



Deliverable 2.5.2

Instructions for Onboarding Resources on the ITINERIS Catalogue





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Author(s) (Partner-OU):	Palazzo Quinzia, Saganeiti Lucia, Gargano Giuseppe, Cornacchia Carmela
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1. INTRODUCTION

This document contains guidelines for the catalog editor on how to onboard resources on the ITINERIS catalogue. By following the guidelines provided within this document, catalogue editor should be able to complete the publication of resources (items).

Before you can publish resources to the ITINERIS catalogue, you must request editor access by contacting:

- catalogue-manager@itineris.cnr.it

Once authorized, you will gain *catalogue editor* permissions.

2. HOW TO ACCESS THE ITINERIS CATALOGUE

2.1 Option 1 – Direct access

Option 1 – Direct access:

1. Go to: <https://itineris.d4science.org/group/itineris-hub/catalogue>
2. Log in. If authorized, click on **"Publish Item"** to begin onboarding.

The screenshot displays the ITINERIS Catalogue web interface. At the top, there is a navigation bar with the ITINERIS logo and a search bar. Below the navigation bar, there are several tabs: Home, Publish Item, Update Item, Delete Item, Share Link, Manage Items, and Moderation Enabled. The main content area shows a search bar with the text "Insert keywords here" and a search button. Below the search bar, there are several filters: Dataset (3726), Service (21), Research Infrastructure (7), Provider (3), Research Product (5), and Training Resource (1). The search results show 37,275 items found. The first item is "National Research Council - Institute of Marine Sciences - Roma", published on March 13, 2020, with the owner "Catalogue Manager ITINERIS". The second item is "National Research Council - Institute of Marine Sciences - Napoli", published on March 13, 2020, with the owner "Catalogue Manager ITINERIS". The third item is "National Research Council - Institute of Methodologies for Environmental Anal...", published on February 26, 2020, with the author "Roberto Quirico".

2.2 Option 2 – From the gateway homepage

1. Visit: <https://itineris.d4science.org/home>



ITINERIS VRE Gateway

Italian Integrated Environmental Research
Infrastructures System

[Sign In](#)

[Terms of Use](#) [Cookies Policy](#) [Privacy Policy](#)



2. Log in or register (first-time users must sign up). You may also use **Academic/Other** to log in with your institutional credentials.

3. Search for the Project Environment: ITINERIS Catalogue



Welcome to the ITINERIS VRE Gateway.

Catalogue

Insert keywords here

See All Items

Dataset (27174) Service (45) Research Infrastructure (12) Research Product (4) Provider (3)

Project Environments

- ITINERIS Catalogue
- ITINERIS Training Platform

Virtual Research Environments

- AERO VRE
- AnaEE VRE
- CARBON VRE
- CLIMA VRE

News feed

Show sorted by: newest Post

ITINERIS Catalogue Manager just published the item "National Research Council - Institute of Marine Sciences - Roma"
Please find it at https://data.d4science.org/clig/ITINERIS-HUB/national_research_council_-_institute_of_marine_sciences_roma
#Aerosol #Atmospheri...

ITINERIS Catalogue Manager just published the item "National Research Council - Institute of Marine Sciences - Napoli"
Please find it at https://data.d4science.org/clig/ITINERIS-HUB/national_research_council_-_institute_of_marine_sciences_napoli
#Environmental_Monitoring #Marine_Research_Oceanography #Marine_biology #Marine_sciences #Natural_Science_Collections #Provider_-_CNR-ISMAR_Napoli #Research_Vessel #Ship_based_observations

GABRIELE BUCCI just published the item "CNR-IBBR Institute of Biosciences and

ITINERIS's home

Name Owner Last modified

This folder is empty

Show 5 entries Previous Next

Showing 0 to 0 of 0 entries

My Virtual Research Environments

ITINERIS Catalogue

ITINERIS HUB

Also view

4. Click **Catalogue** to open the catalogue interface.

ITINERIS Catalogue Administration **Catalogue** Authorization Tokens Members



3. RESOURCE TYPES TO ONBOARD

By selecting one of the following resource types to onboard, the subsequent tabs allow entry of the specific information required for that resource.

Types: none

Item Groups: none

- Service
- VRE
- Training Resource
- Provider
- Research Product
- Research Infrastructure

3.1 Resource Publishing Procedure

1. Start Entry

Click **Publish Item** to open the input form.

ITINERIS Catalogue Administration Catalogue Authorization Tokens Members

Home **Publish Item** Update Item Delete Item Share Link Manage Items Moderation Enabled

ITINERIS CATALOGUE

Insert keywords here

Dataset 3774 Service 18 Research Infrastructure 18 Provider 12 Research Product 8 VRE 8 Training Resource 1

9 Metadata Sources 37.2k Items 21 Research Infrastructures 7 Types

ITINERIS 0 Followers 36.9k Items

36,968 items found

Relevance

Filter by location

National Research Council - Institute of Marine Sciences - Roma

Provider

Published: March 13, 2026

2. Choose Resource Type

At the bottom of the form, select **"Types"** (e.g., Research Infrastructure, Provider, VRE, Service, etc.).



Publish Item

Tag:

License: Academic Free License 3.0

Selected License Uri: <http://www.opensource.org/licenses/AFL-3.0>

Visibility: Public

Publish in: ITINERIS Catalogue

Version: 1

* Author: Catalogue Manager ITINERIS

* Author Email: catalogue-manager@itineris.cnr.it

Maintainer: Catalogue Manager ITINERIS

Maintainer Email: catalogue-manager@itineris.cnr.it

Types: none

- none
- VRE
- Service
- Research Product
- Training Resource
- Provider
- Research Infrastructure

The top section is divided into three parts: the first one, *Edit common metadata*, contains general information about the resource to be entered."



Publish Item

1. Edit Common Metadata 2. Edit Item Specific Metadata & Publish 3. Add Resources

Insert Item Information * is required

* Title : ⓘ

Description: ⓘ

* Tag: ⓘ

License: ⓘ

Selected License Uri: <http://www.opensource.org/licenses/AFL-3.0>

Visibility: ⓘ

Publish in: ⓘ

Version:

* Author: ⓘ

* Author Email: ⓘ

4. FILL IN COMMON METADATA TAB

- Required fields are marked with a red asterisk (*).
- Hover the ⓘ icon to see help for each field.



Publish Item

1. Edit Common Metadata 2. Edit Item Specific Metadata & Publish 3. Add Resources

Insert Item Information * is required

* Title: Item Title
The title of the item. Please note that this field will be always visible, despite the item's visibility.

Description:

* Tag:

License:

Selected License Url: <http://www.opensource.org/licenses/AFL-3.0>

Visibility:

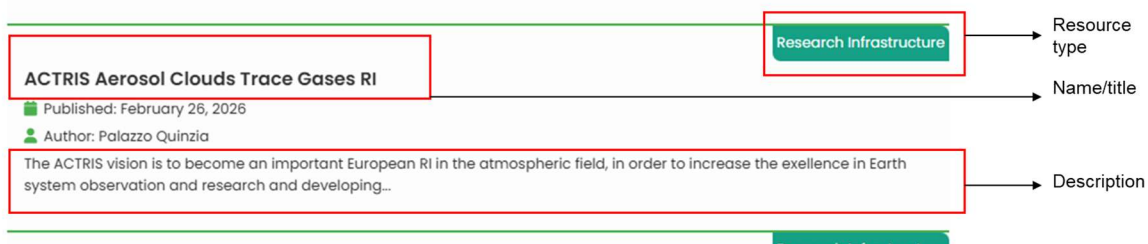
Publish in:

Version:

* Author:

* Author Email:

- Mandatory fields are marked with a red asterisk. However, it is also necessary to fill in the **description** field, as it is essential for ensuring maximum visibility of the published resource. Without a description, the resource will appear like the CNR-IMAA item (highlighted in orange) and will not be approved for publication.



- Tags:**
Use capitalized first letters for standard words (e.g., “Climate”) and uppercase for acronyms (e.g., “CNR”). Press ENTER after each word to add it to the list.



Update Item

1. Edit Common Metadata 2. Edit Item Specific Metadata & Update 3. Manage Resources

Insert Item Information * is required

* Title : ACTRIS Aerosol Clouds Trace Gases RI i

Description: The ACTRIS vision is to become an important European RI in the atmospheric field, in order to increase the excellence in Earth system observation and i

* Tag: Basic Research i

Applied research x Clouds x Remote Sensing x Technological development x Trace Gases x

License: Academic Free License 3.0 i

Selected License Url: <http://www.opensource.org/licenses/AFL-3.0>

Visibility: Public i

Publish in: ITINERIS Catalogue

Version: 3

Update Item

1. Edit Common Metadata 2. Edit Item Specific Metadata & Update 3. Manage Resources

Insert Item Information * is required

* Title : ACTRIS Aerosol Clouds Trace Gases RI i

Description: The ACTRIS vision is to become an important European RI in the atmospheric field, in order to increase the excellence in Earth system observation and i

* Tag: Write a tag here (push ENTER to attach it to the Item) i

Applied research x Clouds x Remote Sensing x Technological development x Trace Gases x Basic Research x

License: Academic Free License 3.0 i

Selected License Url: <http://www.opensource.org/licenses/AFL-3.0>

Visibility: Public i

Publish in: ITINERIS Catalogue

Version: 3

- Once all fields have been filled in, click on “Continue” to proceed to the next tab.



Publish Item

Aerosol x

License: Academic Free License 3.0 i

Selected License Url: <http://www.opensource.org/licenses/AFL-3.0>

Visibility: Public i

Publish in: ITINERIS Catalogue i

Version: 1

* Author: Catalogue Manager ITINERIS i

* Author Email: catalogue-manager@itineris.cnr.it i

Maintainer: Catalogue Manager ITINERIS i

Maintainer Email: catalogue-manager@itineris.cnr.it i

Types: Service i

Continue

Reset

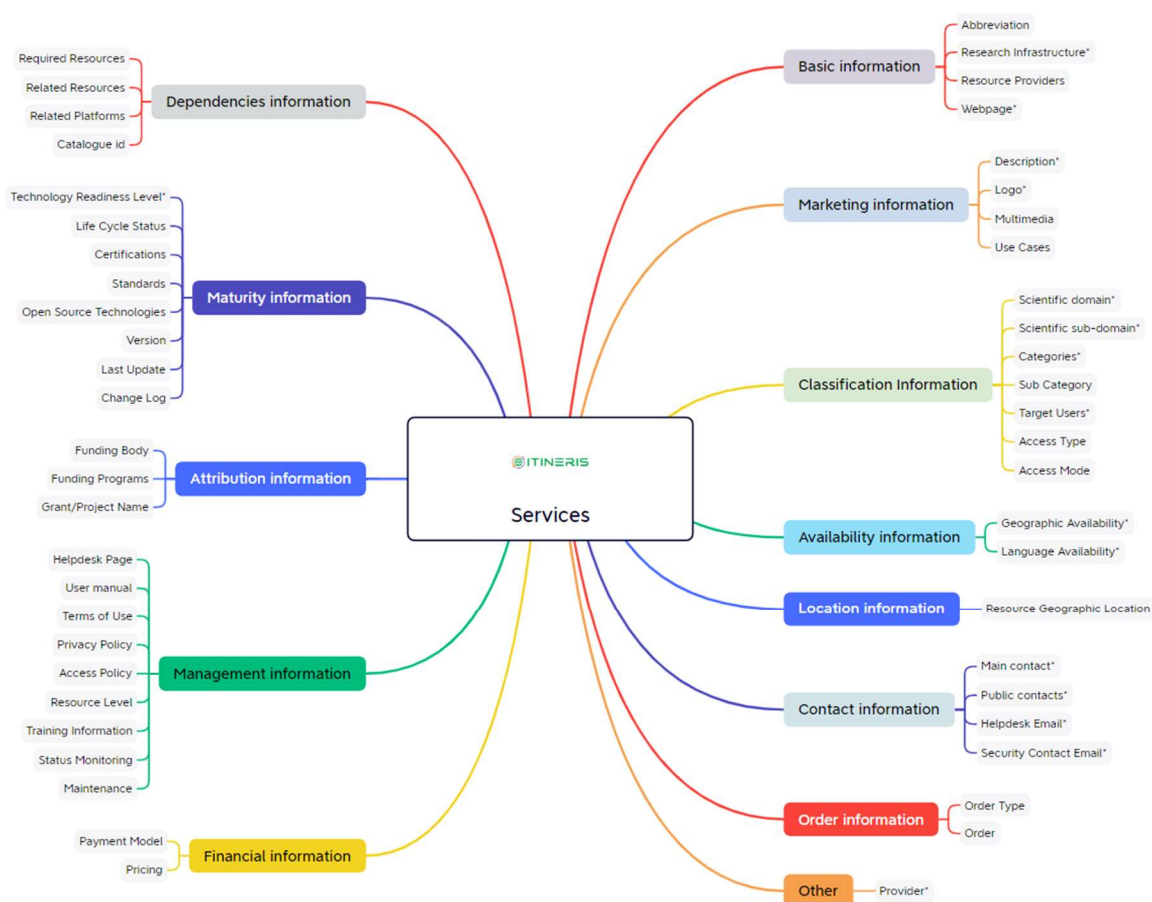


5. FILL IN EDIT ITEM SPECIFIC METADATA & PUBLISH TAB

Contains metadata specific to the selected resource type. Fill in as many fields as possible, even if not mandatory. The compilation form is divided into macro-sections, as summarized in the following example from the “Services” resource profile. Some macro-sections are shared across different types of resources (e.g., Basic Information, Marketing, Classification), while others are specific to certain resource types (e.g., Maturity, Management).

5.1 Example of Service type

The following are some examples for filling in metadata for the Service resource type.





Publish Item

1.

Edit Common Metadata

2.

Edit Item Specific Metadata & Publish

3.

Add Resources

Insert Item Profile Information * is required

Basic Includes basic identifying information about the resource, which is essential for its recognition and referencing.

Abbreviation:  

* Research Infrastructure:  

Repeatable field 

Resource Providers:  

Repeatable field 

* Webpage: 

Marketing Includes general, non-technical information intended for users interested in the resource.

* Description: 

* Logo: 

Multimedia:  

Repeatable field 

Use Cases:  

- For repeatable fields, click “+” to add multiple entries.



Publish Item

1. Edit Common Metadata | 2. Edit Item Specific Metadata & Publish | 3. Add Resources

Insert Item Profile Information * is required

Basic Includes basic identifying information about the resource, which is essential for its recognition and referencing.

Abbreviation:

* Research Infrastructure: ACTRIS

Resource Providers:

* Webpage:

Repeatability:

- * Research Infrastructure: ACTRIS
- * Research Infrastructure: ICOS

- Scientific Domain and Category
“Scientific Domain/Sub-Domain” and “Category/Sub-Category” are linked, so once you have selected the scientific domain, you must select the scientific sub-domain related to it, and for the category and sub-category the same rule must be followed.
For example, if you select Scientific Domain: *Natural Sciences*, you must enter a subdomain preceded by the same name as the selected scientific domain, for example *Natural Sciences – Earth & Related Environmental Sciences*.

domains and subdomains, service types, eligibility criteria, and more.

* Scientific Domain: Agricultural Sciences

* Scientific Sub-Domain: **Natural Sciences**

* Categories:



* Scientific Domain: Natural Sciences

Repeatable field

* Scientific Sub-Domain: Agricultural, Agricultural Biotechnology

Repeatable field

* Categories:

Repeatable field

Sub Category:

Repeatable field

* Target Users:

Repeatable field

Access Types:

Repeatable field

- Agricultural, Agricultural Biotechnology
- Medical & Health Sciences, Health Sciences
- Medical & Health Sciences, Medical Biotechnology
- Medical & Health Sciences, Other Medical Sciences
- Natural Sciences, Biological Sciences
- Natural Sciences, Chemical Sciences
- Natural Sciences, Computer & Information Sciences
- Natural Sciences, Earth & Related Environmental Sciences**
- Natural Sciences, Mathematics
- Natural Sciences, Physical Sciences
- Natural Sciences, Other Natural Sciences
- Social Sciences, Economics & Business
- Social Sciences, Educational Sciences
- Social Sciences, Law
- Social Sciences, Media & Communications
- Social Sciences, Political Sciences
- Social Sciences, Psychology
- Social Sciences, Social & Economic Geography
- Social Sciences, Sociology
- Social Sciences, Other Social Sciences

- “Other” Section (for Services)

The final macro-section of the Service profile, “Other”, is used to create specific tags that support refined search functionality. Select the provider(s) of the service from the list. If the desired provider is not listed, choose “Other” and add a Custom Field as follows:

Key: Provider 1 (then Provider 2, Provider 3, etc., for multiple providers)

Value: Name of the provider



Publish Item

Payment Model: 🔗 ℹ️

Pricing: 🔗 ℹ️

Other

* Provider: ℹ️

Repeatable field +

Custom Field(s):

Key: Provider 1	Value: CNR-IMAA	✖
Key: Provider 2	Value: CNR-ISMAR Venezia	✖
Key: Provider (n)	Value: xxx	✖

+ ℹ️

[Create](#)

[Go Back](#)



6. CREATE RESOURCE

Once entered all the information, click on “Create”. If no errors are present, a green message will confirm the occurred submission:

“Item correctly submitted for review!”

The screenshot shows a web form titled "Publish Item". At the top, there is a "Pricing:" field. Below it, under the "Other" section, is a "Provider:" dropdown menu set to "Other". A "Repeatable field" button with a plus sign is visible. Underneath, there are three rows of "Custom Field(s)" with "Key" and "Value" columns. The first row has Key: "Provider 1" and Value: "CNR-IMAA". The second row has Key: "Provider 2" and Value: "CNR-IRET". The third row has Key: "Provider (n)" and Value: "XXX". A green banner at the bottom of the form area displays the message "Item correctly submitted for review!". Below the banner are three buttons: "Go to the Item (click here) nf", "Add Resources", and "Go Back".

You’ll receive an email from *itineris@d4science.org* confirming the submission with the text type:

“Thank you for submitting your item "xxx" to the catalogue. This item has been successfully received and will be managed by the catalogue moderators.”

The item proposed for publication will be reviewed by moderators, who will either accept it or request changes before final publication.

6.1 Validation Process

- If the item is **approved**, you’ll receive an email with the text type:

“[Catalogue-Moderator] approved the item "xxx".”

- If minor edits are needed, you’ll receive an email with the text type:

*“[Catalogue-Moderator] rejected the item "xxx" with this accompanying message: "Please add the information correctly".
See this on Catalogue”.*

By clicking on *“See this on Catalogue”*, you can connect to the resource to be edited, and by clicking on *‘update item’*, you can modify/add the required information.



The screenshot shows the ITINERIS Catalogue Manager interface. At the top, there is a navigation bar with the following items: Home, Publish Item, Update Item (highlighted with a green box and a green arrow), Delete Item, Share Link, Manage Items, and Moderation Enabled. Below the navigation bar is the ITINERIS CATALOGUE logo and a search bar with the placeholder text 'Insert keywords here'. There are also several filter buttons: Dataset (10/4), Service (8), Research Infrastructure (8), Provider (1), Research Product (1), VSE (1), and Training Resource (1). The main content area displays the entry for 'ACTRIS Aerosol Clouds Trace Gases RI', which was created on February 26, 2025, and updated on the same date. The entry is categorized as 'Research Infrastructures'. A description of the ACTRIS vision is provided, along with the ACTRIS Italy logo.

- If permanently rejected:

If the uploaded item shows inconsistencies with the selected profiles or problems that are difficult to resolve, the moderator will permanently reject the item, and the author will receive two emails explaining the reason for the rejection:

"[Catalogue-Moderator] permanently deleted the item "xxx"."

"[Catalogue-Moderator] rejected the item "xxx" with this accompanying message "The item is not filled correctly"."



7. FILL IN ADD RESOURCES TAB

You can attach files or links by clicking on 'Add resource'. This will open the third tab, 'Add resources', which allows you to upload digital objects via links or files related to the resource. If you want to upload a file, you must first place it in the VRE ITIENRIS HUB workspace. If the file is already stored in an online repository, we recommend using the direct link to the resource so as not to duplicate resources already available online.

Publish Item

Pricing:

Other

* Provider:

Repeatable field

Custom Field(s):

Key: Provider 1	Value: CNR-IMAA	<input type="button" value="x"/>
Key: Provider 2	Value: CNR-IRET	<input type="button" value="x"/>
Key: Provider (n)	Value: XXX	<input type="button" value="x"/>

Item correctly submitted for review!

[Go to the Item \(click here\) nf](#)

Publish Item

Manage Resources of aa

Add Resource * is required

Select from Workspace

The URL of the resource you are publishing (only HTTPS URLs are allowed). If your resource is a file that you own on your desktop, please upload that file to your workspace and generate a public URL for that file.

* URL:

* Name:

Description:

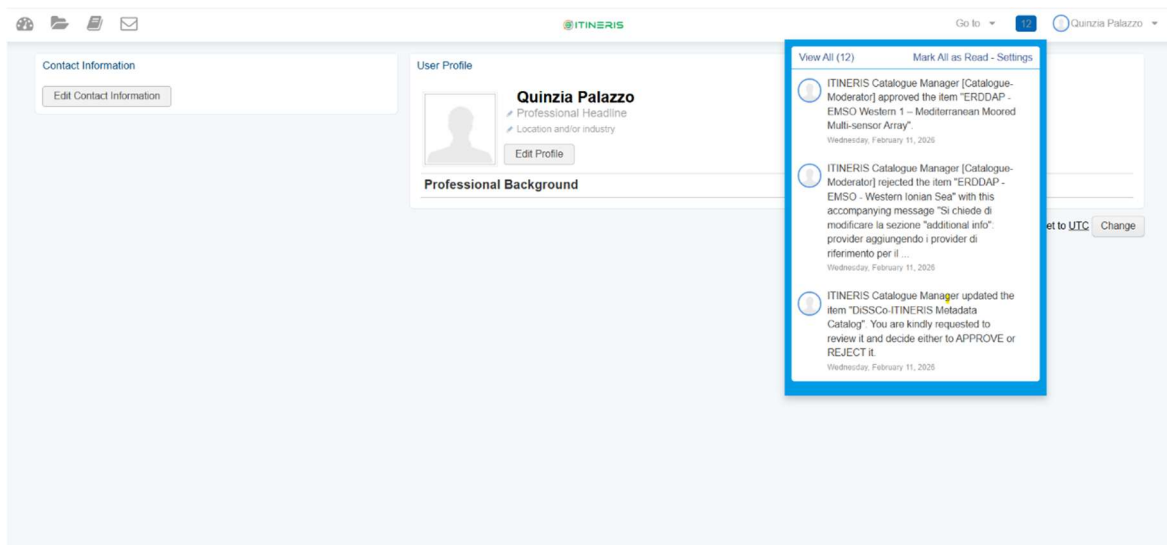
[Go to the Item aa](#)



8. NOTIFICATION

Below is the procedure to follow to modify the settings and stop receiving email notifications:

- Access the D4science Gateway via the link:: <https://itineris.d4science.org/>
- Click on the "Settings" button to the left of your name



- The Notification settings screen will open as shown in the image below. Deselect the email notifications and click on Save.



Notification Settings

Workspace	<input type="checkbox"/> Gateway	<input type="checkbox"/> Email	OFF <input type="checkbox"/> ON	
Shared folder	<input checked="" type="checkbox"/> Gateway	<input type="checkbox"/> Email	OFF <input type="checkbox"/> ON	Sharing of workspace folders with you
Unshared folder	<input checked="" type="checkbox"/> Gateway	<input type="checkbox"/> Email	OFF <input type="checkbox"/> ON	Someone unshared a folder of yours from his workspace
Shared item added	<input checked="" type="checkbox"/> Gateway	<input type="checkbox"/> Email	OFF <input type="checkbox"/> ON	Someone added an item in one of your workspace shared folder
Shared item updated	<input checked="" type="checkbox"/> Gateway	<input type="checkbox"/> Email	OFF <input type="checkbox"/> ON	Someone updated an item in one of your workspace shared folder
Shared item deleted	<input checked="" type="checkbox"/> Gateway	<input type="checkbox"/> Email	OFF <input type="checkbox"/> ON	Someone deleted an item in one of your workspace shared folder
Shared item renamed	<input checked="" type="checkbox"/> Gateway	<input type="checkbox"/> Email	OFF <input type="checkbox"/> ON	Someone renamed an item in one of your workspace shared folder
Folder admin upgrade	<input checked="" type="checkbox"/> Gateway	<input type="checkbox"/> Email	OFF <input type="checkbox"/> ON	Someone upgraded you as workspace shared folder admin

9. HOW TO GET HELP

If you are still experiencing problems, you should contact the ITINERIS catalog managers by email. Contact details are listed below:

catalogue-manager@itineris.cnr.it