

EU-FarmBook upload manual

A comprehensive guide to making contributions to the EU-FarmBook platform using the upload form





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1. Introduction

This document serves as a guide for using the EU-FarmBook platform's upload form. Its purpose is to provide a step-by-step walkthrough of the Knowledge Object (KO) upload process by explaining the key features of the form.

The upload form facilitates a structured process, guiding contributors through submitting project-related information (i.e., the source of the Knowledge Object) and key metadata about the Knowledge Object itself.

This guide should be used in conjunction with the EU-FarmBook Metadata Guide, which outlines the expected metadata for each contribution, and the "Quality Material" leaflet, which provides useful tips for high-quality Knowledge Object submissions.

An illustrative example is included to demonstrate the complete upload process in practice to better showcase the upload process.

2. Upload process

As illustrated in Figure 1 below, the upload process begins with the submission of information about the source project from which the Knowledge Object is available.

Project name Search project by ID, DOI, title or acronym. Next step →

Figure 1: Request for information about the source project.

Project information can be added either automatically or manually. To have the project information automatically filled in, one of the following pieces of information needs to be provided: (i) project acronym; (ii) project full name; (iii) Grant Agreement ID; or (iv) DOI¹. By providing one of those pieces of information a list of projects becomes available.

Entering one of these identifiers will display a list of suggested projects. The contributor can then select the correct project and proceed by clicking the "Next Step" button.

¹ Recently, CORDIS has introduced the use of DOIs (Digital Object Identifiers) as an additional way for the unique identification of projects apart from their Grant Agreement ID. Details about what a DOI is can be found at https://www.doi.org/the-identifier/what-is-a-doi/.



The next section, titled "Contribution file upload", begins with uploading the digital file associated with the Knowledge Object. This file can be either a document or a link. Contributors can upload the file by dragging and dropping it into the designated rectangular area (outlined with a dotted line) or by using the file selection dialog box (see Figure 2).

2. Contribution

Contribution file upload



Drag & drop or click to upload (max 50 MB)

SUPPORTED FILETYPES

.pdf, .ppt, .key, .jpg, .jpeg, .png, .doc, .docx, .csv



Add online resource link

RESOURCE EXAMPLES

Youtube, Vimeo, Spotify, online application

Figure 2: Uploading the digital file of the Knowledge Object

Once the file is uploaded, the user has the option to: (i) Extract metadata from an English-language file, and/or (ii) Upload a translated version of the file in another official EU language (if available). Clicking the "Extract data" button pre-fills the fields 'Contribution name', 'Contribution summary', 'Keywords', and 'Topics' (see Figure 3).



2. Contribution

Contribution file upload

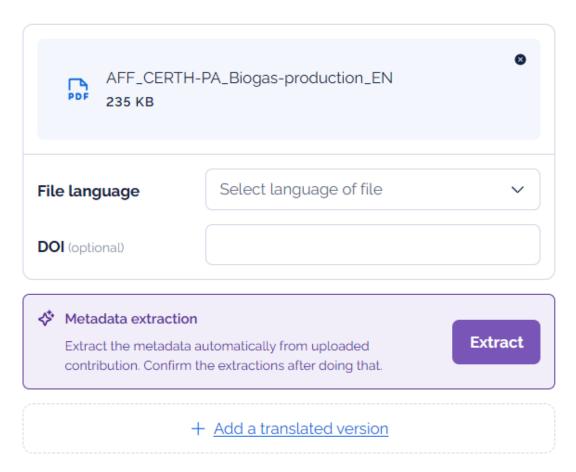


Figure 3: Metadata extraction option available after uploading

Contributors can then accept the suggested metadata by clicking "Insert", or reject it by selecting "Discard" (see Figure 4).



Figure 4: Options to accept or discard suggested metadata



3. Knowledge Object submission

If the contributor chooses not to extract metadata, they must manually enter all required information (a detailed presentation and explanation of the metadata used for Knowledge Object description is provided in the EU-FarmBook metadata guide).

3.1. Selecting File type

File type

After uploading the file, the first required field is the file type, selected from the following options: "Document", "Slideshow/presentation", "Podcast", "Dataset", "Video", "Image", or "Software Application", as shown in Figure 5 below.

The type	
If you are not sure what file type is y	our contribution, check the files list.
Document	○ Image
 Slideshow/Presentation 	 Software Application
Video	O Dataset
Audio	
Figure 5: Selecting the file ty	pe of the Knowledge Object.
f uncertain about which file type to choose, view brief descriptions of each type (see Fig	
File types	×
The supply of the information that needs to accompany belongs to. The available categories are:	a contribution starts by providing the category it
Document Dataset	
Article in conference proceedings	Book
A research paper presented in a conference by one (or more) of its authors; after the conference end, the paper is published in the proceedings of the conference (i.e., an edited volume with all the papers presented in the conference).	A digital version of a book.
Booklet A digital version of small book or group of pages.	

Figure 6: Explanations for different file types



3.2. Choosing a category

Depending on the selected file type, a list of categories will appear. Choose the most appropriate category to continue (see Figure 7).

Categories

You can choose as many items as you want.

Categories are available based on currently active file type in the section above.

Figure 7: Selecting the Knowledge Object's category

3.3. Providing the completion date

The completion date of the Knowledge Object must be entered in the "Date of Completion" section by using the calendar icon (see Figure 8).

Date of completion

The date of the contribution's completion



Figure 8: Selecting the date of completion

3.4. Specifying the Purpose

Contributors must specify the intended purpose of the Knowledge Object in the "Purpose" section. By clicking in the respective cell, a list of options appears. Multiple selections are allowed, up to a maximum of 10 (see Figure 9).

Purpose

Add purposes of uploaded contributions e.g. access to data, dissemination, etc. You can add 10 items max.

Search and add purposes...

Figure 9: Selecting the purpose of the Knowledge Object.



The available purposes appear in a list, as illustrated in Figure 10. Purpose

Add purposes of uploaded contributions e.g. access to data, dissemination, etc. You can add 10 items max.

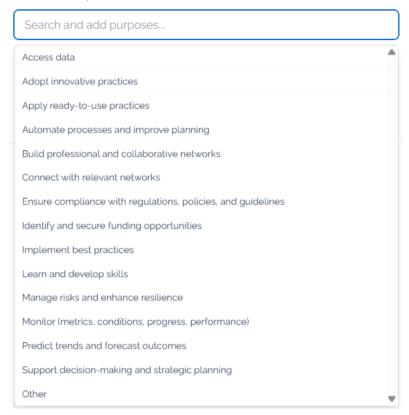


Figure 10: List of available purposes displayed after clicking the "Purpose" cell.

3.5. Defining the Geographic location

The next piece of metadata that needs to be provided is about indicating the geographic location(s) the content of the Knowledge Object relates to. This information can be made available in the "Location" section of the upload form (see Figure 11)

Location

Select the location related with the uploaded file content.

Search and add locations...

Figure 11: Selecting the geographic location(s) the content of the Knowledge Object relates to.



The indication of the geographic location(s) related to the Knowledge Object's content is made by selecting one or more countries from the dropdown list that becomes available when clicking the "Location" box (see Figure 12).

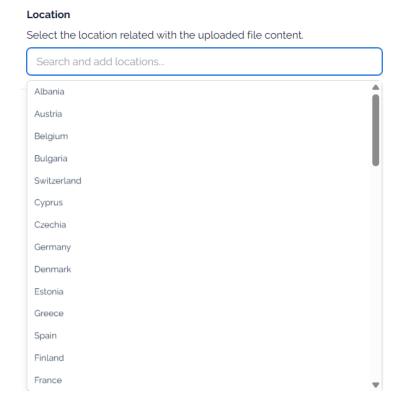


Figure 12: Indication of the geographic location(s) related to the content of the Knowledge Object by selecting one or more options from the dropdown list.

3.6. Entering the Basic Information

Next, the contributor must complete the Basic Info section.

 Contribution title: Provide a short title that reflects the scope or content (see Figure 13).

Contribution basic info

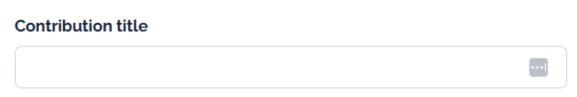


Figure 13: Entering the 'Contribution name'

 Contribution subtitle: A brief description (up to 300 words) explaining the Knowledge Object's content (see Figure 14).



Subtitle

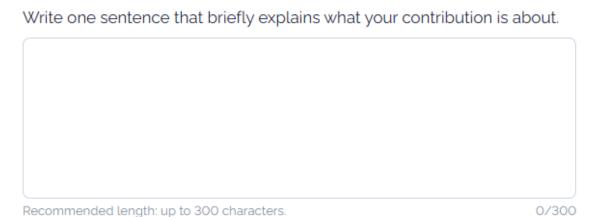


Figure 14: Entering the 'Subtitle' field

• **Detail description:** A concise description of the Knowledge Object, written in short sentences and paragraphs, with a maximum length of 1,000 characters.

Detail description

Use clear, simple language. Break text into short sentences and paragraphs. Use bullet points if possible.

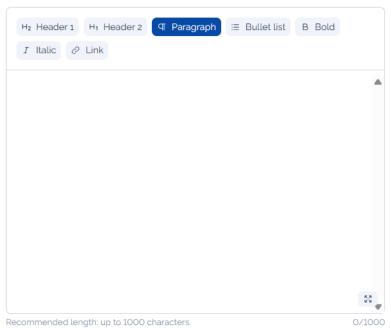


Figure 15: Entering the 'Detail description' field

3.7. Selecting topics and themes

The topic(s) and theme(s) of the Knowledge Object can be specified by selecting the appropriate checkboxes in the "Topics" section and clicking in the "Themes" field to



display and choose from the available themes. The Knowledge Object's topic(s) are provided first. As shown in Figure 16, more than one topic can be selected.

Topics Topics You can choose as many items as you want. Forestry Economics Livestock Environment Crop farming Society

Figure 16: Selection of Knowledge Object topic(s).

After selecting the topic(s) of the Knowledge Object, add the corresponding theme(s) by clicking in the "Themes" field. Themes describe the content of the Knowledge Object at a finer level of detail than the selected topic(s). Multiple selections are allowed (see Figure 17).



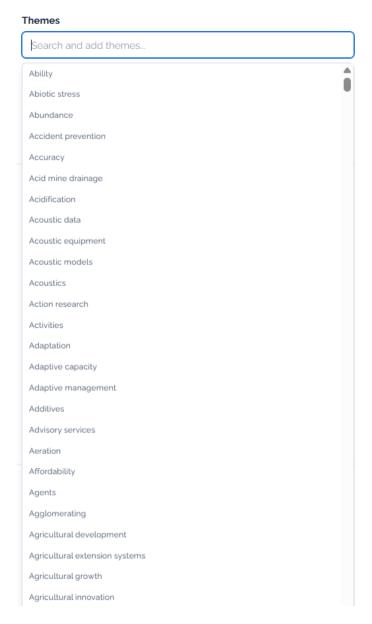


Figure 17: Selection of Knowledge Object theme(s).

 Keywords: Add words or short phrases separated by commas that describe the content (see Figure 18).

Keywords

Type the keywords in the input below, and press Enter or comma to add each one. You can add a maximum of 10 items.

Add keywords...

Figure 18: Adding relevant keywords.



3.8. Adding Author(s)

The full name and emails of the author(s) of the Knowledge Object (the persons involved in the creation of the Knowledge Object) must be provided in the "Authors" section. Providing the full name is mandatory, and at least one email address must be included.

If the Knowledge Object was created by multiple people, additional names and email addresses can be added by clicking the "+ Add Author" button. When you do so, the creator's name and email address provided previously are added to a list of Knowledge Object creators, and new details can be entered for additional contributors.

The "Authors" section of the upload form is shown in Figure 19.

Authors

Authors

The author is O Person Institution	
Full name	
Full name	
E-mail	
E-mail address	
ORCID (optional)	
	+ Add author

Figure 19: Upload form section for the addition of the author(s) of the Knowledge Object.

If the author name(s) are not available, the contributor may alternatively provide the name of the institution responsible for creating the Knowledge Object, as shown in Figure 20 below.



Authors

The author is Person	Institution	
Institution name		
		+ Add author

Figure 20: Option to provide the institution name when author details are not available.

3.9. Selecting a License

The license under which the Knowledge Object will become available from the platform is selected by clicking the radio button on the left of the Creative Common license names (i.e., the small circle before the licence's name). Only one license can be selected for the Knowledge Object. Details about Knowledge Object licensing and the licenses available from Creative Commons can be found in the EU-FarmBook's metadata guide. Figure 19 below shows the "License" section of the upload form.

License

Select the type of license you want to assign to Contribution. To learn more about licenses visit <u>licenses subpage</u>

	Copy and publish	Attribution required	Commercial use	Modify and adapt	Change license
О СС ВУ	~	~	~	~	~
CC BY-SA	~	~	~	~	
CC BY-ND	~	~	✓		~
CC BY-NC	~	~		✓	~
CC BY-NC-SA	~	✓		✓	
CC BY-NC-ND	~	~			~

Figure 21: Selecting the Knowledge Object's license.



If the contributor is unsure which license to choose, clicking the "licences subpage" button opens a short explanation of each option to help determine the most appropriate license (see Figure 21).

3.10. Final Review and Submission

Once all metadata fields have been completed, contributors can proceed by clicking the "Go to review" button. Alternatively, the "Previous step" button can be used to navigate back (see Figure 22).

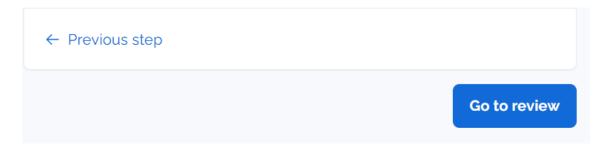


Figure 22: "Go to review" and "Previous step" buttons before final submission

If any required metadata fields are left blank, notification messages will appear under each incomplete field, prompting the user to complete them.

Before completing the submission, a summary page is displayed (see Figure 23). This overview includes: (i)The uploaded file, (ii) All metadata values entered throughout the process.

Each section includes an "Edit" option, allowing users to revise the metadata if needed before finalizing the submission.

To complete the upload process, click the "Approve" button located at the bottom right of the review screen.



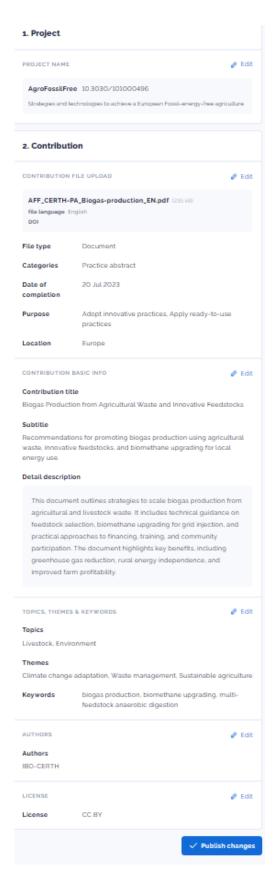


Figure 23: Final metadata review page with the option to edit before submitting the Knowledge Object



4. Example use of the upload form

In this section, we provide an example of a Knowledge Object submission by using the upload form. The Knowledge Object is a Practice Abstract from the <u>AgroFossilFree</u> project.

The first step in the submission process involves providing project information. To begin, enter the project acronym (e.g., "AGROFOSSILFREE") into the "Search project by ID, DOI, title or acronym" field. Clicking the search button will retrieve the project name from CORDIS (see Figure 24). Alternatively, the search could also be performed using the full project name, the Grant Agreement ID, or the project's DOI.

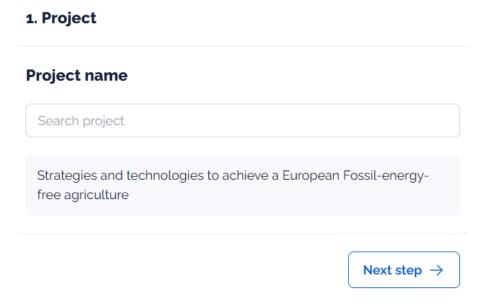


Figure 24: Searching for information for the Agrofossil project



Clicking the 'Next step' button (located at the bottom left corner in Figure 24) advances the user to the next section, titled "Contribution" (see Figure 25).

2. Contribution

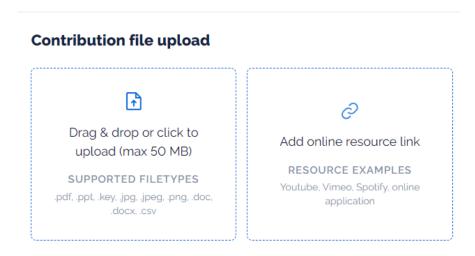


Figure 25: Uploading the Knowledge Object in the "Contribution" section

At this step, clicking the 'Drag & drop or click to upload' area allows the user to upload the relevant file. Once the Knowledge Object is uploaded, the user is prompted to select the file's language, as shown in Figure 25.

If English is selected as the language, an option to extract metadata appears (see Figure 26).



Contribution file upload

AFF_PA4-EI	•	
File language DOI (optional)	English	
Metadata extraction Extract the metadata automatically from uploaded contribution. Confirm the extractions after doing that.		
+ Add a translated version		

Figure 26: Metadata extraction option available for English-language files

If the user selects this option, the fields "Contribution Title," "Subtitle," "Keywords," and "Topics" are automatically populated. After the metadata is extracted, this option is no longer displayed, and an additional field appears, allowing the user to upload a translated version of the Knowledge Object.

The translated version can be uploaded in the same way as the original file, after selecting the appropriate language from the provided list (see Figure 27).

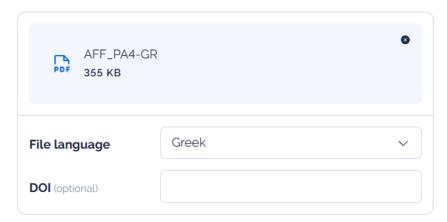


Figure 27: Uploading the translated version of the Knowledge Object by selecting the corresponding language



In the following steps of the upload process, the File type must be selected from the available options (see Figure 28). Since the Knowledge Object in this example is a document, the "Document" option is selected in the "File Type" field.

File type				
If you are not sure what file type is your contribution, check the files list.				
Document	○ Image			
 Slideshow/Presentation 	 Software Application 			
Video	O Dataset			
Audio				

Figure 28: Selecting the file type of the Knowledge Object

Based on the selected file type, a list of relevant categories appears. In this example, the Knowledge Object is categorized as a Practice Abstract (see Figure 29).

Categories				
You can choose as many items as you want.				
Article in conference	Milestone report			
proceedings	Newsletter			
Book	Policy brief			
Booklet	Practice abstract			
Brochure	Press release			
Chapter in edited volume	Review document			
Deliverable report	Report/paper			
Factsheet	Technical/technology article			
Flyer	Technical			
Handbook	information/specifications			
Guide	card			
Journal article	Thesis			
Manual	Tutorial			

Figure 29: Selecting the category of the Knowledge Object.



Date of completion

Continuing the process, the date of completion must be specified. This can be done by clicking the calendar icon (see Figure 30).

The date of the contribution's completion mm/dd/yyyy September 2025 ▼ d contributions e.g. access to data, add 10 items max. 10 11 12 13 18 19 23 24 25 26 27 30 1 2 3 4 9 10 11 with the uploaded file content. Today Date of completion The date of the contribution's completion 03/31/2022

Figure 30: Selecting the date of completion for the Knowledge Object

The next step involves selecting the purpose of the uploaded contribution. In this case, both 'Adopt innovative practices' and 'Apply to ready-to-use practices' are selected (see Figure 31).

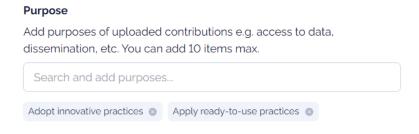


Figure 31: Selecting the purpose of the Knowledge Object



After that, the geographical area to which the Knowledge Object refers to should be indicated. Since this example refers to Europe, the 'Europe' option is selected (see Figure 32).

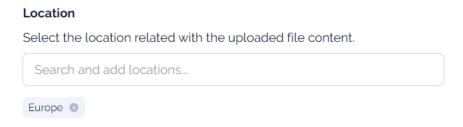


Figure 32: Selecting the location relevant to the Knowledge Object

In the following step, under Basic Info, metadata fields such as 'Contribution name', 'Contribution summary', and 'Keywords' are automatically filled in (since metadata extraction was previously enabled). Users can either keep these suggested values by clicking 'Insert' or discard them and fill in the fields manually by selecting 'Discard' (see Figures 33–35).

Contribution basic info

Figure 33: Automatically prefilled 'Contribution title field

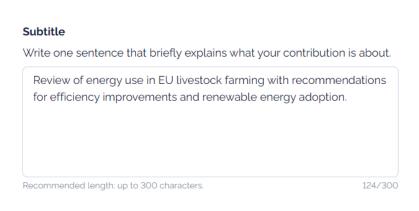


Figure 34: Automatically prefilled 'Subtitle field



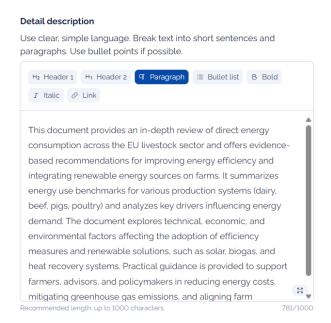


Figure 35: 'Detailed description' field

Moving forward, the suggested topics for the Knowledge Object in this case are "Livestock" and "Environment" (see Figure 36).

Topics, themes & keywords

Topics

You can choose as many items as you want.

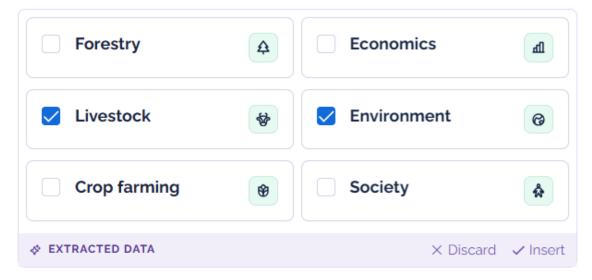


Figure 36: Suggested topics associated with the Knowledge Object



The next step allows the user to select one or more themes that are relevant to the Knowledge Object (see Figure 37).

Themes

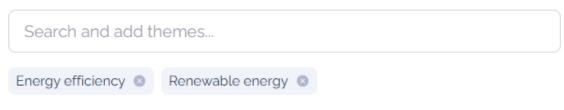


Figure 37: Subtopic selection for the Knowledge Object

Keywords

Type the keywords in the input below, and press Enter or comma to add each one. You can add a maximum of 10 items.

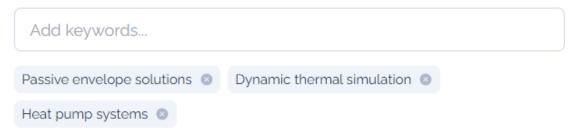


Figure 38: Keywords prefilled in the respective field of the upload form.

After this step, the user must complete the "Authors" field. This involves entering the author's Name and Email address, then clicking "Add Author" to include them (see Figure 39). Multiple authors can be added by repeating this process.



Alternatively, the name of the institution responsible for creating the Knowledge Object can be added, as shown in this example.

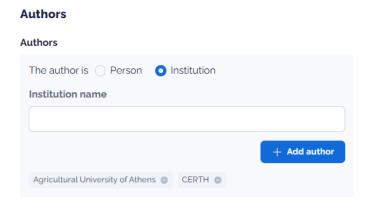


Figure 39: Adding the author(s) of the Knowledge Object

The final step in the upload process is choosing a license. The user selects the appropriate license from a dropdown list, each accompanied by a short description. In this example, the license selected is <u>CC BY 4.0</u> (see Figure 40).

License

Select the type of license you want to assign to Contribution. To learn more about licenses visit <u>licenses subpage</u>



Figure 40: Selecting the license for the Knowledge Object



By selecting "Go to Review," the user is taken to a summary page where all fields are displayed with the information provided (see Figure 41). At this stage, the user may review and edit any field if necessary before proceeding.

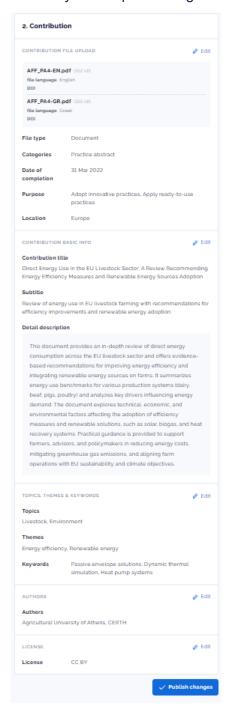


Figure 41: Final review page displaying all entered information

Once the user clicks 'Approve', the confirmation message "Contribution uploaded" is displayed, indicating that the process has been successfully completed.

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