

SIOS observation facility catalogue

Guidance for users on entering data

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Definitions

- **Observation facility:** “A place where observations are made; this refers to all types of observing station and platform, whether surface-based or space-based, on land, sea, lake or river, or in the air, fixed or mobile, and making in-situ or remote observations” (Technical Regulations (WMO-No. 49), Volume I, Part I). It could refer to a single instrument or sensor, or a collection of sensors (e.g. an automatic weather station).
- **Observatory:** A building or network collecting several observation facilities.
- **Variable:** In this context variable refers to the GCMD keyword that matches the parameter(s) being measured at the observation facility.

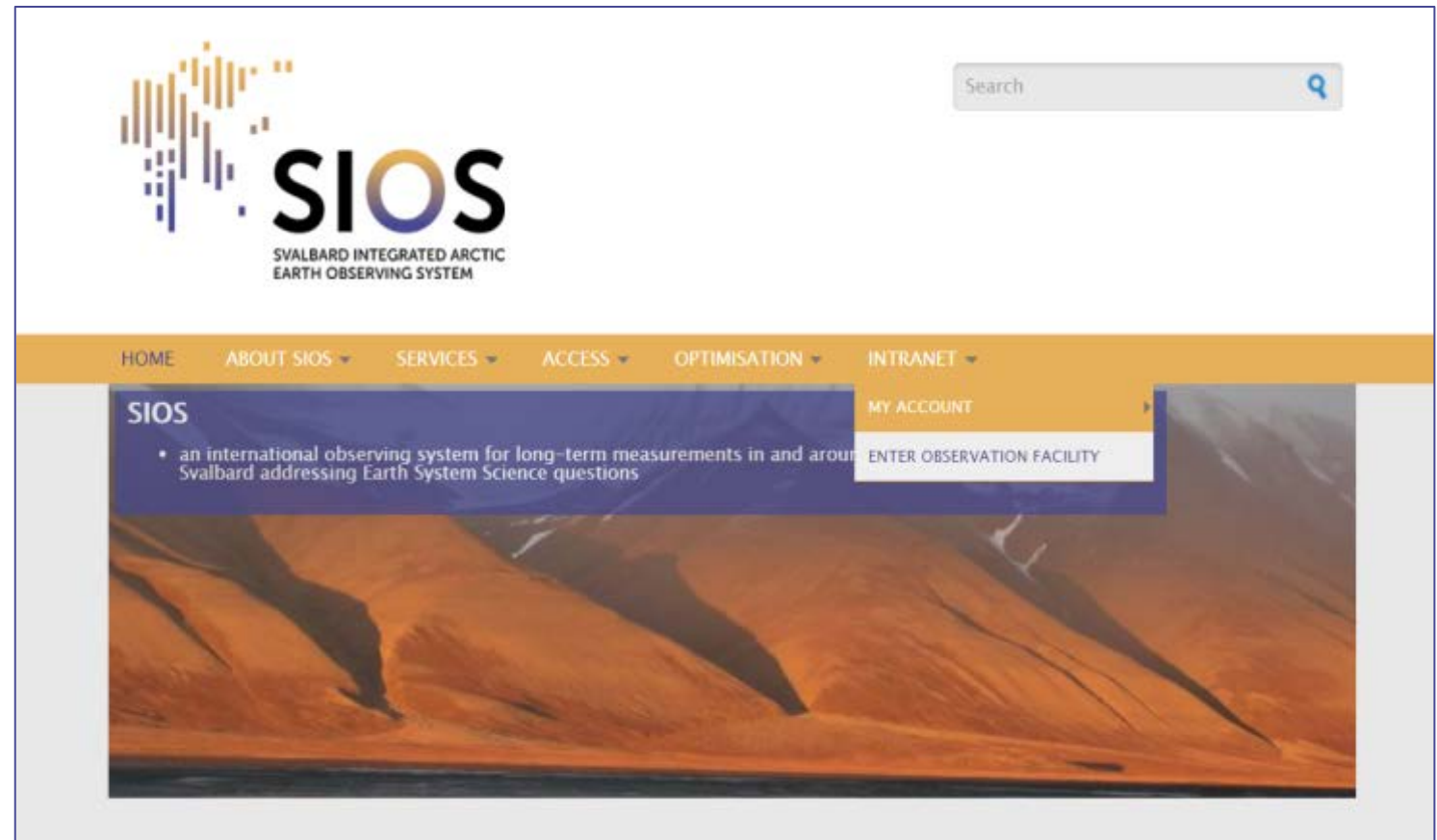
Prerequisites for entering data

- You must be logged in to the SIOS web portal <https://www.sios-svalbard.org/user> and be assigned the role “RI responsible”
 - If you can find the data entry form in step 1 of this guidance, you already have this role
- The role “RI responsible” should be assigned to a limited number of users per institution to avoid double entry of data
- Contact Inger Jennings on logistics@sios-svalbard.org to ask to be assigned the role

How to enter an observation facility 1/10

To find the data entry form log in to <https://www.sios-svalbard.org/>, hover the mouse cursor over the menu item «Intranet» and click on «Enter Observation Facility» from the sub-menu.

Throughout the form fields that are mandatory are marked with a red asterisk (*).



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Enter a name for your observation facility. You should make the name specific to the type of facility and location, e.g. AWS Kronebreen 1.

If your observation facility is associated with one or more projects registered in the Research in Svalbard portal (<https://www.researchinsvalbard.no/>), please enter the RiS IDs one at a time. To enter another RiS ID, click on “Add another item”.

Here you can register the Observation Facility information. Please complete the form below to enter an observation facility in the catalogue. Fields marked with a red asterisk (*) are mandatory. After filling in the fields you will be shown a preview which you can further modify, or you can submit your entry by pressing "Save" at the bottom of the page. Once you submit the content the SIOS logistics officer will evaluate the submission and make it available in the [Observation Facility Catalogue](#).

For information on how to complete the form follow [the Guidelines](#)

Thank you for your time!

Create SIOS RI

Name of Observation Facility *

▼ Info

Show row weights

RiS ID(s)

+

If your observation facility is associated with one or more projects registered in the Research in Svalbard portal (<https://www.researchinsvalbard.no/>), please enter the RiS IDs.

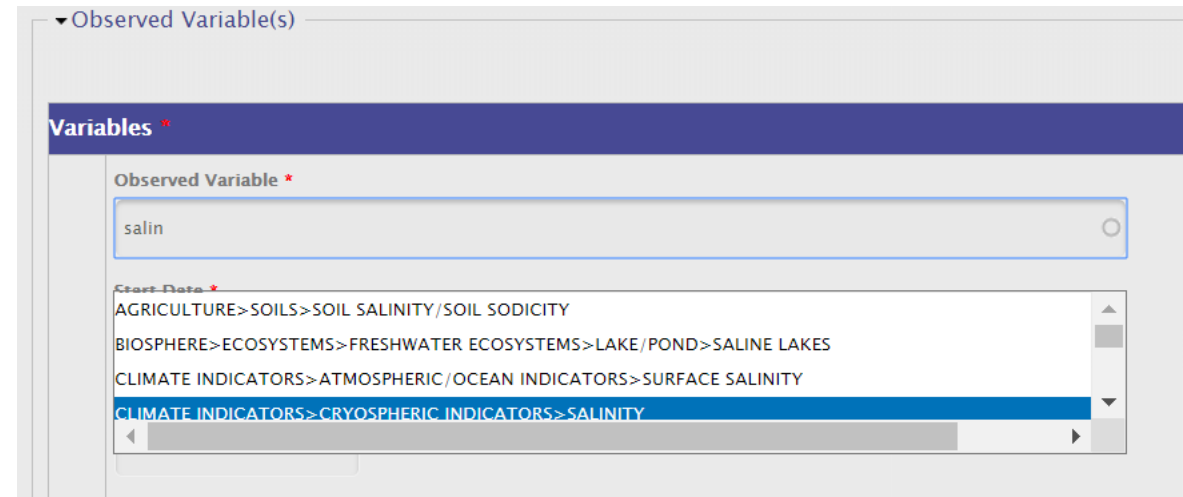
Add another item

How to enter an observation facility 3/10

You can enter **several variables** for each facility.

Enter the information about the variables one at a time:

- Start typing a word to get a list of the GCMD keywords containing that phrase. Scroll through the list and select the keyword that most closely matches your variable.
 - For more information about GCMD keywords, refer to: <https://earthdata.nasa.gov/earth-observation-data/find-data/gcmd/gcmd-keywords>
 - You can find a list of the GCMD keywords here: https://gcmdservices.gsfc.nasa.gov/kms/concepts/concept_scheme/sciencekeywords/?format=csv



The screenshot shows a web form titled "Observed Variable(s)". It features a "Variables" section with a sub-section "Observed Variable *". A text input field contains the word "salin". Below the input field is a scrollable list of GCMD keywords. The selected keyword is "CLIMATE INDICATORS>CRYOSPHERIC INDICATORS>SALINITY". Other visible keywords include "AGRICULTURE>SOILS>SOIL SALINITY/SOIL SODICITY", "BIOSPHERE>ECOSYSTEMS>FRESHWATER ECOSYSTEMS>LAKE/POND>SALINE LAKES", and "CLIMATE INDICATORS>ATMOSPHERIC/OCEAN INDICATORS>SURFACE SALINITY".

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Observed Variable(s) Show row weights

Variables

Observed Variable

Start typing the name of a variable and a list of the GCMD keywords containing that word will appear. Select your variable from the list and fill in the additional information associated with that variable in the fields below.

Start Date

Begin date of the observation. Use the pop-up calendar or fill in the date using the YYYY/MM/DD format.

End Date

End date of the observation, when applicable. Use the pop-up calendar or fill in the date using the YYYY/MM/DD format.

Landing Page Show row weights

DOI URL or URL to Dataset Landing Page: Insert the link to the data in form of DOI (i.e. including the https://doi.org prefix) or URL to the landing page.

[Add another item](#)

- Enter a start and end date for your variable. If measurements are ongoing, leave the end date blank. Date format is YYYYMMDD.
- Enter the landing page associated with the data for your variable.

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- Fill in the boxes with information about instrument model and serial number, instrument routine maintenance and sampling procedure.
- Each box has help text explaining what information is required.
- Add more variables by clicking «Add another item» and filling in the information as before.

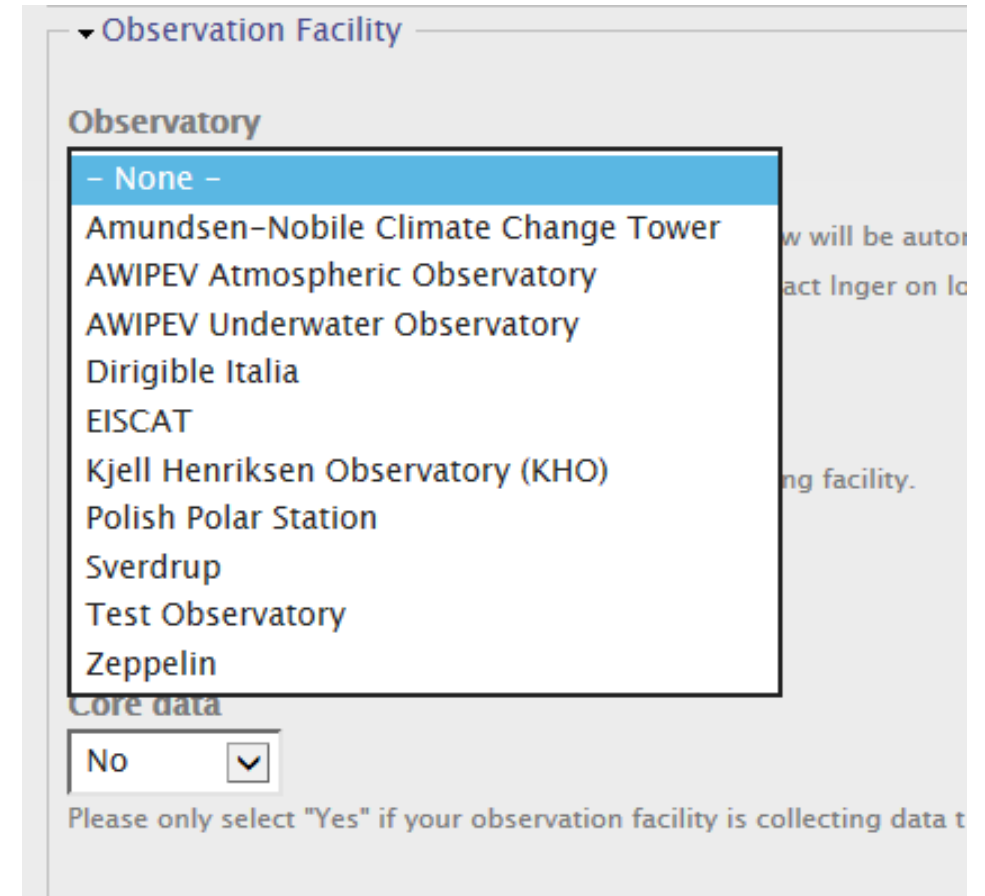
The screenshot shows a web form with three main sections, each with a title and a large text input area:

- Instrument model and serial number**: A large text box for entering instrument details.
- Instrument routine maintenance**: A large text box for entering maintenance information. Below the box is the help text: "Add a description of maintenance that is routinely performed on an instrument."
- Sampling procedures**: A large text box for entering sampling procedures. Below the box is the help text: "Procedures involved in obtaining a sample. EXAMPLES: (a) Temperature measurements are made using an XYZ thermometer and reported results are an average of 10 measurements made in a given hour. (b) Aerosols may be sampled with an inlet with size-cutoff at 2.5 µm and be deposited on a teflon filter. (c) Manual reading of a liquid-in-glass thermometer every three hours."

At the bottom of the form, there are two buttons: a blue "Remove" button and a larger blue "Add another item" button.

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- If your observation facility is part of an observatory:
 - select the name of the observatory from the drop-down list
 - If your observatory is not on the list, email the name and geospatial location (lat long) of your observatory to logistics@sios-svalbard.org
- If your facility is not part of an observatory you need to enter the geospatial location manually (step 8)



Observation Facility

Observatory

- None -
- Amundsen-Nobile Climate Change Tower
- AWIPEV Atmospheric Observatory
- AWIPEV Underwater Observatory
- Dirigible Italia
- EISCAT
- Kjell Henriksen Observatory (KHO)
- Polish Polar Station
- Sverdrup
- Test Observatory
- Zeppelin

Core data

No

Please only select "Yes" if your observation facility is collecting data t

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Select the type and status of the observation facility from the dropdown lists:

The image shows a screenshot of a web form with four dropdown menus. The first dropdown, 'Observation Facility Type *', is open and shows options: '- Select a value -', 'land station', 'sea station', 'aircraft', 'satellite', and 'underwater platform'. The second dropdown, 'Observation Facility Status *', is also open and shows options: '- Select a value -', 'Planned', 'Pre-operational', 'Operational/Reporting', 'Partly reporting', 'Temporarily suspended', and 'Closed'. The third dropdown, 'Core data', is open and shows options: '- None -', 'Yes', and 'No'. The fourth dropdown, 'Part of SIOS project', is closed and shows the option '- None -'. The form is partially obscured by other elements, but the dropdown menus are the focus.

- Core data: Select “Yes” if at least one the observed variables added in step 3 is “SIOS core data”, otherwise select “No”, or leave blank if you are unsure.
- If your observation facility is part of a SIOS coordinated project, please select the relevant project from the dropdown list.

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- Enter the geospatial location of your observation facility using the Well Known Text format (https://en.wikipedia.org/wiki/Well-known_text) as either a POINT, LINESTRING or POLYGON
- Enter the height above mean sea level to the nearest metre (negative value for underwater platforms)

▼ Geospatial location

Coordinates *

POINT (0 0)

Enter coordinates in Well Known Text (WKT) format as either a point, linestring or polygon. Please use decimal degrees with a minimum of four decimal points, e.g. POINT (11.8276 78.9018). Note: WKT uses x,y as standard, therefore the format is (LONG LAT). Examples: POINT (Long1 Lat1); LINESTRING (Long1 Lat1, Long2 Lat2); POLYGON (Long1 Lat1, Long2 Lat2, Long3 Lat3).

Height above mean sea level (m) *

Enter height above mean sea level to the nearest metre. Use negative values for underwater facilities.

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- Enter relevant information about your observation facility, especially environmental conditions that may affect measurements, in the box for site information
- Enter the details of the contact person for the observation facility and select the institution from the dropdown list.
 - If your institution is not on the list select «other» then write the name in the box below

▼ Environment

Site Information

Non-formalized information about the location and its surroundings at which an observation is made and that may influence it.

▼ Contact

Full Name *

Principal contact (Nominated Focal Point, FP) for resource

email *

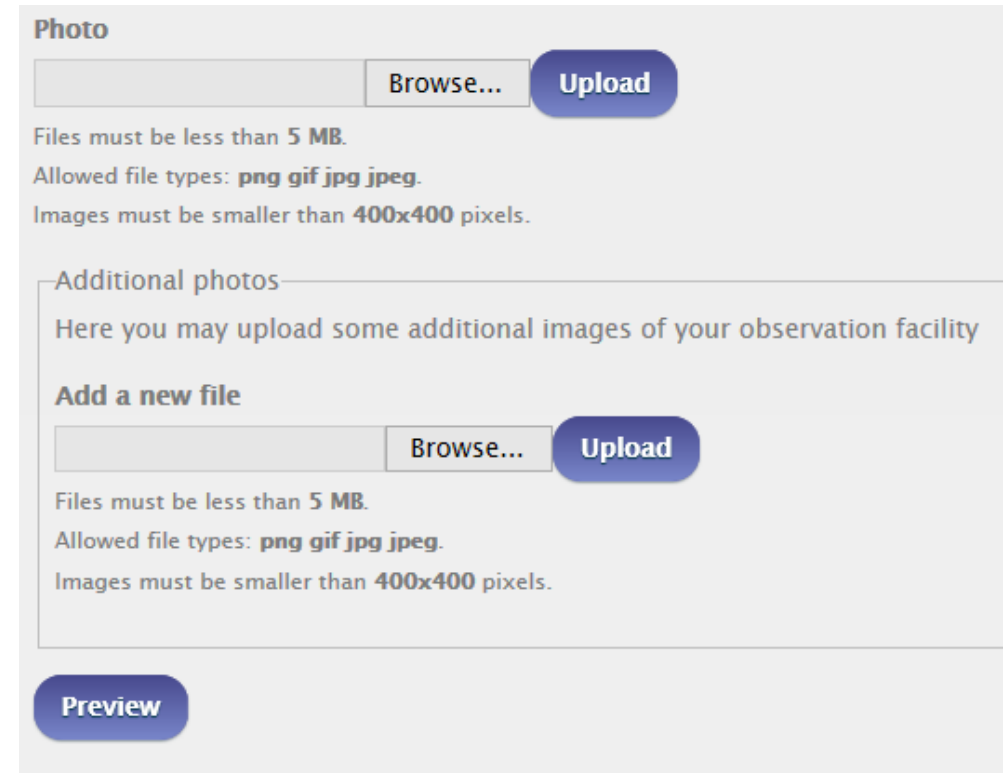
email of the principal contact (Nominated Focal Point, FP) for resource

Institution *

Other

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- Upload a main photo (and additional photos if required)
- Click on Preview and check that you are happy with the information you have entered
- Scroll down and click on Save
- Your entry will not be visible in the catalogue until it has been checked and approved by SIOS-KC.



The screenshot shows a web form for uploading photos. It is divided into two sections: 'Photo' and 'Additional photos'. Each section has a file input field with a 'Browse...' button and a blue 'Upload' button. Below each input field, there are instructions: 'Files must be less than 5 MB.', 'Allowed file types: png gif jpg jpeg.', and 'Images must be smaller than 400x400 pixels.' At the bottom of the form, there is a blue 'Preview' button.

To **view and edit** your submitted entries, go to Intranet -> My account -> select tab "My RI entries"