

DIAS Metadata Management System User's Manual

Jun. 10th 2014

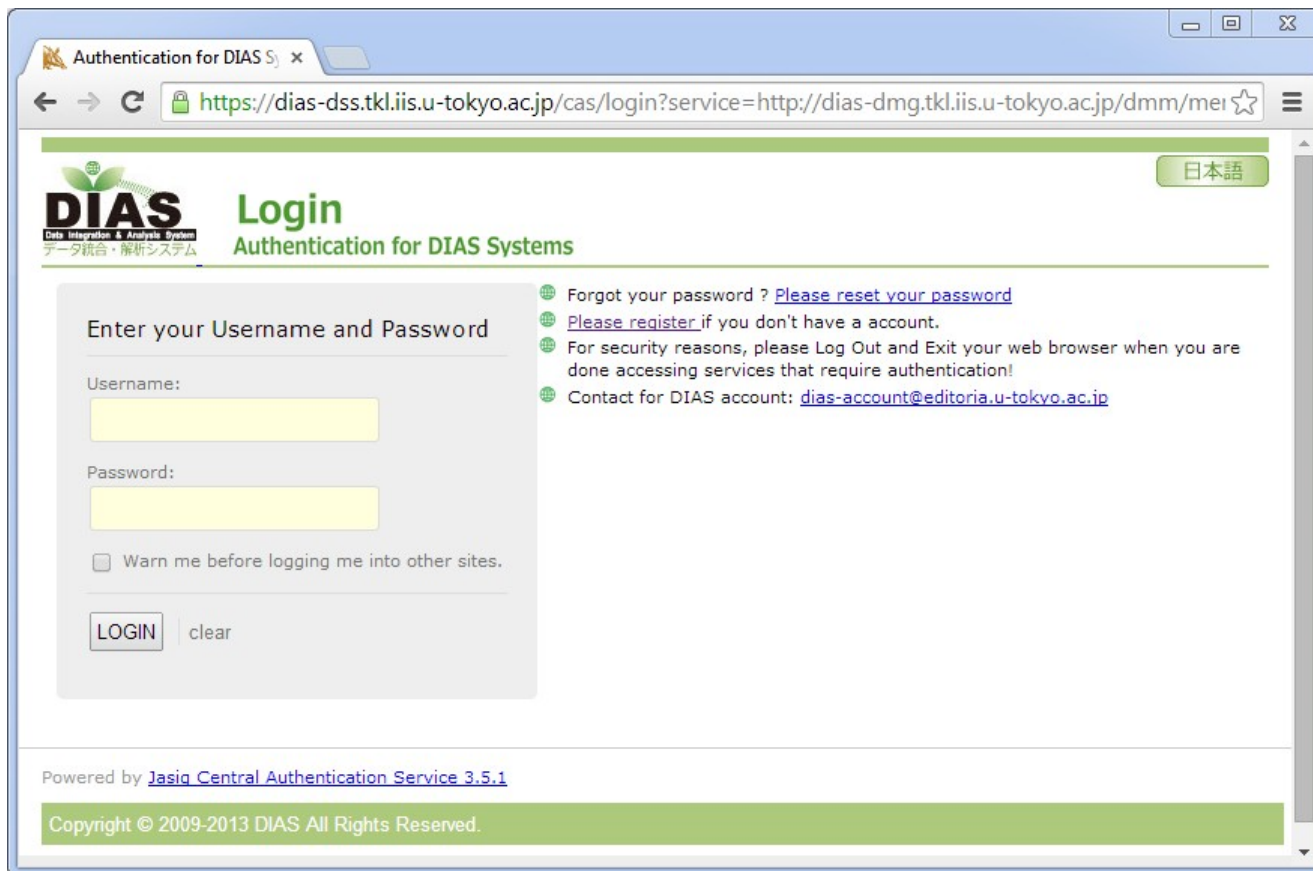
DIAS Metadata Management System

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

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

Login

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



The screenshot shows a web browser window titled "Authentication for DIAS". The address bar displays the URL: <https://dias-dss.tkl.iis.u-tokyo.ac.jp/cas/login?service=http://dias-dmg.tkl.iis.u-tokyo.ac.jp/dmm/mei>. The page features the DIAS logo and the text "Login Authentication for DIAS Systems". A "日本語" button is visible in the top right corner. The main content area includes a login form with the following elements:

- Header: "Enter your Username and Password"
- Username field: A yellow input box.
- Password field: A yellow input box.
- Checkbox: "Warn me before logging me into other sites." (unchecked).
- Buttons: "LOGIN" and "clear".

To the right of the form, there are four bullet points:

- 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

At the bottom of the page, it states "Powered by [Jasig Central Authentication Service 3.5.1](#)" and "Copyright © 2009-2013 DIAS All Rights Reserved." in a green footer bar.

Login

- ❖ **DIAS administrator sends you your user account (email address) and password before you use this system.**
 - ❖ DIAS administrator has registered your user account of this system using your email address as a metadata creator.
 - ❖ You will be able to use DIAS related systems using this account.
 - ❖ If you have already had the DIAS system account, you can login this system using it.
- ❖ Please reset the password if you forget the password registered before.
- ❖ There is no password change page in DIAS Metadata Management System. Please go to the following specific password change page if you would like to change the password.
 - ❖ <http://dias-dss.tkl.iis.u-tokyo.ac.jp/acc/users/profile>
 - ❖ 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 'Show Dataset Metadata' menu item.

The main content area displays the following information:

Show Dataset Metadata

English

Title

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

Contact

Name	Name
Data Management Office	データ統合・解析グループ
Organization Japan Agency for Marine-Earth Science and Technology	Organization 独立行政法人海洋研究開発機構
Delivery Point 3173-25 Showa-machi, Kanazawa-ku	Delivery Point 金沢区昭和町3173-25
City Yokohama	City 横浜市
Administrative Area Kanagawa	Administrative Area 神奈川県
Country Japan	Country 日本
Postal Code 236-0001	
E-mail 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.



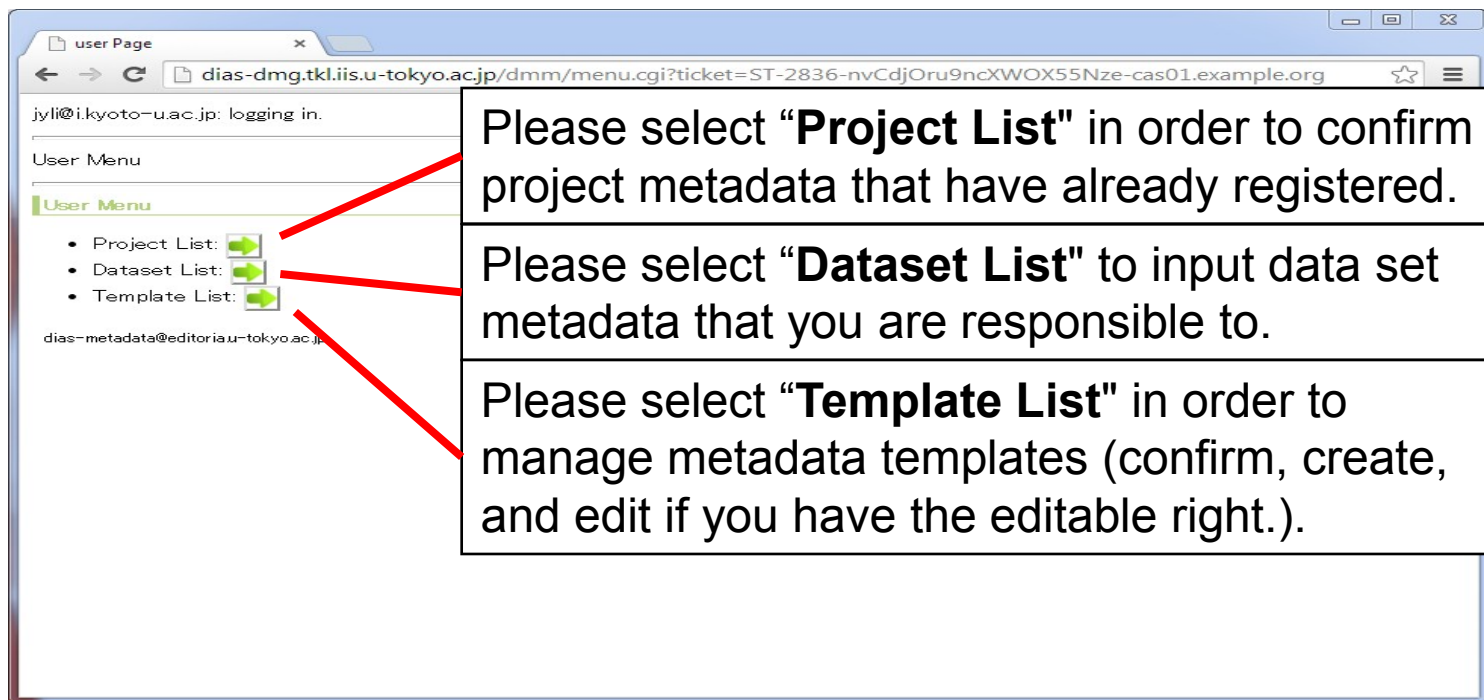
Use this button to add contents.



Use this button to delete contents.

User Menu

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



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

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

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

Project List

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

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

Registered Date	Metadata Status(ja)	Metadata Status(en)
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.

Edition	Abbreviation
Citation Name Data Integration and Analysis System	Citation Name データ統合解析システム

Name	Name
Organization The Earth Observation Data Integration &&& Fusion Research Initiative (EDITORIA), The University of Tokyo	Name DIAS事務局
Organization 東京大学地球観測データ統合連携研究機構 (EDITORIA)	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	

Show Project Metadata

Keyword Type theme
Keyword Thesaurus Name keyword
keyword DIAS > Data Integration and Analysis System
Resource

Project Metadata History

Latest version is showed at the top.

Show Project Metadata

Template List

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

Register new template

	Registration Date	Registrar	Memo	
1	2012/06/22-15:22:21	kinutani@tkl.iis.u-tokyo.ac.jp	CEOP Model...	
3	2012/08/31-18:53:05	ktsubo@mri-jma.go.jp		
7	2012/11/20-10:55:40	yamano@affrc.go.jp		
8	2012/11/22-11:11:34	yamano@affrc.go.jp		

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

Import dataset metadata?
[yes] [no]

yes no

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

You can enter, edit or save the template using the similar interface of dataset metadata edit.

Dataset List

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

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

Dataset Metadata History (See Next Slide)

Related Project ID

Input User ID

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

Dataset Metadata History

User Menu > Dataset List > Dataset Metadata History

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): MIRAICTD dataset

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

Latest version is shown at the top.

Dataset Metadata History

Show Dataset Metadata(MIRAICTD:MIRAICTD20140121120154)

English Japanese

Title

Edition	MIRAICTD dataset	Abbreviation	
Citation Name	MIRAICTD 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)	3173-25 Showa-machi, Kanazawa-ku	deliveryPoint(ja)	金沢区昭和町3173-25
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	data@jarmstec.jp		

Show Dataset Metadata

Metadata Status:

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

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


Dataset Metadata History (Memo)

Administrator Menu > Dataset List > Dataset Metadata History Logout



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	

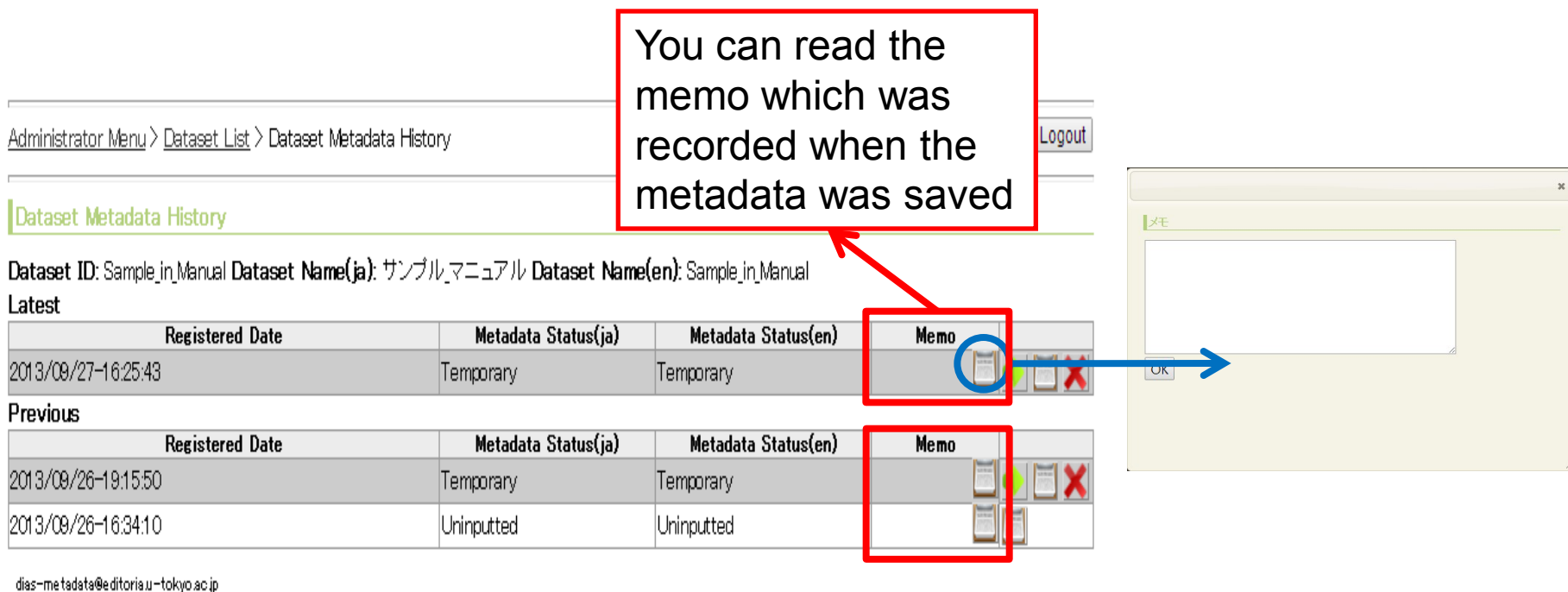
Previous

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 read the memo which was recorded when the metadata was saved

You can read and revise the memo.



Dataset Metadata Input / Edit (Responsible Dataset)

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

Dataset List

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 / Complete		
MIRAI_CTD	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_ECMWF		CEOP Model Output : 3D Gridded ECMWF 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 SF036 data	Japanese...	Temporary / Complete		
CEOP_Model_Grid_ECPC_SF06		CEOP Model Output : 3D Gridded ECPC SF06 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		

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

Dataset Metadata History

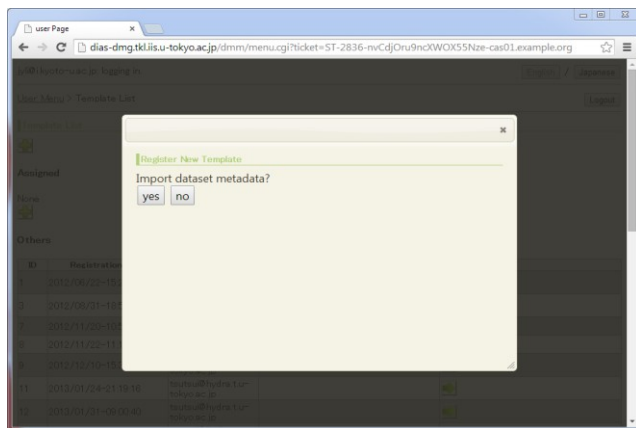
Registered Date	Metadata Status (ja)	Metadata Status (en)
2013/02/27-19:36:17	Temporary	Temporary
2013/02/27-19:33:46	Uninputted	Uninputted

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

Dataset Metadata Edit

Dataset Metadata Input / Edit (Responsible Dataset)

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



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	OEOP Model..	
2	2012/06/25-13:04:43	kinutani@gj9.so-net.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(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 Remarks	Data Policy	Acknowledgement	References			

English Input Japanese Input

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

✖ **Citation Name [Required]**

Citation Name	引用名
Sample_in_Manual	サンプル_マニュアル

✔ **Edition** ,Please input the version number.

✔ **Abbreviation P**

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 Keywords Online Resource Data Environmental Information Data Distribution
Data Processing Data Remarks Data Policy Acknowledgement References

English Input

Japanese Input

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

Citation Name [Required]

Name by which the cited resource is known

引用名

Sample_in_Manual

サンプル_マニュアル

Edition Please

When you move the mouse cursor over the item name, Supplementary information about the item will pop up.

Abbreviation Please input the abbreviation name of the dataset.

SIM



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 Keywords Online Resource Data Environmental Information Data Distribution
Data Processing Data Remarks Data Policy Acknowledgement References

English Input

Title The citation name when citing the dataset.

✖ 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 the metadata with completion check option.

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

When you move the mouse cursor over the item name, Supplementary information about the item will pop up.

Dataset Metadata Edit (Save)

Edit Dataset Metadata(Sample in Manual)

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

Complete Input? English / Japanese Save

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

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

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

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

Dataset Metadata Edit: Required Item List (11 Items)

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

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

Sample_in_Manual

引用名

サンプル_マニュアル

▶ Edition Please input the version number.

In English

In Japanese

▶ Abbreviation Please input the abbreviation name of the dataset.

SIM

Dataset Metadata Edit: Contact

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 Remarks** **Data Policy** **Acknowledgement** **References**

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.

Name [Required]
Name 個人名
ManualWriter マニュアルライター

Organization
Organization 組織名

Address Please enter the information of contact address.

Delivery Point
Delivery Point 住所詳細

City

Administrative Area

Postal Code

Country

Tel

Fax

E-mail

In English In Japanese

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

Edit Dataset Metadata(Sample_in_Manual) Show Project Metadata

sh / Japanese Save

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

Geographic Bounding Box **Grid** **Keywords**

Data Processing **Data Remarks** **Data Policy**

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

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

Name [Required]

Name 個人名

Organization

Organization 組織名

E-mail

In English In Japanese

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

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

Add another email

Add another Document Author

Dataset Metadata Edit: Dataset Creator

Edit Dataset Metadata(Sample_in_Manual) Show Project Metadata

/ Japanese Save

Title Contact Document Author Dataset Creator Data of Dataset Category Product Temporal Extent

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

Data Processing Data Remarks

Same as Contact ← You can use the same information in Contact to here

Dataset Creator Please enter the name of the dataset.

▲ Name [Required] 個人名

Name マニュアルライター

Organization 組織名 ×

E-mail ×

In English In Japanese

+ Add another email

+ Add another Document Author

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

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

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]

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

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 Remarks** **Data Policy** **Acknowledgement** **References**

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		

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

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 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

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 Remarks** **Data Policy** **Acknowledgement** **References**

Temporal Extent Please input the time period covered by the content of the dataset. If it is "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]**

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]**
 /

Temporal Characteristics Please select the temporal Characteristics like continuous, hourly, daily, etc. If it is longer than "Annual", 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 checked="" 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

Temporal Characteristics
Please select: Continuous,
Hourly, Daily, etc. If it is
longer than "Annual", please
select "others"

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

Dataset Metadata Edit: Geometric Region

Edit Dataset Metadata(Sample_in_Manual)

Title	Contact	Document Author	Dataset Cr
Geographic Bounding Box	Grid	Keywords	
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)
- Input each dimensions information according to the number of dimension, including dimension name (row, column, vertical, track, crosstrack, line, sample, time), dimension size, resolution measure and resolution Unit.
- If the number of dimension not 0, the detailed fields is required.

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

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 Dimension Size is integer.

Resolution Measure Resolution Measure is integer.

Resolution Unit Spatial Unit

Dataset Metadata Edit: Keyword

Edit Dataset Metadata(Sample_in_Manual) Show Project Metadata Save

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

ictionaries of GCMD_science, GCMD_platform and GEOS.

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]**

> >

> >
✖

Add another keyword

Investigation of the definition of the technical terms Technical term reverse dictionary

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

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

Dataset Metadata Edit: Keyword

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 Remarks Data Policy Acknowledgement References

You can use free words if you select "others" in the "Keyword Thesaurus Name" field

at least one keyword from the

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_scienc GCMD_platform AGU GEOS5 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.

discipline place stratum temporal theme

keyword Keywords are required. Entering
In case no Thesaurus Name, enter directly.

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

of the definition of the technical terms. Technical term reverse dictionary

Dataset Metadata Edit: Keyword

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

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. The hierarchy of GCMD_platform is got from the web system of GCMD
 - ❖ <http://gcmd.nasa.gov/KeywordSearch/Keywords.do?Portal=GCMD&MetadataType=0&Columns=0&KeywordPath=Platforms>

Dataset Metadata Edit: Online Resource

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 Remarks	Data Policy	Acknowledgement	References			

オンライン情報

Online Resource If entering ed. ✕

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"/>

+ In English In Japanese

If you input Online Resource,
Link (URL) of Online Resource is Required.

Add another Online Resource

Dataset Metadata Edit: Environmental Info.

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 Remarks	Data Policy	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

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

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	Specification
sample in manual	サンプル マニュアル

+ In English In Japanese

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

Add another Distribution Info.

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** **Keywords**

Data Processing **Data Remarks** **Data Policy**

Data Processing
Data Processing Please enter the linkage of the data source (if the data source is not the same as the 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 enter the information of the data source related to data creation In English In Japanese ×

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

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

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	Please input the information about Data Quality and so on.						
Data Processing	Data Remarks	Data Policy	Acknowledgement	References			

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
Geo	Online Resource	Data Environmental Information	Data Distribution				
Data	Acknowledgement						

Add another Data Policy

We recommend you to provide Data Policy information by data provider

Data Policy If there are constraints on the use of the data set, please provide the information. 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: 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 Location 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 Keyywords Online Resource Data Environmental Information Data Distribution
Data Processing Data Remarks Data Policy 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

One item on reference

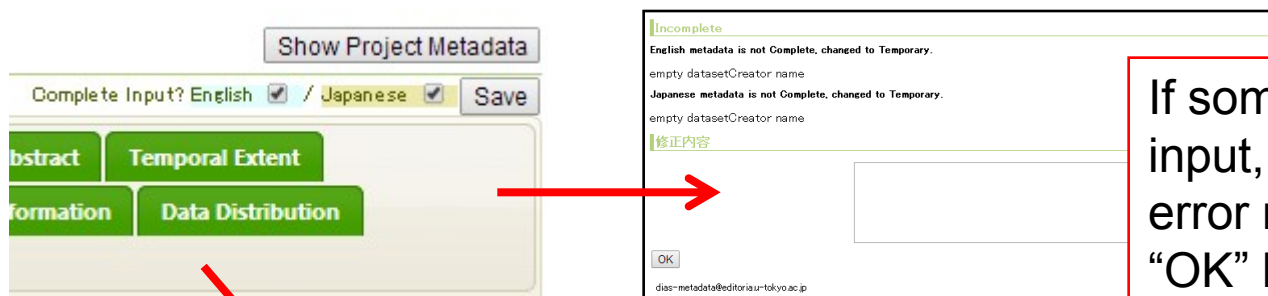
+

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

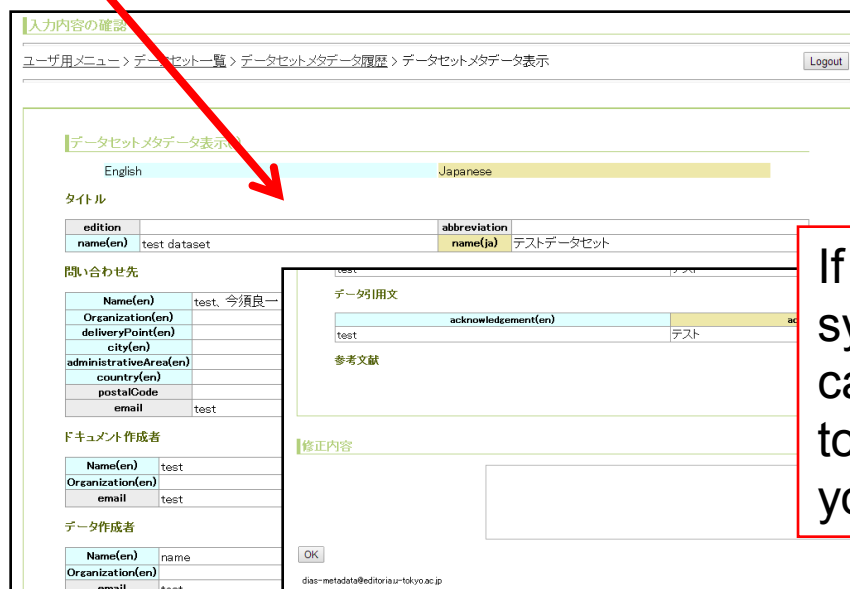
Please input the References information used in this dataset.

Save

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



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



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

Appendix A: Document-Metadadata Mapping

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

Inquiry about the DIAS Metadata Management System.

- ❖ Toshiyuki SHIMIZU
 - ❖ Yoshikawa & Ma Lab, Kyoto University
 - ❖ E-mail: tshimizu@i.kyoto-u.ac.jp
- ❖ Hiroko KINUTANI
 - ❖ EDITORIA, The University of Tokyo
 - ❖ E-mail: kinutani@tkl.iis.u-tokyo.ac.jp

Inquiry about the EDITORIA (Earth Observation Data Integration & Fusion Research Initiative)

- ❖ The University of Tokyo
- ❖ E-mail: editoria@editoria.u-tokyo.ac.jp
- ❖ <http://www.editoria.u-tokyo.ac.jp/index-e.htm>
- ❖ DIAS (Data Integration & Analysis System)
<http://www.editoria.u-tokyo.ac.jp/projects/dias/?locale=en>

Update History

- ❖ 2014/06/10
 - ❖ Revised based on the input interface update
- ❖ 2013/10/15
 - ❖ add and change the figure examples for all interfaces
 - ❖ add detailed explanation for all factors in the interfaces
 - ❖ revise the presentation of English
 - ❖ fix the links information that are not available
 - ❖ add the introduction for the required items
 - ❖ add the introduction about in English and in Japanese
- ❖ 2012/10/02
 - ❖ add figure about the problem of “keyword”(this problem has been fixed)
- ❖ 2012/09/24
 - ❖ add the information about questionnaire for category
 - ❖ add figure about the problem of “keyword”
- ❖ 2012/09/20
 - ❖ add the information about what to do when complete metadata input
 - ❖ add the information about category
 - ❖ add reference information about GCMD_science and GCMD_platform for keyword
- ❖ 2012/09/18
 - ❖ add the information about if users have the DIAS account
 - ❖ add the information about when mouse cursor point to the name of a item, it will show the introduction of the item
 - ❖ add the information about personal name in the contact tab