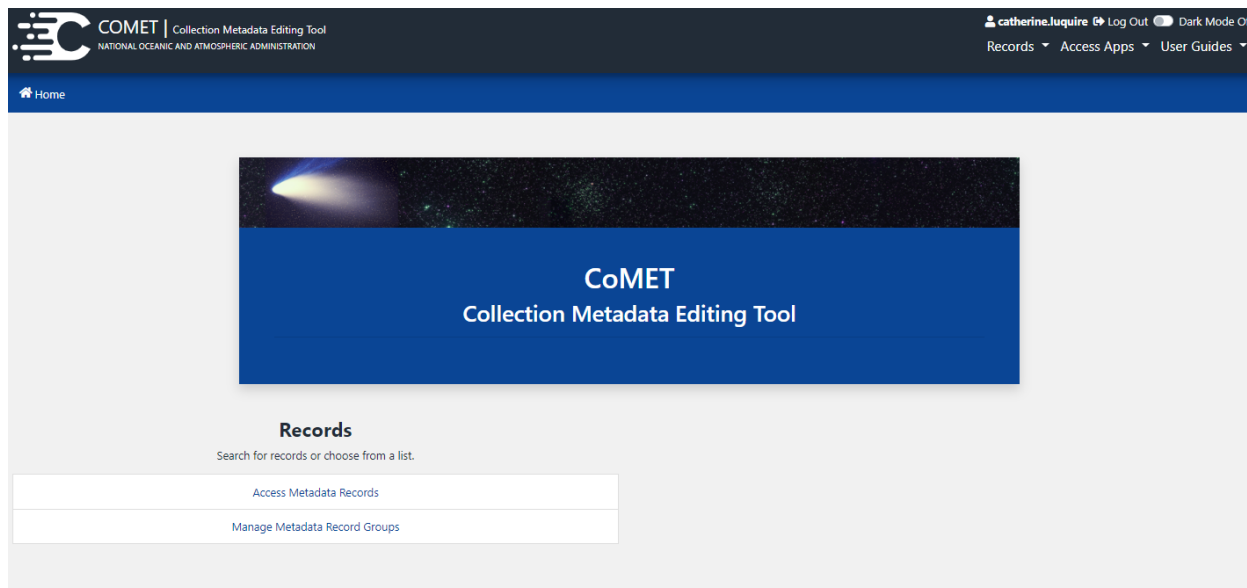


NESDIS CoMET Forms and Instructions
OMB 0648-0024

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.

Privacy Act Statement

Authority: The collection of this information is authorized under 5 U.S.C. § 301, Departmental regulations which authorizes the operations of an executive agency, including the creation, custodianship, maintenance and distribution of records, and 15 U.S.C. 1512, Powers and duties of Department.

Purpose: NOAA collects limited information, such as name, address, phone number, or email address for a variety of purposes. This information will be used to respond to user inquiries or provide services requested by the user.

Routine Uses: Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a) to be shared among Department staff for work-related purposes. Disclosure of this information is also subject to all of the published routine uses as identified in the Privacy Act System of Records Notice COMMERCE/NOAA-11, Contact Information for Members of the Public Requesting or Providing Information Related to NOAA's Mission.

Disclosure: Furnishing this information is voluntary. By providing this information, you are consenting to the use of that information only for the purpose for which it is submitted.

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.

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.ncdc: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 items: 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 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 has a sub-tab for "Description". The "Description" sub-tab is active and shows a red vertical bar next to the "Collection Description (required)" field, which contains the placeholder text "Enter Description". Below this field is a 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 bar with the text "This is not a journal/scientific paper abstract or description of your project, program, or field campaign." Below this is the "Purpose (required)" field, which contains the placeholder text "Example: This data is available to the public for a wide variety of uses including scientific research and analysis." Below this field is a blue bar 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)." Below the "Purpose" field is the "Language" field, which contains the placeholder text "Enter Text" and a dropdown menu showing "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 a sub-tab for 'Data Citation'. The 'Data Citation' section has a sub-tab for 'Title', which is currently selected. The 'Title' sub-tab shows a form with a required field 'Title (required)' and a descriptive text area. The required field is marked with a vertical red bar. The descriptive text area contains the text '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 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'. 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 includes tabs for '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 a 'JSON' button, a 'Fields' icon, and an information icon. A horizontal menu below this section includes 'Description', 'Data Citation', 'Resource Hierarchy', 'Point of Contact', 'Status', 'Topic Category' (which is selected), and 'Browse Graphic'. Under the 'Topic Category' tab, there are '+ Topic' and '- Last Topic' buttons. A light blue informational box explains that this is a 'High-level thematic classification to assist in the grouping and searching of data. The most applicable topics in NOAA are usually geoscientificInformation, climatologyMeteorologyAtmosphere, oceans or elevation.' 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.

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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' button and a '- 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 three required fields: 'Filename (required)', 'Description', and 'File Type', each with a text input box. 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.

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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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