EOSC EU Node Contributors Dashboard User Guide

Version 2.0 – 03/09/2026

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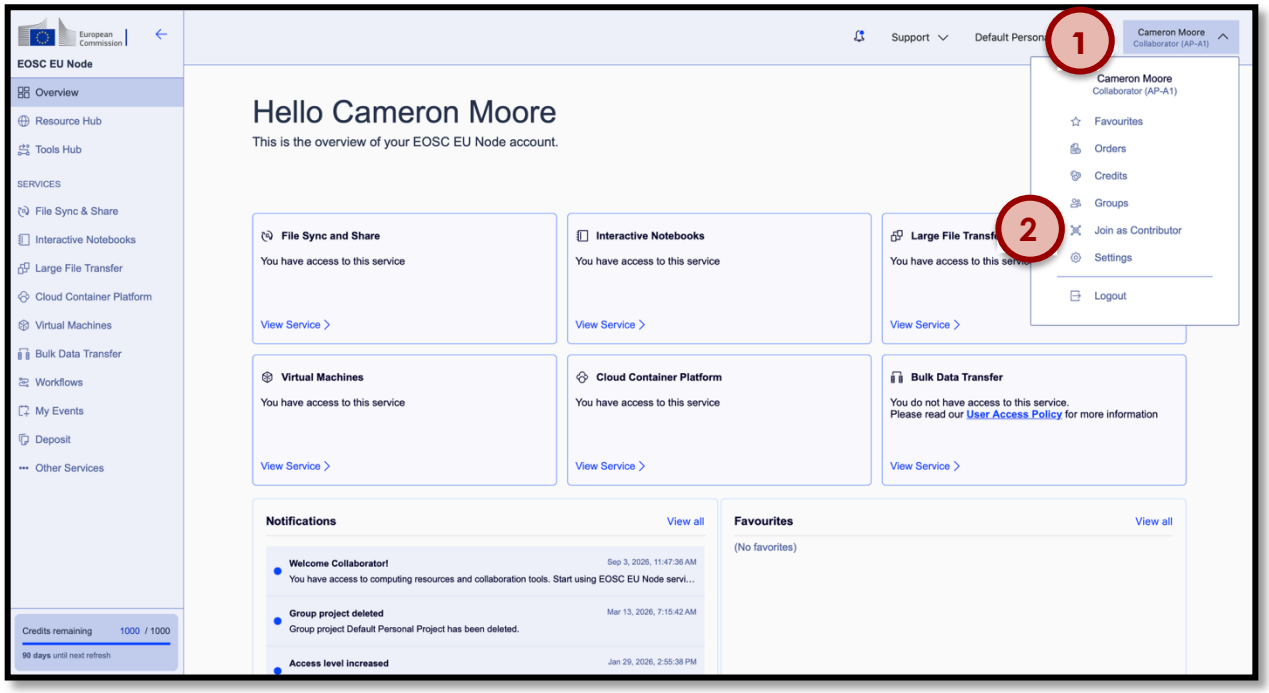
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1. User Space

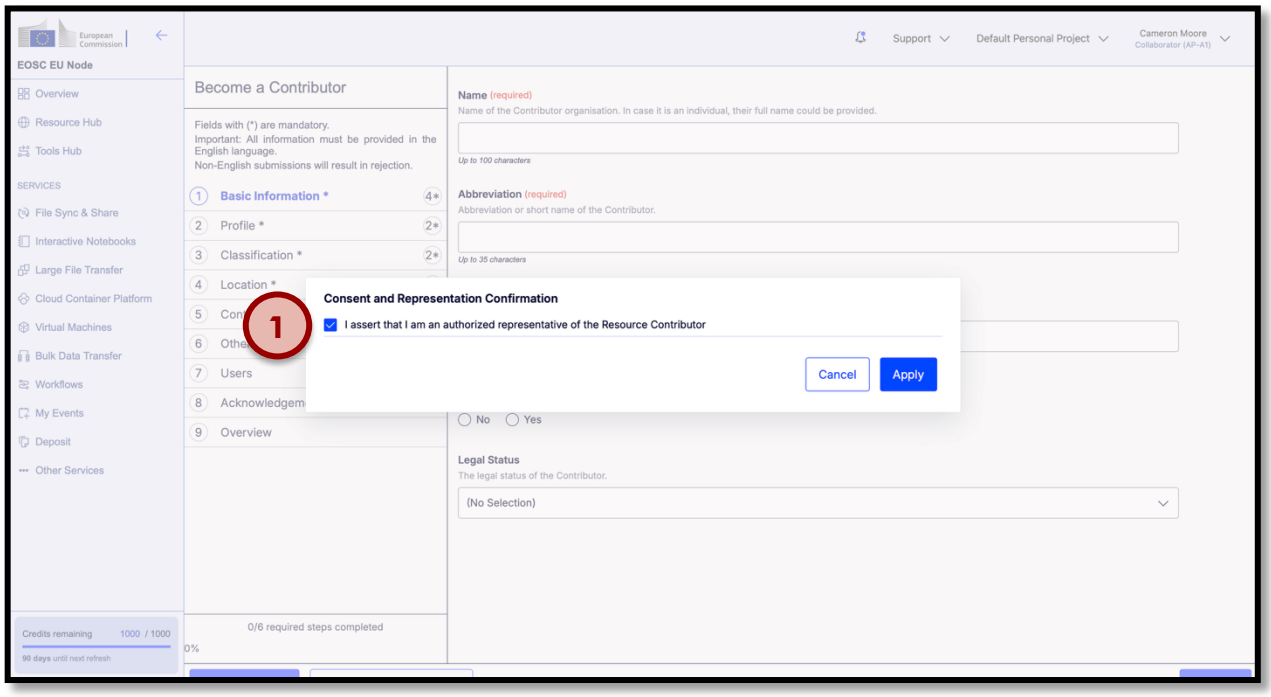
1.1. Join as Contributor

1.1.1. Initiate Wizard



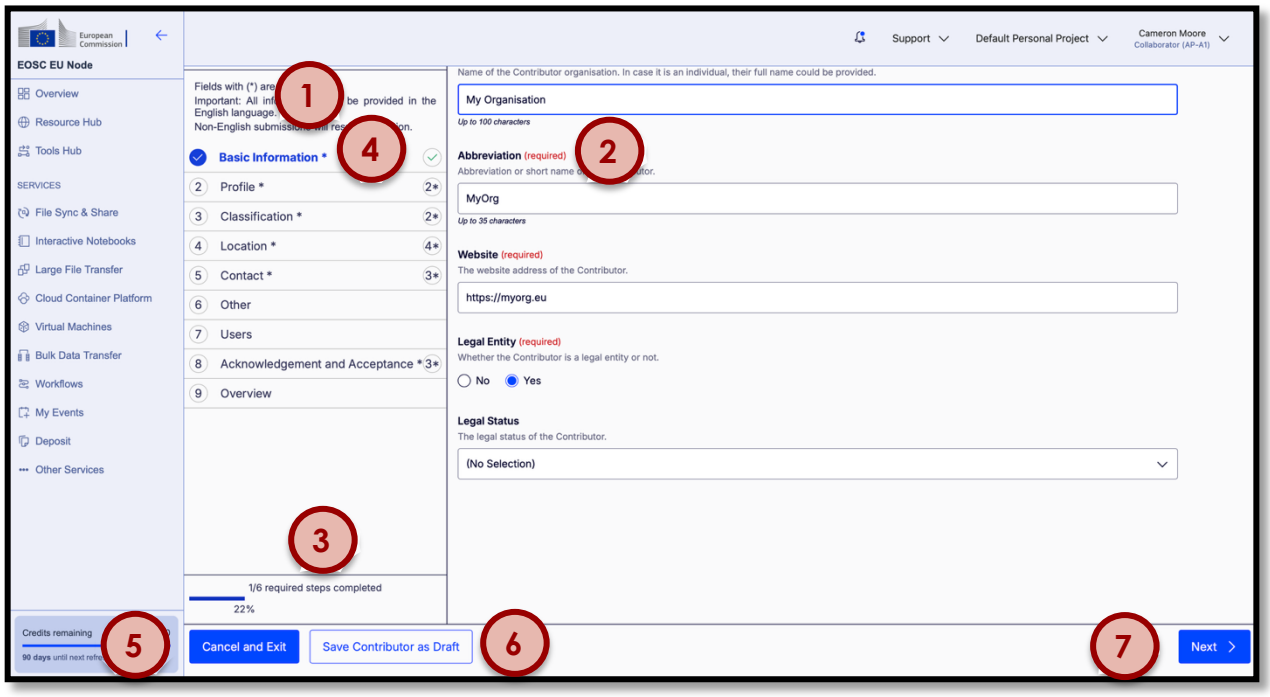
- To submit a request for your organisation to become a **Contributor** in the **EOSC EU Node**, you must first visit your User Space. Once done so, you may click on your username on the top right part of the screen and then on **Join as Contributor**. This will initiate the **Become a Contributor** registration wizard - (1), (2)

1.1.2 Consent and Representation Confirmation



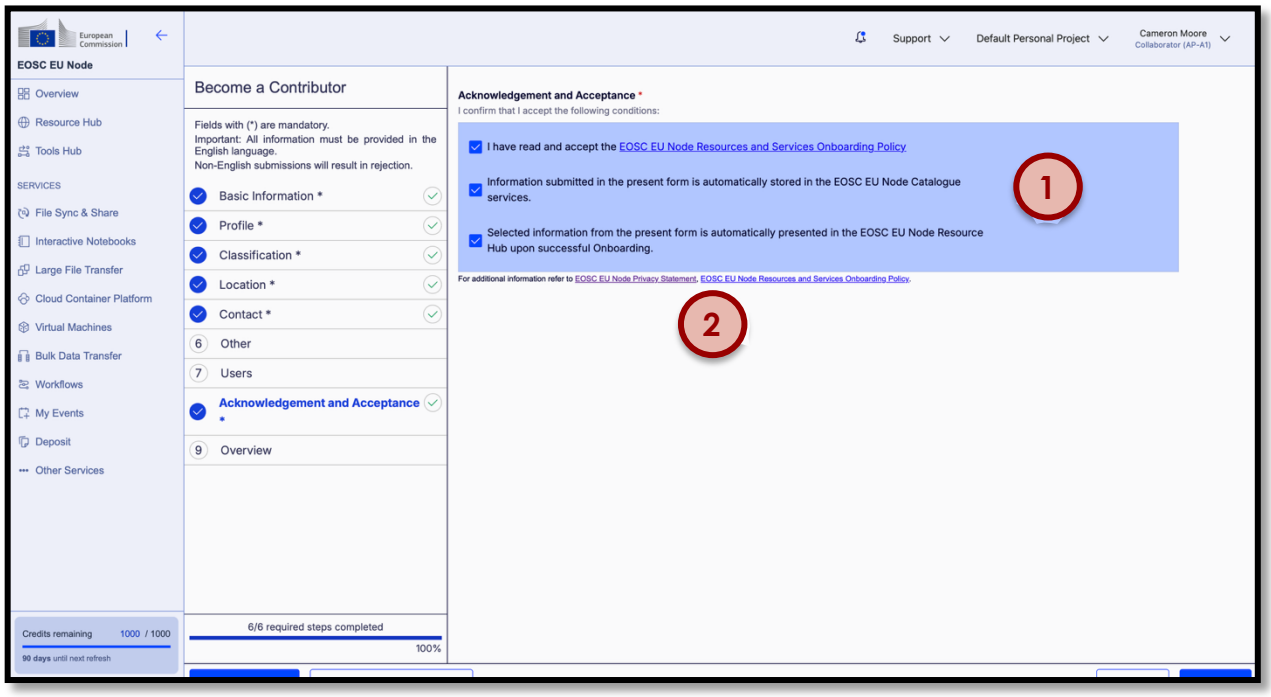
- Before creating a new **Contributor** organisation, you must assert that you are an authorized representative of the organisation. You may do so by clicking on the checkbox and then on the **Apply** button - (1)

1.1.3 Become a Contributor Wizard (I/III)



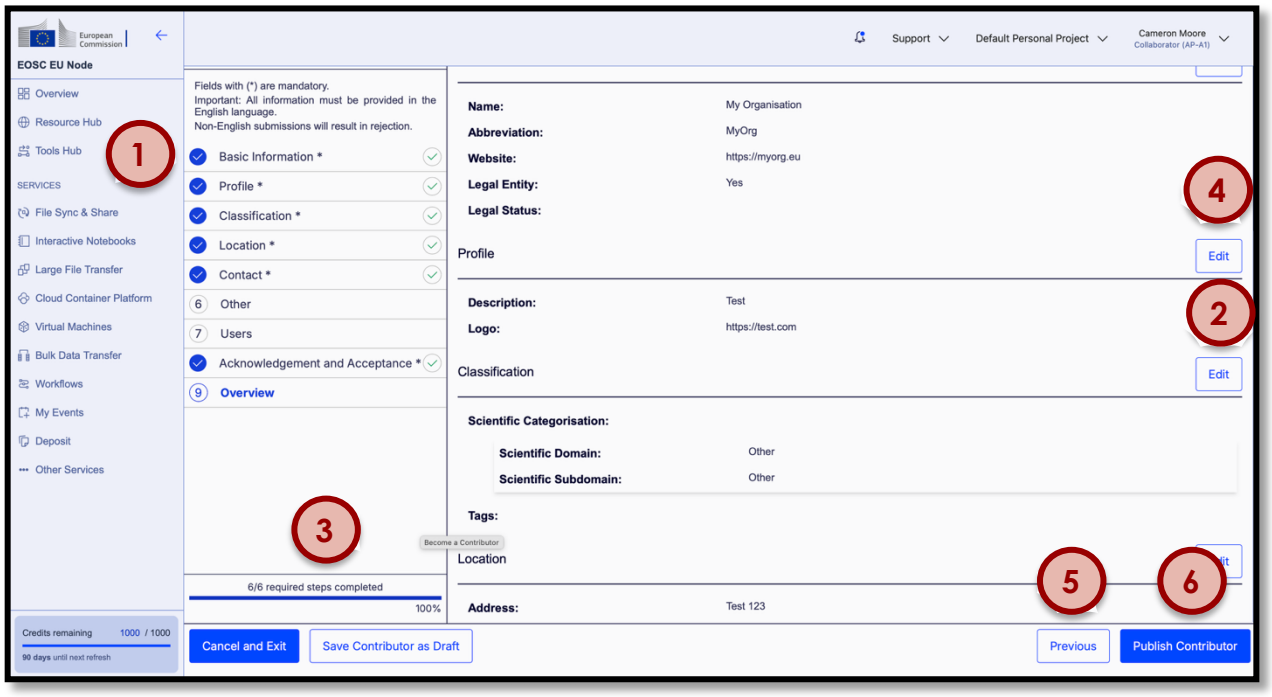
- When you enter the **Become a Contributor** wizard, you will see a split view: the left pane lists all the wizard's steps, and the right pane displays the fields you must complete for the current step. Required Fields are marked accordingly - (1), (2)
- At the bottom of the page, you'll find a progress indicator showing the percentage of required items (those marked with a red asterisk) you've completed for the entire wizard - (3)
- Next to each wizard step, a number shows how many mandatory fields you must complete for that step - (4)
- You may cancel the process at any time by clicking on the **Cancel and Exit** button at the bottom of the page - (5)
- To save your process and exit the wizard, you may click on the **Save Contributor as Draft** button. You can continue where you left off later by visiting the **Manage Contributors** page and clicking on your Contributor name in the corresponding card (it will be in a **Draft** status) - (6)
- To proceed to the next step of the wizard you may click on the **Next** button - (7)

1.1.4 Become a Contributor Wizard (II/III)



- When you complete all required fields for each step, you can advance to the next one; at the final step of the wizard make sure to carefully read the **EOSC EU Node Privacy Statement** and the **EOSC EU Node Resources and Services Onboarding Policy** before acknowledging and accepting the required conditions - (1), (2)

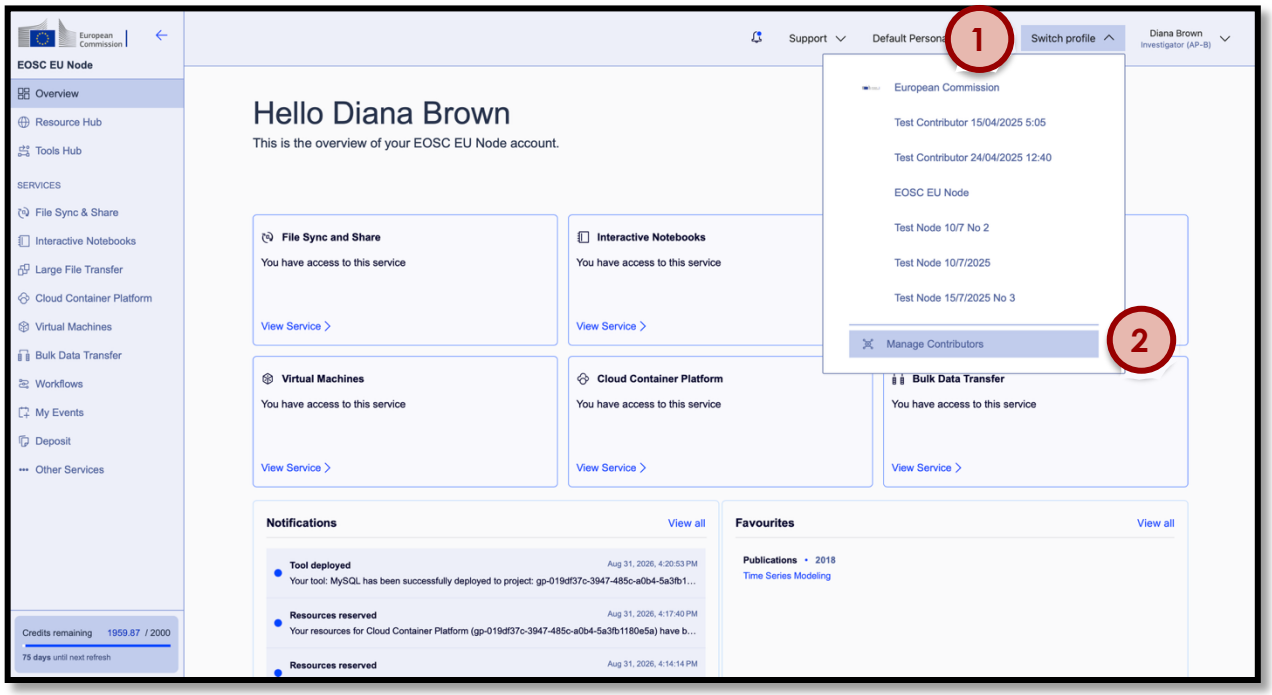
1.1.5 Become a Contributor Wizard (III/III)



- Once every mandatory field in the wizard is filled, a blue checkmark appears beside each step title and the mandatory-field progress indicator reaches 100% - (1), (3)
- At the last step of the wizard, you are presented with an **Overview** of all the fields you have filled, separated into sections per wizard step. To go back and edit a field, you may click on the **Edit** button next to each wizard step section - (2), (4)
- To navigate to the previous step, you may click on the **Previous** button - (5)
- Finally, to submit the new Contributor organisation for review, you may click on the **Publish Contributor** button. Once your application is accepted, you will be able to visit the **Contributors Dashboard** and start creating your resources - (6)

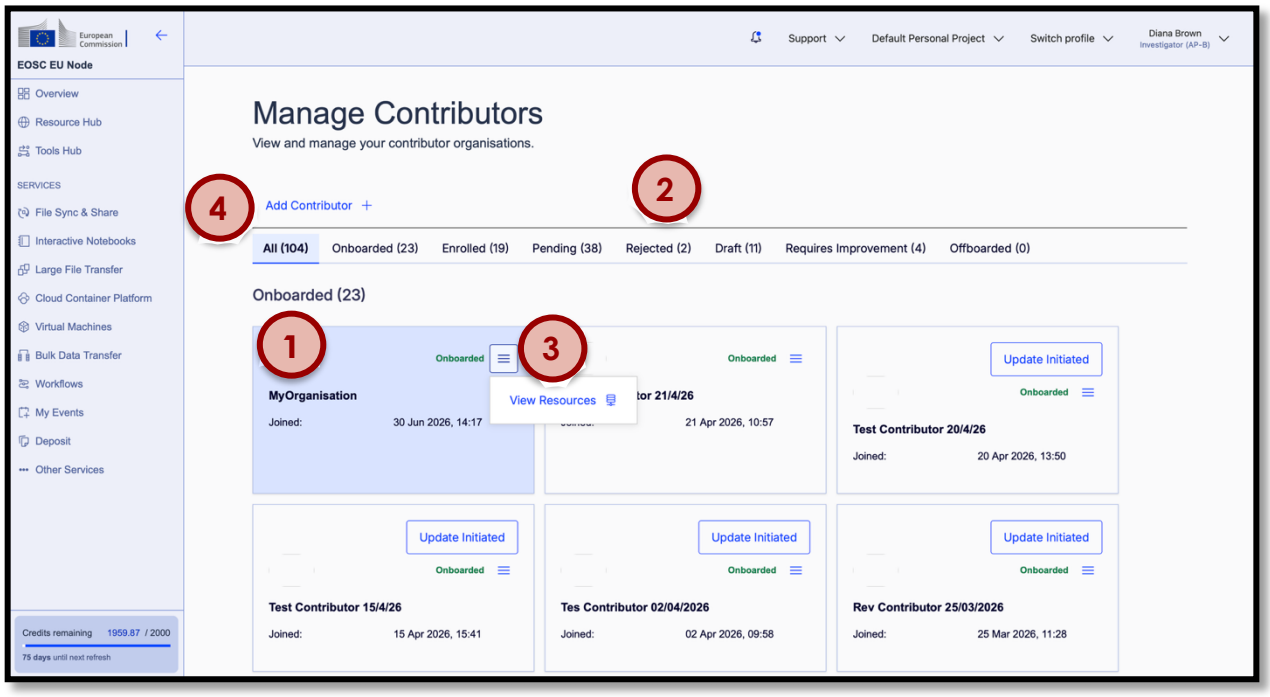
1.2. Manage Contributors

1.2.1 Navigate to Page



- To manage your **Contributor** organisations, you may click on the **Switch profile** drop-down box next to your name. Doing so reveals all the Contributor organisations you are a member of. Clicking on a Contributor will redirect you to its **Overview** page in the **Contributors Dashboard** - (1)
- To add a new Contributor organisation or manage your existing ones, you can visit the **Manage Contributors** page by clicking on Manage Contributors – (2)

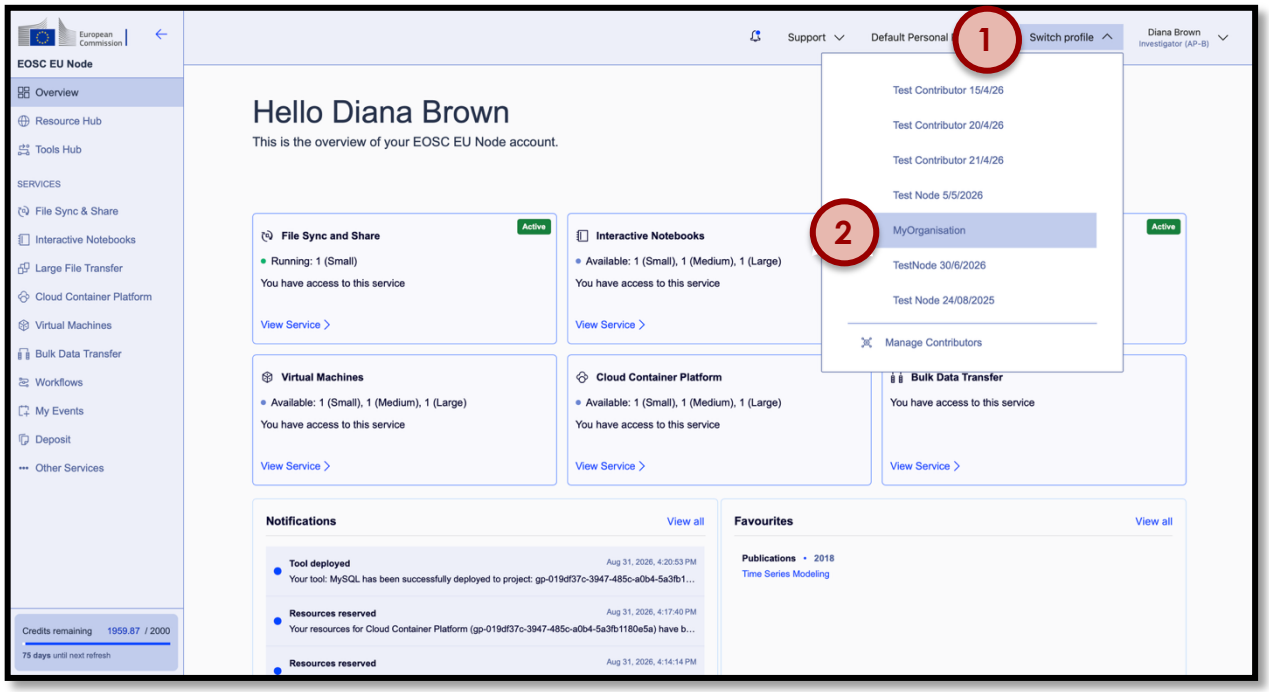
1.2.2 Managing Contributors



- Once in the **Manage Contributors** page, you are presented with a list of cards, each representing a Contributor organisation you are member of. Each such card contains additional details, such as the status of the Contributor and the date you joined the organisation - (1)
- You may filter your Contributor organisations based on their status by clicking on any of the available filters at the top of the page - (2)
- By clicking on the three horizontal lines at the top of each Contributor card, an additional option appears which redirects you to the **Resources** page of the **Contributors Dashboard** where you can manage all your resources - (3)
- You can create a new Contributor organisation by clicking on the **Add Contributor** button - (4)

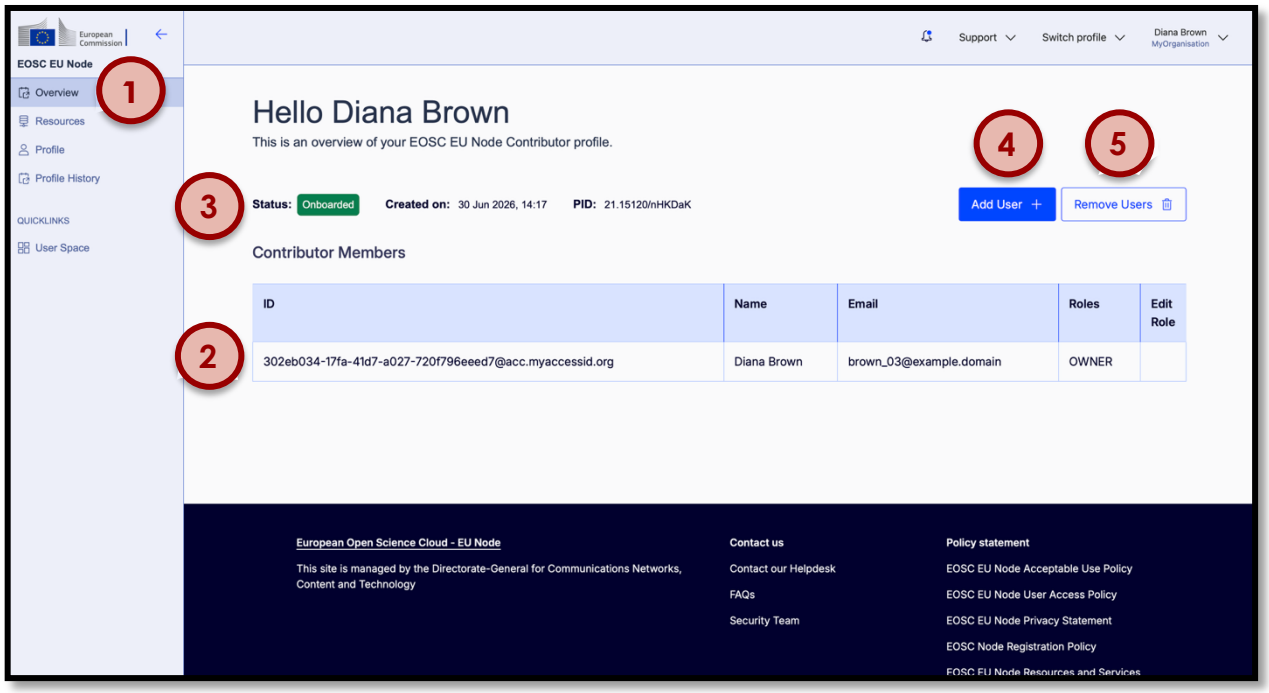
2. Contributors Dashboard

2.1. Navigate to Dashboard



- To visit the Contributors Dashboard, you may visit your **User Space** and click on **Switch profile**. Then, on the drop-down list you may find your Contributor organization and click on its name - (1), (2)

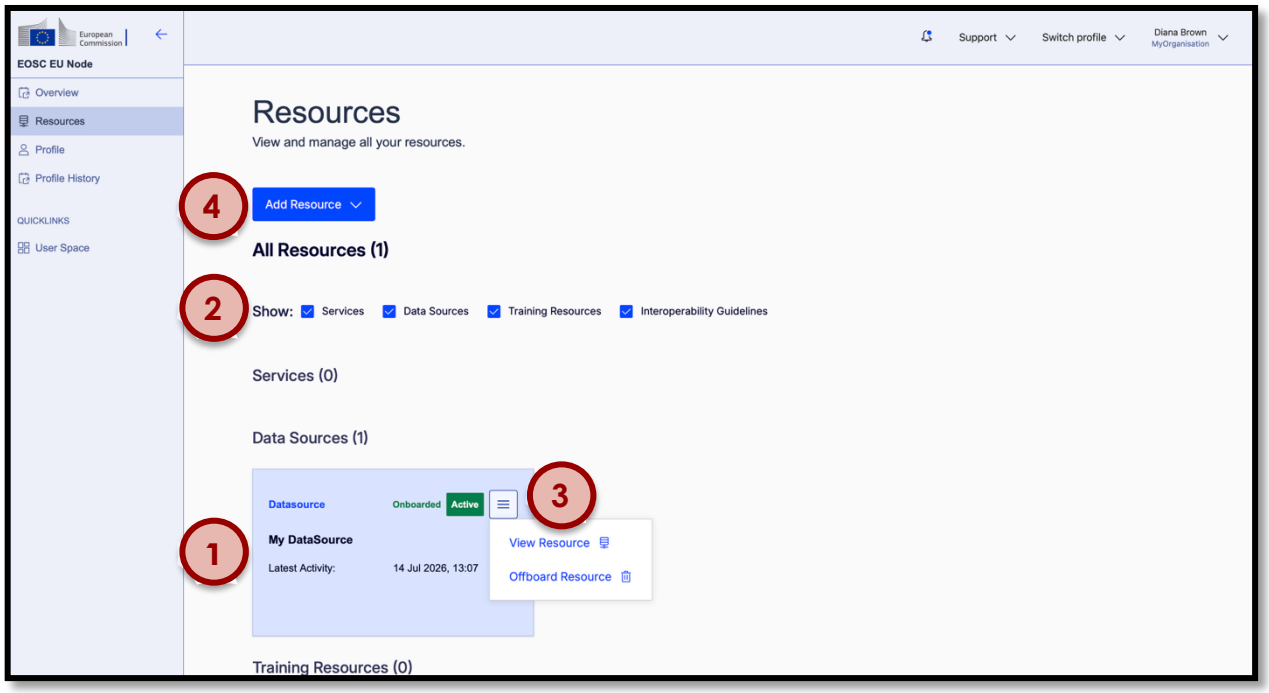
2.2. Overview



- Once you visit the **Contributors Dashboard**, you will notice a sidebar similar to the one in the **User Space** on the left. Every time you visit the **Contributors Dashboard** you will be redirected to the **Overview** tab. This page contains some high-level information regarding your Contributor organisation - (1)
- Here, you may view all members of your Contributor organisation along with their ID, name, email and role - (2)
- Above the member list, you may find some additional information such as the status of your Contributor organisation and the date it was created - (3)
- To add a new user to your Contributor organisation, you may click on the **Add User** button. Doing so will open a dialog where you can enter the email of the new user, provided they are already registered in the EOSC EU Node. A member can be assigned with one of the following roles:
    - **ADMIN**: Can add or remove members within the Contributor organisation, as well as view and publish resources.
    - **EDITOR**: Can view and publish resources.
    - **VIEWER**: Can only view the resources published for the Contributor organisation

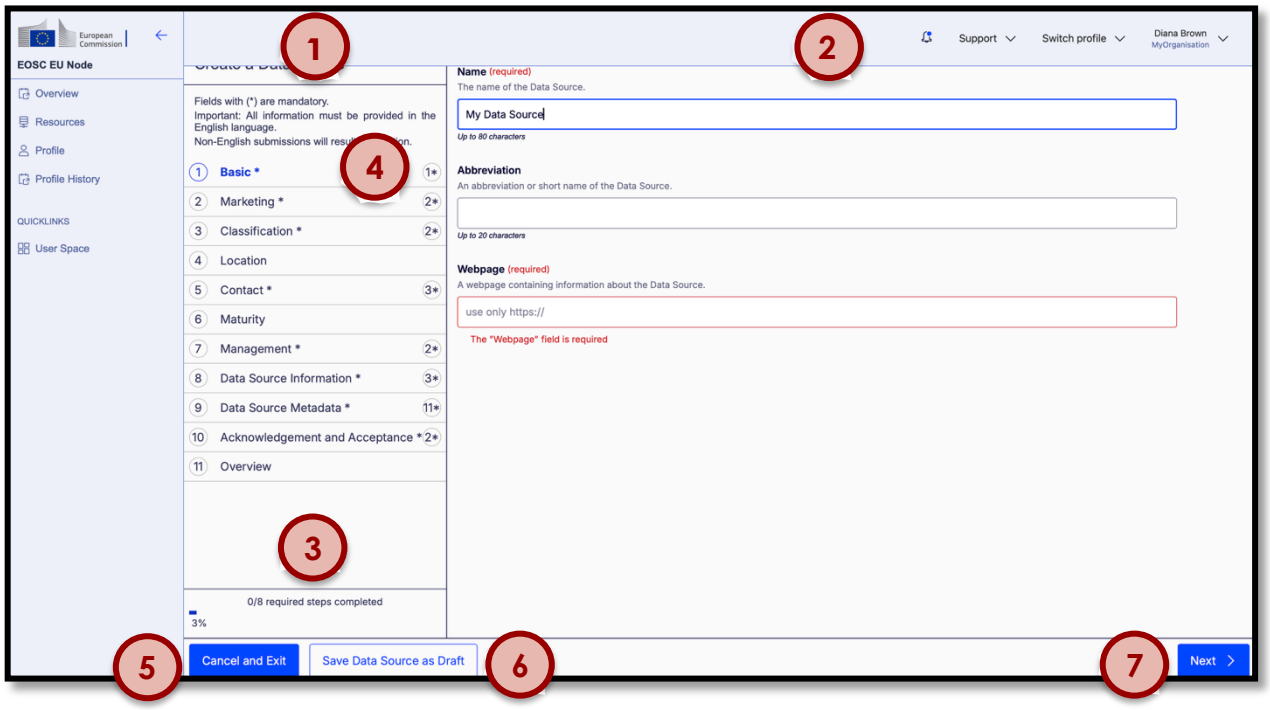
  Please note that you can add new members to your Contributor organisation **only** once its status is 'Onboarded' - (3),(4)
- To select a user for removal from your Contributor organisation, you may click on the **Remove Users** button - (5)

2.3. Resources



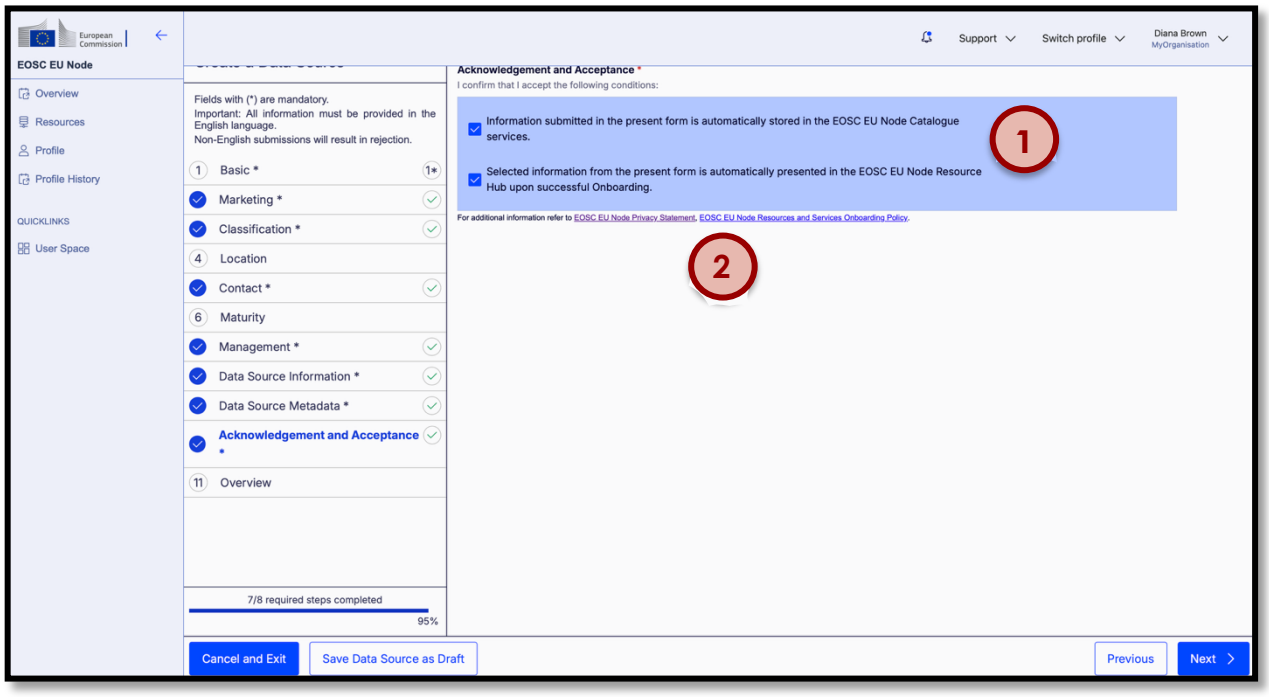
- In the **Resources** tab of the **Contributors Dashboard** all the resources you have onboarded in the EOSC EU Node are listed using cards. Each card contains information about the name, the type of the resource, its status and the date and time of any related latest activity - (1)
- You may filter the resources per type (i.e., services, data sources, training resources, interoperability guidelines and tools) - (2)
- By clicking on the three horizontal lines at the top of each resource card, two additional options appear. The first one redirects you to the resource **View** page. The second one initiates the procedure to offboard the resource from the EOSC EU Node - (3)
- To add a new resource, you may click on the **Add Resource** button - (4)

2.3.1 Add Resource (I/III)



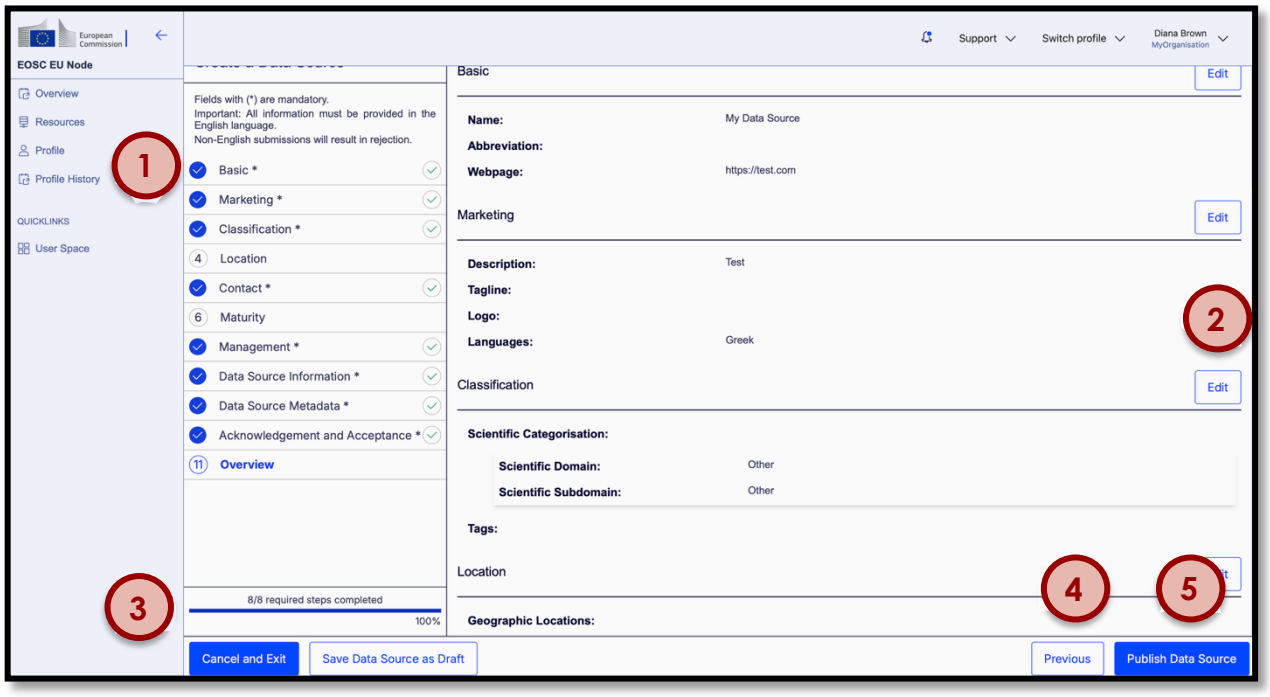
- The **Add Resource** wizard is organised similarly to the **Add Contributor** wizard. When you enter the **Add Resource** wizard, you will see a split view: the left pane lists all the wizard's steps, and the right pane displays the fields you must complete for the current step. Required fields are marked accordingly - (1), (2)
- At the bottom of the page, you'll find a progress indicator showing the percentage of required items (those marked with a red asterisk) you've completed for the entire wizard - (3)
- Next to each wizard step, a number shows how many mandatory fields you must complete for that step - (4)
- You may cancel the process at any time by clicking on the **Cancel and Exit** button at the bottom of the page - (5)
- To save your process and exit the wizard, you may click on the **Save <<Resource>> as Draft** button (where <<Resource>> will be the type of the resource you are creating – in this case, a service). You can continue where you left off later by visiting the **Resources** page and clicking on your resource name in the corresponding card (it will be in a **Draft** status) - (6)
- To proceed to the next step of the wizard you may click on the **Next** button - (7)

2.3.2 Add Resource (II/III)



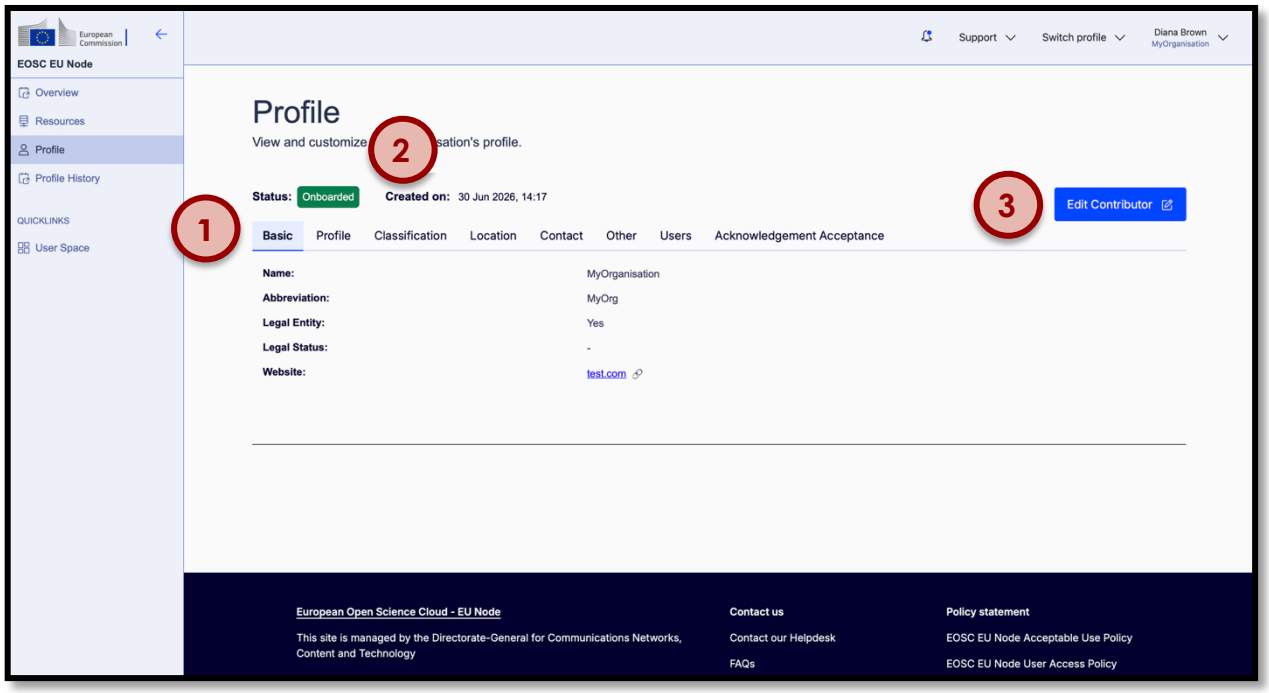
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2.3.3 Add Resource (III/III)



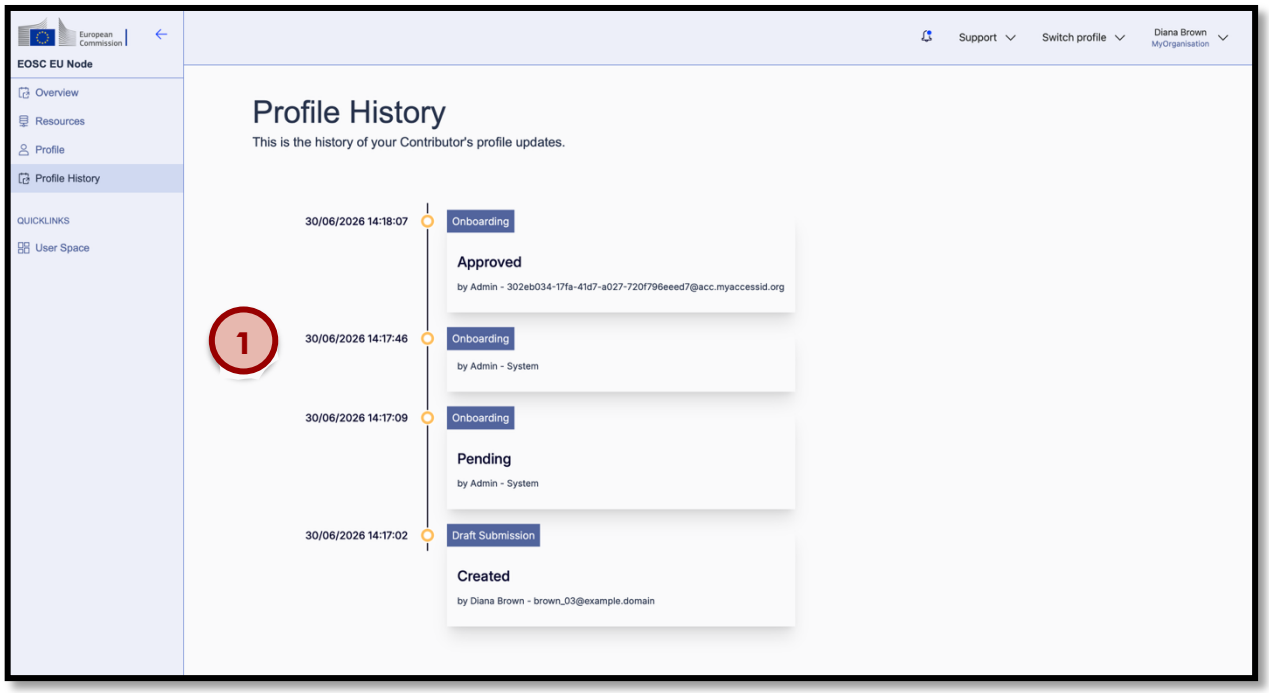
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- To navigate to the previous step, you may click on the **Previous** button - (4)
- Finally, to submit the new resource for review, you may click on the **Publish <<Resource>>** button (where <<Resource>> will be the name of the resource you are creating – in this case, a service). Once your application is accepted, your resource will be available to other users in the EOSC EU Node and will have an 'Onboarded' status in the **Resources** tab of the **Contributors Dashboard** - (5)

2.4. Profile



- In the **Profile** section, all the details of your Contributor organisation are listed under several tabs (i.e., Basic, Profile, Classification, Location, Contact, Other, Users) - (1)
- Above the detail list, you can view additional information about your Contributor organization, including its status and the date and time it was created - (2)
- To edit your Contributor organisation and any of its information, you may click on the **Edit Contributor** button. Doing so will redirect you to the **Become a Contributor** wizard to perform your edits - (3)

2.5. Profile History



- In the **Profile History** tab, you can view the history of your Contributor profile, from creation to final approval, including all review steps - (1)