

CMP LCD Analysis Notes 11-7-23

Attendees

- Matt Heller
- Phil Matson
- Mary McFadzen
- Bailie Eikill
- Danie Frevola
- Maddy Eagle

Action Items

- Mary will add document to Box and send to everyone
- Matt will request ScienceBase account for Maddy and Danie
- Bailie – write up instructions for excel doc and send in an email

Posting information on ScienceBase

- Mary will add [this document from Matt](#) to Box and send to everyone
- Goal is to have everything posted to SB by the end of the year
- Bailie and Matt are available for help
- Log ins
 - o Matt will request ScienceBase account for Maddy and Danie
 - o Log in info will change for UM
 - Multi-factor authentication
 - o Phil reset password
- Notes
 - o ScienceBase suggests the use of tagging instead of making folders for items
 - Ex. Tag with “Phase 2” vs creating that as a folder
 - o When creating file
 - Don’t add any extra fields
 - Will be added using go.mdEditor.org
 - o After saving > send URL to Matt and Bailie to make public and continue to next steps
 - o Ensure that each upload has a unique name

MdEditor

- What is mdEditor?
 - o Purpose is to create metadata that is more robust
 - Meets requirements for many agencies
 - SB native metadata editing is fairly weak
 - o Once we use the publishing function, it creates extra files that meet requirements
 - It's brought back and updated into ScienceBase
- Crediting/ adding names into mdEditor
 - o “Points of contact” is you who is creating the metadata – as “administrator”
 - Feel free to also add Matt or Sean as well or in your place

- For crediting “responsible party” (author/publisher) - put whoever created/ edited the data itself
- Creating Contacts
 - Notes
 - If someone has not shared their contact info already in citation, be careful to not include when adding them as a contact
 - Contacts remain in mdEditor from previous imports and edits
 - Need to create a contact first to reference/add them into metadata

Excel

- If data already available elsewhere – just link to the original data source
 - Catalog record in ScienceBase
 - In notes write “not yet published – will be updated when published”
 - Add note in “status” on excel doc
 - Ex. Data from Montana (roads)
 - Make entry on Sciencebase
 - Add link to where data is originally from
- For each feature that you built a map for – make entry for each data layer
- For layers that a lot of features used – add to “other” or “transportation” (for roads example)
- Change “Phase used?” to Phase 2 if data was also used in Phase 2
- Bailie – write up instructions and send in an email