

# Draft Metadata Management Tool (dMMT) User's Guide

- 1 [Accessing the dMMT](#)
  - 1.1 [URL for the Draft Metadata Management Tool](#)
  - 1.2 [Provider Context](#)
  - 1.3 [Login to the dMMT](#)
  - 1.4 [Logout of the dMMT](#)
- 2 [Manage Collection Metadata Records Using the dMMT](#)
  - 2.1 [Required Permissions](#)
  - 2.2 [Create and submit a collection metadata proposal](#)
  - 2.3 [Check the status of your collection proposal submission in the dMMT](#)
  - 2.4 [Find and view published collection records in the CMR](#)
    - 2.4.1 [Find records based on a keyword](#)
    - 2.4.2 [Find all collection records for a provider](#)
  - 2.5 [Submit a request to update a published collection record in the CMR using the dMMT](#)
  - 2.6 [Download XML for a collection record in the CMR using the dMMT](#)
  - 2.7 [Submit a request to delete a published collection record in the CMR using the dMMT](#)
- 3 [Report problems or get help with dMMT](#)

This page describes how to use the Draft Metadata Management Tool (dMMT) to perform functions related to Create/Read/Update/Delete/Submit of CMR Collection Metadata Proposals.

The [CMR Metadata Best Practices: Landing Page](#) should be referenced for information on the UMM-Collections metadata format.

## Accessing the dMMT

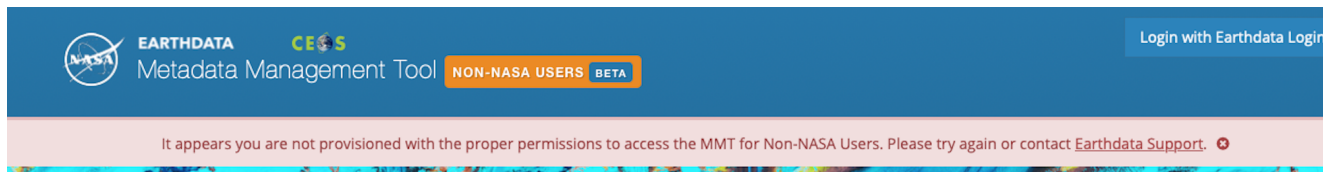
### URL for the Draft Metadata Management Tool

PROD environment: <https://draftmmt.earthdata.nasa.gov/>

### Provider Context

To use the dMMT, you must have a "non-NASA User" metadata provider context. Ensure that your Earthdata Login username for the appropriate environment (UAT, PROD) has been provisioned with the proper permissions to use the tool.

If you log in to the dMMT but have no provider context set, you will see the following page:



If you see this page, you should log out and contact the CMR OPS team at [support@earthdata.nasa.gov](mailto:support@earthdata.nasa.gov) to become a provisioned user.

### Login to the dMMT

Click on 'Login with Earthdata Login', and log in to the dMMT using your Earthdata Login username and password for the appropriate environment (UAT, PROD)



### Logout of the dMMT

Click on either your login name or the arrow to the right of your login name in the upper right corner of the dMMT page, and then click on Logout.

## Manage Collection Metadata Records Using the dMMT

### Required Permissions

To create, read, update, delete and submit collection metadata proposals, your username must be provisioned with the proper permissions to use the tool.

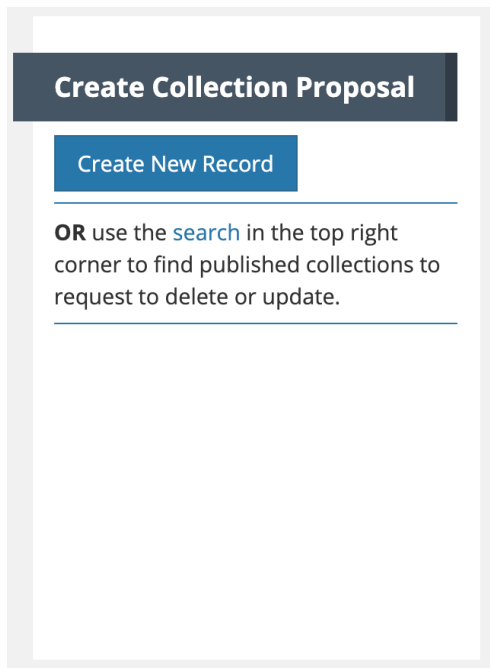
Contact the CMR OPS team at [support@earthdata.nasa.gov](mailto:support@earthdata.nasa.gov) if you are not sure whether your username has the correct permissions.

### Create and submit a collection metadata proposal

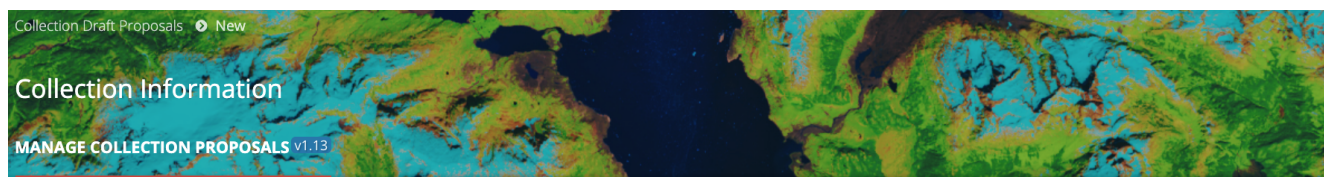
1. On the 'Manage Collection Proposals' dashboard,



click on 'Create New Record'. A draft collection proposal record will be created.



2. Begin filling in metadata fields for your draft collection proposal record. Use the information icons (blue 'i') to get information about what fields mean and how to format their values.



Previous | Save & Jump To: Collection Information | Next | Save Done Cancel

ⓘ Indicates required field

**ⓘ Collection Information**

ⓘ Short Name ⓘ Version ⓘ

Version Description ⓘ

ⓘ Entry Title ⓘ

DOI ⓘ

☐ DOI Available

☒ DOI Not Available

3. Navigate from form to form using the Previous or Next buttons, or by choosing the next form to edit from the pull-down list at 'Save & Jump To:'. You may work on forms in any order. When you move from one form to another, your input from the previous form will be saved in your draft record.

Previous | Save & Jump To: Data Identification | Next | Save Done Cancel

*Last saved 2020-02-28 17:08 EST*

4. Explicitly Save form input (within a session or at the end of a session) with the 'Save' button; Finish editing your draft record using the 'Done' button.

Save Done Cancel

*Last saved 2020-02-28 17:08 EST*

NOTE: When you are working with a draft collection proposal record, all 'Save' and 'Done' operations update the draft record in the dMMT database, not in the CMR. Your draft collection proposal record will not be published into the CMR until you click on the 'Submit for Review' button, in step 8 below, and it has been approved by NASA-CMR personnel.

5. Follow progress of your draft record on the progress panel:

## Metadata Fields ?

<input checked="" type="checkbox"/> Collection Information <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/> Data Identification <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input checked="" type="checkbox"/> Related URLs <input type="radio"/>
<input type="checkbox"/> Descriptive Keywords <input type="radio"/> <input type="radio"/>	<input type="checkbox"/> Acquisition Information <input type="radio"/> <input type="radio"/>	<input type="checkbox"/> Temporal Information <input type="radio"/> <input type="radio"/>
<input type="checkbox"/> Spatial Information <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/> Data Centers <input type="radio"/>	<input checked="" type="checkbox"/> Data Contacts <input type="radio"/>
<input checked="" type="checkbox"/> Collection Citations <input type="radio"/>	<input checked="" type="checkbox"/> Metadata Information <input type="radio"/> <input type="radio"/>	<input type="checkbox"/> Archive And Distribution Information <input type="radio"/> <input type="radio"/>

The icons on the progress panel have the following meanings:

- ☒ Required but not complete
- ☒ Required and complete
- ☐ Optional and not complete
- ☐ Optional and complete
- ☒ Does not pass validation

6. View an HTML rendering of your collection record on the 'preview panel':


### Metadata Preview

Short Name: MMT\_1 Collection A

## MMT 1 Provider Sample Collection A

This is a sample collection

Overview	Download Data	Citation Information	Documentation	Additional Information
<div>Science Keywords: <span>EARTH SCIENCE</span> <span>ATMOSPHERE</span> <span>AEROSOLS</span> <span>CARBONACEOUS AEROSOLS</span></div> <div> <span>EARTH SCIENCE</span> <span>ATMOSPHERE</span> <span>AIR QUALITY</span> <span>EMISSIONS</span> </div>				
Spatial Extent:	n/a	Data Format(s):	Distribution: HDF4	
Temporal Extent:	n/a	Platform(s):	ENVISAT	
Data Center(s):	ESA/ENVISAT	Instrument(s):	n/a	
Version:	2			



7. Special NOTES when creating or editing a collection level record:

- To have the NRT (Near Real Time) badge appear for the collection on the Earthdata Search Client, set Collection Type to 'Near Real Time' on the 'Data Information' form.
- On the 'Temporal Extent' form, Ends at Present should be set to False if there is an end date for the collection.
- Users are strongly encouraged to provide DOI information for the Collection on the 'Collection Information' form.

8. When all required fields are complete with no validation errors (red icon) showing on the progress panel, you are ready to submit your collection draft proposal record for review. Click on the 'Submit for Review' button above the progress panel on the draft proposal record page:



[Submit for Review](#)

[Delete Collection Draft Proposal](#)

9. You will see a pop-up window asking you to confirm you want to submit the collection proposal for review.

Are you sure you want to submit this proposal for review? Upon approval, your collection record will be published to the CMR.

No

Yes

10. Click on Yes to submit the collection proposal for review. You will then see a green banner indicating that your collection draft proposal record has been successfully submitted for review, and the status badge will display a 'Draft Proposal Submission: Submitted' status. You will also receive an email stating that your record has been submitted and is under review.



Note: dMMT users will also receive an email when your record has been approved and published to the CMR. If your record is rejected, you will receive an email with a rationale for why it was not published to the CMR.

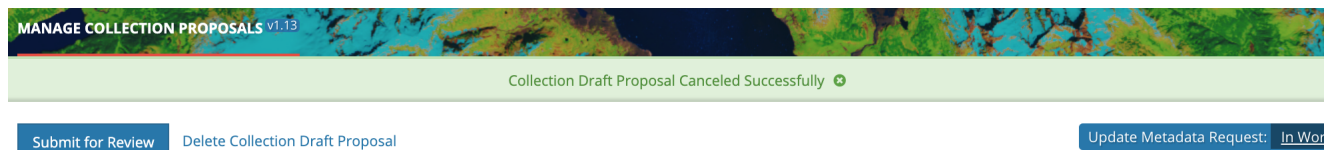
11. NOTE that you can cancel the proposal submission by clicking on 'Cancel Proposal Submission'. You will see a pop-up message asking you to confirm you want to cancel the proposal submission.

Are you sure you want to cancel this proposal submission? The proposal will not be reviewed until it has been resubmitted.

No

Yes

12. Click on Yes to cancel the proposal submission. The dMMT will then display a 'Collection Draft Proposal Canceled Successfully.' message, and the status badge will display a 'Update Metadata Request: In Work' status.



## Check the status of your collection proposal submission in the dMMT

1. On the 'Manage Collection Proposals' dashboard, click on 'More' at the bottom of the 'Collection Draft Proposals' call-out box.

## Collection Draft Proposals

2020-03-03 | [MMT\\_1 Collection A](#)

In Work | New Collection Request

2020-03-03 | [A2\\_SI6\\_NRT](#)

In Work | Update Collection Request

2020-03-02 | [ISCCPC1](#)

In Work | Update Collection Request

2020-02-07 | [AST\\_L1B](#)

Submitted | Update Collection Request

2020-02-07 | [AST\\_L1T](#)

Submitted | Update Collection Request

[More](#)

2. A table of collection proposals will be displayed. You may view the status of a proposal by clicking on the status link in the 'Proposal Status' column.

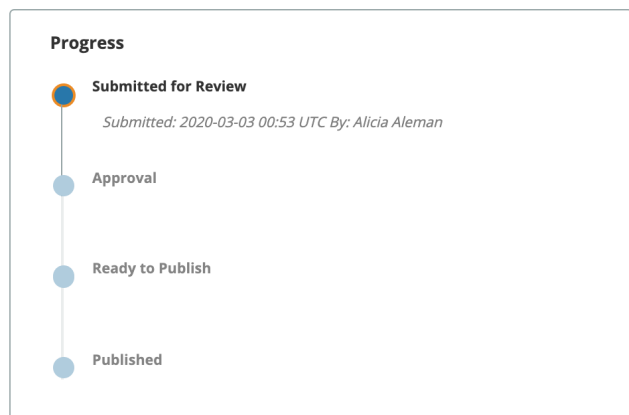
## Collection Draft Proposals

[Create a Collection Draft Proposal](#)

Showing Collection Draft Proposals **1 - 25** of **49**

Short Name ↕	Entry Title ↕	Proposal Status ↕	Request Type ↕	Submitter ↕	Last Modified ↕
<a href="#">MMT_1 Collection A</a>	MMT 1 Provider Sample Collection A	<a href="#">In Work</a>	Create	Pending	2020-03-03
<a href="#">A2_SI6_NRT</a>	NRT AMSR2 DAILY L3 6.25 KM 89 GHZ BRIGHTNESS TEMPERATURE (TB) POLAR GRIDS V0	<a href="#">In Work</a>	Update	Pending	2020-03-03
<a href="#">ISCCPC1</a>	Global Data Base of Monthly Mean Cloud and Surface Properties	<a href="#">In Work</a>	Update	Pending	2020-03-02
<a href="#">AST_L1B</a>	ASTER L1B Registered Radiance at the Sensor V003	<a href="#">Submitted</a>	Update	Terri Chow	2020-02-07
<a href="#">AST_L1T</a>	ASTER Level 1 precision terrain corrected registered at-sensor radiance V003	<a href="#">Submitted</a>	Update	Terri Chow	2020-02-07
<a href="#">MOD09Q1</a>	MODIS/Terra Surface Reflectance 8-Day L3 Global 250m SIN Grid V006	<a href="#">Submitted</a>	Update	Terri Chow	2020-02-07

3. The dMMT will display a detailed page showing the draft proposal's review status. Submission can also be canceled from this page.

**Actions**

You may cancel this proposal to make additional changes.

[Cancel Proposal Submission](#)

Note: If your record is rejected, the rationale for why it was not published to the CMR will be displayed in the 'Progress' box.

## Find and view published collection records in the CMR

Use the 'Search Collections' interface in the upper right corner of the dMMT banner on the Manage Collections dashboard:

▼

### Find records based on a keyword

Enter a search term (e.g., Short Name, Entry Title, a CMR concept id, a science keyword) in the white 'Enter Search Term' box, and click on 'Search Collections'. A table of published CMR collection records which match the search term will be presented (sorted by Entry Title).



2149 Collection Results for: Keyword: carbon

Showing collections 1 - 25 of 2149

Short Name ↕	Entry Title ↕	Provider ↕	Last Modified ↕
<a href="#">Carbon_Estuarines</a>	Carbon_Estuarines	OB_DAAC	2019-09-13
<a href="#">Carbon_Transport_MS_River</a>	Carbon_Transport_MS_River	OB_DAAC	2019-09-13
<a href="#">Carbon_UAV</a>	Carbon_UAV	OB_DAAC	2019-09-13
<a href="#">CMSFluxFirepost</a>	Carbon Monitoring System Flux for Posterior Fire Carbon L4 V1 (CMSFluxFir...	GES_DISC	2019-12-11
<a href="#">CMSFluxNEE</a>	Carbon Monitoring System Flux from the Net Ecosystem Exchange L4 V1 (C...	GES_DISC	2019-12-11
<a href="#">CMSFluxTotalpost</a>	Carbon Monitoring System Flux for Posterior Total Carbon L4 V1 (CMSFluxT...	GES_DISC	2019-12-11
<a href="#">CMSFluxMISC</a>	Carbon Monitoring System Flux for Shipping, Aviation, and Chemical Source...	GES_DISC	2019-12-11
<a href="#">AAS_4331_KAxis_POM_isotopes</a>	Nitrogen and carbon isotopes of particulate organic matter during the K-Axi...	AU_AADC	2019-12-11
<a href="#">Idaho_field_shrub_data_1503</a>	Shrubland Species Cover, Biometric, Carbon and Nitrogen Data, Southern I...	ORNL_DAAC	2017-12-21
<a href="#">SIPEX_II_CO2_Flux</a>	Atmospheric carbon dioxide (CO2) concentrations for CO2 flux	AU_AADC	2019-12-11
<a href="#">CMS_CH4_FLX_NA</a>	CMS (Carbon Monitoring System) Methane (CH4) Flux for North America 0.5...	GES_DISC	2019-12-11
<a href="#">ASAC_2592</a>	Southern Ocean Carbon Cycle	AU_AADC	2019-12-11
<a href="#">ND08_SOIL_RESPIRATION_1250</a>	LBA-ECO ND-08 Soil Respiration, Soil Fractions, Carbon and Nitrogen, Para, ...	ORNL_DAAC	2017-12-21
<a href="#">CD06_C_ISOTOPES_1120</a>	LBA-ECO CD-06 Isotopic Composition of Carbon Fractions, Amazon Basin Ri...	ORNL_DAAC	2017-12-21
<a href="#">NARSTO_EPA_SS_HOUSTON_NO3_S...</a>	NARSTO EPA_SS_HOUSTON PM2.5 Nitrate, Sulfate, and Carbon Data	ASDC_DEV	2018-11-27

To view an html representation of the metadata for any collection record in the search results table, click on the Short Name of the collection.

## Find all collection records for a provider

☒ Collections
 ☐ Variables
 ☐ Services

Provider:

Select a provider from the 'Select a Provider' drop-down list, and then click on 'Search Collections'. A table of all published CMR collection records for the selected provider will be presented (sorted by Entry Title).

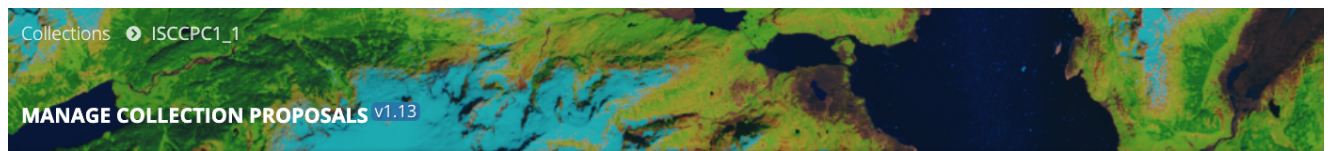
Showing collections 1 - 25 of 129

Short Name ↕	Entry Title ↕	Provider ↕	Last Modified ↕
<a href="#">emolt</a>	Environmental Monitors on Lobster Traps, Crab Shacks, Old Bay, and Beer	ESA	2015-10-27
<a href="#">emolt_test2</a>	Environmental Monitors on Lobster Traps, Crab Shacks, Old Bays	ESA	2015-10-30
<a href="#">ACL_BulkChanges</a>	ACL Bulk Change Testing	ESA	2015-12-07
<a href="#">AUX_Dynamic_Open</a>	SMOS Auxiliary Data	ESA	2020-01-14
<a href="#">COSMO-SKYMED.SCN_HUGE</a>	COSMO-SkyMed ScanSAR Huge Region mode	ESA	2020-01-14
<a href="#">COSMO-SKYMED.SCN_WIDE</a>	COSMO-SkyMed ScanSAR Wide Region mode	ESA	2020-01-14
<a href="#">COSMO-SKYMED.STR_HIMAGE</a>	COSMO-SkyMed StripMap HIMAGE mode	ESA	2020-01-14
<a href="#">COSMO-SkyMed.ESA.archive</a>	COSMO-SkyMed ESA archive	ESA	2020-01-14
<a href="#">COSMO-SkyMed.STR_PINGPONG</a>	COSMO-SkyMed StripMap PING PONG mode	ESA	2020-01-14
<a href="#">CartoSat-1.Euro-Maps.3D.Digital.Su...</a>	CartoSat-1 Euro-Maps 3D Digital Surface Model archive and tasking	ESA	2020-01-14
<a href="#">CartoSat-1.archive.and.tasking</a>	CartoSat-1 archive and tasking	ESA	2020-01-14
<a href="#">CryoSat.products</a>	CryoSat products	ESA	2018-06-25
<a href="#">Deimos-1.Full.archive.and.tasking</a>	Deimos-1 Full archive and tasking	ESA	2020-01-14
<a href="#">Deimos-1.and.2.ESA.archive</a>	Deimos-1 and 2 ESA archive	ESA	2020-01-14
<a href="#">Deimos-2.Full.archive.and.tasking</a>	Deimos-2 Full archive and tasking	ESA	2020-01-14
<a href="#">ESA-SENTINEL-1-14</a>	SENTINEL-1-14	ESA	2017-07-22

To view an html representation of the metadata for any collection record in the search results table, click on the Short Name of the collection.

## Submit a request to update a published collection record in the CMR using the dMMT

1. Find the collection record using the instructions above 'Find and View Published Collections in the CMR', and click on the Short Name of the collection to view the collection information page.
2. At the top of the collection information page, click on 'Create Update Request'.

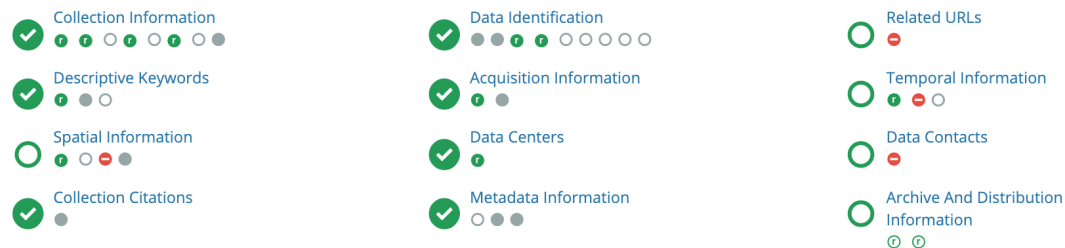


[Create Update Request](#) | [Submit Delete Request](#)

3. A new draft of this record will be created in the dMMT database. The dMMT will display the progress panel (and html representation) for the draft record.

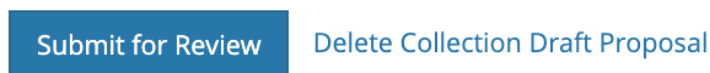


### Metadata Fields

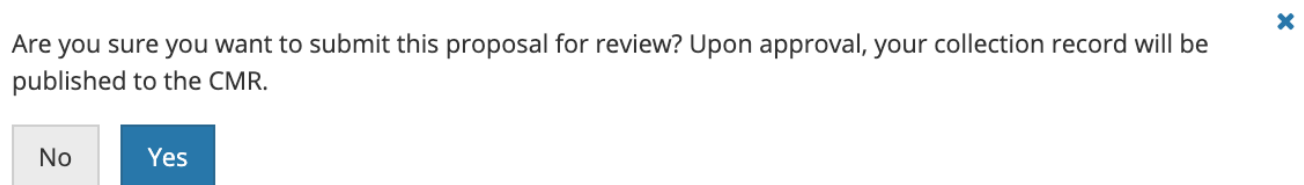


4. On the progress panel, click on any section to begin editing the draft record. Use the progress panel and navigation buttons described in 'Create and Submit a Collection Metadata Proposal' to update the metadata in the draft record.

5. When you have finished editing the draft record, submit it for review by clicking on the 'Submit for Review' button above the progress panel on the draft proposal record page:



6. You will see a pop-up window asking you to confirm you want to submit the collection proposal for review.



7. Click on Yes to submit the collection proposal for review. The dMMT will then display a green banner with a 'Collection Draft Proposal Submitted for Review Successfully!' message, and the status badge will display a 'Update Metadata Request: Submitted' status.

You will also receive an email stating that your record has been submitted and is under review.



Note: dMMT users will also receive an email when your record has been approved and published to the CMR. If your record is rejected, you will receive an email with a rationale for why it was not acceptable for publishing to the CMR.

After the collection proposal is approved and published, a new revision of the collection record is created in the CMR. The CMR stores up to 10 revisions of each collection record. When an 11th revision is created, the first revision is deleted, and so on. Each revision of a collection record has the same concept id as the original collection record.

8. NOTE that you can cancel the update record request by clicking on 'Cancel Update Request'. You will see a pop-up message asking you to confirm you want to cancel the proposal submission.

Are you sure you want to cancel this proposal submission? The proposal will not be reviewed until it has been resubmitted.

No

Yes

6. Click on Yes to cancel the update request. The dMMT will then display a 'Collection Draft Proposal Canceled Successfully.' message, and the status badge will display a 'Update Metadata Request: In Work' status.

MANAGE COLLECTION PROPOSALS v1.13


Collection Draft Proposal Canceled Successfully

Submit for ReviewDelete Collection Draft ProposalUpdate Metadata Request: In Work

## Download XML for a collection record in the CMR using the dMMT

- Find the collection record using the instructions above 'Find and View Published Collections in the CMR', and click on the Short Name of the collection to view the collection information page.
- On the Overview tab of the collection information page, click on Metadata Download: 'Available Formats'.

Short Name: ISCCPC1

 **Global Data Base of Monthly Mean Cloud and Surface Properties**

Global monthly means were obtained from ISCCP C1 data, which is available every 3 hours at 2.5 degree equal area spatial resolution. The monthly mean maps were replicated to a 2.5 degree square grid (144 longitude boxes by 72 latitude boxes). Monthly means are provided for Cloud Amount (CLDAMT), Cloud Top Temperature (CLDTMP), Cloud Top Pressure (CLDPRS), Cloud Optical Thickness (OPTTHK), Surface Temperature (SRFTMP), and Surface Reflectance (SRFRFL).

OverviewDownload DataCitation InformationDocumentationAdditional Information

Science Keywords:

EARTH SCIENCEATMOSPHEREATMOSPHERIC RADIATIONREFLECTANCE

EARTH SCIENCEATMOSPHEREATMOSPHERIC TEMPERATURESURFACE TEMPERATURE

EARTH SCIENCEATMOSPHERECLOUDSCLOUD MICROPHYSICSCLOUD OPTICAL DEPTH/THICKNESS

Show More

Spatial Extent:

Bounding Rectangle: N: 90.0 S: -90.0 E: 180.0 W: -180.0

Data Format(s):

n/a

Temporal Extent:

1983-07-01 to now

Platform(s):

GMS-1, GMS-2, GMS-3, GOES-5, GOES-6, METEOSAT-2, METEOSAT-3, NOAA-7, NOAA-8, NOAA-9

Data Center(s):

NASA/GSFC/SED/ESD/GISS

Instrument(s):

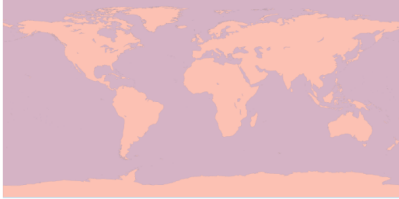
VISSR, VAS, MIR, AVHRR, TOVS

Version:

1

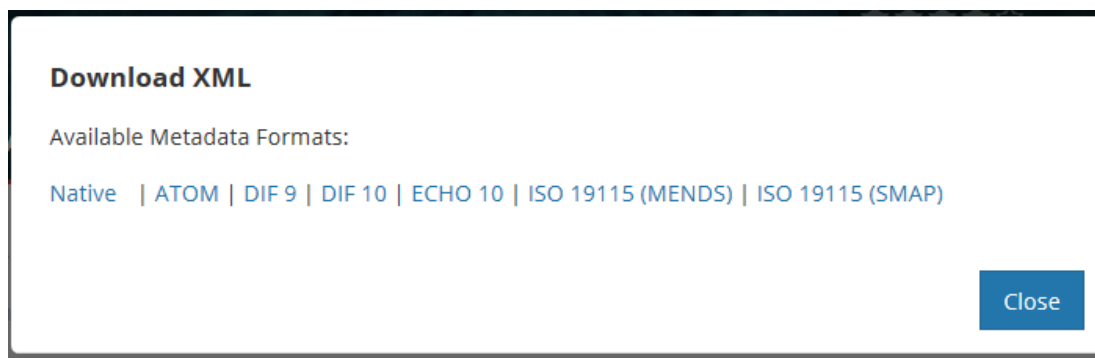
Metadata Download:

Available Formats



- You will see a pop-up window asking you to choose the format in which you would like to download the collection metadata.

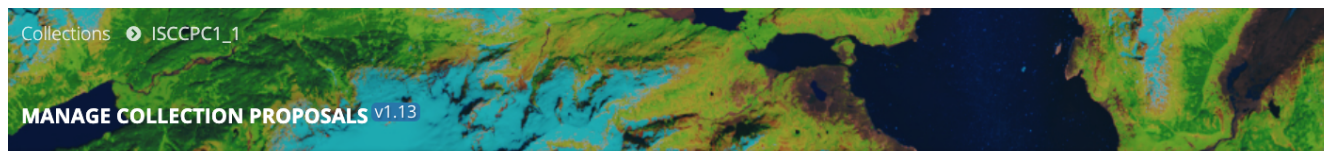




4. Click on the format that you would like. Your browser and local machine will now prompt you through the download process.

## Submit a request to delete a published collection record in the CMR using the dMMT

1. Find the collection record using the instructions above 'Find and View Published Collections in the CMR', and click on the Short Name of the collection to view the collection information page.
2. At the top of the collection information page, click on 'Submit Delete Request'.



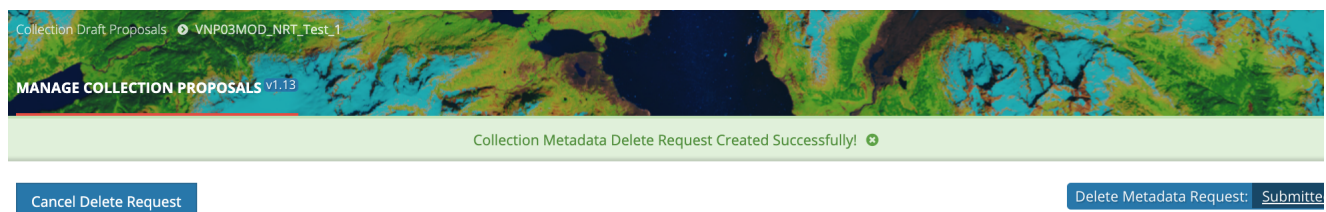
[Create Update Request](#) | [Submit Delete Request](#)

3. You will see a pop-up message asking you to confirm the record deletion request.

Are you sure you want to request this record be deleted?

4. Click on Yes to submit the delete request. The dMMT will then display a green banner with a 'Collection Metadata Delete Request Created Successfully!' message, and the status badge will display a 'Delete Metadata Request: Submitted' status.

After the delete request is approved and processed, the CMR will create a final revision for the deleted record, which is called a tombstone.



5. NOTE that you can cancel the delete record request by clicking on 'Cancel Delete Request'. You will see a pop-up message asking you to confirm you want to cancel the record deletion request.



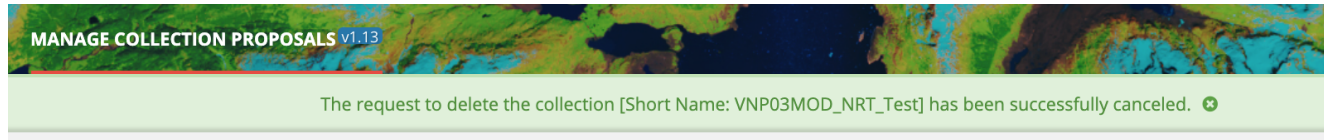


Are you sure you want to cancel this proposal submission? The proposal will not be reviewed until it has been resubmitted.

No

Yes

6. Click on Yes to cancel the delete request. The dMMT will then display a 'The request to delete the collection Short Name: xxx has been successfully canceled.' message.



## Report problems or get help with dMMT

1. Use the Feedback link at the right of the black 'Tophat' dMMT page header to report problems or get help with the dMMT.



2. Send email to [support@earthdata.nasa.gov](mailto:support@earthdata.nasa.gov)