

## AODN Data Submission Tool

An open source tool for capturing research data - simplifying the process of gathering information in a standard format and preparing it for upload to the AODN Catalogue.

[Sign In](#)

User Guide

## What is Metadata?

---

*Metadata* is commonly known as 'data about data'. It is the set of information that describes a data set, and includes details such as the name, format, context, content, and structure of the data. Metadata may also provide additional information related to the timing and location of the study, data quality and collection methods, contributors and funding bodies, and other useful information describing a data set.

## How does the Data Submission Tool work?

---

The AODN Data Submission Tool provides an intuitive user interface to collect metadata about research collections in a standardised format. With a simple one step log-in process, users can create metadata records and submit them with associated data file(s) for upload in either the [AODN Portal](#) or the [AODN Metadata Catalogue](#). All draft, submitted, and uploaded records can be managed by users on their personalised [dashboard page](#).

## Using this guide

---

This User Guide is intended to provide a comprehensive overview for understanding and using the AODN Data Submission Tool. We recommend you refer to the guide as a set of practical instructions to help you work through the steps of completing your first metadata record. You can navigate to any part of the guide via the summary of contents on the next page of this document.

## Acknowledgement

---

The AODN would like to acknowledge initial development of this tool by the Institute for Marine and Antarctic Studies (IMAS), and this subsequent work which was co-funded by Research Data Services (RDS).

## Questions & comments

---

If you have any queries or require additional information to be included in your metadata, please email [info@aodn.org.au](mailto:info@aodn.org.au). This may include specific comments regarding the format required for citing the data, a request for a Digital Object Identifier (DOI), or any other information not captured by the Data Submission Tool.

This (meta)data collection tool is currently in its infancy, and we welcome all comments to assist with its improvement. Please direct all general comments and queries to [info@aodn.org.au](mailto:info@aodn.org.au).

- **AODN Team**

## Contents

---

|   |    |
|---|----|
| <b>Sign Up / Sign In</b> .....                                | 1  |
| <b>Creating a new record</b> .....                            | 2  |
| <b>Managing your records / Housekeeping</b> .....             | 3  |
| <b>Finding your way around</b> .....                          | 4  |
| <b>TAB 1: IDENTIFYING</b> the data.....                       | 5  |
| <b>TAB 2: WHAT</b> was collected.....                         | 6  |
| <b>TAB 3: WHEN</b> was the data collected .....               | 8  |
| <b>TAB 4: WHERE</b> was the data collected .....              | 9  |
| <b>TAB 5: HOW</b> was the data collected .....                | 11 |
| <b>TAB 6: WHO</b> collected the data .....                    | 12 |
| <b>TAB 7: ABOUT</b> the data file (including licensing) ..... | 14 |
| <b>TAB 8: UPLOAD</b> data file(s) and add data sources .....  | 18 |
| <b>TAB 9: LODGE</b> your metadata draft .....                 | 20 |
| <b>What next?</b> .....                                       | 21 |

# Create a user account / Sign in

Sign in

SIGN IN on cover page



## Sign In / Register

**Login**

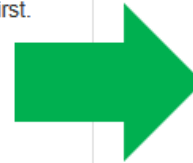
**Password**

Remember Me

[Sign In »](#) [Forgot Password?](#)

**New User?**  
If you have not created an account yet, then please [register](#) first.

[Register »](#)



## Sign Up

Already have an account? Then please [sign in](#).

**E-mail**

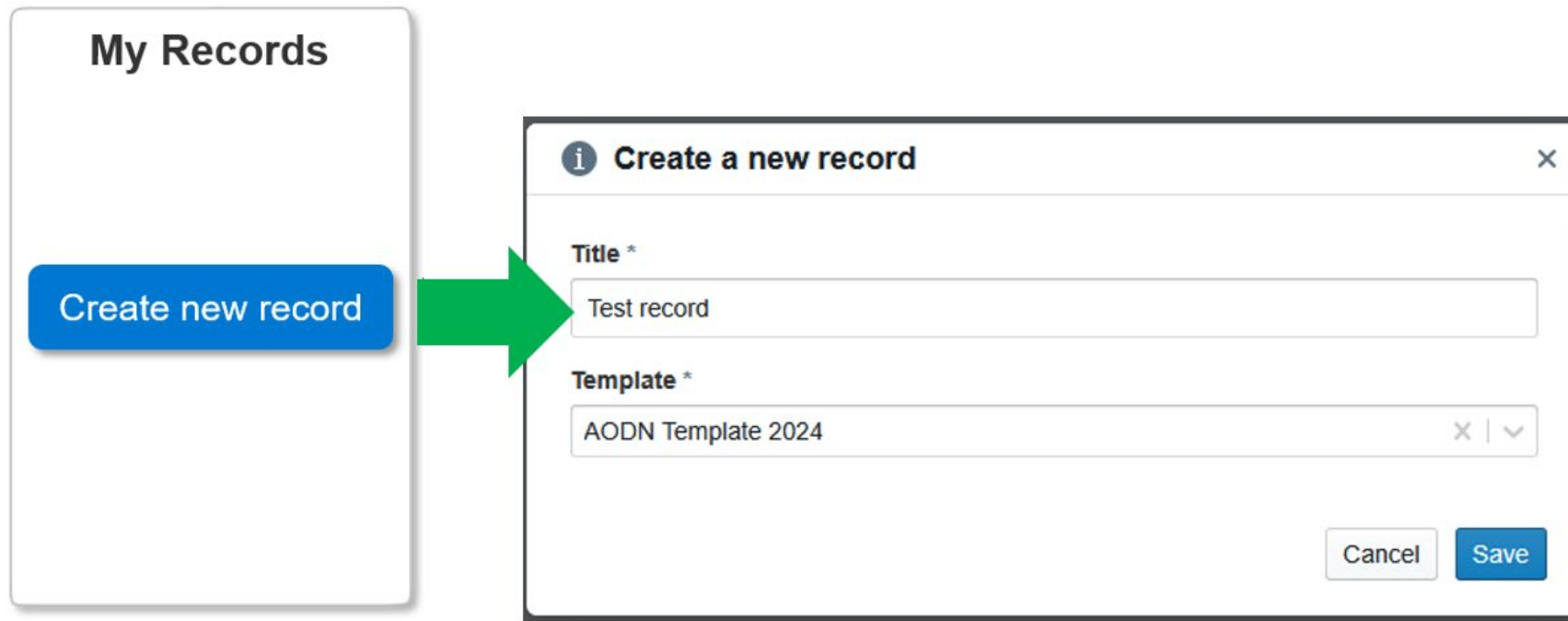
**Username**

**Password**

**Password (again)**

[★ Sign Up »](#)

## Create a new Metadata record



The image shows a user interface for managing records. On the left, a panel titled "My Records" contains a blue button labeled "Create new record". A green arrow points from this button to a modal window titled "Create a new record". The modal window has a close button (X) in the top right corner. It contains two required fields: "Title \*" with the text "Test record" and "Template \*" with a dropdown menu showing "AODN Template 2024". At the bottom right of the modal are "Cancel" and "Save" buttons.

Select [AODN Template](#) as the document template. This is currently the only metadata template available, however new ones can be created as required for your group/organisation.

# Managing your records / Housekeeping

View a complete list of all your metadata records on your personal dashboard. The checkboxes to the right enable filtering by status of the record (Draft, Submitted, Uploaded or Archived). By default this page will display **Draft** and **Submitted** records. Note that if you accidentally delete a record, it is recoverable from the **Archived** section.

The screenshot shows the 'My Records' dashboard in the AODN Data Submission Tool. The top navigation bar includes the tool name, user name (Natalia Atkins), 'My Records', 'Help', and 'Sign Out'. The main content area lists three records, each with a status badge and action icons (archive, clone, edit, share). A right-hand sidebar contains a 'Create new record' button and a filter section with checkboxes for Draft (1), Submitted (2), Uploaded, and Archived. Five callout boxes provide instructions: 1) 'View and manage your metadata records at any time by accessing your dashboard here' points to the top navigation. 2) 'Records in progress are marked as Draft. Status will change to Submitted once a record is lodged, and Uploaded once the Data Manager has published your record' points to the status badges. 3) 'Toggle the view of your records by submission status' points to the filter checkboxes. 4) 'Archive, clone, edit or share a record here' points to the action icons. 5) 'Add collaborators for editing purposes' points to the 'share' icon.

**AODN Data Submission Tool** Natalia Atkins My Records Help Sign Out

## My Records

**+ Create new record**

- Draft (1)
- Submitted (2)
- Uploaded
- Archived

**Natalia Atkins / Natalia test 18112024** Submitted archive clone edit share  
*Last edited 4 months ago by Natalia Atkins*

**Natalia Atkins / Natalia test 14112024** Submitted  
*Last edited 4 months ago by Natalia Atkins*

**Natalia Atkins / Natalia test 15112024** Draft archive clone edit share  
*Last edited 4 months ago by Natalia Atkins*

View and manage your metadata records at any time by accessing your dashboard here

Records in progress are marked as **Draft**. Status will change to **Submitted** once a record is lodged, and **Uploaded** once the Data Manager has published your record

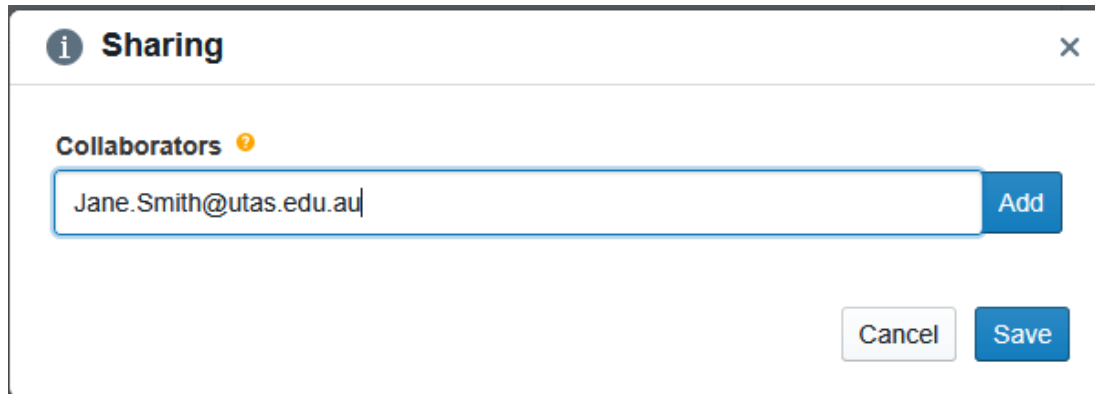
Toggle the view of your records by submission status

Archive, clone, edit or share a record here

Add collaborators for editing purposes

## Sharing a record

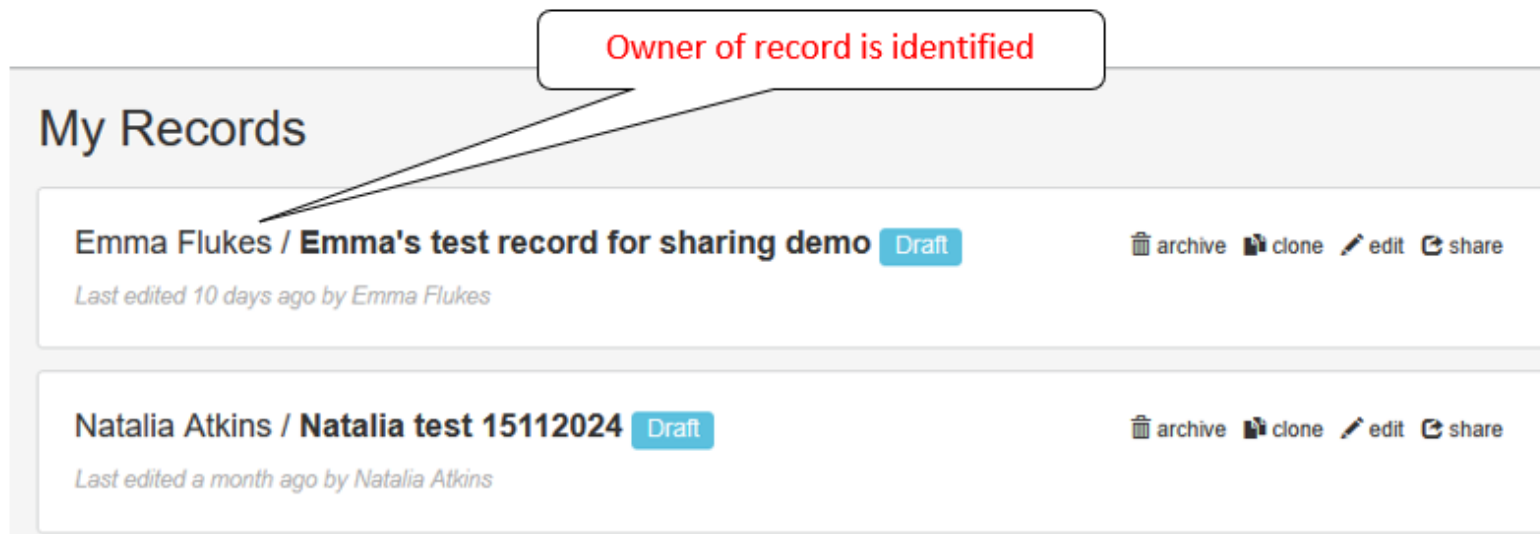
Add collaborators by using their email address (must be already registered in the Metadata Tool).



A dialog box titled "Sharing" with an information icon and a close button. It contains a section for "Collaborators" with a question mark icon. Below this is a text input field containing the email address "Jane.Smith@utas.edu.au" and an "Add" button. At the bottom of the dialog are "Cancel" and "Save" buttons.

The record will be added to the collaborator's list of records in 'My Records' (note – they won't get a notification email that this is done).

Tip – don't edit at the same time.



The "My Records" interface shows a list of records. A red callout box points to the first record, stating "Owner of record is identified".

| Record Name                                       | Status | Actions                  |
|---|--------|--------------------------|
| Emma Flukes / Emma's test record for sharing demo | Draft  | archive clone edit share |
| Natalia Atkins / Natalia test 15112024            | Draft  | archive clone edit share |

Additional details for the first record: "Last edited 10 days ago by Emma Flukes".



# Finding your way around

The screenshot shows the AODN Data Submission Tool interface. At the top, the header includes the tool name, user name (Natalia Atkins), and navigation links (My Records, Help, Sign Out). Below the header, the record title is 'Natalia Atkins / Natalia test 15112024' with a 'Draft' status. A progress bar indicates 26% completion. The main content area is titled '1. Data Identification' and contains several form fields: 'Title \*' (filled with 'Natalia test 15112024'), 'Date of record creation \*' (filled with '15/11/2024'), and 'Topic Categories \*' (a dropdown menu with 'Please select').

**\* indicates tabs with mandatory fields currently left blank**

**Shows % completion of all fields. Status bar will turn green when all mandatory fields are filled. You should aim to complete as many fields as possible, but 100% is not necessarily required for record to be submitted.**

**\* indicates mandatory fields requiring content fill**

**Remember to save your record regularly! A warning window will appear if you try to navigate away from a record with unsaved changes.**

# TAB 1: Data Identification

Complete all fields using the prompts provided. Asterisks (\*) will clear from tab headings once all mandatory fields have been filled.

AODN Data Submission Tool Natalia Atkins My Records Help Sign Out

Natalia Atkins / Natalia test 15112024 Draft Archive Save

Last edited 4 months ago by Natalia Atkins

Identification \* What \* When \* Where How \* Who \* About \* Data sources Lodge 30%

## 1. Data Identification

**Title \***  
  
Clear and concise description of the content of the resource

**Date of record creation \***

**Topic Categories \***

**Status of data \***

**Maintenance and Update Frequency \***

[Next](#)

**Frequency of updates to the data.**  
**This will be disabled if data is marked as *complete* at the previous step.**

6

# TAB 2: What

Provide a brief abstract of the data set and add some keywords to describe the data. Search for keywords in the inbuilt thesaurus (NASA GCMD Theme Science Keywords v8.5, March 2025) by typing in the search box, or click the **Browse** button to expand the full alphabetical list of available keywords.

Identification \* **What \*** When \* Where How \* Who \* About \* Data sources Lodge 30%

## 2. What

**Abstract \***

The effect of barrens formed by the long spined sea urchin, *Centrostephanus rodgersii*, on the standing stocks of southern rock lobsters (*Jasus edwardsii*) and black lip abalone (*Haliotis rubra*) was estimated by divers using underwater visual census methods to compare lobster and abalone abundance in barrens with that in adjacent kelp habitat. Abalone and rock-lobster populations were compared on *C. rodgersii* barrens and in adjacent algal-dominated habitat at the same depth and on the same substratum type at three sites in eastern Tasmania. At Elephant Rock and St Helens Island, the barrens are extensive and well established Type 1 barrens, while at Mistaken Cape the barrens in 8-14 m are incipient Type 4 barrens, comprising small barren patches in the algal bed.

Describe the content of the resource; e.g. what information was collected, how was it collected, brief statement about the purpose of the study

**Research theme keywords \***

Select up to 12 research theme keywords describing your data

BIOLOGICAL CLASSIFICATION > ANIMALS/INVERTEBRATES > ECHINODERMS  
SEA URCHINS

OCEANS > AQUATIC SCIENCES  
FISHERIES

macroal

Take note of the keyword hierarchy here. Some keywords may appear multiple times but with different contexts (e.g. TURBIDITY may apply to air quality or ocean chemistry)

Click (-) to remove a keyword

Browse

BIOLOGICAL CLASSIFICATION > PLANTS  
MACROALGAE (SEAWEEEDS)

BIOLOGICAL CLASSIFICATION > PLANTS > MACROALGAE (SEAWEEEDS)  
BROWN ALGAE

BIOLOGICAL CLASSIFICATION > PLANTS > MACROALGAE (SEAWEEEDS)  
GREEN ALGAE


BIOLOGICAL CLASSIFICATION > PLANTS > MACROALGAE (SEAWEEEDS)  
RED ALGAE

## TAB 2: What (continued)

List additional free text keywords if required (note: try searching for these keywords using the inbuilt thesaurus before typing your own). Add any relevant taxon keywords. Check the spelling carefully as taxon keywords will be used in search functions to discover your data.

Identification \* **What \*** When Where How \* Who \* About \* Data sources Lodge 77%

## 2. What



### Geographic Extent keywords

- Coastal Cities / Towns (Australia)
- Coastal Cities / Towns (Australia) | Brisbane, QLD

### Additional theme keywords

Enter your own additional theme keywords as required and click + to add

- Barren
- Phase shift

### Taxon keywords

Add any taxon names describing your data and click + to add

- Centrostephanus rogersii
- Haliotis rubra

[Next](#)

# TAB 3: When

Select a start and end date for the duration of data collection.

Identification \*   What \*   **When**   Where   How \*   Who \*   About \*   Data sources   Lodge   57%

### 3. When was the data acquired?

**Start date \***

**End date \***

This field will be disabled if data is marked as *ongoing* on Tab 1 (Identification)

Next

## TAB 4: Where

Describe the spatial coverage of the data. Note that for laboratory experiments this can include the site(s) of specimen collection. If data has no relevant spatial context, untick "Does data have a geographic coverage?".

The screenshot shows the 'Where' tab in a software interface. The main heading is '4. Where' with a sub-heading 'Geographic Coverage'. A checkbox labeled 'Does data have a geographic coverage?' is checked. Below this is a map of Australia with two blue bounding boxes: one over the Perth region and another over the southern coast. To the right of the map is a table with four columns: North, East, South, and West. The table contains two rows of coordinates, each with an 'x' icon in the rightmost column. Below the table is a blue button labeled 'Add location'. A callout box points to the 'x' icons with the text: 'Click the square symbol to create a spatial bounding box, or manually enter coordinates by clicking **Add location**.' Another callout box points to the 'x' icon in the second row with the text: 'To delete a bounding box, click the x.' A third callout box points to the map's navigation controls with the text: 'Toggle between standard base map and satellite view'. A fourth callout box points to a 'Bounding box' dialog box that is open, showing input fields for North, East, South, and West coordinates, and 'Cancel' and 'Save' buttons.

| North      | East       | South      | West       |   |
|------------|------------|------------|------------|---|
| -12.640338 | 148.051758 | -19.062118 | 138.735352 | x |
| -27.683528 | 118.256836 | -37.09024  | 111.137695 | x |

**Bounding box**

North\* -25.89

East\* 114.33

South\* -27.56


West\* 109.32

Cancel Save

## TAB 4: Where (continued)

Add any relevant vertical spatial information (depth, or height above sea level i.e. altitude). Note that if the **vertical coverage** box is not ticked, the other vertical extent descriptors will disappear.

Identification \*   What \*   When   **Where**   How \*   Who \*   About \*   Data sources   Lodge   72%



### Vertical Coverage

Does data have a vertical coverage?

Vertical type \*

Depth (distance below mean sea level) x | v

Minimum \*

6

Shallowest depth / lowest altitude

Maximum \*

24

Deepest depth / highest altitude

Next

# TAB 5: How

Briefly describe the methodology of the data collection. A reference to a published report or paper may be provided if additional information is required.

Identification \*   What \*   When   Where   **How**   Who \*   About \*   Data sources   Lodge   80%

## 5: How

**Methodological information \***

Fixed position video transects (40m long) were deployed perpendicular to the Kelp-Barren interface (in most cases this would be perpendicular to the coast line). The transect was deployed 20 metres into the barren zone, always following the same bearing on the diver's compass. After the transect has been video recorded, the process was repeated 20 metres into the Kelp zone. The video was recorded along the transect line maintaining a constant speed (3 m/s) and a constant distance between the lens and the substrate. Photos derived from the videos were analysed using ImageJ software. The position of the kelp-barrens interface was also determined from still images derived from the video footage to determine any positional shifts in this interface relative to the original fixed marker(s). Photos across the entire transect (into barrens and into the kelp bed) were analysed (per m<sup>2</sup>) to assess the percentage cover of Barren and Kelp, with the percentage adjusted to the nearest multiple of 25 (25%, 50%, 75% or 100%). In addition the number of *C. rogersii* (*H. erythrogramma*, Rock lobsters and abalone were counted, if they were visible) were counted.

Provide a brief statement of the methods used for collection of the data, can include information regarding sampling equipment (collection hardware), procedures, and precision/resolution of data collected.

Next



## TAB 6: Who

Add at least one Point of Contact for the data set. The Point of Contact should be able to answer any enquiries relating to the data, or redirect the enquiries to the appropriate person. Add the details of all Responsible Parties associated with the data set (note that this may be the same as the Point of Contact). A Responsible Party (who should be cited in relation to the data) is usually involved with the collection of the data, but may also be a distributor or custodian of the data.

Identification \* What \* When Where How **Who** About \* Data sources Lodge 75%

### 6. Who

**Point of contact for dataset \***

| Contact name   | Organisation   | Role                   |   |
|----------------|--|------------------------|---|
| Johnson, Craig | Institute for Marine and Antarctic Studies (IMAS), University of Tasmania (UTAS) | principallInvestigator | X |

[Add person](#)

**Responsible parties for creating dataset \***

| Contact name   | Organisation   | Role                   |   |
|----------------|--|------------------------|---|
| Johnson, Craig | Institute for Marine and Antarctic Studies (IMAS), University of Tasmania (UTAS) | principallInvestigator | X |
| Flukes, Emma   | Institute for Marine and Antarctic Studies (IMAS), University of Tasmania (UTAS) | pointOfContact         | X |

[Add person](#)

**Other credits**

Acknowledge the contribution of any funding schemes or organisations.

|   |   |
|---|---|
| Fisheries Research and Development Corporation (FRDC) | X |
|---|---|

[Add credit](#)

[Next](#)

Click here to add new personnel details  
OR to copy an existing person

The order of personnel can be  
adjusted by dragging them.

## TAB 6: Who (continued)

**Person** [X]

Role\*

Contact name\*

ORCID ID

Organisation

Organisation Name\*

Postal address

City  State / territory

Post code  Country

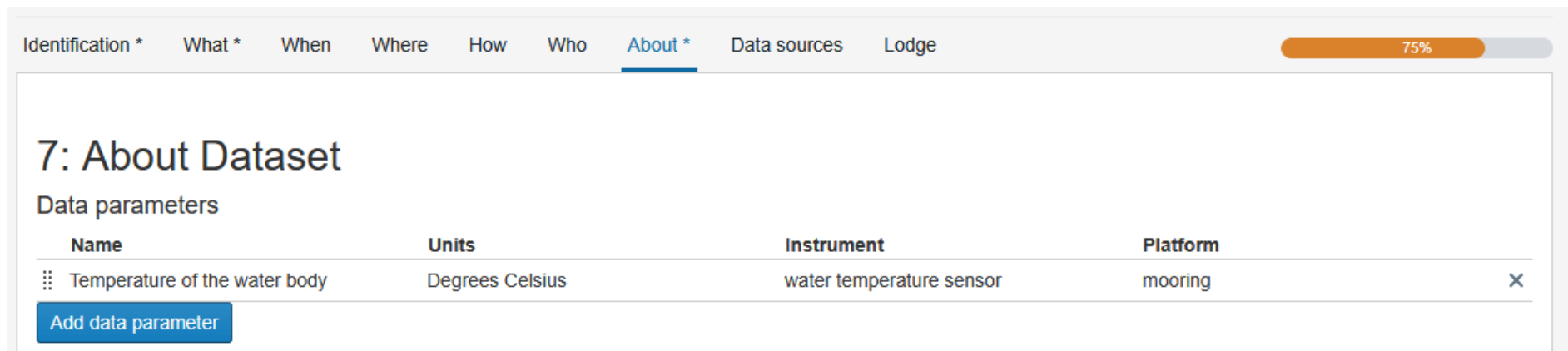
Email address\*

Phone

Begin typing the name of an organisation – if it's stored in our database, the postal address will be automatically pre-filled for you. Details can also be manually entered. Contact us with the details of any other organisations you would like to be added to this list.

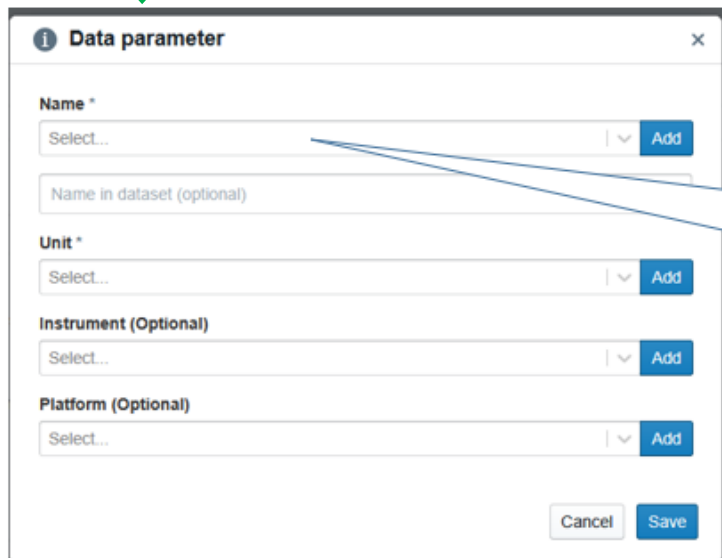
## TAB 7: About

Describe all measured parameters contained in the data set, including units of measurement (you can also add the name of the parameter as it appears in the dataset to aid a user's interpretation of the dataset). Additional information on the instrument and the platform that is associated with the parameter can also be added. Parameter name, unit of measure, instrument and platform are controlled terms from their respective AODN vocabularies.



| Name                          | Units           | Instrument               | Platform |
|-------------------------------|-----------------|--------------------------|----------|
| Temperature of the water body | Degrees Celsius | water temperature sensor | mooring  |

Add data parameter



**Data parameter**

Name \*  
Select... Add

Name in dataset (optional)

Unit \*  
Select... Add

Instrument (Optional)  
Select... Add

Platform (Optional)  
Select... Add

Cancel Save

You can choose to search for your term either by scrolling down the drop-down menu, or if the list is long, you can start typing your term and possible matches will be returned

## TAB 7: About (continued)



Name \*

Temp

Physical-Atmosphere > Air temperature  
Dew point temperature of the atmosphere

Physical-Atmosphere > Air temperature  
Temperature of the atmosphere

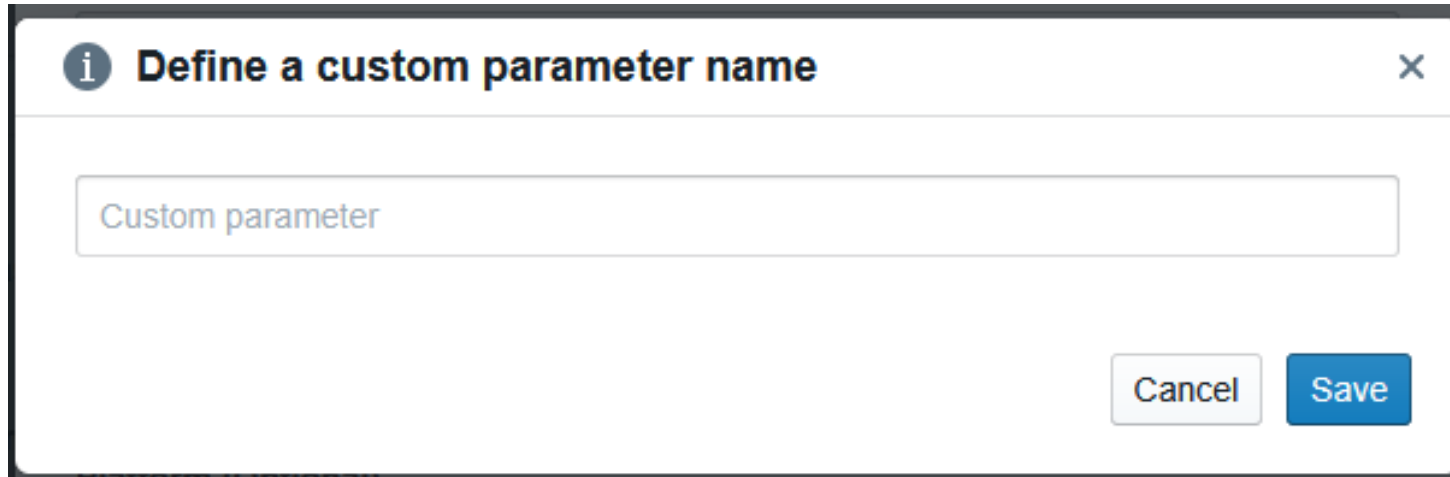
Physical-Atmosphere > Air temperature  
Wet bulb temperature of the atmosphere

Physical-Atmosphere > Humidity  
Dew point temperature of the atmosphere

Select...

## TAB 7: About (continued)

To define a custom term (that is not available in the vocabularies listed), select 'Add' on either 'Name', 'Unit', 'Instrument' or 'Platform'.



The image shows a dialog box with a title bar that reads "Define a custom parameter name" and a close button (X) in the top right corner. Inside the dialog, there is a text input field containing the placeholder text "Custom parameter". At the bottom right of the dialog, there are two buttons: a "Cancel" button and a "Save" button.

## TAB 7: About (continued)

Choose the appropriate Creative Commons (CC) license for your data. All CC licenses require work to be attributed (cited). If this is the only necessary stipulation for use of your data, we recommend Creative Commons by Attribution (CC-BY). If you have additional stipulations for the use of your data (e.g. non-commercial purposes, no derivative works), choose **CC non-commercial** or **other** and list any additional requirements.

Identification \* What \* When Where How Who **About** Data sources Lodge 78%

### Resource constraints

**License \***

Creative Commons Attribution 4.0 International License x | v

Learn more about which license is right for you at [Creative Commons](#)

**Use limitations**

Data, products and services from IMOS are provided "as is" without any warranty as to fitness for a particular purpose Add

### Supplemental information

**Publications associated with the dataset**

⋮ Data paper publication about this collection: Davies, C. H. et al. A database of marine phytoplankton abundance, biomass and species composition in Australian waters. Sci. Data 3:160043 doi: 10.1038/sdata.2016.43 (2016) x

Add associated publication

**Supplemental resources with hyperlinks**

| Title                           | URL   |
|---------------------------------|---|
| ⋮ Data paper in Scientific Data | http://www.nature.com/articles/sdata201643 <span>x</span> |

Add supplemental resource

### Distribution

**Data file format**

e.g. Microsoft Excel, CSV, NetCDF

**Data file format date/version**

Date format date or version if applicable

Next

Pick a licence constraint for your data (we recommend Creative Commons by Attribution). Choose **Other** if you are unsure.

## TAB 8: Data Sources

Upload any data associated with the metadata record. This will typically be a single CSV file, but may also involve multiple files and a variety of different file formats. You may also upload any additional supporting information here (e.g. project reports, important methodological images, database schema diagrams etc.). File uploads have a maximum size of 100 MB. If your data file(s) are larger than 20 MB, proceed with the submission process as normal and reply to the confirmation email (sent when your metadata is lodged) with details of any additional files you wish to submit.

Identification \* What \* When Where How Who \* About \* **Data sources** Lodge 84%

### 8: Data sources

**Upload data**

IMOS\_ABD\_Zooplankton\_biomass\_Data.csv X

**Drop file here or click to upload**

Max file size 100 MB

**Link to data services**

Please note: This is intended for advanced users only

| Title | URL | Layer |
|-------|-----|-------|
| --    | --  | --    |

Add new

Next

Users are able to provide details of online resources such as WMS, WFS that are already in place. Or can provide a link to the online location of data files, e.g. THREDDS

## TAB 8: Data Sources (continued)

For advanced users

When the user selects to add new Data Service, the following information is gathered in the pop-up. 'Other' is used to signify a link to the online location of data files, e.g. THREDDS.

The image shows a 'Data Source' pop-up window with the following fields and callouts:

- Title\***: Text input field containing 'e.g. Map of sampling sites'. A callout points to this field with the text: 'Select from WMS, WFS or other.'
- Protocol\***: Dropdown menu showing 'OGC Web Map Service (WMS)'. A callout points to this field with the text: 'Select from WMS, WFS or other.'
- URL\***: Text input field containing 'eg https://geoserver.imas.utas.edu.au/geoserver/wms'. A red border highlights the input, and a red error message below it reads: 'Value must be a valid URL. This field is required'.
- Layer\***: Text input field containing 'eg store:my\_map\_layer'. A callout points to this field with the text: 'If the "other" protocol is selected, layer information is not required.'

At the bottom right of the form are 'Cancel' and 'Save' buttons.



## TAB 9: Lodge metadata draft

If you have successfully completed all mandatory fields, your record will be ready to lodge (note that you will be unable to lodge the record if any mandatory fields have been left blank). The progress bar may not show 100% if some optional fields have been left blank (e.g. fax numbers, additional credits, data file versions etc. if not applicable). Have a quick check over your record and ensure you have completed as many fields as possible. Happy? Hit lodge... and you're done!

Identification \*   What \*   When   Where   How   Who \*   About \*   Data sources   **Lodge**

82%

### 9: Lodge Metadata Draft

Are you finished? Use this page to lodge your completed metadata record.

Any difficulties? Please contact [info@aodn.org.au](mailto:info@aodn.org.au)

The Data Manager will be notified of your submission and will be in contact if any further information is required. Once approved, your data will be archived for discovery in the [AODN catalogue](#) and [AODN Portal](#).

**Include a note for the data manager**

**Check if you would like a DOI minted for this dataset**

**Lodge data**   **Unable to lodge:** There are still errors which must be corrected first.

---

**Want to keep a personal copy of your metadata record?**

[Click here](#) to generate an XML version of your metadata submission. The file generated includes all of the details you have provided under the tabs, but not files you have uploaded.

[Click here](#) to generate a JSON version of your metadata submission.

Please note: this XML file is not the recommended way to share your metadata. We want you to submit your data via 'lodging' the information. This permits multi-user access via the portal in a more friendly format.

## What next?

Once lodged, your record will be marked as **Submitted** on your [dashboard page](#) and you will receive an email confirming your submission. The AODN Data Manager will review your submission and be in touch to request any additional information if required. You can reply directly to your confirmation email with any queries, comments, or details of additional large data files you wish to submit. When your record has been approved, it will be discoverable on the [AODN Portal](#) and [AODN Metadata Catalogue](#). You will receive an email notifying you of its approval and the record's status will change to **Uploaded** on your documents dashboard.

Records may still be modified following submission, but once the record is uploaded to the AODN Metadata Catalogue you will no longer be able to edit it. If you need to modify an uploaded record, contact the AODN Data Manager ([info@aodn.org.au](mailto:info@aodn.org.au)) to notify them of any required changes.