

Adding description into the IPY metadata portal

In the Data management page at the www.kinnvika.net click the “**IPY metadata portal**” link. There select “**Add to IPY Data Portal**” from the left menu. Start by typing the “**Document Identifier**” and click Continue. Document Identifier is: A short identifier unique to the data set/service you are describing. 1 - 80 alphanumeric characters permitted, including underbar (_), hyphen (-) and period (.).



Preview of docBUILDER for Data Sets (DIFs)

- | | | |
|---|---|--|
| <input type="checkbox"/> Entry ID ⓘ | <input type="checkbox"/> Paleo-Temporal Coverage ⓘ | <input type="checkbox"/> Originating Center ⓘ |
| <input type="checkbox"/> Entry Title ⓘ | <input type="checkbox"/> Spatial Coverage ⓘ | <input type="checkbox"/> Multimedia Sample ⓘ |
| <input type="checkbox"/> Science Keywords ⓘ | <input type="checkbox"/> Location ⓘ | <input type="checkbox"/> Publications/References ⓘ |
| <input type="checkbox"/> ISO Topic Category ⓘ | <input type="checkbox"/> Data Resolution ⓘ | <input type="checkbox"/> Parent DIF ⓘ |
| <input type="checkbox"/> Data Center ⓘ | <input type="checkbox"/> Project ⓘ | <input type="checkbox"/> IDN Node ⓘ |
| <input type="checkbox"/> Summary ⓘ | <input type="checkbox"/> Quality ⓘ | <input type="checkbox"/> DIF Creation Date ⓘ |
| <input type="checkbox"/> Data Set Citation ⓘ | <input type="checkbox"/> Access Constraints ⓘ | <input type="checkbox"/> Last DIF Revision Date ⓘ |
| <input type="checkbox"/> Personnel ⓘ | <input type="checkbox"/> Use Constraints ⓘ | <input type="checkbox"/> DIF Revision History ⓘ |
| <input type="checkbox"/> Related URL ⓘ | <input type="checkbox"/> Distribution Information ⓘ | <input type="checkbox"/> Future DIF Review Date ⓘ |
| <input type="checkbox"/> Instrument ⓘ | <input type="checkbox"/> Data Set Language ⓘ | <input type="checkbox"/> Privacy Status ⓘ |
| <input type="checkbox"/> Platform ⓘ | <input type="checkbox"/> Data Set Progress ⓘ | |
| <input type="checkbox"/> Temporal Coverage ⓘ | <input type="checkbox"/> Ancillary Keyword ⓘ | |

Ready to write?

Add (or Modify) a Data Set Description.

Use a Template?

Document Status:

Document Identifier:

CONTINUE »

To add information: click on the name of the field (A letter in the picture 1). To get help on the field click the **i** symbol.

After you have clicked the field, you can write the description (picture 2). When you have clicked “Continue” you will be back in the main page and your description will appear in the metadata description box at the bottom of the page (letter B in the picture 1).

Sending the metadata to the data portal

Click “**Submit to GCMD**” on the upper right corner after you have described the data. Type in your email address. You will receive a message stating that your data was successfully or unsuccessfully submitted to the GCMD. GCMD is Global Change Master Directory of which IPY metadata portal is a part.

Clicking “Save edits in the text box” button will save the information you have written but will not submit it into the database. The information will be published only after you have clicked the “Submit to GCMD”!

FILE DOCUMENT HELP Submit to GCMD

- Entry ID **i**
- Data Set Citation **i**
- Summary **i**
- Science Keywords **i**
- Data Center **i**
- Personnel **i**
- Data Set Progress **i**
- Temporal Coverage **i**
- Spatial Coverage **i**
- Location **i**
- Project **i**
- Access Constraints **i**
- Use Constraints **i**
- Related URL **i**
- Data Set Language **i**
- IDN Node **i**
- DIF Creation Date **i**
- Last DIF Revision Date **i**
- Instrument **i**
- Platform **i**
- Data Resolution **i**
- Quality **i**
- Distribution Information **i**
- DIF Revision History **i**
- Paleo-Temporal Coverage **i**
- Originating Center **i**
- Multimedia Sample **i**
- Publications/References **i**
- Parent DIF **i**
- Future DIF Review Date **i**
- Privacy Status **i**
- Ancillary Keyword **i**

Note: This document is automatically saved and can be retrieved any time in the future using the Entry ID (Document Identifier).

Legend: = Required = Highly Recommended = Recommended

```
<?xml version="1.0" encoding="UTF-8"?>
<DIF xmlns="http://gcmd.gsfc.nasa.gov/Aboutus/xml/dif/"
xmlns:dif="http://gcmd.gsfc.nasa.gov/Aboutus/xml/dif/" xmlns:xsi="http://www.w3.org
/2001/XMLSchema-instance" xsi:schemaLocation="http://gcmd.gsfc.nasa.gov/Aboutus
/xml/dif/ http://gcmd.gsfc.nasa.gov/Aboutus/xml/dif/dif_v9.7.1.xsd">
  <Entry_ID>testing_do_not_save_this</Entry_ID>
  <Summary>This is the place where you describe the summary of your data.</Summary>
  <IDN_Node>
    <Short_Name>IPY</Short_Name>
  </IDN_Node>
  <Originating_Metadata_Node>GCMD</Originating_Metadata_Node>
  <Metadata_Name>CEOS IDN DIF</Metadata_Name>
  <Metadata_Version>VERSION 9.7</Metadata_Version>
  <DIF_Creation_Date>2008-11-21</DIF_Creation_Date>
  <Last_DIF_Revision_Date>2008-11-21</Last_DIF_Revision_Date>
  <Private>False</Private>
</DIF>
```

Save Edits in Text Box

Picture 1. Main page for adding description into the IPY metadata portal.

Summary ⓘ : Enter a brief summary describing the data set.

- Summary

This is the place where you describe the summary of your data.

[How do I add international characters and special symbols?](#)

Back

Continue

Picture 2. Write your description, to get help click letter **i on the upper-left of the screen.**