# EOSC EU Node Web Portal Front Office User Guide

#### Version 1.4 - 14/07/2025

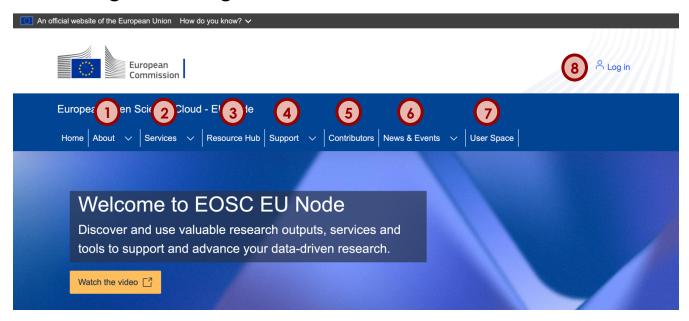
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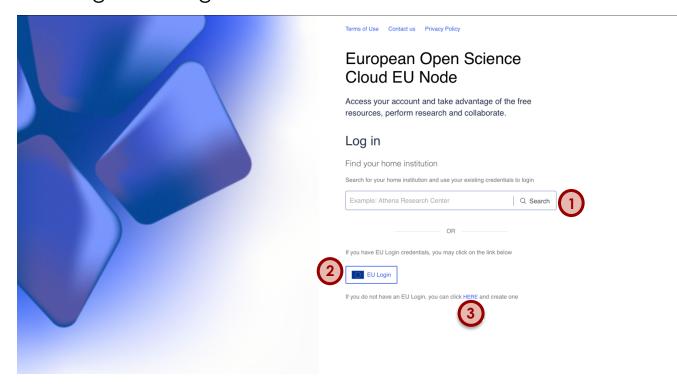
# 1. EOSC EU Node Website

# 1.1. Navigate Through the Website



- From the EOSC EU Node **Home** page you can:
  - Visit the About page and access information about EOSC EU Node (1)
  - Visit the Services page and discover all necessary details regarding the offered services - (2)
  - Visit the **Resource Hub** (more details in a following section) (3)
  - Access EOSC EU Node's Training Platform, Helpdesk and FAQs (4)
  - Access information on becoming a Contributor in EOSC EU Node (5)
  - Visit the News & Events page (6)
  - Visit your User Space (more details in a following section) (7)
  - Login to your account (8)

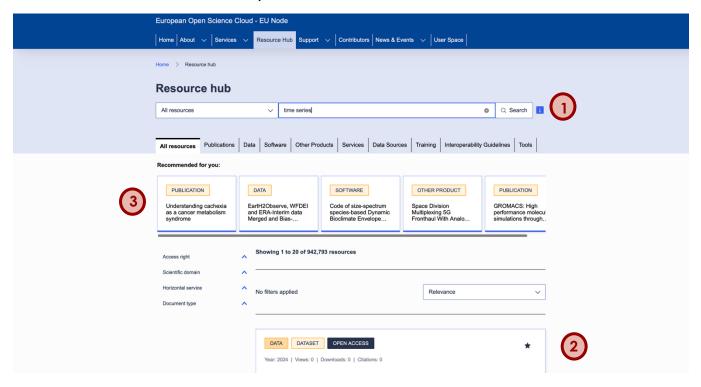
# 1.2. Register & Login



- From EOSC EU Node **Home** page, click on **Log In**
- You will be redirected to the Login page
- You have 3 options to login/register to the EOSC EU Node
  - Search your institution from the search bar (1)
  - Login using your EU Login credentials (2)
  - Create a EU Login and register to EOSC EU Node (3)
- If it's the first time you are visiting EOSC EU Node, you will be asked to confirm your name, surname and email and accept the following:
  - o EOSC EU Node Terms of Use
  - EOSC EU Node Data Processing
  - MyAccessID Acceptable Use Policy
  - MyAccessID Data Processing
- You are now registered to EOSC EU Node, and you can access your User Space

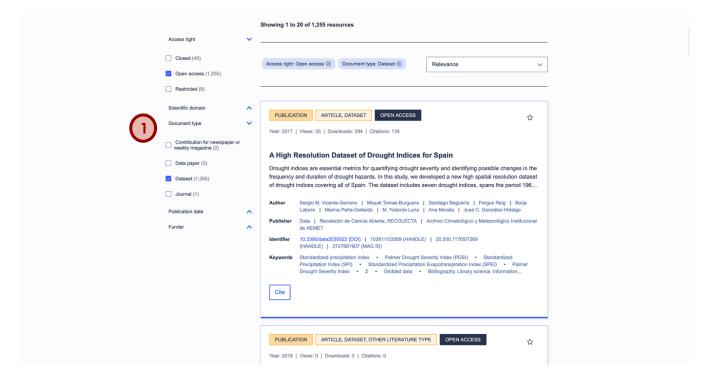
# 2. Resource Hub

# 2.1. Search Resource by Name



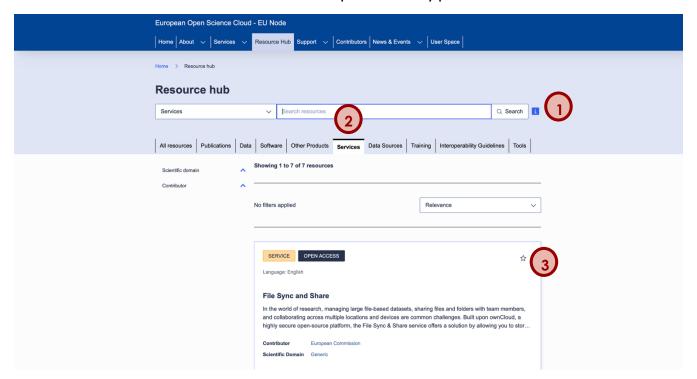
- From the Home Page, click on Resource Hub
- In **Resource Hub** you have access to all EOSC EU Node resources
- To search for a specific keyword, enter it in the search box and click **Search** (1)
- All the results whose metadata contain the provided keyword are listed here in a paginated manner - (2)
- If you have the recommendations enabled in your <u>Settings</u>, you will be presented with personalized suggestions tailored to your interests and preferences (3)

### 2.2. Filter Results



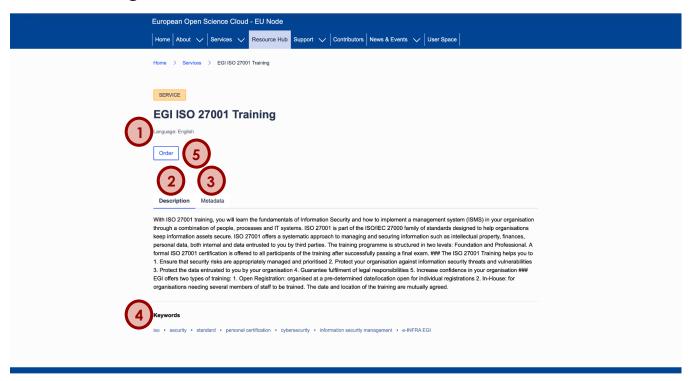
- To further filter the results, use one of the available filters on the left part of the image - (1)
- You may select more than one filters
- The results are refreshed automatically as you select filters

# 2.3. Access All Resources of a Specific Type



- To access the resources of a specific type, you may select the corresponding tab below the search box - (1)
- All resources of the selected type are listed
- You may use the search bar to search for resources of the selected type (2)
- You may set a resource as favourite, by clicking on the star on the top right of its card (3)

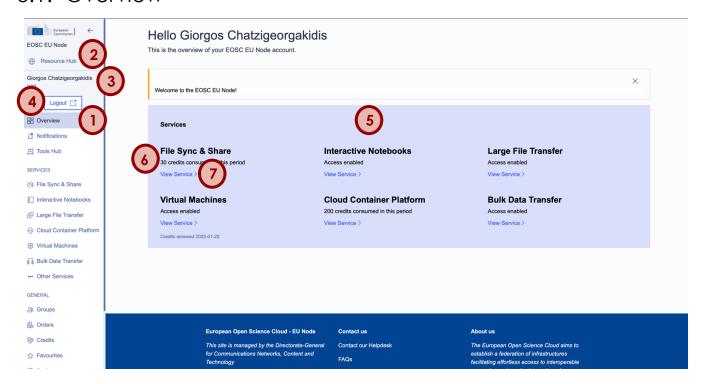
# 2.4. Viewing a Resource



- When a resource of interest is detected, you may visit its View Page by clicking on its title
- The **View Page** contains all necessary information about the resource, such as its type, language, description, related keywords and metadata (1), (2), (3), (4)
- If the resource in question is a service, you may order it by clicking on the Order button - (5)

# 3. User Space

#### 3.1. Overview



- To visit your User Space, you may click on the corresponding link in the Home
   Page
- Upon visiting your User Space, you are redirected to the Overview tab (1)

# 3.1.1. Navigate Through the User Space

- While in your **User Space**, you may visit the various available functionalities from the sidebar on the left
- You can go to the **Resource Hub** by clicking the corresponding button (2)
- Your name and profile image are shown in the sidebar (3)
- You can switch to your Contributor page by clicking on the arrow next to your name and selecting one of your Contributor profiles - (3)
- To logout from your account, you may click on the Logout button (4)

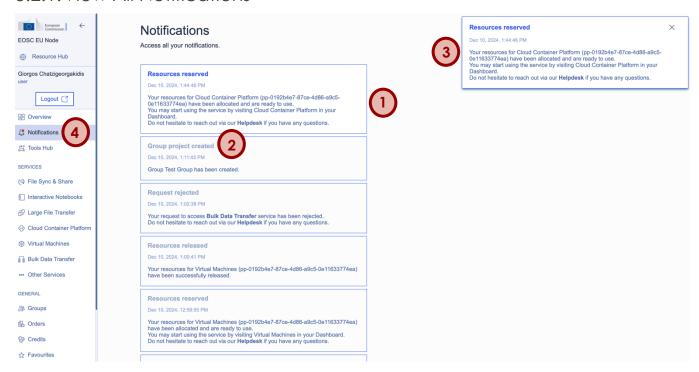
#### 3.1.2. Check the Status of Services

 While in the Overview tab of your User Space, you have access to the status of all services - (5)

- Information regarding whether you have access to this service or not (i.e., based on our Access Policy) is provided for each service - (6)
- You can visit the tab of each service by clicking on View Service (7)

#### 3.2. Notifications

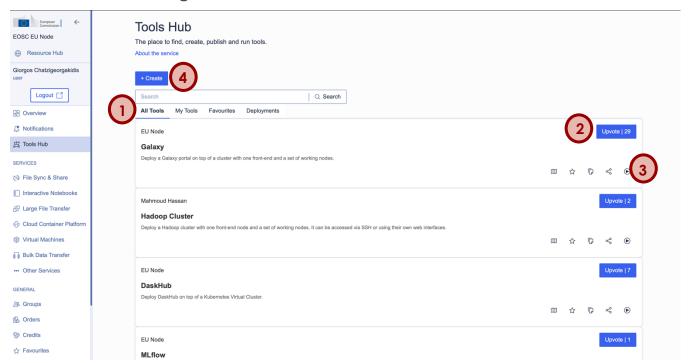
#### 3.2.1. View All Notifications



- In the **Notifications** tab you may view all your notifications. Each notification box contains its title, date and time and description. Unread notifications are annotated using blue font in their title (1)
- Unread notifications are annotated using grey font in their title (2)
- When a new notification arrives, it briefly appears in the top right corner of the screen. This notification box is visible in all tabs of the User Space (3)
- When there are unread notifications, a red bubble appears on top of the **Notifications** tab icon in the sidebar (4)

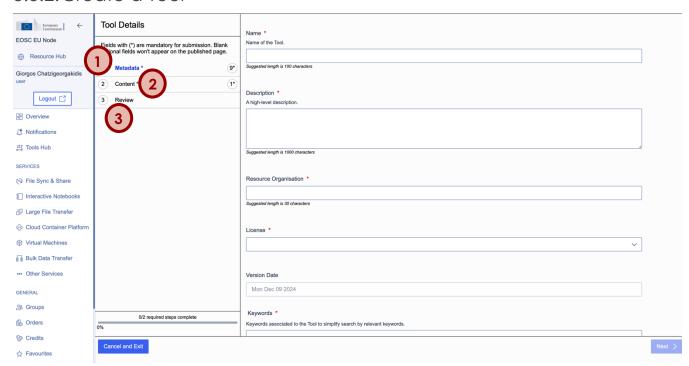
#### 3.3. Tools Hub

### 3.3.1. Search Existing Tools



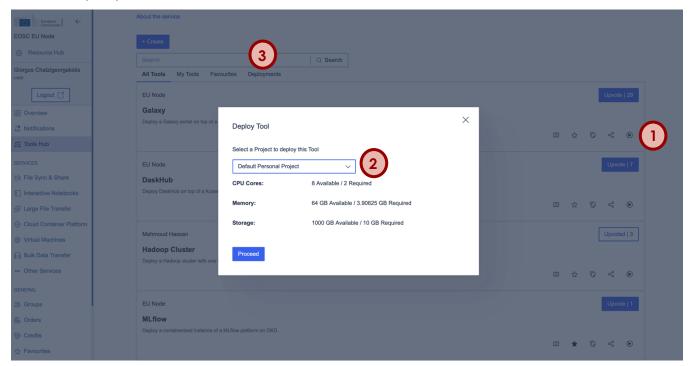
- While in the Tools Hub tab, you may search for a specific tool by entering a keyword to the search box - (1)
- You may upvote a tool of your preference by clicking on the **Upvote** button. The number of upvotes for all published tools is available to all users (2)
- For each tool in the list, you may click one of the action icons to view its details, add it to your **Favourites**, copy it to **My Tools**, or deploy it (3)
- To create a new tool, you may click on the **Create** button (4)

#### 3.3.2.Create a Tool



- To create your tool, you must complete all the steps of the wizard.
- First, in the **Metadata** step, provide all necessary metadata, such as name, description and license (1)
- Then, provide the content of the tool, by uploading a TOSCA template in the Content step - (2)
- Finally, review the provided information and confirm in the Review step (3)
- Your new tool will be listed under My Tools

# 3.3.3. Deploy a Tool

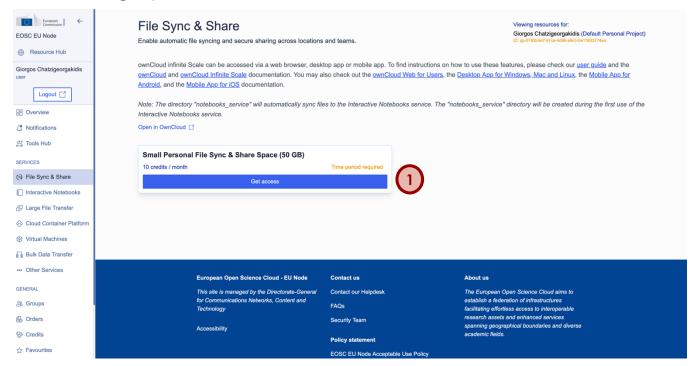


- To deploy a tool, click on the **Deploy** button (1)
- On the dialog that appears, select an available Personal or Group project to deploy the tool - (2)
- If the resources are sufficient, deploy the tool
- It will be available under **Deployments** (3)
- You may stop it at any time

# 3.4. Services

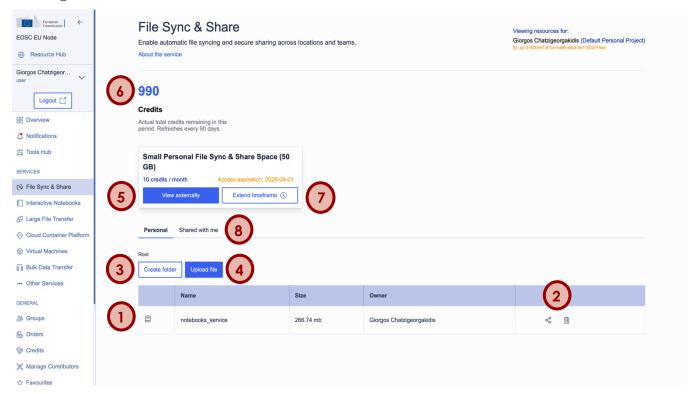
# 3.4.1. File Sync & Share

### Reserve Storage Space



- To reserve space in the File Sync & Share service, click on Get Access (1)
- On the dialog that appears, select the period for reserving your space and accept. You will be charged with the corresponding amount of credits
- Once your storage space is ready, you will be notified, and you can start using it

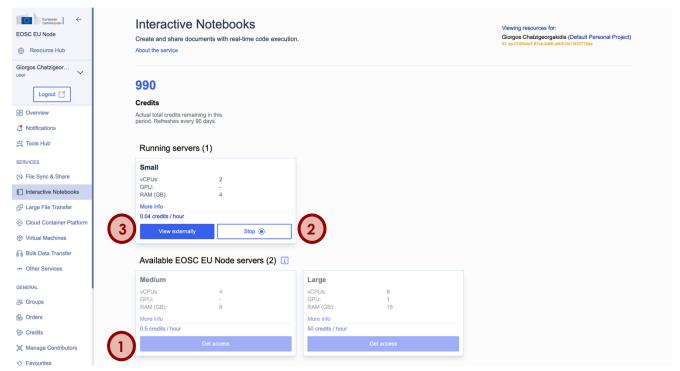
#### Manage Files



- Once your space is reserved, you will gain access to your personal file system. All
  your file and folders, along with useful information such as the size and the owner
  of the file will be listed here (1)
- You may select to delete a file or folder, or share it with other users by clicking on the corresponding buttons - (2)
- You can create new folders by clicking on the Create Folder button (3)
- You can upload files from by clicking on the **Upload File** button (4)
- To view your files and folders in OwnCloud's environment, click on Open in OwnCloud - (5)
- You can view your remaining credits from this period (6)
- To extend the timeframe of your access to the File Sync & Share service, you
  may click on the corresponding button (7)
- You can view your files and folders shared with other EOSC EU Node users by navigating on the Shared with me tab - (8)

#### 3.4.2. Interactive Notebooks

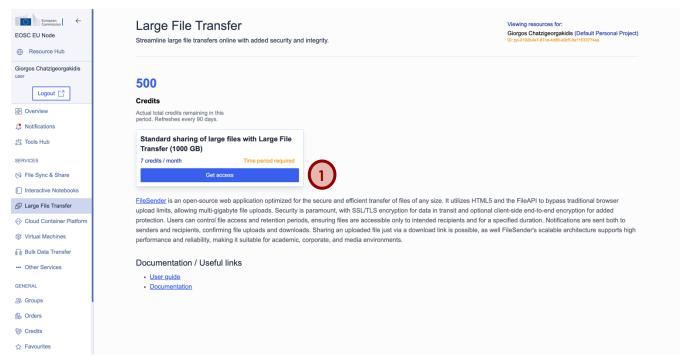




- To get access to a **Small** or **Medium Interactive Notebooks** server you may simply click on the **Get access** button (1)
- Once request has been granted, you may start an **Interactive Notebooks** server by clicking on the **Start/Stop** button (2)
- Once a server is started, you may stop it at any time by clicking on the Start/Stop button - (2)
- To visit the JupyterHub environment, you may click on View Externally (3)
- Your credits will be subtracted as you use the service with a per hour cost

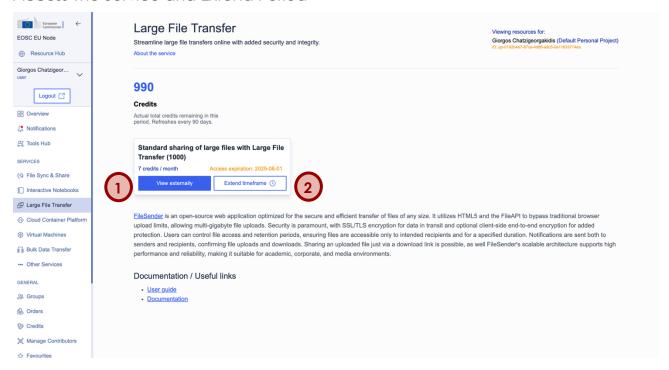
### 3.4.3. Large File Transfer

Request Access to The Service and Access FileSender



- To gain access the Large File Transfer service, you may click on the Get Access button - (1)
- Select the period for using the service and click submit. The corresponding credits will be automatically subtracted from your balance
- Once ready you will receive a notification. You can then click on the Access Service button to be redirected to the FileSender environment and use the service

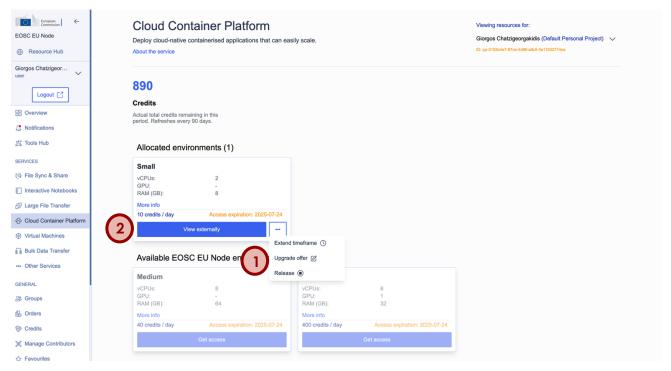
#### Access The Service and Extend Period



- Once access to the Large File Transfer service is provided, click on the View Externally button to use the service - (1)
- You may extend your access period to the Large File Transfer service by clicking on the **Extend timeframe** button (2)

#### 3.4.4. Cloud Container Platform

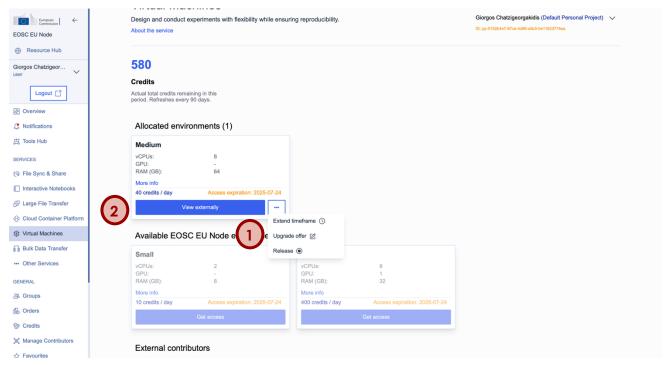




- To run an environment in the Cloud Container Platform service, you may click on the corresponding Get Access button
- In the modal that appears, select the time period for using the service, and click on **Submit**. The corresponding credits will be deducted from your balance
- You can release your running environment by first clicking on the three dots button at the allocated environment's card and the on the **Release** button. You will be reimbursed with the corresponding amount of credits (1)
- Once running, you may change the time period of the environment or upgrade
  it to a larger one by clicking on the three dots and selecting the corresponding
  option (1)
- To externally access the console of the allocated environment and use it, you
  may click on the View externally button (2)

#### 3.4.5. Virtual Machines

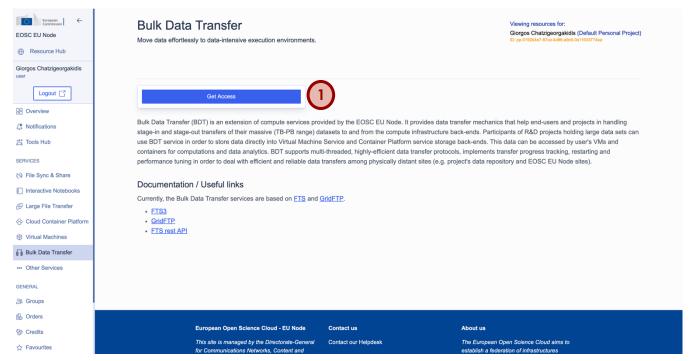




- To run a Small/Medium environment in the Virtual Machines service, you may click on the corresponding Run button
- In the modal that appears, select the time period for using the service, and click on **Submit**. The corresponding credits will be deducted from your balance
- You can release your running environment by first clicking on the three dots button at the allocated environment's card and the on the **Release** button. You will be reimbursed with the corresponding amount of credits (1)
- Once running, you may change the time period of the environment or upgrade
  it to a larger one by clicking on the three dots and selecting the corresponding
  option (1)
- To externally access the console of the allocated environment and use it, you may click on the **View externally** button (2)

#### 3.4.6. Bulk Data Transfer

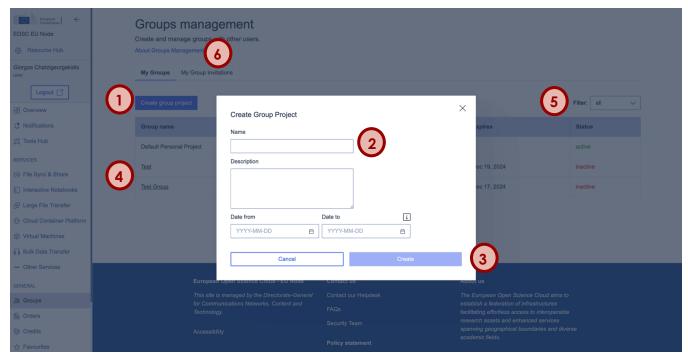
Request Access to the Service and Access It



- To access the Bulk Data Transfer service, click on the Get Access button (1)
- Your request will be reviewed by the EOSC EU Node Back Office, and you will be notified upon acceptance or rejection
- If accepted, you can then click on the Access Service button to use the service

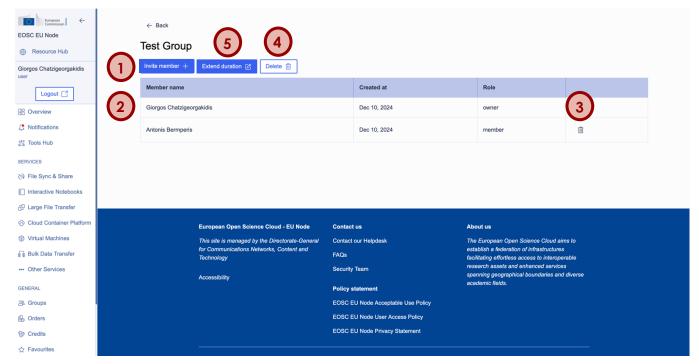
# 3.5. Groups

# 3.5.1. Create a New Group Project



- To create a new group, click on the Create group project button (1)
- Enter the required group details, such as its name and a short description (2)
- Click on the **Create** button to create the group (3)
- To view the details of your created group, you may click on its name in the list of available groups (4)
- You can filter your groups based on their status (5)
- In case other EOSC EU Node users invite you to their group, you will receive an invitation. You can access all your group invitations via the My Group Invitations tab (6)

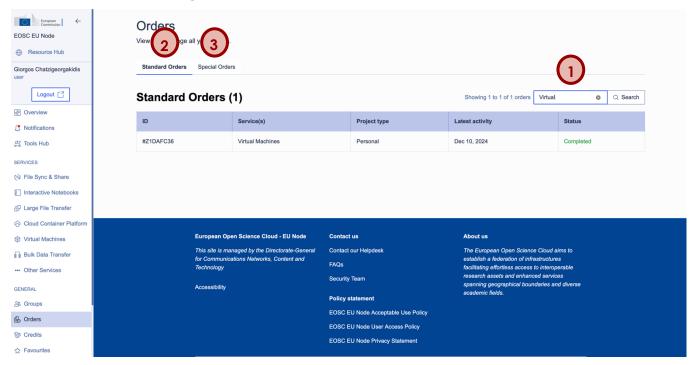
# 3.5.2. View and Manage Existing Groups



- To invite a new member to the group, click on the **Invite member** button. In the modal that appears, you may enter the email of any EOSC EU Node member to invite them to the group (1)
- If the group member accepts the invitation, they will be listed to the list of group members - (2)
- To delete a member, you may click on the delete icon next to the role of a member (3)
- To delete the group, you may click on the **Delete** button (4)
- To extend the duration of the group, you may click on the **Extend duration** button (5)

#### 3.6. Orders

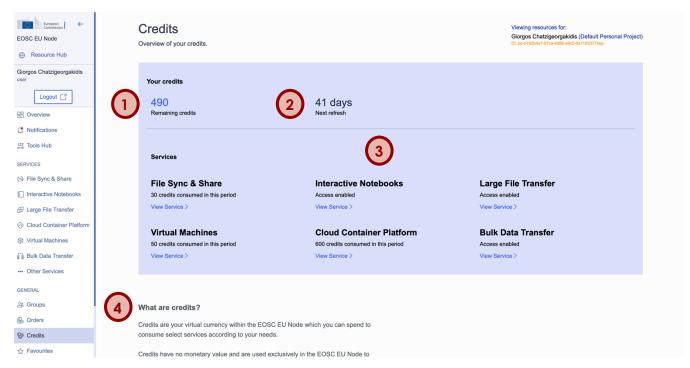




- In the **Orders** tab you have access to all your orders in EOSC EU Node, along with useful information for each one, such as the service name and status
- You may search for existing orders by entering any keywords of preference in the search box and clicking on Search - (1)
- In Standard Orders you may find all your orders for any of the six EOSC EU Node services - (2)
- In **Special Orders** you may find all your orders for any other service from external providers that are onboarded in EOSC EU Node (not yet available) (3)

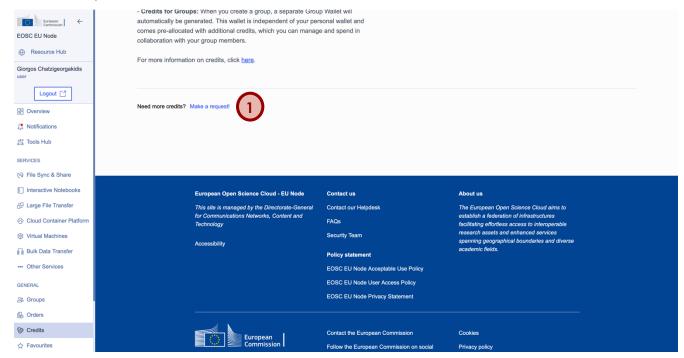
# 3.7. Credits

#### 3.7.1. View Available Credits



- In the Credits tab you may find all necessary information about your credits in EOSC EU Node
- You can view your remaining credits for this period (1)
- You can view the amount of days until the next credit refresh. Keep in mind that
  any remaining credits are not transferred to the next period (2)
- You can view the status of each of the 6 services and the amount of credits spent in each one - (3)
- You can view more information about credits by scrolling down the page (4)

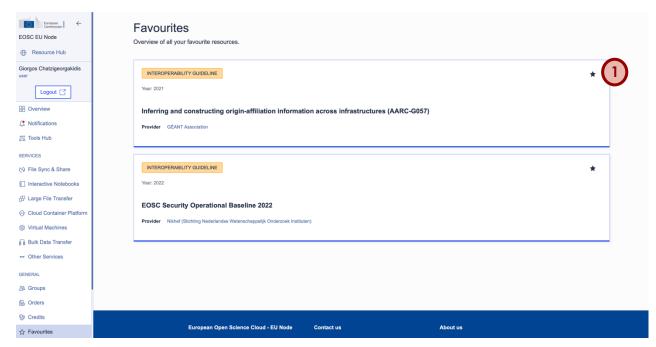
# 3.7.2. Request More Credits



- You may request more credits by clicking on the Make a request! Button (1)
- The Helpdesk tab will open, where you can submit your request

### 3.8. Favourites

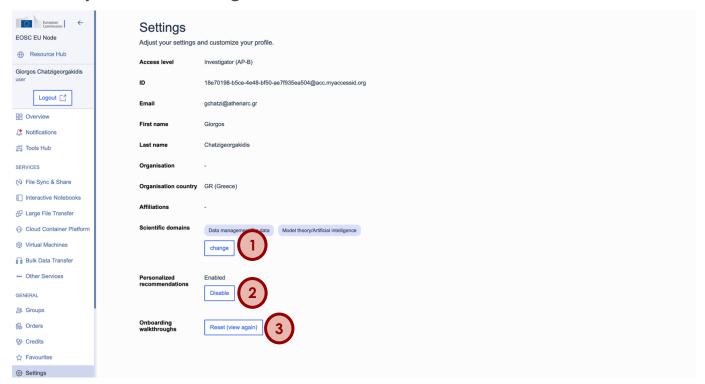
#### 3.8.1. View All Favourites



- All the resources you have set as favourites via the **Resource Hub** will be listed in the **Favourites** tab
- You may click on their title to access their View Page
- You may click on the star in the top right of each card to remove them from your favourites - (1)

# 3.9. Settings

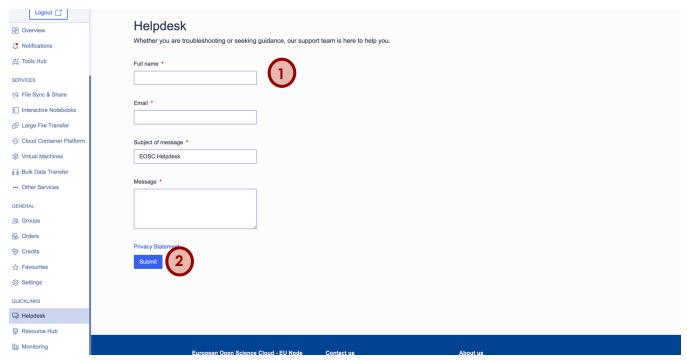
### 3.9.1. Adjust Profile Settings



- In the **Settings** tab, you may view and change your account settings
- To add one or more scientific domains of your interest, you may click on the **change** button (1)
- To enable or disable the personalized documentations in the <u>Resource Hub</u>, you may click on the **Enable** or **Disable** button respectively (2)
- To reset the welcoming onboarding walkthroughs that appear the first time you login the **User Space**, you may click on the **Reset (View again) button** (3)

# 3.10.Helpdesk

### 3.10.1. Contact Helpdesk



- You may submit a message to the EOSC EU Node Helpdesk at any time by visiting the Helpdesk tab
- You will be asked to provide your full name, email, a subject of the message and the message description (1)
- To send the message, you may click on the **Submit** button (2)
- Once a reply for your message is sent, you will be notified via email

# 3.11. Monitoring

#### 3.11.1. Monitor the Status of Services



- You may view the status of all EOSC EU Node Core Services and Exchange services via the Monitoring tab
- The current operational status is reported along with a bar indicating the downtime and uptime during the past 50 days - (1)