DIAS Metadata Management System User's Manual

Apr. 2nd 2021

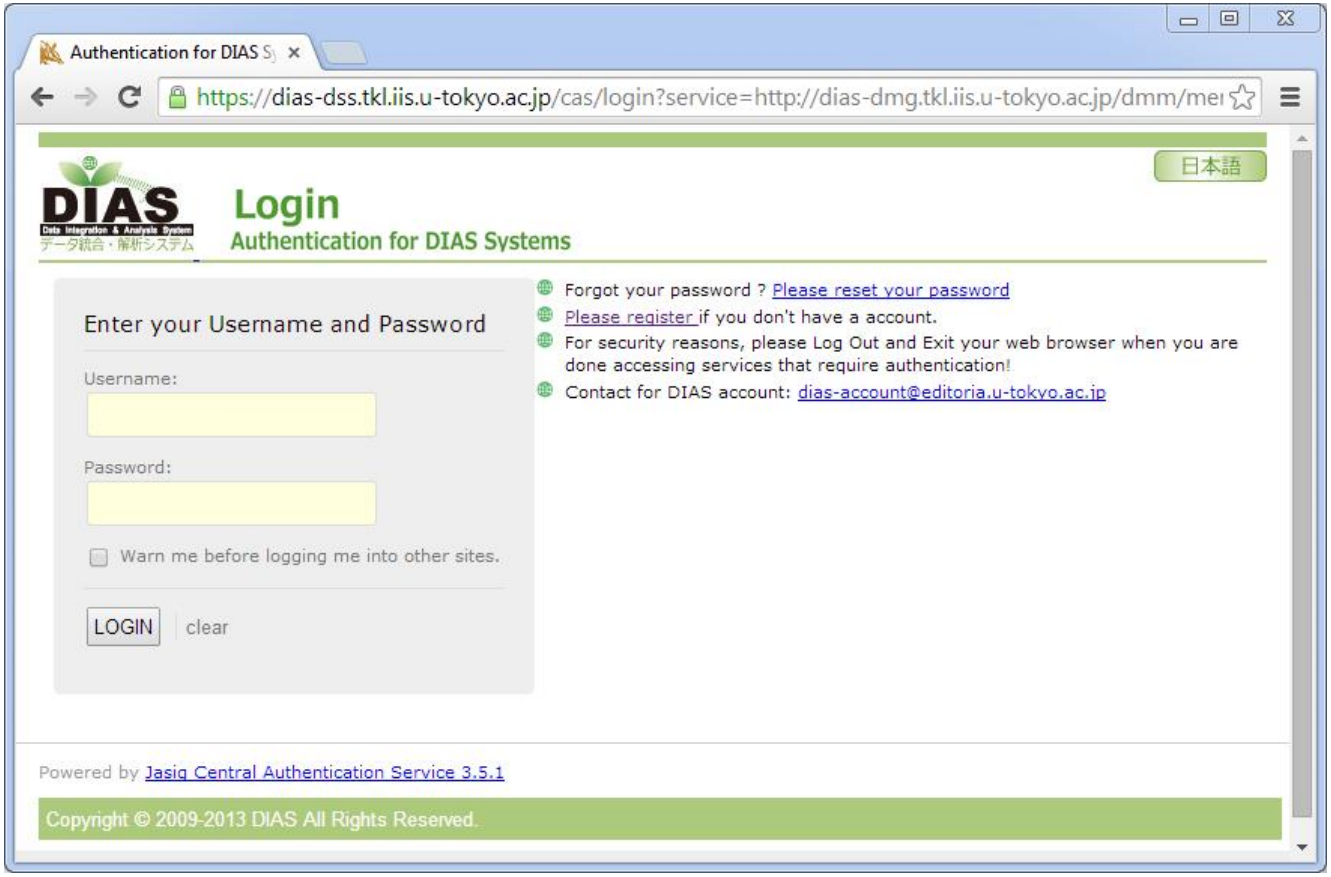
DIAS Metadata Management System

- You can access “DIAS Metadata Management System” from http://metadata.diasjp.net/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

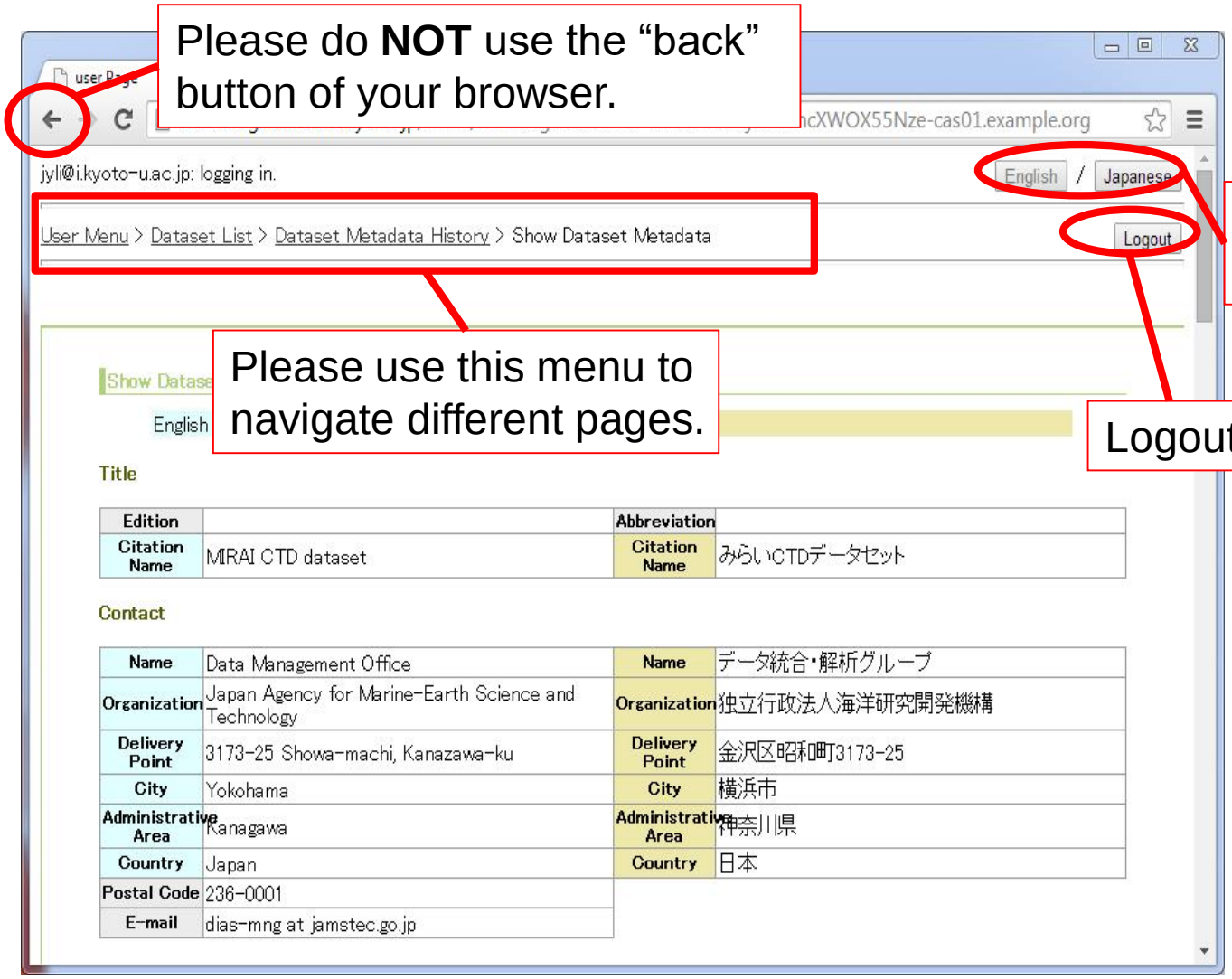
- When you access DIAS Metadata Management system, you are required to login.



Login

- You must log in to DIAS Metadata Management System with DIAS account.
  - If you don't have an E-mail account which is known as metadata stuff, please register DIAS account.
  - https://auth.diasjp.net/account/public/en/guest
- 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.
  - https://auth.diasjp.net/account/public/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)



General Notes in this System (2/2)

Use this button to see details.

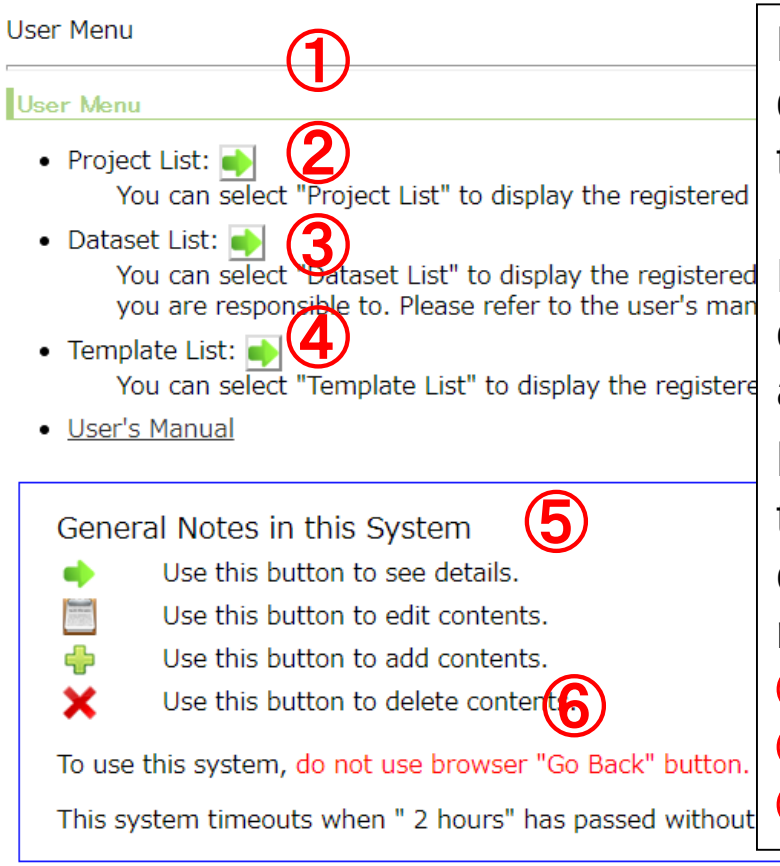
Use this button to edit contents.

Use this button to add contents.

Use this button to delete contents.

User Menu

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



Please select “**Dataset List**”② to input dataset metadata that you are assigned to. This site is sometimes slow to load.

Please select **“Project List”**① in order to confirm project metadata that have already registered.

Please select “**Template List**”③ in order to manage metadata templates (confirm, create, and edit if you have the editable right.).

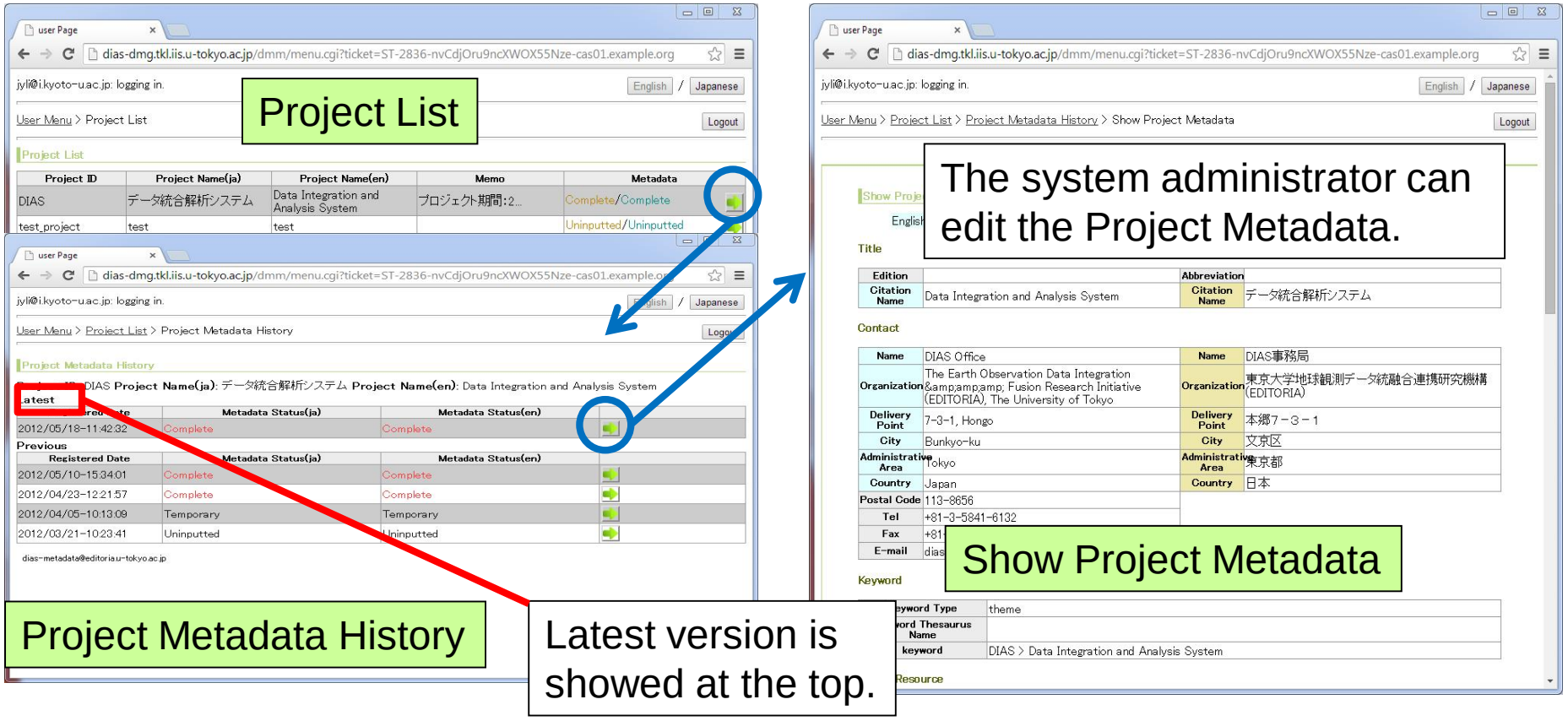
④ You can refer to the manual.

⑤ General notes in this system.

⑥ Time-out period of this system.

Project List

- You can select “Project List” in 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.

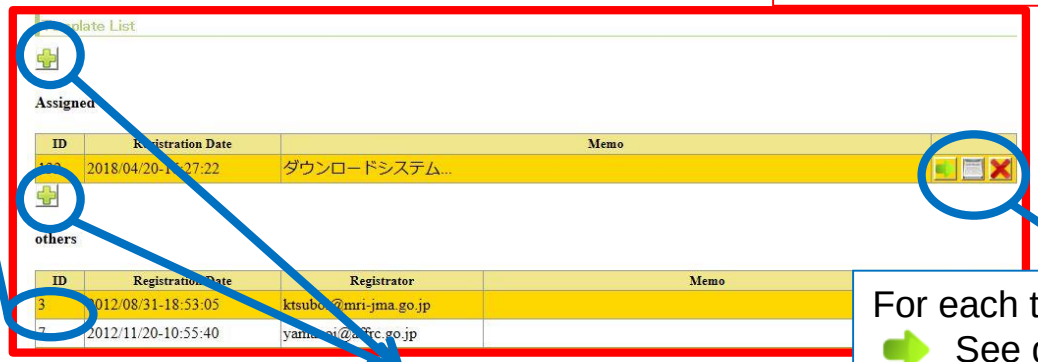


Template List

- List of registered templates will be displayed when you select “Template List” in User Menu.
- You can save the common information of more than one dataset as a template information, and then you can use this template information later.
- This template is useful when you want to enter metadata for the similar datasets.

ID is given to created template automatically. Please use this number to refer.

Templates you create are displayed at “Assigned”.



「＋」Register new template

For each template
- See details
- Edit
- Delete

Template List (Register new template)

- Click the “+” button at the top, register a new template.
- You can create template using existing metadata.

Register new template

Do you want to import dataset metadata?

yes

From the existing dataset list, select the dataset ID, and use it as the initial value of the template

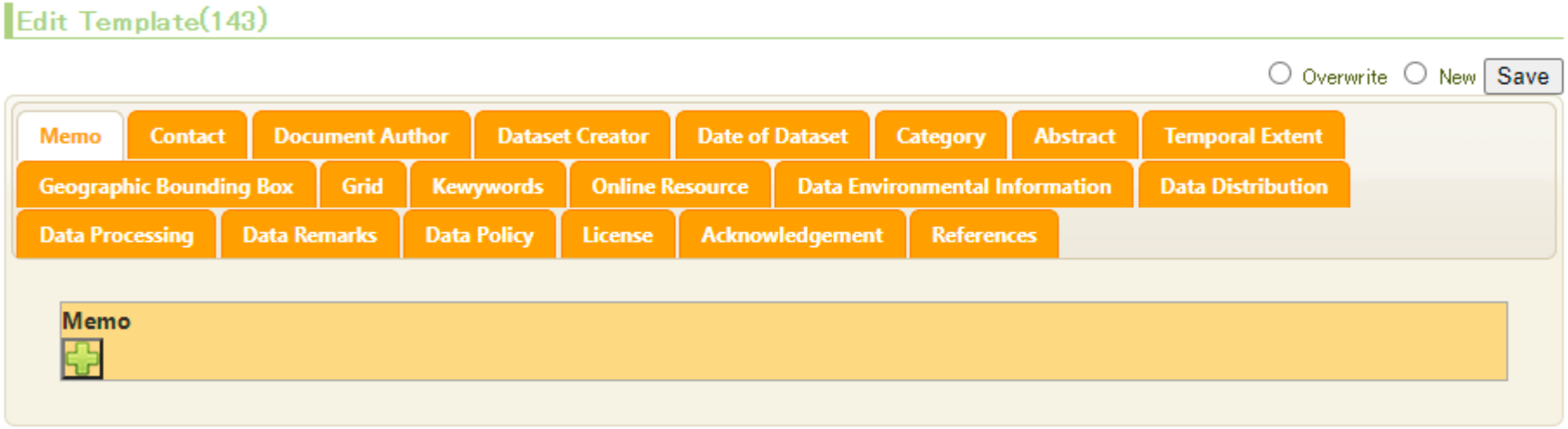
no

Begin to edit the dataset metadata as usual

Template Edit

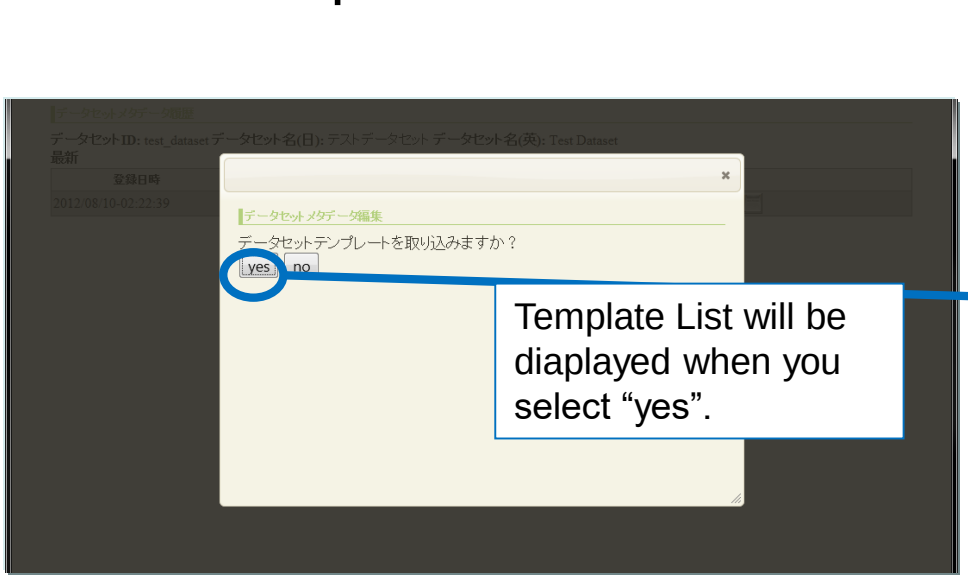
You can input, edit and save template using same interface as usual dataset metadata.

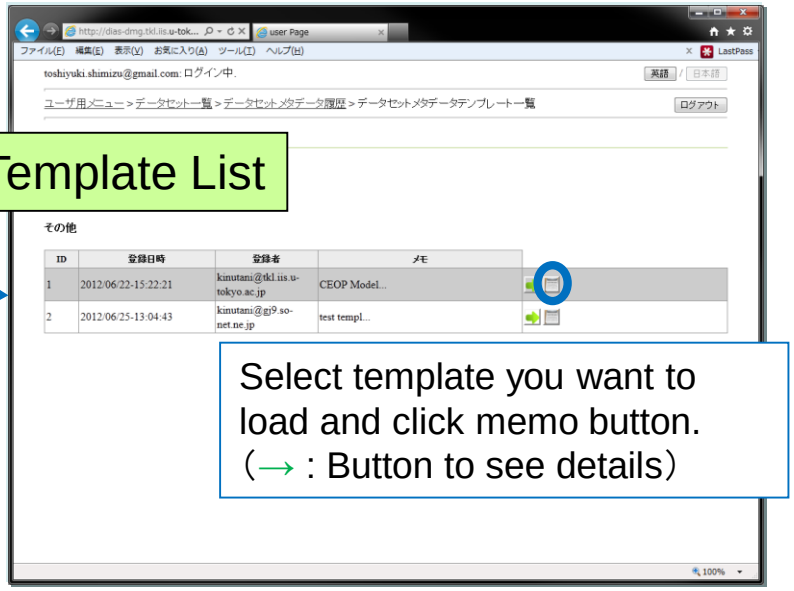
Please refer to manual of dataset metadata edit.



Use of Template

- You will be asked if you use template or not when you edit metadata for the first time. Please select “yes” if you want to use template and load it.

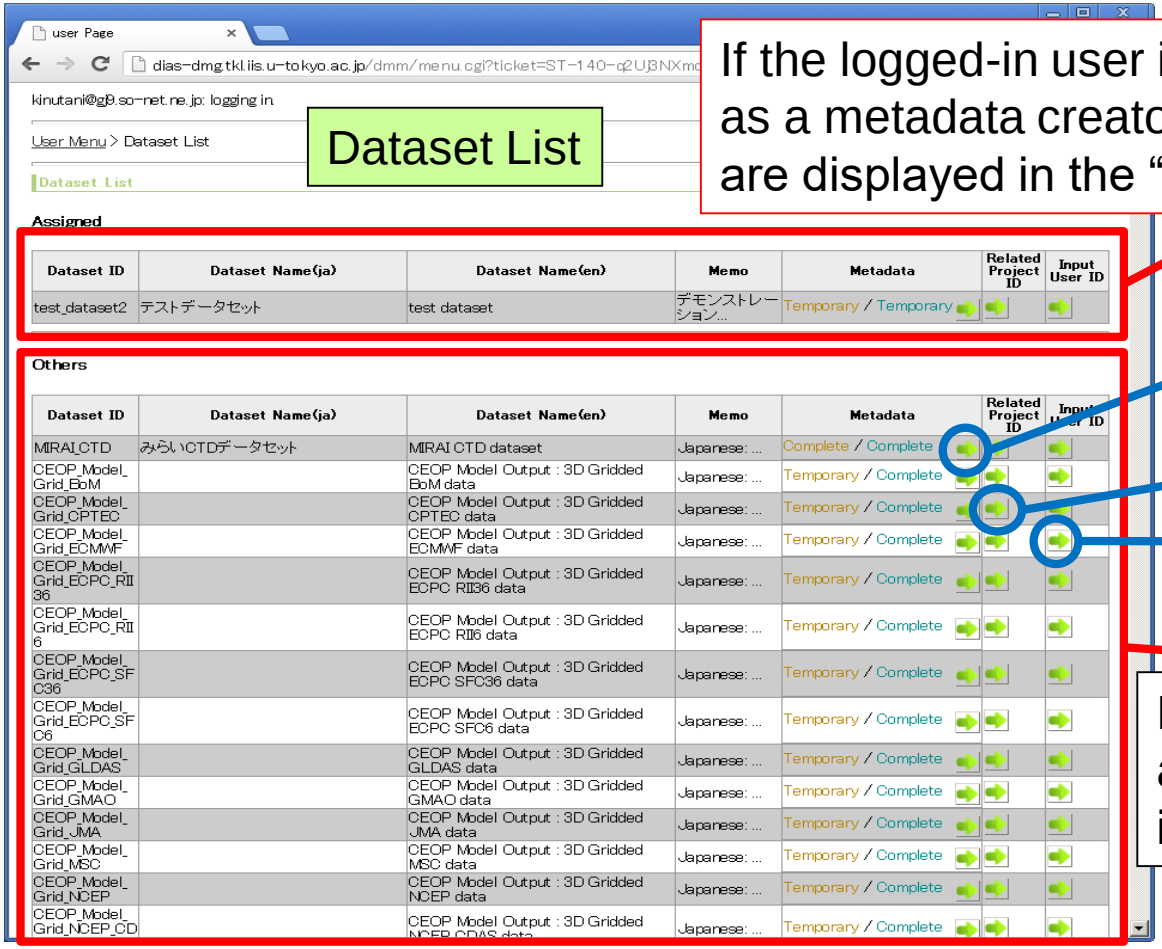




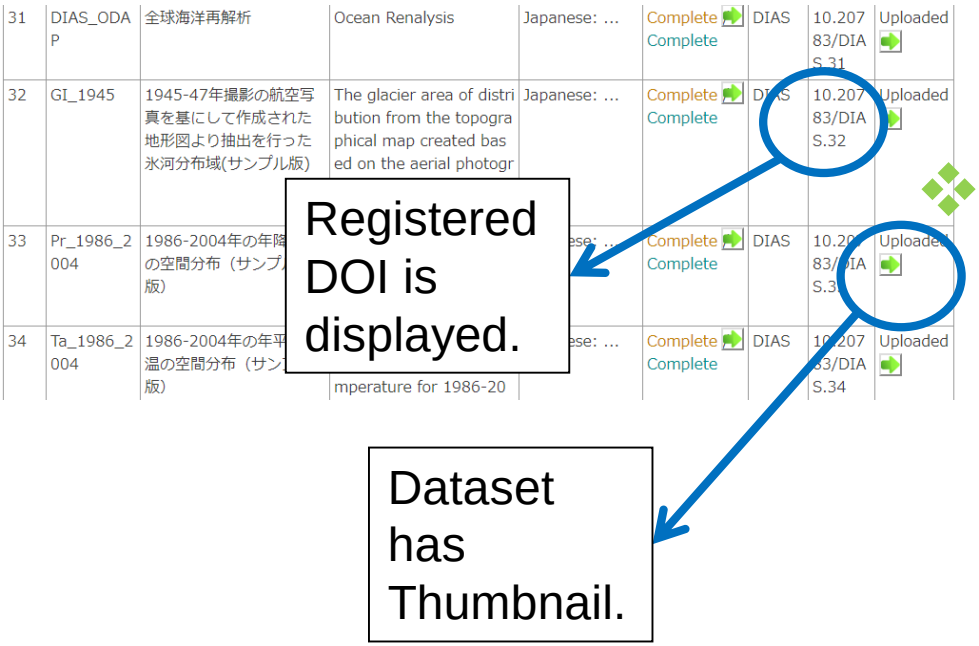
- You can register existing datasets which are close to each other as template and use it to create metadata.
- You can use Dataset Search and Discovery System(http://search.diasjp.net) to search datasets which are close to each other.

Dataset List

- You can select “Dataset list” in User Menu to display the registered datasets in this system.



Dataset List



- DOI will be diaplayed if dataset is given DOI.
  - When you want to register dataset which doesn't have DOI, please contact dias-office@diasjp.net to inform request of DOI registration and dataset ID.
- "Uploaded" will be diaplayed when dataset has Thumbnail.

Dataset List

- Upload Thumbnail
  - You can register JPG, PNG, GIF image as Thumbnail.
  - Thumbnail will be displayed at search result and metadata page of Dataset Search and Discovery System.

Dataset List

Assigned If the user who is logged in is assigned as a metadata creator, datasets that are assigned are displayed in the "assigned". Please click the green arrow on "Metadata Status" to display the Dataset Metadata History and edit it.

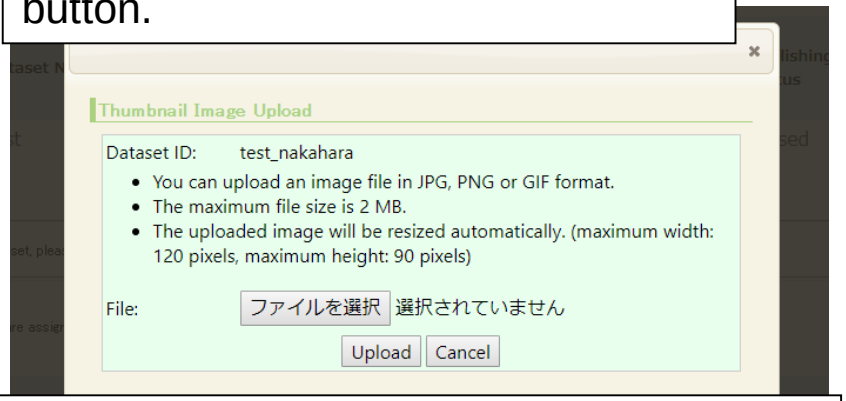
番号	Dataset ID	Dataset Name(ja)	Dataset Name(en)	Memo	Metadata Status Japanese / English	Related Project ID	Input User ID	Publishing Status	DOI	Thumbnail
500	test_nakahara	test	test	テスト用に新規作成	Complete / Complete	DIAS		Closed	10.2[illegible]783/test	

If you want to add new dataset, please ask for dias-office@diasjp.net.

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

番号	Dataset ID	Dataset Name(ja)	Dataset Name(en)	Memo	Metadata Status Japanese / English	Related Project ID	DOI	Thumbnail
5	MIRAI_CTD	みらいCTDデータセット	MIRAI CTD dataset	Japanese: ...	Complete Complete	DIAS		
1	CEOP_Model_Grid_BoM	CEOP Model Output : 3D Gridded BoM data	CEOP Model Output : 3D Gridded BoM data	Japanese: ...	Temporary Complete	DIAS		
6	CEOP_Model_Grid_CPTEC	CEOP Model Output : 3D Gridded CPTEC data	CEOP Model Output : 3D Gridded CPTEC data	Japanese: ...	Temporary Complete	DIAS		

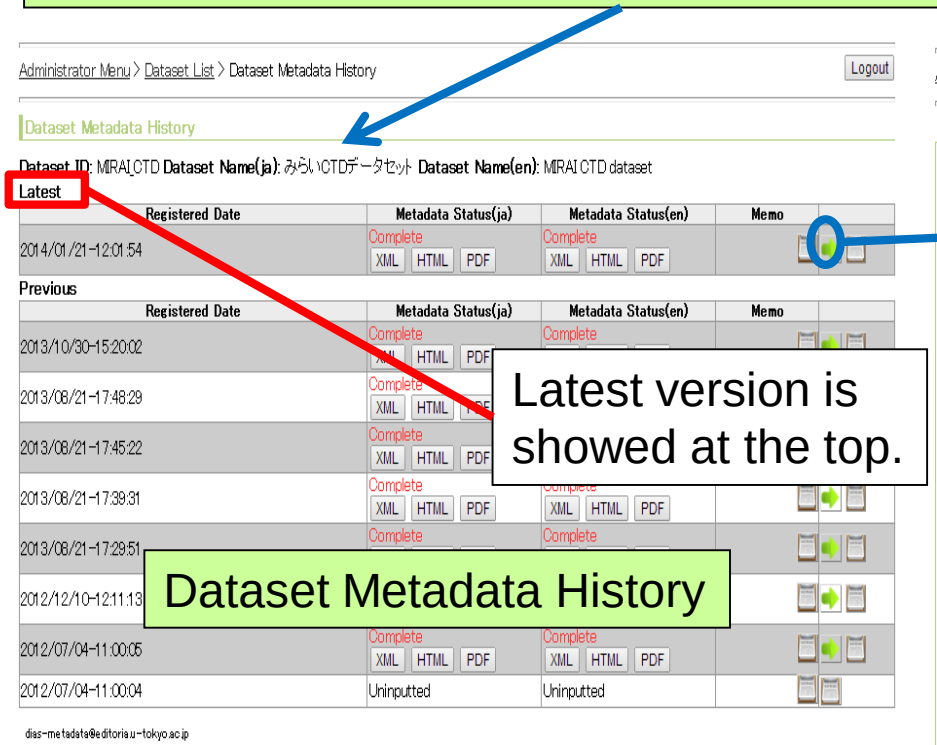
Popup picture to upload thumbnail will be displayed when you click this button.



Select file and click "Upload".
The maximum file size is 2 MB.
The uploaded image will be resized automatically (max.width:120pixels, max.height:90pixels)

Dataset Metadata History

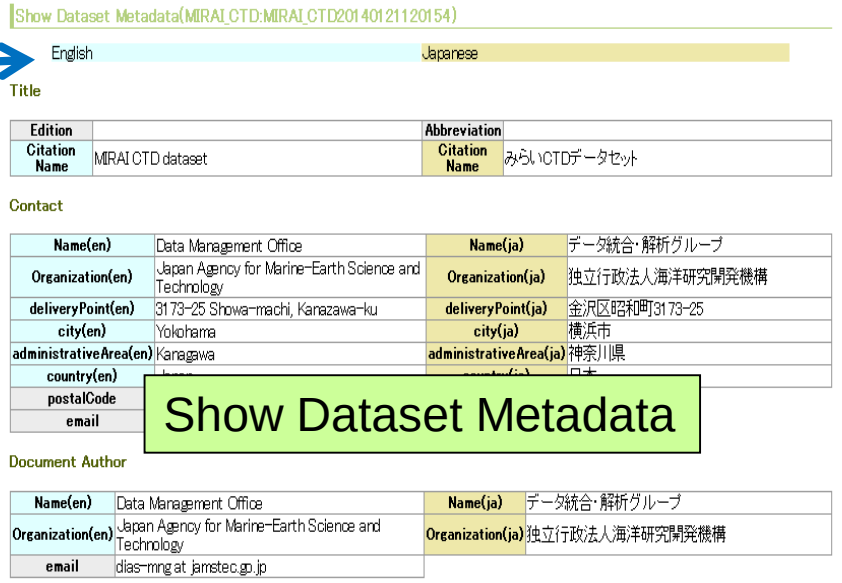
User Menu > Dataset List > Dataset Metadata History



Latest version is showed at the top.

Dataset Metadata History

Users assigned as a metadata creator can edit this metadata.



Show Dataset Metadata

Metadata Status:

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

Dataset Metadata History

Dataset Metadata History

Dataset ID: test_nakahara

Dataset Name(ja): test

Dataset Name(en): test

A thumbnail in
dataset is miss
upload the thu
at the dataset

You can confirm metadata when you click green button.

Latest

Registered Date	Metadata Status(ja)	Metadata Status(en)	Memo	Display / Edit
2018/12/16-22:56:02	Complete XML HTML PDF	Complete XML HTML PDF	一括更新 ・DOI...	

Previous

Registered Date	Metadata Status(ja)	Metadata Status(en)	Memo
2018/12/06-15:18:33	Complete XML HTML PDF	Complete XML HTML PDF	
	te HTML PDF	Complete XML HTML PDF	
	te HTML PDF	Complete XML HTML PDF	
2018/05/18-12:20:14	Temporary	Temporary	
2018/05/09-10:45:02	Complete XML HTML PDF	Complete XML HTML PDF	グリッドの単位につい...
2018/04/19-11:42:45	Complete XML HTML PDF	Complete XML HTML PDF	
2018/04/19-11:38:38	Complete XML HTML PDF	Complete XML HTML PDF	
2018/03/05-11:53:46	Complete	Complete	

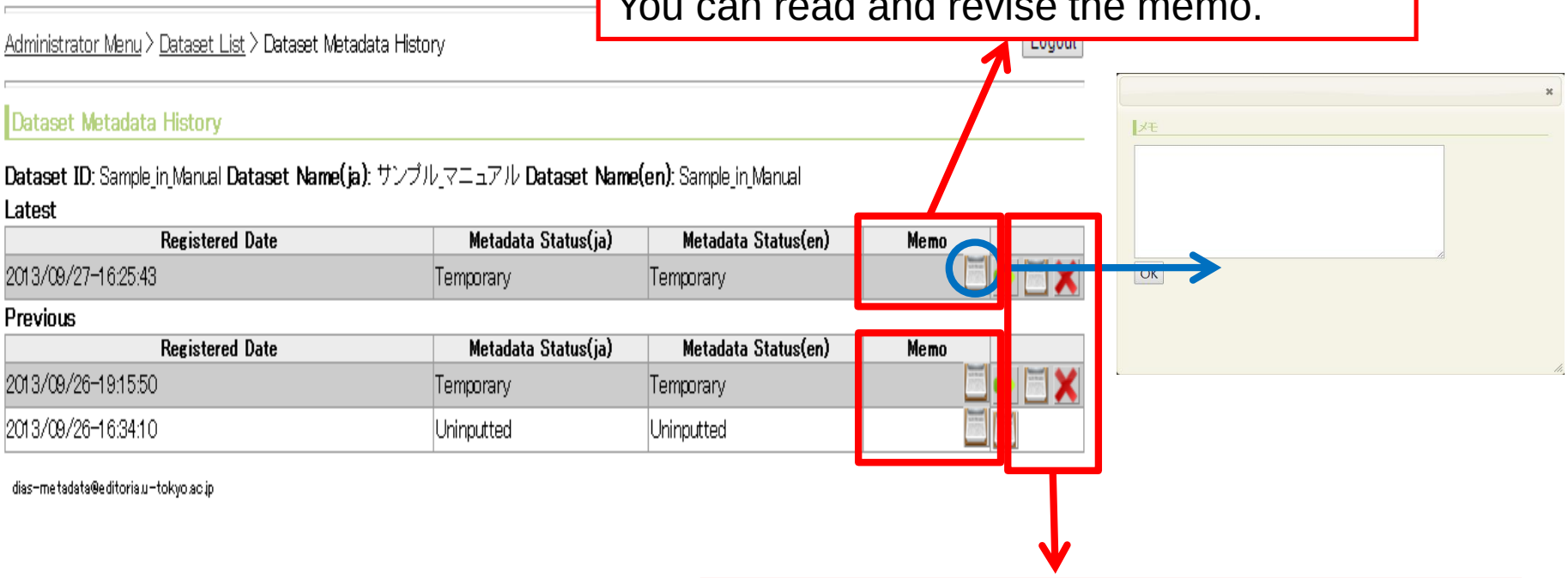
Latest version is showed at the top.

You can download Document-metadata in XML, HTML and PDF format only when Metadata Status is Complete(See Appendix A) .

You can only see details of dataset you are not assigned. Edit button isn't displayed.
Memo button will be displayed when you see metadata history of dataset you are assigned. You can edit when you click memo button.

Dataset Metadata History (Memo)

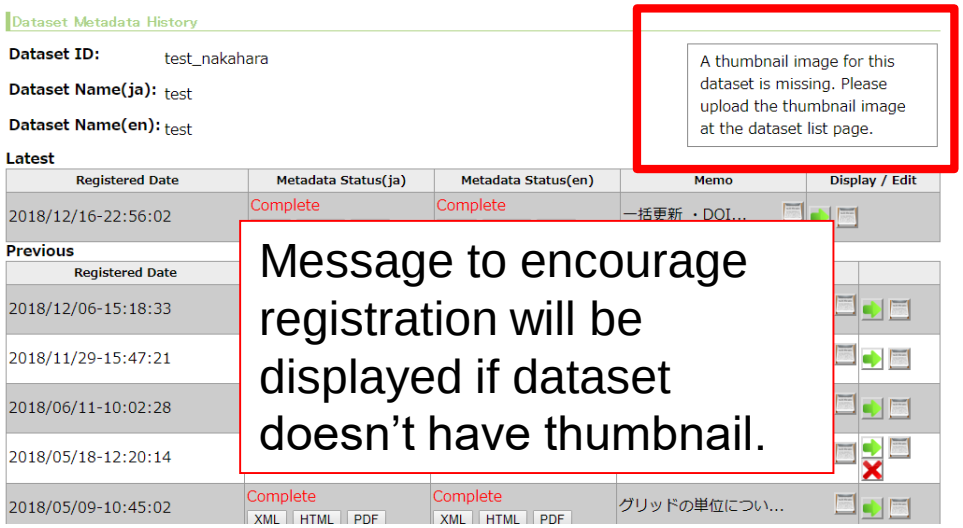
You can read the memo which was recorded when metadata was saved.
You can read and revise the memo.

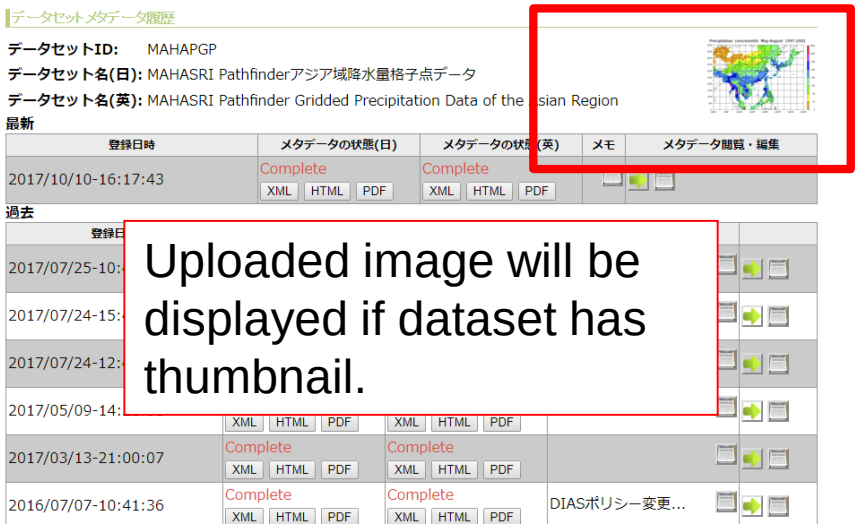


You can edit metadata at any point in history.

Dataset Metadata History

Thumbnail Image

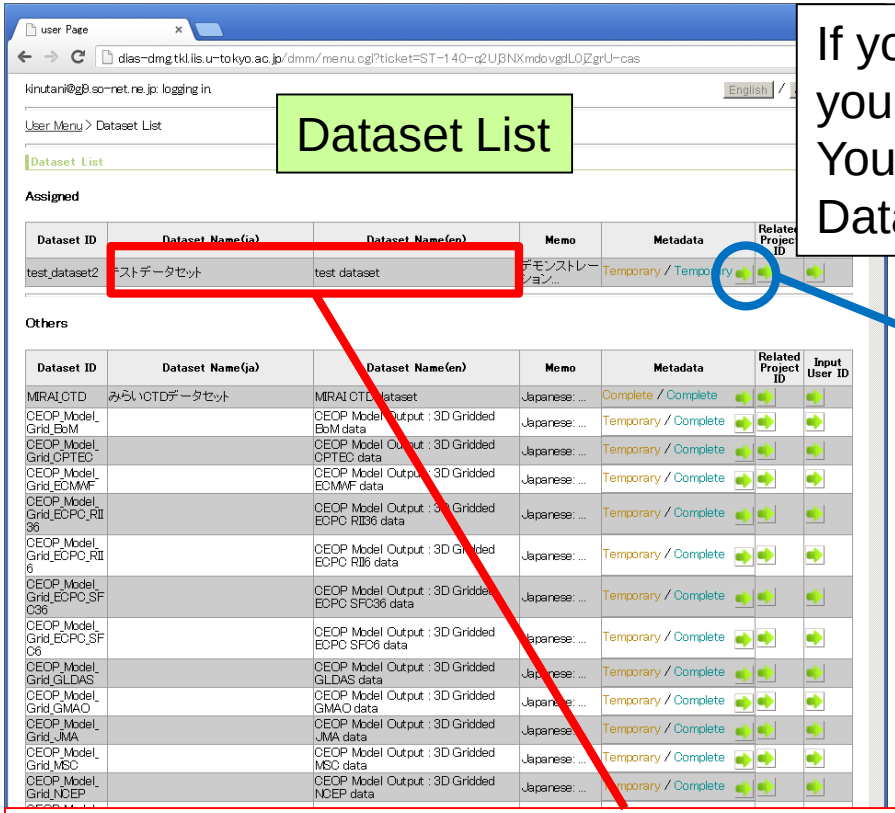




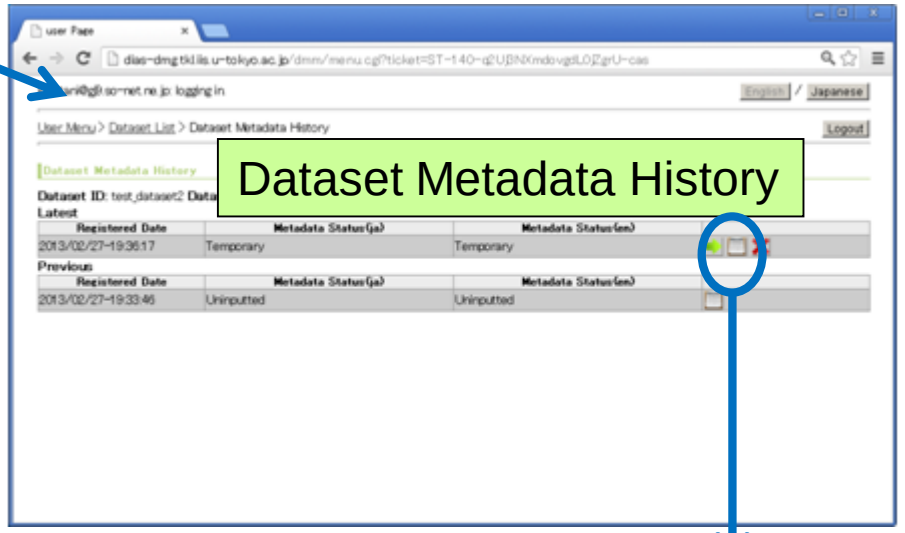
- Please upload and change thumbnail on Dataset List page.

Dataset Metadata Input / Edit (Assigned)

- Select the dataset from “Assigned” in Dataset List.



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

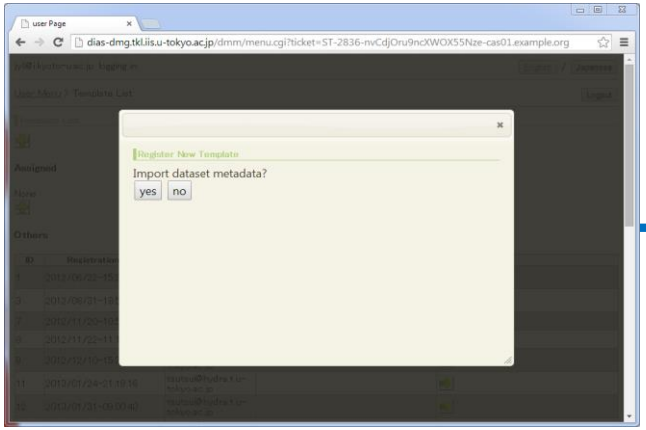


Dataset Metadata Edit

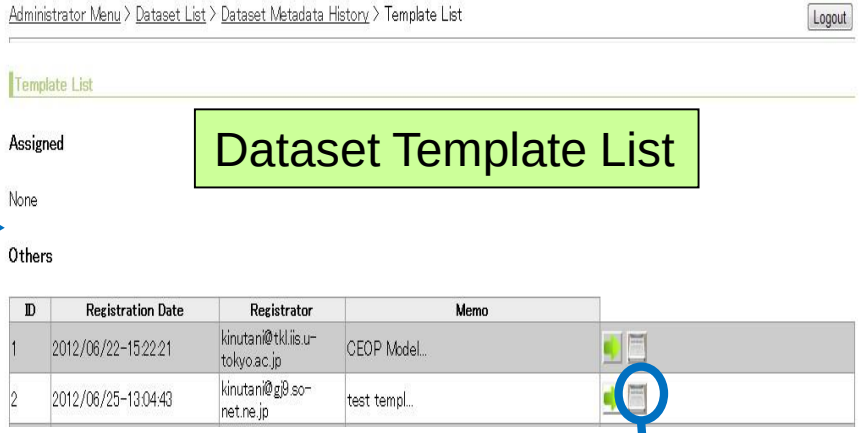
The system administrator enters the temporary dataset name and Metadata Status is Uninputted at first. You can edit dataset name in “Dataset Metadata Edit”.

Dataset Metadata Input / Edit（Assigned）

- 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 Dataset Template List. You can edit metadata from the condition where the data is imported from the template.



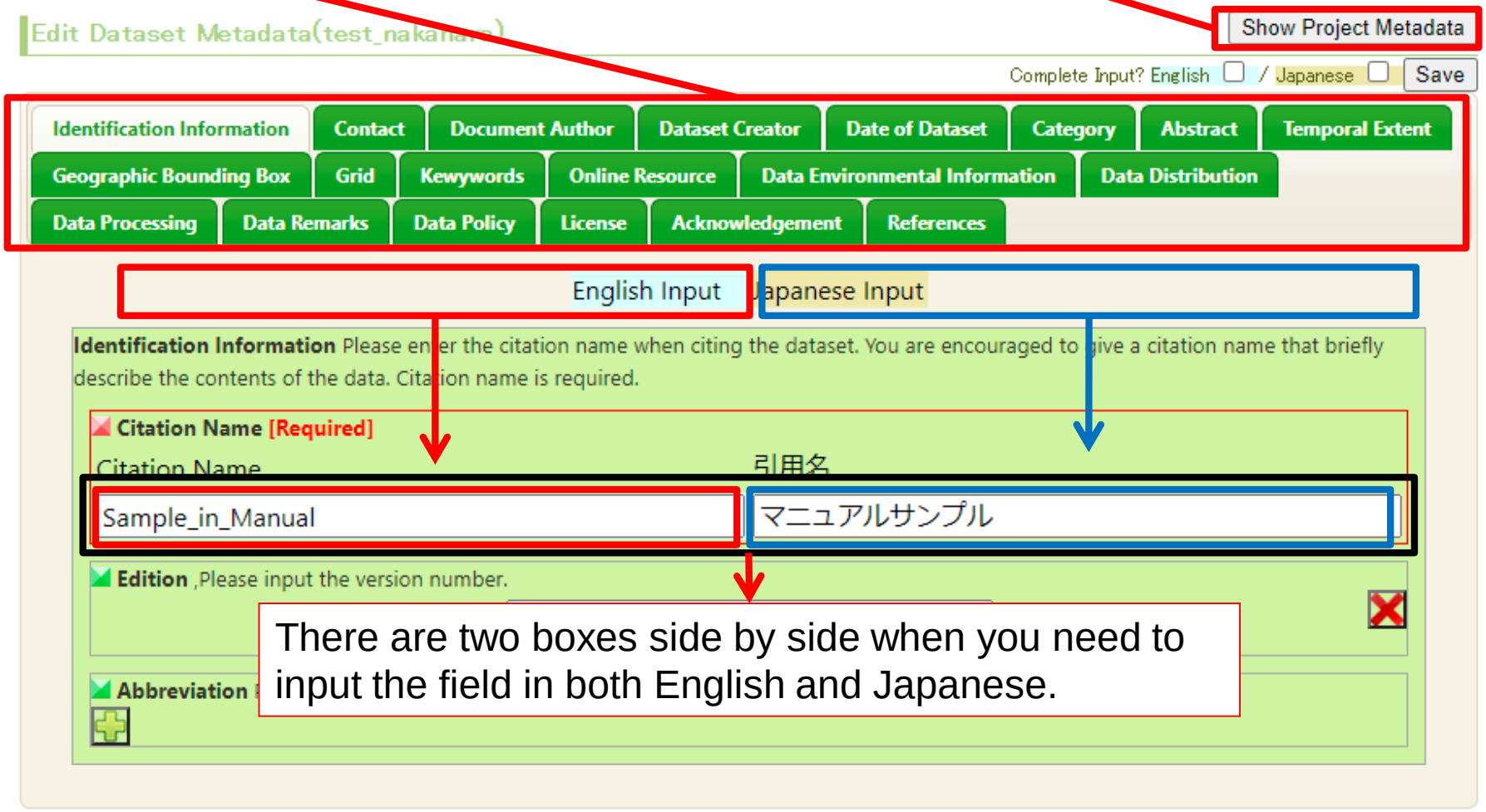
If [Yes]



Dataset Metadata Edit (General Notes)

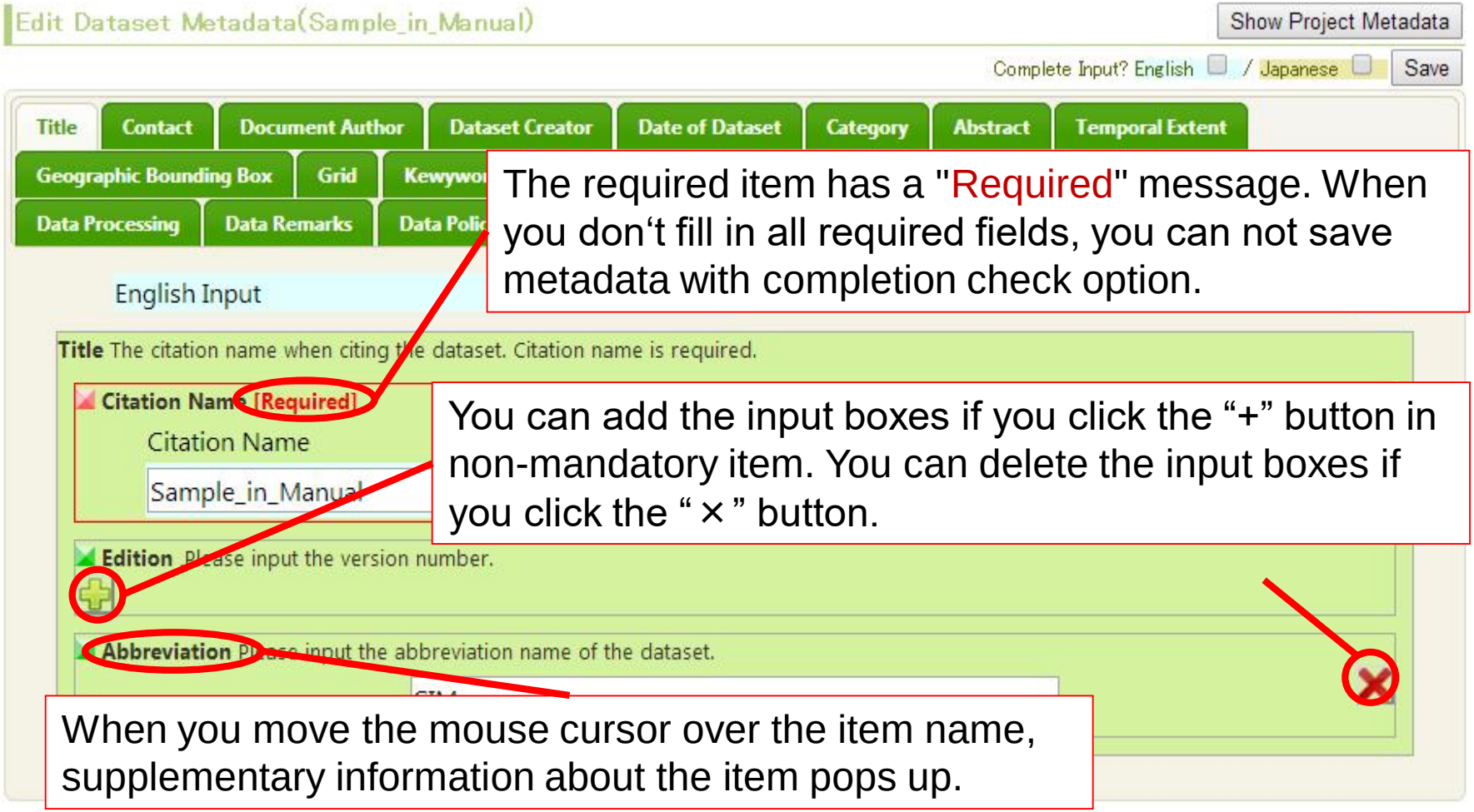
Input items have been tabbed.
Please select an item while switching.

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.

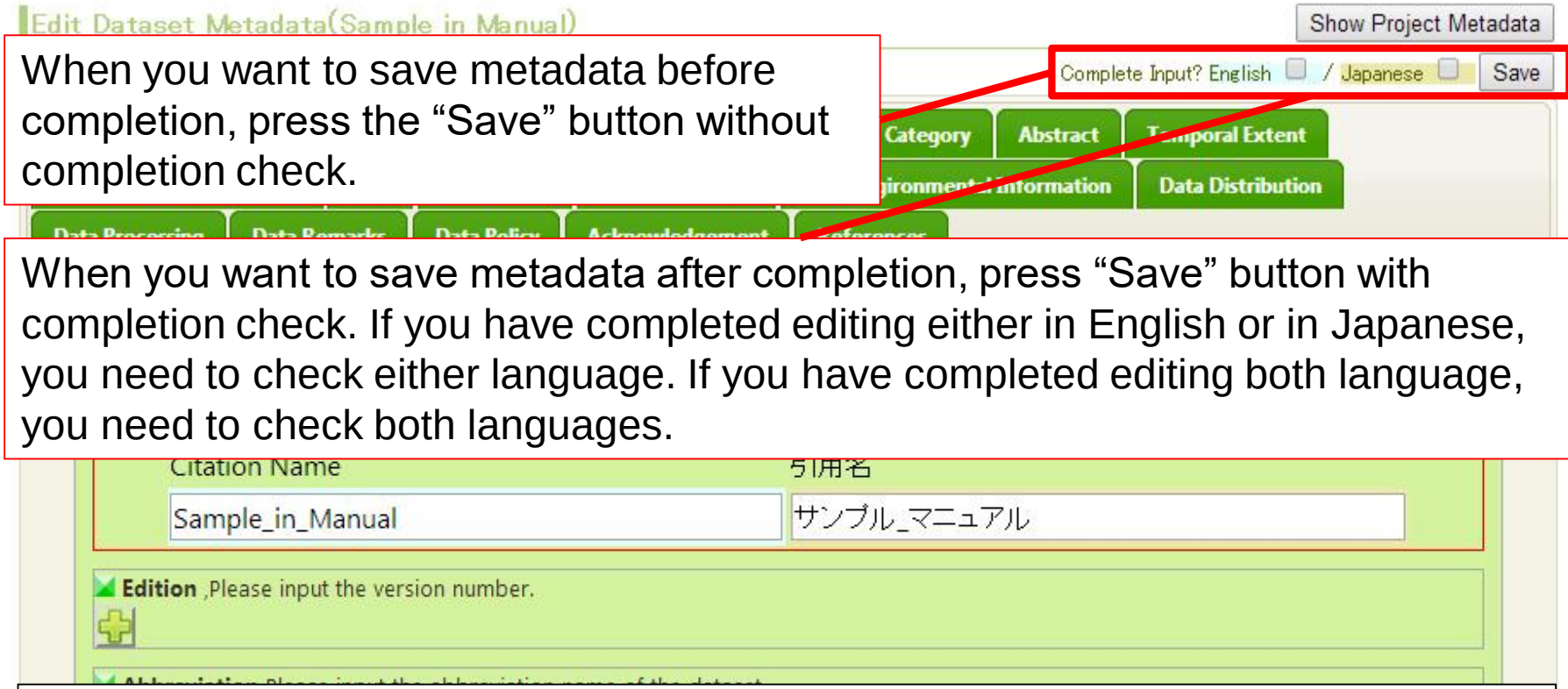
Dataset Metadata Edit (General Notes)



Dataset Metadata Edit (Save)

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

When you want to save 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 languages.



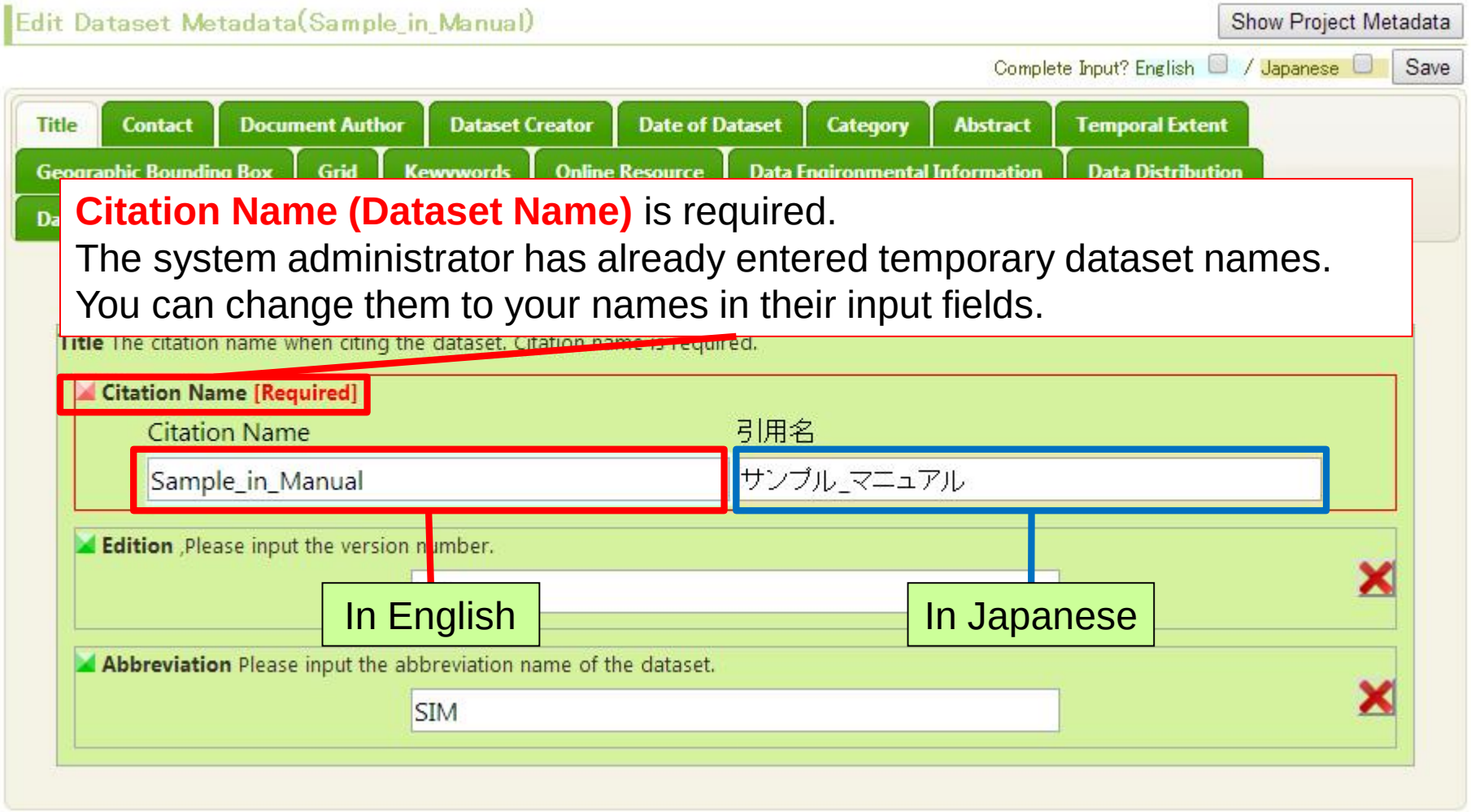
Document metadata is generated after saving metadata with the “Complete Input” option.

Note: Document Metadata will be released to the public by metadata discovery system.

Dataset Metadata Edit: Required Item List (11 Items)

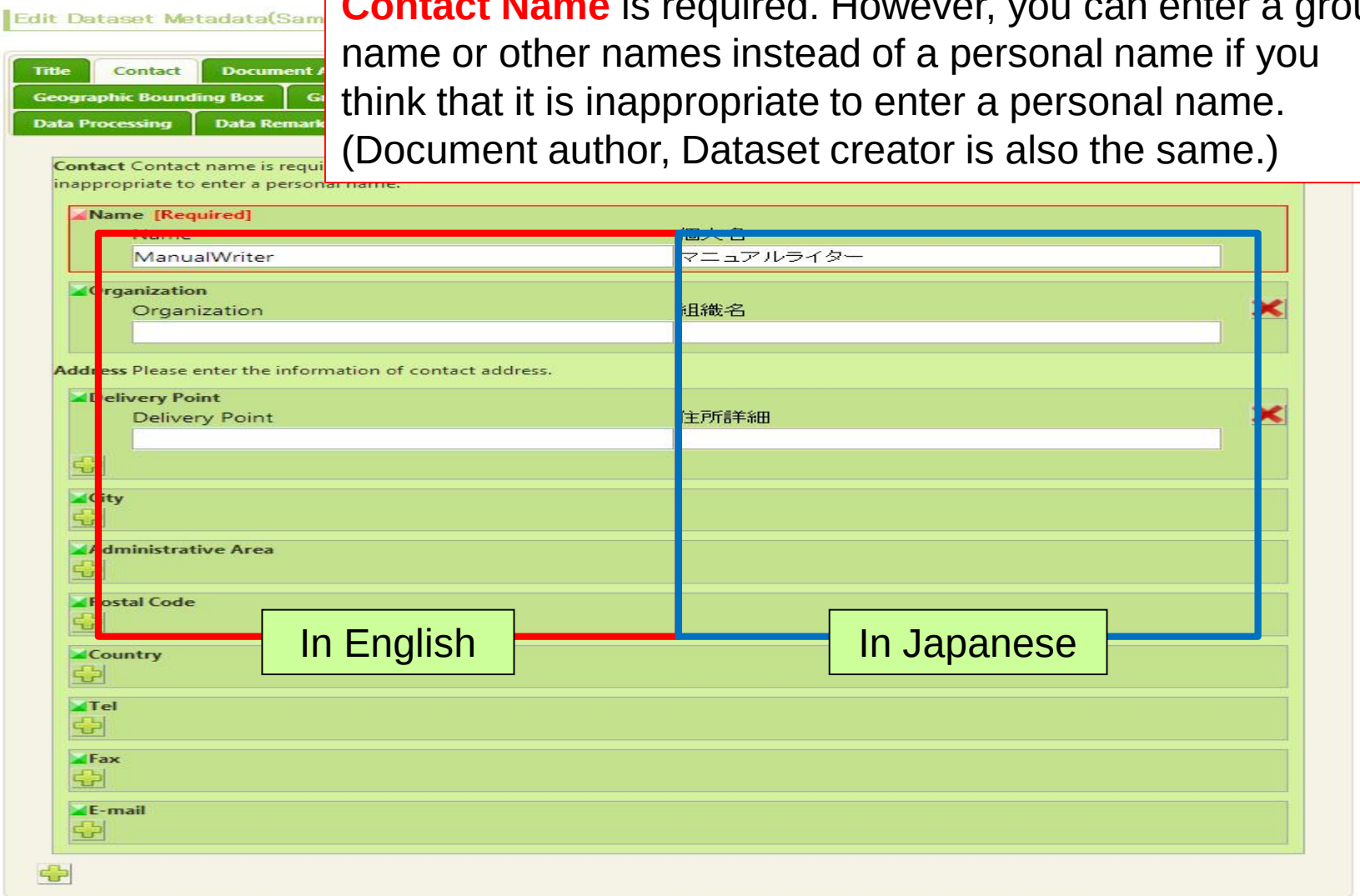
- Title ->Citation Name
- Contact -> Name
- Document Author -> Name
- Dataset Author -> Name
- Date of Dataset -> Event, Date
- Category -> Topic Category
- Abstract
- Temporal Extent -> Begin Date, End Date
- Geometric Region -> Latitude, Longitude
- Grid -> Number of Dimension
- Keyword

Dataset Metadata Edit: Title

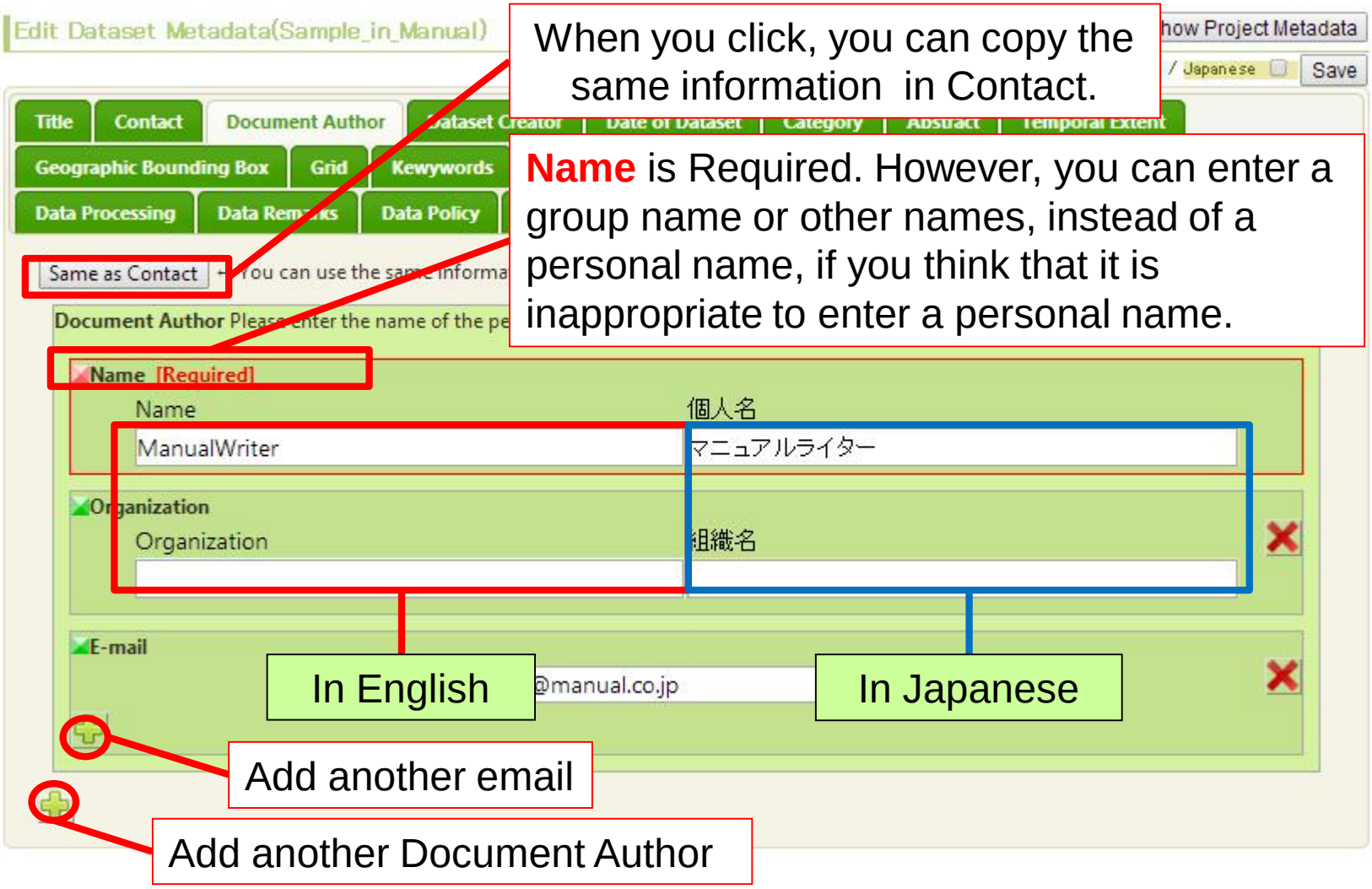


Dataset Metadata Edit: Contact

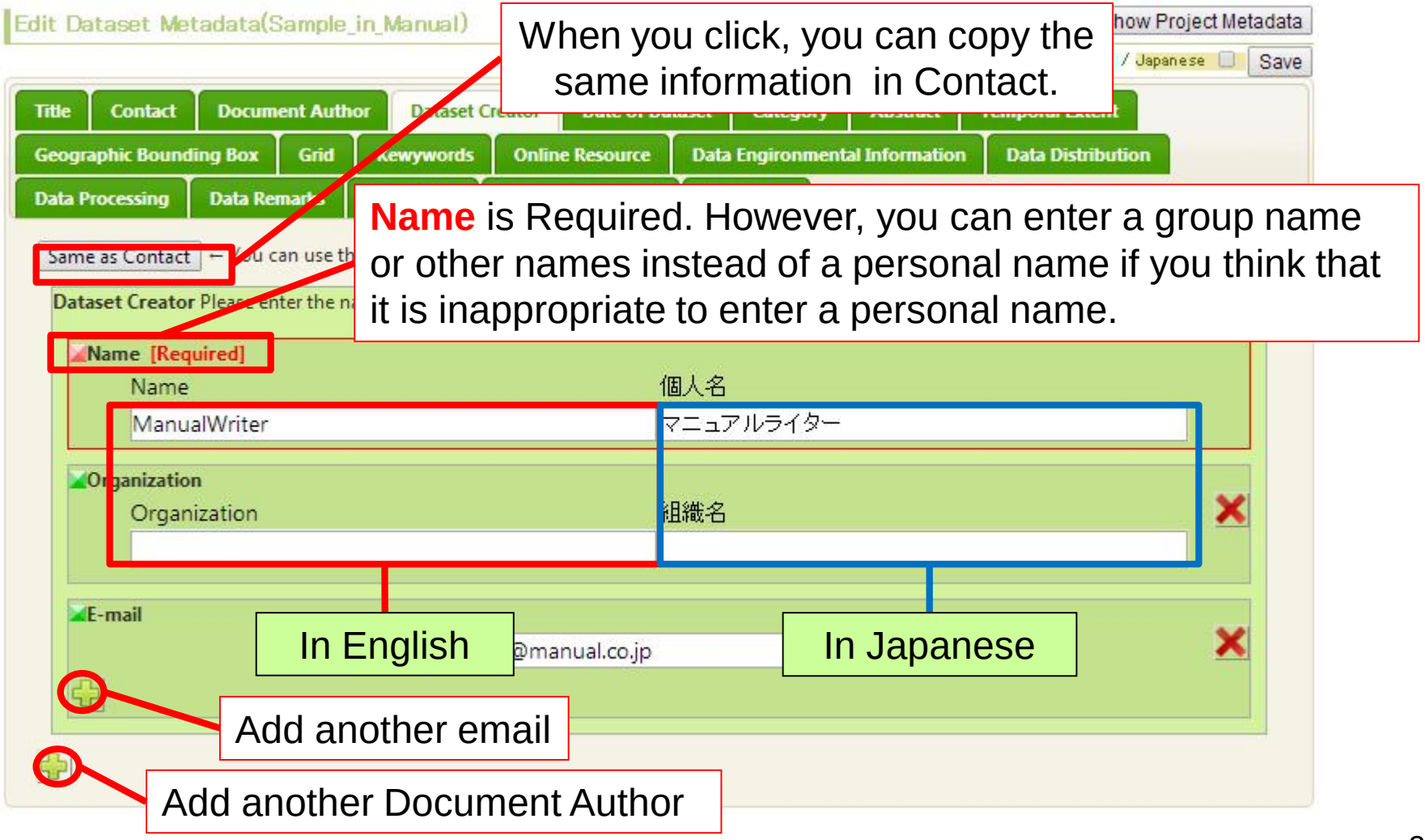
Contact Name is required. However, you can enter a group name or other names instead of a personal name if you think that it is inappropriate to enter a personal name. (Document author, Dataset creator is also the same.)



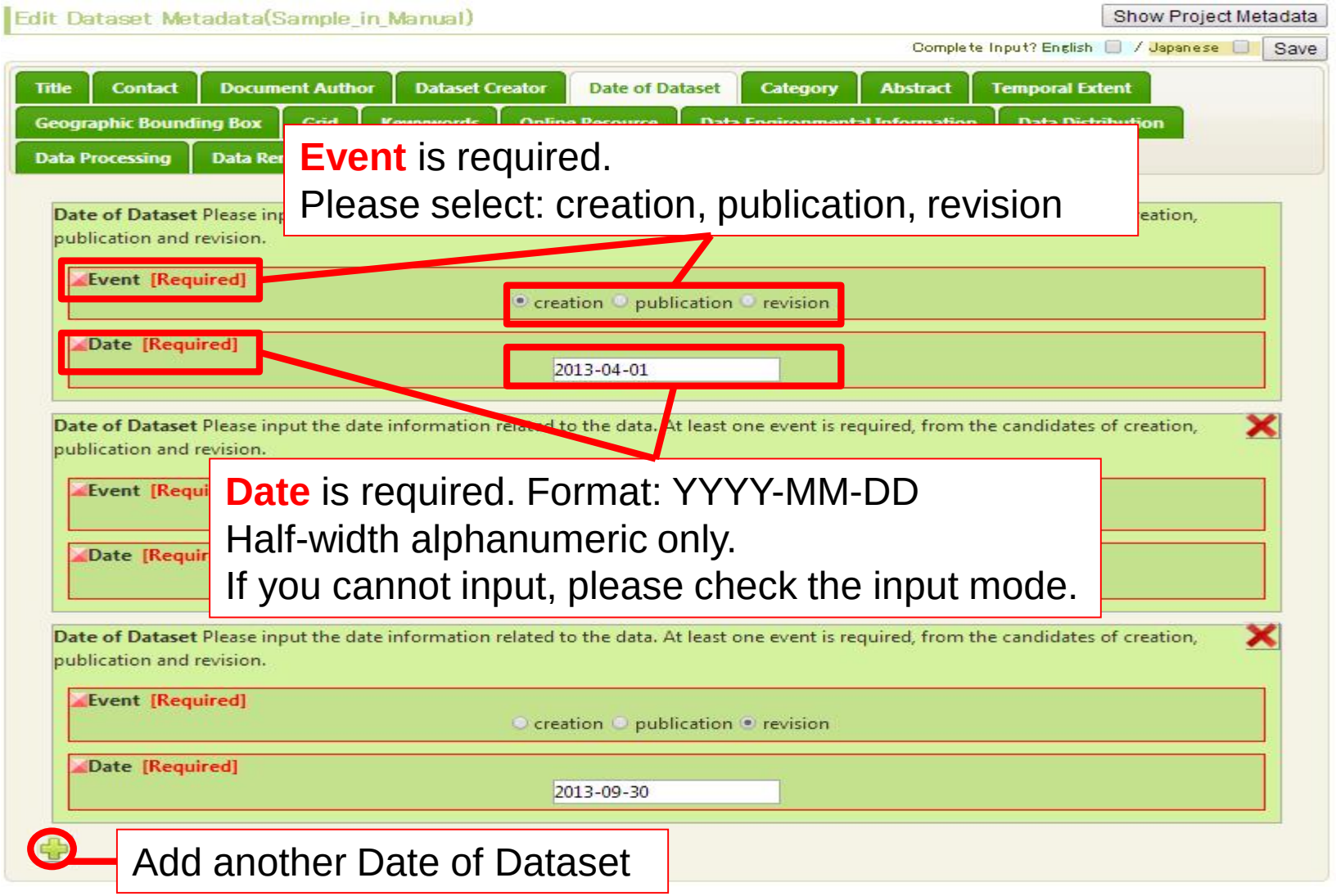
Dataset Metadata Edit: Document Author



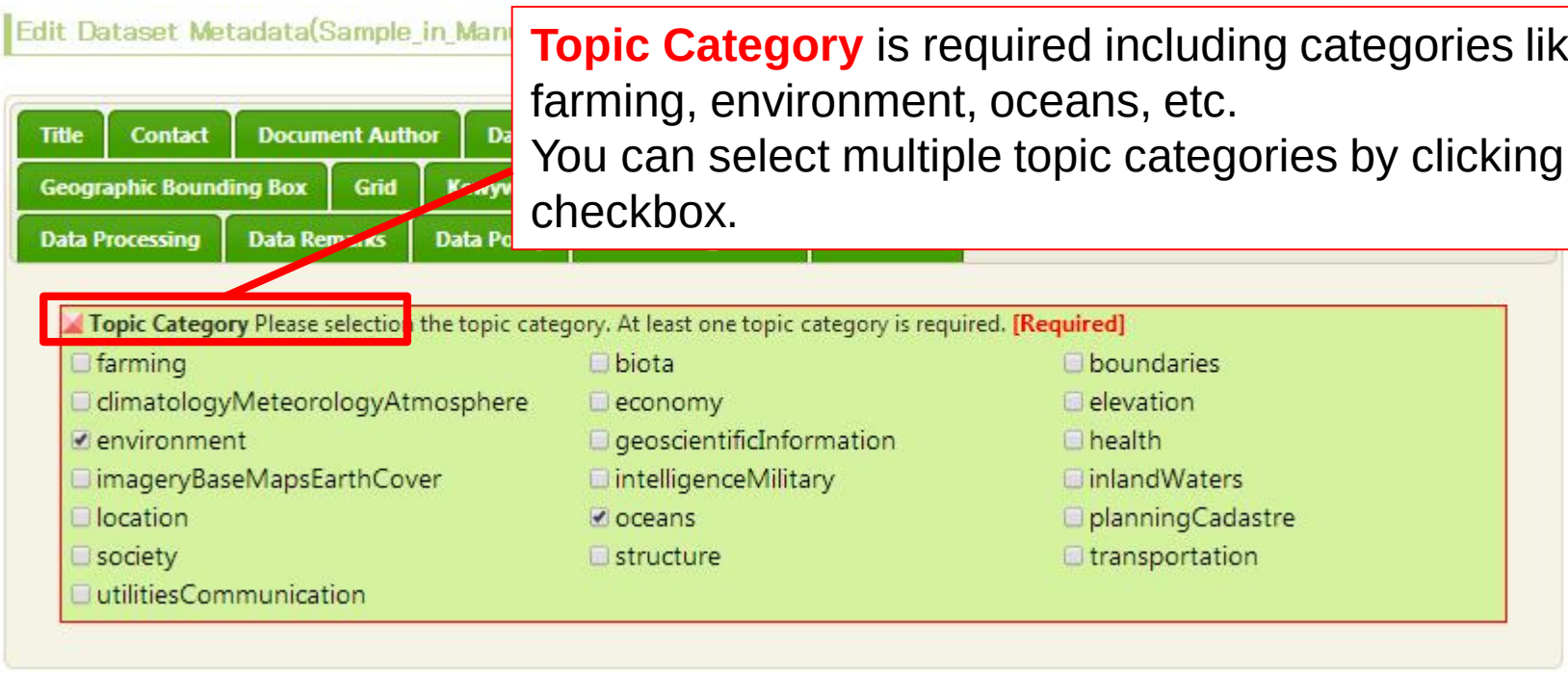
Dataset Metadata Edit: Dataset Creator



Dataset Metadata Edit: Date of Dataset

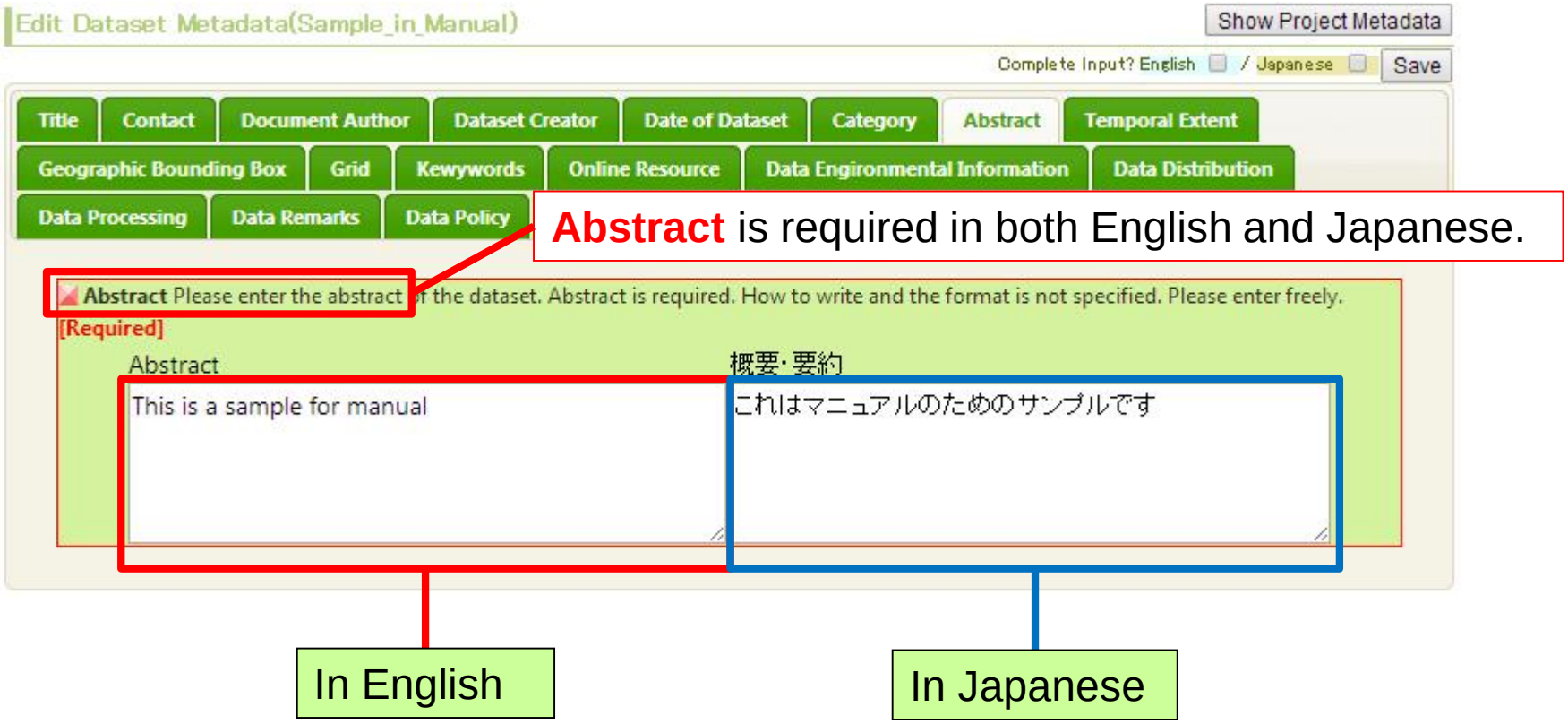


Dataset Metadata Edit: Category



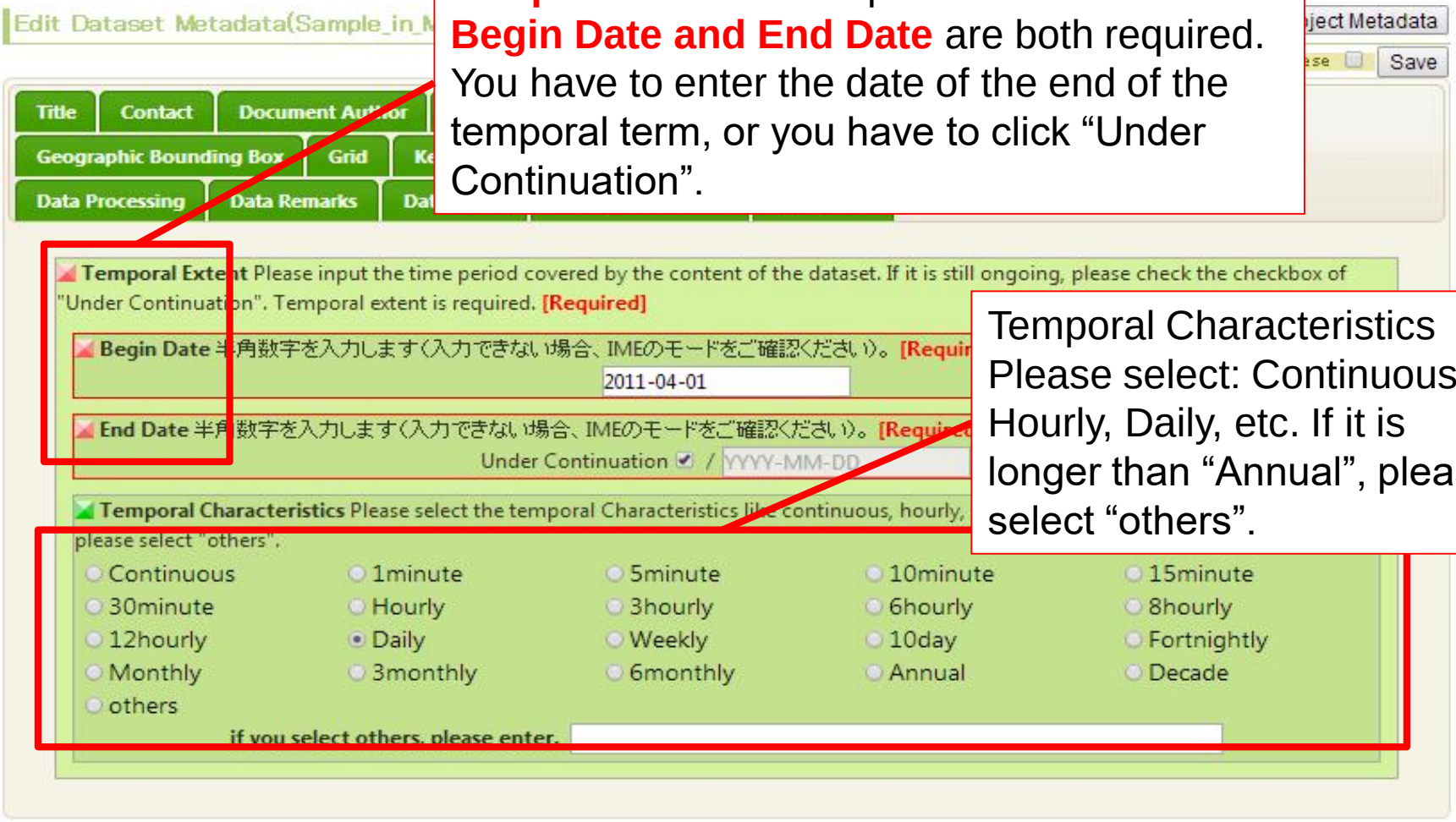
Topic Category is required including categories like farming, environment, oceans, etc.
You can select multiple topic categories by clicking the checkbox.

Dataset Metadata Edit: Abstract



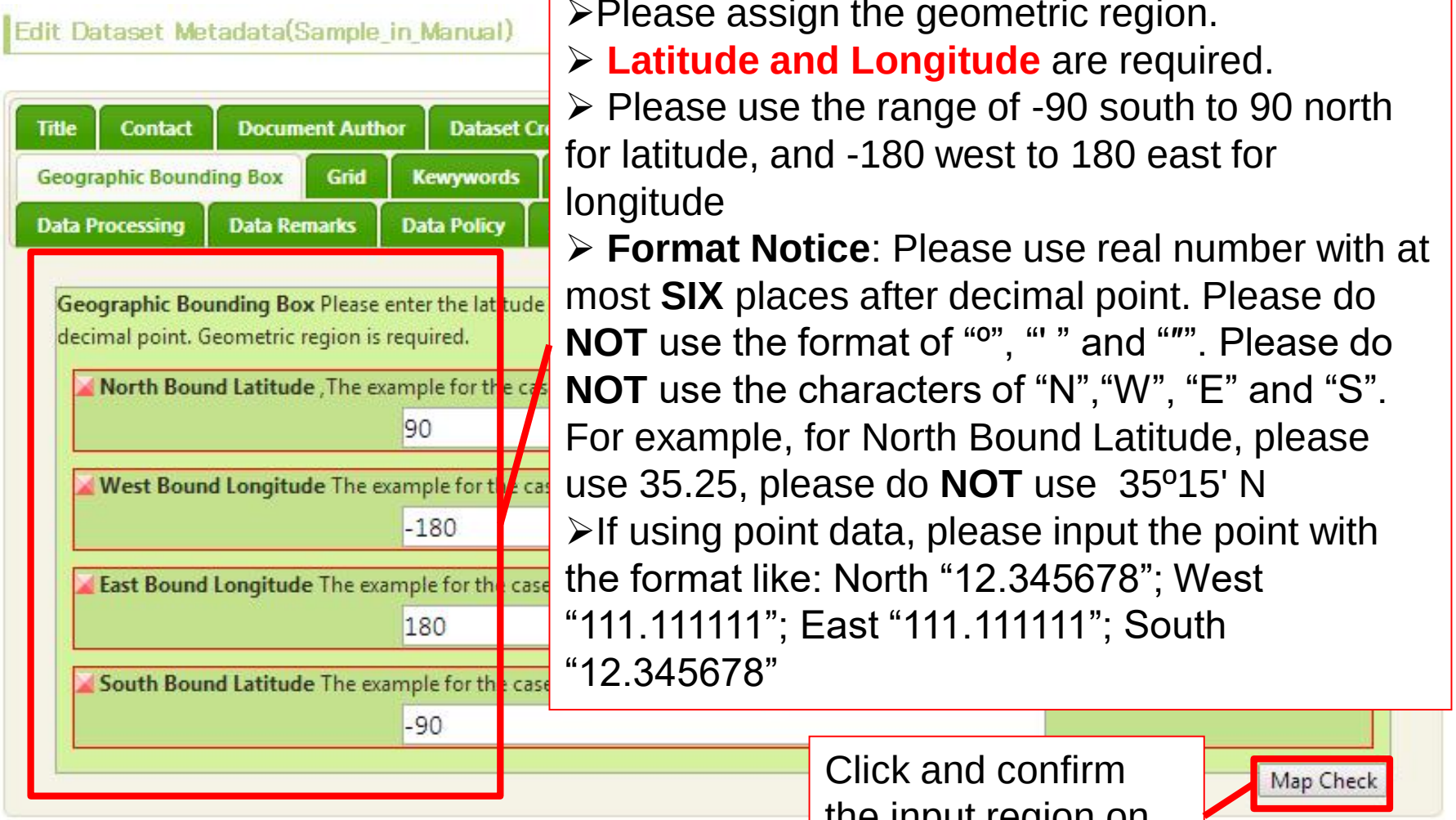
Dataset Metadata Edit: Temporal Extent

Temporal Extent is required.
Begin Date and End Date are both 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

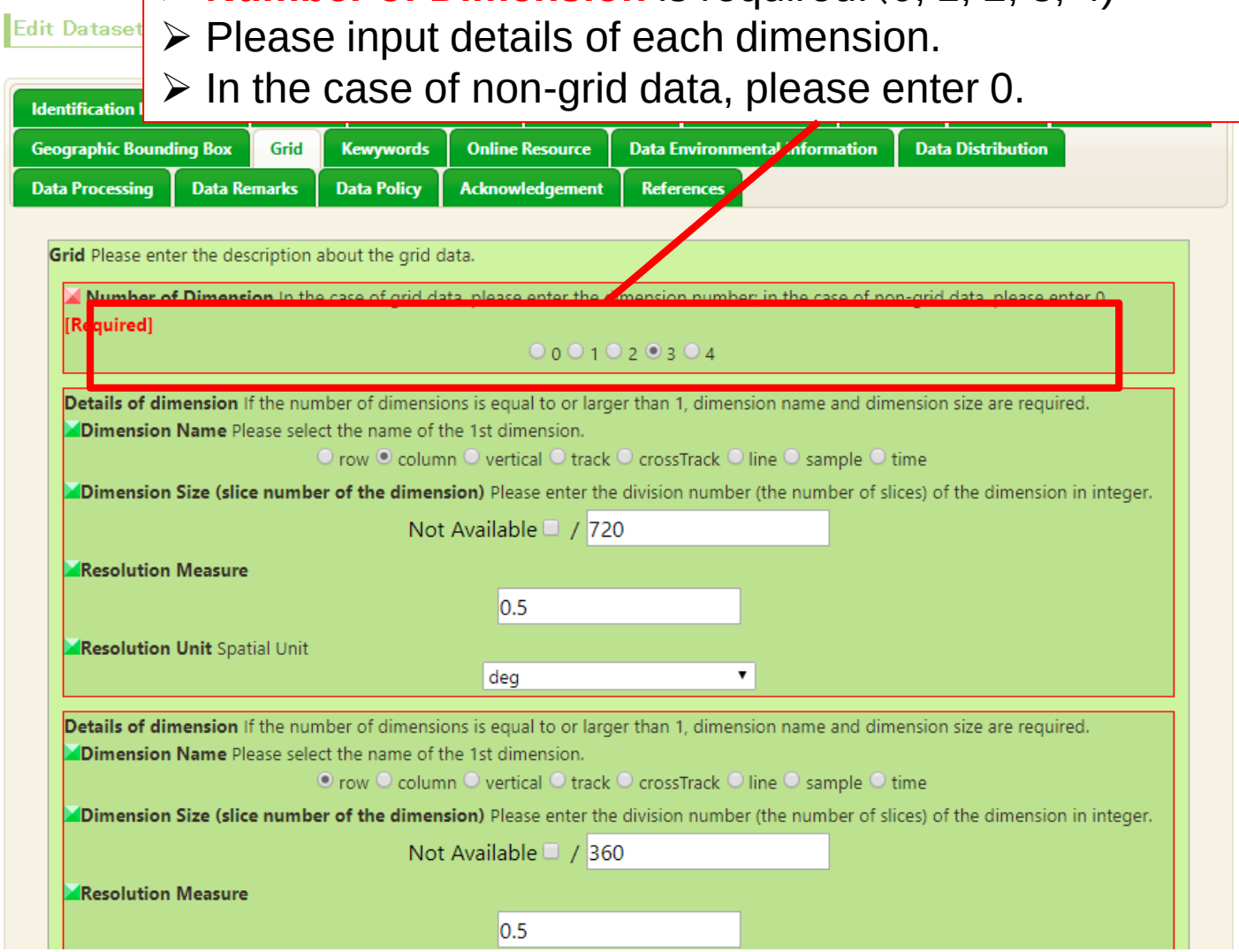


- Please assign the geometric region.
- **Latitude and Longitude** are required.
- Please use the range of -90 south to 90 north for latitude, and -180 west to 180 east for longitude
- **Format Notice**: Please use real number with at most **SIX** places after decimal point. Please do **NOT** use the format of “º”, “' ” 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 35º15' 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

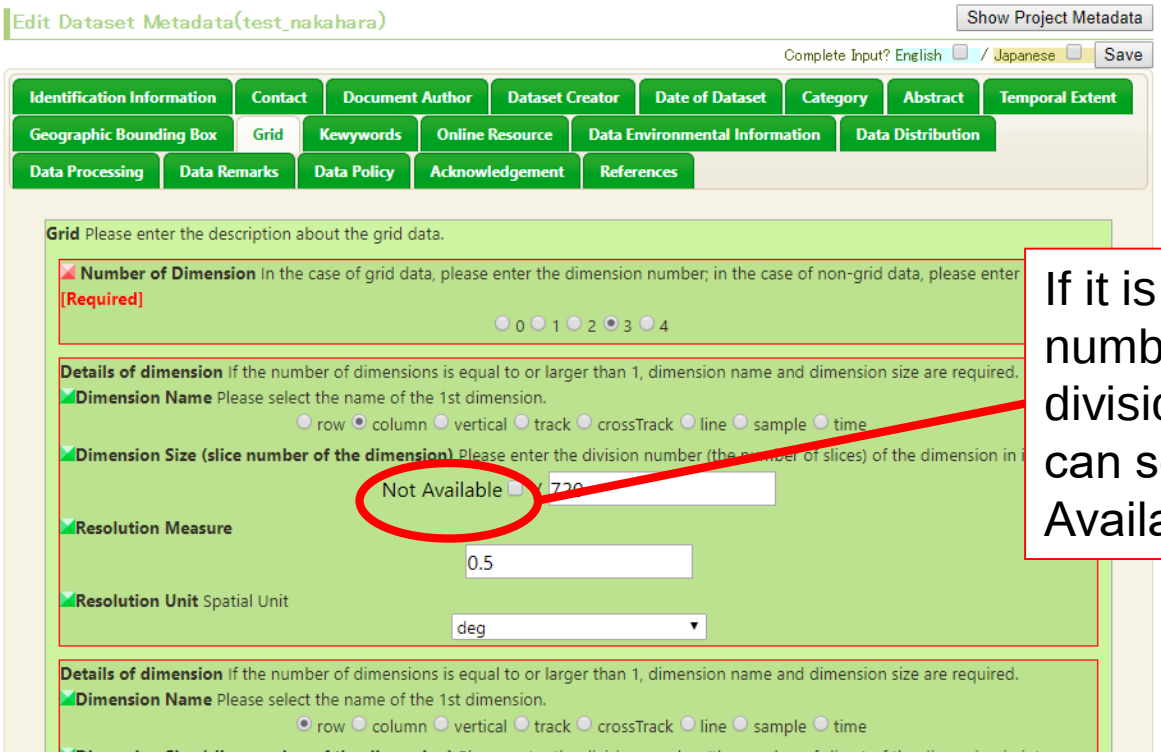
Dataset Metadata Edit: Grid

- **Number of Dimension** is required.（0, 1, 2, 3, 4）
- Please input details of each dimension.
- In the case of non-grid data, please enter 0.



Dataset Metadata Edit : Grid

- Resolution and unit are required on details of dimension.
- If it is difficult to enter the number of slices(the division number), you can select “Not Available”.



If it is difficult to enter the number of slices(the division number), you can select “Not Available”.

Dataset Metadata Edit : Grid

- We consider time as one dimension. Add time axis to number of dimension if dataset is daily, monthly and so on.
  - Example

Temporal resolution：monthly 10years
Object：global
Horizontal resolution：1*1 degree
Vertical resolution : 36 layers

Dimension Name	Dimension Size	Resolution Measure
row	360	1 (degree)
column	155	1 (degree)
vertical	36	10-400 (m)
time	120	1 (month)

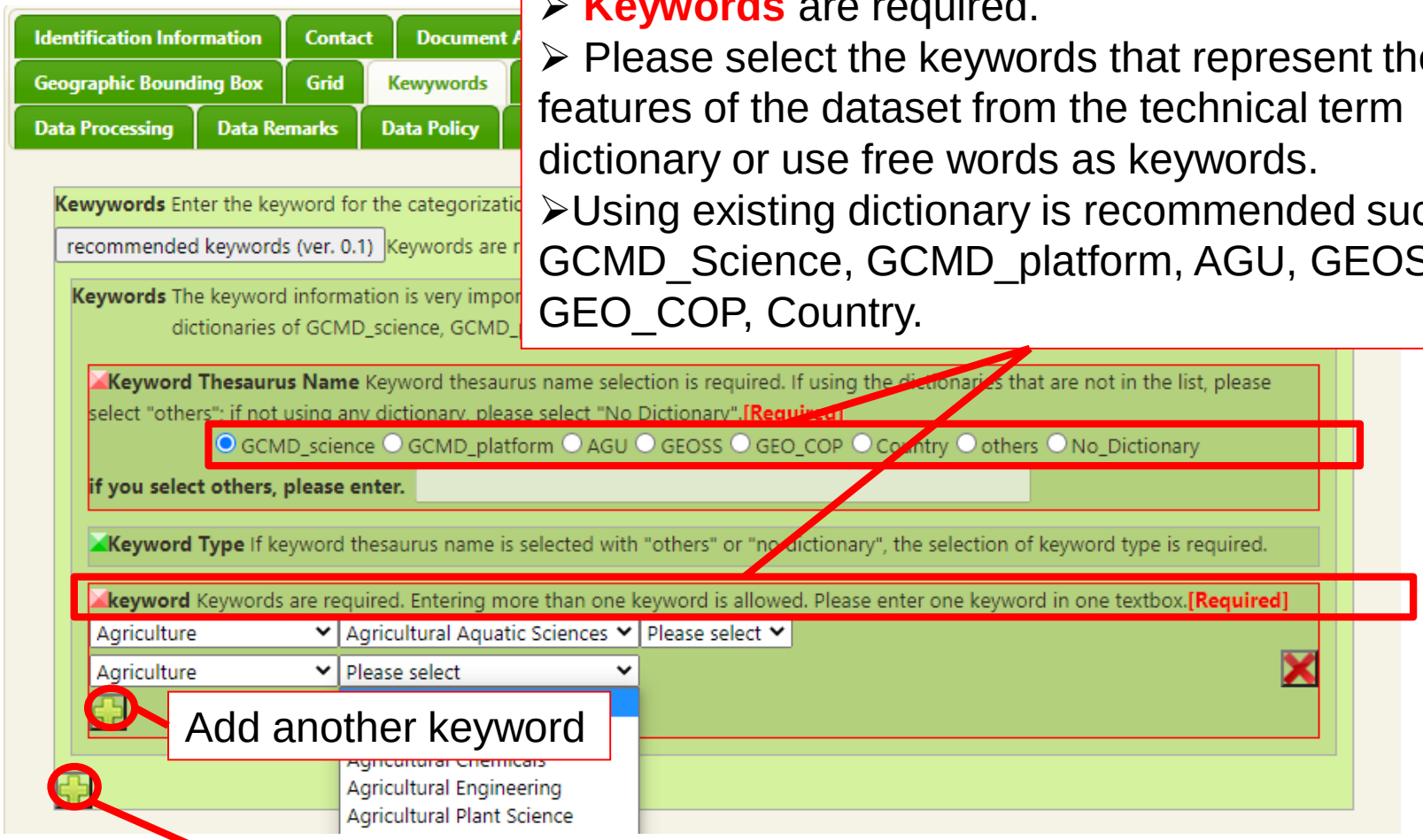
Dataset Metadata Edit : Grid

- If dimension size of time is too large, omit time dimension and describe “Temporal Extent” and “Temporal characteristics” in “Temporal Extent” tab in detail.

- If land-based data is not grid data, select “0” as number of dimension and describe “Temporal Extent” and “Temporal characteristics” in detail.

Dataset Metadata Edit: Keyword

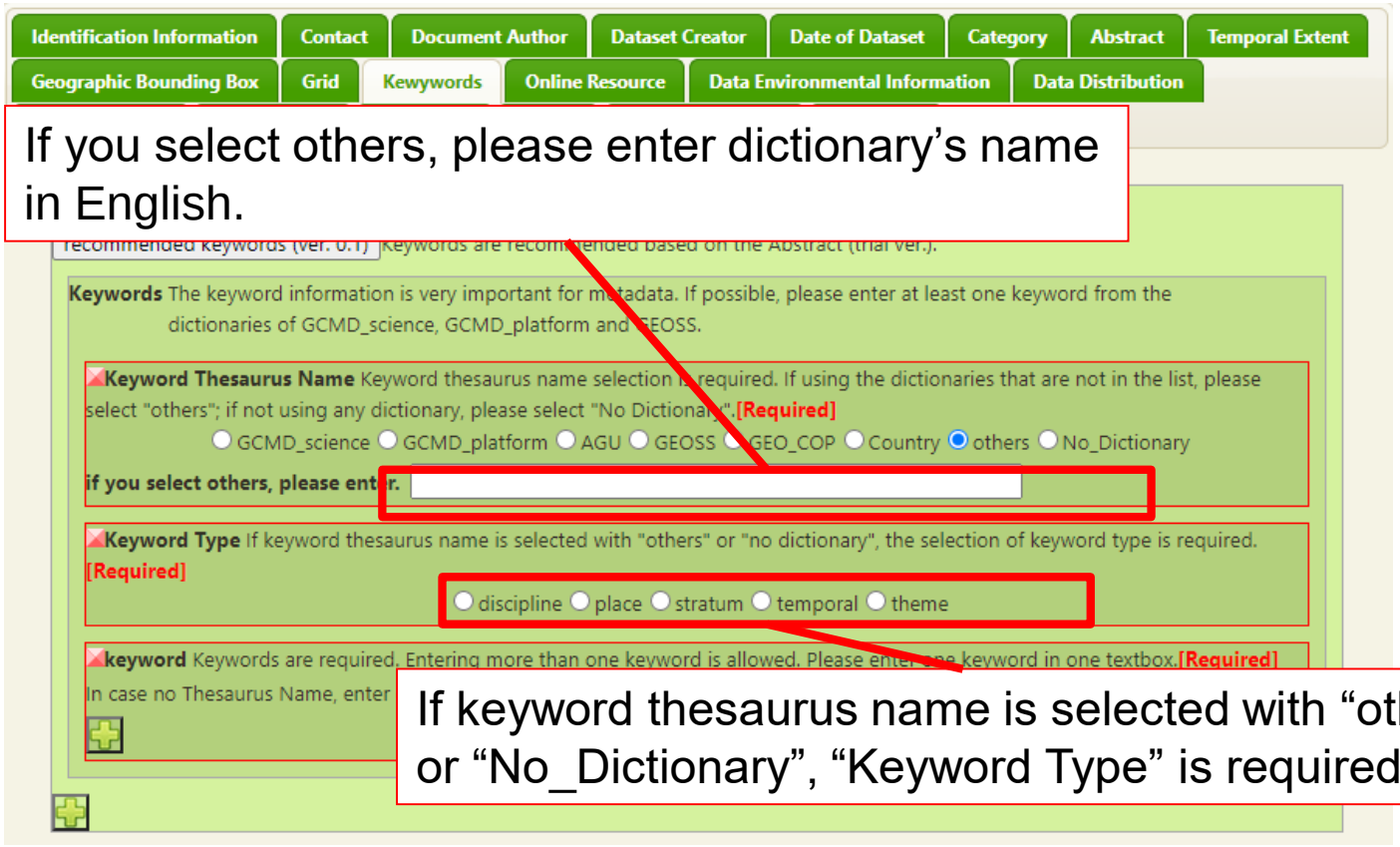
- **Keywords** are required.
- Please select the keywords that represent the features of the dataset from the technical term dictionary or use free words as keywords.
- Using existing dictionary is recommended such as GCMD_Science, GCMD_platform, AGU, GEOSS, GEO_COP, Country.



Add another keyword

If you want to select keywords in different dictionary, please add using “+” button.

Dataset Metadata Edit: Keyword



Dataset Metadata Edit: Keyword

- **Keyword information is very important** for metadata.
- Please enter at least one keyword from each GCMD_science, GCMD_plartform 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.

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

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

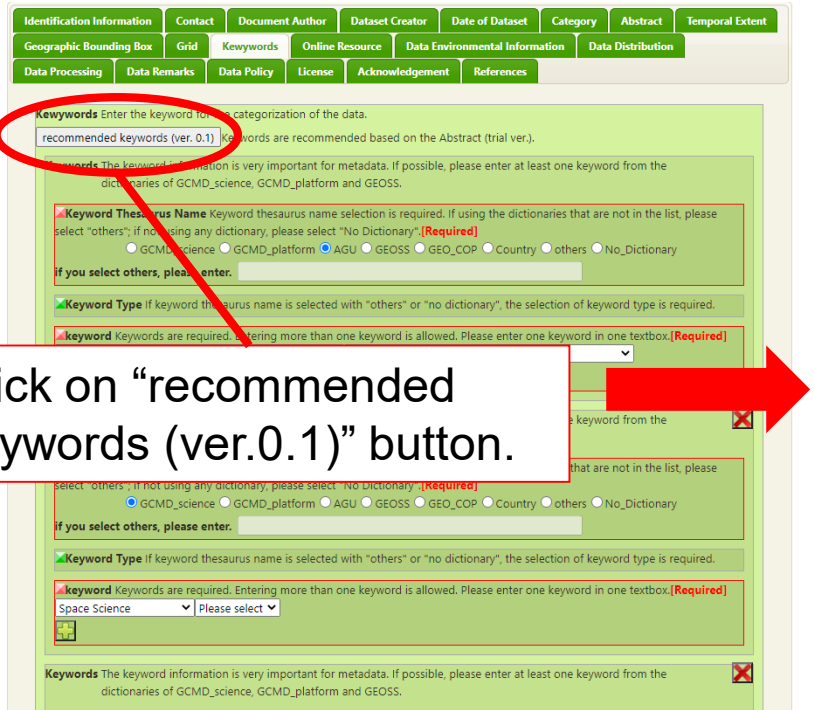
- GCMD Science Keyword
  - http://gcmdservices.gsfc.nasa.gov/static/kms/sciencekeywords/sciencekeywords.csv

- GCMD Platform
  - http://gcmdservices.gsfc.nasa.gov/static/kms/platforms/platforms.csv

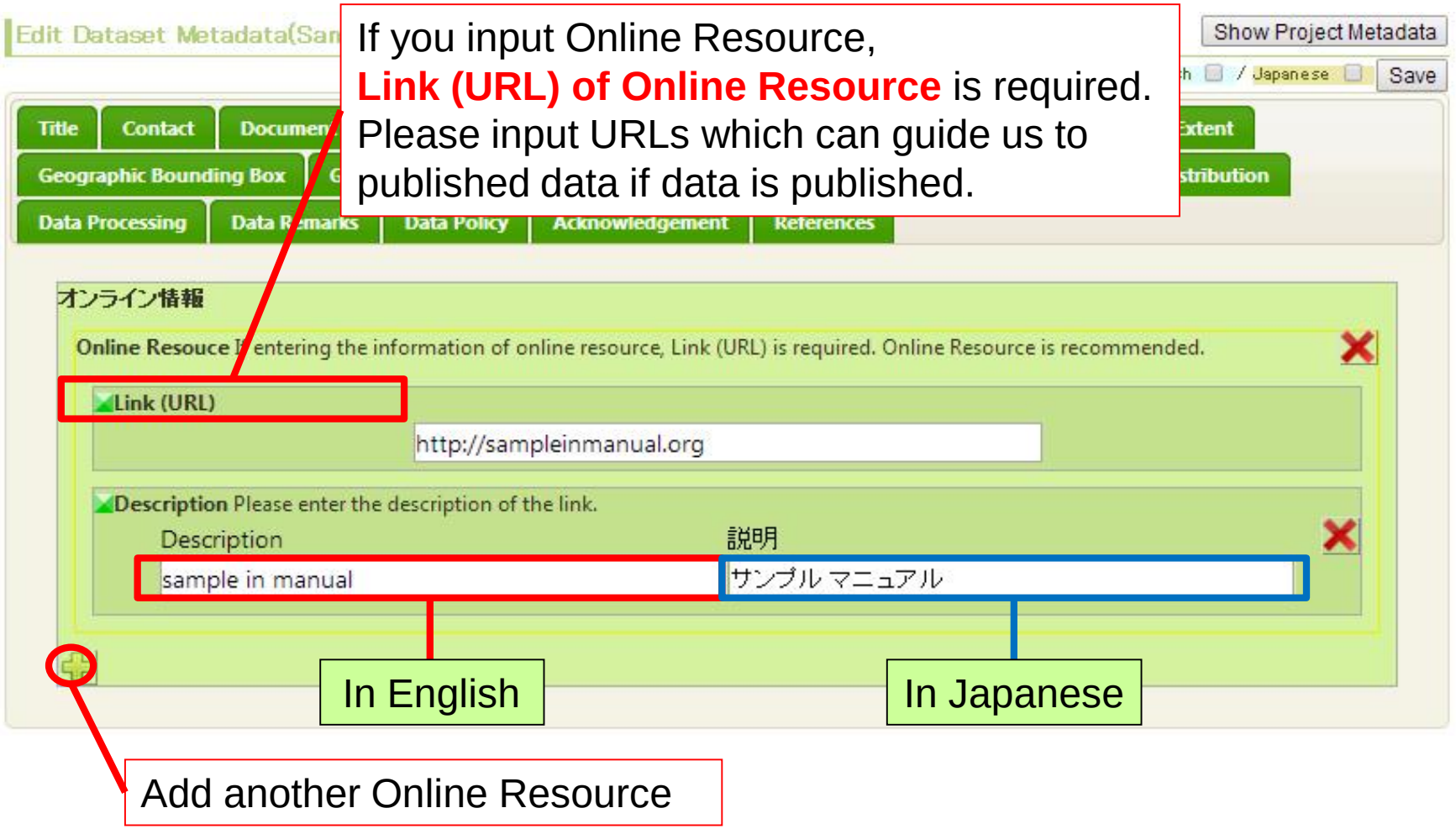
- In DIAS Metadata Management System, we deal with the above mentioned two hierarchical keyword sets. We get hierarchy of GCMD_platform from the web system of GCMD
  - http://gcmd.nasa.gov/KeywordSearch/Keywords.do?Portal=GCMD&MetadataType=0&Columns=0&KeywordPath=Platforms

Dataset Metadata Edit: Keyword

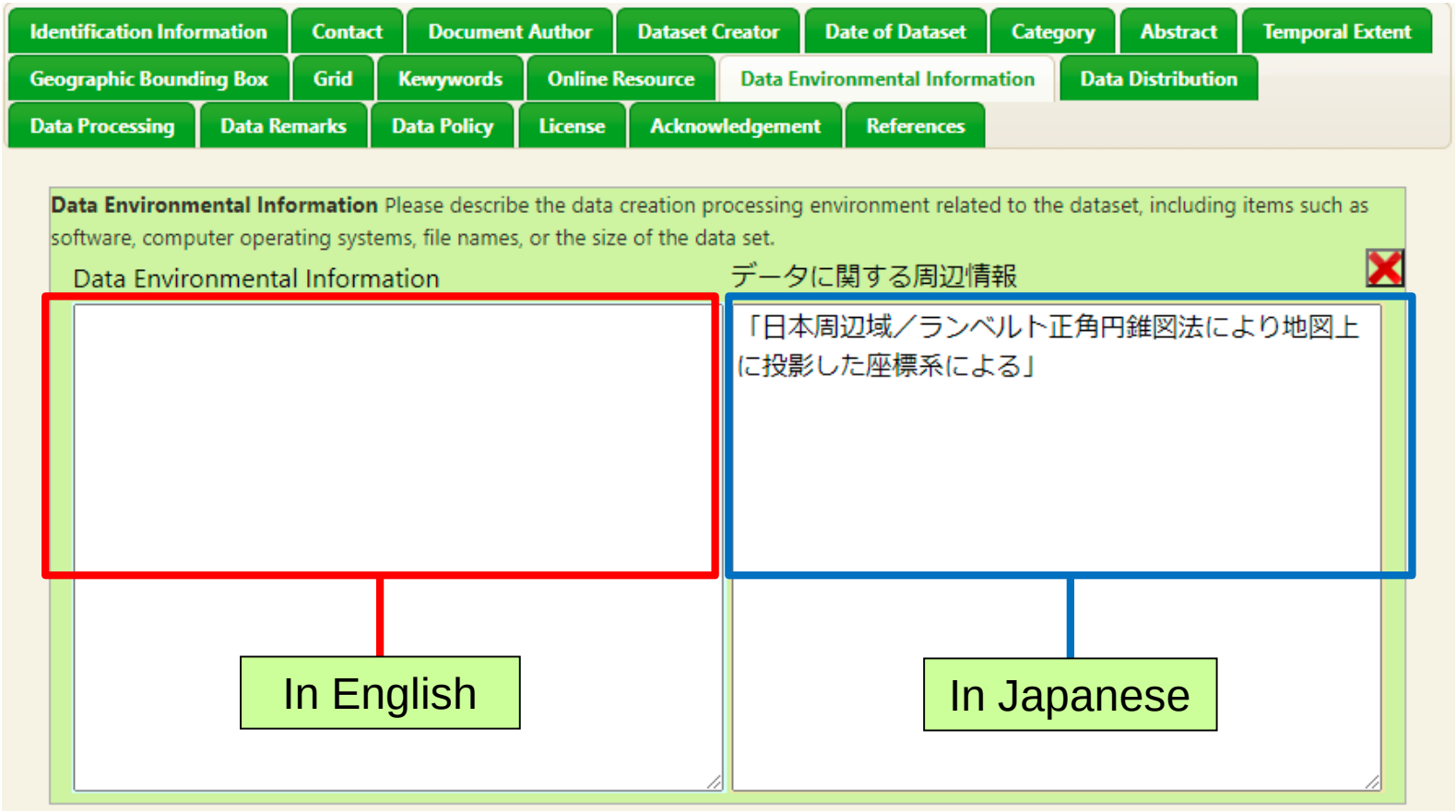
- When you click on “recommended keywords (ver.0.1)”, the high affinity keywords in the Keyword Dictionary: GCMD_science, GCMD_platform, AGU, GEO_COP, and Country will pop up from the contents of the Abstract section.
- Select the keywords you want to add, and click the “Submit” button. The selected keywords will be newly added.



Dataset Metadata Edit: Online Resource

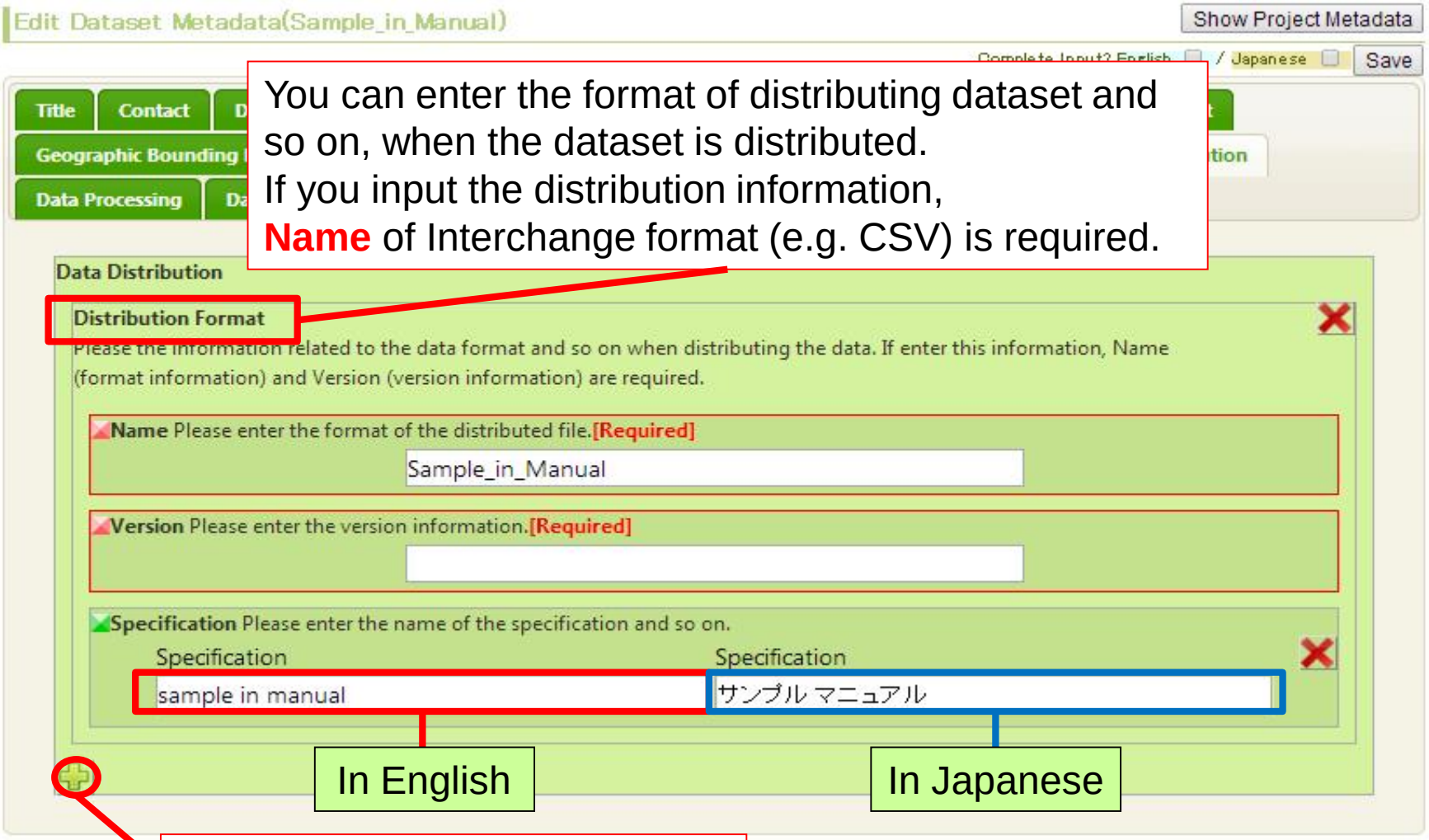


Dataset Metadata Edit: Environmental Info.

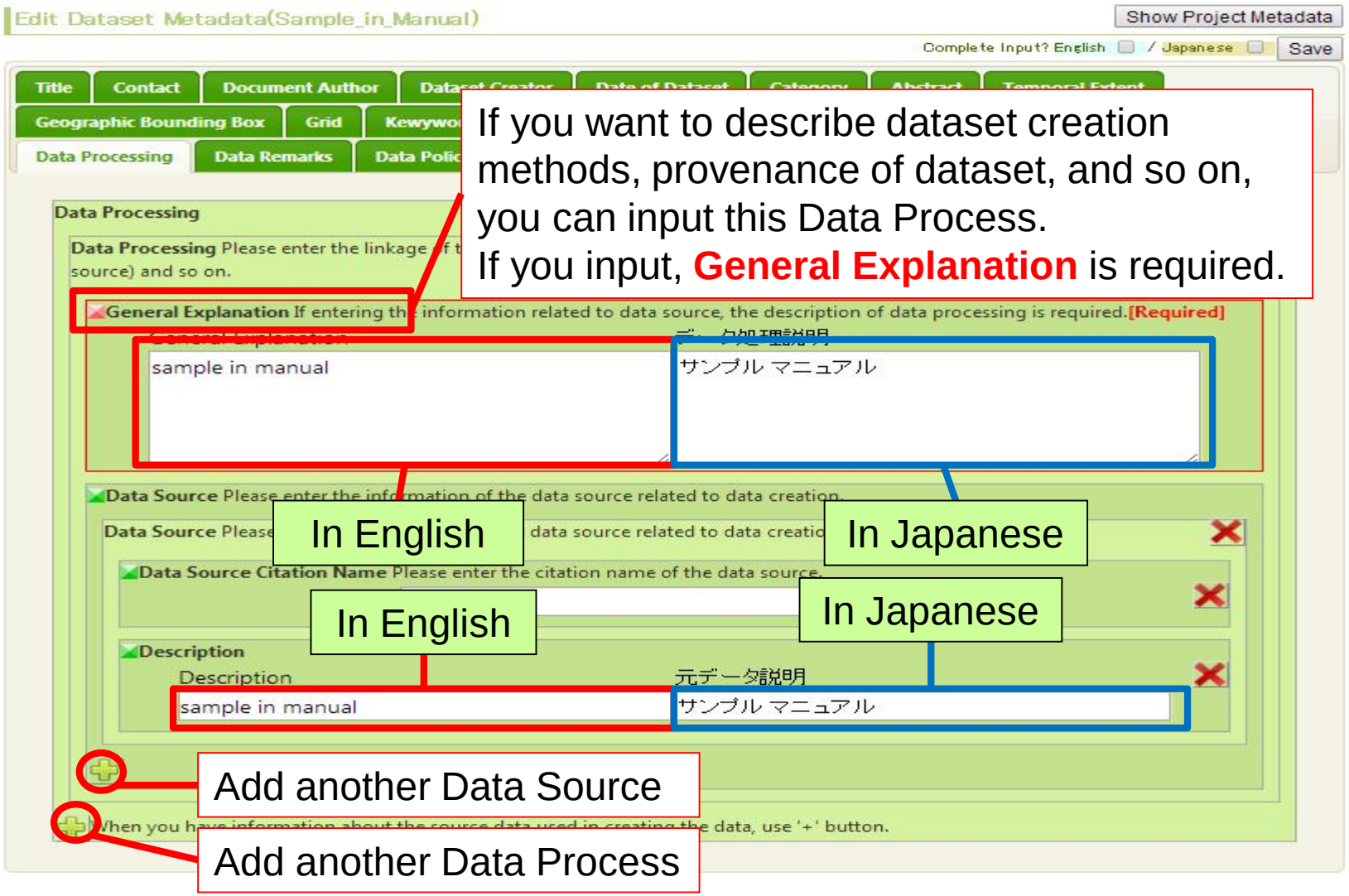


Please input the environmental information

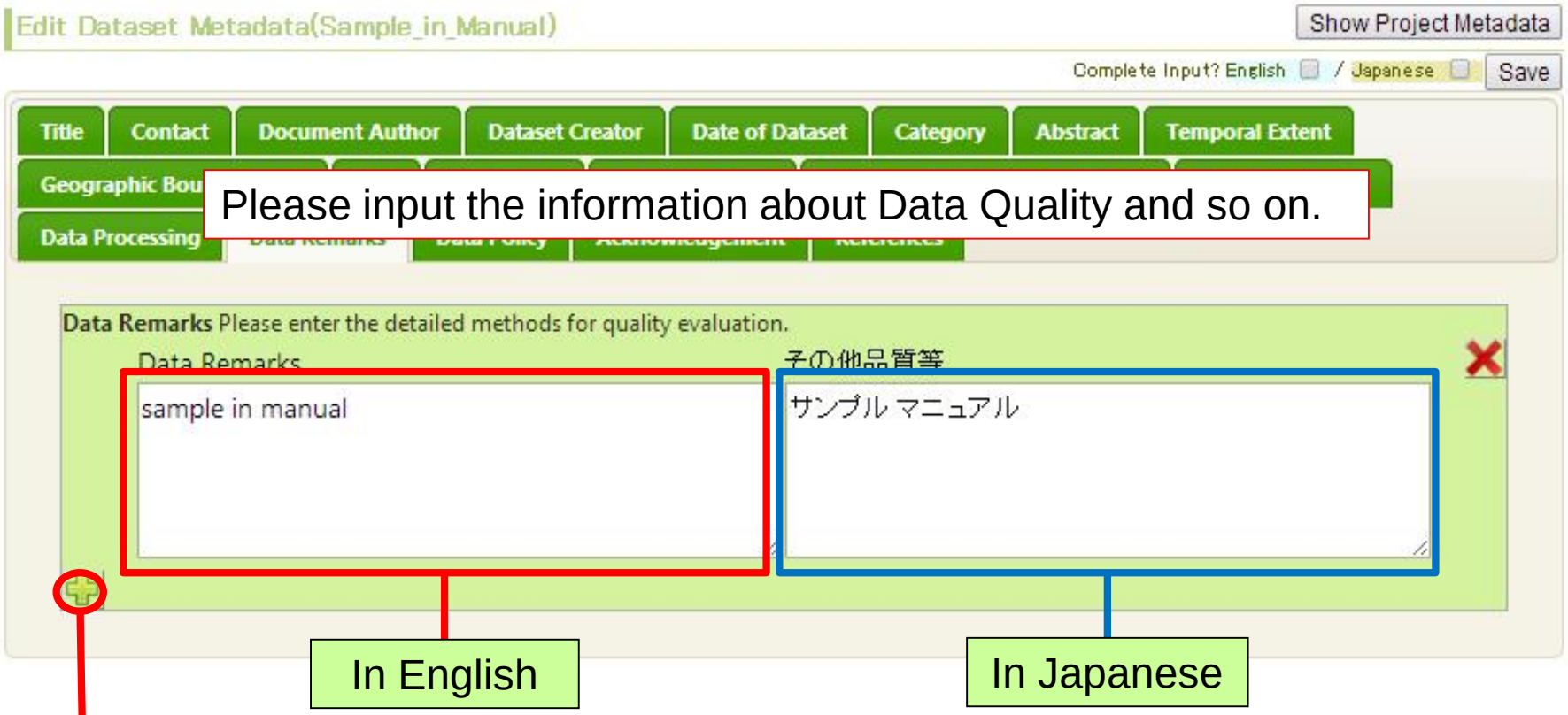
Dataset Metadata Edit: Distribution Info.



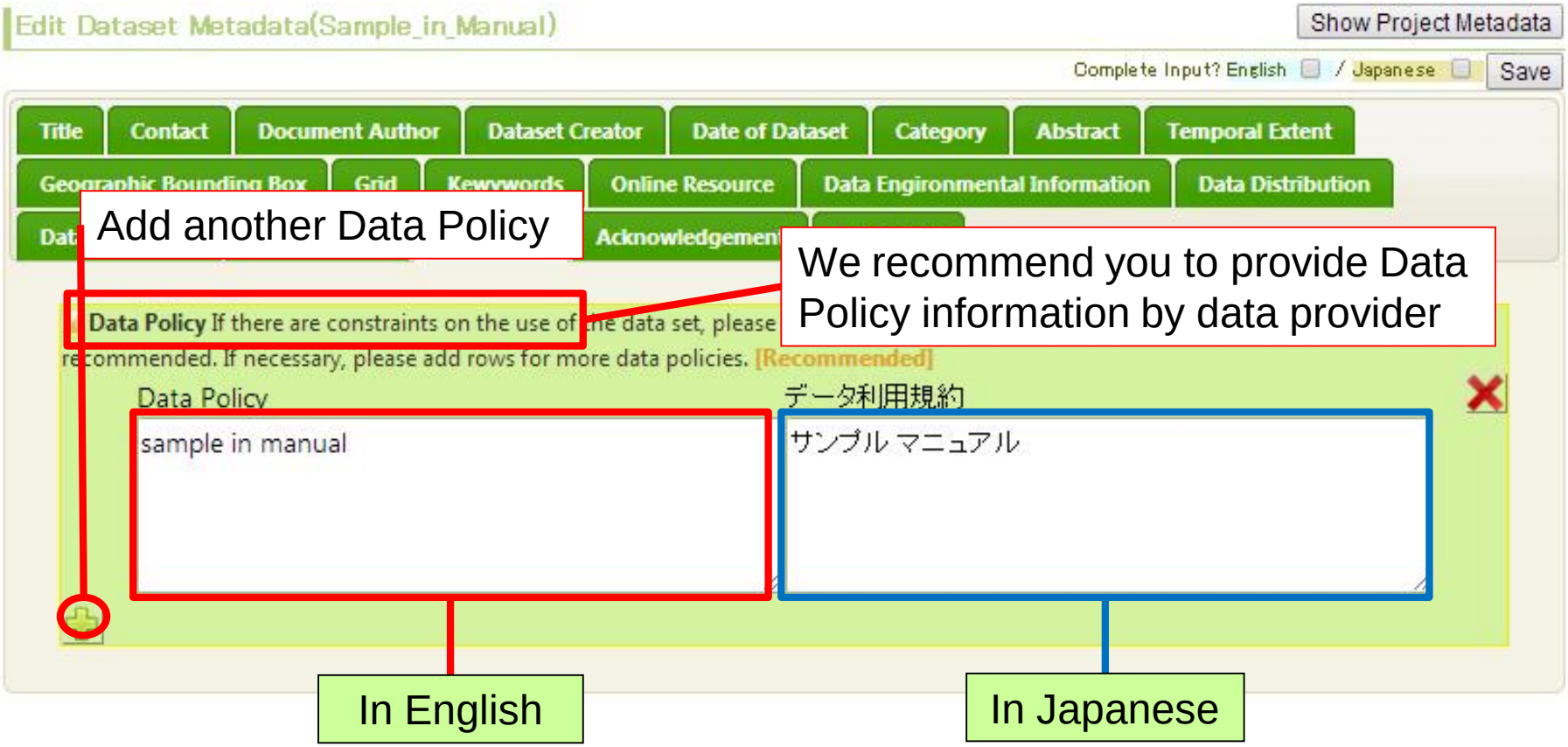
Dataset Metadata Edit: Data Process



Dataset Metadata Edit: Data Quality



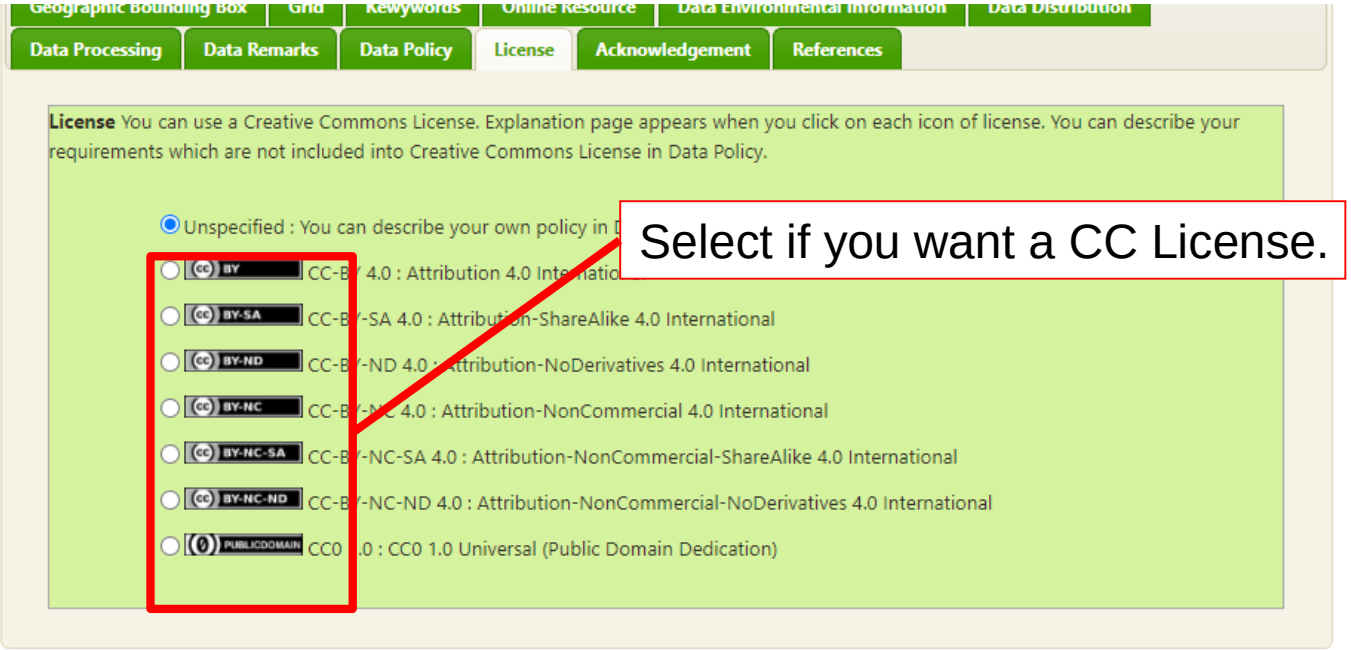
Dataset Metadata Edit: Data Policy by Data Provider



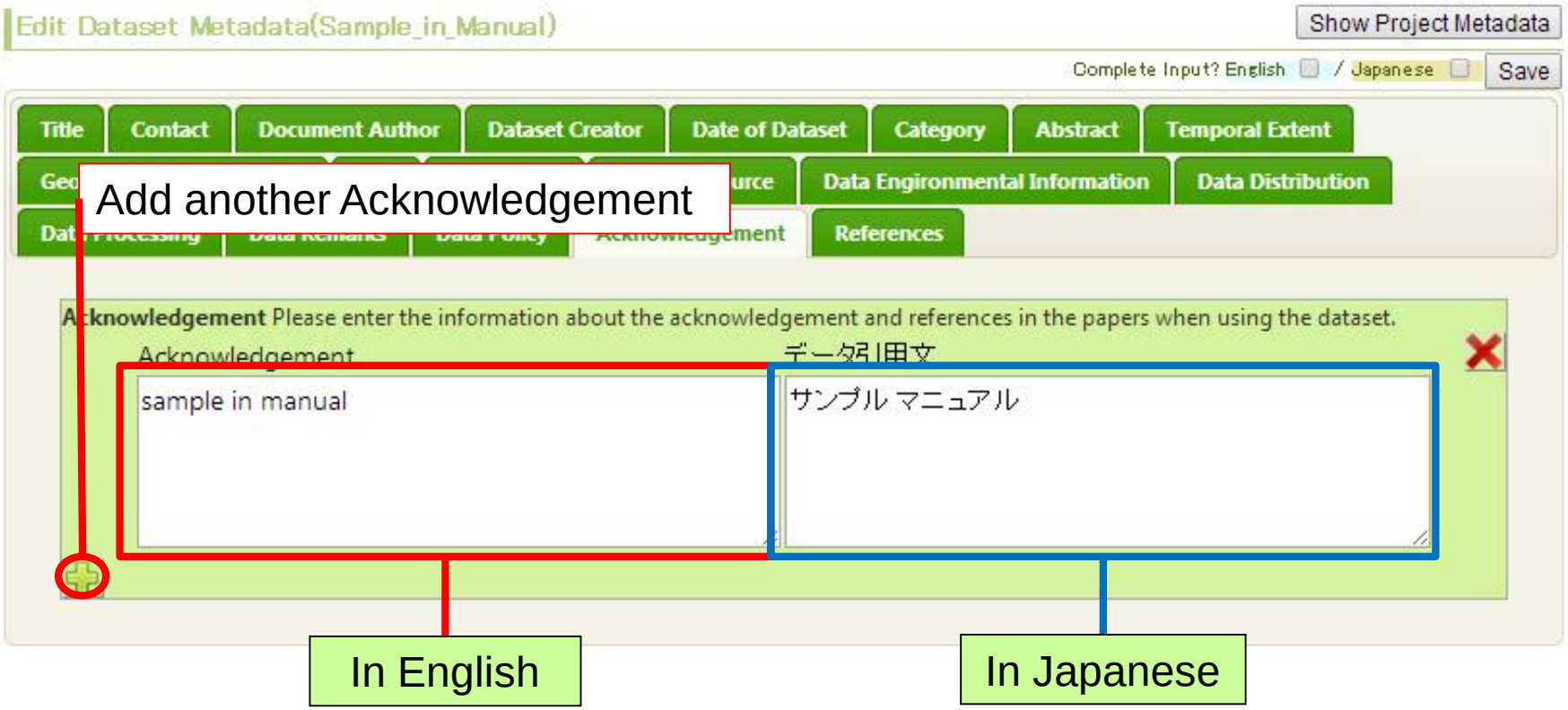
You can refer the data policy text of the DIAS project from "Project Metadata List".
[User's Menu]->[Project List]->select DIAS metadata->View the latest metadata

Dataset Metadata Edit: License

- If you wish to use the Creative Commons License (CC License), you can specify it.
- If you do not specify, “Unspecified" will be selected, and the details will be described in the "Data Policy".

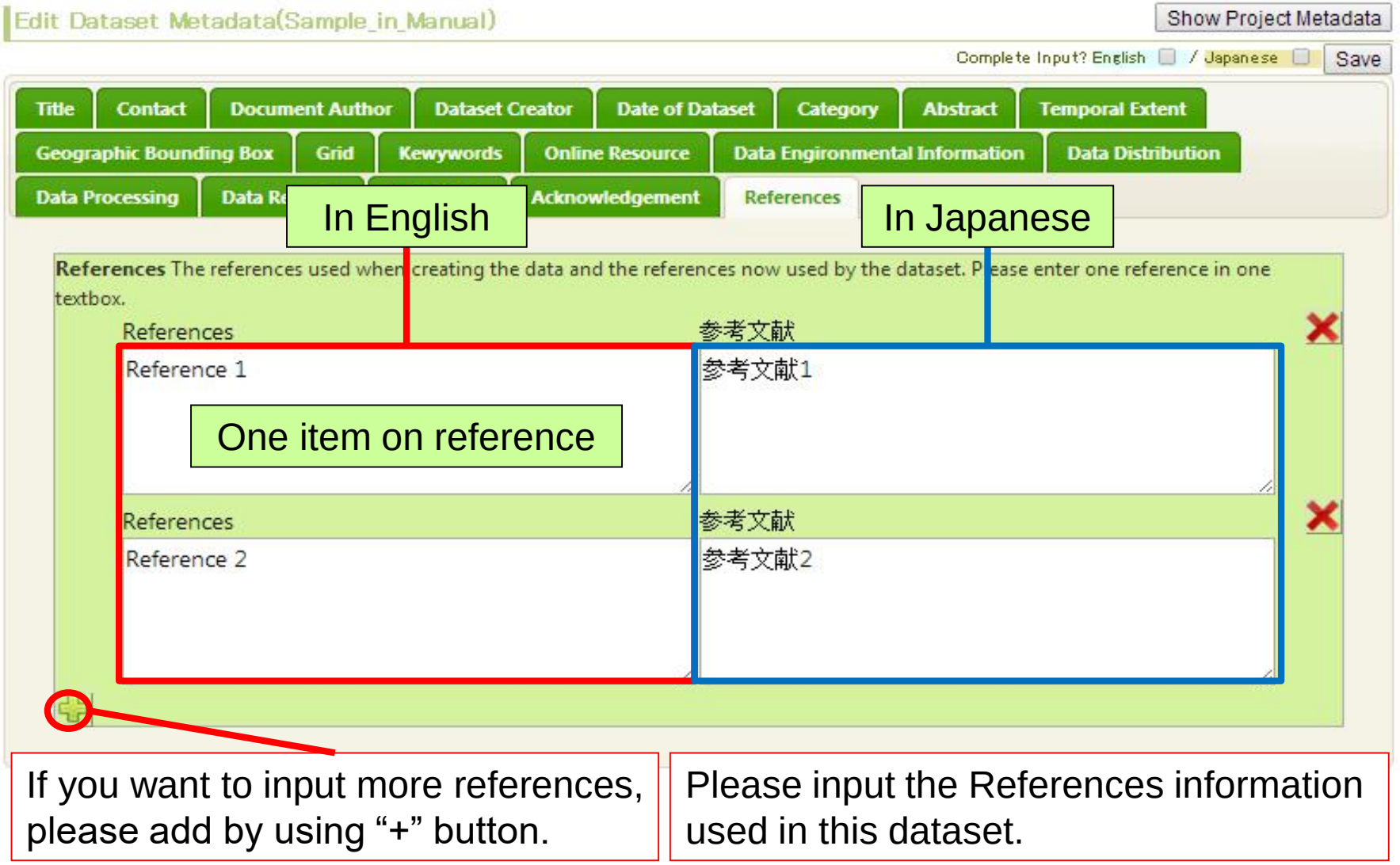


Dataset Metadata Edit: Acknowledgement



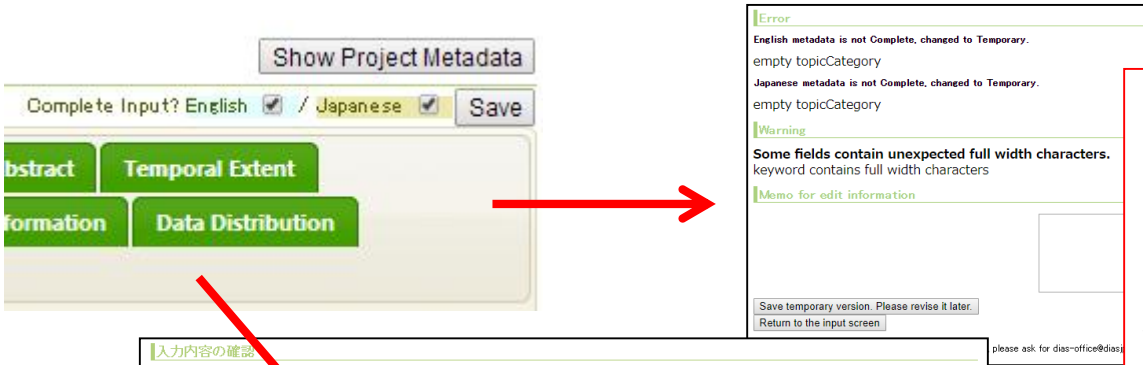
Please input the Acknowledgement information.
You can write the citation methods of using this dataset to publish papers and so on.

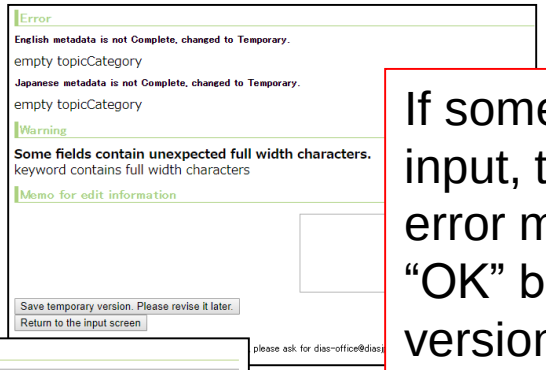
Dataset Metadata Edit: References



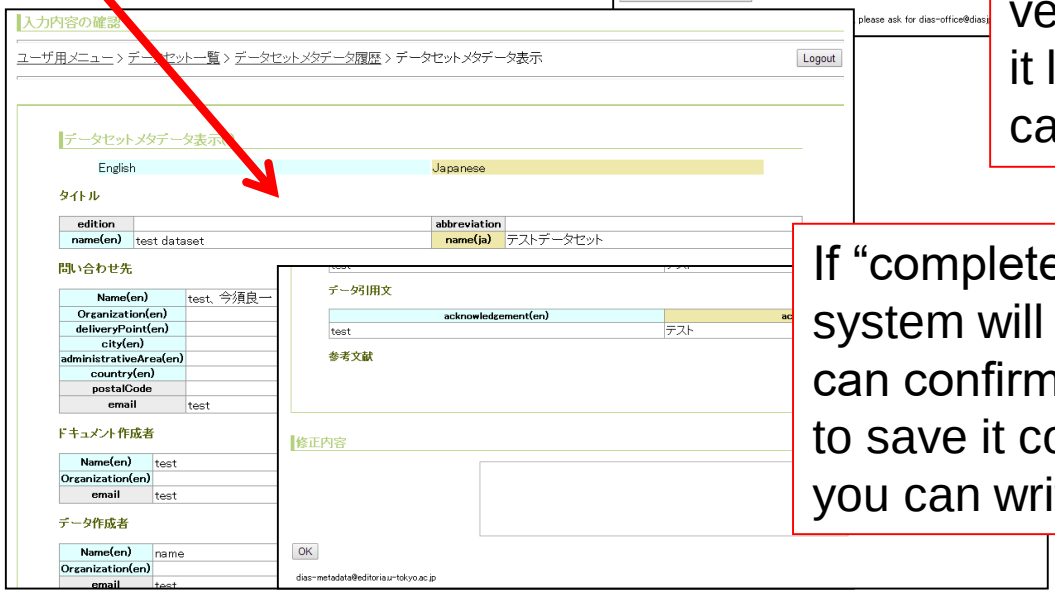
Save

- After your complete input, save 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.



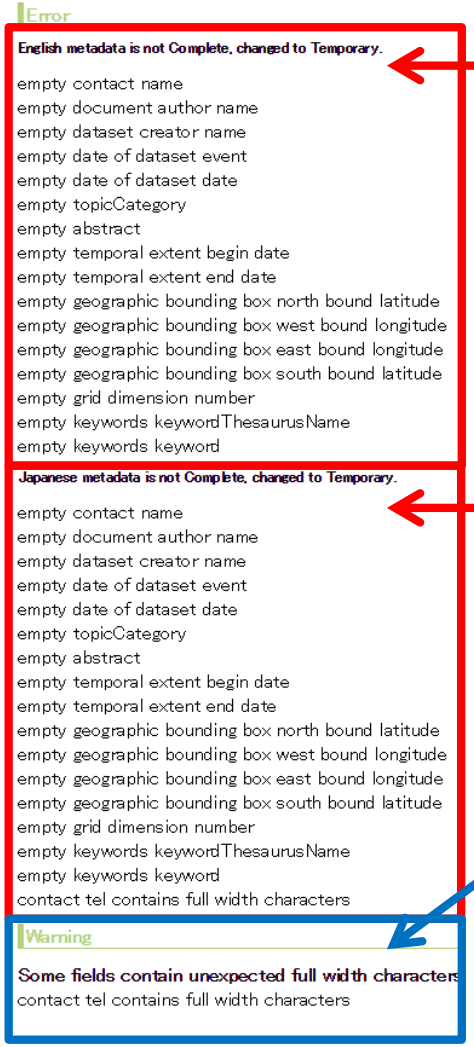
If “complete” save is capable, the system will show the metadata. You can confirm it and click “OK” button to save it completely. When you save, you can write down some memos.

Error messages when saving

- You see errors when there are omissions of input of required items after clicking checkboxes.
- If you click back button of browser in error case, you will return to User Menu and contents in editing will be destroyed. Please select either button in the bottom of page and continue to edit.

Error messages when saving

- System determinates errors in each English and Japanese



Error messages for metadata in English

Error messages will be displayed when following items are not inputted.

title, contact name, document author name, dataset creator name, dataset event, dataset date, topicCategory, abstract, temporal extent date, geographic bounding box, grid dimension number, keywords

Error messages for metadata in Japanese

Error messages will be displayed when following items are not inputted.

タイトル、問い合わせ先（個人名）、ドキュメント作成者
データ作成者、日付、カテゴリ、概要・要約
収録期間、収録地理範囲、グリッド、キーワード

Warning

Warning will be displayed when some fields in English contain full width characters.

Appendix A: Document-Metadata Mapping

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

- If you have any questions, please don't hesitate to contact us.
  - dias-office@diasjp.net

Update History

- 2021/04/02
  - change the figure of the Keyword
- 2021/03/16
  - add the information of the License
  - revised based on the input interface update
- 2020/11/11
  - add the information of the thumbnail image
  - add the information of the keyword recommendation
- 2019/11/20
  - change explanations and figures to match manual in Japanese
- 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