Introduction

This guide is designed to help Earthdata Forum Users to navigate through the site and demonstrate example user processes.

The guide is by no means a full representation of every single use case scenario users may need.

For further assistance, please email support-asdc@earthdata.nasa.gov
# Table of Contents

## Landing Page
- Login, Search, Filters, Forum
- Quick Links, Help, Data Recipes General

## User Interface
- Notifications, My Favorites The User

## Control Panel
- Overview Tab: Front Page, Manage subscriptions
- Overview Tab: Manage bookmarks, Manage drafts
- Overview Tab: Manage attachments, Manage notifications
- Board Preference Tab: Edit global settings, Edit posting defaults
- Board Preference Tab: Edit display options
- Board Preference Tab: Edit notification options
- Board Preference Tab: Manage favorite selected items
- User Groups Tab: Edit membership, Manage groups
- Friends and Foes Tab: Manage friends, Manage foes

## How to Post a New Question

## How to Search
- Question/Comments features Version

## Control Table
This is the homepage of the forum, and there are several different actions that can be taken here, even when not logged in yet.

1. **Login:** This is where a user or moderator will go to authenticate and log in to their profile. Clicking this will take you to the Earthdata Login page.

2. **Search:** This is the default search feature. As an unauthenticated (not logged in via your Earthdata login) user you can still search the forum and see any posts that come up in the search. You can select from the most common search items from the drop-down menu in the “Discipline”, “DAAC”, “Major Projects”, and “Service/Usage” categories. You can find the description to each searchable term in the bottom right corner by clicking on “What do these filter items mean?” located under the Help dropdown menu.

3. **Forum:** This is where the users post questions, pending moderator approval. The forum is visible to unauthenticated users, but they will not be able to post, reply or subscribe to posts until they log in.
1. **Quick links**: Shortcut to popular searches.
   i. Unanswered questions
   ii. Active questions
   iii. NASA DAACs and Forum Contributors

2. **Help**:
   FAQ: Frequently Asked Questions.
   General User Guide: PDF (this document)
   Data Recipes: Data recipes are tutorials or step-by-step instructions that have been developed by the Earth Observing System Data and Information System (EOSDIS) Distributed Active Archive Centers (DAACs) staff or EOSDIS systems engineers to help users learn how to discover, access, subset, visualize and use our data, information, tools, and services. These recipes cover many different data products across the Earth science disciplines and different processing languages/software.

   What do these filters mean? Filters are categories containing lists of common searchable items for this site. These items go through users’ questions and answers and display the results.
Once the user logs into the Earthdata Forum site, a few new features appear in the General User Interface.

1. **My Favorites**: This feature takes the user automatically to a list of questions with their favorite searchable terms. If the user doesn’t have a favorite searchable term selected yet, clicking this feature will take the user to a page where favorite searchable items may be identified.

2. **Notifications**: These are the user’s notifications or alerts in the Forum. Clicking the tab will show you all existing notifications and clicking a notification in the tab will take the user to the notified pinged location in the Forum site.

3. **Private messages**: Once logged into the Forum site, users will be able to see posts directed to them. General users will not be able to see the private messages.
The User Control Panel

You can access the User Control Panel (UCP) by clicking on the down arrow next to your username in the top right of the screen.

1. The User Control Panel allows you to alter personal preferences, manage posts, send and receive private messages, and change the way information about you appears to other users. To view the UCP, click the “User Control Panel” link that appears after logging into the Earthdata Forum site.

2. The UCP is separated into six tabs: “Overview”, “Profile”, “Board Preference”, “Private Messages”, “User Groups”, and “Friends and Foes”. Within each tab are several sub-pages, accessed by clicking the desired link on the left side of the UCP interface.
Overview Tab:

1. **Front page:** This tab displays a snapshot of information about your posting habits such as the date you joined the forum, your most active topic, and how many total posts you have submitted.

2. **Manage subscriptions:** This tab is for forums or individual posts that you have elected to watch for any new posts. Whenever a new post is made inside an area you have subscribed to, an e-mail will be sent informing you of the new addition. To create a subscription, visit the forum or post you would like to subscribe to and click the ‘Subscribe’ link located at the bottom of the page. To remove a subscription, check the box next to the subscription you would like to remove and click the ‘Unsubscribe’ button.
1. **Manage bookmarks**: Bookmarks, much like subscriptions, are posts you've chosen to watch. To create a bookmark, visit the post you would like to watch and click the wrench icon located at the top left of the page. A drop-down menu will appear, click on “Bookmark Question”. To remove a bookmark, click the wrench icon once again and in the drop-down menu click 'Remove from bookmarks'.

2. **Manage drafts**: Drafts are created when you click the 'Save' button on the New Post or Post Reply page. Displayed are the title of your post, the forum or post that the draft was made in, and the date you saved it. To continue editing a draft for future submission, click the 'View/Edit' link. If you plan to finish and post the message, click 'Load Draft'. To delete a draft, check the box next to the draft you wish to remove and click 'Delete Marked'.
1. **Manage attachments:** The attachment section of the UCP shows a list of all attachments that you have uploaded to the board. Each entry contains a link to the message in which the attachment is contained, the size of the attachment, the number of times it has been downloaded, and the time at which it was uploaded. Through this page, you can delete attachments from the board. Inline references to a deleted attachment will remain in the original post, but the attachment will not be rendered in any way other than the file name.

2. **Manage notifications:** Notifications alert you to events that have taken place on the board. They will appear in the Notifications menu at the top of your screen. Events include:
   - New Private Message has arrived
   - New topic was created in a subscribed forum
   - New post was created in a subscribed topic
   - A new post is awaiting moderation
   - A post has been reported
   - Your topic/post has been approved/disapproved
   - You have been quoted in a post

![User Control Panel](image1.png)

![User Control Panel](image2.png)
Board Preference Tab:

1. **Edit global settings:** This tab controls various overall interactions with the Forum software.
   - Users can contact me by email
   - Administration can email me information
   - Allow users to send you private messages
   - My time zone
   - My date format

2. **Edit posting defaults:** Posting settings control the default settings of the text box when you create a post. Note that these options are controllable on an individual basis while posting.
   - Enable BBCode by default
   - Enable smiles by default
   - Attach my signature by default
   - Notify me upon replies by default
   - Automatically subscribe my new question
1. **Edit display options**: Display settings control how posts and topics are rendered in the various board views.

   The following settings control how the contents of posts and private messages are rendered:
   - Display images within posts
   - Display Flash animations
   - Display smiles as images
   - Display signatures
   - Display avatars
   - Display questions from previous days
   - Display questions ordering by
   - Display question order direction

   The following settings control how posts are displayed in the topic view:
   - Display posts from previous days
   - Display posts ordering by
   - Display posts order direction
1. **Edit notification options**: Notification settings control which events will trigger a notification and how you will receive the notification.

   The following settings control events related to posting:
   a. Your questions/posts are approved or disapproved by a moderator.
   b. Someone replies to a question you have bookmarked.
   c. Someone replies to a question to which you are subscribed.
   d. Someone quotes you in a post.
   e. Someone replies to a question in a forum to which you are subscribed.
   f. Someone tags a question with one of your favorite searchable terms.
   g. All activity related to a question with one of your favorite searchable terms.

   The following settings control various other events:
   h. Your report on a private message is closed by a moderator.
   i. Your report on a post is closed by a moderator.
   j. Someone mentioned me.
1. **Manage favorite searchable terms**: A tag is a short description (usually one word) of a subject.

In this tab you can select terms by “Discipline”, “DAAC”, “Major Projects”, and “Services/Usages”. You can find the description to each term within the Forum. Go to the Help menu, and select “What do these filters mean?”.

Users can select terms to be added as favorite. Once you have selected and submitted your favorite terms, the system will place a heart icon in all the posts that contain your favorite terms. Also, using this feature ensures that a posted question arrives to the appropriate moderator or Subject Matter Expert.

You can edit notification options for this feature in the “Edit notification options” under the “Board preference” tab within the User Control Panel.
**User Groups Tab:**

1. **Edit memberships:** User group membership can be managed through the User groups section of the UCP. The page lists groups for which the user is a member of, a leader of, and all other user groups. Groups which are open for membership have a radio button allowing the user to request membership. Users may also remove themselves from groups in which they hold membership. If a user has the “Can change default user group”, they can choose which group to be their default here. The default user group dictates the user's username color which is shown throughout the board.

2. **Manage groups:** Users who are designated as a group leader can manage the group's membership. Users can be added or removed, pending join requests can be approved or denied, and have their default user group changed here.
Friends & Foes Tab:

1. **Manage friends and Manage foes**: Users can be marked as a “friend” or a “foe” to allow for filtering of their messages. If a style supports it, posts made by users on your Foe list will be hidden from view and posts from users on your Friend list will be highlighted. Private Message (PM) rules can make use of the Friends and Foes list for filtering incoming PMs.
How to Post a New Question

To post a new question in the Earthdata Forum:

1. Click on the “Post a New Question” green button on the upper left corner. This action will take you to the “All Questions/Comments” screen.
2. Write the title of your question in the “Subject” field and your question in the composing pane. You can also add attachments to your question (Click the “Attachments” button to add files).
3. Select from the common searchable items by “Discipline”, “DAAC”, “Major Projects”, and “Services/Usages”. Using this feature ensures that the posted question arrives to the appropriate moderator or Subject Matter Expert.
4. If you require private communication with moderators that are not visible by the public, click “Submit a private post” box.
5. Note that the “Notify me when a reply is posted” is ticked as a default in the “Options” section. If you do not want to be notified, click to untick the box.
6. If you need to attach a file to the post, simply click on the “Attachments” tab and click on “Add files”.
7. Click on the “Submit” button to submit your question.
How to Search

1. On the “Home” page, you have 2 different ways to search for topics or questions you may have.

   1. The first box will allow you to type a word for your search. Below the search box, there are drop down lists. These lists are considered filters (similar common words for each group). Once a word is selected, it appears as a “pill” above the filters. These key words are then search all questions posted to the Earthdata Forum. The results will appear in the table called “Questions and Comments”.

   2. The arrow to the right of “Announcements” allows one to collapse to gain additional screen space or expand to list all announcements to view.
Questions/Comments features:
When you click on the Question/Comment of your interest, it will open for you to see the full text and consecutive replies the question/comment might have.
You can interact with the question/comment in the following ways:
Post Reply: Reply directly to the post
1. Wrench Tool:
   • Subscribe question
   • Bookmark question
   • Print view
2. Search this question: Search for specific wording within the “Questions/Comments”
3. Advanced Search: Brings you back to the Forum Search Pane
4. Report this post: You can report the post by clicking this feature.
5. Reply with quote: The original question will be re-printed with your consecutive reply.
6. Say thanks: You can click to thank the author of the post and click a second time to remove the thanks.
## Version Control Table

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