Administrator's Guide

Life Mapper Knowledge Platform

Version 1.0 · 2026-06

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 **content administrators** of the Life Mapper Knowledge Platform: the people who, once the platform is handed over, upload, update and translate the editorial material — resources, tutorials and chapter descriptions.

No development skills are required. Every operation described here is done from the web admin panel; you never touch code, the database or configuration files.

1.2 What Directus is

The Knowledge Platform has two connected parts:

- The **public site** that visitors see (`https://srv1648799.hstgr.cloud/` during the preview phase).
- The **admin panel** where content is uploaded, built on Directus, an open-source CMS (Content Management System).

When you publish a new resource, you create it in Directus and it becomes immediately visible on the public site in the matching section, in every language for which a translation exists (with automatic fallback to English).

1.3 What you can do as an administrator

With an admin account you can:

- Create, edit and delete **Resources** (the main content item: datasets, reports, scientific papers, links to tools, etc.). For **papers with a DOI** the platform fills in almost all the metadata for you (ch. 7).
- Update the **Tutorials** (title, description, video link YouTube/Vimeo, cover image).
- Edit the descriptions of the 6 platform **Chapters**.
- Manage the **tags** (classifying keywords) and the **codelists** (predefined lists such as the EU projects list).
- Add **translations** in Italian, French and Spanish for any content.
- Manage the users and content of your **Institution**, according to your **role** (ch. 5).

What you can actually do depends on your role: a Researcher User creates drafts, a Researcher Admin publishes and creates users for their own institution, an Administrator can do everything (ch. 5).

Operations that instead **require Space42** (and are not covered here) are:

- Schema changes (adding a field, changing a collection’s structure).
- Adding languages beyond the 4 active ones.
- Changes to the design or layout of the public site.
- Bulk imports (CSV, batch from external sources).
- Security, backup, performance configuration.
- Creating new Administrator accounts and changing role permissions.

Appendix C lists the typical cases for contacting the Space42 team.

1.4 Manual conventions

Throughout the manual you'll meet these conventions:

> **Tip**
>
> Good practices and shortcuts.

> **Caution**
>
> Operations that need care or that are hard to undo if done wrong.

> **Space42 only**
>
> Operations reserved for the technical team.

> **Multi-lingual**
>
> Notes specific to managing translations.

Terms in **bold** the first time they appear are defined in the glossary (Appendix A). Commands and field names are in `monospace`. Paths in the admin panel are separated by `→` (e.g. Settings → Data Model → resources).

Where an operation is illustrated by a screenshot, the capture reflects the real interface at the time of writing (Directus 11.17, June 2026). Minor visual changes may appear with later updates without altering the described flow.

2. First access

2.1 URL and credentials

The admin panel works in any modern browser (Chrome, Firefox, Safari, Edge — up to date) at:

```
https://srv1648799.hstgr.cloud/admin/admin/login
```

Tip

During the preview phase this address is temporary, based on Hostinger's free subdomain; the doubled word **admin** is a technical consequence of how Directus is exposed under a sub-path. When the platform goes to production on the final domain, the URL will become clean (e.g. `https://cms.knowledge.life-mapper.eu/`) — you'll get the new URL by email. Your credentials stay valid.

The **credentials** are handed to you by Space42 at activation: an **email** and a **temporary password**. Store them in a password manager. Never share them via chat, email or messages.

Caution

The temporary password must be changed at first login (see 2.3).

2.2 Step-by-step login

1. Open the browser and type `https://srv1648799.hstgr.cloud/admin/admin/login`.
2. The login screen appears with Email and Password fields.

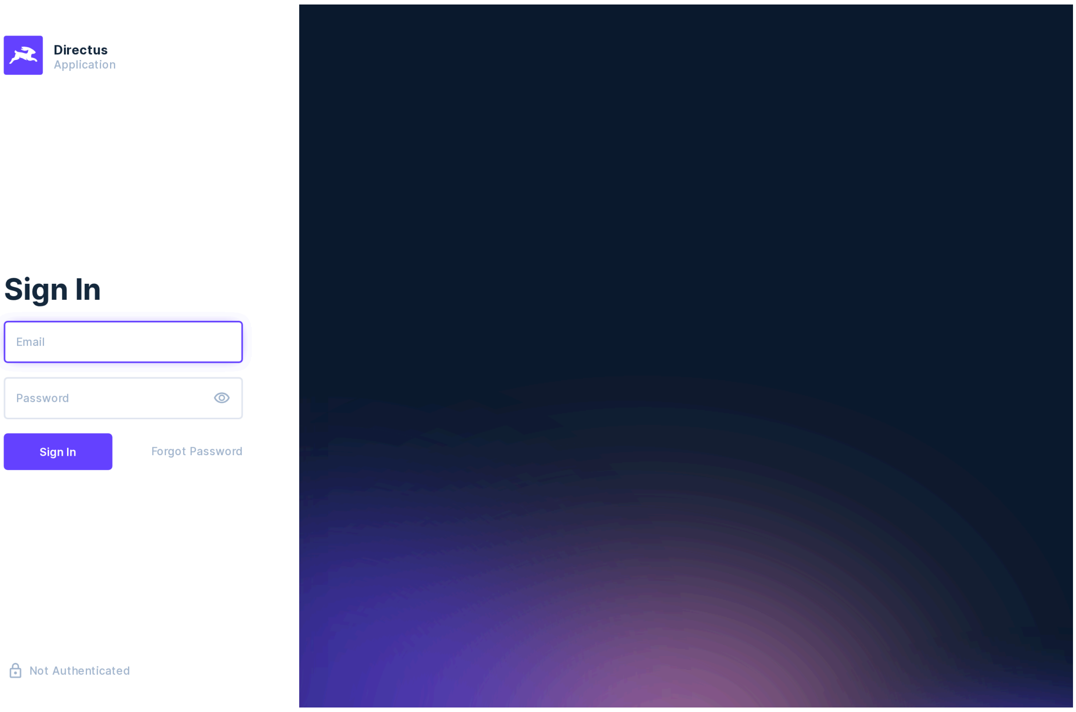

Figure 2.2.A · Directus login screen, empty

3. Enter the email and password Space42 gave you.
4. Click **Sign In**.

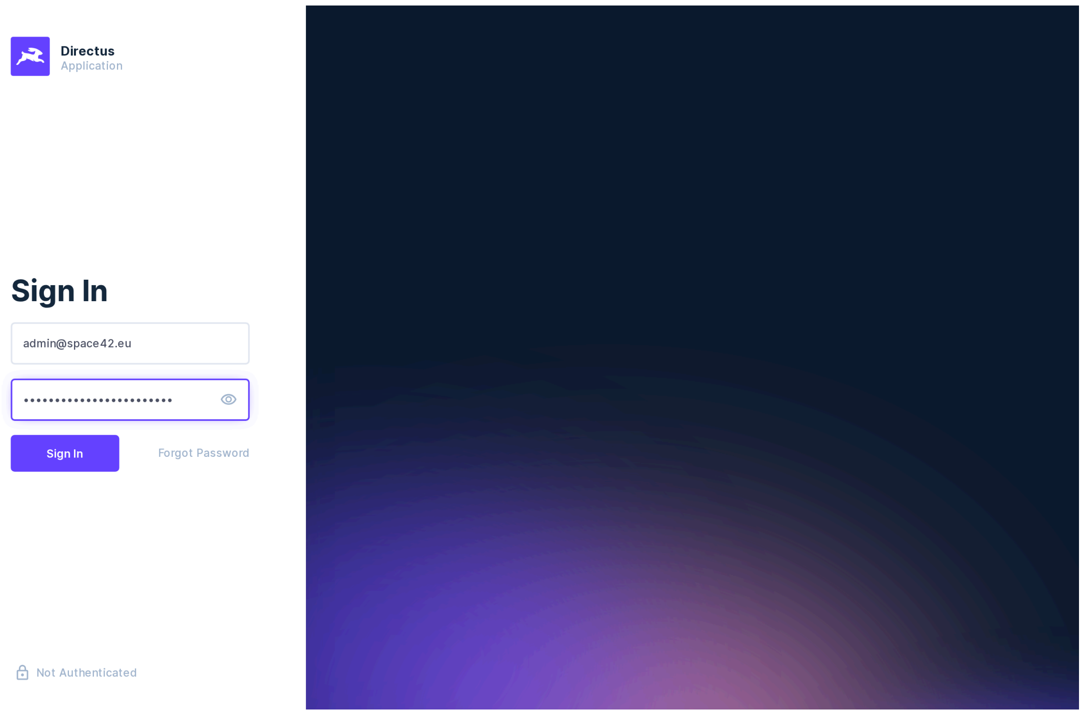

Figure 2.2.B · login screen filled in, cursor on the button

5. On first access you see a **dashboard** with a welcome greeting and a few shortcuts to the main collections.

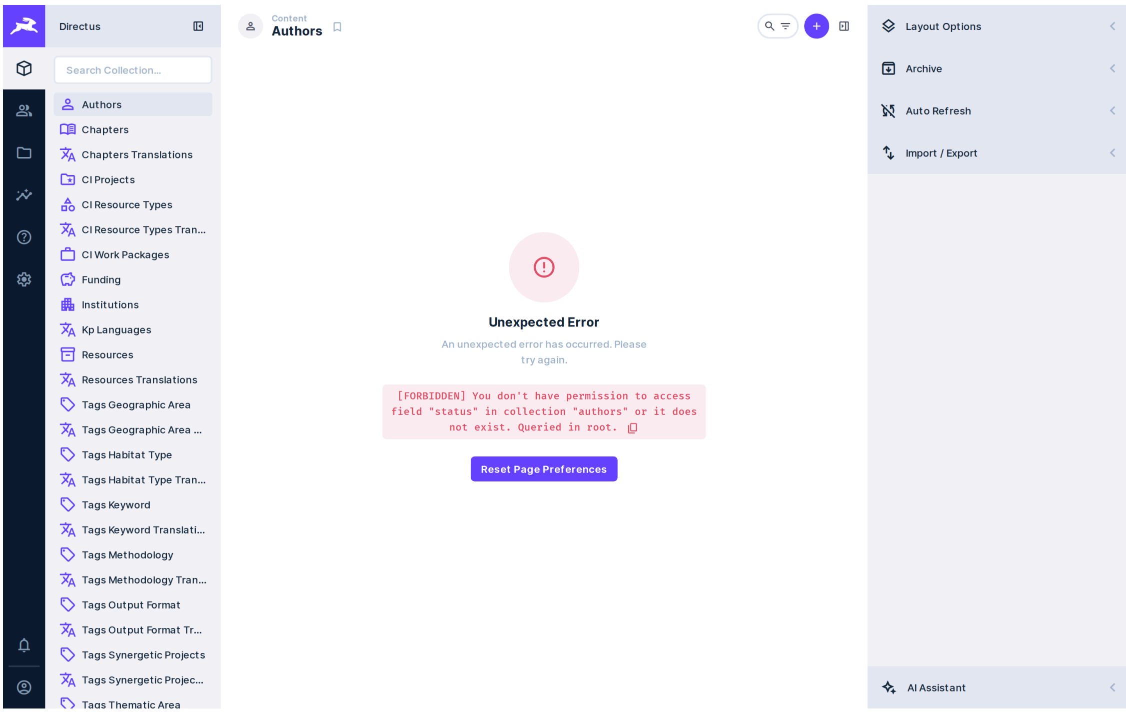

Figure 2.2.C · post-login dashboard

Caution

On login a Directus window titled **“You have not set a project owner”** may appear (it concerns the Directus licence, not your content). **Do not fill it in**: click **Remind Later** to close it and carry on. Space42 will take care of it.

Tip

If login fails with **“Invalid user credentials”**, check for accidental spaces in the email or password (common when copy-pasting). If it persists, see **14.5 Getting support from Space42**.

2.3 Changing your password

At first access we ask you to replace the temporary password with one of your own:

1. Top right, click the **initial of your name** (the round avatar).

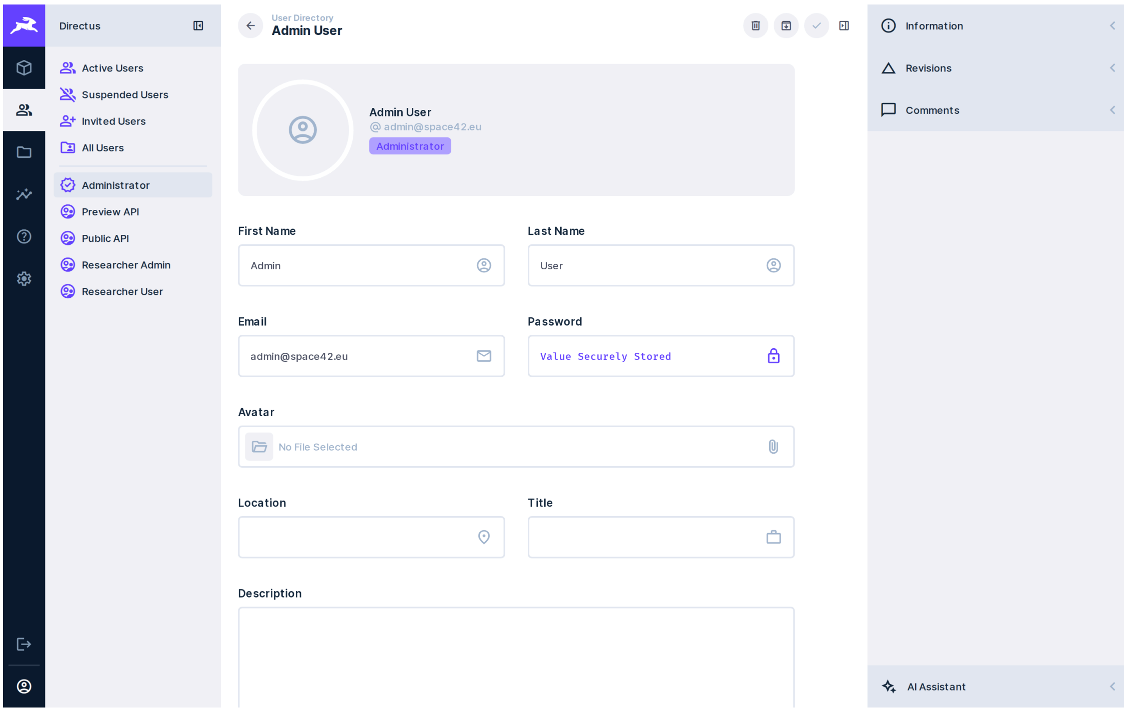

Figure 2.3.A · user menu, top right

2. From the dropdown, choose **Edit Profile**.
3. In the page that opens, find the **Password** section and click Change Password.
4. Enter the **current password** (the temporary one), then the **new password** twice.
5. Click the **check** ✓ button, top right, to save.

Tip

A good password has at least 16 characters, mixes letters, numbers and symbols, and is unique to this platform (don’t reuse one you also use for email or banking). A password manager generates a strong one in a click.

2.4 Safe logout

When you’re done, especially on a shared computer:

1. Click the initial of your name, top right.
2. Choose **Sign Out**.

Either way, the session expires automatically after 15 minutes of inactivity and asks for a fresh login — a protection against unauthorised access if you leave the computer open, not an annoyance.

3. Interface tour

After login you land on the dashboard. Before uploading anything, take two minutes to learn where things are. It saves hours of aimless clicking.

3.1 Collection sidebar

On the left is the **sidebar**, in two sections:

- At the top, the **Content** icon (□) opens the list of collections: this is where the editorial data lives (Resources, Chapters, Tutorials, tags, codelists). You'll spend 95% of your time here.
- Lower down are other icons (Files, Users, Insights, Settings), used occasionally — see 3.2.

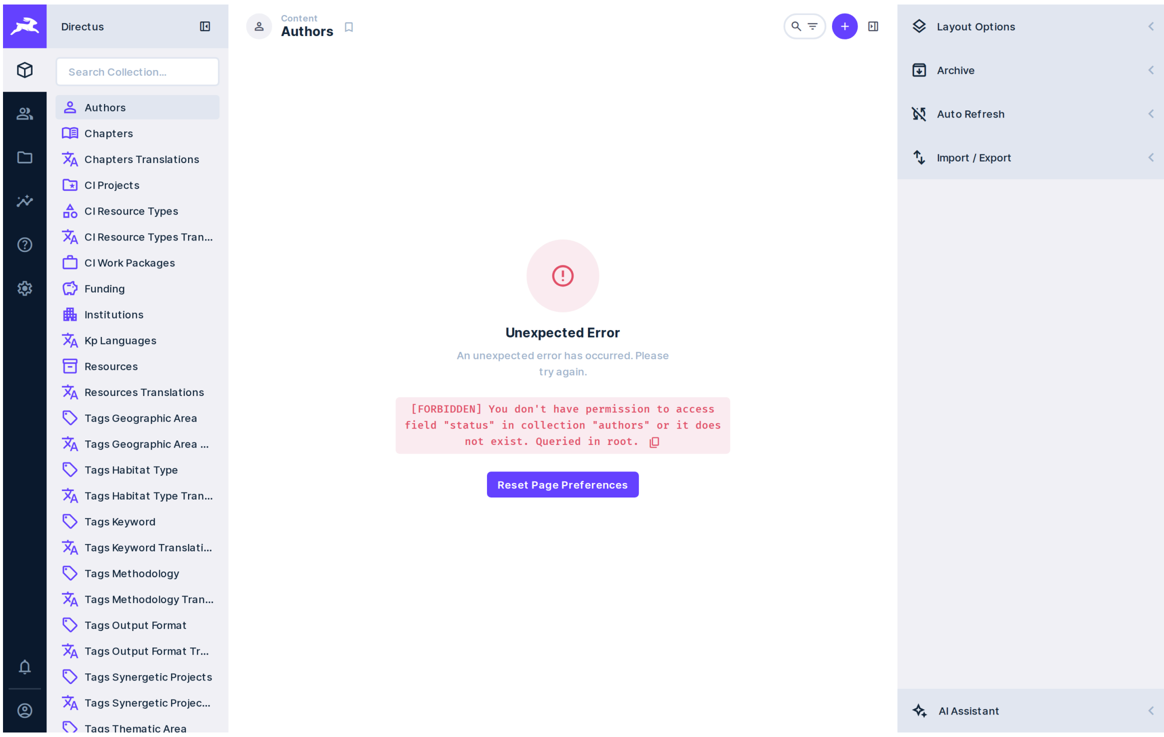

Figure 3.1.A · sidebar with the Content section open

Click a collection (e.g. **Resources**) to see its contents as a table. From there click a row to edit the item, or the **+ Create Item** button (top right) to make a new one.

3.2 Side panels

The other sidebar icons:

- **Files** — the central store of every media file uploaded to the platform. When you upload an image while creating a Resource, it lands here. From Files you can also upload files in advance, organise them in folders, delete them.
- **Users** — the panel users. Only admins with the Administrator role can create users or change roles. Routine work doesn't touch this section.
- **Insights** — metrics dashboards (item counts, latest uploads). Not essential.
- **Settings** (gear, bottom left) — advanced configuration.

Space42 only

Settings → Data Model lets you change the schema (add fields, change data types). Touching it cold can break the public site. If you need a new field, write to us and we'll add it.

3.3 Interface language

Directus' interface is in English by default. To use it in Italian:

1. Click the initial of your name, top right.
2. **Edit Profile**.
3. Scroll to the **Language** field and pick Italian (or your preferred available option).
4. Click ✓ top right to save.

Tip

Changing the Directus **interface** language is different from changing the **content** language. Content translation (titles, resource descriptions) is done item by item from the edit screens — see chapter 6.6.

3.4 Quick search and filters

When a collection grows, scrolling by hand stops working.

- **Quick search.** Every list has a Search field with a magnifier icon at the top. It works on title, description and other text fields. Press Enter after typing.
- **Filters.** Next to the magnifier, the **filter** icon (funnel) opens a filter builder. Example: want only the resources in the Mapping and data chapter of type Dataset? Filter chapter = Mapping and data AND resource_type = Dataset.

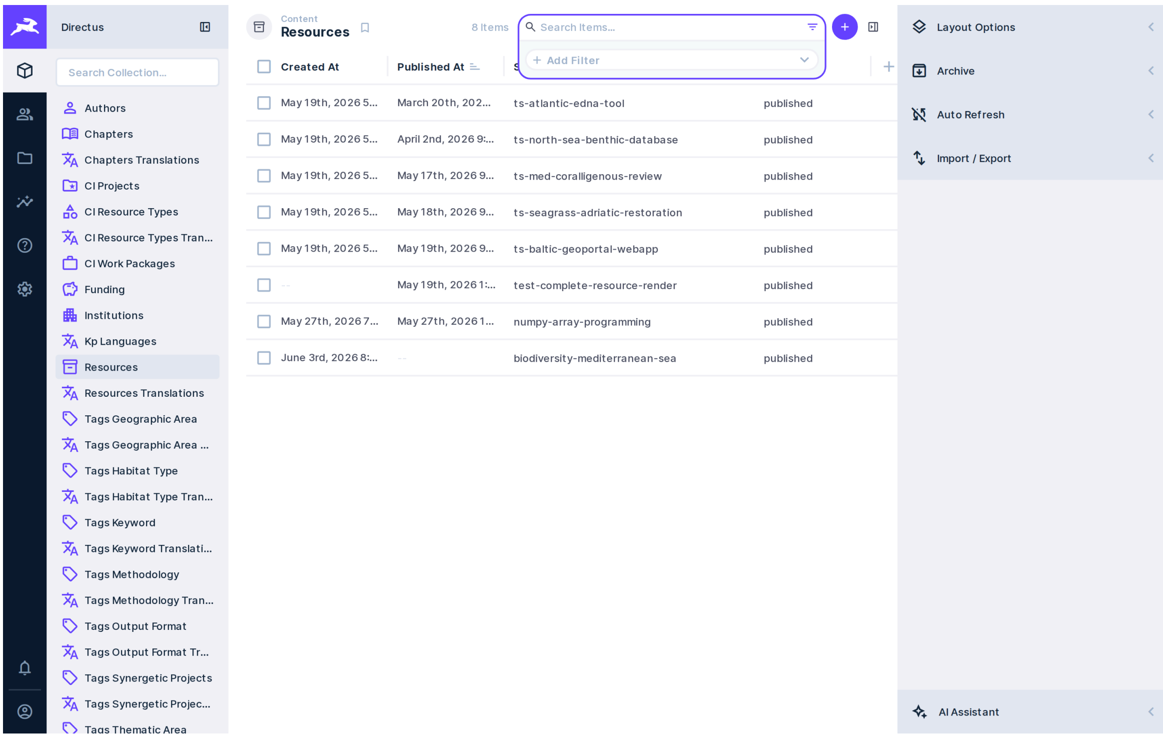

Figure 3.4.A · filter panel open on the Resources list

- **Sorting.** Click a column header to sort; click again to reverse.
- **Visible columns.** The ⚙ icon (top right of the table) lets you choose which columns to show. Add Status, Updated by, Date created if they help.

> **Tip**
>
> Filters aren’t saved between sessions. If you use one often, save it as a **Bookmark** from the ⋯ menu at the top of the list. It appears in the sidebar under the collection.

4. Understanding the data model

Before you touch the admin panel, it pays to have the map of what-is-what clear in your head. Five minutes of reading that save hours of confusion later.

4.1 The 3 main entities: Chapter · Tutorial · Resource

Content is organised on three levels, in increasing editorial weight:

Chapter. A thematic macro-area. They are fixed: there are **6** and it's a project decision — they aren't added or removed without Space42. They are the "home" of every resource.

The 6 active chapters: Mapping and data · Scientific Insights · Economics · Policy & Planning · Best practices · Experience.

Tutorial. Short videos or step-by-step guides explaining how to use the platform or a method. At launch there are five, including How to use the Knowledge Platform (an end-user tour) and this Administrator's Guide. They are introductory teaching material.

Resource. The "living" content: datasets, reports, scientific papers, links to tools, maps, project deliverables. They grow over time: every new publication, dataset or relevant paper becomes a resource.

Each resource belongs to **one chapter** and **one resource type** (Dataset, Report, Papers, OGC service, etc. — see 4.4).

4.2 How a Resource form is organised

The Resource form is now split into **accordion groups** (open and close them by clicking the title). Knowing them helps you find a field fast:

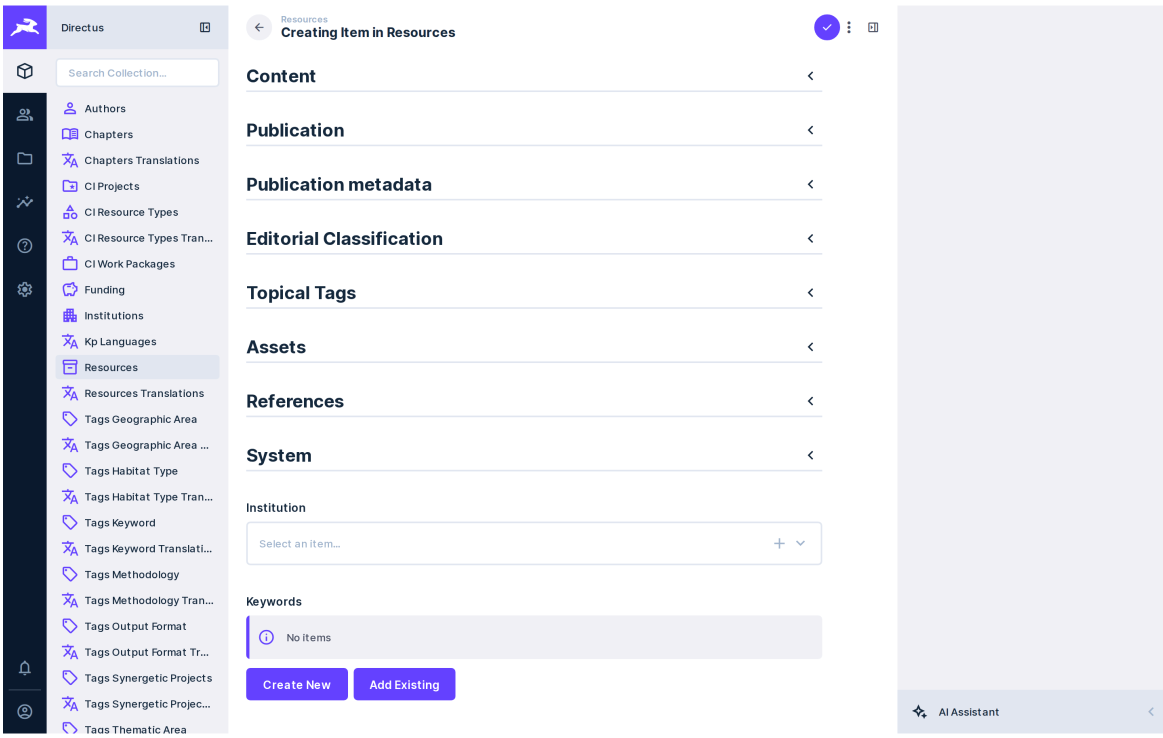

Figure 4.1.A · Resource form: the Content, Publication, Publication metadata, Editorial Classification, Topical Tags, Assets, References, System groups

Group	What it holds
Content	The translated texts (Title, Summary, Excerpt, Body) — see Translations
Publication	`status` (draft/published/archived), `featured`, dates
Publication metadata	Scientific papers only: DOI, journal, volume, pages, year, ISSN, licence, open access, citations — see chapter 7
Editorial Classification	`chapter`, `resource_type`, `project`, `work_package`
Topical Tags	The thematic tag taxonomies (habitat, geographic area, methodology, …)
Assets	Images (`sketch_image`, `full_image`) and attached files/media
References	`external_links`, `contacts`, `related_papers`
System	Technical system fields (id, slug, timestamps)

At the top of the form you also find **Institution** (the owning organisation, see chapter 5) and **Keywords** (free keywords).

> **Tip**
>
> You don't fill every group for every resource. A "normal" resource (a report, a dataset) uses Content + Editorial Classification + Topical Tags + Assets. **Publication metadata** and **References** are mostly for scientific papers.

4.3 The tag taxonomies

Tags don't replace chapters: they sit alongside them. While the chapter says "which part of the story we're in", tags describe a resource **across** those parts.

There are **7 tag taxonomies**, each with its own logic:

Taxonomy	What it describes	Example tag
Output Format	What kind of output it is	Report, Map, Dataset CSV, Interactive viewer
Synergetic Projects	EU projects that produced it	Life Dream, MERCES, CLIMAREST
Habitat Type	Reference marine habitat	Posidonia oceanica, Coralligenous
Methodology	Methodological technique	Remote sensing, In situ sampling
Thematic Area	Cross-cutting theme	Climate change, Biodiversity
Geographic Area	Geographic zone	Mediterranean Sea, Adriatic
Keyword	Free keywords	content-specific terms

A resource can carry **several tags** per taxonomy. A Posidonia map of the Mediterranean produced by MERCES, based on remote sensing, would be tagged: Posidonia oceanica, Mediterranean Sea, MERCES, Remote sensing, Map — at least 5 tags across 5 taxonomies.

> **Tip**
>
> The better-tagged a resource, the easier it is to find with the public filters. Guiding principle: **“what words would a user search for this resource with?”**. See 13.4 for tagging good practice.

Habitat Type is hierarchical. A 2-level tree: 6 “habitat groups” (NRL Annex I) and, under each, the individual habitat types. When tagging, pick the habitat (leaf) directly; the system knows its group.

4.4 The codelists

Codelists are predefined value lists — editable but more “official” than tags. There are 3:

Resource Types (`cl_resource_types`). The possible content types, aligned with the client spec: Cartography, OGC services, Dataset, Report, Papers, Questionnaires, Interview, Protocol, Workbook, Decision-making assistance tool, Restoration measure, Other. Each type belongs to a **macro-category** (Cartography, Methodology & Tools, Knowledge, Policy & Engagement) — the top-level grouping in the public filters.

> **Caution**
>
> Don’t add or rename resource types on your own. They’re aligned with a client spec; changes here ripple into the public filter UX. If you need a type that isn’t there, write to us first.

Projects (`cl_projects`). The catalogued EU/PNRR projects (PNRR MER, Life Dream, MERCES, REDRESS, CLIMAREST, ACT NOW). When a resource comes from a project not yet listed, add it here before picking it in the Synergetic Projects tags (see 11.3).

Work Packages (`cl_work_packages`). The Life Mapper work packages. Used for editorial classification and, together with Institutions, to assign responsibility for a resource.

4.5 Institutions

New since the first version: the platform is **multi-organisation**. Every resource and every editor account belongs to an **Institution** (`institutions`). This lets several consortium organisations work on the same platform, each seeing and editing their own content. Roles and institutions are described in **chapter 5**.

4.6 The 4 languages

The platform is natively multilingual. The 4 active languages are **EN** (English, default), **IT**, **FR**, **ES**.

Each text (title, summary, excerpt, body) can be translated into the 4 languages, directly in the resource form (see 6.6).

Automatic fallback. If a visitor opens the site in Italian but a resource has no IT translation, the system shows the English version. So you don't have to translate everything immediately: publish EN first, translate later.

> **Multi-lingual**
>
> Pending translations may carry the `[TO TRANSLATE]` prefix: a visual reminder to remove before go-live, but it shows at a glance what's missing.

5. Roles, permissions and Institutions

The platform is designed to be used by **several consortium organisations** at once. So not every account can do everything: each user has a **role** and belongs to an **institution**. This chapter explains who can do what — useful especially if you're the one creating colleagues' accounts.

5.1 The available roles

There are four "human" roles plus two technical ones reserved for the system:

Role	Who	What they can do
Administrator	The technical team / platform lead	Everything: schema, users, roles, all content of every organisation
Researcher Admin	An organisation's editorial lead	Creates and publishes resources of their own organisation; can create Researcher User accounts for it
Researcher User	An organisation's editor	Creates and edits resources of their organisation, but cannot publish (leaves them as drafts for review)
Public API	— (technical)	Read-only of published content, used by the public site
Preview API	— (technical)	Reads drafts for preview; never edits content

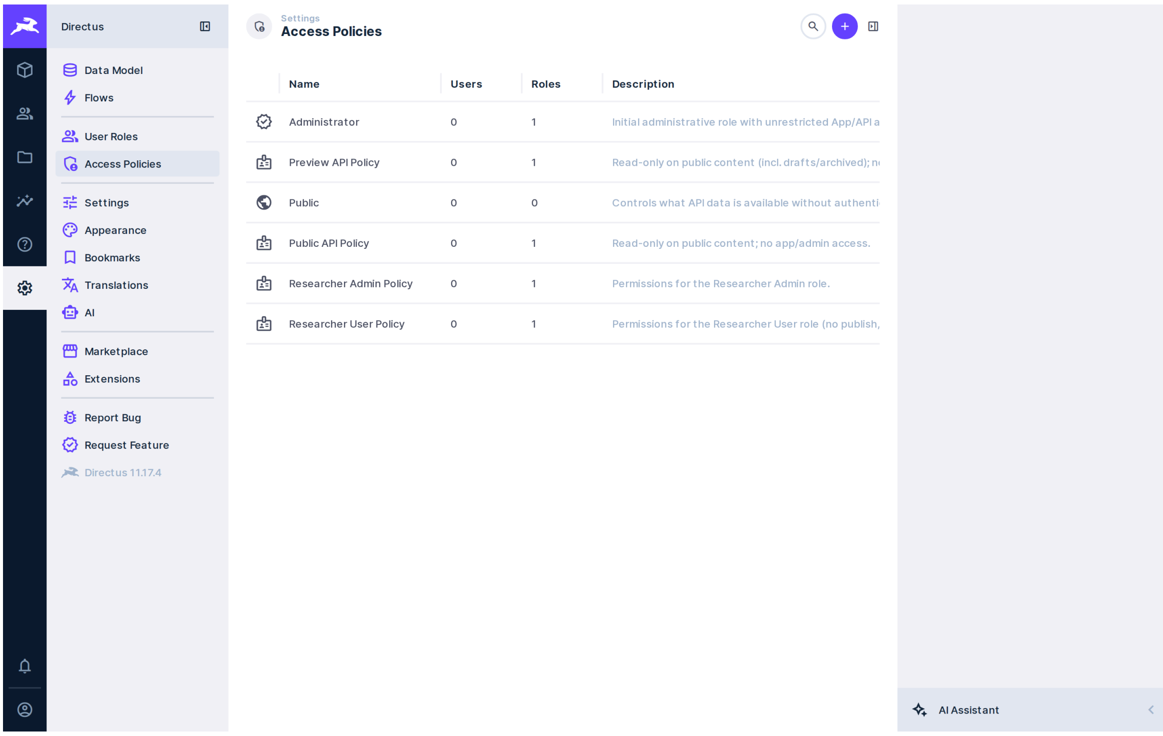

Figure 5.1.A · Settings → Access Policies: the platform’s roles/policies

Caution

Researcher User by design **doesn’t see the** `status` **field** and always creates drafts: publishing stays with a **Researcher Admin** or **Administrator**. It’s the editorial-review mechanism, not a bug.

5.2 Institutions

An **Institution** represents a consortium organisation (CNR-ISMAR, UNIVPM, University of Galway, …). Find them in the **Institutions** collection in the sidebar.

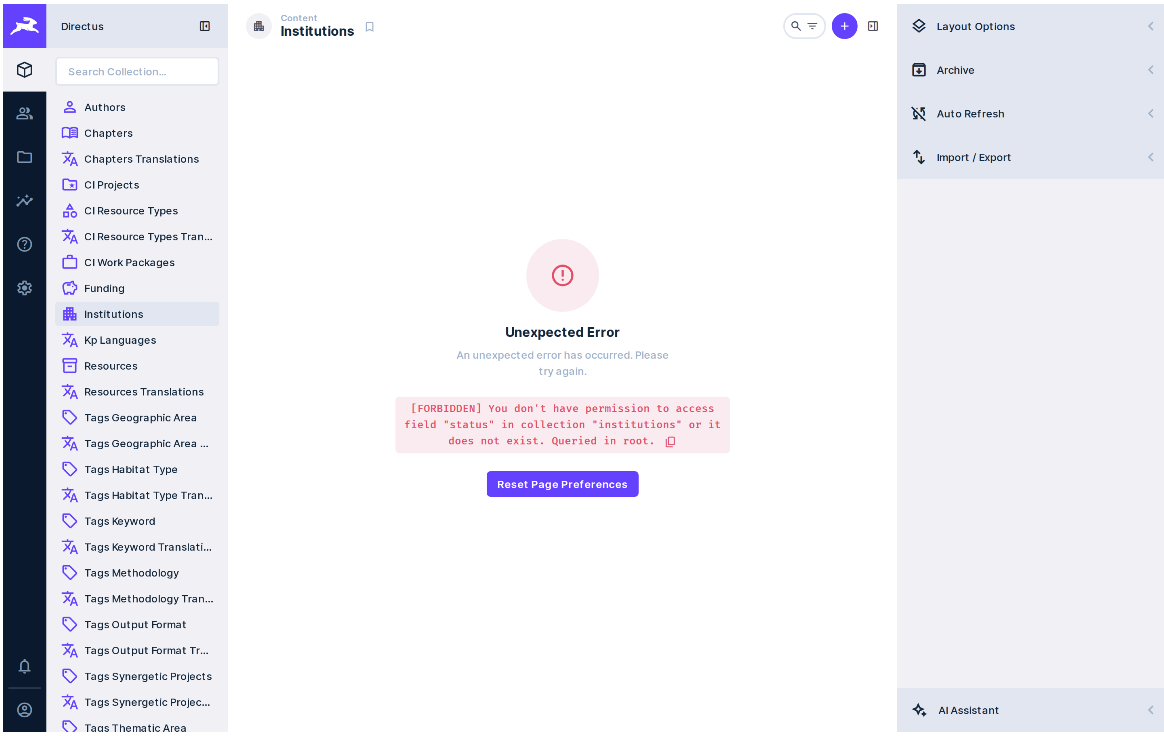

Figure 5.2.A · the Institutions collection

What they're for:

- Every editor **user** is linked to an institution.
- Every **resource** has an `Institution` field naming the owning organisation.
- A Researcher Admin/User sees and edits **only** their institution's resources. An Administrator sees them all.

Institutions are **data**, not schema: the operator (usually an Administrator) creates them when a new organisation joins. To add one: sidebar → **Institutions** → **+ Create Item** → fill in the name (and any contact fields) → save.

5.3 Creating an account for a colleague

If you're a Researcher Admin, you can create accounts for your organisation's editors:

1. Go to **Settings → Users** (or the users icon in the sidebar).
2. **+ Create Item** (or **Invite Users** to send an email invite, if configured).
3. Fill in first name, last name, email.
4. Assign the **role** Researcher User and the correct **institution** (usually already set to yours).
5. Save. The colleague receives/sets their password at first login (see chapter 2).

> **Space42 only**
>
> Creating new **Administrators**, changing a role's permissions (the **Access Policies**) and adding new roles are technical operations: open a request with Space42. Institution scoping and permissions are already configured and tested — don't change them by hand.

5.4 In practice: who publishes what

- **Researcher User** uploads a resource → it stays a **draft**.
- **Researcher Admin** reviews it, fixes it if needed, and moves it to **published**.
- **Administrator** can do everything, for any organisation, and is the point of contact for access problems.

If you don’t manage multiple organisations and work alone as the single lead, just know that your account (usually Researcher Admin or Administrator) can both create and publish: the rest of this manual assumes you can.

6. Workflow: upload a new Resource

This is the flow you'll run 90% of the time. We describe it end-to-end. Once it's second nature, a well-made resource takes 5-10 minutes. (For **scientific papers** there's a dedicated shortcut: see chapter 7.)

6.1 Where to start

1. Log in (ch. 2).
2. In the left sidebar, click **Resources**.
3. Top right, click the **+** button (Create Item).

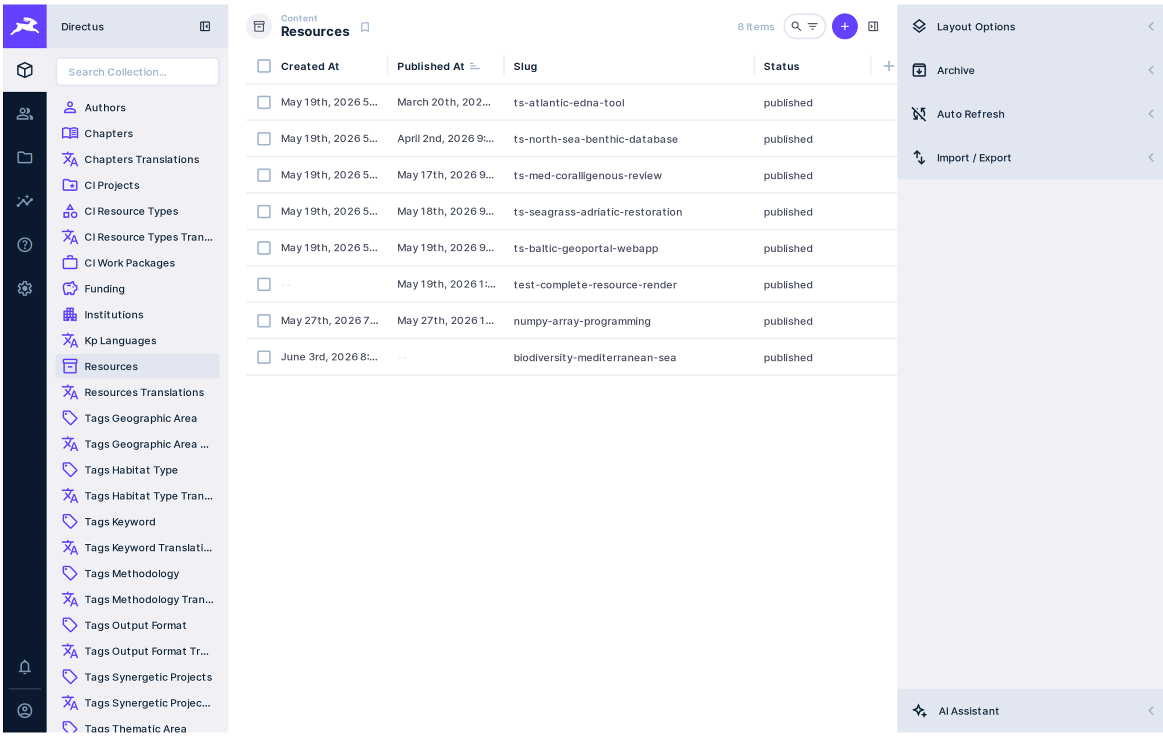

Figure 6.1.A · Resources list with the Create Item button

The new resource form opens, organised in the accordion groups from chapter 4.2.

6.2 Required vs optional fields

Required (you can't save without them):

- `Slug` — unique URL-friendly id, auto-generated from the title (you can edit it).
- `Resource Type` — the type (Dataset, Report, Papers, …), in the **Editorial Classification** group.
- At least the **EN** translation with `Title` and `Summary`.

Strongly recommended (the resource works but is poor without them):

- `Chapter` — the owning chapter (Editorial Classification).
- An image (**Assets** group).
- `External links` (**References** group) — link to the PDF, dataset, project site.
- Tags across the taxonomies (**Topical Tags** group).

Optional: `Excerpt / Body`, `featured`, `project`, `work_package`, `contacts`, and the whole **Publication metadata** section (papers only, ch. 7).

> **Tip**
>
> The **Institution** field at the top of the form names the owning organisation. If you're a **Researcher**, it's usually already set to yours; leave it (ch. 5).

6.3 Filling in the EN version

English is the base language: always fill it first. In the **Content** group you'll find the Translations; make sure you're on the **English** tab.

1. **Title**. Up to ~100 characters, no trailing full stop. E.g. Mediterranean seagrass distribution map 2025.
2. **Summary**. 2-3 sentences (max ~300 characters). This shows under the title in the public cards. Say what the resource is and why it matters.
3. **Excerpt / Body** (optional). The abstract or long text shown on the detail page.

> **Tip**
>
> Avoid unexplained acronyms in titles. If you need one, put it in brackets: **"Mediterranean Posidonia Habitat Atlas (MPHA)"**. Helps readability and search.

6.4 Classify the resource (Editorial Classification)

Open the **Editorial Classification** group:

1. **Chapter**: pick one of the 6. Think "which part of the Life Mapper story does this fit?". Mapping and data (maps, datasets) · Scientific Insights (papers, analyses) · Economics (cost-benefit) · Policy & Planning (guidelines) · Best practices (protocols) · Experience (case studies).
2. **Resource Type**: the dropdown with the types from chapter 4.4.
3. **Project** and **Work Package** (optional): the related EU project and work package.

> **Tip**
>
> **Report** vs **Papers**: **Papers** = peer-reviewed scientific publication (use the DOI shortcut in ch. 7); **Report** = institutional or project document. **Dataset** vs **OGC services**: **OGC services** = standard web endpoint (WMS/WFS); **Dataset** = downloadable file (CSV, GeoPackage, GeoTIFF).

6.5 Tags, images and links

Tags (**Topical Tags** group). For each taxonomy: click **Add Existing**, pick the relevant tags (more than one is fine), confirm.

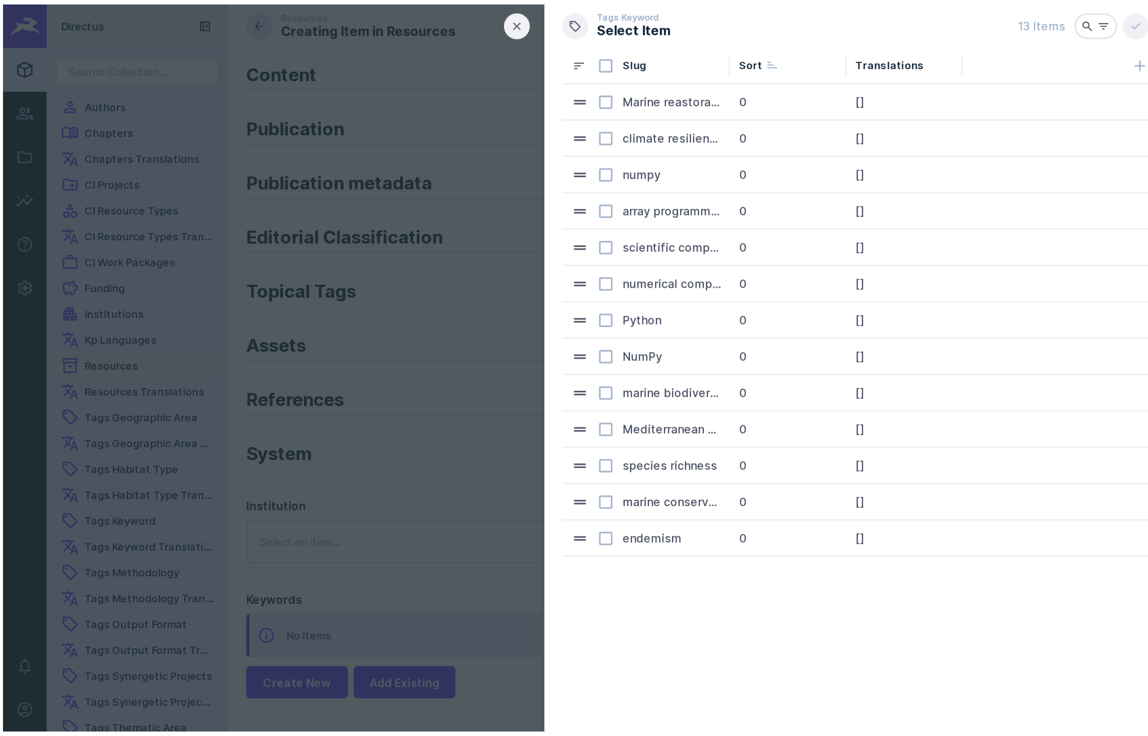

Figure 6.2.A · tag selection popup

How many: Habitat 1-2 · Output Format 1 · Synergetic Projects 1-3 · Methodology 1-3 · Thematic Area 1-2 · Geographic Area 1-3. If a tag doesn't exist, see chapter 11.

> **Caution**
>
> Don't tag for the sake of it: too many tags make filtering useless. Golden rule: **a tag must be distinctive**.

Images and media (**Assets** group). Upload the main image (`full_image` / `sketch_image`) and any attached files. Upload and recommended formats are in **chapter 12** (the platform optimises and serves images as WebP automatically — you just upload the original JPG/PNG).

External links (**References** group, `External Links` field). Click **Create New** and for each link fill in `URL`, `Label` (e.g. "Download PDF", "Open dataset on Zenodo") and any type. Here you also find `Contacts` and, for papers, `Related papers`.

6.6 Adding IT / FR / ES translations

After EN, in the **Content** group → Translations:

1. Click **Create New** (or the **+**) to add a translation and choose the language.
2. An empty version of the text-only fields opens (Title, Summary, Excerpt, Body): translate them.

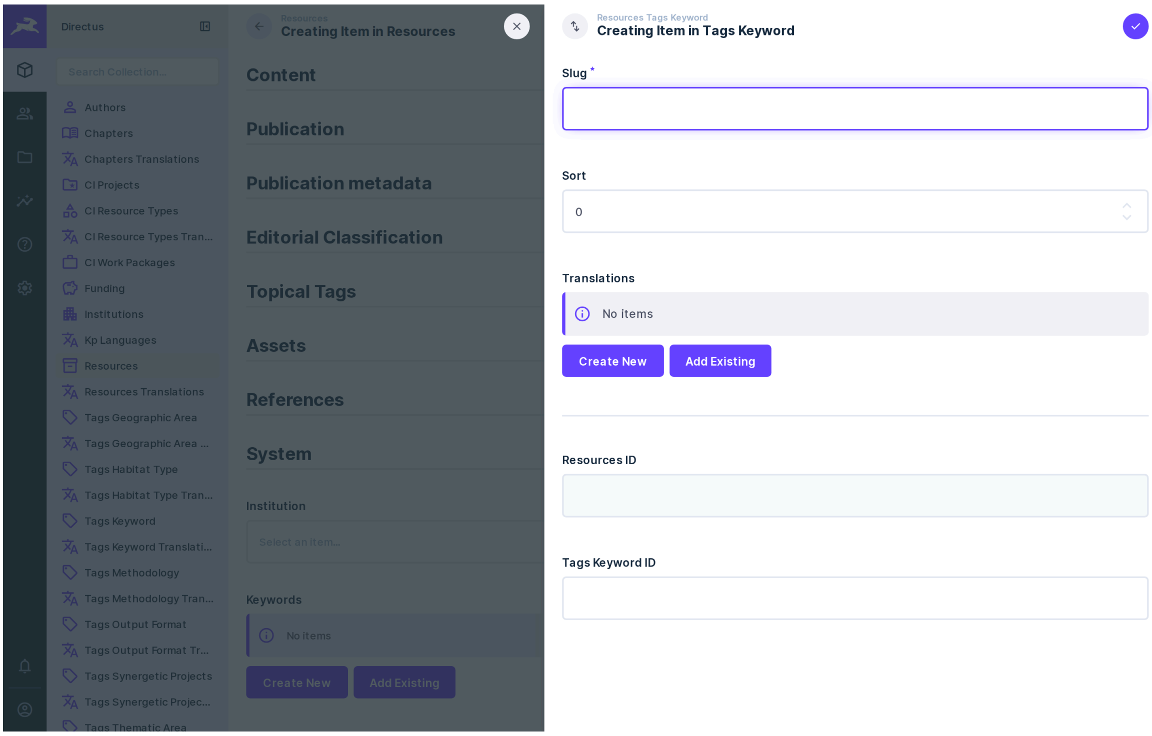

Figure 6.3.A · translation tab with fields to fill in

3. Non-text fields (chapter, tags, resource type, images) are shared across languages: you won’t find them here and don’t redo them.

Multi-lingual

You don’t have to translate everything. If you skip a language, the system shows EN thanks to the automatic fallback (ch. 4.6).

Tip

Without a human translator, DeepL or an LLM produce acceptable text on technical content. Always re-read: automated tools often get scientific terminology wrong.

6.7 Save as draft vs publish

In the **Publication** group there’s the **Status** field: `draft` (hidden) · `published` (visible to all) · `archived` (hidden but not deleted).

Typical workflow:

1. Create the resource (status defaults to `draft`).
2. Fill EN and save (✓ icon, top right).
3. Add tags, images, links, translations; save.
4. When it’s ready, set status to `published` and save.

Caution

If you’re a **Researcher User** you don’t see the Status field: the resource stays a draft and a **Researcher Admin** publishes it (ch. 5).

6.8 Frontend preview

After publishing, always check how it looks on the site:

1. Open `https://srv1648799.hstgr.cloud/knowledge/en/resources/` (change the language in the URL if needed).
2. Find your resource's card: check title, summary, image, and that the tags appear in the side filters.
3. Open the detail page: check the sections (Abstract, Authors, Links, Metadata) and that external links work.

> **Tip**
>
> Mental checklist before moving on: **Title · Summary · Image · Tags · Links · IT translation**. The new card may take a few minutes to appear in the listing (the search index refreshes on a schedule); the detail page is immediate.

7. Scientific papers and DOI

A **paper** is a resource like any other, but with a superpower: if it has a **DOI**, the platform can fill in almost all the metadata for you. This chapter covers the shortcut.

7.1 When a resource is a “paper”

Set `Resource Type` = **Papers** (the Editorial Classification group, ch. 6.4) when the resource is a scientific publication with a DOI: journal articles, conference proceedings, book chapters. For project deliverables, white papers or technical reports use Report instead.

Filling in a paper unlocks the **Publication metadata** group, with all the bibliographic fields.

7.2 Auto-fill from the DOI (recommended)

Open the **Publication metadata** group:

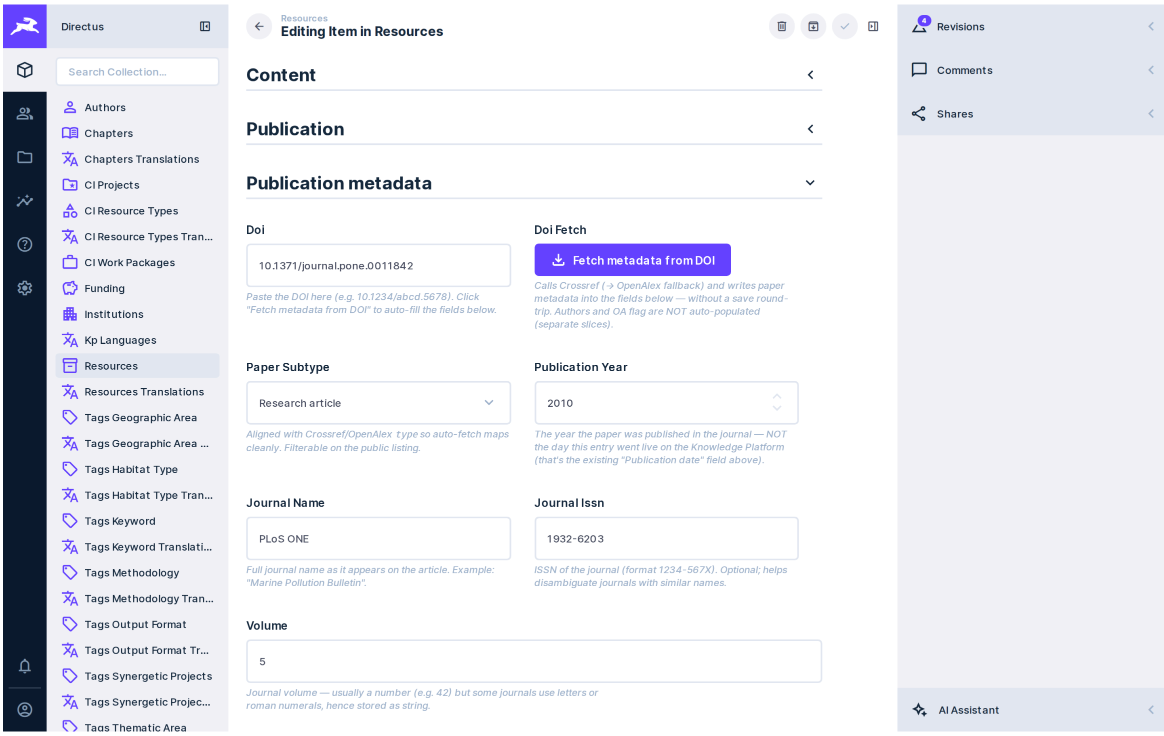

Figure 7.1.A · the Publication metadata group with the DOI field and the “Fetch metadata from DOI” button

1. In the **Doi** field paste the identifier only, **not** the full URL. Example: `10.1371/journal.pone.0011842` (not `https://doi.org/...`).
2. Click **Fetch metadata from DOI**.
3. The system queries Crossref (with OpenAlex fallback) and auto-fills: title, **publication year**, **journal** (Journal Name), **ISSN**, **volume**, **issue**, **pages**, **publisher**, **paper subtype** (e.g. Research article), and the open-access metadata.

> **Tip**

> It's the fastest, most accurate route: let the DOI fill the fields, then correct only the odd detail. You avoid typos in ISSNs and volumes.

What is NOT auto-filled (added separately, they're distinct slices):

- **Authors** and **Funding**: managed as dedicated relations lower in the form.
- **OA / licence**: the fetch sets the open-access status, but check the licence field (`license_spdx`).

7.3 The Publication metadata fields

Field	What it's for
`Doi`	The identifier, basis of the `doi.org/...` link and of the fetch
`Paper Subtype`	Type (Research article, Review, Proceedings…); mapped onto Crossref/OpenAlex and filterable in the public listing
`Publication Year`	Year the paper appeared in the journal (≠ the date it went live on the platform)
`Journal Name` / `Journal ISSN`	Full journal name and ISSN
`Volume` / `Issue` / `Page start` / `Page end`	Bibliographic coordinates
`Publisher Name`	Publisher
`License (SPDX)`	Licence in SPDX form (e.g. `CC-BY-4.0`)
`Open Access`	Whether the article is open access
`Cited by count`	Citation count (from OpenAlex)

7.4 Authors, funding, keywords and related papers

- **Authors**: in the form, add the authors (name, optional ORCID, affiliation). They appear on the detail page and in the structured metadata (JSON-LD `ScholarlyArticle`).
- **Funding**: the associated grants/funders.
- **Keywords**: free keywords (ch. 4.2), useful for search.
- **Related papers** (References group): link other papers already on the platform.

7.5 How it looks on the site

A well-filled Papers resource shows, on the detail page: the formatted **citation** block, the **Authors** section, the **Open Access** badge and **licence**, the **citation count**, and structured metadata for scientific search engines. The `Paper Subtype` becomes a filter in the listing.

> **Caution**
>
> If a deep field (e.g. authors) doesn't show on the public site although you see it in the admin, it's usually a read-permission issue for the public role on that collection: report it to Space42 (a configuration matter, not a mistake in your data entry).

8. Edit an existing Resource

8.1 Find the resource

From the sidebar, click **Resources**. You're in the list.

Three ways to find it:

- **Scroll** (if you have few).
- **Search** from the Search field at the top: type a word from the title or summary, Enter. The search is case-insensitive.
- **Filter** from the filter panel: handy for "all published resources of type Dataset from last month". See 3.4.

Click the resource's row to open it for editing.

8.2 Edit content

The edit form is identical to the create form (ch. 6). Change the fields you need, click ✓ top right to save.

> **Tip**
>
> Directus shows an **Unsaved changes** indicator (top right) until you save. If you close the browser tab without saving, you lose the changes. Save often, at least every 5 minutes on long sessions.

8.3 Update translations

Same logic as creation. From the form, go to **Translations** → select the language → edit → save.

If you changed the **EN title or summary**, remember to update the IT/FR/ES translations too, or they drift out of sync.

> **Multi-lingual**
>
> When you update a translated version, consider replacing the `[TO TRANSLATE]` prefix with the real translation. Search periodically for `[TO TRANSLATE]` to flush out forgotten placeholders.

8.4 Delete a resource (with care)

> **Caution**
>
> Deletion is **permanent**. There's no bin, no recovery. If in doubt, move to `archived` instead (ch. 6.7).

To delete:

1. Open the resource.
2. Top right, click the ⋯ menu.
3. Choose **Delete Item**.

4. Confirm.

The only legitimate reason to delete is an accidental duplicate upload, or tests made while learning. For anything else, archive.

9. Managing Tutorials

Tutorials are the platform's introductory teaching material — a first visit for a new user. They are few and curated: better 4-5 good tutorials than 20 mediocre ones.

9.1 The tutorials

At launch the active ones are:

1. **How to use the Knowledge Platform** — a short end-user tour: browse, search, filter, open a resource.
2. **Mapping the Unknown** — how poorly-known marine habitats are mapped.
3. **Defining Habitat Health** — criteria for assessing a habitat's condition.
4. **The Restoration Roadmap** — the stages of a marine restoration project.
5. **Financial Feasibility** — assessing the economic sustainability of an intervention.
6. **Administrator's Guide** — this manual, in an online-readable version (see 9.4; or read the Tutorials section of the public site directly, locale `/en/tutorials/administrators-guide/`).

The end-user tutorials are for the platform's **end users** (researchers, decision-makers, partners). The Administrator's Guide is for **you and your admin colleagues**.

9.2 Update title, description, video

Sidebar → **Tutorials** → click the tutorial.

Available fields:

- `Slug` — generated from the title, editable.
- `Featured` — boolean: if on, the tutorial is highlighted on the home (keep to 3-4 featured at once, to avoid clutter).
- `Order` — integer setting the order in lists. Lower = earlier.
- `Video URL` — either a full **YouTube/Vimeo** URL (the system recognises the platform and embeds the native player), or a **self-hosted video** uploaded as a platform asset, which plays in a first-party `<video>` player with the cover image as its poster.

For the **translation**:

- `Title` — the tutorial title in that language.
- `Description` — introductory text (200-500 chars) shown under the video.
- `Body` — long text (markdown) for detail, references, links to related resources.

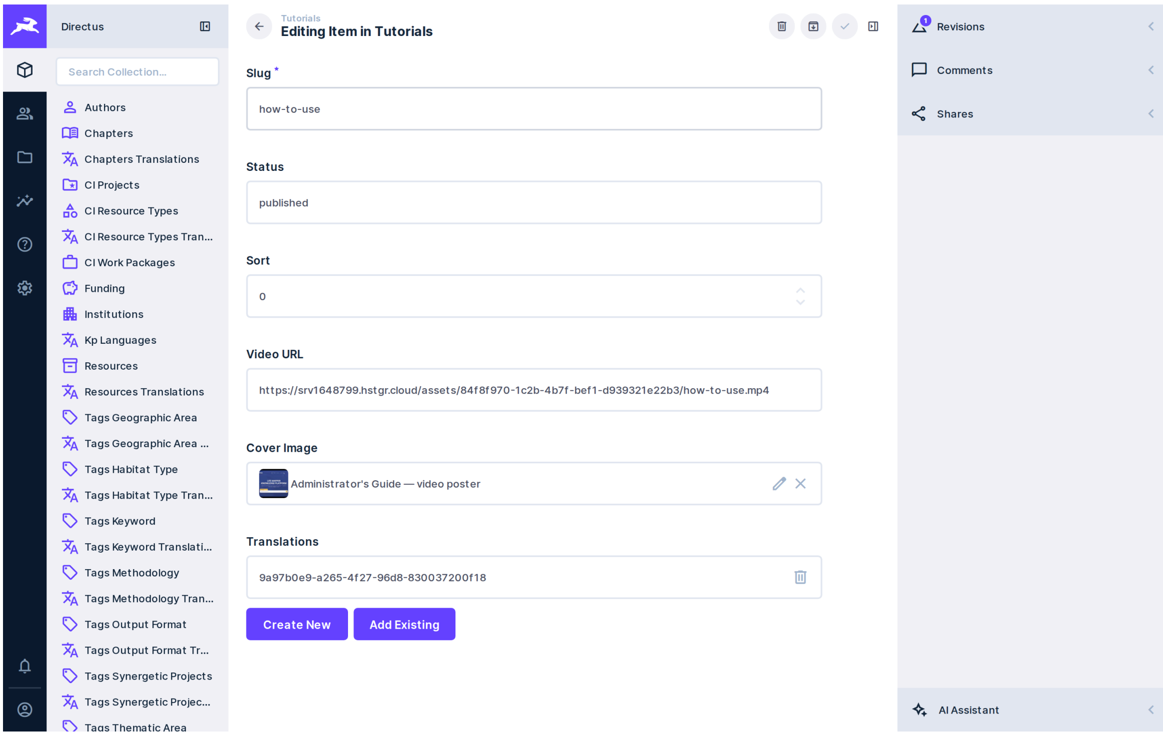

Figure 9.2.A · a Tutorial form with fields filled in

Tip

For the video URL, use the player "share" form. Valid examples: > - YouTube: `https://www.youtube.com/watch?v=ABCDEFGH123` or `https://youtu.be/ABCDEFGH123` > - Vimeo: `https://vimeo.com/123456789`

Don't use private/unlisted URLs without permissions: visitors won't be able to play the video.

9.3 Replace the cover image

Same procedure as a resource cover (ch. 12). Upload it from the **Cover Image** section of the tutorial form. For tutorials the recommended image is an evocative still from the video or an on-theme photo. Size 1600×900 as for resources.

9.4 The Administrator's Guide use case

Tutorial Administrator's Guide is a special case:

- It has no video, but a `description` summarising the content.
- The `body` (markdown) holds an outline of the manual's chapters.
- It points clearly to the full **online version** (`/admin-docs/`) and the **downloadable PDF**.

We created it for two reasons:

1. **Visual dogfooding**: it shows the platform can host meta-content about itself.
2. **Discoverability**: a new admin who lands on the site without knowing where the manual is finds it right among the tutorials.

When you update the manual (this document), remember to briefly update tutorial’s `description` too if there are substantial changes.

10. Managing Chapters

Chapters are the platform's load-bearing structure. They are few (6), stable over time, and visitors use them as a compass.

10.1 The 6 chapters are fixed

The 6 active chapters (1. Mapping and data, 2. Scientific Insights, 3. Economics, 4. Policy & Planning, 5. Best practices, 6. Experience) were decided during scoping with the client 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, place in the navigation and "narrative". Adding one changes the grammar of the site.

> **Space42 only**
>
> If a 7th chapter is ever considered, the change needs work on the public-site code (new route, landing-page copy, possibly a dedicated icon). Open a written request with the editorial rationale.

10.2 When to edit a chapter description

What you can do, on your own, is **update a chapter's text**: title, summary, long description.

Sidebar → **Chapters** → click the chapter.

Editable fields (per language):

- `Title` — the chapter name (e.g. "Mapping and data"). Edit with care: changing the name may change the public URL if it's slug-based. For purely cosmetic edits, fine.
- `Summary` — 2-3 sentences describing the chapter. Shown on the home card and the list page.
- `Description` — long text (markdown), 500-2000 chars. Opens the chapter detail page.

> **Tip**
>
> When you update a chapter description, anyone browsing that section sees it immediately. It's a high-impact editorial change. Coordinate with the team first.

10.3 Chapter translations

The 6 chapters are translated into all 4 languages. To edit a translation:

1. Open the chapter.
2. Go to the **Translations** tab.
3. Select the language.
4. Edit the fields.
5. Save.

If you update a chapter title, change **all 4 languages together** in one session. Leaving them out of sync (e.g. a new EN title but an old IT title for days) confuses multilingual visitors.

11. Tags and codelists

Tags are the platform's cross-cutting language. The more consistent they are, the better search works. The more chaotic, the more useless the filters become. Invest time here.

11.1 When to add a new tag

The open-list taxonomies are six: **Output Format, Synergetic Projects, Thematic Area, Methodology, Geographic Area, Keyword**. Add a new tag when you're uploading a resource and none of the existing tags describes it well — and you're not forcing a distinction that doesn't really exist.

Procedure:

1. From the sidebar, open the taxonomy (e.g. **Tags Output Format**).
2. Click **+ Create Item**.
3. Fill in `Slug` (generated from the name) and `Sort` (leave the default unless you want it at the top).
4. Go to the **Translations** tab and fill at least `Label` in EN; add IT/FR/ES if you have time.
5. Save.

The tag is now available for resources (ch. 6.5).

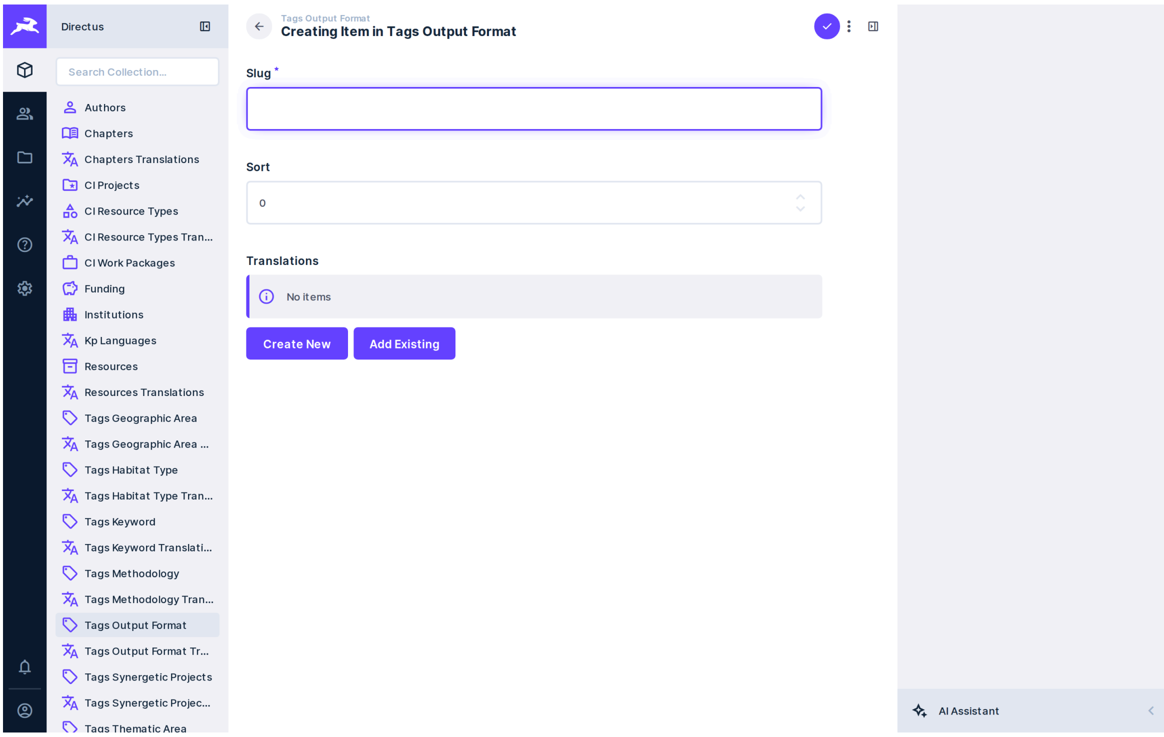

Figure 11.1.A · creating a new tag

> **Caution**

> Before creating a new tag, **search the existing ones**. Having “Report”, “Technical report” and “Report tecnico” as separate tags is the symptom of a taxonomy that’s stopped being useful.

11.2 Hierarchical tags: Habitat Type

Habitat Type is special: a 2-level tree. At the top are **6 groups** (NRL Annex I); under each, the individual habitats (Posidonia oceanica, Coralligenous, Maerl beds, Deep-sea corals, …).

When you create a new habitat type:

1. **Tags Habitat Type → + Create Item**.
2. Fill in `slug` and `sort`.
3. **Important**: in the `parent` field, select the owning group.
4. Translations → fill `label` in the languages.
5. Save.

On the public site the user sees the habitat nested under its group in the filters.

> **Multi-lingual**
>
> Marine habitat names use standard scientific terminology. When translating, **don’t invent**: use the official version (e.g. **Coralligenous → Coralligeno**) from sources like ISPRA, ICES or multilingual EU documents.

11.3 When to add a new project in `cl_projects`

`cl_projects` is the list of EU/PNRR projects resources can reference. When a resource derives from a project not yet listed:

1. Sidebar → **Cl Projects → + Create Item**.
2. Fill in `Slug`, `Name`, optional `Acronym`, `URL`, a short `Description`.
3. Save.

From then on the project is selectable as a Synergetic Project tag.

> **Tip**
>
> Check the spelling matches the official one, capitalisation included (**MERCES** ≠ **Merces**).

11.4 Internal codelists: Resource Types and Work Packages

> **Space42 only**
>
> The **Resource Type** list (macro-category grouping, colours and dropdown on the frontend) is the result of negotiation with the client. Editing it on your own desyncs data and public UI.

If you need a new Resource Type: **don’t create it**; open a request with Space42 with the proposed name, macro-category and an example use. Same for **Macro-categories** and **languages**.

The **Work Packages** (`cl_work_packages`) are an internal editorial codelist: they name the Life Mapper work package responsible for a resource. You can assign them, but the list itself reflects the project structure and rarely changes.

11.5 Institutions

Institutions are operator-managed data, not a taxonomy: see chapter 5 for how to create them and what they’re for.

12. Media and files

Every file uploaded to the platform — images, attached PDFs, downloadable datasets — lands in a central store, reachable from the **Files** entry in the sidebar. A resource's images are uploaded directly from the **Assets** group of its form.

12.1 Image upload

Supported formats: JPG, PNG, WebP, SVG.

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

What's worth doing before uploading is **not starting from an oversized file**: a 5-10 MB camera photo reduced to ~1-2 MB (with squoosh.app or similar) uploads faster and is plenty, since the platform then generates the right-sized WebP.

Indicative sizes:

Use	Size	Source format
Main resource/tutorial image	1600×900 px (16:9)	JPG or PNG
Logo (header/footer)	SVG	SVG

How to upload: in the resource's **Assets** group, click the image field → the widget opens with **Upload** (from your computer, drag & drop) and **Library** (existing files). Confirm.

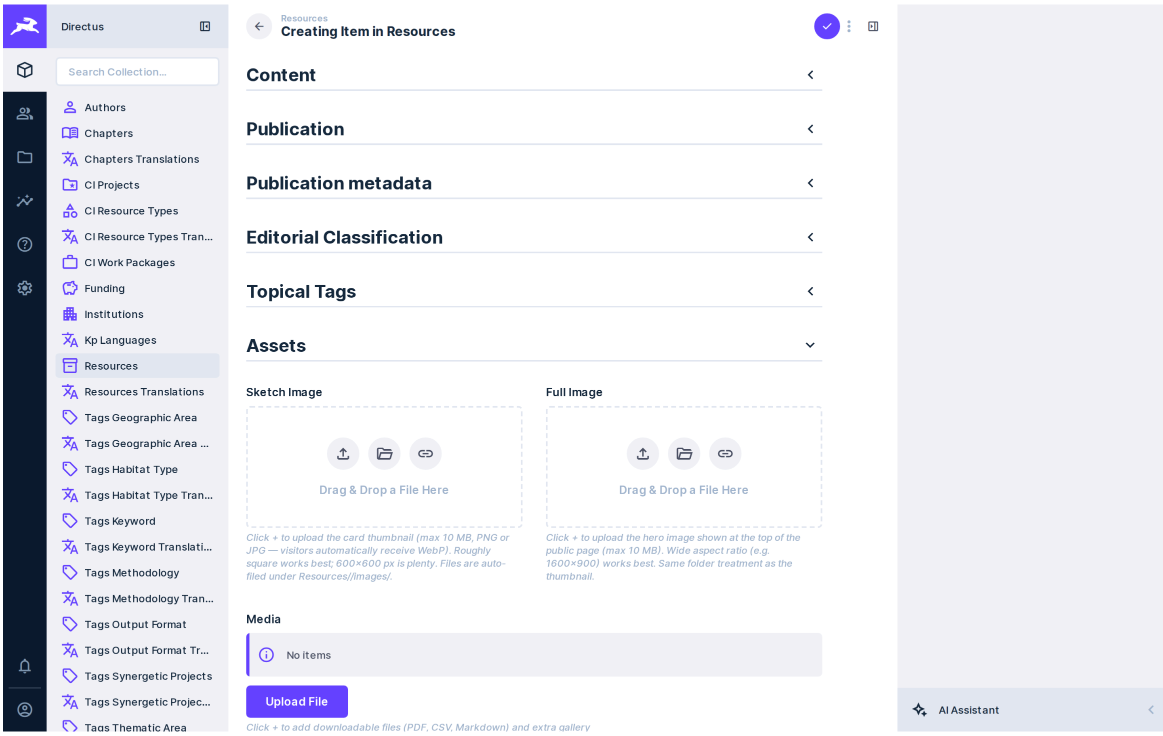

Figure 12.1.A · the Assets group expanded: the Sketch Image / Full Image dropzones and the Media section

> **Caution**
>
> There's a **10 MB per-file** upload cap. For orthomosaics, 3D models or very large datasets, use an **external link** (**References** group) to a scientific repository (Zenodo, EMODnet, Mendeley Data) instead of uploading them.

12.2 PDFs, datasets, attachments

Same procedure. Common formats: PDF (reports, papers, brochures), CSV/XLSX (tabular), GeoJSON/GeoPackage/Shapefile-in-ZIP (spatial), ZIP (bundles). The 10 MB cap applies here too; beyond it, external link.

12.3 Keeping the library tidy

To stop **Files** becoming a dumping ground:

- **Reuse before re-uploading.** If you upload a resource on the same habitat as a previous one, reuse the same image from the **Library** tab (search by name). Don't upload the same generic sea photo three times.
- **Organise into folders** as volume grows (covers, attachments, branding…).

> **Caution**
>
> Deleting a file from the Library breaks all its references in resources (the image goes "broken"). Before deleting, check where it's used.

Technical note. If you've just changed or replaced an image and the site still shows the old one, it's the cache: it usually refreshes itself within a few minutes. If it persists, report it to Space42.

13. Editorial good practices

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

13.1 Titles

Length: 50-100 characters. Shorter risks being too generic; longer gets cut in the cards.

Language: the resource language is that of the original content. If the paper is in English, the EN title is the paper's original title. The IT/FR/ES translations translate it, keeping the original in brackets if it's an exact citation.

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

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

No trailing full stop. It's a title, not a sentence.

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

> **Tip**
>
> When in doubt about a title, read it aloud: if it isn't clear in 2 seconds, it's too abstract or too long.

13.2 Abstract / Excerpt: what to write

The **summary** (2-3 sentences, 300 chars) 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 … (a taxonomic intro, not a summary of this specific resource)

The **excerpt** (1000-2000 chars) is the real scientific abstract, if the resource is a paper or report. Structured as: context · objective · method · results · implications.

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

13.3 Images: format and composition

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

Good covers: underwater photos of the habitat (Posidonia, coralligenous, …); aerial/satellite shots of coastlines; operational activity (divers measuring, drones flying, labs); a graphic extract of the map itself (if the resource is a map, a representative portion).

Bad covers: software-interface screenshots (unless the resource is a tutorial of 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 (the user can't tell the cards apart).

Composition: leave breathing room at the margins — titles are overlaid in the cards, and an over-full cover makes the title unreadable. Favour a central subject and soft edges.

13.4 Tags: the "minimum-information" principle

Tag **only** what's distinctive. A tag must help a user **exclude** irrelevant resources during search.

Examples:

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

Indicative tags per resource: 6-10 total, across 4-5 taxonomies. Under 5 tags, the resource is hard to discover. Over 12, you have tag-vomit.

13.5 External links and citations

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

- If the resource is a journal paper, the main `URL` points to the DOI / journal page. Any attached PDF is a convenient backup.
- If the resource is a Zenodo dataset, the main `URL` points to Zenodo. Don't duplicate the dataset locally unless it has been changed/augmented.

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, a check on the most-visited resources' links is worth it.

14. Troubleshooting (FAQ)

14.1 The resource doesn't appear on the site

Symptoms: you saved a resource, but you can't find it on the public site.

Check, in order:

1. **Status**. Is the resource `published`? In `draft` it isn't shown. Open it, check top right.
2. **Language**. Looking at the IT page but only filled EN? The fallback should still show EN, but if you published 30 seconds ago, do a **hard refresh** (Ctrl+F5 / Cmd+Shift+R) to drop the cache.
3. **Chapter**. Are you looking in the right chapter? A Mapping and data resource won't appear in the Economics list.
4. **Resource Type filter**. Have you applied filters on the site that exclude it?
5. **Indexing**. The Meilisearch index refreshes on a schedule. Just after publishing, it can take 1-2 minutes to appear in search results (though it's immediate in the chapter list).

If you've checked everything and it still doesn't show, contact Space42 with: resource name, status, language filled, URL of the page where it should appear.

14.2 A translation shows `[TO TRANSLATE]`

It's a placeholder we use to flag content whose text hasn't been translated yet. It appears literally on the public site, intentionally during the working phase so it's easy to spot.

To remove it:

1. Open the resource (or tutorial / chapter).
2. Go to the translation showing the placeholder.
3. Replace `[TO TRANSLATE] ...original text...` with the real translation.
4. Save.

> **Tip**
>
> Periodically (say once a month), use quick search for `[TO TRANSLATE]` on Resources, Tutorials, Chapters: in 5 minutes you see how many placeholders are still pending and can plan the translation work.

14.3 Save error

Symptoms: you click ✓ and a red "Error" toast or an error message appears.

Most common causes:

- **Empty required field**. Directus marks the missing field in red. Find the red border, fill it, retry.
- **Duplicate slug**. Another item already has that slug. Change the slug (add a year, a suffix) and retry.
- **Validation failed**. E.g. a date field in the wrong format, or an invalid URL. Check fields are in the expected format.

- **Session expired**. Idle for over 15 minutes, the session expired. The save fails with an auth error. Reload, log in again, retry (unsaved changes are lost — see the note in 8.2).

14.4 Image not displayed

Symptoms: the cover image is uploaded fine in Files, but the resource card shows a broken icon or a blank space.

Check:

1. **Did you save the resource after assigning the cover image?** Uploading a file to Files doesn't link it to a resource automatically. Open the resource, assign the file from the picker, save.
2. **Is the file in a good format?** SVG works but a browser can occasionally struggle to render it. JPG/WebP are safest.
3. **Hard refresh** the browser. Image cache.

14.5 Getting support from Space42

For anything the FAQ doesn't solve:

- **Email**: write to [Space42 team email — to be provided to the client] with a clear subject (e.g. "KP Life Mapper — login not working", "KP Life Mapper — resource type schema").
- **What to include**: a description of the problem, what you were trying to do, what happened instead, a screenshot of the error if any, the URL where it occurs.
- **What NOT to include**: your password (never. Ever. Even if explicitly asked). If you need new access, we send it to you.

Expected response: working hours, within 24h (excluding weekends). For urgent issues (site offline, blocking errors), add `[URGENT]` to the subject.

Appendices

Appendix A — Glossary

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

Codelist. A predefined, editable but “official” value list (Resource Type, Projects, Work Packages). Tags describe across; codelists categorise.

DOI. A paper’s Digital Object Identifier. Pasted into the `Doi` field, it enables auto-fill of the bibliographic metadata (ch. 7).

Excerpt. A long, scientific-style abstract of the resource. Optional.

Habitat group / Habitat type. A grouping (NRL Annex I) and an individual marine habitat (e.g. Posidonia oceanica); the habitat type belongs to a group as its “parent”.

Institution. A consortium organisation (CNR-ISMAR, UNIVPM, …) that owns users and resources; the basis of multi-organisation scoping (ch. 5).

Keyword. A free-text tag for content-specific terms.

Macro-category. A grouping of Resource Types into 4 families (Cartography, Methodology & Tools, Knowledge, Policy & Engagement). Sets the filter and colour on the public pages.

Open Access / License (SPDX). A paper’s open-access status and licence (SPDX form, e.g. `CC-BY-4.0`).

Resource / Resource Type. An editorial content item and its type (a value of the `cl_resource_types` codelist); the type sets the macro-category.

Role. A user’s permission set: Administrator, Researcher Admin, Researcher User (+ the technical Public/Preview API). See ch. 5.

Summary. A short (2-3 sentence) summary of a resource. Shown on cards and the public list.

Synergetic project. An EU/PNRR project that produced or contributed to the resource (e.g. MERCES, Life Dream).

Tag taxonomy. A set of thematic tags (Output Format, Synergetic Projects, Habitat Type, Methodology, Thematic Area, Geographic Area, Keyword). Cross-cutting across chapters.

Tutorial. Introductory teaching material (video + description + body).

Appendix B — Resource field map

Fields are grouped in the form as described in chapter 4.2.

Field	Type	Required?	Group	Description
`slug`	string	yes (auto)	System	URL-friendly id, from the title
`status`	enum	yes	Publication	draft / published / archived
`featured`	bool	no	Publication	highlighted
`institution`	M2O	recommended	(form top)	Owning organisation (ch. 5)
`chapter`	M2O	recommended	Editorial Classification	Owning chapter
`resource_type`	M2O	yes	Editorial Classification	Resource type
`project`	M2O	no	Editorial Classification	EU/PNRR project
`work_package`	M2O	no	Editorial Classification	Work package
`translations`	O2M	yes (EN min.)	Content	Title, Summary, Excerpt, Body per language
`sketch_image` / `full_image`	file	recommended	Assets	Images (served as WebP)
`media`	files	no	Assets	Attached files/ datasets
`external_links`	json	recommended	References	URL + Label (+ type)
`contacts`	json	no	References	Contacts
`related_papers`	M2M	no	References	Linked papers
`keywords`	M2M	no	(form top)	Free keywords
`tags_habitat_type`	M2M	recommended	Topical Tags	Marine habitats (hierarchical)
`tags_geographic_area`	M2M	recommended	Topical Tags	Geographic zones
`tags_thematic_area`	M2M	recommended	Topical Tags	Thematic areas
`tags_methodology`	M2M	recommended	Topical Tags	Methodological techniques
`tags_output_format`	M2M	recommended	Topical Tags	Output format
`tags_synergetic_projects`	M2M	recommended	Topical Tags	EU projects
`doi`	string	papers only	Publication metadata	DOI → auto-fetch (ch. 7)
`paper_subtype`	enum	papers only	Publication	Research arti-
`geoportal_wms_url` / `geoportal_layer_name` / `geoportal_bbox` `page_end`	[illegible]	papers only (auto)	[illegible] metadata	[illegible] source is a map service

Type legend: `string` / `int` / `bool` / `enum` = simple values · `M2O` = belongs to ONE · `M2M` = many shared values · `O2M` = N child entries · `file` / `files` = reference to Files · `json` = structured list.

Appendix C — When to contact Space42

You need Space42 (technical work, not an admin operation) for:

Schema / data model — adding a field or collection; changing the 6 chapters, the resource types or macro-categories; adding a taxonomy or a language.

Roles and access — creating a new Administrator; changing a role’s permissions (Access Policies); changing institution scoping; recovering a locked account.

Design / frontend — colours, fonts, layout; static-page copy; new site sections.

Integrations / external data — bulk CSV/JSON import; integrations (Zenodo, ORCID, geoportals); export for backup or migration.

Performance / technical issues — slow or offline site; 500/502/503 errors; stale search; out-of-band backups.

For everything else (uploading content, managing tags, translations, media, papers with DOI), this manual is enough. Good work.

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