

# DIAS Metadata Management System User's Manual

Apr. 2nd 2021

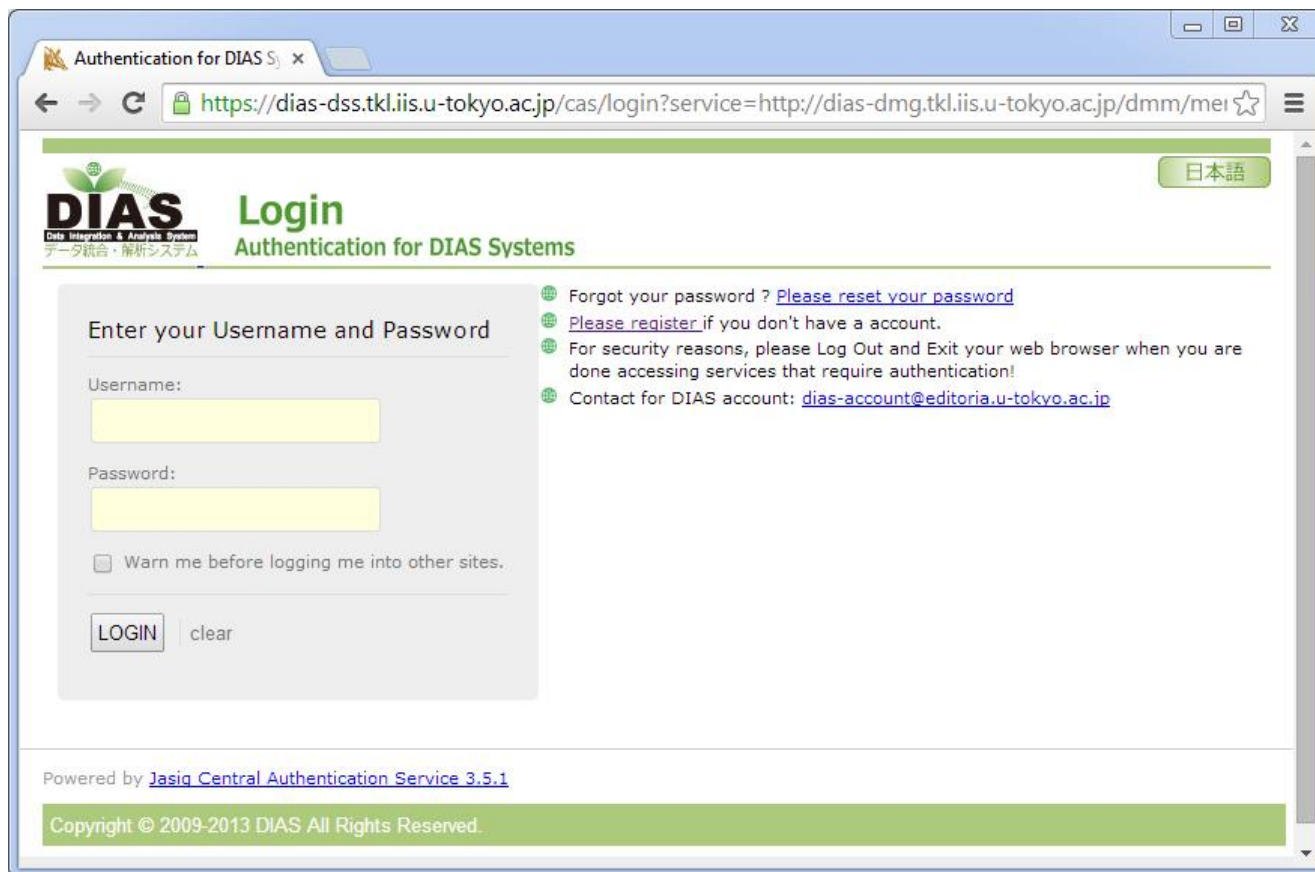
# DIAS Metadata Management System

- ❖ 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.



The screenshot shows a web browser window with the following content:

- Browser tab: Authentication for DIAS
- Address bar: <https://dias-dss.tkl.iis.u-tokyo.ac.jp/cas/login?service=http://dias-dmg.tkl.iis.u-tokyo.ac.jp/dmm/mei>
- Language selector: 日本語
- DIAS Logo: Data Integration & Analysis System, データ統合・解析システム
- Page Title: Login Authentication for DIAS Systems
- Form Section: Enter your Username and Password
  - Username:
  - Password:
  - Warn me before logging me into other sites.
  - Buttons: LOGIN, clear
- Help/Info Section:
  - Forgot your password ? [Please reset your password](#)
  - [Please register](#) if you don't have a account.
  - For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!
  - Contact for DIAS account: [dias-account@editoria.u-tokyo.ac.jp](mailto:dias-account@editoria.u-tokyo.ac.jp)
- Footer: Powered by [Jasig Central Authentication Service 3.5.1](#)  
Copyright © 2009-2013 DIAS All Rights Reserved.

# 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)

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

Please use this menu to navigate different pages.

Switch the display language.

Logout

The screenshot shows a web browser window with the following elements:

- A red circle around the browser's back button.
- A red box around the breadcrumb navigation: [User Menu](#) > [Dataset List](#) > [Dataset Metadata History](#) > [Show Dataset Metadata](#).
- A red box around the language selection menu: English / Japanese.
- A red box around the Logout button.
- A red box around the breadcrumb navigation.

The main content area displays the following information:

**Show Dataset**

English

**Title**

Edition	Abbreviation
<b>Citation Name</b> MIRAI CTD dataset	<b>Citation Name</b> みらいCTDデータセット

**Contact**

Name	Name
<b>Organization</b> Japan Agency for Marine-Earth Science and Technology	<b>Organization</b> 独立行政法人海洋研究開発機構
<b>Delivery Point</b> 3173-25 Showa-machi, Kanazawa-ku	<b>Delivery Point</b> 金沢区昭和町3173-25
<b>City</b> Yokohama	<b>City</b> 横浜市
<b>Administrative Area</b> Kanagawa	<b>Administrative Area</b> 神奈川県
<b>Country</b> Japan	<b>Country</b> 日本
<b>Postal Code</b> 236-0001	
<b>E-mail</b> dias-mng at jamstec.go.jp	

# 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.





User Menu

**1**

**User Menu**

- Project List:  **2**  
You can select "Project List" to display the registered
- Dataset List:  **3**  
You can select "Dataset List" to display the registered you are responsible to. Please refer to the user's man
- Template List:  **4**  
You can select "Template List" to display the registered
- [User's Manual](#)

## General Notes in this System **5**

-  Use this button to see details.
-  Use this button to edit contents.
-  Use this button to add contents.
-  Use this button to delete content. **6**

To use this system, **do not use browser "Go Back" button.**

This system timeouts when " 2 hours" has passed without

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.

**Project List**

Project ID	Project Name(ja)	Project Name(en)	Memo	Metadata
DIAS	データ統合解析システム	Data Integration and Analysis System	プロジェクト期間:2...	Complete/Complete
test_project	test	test		Uninputted/Uninputted

**Project Metadata History**

Project Name(ja)	Project Name(en)	Metadata Status(ja)	Metadata Status(en)
DIAS Project Name(ja): データ統合解析システム	Project Name(en): Data Integration and Analysis System	Complete	Complete
2012/05/18-11:42:32		Complete	Complete
2012/05/10-15:34:01		Complete	Complete
2012/04/23-12:21:57		Complete	Complete
2012/04/05-10:13:09		Temporary	Temporary
2012/03/21-10:23:41		Uninputted	Uninputted

**Show Project Metadata**

The system administrator can edit the Project Metadata.

Field	Value	Field	Value
Citation Name	Data Integration and Analysis System	Citation Name	データ統合解析システム
Name	DIAS Office	Name	DIAS事務局
Organization	The Earth Observation Data Integration & Fusion Research Initiative (EDITORIA), The University of Tokyo	Organization	東京大学地球観測データ統合連携研究機構 (EDITORIA)
Delivery Point	7-3-1, Hongo	Delivery Point	本郷7-3-1
City	Bunkyo-ku	City	文京区
Administrative Area	Tokyo	Administrative Area	東京都
Country	Japan	Country	日本
Postal Code	113-8656		
Tel	+81-3-5841-6132		
Fax	+81-		
E-mail	dias-		

Project Metadata History

Latest version is showed at the top.

Show Project Metadata



# 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”.

ID	Registration Date	Memo
100	2018/04/20-18:27:22	ダウンロードシステム...

ID	Registration Date	Registrator	Memo
3	2012/08/31-18:53:05	ktsubo@mri-jma.go.jp	
7	2012/11/20-10:55:40	yamamoto@office.go.jp	

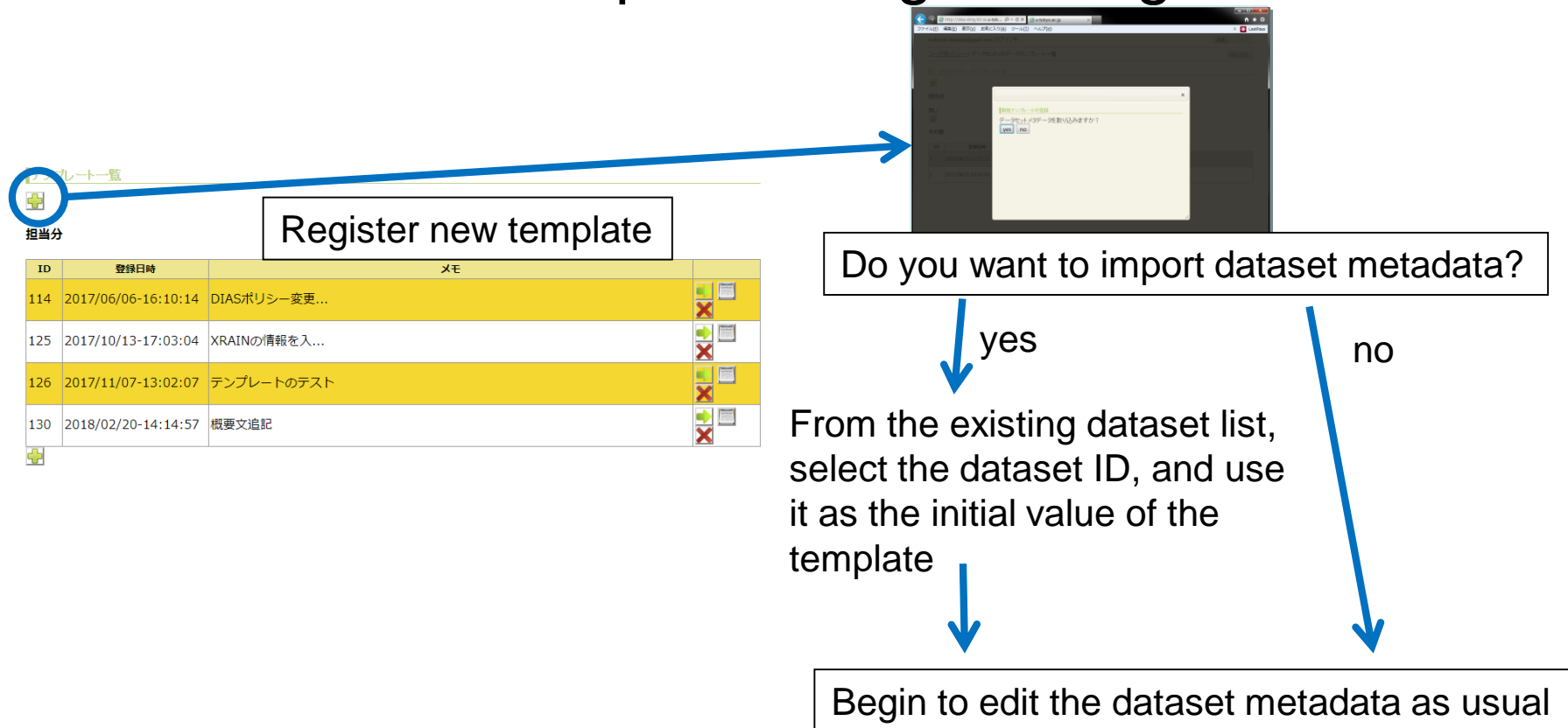
「+」Register new template

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.



# Template Edit

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


Please refer to manual of dataset metadata edit.

## Edit Template(143)

Overwrite  New

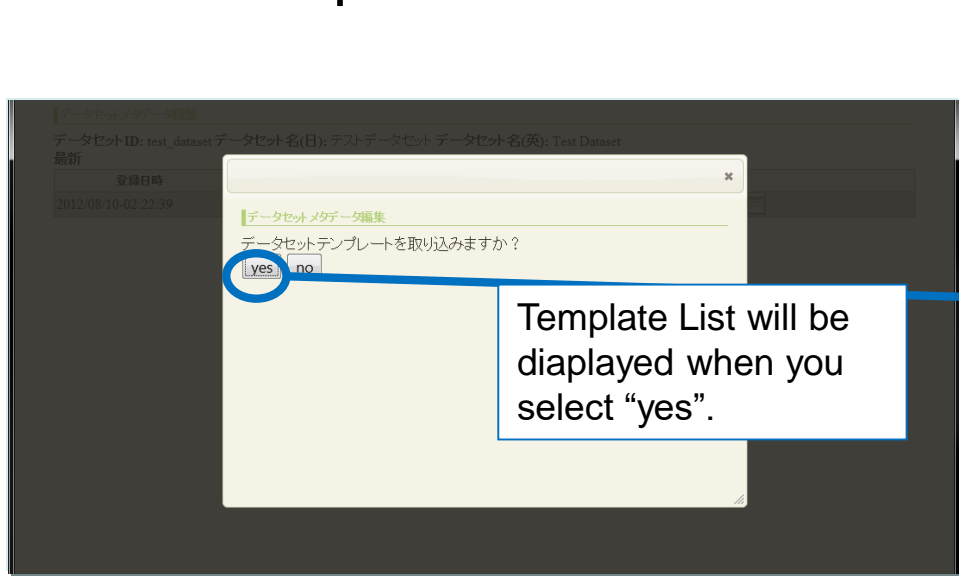
Memo	Contact	Document Author	Dataset Creator	Date of Dataset	Category	Abstract	Temporal Extent
Geographic Bounding Box	Grid	Keywords	Online Resource	Data Environmental Information	Data Distribution		
Data Processing	Data Remarks	Data Policy	License	Acknowledgement	References		

Memo



# 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.



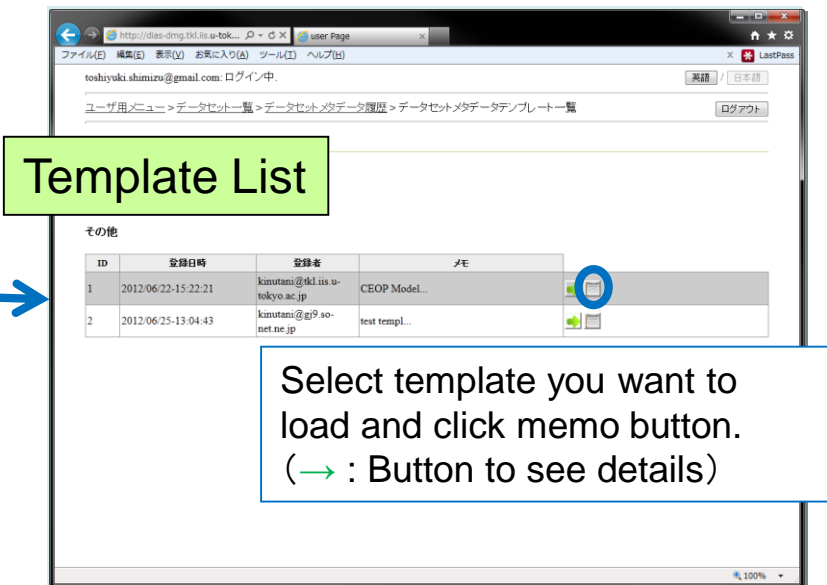
データセットID: test\_dataset データセット名(日): テストデータセット データセット名(英): Test Dataset  
最新  
登録日時  
2012-08-10 02:22:39

データセットメタデータ編集

データセットテンプレートを取り込みますか?

yes no

Template List will be displayed when you select “yes”.



Template List

その他

ID	登録日時	登録者	メモ
1	2012-06-22-15:22:21	kimutani@tkl.iis.u-tokyo.ac.jp	CEOP Model...
2	2012-06-25-13:04:43	kimutani@g9.sonet.net.jp	test templ...

Select template you want to load and click memo button.  
(→ : Button to see details)

- 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.

The screenshot shows a web browser window with the URL `dias-dmg.tkl.iis.u-tokyo.ac.jp/dmm/menu.cgi?ticket=ST-140-c2Uj3NXm...`. The page title is "Dataset List". A green box highlights the "Dataset List" text in the breadcrumb navigation. Below the navigation, there are two sections: "Assigned" and "Others".

**Assigned Section:**

Dataset ID	Dataset Name (ja)	Dataset Name (en)	Memo	Metadata	Related Project ID	Input User ID
test_dataset2	テストデータセット	test dataset	デモンストレーション...	Temporary / Temporary	→	→

**Others Section:**

Dataset ID	Dataset Name (ja)	Dataset Name (en)	Memo	Metadata	Related Project ID	Input User ID
MIRAICTD	みらいCTDデータセット	MIRAI CTD dataset	Japanese: ...	Complete / Complete	→	→
CEOP_Model_Grid_BoM		CEOP Model Output : 3D Gridded BoM data	Japanese: ...	Temporary / Complete	→	→
CEOP_Model_Grid_CPTC		CEOP Model Output : 3D Gridded CPTC data	Japanese: ...	Temporary / Complete	→	→
CEOP_Model_Grid_EDMWF		CEOP Model Output : 3D Gridded EDMWF data	Japanese: ...	Temporary / Complete	→	→
CEOP_Model_Grid_ECPC_RII36		CEOP Model Output : 3D Gridded ECPC RII36 data	Japanese: ...	Temporary / Complete	→	→
CEOP_Model_Grid_ECPC_RII6		CEOP Model Output : 3D Gridded ECPC RII6 data	Japanese: ...	Temporary / Complete	→	→
CEOP_Model_Grid_ECPC_SF036		CEOP Model Output : 3D Gridded ECPC SFC36 data	Japanese: ...	Temporary / Complete	→	→
CEOP_Model_Grid_ECPC_SF06		CEOP Model Output : 3D Gridded ECPC SFC6 data	Japanese: ...	Temporary / Complete	→	→
CEOP_Model_Grid_GLDAS		CEOP Model Output : 3D Gridded GLDAS data	Japanese: ...	Temporary / Complete	→	→
CEOP_Model_Grid_GMAO		CEOP Model Output : 3D Gridded GMAO data	Japanese: ...	Temporary / Complete	→	→
CEOP_Model_Grid_JMA		CEOP Model Output : 3D Gridded JMA data	Japanese: ...	Temporary / Complete	→	→
CEOP_Model_Grid_MSC		CEOP Model Output : 3D Gridded MSC data	Japanese: ...	Temporary / Complete	→	→
CEOP_Model_Grid_NCEP		CEOP Model Output : 3D Gridded NCEP data	Japanese: ...	Temporary / Complete	→	→
CEOP_Model_Grid_NCEP_CD		CEOP Model Output : 3D Gridded NCEP CDAS data	Japanese: ...	Temporary / Complete	→	→

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

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 List

- ❖ DOI will be displayed if dataset is given DOI.
- ❖ When you want to register dataset which doesn't have DOI, please contact [dias-office@diasjp.net](mailto:dias-office@diasjp.net) to inform request of DOI registration and dataset ID.
- ❖ “Uploaded” will be displayed when dataset has Thumbnail.

31	DIAS_ODA P	全球海洋再解析	Ocean Renalysis	Japanese: ...	Complete Complete	DIAS	10.207 83/DIA S.31	Uploaded
32	GI_1945	1945-47年撮影の航空写真を基にして作成された地形図より抽出を行った氷河分布域(サンプル版)	The glacier area of distribution from the topographical map created based on the aerial photograph	Japanese: ...	Complete Complete	DIAS	10.207 83/DIA S.32	Uploaded
33	Pr_1986_2 004	1986-2004年の年降の空間分布(サンプル版)		ese: ...	Complete Complete	DIAS	10.207 83/DIA S.33	Uploaded
34	Ta_1986_2 004	1986-2004年の年平均の空間分布(サンプル版)	mperature for 1986-20	ese: ...	Complete Complete	DIAS	10.207 83/DIA S.34	Uploaded

Registered  
DOI is  
displayed.

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	10.2783/...	

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

**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 : 3 D Gridded BoM data	CEOP Model Output : 3 D Gridded BoM data	Japanese: ...	Temporary / Complete	DIAS		
6	CEOP_Model_Grid_CPTEC	CEOP Model Output : 3 D Gridded CPTEC data	CEOP Model Output : 3 D Gridded CPTEC data	Japanese: ...	Temporary / Complete	DIAS		

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

### Thumbnail Image Upload

Dataset ID: test\_nakahara

- You can upload an image file in JPG, PNG or GIF format.
- The maximum file size is 2 MB.
- The uploaded image will be resized automatically. (maximum width: 120 pixels, maximum height: 90 pixels)

File:  選択されていません

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

Users assigned as a metadata creator can edit this metadata.

Administrator Menu > Dataset List > Dataset Metadata History Logout

Dataset Metadata History

Dataset ID: MIRAICTD Dataset Name(ja): みらいCTDデータセット Dataset Name(en): MIRAI CTD dataset

**Latest**

Registered Date	Metadata Status(ja)	Metadata Status(en)	Memo
2014/01/21-12:01:54	Complete XML HTML PDF	Complete XML HTML PDF	
Previous			
Registered Date	Metadata Status(ja)	Metadata Status(en)	Memo
2013/10/30-15:20:02	Complete XML HTML PDF	Complete	
2013/08/21-17:48:29	Complete XML HTML PDF	Complete	
2013/08/21-17:45:22	Complete XML HTML PDF	Complete	
2013/08/21-17:39:31	Complete XML HTML PDF	Complete	
2013/08/21-17:29:51	Complete	Complete	
2012/12/10-12:11:13	Complete	Complete	
2012/07/04-11:00:05	Complete XML HTML PDF	Complete XML HTML PDF	
2012/07/04-11:00:04	Uninputted	Uninputted	

dis-metadata@editoria.u-tokyo.ac.jp

Latest version is shown at the top.

Dataset Metadata History

Show Dataset Metadata(MIRAI\_CTD:MIRAI\_CTD20140121120154)

English Japanese

Title

Edition	Abbreviation
Citation Name: MIRAI CTD dataset	Citation Name: みらいCTDデータセット

Contact

Name(en): Data Management Office	Name(ja): データ統合・解析グループ
Organization(en): Japan Agency for Marine-Earth Science and Technology	Organization(ja): 独立行政法人海洋研究開発機構
deliveryPoint(en): 31 73-25 Showa-machi, Kanazawa-ku	deliveryPoint(ja): 金沢区昭和町31 73-25
city(en): Yokohama	city(ja): 横浜市
administrativeArea(en): Kanagawa	administrativeArea(ja): 神奈川県
country(en): Japan	country(ja): 日本
postalCode	
email	

Document Author

Name(en): Data Management Office	Name(ja): データ統合・解析グループ
Organization(en): Japan Agency for Marine-Earth Science and Technology	Organization(ja): 独立行政法人海洋研究開発機構
email: dias-ring@jarrstec.jp	

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

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	Display / Edit
2018/12/06-15:18:33	Complete XML HTML PDF	Complete XML HTML PDF		

Latest version is showed at the top.

Registered Date	Metadata Status(ja)	Metadata Status(en)	Memo	Display / Edit
2018/05/18-12:20:14	Temporary	Temporary		

Registered Date	Metadata Status(ja)	Metadata Status(en)	Memo	Display / Edit
2018/05/09-10:45:02	Complete XML HTML PDF	Complete XML HTML PDF	グリッドの単位につい...	

Registered Date	Metadata Status(ja)	Metadata Status(en)	Memo	Display / Edit
2018/04/19-11:42:45	Complete XML HTML PDF	Complete XML HTML PDF		

Registered Date	Metadata Status(ja)	Metadata Status(en)	Memo	Display / Edit
2018/04/19-11:38:38	Complete XML HTML PDF	Complete XML HTML PDF		

Registered Date	Metadata Status(ja)	Metadata Status(en)	Memo	Display / Edit
2018/03/05-11:53:46	Complete XML HTML PDF	Complete XML HTML PDF		

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

You can confirm metadata when you click green button.



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.

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

# Dataset Metadata History (Memo)


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

Administrator Menu > Dataset List > Dataset Metadata History



## Dataset Metadata History

Dataset ID: Sample\_in\_Manual Dataset Name(ja): サンプルマニュアル Dataset Name(en): Sample\_in\_Manual

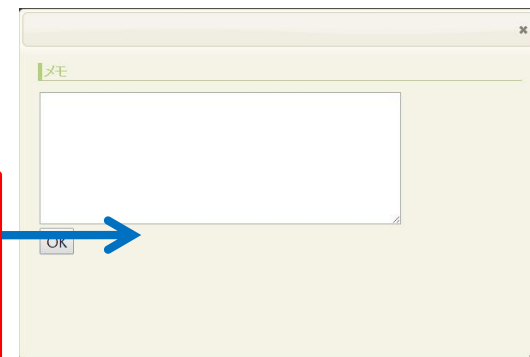
### Latest

Registered Date	Metadata Status(ja)	Metadata Status(en)	Memo
2013/09/27-16:25:43	Temporary	Temporary	

### Previous

Registered Date	Metadata Status(ja)	Metadata Status(en)	Memo
2013/09/26-19:15:50	Temporary	Temporary	
2013/09/26-16:34:10	Uninputted	Uninputted	

dias-metadata@editoria.u-tokyo.ac.jp



You can edit metadata at any point in history.

# Dataset Metadata History

## ❖ Thumbnail Image













Dataset Metadata History

Dataset ID: test\_nakahara

Dataset Name(ja): test

Dataset Name(en): test

Latest

Registered Date	Metadata Status(ja)	Metadata Status(en)	Memo	Display / Edit
2018/12/16-22:56:02	Complete	Complete	一括更新・DOI...	 
<b>Previous</b>				
Registered Date				
2018/12/06-15:18:33				 
2018/11/29-15:47:21				 
2018/06/11-10:02:28				 
2018/05/18-12:20:14				 
2018/05/09-10:45:02	Complete	Complete	グリッドの単位につい...	 

A thumbnail image for this dataset is missing. Please upload the thumbnail image at the dataset list page.

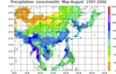
Message to encourage registration will be displayed if dataset doesn't have thumbnail.

データセットメタデータ履歴















データセットID: MAHAPGP

データセット名(日): MAHASRI Pathfinder アジア域降水量格子点データ

データセット名(英): MAHASRI Pathfinder Gridded Precipitation Data of the Asian Region



最新

登録日時	メタデータの状態(日)	メタデータの状態(英)	メモ	メタデータ閲覧・編集
2017/10/10-16:17:43	Complete XML HTML PDF	Complete XML HTML PDF		 
<b>過去</b>				
登録日時				
2017/07/25-10:...				 
2017/07/24-15:...				 
2017/07/24-12:...				 
2017/05/09-14:...				 
2017/03/13-21:00:07	Complete XML HTML PDF	Complete XML HTML PDF		 
2016/07/07-10:41:36	Complete XML HTML PDF	Complete XML HTML PDF	DIASポリシー変更...	 

Uploaded image will be displayed if dataset has thumbnail.

❖ Please upload and change thumbnail on Dataset List page.

# Dataset Metadata Input / Edit (Assigned)

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

**Dataset List**

Dataset ID	Dataset Name(ja)	Dataset Name(en)	Memo	Metadata	Related Project ID
test_dataset2	テストデータセット	test dataset	デモンストラ...	Temporary / Temporary	

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 History**

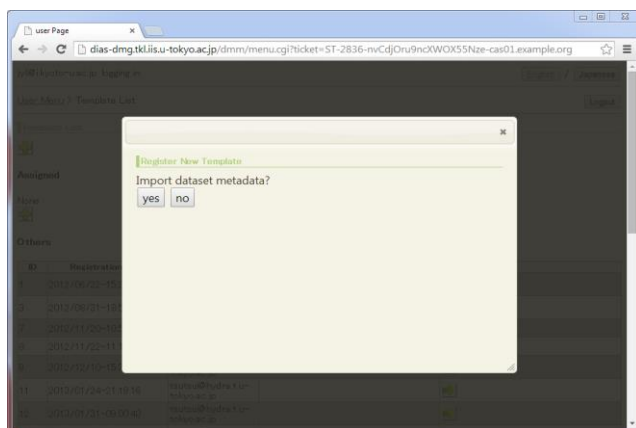
Registered Date	Metadata Status(ja)	Metadata Status(en)
2013/02/27-19:36:17	Temporary	Temporary
2013/02/27-19:33:46	Uninputted	Uninputted

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 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]

Administrator Menu > Dataset List > Dataset Metadata History > Template List Logout

Template List

Assigned **Dataset Template List**

None

Others

ID	Registration Date	Registrar	Memo	
1	2012/06/22-15:22:21	kinutani@tkl.iis.u-tokyo.ac.jp	CEOP Model..	
2	2012/06/25-13:04:43	kinutani@g3.sonet.ne.jp	test templ..	

**Dataset Metadata Edit**

# 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.

Edit Dataset Metadata(test\_nakanaka)

Complete Input? English  / Japanese  Save

Show Project Metadata

Identification Information	Contact	Document Author	Dataset Creator	Date of Dataset	Category	Abstract	Temporal Extent
Geographic Bounding Box	Grid	Keywords	Online Resource	Data Environmental Information	Data Distribution		
Data Processing	Data Remarks	Data Policy	License	Acknowledgement	References		

English Input Japanese Input

**Identification Information** Please enter the citation name when citing the dataset. You are encouraged to give a citation name that briefly describe the contents of the data. Citation name is required.

✖ Citation Name [Required]

Citation Name 引用日期名

Sample\_in\_Manual マニュアルサンプル

✔ Edition ,Please input the version number.

✔ Abbreviation

There are two boxes side by side when you need to input the field in both English and Japanese.

# Dataset Metadata Edit (General Notes)

Edit Dataset Metadata(Sample\_in\_Manual) Show Project Metadata

Complete Input? English  / Japanese  Save

Title Contact Document Author Dataset Creator Date of Dataset Category Abstract Temporal Extent

Geographic Bounding Box Grid Keywo

Data Processing Data Remarks Data Polic

English Input

**Title** The citation name when citing the dataset. Citation name is required.

✖ Citation Name **[Required]**

Citation Name

Sample\_in\_Manual

✔ Edition Please input the version number.

+

✔ Abbreviation Please input the abbreviation name of the dataset.

✖

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

You can add the input boxes if you click the "+" button in non-mandatory item. You can delete the input boxes if you click the "x" button.

When you move the mouse cursor over the item name, supplementary information about the item pops up.

# Dataset Metadata Edit (Save)

Edit Dataset Metadata(Sample in Manual)

Show Project Metadata

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

Complete Input? English  / Japanese  Save

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.

Citation Name

引用名

Sample\_in\_Manual

サンプル\_マニュアル

✓ Edition ,Please input the version number.



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

Edit Dataset Metadata(Sample\_in\_Manual) Show Project Metadata

Complete Input? English  / Japanese  Save

**Title** **Contact** **Document Author** **Dataset Creator** **Date of Dataset** **Category** **Abstract** **Temporal Extent**  
**Geographic Bounding Box** **Grid** **Keywords** **Online Resource** **Data Environmental Information** **Data Distribution**

**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.

**Title** The citation name when citing the dataset. Citation name is required.

**Citation Name [Required]**

Citation Name	引用名
<input type="text" value="Sample_in_Manual"/>	<input type="text" value="サンプル_マニュアル"/>

**Edition** Please input the version number. ✖

<input type="text"/>	<input type="text"/>
<b>In English</b>	<b>In Japanese</b>

**Abbreviation** Please input the abbreviation name of the dataset. ✖

# 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.)

Edit Dataset Metadata(Sam...)

Title Contact Document A

Geographic Bounding Box G

Data Processing Data Remark

Contact Contact name is required. It is inappropriate to enter a personal name.

**Name [Required]**

Name 個人名  
ManualWriter マニュアルライター

Organization 組織名

Address Please enter the information of contact address.

Delivery Point 住所詳細

City

Administrative Area

Postal Code

Country

Tel

Fax

E-mail

In English

In Japanese

# Dataset Metadata Edit: Document Author

Edit Dataset Metadata(Sample\_in\_Manual)

When you click, you can copy the same information in 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.

Same as Contact + You can use the same information as Contact.

Document Author Please enter the name of the person who created the dataset.

Name [Required]

Name 個人名  
ManualWriter マニュアルライター

Organization 組織名

E-mail @manual.co.jp

In English In Japanese

Add another email

Add another Document Author

Show Project Metadata / Japanese Save

# Dataset Metadata Edit: Dataset Creator

When you click, you can copy the same information in 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.

Same as Contact

Dataset Creator Please enter the name

Name [Required]

Name 個人名  
ManualWriter マニュアルライター

Organization 組織名

E-mail

In English @manual.co.jp In Japanese

Add another email

Add another Document Author

# Dataset Metadata Edit: Date of Dataset

Edit Dataset Metadata(Sample\_in\_Manual) Show Project Metadata

Complete Input? English  / Japanese  Save

**Title** **Contact** **Document Author** **Dataset Creator** **Date of Dataset** **Category** **Abstract** **Temporal Extent**

**Geographic Bounding Box** **Grid** **Keywords** **Online Resource** **Data Environmental Information** **Data Distribution**

**Data Processing** **Data Release**

**Event** is required.  
Please select: creation, publication, revision

Date of Dataset Please input the date information related to the data. At least one event is required, from the candidates of creation, publication and revision.

**Event** [Required]  creation  publication  revision

**Date** [Required]

Date of Dataset Please input the date information related to the data. At least one event is required, from the candidates of creation, publication and revision. ❌


**Event** [Required]  creation  publication  revision

**Date** [Required]

Date of Dataset Please input the date information related to the data. At least one event is required, from the candidates of creation, publication and revision. ❌

**Event** [Required]  creation  publication  revision

**Date** [Required]

 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.

Edit Dataset Metadata(Sample\_in\_Man)

Title Contact Document Author Da

Geographic Bounding Box Grid Keyw

Data Processing Data Remarks Data Po

**Topic Category** Please select the topic category. At least one topic category is required. **[Required]**

<input type="checkbox"/> farming	<input type="checkbox"/> biota	<input type="checkbox"/> boundaries
<input type="checkbox"/> climatologyMeteorologyAtmosphere	<input type="checkbox"/> economy	<input type="checkbox"/> elevation
<input checked="" type="checkbox"/> environment	<input type="checkbox"/> geoscientificInformation	<input type="checkbox"/> health
<input type="checkbox"/> imageryBaseMapsEarthCover	<input type="checkbox"/> intelligenceMilitary	<input type="checkbox"/> inlandWaters
<input type="checkbox"/> location	<input checked="" type="checkbox"/> oceans	<input type="checkbox"/> planningCadastre
<input type="checkbox"/> society	<input type="checkbox"/> structure	<input type="checkbox"/> transportation
<input type="checkbox"/> utilitiesCommunication		

# Dataset Metadata Edit: Abstract

Edit Dataset Metadata(Sample\_in\_Manual) Show Project Metadata

Complete Input? English  / Japanese  Save

Title	Contact	Document Author	Dataset Creator	Date of Dataset	Category	<b>Abstract</b>	Temporal Extent
Geographic Bounding Box	Grid	Keywords	Online Resource	Data Environmental Information	Data Distribution		
Data Processing	Data Remarks	Data Policy					

**Abstract** is required in both English and Japanese.

**Abstract** Please enter the abstract of the dataset. Abstract is required. How to write and the format is not specified. Please enter freely.  
[Required]

Abstract	概要・要約
This is a sample for manual	これはマニュアルのためのサンプルです

In English

In Japanese



# 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".

Edit Dataset Metadata(Sample\_in\_M...)

Project Metadata

Save

Title Contact Document Author

Geographic Bounding Box Grid Ke

Data Processing Data Remarks Dal

**Temporal Extent** Please input the time period covered by the content of the dataset. If it is still ongoing, please check the checkbox of "Under Continuation". Temporal extent is required. [Required]

**Begin Date** 半角数字を入力します(入力できない場合、IMEのモードをご確認ください)。 [Required] 2011-04-01

**End Date** 半角数字を入力します(入力できない場合、IMEのモードをご確認ください)。 [Required] Under Continuation  / YYYY-MM-DD

**Temporal Characteristics** Please select the temporal Characteristics like continuous, hourly, please select "others".

<input type="radio"/> Continuous	<input type="radio"/> 1minute	<input type="radio"/> 5minute	<input type="radio"/> 10minute	<input type="radio"/> 15minute
<input type="radio"/> 30minute	<input type="radio"/> Hourly	<input type="radio"/> 3hourly	<input type="radio"/> 6hourly	<input type="radio"/> 8hourly
<input type="radio"/> 12hourly	<input type="radio"/> Daily	<input type="radio"/> Weekly	<input type="radio"/> 10day	<input type="radio"/> Fortnightly
<input type="radio"/> Monthly	<input type="radio"/> 3monthly	<input type="radio"/> 6monthly	<input type="radio"/> Annual	<input type="radio"/> Decade
<input type="radio"/> others				

if you select others, please enter.

# Dataset Metadata Edit: Geometric Region

Edit Dataset Metadata(Sample\_in\_Manual)

Title	Contact	Document Author	Dataset Cr
Geographic Bounding Box	Grid	Kewywords	
Data Processing	Data Remarks	Data Policy	

Geographic Bounding Box Please enter the latitude and longitude in decimal point. Geometric region is required.

North Bound Latitude The example for the case is 90

West Bound Longitude The example for the case is -180

East Bound Longitude The example for the case is 180

South Bound Latitude The example for the case is -90

- 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 "0", " " 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

Map Check

# 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.

Edit Dataset

Identification

Geographic Bounding Box Grid Keywords Online Resource Data Environmental Information Data Distribution

Data Processing Data Remarks Data Policy Acknowledgement References

**Grid** Please enter the description about the grid data.

**Number of Dimension** In the case of grid data, please enter the dimension number; in the case of non-grid data, please enter 0.  
[Required]

0  1  2  3  4

**Details of dimension** If the number of dimensions is equal to or larger than 1, dimension name and dimension size are required.

**Dimension Name** Please select the name of the 1st dimension.

row  column  vertical  track  crossTrack  line  sample  time

**Dimension Size (slice number of the dimension)** Please enter the division number (the number of slices) of the dimension in integer.

Not Available  /

**Resolution Measure**

**Resolution Unit** Spatial Unit

**Details of dimension** If the number of dimensions is equal to or larger than 1, dimension name and dimension size are required.

**Dimension Name** Please select the name of the 1st dimension.

row  column  vertical  track  crossTrack  line  sample  time

**Dimension Size (slice number of the dimension)** Please enter the division number (the number of slices) of the dimension in integer.

Not Available  /

**Resolution Measure**

# 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”.

Edit Dataset Metadata(test\_nakahara) Show Project Metadata

Complete Input? English  / Japanese  Save

Identification Information Contact Document Author Dataset Creator Date of Dataset Category Abstract Temporal Extent

Geographic Bounding Box Grid Keywords Online Resource Data Environmental Information Data Distribution

Data Processing Data Remarks Data Policy Acknowledgement References

**Grid** Please enter the description about the grid data.

✖ **Number of Dimension** In the case of grid data, please enter the dimension number; in the case of non-grid data, please enter [Required]

0  1  2  3  4

✔ **Details of dimension** If the number of dimensions is equal to or larger than 1, dimension name and dimension size are required.

✔ **Dimension Name** Please select the name of the 1st dimension.

row  column  vertical  track  crossTrack  line  sample  time

✔ **Dimension Size (slice number of the dimension)** Please enter the division number (the number of slices) of the dimension in

Not Available

✔ **Resolution Measure**

✔ **Resolution Unit** Spatial Unit

✔ **Details of dimension** If the number of dimensions is equal to or larger than 1, dimension name and dimension size are required.

✔ **Dimension Name** Please select the name of the 1st dimension.

row  column  vertical  track  crossTrack  line  sample  time

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.

**Keyword Thesaurus Name** Keyword thesaurus name selection is required. If using the dictionaries that are not in the list, please select "others"; if not using any dictionary, please select "No Dictionary". [Required]

GCMD\_science  GCMD\_platform  AGU  GEOSS  GEO\_COP  Country  others  No\_Dictionary

**Keyword Type** If keyword thesaurus name is selected with "others" or "no dictionary", the selection of keyword type is required.

**keyword** Keywords are required. Entering more than one keyword is allowed. Please enter one keyword in one textbox. [Required]

Agriculture Agriculture Aquatic Sciences Please select

Agriculture Please select

**+ Add another keyword**

Agricultural Chemicals  
Agricultural Engineering  
Agricultural Plant Science

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





# Dataset Metadata Edit: Keyword

- ❖ **Keyword information is very important** for 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.

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.

Identification Information Contact Document Author Dataset Creator Date of Dataset Category Abstract Temporal Extent  
Geographic Bounding Box Grid Keywords Online Resource Data Environmental Information Data Distribution  
Data Processing Data Remarks Data Policy License Acknowledgement References

**Keywords** Enter the keyword for the categorization of the data.  
recommended keywords (ver. 0.1) keywords are recommended based on the Abstract (trial ver.).

Keywords The keyword information is very important for metadata. If possible, please enter at least one keyword from the dictionaries of GCMD\_science, GCMD\_platform and GEOSS.

**Keyword Thesaurus Name** Keyword thesaurus name selection is required. If using the dictionaries that are not in the list, please select "others"; if not using any dictionary, please select "No Dictionary". [Required]  
 GCMD\_science  GCMD\_platform  AGU  GEOSS  GEO\_COP  Country  others  No\_Dictionary  
If you select others, please enter.

**Keyword Type** If keyword thesaurus name is selected with "others" or "no dictionary", the selection of keyword type is required.

**keyword** Keywords are required. Entering more than one keyword is allowed. Please enter one keyword in one textbox. [Required]  
Space Science Please select

Keywords The keyword information is very important for metadata. If possible, please enter at least one keyword from the dictionaries of GCMD\_science, GCMD\_platform and GEOSS.

Click on “recommended keywords (ver.0.1)” button.

・付与したいキーワードを選択して、「登録 (Submit)」ボタンを押してください。  
選択したキーワードが新たに追加されます。  
・Select the keywords you want to add, and click the "Submit" button.  
The selected keywords will be newly added.

登録 (Submit) 戻る (Back)

**GCMD\_science**

- Atmosphere > Atmospheric Radiation > Longwave Radiation
- Atmosphere > Atmospheric Temperature > Air Temperature
- Atmosphere > Atmospheric Water Vapor > Humidity
- Oceans > Ocean Heat Budget > Longwave Radiation

**GCMD\_platform**

- Solar/Space Observation Satellites > LAND

**AGU**

- HYDROLOGY > Precipitation
- ATMOSPHERIC PROCESSES > Precipitation
- GEOGRAPHIC LOCATION > Antarctica

**GEO\_COP**

- Precipitation

Select the keywords you want to add, and click the "Submit" button. The selected keywords will be newly added.

# Dataset Metadata Edit: Online Resource

Edit Dataset Metadata(Sample)

Show Project Metadata

h / Japanese Save

Extent

Distribution

Title Contact Document

Geographic Bounding Box

Data Processing Data Remarks Data Policy Acknowledgement References

オンライン情報

Online Resource  Please enter the information of online resource, Link (URL) is required. Online Resource is recommended. ✖

Link (URL)

Description Please enter the description of the link. ✖

Description	説明
<input type="text" value="sample in manual"/>	<input type="text" value="サンプル マニュアル"/>

If you input Online Resource,  
**Link (URL) of Online Resource** is required.  
Please input URLs which can guide us to  
published data if data is published.

Add another Online Resource

# Dataset Metadata Edit: Environmental Info.

Identification Information	Contact	Document Author	Dataset Creator	Date of Dataset	Category	Abstract	Temporal Extent
Geographic Bounding Box	Grid	Keywords	Online Resource	Data Environmental Information	Data Distribution		
Data Processing	Data Remarks	Data Policy	License	Acknowledgement	References		

**Data Environmental Information** Please describe the data creation processing environment related to the dataset, including items such as software, computer operating systems, file names, or the size of the data set.

Data Environmental Information      データに関する周辺情報 ✖

	「日本周辺域／ランベルト正角円錐図法により地図上に投影した座標系による」
In English	In Japanese

Please input the environmental information

# Dataset Metadata Edit: Distribution Info.

Edit Dataset Metadata(Sample\_in\_Manual) Show Project Metadata

Complete Input? English  / Japanese  Save

**Title** **Contact** **D**

**Geographic Bounding**

**Data Processing** **Da**

**Data Distribution**

**Distribution Format** ✖

Please the information related to the data format and so on when distributing the data. If enter this information, Name (format information) and Version (version information) are required.

▶ **Name** Please enter the format of the distributed file. **[Required]**

Sample\_in\_Manual

▶ **Version** Please enter the version information. **[Required]**

Specification Please enter the name of the specification and so on.

Specification ✖

sample in manual      サンプル マニュアル

+ In English In Japanese

Add another Distribution Info.

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.

# Dataset Metadata Edit: Data Process

Edit Dataset Metadata(Sample\_in\_Manual) Show Project Metadata

Complete Input? English  / Japanese  Save

Title Contact Document Author Dataset Creator Date of Dataset Category Abstract Temporal Extent

Geographic Bounding Box Grid Keywo

Data Processing Data Remarks Data Polic

**Data Processing**

Data Processing Please enter the linkage of t  
source) and so on.

**General Explanation** If entering the information related to data source, the description of data processing is required. **[Required]**

General Explanation データ処理説明

sample in manual サンプル マニュアル

**Data Source** Please enter the information of the data source related to data creation.

Data Source Please **In English** data source related to data creatio **In Japanese**

**Data Source Citation Name** Please enter the citation name of the data source.

**In English** **In Japanese**

**Description**

Description 元データ説明

sample in manual サンプル マニュアル

Add another Data Source

Add another Data Process

When you have information about the source data used in creating the data, use '+' button.

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.

In English

In Japanese

In English

In Japanese

Add another Data Source

Add another Data Process

# Dataset Metadata Edit: Data Quality

Edit Dataset Metadata(Sample\_in\_Manual) Show Project Metadata

Complete Input? English  / Japanese  Save

Title Contact Document Author Dataset Creator Date of Dataset Category Abstract Temporal Extent

Geographic Boundaries

Data Processing Data Remarks Data Policy Acknowledgment References

Please input the information about Data Quality and so on.

Data Remarks Please enter the detailed methods for quality evaluation.

Data Remarks 子の他品質等 ×

sample in manual サンプル マニュアル

+

In English In Japanese

Add another information related to Data Quality and so on



# Dataset Metadata Edit: Data Policy by Data Provider

Edit Dataset Metadata(Sample\_in\_Manual) Show Project Metadata

Complete Input? English  / Japanese  Save

Title	Contact	Document Author	Dataset Creator	Date of Dataset	Category	Abstract	Temporal Extent
Geographic Bounding Box	Grid	Keywords	Online Resource	Data Environmental Information	Data Distribution		
Data Policy	Acknowledgement						

**Add another Data Policy**

Data Policy If there are constraints on the use of the data set, please provide the data policy. It is recommended. If necessary, please add rows for more data policies. **[Recommended]**

Data Policy	データ利用規約
sample in manual	サンプル マニュアル

**In English** **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

# 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".

The screenshot shows a web interface for editing dataset metadata. At the top, there are several tabs: Geographic Bounding Box, Grid, Keywords, Online Resource, Data Environmental Information, and Data Distribution. Below these are more tabs: Data Processing, Data Remarks, Data Policy, License, Acknowledgement, and References. The 'License' tab is currently selected. The main content area has a green background and contains the following text: "License You can use a Creative Commons License. Explanation page appears when you click on each icon of license. You can describe your requirements which are not included into Creative Commons License in Data Policy." Below this text is a list of radio button options for different licenses. The first option, "Unspecified : You can describe your own policy in...", is selected. A red box highlights the Creative Commons license options, and a red arrow points from a text box to the "Unspecified" option. The text box contains the text "Select if you want a CC License." The Creative Commons options are: CC BY, CC BY-SA, CC BY-ND, CC BY-NC, CC BY-NC-SA, CC BY-NC-ND, and CC0 (Public Domain Dedication).

**Select if you want a CC License.**

Unspecified : You can describe your own policy in...

CC BY CC-BY 4.0 : Attribution 4.0 International

CC BY-SA CC-BY-SA 4.0 : Attribution-ShareAlike 4.0 International

CC BY-ND CC-BY-ND 4.0 : Attribution-NoDerivatives 4.0 International

CC BY-NC CC-BY-NC 4.0 : Attribution-NonCommercial 4.0 International

CC BY-NC-SA CC-BY-NC-SA 4.0 : Attribution-NonCommercial-ShareAlike 4.0 International

CC BY-NC-ND CC-BY-NC-ND 4.0 : Attribution-NonCommercial-NoDerivatives 4.0 International

CC0 PUBLICDOMAIN CC0 1.0 : CC0 1.0 Universal (Public Domain Dedication)

# Dataset Metadata Edit: Acknowledgement

Edit Dataset Metadata(Sample\_in\_Manual) Show Project Metadata

Complete Input? English  / Japanese  Save

Title Contact Document Author Dataset Creator Date of Dataset Category Abstract Temporal Extent

Geo Source Data Environmental Information Data Distribution

Data Processing Data Remarks Data Policy Acknowledgement References

**Add another Acknowledgement**

**Acknowledgement** Please enter the information about the acknowledgement and references in the papers when using the dataset.

Acknowledgement	データ引用文
sample in manual	サンプル マニュアル

+ ×

In English In Japanese

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

Edit Dataset Metadata(Sample\_in\_Manual) Show Project Metadata

Complete Input? English  / Japanese  Save

**Title** **Contact** **Document Author** **Dataset Creator** **Date of Dataset** **Category** **Abstract** **Temporal Extent**  
**Geographic Bounding Box** **Grid** **Keywords** **Online Resource** **Data Environmental Information** **Data Distribution**  
**Data Processing** **Data Re** **Acknowledgement** **References**

**In English** **In Japanese**

**References** The references used when creating the data and the references now used by the dataset. Please enter one reference in one textbox.

References	参考文献
Reference 1	参考文献1
Reference 2	参考文献2

**+**

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 metadata by clicking the checkbox of “English” and “Japanese”

Show Project Metadata

Complete Input? English  / Japanese  Save

Abstract Temporal Extent

Information Data Distribution

Error

English metadata is not Complete, changed to Temporary.  
empty topicCategory

Japanese metadata is not Complete, changed to Temporary.  
empty topicCategory

Warning

Some fields contain unexpected full width characters.  
keyword contains full width characters

Memo for edit information

Save temporary version. Please revise it later.  
Return to the input screen

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.

入力内容の確認

ユーザーメニュー > データセット一覧 > データセットメタデータ履歴 > データセットメタデータ表示 Logout

データセットメタデータ表示

English Japanese

タイトル

edition	name(en)	abbreviation	name(ja)
test	test dataset		テストデータセット

問い合わせ先

Name(en)	test, 今須良一
Organization(en)	
deliveryPoint(en)	
city(en)	
administrativeArea(en)	
country(en)	
postalCode	
email	test

ドキュメント作成者

Name(en)	test
Organization(en)	
email	test

データ作成者

Name(en)	name
Organization(en)	
email	test

データ引用文

acknowledgement(en)	テスト
---------------------	-----

参考文献

修正内容

OK

dias-metadata@editoria.u-tokyo.ac.jp

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**

English metadata is not Complete, changed to Temporary.  
empty topicCategory

Japanese metadata is not Complete, changed to Temporary.  
empty topicCategory

**Warning**

Some fields contain unexpected full width characters.  
keyword contains full width characters

**Memo for edit information**

Save temporary version. Please revise it later.

Return to the input screen

Click either button.

# Error messages when saving

## ❖ System determinates errors in each English and Japanese

### Error

English metadata is not Complete, changed to Temporary.

empty contact name  
empty document author name  
empty dataset creator name  
empty date of dataset event  
empty date of dataset date  
empty topicCategory  
empty abstract  
empty temporal extent begin date  
empty temporal extent end date  
empty geographic bounding box north bound latitude  
empty geographic bounding box west bound longitude  
empty geographic bounding box east bound longitude  
empty geographic bounding box south bound latitude  
empty grid dimension number  
empty keywords keywordThesaurusName  
empty keywords keyword

### 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

Japanese metadata is not Complete, changed to Temporary.

empty contact name  
empty document author name  
empty dataset creator name  
empty date of dataset event  
empty date of dataset date  
empty topicCategory  
empty abstract  
empty temporal extent begin date  
empty temporal extent end date  
empty geographic bounding box north bound latitude  
empty geographic bounding box west bound longitude  
empty geographic bounding box east bound longitude  
empty geographic bounding box south bound latitude  
empty grid dimension number  
empty keywords keywordThesaurusName  
empty keywords keyword  
contact tel contains full width characters

### 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

Some fields contain unexpected full width characters  
contact tel contains full width characters

### Warning

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

## Appendix A: Document-Metadadata Mapping

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

- ❖ XML

- ❖ The sample files are attached separately
- ❖ Document\_Metadadata\_Mapping\_XML.pdf

- ❖ HTML

- ❖ The sample files are attached separately
- ❖ Document\_Metadadata\_Mapping\_HTML.pdf



## Appendix B: Contacts

❖ If you have any questions, please don't hesitate to contact us.

❖ [dias-office@diasjp.net](mailto: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