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Dwarfs4MOSAIC Repository
ADMINISTRATOR'S QUICK START GUIDE

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About this guide

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<https://guaix.ucm.es/dwarfs4mosaic>

Intended Audience

This guide is intended for the Administrator user with administrative privileges. It explains how to navigate the dwarfs4MOSAIC repository platform and manage its administrative features, with step-by-step instructions.

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1. Accessing the Platform

To start using `dwarfs4MOSAIC` repository, open your preferred web browser and navigate to the project URL, <https://guaix.ucm.es/dwarfs4mosaic-data>. It is recommended to use modern browsers such as *Chrome*, *Firefox*, or *Edge* for optimal compatibility with all platform features. Once the page loads, you will reach the welcome page.

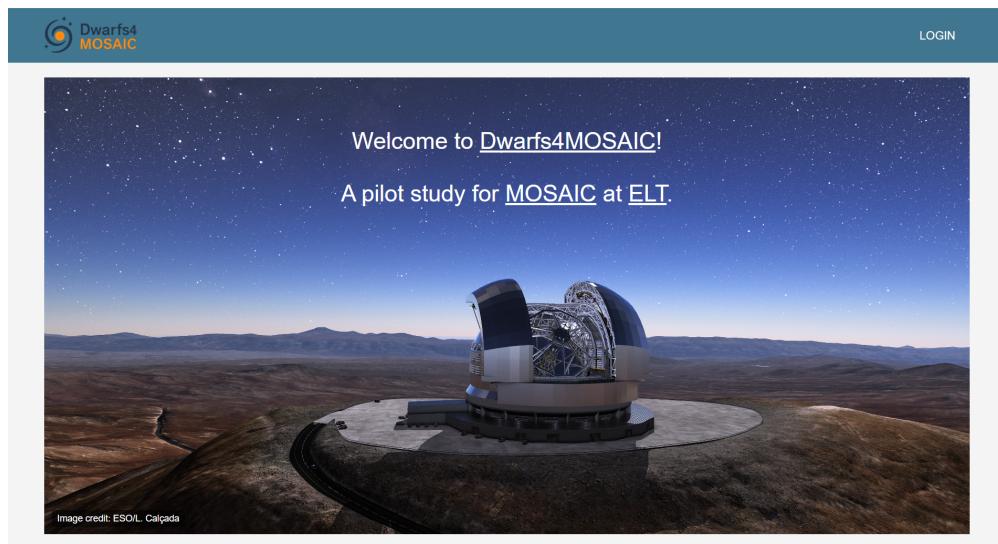


Figure 1. Dwarfs4MOSAIC welcome page.

Click the **LOGIN** option at the top-right corner of the page to access the login form and enter your assigned username and password in the corresponding fields.

A screenshot of the Dwarfs4MOSAIC login form. The title bar says 'Dwarfs4MOSAIC Administration'. The form has two input fields: 'Username:' containing 'agil' and 'Password:' containing a redacted password. Below the fields is a 'Log in' button. The background is white with a light gray border around the form itself.

Figure 2. Login form.

If you forget your password or experience login issues, please contact *Principal Investigator of Dwarfs4MOSAIC* at <https://guaix.ucm.es/dwarfs4mosaic> to request a new password.

2. Administrator Options

After logging in, you will be directed to the *Home* page, which displays a welcome message along with several navigation options, providing quick access to the features most relevant to daily tasks.



Figure 3. Navigation links for the Administrator.

- **Home:** redirects to the main page (see *Chapter 3. Navigating the Home Page*).
- **Info:** access to platform information (see *Chapter 5. Platform Information*).
- **Database:** access to consult database tables (see *Chapter 6. Database Visualization*).
- **Admin:** access to administration interface to manage users, permissions, and tables (see *Chapter 7. Administration Panel*).
- **Log out:** option to manually log out of the platform (see *Chapter 8. Logging Out*).

3. Navigating the Home Page

The *Home* page shows a table with the targets you have permission to view.



The screenshot shows the Dwarfs4 MOSAIC web interface. At the top, there's a dark blue header bar with the logo 'Dwarfs4 MOSAIC' on the left and 'WELCOME, ARMANDO / HOME / INFO / LOG OUT' on the right. Below the header is a section titled 'Research Objects' with a subtitle 'List of celestial objects intended for study, along with details and relevant properties for each object.' The main content is a table with the following columns: IMAGE, NAME, TYPE, RA (HH:MM:SS), DEC (DD:MM:SS), MAG, REDSHIFT, SIZE (arcsec), VISIBILITY SEMESTER, OBSERVING RUN, INSTRUMENT, DATA FILES, and COMMENTS. Three rows of data are shown:

IMAGE	NAME	TYPE	RA (HH:MM:SS)	DEC (DD:MM:SS)	MAG	REDSHIFT	SIZE (arcsec)	VISIBILITY SEMESTER	OBSERVING RUN	INSTRUMENT	DATA FILES	COMMENTS
	IC 1613	galaxy	01:04:47	+02:07:04	9.2	0.0 ± 0.005	16.6	2025b			stackcube_3030307.fit stackcube_3030308.fit	Irregular dwarf galaxy located on the outskirts of the Local Group, with low interstellar dust content.
	Leo I	galaxy	10:08:23	+12:36:00	13.2	0.0 ± 0.0	11.5	2025b				Dwarf spheroidal galaxy.
	NGC 6822	galaxy	19:44:56	-14:48:06	9.2	0.0 ± 0.0	17.4	2025b			final_cube_GTC4-23ITP_OB0006.fit final_cube_GTC4-23ITP_OB0009.fit	Barred irregular galaxy in the Local Group.

Figure 4. Home page.

Each target is displayed with several fields that provide key information at a glance:

Image: target's associated image, if available.

Name: unique identifier of the target.

Type: category of the astronomical object.

Right Ascension: celestial coordinate along the equatorial plane [hh:mm:ss].

Declination: celestial coordinate perpendicular to the equatorial plane [dd:mm:ss].

Apparent Magnitude: brightness of the target as observed from Earth.

Redshift (z): measured redshift of the object.

Angular Size: apparent size of the target in the sky.

Visibility Semester: semester when the target is visible.

Observing Run: name of the observing run(s) the target belongs to.

Instrument: instrument used to acquire data for the target.

Data Files: list of associated files available for download (see [Chapter 4. Downloading Files](#)).

Comments: additional information.

4. Downloading Files

On the *Home* page, locate the target of interest. In the **Data Files** column, you will see the available files along with the download icon . Clicking this icon opens the file download view.



Target: NGC 6822

Available datafiles for downloading. Please select files to download.

	FILE NAME	SIZE
<input checked="" type="checkbox"/>	final_cube_GTC4-23ITP_OB0006.fit	5 bytes
<input checked="" type="checkbox"/>	final_cube_GTC4-23ITP_OB0009.fit	5 bytes

Download

Figure 5. File download view.

This view displays a table containing all the files associated with the selected target and their respective sizes. You can select one, multiple, or all files at once. If only a single file is selected, it will be downloaded directly. If multiple files are selected, a *.zip* archive containing all selected files is generated. The download process is handled directly by your web browser.

5. Platform Information

This view provides relevant information about the platform and allows editing the page content. Next to the page title, there is a link ([Edit](#)) that scrolls to the editable section at the bottom of the page. This section contains an HTML editor widget where the **Administrator** can modify the page content directly using HTML.

Platform Information (Edit)

Edit Platform Info (Administrator only)

```
<!--
platform_info.html

Purpose:
- Provide information about the dwarfs4MOSAIC web platform.
- This file is editable by the superuser to update platform details.
- Any user visiting the info page will see this content rendered.

Content Guidelines:
- Edit content only inside tag <div class="platform-info">
- Use standard HTML tags: <h1>, <h2>, <p>, <ul>, <li>, <b>, <i>, <u>.
- You can use <b></b>, <i></i>, or <u></u> to highlight important information.
- Avoid scripts or unsafe content.
-->

<!-- Main container for platform information -->

<div class="platform-info">

<!-- -----
<!-- ADMINISTRATOR: Add content down here -->
<!-- ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ -->

<!-- Additional sections can be added below -->
<!-- For example: FAQ, Contact info, etc. -->

<!-- ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ -->
<!-- ADMINISTRATOR: Add content up here -->
<!-- ----- -->

</div>
```

[Save changes](#)

Figure 6. Platform information view.

After making changes, the **Save changes** button stores the updated HTML on the server, and the page is immediately refreshed to display the new content. This feature ensures that the **Administrator** can update platform information efficiently while maintaining accuracy.

⚠ Changes made here will be immediately visible to all users. Ensure correctness before saving.

6. Database Visualization

This section introduces the interface for browsing the project's database tables.

The diagram below shows the structure of the *dwarfs4MOSAIC* database, including the tables and the relationships between them. This overview helps understand how objects are interconnected.

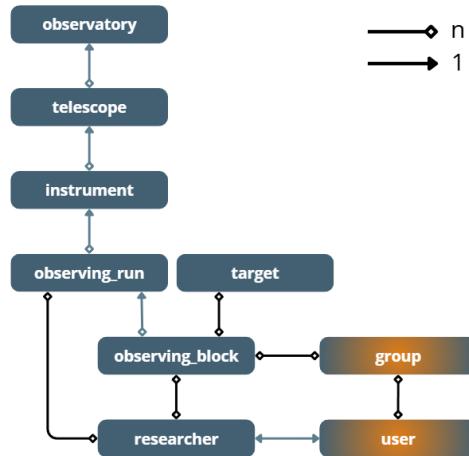


Figure 7. Database structure and relationships between tables.

The platform allows the **Administrator** to explore the stored records, consult details quickly, and verify relationships between different objects. The feature ensures that the database content remains consistent with the project's current state.

Database table query interface

List of database tables displaying their fields and contents along with additional related information.

TABLE NAME
group
instrument
observatory
observing_block
observing_run
researcher
target
telescope

Figure 8. Database tables interface.

The list of categories appears in alphabetical order; however, in the following sections, they are presented according to the order in which they are created, making it easier to understand the relationships between objects.

6.1 Groups

The *group* table contains information about the project groups used to organize members.

Each record represents a single group and shows its name, members (researchers) and authorized observing blocks for the researchers belonging to the group.

Groups table		
NAME	MEMBERS	ALLOWED OBSERVING BLOCKS
megara-group	agil acastillo ccabello mlara	GTC4-23ITP - MEGARA (2023-02-18)
weave-group		

Figure 9. Groups table.

6.2 Researchers

The *researcher* table contains information about the project members.

Each record represents a single researcher and shows its full name, role (*Core Team* or *Collaborator*), the group it belongs to, whether it holds a PhD, affiliated institution, the observing runs it has participated in, specific denied observation blocks, email address and comments.

Researchers table								
NAME	ROLE	GROUP	PhD	INSTITUTION	OBSERVING RUNS	DENIED OBSERVING BLOCKS	EMAIL	COMMENTS
África Castillo Morales	core_team	megara-group	✓	Universidad Complutense de Madrid, Spain	GTC4-23ITP			acm
Armando Gil de Paz	core_team	megara-group	✓	Universidad Complutense de Madrid, Spain	GTC4-23ITP			agil
Cristina Cabello González	core_team	megara-group	✓	Universidad Complutense de Madrid, Spain				ccabello
Carolina Kehrig Martín dos Santos	core_team		✓	Instituto de Astrofísica de Andalucía, Spain	GTC4-23ITP	GTC4-23ITP - MEGARA (2023-02-18)		ckm
Christopher J. Conselice	core_team		✓	University of Nottingham, UK				conselice
Davor Krajnovic	core_team		✓	Institute Astrophysics Potsdam, Germany				dkr
Jorge Iglesias Páramo	core_team		✓	Instituto de Astrofísica de Andalucía, Spain				jip
José Manuel Vilchez Medina	core_team		✓	Instituto de Astrofísica de Andalucía, Spain	GTC4-23ITP	GTC4-23ITP - MEGARA (2023-02-18)		jmvm
Luca Costantini	core_team		✓	Centro de Astrobiología, Spain				lcostantini
Matthew Hayes	core_team		✓	Stockholm University, Sweden				mattih
Maritza Lara López	core_team	megara-group	✓	Universidad Complutense de Madrid, Spain				mllopez
Mathieu Puech	core_team		✓	Paris-Meudon Observatory, France				Mathie

Figure 10. Researchers table.

6.3 Observatories

The *observatory* table contains information about the observatories associated with the project.

Each record represents a single observatory and shows its name, location, geographic longitude, geographic latitude, altitude above sea level and a link to a website with additional information.

Observatories table

NAME	LOCATION	LONGITUDE (DD:MM:SS)	LATITUDE (DD:MM:SS)	ALTITUDE (m)	WEBSITE
AURA-O	Cerro Pachón (Chile)	70:44:01.11W	30:14:16.41N	2713.0	🔗
Roque de los Muchachos	La Palma (Spain)	17:53:30W	28:45:22N	2396.0	🔗

Figure 11. Observatories table.

Clicking on an observatory name in the list a detailed page opens displaying all telescopes related to that observatory.

Observatory: Roque de los Muchachos

Telescopes belonging to the observatory.

TELESCOPE	DESCRIPTION	OWNER	STATUS	APERTURE (m)	WEBSITE
GTC	Gran Telescopio de Canarias	GRANTECAN S.A.	✓ operational	10.4	🔗
INT	Isaac Newton Telescope	Instituto de Astrofísica de Canarias (IAC), Isaac Newton Group of Telescopes- La Palma, Nederlandse Organisatie voor Wetenschappelijk Onderzoek	✗ maintenance	2.5	🔗
LT	Liverpool Telescope	Liverpool John Moores University	✓ operational	2.0	🔗
WHT	William Herschel Telescope	Instituto de Astrofísica de Canarias (IAC)	✓ operational	4.2	🔗

Figure 12. Specific observatory information.

6.4 Telescopes

The *telescope* table contains information about the telescopes associated with each observatory.

Each record represents a single telescope and shows its name, description, observatory to which it belongs, institutional owner, operational status (*Unknown*, *Operational*, *Inoperative*, or *Under Maintenance*), aperture and a link to a website with additional information.

Telescopes table

Name	Description	Observatory	Owner		Status	Aperture (m)	Website
GTC	Gran Telescopio de Canarias	Roque de los Muchachos	GRANTECAN S.A.	/	operational	10.4	🔗
INT	Isaac Newton Telescope	Roque de los Muchachos	Instituto de Astrofísica de Canarias (IAC), Isaac Newton Group of Telescopes- La Palma, Nederlandse Organisatie voor Wetenschappelijk Onderzoek	/	maintenance	2.5	🔗
LT	Liverpool Telescope	Roque de los Muchachos	Liverpool John Moores University	/	operational	2.0	🔗
SOAR	Southern Astrophysical Research	AURA-O	The SOAR Consortium	/	operational	4.1	🔗
WHT	William Herschel Telescope	Roque de los Muchachos	Instituto de Astrofísica de Canarias (IAC)	/	operational	4.2	🔗

Figure 13. Telescopes table.

Clicking on a telescope name in the list a detailed page opens showing all instruments related to that telescope.

Telescope: GTC (Gran Telescopio de Canarias)

Instruments belonging to the telescope.

Instrument	Description	Filters	Configuration	Status	Website
MEGARA	Multi-Espectrógrafo en GTC de Alta Resolución para Astronomía	LR-U LR-B LR-R		inoperative	🔗

Figure 14. Specific telescope information.

6.5 Instruments

The instrument table contains information about the instruments available for each telescope.

Each record represents a single instrument and shows its name, description, filters, configuration, telescope on which it is installed, operational status (*Unknown*, *Operational*, *Inoperative*, or *Under Maintenance*) and a link to a website with additional information.

Instruments table

Name	Description	Filters	Configuration	Telescope	Status	Website
IO:O	Infrared-Optical suite of instruments: optical imaging component			LT	operational	🔗
MEGARA	Multi-Espectrógrafo en GTC de Alta Resolución para Astronomía	LR-U LR-B LR-R		GTC	inoperative	🔗
SIFS	SOAR Integral Field Spectrograph			SOAR	operational	🔗
WEAVE	WHT Enhanced Area Velocity Explorer		LR-blue LR-red	WHT	operational	🔗
WFC	Wide-Field Camera			INT	inoperative	🔗

Figure 15. Instruments table.

6.6 Observing Runs

The *observing_run* table contains information about the periods during which observations are scheduled for each instrument.

Each record represents a single observing run and shows its name, instrument used, description, start and end dates, and comments.

Observing Runs table					
Name	Instrument	Description	Start Date	End Date	Comments
GTC4-23ITP	MEGARA	The observing run will be conducted at the 10.4m Gran Telescopio Canarias (GTC) in the framework of the International Time Programme 2023 (23ITP). It consists of a series of observing blocks targeting selected galaxies, each designed to deliver integral field spectroscopy datacubes for subsequent analysis.	Feb. 18, 2023	Feb. 19, 2023	The run was executed over several nights under photometric conditions with typical seeing below 1.0".

Figure 16. Observing Runs table.

Clicking on an observing run name in the list a detailed page opens showing all researchers involved in the observing run as well as all the observing blocks included.

Observing Run: GTC4-23ITP					
Researchers involved in the observing run					
Name	Role	PhD	Institution	Email	Comments
África Castillo Morales	core_team	✓	Universidad Complutense de Madrid, Spain	acasmor@ucm.es	
Armando Gil de Paz	core_team	✓	Universidad Complutense de Madrid, Spain	agil@ucm.es	
Carolina Kehrig Martín dos Santos	core_team	✓	Instituto de Astrofísica de Andalucía, Spain	kehrig@iaa.es	
José Manuel Vilchez Medina	core_team	✓	Instituto de Astrofísica de Andalucía, Spain	jvm@iaa.es	

Observing blocks included in the observing run										
Block Name	Description	Start Time	End Time	Observation Mode	Filters	Configuration	Exposure Time	Seeing	Weather Conditions	
GTC4-23ITP	NGC 6822, IFS with MEGARA (23ITP).	Feb. 18, 2023, midnight	12:10 a.m.	photometry	LR-U					

Figure 17. Specific observing run information.

6.7 Observing Blocks

The *observing_block* table contains information about the specific set of scheduled observations for each observing run.

Each record represents a single observing block and shows its name, observation run to which it belongs, description, observing semester, start date and time, end time, observed objects (targets), observation mode (*Photometry*, *Spectroscopy*, or *Imaging*), filters, configuration, exposure time of the observation, seeing value, weather conditions, and comments.

Observing Blocks table

NAME	OBSERVING RUN	DESCRIPTION	OBSERVING SEMESTER	START TIME	END TIME	TARGET	OBSERVATION MODE	FILTERS	CONFIGURATION	E
GTC4-23ITP	GTC4-23ITP	NGC 6822, IFS with MEGARA (23ITP).	2023a	Feb. 18, 2023, midnight	12:10 a.m.		photometry	LR-U		

Figure 18. Observing Blocks table.

6.8 Targets

The *target* table contains information about the observable astronomical objects.

Each record represents a single target and shows its image (if available), name, observing blocks where it has been observed, type (*Galaxy*, *Calibration*, or *Other*), right ascension, declination, apparent magnitude, redshift, angular size, visibility semester, comments, and path to store associated files.

Targets table

IMAGE	NAME	OBSERVING BLOCK	TYPE	RA (HH:MM:SS)	DEC (+DD:MM:SS)	MAG	REDSHIFT	SIZE (arcsec)	VISIBILITY SEMESTER	COMMENTS	DATA FILES PATH
	IC 1613	GTC4-23ITP - MEGARA (2023-02-18)	galaxy	01:04:47	+02:07:04	9.2	0.0 ± 0.005	16.6	2025b	Irregular dwarf galaxy located on the outskirts of the Local Group, with low interstellar dust content.	/IC_1613\datafiles
	Leo I	GTC4-23ITP - MEGARA (2023-02-18)	galaxy	10:08:23	+12:36:00	13.2	0.0 ± 0.0	11.5	2025b	Dwarf spheroidal galaxy	/Leo_I\datafiles
	NGC 6822		galaxy	19:44:56	-14:48:06	9.2	0.0 ± 0.0	17.4	2025b	Barred irregular galaxy in the Local Group.	/NGC_6822\datafiles

Figure 19. Targets table.

7. Administration Panel

The *administration panel* offers a centralized interface to maintain the database, and manage user accounts and permissions.

The header menu presents the following options for the **Administrator** user:

- **View Site**: returns to the platform's main page (see [Chapter 3. Navigating the Home Page](#)).
- **Change Password**: allows the **Administrator** to update their password.
- **Log out**: closes the current session (see [Chapter 8. Logging Out](#)).



Figure 20. Administration's panel menu options.

7.1 Panel Overview

The administration panel is organized into two main sections.

Authentication and Authorization section contains the *Groups* and *Users* categories, to manage user accounts, assign users to groups, and configure permissions.

AUTHENTICATION AND AUTHORIZATION		
Groups		Add
Users		Change

Figure 21. Authentication and Authorization administration.

Database section defines a category for each table of the *dwarfs4MOSAIC* platform, allowing to view, add, modify, or delete records as required.

DATABASE		
Instruments	 Add	 Change
Observatories	 Add	 Change
Observing Blocks	 Add	 Change
Observing Runs	 Add	 Change
Researchers	 Add	 Change
Targets	 Add	 Change
Telescopes	 Add	 Change

Figure 22. Database administration.

When selecting a category in the administration panel, a list of existing objects of that type is displayed, allowing you to view, edit, or delete them as needed.

Select Instrument to change

Action: Go 0 of 5 selected

<input type="checkbox"/> INSTRUMENT
<input type="checkbox"/> IO:O
<input type="checkbox"/> MEGARA
<input type="checkbox"/> SIFS
<input type="checkbox"/> WEAVE
<input type="checkbox"/> WFC

5 Instruments

Figure 23. List of instruments.

All categories in the administration panel have the same basic actions.

Importing a set of objects

For each category, an *Import CSV* button is available.

IMPORT CSV

Figure 24. Import CSV button.

Clicking this button opens a dedicated view to import objects of the selected category. The **Select File** button opens a file browser to choose a CSV file to import. This file must include all fields corresponding to the category and contain a header row with the database column names.

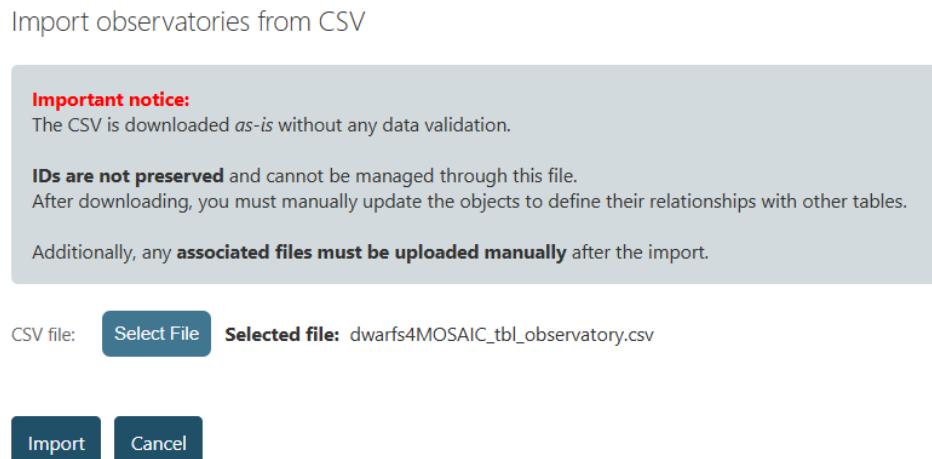


Figure 25. Import CSV view.

A The CSV is imported as-is, without any data validation. Object IDs in the CSV are not preserved; the platform automatically assigns new IDs upon import. After importing, you must manually update the objects to establish their relationships with other tables, and upload any associated files separately.

Adding an object

Open the form to create a new object:

- By clicking **Add+** next to the category name in the main panel.
- By selecting a category and then clicking **Add [object name]+**.
- By clicking **Save and add another** after creating an object, which immediately opens a new form for the same type of object.



Figure 26. Add a new object.

Fill in the required fields (shown in bold) and any optional fields as needed, and click **Save** to create the object. After saving, the new object will appear in the list of objects of that category, and you can edit it at any time to view it, update it or delete it if it is no longer needed.

Editing an object

Select a category and click on the object you wish to modify from the list. Update the fields as needed and click **Save** to apply the changes.

Deleting an object

Select a category, click on the object from the list to open its form, and click **Delete**. You will be asked to confirm before the deletion is applied.

It is also possible to delete multiple objects at once by selecting several entries in the list and choosing the **Delete selected** action from the dropdown menu.

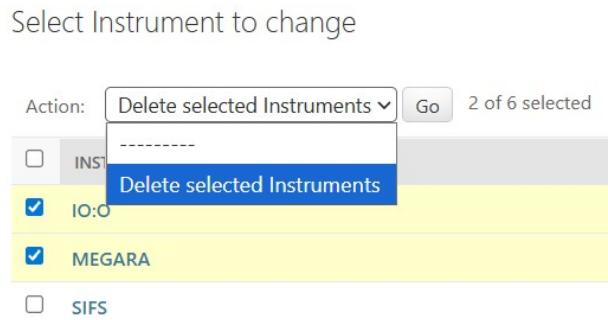


Figure 27. Delete existing object/s.

7.2 Database

This section describes the database categories in an order that reflects the typical workflow for creating and linking objects (see [Figure 7. Database structure and relationships between tables](#)). Presenting them in this sequence helps clarify the relationships between different types of entries and ensures a logical understanding of how data is organized within the platform.

7.2.1 Observatories

Observatories represent the locations where telescopes and instruments are installed.

To register a new observatory, click *Add Observatory* and provide the required information in the following fields:

Name: name of the observatory.

Add Observatory

Name: Roque de los Muchachos

Figure 28. Observatory name.

General Information

Location: city, region or country where the observatory is located.

Website: official website of the observatory (if available).

General Information	
Location:	La Palma (Spain)
Website:	https://www.iac.es/es/observatorios-de-canarias/observatorio-del-rc

Figure 29. Observatory general information.

Coordinates

Longitude: geographical longitude of the observatory, expressed in degrees, minutes, seconds (may include decimal values) and the direction (East (E) or West (W)).

Latitude: geographical latitude of the observatory, expressed in degrees, minutes, seconds (may include decimal values) and the direction (North (N) or South (S)).

Altitude: geographical height above sea level, expressed in meters.

Coordinates	
Longitude:	17:53:30W DDD:MM:SS[.sss][E/W]
Latitude:	28:45:22N DD:MM:SS[.sss][N/S]
Altitude:	2396.0 meters

Figure 30. Observatory coordinates.

Maintaining accurate observatory data is essential, as telescopes and observing blocks are linked to these locations, and the relationships are used throughout the platform to manage observations efficiently.

7.2.2 Telescopes

Telescopes are the instruments installed at observatories to carry out astronomical observations.

To register a new telescope, click *Add Telescope* and provide the required information in the following fields:

Name: name of the telescope.

Add Telescope

Name:	LT
-------	----

Figure 31. Telescope name.

General Information

Description: short description of the telescope.

Institutional Owner: institutional owner of the telescope.

Observatory: observatory where the telescope is located.

Website: official website of the telescope (if available).

Status: current operational status of the telescope (*Unknown*, *Operational*, *Inoperative*, *Under Maintenance*).

General Information	
Description:	Liverpool Telescope
Institutional Owner:	Liverpool John Moores University
Observatory:	Roque de los Muchachos    
Website:	https://telescope.livjm.ac.uk/
Status:	Operational 

Figure 32. Telescope general information.

Characteristics

Aperture: aperture of the telescope, expressed in meters.

Characteristics	
Aperture:	2.0 meters

Figure 33. Telescope coordinates.

Accurate telescope data is important because instruments, observing blocks, and targets are linked to specific telescopes. Ensuring these relationships are correctly established allows proper management and planning of observations across the platform.

7.2.3 Instruments

Instruments are the devices attached to telescopes used to acquire observational data, such as cameras, spectrographs, or photometers.

To register a new instrument, click *Add Instrument* and provide the required information in the following fields:

Name: name of the instrument.

Add Instrument	
Name:	WEAVE

Figure 34. Instrument name.

General Information

Description: short description of the instrument.

Telescope: telescope where the instrument is installed.

Website: official website of the instrument (if available).

Status: current operational status of the instrument (*Unknown*, *Operational*, *Inoperative*, *Under Maintenance*).

General Information

Description:	WHT Enhanced Area Velocity Explorer
Telescope:	WHT ▼ Pencil + X Eye
Website:	https://www.ing.iac.es//astronomy/instruments/weave/weaveinst.htm
Status:	Operational ▼

Figure 35. Instrument general information.

Additional Data

Filters: filters or filter set used by the instrument. Specify all available filters or bands if applicable.

Configuration: optical or mechanical configuration of the instrument.

Additional Data

Filters:	<input type="text"/>
	Comma-separated
Configurations:	<input type="text" value="LR-blue, LR-red"/>
	Comma-separated

Figure 36. Instrument additional data.

Correctly registering instruments ensures that observing blocks and targets are properly associated with the hardware used, which is essential for data management and planning of observations.

7.2.4 Observing Runs

Observing runs represent the periods of scheduled observations conducted at a given observatory with specific telescopes and instruments.

To register a new observing run, click *Add Observing Run* and provide the required information in the following fields:

Name: name of the observing run.

Add Observing Run

Name:	GTC4-23ITP
-------	------------

Figure 37. Observing run name.

General Information

Description: description of the observing run.

Instrument: instrument used during the observing run.

Start Date: start date of the observing run.

End Date: planned end date of the observing run.

General Information

Description:	The observing run will be conducted at the 10.4m Gran Telescopio Canarias (GTC) in the framework of the International Time Programme 2023 (23ITP). It consists of a series of observing blocks targeting selected galaxies, each designed to deliver integral field spectroscopy datacubes for subsequent analysis.
Instrument:	MEGARA    
Start Date:	2023-02-18   Note: You are 2 hours ahead of server time.
End Date:	2023-02-19   Note: You are 2 hours ahead of server time.

Figure 38. Observing run general information.

Participants

Researchers: researchers participating in the observing run.

The screenshot shows a user interface for selecting participants. On the left, under 'Available researchers', there is a list of names: Cristina Cabello González, Christopher J. Conselice, Davor Krajnovic, Jorge Iglesias Páramo, Luca Costantin, Matthew Hayes, Maritza Lara López, Mathieu Puech, Nicolas Laporte, Roser Pello, and Rubén Sánchez Janssen. On the right, under 'Chosen researchers', there is a list of names: África Castillo Morales, Armando Gil de Paz, Carolina Kehrig Martin dos Santos, and José Manuel Vilchez Medina. There are 'Choose all' and 'Remove all' buttons at the bottom. A note at the bottom says: 'Researchers who participated in the observing run. Hold down "Control", or "Command" on a Mac, to select more than one.'

Figure 39. Observing run participants.

Additional Data

Comments: any additional information concerning the observing run.

The screenshot shows a 'Comments' field containing the text: 'The run was executed over several nights under photometric conditions with typical seeing below 1.0".

Figure 40. Observing run additional data.

Properly registering observing runs is crucial for organizing observing blocks, associating data files, and maintaining accurate records of the observations carried out.

7.2.5 Observing Blocks

Observing blocks are subdivisions of an observing run that define specific targets, instruments, and observation parameters for a given session.

To register a new observing block, click *Add Observing Block* and provide the required information in the following fields:

Name: name of the observing block.

Add Observing Block

Name:

GTC4-23ITP

Figure 41. Observing block name.

General Information

Observing run: observing run where the block is executed.

Description: description of the block.

Observing semester: semester in which the block was executed.

Start Time: start date and time of the block.

End Time: planned end time of the block.

General Information

Observing Run: GTC4-23ITP    

Description: NGC 6822, IFS with MEGARA (23ITP).

Observing semester: 2023a

Start Time: Date: 2023-02-18 Today | 
Time: 00:00:00 Now | 
Note: You are 2 hours ahead of server time.

End Time: 00:10:00 Now | 
Note: You are 2 hours ahead of server time.

Figure 42. Observing block general information.

Observation Information

Observation mode: observation mode used during the observing block (*Photometry*, *Spectroscopy*, or *Imaging*).

Instrument filter: instrument filter used during the observations.

Instrument configuration: instrument configuration used during the observations.

Exposure Time: exposure time per observation, expressed in seconds.

Seeing: seeing value during the observations, expressed in arcseconds.

Weather Conditions: weather conditions during the observing block.

Target: targets observed in the block.

Observation Information

Observation Mode:	Photometry															
Instrument filter:	LR-U															
Instrument configuration:	-----															
Exposure Time:	1200 seconds															
Seeing:	1.0 arcsec															
Weather Conditions:	Sky transparency: Photometric (no clouds) Moon illumination: < 30% (dark/grey time) Airmass: ≤ 1.3 Humidity: ≤ 70% Wind speed: ≤ 10 m/s															
Target:	<table border="1"><tr><td>Available target</td><td>Filter</td></tr><tr><td>IC 1613</td><td></td></tr><tr><td>Leo I</td><td></td></tr><tr><td>Pegasus Dwarf</td><td></td></tr><tr><td>Sextans A</td><td></td></tr></table> <p>Choose all </p> <p>Targets that belong to the block. Hold down "Control", or "Command" on a Mac, to select more than one.</p>	Available target	Filter	IC 1613		Leo I		Pegasus Dwarf		Sextans A		<table border="1"><tr><td>Chosen target</td><td>Filter</td></tr><tr><td>NGC 6822</td><td></td></tr></table> <p> Remove all</p>	Chosen target	Filter	NGC 6822	
Available target	Filter															
IC 1613																
Leo I																
Pegasus Dwarf																
Sextans A																
Chosen target	Filter															
NGC 6822																

Figure 43. Observing block observation information.

Additional Data

Comments: any additional information concerning the observing block.

Additional Data

Comments:	Observing block 0009: integral field spectroscopy of the dwarf galaxy NGC 6822 with GTC/MEGARA as part of the 23ITP run.
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Figure 44. Observing block additional data.

Proper configuration of observing blocks ensures that data files are correctly associated with their targets and runs, and that access permissions can be assigned effectively to researchers and groups.

7.2.6 Targets

Targets are the astronomical objects of study in the project.

Creating a new *target* is a two-step process. First, click *Add Target* and provide the required information in the following fields:

Name: name of the target (must be unique).

Add Target

Name:

Figure 45. Target name.

General Information

Type: target type (*Galaxy*, *Calibration*, or *Other*).

Right Ascension: right ascension of the target, expressed in hours, minutes, and seconds (may include decimal values).

Declination: declination of the target, expressed in degrees, arcminutes, and arcseconds (may include decimal values), with positive values for northern and negative for southern declinations.

Magnitude: apparent magnitude of the object, referenced to Vega System.

Redshift: redshift of the object with error.

Size: apparent angular size of the object, given in arcseconds.

General Information

Type:

Right Ascension: HH:MM:SS[sss]

Declination: ±DD:MM:SS[sss]

Magnitude: Referenced to Vega System

Redshift (z): ±

Size: arcsec

Figure 46. Target general information.

Additional Data

Visibility semester: semester in which the target is visible.

Comments: any additional information concerning the target.

The screenshot shows a form with a dark blue header bar containing the text "Additional Data". Below the header, there are two input fields. The first field is labeled "Visibility semester:" and contains the letter "A". The second field is labeled "Comments:" and contains the text "Barred irregular galaxy in the Local Group.".

Figure 47. Target additional data.

After saving, you will be redirected to the target details page. Here, fill in the following fields:

Upload Files

Image: image file for the target. Clicking the **Select File** button opens a file browser window to choose the image from your computer.

Data files: target data files. Clicking the **Select Files** button opens a file browser window to select one or multiple files to upload.

The screenshot shows a form with a dark blue header bar containing the text "Upload Files". Below the header, there are two sections. The first section is for an "Image" file, with a "Select File" button and a status message "Selected file: NGC-6822.png". The second section is for "Data files", with a "Select Files" button and a status message "2 files selected: final_cube_GTC4-23ITP_OB0006.fit final_cube_GTC4-23ITP_OB0009.fit".

Figure 48. Target files upload.

Delete Files

Delete image: Check this box to remove the currently associated image file from the target.

Delete files: Select one or more entries from the list to delete the corresponding data files.

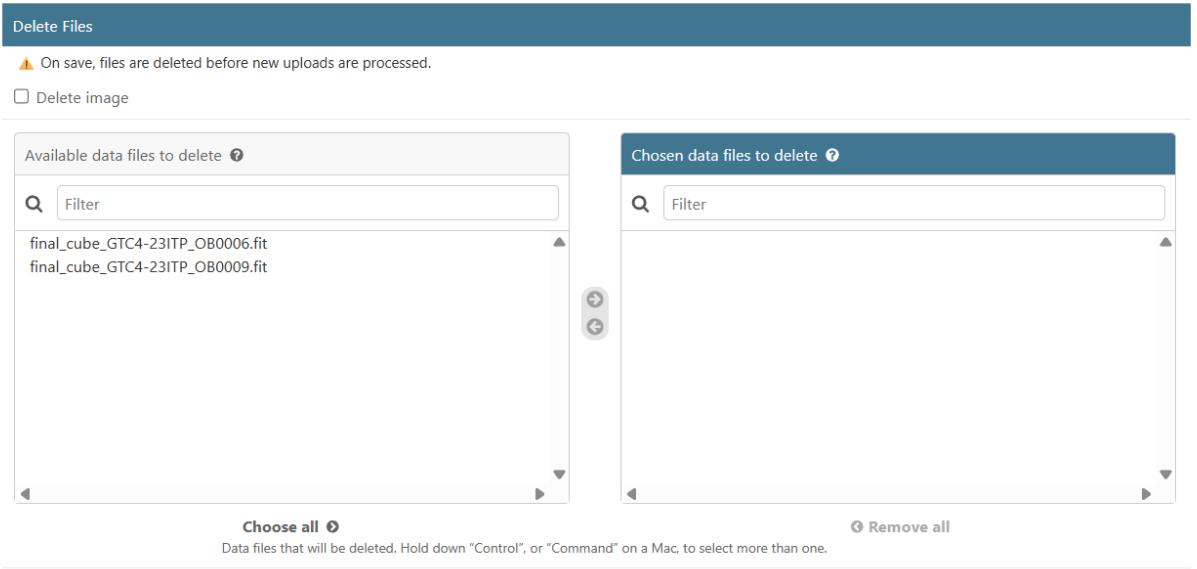


Figure 49. Target files deletion.

Correct configuration of targets allows for accurate organization of observations, data management, and control of user access permissions for each object.

7.3 Authentication and Authorization

The platform defines different permissions to manage access to its features and data.

The **Administrator** has full access to all platform functions, including user and group management, database maintenance, and content editing.

The remaining researchers can have one of two roles:

- **Core Team:** full access to all targets and observing blocks.
- **Collaborator:** restricted to the targets and observing blocks assigned to their group; any blocks explicitly denied remain inaccessible.

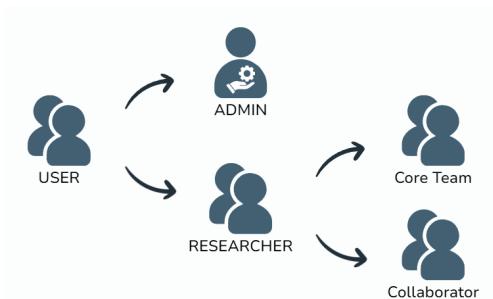


Figure 50. Users profiles and roles.

7.3.1 User/Researcher Management

Every member involved in the project is represented by two linked records: a **User** and a **Researcher**.

The *User* account manages the basic login credentials and general access settings, such as password and group membership. The *Researcher* record extends this information by adding specific details about the person as a scientist, such as role, PhD status, and permissions to access observing blocks.

When creating a new member, the process always begins with the *User* account. Once the account is saved, the corresponding *Researcher* information can be added and configured.

Creating a new user/researcher

Create account

First, *add user* or *add researcher* from the corresponding category. In both cases, the *Add User* form will be opened.

In this initial form, you must enter the username for the new account and set a password. The password can be typed manually twice for confirmation, or it can be generated automatically by the system. If generated, the password will be displayed so that you can share it with the new user by email.

Add user

The screenshot shows the 'Add user' form with the following fields:

- Username:** agil
Required: 150 characters or fewer. Letters, digits and @/./+/-/_ only.
- Password-based authentication:** Enabled Disabled
Whether the user will be able to authenticate using a password or not. If disabled, they may still be able to authenticate using other backends, such as Single Sign-On or LDAP.
- Generate password** button (highlighted in dark blue).
- Password:** vb~wV&WiU[t5]
Your password can't be too similar to your other personal information.
Your password must contain at least 8 characters.
Your password can't be a commonly used password.
Your password can't be entirely numeric.
- Password confirmation:** vb~wV&WiU[t5]
Enter the same password as before, for verification.

Figure 51. Creating a new user.

Add user information

After saving, you will be redirected to the user details page. In this second step, you can complete the personal information fields (first name, last name, and email).

The screenshot shows a form titled "Personal info". It contains three fields: "First name" with the value "Armando", "Last name" with the value "Gil de Paz", and "Email address" with the value "agil@ucm.es".

First name:	Armando
Last name:	Gil de Paz
Email address:	agil@ucm.es

Figure 52. User personal information.

Also, you can assign staff status if needed, and manage groups and permissions to control access to targets, blocks, and administrative features. To allow the user to access the platform, the **Staff status** option must be checked.

The screenshot shows a "Permissions" section. It includes checkboxes for "Active" (checked) and "Staff status" (checked). Below these are two lists: "Available groups" containing "megara-group" and "weave-group", and "Chosen groups" which is currently empty. At the bottom, there are buttons for "Choose all" and "Remove all". A note at the bottom states: "The groups this user belongs to. A user will get all permissions granted to each of their groups. Hold down "Control", or "Command" on a Mac, to select more than one."

Groups:

Available groups	Chosen groups
<input type="checkbox"/> Filter	<input type="checkbox"/> Filter
megara-group weave-group	

Choose all **Remove all**

Figure 53. User permissions.

This page also displays additional information automatically managed by the system, such as the dates when the user account was created (**Date joined**) and the last time the user logged in (**Last login**).

Important dates

Last login:	Date: 2025-08-23	Today
Time: 10:47:41	Now	

Note: You are 2 hours ahead of server time.

Date joined:	Date: 2025-08-23	Today
Time: 10:29:14	Now	

Note: You are 2 hours ahead of server time.

Figure 54. User dates.

Add researcher information

Finally, the researcher information can be added either directly from the user page by clicking **Open Researcher**, or by selecting an existing researcher from the *Researchers* category.

In this form, you can complete all fields related to the researcher's role, PhD status, and permissions for observing blocks. This ensures that the account is fully linked to its corresponding researcher profile and that all relevant access rights are properly assigned.

You can access to the corresponding user account by clicking on the username link, allowing you to view or edit the account information directly.

Use the Role field to assign *Core Team* or *Collaborator* status. Core Team members have full access to all targets and observing blocks, while Collaborators are restricted to the targets and blocks assigned to their group.

Armando Gil de Paz

Username:	agil
Role:	Core Team

Figure 55. Researcher role.

In the *General Information* section you can indicate whether the researcher is a PhD, the institutional affiliation of the researcher and any additional informational about the researcher.

General Information

Is PhD

Institution: Universidad Complutense de Madrid, Spain

Comments:

Figure 56. Researcher general information.

The *Authorization* section shows the *Denied blocks* field, to select which observing blocks the researcher does not have permission to access.

Authorization

Denied blocks:

Available denied blocks ⓘ

- GTC4-23ITP

Chosen denied blocks ⓘ

+ Choose all ⓘ

ⓘ Remove all

The user does not have authorized access to these blocks (even if they belong to a group that does have authorized access). Hold down "Control", or "Command" on a Mac, to select more than one.

Figure 57. Researcher Authorization.

Deleting a user/researcher

When a user account is deleted, the login credentials are removed, but the researcher record remains in the database. This ensures that the researcher's participation and history in past observing campaigns are preserved. However, once the associated user account is deleted, the researcher record becomes read-only and can no longer be edited.

⚠ Conversely, if a researcher record is deleted, both the researcher and the linked user account are permanently removed.

⚠ The Administrator account cannot be deleted for security reasons.

7.3.2 Groups Management

Groups are used to organize users according to their roles and responsibilities within the project. By assigning users to a group, you can efficiently manage permissions and control access to targets, observing blocks, and administrative features.

Creating a new group is a two-step process. First, *add group* and enter the group name. After saving, you will be redirected to the group details page.

Add group

Name: megara-group

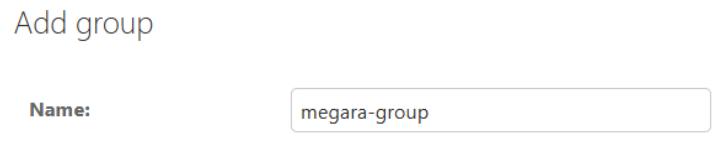


Figure 58. Group name.

In a second step, the *Authorization* section appears, where you can assign the group access to specific observing blocks. This specifies which observing blocks the users in the group are allowed to access or modify.

Authorization

Available Observing Blocks ⓘ

Filter

WEAVE NGC 6822 - 2025B-OB001 - WEAVE (2025-09-01)

Chosen Observing Blocks ⓘ

Filter

GTC4-23ITP - MEGARA (2023-02-18)

Choose all ⓘ

Authorized blocks for users belonging to the group. Hold down "Control", or "Command" on a Mac, to select more than one.

Remove all ⓘ

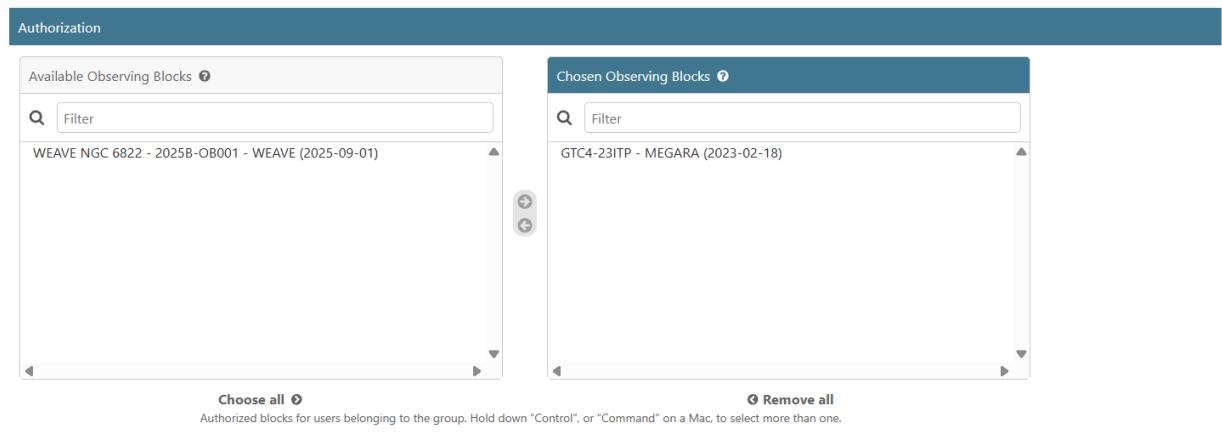


Figure 59. Group allowed blocks.

Users can then be assigned to the group when creating or editing their accounts.

8. Logging Out

To securely exit the platform, click the LOG OUT option located at the top-right corner of the page. This will end your session and return you to the welcome page. Your session will also automatically expire after 15 minutes of inactivity, requiring you to log in again. This helps protect your account on shared computers.

 Always log out when you finish using the system, especially on shared or public computers, to protect your account and data.

9. Support

For any questions, technical issues, or to request a new password, please contact *Principal Investigator of Dwarfs4MOSAIC* at <https://guaix.ucm.es/dwarfs4mosaic>.

Response times may vary, and users are encouraged to provide a clear description of the issue.

- ⚠ Always keep your login credentials secure and do not share them with others.