DIAS Metadata Management System
User’s Manual

Jun. 10th 2014
DIAS Metadata Management System

- You can access “DIAS Metadata Management System” from http://dias-dmg.tkl.iis.u-tokyo.ac.jp/dmm/. Please type this address in your browser address bar.
- You need user account of this system.

Note: When using this system, please do not use the “back” button on your browser!
Login

- When you access the metadata management system, you are required to login.
Login

- DIAS administrator sends you your user account (email address) and password before you use this system.
  - DIAS administrator has registered your user account of this system using your email address as a metadata creator.
  - You will be able to use DIAS related systems using this account.
  - If you have already had the DIAS system account, you can login this system using it.

- Please reset the password if you forget the password registered before.

- There is no password change page in DIAS Metadata Management System. Please go to the following specific password change page if you would like to change the password.
  - [http://dias-dss.tkl.iis.u-tokyo.ac.jp/acc/users/profile](http://dias-dss.tkl.iis.u-tokyo.ac.jp/acc/users/profile)
  - After you login using current password, you can change the password. If you are required to input profile, please enter the required fields.
General Notes in this System (1/2)

Please do NOT use the “back” button of your browser.

Please use this menu to navigate different pages.

Switch the display language.

Logout
General Notes in this System (2/2)

- Use this button to see details.
- Use this button to edit contents.
- Use this button to add contents.
- Use this button to delete contents.
User Menu

- After you log in, the “User’s Menu” will be displayed first.

Please select “**Project List**” in order to confirm project metadata that have already registered.

Please select “**Dataset List**” to input data set metadata that you are responsible to.

Please select “**Template List**” in order to manage metadata templates (confirm, create, and edit if you have the editable right.).
Project List

- You can select the “Project List” in the User Menu to check the registered projects in this system.
- We do NOT provide the feature of project input and edit to user in current version. If you would like to know the details of the feature about project, please ask for the contacts at the end of this manual.
Template List

- You can save the common information of more than one dataset as a template information, and then you can use later this template information later.
- This template is useful when you want to enter the metadata for the similar datasets.

You can confirm or use the template that other users have created. (You can not edit the template except that you have created.)

Import dataset metadata?
- yes
- no

Select one from the existing dataset list as the initial value of the template.

You can enter, edit or save the template using the similar interface of dataset metadata edit.
You can select the “Dataset list” in the User’s Menu to display the registered datasets in this system.

If the user who is logged in is assigned as a metadata creator, datasets that are assigned are displayed in the “assigned”.

Datasets that are assigned to another users are displayed in the “Others”.

Dataset Metadata History (See Next Slide)
Related Project ID
Input User ID

Datasets that are assigned to another users are displayed in the “Others”. 
**Dataset Metadata History**

User Menu > Dataset List > Dataset Metadata History

Latest version is showed at the top.

- **Uninputted**: not input metadata at all.
- **Temporary**: not completed of metadata creation.
- **Complete**: completed of metadata creation.

You can download Document-metadata in XML, HTML and PDF format (See Appendix A).

Users assigned as a metadata creator can edit this metadata.
Dataset Metadata History (Memo)

You can read and revise the memo.

You can read the memo which was recorded when the metadata was saved.
Dataset Metadata Input / Edit (Responsible Dataset)

- From the Dataset List, select the dataset you wish to edit.

The system administrator has already entered the temporary dataset name, but you can edit it at “Dataset Metadata Edit“.

If you have already saved the metadata before, you can see the Dataset Metadata History. You can select the metadata from the Dataset Metadata History and edit it again.

Dataset List

Dataset Metadata History

Dataset Metadata Edit
Dataset Metadata Input / Edit (Responsible Dataset)

- When you choose “Dataset Metadata Edit” for metadata edit for the first time, you will be asked whether you want to use a template or not.
  - When you choose “no”, then the page move to “Dataset Metadata Edit” page.
  - When you choose “yes”, you can select template in the Dataset Template List. You can edit metadata from the condition where the data is imported from the template.
Dataset Metadata Edit (General Notes)

Input items have been tabbed. Please select an item while switching.

You can confirm the related projects' metadata using this button.

There are two boxes side by side when you need to input the field in both English and Japanese.
Dataset Metadata Edit (General Notes)

When you move the mouse cursor over the item name, Supplementary information about the item will pop up.
Dataset Metadata Edit (General Notes)

The required item has a "Required" message. When you don’t fill in all required fields, you can not save the metadata with completion check option.

When you click the "+" button, any item displays with input boxes. When you click the "x" button, the input boxes of the item will be disappeared.

When you move the mouse cursor over the item name, Supplementary information about the item will pop up.
Dataset Metadata Edit (Save)

When you want to save the metadata before completion, press the “Save” button without completion check.

When you want to save the metadata after completion, press “Save” button with completion check. If you have completed editing either in English or in Japanese, you need to check either language. If you have completed editing both language, you need to check both language.

After you save the metadata with completion check, you can still update the metadata. However, if the metadata has been published by search engine, it may take time to show the updates in the search results.

Document metadata is generated by saving the metadata with the “Complete Input” option. **Note: Document Metadata will be released to the public by the metadata discovery system.**
Dataset Metadata Edit: Required Item List (11 Items)

- Title -> Citation Name
- Contact -> Name
- Document Author -> Name
- Dataset Author -> Name
- Date of Dataset -> Event, Date
- Category -> Topic Category
- Abstract
- Temporal Extent -> Begin Date, End Date
- Geometric Region -> Latitude, Longitude
- Grid -> Number of Dimension
- Keyword
Citation Name (Dataset Name) is required. The system administrator has already entered temporary dataset names. You can change them to your names in their input fields.

In English: Sample_in_Manual

In Japanese: サンプル_マニュアル
Dataset Metadata Edit: Contact

Contact name is required. However, you can enter a group name or other names, instead of a personal name, if you think that it is inappropriate to enter a personal name.

*Contact Name* is Required. However, you can enter a group name or other names, instead of a personal name, if you think that it is inappropriate to enter a personal name. (Document author, Dataset creator is also the same.)
Dataset Metadata Edit: Document Author

When you click, copy the same information in Contact to here.

Name is Required. However, you can enter a group name or other names, instead of a personal name, if you think that it is inappropriate to enter a personal name.

In English
Add another email
Add another Document Author

In Japanese
Dataset Metadata Edit: Dataset Creator

**Name** is Required. However, you can enter a group name or other names, instead of a personal name, if you think that it is inappropriate to enter a personal name.

When you click, copy the same information in Contact to here.
Dataset Metadata Edit: Date of Dataset

- **Event** is Required. Please select: creation, publication, revision

- **Date** is Required. Format: YYYY-MM-DD
  - Half-width alphanumeric only.
  - If you cannot input, please check the input mode

- Add another Date of Dataset
Dataset Metadata Edit: Category

**Topic Category** is Required, including categories like farming, environment, oceans, etc.
You can select multiple topic categories by clicking the checkbox.
Dataset Metadata Edit: Abstract

Abstract is Required, in both English and Japanese

In English: This is a sample for manual

In Japanese: これはマニュアルのためのサンプルです
Dataset Metadata Edit: TemporalExtent

Temporal Extent is Required, in which Begin Date and End Date are Required. You have to enter the date of the end of the temporal term, or you have to click “Under Continuation“.

Temporal Characteristics Please select: Continuous, Hourly, Daily, etc. If it is longer than “Annual”, please select “others”.
Dataset Metadata Edit: Geometric Region

- Please assign the geometric region.
- **Latitude and Longitude** are Required.
- Please use the range of -90 south to 90 north for latitude, and -180 west to 180 east for longitude.
- **Format Notice**: Please use real number with at most **SIX** places after decimal point. Please do NOT use the format of "°", "' " and "″". Please do NOT use the characters of “N”, “W”, “E” and “S”.
  
  For example, for North Bound Latitude, please use 35.25, please do **NOT** use 35°15' N.
- If using point data, please input the point with the format like: North “12.345678”; West “111.111111”; East “111.111111”; South “12.345678”

Click and confirm the input region on the map.
Dataset Metadata Edit: Grid

- **Number of Dimension** is Required. (0, 1, 2, 3)
- Input each dimensions information according to the number of dimension, including dimension name (row, column, vertical, track, crosstrack, line, sample, time), dimension size, resolution measure and resolution Unit.
- If the number of dimension not 0, the detailed fields is required.
Dataset Metadata Edit: Keyword

- **Keywords** are Required.
- Please select the keywords that represent the features of the dataset from the technical term dictionary, or use free words as keywords.
- Using existing dictionary is recommended, including GCMD_Science, GCMD_platform, AGU, GEOSS, GEO_COP, Country.

You can use the "Technical term reverse dictionary" link in order to find the definition of technical terms.

If you want to select keywords in different dictionary, please add using "+" button.
Dataset Metadata Edit: Keyword

You can use free words if you select “others” in the “Keyword Thesaurus Name” field.

Keyword Type: discipline, place, stratum, temporal, theme. Only available when using free words.

Add another keyword

Add another Document Author
Keyword information is very important among the metadata. Please enter at least one keyword from each GCMD_science, GCMD_platform and GEOSS and enter keywords as much as possible. If keyword is layered (GCMD_science, GCMD_platform, etc.), you may select the upper layer keyword.

<table>
<thead>
<tr>
<th>identifier on the system</th>
<th>Name</th>
<th>abstract</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCMD_science</td>
<td>GCMD Science Keyword</td>
<td>Global Change Master Directory, Science Keyword</td>
</tr>
<tr>
<td>GCMD_platform</td>
<td>GCMD Platform</td>
<td>GCMD, Keyword on platforms like satellite and so on</td>
</tr>
<tr>
<td>AGU</td>
<td>AGU Index Terms</td>
<td>American Geophysical Union</td>
</tr>
<tr>
<td>GEOSS</td>
<td>GEOSS SBA</td>
<td>Group on Earth Observations, nine societal benefit areas, disasters, health, energy, climate, water, weather, ecosystems, agriculture, biodiversity</td>
</tr>
<tr>
<td>GEO_COP</td>
<td>GEO Critical Observation Parameters</td>
<td>GEO user interface committee report, important Earth Observation items, vocabulary mainly developed by the University of Tokyo team of DIAS</td>
</tr>
<tr>
<td>Country</td>
<td>Country Name</td>
<td>Information of country related to data</td>
</tr>
</tbody>
</table>
Dataset Metadata Edit: Keyword

- You can download the keyword lists of GCMD_science and GCMD_platform from the following links. You can refer them when you input keywords:
  - GCMD Science Keyword
  - GCMD Platform

- In DIAS Metadata Management System, we deal with the above mentioned two hierarchical keyword sets. The hierarchy of GCMD_platform is got from the web system of GCMD:
  - [http://gcmd.nasa.gov/KeywordSearch/Keywords.do?Portal=GCMD&MetadataType=0&Columns=0&KeywordPath=Platforms](http://gcmd.nasa.gov/KeywordSearch/Keywords.do?Portal=GCMD&MetadataType=0&Columns=0&KeywordPath=Platforms)
If you input Online Resource, **Link (URL) of Online Resource** is Required.

Add another Online Resource
Dataset Metadata Edit: Environmental Info.

Please input the environmental information
You can enter the format of distributing dataset and so on, when the dataset is distributed. If you input the distribution information, **Name** of Interchange format (e.g. CSV) is Required.

Add another Distribution Info.
If you want to describe dataset creation methods, provenance of dataset, and so on, you can input this Data Process. If you input, **General Explanation** is Required.

Add another Data Process

Add another Data Source
Please input the information about Data Quality and so on.

Add another information related to Data Quality and so on

In English

In Japanese
We recommend you to provide Data Policy information by data provider.

In English:

Add another Data Policy

In Japanese:

You can refer the data policy text of the DIAS project from "Project Metadata List".
[User’s Menu]->[Project List]->select DIAS metadata->View the latest metadata
Add another Acknowledgement

Please input the Acknowledgement information.
You can write the citation methods of using this dataset to publish papers and so on.
Dataset Metadata Edit: References

In English

<table>
<thead>
<tr>
<th>Reference</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference 1</td>
<td>Reference 1</td>
</tr>
<tr>
<td>Reference 2</td>
<td>Reference 2</td>
</tr>
</tbody>
</table>

In Japanese

<table>
<thead>
<tr>
<th>Reference</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>参考文献</td>
<td>参考文献</td>
</tr>
<tr>
<td>参考文献1</td>
<td>参考文献1</td>
</tr>
<tr>
<td>参考文献2</td>
<td>参考文献2</td>
</tr>
</tbody>
</table>

If you want to input more references, please add by using “+” button.

Please input the References information used in this dataset.
Save

- After your complete input, save the metadata by clicking the checkbox of “English” and “Japanese”.

If some required items are not input, the system will show error messages. You can click “OK” button to save temporary version and you need to revise it later. When you save, you can write down some memos.

If “complete” save is capable, the system will show the metadata. You can confirm it and click “OK” button to save it completely. When you save, you can write down some memos.
Appendix A: Document-Metadata Mapping

- The mapping between the entry fields of this metadata Management System and the metadata

- XML
  - The sample files are attached separately
  - Document_Metadata_Mapping_XML.pdf

- HTML
  - The sample files are attached separately
  - Document_Metadata_Mapping_HTML.pdf
Appendix B: Contacts

Inquiry about the DIAS Metadata Management System.
- Toshiyuki SHIMIZU
  - Yoshikawa & Ma Lab, Kyoto University
  - E-mail: tshimizu@i.kyoto-u.ac.jp
- Hiroko KINUTANI
  - EDITORIA, The University of Tokyo
  - E-mail: kinutani@tkl.iis.u-tokyo.ac.jp

Inquiry about the EDITORIA (Earth Observation Data Integration & Fusion Research Initiative)
- The University of Tokyo
- E-mail: editoria@editoria.u-tokyo.ac.jp
- http://www.editoria.u-tokyo.ac.jp/index-e.htm
- DIAS (Data Integration & Analysis System)
  http://www.editoria.u-tokyo.ac.jp/projects/dias/?locale=en
Update History

- 2014/06/10
  - Revised based on the input interface update

- 2013/10/15
  - add and change the figure examples for all interfaces
  - add detailed explanation for all factors in the interfaces
  - revise the presentation of English
  - fix the links information that are not available
  - add the introduction for the required items
  - add the introduction about in English and in Japanese

- 2012/10/02
  - add figure about the problem of “keyword” (this problem has been fixed)

- 2012/09/24
  - add the information about questionnaire for category
  - add figure about the problem of “keyword”

- 2012/09/20
  - add the information about what to do when complete metadata input
  - add the information about category
  - add reference information about GCMD_science and GCMD_platform for keyword

- 2012/09/18
  - add the information about if users have the DIAS account
  - add the information about when mouse cursor point to the name of a item, it will show the introduction of the item
  - add the information about personal name in the contact tab