

## D21 – DELIVERABLE 7.2.4

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### Availability of newly produced documentation on the helpdesk website D21 – Deliverable 7.2.4

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Dissemination Level		
P	Public	X
C	Confidential, only for members of the consortium and the Commission Services	

## 0 REVISION AND DISTRIBUTION HISTORY AND STATEMENT OF ORIGINALITY

### Revision History

Revision	Date	Author	Organisation	Description
1	2013-10-16	Boris Jacob Larissa Smirnova Janno Jogeva	MRAC MRAC UT-NHM	Analysis and selection of existing documentation for the manual, editing and publishing on the helpdesk.
2	2013-10-21	Boris Jacob	MRAC	Review after discussion in the ODG
2a	2013-10-21	Coordination Team (A. Michel, P. Böttinger, W. Berendsohn)	BGBM	Minor editing

### Statement of Originality

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

### Distribution

Recipient	Date	Version	Accepted YES/NO
ODG	2013-10-16	1	YES
Work Package Leader (Patricia Mergen, WP7)	2013-10-21	2	YES
Project Coordinator (W. Berendsohn, BGBM)	2013-10-21	2a	YES

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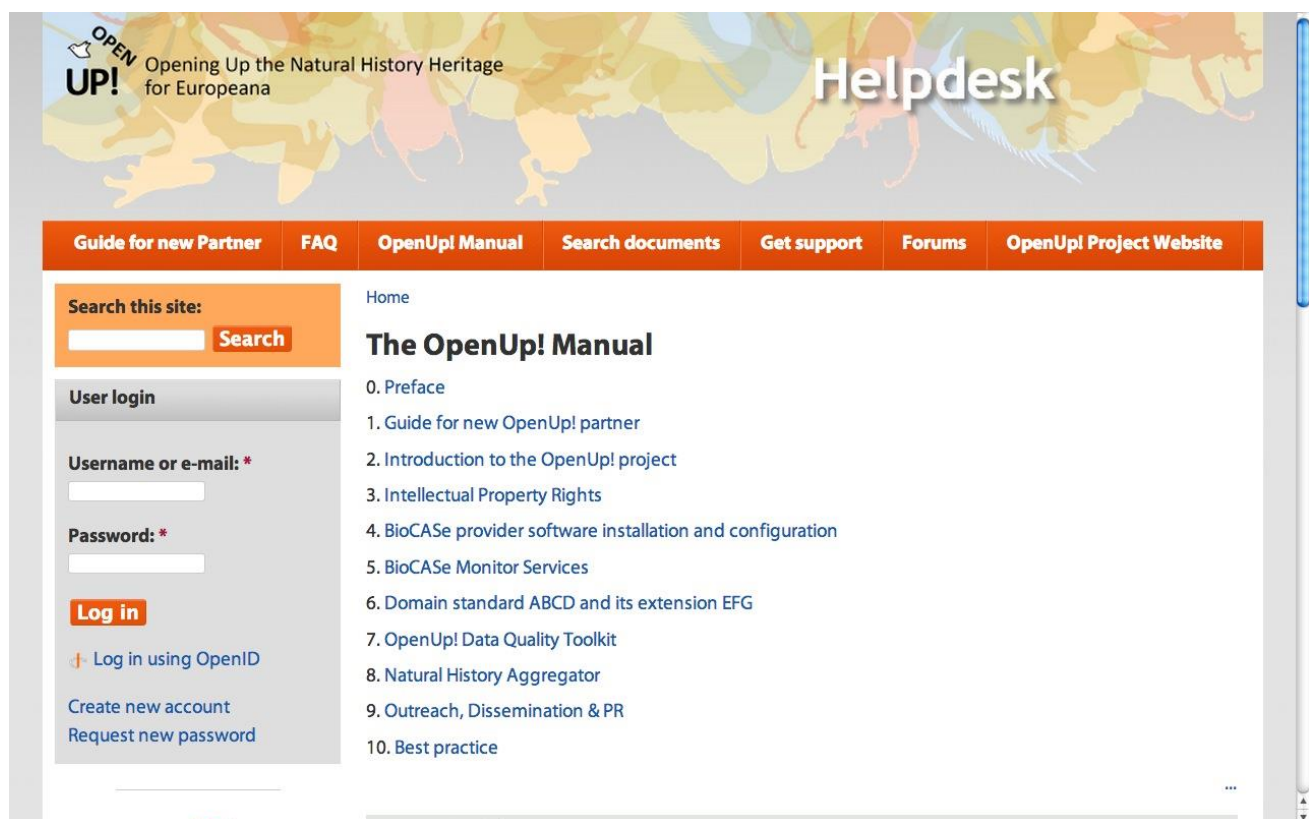
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## 1 INTRODUCTION

This deliverable describes the production of new documentation of the services set up by OpenUp! for users and providers and their availability on the helpdesk website. Project documents, guidelines, and publications authored by colleagues of OpenUp! member institutions were selected, edited, and compiled into the OpenUp! Manual. It also incorporates the previously published project deliverable D09/C7.1.4 *Guidelines for users and content providers v. 1.*

## 2 STRUCTURE OF THE MANUAL

The main entry page and table of content of the manual is accessible at [http://helpdesk.openup.eu/page/openup\\_manual](http://helpdesk.openup.eu/page/openup_manual). At the moment it consists of 10 chapters with links to 20 texts, of which some are grouped under sub-chapters. The manual covers the important themes of the project, the provision of data via the BioCAsE Provider Software, the BioCAsE Monitor Services, the domain metadata standard ABCD (Access to Biological Collection Data), the OpenUp! Data Quality Toolkit, the Natural History Aggregator, Intellectual Property Rights, and means of outreach and dissemination of project results.



The screenshot displays the OpenUp! Helpdesk website. The header features the OpenUp! logo and the text "Opening Up the Natural History Heritage for Europeana" on the left, and the word "Helpdesk" in a large, white font on the right. Below the header is a navigation menu with orange buttons for "Guide for new Partner", "FAQ", "OpenUp! Manual", "Search documents", "Get support", "Forums", and "OpenUp! Project Website". On the left side, there is a search bar with the text "Search this site:" and a "Search" button, and a "User login" section with fields for "Username or e-mail: \*" and "Password: \*", a "Log in" button, and links for "Log in using OpenID", "Create new account", and "Request new password". The main content area shows the "Home" page with the heading "The OpenUp! Manual" and a list of 10 chapters: 0. Preface, 1. Guide for new OpenUp! partner, 2. Introduction to the OpenUp! project, 3. Intellectual Property Rights, 4. BioCAsE provider software installation and configuration, 5. BioCAsE Monitor Services, 6. Domain standard ABCD and its extension EFG, 7. OpenUp! Data Quality Toolkit, 8. Natural History Aggregator, 9. Outreach, Dissemination & PR, and 10. Best practice.

### 3 AVAILABILITY OF ADDITIONAL DOCUMENTATION

The OpenUp! Manual only incorporates a selection of the more than 100 texts that were produced during the project. All public project documents (components, deliverables, and milestone documents) are available on the OpenUp! project website at <http://open-up.eu/biblio> and are additionally being uploaded to the document browser of Europeana Pro at: <http://pro.europeana.eu/group/865683/documents>.

Previously also more than 300 documents from other projects and initiatives related to similar aims as the OpenUp! project were identified, analysed, and linked via the OpenUp! Helpdesk at <http://helpdesk.open-up.eu/documentation><sup>1</sup>. Those documents - together with the public OpenUp! project documents - are now also available via the publication sharing platform Mendeley at <http://www.mendeley.com/groups-/3762981/openup-documentation/papers/>.

### 4 OUTLOOK

The production of new documentation will continue actively until the end of the project, when the complete documentation of OpenUp! services will be available on the helpdesk website (C7.2.5, due in month 36). Beyond the project the helpdesk will remain accessible so that the community can browse and search the documents in the repository. The updating of the manual will have to be managed taking into account advances in technology and updates to workflows and processes and thus will depend on funding and staff available.

Additionally needed translation of documentation in national languages of the project participants will be produced with the help of all partners.

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<sup>1</sup> See the following project documents for additional information: C7.2.1 Identification of existing documentation; C7.2.2 Analysis of documentation, gaps and plan for needed additional documentation; D11/C7.2.3 Enriched + checked existing documentation in orig. language (website)