



 Funded by the European Union	Instructions document for the ISIA Catalogue Descriptive Sheets	Date: 13/01/2025
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PURPOSE:

This document provides instructions for **service providers** on how to complete the ISIA Catalogue Descriptive Sheet. Service providers must complete multiple descriptive sheets: two for installations (an EOSC sheet and an IRISCC sheet) and two for services (an EOSC sheet and an IRISCC sheet). By following the visual guidelines provided within this document, service providers should be able to complete the necessary fields in the descriptive sheets.

Please note, IRISCC WP7 has made alternative training material, such as the training videos which are accessible on the IRISCC Teams site.

LINKS:

Training videos: [IRISCC - Training Material for ISIA for the Service Provider - All Documents](#)

ISIA website: [ISIA](#)

Definitions for scientific domains and subdomains: [Nextcloud](#)

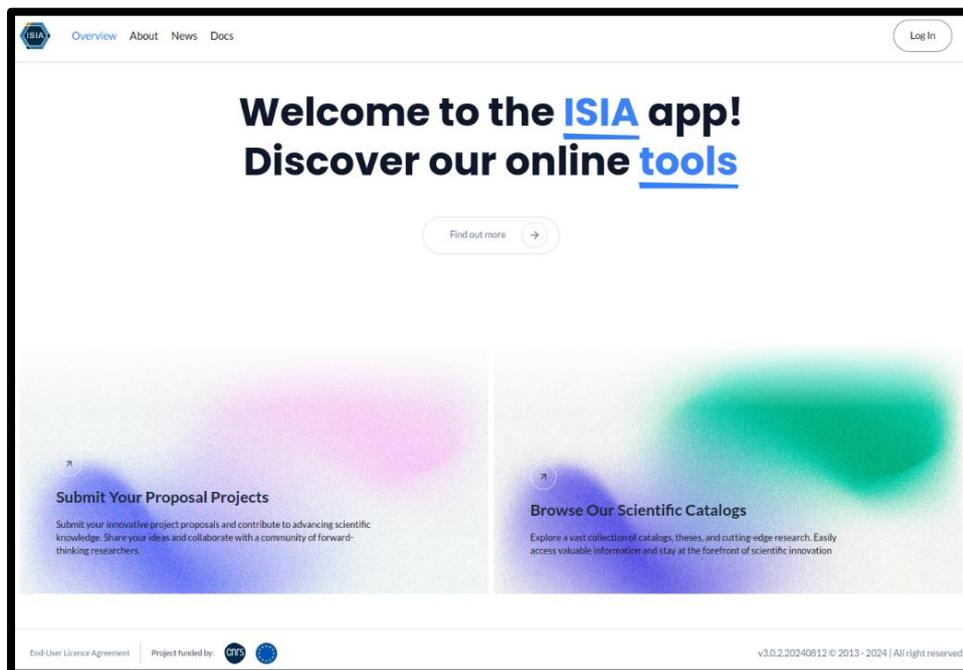
Contents

Connecting to ISIA and logging in	3
Locating the Installations Descriptive Sheets.....	4
Filling out the EOSC section of the Installation Descriptive Sheet	5
Filling out the IRISCC section of the Installation Descriptive Sheet	12
Locating the Services Descriptive Sheets	15
Filling out the EOSC section of the Service Descriptive Sheet	17
Filling out the IRISCC section of the Service Descriptive Sheet	25
How to get help.....	28
Online training sessions	28
GitHub	28
Who to contact	30

Connecting to ISIA and logging in

Step 1

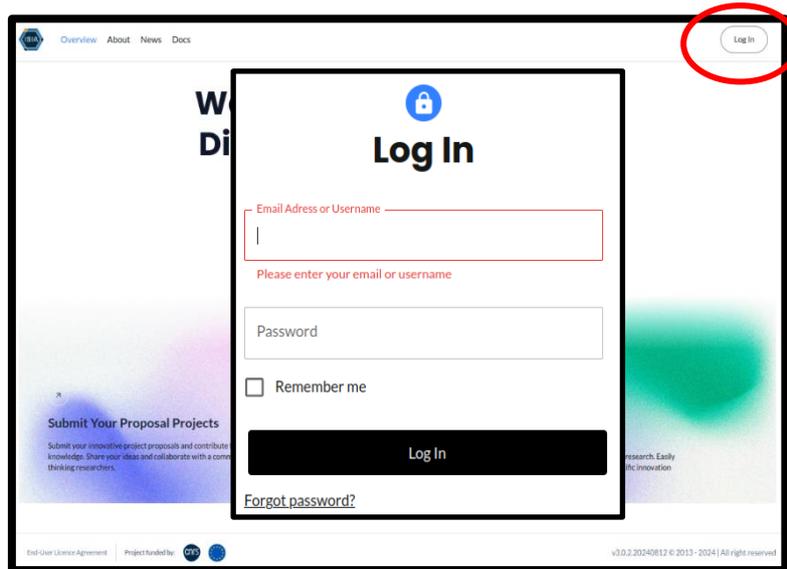
Firstly, go to the ISIA homepage using this link: [ISIA](#)



To access the descriptive sheets for your installation(s) and service(s) create an account on the ISIA platform. If you have not done this yet, please get in touch with the ISIA team (Florent Massol – florent.massol@bio.ens.psl.eu OR Youssef Haidala youssef.haidala@anaee.eu)

Step 2

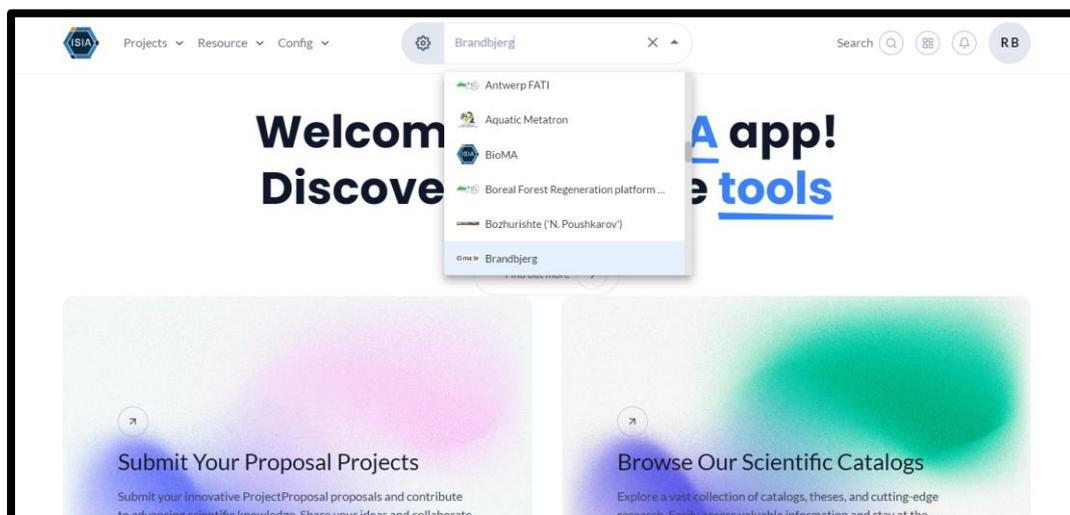
Once you have an ISIA account, log into it using the log-in button at the top right corner of the ISIA page. Fill in your credentials, which are a username or email address followed by your password. Then press the black 'log in' button below.



Locating the Installations Descriptive Sheets

Step 3

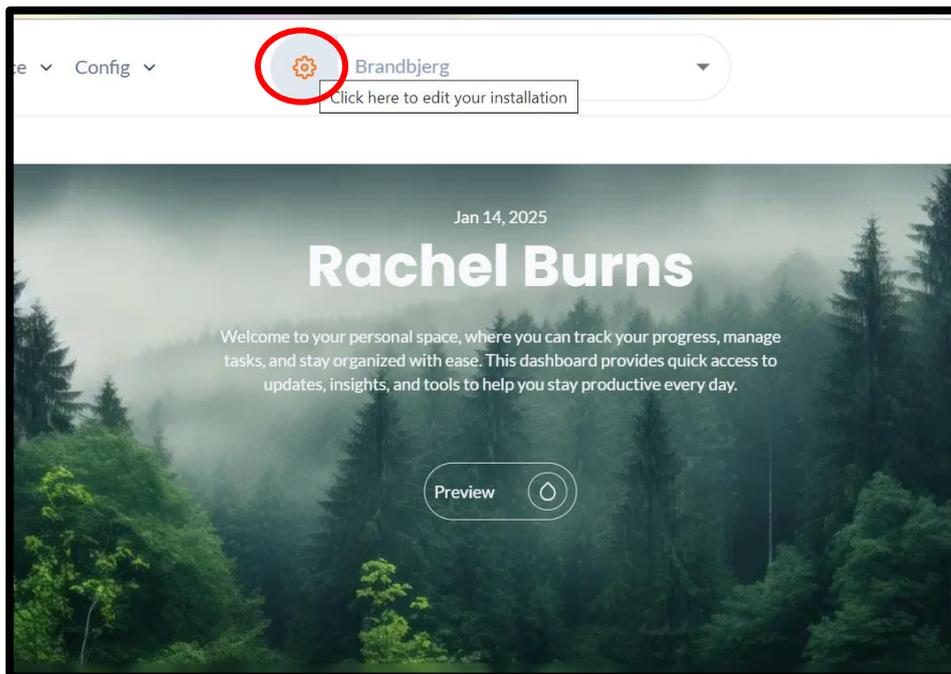
Once you are logged in, use the search bar to select your installation.



The search bar will only display the installation(s) you are responsible for (in this screenshot, and in the training video we have access to all, hence the long list).

Step 4

Once you have clicked on your installation you will be taken to your personal space (see below). Once here, click the 'cog' button on the left-hand side of the search bar to access the installation description forms.



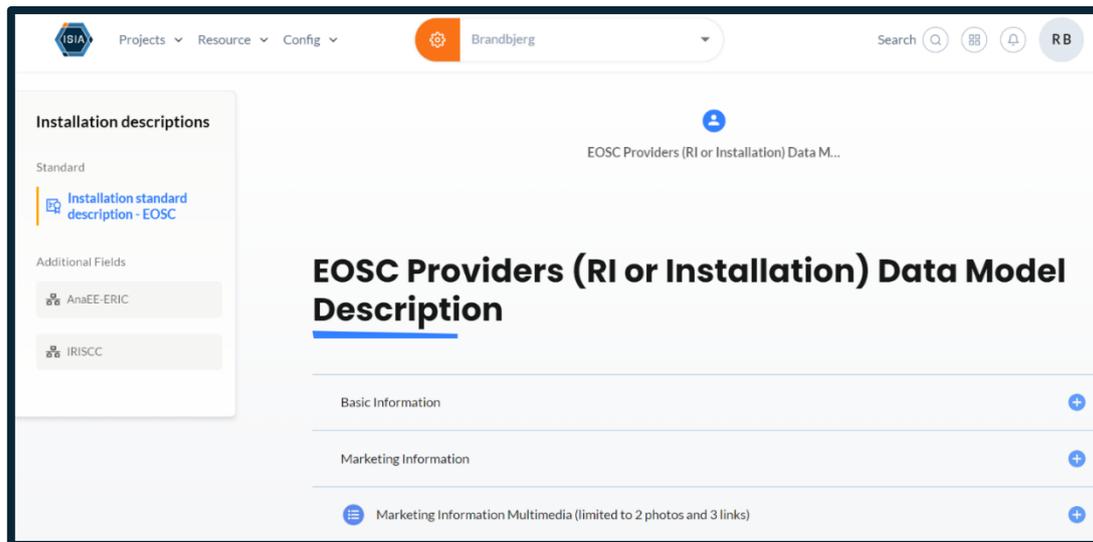
Filling out the EOSC section of the Installation Descriptive Sheet

Step 5

After clicking the cog, you should be taken to the installation's description page.

You can see the sheet you are currently working on to the left-hand side. There will always be the Standard (EOSC) and IRISCC descriptive sheets that must be filled out, but some installations might be affiliated with other projects (as you can see in this screenshot, this installation is also a part of AnaEE ERIC).

You must first start by filling out the EOSC descriptive sheet.



Step 6.1 – Basic information

The first form of the EOSC descriptive sheet is the basic information. Please make sure to fill in each field with an asterisk (*) next to it. Fields with a downward pointing arrow contain a dropdown menu, where you choose the best-fitting response for your installation.

EOSC Providers (RI or Installation) Data Model Description

Basic Information

ID _____

Abbreviation

Name

Website

Legal Entity

Legal Status

Hosting Legal Entity

Basic Information

Abbreviation * ⓘ

Name * ⓘ

Website * ⓘ

Legal Entity * ⓘ

Legal Status ⓘ

Platform institution *

Hosting Legal Entity ⓘ

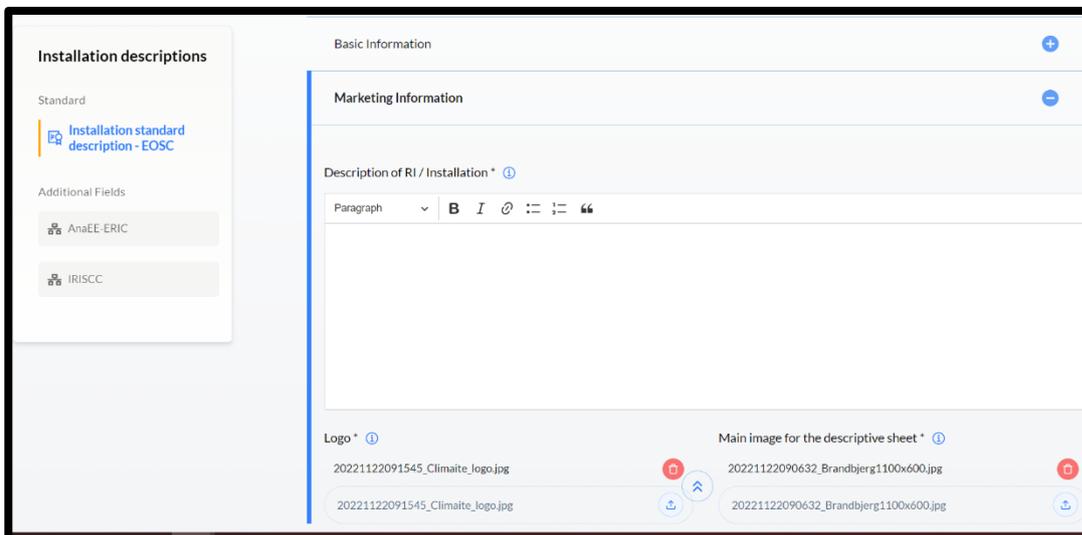
Platform provider *

Step 6.2 – Marketing information

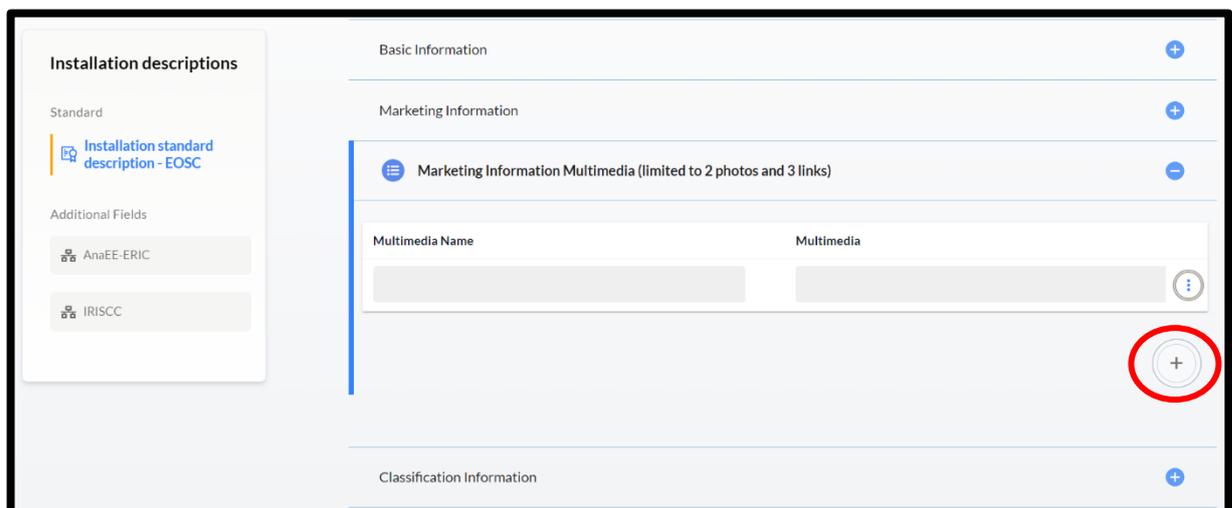
Marketing information is separated into two forms – marketing information, and marketing information multimedia. In the first form, you must fill out a description of your

installation and provide a logo and main image (which will be displayed on the catalogue for the user to see).

Please allow some time after pressing upload before trying to save the form. If you try to save before the upload is complete it will fail. (The ISIA team is working on fixing this issue but errors with saving are due to this).



In the second form, you can add any multimedia related to this installation, for example, YouTube videos. You can add up to 2 photos and 3 links. This can be done by clicking the plus (+) button in the bottom right-hand corner.



Name the video/photo and provide the link, then press save using the green 'save' button in the bottom left-hand corner.

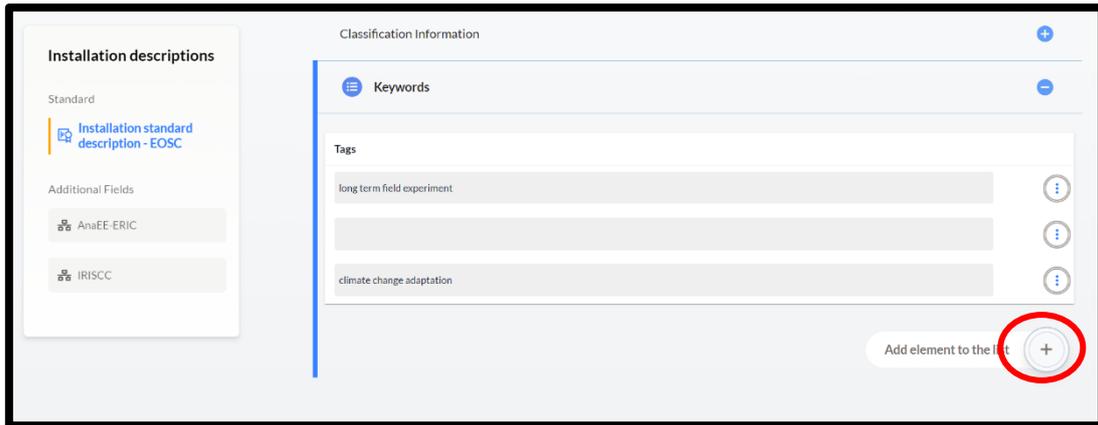
Again, please allow some time after pressing upload before trying to save the form. .

Step 6.3 – Classification information

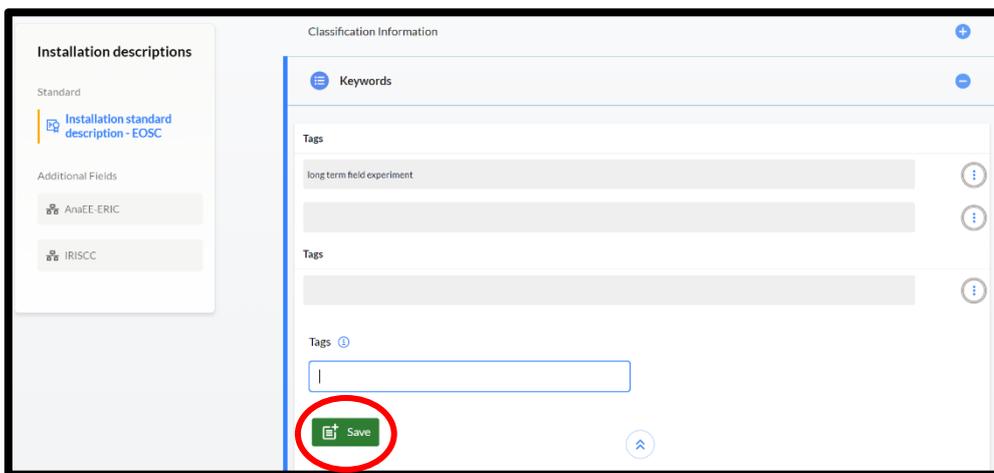
You must fill out the scientific domains and subdomains under which your installation functions. You can also include the structure type that the installation provides (this entails the type of access your installation offers). Currently, the defined domains are from AgroServ, we are working on updating them for IRISCC.

Each field in this form has a drop-down menu, where you can select multiple answers (if necessary).

The keywords (tags) form allows you to add multiple keywords or tags to classify your installation. These keywords should align with the description and purpose of the installation. You can create as many keywords or tags as needed. You can add a new one by clicking the plus (+) button in the bottom right-hand corner.



Type in the keyword/tag then press save, using the green 'save' button in the bottom left-hand corner.



Step 6.5 – Location information

Please fill out the location information for your installation, this includes all fields with an asterisk (*).

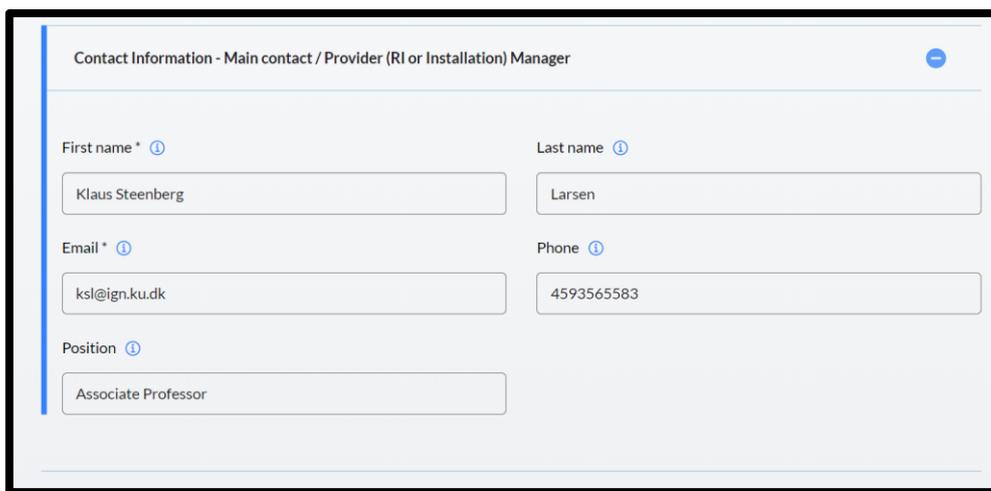
Location Information

<p>Street Name and Number * ⓘ</p> <input type="text" value="Nygårdsvej 1"/>	<p>Latitude (in decimals: 60.924530 for 60°55'8.3"N) * ⓘ</p> <input type="text" value="55.88333333"/>
<p>Postal Code * ⓘ</p> <input type="text" value="3630"/>	<p>Longitude (in decimals: 11.451259 for 112°04.5"E) * ⓘ</p> <input type="text" value="11.97"/>
<p>City * ⓘ</p> <input type="text" value="Jægerspris"/>	<p>Region ⓘ</p> <input type="text"/>
<p>Country * ⓘ</p> <input type="text" value="Denmark"/>	

Latitude and longitude are required, so that your installation appears correctly on the map. You'll find a [website](#) link by hovering over the (i) that will enable you to define them in the right format. For VAs and multi-sited installations, we recommend using a central hub for now - we will update you once there is a more appropriate solution.

Step 6.6 – Contact information

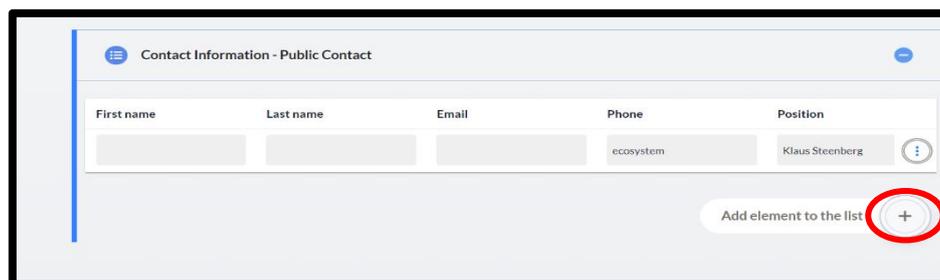
Contact information is separated into two forms – main contact/provider manager information, and public contact information. The public contact information is the contact details that will be available on the IRISCC catalogue for users to see.



The screenshot shows a form titled "Contact Information - Main contact / Provider (RI or Installation) Manager". It contains several input fields with asterisks indicating they are required:

- First name *: Klaus Steenberg
- Last name *: Larsen
- Email *: ksl@ign.ku.dk
- Phone *: 4593565583
- Position *: Associate Professor

Please complete all fields with an asterisk (*) and make sure to use the area code for the phone number. For this example, the country is Denmark, so the area code is 45.



The screenshot shows a form titled "Contact Information - Public Contact". It features a table with the following columns: First name, Last name, Email, Phone, and Position. The first row contains the following data: First name (empty), Last name (empty), Email (empty), Phone (ecosystem), and Position (Klaus Steenberg). A plus sign (+) button is circled in red at the bottom right, next to the text "Add element to the list".

For the public contact, you can add multiple contacts. To do so, press on the plus (+) button on the bottom right-hand side. Fill in the necessary information, and then press the green save button on the bottom left-hand side.

Step 6.7 – Dependencies information

Dependencies information is extra information that is not required but can be filled out depending on your preference. Hover over the (i) to find the definition for each field.

Step 6.8 – Submitting form

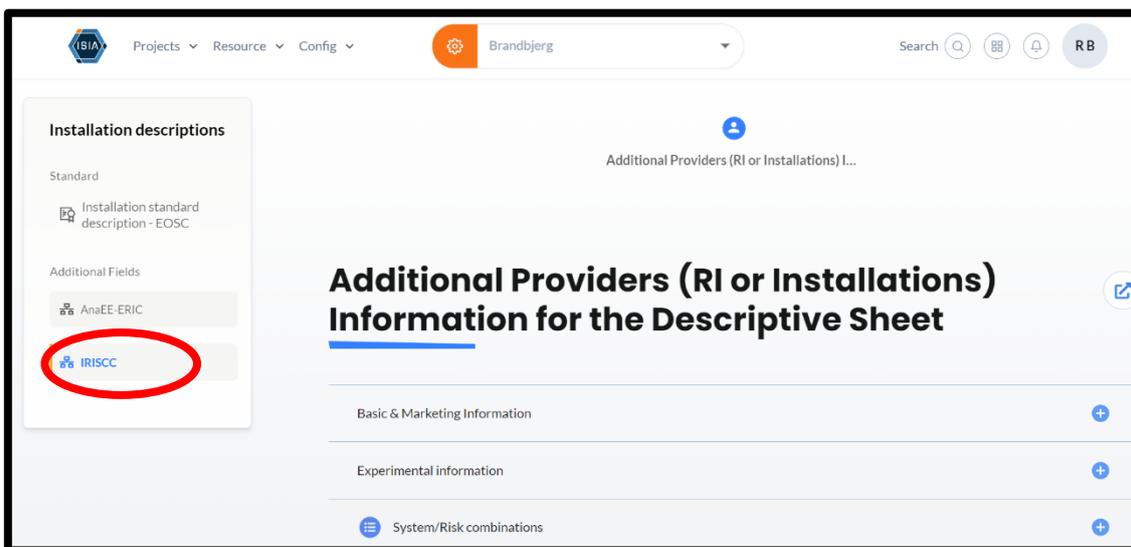
Once you are happy that all the information you have entered is correct, press the submit button at the bottom of the page. It may take a moment to load, so please do not go off the page until you can see that the EOSC installation descriptive sheet has been successfully submitted.

Filling out the IRISCC section of the Installation Descriptive Sheet

Step 7

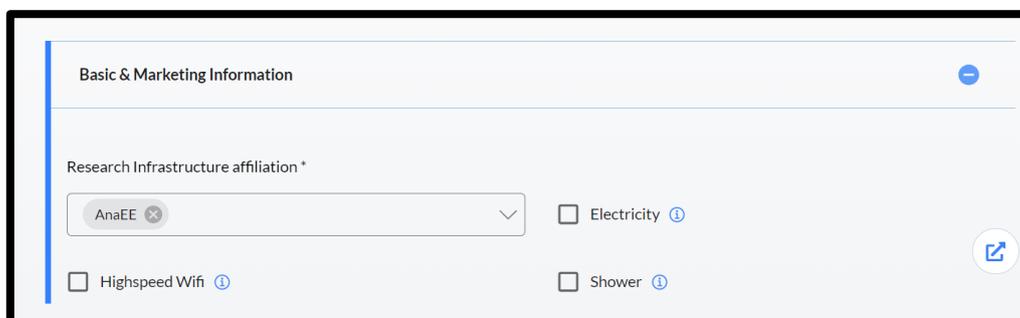
Once you have successfully saved and submitted the EOSC installation description sheet, you can start on the IRISCC installation descriptive sheet.

Click on the IRISCC button in additional fields on the left-hand side of the page.



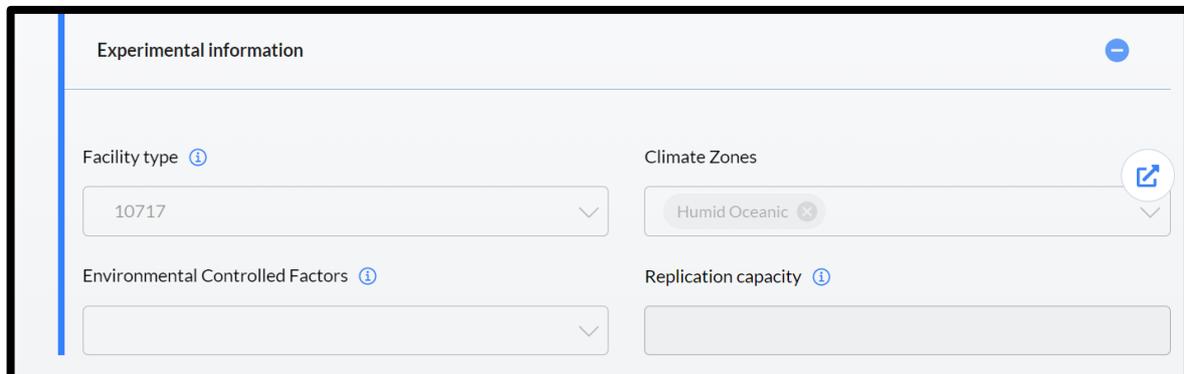
Step 8.1 – Basic & Marketing Information

Using the drop-down menu under the field 'research infrastructure affiliation' please select the RI(s) that your installation is affiliated to, this could be one or multiple. Additionally, if your installation provides any of the facilities listed, please tick the box (to the right of the facility).



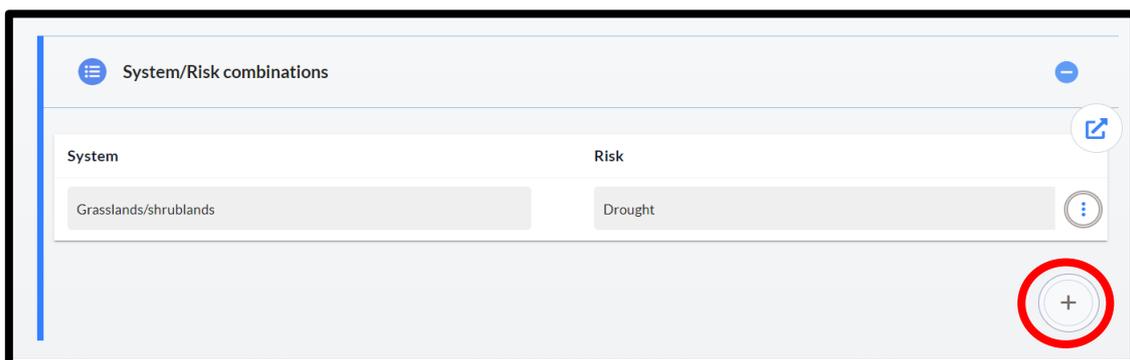
Step 8.2 – Experimental Information

The experimental information is currently locked and cannot be modified by service providers. (Dated: 20/01/25).

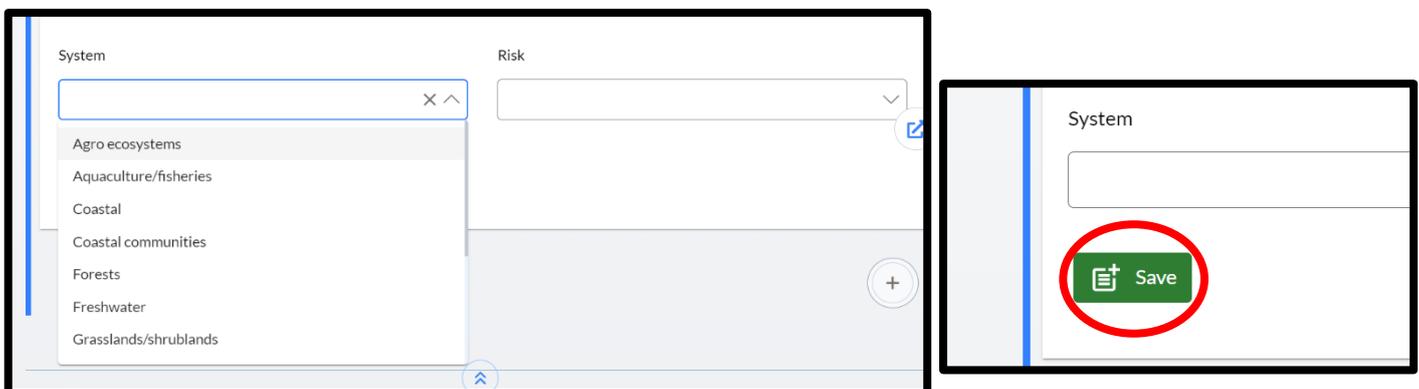


Step 8.3 – System/Risk Combinations

System and risk combinations can be added using the plus (+) button on the bottom right-hand side.



Once you have pressed the plus (+) button you will see a drop-down menu for both systems and risks. Here select one of each, then press the green 'save' button on the bottom left-hand side. This can be repeated multiple times, depending on the amount of system and risk combinations your installation has.

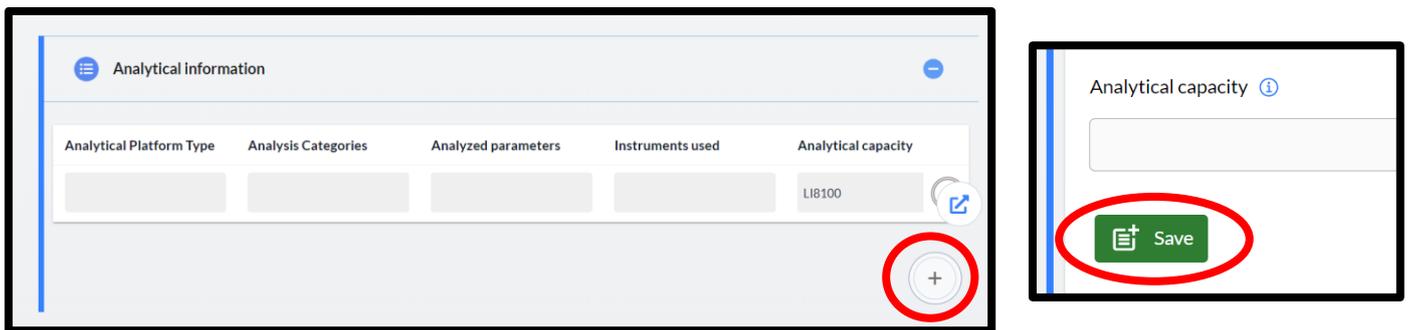


Step 8.4 – Analytical Information

Here you can add all the analytical information linked to your installation, for example instruments uses.

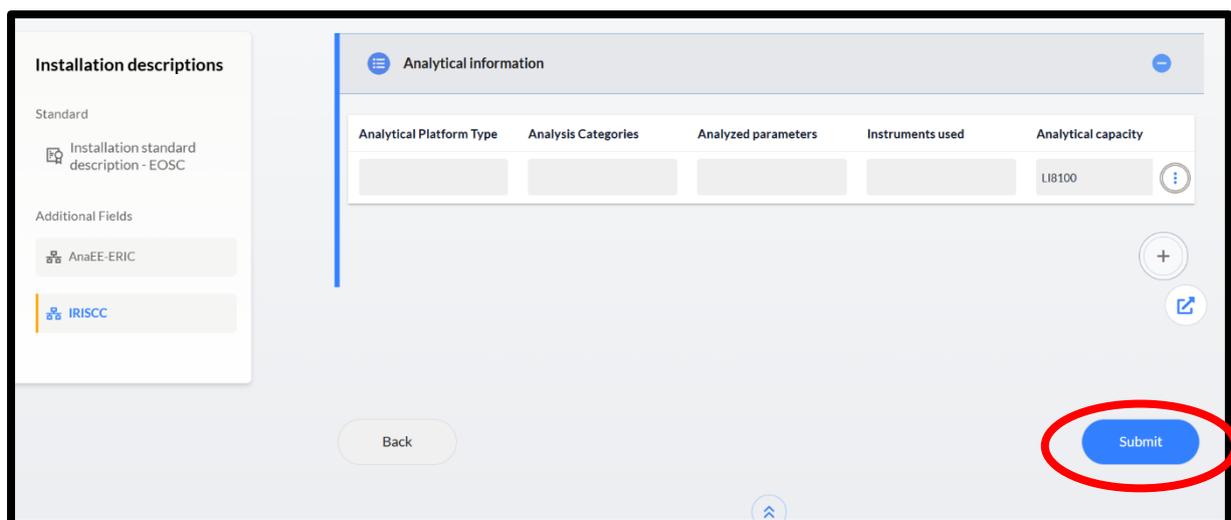
To add information to this form you have to press the plus (+) button, then you will see a multiple fields to fill in, some with drop-down menus.

Fill in the fields you believe are necessary for your installation and then press the green ‘save’ button on the bottom left-hand side. This can be repeated multiple times, depending on the analytical infrastructure at your installation.



Step 8.5 – Submitting form

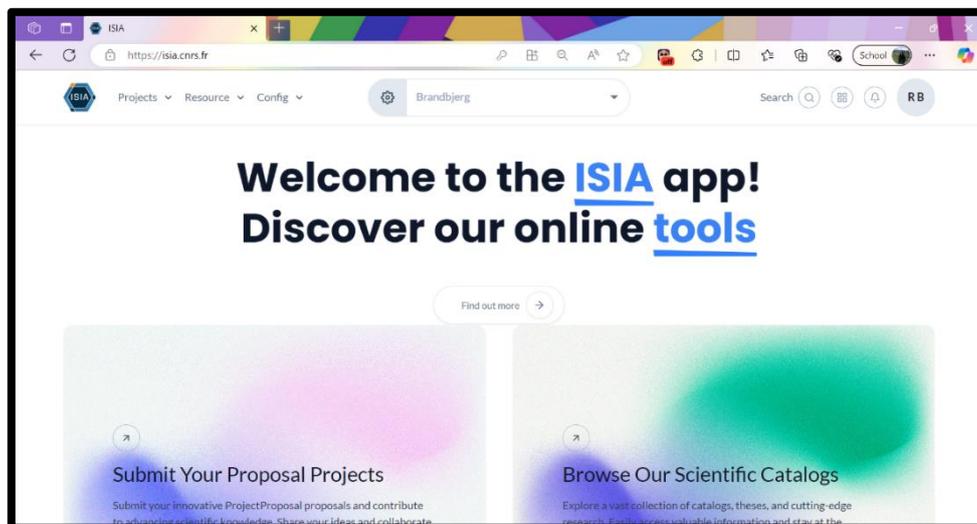
Once you are happy that all the information you have entered is correct, press the submit button at the bottom of the page. It may take a moment to load, so please do not go off the page until you that the IRISCC installation descriptive sheet has been successfully submitted.



Locating the Services Descriptive Sheets

Step 9

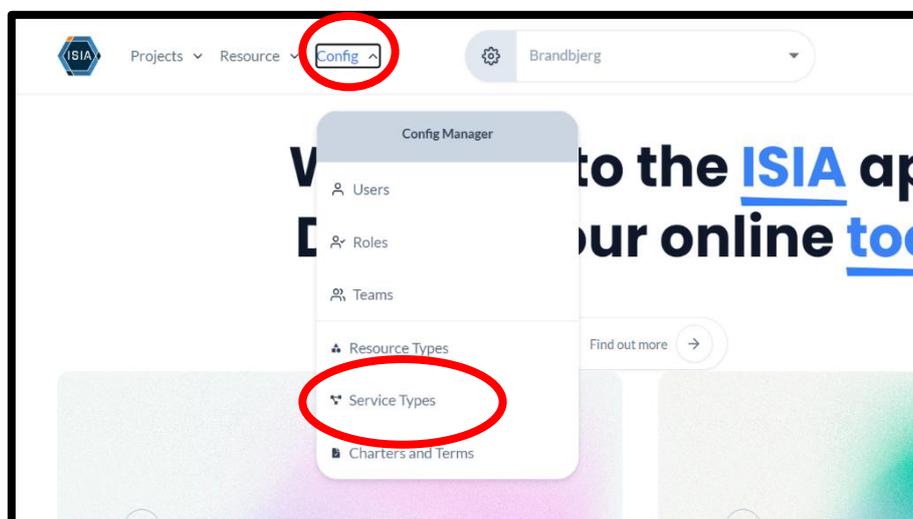
Return to the ISIA homepage (make sure you are logged in).



In the search engine at the top, type in the name of your **installation**.

Step 10

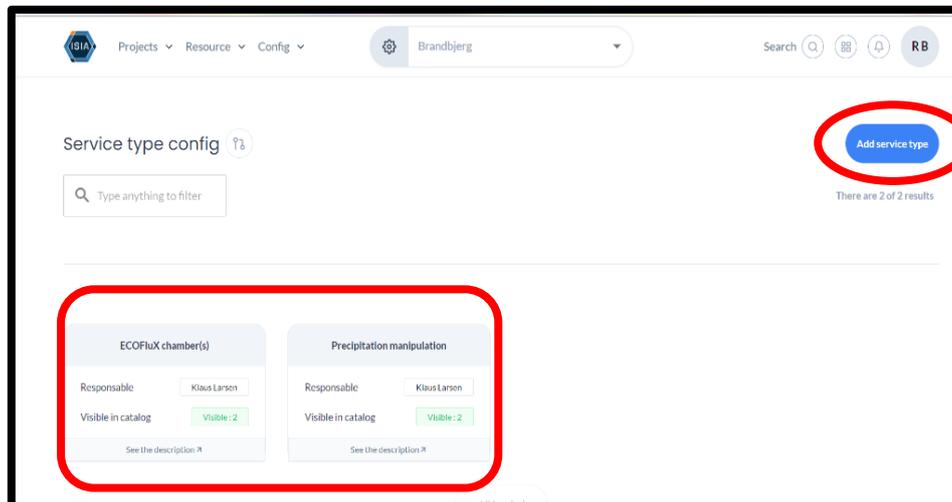
On the left-hand side of the search engine, click on the drop-down menu called 'Config'.



From here, click on the 'Service Types' button.

Step 11

Here you will be taken to the list of service types your installation provides. In the below example, two service types have already been created, however, if this page does not have a preexisting list of services for your installation, you can easily add one by pressing 'Add service type' in the top right-hand corner.



If you need to add a new service then follow steps 11a forward, if not, skip to step 12.

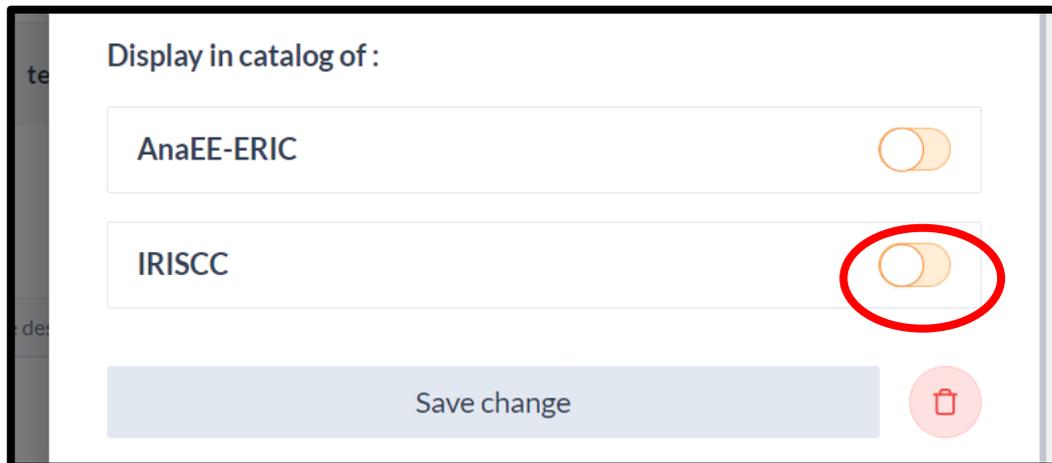
Step 11a

When creating a new service type, fill in the fields that appear on the right-hand side of your page (when you press 'Add service type').

Once this information is filled in, press 'Create new service type'. Your service will then appear in the list of services on the service types page.

Step 11b

Click on the name of your service type, and the same form will appear, only this time it now gives you a list of catalogues to display it in (for many of you this list will only contain IRISCC). Here, click on the slider next to IRISCC so it will now be displayed in the IRISCC service catalogue. Once you have done this press 'Save changes'.



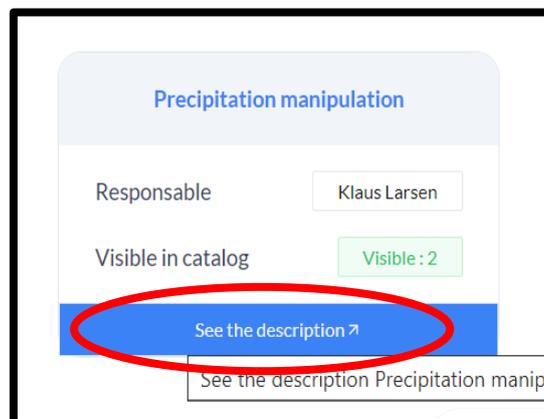
Display in catalog of :

AnaEE-ERIC	<input type="checkbox"/>
IRISCC	<input checked="" type="checkbox"/>

Save change 

Step 12

From the service types page, click on the 'See the descriptions' button at the bottom of the service you want to add descriptions for.



Precipitation manipulation

Responsible Klaus Larsen

Visible in catalog Visible: 2

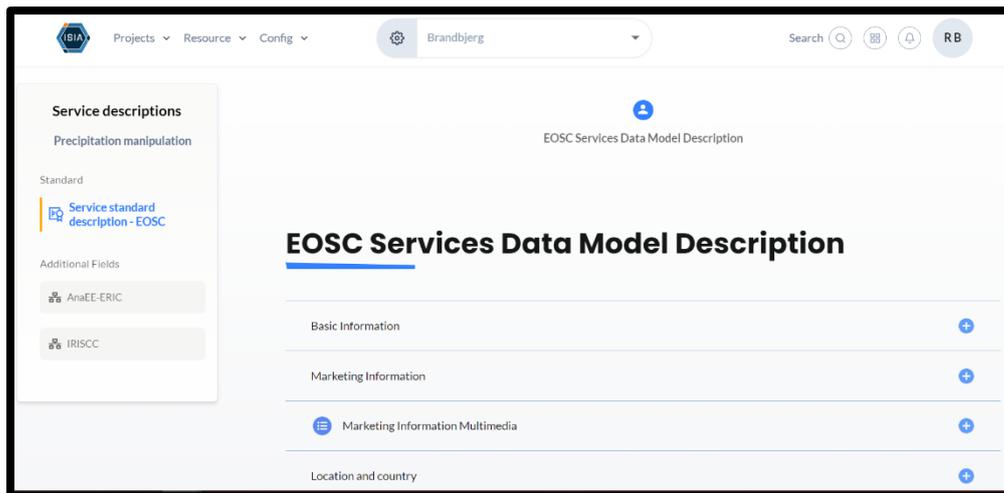
See the description ↗

See the description Precipitation manip

Filling out the EOSC section of the Service Descriptive Sheet

Step 13

By clicking on the 'See the description' button, you should be taken to the service's description page.

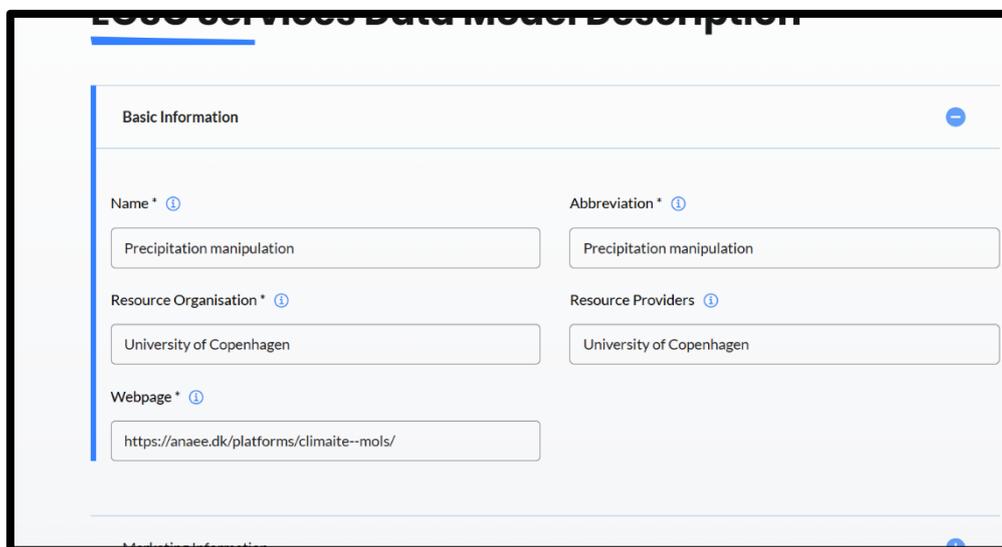


You can see the sheet you are currently on to the left-hand side. There will always be the Standard (EOSC) and IRISCC descriptive sheets that must be filled out, but some services might be affiliated with other projects (as you can see in this screenshot, this service is also a part of AnaEE ERIC).

You must first start by filling out the EOSC descriptive sheet.

Step 14.1 – Basic information

For basic information, fill out everything with an asterisk (*) next to do. For a more detailed description of each field, hover over the information (i) button next to the field name.



Step 14.2 – Marketing information

Marketing information is separated into two forms – marketing information, and marketing information multimedia. In the first form, you must fill out a tagline, and description of your service, provide a logo and main image (displayed on the catalogue

for the user to see), and describe the functionalities the service provides. It is also an option to fill out users benefits and users producing gains.

For logos and images, please allow some time from pressing upload before trying to save the form. If you try to save before upload is complete it will fail. (The ISIA team are working on fixing this issue but errors with saving is due to this).

In the second form you can add any multimedia related to this service, for example YouTube videos. This can be done by clicking the plus (+) button in the bottom right-hand corner.

Name the video and provide a link, then press save, using the green 'save' button in the bottom left-hand corner.

Step 14.3 – Location and country

Please fill out the location information of your service, this includes all fields with an asterisk (*).

Latitude and longitude are required, so that your service appears correctly on the map. You'll find a website link by hovering over the (i) that will enable you to define them in the right format. For VAs and multi-sited services, we recommend using a central hub for now - we will update you once there is a more appropriate solution.

For country codes use the 2-lettered abbreviation for your country. In this example the country is Denmark, therefore the country code is DK.

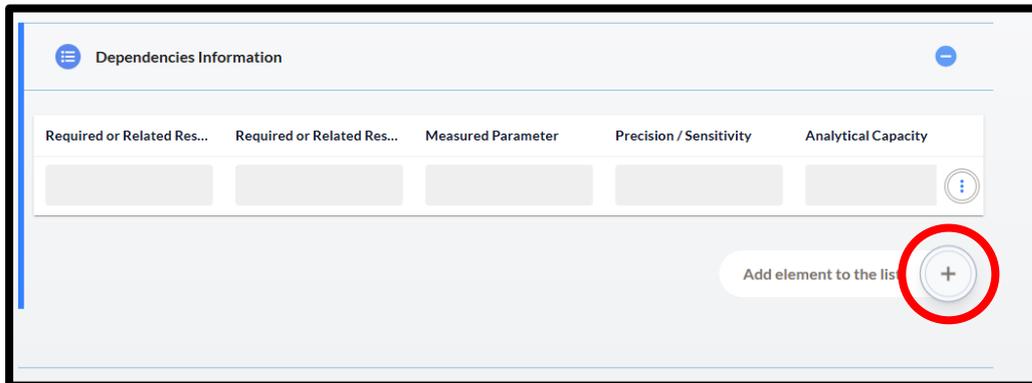
Step 14.4 – Marketing information and Use cases

Here you can provide examples of where your services have been used. Click on the plus (+) sign to add a use case. Under 'use case name' enter a short name for the use case, and under 'use cases' enter a link to the example of this use case. Once you've added this information press save, using the green 'save' button in the bottom left-hand corner.

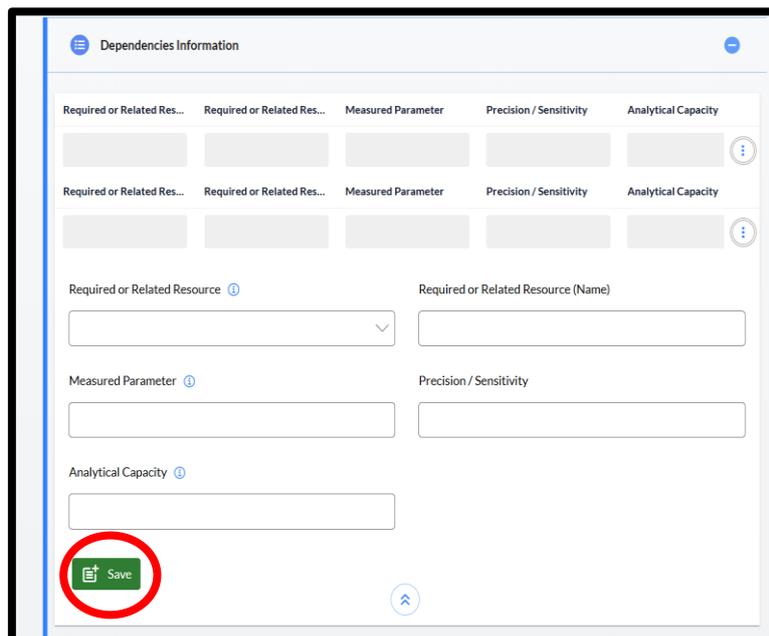
You can add multiple use cases in this form.

Step 14.5 – Dependencies information

Dependencies information is extra information that is not required but can be filled out depending on your preference. Click on the plus (+) sign to add dependencies information.



Hover over the (i) to find the definition for each field. Once you’ve added this information press save, using the green ‘save’ button in the bottom left-hand corner. This can be repeated multiple times, depending on the number of resources your service has.



Step 14.6 – Classification information

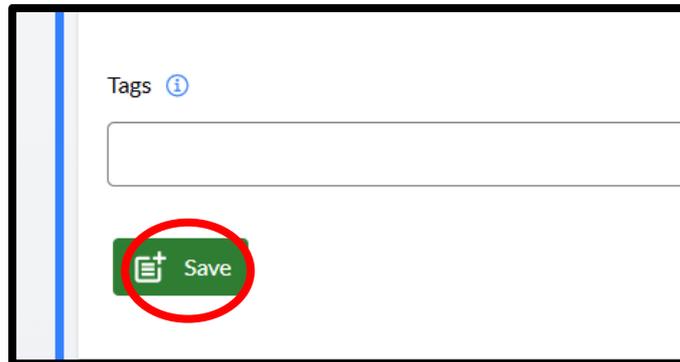
Here you need to fill out the scientific domains, subdomains, category, sub-category, and target users that your service aligns with. You can also include the additional scientific domain for agroecology, additional scientific subdomain for agroecology, access type and access mode.

Each field in this form has a drop-down menu, where you can select multiple answers (if necessary).

By clicking on 'description' (next to the form's title) you will be redirected to a [document](#) created by AgroServ that defines the scientific domain classifications.

The keywords (tags) form allows you to add multiple keywords or tags to classify your service. These keywords should align with the description and purpose of the service. You can create as many keywords or tags as needed. You can add a new one by clicking the plus (+) button in the bottom right-hand corner.

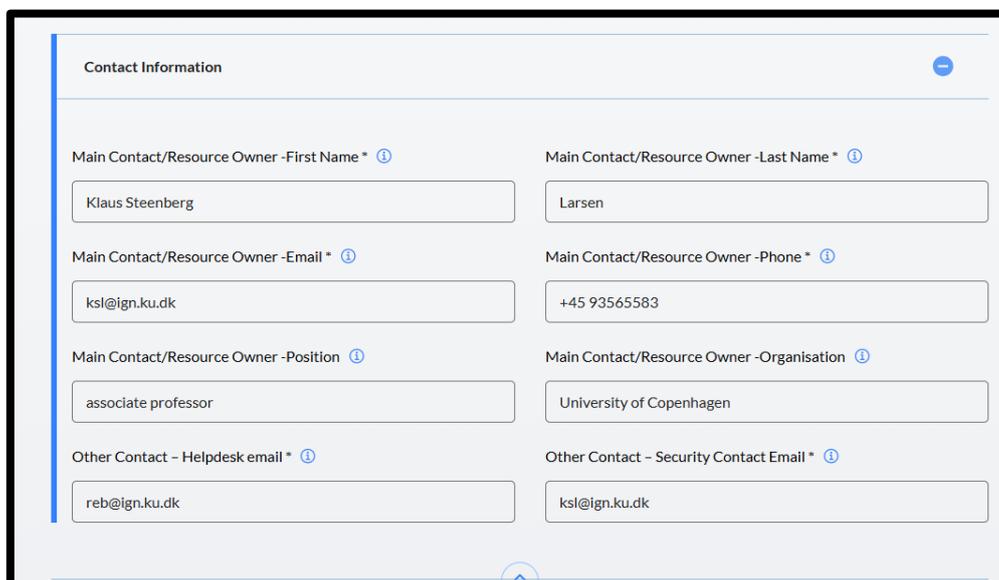
Type in the keyword/tag then press save, using the green 'save' button in the bottom left-hand corner.



Step 14.7 – Contact information

Contact information is separated into two forms – main contact/provider manager information (form titled 'contact information'), and public contact information. The public contact information is the contact details that will be available on the IRISCC catalogue for users to see.

Please complete all fields with an asterisk (*) and make sure to use the area code for the phone number. For this example, the country is Denmark, so the area code is 45.



For the public contact, you can add multiple contacts. To do so, press the plus (+) button on the bottom right-hand side. Fill in the necessary information, then press the green 'save' button on the bottom left-hand side.

Step 14.8 – Management information

In this form, you can fill in the final EOSC information relating to your service. Please complete all fields with an asterisk (*).

Step 14.9 – Submitting form

Once you are happy that all the information you have entered is correct, press the submit button at the bottom of the page. It may take a moment to load, so please do not go off

the page until you can see that the EOSC descriptive sheet has been successfully submitted.

The screenshot shows a web form for service descriptions. On the left, there is a sidebar with 'Service descriptions' and 'Precipitation manipulation'. Under 'Standard', 'Service standard description - EOSC' is selected. Under 'Additional Fields', 'AnaEE-ERIC' and 'IRISCC' are listed. The main form area contains several input fields: 'Helpdesk Page', 'User information', 'Terms of Use *', 'Privacy Policy *', 'Access Policy', 'Resource Level', 'Training Information', 'Status Monitoring', and 'Maintenance'. A blue 'Submit' button is circled in red at the bottom right, next to a 'Back' button.

Filling out the IRISCC section of the Service Descriptive Sheet

Step 15

Once you have successfully saved and submitted the EOSC service description sheet you can start on the IRISCC service descriptive sheet.

Click on the IRISCC button in additional fields on the left-hand side of the page.

The screenshot shows the 'Additional Services Information for the Descriptive Sheet' page. The sidebar on the left is the same as in the previous screenshot, but the 'IRISCC' button is circled in red. The main content area has a title 'Additional Services Information for the Descriptive Sheet' and a list of sections: 'Location and country', 'Dependencies Information', and 'System/Risk combination'. A user profile icon and name are visible at the top right.

Step 16.1 – Location and country

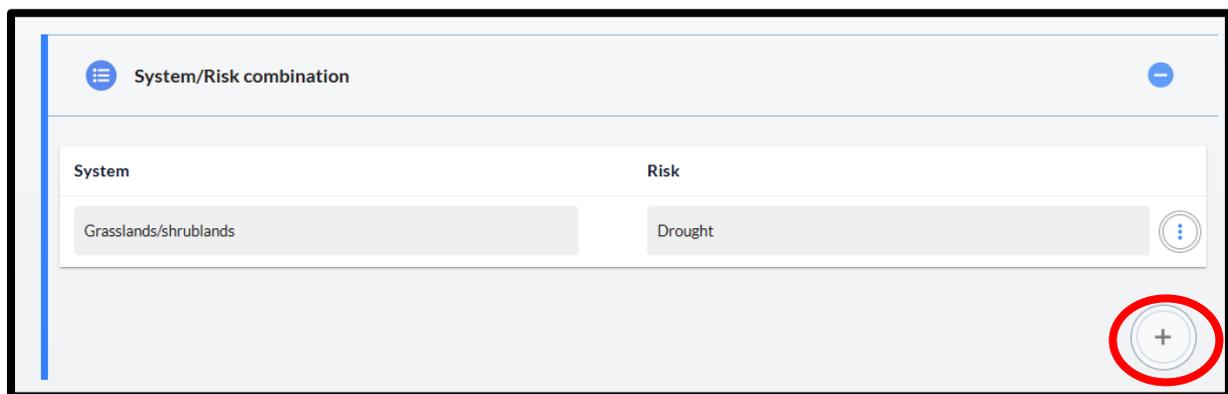
Follow the guidance provided in step 14.3.

Step 16.2 – Dependencies Information

Follow the guidance provided in step 14.5.

Step 16.3 – System/Risk combination

System and risk combinations can be added using the plus (+) button on the bottom right-hand side.

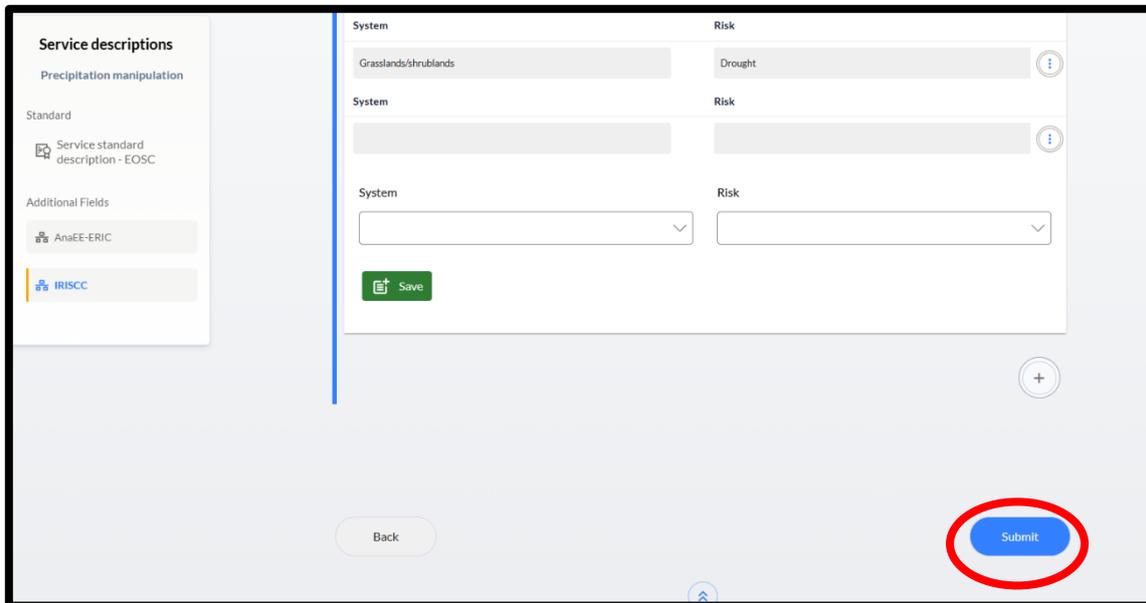


Once you have pressed the plus (+) button you will see a drop-down menu for both systems and risks. Select one of each, then press the green 'save' button on the bottom left-hand side. This can be repeated multiple times, depending on the amount of system and risk combinations your service has.



Step 16.4 – Submitting form

Once you are happy that all the information you have entered is correct, press the submit button at the bottom of the page. It may take a moment to load, so please do not go off the page until you can see that the IRISCC service descriptive sheet has been successfully submitted.



How to get help

Online training sessions

If you need help to completely any of the steps for the ISIA catalogue , we recommend you join our training sessions (link to these sessions is in the email that you will have received from Katrine Korsgaard)

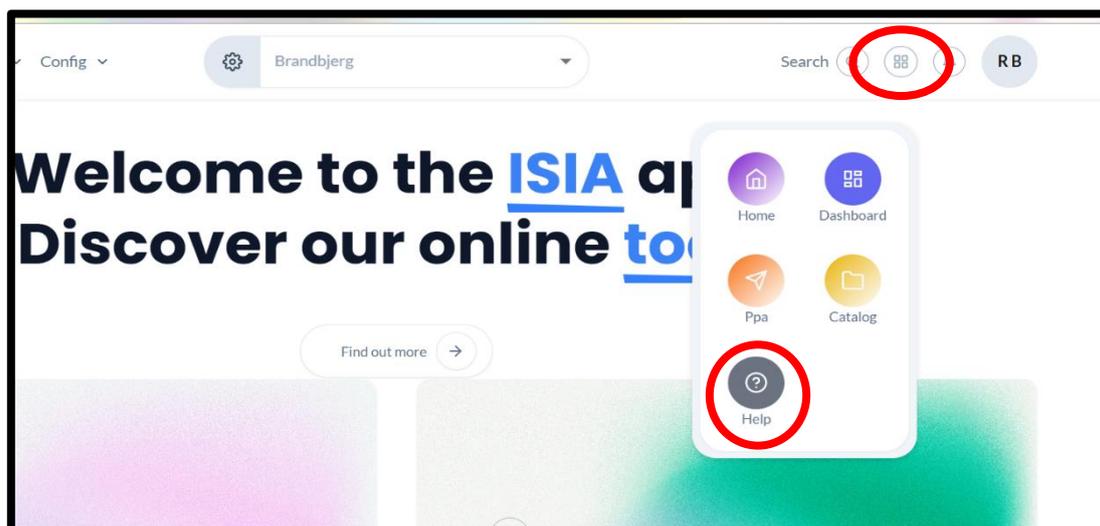
The dates for these sessions are (all CET):

- Tuesday 28 January 10:30 – 11:30
- Friday 31 January 14:00 – 15:00
- Monday 3 February 14:00–15:00
- Monday 17 February 14:00–15:00

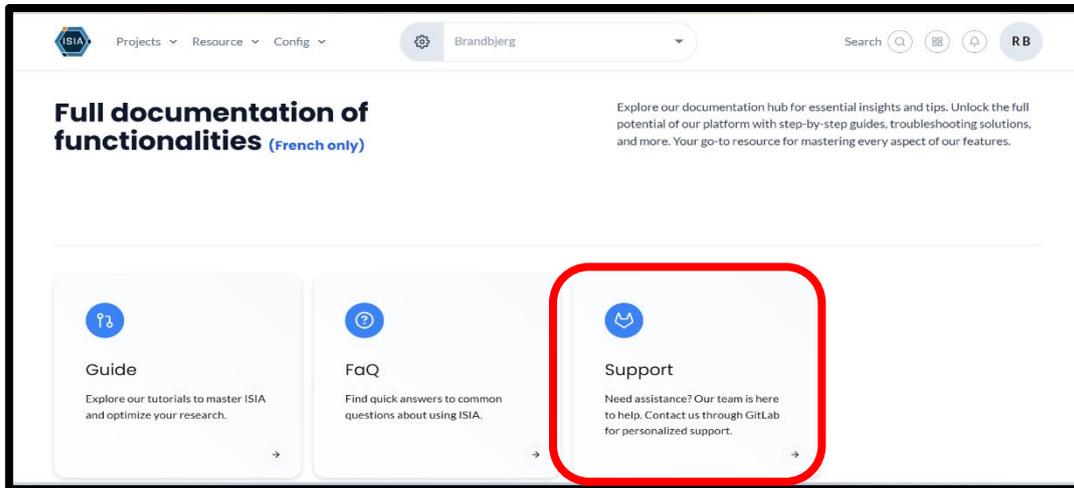
GitHub

Alternatively, you can use the GitHub link on the ISIA site to ask questions. This can be done by following the below steps.

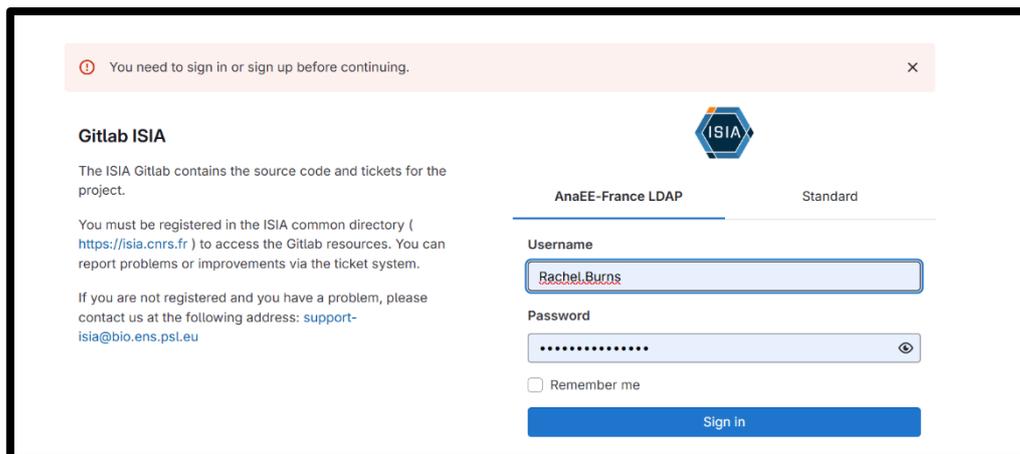
Firstly, make sure you are logged into the ISIA catalogue. Next, click on the 4 squares icon in the top right-hand corner of the page. This will open a drop-down menu with icons. Click on the icon labelled 'Help'.



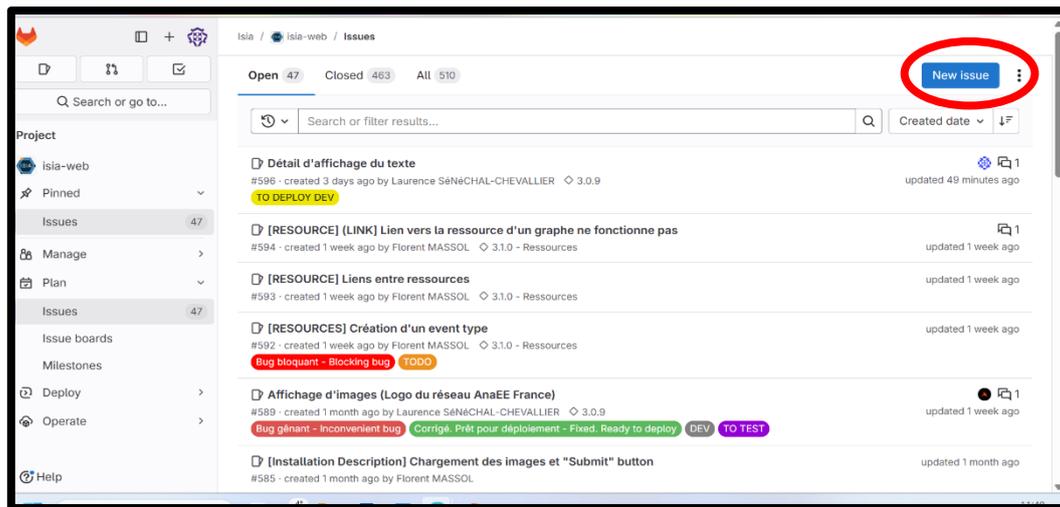
Once you have clicked on help, you should be redirected to the help page. From here, you need to click on 'Support', which will then redirect you to a log in page for GitHub.



Enter your log in details and click 'sign in'.



Once you are logged in, you will be able to see previous issues that other ISIA users have created. Look through this list to see if you can find the answer to your problems. If not, click on the blue 'new issue' button on the top right-hand corner.



You should be taken to a form where you can fill out information about your issue. Enter all the relevant information, and then click on the blue 'create issue' button at the bottom of the form.



Who to contact

If you are still experiencing problems, you should contact the ISIA tech team via email. We only recommend you do this as a last resort, as the GitHub response time is quicker than via email. Contact details are listed below.

Klaus Steenberg LARSEN: ksl@ign.ku.dk

Rachel BURNS: reb@ign.ku.dk

Katrine KORSGAARD: katrine.korsgaard@plen.ku.dk