

# EOSC EU Node Contributors Dashboard User Guide

Version 1.0 – 01/07/2026

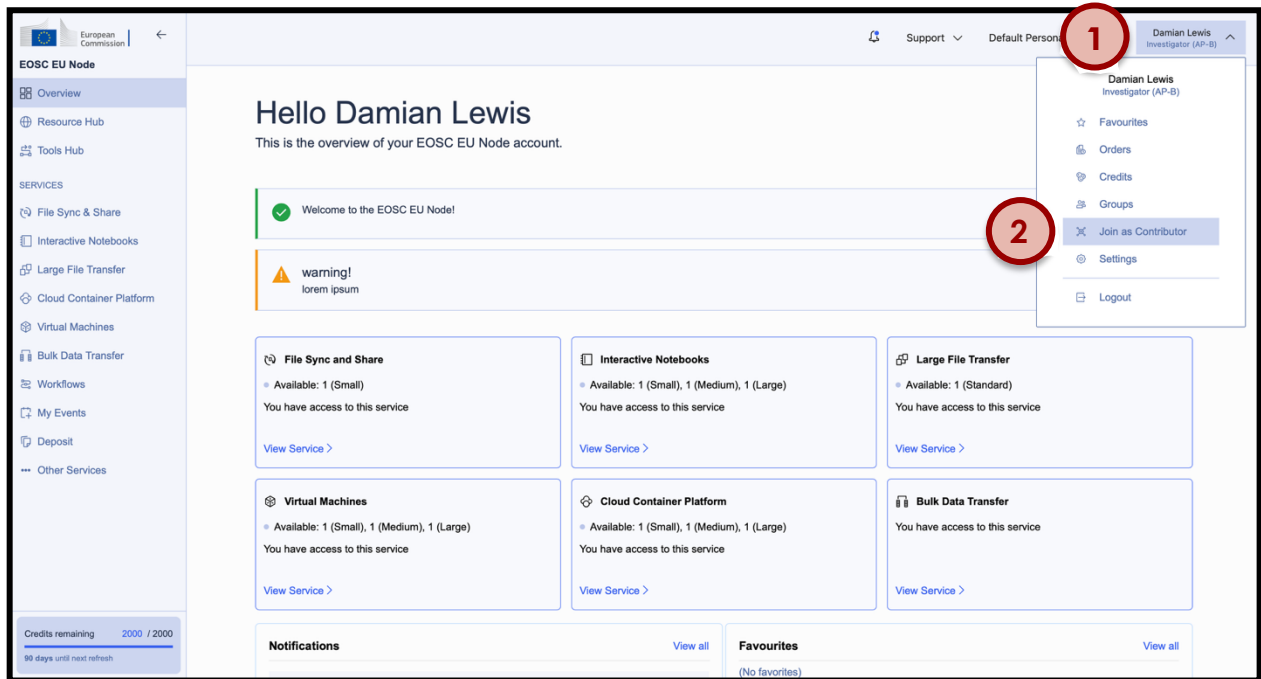
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# 1. User Space

## 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

The screenshot shows the 'Become a Contributor' form in the EOSC EU Node interface. The form is divided into several sections, with the first section being 'Basic Information \*'. A red circle with the number '1' is overlaid on the 'Basic Information \*' section. A dialog box titled 'Consent and Representation Confirmation' is overlaid on the form, containing a checkbox and the text 'I assert that I am an authorized representative of the Resource Contributor'. The dialog box has 'Cancel' and 'Apply' buttons. The form also includes fields for 'Name \*', 'Abbreviation \*', and 'Legal Status'. The 'Legal Status' dropdown menu is currently set to '(No Selection)'. The bottom of the form shows 'Credits remaining: 1920 / 2000' and '0% required steps completed'.

- 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. Fields marked with a red asterisk (\*) are required - (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)

European Commission

EOSC EU Node

Overview

Resource Hub

Tools Hub

SERVICES

File Sync & Share

Interactive Notebooks

Large File Transfer

Cloud Container Platform

Virtual Machines

Bulk Data Transfer

Workflows

My Events

Deposit

Other Services

Credits remaining 1820 / 2000

6/8 required steps completed 100%

90 days until next refresh

### Become a Contributor

Fields with (\*) are mandatory.  
Important: All information must be provided in the English language.  
Non-English submissions will result in rejection.

- Basic Information \*
- Profile \*
- Classification \*
- Location \*
- Contact \*
- 6 Other
- 7 Users
- Acknowledgement and Acceptance \*
- 9 Overview

#### Acknowledgement and Acceptance

I confirm that I accept the following conditions:

- Information submitted in the present form is automatically stored in the EOSC EU Node Catalogue services.
- Selected information from the present form is automatically presented in the EOSC EU Node Resource Hub upon successful Onboarding.

For additional information refer to [EOSC EU Node Privacy Statement](#), [EOSC EU Node Resources and Services Onboarding Policy](#).

- 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)

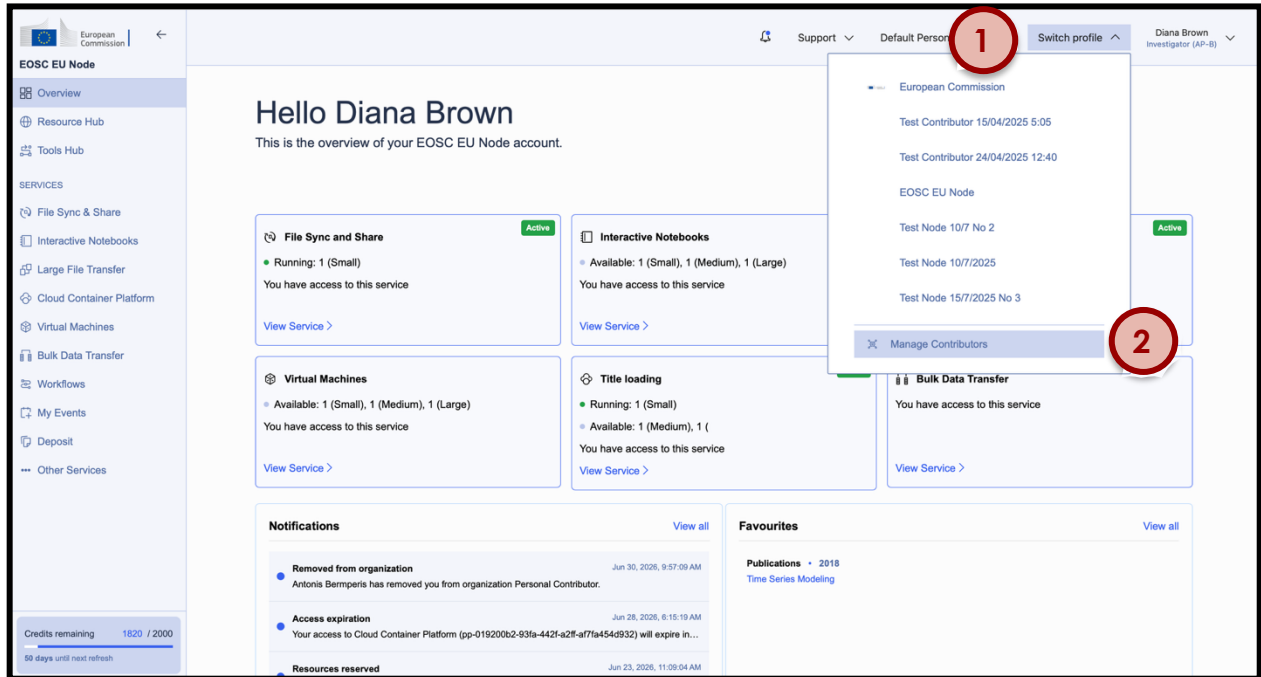
The screenshot displays the 'Become a Contributor Wizard' (III/III) interface. The interface is divided into several sections:

- Left Sidebar (1):** Lists various services and tools, including Overview, Resource Hub, Tools Hub, File Sync & Share, Interactive Notebooks, Large File Transfer, Cloud Container Platform, Virtual Machines, Bulk Data Transfer, Workflows, My Events, Deposit, and Other Services.
- Central Progress/Summary Area (3):** Shows a progress bar indicating 6/6 required steps completed (100%). Below the progress bar, a list of steps is shown with blue checkmarks indicating completion: Basic Information \*, Profile \*, Classification \*, Location \*, Contact \*, Other, Users, Acknowledgement and Acceptance \*, and Overview.
- Right Main Content Area (2):** Contains sections for Merit Scientific Subdomain (Other), Certifications, Areas of Activity, Societal Grand Challenges, Users (with an Edit button (4)), Acknowledgement Acceptance (with an Edit button (2)), and information about automatic storage and presentation of data (5, 6).
- Bottom:** Contains buttons for 'Cancel and Exit', 'Save Contributor as Draft', 'Previous' (5), and 'Publish Contributor' (6).

- 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)

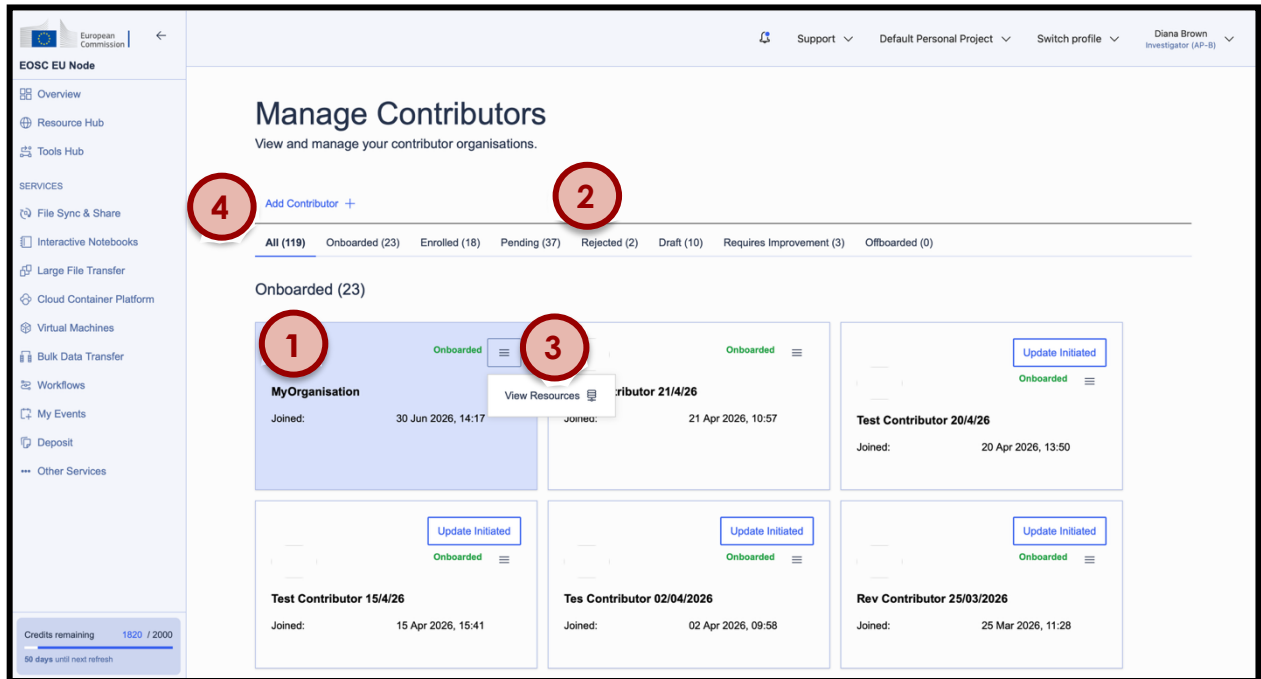
## 1.2. Manage Contributors

### 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)

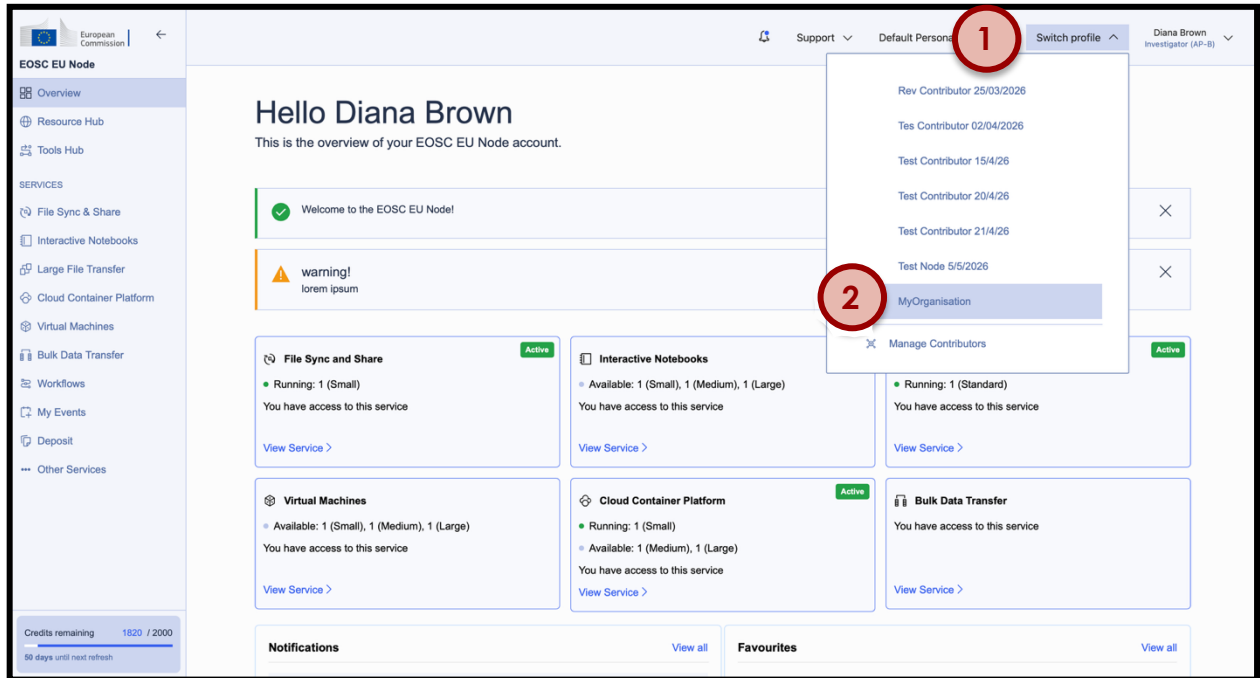
## 1.2.2 Managing Contributors



- 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



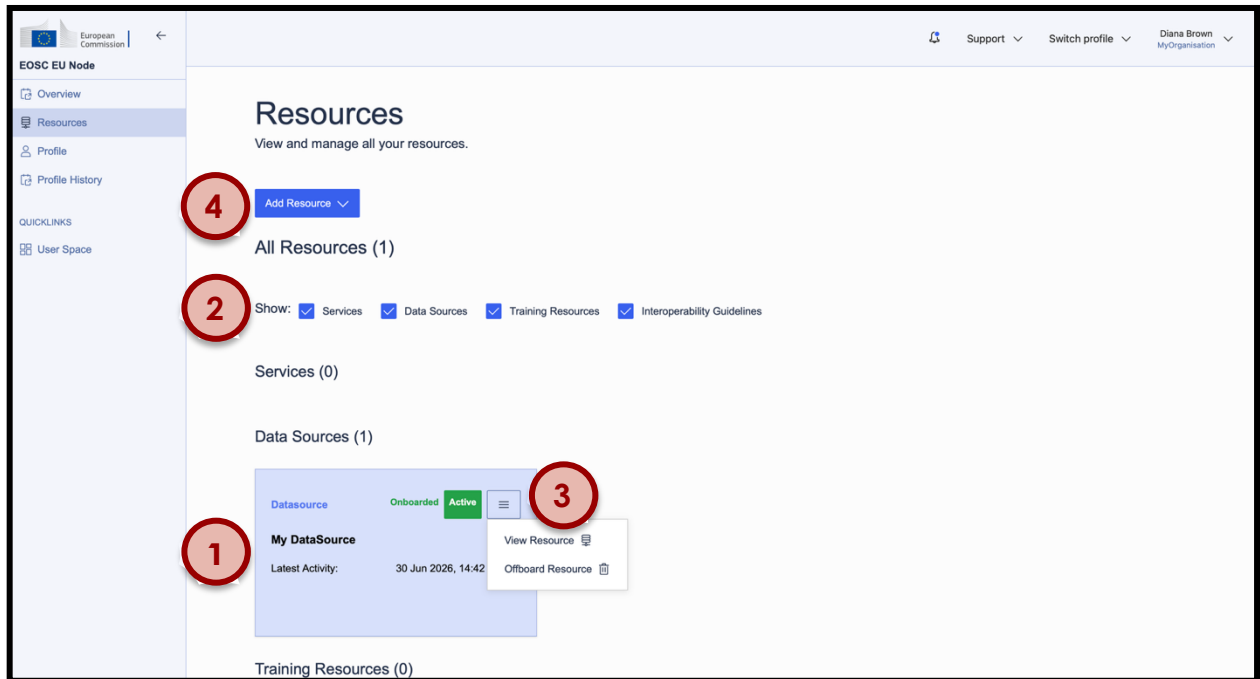
- To visit the Contributors Dashboard, you may visit your **User Space** and click on **Switch profile**. Then, on the drop-down list you may find your Contributor organization and click on its name - (1), (2)

## 2.2. Overview

The screenshot displays the 'Hello Diana Brown' profile page. The sidebar on the left (1) contains navigation links: Overview, Resources, Profile, Profile History, QUICKLINKS, and User Space. The main content area shows the user's status as 'Onboarded' (3), created on '30 Jun 2026, 14:17', and PID '21.15120/nHKDaK'. Below this is a table of 'Contributor Members' (2) with columns for ID, Name, Email, Roles, and Edit Role. The table contains one entry for Diana Brown. At the top right, there are buttons for 'Add User +' (4) and 'Remove Users' (5). The footer contains information about the European Open Science Cloud - EU Node, contact details, and a policy statement.

- 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 - (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. Fields marked with a red asterisk (\*) are required - (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)

European Commission

EOOSC EU Node

Overview

Resources

Profile

Profile History

QUICKLINKS

User Space

Create a Data Source

Fields with (\*) are mandatory.  
Important: All information must be provided in the English language.  
Non-English submissions will result in rejection.

- Basic \*
- Marketing \*
- Classification \*
- 4 Location
- Contact \*
- 6 Maturity
- Management \*
- Data Source Information \*
- Data Source Metadata \*
- Acknowledgement and Acceptance \*
- 11 Overview

8/8 required steps completed 100%

Cancel and Exit Save Data Source as Draft Previous Next >

Acknowledgement and Acceptance \*

I confirm that I accept the following conditions:

- Information submitted in the present form is automatically stored in the EOOSC EU Node Catalogue services.
- Selected information from the present form is automatically presented in the EOOSC EU Node Resource Hub upon successful Onboarding.

For additional information refer to [EOOSC EU Node Privacy Statement](#), [EOOSC EU Node Resources and Services Onboarding Policy](#)

- 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 [EOOSC EU Node Privacy Statement](#) and the [EOOSC EU Node Resources and Services Onboarding Policy](#) before acknowledging and accepting the required conditions - (1), (2)

### 2.3.3 Add Resource (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 to 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)
- 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

The screenshot shows the 'Profile' page for a contributor organization. The page is titled 'Profile' and includes a sub-header 'View and customize [organization]'s profile.' The status is 'Onboarded' and it was created on '30 Jun 2026, 14:17'. The details listed are:

Name:	MyOrganisation
Abbreviation:	MyOrg
Legal Entity:	Yes
Legal Status:	-
Website:	<a href="#">test.com</a>

The 'Edit Contributor' button is located in the top right corner of the profile details section.

- 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

The screenshot displays the 'Profile History' page within the EOSC EU Node interface. The page title is 'Profile History' with a subtitle 'This is the history of your Contributor's profile updates.' The left sidebar contains navigation options: Overview, Resources, Profile, Profile History (selected), and User Space. The main content area shows a vertical timeline of four events:

- 30/06/2026 14:18:07**: Onboarding - Approved by Admin - 302eb034-17fa-41d7-a027-720f796eed7@acc.myaccessid.org
- 30/06/2026 14:17:46**: Onboarding - Pending by Admin - System
- 30/06/2026 14:17:09**: Onboarding - Draft Submission by Admin - System
- 30/06/2026 14:17:02**: Draft Submission - Created by Diana Brown - brown\_03@example.domain

A red circle with the number '1' is positioned to the left of the timeline, highlighting the 'Approved' event.

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