This document summarizes instructions and information collection instrument images for the NESDIS Send2NCEI web application for NOAA Geospatial metadata.

Respondent Login screen

Each respondent must have a userid and password to use the **Send2NCEI** tool.

Submit Data: Log In

Send2NCEI (S2N) is an archiving tool that allows you to easily submit your data files and related documentation to the National Centers for Environmental Information for long term preservation, stewardship, and access. S2N will help you meet your requirements for data documentation, sharing, and

archiving. The system enables more efficient processing and archiving of your data sets. If this is your first time using S2N, set up an account and within minutes you will be well on your way to submitting your first data package!

Updates and Improvements for Send2NCEI V2.0

What is your e-mail address	s?	* Required fields are in red
My e-mail address is:		
Do you have a password to	submit data?	
No, I am a new submitter. Yes, I have a password:		
Forgot your password? Continue		

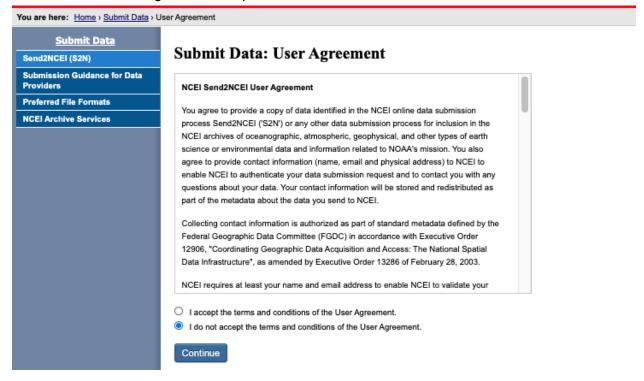
NOAA FORM 24-13 (Expires 05-31-2021) OMB No. 0648-0024

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

PAPERWORK REDUCTION ACT STATEMENT: Voluntary descriptive metadata about marine observation data provides essential contextual information that makes observation data useful to multiple users and facilitates reuse of marine data. Descriptive metadata collected using the Send2NODC web application will be retained and distributed with data that are accepted as archival information packages. Public reporting burden for this information collection is estimated at 45 minutes per response that includes sufficient metadata to be useful for long term preservation and reuse. This response burden estimate includes time for reviewing instructions, gathering and maintaining necessary data, and completing and reviewing the collection of information. Send comments regarding these burden estimates or any other aspect of this collection of information, including suggestions for reducing this burden, to: NODC Data Officer, SSMC3 Fourth 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 212-15.

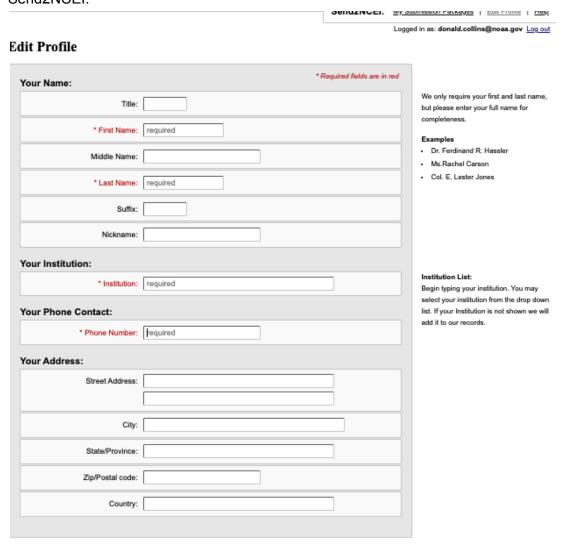
New respondent must sign Send2NCEI user agreement

Each respondent must agree to the terms and conditions of using Send2NCEI. User agreement was coordinated through the US Department of Commerce Office of General Counsel.



Respondent account information review

Each user provides a minimum of user name and email address to have an account in Send2NCEI.



Change Password

In accordance with NOAAIT Security requirements, your case-sensitive password must be at least 12 characters long and contain a mix of upper and lower case letters, numbers, and special characters. Show password		
Enter current password:		
Enter new password:		
Re-enter new password:		
Confirm Password		

Keep it safe

Don't forget to record your password in a secure place. Do not use a non-white space or control character in your password.

Respondent selects action from individualized dashboard

Each respondent has a personal dashboard that summarizes the current status of all submission packages created by the respondent. The dashboard 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.



My Submission Packages

Create A New Submission Package

"Submission Packages I Am Working On" contains packages that are not complete and have not been submitted. We encourage you to provide as much information as possible when creating a Submission Package to send to NCEI. You may reuse metadata from previous Submission Packages to create a new Submission Package by clicking "Copy".

Submission Packages I Am Working On				
Reference ID	Status (Last Edit Date)	Title	Creation Date	
25F3W2	Incomplete (new)	This is a test SIP for the operational S2N system	2018-10- 29	Edit Copy Dele
M874R1	Incomplete (new)	[DATA TYPES] from [START DATE] to [END DATE]	2018-02- 23	Edit Copy Dele
TCWX24	Incomplete (2018-04-16 15:35:55)	BIOMASS in Equatorial Atlantic Ocean from 19850211 to 20170629	2017-06- 13	Edit Copy Delet
BG3NLP	Incomplete (2017-06-13 15:09:12)	[DATA TYPES] from [START DATE] to [END DATE]	2017-06- 13	Edit Copy Delet
3E2FPR	Incomplete (new)	WATER TEMPERATURE and SALINITY collected from GOLDEN FLEECE in Spock Bay and Sulu Sea from 2014-01-01 to 2015-04-01	2016-08- 04	Edit Copy Delet
MYBDTF	Incomplete (2016-08-02 10:50:43)	WATER TEMPERATURE and SALINITY collected from GOLDEN FLEECE in Spock Bay and Sulu Sea from 2014-01-01 to 2015-04-01	2016-02- 17	Edit Copy Delet
JUOTWX	Incomplete (2016-05-13 14:38:15)	WATER TEMPERATURE, SALINITY, and AIR TEMPERATURE collected from GOLDEN FLEECE in Spock Bay and Sulu Sea from 2014-01-01 to 2015-04-01	2015-03- 18	Edit Copy Dele

"Submission Packages NCEI Is Working On" contains packages that you have submitted to NCEI. These packages are being reviewed and processed by our staff, and are not editable from this application. To provide an update or any other information related to a submitted package, please email us (NODC.DataOfficer@noaa.gov) and include the Submission Package Reference ID and the update or other issue. You may reuse metadata from previous Submission Packages to create a new Submission Package by clicking "Copy".

Submission Packages NCEI Is Working On			
Reference ID	Status	Title	Submission Date

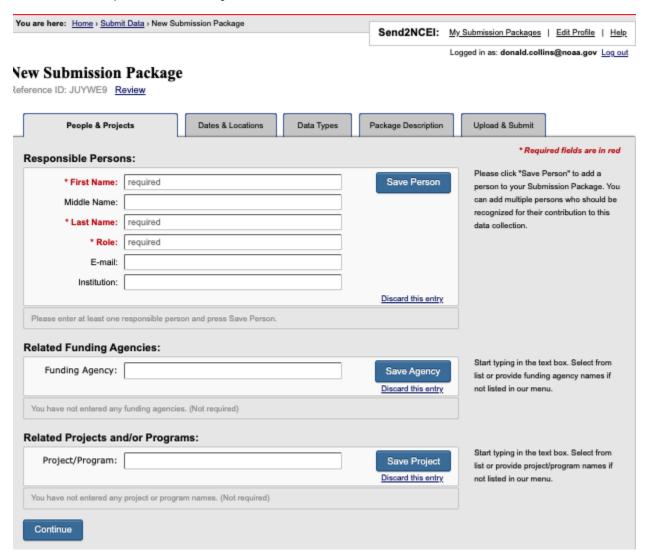
"Archived Submission Packages" contains packages that you submitted to NCEI which are now archived and publicly accessible. To view your data in our archive, click the NCEI Accession associated with the entry. You cannot edit or delete an archived Submission Package. You may reuse metadata from previous Submission Packages to create a new Submission Package by clicking "Copy".

Archived Submission Packages			
Reference ID	NCEI Accession	Title	Date Archived

Respondent creates new response

NESDIS Send2NCEI tool provides forms-driven entry for standard geospatial metadata on four tabs. All data entry fields support free text entries and many data entry fields will provide suggested entries from keyword tables after the first few letters are typed into a data entry field. The right side of each page has additional guidance on what the fields mean and how to use them. Additional detailed instructions are available by clicking on the Help button in the upper right corner of each tab screen.

Tab 1: People and Projects



Tab 2: Dates and Locations

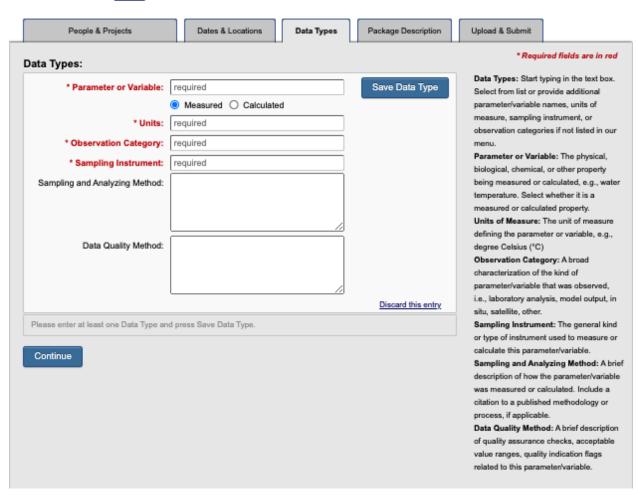
You are here: Home > Submit Data > New Submission Package	Send2NCEI: My Submission Packages Edit Profile Hel
	Logged in as: donald.collins@noaa.gov Log or
New Submission Package	
eference ID: JUYWE9 Review	
TOTAL TOTAL TOTAL	
People & Projects Dates & Locations Data Types	Package Description Upload & Submit
Dates:	* Required fields are in red
* Start Date: YYYY-MM-DD or (-)NNNINNNNN	YYYY-MM-DD or (-)NNNNNNNN (-)NNNNNNNN (-)NNNNNNNN (-)NNNNNNNNNN
	easured date within the data dates. Please do not include itinerary ve sign (-) to indicate a BCE dates for cruises, etc. The start date must always be earlier than the end
Location:	date.
* Northern Boundary: -90.0° — 90.0°	(dd.ddddd) Use these four fields to define a box around your data collection area, in
* Southern Boundary: -90.0° — 90.0°	
* Western Boundary: -180.0° — 180.	0° (ddd.ddddd) listed as negative numbers.
* Eastern Boundary: -180.0° — 180.0°	
Ships Names or Platforms:	
Ship/Platform:	Save Platform Start typing in the text box. Select from list or provide ship names or other Discard this entry platform identifiers used to collect these
You have not entered any ship names or platform identifiers. (Not required)	data.
Sea Areas or Regions:	
Sea Area/Region:	Save Region Start typing in the text box. Select from list or provide a geographic name for areas where these data were collected.
You have not entered any sea areas or region identifiers. (Not required)	
Continue	

Tab 3: Data types

You are here: Home > Submit Data > New Submission Package	Send2NCEI:	My Submission Packages Edit Profile Help
		Logged in as: donald.collins@noaa.gov Log out

New Submission Package

Reference ID: JUYWE9 Review

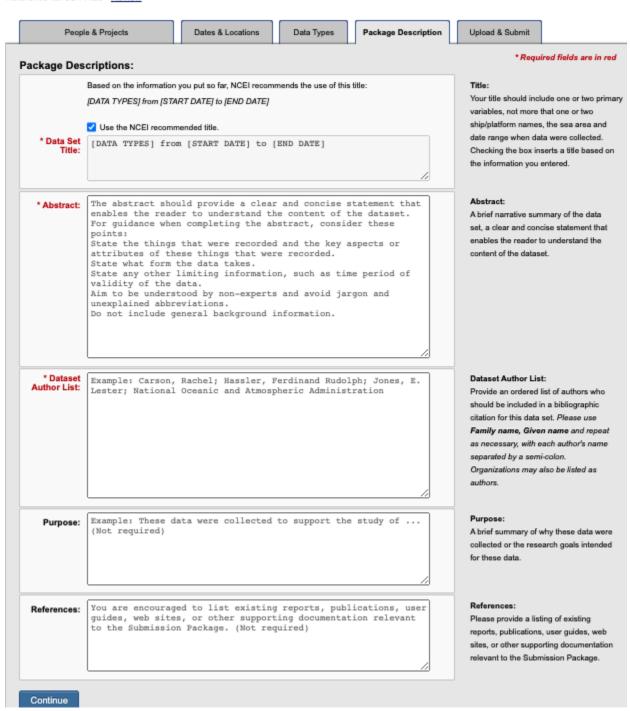


Tab 4: Package Description



New Submission Package

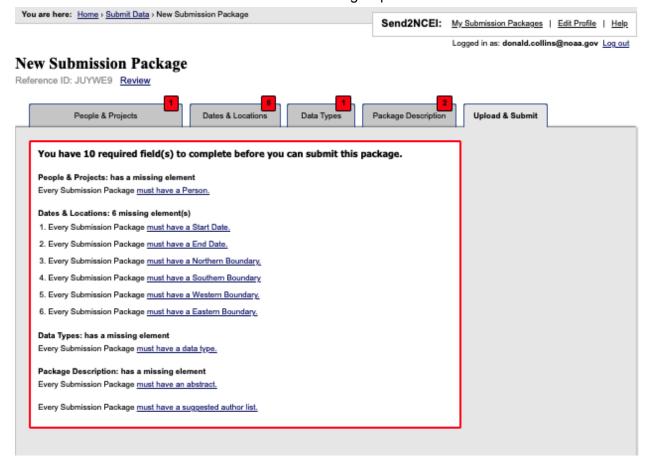
Reference ID: JUYWE9 Review



Tab 5: Upload and Submit

The Upload and Submit tab summarizes the completion of each previous tab using badges across the top of the page. If all required fields are completed, then there are no badges presented. This tab also allows the respondent to add additional comments and to identify one or more data files that will be attached to the collected geospatial metadata and sent to NCEI for evaluation.

New information collection submission that is missing required information.



New information collection submission that has no missing required information.

Logged in as. dendrateemineginedatger Log out

New Submission Package

Reference ID: 3E2FPR Review

