Department of Defense
Data Services Environment (DSE)
Version 2.3

User Manual

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Table of Contents

List of Figures

List of Tables

Chapter 1. Introduction

The Department of Defense (DoD) Data Services Environment (DSE) is an enhanced dashboard that brings together several of the Registry Services Service Oriented Architecture (SOA) capabilities into a common, modular framework. The DSE contains the structural and semantic metadata artifacts critical to successful development, operation, and maintenance of existing and future capabilities that support the DoD Net-Centric Data Strategy. Its goal is to simplify the publication and discovery of data services that facilitate information sharing across the DoD. The DSE provides a one stop access to DoD data source directories to improve search, access, consistency, and integration of data services as well as to increase collaboration amongst data producers and consumers. The DSE promotes this vision by:

- Acting as a key enabler to make data “visible, accessible, and understandable”.
- Providing greater data visibility and accessibility by implementing an Enterprise service.
- Streamlining search and access; providing a set of tools to register and discover data services across the Department.

The DSE is made up of several different components such as Enterprise Service Registry designed to support unique underlying requirements, models, users and workflows. The DSE publish feature provides users a clear set of workflows from a single interface point for publishing, managing and governing their resources that include:

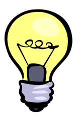
- Semantic metadata artifacts such as service interface specifications, i.e. WSDL files, supporting message formats, i.e. XML Schemas, as well as descriptive and informative documentation supporting those resources.
- Services and service metadata including service end points, service POCs, and service PMO.
- Authoritative data sources including systems, data stores and capabilities that fulfill particular data needs.
- DDMS records that include the core discovery information required by the DDMS Specification and publish that information to the enterprise catalog.

Users within the DoD Enterprise can discover and leverage various enterprise service offerings, and they can discover the authoritative data sources that fulfill their data needs. Developers can locate information such as service offers, service specifications, and taxonomical information, and they can readily reuse these existing entities to save time and avoid duplication of effort.

Conventions Used In This Manual

The following conventions are used in this manual.

Table 1. Conventions used in this manual

Convention	Description
Bold Text	The names of buttons, fields, menu options, and navigation links will be in **bold** text.
[Brackets]	Keyboard names, such as [ENTER] and [TAB] are enclosed within brackets.
Italicized Text	The name of an option from a drop-down list or radio buttons. For example: Select *Operational* from the **Status** drop-down list. Values that should be typed exactly as documented will also be italicized. For example: Enter *7001* in the **Port Number** field.
	Indicates a tip for using the DSE.

Chapter 2. Getting Started

This chapter provides information about getting started with DSE including requirements for using DSE, accessing DSE, logging into DSE, and navigating DSE.

Requirements for Using DSE

To use DSE, you must have the following:

- An internet connection.
- Internet Explorer version 9 or higher, or Firefox.
- PKI/ECA certificate or a Common Access Card (CAC) or a DSE account. If you have a PKI/ECA certificate or a CAC and are accessing DSE for the first time, you can associate the certificate or CAC with a new DSE account. For information about associating your PKI/ECA certificate or CAC with a new DSE account, see the Associate your PKI/ECA certificate or CAC with a new DSE user account section of this manual. For additional information about logging in using CAC or PKI/ECA certificates, see the Logging in Using PKI/ECA Certificates or CAC section of the manual. Note that on NIPRNet if you don't have a CAC or PKI/ECA certificate but have a DSE account, you can login using your DSE username and password. You cannot use username/password to login to DSE on SIPRNet. Information about logging in using username and password can be found in the Logging in Using Username / Password section of the manual. If you neither have a CAC/PKI certificate nor a DSE account, see the Requesting a DSE Account section of this manual for information.
- If you plan on downloading packages from DSE, you also need to have WinZip.

Files downloaded from the DSE will be opened in a third-party application.

Requesting a DSE Account

If you do not have a CAC or digital PKI/ECA certificate and need to register for a DSE account, perform the following steps to request a DSE account:

1. Open your Web browser.
2. Navigate to the URL (NIPRNet: https://metadata.ces.mil/dse).

   The Data Services Environment (DSE) website is displayed.

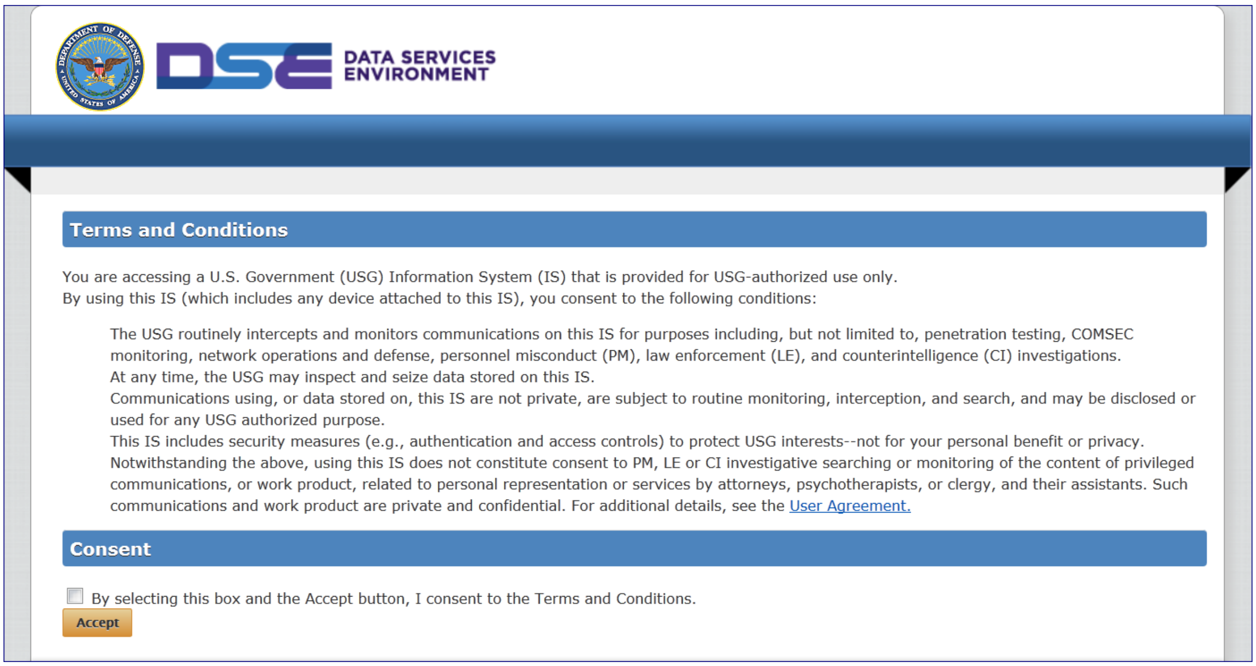


Figure 1. DSE website

3. After reading the terms and conditions, select the checkbox stating that you consent to the terms and conditions and click **Accept**. The DSE Home page is displayed.

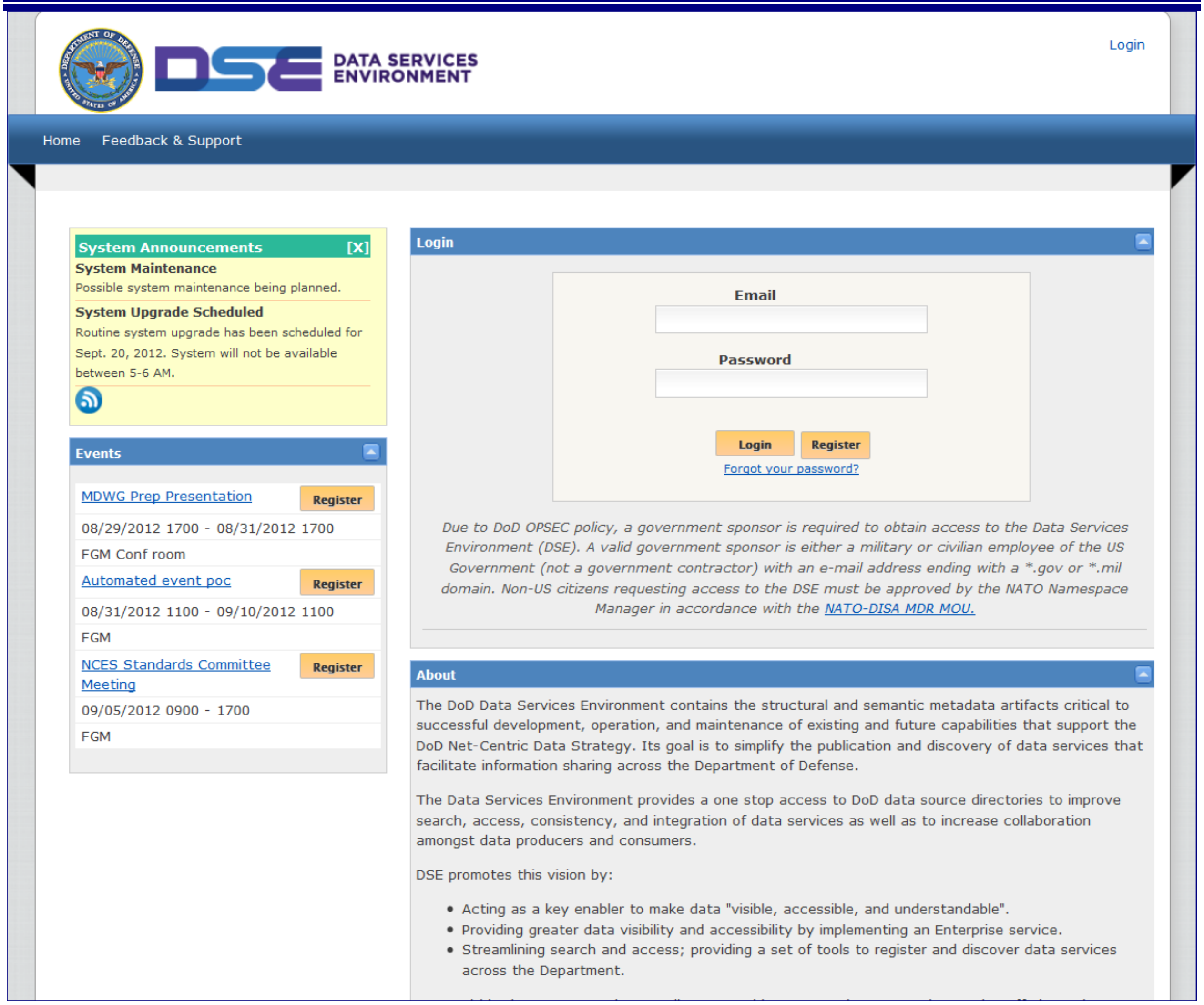
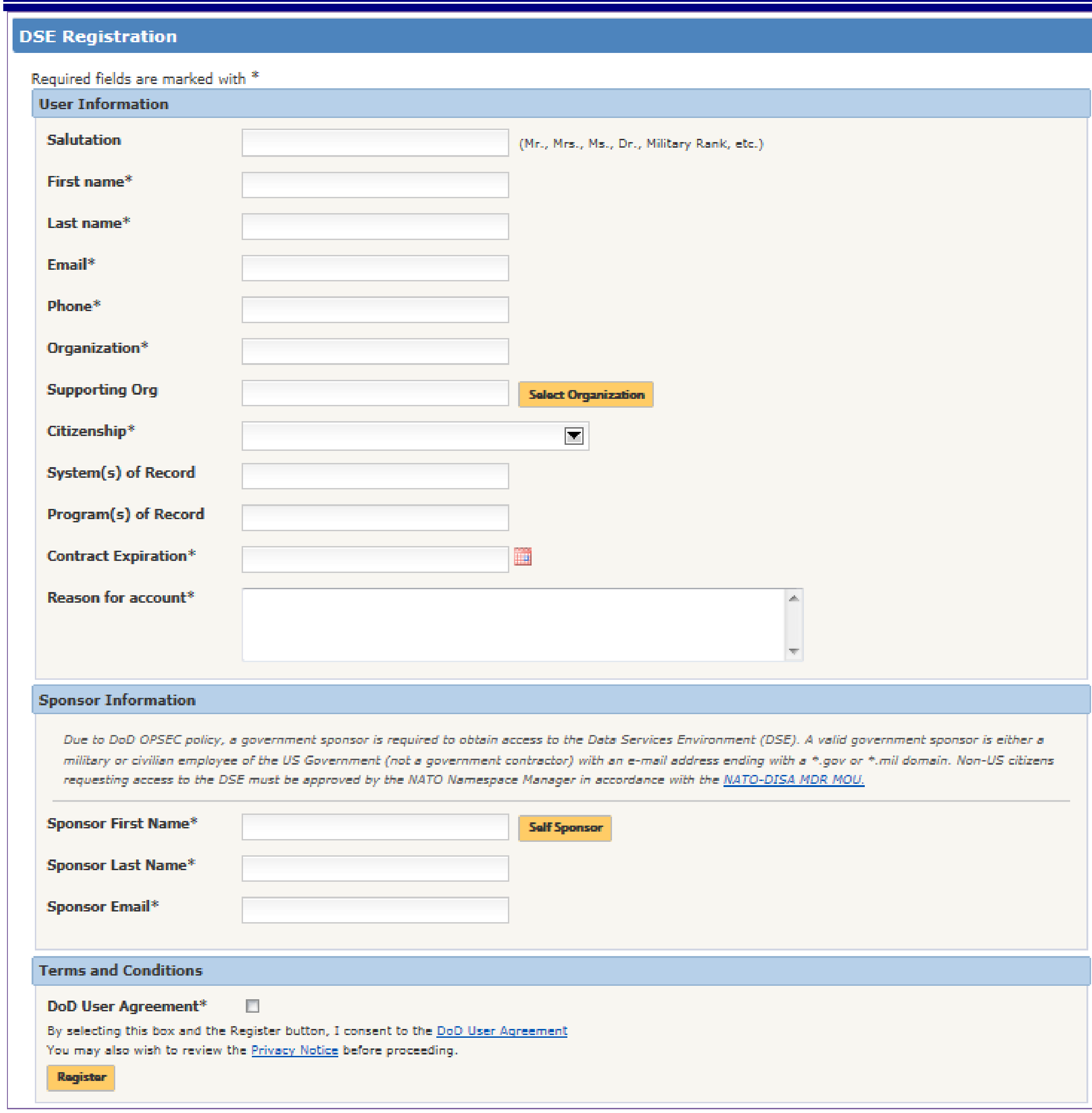


Figure 2. DSE Home page

4. In the **Login** section click on the **Register** button. The DSE Registration page is displayed.



DSE Registration

Required fields are marked with *

User Information

Salutation (Mr., Mrs., Ms., Dr., Military Rank, etc.)

First name*

Last name*

Email*

Phone*

Organization*

Supporting Org Select Organization

Citizenship*

System(s) of Record

Program(s) of Record

Contract Expiration*

Reason for account*

Sponsor Information

*Due to DoD OPSEC policy, a government sponsor is required to obtain access to the Data Services Environment (DSE). A valid government sponsor is either a military or civilian employee of the US Government (not a government contractor) with an e-mail address ending with a *.gov or *.mil domain. Non-US citizens requesting access to the DSE must be approved by the NATO Namespace Manager in accordance with the NATO-DISA MDR MOU.*

Sponsor First Name* Self Sponsor

Sponsor Last Name*

Sponsor Email*

Terms and Conditions

DoD User Agreement*

By selecting this box and the Register button, I consent to the DoD User Agreement

You may also wish to review the Privacy Notice before proceeding.

Register

Figure 3. DSE Registration page

5. Provide the following information on this page. Information is required for fields marked with an asterisk (*).

Table 2. DSE Registration Information

Field Name	Field Value
User Information	
Salutation	The title by which you prefer to be addressed.
First Name*	Your first name.
Last Name*	Your last name.

Field Name	Field Value
Email*	Your email address. This email address will be used to send you notifications regarding the DSE. This email address will also be the username you will use to log into the DSE If your email address includes '.ngo' or '.ctr', or if it does not end with '.mil' or '.gov' signifying that you are not a government employee, you must have a government sponsor for your DSE account.
Phone*	A phone number where you can be contacted.
Citizenship*	The country of your citizenship.
Organization*	The name of your organization.
Supporting Org	The name of your government organization. Click on the **Select Organization** button. The Select Organization window is displayed. Select your organization from the list by clicking on the **Select** link for the organization. You might need to drill down the organization list to find your organization.
System(s) of record	Any system(s) of record you would like to note.
Program(s) of record	Any program(s) of record you would like to note.
Contract expiration	If you are a contractor, the date on which your contract expires.
Reason for account*	Describe why you need an account.
Sponsor Information	
Sponsor first name*	The first name of a government sponsor who can approve or deny your request to access the DSE. **Note:** If you are a government employee or military personnel fulfilling the requirements for government sponsorship, you may self-sponsor by clicking on the **Self Sponsor** button. Your information from the User Information section above is copied here.
Sponsor last name*	The last name of a government sponsor who can approve or deny your request to access the DSE. **Note:** If you are a government employee or military personnel fulfilling the requirements for government sponsorship, you may self-sponsor by clicking on the **Self Sponsor** button. Your information from the User Information section above is copied here.
Sponsor email*	An email address where your government sponsor may be contacted. If you are self-sponsoring, your information from the User Information section above is copied here. The email address for a government sponsor must not include '.ngo' or '.ctr'. It should be an email address ending with a *.gov domain or a *.mil domain.
Terms and Conditions	

Field Name	Field Value
DoD User Agreement*	Select the checkbox indicating your consent to the DoD User Agreement.

6. To submit the request, click **Register.**

   Once the request is submitted, your sponsor receives further instructions by email. You will receive an e-mail after your registration has been reviewed indicating whether you have been granted access to DSE. If the sponsor has approved the account, and the DSE administrator has activated the account, you will receive the email with a temporary password. You must then change your password to something that only you know.

Make sure the password does not contain any leading or trailing spaces.

Sponsoring a DSE Account

The information included in this section applies to you if you are a government employee (not a government contractor) with an email address ending with a *.gov domain or a military personnel with an email address ending with a *.mil domain who fulfills the requirements for government sponsorship, and have been identified as sponsor for a DSE account. Therefore, as a government sponsor, your email address must not include '.ngo' or '.ctr'.

After a user has submitted their account registration request for DSE, you will receive an email containing details about that user. The email will include a hyperlink. Click on that hyperlink and select either **Approve** or **Deny**. After you have responded, the DSE administrators are notified of the action and they can then either activate the account or reject the account request. If the DSE administrator activates the account, the user receives an email with a temporary password that they can change.

Self-Sponsoring a DSE Account

Note that a valid government sponsor is either a military or civilian employee of the US Government (not a government contractor) with an email address ending with a *.mil or *.gov domain. The email address for a government sponsor must not include '.ngo' or '.ctr'.

If you are a government sponsor and registering for DSE account, you can sponsor yourself for the account. Use the **Self Sponsor** option in the Sponsor Information section of the Registration form. After you submit the registration request you will receive an email containing a hyperlink. Click on that link and select either **Approve** or **Deny**. After you have responded, the DSE administrators are notified of the action and they can then either activate the account or reject the account request. If the DSE administrator activates the account, you receive an email with a temporary password that you can change.

Logging Into DSE

Login to DSE is supported using:

- DoD PKI/ECA Certificates or CAC
- DSE account username (email) and password (NIPRNet only)

Username and password login to DSE is not supported for SIPRNet.

The following sections describe each of these login procedures in detail.

Logging in Using PKI/ECA Certificates or CAC

You can log into DSE using CAC (on NIPRNet only) or PKI/ECA certificates if your certificates or CAC are associated with your DSE account. The following list covers different scenarios for logging into DSE using PKI/ECA certificates or CAC. Select the scenario that applies to you and perform the steps as suggested.

- Login using certificate or CAC which has been previously associated with your DSE user account. See the Login using PKI/ECA certificate or CAC which has been previously associated with your DSE user account section for details.
- Associate your certificate or CAC with an existing DSE user account and login to DSE. See the Associate your PKI/ECA certificate or CAC with an existing DSE user account section for details.
- Associate your certificate or CAC with a new DSE user account and login to DSE. See the Associate your PKI/ECA certificate or CAC with a new DSE user account section for details.

Login using PKI/ECA certificate or CAC which has been previously associated with your DSE user account

Perform the following steps to login to DSE if your certificates or CAC are already associated with a DSE account:

1. Open your Web browser. Navigate to the DSE website URL (NIPRNet: https://metadata.ces.mil/dse) or (SIPRNet: https://metadata.ces.smil.mil/dse) and select the certificate to authenticate.

2. When using a CAC or a PKI/ECA certificate you will be prompted for a PIN. Enter the pin. The Data Services Environment (DSE) website is displayed (see figure below).

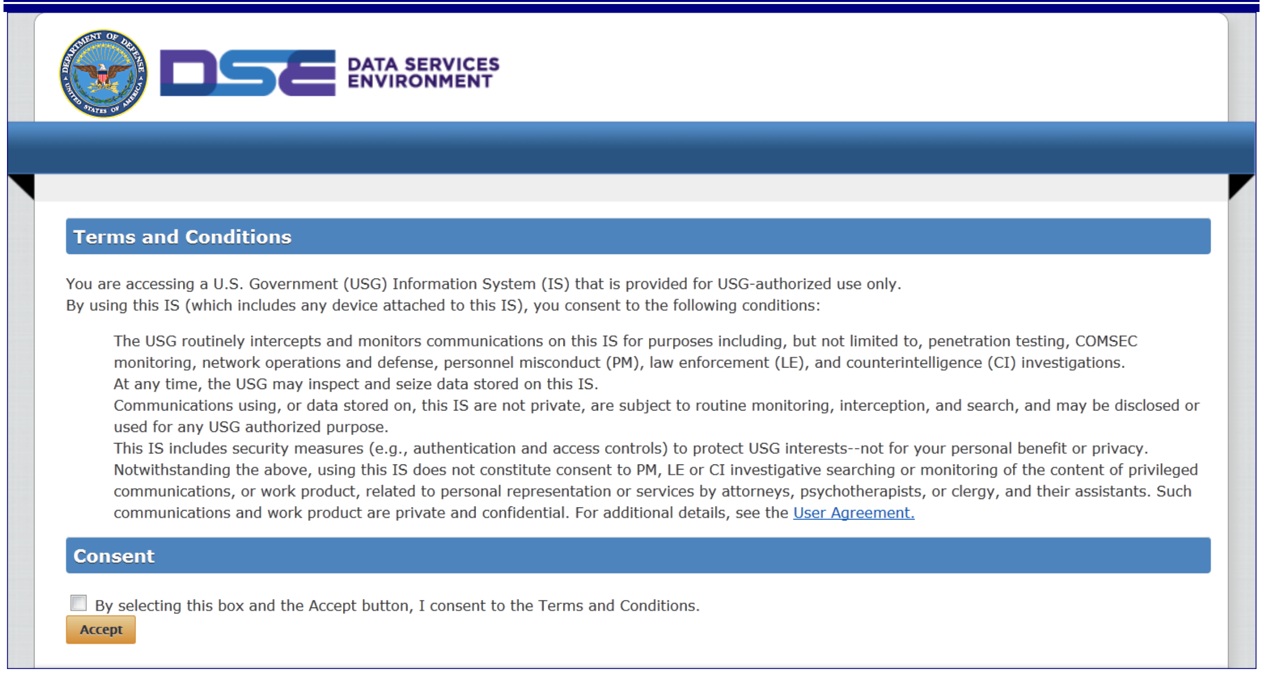


Figure 4. DSE Website

3. After reading the terms and conditions, select the checkbox stating that you consent to the terms and conditions and click **Accept**. At this point, you are logged into the DSE.

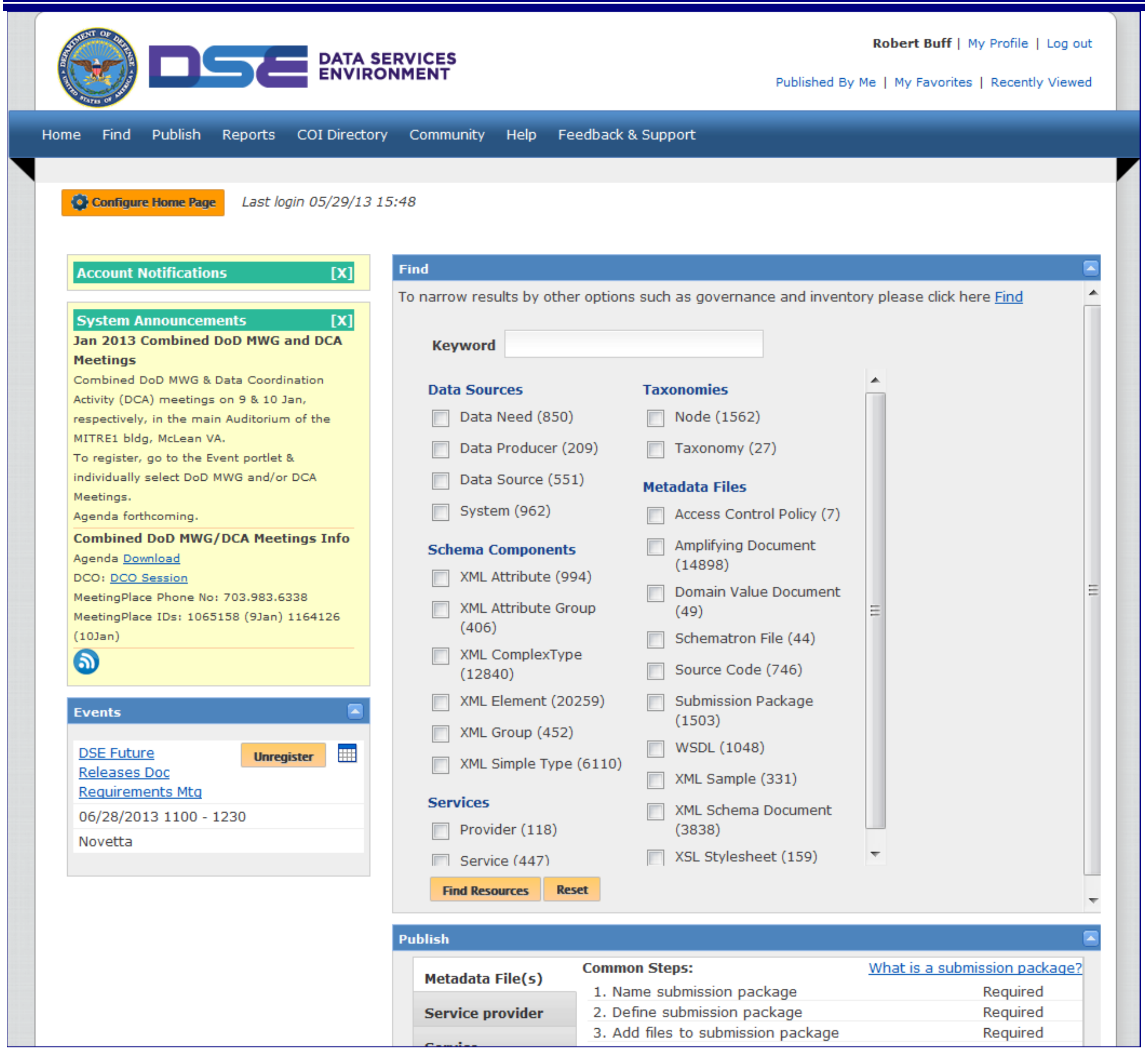


Figure 5. DSE Home page

Your name displays on the top right of the page. If this is your first time accessing DSE, the default Home page is displayed. Otherwise, if you configured your Home page then your configured Home page is displayed. For information about configuring your Home page, see the Configuring Home Page section of this manual. For information about using the Home page, see the DSE Home Page chapter of this manual.

Associate your PKI/ECA certificate or CAC with an existing DSE user account

Perform the following steps to associate your certificate or CAC with an existing DSE user account:

1. If you have a valid CAC or a valid DoD certificate, navigate to the DSE website URL (NIPRNet: https://metadata.ces.mil/dse) or (SIPRNet: https://metadata.ces.smil.mil/dse) and select the certificate to authenticate.

2. When using a CAC or a valid DoD certificate, you will be prompted for a PIN. Enter the pin. The Data Services Environment (DSE) website is displayed (see figure below).

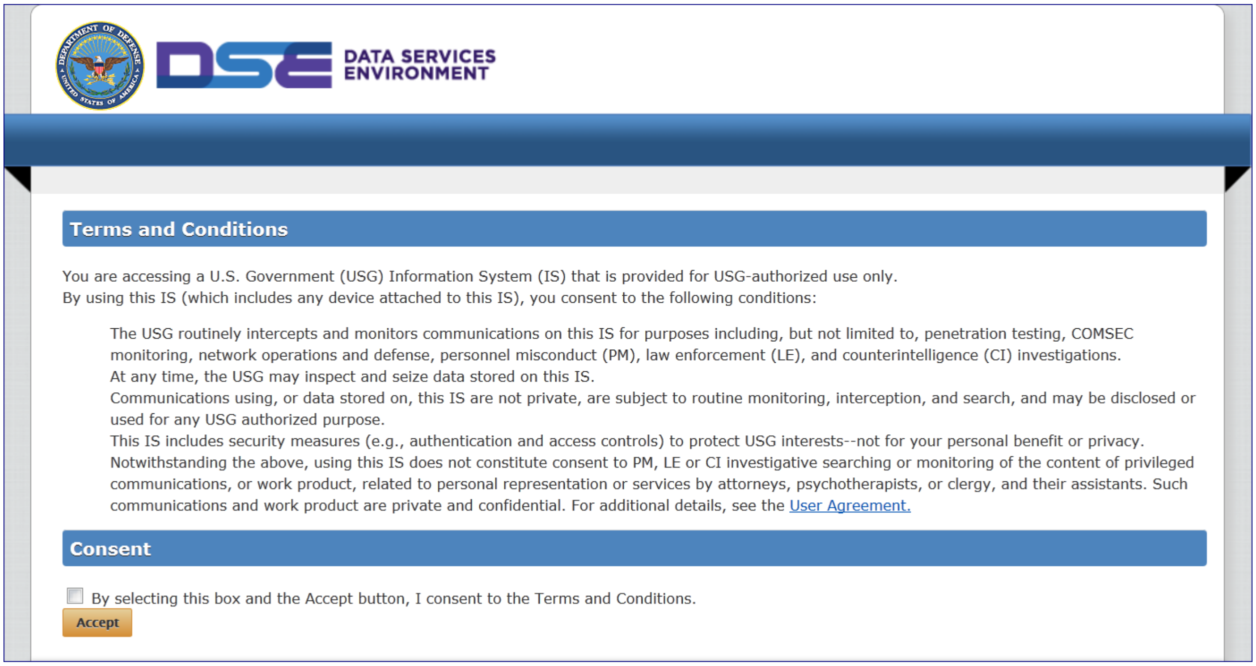


Figure 6. DSE website

3. After reading the terms and conditions, select the checkbox stating that you consent to the terms and conditions and click **Accept**.

   If you have previously associated your certificate or CAC with a DSE user account, you will be automatically logged into DSE.

   Otherwise the first time you login using a certificate or CAC you must associate it with a DSE user account.

4. If you already have a DSE user account, use the "Previous DSE Account" section on the page (see figure below).

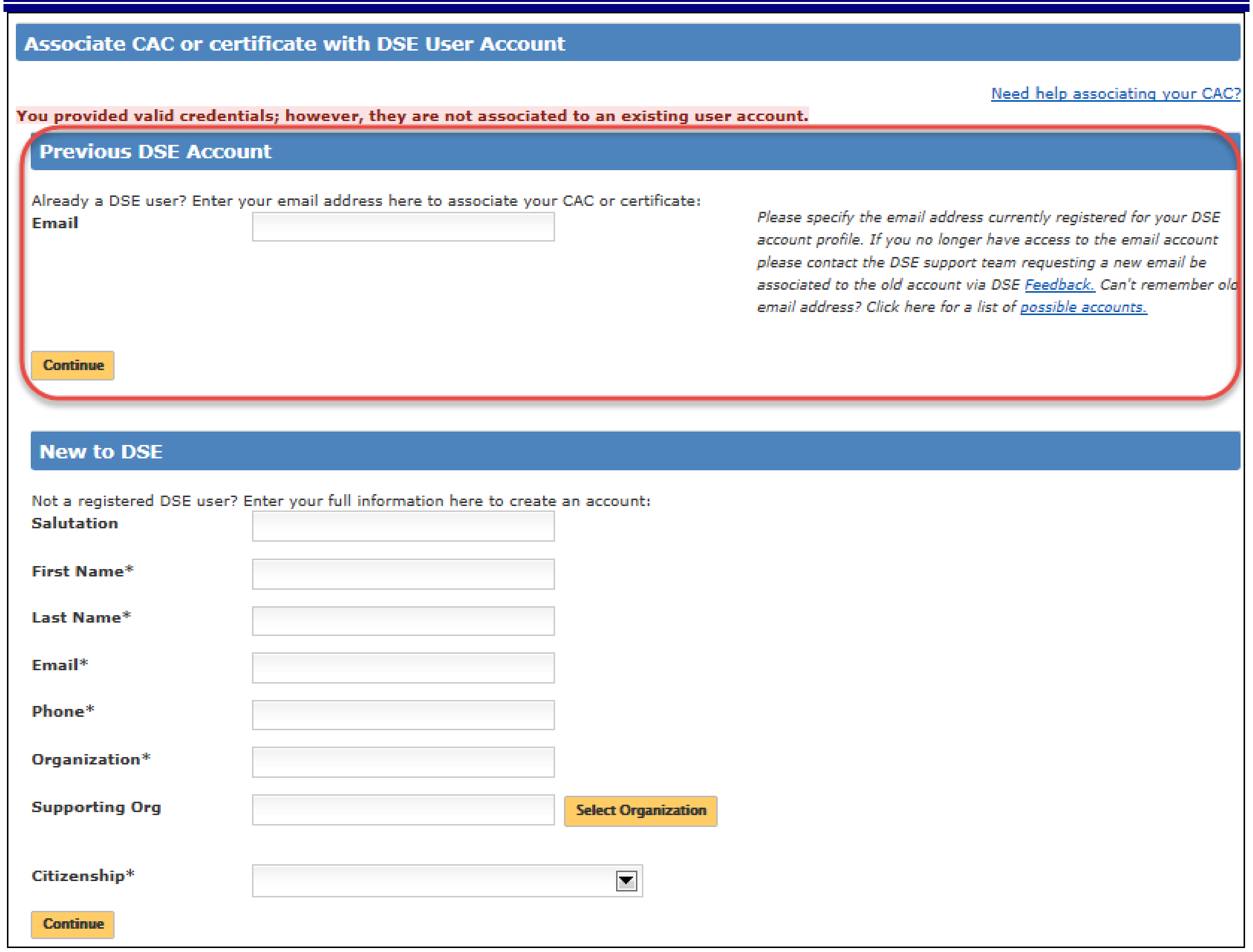


Figure 7. Associating certificate or CAC with existing DSE account

5. Enter the email address for the account and click **Continue**. If you don't remember your old email address, click the **possible accounts** link. You will see a list of possible accounts to select. Either click on one of the email addresses and it will populate the Email address field, or you can type in a different email in the Email address field.

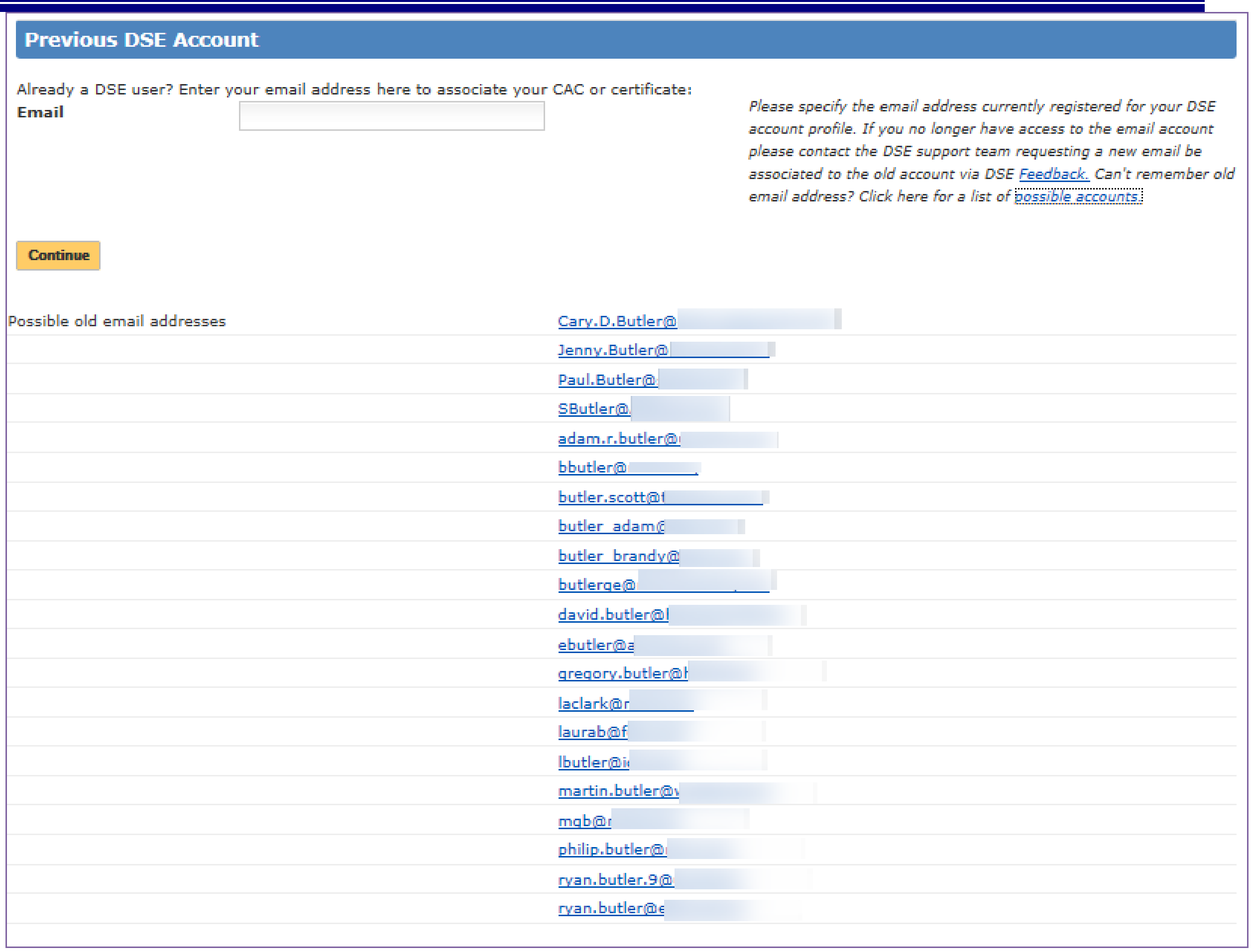


Figure 8. Possible accounts

A verification page is displayed. A confirmation email will be sent to you with the subject User Account Email Verification.

6. Click the link in the email to verify your email address.

7. Select the certificate when prompted.

8. Select the checkbox and accept the terms and conditions.

At that point, your certificate or CAC will be associated with your existing DSE user account, and you will be logged into the DSE.

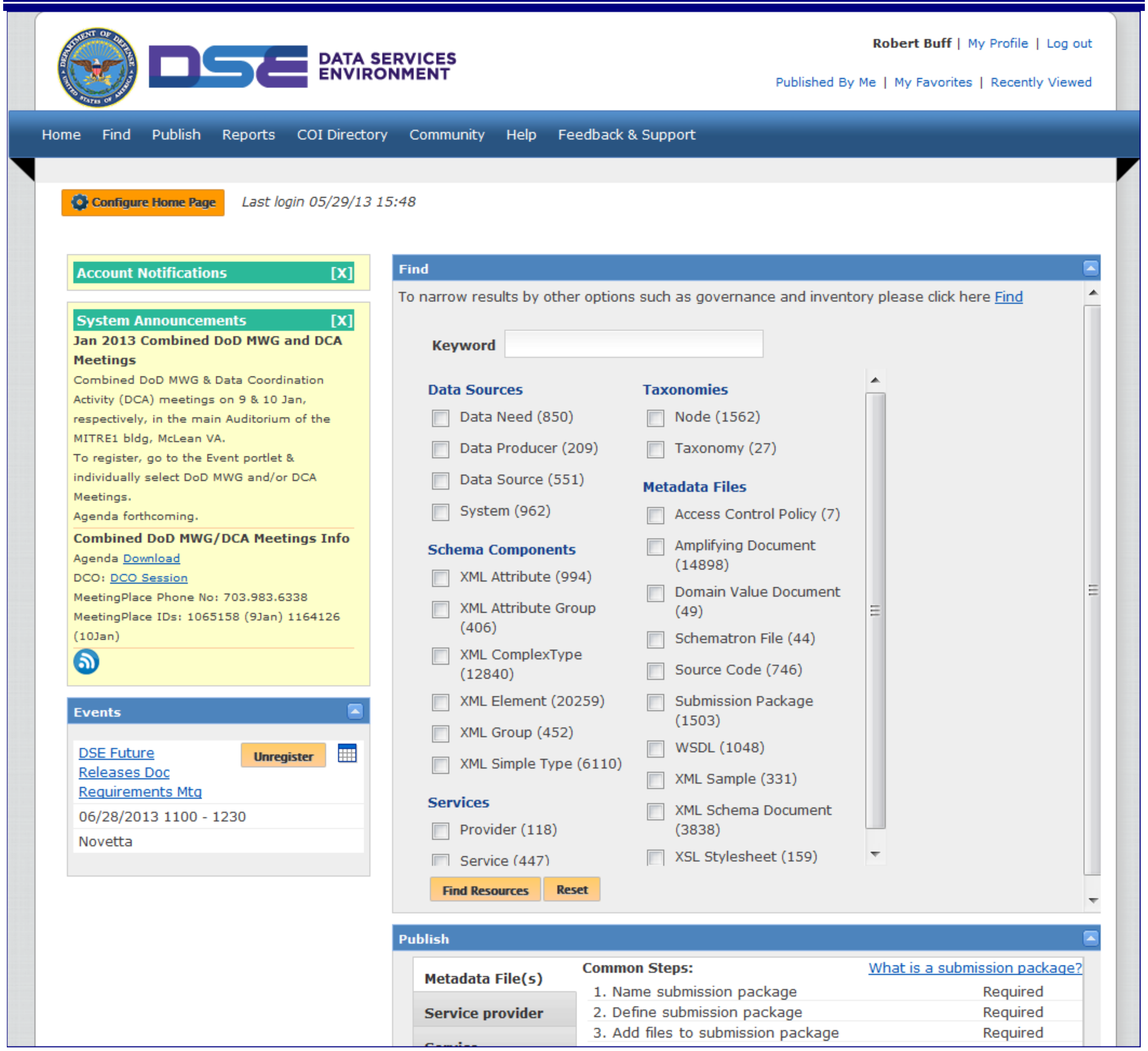


Figure 9. DSE Home page

Your name displays on the top right of the page. If this is your first time accessing DSE, the default Home page is displayed. Otherwise, if you configured your Home page then your configured Home page is displayed. For information about configuring your Home page, see the Configuring Home Page section of this manual. For information about using the Home page, see the DSE Home Page chapter of this manual.

Note that this certificate association process needs to be done only once. After completing this process, you can use your certificate or CAC for future login to the DSE.

Associate your PKI/ECA certificate or CAC with a new DSE user account

Perform the following steps to associate your certificate or CAC with a new DSE user account:

1. If you have a valid CAC or a valid DoD certificate, navigate to the DSE website URL (NIPRNet: https://metadata.ces.mil/dse) or (SIPRNet: https://metadata.ces.smil.mil/dse) and select the certificate to authenticate.

2. When using a CAC or a valid DoD certificate, you will be prompted for a PIN. Enter the pin. The Data Services Environment (DSE) website is displayed (see figure below).

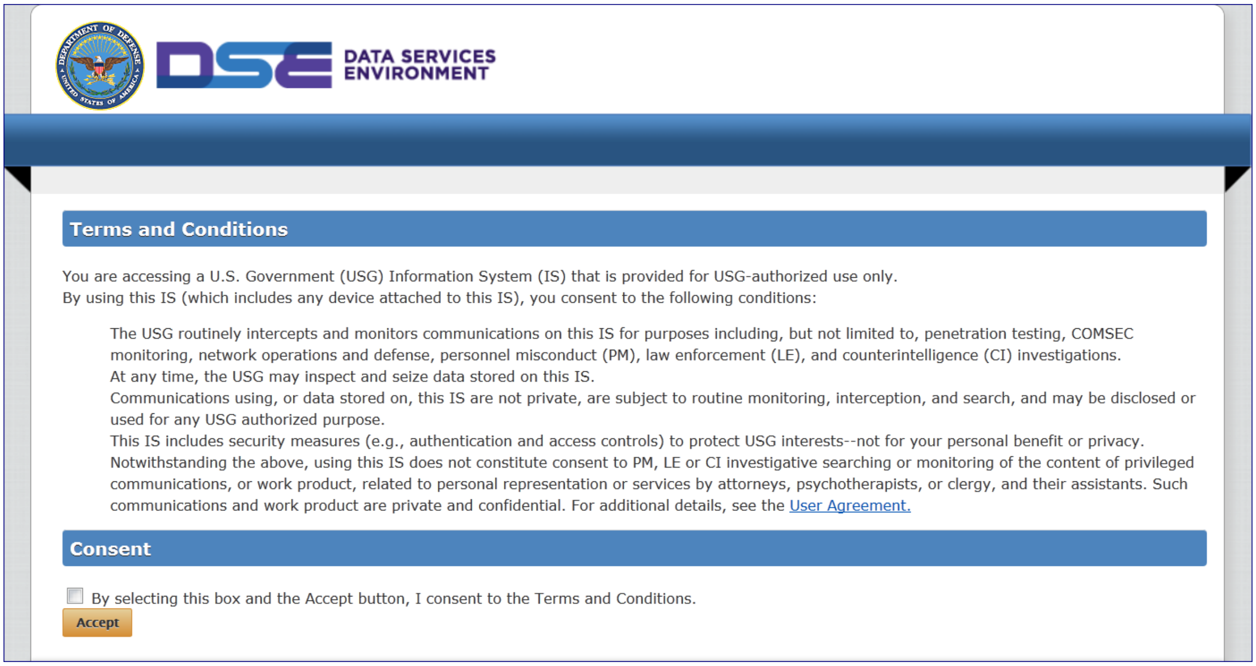


Figure 10. DSE website

3. After reading the terms and conditions, select the checkbox stating that you consent to the terms and conditions, and click **Accept**.

   If you have previously associated your certificate or CAC with a DSE user account, you will be automatically logged into DSE.

   Otherwise, the first time you login using a certificate or CAC you must associate it with a DSE user account.

4. If you do not already have a DSE user account, use the “New to DSE” section (see figure below).

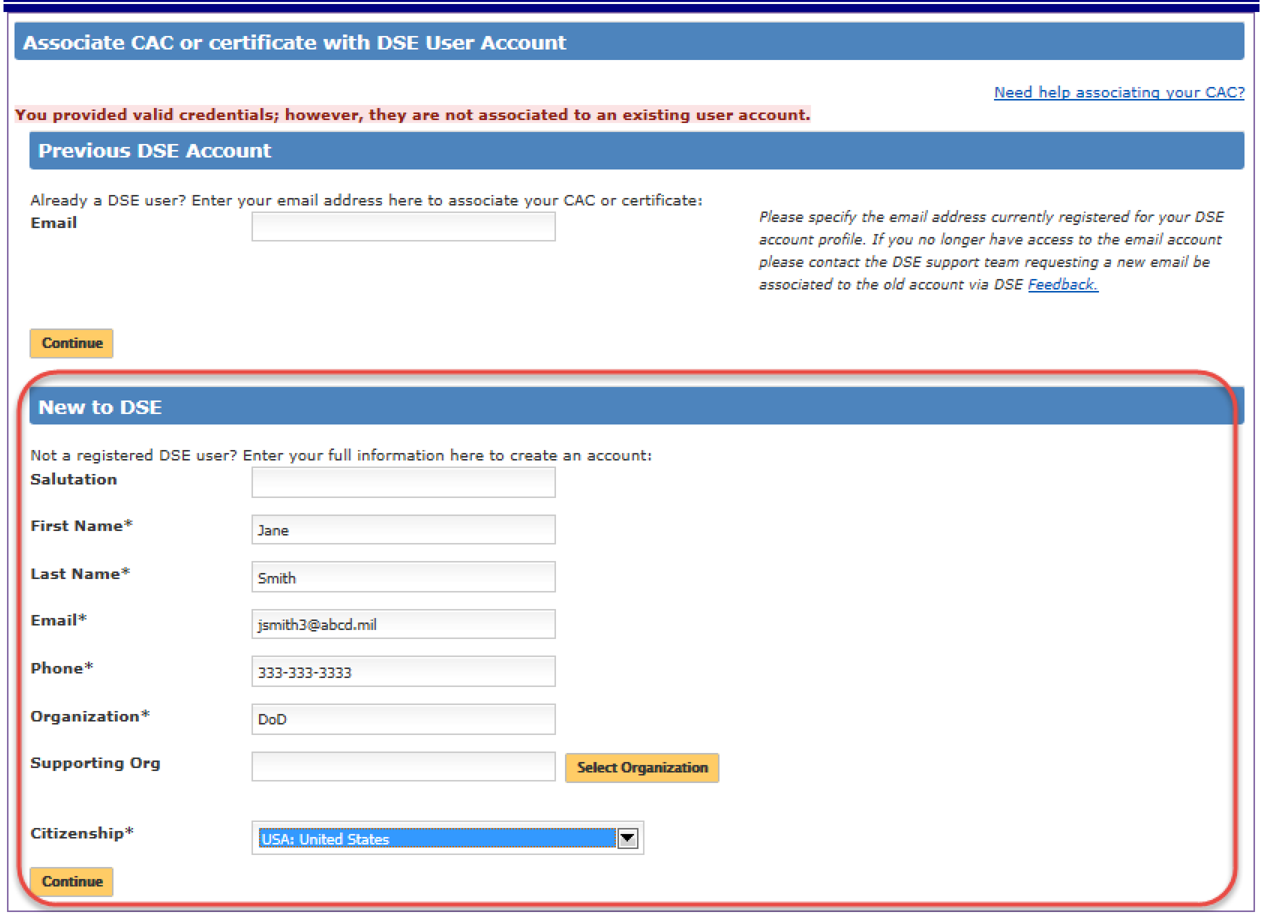
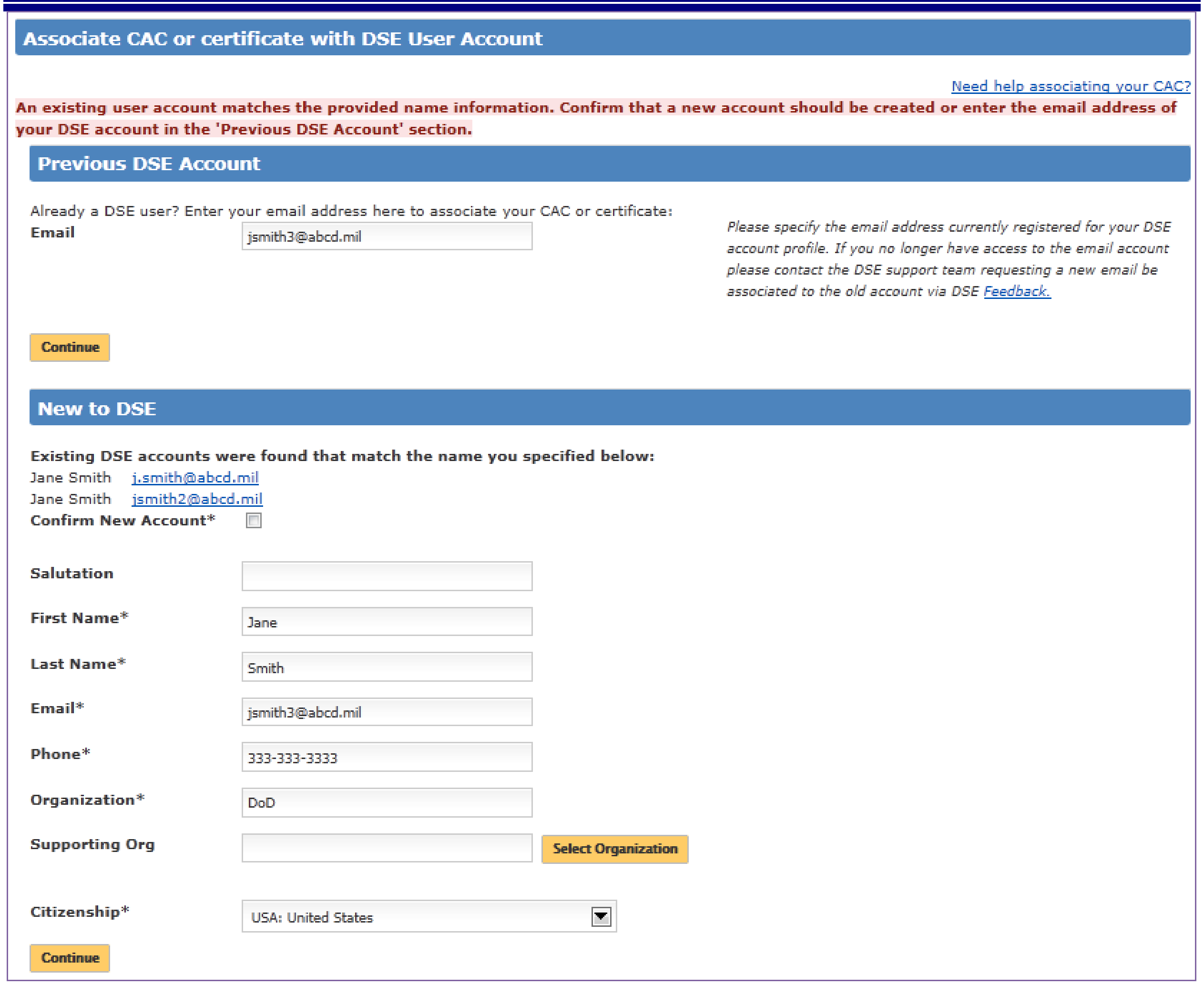


Figure 11. Associating certificate or CAC with a new DSE account

5. Fill in the form and click **Continue**.

   At that point, your certificate or CAC will be associated with your new DSE user account, and you will be logged into the DSE. However, if the first and last name already exists on another DSE user account, the Associate CAC page will redisplay with Existing DSE accounts and a checkbox to confirm the new account. If you already have a DSE account, you can select one of the listed emails, and it will populate the existing email address field. You can then select **Continue** in the "Previous DSE Account" section. If it is indeed a new account, then click the **Confirm New Account** checkbox in the "New to DSE" section.



Associate CAC or certificate with DSE User Account

Need help associating your CAC?

An existing user account matches the provided name information. Confirm that a new account should be created or enter the email address of your DSE account in the 'Previous DSE Account' section.

Previous DSE Account

Already a DSE user? Enter your email address here to associate your CAC or certificate:

Email jsmith3@abcd.mil

Please specify the email address currently registered for your DSE account profile. If you no longer have access to the email account please contact the DSE support team requesting a new email be associated to the old account via DSE Feedback.

Continue

New to DSE

Existing DSE accounts were found that match the name you specified below:

Jane Smith j.smith@abcd.mil

Jane Smith jsmith2@abcd.mil

Confirm New Account*

Salutation

First Name* Jane

Last Name* Smith

Email* jsmith3@abcd.mil

Phone* 333-333-3333

Organization* DoD

Supporting Org Select Organization

Citizenship* USA: United States

Continue

Figure 12. Confirm new account

The DSE home page will display.

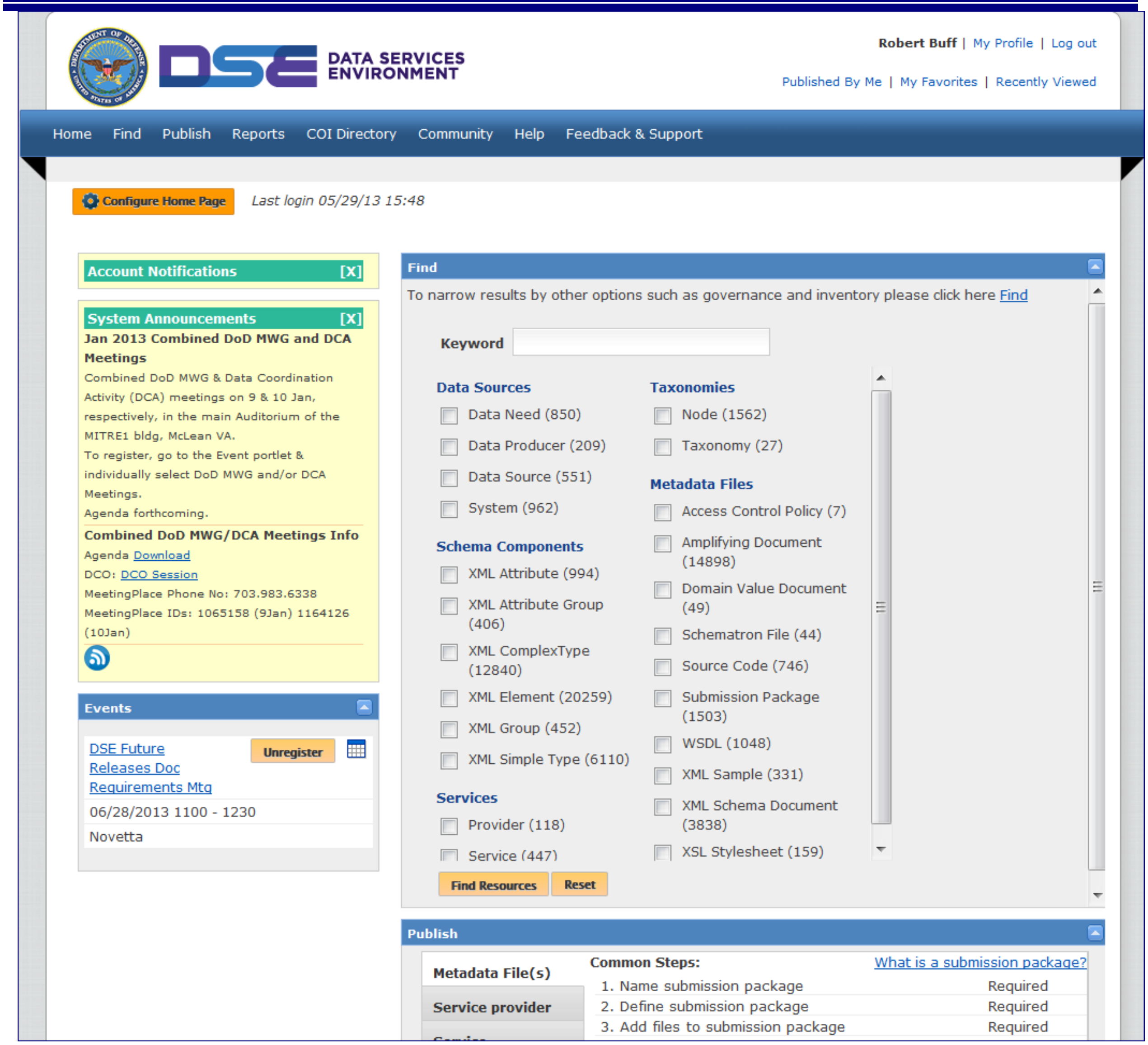


Figure 13. DSE Home page

Your name displays on the top right of the page. Since this is your first time accessing DSE, the default Home page is displayed. You can configure this Home page to show the sections most useful to you. Your custom Home page is displayed for all your future logins. For information about configuring your Home page, see the Configuring Home Page section of this manual.

Note that this certificate association process needs to be done only once. After completing this process, you can use your certificate or CAC for future login to the DSE.

Logging in Using Username / Password (available on NIPRNet only)

Login to DSE on SIPRNet using the username and password is no longer supported. Please use your PKI/ECA certificate to login to DSE on SIPRNet.

Users may only have one active browser session if logging in with username/password. If you login to DSE on a second browser with the same username/password, the first session will be invalidated, and will prompt for login if you try to use it again.

To login to the DSE on NIPRNet using your username and password perform the following steps:

1. Access the DSE website using the URL (NIPRNet: https://metadata.ces.mil/dse).

2. After reading the terms and conditions, select the checkbox stating that you consent to the terms and conditions and click **Accept**. The DSE Home page with the Login section is displayed.

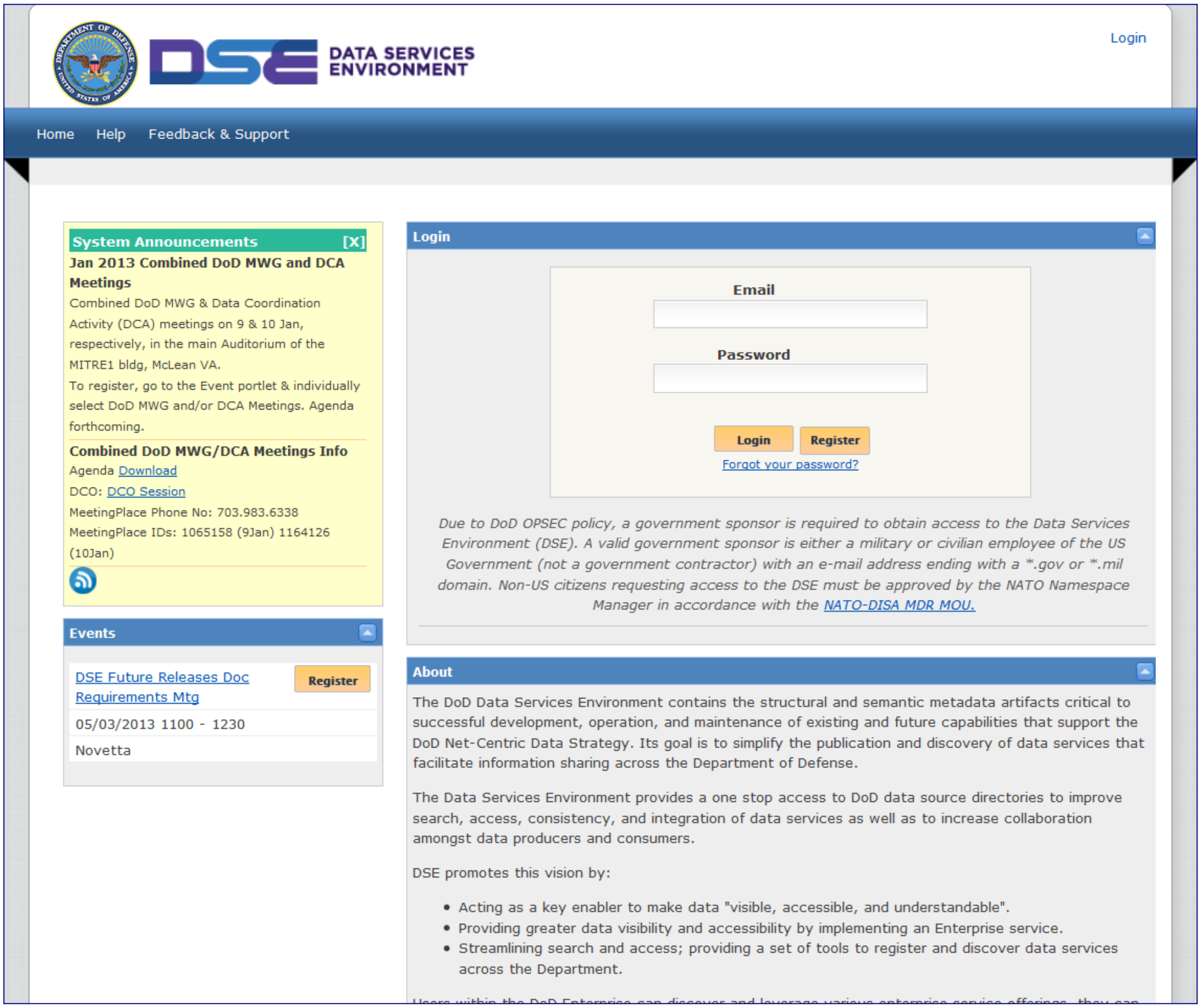


Figure 14. DSE Home page with Login section

3. In the Login section enter the following:

   a. Your email address in the **Email** field. This is the email address you used to register with the DSE.

   b. The password in the **Password** field.

4. Click **Login**.

   You are logged into DSE and your name displays on the top right of the page. If this is your first time accessing DSE, the default Home page is displayed. Otherwise, if you configured your Home page then your configured Home page is displayed. For information about configuring your Home page, see the Configuring Home Page section of this manual.

   For information about using the Home page, see the DSE Home Page chapter of this manual.

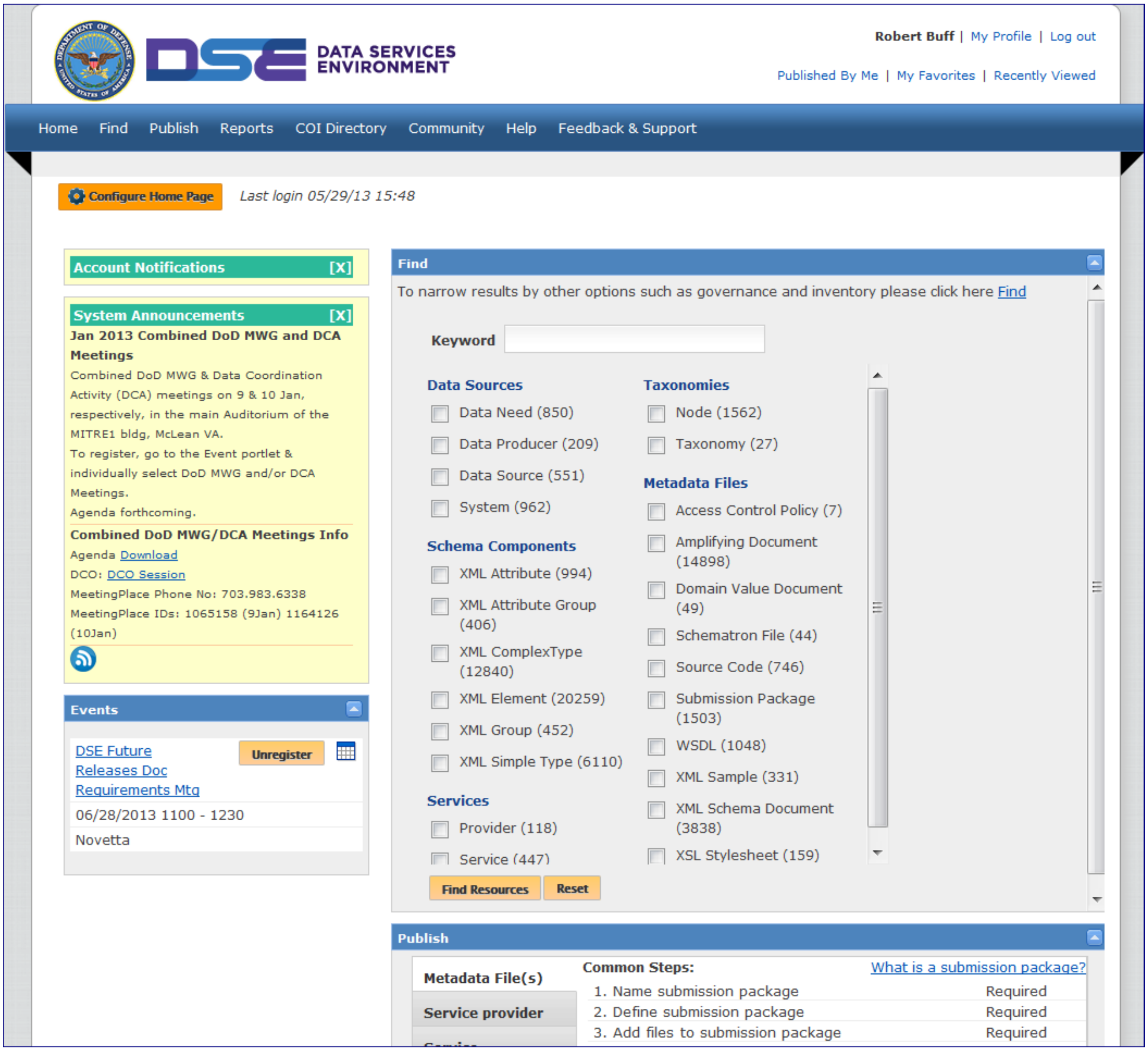


Figure 15. DSE Home page

Feedback and Support for Unlocking the Account

While trying to login to DSE, if your password is incorrect for three consecutive attempts, your user account will be locked and a notification of this action will be displayed.

If your account has previously been locked and you try to login, a User Account Locked message is displayed. That window also includes a **Request Unlock** link. Clicking on the link displays a pre-populated feedback form that you can submit to request that your account be unlocked.

Account Deactivation and Support for Reactivating the Account

If you do not log in to your account for more than 30 days, you receive an email from the DSE. The email contains a warning that if you do not log into your account within 7 days, the account will be permanently deactivated. Additionally, you receive another email reminder 24 hours before your account is set to be deactivated. If you do not log into your account within the 24 hours after receiving that email, the account will be deactivated.

If your account has been deactivated due to a period of inactivity, you can submit a request for reactivation. When your account is deactivated due to inactivity and you try to login, you get an account deactivation message. That window also includes a **Request Reactivation** link. Clicking on the link displays a pre-populated feedback form that you can submit to request your account reactivation.

Expired Account Reactivation

If your account has been deactivated due to the contract expiration, you can request reactivation of the account. When your account is deactivated due to contract expiration and you try to login, you get an account expiration message. That window also includes a **Request Reactivation** link. Clicking on the link displays a Reactivate Expired Account form. You can update the form with a new contract expiration date, and submit it to your sponsor. After the sponsor approves your account request, the DSE Administrator receives the notification about it and needs to approve the request.

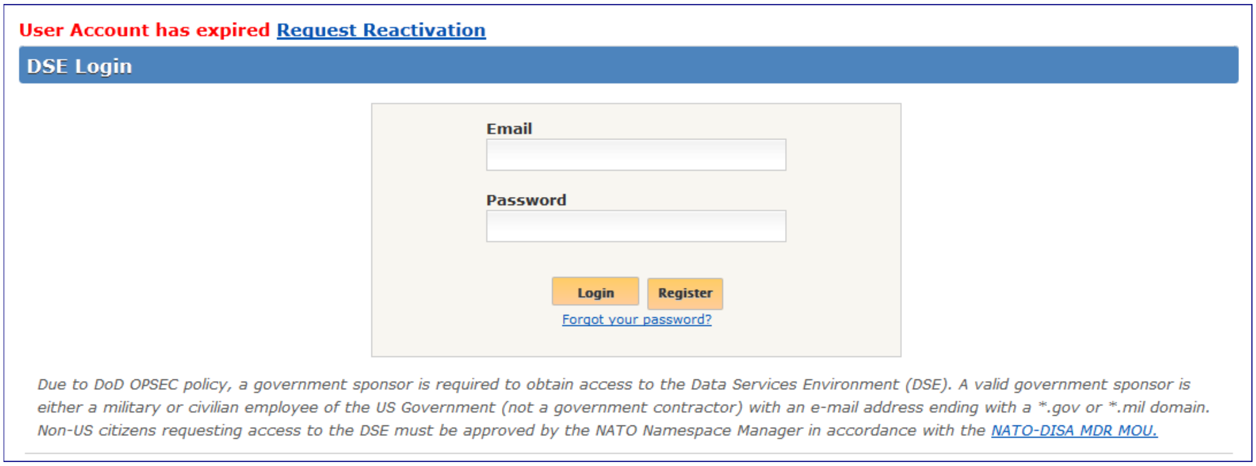
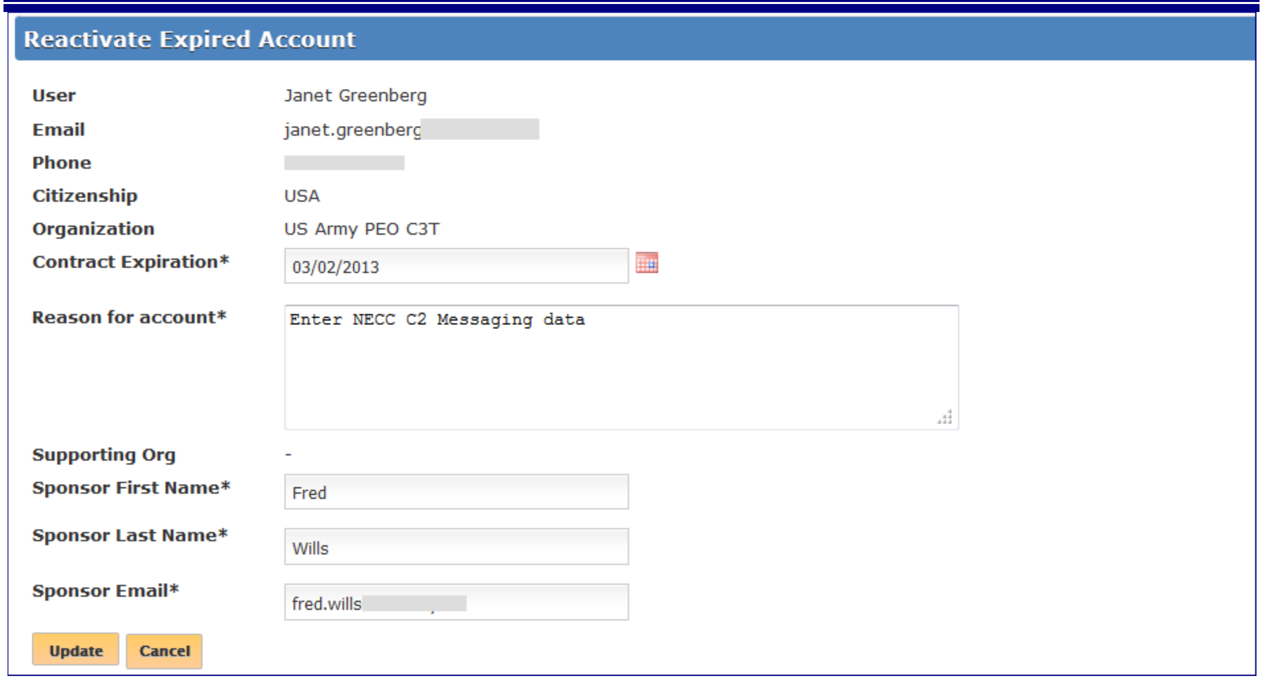


Figure 16. Request Reactivation message

Perform the following steps to submit a reactivation request:

1. Click on the **Request Reactivation** link. The reactivate page is displayed with your account information currently existing in DSE.



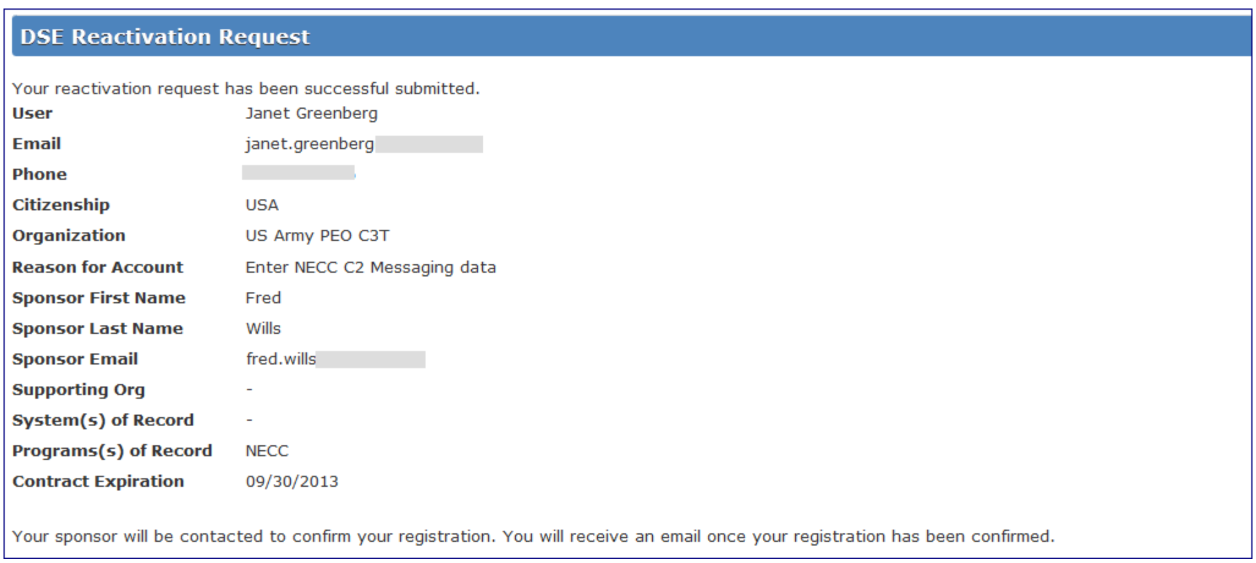
Reactivate Expired Account

User	Janet Greenberg
Email	janet.greenberg
Phone	
Citizenship	USA
Organization	US Army PEO C3T
Contract Expiration*	03/02/2013
Reason for account*	Enter NECC C2 Messaging data
Supporting Org	-
Sponsor First Name*	Fred
Sponsor Last Name*	Wills
Sponsor Email*	fred.wills

Update Cancel

Figure 17. User account information

2. Update the contract expiration date.
3. Edit the reason for account.
4. Click **Update** to submit the request to your sponsor.



DSE Reactivation Request

Your reactivation request has been successful submitted.

User	Janet Greenberg
Email	janet.greenberg
Phone	
Citizenship	USA
Organization	US Army PEO C3T
Reason for Account	Enter NECC C2 Messaging data
Sponsor First Name	Fred
Sponsor Last Name	Wills
Sponsor Email	fred.wills
Supporting Org	-
System(s) of Record	-
Programs(s) of Record	NECC
Contract Expiration	09/30/2013

Your sponsor will be contacted to confirm your registration. You will receive an email once your registration has been confirmed.

Figure 18. Account reactivation request submitted

The sponsor receives an email about your request. The email contains a link for the sponsor to access the page where they can approve or deny your request.

Once the sponsor approves your request, DSE Administrator receives a notification that the sponsor has approved your reactivation request. At this point the Administrator needs to give a final approval for your account reactivation request before the account is reinstated.

Once the Administrator approves your account you receive an email about it along with a temporary password that you can use to login to your account. After you are logged into your account you can change your password.

Navigating DSE

The navigation bar for the DSE is located at the top of each page (see figure below).

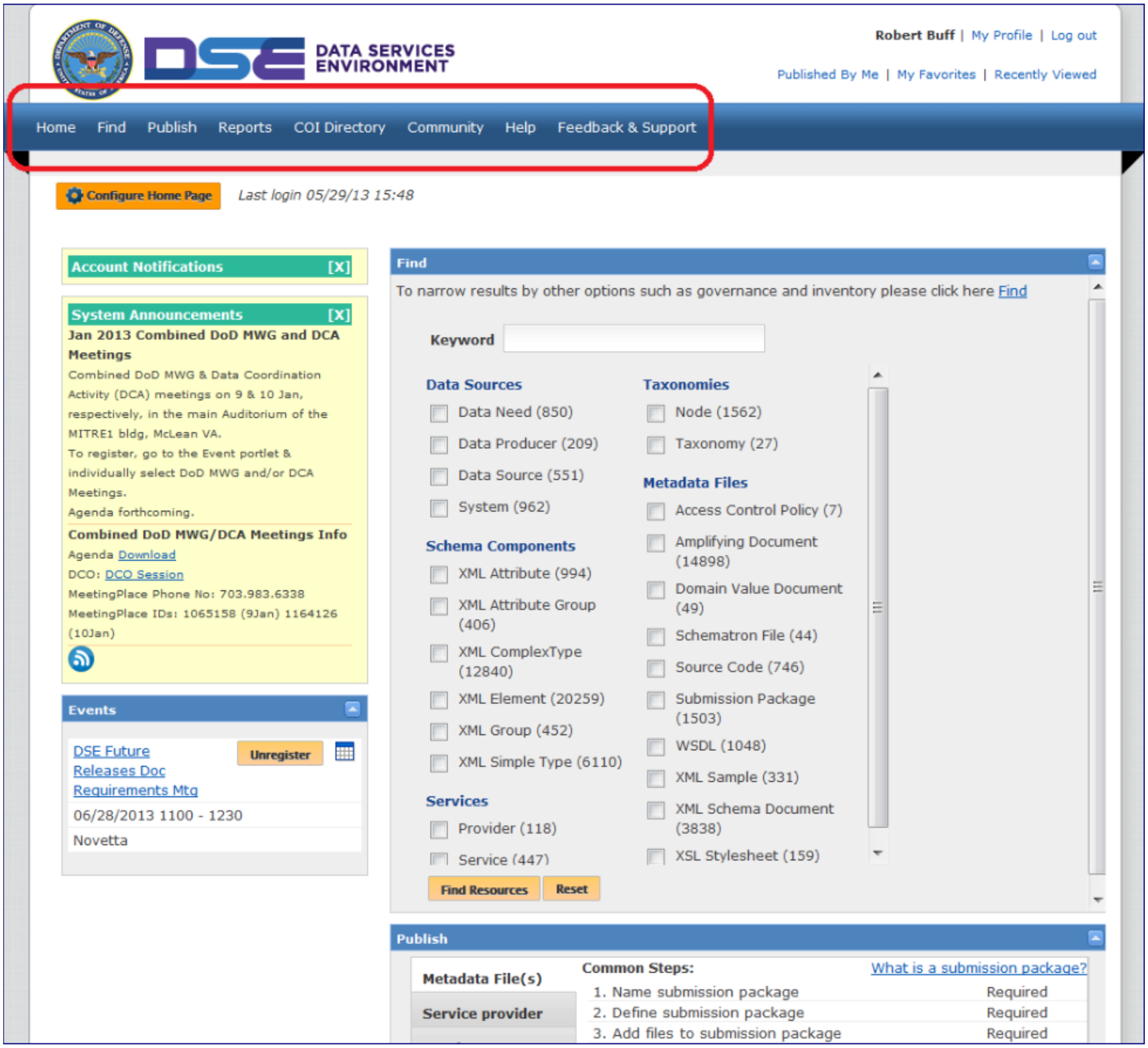


Figure 19. DSE navigation bar

Moving your mouse pointer over an option on the navigation bar displays the option as a link. Clicking on the link displays the page associated with the functionality.

Table 3 lists and describes the links available on the navigation bar.

Table 3. Navigation Bar Links

Link	Description
Home	The first page to display after you login to DSE. The Home page displays configurable sections such as System Announcements, Events, About, Find, and more.
Find	Allows you to search the DSE for resources such as data sources, metadata files, taxonomy, schema components and services.
Publish	Allows access to the publishing tool which allows you to publish resources such as metadata files, service providers, services, data sources, DDMS, taxonomies, and fingerprints.
Reports	Allows you to generate reports about DSE activity and resources.
COI Directory	Allows access to list of Communities of Interest (COIs), Domains, and Mission Areas.
Community	Allows access to list of all upcoming events, list of documents and briefings, and your forum posts.
Help	Provides access to additional information topics such as Login, Publish, Find, miscellaneous topics including CUI, User-defined URLs, and community related topics such as Policies and Guidance, Tech. Implementation Guidance, Metadata Working Group, DDMS, and UCore.
Feedback & Support	Displays the feedback and support page.

Getting Help

Providing Feedback and Requesting Support

User feedback is valuable to improving and expanding DSE offerings. If you encounter a defect or wish to submit a comment or question about DSE, you may do so via the Feedback and Support page. The data is sent to the DSE support team and input in a queue for resolution and analysis.

To submit feedback and get support while using DSE perform the following steps:

1. Click the **Feedback & Support** link on the navigation bar located at the top of the page. The Feedback and Support page is displayed. This page differs depending on whether you are logged into DSE or not.

   If you are not logged into DSE yet, the fields on the Feedback and Support page are blank.

Figure 20. Feedback and Support page without logging into DSE

If you are logged into DSE, the Feedback and Support page reflects your contact information associated with your profile.

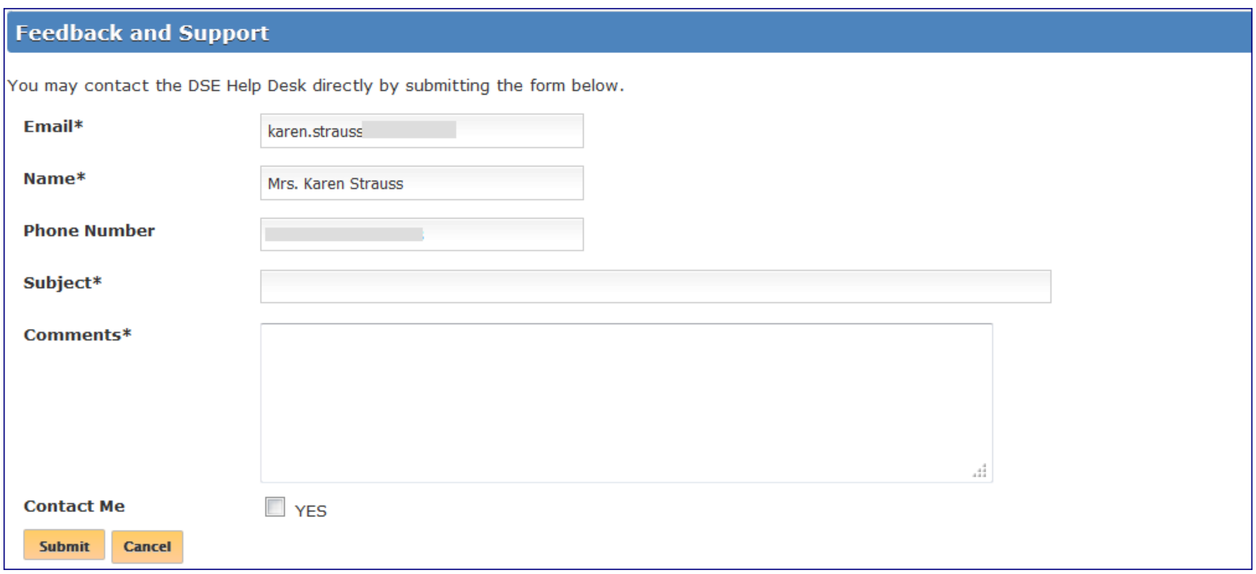


Figure 21. Feedback and Support page after logging into DSE

2. Provide the following information on the Feedback and Support page. Information is required for fields marked with an asterisk (*).

Table 4. Providing information on Feedback and Support page

Field Name	Field Value
Email*	Your e-mail address. If you are logged in, the email address is already displayed and you can edit it if needed.
Name*	Your name. If you are logged in, your name is already displayed and you can edit it if needed.
Phone Number	Your primary phone number. If you are logged in, your phone number is already displayed (if a phone number associated with your profile is available) and you can edit it if needed.
Subject*	The subject of your email. Enter a brief subject for your feedback or request.
Comments*	Enter your comment text here. Provide details about your feedback or question.
Contact me	If you would like someone from DSE team to contact you, select this checkbox.

3. Click **Submit**.

   A confirmation message displays thanking you for your feedback.

Help

To learn more about DSE and to access additional topic pages, click on the **Help** link on the navigation bar at the top of the page. A separate window opens displaying links to additional DSE topics and resources such as Login, Publish, Find, miscellaneous topics including CUI, Subscriptions, User-defined URLs, and other topics such as Policies and Guidance, Tech. Implementation Guidance, Metadata Working Group, DDMS, and UCore. See Figure 22 below.

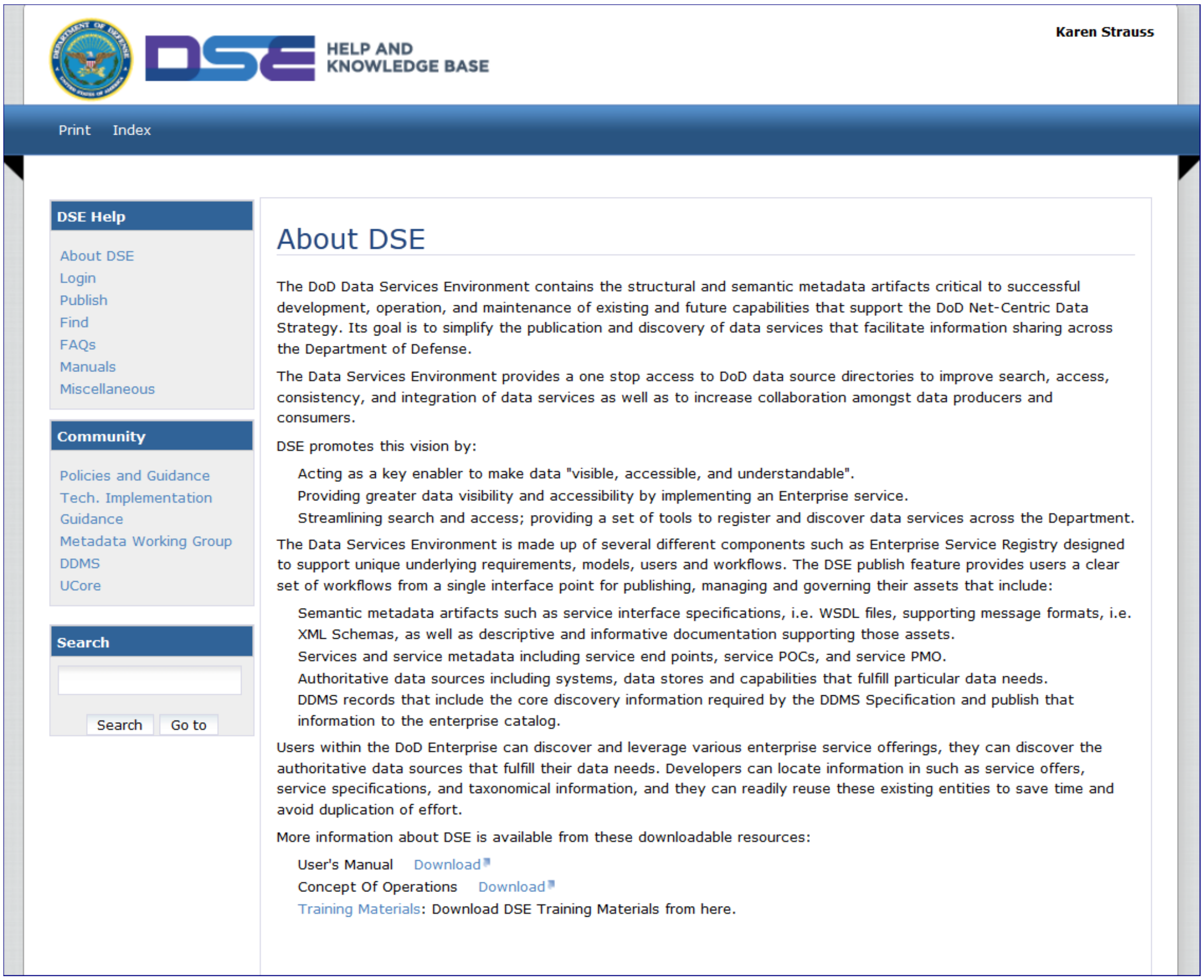


Figure 22. DSE Help and Knowledge Base

Context Help

Context help is available throughout DSE either in the form of help text next to the field (see Figure 23 below) or via a link (**Help with publishing**) on the top right of the page (see Figure 24 below). Clicking on the help link displays the related Help page containing information pertinent to the current page and the associated functionality.

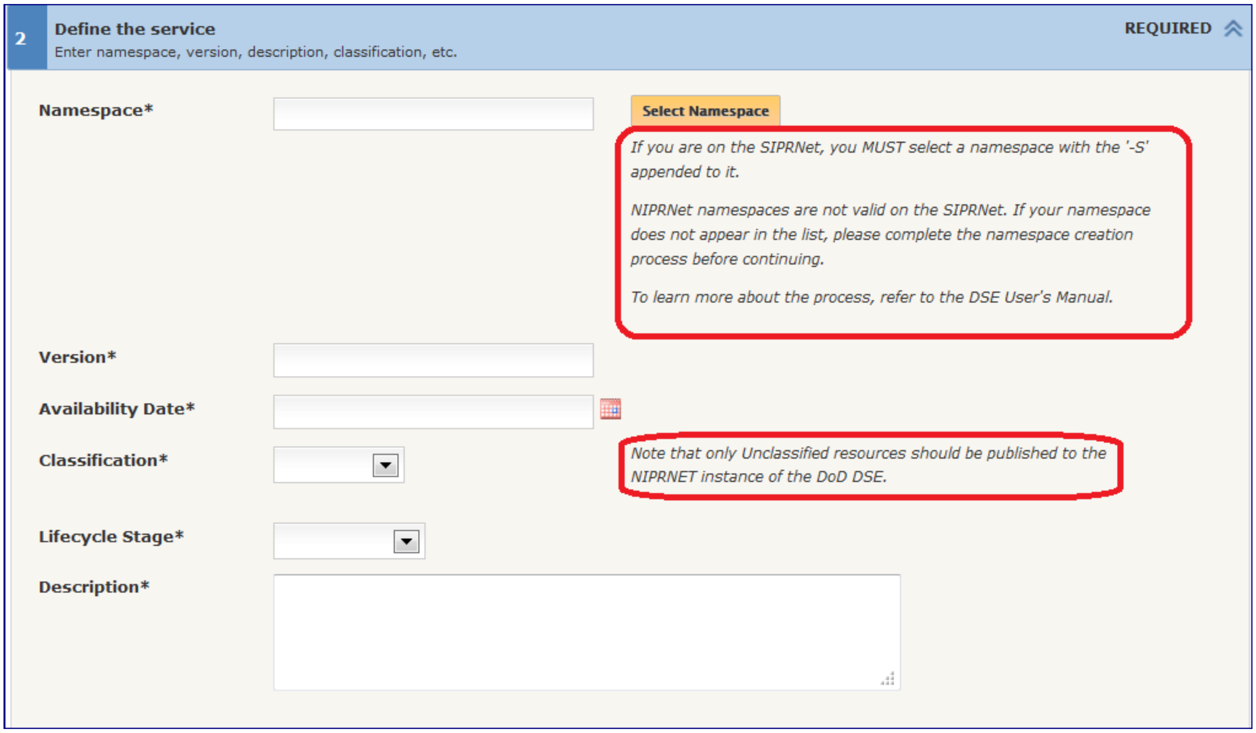


Figure 23. DSE context help

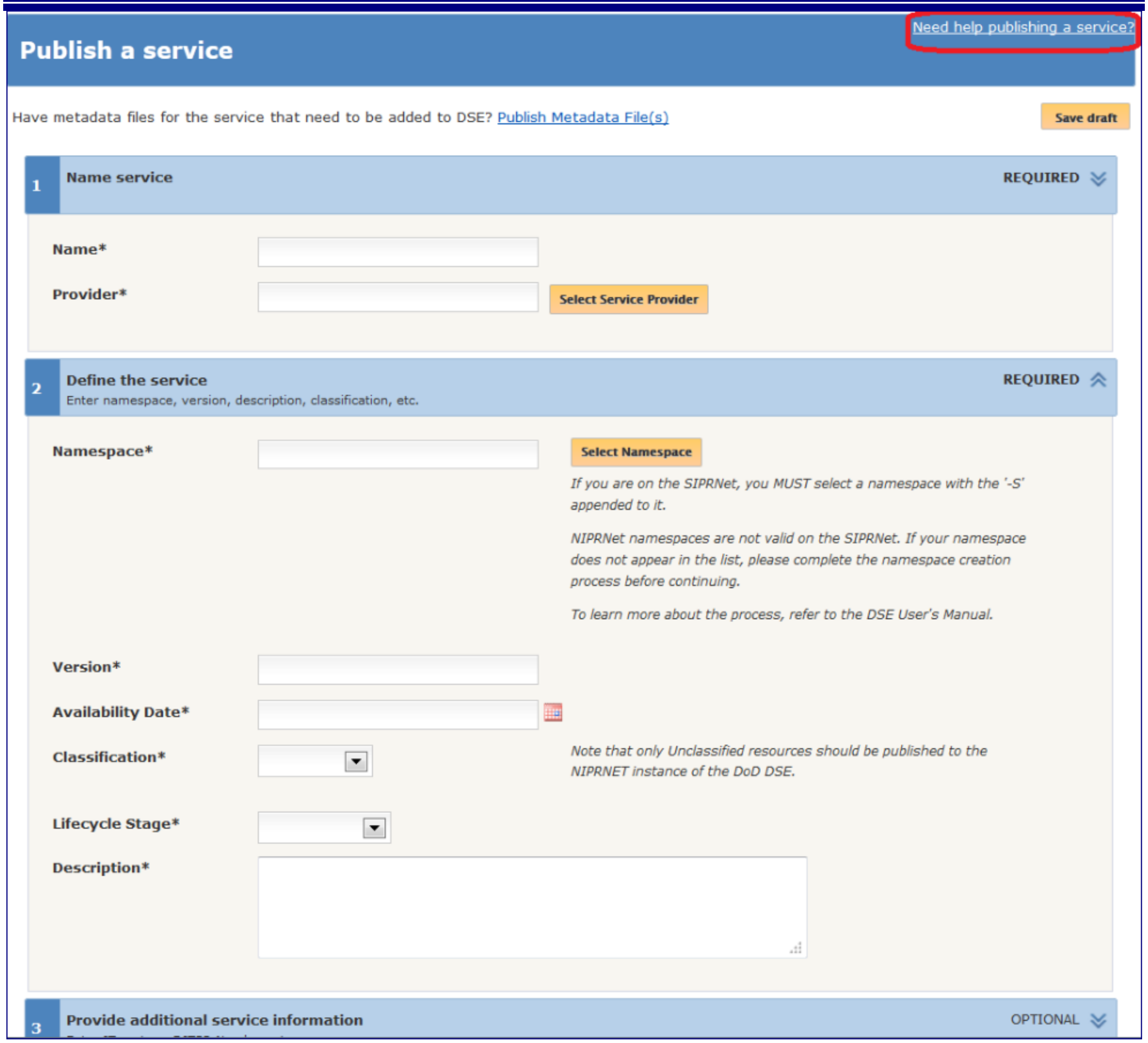


Figure 24. DSE context help

Chapter 3. DSE Home Page

You can access the DSE website by navigating to the URL (NIPRNet: https://metadata.ces.mil/dse) or (SIPRNet: https://metadata.ces.smil.mil/dse). After reading the terms and conditions, select the checkbox indicating that you consent to the terms and conditions, and click **Accept**. If you are using ECA/PKI certificates or CAC to access DSE, the DSE Home page is displayed.

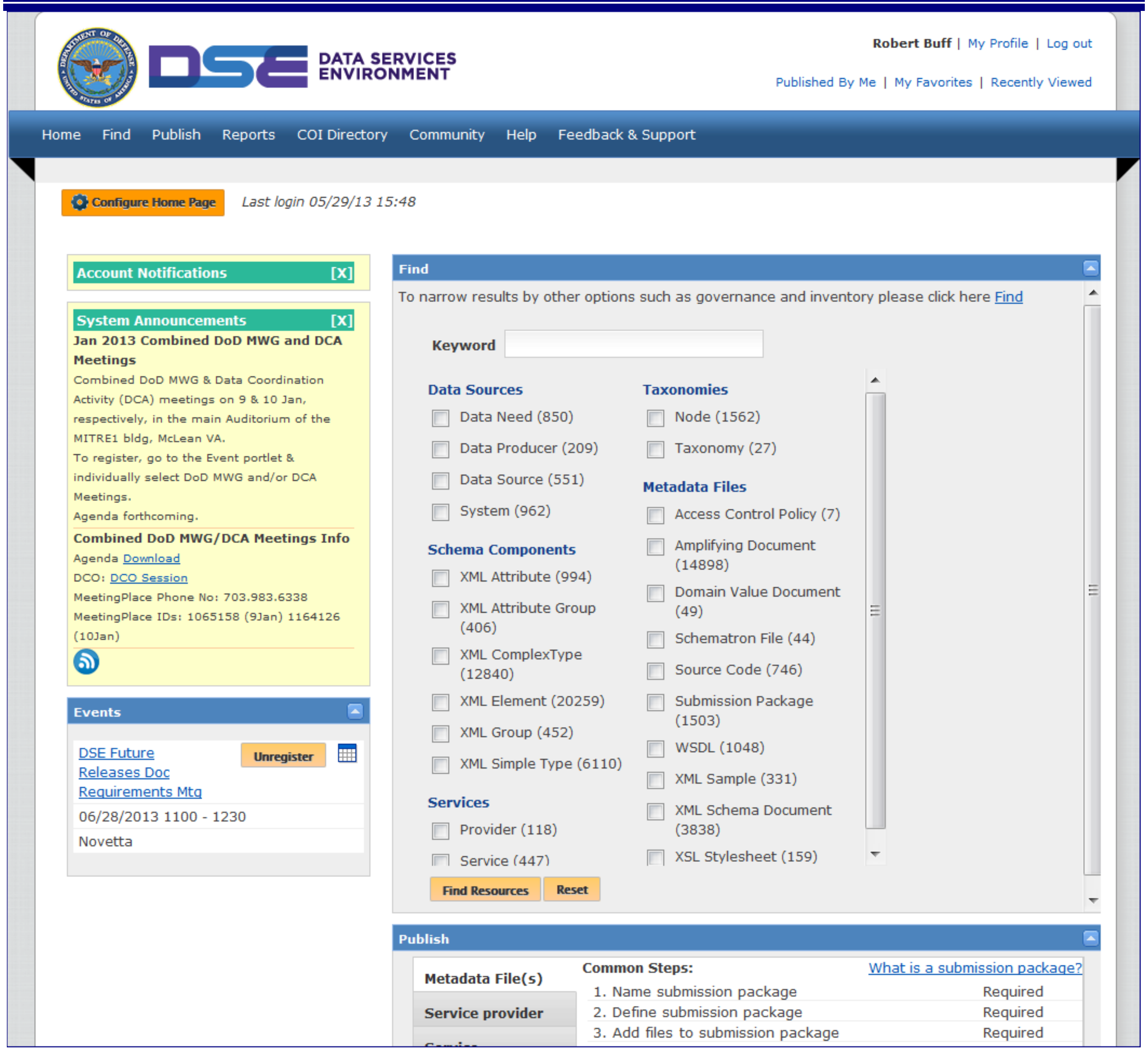


Figure 25. DSE Home page

If you are using the username/password—available on NIPRNet only—to access DSE, the DSE Home page with the login section is displayed (Figure 26 below).

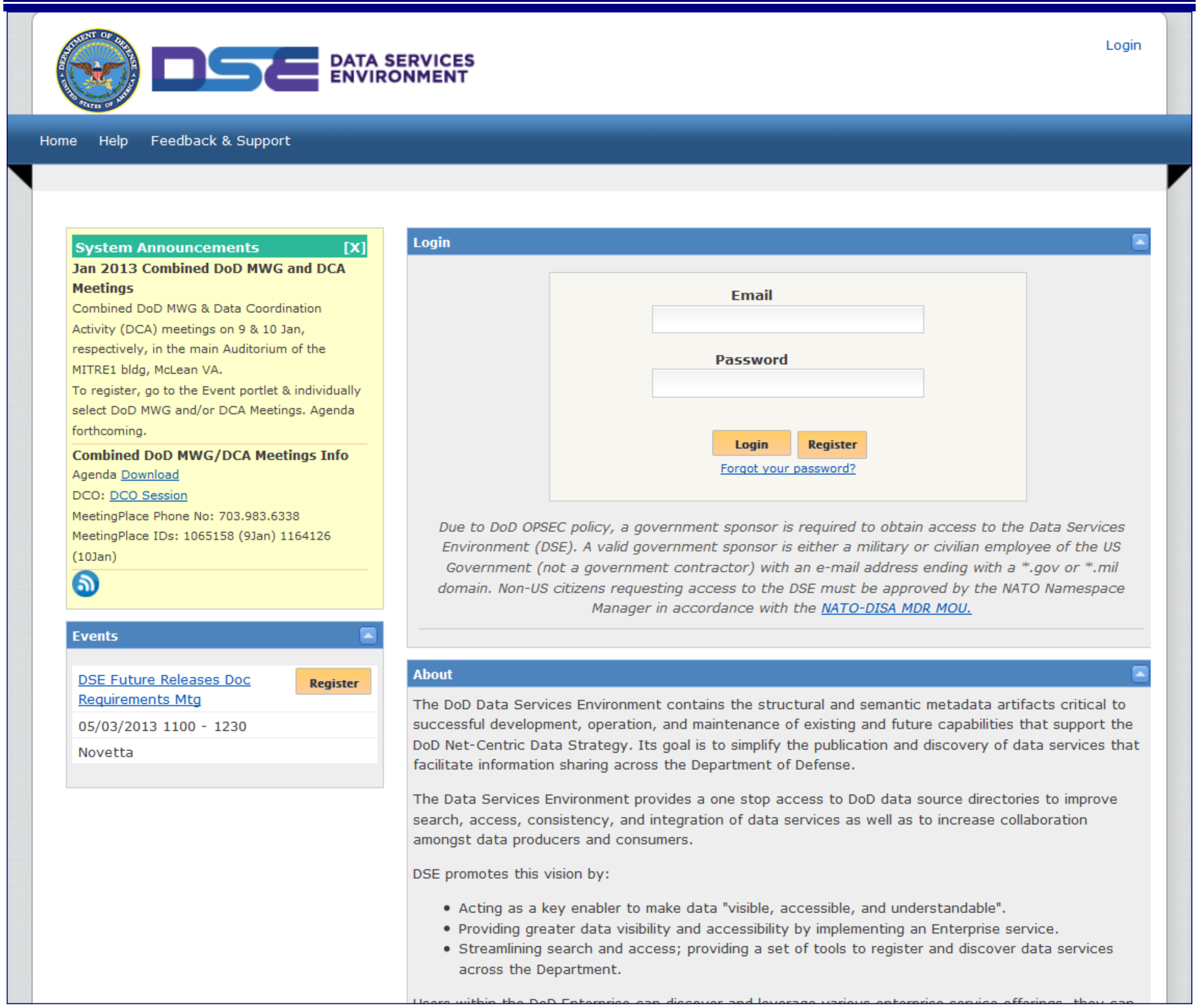


Figure 26. DSE Home page with Login section

From this page you can perform the following actions without logging into DSE:

- Access system announcements. See the System Announcements section of this manual.
- Access upcoming events. See the Events section of this manual.
- Register for an account if you do not already have a DSE account. See the Requesting a DSE Account section of this manual.
- Submit feedback and request support from the DSE team. See the Providing Feedback and Requesting Support section of this manual.

For information about logging into DSE using username and password, see the Logging in Using Username / Password (available on NIPRNet only) section of this manual.

After you login to DSE the Home page provides a single starting point for publishing and finding resources, managing your profile and account, viewing lists of your submissions and subscriptions, and configuring the Home page so you can conveniently view and access the components that are most useful to you. This page serves as your dashboard for the complete DSE application.

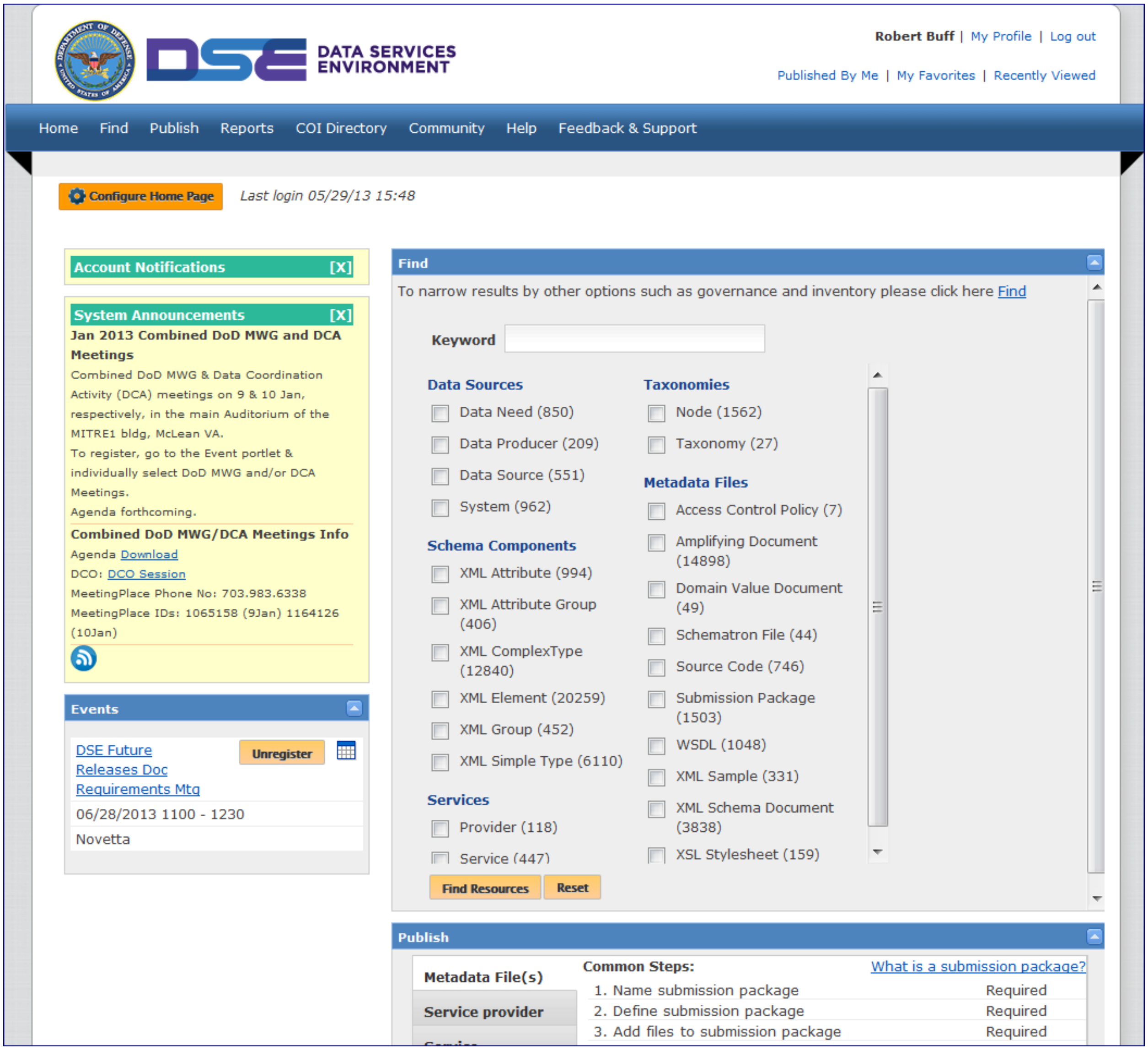


Figure 27. DSE Home page

This page is fully customizable. Upon initial login, you are presented with a generic Home page containing the following:

- **Configure Home Page** button
- Welcome section
- Events section

- Find section
- Publish section

If there are any current system announcements or account notifications for you, the System Announcements section or the Account Notifications section is displayed, respectively, in addition to the sections listed above.

If you are an authorized DSE Namespace Administrator, you will also see the Publication Management section on your Home page in addition to the sections listed above. For information about namespace administration, see the Namespace Administration chapter of this manual.

If you are a Tier 1 Administrator, you will also see the Help Desk section on your Home page in addition to the sections listed above. For information about Tier 1 Administrator capabilities, see the DSE Administrator Manual.

If you are a Tier 2 Administrator, you will also see the Administrator section on your Home page in addition to the sections listed above. For information about Tier 2 Administrator capabilities, see the DSE Administrator Manual.

While navigating through the DSE, you may return to your customized Home page at any time by simply clicking the **Home** link on the navigation bar at the top of the page.

Configuring Home Page

To configure the Home page, click on the **Configure Home Page** button located at the top of the page under the navigation bar.

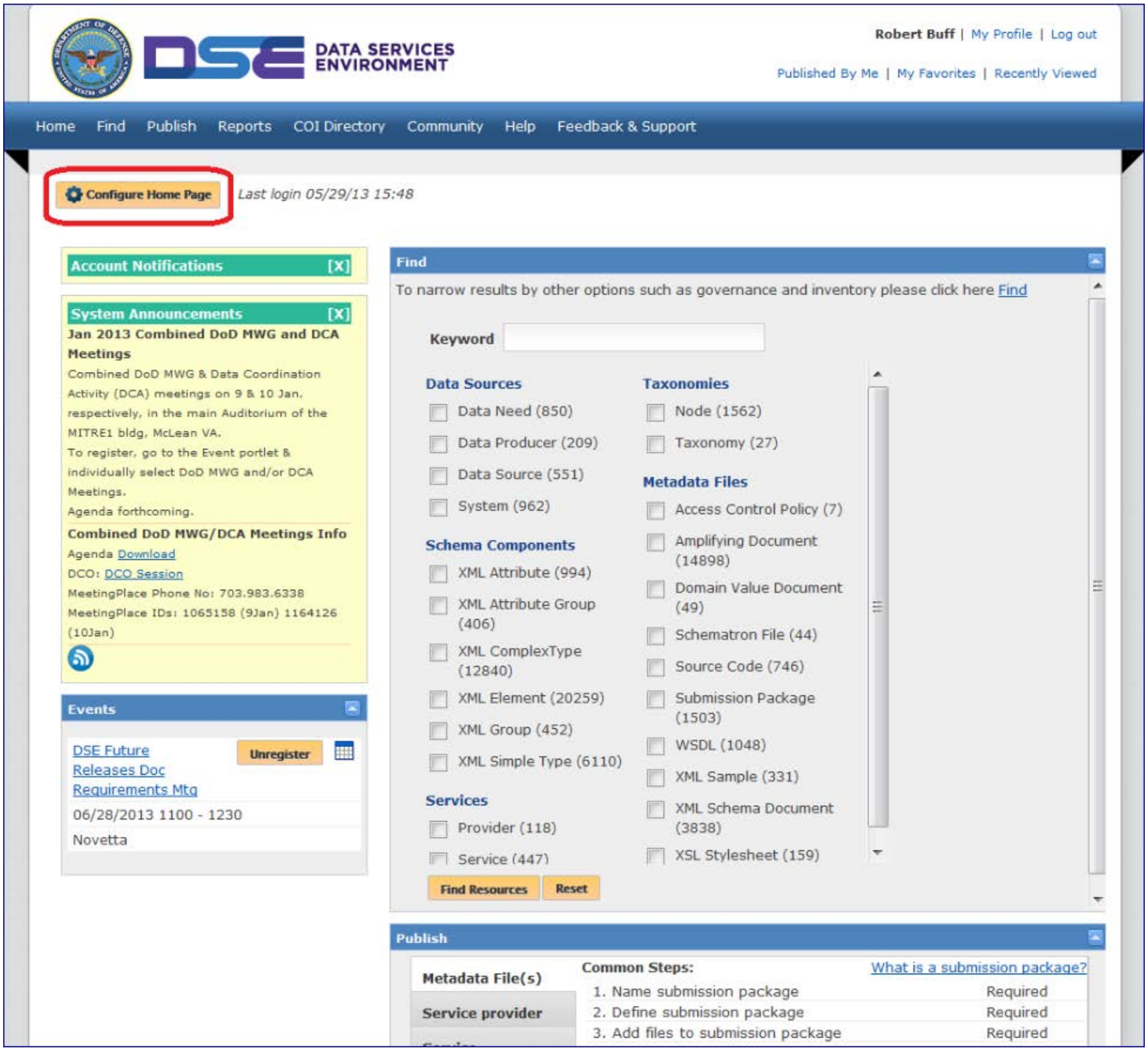


Figure 28. Configure Home Page button

The Configure Home Page window appears displaying a list of all the sections available to be displayed on the Home page.

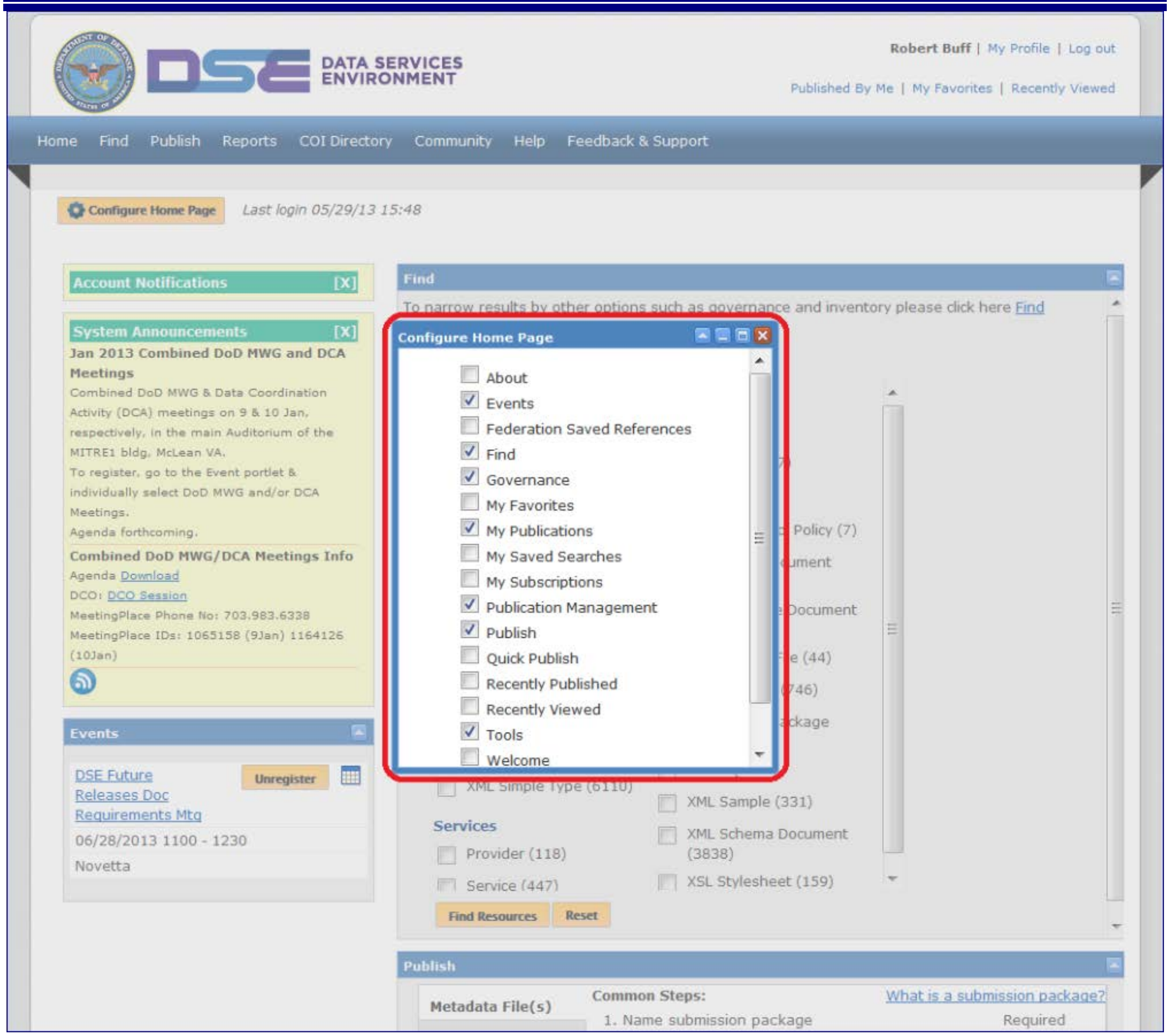


Figure 29. Configure Home Page window

Following is a list of sections available for configuring on the Home page:

- **About**: This section on your Home page displays an overview of DSE and its purpose.
- **Events**: The Events section displays a list of upcoming meetings and other events. See the Events section for more information.
- **Federation Saved References**: If the DSE is setup to search other systems then the results can be selected and saved. This section lists the name of the reference and the system from which it was retrieved.
- **Find**: The Find section enables you to search for resources within DSE directly from the Home page. See the Find section for more information.

- **Governance**: The Governance section defines and provides access to the existing governance structures within DSE, namely, namespaces, service providers, and authoritative bodies. This section also provides access to information about creating each of these governance structures and the list of POCs for them.

- **My Favorites**: This section lists all the resources that you have marked as favorite.

- **My Publications**: This section displays a list of all the publications that you have worked upon, whether saved as draft, already published, waiting for approval or in any other state.

- **My Saved Searches**: This section displays a list of all your saved searches.

- **My Subscriptions**: This section lists all the resources and namespaces to which you are currently subscribed.

- **Publication Management**: This section is available to you if you are an authorized namespace or authoritative body administrator. It enables you to manage namespaces and authoritative bodies for which you are responsible, as well as enables you to manage the change requests existing within those namespaces and authoritative bodies.

- **Publish**: The Publish section provides easy access to the publishing capabilities directly from the Home page. See the Publish section for more information.

- **Quick Publish**: This section provides you the ability to quickly access the publish workflow for a resource directly from the Home page.

- **Recently Published**: This section provides a list of all the recently published resources. The resources published during the last 30 days are displayed on this list. This section displays the resource name, resource type, and the resource publication date. Click on the **Full Screen** link to display a complete list of resources that you can sort by name, type or date. You can click on the resource name link to display the resource details page.

- **Recently Viewed**: This section lists all the resources that you have recently viewed/accessed.

- **Tools**: This section provides a quick access to the schematron validation tools that can be used to conveniently upload the appropriate files and validate them.

- **Welcome**: This section welcomes you to the DSE application and displays a brief introduction about the DSE. See the Welcome section for more information.

From this list you can select the sections you want to be displayed by marking the checkbox in front of the section names. You can then save your selection by clicking on the **Apply** button at the bottom of the list.

After you apply your preferences, they will be reflected on your Home page. You can further move the sections around on the page and arrange them in the order most useful to you. The page saves the position of each of the sections and reflects the same the next time you login.

System Announcements

This section displays any important announcements for the DSE user community. The announcements can be about events such as upcoming system outages or downtime, planned system upgrades, and other activities scheduled for the system.

Figure 30. System Announcements section

DSE enables you to keep track of system announcements through subscription feeds. You can subscribe to the DSE System Announcements Feed from the System Announcements section by clicking on the **Feeds** icon. For details about subscribing to feeds in DSE see the Feeds section of this manual.

Welcome

This section welcomes you to the DSE application and displays a brief introduction about the DSE and also provides you with some starting points that enable you to learn more about the DSE, lets you update your DSE profile, and enables you to find a community of interest.

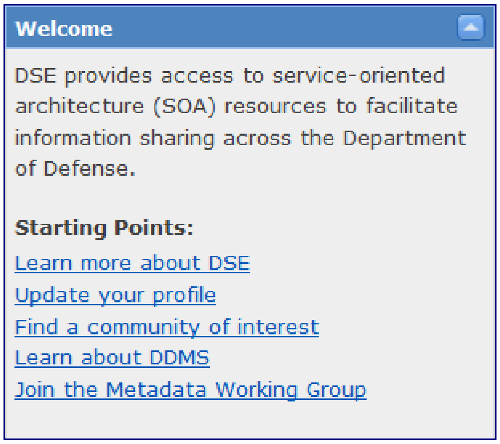


Figure 31. Welcome section

To learn more about DSE, click on the **Learn more about DSE** link. A separate window is displayed containing links to DSE related topics (see Figure 32). These links enable you to access additional information about the DSE related topics such as About DSE, logging into DSE, publishing, using Find, miscellaneous topics including CUI, User-Defined URLs, FAQs, Policies and Guidance, Tech. Implementation Guidance, Metadata Working Group, DDMS, and UCore.

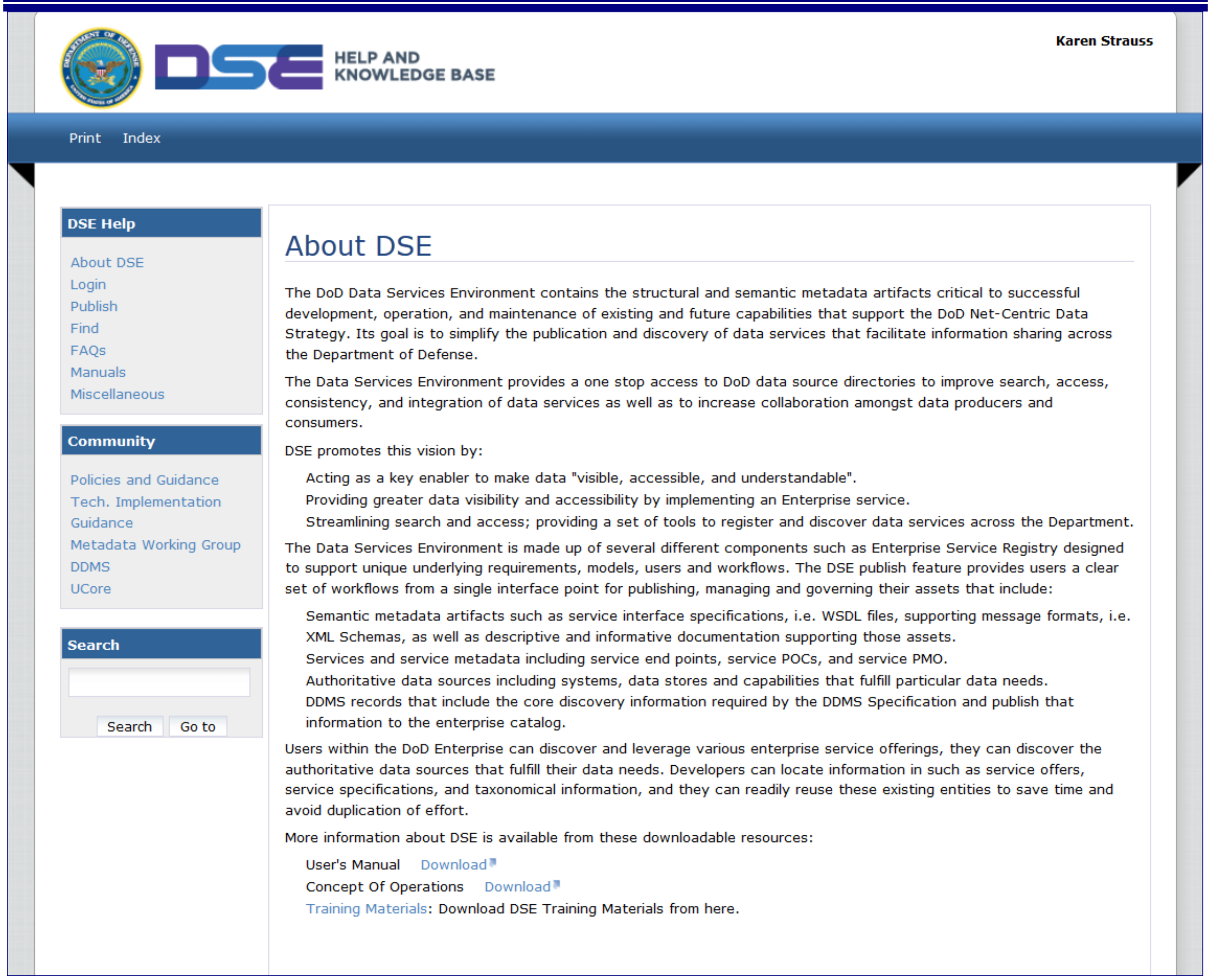
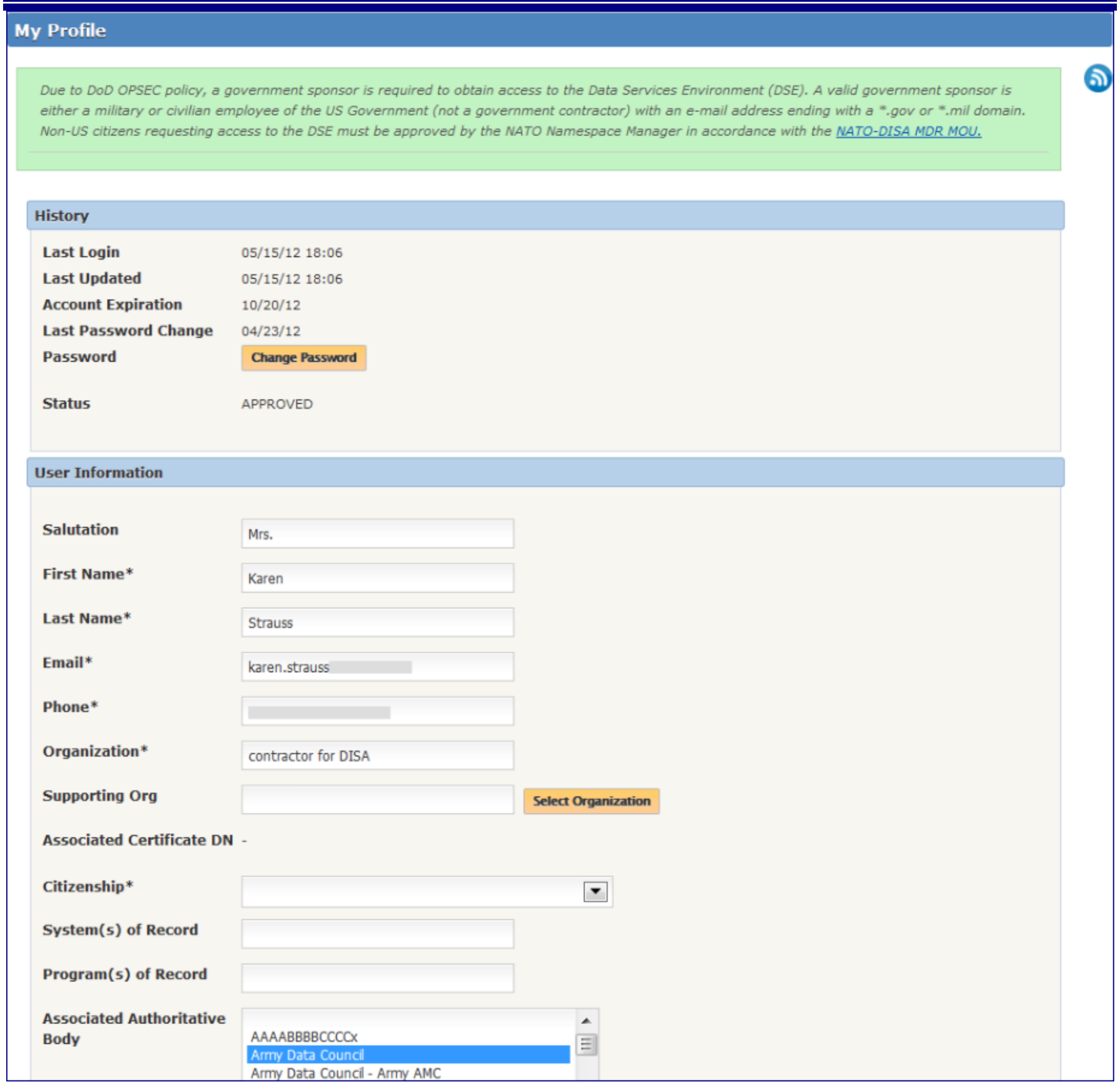


Figure 32. DSE Help and Knowledge Base

To update your profile, click on the **Update your profile** link in the Welcome section (see Figure 31). The My Profile page is displayed.


My Profile
Due to DoD OPSEC policy, a government sponsor is required to obtain access to the Data Services Environment (DSE). A valid government sponsor is either a military or civilian employee of the US Government (not a government contractor) with an e-mail address ending with a *.gov or *.mil domain. Non-US citizens requesting access to the DSE must be approved by the NATO Namespace Manager in accordance with the NATO-DISA MDR MOU.
History
Last Login 05/15/12 18:06
Last Updated 05/15/12 18:06
Account Expiration 10/20/12
Last Password Change 04/23/12
Password
Change Password
Status APPROVED
User Information
Salutation Mrs.
First Name* Karen
Last Name* Strauss
Email* karen.strauss
Phone*
Organization* contractor for DISA
Supporting Org
Select Organization
Associated Certificate DN -
Citizenship*
System(s) of Record
Program(s) of Record
Associated Authoritative Body
AAAABBBBCCCCx
Army Data Council
Army Data Council - Army AMC

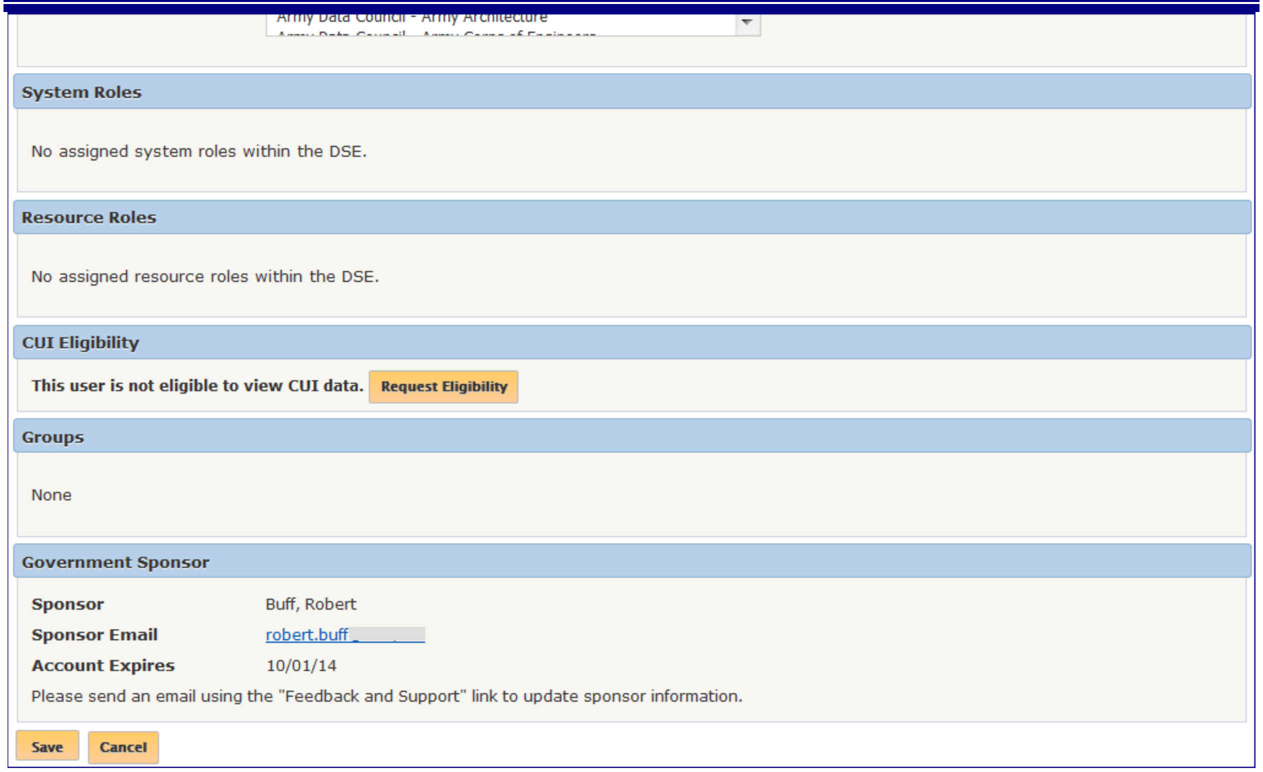


Figure 33. My Profile page

For information about managing your profile, see the My Profile section of this manual.

Events

The Events section displays a list of upcoming meetings and other events, such as meetings of the Metadata Working Group.

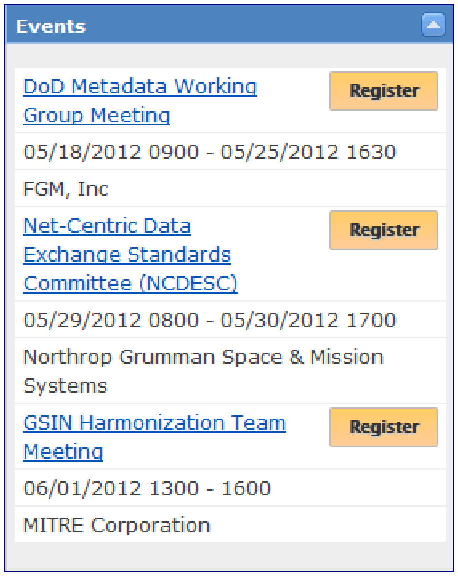


Figure 34. Events section

Viewing Event Details

To view an event's details, click the name link of the event in the Events section.

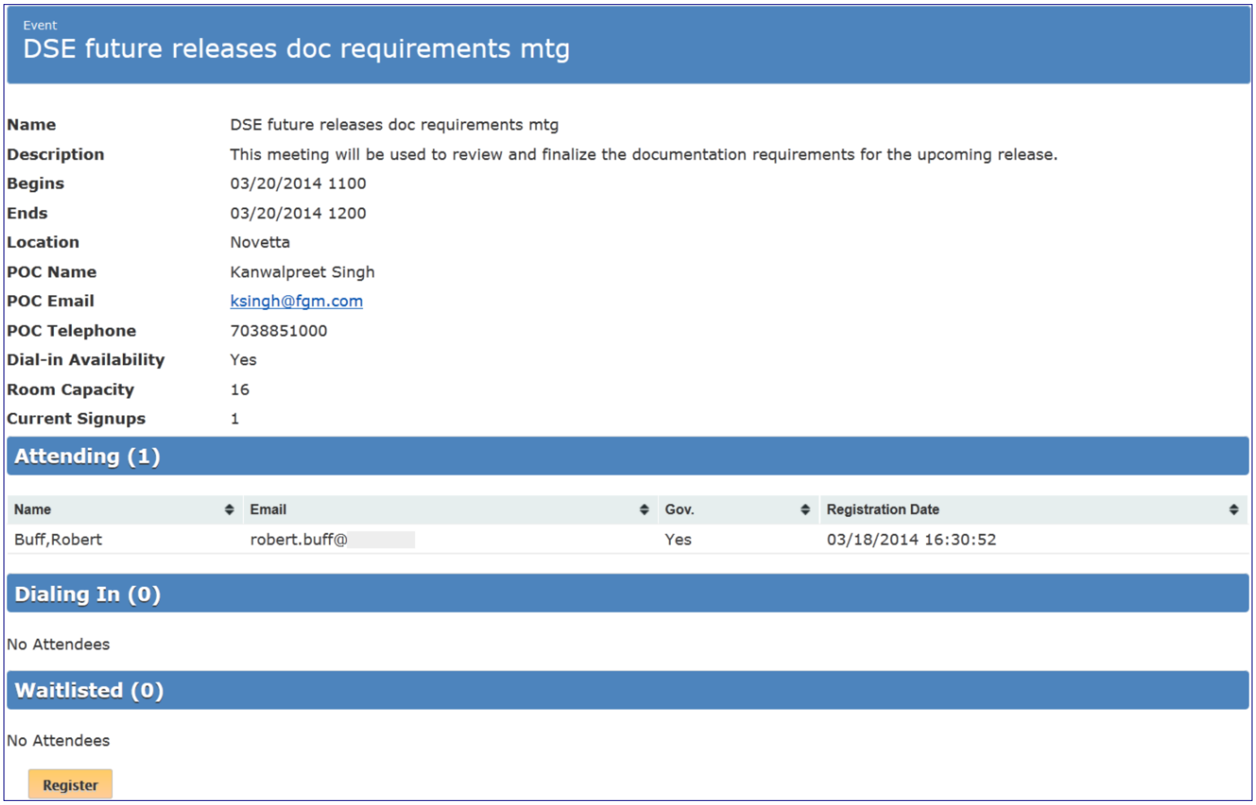


Figure 35. Event details page

Registering for an Event

To register for an event, click the **Register** button for the event in the Events section (Figure 34). The Event Registration page is displayed.

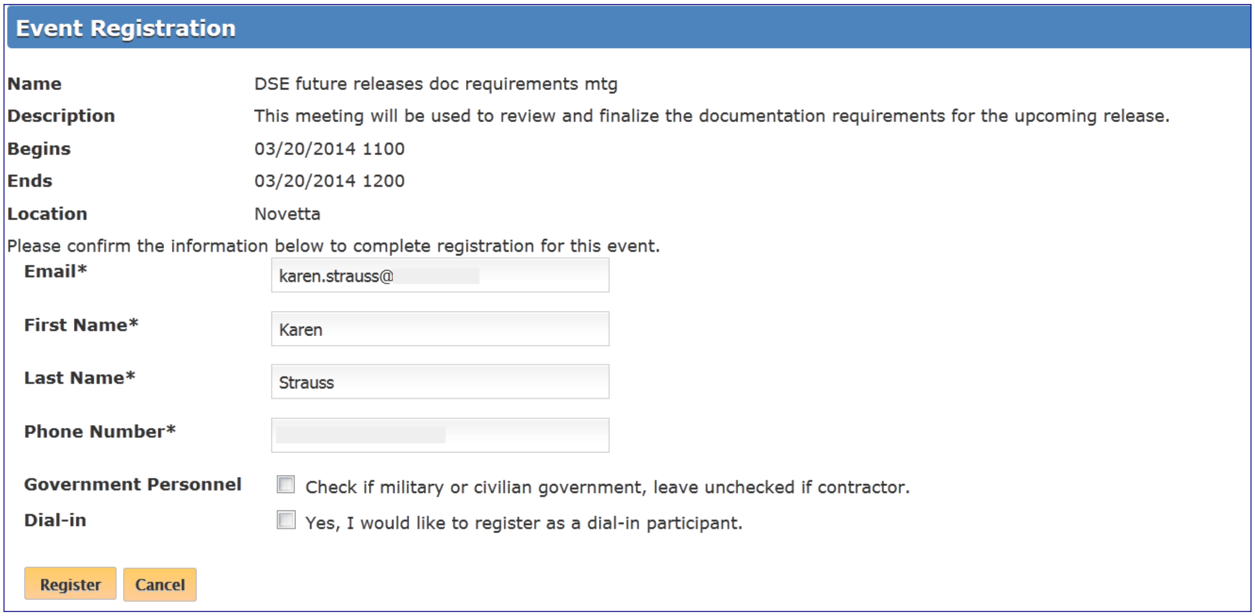


Figure 36. Event Registration page

On the Event Registration page confirm the information and edit any details, if needed. Additionally, you can indicate whether or not you are government personnel (military or civilian) by selecting the Government Personnel checkbox. Leave the checkbox unchecked if you are a contractor. You can also indicate whether or not you want to register as a dial-in participant by checking/unchecking the Dial-in checkbox.

After you are registered for an event it is listed under Events section on your Home page and the **Unregister** button is available. Also, the icon to add the event to your Outlook calendar is displayed.

Cancelling your Event Registration

To cancel your registration for an event if you are a registered user, first login to the DSE. From the **Events** section, click on the **Unregister** button for the event.

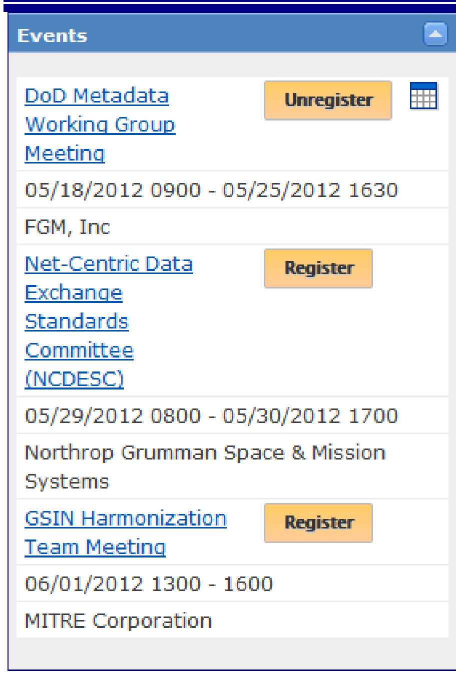


Figure 37. Events section

Adding Event to your Outlook Calendar

If you are a registered user for an event, you have the ability to save the event to your Outlook calendar. Click on the calendar icon and then select to open the event in Outlook. Outlook 12 or later is required for this functionality.

If you are in a restricted or locked down computing environment, you may not be able to import the DSE Event file (*.ics) into a third-party calendar application such as Outlook. Please consult with your computing Help Desk if you encounter permissions issues while using this feature.

Find

After you are logged in, the Find section is available for you to search for resources within DSE directly from the Home page.

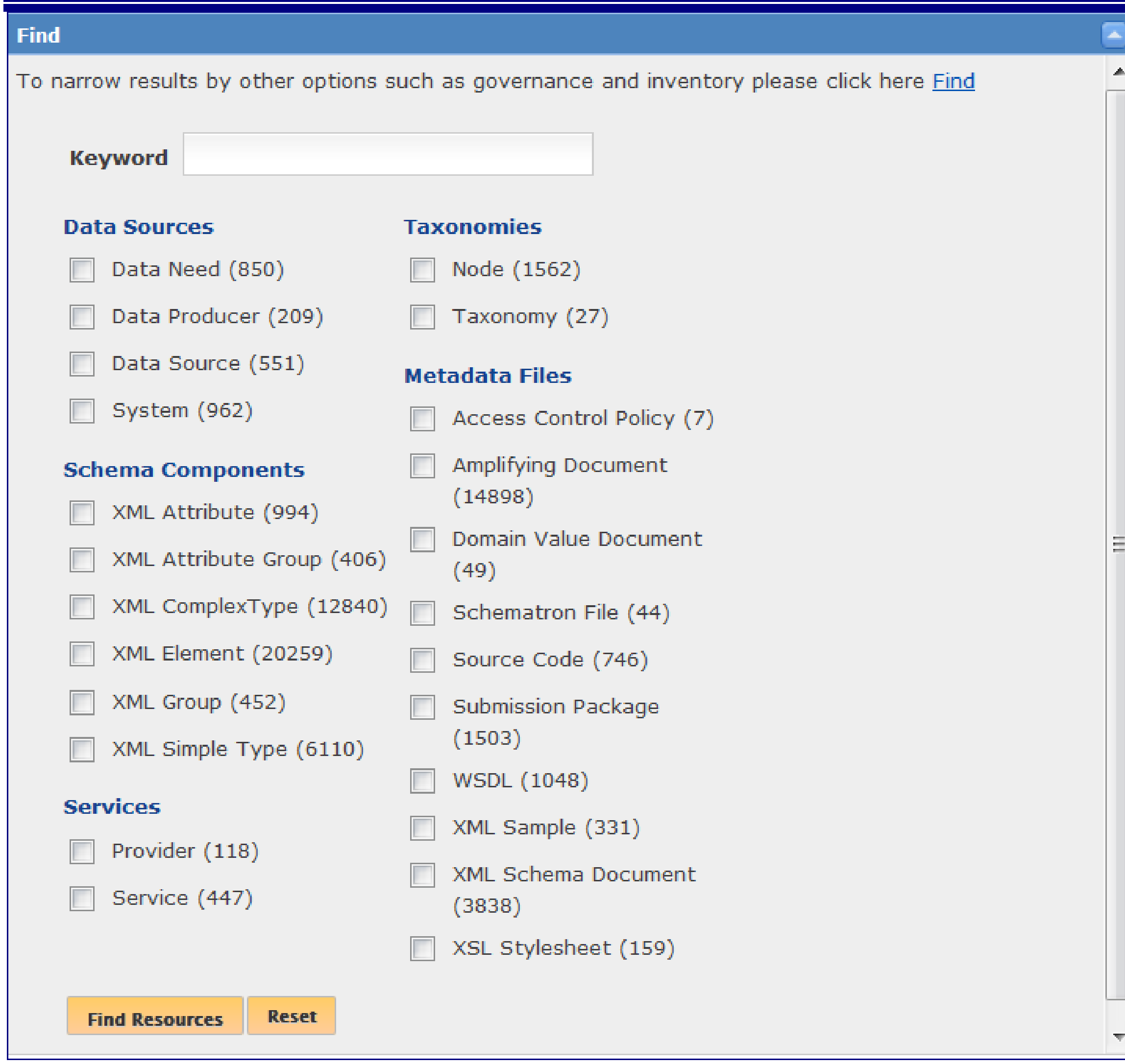


Figure 38. Find section

You can either search by keyword or resource type. Searching by resource type enables you to indicate the specific type of resources you are trying to access. Search by Keyword enables you to search for resources within DSE by keyword. For details about searching by Keyword or Type, see the Finding By Keyword and Type section of this manual.

For details about searching resources by governance, inventory and federation, see the Find - Searching the DSE chapter of this manual.

Governance

The Governance section defines and provides access to the existing governance structures within the DSE, namely, namespaces, service providers, and authoritative bodies. All the published DSE assets fall under one of these structures.

- **Namespaces:** Within the DSE, managers and administrators of namespaces oversee the publishing of metadata files and taxonomies.

  To find a list of all namespaces defined in DSE, click the **all namespaces** link in this section. To find information on creating a new namespace in DSE, click on the **new namespace** link in this section. To find a list of contacts for all the namespaces within the DSE, click on the **Namespace Managers** link under Contacts.

- **Service Providers:** Within the DSE, service provider PDAs (Publish Decision Authorities) oversee the publishing of services. A service provider can be published and searched within DSE.

  To find a list of all service providers defined in DSE, click the **all service providers** link in this section. To find information on creating a new service provider in DSE, click on the **new service provider** link in this section. To find a list of contacts for all the service providers within the DSE, click on the **Service Provider PDAs** link under Contacts.

- **Authoritative Bodies:** Within DSE, managers and administrators of Authoritative Bodies oversee the publishing of data sources, systems, data providers and data needs.

  To find a list of all the Authoritative Bodies defined in DSE, click the **all authoritative bodies** link in this section. To find information on creating a new authoritative body in DSE, click on the **authoritative body** link in this section. To find a list of contacts for all the Authoritative Bodies within the DSE, click on the **Authoritative Body Managers** link under Contacts.

Publish

The Publish section provides easy access to the publishing capabilities once you are logged in. From your Home page you can conveniently start the publishing process via the Publish section. The Publish functionality in DSE allows you to easily publish several different types of resources.

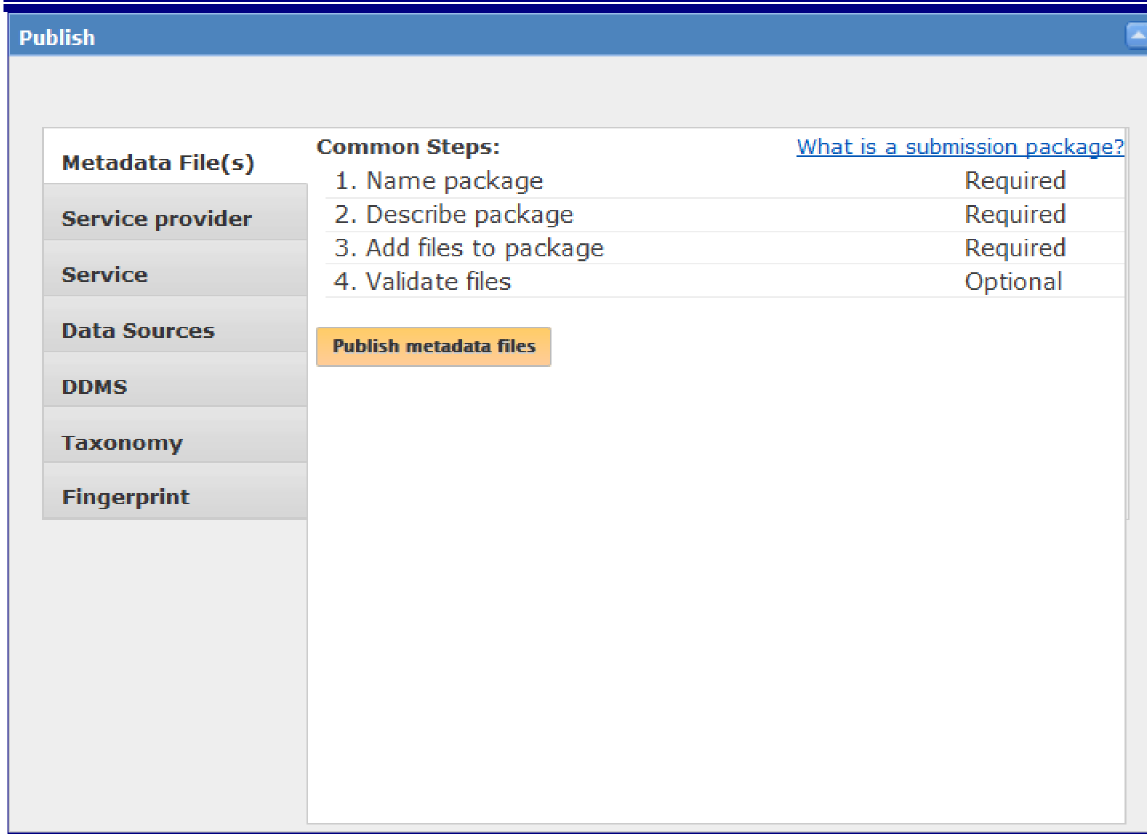


Figure 39. Publish section

The Publish section is divided into seven main tabs that allow you to publish different types of resources. Publishing steps are listed to provide you with an at-a-glance view of the publishing process for each type of resource. For step by step information about publishing each type of resource, see the Publish - Publishing Resources chapter of this manual.

Tools for Schematron Validation

DSE supports uploading and management of Schematron files. You can manage the validation of the Schematron files through the Tools section accessible from the Home page.

The Schematron validation tool allows you to validate arbitrary XML files using your own Schematron file or a Schematron file located within the DSE.

Validating XML Files Using Schematron Files

To validate your XML files using the Schematron validation tool, perform the following steps:

1. Access the Tools section on your Home page. You can choose to display the Tools section on your Home page by clicking on the **Configure Home Page** button and selecting the Tools checkbox from the list. The Tools section displays as shown in the figure below.

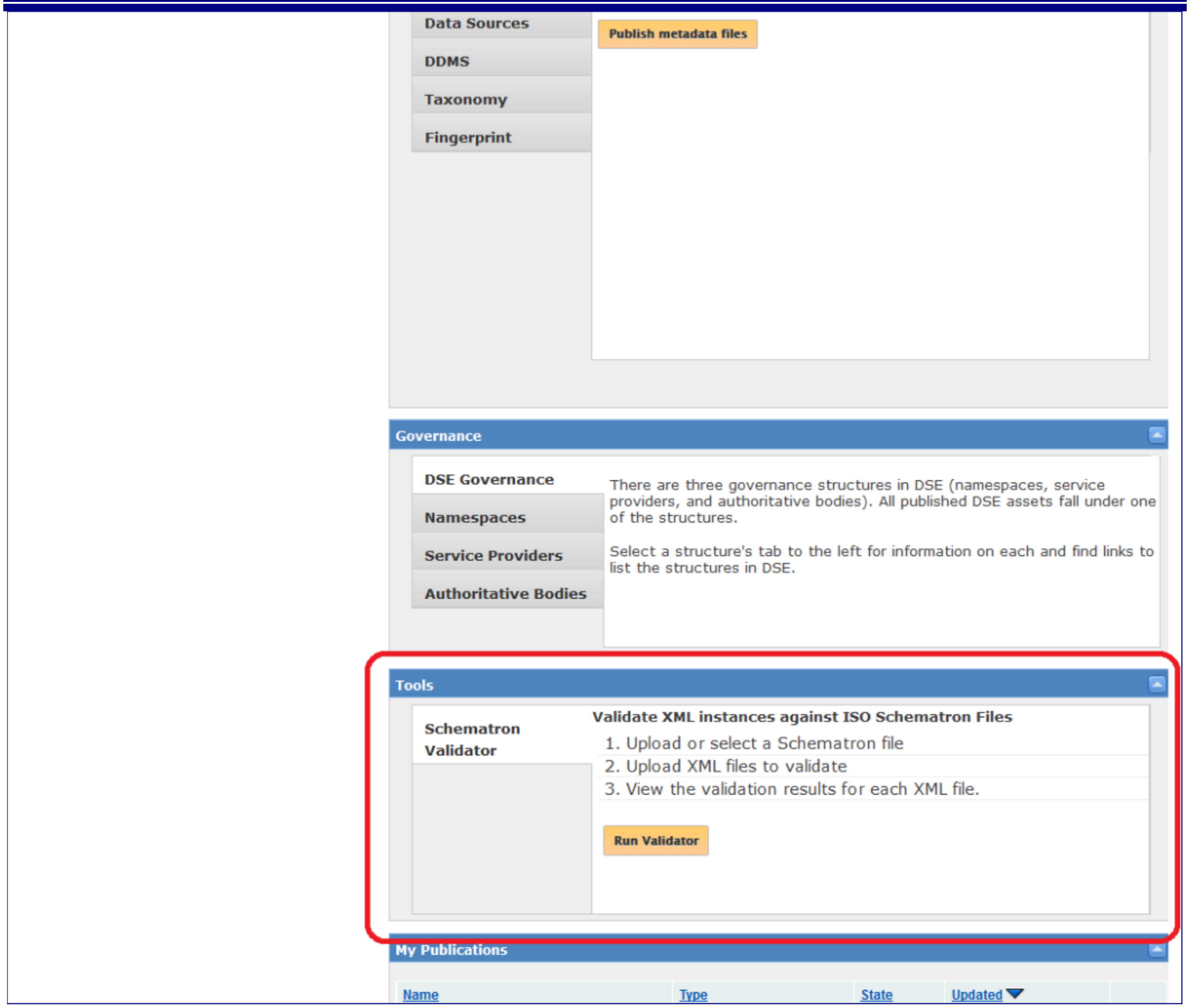


Figure 40. Schematron Validator Tool – Tools section on Home page

Alternatively, you can access the validation tool from the resource details page for a Schematron file by clicking on the **Run Validator** button. See figure below. In that case the Schematron file will already be listed in the Validation Tool.

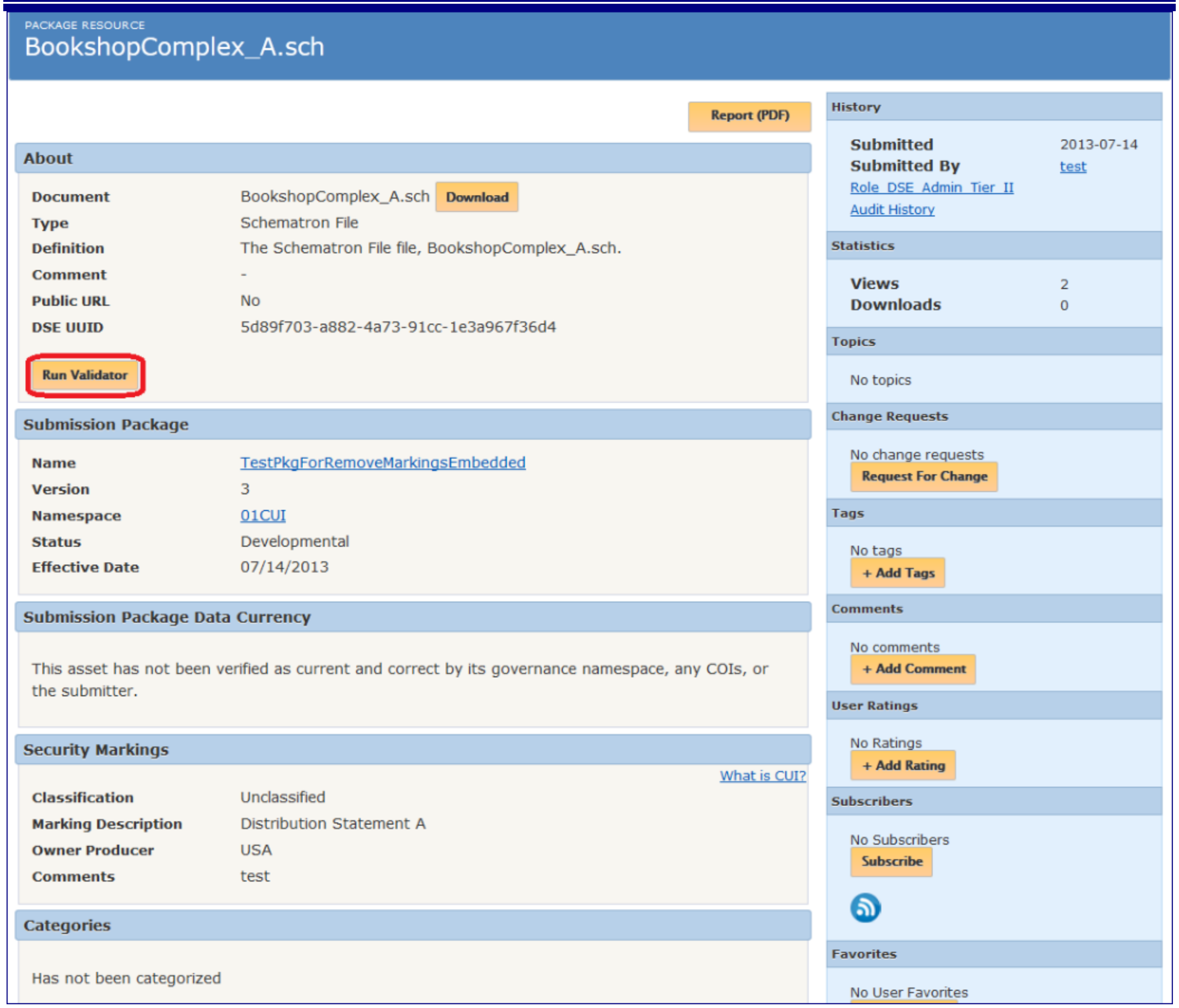


Figure 41. Accessing validation tool from resource details page

2. Click on the **Run Validator** button. The Select Schematron File page is displayed.

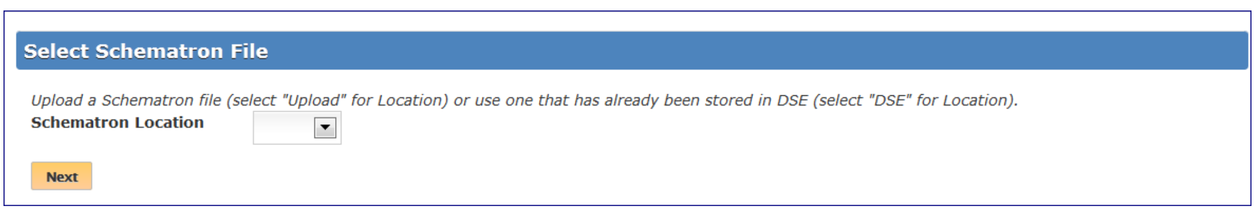


Figure 42. Select Schematron File page

3. Select the location of your Schematron file. You can either choose a file existing in the DSE or upload your own Schematron file.

4. If you want to choose a Schematron file existing in the DSE:

a. Select the **DSE** option in the Schematron Location field. Another drop-down is displayed allowing you to select from the files registered within DSE.

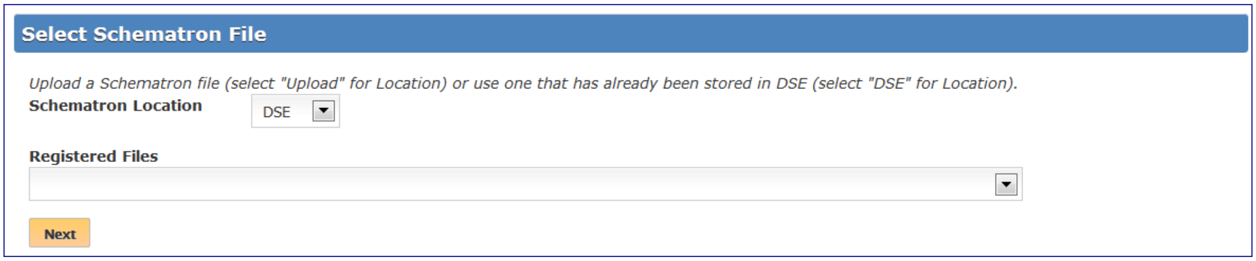


Figure 43. Registered Files drop-down

b. Click on the Registered Files drop-down to access the list of files.

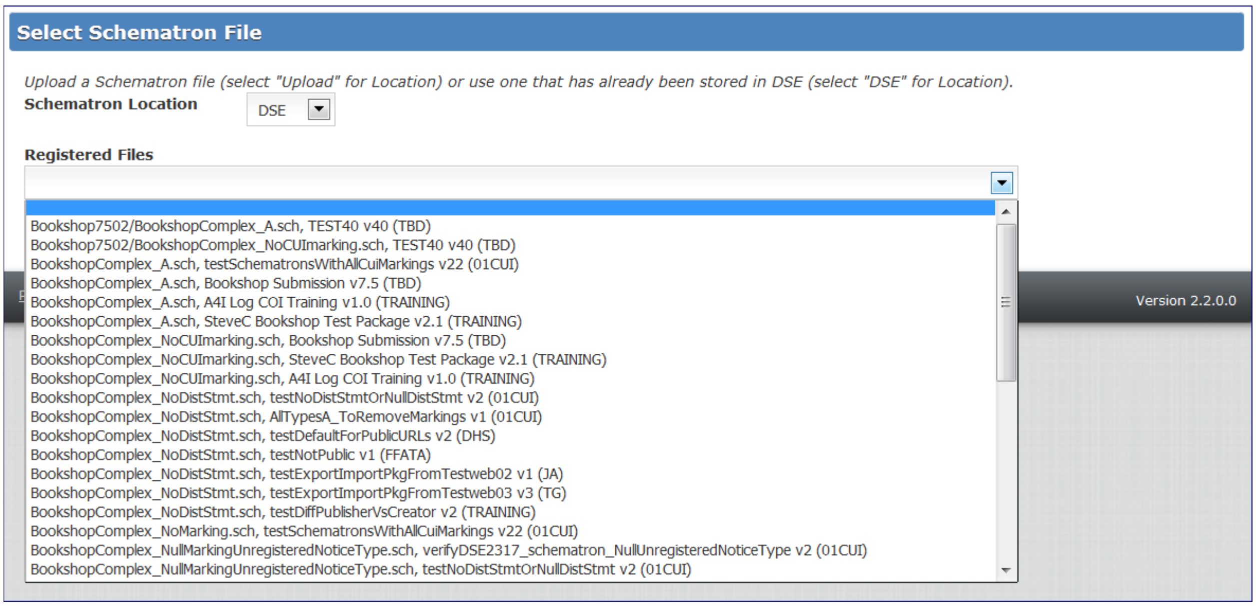
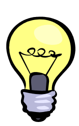


Figure 44. List of files registered in DSE

c. Select the Schematron file that you need and click **Next**.



CUI files will not appear in the "DSE" list. To use them you must:

1. Request CUI Eligibility.
2. Request CUI Access.
3. Download the file locally.
4. Upload the file into the tool.

5. Alternatively, if you want to upload your own local Schematron file:

    a. Select the **Upload** option in the Schematron Location field. Another drop-down is displayed allowing you to select a file to upload.

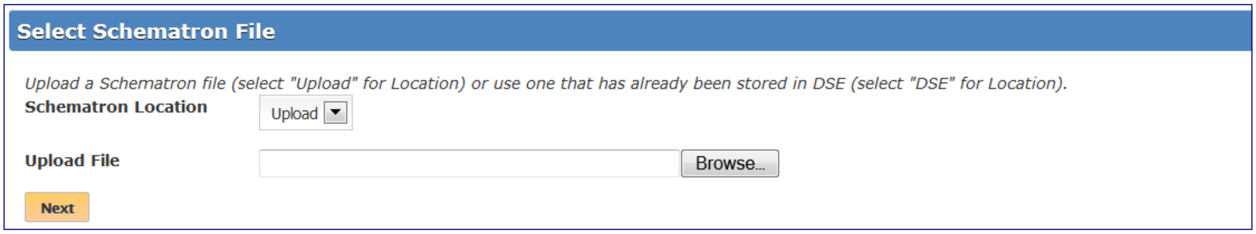


Figure 45. Uploading your own Schematron file

    b. Browse for and select the Schematron file that you want to use for validating the XML files. Click **Next**. The Schematron file is selected.

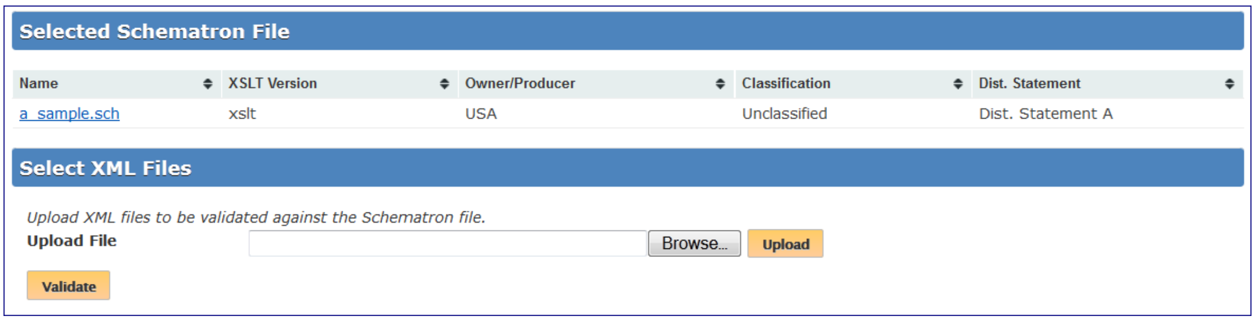


Figure 46. Schematron file selected

    c. In the Select XML Files section of the page click **Browse** to search for and select the XML file(s) that need to be validated. Select the file and click **Upload** to upload the file(s) to be validated.

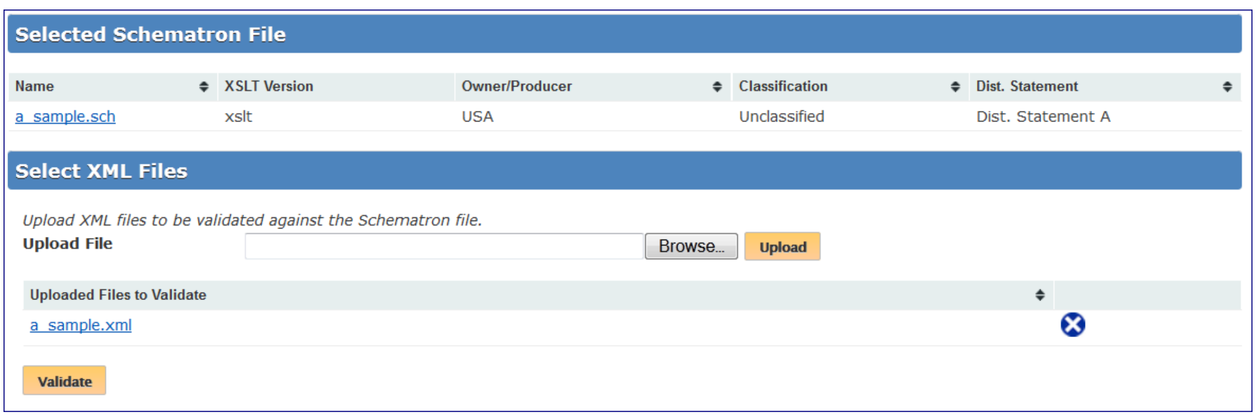
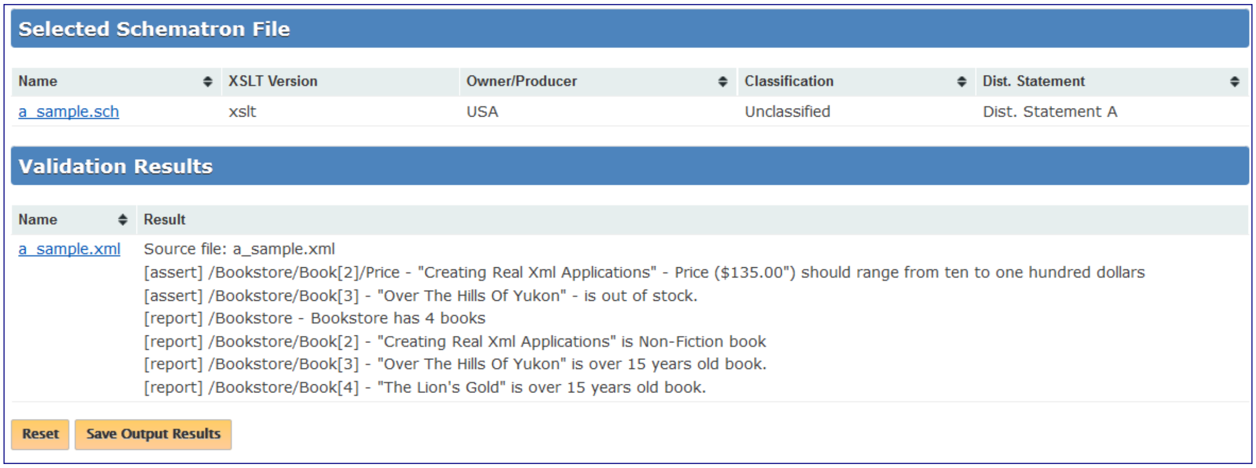


Figure 47. XML files selected for validation

6. You can choose to upload a single XML file, multiple XML files, or a zip file containing multiple XML files.

The maximum size of an uploaded file should not exceed 1 MB, otherwise an error will be displayed. A zip file may exceed the 1 MB limit, but each file it contains may be no more than 1 MB after it has been uncompressed.

7. Click on the **Validate** button. The Schematron validation results are displayed listing all the warnings and errors from the validation process.



Selected Schematron File

Name	XSLT Version	Owner/Producer	Classification	Dist. Statement
a_sample.sch	xslt	USA	Unclassified	Dist. Statement A

Validation Results

Name	Result
a_sample.xml	Source file: a_sample.xml [assert] /Bookstore/Book[2]/Price - "Creating Real Xml Applications" - Price ($135.00") should range from ten to one hundred dollars [assert] /Bookstore/Book[3] - "Over The Hills Of Yukon" - is out of stock. [report] /Bookstore - Bookstore has 4 books [report] /Bookstore/Book[2] - "Creating Real Xml Applications" is Non-Fiction book [report] /Bookstore/Book[3] - "Over The Hills Of Yukon" is over 15 years old book. [report] /Bookstore/Book[4] - "The Lion's Gold" is over 15 years old book.

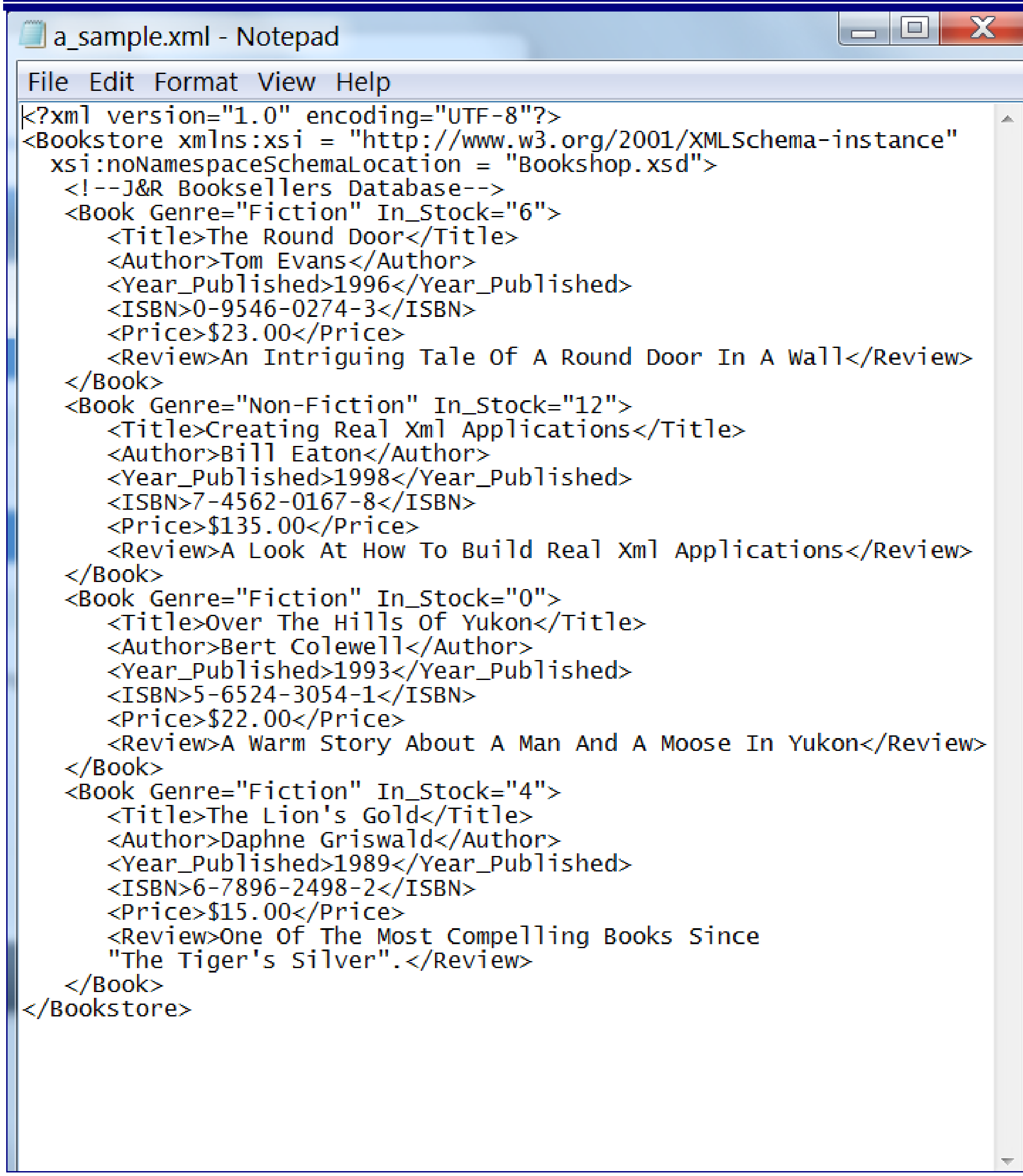
Reset | Save Output Results

Figure 48. Schematron validation results

If you uploaded multiple files, the warnings and errors, if any, are displayed for each of the files.

8. From the results section you can access complete contents of the XML file by clicking on the name link for the file. DSE displays a window asking whether you want to open or save the file.

9. You can choose to open the file with Notepad. The contents of the XML file are displayed.




```xml
<?xml version="1.0" encoding="UTF-8"?>
<Bookstore xmlns:xsi = "http://www.w3.org/2001/XMLSchema-instance"
  xsi:noNamespaceSchemaLocation = "Bookshop.xsd">
    <!--J&R Booksellers Database-->
    <Book Genre="Fiction" In_Stock="6">
       <Title>The Round Door</Title>
       <Author>Tom Evans</Author>
       <Year_Published>1996</Year_Published>
       <ISBN>0-9546-0274-3</ISBN>
       <Price>$23.00</Price>
       <Review>An Intriguing Tale Of A Round Door In A Wall</Review>
    </Book>
    <Book Genre="Non-Fiction" In_Stock="12">
       <Title>Creating Real Xml Applications</Title>
       <Author>Bill Eaton</Author>
       <Year_Published>1998</Year_Published>
       <ISBN>7-4562-0167-8</ISBN>
       <Price>$135.00</Price>
       <Review>A Look At How To Build Real Xml Applications</Review>
    </Book>
    <Book Genre="Fiction" In_Stock="0">
       <Title>Over The Hills Of Yukon</Title>
       <Author>Bert Colewell</Author>
       <Year_Published>1993</Year_Published>
       <ISBN>5-6524-3054-1</ISBN>
       <Price>$22.00</Price>
       <Review>A Warm Story About A Man And A Moose In Yukon</Review>
    </Book>
    <Book Genre="Fiction" In_Stock="4">
       <Title>The Lion's Gold</Title>
       <Author>Daphne Griswald</Author>
       <Year_Published>1989</Year_Published>
       <ISBN>6-7896-2498-2</ISBN>
       <Price>$15.00</Price>
       <Review>One Of The Most Compelling Books Since
       "The Tiger's Silver".</Review>
    </Book>
</Bookstore>
```

Figure 49. Contents of the XML File

10. From the validation results page you can go back to the page where you can select a Schematron file, by clicking on the **Reset** button and thus resetting the tool. This allows you to make changes to your selections such as validate other XML files against the same Schematron file or choose a different Schematron file.

11. You can remove the previously selected XML files at any point by clicking on the **Delete** icon for the file.

12. Additionally, from the validation results page you can save the validation results to a text file (schematron_results_<datetime>.txt) by clicking on the **Save Output Results** button.

Feeds

Web feeds are XML-based files that allow users to keep abreast of changes to a website's content. The DSE employs the Atom Syndication Format to publish changes to metadata and the website itself. The DSE provides a DDMS-enhanced feed to increase the level of detail about website changes, while reducing the number of emails sent under the old email-based model.

There are two feeds supported by the DSE and you can subscribe to both or one of them:

- **DSE System Announcements Feed:** You can subscribe to the DSE System Announcements Feed by clicking on the feed icon located in the System Announcements section of your Home page. Any new or updated DSE system announcements displayed on the Home page are also communicated via this feed. For information about the System Announcements, see the System Announcements section of this manual.

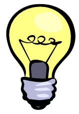
- **My DSE Subscriptions Feed:** The DSE resource subscriptions feed includes notifications of changes made to any namespaces and resources to which you have subscribed. You can subscribe to any namespace or to a specific resource in the DSE.

DSE enables you to subscribe to namespaces and resources.

- **Namespace:** To subscribe to a namespace, use the Governance section on the Home page to navigate to the details page for the namespace. Then click the **Subscribe** button in the Subscribers section of the page. Your resource subscriptions feed will then include notifications when changes are made to the namespace or to any resource in the namespace.

> If you are a member of a DSE group, you can also subscribe to the namespace on behalf of the group. A **Subscribe** button is displayed for each DSE group to which you are associated.
>
> If a DSE group is subscribed to a namespace, the resource subscriptions feed for each member of the group includes notifications when changes are made to the namespace or to any resource in the namespace.

- **Resources:** To subscribe to a resource, navigate to the resource details page using the Find feature. Then, from the details page, click the **Subscribe** button in the Subscribers section on the right. Your resource subscriptions feed will then include notifications when changes are made to the subscribed resource.



If you are a member of a DSE group, you can also subscribe to the resource on behalf of the group. A **Subscribe** button is displayed for each DSE group with which you are associated.

If a DSE group is subscribed to a resource, the resource subscriptions feed for each member of the group includes notifications when changes are made to the subscribed resource.

The types of resources in the DSE that support subscriptions are:

- Metadata Submission Package (subscribing to a package or any resource in the package creates subscription to the package)
- Taxonomy
- Provider
- Service
- Data Need
- Data Producer
- Data Source
- System

Subscribing to a Feed Using Internet Explorer 9.0

Perform the following steps to subscribe to feeds in DSE using Internet Explorer:

1. Click on the **Feeds** icon . The Data Services Environment Feed page is displayed with link to subscribe to the feed, using Internet Explorer's built-in feed reader.

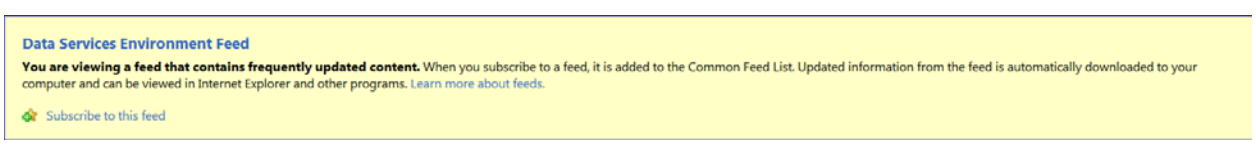


Figure 50. DSE Feed page

2. Click **Subscribe to this feed** and then **Subscribe** in the popup window that follows. This feed is now in your Feeds center.

3. Click on the "Star"  icon to load the Favorites Center (or hit **Alt + C**) and then click on **Feeds**. A list of feeds you have subscribed to appears.

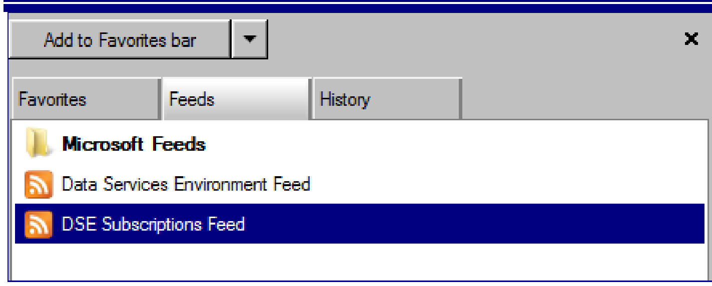


Figure 51. List of your feeds

4. Click on a feed to see information about recent changes.

5. If you are still having issues subscribing to feeds, try following these steps:
   a. Go to Tools --> Internet Options.
   b. Click on the **Security** tab and select the Trusted Sites Internet zone.
   c. Click the **Sites** button and add "https://metadata.ces.mil/dse/" to your list of trusted sites.
   d. Click **Close**, **OK** in Internet Options, and restart Internet Explorer.

> If you allow Internet Explorer to manage your feeds, you will get the initial feed, but subsequent attempts to refresh might show the following error:
> "Internet Explorer was unable to update this feed and will try again later."
>
> If you encounter this error, the IE Feed synchronization program may be blocked by your network firewall. Please contact your network support staff and let them know that the file "/system32/msfeedssync.exe" needs to be allowed firewall access.

Subscribing to a Feed Using Mozilla Firefox 3.x and Google

Perform the following steps to subscribe to feeds in DSE using Firefox:

1. Click on the **Feeds** icon . The Data Services Environment Feed page is displayed with options to subscribe to the feed.

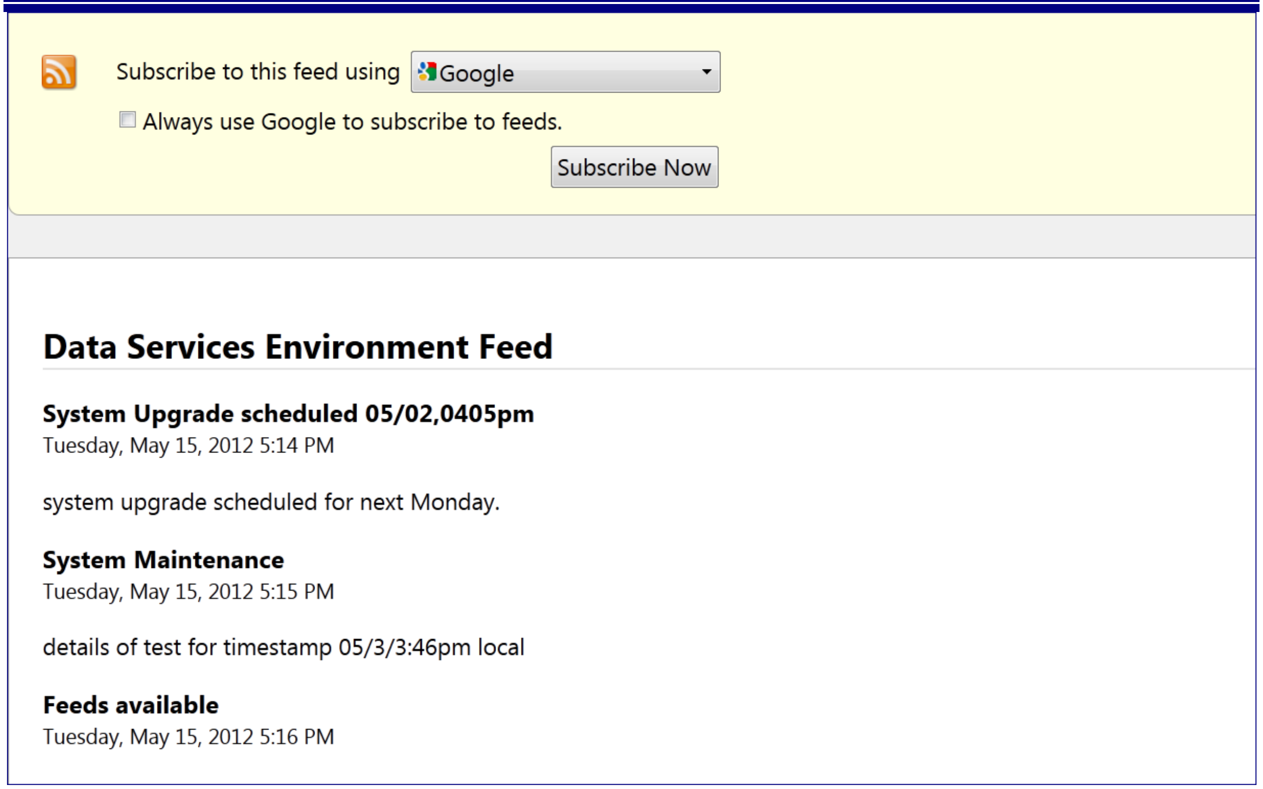


Figure 52. Subscribing to feeds using Firefox

2. Select **Google** from the drop-down list.

3. Click **Subscribe Now**.

4. You will then be given an option to have the feed appear on your Google Home page, or in Google Reader (these options require a valid Google account, such as a Gmail account).

5. By visiting your Google Home page in the future (or the Google Reader page associated with your account), you will be able to see updates from the feed as they occur. These pages allow you to track multiple feeds from a single location.

6. If you do not have access to a Google account, there are other options available, such as Bloglines, My Yahoo!, and Live Bookmarks. All of these options are available in the drop-down menu in step 2.

Subscribing to a Feed Using Third-party Software

There are many other options for reading feeds beyond the built-in functionality included in your web browser. A third-party reader, such as FeedReader or NewzCrawler, can also keep track of your subscriptions.

The DSE does not endorse or support any specific third-party reader, but the instructions for subscribing to a feed with one of these readers are straightforward:

1. From DSE right-click on the **Feeds** icon, and copy the link to your system clipboard.
2. Open your news reading software and follow its instructions for setting up a new feed. When asked for the URL of the feed, paste the DSE link into the box.
3. Notifications about DSE changes will appear whenever you open your reader software.

Chapter 4. DSE Workspace

After you log in, the top part of each page displays links to capabilities such as managing your profile, managing your submissions, viewing your favorite resources, and viewing a list of your recently viewed resources. These links are always available to you while using DSE irrespective of the page you are accessing. This chapter describes each of these capabilities in detail.

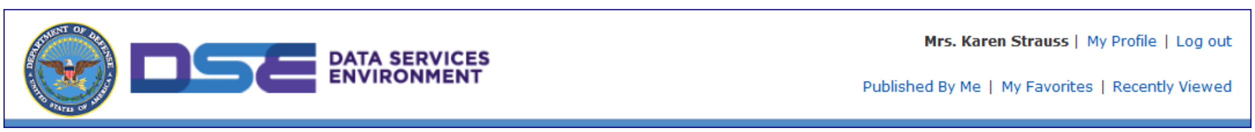


Figure 53. DSE workspace

My Profile

Perform the following steps to manage your profile:

1. Click on the **My Profile** link to access your profile page containing information specific to your DSE account.

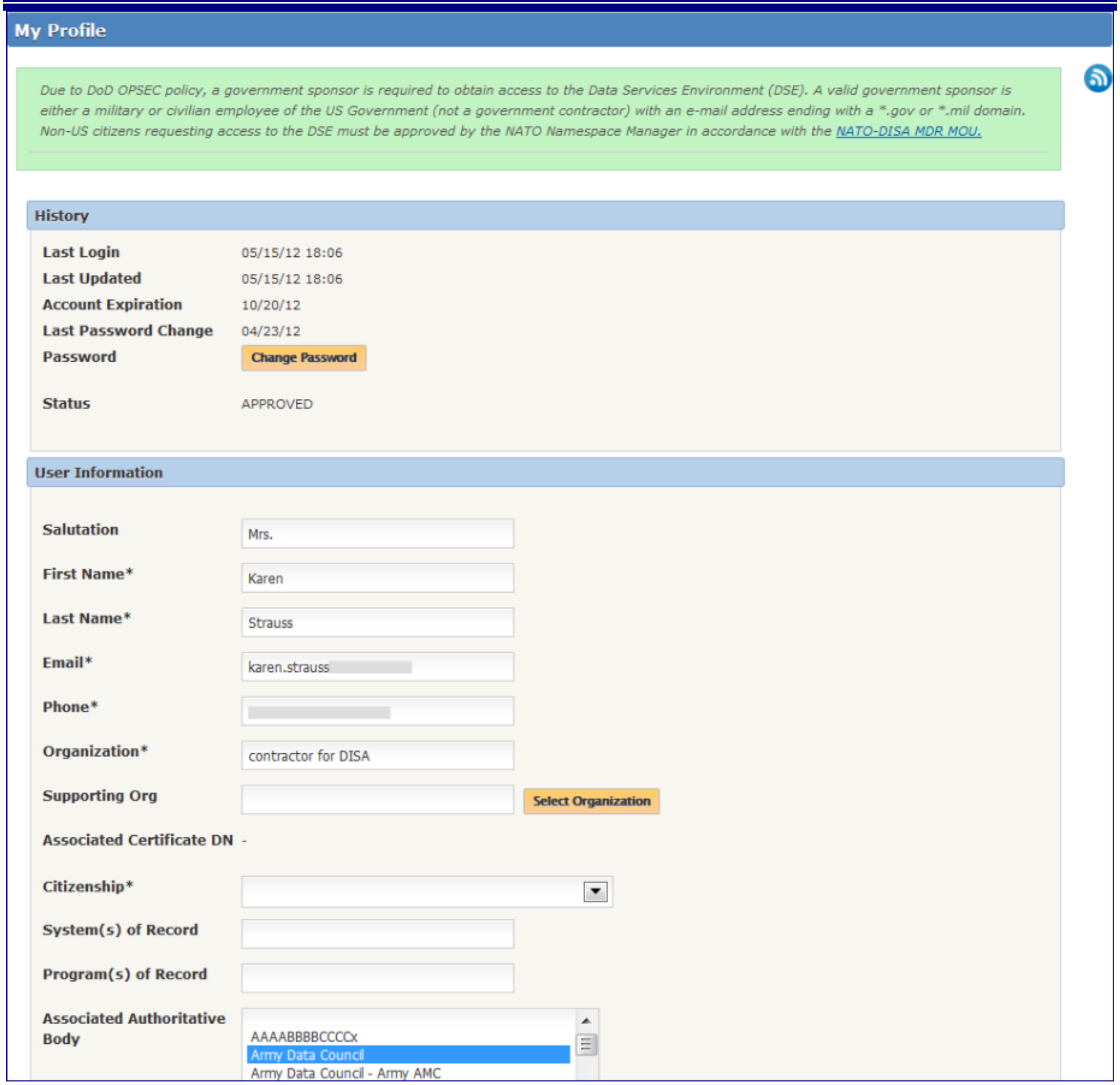


Figure 54. My Profile page

The History section of the page displays information related to your account access such as the date and time of your last login, last account update, your account expiration date, date of your last password change, and the current status of your account. The History section also enables you to change your password through the **Change Password** button.

2. Click on the **Change Password** button to display the Change Password page. Enter your old password and then provide your new password. Enter your new password again to verify the password.

If you change your password, it must be at least 15 alphanumeric characters long with no trailing or leading spaces, and must have at least two lower-case letters, two upper-case letters, and at least two special characters. The new password must differ from the old password by at least 4 characters. DSE enforces a 60 day password expiration policy and passwords will not be able to contain personal information such as names, telephone numbers, account names, birthdates, or dictionary words. Additionally DSE will limit reuse of account passwords within the last 10 password changes and will not be able to change passwords more than once every 24 hours with the exception of privileged or administrative users.

Most of the fields on this page are same as DSE Registration page (see Figure 3. DSE Registration page) except for the fields described in the table below. For information about other fields see the Requesting a DSE Account section of this manual.

Table 5. My Profile page information

Field Name	Field Value
User Information	
DN	This is your Distinguished Name information collected from your certificate when you login to DSE using the CAC.
Associated Authoritative Body	Default authoritative body you are associated with. You can select an authoritative body from the list.
System Roles	This section displays the list of roles assigned to you by the DSE Admin.
Resource Roles	This section lists your roles as assigned by the DSE Admin or authoritative body Admin or an authorized person with role in the authoritative body.
CUI Eligibility	This section reflects information about your CUI eligibility. If you do not have CUI eligibility, you may request CUI eligibility by clicking on the **Request Eligibility** button. You can only request eligibility on NIPRNet, not on SIPRNet. If you have CUI eligibility, you can change the CUI sponsor. Your CUI status will be set to Pending and DSE will send an email to the new CUI sponsor. The sponsor will reply to the DSE Administrator, either approving or denying the request. The administrator will update your account and an email will be sent to you about your CUI status.

Field Name	Field Value
Groups	This section lists the groups you are associated with. A group is a record of an organization in the DSE. The group has a point-of-contact and associated users. The group's point of contact and associated users may perform certain tasks on behalf of the group. These tasks include subscribing to resources on behalf of the group, viewing the list of subscriptions for that group, and viewing the Subscriptions feeds for that group. Please contact us via Feedback and Support to edit the group details, add users to the group, and remove users from the group.

3. Update your account information as needed.

4. Click **Save**.

Updating CUI Status

If you do not have CUI eligibility, you may request to update your CUI Status by clicking on the **Request Eligibility** button in the CUI Eligibility section on the My Profile page. You can only request eligibility on NIPRNet, not on SIPRNet.

If you have CUI eligibility, you can change the CUI sponsor on the account management page. Your CUI status will be set to Pending and DSE will send an email to the new CUI sponsor. The sponsor will reply to the DSE Administrator, either approving or denying the request. The administrator will update your account accordingly and an email will be sent to you about your CUI status.

Clicking on the **Request Eligibility** button takes you to the Request CUI Eligibility page.

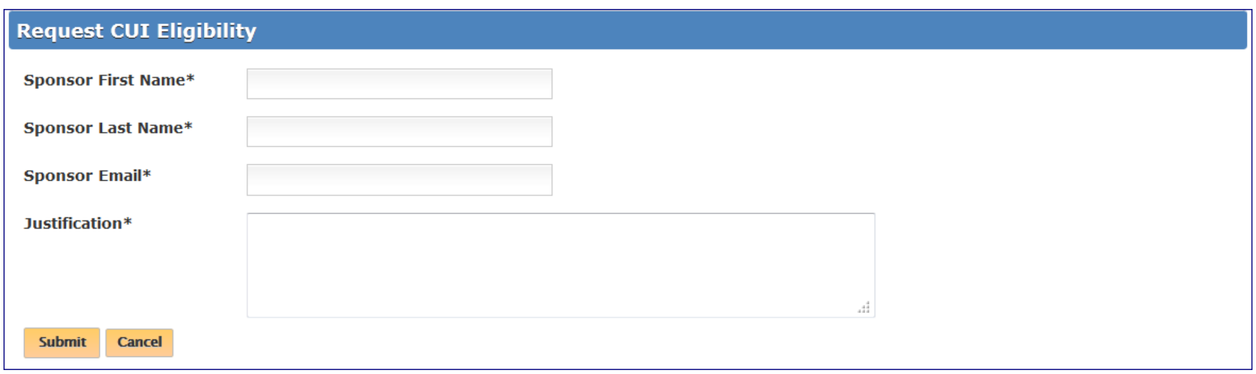


Figure 55. Request CUI Eligibility page

Provide the CUI Eligibility information. Information is required for fields marked with an asterisk (*).

Table 6. CUI Eligibility information

Field	Value
Sponsor First Name*	The first name of the government sponsor who can confirm your need for CUI access.

Sponsor First Name*	The last name of the government sponsor who can confirm your need for CUI access.
Sponsor Email*	The government sponsor's email address. The email address for a government sponsor must not include '.ngo'.
Justification*	The justification for requiring CUI eligibility

Click the **Submit** button when finished. DSE will send an email to the CUI sponsor. The sponsor will reply to the DSE Administrator, either approving or denying the request. The administrator will update your account and an email will be sent to you about your CUI status.

Contractor CUI eligibility expires by contract date. Non-contractor eligibility expires one year after approval. After expiration, the eligibility can be renewed from your Profile page.

Published By Me

This section displays information about all your submissions. It contains the list of all submissions that you are working on or have submitted for publishing or require some action from you (if you are an Authorized Service Publisher, for instance) along with their status. Click on the **Published By Me** link at the top of the page. The Published By Me page is displayed.

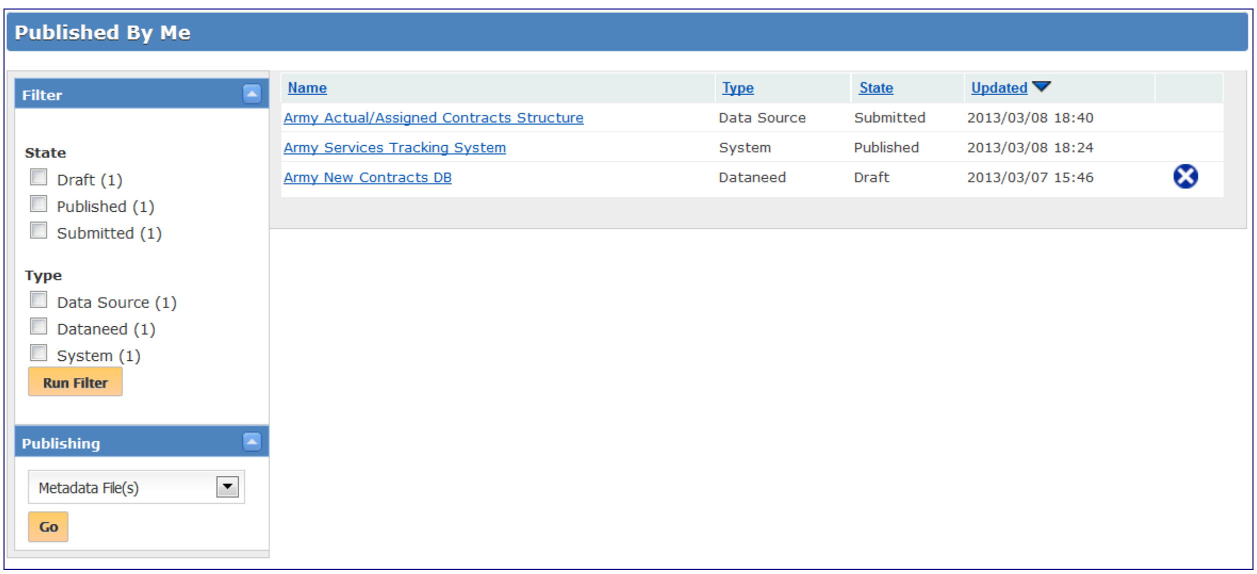


Figure 56. Published By Me page

This page displays the list of all the resources that you have worked on. This list includes the resources that you have saved as a draft and the resources that you have submitted for publication. The information displayed on this page includes the name of the resource, the type of the resource, the current state of the resource, and the date/time when the resource was last updated.

From this page you can perform the following actions on the listed resources:

- Click on the name of the resource to access the associated page for the resource. Following table lists the page associated with each resource state.

Table 7. Resource State and Corresponding Page

Resource State	Page
Draft	If a resource is in Draft state and you click on its name, the Publish page associated with the resource is displayed (see Figure 57). On the Publish page you can enter or edit the resource information as needed, and then submit it for publishing by clicking on the **Publish** button.
Error	If a resource is in Error state and you click on its name, the associated details page is displayed (see Figure 58). From this page you can either edit the resource to submit it again for publishing or you can request help by clicking on the **Request Help** link on the page.
Submitted	If a resource is in Submitted state and you click on its name, the associated details page is displayed (see Figure 59).
Published	If a resource is in Published state and you click on its name, the associated details page is displayed (see Figure 60). From the details page you can perform the following actions: • Create a report for the resource. • Edit the resource information. • Delete the resource. • View graph report for the resource. • Make changes to resource information such as adding approved data need, system, attributes, comments, subscribe to the resource, and/or mark the resources as a favorite. See the Using the Resource Details Page section of this manual for more information.
Waiting Approval	If a resource is in Waiting Approval state and you click on its name, the associated page is displayed.

> You cannot edit a data source or a data need submission if it has been reviewed or approved by the Authoritative Body Administrator. Also, a submitted system, PMO, or data producer is not available for editing if any reviewed or approved data sources are referring to it.

- Remove a resource from this list, if needed, by clicking on the **Delete** icon for the resource. Note that the **Delete** icon is available for a resource only if it is in Draft state. Once a resource is published or submitted, you cannot delete it. At that point an authorized user responsible for the resource is able to delete the resource only if it is not being referenced by another resource.

- Filter the resources list by state and/or type. The filter options on the left display the count for the resources existing for each state and type. This provides you with the information such as how many resources are in the draft state, error state, submitted state, or published, and how many resources on the list belong to each resource type. To filter the list select your filter option and click **Run Filter**.

- Sort the resources list by name, type, state, or updated date.

Additionally, from this page you can conveniently and quickly access the publish page for a resource through the Publishing section on the left. Select the resource type that you want to publish from the drop-down list and click on the **Go** button (Figure 56 above).

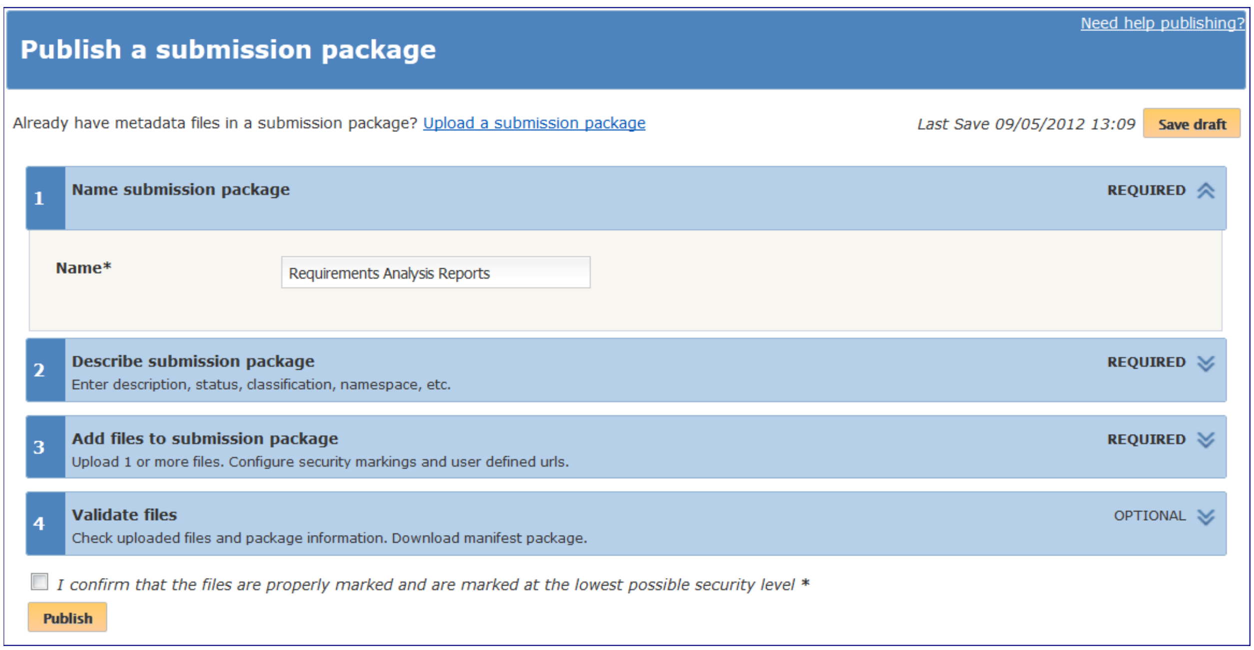


Figure 57. Resource in Draft state

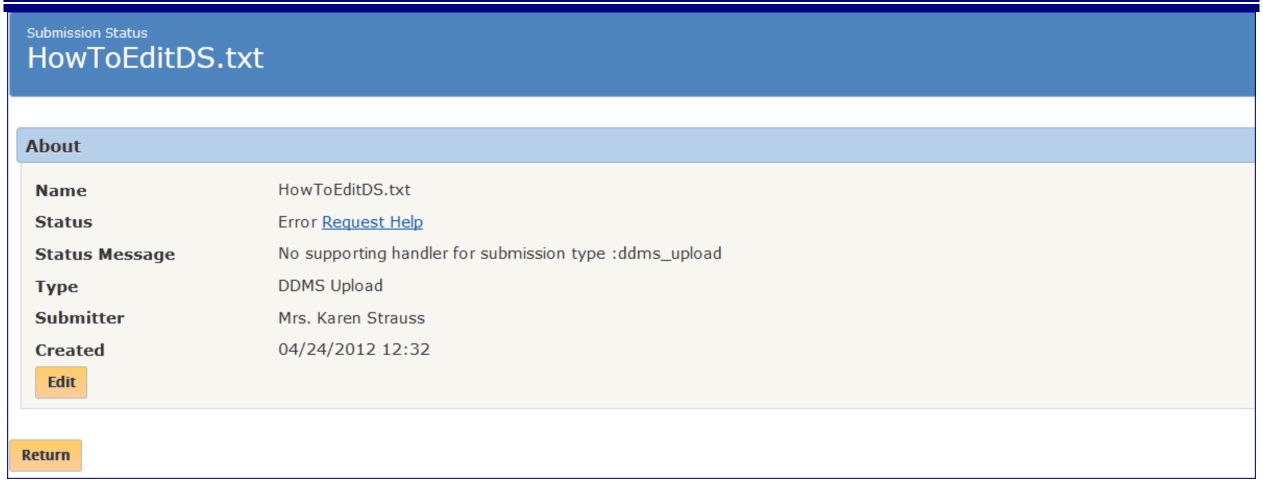


Figure 58. Resource in Error state

Figure 59. Resource in Submitted state

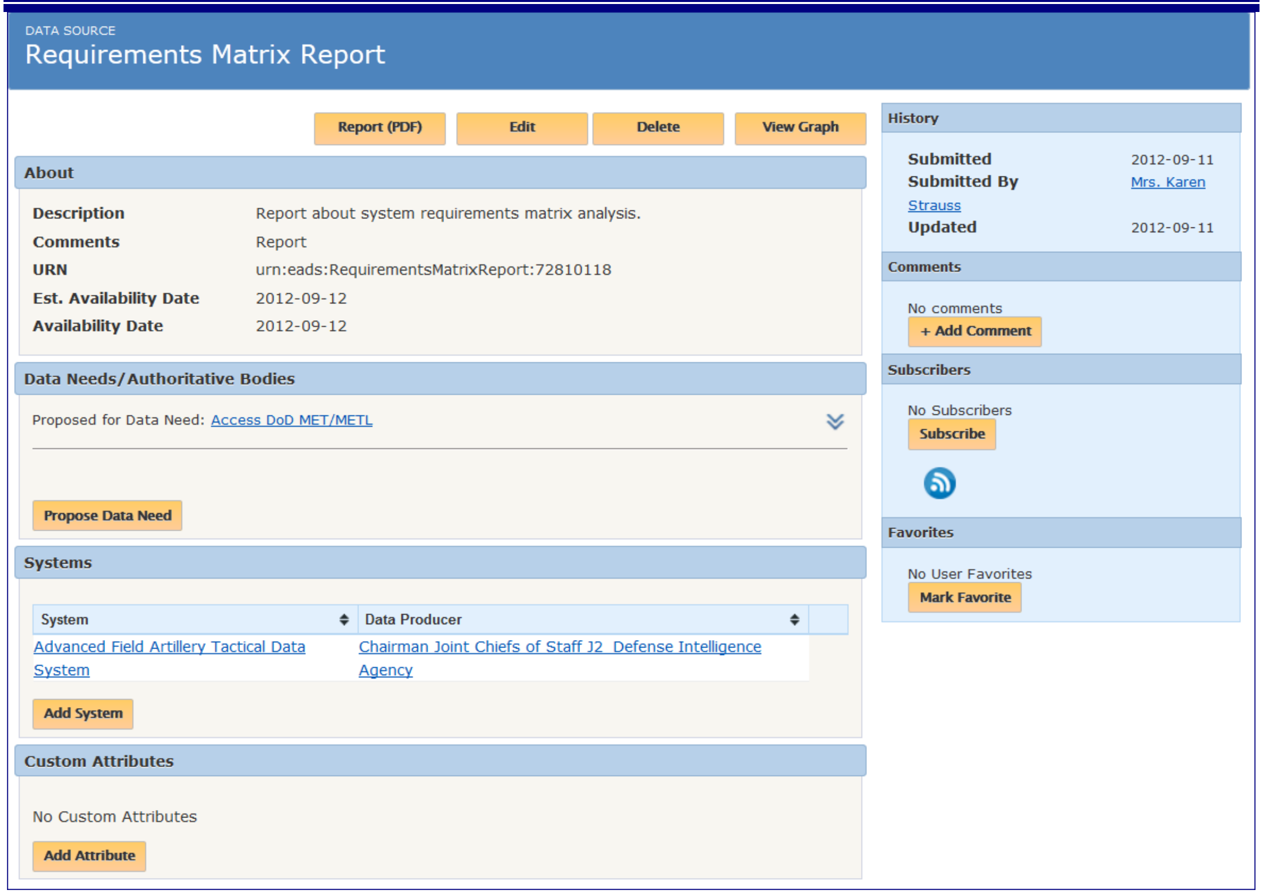


Figure 60. Resource in Published state

My Favorites

This link provides access to the list of resources that you marked as favorite. To access your favorites list click on the **My Favorites** link at the top of the page.

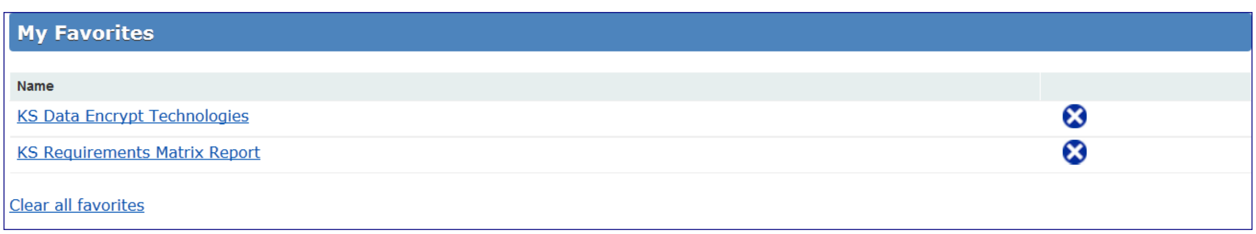


Figure 61. Favorites list

From the favorites list you can click on the name of a resource to access the resource details.

If you need to remove a resource from the list, click on the **Delete Favorite** icon for the resource.

If you do not want all these resources to be on your favorites list anymore, click on the **Clear all favorites** link at the bottom of the list.

Recently Viewed

The **Recently Viewed** link at the top of the page allows you to view a list of all the resources that you have accessed recently in DSE.

Recently Viewed

Name	Type	Date
Army Enterprise Systems Integration Program (AESIP)	Service Provider	04/02/2013 15:26:33
Army Battle Command Systems	Namespace	04/02/2013 13:37:43
Advanced Arrival of Notice Data - MDA EN	Data Source	04/02/2013 13:36:20
NGA/DCGS OWL-Lite Taxonomy of Manned Platforms for ISR Operations	Taxonomy	04/01/2013 16:45:24
DSE2 -College Programs for Endpoints	Taxonomy	04/01/2013 16:45:13
DiscoveryServiceResourceUncheckedBinding	Taxonomy	04/01/2013 16:45:02
Administration Service	Submission Package	04/01/2013 16:20:54
AddEngineToWorkscope	Submission Package	04/01/2013 16:20:47
ACTM	Submission Package	04/01/2013 16:20:41
ACTDF	Submission Package	04/01/2013 16:20:34
Acquisition Visibility Phase 1	Submission Package	04/01/2013 16:20:26
Acquisition Visibility	Submission Package	04/01/2013 16:20:20
Acoustic_Target_Strength_Predictive_Model	Submission Package	04/01/2013 16:20:12
ACINTAuxiliaryML	Submission Package	04/01/2013 16:20:03
ACDMv3 Brochure	Submission Package	04/01/2013 16:19:55
Acceleration Units of Measure (v1.1.0)	Submission Package	04/01/2013 16:19:47
ABCS XML Schema Library	Submission Package	04/01/2013 16:19:38
A4I Log COI Training	Submission Package	04/01/2013 16:19:29
888W_DLMS_XML_Schema	Submission Package	04/01/2013 16:19:22
950_MCTFS_MCTFS_GFM_DI	Submission Package	04/01/2013 16:19:16
_Material_Master_Catalog_Web_Service	Submission Package	04/01/2013 16:19:00
Order Data Service Taxonomy	Taxonomy	04/01/2013 16:10:54
Universal Core 2.0.0 Taxonomy (Tree View)	Taxonomy	04/01/2013 16:10:46
2009-07-15_Joint-DoD-IC-DataMeeting	Submission Package	04/01/2013 16:09:04
11AprMWG_Briefings-Part3	Submission Package	04/01/2013 16:08:56
11AprMWG_Briefings-Part2	Submission Package	04/01/2013 16:08:48
11AprMWG_Briefings-Part1	Submission Package	04/01/2013 16:08:40
20120711_MWG_Briefings_Set_1	Submission Package	04/01/2013 16:08:32
2010 DCGS artifacts from DoDIIS conference	Submission Package	04/01/2013 16:08:20
BookshopComplex_DOEOUO.sch	Package Resource	04/01/2013 15:58:11
AircraftConfigurationService	Submission Package	04/01/2013 15:57:26
AFMSTTDataServices	Submission Package	04/01/2013 15:56:56
AESIP Documentation	Submission Package	04/01/2013 15:56:44
ADVANCED INTEGRATED MULTIDIMENSIONAL MODELING SOFTWARE	Submission Package	04/01/2013 15:56:36

Figure 62. Recently viewed resources list

The resources are listed with the most recently viewed resources listed on the top of the list. You can access resource details by clicking on the resource name.

Chapter 5. Find - Searching the DSE

You can search for resources registered in the DSE through the Find functionality. Click on the **Find** link on the navigation bar at the top of the page. The **Find** page is displayed. The **Find** page is divided into four tabs that enable you to find resources by:

- **Keyword and Type**
- **Governance**
- **Inventory**
- **Federated**

> In DSE, resources submitted prior to 2007 are set to an Archived status to increase the discoverability of active, operational resources. These Archived resources are not discoverable through the Find functionality. So, a namespace's archived resources are not included in the search results or in the namespace inventory counts. These archived resources are only included in the generated reports.

The following sections describe in detail how each of the searches work and how to use the search results page. This chapter also contains information about how to use the resource details page.

Finding By Keyword and Type

Searching for resources by keyword and type enables you to specify a keyword to search for as well as indicate the specific type of resources you are trying to access. The search by keyword and type is the default search in the DSE, and the **Keyword and Type** tab is the active tab when you access the Find page. You can also search for resources within DSE directly from the Home page through the Find section.

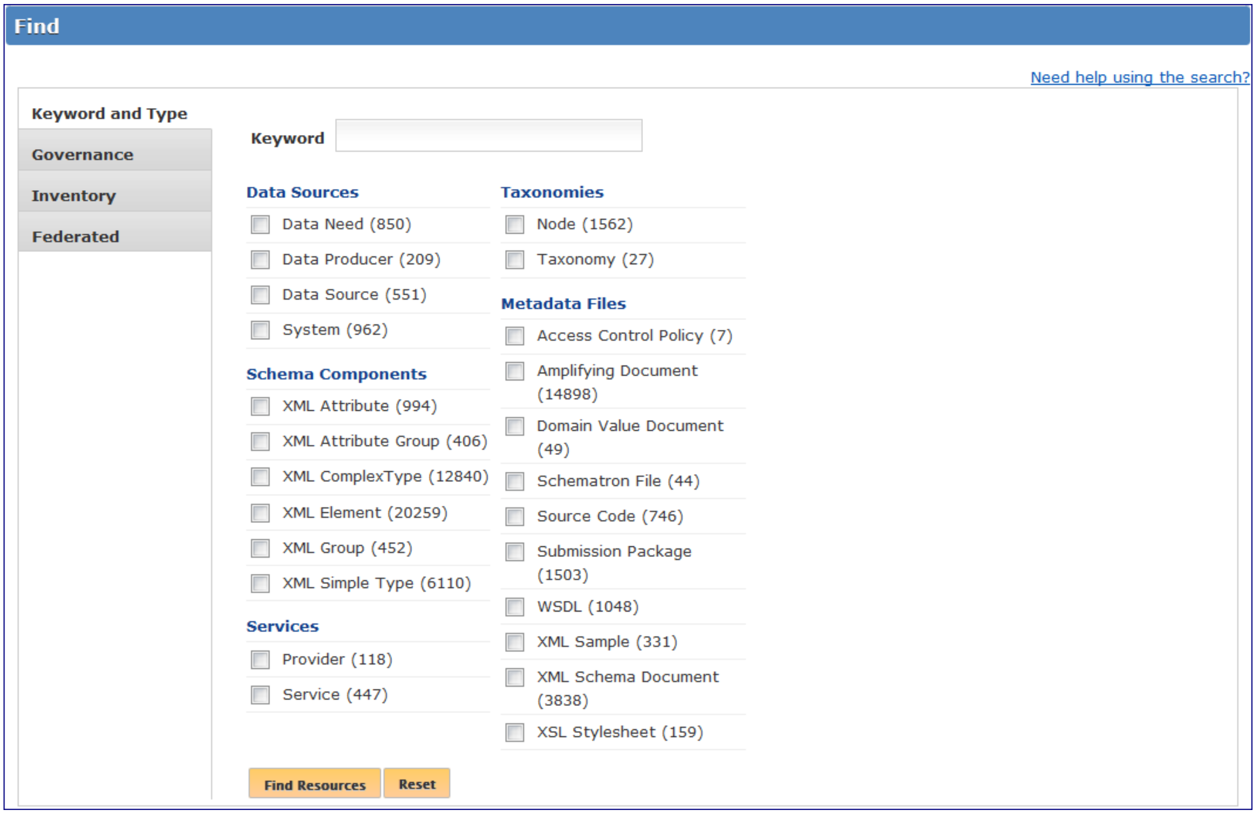


Figure 63. Find by Keyword and Type page

When choosing to use keyword and type to find resources, DSE enables you to search for resources through one of the following methods:

- By keyword only (entering one or more keywords in the search text field)
- By type only (selecting one or more resource types to search for)
- By combining keyword search with search by type (entering one or more keywords in the search text field, and selecting one or more resource types)

By Type

All the DSE resources are categorized under five main resource types. Table 8 below lists the main resource types and the resources falling under each type.

Table 8. Resource types and corresponding resources

Resource Type	Resources
Data Sources	• Data Need • Data Producer • Data Source • System
Schema Components	• XML Attribute • XML Attribute Group • XML Complex Type • XML Element • XML Group • XML Simple Type
Services	• Provider • Services
Taxonomy	• Node • Taxonomy
Metadata Files	• Access Control Policy • Amplifying Document • Domain Value Document • Schematron File • Source Code • Submission Package • WSDL • XML Sample • XML Schema Document • XSL Stylesheet

If you choose to search for resources by type, select the checkboxes for the resource type(s) you need to access and click **Find Resources**.

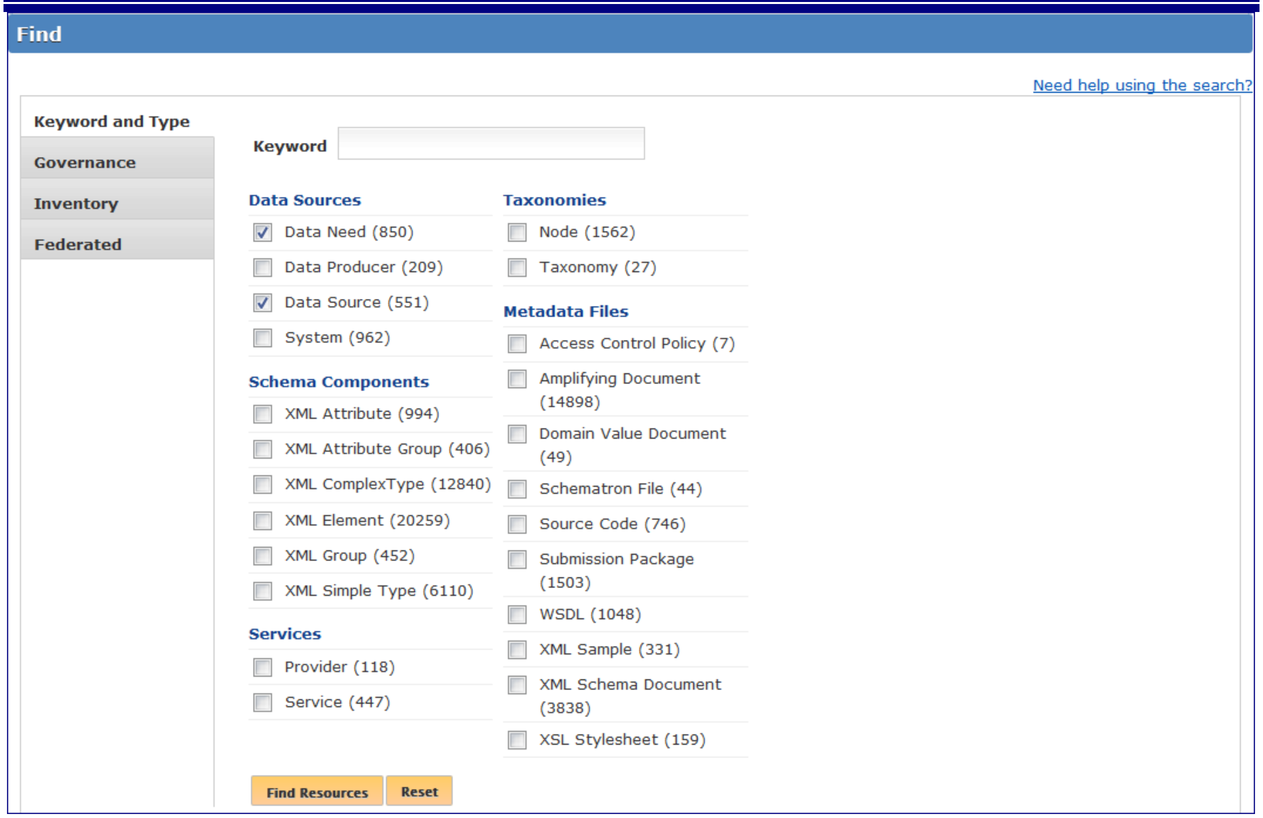


Figure 64. Resource types selected

The results page displays all the resources matching the resource type(s) selected by you.

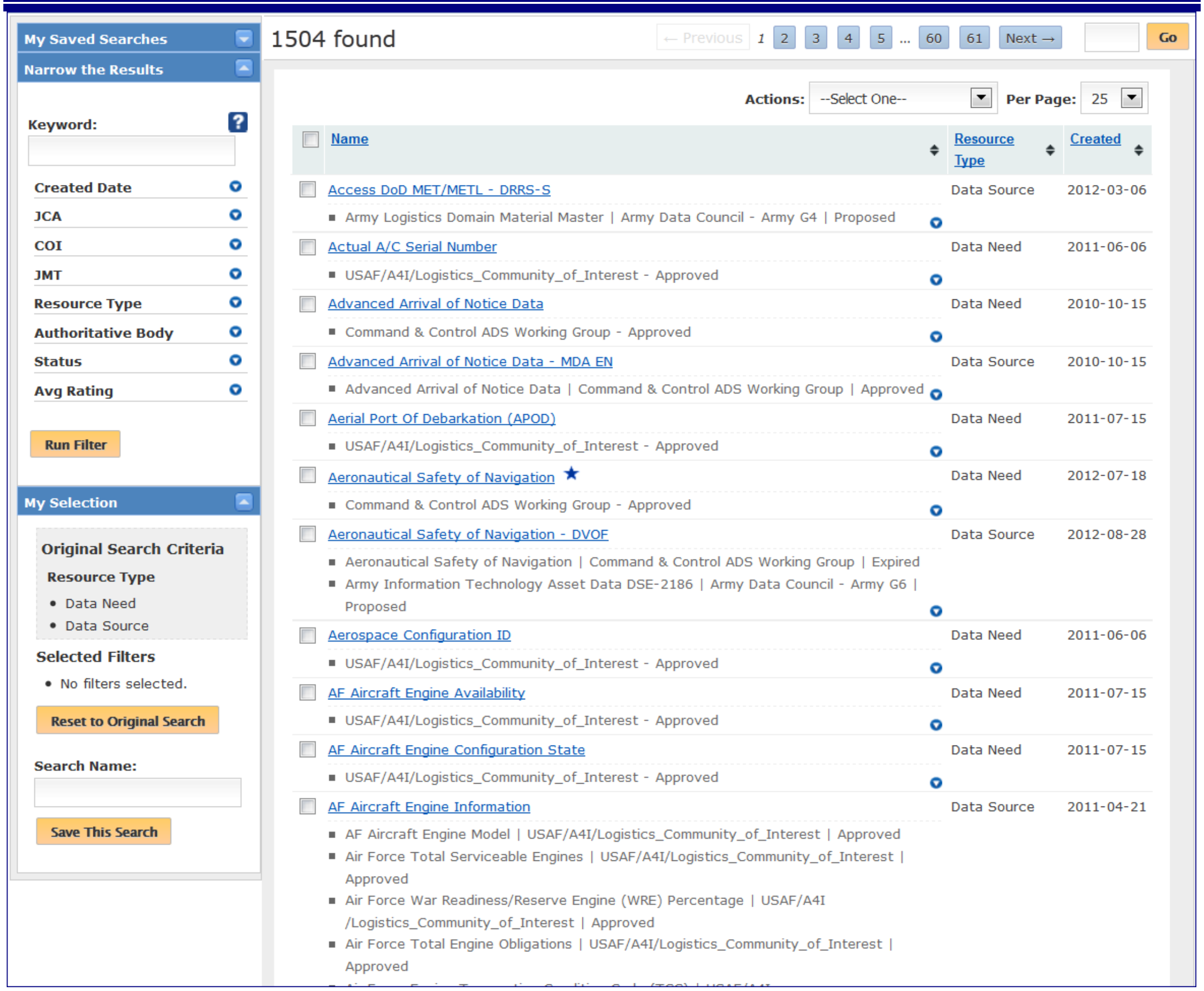


Figure 65. Results page

By Keyword

If you choose to search for resources by keyword, enter one or more keywords in the search text field.

You can use the Keyword search in the following different ways:

By Using Terms

A query is broken up into terms and operators. There are two types of terms: Single Terms and Phrases. A Single Term is a single word such as "test" or "hello". A Phrase is a group of words surrounded by double quotes such as "hello dolly". Multiple terms can be combined together with Boolean operators to form a more complex query (see the By Using Boolean Operators section below).

By Using Wildcard Searches

Single and multiple character wildcard search works with single terms (not with phrase queries). To perform a single character wildcard search, use the "?" symbol. To perform a multiple character wildcard search, use the "*" symbol. The single character wildcard search looks for terms that match that with the single character replaced. For example, to search for "text" or "test" you can use the following search:

te?t

Multiple character wildcard searches looks for 0 or more characters. For example, to search for test, tests or tester, you can use the following search:

test*

By Using Boolean Operators

Boolean operators allow terms to be combined through logic operators - AND, “+”, OR, NOT and "-".

OR

The OR operator links two terms and finds a matching document if either of the terms exist in a document.

Example:

To search for documents that contain either “jakarta apache” or just “Jakarta” use the following query:

“jakarta apache” OR jakarta

AND

The AND operator is the default conjunction operator. This means that if there is no Boolean operator between two terms, the AND operator is used. The AND operator matches documents where both terms exist anywhere in the text of a single document. This is equivalent to an intersection using sets. The symbol && can be used in place of the word AND.

Example:

To search for documents that contain “jakarta apache” and “Apache Lucene” use the following query:

“jakarta apache” “Apache Lucene”

or

“jakarta apache” AND “Apache Lucene”

+

The “+” or required operator requires that the term after the “+” symbol exists somewhere in the document.

Example:

To search for documents that must contain “jakarta” and may contain “lucene” use the following query:

+jakarta OR lucene

NOT

The NOT operator excludes documents that contain the term after NOT.

Example:

To search for documents that contain “jakarta apache” but not “Apache Lucene” use the following query:

“jakarta apache” NOT “Apache Lucene”

-

The “-“ or prohibit operator excludes documents that contain the term after the “-“ symbol.

Example:

To search for documents that contain “jakarta apache” but not “Apache Lucene” use the following query:

“jakarta apache” -“Apache Lucene”

By Using Grouping

Use parentheses to group clauses to form sub queries. This can be very useful if you want to control the Boolean logic for a query.

Example:

To search for either “Jakarta” or “apache” and “website” use the following query:

(jakarta OR apache) AND website

This eliminates any confusion and makes sure that website must exist and either term jakarta or apache may exist.

After entering the keyword click **Find Resources**. The search results are displayed based on your keyword(s).

From the search results page you can:

- Further filter your search results, and narrow your search by using the options available under the Narrow the Results section. For details about filtering the search results, see the Filtering the Search Results section of this manual.
- Access the resource details page by clicking the resource name. For details about using the resource details page, see the Using the Resource Details Page section of this manual.
- Sort the results by name, type, or created date. Click on the column header to sort the results. By default the resources are listed in the ascending order of the name.
- View resource details in brief by clicking on the down arrow icon in the name column for the resource.

For more information about using the results page, see the Using the Search Results Page section of this manual.

If you choose to search for resources by both keyword and type, enter one or more keywords in the search text field, and select the checkboxes for the resource type(s) you need to access and click **Find Resources**. The results page displays all the resources based on your keyword(s) and matching the resource type(s) selected by you.

Finding By Governance

You can search for resources by governance. From the Find page click on the **Governance** tab on the left side of the page.

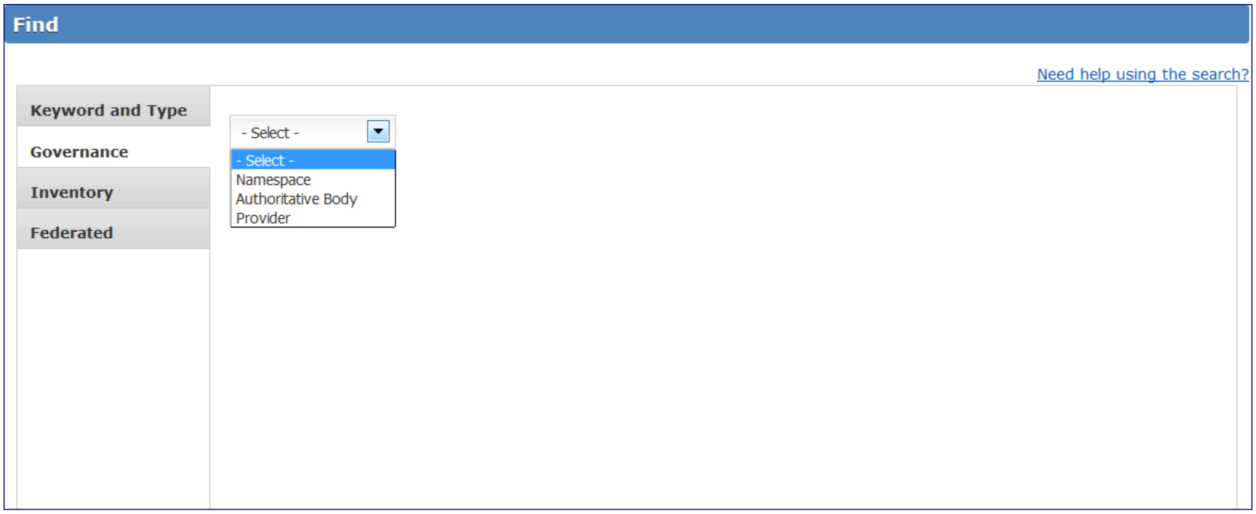


Figure 66. Find by Governance page

Click the down arrow to display the list of governance options. Select the governance option for which you need to locate resources. The list of associated governing bodies is displayed.

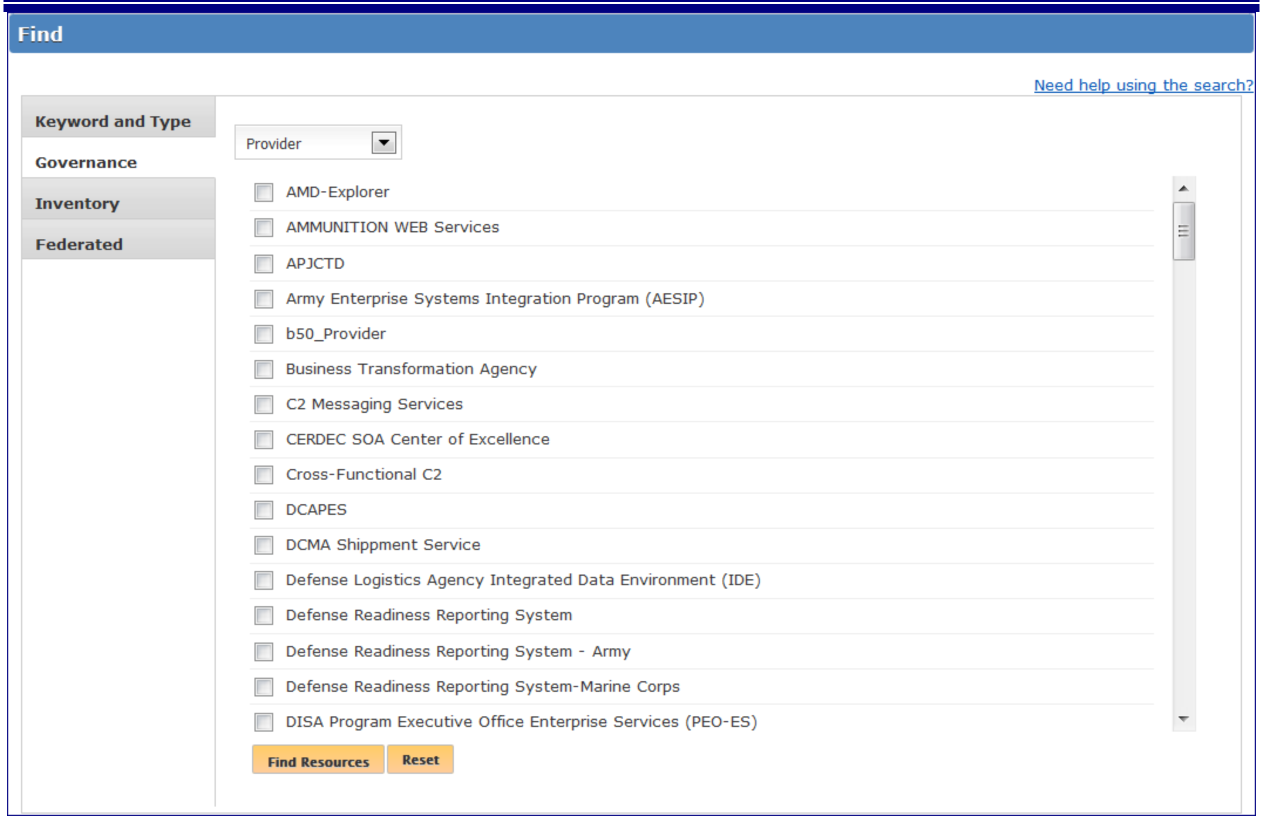


Figure 67. Governing bodies associated with the selected governance option

Select the check boxes for the governing bodies which are responsible for the resources that you are trying to locate. Click **Find Resources** to display the search results.

You can further filter your search results and narrow your search by using the options available under the Narrow the Results section. For details about filtering the search results, see the Filtering the Search Results section of this manual.

For more information about using the results page, see the Using the Search Results Page section of this manual.

Finding By Inventory

To search for resources by inventory, from the Find page click on the **Inventory** tab on the left side of the page.

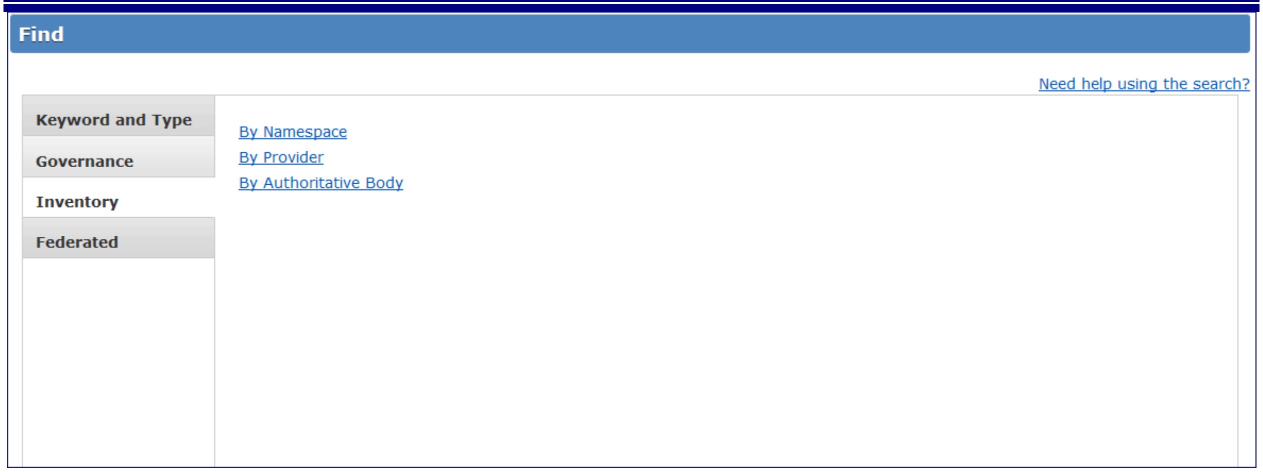


Figure 68. Find by Inventory page

Within the Inventory option you can further search for resources:

- By Namespace
- By Provider
- By Authoritative Body

Inventory by Namespace

From the Inventory page click on the **By Namespace** link. The Namespace Inventory page lists the namespaces and the number of resources by type that are contained in that namespace.

The Namespace Inventory page displays a table with the list of namespaces in the left column and the resource types across the top. The value displayed at the intersection of the namespace row and resource type column is the number of resources for the particular resource type in the namespace.

> A namespace's archived resources are not included in the search results or in the namespace inventory counts. These archived resources are only included in the generated reports.

Namespace Inventory

Namespaces	Submission Package	XML Schema Document	Schematron File	XSL Stylesheet	WSDL	Access Control Policy	Amplifying Document	Taxonomy	Provider	Service
01CUI	10	5	19	1	1	0	10	0	0	0
ABCS	3	36	0	0	2	0	0	0	4	2
ACQ	8	0	0	0	7	0	1	0	0	2
ACQPRGM	0	0	0	0	0	0	0	0	1	0
AD	5	70	0	0	0	0	4	0	1	1
ADL	2	4	0	0	0	0	0	0	0	0
AdminPub	1	1	0	0	0	0	0	0	0	3
ADSL	4	42	0	0	38	0	38	0	0	0
AESIP	7	0	0	0	2	0	8	0	1	1
AF_FM_DS	1	1	0	1	0	0	2	0	0	0
AFDW	1	0	0	0	0	0	1	0	0	1
AFLOGCOI	4	0	0	0	0	0	11	0	0	0
AFMSTT	1	4	0	0	0	0	2	0	0	0
AOCOI	10	21	0	7	11	0	3	0	0	0
AOP	10	9	0	0	0	0	12	0	1	2
AP-DDV	1	10	0	0	0	0	0	0	2	15
APP-11	1	4	0	0	0	0	0	0	0	0
ARCH	87	66	0	0	0	0	29	0	0	0
ASF_TW	1	6	0	0	9	0	0	0	0	0
BFT	0	0	0	0	0	0	0	1	0	1
BIO	1	0	0	0	1	0	0	2	2	2
BTF	3	0	0	0	0	0	3	0	0	0
C2	5	9	0	0	9	0	9	0	2	5
C2_SSA	17	203	0	0	1	0	13	0	2	14
C2CORE	7	22	0	0	0	0	17	0	0	0
CCSI	2	0	0	0	0	0	13	0	0	0
CES	20	8	0	3	14	0	61	3	1	1
COAL	3	33	0	0	0	0	0	0	0	0
COALC2	1	1	0	0	0	0	0	0	0	0
COE	0	0	0	0	0	0	0	0	0	1
COST	2	1	0	0	0	0	4	0	0	0
DAMPS-U	6	6	0	0	2	0	5	0	0	0
DCGS	4	2	0	0	3	0	1	0	2	4
DCIP	3	0	0	0	1	0	4	0	2	1
DDMS	37	73	0	4	0	0	460	0	0	0
DEDCGSN	2	0	0	0	2	0	0	0	0	4
DEDMO	1	0	0	0	0	0	1	0	0	0

Figure 69. Inventory by namespace page

From the Namespace Inventory page you can:

- Sort the results by the namespace or any of the resource types. Click on the column header to sort the results. By default the results are sorted in the ascending order of the namespace abbreviation.

- View the namespace details page by clicking the namespace abbreviation. From the namespace details page you can:
    - Access user details page for the persons with roles listed under the Roles section. Click on the name of the person to access their details page. Also, you can email a person by clicking on the email address listed here.
    - Access the COI details page by clicking on the name of a COI listed, if any, under the COI Using Namespace section.
    - Access the Service details page for the services (if any) using the namespace, by clicking on a service name link under the Services Using Namespace section.
    - Access the Provider details page for the providers (if any) using the namespace, by clicking on a provider name link under the Providers Using Namespace section
    - Access the list of selected resource types by clicking on the number displayed in the Count column under the Inventory section.

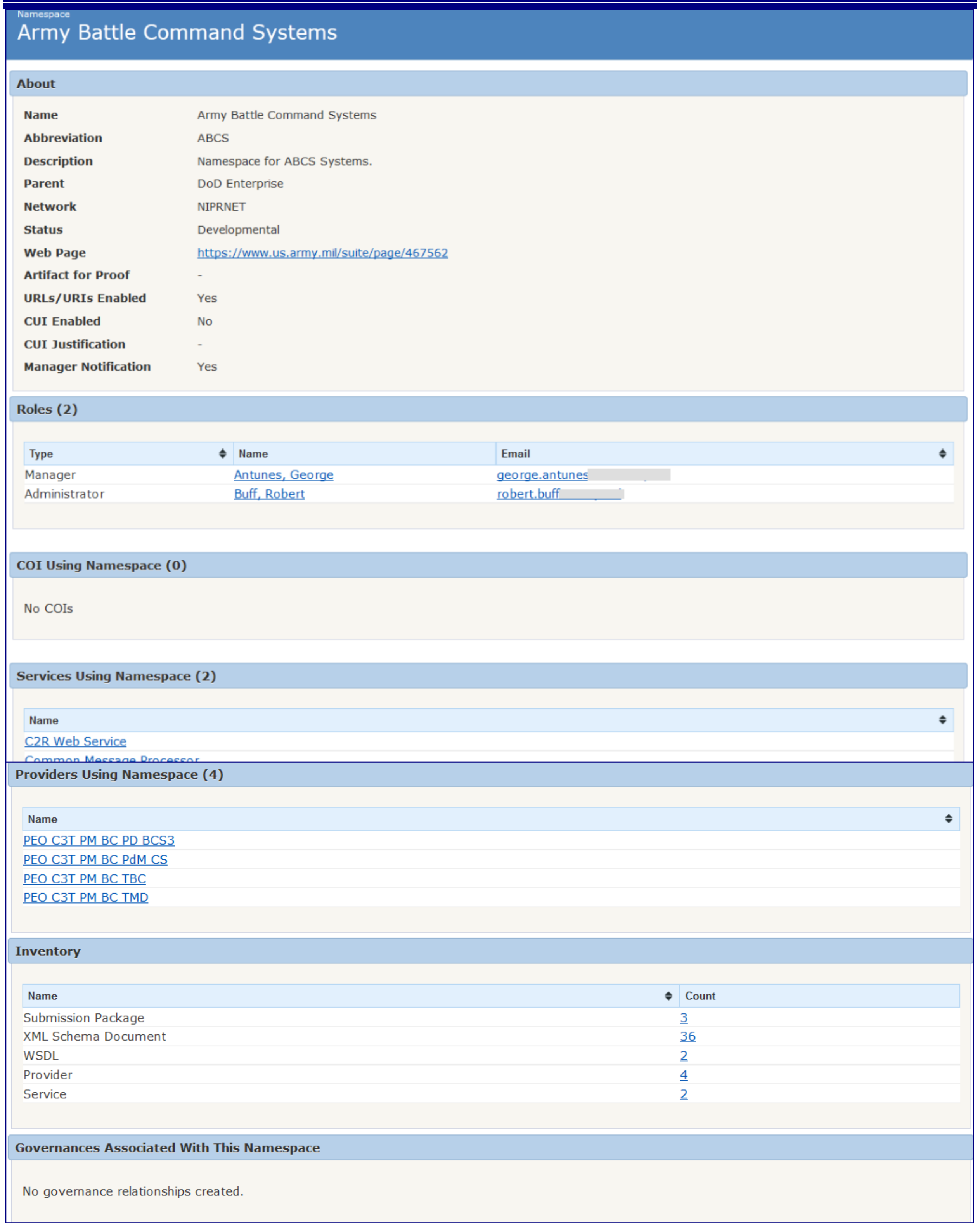


Figure 70. Namespace details page

- View a list of the resources for a particular resource type within a namespace by clicking the number under the resource type (see Figure 69 above).

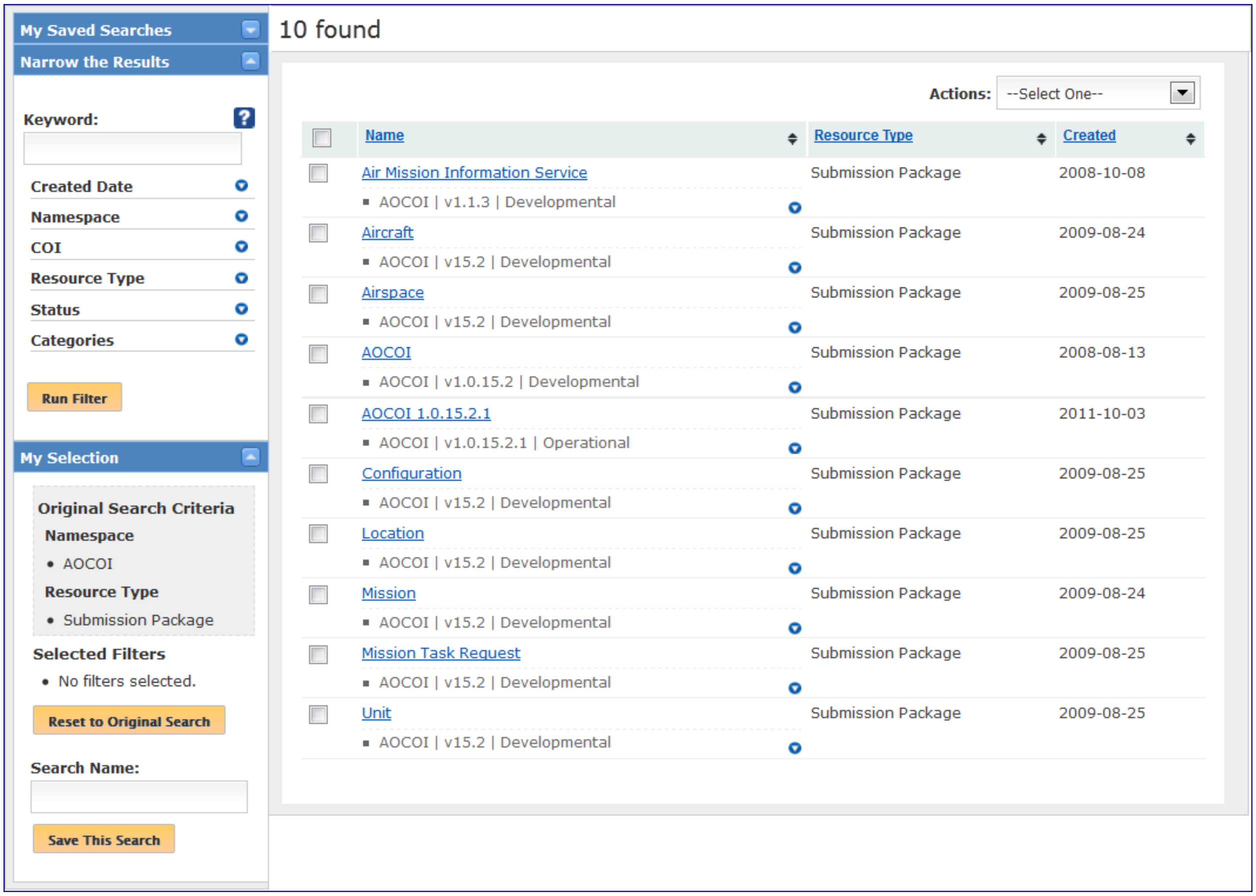


Figure 71. List of resources within the selected namespace

From the list you can access the resource details page by clicking on the name of the resource. For information about using the resource details page, see the Using the Resource Details Page section of this manual. For more information about using the results page, see the Using the Search Results Page section of this manual.

Inventory by Provider

From the Inventory page click on the **By Provider** link. The Provider Inventory page lists the providers and the number of services offered by each provider.

Provider Inventory

Provider	Services
AMD-Explorer	4
APJCTD	1
Business Transformation Agency	2
CERDEC SOA Center of Excellence	2
DCAPES	1
Defense Logistics Agency Integrated Data Environment (IDE)	14
Defense Readiness Reporting System - Army	72
Defense Readiness Reporting System-Marine Corps	38
DISN OSS	7
DTIC	5
DTS	1
Forge.mil	14
GAPS	5
GCCS-J, Intelligence Support to C2	67
GCSS Cross Functional Services	6
GCSS-J PMO	2
GFEBS	3
Global Combat Support System - Army	1
Global Combat Support System Marine Corps	1
Global Force Management Data Initiative	2
Intelink	2
ISPAN GAP CIE	1
JLLIS	1
Joint Organization Server Global Force Management Data Initiative	1
Joint Planning and Execution Services	17
Joint User Messaging	5
JPES RTB	6
JTIMS	1
MDR/NCP/SD/EADS Training	3
Mission Assurance Division	1
National Reconnaissance Office	4
NCP Training Service Provider	1

Figure 72. Inventory by provider page

From the Provider Inventory page you can:

- Sort the results either by providers or by services. Click on the column header to sort the results. By default the results are sorted in the ascending order of the provider name.
- View the provider details page by clicking the provider name. From the provider details page (Figure 73) you can:
    - Access organization details page for the associated organization. Click on the name link of the organization to access the details page.
    - Access namespace details page for the associated namespace by clicking on the namespace name/acronym link.
    - Access the details page for the associated JCA category by clicking on the name link of the category.
    - Access the details page for the associated services listed under the Services section by clicking on the service name. Additionally, if you are a PDA for the provider, you

can mark one or more, or all the services as current and correct through the **Mark Current** button. To select all services, click on the top checkbox in the header, otherwise, select individual checkbox for the services that need to be marked.

- Access the details page for the associated PDA by clicking on the PDA name. Also, you can email the PDA by clicking on the related email address.
- Access the details page for the associated ASP by clicking on the ASP name. Also, you can email the ASP by clicking on the related email address.
- Access the details page for the associated POCs by clicking on the POC name. Also, you can email a POC by clicking on the related email address.
- Access the details page for the associated governance bodies by clicking on the name link of the governance body.

For more information about the resource details page, see the Using the Resource Details Page section of this manual.

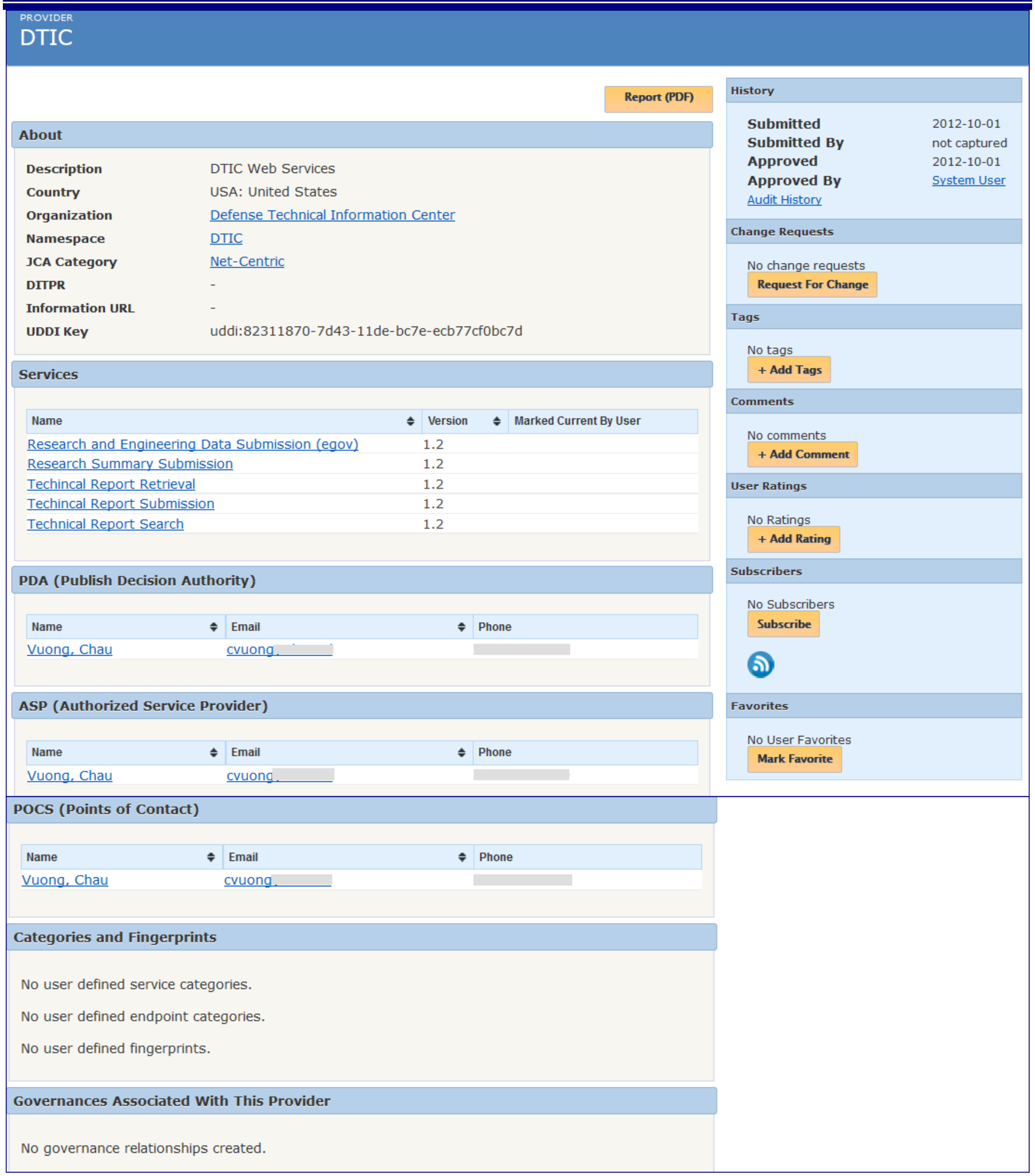


Figure 73. Provider details page

- View a list of the services for a specific provider by clicking the number under the Services column for the provider (Figure 72 above).

Inventory by Authoritative Body

From the Inventory page click on the **By Authoritative Body** link. The Authoritative Body Inventory page lists the authoritative bodies and the number of data needs, data sources, systems, and data producers associated with each of the authoritative bodies.

Authoritative Body Inventory

Authoritative Body	Data Needs	Data Sources	Systems	Data Producers
ADC	26	5	2	3
ADC-AMC	1	0	0	0
ALD	1	1	1	6
C2 ADS WG	243	574	186	121
EADSTAB	3	5	2	2
GFM DI	1	1	7	1
USAF/A4I/Log_COI	456	24	22	13

Figure 74. Inventory by authoritative body page

From the Authoritative Body Inventory page you can:

- Sort the results by the authoritative body name or by a resource type. Click on the column header to sort the results. By default the results are sorted in the ascending order of the authoritative body name.
- View the authoritative body details page by clicking the authoritative body name. From the authoritative body details page you can:
  - Access the parent COI/organization details page by clicking on the name link of the COI/organization.
  - Access the parent or the child authoritative body details page, if any, by clicking on the respective authoritative body name link.
  - Access the list of specific resource types by clicking on the number under the Count column in the Inventory section.
  - Access the change requests associated with the authoritative body by clicking on the link under the Change Requests section.
  - Access user details page for the persons with roles listed under the Current Roles section. Click on the name of the person to access their details page.
  - Access the details page for the associated governance bodies (COIs, Namespaces, or Providers), if any, by clicking on the name link of the governance body under the Governances Associated With This Authoritative Body section.
  - Access the details page for the associated resources by clicking on the name link of the resource under the Assets Used By Authoritative Body section.

For more information about the resource details page, see the Using the Resource Details Page section of this manual.

Authoritative Body

Command & Control ADS Working Group

About

Name	Command & Control ADS Working Group
Acronym	C2 ADS WG
Description	Working group that addresses issues with Authoritative Data Sources associated with C2
Url	https://www.intelink.gov/wiki/C2_Authoritative_Data_Source_Working_Group
Artifact for Proof	-
Parent COI/Organization	Command and Control Capabiltiy Portfolio Management
Parent Authoritative Body	none
Child Authoritative Bodies	none

Inventory

Name	Count
Data Source	428
Data Need	227
System	195
Data Producer	130
Service	1

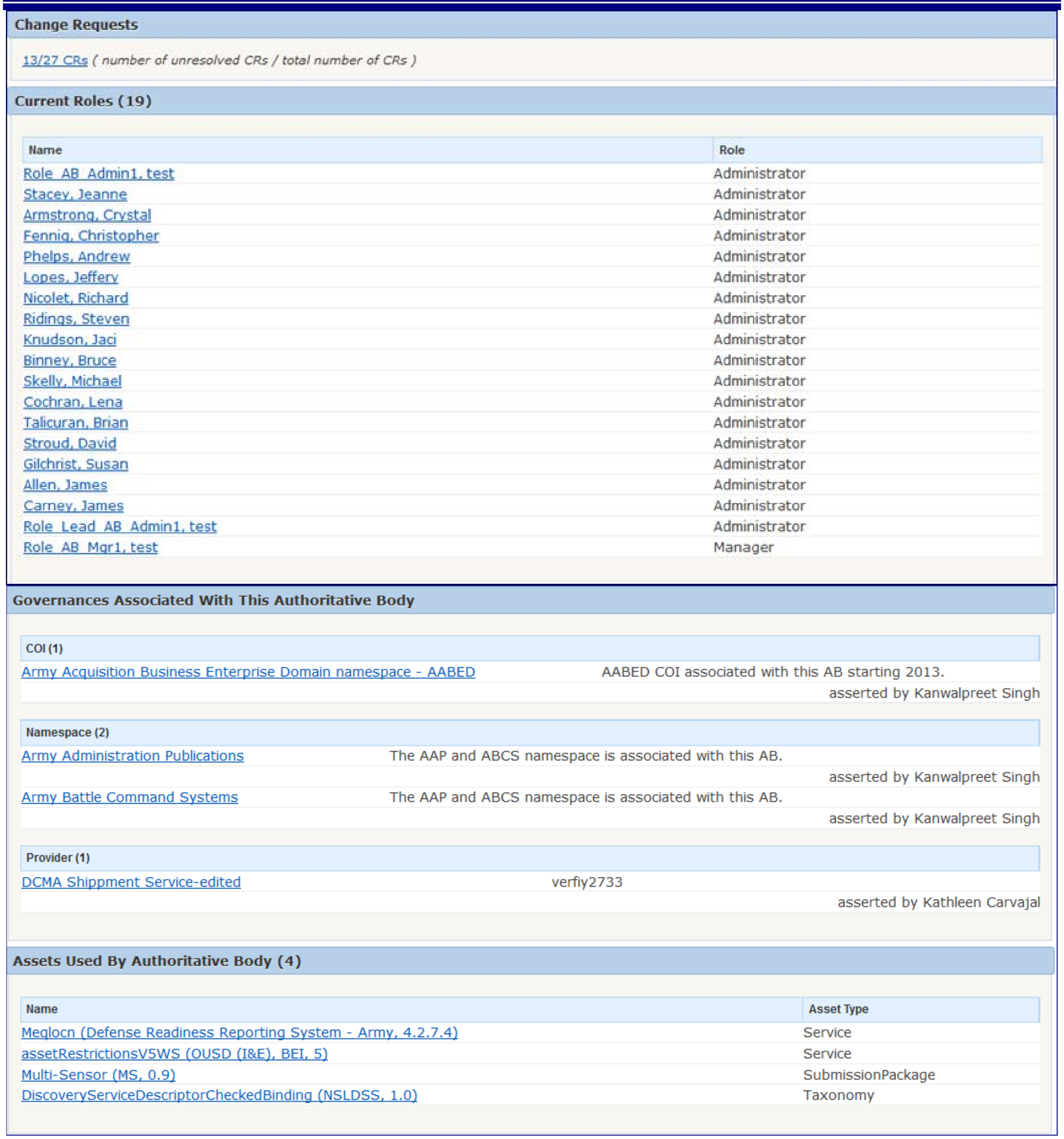
Profiles

Primary Fields

Component	Name	Description	Required
Datasource	Data Producers / Systems	Any systems that are identified as data producers for this Data Source.	Yes
Datasource	Est. Availability Date	The estimated date identified by the provider when the data for the data need will be made available via the Data Source.	No
Datasource	Comments	Any comments about the Data Source.	No
Datasource	Approved Data Needs	Any approved Data Needs which are fulfilled by this Data Source.	Yes
Datasource	Availability Date	The date identified by the provider when the data for the data need is be made available via the Data Source.	No
Datasource	Description	A description of the Data Source.	Yes
Datasource	Name	The descriptive name of this Data Source.	Yes

Custom Attributes

Component	Type	Required	Has File
Dataneed	Requirements Inferred/Explicit	Yes	Yes
Dataneed	Requirements Traceability	Yes	Yes



Change Requests

13/27 CRs *(number of unresolved CRs / total number of CRs)*

Current Roles (19)

Name	Role
Role_AB_Admin1, test	Administrator
Stacey, Jeanne	Administrator
Armstrong, Crystal	Administrator
Fennig, Christopher	Administrator
Phelps, Andrew	Administrator
Lopes, Jeffery	Administrator
Nicolet, Richard	Administrator
Ridings, Steven	Administrator
Knudson, Jaci	Administrator
Binney, Bruce	Administrator
Skelly, Michael	Administrator
Cochran, Lena	Administrator
Talicuran, Brian	Administrator
Stroud, David	Administrator
Gilchrist, Susan	Administrator
Allen, James	Administrator
Carney, James	Administrator
Role_Lead_AB_Admin1, test	Administrator
Role_AB_Mgr1, test	Manager

Governances Associated With This Authoritative Body

COI (1)	
Army Acquisition Business Enterprise Domain namespace - AABED	AABED COI associated with this AB starting 2013.
	asserted by Kanwalpreet Singh

Namespace (2)	
Army Administration Publications	The AAP and ABCS namespace is associated with this AB.
	asserted by Kanwalpreet Singh
Army Battle Command Systems	The AAP and ABCS namespace is associated with this AB.
	asserted by Kanwalpreet Singh

Provider (1)	
DCMA Shippment Service-edited	verfiy2733
	asserted by Kathleen Carvajal

Assets Used By Authoritative Body (4)

Name	Asset Type
Meglocn (Defense Readiness Reporting System - Army, 4.2.7.4)	Service
assetRestrictionsV5WS (OUSD (I&E), BEI, 5)	Service
Multi-Sensor (MS, 0.9)	SubmissionPackage
DiscoveryServiceDescriptorCheckedBinding (NSLDSS, 1.0)	Taxonomy

Figure 75. Authoritative Body details page

- View a list of data needs, data sources, systems, or data producers associated with an authoritative body by clicking the number under the appropriate resource for an authoritative body (Figure 74 above).

Finding By Federation

The federated search allows you to search for resources in other registries outside DSE. These registries are added by a DSE Admin and are part of the DSE federation. To search for resources by federation, from the Find page click on the **Federated** tab on the left side of the page. The list of all the registries within the federation is displayed.

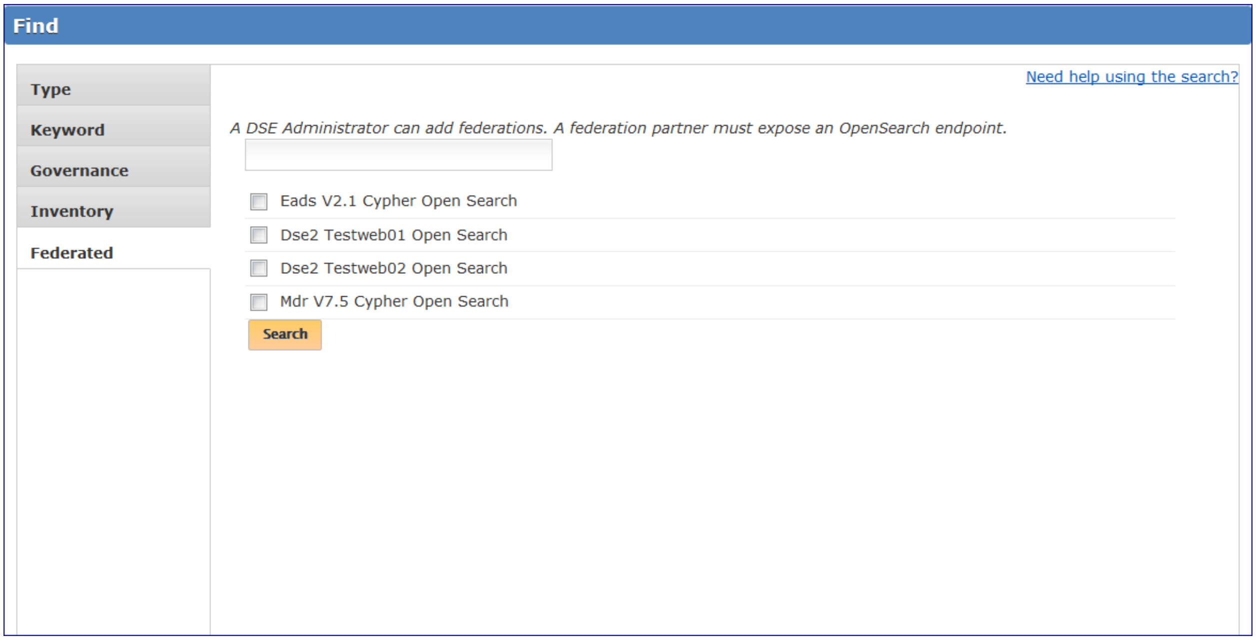


Figure 76. Find by federation page

Select the checkbox for the federation in which you want to search for resources and click **Search**. The list of resources found in the selected federation is displayed.

Using the Search Results Page

The search results page displays information such as the total number of resources found, the list of resources, the number of search result pages, the buttons to navigate the results, list of available actions that can be performed on the results, the number of resources displayed per page, your current selections, options that enable you to save your search results as well as that display previously saved results, and options to further filter your results. Following sections describe how to use your search results page.

Viewing Your Current Selections/Search Criteria

You can view your current selections/search criteria under the My Selection section on the left side of the page (see Figure 77 below).

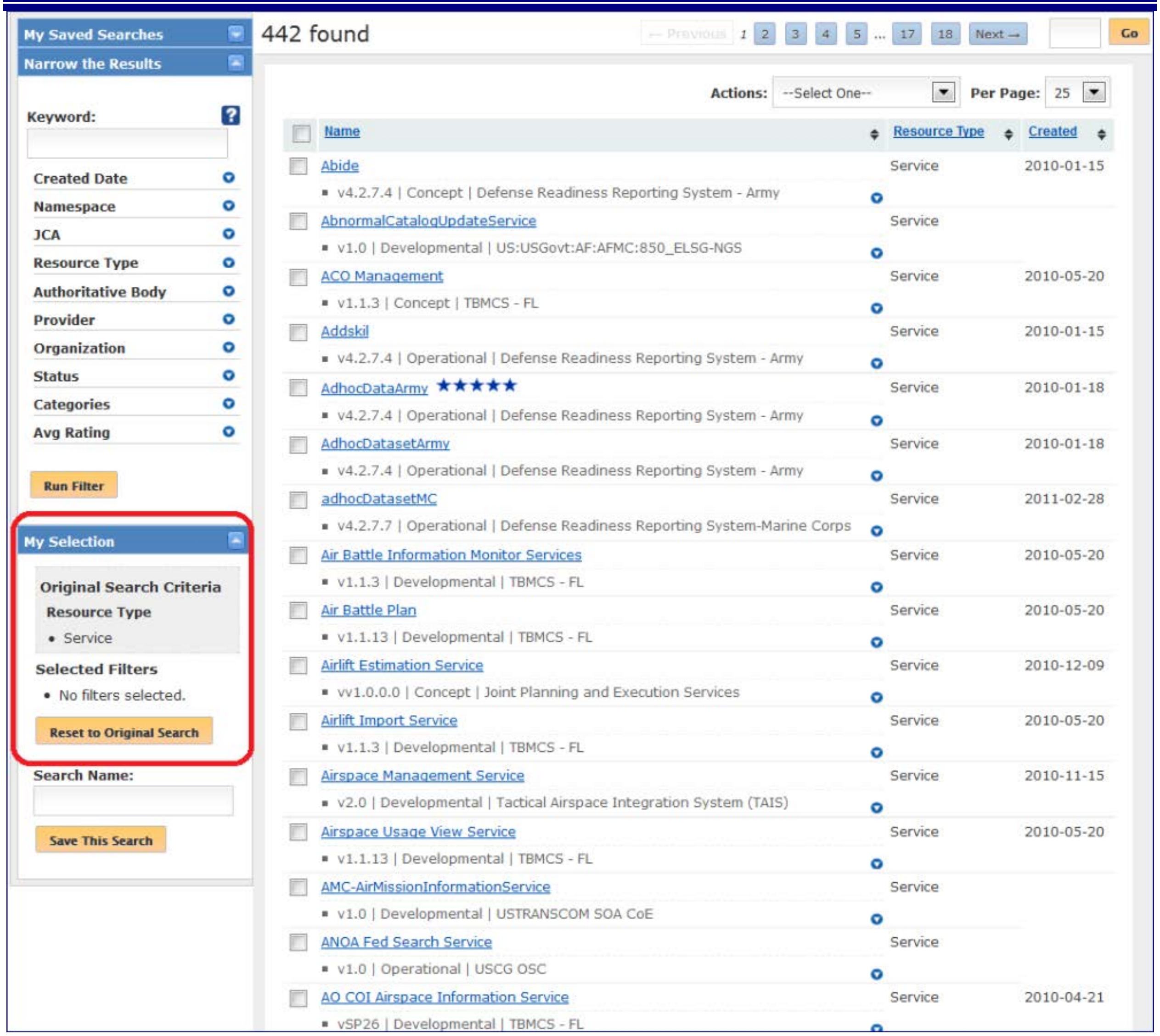


Figure 77. My Selection section

This section displays your search criteria as well as the filter, if any, that you applied to narrow the search results. You can remove the filter at any time by clicking on the '**X**' in front of the filter name. You can collapse or expand the section as needed by clicking on the up arrow icon or the down arrow icon, respectively.

Saving Your Search

From the results page you can save your current search as well as access your previously saved searches.

You can save your current search results by entering a name in the Search Name field and clicking on the **Save This Search** button (see figure below).

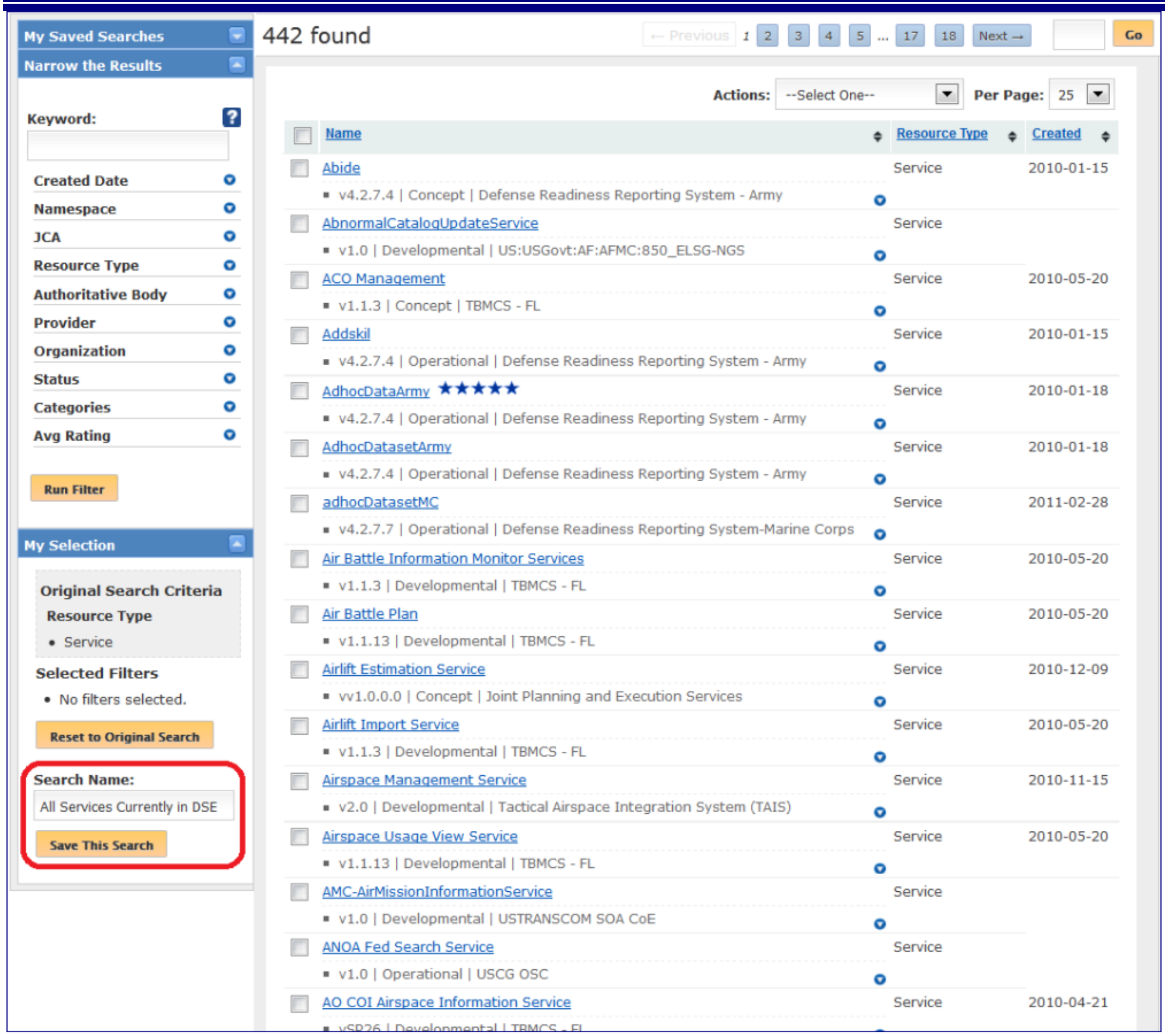


Figure 78. Saving the current search

The next time you access this list your saved search will be listed under the My Saved Searches section (see the next figure). You can then select the saved search and click the **Run This Search** button to view the results.

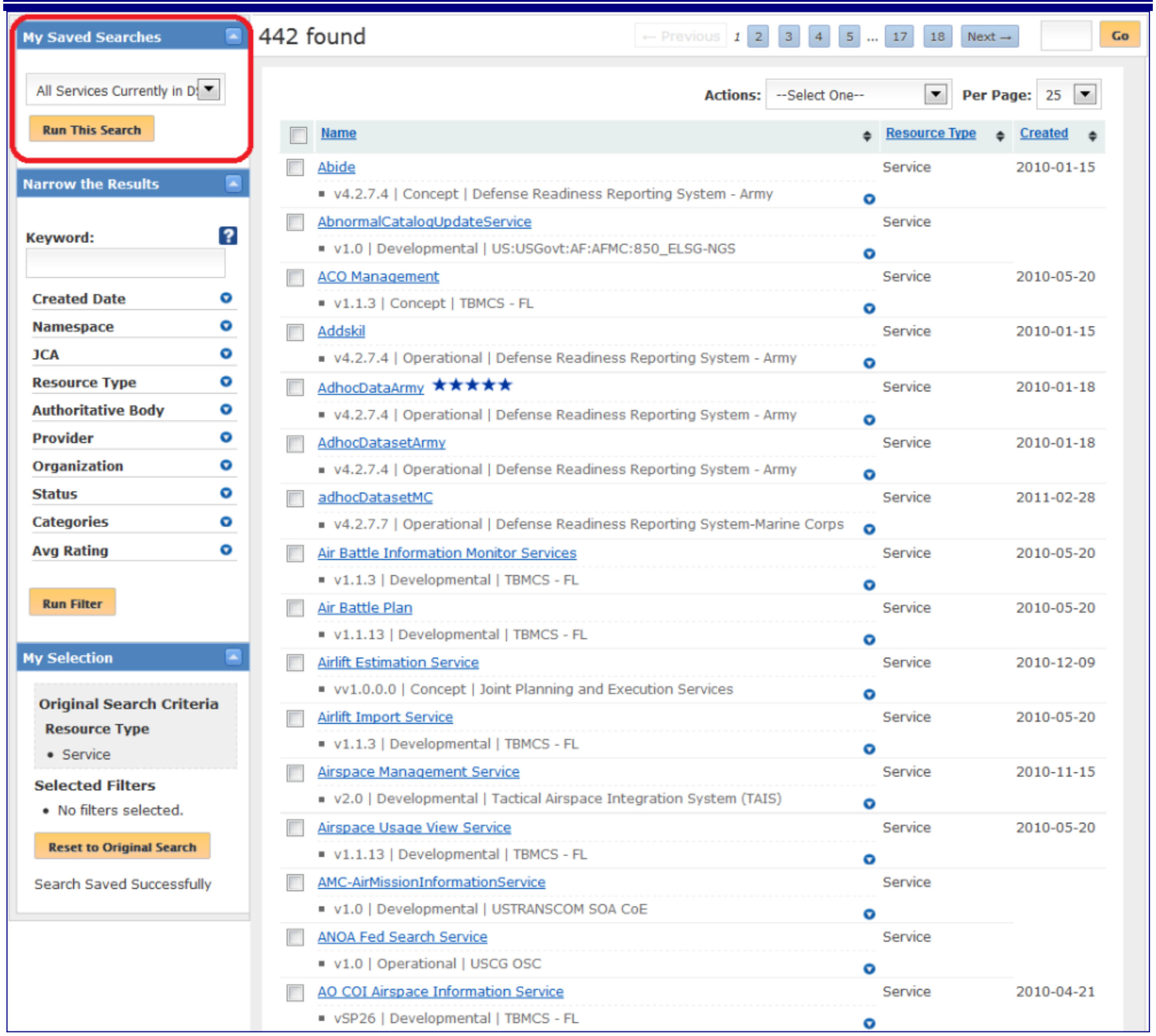


Figure 79. Saved searches

Filtering the Search Results

You can further narrow your search results by specifying additional search criteria such as a keyword, a date range, resource type, namespace, and so on. To filter your search results access the Narrow the Results section on the left side of the page (see Figure 80 below).

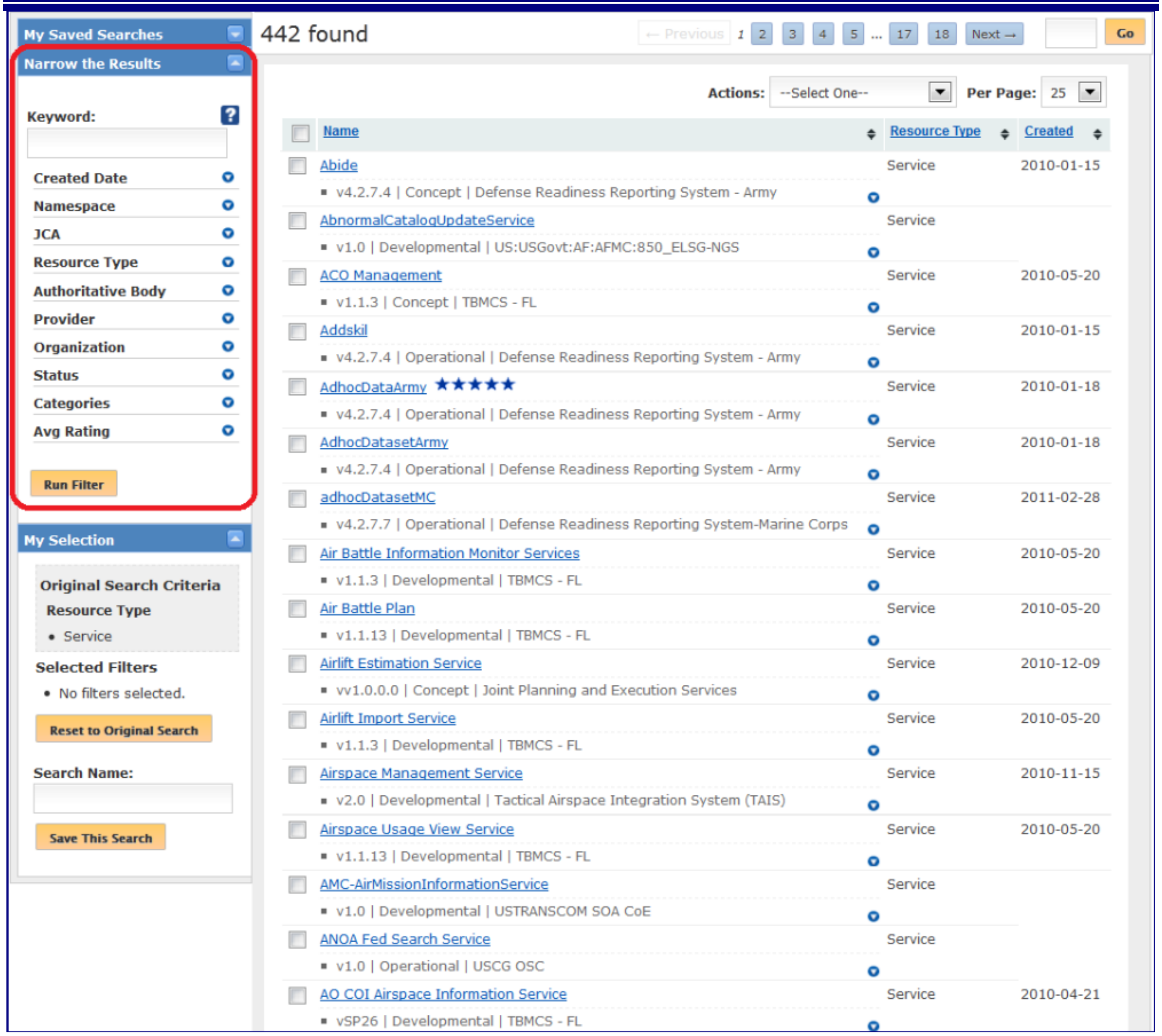


Figure 80. Filtering search results

By default most of the filter options are collapsed. Click the down arrow icon to expand and view the list of criteria under an option. To collapse and hide the criteria under an option click the up arrow icon.

Note that the filter options available to you differ depending on the resources you are trying to find. For example when finding resources by Type if you indicated that you need to find Data Needs and Data Producers, the associated filter options available will be different than the filter options available for Nodes and Taxonomies.

Enter or select your search criteria and then click **Run Filter** to narrow the search results as per your selections. The search results are filtered accordingly and displayed (see Figure 81 below). Your search criteria and the selected filters are displayed under the My Selection section on the left.

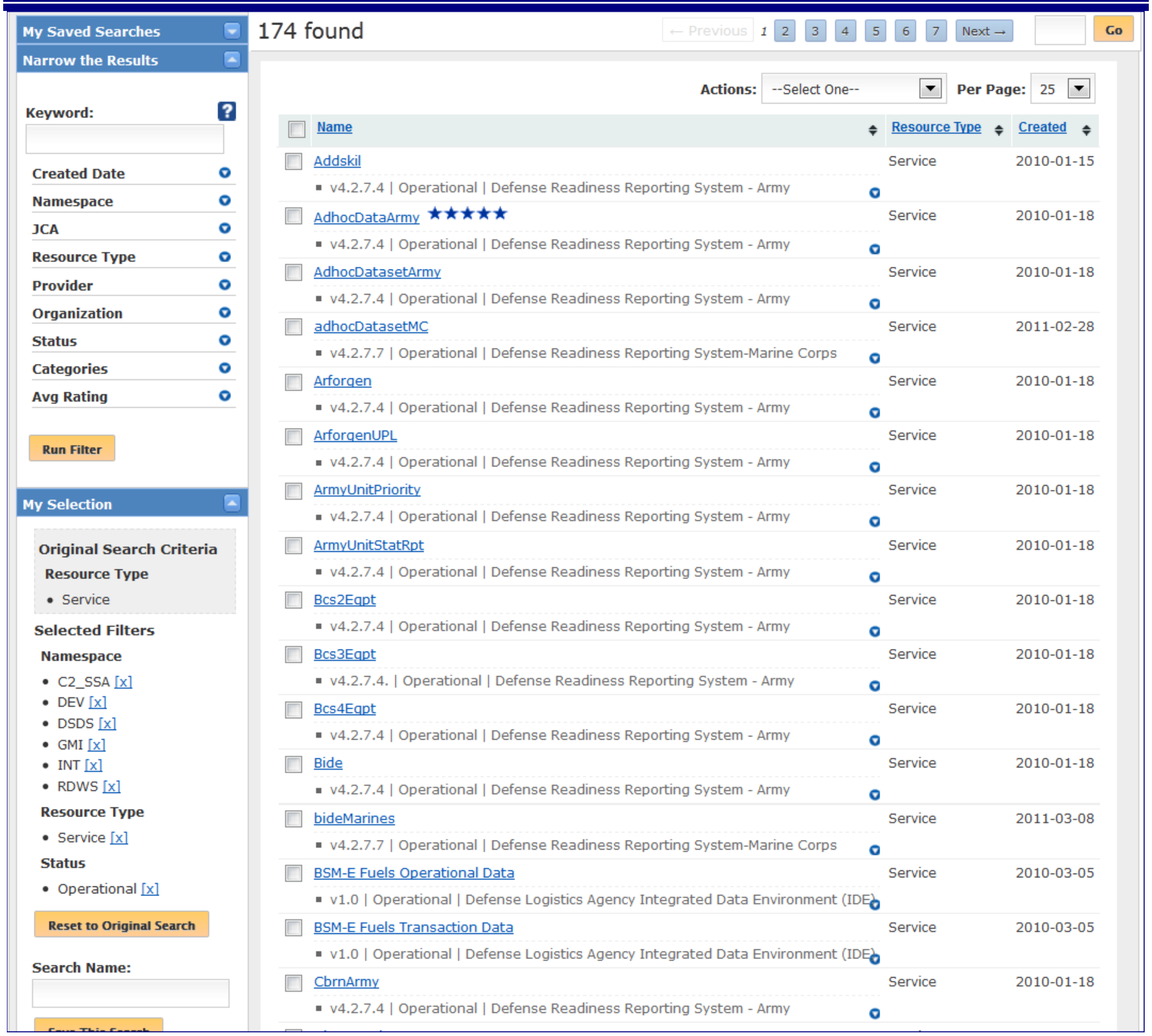


Figure 81. Filtered search results

Note that at any point you can clear the filter and see all the resources as per your original selections. To clear the filter, click on the **Reset to Original Search** button.

Sorting the Search Results

You can sort the search results by clicking on any column header. By default the results are sorted in the ascending order of the resource name.

Viewing Resource Details

You can view resource details in brief by clicking on the down arrow icon in the Name column for the resource. This displays a snapshot of the resource details. Click on the up arrow icon to hide the details as needed.

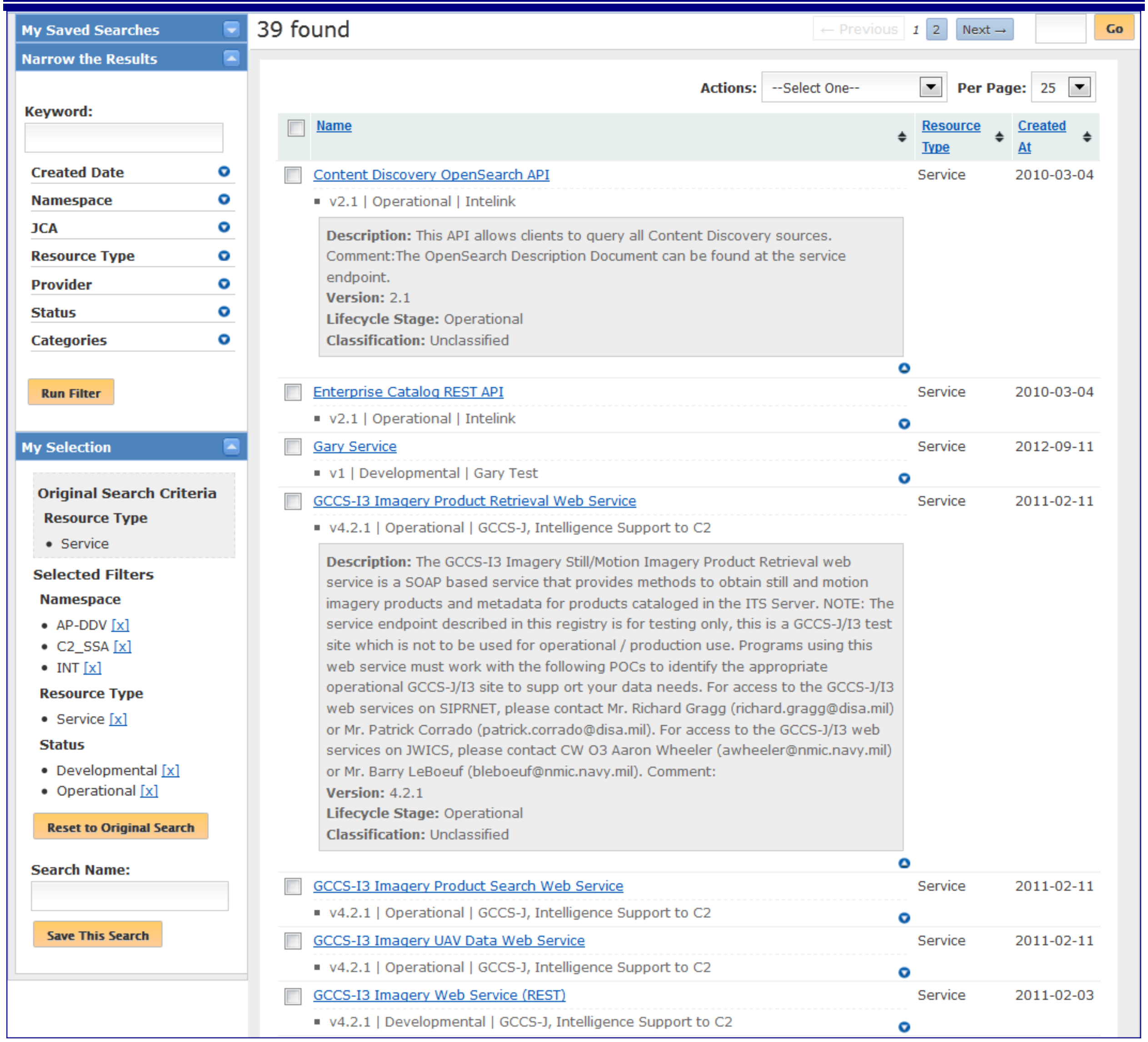


Figure 82. Resource details snapshot

To view complete details page for a resource (see Figure 83 below) click on a resource name from the search results. The resource details page is displayed.

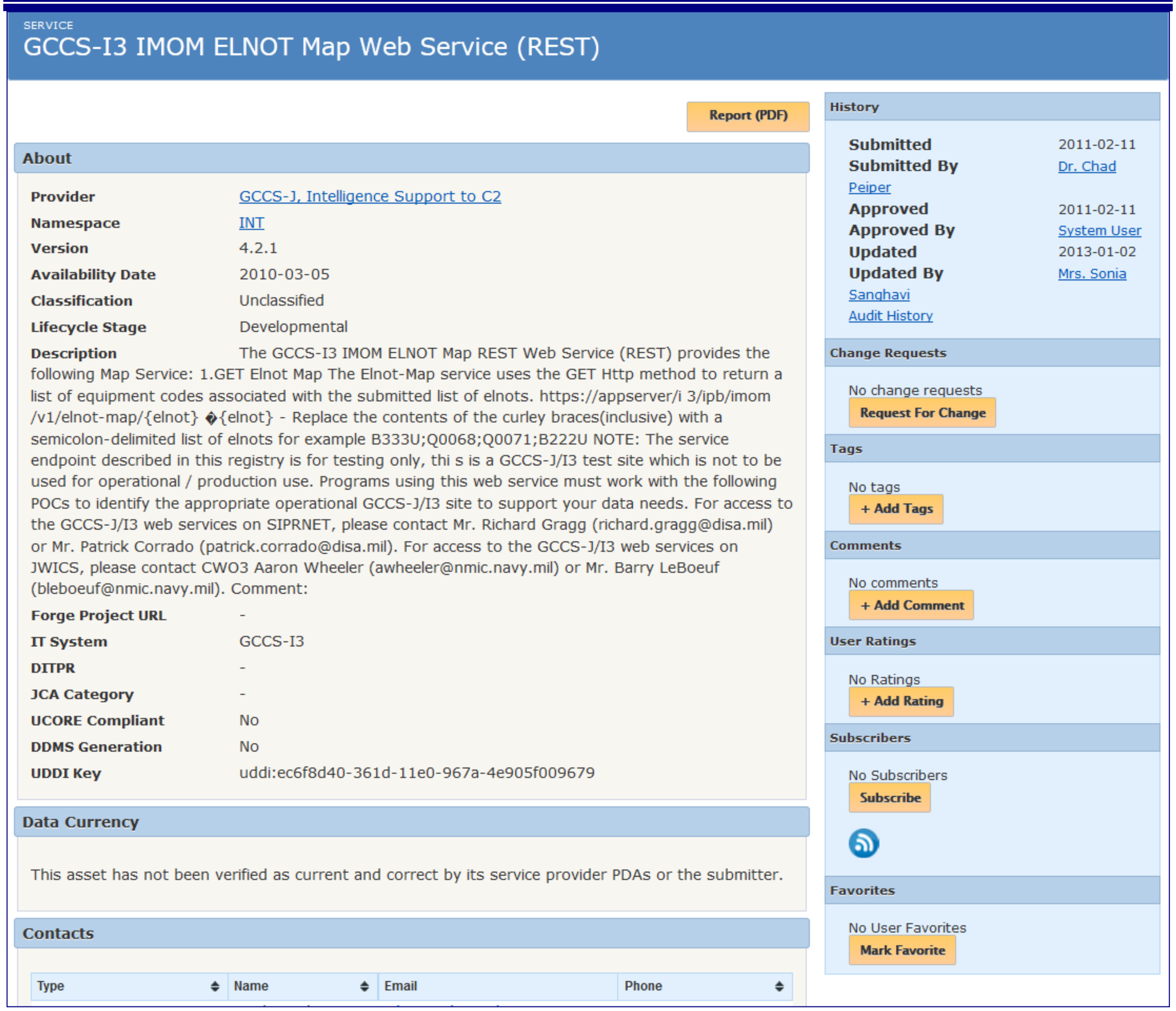


Figure 83. Resource details page

For information about using the resource details page, see the Using the Resource Details Page section of this manual.

Adding to Favorites, Exporting as XML or CSV File, Adding Tags

You can perform various actions on the results set such as add the results to your list of favorites, export all or only the selected results in a specific file format including XML or CSV or add tags.

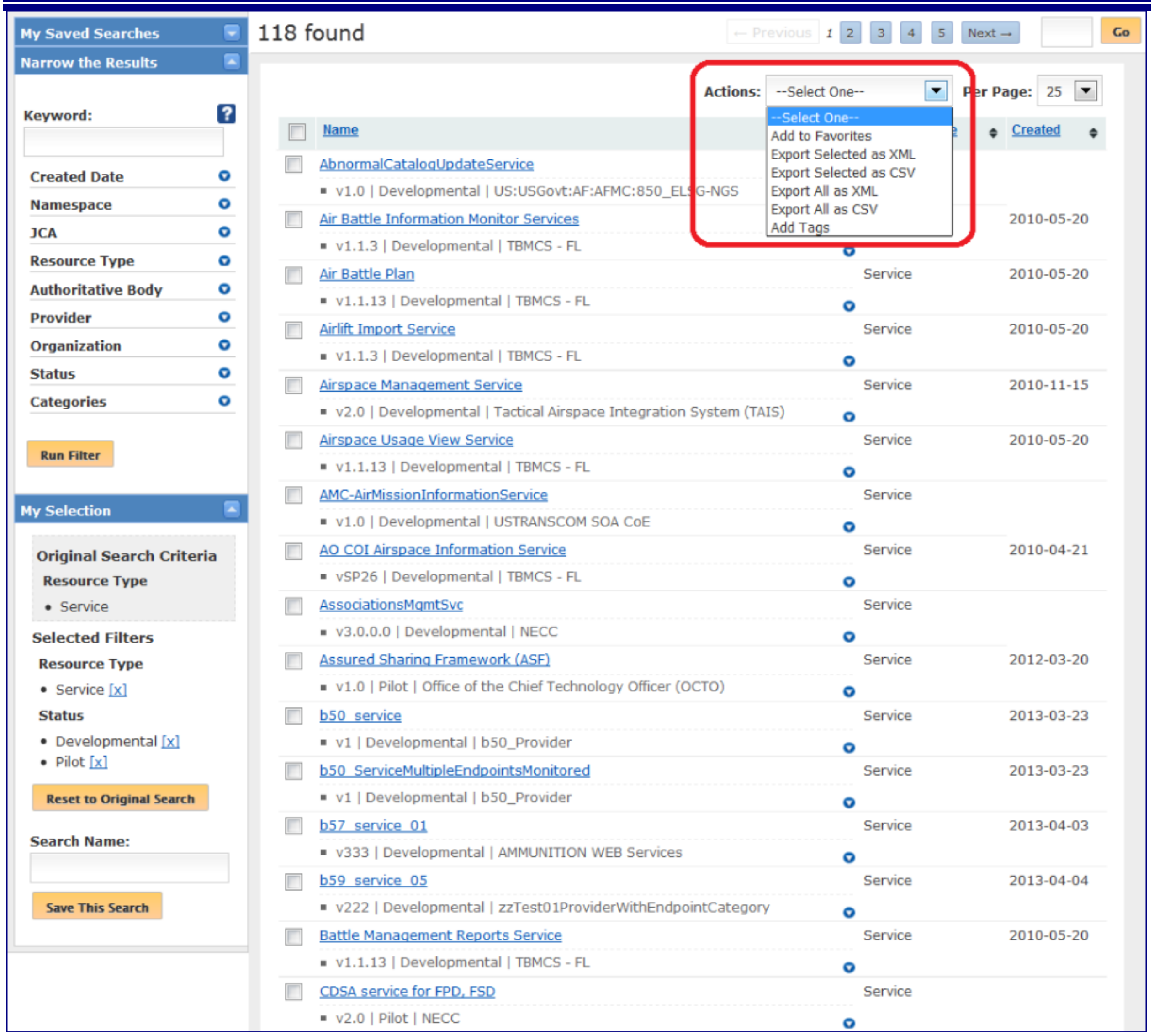


Figure 84. Search results actions

To simultaneously select all the results on the current page for an action, select the check box in front of the Name column header.

To select specific resources for an action, select the check box in front of each of the specific resources.

Adding Resources to Favorites

Perform the following steps to add resources to favorites:

1. Mark the resources that you need to add to favorites by selecting the checkbox for the resources.
2. Access the Actions drop-down.

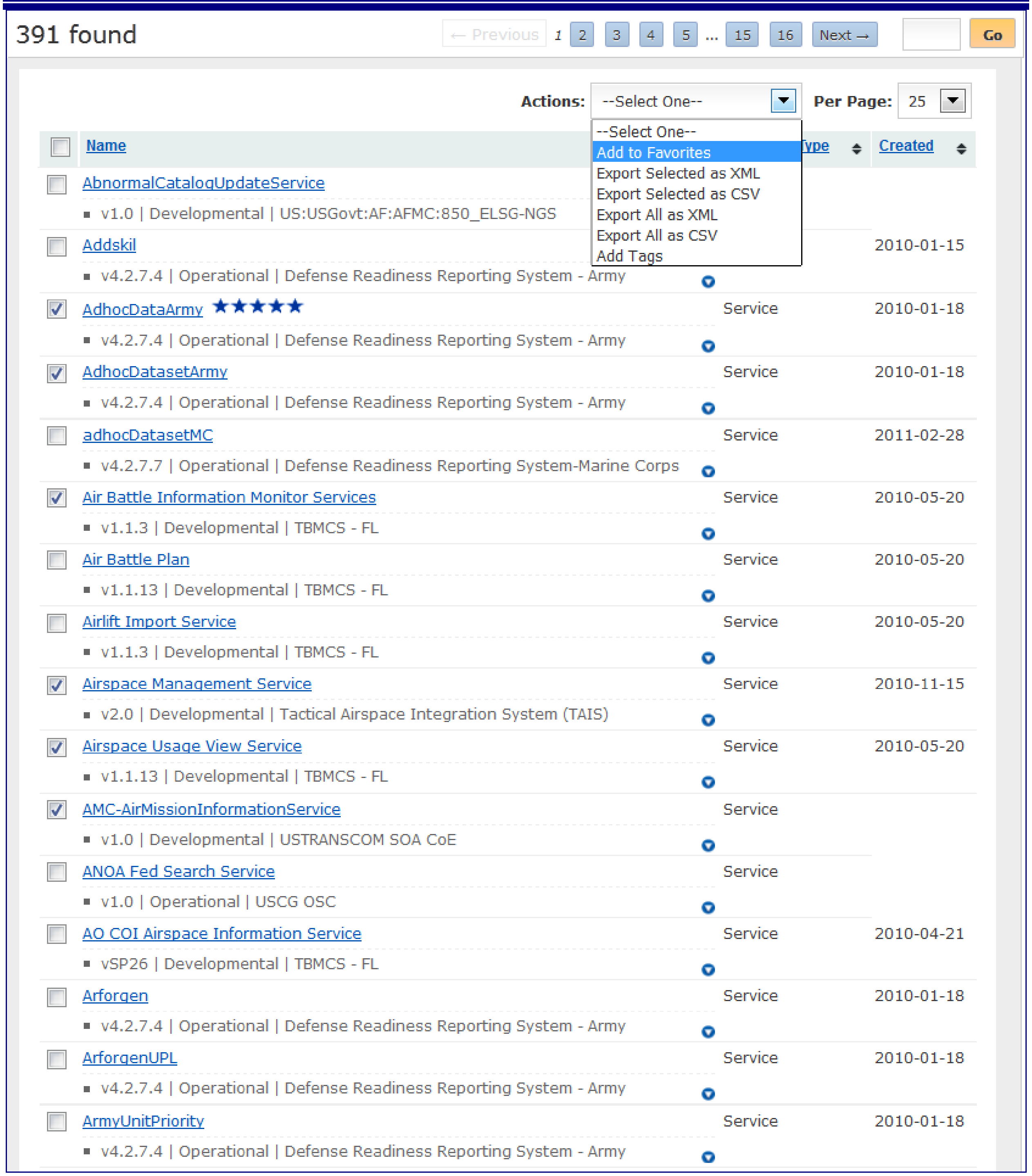


Figure 85. Add to Favorites option

3. Select the **Add to Favorites** option. The Add to Favorites window is displayed listing the resources that will be added to your favorites.

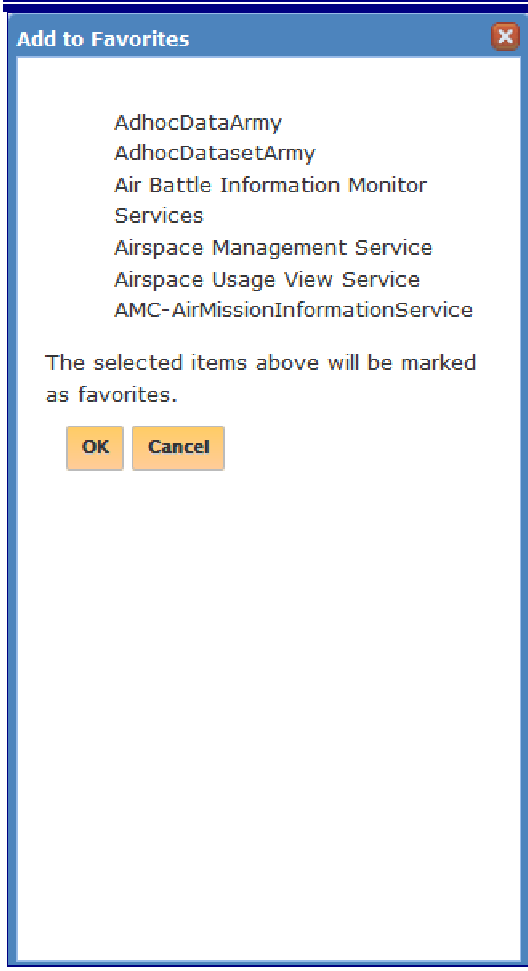


Figure 86. List of resources to be added to favorites

4. Click **OK**. A confirmation message is displayed stating that the resources have been added to your favorites.

Exporting Selected Resources as XML or CSV

Perform the following steps to export the selected resources as XML or CSV:

1. Mark the resources that you need to export as XML or CSV by selecting the checkbox for the resources.

2. Access the Actions drop-down.

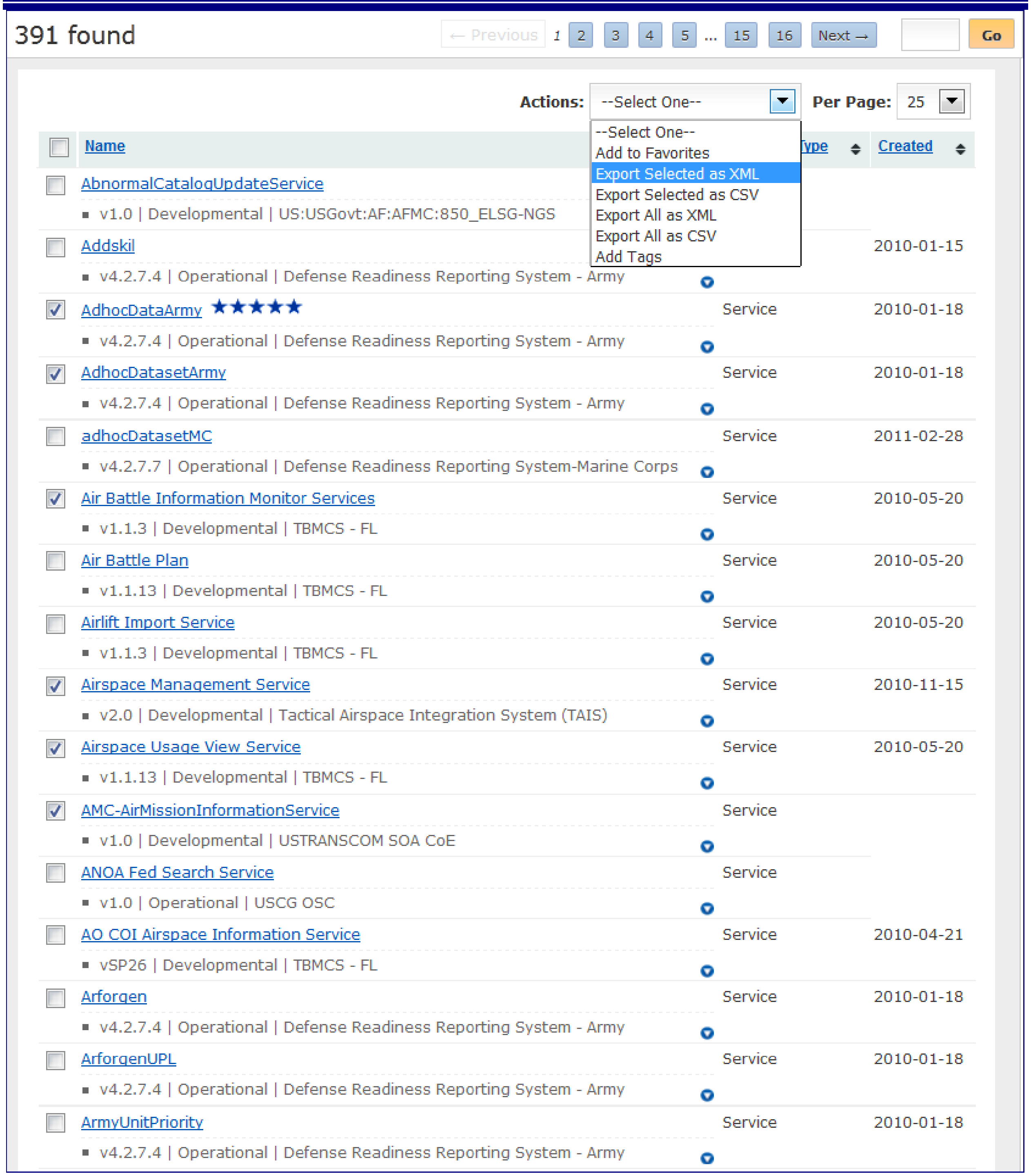


Figure 87. Export Selected as XML option

3. Select the **Export Selected as XML** option or the **Export Selected as CSV** option, as applicable. The Export Selected as XML or the Export Selected as CSV window is displayed, as appropriate.

Figure 88. Export Selected as XML window – Selecting the resource type

4. Select the resource type from the drop-down. List of exportable fields for the selected resource type is displayed.

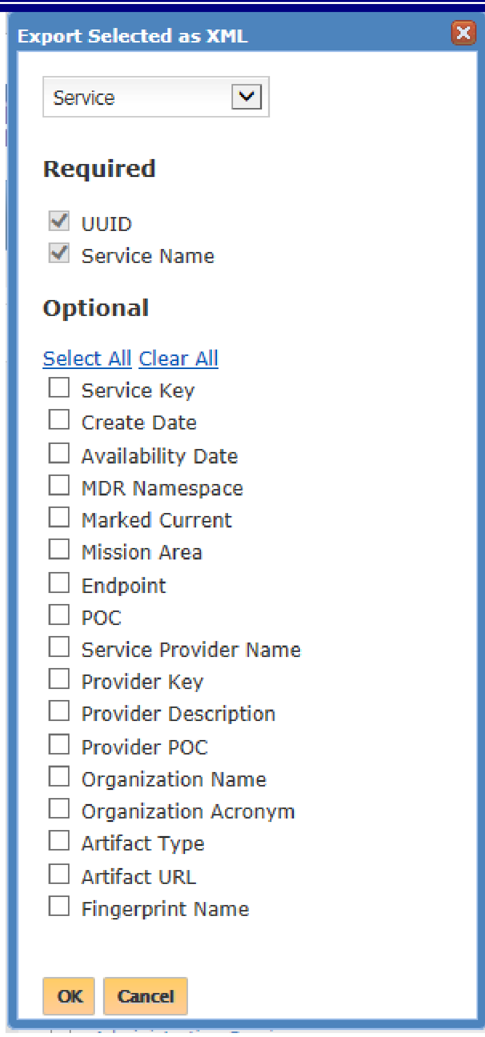


Figure 89. List of exportable fields for the selected resource type

5. From the Optional section of the list you can mark the fields that you want to be exported for the selected resources. The fields in the Required section are the fields automatically selected for exporting and cannot be changed/deselected. Click **Select All** to select all of the fields, and click **Clear All** to clear selections for all fields.

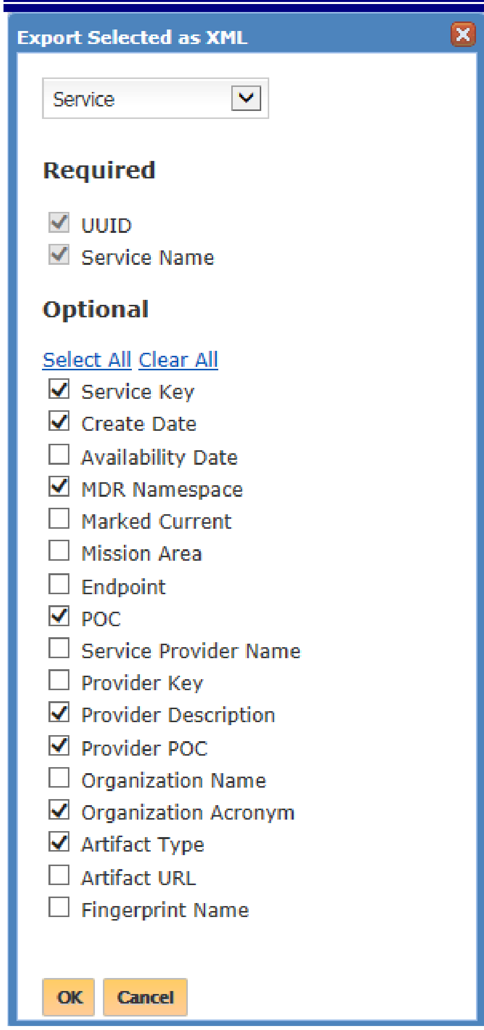


Figure 90. Fields marked for exporting

6. Click **OK**. The file download window for the XML file or the CSV file, as applicable, is displayed.

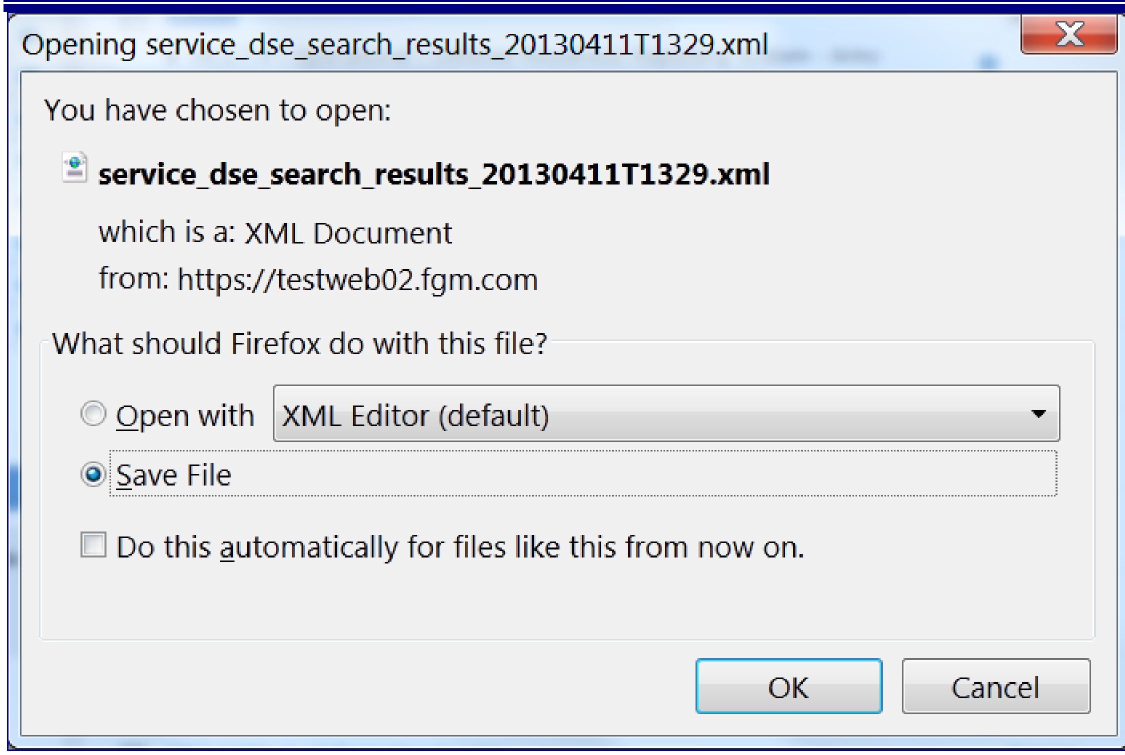


Figure 91. File download window

7. You can choose to either open the file or save the file to your computer.

> Alternatively, you can choose to export All the resources in the selected format rather than specific resources by selecting the **Export All** option for the format. The steps to export are similar to the steps listed above for selected resources.

Adding Tags for Resources

Perform the following steps to add tags for the selected resources:

1. Mark the resources for which you need to add tags by selecting the checkbox for the resources.
2. Access the Actions drop-down.

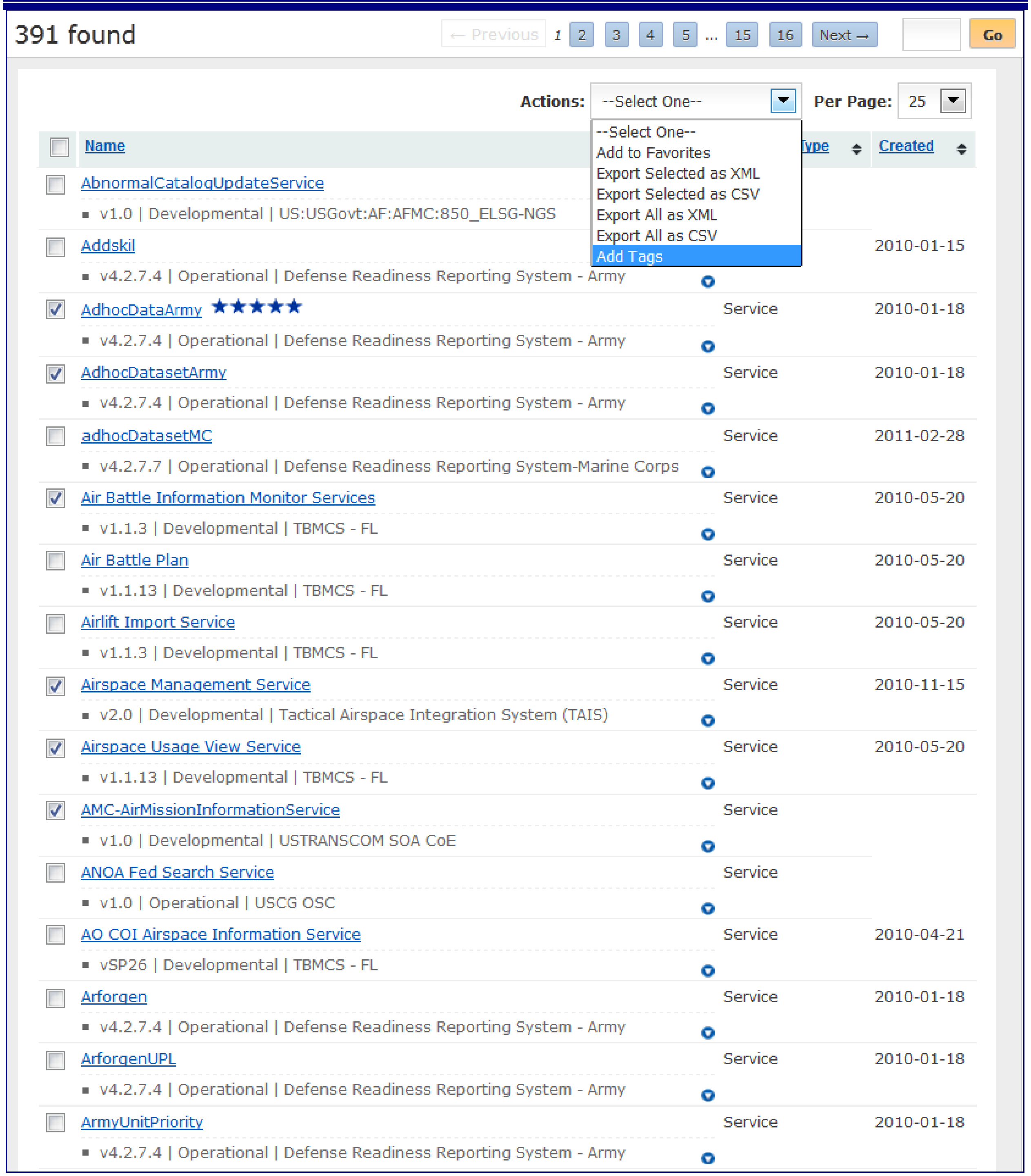


Figure 92. Add Tags option

3. Select the **Add Tags** option. The New Tags window is displayed.

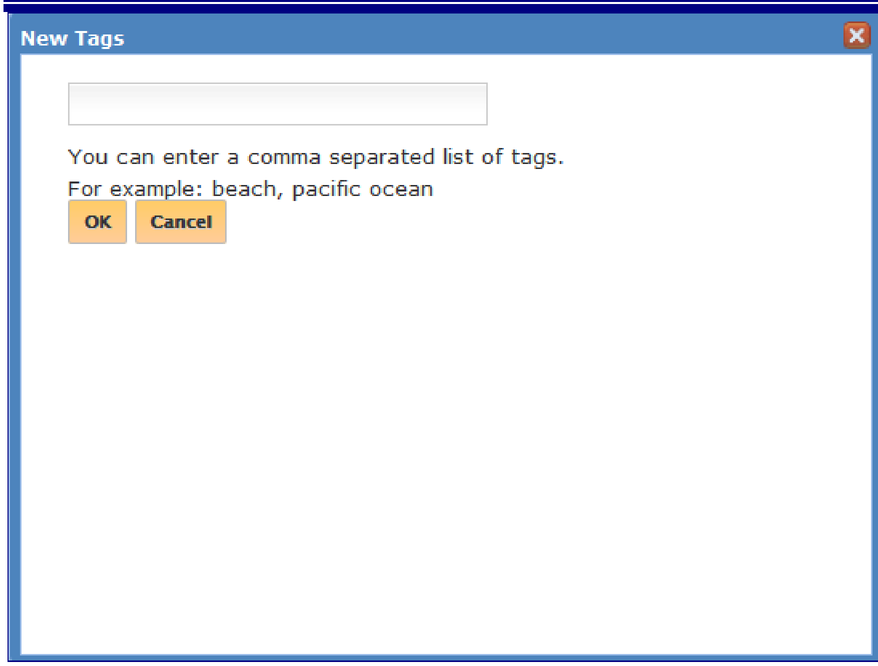


Figure 93. New Tags window

4. Enter the tags that can be used for searching the selected resources. You can enter a comma separated list of tags.

5. Click **OK**. A confirmation message is displayed stating that the tags have been added.

Displaying Results Per Page

The results page allows you to indicate how many results you want to view per page. Select the required number from the Per Page drop-down.

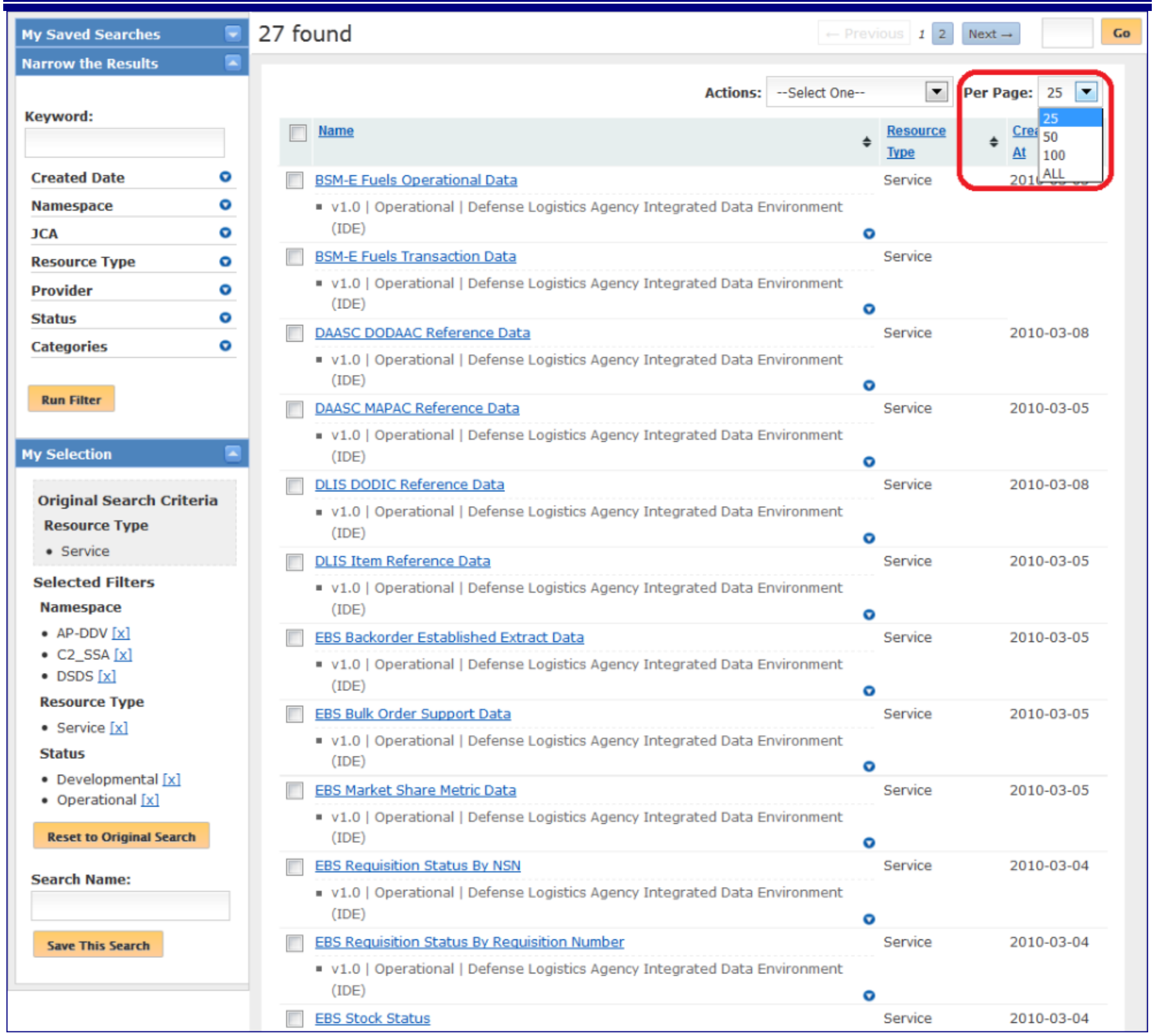


Figure 94. Number of results per page drop-down list

Navigating the Search Results

Table 9 below lists the buttons for navigating the search results page.

Table 9. Results page navigation

Icon	Description
1	Displays the page number for each page of search results.
← Previous	Displays the previous page of search results.
Next →	Displays the next page of search results.
Go	Displays the page specified in the box located on the left.

Using the Resource Details Page

The resource details page displays information about the selected resource. To access the resource details page click on the resource name from the search results page.

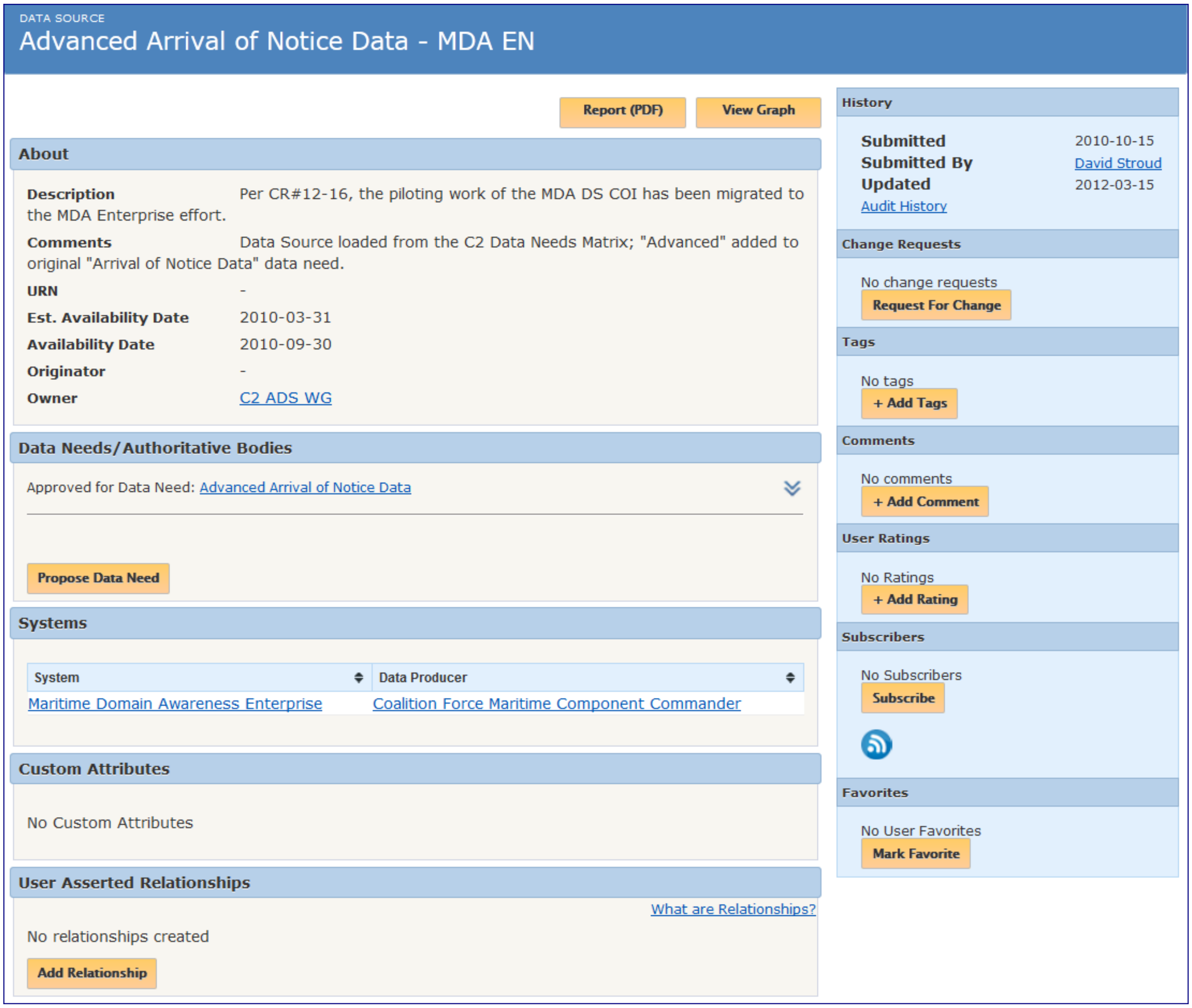
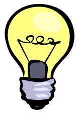


Figure 95. Resource (Data Source in this example) details page



The resource details and the options displayed on the resource details page differ depending on the resource type and your permissions within DSE.

Table 10. List of actions and specific details pages

You Can Perform This Action	From This Resource Details Page
Run a report	• All Resource Details Pages
Access audit history	• Data Source • System • Data Producer • Data Need • Service • Service Provider • Submission Package • Package Resource • Taxonomy • Fingerprint
Create a request for change	• All Resource Details Pages
View a graph report	• Data Source
Transfer a resource	• Data Source
Add comments about the resource	• All Resource Details Pages
Subscribe to the resource	• All Resource Details Pages
Mark resource as a favorite	• All Resource Details Pages
Edit resource details	• All Resource Details Pages
Propose a data need	• Data Source • Data Need
Add a system	• Data Source (if authorized)
Add an approved data need	• Data Source (if authorized)
Download a document	• Submission Package • Package Resource • Taxonomy
Categorize a resource	• Service • Taxonomy • Submission Package • Package Resource
Add relationship	• Submission Package • Package Resource

	• Taxonomy • Data Source • Service
Add URL/URI	• Submission Package • Package Resource • Taxonomy
Validate Using a Schematron File	• Schematron Package Resource
Request CUI Eligibility	• CUI marked Submission Package • Package Resource • Taxonomy
Request CUI IR Eligibility	• CUI marked Submission Package • Package Resource • Taxonomy
Add tags	• All Resource Details Pages
Add ratings	• All Resource Details Pages
Run a User Access Report	• Submission Package • Package Resource • Taxonomy • Service • Data Need • Data Source • System • Data Producer • Provider
Add currency marking	• Service • Submission Package • Taxonomy

Following sections provide detail information about these features.

Creating Report About the Resource

The **Report** button on the resource details page enables you to run a report about the selected resource. You can run a report from the details page of the following resources **-** data needs, data producers, data sources, systems, providers, services, taxonomies, package resources, and submission packages. Perform the following steps to run a report for the selected resource:

1. From the resource details page, click on the **Report (PDF)** button. The file download window is displayed.

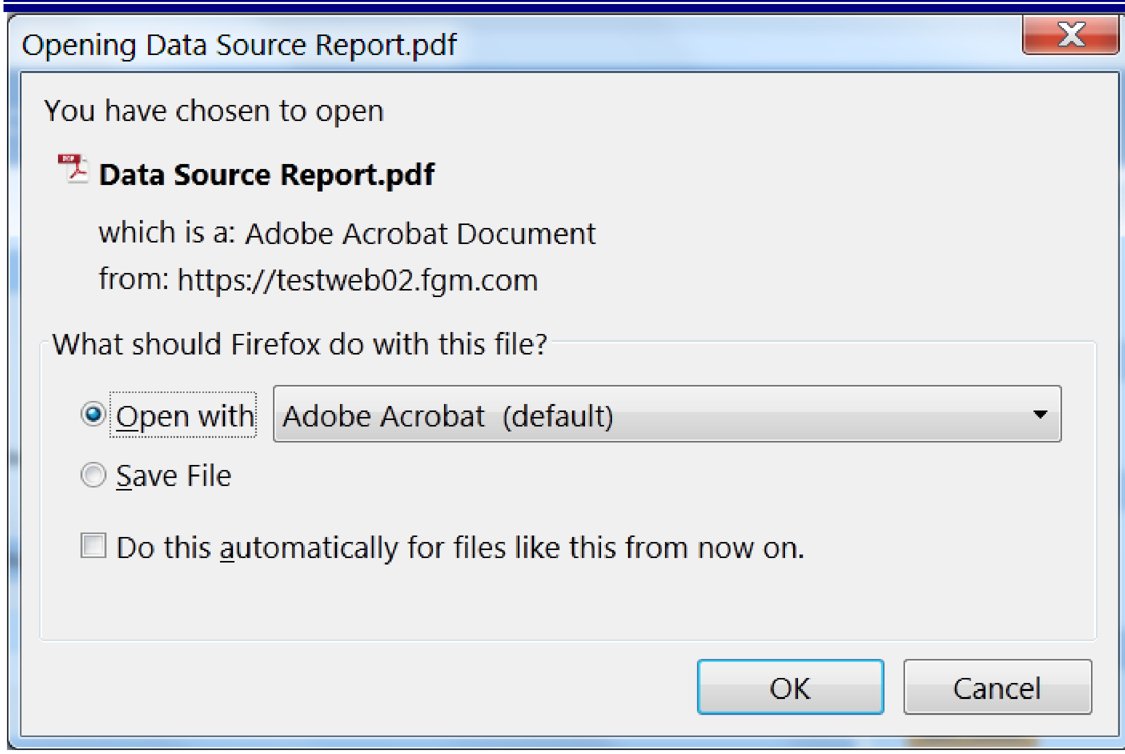


Figure 96. Opening a report file

2. You can choose to either open the report as a PDF file or save the report to your computer.
3. If you choose to open the report, you can choose to open it as an Adobe Acrobat document (a PDF file).

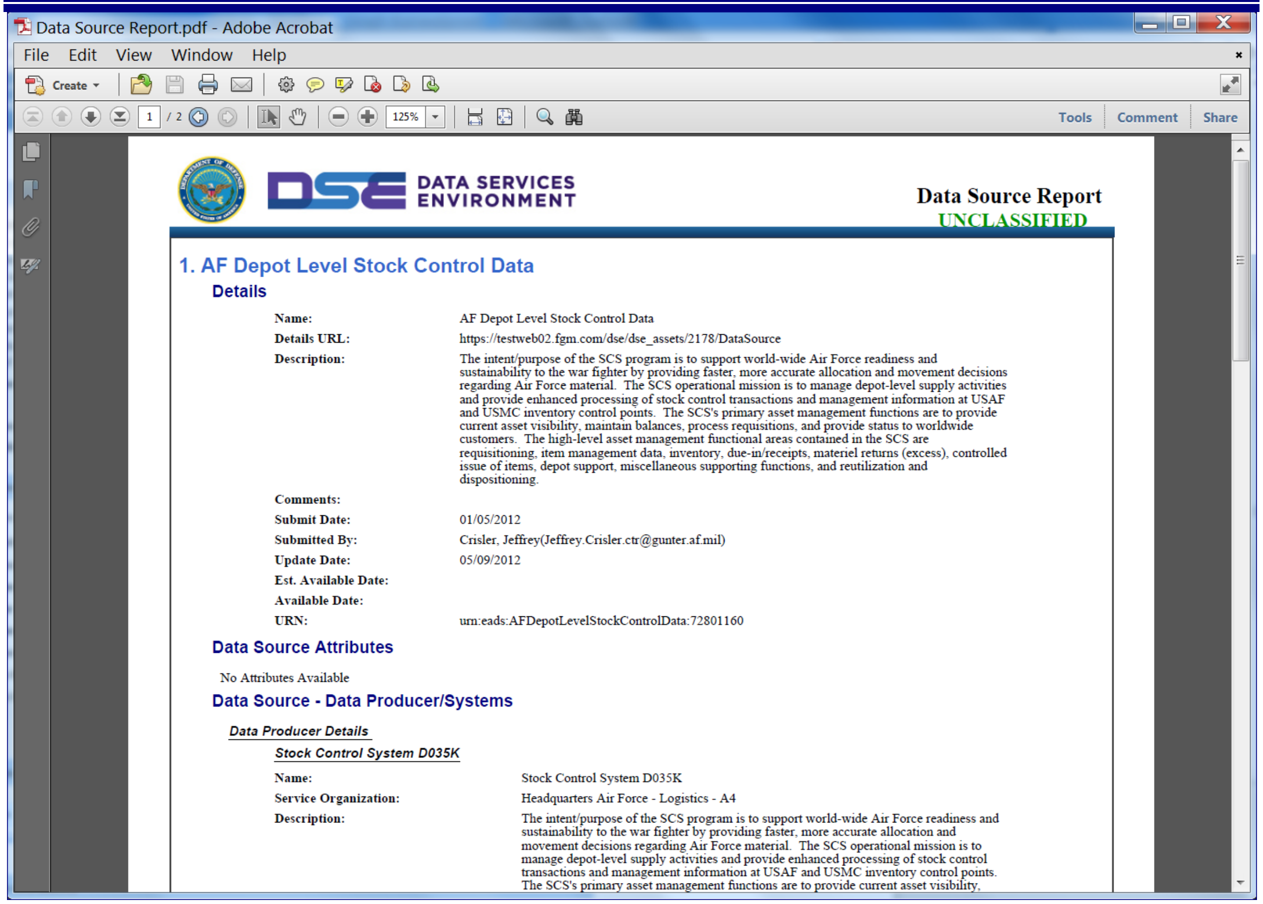


Figure 97. Report

4. Otherwise if you choose to save the report, it is saved on your computer as a PDF file. You can locate the saved PDF file in your designated downloads directory.

Accessing Resource Audit History

DSE tracks and captures details of the changes made to all the published resources within the application. The capability to maintain the audit history saves all the historical information regarding every published resource. The information captured by the audit history includes all the changes made to the resources through the edit pages as well as through the custom attribute pages. Specifically, the audit history is maintained for these resources: Data Sources, Systems, Data Producers, Data Needs, Services, Service Providers, Submission Packages, Package Resources, Taxonomies, and Fingerprints.

To access the audit history for a resource, on the resource details page click on the **Audit History** link in the History section.

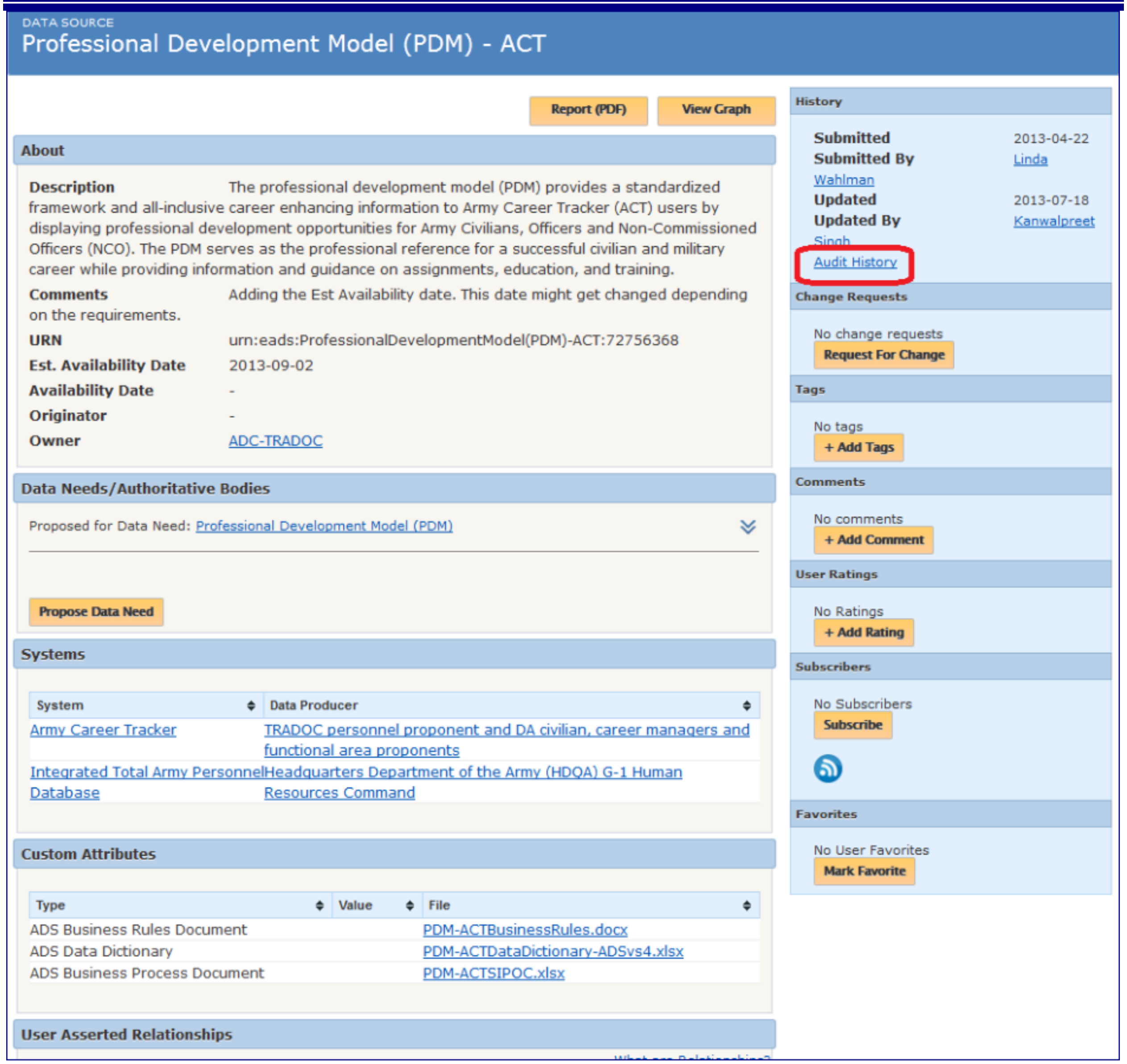
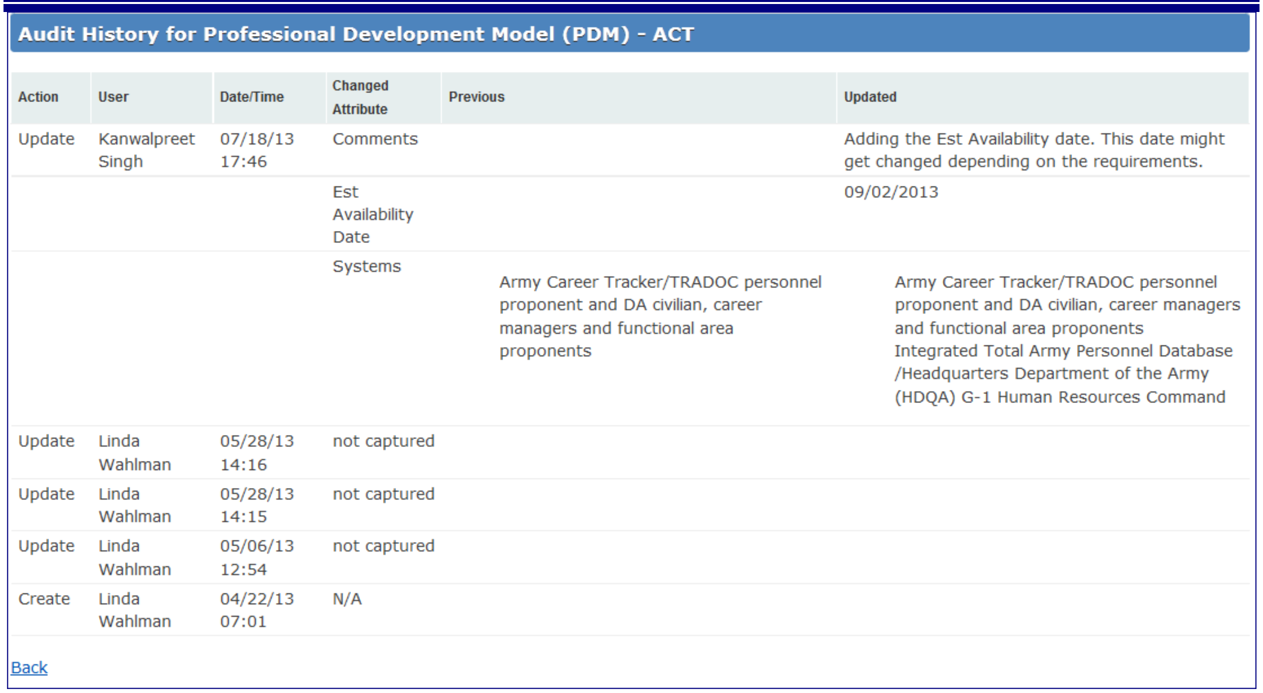


Figure 98. Audit History link

The Audit History page for the resource is displayed.



Audit History for Professional Development Model (PDM) - ACT

Action	User	Date/Time	Changed Attribute	Previous	Updated
Update	Kanwalpreet Singh	07/18/13 17:46	Comments		Adding the Est Availability date. This date might get changed depending on the requirements.
			Est Availability Date		09/02/2013
			Systems	Army Career Tracker/TRADOC personnel proponent and DA civilian, career managers and functional area proponents	Army Career Tracker/TRADOC personnel proponent and DA civilian, career managers and functional area proponents Integrated Total Army Personnel Database /Headquarters Department of the Army (HDQA) G-1 Human Resources Command
Update	Linda Wahlman	05/28/13 14:16	not captured		
Update	Linda Wahlman	05/28/13 14:15	not captured		
Update	Linda Wahlman	05/06/13 12:54	not captured		
Create	Linda Wahlman	04/22/13 07:01	N/A		

Back

Figure 99. Audit History page

The Audit History page displays details such as the action/type of change performed on the resource, name of the user who performed the action, date and time of the action, and the details of the change.

In the case where a data source is transferred from one authoritative body to another, the transfer is not captured as a change within the data source audit history or the data need audit history. The transfer is modifying the data need as it relates to the data source and is not modifying the data source itself. That is why the change is not captured in the data source audit history. You can view the history of the transfers by clicking on the **Update Status** button next to the data need in the Data Needs/Authoritative Bodies section of the data source details page, and then scrolling down to the Status History section of the data need status page.

Creating a Request For Change for the Resource

You can request changes to a resource using the **Request For Change** button in the Change Requests section on the resource details page. This button allows you to create a request for change and submit it to the users responsible for the resource. You can create a request for change from the details page of the following resources - data needs, data producers, data sources, systems, providers, services, taxonomies, package resources, and submission packages. To submit a change request perform the following steps:

1. From the resource details page click on the **Request For Change** button. The Request for Change page is displayed with appropriate information about the resource, a Recipients section with all the users who will receive an email about the request for change, and additional fields for you to provide details such as subject and comments about the request for change.

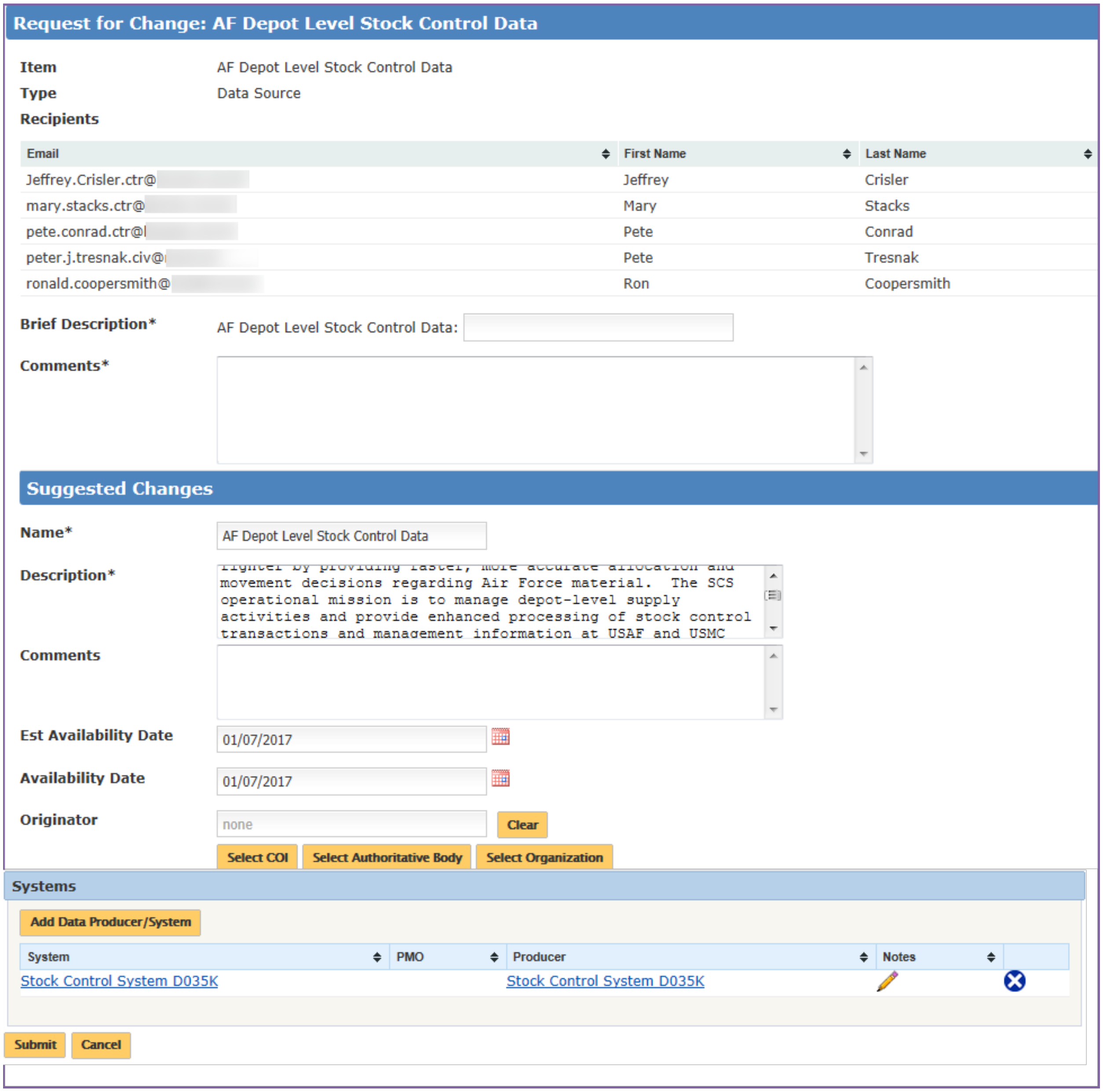


Figure 100. Request for Change page

2. Complete the fields Subject and Comments. You are required to enter a subject for the request for change as well as comments about the request.

3. Next, make the changes, as needed, in the Suggested Changes section of the page.

4. Click **Submit**. After you submit the request for change, a confirmation window is displayed with your information already filled in as well as the current and suggested values for the attribute that needs to be updated.

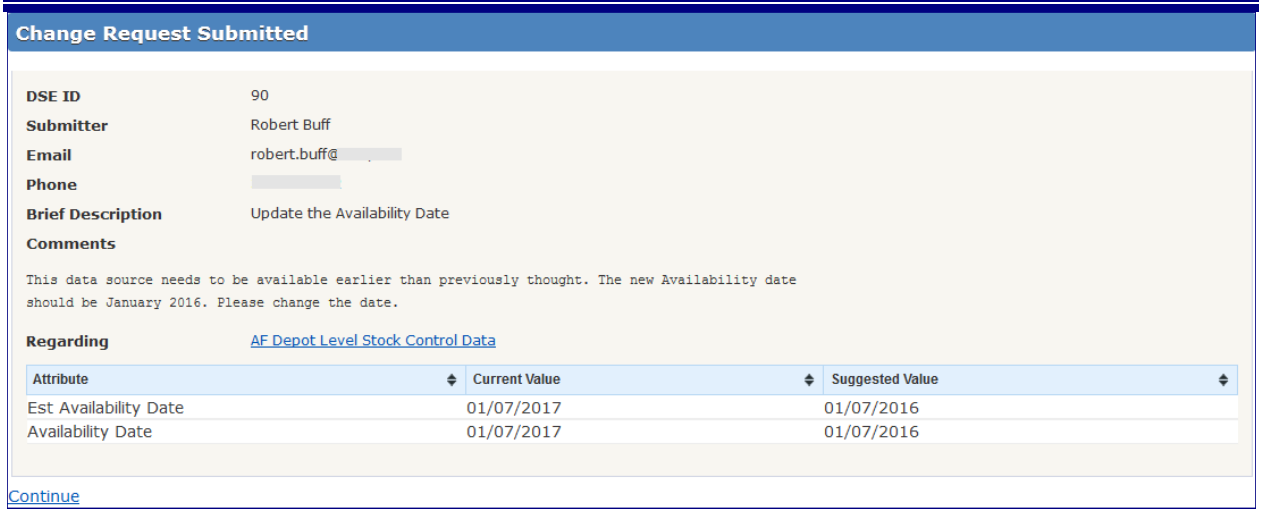


Figure 101. Confirmation window

5. Click **Continue** to submit the request and return to the resource details page. An email is sent to the appropriate administrators and any other users responsible for the resource. The Change Requests section on the details page displays a list of separate links to access change requests in each state along with the count of requests existing for each state.

6. To view existing change requests for a resource, click on the appropriate link in the Change Requests section on the resource details page. Depending on which link you click on, the list of existing change requests for the resource is displayed.

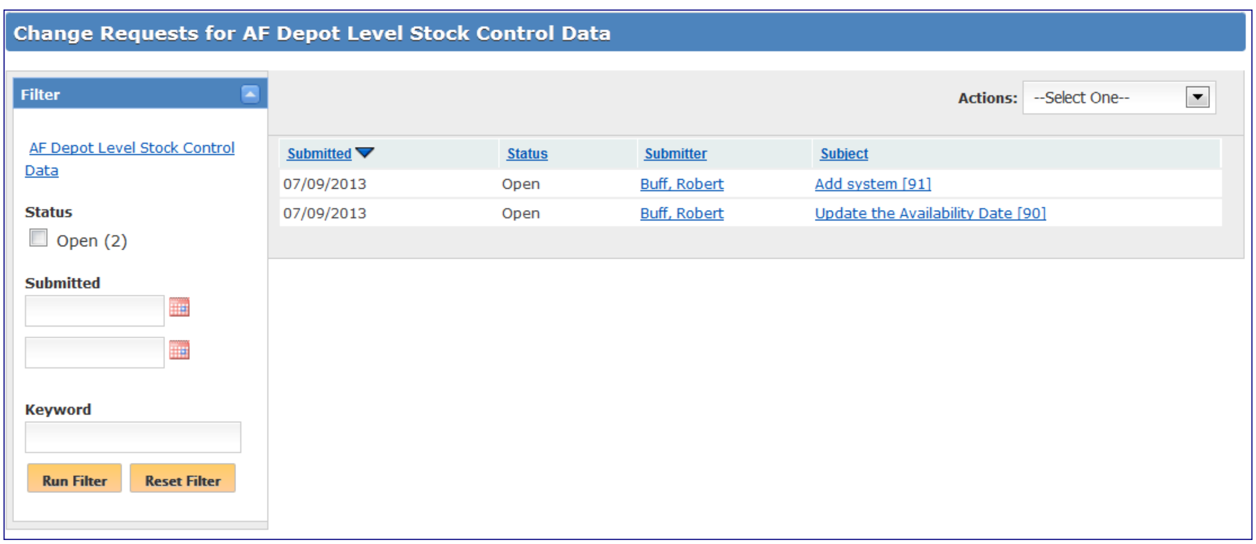


Figure 102. List of change requests existing for a resource

7. From this list you can access the details page for the submitter of a request and details of the requested changes by clicking on the Submitter name link or the Subject link, respectively.

8. You can also export the change requests list as a CSV file by selecting the **Export results as CSV** option from the Actions drop-down at the top right of the page.

Managing a Request For Change for the Resource

If you are the submitter/publisher of the resource, have a governance role such as an administrator or a manager for an authoritative body associated with the resource, an administrator or manager for the namespace where the resource is located, a Tier 2 administrator, or are responsible for the resource, you can manage the change requests submitted for the resource. For details about which users are responsible for which type of resources, see the Editing Resource Details section of this manual. For details about managing change requests if you are a Tier 2 administrator, see the DSE Administrator manual.

Perform the following steps to manage a change request submitted for a resource:

1. Access the Publication Management section on your Home page. If you are an administrator or a manager for an authoritative body or a namespace associated with the resource, you will see a link to all the open and in progress change requests, if any, submitted within that authoritative body or the namespace.

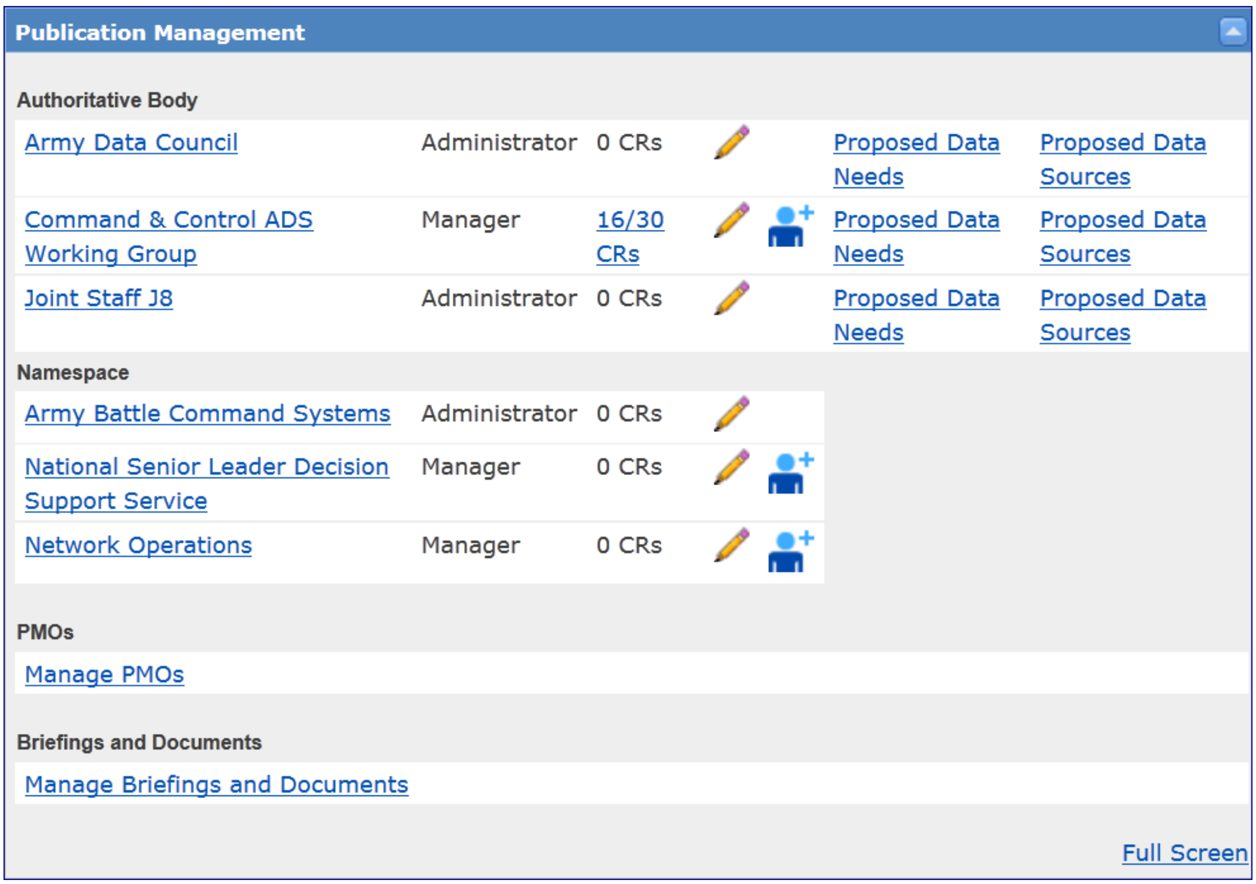


Figure 103. Change requests information visible in Publication Management section

2. Click on the **CRs** link to access the change requests list.

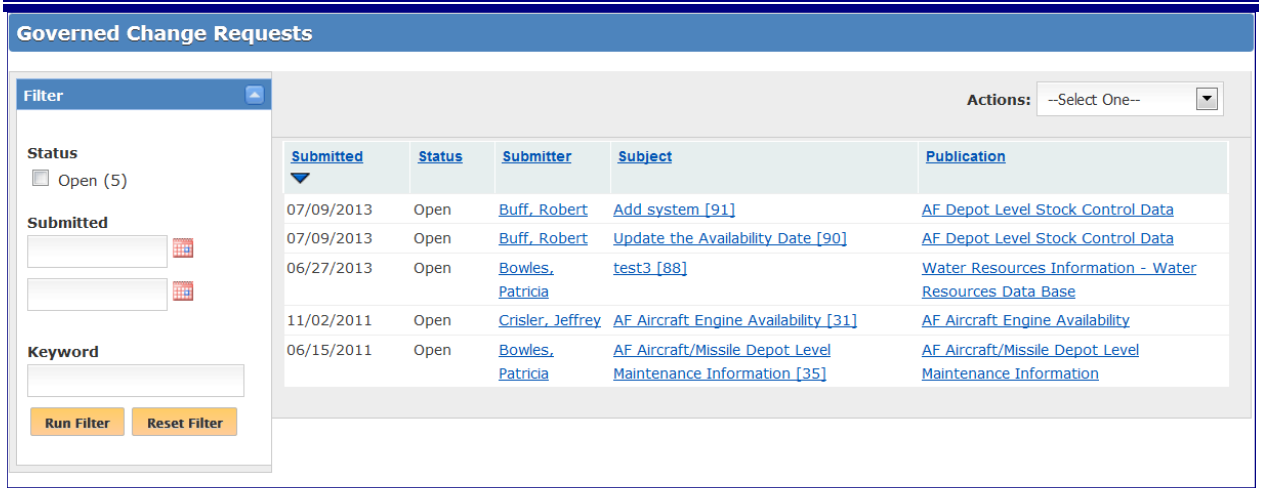


Figure 104. Change requests list

Alternatively, you can access the change requests for a resource from the resource details page by clicking on the appropriate link in the Change Requests section. Depending on which link you click on, the list of existing change requests for the resource is displayed.

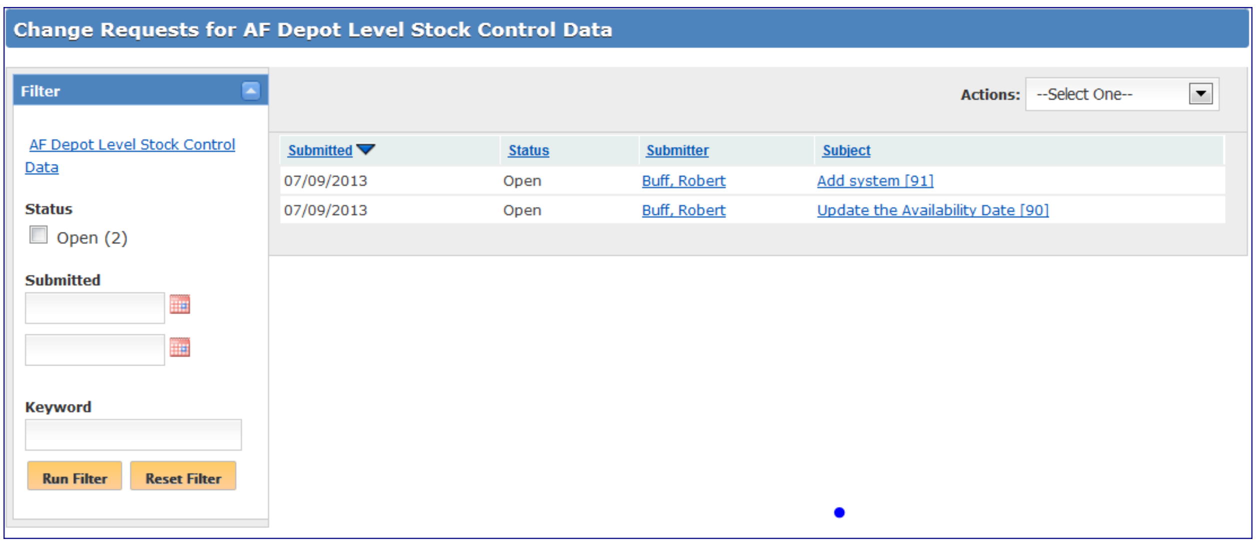


Figure 105. Change requests for a resource

3. From the list you can click on the name link of the submitter to view their user information.

4. You can also export the change requests list as a CSV file by selecting the **Export results as CSV** option from the Actions drop-down at the top right of the page.

5. If you are accessing the list of change requests from the Publication Management section (Figure 104 above), you can click on the publication name link to access the resource details page.

6. To edit a change request, click on the subject link for the request. The related change request details page is displayed.

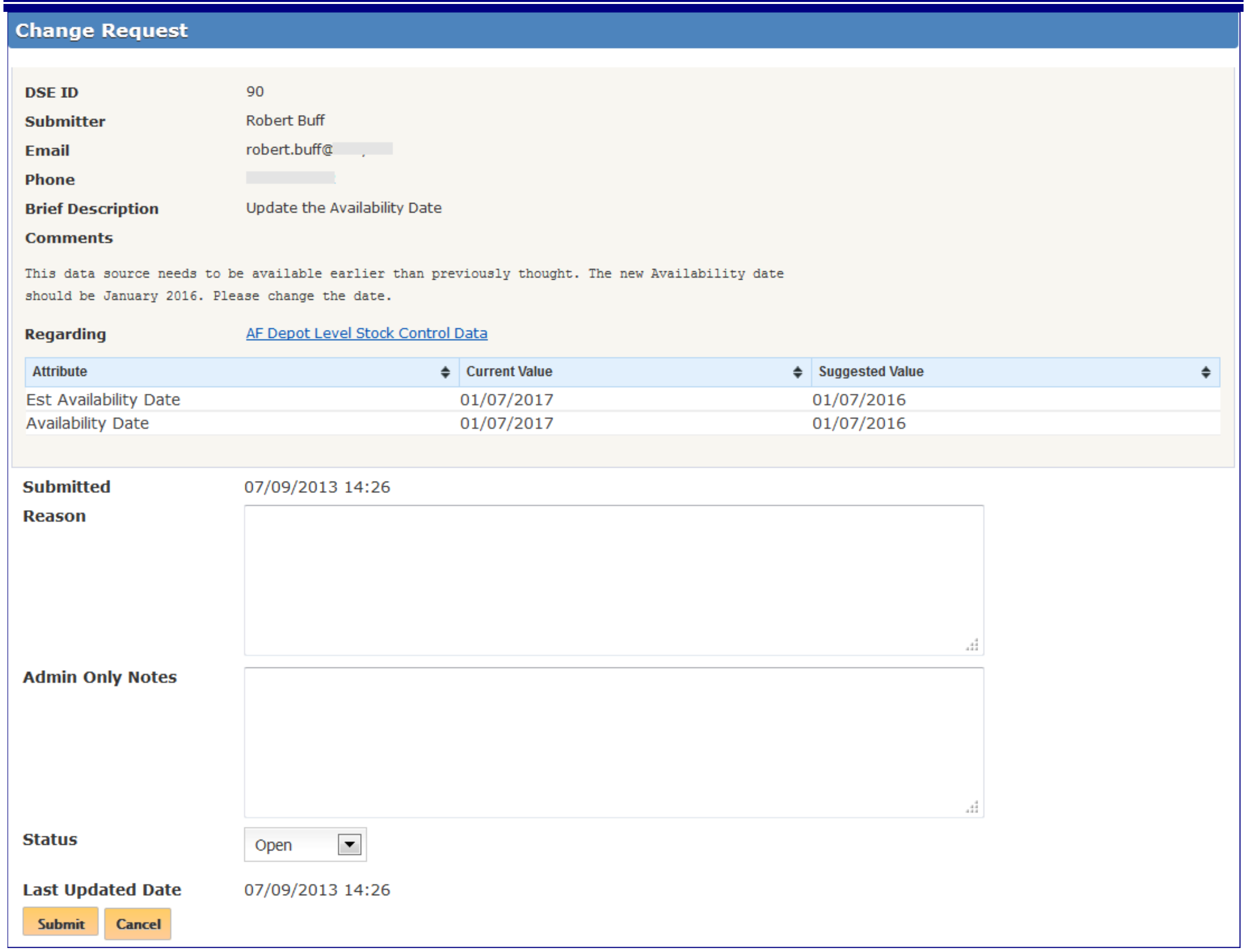


Figure 106. Change request details page

7. On this page you can provide a reason for editing the change request in the Reason field.

8. Next, you can add notes that will be visible only to the administrator.

9. You can then edit the status of the change request by selecting the appropriate status from the drop-down field.

10. Click **Submit** to save the changes. An email notification about the changes you made is sent out to all the users responsible for this resource.

When a change request is approved the requested change will not be automatically applied to the resource. An administrator of the resource should make the requested changes.

Viewing Graph of the Resource

Note that option to view graph will be available only for the data sources.

You can view a graph report for the selected resource from the data source details page. Click on the **View Graph** button. A graph report is displayed in a separate window.

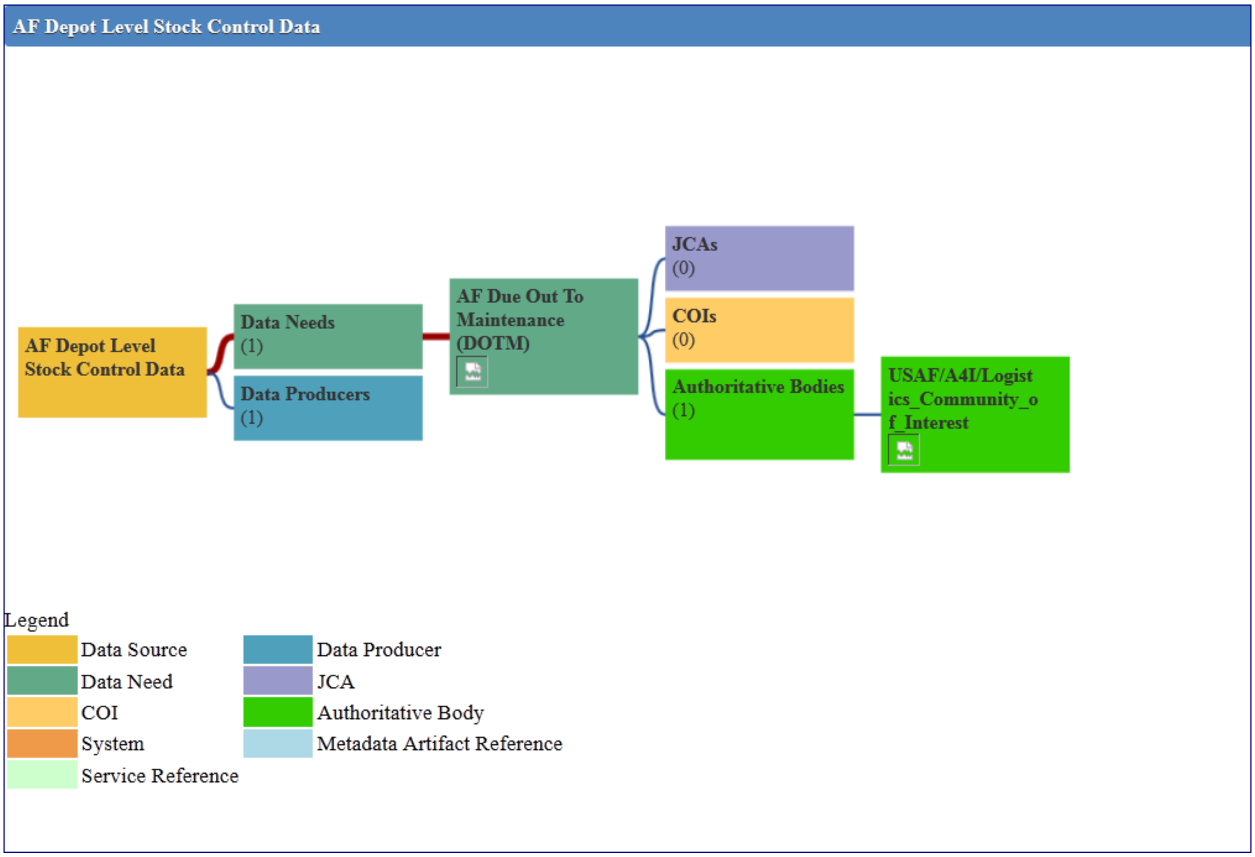


Figure 107. Resource graph

From the graph report you can further view more details about the sub-components under a particular component by clicking on the name of the component.

Transferring a Data Source

You can transfer a data source owned by an authoritative body to a different authoritative body if you are an administrator for the owner authoritative body. Note that to be able to transfer the data source, either an existing or new approved data need should be associated to the data source for the new authoritative body. The new authoritative body cannot have a proposed or rejected association to the data need. The proposed or rejected data need association will prevent the transfer and display an error message. Perform the following steps to transfer a data source:

1. From the resource details page, click on the **Transfer** button at the top of the page.

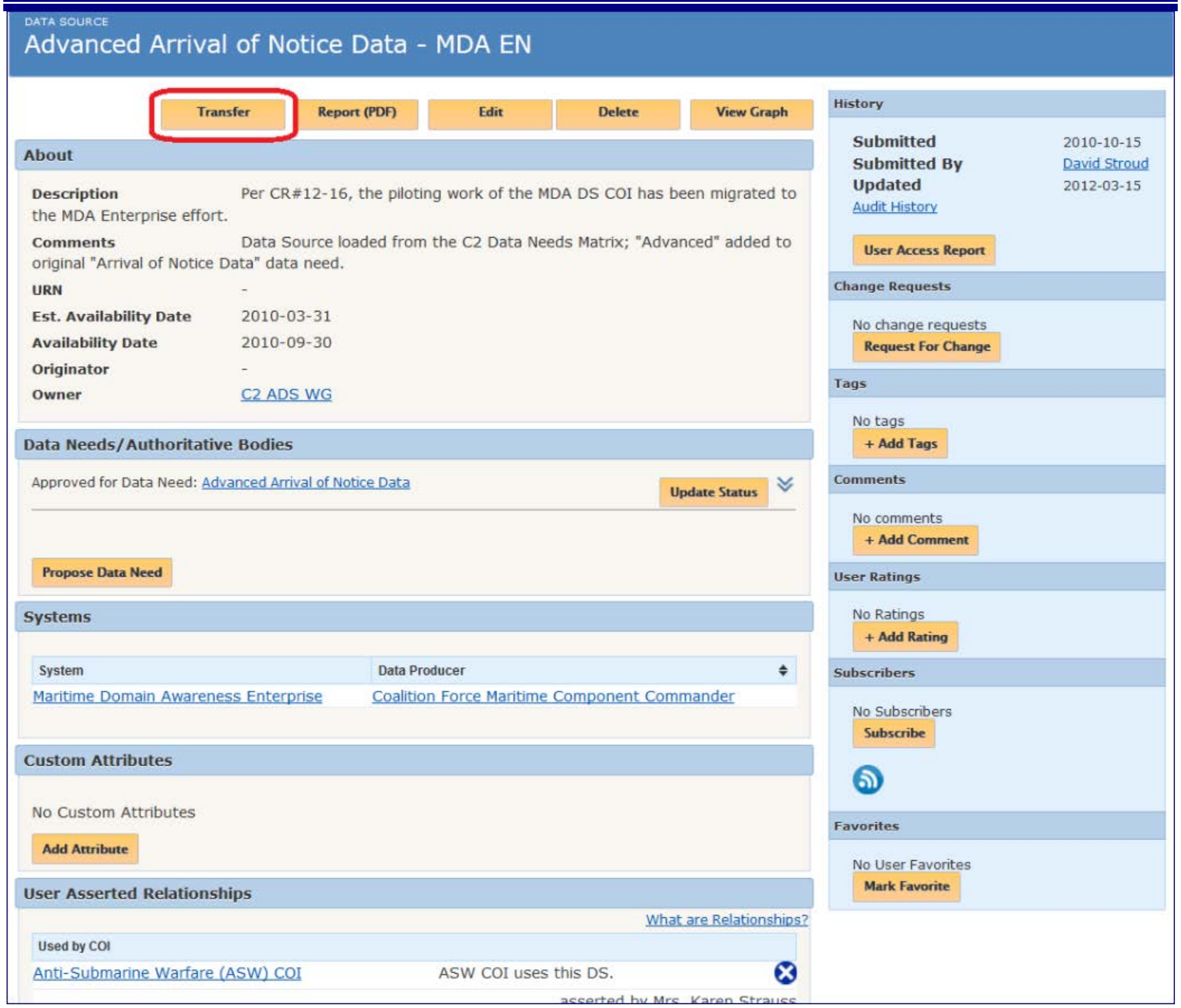


Figure 108. Data Source Details page - Transfer button

The Transfer Data Source page is displayed.

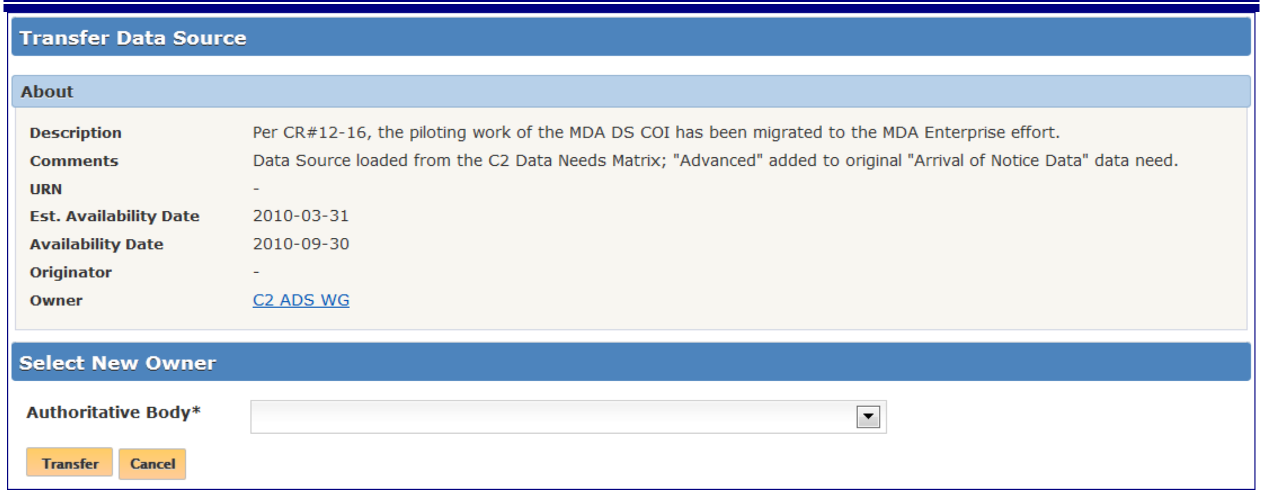


Figure 109. Transfer Data Source page

2. Select the new authoritative body owner from the Authoritative Body drop-down.

3. Click **Transfer**.

The administrators of the new authoritative body cannot edit the data source.

Adding Comments about the Resource

The resource details page allows you to add comments about the selected resource. To add comments perform the following steps:

1. From the resource details page click on the **Add Comment** button in the Comments section. The New Comment window is displayed.

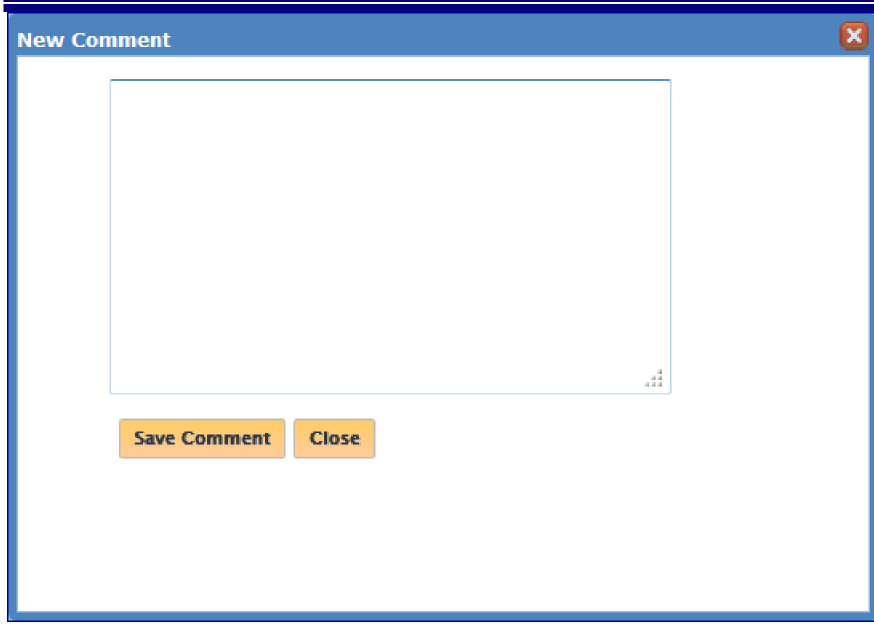


Figure 110. Adding comment for a resource

2. Enter your comments about the resource and click **Save Comment**. Your comment is now visible in the Comments section of the page. See Figure 111 below.

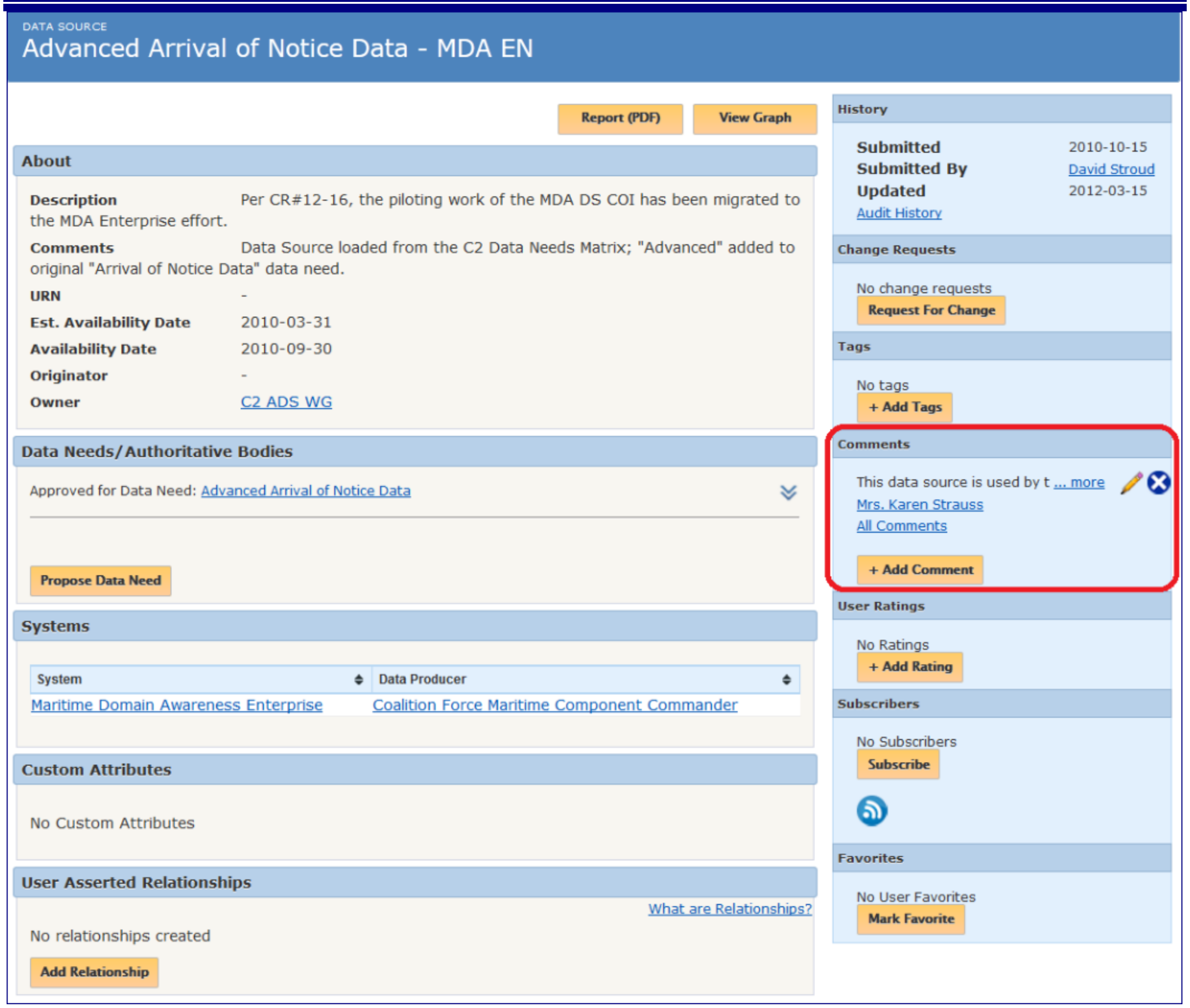


Figure 111. Resource comments

3. You can view existing comments by clicking on the **more** link in the Comments section.
4. If you are the author of a comment, you can edit or delete it by clicking on the **Edit** or **Delete** icon, respectively.
5. Each comment is followed by the name of the user who added the comment. You can click on the name of the user to view details about that user.
6. If there are multiple comments for the resource, you can click on the **All Comments** link to view them.

Subscribing to the Resource

Note: Only the users who have registered with the DSE have the ability to subscribe to resources. For information about registering with the DSE, see the Requesting a DSE Account section of this manual.

The resource details page enables you to subscribe to or unsubscribe from the selected resource. You can subscribe to the following resources – data needs, data producers, data sources, systems, providers, services, taxonomies, package resources, and submission packages (subscribing to a package or any resource in the package creates subscription to the package). To subscribe to the selected resource, from the resource details page click on the **Subscribe** button in the Subscribers section. You are subscribed to the resource and your name is now visible in the Subscribers section of the resource details page. Also, the resource is listed in the My Subscriptions section on your Home page.

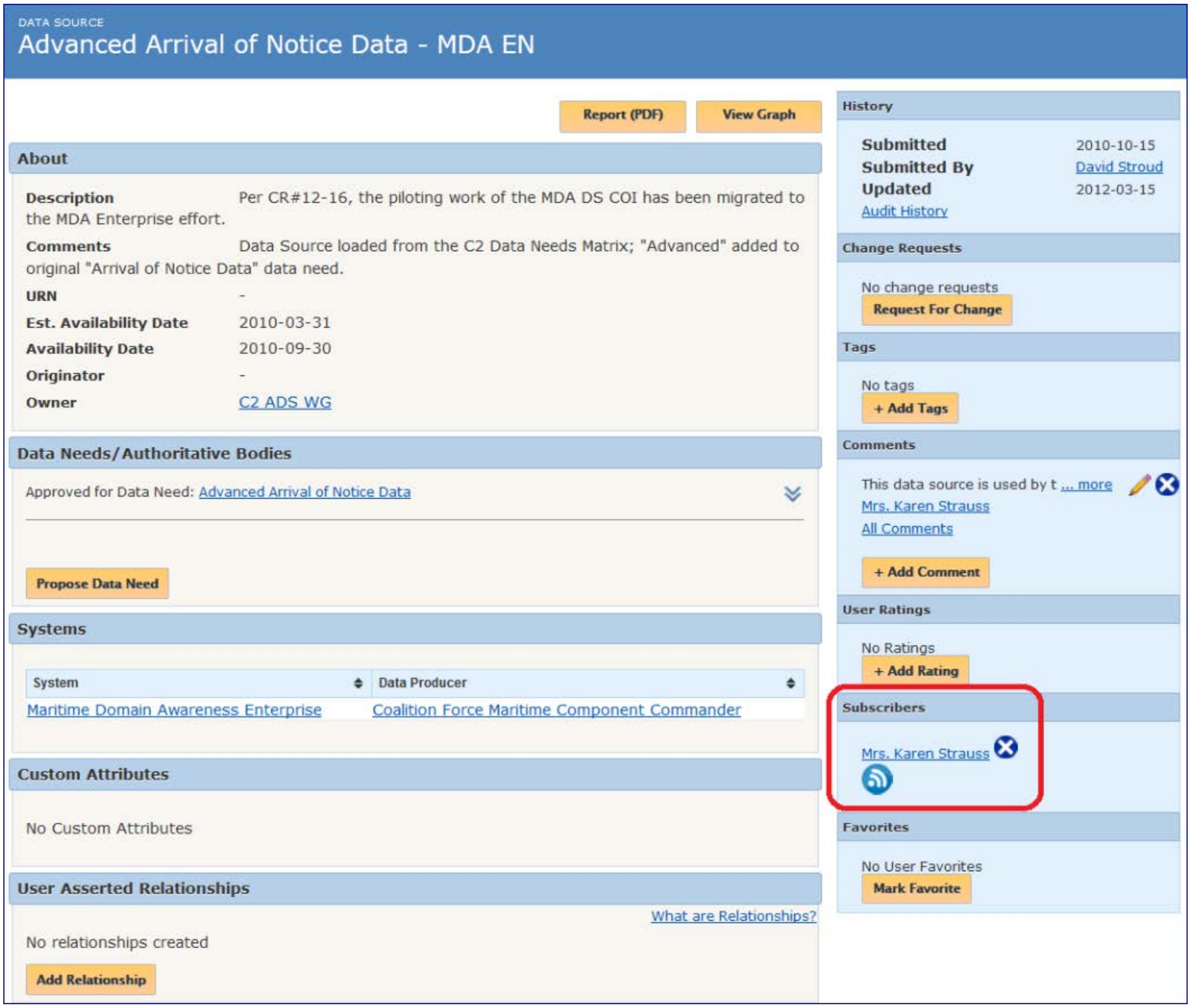


Figure 112. Resource subscribers

You can unsubscribe from the resource at any time by clicking on the **Unsubscribe** icon next to your name in the Subscribers section of the resource details page. Alternatively, you can unsubscribe from a resource by clicking on the **Delete Subscription** icon for the resource in the My Subscriptions section on your Home page.

Additionally, if other users subscribe to the resource, the Subscribers section on the resource details page lists all the user names. You can click on the name of a user to access information about the user.

Marking Resource as a Favorite

The resource details page enables you to mark a resource as a favorite so you can conveniently access it from your favorites list later. You can mark the following resources as favorites – data needs, data producers, data sources, systems, providers, services, taxonomies, package resources, and submission packages.

To mark a resource as a favorite, click on the **Mark Favorite** button in the Favorites section on the resource details page. Your name is now visible in the Favorites section for the resource. You can remove the resource from your favorites list at any time by clicking on the **Remove Favorite** button next to your name. See Figure 113 below.

Additionally, if the resource has been marked as a favorite by other users as well, those users are listed in the Favorites section. You can click on the name of a user to access information about the user.

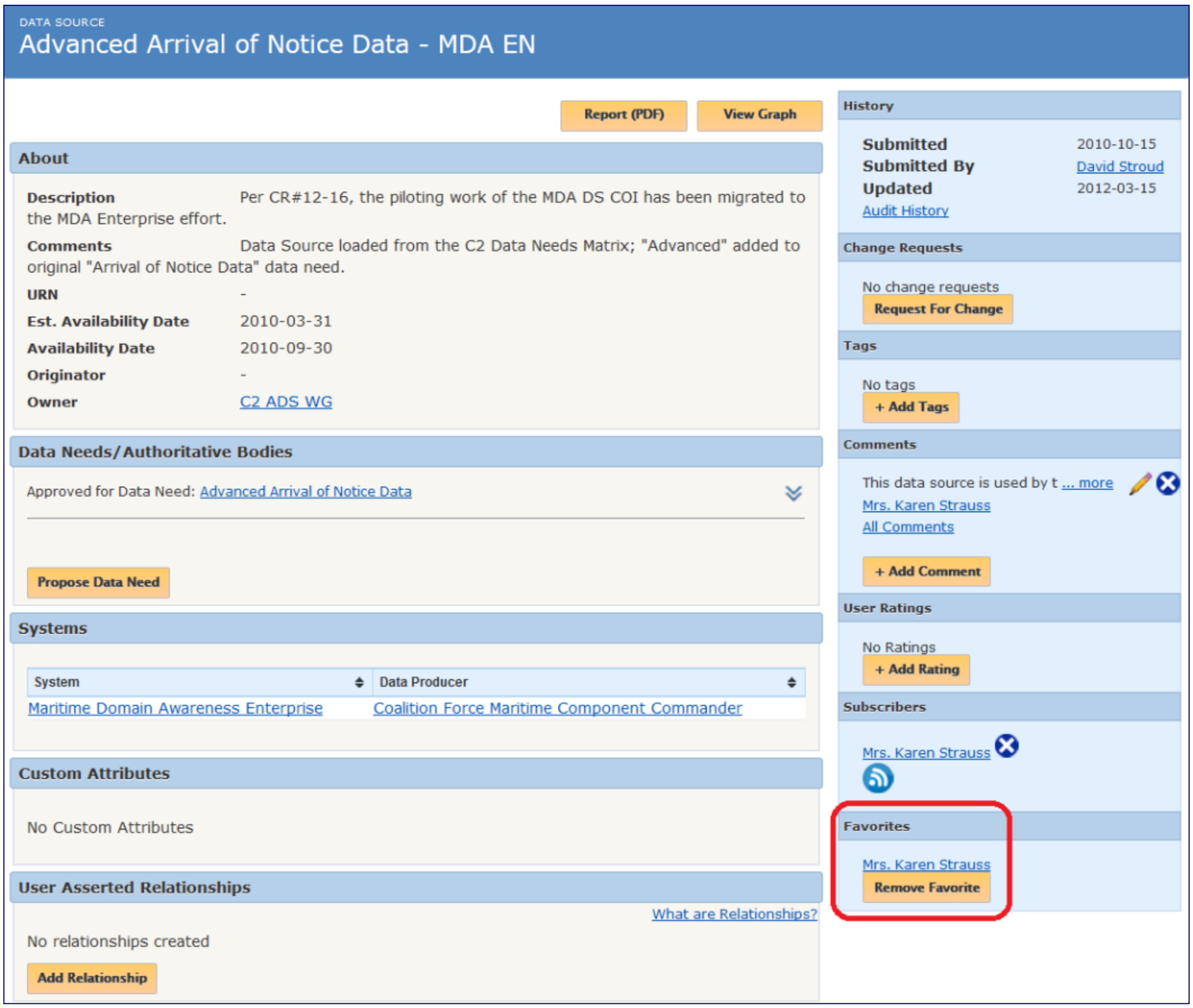


Figure 113. Marking resource as a favorite

Editing Resource Details

The edit capability through the resource details page is available depending on the resource type and your role. The table below lists the resources and the users/roles who can edit each resource.

Table 11. Resources and corresponding editing rules

Resource Type	Users/Roles Who Can Edit It
Fingerprint	• Submitter/publisher of the fingerprint • Tier 2 Administrator
Taxonomy	• Submitter/publisher of the taxonomy • Tier 2 Administrator • Namespace Administrator • Namespace Manager
Submission Package	• Submitter/publisher of the package • Tier 2 Administrator • Namespace Administrator • Namespace Manager
Package Resource	• Submitter/publisher of the resource • Tier 2 Administrator • Namespace Administrator • Namespace Manager
Provider	• Submitter/publisher of the provider • A PDA for the provider • A user with system role for approving providers • Tier 2 Administrator
Service	• Submitter/publisher of the service • The listed PM and POC of the service • A PDA for the service's provider • Tier 2 Administrator
Data Need	• Submitter/publisher of the data need (if data need not approved for an authoritative body) • Administrator or manager for any authoritative body associated to the data need • Tier 2 Administrator
Data Producer	• Submitter/publisher of the data producer (if data producer not approved for a data source) • Administrator or manager for any authoritative body

	• Tier 2 Administrator
System	• Submitter/publisher of the system (if system not approved for a data source) • Administrator or manager for any authoritative body • Tier 2 Administrator
Data Source	• Submitter/publisher of the data source (if data source not in Approved or Reviewed state) • Administrator or manager for any authoritative body associated to the data source through a data need • Tier 2 Administrator

Proposing a Data Need

If you find the required data need already existing in the DSE, you can propose that data need to your authoritative body. You can propose a data need through the data need details page by clicking on the **Propose** button.

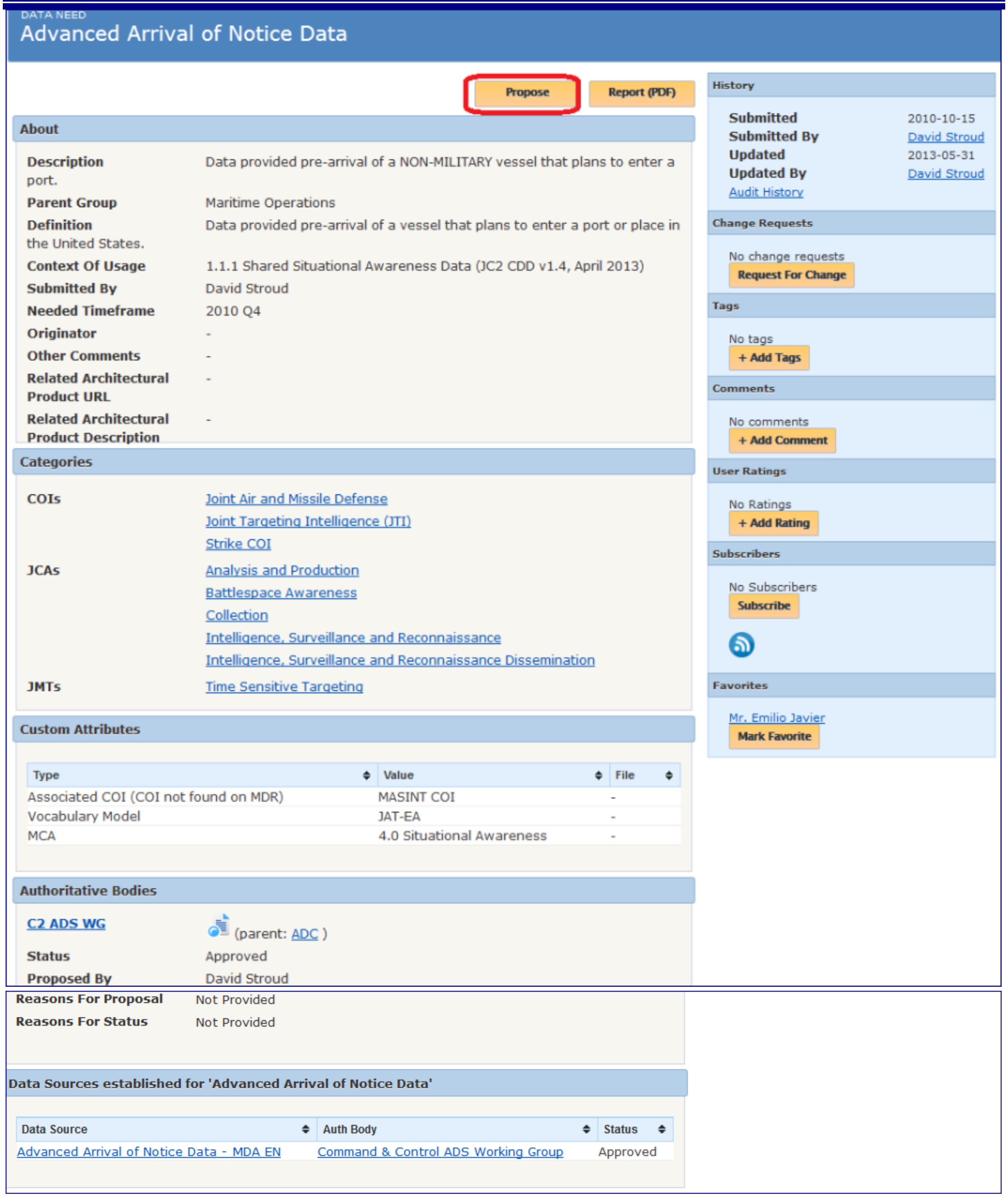


Figure 114. Propose button

The page for proposing the data need to another authoritative body is displayed.

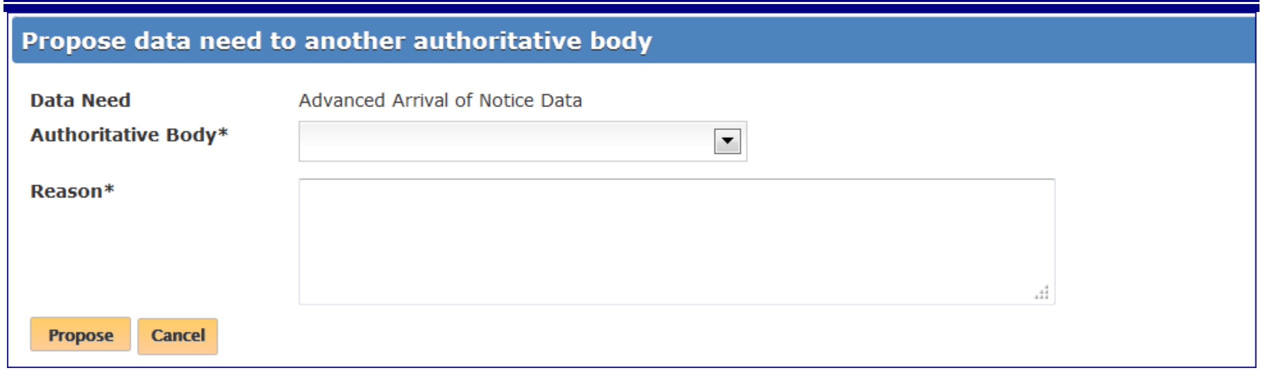


Figure 115. Proposing a data need

From the Authoritative Body drop-down list select the authoritative body that has the specific data need and is responsible for approving the data need.

Next, enter the reason for proposing the data need and click **Propose**. The data need is forwarded to the selected authoritative body.

Adding a System

If you find the required data producer or system already existing in the DSE, you can associate existing systems that will be used by that data producer to provide the data or you can associate the appropriate data feed systems to the selected system, respectively. The data feed systems are systems that feed a system for the purposes of providing the data for which the data source is authoritative.

You can add an existing system to the data producer or system through the data producer details page or the system details page by clicking on the **Add System** button.

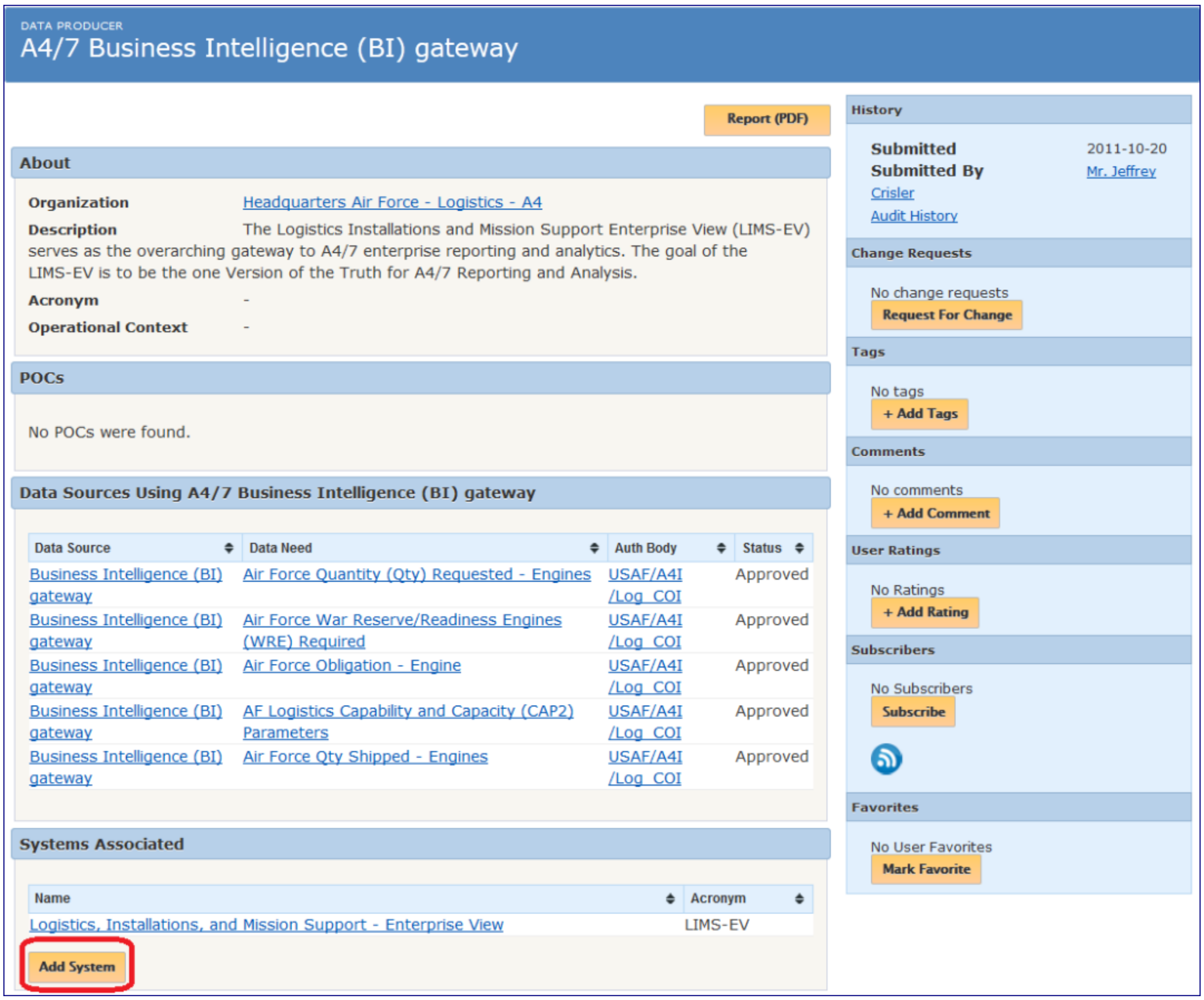


Figure 116. Adding a system from the data producer details page

SYSTEM

Agile Munitions Support Tool

Report (PDF)

About

Acronym	AMST
Description	AMST is designed to facilitate easy access to CAS-Ammunition Control Point/Air Logistics Center (CAS-2.0)data and allows different echelons of munitions management the ability to query, extract and analyze current asset balance data. AMST utilizes data from within the CAS environment to populate tables within AMST and use the data for munitions requirements forecasting. Units select or forcast for their munitions needs, the Stockpile flt (*505th CBSS/GBLB) then allocates then AMST flows the approved allocation or authority to order to the units . We can then send the info back into CAS via ICD, a dailyt process by secure FTP. Munitions forcasting, requirements and Procurement activity in sustainment are all performed utilizing amst as no other Munitions related tool exists.
System Type	Database
Status	Operational
DITPR Numbers	922
Comments	Information updated based on data from EITDR
Scope	-
PMO	DOD.AF.AF/A4/7.Pentagon.A4I

System Access Points

Network	Classification	URL
NIPRNET	Unclassified	
Notes: None		

POCs

No POCs were found.

Data Sources Using Agile Munitions Support Tool

Data Source	Data Need	Auth Body	Status
AF Ammunition Data	Ammunitions Standard Reporting Designator	USAF/A4I /Log COI	Approved
AF Ammunition Data	Ammunitions Priority	USAF/A4I /Log COI	Approved
AF Ammunition Data	Ammunitions Condition Code	USAF/A4I /Log COI	Approved
AF Ammunition Data	Ammunitions Quantity	USAF/A4I /Log COI	Approved
AF Ammunition Data	Ammunitions Urgency Justification Code	USAF/A4I	Approved

History

Submitted 2010-10-15
Submitted By Brian Talicuran
Updated 2011-06-07
Audit History

Change Requests

No change requests
Request For Change

Tags

No tags
+ Add Tags

Comments

No comments
+ Add Comment

User Ratings

No Ratings
+ Add Rating

Subscribers

No Subscribers
Subscribe

Favorites

No User Favorites
Mark Favorite

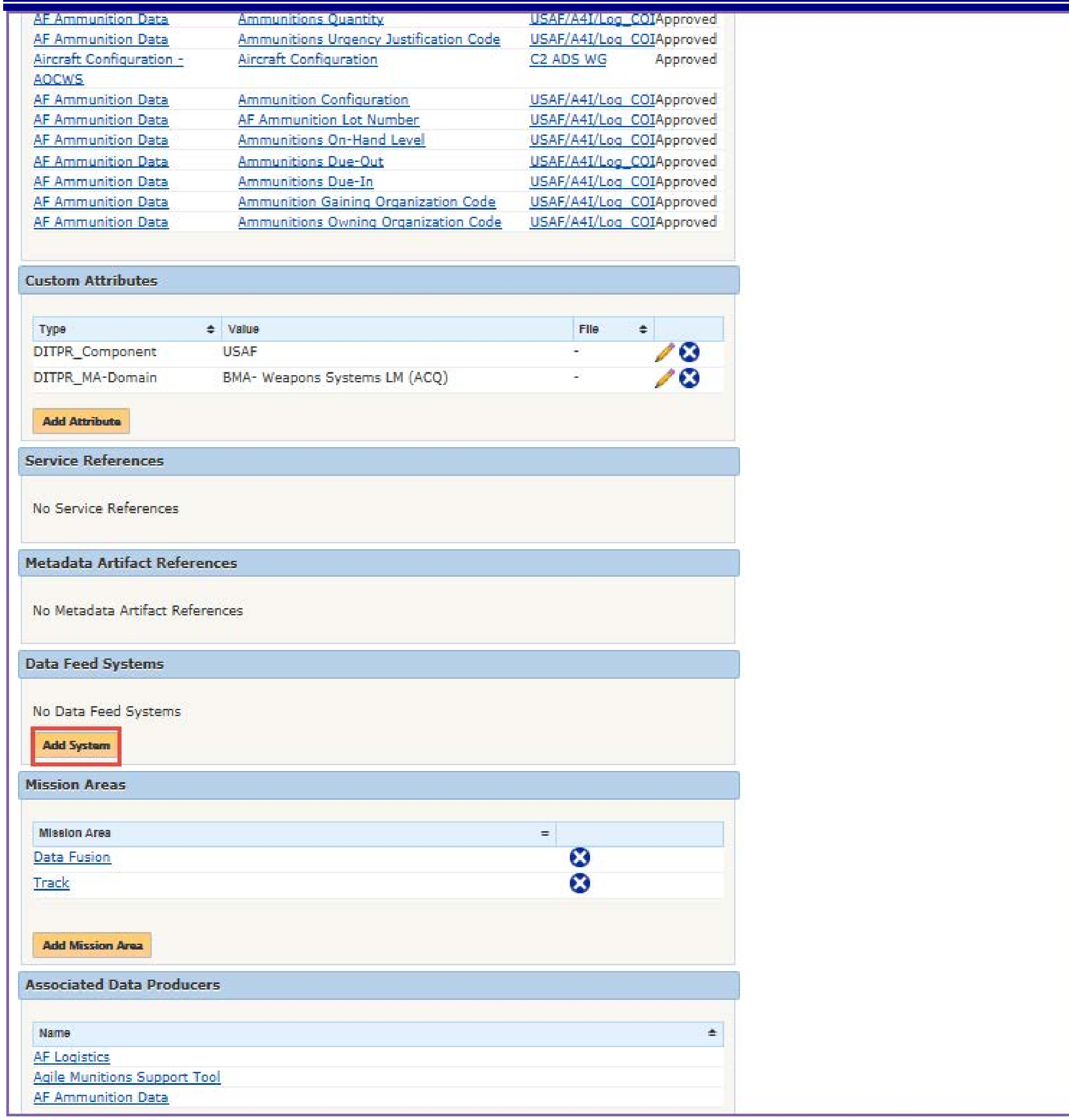


Figure 117. Adding a system from the system details page

The Add System page is displayed.

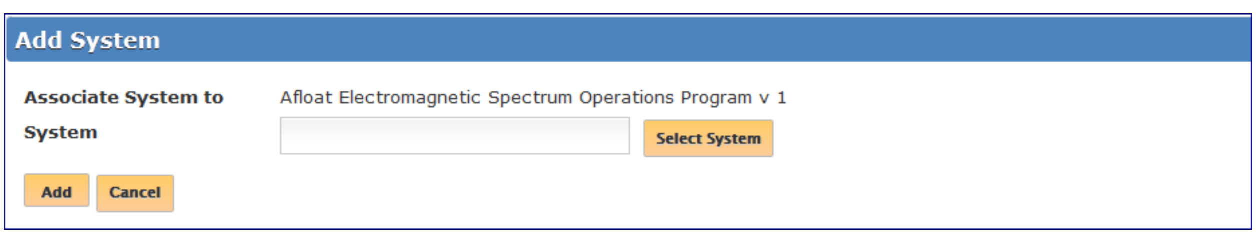


Figure 118. Add System page

Click **Select System** and search for the system by keyword, status or system type. Select the system you need by clicking on **Select**. Next, click **Add**. The selected system is added to the data producer or the system and displayed on the respective details page.

Downloading a Document

You can download a document associated with the resource through the resource details page by clicking on the **Download** button (see figure below). You can download the associated document from the details page for the following resources – taxonomies, package resources (including access control policy, amplifying document, domain value document, Schematron file, source code, WSDL, XML sample, XML schema document, XSL stylesheet), and submission packages.

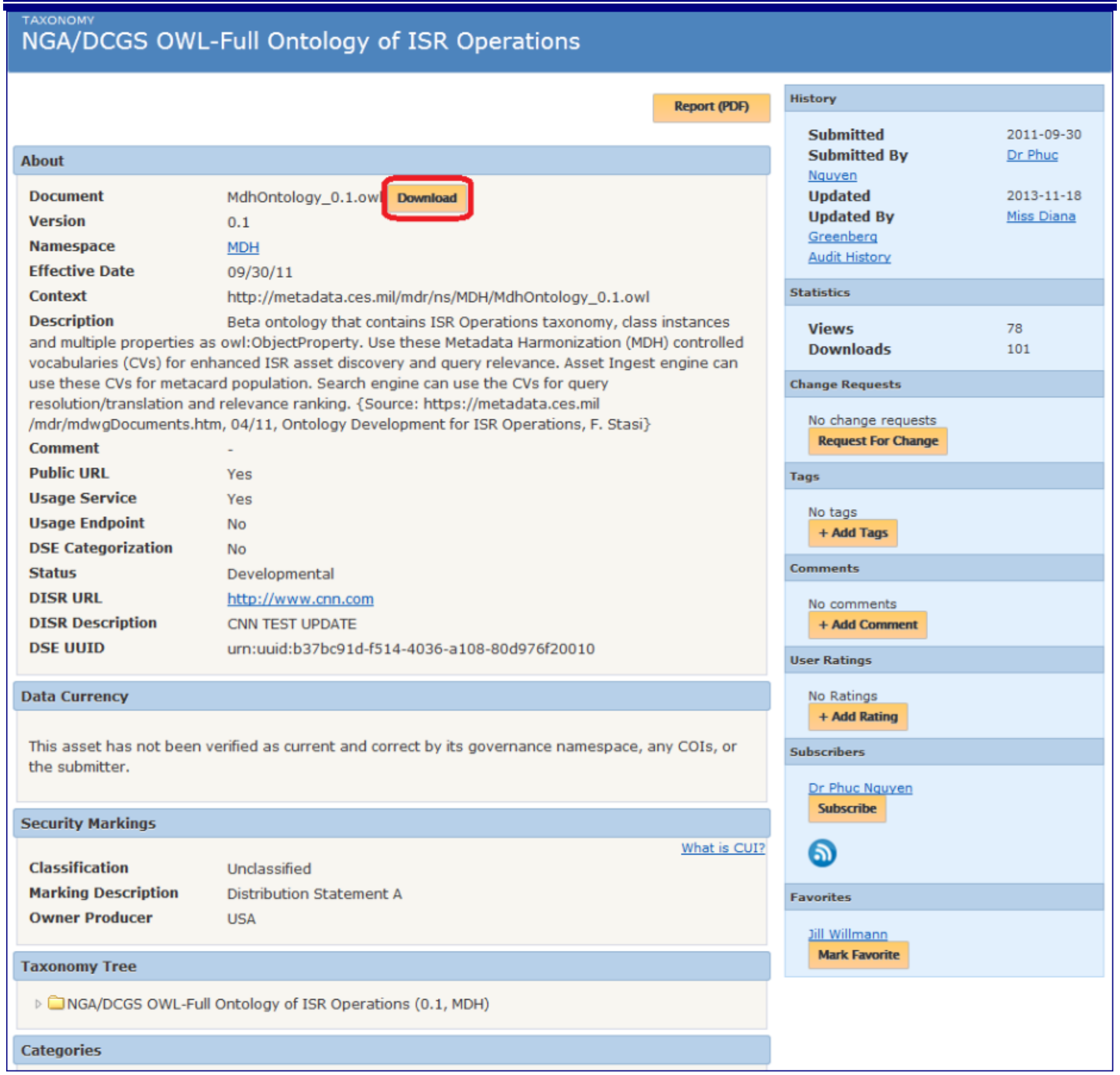

TAXONOMY
NGA/DCGS OWL-Full Ontology of ISR Operations
Report (PDF)
About
Document MdhOntology_0.1.owl Download
Version 0.1
Namespace MDH
Effective Date 09/30/11
Context http://metadata.ces.mil/mdr/ns/MDH/MdhOntology_0.1.owl
Description Beta ontology that contains ISR Operations taxonomy, class instances and multiple properties as owl:ObjectProperty. Use these Metadata Harmonization (MDH) controlled vocabularies (CVs) for enhanced ISR asset discovery and query relevance. Asset Ingest engine can use these CVs for metacard population. Search engine can use the CVs for query resolution/translation and relevance ranking. {Source: https://metadata.ces.mil /mdr/mdwgDocuments.htm, 04/11, Ontology Development for ISR Operations, F. Stasi}
Comment -
Public URL Yes
Usage Service Yes
Usage Endpoint No
DSE Categorization No
Status Developmental
DISR URL http://www.cnn.com
DISR Description CNN TEST UPDATE
DSE UUID urn:uuid:b37bc91d-f514-4036-a108-80d976f20010
Data Currency
This asset has not been verified as current and correct by its governance namespace, any COIs, or the submitter.
Security Markings
What is CUI?
Classification Unclassified
Marking Description Distribution Statement A
Owner Producer USA
Taxonomy Tree
NGA/DCGS OWL-Full Ontology of ISR Operations (0.1, MDH)
Categories
History
Submitted 2011-09-30
Submitted By Dr Phuc Nguyen
Updated 2013-11-18
Updated By Miss Diana Greenberg
Audit History
Statistics
Views 78
Downloads 101
Change Requests
No change requests
Request For Change
Tags
No tags
+ Add Tags
Comments
No comments
+ Add Comment
User Ratings
No Ratings
+ Add Rating
Subscribers
Dr Phuc Nguyen
Subscribe
Favorites
Jill Willmann
Mark Favorite

Figure 119. Downloading a document

Categorizing a Resource

You can categorize a resource through the resource details page by clicking on the **Add Category** button. You can add the categories from the details page of the following resources - taxonomies, package resources (including access control policy, amplifying document, domain value document, Schematron file, source code, WSDL, XML sample, XML schema document, XSL stylesheet), and submission packages.

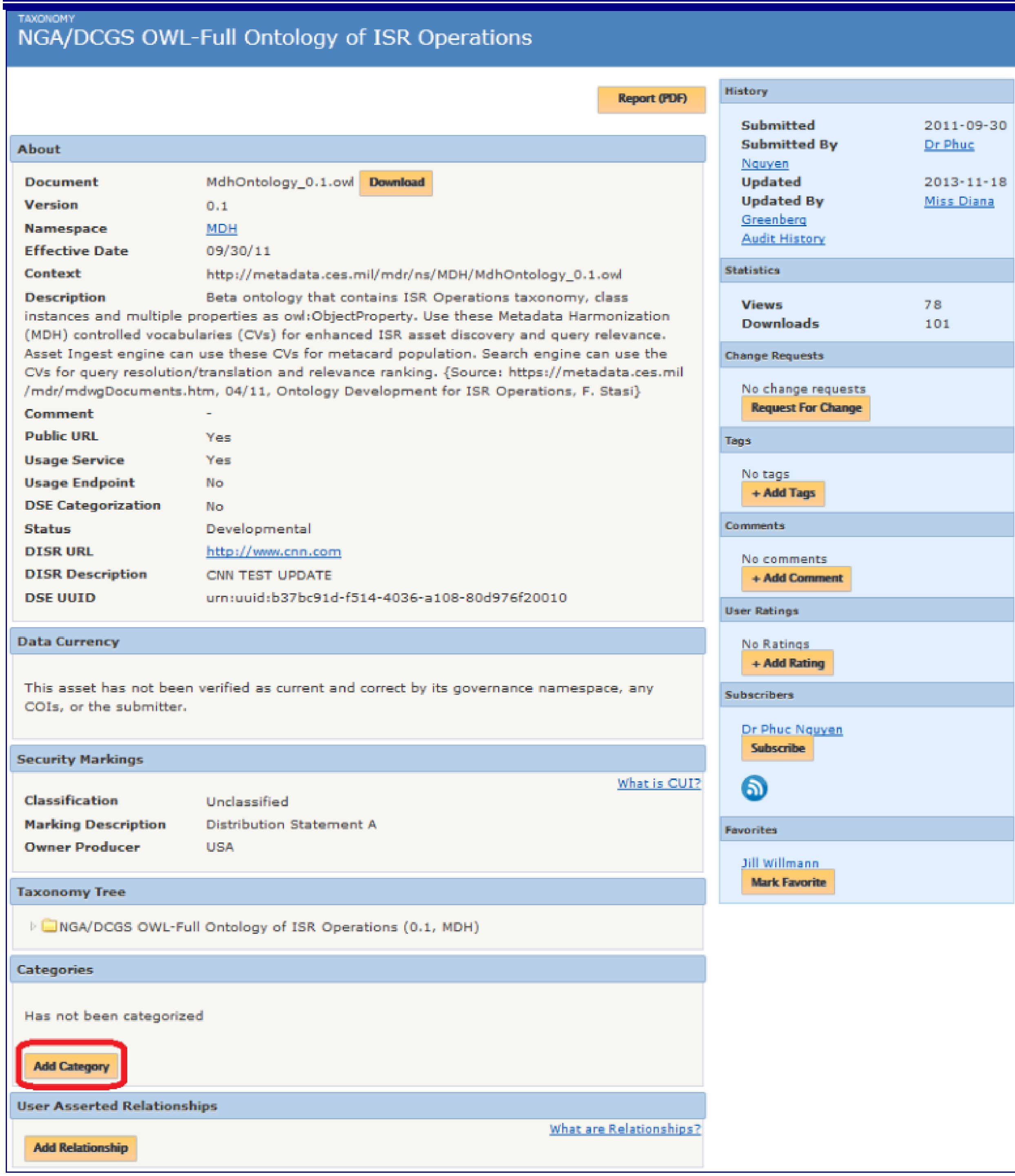


Figure 120. Add Category button on taxonomy details page

The categories window is displayed.

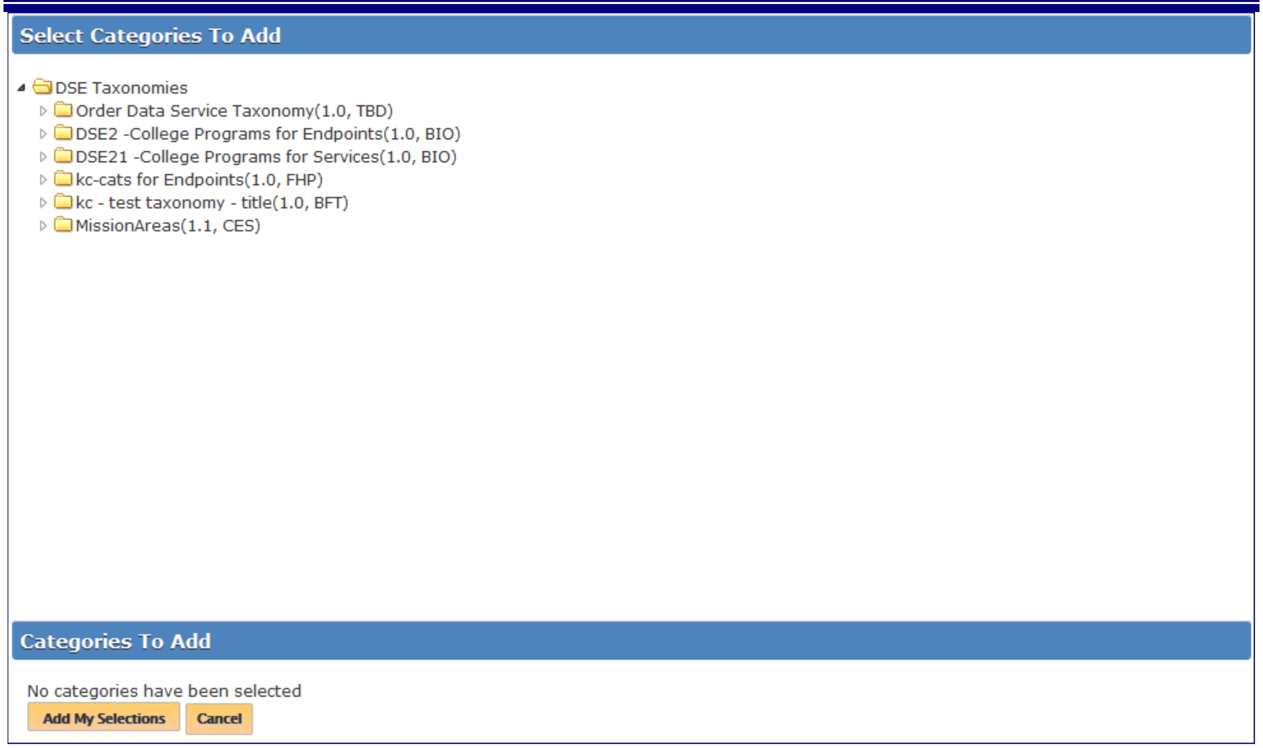


Figure 121. Categories window

Expand the categories tree by clicking on the arrow icon ▷ for the parent category. The category tree is displayed. Select the category you need by clicking on **Select**.

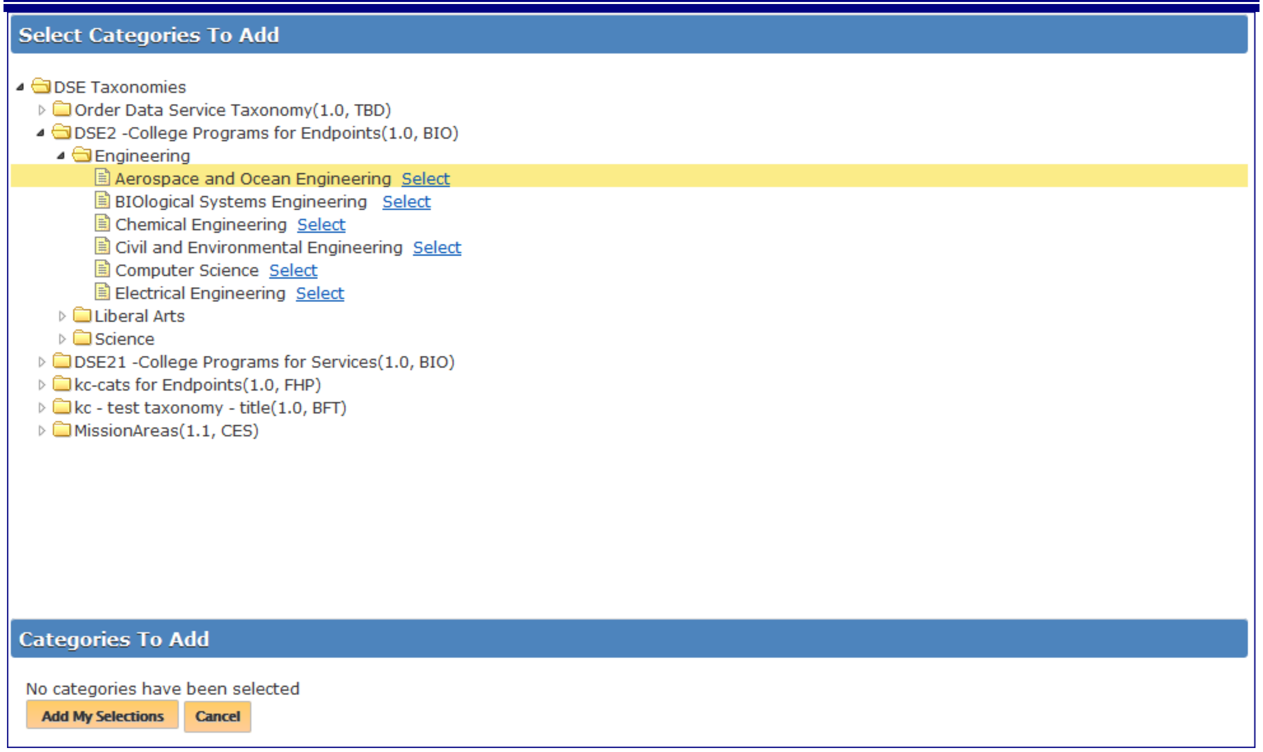


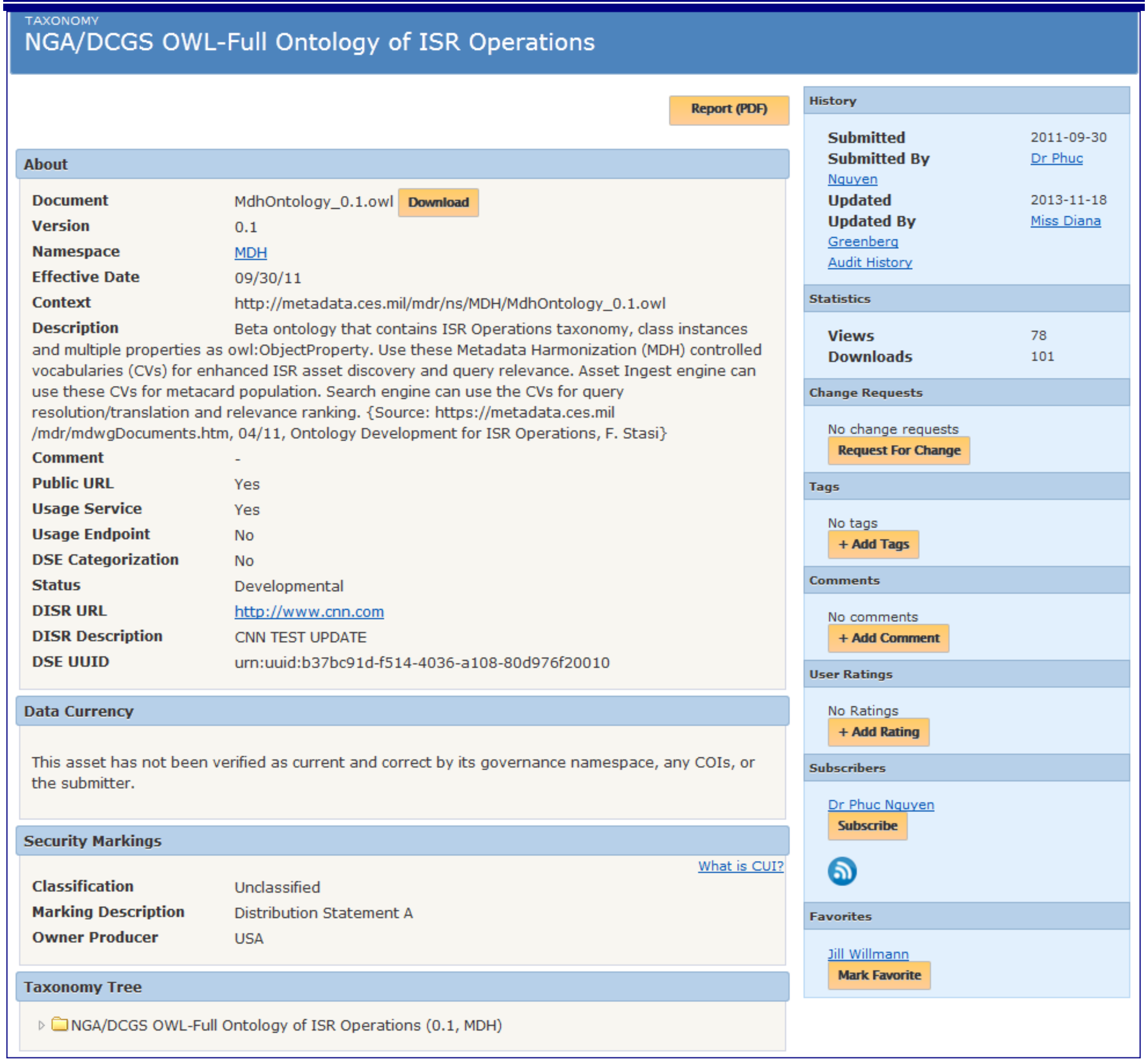
Figure 122. Selecting a category

You can select multiple categories. Click **Add My Selections** to associate the categories to the resource and return to the details page.

Adding Relationship

When you submit packages, you may define relationships between resources. As you and other users work with resources, you may notice relationships between resources that were not defined when the resource was originally submitted. The DSE allows you to add relationships between the resources. After adding a relationship, other users may view the relationship that you added.

You can add relationships through the **Add Relationship** button on the resource details page of the following resources - taxonomies, package resources (including access control policy, amplifying document, domain value document, Schematron file, source code, WSDL, XML sample, XML schema document, XSL stylesheet), submission packages, data sources, and services.


TAXONOMY
NGA/DCGS OWL-Full Ontology of ISR Operations
Report (PDF)
About
Document MdhOntology_0.1.owl Download
Version 0.1
Namespace MDH
Effective Date 09/30/11
Context http://metadata.ces.mil/mdr/ns/MDH/MdhOntology_0.1.owl
Description Beta ontology that contains ISR Operations taxonomy, class instances and multiple properties as owl:ObjectProperty. Use these Metadata Harmonization (MDH) controlled vocabularies (CVs) for enhanced ISR asset discovery and query relevance. Asset Ingest engine can use these CVs for metacard population. Search engine can use the CVs for query resolution/translation and relevance ranking. {Source: https://metadata.ces.mil /mdr/mdwgDocuments.htm, 04/11, Ontology Development for ISR Operations, F. Stasi}
Comment -
Public URL Yes
Usage Service Yes
Usage Endpoint No
DSE Categorization No
Status Developmental
DISR URL http://www.cnn.com
DISR Description CNN TEST UPDATE
DSE UUID urn:uuid:b37bc91d-f514-4036-a108-80d976f20010
Data Currency
This asset has not been verified as current and correct by its governance namespace, any COIs, or the submitter.
Security Markings
What is CUI?
Classification Unclassified
Marking Description Distribution Statement A
Owner Producer USA
Taxonomy Tree
NGA/DCGS OWL-Full Ontology of ISR Operations (0.1, MDH)
History
Submitted 2011-09-30
Submitted By Dr Phuc Nguyen
Updated 2013-11-18
Updated By Miss Diana Greenberg
Audit History
Statistics
Views 78
Downloads 101
Change Requests
No change requests
Request For Change
Tags
No tags
+ Add Tags
Comments
No comments
+ Add Comment
User Ratings
No Ratings
+ Add Rating
Subscribers
Dr Phuc Nguyen
Subscribe
Favorites
Jill Willmann
Mark Favorite

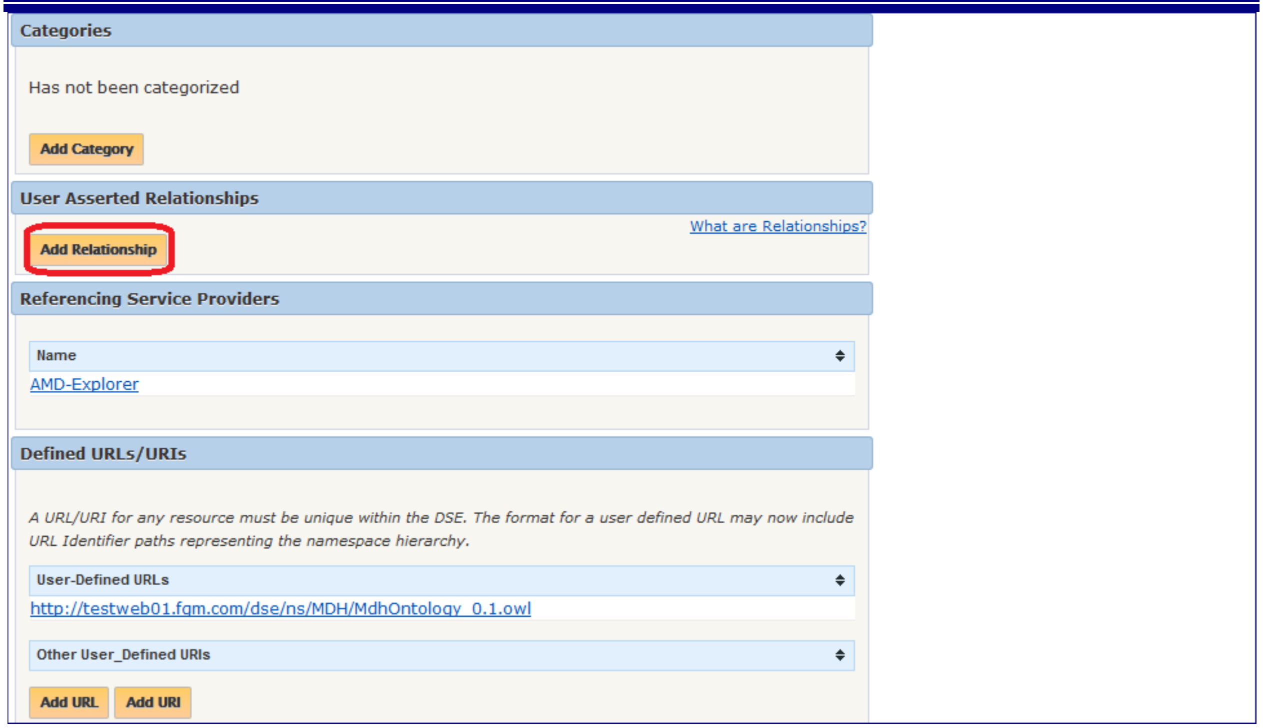


Figure 123. Add Relationship button on the taxonomy details page

The Add Relationship window is displayed.

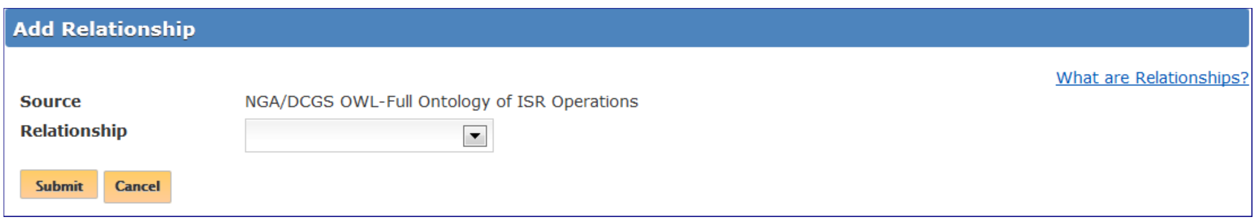


Figure 124. Adding a relationship

Select the type of relationship that you would like to assert from the Relationship drop-down list. Depending on the selected relationship type you can then select a target resource for the relationship and add comments. For information about relationships, click on the **What are Relationships?** link on the top right of the window. Click **Submit** to add the relationship and return to the details page. You can add multiple relationships. See the tables below for a list of relationships within DSE that can be asserted from the Resource Details page of the source Resource.

Table 12. Relationships Asserted from the Resource Details Page

Resource Type	Relationship	Related Resource	Cardinality	Applicability
XSL Stylesheet	TransformsToXmlSchema	Schema Document	1 or many	A XSL Stylesheet produces output that validates to the given Schema Document.
XSL Stylesheet	TransformsFromXmlSchema	Schema Document	1 or many	A XSL Stylesheet produces output that validates from

Resource Type	Relationship	Related Resource	Cardinality	Applicability
				the given Schema Document.
Any Resource	IsSimilarTo	Any Resource	0 or 1	A Resource has been declared to be similar to an existing Resource and the pair is a likely candidate for convergence.
Any Resource	IsCategorizedBy	Taxonomy Node	0 or 1	A Resource can be categorized by the given taxonomy node. You can also create these relationships by asserting that a Node "categorizes" one to many existing Resources.
Any Resource	IsExampleOf	Any Resource	0 or 1	This relationship can be used to upload sample data which is based upon the data from another package or schema.

Table 13. Governance Relationships Asserted from the Resource Details Page

Resource/Governance Type	Relationship	Related Resource/ Governance Body	Cardinality	Applicability
Submission Packages, Package Resources, Taxonomies, Providers, Namespaces, Communities	IsUsedByAuthoritativeBody	Authoritative Body	0 or more	This relationship can be used to create visibility of relationships between Authoritative Body governances and resources.
Data Sources, Submission Packages, Package Resources, Taxonomies, Providers, Namespaces, Authoritative Body	IsUsedByCOI	COI	0 or more	This relationship can be used to create visibility of relationships between Community governances and resources.

Adding a URL/URI

User-defined URLs and URIs (including URNs) may be created to access file-based resources such as Schemas and WSDLs. User-defined URLs allow open access to these files using the specified URL without having to log into DSE. CUI-marked resources are not eligible for URLs/URIs.

If the URI is a URL, it is resolvable over the network. If the URI is not a URL (for example, URNs), then the resource can be downloaded through the DSE's URI resolution service.

The DSE automatically generates system-defined URLs/URIs for schema and taxonomy files. User-defined URLs/URIs are URLs/URIs that have been defined by the package submitter, namespace administrator, or registry operator. To clarify, the following users are allowed to add URLs/URIs:

1. The creator of the resource
2. Namespace Administrators/managers/POCs for the resource's namespace
3. DSE Administrator

You can add a URL or a URI through the **Add URL** or **Add URI** button, respectively, on the details page for the following resources – taxonomies, package resources (including access control policy, amplifying document, domain value document, Schematron file, source code, WSDL, XML sample, XML schema document, XSL stylesheet), and submission packages.

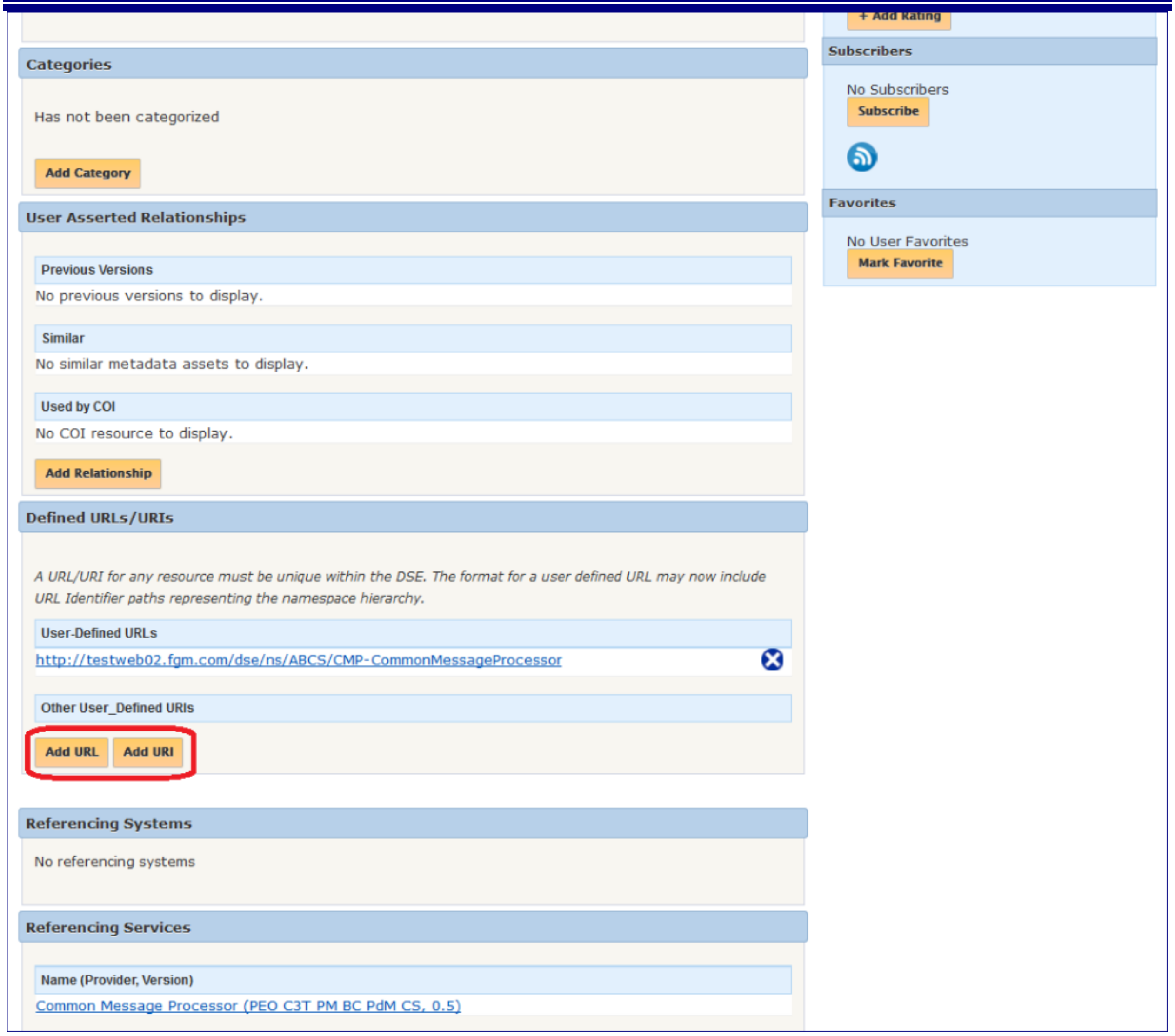


Figure 125. Add URL and Add URI buttons on the submission package details page

When you click on the **Add URL** button, the Add User-Defined URL window is displayed.

Figure 126. Adding a URL

Enter a URL in the Relative URL field and click **Submit**. You can add more than one URL for a resource.

To add a URI, click on the **Add URI** button. The Add Other User-Defined URI window is displayed.

Figure 127. Adding a URI

Enter a URI in the URI field and click **Submit**. You can add more than one URI for a resource if it is not marked as CUI.

> Note that the ability to add a URL/URI depends on whether or not the attribute allowing public URL is set to **Yes**. If the public URL attribute is set to **No** while adding files to the package, you cannot add a URL/URI on this page. Also, your ability to add a URL/URI depends on whether or not the Namespace Administrators for the namespace, where the resource exists, have set the attribute to No.

> Resource's URLs/URIs are displayed with no links when the associated namespace's URL resolution is turned off.

CUI Asset Registrations

Tier 2 Administrators and Namespace Administrators can update CUI Asset registrations on the package details page, as well as on the namespace details page or the Pending CUI Registrations page for Tier 2 Administrators.

From the package details page, in the CUI Asset Registrations section, click on the user's current status link.

Figure 128. CUI Asset Registrations

Then follow the instructions in section Updating CUI Asset Access, steps 3 – 6.

Validating Using a Schematron File

You can use the Schematron details page to validate an XML instance against a Schematron file. The **Run Validator** button on the Schematron details page enables you to run the validation with the selected file.

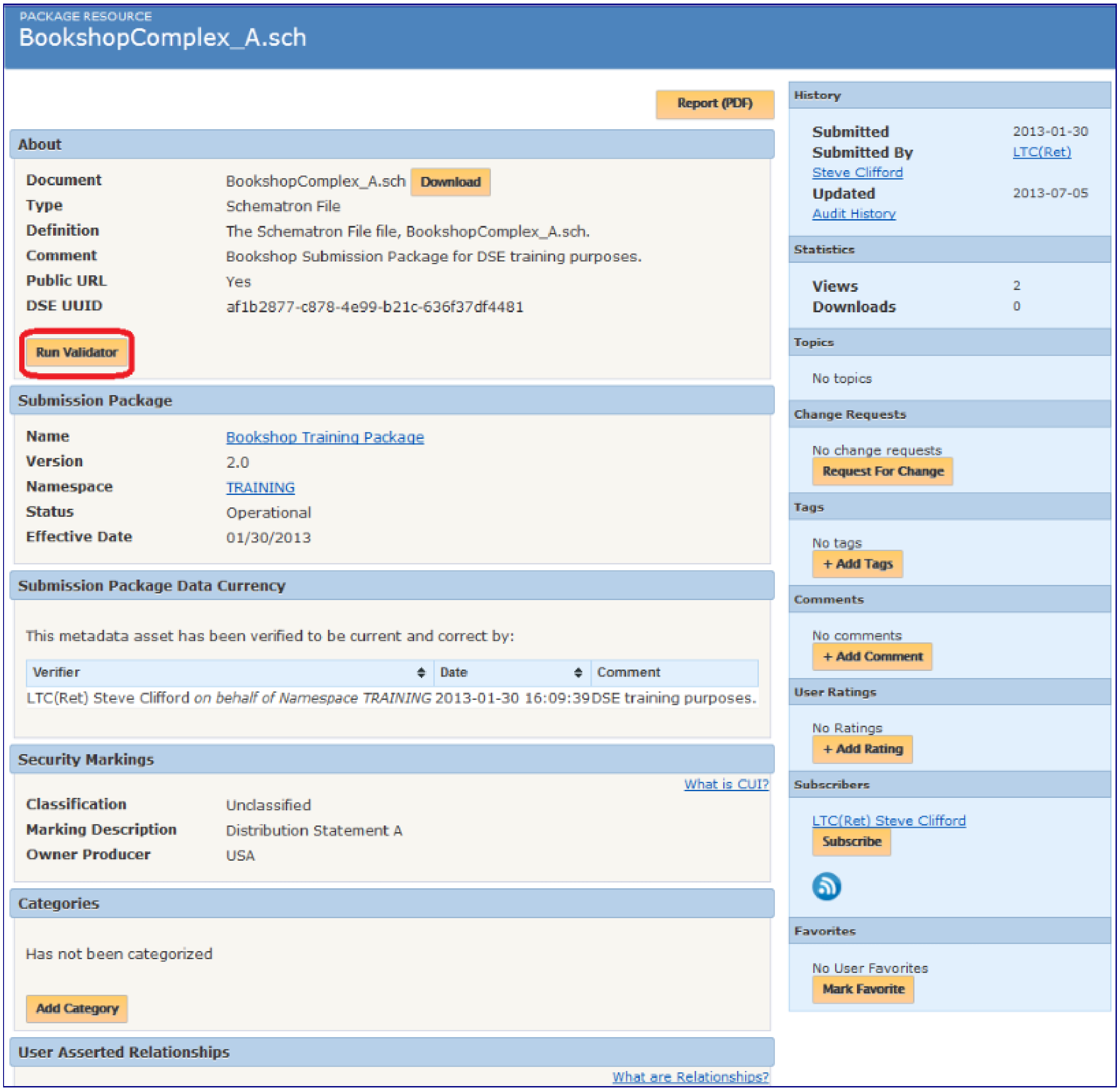


Figure 129. Run Validator button on the Schematron details page

Clicking on the **Run Validator** button displays the validation page.

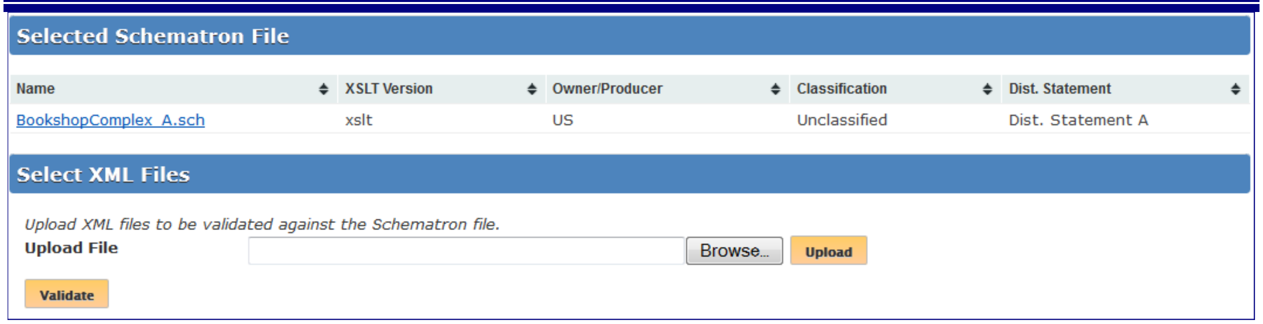


Figure 130. Validation page

The selected Schematron file is listed along with the details such as the XSLT version, the owner/producer, security classification, and the distribution statement.

The XSLT versions supported by the current DSE are 1.0 and 2.0. The "2.0 Schema Aware" XSLT files are not yet supported by the DSE.

Next, browse to search for and select the XML file(s) that need to be validated against the selected Schematron file. You can choose to upload a single XML file, multiple XML files, or a zip file containing multiple XML files.

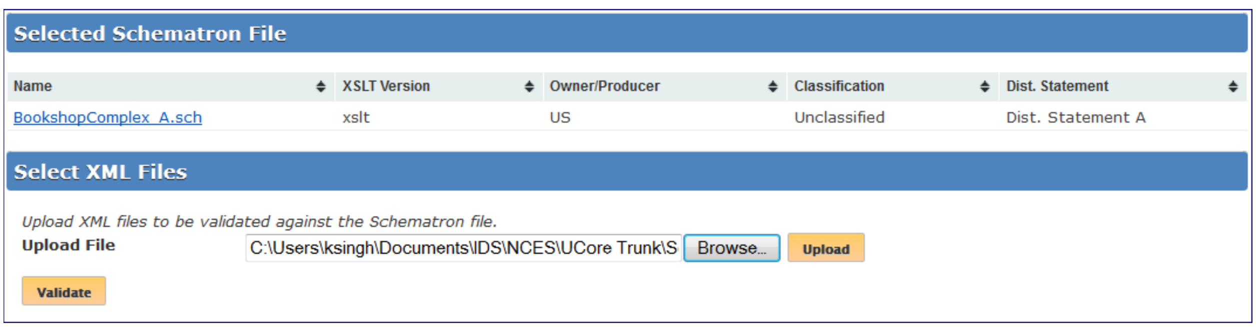


Figure 131. XML File Selected

Click **Upload** after selecting the XML file. The XML file is listed under the Uploaded Files to Validate section. If you need to remove the selected file, click on the Remove icon for the file.

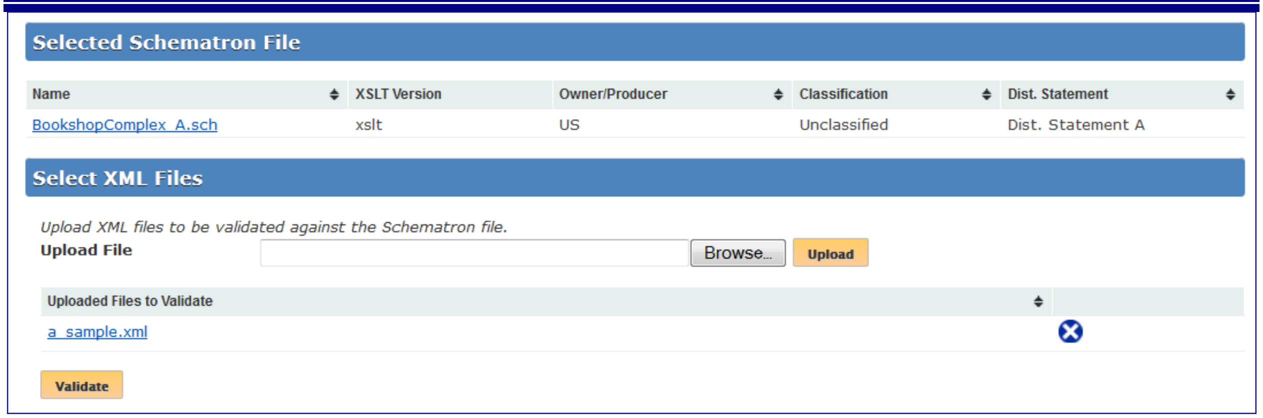
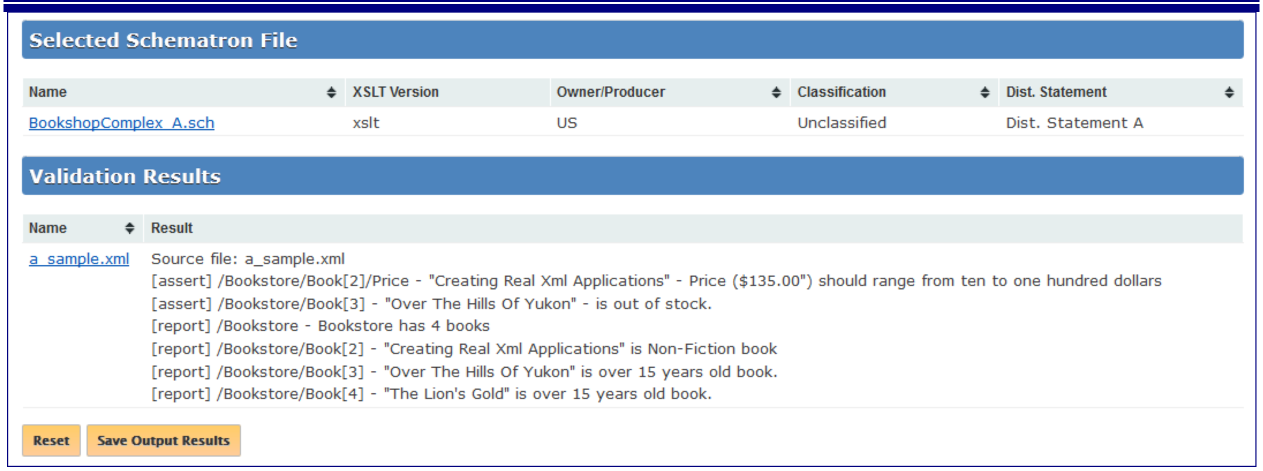


Figure 132. XML File Uploaded

Note that the maximum size of an uploaded XML file should not exceed 1 MB, otherwise an error will be displayed. A zip file may exceed the 1 MB limit, but each file it contains may be no more than 1 MB after it has been uncompressed.

Click **Validate**. The validation results are displayed listing all the warnings and errors, if any, from the validation process. If you uploaded multiple XML files, the warnings and errors, if any, are displayed for each of the files.



If the XML file(s) are in compliance with the selected Schematron file, the validation results state that no warnings or errors were reported.

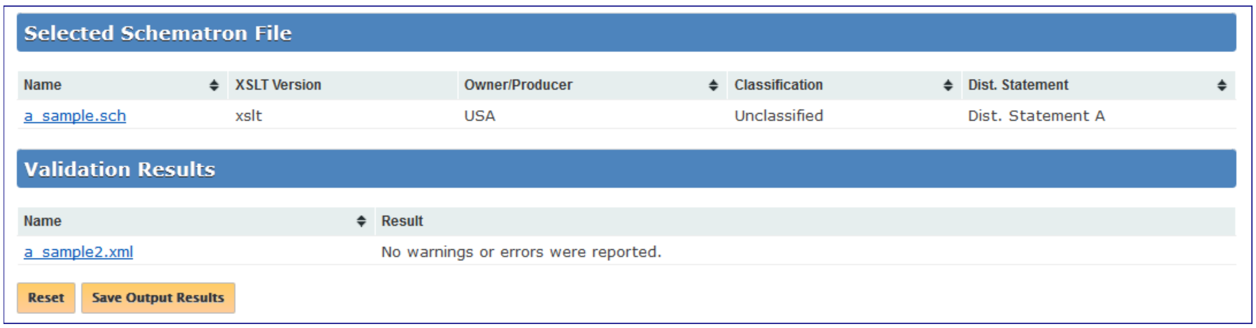


Figure 133. Validation Results

Besides viewing the validation results you can save the results to a text file (schematron_results_<datetime>.txt) by clicking on the **Save Output Results** button. Additionally, you can select a different Schematron file and/or XML file(s) to perform the validation by clicking on the **Reset** button. Resetting the selections allows you to select a different Schematron and / or XML file(s) and perform the validation from the beginning.

Requesting CUI Eligibility and CUI IR Eligibility

Self-sponsorship is not allowed when you are requesting CUI Eligibility.

If the security classification of a WSDL or XSL Stylesheet is marked CUI, you must have CUI access for the package in order to download the resource. If you do not have CUI access, then you must click the **Request CUI Eligibility** button on the details page for the selected resource. If you have CUI Eligibility, but not package access, the button will say **Request CUI IR Eligibility**. Click that button to request CUI access for the package. CUI data cannot be downloaded on SIPRNet.

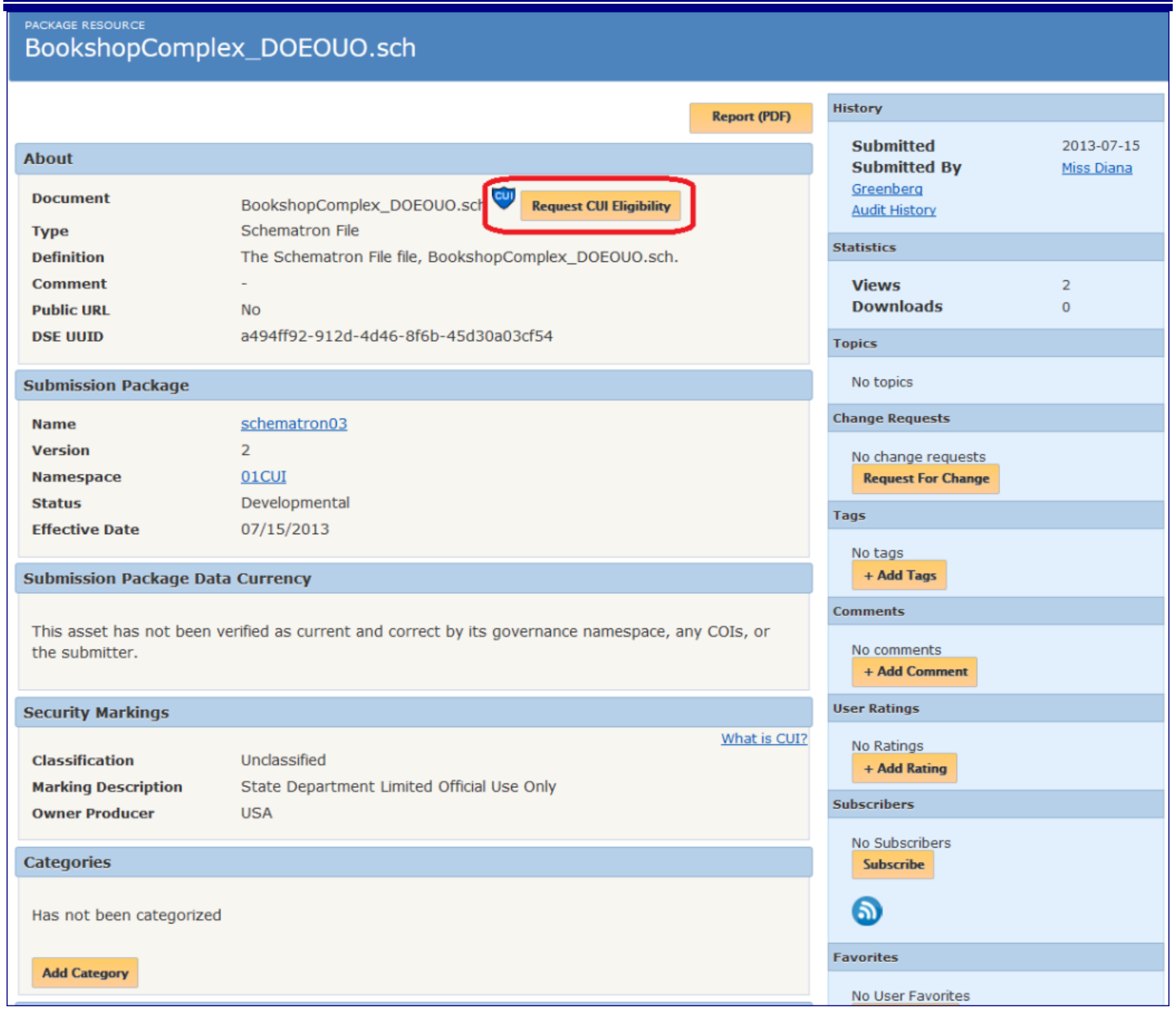


Figure 134. Request CUI Eligibility button on Package Resource details page

The Request CUI Eligibility page is displayed. Provide first and last name, email address of the government sponsor who can confirm your need for CUI access, and a justification comment. Click **Submit**.

Make sure that the email address for the government sponsor does not include '.ngo' or '.ctr'.

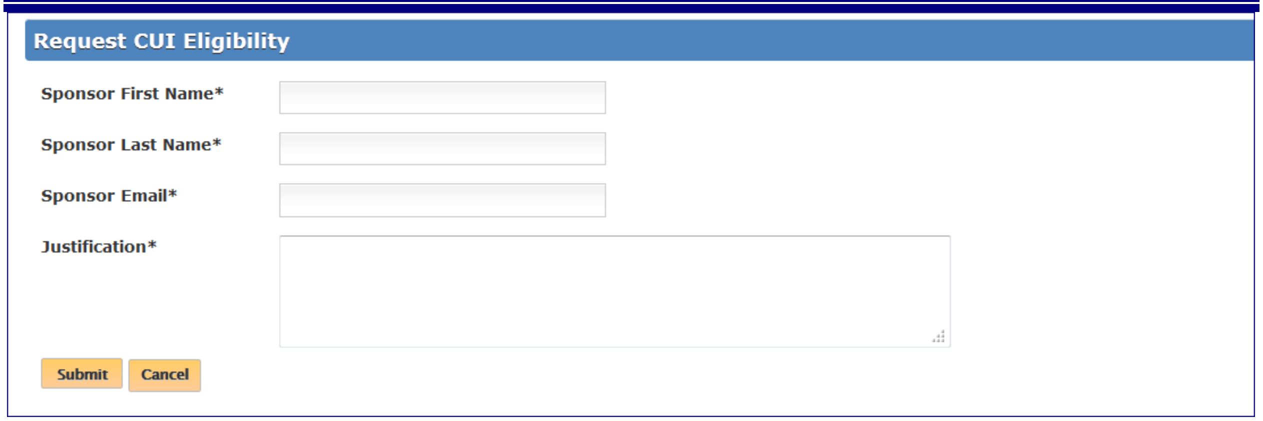


Figure 135. Requesting CUI Eligibility

Adding Tags

In DSE, tags are non-hierarchical keywords assigned to resources. By applying single or multiple-word tags, DSE users can quickly search and discover resources. Keyword tags are generally chosen by the resource's creator or viewers. All the DSE users authorized to view the resources can add and delete tags. You can add or delete tags from the resource details page of all the resources.

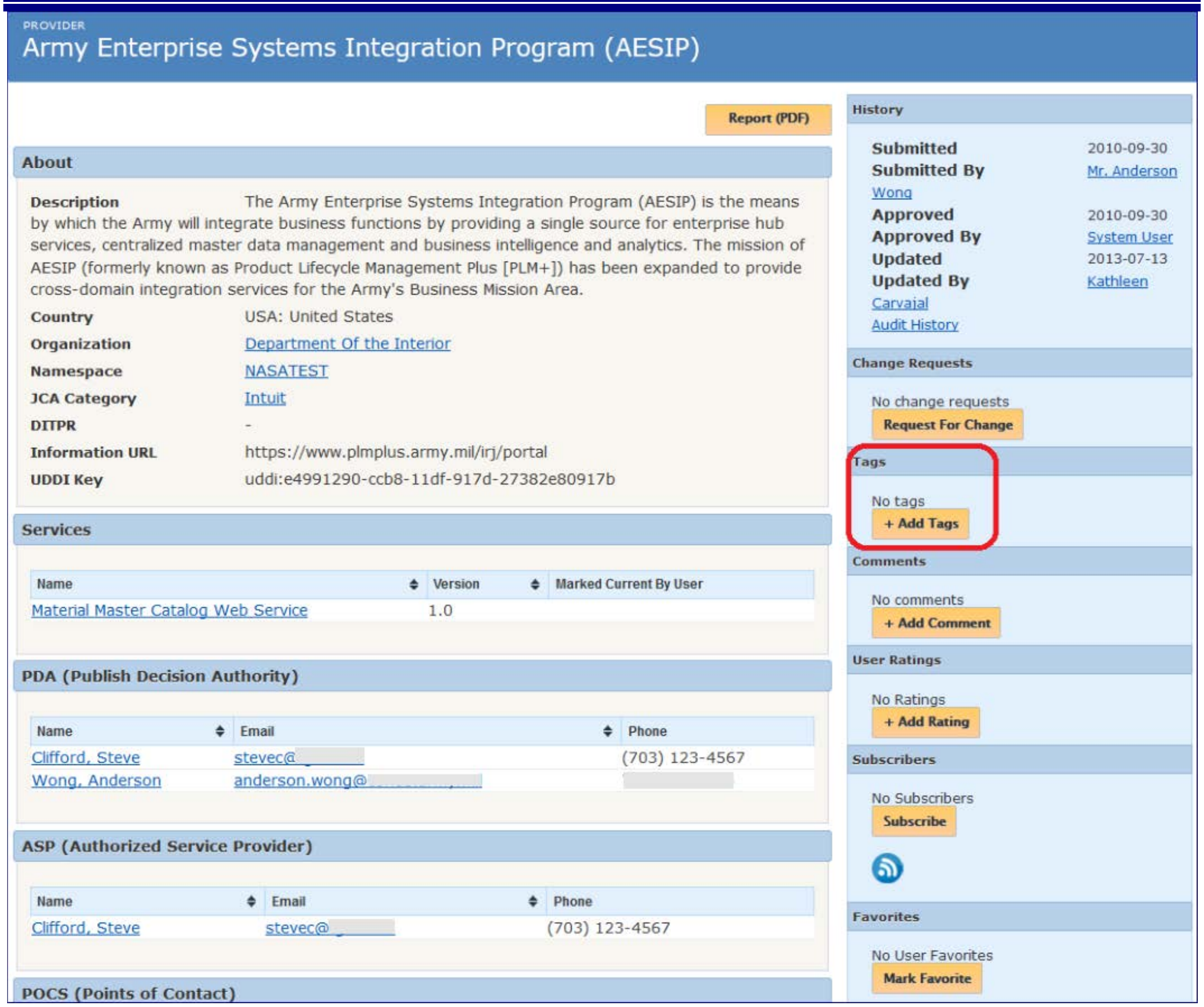


Figure 136. Resource details page – Tags section

Perform the following steps to add tags for a resource:

1. Access the details page for the resource for which you need to add tags.

2. In the Tags section, click on the **Add Tags** button. The New Tags window is displayed.

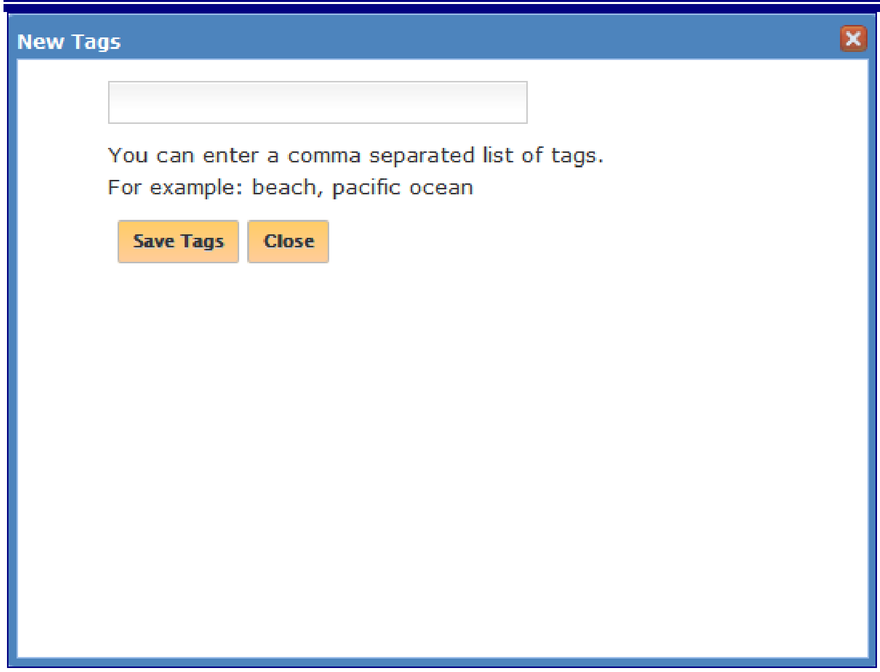


Figure 137. New Tags window

3. Enter the tag or the list of tags separated by commas. While you are typing in the tags, DSE displays a list of previously created tags that match the text you are entering and thus, enables you to choose from those tags.

4. Click **Save Tags**. The tags are saved and are visible in the Tags section of the resource details page.

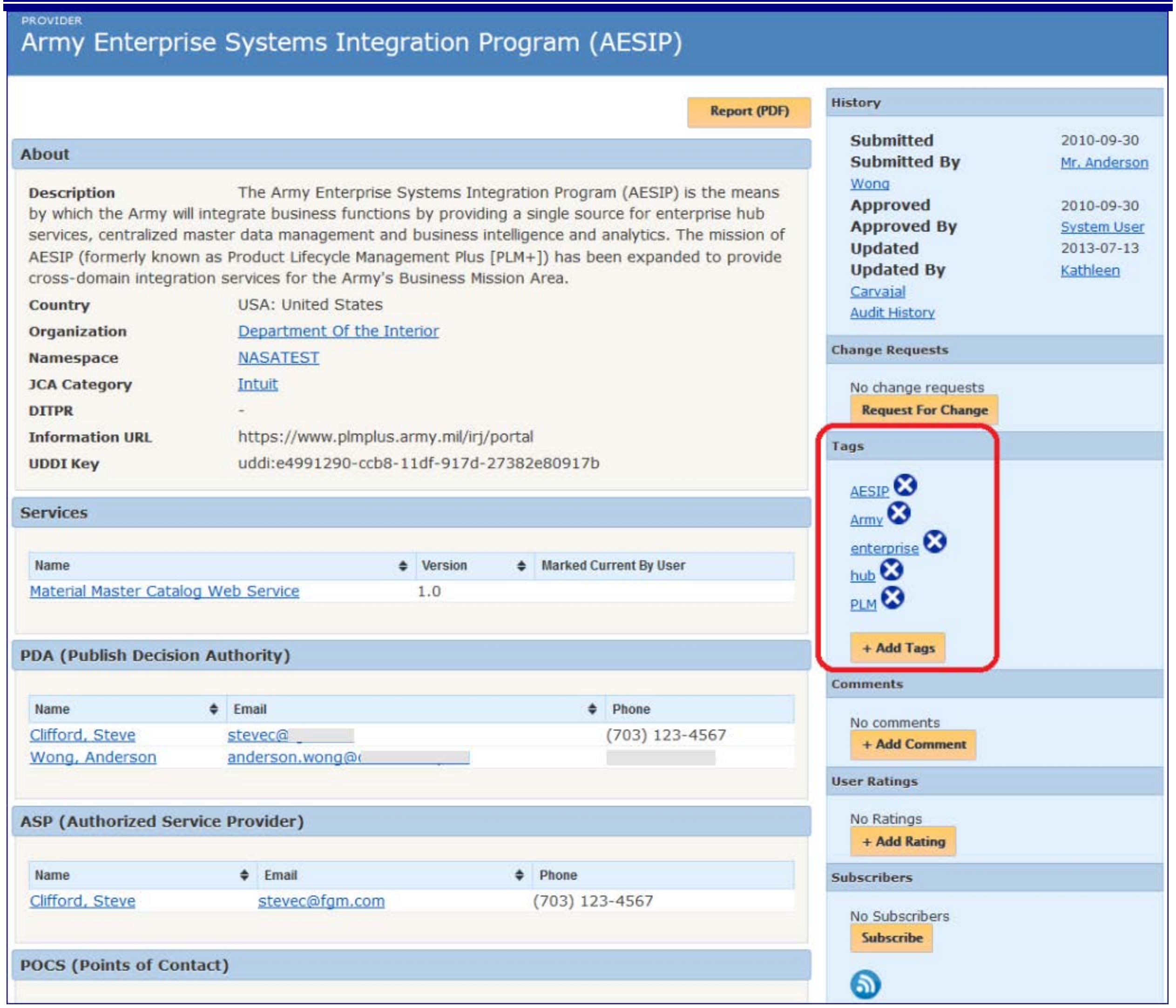


Figure 138. Tags visible in the Tags section

5. To remove a tag, click on the **Delete** icon for the tag.

These tags can be used by all DSE users to search for and locate the resource. You can click on a tag to find all resources tagged with the same keyword.

Managing Resource Ratings

DSE allows you to rate and comment on resources. These ratings and comments signify the usability of the resources and help other users to decide whether they want to download the resources. DSE also enables you to search for resources based on ratings.

The SIPRNet users are only allowed to view the ratings for resources imported from the NIPRNet, they cannot rate those resources. SIPRNet users can only rate resources within SIPRNet namespaces.

DSE enables you to add ratings for a resource, delete your ratings for a resource, and view other users' ratings for a resource. You can perform the rating related functions on resources through the User Ratings section (see the figure below) of the resource details page for the following resources - Data Source, Data Need, Data Producer, System, Fingerprint, Provider, Service, Package, Package Resource, Taxonomy, and Node.

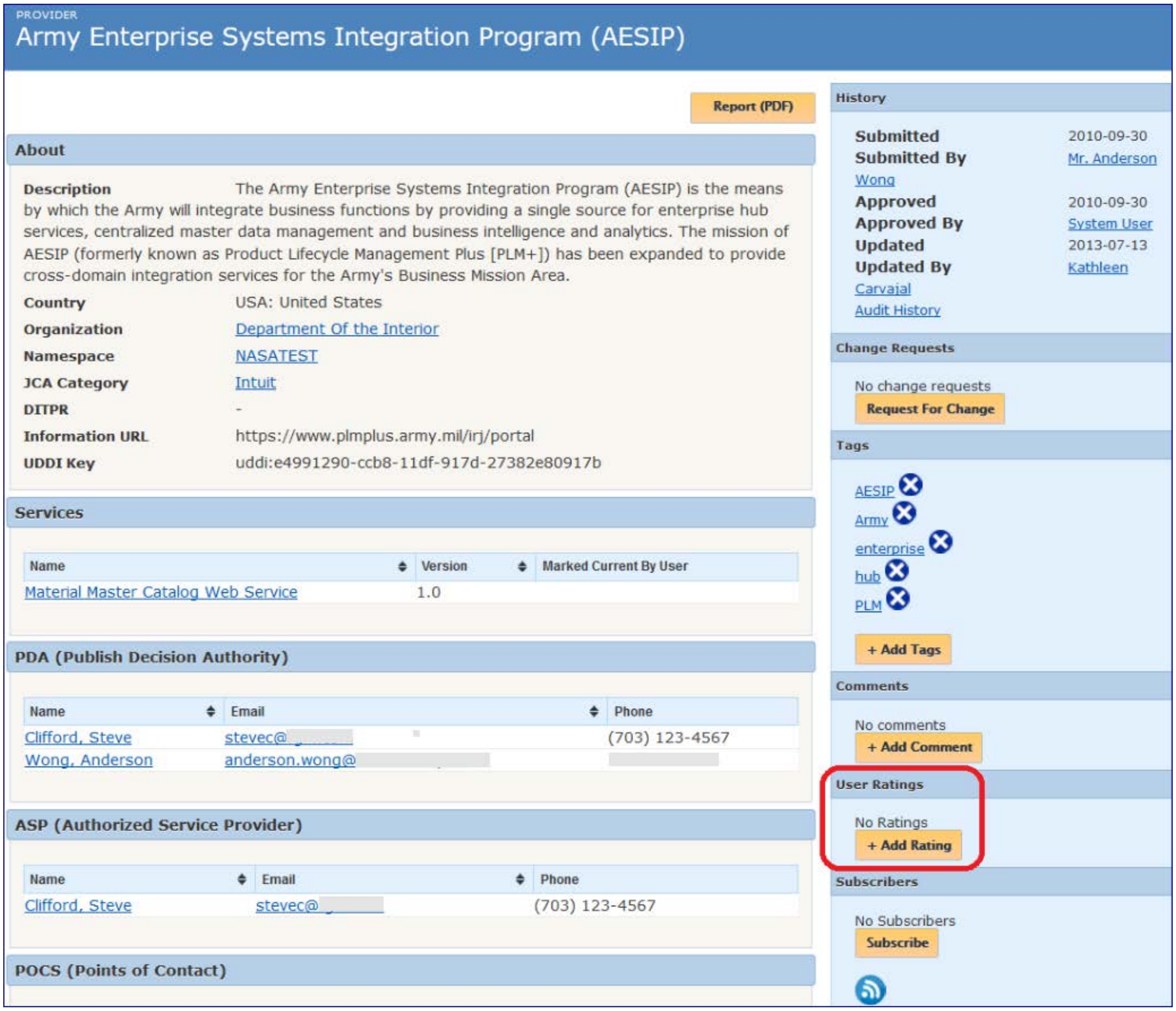


Figure 139. Resource details page – User Ratings section

Adding Ratings

Perform the following steps to add ratings for a resource:

1. Access the details page for the resource that you need to rate.

2. In the User Ratings section, click on the **Add Rating** button. The New User Ratings page is displayed.

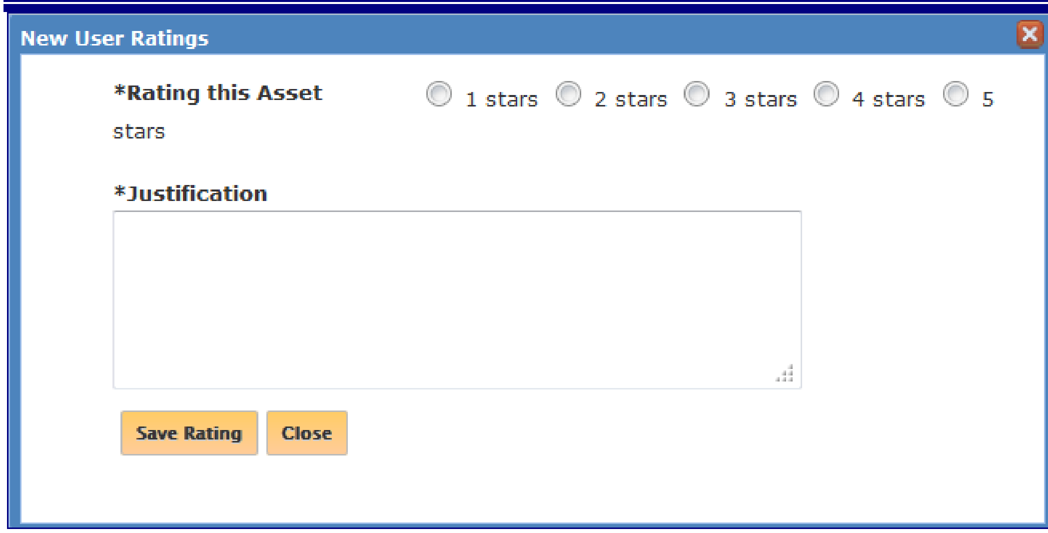


Figure 140. Adding ratings

3. Select the option that corresponds to the rating that you would like to give the resource. For example, clicking the 1 Stars option gives the resource a 1-star rating; clicking the 5 stars option gives the resource a 5-star rating.

4. Enter any comments you might have about the resource in the Justification field.

5. Click **Save Rating**. Your rating of the resource is averaged with all ratings that the resource has received, if any, and displayed in the User Ratings section of the details page. Additionally, the **Delete** icon is now available next to your rating.

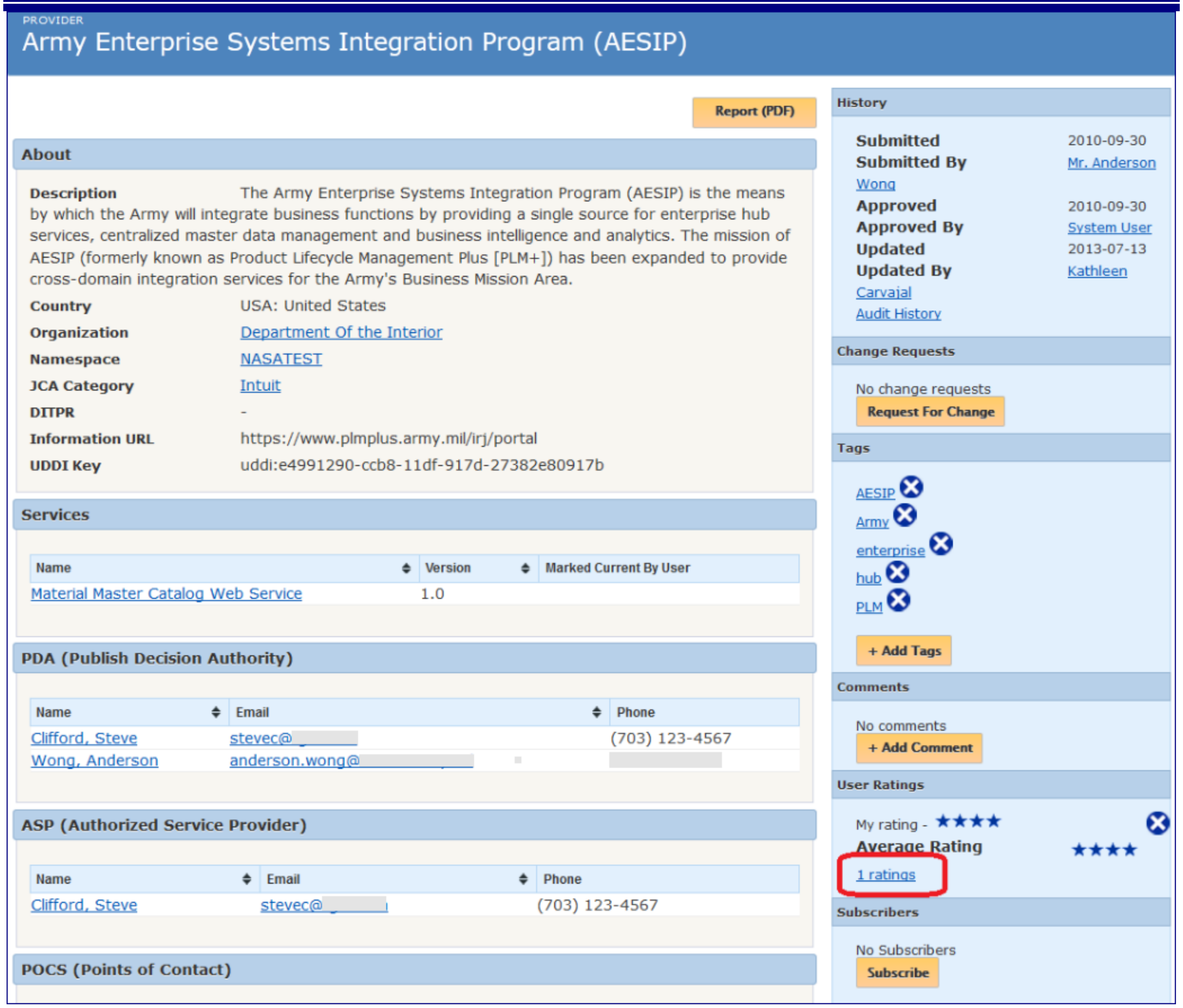


Figure 141. Resource details page – ratings visible in User Ratings section

The ratings for a resource are also visible on the search results page (see the figure below).

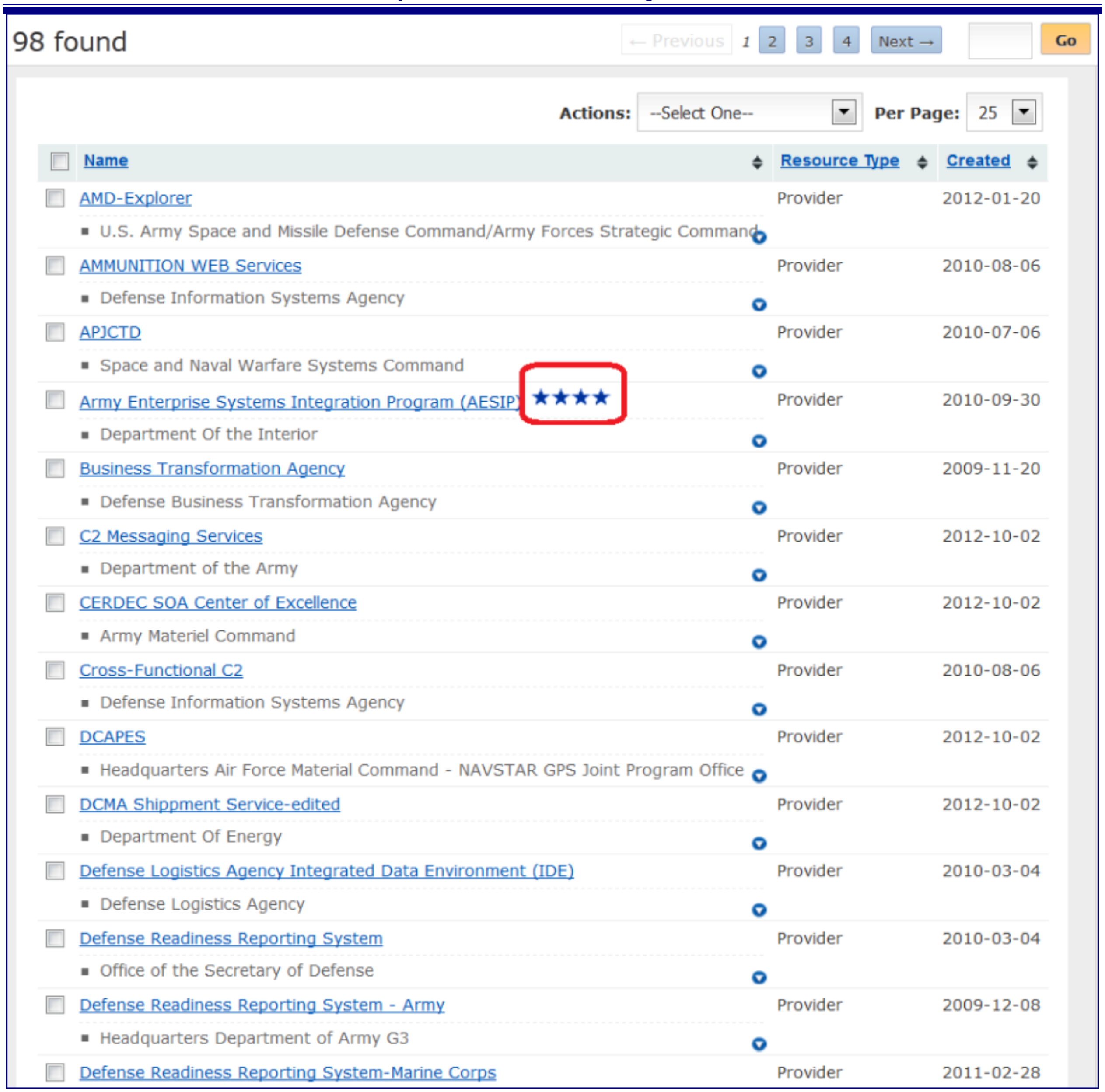


Figure 142. Resource ratings displayed in search results

Deleting Your Ratings

Perform the following steps to delete your ratings for a resource:

1. Access the details page for the resource for which you need to delete the rating.
2. In the User Ratings section, click on the **Delete** icon available next to your rating.

> You can delete only your own rating for a resource, not other users' ratings. Only a Tier 2 Administrator is authorized to delete other users' ratings.

Viewing Ratings

Perform the following steps to view all the ratings for a resource:

1. Access the details page for the resource for which you need to view the ratings.

2. In the User Ratings section, click on the link for the number of ratings (see the figure below).

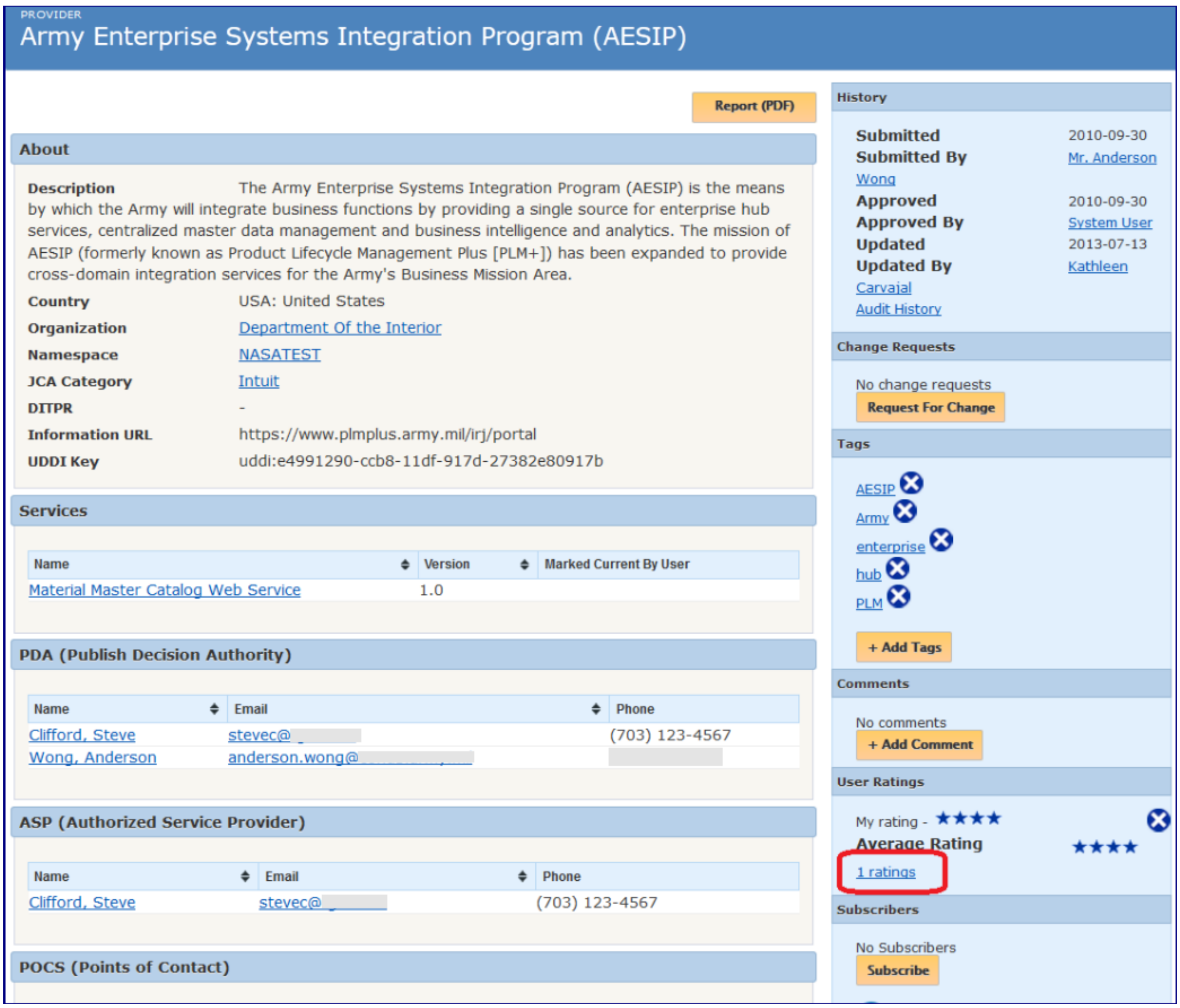


Figure 143. User Ratings section – number of ratings link

The ratings page for the resource is displayed.

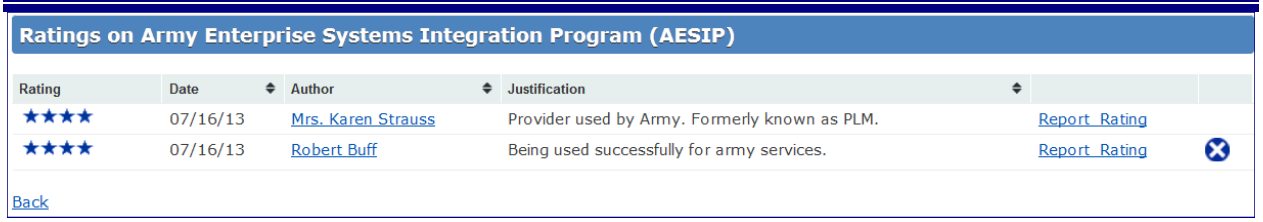


Figure 144. Ratings page for the resource

3. From the ratings page you can click on the rating author's name link to access the user's information. From the user details page you can email the user through the related email address.

4. From the ratings page you can also send a feedback email about a specific rating by clicking on the **Report Rating** link for the rating. Feedback and Support page is displayed with relevant information filled in. You can edit the text in the Comments field to add a reason for reporting the rating. Select **Submit** to send feedback email.

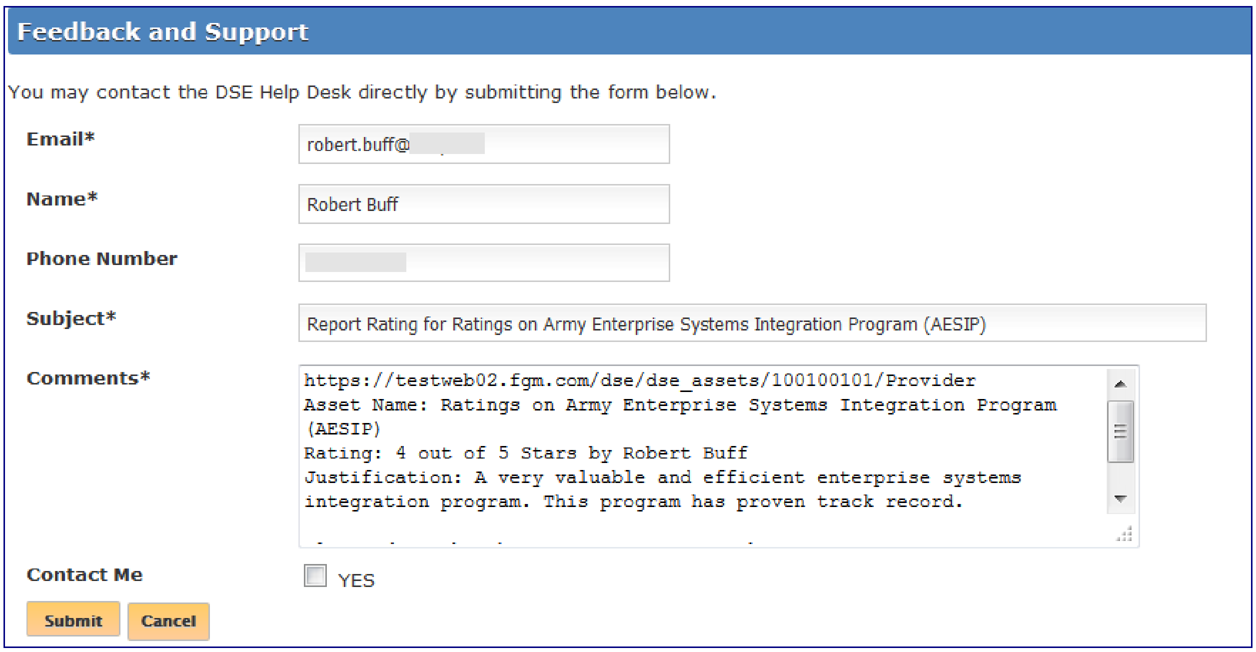


Figure 145. Feedback email to report a rating

Creating a User Access Report

Depending on your role and permissions within the DSE, you can view a list of users who have viewed, downloaded, or subscribed to a resource. If you have the appropriate role and permissions, you will see the **User Access Report** button on the details page for the specific resource. Table 14 below lists the resources and appropriate roles/permissions required to access the user access report for the resources.

Table 14. Resource details page and corresponding roles required for User Access Report

Resource Details Page	Roles/Permissions Required for User Access Report
Package	• Namespace Manager • DSE Administrator
Package Resource	• Namespace Manager • DSE Administrator
Taxonomy	• Namespace Manager • DSE Administrator
Service	• PDA • ASP • POC
Data Need	• Authoritative Body Administrator
Data Source	• Authoritative Body Administrator
System	• Authoritative Body Administrator • Manager • POC
Data Producer	• Authoritative Body Administrator • Manager • POC
Provider	• POC • ASP • PDA

You can click on the **User Access Report** button on the details page (see Figure 146 below) to view the list of users who have viewed, downloaded, or subscribed to the resource (see Figure 147 below).

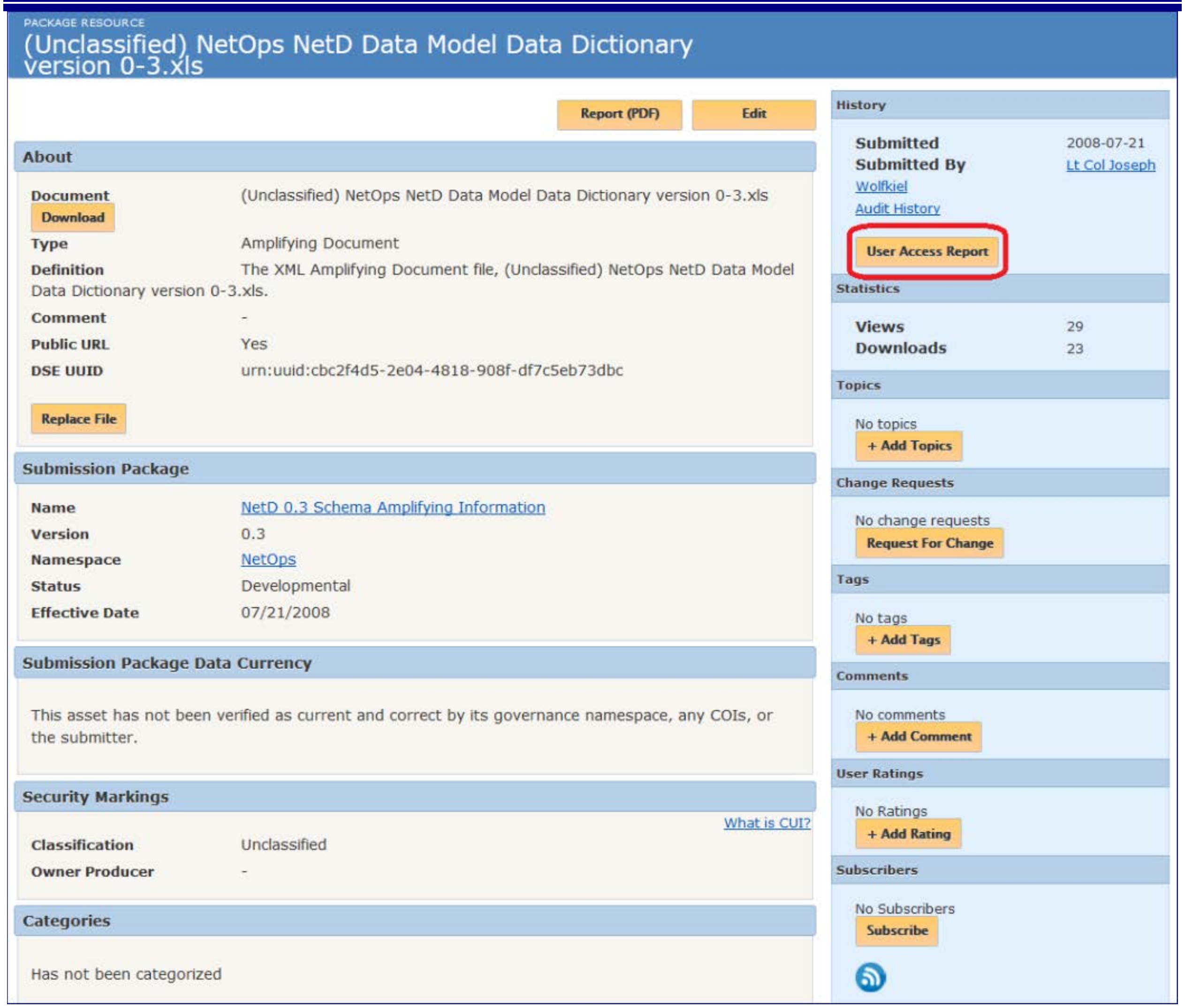


Figure 146. User Access Report button on the details page

User Report for (Unclassified) NetOps NetD Data Model Data Dictionary version 0-3.xls (Amplifying Document, 0.3, NetOps)

Export as CSV

Users who have viewed, downloaded or subscribed to the asset (group subscriptions listed at the end):

User/Group	Access Type	Date
Robert Buff	View	2013-06-20
Paul Murray	View	2013-03-29
Mr. Christopher Hamilton	Download	2013-03-18
Mr. Christopher Hamilton	View	2013-03-18
Mr. Timothy Suh	View	2013-02-25
Ms. Diana Greenberg	View	2013-01-14
Edwin Blake	View	2012-11-14
Mr Ian Scott	View	2012-10-26
Praveena Raavicharla	View	2012-06-01
Mrs. Joann Speaks	View	2012-05-31
Mr Chuck Hearne	Download	2012-02-29
Mr Chuck Hearne	View	2012-02-29
Ms Bhawana Sharma	Download	2011-12-12
Ms Bhawana Sharma	View	2011-12-12
Carlos Apodaca	View	2011-09-09
Mr. Yasuhiro Kinashi	View	2011-04-26
Mrs. Nora Dowling	Download	2010-10-18
Mrs. Nora Dowling	View	2010-10-18
Mr Ian Scott	Download	2010-06-16
Ms. Gail Merritts	View	2010-03-19
Mr. T. Pat Shumate	Download	2009-12-04
Mr. T. Pat Shumate	View	2009-12-04
Mr Adam Morgan	View	2009-11-23
Corinne Greenman	Download	2009-01-09
Corinne Greenman	View	2009-01-09

Figure 147. User access report for the resource

From the report you can click on the user name link to access the details page for a user. Also, you can export the report as a CSV file by clicking on the **Export as CSV** button at the top left of the report page. The related file download window is displayed.

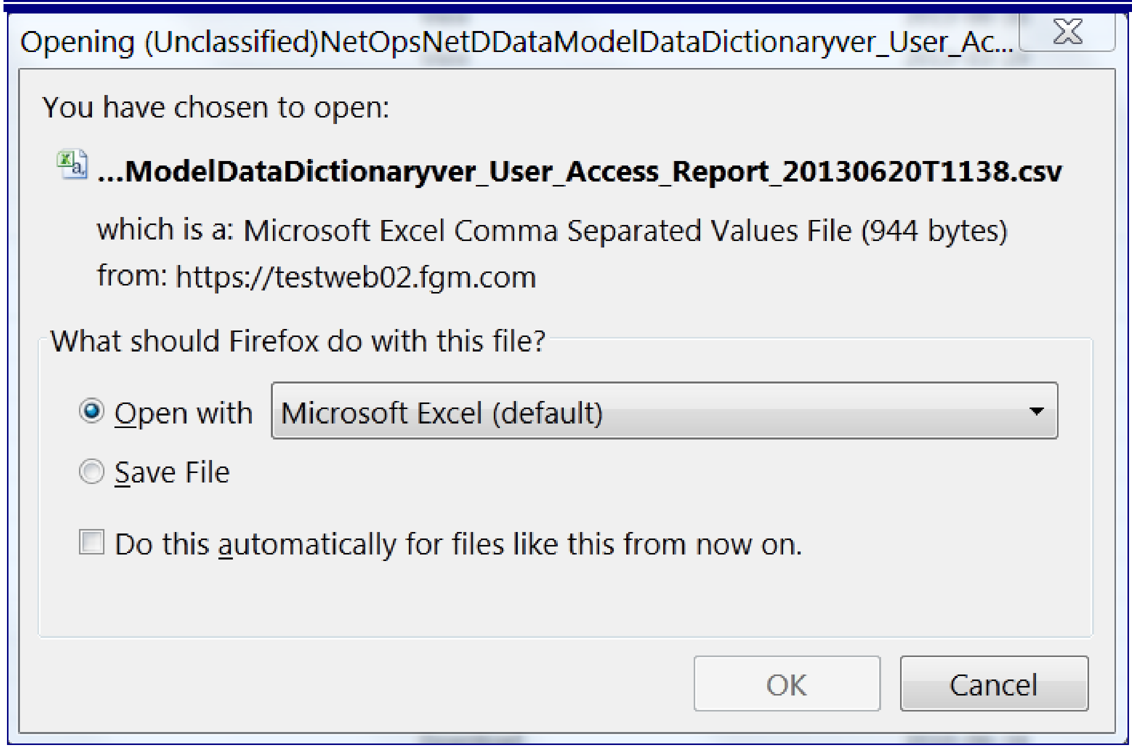


Figure 148. File download window

Indicate whether you want to open the file or save it. If you choose to open the report file, you can choose to open it either with the default application Microsoft Excel or another application. Otherwise, if you choose to save the report, it is saved on your computer as a CSV file. You can locate the saved file in your designated downloads directory.

Marking a Resource Current

Resources in DSE need to be marked as current to ensure that the information registered in DSE is correct and not outdated or old.

If you are a user with the role of a service provider PDA or if you are the submitter of a service, you can mark the service as current and correct from the service details page. Alternatively, service provider PDAs can simultaneously mark multiple services current from the Provider details page.

If you are a user with the role of a Namespace Administrator/Manager or COI Administrator, you can mark packages and taxonomies in your namespace or COI as current. Also, if you are the submitter of a package or taxonomy, you can mark that package or taxonomy as current. By doing this you verify that the marked packages and taxonomies are current and correct according to the rules of the namespace and COI to which they belong. DSE applies this currency information to the resources contained inside the packages that are marked. A package or taxonomy can be marked as current by more than one marking body. For instance, if a package is marked current on behalf of the namespace where it resides, it can also be marked current on behalf of a COI.

To add the currency marking perform the following steps:

1. From the resource details page click on the **Mark Current** button in the Data Currency section.

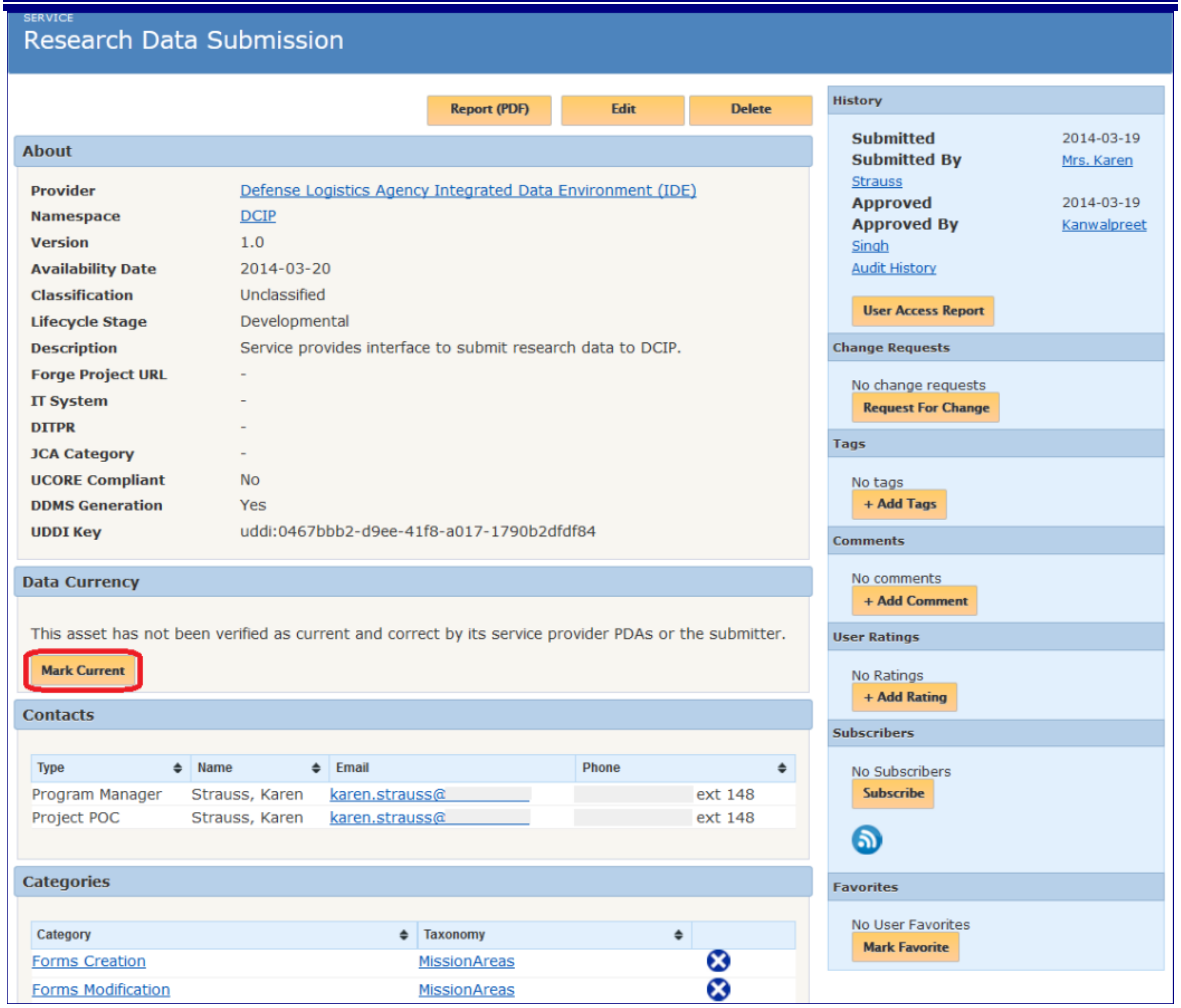


Figure 149. Mark Current button on service details page

The Mark as Current page is displayed.

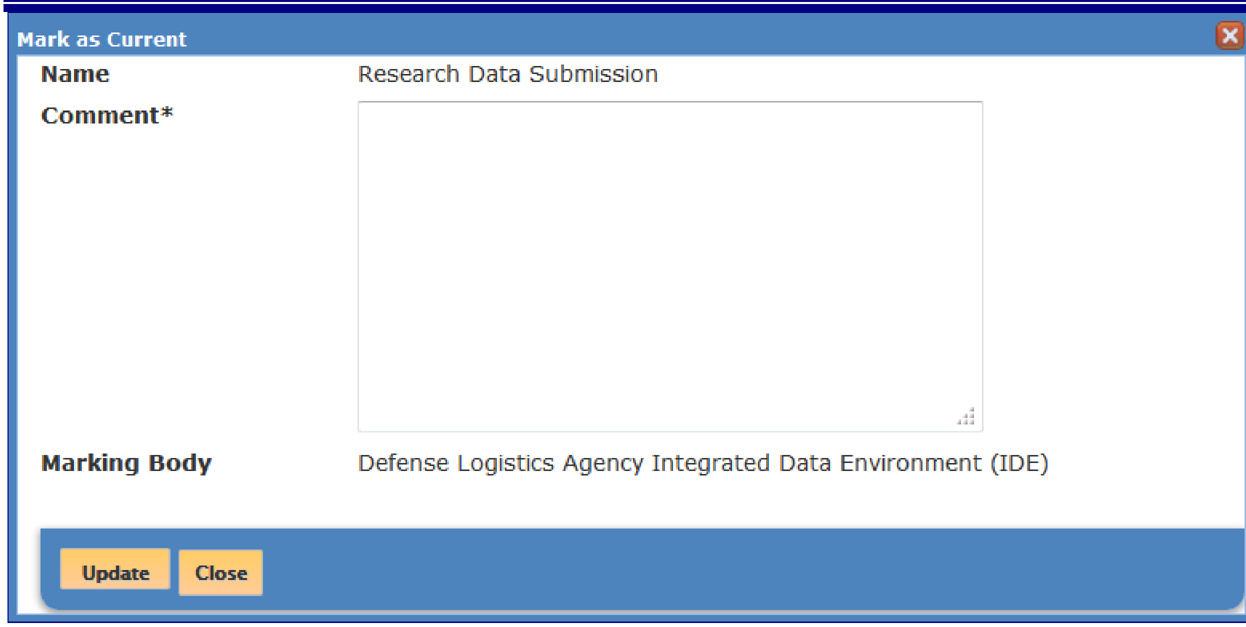
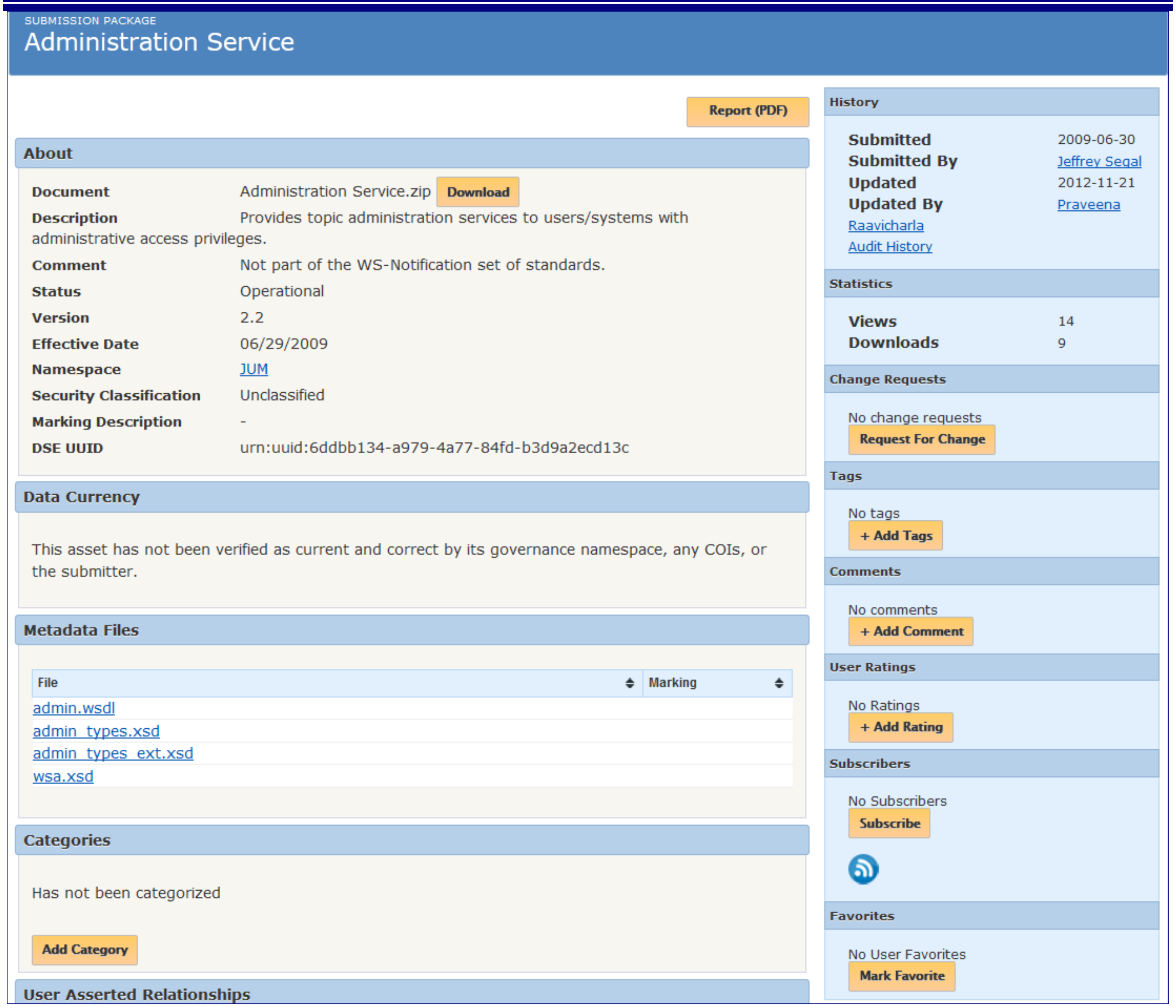


Figure 150. Marking a resource as current

2. Add a comment about marking the selected resource as current.
3. Select the marking body on behalf of which you are marking the resource current (namespace, COI, service provider). If you do not have admin roles for multiple governances, there will only be one option for marking body, and it will be read-only on the form.
4. Click **Update**.

Access Resource/Namespace Usage Information

DSE enables you to access the usage information for a resource. This information is useful when a submitter or an administrator needs to delete the resource from the system. Before being able to delete a resource you need to know whether it is being referenced by any other resource and what other resources are associated with it. For example, you might need to find out which services, if any, are referencing a taxonomy, which services and systems, if any, are referencing a package, or which services and providers are using a namespace. You can access this type of resource usage information from the resource details page.


SUBMISSION PACKAGE
Administration Service
Report (PDF)
About
Document Administration Service.zip Download
Description Provides topic administration services to users/systems with administrative access privileges.
Comment Not part of the WS-Notification set of standards.
Status Operational
Version 2.2
Effective Date 06/29/2009
Namespace JUM
Security Classification Unclassified
Marking Description -
DSE UUID urn:uuid:6ddbb134-a979-4a77-84fd-b3d9a2ecd13c
Data Currency
This asset has not been verified as current and correct by its governance namespace, any COIs, or the submitter.
Metadata Files
File
Marking
admin.wsdl
admin_types.xsd
admin_types_ext.xsd
wsa.xsd
Categories
Has not been categorized
Add Category
User Asserted Relationships
History
Submitted 2009-06-30
Submitted By Jeffrey Segal
Updated 2012-11-21
Updated By Praveena Raavicharla
Audit History
Statistics
Views 14
Downloads 9
Change Requests
No change requests
Request For Change
Tags
No tags
+ Add Tags
Comments
No comments
+ Add Comment
User Ratings
No Ratings
+ Add Rating
Subscribers
No Subscribers
Subscribe
Favorites
No User Favorites
Mark Favorite

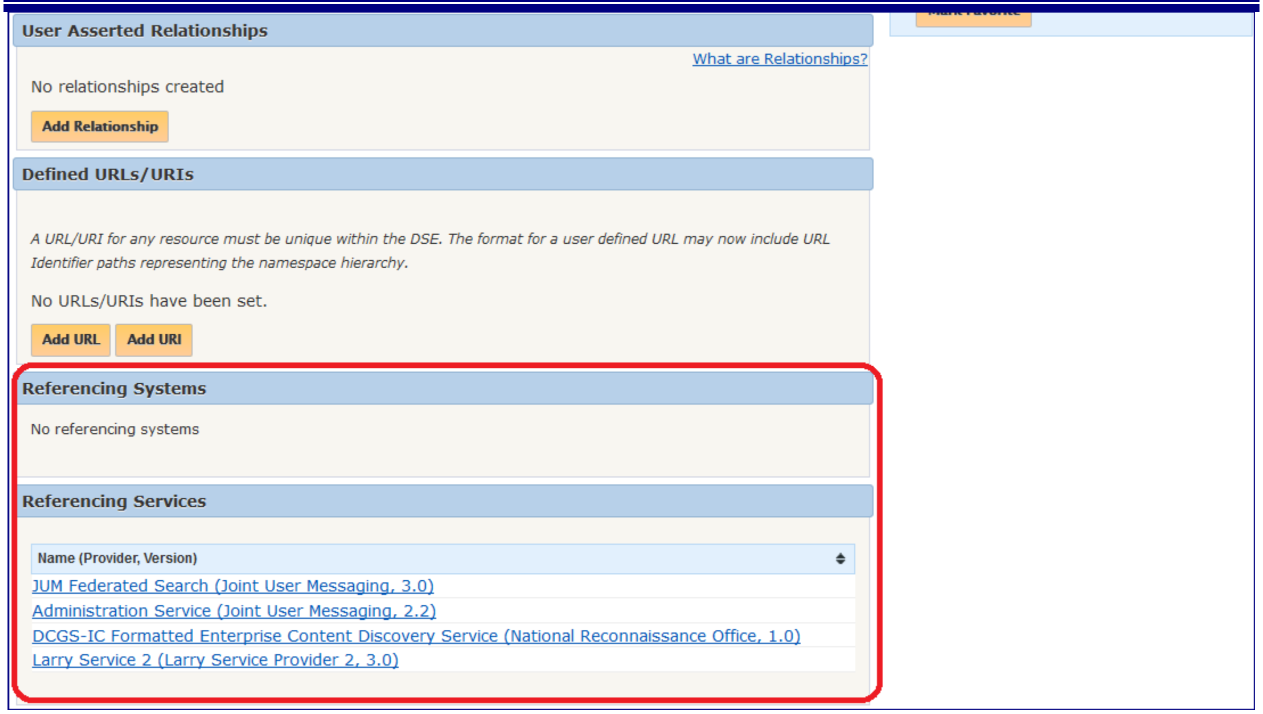


Figure 151. Referencing systems and services listed on Submission Package details page

If any systems and/or services are using a resource, those systems and/or services are reflected in the Referencing Systems and Referencing Services section, respectively, of the details page of that resource. You can click on the name link of the system or service to access their related details pages.

To find out whether or not any services and/or providers are using a namespace, access the details page for the namespace. If any services and/or providers are using the namespace, their names will be listed in the Services Using Namespace and the Providers Using Namespace sections, respectively, of the details page.

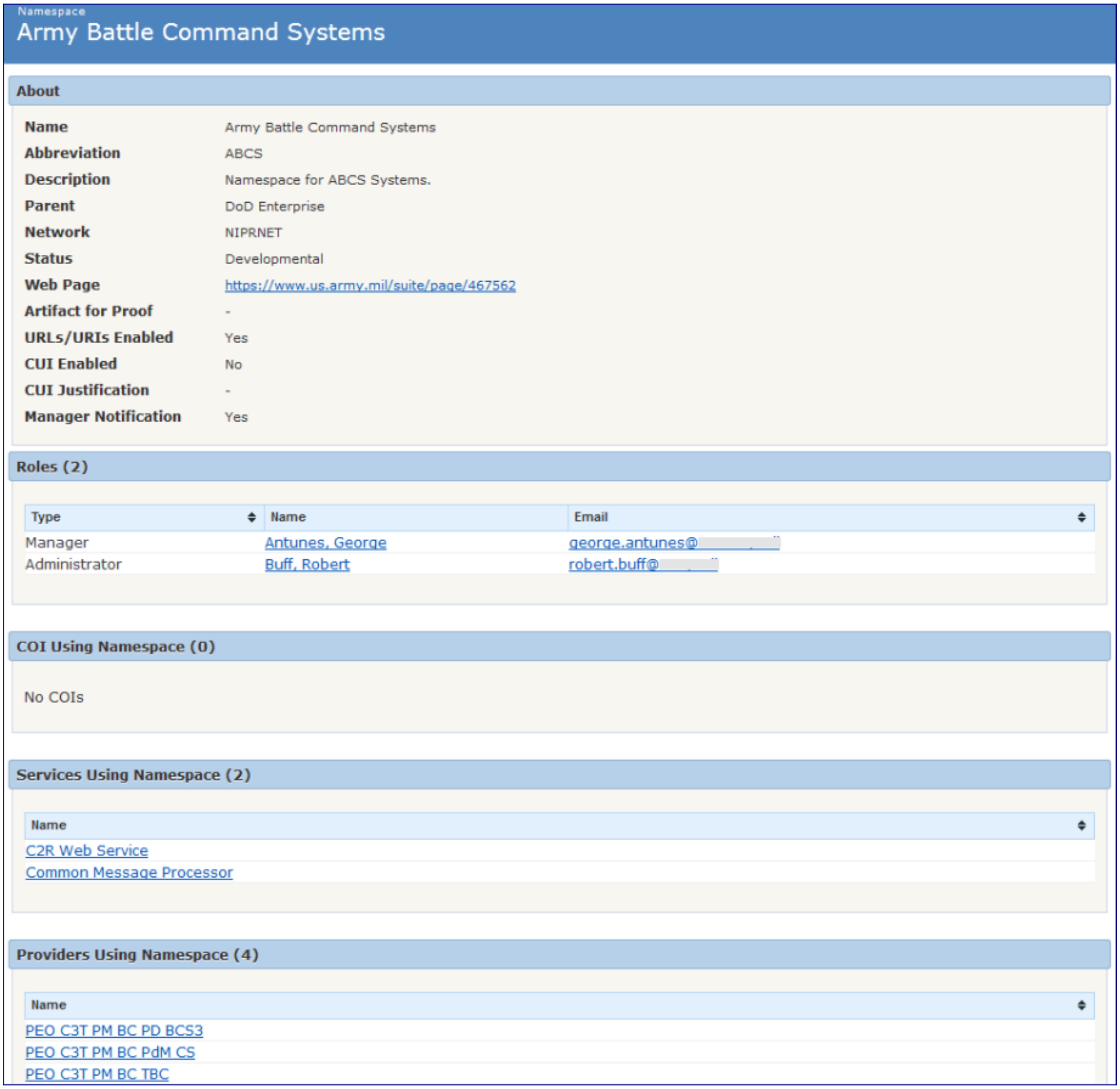


Figure 152. List of Services and Providers using a namespace

Chapter 6. Publish - Publishing Resources

The Publish functionality in DSE allows you to easily publish several different types of resources. Click on the **Publish** link on the navigation bar at the top of the page. The Publish page is displayed. The Publish page is divided into seven main tabs that allow you to publish following types of resources:

- Metadata File(s)
- Service Provider
- Service
- Data Sources
- DDMS
- Taxonomy
- Fingerprint

The following sections describe the procedures for publishing each of the resource types.

Note: Whenever you access the Publish page to publish a resource it displays a link to all your resources that are in progress, if any. These are either the resources that you saved as draft, if any, and have not yet submitted for publishing, or are the resources that have been submitted for publishing but are waiting for approval from the appropriate authority.

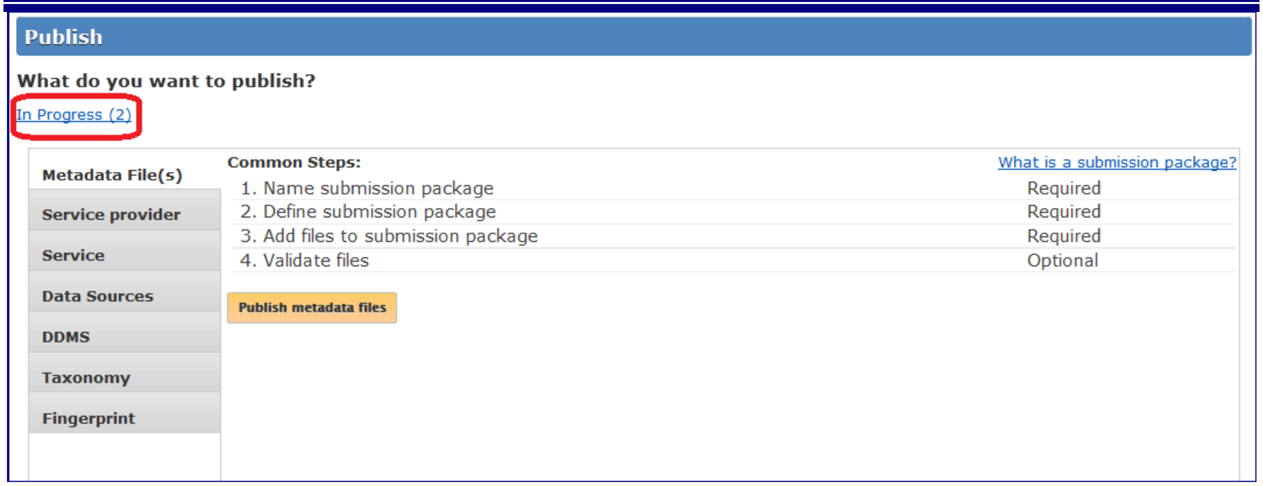


Figure 153. Link for In Progress resources

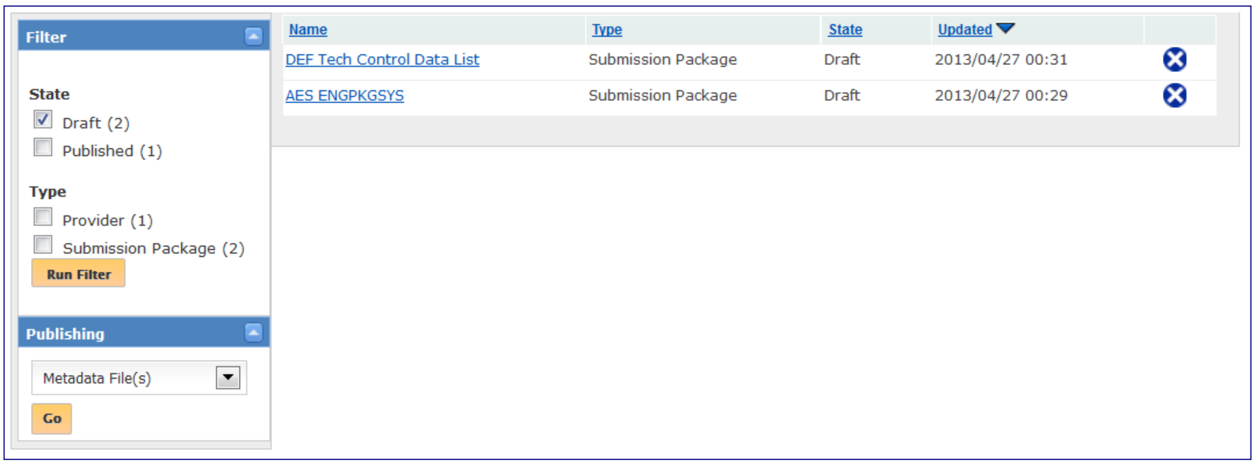


Figure 154. List of resources in progress

At any point in time you can access these resources by clicking on the name of the resource. If the resource is in the Waiting Approval state, the details are displayed.

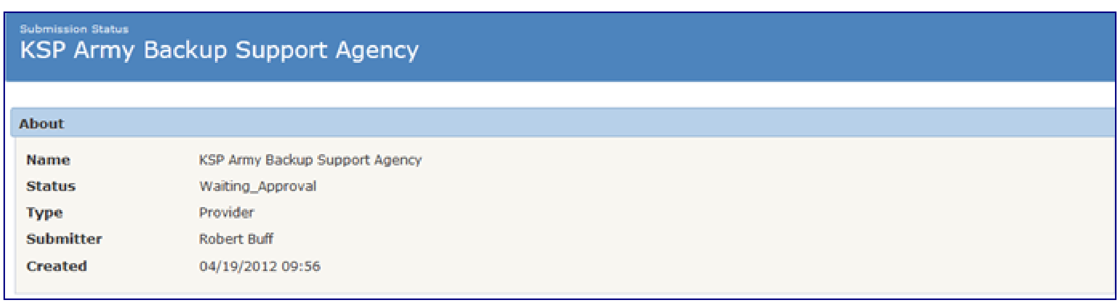


Figure 155. Resource details when in Waiting Approval state

If the resource was saved as a draft, the related publishing page is displayed. You can edit the resource details and complete the remaining steps, if any, before submitting the resource for publishing.

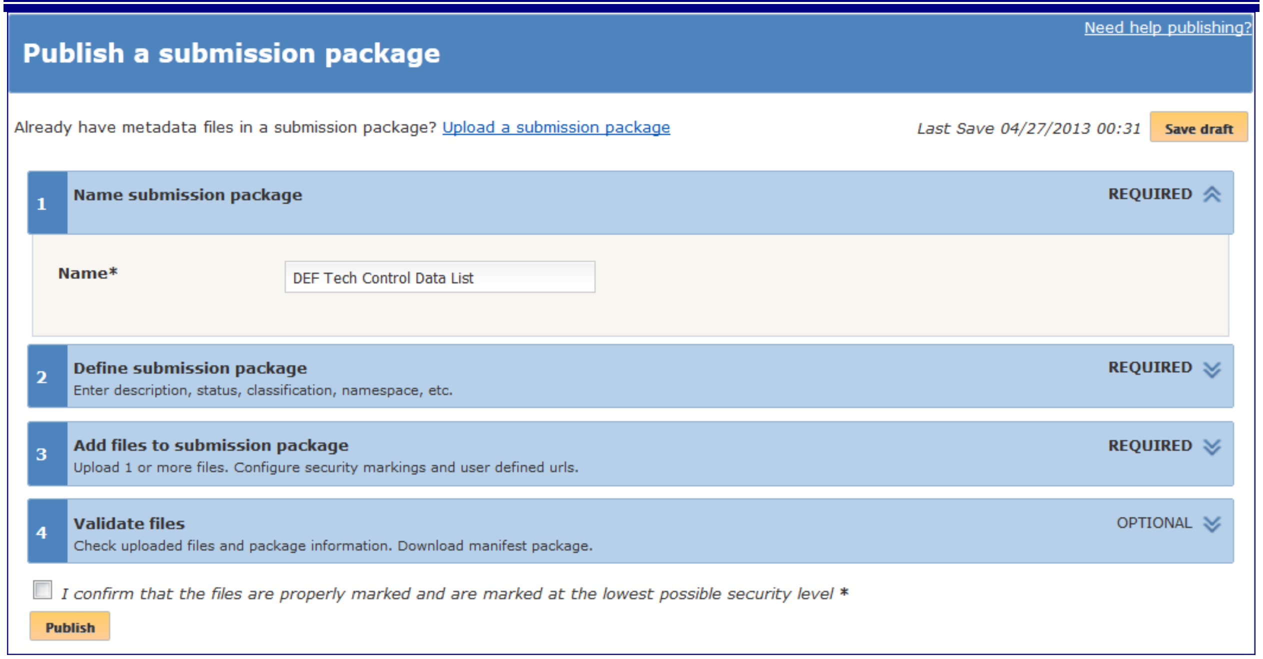


Figure 156. Resource publishing page

Publishing Metadata Files

To publish a metadata file in DSE, click on the **Publish** link on the navigation bar at the top of the page. The Publish page is displayed.

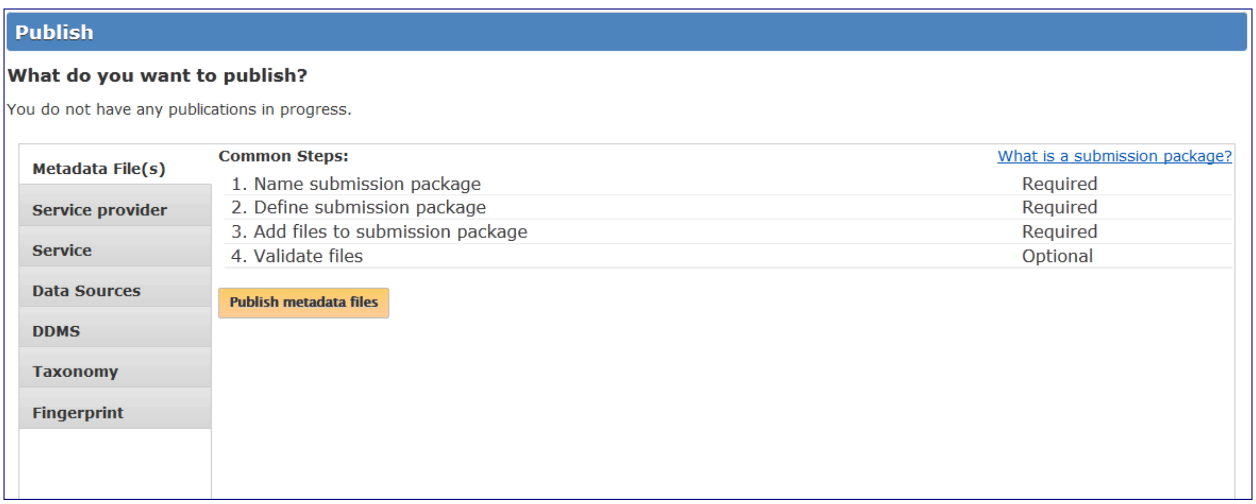


Figure 157. Publish – Metadata File(s) tab

The **Metadata File(s)** tab is selected by default and all the steps to publish the metadata files are listed for your convenience.

If a step is required, the word ‘Required’ is displayed for that step; otherwise, ‘Optional’ is displayed.

The procedure for publishing the metadata files includes the following main steps:

1. Naming the submission package
2. Defining the submission package
3. Adding files to the submission package
4. Validating the files

The following sections describe each of these steps in detail.

Click on the **Publish metadata files** button (see Figure 157 above) to start the publishing process. The Publish a submission package page is displayed.

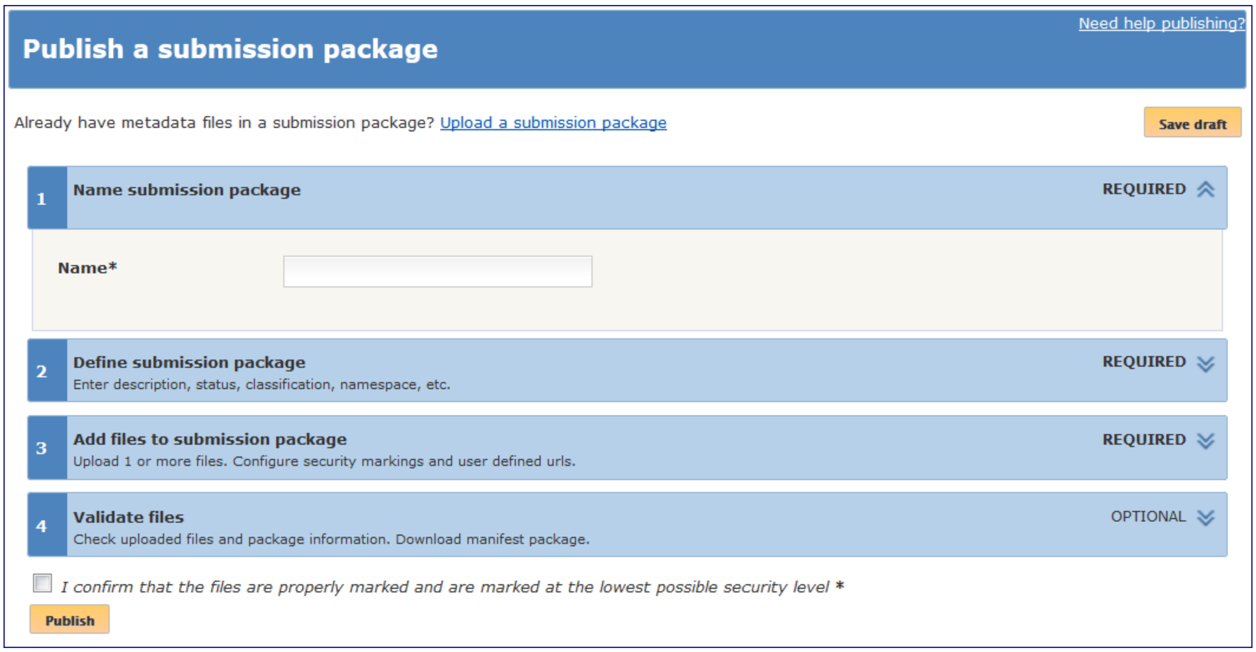


Figure 158. Publish a submission package page

At any point in time while working on the package you can save the package as a draft and return later to continue with the steps and publish the saved package. The package will not be validated until published. Click on the **Save draft** button on the top right above step 1. The draft package is saved under your publications and is listed on the Published By Me page. For information about Published By Me page, see the Published By Me section of this manual.

You can choose to validate your package while it is still a draft, by clicking on the **Validate** button. All published packages are validated.

Uploading a Packaged Metadata File

If you already have a packaged metadata file, you can upload that file for publishing.

1. Click on the **Upload a submission package** link at the top of the page. The Publish a packaged metadata file page is displayed.

   Publishing an already packaged metadata file consists of uploading a packaged file, which includes the manifest file as described by https://metadata.ces.mil/dse/downloads/xsd/registry.xsd, selecting the packaged file, and validating the files within the package.

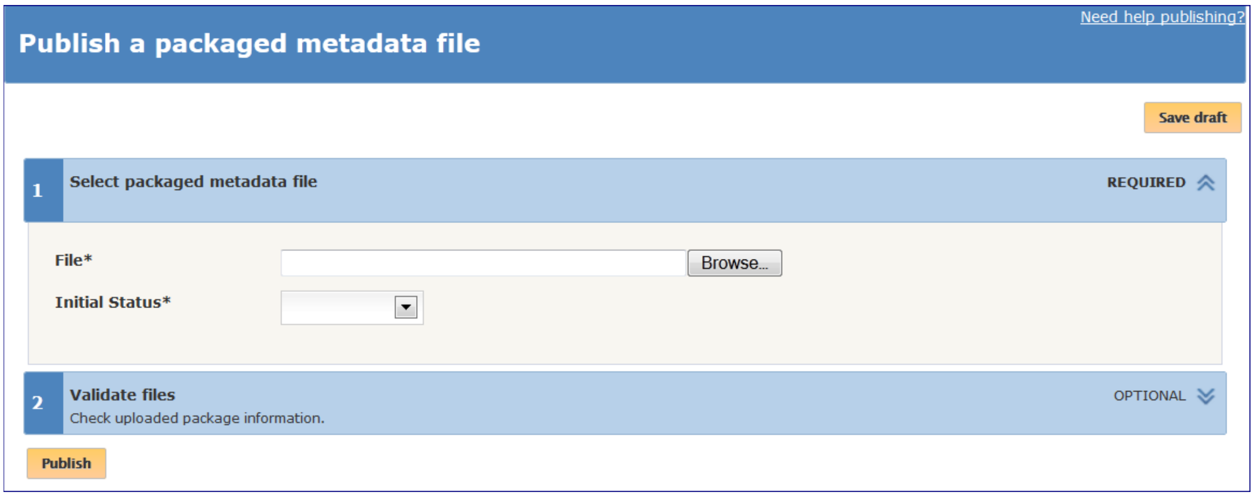


Figure 159. Publish a packaged metadata file page

2. Under step 1 click **Browse**. The File Upload window is displayed.

3. From the File Upload window, navigate to the location of your packaged file or the .zip file that contains your resources.

4. Select the packaged file or the .zip file.

5. Click **Open**. The selected file displays in the File field.

Make sure the package name does not contain any special characters such as ‘/’. Otherwise, an error will be displayed and the package will not be published when you submit the package.

6. Enter an initial status of the package, **Developmental** or **Operational**.

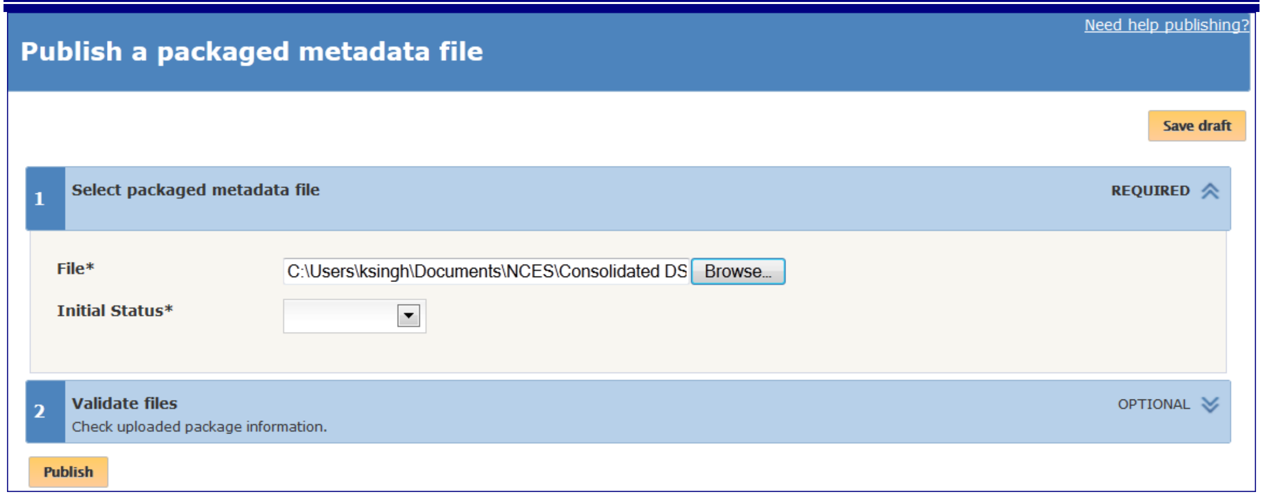


Figure 160. Selecting the packaged file

7. Click on step 2 to validate the files within the uploaded package. This step is optional. You can choose to either validate the files before publishing the package or publish the package directly.

8. To validate the files in the uploaded package while it is still a draft click on the **Validate** button under step 2. If any errors are found while validating the package, appropriate validation messages are displayed.

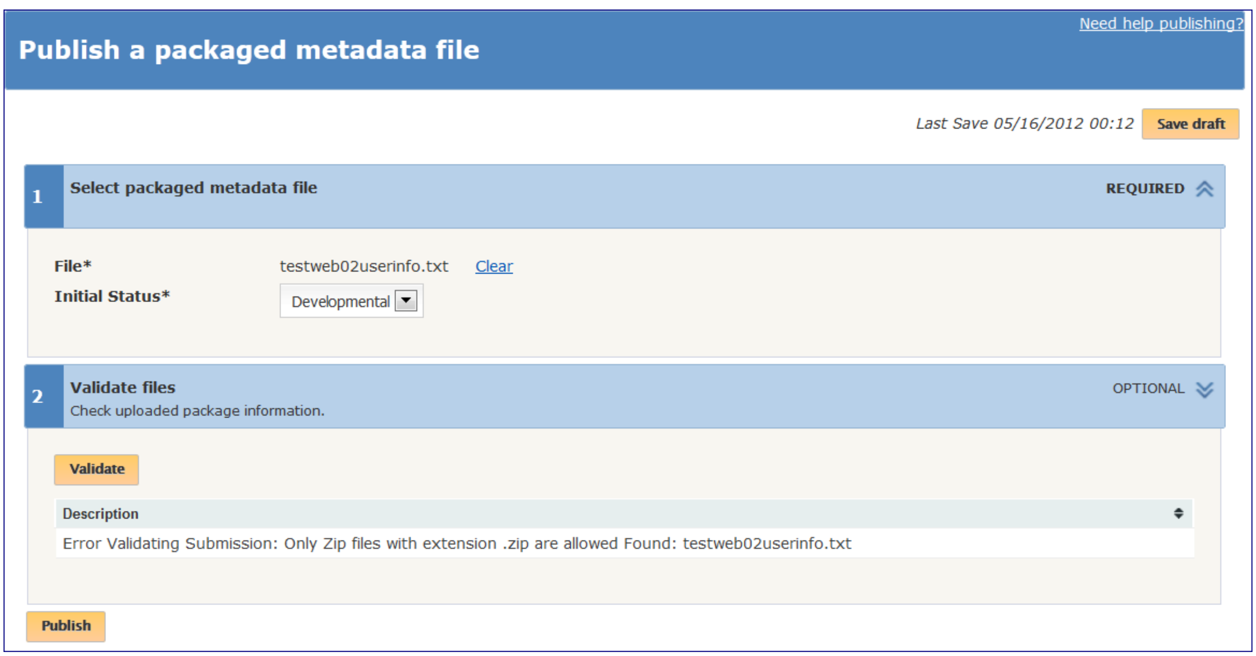


Figure 161. Validation messages displayed

9. Resolve the validation errors and try to validate the package again. To resolve the validation errors you may remove the uploaded package file by clicking on the **Clear** link available in front of the package file name in step 1. Try uploading and validating the package file again. After the validation check pass you can click on the **Publish** button to submit the package for publishing. All published packages are validated.

Creating a New Package

If you do not already have a packaged metadata file you can create a new package to publish. To create a new package to publish follow the steps listed in the sections below.

Naming the submission package

Enter a name for the package.

Make sure the package name does not contain any special characters such as ‘/’. Otherwise, an error will be displayed and the package will not be published when you submit the package.

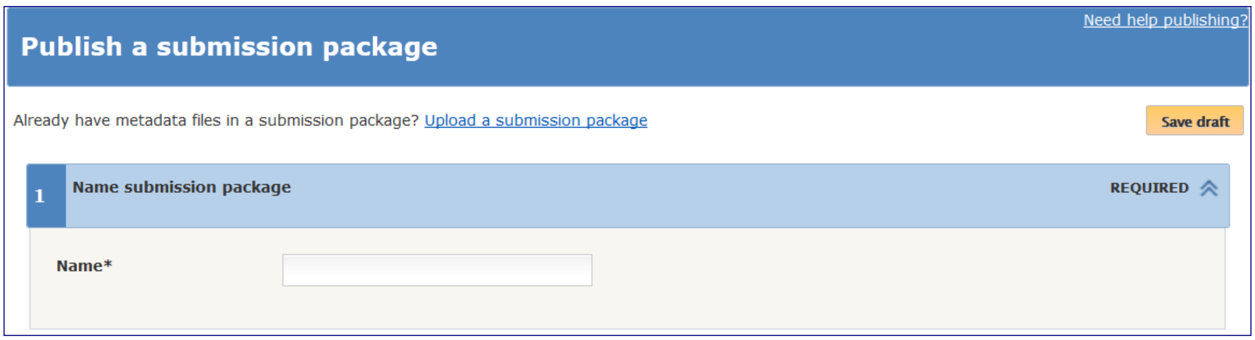


Figure 162. Entering package name

Defining the submission package

1. Click on step 2 to define the package. The Define submission package step expands displaying all the related fields.

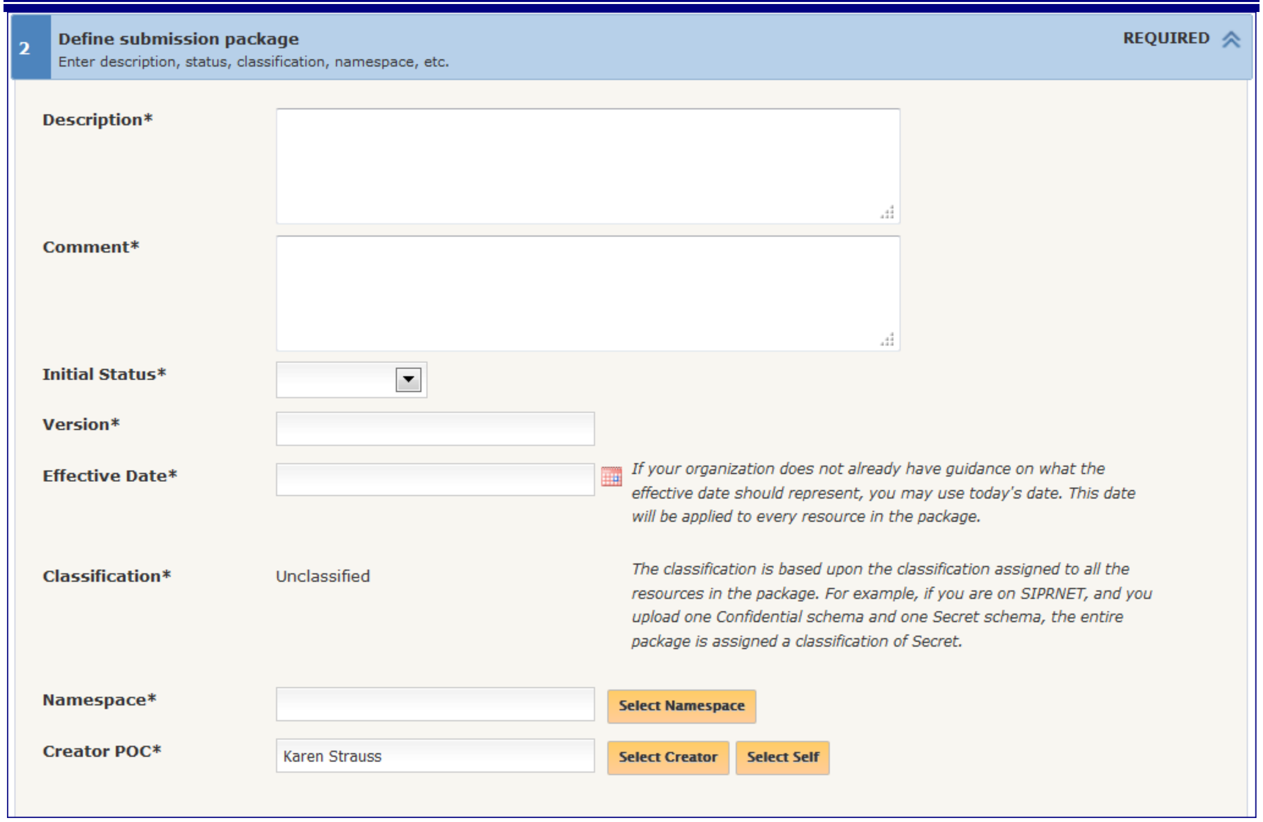


Figure 163. Defining the package

2. Provide the following information in the Define package step. Information is required for fields marked with an asterisk (*).

Table 15. Information for defining the package

Field Name	Field Value
Description*	The description of the package.
Comment*	Any comments about the package.
Initial Status*	The initial status of the package, *Developmental* or *Operational*
Version*	The version number of the package and every resource inside it.
Effective Date*	The effective date of the package. If you do not have any organizational guidance as to what constitutes an Effective Date, you may use the creation date.

Field Name	Field Value
Namespace*	Select the namespace to which the package will be submitted. Click on the **Select Namespace** button. You can select a namespace from the list by clicking on the **Select** link, searching for the namespace in alphabetical order or by searching for the namespace by a keyword. See Figure 164 below.
Creator POC*	Select the Creator Point of Contact (POC) meaning the user who created the package. Click on the **Select Creator** button. You can search for a POC alphabetically, through organization, or by name. See Figure 165. Alternatively, you can select yourself as the POC for this package. Click **Select Self** and your name will be visible in the field.

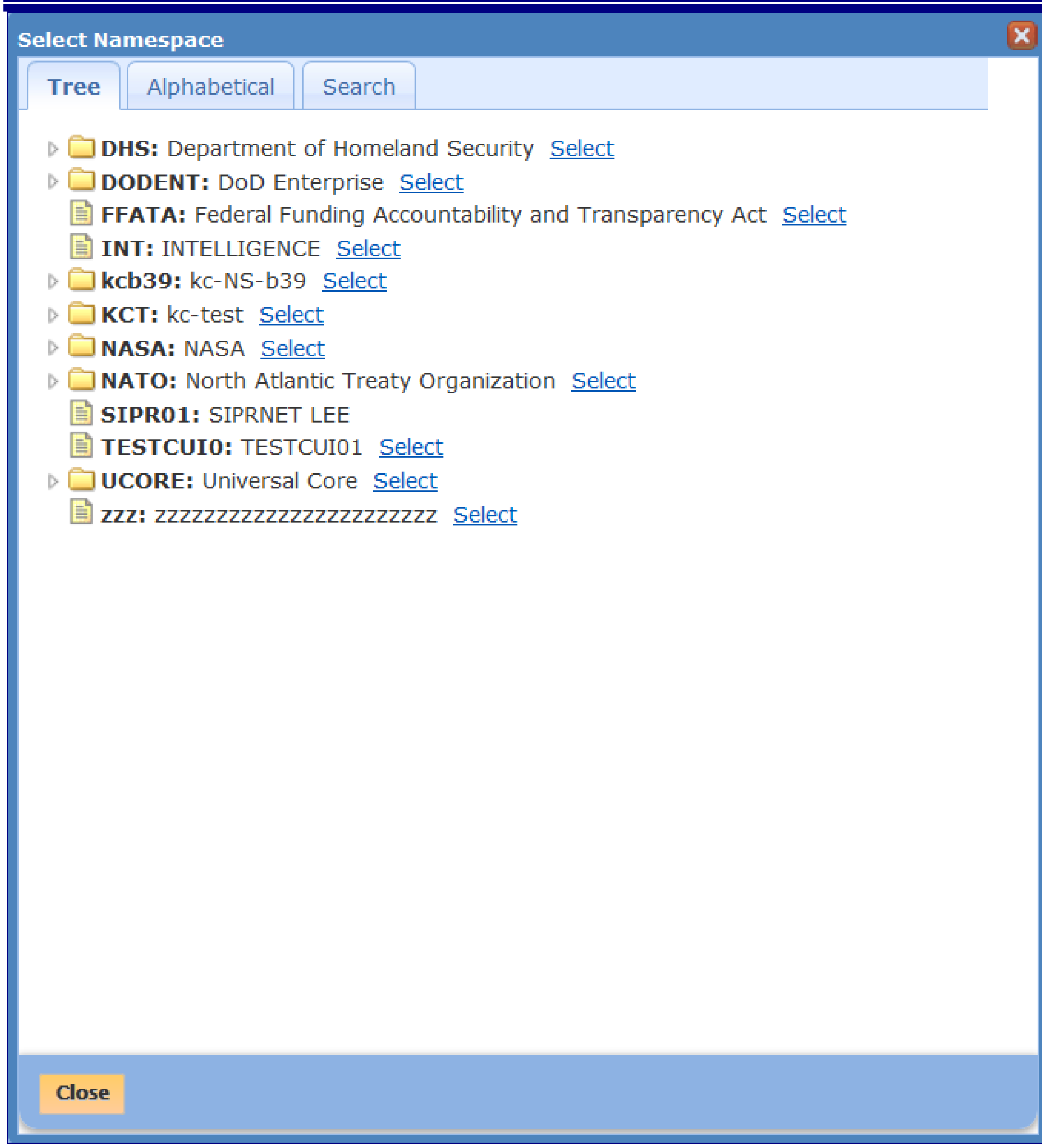


Figure 164. Selecting a namespace

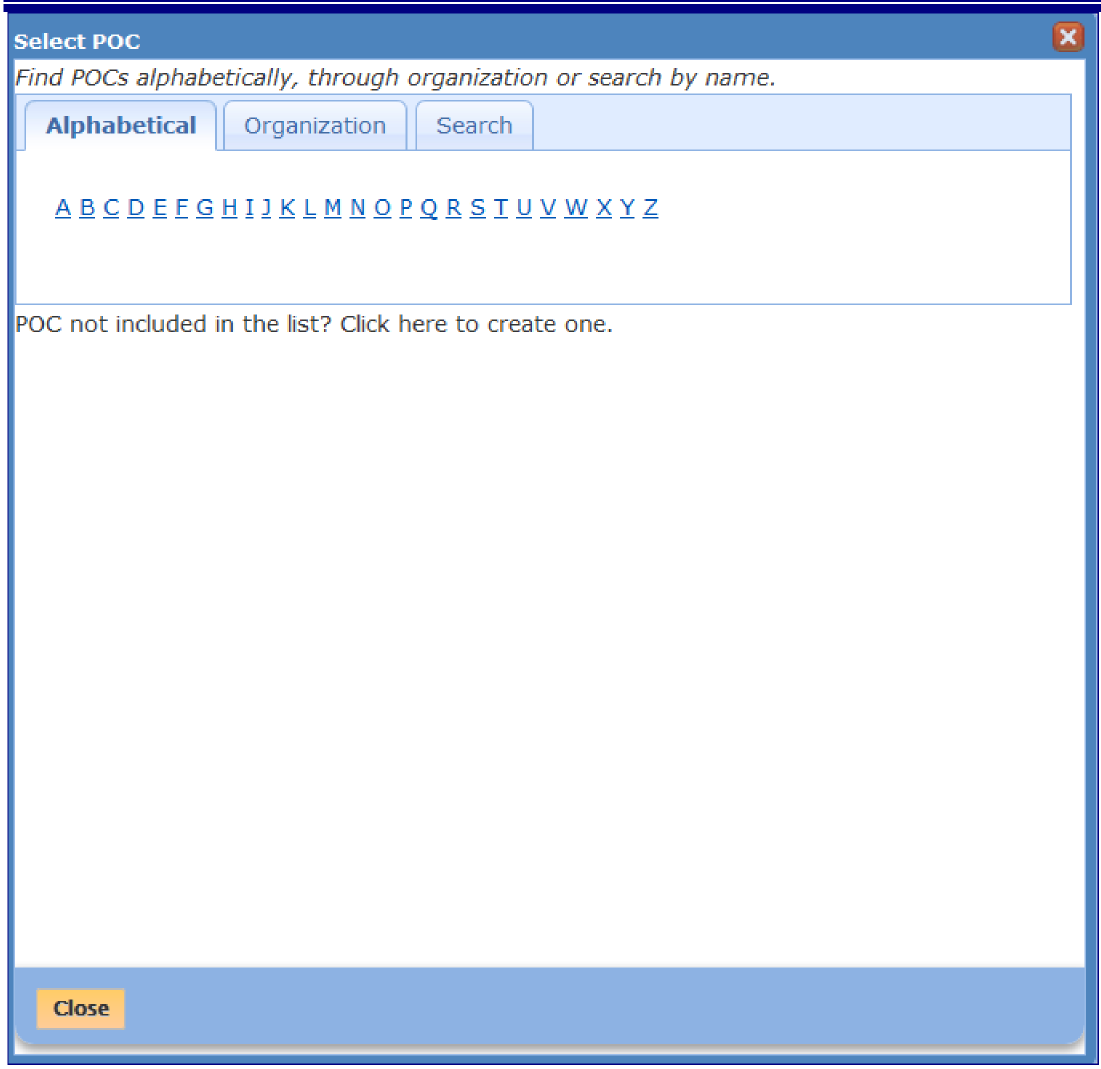


Figure 165. Selecting a POC

Adding files to the package

1. On the Submission Package page click on step 3 to add files to the package. The step expands displaying the **Configure** button. You can upload one or more files in this step.

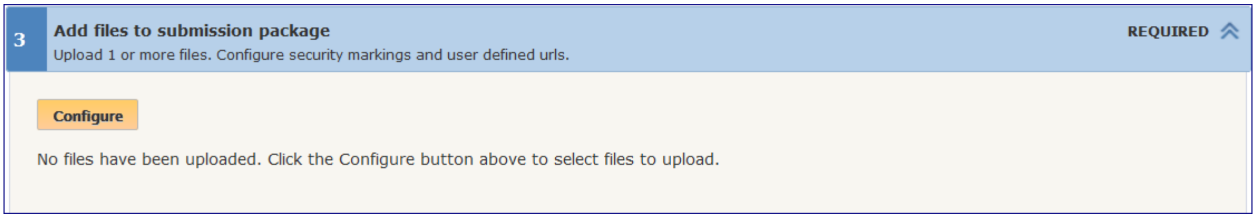


Figure 166. Adding files step

2. Click **Configure**. The Add files to package page is displayed.

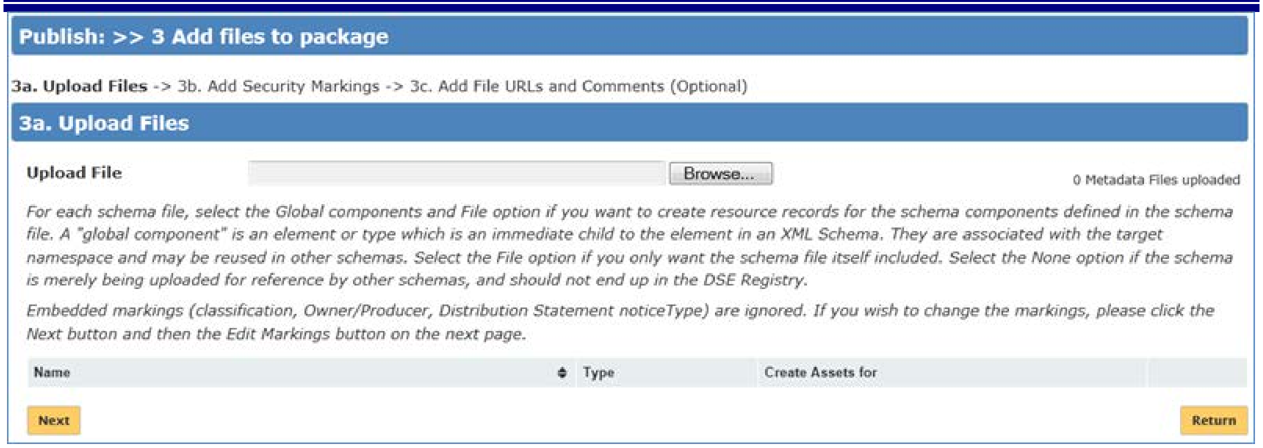


Figure 167. Upload Files page

3. Perform the following steps to upload files to the package:

    a. From the Upload Files section, click **Browse**. The File Upload window is displayed.

    b. From the File Upload window, navigate to the location of your file(s) or the .zip file that contains your resources.

    c. Select the file(s) or the .zip file.

    d. Click **Open**. The selected file displays in the list of metadata files below.

    If you selected a .zip file, the files contained in the .zip file are displayed in the list. If you selected a single file, that file is displayed in the list of files.

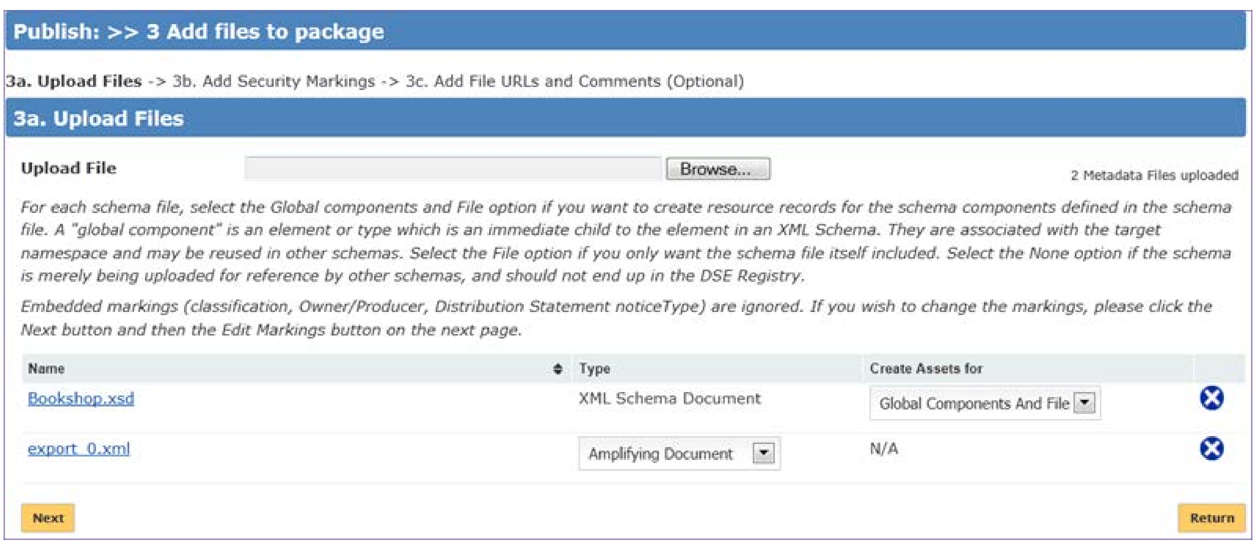


Figure 168. List of uploaded files

4. You can upload and add multiple files by repeating the steps described above.

5. From the list of uploaded files on the page:

a. If you want to change the file type, click the drop-down menu for the file under the Type column and select the desired file type.

b. If you are uploading a schema file, you have the option of creating resources for global elements inside the file:

i. **Global Components and File:** Parse the schema file and generate a resource for the schema itself, as well as any global reusable components in the schema. A "global component" is an element or type which is an immediate child to the <schema> element in an XML Schema. They are associated with the target namespace and may be reused in other schemas.

ii. **File:** Do not extract any global components. Only create a resource for the schema file itself. This is the default option.

iii. **None:** This schema is only being uploaded for reference. Do not create any resources for it. The schema file will be included in the package zip file.

c. If you want to remove a file from the package, click the **Remove** icon for the file.

6. At this point if you need to make any changes you can return to the previous page by clicking on the **Return** button. Otherwise click **Next**. The Add Security Markings page is displayed.

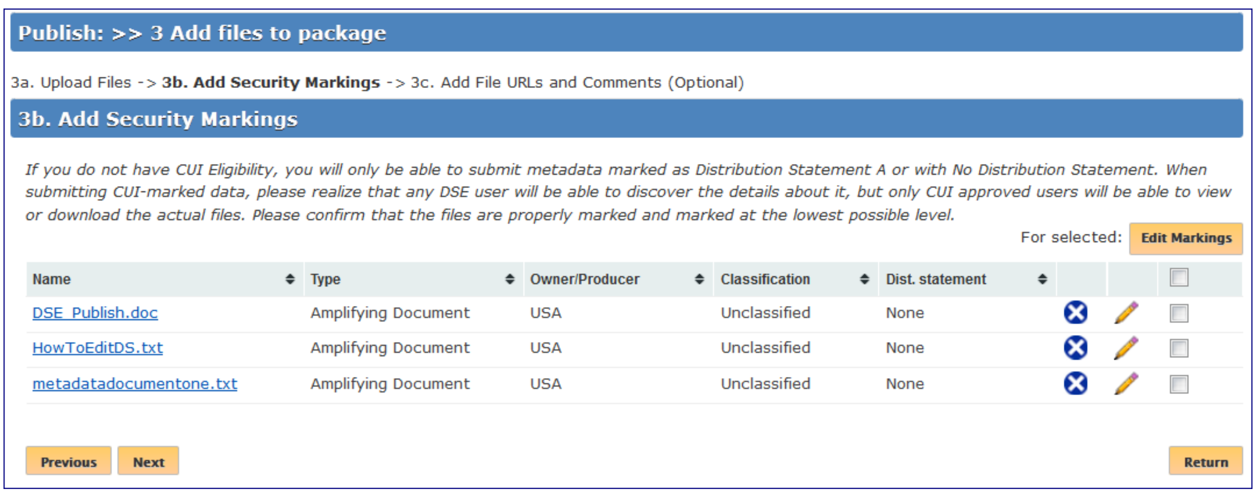


Figure 169. Add Security Markings page

7. If you are adding files to an unclassified DSE instance, USA is the default owner/producer and default Distribution Statement that is automatically assigned is ‘None’. You can choose to edit the security markings on individual files, few selected files or all the files listed here.

a. To edit security markings for files individually click the **Edit** icon for the file. The Select Security Markings window is displayed.

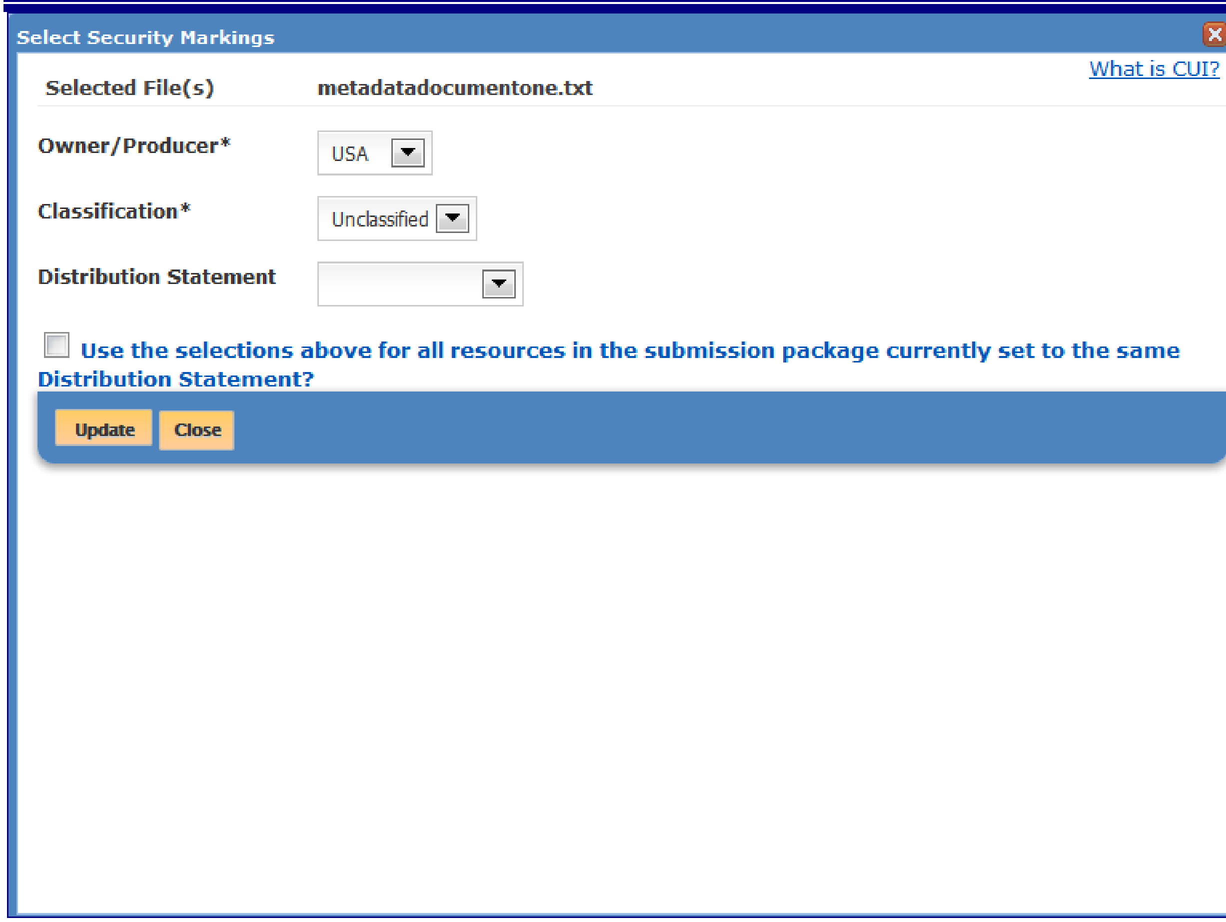


Figure 170. Selecting security markings

b. To edit security markings for few selected files select the checkbox for the appropriate files and click the **Edit Markings** button. The Select Security Markings window is displayed.

c. To edit security markings for all the files listed here select the checkbox at the top of the last column. All the files are selected. Click the **Edit Markings** button. The Select Security Markings window is displayed.

8. In the Select Security Markings window edit the related information, as needed.

   For each file, you have the option of setting the Owner Producer, the Security Classification, and the Distribution Statement. Additionally, in this window you can select the checkbox at the bottom to apply the same selections for all the resources in the submission package that are currently set to the same Distribution Statement.

   If you have included these markings inside a schema file, the values will be pre-populated for you.

   The following are the possible distribution statements available to you:

   a. **Distribution A:** Public Release

b. **Distribution B:** US Government Only

c. **Distribution C:** US Government and Contractors

d. **Distribution D:** Department of Defense and Contractors

e. **Distribution E:** Department of Defense Only

f. **DEA_SENSITIVE:** Drug Enforcement Agency Sensitive

g. **DOE_OUO:** Department of Energy Official Use Only

h. **STATE_LOU:** State Department Limited Official Use Only

9. If you choose a distribution statement other than Distribution A, further information may be required as listed below:

    a. **Marking Reasons:** The reason(s) for marking this resource as Controlled Unclassified Information (CUI).

    b. **Controlling Office:** The office responsible for distribution of this resource.

    c. **Date of Determination:** The date this resource was determined to be controlled.

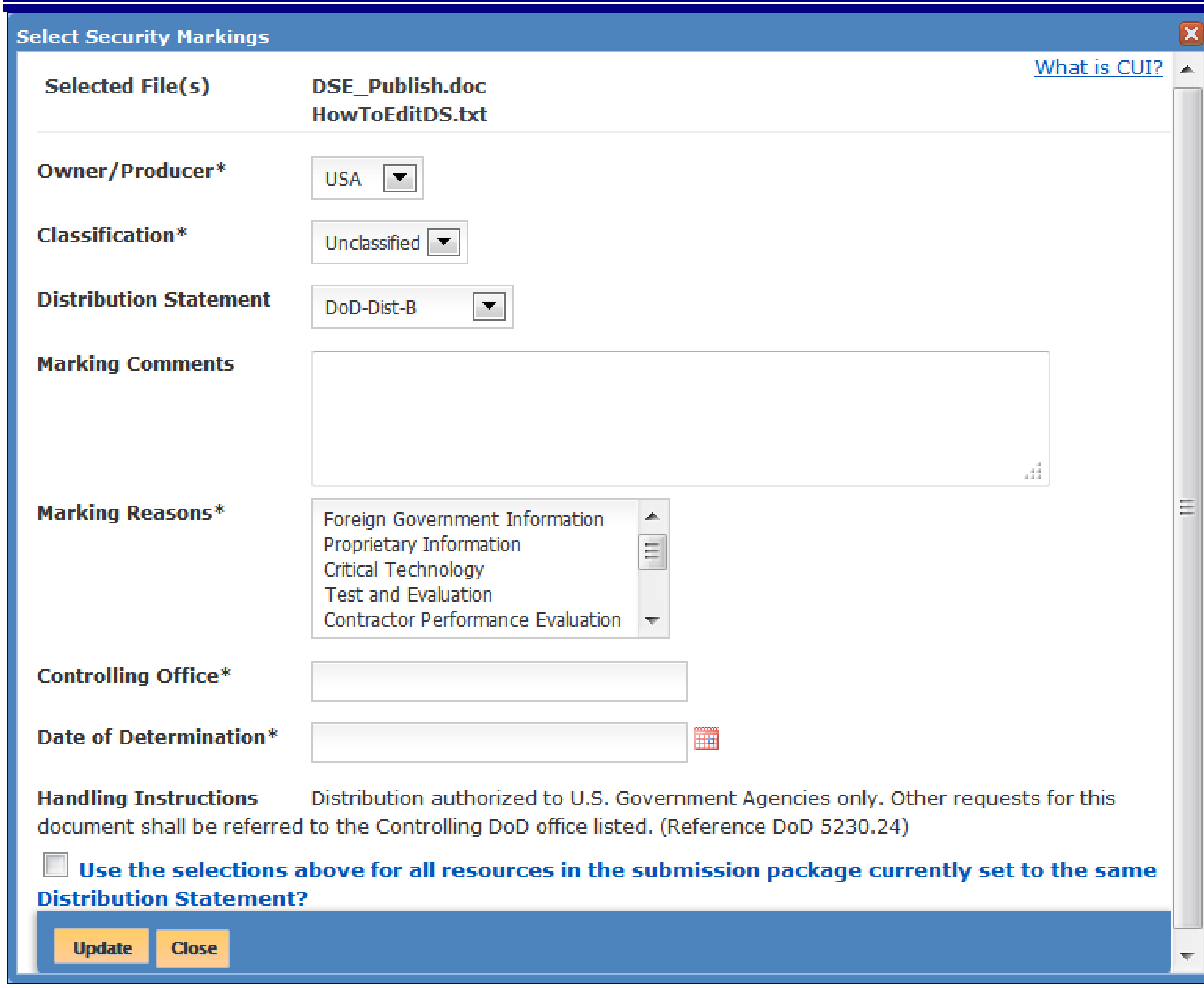


Figure 171. Additional security marking information

> If you do not have CUI Eligibility, you will only be able to submit metadata marked as Distribution Statement A. When submitting CUI-marked data, please realize that any user with a valid DSE account will be able to discover the basic details about it, but only users with approved CUI Access and DSE Administrators will be able to view or download the actual files.

10. To proceed to the next step in the process click the **Update** button at the bottom of the page to confirm that the files are properly marked and marked at the lowest possible level. You are returned to the Add Security Markings page.

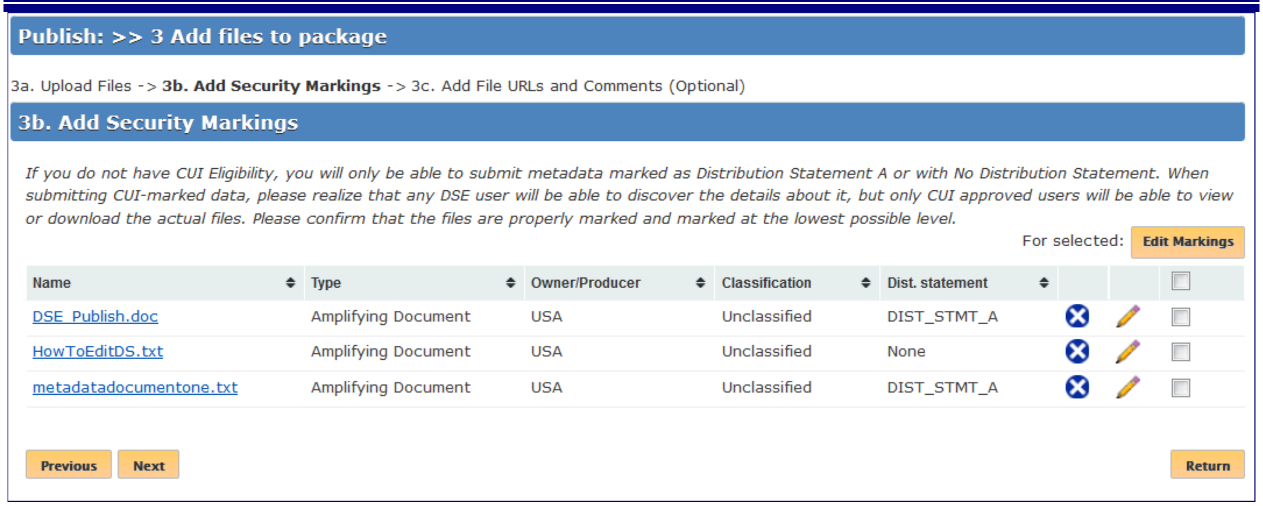


Figure 172. Uploaded files with security markings

11. At this point you can remove a file, if needed, from the list by clicking on the **Remove** icon for the file.

12. Click on the **Next** button. The Add File URLs and Comments page is displayed.

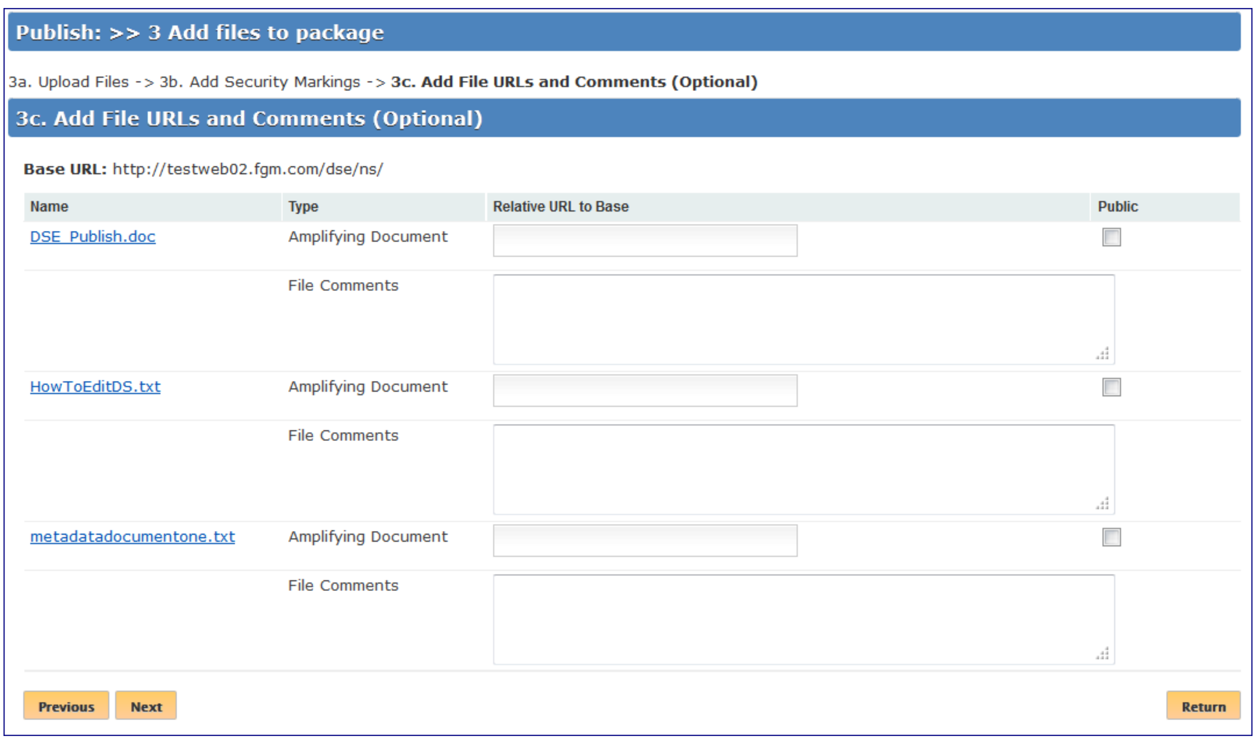


Figure 173. Adding File URLs and Comments

13. For each file you uploaded, you may specify a relative User-Defined URL on the Add File URLs and Comments page. See Appendix A. User-Defined URLs for more information.

> Schemas and Schematron files which do not have CUI markings get a system generated URL.

14. Additionally, for each file you uploaded, you may specify additional comments about the file in the File Comments field here.

15. Next, the Public option for the resources allows you to indicate whether the resource is available for download at the relative location. If any resources within a package have this option turned off, entire package is marked as not being downloadable.

16. Click **Next** when done. You are returned to the main Publish a submission package page.

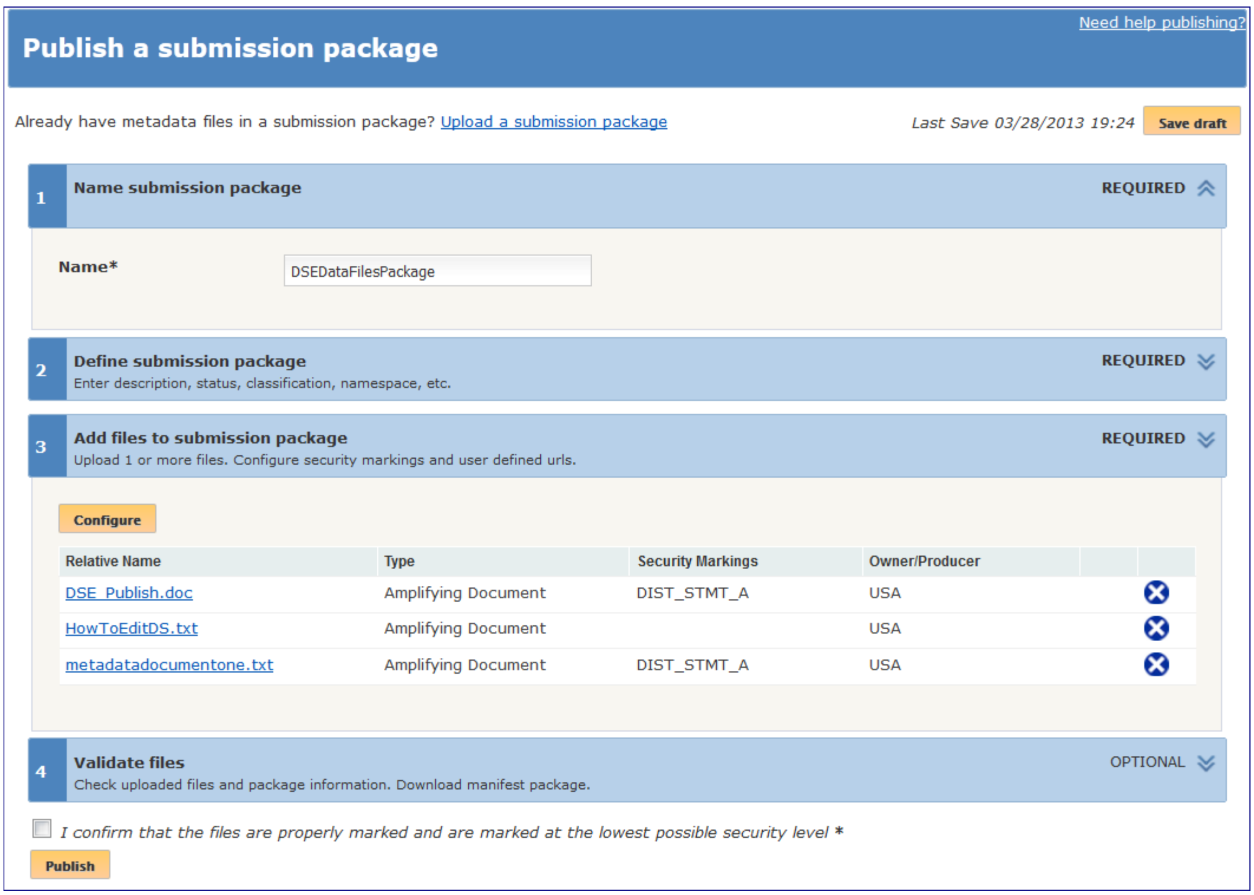


Figure 174. Step 3 Displaying the uploaded files

Validating the files

1. Click on step 4 to validate the files within the uploaded package. This step is optional. You can choose to either validate the files before publishing the package or publish the package directly (validation is part of publication).

2. To validate the files in the uploaded package click on the **Validate** button under step 4. If any errors are found while validating the package, a validation failed message is displayed at the top of the page and appropriate validation messages are displayed for the specific files. See Figure 175 below. You can click on step 3 to access the list of uploaded files and remove or edit the file mentioned in the error message to resolve the error. You can then try validating the package again before publishing it. Otherwise, the validation check pass message is displayed (Figure 176).

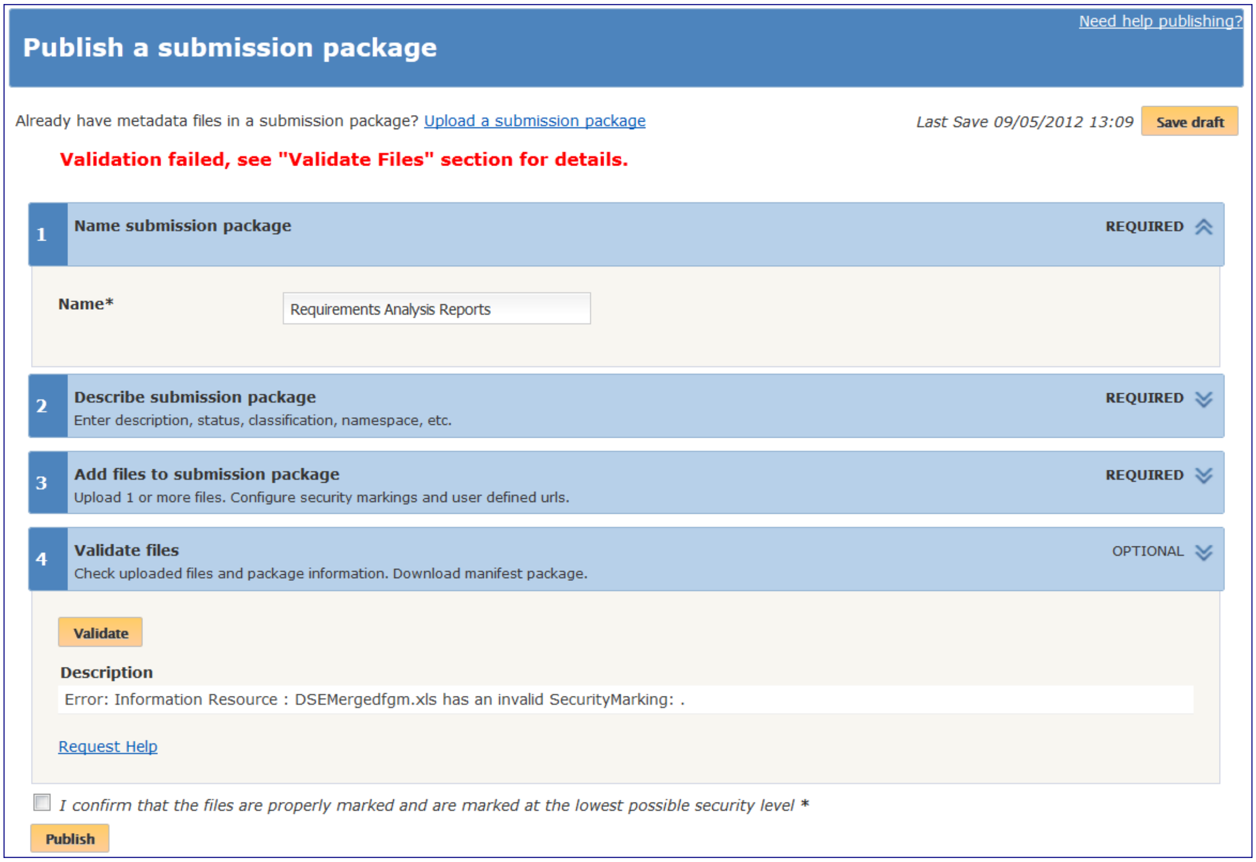


Figure 175. Validation messages

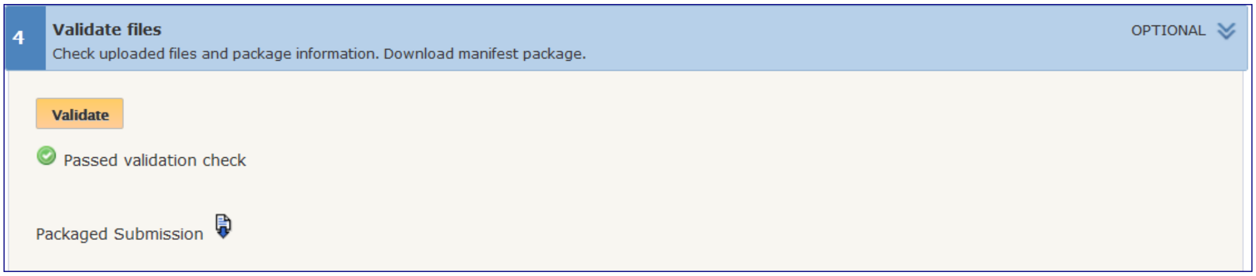


Figure 176. Validation check pass message

3. After the validation check pass message is displayed you can proceed to publish the package by clicking on the **Publish** button. Your package is now submitted for publication and the Published By Me page is displayed listing your package at the top of the list of all your publications.

For information about the Published By Me page, see the Published By Me section of this manual.

Publishing Service Providers

To publish a service provider in DSE, click on the **Publish** link on the navigation bar at the top of the page. The Publish page is displayed (see Figure 157).

Click on the **Service provider** tab on the left. The steps to publish a service provider are listed for your convenience.

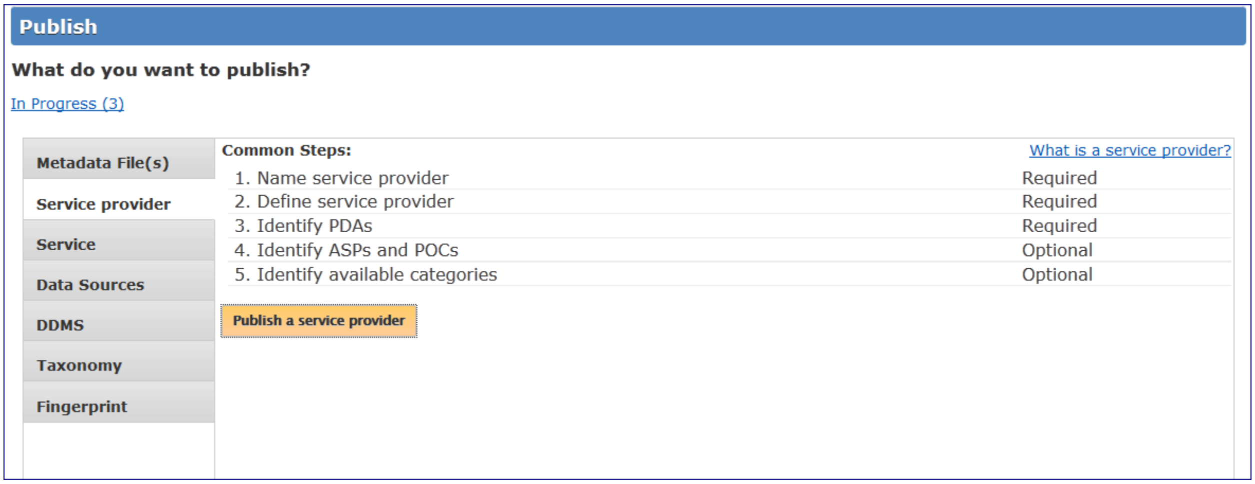


Figure 177. Publish - Service Provider tab

If a step is required, the word ‘Required’ is displayed for that step; otherwise, ‘Optional’ is displayed.

The procedure for publishing a service provider includes the following main steps:

1. Naming the service provider
2. Defining the service provider
3. Identifying the PDAs
4. Identifying the ASPs and POCs
5. Identifying available categories

The following sections describe each step in detail.

Click on the **Publish a service provider** button (see Figure 177 above) to start the publishing process. The Publish a service provider page is displayed.

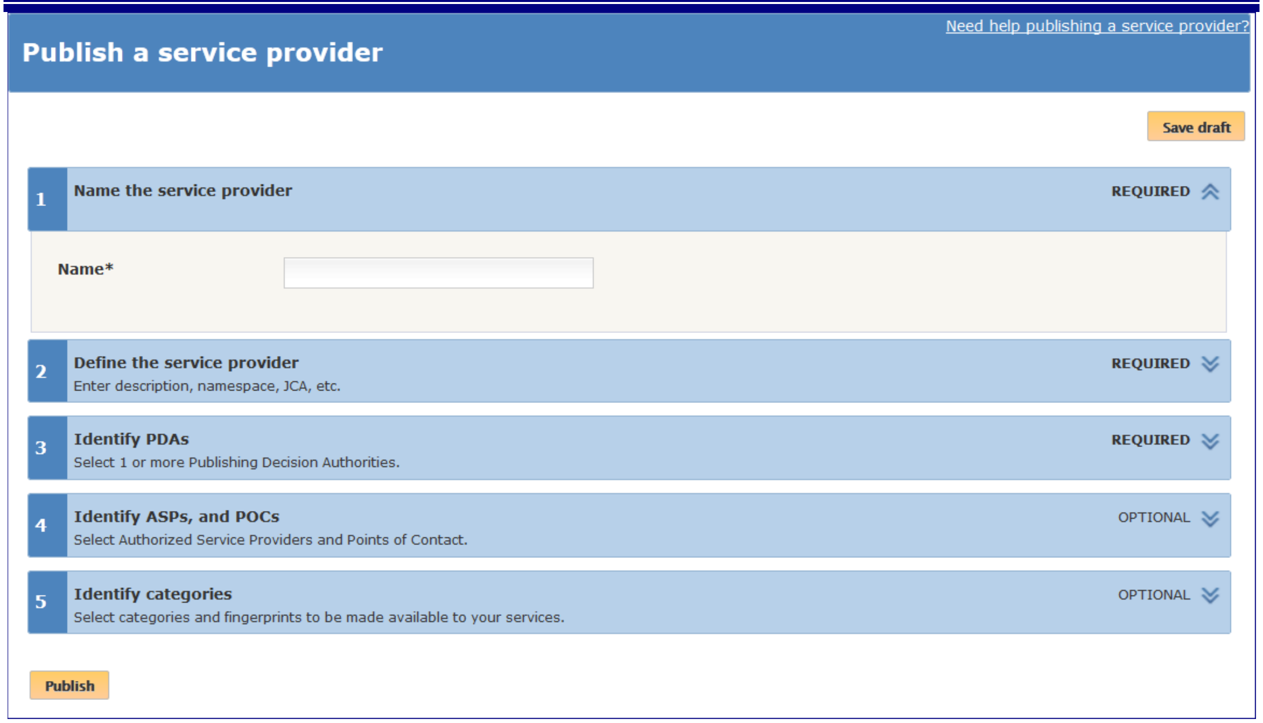


Figure 178. Publish a service provider page

> At any point in time while working on the service provider you can save the provider as a draft and return later to continue with the steps and publish the saved provider. Click on the **Save draft** button on the top right above step 1. The draft service provider is saved under your publications and is listed on the Published By Me page. For information about Published By Me page, see the Published By Me section of this manual.

Naming the service provider

Enter a name for the service provider.

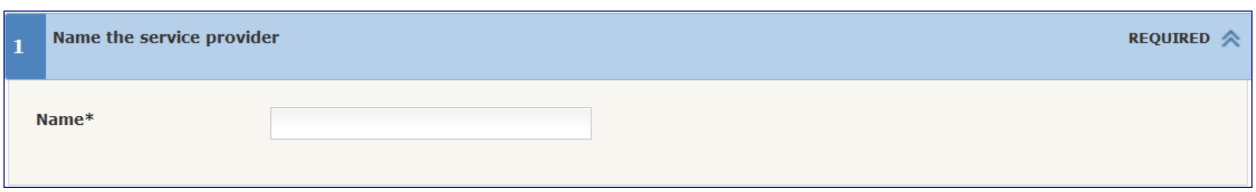


Figure 179. Naming the service provider

Defining the service provider

1. Click on step 2 to define the service provider. The Define the service provider step expands displaying all the related fields.

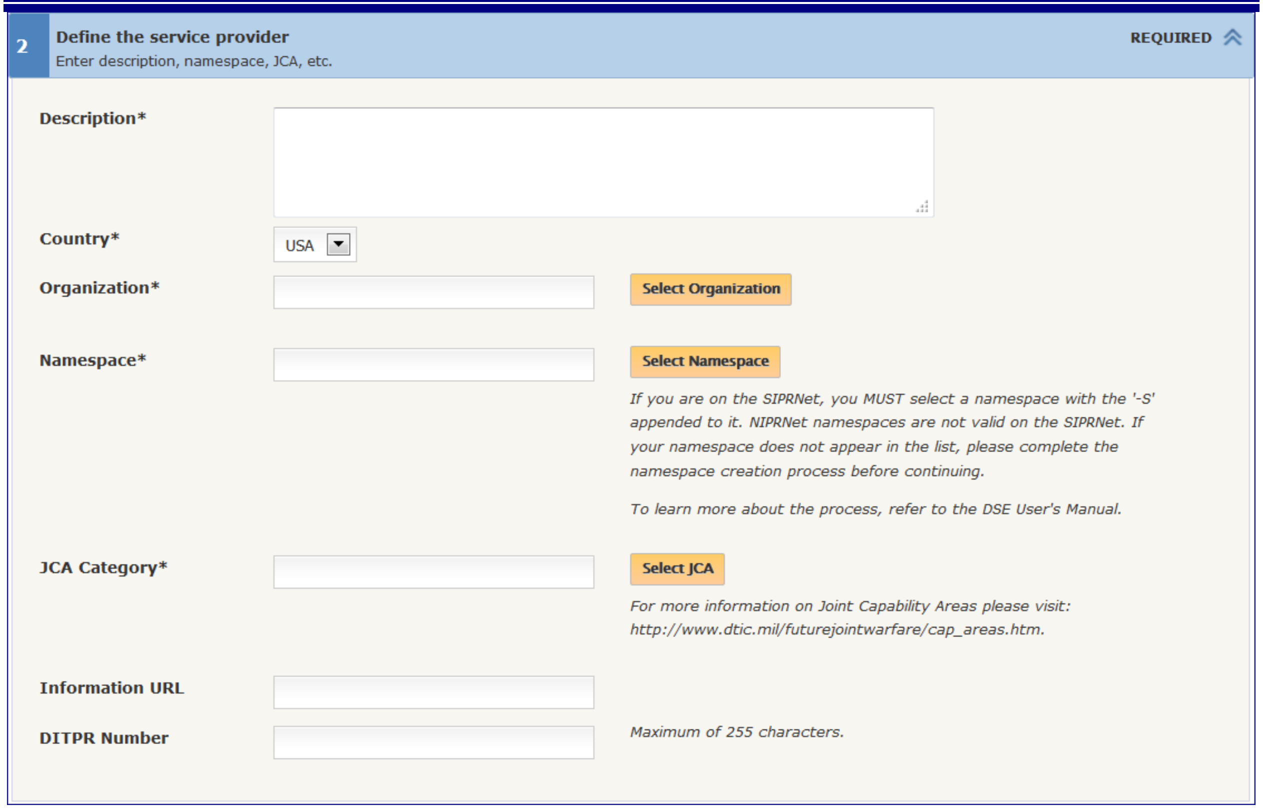


Figure 180. Defining the service provider

2. Provide the following information in the Define the service provider step. Information is required for fields marked with an asterisk (*).

Table 16. Information for defining the service provider

Field Name	Field Value
Description*	A description of this service provider.
Country*	The country associated with this service provider. Type a valid country code or select from drop-down menu.
Organization*	The organization associated with this service provider. Click on the **Select Organization** button to display the Select Organization window. You can select an organization by locating the organization on the list and then clicking on the **Select** link in front of the organization name; by searching for the organization in alphabetical order; or by searching for the organization by a keyword. See Figure 181 below. Click **Close** to return to the Publish a service provider page.

Field Name	Field Value
Namespace*	The namespace to which this service provider should publish. Click on the **Select Namespace** button. You can select a namespace from the list by clicking on the **Select** link, searching for the namespace in alphabetical order or by searching for the namespace by a keyword. See Figure 182 below. **Note:** On SIPRNet, you can only publish to a SIPRNet namespace. You cannot publish to a NIPRNet namespace from SIPRNet. If you are on the SIPRNet, you MUST select a namespace with the '-S' appended to it. If your namespace does not appear in the list, you can use the Feedback and Support functionality to request the DSE Administrator to create a new namespace. For information about creating the namespace, see the Namespaces section under the FAQs on the DSE website.
JCA Category*	The Joint Capability Areas (JCA) Category of the service provider. Click on the **Select JCA** button to display the Select JCA window. You can select a JCA by locating the JCA on the list and then clicking on the **Select** link in front of the JCA name; by searching for the JCA in alphabetical order; or by searching for the JCA by a keyword. See Figure 183 below.
Information URL	A URL to a webpage with information about this service provider.
DITPR Number	The DoD IT Portfolio Repository (DITPR) Number of the service provider.

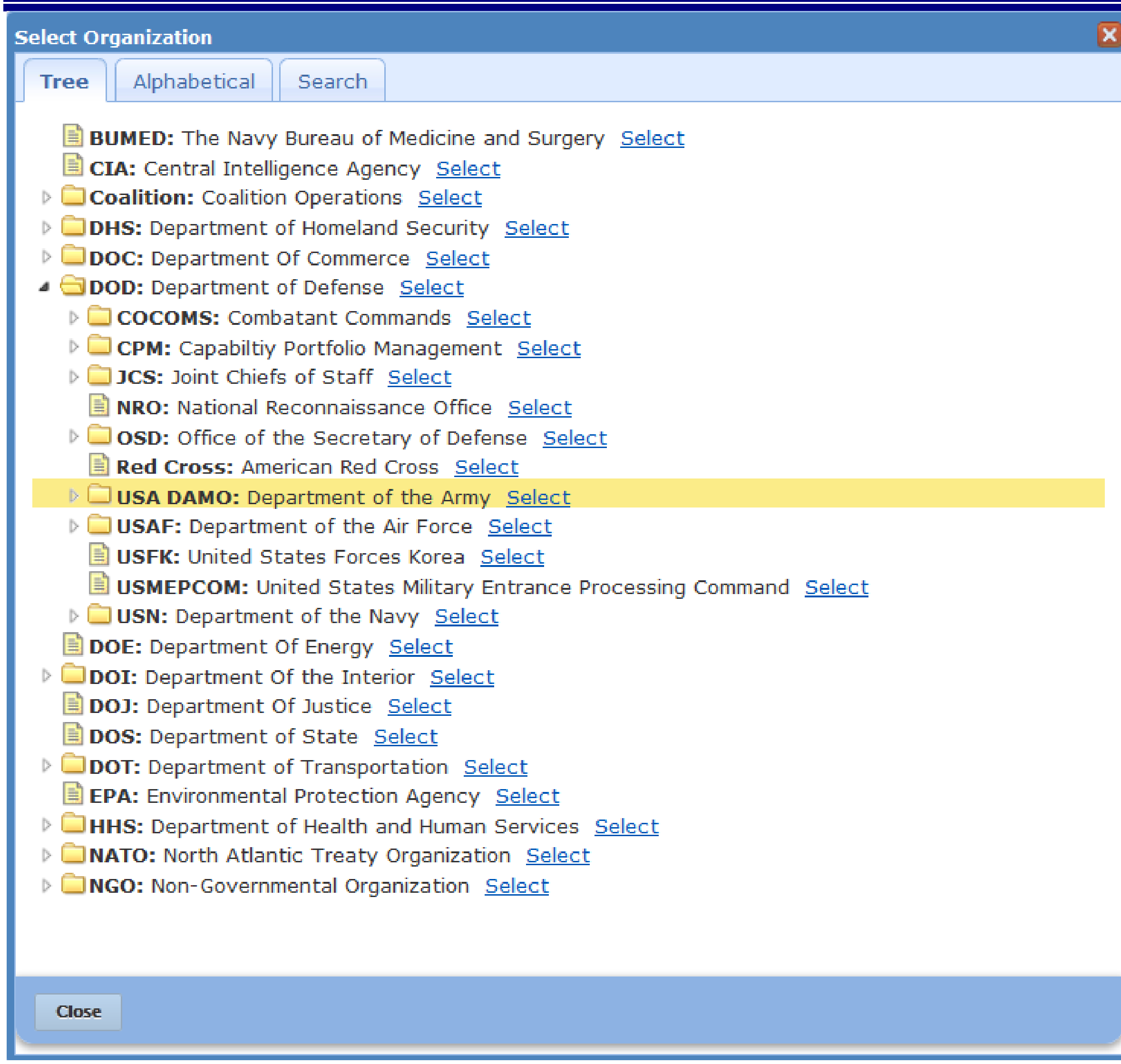


Figure 181. Selecting organization

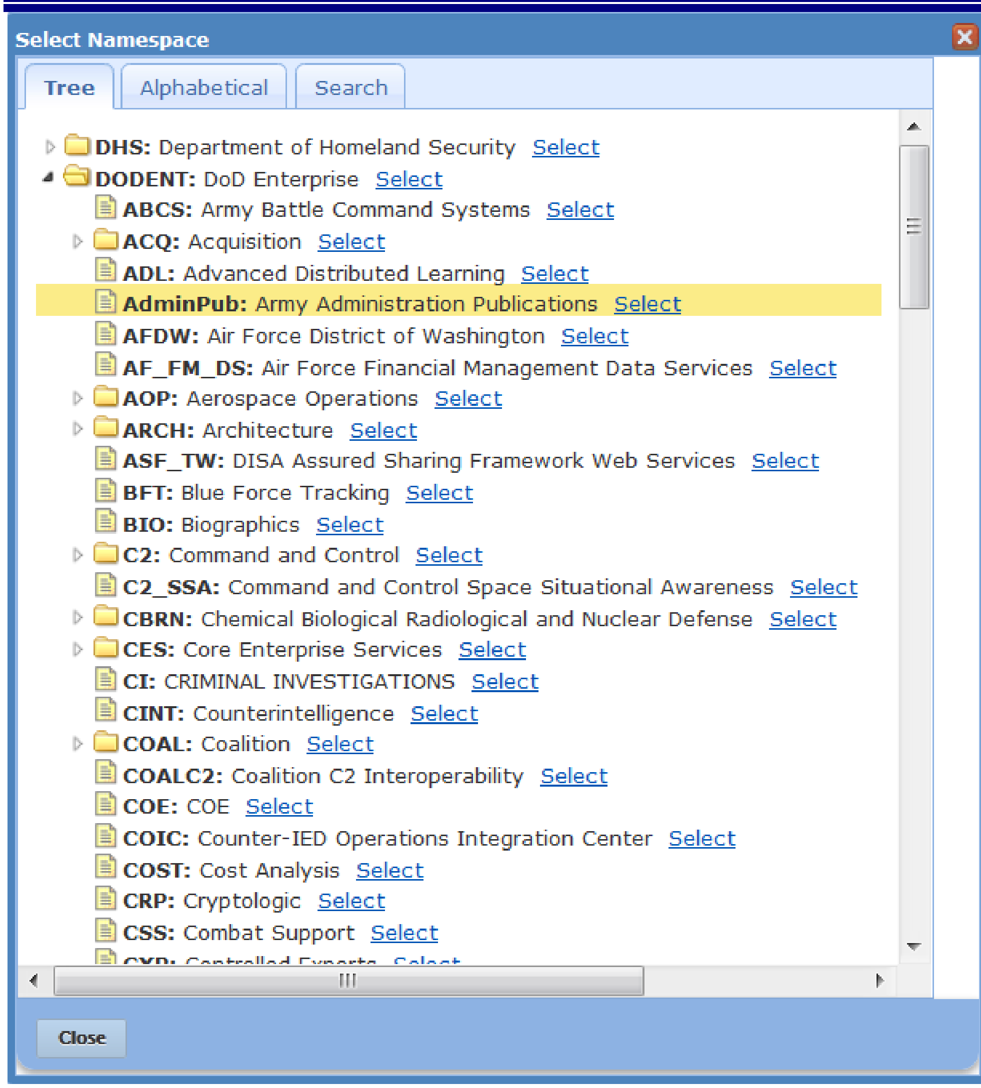


Figure 182. Selecting namespace

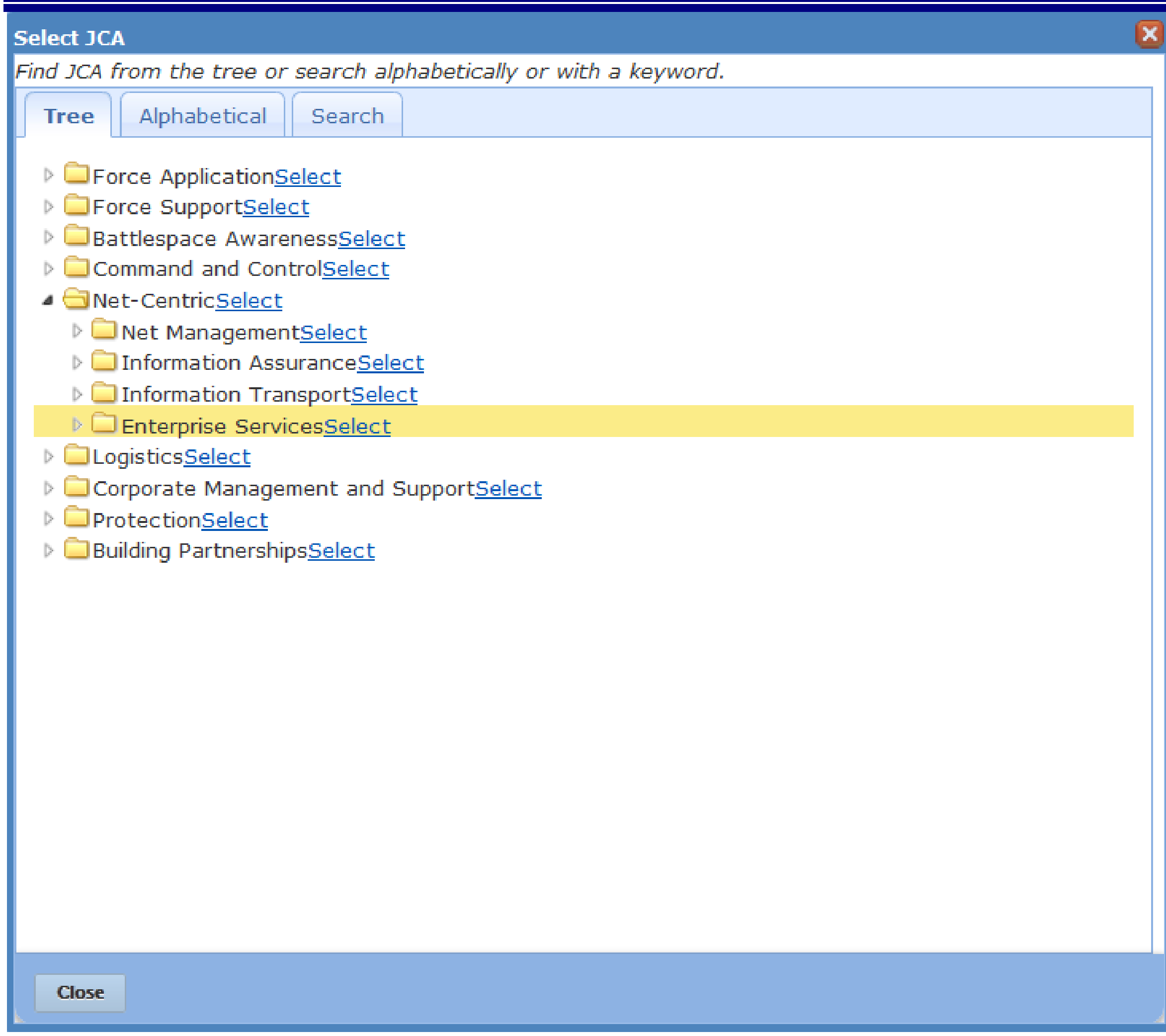


Figure 183. Selecting JCA

Identifying the PDAs

A Publish Decision Authority (PDA) is a person, or group of persons, responsible for approving the publication of services into this service provider, by persons or organizations not already listed as Authorized Service Providers (ASPs). Note that while a PDA could submit a service and approve it him/herself, PDAs are not automatically given ASP status.

A PDA for a service provider can reassign services, taxonomies, and technical fingerprints using that service provider, if needed, to different users other than the actual creator/owner of the services.

1. On the Publish a service provider page click on step 3 to identify PDAs for the service provider. The step expands displaying the **Add PDAs** and **Select Self** buttons.

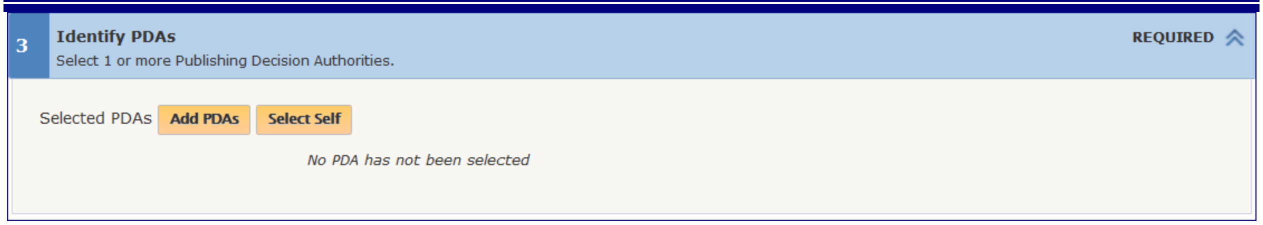


Figure 184. Identifying the PDA

2. To add an existing PDA from the list, click on the **Add PDAs** button. From the Select User window search for the PDA either in an alphabetical order or by name. See Figure 185 below. Click **Close** to return to the Publish a service provider page.

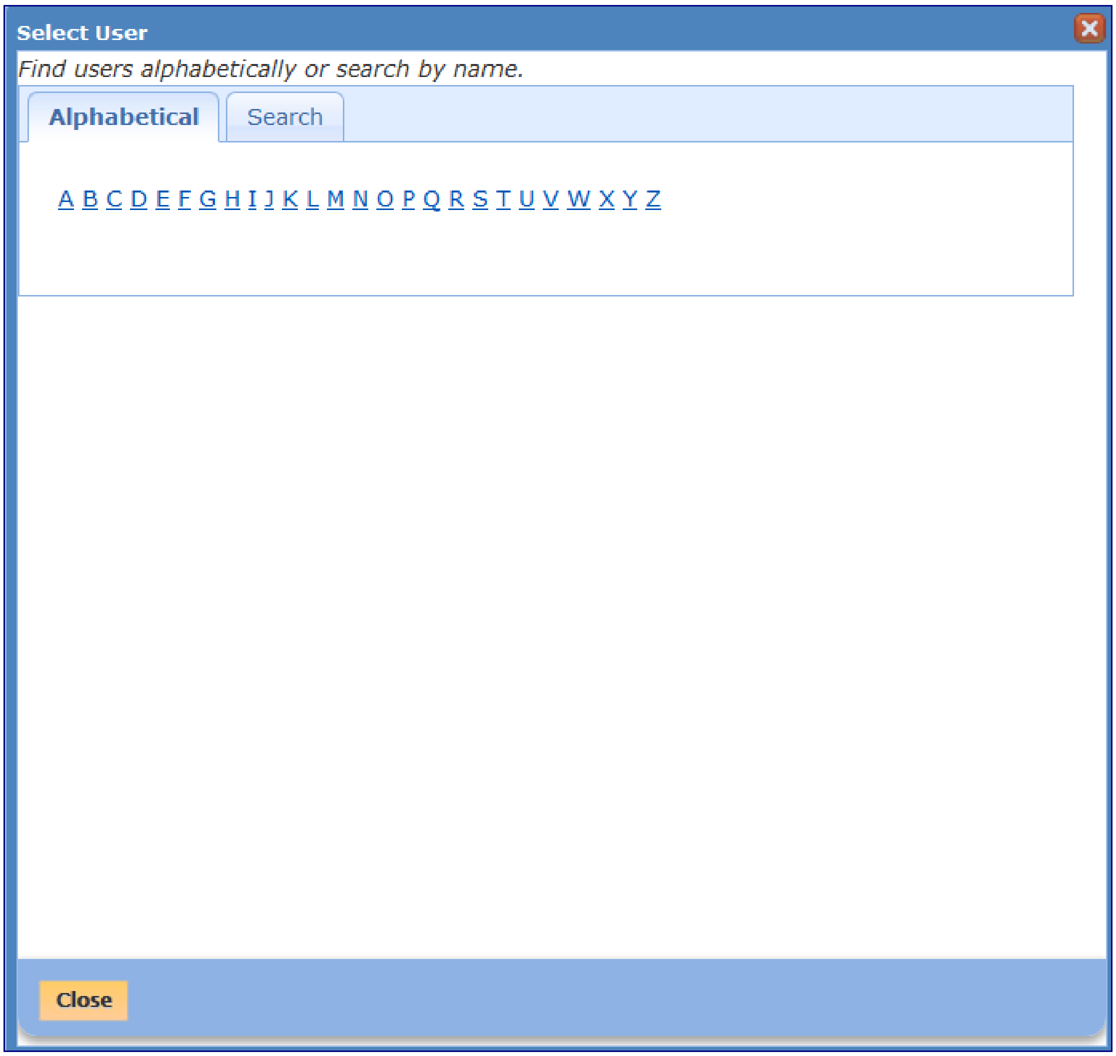


Figure 185. Selecting users for PDAs

3. Alternatively, you can select yourself as the PDA by clicking on the **Select Self** button.

You can select one or more PDAs for the service provider.

4. Selected PDAs are visible under step 3 on the Publish a service provider page. From the PDA list you can remove a PDA, if needed, by clicking on the **Remove** icon for the PDA.

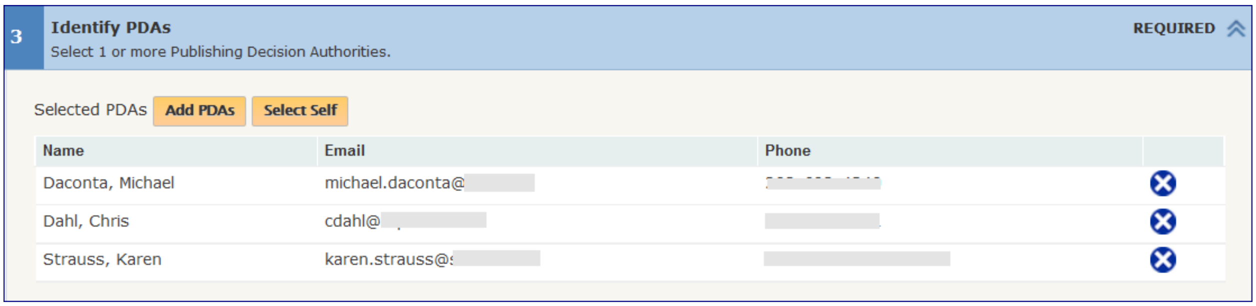


Figure 186. Selected PDAs

Identifying the ASPs and POCs

An Authorized Service Provider (ASP) is a person, or group of persons, pre-approved for registering services into this service provider. PDAs are not contacted prior to the publication of services into the service provider for services published by ASP.

1. On the Publish a service provider page click on step 4 to identify ASPs and Points of Contact (POCs) for the service provider. The step expands displaying the **Add ASPs** and **Add POCs** buttons.

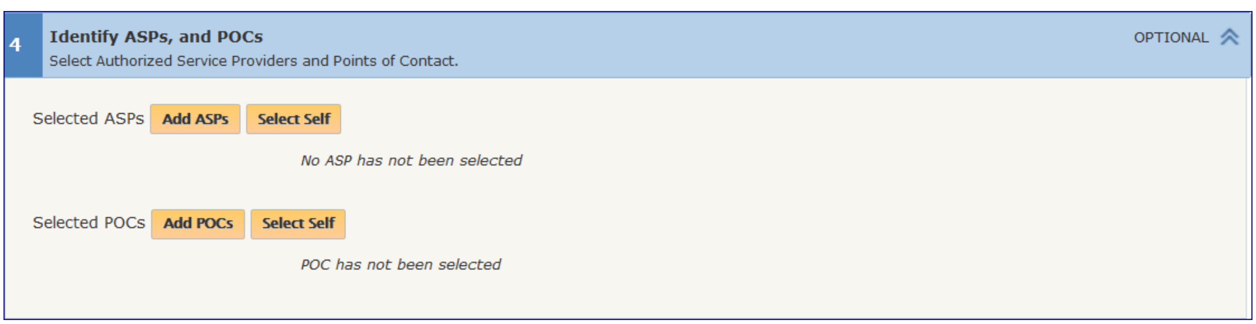


Figure 187. Identifying ASPs and POCs

2. To add an existing ASP from the list, click on the **Add ASPs** button. From the Select User window search for the ASP either in an alphabetical order or by name. Click **Close** to return to the Publish a service provider page.

3. Alternatively, you can select yourself as the ASP by clicking on the **Select Self** button.

You can select one or more ASPs for the service provider.

4. Selected ASPs are visible under step 4 on the Publish a service provider page. From the ASP list you can remove an ASP, if needed, by clicking on the **Remove** icon for the ASP.

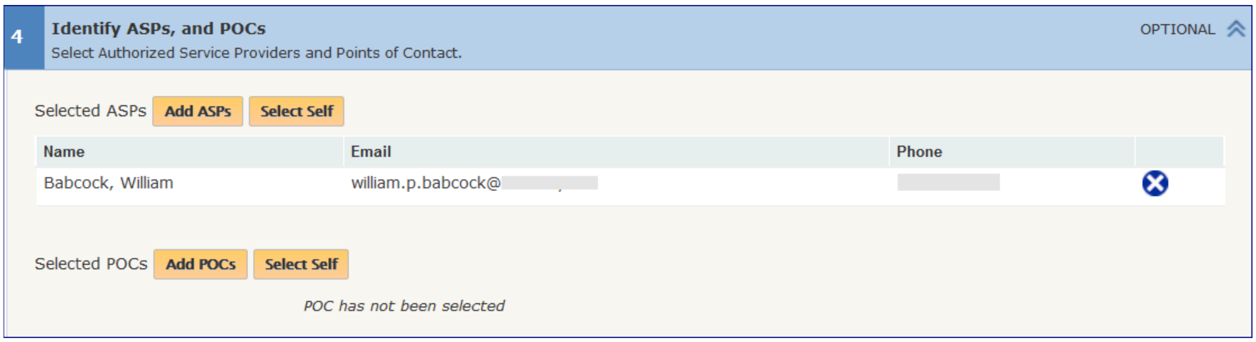


Figure 188. Selected ASPs

5. Next, you can add POCs for the service provider. A POC is a general point of contact for this service provider. This person may be contacted by anyone interested in services offered by the service provider. To add an existing POC from the list, click on the **Add POCs** button. From the Select User window search for the POC in an alphabetical order, through organization, or by name. Click **Close** to return to the Publish a service provider page.

6. Alternatively, you can select yourself as the POC by clicking on the **Select Self** button.

You can select one or more POCs for the service provider.

7. Selected POCs are visible under step 4 on the Publish a service provider page. From the POC list you can remove a POC, if needed, by clicking on the **Remove** icon for the POC.

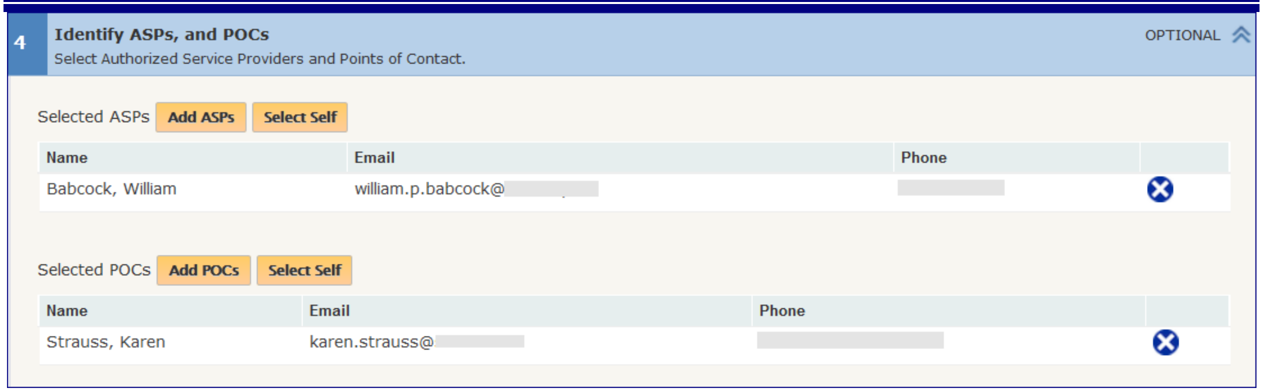


Figure 189. Selected POCs

Identifying available categories

In this step you can mark all the categories, endpoints, and fingerprints that you want to appear as options in the Select Category window and the Select Fingerprints window, respectively, when creating services associated to this service provider.

1. On the Publish a service provider page, click on step 5 to identify categories for the service provider. The step expands displaying a list of all the available public user-defined service categories, endpoints, and fingerprints in the system.

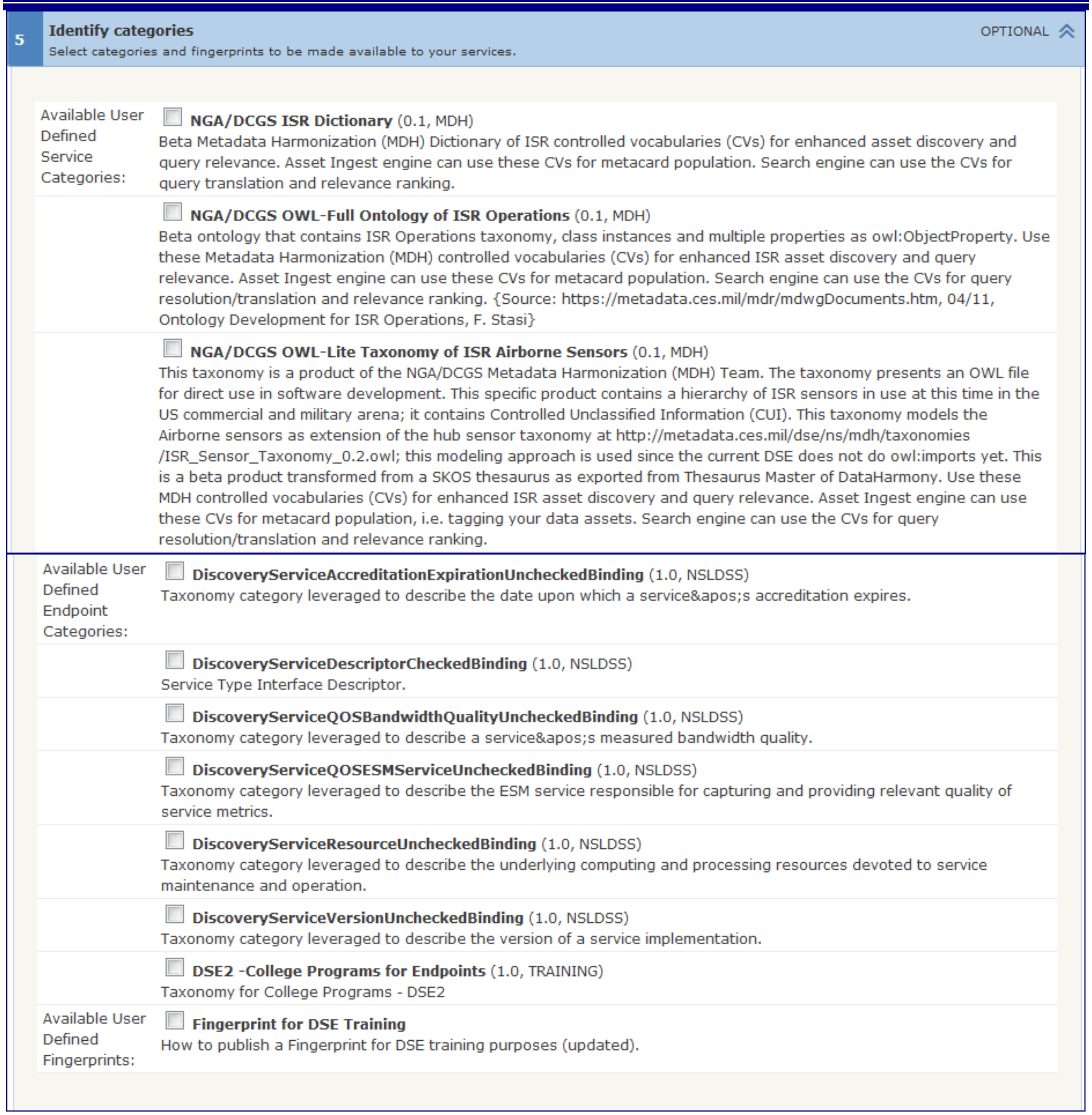


Figure 190. List of categories

2. Mark all the categories, endpoints, and/or fingerprints that you need by selecting the checkbox for the category, endpoint, and/or fingerprint name.

3. Proceed to publish the service provider by clicking on the **Publish** button. Your service provider is now submitted for publication and the Published By Me page is displayed listing your service provider at the top of the list of all your publications.

For information about the Published By Me page, see the Published By Me section of this manual.

Publishing Services

To publish a service in DSE, click on the **Publish** link on the navigation bar at the top of the page. The Publish page is displayed (see Figure 157).

Click on the **Service** tab on the left. The steps to publish a service are listed for your convenience.

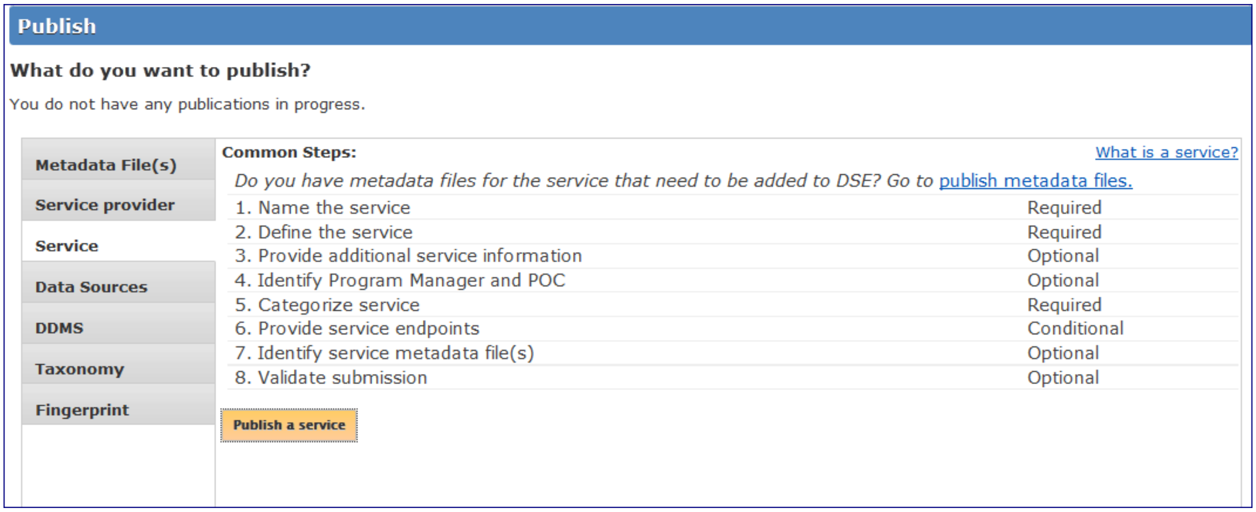


Figure 191. Publish – Service tab

If a step is required, the word ‘Required’ is displayed for that step; if a step is conditional, the word “Conditional” is displayed for the step; otherwise, ‘Optional’ is displayed.

The procedure for publishing a service includes the following main steps:

1. Naming the service
2. Defining the service
3. Providing additional service information
4. Identifying Program Manager and the POC
5. Categorizing service
6. Providing service endpoints
7. Identifying service metadata file(s)
8. Validating submission

The following sections describe each of these steps in detail.

If you have existing metadata files for the service, you can add them to the DSE before starting the publishing process. Click on the **publish metadata files** link at the top of the page. The Submission Package page is displayed. For information about publishing the metadata files, see the Uploading a Packaged Metadata File section and the Creating a New Package section of this chapter. Alternatively, you can first click on the **Publish a service** button to access the Publish a service page and use the **Upload Metadata File(s)** link to add the metadata files to the DSE before starting the publishing process.

Click on the **Publish a service** button (see Figure 191 above) to start the publishing process. The Publish a service page is displayed.

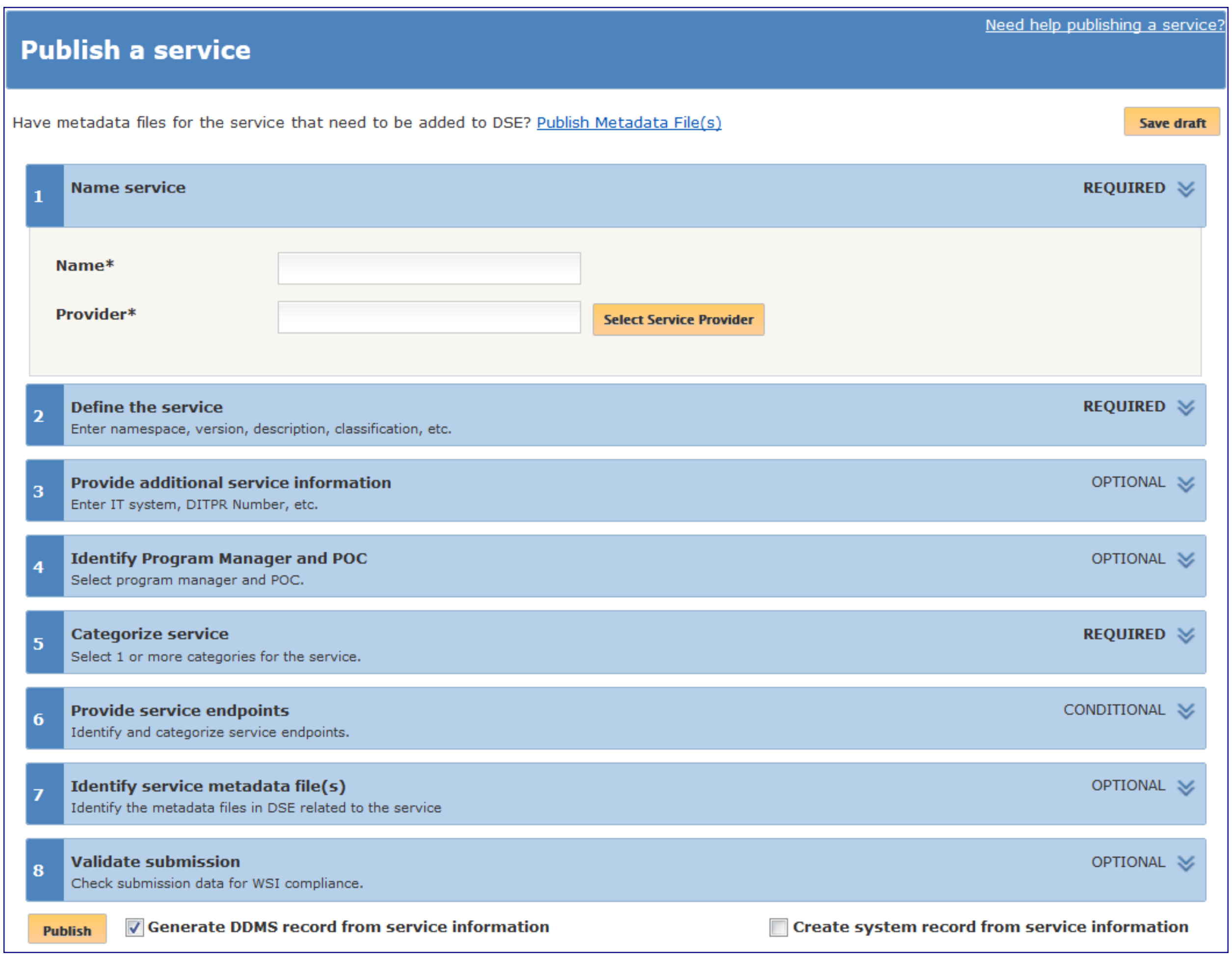


Figure 192. Publish a service page

At any point in time while working on the service you can save it as a draft and return later to continue with the steps and publish the saved service. Click on the **Save draft** button on the top right above step 1. The draft service is saved under your publications and is listed on the Published By Me page. For information about Published By Me page, see the Published By Me section of this manual.

If you have existing metadata files for the service you can add them to the DSE before starting the publishing process. Click on the **Publish Metadata File(s)** link at the top of the page. The Submission Package page is displayed. For information about publishing the metadata files, see the Uploading a Packaged Metadata File section and the Creating a New Package section of this chapter.

Naming the Service

Name service section enables you to provide information about the web service to name it.

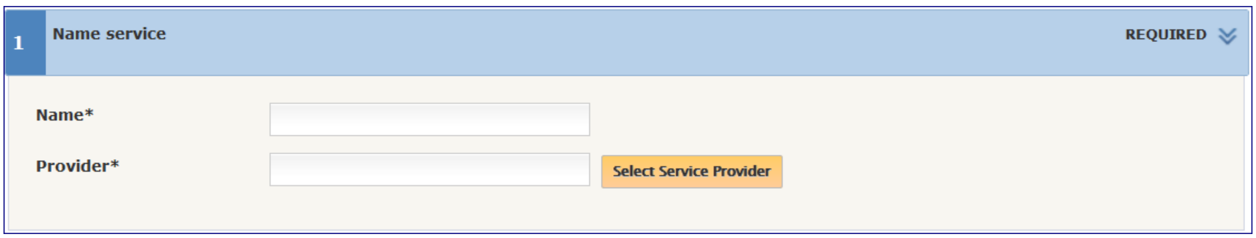


Figure 193. Naming a service

1. Enter a name for the web service.

2. Select a service provider responsible for this service. Click on the **Select Service Provider** button. The Select Service Provider window is displayed.

3. Search for the service provider either in an alphabetical order or by name. See Figure 194 below. Click **Select** in front of the service provider you need.

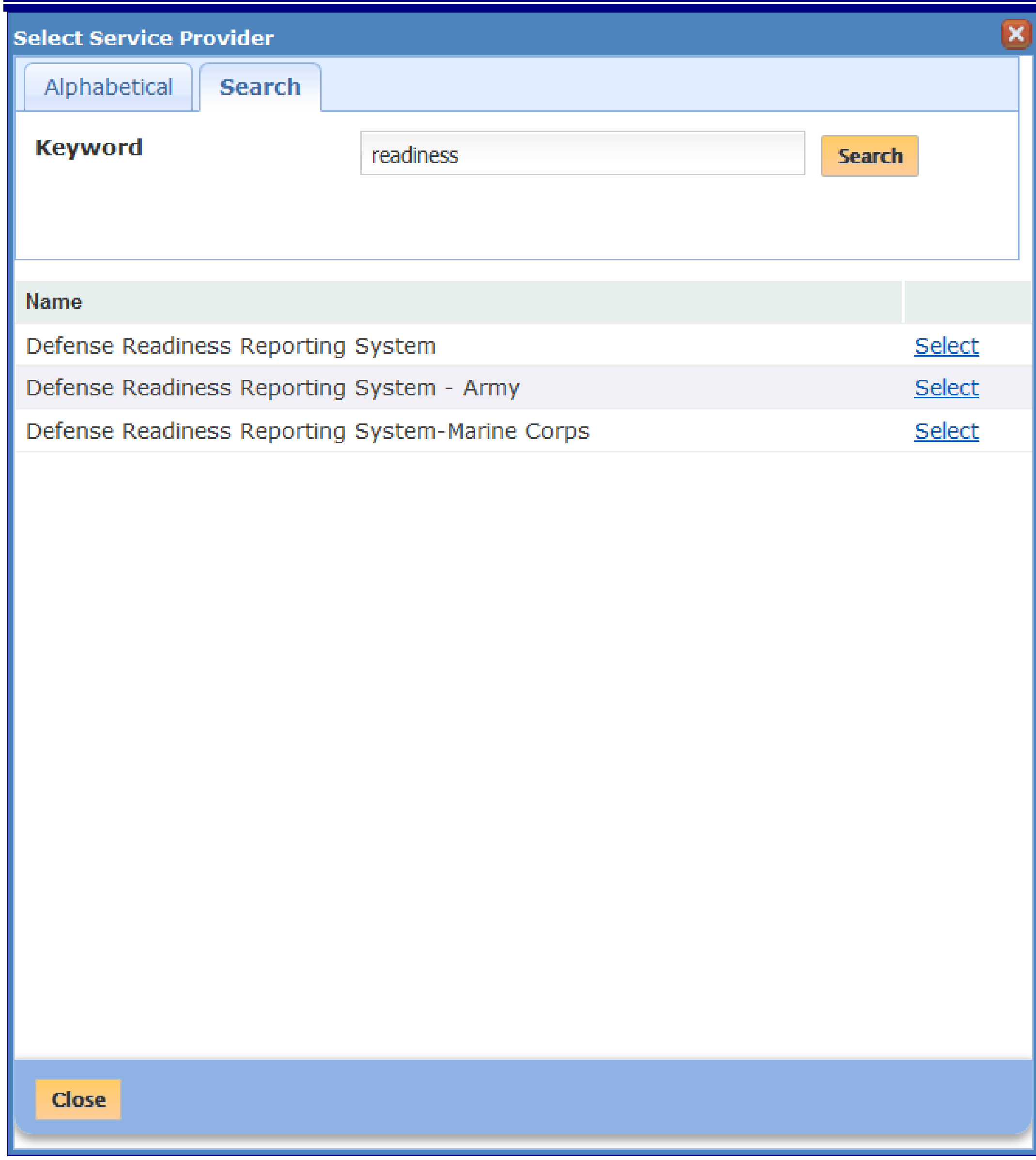


Figure 194. Searching for service provider

Defining the service

1. Click on step 2 to define the service. The Define the service step expands displaying all the related fields.

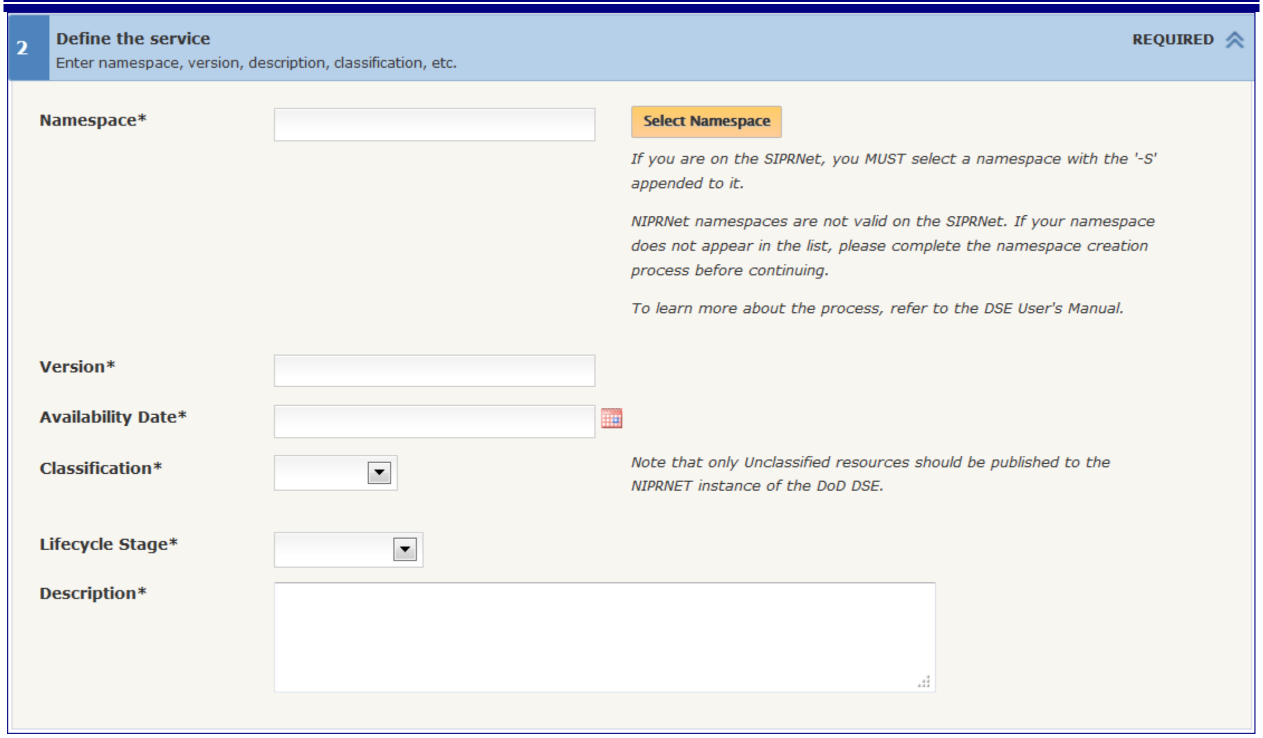


Figure 195. Defining the service

2. Provide the following information in the Define the service step. Information is required for fields marked with an asterisk (*).

Table 17. Information for describing the service

Field Name	Field Value
Namespace*	The DoD namespace to which this service will be published. Click the **Select Namespace** button. You can select a namespace from the list by clicking on the **Select** link, searching for the namespace in alphabetical order or by searching for the namespace by name. **Note:** On SIPRNet, you can only publish to a SIPRNet namespace. You cannot publish to a NIPRNet namespace from SIPRNet. This will result in a failed status for the service. If you are on the SIPRNet, you MUST select a namespace with the '-S' appended to it. If your namespace does not appear in the list, you can use the Feedback and Support functionality to request the DSE Administrator to create a new namespace. For information about creating the namespace, see the Namespaces section under the FAQs on the DSE website.
Version*	A version number for the service.
Availability Date*	The date when this service will be available for use.

Field Name	Field Value
Classification*	The classification level of this service. Note that only unclassified resources should be published to the NIPRNet instance of the DSE and only “UNCLASSIFIED” can be selected on the NIPRNet instance
Lifecycle Stage*	The current stage in the development lifecycle for this service. You can choose from the following stages for the service: Concept, Developmental, Operational, Deprecated, and Retired. Note that if you select the Operational stage, you are required to provide service endpoints for the service. See the Providing service endpoints section of this manual.
Description*	A detail description of this service.

Providing additional service information

1. Click on step 3 to provide optional additional information about the service. The step expands displaying all the related fields.

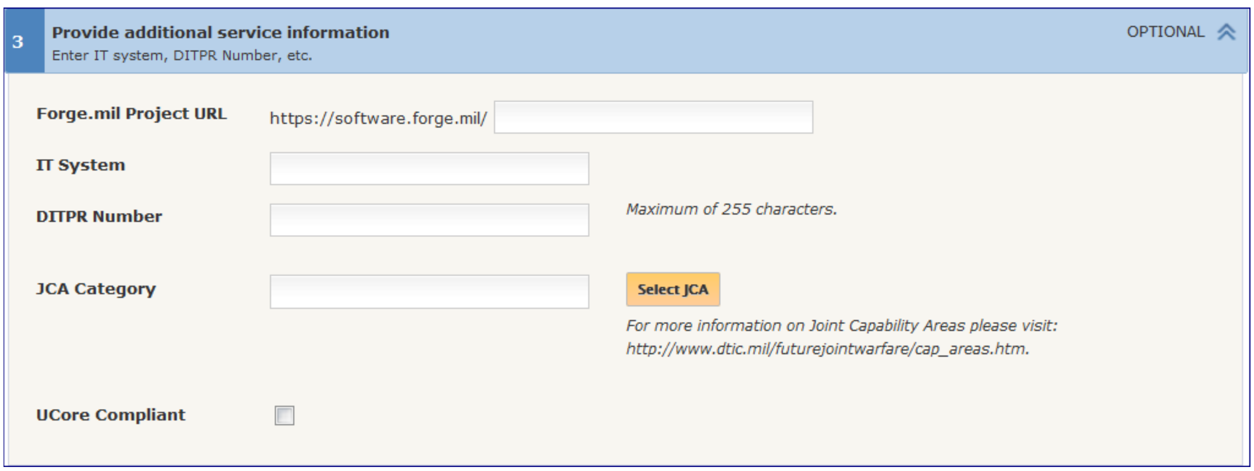


Figure 196. Providing additional service information

2. Provide the following information in the Provide additional service information step.

Table 18. Additional service information

Field Name	Field Value
Forge.mil Project URL	The path portion of the URL that points to the relevant forge.mil project.
IT System	The well-known name of the IT System that the service provider for this service describes.
DITPR Number	The DITPR Number of the IT System that the service provider for this service describes.

Field Name	Field Value
JCA Category	The JCA Category of the IT System that this service describes. Click the **Select JCA** button. You can select a JCA from the list by clicking on the **Select** link, searching for the JCA in alphabetical order, or by searching for the JCA by name.
UCORE Compliant	Indicate whether the service is in compliance with UCORE.

Identifying Program Manager and the POC

1. Click on step 4 to identify the program manager and the POC for the service. The step expands displaying the related buttons.

Figure 197. Identifying program manager and POC

2. To select a program manager for the IT System associated with this service, click on the **Select Program Manager** button. The Identify Program Manager window is displayed.

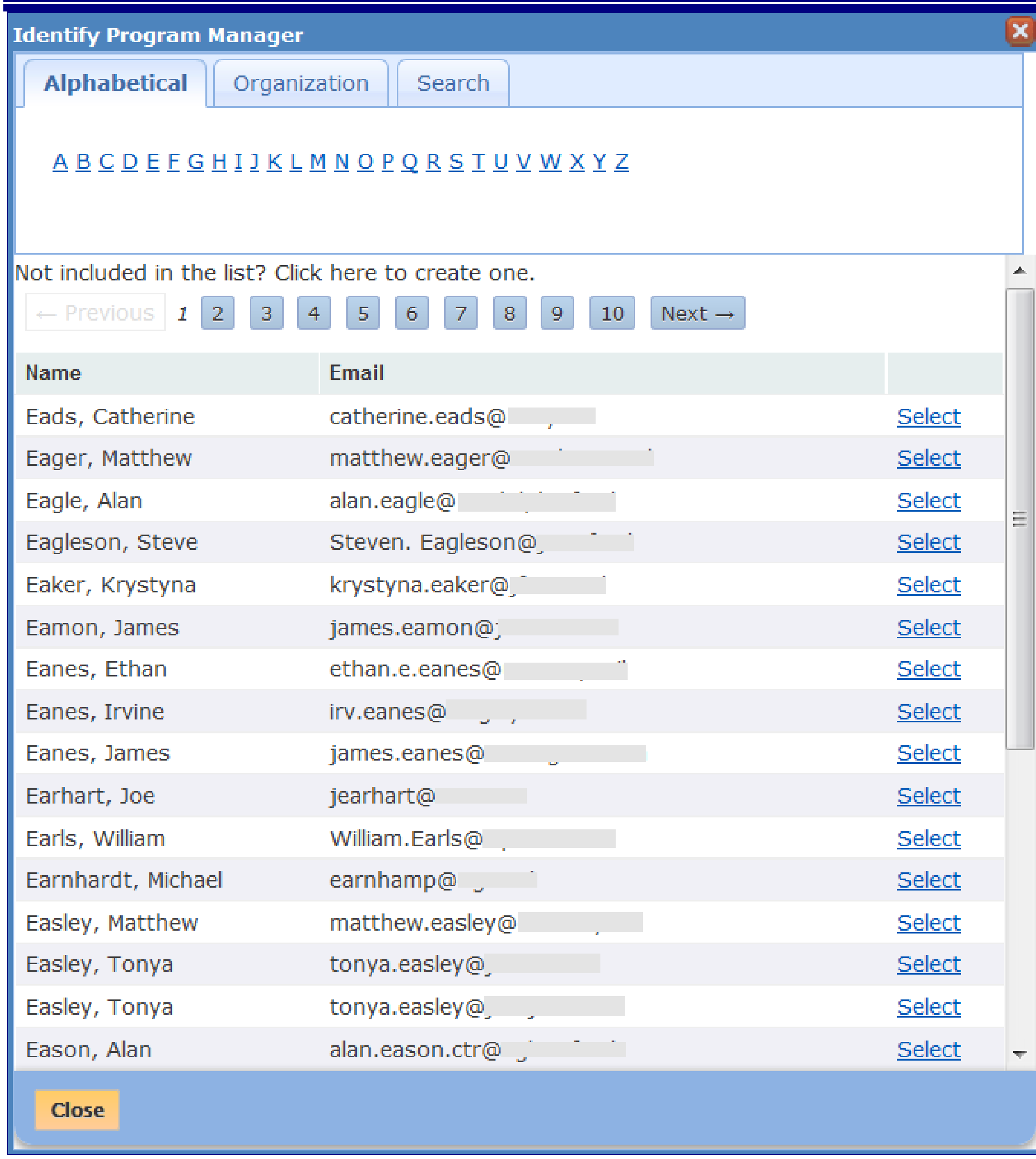


Figure 198. Selecting program manager

3. You can select a program manager by searching alphabetically and clicking on the **Select** link for the person; searching by the organization and clicking on the **Select** link; or searching by name and then clicking on the **Select** link.

4. If the program manager you are looking for is not on the list, you can create a new one. Click on **Click here to create one** above the list (see Figure 199 below).

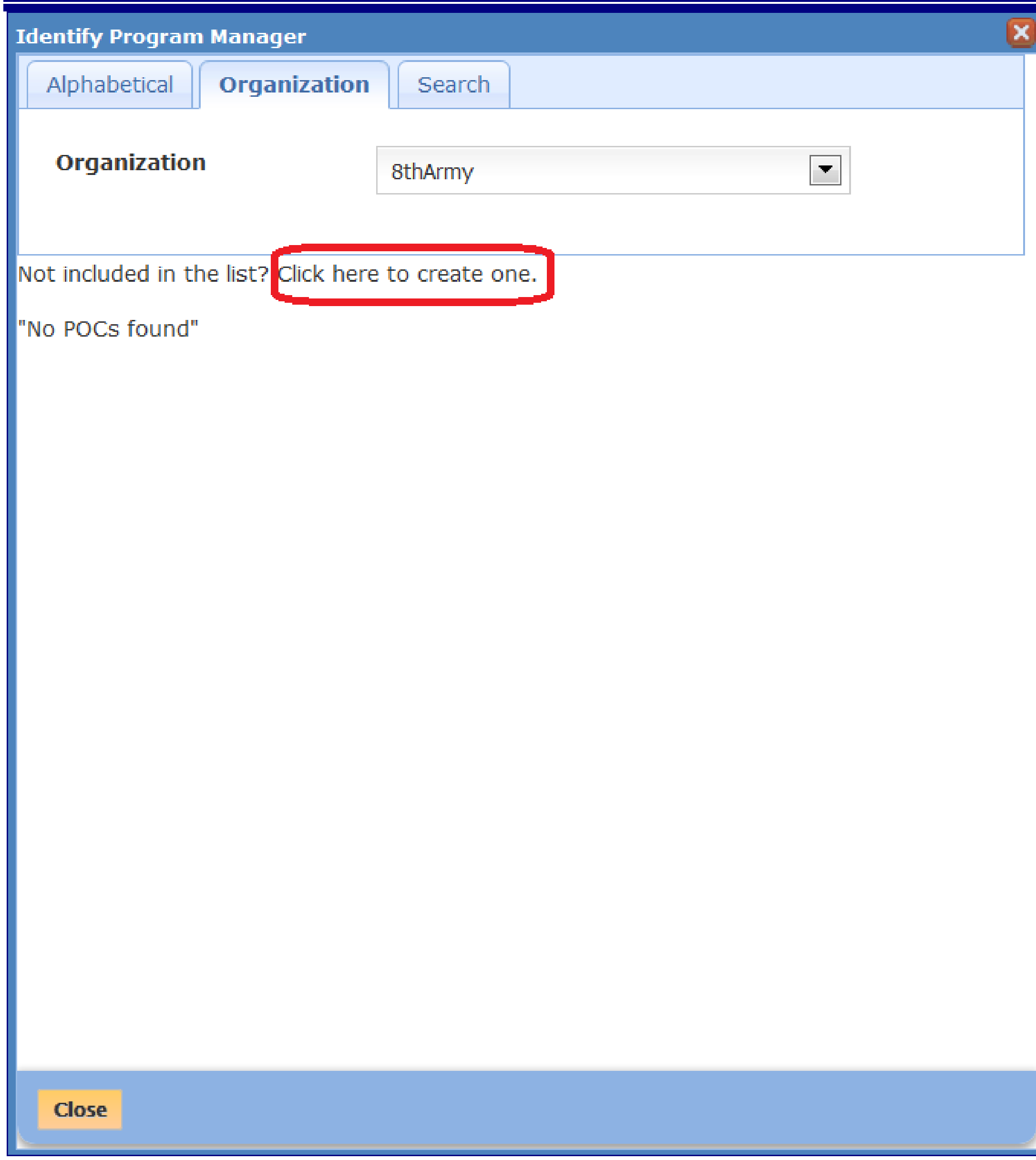


Figure 199. Link to create new program manager

The page expands to display fields for adding information about the program manager.

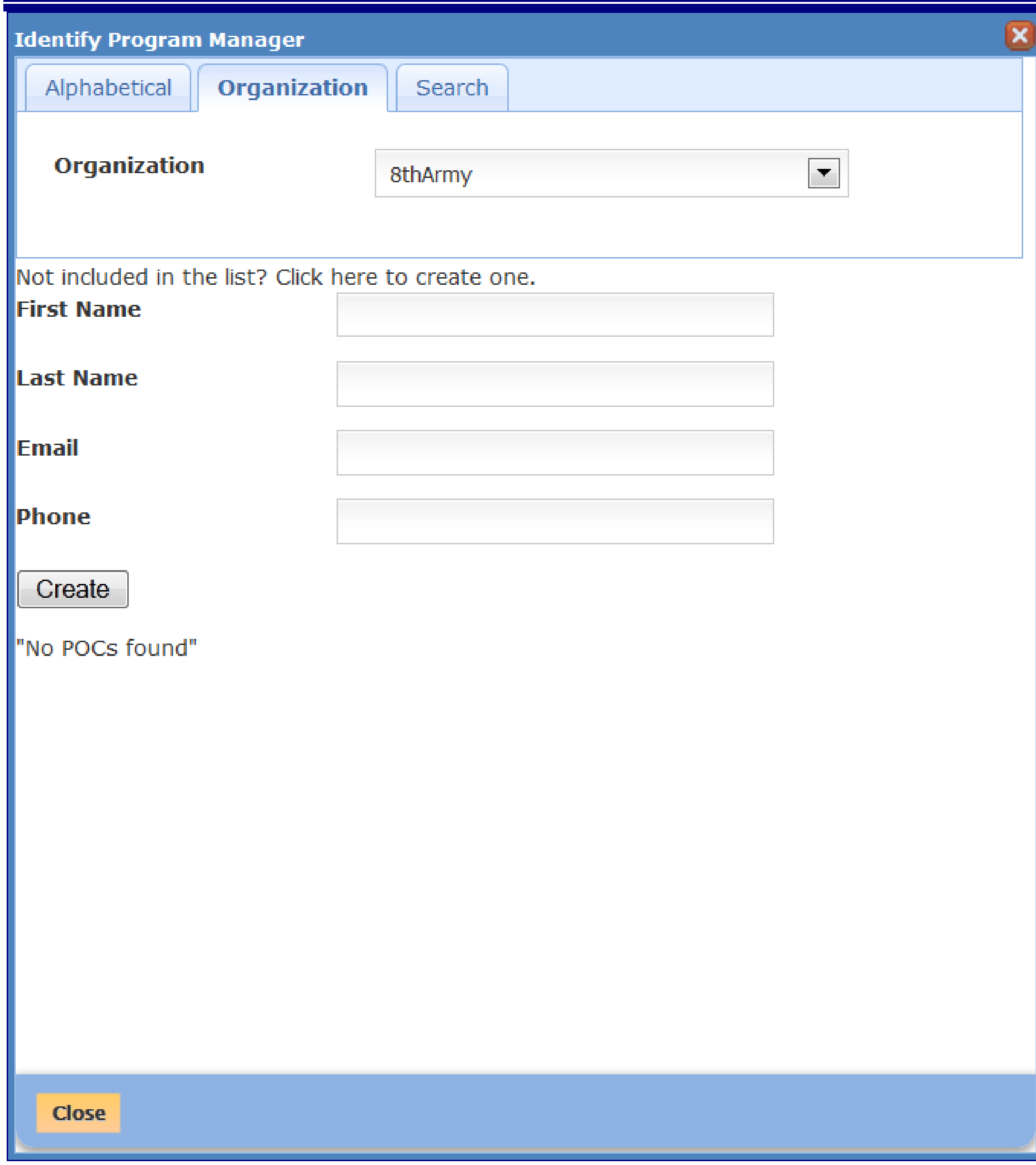


Figure 200. Creating new program manager

5. Provide the following details for the new program manager:

    a. the first name

    b. the last name

    c. the email address

    d. the phone number

6. Click **Create** to add the program manager under step 4.

7. Alternatively, you can add yourself as the program manager by clicking on the **Select Self** button under step 4.

8. You can remove the selected program manager at any time by clicking on the **Remove** icon.

9. To replace the selected program manager with a different program manager, select the required program manager from the Identify Program Manager window using the steps described above. The new program manager replaces the program manager selected earlier.

10. To select a POC for the IT System associated with this service, click on the **Select POC** button. The Select POC window is displayed.

11. You can select a POC by searching alphabetically and clicking on the **Select** link for the person; searching by the organization and clicking on the **Select** link; or searching by name and then clicking on the **Select** link.

12. If the POC you are looking for is not on the list, you can create a new one. Click on **Click here to create one** above the list (see Figure 201 below).

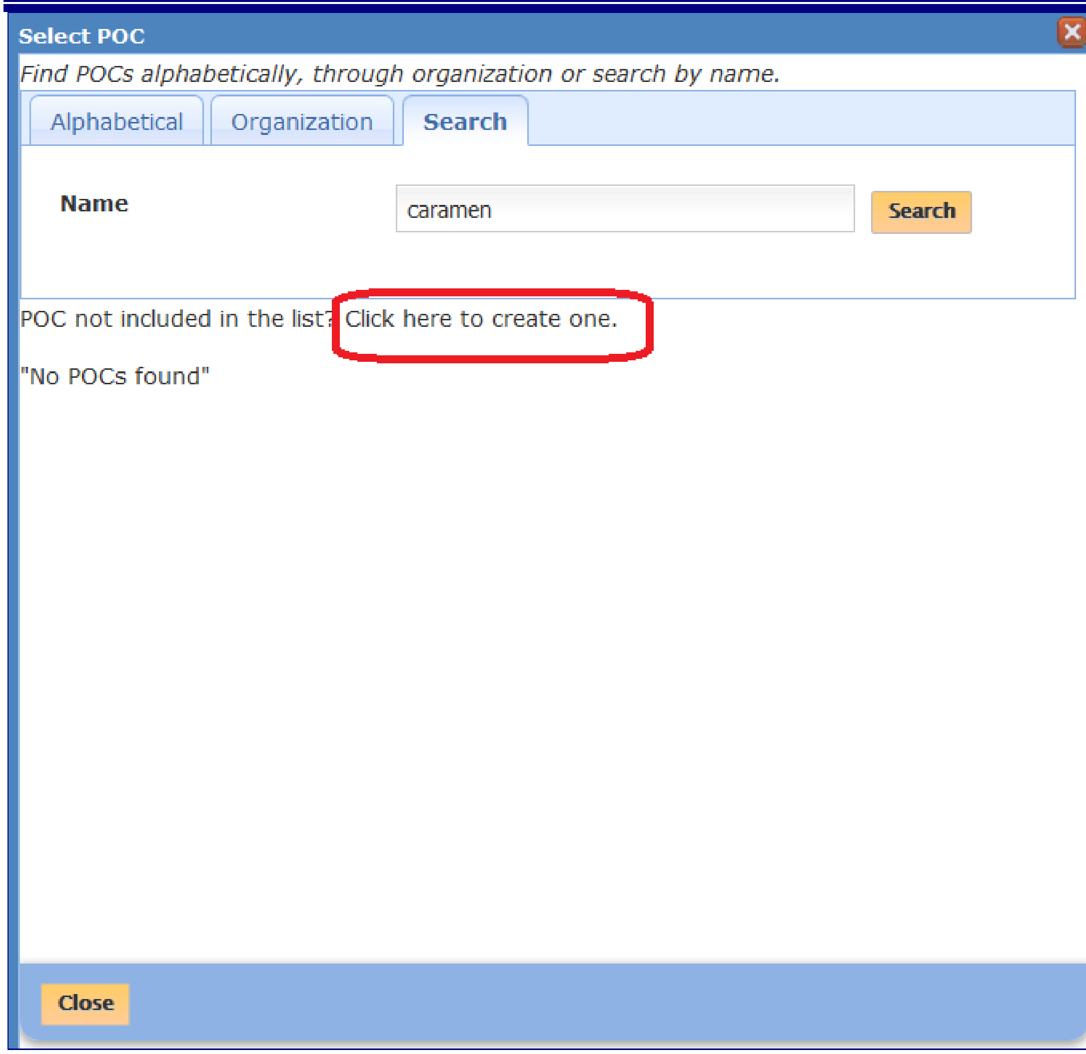


Figure 201. Link to create new POC

The page expands to display fields for adding information about the POC.

13. Provide the following details for the new POC:
    a. the first name
    b. the last name
    c. the email address
    d. the phone number
14. Click **Create** to add the POC under step 4.
15. Alternatively, you can add yourself as the POC by clicking on the **Select Self** button under step 4.
16. You can remove the selected POC at any time by clicking on the **Remove**  icon.

17. To replace the selected POC with a different POC, select the required POC from the Select POC window using the steps described above. The new POC replaces the POC selected earlier.

Categorizing service

1. Click on step 5 to select one or more categories for the service. The step expands displaying the **Add Category** button.

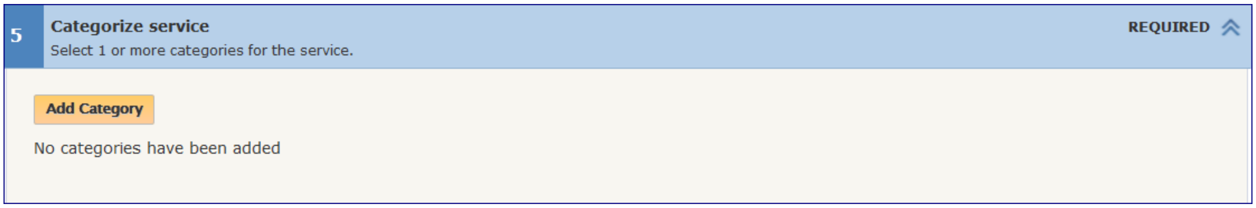


Figure 202. Categorizing service

2. Click on **Add Category**. The Select categories window is displayed listing the parent system and user-defined categories. All the categories – system and user-defined, if any, associated with the selected service provider can be found under these parent categories. The user-defined categories available here are the categories that were selected while creating that service provider. For more information see the Identifying available categories section of this manual.

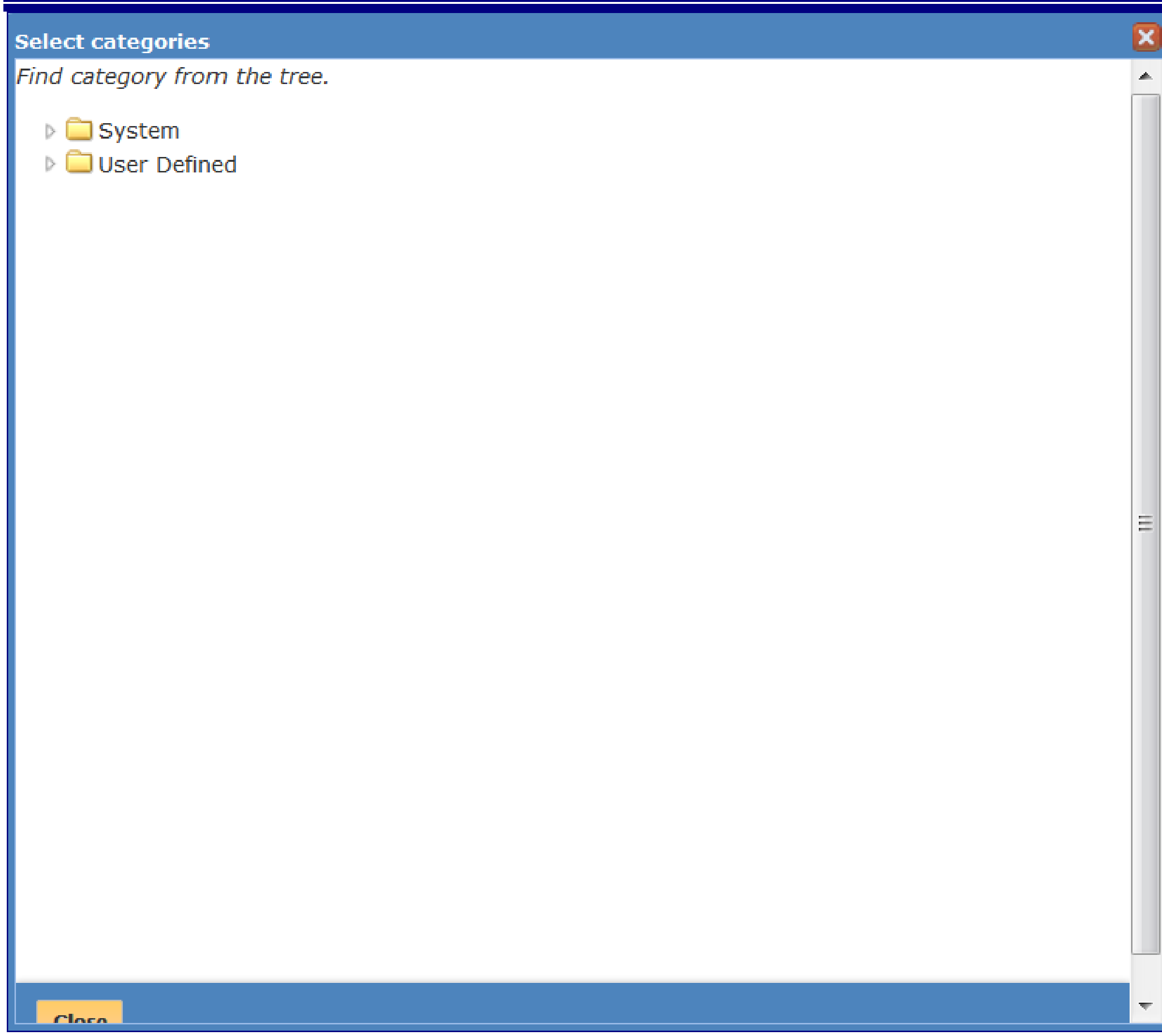


Figure 203. Parent categories

3. From the list you can expand the parent categories to drill down and select the appropriate sub-categories as needed by clicking on the arrow in front of the parent category name.

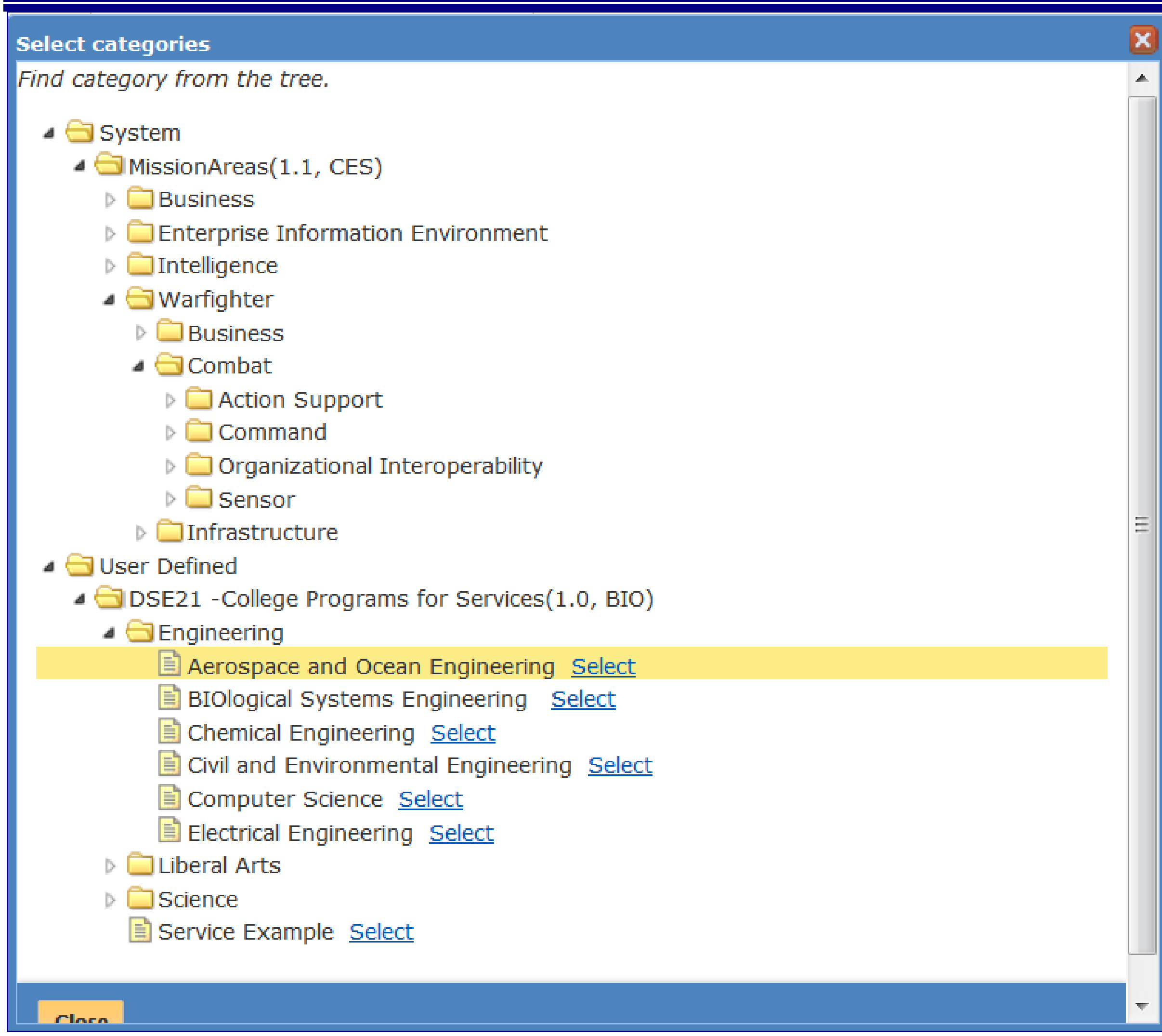


Figure 204. Selecting categories

4. Select the categories that you need by clicking on the **Select** link in front of the category. Click **Close** to return to the Service page.

   Selected categories are visible under step 5 on the Service page.

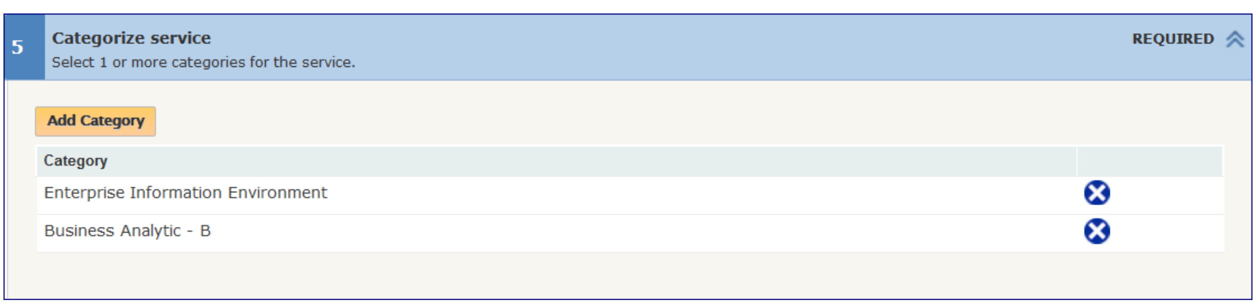


Figure 205. Selected categories

You must select one or more System categories for the service in order to publish.

5. From the categories list you can remove a category, if needed, by clicking on the **Remove** icon for the category.

Providing service endpoints

If you select **Operational** as the lifecycle stage for the service and choose to create system record from the service information, provide endpoint(s) for the service. Otherwise, if you select **Operational** as the lifecycle stage, do not provide any endpoint(s), and select **Create system record from service information** at the bottom of the page, an error is displayed when you click **Publish**.

1. Click on step 6 to define one or more endpoints for the service. The step expands displaying the **Add Endpoint** button.

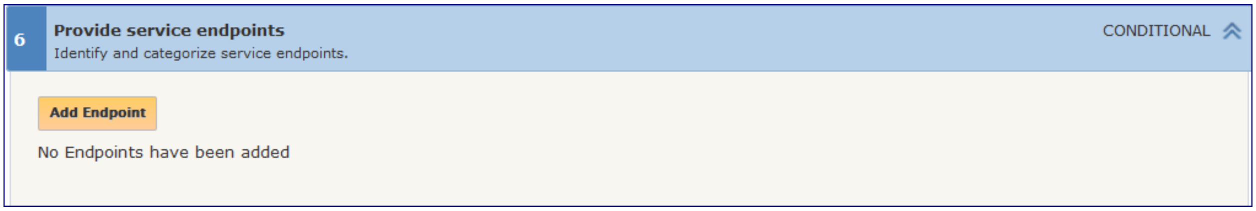


Figure 206. Adding service endpoints

2. Click on **Add Endpoint**. The Add Endpoint window is displayed.

Figure 207. Adding endpoint URL

3. Enter the endpoint URL for the service and click **Add**. The endpoint URLs are listed under step 6.

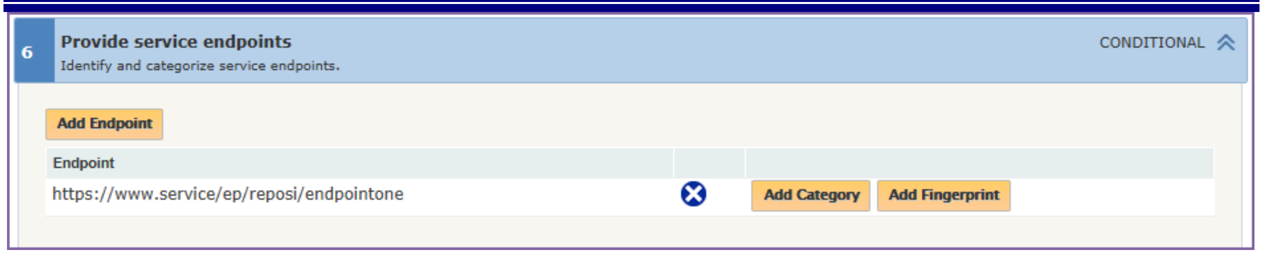


Figure 208. Service endpoints

You can add one or more endpoints for the service.

4. After the endpoints are added you can:

    a. Remove an endpoint, if needed.

    b. Add categories and fingerprints for your endpoint.

5. To remove an endpoint, click on the **Remove**  icon for the endpoint.

6. To add categories for your endpoint, click on the **Add Category** button. The Select Category window displays a list of parent system and user-defined categories.

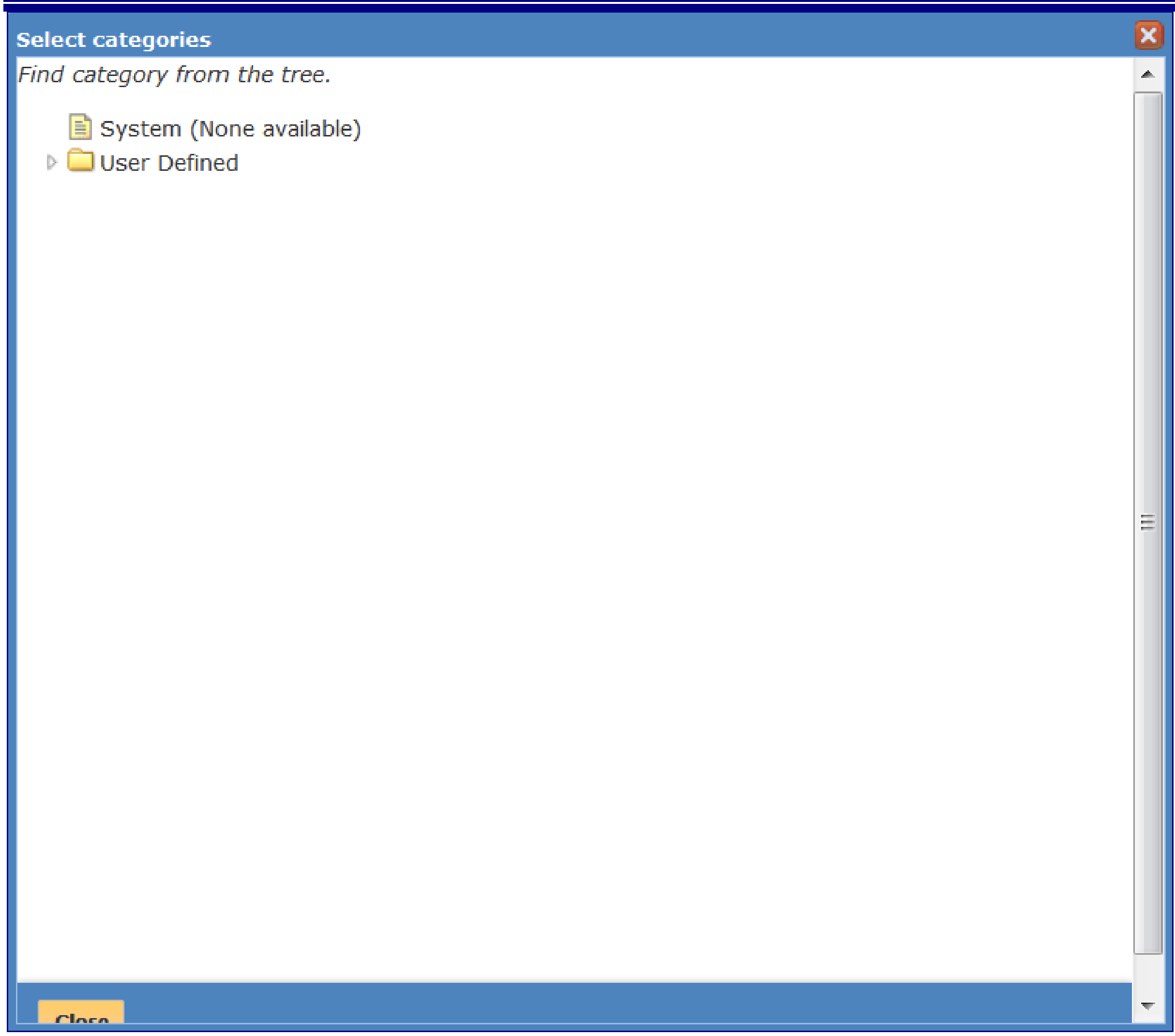
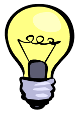


Figure 209. Parent categories



The user-defined taxonomies displayed here are the taxonomies that are associated with the service provider selected for this service. If the service provider for the service is changed, the list of taxonomies will change too. Additionally, during taxonomy creation the 'Register in UDDI' checkbox must be selected with Usage "Binding".
For information about creating user-defined taxonomies, see the Publishing Taxonomies section of this manual.

7. From the list you can expand the parent categories to drill down and select the appropriate sub-categories as needed by clicking on the arrow in front of the parent category name.

8. Select the categories that you need by clicking on the **Select** link in front of the category. Click **Close** to return to the Service page.

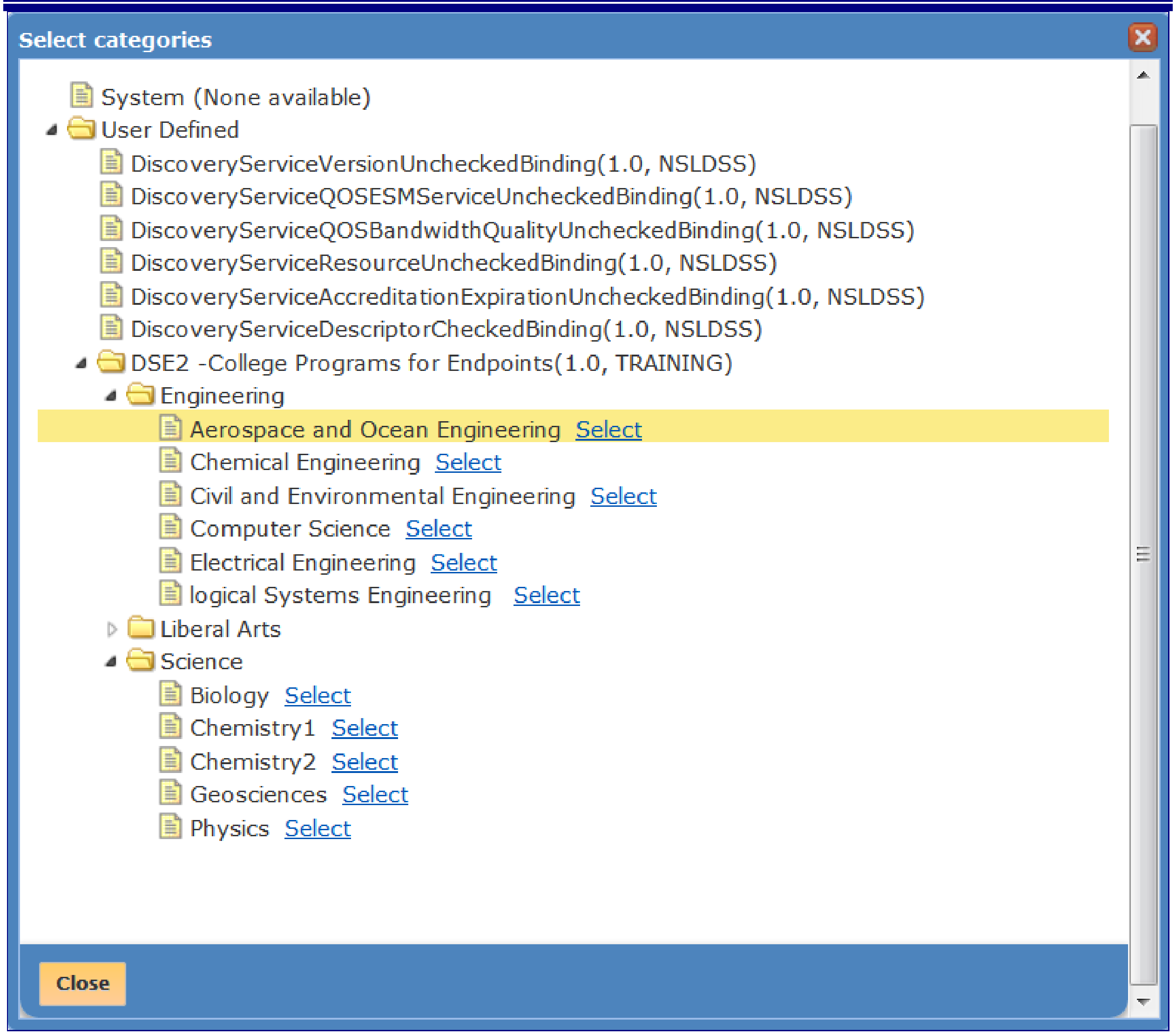


Figure 210. Selecting endpoint categories

Selected categories are visible for the endpoint under step 6 on the Service page.

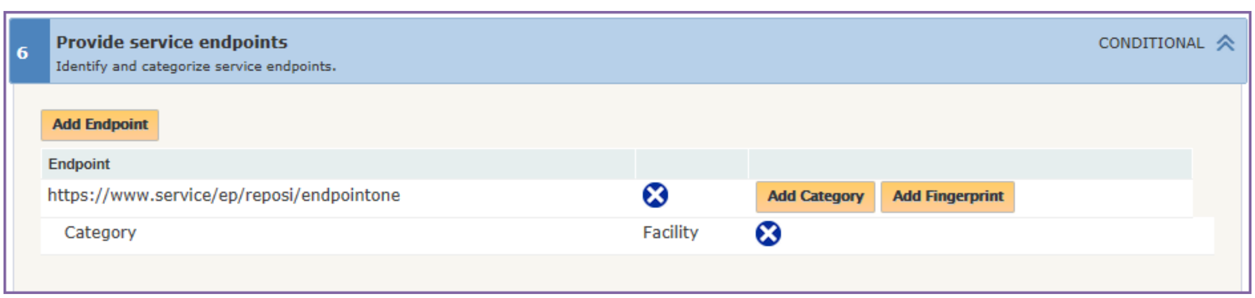


Figure 211. Endpoint categories visible under the endpoint

9. To add fingerprints for your endpoint, click on the **Add Fingerprint** button. The Select Fingerprints window displays a list of parent system and user-defined fingerprints.

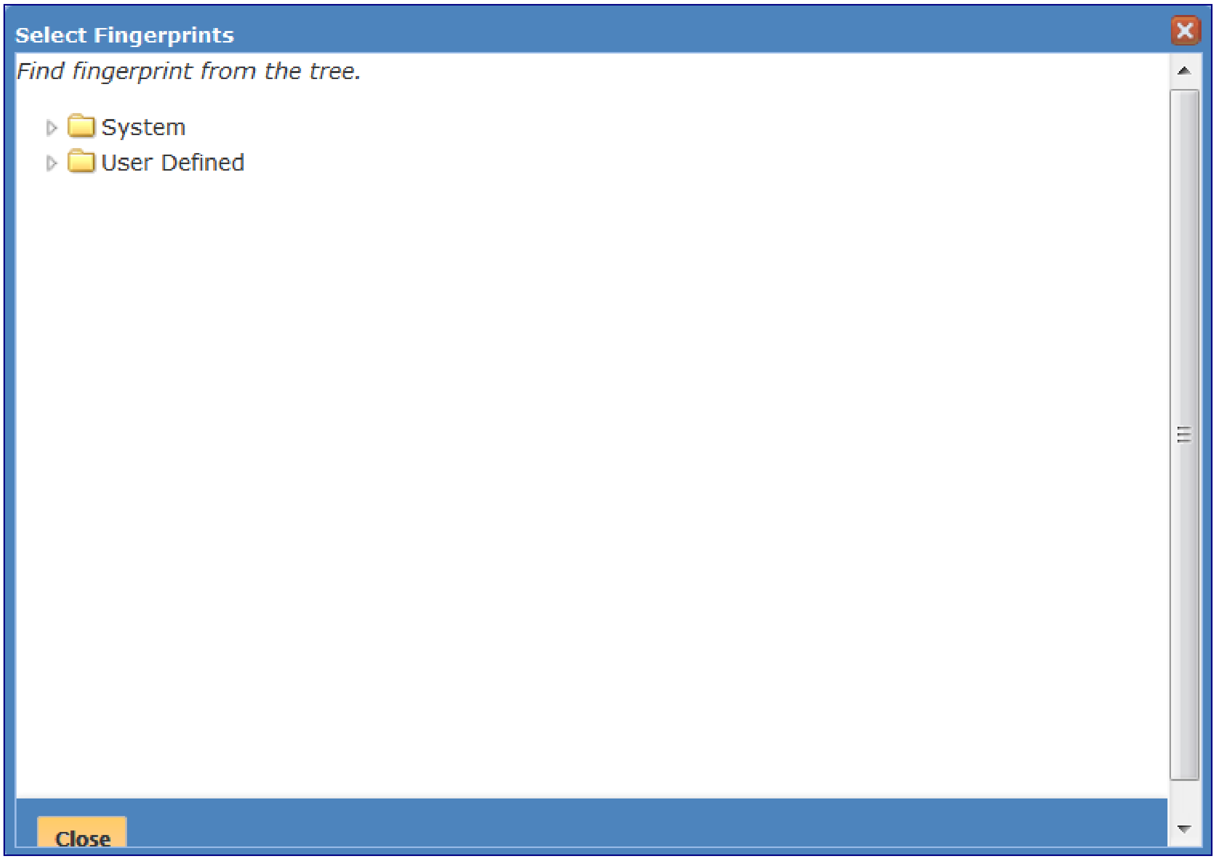


Figure 212. Parent fingerprints

The system fingerprints will be available on this page only if the System Administrator has enabled them.

The user-defined fingerprints displayed here are the fingerprints created by the users and associated with the selected service provider for this service. If the service provider for the service is changed, the list of fingerprints displayed here will change too. Note that these are the fingerprints that were selected while creating that service provider. For more information see the Identifying available categories section of this manual.

10. From the list you can expand the parent categories to drill down and select the appropriate fingerprints as needed by clicking on the arrow in front of the parent category name.

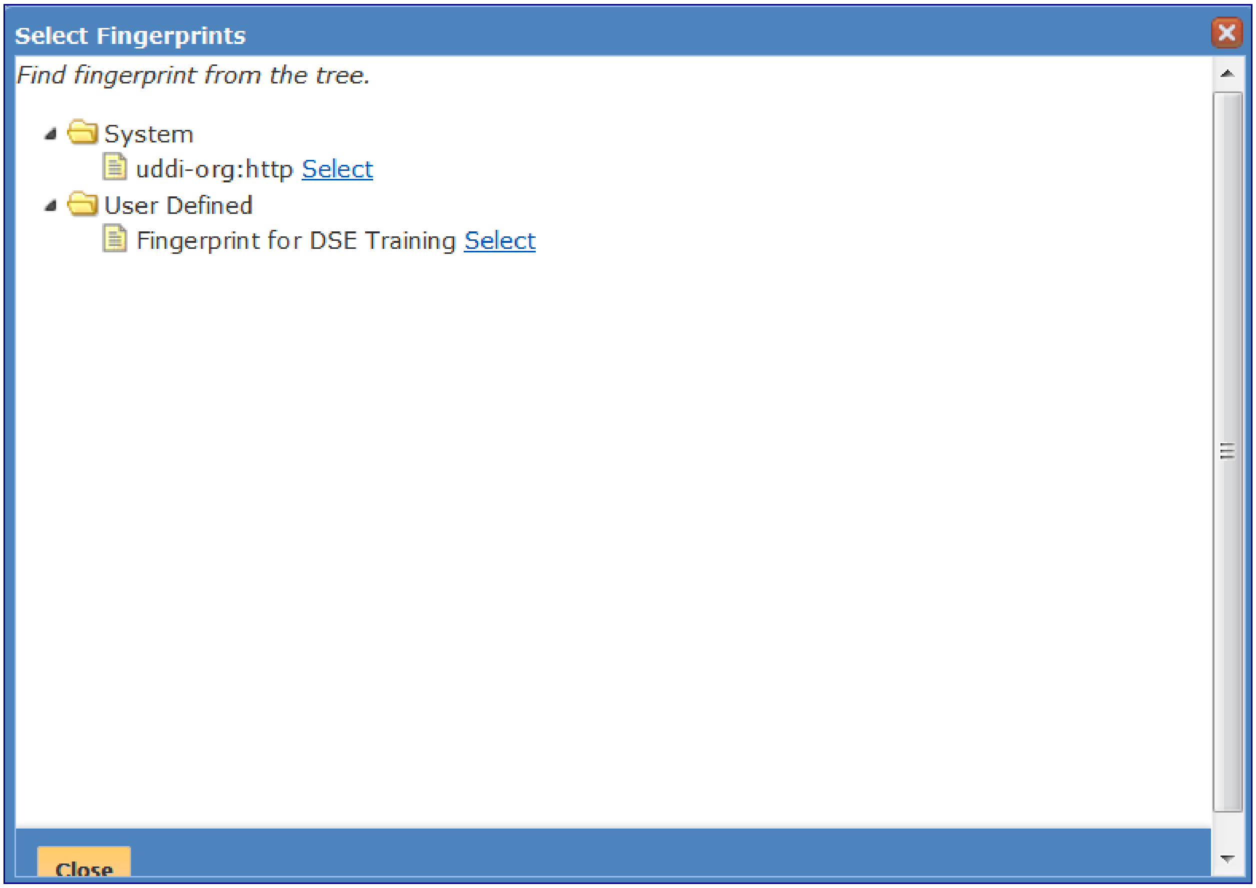


Figure 213. Selecting fingerprints

11. Select the fingerprint that you need by clicking on the **Select** link in front of the fingerprint. Click **Close** to return to the Service page.

    Selected fingerprints are visible under step 6 on the Service page.

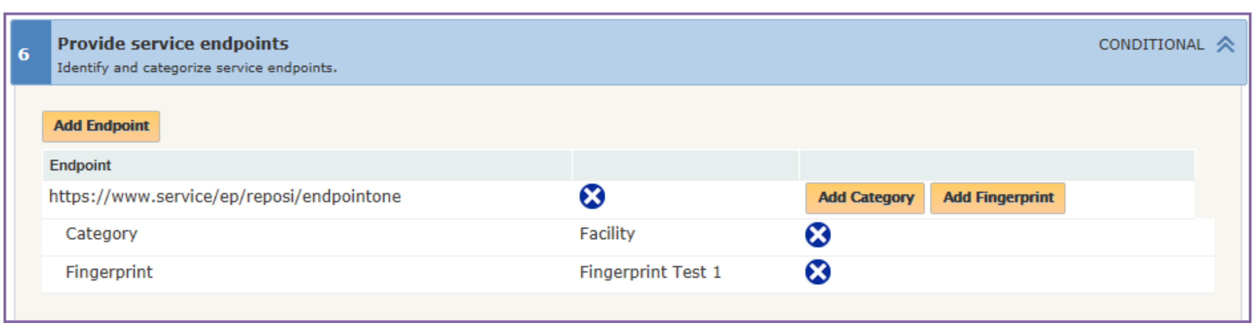


Figure 214. Selected fingerprints visible under the endpoint

Identifying service metadata file(s)

1. Click on step 7 to select one or more metadata files and/or access control policy (ACP) files for the service. The step expands displaying the **Select Metadata File(s)** button.

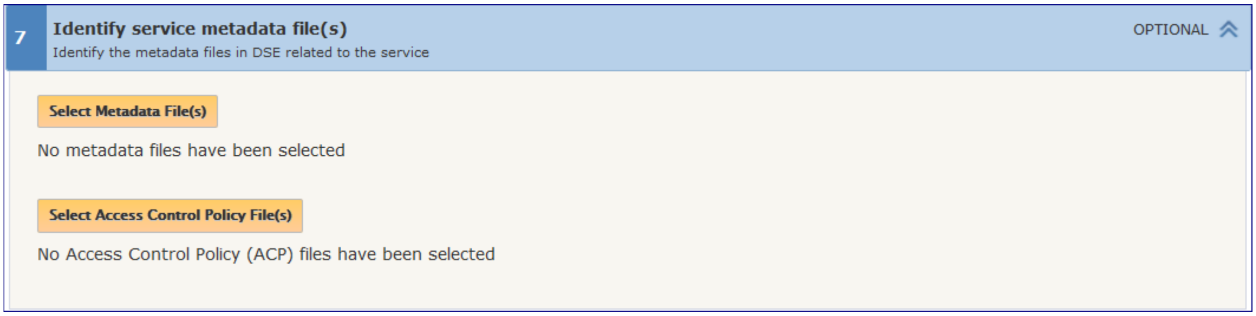


Figure 215. Identifying service metadata file(s)

2. Click on **Select Metadata File(s)**. The Select Metadata URL window is displayed.

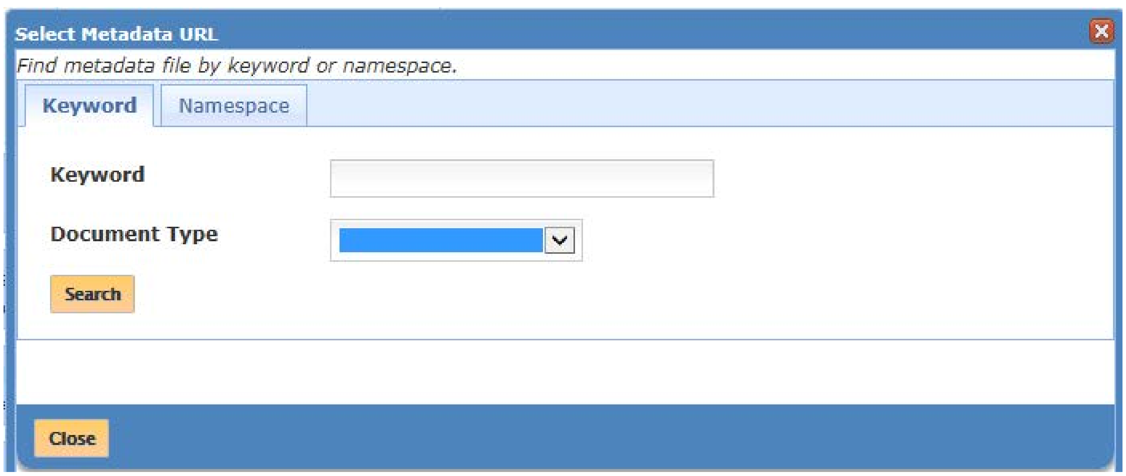
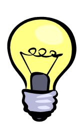


Figure 216. Select Metadata URL page

3. You can search for a metadata file either by keyword or namespace. To select a namespace, you can search for a namespace either by namespace abbreviation or by clicking on the **Find Namespace** button. If you click on the **Find Namespace** button, you can select a namespace from the list by clicking on the **Select** link; by searching in alphabetical order; or by searching by name.

   You can also narrow the search further by selecting a document type from the **Document Type** drop-down menu.



These metadata files must have a valid URL to be selected. CUI resources do not have URLs and cannot be selected. Some namespaces also do not allow URLs.

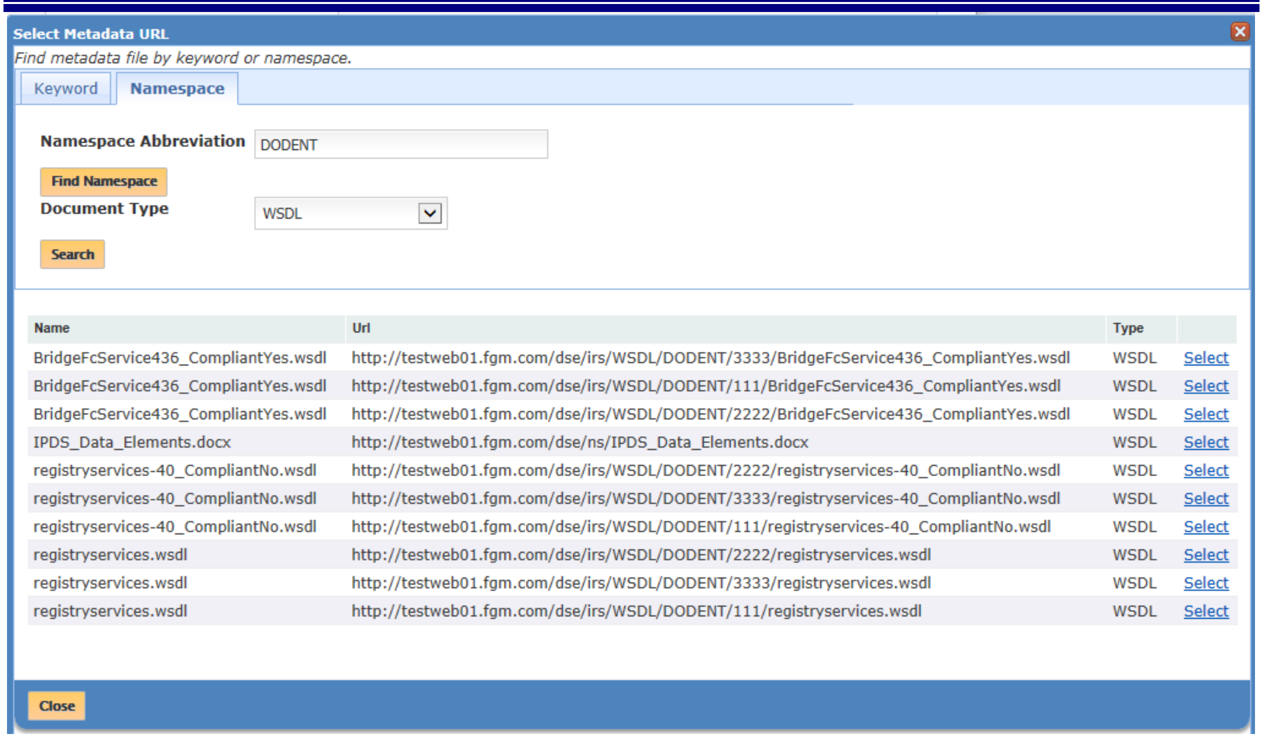


Figure 217. Selecting metadata URL

4. Select the metadata file you need by clicking on the **Select** link for the file. Click **Close** to return to the Service page. The selected metadata files are visible under step 7 (see figure below).

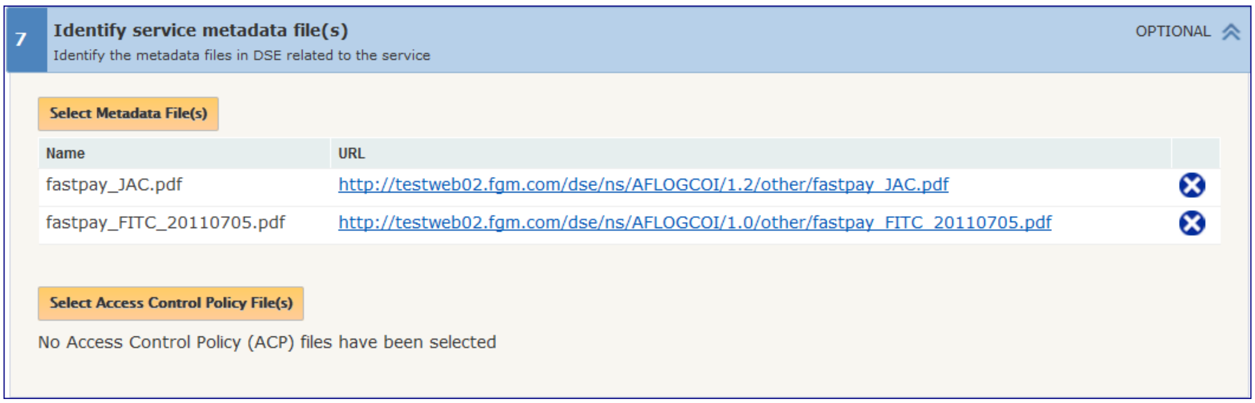


Figure 218. Selected metadata URL

5. From the metadata files list you can remove a file, if needed, by clicking on the **Remove** icon for the file.

6. To select an access control policy file, click on the **Select Access Control Policy File(s)** button.

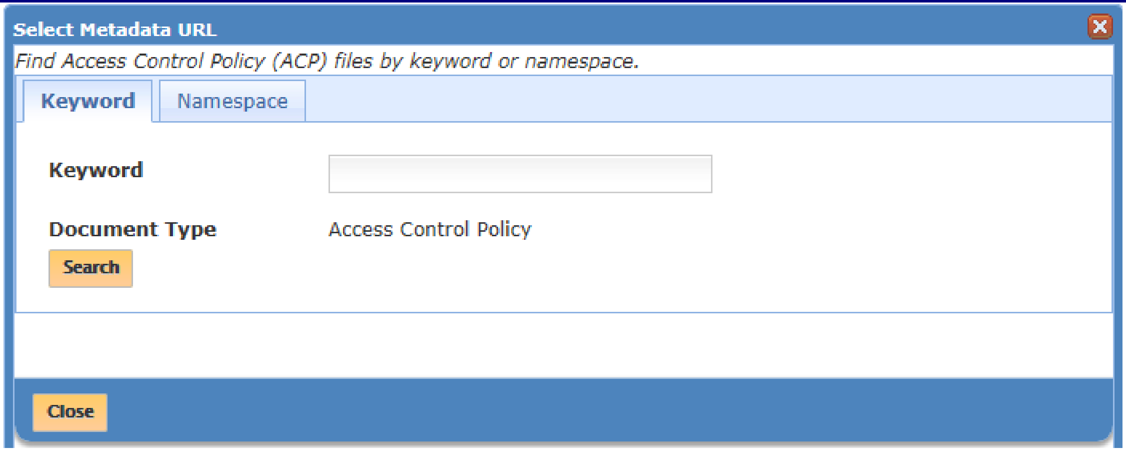


Figure 219. Selecting Access Control Policy File(s)

7. You can search for an ACP file either by keyword or namespace. To select a namespace, you can search for a namespace either by namespace abbreviation or by clicking on the **Find Namespace** button. If you click on the **Find Namespace** button, you can select a namespace from the list by clicking on the **Select** link; by searching in alphabetical order; or by searching by name.

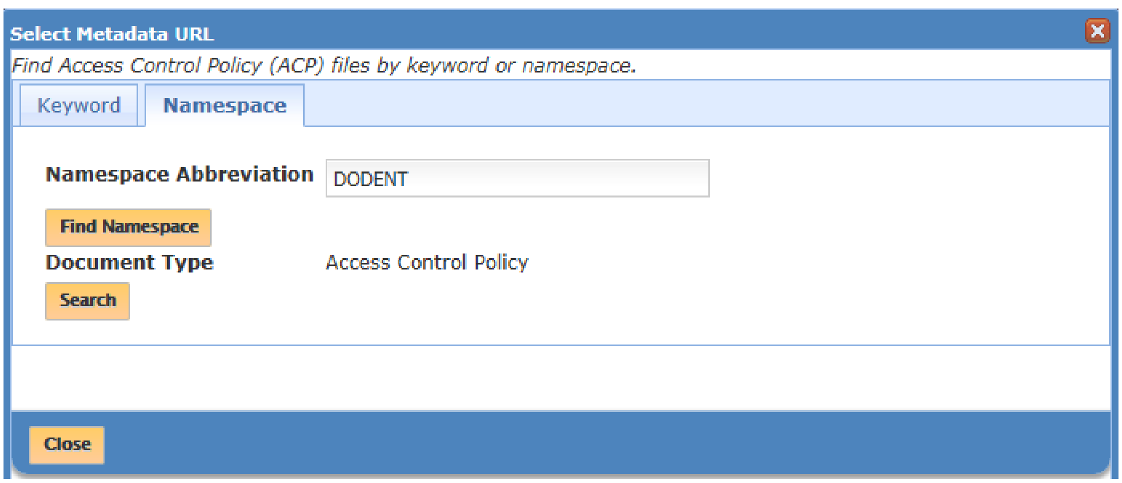


Figure 220. Searching for ACP files by namespace

8. Select the ACP file you need by clicking on the **Select** link for the file. Click **Close** to return to the Service page. The selected ACP files are visible under step 7.

Validating submission

1. Click on step 8 to check the service data for WSI compliance. The step expands displaying the WSI compliance section.

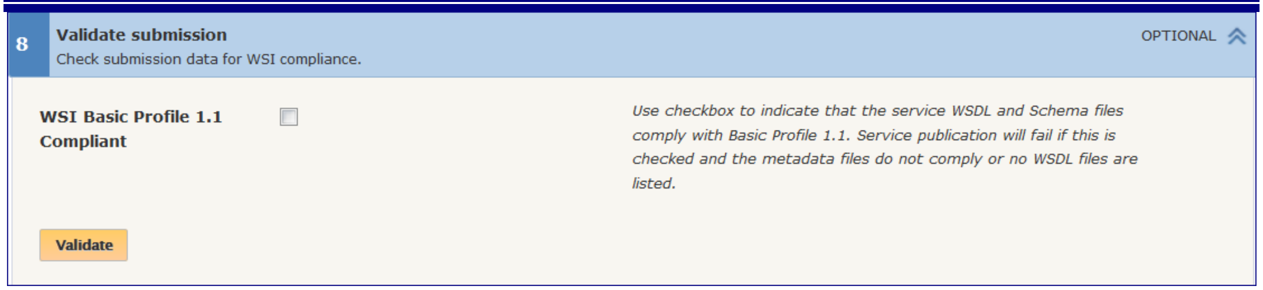


Figure 221. Validating submission

2. Select the WSI Basic Profile 1.1 Compliant checkbox. All the Service WSDL and Schema files will be checked for WSI Compliance and a report will be generated. For more details, see the Managing WS-I Basic Profile 1.1 Compliance section of this manual.

   You can claim compliance by selecting the WSI Basic Profile 1.1 Compliant checkbox. A selected checkbox indicates that publication of the Service will fail if any of the Service WSDL or schema files are non-compliant when you click **Publish**. To publish the Service with non-compliant files, uncheck the WSI Basic Profile 1.1 Compliant checkbox.

3. Click **Validate**.

Generating DDMS Record Automatically after Publishing Service

Before submitting the service for publishing you can indicate whether you want the DSE to auto-publish a DDMS record to the Enterprise Catalog. By default the Generate DDMS Record from service information checkbox (see the figure below) is selected which means DSE will auto-publish a DDMS record to the Enterprise Catalog. If you unselect the checkbox, the DDMS record will not be auto-published to the Enterprise Catalog after the service is published to DSE and the UDDI registry. Note that generated DDMS records are only published to the Enterprise Catalog, and are not stored in the DSE.

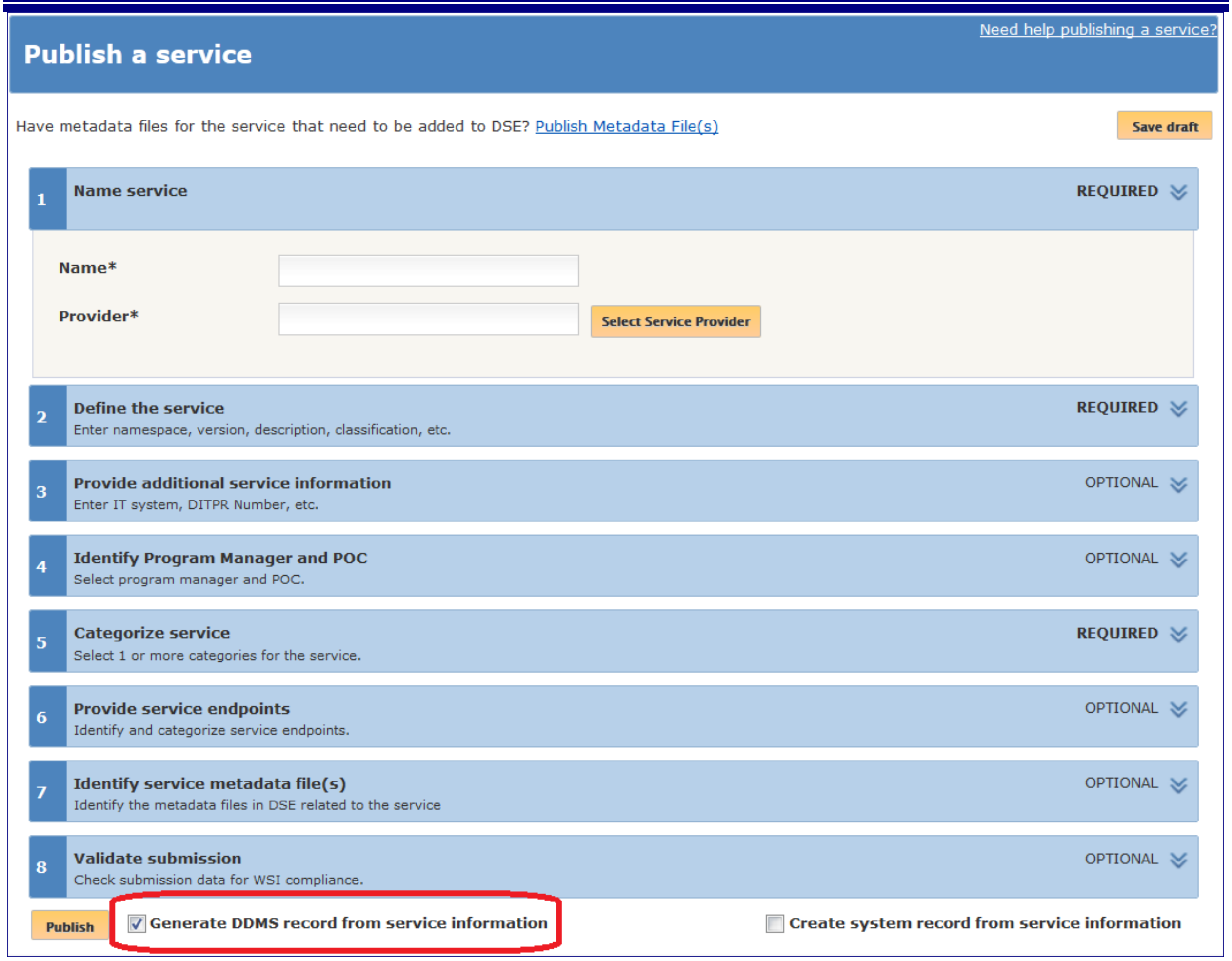


Figure 222. Checkbox for automatically generating DDMS record

If for any reason the DDMS record does not publish to the Enterprise Catalog successfully (an error is returned for the DDMS), the related Service still gets published in DSE and the UDDI Registry. But, if for any reason the Service fails to publish to the DSE or the UDDI Registry, the related DDMS record will also fail to publish in the Enterprise Catalog.

When a DDMS is auto-generated, its URL is set to a query on the service. So, when you click a search result in the Enterprise Catalog, you will be pointed to a DSE page describing the service and linking its metadata.

Creating System Record Automatically after Publishing Service

After you have specified your choice about generating DDMS record and entered all the other required service details, you can further indicate that after the service is published you want a new System record to be created based on the information provided for the Service. If you select the **Create system record from service information** checkbox, DSE creates a new System based on the service information you provided. A new System record is created in the same way as you would publish a System step by step.

> If you select **Operational** as the lifecycle stage for the service and choose to create system record from the service information, you must provide endpoint(s) for the service. Otherwise, if you select **Operational** as the lifecycle stage, do not provide any endpoint(s), and select **Create system record from service information** at the bottom of the page, an error is displayed when you click **Publish**.

The **Create system record from service information** checkbox is available at the bottom right of the Publish a service page (see the figure below).

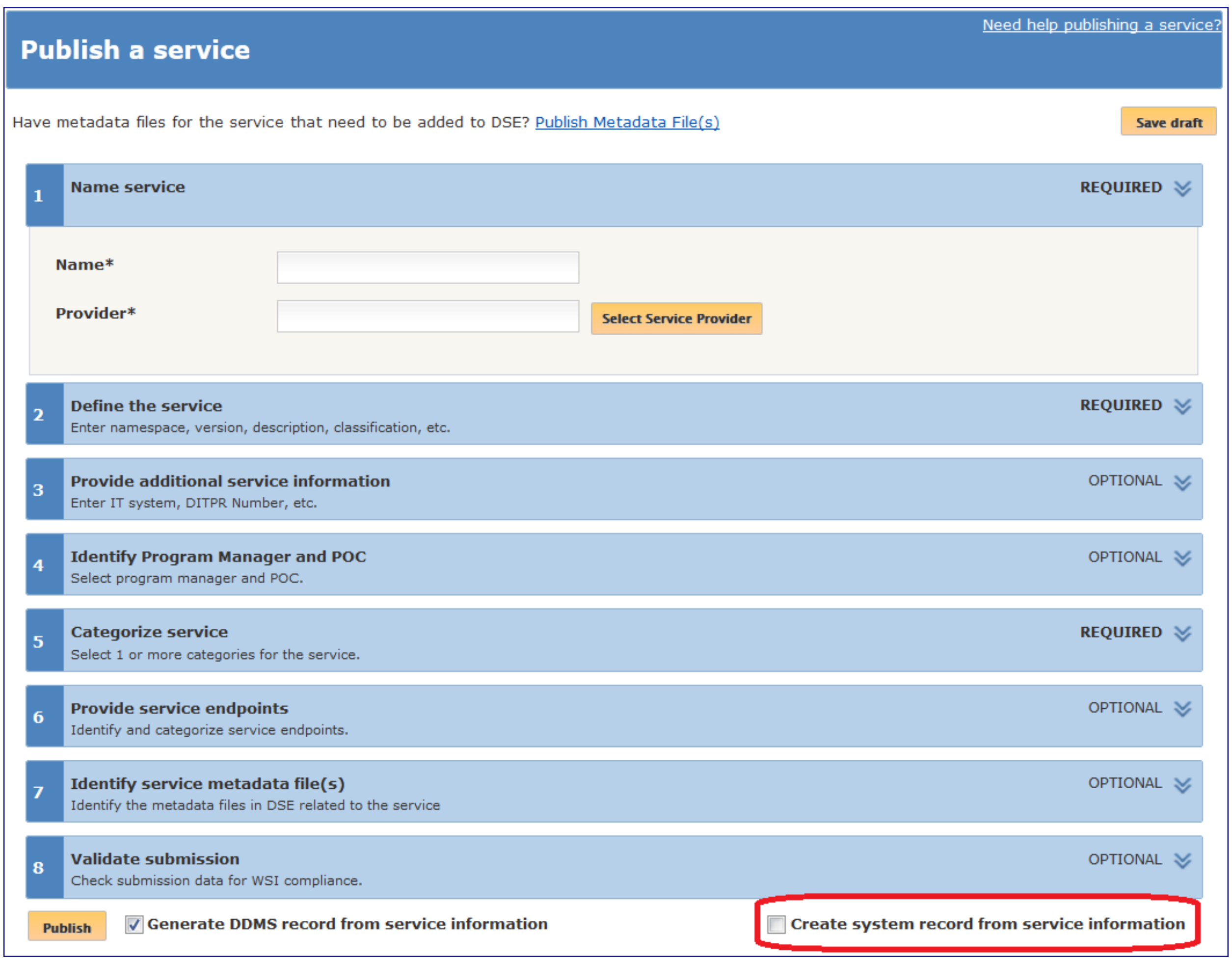


Figure 223. Checkbox for creating system record from service information

If the service requires approval it will not be immediately published and so, the creation of the System submission will wait until after Service approval and publication.

If you decide later that the System should not have been created, being the owner/creator of the System you can delete it.

Managing WS-I Basic Profile 1.1 Compliance

Overview

The WS-I Basic Profile 1.1 is an outline of requirements to which a WSDL must comply in order to claim WS-I conformance and promote interoperability. WSDL files are useful as they contain descriptive information (like service location and operations) about the Web Service the user is intending to Publish.

The purpose of WSDL verification for Basic Profile 1.1 Compliance is to allow the user to address any issues the WSDL file might have during Service Publication, and in turn to improve interoperability with the Service Consumers. You can validate the associated WSDL files for Basic Profile 1.1 conformance either before or during Service publication. Additionally, the compliance status is propagated to the Service Registry and hence is discoverable by the Service Consumers. DSE uses “Interoperability Testing Tools 1.1” provided by WS-I (http://www.ws-i.org/deliverables/). WS-I recommends the use of these testing tools before making claims of compliance.

Validating the WSDLs before Publishing the Service

To validate the WSDL files before publishing the service, click on the **Validate** button under step 8 while creating/publishing a new service.

After you click on the **Validate** button, DSE checks all the Service artifacts of type WSDL for WS-I Basic Profile 1.1 compliance and generates a Validation Summary report.

The summary displays the compliance status and provides the View Report link to access the WS-I Profile Conformance Report for detail information.

Note: A WSDL file can have more than one detail report associated with it. The Compliance testing service validates the WSDL based on a valid namespace and one of the following elements: port/binding/portType/ message. If a WSDL contains more than one port, there will be more than one detail report for the WSDL.

Depending on the validation summary and the report if the file is not compliant, you can make changes to the WSDL file and upload the file again. Otherwise, you can proceed with the next step in creating the service.

Publishing Data Sources

To publish a data source in DSE, click on the **Publish** link on the navigation bar at the top of the page. The Publish page is displayed (see Figure 157).

Click on the **Data Sources** tab on the left. The page with the list of data source components is displayed.

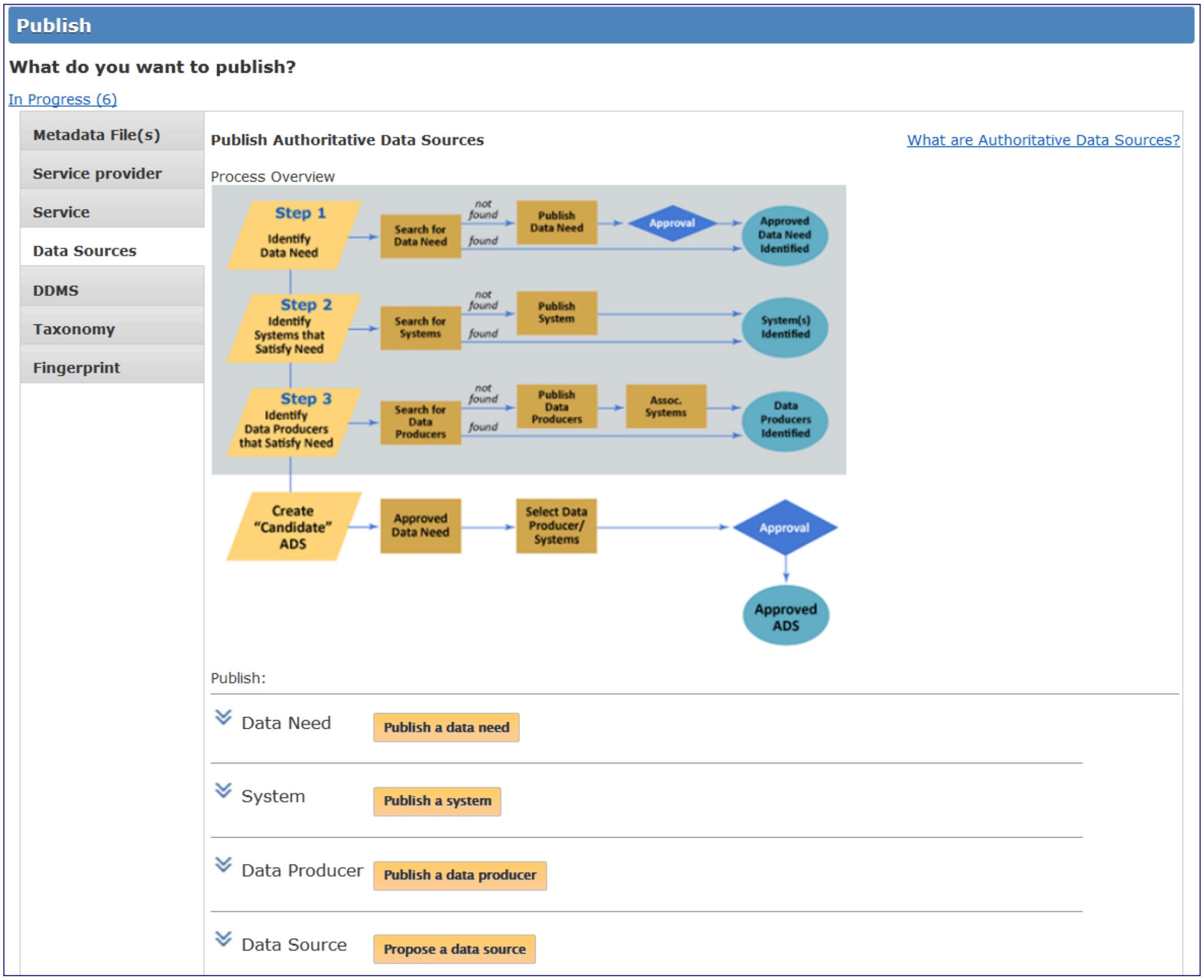


Figure 224. Publish – Data Sources tab

Click on the appropriate button depending on the data source component you need to publish. You can publish the following data source components in DSE:

- Data Need
- System
- Data Producer
- Data Source

The following sections describe the process of publishing each of the components. To view the publish steps at a glance for a component click on the double dropdown arrows in front of the component name as shown in the figure below.

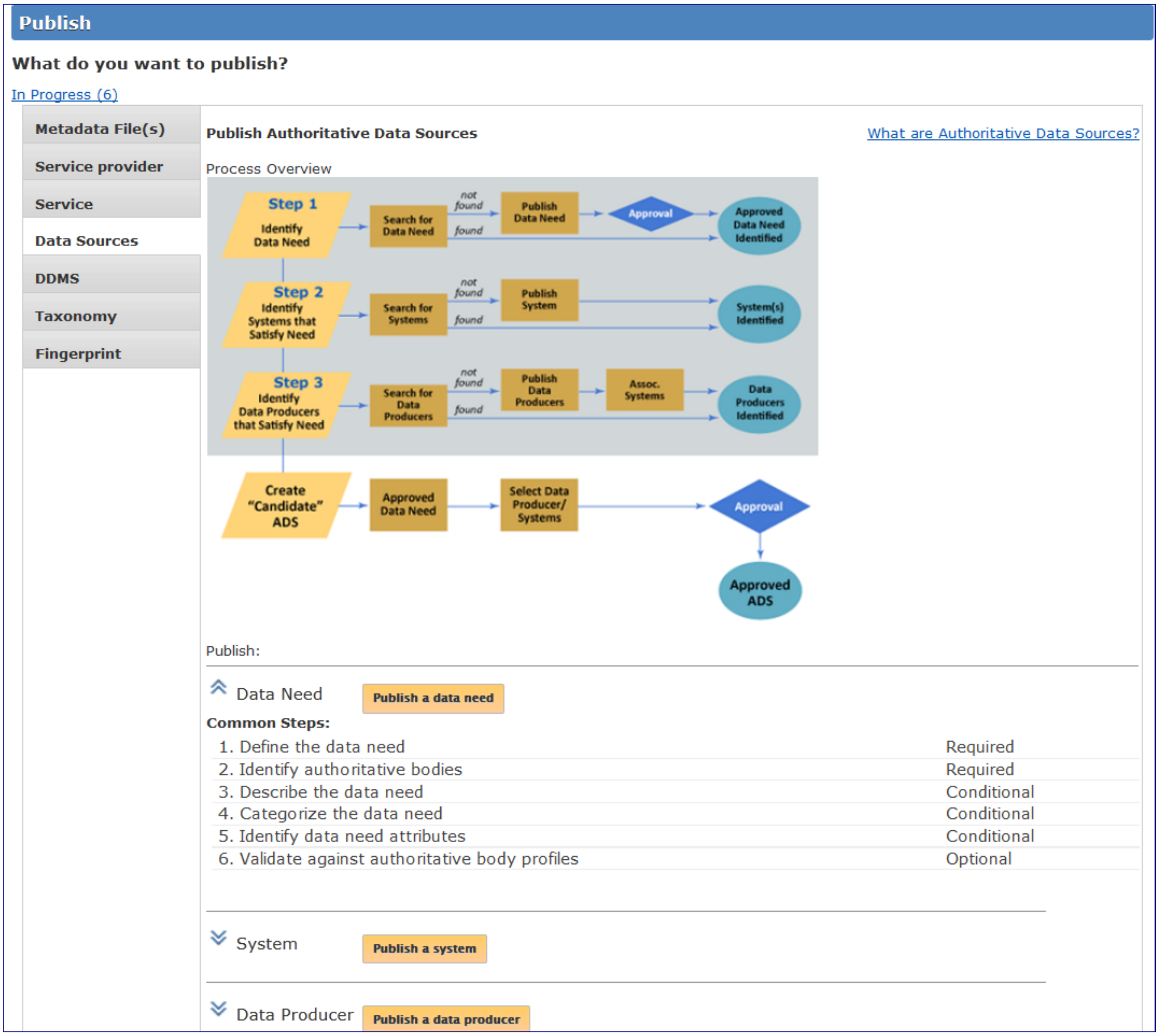


Figure 225. Data Need publishing steps

If a step is required, the word ‘Required’ is displayed for that step; if a step is conditional, the word ‘Conditional’ is displayed for the step; otherwise, ‘Optional’ is displayed.

Publishing a data need

From the Data Sources page click on the **Publish a data need** button to start the data need publishing process. The Publish a data need page is displayed.

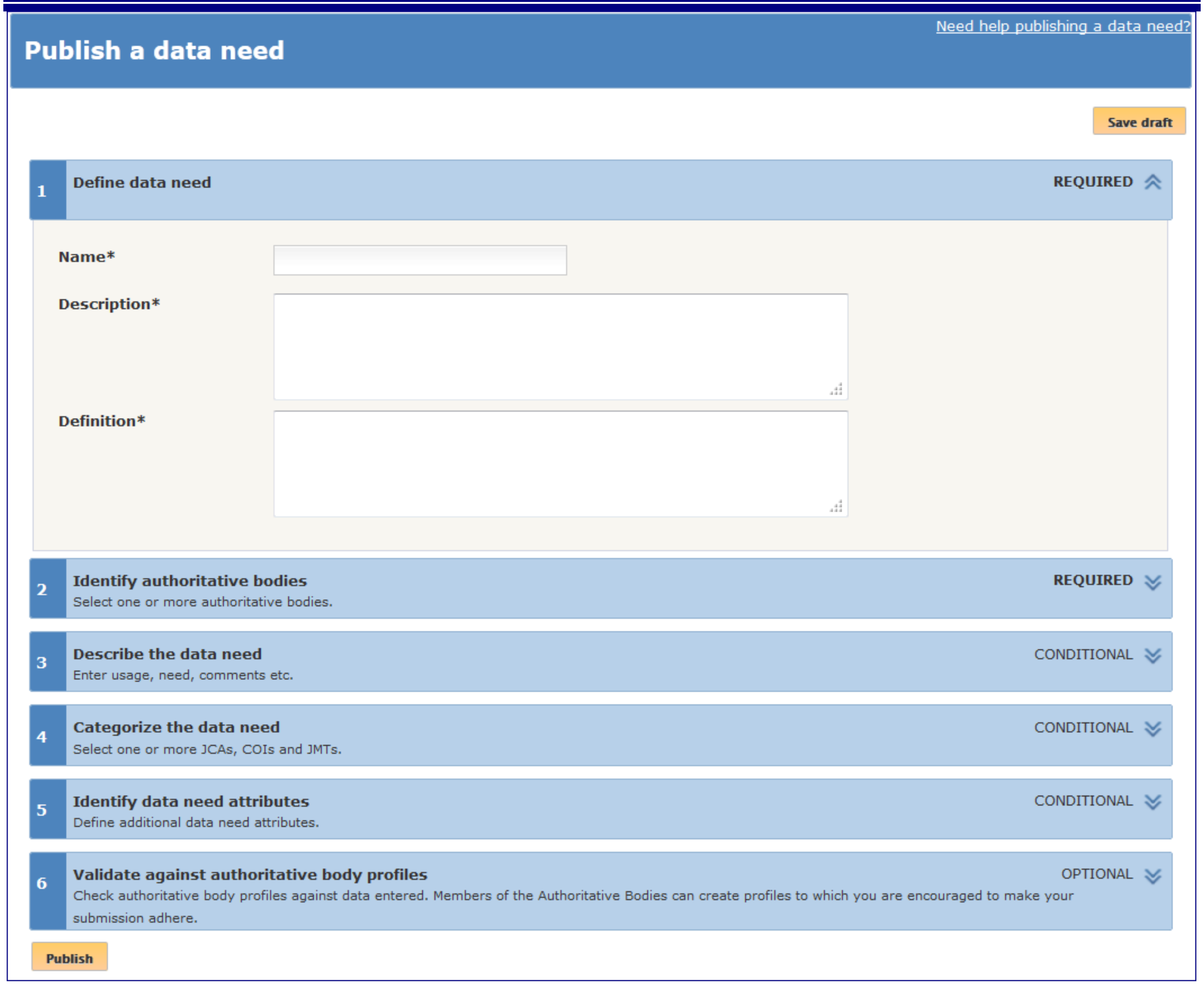


Figure 226. Publish a data need page

The procedure for publishing a data need includes the following main steps:

1. Defining data need
2. Identifying authoritative bodies
3. Describing the data need
4. Categorizing the data need
5. Identifying data need attributes
6. Validating against authoritative body profiles

The following sections describe each of these steps in detail.

At any point in time while working on the data need you can save it as a draft and return later to continue with the steps and publish the saved data need. Click on the **Save draft** button on the top right above step 1. The draft data need is saved under your publications and is listed on the Published By Me page. For information about Published By Me page, see the Published By Me section of this manual.

Defining the data need

Enter a name, description, and definition for the data need.

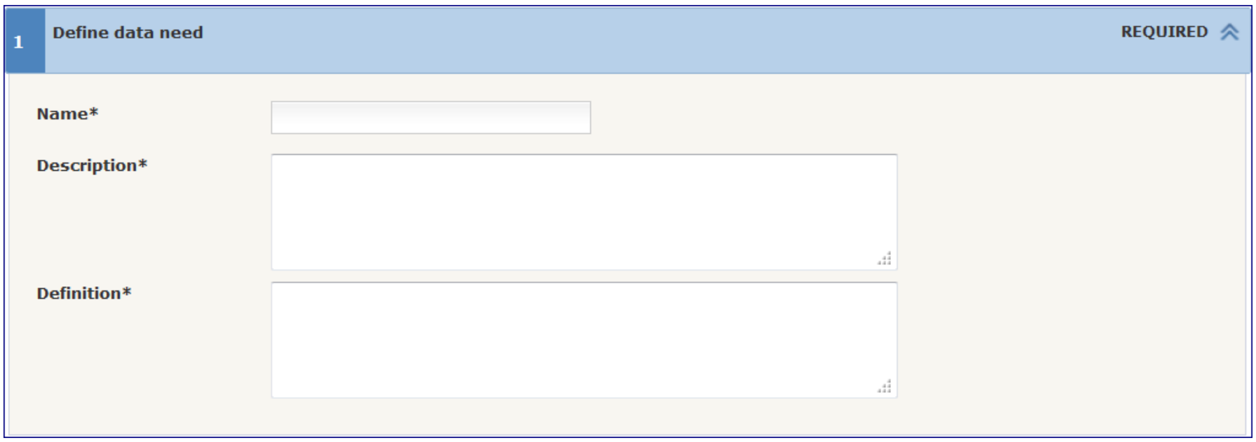


Figure 227. Defining the data need

Defining the data need (SIPRNet)

If you are using DSE on SIPRNet you can mark individual components data. These fields include name, description, definition, context of usage, and custom attribute values.

Using classification markings ensures that the risk of inadvertently sharing data with unauthorized users is minimized. From the specific fields that you can mark on the form, you can mark each individual field. These specific fields include a required editable text field where you can enter the classification and dissemination marking along with the value of the field.

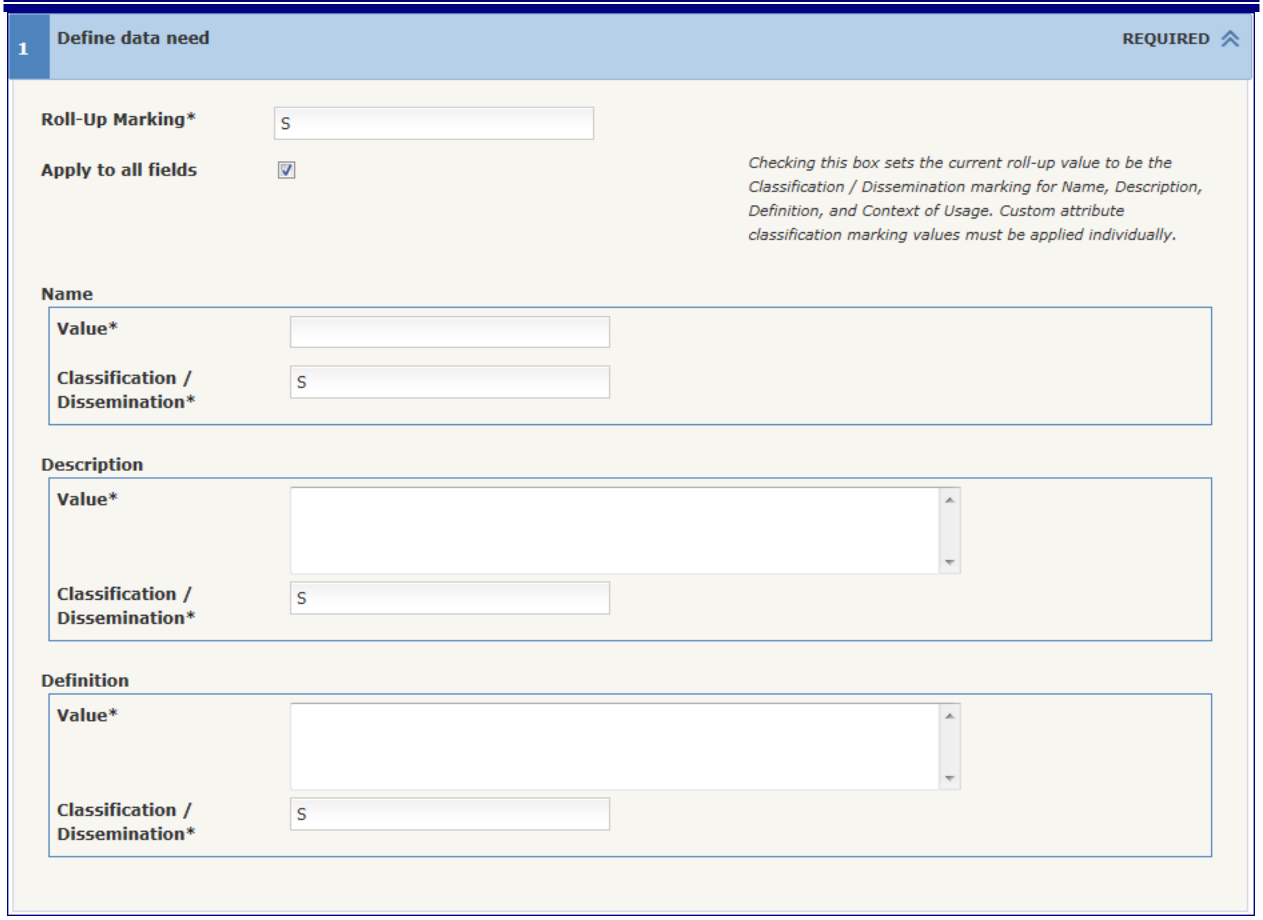


Figure 228. Data need classification/dissemination marking fields on SIPRNet

Note that the classification/dissemination marking must begin with a 'U', 'C', or 'S'. The use of parenthesis is optional. If parentheses are not included the system will automatically add them when the data need is submitted.

The form also includes a field Roll-Up Marking, which allows you to enter the roll-up marking for the data need. You can enter the appropriate marking in this field and then select the Apply to all fields checkbox to apply the same marking to all the fields that define the data need, namely, Name, Description, and Definition. Alternatively, you can enter the classification/dissemination marking individually for each field. Custom attributes marking values must be applied individually.

After the data need is published, the classification/dissemination markings are displayed along with the name of the data need in the search results and on the details page. See figures below.

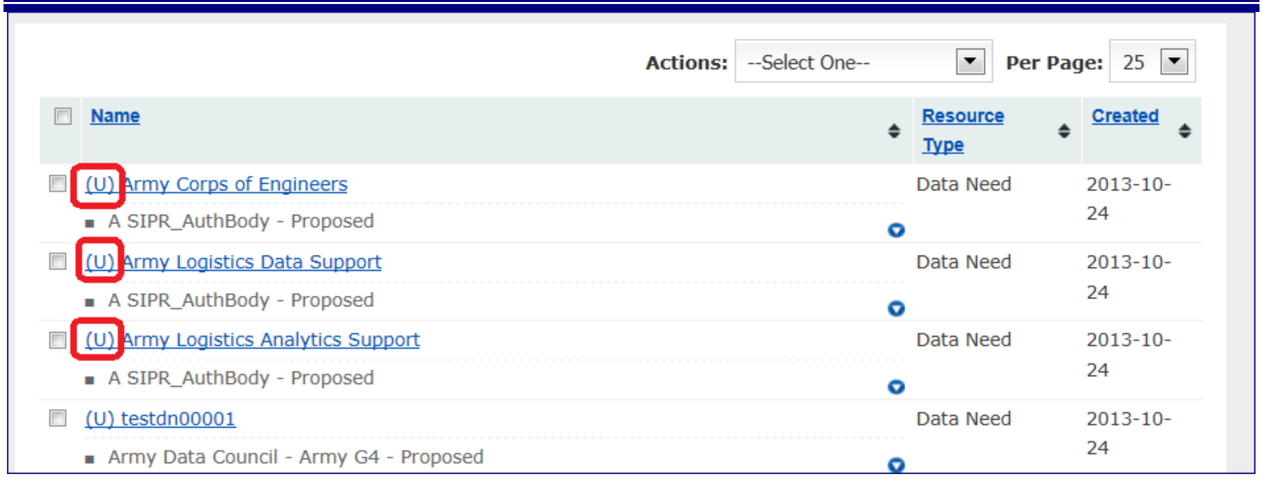


Figure 229. Classification/Dissemination markings visible in data need search results

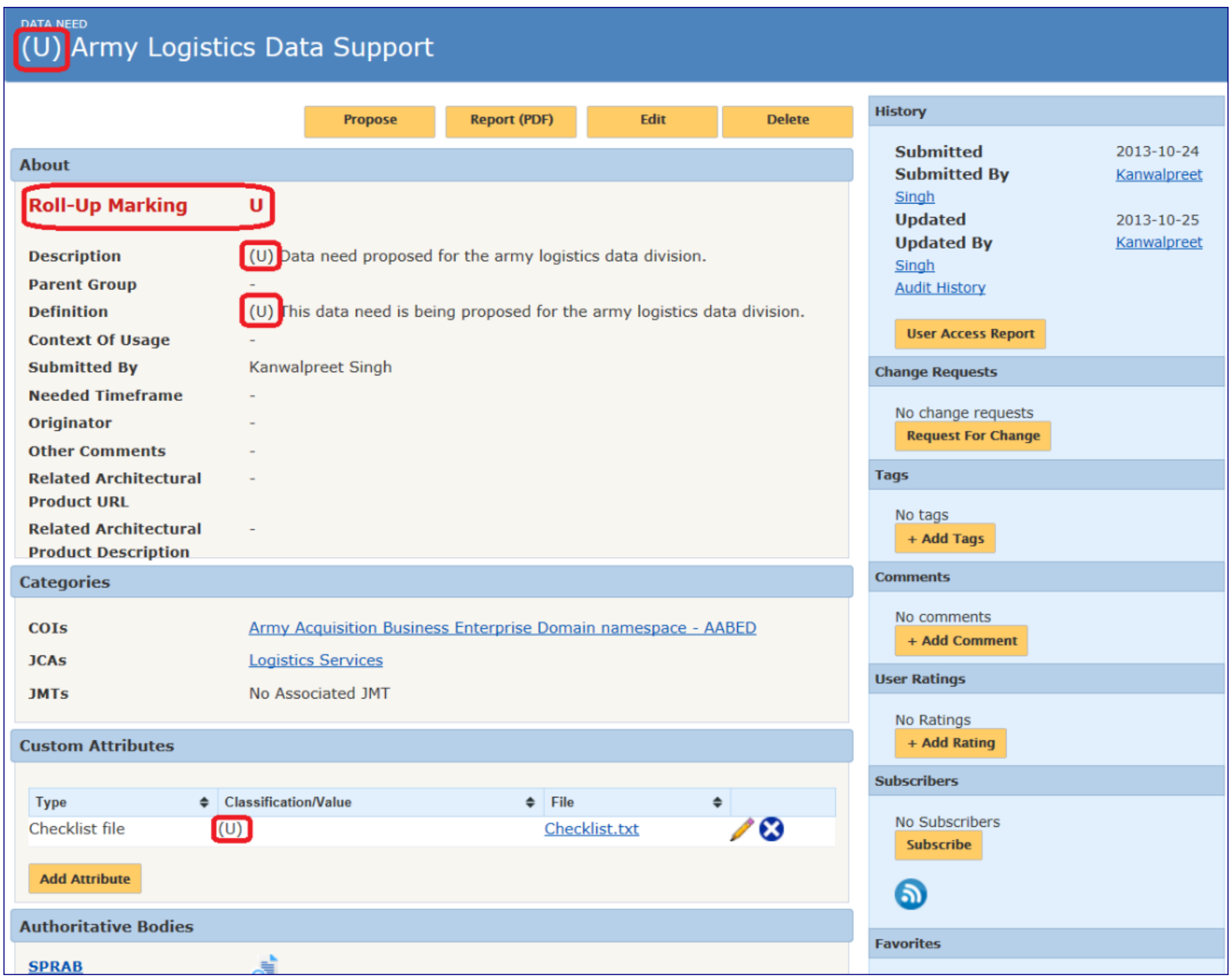


Figure 230. Classification/Dissemination markings visible on the details page

The details page also displays the custom attributes markings.

Identifying authoritative bodies

1. Click on step 2 to identify the authoritative bodies associated with this data need. The selected authoritative bodies will be responsible for approving the data need. The step expands displaying the **Select Authoritative Body** button.

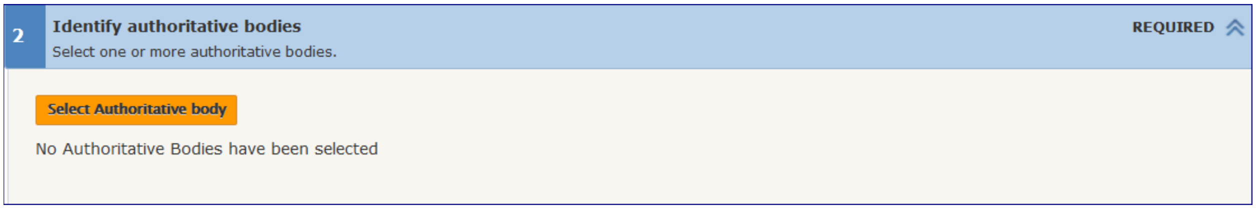


Figure 231. Identifying authoritative bodies

2. Click on the **Select Authoritative Body** button. The Identify an Authoritative Body window is displayed.

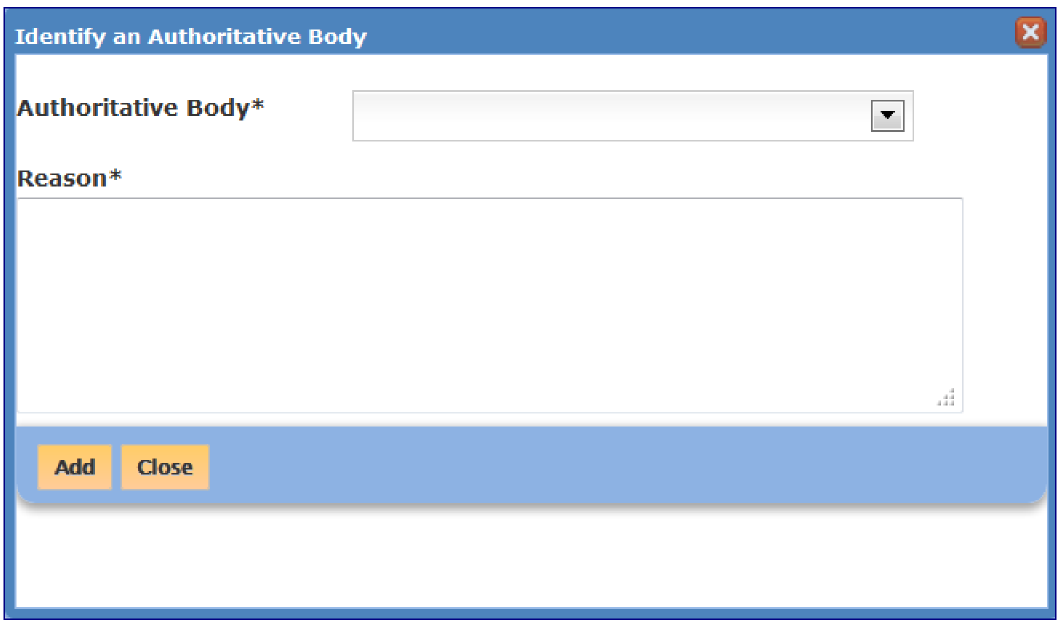


Figure 232. Selecting authoritative bodies

3. Click on the dropdown arrow in the Authoritative Body field and select the authoritative body that has the specified data need and is responsible for approving the data need. If the authoritative body you need is not listed, you can use the Feedback and Support functionality to request the DSE Administrator to create a new authoritative body. For information about creating a new authoritative body, see the Creating A New Authoritative Body topic within the DSE Help topics on the DSE website.

4. Enter the reasons for submitting the data need to the authoritative body.

5. Click **Add**. You are returned to step 2 on the Publish a data need page and the authoritative body that you added is now displayed on the page.

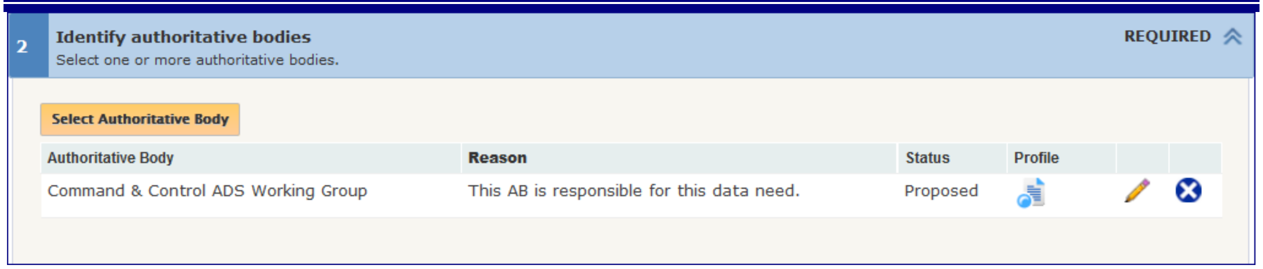
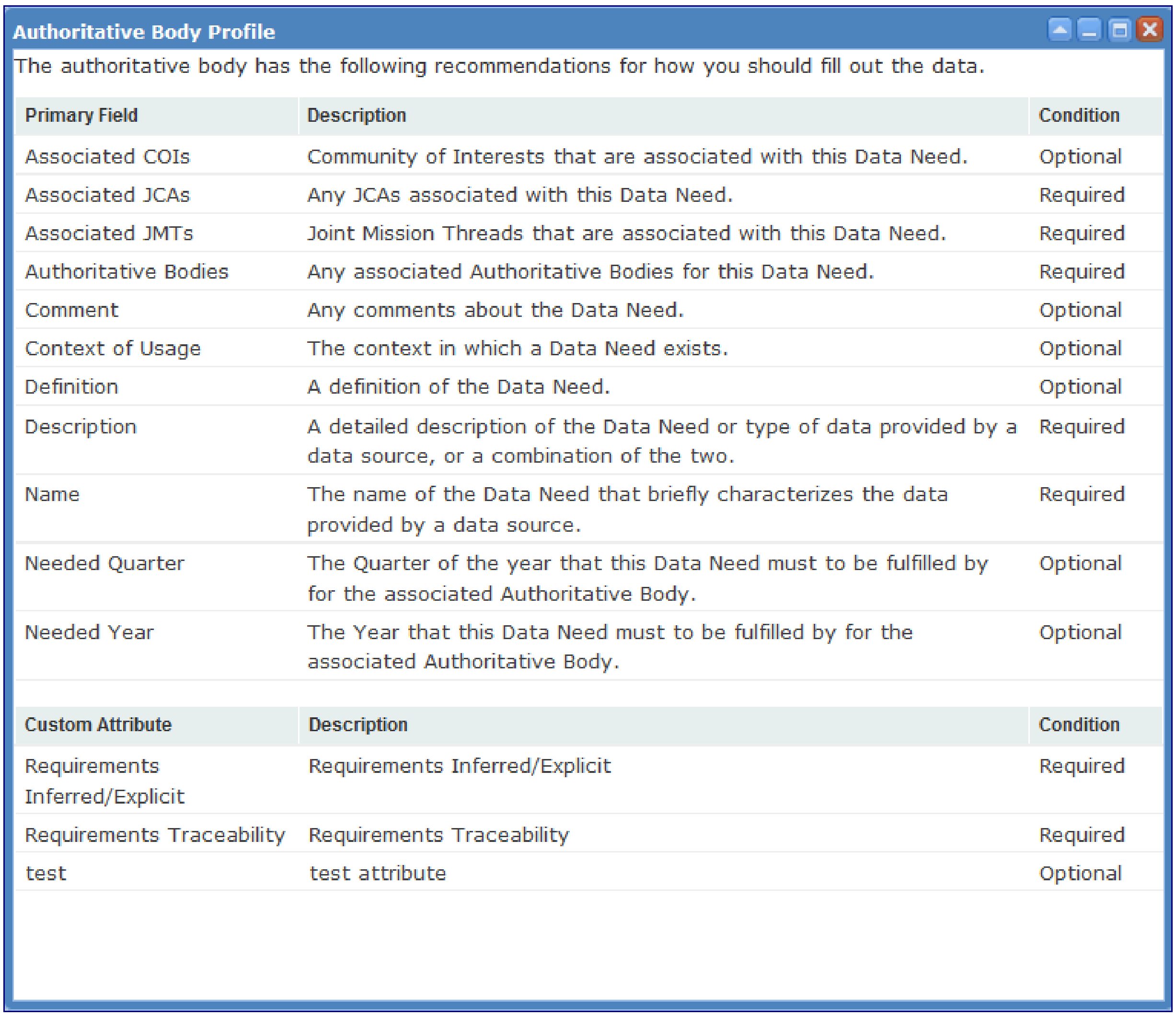


Figure 233. Selected authoritative bodies

6. To add another authoritative body, click on the **Select Authoritative Body** button again.

7. From the selected authoritative bodies list you can view the data need profile, if any, for an authoritative body by clicking on the View Profile icon for the authoritative body.



Authoritative Body Profile

The authoritative body has the following recommendations for how you should fill out the data.

Primary Field	Description	Condition
Associated COIs	Community of Interests that are associated with this Data Need.	Optional
Associated JCAs	Any JCAs associated with this Data Need.	Required
Associated JMTs	Joint Mission Threads that are associated with this Data Need.	Required
Authoritative Bodies	Any associated Authoritative Bodies for this Data Need.	Required
Comment	Any comments about the Data Need.	Optional
Context of Usage	The context in which a Data Need exists.	Optional
Definition	A definition of the Data Need.	Optional
Description	A detailed description of the Data Need or type of data provided by a data source, or a combination of the two.	Required
Name	The name of the Data Need that briefly characterizes the data provided by a data source.	Required
Needed Quarter	The Quarter of the year that this Data Need must to be fulfilled by for the associated Authoritative Body.	Optional
Needed Year	The Year that this Data Need must to be fulfilled by for the associated Authoritative Body.	Optional

Custom Attribute	Description	Condition
Requirements Inferred/Explicit	Requirements Inferred/Explicit	Required
Requirements Traceability	Requirements Traceability	Required
test	test attribute	Optional

Figure 234. Data Need profile for the authoritative body

An authoritative body profile is a set of suggested data attributes that should exist on every submitted data source, data need, or system. The data need profile for the selected authoritative body lists all the primary fields (required or optional) and the custom fields, if any, for the data need.

8. You can edit the reason text entered for a selected authoritative body by clicking on the **Edit**  icon for the authoritative body (see Figure 233 above). The Update Authoritative Body Reason window is displayed.

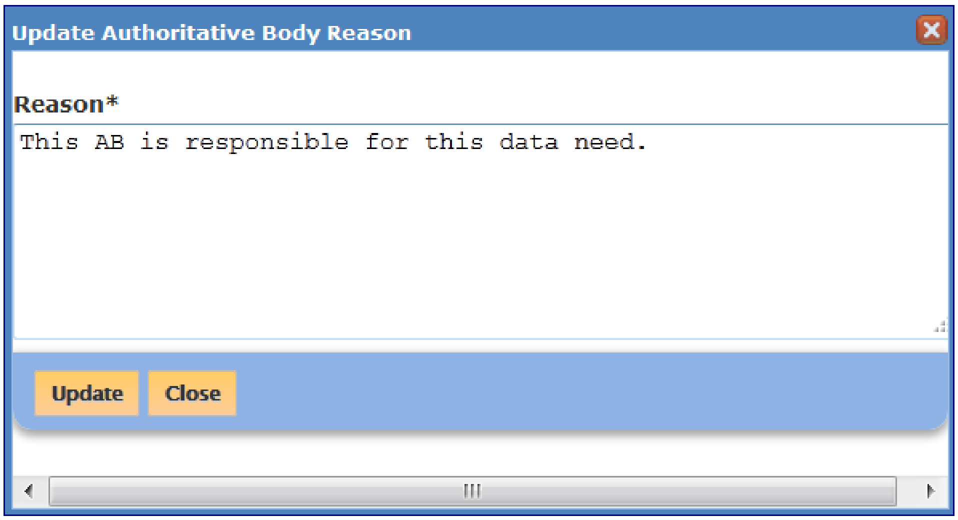


Figure 235. Updating the reason for selecting an authoritative body

9. Edit the text of the reason as needed and click **Update**. The changes to the text are reflected back under step 2 on the Publish a data need page.

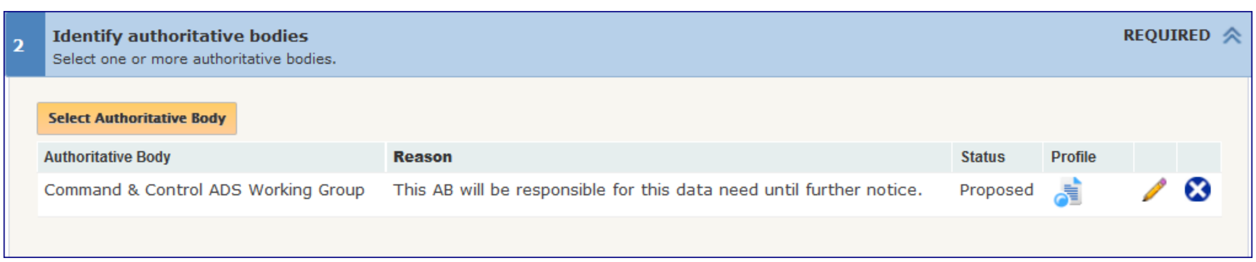


Figure 236. Updates to Reason reflected

10. Also, if needed, you can remove an authoritative body from the list by clicking on the **Remove**  icon.

Describing the data need

The fields in this step are conditional, meaning that the data you need to provide in this step depends on the profile of the selected authoritative bodies. If any of the fields in this step are part of the selected authoritative bodies' profile, they are required. The information entered in this step is validated against the selected authoritative bodies' profile when you click on the **Validate** button in the last step before publishing the data need.

1. Click on step 3 to describe the data need by entering details such as the definition for the data need, associated parent need, context of usage and more. The step expands displaying the related fields for data need description.

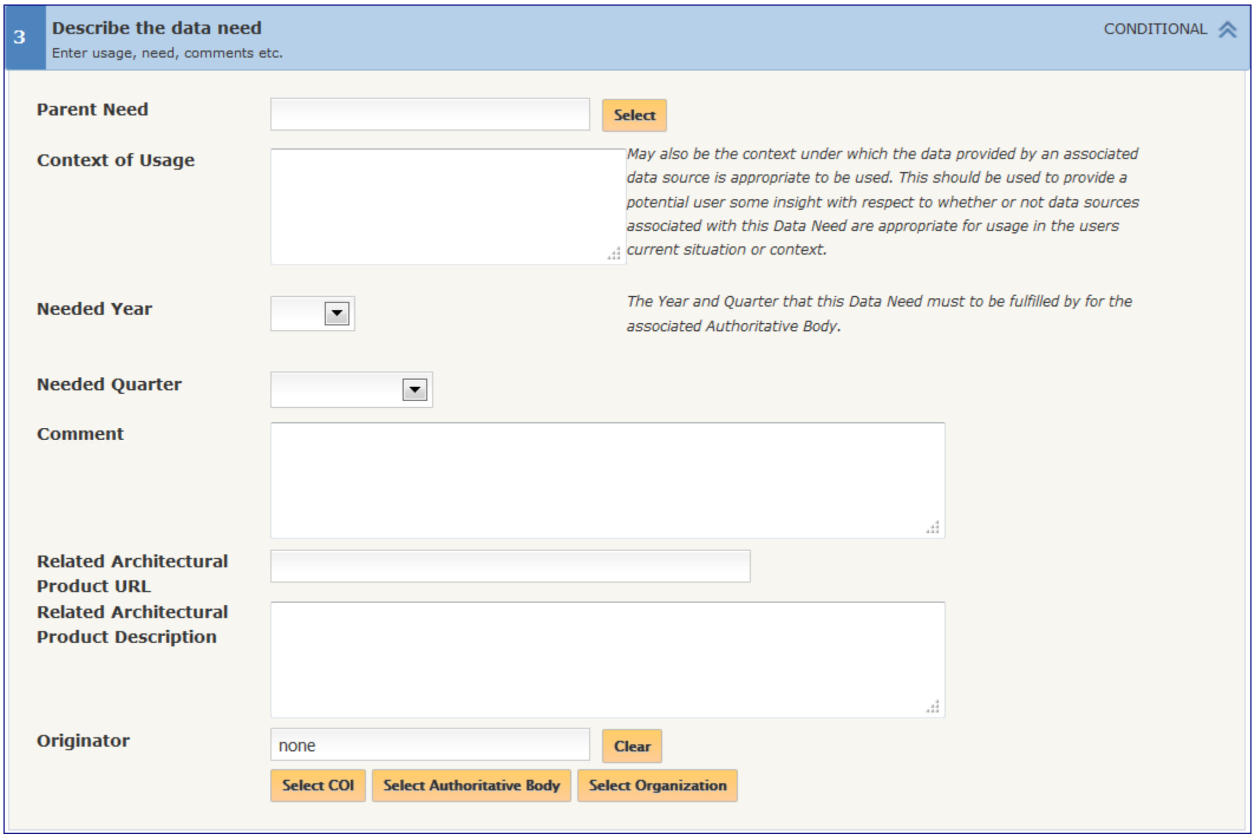


Figure 237. Describing data need

2. Provide the following information in the Describe the data need step.

Table 19. Information for describing the data need

Field Name	Field Value
Parent Need	The parent data need group under which this data need falls. Click **Select** to display the Select Parent Need window. Click on the **Select** link for the data need group you want.
Context of Usage	The context to which the data need is applicable. If a value is entered in this optional field on SIPRNet, a classification marking must also be included. See Figure 238 below.
Needed Year	Year by when the data need must be fulfilled.

Field Name	Field Value
Needed Quarter	Quarter by when the data need must be fulfilled.
Comment	Any comments about the data need.
Related Architectural Product URL	A URL which points to the repository for an architecture product that is related to the data need.
Related Architectural Product Description	This field describes the architecture artifact and it's applicability to the data need. It can be the URL which points to the repository for an architecture product that is related to (e.g.: describes) the data need, providing operational context for the data need. If no URL to a specific architecture product is available, it should also describe how to access the architecture product.
Originator	The originator of the data need. The originator can be an authoritative body, a COI, or an organization.

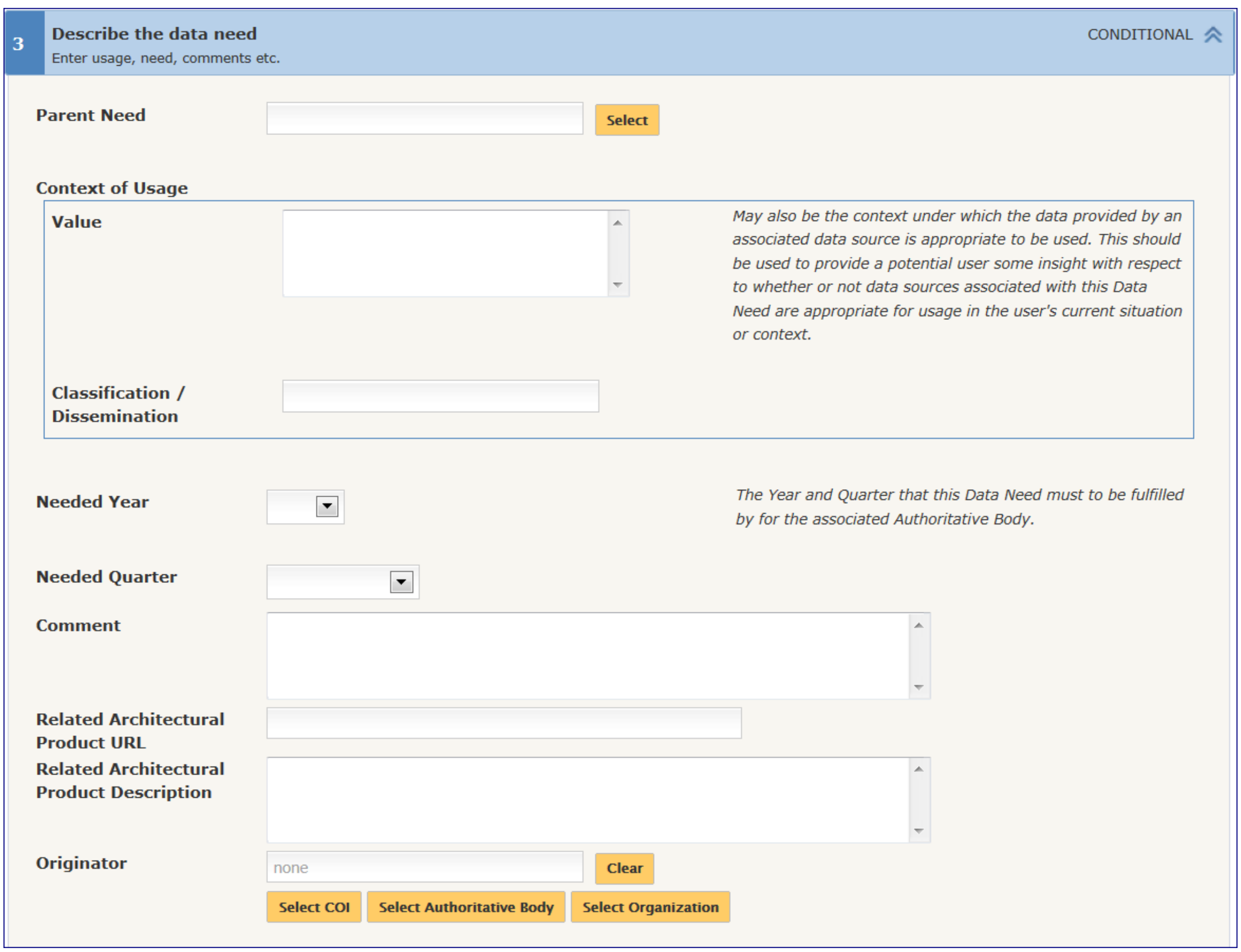


Figure 238. Data need classification/dissemination marking fields for Context of Usage on SIPRNet

Note that the classification/dissemination marking must begin with a ‘U’, ‘C’, or ‘S’. The use of parenthesis is optional. If parentheses are not included the system will automatically add them when the attribute is submitted.

Categorizing the data need

> The fields in this step are conditional, meaning that the data you need to provide in this step depends on the profile of the selected authoritative bodies. If any of the fields in this step are part of the selected authoritative bodies’ profile, they are required. The information entered in this step is validated against the selected authoritative bodies’ profile when you click on the **Validate** button in the last step before publishing the data need.

1. Click on step 4 to categorize the data need by providing details such as the COIs, JCAs, and JMTs associated with the data need. The step expands displaying the related buttons.

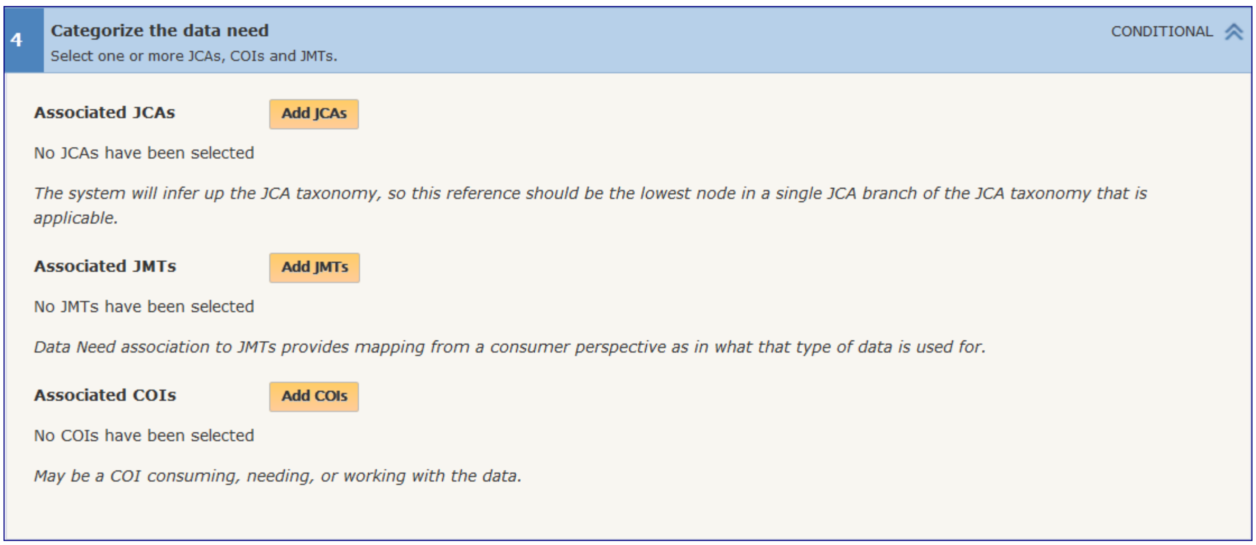


Figure 239. Categorizing data need

2. Click **Add JCAs** to select the JCAs associated with the data need. The Select JCA window is displayed. You can find a JCA by drilling down the JCA tree and locating the needed JCA. You can also search for JCA alphabetically or by name/keyword. Click **Select** in front of the JCA name to associate it with the data need. You can add one or more JCAs. Click **Close** to return to the data need publish page. The selected JCAs are displayed under the Associated JCAs section.

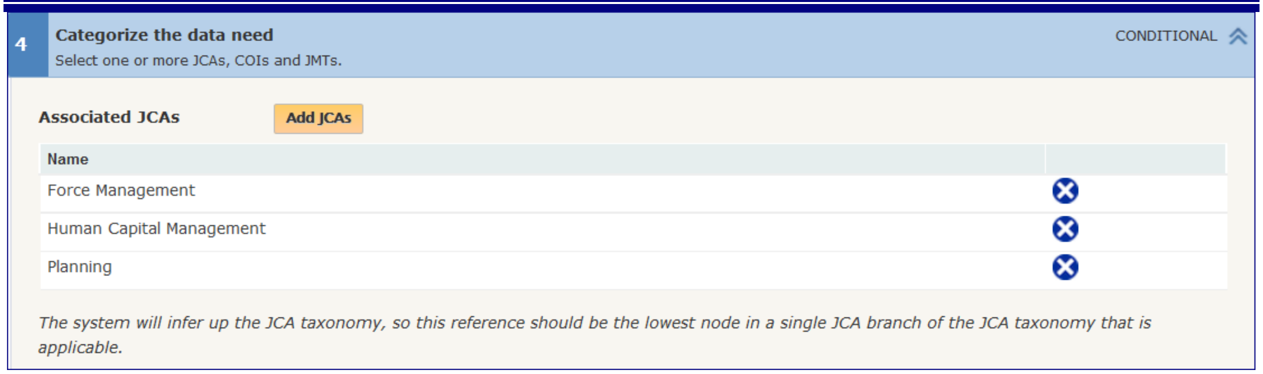


Figure 240. Adding JCAs for the data need

3. You can remove a selected JCA, if needed, by clicking on the **Remove** icon for the JCA.

4. Click **Add JMTs** to select Joint Mission Threads (JMTs) associated with this data need. The Select JMT window is displayed. You can find the JMT by searching alphabetically or by name/keyword. Click **Select** in front of the JMT name to associate it with the data need. You can add one or more JMTs. Click **Close** to return to the Publish a data need page. The association between the data need and the JMTs indicates what this type of data is used for. JMTs provide decomposition of the mission elements necessary to support joint force mission and capability analysis i.e. systems, activities, information exchanges, performance requirements, etc. JMTs are essential to capability developers, mission analysts, exercise planners, etc. The selected JMTs are displayed under the Associated JMTs section.

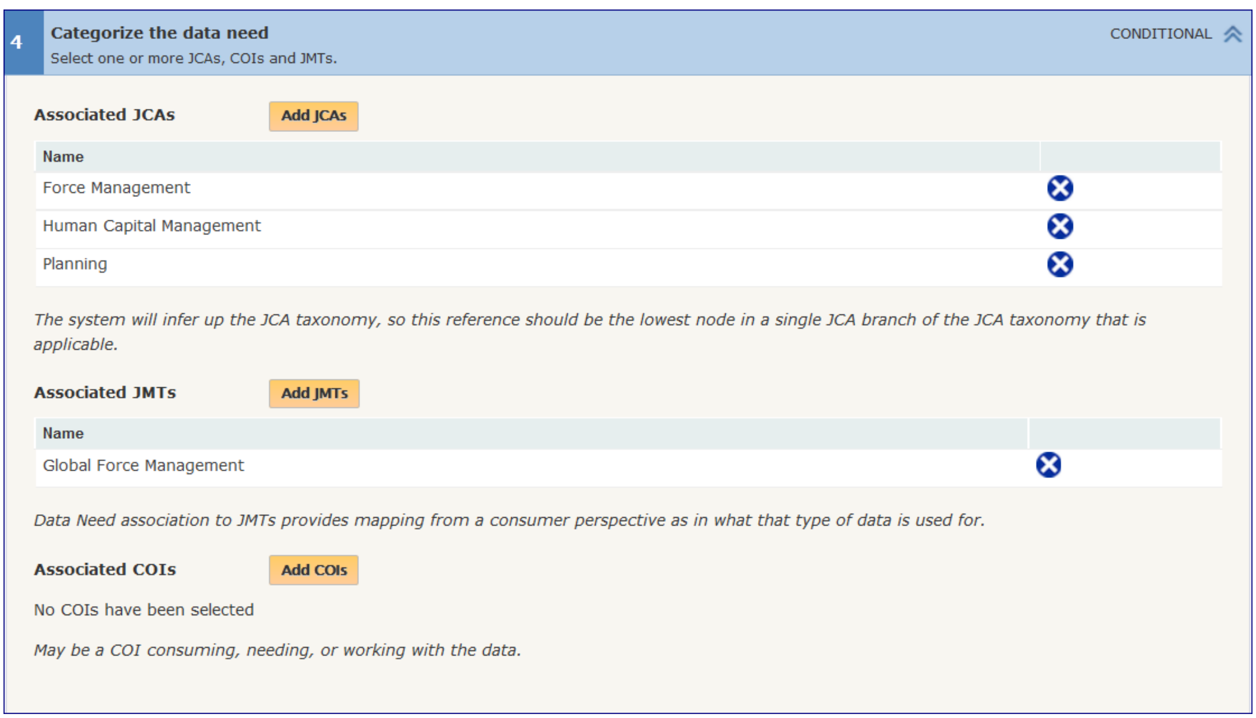


Figure 241. Adding JMTs for the data need

5. You can remove a selected JMT, if needed, by clicking on the **Remove** icon for the JMT.

6. Click **Add COIs** to add the COIs associated with this data need. The Select COI window is displayed. You can find the COI by searching alphabetically or by name/keyword. Click **Select** in front of the COI name to associate it with the data need. You can add one or more COIs. Click **Close** to return to the Publish a data need page. The selected COIs are displayed under the Associated COIs section.

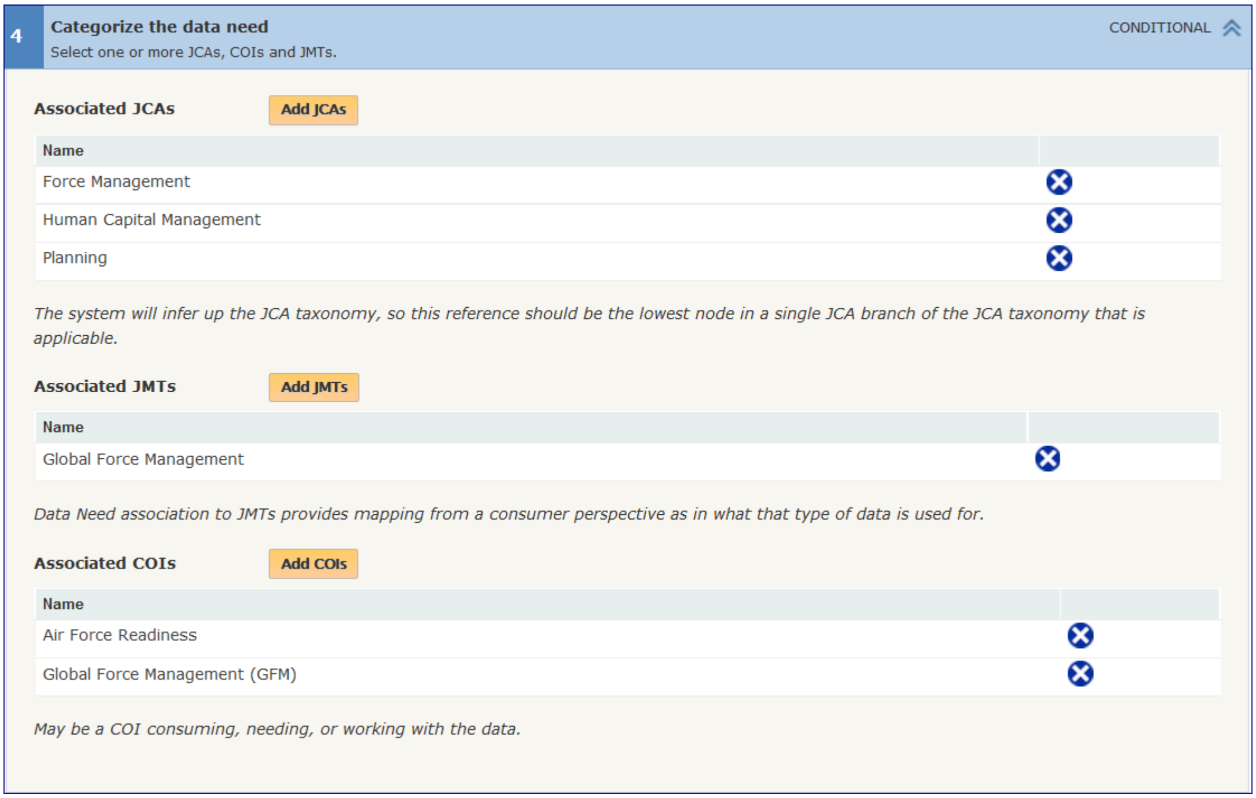


Figure 242. Adding COIs for the data need

7. You can remove a selected COI, if needed, by clicking on the **Remove** icon for the COI.

Identifying data need attributes

The fields in this step are conditional meaning the data you need to provide in this step depends on the profile of the selected authoritative bodies. If any of the fields in this step are part of the selected authoritative bodies' profile, they are required. The information entered in this step is validated against the selected authoritative bodies' profile when you click on the **Validate** button in the last step before publishing the data need.

1. Click on step 5 to add attributes associated with the data need. Data need attributes allow a dynamic way to extend and capture specific attributes that are applicable to a given data need. The step expands to display the **Add Attribute** button.

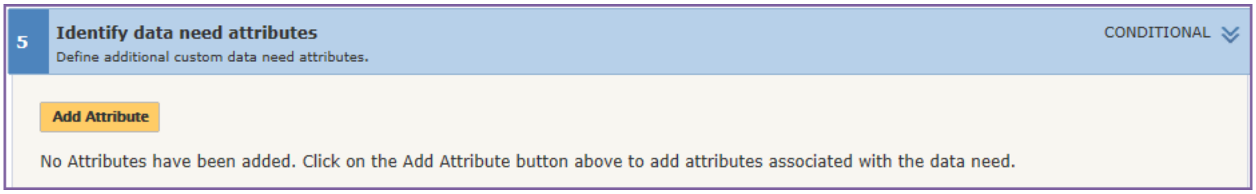


Figure 243. Identifying data need attributes

2. Click **Add Attribute**. The Additional attribute page for the data need is displayed.

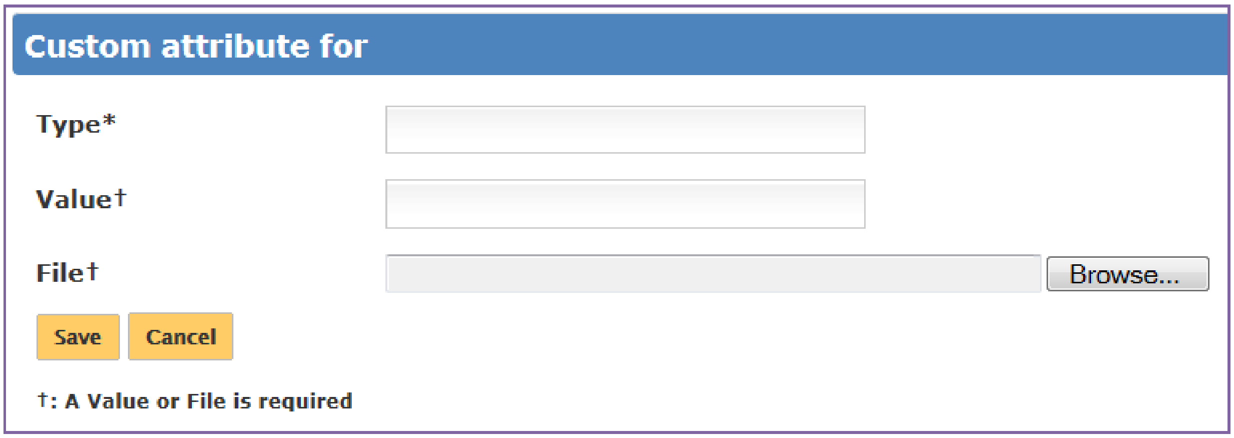


Figure 244. Adding an attribute

If you are using DSE on SIPRNet, the attribute form also includes a Classification/Dissemination field (see figure below) so that you can mark the attribute appropriately. The field is an editable text field where you can enter the classification and dissemination marking.

Note that the classification/dissemination marking must begin with a ‘U’, ‘C’, or ‘S’. The use of parenthesis is optional. If parentheses are not included the system will automatically add them when the attribute is submitted.

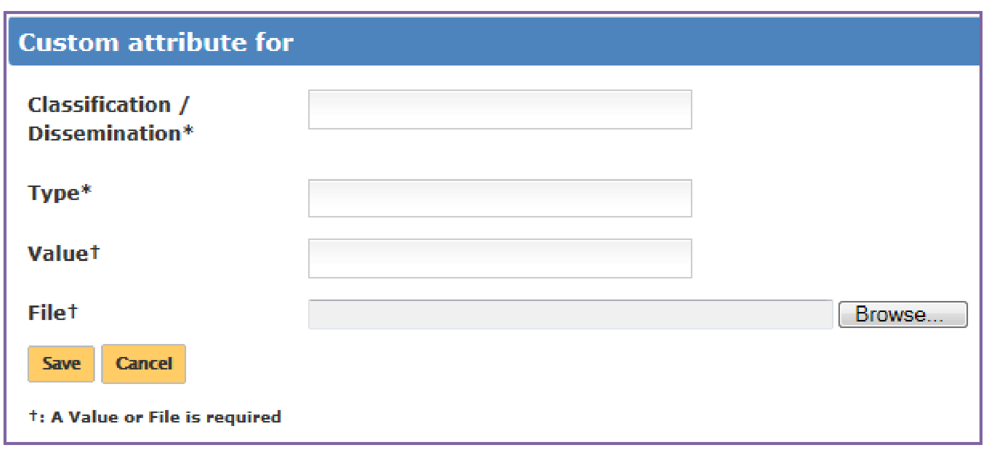


Figure 245. Adding an attribute on SIPRNet

3. Depending on whether or not the associated authoritative body has any required attribute(s) on its profile, the **Select Type** button may be displayed. If the **Select Type** button is available you can use it to access and select from the existing attribute type(s). The Select Type window is displayed. Note that the Select Type window will allow you to pick the attributes as defined by the authoritative body profile set for data need.

4. Select the appropriate attribute type from the drop-down list. Otherwise, enter a new attribute type in the Type field. Enter the remaining attribute details as needed and click **Save**.

> Note that you must provide the attribute type followed by either the value or the file associated with the attribute.

You are returned to the Publish a data need page and the attribute that you added is now displayed under step 5.

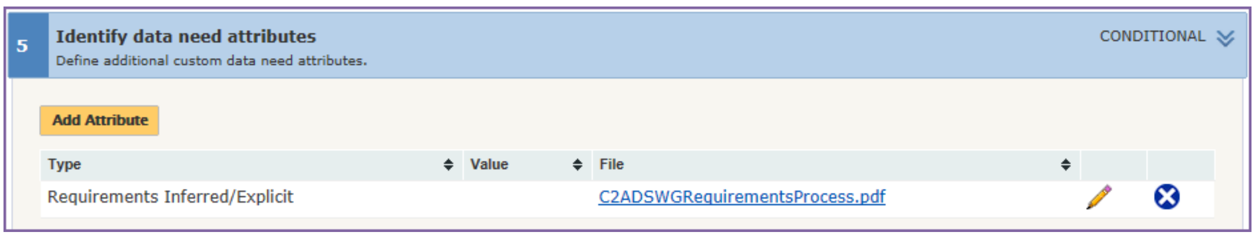


Figure 246. Data need attribute

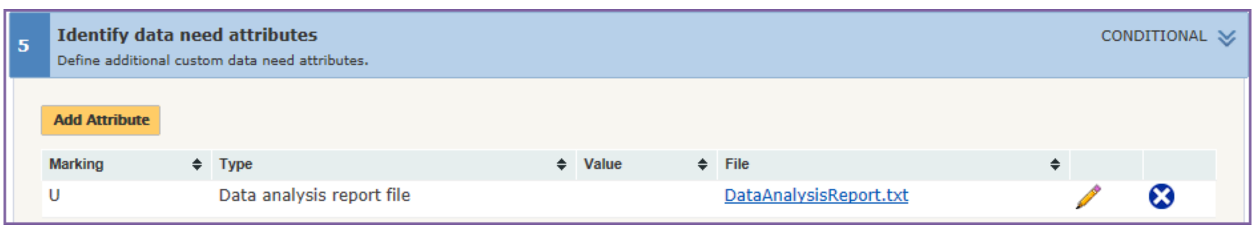


Figure 247. Data need attribute (SIPRNet)

5. You can add one or more attributes for the data need.

6. From the attributes list you can edit an attribute by clicking on the **Edit** icon for the attribute.

7. If you uploaded a file for an attribute, you can access/download the file by clicking on the name of the file. The file download window is displayed. You can choose to either open the file or save it to your computer.

8. You can remove an attribute, if needed, by clicking on the **Remove** icon for the attribute.

Validating against authoritative body profiles

As members of the authoritative bodies you have the ability to create authoritative body profiles. You are encouraged to adhere to these profiles while creating data for your authoritative data sources.

Click step 6 to check the data that you have entered above for the data need against your associated authoritative bodies' profile. The step expands to display the **Validate** button.

Click **Validate**. DSE performs the validation and compares the submitted data need data to the selected authoritative bodies' profile to show missing fields and attributes, if any. If any validation errors are returned, you can make changes to the data need attributes and fields as needed to make them compliant with the associated profile before submitting the data need for publishing. Otherwise, a message is displayed indicating that the data has passed the validation check.

Alternatively, you can proceed with the submission without making changes to the attributes by clicking on the **Publish** button.

After you have entered all the required data need details, click **Publish** to submit the data need for publishing.

When the data need is submitted for publishing, emails are sent to the selected authoritative body's Manager and Administrators regarding the proposal of the data need. The authoritative body administrators should login to the system to approve the data need.

If the selected authoritative body has a parent authoritative body, emails are sent to that parent authoritative body's Manager and Administrators.

Publishing a system

From the Data Sources page click on the **Publish a system** button to start the process for publishing a system. The Publish a system page is displayed.

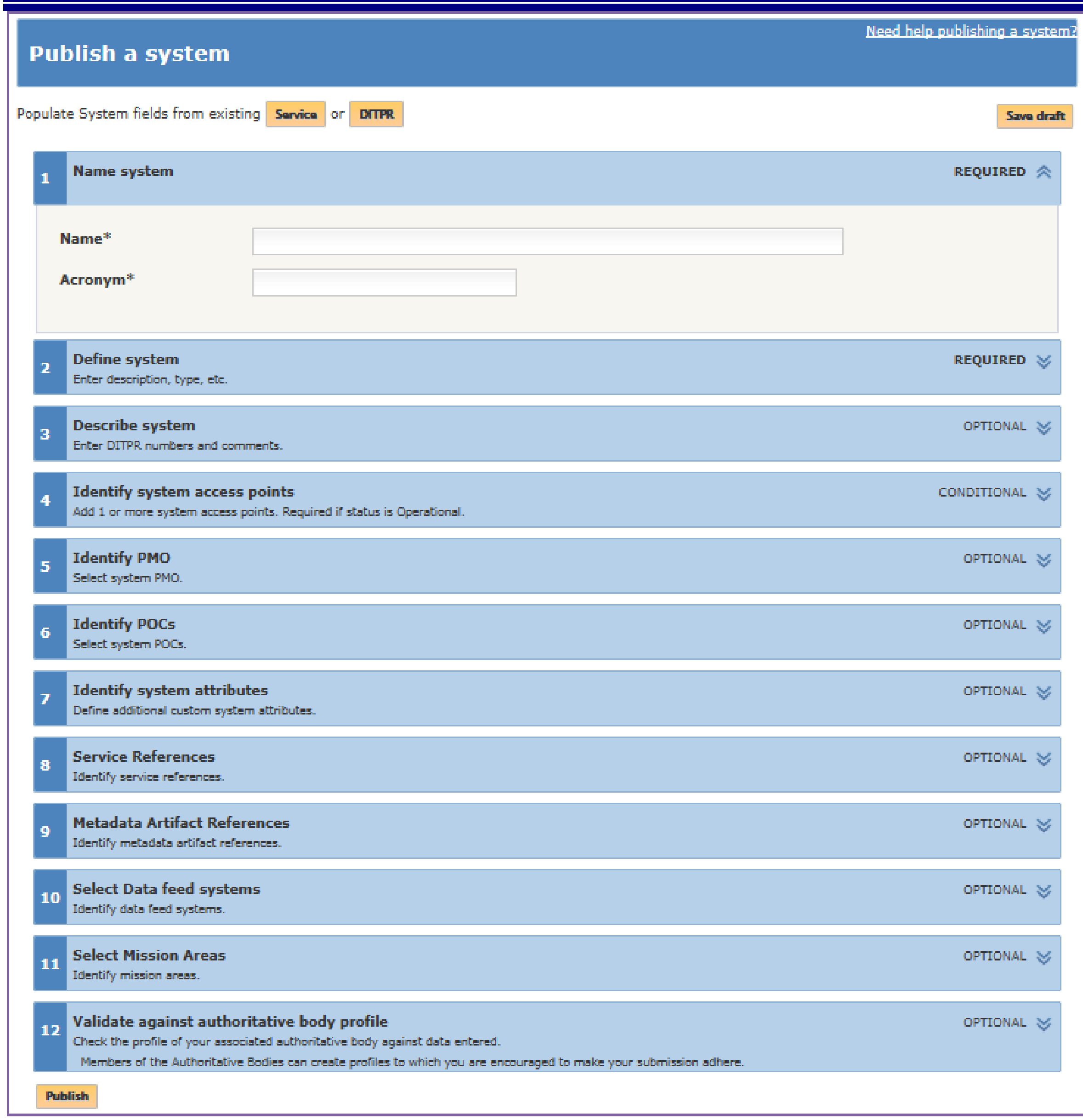


Figure 248. Publish a system page

You can publish a system by using either of the following two procedures:

- Using the pre-populating procedure for the system fields by using an existing service or DITPR.
- Using the step-by-step procedure for entering details for the system on the Publish a system page.

Both the procedures are described in detail in the following sections of the manual.

Pre-Populating the system fields from an existing service or DITPR

Perform the following steps to pre-populate the system fields from an existing service or DITPR:

1. To use a service to pre-populate the system fields, on the Publish a system page, click on the **Service** button for the Populate System fields from existing Service or DITPR option (see figure below).

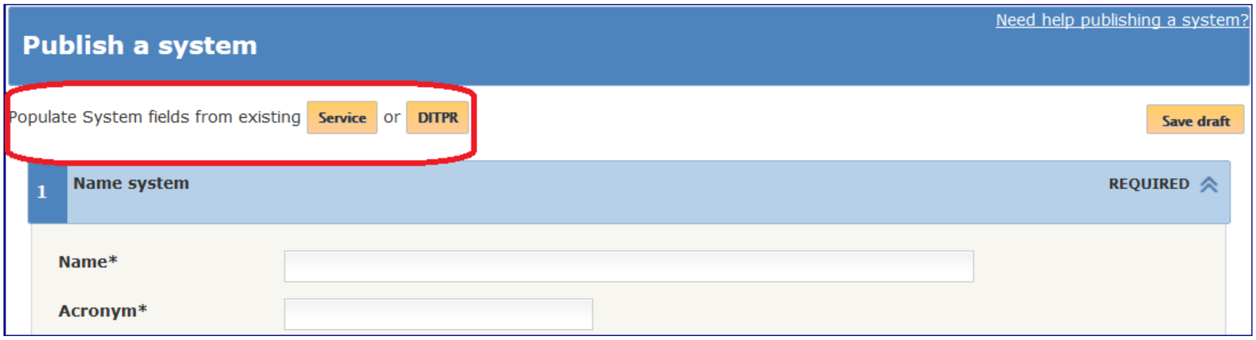


Figure 249. Options for pre-populating system fields

The Select Service page is displayed.

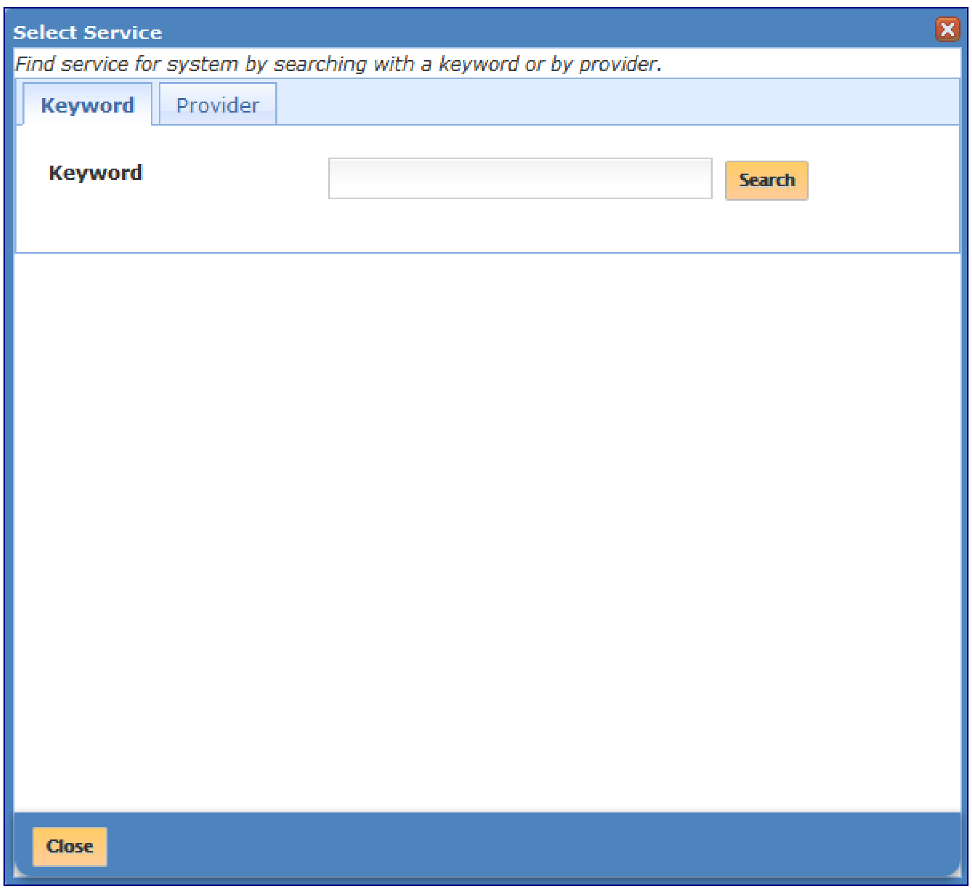


Figure 250. Select Service page

2. Select a published service by searching with a keyword and clicking on the **Select** link for the service, or searching by provider and clicking on the **Select** link.

3. To pre-populate the system fields from an existing DITPR, on the Publish a system page, click on the **DITPR** button for the Populate System fields from existing Service or DITPR option.

   The Select DITPR page is displayed.

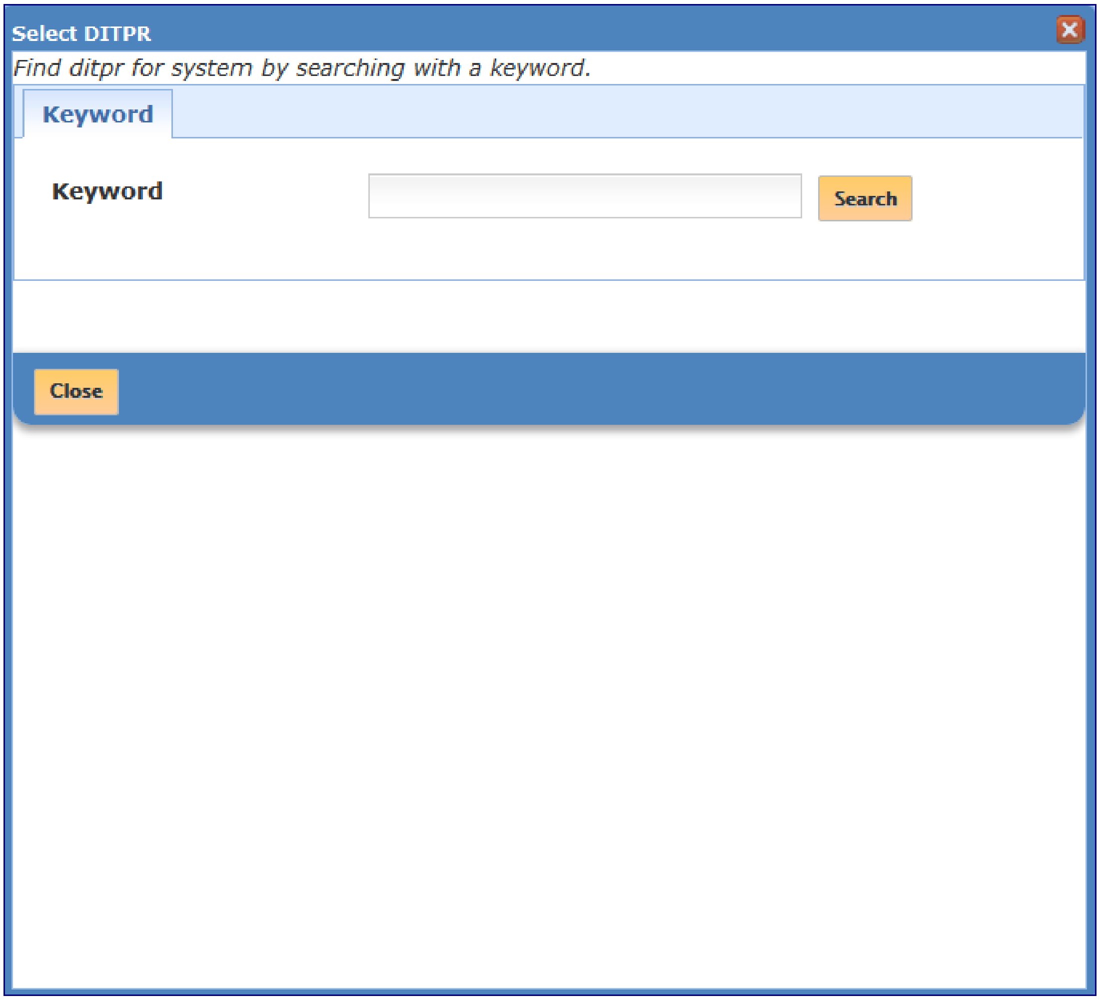


Figure 251. Select DITPR page

4. Search for an existing DITPR by keyword.

5. Click **Select** for the DITPR you need.

Note that all the required fields on the Publish a system page get populated with the appropriate details based on the selected published Service or DITPR. You can edit the details, if needed and Click **Publish** to submit the system for publication. Alternatively, you can provide information for the other fields on this page as well and then click **Publish**.

Entering step-by-step system details on the Publish a system page

The procedure for publishing a system by providing system details on the Publish a system page includes the following main steps:

1. Naming the system
2. Defining the system
3. Describing the system
4. Identifying system access points
5. Identifying PMO
6. Identifying POCs
7. Identifying system attributes
8. Identifying service references
9. Identifying metadata references
10. Selecting data feed systems
11. Selecting mission areas
12. Validating against authoritative body profile

The following sections describe each of these steps in detail.

> At any point in time while working on the system you can save it as a draft and return later to continue with the steps and publish the saved system. Click on the **Save draft** button on the top right above step 1. The draft system is saved under your publications and is listed on the Published By Me page. For information about the Published By Me page, see the Published By Me section of this manual.

Naming the system

Enter a name and an acronym for the system.

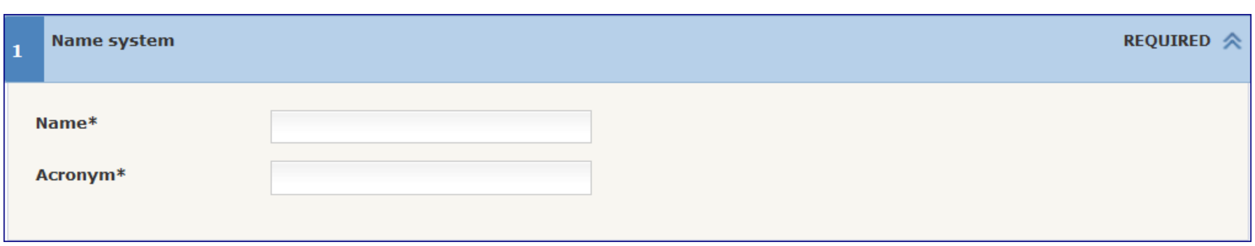


Figure 252. Naming the system

A system is uniquely identified by the combination of the system name and acronym.

Defining the system

1. Click on step 2 to define the system. The step expands displaying the related fields.

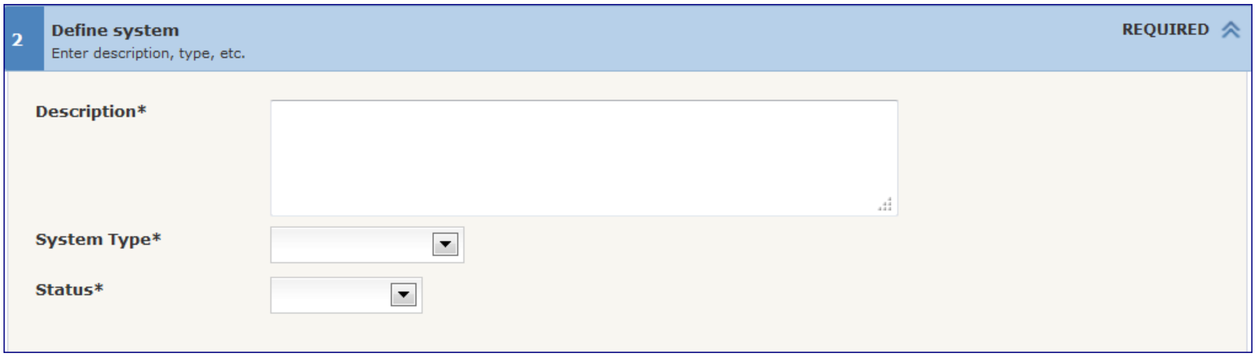


Figure 253. Defining the system

2. Provide the following information in the Define system step. Information is required for fields marked with an asterisk (*).

Table 20. Defining system information

Field Name	Field Value
Description*	A description of the system.
System Type*	The type of the system.
Status*	The current status of the system. If you select **Operational** as the status, you must provide system access points. See the Identifying system access points section below.

Describing the system

1. Click on step 3 to describe the system by entering the DITPR numbers, any comments, and scope. The step expands displaying the related fields.

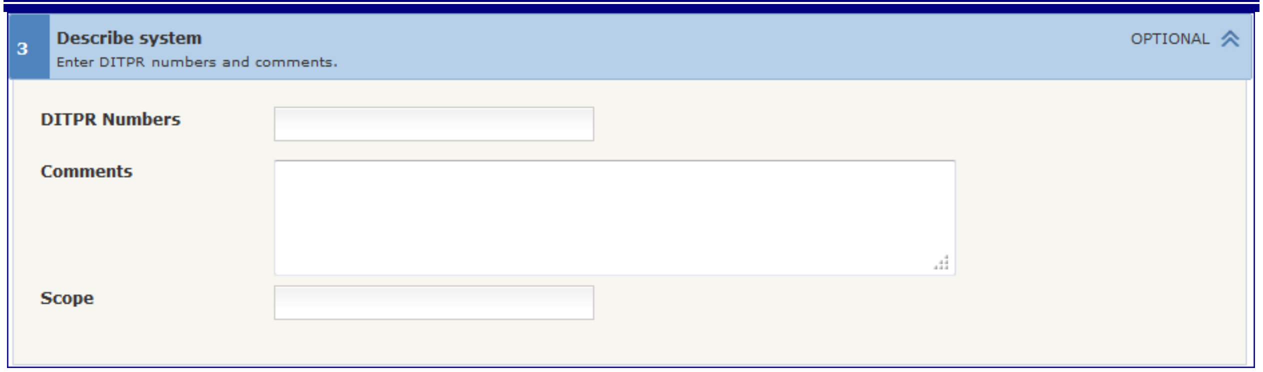


Figure 254. Describing the system

2. Enter the DITPR numbers of the system.

3. Enter any comments about the system.

4. Enter the scope of the system.

Identifying system access points

You must provide access points if you selected **Operational** as the system status in the Defining the system section above.

1. Click on step 4 to identify system access points. The step expands to display the related button.

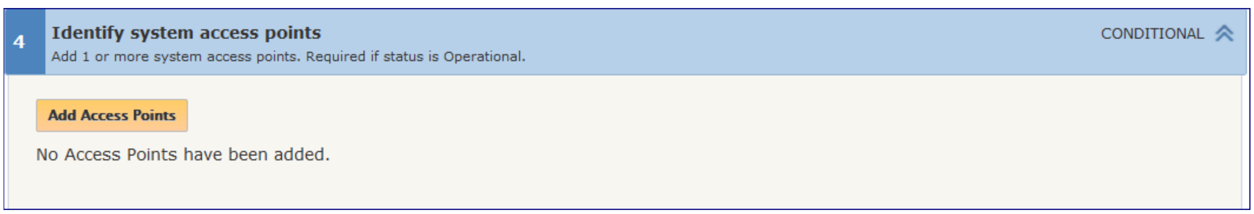


Figure 255. Identifying system access points

2. Click on the **Add Access Points** button. The Add Access Point window is displayed.

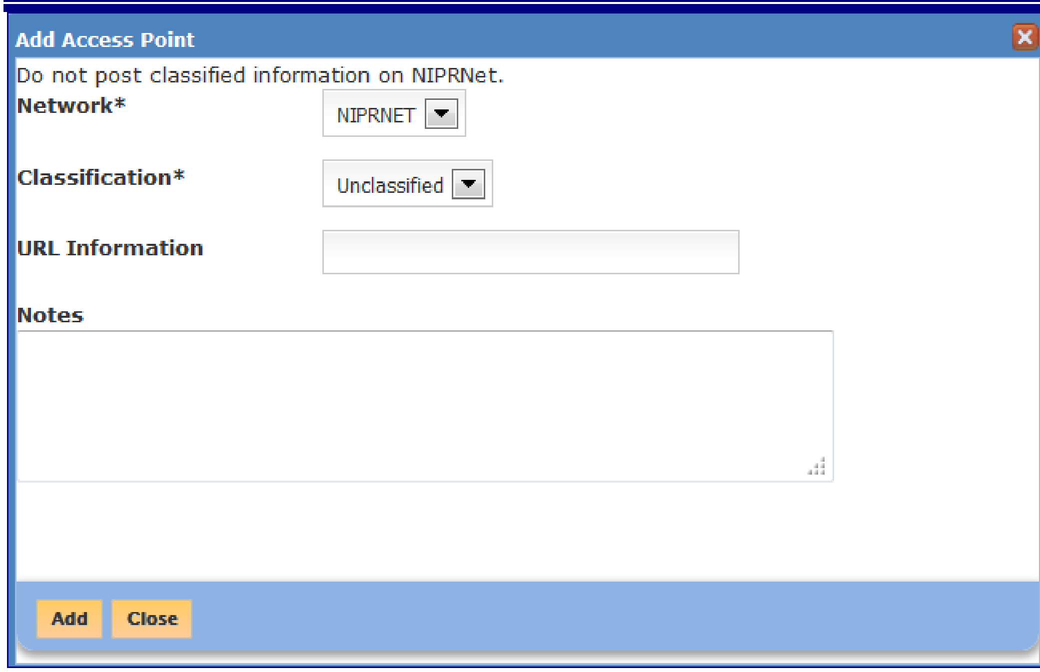


Figure 256. Adding an access point

3. Provide the following information in the Add Access Point window. Information is required for fields marked with an asterisk (*).

Table 21. System access points information

Field Name	Field Value
Network*	The network where the system is deployed.
Classification*	System classification is the highest classification level of data and information contained in the system. The classification options available in this drop-down field depend on the network selected for the system in the preceding field. For example, the classification for systems deployed on NIPRNet is “Unclassified” and for systems deployed on SIPRNet is “Secret” and “Confidential”.
URL Information	The system’s URL.
Notes	The notes for the URL.

4. Click **Add** after entering the access point information. The access points are displayed on the Publish a system page.

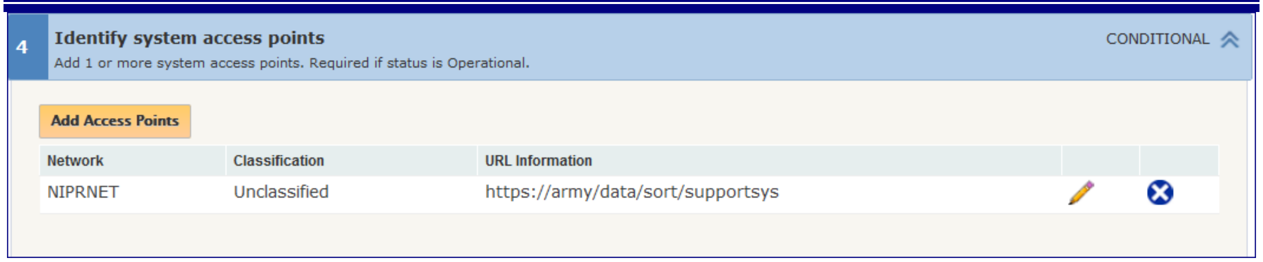
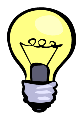


Figure 257. List of system access points

5. You can add one or more access points.



A system can have access points on multiple networks with associated URLs.

6. You can remove a selected access point, if needed, by clicking on the **Remove** icon for the access point.

7. You can edit an access point, by clicking on the **Edit** icon for the access point.

Identifying PMO

1. Click on step 5 to identify a system PMO. The step expands to display the related button.

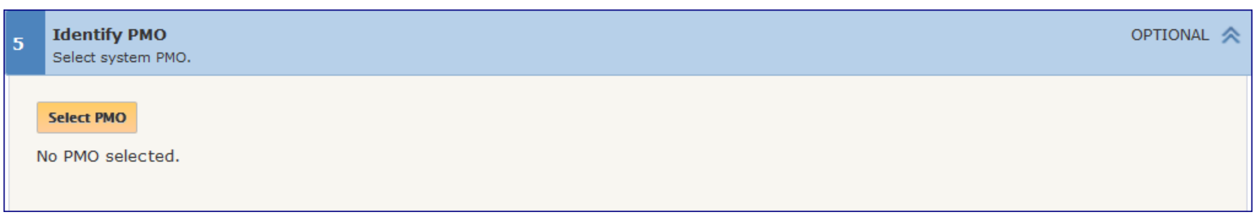


Figure 258. Identifying system PMO

2. Click **Select PMO** to search for and select a Program Management Office (PMO) for the specified system. The list of all the PMOs existing in the DSE is displayed.

3. You can search for the PMO either alphabetically or by name. Click **Select** to select the PMO you need. The selected PMO is displayed under step 5 on the Publish a system page.

4. If the PMO you are looking for is not on the list, you can add a new one. Click on **Click here to create one** link above the list (see Figure 259 below).

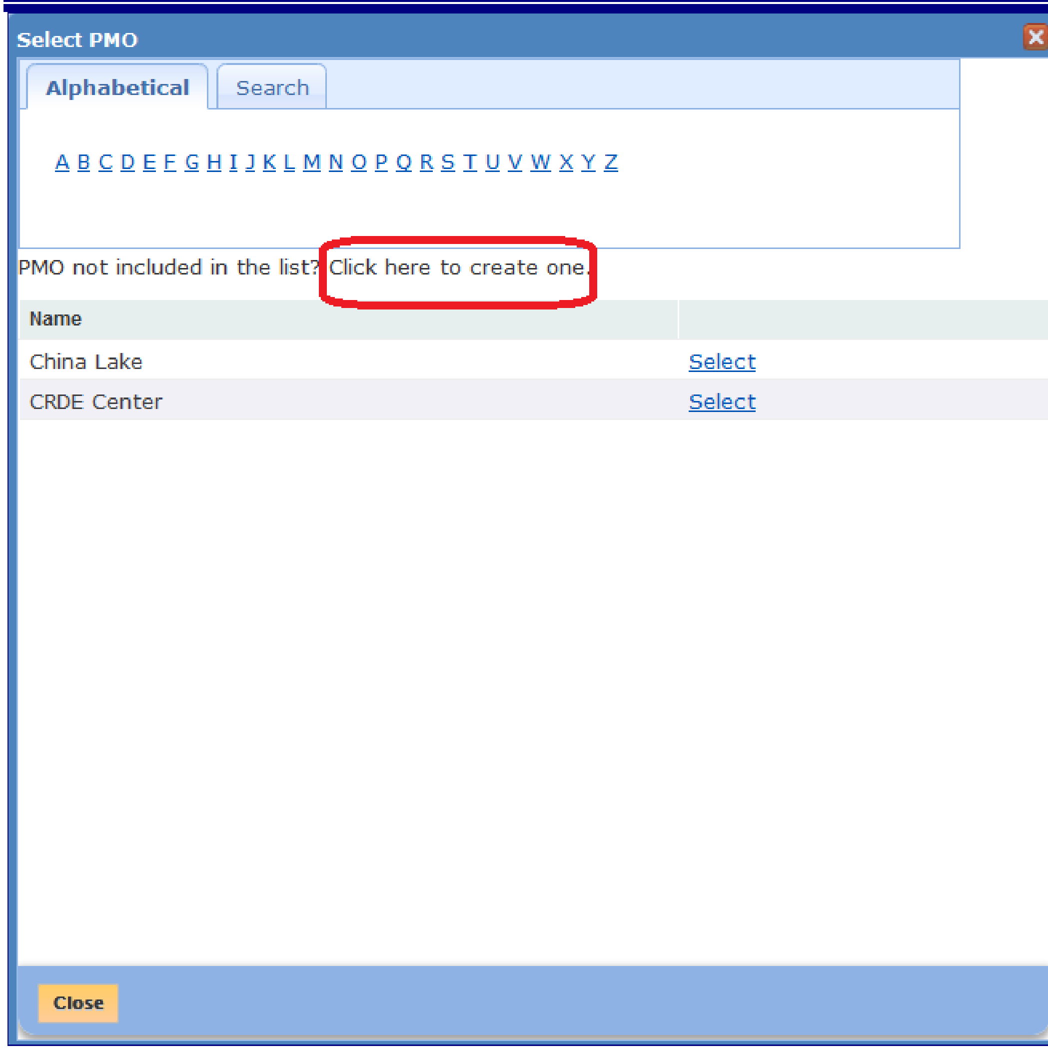


Figure 259. Link to create new PMO

5. The page expands to display fields for adding information about the PMO.

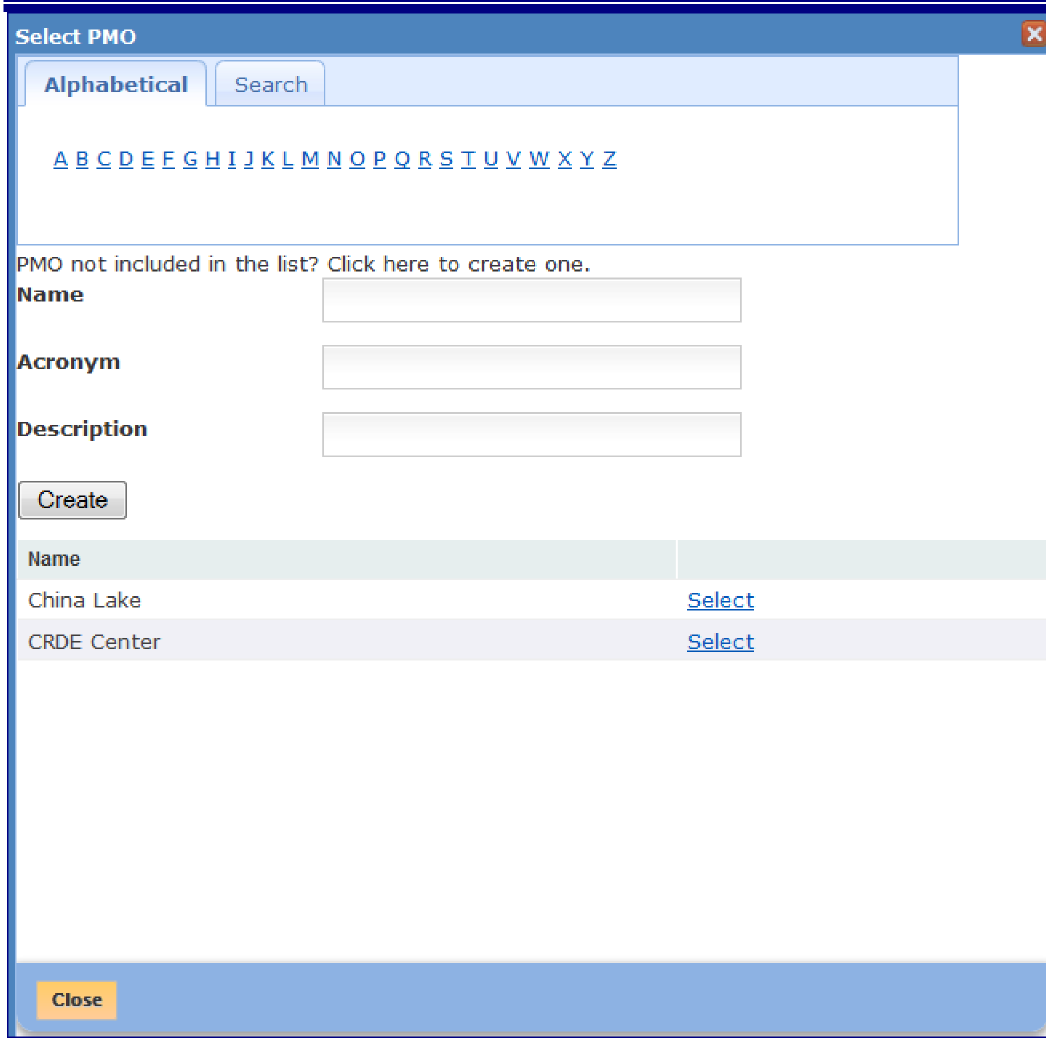


Figure 260. Adding info about new PMO

6. Provide the following details for the new PMO:

    a. the PMO name

    b. the acronym associated with the PMO

    c. a detailed description of the PMO

7. Click **Create** to add the new PMO under step 5.

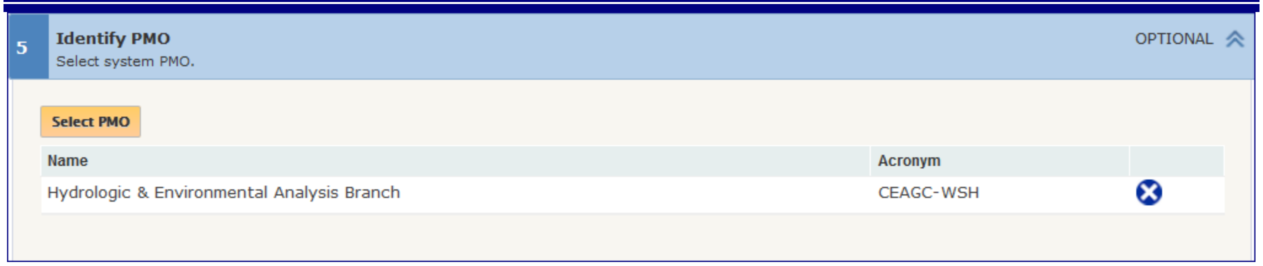


Figure 261. List of system PMOs

8. You can remove a selected PMO, if needed, by clicking on the **Remove** icon for the PMO.

Identifying POCs

1. Click on step 6 to identify the POCs for the system. The step expands displaying the related buttons.

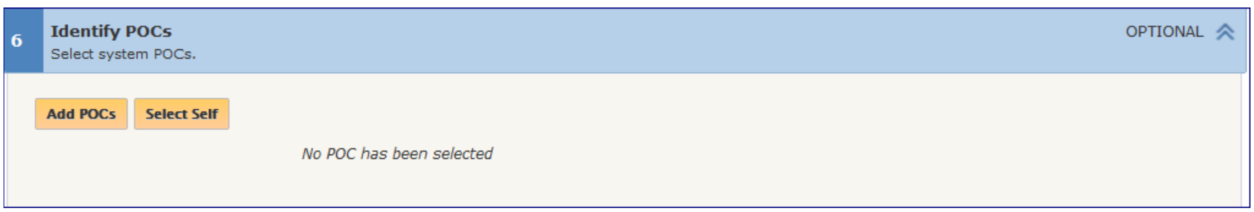


Figure 262. Identifying system POCs

2. To add an existing POC within the DSE, click on the **Add POCs** button. From the Select POC window search for the POC in an alphabetical order, through organization, or by name. Click **Add** to add the person as a POC for the system. You can add one or more POCs. Click **Close** to return to the Publish a system page.

If more than one POC has the same first and last name, and belong to the same government organization, you can determine whether you are selecting the correct POC by looking at the email address for each POC. The email address for a POC uniquely identifies the POC.

3. If the POC you are looking for is not on the list, you can add a new one. Click on **Click here to create one** link above the list (see Figure 263 below).

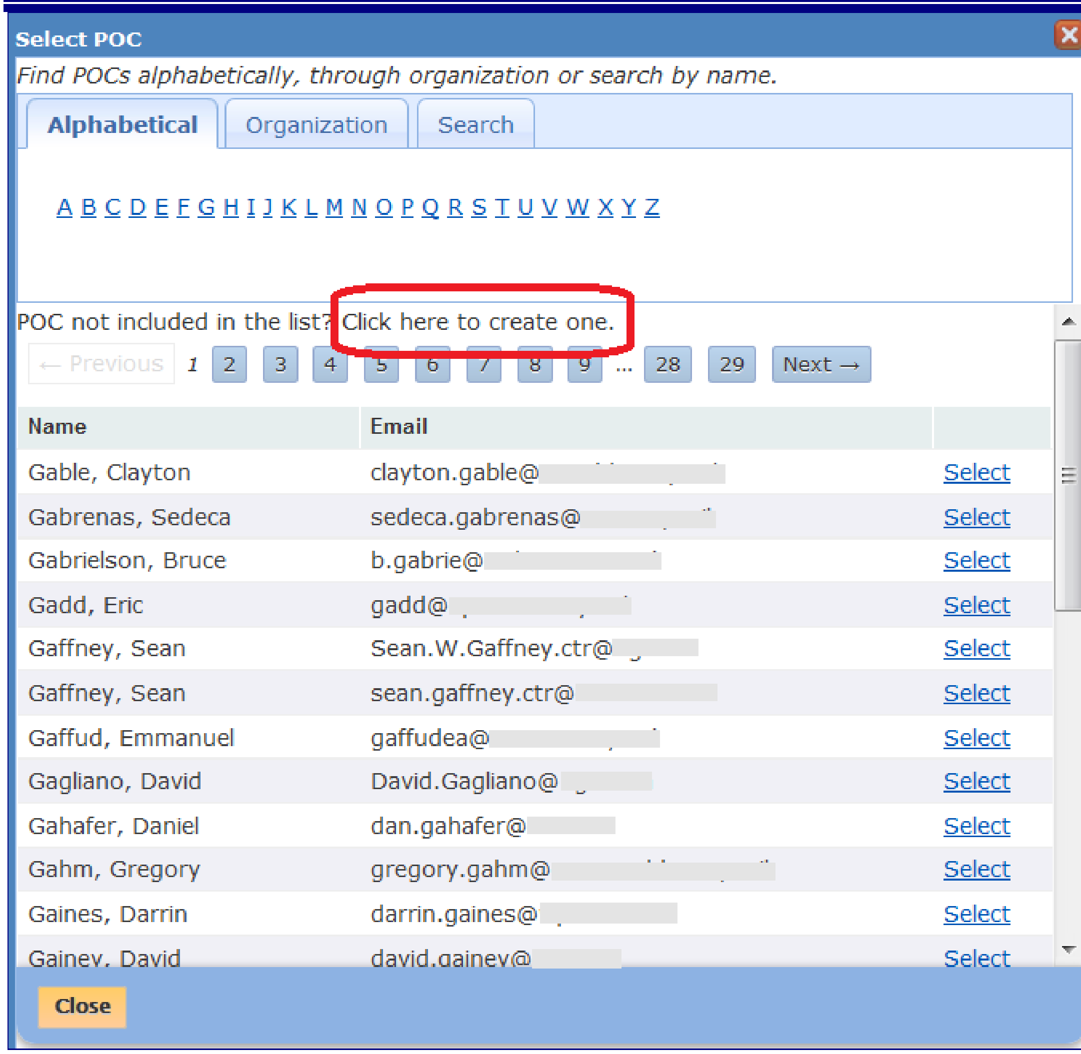


Figure 263. Link to create new POC

The page expands to display fields for adding information about the POC.

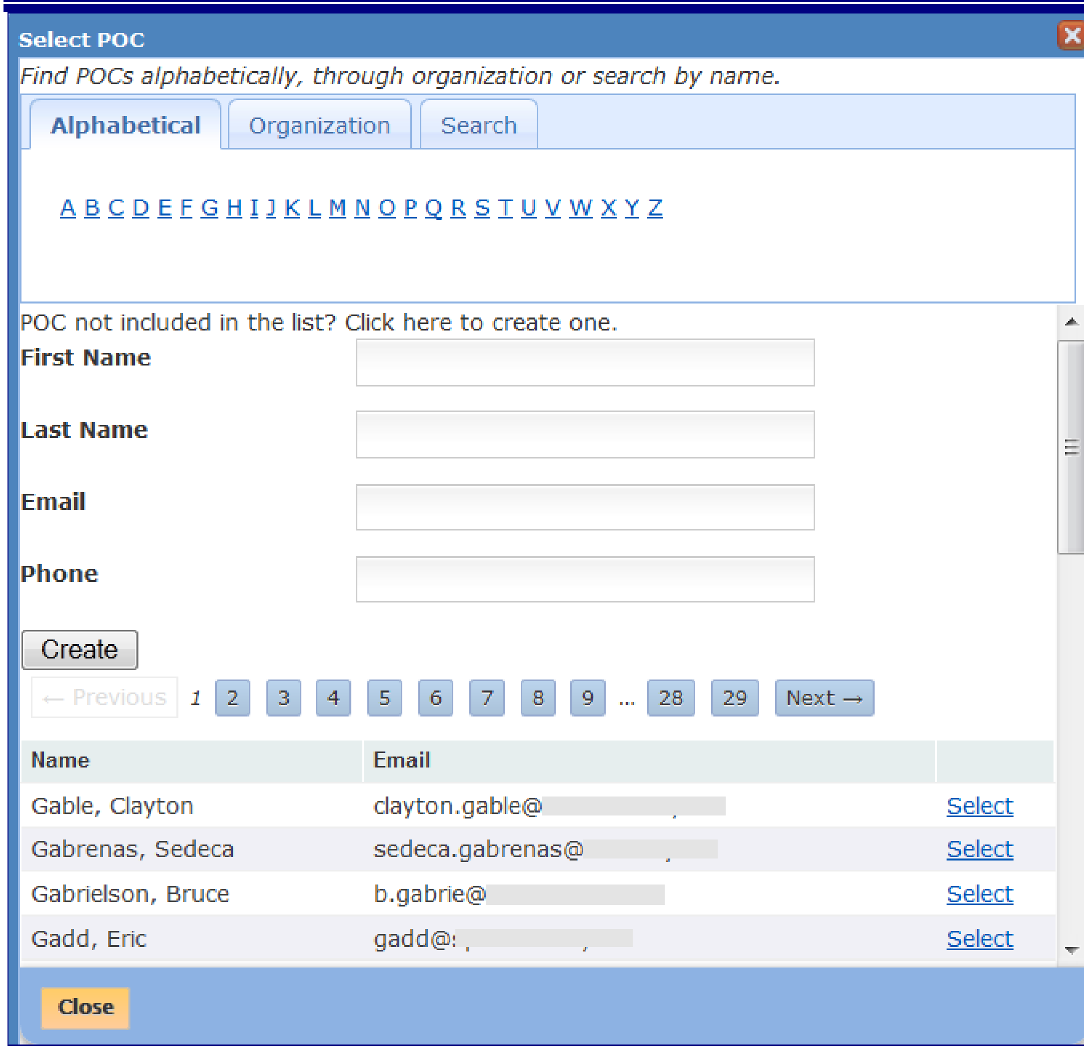


Figure 264. Adding info about new POC

4. Provide the following details for the new POC:

    a. the first name

    b. the last name

    c. the email address

    d. the phone number

5. Click **Create** to add the new POC under step 6.

6. Alternatively, you can select yourself as the POC by clicking on the **Select Self** button.

7. You can add one or more POCs for the system. The selected POCs are displayed under step 6.

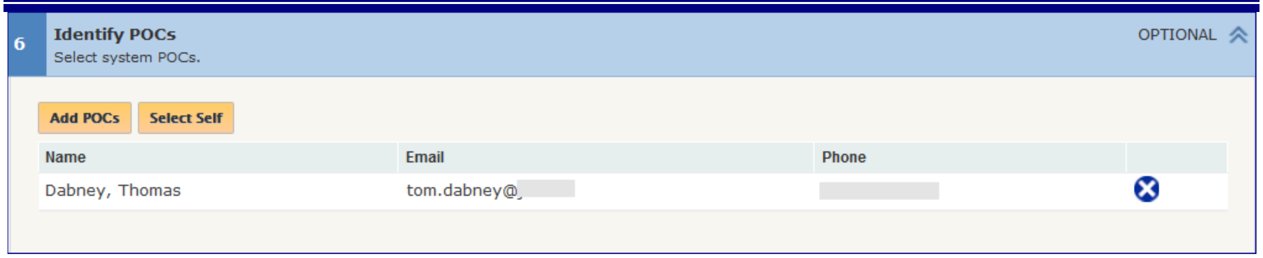


Figure 265. List of selected POCs

8. From the POCs list you can remove a POC, if needed, by clicking on the **Remove** icon for the POC.

Identifying system attributes

1. Click on step 7 to add attributes associated with the system. System attributes allow a dynamic way to extend and capture specific attributes that are applicable to a given system. Attribute definition supports key/value pairs and includes support to associate supporting documents and files (e.g. Service Level Agreement Documents). The step expands to display the **Add Attribute** button.

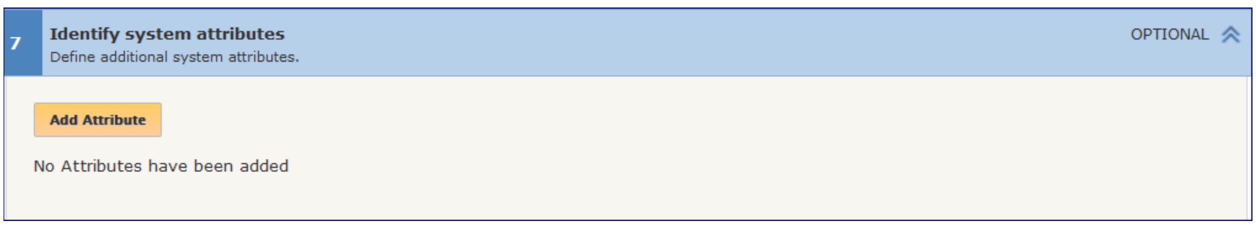


Figure 266. Identifying system attributes

2. Click **Add Attribute**. The Additional attribute page for the system is displayed.

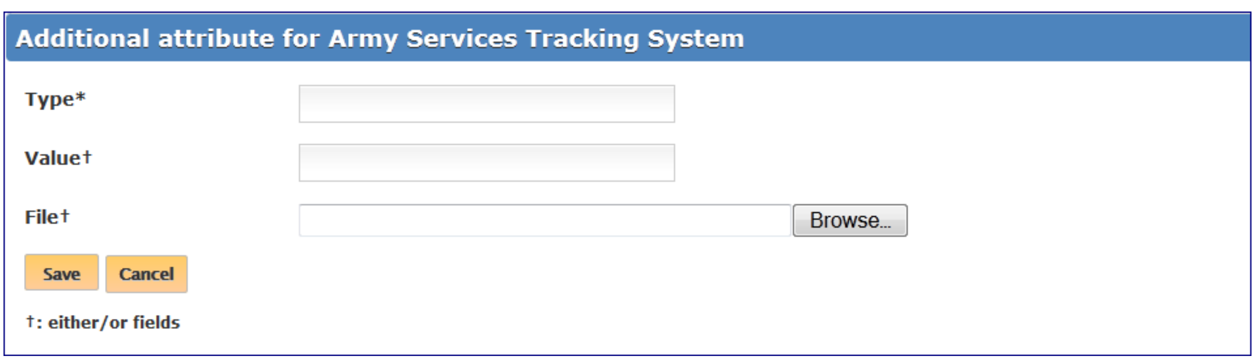
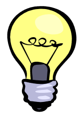


Figure 267. Adding an attribute

3. An authoritative body can set up profile that specifies all required attributes needed for a system. Users can associate their user profile to a default authoritative body, to identify the required data attributes set up by their authoritative body. If your DSE account is associated with an authoritative body and the authoritative body has any required attribute(s) on the profile, you need to select an attribute type through the **Select Type** button. The **Select Type** button is

displayed only if the associated authoritative body, if any, has any required attribute(s) on the profile.

4. Enter the remaining attribute details as needed and click **Save**.



Note that you must provide the attribute type followed by either the value or the file associated with the attribute.

You are returned to the Publish a system page and the attribute that you added is now displayed under step 7.

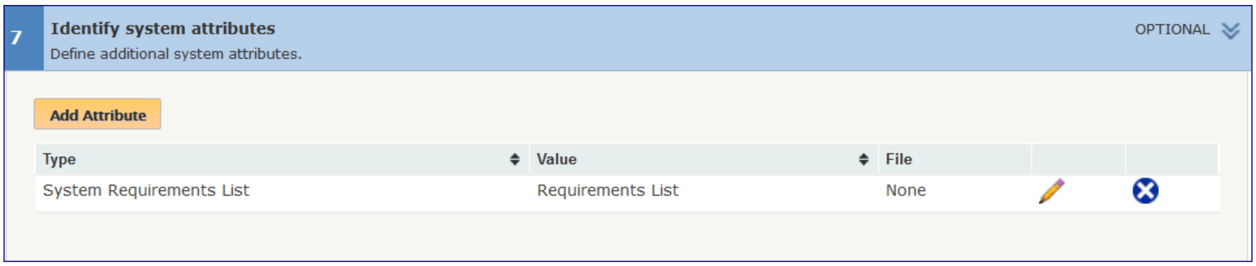


Figure 268. List of system attributes

5. You can add one or more attributes for the system.

6. From the attributes list you can edit an attribute by clicking on the **Edit** icon for the attribute.

7. If you uploaded a file for an attribute, you can access/download the file by clicking on the name of the file. The file download window is displayed. You can choose to either open the file or save it to your computer.

8. You can remove an attribute, if needed, by clicking on the **Remove** icon for the attribute.

Identifying service references

1. Click on step 8 to add references to Services published in the Service Registry (UDDI Registry). The step expands to display the **Add Services** button.

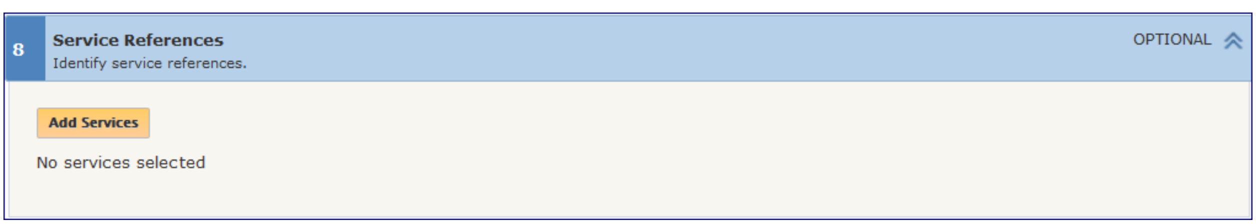


Figure 269. Identifying service references

2. Click **Add Services**. The Select Service window is displayed.

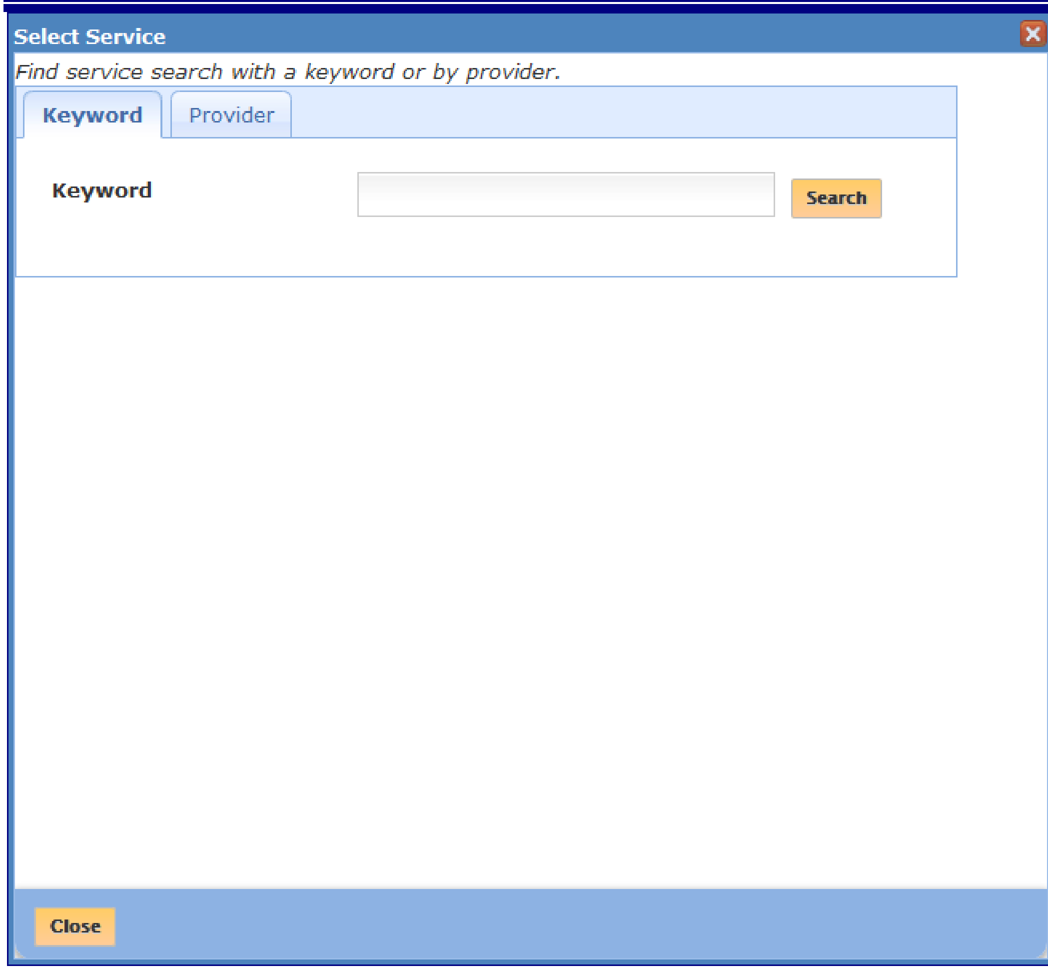


Figure 270. Selecting services

3. You can search for the service you need either by keyword or by provider. See figure below.

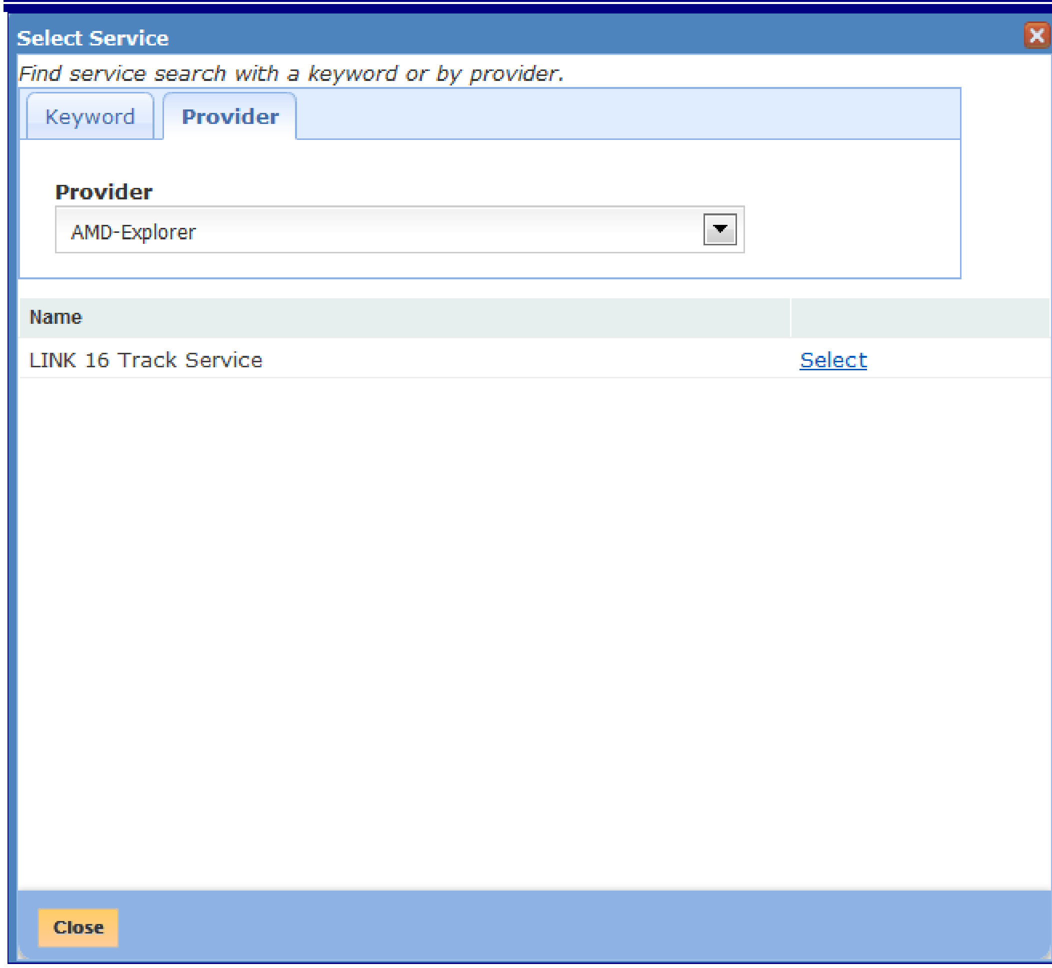


Figure 271. Searching for services

4. Add a service registry reference for the system by clicking **Select** for the service. The selected service is displayed under step 8.

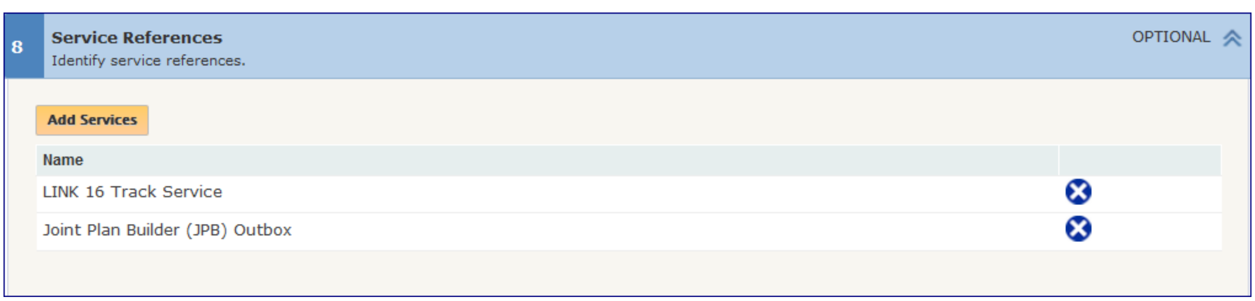


Figure 272. List of service references

5. You can identify one or more service registry references for the system.

6. From the services list you can remove a service, if needed, by clicking on the **Remove**  icon for the service.

Identifying metadata references

1. Click on step 9 to identify references to artifacts (schemas, WSDLs, amplifying documents) published in DSE. The step expands to display the **Add References** button.

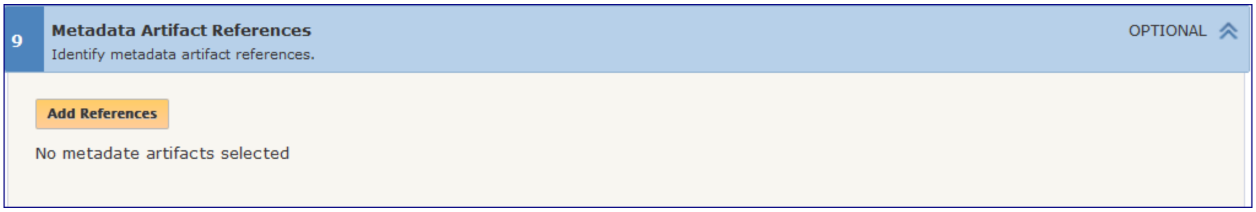


Figure 273. Identifying Metadata references

2. Click **Add References**. The Select Metadata File window is displayed.

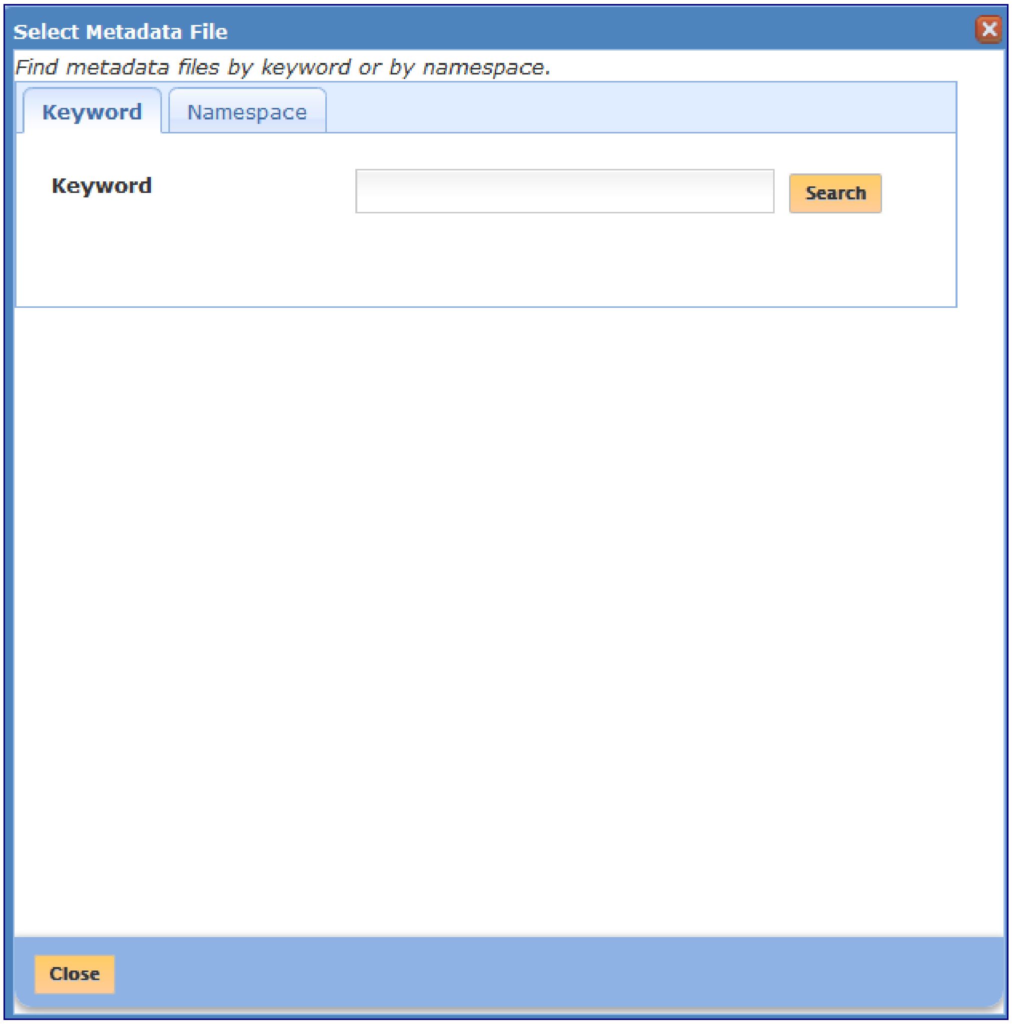


Figure 274. Selecting metadata files

3. You can search for the metadata files in MDR either by the namespace or by the file name. From the files list click **Select** for a file to add the file as the MDR reference. Click **Close** to return to the Publish a system page. The MDR references are displayed under step 9.

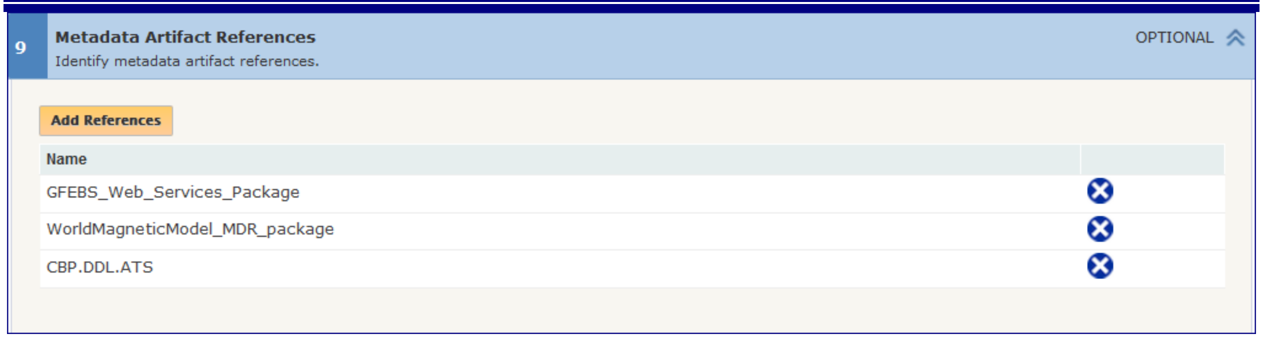


Figure 275. List of MDR references

4. You can add one or more MDR references for the system.

5. From the references list you can remove a reference, if needed, by clicking on the **Remove**  icon for the reference.

Selecting data feed systems

1. Click on step 10 to identify the systems that feed this system for the purposes of providing the data for which the data source is authoritative. The step expands to display the **Add Data Feed** button.

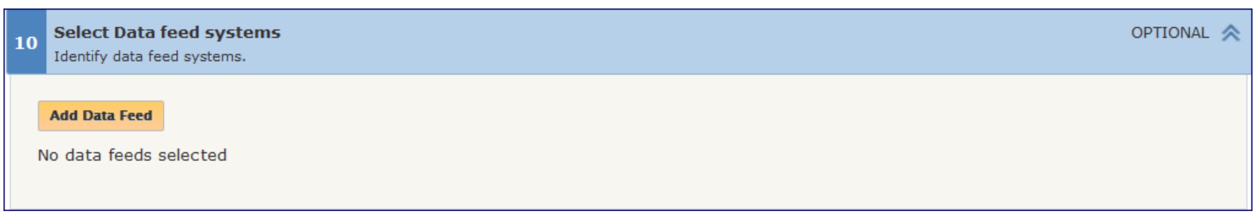


Figure 276. Identifying data feed systems

2. Click **Add Data Feed**. The Select System window is displayed.

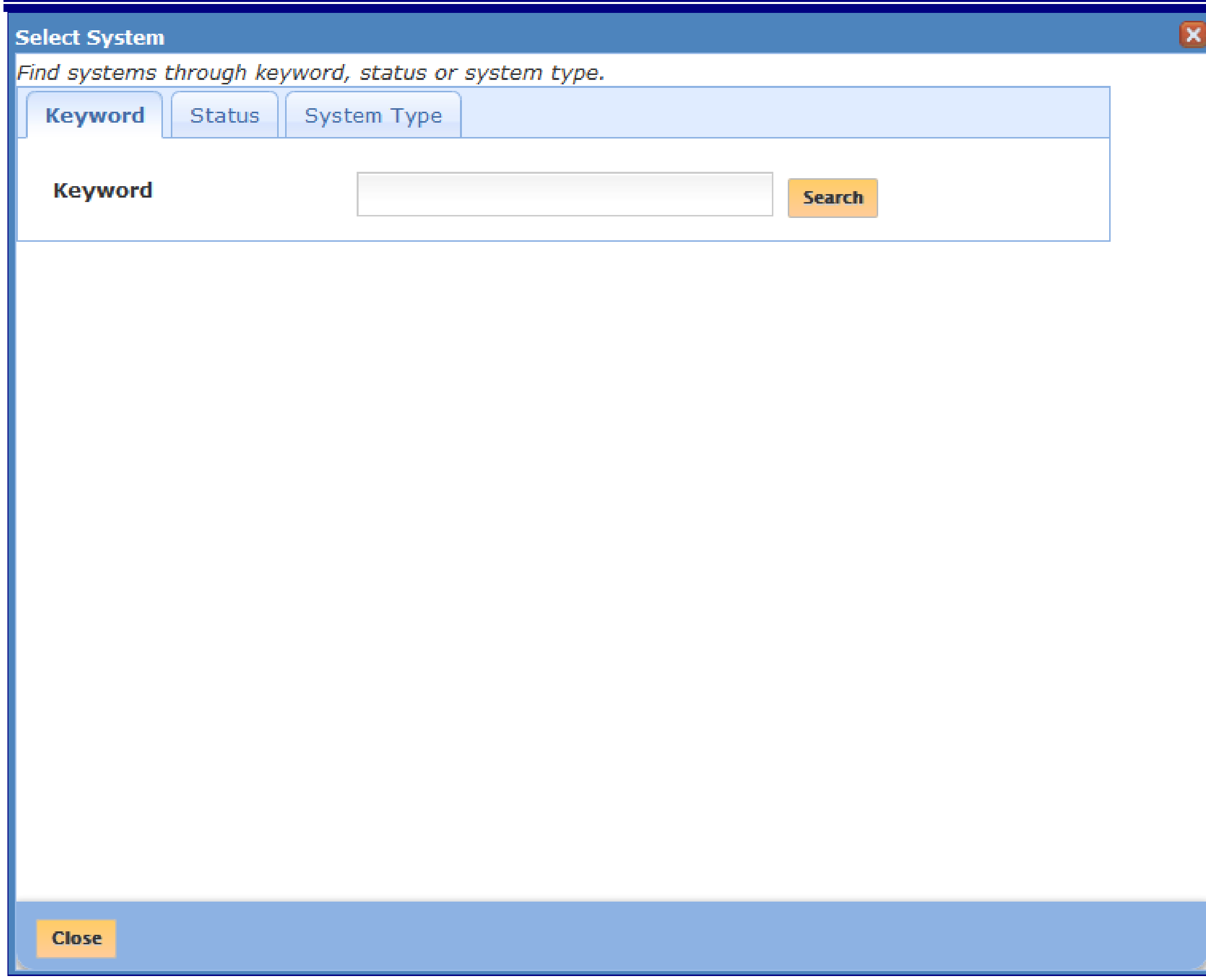


Figure 277. Selecting systems

3. From the Select System window you can search for the system by name, status, or system type. Click **Select** to associate the data feed system with the system you are creating. You can add one or more data feed systems. Click **Close** to return to the Publish a system page. The selected systems are displayed under step 10.

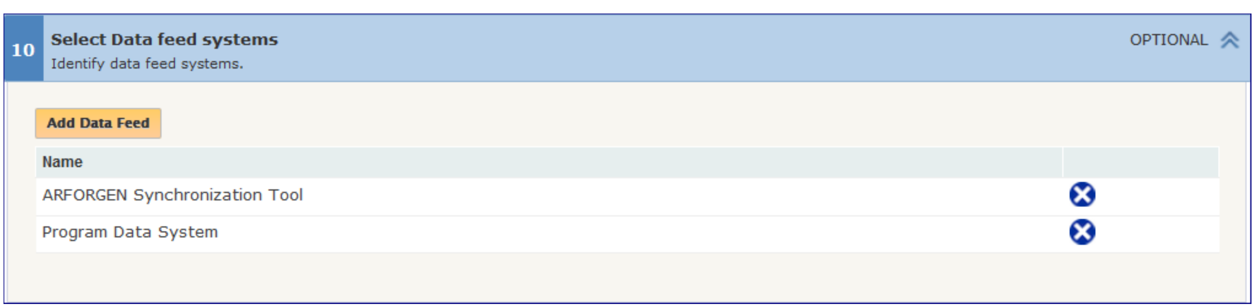


Figure 278. List of data feed systems

4. From the data feed systems list you can remove a system, if needed, by clicking on the **Remove** icon for the system.

Selecting mission areas

1. Click on step 11 to identify the mission areas that are associated with this system. The step expands to display the **Add Mission Area** button.

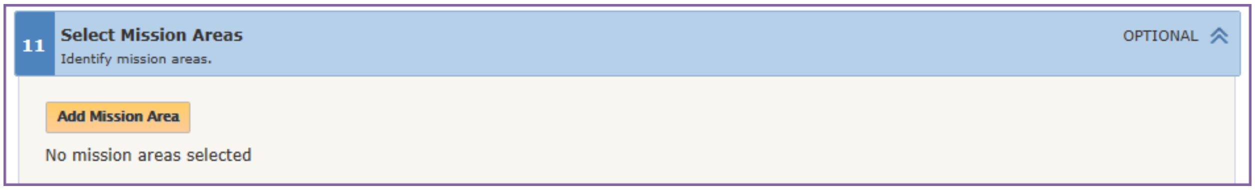


Figure 279. Select Mission Areas

2. Click the **Add Mission Area** button. The Select Mission Areas window is displayed.

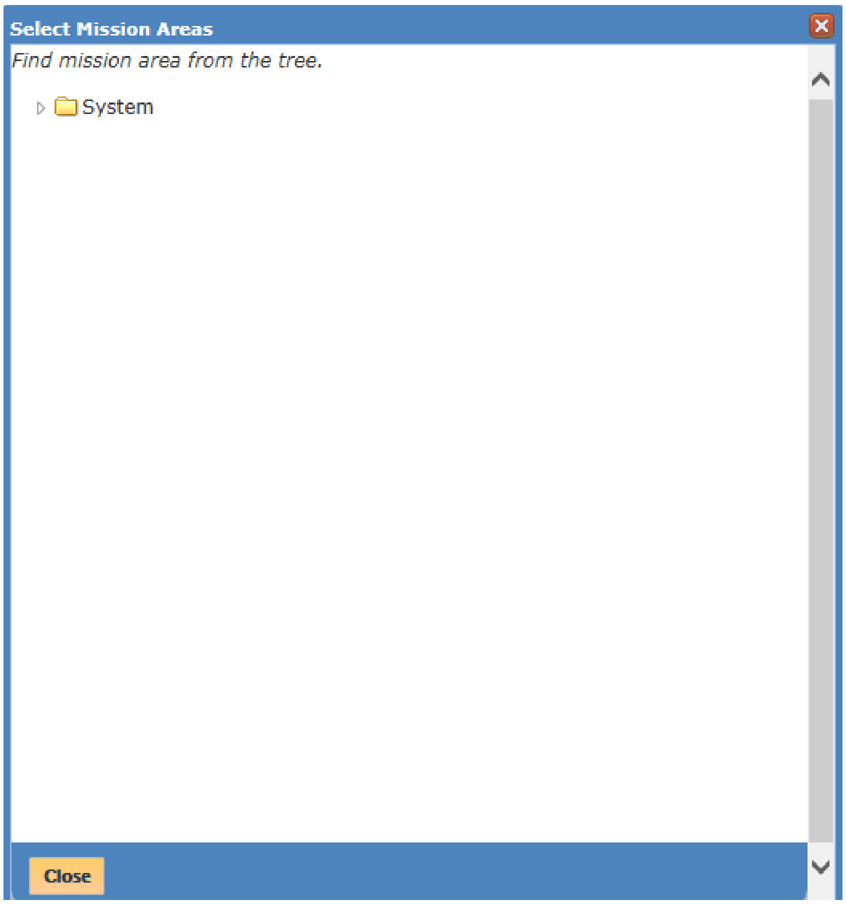


Figure 280. Select mission areas from the tree

3. Expand the mission areas tree by clicking on the arrow icon for the parent mission area. The mission area tree is displayed. Select the mission area you need by clicking on **Select**. When you are done selecting mission areas, click the **Close** button.

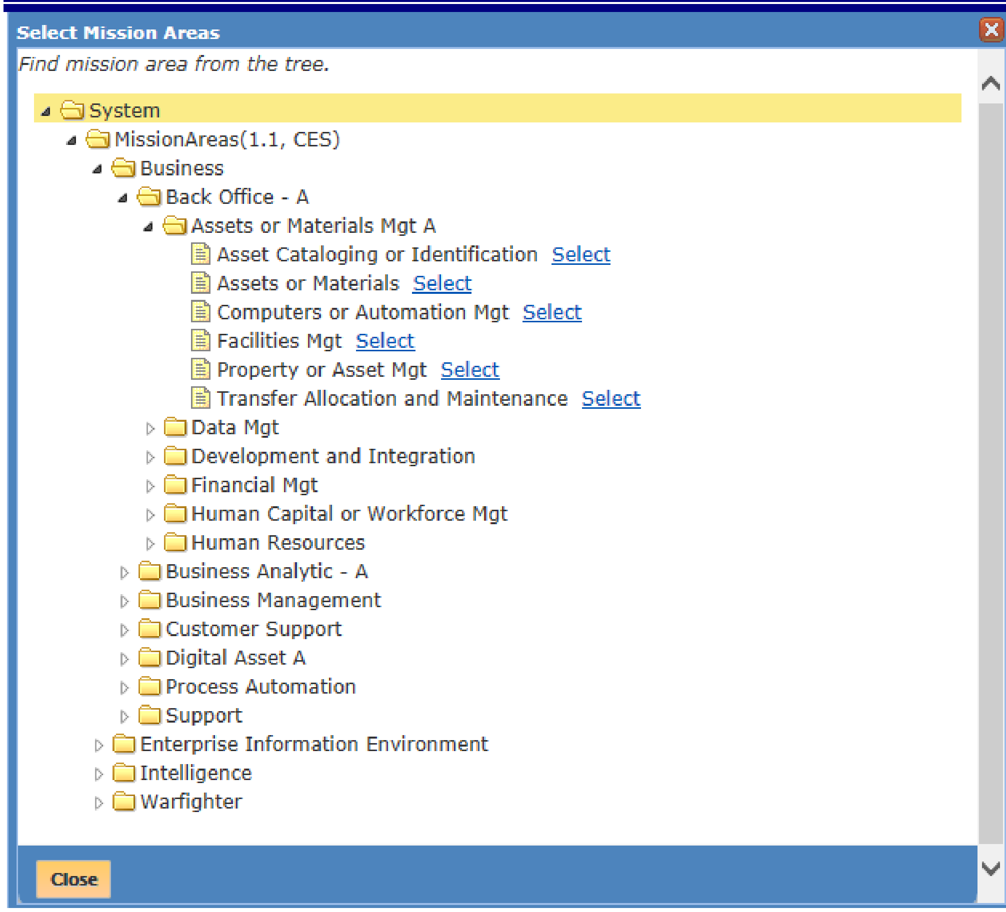


Figure 281. Expanded mission area tree

4. The selected mission areas display in the Select Mission Areas section. If you want to delete a mission area, click on the **Remove** icon for that mission area, and then click the **OK** button in the confirmation window.

Figure 282. Selected mission areas

Validating against authoritative body profile

As members of the authoritative bodies you have the ability to create authoritative body profiles. You are encouraged to adhere to these profiles while creating data for your authoritative data sources.

Click step 12 to check the data that you have entered above for the system against your associated authoritative body profile. The step expands to display the **Validate** button.

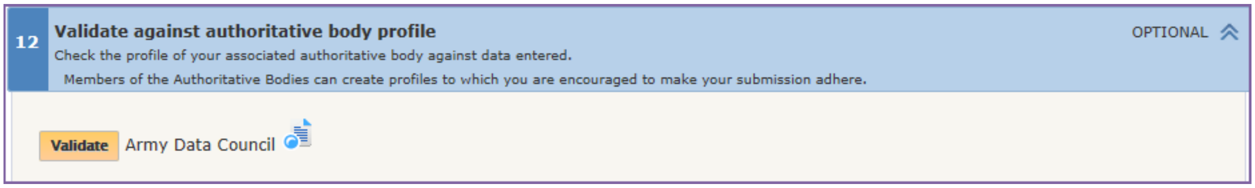


Figure 283. Validating against authoritative body profile

Click **Validate**. DSE performs the validation and compares the submitted system data to the associated authoritative body's profile to show missing fields and attributes, if any. You can make changes to the system attributes and fields as needed to make them compliant with the associated profile before submitting the system for publishing.

Alternatively, you can proceed with the submission without making changes to the attributes by clicking on the **Publish** button.

Publishing a data producer

From the Data Sources page click on the **Publish a data producer** button to start the data producer publishing process. The Publish a data producer page is displayed.

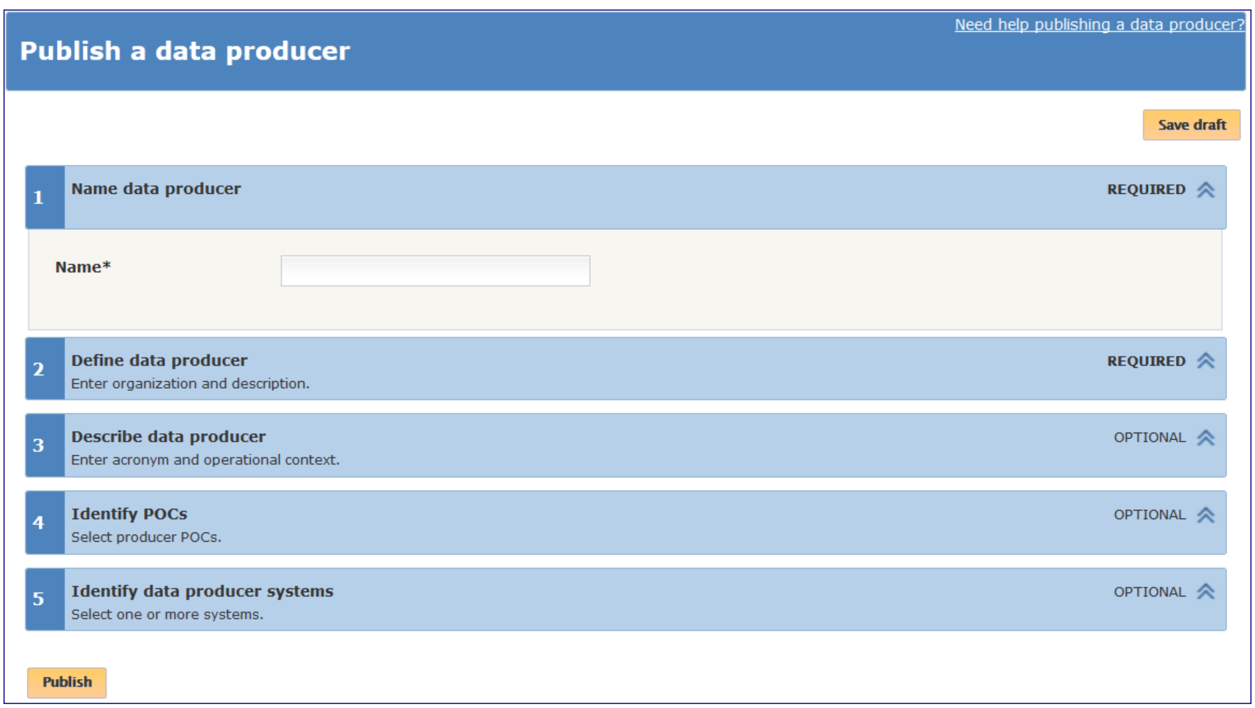


Figure 284. Publish a data producer page

The procedure for publishing a data producer includes the following main steps:

1. Naming the data producer
2. Defining the data producer
3. Describing the data producer
4. Identifying POCs
5. Identifying data producer systems

The following sections describe each of these steps in detail.

> At any point in time while working on the data producer you can save it as a draft and return later to continue with the steps and publish the saved data producer. Click on the **Save draft** button on the top right above step 1. The draft data producer is saved under your publications and is listed on the Published By Me page. For information about the Published By Me page, see the Published By Me section of this manual.

Naming the data producer

Enter a name for the data producer.

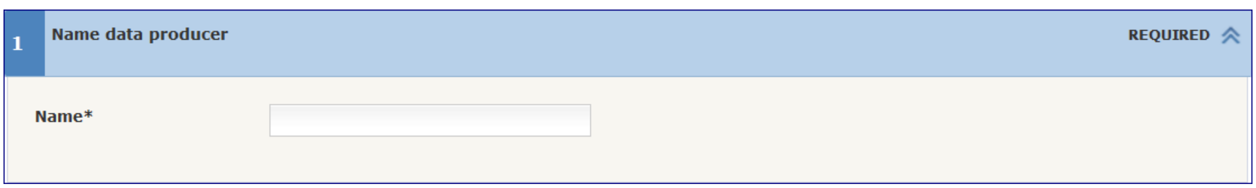


Figure 285. Naming the data producer

Defining the data producer

1. Click on step 2 to define the data producer. The step expands displaying the related fields.

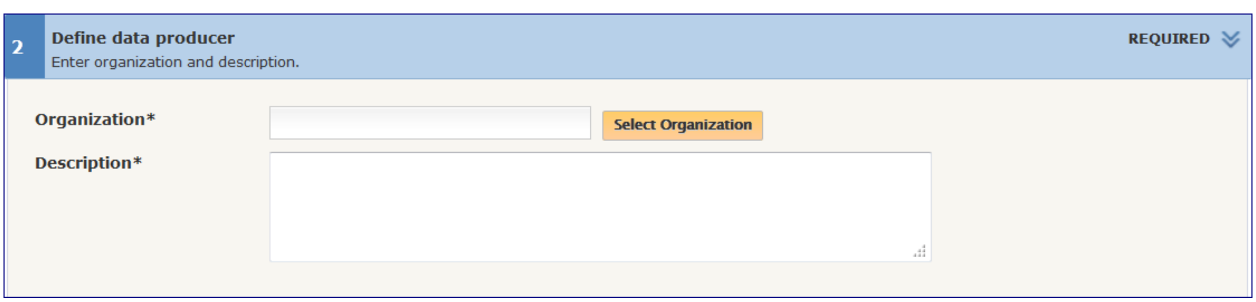


Figure 286. Defining the data producer

2. Select the service organization that produces the data. Click **Select Organization** to display a list of organizations existing within the DSE. You can find an organization by drilling down the

organization tree and locating the needed organization. You can also search for an organization alphabetically or by name/keyword. Click **Select** in front of the organization name to associate it with the data producer.

3. Enter a description of the organization.

Describing the data producer

1. Click on step 3 to describe the data producer. The step expands displaying the related fields.

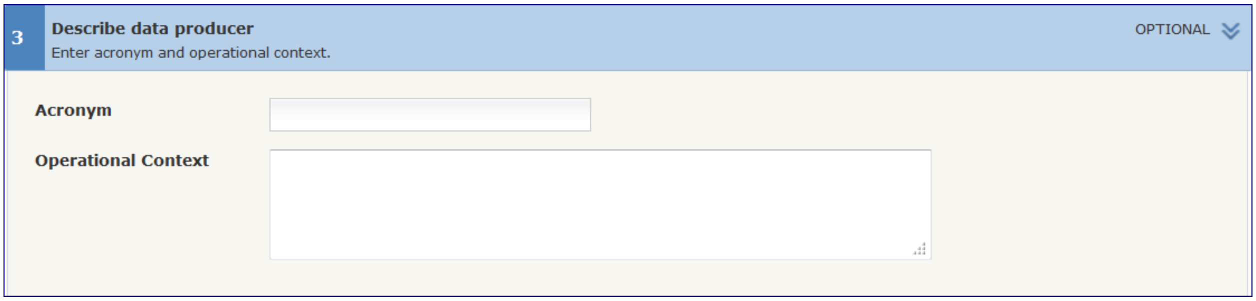


Figure 287. Describing the data producer

2. Enter an acronym for the data producer.

3. Enter the context in which the data producer can be used.

Identifying POCs

1. Click on step 4 to identify the POCs for the data producer. The step expands displaying the related buttons.

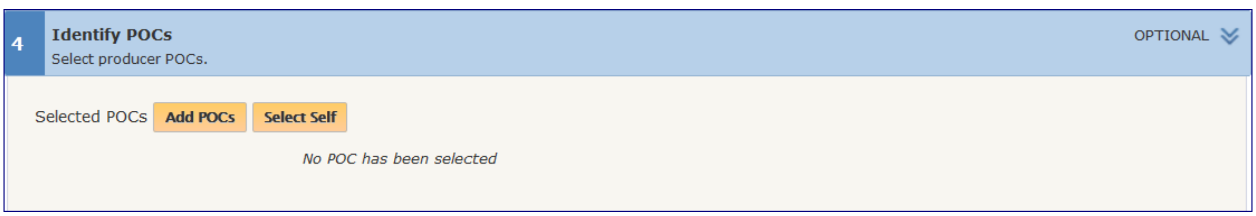


Figure 288. Identifying POCs for data producer

2. To add an existing POC within the DSE, click on the **Add POCs** button. From the Select POC window search for the POC in an alphabetical order, through organization, or by name. Click **Add** to add the person as a POC for the data producer. You can add one or more POCs. Click **Close** to return to the Publish a data producer page.

	If more than one POC has the same first and last name, and belong to the same government organization, you can determine whether you are selecting the correct POC by looking at the email address for each POC. The email address for a POC uniquely identifies the POC.

3. If the POC you are looking for is not on the list, you can add a new one. Click on **Click here to create one** link above the list (see Figure 289 below).

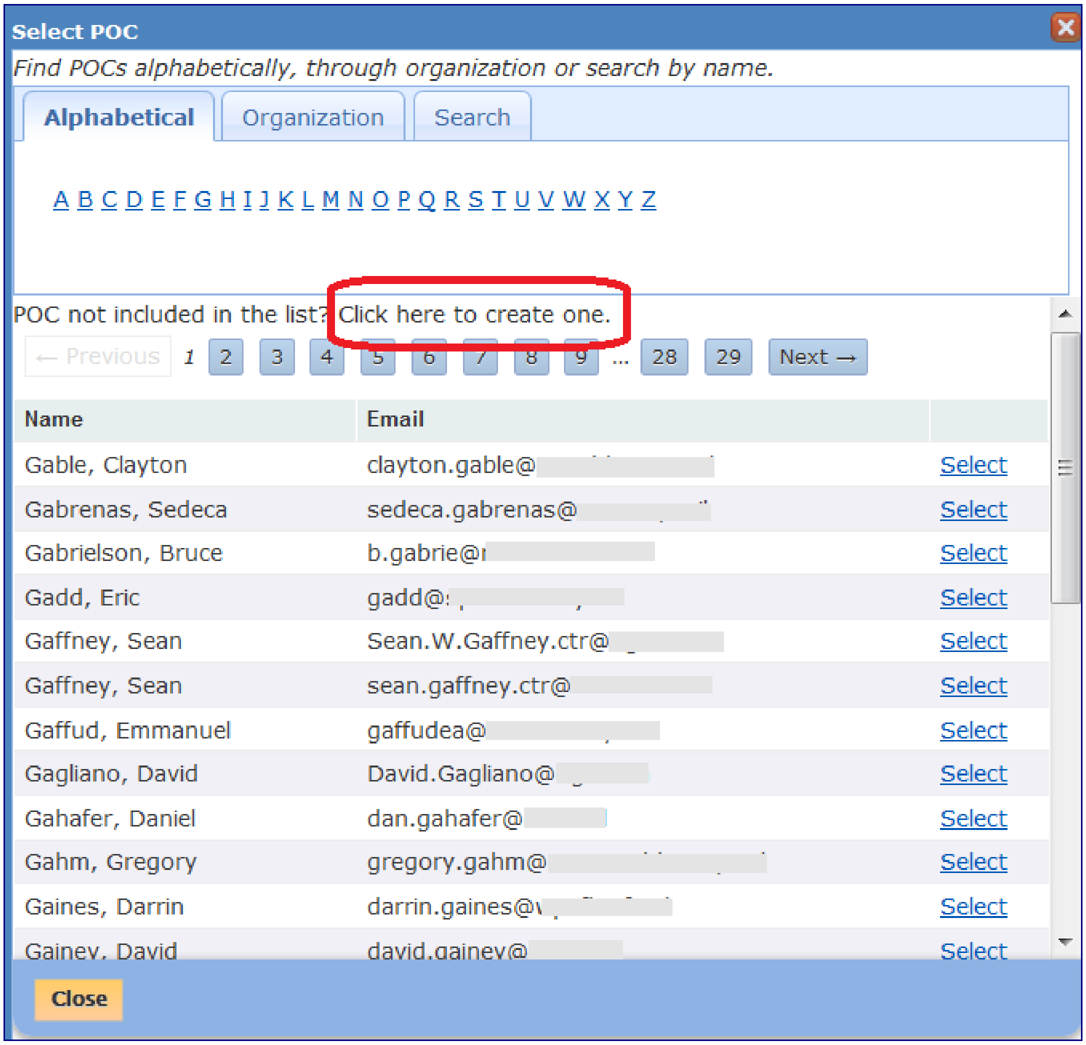


Figure 289. Link to create new POC

4. The page expands to display fields for adding information about the POC.

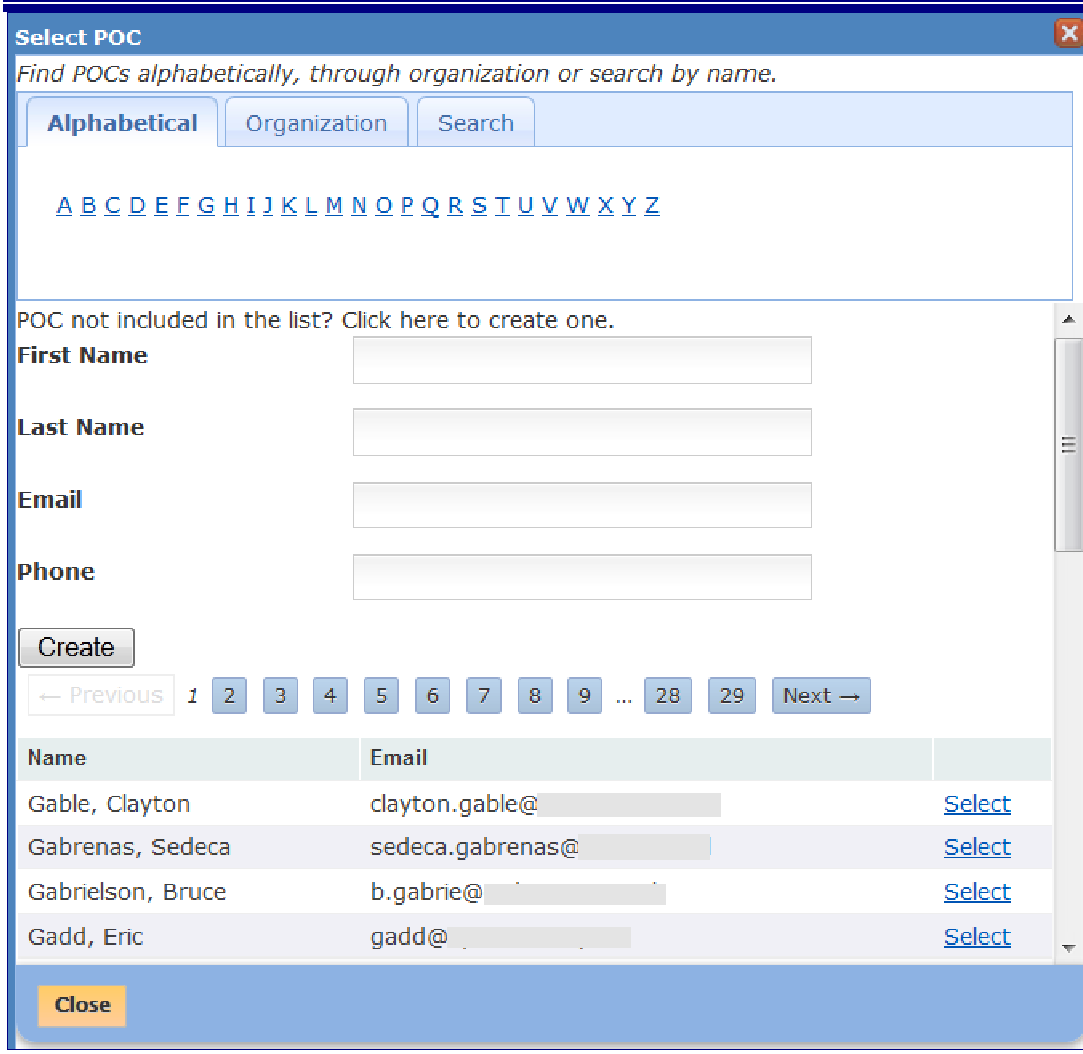


Figure 290. Adding info about new POC

5. Provide the following details for the new POC:

    a. the first name

    b. the last name

    c. the email address

    d. the phone number

6. Click **Create** to add the new POC under step 4.

7. Alternatively, you can select yourself as the POC by clicking on the **Select Self** button.

8. You can add one or more POCs for the data producer. The selected POCs are displayed under step 4.

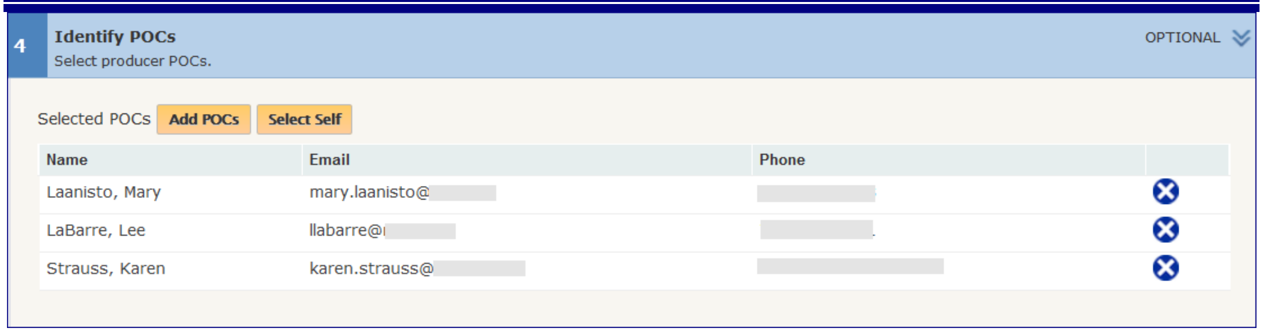


Figure 291. List of selected POCs

9. From the POCs list you can remove a POC, if needed, by clicking on the **Remove** icon for the POC.

Identifying data producer systems

1. Click on step 5 to identify and associate systems or tools that are used by this data producer to provide the data. The step expands to display the **Select System** button.

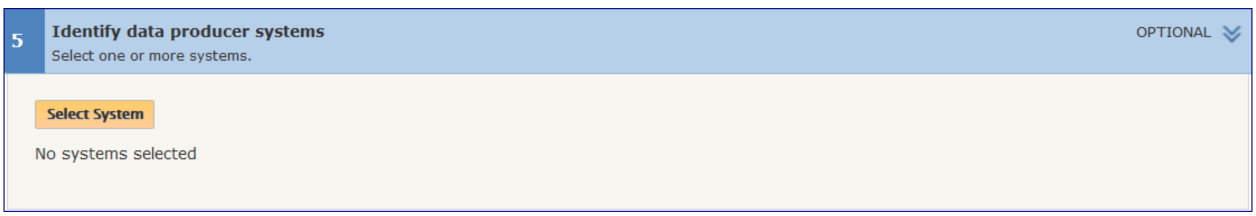


Figure 292. Identifying systems to associate with data producer

2. Click **Select System**. The Select System window is displayed.

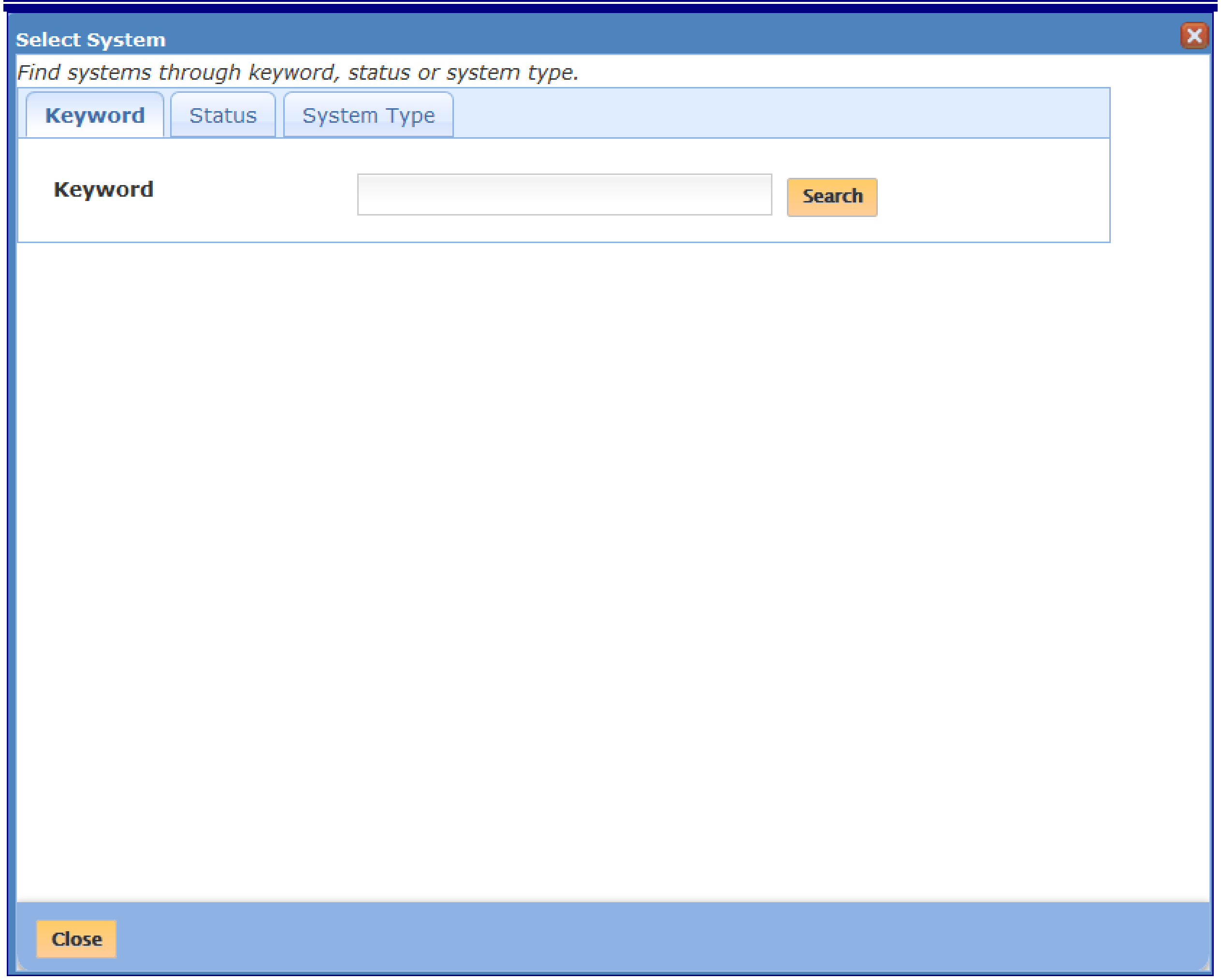


Figure 293. Selecting a system

3. From the Select System window you can search for the system by name, status, or system type. Click **Select** to associate the system with the data producer. You can add one or more systems. Click **Close** to return to the Publish a data producer page. The selected systems are displayed under step 5.

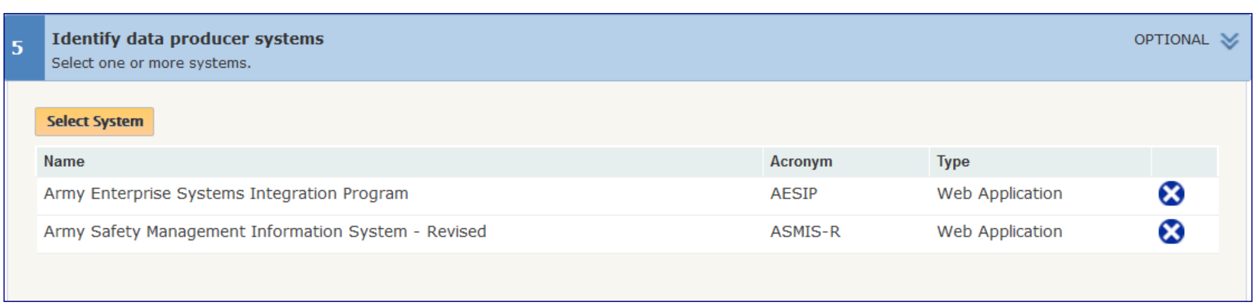


Figure 294. List of systems for data producer

4. From the systems list you can remove a system, if needed, by clicking on the **Remove** icon for the system.

After entering all the required details for the data producer, click **Publish** to submit the data producer for publishing.

Publishing a data source

From the Data Sources page click on the **Propose a data source** button to start the data source publishing process. The Propose a data source page is displayed.

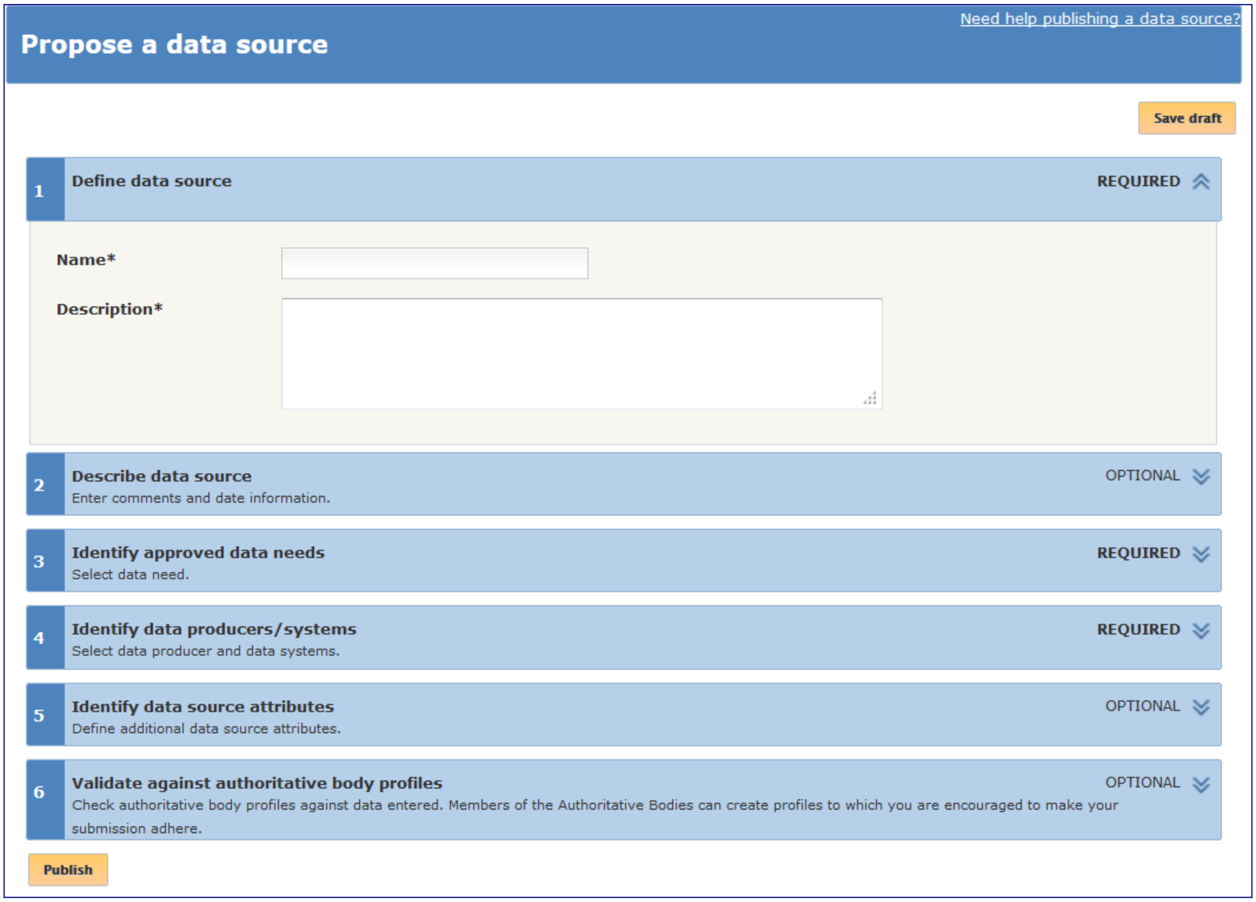


Figure 295. Propose a data source page

The procedure for publishing a data source includes the following main steps:

1. Defining data source
2. Describing the data source
3. Identifying approved data needs
4. Identifying data producers/systems
5. Identifying data source attributes
6. Validating against authoritative body profiles

The following sections describe each of these steps in detail.

At any point in time while working on the data source you can save it as a draft and return later to continue with the steps and publish the saved data source. Click on the **Save draft** button on the top right above step 1. The draft data source is saved under your publications and is listed on the Published By Me page. For information about the Published By Me page, see the Published By Me section of this manual.

Defining data source

Enter a name and description for the data source.

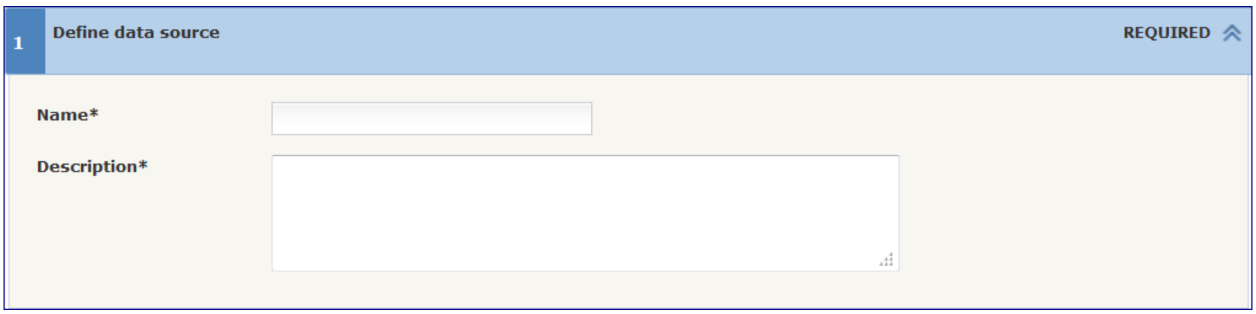


Figure 296. Defining a data source

Defining the data source (SIPRNet)

If you are using DSE on SIPRNet you can mark individual components data. These fields include name, description and custom attribute values.

Using classification markings ensures that the risk of inadvertently sharing data with unauthorized users is minimized. From the specific fields that you can mark on the form, you can mark each individual field. These specific fields include an editable text field where you can enter the classification and dissemination marking along with the value of the field.

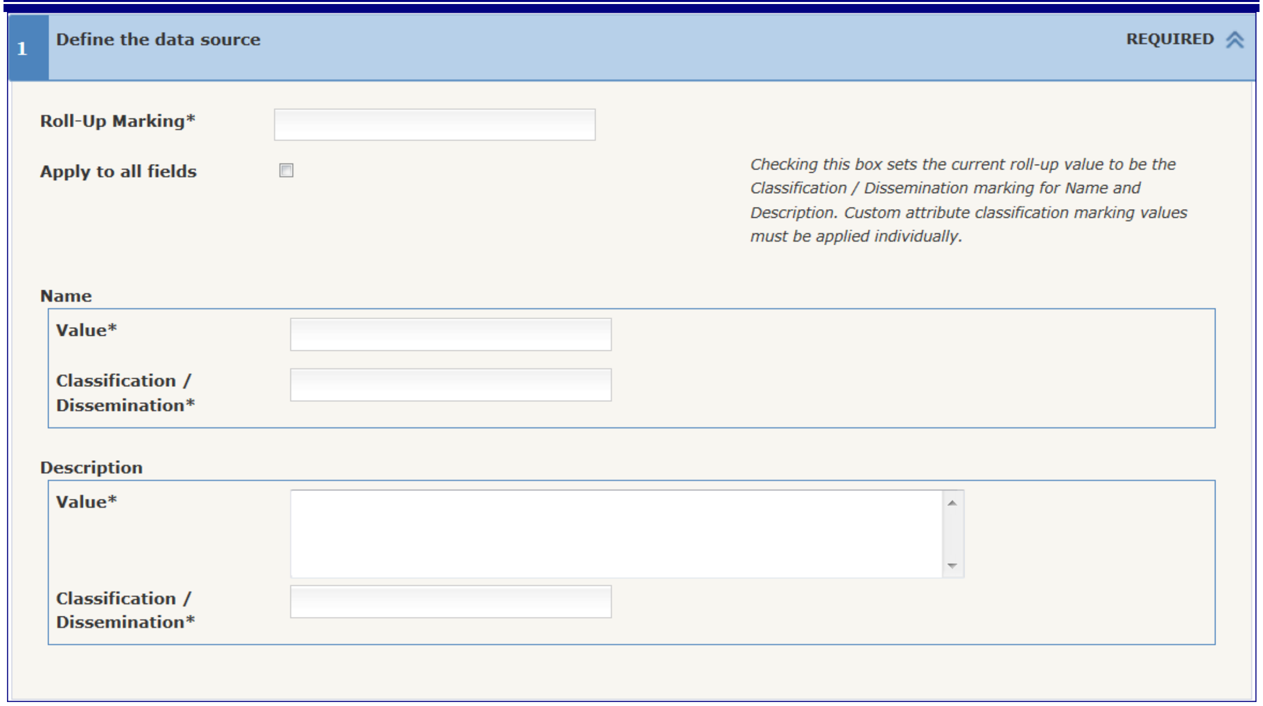


Figure 297. Data source classification/dissemination marking fields on SIPRNet

Note that the classification/dissemination marking must begin with a 'U', 'C', or 'S'. The use of parenthesis is optional. If parentheses are not included the system will automatically add them when the attribute is submitted.

The form also includes a field Roll-Up Marking, which allows you to enter the roll-up marking for the data source. You can enter the appropriate marking in this field and then select the Apply to all fields checkbox to apply the same marking to all the fields that define the data source, namely, Name and Description. Alternatively, you can enter the classification/dissemination marking individually for each field. Custom attributes marking values must be applied individually.

After the data source is published, the classification/dissemination markings are displayed along with the name of the data source in the search results and on the details page. See figures below.

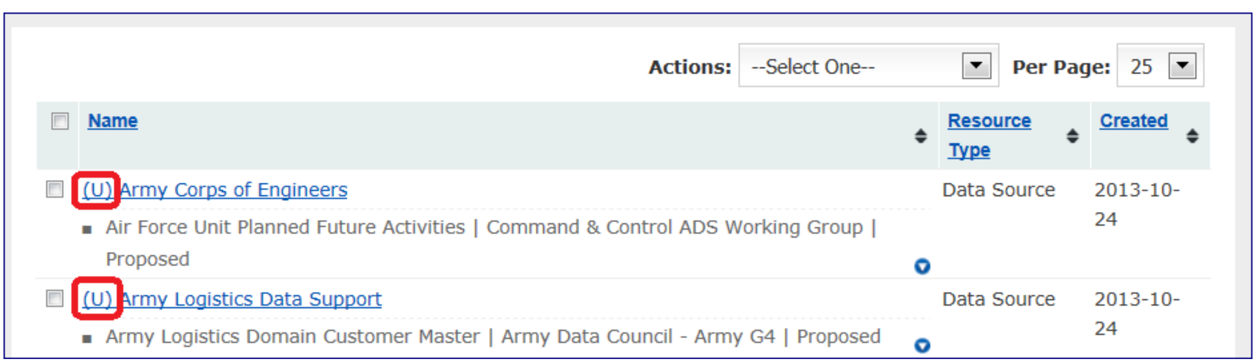


Figure 298. Classification/Dissemination markings visible in data source search results

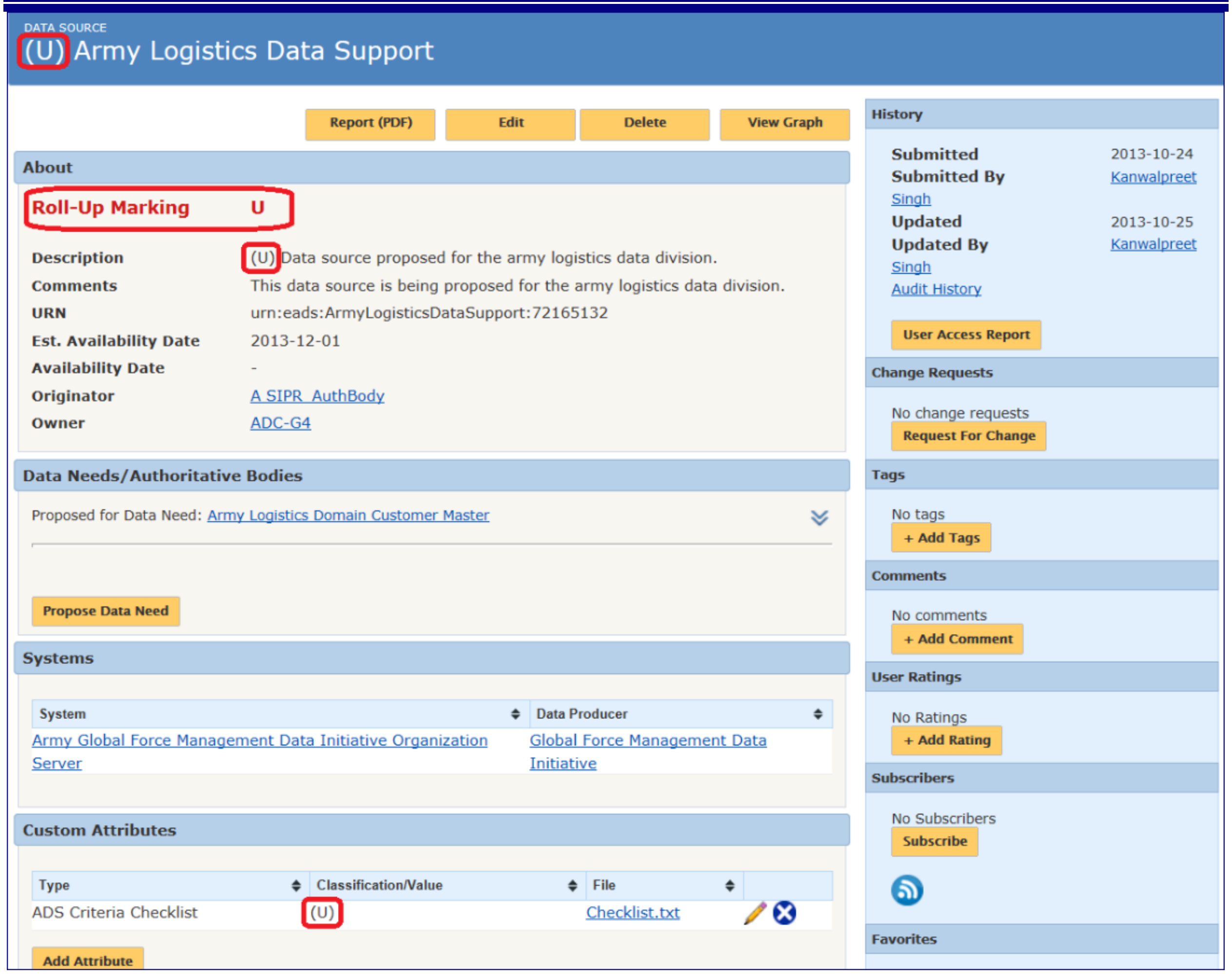


Figure 299. Classification/Dissemination markings visible on the details page

Describing the data source

1. Click on step 2 to describe the data source by entering comments and dates information. The step expands displaying the related fields for data source description.

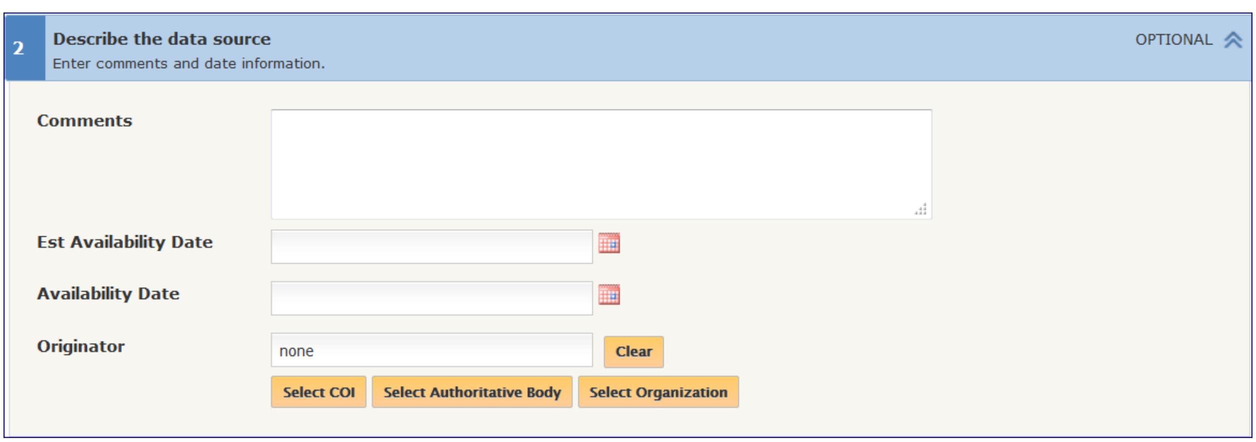


Figure 300. Describing data source

2. Provide the following information in the Describe data source step.

Table 22. Describe data source information

Field Name	Field Value
Comments	Any comments about the data source.
Est availability date	The estimated date identified by the data provider to make the data available for the data need via this authoritative data source.
Availability date	The date when the data provider made the data available for the data need via this authoritative data source.
Originator	The originator of the data source. The originator can be an authoritative body, a COI, or an organization.

Identifying approved data needs

1. Click on step 3 to identify existing approved data needs that can be used for the data source. The step expands displaying the **Add Data Need** button.

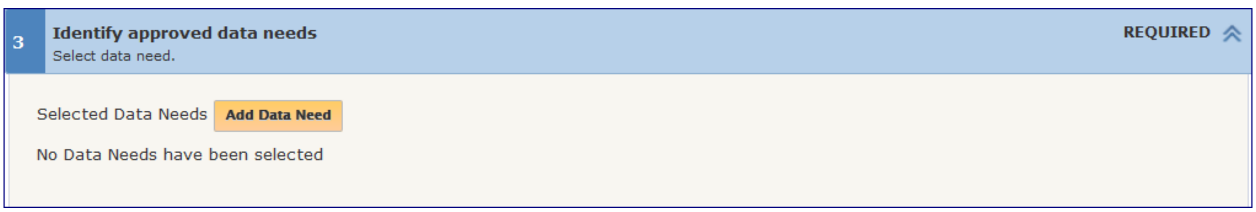


Figure 301. Identifying approved data needs

2. Click **Add Data Need**. The Select Approved Data Need window is displayed.

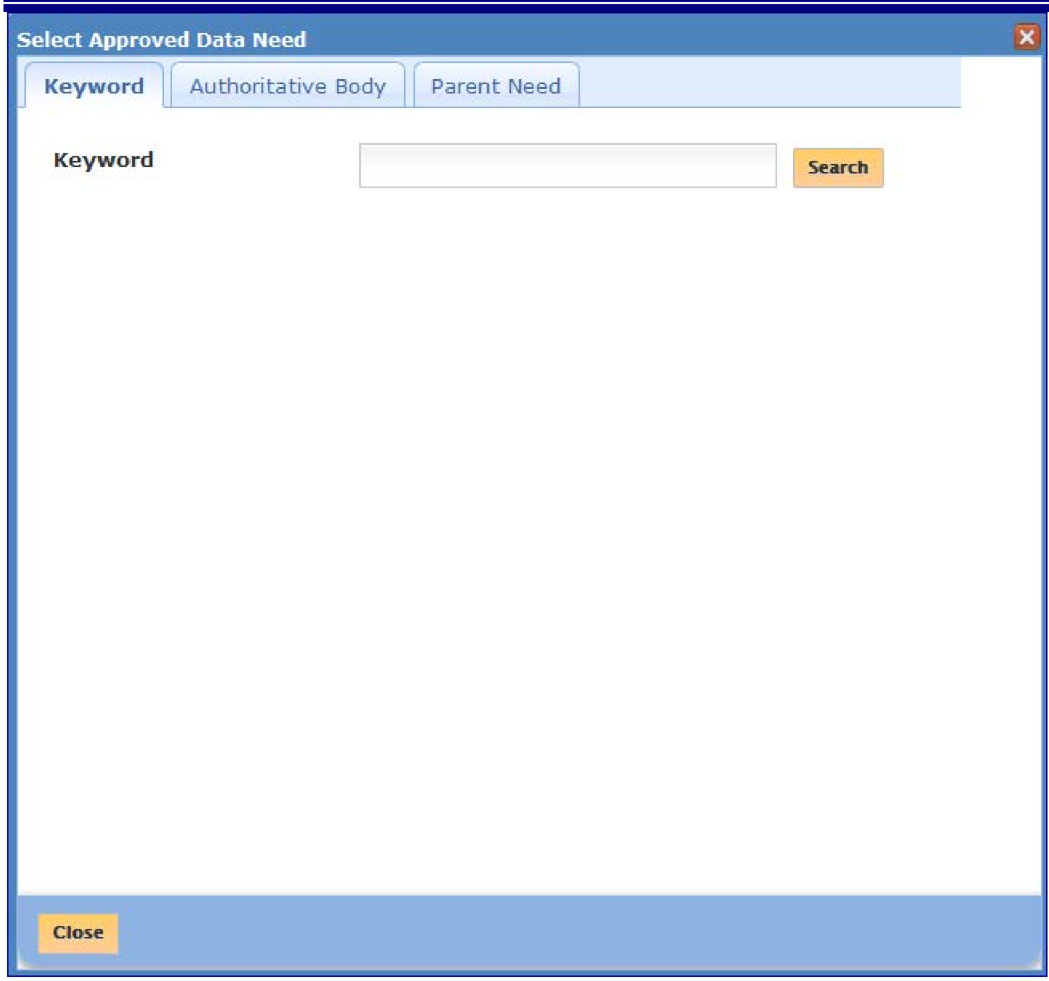


Figure 302. Selecting data need

3. You can locate existing data needs that are already approved by searching for data needs by name, by authoritative body, or by parent need. Click **Select** to select a data need for the data source. The Adding Approved Data Need window is displayed with the selected data need displayed in the Data Need field.

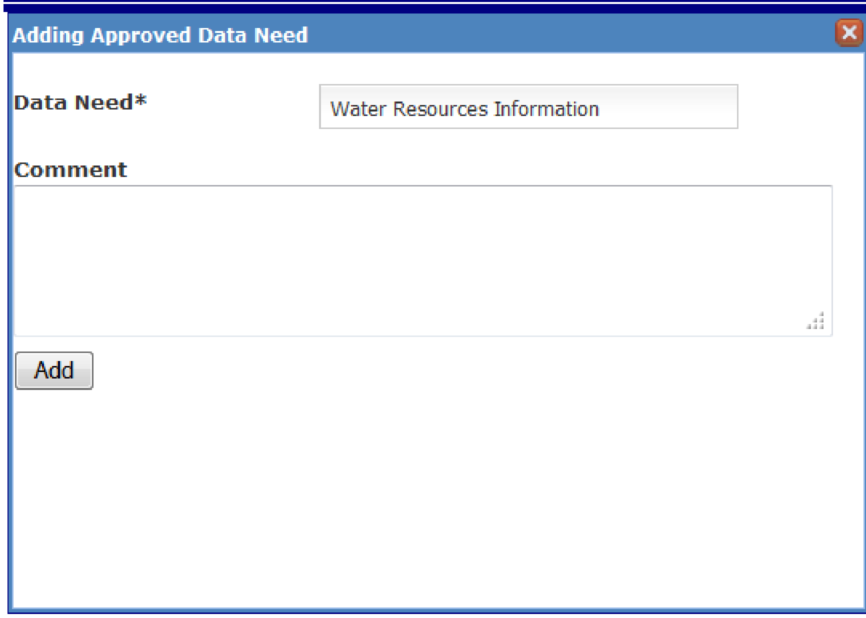


Figure 303. Adding data need

4. Add any comments about the selected data need and click **Add**. The selected data need is displayed under step 3.

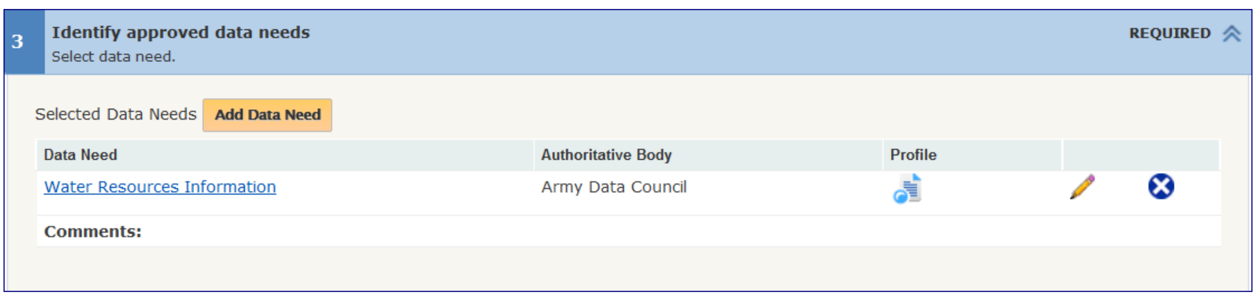


Figure 304. List of data needs

5. You can add one or more data needs for your data source.

6. From the data needs list you can:

    a. Access data need details page by clicking on the name link for a data need.

    b. Access the profile for the data need's associated authoritative body.

    c. Edit the data need comments by clicking on the **Edit** icon for a data need.

    d. Remove a data need from the list, if needed, by clicking on the **Remove** icon for the data need.

Identifying data producers/systems

1. Click on step 4 to identify existing data producers/systems and associate them to this data source. The step expands displaying the **Add Data Producer/System** button.

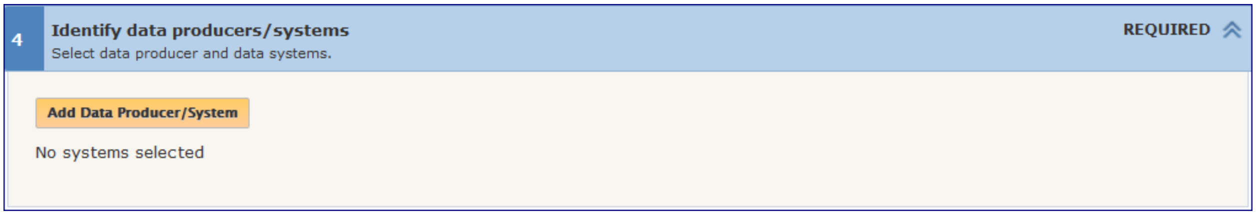


Figure 305. Identifying data producers/systems

2. Click **Add Data Producer/System**. The Select System window is displayed.

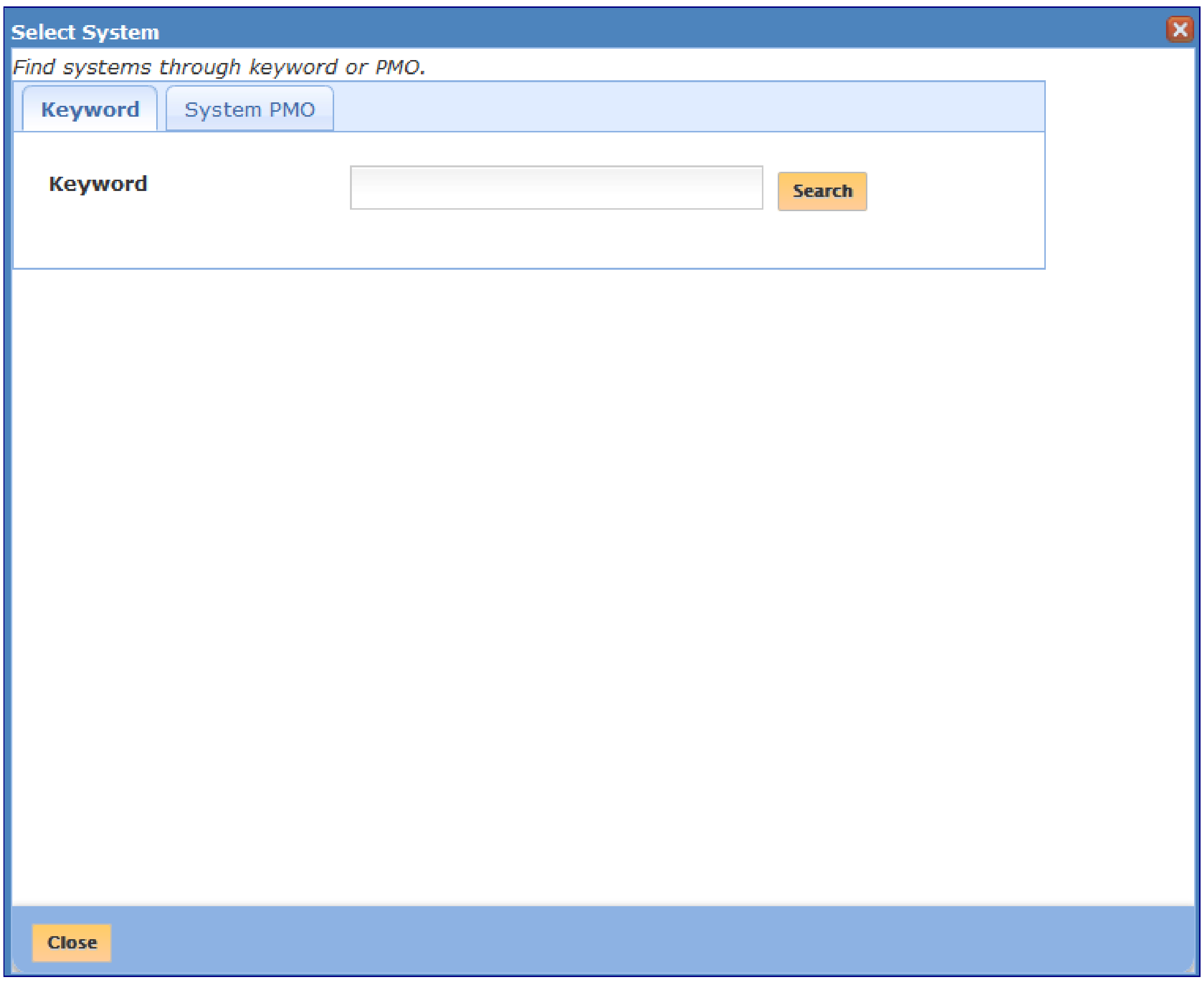


Figure 306. Selecting systems

3. From the Select System window you can search for the system either by name or the PMO.

If you see more than one system with the same system name, click on the system name to access the system details and determine if you are selecting the correct system for your data source.

4. Click **Select** from the list to associate a system with the data source. You can add one or more systems. Click **Close** to return to the Propose a data source page. The selected systems are displayed under step 4.

Figure 307. List of data producers/systems

5. From the data producer/systems list you can:

   a. Access system details page by clicking on the system name.

   b. Access PMO details page by clicking on the PMO name.

   c. Access data producer details page by clicking on the data producer name.

   d. Edit notes by clicking the pencil icon, , under the Notes column.

   Type in your notes in the blank, and then click the **Update** button.

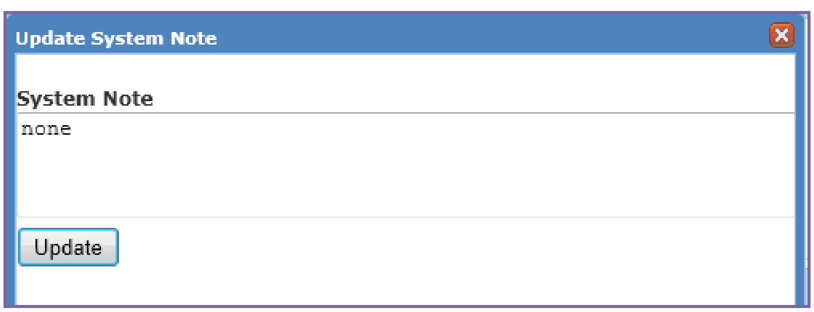


Figure 308. Update System Note

   e. Remove a system, if needed, by clicking on the **Remove** icon for the system.

Identifying data source attributes

1. Click on step 5 to identify attributes to be associated with the data source. Data source attributes allow a dynamic way to extend and capture specific attributes that are applicable to a given data source. The step expands displaying the **Add Attribute** button.

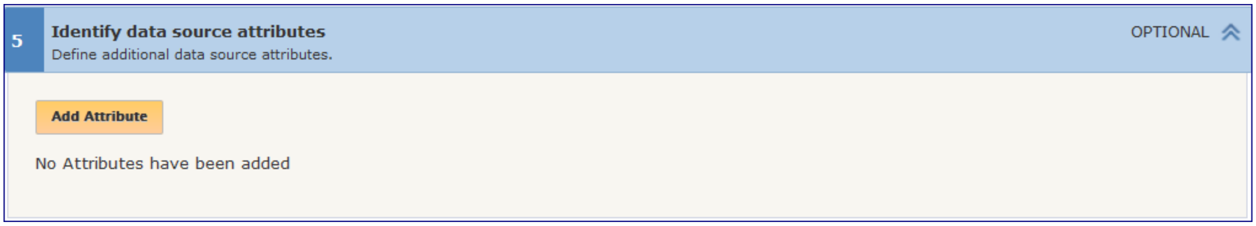


Figure 309. Identifying data source attributes

2. Click **Add Attribute**. The Additional attribute page for the data source is displayed.

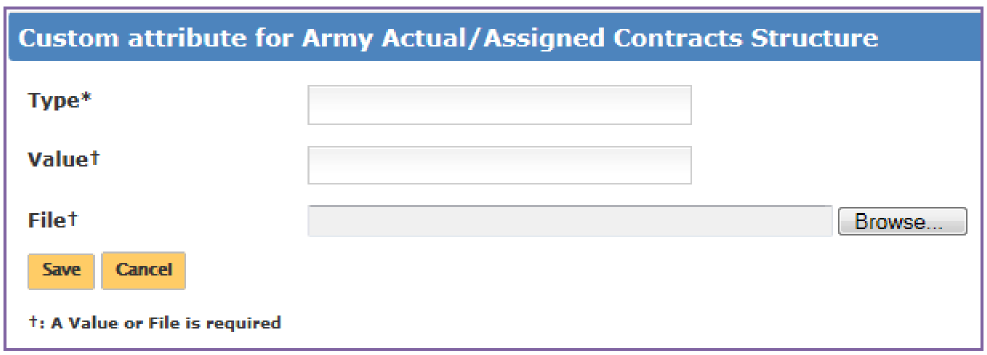


Figure 310. Adding an attribute

If you are using DSE on SIPRNet, the attribute form also includes a Classification/Dissemination field (see figure below) so that you can mark the attribute appropriately. The field is an editable text field where you can enter the classification and dissemination marking.

Note that the classification/dissemination marking must begin with a ‘U’, ‘C’, or ‘S’. The use of parenthesis is optional. If parentheses are not included the system will automatically add them when the data need is submitted.

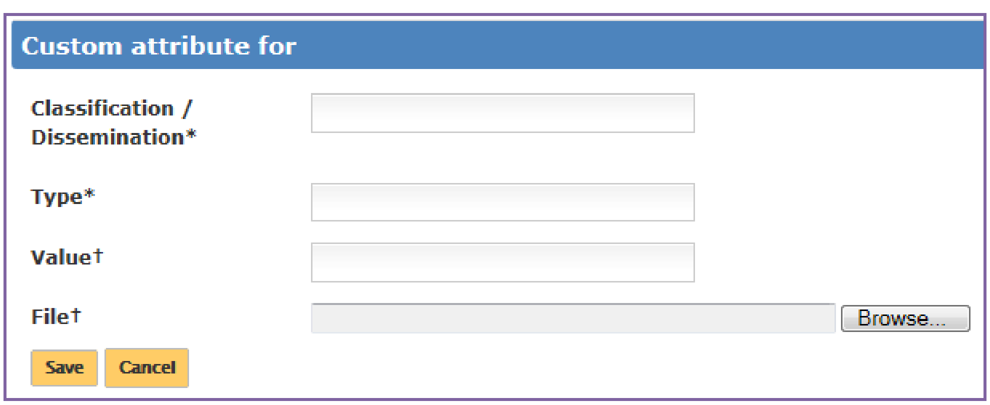
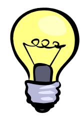


Figure 311. Adding an attribute on SIPRNet

3. Depending on whether or not the associated authoritative body has any required attribute(s) on its profile, the **Select Type** button may be displayed. If the **Select Type** button is available you can use it to access and select from the existing attribute type(s) . The Select Type window is displayed. Note that the Select Type window will allow you to pick the attributes as defined by the authoritative body profile set for the data source.

4. Select the appropriate attribute type from the drop-down list. Otherwise, enter a new attribute type in the Type field. Enter the remaining attribute details as needed and click **Save**.



Note that you must provide the attribute type followed by either the value or the file associated with the attribute.

You are returned to the Propose a data source page and the attribute that you added is now displayed under step 5.

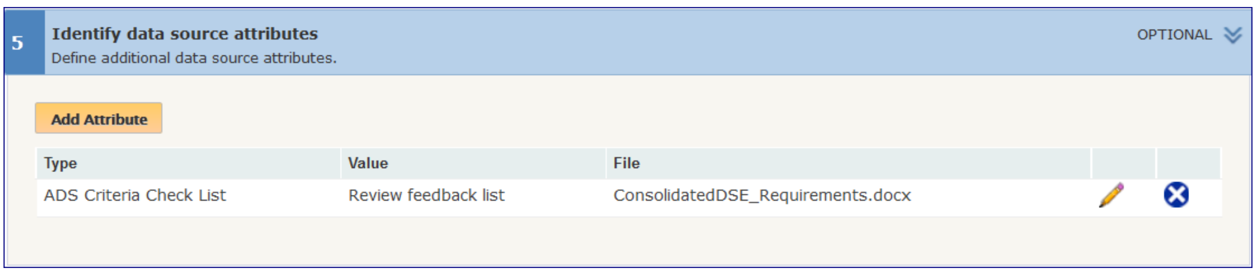


Figure 312. List of attributes

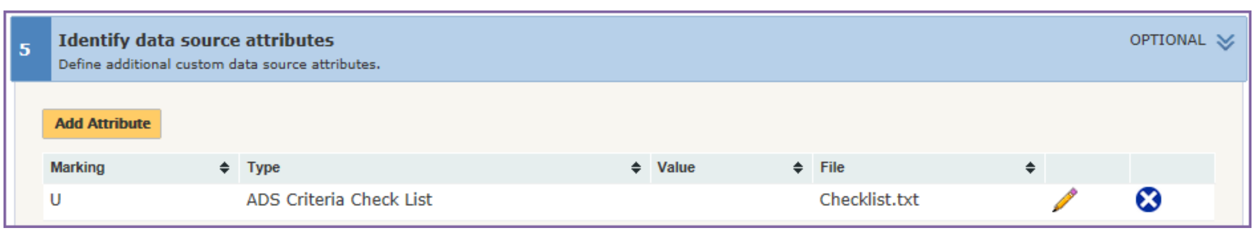


Figure 313. List of attributes (SIPRNet)

5. You can add one or more attributes for the data source.

6. From the attributes list you can edit an attribute by clicking on the **Edit** icon for the attribute.

7. If you uploaded a file for an attribute, you can access/download the file by clicking on the name of the file. The file download window is displayed. You can choose to either open the file or save it to your computer.

8. You can remove an attribute, if needed, by clicking on the **Remove** icon for the attribute.

Validating against authoritative body profiles

As members of the authoritative bodies you have the ability to create authoritative body profiles. You are encouraged to adhere to these profiles while creating data for your authoritative data sources.

Click step 6 to check the data that you have entered above for the data source against your associated authoritative body profile. The step expands to display the **Validate** button.

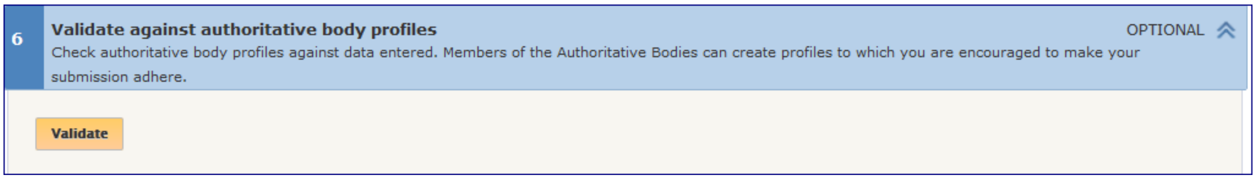


Figure 314. Validating against authoritative body profiles

Click **Validate**. DSE performs the validation and compares the submitted data source data to the selected authoritative body's profile to show missing fields and attributes, if any.

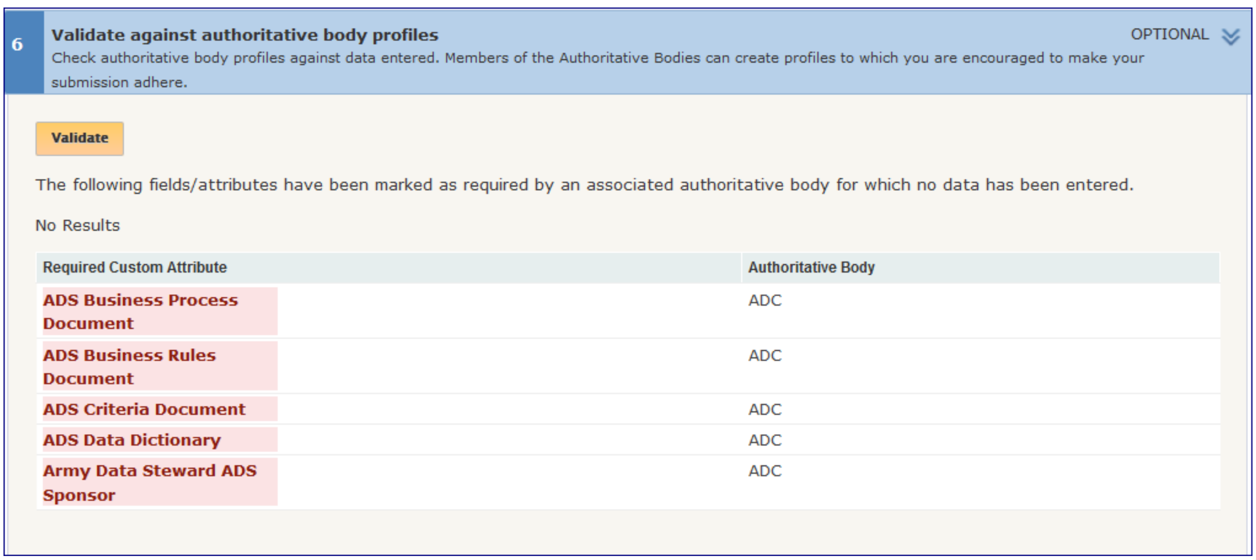


Figure 315. Validation errors

If any validation errors are returned, you can make changes to the data source attributes and fields as needed to make them compliant with the associated profile before submitting the data source for publishing. Otherwise, a message is displayed indicating that the data has passed the validation check.

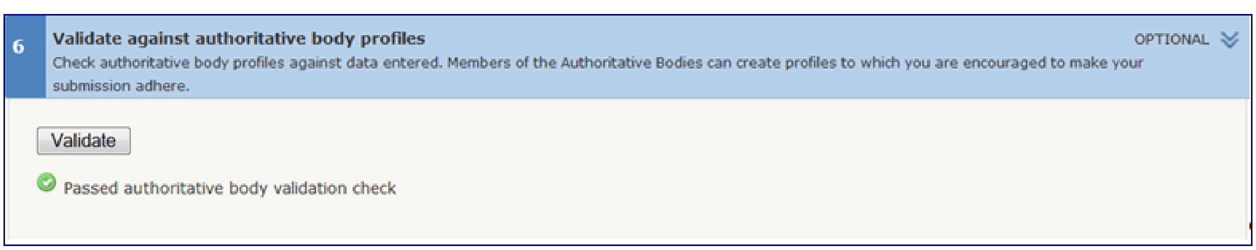


Figure 316. Validation check passed

Alternatively, you can proceed with the submission without making changes to the attributes by clicking on the **Publish** button.

When submitted for publishing, emails are sent to the associated authoritative body's Manager and Administrators regarding the proposal of the data source. The authoritative body administrators should login to the system to approve the data source.

If the associated authoritative body has a parent authoritative body, emails are sent to that parent authoritative body's Manager and Administrators.

Publishing a DDMS Record

A DoD Discovery Metadata Specification (DDMS) Record identifies and describes a resource so that others may find it. The DSE provides the capability to publish a DDMS record to the Enterprise Catalog, allowing users of the Enterprise Catalog to discover the resource it describes. To publish a DDMS record to Enterprise Catalog through DSE, click on the **Publish** link on the navigation bar at the top of the page. The Publish page is displayed (see Figure 157).

Click on the **DDMS** tab on the left. The steps to publish a DDMS record are listed for your convenience.

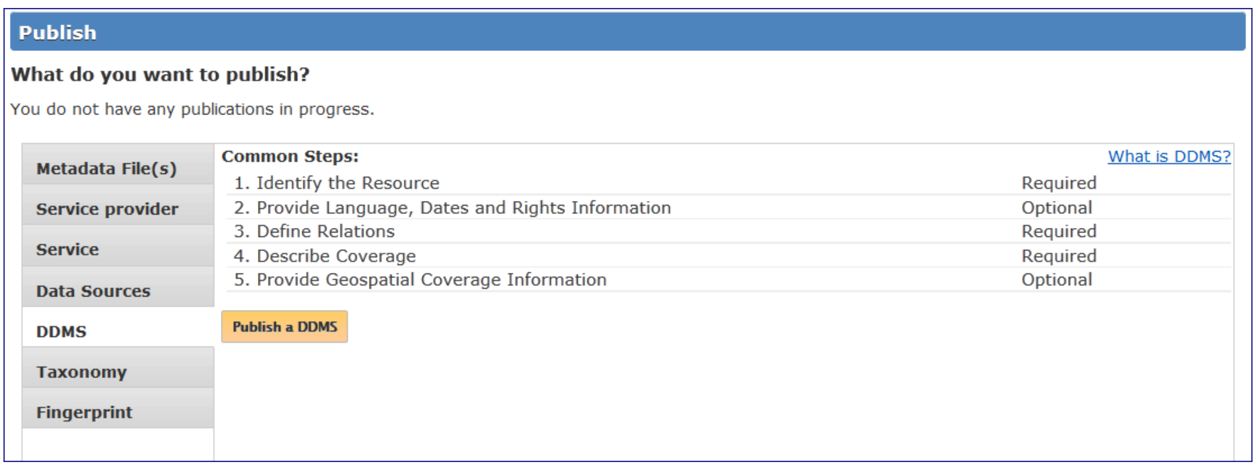


Figure 317. Publish page

If a step is required, the word 'Required' is displayed for that step; otherwise, 'Optional' is displayed.

Click on the **Publish a DDMS** button (see Figure 317 above) to start the publishing process. The Publish a DDMS page is displayed.

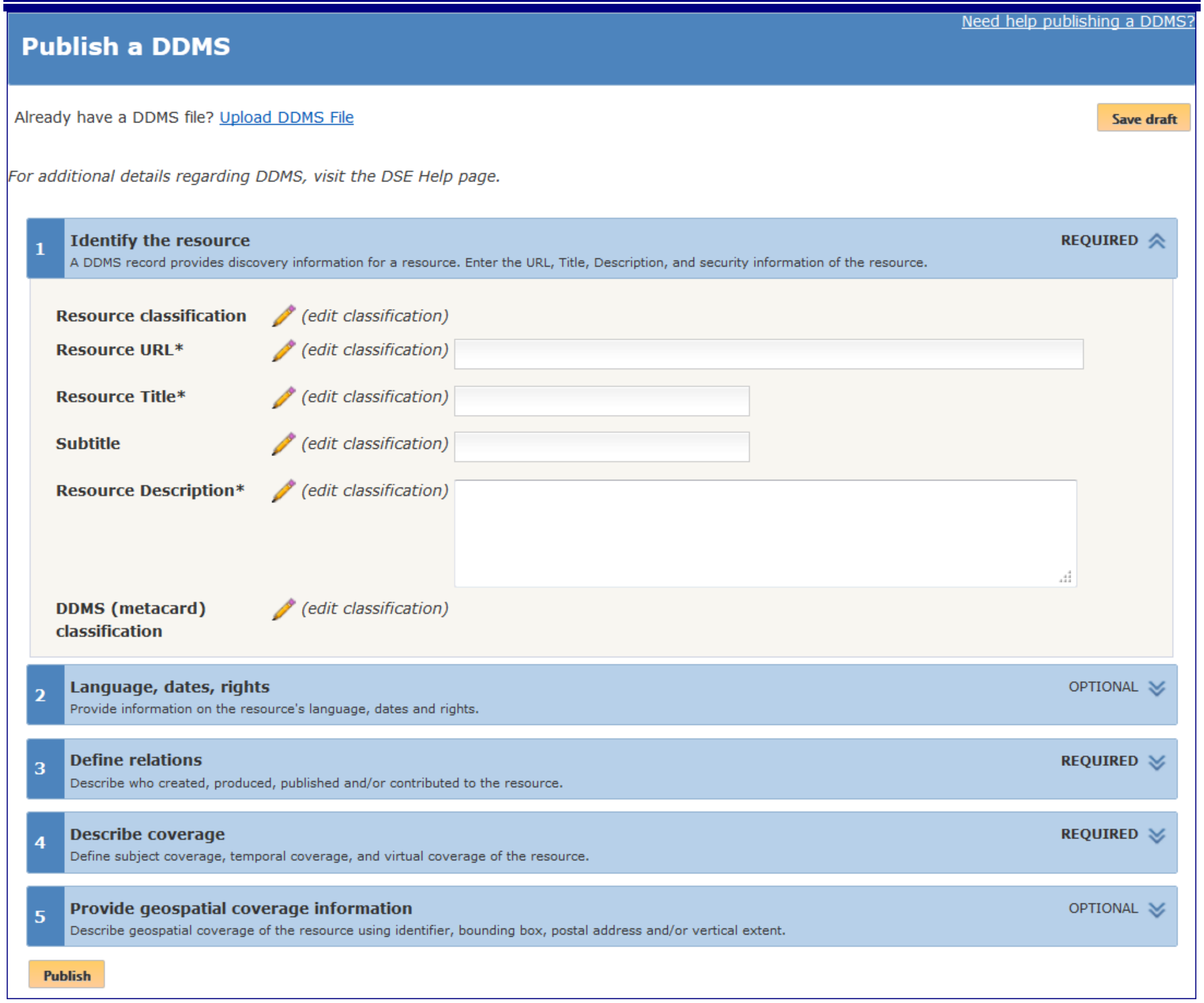


Figure 318. Publish a DDMS page

At any point in time while working on the DDMS record you can save the DDMS record as a draft and return later to continue with the steps and publish the saved DDMS record. Click on the **Save draft** button on the top right above step 1. The draft DDMS record is saved under your publications and is listed on the Published By Me page. For information about Published By Me page, see the Published By Me section of this manual.

If you already have an existing DDMS file, follow the instructions under the Uploading an Existing DDMS File section, otherwise, follow the instructions listed under the Creating a New DDMS File section of this manual.

Uploading an Existing DDMS File

If you already have a DDMS file, you can upload that file.

1. Click on the **Upload DDMS File** link at the top of the page. The Publish a DDMS file page is displayed.

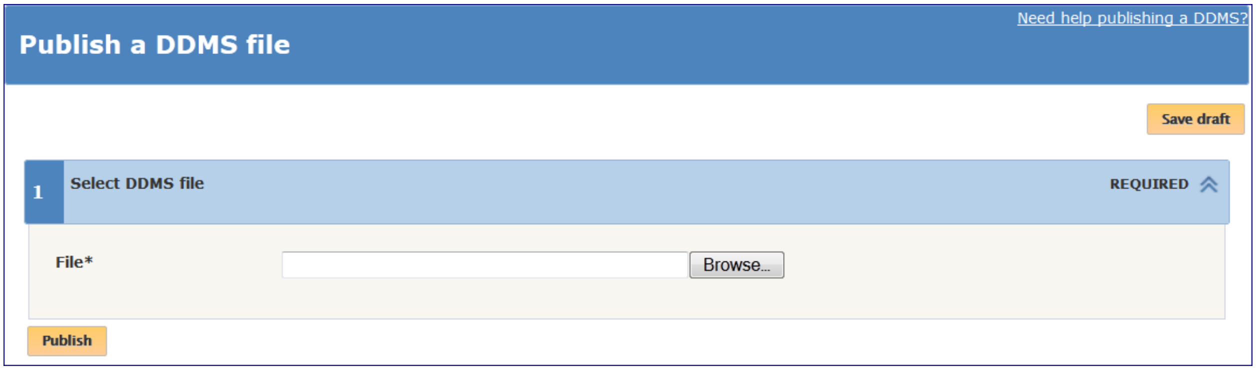


Figure 319. Selecting DDMS file

2. Click **Browse**. The File Upload window is displayed.

3. From the File Upload window, navigate to the location of your DDMS file or the .zip file that contains your DDMS.

4. Select the file or the .zip file.

5. Click Open. The selected file displays in the File field.

6. Click **Publish**.

Creating a New DDMS File

If you do not already have a DDMS file you can create a new DDMS record to publish. The procedure for publishing a new DDMS record includes the following main steps:

1. Identifying the Resource

2. Providing Language, Dates and Rights Information

3. Defining Relations

4. Describing Coverage

5. Providing Geospatial Coverage Information

The following sections describe each of these steps in detail.

Identifying the Resource

1. In step 1 you can provide the basic details such as the URL and the title of the resource that the DDMS record shall describe as well as the security information for the resource. Note that the URL will be used to uniquely identify the DDMS record in Enterprise Catalog, and will overwrite any DDMS record with the same URL in the collection.

Also, this section does not describe the security of the DDMS record itself, which merely describes and identifies the resource for the purpose of discovery. These fields do not "roll up" to the classification of the DDMS record.

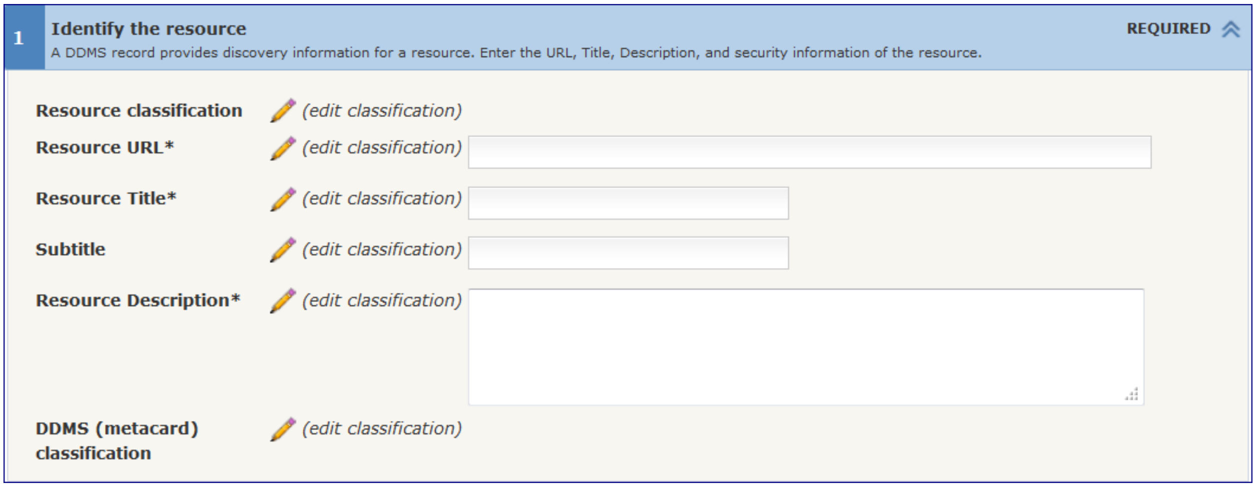


Figure 320. Identifying the DDMS

2. Provide the following information under step 1. Information is required for fields marked with an asterisk (*).

Table 23. Resource identification information

Field Name	Field Value
Resource Classification	The classification of the resource. Provide the classification marking for the resource by clicking on the **Edit Classification** icon. In the Classification window (see Figure 322 below), select the appropriate US classification and dissemination option. Marking preview shows you the marking based on your selections.
Resource URL*	The URL of the resource document. Provide the classification marking for the resource URL by clicking on the **Edit Classification** icon. In the Classification window (see Figure 322 below), select the appropriate US classification and dissemination option for the URL. Marking preview shows you the marking based on your selections.
Resource Title*	The title of the resource being created. Provide the classification marking for the resource Title by clicking on the **Edit Classification** icon. In the Classification window (see Figure 322 below), select the appropriate US classification and dissemination option for the title. Marking preview shows you the marking based on your selections.

Field Name	Field Value
Subtitle	The subtitle of the resource being created. Provide the classification marking for the resource subtitle by clicking on the **Edit Classification** icon. In the Classification window (see Figure 322 below), select the appropriate US classification and dissemination option for the subtitle. Marking preview shows you the marking based on your selections.
Resource Description*	A description of the resource. Provide the classification marking for the resource description by clicking on the **Edit Classification** icon. In the Classification window (see Figure 322 below), select the appropriate US classification and dissemination option for the description. Marking preview shows you the marking based on your selections.
DDMS (metacard classification)	DDMS for the resource. Provide the classification marking for the resource metacard by clicking on the **Edit Classification** icon. In the Classification window (see Figure 322 below), select the appropriate US classification and dissemination option for the metacard. Marking preview shows you the marking based on your selections.
The fields listed below are displayed only if the DDMS metacard classification is NOT *Unclassified*	
Classified by	The information for the individual creating the derivatively classified DDMS metacard. Since DDMS metacards are intended to provide discovery information for a resource, there must not be any originally classified material in the DDMS record.
Derived From	The source document (most likely the resource) from which the DDMS record derives its classification.
Declassify on	The date or event on which to declassify the classified DDMS record. Enter an Event or a Date. If neither is provided, a valid Declassification Exemption must be provided in the Declass Exemption field.

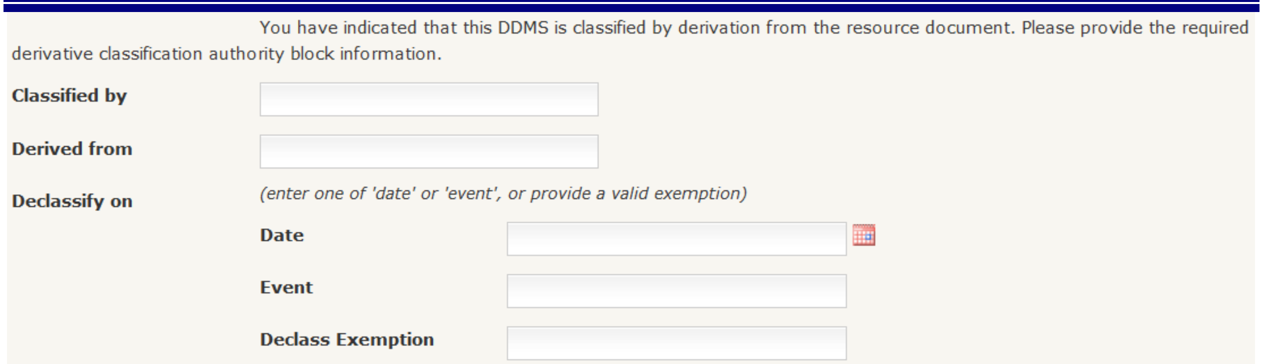


Figure 321. Classification Authority Block fields for classified DDMS records

Editing Classification Markings

Selecting the **Edit Classification** icon, on any of the fields for which it appears, displays the classification popup. The options for each field vary by environment.

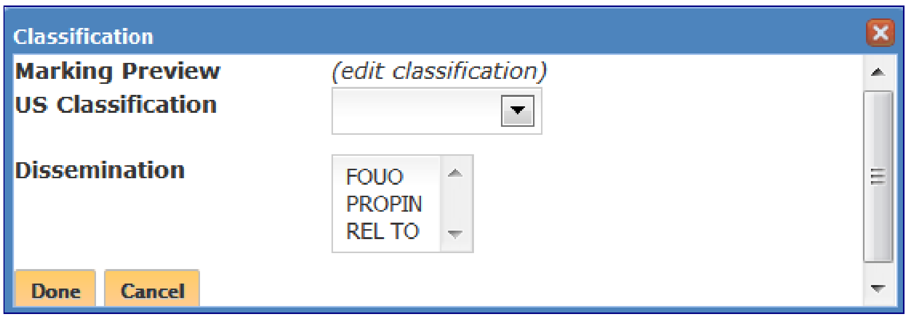


Figure 322. Marking the classification (NIPRNet environment)

Select classification and dissemination controls as appropriate for the current field. As you do so, the marking as it will appear is shown in the Marking Preview.

Table 24. Classification Marking Description

Field Name	Field Value
Classification	The classification of the field being marked. Note that the DDMS (metacard classification) field is the banner marking for the DDMS being created.
Dissemination	Dissemination controls for the field being marked. These options may be multiple-selected by holding down the **Ctrl** key while selecting. If REL TO is available and selected, a **Releasable To** field also displays.
Releasable To	Comma-separated list of trigraphs and tetragraphs for releasability. This field only appears if REL TO is selected in Dissemination. To be valid, this field must contain valid trigraphs first, starting with USA, then in alphabetical order, followed by any tetragraphs in alphabetical order.

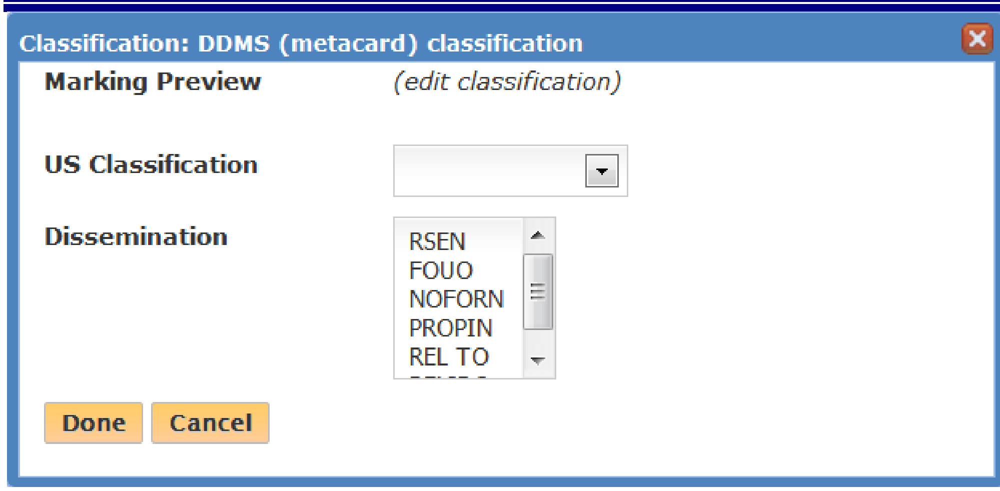


Figure 323. Marking the classification (SIPRNet environment)

(The following figure is an UNCLASSIFIED, illustrative example of marking a field as classified CONFIDENTIAL, with PROPRIETARY INFORMATION, releasable to the USA, Australia, and the United Kingdom.)

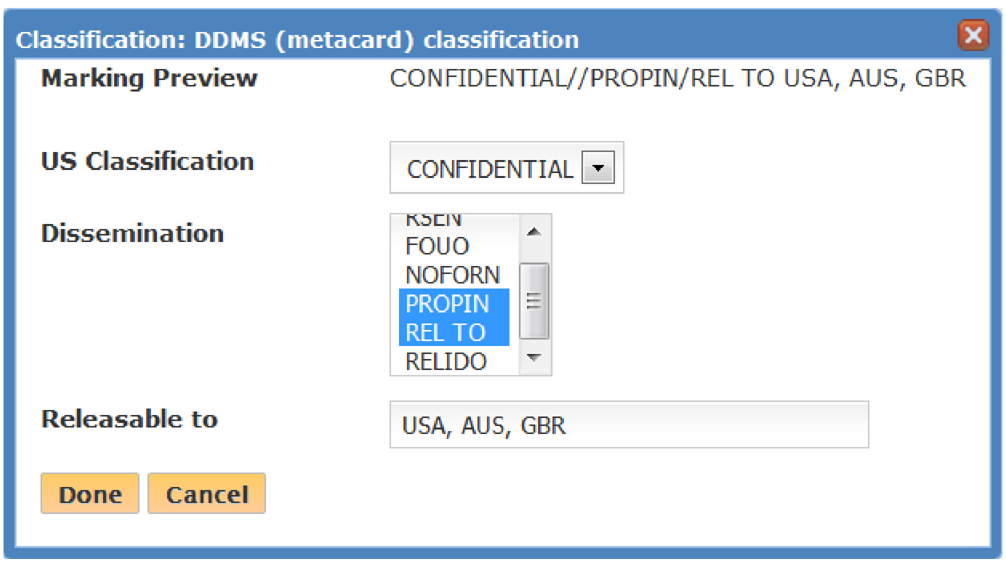


Figure 324. Example of entering classification marks (SIPRNet environment)

Note that security markings will be validated using ISM v9 Schematron rules to enforce CAPCO compliance. To help make sure your DDMS passes validation, keep in mind that the DDMS (metacard classification) is the banner marking for the DDMS metacard, and as such, fields like Title and Subtitle must 'roll up' into the DDMS metacard classification. Resource refers to the classification of an external resource, and so does not need to 'roll up' to the DDMS metacard classification.

Providing Language, Dates, and Rights Information

1. Click on step 2 to provide additional information related to the resource, including language, legal information, and dates. The step expands displaying the related fields.

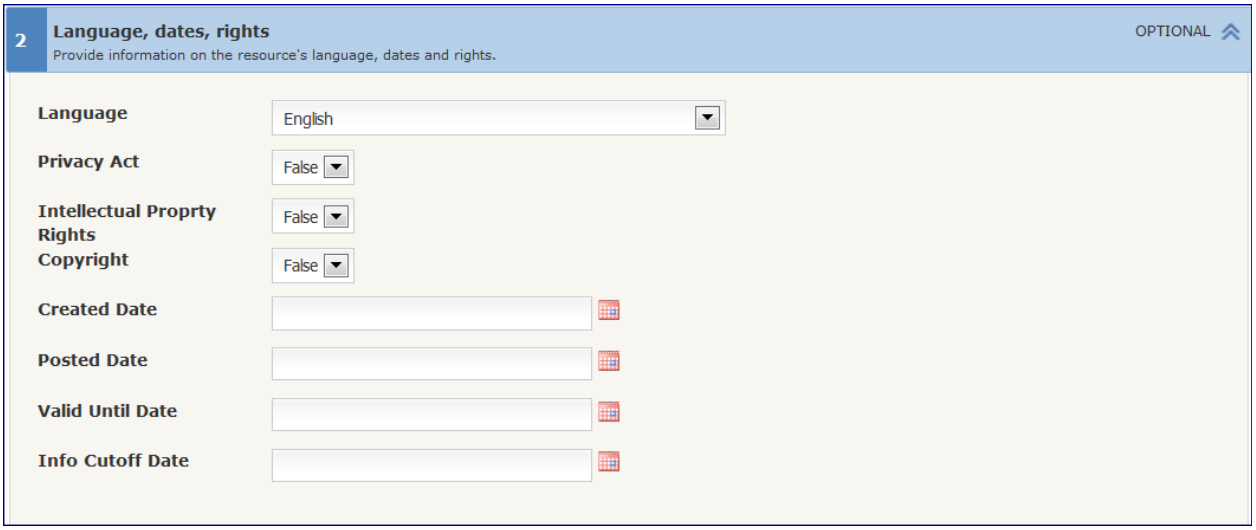


Figure 325. Resource language, dates, rights information

2. Provide the following information in this step. Information is required for fields marked with an asterisk (*).

Table 25. Language, dates, and rights information

Field Name	Field Value
Language	The primary language of the intellectual content of the resource. Select a language from the drop-down list.
Privacy Act	An indicator that this product is categorized as containing personal information subject to protection by the Privacy Act.
Intellectual Property Rights	An indicator identifying products under protection against reproduction and distribution without the express written permission of the intellectual property rights owner.
Copyright	An indicator identifying products under protection against reproduction and distribution without the express written permission of the copyright owner.
Created Date	The date on which the resource was created.
Posted Date	The date on which the resource was posted.
Valid Until Date	The date on which the validity of the resource ends.
Info Cutoff Date	The cutoff date of information in the product. This is commonly referred to as Information Cutoff Date (ICOD). It is the date of last input.

Note that according to Enterprise Catalog documentation: Catalog Date is determined upon ingest of the document by selecting the first date it encounters as part of the element, *ddms:dates*, in the following order: *ddms:infoCutOff*, *ddms:created*, *ddms:posted*. If none of these exist, the date and time the document was ingested by the Enterprise Catalog is used.

Defining Relations

1. Click on step 3 to provide relationship information about the resource. The step expands displaying the **Add Relation** and **Add Metacard Relation** buttons. Adding a relation allows description of an entity (person, organization, or web service) which created, published, contributed to, or is the point of contact for the resource being described and identified for discovery by the DDMS record. A metacard relation allows description of an entity which created, published, contributed to, or is a point of contact for the DDMS record describing the resource. Metacard relations are pre-populated with relations identifying the user as creator of the DDMS record and the DSE web service as its publisher.

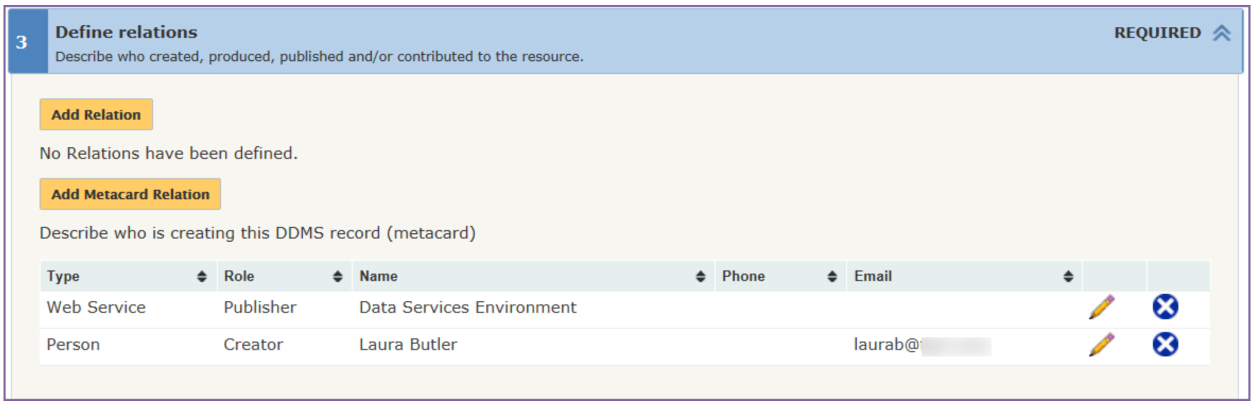


Figure 326. Defining relations

2. Click **Add Relation**. The Add Relation window is displayed.

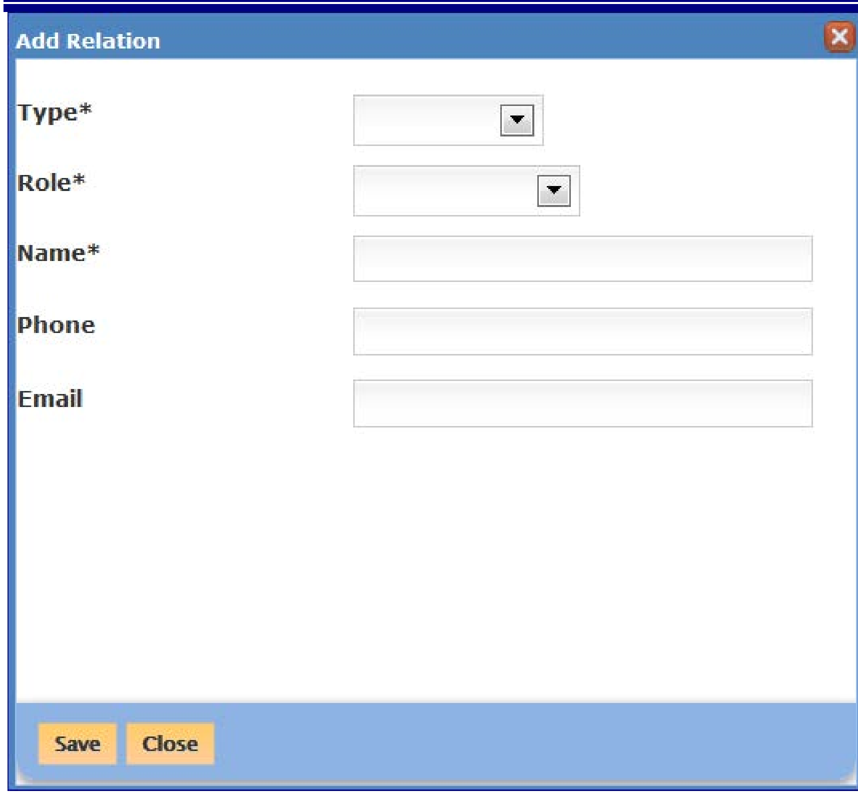


Figure 327. Adding a relation

3. Provide the following information in the Add Relation window. Information is required for fields marked with an asterisk (*).

Table 26. Adding relation information

Field Name	Field Value
Type*	The type of relation being added (person, organization, or web service).
Role*	Role of the relation (creator, publisher, contributor, or point of contact), or the role that best describes the web service.
Name*	Name of the relation (person, organization, or web service).
Phone	The phone number of the person, organization, or the POC for the web service.
Email	The email address for the person, organization, or the POC for the web service.
Surname*	The last name of the person in the role specified in the Role field. This field is available only if you select Person as the relation type.
User Id	The user ID of the person in the role specified in the Role field. This field is available only if you select Person as the relation.

Field Name	**Field Value**
Affiliation	The organization with which the person in the role specified in the Role field is affiliated. This field is available only if you select Person as the relation.

4. Click **Save** to add the relation for the resource. The relation is displayed under step 3.

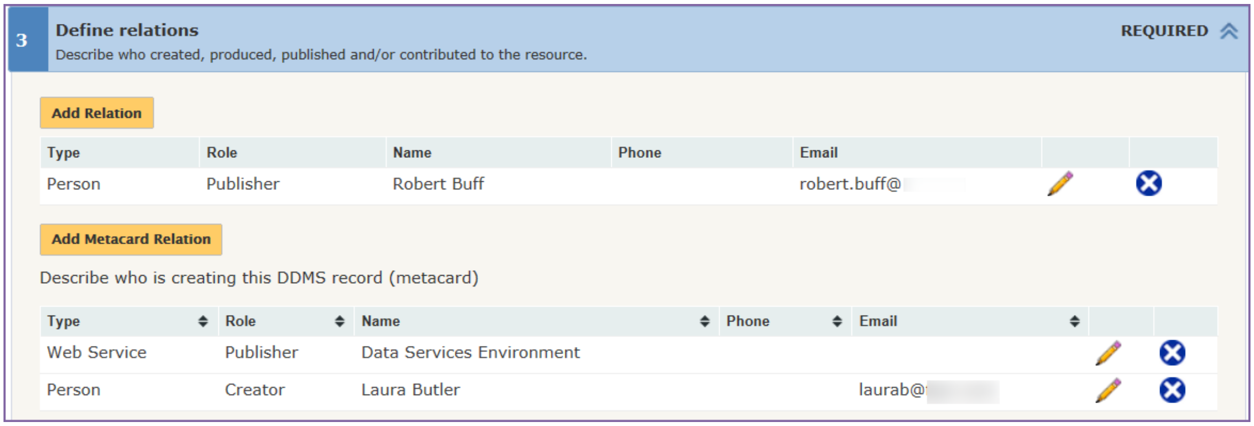


Figure 328. List of relations

5. You can add one or more relations.

6. From the relations list you can click on the **Edit** icon to edit the relation details for a relation.

7. You can remove a relation, if needed, by clicking on the **Remove** icon.

8. Next, you can edit/add a metacard relation for the resource. DSE automatically, pre-populates the metacard relationship information from your (the current user) profile. You can edit or remove the information by clicking on the **Edit** or **Remove** icon, respectively. To add another metacard information, click the **Add Metacard Relation** button. The Add Relation window is displayed (Figure 327 above). Provide the relationship information as described in Table 26.

Describing Coverage

1. Click on step 4 to provide the coverage details for the resource. The step expands to display the related fields.

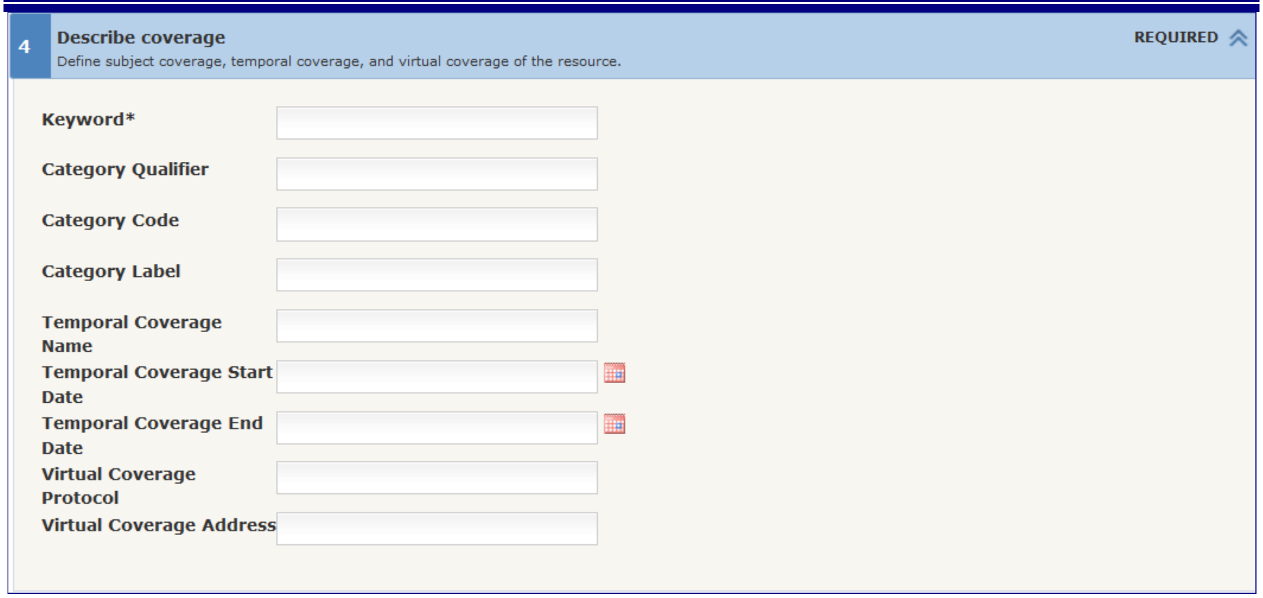


Figure 329. Describing coverage

2. Provide the following information in the Describe coverage step. Information is required for fields marked with an asterisk (*).

Table 27. Describing DDMS coverage information

Field Name	Field Value
Keyword*	At least one keyword must be entered here.
Category Qualifier	The category qualifier specifies the source vocabulary for the category. It should be a URL to a taxonomy registered in the DSE.
Category Code	The machine readable code for the category.
Category Label	The human readable value for the category.
Temporal Coverage Name	The name of the time period the resource subject matter covers.
Temporal Coverage Start Date	The date at which the subject matter coverage of the resource begins.
Temporal Coverage End Date	The date at which the subject matter coverage of the resource ends.
Virtual Coverage Protocol	The protocol of the resource.
Virtual Coverage Address	The address of the resource.

Providing Geospatial Coverage

1. Click on step 5 to provide the geospatial coverage details for the resource. The step expands to display the related fields.

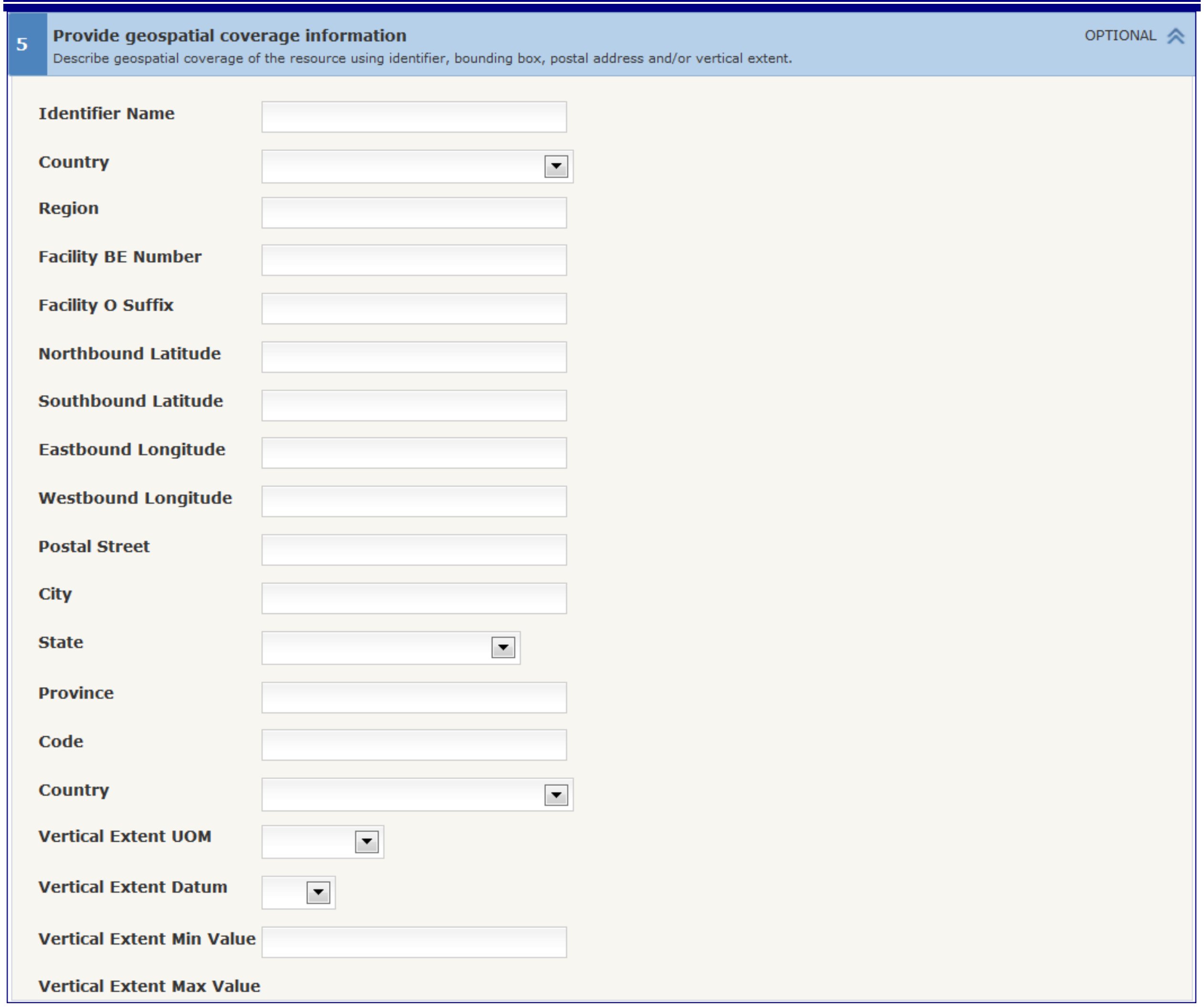


Figure 330. Providing geospatial coverage information

2. Provide the following information in the geospatial coverage step.

Table 28. Geospatial Coverage Info

Field Name	Field Value
Identifier Name	The name of the place that is the subject of the resource.
Country	The name of the country that is the subject of the resource.
Region	The name of the region that is the subject of the resource.
Facility BE Number	An identification number or point location of a facility or installation.
Facility O Suffix	An identification number or point location used in conjunction with the facility BE number.
Northbound Latitude	The northern-most latitude of the area of interest.

Field Name	Field Value
Southbound Latitude	The southern-most latitude of the area of interest.
Eastbound Latitude	The eastern-most latitude of the area of interest.
Westbound Latitude	The western-most latitude of the area of interest.
Postal Street	The street address of the area of interest.
City	The city of the area of interest.
State	The state of the area of interest.
Province	The province of the area of interest.
Code	The postal code of the area of interest.
Country	The country of the area of interest.
Vertical Extent UOM	The unit of measure used to interpret the extent values.
Vertical Extent Datum	The reference point for the measurement.
Vertical Extent Min Value	The lowest vertical point within the coverage.
Vertical Extent Max Value	The highest vertical point within the coverage.

3. Click **Publish** after entering all the required information.

Publishing Taxonomies

A Taxonomy is a collection of controlled terms/concepts which are organized in a hierarchical structure. Each term/concept is in one or more parent/child (broader/narrower) relationships to other terms. Within the DSE, Taxonomies are created to give the user the added ability to Categorize Services and Endpoints against the newly published user-defined Taxonomies. These Published Services are in turn Discoverable via the search feature within the DSE.

To publish a taxonomy in the DSE, click on the **Publish** link on the navigation bar at the top of the page. The Publish page is displayed (see Figure 157).

Click on the **Taxonomy** tab on the left. The steps to publish a taxonomy are listed for your convenience.

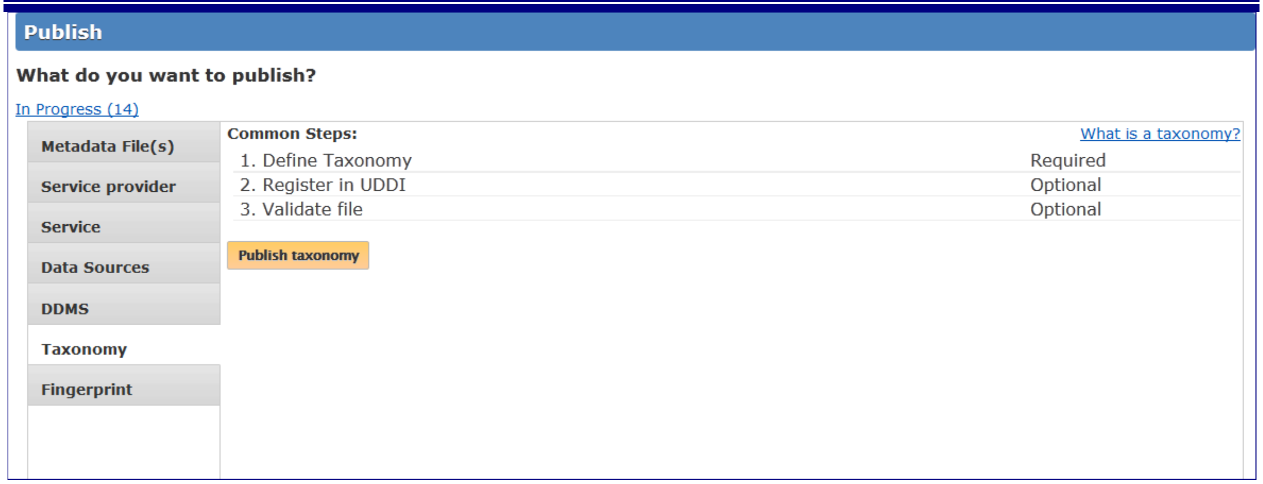


Figure 331. Publish page

If a step is required, the word ‘Required’ is displayed for that step; otherwise, ‘Optional’ is displayed.

The procedure for publishing a taxonomy includes the following main steps:

1. Defining the Taxonomy
2. Registering it in UDDI
3. Validating the Taxonomy file

The following sections describe each of these steps in detail.

Click on the **Publish taxonomy** button (see Figure 331 above) to start the publishing process. The Publish a taxonomy page is displayed.

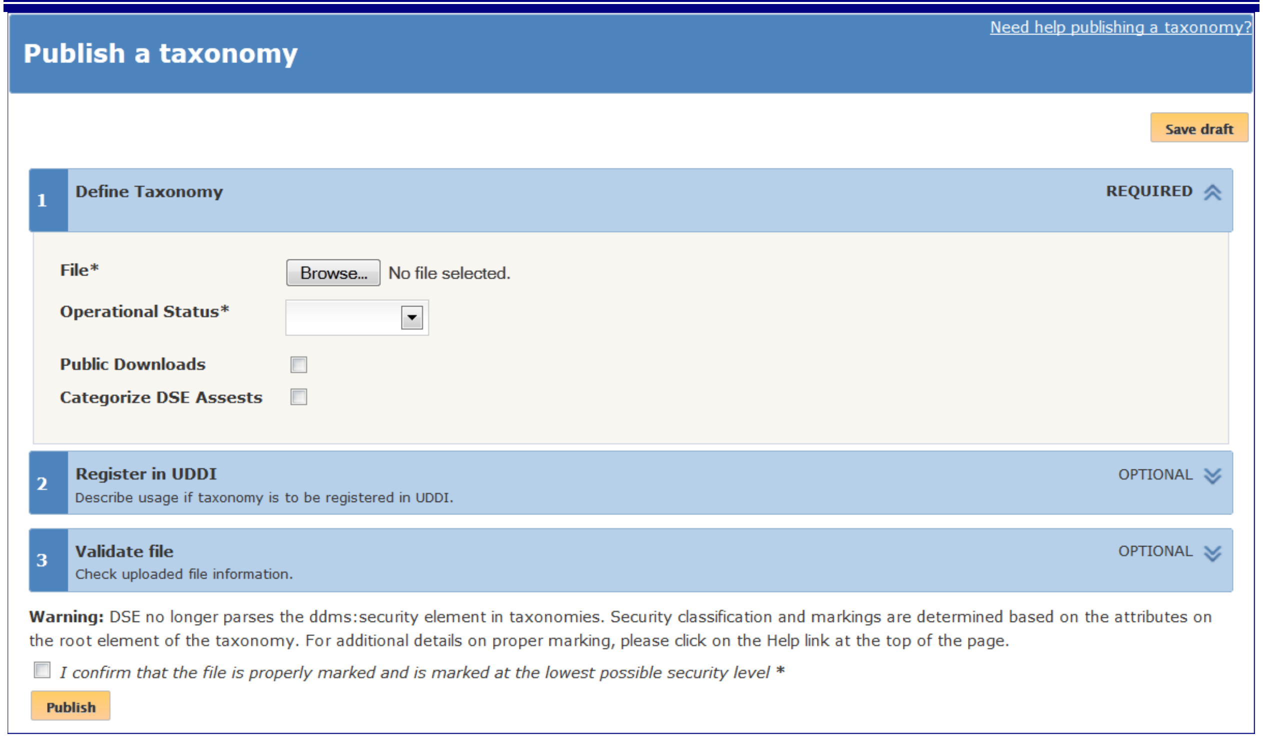


Figure 332. Publish a taxonomy page

At any point in time while working on the taxonomy you can save the taxonomy as a draft and return later to continue with the steps and publish the saved taxonomy. Click on the **Save draft** button on the top right above step 1. The draft taxonomy is saved under your publications and is listed on the Published By Me page. For information about Published By Me page, see the Published By Me section of this manual.

Defining Taxonomy

1. Under step 1 you can provide information to define the taxonomy you are creating.

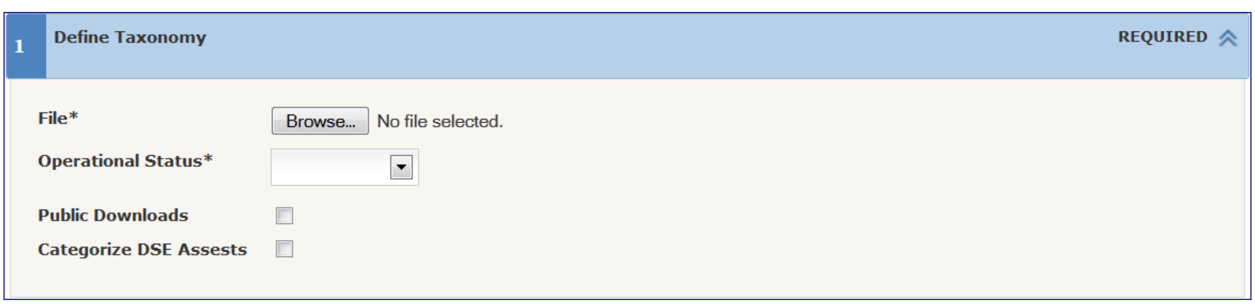


Figure 333. Defining taxonomy

2. Provide the following information to define the taxonomy. Information is required for fields marked with an asterisk (*).

Table 29. Defining taxonomy info

Field Name	Field Value
File*	The taxonomy file. To upload the file: 1. Click **Browse**. 2. Navigate to the location of your file. 3. Select the file. For details on the Taxonomy file specification, see Appendix C. Creating Taxonomies of this manual. **Note:** The uploaded file should not have any spaces within the file name. 4. Click **Open**.
Operational Status*	The status of the taxonomy. Select one of the following status values from the drop-down list: *Developmental*: The taxonomy is under development and has not been approved for production use. *Operational*: The taxonomy has been approved for production use. *Deprecated:* A newer version of the taxonomy is available, but this version is still supported. *Retired*: The taxonomy is no longer supported.
Public Downloads	Select the checkbox to mark the taxonomy as public. The default is unchecked. Leave the checkbox unchecked to mark the taxonomy as private.
Categorize DSE Assets	Select the check mark to indicate that you want the taxonomy to appear in the category tree for adding category on DSE resources.

Registering in UDDI

1. Click on step 2 to register the taxonomy in UDDI. The step expands to display the related checkbox.

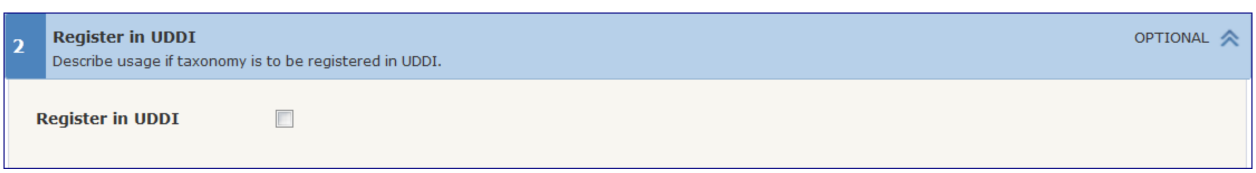


Figure 334. Registering in UDDI

2. Select the Register in UDDI checkbox to register the taxonomy in DSE and the UDDI Service Registry. The taxonomy will be available during Service/Endpoint categorization and association to the Taxonomy data will be stored in the Service Registry as CategoryBag information. (Please refer to UDDI spec http://www.uddi.org/pubs/uddi_v3.htm#_Toc85908414) If not selected, the Taxonomy is loaded in DSE only and not available during Service/Endpoint Categorization. The

additional field about taxonomy usage will be available on this page only if this checkbox is selected.

3. If you select the Register in UDDI checkbox, another field Taxonomy Usage is displayed on the page.

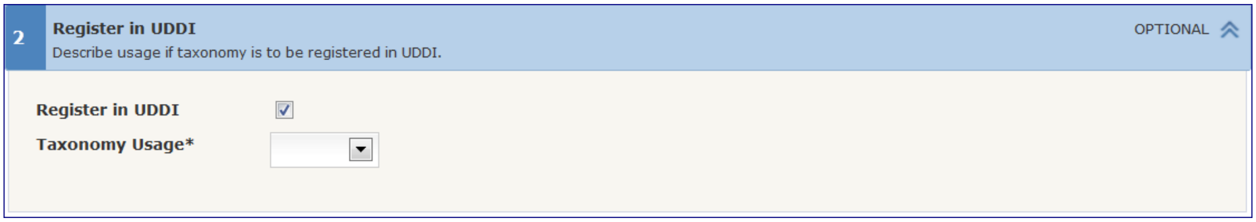


Figure 335. Taxonomy usage

4. The Taxonomy Usage field enables you to indicate whether the taxonomy is used to categorize a Service or an Endpoint. If “Service” is selected, the Taxonomy will be used as a “user-defined” Service Category. If “Binding” is selected, the Taxonomy will be used as a “user-defined” Endpoint category.

Validating file

1. Click on step 3 to validate the file that you have selected for the taxonomy. The step expands to display a checkbox that enables you to confirm the security markings within the file.

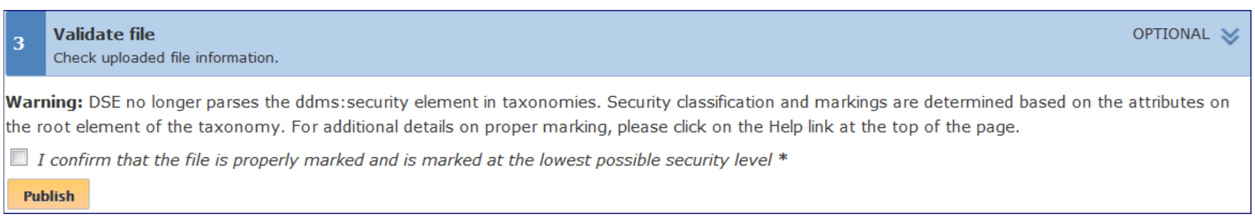


Figure 336. Validating file

2. Select the checkbox to indicate that the file is properly marked. DSE performs the validation check on the uploaded taxonomy file. If any validation errors are returned, you can make changes to the information in the taxonomy file as needed before submitting the taxonomy for publishing. Otherwise, a message is displayed indicating that the data has passed the validation check.

3. Click **Publish** to submit the taxonomy for publishing.

Publishing Fingerprints

Technical Fingerprints are used to define the Service’s technical interface.   This information is used to learn how to interact with the service. The UDDI data structure used to describe technical fingerprints is a Tmodel. Once created they can be associated with Service Endpoints.

To publish a fingerprint in DSE, click on the **Publish** link on the navigation bar at the top of the page. The Publish page is displayed (see Figure 157).

Click on the **Fingerprint** tab on the left. The steps to publish a fingerprint are listed for your convenience.

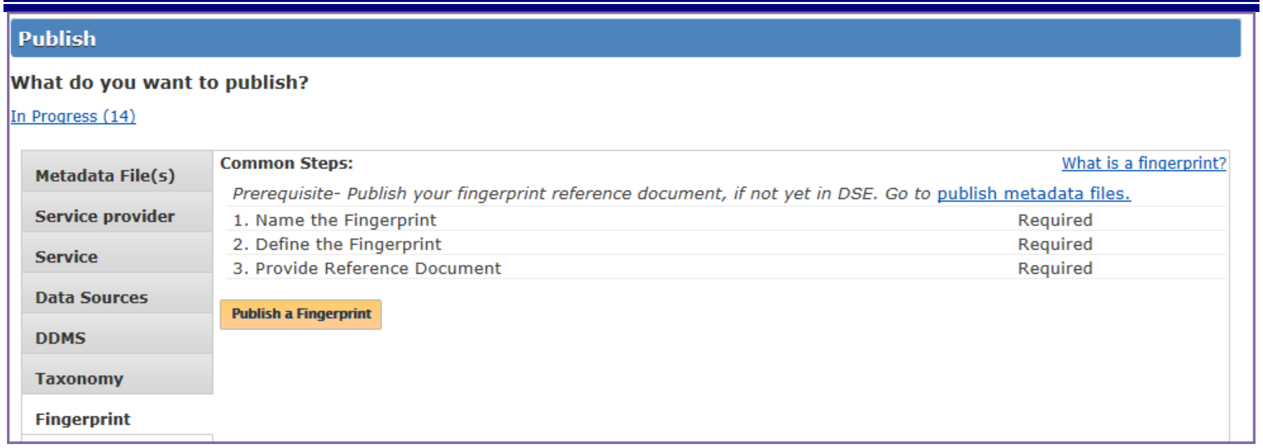


Figure 337. Publish page

If a step is required, the word 'Required' is displayed for that step; otherwise, 'Optional' is displayed.

The procedure for publishing a fingerprint includes the following main steps:

1. Name the Fingerprint
2. Define the Fingerprint
3. Provide Reference Document

The following sections describe each of these steps in detail.

> If you have not yet published the reference document used by your fingerprint, you can add it to the DSE before starting the publishing process. Click on the **publish metadata files** link at the top of the page (see **Error! Reference source not found.** above). The Submission Package page is displayed. For information about publishing the metadata files, see the Uploading a Packaged Metadata File section and the Creating a New Package section of this chapter. Alternatively, you can first click on the **Publish a Fingerprint** button to access the Publish a fingerprint page and use the **Upload Reference Document** link to add the reference document to the DSE before starting the publishing process.

Click on the **Publish a Fingerprint** button (see **Error! Reference source not found.** above) to start the publishing process. The Publish a fingerprint page is displayed.

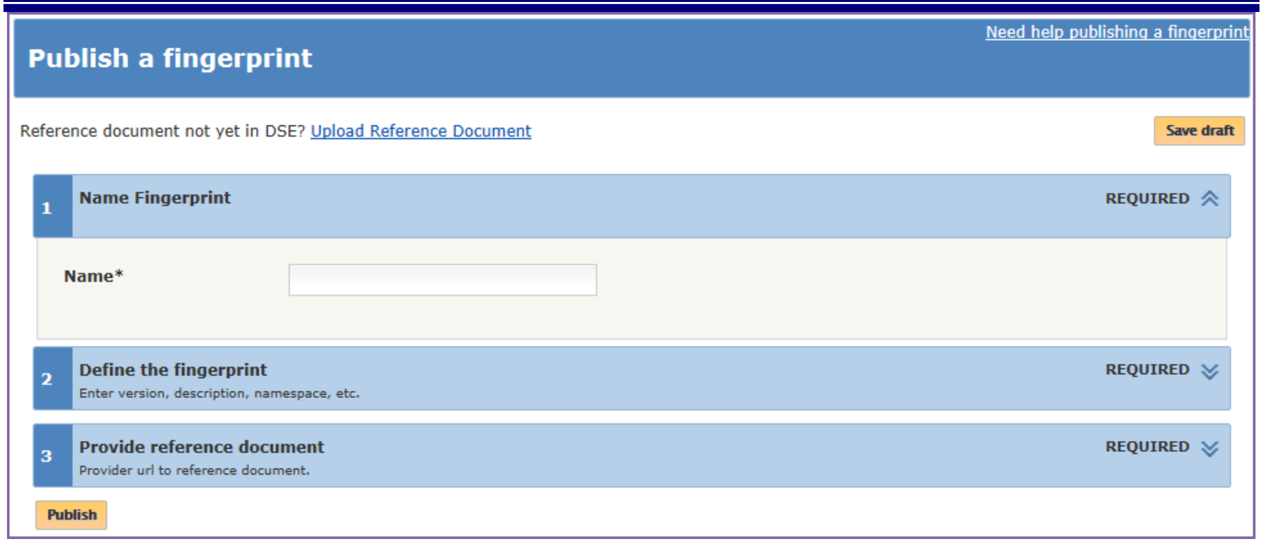


Figure 338. Publish a fingerprint

At any point in time while working on the fingerprint you can save the fingerprint as a draft and return later to continue with the steps and publish the saved fingerprint. Click on the **Save draft** button on the top right above step 1. The draft fingerprint is saved under your publications and is listed on the Published By Me page. For information about Published By Me page, see the Published By Me section of this manual.

If you have not yet added the reference document used by your fingerprint, you can add them to the DSE before starting the publishing process. Click on the **Upload Reference Document** link at the top of the page. The Submission Package page is displayed. For information about publishing the metadata files, see the Uploading a Packaged Metadata File section and the Creating a New Package section of this chapter.

Name the Fingerprint

In step 1 enter a name for your fingerprint.

Fingerprint name should not include the following characters, otherwise an error message will be displayed:
$, <>, %, ?, `, ;, {, |, }, \, ", \, '

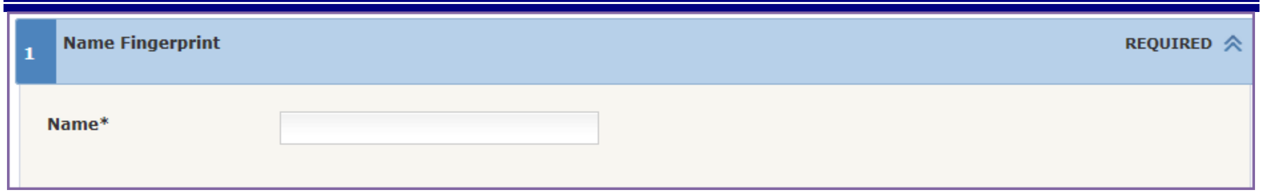


Figure 339. Name Fingerprint

Define the Fingerprint

1. Click on step 2 to define the fingerprint. The Define the fingerprint step expands displaying all the related fields.

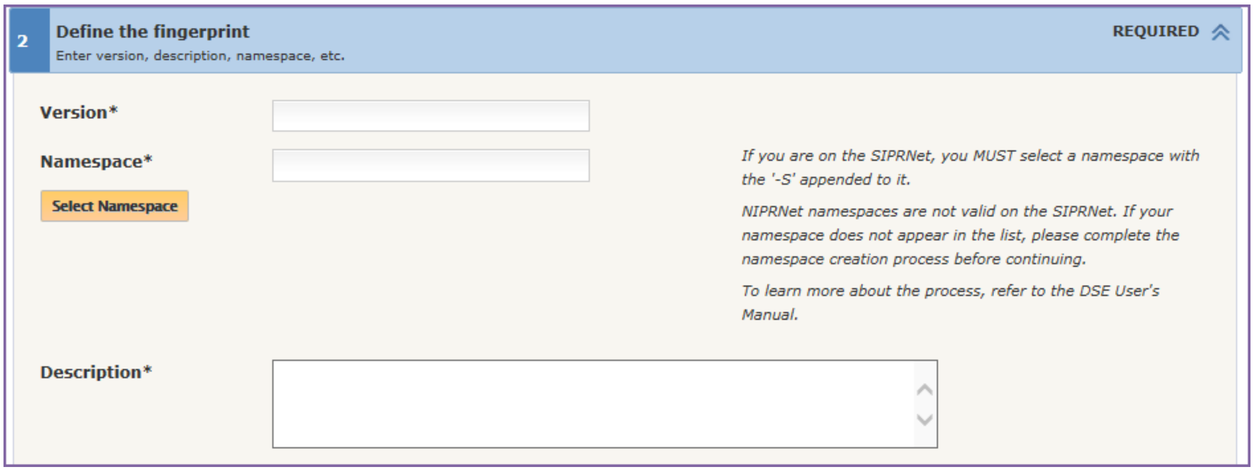


Figure 340. Define the fingerprint

2. Provide the following information in the Describe the fingerprint step. Information is required for fields marked with an asterisk (*).

Table 30. Describing fingerprint information

Field Name	Field Value
Version*	Version number for the fingerprint. **Note:** The version number should not include the following characters, otherwise an error message will be displayed: $, <>, %, ?, `, ;, {, |, }, \, ", \, ', ,

Field Name	Field Value
Namespace*	The DSE namespace where this fingerprint will be published. Click the **Select Namespace** button. You can select a namespace from the list by clicking on the **Select** link, searching for the namespace in alphabetical order or by searching for the namespace by name. **Note:** On SIPRNet, you can only publish to a SIPRNet namespace. You cannot publish to a NIPRNet namespace from SIPRNet. This will result in a failed status for the fingerprint. If you are on the SIPRNet, you MUST select a namespace with the '-S' appended to it. If your namespace does not appear in the list, you can use the Feedback and Support functionality to request the DSE Administrator to create a new namespace. For information about creating the namespace, see the Namespaces section under the FAQs on the DSE website.
Description*	A detail description of this fingerprint.

Provide Reference Document

1. Click on step 3 to provide URL to the existing reference document within DSE, to be used by the fingerprint. The step expands displaying the related field.

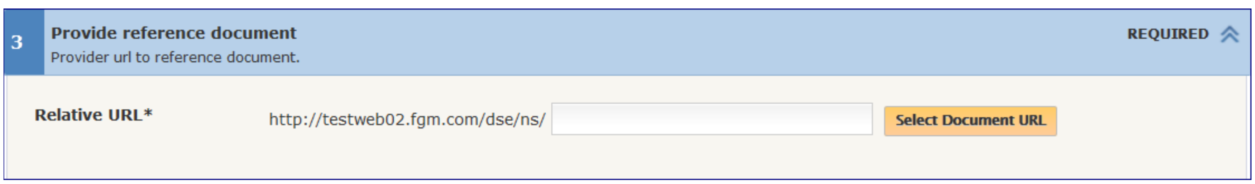


Figure 341. Providing reference document

2. Click **Select Document URL** button. The Select Metadata File window is displayed.

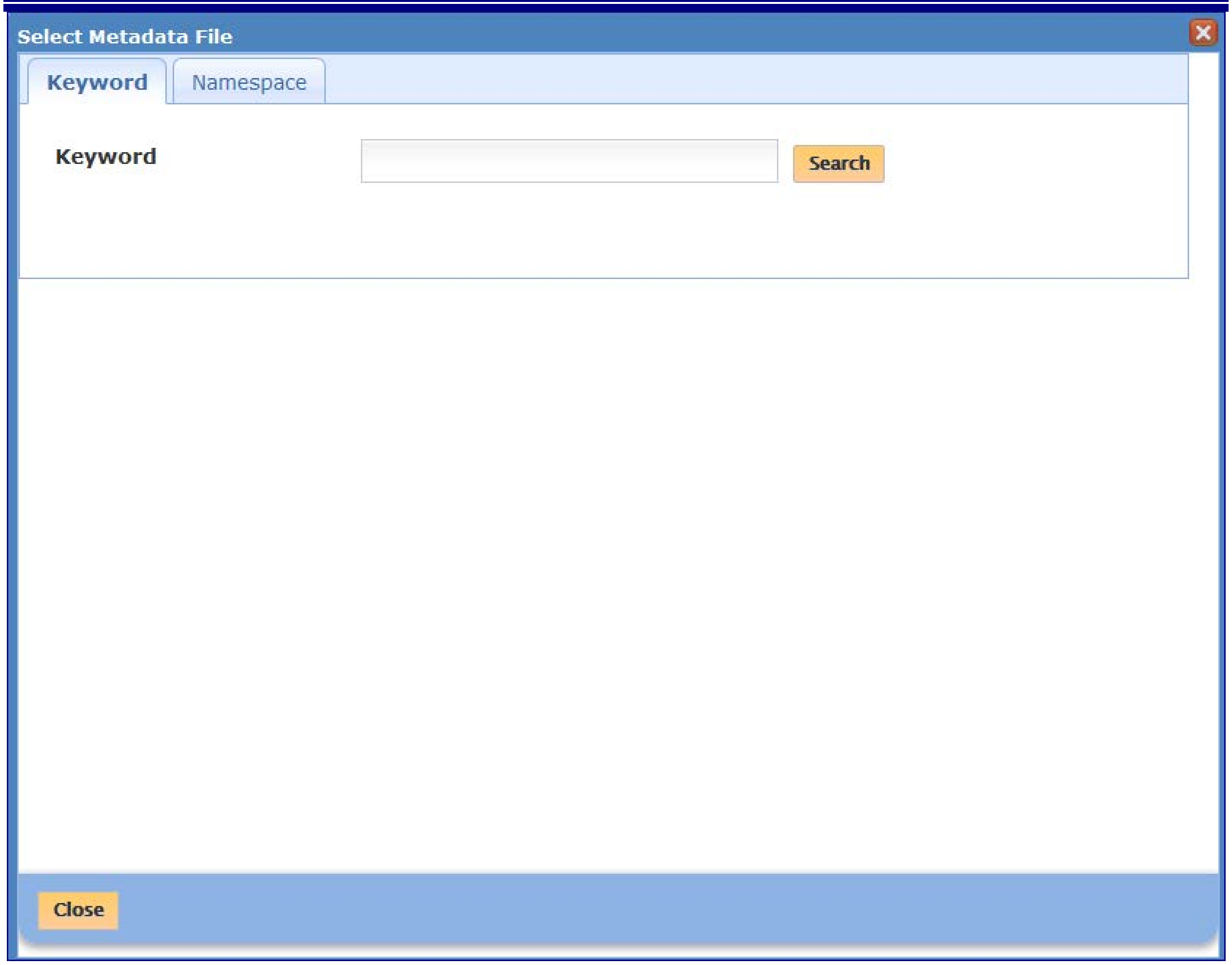


Figure 342. Selecting metadata files

3. You can search for the metadata files either by the namespace or by the file name. If you are searching for the file by the namespace, click on the **Find Namespace** button to display the list of namespaces.

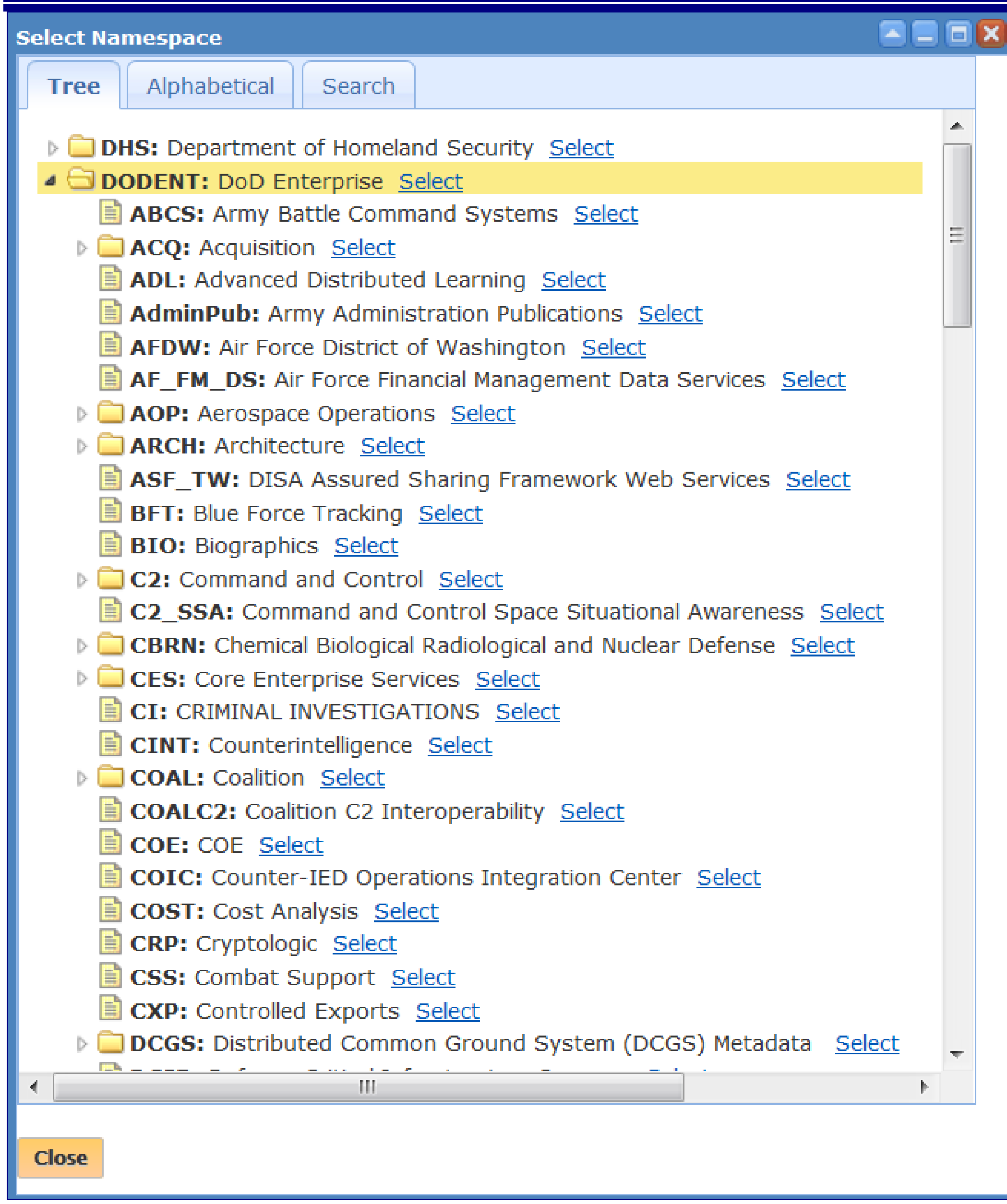


Figure 343. Selecting namespace

4. Select a namespace by clicking on the **Select** link. The namespace name is visible in the Namespace field on the Select Metadata File window. Next, click **Search** to search for the file in the selected namespace.

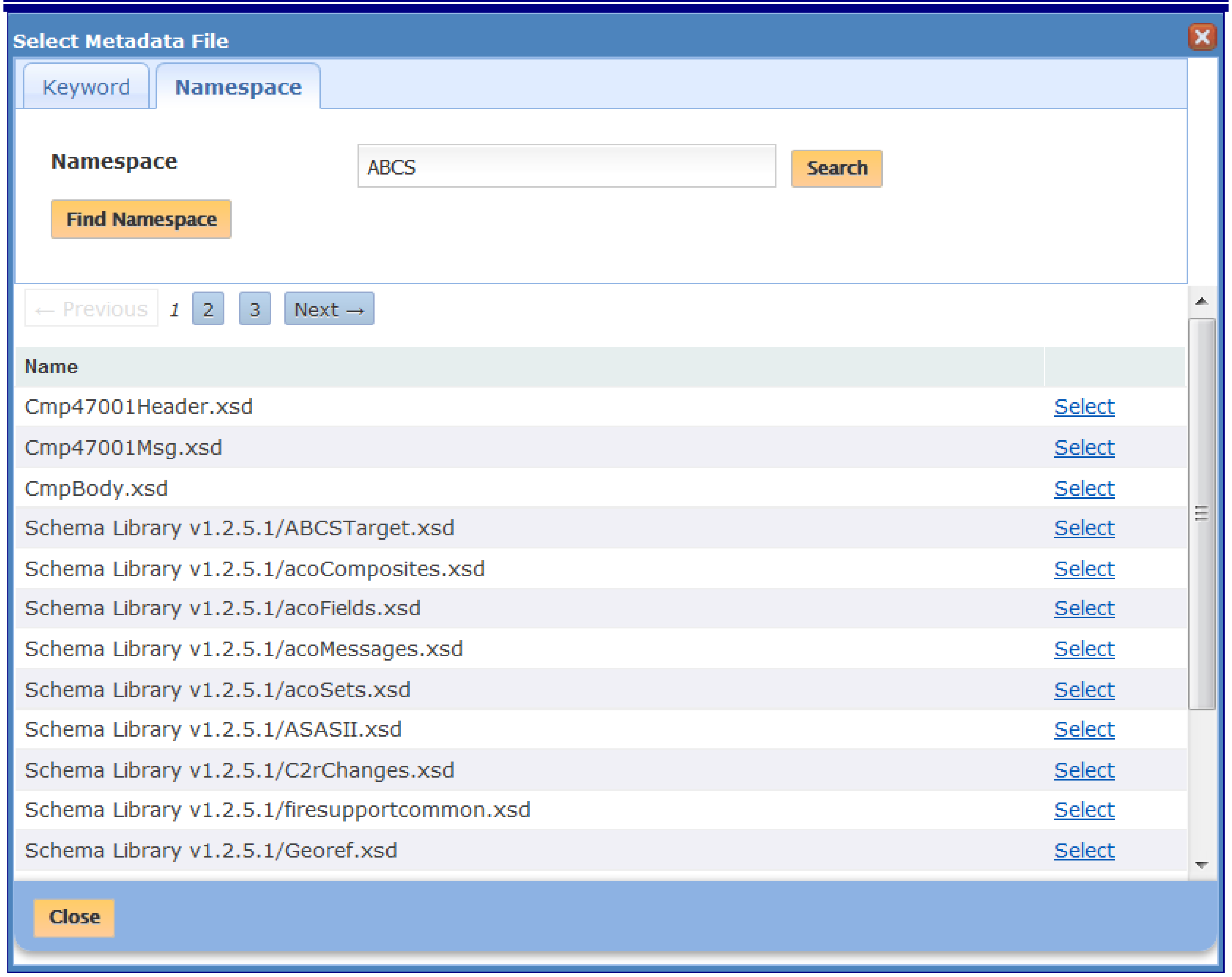


Figure 344. Searching for metadata file in a namespace

5. From the files list click **Select** for a file to add the file as the fingerprint reference document. The URL to the reference document is displayed under step 3. **Note:** The URL should not include the following characters, otherwise an error message will be displayed: $, !, <>, @, %, (, ?,), *, +, &, ~, `, , , ;, {, |, }, \, ", \, ', ,

6. Click **Publish** after providing all the required information for the fingerprint.

Chapter 7. Reports

The Reports page allows you to run reports on DSE resources.

To access and run a report, click on the **Reports** link on the navigation bar at the top of the page. The Reports page is displayed.

Figure 345. Reports page

Select a report group from the Select Report Group drop-down. After you select a report group the Select Report drop-down is displayed.

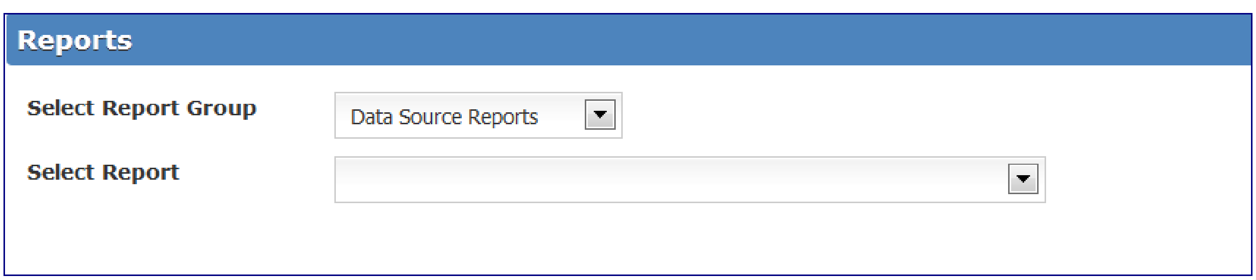


Figure 346. Report selection

This drop-down contains the reports associated with the selected report group. Click on the drop-down arrow and select the report you need to run.

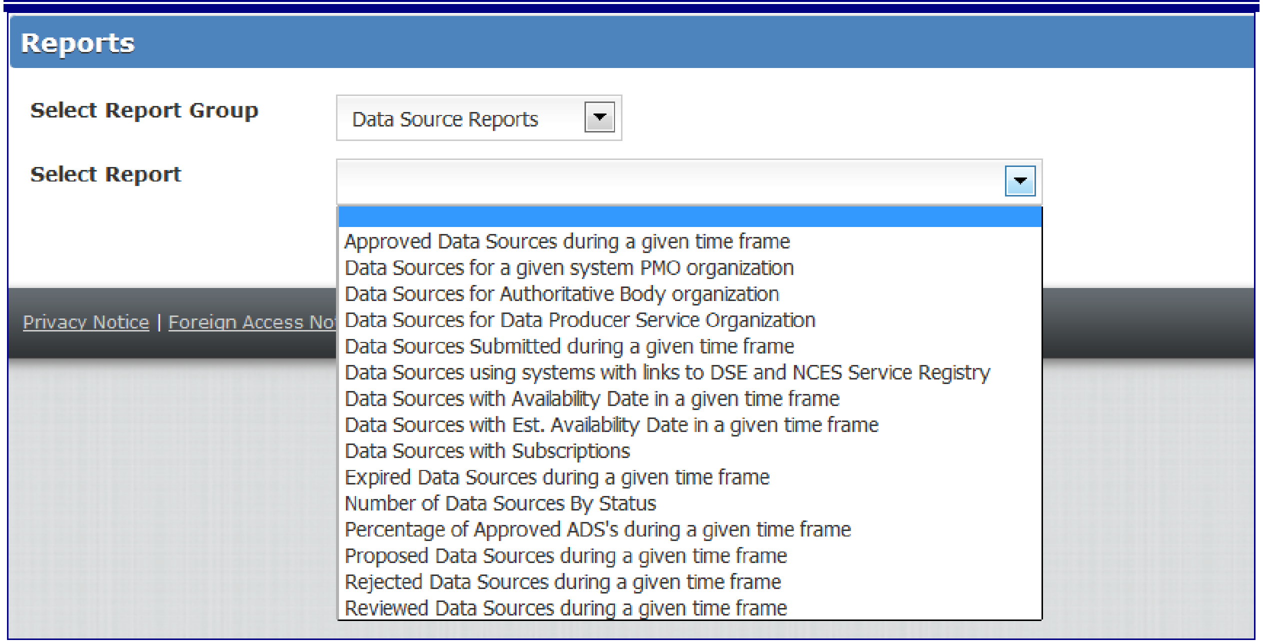
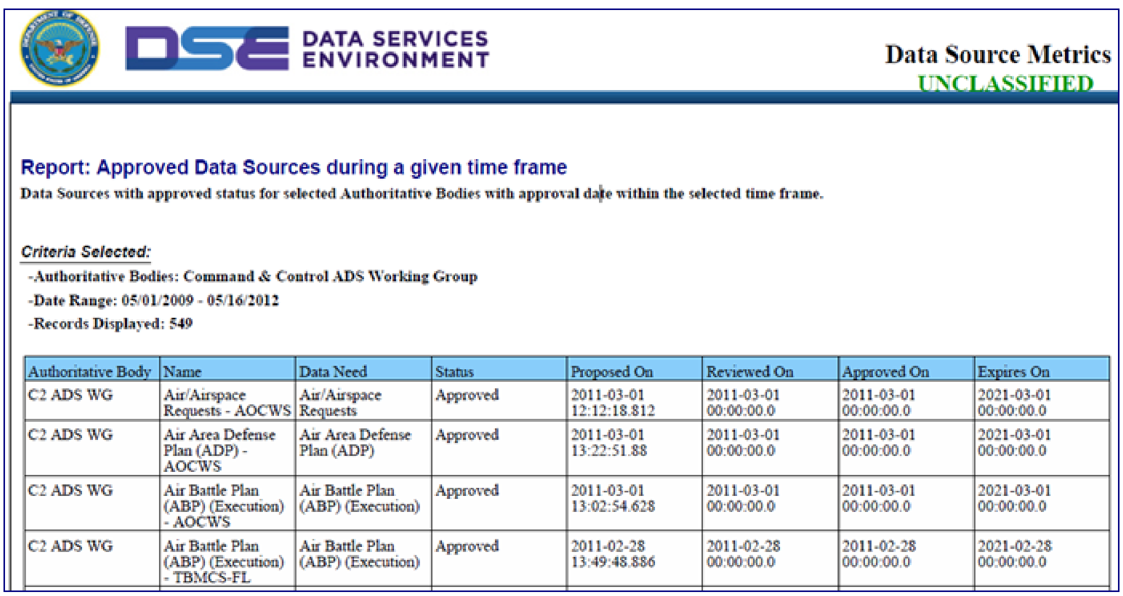


Figure 347. Drop-down list of reports

After you select a report additional fields are displayed depending on the selected report. Complete the remaining fields on the page as needed and click **Submit**. The report is displayed in a separate browser window.


DATA SERVICES ENVIRONMENT

Data Source Metrics
UNCLASSIFIED

Report: Approved Data Sources during a given time frame

Data Sources with approved status for selected Authoritative Bodies with approval date within the selected time frame.

Criteria Selected:

-Authoritative Bodies: Command & Control ADS Working Group
-Date Range: 05/01/2009 - 05/16/2012
-Records Displayed: 549

Authoritative Body	Name	Data Need	Status	Proposed On	Reviewed On	Approved On	Expires On
C2 ADS WG	Air/Airspace Requests - AOCWS	Air/Airspace Requests	Approved	2011-03-01 12:12:18.812	2011-03-01 00:00:00.0	2011-03-01 00:00:00.0	2021-03-01 00:00:00.0
C2 ADS WG	Air Area Defense Plan (ADP) - AOCWS	Air Area Defense Plan (ADP)	Approved	2011-03-01 13:22:51.88	2011-03-01 00:00:00.0	2011-03-01 00:00:00.0	2021-03-01 00:00:00.0
C2 ADS WG	Air Battle Plan (ABP) (Execution) - AOCWS	Air Battle Plan (ABP) (Execution)	Approved	2011-03-01 13:02:54.628	2011-03-01 00:00:00.0	2011-03-01 00:00:00.0	2021-03-01 00:00:00.0
C2 ADS WG	Air Battle Plan (ABP) (Execution) - TBMCS-FL	Air Battle Plan (ABP) (Execution)	Approved	2011-02-28 13:49:48.886	2011-02-28 00:00:00.0	2011-02-28 00:00:00.0	2021-02-28 00:00:00.0

Figure 348. Generated report

Note that the report includes the archived resources, if any, meeting your criteria.

Chapter 8. COI Directory

Communities of Interest (COI) is a term used to describe any collaborative group of users who must exchange information in pursuit of their shared goals, interests, missions, or business processes, and who therefore must have shared vocabulary for the information they exchange.

Click on the **COI Directory** link on the navigation bar at the top of the page. The **COI Directory** page is displayed.

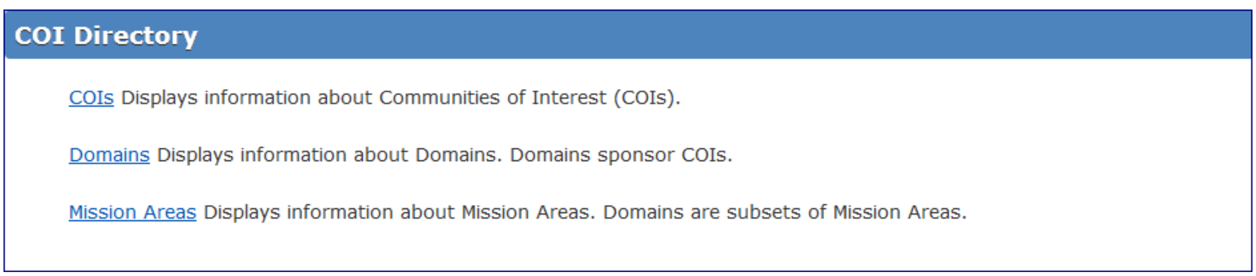


Figure 349. COI Directory page

From the **COI Directory** page, you can list, search for, view, or export COIs, view domains, and view mission areas.

COI Lists

Click on the **COIs** link to list the communities of interest existing in DSE.

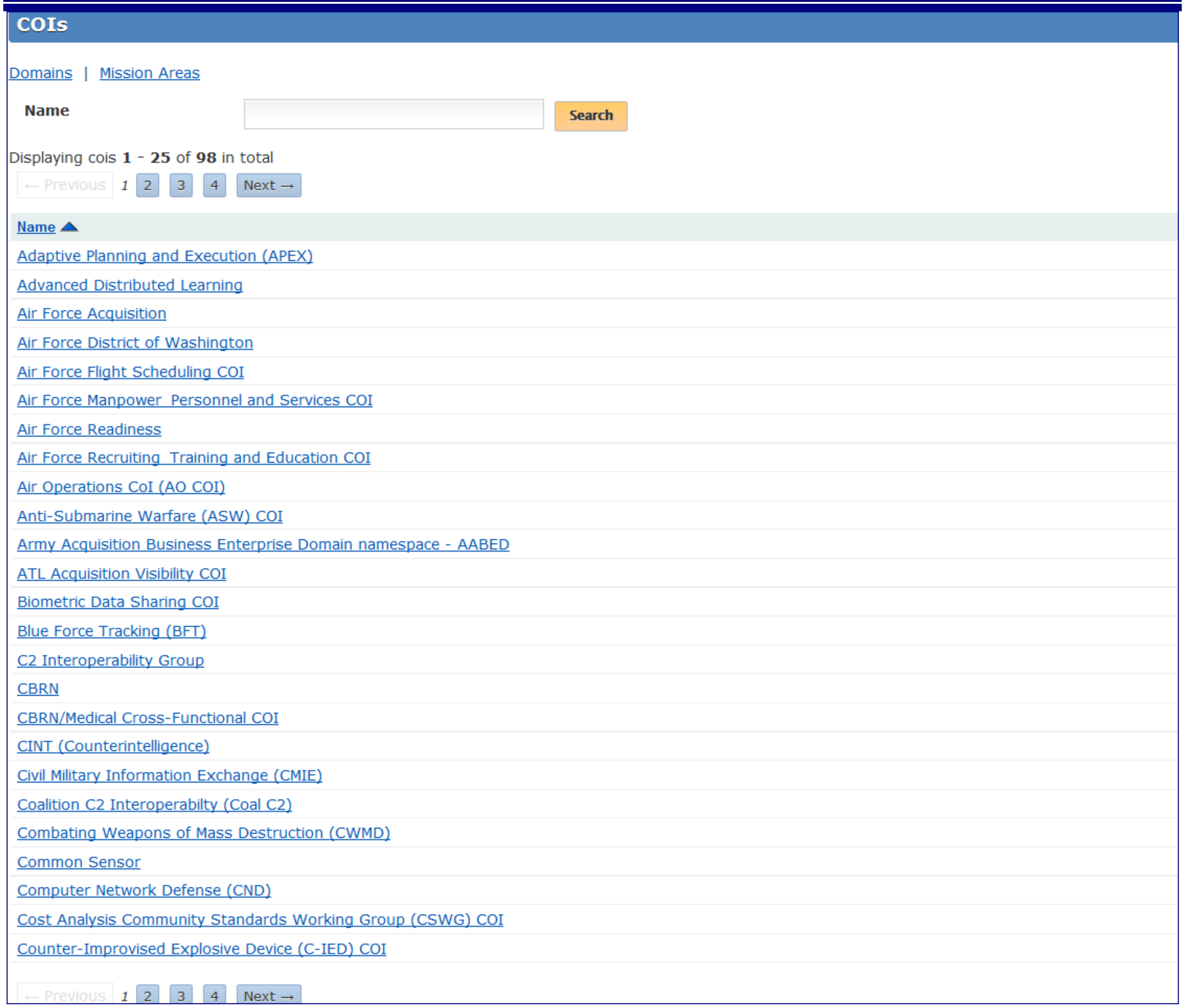


Figure 350. COIs list

From the COIs list page, you may:

- Search for COIs.
- Click the COI Name to display the COI details.
- Export the list to a comma-separated CSV file or an XML file.

Additionally, you can access the domains and mission areas list from the COIs page by clicking on the **Domains** and **Mission Areas** link on the page, respectively.

Searching for COIs

You can search the DSE for COIs by entering a keyword or phrase in the Name field on the COIs page. Click **Search**. This will search for the keyword within a COI name and display the matching COIs.

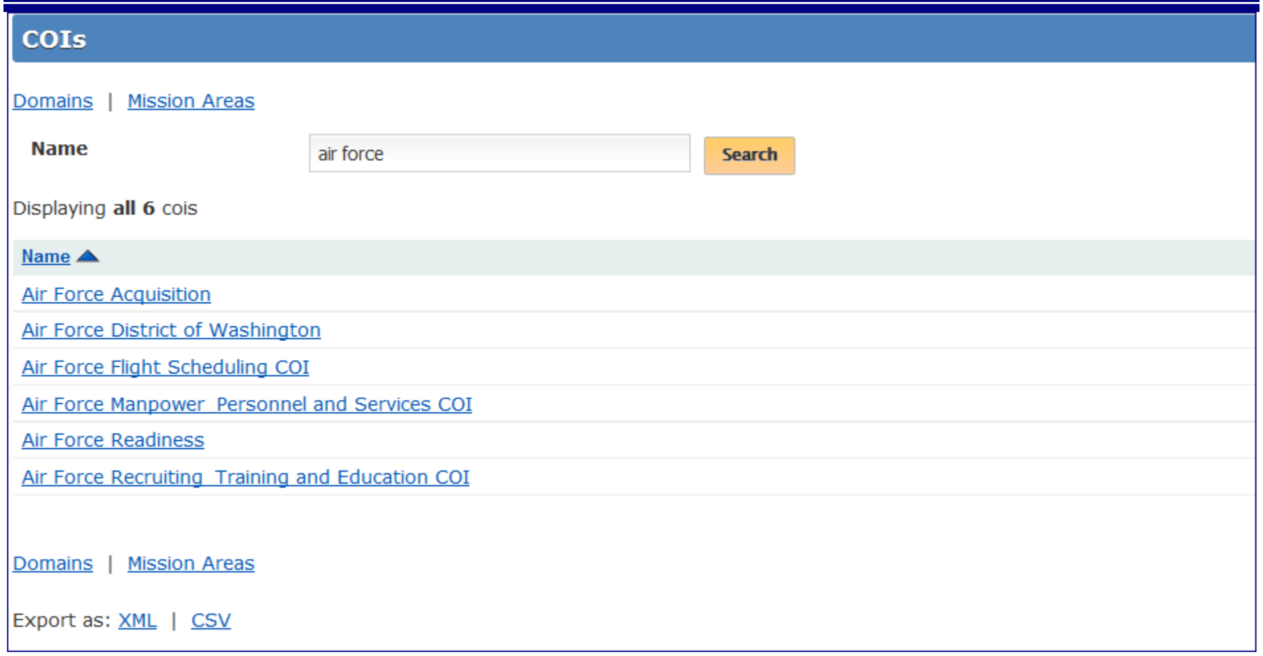


Figure 351. COI search results

Viewing COI Details

To view the details for a COI, from the COIs page click the name of the COI. The COI details page is displayed.

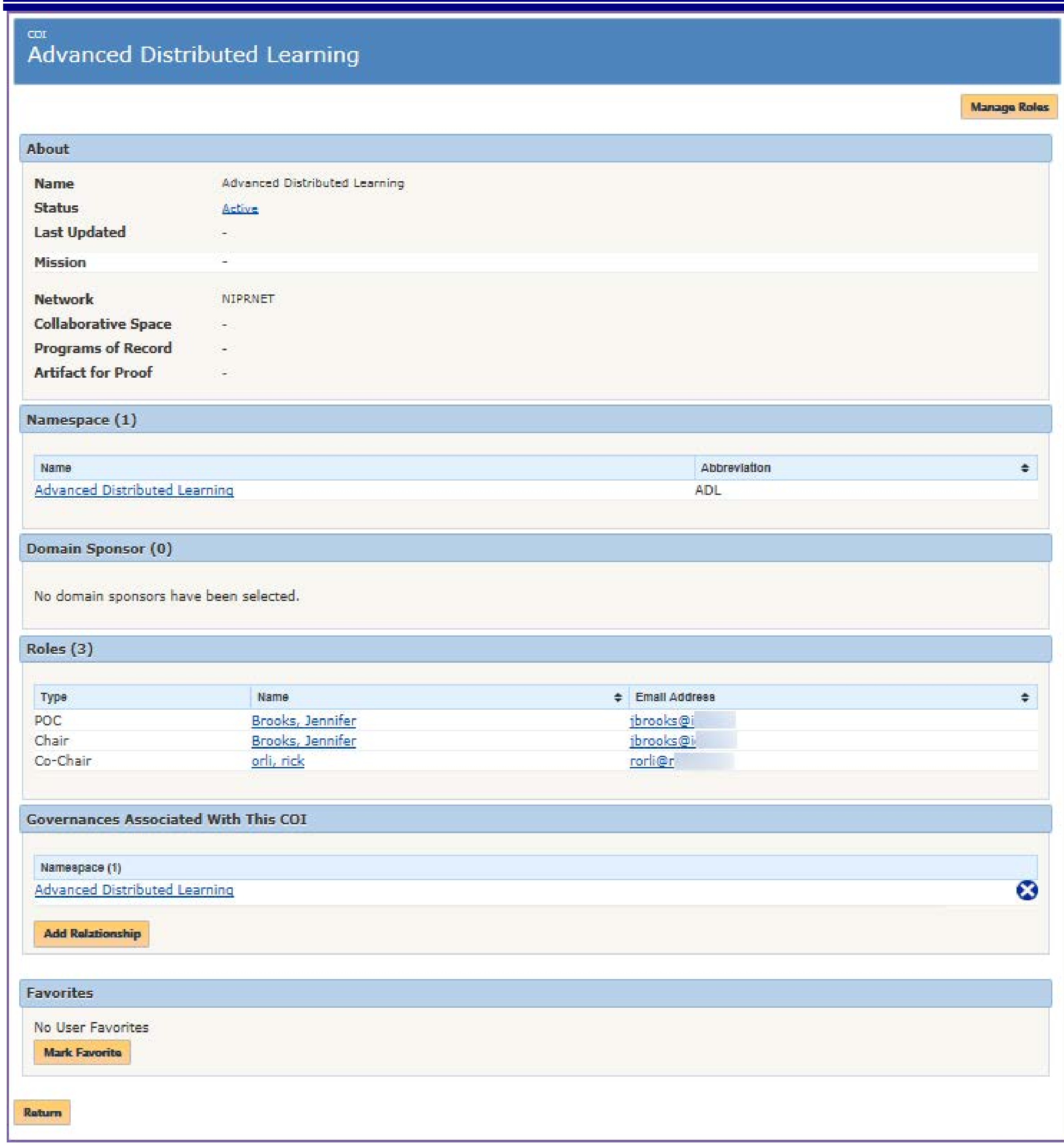


Figure 352. COI Details page

Click the **Manage Roles** button to edit the COI roles (see Managing COI Roles for more information).

Click **Return** to return to the COIs list.

Exporting the COIs List to a CSV File or an XML File

To export the list of COIs to a comma-separated file or XML file perform the following steps:

1. From the COIs list page, click the **XML** or **CSV** link at the bottom of the page.

2. The File Download window appears requiring you to indicate whether you want to open or save the file.

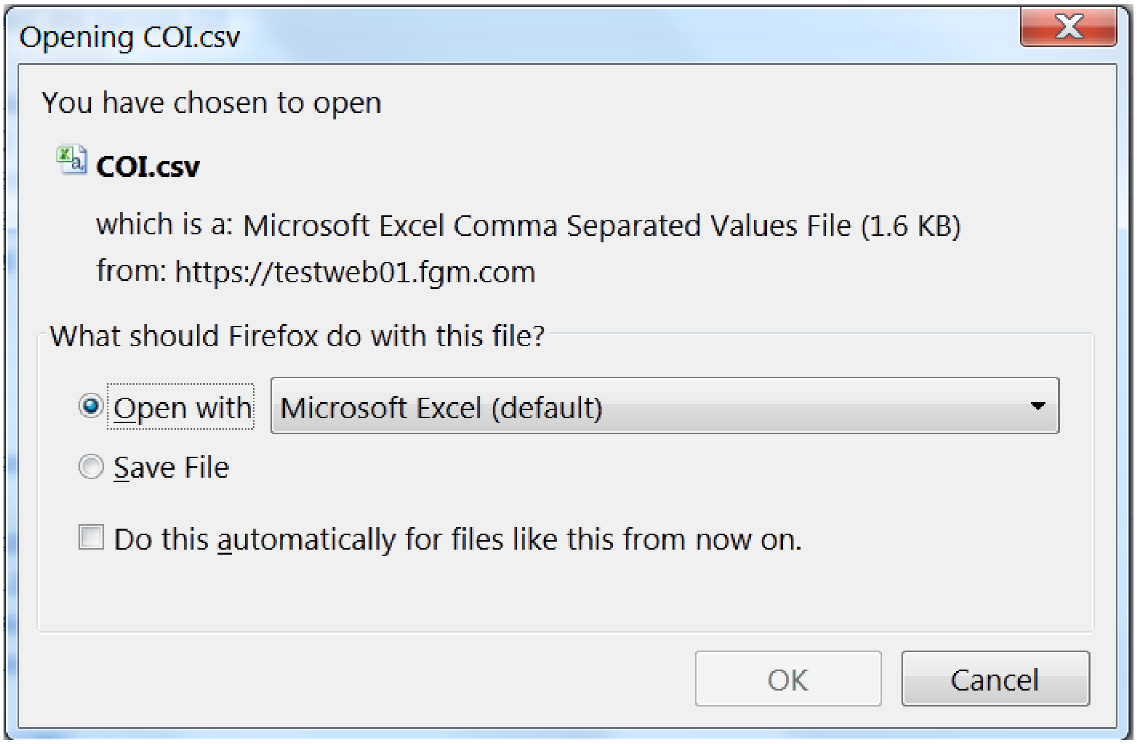


Figure 353. Opening a COI file

3. Select the **Save File** option and click **OK**.

   The file is downloaded on your computer under the designated downloads directory.

4. After the download is complete navigate to the designated downloads directory on your machine to access the file.

Marking COI as Favorite

Click the **Mark Favorite** button on the COI details page to mark a COI as a favorite and have it display in the “My Favorites” page.

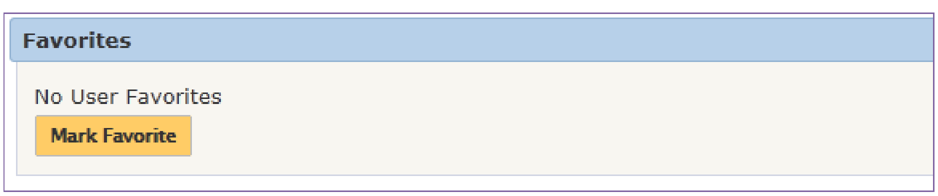


Figure 354. Favorites section on COI Details page

If you want to remove a COI from your favorites, then click the **Remove Favorite** button on the COI details page.

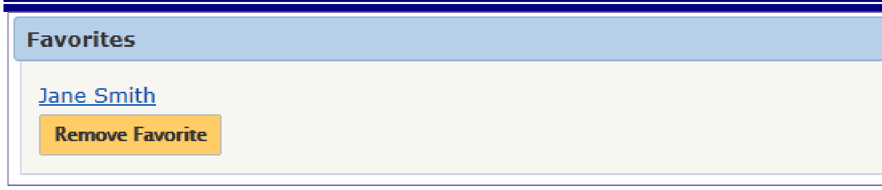


Figure 355. Remove Favorite on COI Details page

Managing COI Roles

If you have a Lead, Co-Chair, or Owner role for a COI, you also have the ability to manage roles for that COI.

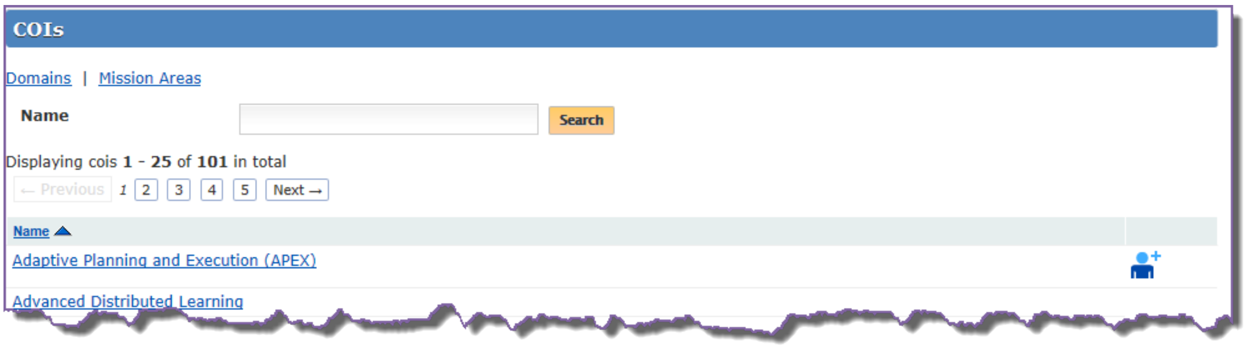


Figure 356. COIs with Edit Roles icon

1. Click the the **Edit Roles**  icon next to the COI.

The Manage Roles page for the COI is displayed.

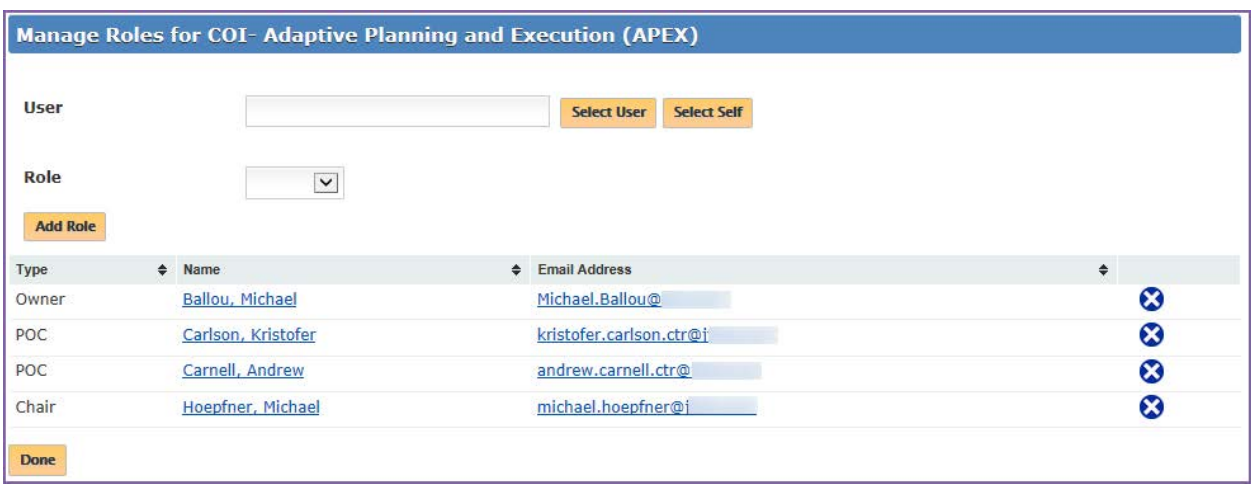


Figure 357. Manage Roles for COI

2. This page displays a list of current roles/users for the selected COI. From this list you can access user details by clicking on the name link of the user.

3. To select a user whose role you need to manage click on the **Select User** button. The Select User window is displayed. Search for a user either in alphabetical order or by name. Click **Add** to select the user.

4. Alternatively, if you need to assign a role to yourself, select yourself by clicking on the **Select Self** button.

5. Select the needed role from the **Role** drop-down list.

6. Click **Add Role**. The role and the related user details are added to the list displayed below the **Add Role** button on the page.

7. If you need to revoke the role for a user from the current roles/users list, click on the **Delete** icon for the user.

8. You can access the details page for a user by clicking on the user name link and can also contact a user through email by clicking on the email address listed for the user.

9. Click **Done**.

Domains

Domains are defined as subsets of mission areas and represent a common collection of related, or highly associated, information capabilities and services.

You can access domains list by clicking on the **Domains** link on the COI Directory page. Alternatively, you can access domains list through the **Domains** link at the top of the COIs page.

Domains

COIs | Mission Areas

Displaying **all 17** domains

Domain/ Core Business Mission	Mission Area	Primary POC
(National Intelligence Mission Area)	NI	
(Other)	Other	
Battlespace Awareness (WMA)	WMA	CORPENING, MICHAEL
Battlespace Communications Systems (WMA)	WMA	FELDMAN, BRIAN
Command & Control (WMA)	WMA	
Communications (EIEMA)	EIEMA	PRICE, DANNY
Computing Infrastructure (EIEMA)	EIEMA	CASEY, MICHAEL
Core Enterprise Services (EIEMA)	EIEMA	Morrison, Rodolph
Financial Management (BMA)	BMA	
Focused Logisitics (WMA)	WMA	FORD, STAN
Force Application (WMA)	WMA	QUICK, DAVID
Human Resources Management (BMA)	BMA	
Information Assurance (EIEMA)	EIEMA	TURNER, GLENDA
Materiel Supply and Service Mgmt (BMA)	BMA	
Protection (WMA)	WMA	Dobbert, Thad
Real Property & Installation Mgmt (BMA)	BMA	
Weapon Systems Lifecycle Mgmt (BMA)	BMA	

COIs | Mission Areas

Figure 358. Domains list

From the Domains list page, you may click the Domain name to display the domain details. You can also access the details page for a Domain's primary POC by clicking on the name link for the POC.

Additionally, you can access the COIs and mission areas list from the Domains page by clicking on the **COIs** and **Mission Areas** link on the page, respectively.

Viewing Domain Details

To view the details for a domain, from the Domains page click the name of the domain. The domain details page is displayed.

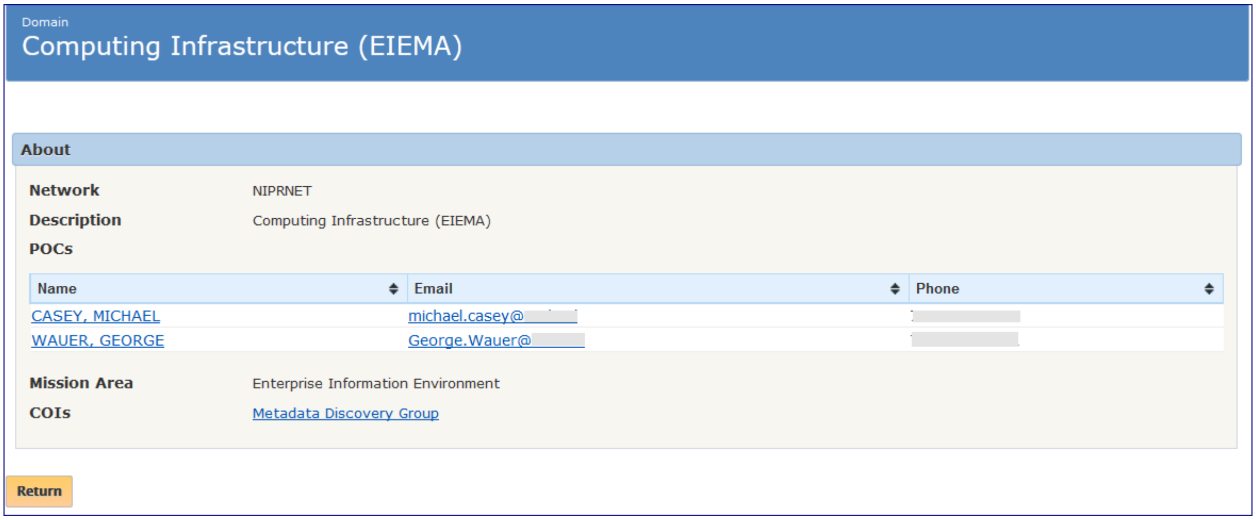


Figure 359. Domain details page

From the domain details page, you can further access the details page for the Domain's POCs by clicking on the name link for a POC. Also, you can contact a POC through email by clicking on the email address listed for the POC. Additionally, you can access the details page for a COI associated with the domain by clicking on the COI name link.

Click **Return** to return to the Domains list.

Mission Areas

Mission Areas are a defined area of responsibility whose functions and processes contribute to accomplishment of the mission.

You can access mission areas by clicking on the **Mission Areas** link on the COI Directory page. Alternatively, you can access mission areas list through the Mission Areas link at the top of the COIs page.

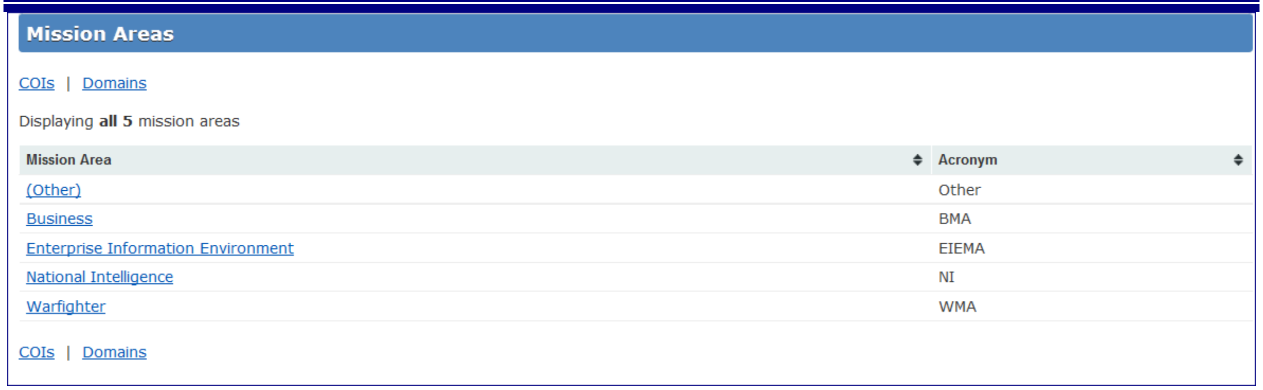


Figure 360. List of mission areas

From the Mission Areas list page, you may:

- Click the mission area name to display the mission area details.

Viewing Mission Area Details

To view the details for a mission area, from the Mission Areas page click the name of the mission area. The Mission Area details page is displayed.

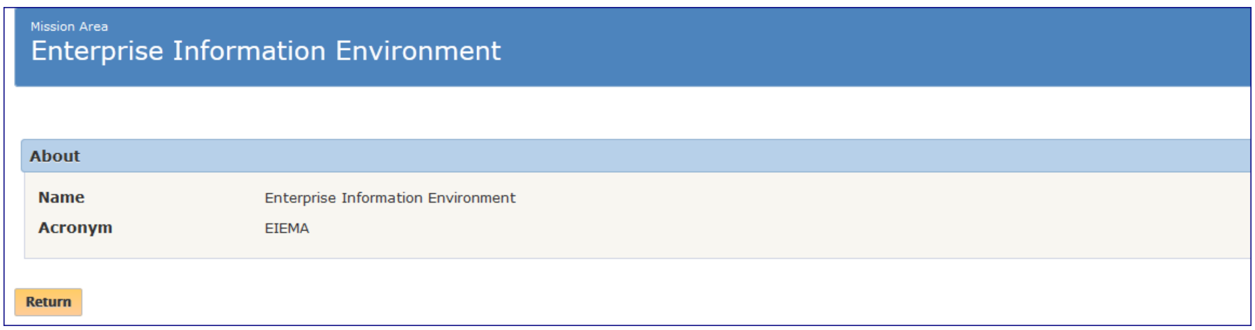


Figure 361. Mission area details

Click **Return** to return to the Mission Areas list page.

Chapter 9. DSE Community

To access DSE community components such as the upcoming events, community forum, community links, and documents and briefings, click on the **Community** link on the navigation bar at the top of the page. The Community page is displayed.

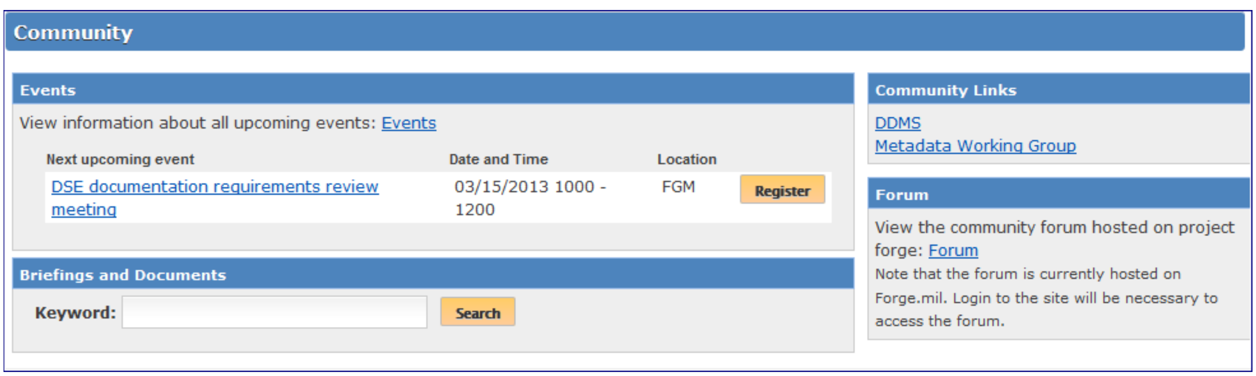


Figure 362. Community page

The Community page contains following sections:

- Events
- Documents and Briefings
- Community Links
- Forum

This chapter describes each of these sections in detail.

Events

Click on the **Events** link under Events section (Figure 363) to access information about all the upcoming Events (Figure 364).

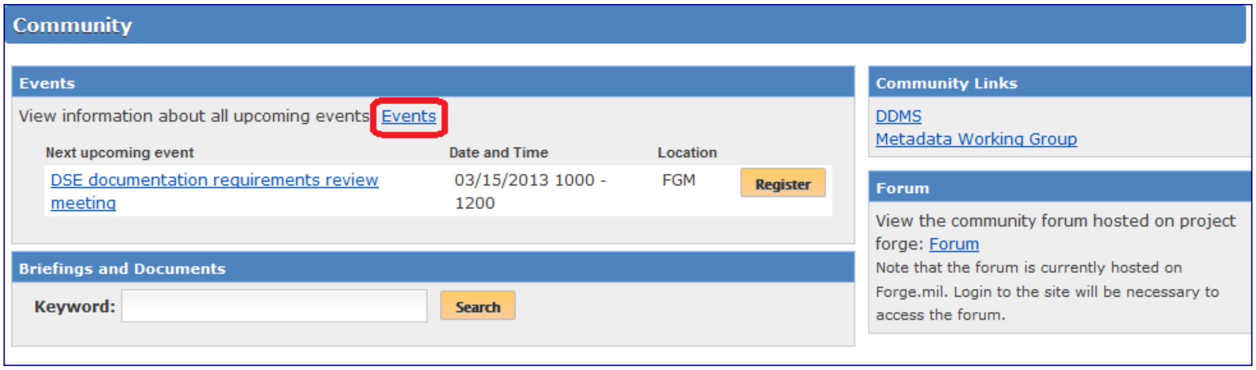


Figure 363. Events link under Events section

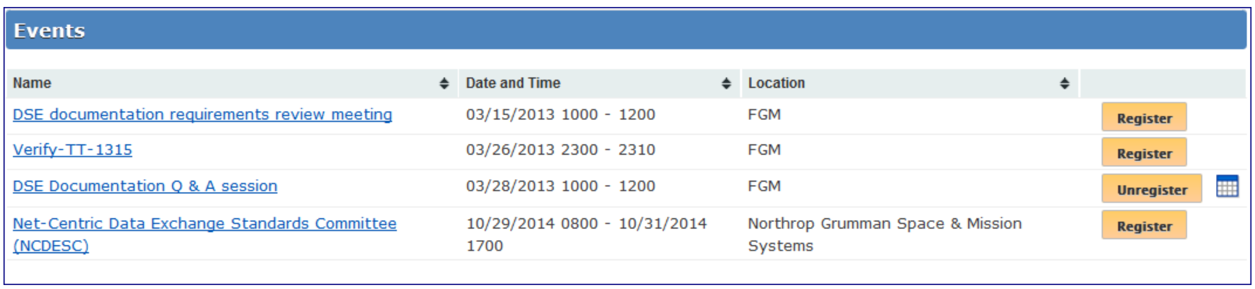


Figure 364. Upcoming Events list

This page displays a list of all the upcoming events in the DSE community. The information displayed on this page includes the name of the event, the date and time when the event is scheduled for, and the location of the event. Additionally, depending on whether you have registered for the event or not, the **Unregister** or **Register** button is displayed, respectively.

Viewing an Event

To view details of an event, click on the event name link on the Events page. The event details are displayed.

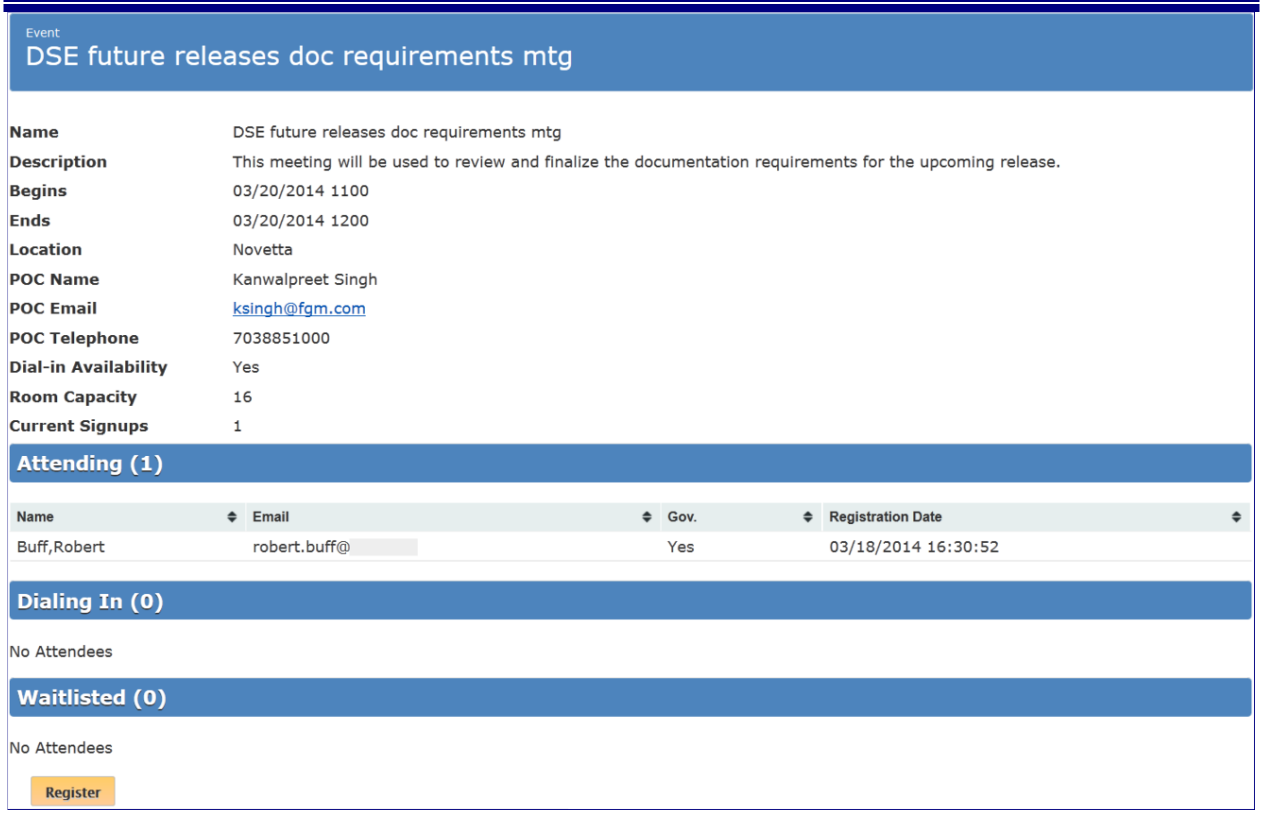


Figure 365. Event details page

If you are not yet registered for an event, the **Register** button is displayed at the bottom of the page. Otherwise, if you are already registered, the **Unregister** button is displayed.

Registering for an Event

To register for an event, click on the **Register** button for the specific event on the Events page. Alternatively, you can click on the **Register** button available on an event's details page. The Event Registration page is displayed.

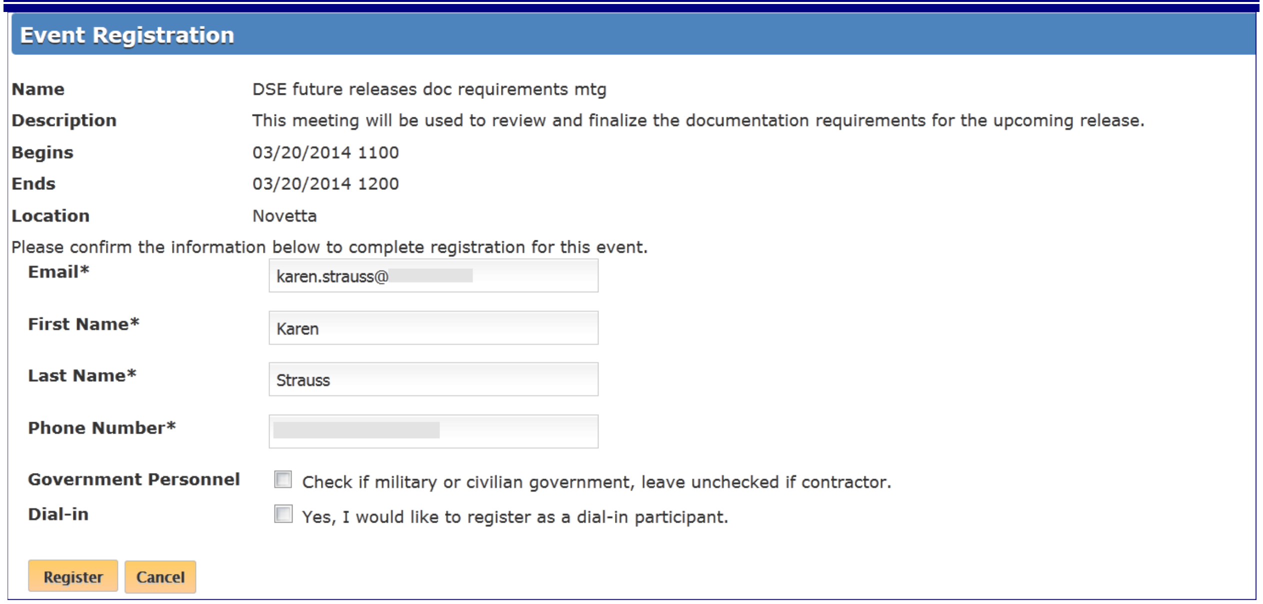


Figure 366. Event registration page

The event's name, date and time, and the location are displayed. These event attributes are non-editable. Additional information displayed on this page includes your email address, first and last name, and your phone number, if any, associated with your profile. Note that your credentials are pre-populated on this page only if you are logged into DSE. If you are not logged in, these fields are blank.

Make any changes to these attributes or enter information, as needed. Additionally, you can indicate whether or not you are government personnel (military or civilian) by selecting the Government Personnel checkbox. Leave the checkbox unchecked if you are a contractor. You can also indicate whether or not you want to register as a dial-in participant by checking/unchecking the Dial-in checkbox. Confirm the information by clicking on the **Register** button. If you had clicked on the Register button from the event details page, you are returned to the event details page with your name listed in the Attending section and the **Unregister** button displayed at the bottom of the page.

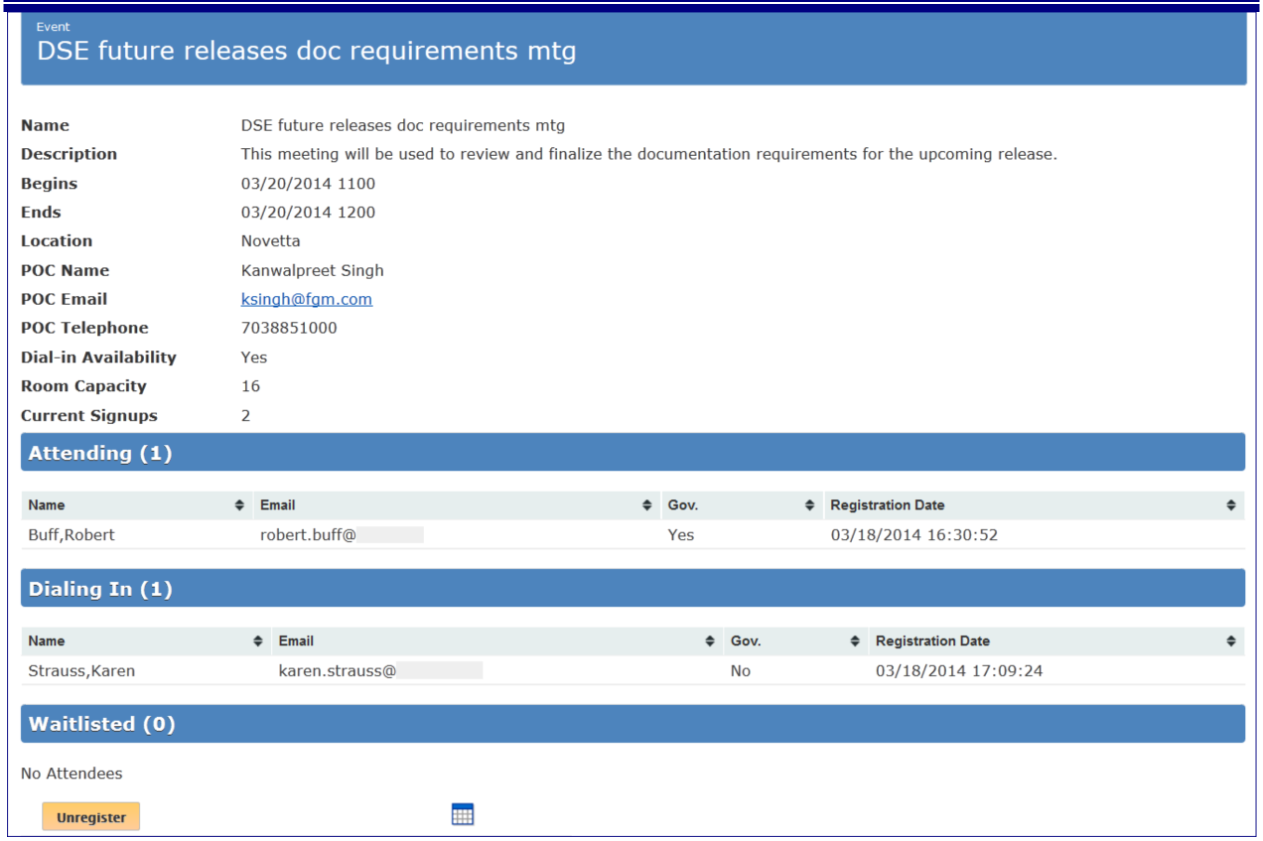


Figure 367. Event details page – Unregister button

Cancelling your Event Registration

To cancel your registration for an event you need to be logged into DSE. From the Events section on the Home page, click on the **Unregister** button for the specific event.

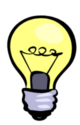
Figure 368. Events section on Home page

Alternatively, you can access the Events page and then click **Unregister** for the specific event.

Figure 369. Events page

Adding Event to your Outlook Calendar

If you are registered for an event, you have the ability to save the event to your Microsoft Outlook calendar. Click on the calendar icon and then select to open the event in Outlook. Outlook 12 or later is required for this functionality.



If you are in a restricted or locked down computing environment, you may not be able to import the DSE Event file (*.ics) into a third-party calendar application such as Outlook. Please consult with your computing Help Desk if you encounter permissions issues while using this feature.

Briefings and Documents

The Briefings and Documents section on the Community page enables you to access the briefings and documents within DSE by searching for them.

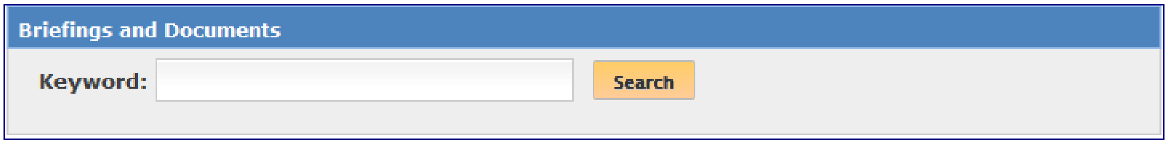


Figure 370. Briefings and Documents section

You can search for the briefings and documents using the following steps:

1. Enter search keyword or phrase.
2. Click the **Search** button.

   A results page is displayed.

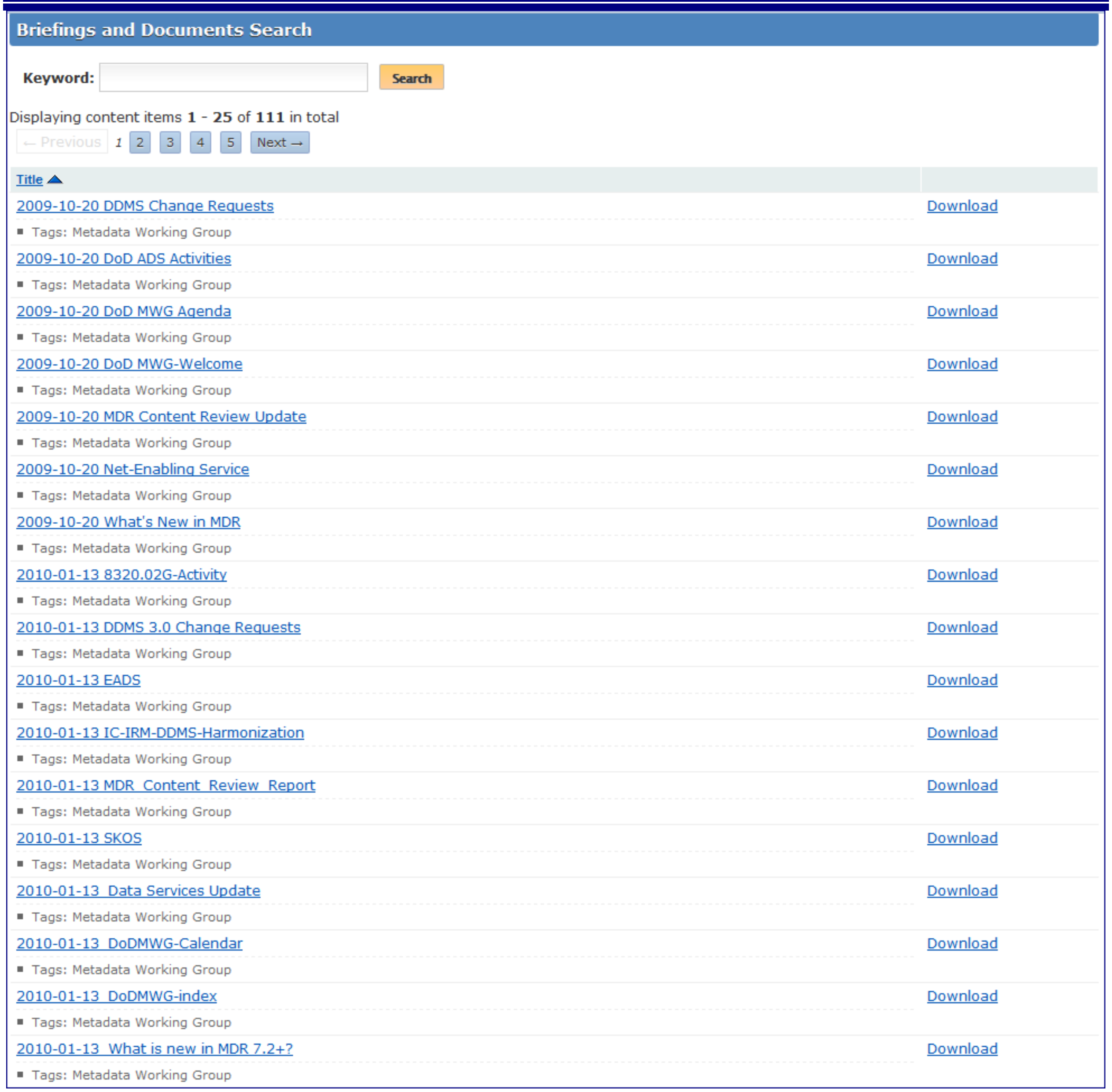


Figure 371. Briefings and documents search results

This page displays only the briefings and documents that have been marked for displaying by their owners/users who have uploaded the documents.

3. From the results page you can:

    a. Sort the list by title. By default the list is sorted in ascending order of the titles.

    b. Access the details for a briefing or a document by clicking on the title link (see Figure 372 below). From the details page you can download the briefing or the document by clicking on the name link or the URL link for the briefing or the document. The file download window is displayed. You can choose to either open the file or save it to your computer.

c. Download a briefing or a document by clicking on the **Download** link for the briefing or the document. The file download window is displayed. You can choose to either open the file or save it to your computer.

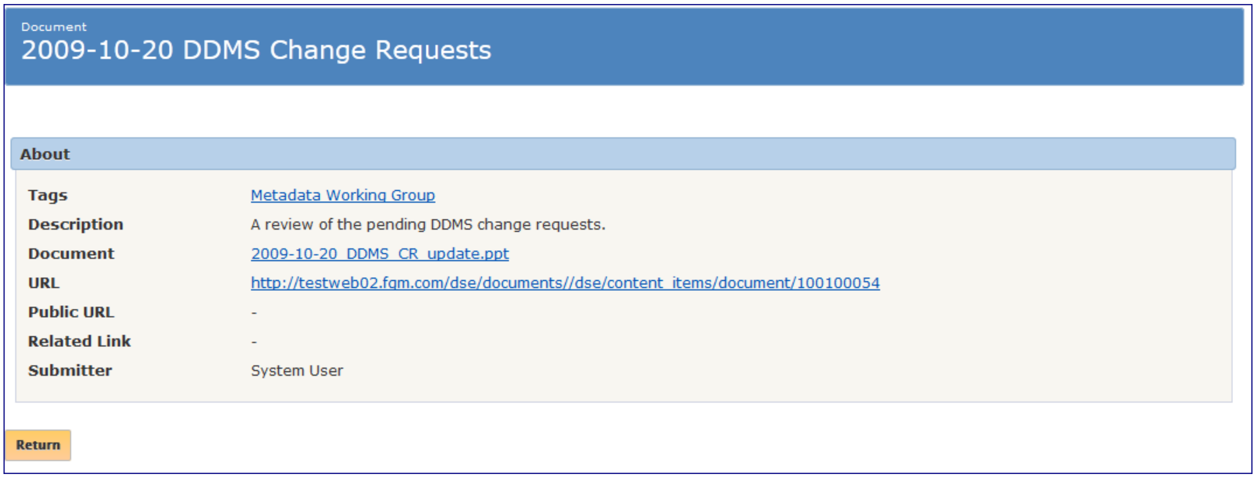


Figure 372. Document details page

Managing Briefings and Documents

If you have the role of a namespace administrator, authoritative body administrator, or a service provider, you can manage the briefings and documents by uploading new documents and editing existing documents. Note that you can edit or delete only those existing documents that you have uploaded. To be able to edit all the other briefings and documents including the documents uploaded by other users, you need the role of DSE administrator. See the DSE Administrator Manual for information about managing briefings and documents as DSE administrator.

If you are a namespace administrator, authoritative body administrator, or a service provider, perform the following steps to manage the briefings and documents:

1. Access the Community page by clicking on the **Community** link on the top navigation bar. On the Community page the **Manage Briefings and Documents** link is available within the Briefing and Documents section.

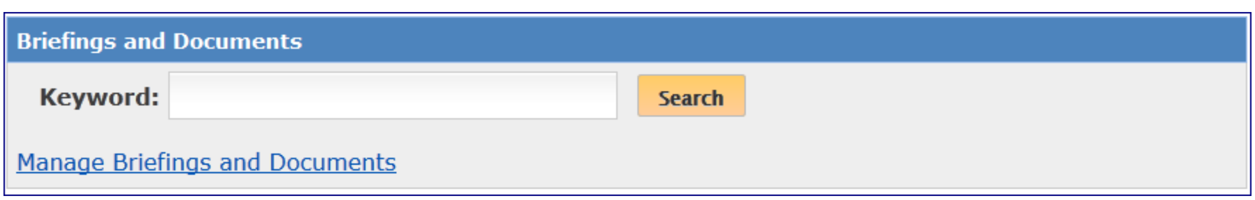


Figure 373. Manage Briefings and Documents link

Alternatively, you can access the briefings and documents through the Publication Management section of your home page.

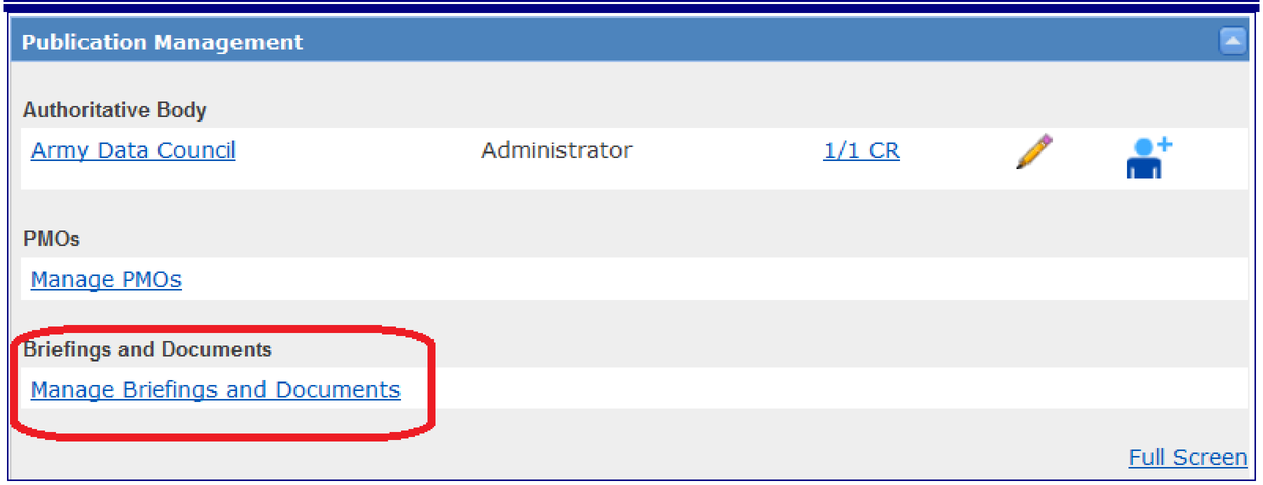
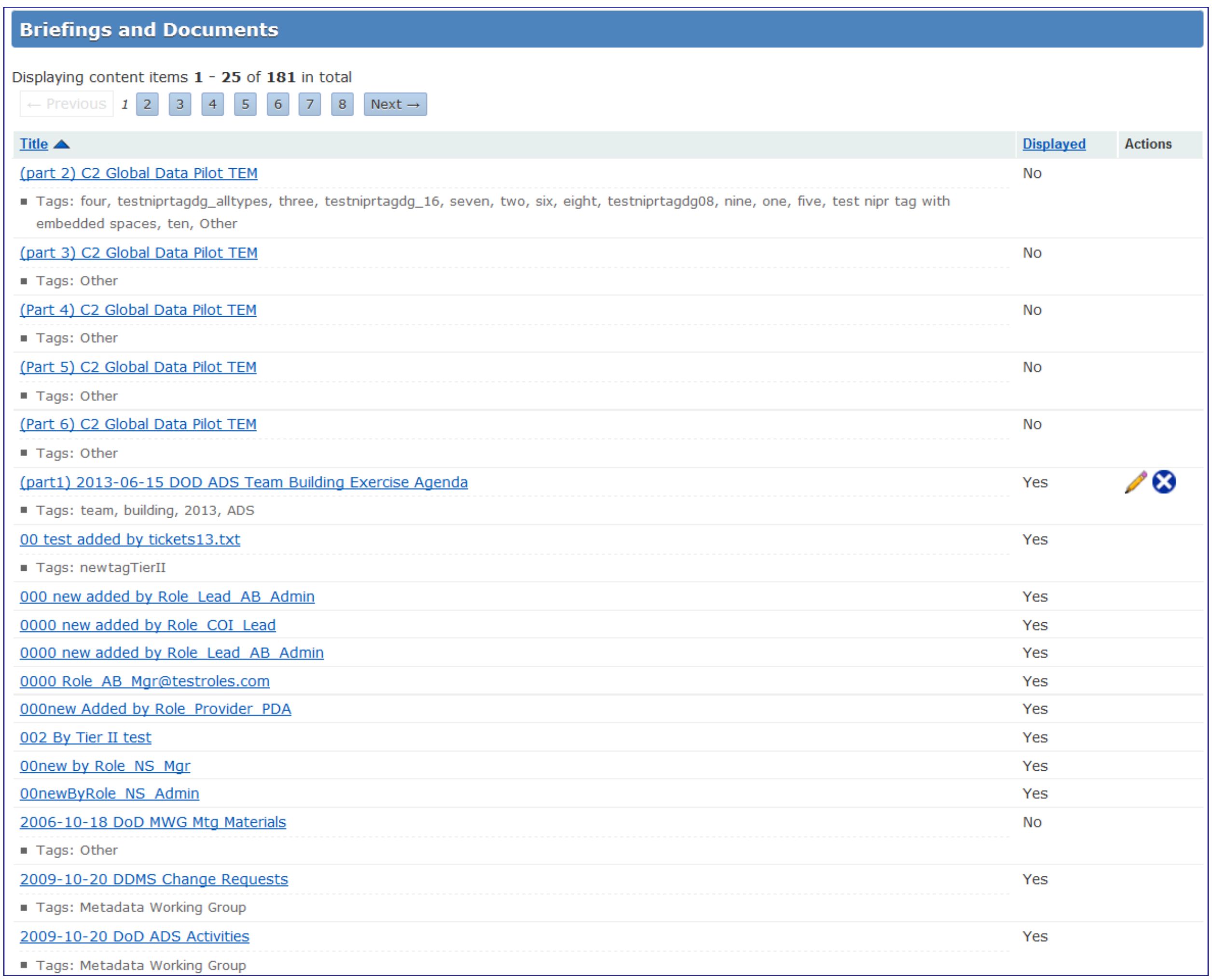


Figure 374. Manage Briefings and Documents link in Publication Management section

2. Click on the **Manage Briefings and Documents** link. The results page is displayed.



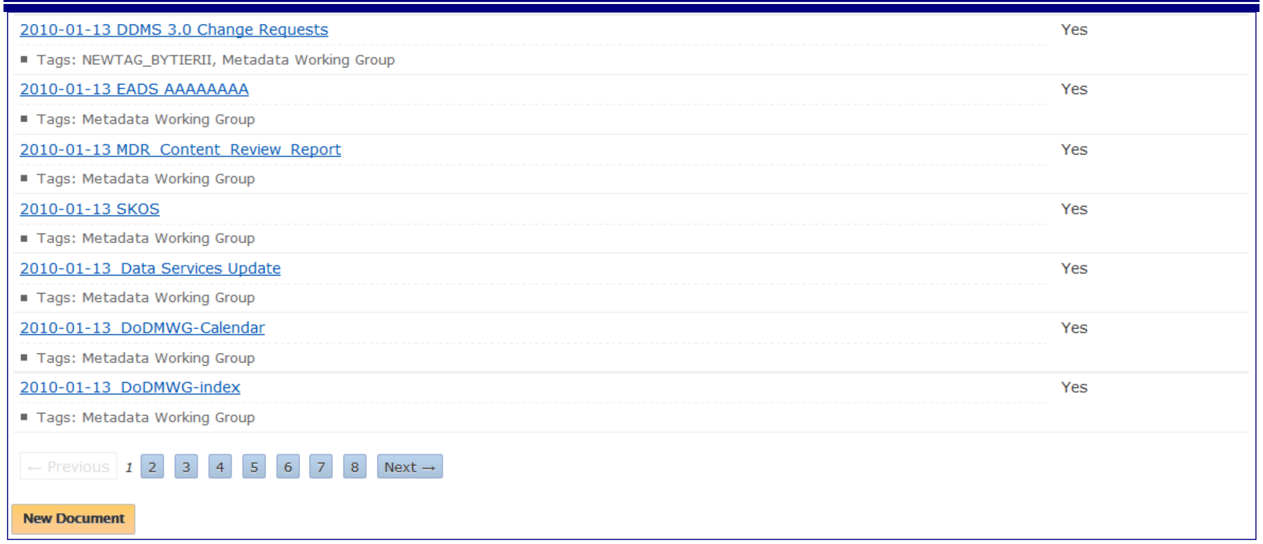


Figure 375. Briefings and Documents list

3. From the results page, you can access the document details page, delete a briefing/document, edit a briefing/document, or upload a new briefing/document.

The **Edit** and **Delete** icons are available only for the briefings and documents that you have uploaded.

4. Access the details for a briefing or a document by clicking on the title link. From the details page you can download the briefing or the document by clicking on the name link or the URL link for the briefing or the document. The file download window is displayed. You can choose to either open the file or save it to your computer. From the details page you can click on the **Edit** button on the top right to access the edit page for the briefing or document.

Figure 376. Document details page

5. From the results page, you can delete a document that you uploaded, by clicking on the **Delete**  icon for the document.

6. From the results page, you can edit a document that you uploaded, by clicking on the **Edit**  icon for the document. The Edit Document page is displayed.

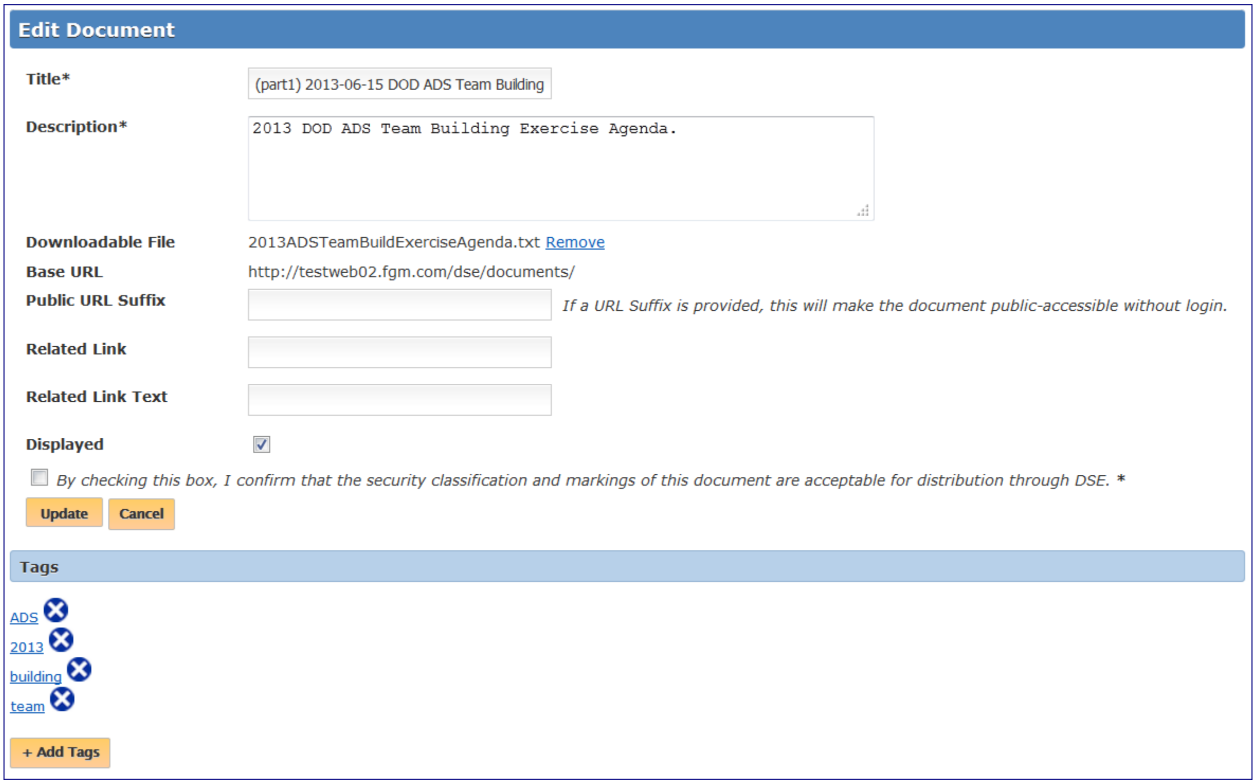


Figure 377. Edit Document page

7. Make the changes as needed and click on the **Update** button.

8. From the results page, you can upload a new document by clicking on the **New Document** button at the bottom of the page.

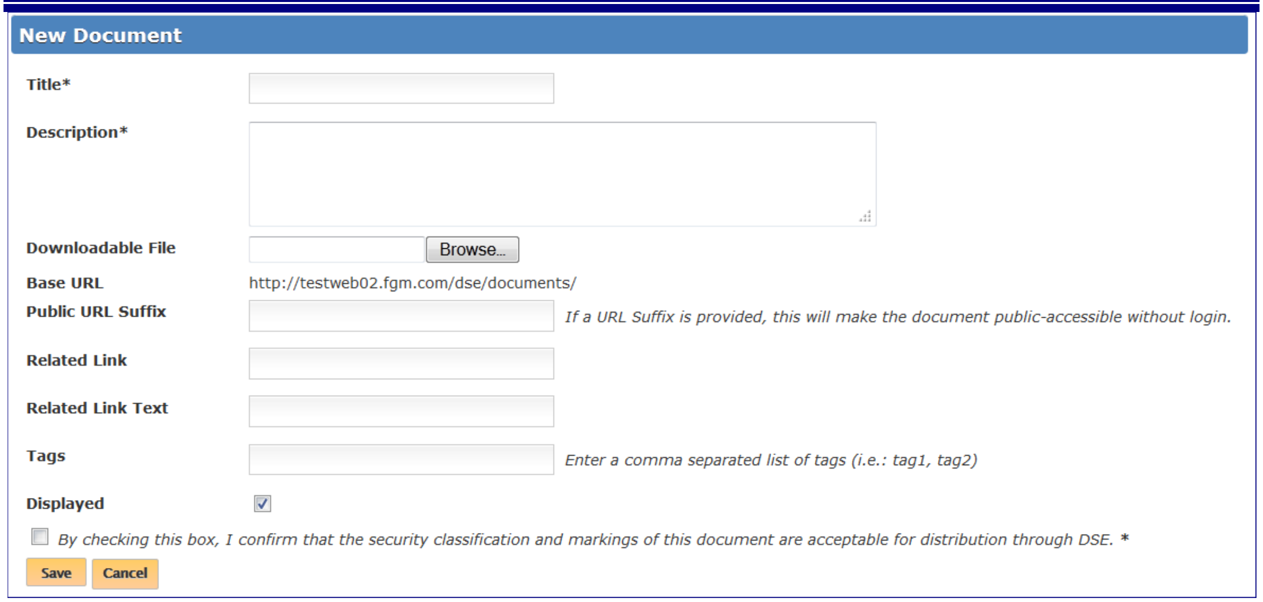


Figure 378. New Document page

9. Provide the following information on the **New Document** page. Information is required for fields marked with an asterisk (*).

Table 31. New Document information

Field Name	Field Value
Title*	The title of the document.
Description*	The detailed description of the document.
Downloadable File	The file, if any, to be associated with the document. To associate a file with the document: 1. Click **Browse**. 2. Select the file. 3. Click **Open**.
Base URL	The current base URL for the document.
Public URL Suffix	A user-defined URL for the document.
Related Link	The URL to which you can provide a link to from the document.
Related Link Text	The name associated with the URL specified in the Related Link field.
Tags	List the tags by which this document can be searched as well as stored.
Displayed	Indicate whether or not to display this document.

10. Before saving all the details, select the checkbox at the bottom of the page to confirm that the security classification and markings of the document are acceptable for distribution through DSE.

11. Click **Save**.

Forum

The DSE Forum option is available only on the NIPRNet and not on the SIPRNet.

The Forum section provides you with a link directing you to the DSE group page on the Community.Forge.mil website where you can access the DSE community forum.

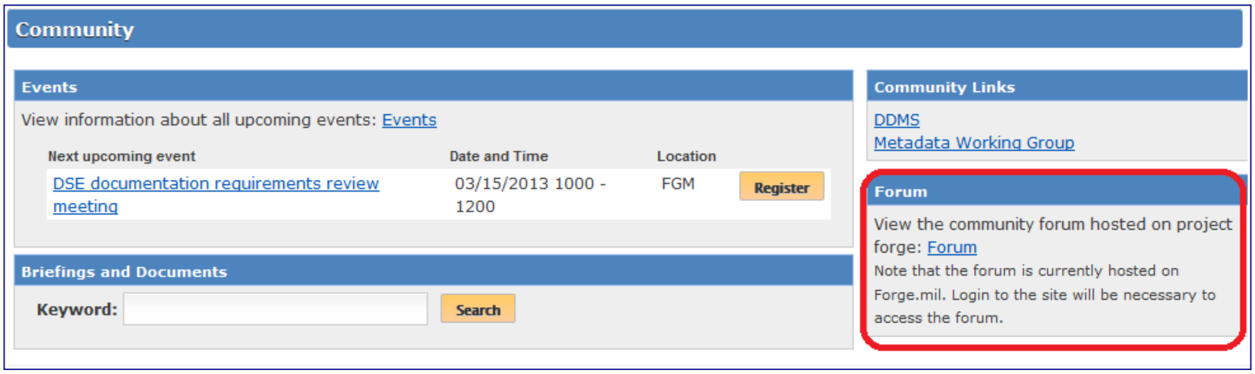


Figure 379. Forum section

The forum provides a common area for DSE users to collaborate. From this section you can add a forum topic, provide feedback on a topic, comment on a topic, and view other users' comments on a topic, if any.

The forum is currently hosted on Forge.mil and you need to be logged into that website to be able to access the DSE forum.

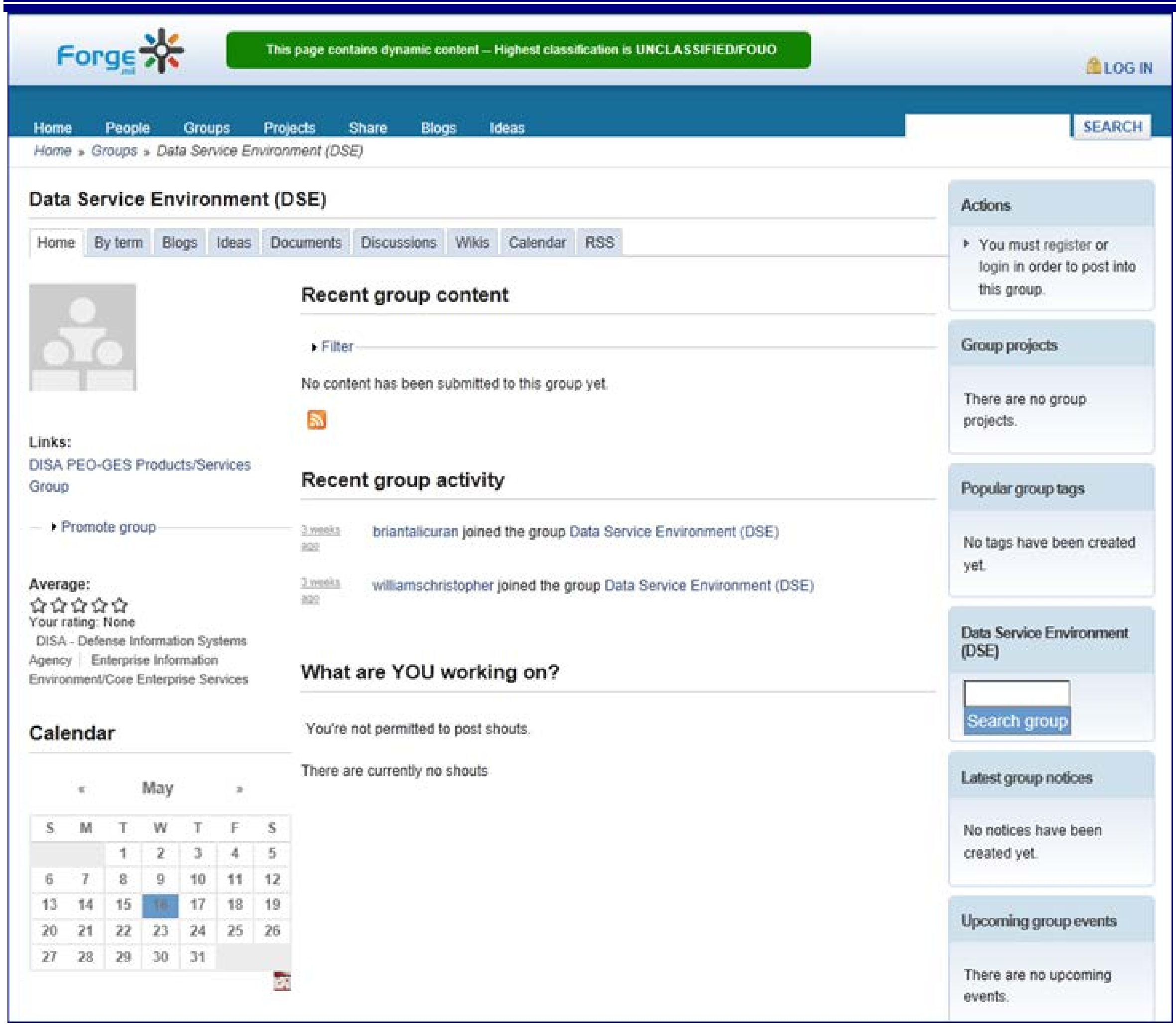


Figure 380. DSE group page on Community.Forge.mil website

Chapter 10. Namespace Administration

You will have access to and can manage only those namespaces for which you are an administrator or manager.

If you are an authorized DSE Namespace Administrator or manager the namespace management capability is available to you through the **Publication Management** section of your Home page.

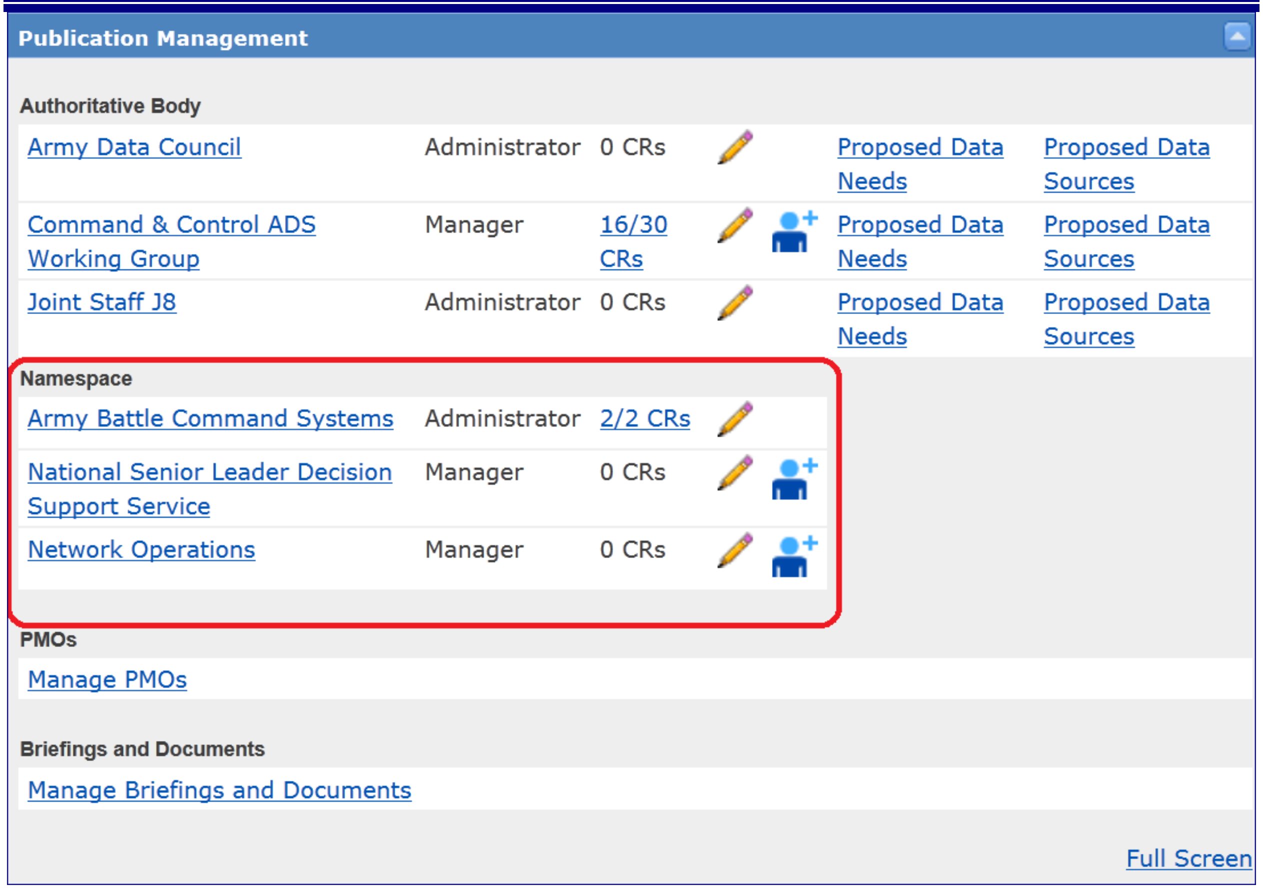


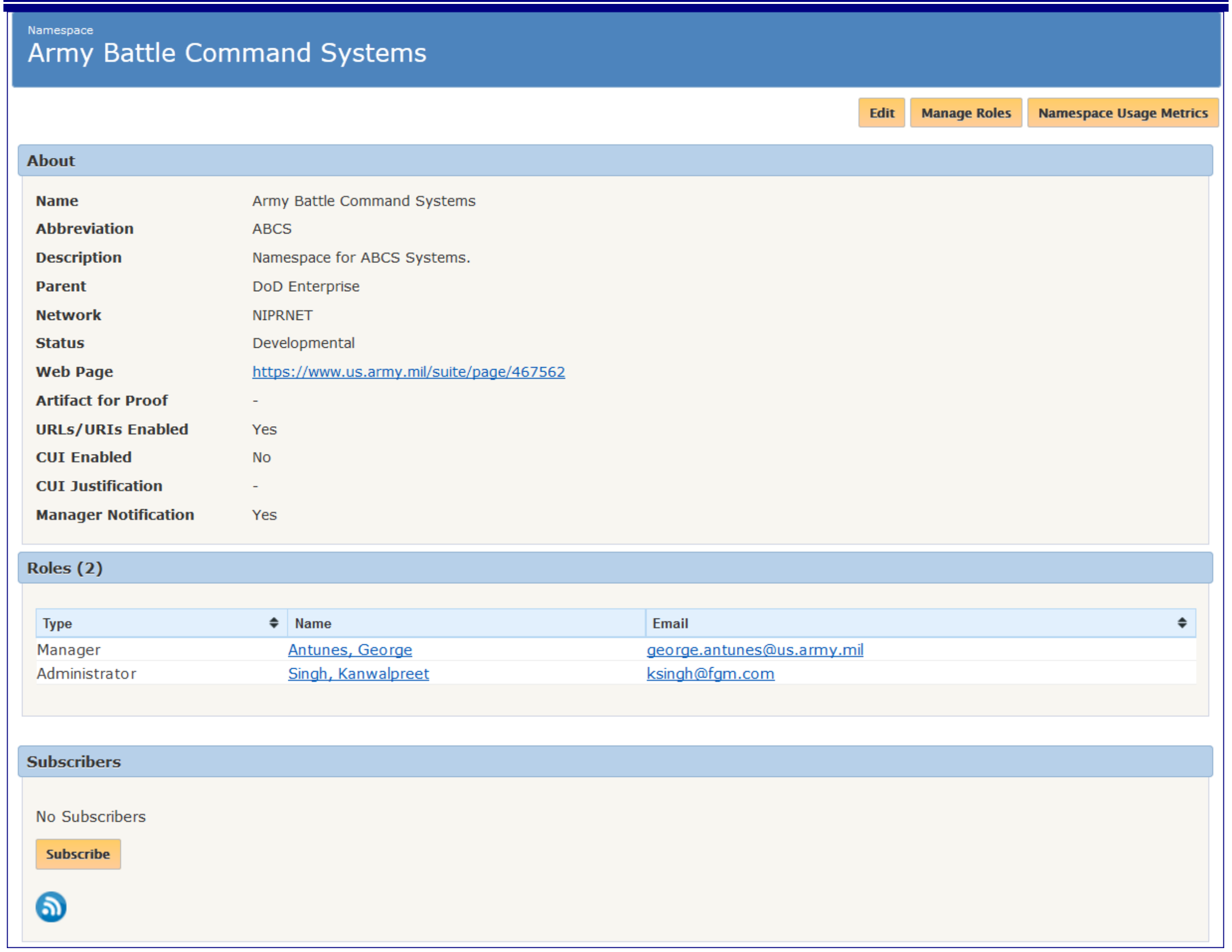
Figure 381. Publication Management section - Namespace administration

This capability enables you to view the namespace details, edit namespace details, manage roles for the namespace, update package status within a namespace, update data currency for a package within a namespace, manage change requests within a namespace, edit submission packages, package resources, and taxonomies within a namespace, access namespace usage metrics, manage governance relationships for the namespace, access archived resources within a namespace, and update CUI resource access within a namespace. For information about managing change requests submitted for resources within a namespace, see the Managing a Request For Change for the Resource section of this manual.

Viewing Namespace Details

Perform the following steps to access the Namespace details for the namespaces that you are authorized to manage:

1. Access the Publication Management section of your Home page. Click on the name link for the namespace for which you want to view details. The namespace details page is displayed.


Namespace
Army Battle Command Systems
Edit
Manage Roles
Namespace Usage Metrics
About
Name Army Battle Command Systems
Abbreviation ABCS
Description Namespace for ABCS Systems.
Parent DoD Enterprise
Network NIPRNET
Status Developmental
Web Page https://www.us.army.mil/suite/page/467562
Artifact for Proof -
URLs/URIs Enabled Yes
CUI Enabled No
CUI Justification -
Manager Notification Yes
Roles (2)
Type Name Email
Manager Antunes, George george.antunes@us.army.mil
Administrator Singh, Kanwalpreet ksingh@fgm.com
Subscribers
No Subscribers
Subscribe

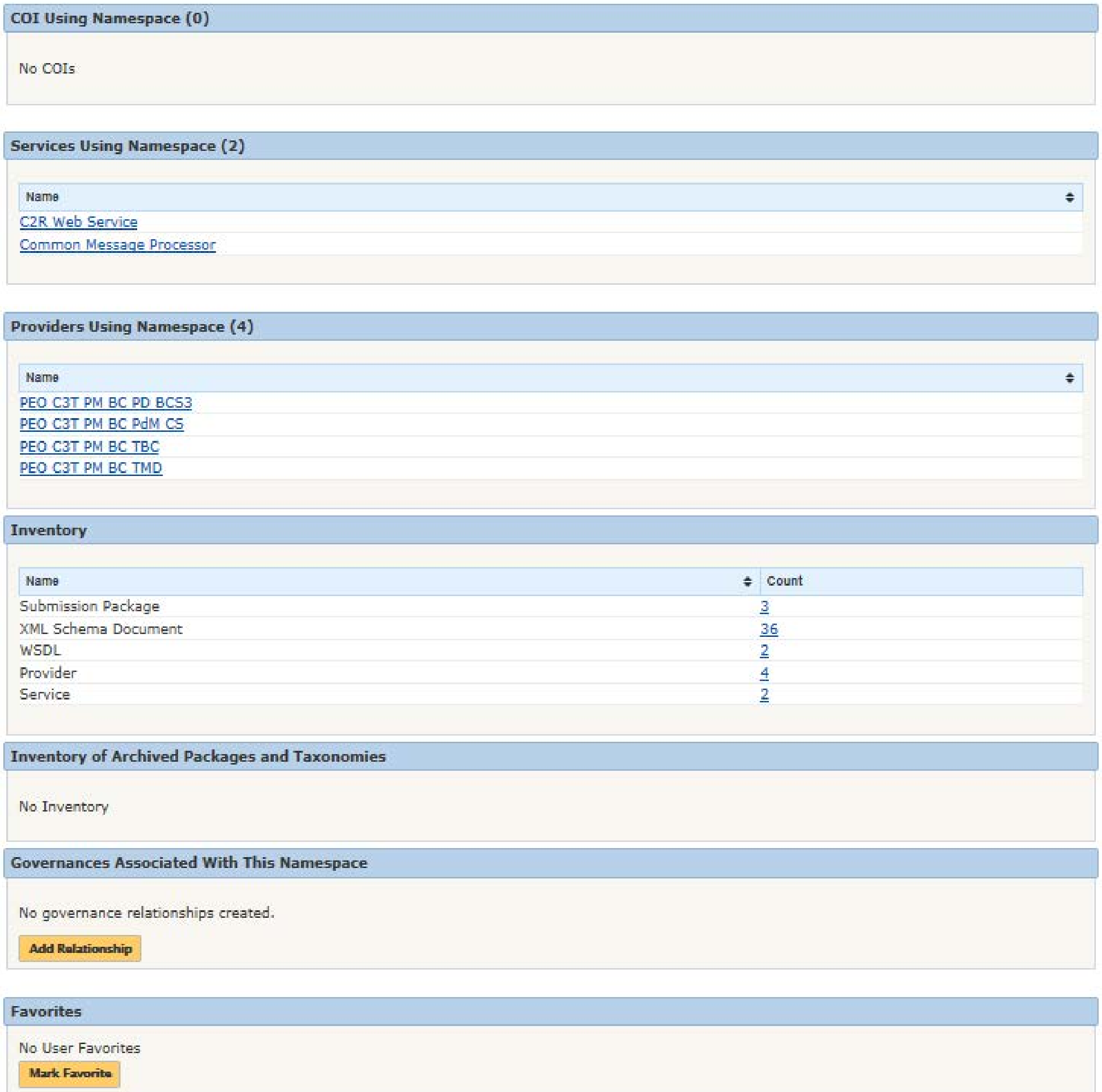


Figure 382. Namespace details page

Editing Namespace Details

Perform the following steps to edit the namespace details:

1. Access the Publication Management section of your Home page.

2. Click on the **Edit** icon for the namespace for which you want to update the details. The edit page for the namespace is displayed. Alternatively, you can first access the namespace details page by clicking on the namespace name link from the Publication Management section and then click on the **Edit** button on the namespace details page.

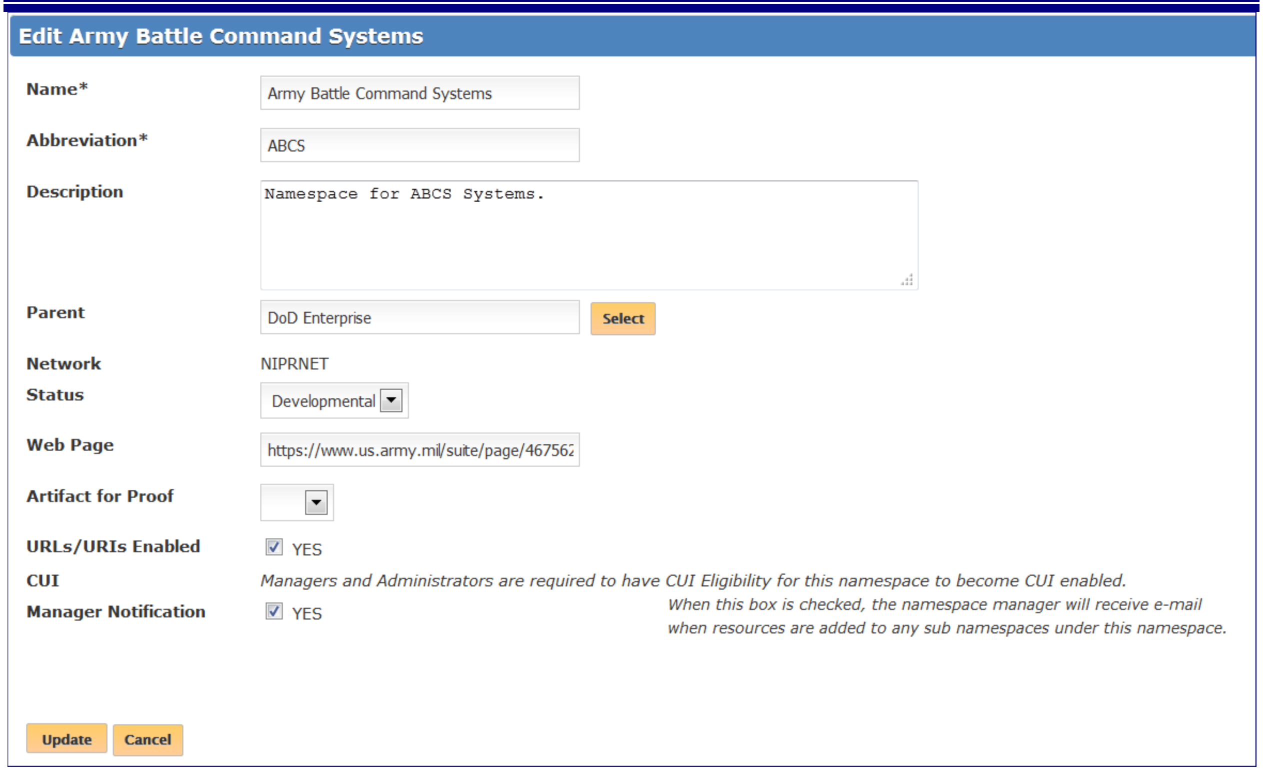


Figure 383. Namespace edit page

3. Modify the information as needed. Information is required for fields marked with an asterisk (*).

Table 32. Editing namespace details

Field Name	Field Value
Name*	Name of the namespace.
Abbreviation*	Abbreviation of the namespace.
Description	A description of the namespace.
Parent	The parent namespace under which the namespace will be located. You can select a namespace by clicking on the **Select** button.
Network	The network on which the namespace will reside.
Status	The current status of the namespace.
Web Page	The URL of the web page where the namespace will reside.
Artifact for Proof	A document or URL that validates the namespace. Select **File** from the drop-down to upload a file, or select **URL** to enter a URL.
Artifact for Proof File	This field displays the file name if you select **File** in the Artifact for Proof drop-down field above. If you need to remove the file, click on the **Clear File** button.

Field Name	Field Value
Artifact for Proof URL	This field is available if you select **URL** in the Artifact for Proof drop-down field. Enter the URL for a network-accessible resource that validates the namespace.
URLs/URIs Enabled	Select the checkbox if you want the URLs/URIs to the artifacts submitted to the namespace enabled.
Manager Notification	Select the checkbox if you want the namespace manager to be notified when any resources are added to the sub-namespaces under this namespace.

4. Click **Update**.

Managing Namespace Roles

There are various roles within the namespace that may be assigned.

> Only a namespace manager can manage and assign roles within the namespace.

The namespace roles include:

- *Administrator*: Each namespace may have zero or multiple administrators. The administrator may update the namespace details, manage packages in the namespace, update data currency for a package within the namespace, manage change requests within the namespace, edit submission packages, package resources, and taxonomies within the namespace, manage governance relationships for the namespace, access archived resources within a namespace, and update CUI resource access within a namespace.

- *Manager*: Each namespace can have one or multiple managers. A manager may update the namespace details, manage packages in the namespace, assign namespace roles, update data currency for a package within the namespace, manage change requests within the namespace, edit submission packages, package resources, and taxonomies within the namespace, manage governance relationships for the namespace, access archived resources within a namespace, and update CUI resource access within a namespace.

- *Point-of-Contact*: Each namespace may have zero or more points of contact. The points of contact do not have administrative roles. They are listed as a contact for the namespace.

To manage namespace roles perform the following steps:

1. Access the Publication Management section of your Home page.

2. Click on the **Edit Roles**  icon for the namespace for which you need to manage the roles. The Manage Roles page for the namespace is displayed. Alternatively, you can first access the namespace details page by clicking on the namespace name link from the Publication Management section and then clicking on the **Manage Roles** button on the namespace details page.

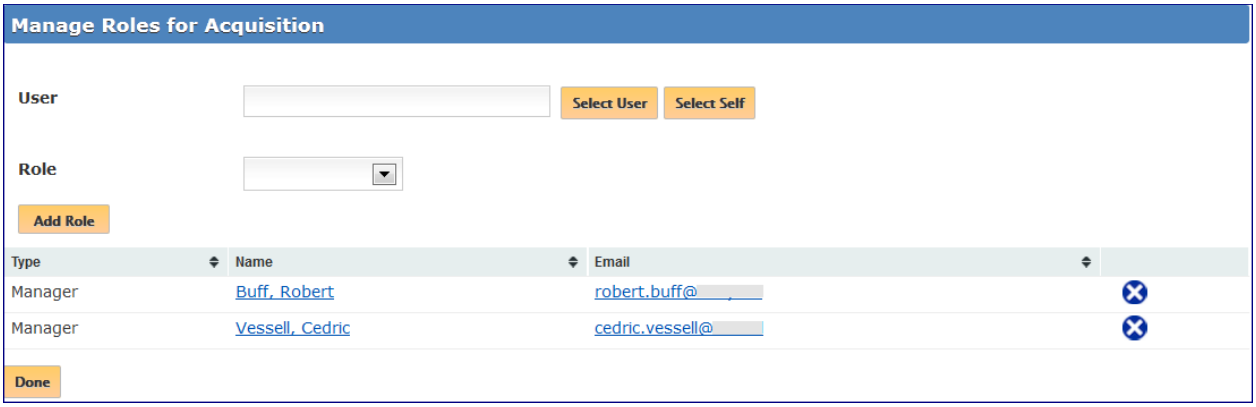


Figure 384. Manage Roles page for the namespace

3. This page displays a list of current roles/users for the namespace. From this list you can access user details by clicking on the name link of the user. Also, you can contact a user by clicking on the email address for the user.
4. To select a user to whom you need to assign a role in the namespace click on the **Select User** button. The Select User window is displayed. Search for a user either in alphabetical order or by name. Click **Add** to select the user.
5. Alternatively, if you need to assign yourself a role in the namespace, select yourself by clicking on the **Select Self** button.
6. Select the needed role from the **Role** drop-down list.
7. Click **Add Role**. The role and the related user details are displayed below the **Add Role** button on the page.
8. If you need to revoke the role for a user from the current roles/users list, click on the **Delete**  icon for the user.

Note that the Manager role is required for the Namespace. You can remove a Manager role from the Manage Roles page only if more than one Managers are assigned to the Namespace. If just one Manager is assigned to the Namespace, you cannot delete that Manager.

9. Click **Done**.

Accessing Namespace Usage Metrics

The Usage Metrics report for a namespace provides a summary of resource inventory and a summary of views, downloads, and subscriptions of resources by type in the namespace. The CSV reports provide a list of top viewed, downloaded and subscribed resources in the namespace in a CSV format.

Perform the following steps to access the usage metrics report for a namespace:

1. Access the namespace details page by clicking on the namespace name link from the Publication Management section of your Home page (see above).

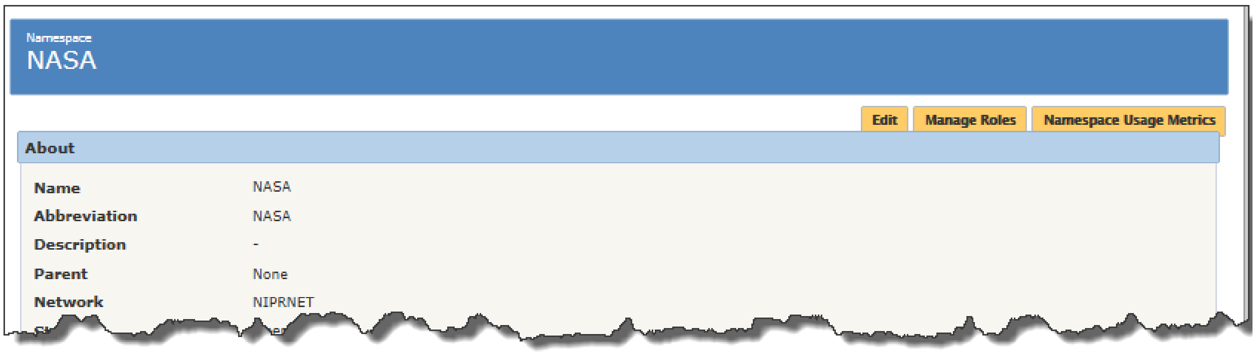


Figure 385. Namespace Details page

2. Click on the **Namespace Usage Metrics** button on the top right of the page. The Namespace Metric Reports page is displayed.

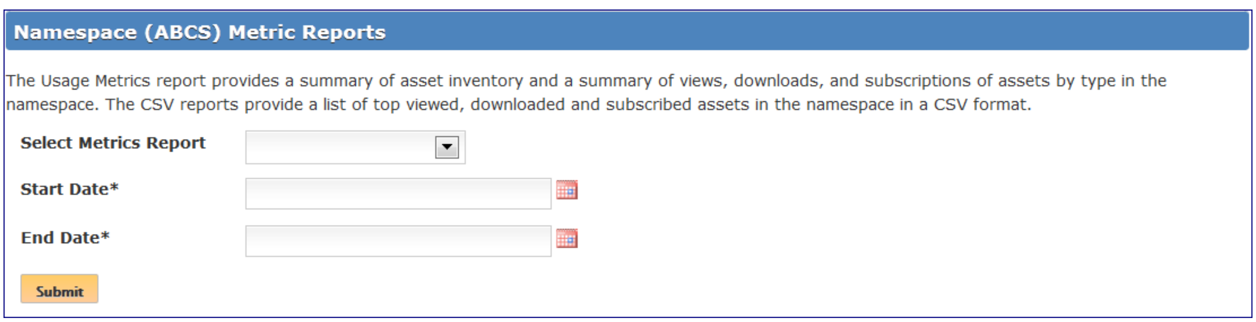


Figure 386. Namespace Metric Reports page

3. Select a report from the metrics report drop-down.
4. Provide the date range by entering a starting and a ending date.
5. Click **Submit**. The file download window for the report is displayed.
6. You can choose to either open the report or save the report to your computer.
7. If you choose to open the report, you can choose to open it in Microsoft Excel, which is the default application to open the report.

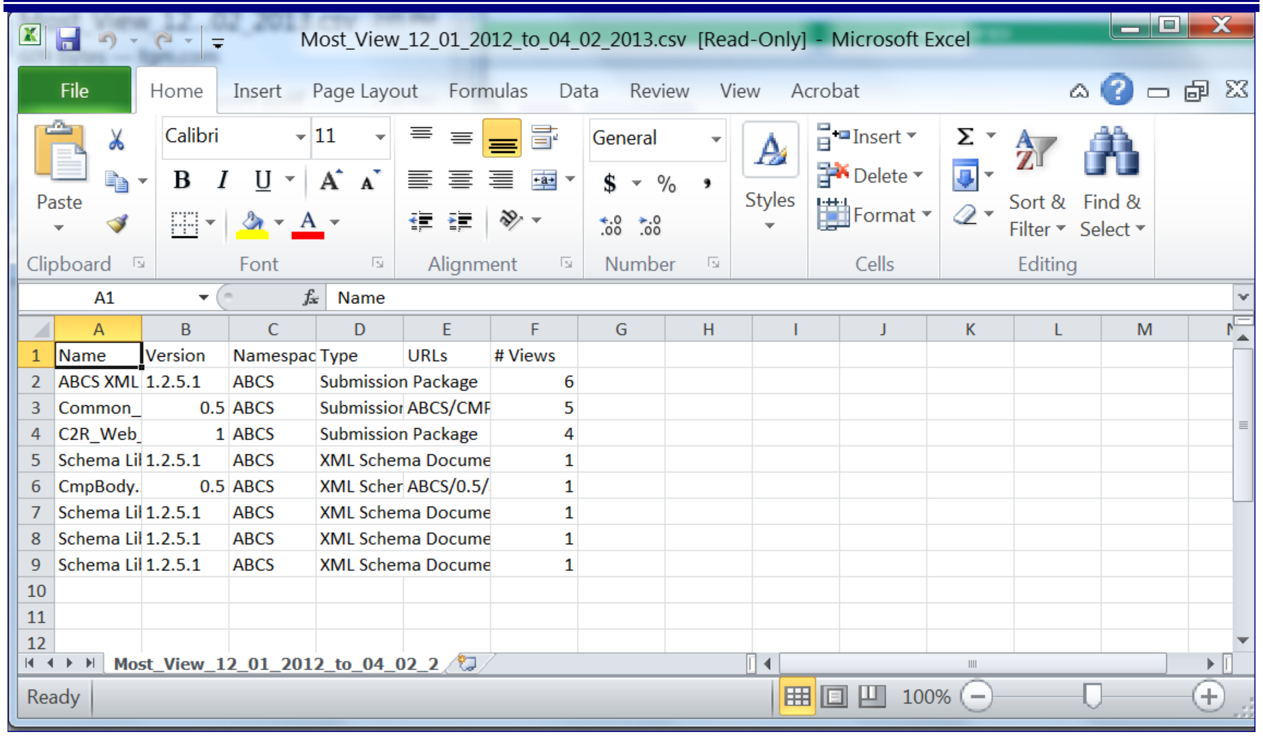


Figure 387. Namespace Usage Metrics report

8. Otherwise if you choose to save the report, it is saved on your computer as a CSV file. You can locate the saved file in your designated downloads directory.

Updating a Package's Status

Perform the following steps to edit the status of a submission package within a namespace:

1. Access the namespace details page. See the [Viewing Namespace Details] section of this manual.
2. In the Inventory section of the namespace details page, click on the number under the Count column for packages. The system displays the list of packages in the namespace.

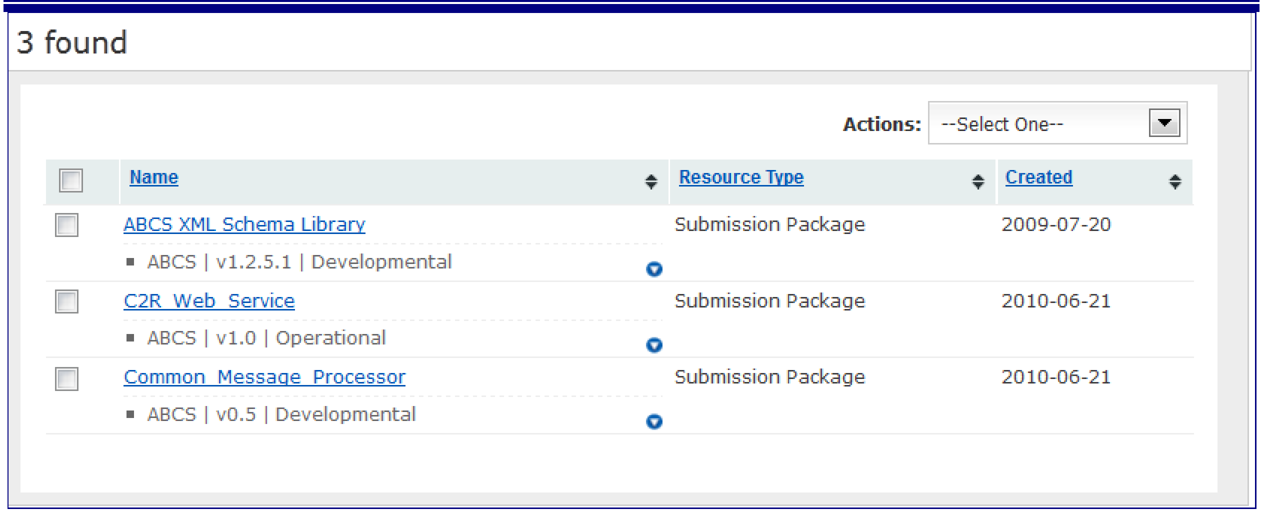


Figure 388. List of packages in the namespace

3. Click on the name link for a submission package on the list to display the package details page.

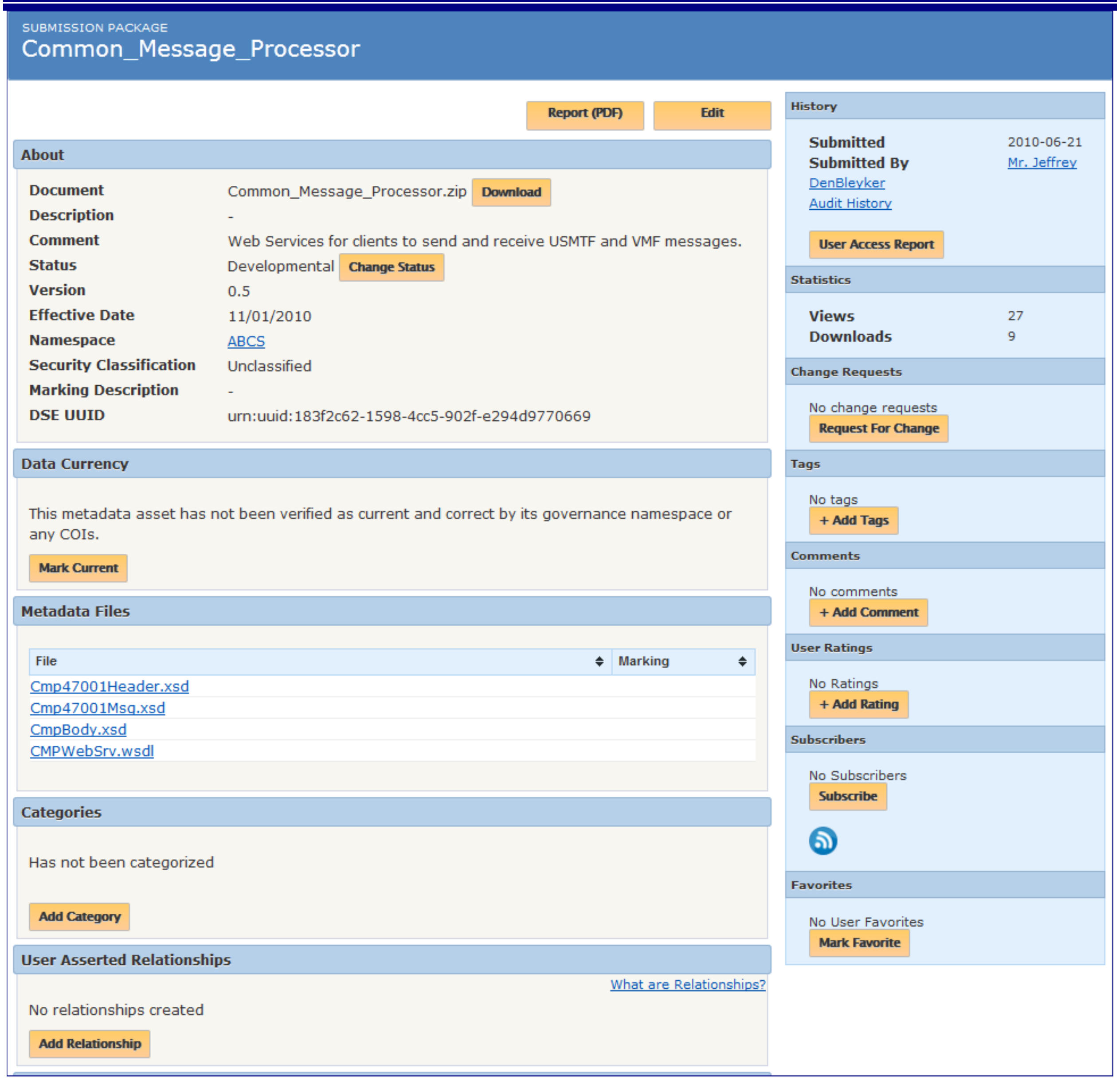


Figure 389. Package details page

4. From the submission package details page, click on the **Change Status** button. The Change Status window is displayed.

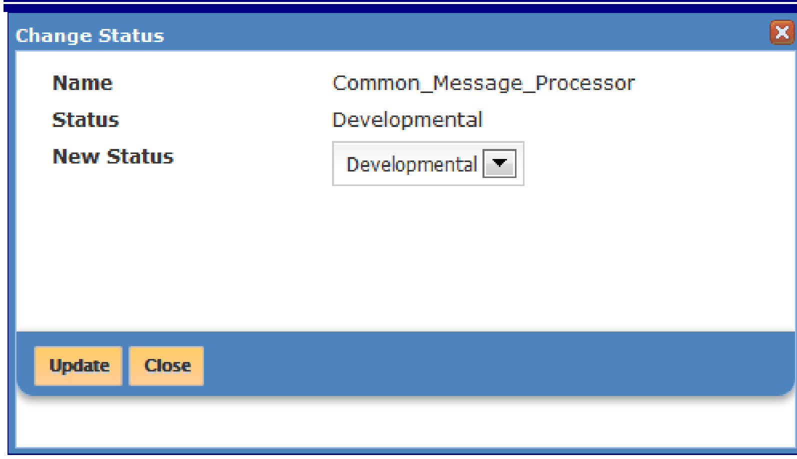


Figure 390. Change Status window

5. From the New Status drop-down list select the needed status for the package.
6. Click **Update**. The updated package status is reflected on the submission package details page.

You can similarly access and update the details for other resources listed for the namespace as well.

Updating Data Currency

As a namespace administrator you can update the data currency marking for a package or taxonomy within the namespace to indicate they are current and correct according to the rules of the namespace. You can do that through the package details and taxonomy details page accessed from the Inventory section of the namespace details page.

DSE applies the currency marking of a package to the resources contained inside the marked package. A package or taxonomy can be marked as current by more than one marking body. For instance, if a package is marked current on behalf of the namespace where it resides, it can also be marked current on behalf of a COI. If a package has been marked Current, the Data Currency section of the resource details page of a resource inside the package displays details such as the name of the parent package to which the resource belongs, user, Namespace/COI, and date and the currency level such as “Current”.

To edit the data currency status of a package or taxonomy within a namespace, perform the following steps:

1. Access the namespace details page. See the Viewing Namespace Details section of this manual.
2. In the Inventory section of the namespace details page, click on the number under the Count column for submission packages. The system displays the list of packages in the namespace.

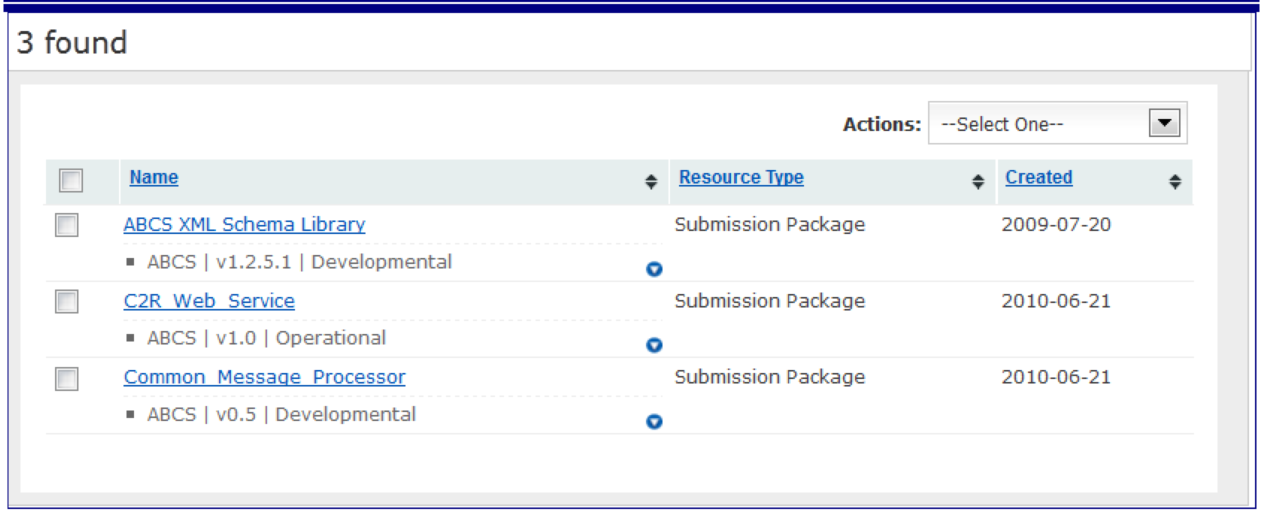


Figure 391. List of packages in the namespace

3. Click on the name link for a submission package on the list to display the package details page.

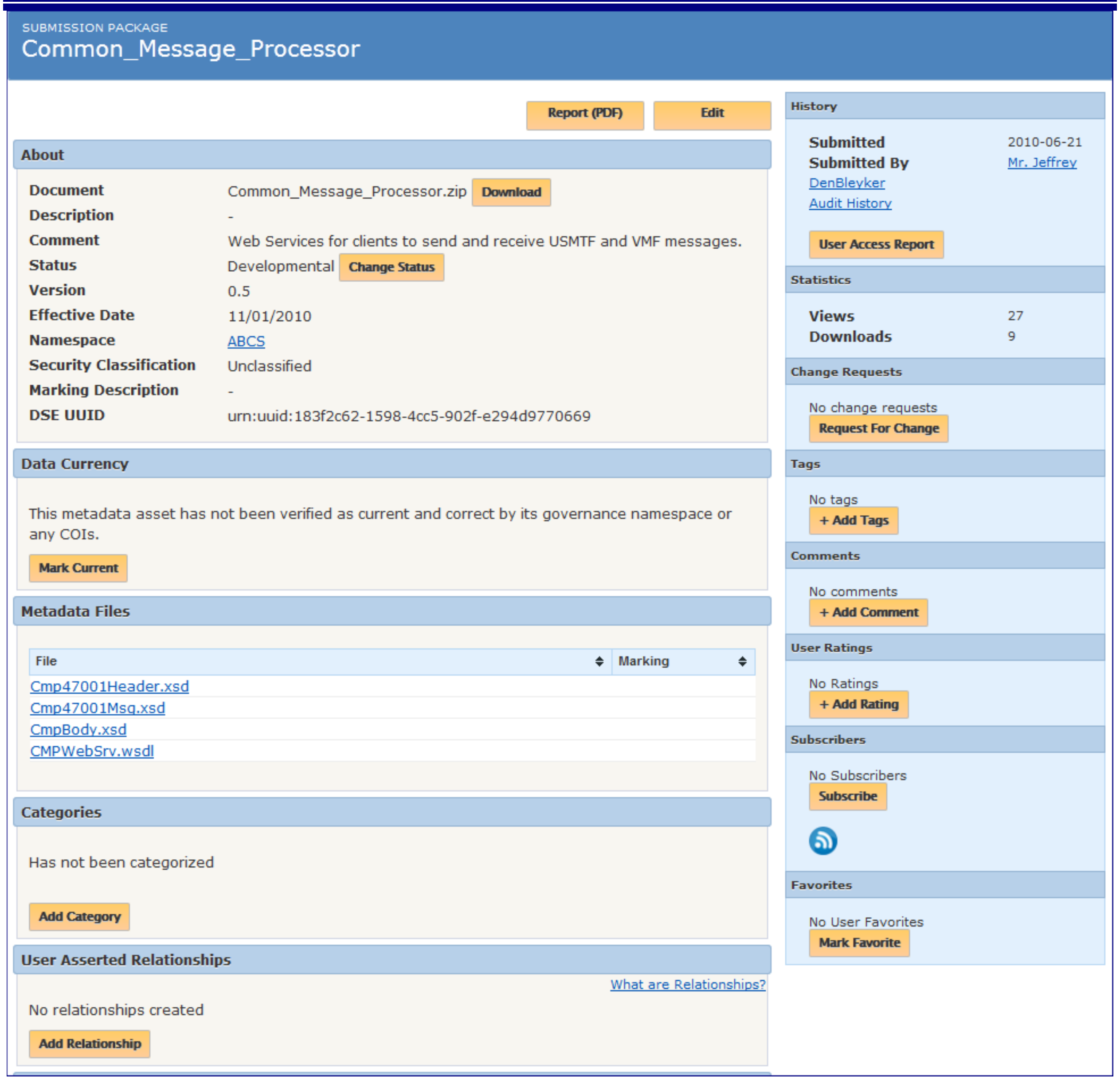


Figure 392. Package details page

4. From the submission package details page click on the **Mark Current** button in the Data Currency section. The Mark as Current window is displayed.

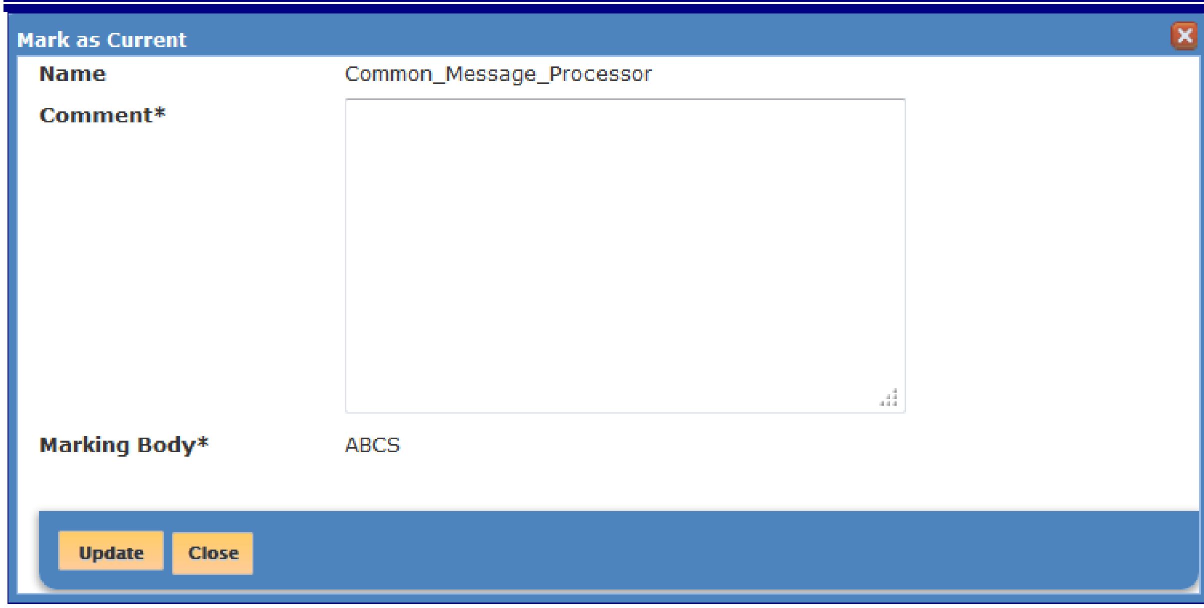
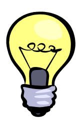


Figure 393. Marking a package as current

5. Enter any comments in the Comment field.
6. Select the marking body on behalf of which you are marking the resource current (namespace, COI, service provider). If you do not have admin roles for multiple governances, there will only be one option for marking body, and it will be read-only on the form.
7. Click **Update**.



You can delete currency markings that you previously added by clicking on the **Delete** icon for the currency marking.

To delete a currency marking that was added by a different user, submit a feedback request. A Tier II administrator can then delete the currency marking.

A package or taxonomy can be marked as current by more than one marking body. For instance, if a package is marked current on behalf of the namespace where it resides, it can also be marked current on behalf of a COI.

Editing / Deleting Submission Packages, Package Resources, and Taxonomies in a Namespace

As a namespace manager and namespace administrator you can edit or delete resources such as submission packages, package resources, and taxonomies existing under that namespace.

A submission package cannot be deleted if a resource within the package is being referenced by other resources. For example, if a metadata file such as a WSDL within a package is being used by a service, that package cannot be deleted.

Perform the following steps to edit or delete the resources within a namespace:

1. Access the namespace details page. See the Viewing Namespace Details section of this manual.
2. In the Inventory section of the namespace details page, click on the number under the Count column for packages, package resources, or taxonomies. Depending on your selection, the system displays the list of packages, package resources, or taxonomies in the namespace.

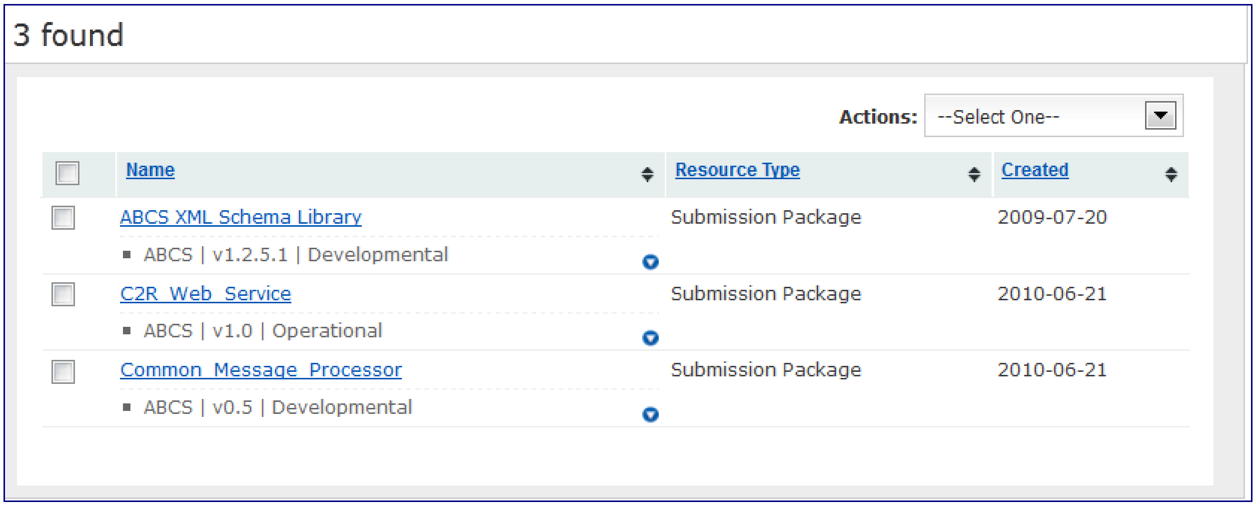


Figure 394. List of packages in the namespace

3. Click on the name link for a submission package, package resource, or taxonomy on the list to display the related details page. Click on the **Edit** button.

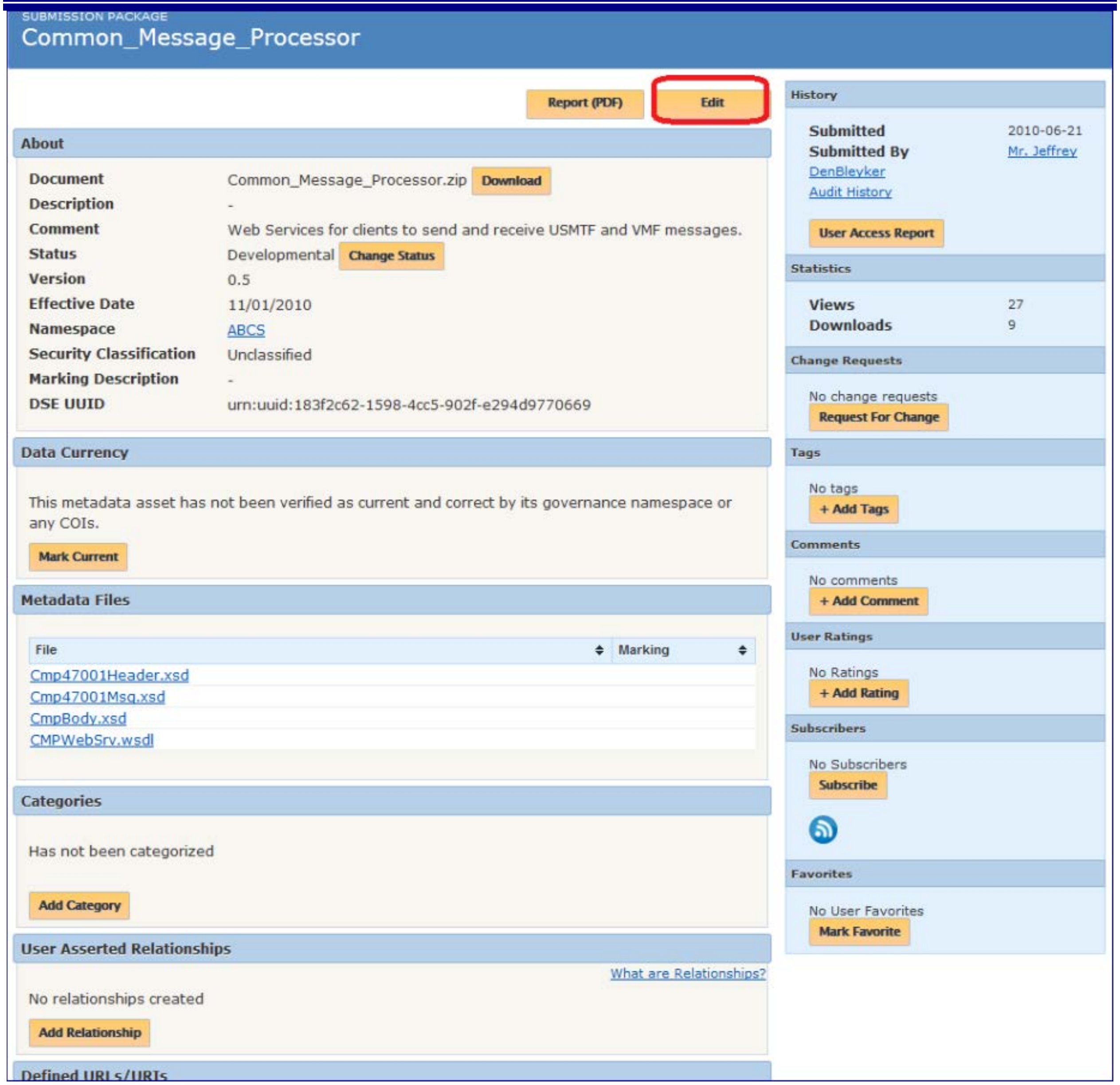


Figure 395. Package details page – Edit button

The resource edit page is displayed.

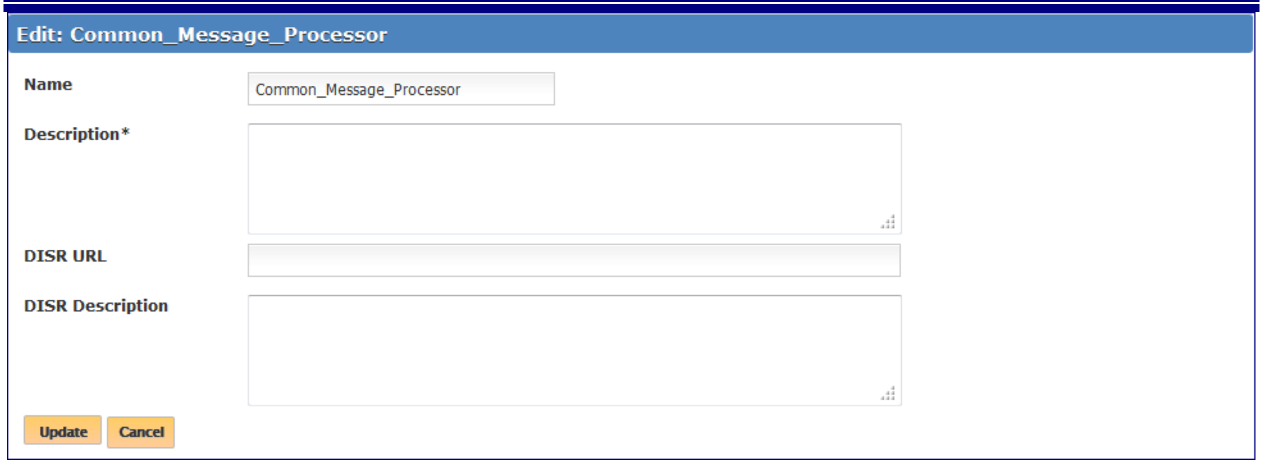


Figure 396. Submission Package edit page

4. Make changes to the details as needed.
5. Click **Update**.
6. To delete a package or a taxonomy, click on the **Delete** button on the related details page. Note that the **Delete** button is available only if the package or taxonomy is not being referenced by another resource. Also, for a submission package the **Delete** button is not available if a resource within the package is being referenced by another resource in DSE.

Accessing Archived Resources Under a Namespace

In DSE, resources submitted prior to 2007 are set to an Archived status to increase the discoverability of active, operational resources. These Archived resources are not discoverable through the Find functionality. Perform the following steps to access the archived resources stored under a namespace:

1. Access the namespace details page. See the Viewing Namespace Details section of this manual.

2. In the Inventory of Archived Packages and Taxonomies section of the details page, click on the number link under the Count column for packages or taxonomies.

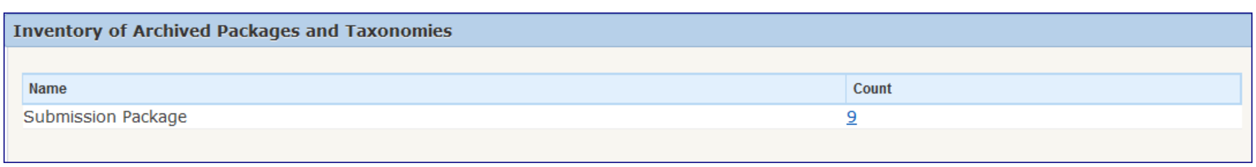
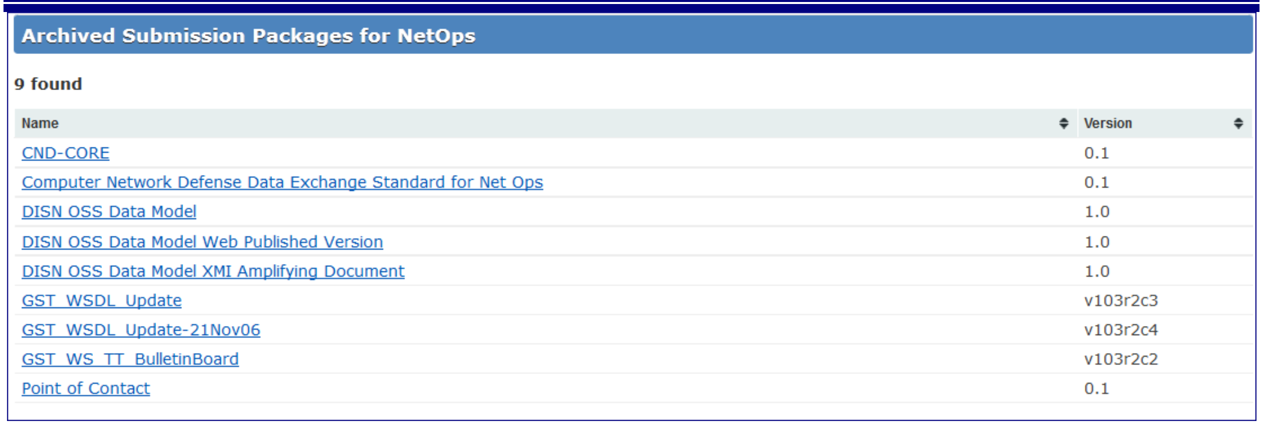


Figure 397. Archived packages and taxonomies section

The system displays the list of archived packages or taxonomies in the namespace, based on your selection.



Archived Submission Packages for NetOps

9 found

Name	Version
CND-CORE	0.1
Computer Network Defense Data Exchange Standard for Net Ops	0.1
DISN OSS Data Model	1.0
DISN OSS Data Model Web Published Version	1.0
DISN OSS Data Model XMI Amplifying Document	1.0
GST_WSDL_Update	v103r2c3
GST_WSDL_Update-21Nov06	v103r2c4
GST_WS_TT_BulletinBoard	v103r2c2
Point of Contact	0.1

Figure 398. Archived packages for a namespace

3. From the list, access the details page for a package or a taxonomy by clicking on the package or taxonomy name link, respectively.

Accessing Governance Relationships for the Namespace

Perform the following steps to access the list of governance bodies such as authoritative bodies, COIs, and service providers associated with a namespace:

1. Access the namespace details page. See the Viewing Namespace Details section of this manual.

   The Governances Associated With This Namespace section of the details page lists the governances, if any, associated with the namespace.

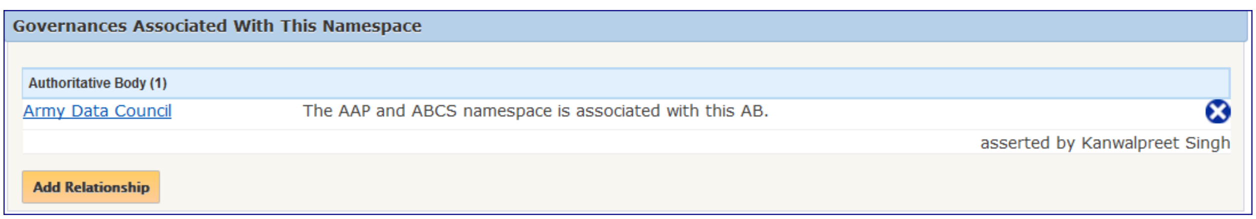


Figure 399. Governances associated with the namespace

2. Click on the name link of the governance body to access the details page for it.

3. If you are a namespace manager or administrator, you can add a governance relationship for the namespace. Click on the **Add Relationship** button. The Add Governance Relationship page is displayed.

Figure 400. Adding a governance relationship

4. Select a governance body type (Authoritative Body, COI, or Provider) from the Associate with drop-down. A list of governance bodies is displayed based on the selected governance body type.

5. Select the governance body you need and add any comments. To learn more about governance relationships, click on the **More About Governance Relationships** link at the top right of the page.

6. Click **Submit**.

7. If you are a namespace manager or administrator, you can remove an existing governance relationship for the namespace by clicking on the **Delete** icon for the relationship.

Marking Namespace as Favorite

Click the **Mark Favorite** button on the namespace details page to mark a namespace as a favorite and have it display in the “My Favorites” page.

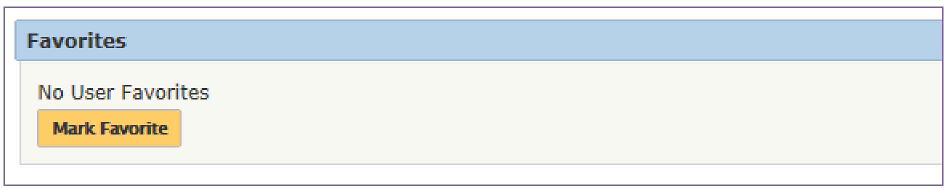


Figure 401. Favorites section on Namespace details page

If you want to remove a namespace from your favorites, then click the **Remove Favorite** button on the namespace details page.

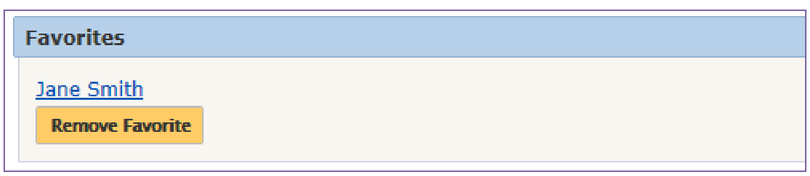


Figure 402. Remove Favorite on Namespace details page

Updating CUI Asset Access

The namespace administrator capability allows you to manage CUI Access to assets in a CUI-enabled namespace.

Alternatively, you can access the CUI Asset Registrations from the package details page. See CUI Asset Registrations, and then follow steps 3 – 6 below.

To edit the CUI access to assets in a CUI-enabled namespace perform the following steps:

1. Access the namespace details page for a CUI-enabled namespace. See the Viewing Namespace Details section of this manual.
2. Access the CUI Asset Registrations section of the namespace details page. A list of all users who have requested access to CUI-marked assets in your namespace and the assets/resources is displayed.

CUI Asset Registrations (15)

User	Resource	Status
Amit Daswani	C2 Core (C2CORE, v2.0)	Approved
Charles Chipman	C2 Core (C2CORE, v2.0)	Approved
Curtis Blais	C2 Core (C2CORE, v2.0)	Pending
Christopher Pike	C2 Core (C2CORE, v2.0)	Pending
Connie McCoy	C2 Core (C2CORE, v2.0)	Approved
Christopher Cannon	C2 Core (C2CORE, v2.0)	Approved
Daniel Behringer	C2 Core (C2CORE, v2.0)	Pending
Jack Murphy	C2 Core (C2CORE, v2.0)	Approved
Kevin Gupton	C2 Core (C2CORE, v2.0)	Approved
Michael Russell	C2 Core (C2CORE, v2.0)	Approved
Matthew Jacobs	C2 Core (C2CORE, v2.0)	Approved
Peter Attas	C2 Core (C2CORE, v2.0)	Approved
Richard Olcott	C2 Core (C2CORE, v2.0)	Pending
Robert Beardsworth	C2 Core (C2CORE, v2.0)	Approved
W. Jacob Satterfield	C2 Core (C2CORE, v2.0)	Approved

Figure 403. Users requesting CUI access

3. To change the CUI status for a user, click on their current status link. The Update CUI Asset Eligibility page is displayed.

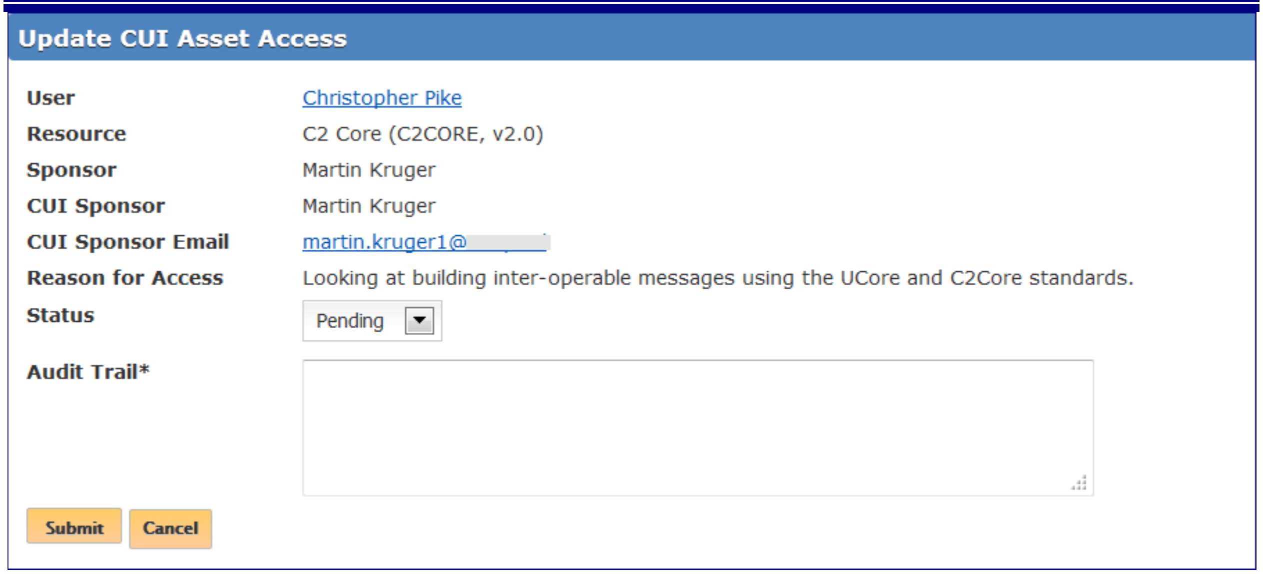


Figure 404. Updating CUI Eligibility

4. Update the status as needed.
5. Provide an audit trail. You must enter an Audit Trail for each status that you update. Emails can be pasted into the Audit Trail box.
6. Click **Submit**.

Note that the users whose CUI Eligibility has expired are also displayed, but their CUI Access cannot be changed until they have renewed their Eligibility.

Chapter 11. Authoritative Body Administration

You will be able to perform the functions described in this chapter if you are an Authoritative Body Administrator or Manager. You can perform the authoritative body administration tasks from the **Publication Management** section of your Home page.

> You can perform the authoritative body administration tasks only for those authoritative bodies for which you are an administrator or manager.

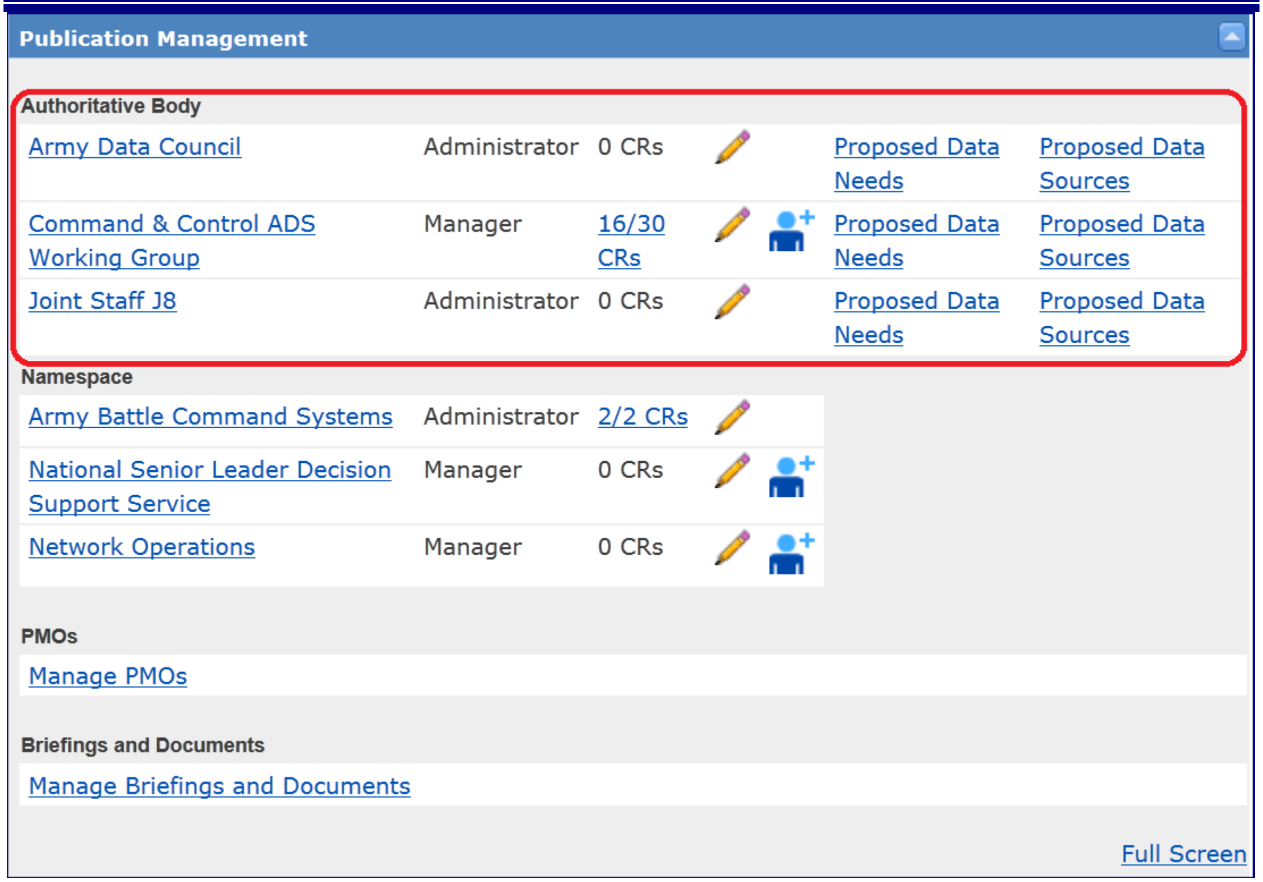


Figure 405. Publication Management section – Authoritative body administration

This capability enables you to view the authoritative body details, manage change requests submitted for resources associated with the authoritative body, edit authoritative body details, manage roles within the authoritative body, view a list of data needs with the status of Proposed, view a list of data sources with the status of Proposed, manage governance relationships for the authoritative body, manage resources associated with the authoritative body, and manage/customize associated data need profile/system profile/data source profile. For information about managing change requests submitted for resources associated with the authoritative body, see the Managing a Request For Change for the Resource section of this manual. For information about specific authoritative body roles and responsibilities, see the Authoritative Body Roles and Capabilities section.

Authoritative Body Roles and Capabilities

The following table details various authoritative body roles and corresponding capabilities.

Table 33. Authoritative Body Roles and Corresponding Capabilities

Authoritative Body Role	Can perform these actions
Administrator	• Edit the Authoritative Body data • Edit the Authoritative Body profiles • Update the status of data needs associated with the Authoritative Body • Update the status of data sources associated with the Authoritative Body • Update the data of data needs associated with the Authoritative Body • Update the data of data sources associated with the Authoritative Body • Update the data of any systems or data producers in DSE • Manage change requests
Manager	• Edit the Authoritative Body data • Edit the Authoritative Body profiles • Manage Authoritative Body roles including the Manager and Administrator roles • Update the status of data needs associated with the Authoritative Body • Update the status of data sources associated with the Authoritative Body • Update the data of data needs associated with the Authoritative Body • Update the data of data sources associated with the Authoritative Body • Update the data of any systems or data producers in DSE • Manage change requests
Data Steward	• Receive notifications when data sources move from proposed to reviewed state and from reviewed to approved/rejected state.

The following table lists various events and the corresponding notification actions taken by the system.

Table 34. Events and the corresponding actions

Event	Notification Action
Add New data source	For each data need/Authoritative Body, notify: • Authoritative Body manager/administrators • Parent Authoritative Body manager/ administrators
Propose new data need/Authoritative Body for data source	Notify: • Authoritative Body manager/ administrators • Parent Authoritative Body manager/ administrators
Update data need/ Authoritative Body for data source, status changed	Notify: • Authoritative Body manager/ administrators • Data source creator • Data source authority proposer • Parent Authoritative Body manager/ administrators
Data source expiring	For each data need/Authoritative Body, notify: • Authoritative Body manager/ administrators • Data source creator • Data source authority proposer • Parent Authoritative Body manager/ administrators
Data source update	For each data need/Authoritative Body, notify: • Authoritative Body manager/ administrators • Data source creator • Data source authority proposer • Parent Authoritative Body manager/ administrators
Update data need/ Authoritative Body for data source, status not changed	For each data need/Authoritative Body, notify: • Authoritative Body manager/ administrators • Parent Authoritative Body manager/ administrators
Add system to data source	For each data need/Authoritative Body, notify: • Authoritative Body manager/ administrators • Parent Authoritative Body manager/ administrators
Remove system from data source	For each data need/Authoritative Body, notify: • Authoritative Body manager/ administrators • Parent Authoritative Body manager/ administrators
Data need update	Notify: • Authoritative Body manager/ administrators • Parent Authoritative Body manager/ administrators

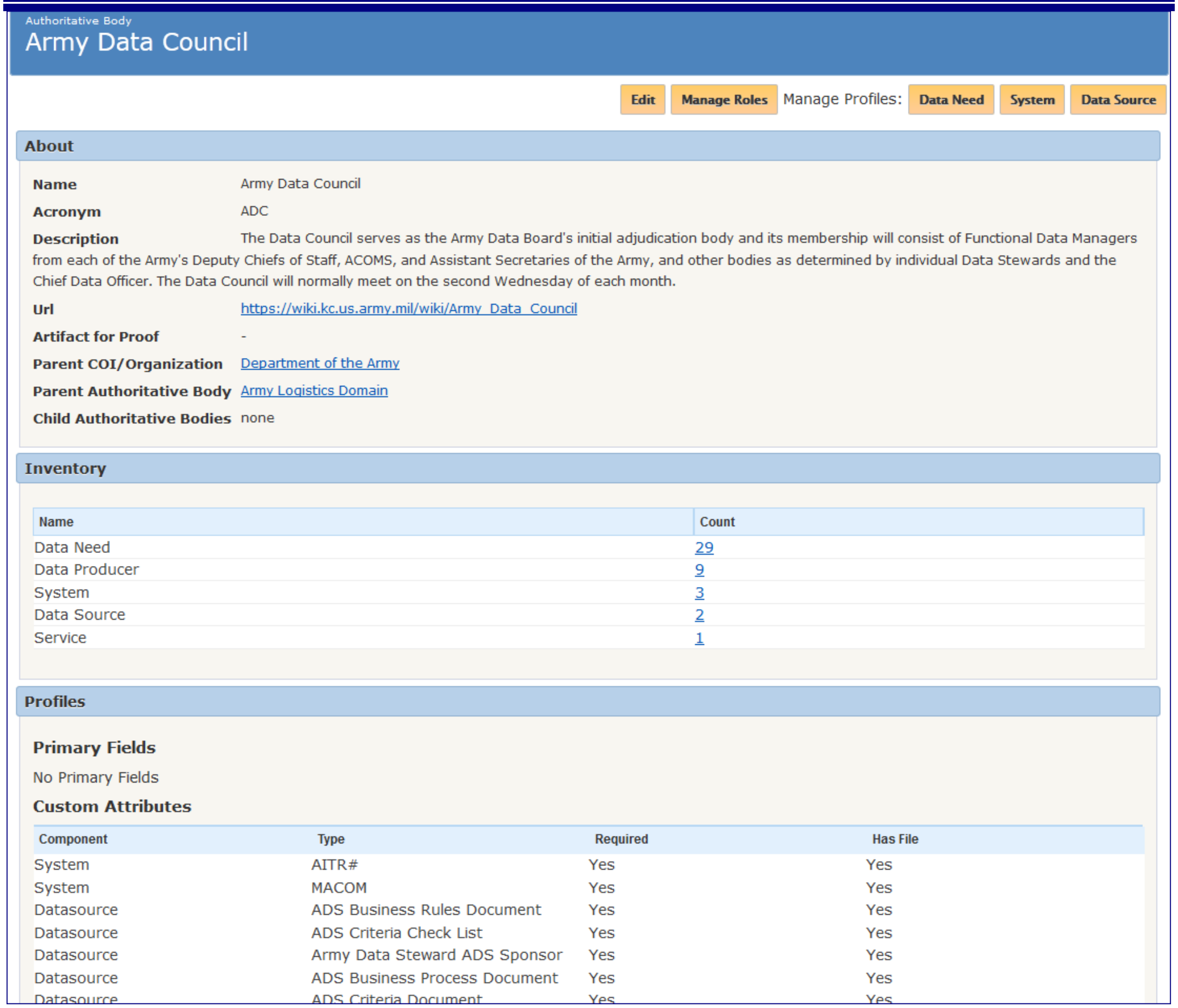
Event	Notification Action
System update	For each data need/Authoritative Body, notify: • Authoritative Body manager/ administrators • Parent Authoritative Body manager/ administrators

Viewing Authoritative Body Details

Perform the following steps to access the authoritative body details for the authoritative bodies that you are authorized to manage:

1. Access the Publication Management section of your Home page.

2. Click on the name link for the authoritative body for which you want to view details. The authoritative body details page is displayed.



Authoritative Body

Army Data Council

Edit | Manage Roles | Manage Profiles: | Data Need | System | Data Source

About

Name Army Data Council

Acronym ADC

Description The Data Council serves as the Army Data Board's initial adjudication body and its membership will consist of Functional Data Managers from each of the Army's Deputy Chiefs of Staff, ACOMS, and Assistant Secretaries of the Army, and other bodies as determined by individual Data Stewards and the Chief Data Officer. The Data Council will normally meet on the second Wednesday of each month.

Url https://wiki.kc.us.army.mil/wiki/Army_Data_Council

Artifact for Proof -

Parent COI/Organization Department of the Army

Parent Authoritative Body Army Logistics Domain

Child Authoritative Bodies none

Inventory

Name	Count
Data Need	29
Data Producer	9
System	3
Data Source	2
Service	1

Profiles

Primary Fields

No Primary Fields

Custom Attributes

Component	Type	Required	Has File
System	AITR#	Yes	Yes
System	MACOM	Yes	Yes
Datasource	ADS Business Rules Document	Yes	Yes
Datasource	ADS Criteria Check List	Yes	Yes
Datasource	Army Data Steward ADS Sponsor	Yes	Yes
Datasource	ADS Business Process Document	Yes	Yes
Datasource	ADS Criteria Document	Yes	Yes

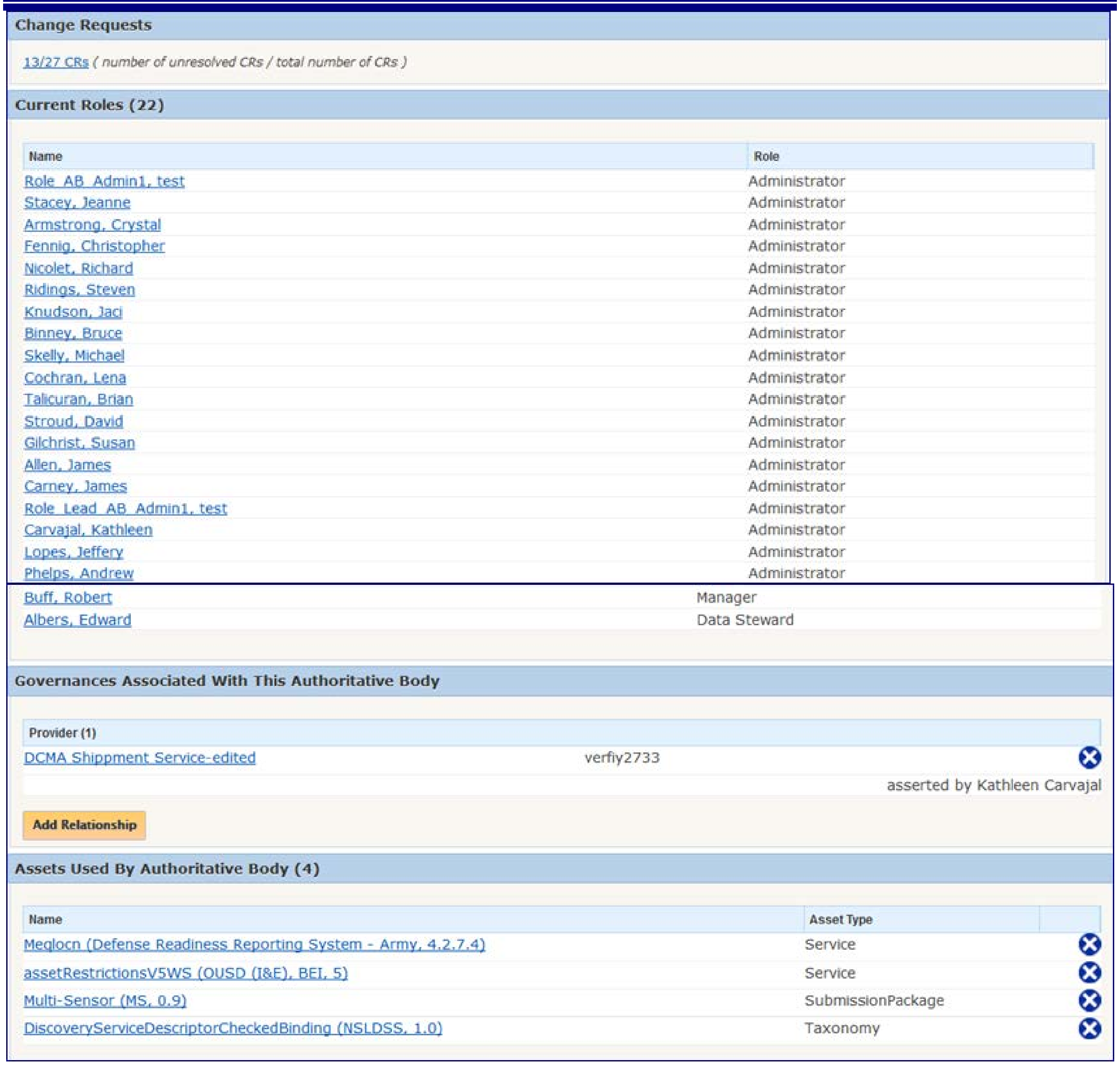


Figure 406. Authoritative body details page

Updating Authoritative Body Details

Perform the following steps to update the authoritative body details:

1. Access the Publication Management section of your Home page.

2. Click on the **Edit** icon for the authoritative body that you need to update. The edit page for the authoritative body is displayed. Alternatively, you can first access the authoritative body details page (Figure 406 above) and then click on the **Edit** button on that page to access the authoritative body edit page.

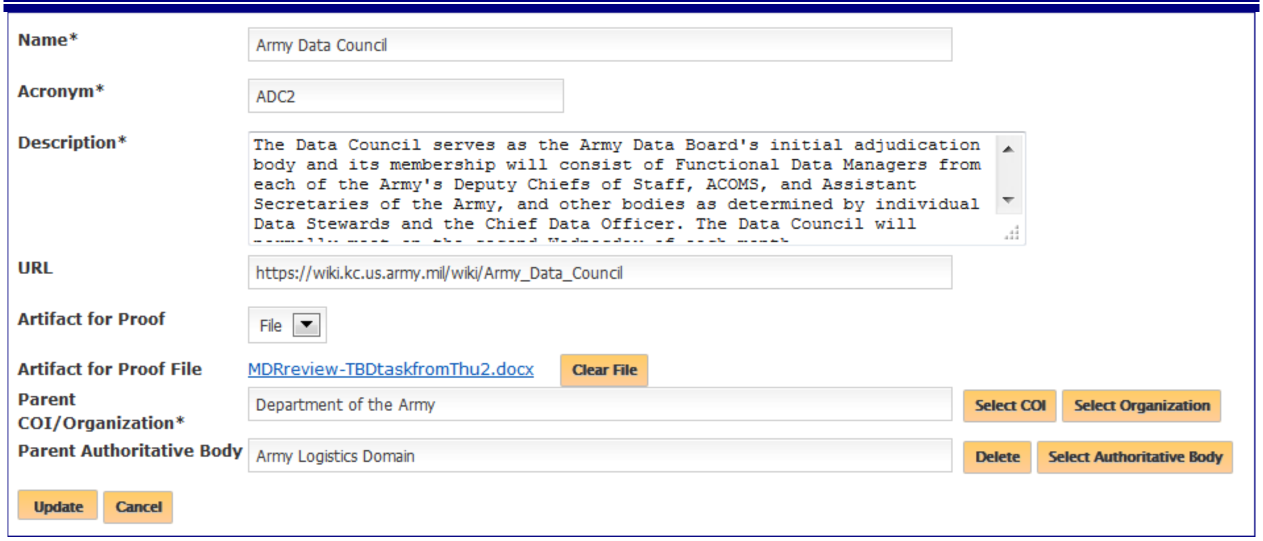


Figure 407. Editing authoritative body details

3. Modify the information as needed. Information is required for fields marked with an asterisk (*).

Table 35. Editing authoritative body details information

Field Name	Field Value
Name*	Name of the authoritative body.
Acronym*	Acronym of the authoritative body.
Description*	Detailed description of the authoritative body.
URL	The URL of the authoritative body.
Artifact for Proof	A document or URL that validates the Authoritative Body. Select **File** from the drop-down to upload a file, or select **URL** to enter a URL.
Artifact for Proof File	This field displays the file name if you select **File** in the Artifact for Proof drop-down field above. If you need to remove the file, click on the **Clear File** button.
Artifact for Proof URL	This field is available if you select **URL** in the Artifact for Proof drop-down field. Enter the URL for a network-accessible resource that validates the authoritative body.
Parent COI/Organization*	Associate a COI/Organization with the authoritative body. To select a COI click on the **Select COI** button and search for the COI either in alphabetical order or by keyword. Click **Select** to select a COI. Otherwise, if you want to associate an organization, click on the **Select Organization** button and search for the organization on the list, in alphabetical order, or by keyword.

Field Name	Field Value
Parent Authoritative Body	Associate another Authoritative Body as the parent of the selected Authoritative Body. Click on the **Select Authoritative Body** button and then select an Authoritative Body from the drop-down. Click **Add** to add the selected Authoritative Body as the parent Authoritative Body. To remove the association between an Authoritative Body and its existing parent Authoritative Body, click **Delete**. You can then select a different Authoritative Body as the parent, if needed.

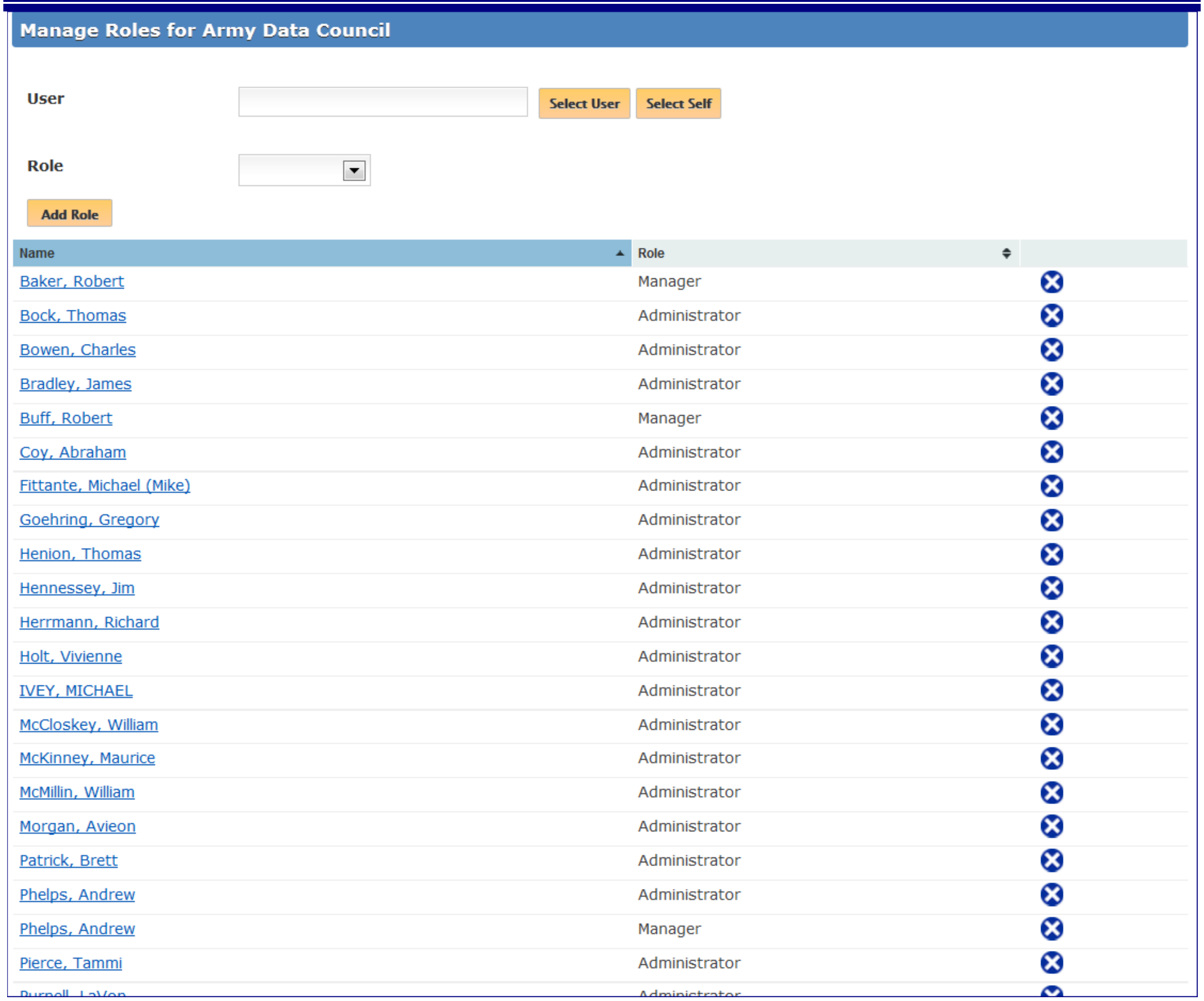
4. Click **Update**.

Managing Authoritative Body Roles

This section describes how Authoritative Body Managers can associate users with their authoritative body as well as remove users as needed. Perform the following steps to manage the user roles for an authoritative body:

1. Access the Publication Management section of your Home page.

2. Click on the **Edit Roles**  icon for the authoritative body for which you need to update the associated roles information. The Manage Roles page for the authoritative body is displayed. Alternatively, you can first access the authoritative body details page and then click on the **Manage Roles** button on that page to access the Manage Roles page.



Manage Roles for Army Data Council

User [Select User] [Select Self]

Role

[Add Role]

Name	Role	
Baker, Robert	Manager	
Bock, Thomas	Administrator	
Bowen, Charles	Administrator	
Bradley, James	Administrator	
Buff, Robert	Manager	
Coy, Abraham	Administrator	
Fittante, Michael (Mike)	Administrator	
Goehring, Gregory	Administrator	
Henion, Thomas	Administrator	
Hennessey, Jim	Administrator	
Herrmann, Richard	Administrator	
Holt, Vivienne	Administrator	
IVEY, MICHAEL	Administrator	
McCloskey, William	Administrator	
McKinney, Maurice	Administrator	
McMillin, William	Administrator	
Morgan, Avieon	Administrator	
Patrick, Brett	Administrator	
Phelps, Andrew	Administrator	
Phelps, Andrew	Manager	
Pierce, Tammi	Administrator	

Figure 408. Manage roles page for the authoritative body

3. This page displays a list of current roles/users for the selected authoritative body. From this list you can access user details by clicking on the name link of the user.

4. To select a user whose role you need to manage, click on the **Select User** button. The Select User window is displayed. Search for a user either in alphabetical order or by name. Click **Add** to select the user.

5. Alternatively, if you need to assign a role to yourself, select yourself by clicking on the **Select Self** button.

6. Select the needed role from the **Role** drop-down list.

7. Click **Add Role**. The role and the related user details are added to the list displayed below the **Add Role** button on the page.

8. If you need to revoke the role for a user from the current roles/users list, click on the **Delete**  icon for the user.

9. Click **Done**.

Viewing Proposed Data Needs and Data Sources

As an authoritative body manager or administrator you can view a list of the data needs and data sources, associated with that authoritative body, in the Proposed state. To view the list, click on the **Proposed Data Needs** link or the **Proposed Data Sources** link for the specific authoritative body in the Publication Management section. Based on the link you click on the list of data needs or data sources in the Proposed state is displayed.

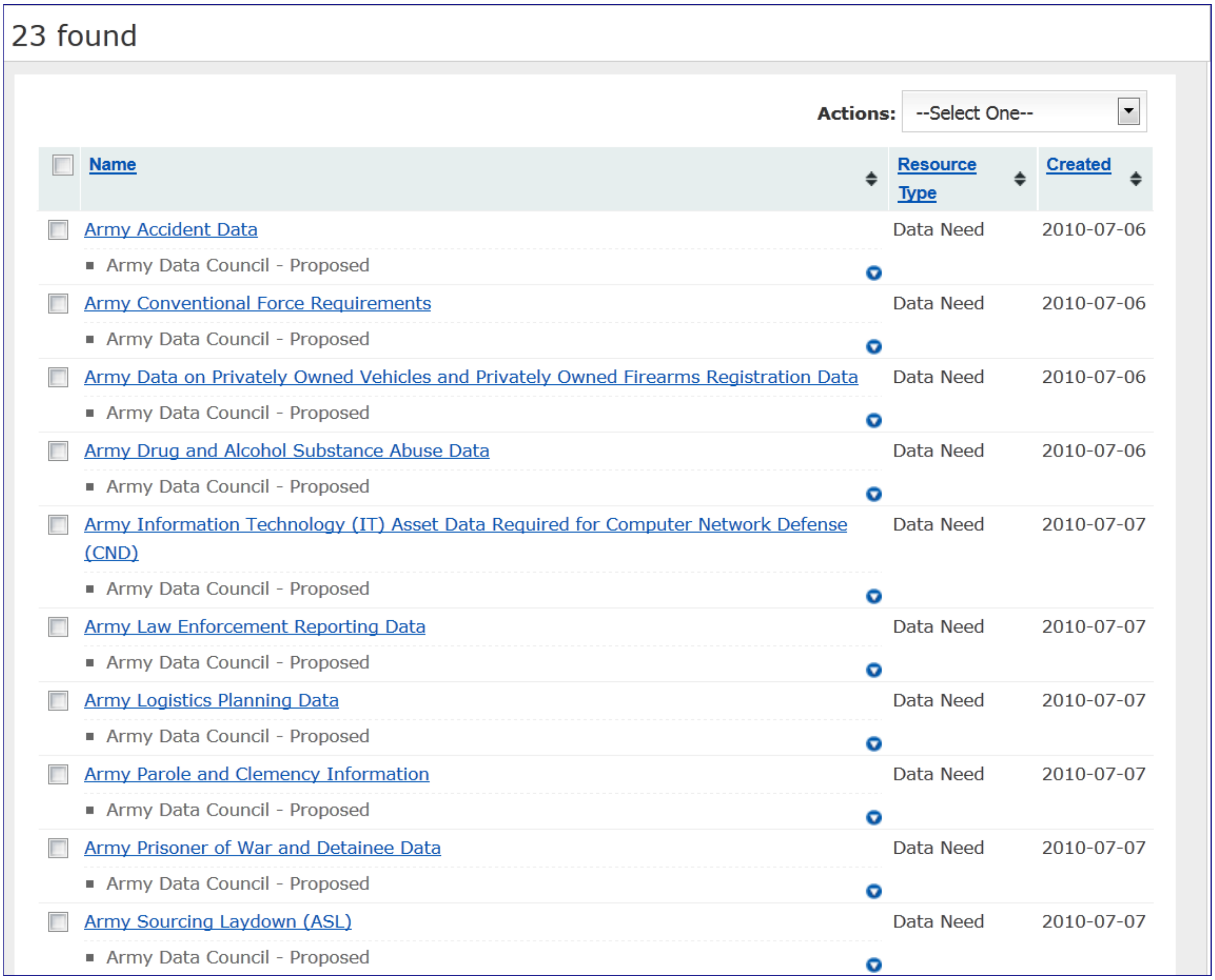


Figure 409. List of Data Needs in Proposed state

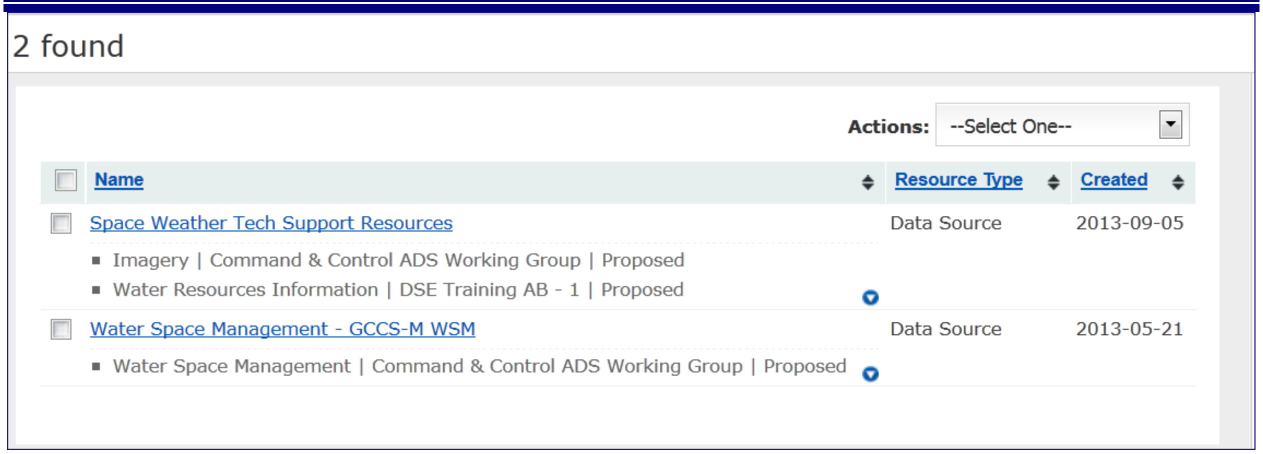


Figure 410. List of Data Sources in Proposed state

Managing Authoritative Body Profiles

An authoritative body profile is a specification of data attributes needed to declare a data source as authoritative for a given data need. It consists of an agreed-upon subset and interpretation of required data attributes for the data source components including data needs and systems.

DSE enables the authoritative body managers and administrators to define a profile of data attributes for their authoritative body, adjust the required/optional flag on primary fields, and run reports on whether the submitted data sources comply with the profile.

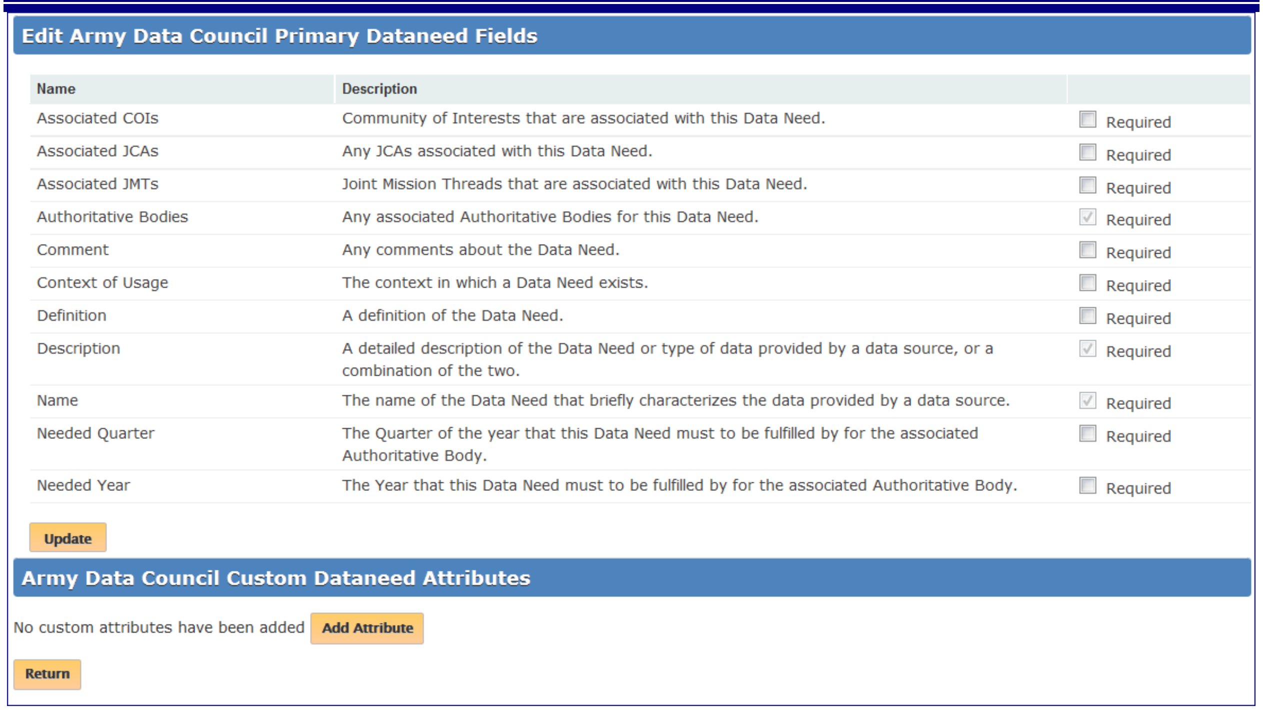
As an authoritative body manager or administrator you can set up custom profiles for data needs, systems, and the data sources associated with your authoritative body. The following sections describe how you can customize profiles for various components.

Customizing Associated Data Need Profile

Perform the following steps to customize the data need profile for an authoritative body:

1. Access the Authoritative Body details page. See the Viewing Authoritative Body Details section of this manual.

2. Click on the **Data Need** button next to the Manage Profiles heading. The Edit page for the associated data need profile for the authoritative body is displayed.



Edit Army Data Council Primary Dataneed Fields

Name	Description	
Associated COIs	Community of Interests that are associated with this Data Need.	Required
Associated JCAs	Any JCAs associated with this Data Need.	Required
Associated JMTs	Joint Mission Threads that are associated with this Data Need.	Required
Authoritative Bodies	Any associated Authoritative Bodies for this Data Need.	Required
Comment	Any comments about the Data Need.	Required
Context of Usage	The context in which a Data Need exists.	Required
Definition	A definition of the Data Need.	Required
Description	A detailed description of the Data Need or type of data provided by a data source, or a combination of the two.	Required
Name	The name of the Data Need that briefly characterizes the data provided by a data source.	Required
Needed Quarter	The Quarter of the year that this Data Need must to be fulfilled by for the associated Authoritative Body.	Required
Needed Year	The Year that this Data Need must to be fulfilled by for the associated Authoritative Body.	Required

Update

Army Data Council Custom Dataneed Attributes

No custom attributes have been added Add Attribute

Return

Figure 411. Edit data need profile page for the authoritative body

3. On this page you can adjust the required/optional status of the primary fields for the base data need. Click on the **Update** button to save your edits when you are done.

> The fields that have been marked as required by the DSE cannot be changed to optional.

4. Also, you can add, modify, or remove custom data need attributes from this page.

> Adding or removing custom attributes will NOT affect the pre-existing attributes on a data need. If a custom profile attribute is deleted, the attribute on the existing data need becomes a user-defined attribute.

5. To add a custom attribute, click on the **Add Attribute** button at the bottom of the page. The associated Custom Attribute page for the data need profile is displayed.

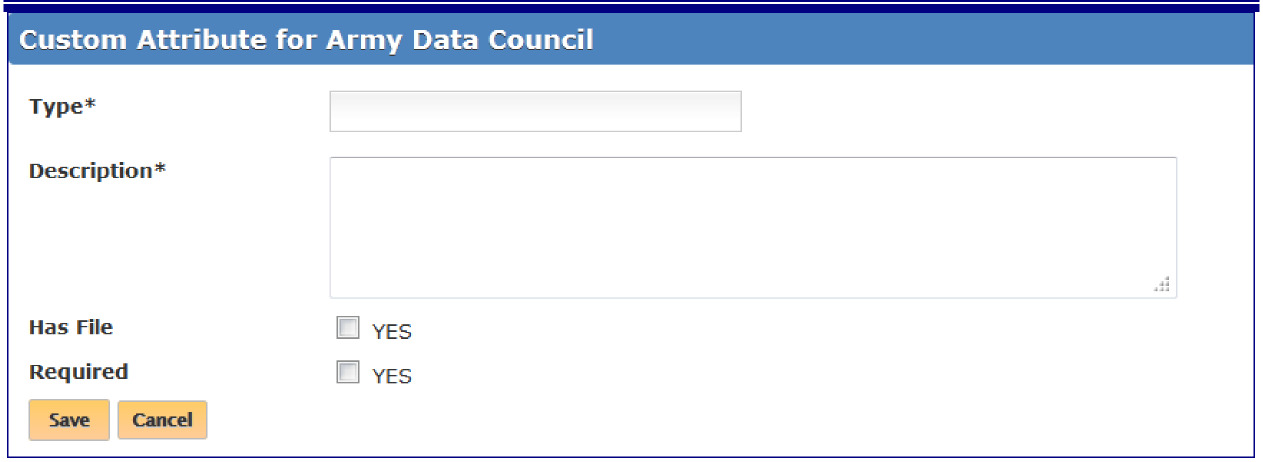


Figure 412. Adding custom attribute

6. Enter attribute details as listed in the table below. Information is required for fields marked with an asterisk (*).

Table 36. Custom attribute information

Field Name	Field Value
Type*	The type of the attribute. If the new attribute shares a Type with an existing attribute, you cannot add the attribute.
Description*	Description of the attribute type.
Has File	Select the checkbox to indicate whether this attribute needs a file associated with it.
Required	Select the checkbox to indicate whether this field is required or optional.

7. Click on the **Save** button. The new attribute is added to the custom attributes list for the data need.

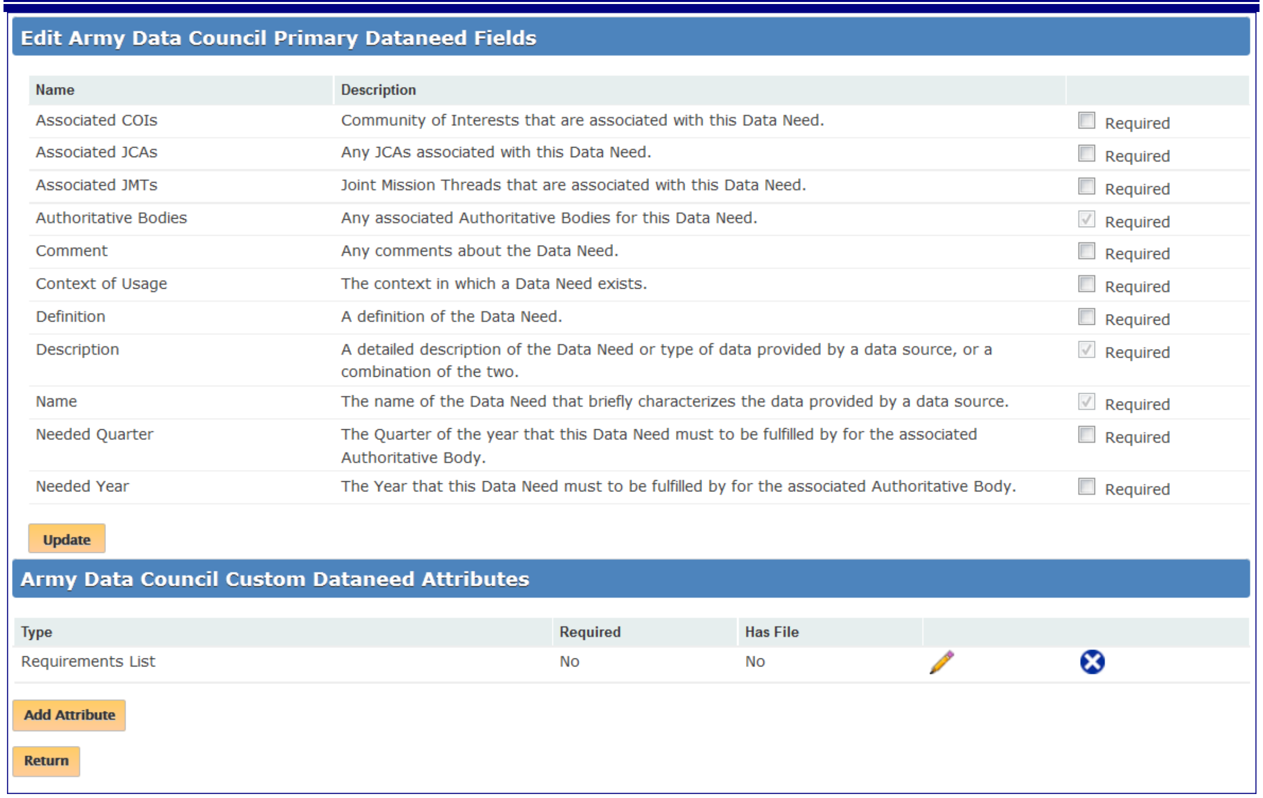


Figure 413. List of custom attributes for the data need profile

8. Click **Return** to return to the authoritative bodies list when done.

   The custom attributes added here will be available to the users as predefined attribute types while adding attributes for a new data need associated with the specific authoritative body.

9. To modify an existing custom attribute, click on the **Edit** icon for the attribute on the data need profile page (see Figure 413). The edit page for the attribute is displayed. Make changes as needed and click on the **Save** button.

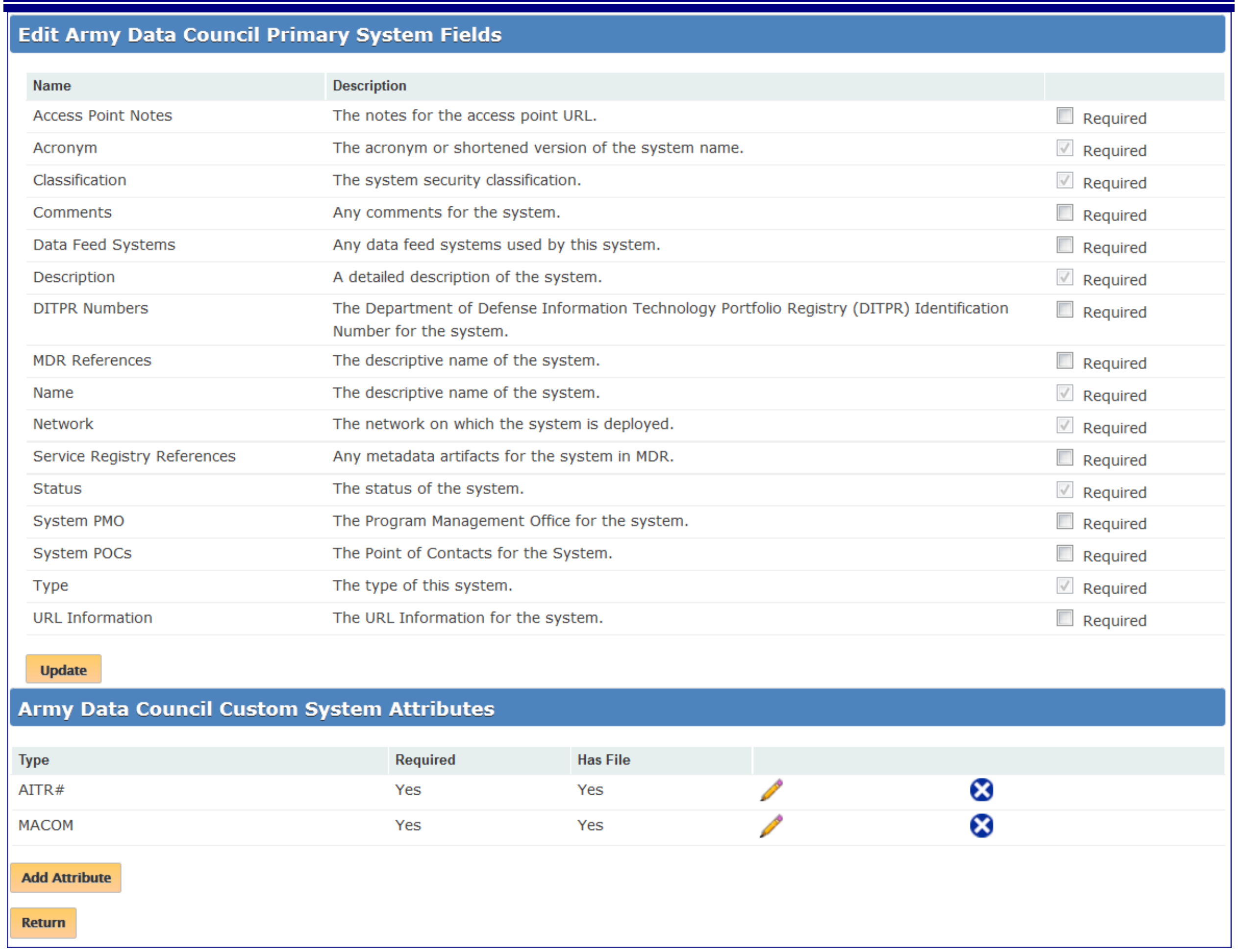
10. To remove an existing custom attribute, click on the **Delete** icon for the attribute on the data need profile page.

Customizing Associated System Profile

Perform the following steps to customize the system profile for an authoritative body:

1. Access the Authoritative Body details page. See the Viewing Authoritative Body Details section of this manual.

2. Click on the **System** button next to the Manage Profiles heading. The Edit page for the associated system profile for the authoritative body is displayed.



Edit Army Data Council Primary System Fields

Name	Description	
Access Point Notes	The notes for the access point URL.	☐ Required
Acronym	The acronym or shortened version of the system name.	☑ Required
Classification	The system security classification.	☑ Required
Comments	Any comments for the system.	☐ Required
Data Feed Systems	Any data feed systems used by this system.	☐ Required
Description	A detailed description of the system.	☑ Required
DITPR Numbers	The Department of Defense Information Technology Portfolio Registry (DITPR) Identification Number for the system.	☐ Required
MDR References	The descriptive name of the system.	☐ Required
Name	The descriptive name of the system.	☑ Required
Network	The network on which the system is deployed.	☑ Required
Service Registry References	Any metadata artifacts for the system in MDR.	☐ Required
Status	The status of the system.	☑ Required
System PMO	The Program Management Office for the system.	☐ Required
System POCs	The Point of Contacts for the System.	☐ Required
Type	The type of this system.	☑ Required
URL Information	The URL Information for the system.	☐ Required

Update

Army Data Council Custom System Attributes

Type	Required	Has File		
AITR#	Yes	Yes		
MACOM	Yes	Yes		

Add Attribute

Return

Figure 414. Edit page for the authoritative body system profile

3. On this page you can adjust the required/optional status of the primary fields for the base system. Click on the **Update** button to save your edits when you are done.

> The fields that have been marked as required by the DSE cannot be changed to optional.

4. Also, you can add, modify, or remove custom system attributes from this page.

> Adding or removing custom attributes will NOT affect the pre-existing attributes on a system. If a custom profile attribute is deleted, the attribute on the existing system becomes a user-defined attribute.

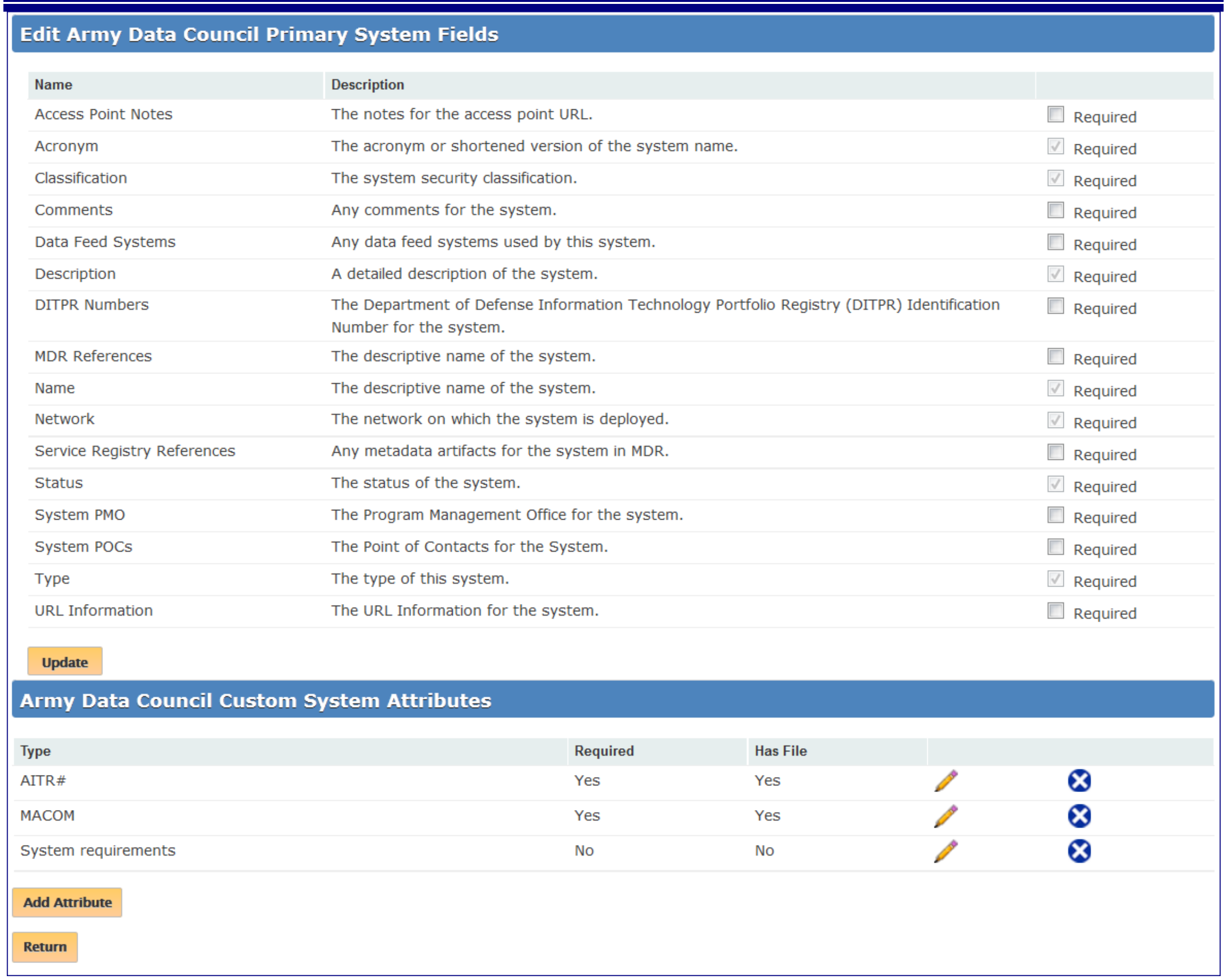
5. To add a custom attribute, click on the **Add Attribute** button at the bottom of the page. The associated Custom Attribute page for the system profile is displayed (see Figure 412).

6. Enter attribute details as listed in the table below. Information is required for fields marked with an asterisk (*).

Table 37. Custom attribute information

Field Name	Field Value
Type*	The type of the attribute. If the new attribute shares a Type with an existing attribute, you cannot add the attribute.
Description*	Description of the attribute type.
Has File	Select the checkbox to indicate whether this attribute needs a file associated with it.
Required	Select the checkbox to indicate whether this field is required or optional.

7. Click on the **Save** button. The new attribute is added to the custom attributes list for the system.



Edit Army Data Council Primary System Fields

Name	Description	
Access Point Notes	The notes for the access point URL.	[ ] Required
Acronym	The acronym or shortened version of the system name.	[x] Required
Classification	The system security classification.	[x] Required
Comments	Any comments for the system.	[ ] Required
Data Feed Systems	Any data feed systems used by this system.	[ ] Required
Description	A detailed description of the system.	[x] Required
DITPR Numbers	The Department of Defense Information Technology Portfolio Registry (DITPR) Identification Number for the system.	[ ] Required
MDR References	The descriptive name of the system.	[ ] Required
Name	The descriptive name of the system.	[x] Required
Network	The network on which the system is deployed.	[x] Required
Service Registry References	Any metadata artifacts for the system in MDR.	[ ] Required
Status	The status of the system.	[x] Required
System PMO	The Program Management Office for the system.	[ ] Required
System POCs	The Point of Contacts for the System.	[ ] Required
Type	The type of this system.	[x] Required
URL Information	The URL Information for the system.	[ ] Required

Update

Army Data Council Custom System Attributes

Type	Required	Has File		
AITR#	Yes	Yes		
MACOM	Yes	Yes		
System requirements	No	No		

Add Attribute

Return

Figure 415. Custom attributes for the authoritative body system profile

8. Click **Return** to return to the authoritative bodies list when done.

   The custom attributes added here will be available to the users as predefined attribute types while adding attributes for a new system associated with the specific authoritative body.

9. To modify an existing custom attribute, click on the **Edit** icon for the attribute on the system profile page (see Figure 415). The edit page for the attribute is displayed. Make changes as needed and click on the **Save** button.

10. To remove an existing custom attribute, click on the **Delete** icon for the attribute on the system profile page.

Customizing Associated Data Source Profile

Perform the following steps to customize the data source profile for an authoritative body:

1. Access the Authoritative Body details page. See the Viewing Authoritative Body Details section of this manual.

2. Click on the **Data Source** button next to the Manage Profiles heading. The Edit page for the associated data source profile for the authoritative body is displayed.

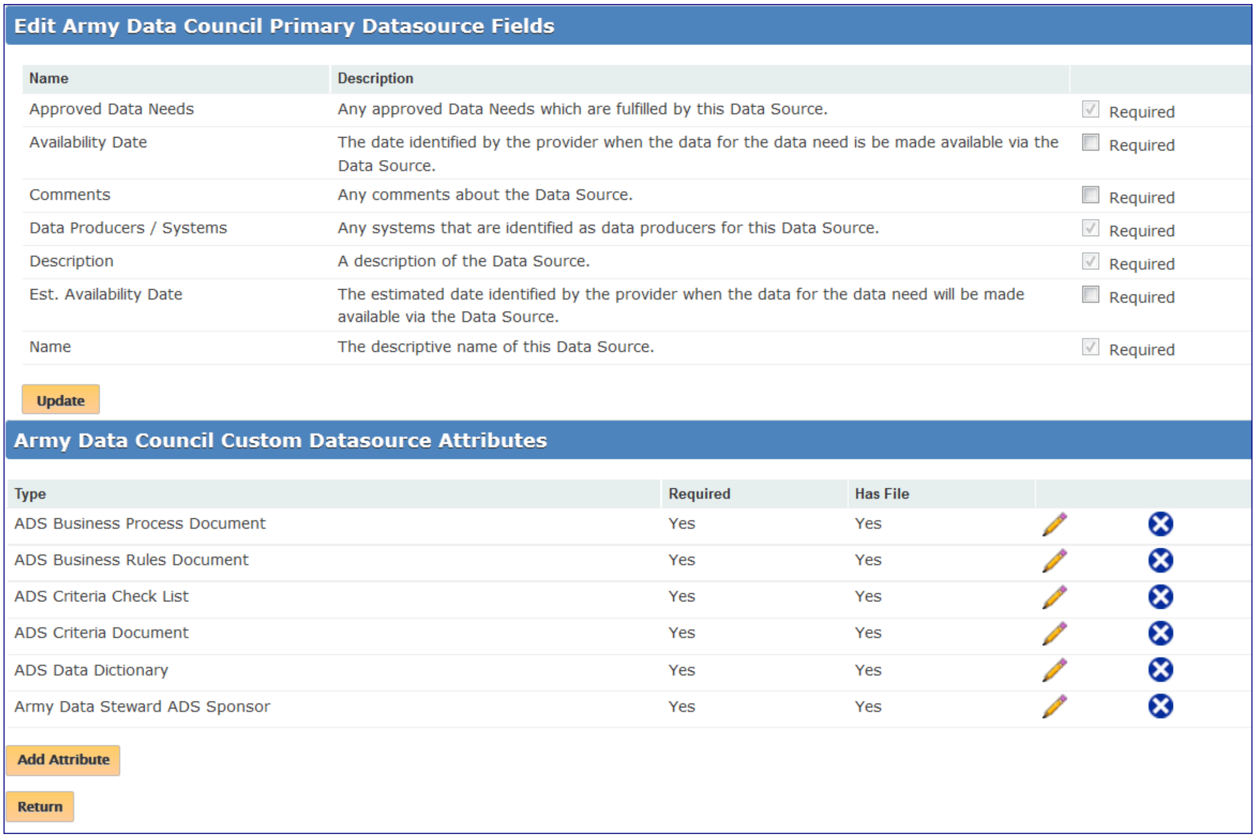


Figure 416. Edit page for the authoritative body data source profile

3. On this page you can adjust the required/optional status of the primary fields for the base data source. Click on the **Update** button to save your edits when you are done.

> The fields that have been marked as required by the DSE cannot be changed to optional.

4. Also, you can add, modify, or remove custom data source attributes from this page.

> Adding or removing custom attributes will NOT affect the pre-existing attributes on a data source. If a custom profile attribute is deleted, the attribute on the existing data source becomes a user-defined attribute.

5. To add a custom attribute, click on the **Add Attribute** button at the bottom of the page. The associated Custom Attribute page for the data source profile is displayed.

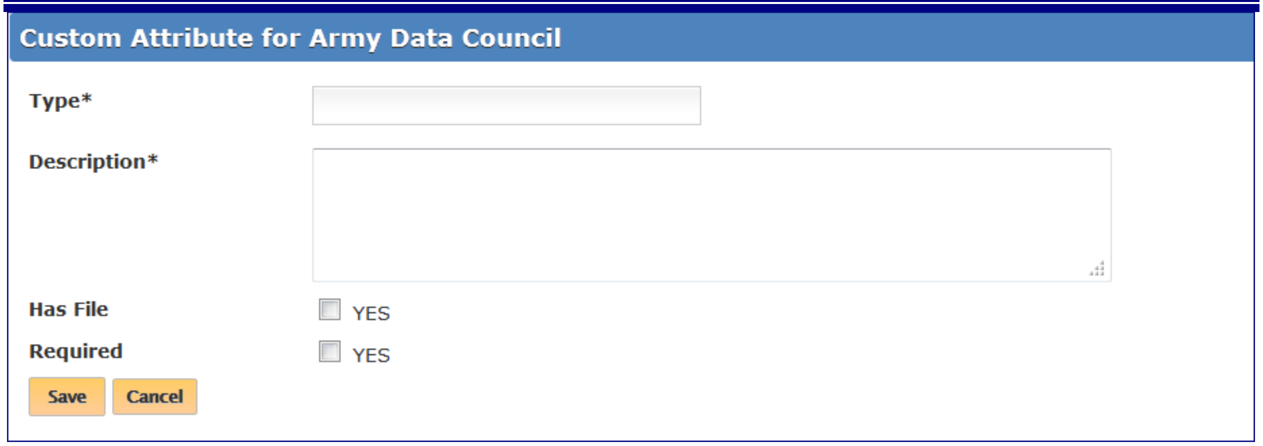


Figure 417. Adding a custom attribute

6. Enter attribute details as listed in the table below. Information is required for fields marked with an asterisk (*).

Table 38. Custom attribute information

Field Name	Field Value
Type*	The type of the attribute. If the new attribute shares a Type with an existing attribute, you cannot add the attribute.
Description*	Description of the attribute type.
Has File	Select the checkbox to indicate whether this attribute needs a file associated with it.
Required	Select the checkbox to indicate whether this field is required or optional.

7. Click on the **Save** button. The new attribute is added to the custom attributes list for the data source.

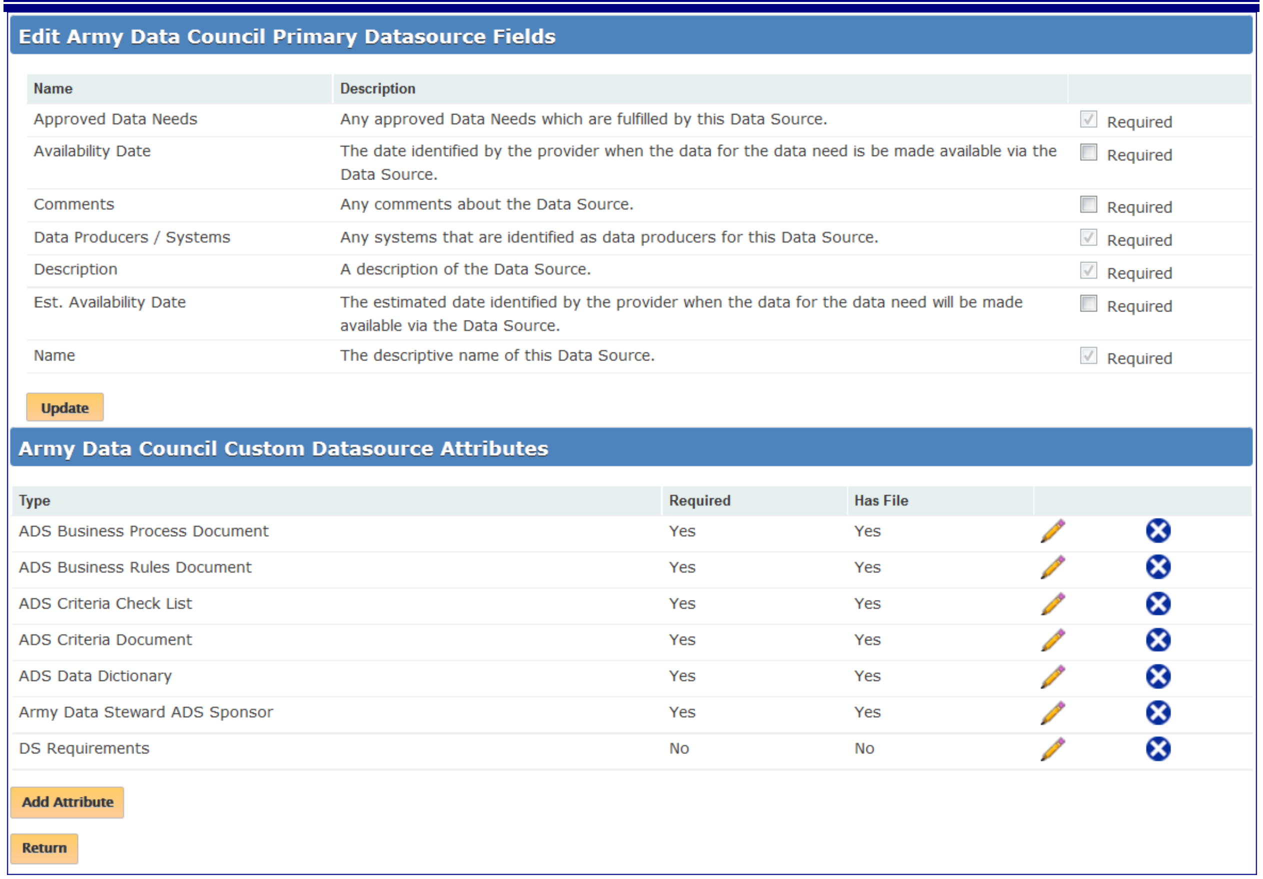


Figure 418. Custom attributes for the authoritative body data source profile

8. Click **Return** to return to the authoritative bodies list when done.

   The custom attributes added here will be available to the users as predefined attribute types while adding attributes for a new data source associated with the specific authoritative body.

9. To modify an existing custom attribute, click on the **Edit** icon for the attribute on the data source profile page (see Figure 418). The edit page for the attribute is displayed. Make changes as needed and click on the **Save** button.

10. To remove an existing custom attribute, click on the **Delete** icon for the attribute on the data source profile page.

Managing Governance Relationships for the Authoritative Body

As an authoritative body manager or administrator you can perform the following steps to access and manage the list of governance bodies such as namespaces, COIs, and service providers associated with the authoritative body:

1. Access the authoritative body details page. See Viewing Authoritative Body Details section of this manual. The Governances Associated With This Authoritative Body section of the details page lists the governances, if any, associated with the authoritative body.

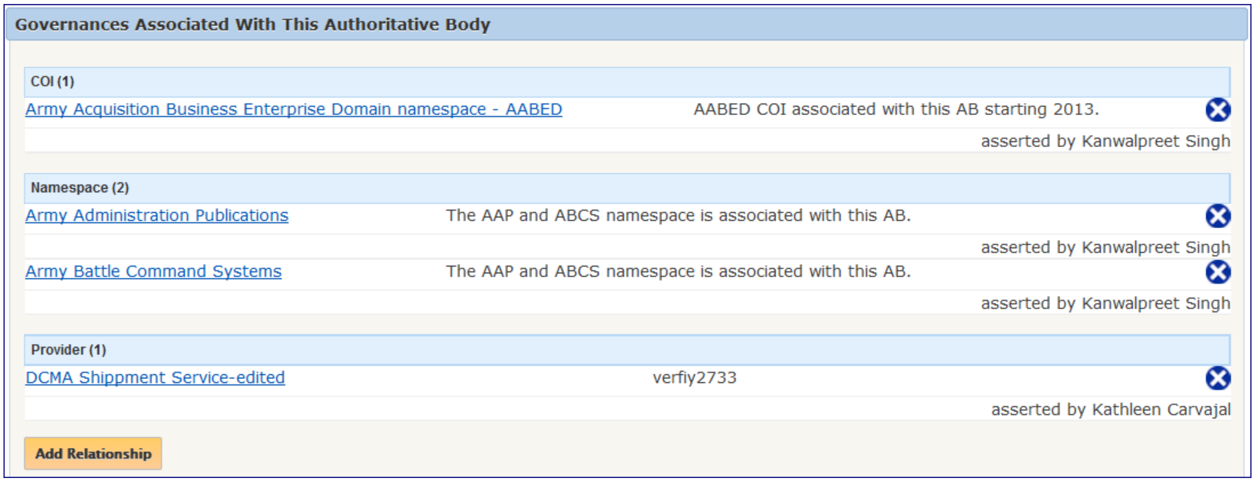


Figure 419. Governances associated with the authoritative body

2. Click on the name link of the governance body to access the details page for it.

3. You can add a governance relationship for the authoritative body. Click on the **Add Relationship** button. The Add Governance Relationship page is displayed. To learn more about governance relationships, click on the **What are Governance Relationships?** link at the top right of the page.

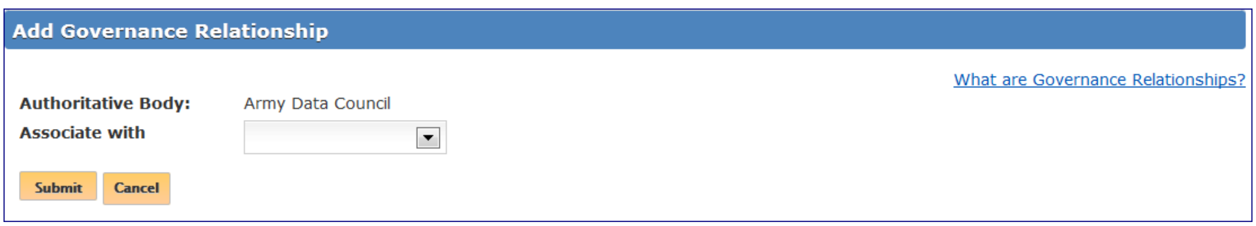


Figure 420. Adding a governance relationship

4. Select the type of governance body you need from the drop-down.

5. Depending on the selected governance type, a list may be displayed. Select the specific governance body that you need.

6. Provide any comments.

7. Click **Submit**.

8. You can remove an existing governance relationship for the authoritative body by clicking on the **Delete** icon for the relationship.

Managing Resources Associated with the Authoritative Body

As an authoritative body manager or administrator you can perform the following steps to access and manage the list of resources associated with an authoritative body:

1. Access the authoritative body details page. See Viewing Authoritative Body Details section of this manual. The Assets Used By Authoritative Body section of the details page lists the resources, if any, associated with the authoritative body.

Assets Used By Authoritative Body (4)

Name	Asset Type	
Meglocn (Defense Readiness Reporting System - Army, 4.2.7.4)	Service	
assetRestrictionsV5WS (OUSD (I&E), BEI, 5)	Service	
Multi-Sensor (MS, 0.9)	SubmissionPackage	
DiscoveryServiceDescriptorCheckedBinding (NSLDSS, 1.0)	Taxonomy	

Figure 421. Resources associated with the authoritative body

2. Click on the name link of a resource to access the details page for it.

3. You can remove an existing resource association for the authoritative body by clicking on the **Delete** icon for the association.

Appendix A. User-Defined URLs

User-defined URLs may be created to access file-based information resources such as Schemas and WSDLs. User-defined URLs allow open access to these files using the specified URL without having to login to the DSE. CUI-marked resources are not eligible for URLs. The DSE automatically generates system-defined URLs for schema and taxonomy files. User-defined URLs are URLs that have been defined by the package submitter, namespace administrator, or registry operator. To clarify, the following users are allowed to add URLs:

1. The Creator of the resource
2. Namespace Administrators/Managers/POCs for the resource's Namespace
3. DSE Administrators

> Open Access to user-defined URL's is only permissible if the public option is enabled for the resource.

> A recommended approach to forming a URL would be to include both the URL Identifier of the namespace containing the resource and the version number of the resource.

Before you attempt to create a user-defined URL, you should review two attributes of the namespace on the Namespace Details page:

1. The value of the URLs Enabled flag.

2. The URL Identifier

> If the URLs Enabled flag is set to Yes, you should create a user-defined URL using the URL Identifier. The URL Identifier allows other users to easily identify the namespace to which the information resource belongs. The namespace's URL Identifier is displayed in the Namespace section of the Namespace Details page.
>
> If the URLs Enabled flag is set to No, only the namespace administrator or DSE Administrator may create a user-defined URL using the URL Identifier. If you decide to create a user-defined URL for the resource, you will need to use a prefix other than the one specified in the URL Identifier field of the Namespace Details page.

User-defined URLs may be defined in the Manifest file or from the resource details page. The following sections discuss these techniques in detail.

Defining URLs while Publishing a Package

While adding files on the Publish a submission package page, you are given the option of assigning a URL to each file you have uploaded. CUI-marked files are not eligible for URLs.

Defining URLs on the Resource Details Page

If you are the creator of a package, the namespace administrator, or DSE administrator, you may also create a user-defined URL from the resource's details page. The Defined URLs/URIs section of the details page displays all URLs that are defined for the resource. The section also allows you to define additional URLs for the resource.

Adding User-Defined URLs

To add a user-defined URL to a resource:

1. From the resource details page, scroll down to the Defined URLs/URIs section.
2. Click **Add URL**.

Accessing URLs

To access a resource by using its URL:

1. Make note of the URL displayed on the resource details page.
2. From a web browser, enter the URL noted in step 1.

   The File Download window is displayed.

3. Click **Save**.

   The Save As window displays.

4. Navigate to the directory where you would like to save the file.
5. Click **Save**.

The Save As window closes and the file is saved to the specified directory.

Files downloaded from the DSE will be opened in a third-party application.

Deleting User-Defined URLs

The creator of the resource and the namespace administrator may delete user-defined URLs from a resource. To delete a user-defined URL from a resource:

1. From the resource details page, scroll down to the Defined URLs/URIs section.
2. Click the **Delete** icon for the user-defined URL that you would like to delete.

If a user-defined URL is referenced by a resource such as a service, the **Delete** icon is not available.

Referencing User-Defined URLs from within other Resource Files

Once a User-Defined URL is created, it may be used to reference that file from within other files. Fully qualified URLs can always be used as is to reference files. In addition, relative URLs can also be used when the resources are both in DSE.

For example, suppose a schema is available at:
http://metadata.ces.mil/dse/ns/TBD/mySchema.xsd

and you are creating another schema at:
http://metadata.ces.mil/dse/ns/TBD/TRAINING/aNewSchema.xsd

If “aNewSchema.xsd” needs to include “mySchema.xsd”, it can be referenced with the relative URL:
../mySchema.xsd

Note that DSE does not automatically append trailing slashes to directory names. If you have a User-Defined URL such as:
http://metadata.ces.mil/dse/ns/TBD/TRAINING/characterList
DSE interprets this as “a file named characterList” in the directory named “TRAINING”. If the file identified by “characterList” needs to reference “mySchema.xsd” from the previous example, the relative URL “../mySchema.xsd” should be used, and NOT “../../mySchema.xsd”.

Appendix B. Creating Submission Packages

Submission Package

A Submission Package is a logical collection of resources such as schema documents, WSDLs, XSLTs, and others. The package can also include schema components such as elements and attributes that are submitted to the DSE.

Resources

Resource is the generic term used for each object in the DSE. Each Element, Attribute, Document, Service, Provider, Data Source, etc. that is registered in the DSE is a Resource.

The current version of the DSE supports the types of resources described below in Table 39. You can submit your resources to the DSE by going to **Publish** and uploading your documents into a Submission Package.

Table 39. Resource Types

Resource Type	Description
Access Control Policy	An XACML-based XML file which defines rules for access control.
Amplifying Document	A Word, PDF, ASCII text (.doc, .pdf, .txt), or any other type of supporting document that may be associated with one or more Resources.
Domain Value Document	A document containing the valid domain values for an XML Element or XML Attribute. This document is also a XML file adhering to the registry_domain_values.xsd.
Schema Document	A schema document such as an XSD that describes the structure of a document.

Resource Type	Description
Sample XML Document	An XML file that conforms to a Schema Document (See above) described in this Submission Package.
Sample Source Code	One or more files (possibly a Zip file) that shows how to parse or use the Sample XML Documents.
XSL Stylesheet	An XSL stylesheet that specifies the presentation of a class of XML documents by describing how an instance of the class is transformed into an XML document that uses the formatting vocabulary.
WSDL	A Web Services Description Language (WSDL) file describing Web services and how to access them.
Schematron Files	A rule-based validation language that can be expressed as boolean XPath expressions in an XML file (with extension .sch)

During publishing if you select the option to create resources for Global Components within Schema, the following DSE resources are generated (see table below).

Table 40. Resources generated if Global Components within Schema option selected

XML Element	An XML element, either complex or a terminal node (A container element or data element).
XML Attribute	An XML attribute that may be associated with 1 or more XML elements.
Simple Type	A data type that is used within a Schema document to describe XML elements or attributes.
Complex Type	A data type that is used within a Schema document to describe XML elements or attributes that are collections of other elements and attributes.
XML Group	A *group* is used to represent a part of a content model that appears in many different kinds of complex types.

About Manifest Files

Each package submitted to the DSE contains a *Manifest.xml* file. The *Manifest.xml* file defines the Resources and the relationships that the package is trying to register. The Manifest file conforms to the registry.xsd schema. In general, you will not need to read or edit the Manifest file directly -- the Publish feature generates this file based on the schemas and other files that you upload. However, there are rare cases where a power user can manually include details in the Manifest. The format of the Manifest file includes the following tags and information.

```
<RegistrySubmission>
   <Submitter>
     <!-- Information about the person submitting the package -->
   </Submitter>
   <Package>
     <!-- Information about the package including its abc -->
   </Package>
   <Transactions>
     <!-- Information Resources to be submitted will be entered between the
     Transactions tags      -->
     <AddTransaction>
```

```
      <!-- Information about each resource to be included in the package
      should be enclosed between AddTransaction tags -->
     </AddTransaction>
   </Transactions>
</RegistrySubmission>
```

Each Manifest file begins with information about the person submitting the package.

```
<Submitter>
   <Salutation>Mr.</Salutation>
   <FirstName>John</FirstName>
   <LastName>Doe</LastName>
   <CommercialPhone>7031234567</CommercialPhone>
   <EmailAddress>jdoe@fgm.com</EmailAddress>
   <OrganizationName>FGM Inc.</OrganizationName>
</Submitter>
```

Information about the package is in between <Package> tags. For example,

```
<Package uuid="50e1cecc-2e20-42b1-9913-02c0c18f2e0d">
   <EffectiveDate>11/19/2003</EffectiveDate>
   <SecurityClassification>Unclassified</SecurityClassification>
   <Definition>Test Ice Cream Shop</Definition>
   <Comment>Ice cream shop information</Comment>
   <Namespace>CDG</Namespace>
   <InformationResourceName>Ice_Cream_Shop_Test_Package</InformationResour
   ceName>
   <InformationResourceVersion>1.5</InformationResourceVersion>
</Package>
```

Information about each Resource in the package is enclosed within <AddTransaction> tags.

```
<Transactions>
   <AddTransaction>
     <EffectiveDate>11/19/2003</EffectiveDate>
     <SecurityClassification>Unclassified</SecurityClassification>
     <Definition>Ice cream flavor constraint</Definition>
     <Namespace>CDG</Namespace>
     <InformationResourceName>IceCreamFlavorConstraint</InformationResource
     Name>
     <InformationResourceVersion>1.5</InformationResourceVersion>
     <InformationResourceTypeDomainDocument>
     <InformationResourceLocation>con_flavor.xml</InformationResourceLocati
     on>
     </InformationResourceTypeDomainDocument>
   </AddTransaction>
</Transactions>
```

Resource URLs

There are two types of URLs that may be used to access Resources via a Web browser: 1) system-defined URLs, and 2) user-defined URLs. System-defined URLs are automatically generated by the DSE for XML Schema and Taxonomy OWL files. User-defined URLs may be defined by the Package/Taxonomy creator, the Namespace Manager/Administrator, or a DSE Administrator. The user-defined URL feature is only applicable to types that have associated files which can be viewed or downloaded (e.g. XML Schema Documents, WSDL Files, Amplifying Documents, XML Packages, and Taxonomy OWL Files).

To add a user-defined URL to Resources in a package you are submitting, go to **Publish → Metadata Files → Publish metadata files**. After uploading the files which will be in the package, you will have the option to create URLs.

To add a user-defined URL to an existing Resource, go to that Resource's details page and locate the **Add URL** button. Enter the new URL in the Relative URL field. For more information about user-defined URLs, please see Adding a URL/URI section and Appendix A. User-Defined URLs of this manual.

DSE Validation Rules

Validation rules are in place to protect the contents of the DSE. When creating a package for the DSE, it is important to keep the following rules in mind:

1. All Resources in the DSE must have a unique combination of name, namespace, Resource type, and version. Please note that Resource names are not case-sensitive.

2. All referenced Resources must exist in the DSE or within the submission package being processed.

3. The submitter must be a registered user of the DSE.

4. New Resources defined in the submission package should belong to the same namespace. Referenced Resources may belong to a different namespace.

5. The DSE uses strings of 15 characters or less to represent version numbers. The DSE is unaware of version hierarchy. For example, it does not know that 1.0.1 is a later version than 1.0.0.

Appendix C. Creating Taxonomies

Taxonomy files are XML-based files that describe one or more terms and their relationships to other terms. Because a taxonomy tends to form a graph, items defined in taxonomies are sometimes referred to as Nodes. Taxonomies stored in the DSE use the OWL (Web Ontology Language) Lite specification for document validation.

The key components of a taxonomy file are:

- Universal Resource Identifier (URI)
- DDMS Metacard
- Classes
- Relationships

A sample taxonomy can be seen below which defines two nodes and a subclass relationship between them. This sample will be referenced throughout this document.

```
<?xml version="1.0" encoding="UTF-8"?>
<rdf:RDF
  xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:rdfs="http://www.w3.org/2000/01/rdf-schema#"
  xmlns:ddms=http://metadata.ces.mil/dse/ns/DDMS/1.4/

  xmlns:ism="urn:us:gov:ic:ism"
  xmlns:mdr="http://metadata.ces.mil/dse/"
  xmlns:owl="http://www.w3.org/2002/07/owl#"
  xml:base="http://metadata.ces.mil/dse/ns/TBD/1.0/SampleTaxonomy.owl">
  <owl:Ontology
rdf:about="http://metadata.ces.mil/dse/ns/TBD/1.0/SampleTaxonomy.owl">
    <rdfs:comment rdf:parseType="Literal">
```

```
      <ddms:Resource
        xsi:schemaLocation="http://metadata.ces.mil/dse/ns/DDMS/1.4/
http://metadata.ces.mil/dse/ns/DDMS/1.4/"
        xmlns:ddms="http://metadata.ces.mil/dse/ns/DDMS/1.4/"
        xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"

        <ddms:identifier ddms:qualifier="URL"
ddms:value="http://metadata.ces.mil/dse/ns/TBD/1.0/SampleTaxonomy.owl"/>
        <ddms:identifier
ddms:qualifier="http://metadata.ces.mil/dse/ns/MDR/1.0/MDR.owl#GovernanceName
space" ddms:value="TBD"/>
        <ddms:identifier ddms:qualifier="Version" ddms:value="1.0"/>
        <ddms:title >Sample Taxonomy</ddms:title>
        <ddms:description >
          This is a sample taxonomy created for the Help page.
        </ddms:description>
        <ddms:dates ddms:posted="2007-11-24"/>
        <ddms:creator >
          <ddms:Person>
            <ddms:name>Sample</ddms:name>
            <ddms:surname>Developer</ddms:surname>
            <ddms:affiliation>FGM, Inc.</ddms:affiliation>
            <ddms:phone>703-885-1000</ddms:phone>
            <ddms:email>sampleDeveloper@fgm.com</ddms:email>
          </ddms:Person>
        </ddms:creator>

        <!-- Other DDMS elements may appear here. -->
      </ddms:Resource>
    </rdfs:comment>
  </owl:Ontology>
  <owl:Class rdf:ID="organization" rdfs:label="Organization">
    <rdfs:comment>A generic organization.</rdfs:comment>
  </owl:Class>
  <owl:Class rdf:ID="politicalOrganization" rdfs:label="Political
Organization">
    <rdfs:subClassOf rdf:resource="#organization" />
    <rdfs:comment>A political organization.</rdfs:comment>
  </owl:Class>
</rdf:RDF>
```

Universal Resource Identifier

All taxonomies and taxonomy classes are referenced by a unique URI string. This URI string can be used to reference nodes from other taxonomies -- this is discussed later in the Relationships section. For taxonomies, the URI is specified in the required xml:base attribute of the root rdf:RDF element.

```
<?xml version="1.0" encoding="UTF-8"?>
<rdf:RDF
  xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:rdfs="http://www.w3.org/2000/01/rdf-schema#"
  xmlns:owl="http://www.w3.org/2002/07/owl#"
  xmlns:ddms="http://metadata.ces.mil/dse/ns/DDMS/1.4/"
  xmlns:mdr=http://metadata.dod.mil/mdr/
```

```
  xmlns:ism="urn:us:gov:ic:ism"
  xml:base=http://metadata.ces.mil/dse/ns/TBD/1.0/SampleTaxonomy.owl
  ism:classification="U"
  ism:ownerProducer="USA">
  <!-- Body of taxonomy appears here. -->
</rdf:RDF>
```

There are no restrictions on the format of the xml:base attribute, but it is recommended that it match the URL defined in the DDMS metacard. Details about the URL can be found in the DDMS Metacard section.

The URI of a node is generated by "#"-concatenating the value of the xml:base attribute of the enclosing taxonomy with the rdf:ID value of the node. For example, the owl:Class with the rdf:ID of "politicalOrganization" in our Sample Taxonomy would implicitly have a URI of "http://metadata.ces.mil/dse/ns/TBD/1.0/SampleTaxonomy.owl#politicalOrganization".

DDMS Metacard

Information about the taxonomy can be provided in a DDMS Metacard. The DSE currently supports versions 1.3 and 1.4 of the DDMS specification and XML format. When the taxonomy is submitted, the DDMS metacard as a whole is not validated, but certain elements must exist:

Table 41. Required DDMS Values

DDMS Element	Description
ddms:identifier with the ddms:qualifier "URL"	The downloadable URL of the taxonomy. This is where the taxonomy will exist after submission to the DSE. The URL *must* begin with *"http://cypher.fgm.com/mdr/ns/"*. A best practices approach to the remainder of the URL would be to include the namespace abbreviation, version number, and filename of the taxonomy. It is also recommended that the xml:base attribute be set to the same value as the URL, but this is not required.
ddms:identifier with the ddms:qualifier "http://metadata.ces.mil/dse/ns/DSE/2.0/DSE.owl#GovernanceNamespace"	The abbreviation of the DSE Namespace where this taxonomy will be stored. The namespace must already exist in the DSE. If a namespace is in a hierarchy, specify the namespace using a "."-formatted notation, e.g. TopLevelNamespace.LowerLevelNamespace.
ddms:identifier with the ddms:qualifier "Version"	The version number of the taxonomy file. Because this is a text string, this may be formatted in a domain-specific manner.
ddms:title element	The name of the taxonomy.
ddms:description element	A description of the taxonomy.
ddms:dates element with the attribute ddms:posted	The taxonomy's Effective Date in YYYY-MM-DD format.

ddms:creator element containing at least one ddms:Person element	Although a taxonomy may have several creators, at least one should be a Person element with an e-mail address that maps to a valid DSE account.
ddms:security element with the attribute ICISM:classification and ICISM:ownerProducer	This attribute should be set to “U” for Unclassified. The ownerProducer should be set to “USA”.

Below are two examples of taxonomies with required values in **bold** italics.

A non-CUI Taxonomy

```
<?xml version="1.0" encoding="UTF-8"?>
<rdf:RDF
      xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
      xmlns:rdfs="http://www.w3.org/2000/01/rdf-schema#"
      xmlns:ddms="http://testweb02.fgm.com/mdr/ns/DDMS/1.4/"
      xmlns:mdr="https://testweb02.fgm.com/dse/"
     xmlns:ism="urn:us:gov:ic:ism"
     xmlns:owl="http://www.w3.org/2002/07/owl#"
     xml:base="http://testweb02.fgm.com/dse/ns/TBD/testweb02_TBD_Tax_A.owl"
     ism:classification="U"
     ism:ownerProducer="USA">
   <owl:Ontology
rdf:about="http://testweb02.fgm.com/dse/ns/TBD/testweb02_TBD_Tax_B.owl">
        <rdfs:comment rdf:parseType="Literal">
              <ddms:Resource
xsi:schemaLocation="http://testweb02.fgm.com/mdr/ns/DDMS/1.4/"
                xmlns:ddms="http://testweb02.fgm.com/mdr/ns/DDMS/1.4/"
                xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
              <ddms:identifier ddms:qualifier="URL"
   ddms:value="http://testweb02.fgm.com/dse/ns/TBD/testweb02_TBD_Tax_A.owl"/>
                                <ddms:identifier
ddms:qualifier="http://testweb02.fgm.com/mdr/ns/MDR/1.0/MDR.owl#GovernanceNam
espace"
               ddms:value="TBD"/>
             <ddms:identifier ddms:qualifier="Version" ddms:value="1.0"/>
             <ddms:title>DSE2 - Tax No Dist Stmt  - DSE</ddms:title>
             <ddms:description>Tax No Dist Stmt  - DSE2 </ddms:description>
             <ddms:dates ddms:posted="2012-05-23"/>
             <ddms:creator>
                   <ddms:Person>
                         <ddms:name>fgm</ddms:name>
                         <ddms:surname>tester</ddms:surname>
                         <ddms:affiliation>FGM, Inc.</ddms:affiliation>
                         <ddms:phone>703-885-1000</ddms:phone>
                         <ddms:email>kcarvajal@fgm.com</ddms:email>
                   </ddms:Person>
             </ddms:creator>
             <ddms:subjectCoverage>
                      <ddms:Subject>
                             <ddms:keyword ddms:value="College Programs"/>
                             <ddms:keyword ddms:value="Taxonomy"/>
                     </ddms:Subject>
```

```
               </ddms:subjectCoverage>
               </ddms:Resource>
       </rdfs:comment>
   </owl:Ontology>

<!-- liberal_arts  {"name"=>"Liberal Arts", "id"=>1} -->
    <owl:Class rdf:ID='college_program_liberal_arts' rdfs:label='Liberal
Arts'>
        <rdfs:comment>Liberal Arts</rdfs:comment>
    </owl:Class>
  <!-- engineering  {"name"=>"Engineering", "id"=>2} -->
    <owl:Class rdf:ID='college_program_engineering' rdfs:label='Engineering'>
        <rdfs:comment>Engineering</rdfs:comment>
    </owl:Class>
  <!-- science  {"name"=>"Science", "id"=>3} -->
    <owl:Class rdf:ID='college_program_science' rdfs:label='Science'>
        <rdfs:comment>Science</rdfs:comment>
    </owl:Class>
<!-- communication {"name"=>"Communication", "id"=>4} -->
    <owl:Class rdf:ID='domain_communication' rdfs:label='Communication'>
        <rdfs:subClassOf rdf:resource='#college_program_liberal_arts'/>
        <rdfs:comment>Communication</rdfs:comment>
    </owl:Class>
<!-- english {"name"=>"English", "id"=>5} -->
    <owl:Class rdf:ID='domain_english' rdfs:label='English'>
        <rdfs:subClassOf rdf:resource='#college_program_liberal_arts'/>
        <rdfs:comment>English</rdfs:comment>
    </owl:Class>
 </rdf:RDF>
```

A CUI Taxonomy

```
<?xml version="1.0" encoding="UTF-8"?>
<rdf:RDF
      xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
      xmlns:rdfs="http://www.w3.org/2000/01/rdf-schema#"
      xmlns:ddms="http://testweb02.fgm.com/mdr/ns/DDMS/1.4/"
      xmlns:mdr="https://testweb02.fgm.com/dse/"
      xmlns:ism="urn:us:gov:ic:ism"
     xmlns:owl="http://www.w3.org/2002/07/owl#"

xml:base="http://testweb02.fgm.com/dse/ns/02CUI/prodweb01_02CUI_Tax_B.owl "
     ism:classification="U"
     ism:ownerProducer="USA"
     ism:noticeType="DoD-Dist-B"
     ism:noticeDate="2013-03-01"
     ism:noticeReason="Critical Technology"
     ism:classifiedBy="TestB Controlling Office">
   <owl:Ontology
rdf:about="http://testweb02.fgm.com/dse/ns/02CUI/prodweb01_02CUI_Tax_B.owl ">
        <rdfs:comment rdf:parseType="Literal">
              <ddms:Resource
xsi:schemaLocation="http://testweb02.fgm.com/mdr/ns/DDMS/1.4/"
                xmlns:ddms="http://testweb02.fgm.com/mdr/ns/DDMS/1.4/"
                xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
              <ddms:identifier ddms:qualifier="URL"
```

```
ddms:value="http://testweb02.fgm.com/dse/ns/02CUI/prodweb01_02CUI_Tax_B.owl
"/>
                                <ddms:identifier
ddms:qualifier="http://testweb02.fgm.com/mdr/ns/MDR/1.0/MDR.owl#GovernanceNam
espace"
               ddms:value="02CUI "/>
             <ddms:identifier ddms:qualifier="Version" ddms:value="1.0"/>
             <ddms:title> DSE2 - Tax Dist Stmt B - DSE</ddms:title>
             <ddms:description> DSE2 - Tax Dist Stmt B –
DSE2</ddms:description>
             <ddms:dates ddms:posted="2012-05-23"/>
             <ddms:creator>
                   <ddms:Person>
                         <ddms:name>fgm</ddms:name>
                         <ddms:surname>tester</ddms:surname>
                         <ddms:affiliation>FGM, Inc.</ddms:affiliation>
                         <ddms:phone>703-885-1000</ddms:phone>
                         <ddms:email>kcarvajal@fgm.com</ddms:email>
                   </ddms:Person>
             </ddms:creator>
             <ddms:subjectCoverage>
                      <ddms:Subject>
                             <ddms:keyword ddms:value="College Programs"/>
                             <ddms:keyword ddms:value="Taxonomy"/>
                     </ddms:Subject>
               </ddms:subjectCoverage>
               </ddms:Resource>
       </rdfs:comment>
   </owl:Ontology>

<!-- liberal_arts  {"name"=>"Liberal Arts", "id"=>1} -->
    <owl:Class rdf:ID='college_program_liberal_arts' rdfs:label='Liberal
Arts'>
        <rdfs:comment>Liberal Arts</rdfs:comment>
    </owl:Class>
<!-- engineering  {"name"=>"Engineering", "id"=>2} -->
    <owl:Class rdf:ID='college_program_engineering' rdfs:label='Engineering'>
        <rdfs:comment>Engineering</rdfs:comment>
    </owl:Class>

<!-- communication {"name"=>"Communication", "id"=>4} -->
    <owl:Class rdf:ID='domain_communication' rdfs:label='Communication'>
        <rdfs:subClassOf rdf:resource='#college_program_liberal_arts'/>
        <rdfs:comment>Communication</rdfs:comment>
    </owl:Class>
<!-- english {"name"=>"English", "id"=>5} -->
    <owl:Class rdf:ID='domain_english' rdfs:label='English'>
        <rdfs:subClassOf rdf:resource='#college_program_liberal_arts'/>
        <rdfs:comment>English</rdfs:comment>
    </owl:Class>

</rdf:RDF>
```

For details about how this information is mapped into the DSE, please see the following table.

Table 42. Mapping of a Taxonomy Resource

DSE Field	Taxonomy Element/Attribute
Name	ddms:title element
Definition	ddms:description element
Comment	*this field is unused*
Version	ddms:identifier with version qualifier
Namespace	ddms:identifier with namespace qualifier
Status	*All Resources are initially set to "Developmental"*
Type	*All Taxonomies have type "Taxonomy"*
OwnerProducer	ddms:security with ICISM:ownerProducer attribute
Security Classification	ddms:security with ICISM:classification attribute
Security Marking	ddms:security with ICISM:nonICmarkings attribute
Context	URI defined in the xml:base attribute
Creator	ddms:Person element nested in a ddms:creator element
Submitter	The logged in DSE User who submits the taxonomy
Effective Date	ddms:dates element with ddms:posted attribute

Classes

Each taxonomy must contain at least one node. Each node is defined with an owl:Class element, and might include the following attributes or nested elements.

Table 43. owl: Class Elements and Attributes

Element/Attribute	Description
rdf:ID	The unique identifier for the class. An owl:Class may have an rdf:ID or an rdf:about attribute, but not both.
rdfs:label	A description of the class.
rdfs:comment	An optional nested comment element can appear inside an owl:Class.
rdf:about	Classes with the rdf:about attribute are ignored in the current version of DSE. They may be supported in the future. An owl:Class may have an rdf:ID or an rdf:about attribute, but not both.

The following example illustrates a simple class definition for the Organization node.

```
<owl:Class rdf:ID="organization" rdfs:label="Organization">
  <rdfs:comment>A generic organization.</rdfs:comment>
</owl:Class>
```

For details about how this information is mapped into the DSE, please see the table below.

Table 44. Mapping of a Node Resource

DSE Field	owl:Class Element/Attribute
Name	rdfs:label
Definition	rdfs:comment
Comment	*this field is unused*
Version	*Nodes share the Version of the enclosing taxonomy*
Namespace	*Nodes share the Namespace of the enclosing taxonomy*
Status	*Nodes share the Status of the enclosing taxonomy*
Type	*All Nodes have type "Node"*
OwnerProducer	*Nodes share the OwnerProducer of the enclosing taxonomy*
Security Classification	*Nodes share the Security Classification of the enclosing taxonomy*
Security Marking	*Nodes share the Security Marking of the enclosing taxonomy*
Context	URI defined as the xml:base attribute concatenated with the rdf:ID, such as "*http://metadata.ces.mil/dse/ns/TBD/1.0/SampleTaxonomy.owl#organization*"
Creator	*Nodes share the Creator of the enclosing taxonomy*
Submitter	*Nodes share the Submitter of the enclosing taxonomy*
Effective Date	*Nodes share the Effective Date of the enclosing taxonomy*

Relationships

Relationships can be asserted between Nodes within a taxonomy as well as Nodes that already exist in the DSE. The following constructs will be converted into DSE Relationships (which will appear on the resource details page for both the source and target Nodes in the relationship).

Table 45. DSE – Understood Association Types

Qualified Name	Details
rdfs:subClassOf	The owl:Class containing this construct *is a sub class of* the owl:Class referenced in the rdf:resource attribute.
mdr:parentOf	The owl:Class containing this construct *is a parent of* the owl:Class referenced in the rdf:resource attribute. This is a placeholder intended to be a symmetric opposite of *rdfs:subClassOf*, such that if **a** is a sub class of **b**, then **b** is a parent of **a**. This logic will be added in a future version of the DSE.
owl:equivalentClass	The owl:Class containing this construct *is equivalent to* the owl:Class referenced in the rdf:resource attribute.

If the subordinate of the relationships exists in the same taxonomy, it can be referenced by using a hash "#" symbol and the rdf:ID of the node:

```
<owl:Class rdf:ID="organization" rdfs:label="Organization">
  <rdfs:comment>A generic organization.</rdfs:comment>
</owl:Class>
```

```
  <owl:Class rdf:ID="politicalOrganization" rdfs:label="Political
Organization">
    <rdfs:subClassOf rdf:resource="#organization" />
    <rdfs:comment>A political organization.</rdfs:comment>
  </owl:Class>
```

If the subordinate exists in another taxonomy (and that taxonomy is stored in the DSE), it will need to be referenced by a full URI. This value can be located by visiting the Resource Details page for the Node and looking in the “Context” field.

```
  <owl:Class rdf:ID="politicalOrganization" rdfs:label="Political
Organization">
    <rdfs:subClassOf
rdf:resource="http://metadata.ces.mil/dse/ns/TBD/0.7/OriginalTaxonomy.owl#org
anization" />
    <rdfs:comment>A political organization.</rdfs:comment>
  </owl:Class>
```

Submitting Multiple Taxonomies

Occasionally, domain requirements mandate the division of a taxonomy into multiple taxonomy files. Because the owl:imports tag is not yet supported, the taxonomy files must be organized and submitted in order of dependence. For example, if File A refers to a class which is defined in File B, then File B must be submitted to the Registry before File A.

In certain situations, the order of dependence cannot be clearly determined. For example, consider the following taxonomy files that depend on one another. The FileA taxonomy defines two classes, Horse and Vehicle. The Horse class is a subclass of the Animal class defined in the FileB taxonomy. The FileB taxonomy defines the Animal and Bicycle classes. However, the Bicycle class is a subclass of the Vehicle Class defined in the FileA taxonomy. For the sake of the example, only the relevant portions of the taxonomy files are shown.

FileA

```
    <owl:Class rdf:ID="Horse" rdfs:label="Horse">
      <!-- Will not work until Animal is in the database. -->
      <rdfs:subClassOf
rdf:resource="http://metadata.ces.mil/dse/ns/TBD/1.0/FileB.owl#Animal" />
    </owl:Class>
    <owl:Class rdf:ID="Vehicle" rdfs:label="Vehicle" />
```

File B

```
    <owl:Class rdf:ID="Animal" rdfs:label="Animal" />
     <owl:Class rdf:ID="Bicycle" rdfs:label="Bicycle">
      <!-- Will not work until Vehicle is in the database. -->
      <rdfs:subClassOf
rdf:resource="http://metadata.ces.mil/dse/ns/TBD/1.0/FileA.owl#Vehicle" />
    </owl:Class>
```

There are currently two solutions for submitted inter-related taxonomy files:

- Rearrange the classes in the file

In certain situations the dependencies can be resolved by moving the class definitions needed by the class relationships to the first file submitted to the Registry. Using our example from above, the Vehicle and Animal classes are both defined in File A so that when FileB is submitted, the relationships to Vehicle and Animal can be created without problem.

File A

```
  <owl:Class rdf:ID="Vehicle" rdfs:label="Vehicle" />
  <owl:Class rdf:ID="Animal" rdfs:label="Animal" />
```

File B

```
    <owl:Class rdf:ID="Bicycle" rdfs:label="Bicycle">
      <!-- Will not work until Vehicle is in the database. -->
      <rdfs:subClassOf 
rdf:resource="http://metadata.ces.mil/dse/ns/TBD/1.0/FileA.owl#Vehicle" />
    </owl:Class>
    <owl:Class rdf:ID="Horse" rdfs:label="Horse">
      <!-- Will not work until Animal is in the database. -->
      <rdfs:subClassOf 
rdf:resource="http://metadata.ces.mil/dse/ns/TBD/1.0/FileA.owl#Animal" />
    </owl:Class>
```

- Reverse the relationships

Another option for resolving dependencies between classes submitted by separate taxonomy files is to reverse the class relationships. For example, instead of “Horse is a subclass of Animal”, we would use the reverse, “Animal is a parent of Horse.” The symmetric nature of this property is not currently enforced, but using the mdr:parentOf relationship will allow end users to see this implied until a better solution can be devised in a future version of the DSE.

FileA

```
    <owl:Class rdf:ID="Horse" rdfs:label="Horse" />
    <owl:Class rdf:ID="Vehicle" rdfs:label="Vehicle" />
```

FileB

```
    <owl:Class rdf:ID="Animal" rdfs:label="Animal">
      <!-- We reversed the relationship that was in Horse -->
        <mdr:parentOf 
rdf:resource="http://metadata.dod.mil/mdr/ns/TBD/1.0/FileA.owl#Horse" />
    </owl:Class>
    <owl:Class rdf:ID="Bicycle" rdfs:label="Bicycle">
      <!-- Will not work until Vehicle is in the database. -->
        <rdfs:subClassOf 
rdf:resource="http://metadata.ces.mil/dse/ns/TBD/1.0/FileA.owl#Vehicle" />
    </owl:Class>
```

DoD Core Taxonomy

The DoD Core Taxonomy is found on the DSE at the following location:
http://metadata.ces.mil/dse/ns/TaxFG/0.75c/Core_Tax_0.75c.owl#

The relationship - rdfs:subClassOf - is used to render the taxonomy tree. It is important to provide linkages to items in the DoD Core Taxonomy. You should also include a comment tag. The following is an example of how to link to an item within the DoD Core Taxonomy:

```
  <owl:Class rdf:ID="My_Account" rdfs:label="My Account">
    <rdfs:subClassOf
rdf:resource="http://metadata.ces.mil/dse/ns/TaxFG/0.75c/Core_Tax_0.75c.owl#A
ccount" />
    <rdfs:comment>This is a node that depends on Account in the DoD Core
Taxonomy.</rdfs:comment>
  </owl:Class>
```

A taxonomy tree will be generated on the resource details page.

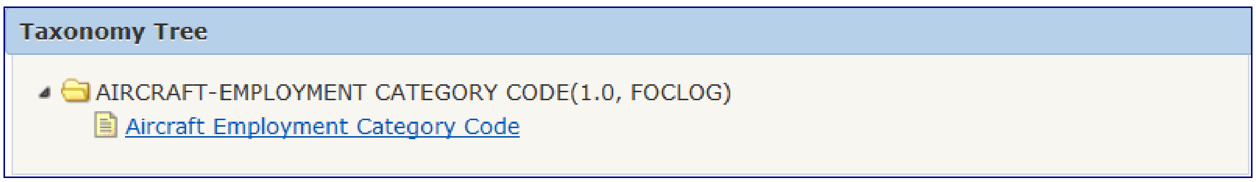


Figure 422. Taxonomy Tree