

Frequently Asked Questions

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Do I have to be a registered user, to see resources?

No, you need not. All metadata about resources is accessible without logging in, and you can download resources with permissive licenses (e.g. CC) as well. You have to log in if you need to ask permission from resource owner (if Licence or Availability says so), or if you need to contact Site Administrators. You have to be registered user to describe and upload a resource.

How can I be a registered user?

The easiest and most preferable way to log in to Meta-Share portal is to use credentials provider by his/her organization. In this case use `SSO login` button. If you can not find the organization of your affiliation, you can create user by pressing button `Register`.

How can I upload my resource?

To upload a resource, one must be registered user and member of some editor group. Be sure that you have the resource ready to upload and that you have minimal metadata (See [Provider Manual](#)). After login, you should select *Manage your own resources* from *Manage resources*. On upper right corner, there is a grey button *Add Resource*.

Why I can not publish my resource?

Site Administrators and Resource Editor Group Managers have the permission to publish a resource. You can change the status of Resource from *internal* to *ingested* by selecting *Manage your own resources* from *Manage resources*, then *Ingest selected internal resources*. The Manager of the Editor Group can check that everything is OK and publish resource.

What are the Editor Groups and which one should I join?

Users belonging to one Editor Group can change all the resources that are in this group. Every Editor Group has one or more Managers, who have the permission to publish the resources in this Group. This workflow makes it easy to divide tasks among members of Group. It is explained how to join a group at [User Manual](#) chapter 3.4.4.