

# Earthdata Forum: General Guide for Users



## Introduction

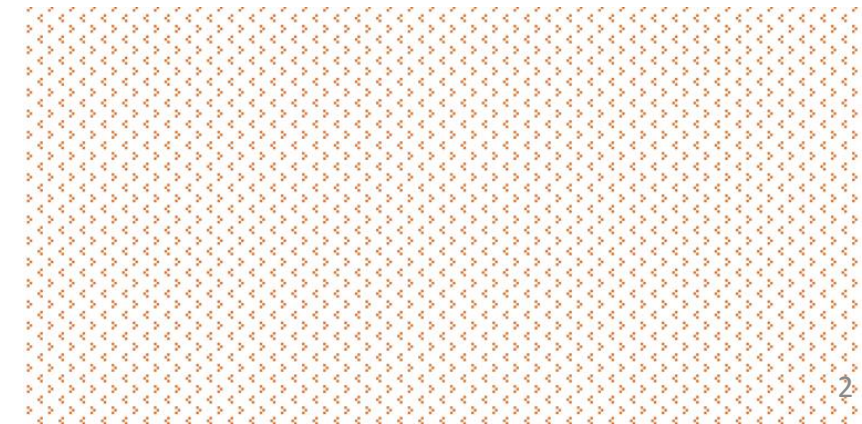
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This guide is designed to help Earthdata Forum Users to navigate through the site and demonstrate example user processes.

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

v.1.4  
Spring 2022

For further assistance, please email  
[support-asdc@earthdata.nasa.gov](mailto:support-asdc@earthdata.nasa.gov)



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# Landing Page

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

- **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.
- **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 the tags from the drop-down menu in the “Discipline”, “DAAC”, “Major Projects”, and “Service/Usage” categories. You can find the description to each tag in the bottom right corner by clicking on the “What do these tags mean?”.
- **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.

It is currently Mon May 16, 2022 4:52 pm America/New\_York

[Post New Question](#)

**SEARCH**

Search for keywords, tags...

Discipline: Select | DAAC: Select | Major Projects: Select | Services/Usage: Select

Selected Tags:

[Submit](#)

[What do these tags mean?](#)

**FORUM**

	QUESTIONS	POSTS	LAST POST
<b>Questions/Comments</b> Please enter here to ask a question about any NASA Science related topics!	2628	10211	Re: contours of bathymetry re... by OB SeaDAS - xuanyang02 Mon May 16, 2022 3:42 pm America/New_York



- **Quick links:** Shortcut to popular searches.

- Unanswered questions
- Active questions
- Search
- NASA DAACs and Forum Contributors

- **Help:**

- **FAQ:** Frequently Asked Questions.
- **General User Guide:** PDF
- **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.

The screenshot shows the NASA Earthdata Forum homepage. At the top, there is a navigation bar with the Earthdata logo, a search bar for DAACs, and icons for feedback and help. Below the navigation bar is a banner with the text: "Welcome to the Earthdata Forum! Here, the scientific user community and subject matter experts from NASA Distributed Active Archive Centers (DAACs), and other contributors, discuss research needs, data, and data applications." The "Quick links" and "Help" icons in the navigation bar are circled in orange. Below the banner is a "Post a New Question" button. The main content area features a search form with a search bar, dropdown menus for Discipline, DAAC, Major Projects, and Services/Usage, and a "Submit" button. Below the search form is a forum table with columns for Questions, Posts, and Last Post.

FORUM	QUESTIONS	POSTS	LAST POST
<b>Questions/Comments</b> Please enter here to ask a question about any NASA Science related topics!	2628	10211	Re: contours of bathymetry re... by OB SeaDAS - xuanyang02 Mon May 16, 2022 3:42 pm America/New_York



# General User Interface

Once the user logs in, a few new features appear in the General User Interface.

- **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 you wherever you were pinged from.
- **My Favorites:** This feature takes the user automatically to a list of questions with their favorite tags. If the user doesn't have their favorite tags selected yet, clicking this feature will take them to a page where they can set up their favorite tags.

The screenshot displays the Earthdata Forum user interface. At the top, there is a navigation bar with the NASA logo, 'EARTHDATA Forum', and a search bar for DAACs. Below this, a welcome message is visible. The main navigation area includes 'Quick link', 'My Favorites', and 'Help' tabs, with 'My Favorites' and 'Notifications' highlighted by orange circles. The 'Notifications' tab shows a notification for 'example'. Below the navigation, the current date and time are displayed, along with the user's last visit. A 'Post a New Question' button is present. The search section includes a search bar and filters for Discipline, DAAC, Major Projects, and Services/Usage. A 'Submit' button is located below the search filters. The forum section shows a table with columns for 'FORUM', 'QUESTIONS', 'POSTS', and 'LAST POST'. The first row is for 'Questions/Comments' with 2628 questions and 10211 posts. The last post is titled 'Re: contours of bathymetry re...' by 'OB SeaDAS - xuanyang02' on Mon May 16, 2022 3:42 pm America/New\_York.

FORUM	QUESTIONS	POSTS	LAST POST
<b>Questions/Comments</b> Please enter here to ask a question about any NASA Science related topics!	2628	10211	<b>Re: contours of bathymetry re...</b> by <b>OB SeaDAS - xuanyang02</b> Mon May 16, 2022 3:42 pm America/New_York

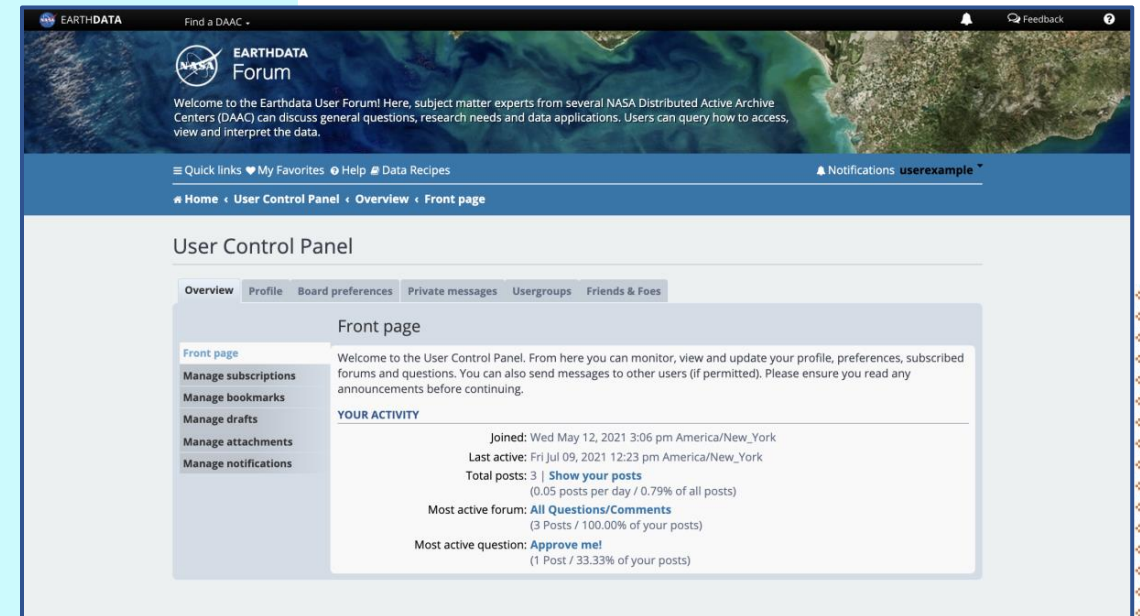
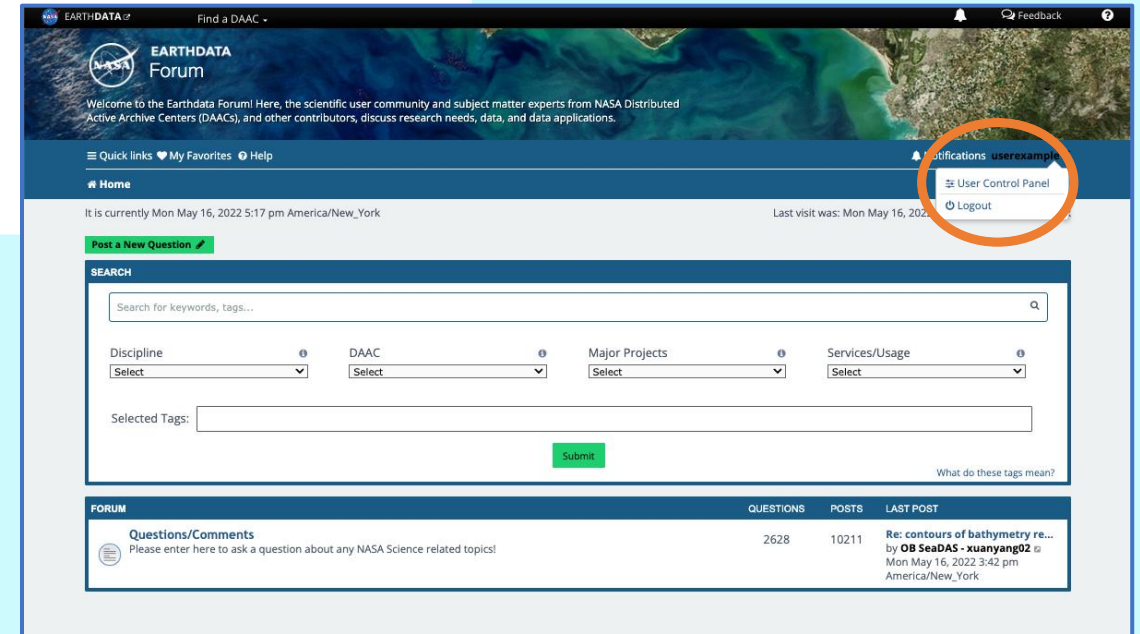


# The User Control Panel

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.

The User Control Panel allows you to alter personal preferences, manage posts you are watching, 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 in.

The UCP is separated into six tabs: “Overview”, “Profile”, “Board Preference”, “Private Messages”, “Usergroups”, 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:

- **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.
- **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.

The screenshot shows the 'User Control Panel' for a user named 'userexample'. The 'Front page' tab is selected, displaying a welcome message and a summary of the user's activity. The activity summary includes the date joined (Wed May 12, 2021 3:06 pm), last active date (Fri Jul 09, 2021 12:23 pm), total posts (3), and most active forum (All Questions/Comments).

YOUR ACTIVITY		
Joined:	Wed May 12, 2021 3:06 pm America/New_York	
Last active:	Fri Jul 09, 2021 12:23 pm America/New_York	
Total posts:	3   <a href="#">Show your posts</a> (0.05 posts per day / 0.79% of all posts)	
Most active forum:	<b>All Questions/Comments</b> (3 Posts / 100.00% of your posts)	
Most active question:	<b>Approve me!</b> (1 Post / 33.33% of your posts)	

The screenshot shows the 'User Control Panel' for a user named 'userexample'. The 'Manage subscriptions' tab is selected, displaying a list of forums and questions the user is subscribed to. The list includes columns for 'WATCHED QUESTIONS', 'LAST POST', and 'MARK'. The first question is 'A new Question from a User' by 'userexample' on Thu May 27, 2021 2:45 pm.

WATCHED QUESTIONS	LAST POST	MARK
<a href="#">A new Question from a User</a> by <b>userexample</b> » Thu May 27, 2021 2:45 pm America/New_York	by <b>userexample</b> » Thu May 27, 2021 2:45 pm America/New_York	<input type="checkbox"/>
<a href="#">Question (for SME assistance)</a> by <b>userexample</b> » Fri May 21, 2021 9:02 am America/New_York	by <b>smeexample</b> » Fri May 21, 2021 10:07 am America/New_York	<input type="checkbox"/>
<a href="#">Question</a> by <b>userexample</b> » Thu May 13, 2021 10:51 am America/New_York	by <b>modexample</b> » Thu May 13, 2021 1:08 pm America/New_York	<input type="checkbox"/>
<a href="#">Test for reply anouncement</a> by <b>userexample</b> » Thu May 13, 2021 10:15 am America/New_York	by <b>userexample</b> » Thu May 13, 2021 10:15 am America/New_York	<input type="checkbox"/>
<a href="#">Approve me!</a> by <b>userexample</b> » Wed May 12, 2021 3:11 pm America/New_York	by <b>userexample</b> » Wed May 12, 2021 3:11 pm America/New_York	<input type="checkbox"/>





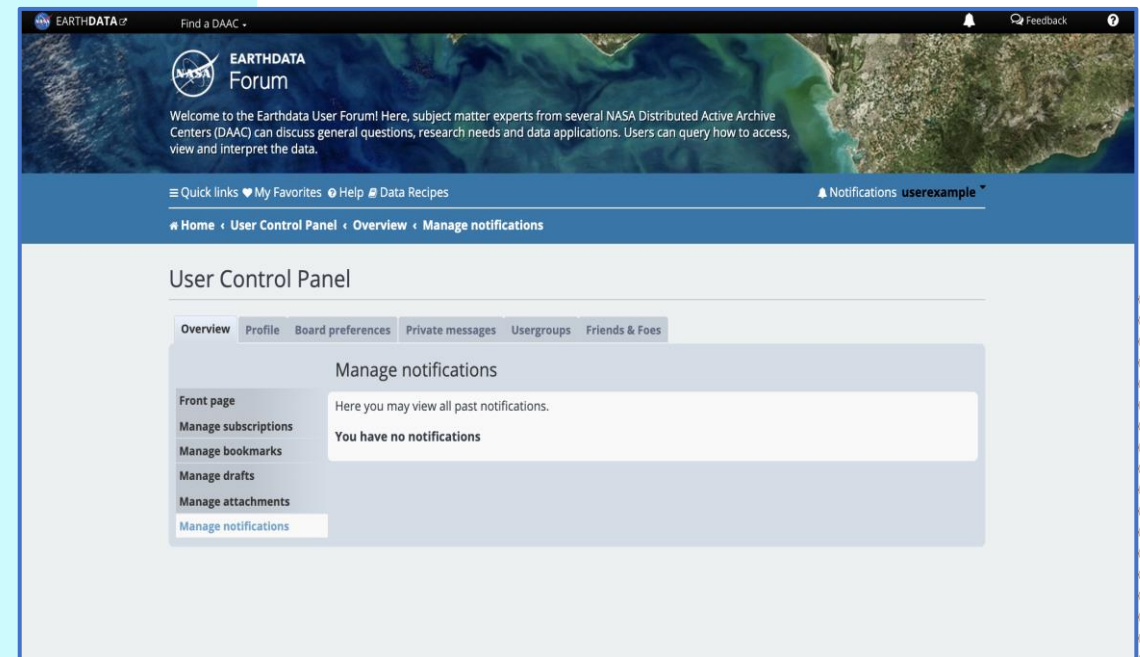
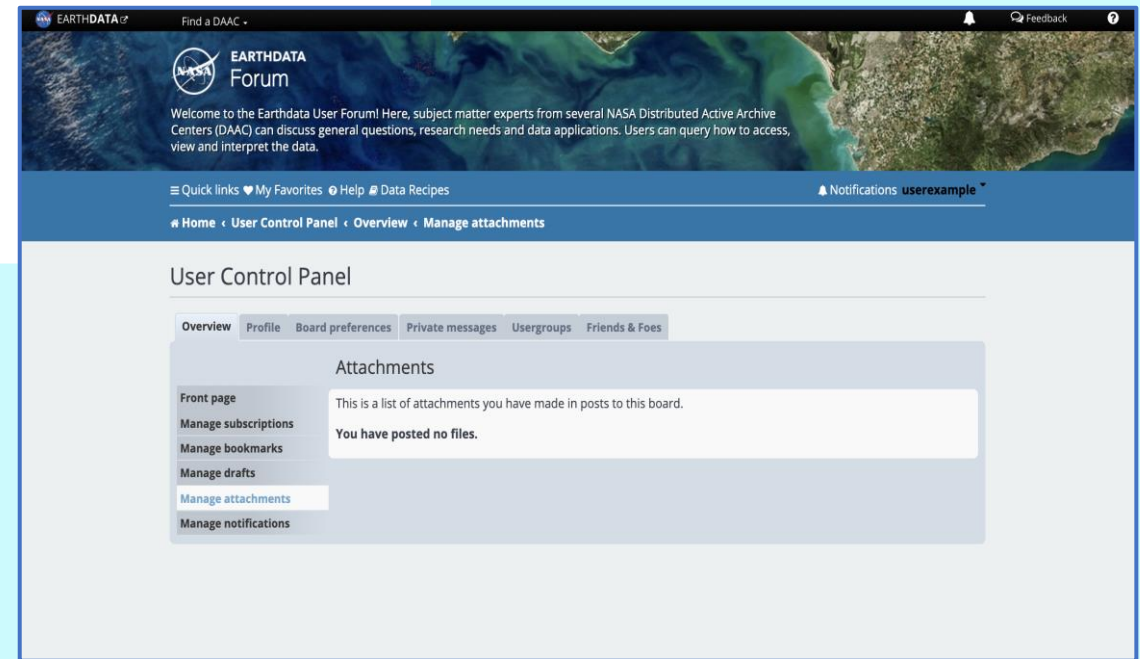
- **Manage bookmarks:** Bookmarks, much like subscriptions, are posts you've chosen to watch. To create a bookmark, visit the post you would like to watch and click the wrench icon located at the top left of the page. A drop-down menu will appear, click on "Bookmark Question". To remove a bookmark, click the wrench icon once again and in the drop-down menu click 'Remove from bookmarks'.
- **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'.

The screenshot shows the Earthdata Forum User Control Panel. The 'Manage bookmarks' section is active, displaying a list of bookmarked questions. The interface includes a navigation menu with options like 'Overview', 'Profile', and 'Board preferences'. A sidebar on the left lists management options: 'Front page', 'Manage subscriptions', 'Manage bookmarks', 'Manage drafts', 'Manage attachments', and 'Manage notifications'. The main content area shows a table of bookmarked questions with columns for 'BOOKMARKS', 'LAST POST', and 'MARK'. The table lists three items, including '897 - Tag Removal' by 'moduserskda' and 'Approve me!' by 'userexample'. A 'Remove marked bookmarks' button is visible at the bottom right of the table.

The screenshot shows the Earthdata Forum User Control Panel with the 'Manage drafts' section active. The interface is similar to the previous screenshot, but the main content area displays 'No drafts saved.' The sidebar on the left has 'Manage drafts' highlighted. The navigation menu and header information remain consistent with the previous screenshot.



- **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.
- **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



## Board Preference Tab:

- **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 timezone
  - My date format
- **Edit posting defaults:** Posting settings control the default settings of the for 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

The screenshot shows the NASA Earthdata Forum User Control Panel. The 'Board preferences' tab is selected, and the 'Edit global settings' sub-tab is active. The settings include:

- Users can contact me by email:  Yes  No
- Administrators can email me information:  Yes  No
- Allow users to send you private messages:  Yes  No
- My timezone: UTC-04:00 - July 9th, 2021, 1:17 pm (dropdown menu)
- My date format: Custom... (dropdown menu)

Buttons for 'Reset' and 'Submit' are visible at the bottom of the settings area.

The screenshot shows the NASA Earthdata Forum User Control Panel. The 'Board preferences' tab is selected, and the 'Edit posting defaults' sub-tab is active. The settings include:

- Enable BBCode by default:  Yes  No
- Enable smiles by default:  Yes  No
- Attach my signature by default:  Yes  No
- Notify me upon replies by default:  Yes  No
- Automatically subscribe to my new questions:  Yes  No

Buttons for 'Reset' and 'Submit' are visible at the bottom of the settings area.

- **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

The screenshot shows the EarthData Forum website interface. At the top, there is a navigation bar with the EarthData logo, a search bar for DAACs, and user navigation options like 'Quick links', 'My Favorites', 'Help', and 'Data Recipes'. Below this is a breadcrumb trail: 'Home < User Control Panel < Board preferences < Edit display options'. The main content area is titled 'User Control Panel' and contains several tabs: 'Overview', 'Profile', 'Board preferences', 'Private messages', 'Usergroups', and 'Friends & Foes'. The 'Board preferences' tab is active, and within it, the 'Edit display options' sub-panel is shown. This panel contains a list of settings with radio buttons for 'Yes' or 'No' and dropdown menus for selection. The settings are: 'Display images within posts' (Yes), 'Display Flash animations' (Yes), 'Display smiles as images' (Yes), 'Display signatures' (Yes), 'Display avatars' (Yes), 'Display questions from previous days' (All Questions), 'Display questions ordering by' (Post time), 'Display question order direction' (Descending), 'Display posts from previous days' (All posts), 'Display posts ordering by' (Post time), and 'Display post order direction' (Ascending). At the bottom of the panel are 'Reset' and 'Submit' buttons.



- **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:

- Your questions/posts are approved or disapproved by a moderator.
- Someone replies to a question you have bookmarked.
- Someone replies to a question to which you are subscribed.
- Someone quotes you in a post.
- Someone replies to a question in a forum to which you are subscribed.
- Someone tags a question with one of your favorite tags.
- All activity related to a question with one of your favorite tags.

The following settings control various other events:

- Your report on a private message is closed by a moderator.
- Your report on a post is closed by a moderator.
- Someone mentioned me.

The screenshot shows the Earthdata Forum User Control Panel. The page title is "User Control Panel" and the current tab is "Board preferences". The sub-tab is "Edit notification options". The page contains a table for setting notification preferences for various events.

NOTIFICATION TYPE	NOTIFICATIONS	EMAIL
<b>Posting Notifications</b>		
Your questions/posts are approved or disapproved by a moderator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Someone replies to a question you have bookmarked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Someone replies to a question to which you are subscribed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Someone quotes you in a post	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Someone replies to a question in a forum to which you are subscribed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Someone tags a question with one of your favorite tags	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All activity related to a question with one of your favorite tags	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Miscellaneous Notifications</b>		
Your report on a private message is closed by a moderator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Your report on a post is closed by a moderator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Someone mentioned me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom right of the table, there is a "Submit" button and links for "Mark all" and "Unmark all".



- **Manage favorite tags:** A tag is a short description (usually one word) of a subject.

In this tab you can select tags by “Discipline”, “DAAC”, “Major Projects”, and “Services/Usages”. You can find the description to each tag within the Forum. Go to the landing page, inside of the “Search by tags” box, in the bottom right corner click on the “What do these tags mean?”.

Users can select tags to be added as favorite. Once you have selected and submitted your favorite tags, the system will place a heart icon in all the posts that contain your favorite tags. 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.

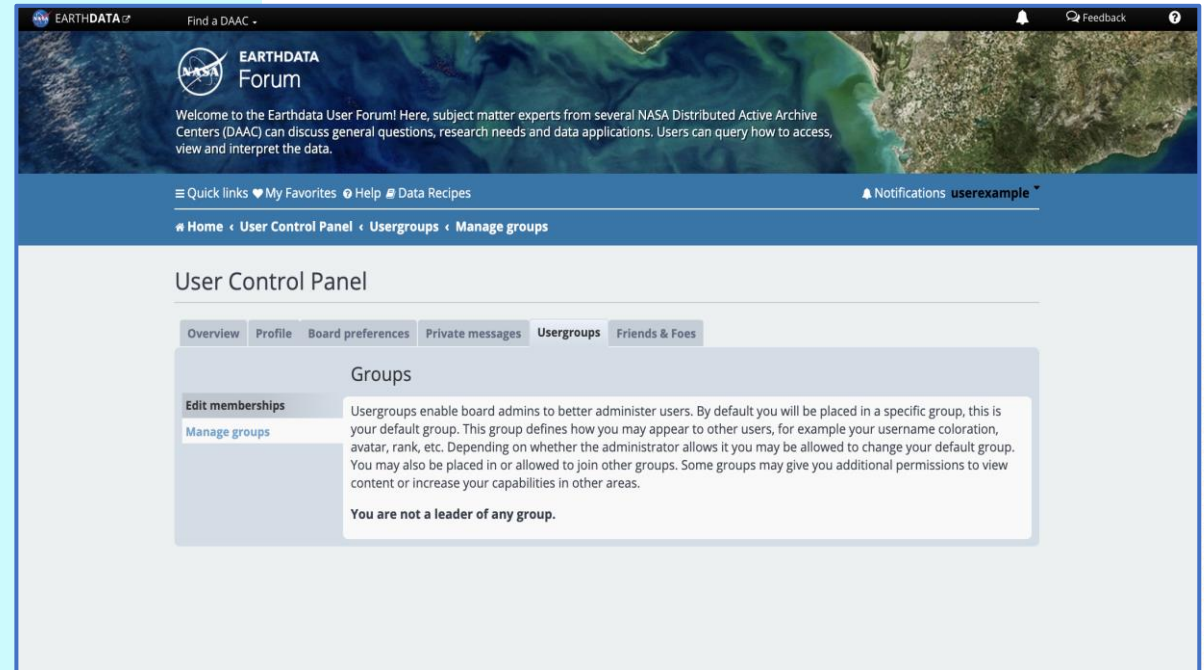
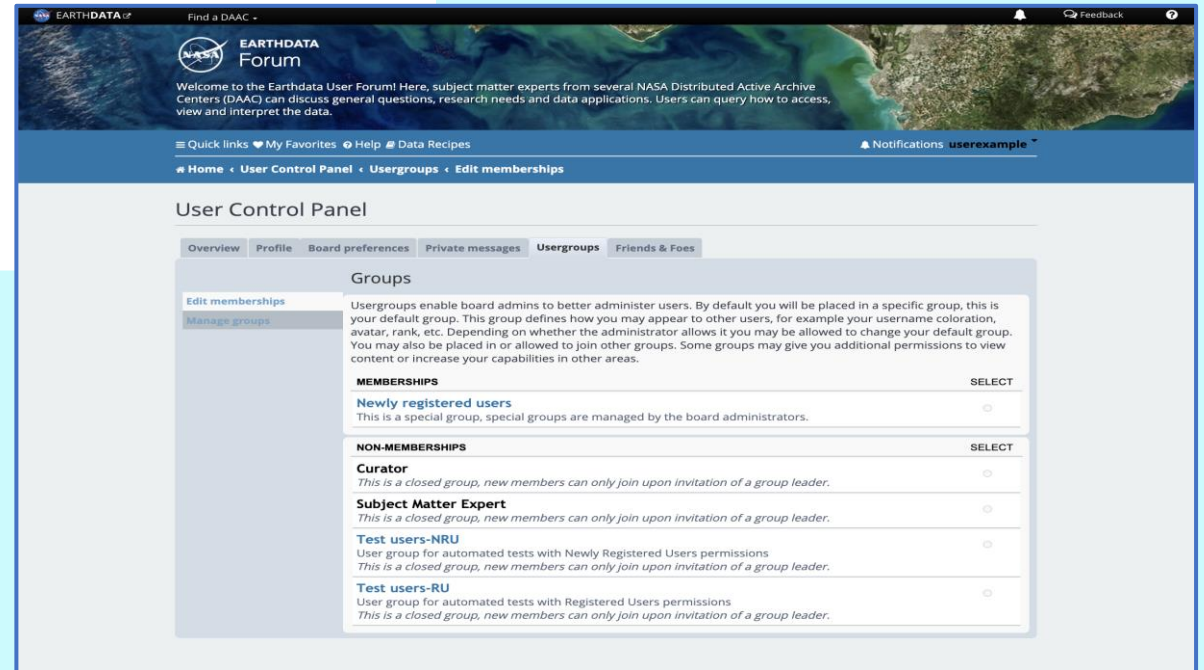
The screenshot shows the 'User Control Panel' for a user named 'userexample'. The 'Board preferences' tab is active, and the 'Manage favorite tags' section is displayed. It includes a sidebar with options like 'Edit global settings', 'Edit posting defaults', and 'Manage favorite tags'. The main area has a heading 'Manage favorite tags' and a sub-heading 'Select tags from the list to add them to your favorites:'. Below this are four dropdown menus for 'Discipline', 'DAAC', 'Major Projects', and 'Services/Usage', each with a 'No Preference' option. A 'Favorite tags' input field contains 'ASDC', which is circled in red. A 'Submit' button is at the bottom right.

The screenshot shows the 'All Questions/Comments' page. A table lists various questions with columns for 'QUESTIONS', 'REPLIES', and 'LAST POST'. The question 'Test for reply announcement' is highlighted with a red circle. It has 0 replies and was posted by 'userexample' on Thu May 13, 2021 10:15 am. The question includes the tag 'ASDC' and a heart icon. Other questions listed include 'Approve me!', 'MODIS Aqua R2018.0 MOBY validation missing?', 'Error when using the Satellite Validation Match-Up Tools', 'OpenDAP Crawler', 'MODIS OpenDAP not up-to-date?', and 'Rrs vs rrs remote sensing reflectance'.



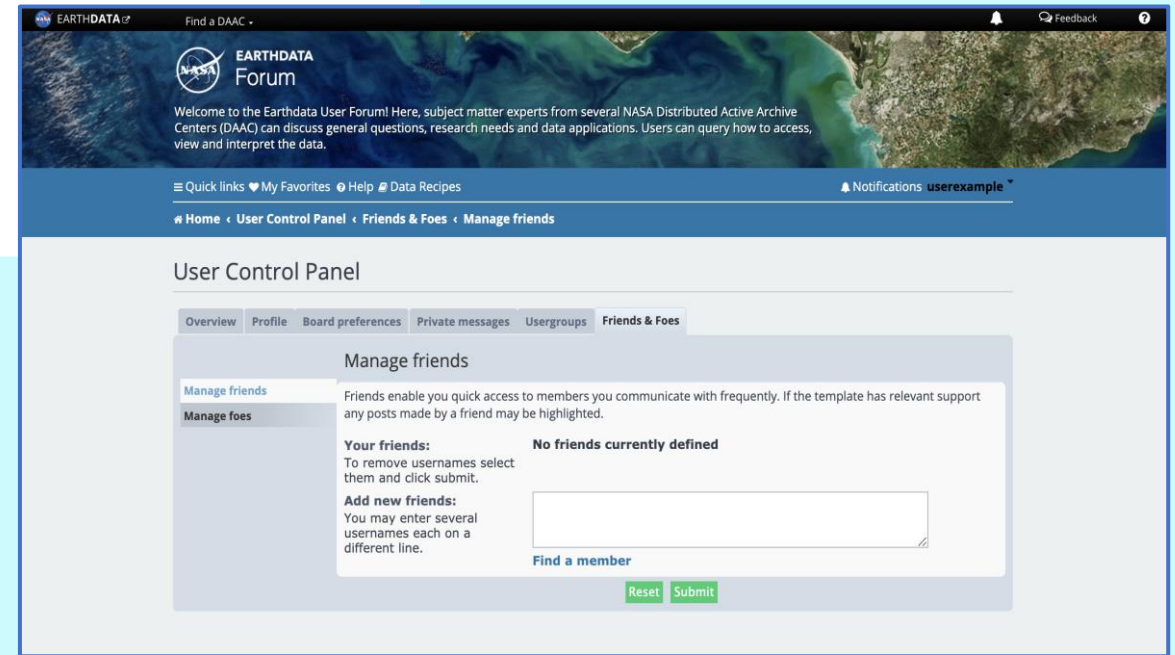
### Usergroups Tab:

- Edit memberships:** Usergroup membership can be managed through the Usergroups section of the UCP. The page lists groups for which the user is a member of, a leader of, and all other usergroups. 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 usergroup”, they can choose which group to be their default here. The default usergroup dictates the user's username color which is shown throughout the board.
- 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 usergroup changed here.

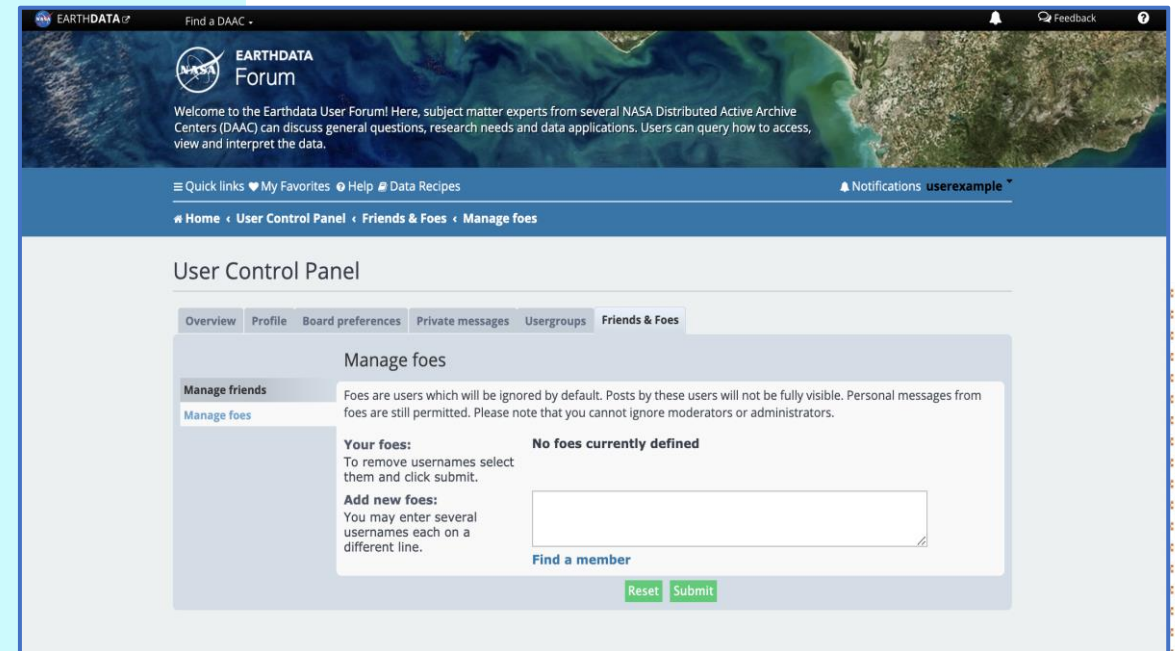


## Friends or Foes Tab:

- **Manage friends and Manage foes:** Users can be marked as a “friend” or a “foe” in order 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 rules can make use of the Friend and Foes list for filtering incoming PMs.



The screenshot shows the Earthdata Forum User Control Panel. The top navigation bar includes "EARTHDATA Forum", "Find a DAAC", and "Notifications userexample". The main content area is titled "User Control Panel" and has tabs for "Overview", "Profile", "Board preferences", "Private messages", "Usergroups", and "Friends & Foes". The "Manage friends" tab is active, displaying instructions on how to manage friends and a form to add new friends. The form includes a text input field, a "Find a member" button, and "Reset" and "Submit" buttons. The text on the page reads: "Manage friends: Friends enable you quick access to members you communicate with frequently. If the template has relevant support any posts made by a friend may be highlighted. Your friends: To remove usernames select them and click submit. No friends currently defined. Add new friends: You may enter several usernames each on a different line. Find a member. Reset Submit."



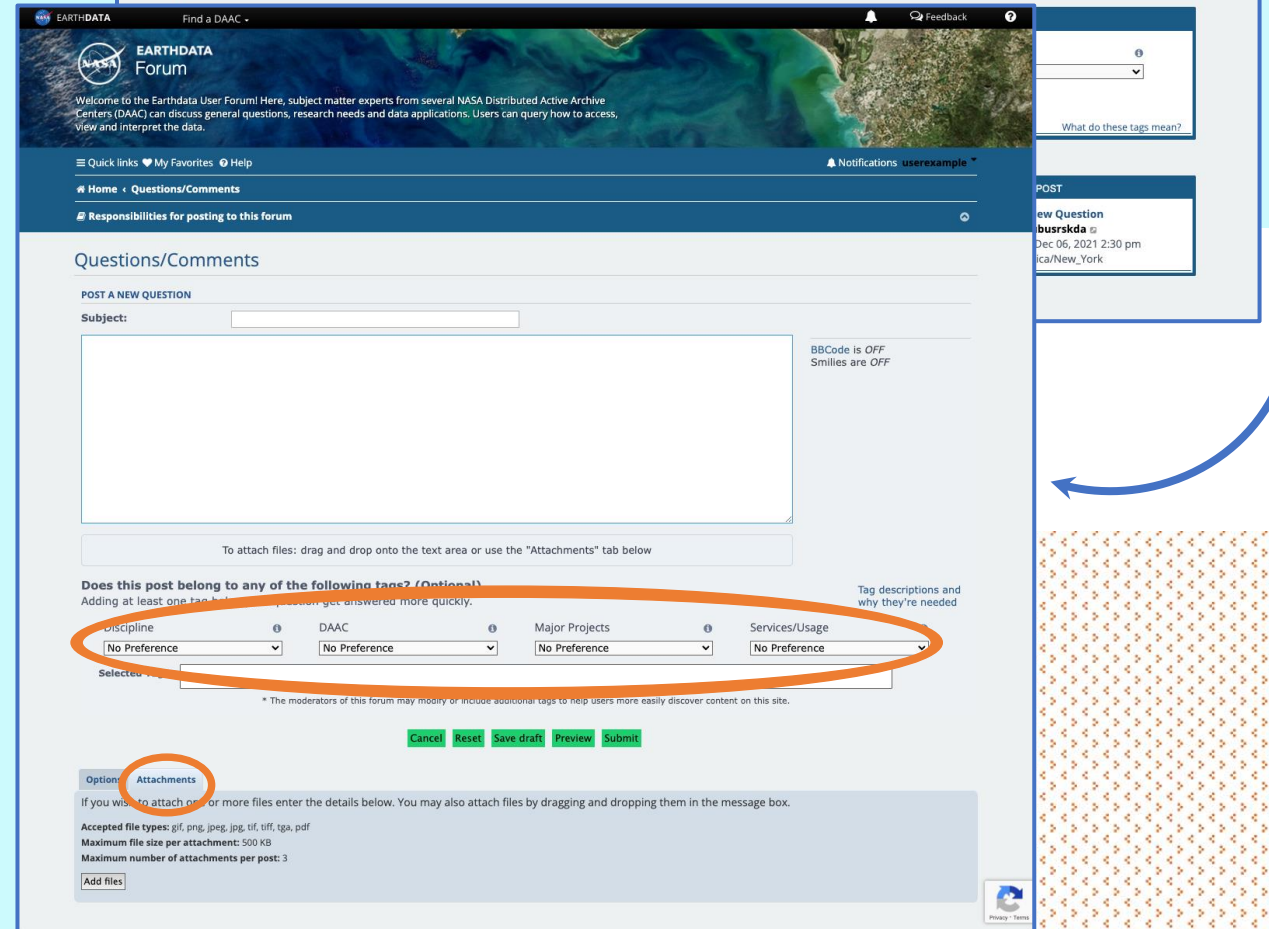
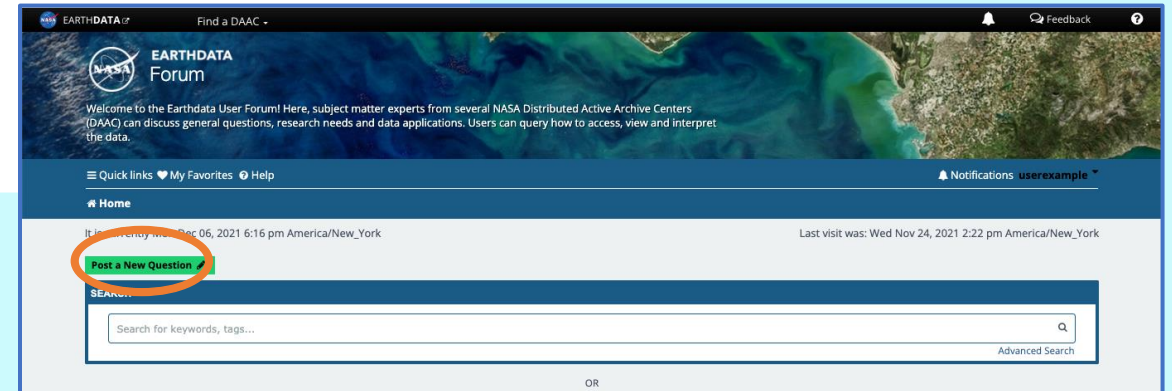
The screenshot shows the Earthdata Forum User Control Panel. The top navigation bar includes "EARTHDATA Forum", "Find a DAAC", and "Notifications userexample". The main content area is titled "User Control Panel" and has tabs for "Overview", "Profile", "Board preferences", "Private messages", "Usergroups", and "Friends & Foes". The "Manage foes" tab is active, displaying instructions on how to manage foes and a form to add new foes. The form includes a text input field, a "Find a member" button, and "Reset" and "Submit" buttons. The text on the page reads: "Manage foes: Foes are users which will be ignored by default. Posts by these users will not be fully visible. Personal messages from foes are still permitted. Please note that you cannot ignore moderators or administrators. Your foes: To remove usernames select them and click submit. No foes currently defined. Add new foes: You may enter several usernames each on a different line. Find a member. Reset Submit."



# How to Post a New Question

In order to post a new question in the Forum:

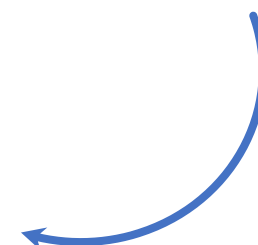
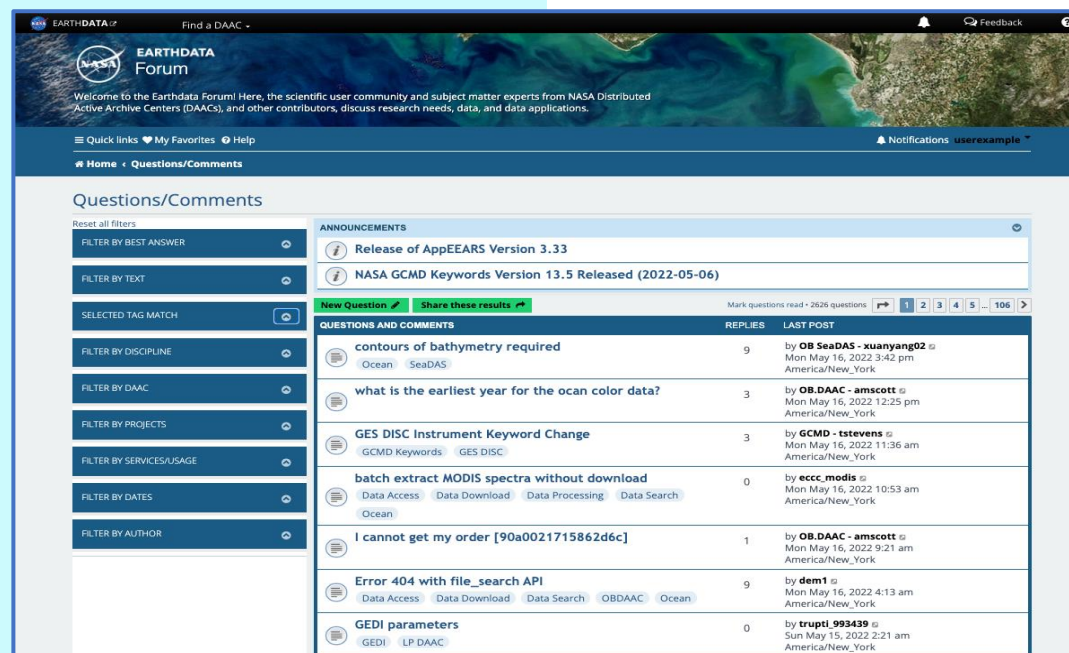
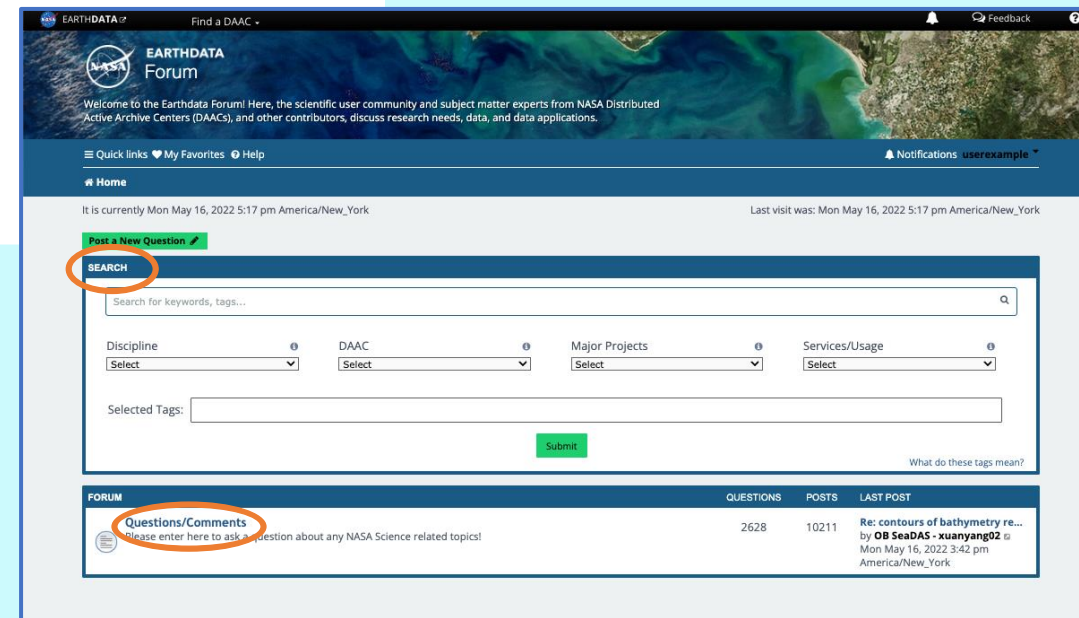
1. Click on the “Post a New Question” green button on the upper left corner. This action will take you to the “All Question/Comments” screen.
2. Write the title of your question in the “Subject” field and your question in the composing pane. You can also add attachments to your question (Click the “Attachments” button to add files).
3. Select tags 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. 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.
5. If you need to attach a file to the post, simply click on the “Attachments” tab and click on “Add files”.
6. Click on the “Submit” button to submit your question.



# How to Search

In the “Home” Tab, you have 2 different ways to search for topics or questions you might have.

- The first box, will allow you to type a keyword for your search or to search by tags.
- If you click on the “Questions/Comments” under the “Forum” titled box, it will open an interface with all the questions the Forum has received from newest to oldest. On the “Questions and Comments” pane, you can filter your search by “Best Answer”, “Text”, “Tag Match”, “Discipline”, “DAAC”, “Projects”, “Services/Usage”, “Dates” and “Author”.



- **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
- **Wrench Tool:**
  - Subscribe question
  - Bookmark question
  - Print view
- **Search this question:** Search for specific wording within the question/comment
- **Advanced Search:** Brings you back to the Forum Search Pane
- **Report this post:** You can report the post by clicking this feature
- **Reply with quote:** The original question will be re-printed with your consecutive reply.
- **Say thanks:** You can click to thank the author of the post and click a second time to remove the thanks.

The screenshot displays the Earthdata Forum website. At the top, there is a navigation bar with the Earthdata logo, a search bar for DAACs, and user notifications. Below this is a banner image with the text: "Welcome to the Earthdata Forum! Here, the scientific user community and subject matter experts from NASA Distributed Active Archive Centers (DAACs), and other contributors, discuss research needs, data, and data applications." The main content area shows a post titled "test" by user "jasonrandallhicks" on Wed Apr 13, 2022. The post content is "test test". The user profile for "jasonrandallhicks" is shown on the right, indicating they are a Site Admin and NASA Administrator, with 1 post and 1 thank. The interface includes various interaction buttons like "Post Reply", "Search this question...", and "thanked 1 time".



## Version Control Table

Version	Date	Author	Rationale
0.1	May 2021	Ingrid Garcia-Solera	First Draft
0.2	June 2021	Ingrid Garcia-Solera	Reviewed by UFO Team; updated accordingly
1	June 2021	Ingrid Garcia-Solera	Issued
1.1	July 2021	Ingrid Garcia-Solera	<ul style="list-style-type: none"><li>• Added “General User Interface” section</li><li>• Edited verbiage of “Manage favorite tags” section</li><li>• Updated screenshot of “How to Post a New question” section</li><li>• New screenshots for the entire document</li></ul>
1.2	August 2021	Ingrid Garcia-Solera	<ul style="list-style-type: none"><li>• Edited paragraph of the “Data Recipes” section</li></ul>
1.3	December 2021	Ingrid Garcia-Solera	<ul style="list-style-type: none"><li>• Added verbiage to “How to Post a New Question” section</li><li>• Added the “How to Search” section</li><li>• Edited document for 508 Compliance</li></ul>



## Version Control Table

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Version	Date	Author	Rationale
1.4	May 2022	Ingrid Garcia-Solera	Update screenshots to match new search interface
1.4	June 2022	Ingrid Garcia-Solera	Added information on the “How to Search” section

