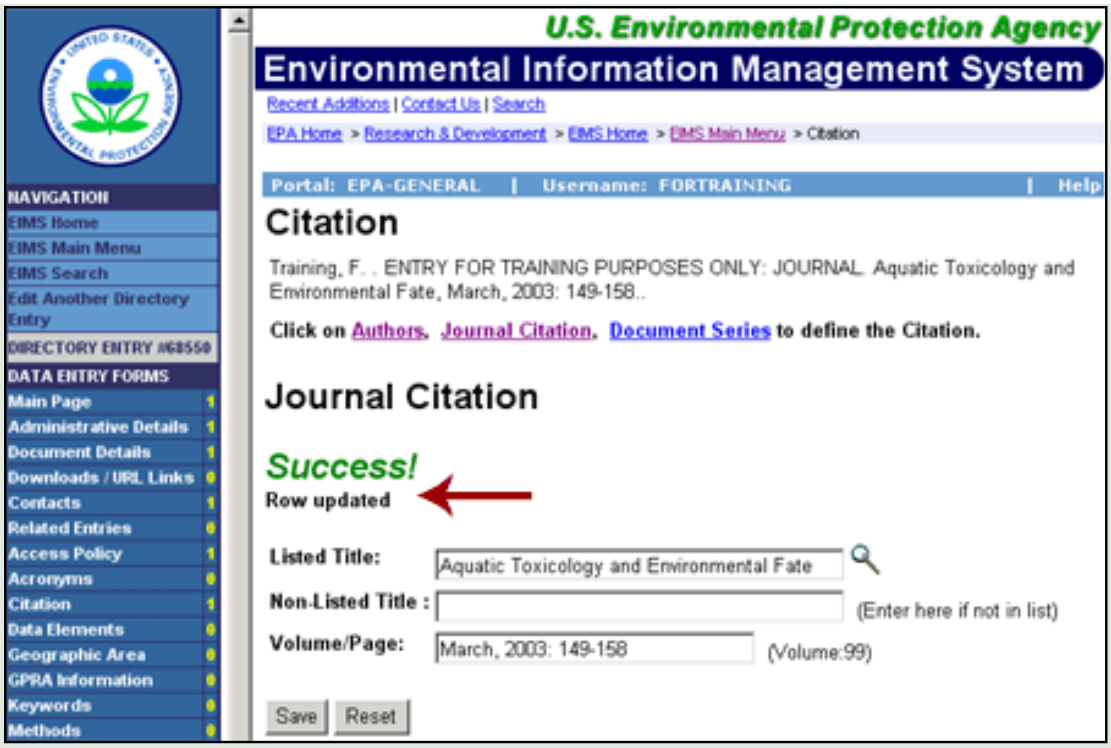
Step 3 Select the link to display the Journal Citation data entry form.

Step 4 Populate fields as desired (see instructions below).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Listed Title	Use the pop-up to select the title (name) of the Journal in which the Information Object described by the EIMS metadata record is (or will be) published.
Unlisted Title	If the title (name) of the Journal in which the Information Object described by the EIMS metadata record is (or will be) published is not included in the pop-up provided for the *Listed Title* field, enter (edit) the title directky in this field.
Volume / Page	Enter (edit) the volume of the journal and the range of pages sepearated a colon (":") – e.g., March, 2003: 149 - 158).

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (Journal Citation data) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Newsletter Citation

What is this?

This web page serves as a How To guide for populating (adding and/or editing) the Newsletter Citation Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Newsletter Citation data entry form?

The Newsletter Citiation data entry form allows you to provide information about the Newsletter described by the EIMS metadata record (part of building a full citation).

Who can populate Newsletter Citation metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Newsletter Citation metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Citiation data entry form.

Step 3 Navigate to the Newsletter Citation data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

Detailed Instructions

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Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Citation data entry form.

Step 3 Select the link to display the Newsletter Citation data entry form.

Step 4 Populate fields as desired (see instructions below).

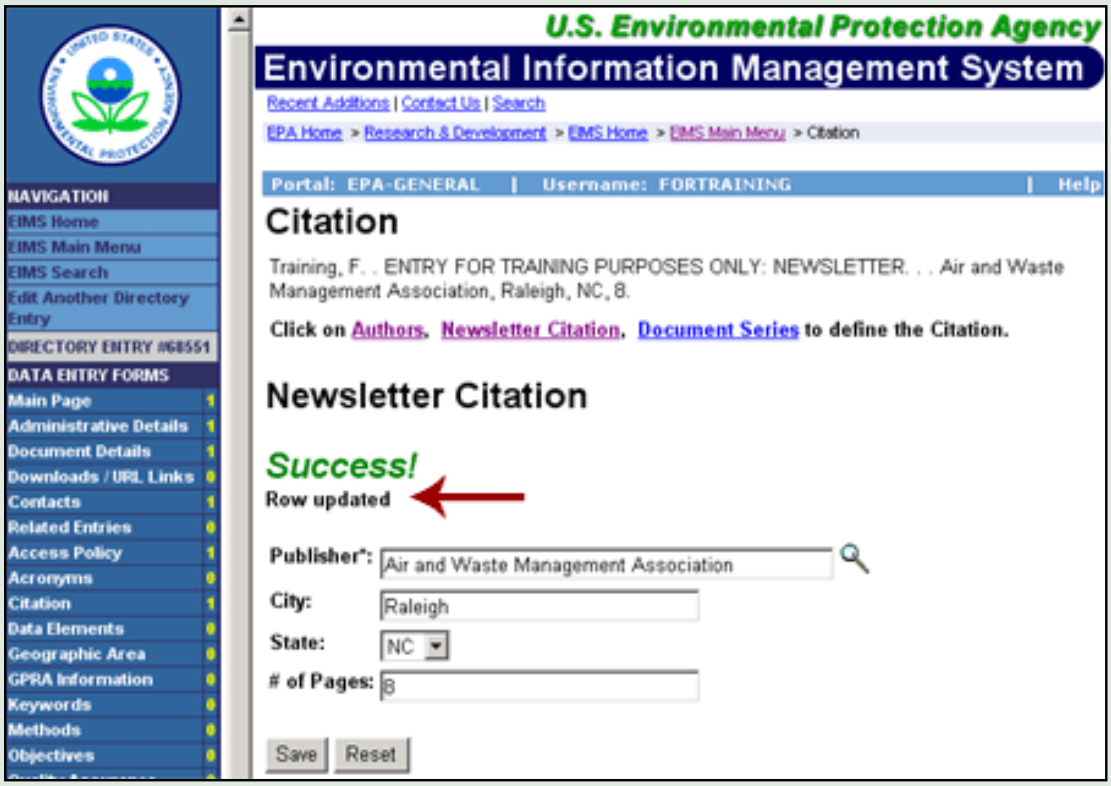
NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Publisher*	Use the pop-up to select the organization responsible for producing the newsletter.
City	This field indicates the local political subdivision (state-chartered municipality occupying a definite area). If the location has been entered for the publisher in the database, EIMS populates this field automatically. If it hasn't already been added, you may enter (edit) it directly into the text box. (This will update the information for the speicified publisher in the database – not just for your Newsletter Citation.)

State	This field indicates the major subnational political division (i.e., one of the 50 states of the United States of America or one of the Canadian provinces). If the location has been entered for the publisher in the database, EIMS populates this field automatically. If it hasn't already been added, you may enter (edit) it directly into the text box. (This will update the information for the speicified publisher in the database – not just for your Newsletter Citation.)
# of Pages	Enter the total number of pages in the newsletter.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (Newsletter Citation data) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Report Citation

What is this?

This web page serves as a How To guide for populating (adding and/or editing) the Report Citation Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Report Citation data entry form?

The Report Citiation data entry form allows you to provide information about the report described by the EIMS metadata record (part of building a full citation).

Who can populate Report Citation metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Report Citation metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Citiation data entry form.

Step 3 Navigate to the Report Citation data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

Detailed Instructions

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

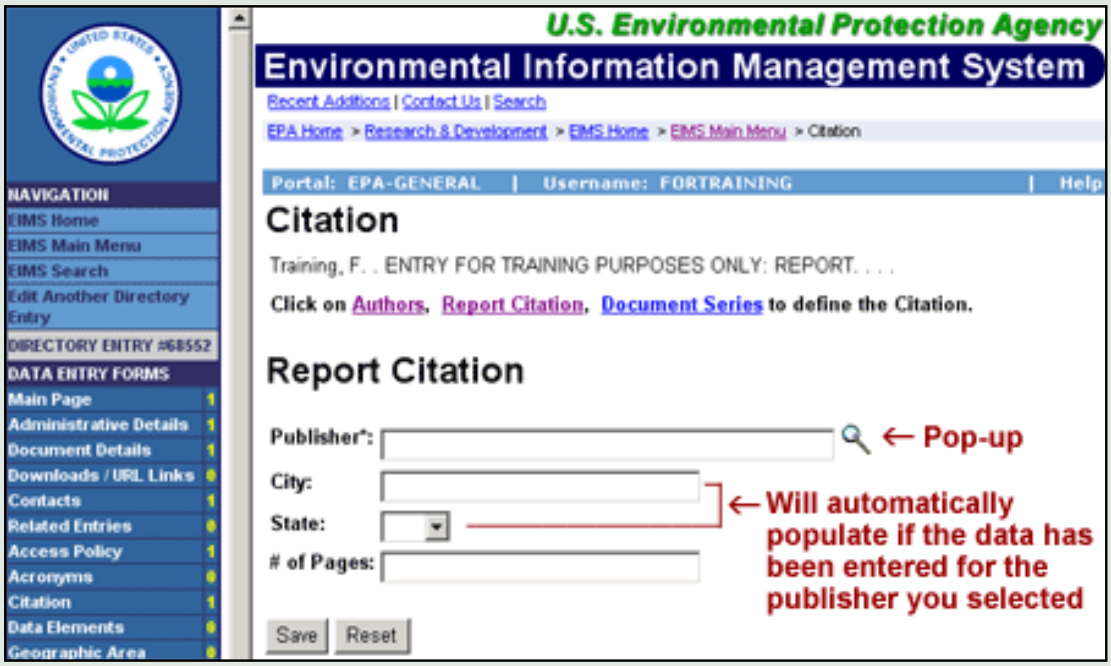
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Citation data entry form.

Step 3 Select the link to display the Report Citation data entry form.

Step 4 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

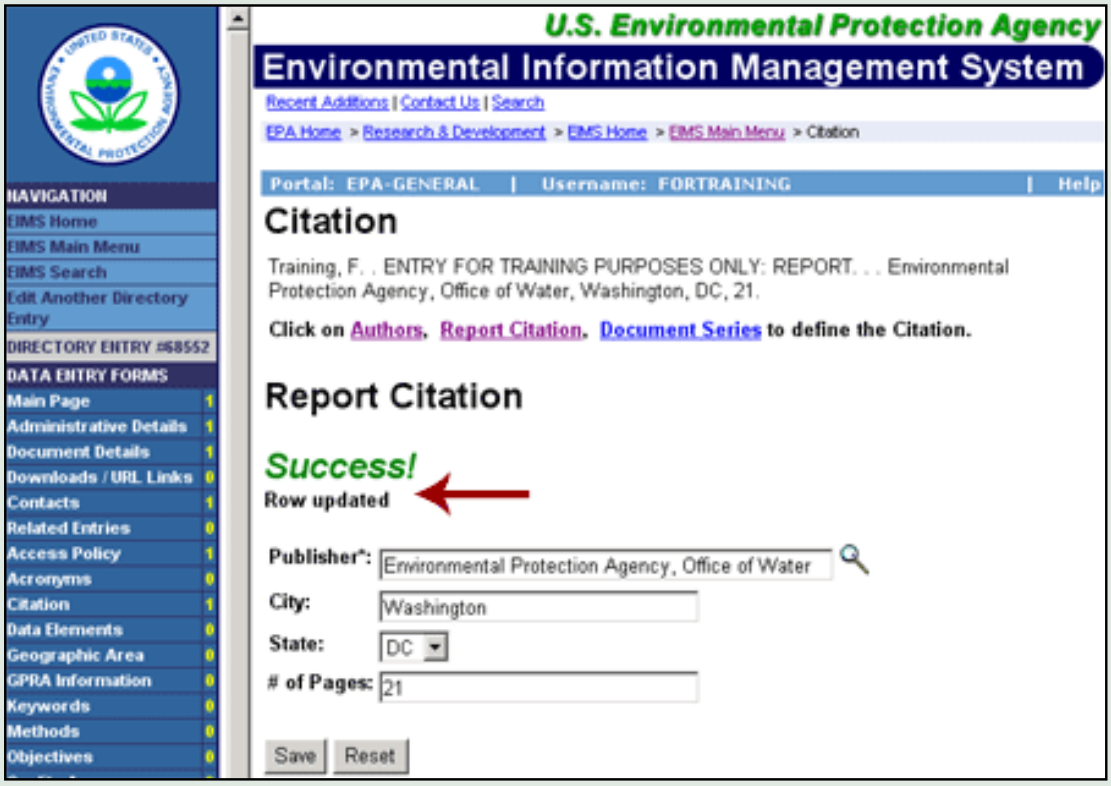


The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Publisher*	Use the pop-up to select the organization responsible for producing the report.
City	This field indicates the local political subdivision (state-chartered municipality occupying a definite area). If the location has been entered for the publisher in the database, EIMS populates this field automatically. If it hasn't already been added, you may enter (edit) it directly into the text box. (This will update the information for the speicified publisher in the database – not just for your Report Citation.)

State	This field indicates the major subnational political division (i.e., one of the 50 states of the United States of America or one of the Canadian provinces). If the location has been entered for the publisher in the database, EIMS populates this field automatically. If it hasn't already been added, you may enter (edit) it directly into the text box. (This will update the information for the speicified publisher in the database – not just for your Report Citation.)
# of Pages	Enter the total number of pages in the report.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (Report Citation data) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Thesis/Dissertation Citation

What is this?

This web page serves as a How To guide for populating (adding and/or editing) the Thesis/Dissertation Citation Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Thesis/Dissertation Citation data entry form?

The Thesis/Dissertation Citiation data entry form allows you to provide information about the thesis/dissertation described by the EIMS metadata record (part of building a full citation).

Who can populate Thesis/Dissertation Citation metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Thesis/Dissertation Citation metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Citiation data entry form.

Step 3 Navigate to the Thesis/Dissertation Citation data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

Detailed Instructions

Top

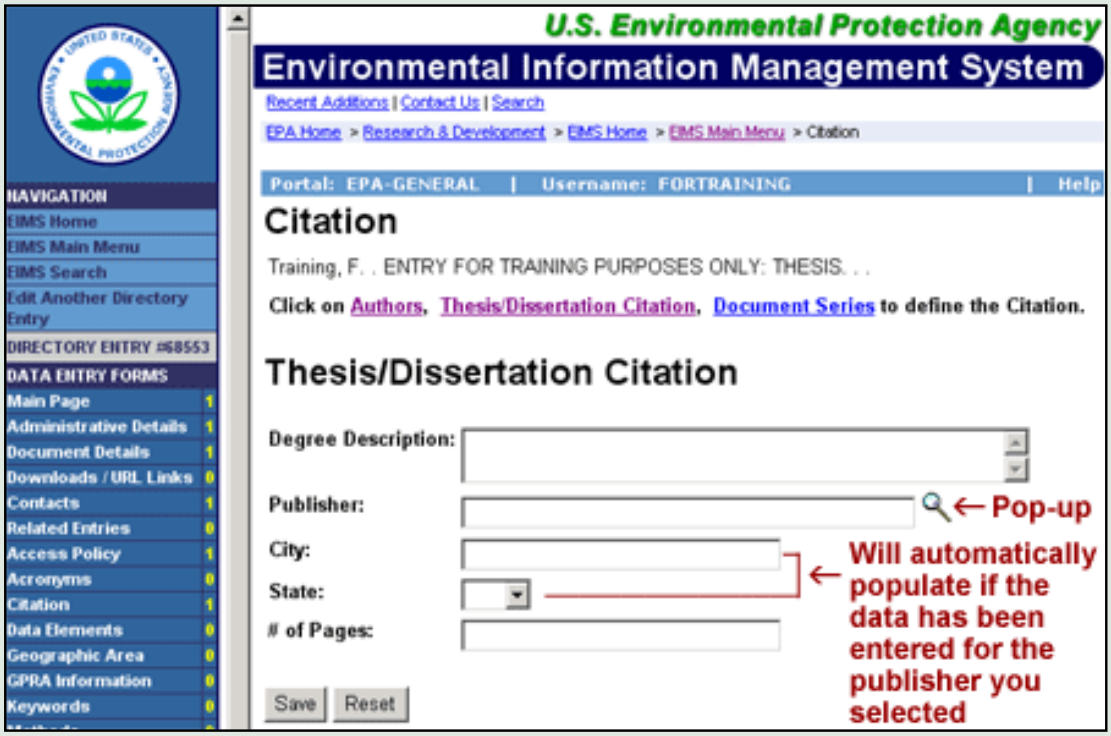
Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Citation data entry form.

Step 3 Select the link to display the Thesis/Dissertation Citation data entry form.

Step 4 Populate fields as desired (see instructions below).

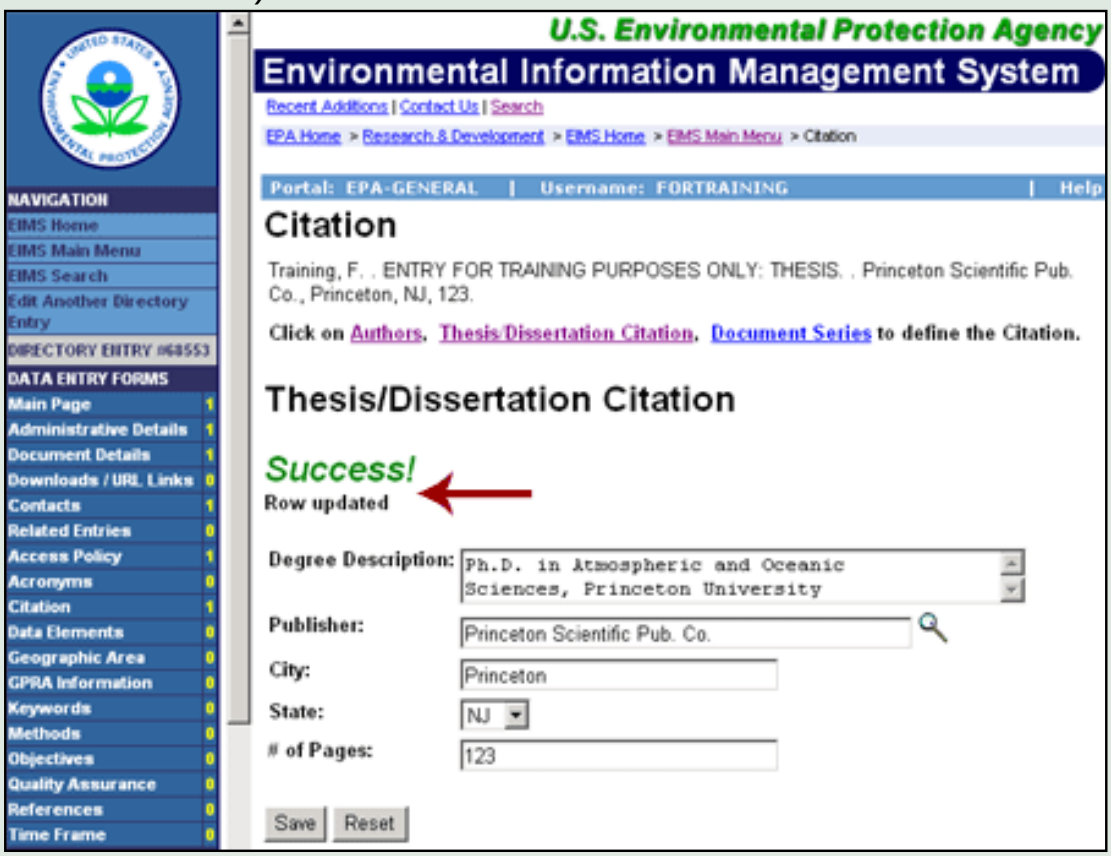


The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Degree Description	Enter (edit) a text definition of the degree (e.g., Ph.D. in Atmospheric and Oceanic Sciences, Princeton University).
Publisher	Use the pop-up to select the organization responsible for producing the thesis/dissertation.
City	This field indicates the local political subdivision (state-chartered municipality occupying a definite area). If the location has been entered for the publisher in the database, EIMS populates this field automatically. If it hasn't already been added, you may enter (edit) it directly into the text box. (This will update the information for the speicified publisher in the database – not just for your

	Thesis/Dissertation Citation.)
State	This field indicates the major subnational political division (i.e., one of the 50 states of the United States of America or one of the Canadian provinces). If the location has been entered for the publisher in the database, EIMS populates this field automatically. If it hasn't already been added, you may enter (edit) it directly into the text box. (This will update the information for the speicified publisher in the database – not just for your Thesis/Dissertation Citation.)
# of Pages	Enter (edit) the total number of pages in the thesis/dissertation.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (Thesis/Dissertation Citation data) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Contacts

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Contacts Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Contacts data entry form?

The Contacts data entry form allows you to provide contact information of people affiliated with the EIMS metadata record and the Information Object it describes so that EIMS users can reach them with any questions.

Who can populate Contacts metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Contacts metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Contacts Information Component metadata.

How do you add Contacts metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Contacts data entry form.

Step 3 Click the `Add` button to navigate to the Contacts entry form in add mode.

Step 4 Populate fields as desired.

Step 5 Select the `Save` button.

How do you edit the Contacts metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Contacts data entry form.

Step 3 Open the edit page for the individual contact you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete Contacts metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Contacts data entry form.

Step 3 Open the edit page for the individual contact you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

Top

Instructions for Adding Contacts Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

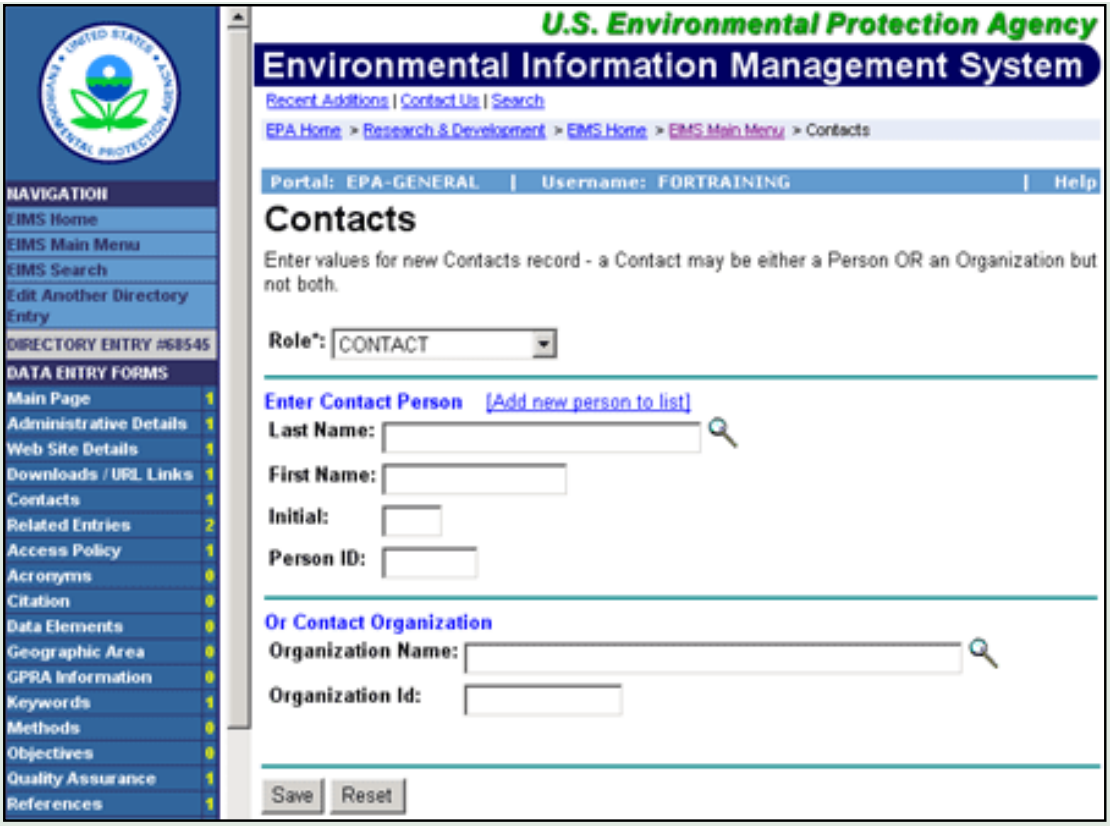
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Contacts data entry form in report mode.

Step 3 Click the Add button to navigate to the Contacts entry form in add mode.

Step 4 Populate fields as desired (see instructions below).

NOTE	You must enter a role and either a Contact Person or a Contact Organization in the Contacts data entry form. You cannot enter both at the same time; submit a separate Contacts data entry form for each contact (person and/or organization) you want to add.



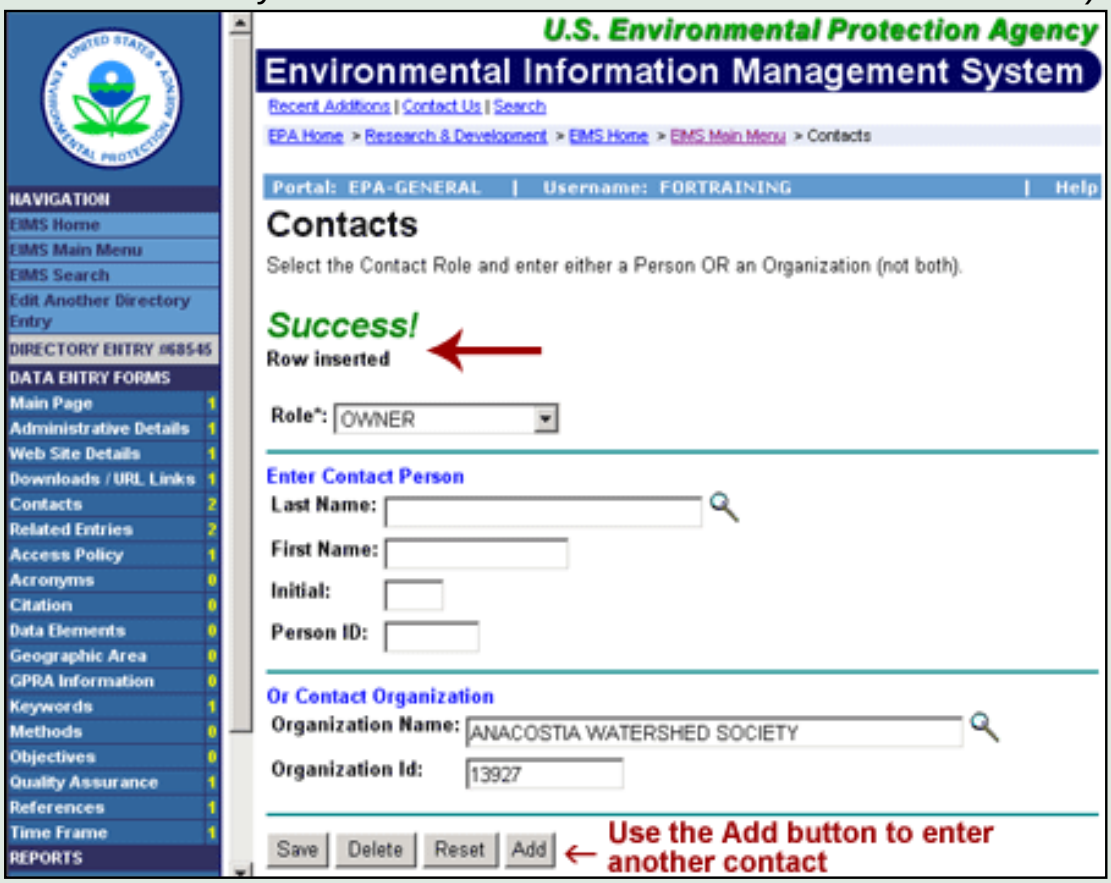
The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Role*	This field allows you to provide some sort of categorization for contacts capable of providing supplemental information about the Information Object described by the EIMS metadata record (or components of it). Select from the pick list provided to classify the role you want to add. (See Roles & Responsibilities for definitions of each role.)
Add new person to list	If the contact you want to add is not a registered user of EIMS, select this link to display the Unregistered Contact data entry form (an abbreviated version of the Personal Details form.

Last Name	The surname of the person you wish to add. Do not key in a value. Click on the magnifying glass icon to display the *Contact Persons* pop-up window and search for the contact from among those recorded in EIMS. Select the individual's name from your search results to populate the *Last Name*, *First Name*, *Initial*, and *Person ID* fields on the Contacts data entry form.
First Name	The first (given) name of the contact you are adding. Do not key in a value; EIMS automatically populates this field from your selection in the *Contact Persons* pop-up window.
Initial	The letter representing the second (middle) given name of the contact you are adding. Do not key in a value; EIMS automatically populates this field from your selection in the *Contact Persons* pop-up window.
Person ID	System generated number created to identify EIMS users. Do not key in a value; EIMS automatically populates this field from your selection in the *Contact Persons* pop-up window.
Organization Name	Do not key in a value. Click on the magnifying glass icon to access the Organizations pop-up window and select a value from among those saved in EIMS. The pop-up search results contain a concatenation of the 4 *Org Level* fields to generate the *Organization Name*. Org Level 1 contains the primary name of the organization. Org Levels 2 - 4 provide optional

	identification such as location and contact information.
Organization Id	System generated number to identify an organization. Do not key in a value; EIMS automatically populates this field from your selection in the *Organization Name* pop-up window.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual contact) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Editing Contacts Data

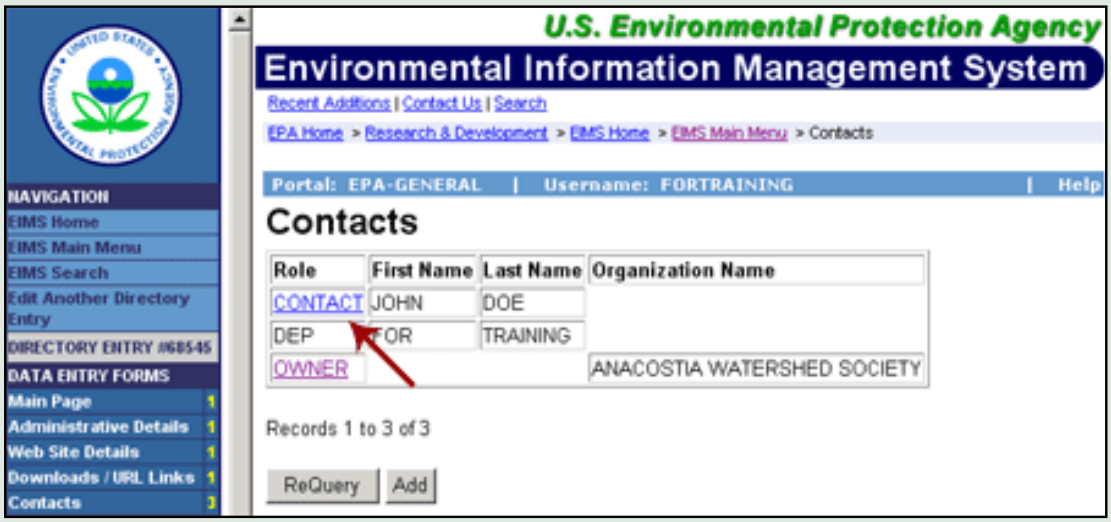
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

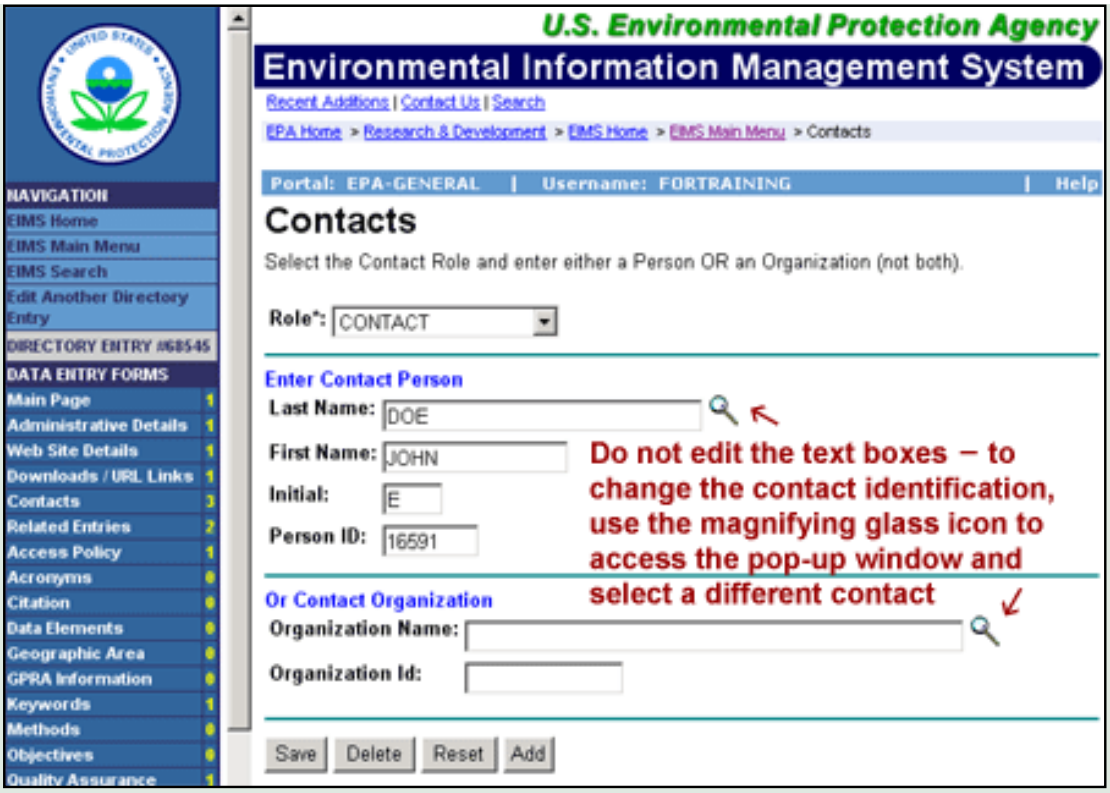
Step 2 Select the data entry form link from the Navigation Sidebar to display the Contacts data entry form.

Step 3 Open the edit page for the individual contact you wish to modify by selecting the link in the table of Contacts currently saved in the EIMS metadata record.



Step 4 Edit fields as desired (see instructions below).

NOTE	When you edit contact information, you must populate a role and either a Contact Person or a Contact Organization. You cannot populate both on the same Contacts data entry form.



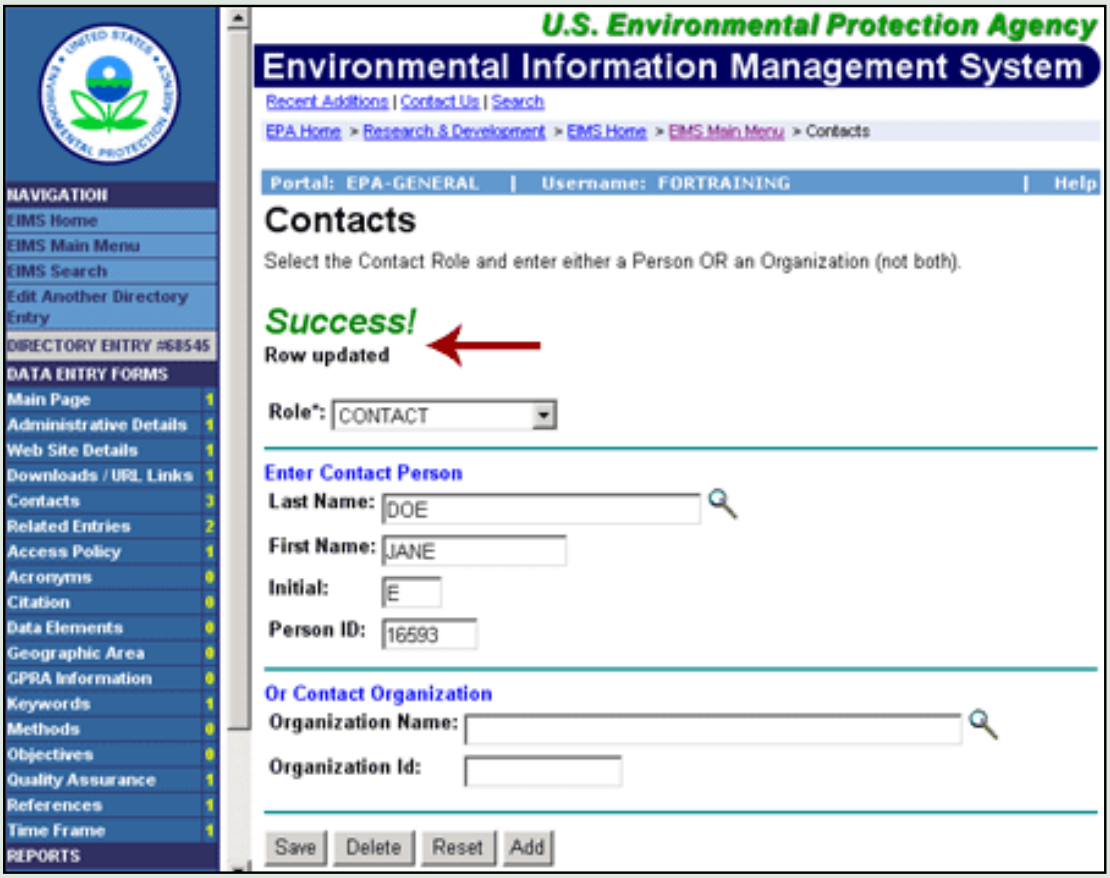
The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Role*	This field allows you to provide some sort of categorization for contacts capable of providing supplemental information about the Information Object described by the EIMS metadata record (or components of it). Select from the pick list provided to edit this field. (See Roles & Responsibilities for definitions of each role.)

Last Name	The surname of the person you wish to add. Do not edit the populated value directly. Click on the magnifying glass icon to display the *Contact Persons* pop-up window and search for the contact from among those recorded in EIMS. Select the individual's name from your search results to populate the *Last Name*, *First Name*, *Initial*, and *Person ID* fields on the Contacts data entry form.
First Name	The first (given) name of the contact you are adding. Do not edit the populated value directly; EIMS automatically populates this field from your selection in the *Contact Persons* pop-up window.
Initial	The letter representing the second (middle) given name of the contact you are adding. Do not edit the populated value directly; EIMS automatically populates this field from your selection in the *Contact Persons* pop-up window.
Person ID	System generated number created to identify EIMS users. Do not edit the populated value directly; EIMS automatically populates this field from your selection in the *Contact Persons* pop-up window.
Organization Name	Do not edit the populated value directly. Click on the magnifying glass icon to access the Organizations pop-up window and select a value from among those saved in EIMS. The pop-up search results contain a concatenation of the 4 *Org Level* fields to generate the *Organization Name*. Org Level 1 contains the primary name of the organization. Org Levels 2 - 4 provide optional identification

	such as location and contact information.
Organization Id	System generated number to identify an organization. Do not edit the populated value directly; EIMS automatically populates this field from your selection in the *Organization Name* pop-up window.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual contact) has been updated (i.e., the changes you entered have been made in the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting Contacts Data

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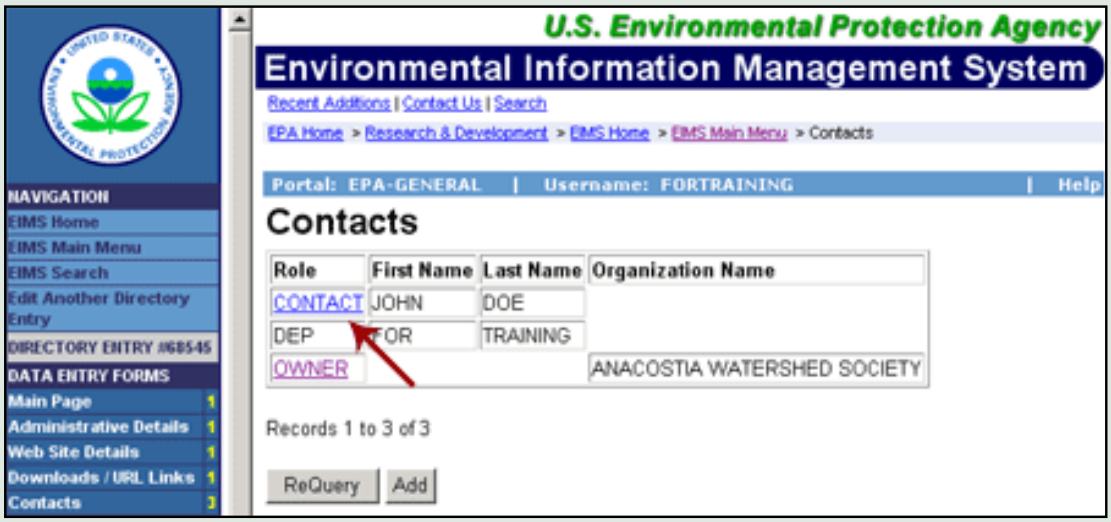
Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

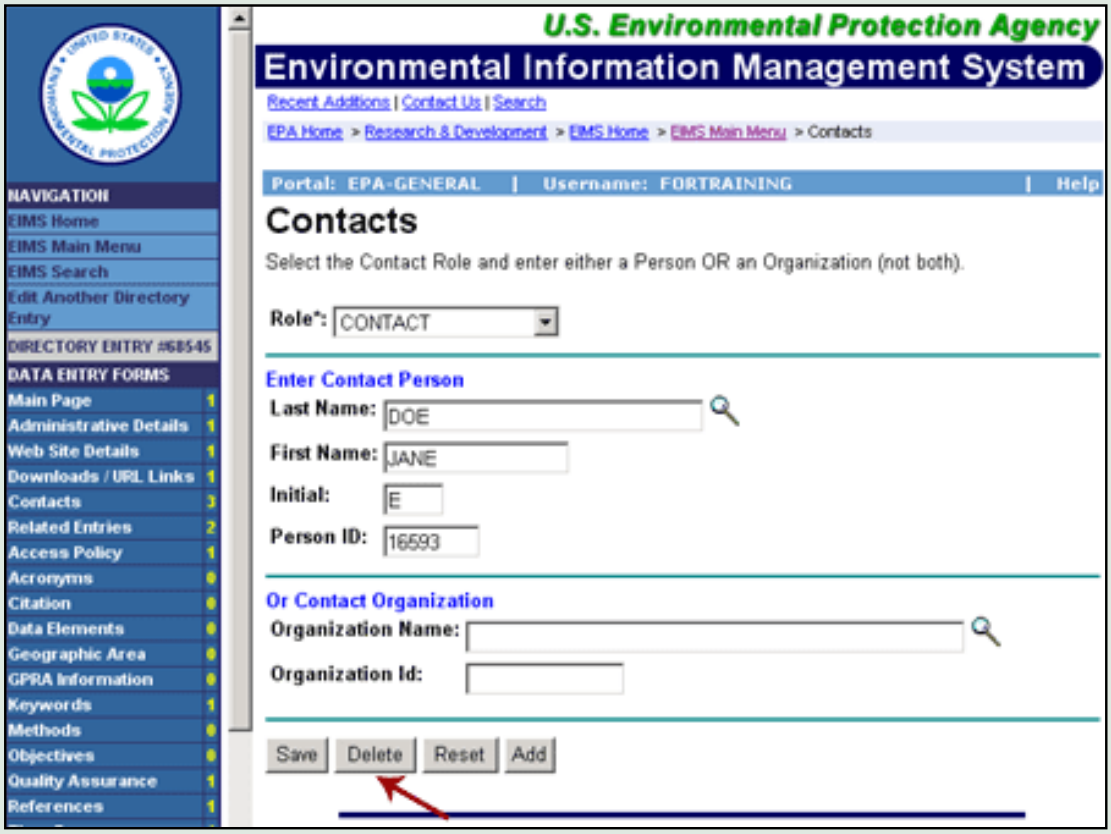
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Contacts data entry form.

Step 3 Open the edit page for the individual contact you wish to delete by selecting the link in the table of Contacts currently saved in the EIMS metadata record.



Step 4 Select the `Delete` button to eliminate the specified contact from the EIMS metadata record.



Step 5 Select OK to confirm the deletion, and a *Success!* message displays indicating that the row (individual contact) has been deleted.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Add an Unregistered Contact

What is this?

This web page serves as a How To guide for adding a contact without an EIMS account. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of adding an Unregistered Contact?

If you want to add a contact to an EIMS metadata record, but the person doesn't have an EIMS account, use the Unregistered Contact data entry form to enter the pertinent information.

Who can add Unregistered Contacts?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete the data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you add an Unregistered Contact?

Step 1 Select the *Add new person to list* link from the Contacts data entry form.

Step 2 Populate the Unregistered Contact page.

Step 3 Select the Save button.

Step 4 Select the *Person Organization* link to associate the newly added unregistered contact with an organization in EIMS.

Step 5 Populate the organization information.

Step 6 Select the Save button.

Step 7 Select the Contacts link from the Navigation Sidebar to add the contact you just added to the EIMS metadata record.

Detailed Instructions

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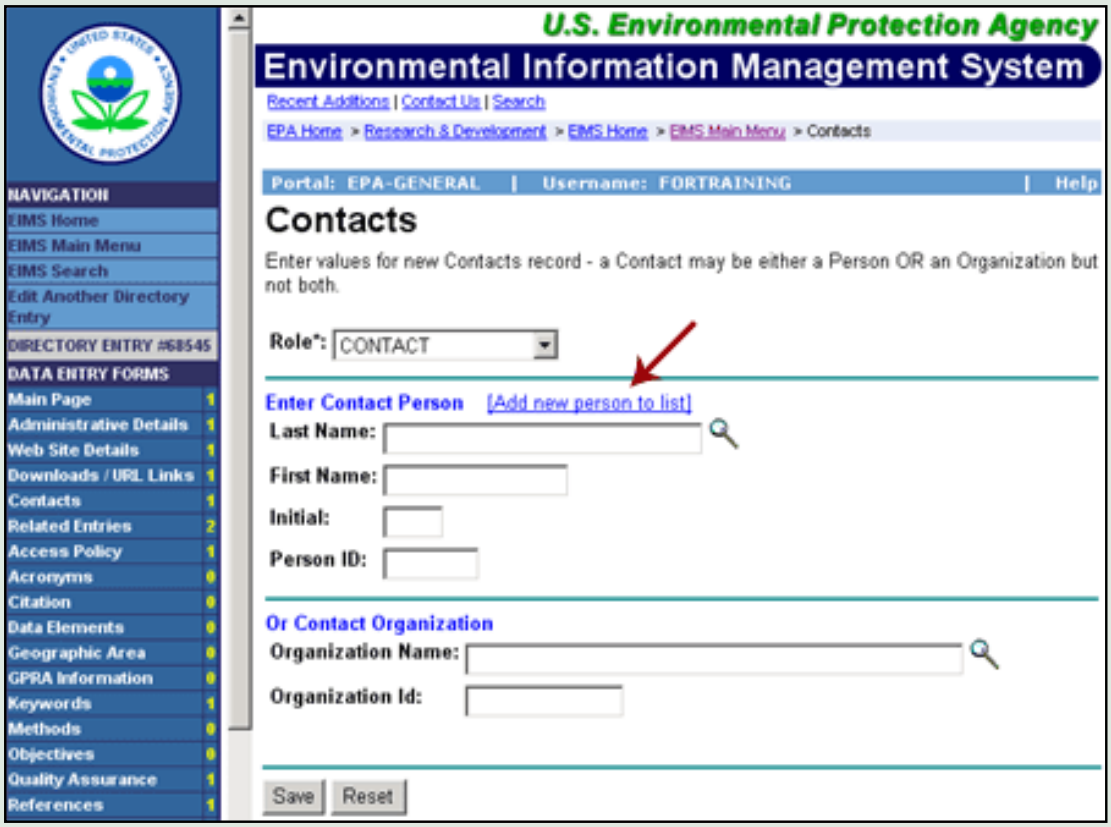
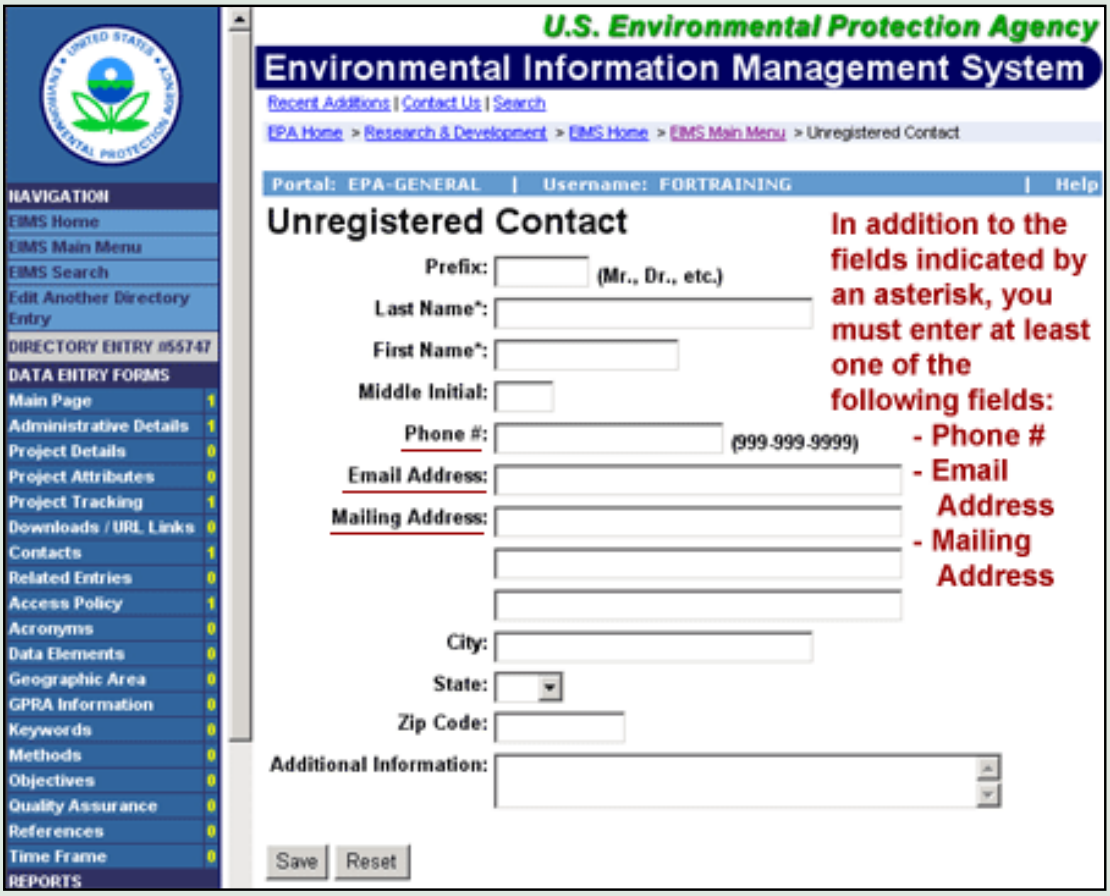
Step 1 If the contact you wish to add is not in the pop-up screen for registered contacts, select the *Add new person to list* link from the Contacts data entry form.



Step 2 Populate the Unregistered Contact page (see instructions below).

NOTE	In addition to the mandatory fields indicated by an asterisk (*), you must enter one of the following fields: *Mailing Address*, *Primary Phone*, or *Primary Email*.

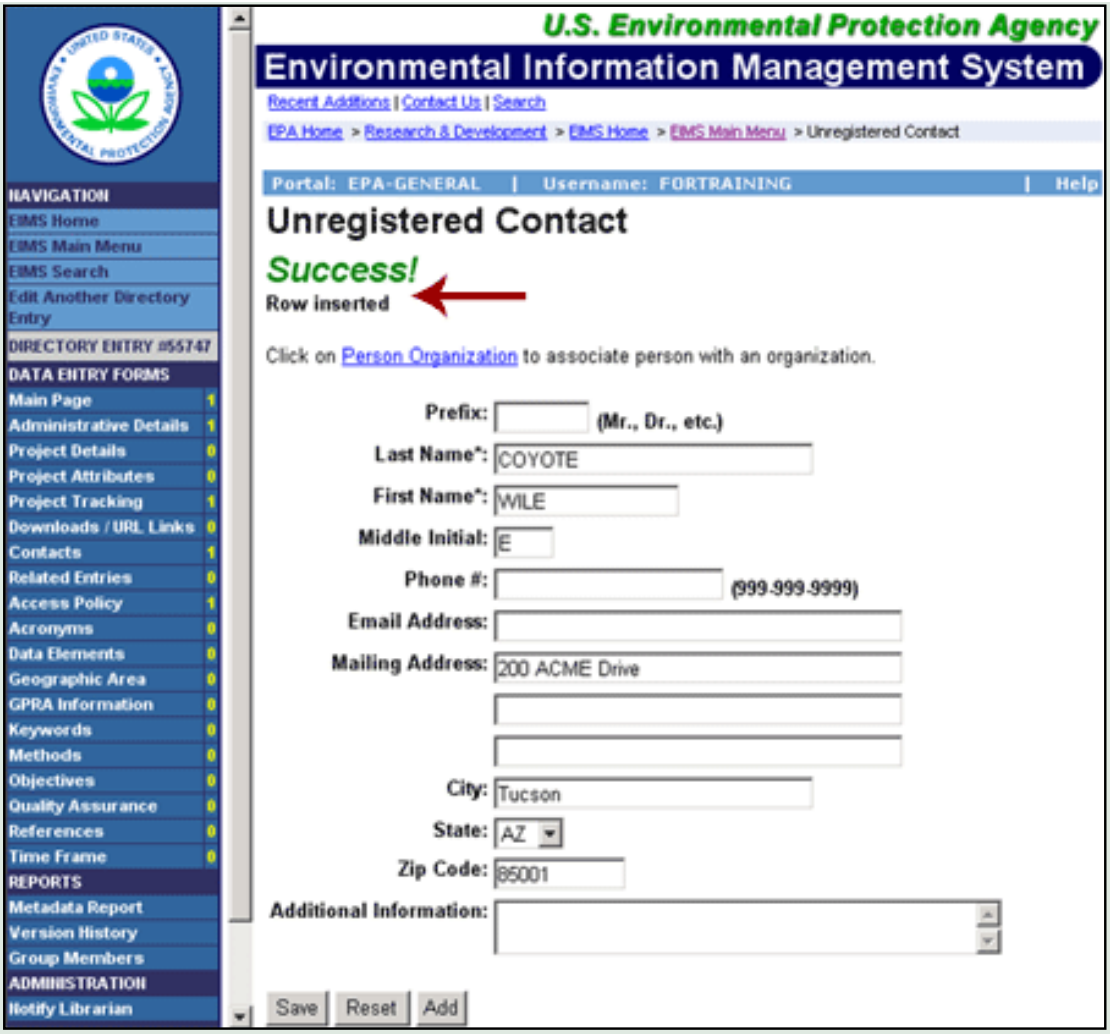


The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Prefix	Enter the social title (e.g., Dr., Mr., Ms., etc.) of the contact.
Last Name*	Enter the surname of the contact.
First Name*	Enter the given name of the contact.
Middle Initial	Enter the middle initial (the first letter of your second given name) of the contact.

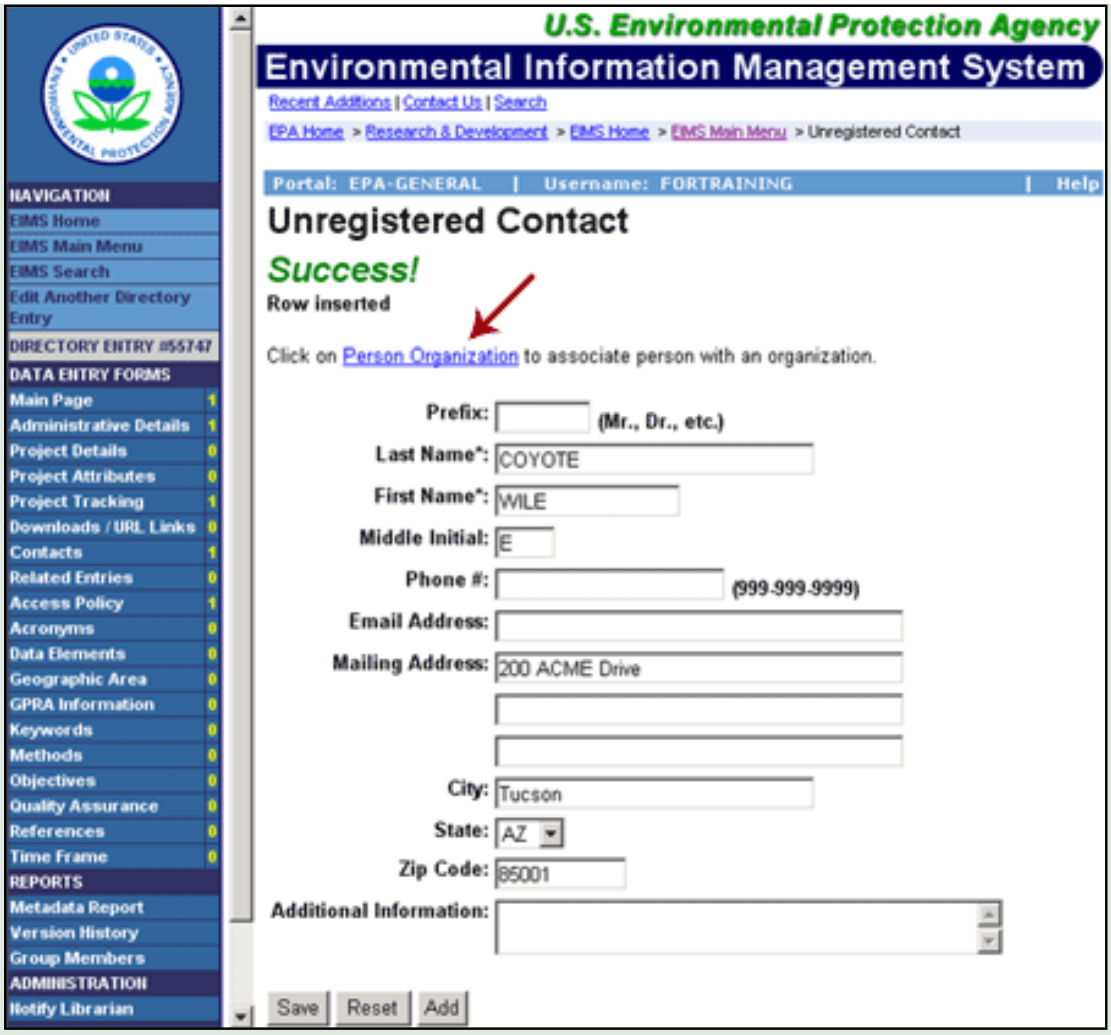
Phone #	Enter the 10-digit telephone number (in 999-999-9999 format) where the contact can be reached most often.
Email Address	Enter the main email address at which the contact can be reached.
Mailing Address	Enter the postal address of the contact's place of employment. 4 lines are available for entry of organization name, street address, suite, department, mail stop, etc.
City	Enter the city in which the contact works – i.e., the local political subdivision (state-chartered municipality occupying a definite area) identified in the mailing address.
State	Enter the state in which the contact works – i.e., the major subnational political division (one of the 50 states of the United States of America or one of the Canadian provinces).
Zip Code	Enter the 5 or 9 digit postal area identification number for the contact's work address.
Additional Information	Use this field to enter any explanatory text and/or further details about the contact.

Step 3 Select the Save button, and a *Success!* message displays indicating that the unregistered contact has been added.



NOTE	If you want to associated the newly added contact with an organization, continue to Step 4. If not, skip to Step 7.

Step 4 Select the *Person Organization* link.

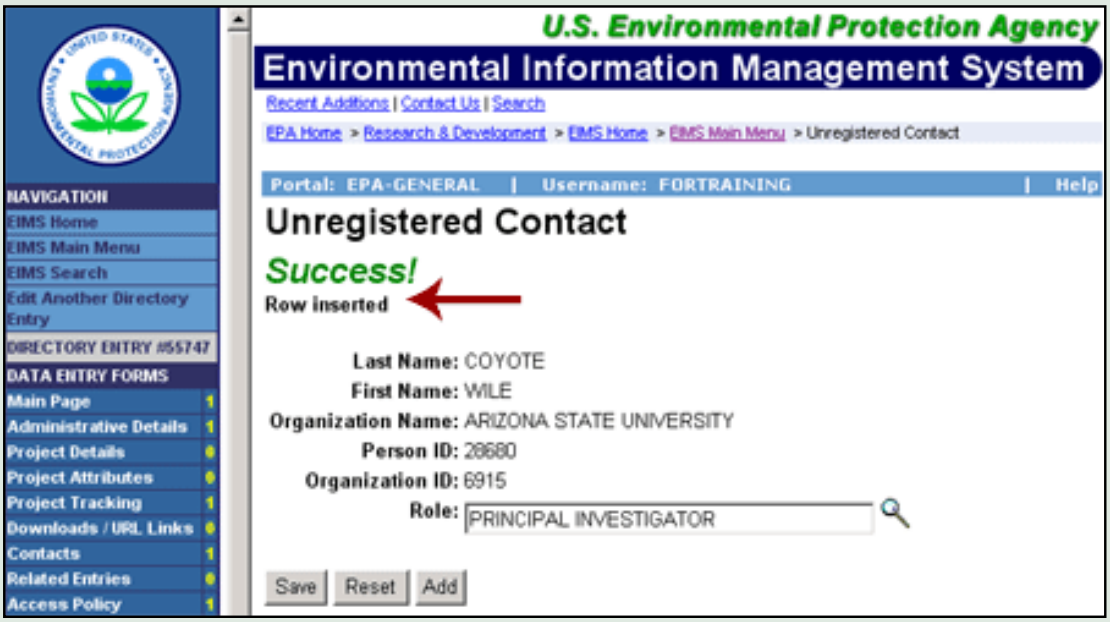


Step 5 Populate the Unregistered Contact data entry form for Person Organization(see instructions below).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Organization Name	Do not key in a value. Click on the magnifying glass icon to access the Organizations pop-up screen and select a value from among those saved in EIMS. The pop-up search results contain a concatenation of the 4 *Org Level* fields to generate the *Organization Name*. Org Level 1 contains the primary name of the organization. Org Levels 2 - 4 provide optional identification such as location and contact information.
Role	Do not key in a value. Select from the pop-up screen provided to classify the role of the contact in the specified organization. (See Roles & Responsibilities for definitions of each role.)

Step 6 Select the Save button, and a *Success!* message displays indicating that the organization has been associated with the contact.



Step 7 Select the Contacts link from the Navigation Sidebar to add the contact you just added to the EIMS metadata record.

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How to Populate an EIMS Record – Data Elements

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Data Elements Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Data Elements data entry form?

The Data Elements data entry form allows you to provide information characterizing any and/or all data elements used in the Information Object described by the EIMS metadata record.

Who can populate Data Elements metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Data Elements metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Data Elements Information Component metadata.

How do you add Data Elements metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Data Elements data entry form.

Step 3 Populate fields as desired.

Step 4 Select the `Save` button.

How do you edit the Data Elements metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Data Elements data entry form.

Step 3 Open the edit page for the individual Data Elements you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete Data Elements metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Data Elements data entry form.

Step 3 Open the edit page for the individual Data Elements you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

Top

Instructions for Adding Data Elements Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

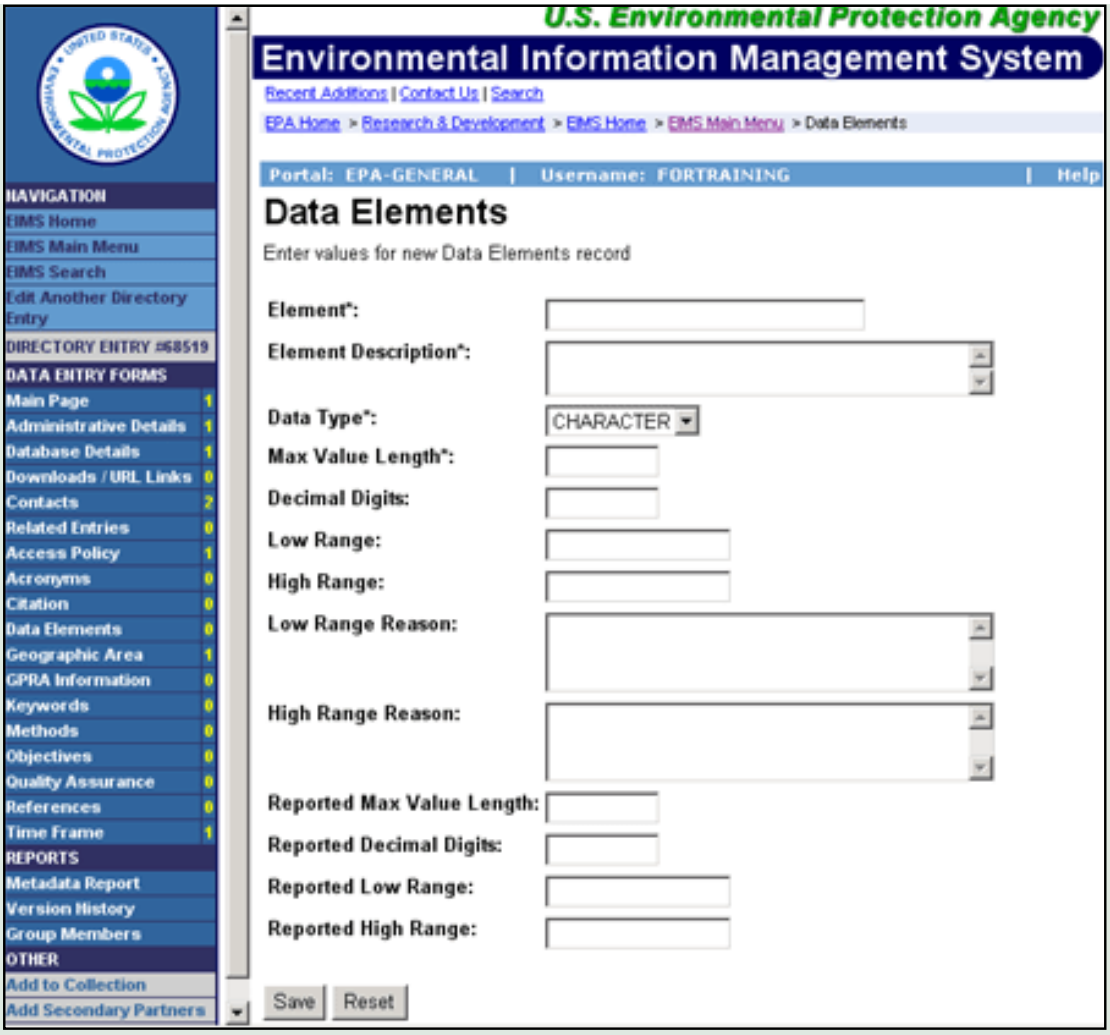
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Data Elements data entry form.

NOTE	If there is no Data Elements data currently saved in EIMS, the data entry form automatically displays in add mode. If there already is Data Elements data, the form will display in report mode; click the Add button to open the data entry form in add mode.

Step 3 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).



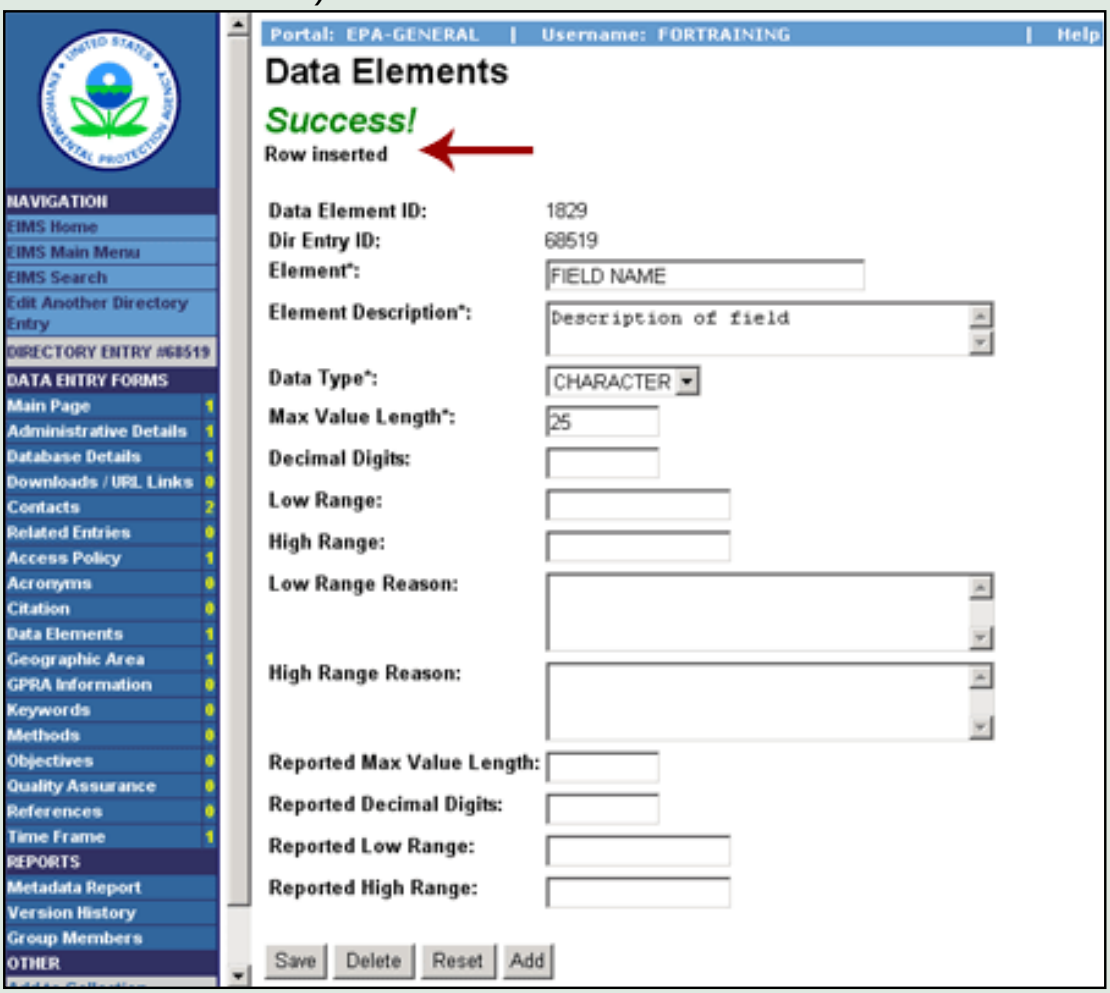
The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Element*	Enter the name of the field you wish to characterize within a data set or database.
Element Description*	Enter a text definition and/or supplemental information about the specified field.

Data Type*	Characterization of the manner in which data is presented – select one of the following values from the pick list: • Character • Date • Number • Varchar (Variable characters and numbers)
Max Value Length*	Enter the maximum number of digits allowed for the specified field in the data set or database (e.g., enter "25" if the character count of the field cannot exceed 25).
Decimal Digits	Enter the number of decimal places allowed for the specified field (e.g., enter "2" if the data file cannot accept entires in the specified field with more than 2 digits after the decimal).
Low Range	Enter the lowest value that may be recorded within the data file for the specified field.
High Range	Enter the highest value that may be recorded within the data file for the specified field.
Low Range Reason	Enter text explaining the Low Range limitation.
High Range Reason	Enter text explaining the High Range limitation.
Reported Max Value Length	Enter the highest number of digits actually utilized in the data file for the specified field; this number may be equal to or lower than the *Max Value Length*.

Reported Decimal Digits	Enter the highest number of decimal digits actually utilized in the data file for the specified field; this number may be equal to or lower than the *Decimal Digits*.
Reported Low Range	Enter the lowest value actually utilized in the data file for the specified field; this number may be equal to or greater than the *Low Range*.
Reported High Range	Enter the highest value actually utilized in the data file for the specified field; this number may be equal to or lower than the *High Range*.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual set of Data Elements data) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Editing Data Elements Data

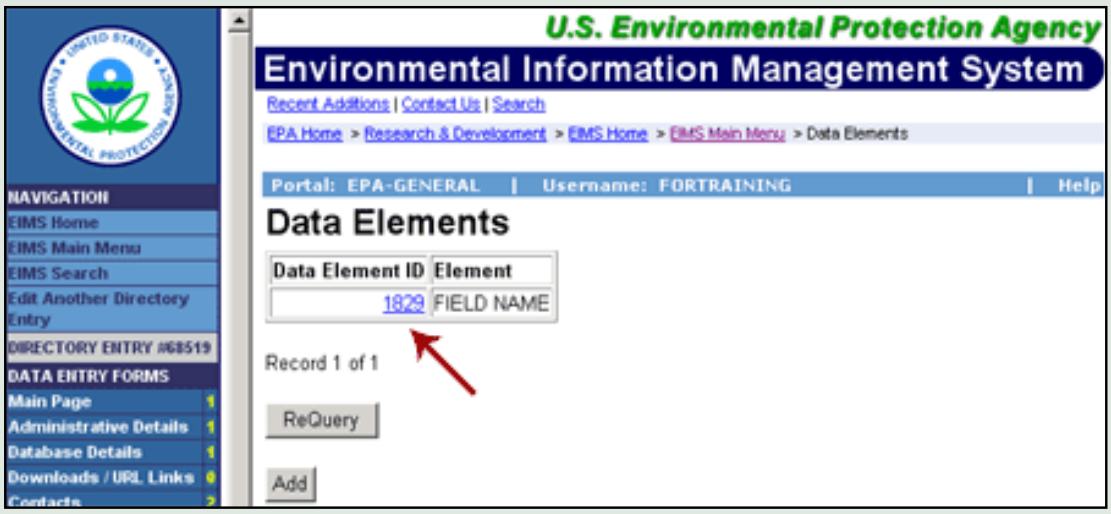
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

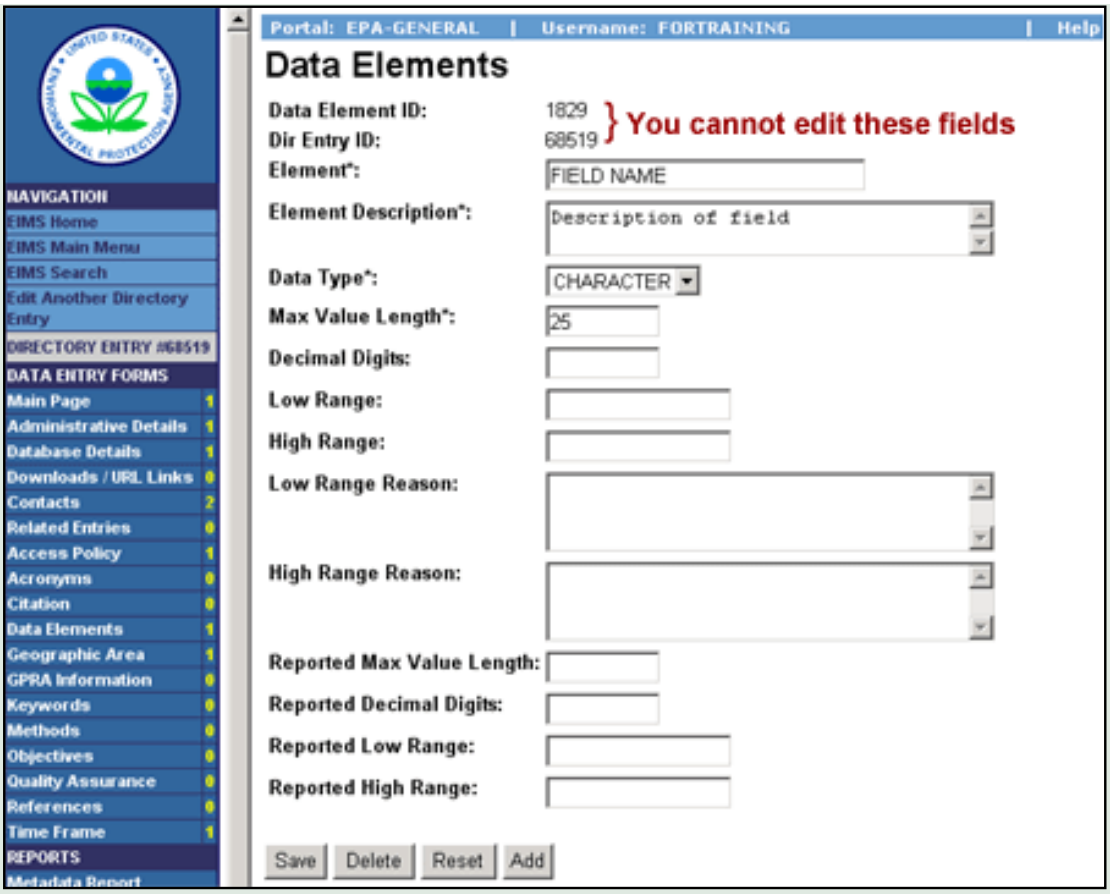
Step 2 Select the data entry form link from the Navigation Sidebar to display the Data Elements data entry form.

Step 3 Open the edit page for the individual Data Elements you wish to modify by selecting the link in the table of Data Elements currently saved in the EIMS metadata record.



Step 4 Edit fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).



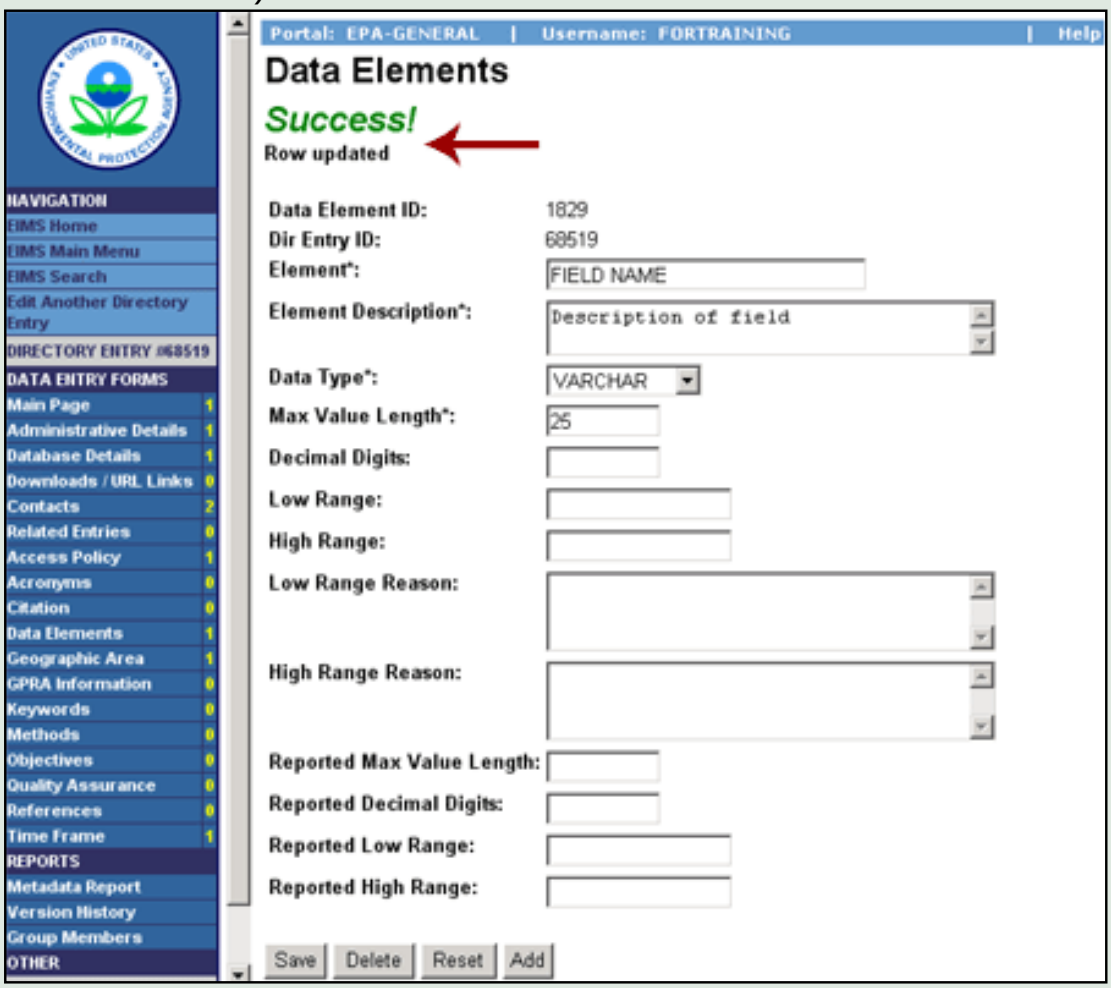
The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Data Element ID	Numeric identifier for the data element assigned by the EIMS system. You cannot edit this field.
Dir Entry ID	The EIMS identification number for a specific metadata record generated by the system upon submission of a completed Metadata Entry Main Page. You cannot edit this field.
Element*	Enter (edit) the name of the field you wish to characterize within a data set or database.
Element Description*	Enter (edit) a text definition and/or supplemental information about the specified field.

Data Type*	Characterization of the manner in which data is presented – select one of the following values from the pick list: • Character • Date • Number • Varchar (Variable characters and numbers)
Max Value Length*	Enter (edit) the maximum number of digits allowed for the specified field in the data set or database (e.g., enter "25" if the character count of the field cannot exceed 25).
Decimal Digits	Enter (edit) the number of decimal places allowed for the specified field (e.g., enter "2" if the data file cannot accept entires in the specified field with more than 2 digits after the decimal).
Low Range	Enter (edit) the lowest value that may be recorded within the data file for the specified field.
High Range	Enter (edit) the highest value that may be recorded within the data file for the specified field.
Low Range Reason	Enter (edit) text explaining the Low Range limitation.
High Range Reason	Enter (edit) text explaining the High Range limitation.
Reported Max Value Length	Enter (edit) the highest number of digits actually utilized in the data file for the specified field; this number may be equal to or lower than the *Max Value Length*.

Reported Decimal Digits	Enter (edit) the highest number of decimal digits actually utilized in the data file for the specified field; this number may be equal to or lower than the *Decimal Digits*.
Reported Low Range	Enter (edit) the lowest value actually utilized in the data file for the specified field; this number may be equal to or greater than the *Low Range*.
Reported High Range	Enter (edit) the highest value actually utilized in the data file for the specified field; this number may be equal to or lower than the *High Range*.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual set of Data Elements data) has been updated (i.e., the changes you entered have been made in the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting Data Elements Data

Top

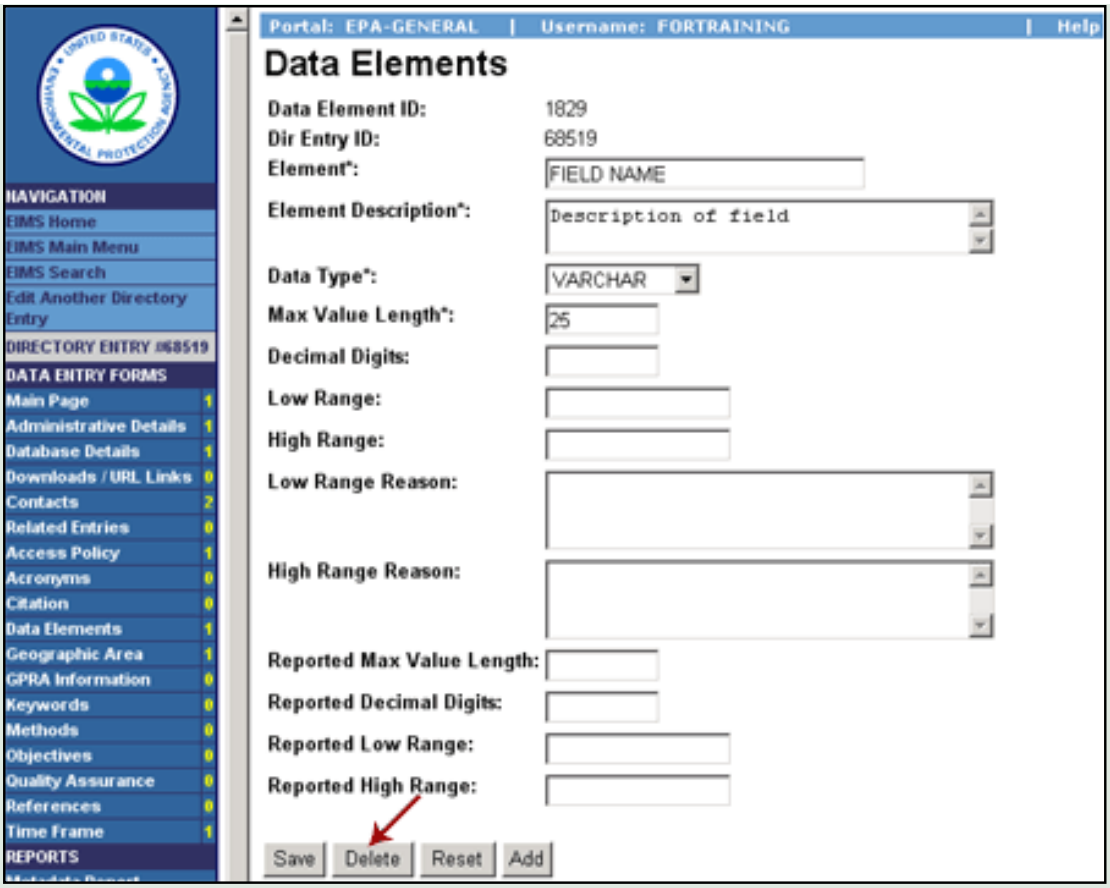
Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

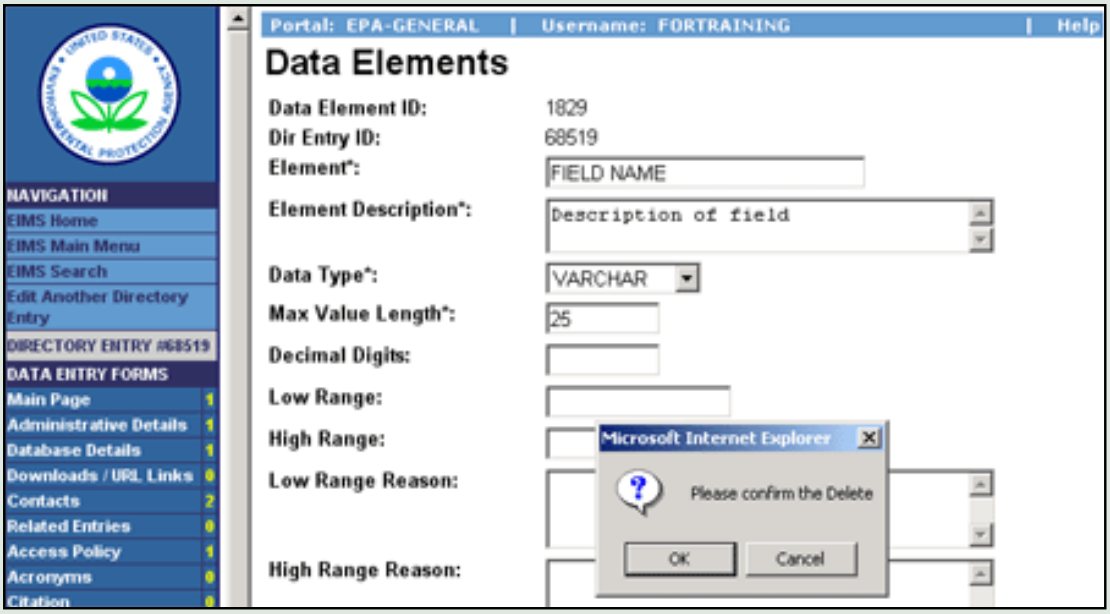
Step 2 Select the data entry form link from the Navigation Sidebar to display the Data Elements data entry form.

Step 3 Open the edit page for the individual Data Elements you wish to delete by selecting the link in the table of Data Elements currently saved in the EIMS metadata record.

Step 4 Select the `Delete` button to eliminate the specified Data Elements from the EIMS metadata record.



Step 5 Select OK to confirm the deletion, and a *Success!* message displays indicating that the row (individual set of Data Elements data) has been deleted.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Data Set Details

What is this?

This web page serves as a How To guide for entering (adding and/or editing) the Data Set Details Information Component of an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Data Set Details data entry form?

The Data Set Details data entry form allows you to provide sampling start and end dates for the data set described by the EIMS metadata record. Currently, the Data Set Details data entry form duplicates the Time Frame data entry form for data set Information Objects; these forms will be consolidated in a future release of EIMS.

Who can populate Data Set Details metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add and/or edit Data Set Details Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate Data Set Details metadata for an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Data Set Details data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

Detailed Instructions

Top

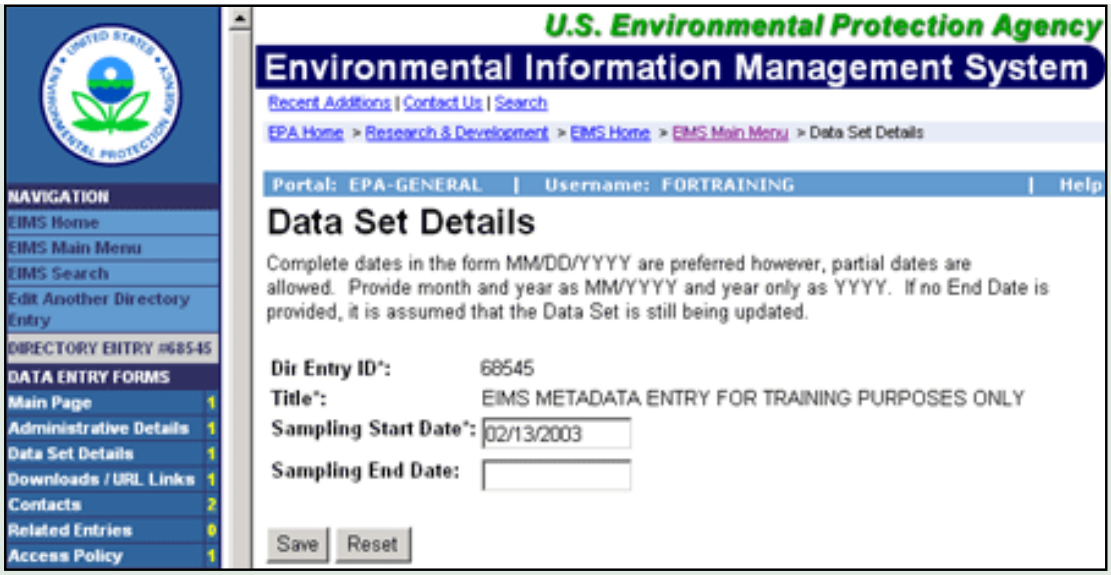
Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Data Set Details data entry form.

Step 3 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).



The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID	The EIMS identification number for a specific metadata record generated by the system upon submission of a completed Metadata Entry Main Page. You cannot edit this field.
Title	The name designated to identify the specified data set. You cannot edit this field.
Sampling Start Date*	Enter (edit) the date when data sampling for the data set began (or is scheduled to begin).
Sampling End Date*	Enter (edit) the date when data sampling for the data set was completed (or is scheduled to be completed).

Step 4 Select Save, and a *Success!* message displays on the page indicating that the information entered has been added to the EIMS database.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Time Frame

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Time Frame Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Time Frame data entry form?

The Time Frame data entry form allows you to indicate start and end dates for activity associated with the Information Object described by the EIMS metadata record.

Who can populate Time Frame metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Time Frame metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Time Frame data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

Detailed Instructions

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Time Frame data entry form.

NOTE	If there is no YADA data currently saved in EIMS, the data entry form automatically displays in add mode. If there already is YADA data, the form will display in report mode; click the Add button to open the data entry form in add mode.

Step 3 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The fields on the Time Frame data entry form vary depending upon Information Type. Select from the list below to view a table that provides definitions and instructions for each field in the data entry form for the specified Information Type.

- Data Set
- Database
- Document
- Meeting
- Model
- Multimedia
- Project
- Spatial Data
- Web Site

The following table provides definitions and instructions for each field in the Time Frame data entry form for Data Sets, Databases, and Spatial Data. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID	Dir Entry ID of the EIMS metadata record. You cannot edit this field.
Title	Title of the EIMS metadata record. You cannot edit this field.

Sampling Start Date*	Enter (or edit) the calendar date when data collection for the Information Object described by the EIMS metadata record was initiated (or is intended to begin).
Sampling End Date*	Enter (or edit) the calendar date when data collection for the Information Object described by the EIMS metadata record was completed (or is intended to end).

The following table provides definitions and instructions for each field in the Time Frame data entry form for Meetings. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID	Dir Entry ID of the EIMS metadata record. You cannot edit this field.
Title	Title of the EIMS metadata record. You cannot edit this field.
Meeting Start Date*	Enter (or edit) the calendar date when the meeting described by the EIMS metadata record was initiated (or is intended to begin).
Meeting End Date*	Enter (or edit) the calendar date when the meeting described by the EIMS metadata record was completed (or is intended to end).

The following table provides definitions and instructions for each field in the Time Frame data entry form for Projects. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID	Dir Entry ID of the EIMS metadata record. You cannot edit this field.
Title	Title of the EIMS metadata record. You cannot edit this field.

Project Start Date*	Enter (or edit) the calendar date when the project described by the EIMS metadata record was initiated (or is intended to begin).
Project End Date*	Enter (or edit) the calendar date when the project described by the EIMS metadata record was completed (or is intended to end).

The following table provides definitions and instructions for each field in the Time Frame data entry form for Documents, Models, and Multimedia. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID	Dir Entry ID of the EIMS metadata record. You cannot edit this field.
Title	Title of the EIMS metadata record. You cannot edit this field.
Publication Date*	Enter (or edit) the calendar date when the Information Object described by the EIMS metadata record was was released to the general public.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual set of Time Frame data) has been inserted (i.e., the information you entered has been added to the EIMS database).

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Upload File (Downloads)

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Upload File Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Upload File data entry form?

The Upload File data entry form allows you to load a file into the EIMS system so that it will be available for download with the EIMS metadata record. The uploaded file may or may not be the Information Object described by the EIMS metadata record, and the system does not require that all records have an uploaded file.

Who can populate Upload File metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Upload File metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Upload File Information Component metadata.

How do you add Upload File metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Downloads / URL Links data entry form.

Step 3 Navigate to the Upload File data entry form.

Step 4 Use the `Browse` button to find the file to be uploaded.

Step 5 Select the `Open` button to upload the file.

Step 6 Populate information fields as desired.

Step 7 Select the `Save` button.

How do you edit the Upload File metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Downloads / URL Links data entry form.

Step 3 Open the edit page for the individual Upload File data you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

Step 6 If desired, select the `View` button to display the File Download dialog box and chose your open / download preference.

Step 7 Select the `OK` button.

How do you delete Upload File metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Downloads / URL Links data entry form.

Step 3 Open the edit page for the individual Upload File you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

Top

Instructions for Adding Upload File Metadata

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

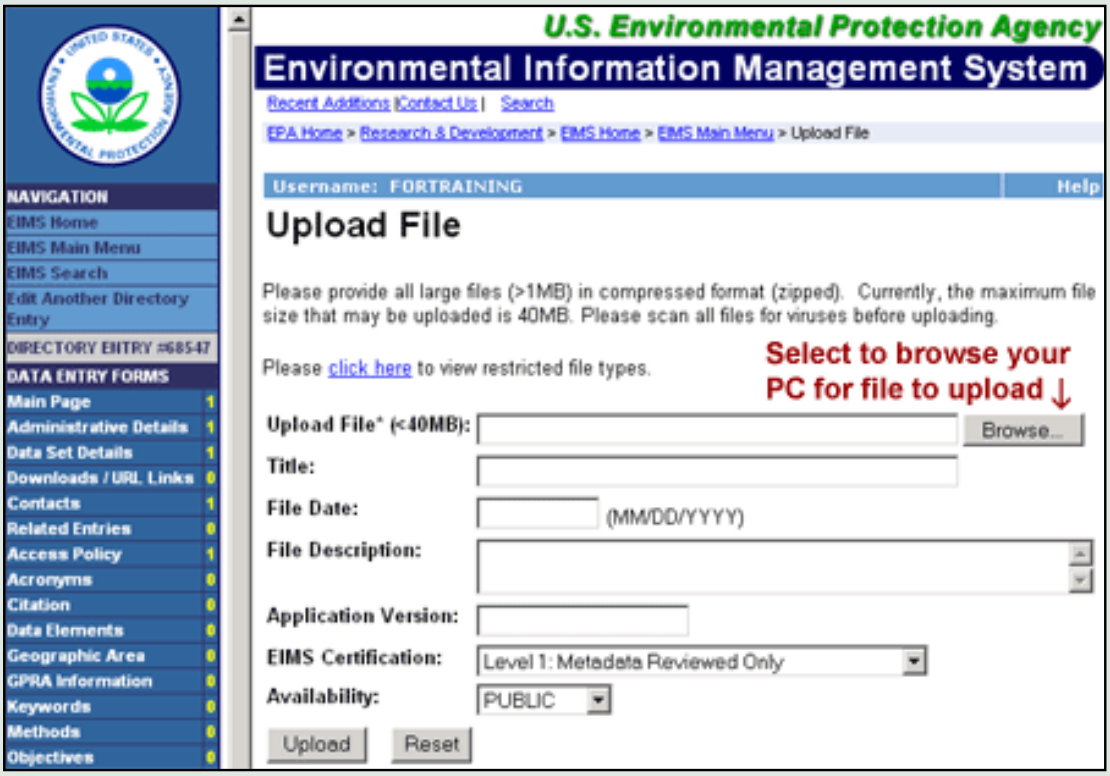
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Downloads / URL Links data entry form.

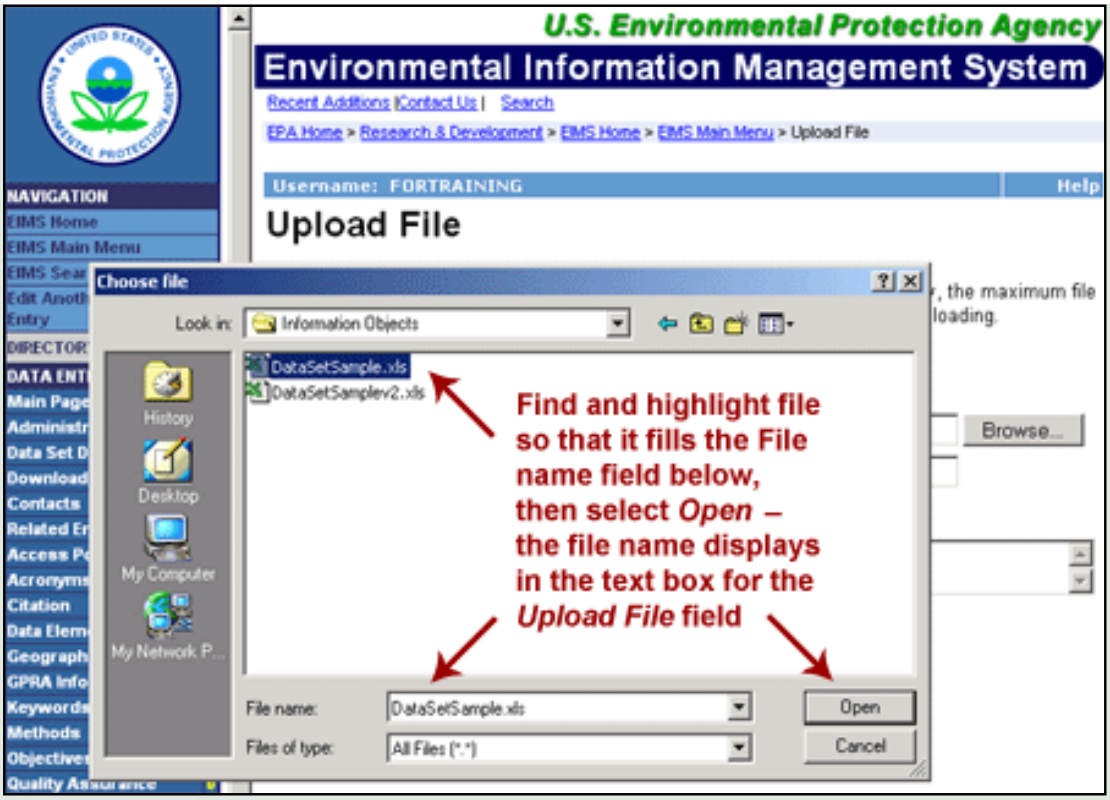
NOTE	The Downloads / URL Links data entry form offers 2 functions: • **Add URL** – Use this function to provide information about a file associated with the Information Object described by the EIMS metadata record as well as a URL address where the file may be found. • **Upload File** – Use this function to provide information about a file associated with the Information Object described by the EIMS metadata record as well as upload the actual file into the EIMS system. This How To guide provides instructions for the Upload File function; Click here for the Add URL How To guide.

Step 3 Select the `Upload File` button to display the Upload File data entry form.

Step 4 Use the `Browse` button to find the file to be uploaded from within the Choose File dialog box.

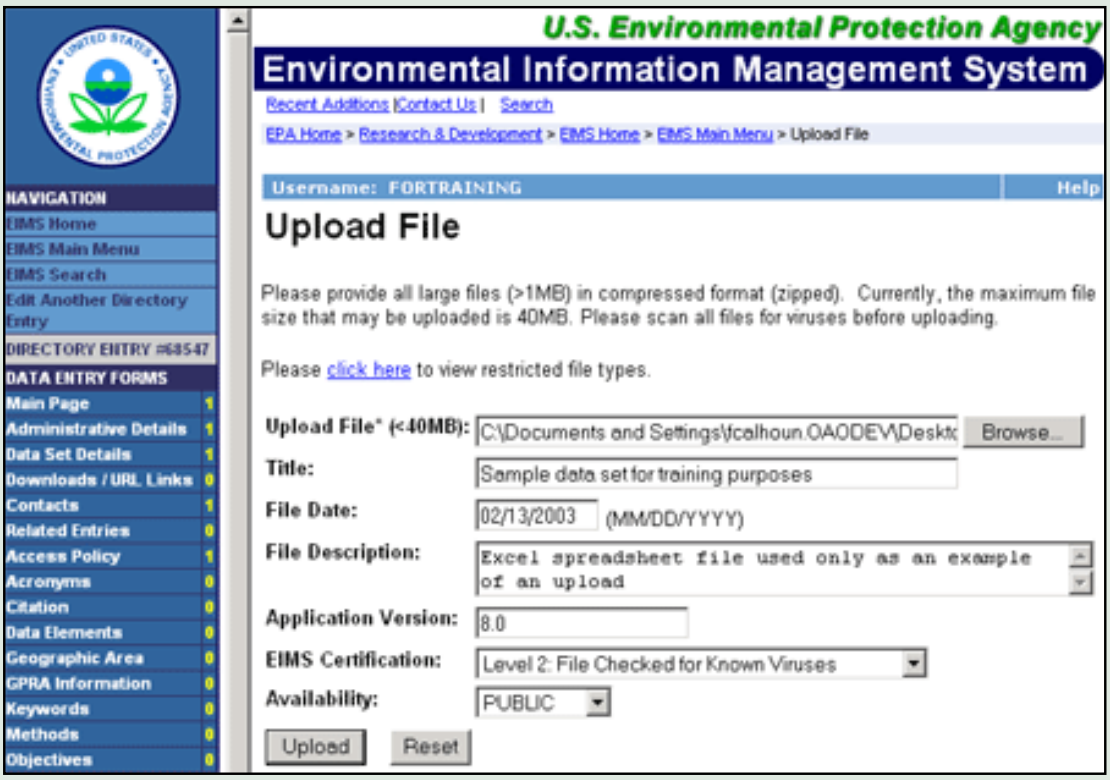


Step 5 With the desired file selected, click the `Open` button to upload the file.



Step 6 Populate the information fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).



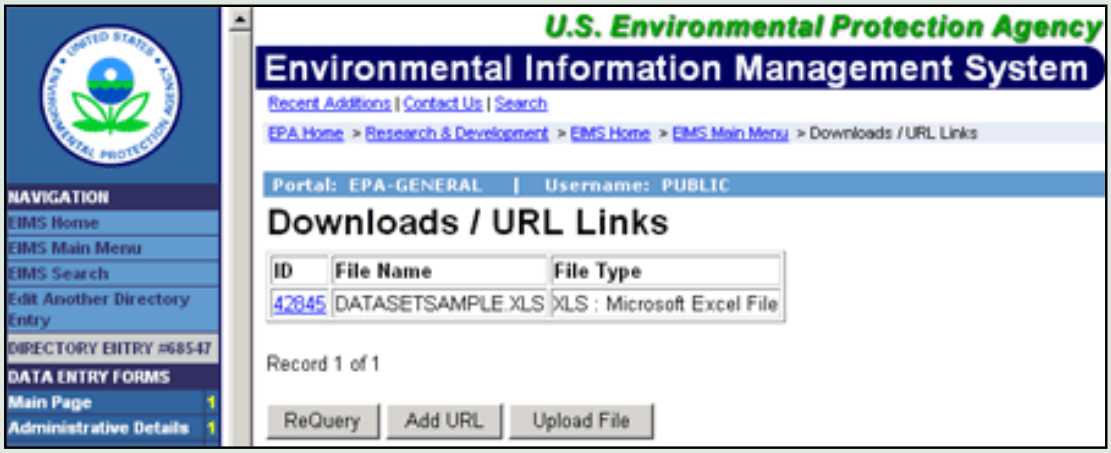
The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Upload File* (<40MB)	As in Step 4 and Step 5, use the `Browse` button to open the Choose File dialog box, locate the file on your PC, click on the desired file name, and select the `Open` button.
Title	Enter the name designated to identify the specified file.
File Date	Enter the date the file was created (or last edited).
File Description	Enter a text definition of the file and/or supplemental information about it.
Application Version	Enter the manufacturer's version control number for the software application used to create the file. You can usually find this information by selecting *Help* / *About* while within the application.
EIMS Certification	Use the pick list to select the applicable level of review provided to the object file: • Level 0: No Certification – You have not reviewed the file or the information about the file in this data entry form. • Level 1: Metadata Reviewed Only – You have only reviewed the information about the file in this data entry form for accuracy – not the file itself. • Level 2: File Checked for Known Viruses – You have inspected the file with virus protection software and it indicated that there were no

		viruses AND you have reviewed the information about the file in this data entry form for accuracy. • Level 3: File Checked for Inappropriate Content – You have determined that the information about the file in this data entry form is accurate AND that the file has no inappropriate content (i.e., no inaccurate information or data that should not be available to the designated user base). • Level 4: File Checked for Viruses and Content – You certify that Levels 1 - 3 apply for the file.	
	Availability	Use the pick list to select which users you want to be able to view this file once it has been reviewed by the Metadata Librarian. There are four levels of availability: • Public – accessible to all EIMS system users • EPA Only – accessible to only EPA registered users • Group – accessible to only a specifically defined group of system users • Owner – accessible only by the designated owner of the EIMS record This selection will restrict access to the EIMS record consistent with information security policies. The default value is Public. Please note that the EIMS entry will not be accessible to the designated parties	

	until the *Metadata Status* has been set to *Reviewed* by the applicable Librarian. Your *Availability* selection impacts the specified download file only; it does not change the *Availability* of the EIMS metadata record as a whole.

Step 7 Select `Upload`, and the Downloads / URL Links page displays in report mode with the uploaded file listed in the table of uploads for the record.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Editing Upload File Metadata

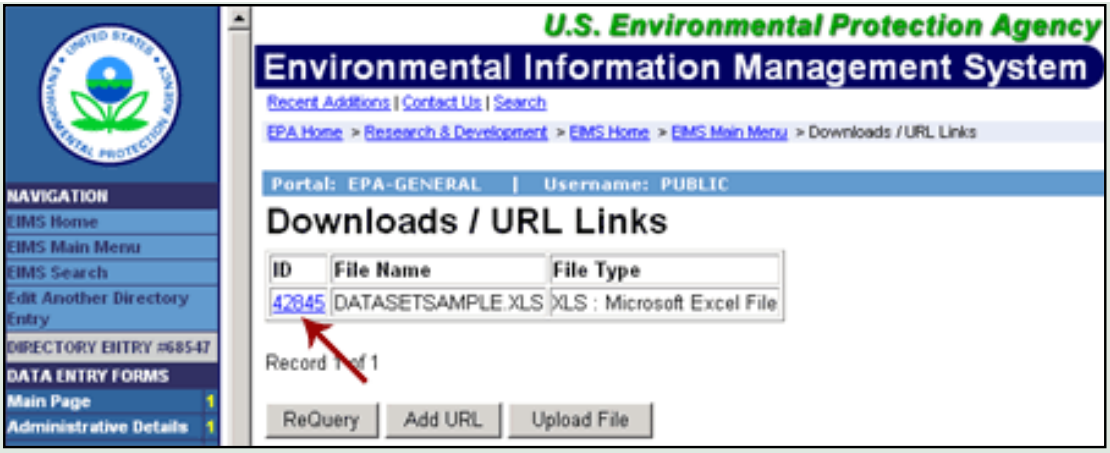
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

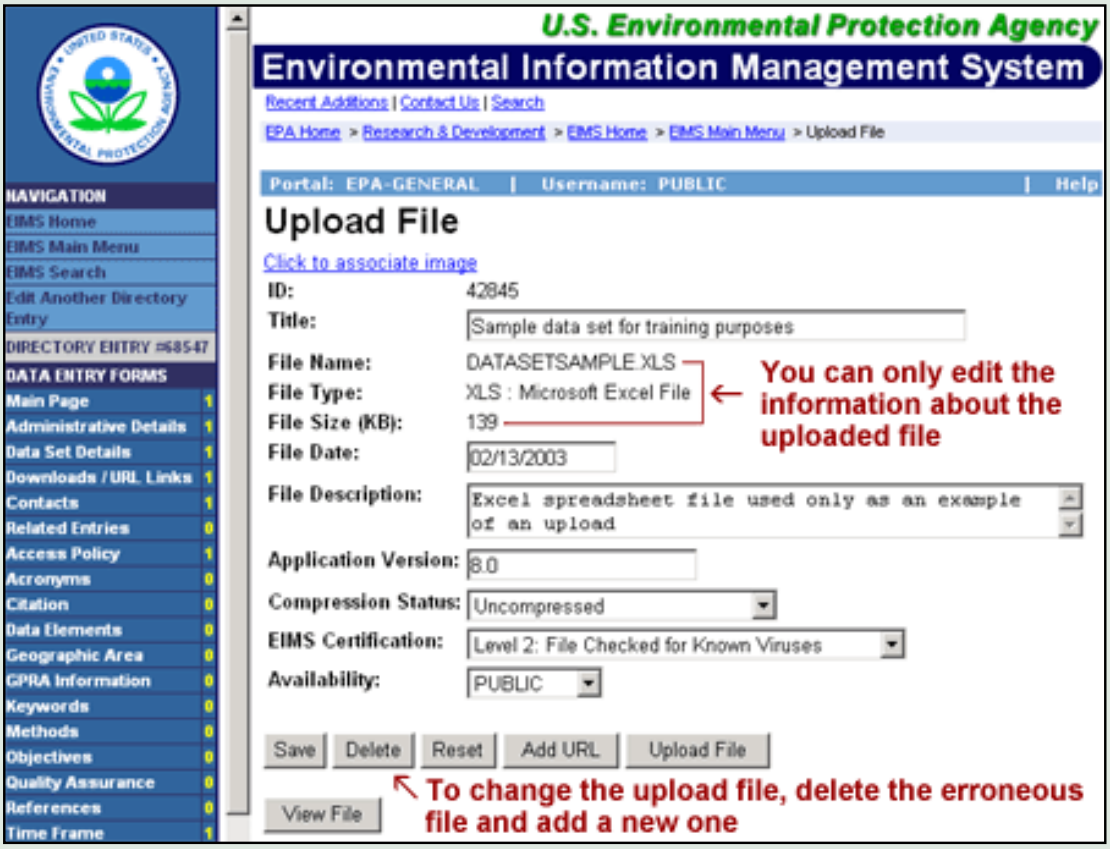
Step 2 Select the data entry form link from the Navigation Sidebar to display the Downloads / URL Links data entry form.

Step 3 Open the edit page for the individual Upload File you wish to modify by selecting the link in the table of Upload Files currently saved in the EIMS metadata record.



Step 4 Edit fields as desired (see instructions below).

NOTE	You can only make changes to the information about the uploaded file. You cannot alter the actual uploaded file. If you need to change the uploaded file, you must add a new upload file. If necessary, delete the existing uploaded file.



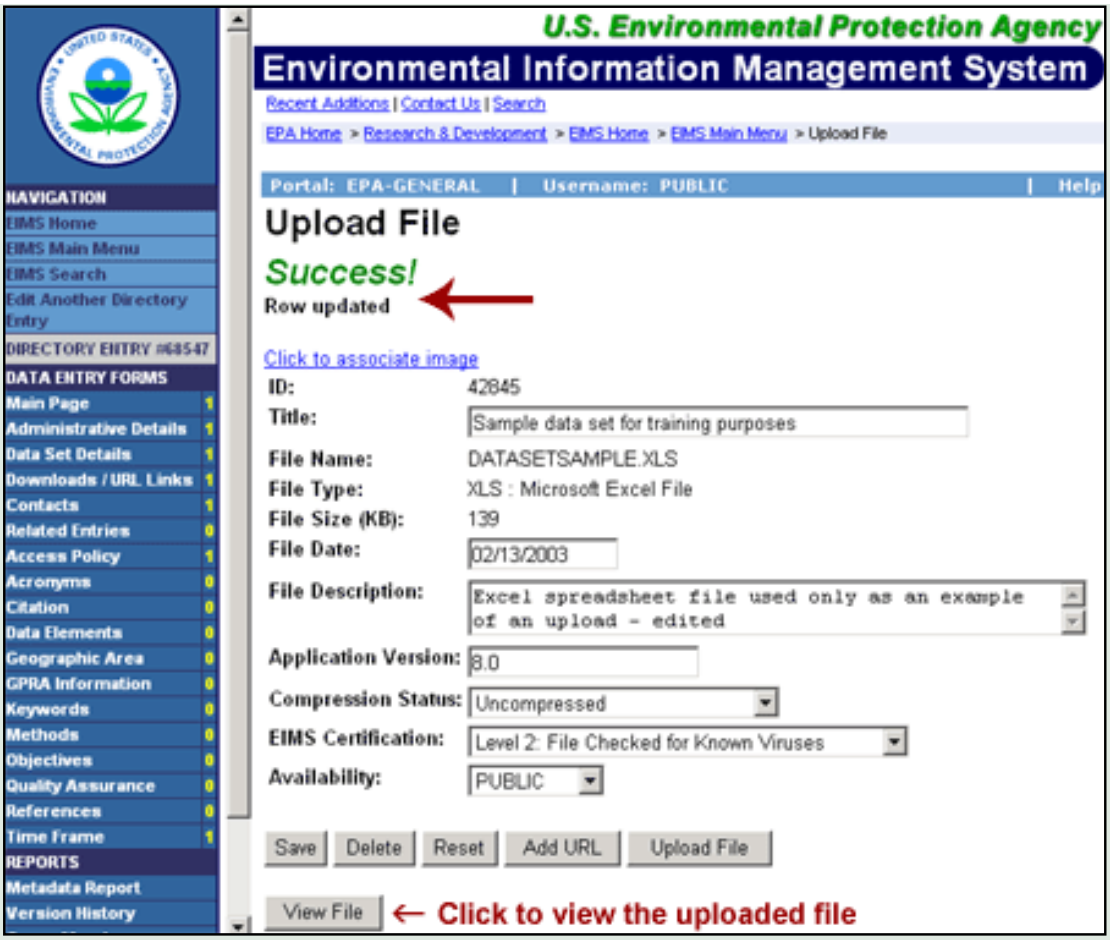
The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
ID	System generated numeric identifier for the uploaded file. You cannot edit this field.
Title	The name designated to identify the specified file.
File Name	The name that identifies the specified file in the system (includes the software application extension). You cannot edit this field.
File Type	Identifies the software application (by extension) used to generate the file. You cannot edit this field.
File Size	Indicates the size of the uploaded file in KB. You cannot edit this field.
File Date	Enter (edit) the date the file was created (or last edited).
File Description	Enter (edit) a text definition of the file and/or supplemental information about it.
Application Version	Enter (edit) the manufacturer's version control number for the software application used to create the file. You can usually find this information by selecting *Help* / *About* while within the application.
Compression Status	Use the pick list to indicate whether the file is compressed or not (i.e., whether it has been "zipped" with compression software such as WinZip or Stuffit).

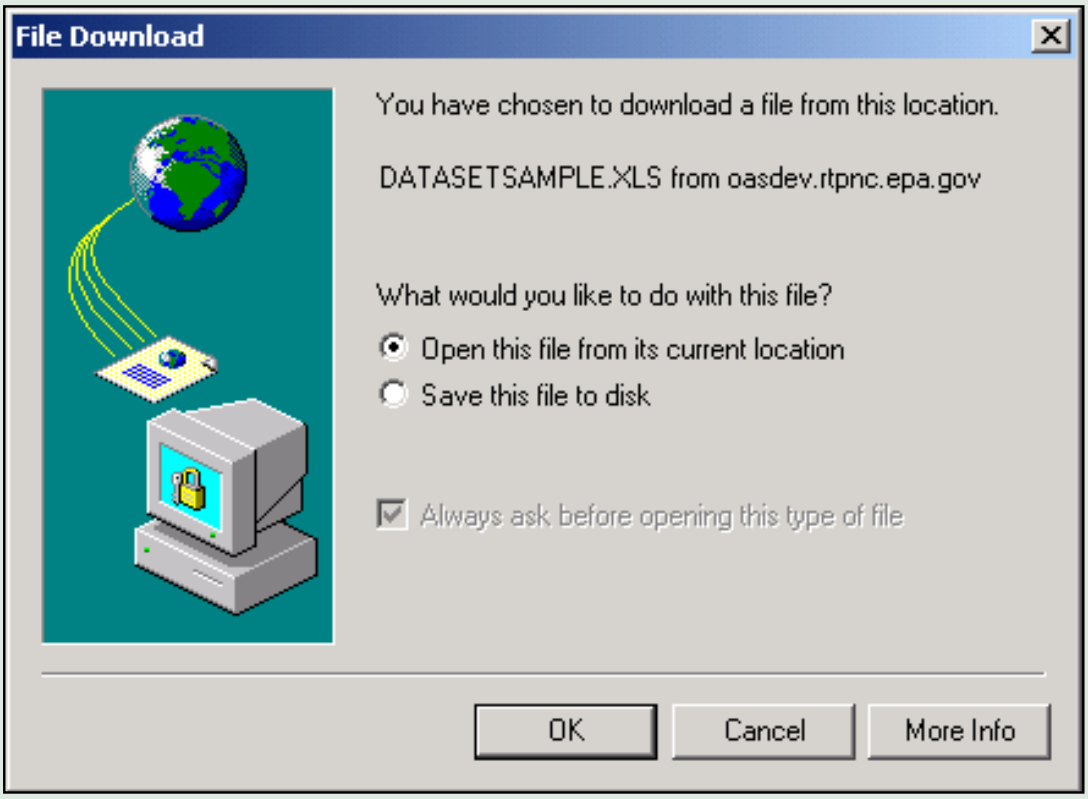
EIMS Certification	Use the pick list to select the applicable level of review provided to the object file: • Level 0: No Certification – You have not reviewed the file or the information about the file in this data entry form. • Level 1: Metadata Reviewed Only – You have only reviewed the information about the file in this data entry form for accuracy – not the file itself. • Level 2: File Checked for Known Viruses – You have inspected the file with virus protection software and it indicated that there were no viruses AND you have reviewed the information about the file in this data entry form for accuracy. • Level 3: File Checked for Inappropriate Content – You have determined that the information about the file in this data entry form is accurate AND that the file has no inappropriate content (i.e., no inaccurate information or data that should not be available to the designated user base). • Level 4: File Checked for Viruses and Content – You certify that Levels 1 - 3 apply for the file.

Availability	Use the pick list to select which users you want to be able to view this file once it has been reviewed by the Metadata Librarian. There are four levels of availability: • Public – accessible to all EIMS system users • EPA Only – accessible to only EPA registered users • Group – accessible to only a specifically defined group of system users • Owner – accessible only by the designated owner of the EIMS record This selection will restrict access to the EIMS record consistent with information security policies. The default value is Public. Please note that the EIMS entry will not be accessible to the designated parties until the *Metadata Status* has been set to *Reviewed* by the applicable Librarian. Your *Availability* selection impacts the specified download file only; it does not change the *Availability* of the EIMS metadata record as a whole.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual set of Upload File data) has been updated (i.e., the changes you entered have been made in the EIMS database).



Step 6 If you wish to open the uploaded file, select the `View` button. A File Download dialog box will display. Select whether you want to open the file from within EIMS or download it to your PC and select `OK`.



Step 7 This step depends upon your selection in Step 6:

- Open this file from its current location – The file will open in a new window, assuming you have the appropriate software loaded.
  or
- Save this file to disk – A dialog box will display for you to designate a location for saving the file. Select a location and click the OK button.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting Upload File Metadata

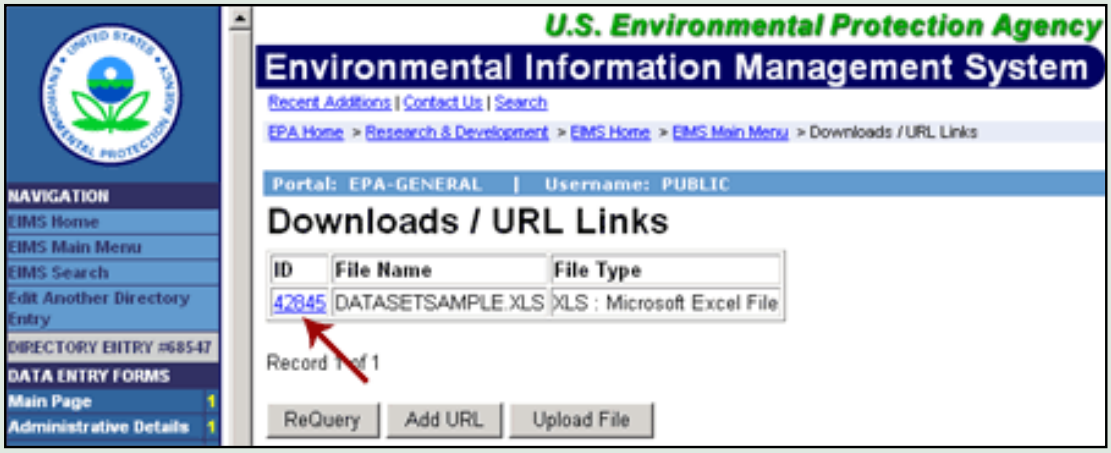
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

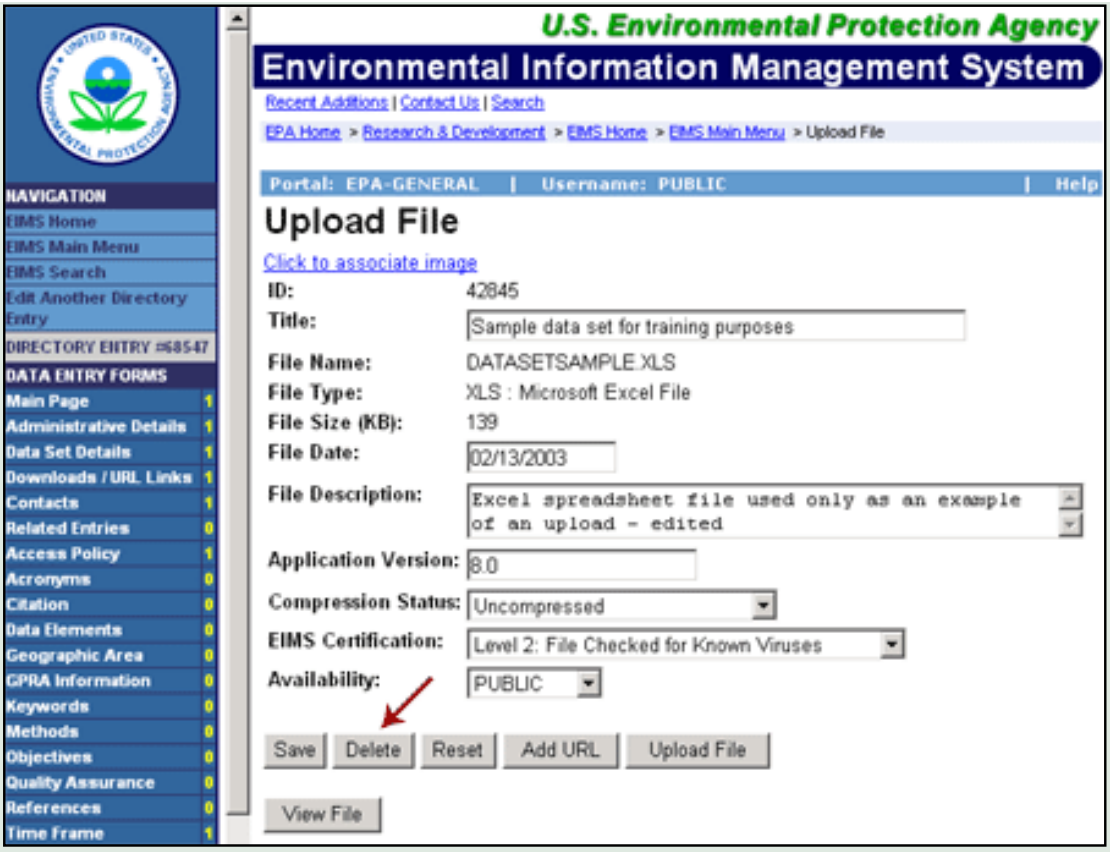
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Downloads / URL Links data entry form.

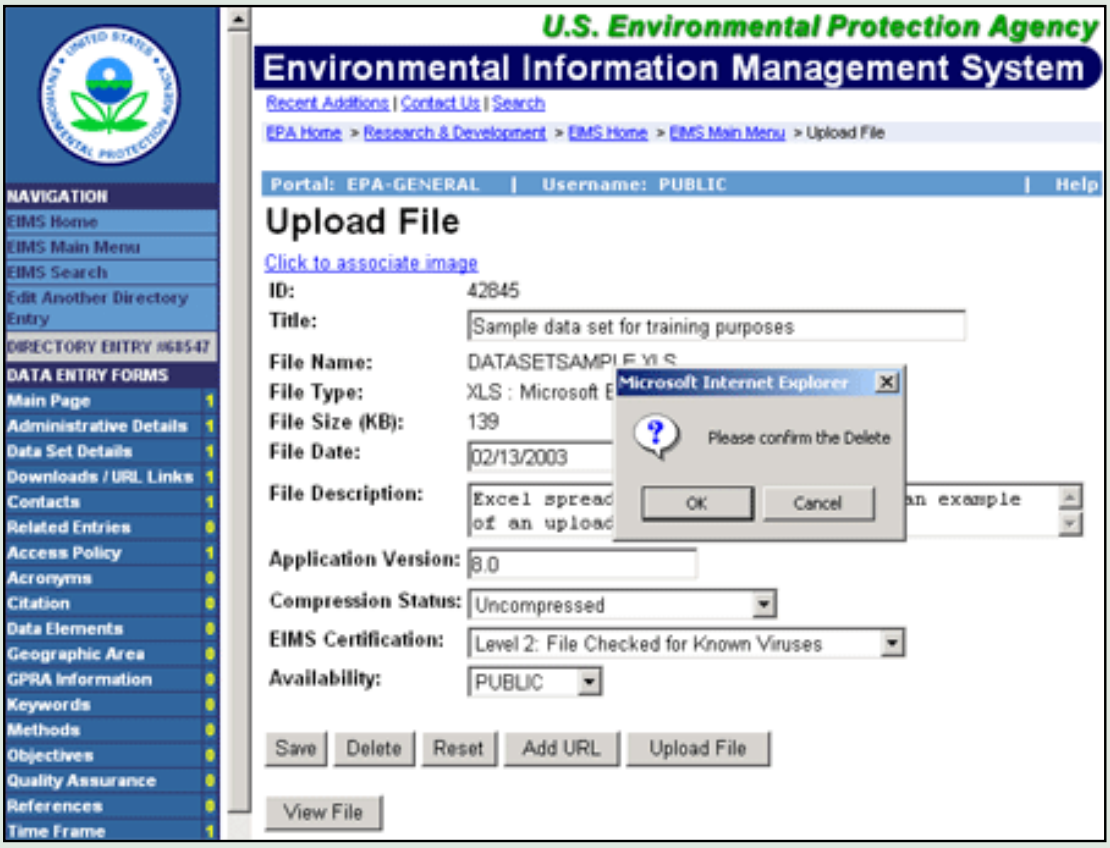
Step 3 Open the edit page for the individual Upload File you wish to delete by selecting the link in the table of Upload Files currently saved in the EIMS metadata record.



Step 4 Select the `Delete` button to eliminate the specified Upload File from the EIMS metadata record.



Step 5 Select OK to confirm the deletion, and a *Success!* message displays indicating that the row (individual set of Upload File data) has been deleted.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – URL Links

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the URL Links Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the URL / File Description data entry form?

The URL / File Description data entry form allows you to provide information about files associated with the Information Object described by the EIMS metadata record and add a link to the files on the internet / intranet.

Who can populate URL / File Description metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the URL Links metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting URL Links Information Component metadata.

How do you add URL Links metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Downloads / URL Links data entry form.

Step 3 Select the `Add` URL button.

Step 4 Populate fields as desired.

Step 5 Select the `Save` button.

How do you edit the URL Links metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Downloads / URL Links data entry form.

Step 3 Open the edit page for the individual URL Link you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete URL Links metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Downloads / URL Links data entry form.

Step 3 Open the edit page for the individual URL Link you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

Top

Instructions for Adding URL Links Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

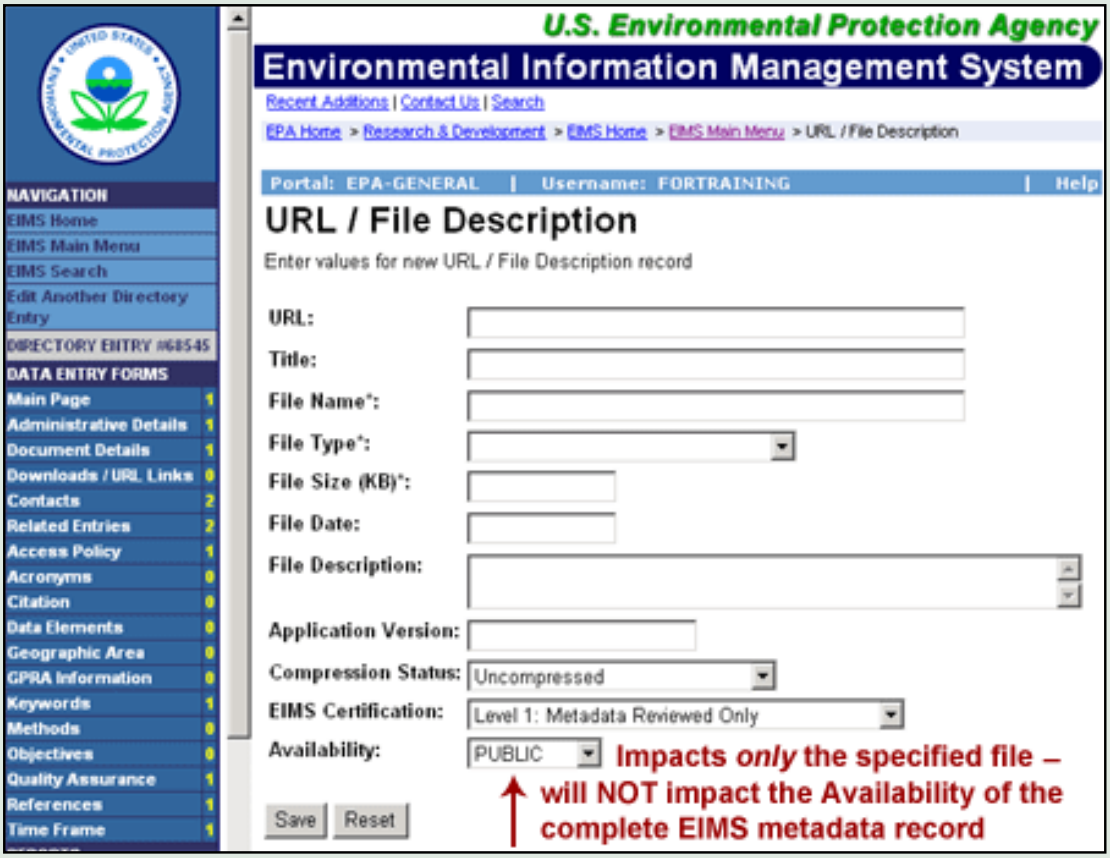
Step 2 Select the data entry form link from the Navigation Sidebar to display the Downloads / URL Links data entry form.

NOTE	The Downloads / URL Links data entry form offers 2 functions: • **Add URL** – Use this function to provide information about a file associated with the Information Object described by the EIMS metadata record as well as a URL address where the file may be found. • **Upload File** – Use this function to provide information about a file associated with the Information Object described by the EIMS metadata record as well as upload the actual file into the EIMS system. This How To guide provides instructions for the Add URL function; Click here for the Upload File How To guide.

Step 3 Select the Add URL button.

Step 4 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).



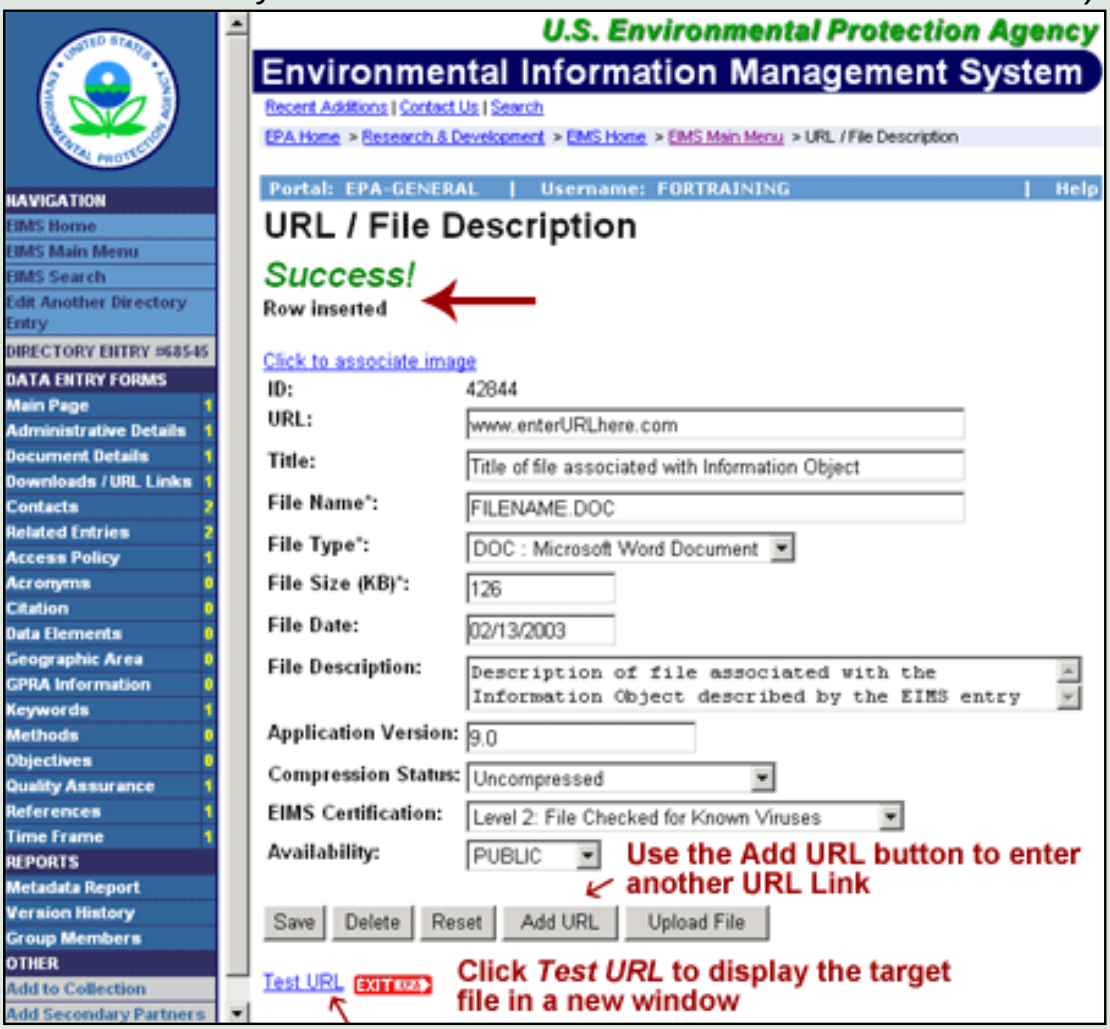
The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
URL	Enter the Uniform Resource Locator (URL) where the specified object may be found on the internet/intranet.
Title	Enter a title identifying the specified object.
File Name*	Enter the electronic file name assigned to the file (specified object).
File Type*	Select the type / format of the electronic file from the pick list (e.g., Binary, MS Excel, Adobe Acrobat, HTML, etc.).
File Size (KB)*	Enter the size of the file in kilobytes.
File Date	Enter the date the file was created or last updated.
File Description	Enter a text definition of the specified file and/or supplemental information about a specific topic (e.g., data compression; method type; etc.).
Application Version	Enter the manufacturer's version control number for the software in which the file was generated (e.g., MS Word 95, Word Perfect 8.0, etc.).
Compression Status	Select from the pick list to describe the status of the file and the technology employed to compress data in the file. • Uncompressed • Zip File Compression • GZIP File Compression • Z File Compression • TAR Archive • GTAR Archive • Unknown File Compression Type

	Contact the EIMS Held Desk if the compression format for the associated file is not included in this pick list.
EIMS Certification	Select from the pick list to indicate the extent to which the object file has been reviewed: • Level 0: No Certification • Level 1: Metadata Reviewed Only • Level 2: File Checked for Known Viruses • Level 3: File Checked for Inappropriate Content • Level 4: File Checked for Viruses and Content
Availability	The file's *Availability* indicates who will be able to view the file information within the metadata record (once it has been reviewed by the Metadata Librarian). Select from the 4 levels of availability: • Public – accessible to all EIMS system users • EPA Only – accessible to only EPA registered users • Group – accessible to only a specifically defined group of system users • Owner – accessible only by the designated owner of the EIMS record The default value is Public. Please note that the EIMS entry (and, thus, the associated file information) will not be accessible to the designated parties until the *Metadata Status* of the record has

	been set to *Reviewed* by the applicable Librarian. Please also note that the *Availability* of the individual URL Link will not impact the *Availability* of the entire EIMS metadata record.
Test URL	Click on this link to open the specified URL in a new window to make sure that it is an active and functional link.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual URL Link) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Editing URL Links Data

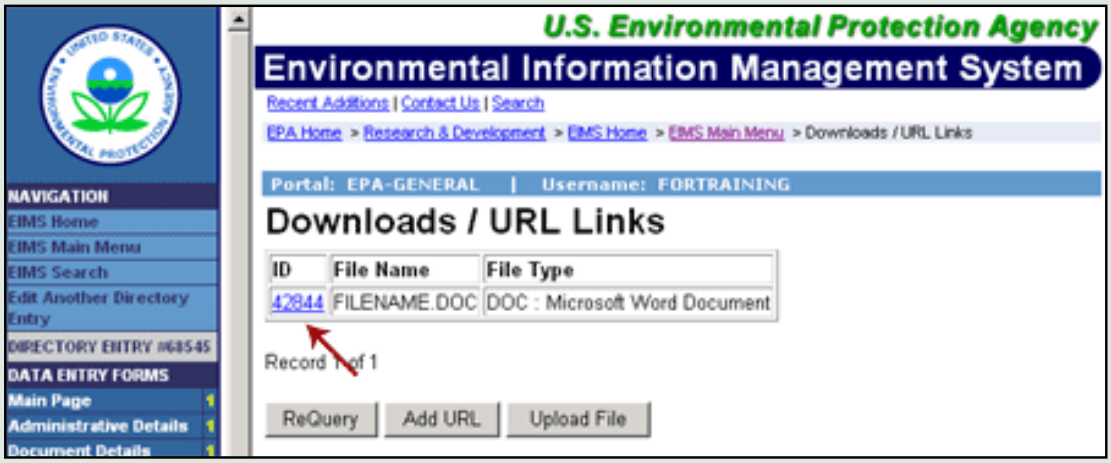
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

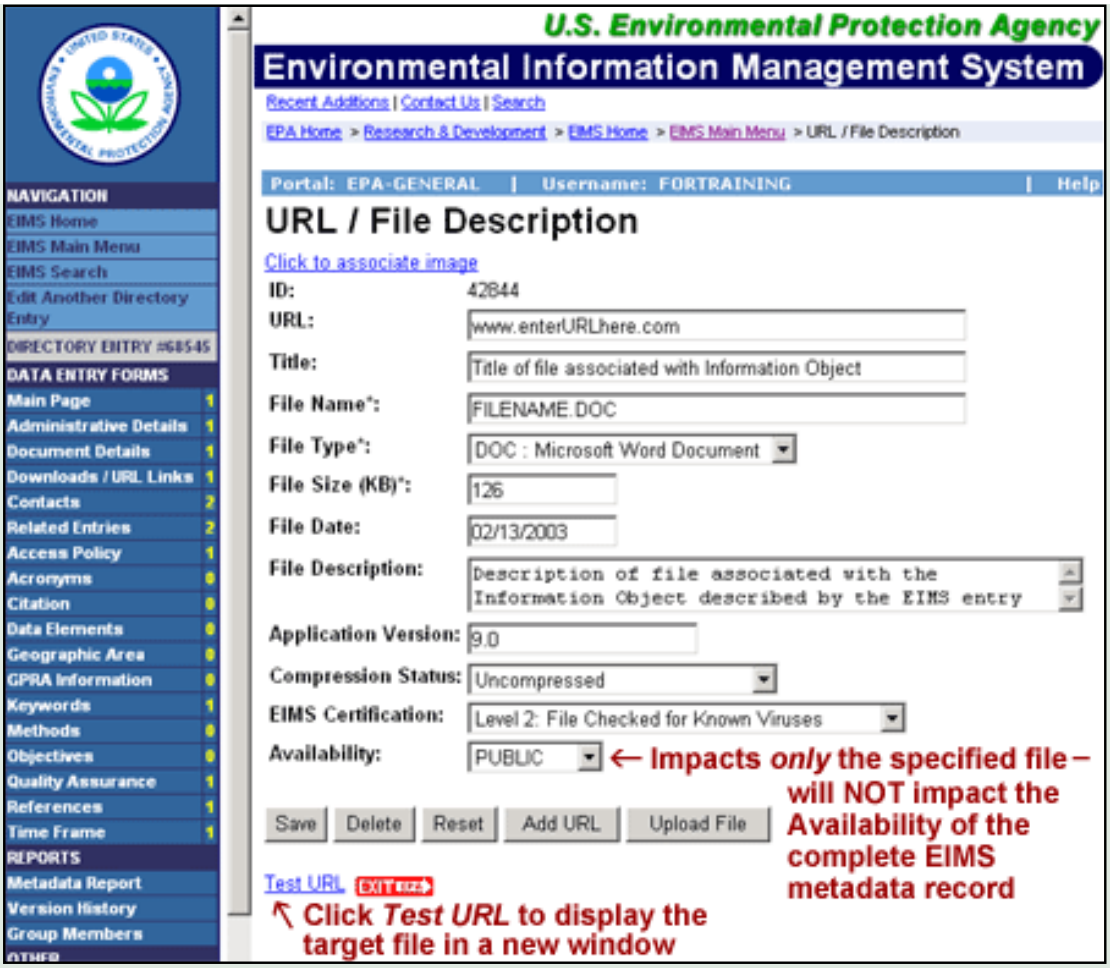
Step 2 Select the data entry form link from the Navigation Sidebar to display the Downloads / URL Links data entry form.

Step 3 Open the edit page for the individual URL Link you wish to modify by selecting the link in the table of Downloads / URL Links currently saved in the EIMS metadata record.



Step 4 Edit fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).



The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

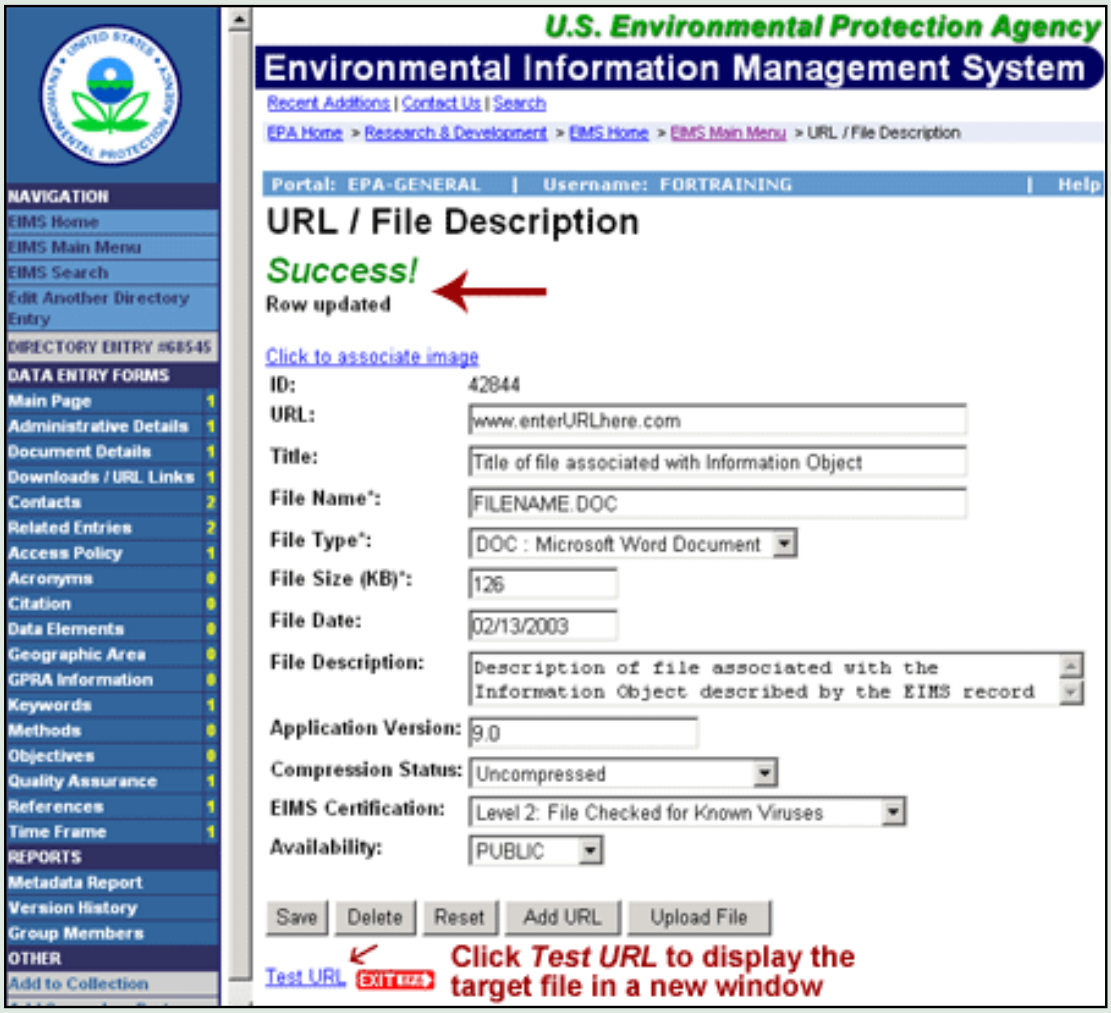
Field	Definition / Instructions
Click to associate image	Defunct feature of the EIMS application that allowed you to associate an image / graphic with the file.
ID	Systematically generated identifier for the URL link. You cannot edit this field.
URL	Edit the Uniform Resource Locator (URL) where the specified object may be found on the internet/intranet.
Title	Enter a title identifying the specified object.

File Name*	Edit the electronic file name assigned to the file (specified object).
File Type*	Select the type / format of the electronic file from the pick list (e.g., Binary, MS Excel, Adobe Acrobat, HTML, etc.).
File Size (KB)*	Edit the size of the file in kilobytes.
File Date	Edit the date the file was created or last updated.
File Description	Edit a text definition of the specified file and/or supplemental information about a specific topic (e.g., data compression; method type; etc.).
Application Version	Edit the manufacturer's version control number for the software in which the file was generated (e.g., MS Word 95, Word Perfect 8.0, etc.).
Compression Status	Select from the pick list to describe the status of the file and the technology employed to compress data in the file. • Uncompressed • Zip File Compression • GZIP File Compression • Z File Compression • TAR Archive • GTAR Archive • Unknown File Compression Type Contact the EIMS Held Desk if the compression format for the associated file is not included in this pick list.

EIMS Certification	Select from the pick list to indicate the extent to which the object file has been reviewed: • Level 0: No Certification • Level 1: Metadata Reviewed Only • Level 2: File Checked for Known Viruses • Level 3: File Checked for Inappropriate Content • Level 4: File Checked for Viruses and Content
Availability	The file's *Availability* indicates who will be able to view the file information within the metadata record (once it has been reviewed by the Metadata Librarian). Select from the 4 levels of availability: • Public – accessible to all EIMS system users • EPA Only – accessible to only EPA registered users • Group – accessible to only a specifically defined group of system users • Owner – accessible only by the designated owner of the EIMS record The default value is Public. Please note that the EIMS entry (and, thus, the associated file information) will not be accessible to the designated parties until the *Metadata Status* of the record has been set to *Reviewed* by the applicable Librarian. Please also note that the *Availability* of the individual URL Link will not

	impact the *Availability* of the entire EIMS metadata record.
Test URL	Click on this link to open the specified URL in a new window to make sure that it is an active and functional link.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual URL Link) has been updated (i.e., the changes you entered have been made in the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting URL Links Data

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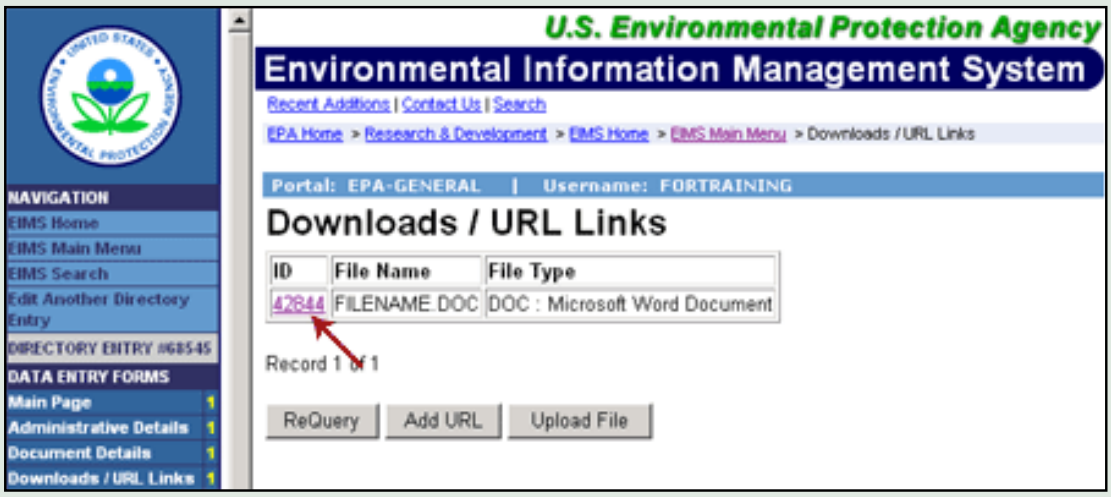
Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

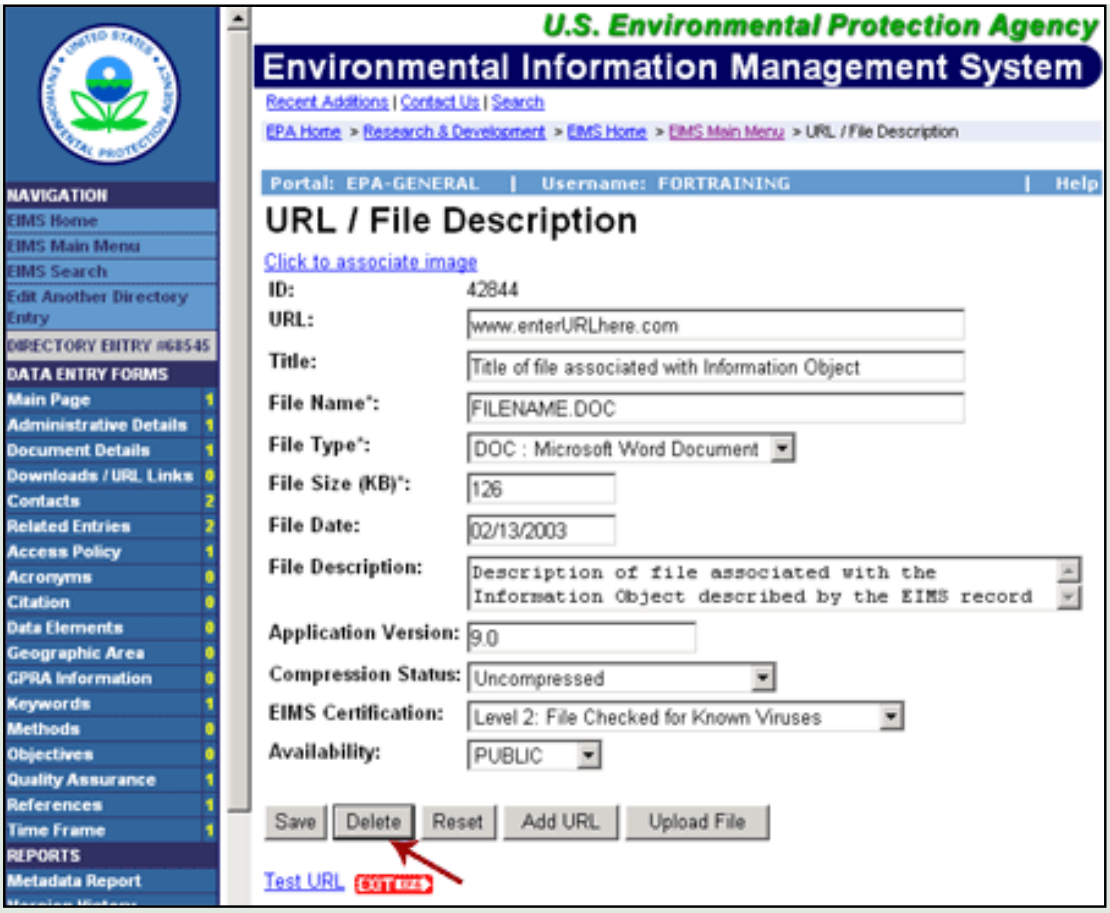
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Downloads / URL Links data entry form.

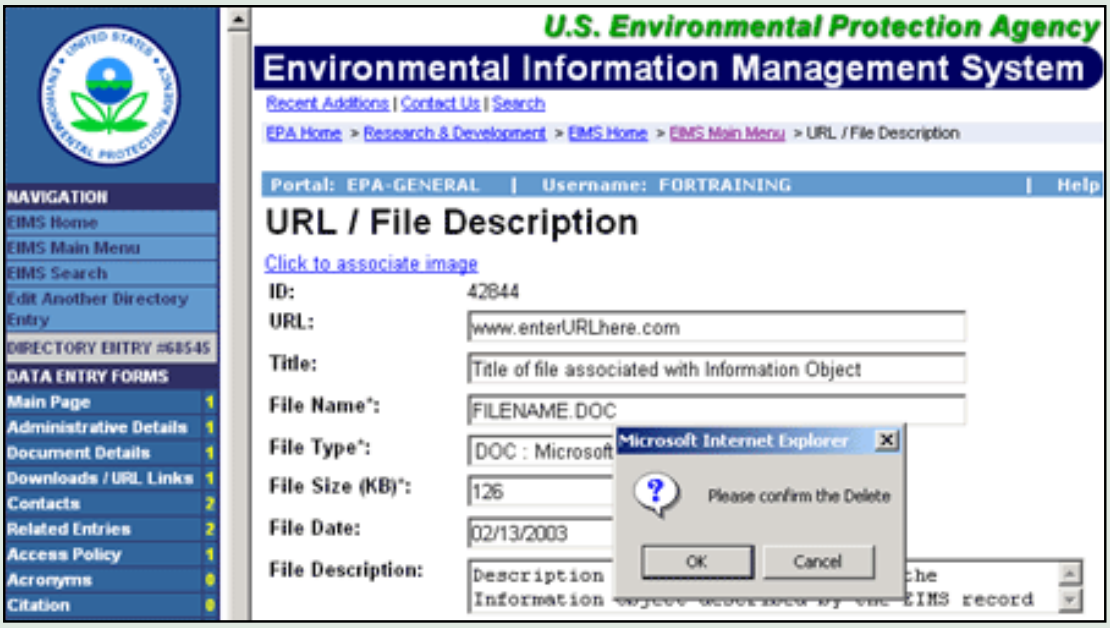
Step 3 Open the edit page for the individual URL Link you wish to delete by selecting the link in the table of Downloads / URL Links currently saved in the EIMS metadata record.



Step 4 Select the `Delete` button to eliminate the specified URL Link from the EIMS metadata record.



Step 5 Select OK to confirm the deletion, and a *Success!* message displays indicating that the row (individual URL Link) has been deleted.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Geographic Area

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Geographic Area Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Geographic Area data entry form?

The Geographic Area data entry form allows you to provide geographical information pertinent to the Information Object described by the EIMS metadata record.

Who can populate Geographic Area metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Geographic Area metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Geographic Area Information Component metadata.

How do you add Geographic Area metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Geographic Area data entry form.

Step 3 Populate fields as desired.

Step 4 Select the `Save` button.

How do you edit the Geographic Area metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Geographic Area data entry form.

Step 3 Open the edit page for the individual Geographic Area you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete Geographic Area metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Geographic Area data entry form.

Step 3 Open the edit page for the individual Geographic Area you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

Top

Instructions for Adding Geographic Area Data

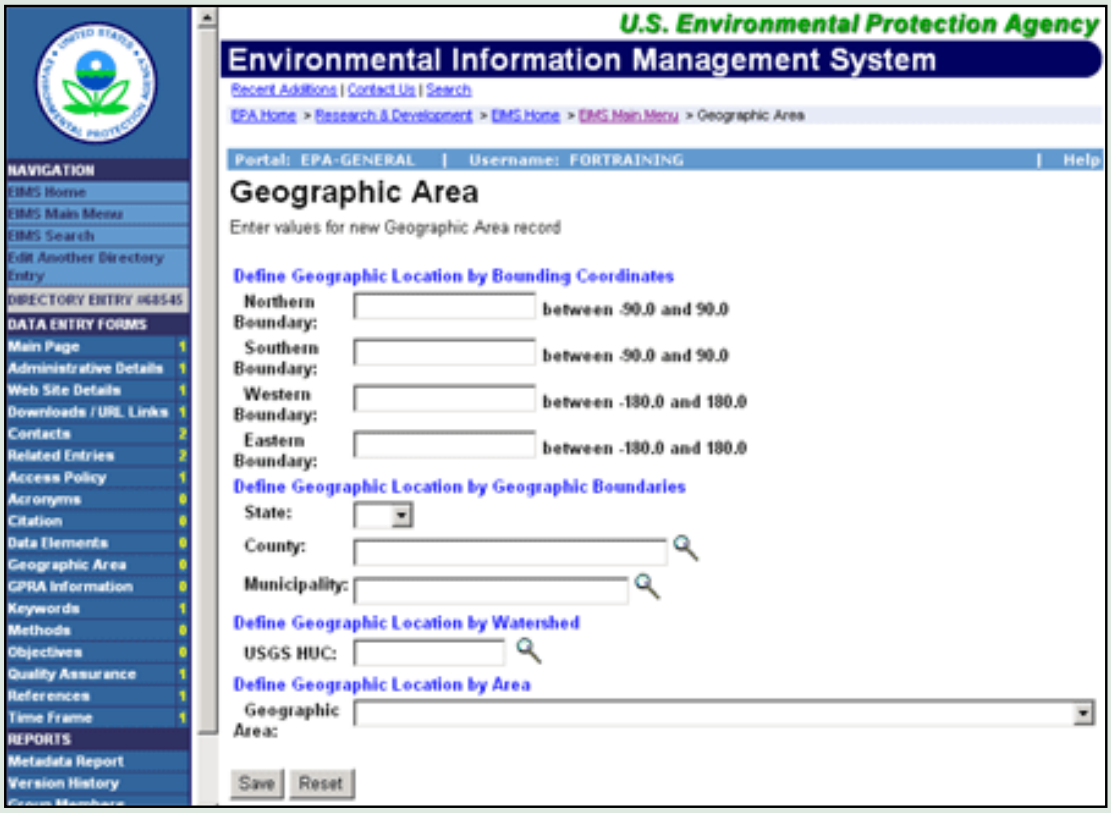
Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Geographic Area data entry form.

NOTE	If there is no Geographic Area data currently saved in EIMS, the data entry form automatically displays in add mode. If there already is Geographic Area data, the form will display in report mode; click the Add button to open the data entry form in add mode.

Step 3 Populate fields as desired (see instructions below).



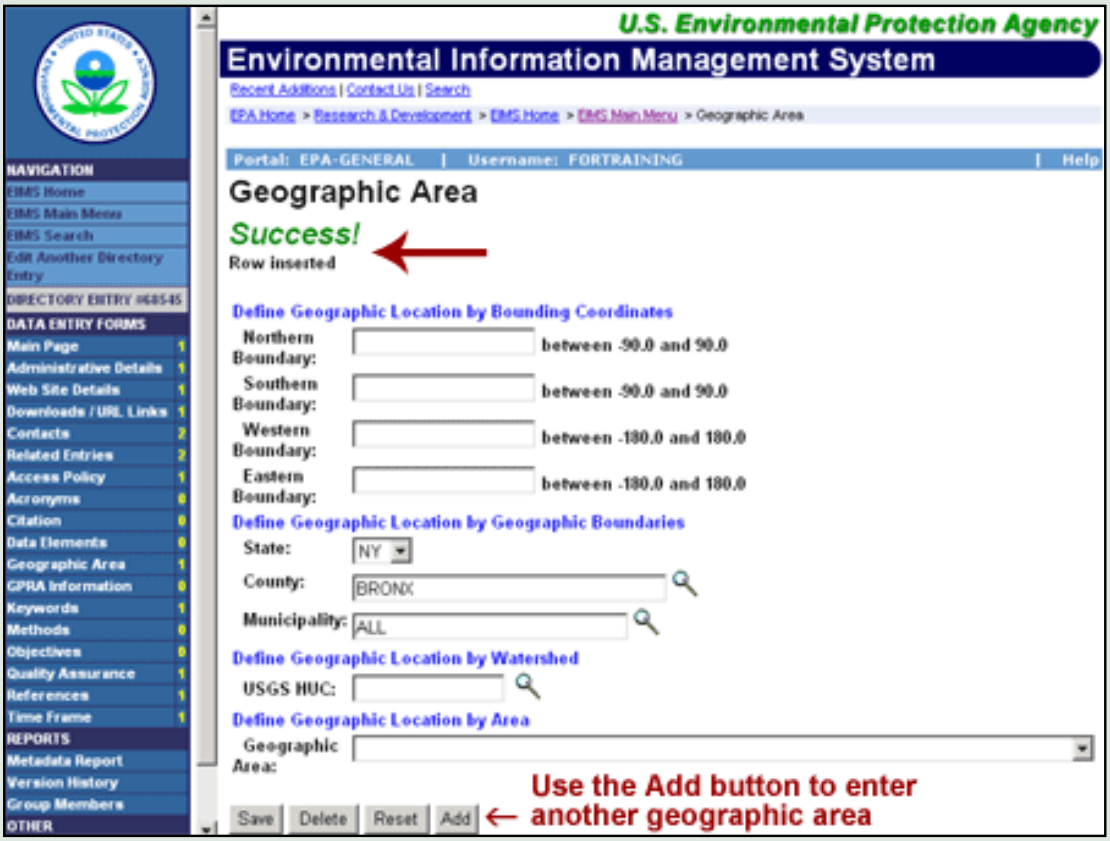
The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Northern Boundary	Enter the Northern-most latitude of the geographic area referenced in the Information Object described by the EIMS metadata record.
Southern Boundary	Enter the Southern-most latitude of the geographic area referenced in the Information Object described by the EIMS metadata record.
Western Boundary	Enter the Western-most longitude of the geographic area referenced in the Information Object described by the EIMS metadata record.
Eastern Boundary	Enter the Eastern-most longitude of the geographic area referenced in the Information Object described by the EIMS metadata record.
State	Use the pick list to select the state (major subnational political division – i.e., one of the 50 states of the United States of America or one of the Canadian provinces) in which an activity associated with the Information Object described by the EIMS metadata record took place.
County	Use the pop-up to select the county (geographic area of the activity defined by State/County jurisdiction) in which an activity associated with the Information Object described by the EIMS metadata record took place. EIMS populates the search results in the pop-up based upon your selection in the *State* field.

Municipality	Use the pop-up to select the municipality (name of the local political subdivision) in which an activity associated with the Information Object described by the EIMS metadata record took place. EIMS populates the search results in the pop-up based upon your selection in the *County* field.
USGS HUC	The US Geological Survey (USGS) Hydrological Unit Code (HUC) is a system of classifying varying scale of watersheds. The standard HUC is an eight digit string structured as follows: • Region (2 digits) • Sub-region (2+2 digits) • Accounting Unit (2+2+2 digits) • Cataloging Unit (2+2+2+2 digits) Additional codes are employed for Watersheds (11 digits) and Subwatersheds (14 digits). Click on the Magnifying Glass icon to display a pop-up for entering the HUC in one of 2 ways: 1. If you know the HUC value, enter it in the field provided OR 2. Build the HUC code by using the pick lists of place names for Region, Sub-region, Accounting Unit, and Cataloging Unit. EIMS populates the options in each pick list based upon your selection in the one above it.

Geographic Area	Enter the name of the geographic area in which a particular activity associated with the Information Object described by the EIMS metadata record took place.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual set of Geographic Area data) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Editing Geographic Area Data

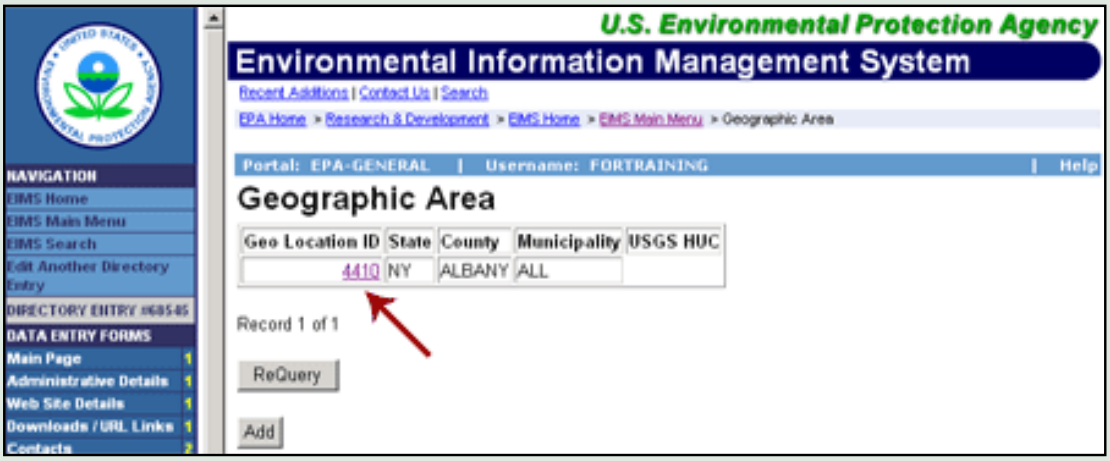
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

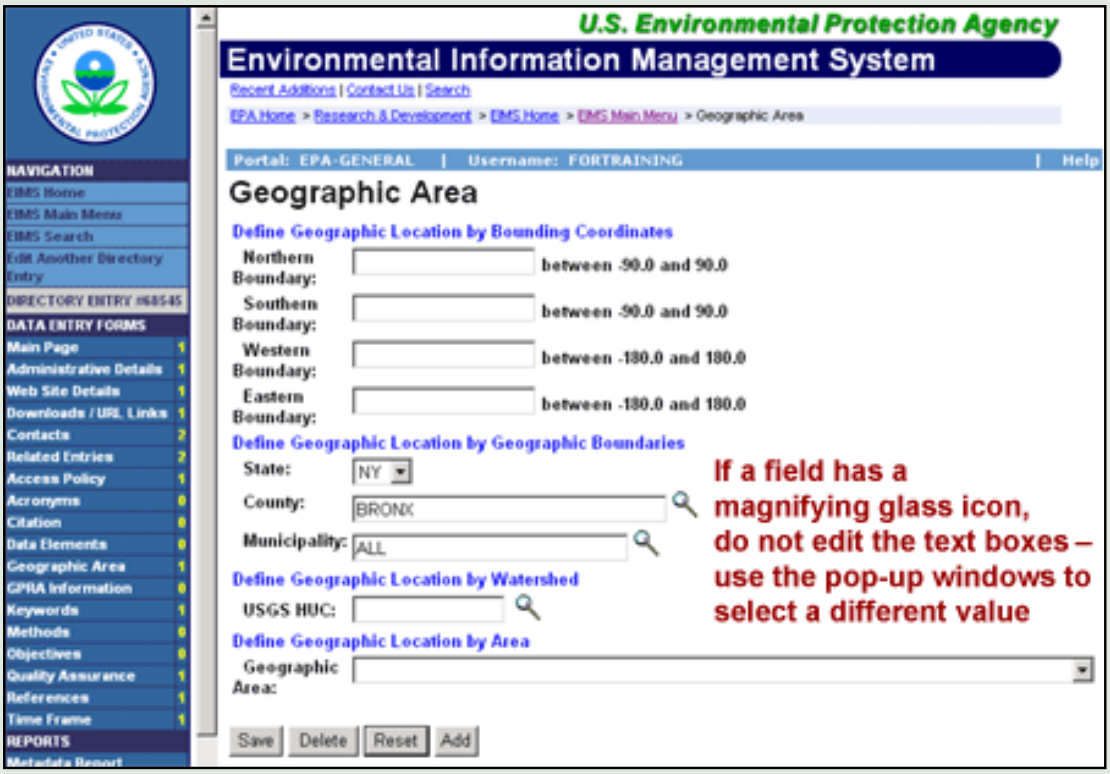
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Geographic Area data entry form.

Step 3 Open the edit page for the individual Geographic Area you wish to modify by selecting the link in the table of Geographic Areas entered for the EIMS metadata record.



Step 4 Edit fields as desired (see instructions below).



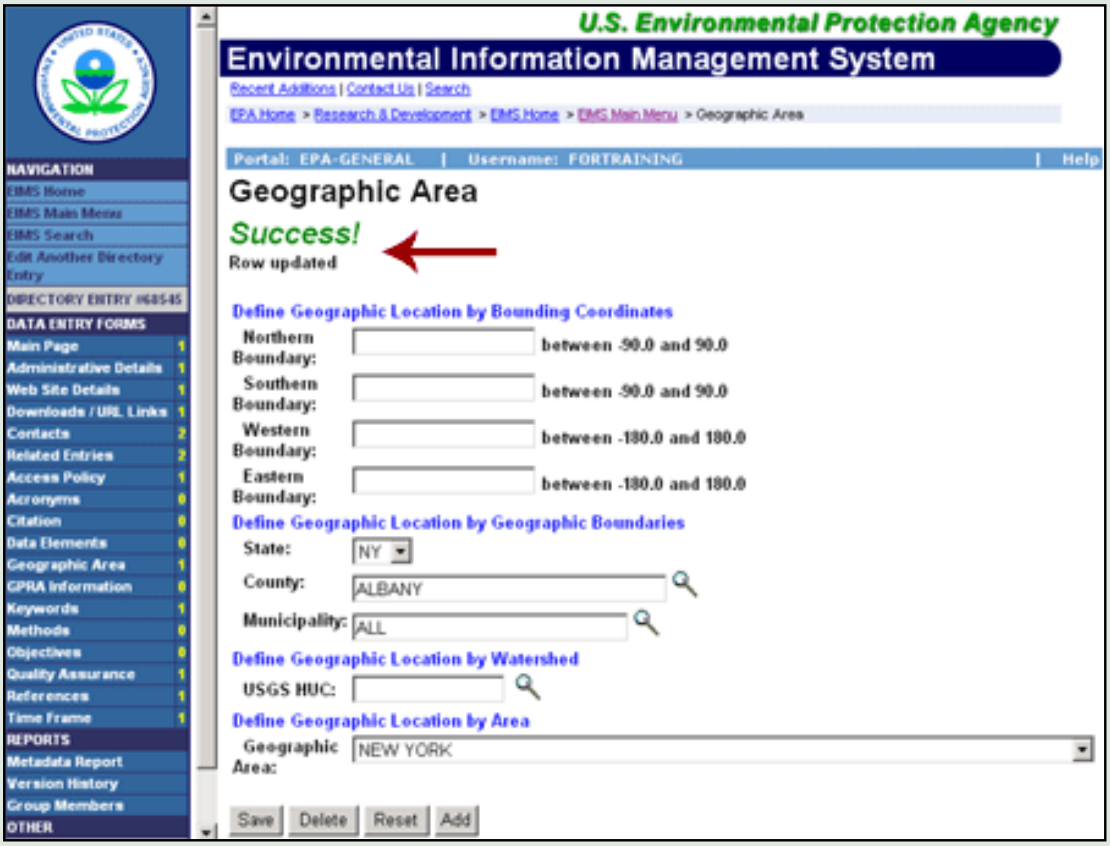
The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Northern Boundary	Edit the Northern-most latitude of the geographic area referenced in the Information Object described by the EIMS metadata record.
Southern Boundary	Edit the Southern-most latitude of the geographic area referenced in the Information Object described by the EIMS metadata record.
Western Boundary	Edit the Western-most longitude of the geographic area referenced in the Information Object described by the EIMS metadata record.
Eastern Boundary	Edit the Eastern-most longitude of the geographic area referenced in the Information Object described by the EIMS metadata record.
State	Use the pick list to select the state (major subnational political division – i.e., one of the 50 states of the United States of America or one of the Canadian provinces) in which an activity associated with the Information Object described by the EIMS metadata record took place.
County	Use the pop-up to select the county (geographic area of the activity defined by State/County jurisdiction) in which an activity associated with the Information Object described by the EIMS metadata record took place. EIMS populates the search results in the pop-up based upon your selection in the *State* field.

Municipality	Use the pop-up to select the municipality (name of the local political subdivision) in which an activity associated with the Information Object described by the EIMS metadata record took place. EIMS populates the search results in the pop-up based upon your selection in the *County* field.
USGS HUC	The US Geological Survey (USGS) Hydrological Unit Code (HUC) is a system of classifying varying scale of watersheds. The standard HUC is an eight digit string structured as follows: • Region (2 digits) • Sub-region (2+2 digits) • Accounting Unit (2+2+2 digits) • Cataloging Unit (2+2+2+2 digits) Additional codes are employed for Watersheds (11 digits) and Subwatersheds (14 digits). Click on the Magnifying Glass icon to display a pop-up for entering the HUC in one of 2 ways: 1. If you know the HUC value, enter it in the field provided OR 2. Build the HUC code by using the pick lists of place names for Region, Sub-region, Accounting Unit, and Cataloging Unit. EIMS populates the options in each pick list based upon your selection in the one above it.

Geographic Area	Edit the name of the geographic area in which a particular activity associated with the Information Object described by the EIMS metadata record took place.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual set of Geographic Area data) has been updated (i.e., the changes you entered have been made in the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting Geographic Area Data

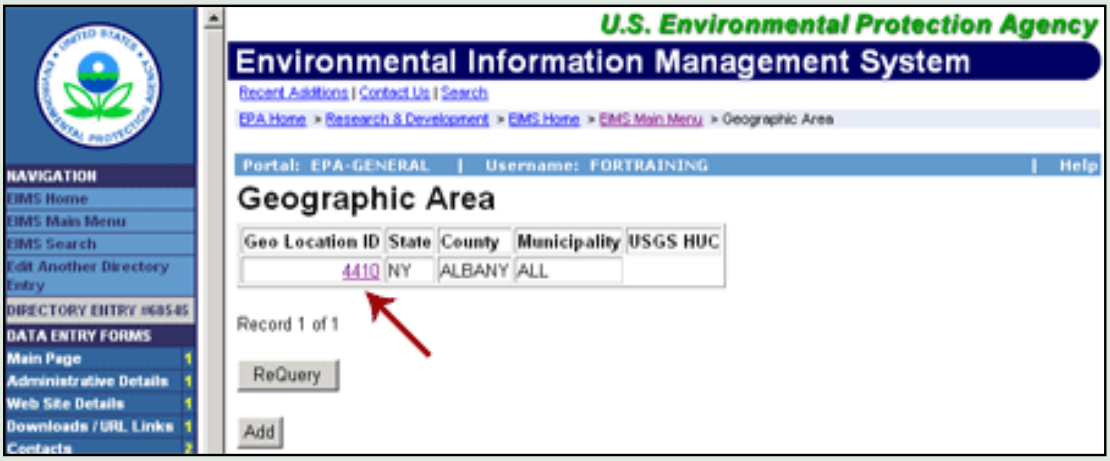
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

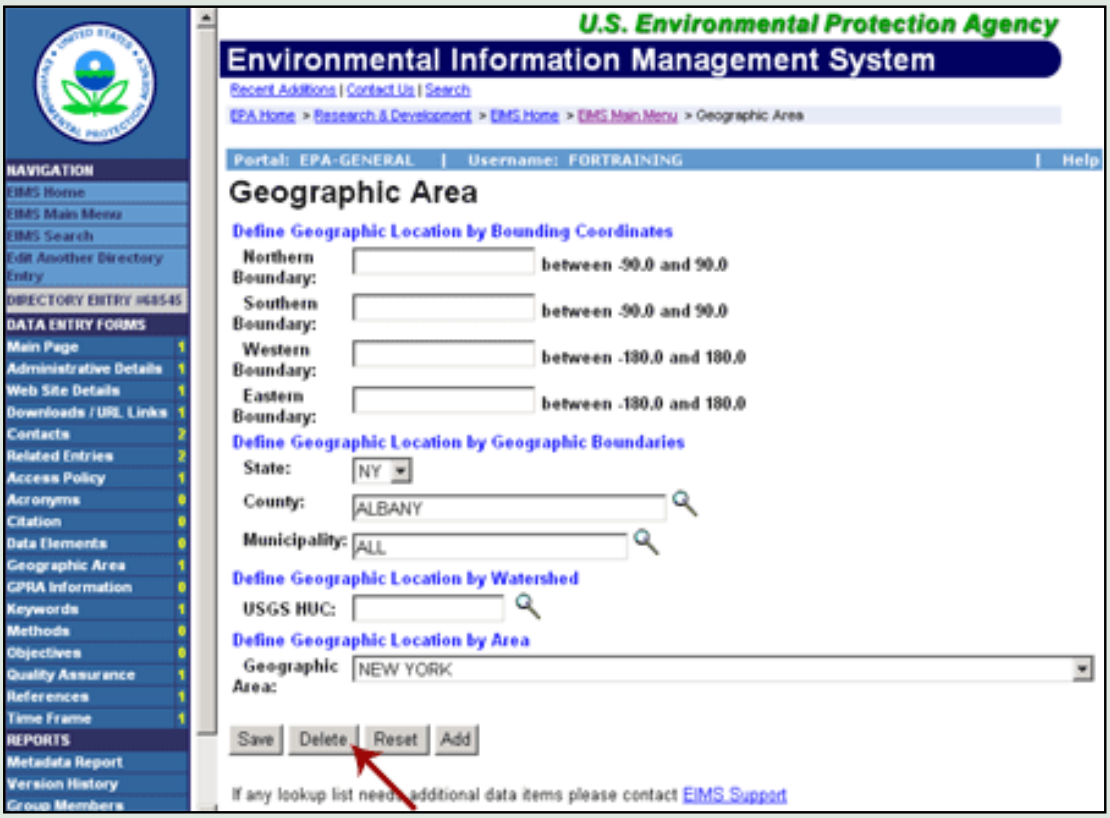
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Geographic Area data entry form.

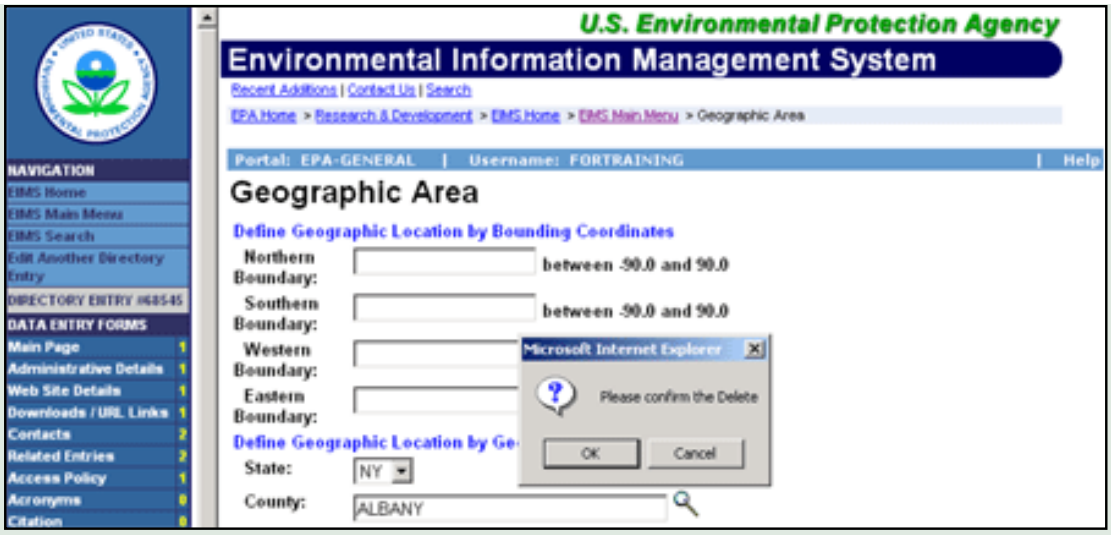
Step 3 Open the edit page for the individual Geographic Area you wish to delete by selecting the link in the table of Geographic Areas currently saved in the EIMS metadata record.



Step 4 Select the `Delete` button to eliminate the specified Geographic Area from the EIMS metadata record.



Step 5 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (individual set of Geographic Area data) has been deleted.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – GPRA Information

What is this?

This web page serves as a How To guide for populating (adding and/or deleting) the GPRA Information Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the GPRA Information data entry form?

The GPRA Information data entry form allows you to provide information about the Government Performance and Results Act (GPRA) government-wide performance tracking system based upon a structure of goals, objectives, sub-objectives, and performance measures.

Who can populate GPRA Information metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the GPRA Information metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding or deleting GPRA Information Information Component metadata. Once added, you cannot edit GPRA information. If you need to make a change, delete the erroneous set of GPRA Information and add the corrected set.

How do you add GPRA Information metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the GPRA Information data entry form.

Step 3 Populate fields as desired.

Step 4 Select the `Save` button.

How do you delete GPRA Information metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the GPRA Information data entry form.

Step 3 Open the edit page for the individual set of GPRA Information you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

Top

Instructions for Adding GPRA Information Data

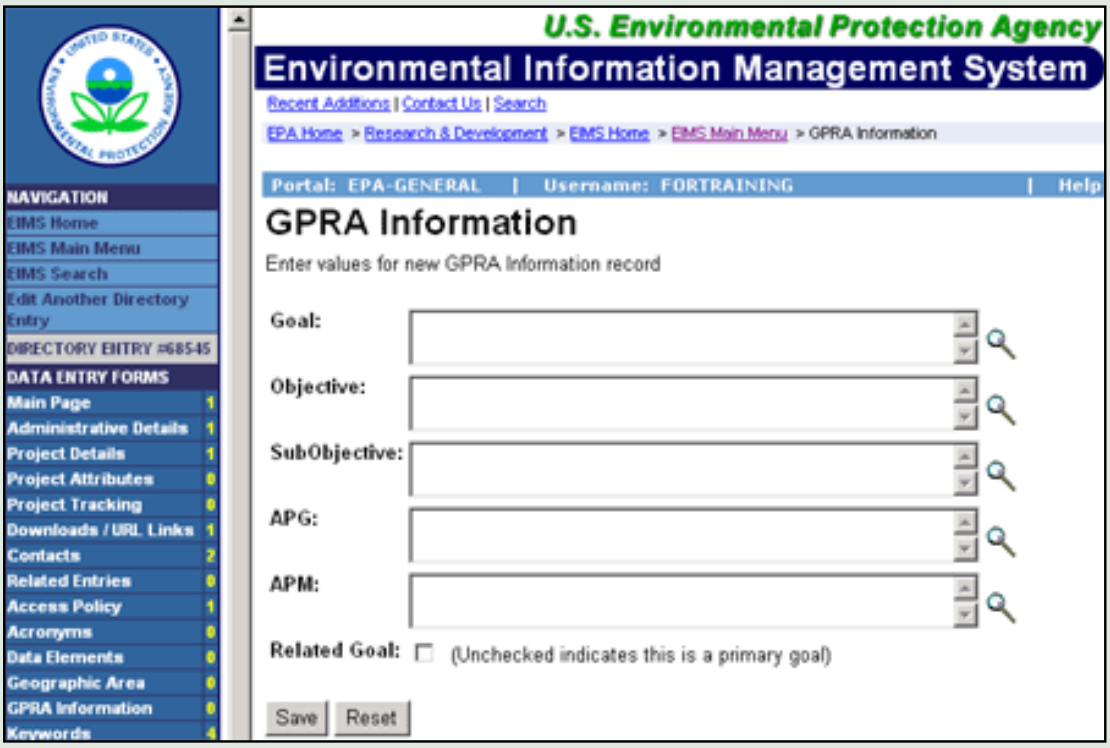
Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the GPRA Information data entry form.

NOTE	If there is no GPRA Information data currently saved in EIMS, the data entry form automatically displays in add mode. If there already is GPRA Information data, the form will display in report mode; click the Add button to open the data entry form in add mode.

Step 3 Populate fields as desired (see instructions below).

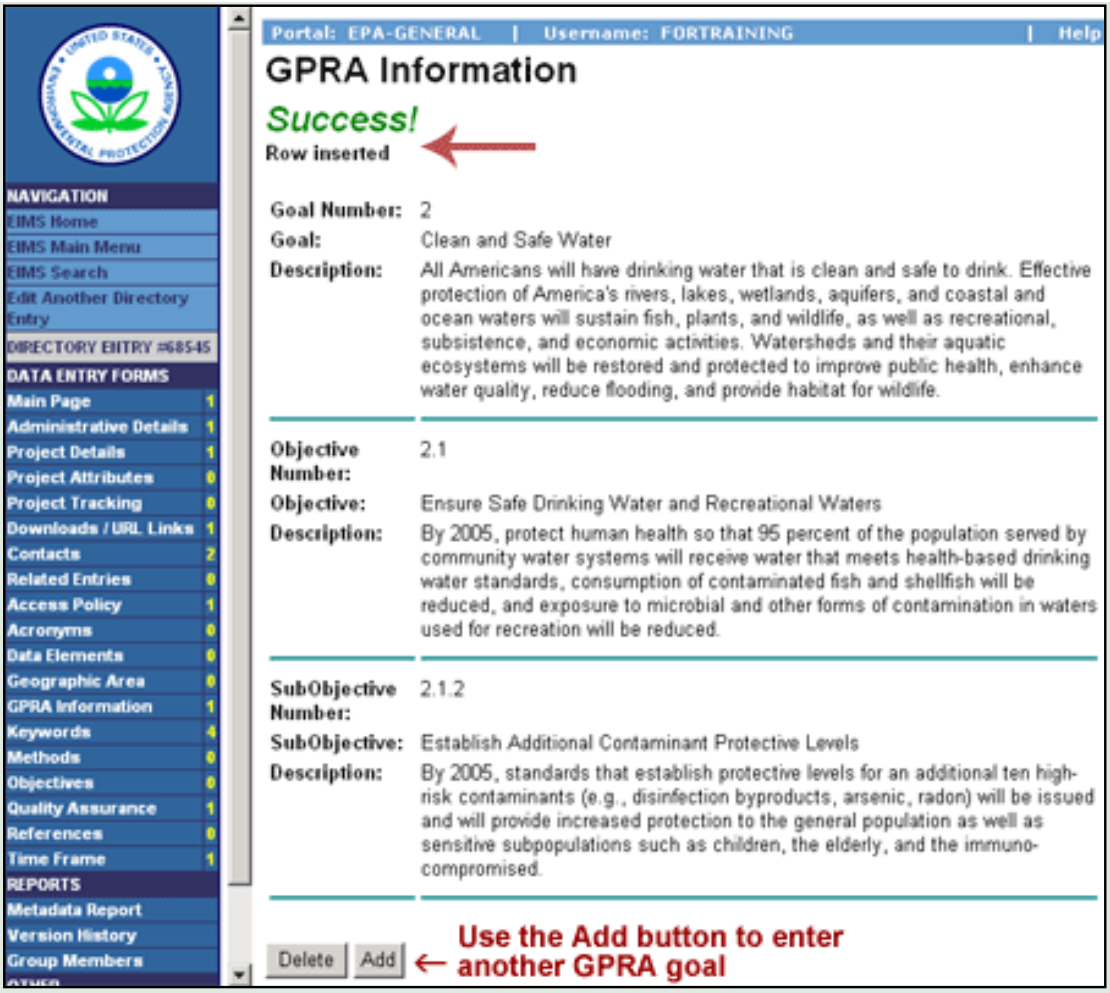


The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions

Goal	Use the pick list to select the GPRA Goal you want to associate with the Information Object described by the EIMS metadata record. A goal is a desired major outcome/result of Agency activity as identified in the GPRA listing. In the GPRA structure of Goals and Objectives the Goal is the highest level of generality of performance objectives. Each Agency establishes multiple Goals to orient programmatic activity.
Objective	Use the pick list to select the GPRA Objective you want to associate with the Information Object described by the EIMS metadata record. The GPRA Objectibe is a description of the desired outcome of the specified goal activity.
SubObjective	Use the pick list to select the GPRA SubObjective you want to associate with the Information Object described by the EIMS metadata record. The SubObjective is the most refined statement level of intended accomplishment for the GPRA Goal.
APG	Currently unavailable. The APG is the Annual Performance Goal as defined in the relevant GPRA listing.
APM	Currently unavailable. The APM is the Annual Performance Measure as defined in the relevant GPRA listing.
Related Goal	Select the check box to indicate that the specified goal is a related goal rather than the primary goal of the Information Object described by the EIMS metadata entry.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual set of GPRA Information data) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting GPRA Information Data

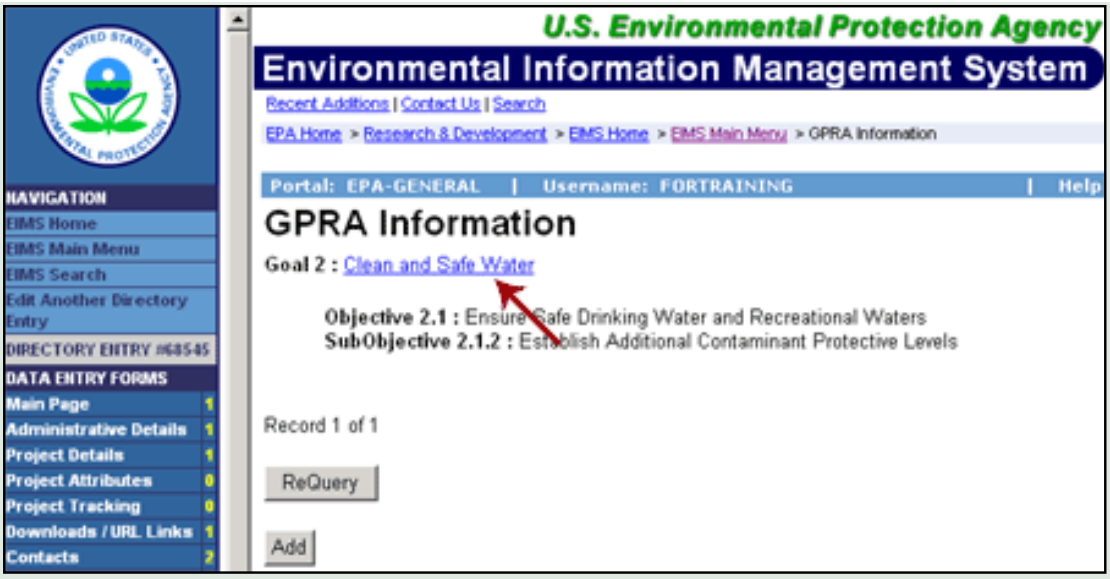
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

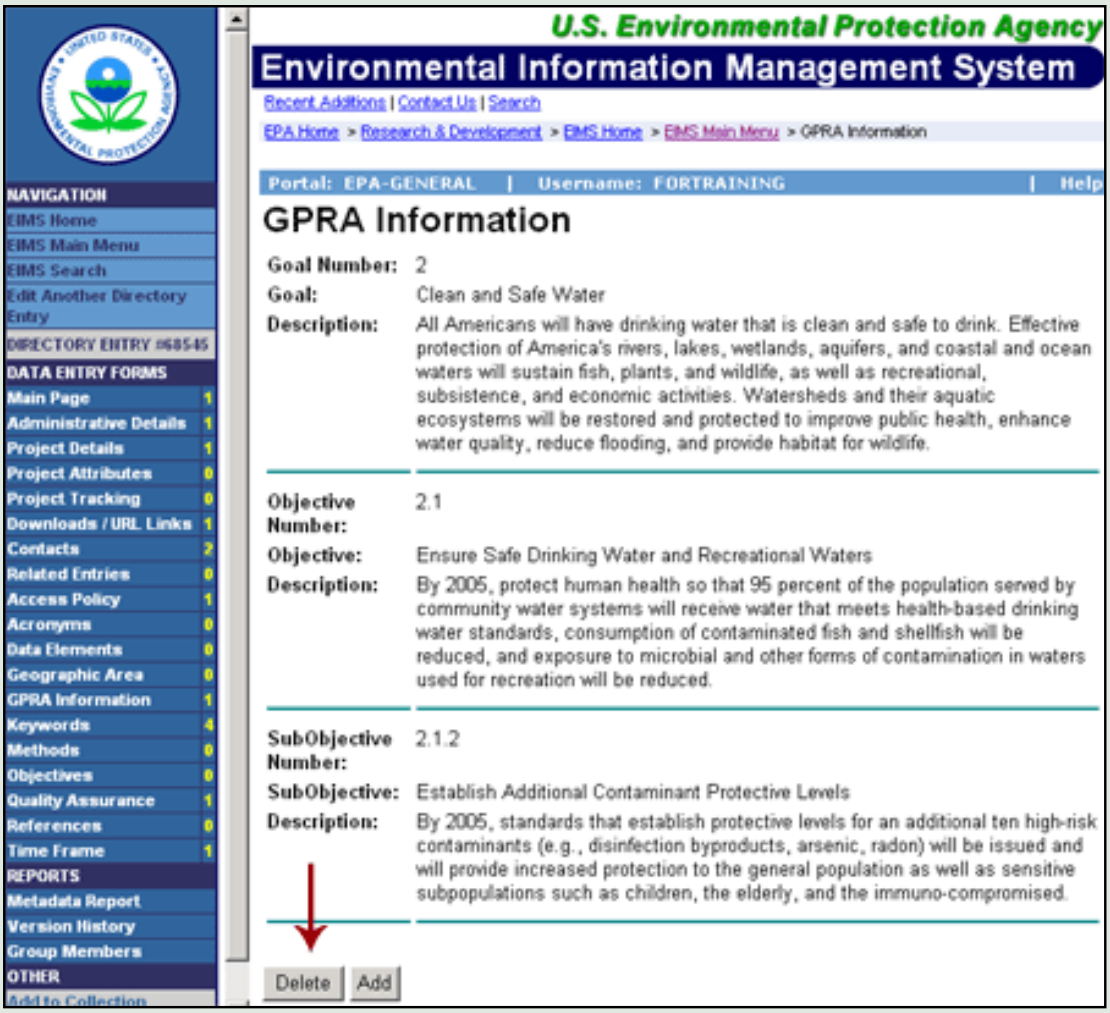
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the GPRA Information data entry form.

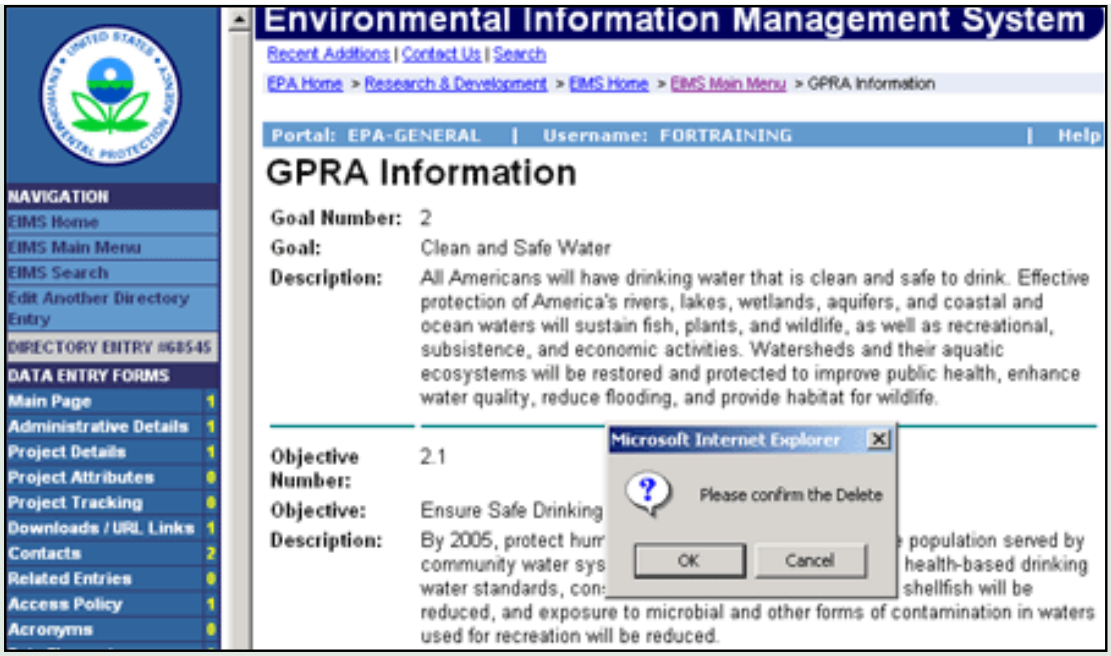
Step 3 Open the edit page for the individual GPRA Information you wish to delete by selecting the link in the table of GPRA Information currently saved in the EIMS metadata record.

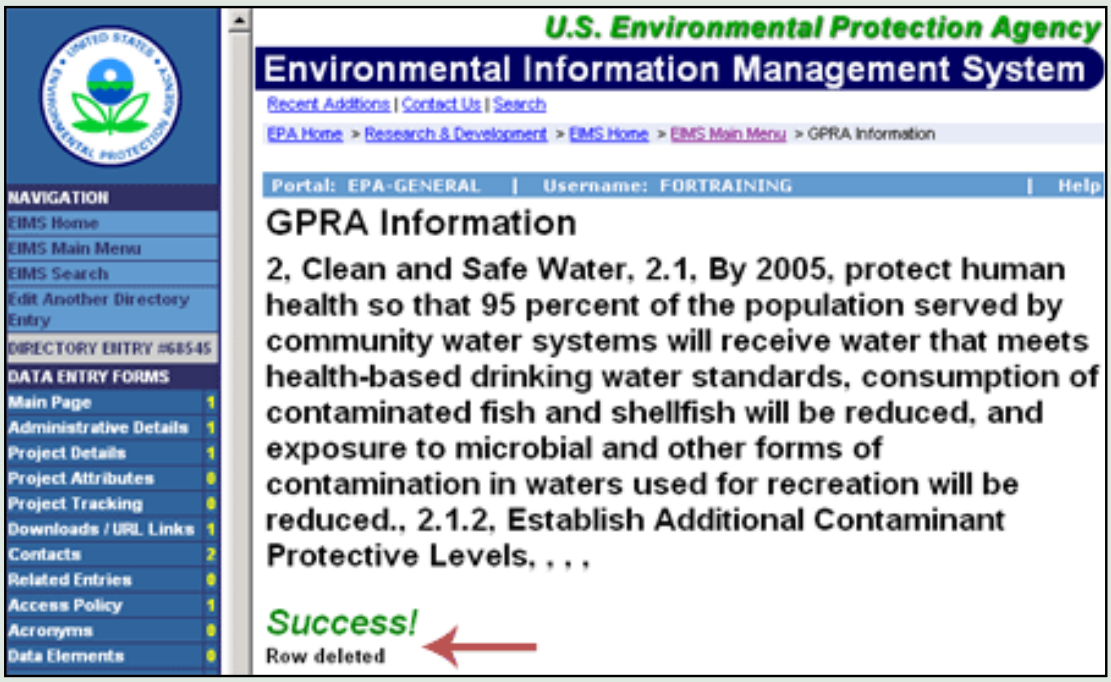


Step 4 Select the `Delete` button to eliminate the specified GPRA Information from the EIMS metadata record.



Step 5 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (individual set of GPRA Information data) has been deleted.





NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

U.S. Environmental Protection Agency

EIMS Training Material

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How to Populate an EIMS Record – Keywords

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Keywords Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Keywords data entry form?

The Keywords data entry form allows you to associate topic-related words and terms with the EIMS metadata record to facilitate searches by other EIMS users for records relevent to their interest.

Who can populate Keywords metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Keywords metadata of an EIMS record?

There are 2 types of Keywords in EIMS:

- **Hierarchical** – Hierarchical Keywords have been entered into EIMS by Librarians and Administrators; you may select from those available using 3 pick lists that drill down from general to more refined keywords.
- **Free Form** – You can add Free Form keywords by selecting them from an alphabetical list and/or entering them into the text box provided.

How do you populate Hierarchical Keywords metadata to an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Hierarchical Keyword Information Component metadata.

How do you add Hierarchical Keywords metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Keywords data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

How do you edit the Hierarchical Keywords metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Keywords data entry form.

Step 3 Open the edit page for the individual Keywords you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the Save button.

How do you delete Hierarchical Keywords metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Keywords data entry form.

Step 3 Open the edit page for the individual Keywords you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

How do you populate Free Form Keywords metadata to an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding or editing / deleting Free Form Keyword Information Component metadata.

How do you add Free Form Keywords metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Keywords data entry form.

Step 3 Navigate to the Free Form Keywords data entry form.

Step 4 Populate fields as desired.

Step 5 Select the `Save` button.

How do you edit / delete the Free Form Keywords metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Keywords data entry form.

Step 3 Navigate to the Free Form Keywords data entry form.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

Detailed Instructions

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Instructions for Populating Hierarchical Keywords Data

Instructions for Adding Hierarchical Keywords Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Keywords data entry form.

NOTE	If there is no Keywords data currently saved in EIMS, the data entry form automatically displays in add mode. If there already is Keywords data, the form will display in report mode; click the Add button to open the data entry form in add mode.

Step 3 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Topic*	The broadest description of the EIMS record (i.e., first level of a Hierarchical Keyword). Use the pop-up screen (by selecting the Magnifying Glass icon) to select a *Topic*. EIMS bases the *Term* pop-up values on your *Topic* selection.

Term	A more refined description of the EIMS record based on the topic (i.e., second level of a Hierarchical Keyword). After first selecting a *Topic*, use the pop-up screen (by selecting the Magnifying Glass icon) to select a *Term*. EIMS bases the *Keyword* pop-up values on your *Term* selection.
Keyword	A keyword is a descriptive word associated with an EIMS record in order to facilitate descriptive searches. After first selecting a *Term*, use the pop-up screen (by selecting the Magnifying Glass icon) to select a *Keyword*.
Enter Free Form Keywords	Use this link to access the Free Form Keywords data entry form.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual Keyword) has been inserted (i.e., the information you entered has been added to the EIMS database).

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Editing Hierarchical Keywords Data

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Keywords data entry form.

Step 3 Open the edit page for the individual Keywords you wish to modify by selecting the link in the table of Keywords currently saved in the EIMS metadata record.

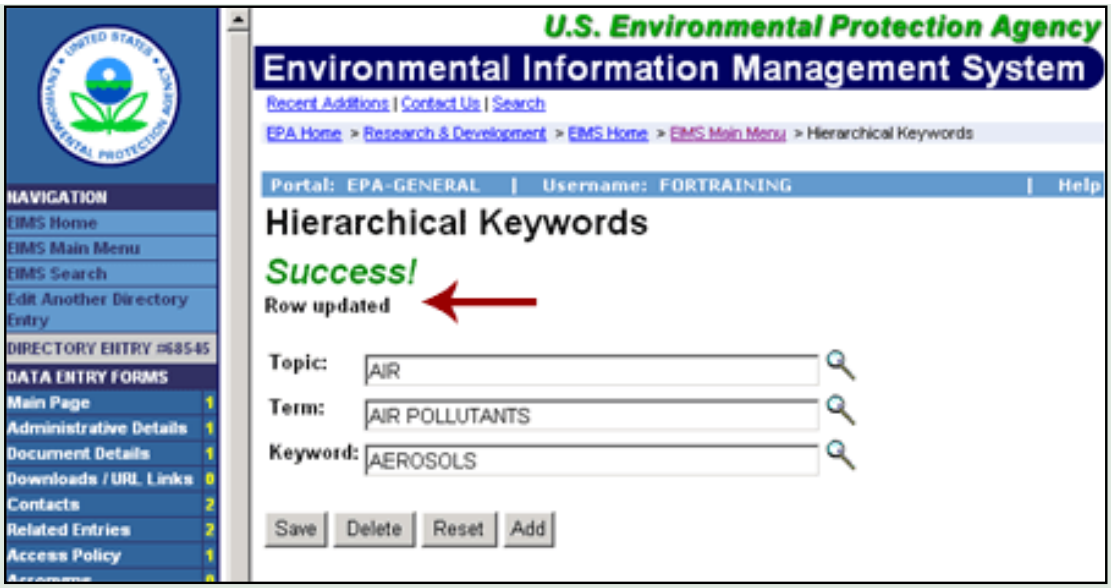
Step 4 Edit fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Topic*	The broadest description of the EIMS record (i.e., first level of a Hierarchical Keyword). Use the pop-up screen (by selecting the Magnifying Glass icon) to select a *Topic*. EIMS bases the *Term* pop-up values on your *Topic* selection.
Term	A more refined description of the EIMS record based on the topic (i.e., second level of a Hierarchical Keyword). After first selecting a *Topic*, use the pop-up screen (by selecting the Magnifying Glass icon) to select a *Term*. EIMS bases the *Keyword* pop-up values on your *Term* selection.
Keyword	A keyword is a descriptive word associated with an EIMS record in order to facilitate descriptive searches. After first selecting a *Term*, use the pop-up screen (by selecting the Magnifying Glass icon) to select a *Keyword*.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual set of Keywords data) has been updated (i.e., the changes you entered have been made in the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting Hierarchical Keywords Data

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Keywords data entry form.

Step 3 Open the edit page for the individual Keywords you wish to delete by selecting the link in the table of Keywords currently saved in the EIMS metadata record.

Step 4 Select the `Delete` button to eliminate the specified Keywords from the EIMS metadata record.

Step 5 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (individual set of Keywords data) has been deleted.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Populating Free Form Keywords Data

Top

Instructions for Adding Free Form Keywords Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

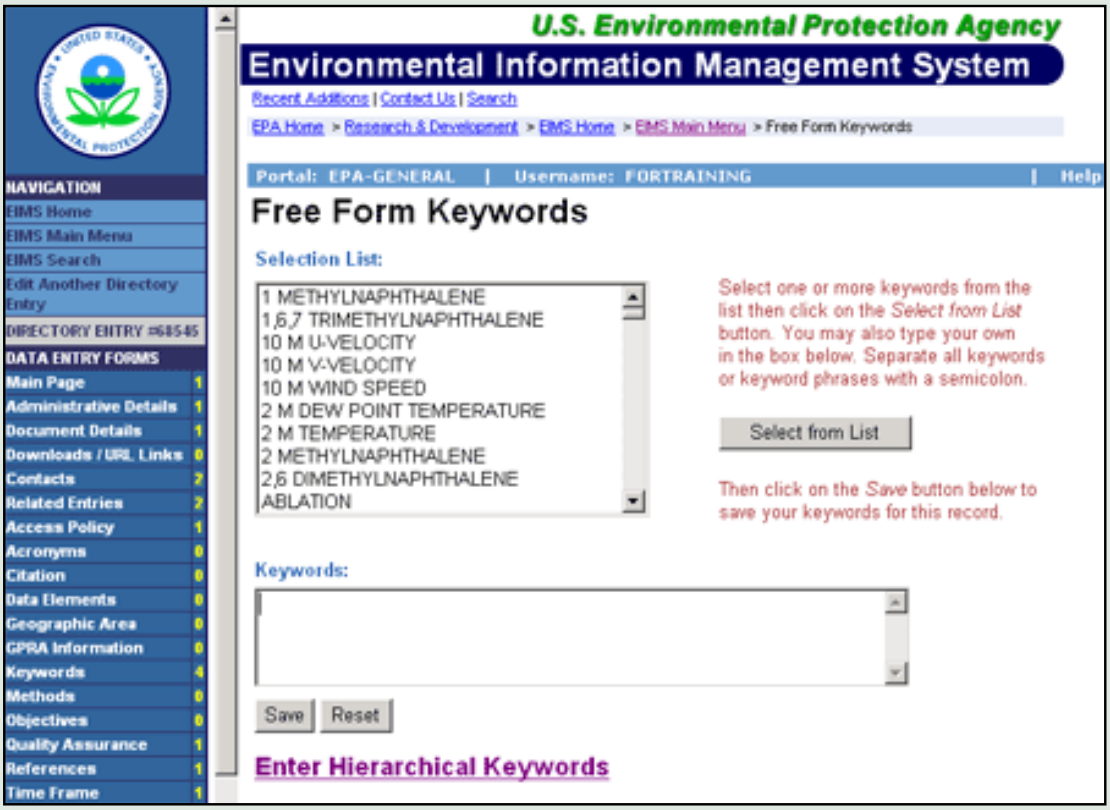
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Keywords data entry form.

Step 3 Select the *Enter Free Form Keywords* link to display the Free Form Keywords data entry form.

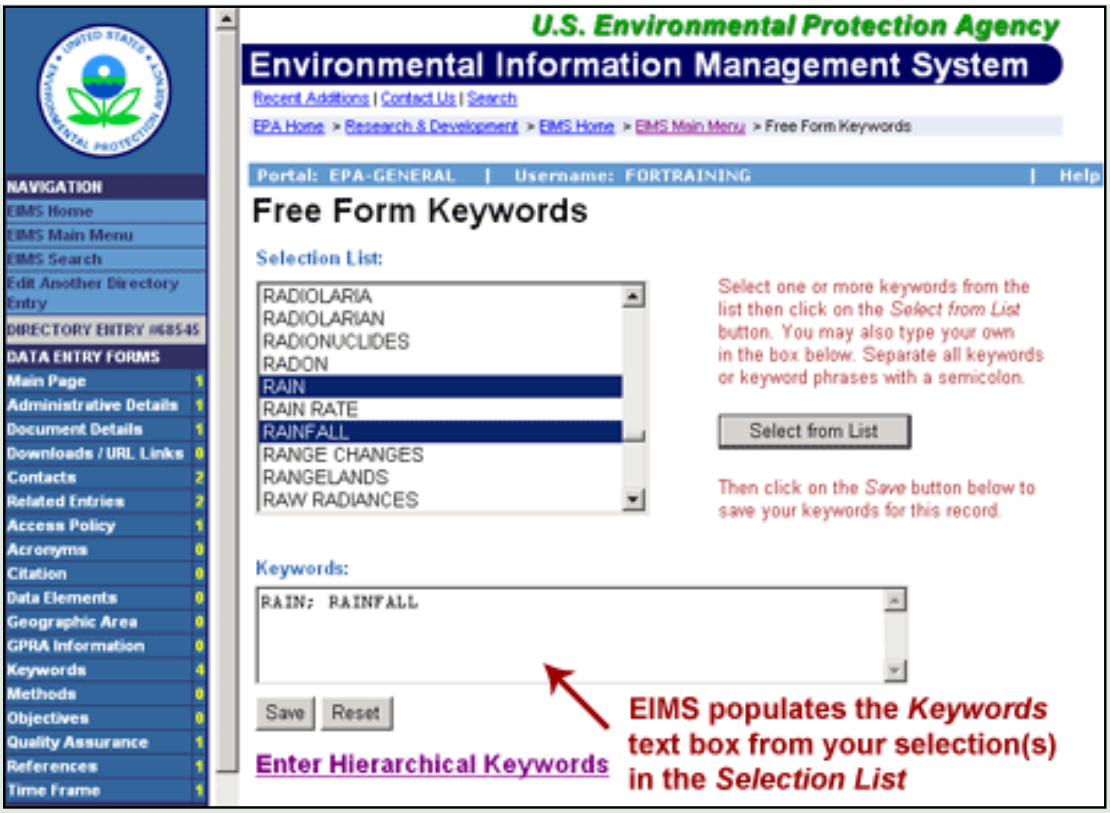
Step 4 Populate fields as desired (see instructions below).

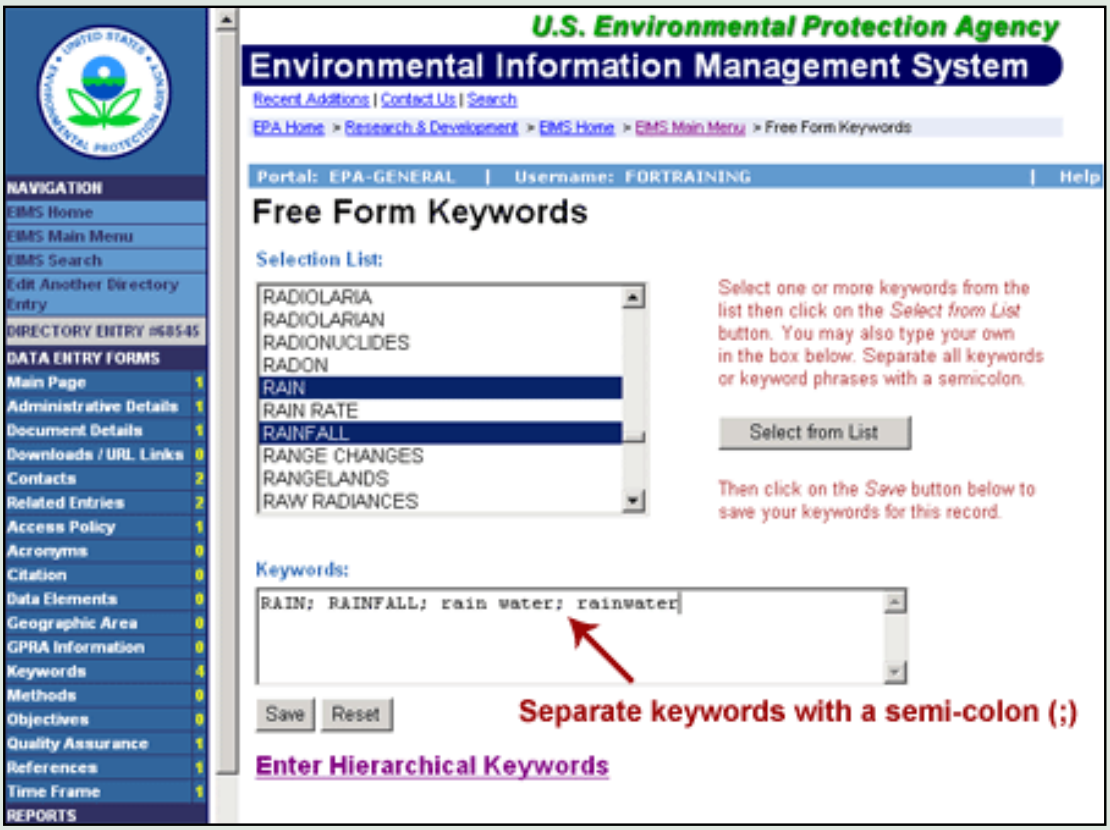
NOTE	This step includes additional graphics with notes for adding keywords using the *Selection List* and *Keywords* text box.



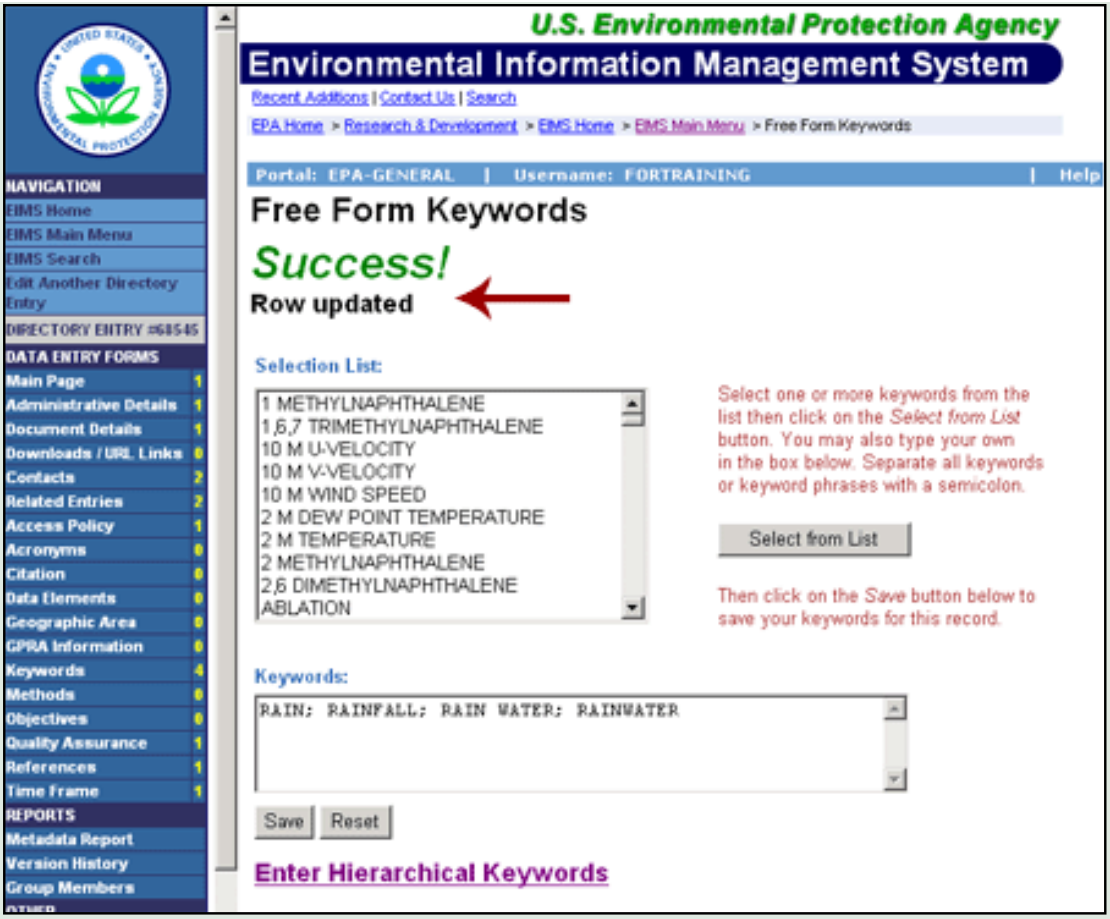
The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Selection List	The Selection List is a list of previously identified keywords. Please check this list before adding new keywords to avoid inadvertant duplication. To add a keyword from the Selection List, highlight it and click the `Select from List` button – the system populates the *Keywords* text box with the selected words. (See grapic below.) Please note that you can select multiple words by using the *Shift* or *Control* buttons on your keyboard while selecting the words.
Keywords	A keyword is a descriptive term associated with an EIMS record in order to facilitate searches by topics and terms. If the keyword you wish to associate with the EIMS metadata record is not in the *Selection List*, simply enter the words in the *Keywords* text box. Separate keywords with a semi-colon (;). (See grapic below.)
Enter Hierarchical Keywords	Select this link to access the Hierarchical Keywords data entry form.





Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual set of Keywords data) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Editing / Deleting Free Form Keywords Data

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

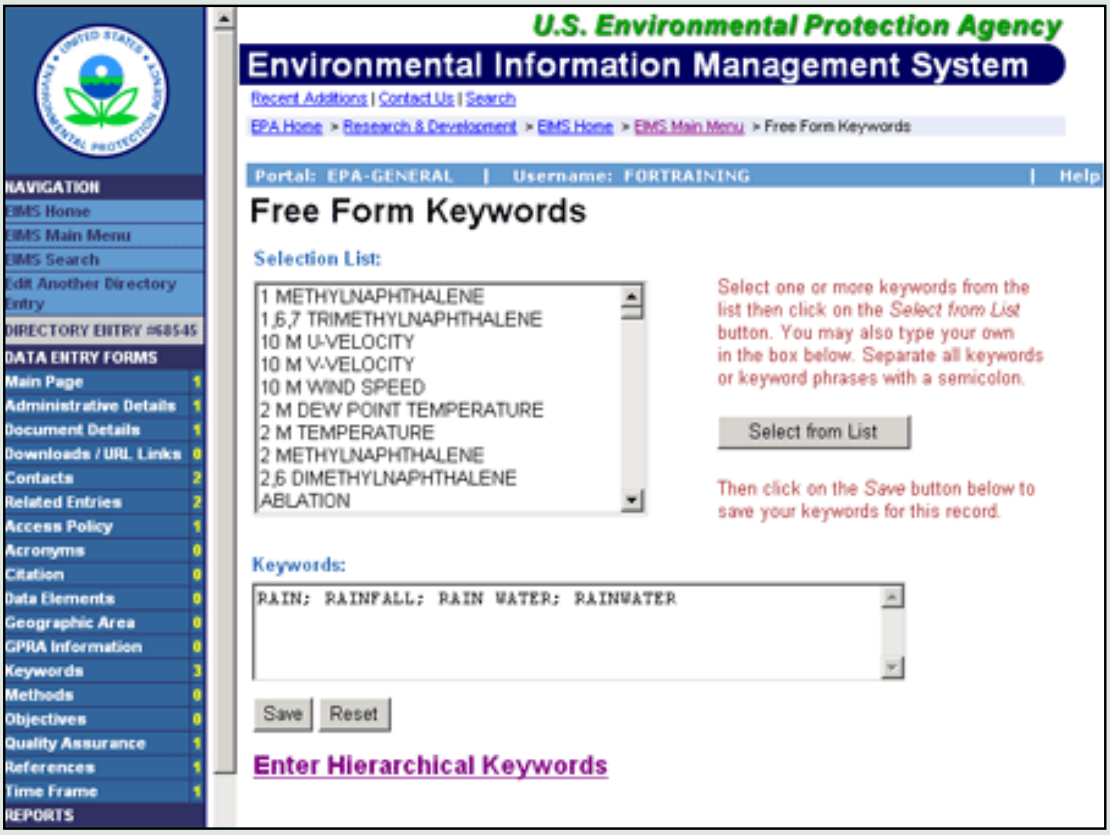
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Keywords data entry form.

Step 3 Select the *Enter Free Form Keywords* link to display the Free Form Keywords data entry form.

Step 4 Edit fields as desired (see instructions below).

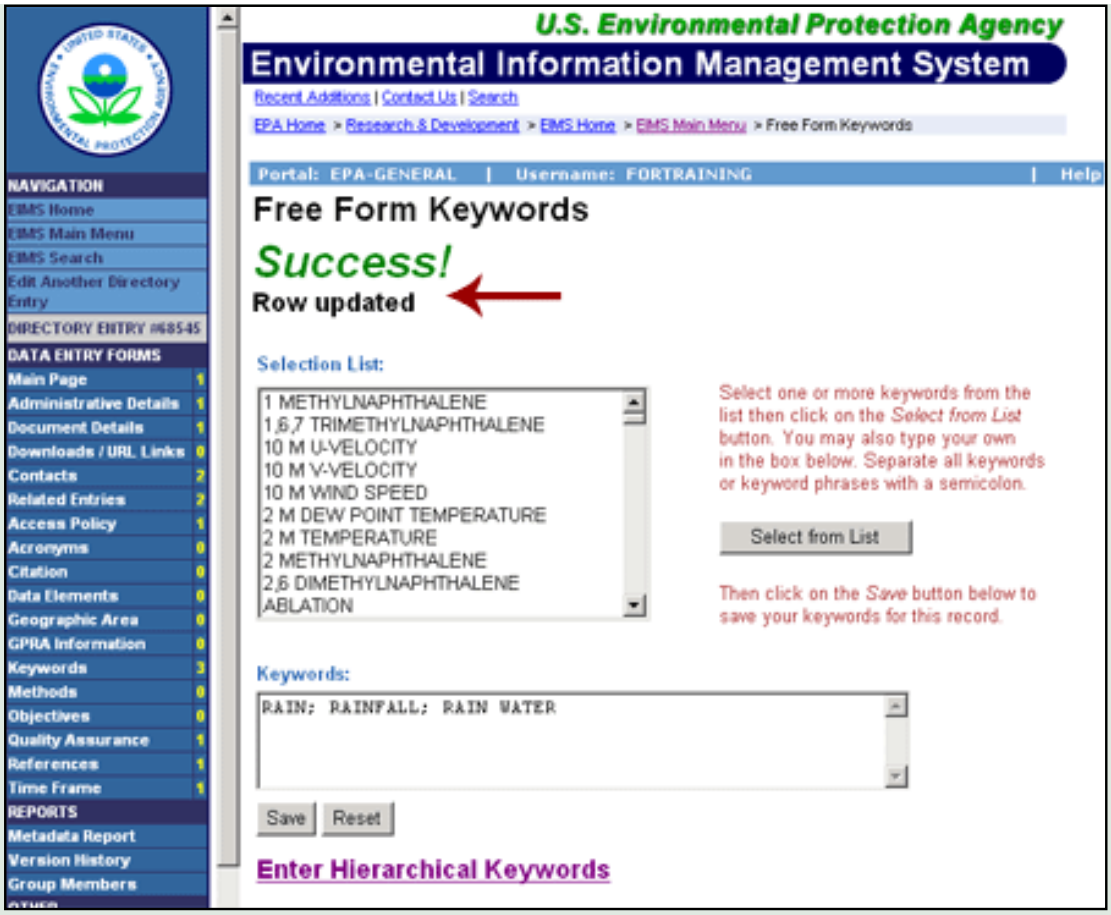
NOTE	To delete a keyword, simply highlight and erase it from the *Keywords* text box.



The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Selection List	The Selection List is a list of previously identified keywords. Please check this list before adding new keywords to avoid inadvertant duplication. To add a keyword from the Selection List, highlight it and click the `Select from List` button – the system populates the *Keywords* text box with the selected words. (See grapic above.) Please note that you can select multiple words by using the *Shift* or *Control* buttons on your keyboard while selecting the words.
Keywords	A keyword is a descriptive term associated with an EIMS record in order to facilitate searches by topics and terms. If the keyword you wish to associate with the EIMS metadata record is not in the *Selection List*, simply enter the words in the *Keywords* text box. Separate keywords with a semi-colon (;). (See grapic above.)

Step 5 Select `Save`, and a *Success!* message displays on the page indicating that the row (individual set of Keywords data) has been updated (i.e., the changes you entered have been made in the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Methods

What is this?

This web page serves as a How To guide for populating (adding and/or deleting) the Methods Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Methods data entry form?

The Methods data entry form allows you to indicate what methods were used while developing the Information Object described by the EIMS metadata record.

Who can populate Methods metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Methods metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding or deleting Methods Information Component metadata.

NOTE	You cannot edit Methods using the data entry form. If you wish to change a method, delete the erroneous method and add a new method to replace it.

How do you add Methods metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Methods data entry form.

Step 3 Populate fields as desired.

Step 4 Select the `Save` button.

How do you delete Methods metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Methods data entry form.

Step 3 Open the edit page for the individual Methods you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

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Instructions for Adding Methods Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Methods data entry form.

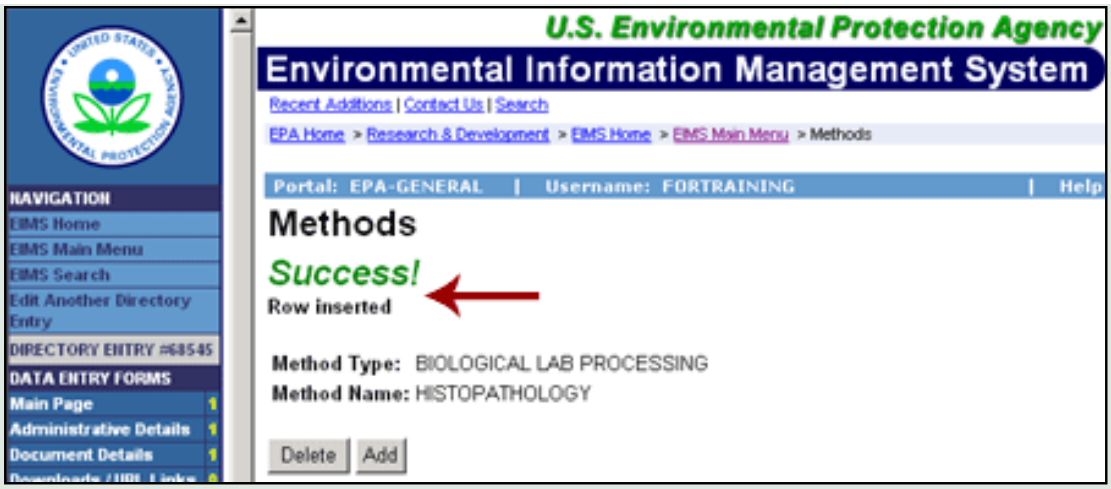
NOTE	If there is no Methods data currently saved in EIMS, the data entry form automatically displays in add mode. If there already is Methods data, the form will display in report mode; click the Add button to open the data entry form in add mode.

Step 3 Populate fields as desired (see instructions below).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Method Type	General classification of methods. Use the pop-up screen to select a value.
Method Name	Title of the specified method. You cannot edit this field directly; EIMS populates it based upon your selection in the *Method Type* field.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual Method) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting Methods Data

Top

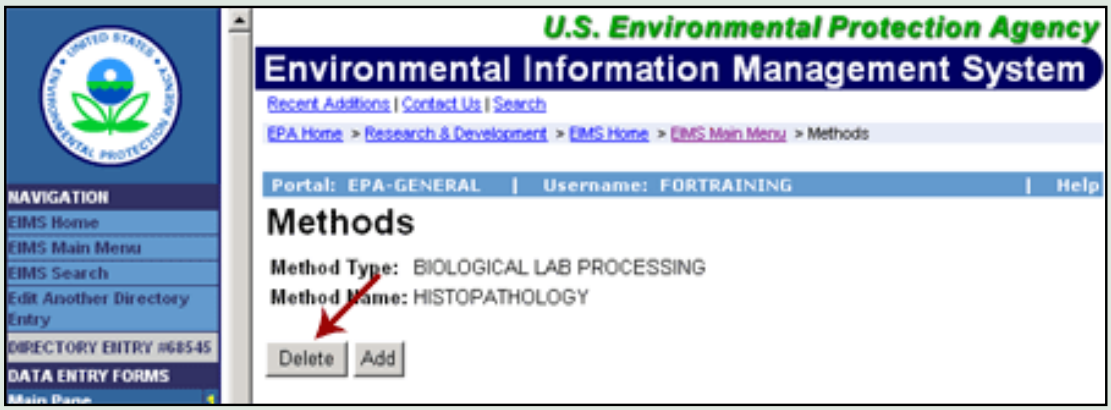
Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

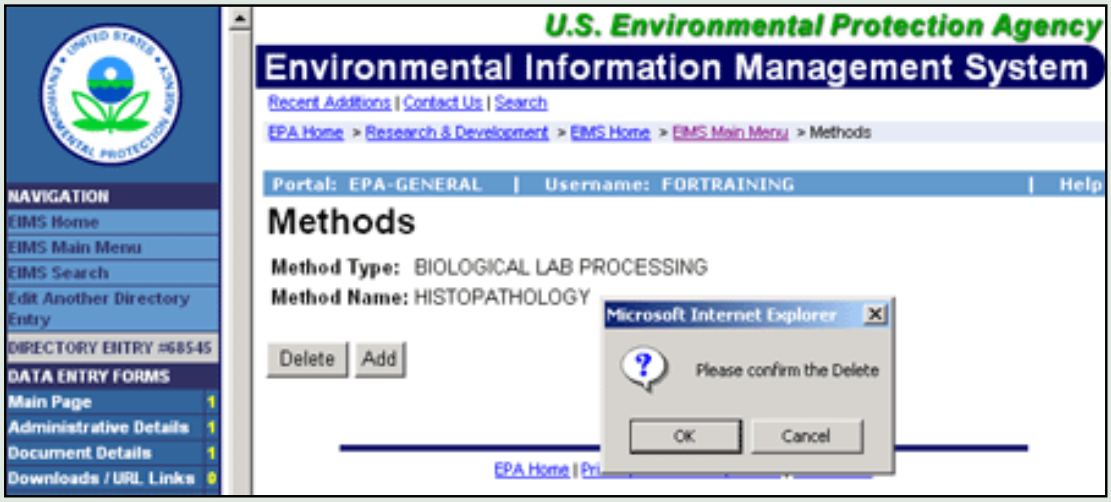
Step 2 Select the data entry form link from the Navigation Sidebar to display the Methods data entry form.

Step 3 Open the edit page for the individual Method you wish to delete by selecting the link in the table of Methods currently saved in the EIMS metadata record.

Step 4 Select the `Delete` button to eliminate the specified Method from the EIMS metadata record.



Step 5 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (individual Method) has been deleted.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Objectives

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Objectives Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Objectives data entry form?

The Objectves data entry form allows you to identify the objective(s) of the Information Object described by the EIMS metadata record.

Who can populate Objectives metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Objectives metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Objectives Information Component metadata.

How do you add Objectives metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Objectives data entry form.

Step 3 Populate fields as desired.

Step 4 Select the `Save` button.

How do you edit the Objectives metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Objectives data entry form.

Step 3 Open the edit page for the individual objective you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete Objectives metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Objectives data entry form.

Step 3 Open the edit page for the individual objective you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

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Instructions for Adding Objectives Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Objectives data entry form.

NOTE	If there is no Objectives data currently saved in EIMS, the data entry form automatically displays in add mode. If there already is Objectives data, the form will display in report mode; click the Add button to open the data entry form in add mode.

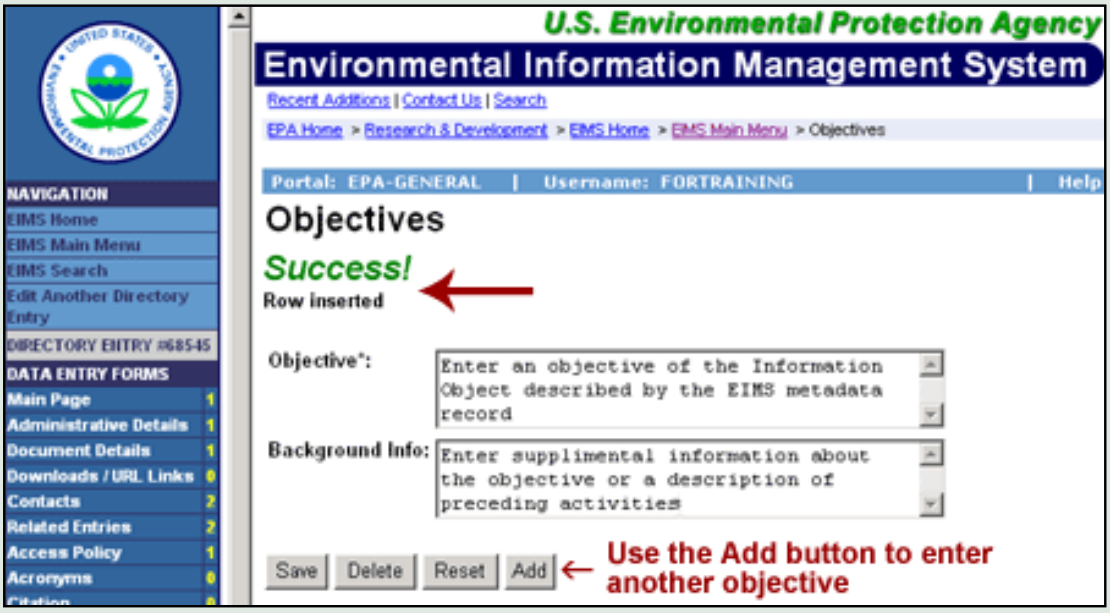
Step 3 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Objective*	Enter a description of the desired outcome of the Information Object.
Background Info	Use this field to provide supplemental information and/or relevant background (information about preceding activity) that may increase a reader's understanding of the objective.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual objective) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Editing Objectives Data

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Objectives data entry form.

Step 3 Open the edit page for the individual Objective you wish to modify by selecting the link in the table of Objectives currently saved in the EIMS metadata record.

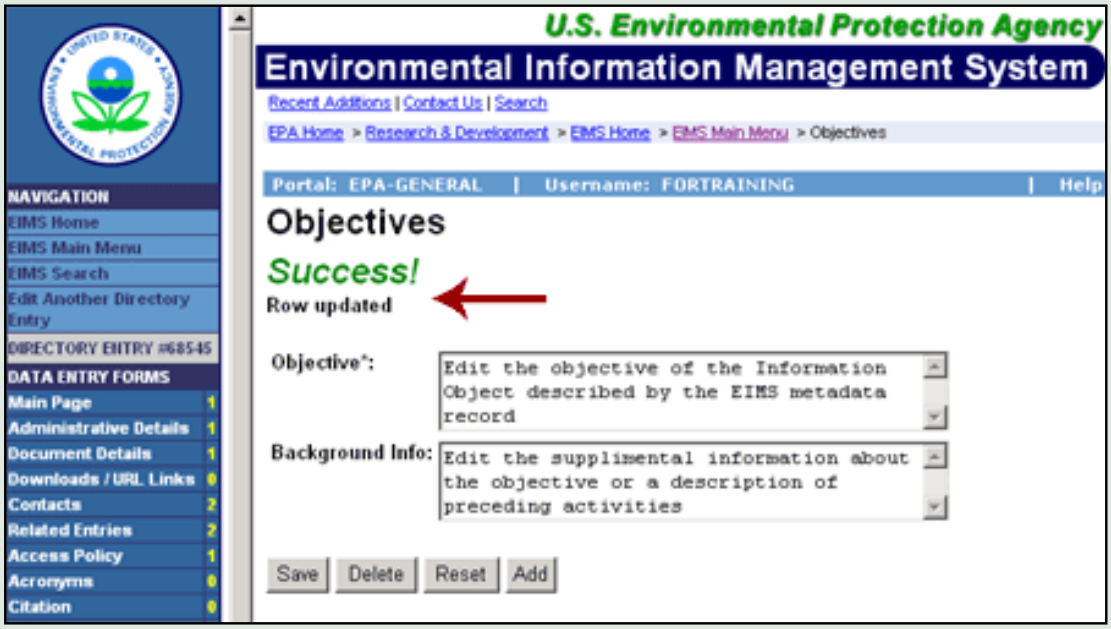
Step 4 Edit fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Objective*	Edit the description of the desired outcome of the Information Object.
Background Info	Edit supplemental information and/or relevant background (information about preceding activity) that may increase a reader's understanding of the objective.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual objective) has been updated (i.e., the changes you entered have been made in the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting Objectives Data

Top

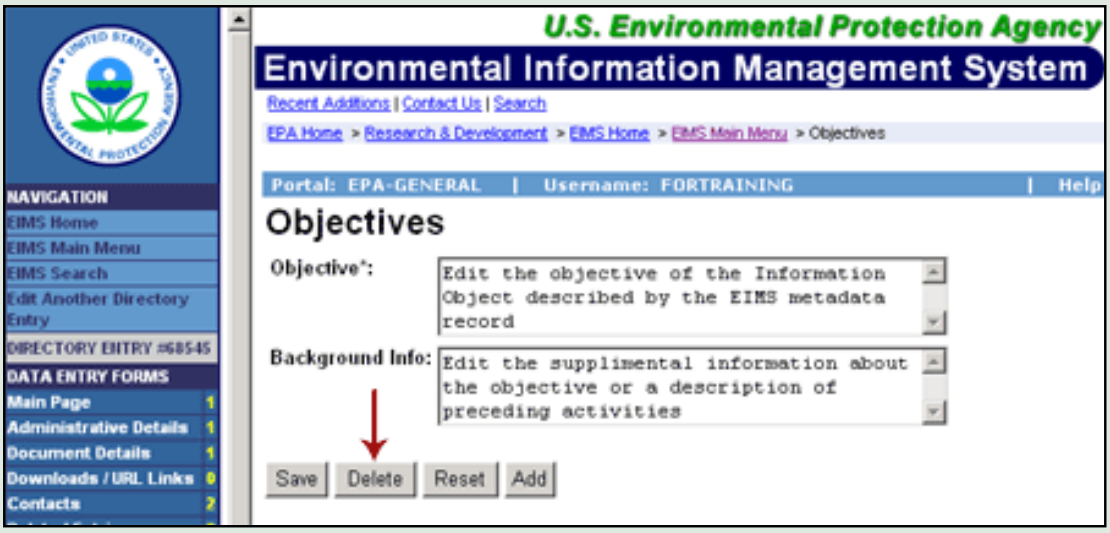
Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Objectives data entry form.

Step 3 Open the edit page for the individual Objective you wish to delete by selecting the link in the table of Objectives currently saved in the EIMS metadata record.

Step 4 Select the `Delete` button to eliminate the specified Objective from the EIMS metadata record.



Step 5 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (individual objective) has been deleted.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Quality Assurance

What is this?

This web page serves as a How To guide for entering (adding and/or editing) the Quality Assurance Information Component of an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Quality Assurance data entry form?

The Quality Assurance data entry form allows you to provide guidelines and constraints for use of the Information Object described by the EIMS metadata record.

Who can populate Quality Assurance metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add and/or edit Quality Assurance Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate Quality Assurance metadata for an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Quality Assurance data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

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Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Quality Assurance data entry form.

Step 3 Populate fields as desired (see instructions below).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID	The EIMS identification number for a specific metadata record generated by the system upon submission of a completed Metadata Entry Main Page. You cannot edit this field.
Title	The name designated to identify the specified object. You cannot edit this field.
Data Use and Constraints	Enter (or edit) text that conveys any issues in the use of a given data set, including an explicit description of any limitations or constraints on using the data.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the information entered has been added to the EIMS database.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – References

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the References Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the References data entry form?

The References data entry form allows you to list the citations of any works used in the development of the Information Object described by the EIMS metadata record.

Who can populate References metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the References metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting References Information Component metadata.

How do you add References metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the References data entry form.

Step 3 Populate fields as desired.

Step 4 Select the `Save` button.

How do you edit the References metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the References data entry form.

Step 3 Open the edit page for the individual Reference you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete References metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the References data entry form.

Step 3 Open the edit page for the individual Reference you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

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Instructions for Adding References Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the References data entry form.

NOTE	If there is no References data currently saved in EIMS, the data entry form automatically displays in add mode. If there already is References data, the form will display in report mode; click the Add button to open the data entry form in add mode.

Step 3 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Reference Info*	Enter bibliographic / citation information on a work used to develop the Information Object described by the EIMS metadata record.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual Reference) has been inserted (i.e., the information you entered has been added to the EIMS database).

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Editing References Data

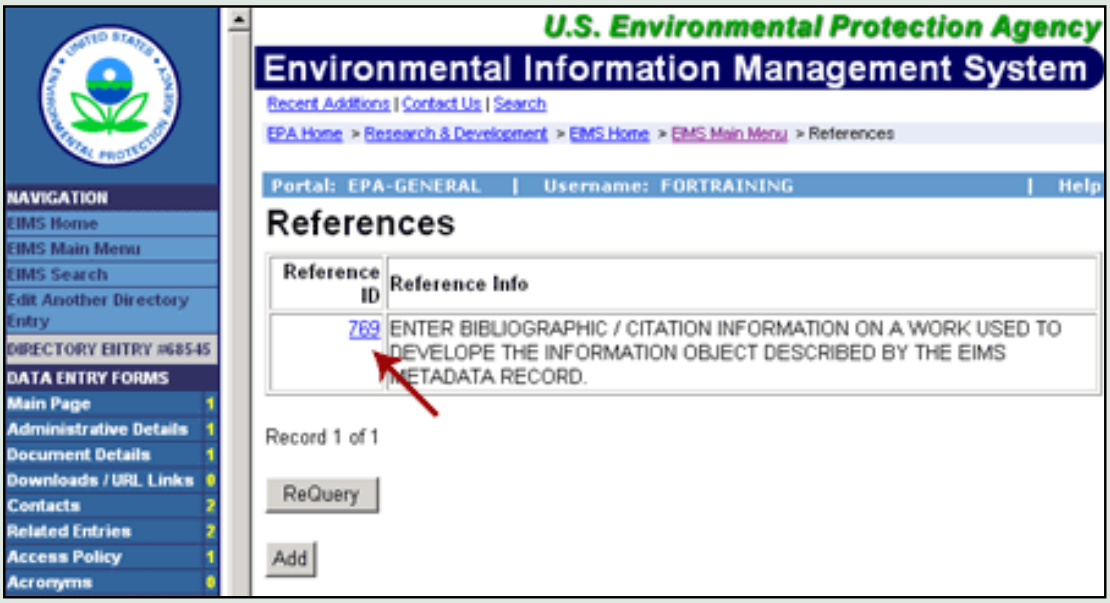
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the References data entry form.

Step 3 Open the edit page for the individual Reference you wish to modify by selecting the link in the table of References currently saved in the EIMS metadata record.



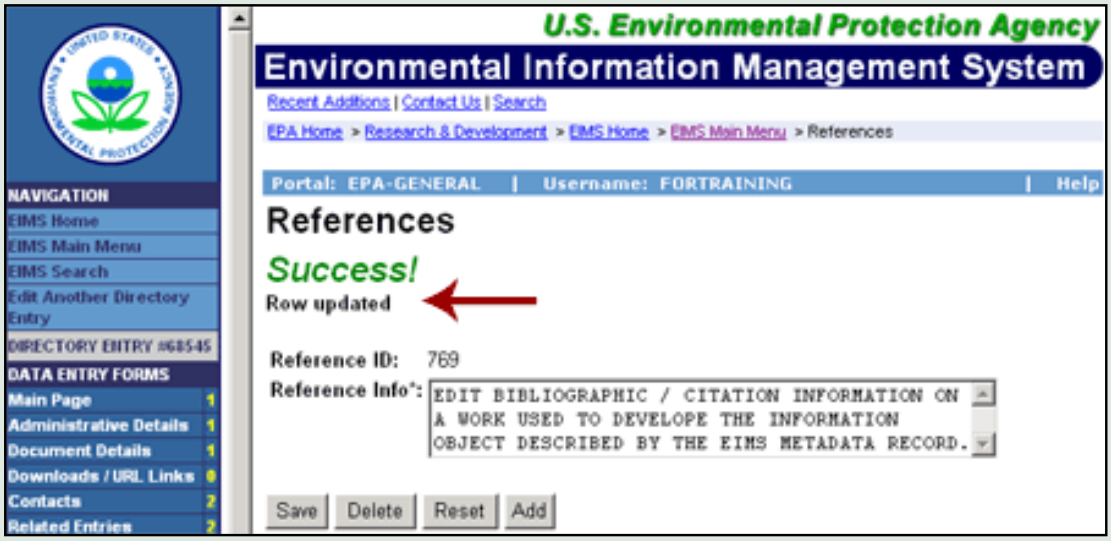
Step 4 Edit fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Reference ID	Number systematically generated by EIMS to identify a specific reference. You cannot edit this field.
Reference Info*	Enter bibliographic / citation information on a work used to develop the Information Object described by the EIMS metadata record.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual Reference) has been updated (i.e., the changes you entered have been made in the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting References Data

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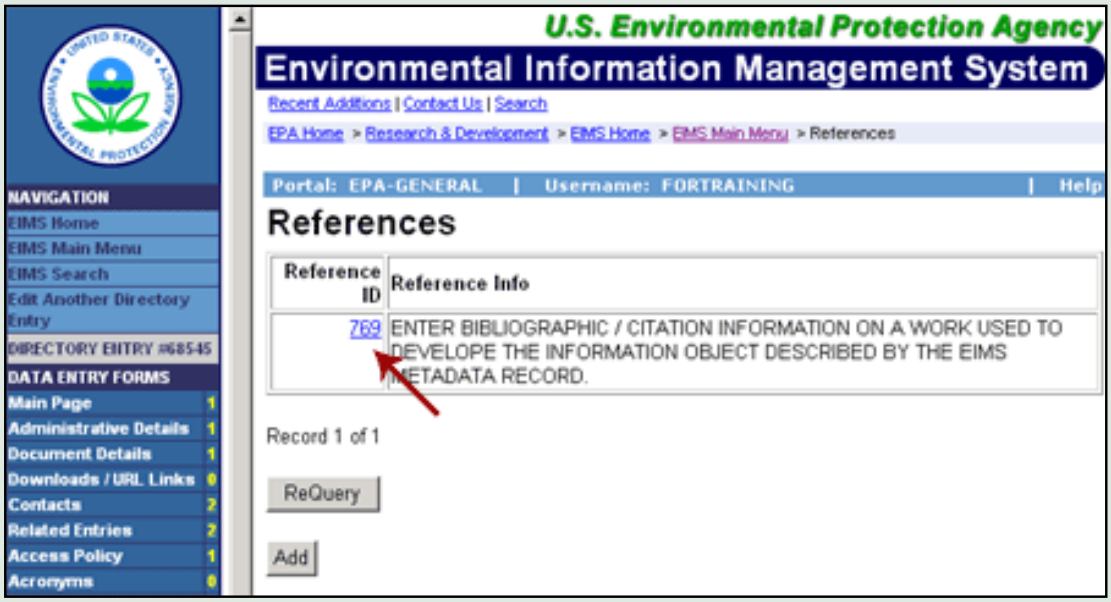
Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the References data entry form.

Step 3 Open the edit page for the individual Reference you wish to delete by selecting the link in the table of References currently saved in the EIMS metadata record.



Step 4 Select the `Delete` button to eliminate the specified Reference from the EIMS metadata record.

Step 5 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (individual Reference) has been deleted.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Related Entries

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Related Entries Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Related Entries data entry form?

The Related Entries data entry form allows you to associate EIMS metadata records. For example, you can associate a Journal Article with the research Project under which it was developed; you can associate 2 versions of the same Information Object; you can associate completely separate Information Objects with some common denominator (e.g., both contain data about arsenic in drinking water from old cemetaries); etc.

Who can populate Related Entries metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Related Entries metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Related Entries Information Component metadata.

How do you add Related Entries metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Related Entries data entry form.

Step 3 Populate fields as desired.

Step 4 Select the `Save` button.

How do you edit the Related Entries metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Related Entries data entry form.

Step 3 Open the edit page for the individual Related Entry you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete Related Entries metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Related Entries data entry form.

Step 3 Open the edit page for the individual Related Entry you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

Top

Instructions for Adding Related Entries Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Related Entries data entry form.

NOTE	If there is no Related Entries data currently saved in EIMS, the data entry form automatically displays in add mode. If there already is Related Entries data, the form will display in report mode; click the Add button to open the data entry form in add mode.

Step 3 Populate fields as desired (see instructions below).

NOTE	To populate the *Related Entries Title* and *Related Entries ID*, you only need to enter one of the fields. EIMS automatically populates the other one based upon your selection. Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Related Entries Title	Use the pop-up screen (click magnifying glass icon) to search for and select the name of an EIMS metadata record that has a significant relationship to the one you are editing. Alternately, you may enter the *Dir Entry ID* of the related EIMS record; when you select the Save button, EIMS will automatically populate the *Related Entries Title* field.
Related Entries ID*	If you know it, enter the *Dir Entry ID* of a related EIMS record. When you select the Save button, EIMS will automatically populate the *Related Entries Title* field. If you have already selected a value for the *Related Entries Title* field, you do not need to enter the *Related Entries ID* field because EIMS automatically populates it.
Relationship Reason*	Enter an explanation of the relationship between the Information Object described by the EIMS metadata record you are currently entering to the one you have selected as a Related Entry. (For example: "Dir Entry ID 2 describes a journal article developed as part of the project described by Dir Entry ID 1" or "Dir Entry ID 5 describes version 1.0 of model X and Dir Entry ID 7 describes version 2.0 of model X".)

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual Related Entry) has been inserted (i.e., the information you entered has been added to the EIMS database).

NOTE	Once saved, you cannot edit the *Related Entries Title* and *Related Entries ID* fields. If you have mistakenly associated the wrong EIMS metadata record to the one you are editing, delete the erroneous Related Entry and add the correct one.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Editing Related Entries Data

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Related Entries data entry form.

Step 3 Open the edit page for the individual Related Entry you wish to modify by selecting the link in the table of Related Entries currently saved in the EIMS metadata record.

Step 4 Edit fields as desired (see instructions below).

NOTE	Once saved, you cannot edit the *Related Entries Title* and *Related Entries ID* fields. If you have mistakenly associated the wrong EIMS metadata record to the one you are editing, delete the erroneous Related Entry and add the correct one. Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Related Entries Title	Title of the EIMS metadata record affiliated with the one you are currently editing. You cannot edit this field.
Related Entries ID*	Dir Entry ID of the EIMS metadata record affiliated with the one you are currently editing. You cannot edit this field.
Relationship Reason*	Edit the explanation of the relationship between the Information Object described by the EIMS metadata record you are currently entering to the one you have selected as a Related Entry. (For example: "Dir Entry ID 2 describes a journal article developed as part of the project described by Dir Entry ID 1" or "Dir Entry ID 5 describes version 1.0 of model X and Dir Entry ID 7 describes version 2.0 of model X".)

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual Related Entry) has been updated (i.e., the changes you entered have been made in the EIMS database).

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting Related Entries Data

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Related Entries data entry form.

Step 3 Open the edit page for the individual Related Entry you wish to delete by selecting the link in the table of Related Entries currently saved in the EIMS metadata record.

Step 4 Select the `Delete` button to eliminate the specified Related Entry from the EIMS metadata record.

Step 5 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (individual Related Entry) has been deleted.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Database Details

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This web page serves as a How To guide for entering (adding and/or editing) the Database Details Information Component of an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Database Details data entry form?

The Database Details data entry form allows you to provide sampling start and end dates for the database described by the EIMS metadata record. Currently, the Database Details data entry form duplicates the Time Frame data entry form for database Information Objects; these forms will be consolidated in a future release of EIMS.

Who can populate Database Details metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add and/or edit Database Details Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate Database Details metadata for an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Database Details data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

Detailed Instructions

Top

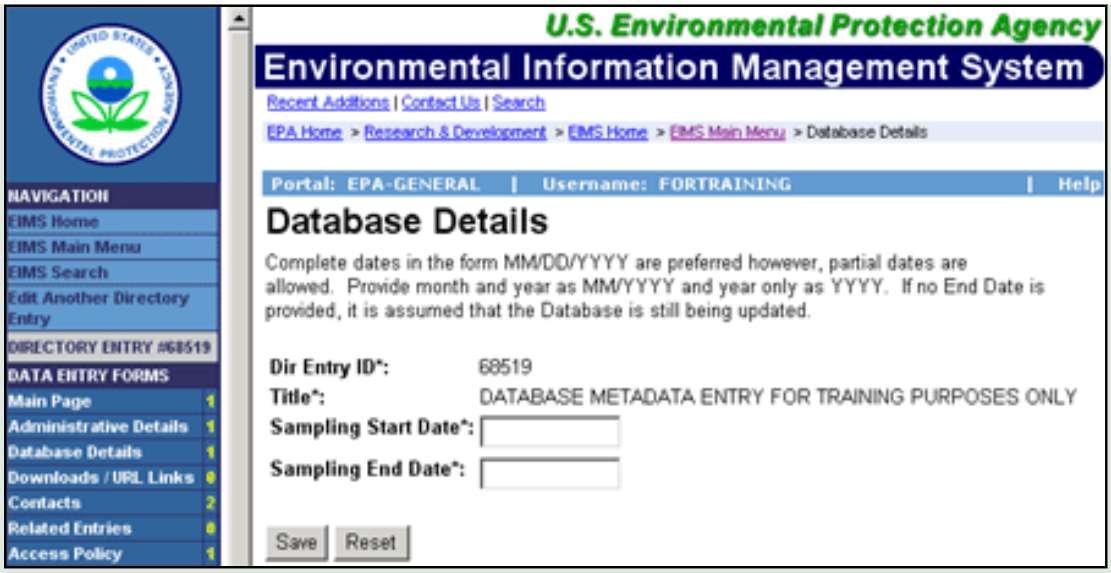
Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Database Details data entry form.

Step 3 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).



The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID*	The EIMS identification number for a specific metadata record generated by the system upon submission of a completed Metadata Entry Main Page. You cannot edit this field.
Title*	The name designated to identify the specified database. You cannot edit this field.
Sampling Start Date*	Enter (edit) the date when data sampling for the database began (or is scheduled to begin).
Sampling End Date*	Enter (edit) the date when data sampling for the database was completed (or is scheduled to be completed).

Step 4 Select Save, and a *Success!* message displays on the page indicating that the information entered has been added to the EIMS database.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Document Details

What is this?

This web page serves as a How To guide for entering (adding and/or editing) the Document Details Information Component of an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Document Details data entry form?

The Document Details data entry form allows you to provide supplementary information about the document described by the EIMS metadata record.

Who can populate Document Details metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add and/or edit Document Details Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate Document Details metadata for an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Document Details data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

Detailed Instructions

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Document Details data entry form.

Step 3 Populate fields as desired (see instructions below).

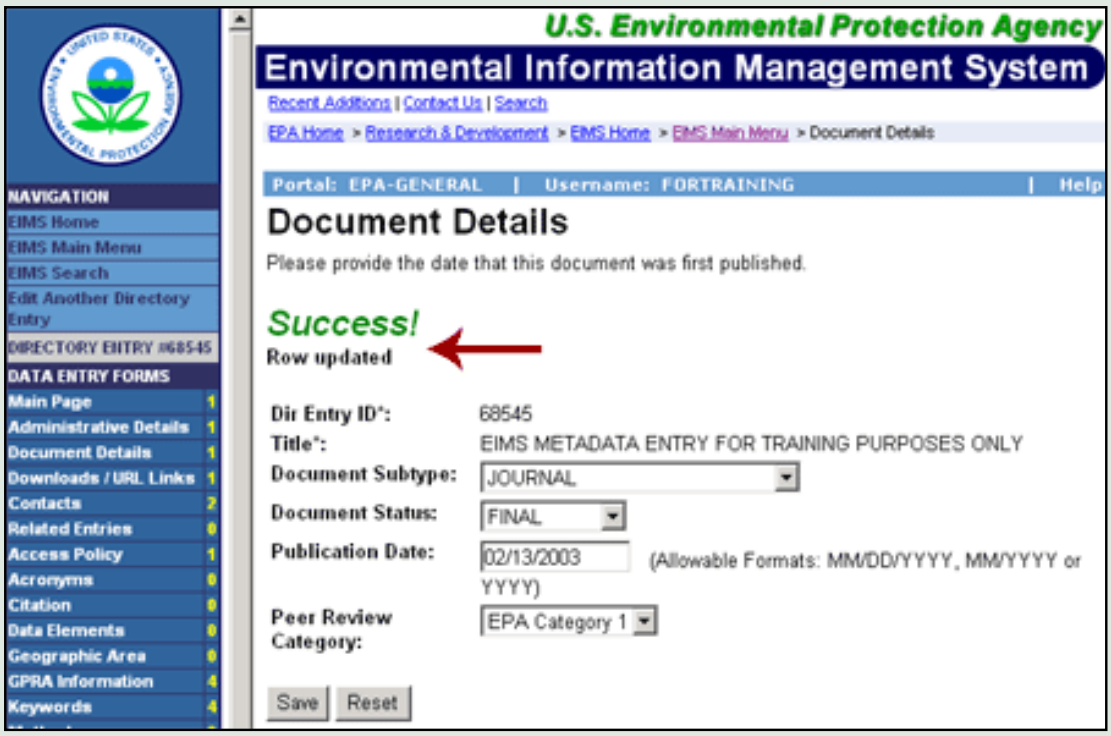
NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID*	The EIMS identification number for a specific metadata record generated by the system upon submission of a completed Metadata Entry Main Page. You cannot edit this field.
Title*	The name designated to identify the specified data set. You cannot edit this field.
Document Subtype	Use the pick list to select the appropriate subordinate category of documents: • Book • Conference Proceedings • Journal • Meeting Abstract • Newsletter • Report • Theses / Dissertation
Document Status	Use the pick list to select the appropriate stage of development for the document described by the EIMS metadata record: • Draft • Final • In Review • Planned • Published
Publication Date	Enter (edit) the date when the document was published (or is scheduled to be published).

Peer Review Category	Use the pick list to select the applicable level of Peer Review established by EPA Standards: • EPA Category 1 – Major scientific or technical product used in decision making • EPA Category 2 – Non-major scientific or technical product used in decision making • EPA Category 3 – Peer review deemed unnecessary • EPA Category 4 – Peer review outside of EPA (see Science Policy Council Handbook on Peer Review, 2nd Ed.)

Step 4 Select Save, and a *Success!* message displays on the page indicating that the information entered has been added to the EIMS database.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Meeting Details

What is this?

This web page serves as a How To guide for entering (adding and/or editing) the Meeting Details Information Component of an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Meeting Details data entry form?

The Meeting Details data entry form allows you to provide start and end dates for the Meeting described by the EIMS metadata record. Currently, the Meeting Details data entry form duplicates the Time Frame data entry form for meetings Information Objects; these forms will be consolidated in a future release of EIMS.

Who can populate Meeting Details metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add and/or edit Meeting Details Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate Meeting Details metadata for an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Meeting Details data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

Detailed Instructions

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Meeting Details data entry form.

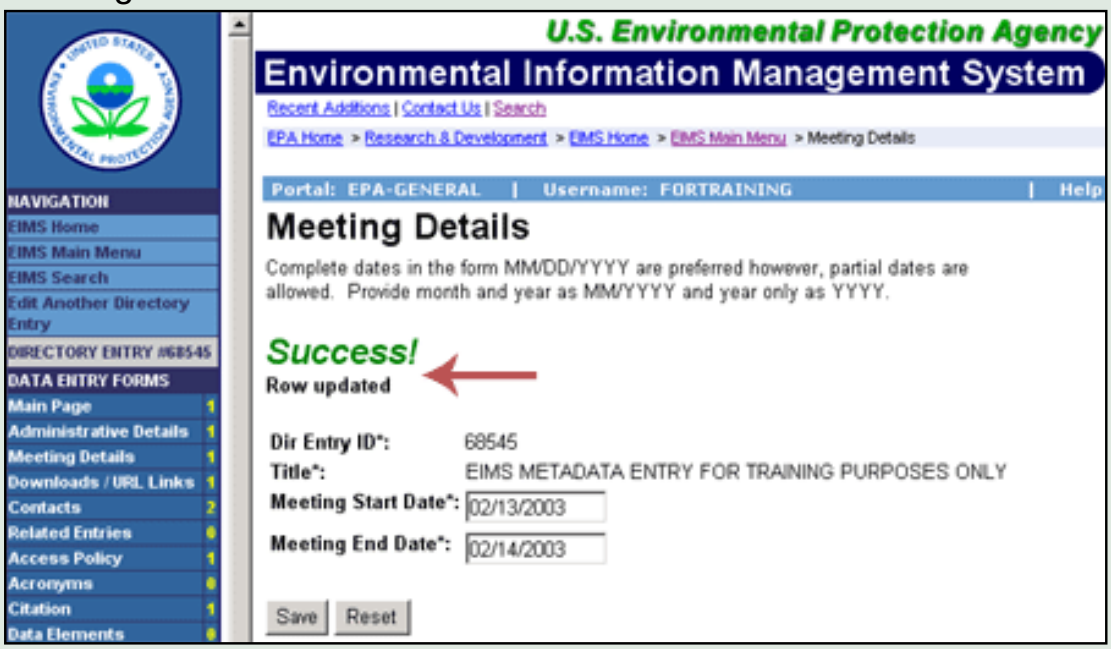
Step 3 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID*	The EIMS identification number for a specific metadata record generated by the system upon submission of a completed Metadata Entry Main Page. You cannot edit this field.
Title*	The name designated to identify the specified Meeting. You cannot edit this field.
Meeting Start Date*	Enter (edit) the date when the Meeting began (or is scheduled to begin).
Meeting End Date*	Enter (edit) the date when the Meeting was completed (or is scheduled to be completed).

Step 4 Select Save, and a *Success!* message displays on the page indicating that the information entered has been added to the EIMS Meeting.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Model Details

What is this?

This web page serves as a How To guide for entering (adding and/or editing) the Model Details Information Component of an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Model Details data entry form?

The Model Details data entry form allows you to provide a publication date for the model described by the EIMS metadata record. Currently, the Model Details data entry form duplicates the Time Frame data entry form for model Information Objects; these forms will be consolidated in a future release of EIMS.

Who can populate Model Details metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add and/or edit Model Details Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate Model Details metadata for an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Model Details data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

Detailed Instructions

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Model Details data entry form.

Step 3 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID*	The EIMS identification number for a specific metadata record generated by the system upon submission of a completed Metadata Entry Main Page. You cannot edit this field.
Title*	The name designated to identify the specified database. You cannot edit this field.
Model Publication Date*	Enter (edit) the date when the model was published (or is scheduled to be published).

Step 4 Select Save, and a *Success!* message displays on the page indicating that the information entered has been added to the EIMS database.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Multimedia Details

What is this?

This web page serves as a How To guide for entering (adding and/or editing) the Multimedia Details Information Component of an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Multimedia Details data entry form?

The Multimedia Details data entry form allows you to provide a publication date for the multimedia object described by the EIMS metadata record. Currently, the Multimedia Details data entry form duplicates the Time Frame data entry form for multimedia Information Objects; these forms will be consolidated in a future release of EIMS.

Who can populate Multimedia Details metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add and/or edit Multimedia Details Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate Multimedia Details metadata for an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Multimedia Details data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

Detailed Instructions

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Multimedia Details data entry form.

Step 3 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID*	The EIMS identification number for a specific metadata record generated by the system upon submission of a completed Metadata Entry Main Page. You cannot edit this field.
Title*	The name designated to identify the specified database. You cannot edit this field.
Publication Date*	Enter (edit) the date when the multimedia object was published (or is scheduled to be published).

Step 4 Select Save, and a *Success!* message displays on the page indicating that the information entered has been added to the EIMS database.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Project Details

What is this?

This web page serves as a How To guide for entering (adding and/or editing) the Project Details Information Component of an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Project Details data entry form?

The Project Details data entry form allows you to provide a start date for the project described by the EIMS metadata record. Currently, the Project Details data entry form duplicates the Time Frame data entry form for project Information Objects; these forms will be consolidated in a future release of EIMS.

Who can populate Project Details metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add and/or edit Project Details Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate Project Details metadata for an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Project Details data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

Detailed Instructions

Top

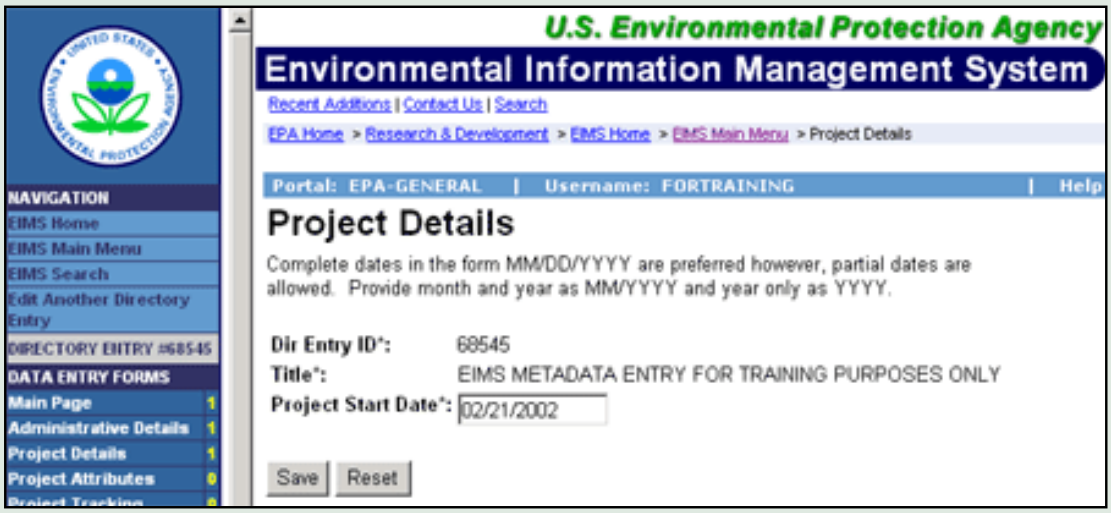
Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Project Details data entry form.

Step 3 Populate fields as desired (see instructions below).

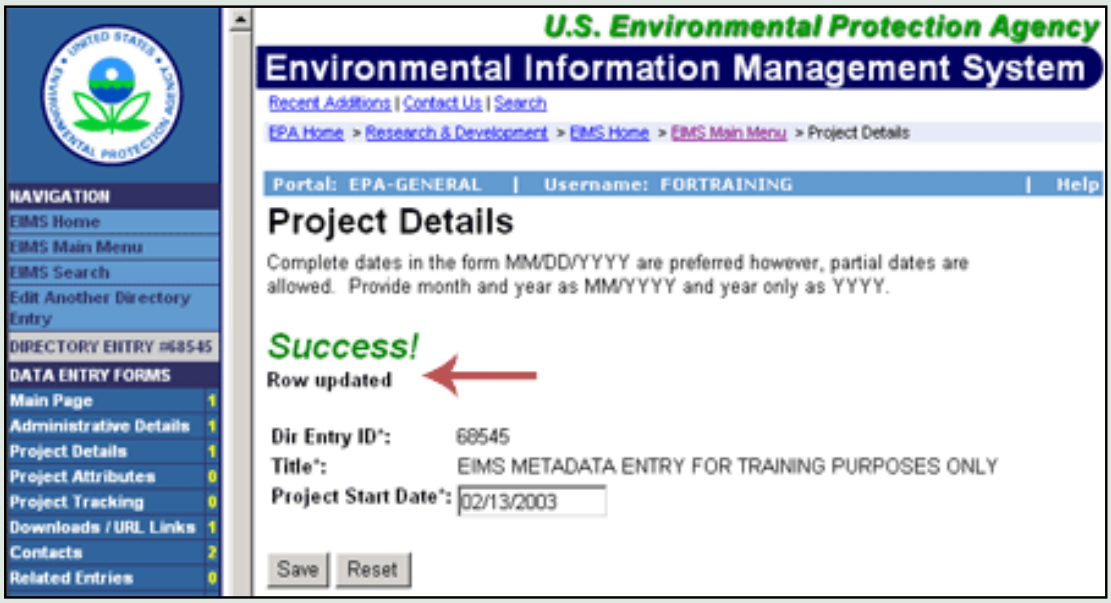
NOTE	Mandatory fields are indicated by an asterisk (*).



The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID*	The EIMS identification number for a specific metadata record generated by the system upon submission of a completed Metadata Entry Main Page. You cannot edit this field.
Title*	The name designated to identify the specified database. You cannot edit this field.
Project Start Date*	Enter (edit) the date when the project began (or is scheduled to begin).

Step 4 Select Save, and a *Success!* message displays on the page indicating that the information entered has been added to the EIMS database.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Project Attributes

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Project Attributes Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Project Attributes data entry form?

The Project Attributes data entry form allows you to provide supplemental information about the project described by the EIMS metadata record.

Who can populate Project Attributes metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Project Attributes metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are populating (adding and/or editing) or deleting Project Attributes Information Component metadata.

How do you populate Project Attributes metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Project Attributes data entry form.

Step 3 Populate fields as desired.

Step 4 Select the `Save` button.

How do you delete Project Attributes metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Project Attributes data entry form.

Step 3 Select the `Delete` button.

Step 4 Select the `OK` button to confirm the deletion.

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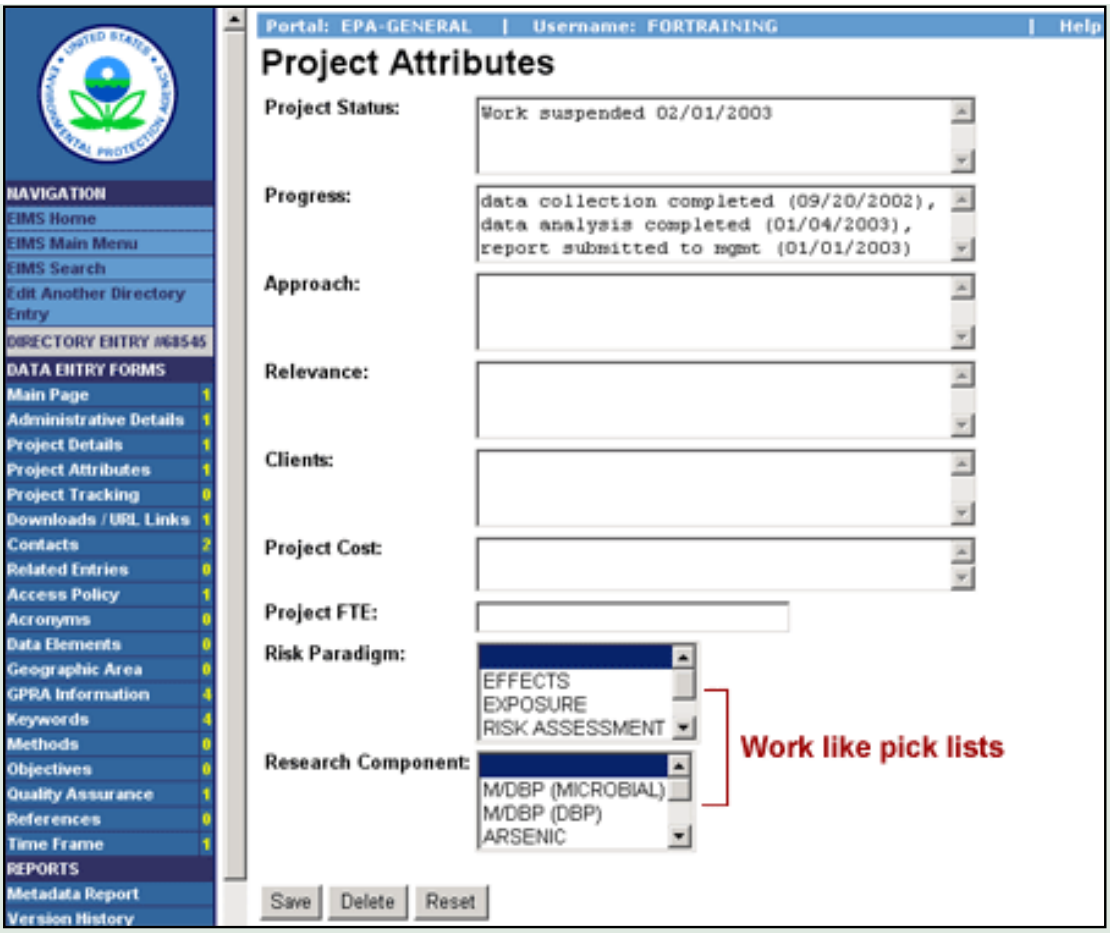
Instructions for Populating Project Attributes Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Project Attributes data entry form.

Step 3 Populate fields as desired (see instructions below).

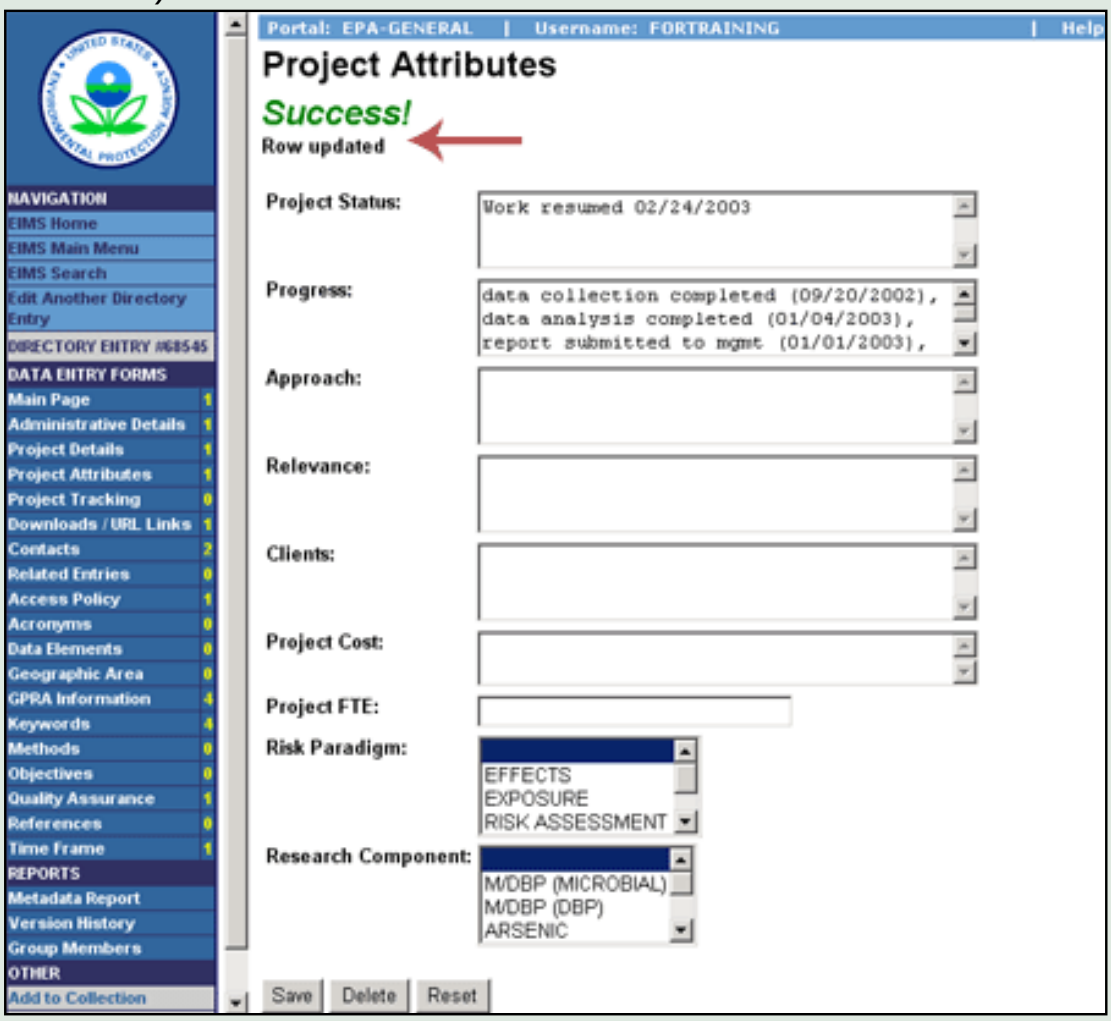


The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Project Status	Enter (edit) a description of the general status of a project described in the EIMS metadata record – e.g., work in progress as of (date), completed (date), work suspended (date).
Progress	Enter (edit) a description of progress of project activity in relation to major milestones in the project plan [e.g., field data collection completed (date), data analysis completed (date), draft report submitted for management review (date)].

Approach	Enter (edit) a description of the scientific strategy guiding project activity and/or methodologies used as part of a project or used to create a product.
Relevance	Enter (edit) a description of the significance of project activity/results in relation to major scientific issues or regulatory goals.
Clients	Enter (edit) the organization(s) for whom a project is conducted or who will be primary users of the products produced through the project.
Project Cost	Enter (edit) estimated (or actual at project completion) costs for travel, equipment, and other direct outlays as well as for extramural support for the project.
Project FTE	Enter (edit) the full time equivalent work years of EPA staff assigned to the project.
Risk Paradigm	Select a value from the available options for a conceptual framework for organizing scientific activity and information. As used by the EPA Office of Research and Development the risk paradigm has four elements: Exposure; Effects; Risk Assessment; Risk Management.
Research Component	Select a value from the available options for a major topical element in a broader plan of scientific research activity. Research plans are established by the EPA Office of Research and Development and the EPA Office of Drinking Water, among others.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (Project Attributes data) has been updated (i.e., the changes you entered have been made in the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting Project Attributes Data

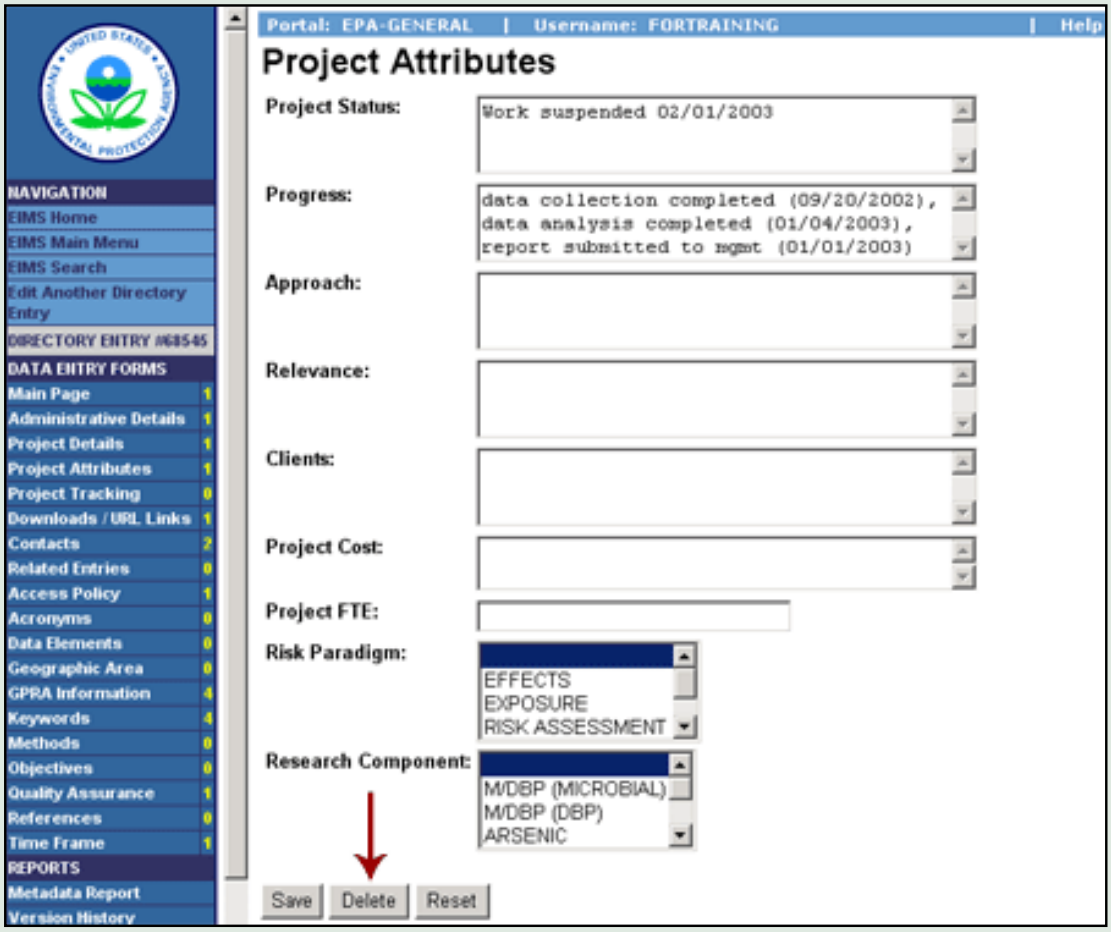
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

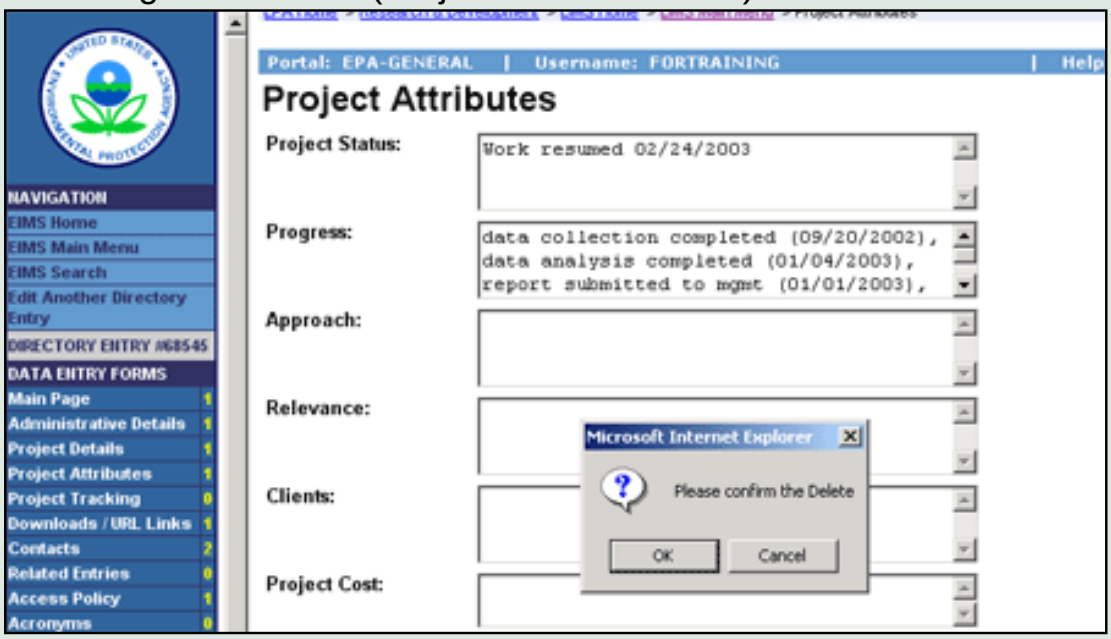
NOTE	If you are already editing the EIMS record, skip to Step 2.

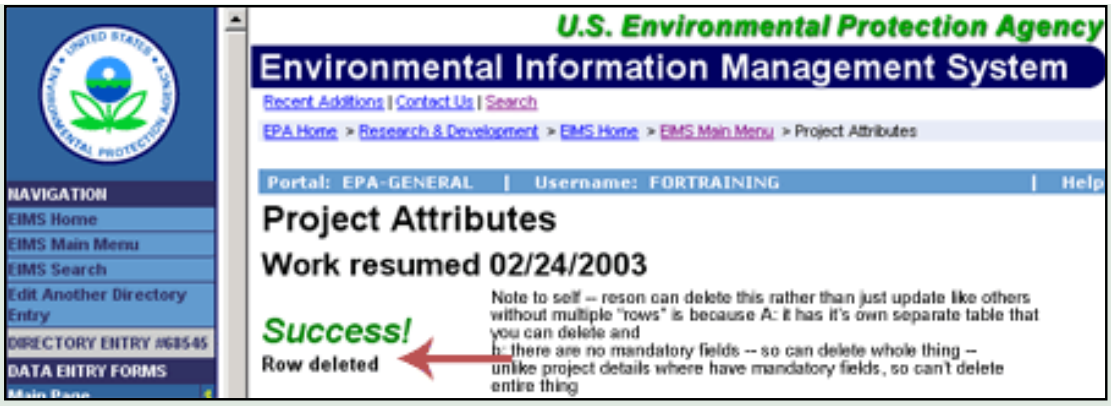
Step 2 Select the data entry form link from the Navigation Sidebar to display the Project Attributes data entry form.

Step 3 Select the `Delete` button to eliminate the specified Project Attributes from the EIMS metadata record.



Step 4 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (Project Attributes data) has been deleted.





NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Project Tracking

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Project Tracking Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Project Tracking data entry form?

The Project Tracking data entry form allows you to associate EIMS metadata records with information in other project tracking tools (OMIS, GICS, etc.) by Project ID.

Who can populate Project Tracking metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Project Tracking metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Project Tracking Information Component metadata.

How do you add Project Tracking metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Project Tracking data entry form.

Step 3 Populate fields as desired.

Step 4 Select the `Save` button.

How do you edit the Project Tracking metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Project Tracking data entry form.

Step 3 Open the edit page for the individual Project Tracking you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete Project Tracking metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Project Tracking data entry form.

Step 3 Open the edit page for the individual Project Tracking you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

Top

Instructions for Adding Project Tracking Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Project Tracking data entry form.

NOTE	If there is no Project Tracking data currently saved in EIMS, the data entry form automatically displays in add mode. If there already is Project Tracking data, the form will display in report mode; click the Add button to open the data entry form in add mode.

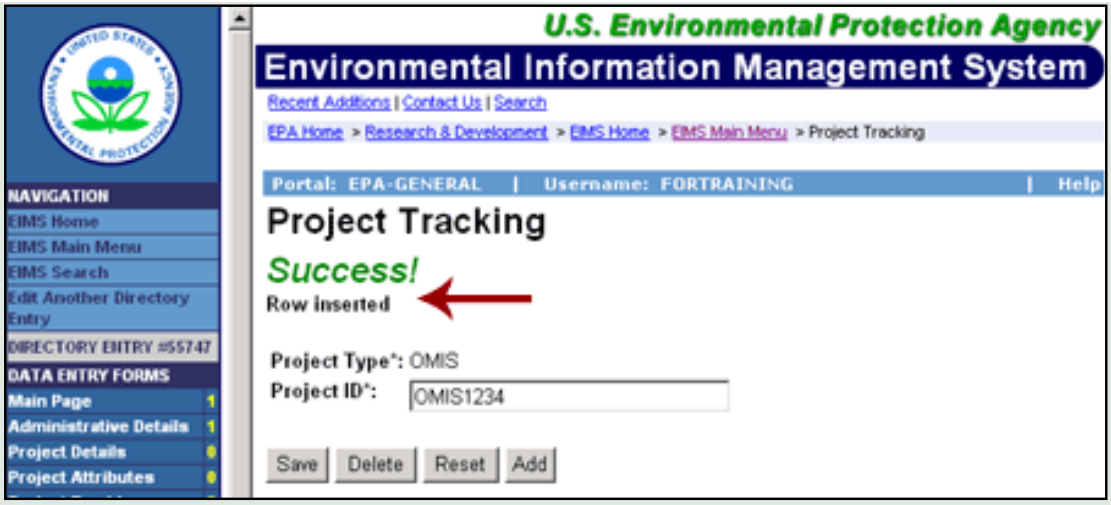
Step 3 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Project Type*	Use the pick list to select the name of an external tracking system in which an activity is identified (e.g., OMIS, GICS. etc.). The values are: • EPA Grant – the EPA Grant Information Control system (GICS) that tracks assistance (grant or cooperative agreement) awards • OMIS – the ORD Management Information System • ORD-DW Plan – the Office of Drinking Water research plan • Partner Specific – specific guidance on these entries will be established by the EIMS Partner organizations • WWF – the World Wildlife Foundation • WWF Plan Project
Project ID*	Enter the identification number from the specified project tracking system that is assigned to the project described by the EIMS metadata record.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual Project Tracking association) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Editing Project Tracking Data

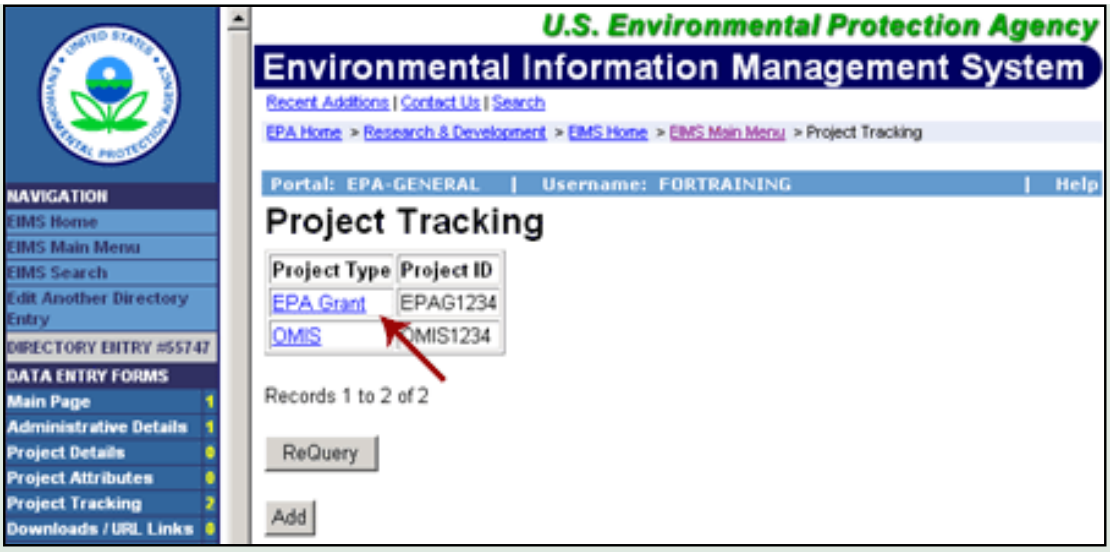
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Project Tracking data entry form.

Step 3 Open the edit page for the individual Project Tracking association you wish to modify by selecting the link in the table of Project Tracking IDs currently saved in the EIMS metadata record.



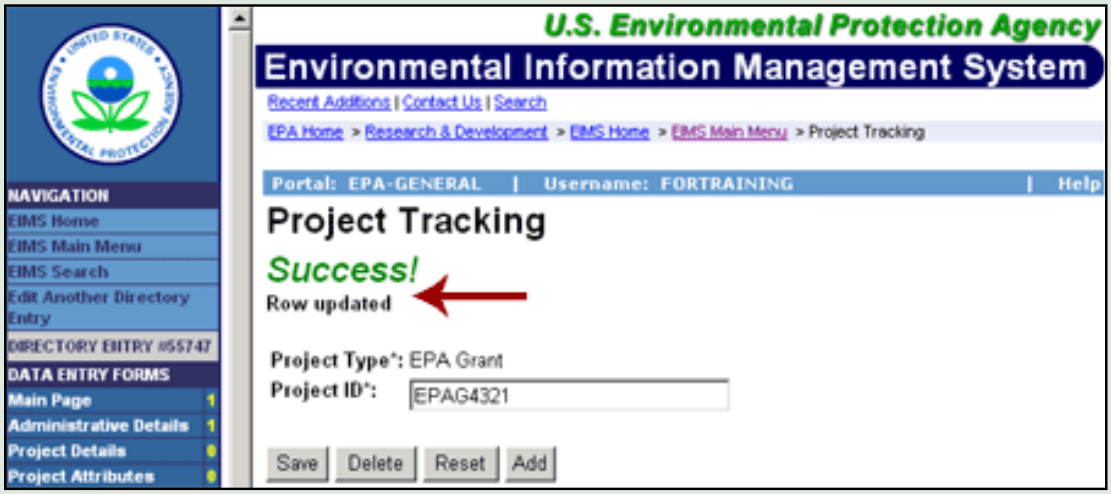
Step 4 Edit fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*). Once saved, you cannot edit the Project Tracking Type. If you have saved a Project Tracking Type in error, you must delete the existing association and add a new one.

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Project Tracking Type*	The name of an external tracking system in which an activity is identified (e.g., OMIS, GICS. etc.). You cannot edit this field.
Project ID*	Edit the identification number from the specified project tracking system that is assigned to the project described by the EIMS metadata record.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual Project Tracking association) has been updated (i.e., the changes you entered have been made in the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting Project Tracking Data

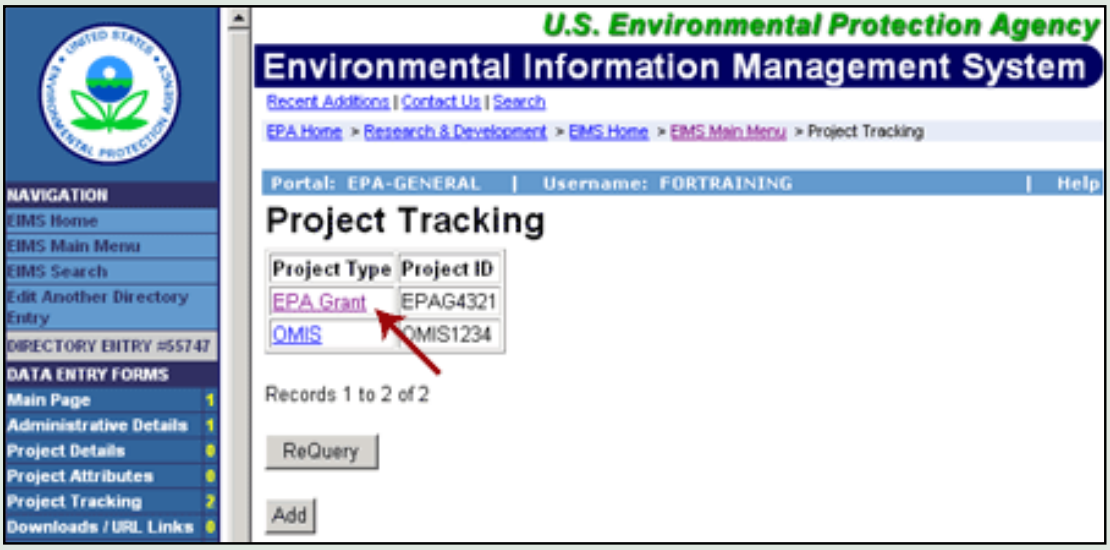
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Project Tracking data entry form.

Step 3 Open the edit page for the individual Project Tracking association you wish to delete by selecting the link in the table of Project Tracking IDs currently saved in the EIMS metadata record.



Step 4 Select the `Delete` button to eliminate the specified Project Tracking from the EIMS metadata record.

Step 5 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (individual Project Tracking association) has been deleted.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Geospatial Data Set

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Geospatial Data Set Information Component data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Geospatial Data Set data entry form?

The Geospatial Data Set data entry form allows you to provide supplemental information about the geospatial data set described by the EIMS metadata record.

Who can populate Geospatial Data Set metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Geospatial Data Set metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are populating (adding and/or editing) or deleting Geospatial Data Set Information Component metadata.

How do you populate Geospatial Data Set metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Geospatial Data Set data entry form.

Step 3 Populate fields as desired.

Step 4 Select the `Save` button.

How do you delete Geospatial Data Set metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Geospatial Data Set data entry form.

Step 3 Select the `Delete` button.

Step 4 Select the `OK` button to confirm the deletion.

Detailed Instructions

Top

Instructions for Populating Geospatial Data Set Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Geospatial Data Set data entry form.

Step 3 Populate fields as desired (see instructions below).

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Geospatial Data Set

Enter values for new Geospatial Data Set record

Purpose: Sample of geospatial data set

Security Handling Desc: Handling restrictions imposed on the data set because of national security,

Security Class System: Name of the security Classification

Security Classification:

Maintenance Update: As needed

Progress: State of the data set (i.e., Complete, in-work, planned)

Cloud Cover: % (Leave blank if unknown)

Logical Consistency Report:

Vertical Position Report:

Publication Place:

Time Differential:

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OTHER
- Add to Collection
- Add Secondary Partners
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- Methods 0

Citation Online Linkage:

Other Citation Details:

Attribute Accuracy Report:

Completeness Report:

Currentness Reference:

Direct Spatial Reference:

FGDC Compliant:
- ○ No
- ○ Yes
- ◉ Unknown

Geospatial Present Form:

Grid Other Coord System:

Horizontal Datum Name:

Horizontal Datum Other:

Horizontal Position Accuracy:

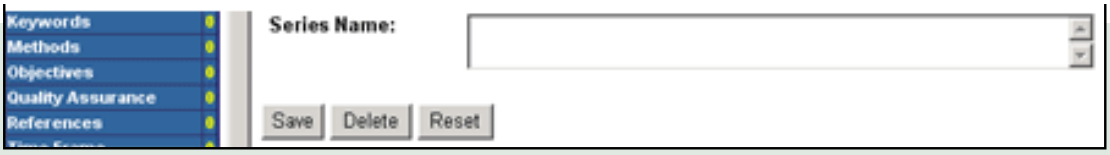
Issue ID:

Native Additional Info:

Native Database:

Native Operating System:

Series Name:



The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

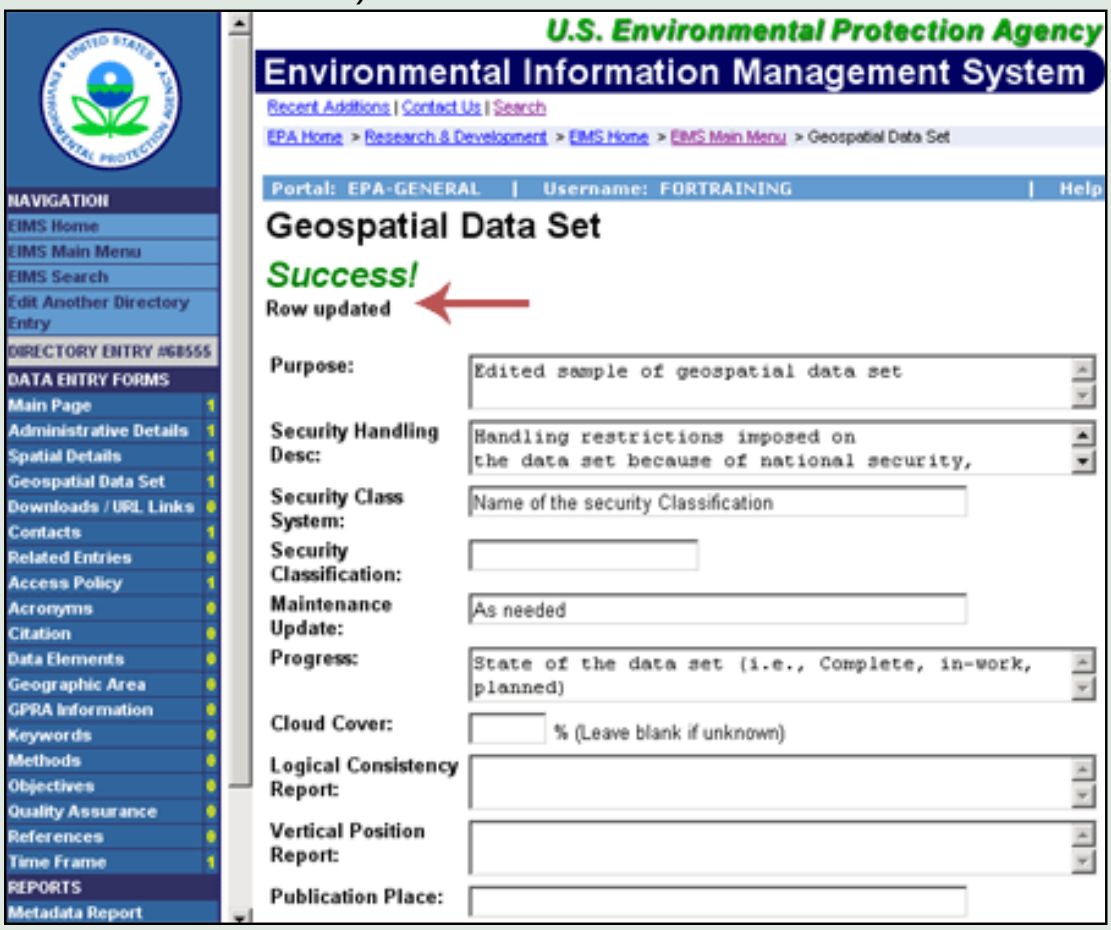
Field	Definition / Instructions
Purpose	Enter (edit) a summary of the goals or intentions for which the data set was developed.
Security Handling Desc	Enter (edit) a text definition of the specified object and/or supplemental information about a specific topic (e.g., data compression, method type, etc.).
Security Class System	Enter (edit) the name of the Security Classification system.
Security Classification	Enter (edit) the name of the handling restrictions on the data set (Top Secret, Secret, Confidential, Restricted, Unclassified, Sensitive).
Maintenance Update	Enter (edit) the frequency of when the data set is updated or changed after the initial data set is considered complete (i.e., continually, daily, weekly, monthly, annually, unknown, as needed, or irregularly).
Progress	Enter (edit) a description of progress of project activity in relation to major milestones in the project plan for the geospatial data set [e.g., field data collection started (date), field data collection completed (date)].

Cloud Cover	Enter (edit) the percentage of the spatial extent clouds obstructing an area of the data set. Expressed in 0% to 100% or unknown.
Logical Consistency Report	Enter (edit) an explanation of fidelity of relationships in the data set and tests used.
Vertical Position Report	Enter (edit) an explanation of the vertical relationships in the data set.
Publication Place	Enter (edit) the name of the city, state, or country where the geospatial data set was published or released.
Time Differential	Enter (edit) the difference in hours and minutes between local time and universal time (Greenwich Mean time).
Citation Online Linkage	Enter (edit) the Uniform Resource Locator (URL) is the web address (i.e., the location of the geospatial data set on the internet/intranet).
Other Citation Details	Enter (edit) any other information that completes the citation not provided elsewhere.
Attribute Accuracy Report	Enter (edit) an assessment of the accuracy of the attribute values assigned in the data set.
Completeness Report	Enter (edit) information about omissions, selection criteria, generalizations, and rules used to derive the data set.
Currentness Reference	Enter (edit) the basis for determining the time period of content (i.e., Ground condition or publication date).

Direct Spatial Reference	Enter (edit) the system for representation of data in the data set (i.e., point, vector, raster).
FGDC Compliant	Select the appropriate radio button (Yes / No / Unknown) to indicate if metadata for this data set satisfies the standard of the Federal Geographic Data Committee.
Geospatial Present Form	Enter (edit) the mode in which the geospatial data are presented (i.e., atlas, satellite image, model, diagram, map, etc.).
Grid Other Coord System	Enter (edit) a description of the coordinate reference system used for the data set and is not defined elsewhere in the system.
Horizontal Datum Name	Enter (edit) the name of the reference system used for defining the coordinate of points.
Horizontal Datum Other	Enter (edit) an explanation of accuracy or tests used.
Horizontal Position Accuracy	Enter (edit) the estimated accuracy of the horizontal positions of the spatial objects.
Issue ID	Enter (edit) the identification of the series publication of which the data set is a part.
Native Additional Info	Enter (edit) a description of data set in processor's environment. Include format, software (version) and hardware.
Native Database	Enter (edit) the name of the database that stored original format of data set.

Native Operating System	Enter (edit) the name of operating system where original data set exists.
Series Name	Enter (edit) the name of the published series of which the data set is a part.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual set of Geospatial Data Set data) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting Geospatial Data Set Data

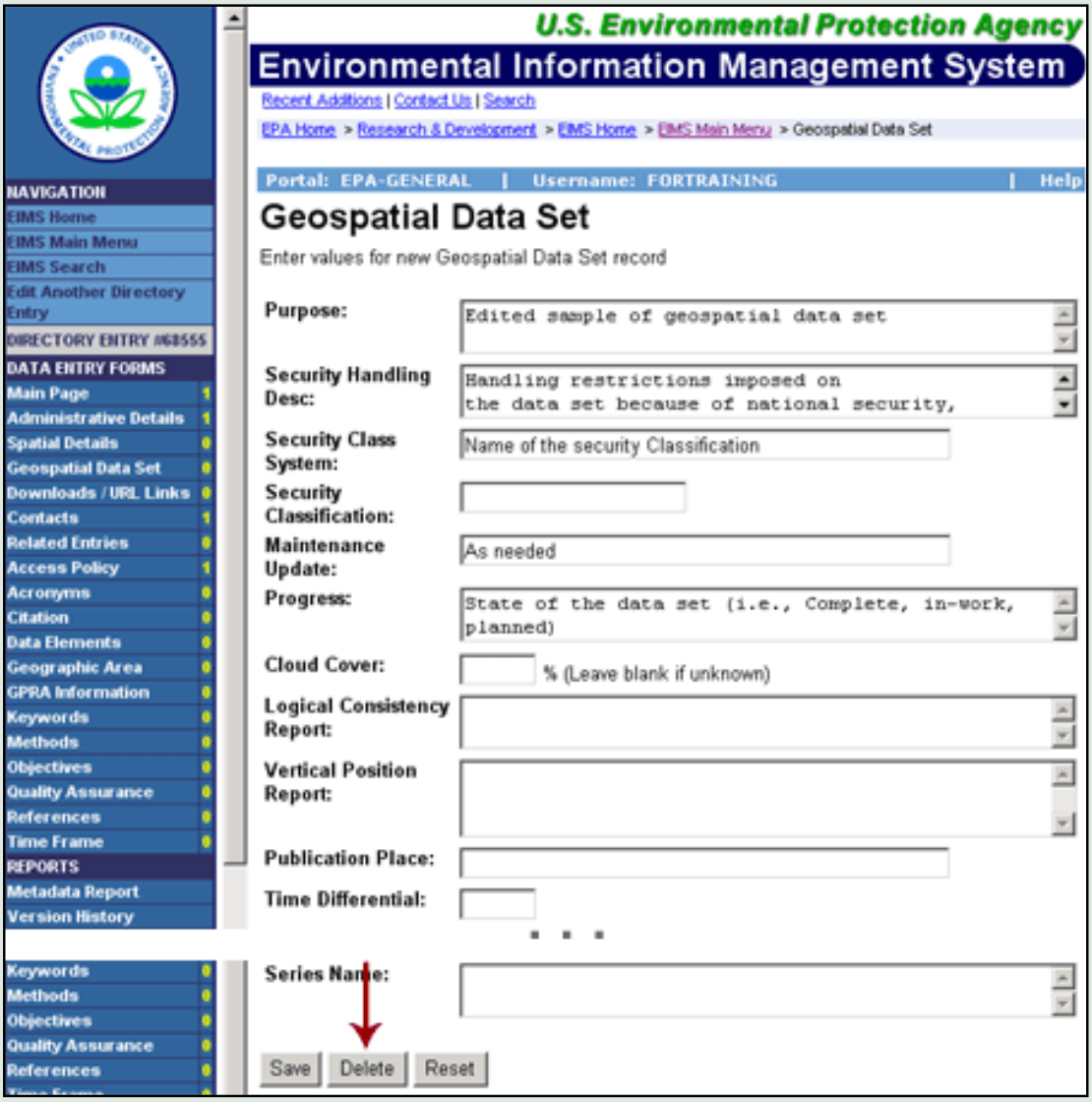
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

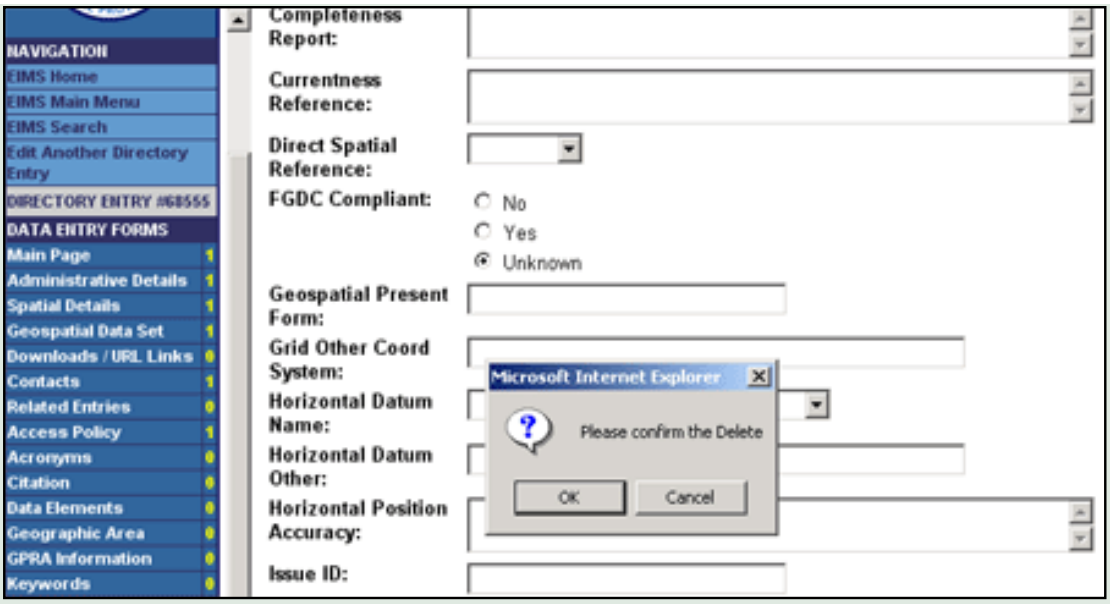
NOTE	If you are already editing the EIMS record, skip to Step 2.

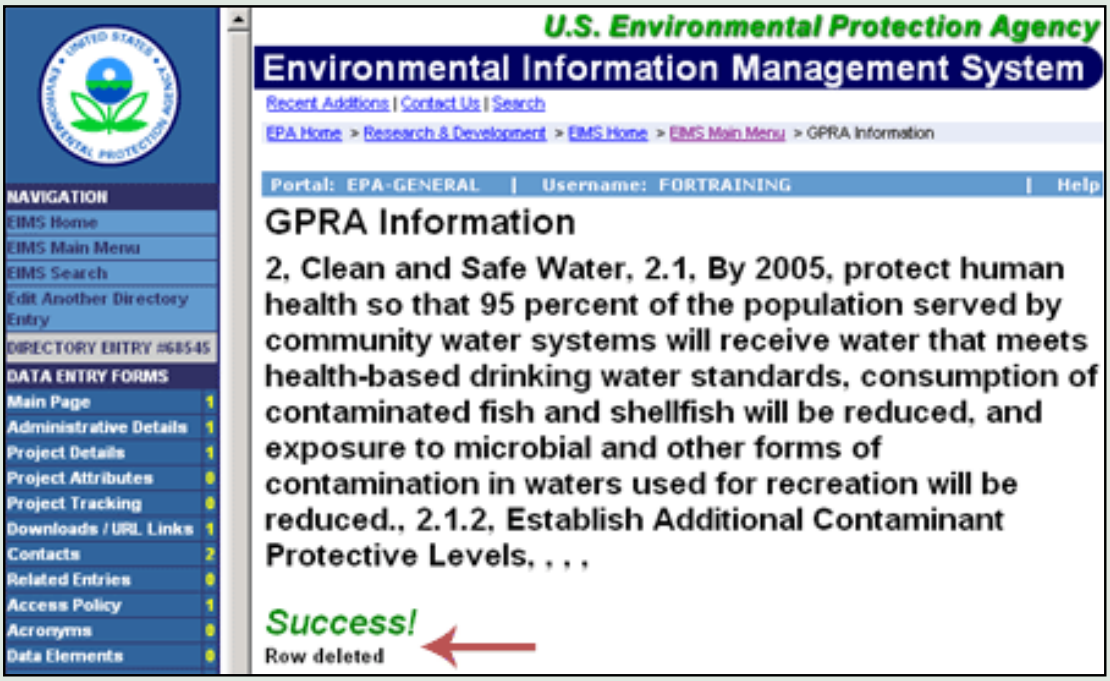
Step 2 Select the data entry form link from the Navigation Sidebar to display the Geospatial Data Set data entry form.

Step 3 Select the `Delete` button to eliminate the specified Geospatial Data Set from the EIMS metadata record.



Step 4 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (Geospatial Data Set data) has been deleted.





NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Spatial Details

What is this?

This web page serves as a How To guide for entering (adding and/or editing) the Spatial Details Information Component of an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Spatial Details data entry form?

The Spatial Details data entry form allows you to provide sampling start and end dates for the spatial data set described by the EIMS metadata record. Currently, the Spatial Details data entry form duplicates the Time Frame data entry form for spatial data set Information Objects; these forms will be consolidated in a future release of EIMS.

Who can populate Spatial Details metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add and/or edit Spatial Details Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate Spatial Details metadata for an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Spatial Details data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

Detailed Instructions

Top

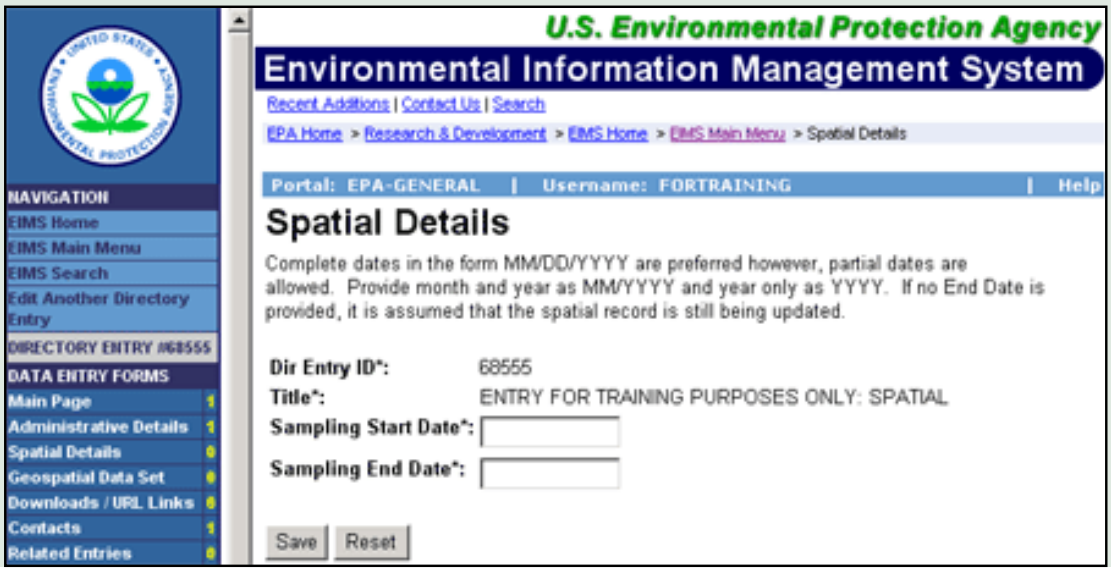
Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Spatial Details data entry form.

Step 3 Populate fields as desired (see instructions below).

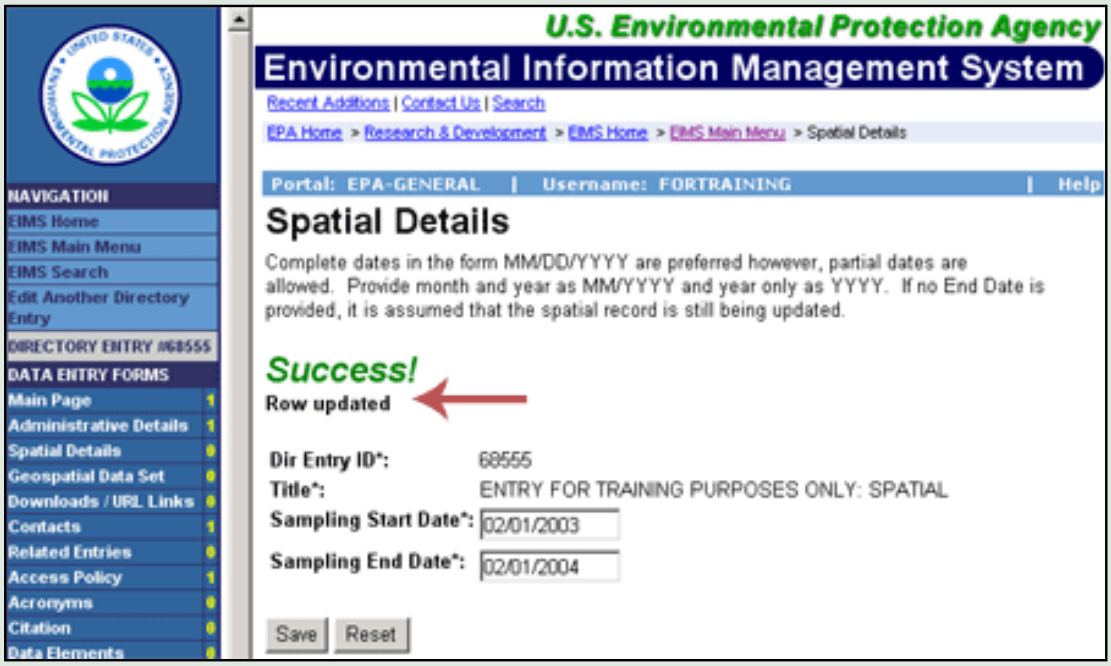
NOTE	Mandatory fields are indicated by an asterisk (*).



The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID*	The EIMS identification number for a specific metadata record generated by the system upon submission of a completed Metadata Entry Main Page. You cannot edit this field.
Title*	The name designated to identify the specified database. You cannot edit this field.
Sampling Start Date*	Enter (edit) the date when data sampling for the spatial data set began (or is scheduled to begin).
Sampling End Date*	Enter (edit) the date when data sampling for the spatial data set was completed (or is scheduled to be completed).

Step 4 Select Save, and a *Success!* message displays on the page indicating that the information entered has been added to the EIMS database.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Web Site Details

What is this?

This web page serves as a How To guide for entering (adding and/or editing) the Web Site Details Information Component of an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Web Site Details data entry form?

The Web Site Details data entry form allows you to provide a supplemental infomation about the web site described by the EIMS metadata record.

Who can populate Web Site Details metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add and/or edit Web Site Details Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate Web Site Details metadata for an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Web Site Details data entry form.

Step 3 Populate fields as desired.

Step 4 Select the Save button.

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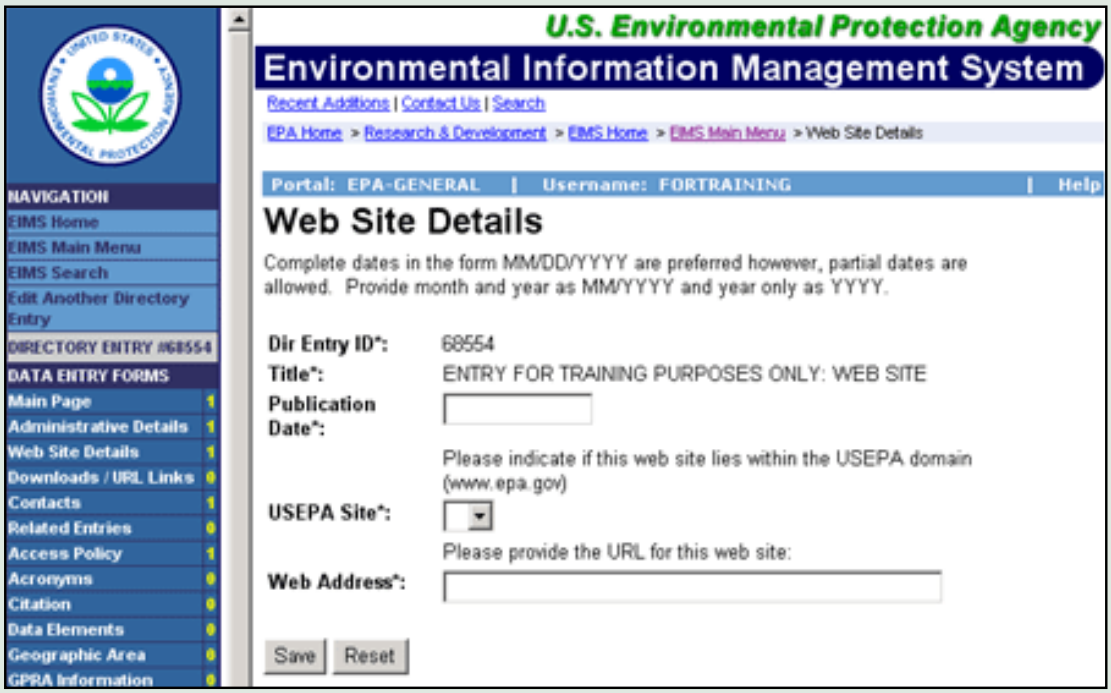
Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Web Site Details data entry form.

Step 3 Populate fields as desired (see instructions below).

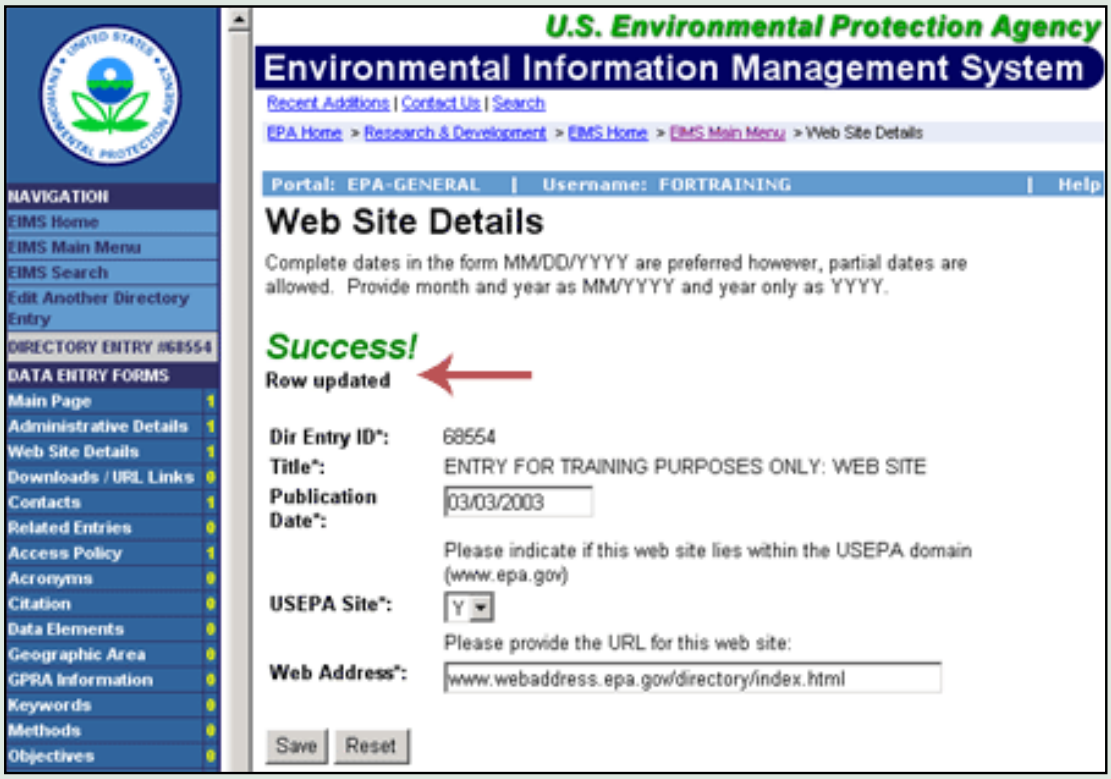
NOTE	Mandatory fields are indicated by an asterisk (*).



The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Dir Entry ID*	The EIMS identification number for a specific metadata record generated by the system upon submission of a completed Metadata Entry Main Page. You cannot edit this field.
Title*	The name designated to identify the specified database. You cannot edit this field.
Publication Date*	Enter (edit) the date when the web site was published (or is scheduled to be published).
USEPA Site*	Use the pick list to indicate whether or not the web site lies within the EPA domain (www.epa.gov/).
Web Address*	Enter (edit) the URL for the web site (e.g., www.epa.gov/eims).

Step 4 Select Save, and a *Success!* message displays on the page indicating that the information entered has been added to the EIMS database.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Collections

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) Collection data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Collections data entry form?

The Collections data entry form allows you to associate an EIMS record with partner Collections (in addition to the one in which is was originally added, based upon the portal designation of the DEP user).

Who can populate Collections metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete the data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Collections metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Collection metadata.

How do you add Collections metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Collections data entry form.

Step 3 Select the `Add` button.

Step 4 Populate fields as desired.

Step 5 Select the `Save` button.

How do you edit the Collections metadata of an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Collections data entry form.

Step 3 Open the edit page for the individual Collection you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete Collections metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Collections data entry form.

Step 3 Open the edit page for the individual Collection you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

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Instructions for Adding Collections Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Collections data entry form (*Add to Collection*).

Step 3 Select the Add button.

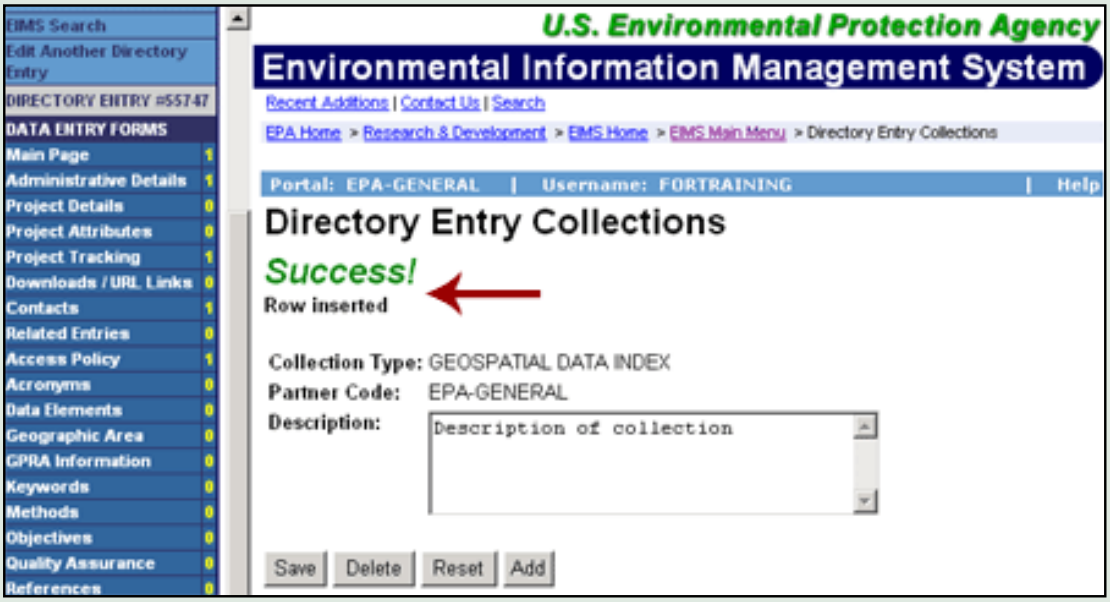
Step 4 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Collection Type*	Select a Collection from the pick list of all available Collections for the applicable Partner (based upon the portal designation of the DEP).
Description	Enter a description of the selected Collection.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual Collection) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Editing Collections Data

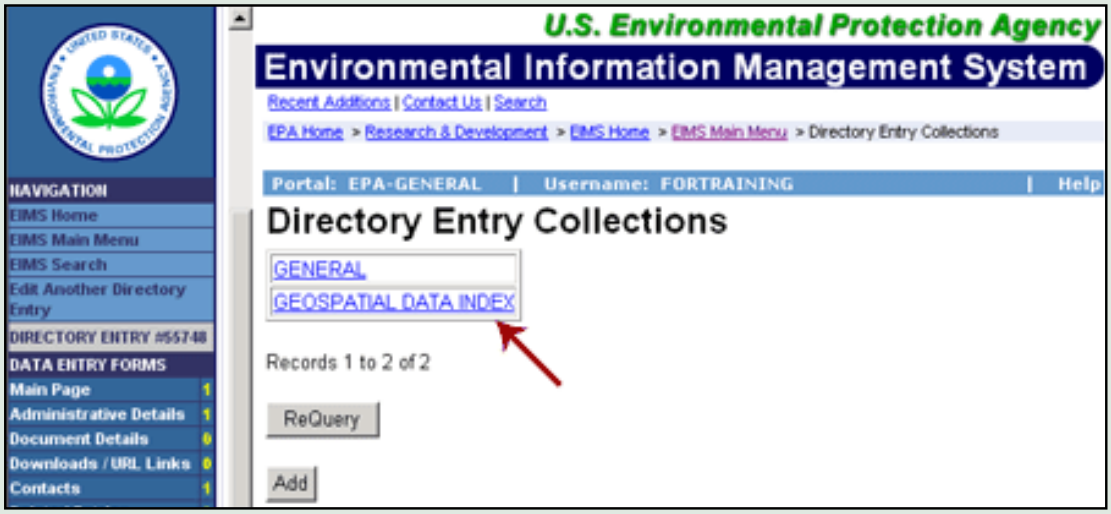
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Collections data entry form (*Add to Collection*).

Step 3 Open the edit page for the individual Collection you wish to modify by selecting the link in the table of Collections currently saved in the EIMS metadata record.



Step 4 Edit fields as desired (see instructions below).

NOTE	Once saved, you cannot edit the *Collection Type* field. If you have mistakenly associated the EIMS metadata record to a Collection, delete the erroneous Collection and add the correct one.

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Collection Type*	Name of the Collection. You cannot edit this field.
Partner Code	Abbreviation used to designate an EIMS Partner (e.g., ORD-NCEA, EPA-GENERAL, etc.). You cannot edit this field.
Description	Edit the description of the selected Collection.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual Collection) has been updated (i.e., the changes you entered have been made in the EIMS database).

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting Collections Data

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

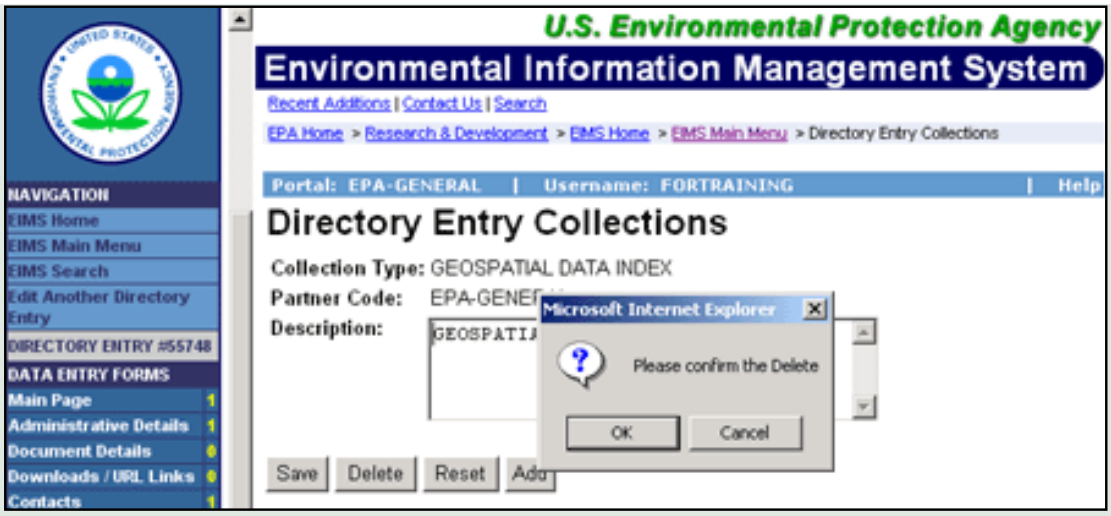
NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Collections data entry form (*Add to Collection*).

Step 3 Open the edit page for the individual Collection you wish to delete by selecting the link in the table of Collections currently saved in the EIMS metadata record.

Step 4 Select the `Delete` button to eliminate the specified Collection from the EIMS metadata record.

Step 5 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (individual Collection) has been deleted.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Add Secondary Partner

What is this?

This web page serves as a How To guide for populating (adding and/or deleting) Secondary Partner data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Secondary Partners data entry form?

The Secondary Partner data entry form allows you to associate another Partner with the EIMS metadata record you are populating.

Who can populate Secondary Partner metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Secondary Partner metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding or deleting Secondary Partner metadata.

NOTE	Once added, you cannot edit Secondary Partner information. If you need to make a change, delete the erroneous entry and add the corrected one.

How do you add Secondary Partner metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Secondary Partners data entry form.

Step 3 Populate fields as desired.

Step 4 Select the `Save` button.

How do you delete Secondary Partner metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Secondary Partner data entry form.

Step 3 Open the edit page for the Secondary Partner you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

Detailed Instructions

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Instructions for Adding Secondary Partner Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Secondary Partner data entry form (*Add2ndPartner*).

NOTE	If there is no Secondary Partner data currently saved in EIMS, the data entry form automatically displays in add mode. If there already is Secondary Partner data, the form will display in report mode; click the Add button to open the data entry form in add mode.

Step 3 Populate fields as desired (see instructions below).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Partner Code	Use the pick list to select the name of the EIMS Partner you want to associate with the metadata record.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual Secondary Partner) has been inserted (i.e., the information you entered has been added to the EIMS database).

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting Secondary Partner Data

Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Secondary Partner data entry form (*Add2ndPartner*).

Step 3 Open the edit page for the individual Secondary Partner you wish to delete by selecting the link in the table of Secondary Partners currently saved in the EIMS metadata record.

Step 4 Select the `Delete` button to eliminate the specified Secondary Partner from the EIMS metadata record.

Step 5 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (individual Secondary Partner) has been deleted.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate an EIMS Record – Version History

What is this?

This web page serves as a How To guide for populating (adding and/or deleting) the Version History data within an EIMS metadata record. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Version History data entry form?

The Version History data entry form allows you to relate an EIMS metadata record to parent records. For example, if you are adding an EIMS metadata record to describe Version 2.0 of a document, you would use the Version History data entry form to associate it with the metadata record in EIMS that describes Version 1.0 of the same document.

Who can populate Version History metadata?

Any registered user of EIMS can add a metadata record, the first step toward sharing information about an Information Object with the EIMS user base. Once the record has been added, any user with editing permissions (DEP, Co-Owner, Librarian) may add, edit, and/or delete any of the Information Component data as often as necessary to ensure complete and accurate population of the metadata. The record will not be released to the designated user base until its *Metadata Status* has been set to *Reviewed* by the applicable Librarian.

Prerequisites

Before you can add, edit, and/or delete Information Component data of an EIMS record, the record must already exist (see How To guide for adding a record), you must have Logged in with a registered account, and you must have editing permissions for the record.

How do you populate the Version History metadata of an EIMS record?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding or deleting Version History metadata.

NOTE	Once added, you cannot edit Version History entries. If you need to make a change, delete the erroneous association and add the corrected one.

How do you add Version History metadata to an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Version History data entry form.

Step 3 Populate fields as desired.

Step 4 Select the `Save` button.

How do you delete Version History metadata from an EIMS record?

Step 1 Open the EIMS metadata record in edit mode.

Step 2 Navigate to the Version History data entry form.

Step 3 Select the `Delete` button.

Step 4 Select the `OK` button to confirm the deletion.

Detailed Instructions

Top

Instructions for Adding Version History Data

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

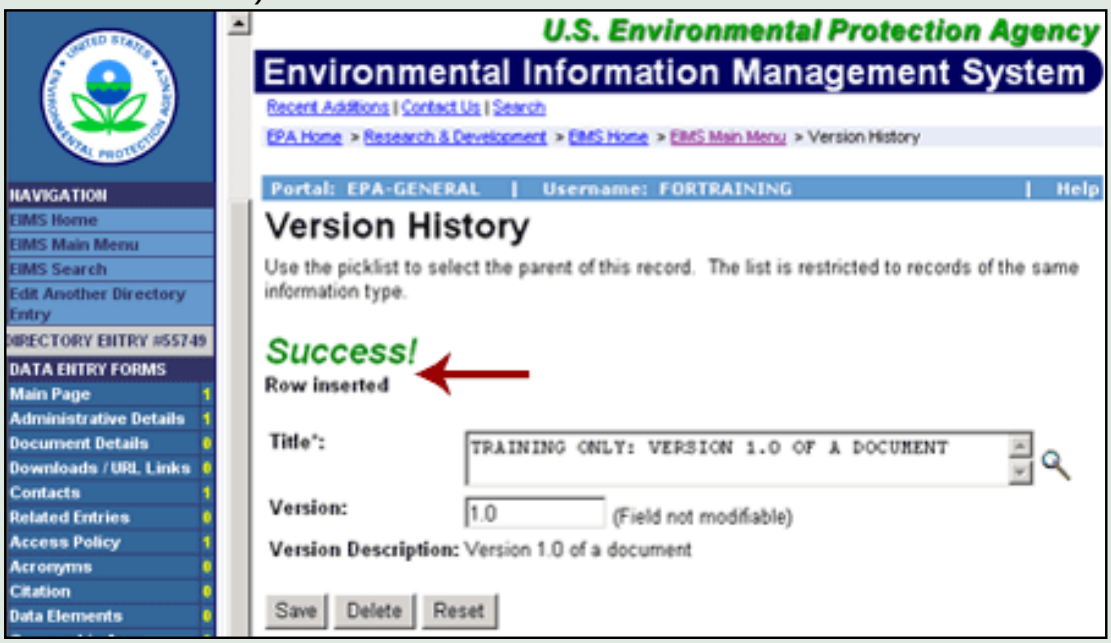
Step 2 Select the data entry form link from the Navigation Sidebar to display the Version History data entry form.

Step 3 Populate fields as desired (see instructions below).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Title	Use the pop-up to select the Title of the EIMS metadata record that is the parent (precessor / earlier version) of the Information Object described by the metadata record you are currently populating.
Version	The Version of the specified EIMS metadata record. Do not edit this field.

Step 4 Select `Save`, and a *Success!* message displays on the page indicating that the row (Version History association) has been inserted (i.e., the information you entered has been added to the EIMS database).



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

Instructions for Deleting Version History Data

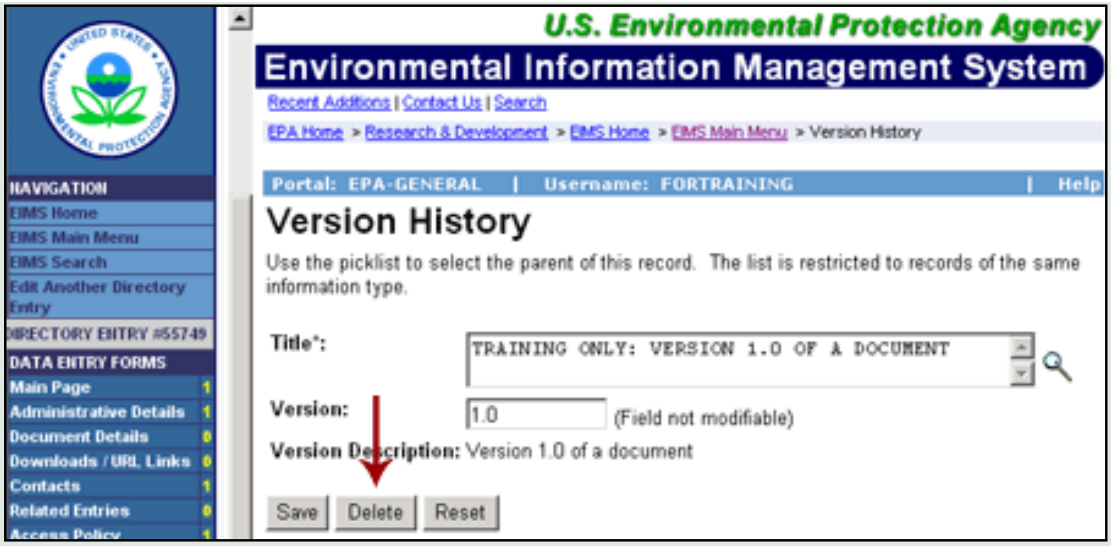
Top

Step 1 Open the EIMS metadata record in edit mode (see Open Record How To guide for instructions).

NOTE	If you are already editing the EIMS record, skip to Step 2.

Step 2 Select the data entry form link from the Navigation Sidebar to display the Version History data entry form.

Step 3 Select the `Delete` button to eliminate the Version History information from the EIMS metadata record.



Step 4 Select OK to confirm the deletion, and a *Success!* message displays indicating that the row (Version History information) has been deleted.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing information in the EIMS metadata record.

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How to Populate Personal Information – Personal Details

What is this?

This web page serves as a How To guide for populating the Personal Details component of a user's personal information. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Personal Details data entry form?

The Personal Details data entry form allows you to enter / edit your EIMS account information (username, password) and contact information (phone numbers, email, address, etc.).

Who can populate Personal Details information?

Any registered user of EIMS can populate Personal Details information about themselves. Additionally, EIMS Administrators can edit personal information for all users.

Prerequisites

You must be a registered user of EIMS to populate personal information for yourself. You must be an EIMS Administrator user to edit personal information about any users in addition to yourself.

How do you populate Personal Details?

Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

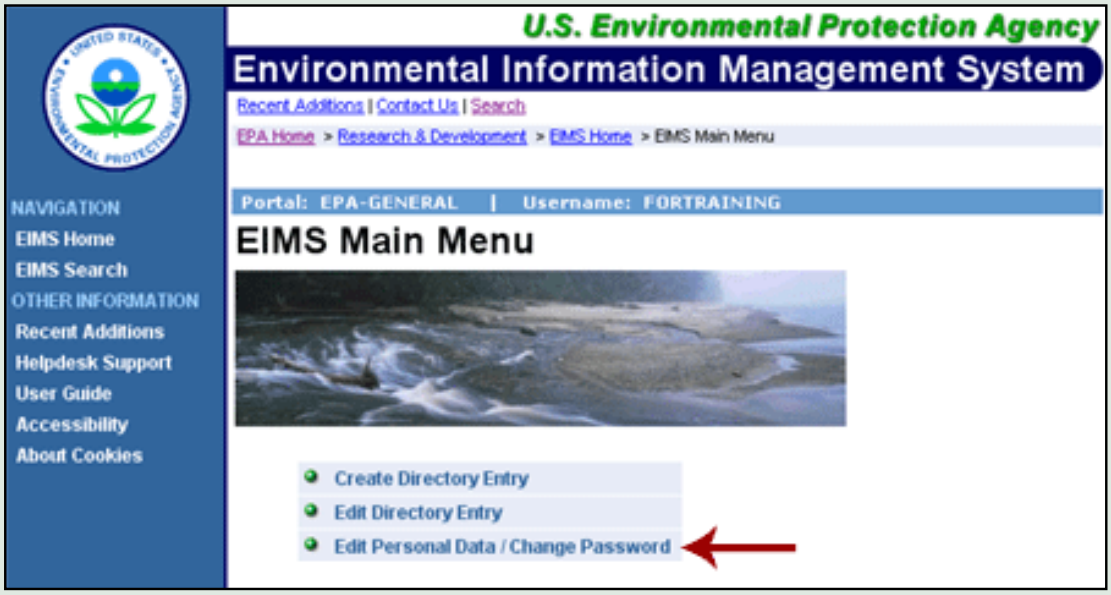
Step 2 Populate the Personal Details page.

Step 3 Select the Save button.

Detailed Instructions

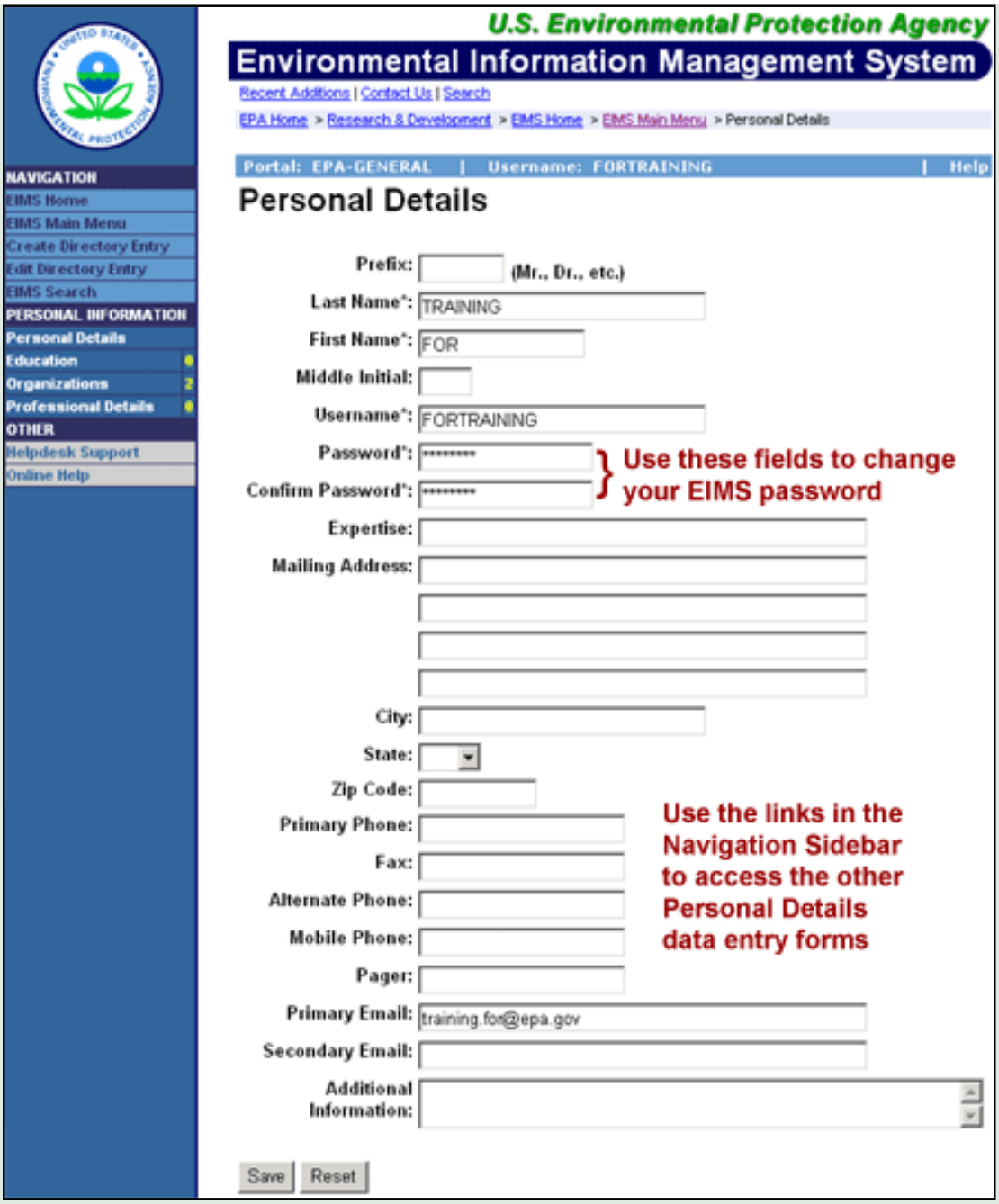
Top

Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).



Step 2 Populate the Personal Details page (see instructions below).

NOTE	In addition to the mandatory fields indicated by an asterisk (*), you must include one of the following fields: *Mailing Address*, *Primary Phone*, or *Primary Email*.



The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Prefix	Enter / edit your social title (e.g., Dr., Mr., Ms., etc.).
Last Name*	Edit your surname.
First Name*	Edit your given name.
Middle Initial	Enter / edit your middle initial (the first letter of your second given name).

Username*	Edit a name to identify yourself as an EIMS user. (For EPA-Registered access, enter your TSSMS ID.)
Password*	Edit a password (private code used to confirm your identity for login).
Confirm Password*	Enter the same password again (this step lessens the possibility of a typo in the first *Password* field).
Expertise	Enter / edit subject matter field(s) in which you have specialized training or experience.
Mailing Address	Enter / edit the postal address of your place of employment. 4 lines are available for entry of organization name, street address, suite, department, mail stop, etc.
City	Enter / edit the city in which you work – i.e., the local political subdivision (state-chartered municipality occupying a definite area) identified in the mailing address.
State	Enter / edit the state in which you work – i.e., the major subnational political division (one of the 50 states of the United States of America or one of the Canadian provinces).
Zip Code	Enter / edit the 5 or 9 digit postal area identification number for your work address.
Primary Phone	Enter / edit the 10-digit telephone number (in 999-999-9999 format) where you can be reached most often.
Fax	Enter / edit your primary, 10-digit fax number (in 999-999-9999 format).
Alternate Phone	Enter / edit an alternate 10-digit telephone number (in 999-999-9999 format) where you can be reached.

Mobile Phone	Enter / edit the 10-digit number for your mobile/cellular/wireless telephone.
Pager	Enter / edit the 10-digit telephone number for your pager.
Primary Email	Enter / edit the main email address at which you can be reached.
Secondary Email	Enter / edit an alternate email address at which you can be reached.
Additional Information	Use this field to enter / edit any explanatory text and/or further details about yourself.

Step 3 Select the Save button, and a *Success!* message displays indicating that the information has been updated.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing your personal information.

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How to Populate Personal Information – Education

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Education component of a user's personal information. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Education data entry form?

The Education data entry form allows you to enter information about your academic degrees.

Who can populate Education information?

Any registered user of EIMS can populate Education information about themselves. Additionally, EIMS Administrators can edit personal information for all users.

Prerequisites

You must be a registered user of EIMS to populate personal information for yourself. You must be an EIMS Administrator to edit personal information about any users in addition to yourself.

How do you populate the Education component of your personal information?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Education information.

How do you add data to the Education component of your personal information?

Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

Step 2 Navigate to the Education data entry form.

Step 3 Populate fields as desired.

Step 4 Select the `Save` button.

How do you edit the Education component of your personal information?

Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

Step 2 Navigate to the Education data entry form.

Step 3 Open the edit page for the individual degree you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete data from the Education component of your personal information?

Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

Step 2 Navigate to the Education data entry form.

Step 3 Open the edit page for the individual degree you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

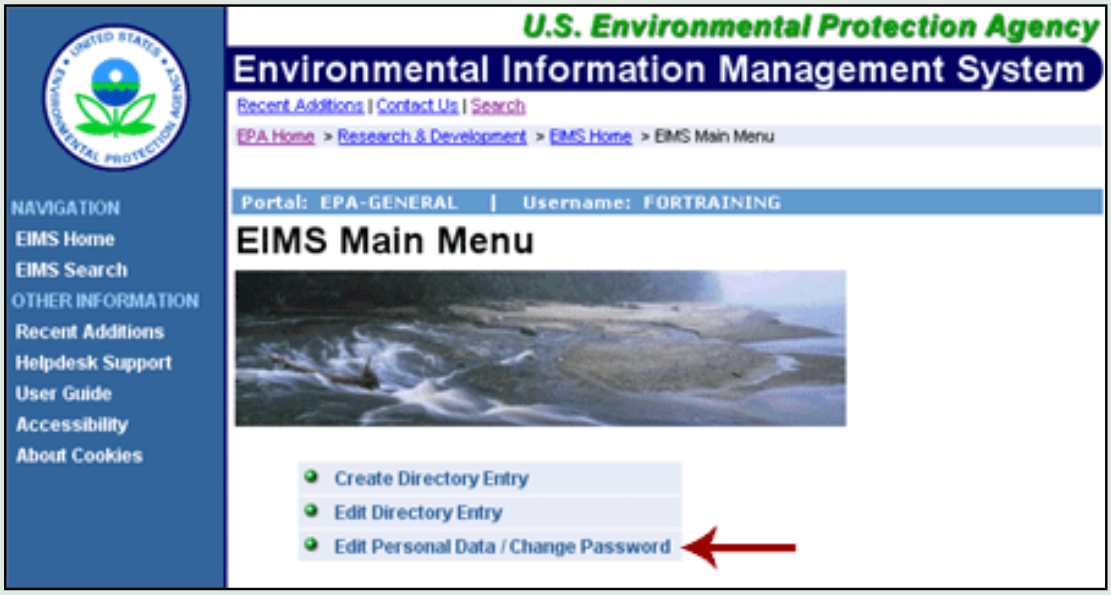
Detailed Instructions

Top

Instructions for Adding Education Data

Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

NOTE	If you are already editing your personal information, skip to Step 2.



Step 2 Select the data entry form link from the Navigation Sidebar to display the Education data entry form.

NOTE	If there is no Education data currently saved in EIMS, the data entry form automatically displays in add mode. If there already is Education data, the form will display in report mode; click the Add button to open the data entry form in add mode.

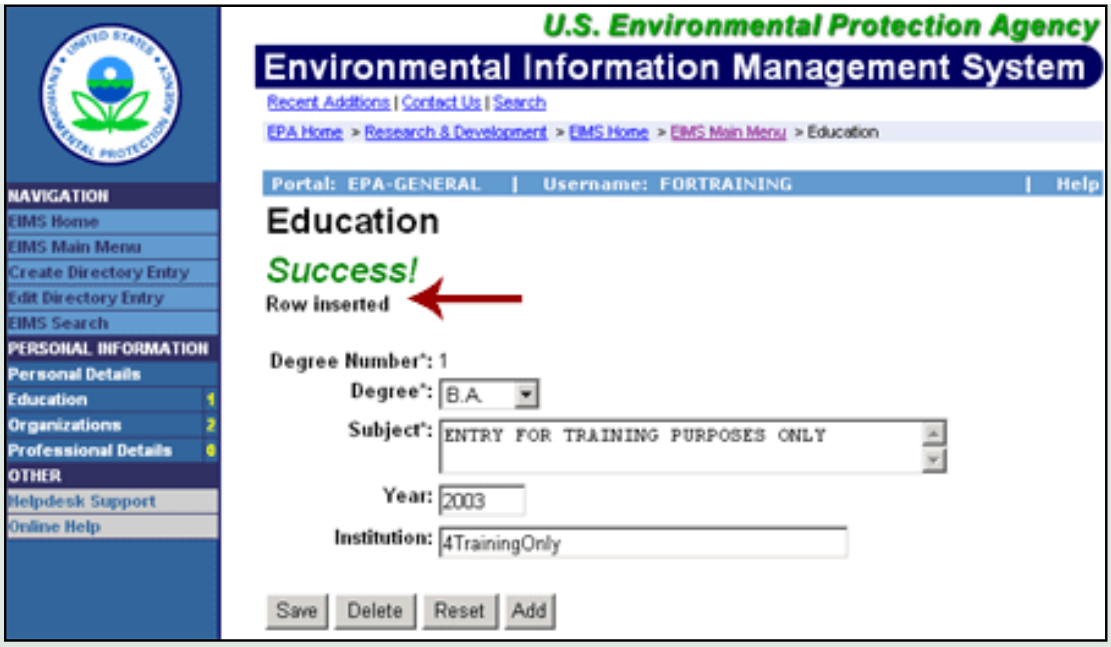
Step 3 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Degree*	Select an academic degree from the pick list.
Subject*	Enter the subject in which you received the academinc degree (e.g., Chemical Engineering, Environmental Sciences, etc.)
Year	Enter the year in which you attained the degree.
Institution	Enter the name of the educational institution from which you attained the academic degree.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual degree) has been inserted (i.e., the information you entered has been added to the EIMS database).



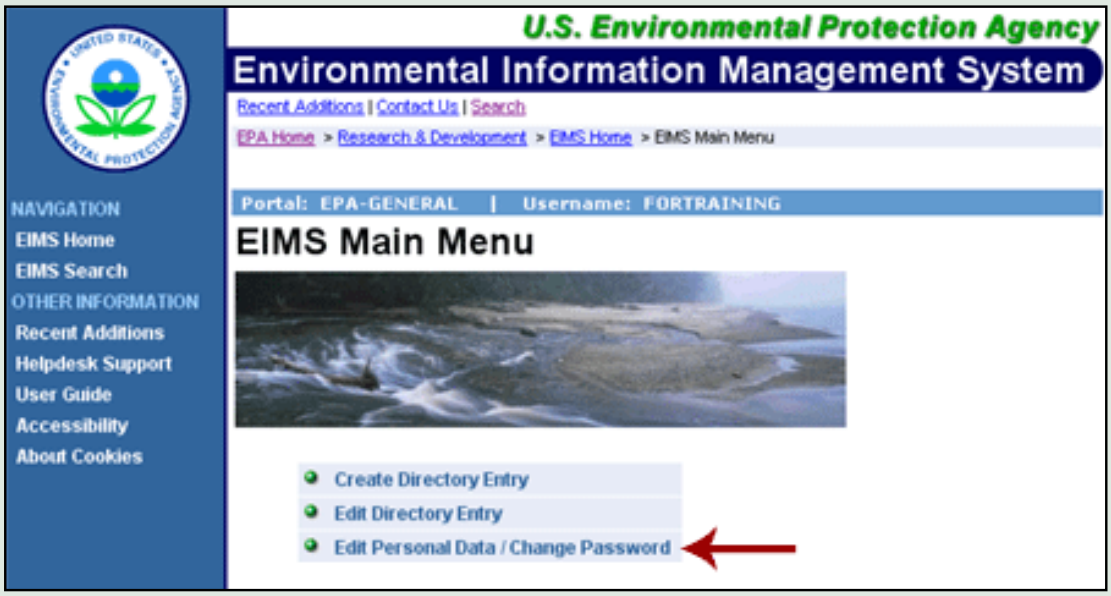
NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing your personal information.

Instructions for Editing Education Data

Top

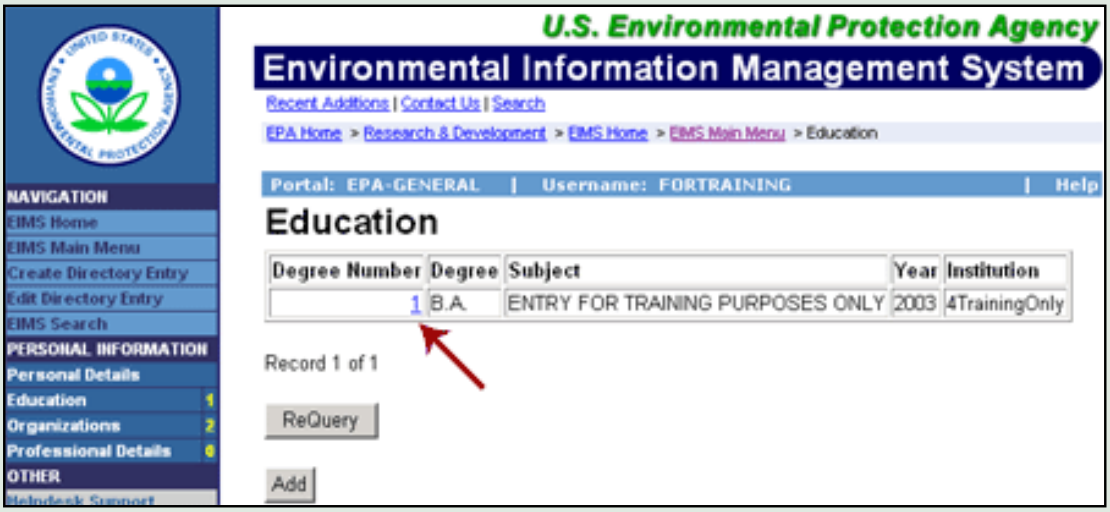
Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

NOTE	If you are already editing the your personal information, skip to Step 2.



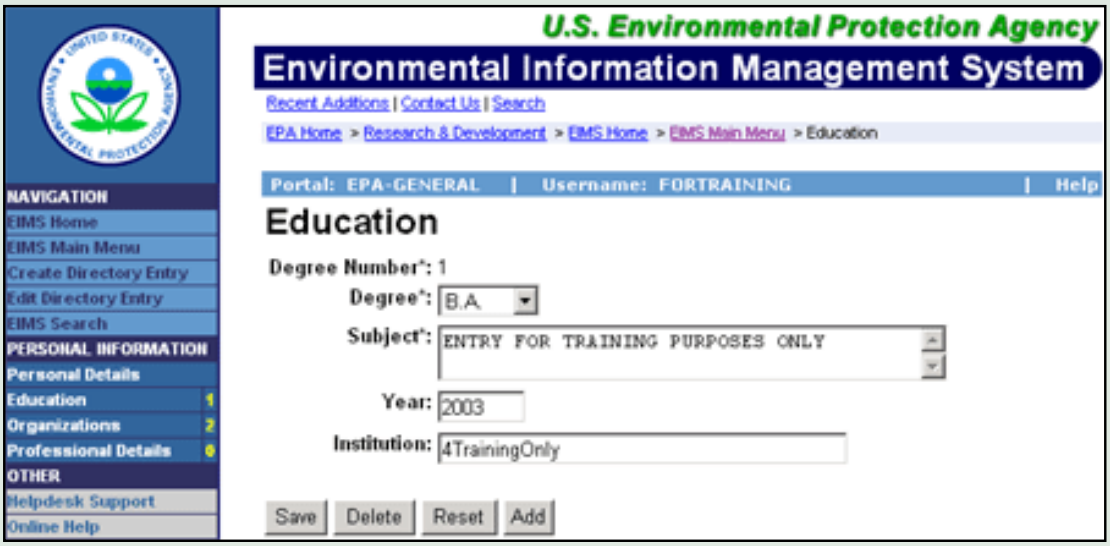
Step 2 Select the data entry form link from the Navigation Sidebar to display the Education data entry form.

Step 3 Open the edit page for the individual degree you wish to modify by selecting the link in the table of degrees currently saved in the EIMS metadata record.



Step 4 Edit fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).



The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Degree Number*	Systematically generated identification number for the degree; you cannot edit this field.
Degree*	Select an academic degree from the pick list.
Subject*	Edit the subject in which you received the academinc degree (e.g., Chemical Engineering, Environmental Sciences, etc.)
Year	Enter / edit the year in which you attained the degree.
Institution	Enter / edit the name of the educational institution from which you attained the academic degree.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual degree) has been updated (i.e., the changes you entered have been made in the EIMS database).

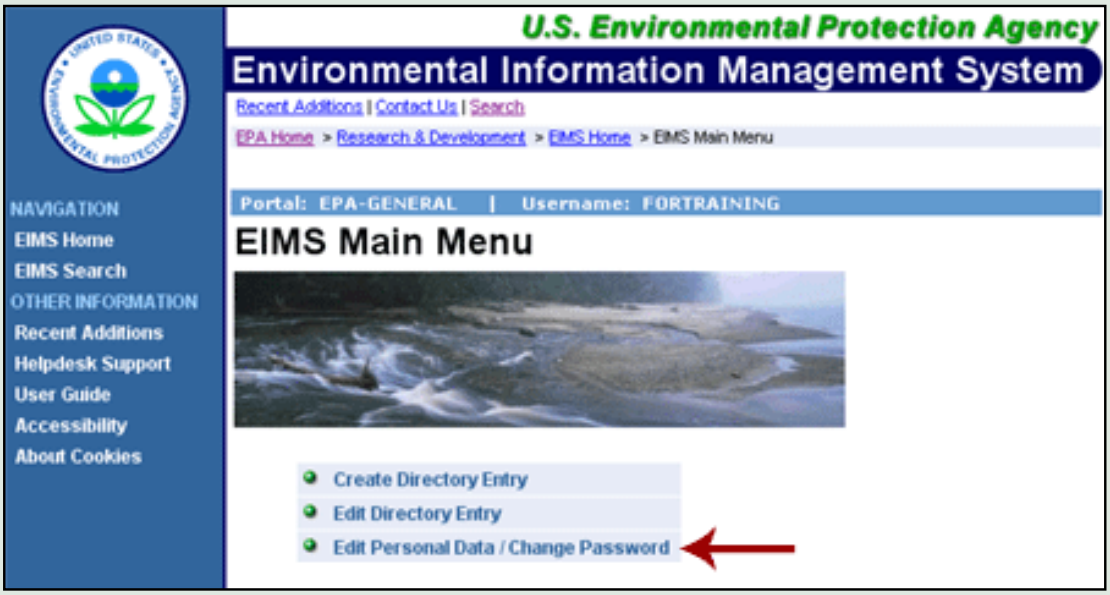
NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing your personal information.

Instructions for Deleting Education Data

Top

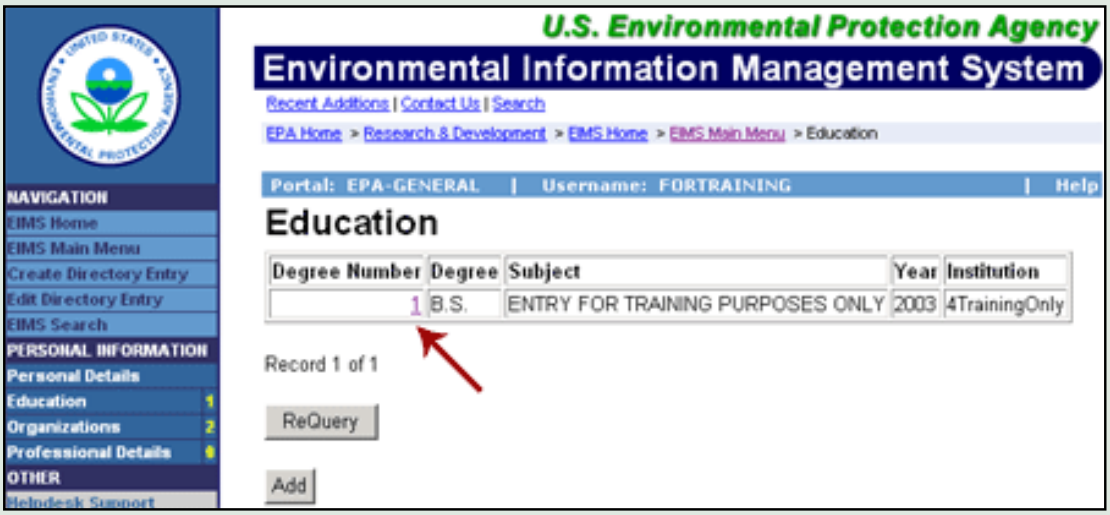
Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

NOTE	If you are already editing your personal information, skip to Step 2.

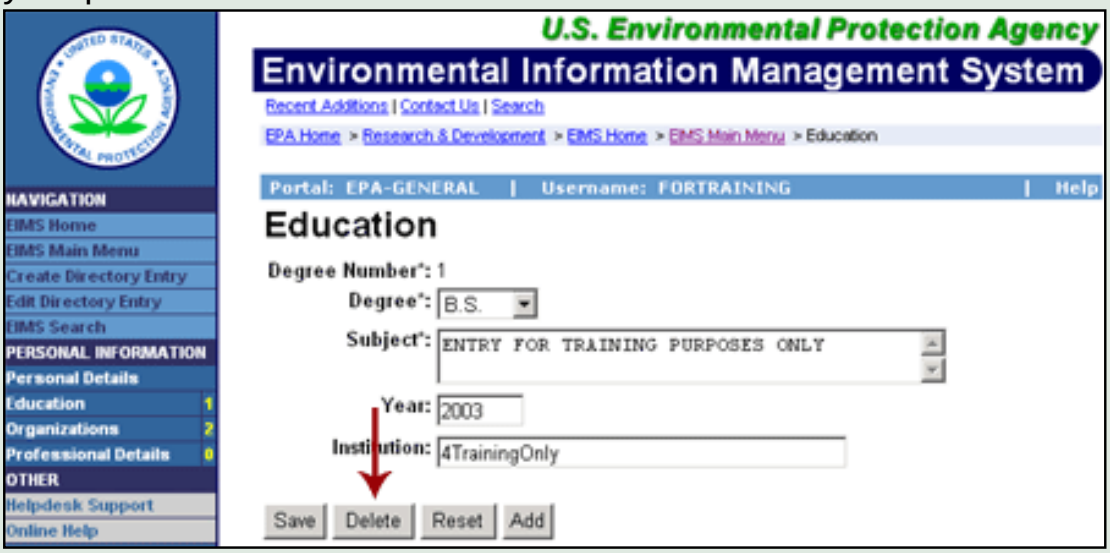


Step 2 Select the data entry form link from the Navigation Sidebar to display the Education data entry form.

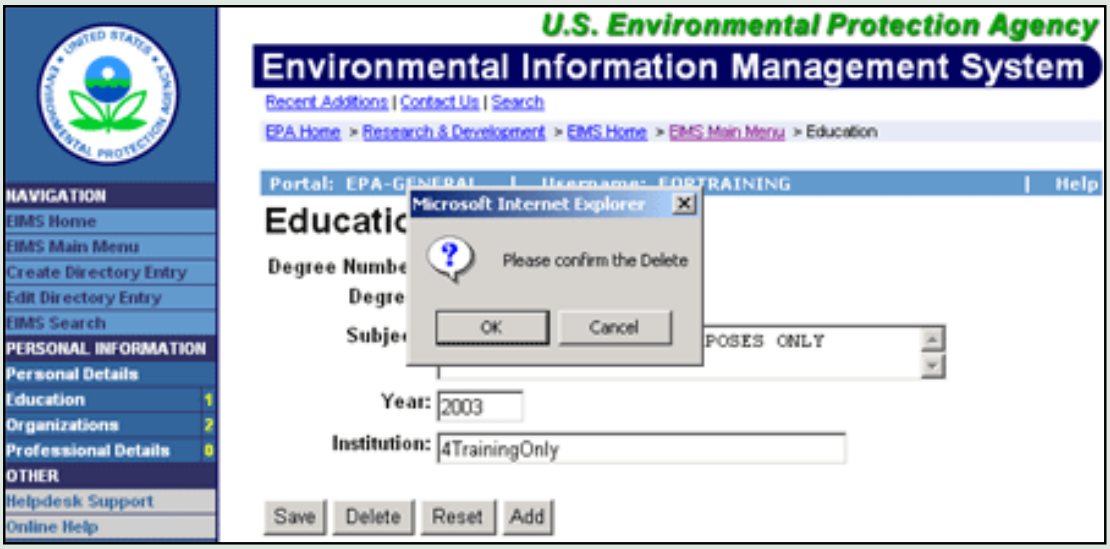
Step 3 Open the edit page for the individual degree you wish to delete by selecting the link in the table of degrees currently saved in the EIMS metadata record.



Step 4 Select the `Delete` button to eliminate the specified degree from your personal information.



Step 5 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (individual degree) has been deleted.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing your personal information.

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How to Populate Personal Information – Organizations

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Organizations component of a user's personal information. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Organizations data entry form?

The Organizations data entry form allows you to enter information about organizations to which you belong.

Who can populate Organizations information?

Any registered user of EIMS can populate Organizations information about themselves. Additionally, EIMS Administrators can edit personal information for all users.

Prerequisites

You must be a registered user of EIMS to populate personal information for yourself. You must be an EIMS Administrator to edit personal information about any users in addition to yourself.

How do you populate the Organizations component of your personal information?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Organizations information.

How do you add data to the Organizations component of your personal information?

Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

Step 2 Navigate to the Organizations data entry form.

Step 3 Populate fields as desired.

Step 4 Select the `Save` button.

How do you edit the Organizations component of your personal information?

Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

Step 2 Navigate to the Organizations data entry form.

Step 3 Open the edit page for the individual organization listing you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete data from the Organizations component of your personal information?

Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

Step 2 Navigate to the Organizations data entry form.

Step 3 Open the edit page for the individual organization listing you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

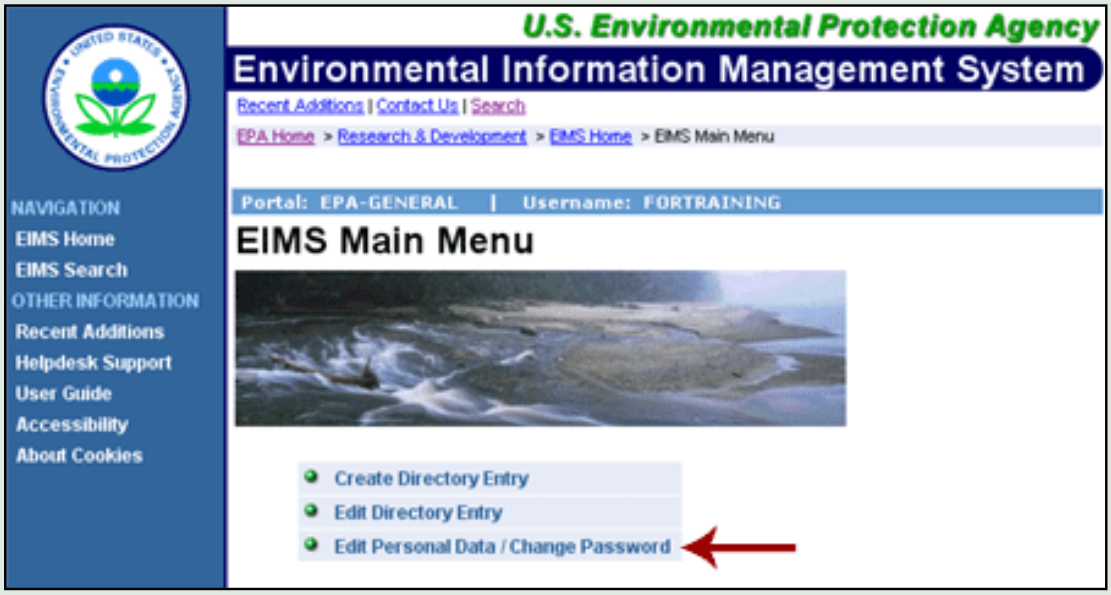
Detailed Instructions

Top

Instructions for Adding Organizations Data

Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

NOTE	If you are already editing your personal information, skip to Step 2.



Step 2 Select the data entry form link from the Navigation Sidebar to display the Organizations data entry form.

NOTE	If there is no Organizations data currently saved in EIMS, the data entry form automatically displays in add mode. If there already is Organizations data, the form will display in report mode; click the Add button to open the data entry form in add mode.

Step 3 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Organization	Use the pop-up to select an organization with which you are affiliated. If the organization you wish to add is not in the list, please contact the ORD Help Desk at (919) 380-4588 or via email at ord.omishelpdesk@epa.gov.
Role	Select the role you play in the specified organization from the pick list.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual organization listing) has been inserted (i.e., the information you entered has been added to the EIMS database).

NOTE	Once saved, you cannot edit the *Organization* field. If you made a mistake in the field, delete the erroneous entry and add the correct one.

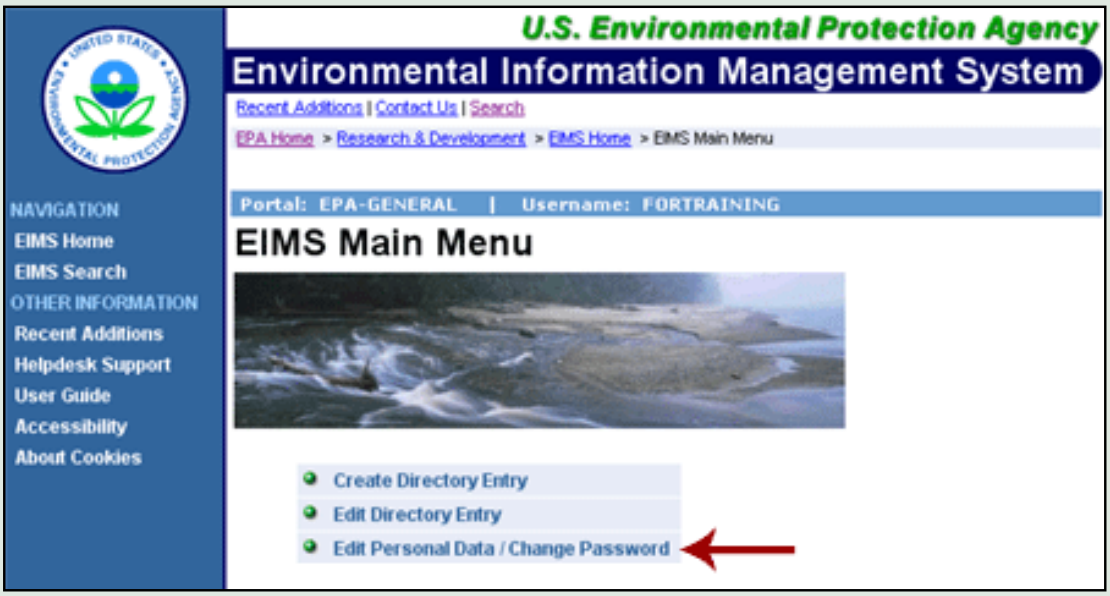
NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing your personal information.

Instructions for Editing Organizations Data

Top

Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

NOTE	If you are already editing the your personal information, skip to Step 2.



Step 2 Select the data entry form link from the Navigation Sidebar to display the Organizations data entry form.

Step 3 Open the edit page for the individual organization listing you wish to modify by selecting the link in the table of organization listings currently saved in the EIMS metadata record.

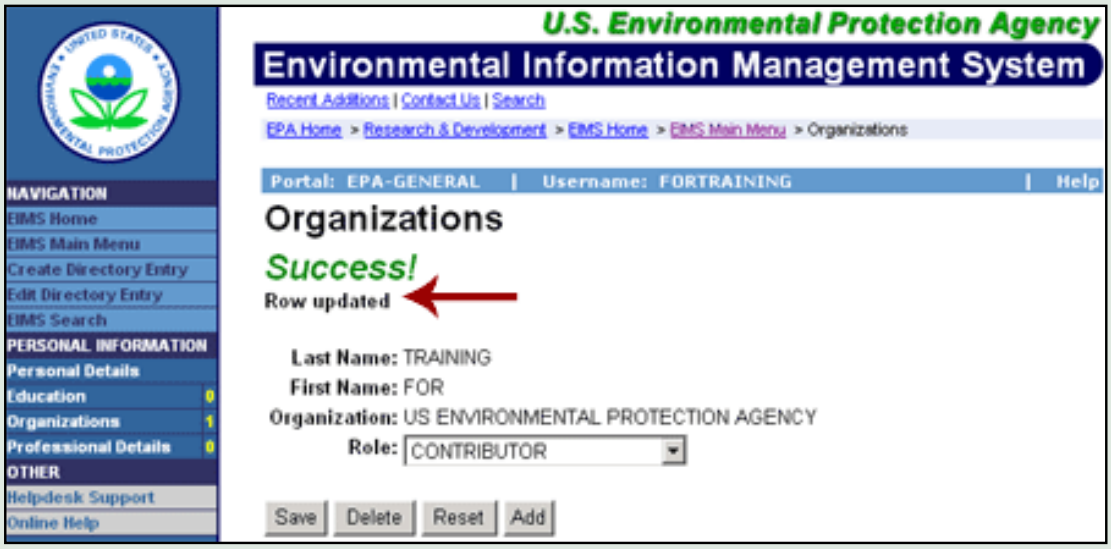
Step 4 Edit fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Last Name	Your last name. You cannot edit this field.
First Name	Your first name. You cannot edit this field.
Organization	The organization with which you are affiliated. You cannot edit this field.
Role	Select the role you play in the specified organization from the pick list.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual organization listing) has been updated (i.e., the changes you entered have been made in the EIMS database).



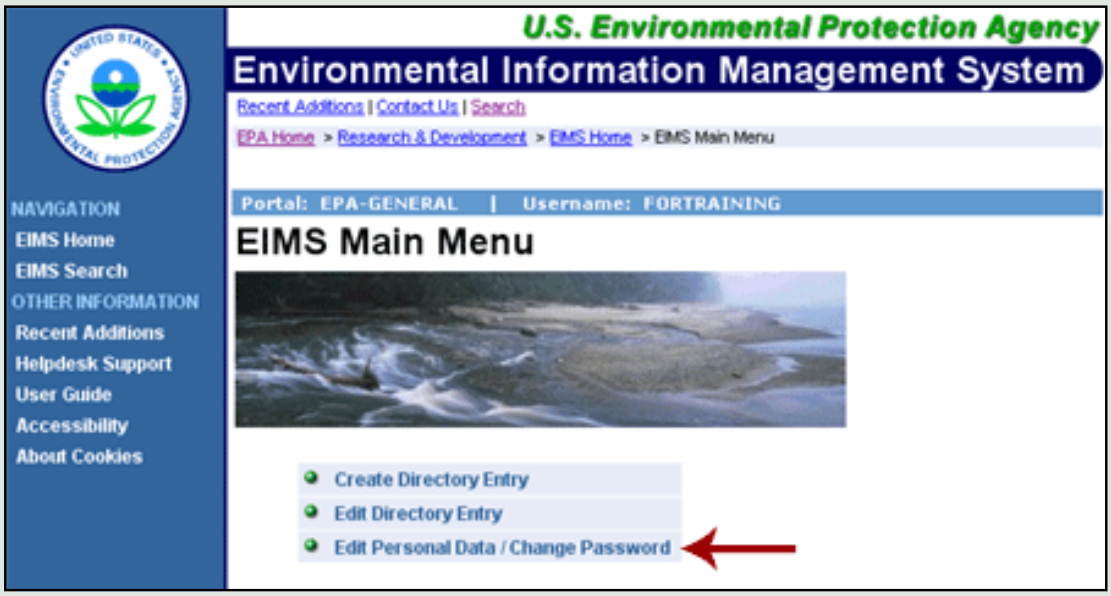
NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing your personal information.

Instructions for Deleting Organizations Data

Top

Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

NOTE	If you are already editing your personal information, skip to Step 2.



Step 2 Select the data entry form link from the Navigation Sidebar to display the Organizations data entry form.

Step 3 Open the edit page for the individual organization listing you wish to delete by selecting the link in the table of organization listings currently saved in the EIMS metadata record.

Step 4 Select the `Delete` button to eliminate the specified organization listing from your personal information.

Step 5 Select OK to confirm the deletion, and a *Success!* message displays indicating that the row (individual organization listing) has been deleted.

NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing your personal information.

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How to Populate Personal Information – Professional Details

What is this?

This web page serves as a How To guide for populating (adding, editing, and/or deleting) the Professional Details component of a user's personal information. It contains an overview of the process and a summary of the steps involved, followed by detailed instructions with screen shots from the EIMS application. Red markings on the screen shots highlight or describe screen content.

Overview

What is the purpose of the Professional Details data entry form?

The Professional Details data entry form allows you to enter information about any professional societies to which you belong, positions you hold, or awards you have won.

Who can populate Professional Details information?

Any registered user of EIMS can populate Professional Details information about themselves. Additionally, EIMS Administrators can edit personal information for all users.

Prerequisites

You must be a registered user of EIMS to populate personal information for yourself. You must be an EIMS Administrator to edit personal information about any users in addition to yourself.

How do you populate the Professional Details component of your personal information?

Although you use the same data entry form, the process varies slightly depending upon whether you are adding, editing, or deleting Professional Details information.

How do you add data to the Professional Details component of your personal information?

Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

Step 2 Navigate to the Professional Details data entry form.

Step 3 Populate fields as desired.

Step 4 Select the `Save` button.

How do you edit the Professional Details component of your personal information?

Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

Step 2 Navigate to the Professional Details data entry form.

Step 3 Open the edit page for the individual Professional Details listing you wish to modify.

Step 4 Edit fields as desired.

Step 5 Select the `Save` button.

How do you delete data from the Professional Details component of your personal information?

Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

Step 2 Navigate to the Professional Details data entry form.

Step 3 Open the edit page for the individual Professional Details listing you wish to delete.

Step 4 Select the `Delete` button.

Step 5 Select the `OK` button to confirm the deletion.

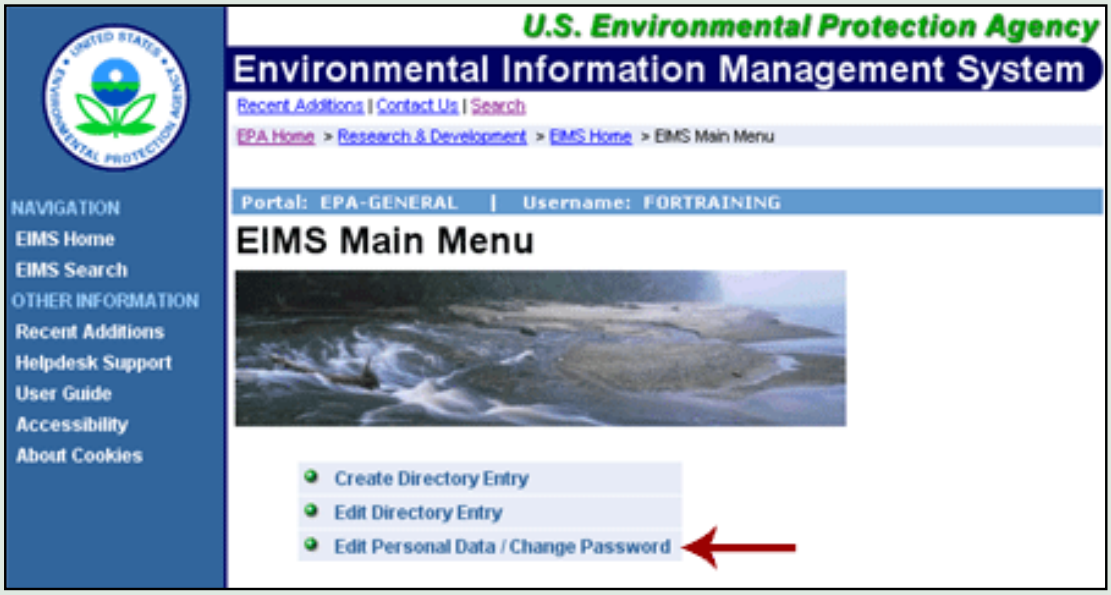
Detailed Instructions

Top

Instructions for Adding Professional Details Data

Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

NOTE	If you are already editing your personal information, skip to Step 2.

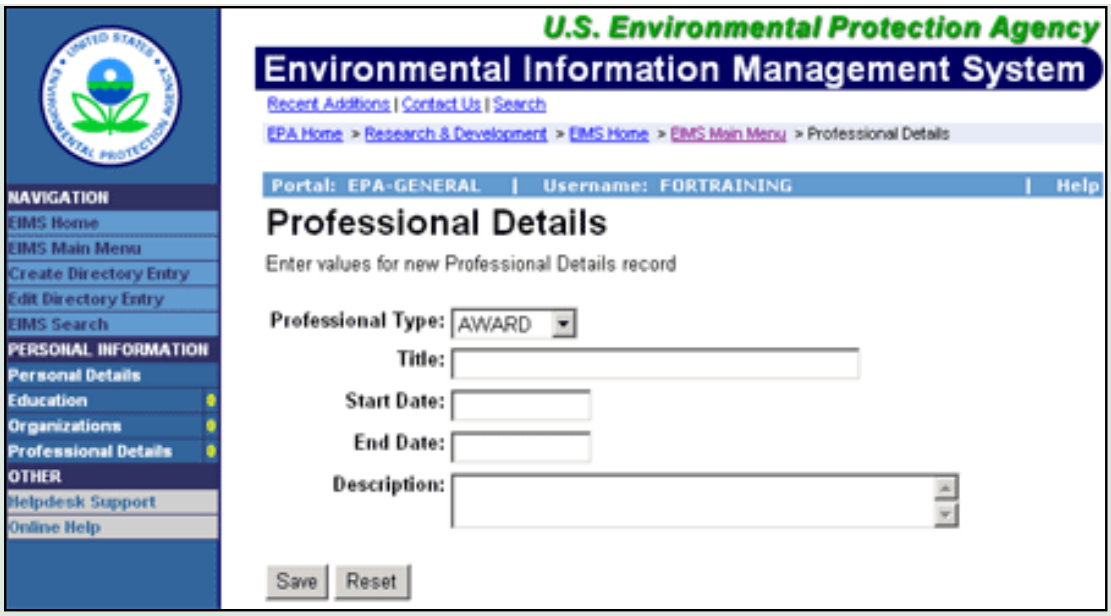


Step 2 Select the data entry form link from the Navigation Sidebar to display the Professional Details data entry form.

NOTE	If there is no Professional Details data currently saved in EIMS, the data entry form automatically displays in add mode. If there already is Professional Details data, the form will display in report mode; click the Add button to open the data entry form in add mode.

Step 3 Populate fields as desired (see instructions below).

NOTE	Mandatory fields are indicated by an asterisk (*).

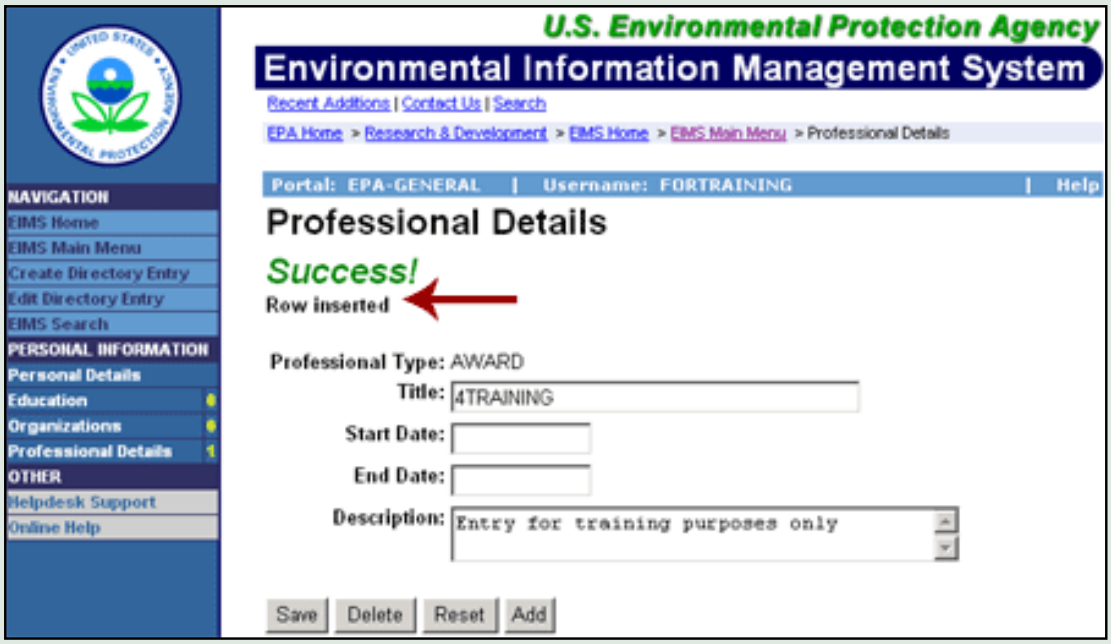


The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Professional Type	Select a category from the pick list: Award, Position, Society.
Title	Enter the name for the award, position, or society.
Start Date	Enter the year in which you won the award or the date upon which you assumed the position or entered the society.
End Date	If applicable, enter the date upon which you left the position or society.
Description	Enter a description of the award you won, position you hold/held, or purpose of the society and the role you played in it.

Step 4 Select Save, and a *Success!* message displays on the page indicating that the row (individual Professional Details listing) has been inserted (i.e., the information you entered has been added to the EIMS database).

NOTE	Once saved, you cannot edit the *Professional Type* field. If you made a mistake in the field, delete the erroneous entry and add the correct one.



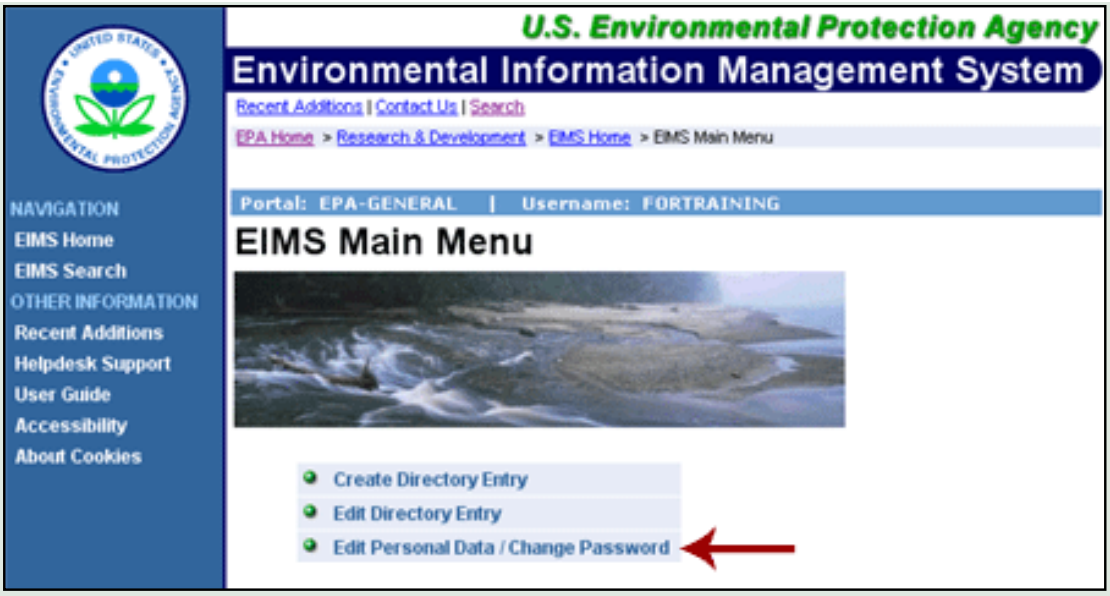
NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing your personal information.

Instructions for Editing Professional Details Data

Top

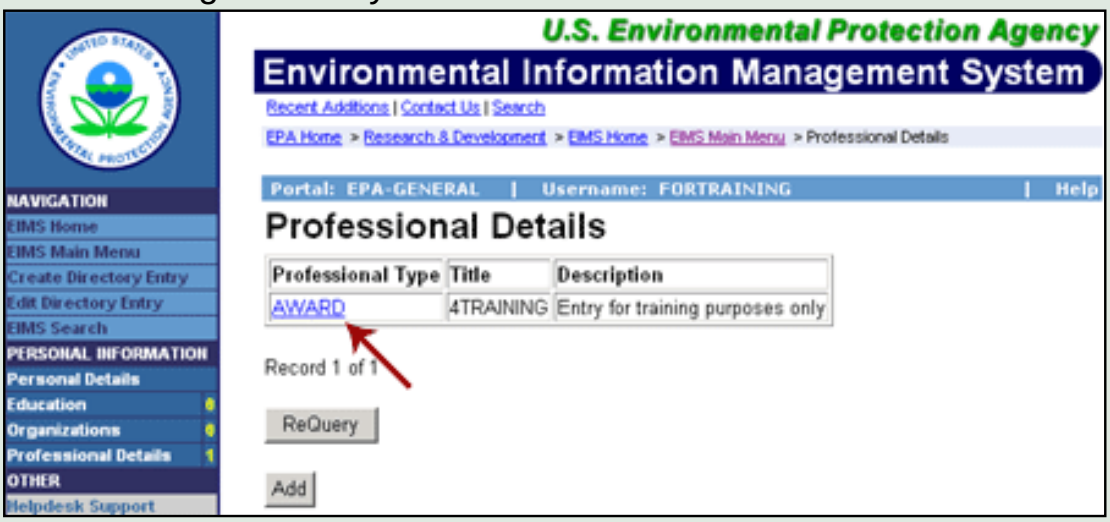
Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

NOTE	If you are already editing the your personal information, skip to Step 2.



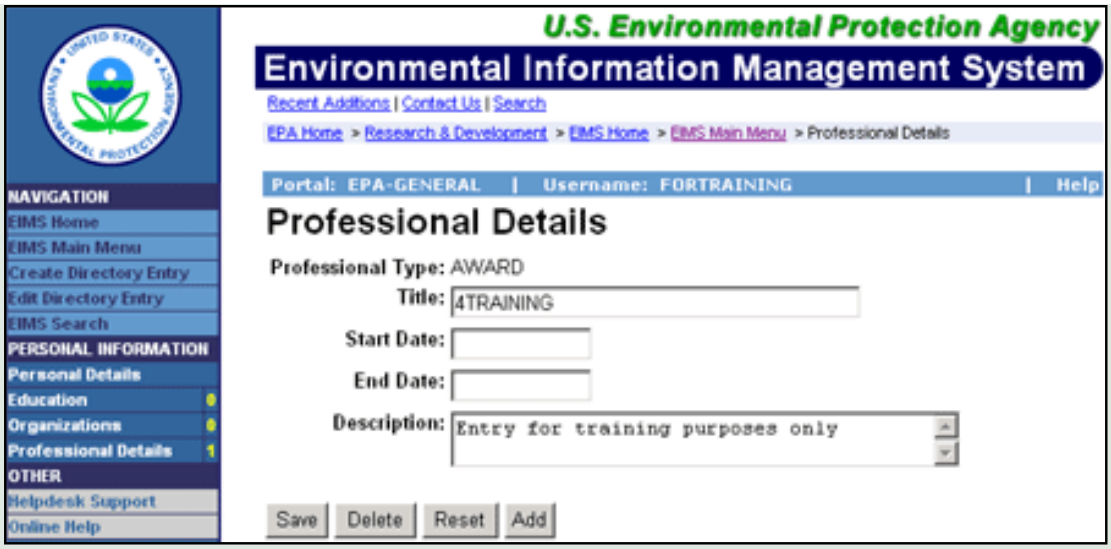
Step 2 Select the data entry form link from the Navigation Sidebar to display the Professional Details data entry form.

Step 3 Open the edit page for the individual Professional Details listing you wish to modify by selecting the link in the table of Professional Details listings currently saved in the EIMS metadata record.



Step 4 Edit fields as desired (see instructions below).

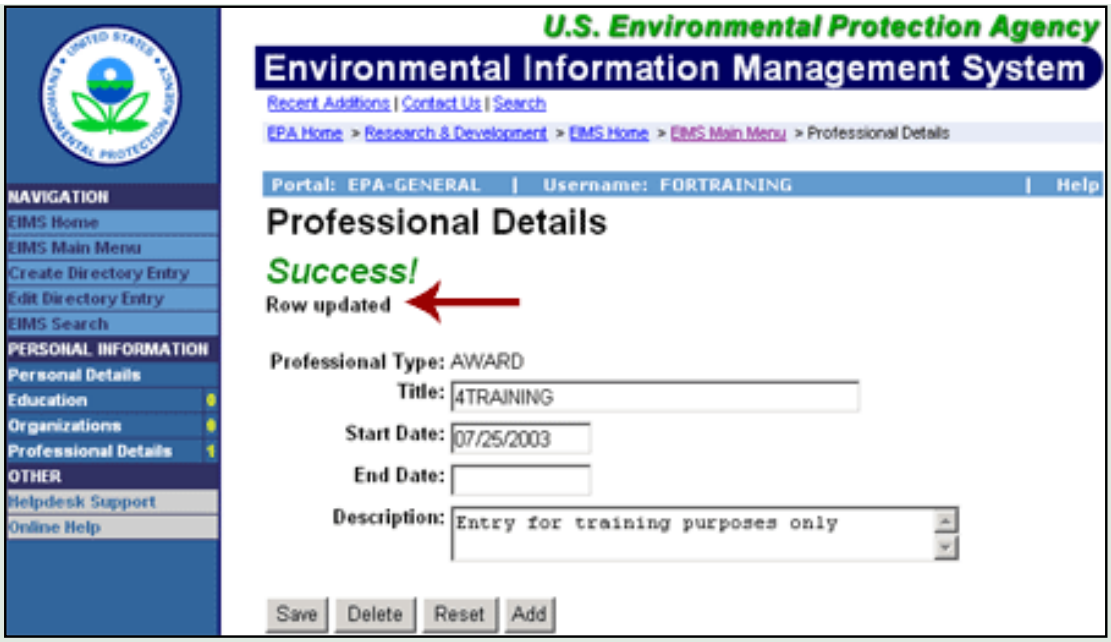
NOTE	Mandatory fields are indicated by an asterisk (*).



The following table provides definitions and instructions for each field. (Please see Conventions for an explanation of the form's buttons.)

Field	Definition / Instructions
Professional Type	The category of the Professional Detail information entered: Award, Position, Society. You cannot edit this field.
Title	Enter / edit the name for the award, position, or society.
Start Date	Enter / edit the year in which you won the award or the date upon which you assumed the position or entered the society.
End Date	If applicable, enter / edit the date upon which you left the position or society.
Description	Enter / edit a description of the award you won, position you hold/held, or purpose of the society and the role you played in it.

Step 5 Select Save, and a *Success!* message displays on the page indicating that the row (individual Professional Details listing) has been updated (i.e., the changes you entered have been made in the EIMS database).



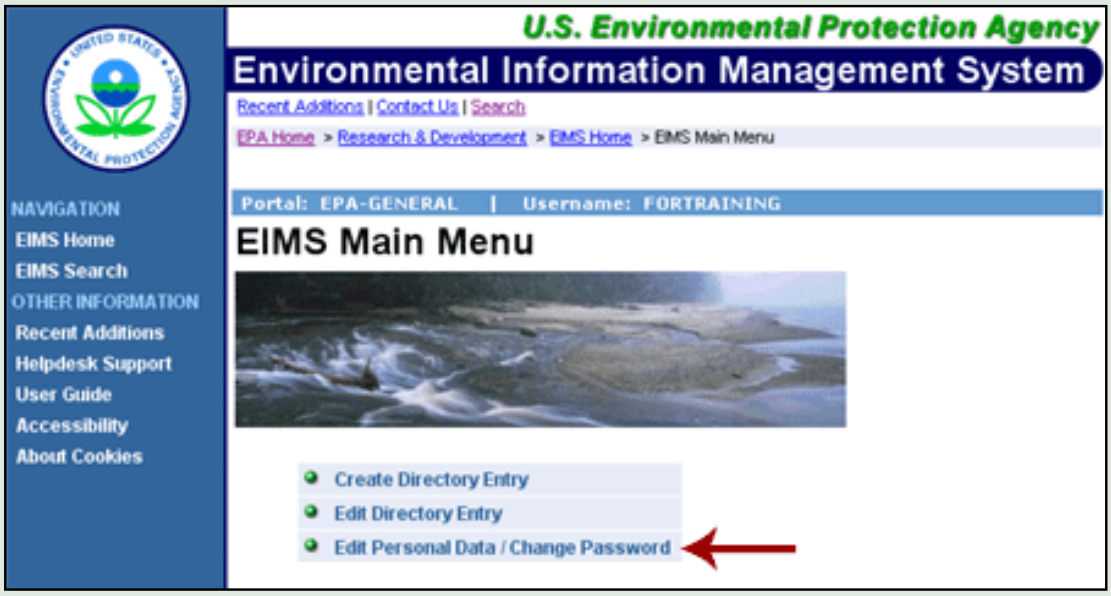
NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing your personal information.

Instructions for Deleting Professional Details Data

Top

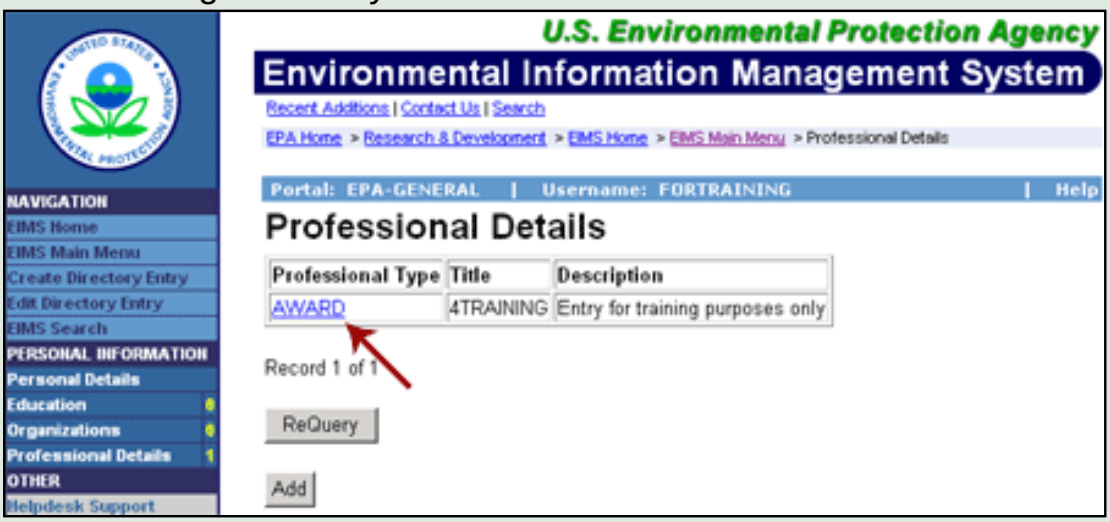
Step 1 Select the *Edit Personal Data / Change Password* option from the Main Menu (or the *Maintain Personal Data* option for EIMS Administrators).

NOTE	If you are already editing your personal information, skip to Step 2.

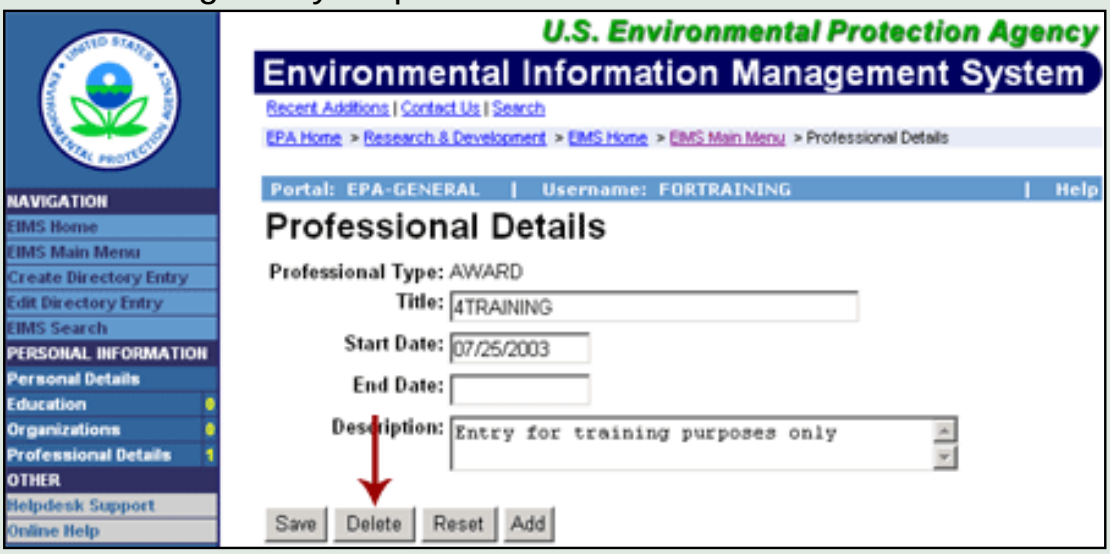


Step 2 Select the data entry form link from the Navigation Sidebar to display the Professional Details data entry form.

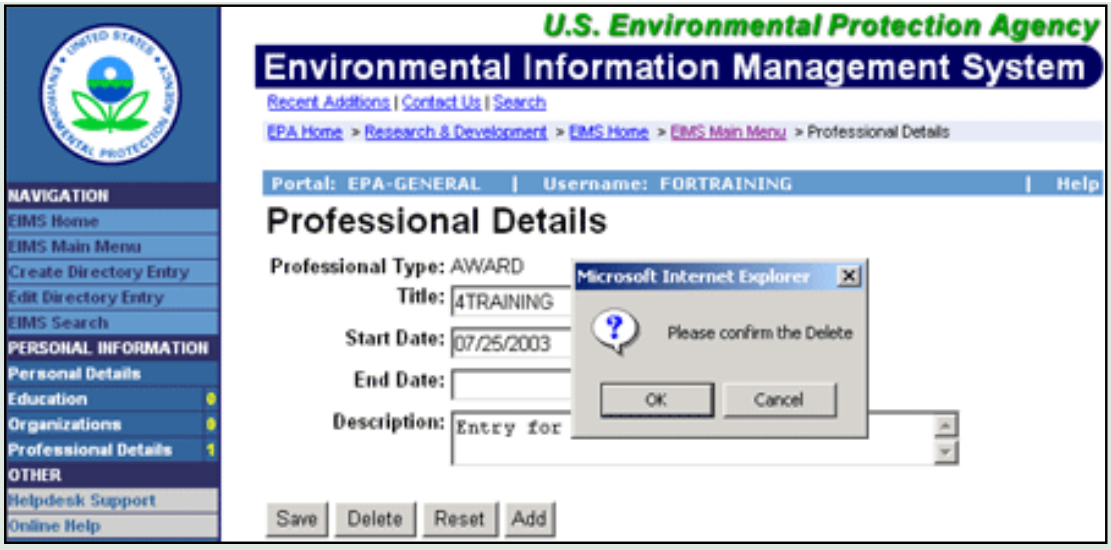
Step 3 Open the edit page for the individual Professional Details listing you wish to delete by selecting the link in the table of Professional Details listings currently saved in the EIMS metadata record.



Step 4 Select the `Delete` button to eliminate the specified Professional Details listing from your personal information.



Step 5 Select `OK` to confirm the deletion, and a *Success!* message displays indicating that the row (individual Professional Details listing) has been deleted.



NOTE	Select a data entry form link from the Navigation Sidebar to continue adding and/or editing your personal information.