



EMODnet



European Marine
Observation and
Data Network

Workflow for document upload to CP

13th EMODnet Technical Working Group
04-05 April 2023

Joana Beja
Nathalie Tonné
Conor Delaney

EMODnet Central Portal
<https://emodnet.ec.europa.eu/en>

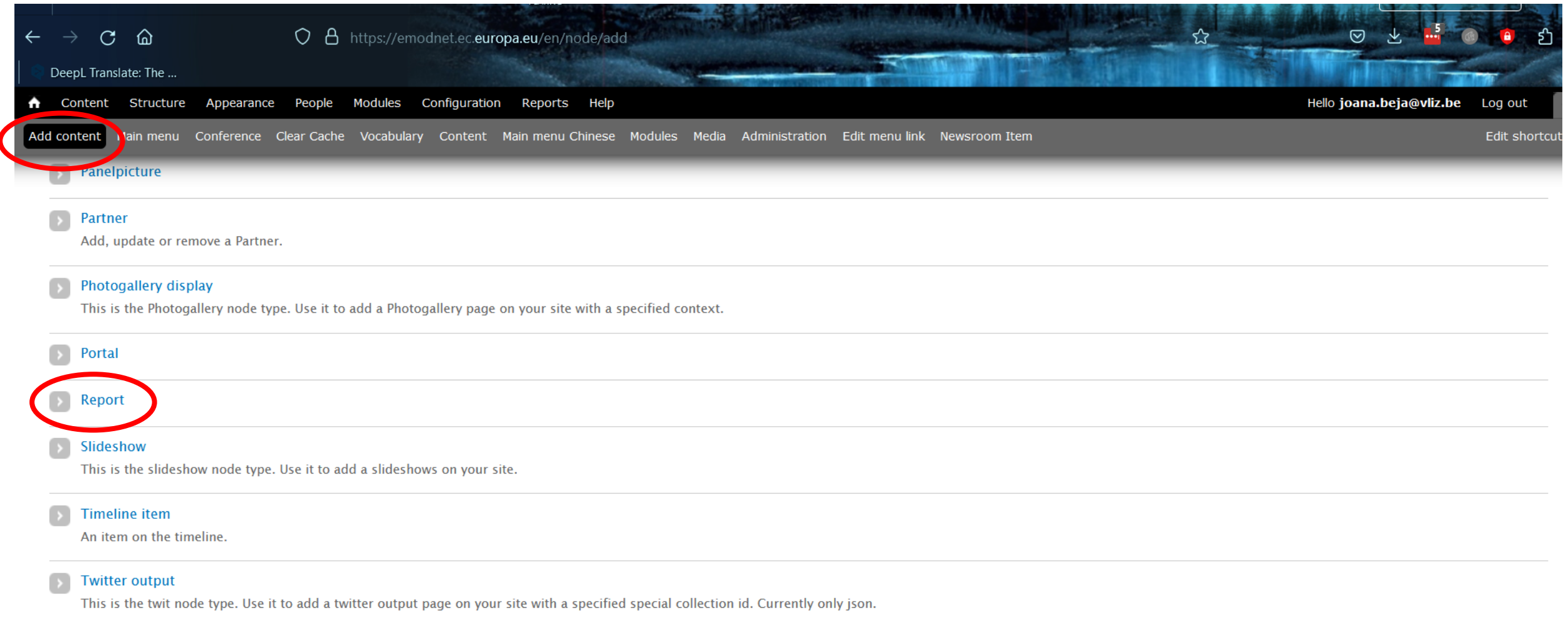
Access to EMODnet CP Drupal

- Each thematic lot requires 1 user login
 - Send details (name and email) to Conor/Nathalie
- Permissions to do limited actions:
 - Start with document publication
 - Restrict access to static content pages for now
- Login (contact Secretariat for details)
- 11 publication types, 5 applicable to the lots.
 - 2 will be covered today/for now.
- If more are 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 other content types are 'Panelpicture', 'Partner', 'Photogallery display', 'Portal', 'Slideshow', 'Timeline item', and 'Twitter output'.

DeepL Translate: The ...

Content Structure Appearance People Modules Configuration Reports Help

Hello joana.beja@vliz.be Log out

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

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.

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

The screenshot shows the EMODnet Reports section form. The left sidebar contains the following fields:

- Title**: A text input field.
- Document**: Includes an "Upload" button, a "File browser" link, and a "Browse..." button. Below it, it states "No file selected." and "Files must be less than 64 MB. Allowed file types: txt pdf ppt ppt".
- URI**: A text input field.
- Language**: A dropdown menu with "Language neutral" selected.
- Type_old**: A dropdown menu with "- None -" selected.
- Publication type**: A list of radio buttons for different report types: Annual Report, Data Adequacy Report, Deliverable, Event Report, Final Report, Interim Report, Progress Report, Quarterly Report, Quarterly Consolidation Report, Synthesis Report, and Technical Report.

The main content area is divided into several sections:

- Menu settings**: "Not in menu".
- 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".

On the right side, there are three checkboxes:

- Published
- Promoted to front page
- Sticky at top of lists

At the bottom of the form, there are two buttons: "Save" and "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

- 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 Edit shortcuts

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

- Any - - Any - - Any - - Any - - Any - Apply Reset

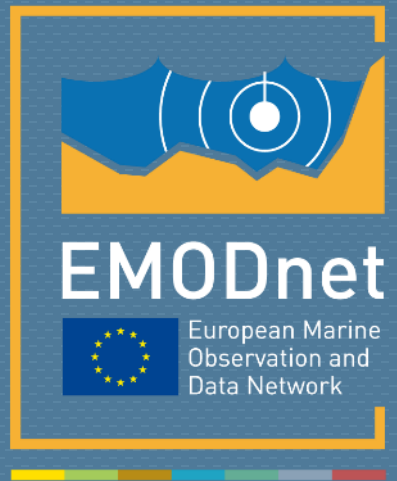
Enter a comma separated list of user names.

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

- Title should always be 'lot name': 'Document name'
 - E.g.: Biology: D2.3 Report on efforts undertaken in rescuing historical data through citizen



emodnet.ec.europa.eu

Your gateway to marine data in Europe

