Forest Ecosystem Monitoring Cooperative User Guide

April 10th, 2017



Environmental Monitoring and Management Alliance (EMMA)

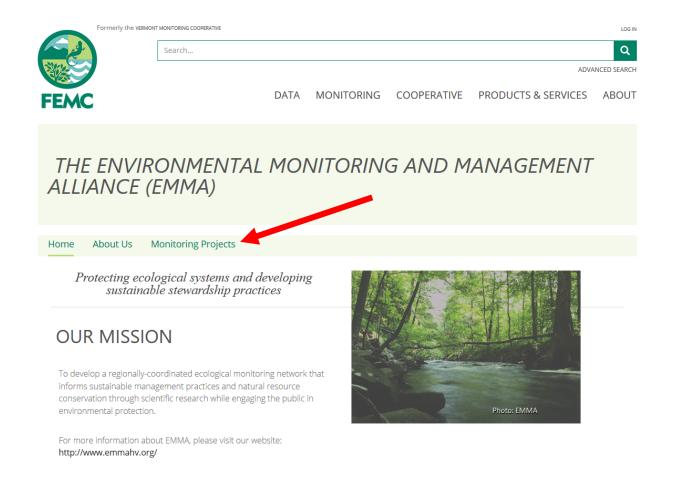
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Viewing EMMA Data on FEMC

Visit the following web address to access EMMA's landing page on FEMC. https://www.uvm.edu/femc/emma/

To view EMMA data, click on the Monitoring Projects tab.





Then, click any link to be redirected to EMMA's data. EMMA's Deer Overabundance, Weather and Camera Trap data are housed by FEMC, and clicking on one of these links will bring you to an FEMC "project page" (see pg 5). EMMA's phenology data is housed by the USA National Phenology Network. Clicking on this link will redirect you to the USA-NPN Data Download Portal.





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DATA MONITORING COOPERATIVE PRODUCTS & SERVICES

ABOUT

THE ENVIRONMENTAL MONITORING AND MANAGEMENT ALLIANCE (EMMA)

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About Us

Monitoring Projects

MONITORING PROJECTS

EMMA has four priority issues that guide its monitoring projects: climate change, habitat loss and fragmentation, invasive species and deer overabundance.

EMMA currently has four ongoing monitoring projects.



Deer Exclosures - In order to assess the impacts of deer on forest regeneration, EMMA is monitoring plots that are inclusive and exclusive of deer. Plots are censused every 5 years at 8 of the 10 sites.

• Deer exclosure monitoring project and data





Phenology Trails - Phenology is the study of the timing of life cycle events, such as when birds migrate or when flowers bloom. Long-term monitoring of plant phenology will allow EMMA to assess the effects of climate change on our habitats and native flora. Each of the 10 EMMA sites monitor a variety of native plant species. Data are submitted to the USA National Phenology Network, a nation-wide citizen science program. To download our phenology data, please visit:

• The National Phenology Network at https://www.usanpn.org/results/data.





Weather Stations - To monitor climate change and to provide background data for EMMA and other research projects, weather stations are located at 8 of the 10 sites. Several sites have more than one weather station and some weather stations have long-term data. To access weather data:

- EMMA Weather Station Data Cary Institute of Ecosystem Studies
- EMMA Weather Station Data Vassar Farm and Ecological Preserve at Collins Field Station
- EMMA Weather Station Data Mohonk Preserve
- EMMA Weather Station Data Louis Calder Center
- EMMA Weather Station Data Huyck Preserve
- EMMA Weather Station Data New York Botanical Garden
- EMMA Weather Station Data Teatown Lake Reservation
- EMMA Weather Station Data Ward Pound Ridge Reservation

Camera Traps - Camera trap surveys of game animals will be conducted to gather better estimates of the diversity, presence, and abundance of large mammals within the EMMA network. Camera traps will be deployed by the end of 2016.

Guide to a Project

The purpose of an "project page" is to describe the initiative broadly and house all project information (including project datasets, documents, protocols, etc.). A project contains several parts, which you can access by clicking the tabs indicated by the red arrow:

Overview

- Project overview (a description of the project)
- Objectives (the broad goals of the project)
- Dataset availability (downloadable or description only– this might mean that you need to request data from the PI)
- Tags (terms that someone can search to reach your project)
- Status (active, proposed, completed)
- Start and end date of the project
- A map of the study area

Datasets

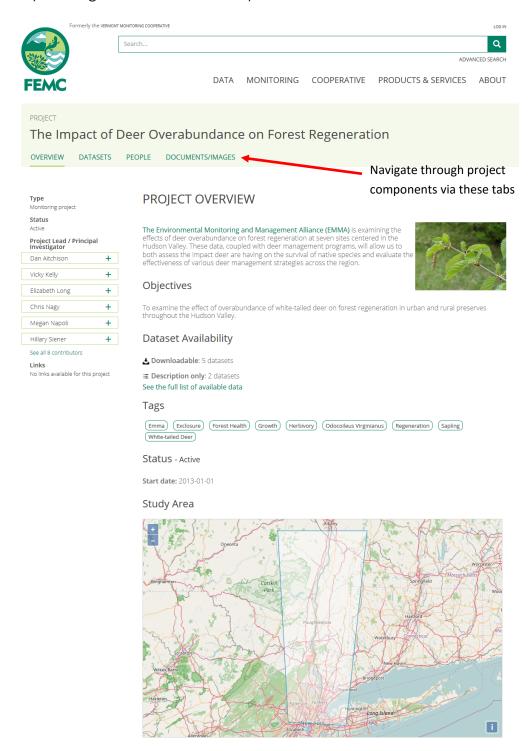
 Links to all of the datasets in a project (see pg 6.)

People

 A list of the people affiliated with the project

Documents/Images

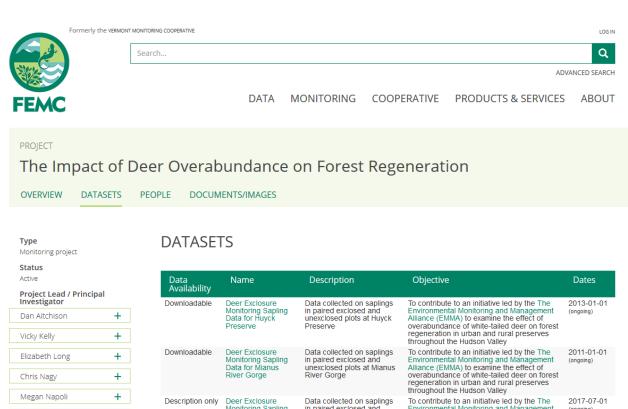
Documents associated with the project (reports, additional info, etc.)



Guide to a Dataset

Nested within projects are datasets. The purpose of a dataset on FEMC is to describe individual components of the larger project, and house data along with all associated information.

Click on the name of each dataset to view.



LinksNo links available for this project

Hillary Siener

Data Availability	Name	Description	Objective	Dates
Downloadable	Deer Exclosure Monitoring Sapling Data for Huyck Preserve	Data collected on saplings in paired exclosed and unexclosed plots at Huyck Preserve	To contribute to an initiative led by the The Environmental Monitoring and Management Alliance (EMMA) to examine the effect of overabundance of white-tailed deer on forest regeneration in urban and rural preserves throughout the Hudson Valley	2013-01-01 (ongoing)
Downloadable	Deer Exclosure Monitoring Sapling Data for Mianus River Gorge	Data collected on saplings in paired exclosed and unexclosed plots at Mianus River Gorge	To contribute to an initiative led by the The Environmental Monitoring and Management Alliance (EMMA) to examine the effect of overabundance of white-tailed deer on forest regeneration in urban and rural preserves throughout the Hudson Valley	2011-01-01 (ongoing)
Description only	Deer Exclosure Monitoring Sapling Data for Mohonk Preserve	Data collected on saplings in paired exclosed and unexclosed plots at Mohonk Preserve.	To contribute to an initiative led by the The Environmental Monitoring and Management Alliance (EMMA) to examine the effect of overabundance of white-tailed deer on forest regeneration in urban and rural preserves throughout the Hudson Valley	2017-07-01 (ongoing)
Description only	Deer Exclosure Monitoring Sapling Data for Teatown Lake Reservation	Data collected on saplings in paired exclosed and unexclosed plots at Teatown Lake Reservation.	To contribute to an initiative led by the The Environmental Monitoring and Management Alliance (EMMA) to examine the effect of overabundance of white-tailed deer on forest regeneration in urban and rural preserves throughout the Hudson Valley	2018-01-01 (ongoing)
Downloadable	Deer Exclosure Monitoring Sapling Data for the Cary Institute of Ecosystem Studies	Data collected on saplings in paired exclosed and unexclosed plots at Teatown Lake Reservation.	To contribute to an initiative led by the The Environmental Monitoring and Management Alliance (EMMA) to examine the effect of overabundance of white-tailed deer on forest regeneration in urban and rural preserves throughout the Hudson Valley	1992-01-01 (ongoing)
Downloadable	Deer Exclosure Monitoring Sapling Data for Vassar	Data collected on saplings in paired exclosed and unexclosed plots at the Vassar Farm and Ecological Preserve	To contribute to an initiative led by the The Environmental Monitoring and Management Alliance (EMMA) to examine the effect of overabundance of white-tailed deer on forest regeneration in urban and rural preserves throughout the Hudson Valley	2013-06-13 (ongoing)
Downloadable	Deer Exclosure Monitoring Sapling Data for Ward Pound Ridge	Data collected on saplings in paired exclosed and unexclosed plots at Teatown Lake Reservation.	To contribute to an initiative led by the The Environmental Monitoring and Management Alliance (EMMA) to examine the effect of overabundance of white-tailed deer on forest regeneration in urban and rural preserves throughout the Hudson Valley	2013-01-01 (ongoing)



Guide to a Dataset

Similarly to projects, you can access the different components of the dataset by clicking across the tabs at the top. Dataset components are described below:

Overview

- Dataset overview (a description of the dataset)
- The purpose of the dataset
- Dataset collection status (proposed, active or completed)
- The data license and availability (ready for download, or available by request)
- The data update frequency and maintenance plan
- Related datasets and versions

Metadata

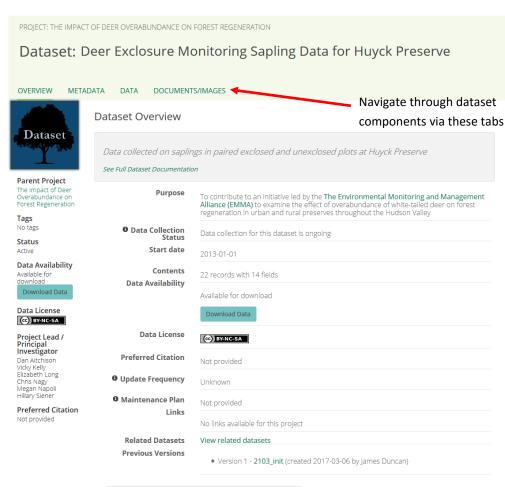
- Dataset attributes
- Methods
- List of Sampling equipment

Data

 A preview of the data and download options

Documents/Images

Documents and Images associated with the dataset







Accessing the Editing Side of FEMC

- Visit www.uvm.edu/femc
- Click on the "Log in" Link on the top right, above the search bar.
- You will be redirected to the login screen. Enter your information and click Login.
- If you forgot your password, reset it at https://vmc.w3.uvm.edu/management/users/forgot_password.

 You'll need the email address you used to set up your account.





FEATURED PRODUCTS





ANNOUNCEMENTS



EMMA PARTNERSHIP BRINGS A WEALTH OF NEW DATA TO THE FEMC ARCHIVE

2017-04-11



FEMC/VMC ANNUAL CONFERENCE PROCEEDINGS NOW AVAILABLE

2017-03-01



FEMC DATA MANAGEMENT SYSTEM NOW OPEN TO THE COOPERATIVE

2016-11-23

FIND DATA

Browse by forested ecosystem theme











Term input or advanced search

Search...

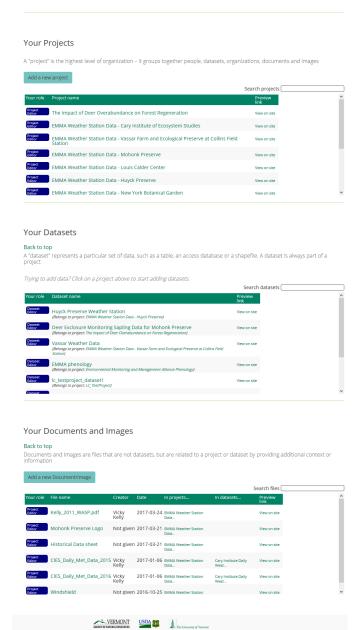
Q

Accessing Your Projects

After you've logged in, click on "Manage Projects and Datasets"



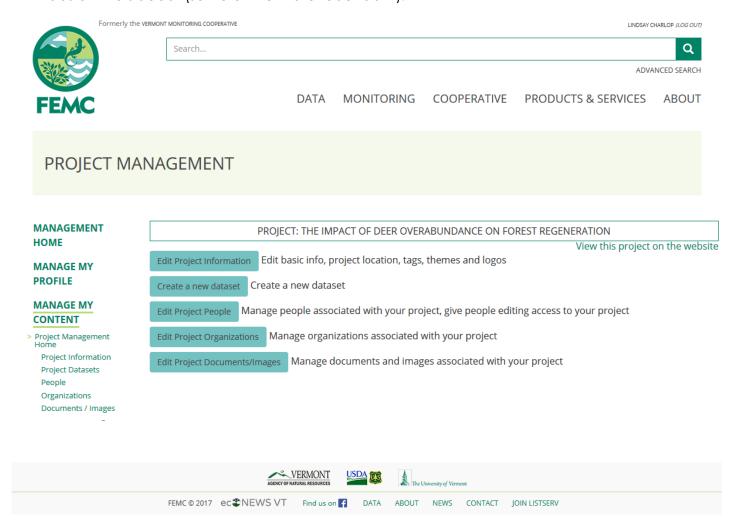
- You will be shown lists of projects, datasets, and documents and images that you can access (either to view or edit– for more on access levels, see pg 12)
- Click on any of these to make changes/manage.



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Editing a Project

• Navigate through the sections of the project by clicking on the blue buttons or by clicking the tabs on the sidebar (some of them are redundant).



Edit Project Information

Clicking "Edit Project Information" allows you to edit the Project Name, Project Status, Project Type, start and end date, project description, and desired citation. Mouse over the "i" next to each field for more information about it.

- To add a line of text that links to a webpage, follow this template: Text that is displayed
- You can add a feature image
- You can add "tags", or terms that someone can search to reach your project
- You can add a map showing the extent of the project (you can upload a GIS file, or draw a point or shape showing the boundaries)
- You can publish and unpublish the project.
- Click "Submit Changes" at the bottom of the screen when you are done editing.

MANAGE PROJECT INFORMATION MANAGEMENT Project: The Impact of Deer Overabundance on Forest Regeneration HOME View this project on the website **MANAGE MY** Project Name * **PROFILE** The Impact of Deer Overabundance on Forest Regeneration Logo/Feature Image **MANAGE MY** Project Status 6 * CONTENT Active Project Management Project Type * > Project Information Monitoring project Project Datasets Change Feature Image Project Start Date 1 2013-01-01 Tags 6 Project End Date Output Description: YYYY-MM-DD Project Description EMMA EXCLOSURE FOREST HEALTH GROW m HERBIVORY □ ODOCOILEUS VIRGINIANUS □ REGENE The Environmental SAPLING WHITE-TAILED DEER Themes Monitoring and Management Alliance (EMMA) is examining the effects of deer overabundance on forest regeneration at seven sites centered in the Hudson Valley. These data, coupled Forest -> Forest Health Wildlife -> Mammals Change Themes with deer management programs, will allow us to both assess the impact deer are having on the survival of native species and evaluate the effectiveness of various deer management strategies across the region. Project Links Add Link Objectives 6 To examine the effect of overabundance of white-tailed deer on Project location forest regeneration in urban and rural preserves throughout the Hudson Valley. Boston Change project site location How you want others to cite your project Make project public Publish ODo Not Publish Submit Change:

Manage Project People

Clicking "Manage Project People" allows you to add to or edit the list of project participants. You can give these participants varying levels of access to edit portions of the project.

- To edit someone's information, click on the pencil under the "Actions" column.
- The option will appear to change their settings for:
 - "Affiliation" (the org they work with),
 - "Status" (active, retired, deceased, other)
 - "Project role" (Project Lead/ I, Project Participant, Student, Site Operator)
 - "Editing Access Level" (Project Editor, Dataset Editor, Data Entry Person, View Only)
 - "Start Date" (The date that someone's access begins)
 - "End Date" (After this date, the person's access will be cut off)
- After making any changes, click the "Save" button under the "Action" column.
- To delete someone from the list of participants, click the trash can under the "Actions" column. This person will no longer have access to the project, but they will retain their FEMC account.

MANAGE PROJECT PEOPLE

MANAGEMENT HOME

MANAGE MY PROFILE

MANAGE MY

Project Management

Project Information
Project Datasets
> People
Organizations
Documents / Images

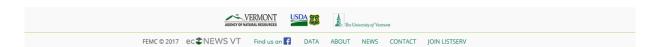
Project: The Impact of Deer Overabundance on Forest Regeneration

View this project on the website

Person	Affiliation	Status	Project Role	Editing Access Level	Start Date	End Date	Actions
Dan Aitchison	Ward Pound Ridge Reservat	Active ~	Project Lead/Principal Investigator V	Project Editor ~	2017-01-19		Save Cancel
Lindsay Charlop	Vassar Farm and Ecological Preserve, Vassar College		Participant	Project Editor	2016-09-28		<i>i</i>
Lynn Christenso	Biology Department, Vassar n College	Active	Project Lead/Principal Investigator	Project Editor	2013-06-13		<i>i</i>
Jamie Deppen	Environmental Cooperative, Vassar College	Active	Participant	Project Editor	2013-06-13		<i>*</i>
Vicky Kelly	Cary Institute of Ecosystem Studies	Active	Project Lead/Principal Investigator	Project Editor	2016-11-01		<i>i</i>
Elizabeth Long	Mohonk Preserve		Project Lead/Principal Investigator	Project Editor	2017-03-09		<i>}</i> * ₩
Chris Nagy	Mianus River Gorge		Project Lead/Principal Investigator	Project Editor	2017-02-03		<i>i</i>
Megan Napoli	Mohonk Preserve		Project Lead/Principal Investigator	Project Editor	2017-02-27		<i>i</i>
Erin Sanderson	Huyck Preserve		Participant	Project Editor	2017-01-19		<i>i</i>
Hillary Siener	Teatown Lake Reservation		Project Lead/Principal Investigator	Project Editor	2017-01-06		<i>></i>
Keri VanCamp	Vassar Farm and Ecological Preserve, Vassar College	Active	Project Lead/Principal Investigator	Project Editor	2016-04-22		<i>i</i>

Add A New Person To Project

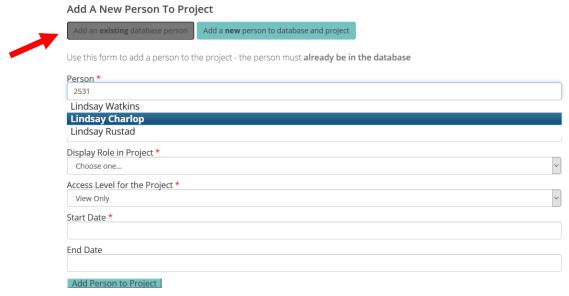
Add an **existing** database person Add a **new** person to database and project



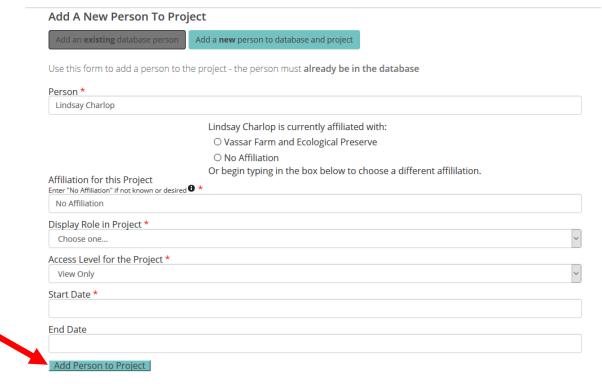
Manage Project People

To add a new person to the project:

First, determine whether or not they have an FEMC account. Under "Add a new person to project", click "Add an existing database person". Start typing in the person's name. If they already have an account, a drop-down menu will appear with their name. Select. If no drop-down menu appears, see pg 14.

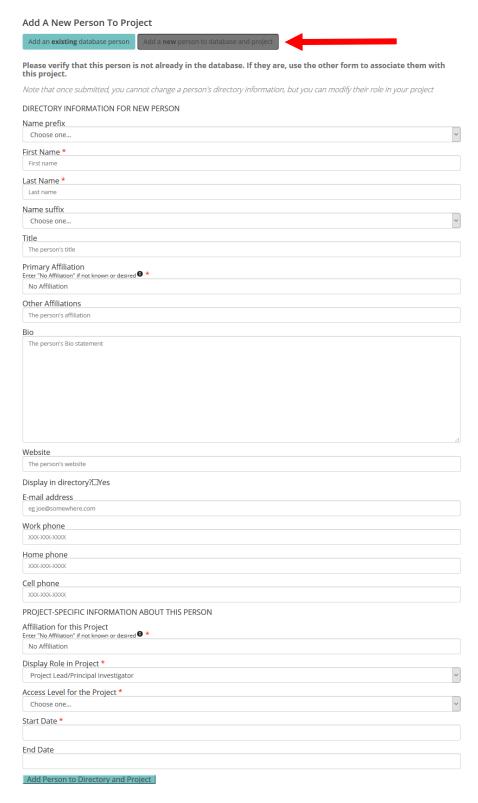


- Choose the person's affiliation (FEMC provides the affiliation that was associated with that person. You can also choose "no affiliation" or add a new affiliation).
- Enter the rest of the information as you see fit and click "Add Person to Project".



Manage Project People

• If you start typing in a person's name and no drop down menu appears, click "Add new person to database and project." Fill out the information and click "Add person to directory and project". Fill out the information and click "Add person to directory and Project" at the bottom of the page.



Manage Project Organizations

Clicking "Manage Project Organizations" allows you to add to or edit the list of orgs affiliated with a project.

- To edit someone's information, click on the pencil under the "Actions" column.
- The option will appear to change their settings for:
 - "Organizational Role" (Lead Institution, Partner, Providing Funding, Providing Volunteers)
 - "Start Date" (The date that the org's involvement with the project began)
 - "End Date" (The date that the org's involvement with the project will end)
- After making any changes, click the "Save" button under the "Action" column.
- To delete an organization from the list, click the trash can under the "Actions" column.

MANAGE PROJECT ORGANIZATIONS

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> Organizations Documents / Images

Project: The Impact of Deer Overabundance on Forest Regeneration

View this project on the website

Organization Name	Organization Role	Start Date	End Date	Actions
Cary Institute of Ecosystem Studies	Partner	× 1992-01-01		Save Cancel
Huyck Preserve	partner	2013-01-01		<i>≥</i> * ±
Mianus River Gorge	partner	2013-01-01		<i>≥</i> * •
Mohonk Preserve	partner	2017-01-01		<i>₽</i> * =
Teatown Lake Reservation	partner	2013-01-01		<i>≥</i> * ₩
Vassar Farm and Ecological Preserve, Vassar College	partner	2013-01-01		e e e e e e e e e e e e e e e e e e e
Ward Pound Ridge Reservation	partner	2013-01-01		<i>^</i> * ₩

Add A New Organization To Project

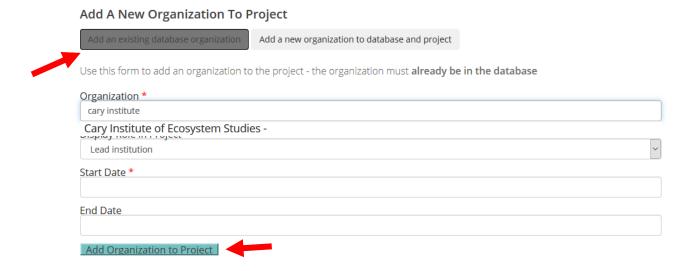
Add an existing database organization

Add a new organization to database and project

Manage Project Organizations

To add a new organization to the project:

• First, determine whether or not the org has been documented by FEMC. This will avoid duplication of an org in the system. Under "Add a new organization to project", click "Add an existing database organization". Start typing in the org's name. If that org has worked with FEMC before, a drop-down menu will appear with their name. Select. Fill in the information and click "Add organization to project".



• If no drop-down appears, select "add a new organization to database and project." Fill in the information and click "Add organization to project".

Manage Project Documents and Images– Coming Soon

Manage Project Datasets

Clicking "Project Datasets" ON THE SIDEBAR ONLY will bring up a list of the datasets nested within your project. While the purpose of a project is to describe the initiative, the purpose of the dataset is to allow a user to access a particular dataset and all of the metadata/descriptive info about it.

- Click one of your datasets to make changes/ manage.
- To delete a dataset, click the trash can icon next to it.

MANAGE PROJECT DATASETS

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Documents / Images

PROJECT: THE IMPACT OF DEER OVERABUNDANCE ON FOREST REGENERATION

View this project on the website

Add a new dataset to your project

Add a new dataset

Manage your existing datasets in this project

Deer Exclosure Monitoring Sapling Data for Huyck Preserve - Data collected on saplings in paired exclosed and unexclosed plots at Huyck Preserve

Deer Exclosure Monitoring Sapling Data for Mianus River Gorge - Data collected on saplings in paired exclosed and unexclosed plots at Mianus River Gorge

Deer Exclosure Monitoring Sapling Data for Mohonk Preserve - Click link below to access data!

- Deer Exclosure Monitoring Sapling Data for Mohonk Preserve Data collected on saplings in paired exclosed and unexclosed plots at Mohonk Preserve.
- Deer Exclosure Monitoring Sapling Data for Teatown Lake Reservation Data collected on saplings in paired exclosed and unexclosed plots at Teatown Lake Reservation.
- Deer Exclosure Monitoring Sapling Data for the Cary Institute of Ecosystem Studies Data collected on saplings in paired exclosed and unexclosed plots at Teatown Lake Reservation.
- Deer Exclosure Monitoring Sapling Data for Vassar Data collected on saplings in paired exclosed and unexclosed plots at the Vassar Farm and Ecological Preserve
- Deer Exclosure Monitoring Sapling Data for Ward Pound Ridge Data collected on saplings in paired exclosed and unexclosed plots at Teatown Lake Reservation.

Add a new dataset

Manage Project Datasets

• Navigate through the sections of the dataset by clicking on the blue buttons or by clicking the tabs on the sidebar.



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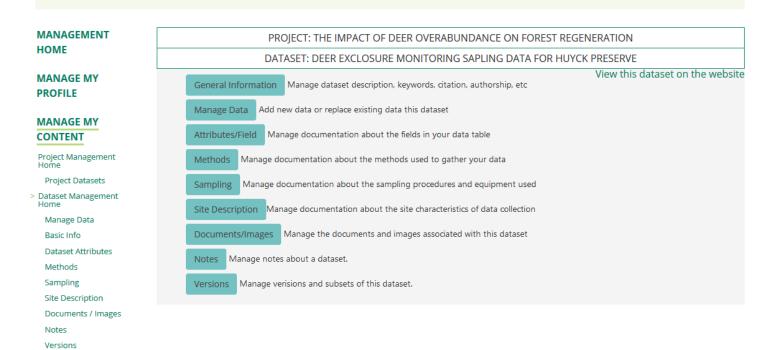
ADVANCED SEARCH

Q

DATA MONITORING COOPERATIVE PRODUCTS & SERVICES ABOUT

DATASET MANAGEMENT

Search..



Manage Dataset Information

Clicking "General Information" (the blue box) or "Basic Info" (on the sidebar) allows you to edit the Dataset Name, Dataset Description, Dataset Objectives, Dataset Status, start and end date, desired data license and citation, the update frequency and maintenance plan for the data, and whether or not the dataset's metadata and/or data are published. Mouse over the "i" next to each field for more information about it.

- To add a line of text that links to a webpage, follow this template: Text that is displayed
- You can add a "dataset logo" (feature image)
- You can add "tags", or terms that someone can search to reach your dataset
- You can add a map showing the extent of the project (you can upload a GIS file, or draw in a point or shape showing the boundaries)
- You can publish and unpublish the dataset's metadata and data independently of one another.
- Data licensing options are as follows:

Not licensed for access - The data is not downloadable, no option given to request data.

By Request - Data is not downloadable, user must fill out form with intended purpose to request access to data.

Attribution (CC 0) - Fully open license - Others can distribute, remix, tweak, and build upon your work, even commercially. and do not need to credit you.

Attribution (CC BY) - Others can distribute, remix, tweak, and build upon your work, even commercially; must credit you.

Attribution-ShareAlike (CC BY-SA) - Others can remix, tweak, and build upon your work for commercial purposes; must credit you; must license their work under identical terms.

Attribution-NoDerivs (CC BY-ND) - Commercial and non-commercial redistribrution as long as it is unchanged and in whole; must credit you.

Attribution-NonCommercial (CC BY-NC) - Others can remix, tweak, and build upon your work noncommercially; must credit you; do not have to license their work identical terms.

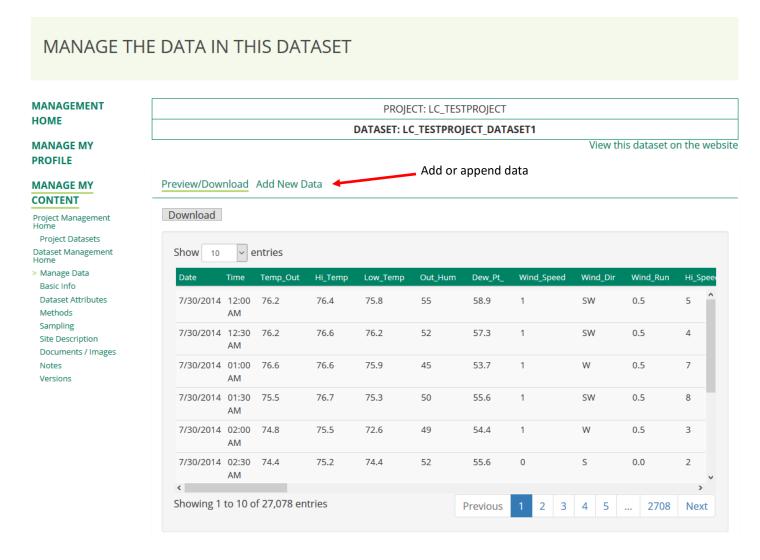
Attribution-NonCommercial-ShareAlike (CC BY-NC-SA) - Others can remix, tweak, and build upon your work non-commercially; must credit you; must license their work under identical terms.

Attribution-NonCommercial-NoDerivs (CC BY-NC-ND) - Most restrictive. Others can download and share your work but can't change in any way or use commercially; must credit you.

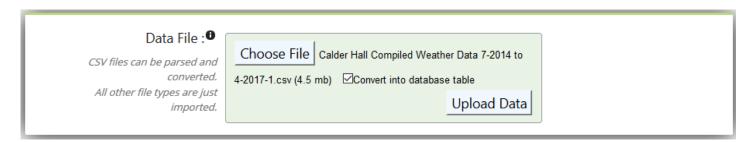
For more information on Data licensing, visit https://www.uvm.edu/femc/data/policy

Clicking "Manage Data" (the blue box or on the sidebar) allows you to preview your data, download your data, append new data to the existing dataset, or replace the data currently uploaded.

You will see a preview of your data, along with the option to download.

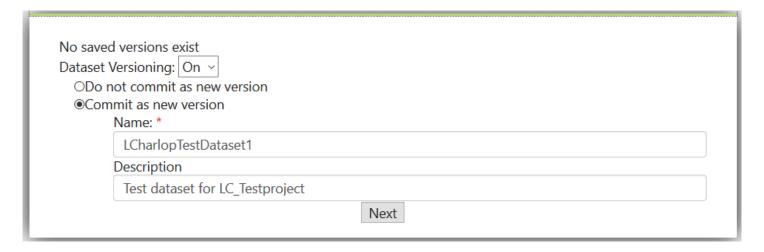


To add or append data, click "Add new data." A popup will appear prompting you to select a file. You can upload any type of file, but in order to be able to preview and manipulate the data

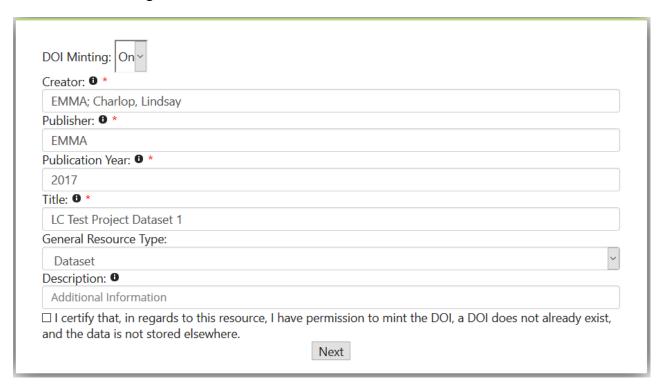


FEMC will ask a few more questions before you commit to the final upload. You will be prompted to switch Dataset Versioning on or off. Turning Dataset Versioning on allows you to create a dataset that will be saved as a "version". This version can be sited as a valid dataset, updated as of its creation date.

Use the dropdown menu to switch versioning on or off. If you switch it on, fill out the name of the version. Click "Next".



You will be prompted to turn DOI minting on or off. If you would like your dataset to have a DOI address, turn DOI minting on, fill out the information, and click "Next."



To add a version or DOI address to a dataset that does not already have one, contact Jim Duncan.

Next, FEMC will read the first 100 rows of your dataset and try to derive some metadata from your upload. FEMC will guess at the Field Label, try to match each column with a column in the dataset already, and try to match the format and/or precision of the measurement. You should go through each field and CHECK TO MAKE SURE THAT FEMC GUESSED CORRECTLY. Be on the lookout especially if some of your variables are not always collected (for example, rainfall rate could easily remain 0 for the first 100 data points, but then have 3 decimal places for nonzero values further down in the dataset). After you have thoroughly inspected these fields, you can choose to either append the new data to whatever you had previously uploaded, or you can choose to replace it with your new data.

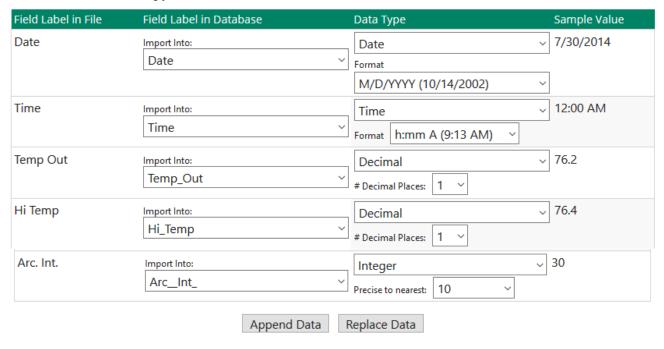
Data Import Settings

The first 100 rows of data have been inspected.

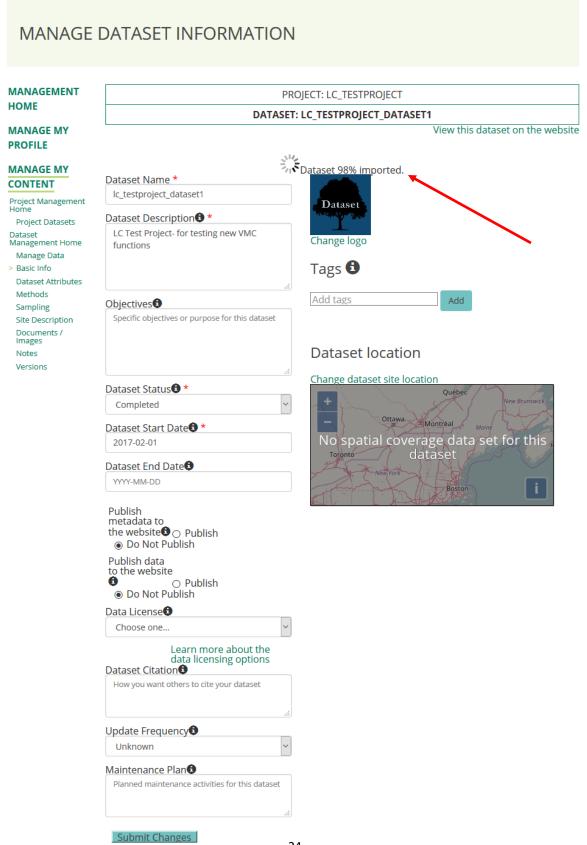
In the table below, each row corresponds to a column/field in the uploaded file, and the name of that column/field is given in "Field Label in File".

For each row in the table below:

- Choose how to import each column of data from the uploaded file, named "Field Label in File". You can:
 - Match the "Field Label in File" to the "Field Label in Database" already described for this dataset in the system.
 - Create a new field in the database to import that column of data into
 - Skip importing that column
- **Select the Data Type** to the best match for that column.



If all goes well, you will be redirected to your Dataset Information/ Basic Info page, and you will see a spinning wheel icon next to the text "Dataset XX% Imported."



Manage Dataset Field Attributes/Metadata

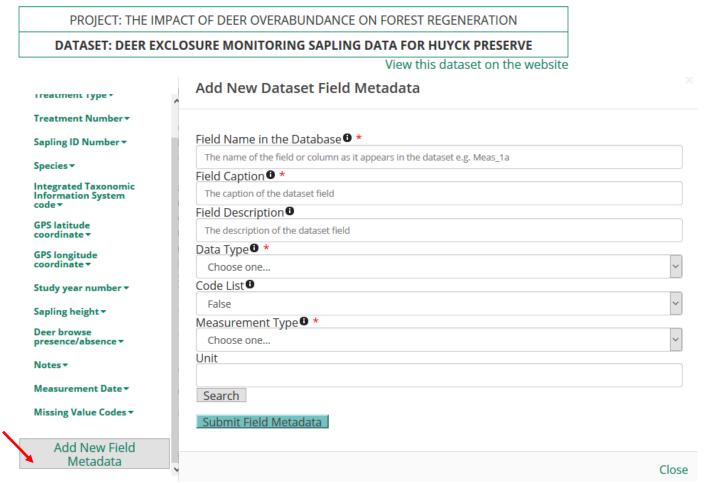
Clicking "Attributes/field" (the blue box) or "Dataset Attributes" (on the sidebar) allows you to edit the Dataset's metadata attributes.

To add a new variable, scroll to the bottom of the list of variables and select "Add new dataset field metadata", fill out the information and select "Submit field metadata."

To edit a variable already on your list, click that variable. A popup will appear giving you the option to edit or remove the variable.

For each variable, you can edit:

- Field name
- Caption
- Description
- data type (whole number, integer, numbers with decimals, text, date, time, or datetime),
- measurement type (nominal, ordinal, interval, ratio, or datetime)
- the unit
- You can also designate a "Code List" for your variable. For example, if you have a variable "color" and the only options are "R" (red), "B" (blue), or "G" (green), you can show that. See pg 26. If you don't want to designate a code list, choose "False" under "Code List".



Manage Dataset Field Attributes/Metadata– Code List– Coming Soon

Manage Dataset Methods

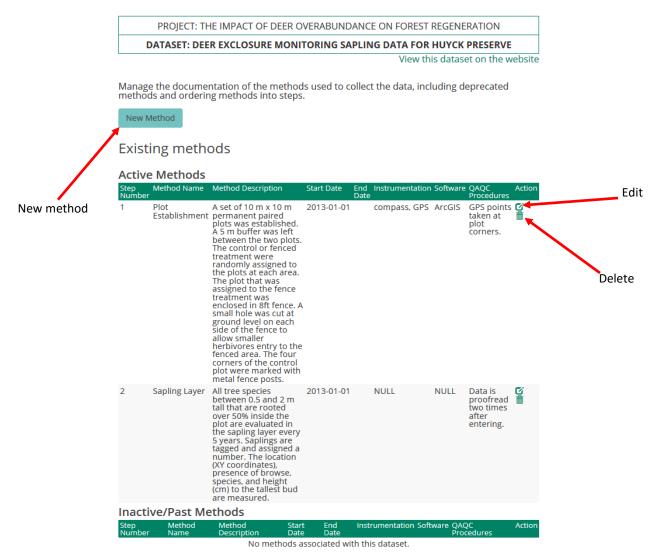
Clicking "Methods" (the blue box or on the sidebar) allows you to edit the Dataset's methods.

To add a new method, click the blue box that says "new method".

To edit an existing method, click the pencil under the "Actions" column next to that method. To delete an existing method, click the trash can under the "Actions" column next to that method.

For each method, you can edit:

- The step number
- The method name
- The description of the method
- The start and end date for when that method is/was in use. Current methods will appear in the
 "active methods" table. Old methods will appear in the "inactive methods" table at the
 bottom of the page.
- Instrumentation and software required for the method
- Quality assurance / quality control (QAQC) measures



Manage Dataset Sampling Equipment

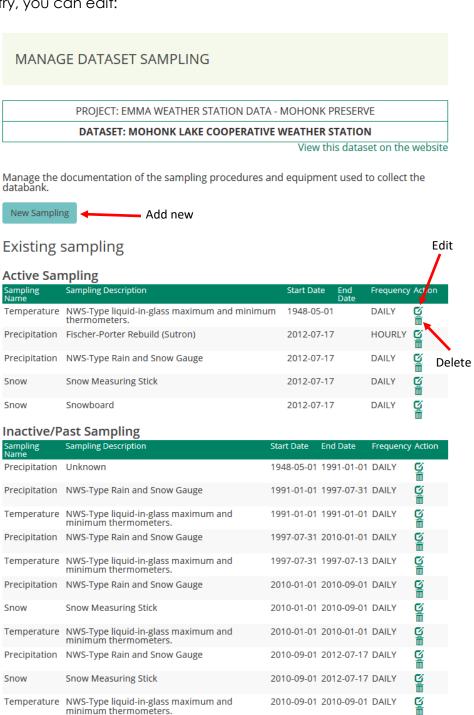
Clicking "Sampling" (the blue box or on the sidebar) allows you to edit the list of sampling equipment used to collect the data.

To add a new sampling equipment entry, click the blue box that says "new sampling".

To edit an existing entry, click the pencil under the "Actions" column next to that entry. To delete an existing entry, click the trash can under the "Actions" column next to that entry.

For each sampling equipment entry, you can edit:

- The sampling equipment name
- The description of the equipment
- The start and end date for when that equipment is/was in use. Current methods will appear in the "active methods" table. Old methods will appear in the "inactive methods" table at the bottom of the page.
- The sampling frequency



2012-07-17 2012-07-17 DAILY

Temperature NWS-Type liquid-in-glass maximum and

minimum thermometers

Manage Dataset Site Description

Clicking "Site Description" (the blue box or on the sidebar) allows you to edit the description of the study site.

To add a new site description, click the blue box that says "new site".

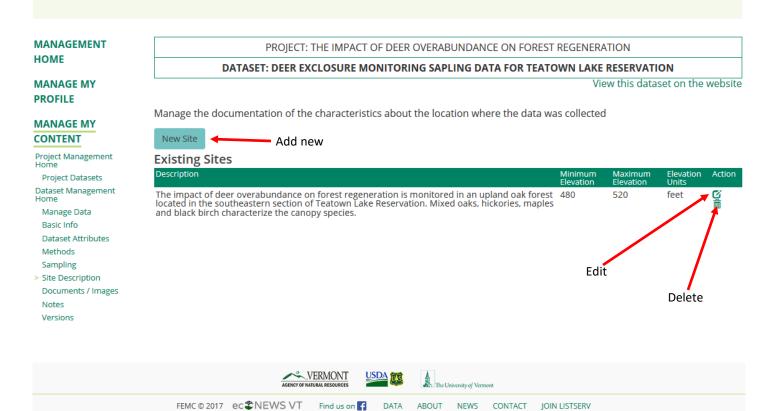
To edit an existing entry, click the pencil under the "Actions" column next to that entry. To delete an existing entry, click the trash can under the "Actions" column next to that entry.

For each site description, you can edit:

- The description of the site
- Minimum and maximum elevation and units



MANAGE DATASET SITE CHARACTERISTICS



ABOUT

NEWS

CONTACT JOIN LISTSERV

Manage Dataset Documents and Images– Coming Soon

Manage Dataset Notes

Clicking "Notes" (the blue box or on the sidebar) allows you to add and edit any notes about the dataset.

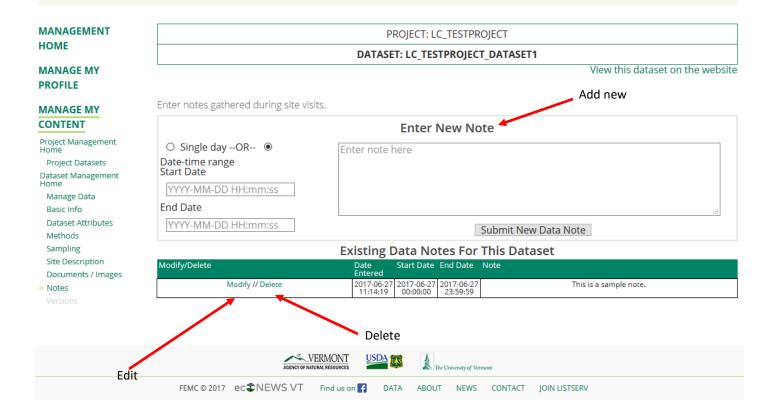
To add a new note, select a date range, type your note, and hit "submit new data note."

To edit an existing note, click "Modify". To delete a note, click "Delete".

For each note, you can edit:

- The date range (including time)
- The text of the note

MANAGE DATA NOTES FOR THIS DATASET



Manage Dataset Versions–Coming Soon

Create a New Project

To create a new project, navigate to the list of projects and datasets that you have access to. At the top of your list of projects, click "Add a New Project".

MANAGE PROJECTS, DATASETS AND DOCUMENTS/IMAGES

MANAGEMENT HOME Welcome Lindsay

From here, you can manage the projects, datasets and documents/images you own

MANAGE MY PROFILE

- Jump to Projects
- Jump to Datasets
- Jump to Documents/Images

MANAGE MY CONTENT

Your Projects

A "project" is the highest level of organization – it groups together people, datasets, organizations, documents and images

Add a new project

			Search projects	
Your role	Project name	Preview link		
Project Editor	The Impact of Deer Overabundance on Forest Regeneration	View on site		
Project Editor	EMMA Weather Station Data - Cary Institute of Ecosystem Studies	View on site		
Project Editor	EMMA Weather Station Data - Vassar Farm and Ecological Preserve at Collins Field Station	View on site		
Project Editor	EMMA Weather Station Data - Mohonk Preserve	View on site		
Project Editor	EMMA Weather Station Data - Louis Calder Center	View on site		
Project Editor	EMMA Weather Station Data - Huyck Preserve	View on site		
Proiect				•

Create a New Project

Then, fill out the form to create a project. Afterwards, you will be able to add other details, people, files and data. After you are finished, click "Create Project." You will be redirected to your new project management portal. Further customize your project using the instructions on pg 10.

CREATE A NEW PROJECT

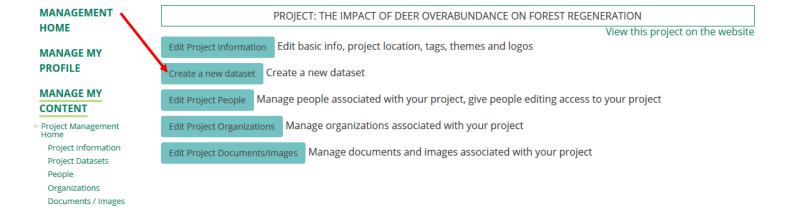
MANAGEMENT Use the form below to create a project. After creating the project, you will be able to add other details, people, files and data to your HOME project. Project Name * MANAGE MY The name of the project **PROFILE** Project URL * Preferred URL MANAGE MY CONTENT https://www.uvm.edu/femc/data/archive/project/ Project Status • * Choose one... Project Type * Choose one... Project Start Date 0 * YYYY-MM-DD Project End Date 1 YYYY-MM-DD Project Description ● * Description of the project Objectives 0 Objectives for the project Project Citation • How you want others to cite your project

Make this project public *

ODo Not Publish

OPublish

To create a new dataset within a particular project, navigate to the management home page for that project and click "Create a new dataset."



Next, fill out your dataset name, status, start date and description. The dataset name will be used to generate the dataset's URL address.

CREATE A NEW DATASET MANAGEMENT Parent Project: LC_TestProject **HOME MANAGE MY** You have decided to create a new dataset. Great! **PROFILE** Let's get some basic information first. MANAGE MY Dataset Name * CONTENT lc_testproject_dataset2 Project Management Home https://www.uvm.edu/femc/data/archive/project/lc_testproject/dataset/lc_testproject_dataset2 Project Information Dataset Status * * **Project Datasets** Proposed People Organizations Start Date 6 * Documents / Images 2017-02-01 Description • * LC Test project dataset 2- for demo purposes Submit Basic Info

VERMONT USDA TO

Select whether you have data stored on your computer, whether you have a web link to your data, or whether you don't have data at this time.

CREATE A NEW DATASET

MANAGEMENT

Parent Project: LC_TestProject

HOME

Thanks for that information about Ic_testproject_dataset2.

MANAGE MY PROFILE

Do you have any data associated with this dataset?

MANAGE MY CONTENT

OYes, and it is stored in a file on my computer

Project Management Home

OYes, but I only have a web link to it

Go on...

Project Information

ONo, I don't have data at this time

Project Datasets

People

Organizations

Documents / Images

If you have data on a file on your computer, you will be prompted to upload the data and provide information about it. Follow the directions on pg 18.

If you select the second option (that you have a web link to your data), you will be prompted to paste the link. Do so and click "Go on."

Thanks for that information about **lc_testproject_dataset2**.

Do you have any data associated with this dataset?

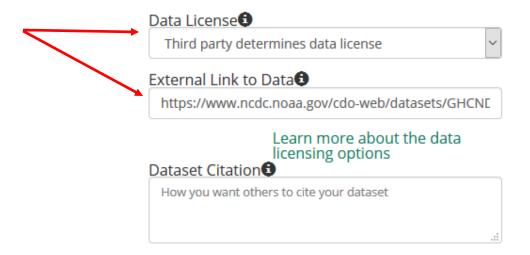
OYes, and it is stored in a file on my computer

Yes, but I only have a web link to it



Go on...

You will be redirected to your Dataset Information/ Basic Info page. Towards the bottom, you will see that the Data license has been set automatically to "Third party determines data license" and the external link to your data appears below. To further customize your dataset, see the instructions starting on pg 18.



If you select the third option (no, I don't have data at this time) and click "Go on", you will be redirected to your Dataset Information/ Basic Info page. To further customize your dataset, see the instructions starting on pg 18.