OpenRiskNet

RISK ASSESSMENT E-INFRASTRUCTURE

Tutorials OpenRiskNet website

OpenRiskNet internal document

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OpenRiskNet: Open e-Infrastructure to Support Data Sharing, Knowledge Integration and *in silico* Analysis and Modelling in Risk Assessment

Project Number 731075

www.openrisknet.org

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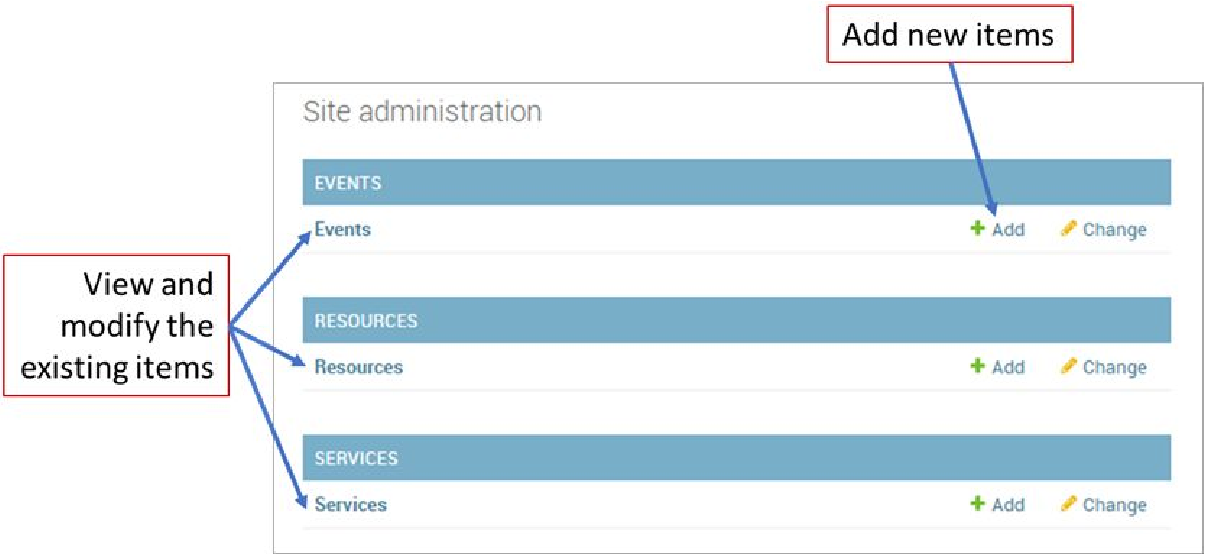
How do I access the admin interface of the OpenRiskNet website

This tutorial refers to the access of OpenRiskNet members to the admin interface of the public website, step necessary in order to add and update the content of services catalogue or the public library.

1. **Get the user ID and password**
   a. Initially each PI or active member of the project will receive this from the web admin;
   b. For creating additional Users, the request should be sent by email to: openrisknet@douglasconnect.com mentioning the Name, Email and Organisation. The PI of the respective Organisation needs to be always in CC for information;
2. **Access the admin interface**: https://openrisknet.org/admin/
3. You can change the password at anytime using the 'Change Password' option
4. You'll be able to **view and access** different sections of the website:
   a. Events;
   b. Resources;
   c. Services.

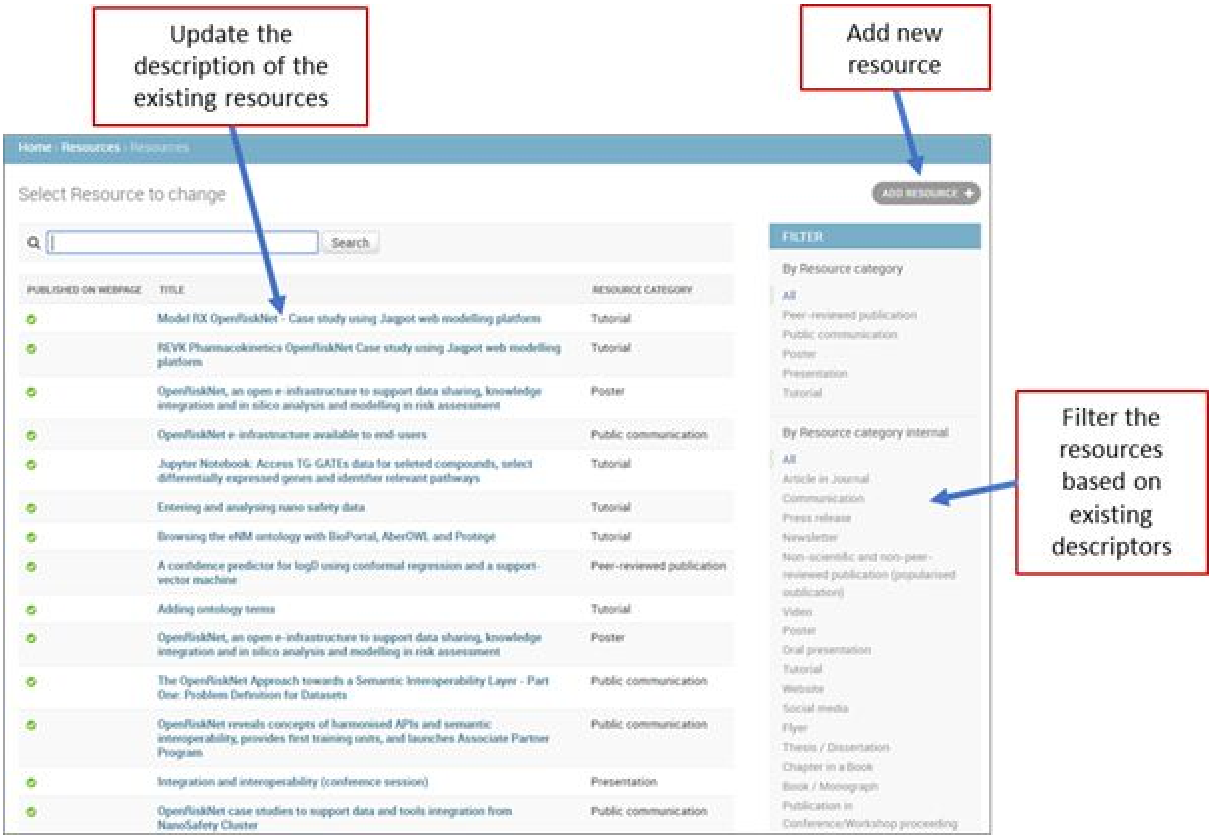


5. **Add new or update** existing items (see sections below)

How do I add and describe a new publication, training material or other resources?

The ‘[Resources & Training](#)’ page contains materials to support OpenRiskNet users in getting familiar with the services and tools available in the e-infrastructure: tutorials, video demonstrations, publications (e.g. peer-review articles, presentations, posters).

1. Access the section **‘Resources’**
2. Use the existing functionalities to **add, update or filter** the resources

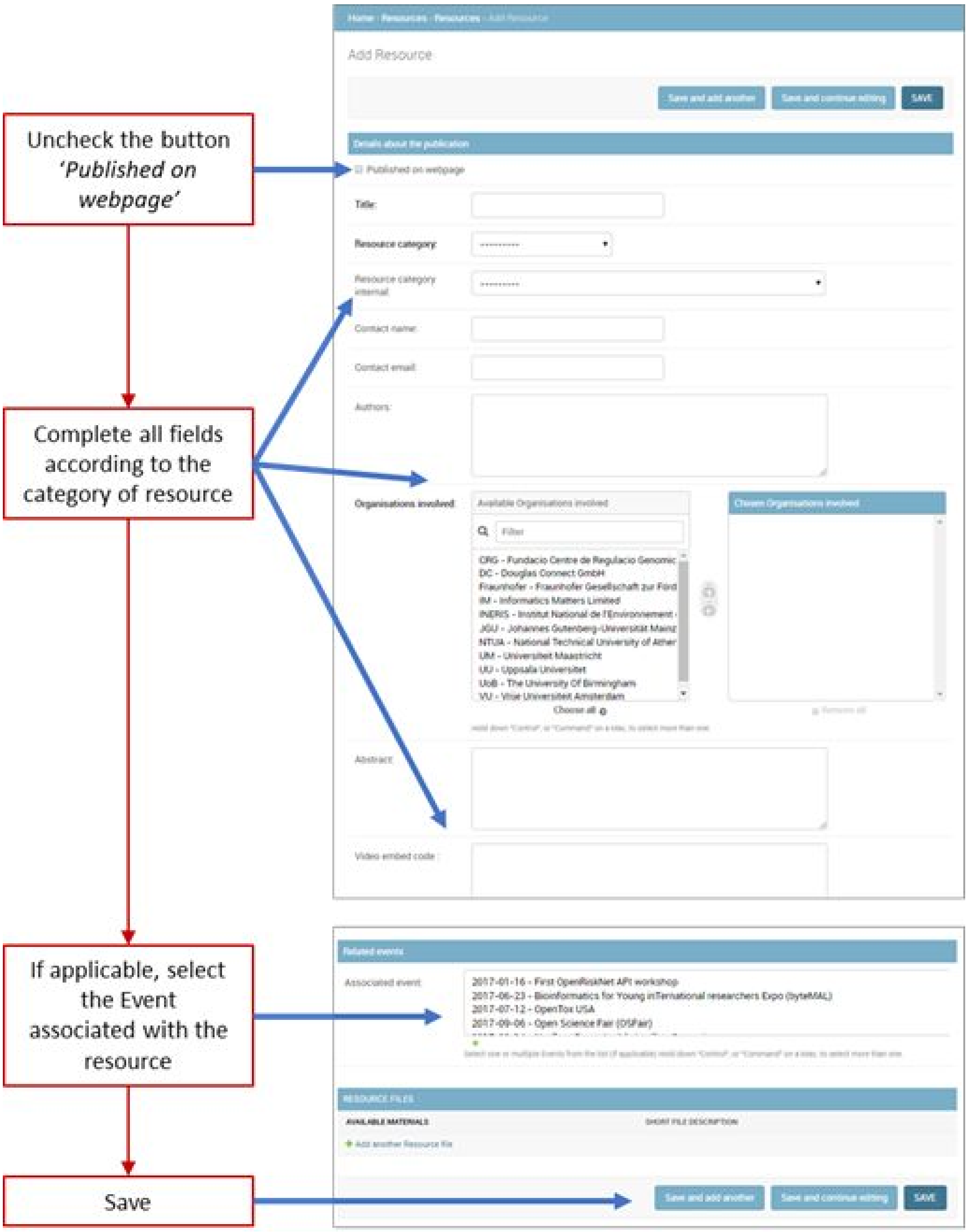


3. **Add new resource**[1]
   a. Be sure you uncheck the button ‘Published on the webpage’. If the button will remain active, the resource will be displayed automatically on the public website without being reviewed and approved;
   b. **Complete all relevant fields** (predefined descriptors or free text);
   c. **Select the relevant events** that are already entered in the OpenRiskNet website. This step will create a link between the Resources and Events (e.g. a presentation and the relevant conference);
   d. **Save** the entry;
   e. Inform the webadmin or the project manager by **Email** at openrisknet@douglasconnect.com or by **Slack** (#WP3 channel) about the

[1] It is the responsibility of the resource owner to ensure that the information entered is accurate and up to date

new entry;

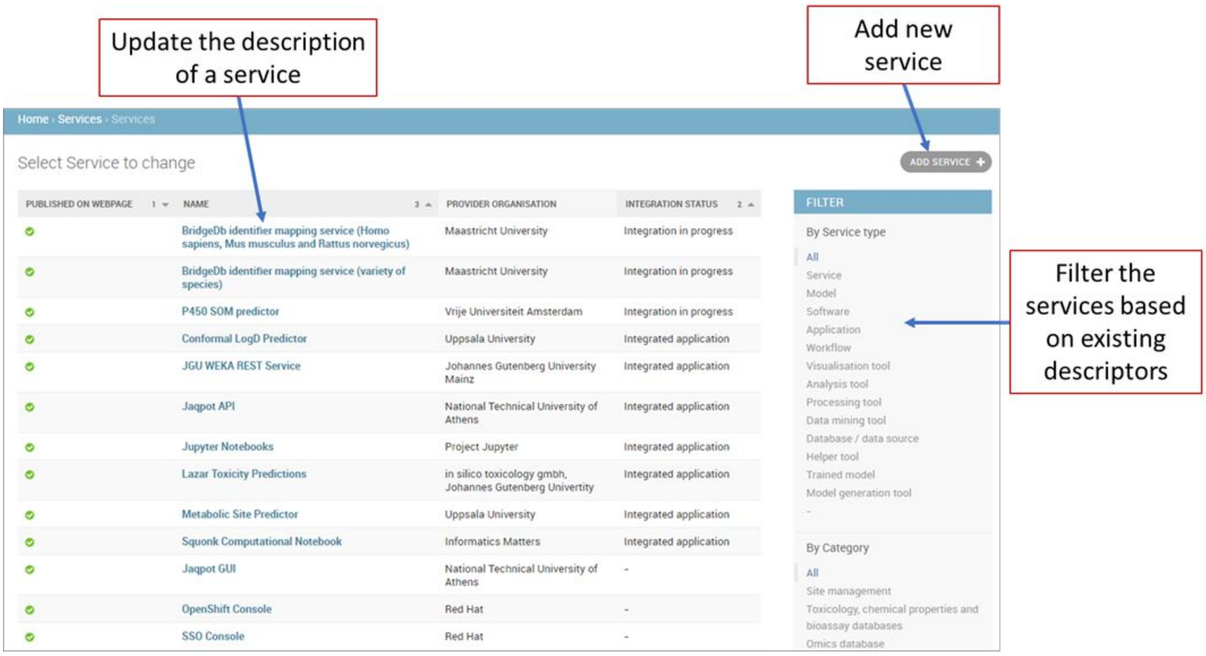
f. The webadmin or the project manager will **review** the entry, make necessary changes, ask details to the item owner (if needed), **approve** and **publish**.



How do I add and describe my services?

This tutorial refers to [OpenRiskNet Services Catalogue]() where all services, tools or databases are listed and described.

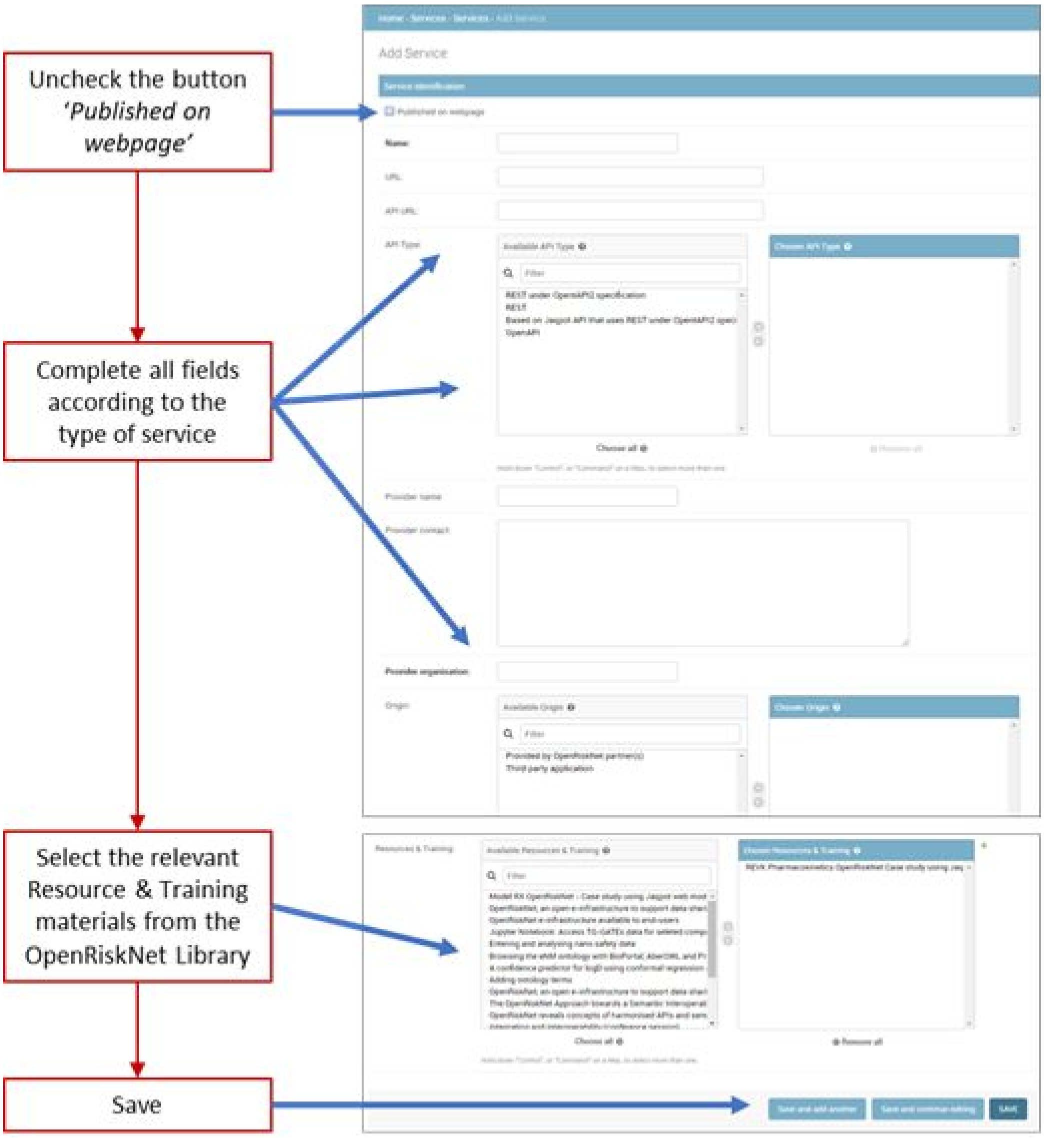
1. Access the section **'Services'**
2. Use the existing functionalities to **add, update or filter** the services



3. **Add new service**[2]
   g. Be sure you uncheck the button 'Published on the webpage'. If the button will remain active, the service will be displayed automatically on the public website;
   h. **Complete all relevant fields** (predefined descriptors or free text). Try to be accurate and also add as many details as possible; You can add more descriptors to some of the fields (e.g. Topics, Biological area) if they are not already listed;
   i. **Select the relevant resources and training materials** that are already in the OpenRiskNet library. These will be displayed together with the service description and aim support the access of the user to any available resources;
   j. **Save** the entry;
   k. Inform the webadmin or the project manager by **email** at openrisknet@douglasconnect.com or by **Slack** (#WP3 channel) about the new entry;
   l. The webadmin or the project manager will **review** the entry, make necessary changes, ask details to the item owner (if needed), **approve** and

[2] It is the responsibility of the service owner to ensure that the information entered is accurate and up to date

publish.



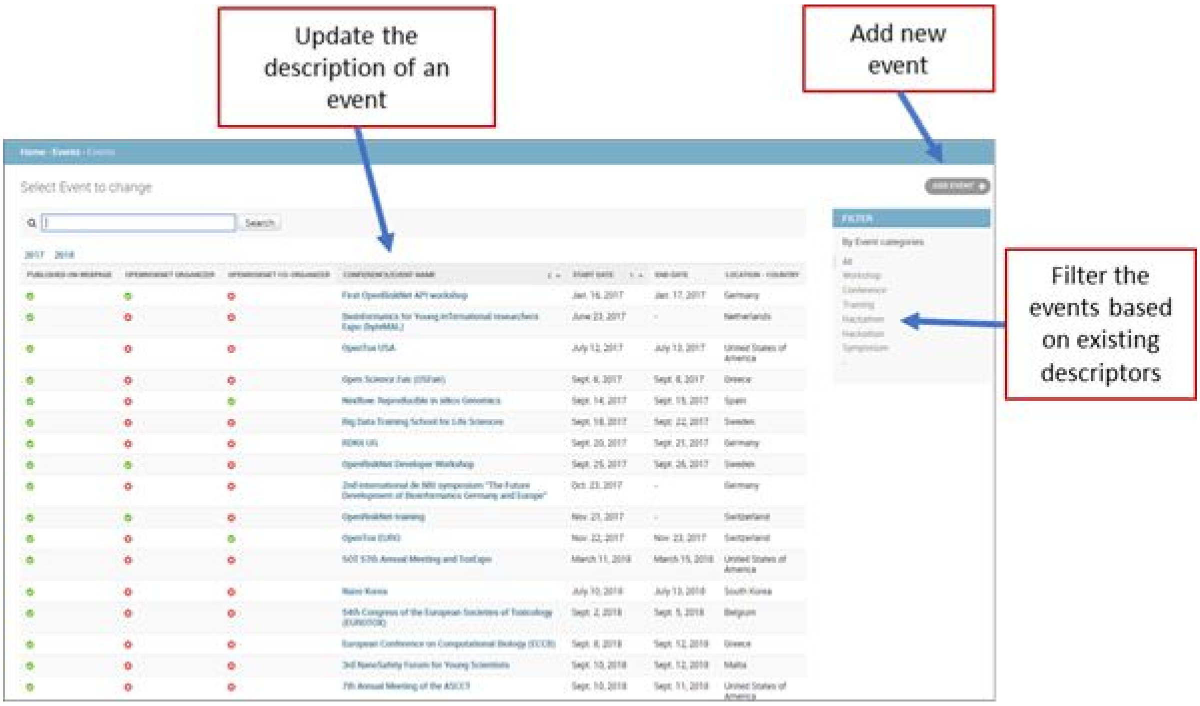
4. **Update the service**[3]
    a. Whenever an update is available, the owner of the service should make the necessary changes and save them;
    b. The updates will be displayed automatically on the public website.

[3] It is the responsibility of the service owner to update the description whenever necessary

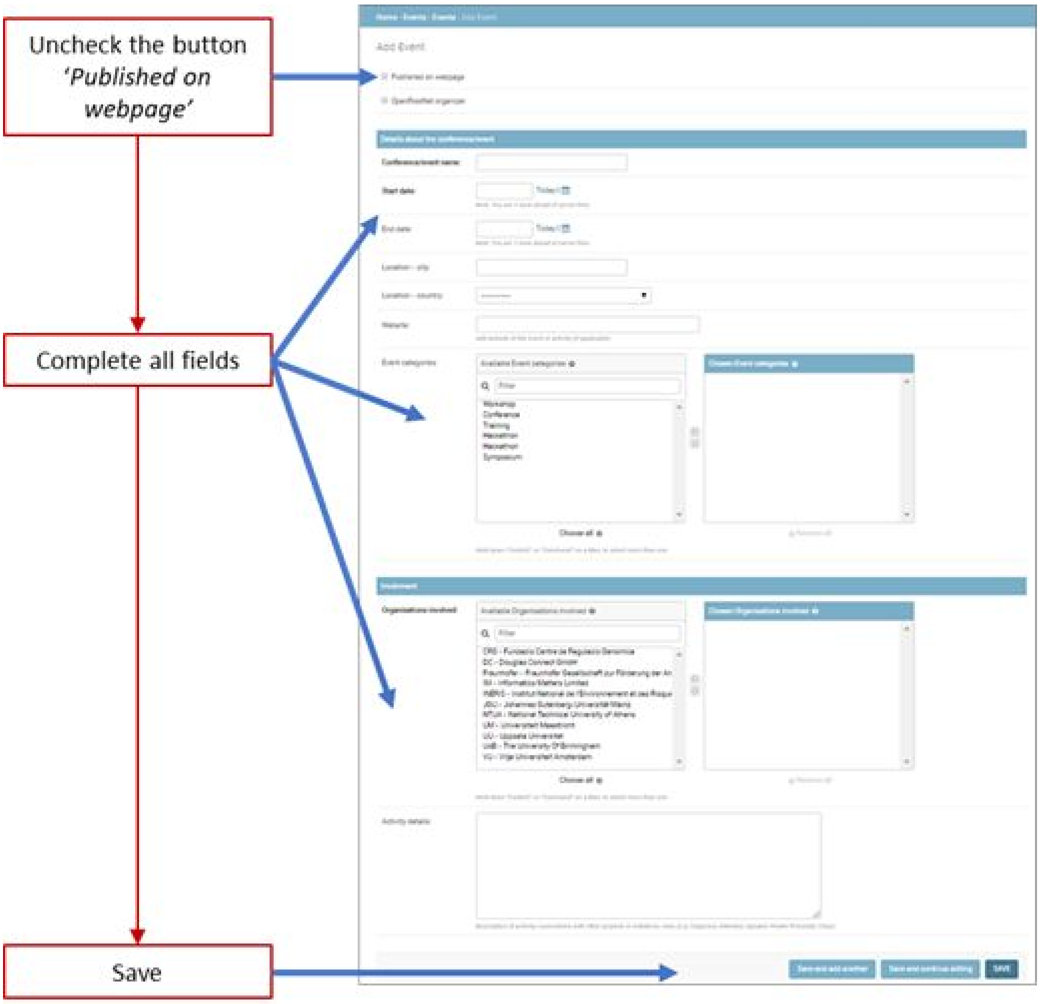
How do I add and describe a new event?

This sections list all events where OpenRiskNet was involved as (co)organiser or where the project members participated. The list (Upcoming and Past events) is automatically updated based on the dates entered.

1. Access the section **'Events'**
2. Use the existing functionalities to **add, update or filter** the events



3. **Add new event**
   a. Be sure you uncheck the button 'Published on the webpage'. If the button will remain active, the events will be displayed automatically on the public website;
   b. **Complete all relevant fields** (predefined descriptors or free text);
   c. **Save** the entry;
   d. Inform the webadmin or the project manager by **email** at openrisknet@douglasconnect.com or by **Slack** (#WP3 channel) about the new entry;
   e. The webadmin or the project manager will **review** the entry, make necessary changes, ask details to the item owner (if needed), **approve** and **publish**.


Uncheck the button *'Published on webpage'*
Complete all fields
Save
Add Event