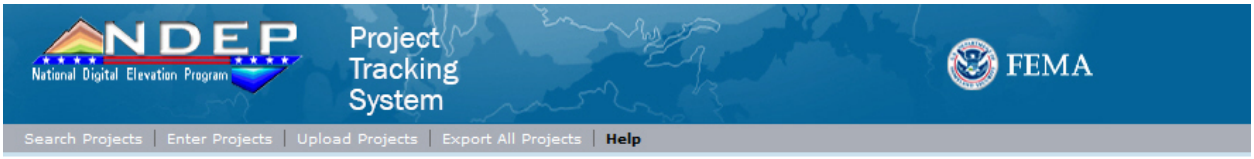
NDEP Project Tracking System
Quick Reference Guide



Welcome to the NDEP Project Tracking System

On this site, you can choose any of three options:
1) **Upload Project Information** to load projects by uploading XML files directly to the Project Tracking System
2) **Enter Project Information** to enter project information in the Project Tracking System through online forms
3) **Search Project Information** to query the Project Tracking System for existing projects

The online forms are used to generate an FGDC-compliant metadata record. A copy will be emailed to you for your use.

For help on how to use the NDEP Project Tracking System, see the quick Reference Guide(Adobe PDF). Adobe PDF documents require the Adobe Reader.

If you experience technical difficulties using the system, please send us an email (MIPHelp@mapmodteam.com). You will receive a response promptly.

If you have questions about the National Digital Elevation Program project coordination activities, please see the NDEP Project Coordination Subcommittee web page.

Most of the metadata terms can be found in this glossary .

There are several tools and explanations of how metadata is used at the USGS's geology metadata page.

Another good source for researching metadata terminology and definitions is at the Image Map of the Content Standard for Digital Geospatial Metadata.

And, of course, there is the FGDC website.

Last Updated: Monday, July 31, 2006 12:00 AM ET

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What is the NDEP Project Tracking System?

The NDEP Project Tracking System is an application that allows the entry and search of elevation project information for projects available in the NDEP Tracking System Registry. It also allows the search of imagery project information for projects in the NDOP Tracking System Registry and elevation and imagery projects in the Ramona GIS Inventory System. More information on Ramona can be found at http://www.nsgic.org/hottopics/ramona_announcement.pdf.

NDEP Project Tracking System Overview

The NDEP Project Tracking System Quick Reference Guide contains useful information that will help guide you through using the application.

Conventions used in this application are:

- All data entry boxes with a yellow background must be completed.
- All data entry boxes with a white background are optional and do not have to be completed.

Quick Reference Guide

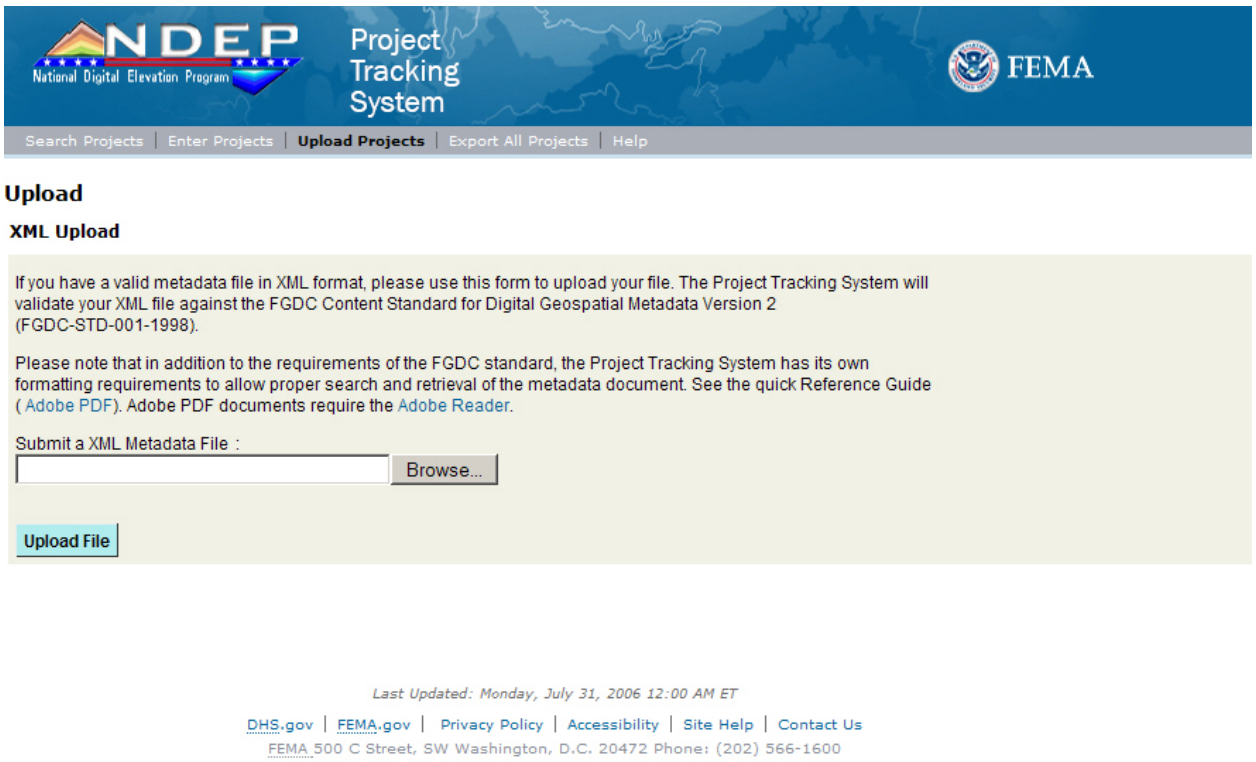
Project Tracking System Help Page

At the top of this and every page, there are five options on the navigation bar (where ‘Help’ is highlighted):

- **Search Projects** allows the user to navigate to the search section of the application and to search the data currently in the system.
- **Enter Projects** allows the user to enter project information screens where the data is entered interactively on several different screens.
- **Upload Projects** allows the user to upload the project information from a preformatted XML file. The Sample section contains an example of the file.
- **Export All Projects** allows the user to export all the data currently in the system in a variety of formats.
- **Help** (this page) provides further assistance in using the system.

Upload Project Information

If Upload Project Information is selected, the following screen appears:



Use the Browse button to browse for the XML file. Once located, select Upload File.

If the file loads properly, the user will start on page 1 of project information entry, with the form fields populated with the information from the XML file.

If the file does not load, an error page will appear with descriptions of the errors in the XML file. Use a text editor to correct the XML file and try to upload it again. It should be noted that this is not the easy way to load a project into the system, but it can be quicker if the user is knowledgeable about metadata formats. The file will not be loaded until the errors are corrected and the upload steps are performed again.

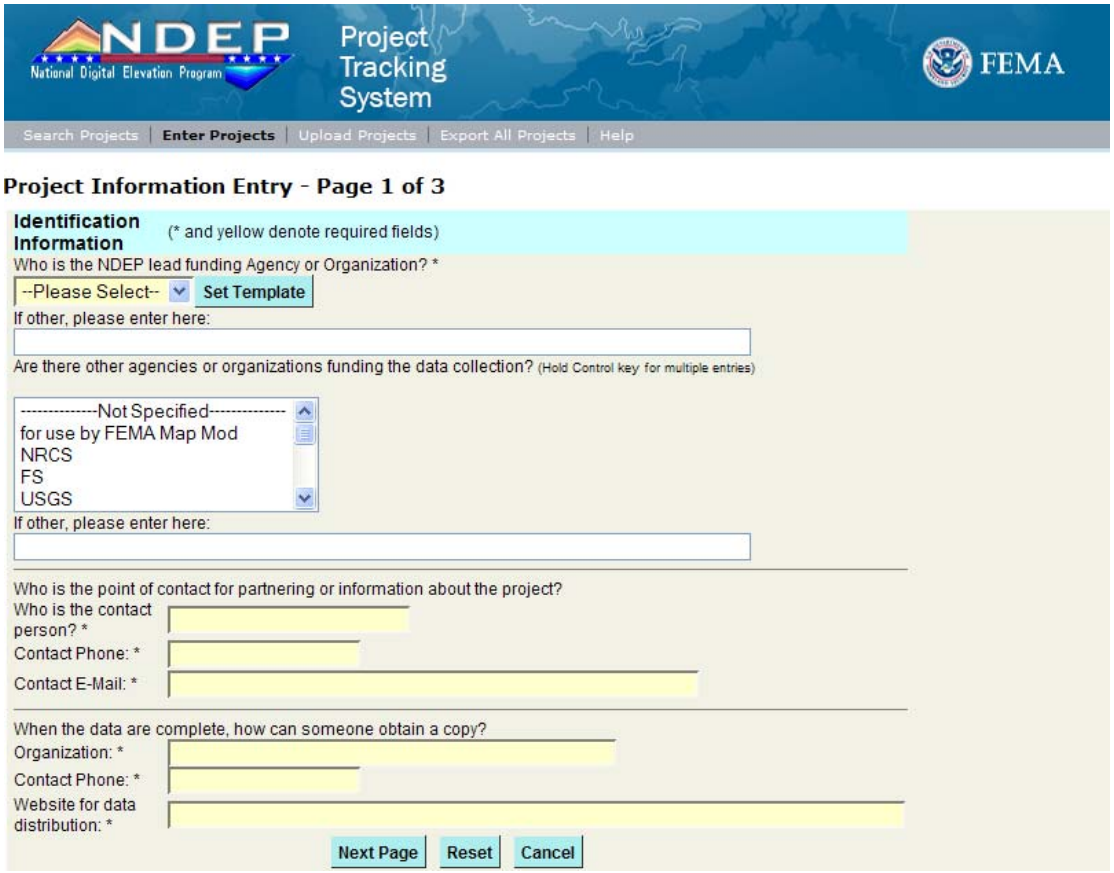
Note: Shapefiles can be used to define the project location. Shapefiles containing project boundary geometry are uploaded using the “Project location” form of the “Project Information Entry” process.

Enter Project Information

If Enter Project Information is chosen, the following screen will appear:

Enter Project Organization and Contact Information

This page is used to capture the organization and contact information of the project.



The fields can be filled in as follows:

"Who is the NDEP lead funding Agency or Organization?" – Select the lead agency from the list, or key in the agency name if it is not on the list.

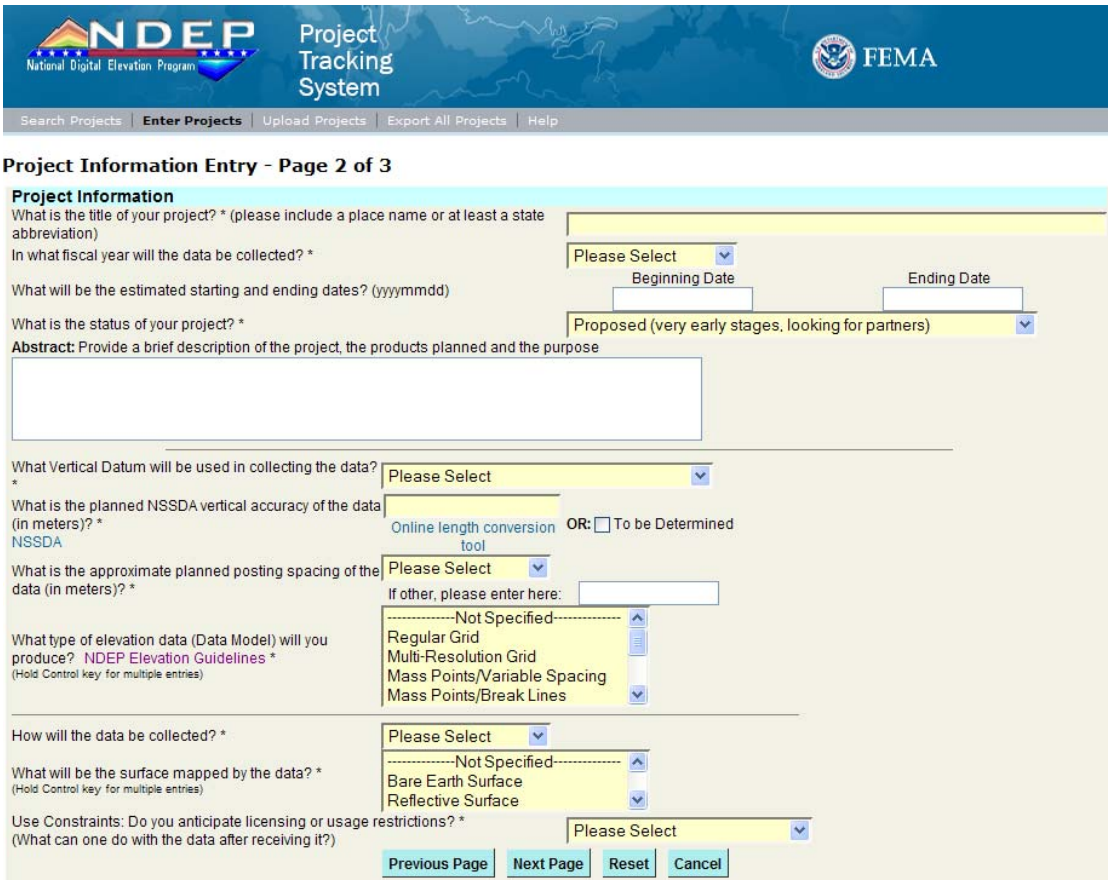
"Are there other agencies or organizations funding the data collection?" – Select other funding agencies from the list if desired. Multiple agencies can be selected by holding down the Control key and picking each agency. If an agency is not on the list, the user may key in the name in the box to the right of the list.

"Who is the contact person?" – Enter the name of the contact person for this project
"Contact Phone:" – Enter the phone number of the contact. Please use xxx-xxx-xxxx format.
"Contact E-Mail:" – Enter the email address of the contact person.
"Organization:" – Enter the name of the organization that can supply a copy of the data.
"Contact Phone:" – Enter the phone number of the contact for the data.
"Website for data distribution" – Enter the web address for the data, or enter "None" if a website is not yet determined.

Once all fields are complete, select the “Next” button. This will validate the data. If data meets the criteria, entry form page 2 of 3 will be displayed. If invalid data was entered or a required field was not filled out, the error will be identified to the user and must be corrected. Select the “Next” button when the errors have been corrected.

Enter Project Details

The following screen is used for entry of specific details about the data to be collected for the project.



The fields can be filled in as follows:

“What is the title of your project?” – Enter a project name. Please keep this to less than 30 characters

“In what fiscal year will the data be collected?” – Select the year the data will be collected from the drop-down list.

“What will be the estimated starting and ending dates?” – These are optional fields to enter starting and ending dates for the project.

“What is the status of your project?” – Select the status of the project from the list.

“Abstract:” – This is an optional field that allows the user to further identify the project in under 200 characters.

“What vertical datum will be used in collecting the data?” – Select the vertical datum from the drop down list.

“What is the planned NSSDA vertical accuracy of the data (in meters)?” – Enter the horizontal accuracy in meters. There is a link to a conversion tool and to the NSSDA guidelines if the user requires help.

“What is the approximate planned posting spacing of the data (in meters)?” – Select the approximate planned posting spacing.

“What type of elevation data (data model) will you produce?” - Select the type of elevation data that will be collected in from the list. Multiple selections may be made by holding down the Ctrl-key. If the user does not yet know the type of elevation data, please select ‘To be determined’ from the list.

“How will the data be collected?” – Select how the data will be collected from the list. If the user does not yet know how the data will be collected, please select ‘To be determined’ from the list.

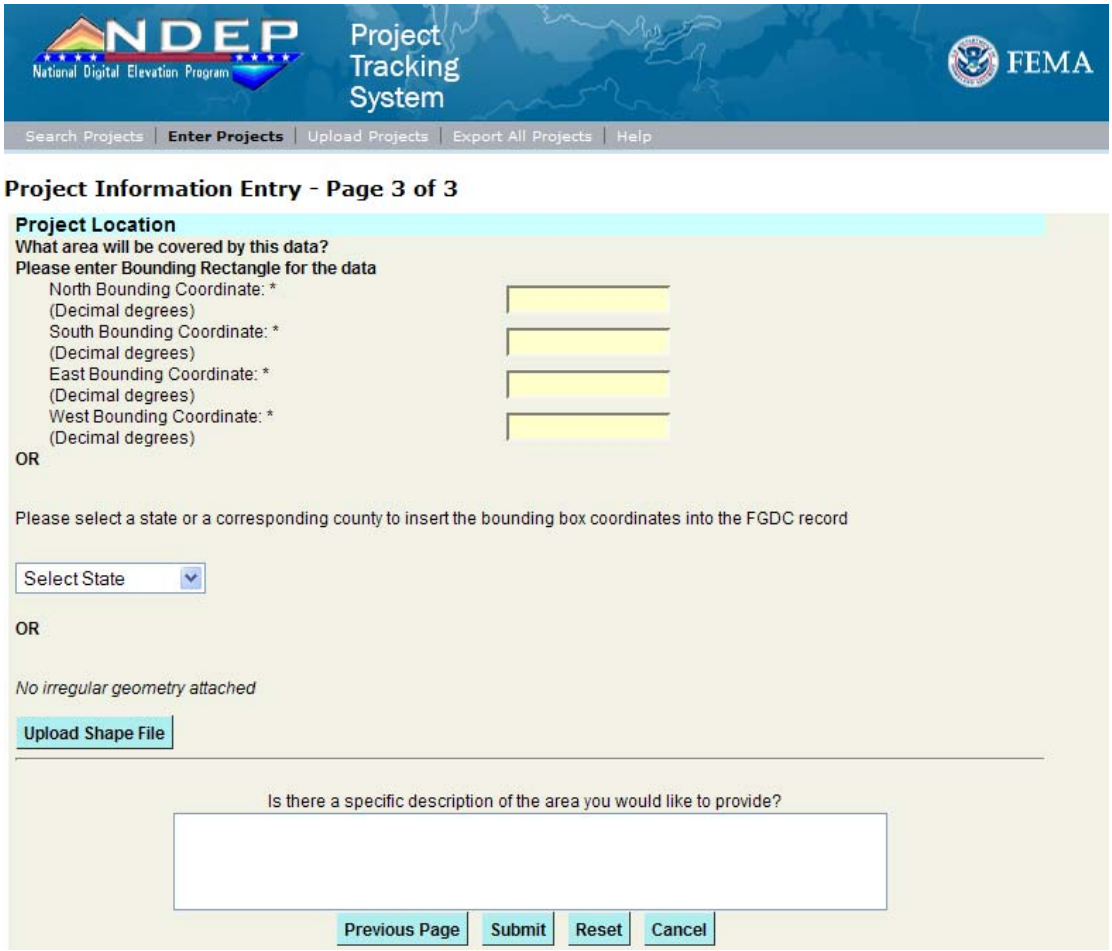
“What will be the surface mapped by the data?” - Select the surface mapped by the data from the list. Multiple selections may be made by holding down the Ctrl-key. If the user does not yet know what the surface mapped will be, please select ‘To be determined’ from the list.

“Use constraints:” – Select the use constraints for the data from the list.

Once all fields are completed, select the “Next” button. This will validate the data. If data meets the criteria, entry form page 3 of 3 will be displayed. If invalid data was entered or a required field was not filled out, the error will be identified to the user and must be corrected. Select the “Next” button when the errors identified have been corrected.

Enter Project Location Information:

The following screen is used for entering information about the geographic location of the project. There are three different ways to enter this information.



First method - Enter bounding box

If the user knows the bounding box then the coordinates can be entered in fields 3-1 through 3-4.

"North Bounding Coordinate" – Enter the North coordinate (must be larger than the South coordinate)

"South Bounding Coordinate" – Enter the South coordinate (must be smaller than the North coordinate)

"East Bounding Coordinate" – Enter the East coordinate (remember to use a minus (-) in front of western hemisphere projects).

"West Bounding Coordinate" - Enter the West coordinate (remember to use a minus (-) in front of western hemisphere projects).

"Is there a specific description of the area you would like to provide?" – If desired the user may describe the area for the project in greater detail (limited to 200 characters)

If the user has completed fields 3-1 through 3-4, select the “Submit” button to validate the submission and place it in the system so that it is immediately searchable. An email will be sent to the email address of the contact listed in the input along with a copy of the project information record.

Second method - Select State
If the user wants to select a state use the following method and select from field 3-5.

“Please select a state...” – Select the state from the list. If the project is a state level project the user can then optionally fill the subsequent field.

Select the “Submit” button to validate the submission and place it in the system so that it is immediately searchable. An email will be sent to the email address of the contact listed in the input along with a copy of the project information record.

Second method - Select State and County
If the user wants to select a state and county use the following method.

“Select state” – Select the state from the list. Select the radio button for “Select a county.” Then select the “County List” button. The user will then have a list of counties to select from. Only one county can be chosen from the list. If the project is a county level project, the user can then optionally select a county.

Select the “Submit” button to validate the submission and place it in the system so that it is immediately searchable. An email will be sent to the email address of the contact listed in the input along with a copy of the project information record.

Third method – Upload Shape File
If the user wants to upload a shapefile use the following method.

The polygons found in the shapefile are used to specify project boundaries.

“Upload Shape File” – Click the “browse” button and then navigate to the location of and select the Shape File. After clicking “Ok”, the application will load the geometry of the uploaded Shape File into the current project record. When successful, the number of coordinates defining the project boundary polygons will be displayed above the “Upload Shape File” button.

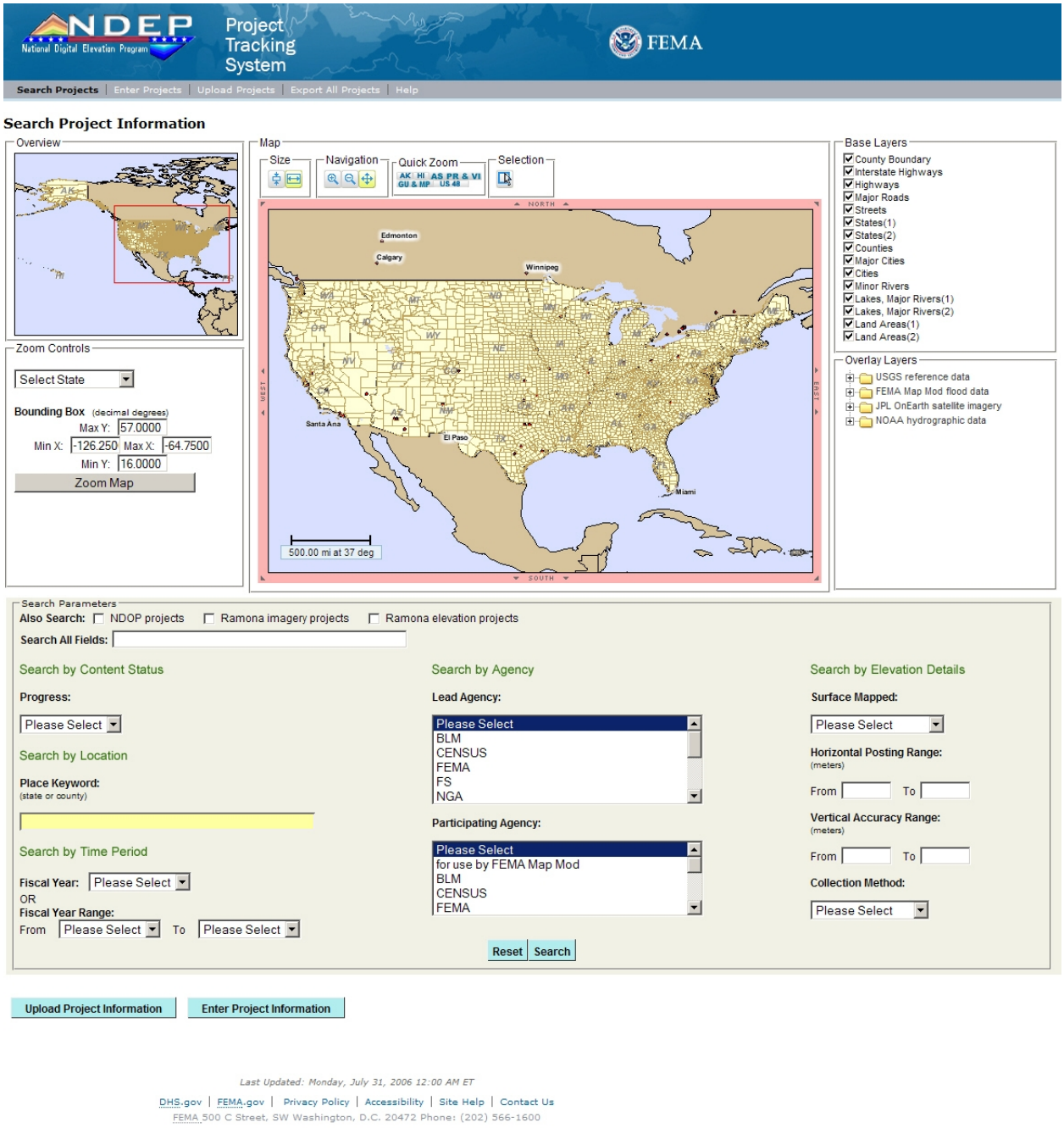
Select the “Submit” button to validate the submission and place it in the system so that it is immediately searchable. An email will be sent to the email address of the contact listed in the input along with a copy of the project information record.

Processing of uploaded Shape Files will be limited by these constraints:

- All coordinates must be in the “WGS84 Lat/Long” coordinate reference system.
- Only the geometry attribute of the first feature in the Shape File will be processed.
- Only the first five polygons of a multi-polygon geometry attribute will be processed.
- Polygons must not have more than 1000 coordinate vertices.

Search Project Information

If Search Project Information is chosen, the following screen will appear:

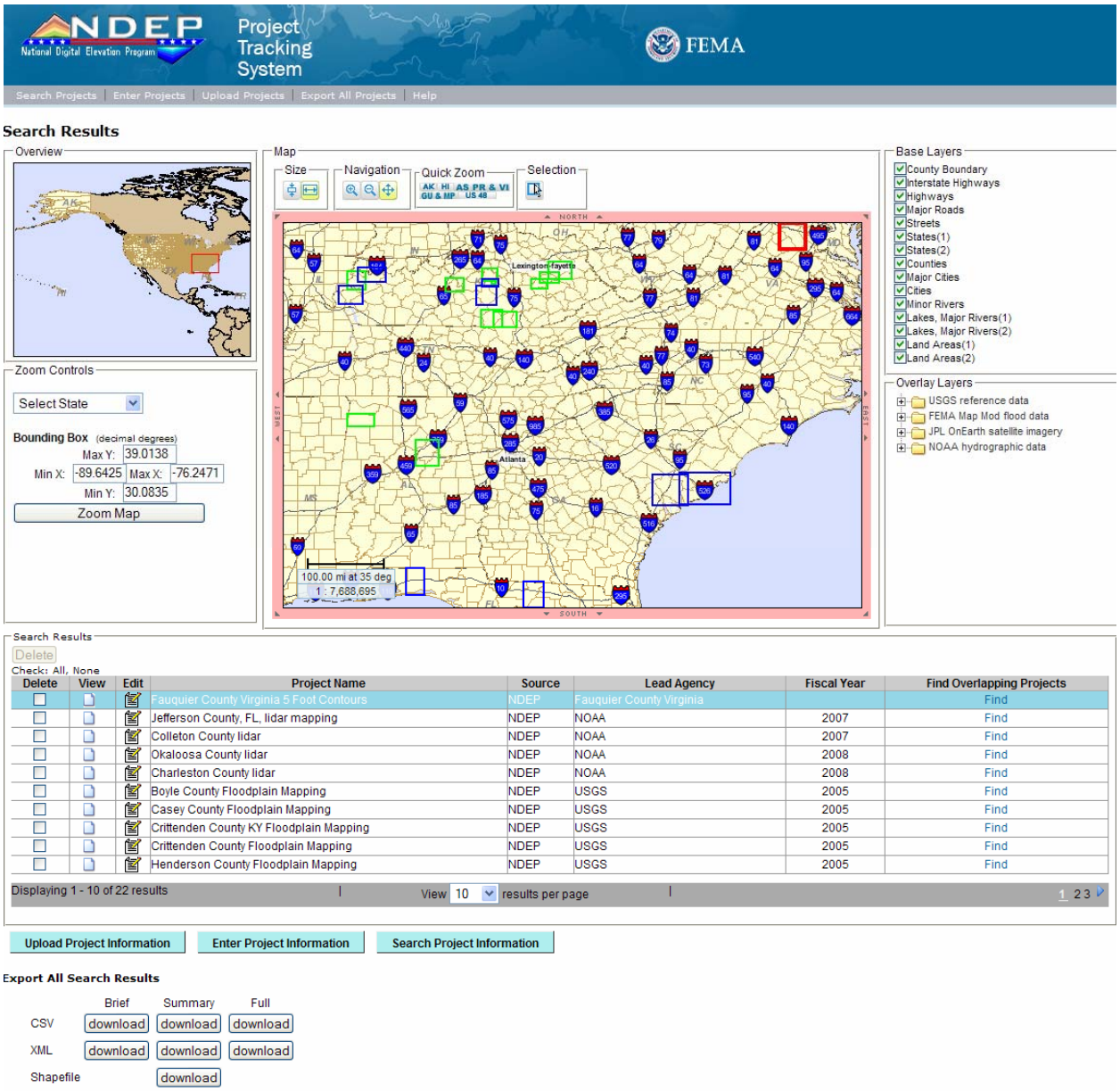


In order to search the project information for other projects in the system, select one or more criteria using the drop-down boxes, data entry boxes, or by zooming in to an area on the map. The user may search by one or multiple criteria. Be aware that if too many criteria are chosen, the user may limit the search to a point where no records meet the criteria.

The base and overlay layers may be turned on and off to change the map display. Zoom controls can also be used to change the current map extent, either to zoom to a state or a county. Other pre-defined extents exist in the Quick Zoom box.

You can choose to search both NDOP and NDEP sources simultaneously, as well as Ramona imagery and elevation projects, by checking the 'Also Search' choices. Note that some search options may be disabled if they don't apply to the search sources currently chosen.

Once the criteria are chosen, select "Search" and the following results page will be displayed. Alternatively, the "Quick Search" icon (in the Selection box) can be chosen to initiate an immediate search based only on the geographical extent selected.



The search results are displayed in the table, 10 records per page. A table row can be selected by clicking on it, which will highlight in red that project's bounding box in the map. The non-selected projects on

that page have their bounding boxes displayed in blue on the map. And the other projects in the results set (on other results pages) have their bounding boxes displayed in green.

Clicking on the icon in the View column will display a summary of the project information for that project. From the summary view, the user can choose to view the project's complete record.

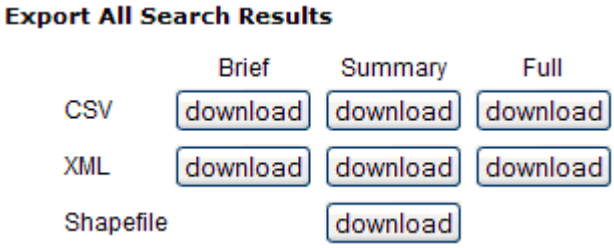
The "Refine Search" icon (in the Selection box) can be chosen to refine the results set, based on the geographical extent selected. If the Find button to the right of each project is selected, then all projects in the system (not just those in the current results set) that overlap the spatially bounding rectangle for that project will be displayed in a new set of results.

Deleting and Editing Existing Records:

Records can also be deleted or edited, but a username and password are required. Contact your agency's NDOP Project Coordination Subcommittee representative if you need access to edit or delete records.

Exporting All Search Records:

The Export All Search Results dialog allows the user to export selected information projects in a search result set in a variety of formats.



<u>Export Types:</u>
The different types return certain fields from the project.
"Brief" – Returns Title, Publisher, Metadata Date, and Record ID.
"Summary" – Returns the following information about projects: Title, License, Themekey, Placekey, Tempkey, Metadata modified date, Contact Voice 1, Contact Voice 2, West Bounding Coordinate, East Bounding Coordinate, North Bounding Coordinate, South Bounding Coordinate, Originator, Online Linkage, Record ID, Format Name, Contact Person, Contact Email, Contact Organization, Network Resource Name, Beginning Date, Ending Date, Status, Altitude Datum, Attribute Accuracy Value, Geospatial Data Presentation Form, Entity Type label, Source Cite Abbreviation, Currentness Abbreviation, Indirect Spatial Reference, Grid System Name, Horizontal Datum.
"Full" – Returns all fields within the record.

<u>Export Formats:</u>
"CSV" – Comma Separated Values, selected project information is returned in a format that can be imported into a spreadsheet (e.g. Excel).
"XML" – eXtensible Markup Language, selected project information is returned in FGDC CSDGM XML format.
"Shapefile" – The summary project information and the project boundary polygons are exported for each project in the search results into a single shapefile document and compressed into a WinZip archive.

Contact for Assistance

If you need assistance with this tool, please contact the FEMA Help Desk by e-mail (miphelp@mapmodteam.com).

Sample XML File

Shown below is an example of a correct XML File that will pass the validator in the upload process. For more details about the XML input file, see the NDEP Project Tracking System User Guide.


```xml
<?xml version="1.0" encoding="UTF-8" ?>
<metadata xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
    xsi:noNamespaceSchemaLocation="C:\Metadata\fgdc-std-001-1998\fgdc-std-
    001-1998-ann.xsd">
  <idinfo>
    <citation>
      <citeinfo>
        <origin>LeadBLM</origin>
        <origin>ParticipatingFS</origin>
        <origin>ParticipatingUSGS</origin>
        <pubdate>00000000</pubdate>
        <title>Email Test</title>
        <geoform>Multi-Resolution Grid</geoform>
        <geoform>Mass Points/Variable Spacing</geoform>
        <onlink>www.test.com</onlink>
      </citeinfo>
    </citation>
    <descript>
      <abstract>This is a test</abstract>
      <purpose>See Abstract</purpose>
    </descript>
    <timeperd>
      <timeinfo>
        <rngdates>
          <begdate>20060101</begdate>
          <enddate>20061231</enddate>
        </rngdates>
      </timeinfo>
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    </timeperd>
    <status>
      <progress>Proposed</progress>
      <update>Not Applicable</update>
    </status>
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        <eastbc>-81.652440</eastbc>
        <northbc>36.679630</northbc>
        <southbc>34.988680</southbc>
      </bounding>
    </spdom>
    <keywords>
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```

```
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        <placekey>Tennessee</placekey>
      </place>
      <temporal>
        <tempkt>None</tempkt>
        <tempkey>2007</tempkey>
      </temporal>
    </keywords>
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    <useconst>Yes, contact the lead agency</useconst>
    <ptcontac>
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        </cntperp>
        <cntaddr>
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          <city>Not Applicable</city>
          <state>Not Applicable</state>
          <postal>Not Applicable</postal>
          <country>USA</country>
        </cntaddr>
        <cntvoice>410-555-1212</cntvoice>
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      </cntinfo>
    </ptcontac>
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  </idinfo>
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            <sngdate>
              <caldate>Unknown</caldate>
            </sngdate>
          </timeinfo>
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        <srccontr>Not Applicable</srccontr>
      </srcinfo>
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        <procdate>Unknown</procdate>
      </procstep>
    </lineage>
  </dataqual>
  <spdoinfo>
    <indspref>This will be redone every three years</indspref>
    <direct>Raster</direct>
    <rastinfo>
      <rasttype>Grid Cell</rasttype>
    </rastinfo>
  </spdoinfo>
  <spref>
    <vertdef>
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        <altres>999</altres>
        <altunits>meters</altunits>
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    </vertdef>
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  <eainfo>
    <detailed>
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        <enttypl>Reflective Surface</enttypl>
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```

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    </detailed>
    <detailed>
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      </enttyp>
    </detailed>
  </eainfo>
  <distinfo>
    <distrib>
      <cntinfo>
        <cntorgp>
          <cntorg>Baker</cntorg>
        </cntorgp>
        <cntaddr>
          <addrtype>mailing address</addrtype>
          <address>Not Applicable</address>
          <city>Not Applicable</city>
          <state>Not Applicable</state>
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        </cntaddr>
        <cntvoice>301-555-1212</cntvoice>
      </cntinfo>
    </distrib>
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        </digtinfo>
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              </networka>
            </computer>
          </onlinopt>
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          <city>Not Applicable</city>
          <state>Not Applicable</state>
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        </cntaddr>
        <cntvoice>Not Applicable</cntvoice>
      </cntinfo>
    </metc>
    <metstdn>FGDC Content Standards for Digital Geospatial
      Metadata</metstdn>
    <metstdv>FGDC-STD-001-1998</metstdv>
  </metainfo>
</metadata>
```

Use of “Data Set G-Polygon” for project boundaries

The FGDC CSDGM supports the ability to represent the spatial domain of resources using “complex” geometries such as irregularly shaped polygons (i.e., geometries other than just a simple bounding box). Shown below is an FGDC CSDGM “spatial domain” (<spdom>) block specifying a “mult-geometry” of four polygons, the first three containing “inner rings,” that altogether define the boundary of single NDEP/NDOP project. Notice how the individual polygons can be represented, per the CSDGM specification, using either <gring> or <grngpoin> elements.

```
<spdom>
    <bounding>
        <westbc>-86.7411</westbc>
        <eastbc>-64.3891</eastbc>
        <northbc>40.8728</northbc>
        <southbc>36.6004</southbc>
    </bounding>
    <dsgpoly>
        <dsgpolyo>
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85.5544, 40.8728, -85.7890, 40.6095, -86.0508, 40.6548, -86.3421,
40.6168, -86.4340, 40.3378, -86.5548, 40.1181, -86.6171, 39.8753, -
86.7411, 39.6090, -86.6710, 39.3359, -86.3329, 39.2357, -86.2624,
38.9795, -86.1040, 38.7321, -85.7890, 38.8905, -85.5622, 38.7520, -
85.3160, 38.7989, -85.0892, 38.9057, -84.8960, 39.0655, -84.8582,
39.3285, -84.7775, 39.5324, -84.7500, 39.7500</gring>
        </dsgpolyo>
        <dsgpolyx>
            <gring>-84.8750, 39.7500, -85.0567, 40.0781, -85.2969,
40.3183, -85.6250, 40.5000, -86.0469, 40.4807, -86.2745, 40.1250, -
86.4688, 39.7500, -86.2745, 39.3750, -86.0469, 39.0193, -85.6250,
39.0000, -85.2031, 39.0193, -84.8943, 39.3281, -84.8750, 39.7500</gring>
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    </dsgpoly>
    <dsgpoly>
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            <grngpoin>
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```

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