



Workflow for document upload to CP

14th EMODnet Technical Working Group
18 October 2023

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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

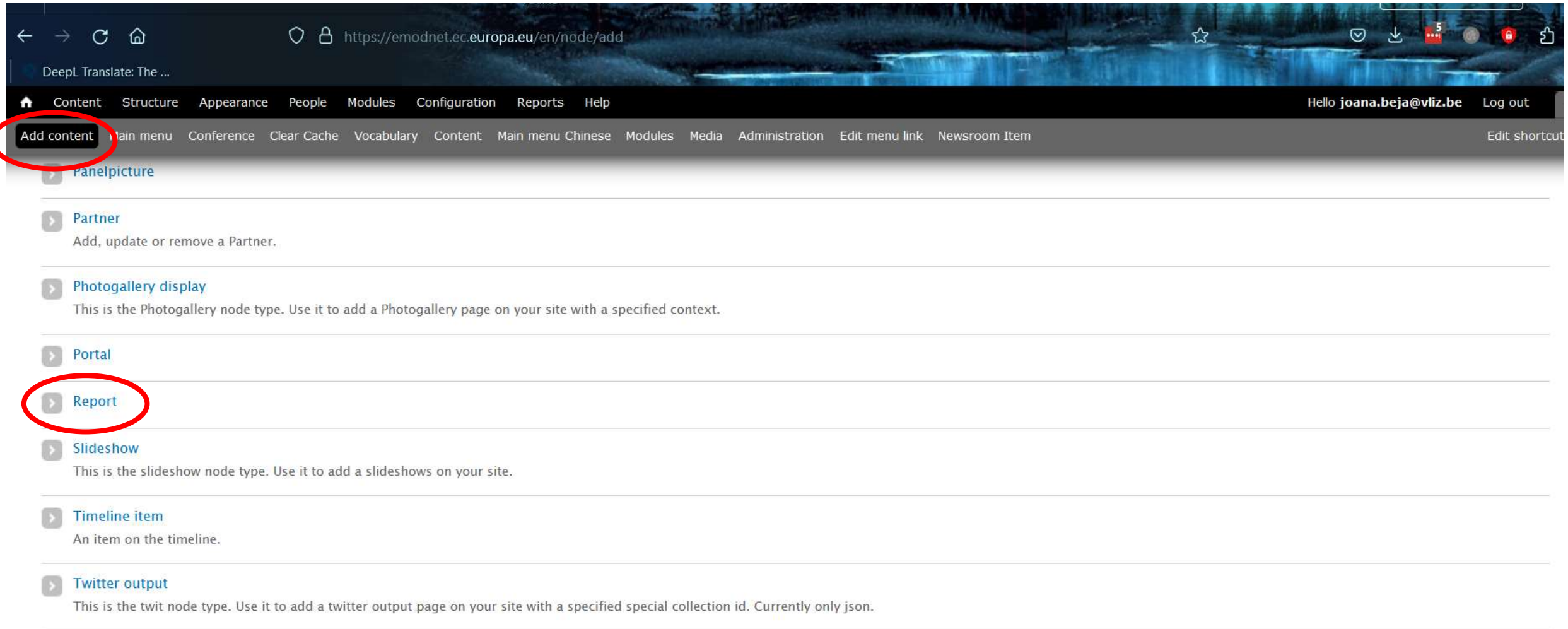
Access to EMODnet CP Drupal

- 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



The screenshot shows the 'Add content' page on the EMODnet website. The browser address bar displays 'https://emodnet.ec.europa.eu/en/node/add'. The navigation menu includes 'Content', 'Structure', 'Appearance', 'People', 'Modules', 'Configuration', 'Reports', and 'Help'. The user is logged in as 'joana.beja@vliz.be'. The 'Add content' button is circled in red. Below it, a list of content types is shown, with 'Report' also circled in red. The list includes: Panelpicture, Partner (Add, update or remove a Partner.), Photogallery display (This is the Photogallery node type. Use it to add a Photogallery page on your site with a specified context.), Portal, Report, Slideshow (This is the slideshow node type. Use it to add a slideshows on your site.), Timeline item (An item on the timeline.), and Twitter output (This is the twit node type. Use it to add a twitter output page on your site with a specified special collection id. Currently only json.).

How to publish a document → Reports section

Home > Add content > Report
Create Report

Title *

Document
Upload | File browser
Browse... No file selected.
Files must be less than 64 MB.
Allowed file types: txt pdf ppt pptx

URI

Language
Language neutral

Type_old
- None -

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

Menu settings
Not in menu

Published

Promoted to front page

Sticky at top of lists

URL path settings
Automatic alias

Meta tags
Using defaults

Book outline
Not in book

Revision information
New revision

Authoring information
By nathalie.tonne@emodnet.eu

Publishing options
Published

Save Preview

- 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

Content Structure Appearance People Modules Configuration Reports Help

Add content Main menu Conference Clear Cache Vocabulary Content Main menu Chinese Modules Media Administration Edit menu link Newsroom Item

Home > Administration > Content

Content

CONTENT BOOKS FILES FILES WEBFORMS

⊗ There is a security update available for your version of Drupal. To ensure the security of your server, you should update immediately! See the [available updates](#) page for more information and to install your missing updates.

There are security updates available for one or more of your modules or themes. To ensure the security of your server, you should update immediately! See the [available updates](#) page for more information and to install your missing updates.

➔ Add content ➔ Import

Title Type Author Published Vocabulary

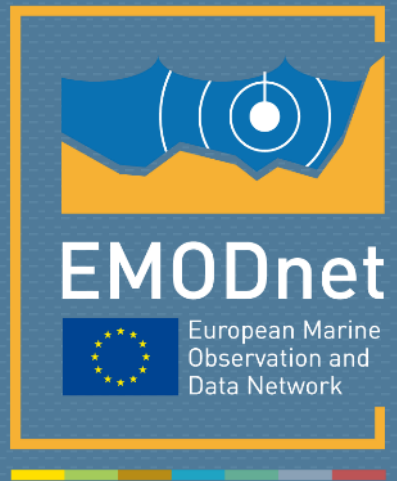
Apply Reset

Enter a comma separated list of user names.

OPERATIONS

- Choose an operation - Execute

| <input type="checkbox"/> | TITLE | TYPE | AUTHOR | PUBLISHED STATUS | UPDATED | OPERATIONS |
|--------------------------|---|--------|--------------------|------------------|--------------------|---|
| <input type="checkbox"/> | D2.3 Report on efforts undertaken in rescuing historical data through citizen | Report | joana.beja@vliz.be | Yes | 03/30/2023 - 12:39 | edit delete |



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