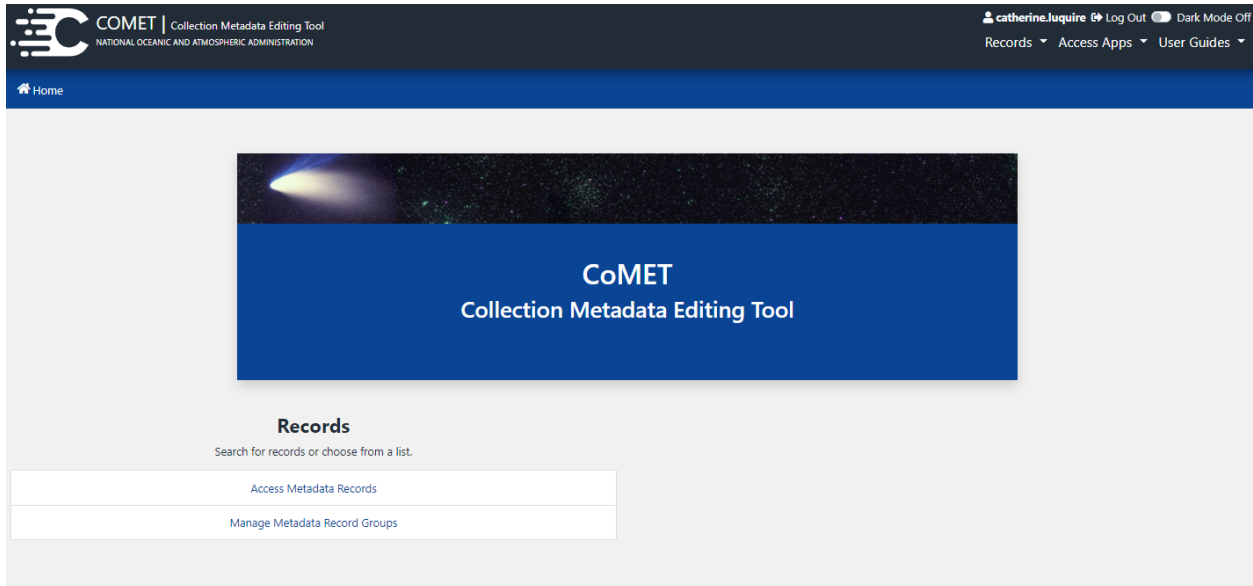


NESDIS CoMET Forms and Instructions  
OMB 0648-0024

This document summarizes instructions and information collection instrument images for the NESDIS Collection Metadata Entry Tool ISO editor web application (CoMET) for NOAA Geospatial metadata.

## Respondent Login screen

Each respondent must have a userid and password to use the CoMET tool.



A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995 unless the information collection has a currently valid OMB Control Number. The approved OMB Control Number for this information collection is 0648-0024. Without this approval, we could not conduct this information collection. Public reporting for this information collection is estimated to be approximately 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. All responses to this information collection are voluntary. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to the NODC Data Officer, SSMC3, 4th Floor, E/OC, 1315 East West Highway, Silver Spring, MD 20910. Geospatial metadata is requested in accordance with Executive Order 12906 and NOAA Administrative Order 212-5.

# Respondent selects action from individual dashboard

Each respondent has a personal dashboard that supports creating a new response, editing a previously created but unsubmitted response, creating a copy of a previous response for reuse, or deleting an unsubmitted response. Respondents may also elect to upload geospatial metadata that conforms to the ISO 19115 and ISO 19139 geospatial metadata standards created using their own processes or other software (not provided by NOAA) into the CoMET tool.

The screenshot shows the CoMET Metadata Records List dashboard. At the top, there is a navigation bar with the CoMET logo and user information for catherine.luquire. Below the navigation bar, there are filters and record actions sections.

**Filters:**

- Record Group: CoMET Sandbox
- Record Name: Examples: AMSU, GOES, Grid
- Edit State: -- Select a Value --
- XML Content: Examples: OISST, gov.noaa.ncdc:C00011, Weather
- Last Updater: Examples: user.name, bob, curly, moe
- UUID: Example: c815b06e-de78-4002-83b8-a10e7c2bf3da

**Record Actions:**

- New Record: Import, Create
- Bulk Actions: Change Group, Download, Publishing

**Metadata Records List**

Showing 1 to 10 of 166 records

Record Actions	Record Name	Edit State	Last Editor	Last Updated	Create Date
Edit   Manage   View   Assess   Validate	comet_fun UUID: 90bd091d-1a86-40b9-bfe9-00253eb9f99d	DRAFT	kathy.martinolich	2021-04-13 15:59:09 EDT	2021-02-10 10:01:43 EST
Edit   Manage   View   Assess   Validate	Test 2 to move UUID: 69d6f30c-8cb7-4853-bdd3-5ed97a00c909	DRAFT	jerri.reeves	2021-04-13 13:55:38 EDT	2021-04-13 13:55:38 EDT
Edit   Manage   View   Assess   Validate	TEST 1 to move UUID: 15867451-088a-46c4-8592-b45d844e6373	DRAFT	jerri.reeves	2021-04-13 13:55:14 EDT	2021-04-13 13:55:14 EDT
Edit   Manage   View   Assess   Validate	ThisisatestKate UUID: d63e1afd-ee5f-4198-bffb-daf07e17ee38	DRAFT	katherine.mankowski	2021-04-09 15:01:12 EDT	2021-04-09 14:37:14 EDT
Edit   Manage   View   Assess   Validate	LHager_Test Training_Template UUID: 89e8d8be-ac81-4ff5-add0-524560918cf4	DRAFT	lori.hager	2021-04-06 14:31:09 EDT	2021-04-06 14:31:09 EDT
Edit   Manage   View   Assess   Validate	gov.noaa.ncei:Winds_Forecast UUID: cfe2fc80-1a1a-4988-b851-7f147ada8b8b	DRAFT	jason.v.weick	2021-03-30 18:38:02 EDT	2021-03-30 18:38:02 EDT
Edit   Manage   View   Assess   Validate	Marty's test UUID: 9b57bc01-903d-4401-9317-84ed7c322088	DRAFT	martin.aubrey	2021-03-30 15:21:22 EDT	2021-03-30 15:20:30 EDT
Edit   Manage   View   Assess   Validate	LHager_Test Blank_Error at Edit UUID: e5dcd7d3-c2de-4125-86e1-ebd1f4b45a7e	DRAFT	lori.hager	2021-03-30 09:49:46 EDT	2021-03-30 09:49:46 EDT
Edit   Manage   View   Assess   Validate	LHager_Test Blank UUID: e5dcd7d3-c2de-4125-86e1-ebd1f4b45a7e	DRAFT	lori.hager	2021-03-24 17:05:02 EDT	2021-03-22 16:45:45 EDT

## Respondent creates new response

CoMET provides a forms-driven entry interface for standard geospatial metadata on multiple tabs. Most data entry fields support free text entries and many data entry fields provide recommended or suggested entries from keyword tables after the first few letters are typed into a data entry field. Additional detailed instructions are available by clicking on the User Guide button in the upper right corner of each data entry screen.

### Tab 1: Identification > Description

This tab collects basic descriptive information about geospatial data in a collection. The limited number of required fields are marked with a vertical red bar. Optional fields may provide additional contextual information that is encouraged for inclusion in the geospatial metadata record but is not required. Tabs that have no required fields are not included in this response.

The screenshot displays the CoMET Collection Metadata Editing Tool interface. At the top, the logo for CoMET (Collection Metadata Editing Tool) is shown, along with the text 'NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'. Below the logo is a navigation bar with the following tabs: Identification, Keywords, Access, Coverage, Content, History, Quality, Metadata, and Resources. The 'Identification' tab is currently selected. The main content area is titled 'Editing Record:' and shows a form for editing a record. The first field is 'Internal COMET Record Name (required)', which is marked with a vertical red bar. Below this field is a text input box with the placeholder text 'Enter a name for this metadata record in the COMET database.' The 'Identification' section is further divided into sub-tabs: Description, Data Citation, Resource Hierarchy, Point of Contact, Status, Topic Category, and Browse Graphic. The 'Description' sub-tab is selected. The 'Description' field is marked with a vertical red bar and is titled 'Collection Description (required)'. It contains a dropdown menu with the text 'Enter Description'. Below the dropdown is a large text area with the following guidance: 'Guidance: Describe the content of this data collection. Good practice: Start with 'This data collection contains (measured or calculated variables, model outputs, or other kinds of data) from (a project, program or field campaign)'. Below the text area is a blue banner with the text: 'This is not a journal/scientific paper abstract or description of your project, program, or field campaign.' The 'Purpose (required)' field is also marked with a vertical red bar. It contains a text area with the following example: 'Example: This data is available to the public for a wide variety of uses including scientific research and analysis.' Below the text area is a blue banner with the text: 'Explain the intended use and benefits of the dataset (e.g., These data can be used for weather forecasting and snowpack analysis).' The 'Language' field is marked with a vertical red bar and contains a dropdown menu with the text 'Enter Text'. Below the dropdown is a text input box with the text 'eng: USA'.

## Tab 2: Identification > Data Citation

This tab collects basic descriptive information about how to cite geospatial data in a collection. The limited number of required fields are marked with a vertical red bar.

The screenshot displays the COMET CoMET Editor interface. At the top, the logo for COMET (Collection Metadata Editing Tool) is shown, along with the text 'NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'. Below the logo is a navigation bar with links for Home, Metadata Records List, and CoMET Editor. A secondary navigation bar contains tabs for Identification, Keywords, Access, Coverage, Content, History, Quality, Metadata, and Resources. The main content area is titled 'Editing Record:' and shows a form for 'Internal COMET Record Name (required)'. Below this, the 'Identification' section is active, with sub-tabs for Description, Data Citation, Resource Hierarchy, Point of Contact, Status, Topic Category, and Browse Graphic. The 'Data Citation' sub-tab is selected, showing a form with sub-tabs for Title, Alternate Title, Date, Dataset Identifiers, Responsible Party, and Presentation Form. The 'Title (required)' field is highlighted with a vertical red bar, and a tooltip provides the instruction: 'Descriptive title of the dataset being documented. Spell out any acronyms.'

## Tab 3: Identification > Topic Category

This tab collects basic descriptive information about geospatial data in a collection. The ISO standard requires inclusion of an ISO Topic Category keyword. The limited number of required fields are marked with a vertical red bar. Optional fields may provide additional contextual information that is encouraged for inclusion in the geospatial metadata record but is not required. Sub-sections that have no required fields are not included in this response.

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The screenshot displays the COMET CoMET Editor interface. At the top, the logo for COMET (Collection Metadata Editing Tool) is shown, along with the text 'NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'. A 'Records' dropdown menu is visible in the top right corner. Below the header, a navigation bar contains links for 'Home', 'Metadata Records List', and 'CoMET Editor:'. A secondary navigation bar lists various sections: 'Identification', 'Keywords', 'Access', 'Coverage', 'Content', 'History', 'Quality', 'Metadata', and 'Resources'. The main content area is titled 'Editing Record:' and features a required field for 'Internal COMET Record Name (required)'. Below this is a text input field with the placeholder text 'Enter a name for this metadata record in the CoMET database.' The 'Identification' section is active, showing tabs for 'JSON', 'Fields', and an information icon. A sub-navigation bar includes 'Description', 'Data Citation', 'Resource Hierarchy', 'Point of Contact', 'Status', 'Topic Category', and 'Browse Graphic'. The 'Topic Category' section has '+ Topic' and '- Last Topic' buttons. A light blue informational box explains that this is a high-level thematic classification used for grouping and searching data. Below this, a 'Topic 1' section contains a dropdown menu with 'extraTerrestrial' selected and a 'Topic' button.

## Tab 4: Identification > Point of Contact

This tab collects basic descriptive information about people who write or are otherwise involved in the creation or maintenance of the geospatial metadata. This information is optional but documents important relationships for citation and potential for follow up questions with subject matter experts.

The screenshot displays the COMET CoMET Editor interface. At the top, the logo for COMET (Collection Metadata Editing Tool) is shown, along with the text 'NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'. A navigation bar includes 'Home / Metadata Records List / CoMET Editor:'. Below this is a menu with 'Identification', 'Keywords', 'Access', 'Coverage', 'Content', 'History', 'Quality', 'Metadata', and 'Resources'. The main content area is titled 'Identification' and has sub-tabs for 'Description', 'Data Citation', 'Resource Hierarchy', 'Point of Contact', 'Status', 'Topic Category', and 'Browse Graphic'. The 'Point of Contact' tab is active, showing a '+ Contact' and '- Last Contact' button. A light blue informational box states: 'The default NCEI contact (given as the xlink below as Contact 1) is required. Additional NCEI contacts are optional and may be added by clicking the "+ Contact" button above.' Below this, the 'Contact 1' form is visible, featuring a 'Contact 1' dropdown menu with 'Enter Values' and a 'JSON Fields' icon. The form includes a 'Role' dropdown with 'Choose a Role', a 'pointOfContact' dropdown, and an 'Individual' section with 'Name', 'Position', and 'Organization Name' dropdowns, each with 'Enter Text' or 'Enter Contact Values' prompts. A 'Contact Information' dropdown is also present at the bottom of the form.

## Tab 5: Identification > Browse Graphic

This tab collects basic descriptive information about a descriptive graphic representation about geospatial data in a collection. Browse graphic provides a 'quick visual summary' of where or what data existing in a collection. The limited number of required fields are marked with a vertical red bar. Optional fields may provide additional contextual information that is encouraged for inclusion in the geospatial metadata record but is not required.

The screenshot displays the COMET CoMET Editor interface. At the top, the logo for COMET (Collection Metadata Editing Tool) is shown, along with the text 'NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'. Below the logo is a navigation bar with links for Home, Metadata Records List, and CoMET Editor. A secondary navigation bar contains tabs for Identification, Keywords, Access, Coverage, Content, History, Quality, Metadata, and Resources. The main content area is titled 'Editing Record:' and features a red vertical bar next to the 'Internal COMET Record Name (required)' field, which contains the placeholder text 'Enter a name for this metadata record in the COMET database.' Below this is the 'Identification' section, which includes a 'JSON' button and a 'Fields' button. The 'Browse Graphic' tab is active, showing a sub-navigation bar with 'Description', 'Data Citation', 'Resource Hierarchy', 'Point of Contact', 'Status', 'Topic Category', and 'Browse Graphic'. The 'Browse Graphic' section has a '+ Graphic' and '- Last Graphic' button. A light blue banner indicates that a graphic is 'Required for NCEI datasets. Select the default NOAA logo if a custom image is not available.' The 'Graphic 1' section contains a large empty box for the graphic, a 'JSON' button, and a 'Fields' button. A dropdown menu is open, showing options: 'Enter Values', 'Enter Values', 'Choose a nilReason', and 'Use an Xlink'. Below the dropdown are the 'Filename (required)' field (with a red vertical bar), 'Description', and 'File Type' fields. A 'Graphic' button with a trash icon is located at the bottom of the section.

## Tab 6: Keywords

This tab collects descriptive information about descriptive keywords that assist in discovering and providing additional characteristics of data in a collection. The limited number of required fields are marked with a vertical line. Optional fields may provide additional contextual information that is encouraged for inclusion in the geospatial metadata record but is not required. NOAA encourages the inclusion of NASA Global Change Master Directory (GCMD) and other relevant keywords, but does not require their inclusion. Guidance provided in blue text assist in selecting appropriate keywords from the indicated vocabularies or thesauri.

The screenshot displays the COMET CoMET Editor interface. At the top, the logo for COMET (Collection Metadata Editing Tool) is shown, along with the text "NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION". Below the logo is a navigation bar with links for Home, Metadata Records List, and CoMET Editor. A secondary navigation bar contains tabs for Identification, Keywords (which is highlighted with a blue dashed border), Access, Coverage, Content, History, Quality, Metadata, and Resources. The main content area is titled "Editing Record:" and features a required field for "Internal COMET Record Name" with a text input box and a placeholder "Enter a name for this metadata record in the COMET database." Below this is the "Keywords (required)" section, which includes a "Keywords Group" dropdown menu and buttons for "+ Keywords Group" and "- Last Keywords Group". A light blue informational box states: "This tab contains a keyword autocomplete feature dependent on values entered in the type and thesaurus title or xlink:title fields. It is recommended to enter the keyword type first." The "Keywords Group 1" section has a dropdown menu for "Enter Type, Thesaurus, and Keyword Values" and buttons for "JSON", "Fields", and an information icon. Below this is a "Keyword Values" section with a "+ Keyword Value" button and a large text input area. At the bottom of the group, there is a trash icon and the text "Keywords Group". On the left side of the interface, there is a panel for "Thesaurus" and "Type", both currently set to "None Selected".



## Tab 7: Content

This tab collects completely optional descriptive information about the temporal and geographic extent of data in a collection. This is an example of a tab that has no required elements. The "Internal CoMET Record Name (required)" is supplied on all record components by the tool.

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