LIFE MAPPER

MAPping, ProtEcting, and Restoring Marine Ecosystems

Administrator's Guide

Life Mapper Knowledge Platform

Version 2.0 · 2026-11

Co-branded technical manual
Knowledge Platform · Life Mapper

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1. Introduction

1.1 Who this manual is for

This manual is for the people who upload and curate content on the Life Mapper Knowledge Platform: the partners' **researchers**, the **reviewers** who approve and publish for their own institution, and the platform **administrators**. It explains how to upload, update and publish resources, scientific papers, tutorials and chapter descriptions.

You don't need any development skills. Everything is done from the web admin panel, without touching code, databases or configuration files.

1.2 What Directus is

The Knowledge Platform is made of two connected parts:

- The **public platform** that visitors see: `https://life-mapper.eu/knowledge/en/`, inside the project website `https://life-mapper.eu/`.
- The **admin panel** where content is uploaded: `https://life-mapper.eu/admin/`. It is based on Directus, an open-source CMS (Content Management System).

A resource published in the panel appears on the public platform: the detail page straight away, the list and search within about 5 minutes.

> **Multi-lingual**
>
> Today the public platform is English only. The panel also lets you enter texts in Italian, French and Spanish, but for now they are not shown to visitors: always write the English version.

1.3 What you can do

What you can do depends on your **role** (chapter 5):

- **Researcher** (Researcher User): uploads and edits their institution's resources as **drafts**. For a **paper with a DOI**, three actions are enough: the platform fills in title, authors, abstract and metadata by itself (chapter 7).
- **Reviewer** (Researcher Admin): in addition, reviews their institution's drafts, **publishes** or archives them, deletes wrong resources and adds new researchers from their institution.
- **Administrator** (Administrator, normally Space42): everything else. Tutorials, chapter descriptions, tags and codelists, institutions and accounts, content from every institution.

The operations that **require Space42's intervention**, and that this manual does not cover, are:

- schema changes (a new field, a different collection);
- enabling the other languages on the public platform;
- changes to the site's design or layout;
- bulk imports (CSV, batches from external sources);
- security, backups and performance;

- new institutions and new accounts, linking an ORCID iD, role permissions.

Appendix C lists the typical cases in which to contact Space42.

1.4 Manual conventions

The coloured boxes mark four kinds of note:

> **Tip**
>
> A faster or safer way to do something.

> **Caution**
>
> A common mistake or an action that is hard to undo.

> **Space42 only**
>
> A technical operation to ask Space42 for, instead of doing it yourself.

> **Multi-lingual**
>
> What changes for languages other than English.

The names of buttons, groups and fields are written in **bold** as they appear in the panel, which is in English (for example **Start here**, **Resource Type**). Technical field names are in `monospace font`, and paths in the panel are separated by `→` (for example Settings → Data Model).

The screenshots show the real panel at the time of writing (Directus 11.17, September 2026). Later updates may change some visual details without changing the steps described.

2. First access

2.1 Address and account

The admin panel opens in any up-to-date browser (Chrome, Firefox, Safari, Edge) at:

```
https://life-mapper.eu/admin/
```

Space42 creates your account. It normally starts from the onboarding form your institution filled in (see 5.3). There are two ways to log in, and each account uses **only one**:

- **Email and password.** Space42 sends you the account email and a **temporary password**, which you change at first login (see 2.3).
- **ORCID.** If you gave your ORCID iD in the onboarding form, Space42 can link it to your account. From then on you log in only with Log In with ORCID, without a platform password.

Store your credentials in a password manager (1Password, Bitwarden, KeePass or your browser's own). Don't send them by chat or email.

2.2 Step-by-step login

1. Open `https://life-mapper.eu/admin/` : the login screen appears.

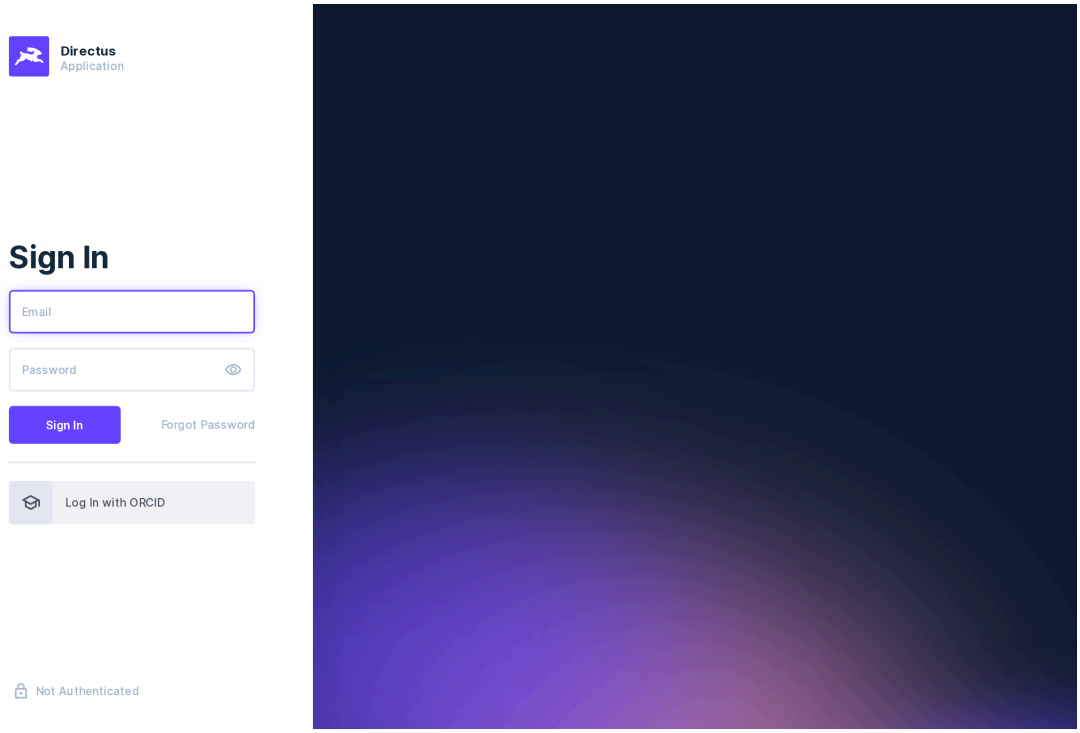

Figure 2.2.A · login screen: email, password and "Log In with ORCID"

2. **With email and password:** enter your email and password, then click **Sign In**. **With ORCID:** click **Log In with ORCID**, sign in on the ORCID website and authorise. You are taken back to the panel automatically.
3. After login the **Resources** list opens directly. This is where almost all the work starts.

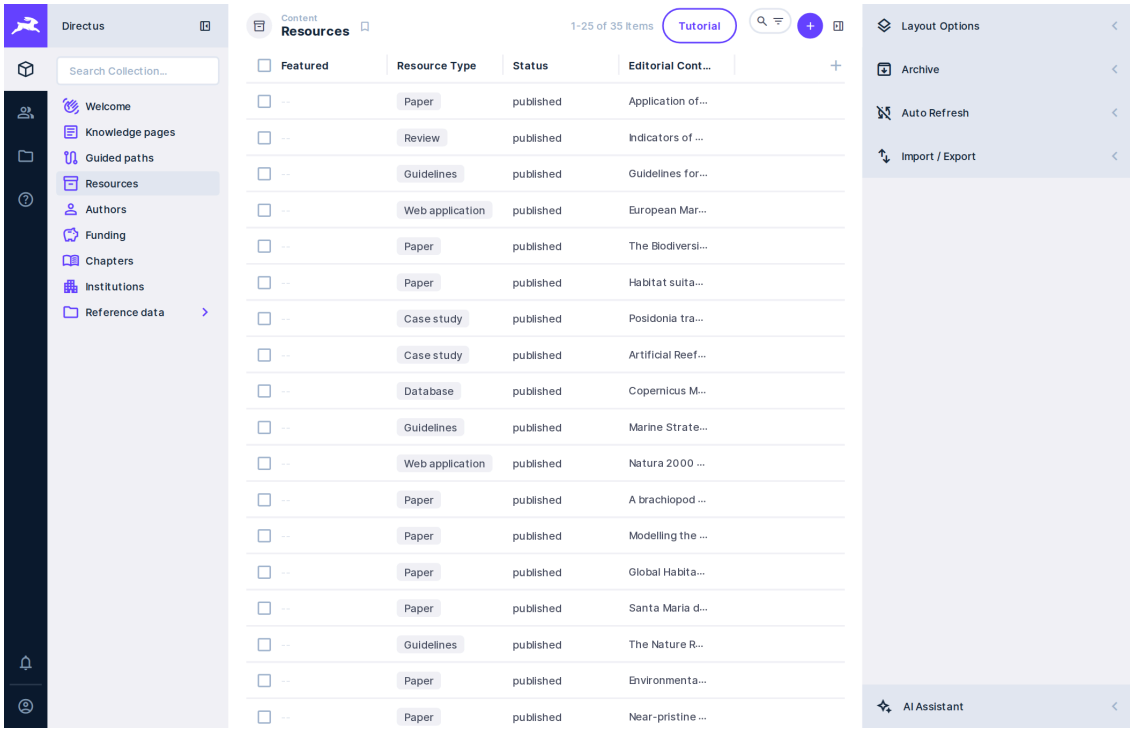

Figure 2.2.C · the Resources list right after login (researcher’s view)

Caution

After 10 failed attempts in 10 minutes from the same network, the server blocks that address for one hour: during that hour the site no longer responds from your network (office, home). If you don’t remember your password, don’t keep trying: use **Forgot Password** or write to Space42, who can also unblock the network sooner.

Caution

If you log in with ORCID and an error appears instead of the panel, your ORCID iD is not yet linked to any account. ORCID recognises you, but the platform doesn’t know who you are: write to Space42 and give your ORCID iD.

Caution

On login a Directus window titled **“You have not set a project owner”** may appear. It concerns the Directus licence, not your content: **don’t fill it in**, click **Remind Later** and carry on. Space42 takes care of it.

Tip

If login fails with **“Invalid user credentials”**, check that you haven’t copied extra spaces into the email or password. If the problem persists, see 14.5.

2.3 Changing your password

This applies to email-and-password accounts; if you log in with ORCID you have no platform password to manage.

1. At the bottom left, click your **avatar** (the circle with your initial or the user icon): your profile opens.

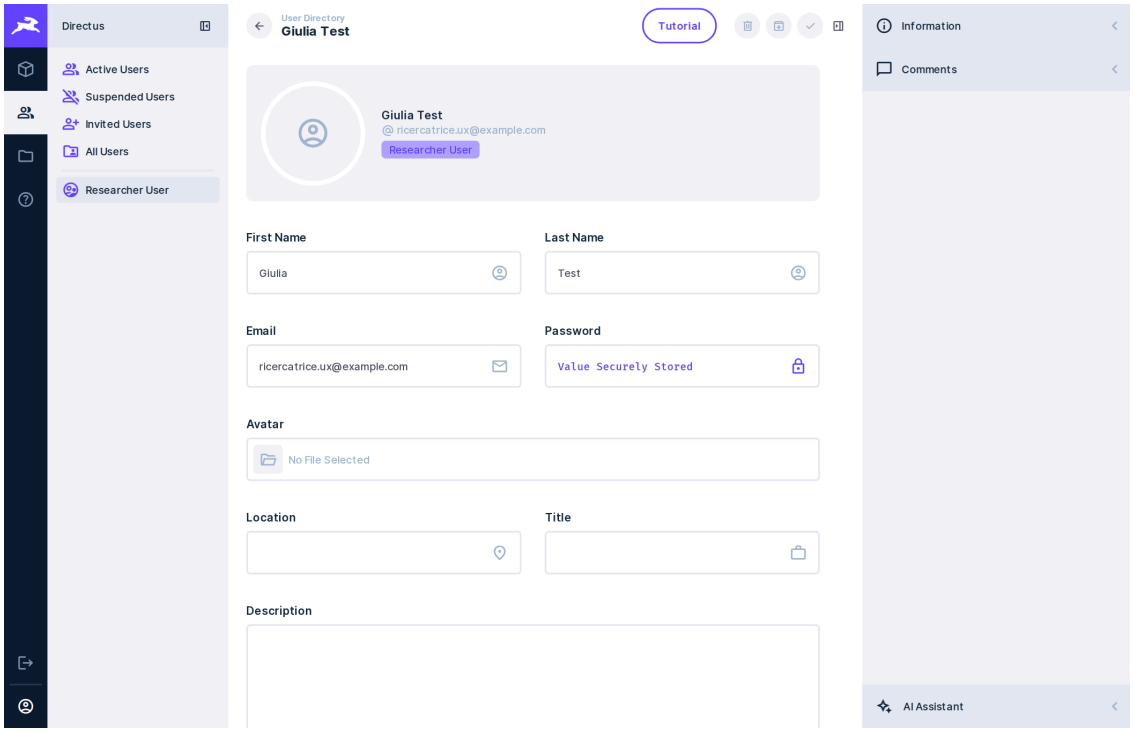

Figure 2.3.A · your profile, with the Password field

2. In the **Password** field, type the new password.
3. Save with the ✓ button at the top right.

From your profile you can also change your first name, last name and **Language**, the interface language (see 3.3). Email, role and institution can’t be changed here: Space42 manages them (or your institution’s reviewer, for their researchers, see 5.3).

> **Tip**
>
> A good password has at least 16 characters and is used only here. A password manager generates one for you in one click.

2.4 Logging out

When you finish working, especially on a shared computer: move the mouse over your avatar at the bottom left and click the **Sign Out** icon that appears.

The session stays active while you work. After a long period of inactivity the panel asks you to log in again: unsaved changes are lost, so it’s worth saving often (see 9.2).

3. Interface tour

Before uploading content, take two minutes to learn where things are. It saves you a lot of wasted clicks.

3.1 Module bar and collection menu

On your first sign-in, after your profile, you land on the **Welcome** page; from then on Directus takes you back to the last page you were working on. The screen has four areas:

- **On the left, the dark module bar.** At the top is the cube icon **Content**, where the content lives: you'll use it almost all the time. Below it are the other modules (3.2). At the bottom you'll find notifications and your avatar (chapter 2).
- **Centre-left, the collection menu**, in the order the work is done:
  - **Welcome**: the starting page, read-only. It sums up the order of work (sources → pages → paths) and has buttons to open the three areas.
  - **Knowledge pages**: the pages you write, block by block, inside the four chapters. They are the platform's main content.
  - **Guided paths**: routes that take the reader through a chapter's pages (11.4).
  - **Resources**: the sources the pages cite in their "Go deeper" box (papers, case studies, databases, platforms…). They are uploaded before the pages that cite them (chapter 6).
  - **Authors** and **Funding**: authors and funders of papers. They usually fill in by themselves when you add a paper from its DOI (chapter 7).
  - **Chapters** and **Institutions**: for reference. Chapter titles, descriptions and covers are edited by Space42; in Institutions you see your own institution.
  - **Reference data**: the folder, closed by default, with codelists, taxonomies and translations. They stay usable from the forms' drop-down menus, but don't crowd the menu.
- **In the centre, the content**: the list of the chosen collection or the form you are editing.
- **On the right, the side panel.** On a list it holds the display options (**Layout Options**), archived items (**Archive**) and **Import / Export**. Inside a form it shows the revision history and comments instead.

```
{=typst} #screenshot-figure("/assets/screenshots/3_1_A.png", "3.1.A", [the Welcome page with the collection menu])
```

> **Welcome tour.** On your first sign-in you land on **your profile**: a short tour asks you to replace the temporary password (not if you sign in with ORCID), check your name and choose the language. After saving, open **Content**: you land on the **Welcome** page and a guided tour shows you these areas one at a time. To see it again, use the **Tutorial** button at the top right (or add `?tour=welcome` to the address of any admin page).

Click a collection to see its list. From there, click a row to edit it, or the **+** button at the top right to create a new item.

3.2 The other modules

- **User Directory** (people icon). The list of users your role can see. A researcher sees only themselves; a reviewer sees the colleagues from their institution (see 5.3).
- **File Library** (folder icon). The archive of all uploaded files. Images uploaded inside a resource or a page end up here, automatically sorted into folders (chapter 13).
- **Help** (question mark). Opens Directus' official documentation. This manual is downloaded from `https://life-mapper.eu/knowledge/en/admin-docs/` instead.

Space42 administrators also see **Insights** and **Settings**.

> **Space42 only**
>
> Settings → Data Model changes the schema (fields, data types). A mistake here can break the public platform. If you need a new field, ask Space42.

3.3 Interface language

The Directus interface is in English. To use it in Italian:

1. Click your avatar at the bottom left: your profile opens.
2. In the **Language** field, choose Italiano (or another language).
3. Save with ✓ at the top right.

This manual uses the English names of buttons and fields: if you change language, some standard Directus labels will be translated, while the Knowledge Platform's group and field names stay in English.

> **Tip**
>
> The interface language has nothing to do with the language of the content: that is managed in each page's or resource's form (6.3).

3.4 Search and filters

When a list grows, scrolling through it by hand is no longer enough.

- **Search.** At the top of the list there is the magnifying glass: type a word from the title or summary.
- **Filters.** Next to the magnifying glass, the funnel icon opens the filter bar; **Add Filter** lets you choose the field. For example: all Knowledge pages in the Economics chapter that are still drafts.

```
{=typst} #screenshot-figure("/assets/screenshots/3_4_A.png", "3.4.A", [the Knowledge pages list with the filter builder open])
```

- **Sorting.** Click a column header; a second click reverses the order.
- **Visible columns.** From **Layout Options** in the right-hand panel, choose which columns to show. Status and Updated At help you find your way.

> **Tip**
>
> Filters are not kept between sessions. If you use one often, save it as a Bookmark: it will appear in the menu under the collection.

4. Understanding the data model

Before uploading, it helps to have a clear map of what is what. Five minutes of reading now saves a lot of confusion later.

4.1 The 3 main entities: Chapter · Tutorial · Resource

The Knowledge Platform content is organised on three levels:

Chapter. A thematic macro-area. There are **6** and they are fixed: it's a project decision, and none are added or removed without Space42. Every resource has one as its "home".

The 4 chapters: Mapping and data · Scientific Insights · Economics · Policy & Planning. Best practices and Experience are archived.

Tutorial. Short videos or step-by-step guides on how to use the platform or a method, including How to use the Knowledge Platform and this Administrator's Guide. Administrators manage them (chapter 10).

Resource. The living content of the platform: scientific papers, geoportals, databases, case studies, guidelines, tools, projects. This is what grows over time.

Each resource belongs to **one chapter only** and has **one Resource Type only** (see 4.4).

4.2 How a Resource form is organised

The form is divided into **accordion groups**: they open and close when you click the title. When the form opens, only the first one, **Start here**, is open.

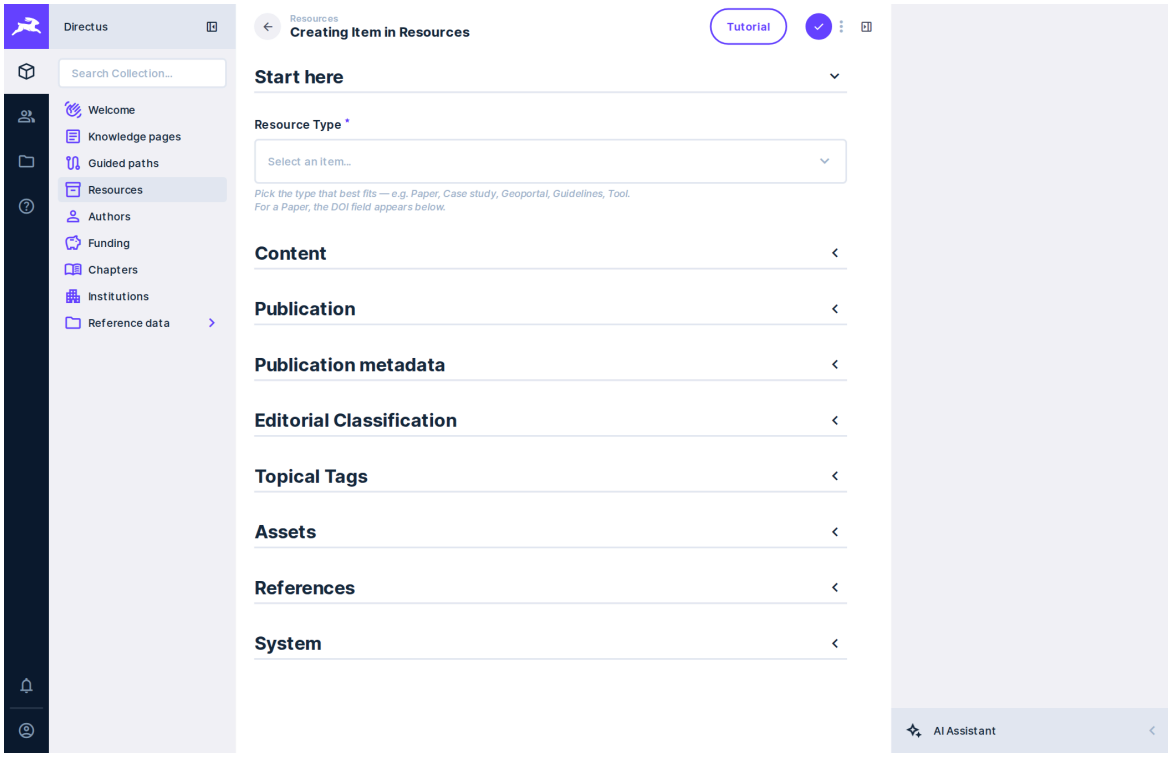

Figure 4.1.A · form for a new Resource: the Start here group open and the others closed

Group	What it contains
Start here	**Resource Type** and, for papers, **DOI** with the Fetch metadata from DOI button (chapter 7)
Content	**Editorial Content**: Title, Summary, Body and Abstract, with one tab per language (English in front)
Publication	**Status** (Draft / Published / Archived), **Featured**, **Published At**, **Slug** and the **Preview on public site** link
Publication metadata	Papers only: subtype, year, journal, ISSN, volume, issue, pages, publisher, licence, open access, citations, PDF, authors, funding, related papers (chapter 7)
Editorial Classification	**Chapter**, **Project**, **Work Package**
Topical Tags	The 6 thematic taxonomies (4.3) and the free **Keywords**
Assets	Card image, main image, downloadable files (chapter 13)
References	**External Links** and **Contacts**
System	Creation and last-modified dates, **Institution** (the owning institution, see chapter 5)

Some fields fill themselves in: the **Slug** (the address of the public page) is created from the title when you save, **Published At** takes the date and time of publication, and **Institution** is always your institution.

> **Tip**
>
> You don’t need to fill in every group. A normal resource uses Start here, Content, Editorial Classification, Topical Tags and Assets. **Publication metadata** is only for papers, and for those it fills itself in almost entirely.

4.3 The tag taxonomies

Tags sit alongside chapters: the chapter says “which part of the story we are in”, while tags describe the resource **across** chapters. The **Topical Tags** group has 4 taxonomies plus keywords:

Taxonomy	What it describes	Examples
Geographic Area	Geographic zone	Mediterranean Sea, Adriatic
Thematic Area	Cross-cutting thematic area	Restoration, Monitoring
Habitat Type	Marine habitat	Posidonia oceanica, Coralligenous
Methodology	Technique used or described	Remote sensing, eDNA
Keywords	Free keywords	terms specific to the content

A resource can have **several tags** per taxonomy. The first four have predefined values; **Keywords** are free: choose existing ones or create new ones.

> **Tip**
>
> The more carefully a resource is tagged, the easier it is to find with the public filters. The guiding question is: **“what words would a user search it with?”**. See 13.4.

Habitat Type is hierarchical. It has two levels: 6 habitat groups (Annex I of the Nature Restoration Regulation) and, under each, the individual habitats. Choose the most precise level that applies.

4.4 The codelists

Codelists are predefined value lists, more “official” than tags. They are in the **Reference data** folder.

Resource Types. The resource types agreed with the project: Case study, Database, Geoportal, Guidelines, Paper, Project, Restoration measure, Review, Survey, Tool, Web application. In the form you choose them from the **Resource Type** drop-down menu in the Start here group.

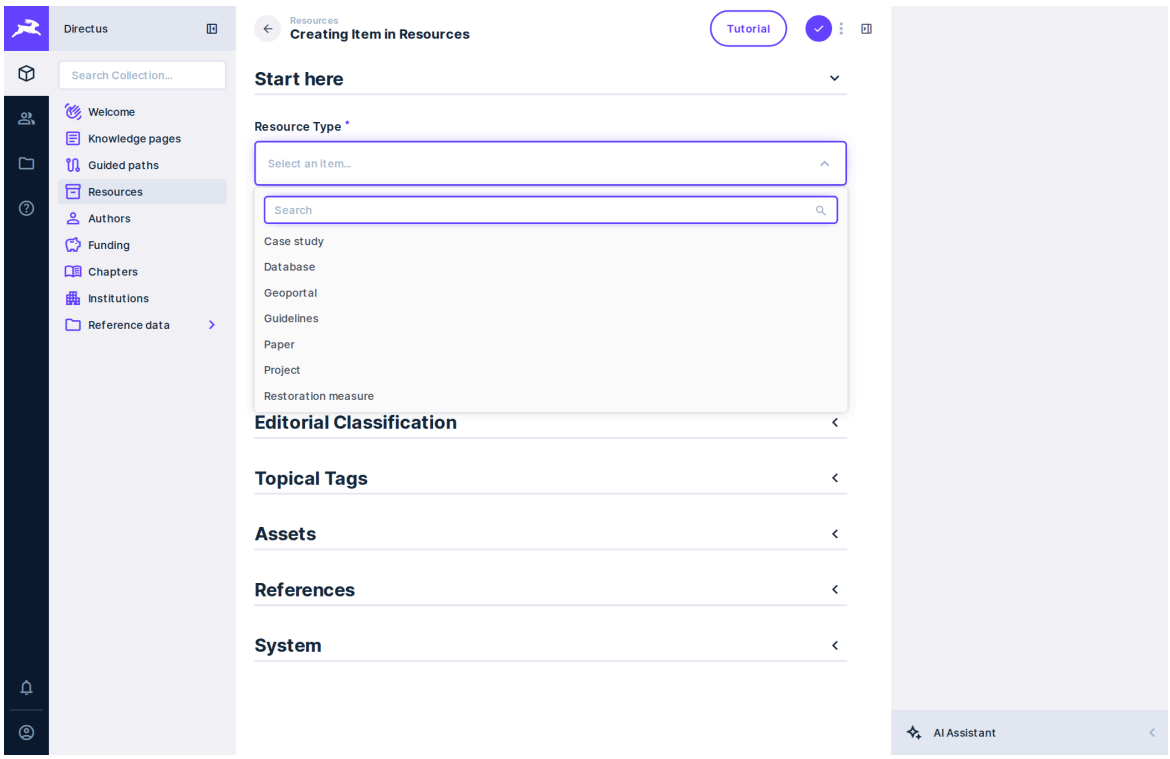

Figure 4.4.A · the Resource Type drop-down menu open

> **Caution**
>
> Don’t add or rename Resource Types. They are aligned with the project specification and drive the public filters. If you need a type that is missing, write to Space42.

Projects (`cl_projects`). The catalogued EU and PNRR projects (PNRR MER, Life Dream, MERCES, REDRESS, CLIMAREST, ACT NOW…). They are used in the **Project** field (see 12.4).

Work Packages (`cl_work_packages`). The Life Mapper work packages, for editorial classification.

4.5 Institutions

The platform is **multi-institution**: every resource and every user belongs to an **Institution**. This way several consortium institutions work on the same platform, each seeing and editing its own resources. Roles and institutions are explained in **chapter 5**.

4.6 The languages

The panel supports 4 languages: **EN** (English), **IT**, **FR**, **ES**. In the Content group, **Editorial Content** has one tab per language, with English in front.

> **Multi-lingual**
>
> Today the public platform shows English only: the other tabs are optional and are not published. Always fill in the English tab; translations are only needed if you are asked for them for a future activation of the other languages.

5. Roles, permissions and Institutions

The platform is used by **several consortium institutions** together. That's why not every account can do everything: each user has a **role** and belongs to an **institution** (Institution). This chapter explains who can do what and how accounts are created.

5.1 The roles

Role	Who it is	What they can do
Researcher User (researcher)	The person who uploads content for an institution	Creates and edits **their own institution's** resources, always as **drafts**. Does not publish or delete
Researcher Admin (reviewer)	An institution's editorial contact	Everything a researcher does, plus: **publishes** and archives, deletes, adds researchers from their institution
Administrator	Space42, the platform contact	Everything: every institution, tutorials, chapters, tags and codelists, accounts, schema

There are also two technical identities, **Public API** and **Preview API**, which the site uses to read the content. They are not people and must not be touched.

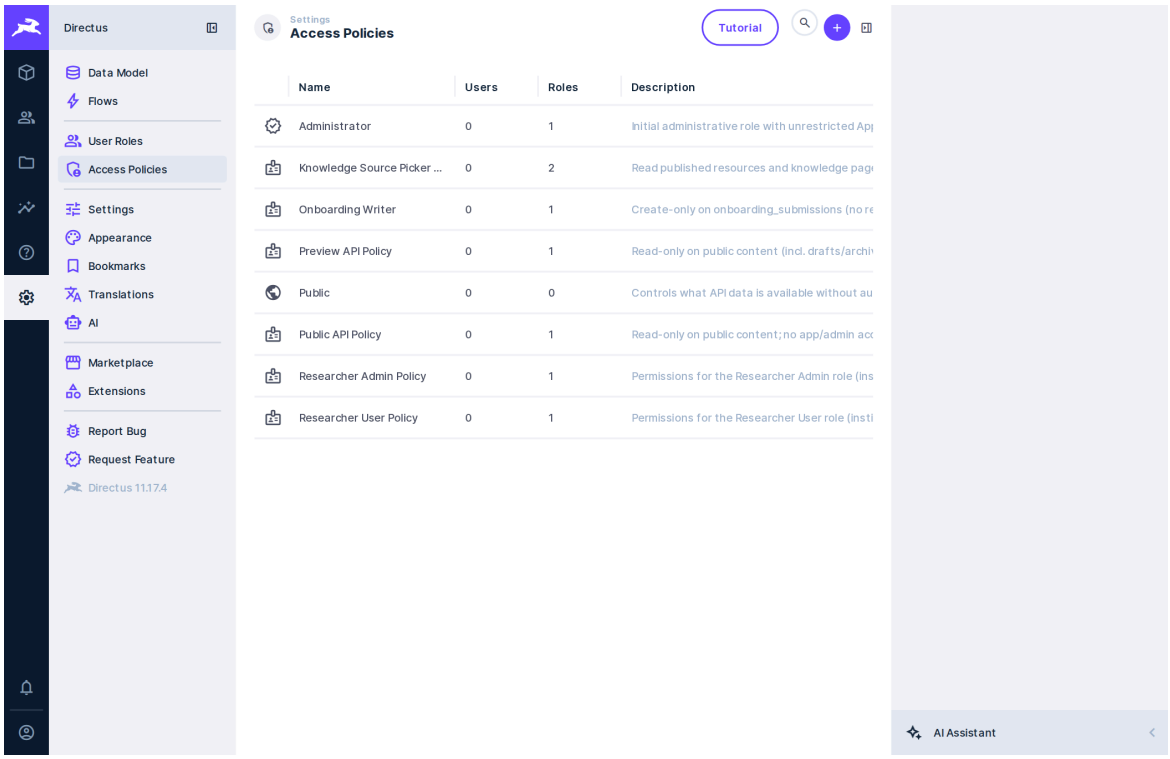

Figure 5.1.A · Settings → Access Policies: the role policies (administrator's view)

Two rules apply to all researcher roles, and the server enforces them:

- **Own institution only.** A researcher or a reviewer sees and edits only their own institution's resources, and cannot move them to another one.
- **Researchers save drafts only.** They see the **Status** field, but if they try to save a resource as Published or Archived, the save is rejected. This is not a bug: it's the review mechanism.

> **Tip**
>
> Authors, funding and keywords are shared registers across all institutions: an author who already exists is reused instead of creating a duplicate. A researcher can add new ones and correct an author's first name, last name and ORCID, but cannot delete them.

5.2 Institutions

An **Institution** is a consortium institution (for example CNR-ISMAR, UNIVPM, University of Galway), or one of its sites or departments, if the institution asked for separate groups each with its own reviewer.

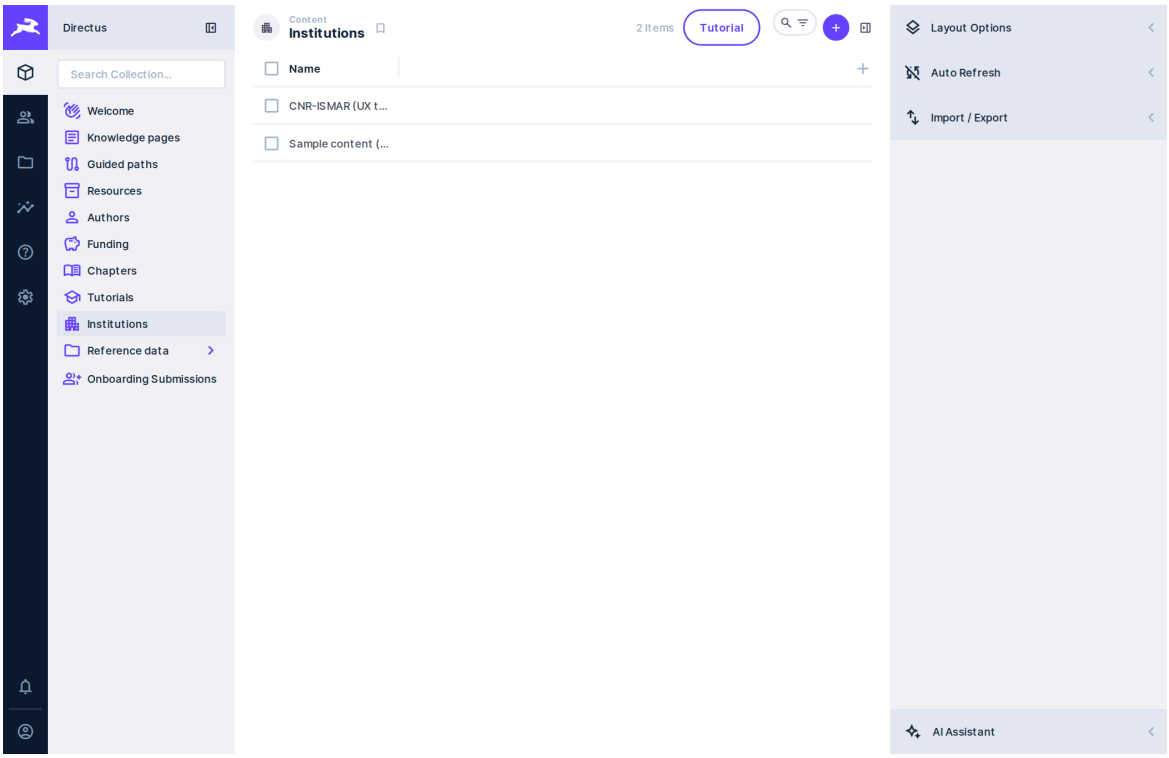

Figure 5.2.A · the Institutions collection

- Every researcher or reviewer **user** belongs to an institution.
- Every **resource** has the **Institution** field (in the System group), filled in automatically with the institution of whoever creates it.
- In the Institutions collection a researcher sees **only their own institution**. Only the administrator sees them all and creates them.

5.3 How accounts are created

Space42 does the first round. Each institution fills in the onboarding form it receives from Space42 (a password-protected page). It gives:

- the name of the institution (or of the site or department);
- for each person: first name, last name, email, role (researcher or reviewer) and, optionally, the **ORCID iD**.

From that form Space42 creates the institution and the accounts, and sends each person the login instructions (chapter 2). If a person gave their ORCID iD, Space42 can link it: from then on they will log in with Log In with ORCID.

After that, the reviewer can add researchers on their own:

1. Open the **User Directory** module (people icon, in the bar on the left).
2. Click **+** at the top right.
3. Fill in **First Name**, **Last Name**, **Email** and a temporary **Password** to give to your colleague.
4. Save. The new account is automatically a Researcher User of your institution: role and institution can’t be chosen, for security.

Your colleague logs in with the email and temporary password and changes it at first login (2.3).

> **Space42 only**
>
> New institutions, new reviewers or administrators, linking an ORCID iD to an account and any change to role permissions are Space42 operations. Permissions are configured and tested: they must not be changed by hand.

5.4 In practice: who publishes what

This applies to Resources, Knowledge pages and Guided paths.

1. The **researcher** uploads the resource (or writes the page, or the path): it stays a **draft** (Draft).
2. The **reviewer** from their institution opens it, checks it (perhaps with the **Preview on public site** link, 6.8), corrects it if needed and sets it to **Published**.
3. The **administrator** can do everything for any institution, and is the contact for access problems.

> **Tip**
>
> Researchers get no automatic notification when their draft is published, and reviewers get none when there is a new draft. To find the drafts to review, the reviewer filters the Resources, Knowledge pages and Guided paths lists by **Status = Draft** and saves them as **Bookmarks** (3.4).

Tour. For a Researcher Admin, the tour of each of these three lists also covers reviewing: filtering drafts, bookmarks, preview and publishing. To see it again, use the **Tutorial** button at the top right.

6. Workflow: upload a new Resource

Resources are the platform's **sources**: papers, case studies, databases, platforms. Knowledge pages cite them in the "Go deeper" box (chapter 8), which is why they are added before the pages. A well-made resource takes 5-10 minutes. For **scientific papers with a DOI** there is a much faster shortcut: see chapter 7.

6.1 Where to start

1. In the collection menu click **Resources**.
2. Click the **+** button at the top right.

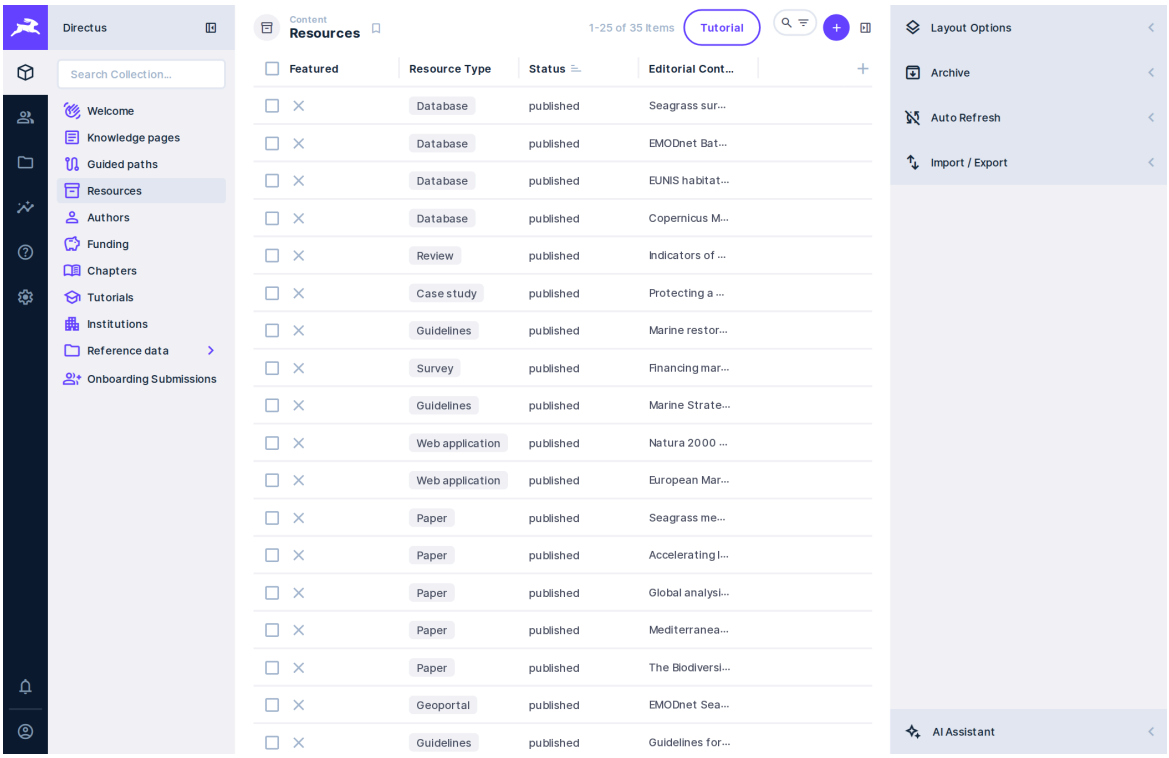

Figure 6.1.A · the Resources list with the + button at the top right

The new form opens, with the **Start here** group open and the others closed (4.2).

> **Tour.** The first time you open the **Resources** list a tour starts: it explains the list, takes you to the **+** button, opens the new form and goes on field by field down to saving. To see it again, use the **Tutorial** button at the top right. It also shows the DOI for papers.

6.2 What is required

You need only two things to save:

- **Resource Type**, in the **Start here** group;
- the English **Title**, in the **Content** group (for a paper with a DOI, the system fills it in).

Everything else can be added later. The **Slug**, that is the address of the public page, is created from the title at the first save: if it already exists, the system adds `-2`, `-3` ...

Strongly recommended, because without them the resource is thin: **Summary**, **Chapter**, an image, tags, external links.

6.3 Type and texts (Start here and Content)

1. In **Start here**, choose the **Resource Type** from the drop-down menu (4.4). If you choose Paper, the DOI field appears below it: go to chapter 7.
2. Open the **Content** group. **Editorial Content** shows the **English** tab:
   - **Title**: at most ~100 characters, no full stop at the end. For example Mediterranean seagrass distribution map 2025.
   - **Summary**: 2-3 sentences (at most ~300 characters). It appears under the title on the cards: explain what the resource is and what it's for.
   - **Body**: the long text of the detail page (optional).
   - **Abstract**: for papers; it fills itself in from the DOI.

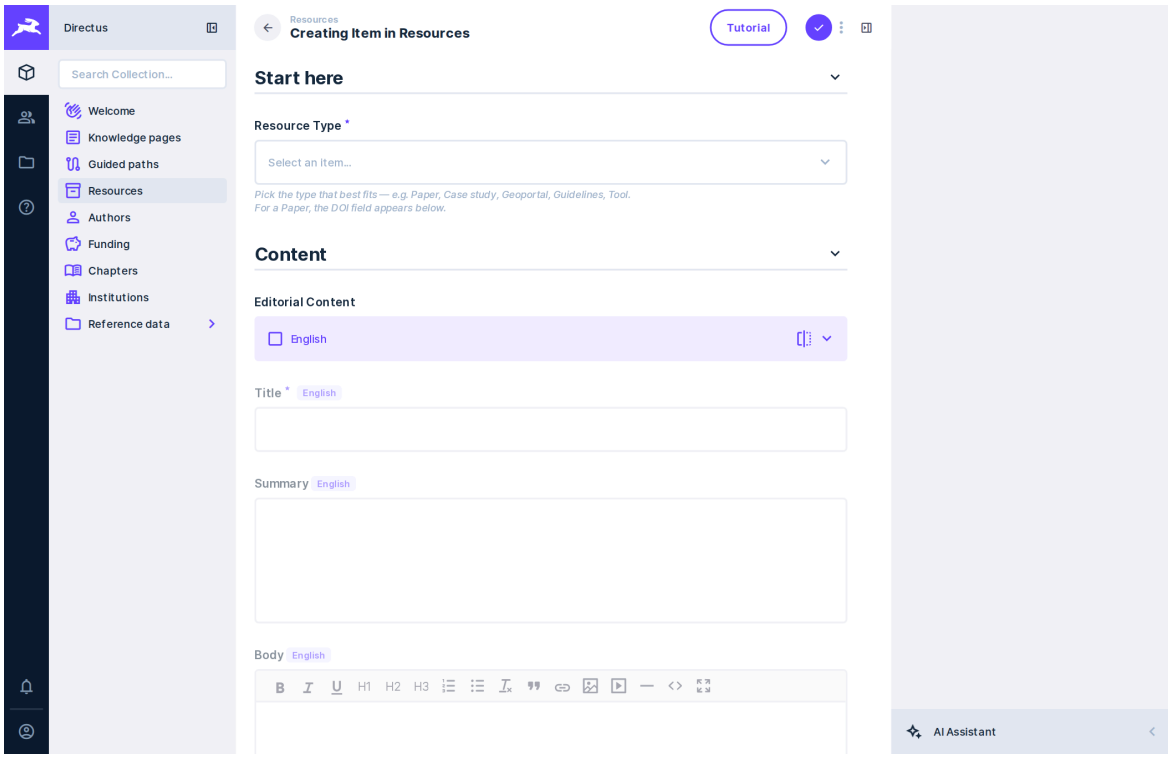

Figure 6.3.A · the Content group with the English tab of Editorial Content

> **Tip**
>
> Avoid unexplained acronyms in the title; if you need them, put them in brackets: **"Mediterranean Posidonia Habitat Atlas (MPHA)"**.

> **Multi-lingual**
>
> The public platform is English only today (4.6): fill in the English tab and ignore the others, unless you are asked to.

6.4 Classify the resource (Editorial Classification)

Open the **Editorial Classification** group:

1. **Chapter**: one of the 4. Ask yourself “which part of the Life Mapper story does it fit into?”. Mapping and data (maps, data) · Scientific Insights (papers, analyses) · Economics (costs and benefits) · Policy & Planning (guidelines).
2. **Project** and **Work Package** (optional): the project that produced the resource and its work package.

6.5 Tags, images and links

Tags (**Topical Tags** group). For each taxonomy, click the **round button** to the right of the field (the list-with-a-plus icon): the list of tags opens. Search, tick the right tags (more than one if needed) and confirm with ✓. At the bottom of the group, **Keywords** accepts free keywords: choose existing ones or create new ones.

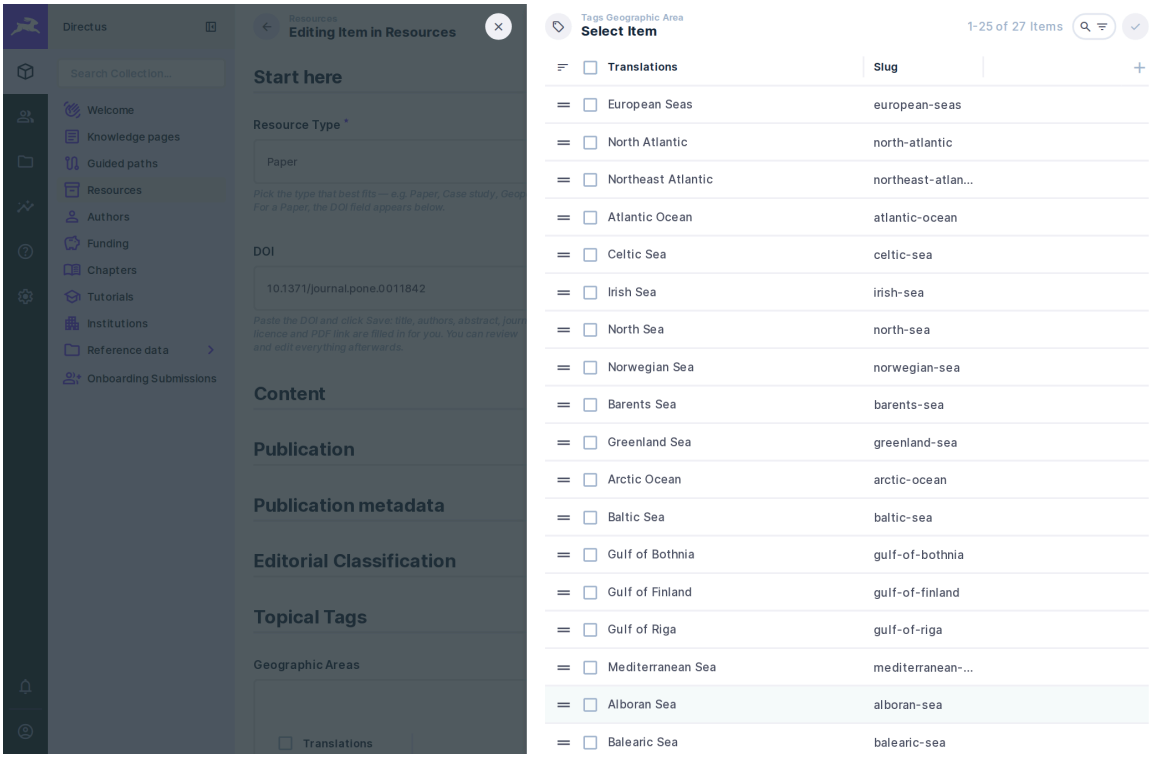

Figure 6.2.A · the tag selection window

How many tags: Habitat 1-2 · Methodology 1-3 · Thematic Area 1-2 · Geographic Area 1-3. If a predefined tag is missing, see chapter 12.

> **Caution**
>
> Don’t tag for the sake of it: too many tags make the filters useless. Golden rule: **a tag must distinguish**.

Images and files (**Assets** group). The card image, the main image and the downloadable files. Formats and sizes are in **chapter 13**: just upload the original JPG or PNG, the platform converts it by itself.

Links (**References** group). In **External Links**, click **Create New** for each link and fill in the label (for example “Project website”) and the URL. In **Contacts**, add the contact people.

6.6 Saving

Save with the ✓ button at the top right. You can save as many times as you like: the resource stays a draft until someone publishes it.

6.7 Draft, published, archived

In the **Publication** group, the **Status** field has three values:

- **Draft**: visible only in the panel;
- **Published**: visible on the public platform;
- **Archived**: hidden from the public, but kept.

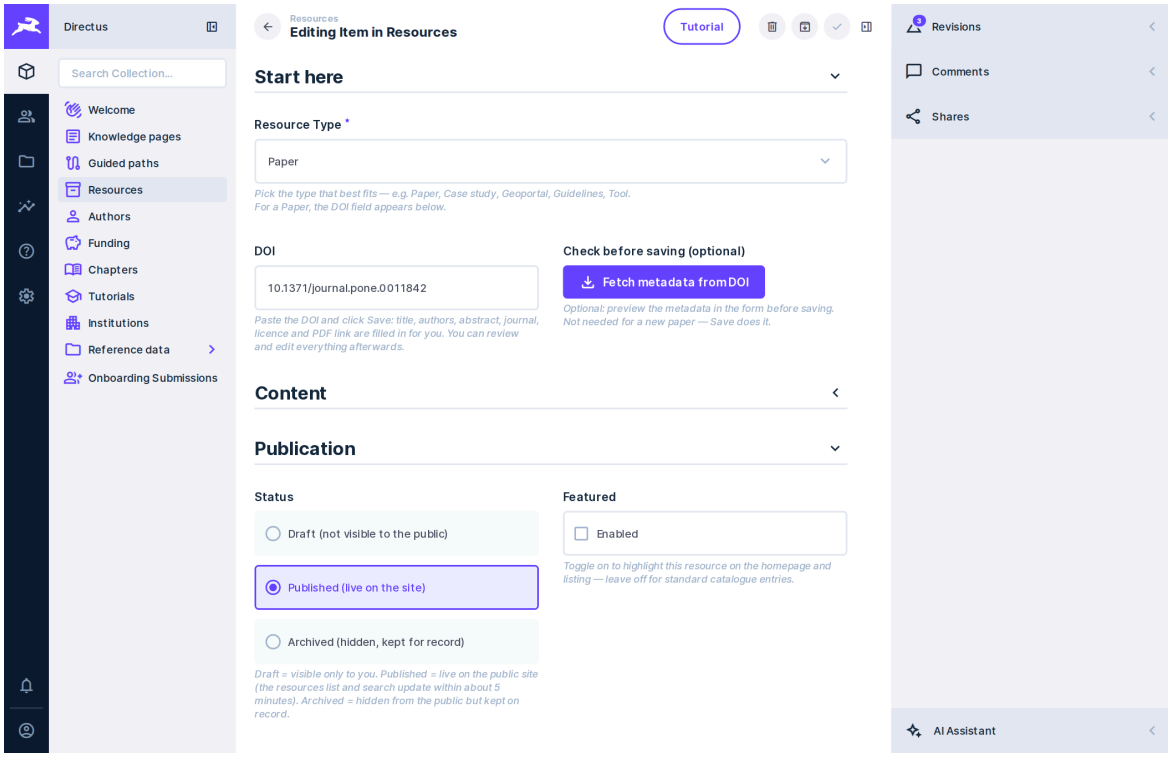

Figure 6.4.A · the Publication group: Status, Featured and the note on update times

The typical flow:

1. The researcher creates the resource and saves it: it stays Draft.
2. They add tags, images and links and save again.
3. The reviewer checks it, chooses Published and saves.

On publication, **Published At** takes the date and time by itself: this is the date readers see and the one that orders the list, with the most recent at the top. Change it only to backdate.

Featured highlights the resource on the home page and in the list: use it sparingly.

> **Caution**
>
> If you are a **Researcher User** and choose **Published**, the save is rejected: leave **Draft** and let your institution's reviewer know (5.4).

6.8 Preview on the public platform

In the **Publication** group, after the first save, the **Preview on public site** link appears: it opens the resource's public page in a new tab, even while it is still a draft. This is the right way to check the result before publishing.

After publishing, also check the public list (`https://life-mapper.eu/knowledge/en/resources/`):

- the card shows the right title, summary and image;
- the tags appear in the side filters;
- the links work on the detail page.

> **Tip**
>
> The detail page is updated straight away; the list and search are updated within about 5 minutes. If a resource you have just published doesn't appear in the list, wait a few minutes before worrying (15.1).

7. Scientific papers and DOI

A **paper** is a resource like any other, with one advantage: if it has a **DOI**, the platform fills in almost everything by itself. Title, authors with ORCID and affiliations, abstract, journal, licence, link to the PDF.

7.1 When a resource is a “paper”

Use the **Paper** Resource Type for a scientific publication with a DOI: journal articles, conference proceedings, book chapters. For project deliverables, white papers and technical reports, choose another type (for example Guidelines or Project).

7.2 Uploading a paper in three steps

1. In the **Resources** list, click **+**.
2. In **Start here**, choose **Resource Type → Paper**: the **DOI** field appears below.
3. Paste the DOI and click ✓ to save.

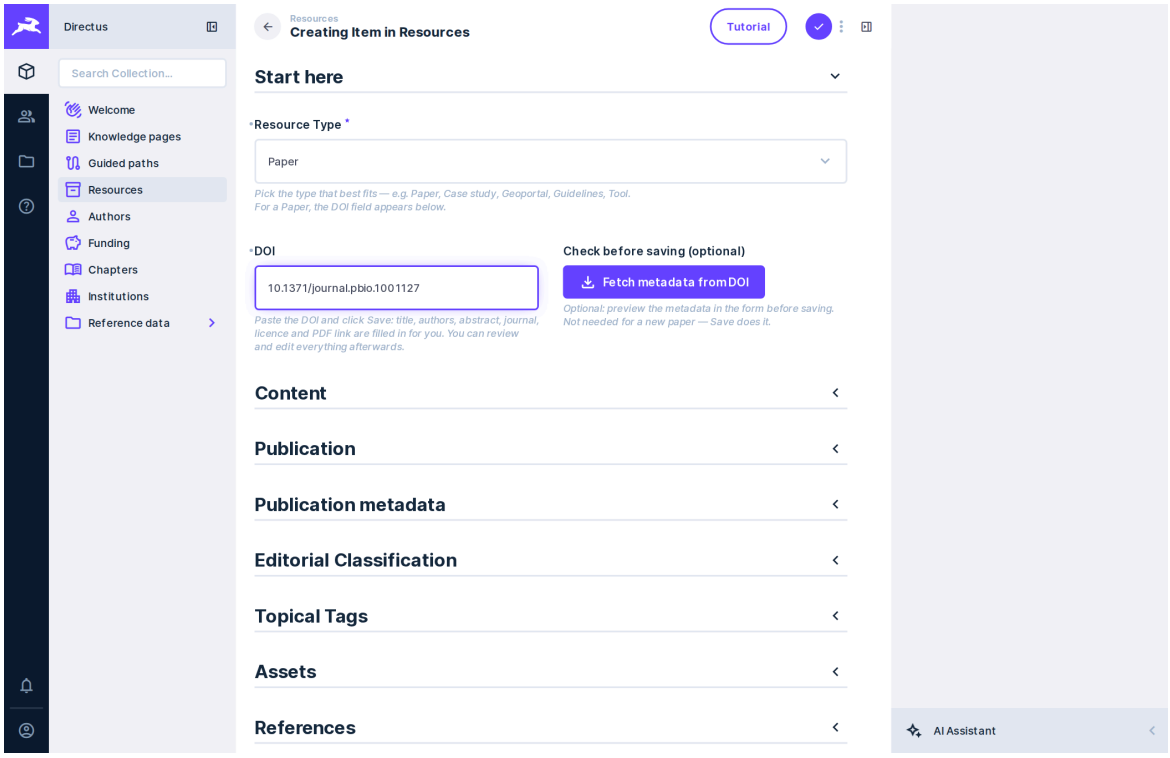

Figure 7.1.A · Start here with Resource Type Paper and the DOI pasted in

The DOI field takes the identifier only, **not** the full address: `10.1371/journal.pone.0011842`, not `https://doi.org/10.1371/...`.

When you save, the platform queries Crossref and OpenAlex and fills in:

- the **title** (English tab of the Content group) and the **slug**;
- in the **Publication metadata** group: subtype, year, journal, ISSN, volume, issue, pages, publisher, licence, open access, citation count and **link to the PDF**;
- right after saving, also the **authors** in order, with ORCID and affiliation as printed on the paper, and the English **abstract**.

The paper stays a **draft**: check it, complete the chapter and tags, then the reviewer publishes it (6.7).

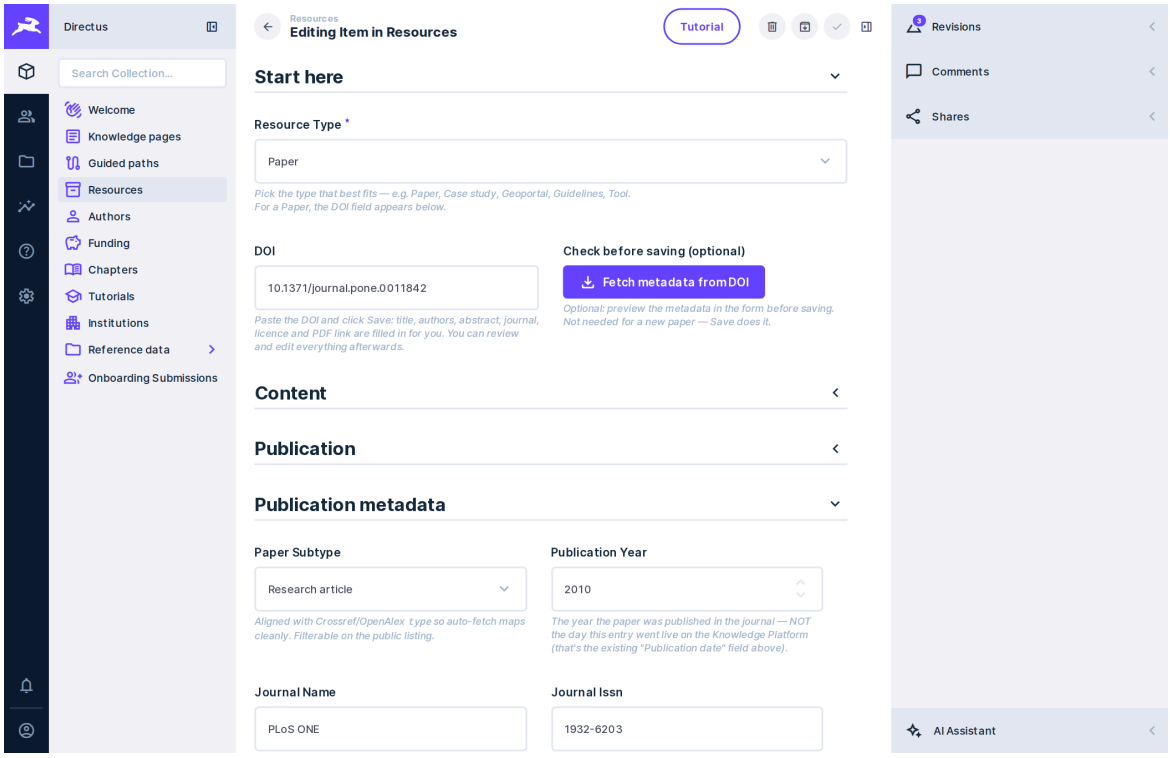

Figure 7.2.A · Publication metadata filled in from the DOI

> **Tip**
>
> The system fills in only empty fields: what you have written always wins. If some data from the DOI is wrong, correct it in the form and save; it will not be overwritten.

> **Tip**
>
> The Fetch metadata from DOI button (under **Check before saving (optional)**) shows the metadata in the form **before** you save. You only need it if you want to check them first; for a new paper it isn’t necessary, because saving already does it.

7.3 Two messages you may see

DOI already in the catalogue. If the paper has already been uploaded, by you or by another institution, the save stops with the message “This DOI is already in the catalogue”, followed by the slug of the existing resource. Don’t create a duplicate: open that resource.

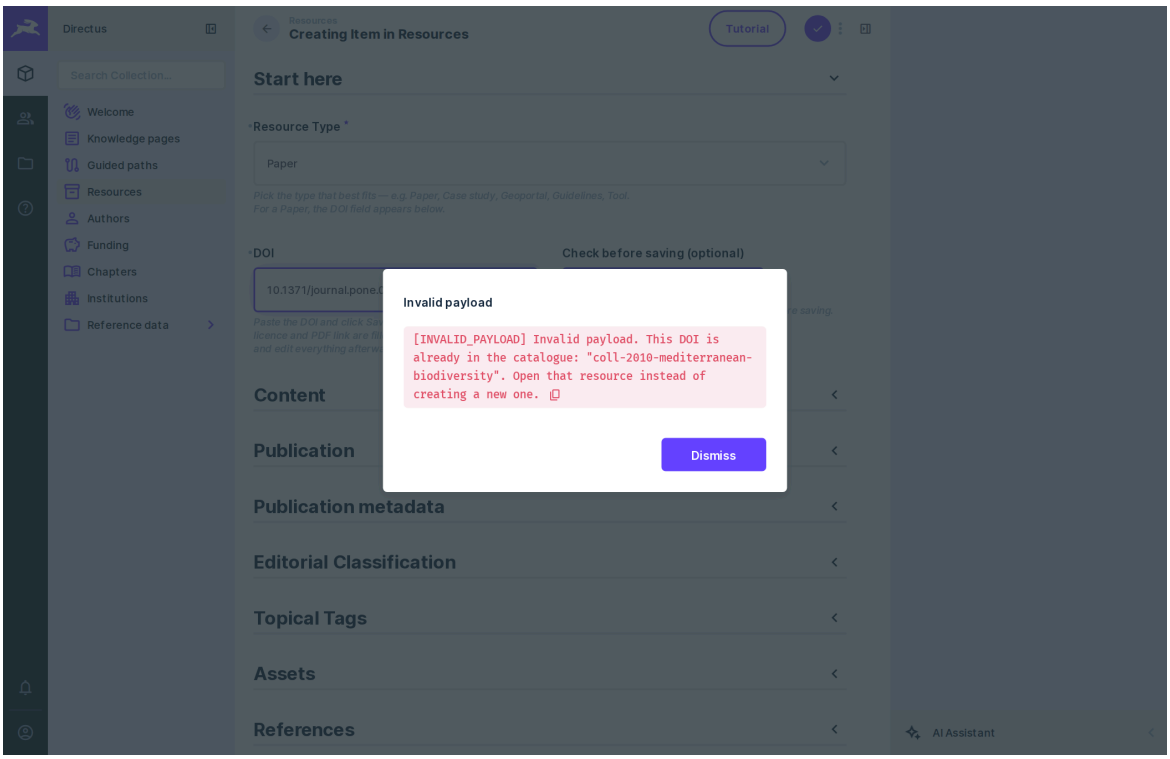

Figure 7.4.A · the message “This DOI is already in the catalogue”

DOI can’t be read. If Crossref and OpenAlex don’t respond, or the DOI is wrong, the system asks you to write at least the title. Check the DOI; if it is correct, write the title, save, and try again later with Fetch metadata from DOI.

7.4 The Publication metadata fields

Field	What it’s for
Paper Subtype	Type of publication (Research article, Review, Proceedings…); it is also a public filter
Publication Year	The year the paper came out in the journal (not the date of publication on the platform)
Journal Name / **Journal Issn**	Journal and ISSN
Volume / **Issue** / **Page Start** / **Page End**	Bibliographic coordinates; pages are text, so `e11842` stays as it is
Publisher Name	Publisher
License Spdx	Licence in SPDX format, for example `CC-BY-4.0`
Is Open Access	Whether the article is open access
Cited By Count	Citations, updated periodically from OpenAlex
Pdf Url	The free PDF of the published or accepted version, from OpenAlex. It stays empty for closed papers
Authors	The authors in order (7.5)
Funding	Funding and grants
Related Papers	Other papers in the catalogue to link

> **Caution**
>
> The PDF link is taken only from the published or accepted version: non-peer-reviewed preprints are excluded on purpose. If you have the PDF and the licence allows it to be published, upload it among the files in the Assets group (chapter 13): it takes precedence over the OpenAlex link.

7.5 Authors

Authors come from the DOI in order of authorship. Those with an ORCID already on the platform are **reused**, so the same person doesn’t appear twice; those without an ORCID are always created from scratch (two people with the same name are not merged).

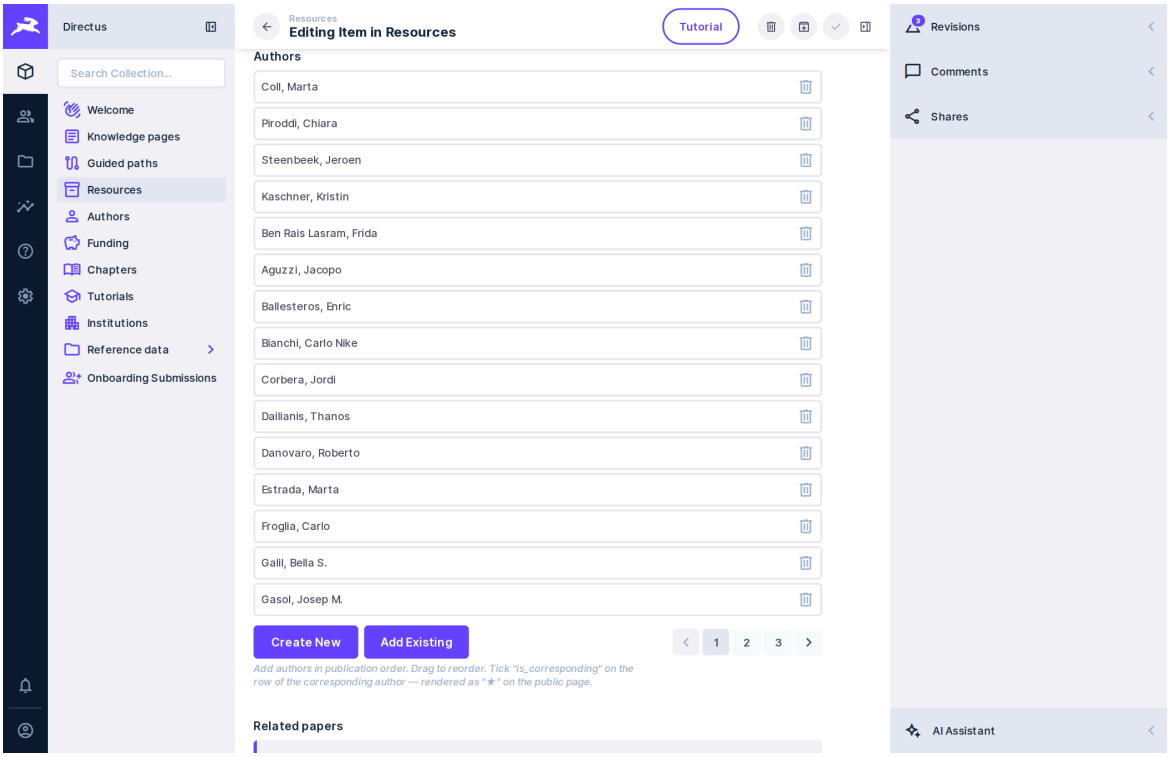

Figure 7.3.A · the Authors list of a paper imported from the DOI

- **Reorder**: drag the rows.
- **Corresponding author**: tick is_corresponding on their row; on the public page they are marked with ★.
- **Add** a missing author: **Create New**, or **Add Existing** if they are already in the register.
- **Correct** first name, last name or ORCID: open the author from the **Authors** collection.

Affiliations are the ones printed on the paper, and emails are removed: the platform doesn’t publish personal contact details.

7.6 How it looks on the platform

A paper’s page is laid out like a publisher’s page: the **bibliographic reference** to cite, the **authors** with their ORCIDs and affiliations, the **abstract**, the **Open Access** badge with the licence, the citations and the **PDF** button when a free version exists. It also contains the metadata Google Scholar needs to index the paper. The **Paper Subtype** becomes a filter in the list.

8. Writing a Knowledge page

Knowledge pages are the platform's main content: pages you write and lay out in **blocks** inside one of the four chapters of the learning path. **Resources** (chapter 6) are their **sources**: they appear in the "Go deeper" box at the end of the page. That is why it pays to add the resources first, then write the pages that cite them.

> **Tour.** The first time you open the **Knowledge pages** list a tour starts: it explains the list, takes you to the **+** button, opens the new form and goes on field by field down to saving. To see it again, use the **Tutorial** button at the top right.

8.1 Creating a page

1. In the collection menu click **Knowledge pages**, then the **+** button at the top right.
2. The new form opens with the **Start here** group open.

To save you need the English **title** and the **Chapter**. Everything else can be added later. The **Slug** (the address of the public page) is made from the title on the first save.

8.2 Start here

- **Title & summary**: the title and a one- or two-sentence summary, shown in chapter lists and in search. The **English** tab is the one shown on the site; the others are optional.
- **Chapter**: the chapter the page belongs to: Mapping and data, Scientific Insights, Economics or Policy & Planning.
- **Level**: who the page is written for: Introductory (no prior knowledge needed), Intermediate (assumes the basics), Advanced (for specialists). It is used to build paths for different readers.

Pages are **not sequential**: a chapter has no single reading order. Readers go through it with **guided paths** (11.4).

8.3 Catalogue

The page's tags, as for resources (6.5), with one more effect on the site:

- **Geographic areas**: the seas and regions the page talks about. Add the most specific one too (Ligurian Sea, not only Mediterranean Sea): the page gets a button that opens the Life Mapper geoportal on that area.
- **Habitat groups**: the habitats of the page. The names are the geoportal's layers: under the map button the page tells readers which one to switch on.
- **Methodologies** and **Thematic areas**: the methods and the angle of the page. They build the "Follow a thread" lists, which let readers follow a theme across chapters.
- **Keywords**: free keywords. Pick existing ones first; create a new one only if nothing fits.

8.4 Page content: the blocks

The page is built top to bottom from **blocks**, in the **Page content** group:

1. Click the round **+** button and pick the block type.
2. Fill in only the fields that appear: they change with the type.

3. Drag the rows to reorder them.

- **Text**: a paragraph, with an optional heading. Fields: Title, Text.
- **Image**: one image. Fields: Image, Credit, Caption.
- **Gallery**: several images side by side. Fields: Gallery images, Credit, Title, Caption.
- **Video**: a YouTube/Vimeo video or an MP4 file. Fields: Video link (or File), Credit, Caption.
- **Highlight**: a key message in a coloured box. Fields: Box style, Title, Text.
- **Quote**: a quotation. Fields: Quoted from, Text.
- **Sources**: a few catalogue resources, as cards, at that point of the text. Fields: Resources cited here, Title.
- **Map**: a geoportal map. Fields: Map layer (or WMS URL and layer name of an external service), Map area, Caption.
- **Download**: a file to download at that point. Fields: File, Caption.

Credit is the author and licence of the media (e.g. © CNR-ISMAR, CC BY 4.0); **Caption** is one line under the media; **Map area** is the `[west, south, east, north]` coordinates of the area shown.

> **Tour.** The Knowledge pages tour opens a sample block and goes through all nine types, showing the fields of each. The block is not added to the page.

The text of each block has language tabs too: fill in the **English** tab.

8.5 Sources & material

- **Sources (go deeper)**: the catalogue resources the page builds on, shown in the “Go deeper” box at the end. You can pick any published resource, from any partner. Open a row to add a short note on why.
- **Downloads**: files readers can download (PDF, slides, data). A document that deserves its own entry should be added as a Resource and listed under Sources.
- **External links**: links to other websites and platforms, with a short label and the full address.

8.6 Publication and Presentation

- **Status**: researchers save **drafts**; the Researcher Admin of their institution publishes them (5.4). A draft is visible only to your institution: to see how it will look, use the **Preview on public site** link, which appears after the first save. Once published, the page appears on the site within a few minutes, and in search shortly after.
- **Position in chapter**: the order of the page in lists (lower numbers first). It is **not** a reading order.
- **Featured**: highlights the page on the Knowledge Platform home page.
- **Cover image**: the image of the card and of the page header (wide format, e.g. 1600×900; 10 MB at most).
- **Reading time**: leave it empty, it is estimated from the text.
- **Related pages**: other pages to read next, in this or another chapter.

Save with ✓ at the top right, as often as you like.

9. Edit an existing Resource

9.1 Find the resource

From the menu, click **Resources**: you see the list of your institution’s resources (all of them, if you are an administrator). To find one:

- **scroll**, if there are few;
- **search** with the magnifying glass: a word from the title or summary;
- **filter** with the funnel, for example “all drafts of type Paper” (3.4).

Click the row to open it.

9.2 Edit

The form is the same as for creating (chapter 6). Change the fields you need and save with ✓ at the top right.

> **Tip**
>
> Until you save, Directus flags your unsaved changes. If you close the browser tab or the session expires, you lose them: in long sessions, save often.

For a paper, changing the **DOI** restarts the automatic fill, but only on empty fields (7.2).

9.3 Change history

In the panel to the right of the form, **Comments** lets you leave a note for the reviewer or your colleagues, for example “abstract to be rechecked”.

Administrators also see **Revisions** there: who changed what and when, with the option to go back to an earlier version. If you need to recover an old version, ask Space42.

9.4 Archive or delete

Archiving is almost always the right choice: in the Publication group, set the **Status** to Archived and save. The resource disappears from the public platform but stays in the panel, and it can be republished.

Deleting is only for a duplicate upload or a test. The reviewer (for their own institution) and the administrator can do it:

1. Open the resource.
2. Click the **bin** icon at the top right.
3. Confirm.

Deleting removes the resource together with its texts and its links to tags, authors and files. It does **not** delete the authors, tags and files themselves, which other resources may need.

> **Caution**
>
> Deletion is **permanent**: there is no bin to recover it from. When in doubt, archive.

10. Managing Tutorials

Space42 only

Tutorials are managed by administrators: researchers and reviewers don’t see them in the menu.

Tutorials are the platform’s introductory material, the first stop for a new user. They are few and carefully made: 4-5 good tutorials are better than 20 mediocre ones.

10.1 The published tutorials

1. **How to use the Knowledge Platform**: the platform tour for visitors.
2. **Mapping the unknown**: how marine habitats that are still little known are mapped.
3. **Marine Restoration**: the basics of marine ecosystem restoration.
4. **Nature Restoration Regulation**: the European regulation on nature restoration.
5. **Administrator’s Guide**: this manual, available online (10.4).

The first four are for people who use the platform (researchers, decision-makers, partners). The fifth is for those who curate it.

10.2 Updating title, texts and video

From the menu → **Tutorials** → click the tutorial.

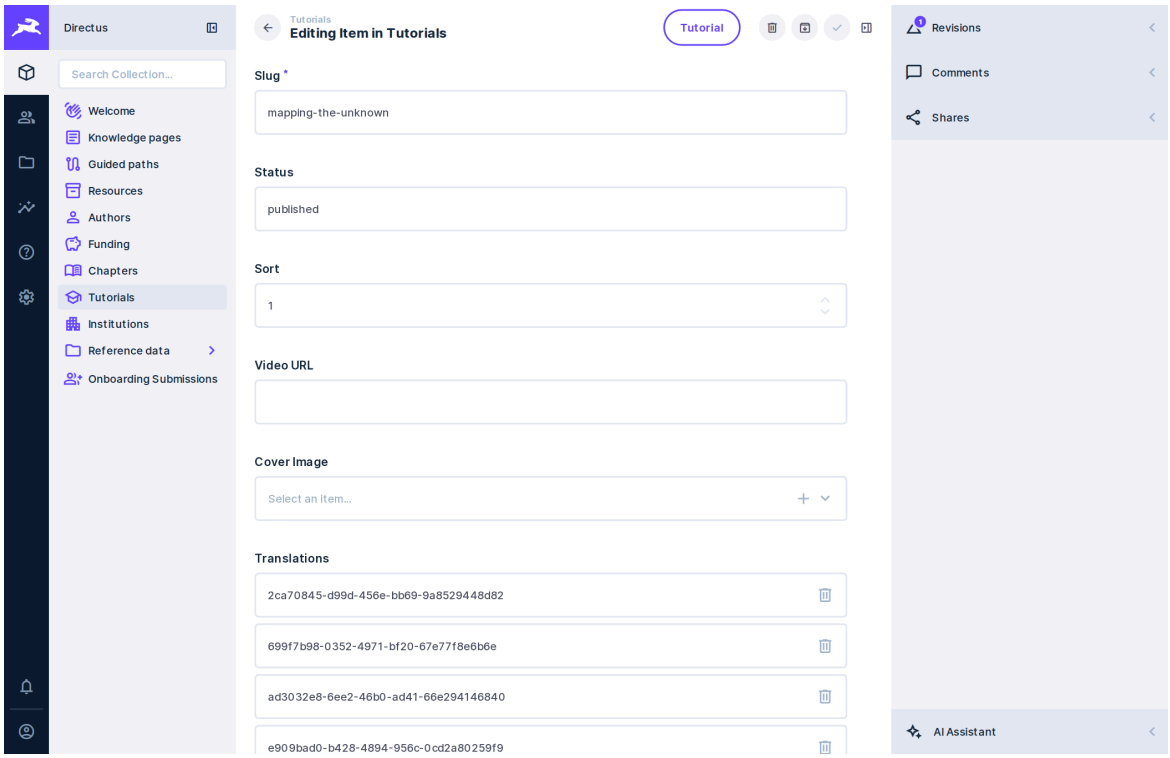

Figure 10.2.A · a Tutorial form

- **Slug**: the address of the public page. Don’t change it on a tutorial that is already published, or existing links stop working.
- **Status**: Draft or Published, as for resources.

- **Sort**: the order in the list; lower values come first.
- **Video Url**: the tutorial's video (see below).
- **Cover Image**: the cover image (10.3).
- **Translations**, English tab: **Title**, **Summary** (200-500 characters, under the title) and **Content** (the long text, with further details and links).

For the **video** there are two options:

- **YouTube or Vimeo**: paste the public address, for example `https://www.youtube.com/watch?v=ABCDEFGH123`, `https://youtu.be/ABCDEFGH123` or `https://vimeo.com/123456789`. Visitors see the video after accepting the YouTube or Vimeo cookies in the banner.
- **A video file uploaded** to the File Library (MP4): paste the file's address. It plays in the platform's own player, without third-party cookies.

> **Caution**
>
> Don't use private videos: visitors would not be able to watch them. YouTube "unlisted" videos work, but anyone with the link can watch them.

10.3 Replacing the cover image

As for resources (chapter 13): upload the image in the form's **Cover Image** field. An evocative still from the video or a relevant photo works well, in a wide format (for example 1600×900).

10.4 The Administrator's Guide on the platform

The Administrator's Guide tutorial is a special case:

- it has no video, but a **Summary** that summarises the manual;
- the **Content** contains the table of contents;
- it points to the online page `https://life-mapper.eu/knowledge/en/admin-docs/`, where the **PDFs** in English and Italian can be downloaded.

This way, people who arrive on the platform without knowing where to look for the manual find it among the tutorials. When the manual changes substantially, update this tutorial's Summary too.

11. Managing Chapters

Chapters are the backbone of the platform. There are few of them (6), they are stable over time, and visitors use them as a compass.

> **Space42 only**
>
> Researchers and reviewers see the chapters so they can choose them for resources, but they cannot edit them: administrators update the descriptions.

11.1 The 4 chapters are fixed

The 4 active chapters (1. Mapping and data, 2. Scientific Insights, 3. Economics, 4. Policy & Planning) were decided with the client; Best practices and Experience are archived and **are not added or removed** without an editorial decision and a technical change.

The reason is structural: each chapter has its own public page, its own place in the navigation, its own “story”. Adding one changes the grammar of the site.

> **Space42 only**
>
> If at some point a 5th chapter is considered, the change requires work on the public site’s code (new route, landing-page copy, possibly a dedicated icon). Send Space42 a written request with the editorial reasoning.

11.2 When to edit a chapter description

What an administrator can do is **update a chapter’s texts**.

From the menu → **Chapters** → click the chapter. In the English tab of the translations:

- **Title**: the chapter name (for example Mapping and data). The page address depends on the slug, not the title, so changing it doesn’t break links. But it is still the name visitors know: change it only for good reasons.
- **Description**: two or three sentences under the chapter title, also shown in the chapters list.
- **Overview**: what the chapter covers, in two or three short paragraphs (150–250 words): its scope, what it leaves to the other chapters, and how its guided paths are organised. Shown under What this chapter covers.
- **Key questions**: four to six concrete questions the chapter answers, one line each (Which survey method fits a given depth?). They appear beside the overview; the first three also appear in the chapters list.

Everything else on the chapter page is calculated by the platform and needs no editing: the number of guided paths, pages and sources, pages by level, the readers the paths are written for, sources by type and the most common habitats, regions and methods.

> **Note.** The first texts of these fields were drafted from the content of the pages: review them with the researchers. A deploy never overwrites a text written here; it only fills a field that is still empty.

> **Tip**
>
> When you update a chapter description, anyone browsing that section sees it straight away. It’s a change with high editorial impact. Coordinate with the team before doing it.

11.3 The other languages

Chapters also have texts in Italian, French and Spanish, but today the public platform shows English only (4.6). When you update a chapter, the English tab is enough. If the other languages are enabled one day, Space42 will point out which texts need realigning.

11.4 Guided paths of a chapter

A chapter page does not list its pages in one order. It offers **guided paths**: short routes through its pages, each on one topic and for one or more kinds of reader. The reader picks the path that fits.

Creating a chapter path (Researcher User or Researcher Admin), in **Guided paths → Create item**:

1. **Chapter**: the chapter the path belongs to. Leave it empty only for a path that crosses chapters: that one appears under Guided paths, not on a chapter page.
2. **Title & summary**: the title as a promise to the reader (“Map a meadow from scratch”), one or two sentences of summary.
3. **Who it is for**: one or more reader profiles. The chapter page filters on them.
4. **Topic**: the thematic area. The chapter page groups paths by topic; paths without one appear under Other paths.
5. **The path**: add the pages **of that chapter only**, drag them into order, open a row to add a note on why that page is there. A page from another chapter is left out on the site.

A Researcher User saves the path as a draft; a Researcher Admin publishes it. A chapter with no published path shows its pages in a plain list, until the first path is published.

Tour. The first time you open the **Guided paths** list a tour starts: it explains the list, takes you to the **+** button, opens the new form and goes on field by field down to saving. To see it again, use the **Tutorial** button at the top right.

> **Tip**
>
> Two or three paths per chapter are enough: one for readers new to the subject, one for specialists, one for planners. The same page can be in several paths.

12. Tags and codelists

Tags are the platform's cross-cutting language: the more consistent they are, the better search and filters work. The more chaotic they are, the more useless the filters become.

12.1 Who can add what

- **Keywords**: anyone writing a resource or a knowledge page can create new ones directly from the form (Topical Tags group of a resource, 6.5; Catalogue group of a knowledge page), as described below.
- **The other four taxonomies** (Geographic Area, Thematic Area, Habitat Type, Methodology) are **closed**: researchers and reviewers choose from the existing values. New tags are added by administrators.

If a tag you need is missing, ask Space42, giving the taxonomy, the English name and a resource that would use it.

Creating a keyword from the form.

1. In the **Keywords** field, first look for it with the round **list** button (the list shows the English name); the **+** next to it creates a new one.
2. If it isn't there, click **+** and in **Slug** type the keyword as it should appear on the site, for example `Seagrass restoration` or `eDNA`. Leave **Translations** empty.
3. Confirm and save the resource or page.

On save the platform derives the identifier (`seagrass-restoration`) and records what you typed as the English name. If the keyword already exists, even written differently (`eDNA`, `e-DNA`, `edna`: capitals, hyphens and accents don't count), the existing one is used and no duplicate is created. Translations into the other languages are added by administrators (12.2).

12.2 Adding a tag (administrators)

1. From the menu, open the **Reference data** folder and the right taxonomy (for example **Tags Methodology**).
2. Click **+** at the top right.
3. Fill in **Slug** (the identifier, lower case with hyphens, for example `photogrammetry`) and **Sort** (leave 0 if the order doesn't matter).
4. In **Translations**, click **Create New**, choose English and write the **Name**. The other languages are optional (4.6).
5. Save.

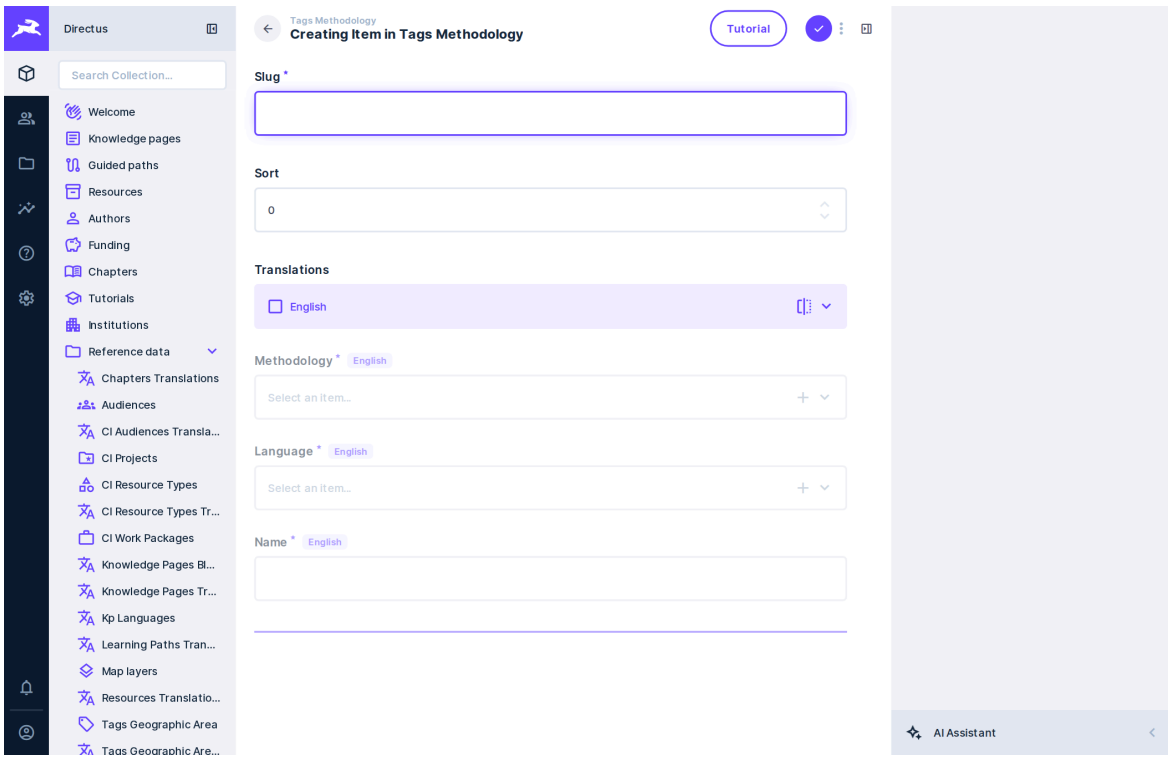

Figure 12.1.A · creating a new tag in Tags Methodology

The tag is immediately available in the resource form.

> **Caution**
>
> Before creating a tag, **search the existing ones**. Having “eDNA”, “Environmental DNA” and “DNA ambientale” as separate tags is the sign of a taxonomy that has stopped being useful.

12.3 The hierarchical tag: Habitat Type

Habitat Type has two levels: at the top the **7 habitat groups** of the Nature Restoration Law (Annex II), and under each the individual habitats (Posidonia oceanica, Coralligenous, Maerl beds...). The group names are the same as the layers of the Life Mapper geoportal:

Group	Geoportal layer
1	Group 1: Seagrass beds
2	Group 2: Macroalgal forests
3	Group 3: Shellfish beds
4	Group 4: Maerl beds
5	Group 5: Sponge, coral and coralligenous beds
6	Group 6: Vents and seeps
7	Group 7: Soft sediments (not deeper than 1000 m)

Don’t rename a group without the geoportal: a page uses the name to tell readers which layer to switch on (12.7).

To add a habitat, follow 12.2 in **Tags Habitat Type** and also choose the group it belongs to in the **Parent** field. On the public platform the habitat will appear under its group in the filters.

> **Tip**
>
> Habitat names follow a standard scientific terminology: use the official form (EUNIS, EU documents) instead of inventing one.

12.4 A new project (CI Projects)

CI Projects is the list of EU and PNRR projects that feeds the resources' **Project** field (the project that produced the resource). When you need a new one:

1. **Reference data → CI Projects → +**.
2. Fill in **Label** (the official name, for example MERCES) and **Url** (the project website).
3. Save.

> **Tip**
>
> Use the official spelling, including capitals (**MERCES**, not **Merces**).

12.5 Codelists not to touch: Resource Types and Work Packages

> **Space42 only**
>
> The Resource Types list is agreed with the project and drives the public filters. Don't add or rename types: ask Space42, giving the proposed name and an example of use.

The **Work Packages** (**CI Work Packages**) reflect the structure of the Life Mapper project and rarely change.

12.6 Institutions

Institutions are not a taxonomy but the platform's "tenants": Space42 creates them together with the accounts (chapter 5).

12.7 Geographic areas and the link to the geoportal

Every **Geographic Area** carries the rectangle of its sea or region, taken from the Marine Regions gazetteer (IHO limits where they exist). A knowledge page uses it on its own: nothing to type.

What the researcher does. In the page's **Catalogue** group:

1. In **Geographic Areas**, add the seas the page talks about, including the most specific one. For a page on the Portofino meadows choose Ligurian Sea, not only Mediterranean Sea.
2. In **Habitat Groups**, add the habitats the page is about.

On the public page a **See Ligurian Sea in the geoportal** button appears under the title (and in the Catalogue box). It opens the Life Mapper geoportal zoomed on that sea

and says which layer to switch on, for example Then switch on: Group 1: Seagrass beds. When a page has several areas, the button uses the smallest.

An area smaller than a sea (a bay, a marine protected area). Add a **Map** block to the page and fill **Map area** with the four values [west, south, east, north] in degrees, for example `[9.18, 44.28, 9.24, 44.32]` around Portofino. To get them, draw a rectangle on bboxfinder.com and copy the four numbers next to Box. The block shows the area and its **Open this area in the geoportal** button opens the geoportal there. The map itself is picked from a list (12.8).

> **Caution**
>
> The geoportal cannot switch layers on from a link: the reader clicks the layer named under the button. That is why the habitat groups must be right.

A new geographic area (administrators). Besides the name (12.2), the area needs its rectangle: ask Space42, who add it from Marine Regions with `scripts/fetch-marine-regions.mjs`. Without a rectangle the area works as a filter but gives no map button.

12.8 Map layers: the maps a Map block can show

A **Map** block shows a map image of an area. The researcher does not type any technical address: in **Map layer** they pick the map from a list.

Layer	What it shows
EMODnet – Bathymetry (shaded relief)	Depth of the European seas, grey relief
EMODnet – Bathymetry (depth colours)	Same data, coloured by depth
MEDISEH – Posidonia oceanica meadows	Known Posidonia meadows of the Mediterranean
MEDISEH – Maerl beds	Known maerl beds of the Mediterranean
Natura 2000 sites	Protected sites of the Natura 2000 network (EEA)

Habitat and protected-site layers are drawn **over the bathymetry**, so the reader sees where they are. Under the map the page shows the layer name, the provider’s credit and, when there is one, the geoportal layer that shows the same thing (Group 1: Seagrass beds for Posidonia).

What the researcher does.

1. Add a **Map** block and pick the **Map layer**.
2. Optional: fill **Map area** (12.7). Left empty, the block shows the layer’s own area (the Mediterranean for MEDISEH, Europe for the others).
3. Write a **Caption** that says what the reader is looking at.

The button under the map. It opens an interactive map on the same area, where the reader finds the same layer:

- if the layer has a **Geoportal layer** (Posidonia, maerl), the button opens the Life Mapper geoportal and says which layer to switch on; the provider’s viewer is a small link underneath;

- otherwise (Natura 2000, bathymetry) the button opens the **provider's viewer** (EMODnet Map Viewer, Natura 2000 Viewer) and the geoportal is the small link;
- a custom service only has the geoportal button.

A layer that is not in the list. Two ways:

- Ask the administrator to add it to the list (preferred): then every researcher can use it.
- Custom service (experts): leave **Map layer** empty and two fields appear, **Custom service: WMS URL** and **Custom service: layer name**, to be filled exactly as the service publishes them. Only public services work; a wrong name gives no image and the block is not shown.

Adding a layer (administrators). In **Reference data → Map layers**, a new item: name and provider as researchers should read them, WMS address and layer name, the default area [west, south, east, north], the credit the provider asks for and, for a thematic layer, the **Base layer** to draw underneath (normally EMODnet – Bathymetry). Fill the **Geoportal hint** only if the geoportal has a layer showing the same thing; fill **Viewer URL** and **Viewer name** with the provider's interactive map (where the viewer accepts an area in the link, `{bbox3857}` marks it, as in the EMODnet layers). Check the image on a test page before setting it to **Published**: some layers are empty at the scale of a whole sea. A **Draft** layer is hidden from researchers and from the site.

> **The Life Mapper geoportal** is already in the list as a draft: it will be published as soon as CNR-ISMAR opens its map service to external sites. The map image does not depend on the geoportal; the **Open this area in the geoportal** button works anyway.

13. Media and files

All files uploaded to the platform — images, attached PDFs, downloadable datasets — end up in a central archive, the **File Library** (folder icon in the bar on the left). A resource's images are uploaded directly from the form's **Assets** group; a knowledge page's from its cover, attachments and blocks.

13.1 Image upload

Supported formats: JPG, PNG, WebP (also AVIF and GIF). **SVG and HEIC are not accepted**: an SVG served from our site can carry scripts, and HEIC (the iPhone default) cannot be resized for the web. On an iPhone, export or share the photo as JPG first.

> **Tip**
>
> You don't need to convert images to WebP yourself. The platform applies an **on-demand transformation**: just upload the original JPG/PNG, and the public site automatically serves visitors a resized, lightweight WebP version.

What the platform does on upload. Every JPG, PNG, WebP or AVIF is checked as soon as it is uploaded:

- if its long side is over **2560 px** it is reduced to 2560 px (proportions kept): plenty for any page of the site;
- it is turned the right way up (phones often store photos sideways and rely on a rotation flag);
- its **hidden metadata is removed**: camera model, date and above all the **GPS position** where the photo was taken.

The stored file is this cleaned version, not your original: keep the original on your computer if you need it at full size. A small image without metadata is left exactly as it is. The check takes a second or two after the upload; the size shown in the file details updates by itself.

What is still worth doing is **not overdoing the starting file size**: the upload limit is 10 MB, so a heavier photo must be reduced before uploading (with squoosh.app or "Export" at a smaller size).

Suggested sizes:

Field	Use	Size
Sketch Image	The card thumbnail in the list	Roughly square, 600×600 px is enough
Full Image	The large image at the top of the public page	Wide, for example 1600×900 px (16:9)
Media	Downloadable files (PDF, CSV…) and additional images	—

How to upload: in the **Assets** group, click the field's **+**, or drag the file onto the drop zone. You can also choose a file already in the library.

Files uploaded from a resource are stored automatically in the folder `Resources/<slug>/images/` (images) or `Resources/<slug>/media/` (attachments); those of a knowledge page (cover, attachments, block images, galleries and downloads) in `Knowledge pages/<slug>/`. You don't need to organise them by hand: a file moves to its folder when you save the resource or the page.

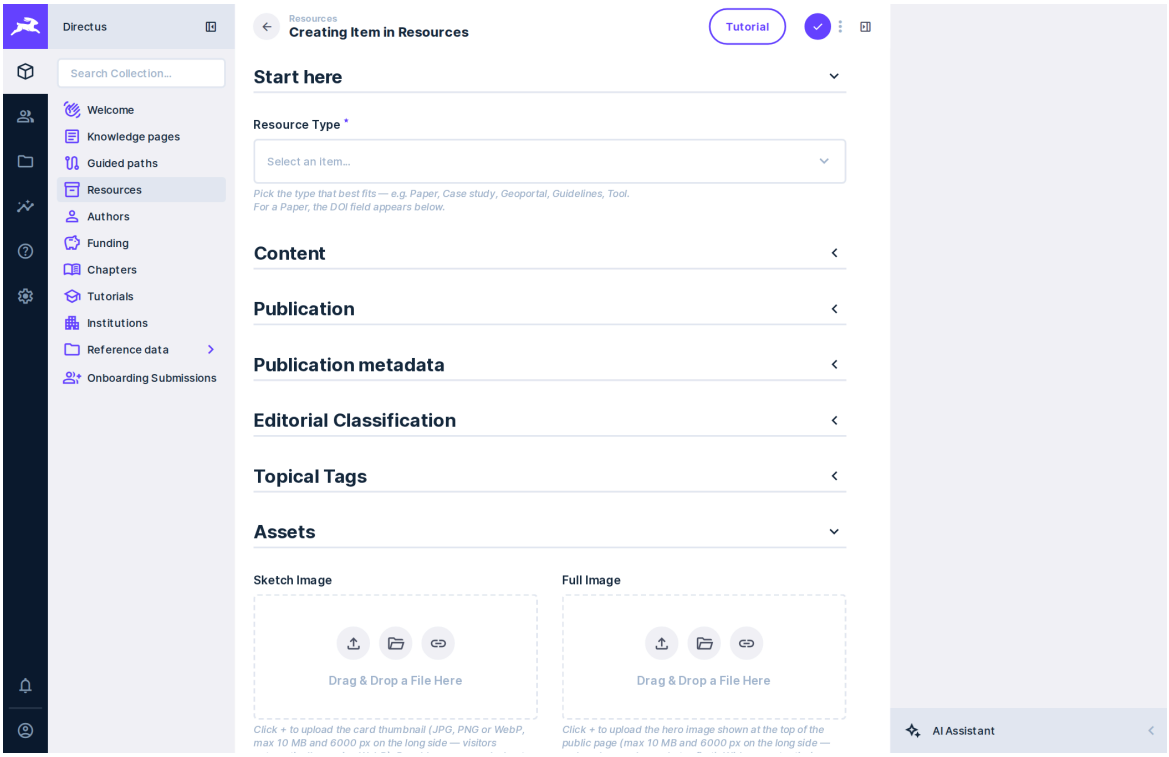

Figure 13.1.A · the Assets group expanded: the Sketch Image / Full Image drop zones and the Media section

> **Caution**
>
> There is a **10 MB per-file limit** on uploads. For ortho-mosaics, 3D models or very large datasets, use an **external link** (**References** group) to a scientific repository (Zenodo, EMODnet, Mendeley Data) instead of uploading them to the platform.

13.2 PDFs, datasets, attachments

They are uploaded in the **Media** field of the Assets group and appear as a Downloads section on the public page. Accepted formats: PDF (reports, papers, brochures), DOCX/PPTX/ODT (documents), CSV/XLSX/ODS (tabular), GeoJSON (spatial), ZIP (packages, including GeoPackage and Shapefile), MP4/WebM (short videos). Other types are refused on upload: put them in a ZIP. The 10 MB per-file limit applies here too; above that, use an external link.

> **Tip**
>
> For a paper, a PDF uploaded in Media takes precedence over the open-access link found from the DOI (7.4): upload it only if the licence allows it to be republished.

13.3 Keeping the library tidy

To keep the **File Library** from becoming a dumping ground:

- **Reuse before re-uploading.** If you upload a resource on the same habitat as an earlier one, reuse the same image by choosing it from the library (search by name). Avoid uploading the same generic sea photo three times.
- **Don’t move** resource and knowledge page files out of their folders: the order is automatic, and the next save puts them back.

> **Caution**
>
> Deleting a file from the Library breaks all its references in resources (the image becomes “broken”). Before deleting, check where it is used.

Technical note. If you have just edited or replaced an image and the site still shows the old one, it’s the cache: it normally updates by itself within a few minutes. If it persists, report it to Space42.

14. Editorial good practices

A knowledge platform lives on **consistency**. 50 resources uploaded with different criteria are less useful than 30 uploaded following the same rules. This chapter is the platform's "editorial voice" — read it before uploading your first 5 resources and read it again after your first 20.

14.1 Titles

Length: 50-100 characters. Shorter ones risk being too generic; longer ones get cut off on the cards.

Language: the title is written in English, the language of the public platform. For a paper the title comes from the DOI and is the original one: don't translate or rewrite it.

Capitalisation: use **sentence case** (only the first letter capitalised, plus proper nouns), not Title Case For Every Single Word. Example:

- ✓ Mediterranean seagrass distribution map 2025
- ✗ Mediterranean Seagrass Distribution Map 2025

No full stop at the end. It's a title, not a sentence.

No unexplained acronyms. If you really need them, spell them out: "Posidonia Habitat Atlas (PHA): a new mapping framework".

> **Tip**
>
> When in doubt about a title, try reading it aloud: if it can't be understood in 2 seconds, it's too abstract or too long.

14.2 Summary, Abstract and Body: what to write

The **summary** (2-3 sentences, 300 characters) must answer: "what is it and who is it for?". Example:

> ✓ Updated bathymetric map of Posidonia oceanica meadows across the Mediterranean basin, based on satellite imagery validated by in situ surveys. Produced by MERCES partners in 2025. Useful for marine spatial planners and habitat conservation officers.
>
> ✗ This is a very important document about Posidonia. (vague, doesn't answer the question)
>
> ✗ Mediterranean Posidonia oceanica is one of the most important marine angiosperms, present in coastal zones from 0 to 40 m depth, characterized by … (it's a taxonomic introduction, not a summary of this specific resource)

The **abstract** is the actual scientific abstract. For a paper it comes from the DOI: don't rewrite it. For a report you can paste its abstract (1000-2000 characters), structured as context · objective · method · results · implications.

The **body** is the long text of the page: description, instructions for use, context. It isn't needed for papers.

If you don't have a written abstract, don't make one up: leave it empty and show only the summary.

14.3 Images: format and composition

The cover image is the visitor's first visual contact with the resource. It isn't decorative: it's informative.

Good covers:

- Underwater photos of the habitat covered (Posidonia, coralligenous, etc.).
- Aerial or satellite photos of stretches of coastline.
- Photos of fieldwork (divers taking measurements, drones in flight, laboratories).
- Graphic extracts of the map itself (if the resource is a map, a representative portion).

Bad covers:

- Screenshots of software interfaces (unless the resource is a tutorial for that software).
- Dense charts, unreadable at thumbnail size.
- Stock images of people shaking hands in front of a PC.
- The same photo for 10 different resources (users can't tell the cards apart).

Composition: leave some "breathing room" at the edges — titles are overlaid semi-transparently on the cards, and a cover that is too "full" makes the title unreadable. Prefer images with a central subject and soft edges.

14.4 Tags: the "minimum information" principle

Tag **only** what is distinctive. A tag should help a user **exclude** irrelevant resources while searching.

Examples:

- ✓ A resource on Posidonia: the tag Posidonia oceanica (habitat) is distinctive.
- ✗ Same resource: the tag Marine (thematic area) isn't distinctive, the whole site is about the sea.
- ✓ A resource based on multibeam acoustic surveys: the tag Acoustic survey (methodology) is distinctive.
- ✗ Same resource: the tag Field work (methodology) is too generic.

Suggested number of tags per resource: 6-10 in total, spread over 4-5 taxonomies. Below 5 tags, the resource is hard to discover. Above 12, you're over-tagging.

14.5 External links and citations

Always link to the original content, even if you have uploaded a copy of the PDF to the platform. Examples:

- For a paper you don't need to add the link to the journal: the public page already shows the DOI and, if there is one, the PDF button (chapter 7).
- If the resource is a dataset on Zenodo, the main `URL` points to Zenodo. Don't duplicate the dataset locally unless it has been changed/extended.

Label links clearly:

- ✓ "Open paper on Frontiers"

- ✓ “Download dataset (CSV, 12 MB)”
- ✗ “Click here”
- ✗ “More info”

Check links before publishing. Broken links devalue the whole platform. Every 3-6 months, it’s worth doing a check of the links on the most visited resources.

15. Troubleshooting (FAQ)

15.1 The resource doesn’t appear on the platform

You saved a resource but can’t find it on the public platform. **Check, in order:**

1. **Status.** Is it Published? A draft isn’t shown. If you are a researcher, your institution’s reviewer publishes it (5.4).
2. **Time.** The detail page is updated straight away, but the **list and search** are updated within about **5 minutes**. Wait and reload.
3. **Order.** The list shows the most recently published resources first (**Published At**). If you backdated the resource, you’ll find it further down.
4. **Filters.** Do you have filters active on the platform (chapter, type, tags) that exclude it?
5. **Browser cache.** Force a reload (Ctrl+F5, or Cmd+Shift+R on a Mac).

To see a draft before publishing it, use the **Preview on public site** link (6.8).

If everything is in order and it still doesn’t appear, write to Space42 with: the resource title, its status, and the address of the page where you expect to see it.

15.2 Save error

You click ✓ and an error message appears. **The most common causes:**

- **Required field empty.** Directus marks the missing field in red (usually **Resource Type** or the English **Title**).
- **Status not allowed.** You are a researcher and chose Published or Archived: set it back to Draft (5.1).
- **DOI already in the catalogue.** The paper already exists: open the resource named in the message (7.3).
- **DOI can’t be read.** Write at least the title and save (7.3).
- **Invalid format.** For example a URL without `https://` in the external links.
- **Session expired.** After a long period of inactivity the save fails. Copy any long texts somewhere safe, reload the page, log in again and retry.

15.3 I can’t log in

- **“Invalid user credentials”**: check for extra spaces in the email or password, then use Forgot Password.
- **The site no longer responds from your network** after several wrong attempts: this is the automatic block (10 failed attempts in 10 minutes block the network for one hour, 2.2). Wait an hour, or write to Space42 to have it unblocked.
- **An error appears with ORCID**: your ORCID iD is not yet linked to an account. Write to Space42 with your ORCID iD.
- **Your account logs in with ORCID and you’re looking for the password**: accounts linked to ORCID have no platform password. Use Log In with ORCID.

15.4 Image not displayed

The card shows a broken icon or a blank space. **Check:**

1. **Did you save the resource after uploading the image?** Uploading adds the file to the library, but the link to the resource is only saved with ✓.
2. **Is the format right?** JPG and PNG are the safest (chapter 13).
3. **Browser cache**: force a reload.

15.5 Getting support from Space42

For anything the FAQ doesn't solve:

- **Email**: `admin@space42.eu`, with a clear subject line (for example "KP Life Mapper — ORCID login not working").
- **What to write**: what you were doing, what you expected, what happened, any error message (a screenshot is perfect) and the page address.
- **What NOT to write**: your password. Never, not even if someone asks you for it. If you need new access, we will send it to you.

Response times: during working hours, within 24 hours (weekends excluded). For urgent problems, such as the platform being unreachable or an error that blocks your work, add `[URGENT]` to the subject line.

Appendices

Appendix A — Glossary

Chapter. One of the platform's 6 fixed thematic macro-areas (Mapping and data, Scientific Insights, Economics, Policy & Planning, Best practices, Experience).

Codelist. A predefined, "official" list of values (Resource Types, Projects, Work Packages). Tags describe a resource across chapters; codelists classify it.

DOI. A publication's Digital Object Identifier. Pasted into a paper's **DOI** field, it lets the system fill in title, authors, abstract and metadata (chapter 7).

Draft / Published / Archived. The three states of a resource: a draft visible only in the panel, published on the platform, hidden but kept.

Habitat group / Habitat type. A group (Annex I of the Nature Restoration Regulation) and an individual marine habitat (for example Posidonia oceanica); every habitat belongs to a group.

Institution. The institution (or site or department) that users and resources belong to; it is the basis of the separation between institutions (chapter 5).

Keyword. A free keyword; unlike the other tags, anyone can create new ones.

Onboarding. The protected form through which each institution tells Space42 which people to give access to (5.3).

ORCID iD. A researcher's unique identifier (format `0000-0000-0000-0000`). It is used to recognise paper authors and, if linked to the account, to log in with Log In with ORCID.

Open Access / License (SPDX). A paper's open-access status and licence (SPDX format, for example `CC-BY-4.0`).

Resource / Resource Type. The platform's content item and its type (Paper, Geoportal, Case study…).

Role. A user's set of permissions: Researcher User (researcher), Researcher Admin (reviewer), Administrator. See chapter 5.

Slug. The final part of the public page's address (for example `baltic-geoportal-webapp`); it is created from the title.

Summary. The short summary (2-3 sentences) of a resource, shown on the cards.

Tag taxonomy. A set of thematic tags: Geographic Area, Thematic Area, Habitat Type, Methodology, plus Keywords.

Tutorial. The platform's introductory material (video and text).

Appendix B — Resource field map

Fields are listed in the order of the form's groups (4.2). Auto = filled in by the system.

Basic fields

Field	Group	Required?	Description
Resource Type	Start here	yes	Type of resource
Editorial Content	Content	English Title	Title, Summary, Body, Abstract
Status	Publication	yes	Draft / Published / Archived
Featured	Publication	no	Highlighted
Published At	Publication	auto	Date shown, list order
Slug	Publication	auto	Page address
Created At, **Updated At**	System	auto	System dates
Institution	System	auto	Owning institution

Paper fields (Start here and Publication metadata groups)

Field	Description
DOI	Fills in everything else when you save
Paper Subtype, **Publication Year**	Type of publication, year in the journal (auto)
Journal Name, **Journal Issn**	Journal and ISSN (auto)
Volume, **Issue**, **Page Start**, **Page End**	Bibliographic coordinates (auto)
Publisher Name, **License Spdx**	Publisher and licence (auto)
Is Open Access, **Cited By Count**, **Pdf Url**	Open access, citations, free PDF (auto)
Authors	Authors in order, with ORCID and affiliation (auto)
Funding, **Related Papers**	Funding and linked papers

Classification, files and links

Field	Group	Description
Chapter	Editorial Classification	Chapter (recommended)
Project, **Work Package**	Editorial Classification	Who produced it
Four tag taxonomies	Topical Tags	Closed values (4.3)
Keywords	Topical Tags	Free keywords
Sketch Image, **Full Image**	Assets	Thumbnail and main image
Media	Assets	Downloadable files
External Links	References	Label + URL
Contacts	References	Name and optional email

Appendix C — When to contact Space42

You need Space42 (technical work, not a panel operation) for:

Accounts and access: new institutions, reviewers or administrators; linking an ORCID iD to an account; unblocking a network blocked after too many login attempts; recovering access.

Schema and structure: a new field or collection; changing the 4 chapters or the Resource Types; adding a taxonomy; enabling the other languages on the public platform.

Design and site: colours, fonts, layout, static-page texts, new sections.

Integrations and data: bulk imports, external integrations (Zenodo, geoportals), exports for backup or migration.

Technical problems: slow or unreachable platform, 500/502/503 errors, list or search not updated after 10 minutes, recovering an earlier version of a resource.

For everything else (uploading content, papers with DOI, tags and keywords, files, review and publication), this manual is all you need. Good luck with your work.

Administrator’s Guide — Life Mapper Knowledge Platform · September 2026 · By Space42 Europe srl · Rome · spazio@space42.eu