Workflow for document upload to CP

14th EMODnet Technical Working Group
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Update since 13th TWG

- Biology and Seabed Habitats successfully **uploaded reports** to the CP
  - Deliverables
  - Technical reports

- In coming weeks, other lots + data ingestion will be added to Drupal

- Each lot = 1 user login

- Guidelines provided by Secretariat

- **Updating of static content** continues to be **done by Secretariat** until further notice
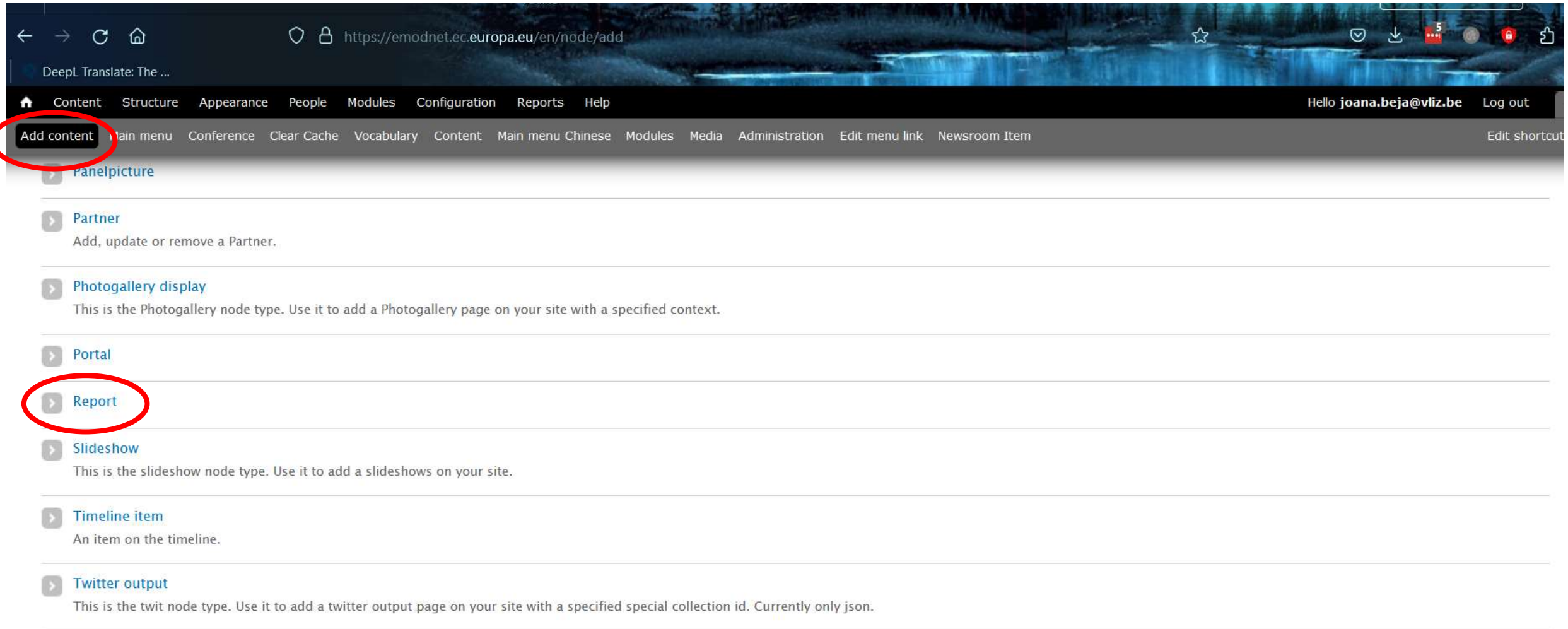
Access to EMODnet CP Drupal

- Login to https://emodnet.ec.europa.eu/en/user

- 11 publication types, 2 applicable for now

- More publication types needed? Inform Nathalie/Conor
  - Public documents
  - No internal thematic lot documents!

Publication type *

○ Annual Report

○ Data Adequacy Report

○ Deliverable

○ Event Report

○ Final Report

○ Interim Report

○ Progress Report

○ Quarterly Report

○ Quarterly Consolidation Report

○ Synthesis Report

○ Technical Report

How to publish a document → Reports section

How to publish a document → Reports section

1) Title: what is displayed to users

2) Select the file from your computer/drive

3) Select the Publication type

4) Select the EMODnet component

5) Select the publication year

6) Make sure document is "Published"

7) Save the changes (scroll to end of page)

8) Verify your document is published correctly in https://emodnet.ec.europa.eu/en/reports

How to edit a published document → Reports section

- Title should always be 'lot name': 'Document name'
  - E.g.: **Biology: D2.3 Report on efforts undertaken in rescuing historical data through citizen**
- If you need to edit your published document

EMODnet
European Marine
Observation and
Data Network
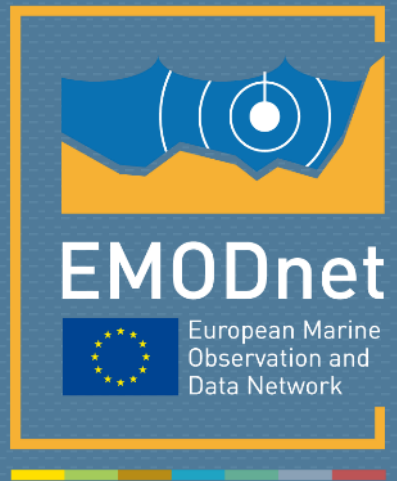
emodnet.ec.europa.eu

Your gateway to marine data in Europe