



TOOLS MANUAL

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La Tempesta



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Acronyms and abbreviations

DCH	Digital Cultural Heritage
EDM	European Data Model
ENG	Engineering
EU	European Union
MCP	Memory Centre Platform
SM	Story map
VE	Virtual exhibition
W3C	World Wide Web Consortium
WD	Web doc
WP / WPs	Work Package / Packages
WCAG	Web Content Accessibility Guideline

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1. Front-end interfaces

Interactive story map

Home page

In the Home page are displayed the project's title, the project's description and the published Journeys links.

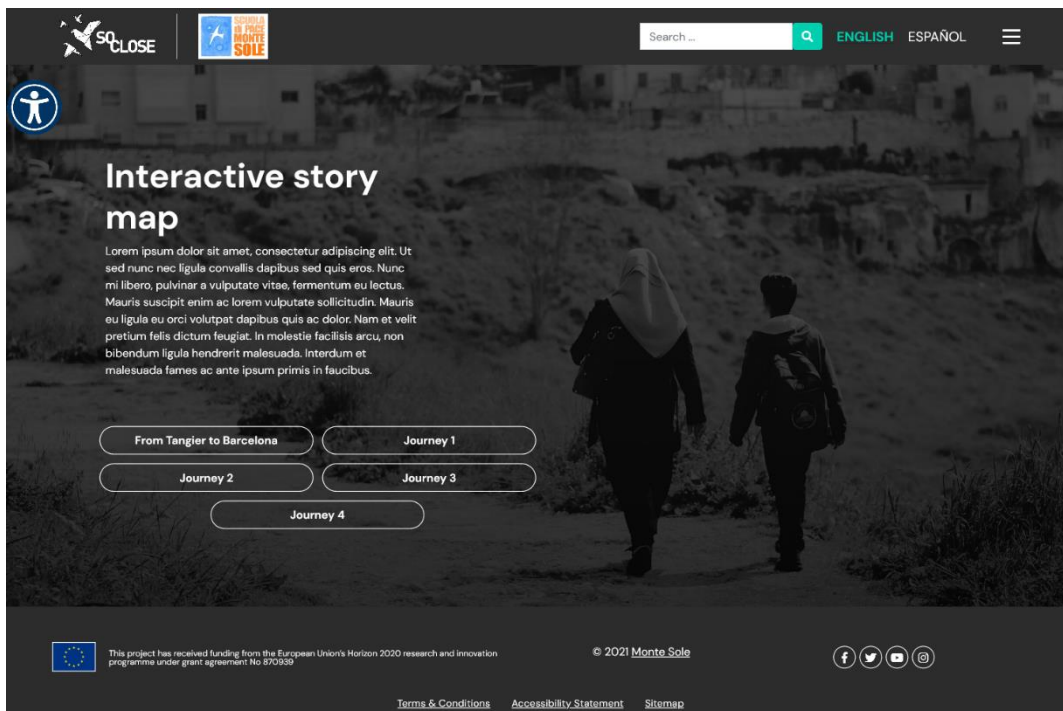


Figure 1. SM Home page

Each Journey is composed by an introduction section and the published Stages.

The Journey introduction section is composed of an overview of the map stops, title, description, and the itineraries labels box. Following, the interfaces of the available modules in the story map.

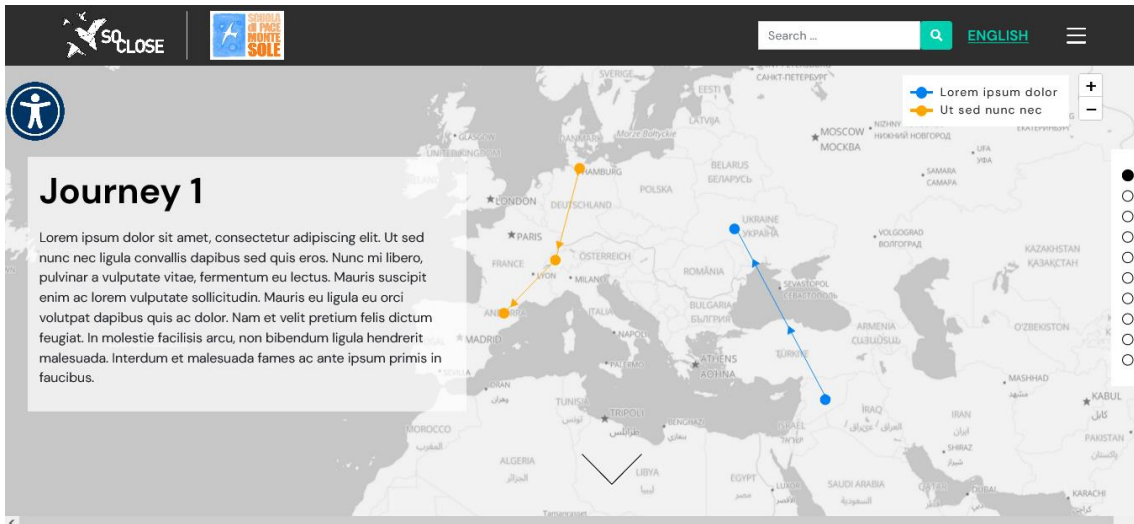


Figure 2. SM Journey introduction

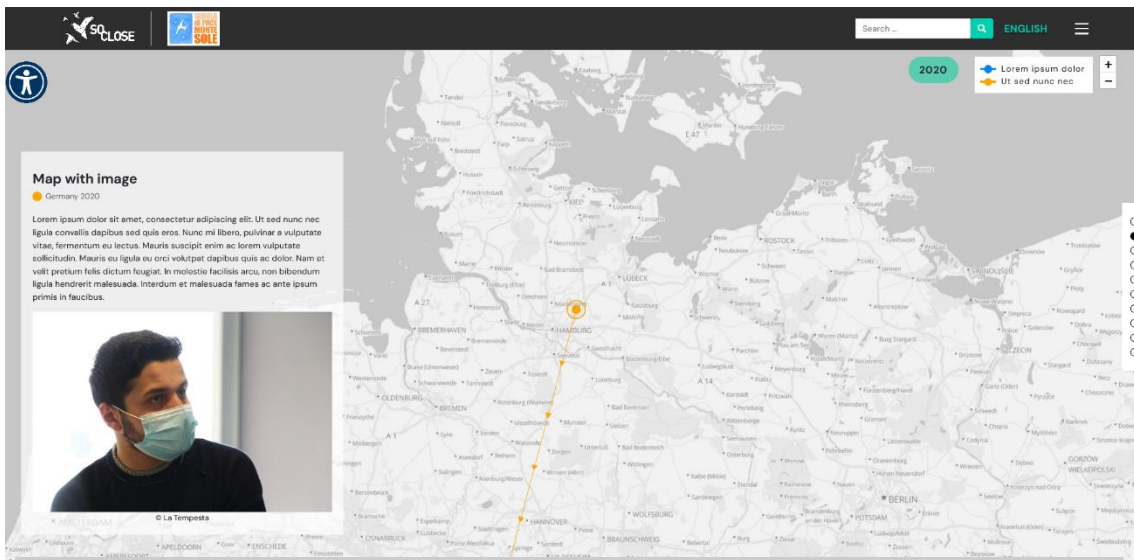


Figure 3. SM Background map module (geopolitical, image)

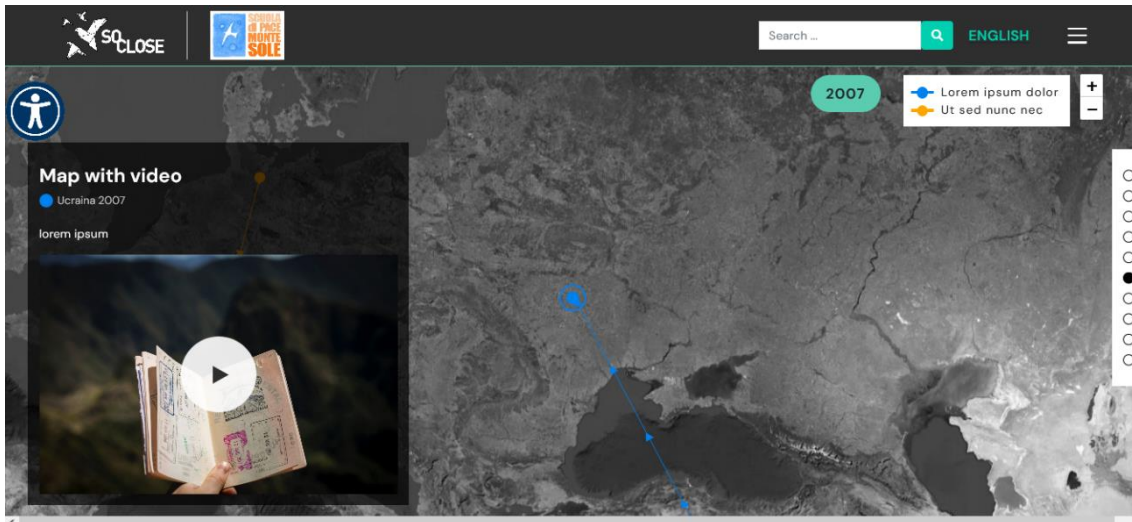


Figure 4. SM Background map module (physical, image)

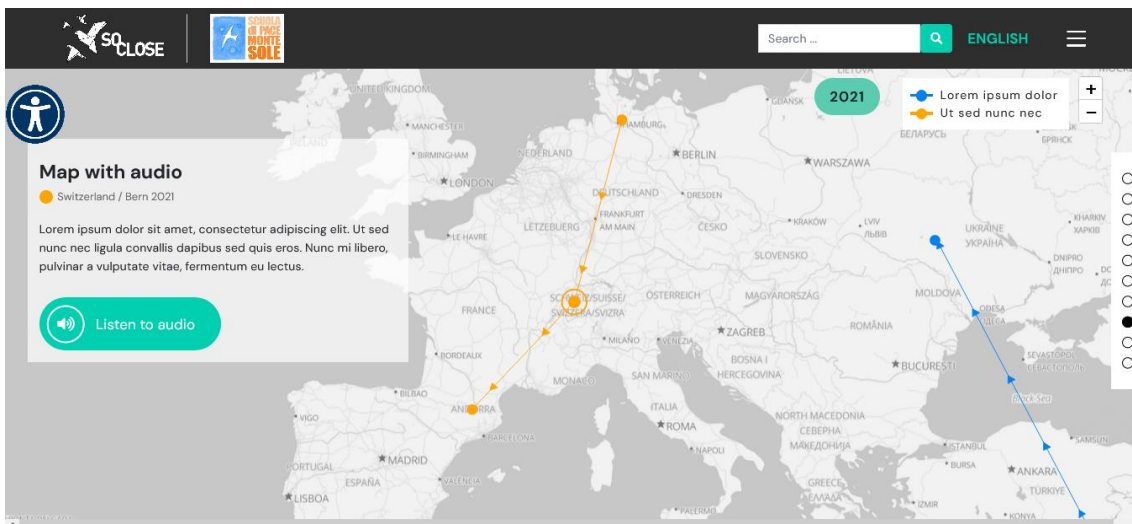


Figure 5. SM Background map module (geopolitical, audio)

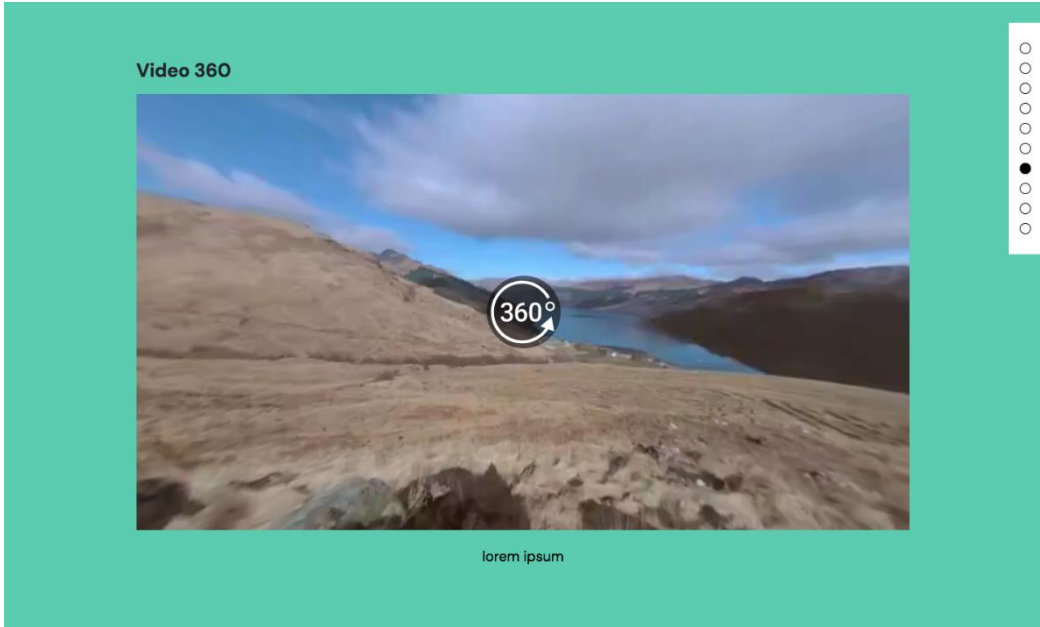


Figure 7. SM Video 360 module

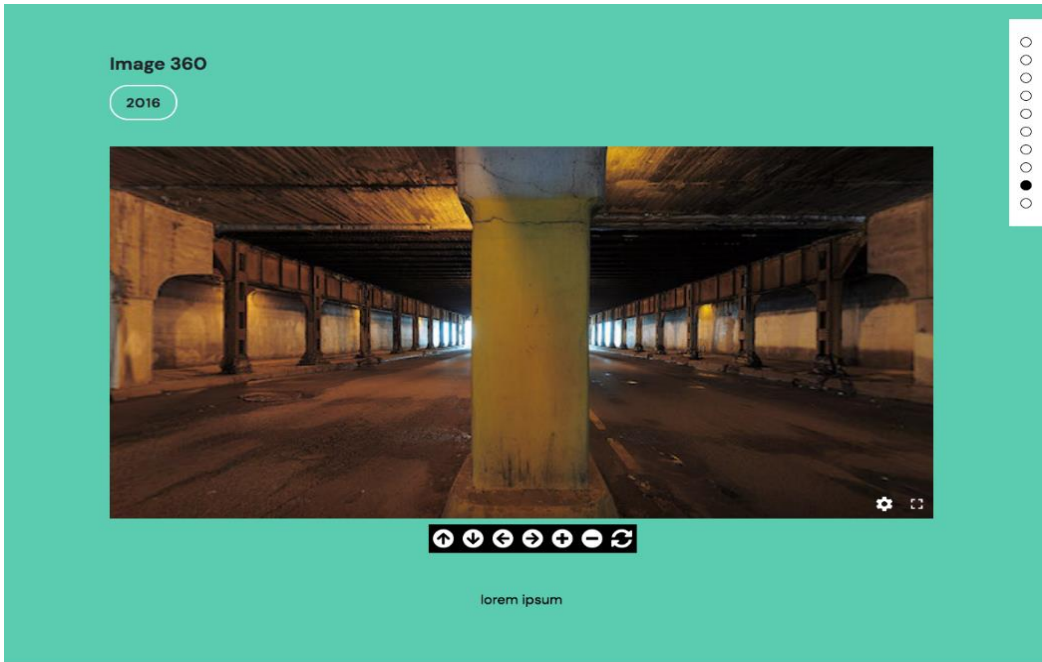


Figure 6. SM Image 360 module

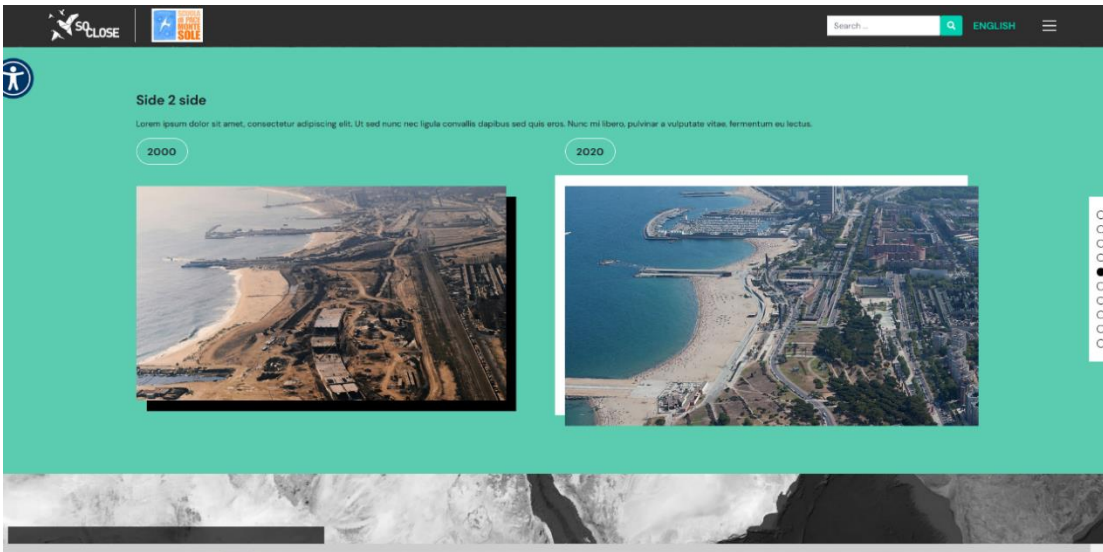


Figure 8. SM Side2side module

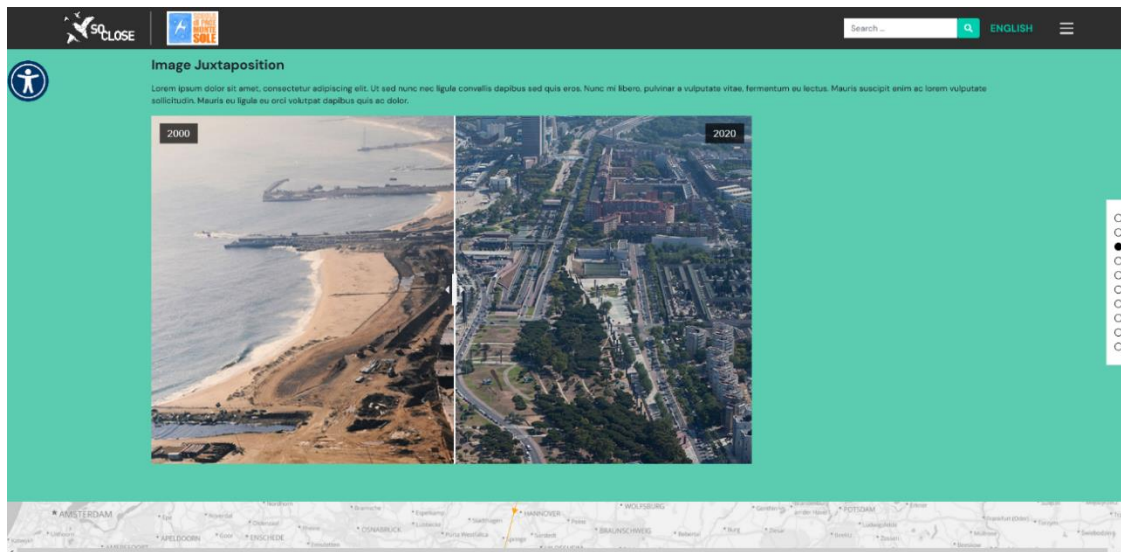


Figure 9. SM Juxtapose module

Web doc

Home page

In the Home page are displayed the project's title, the project's description and the *Enter* button.

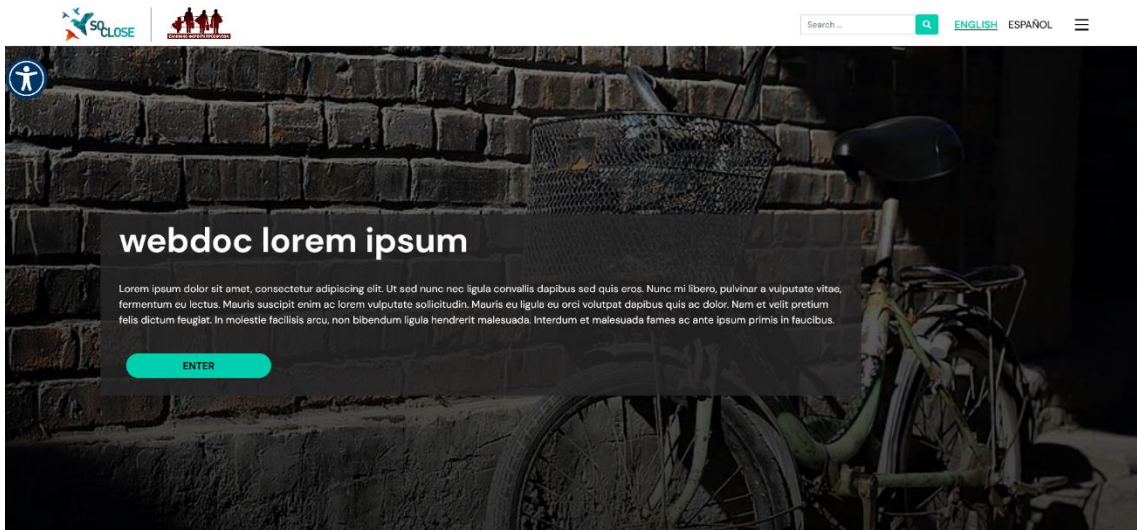


Figure 10. WD Home page

Trailer introduction

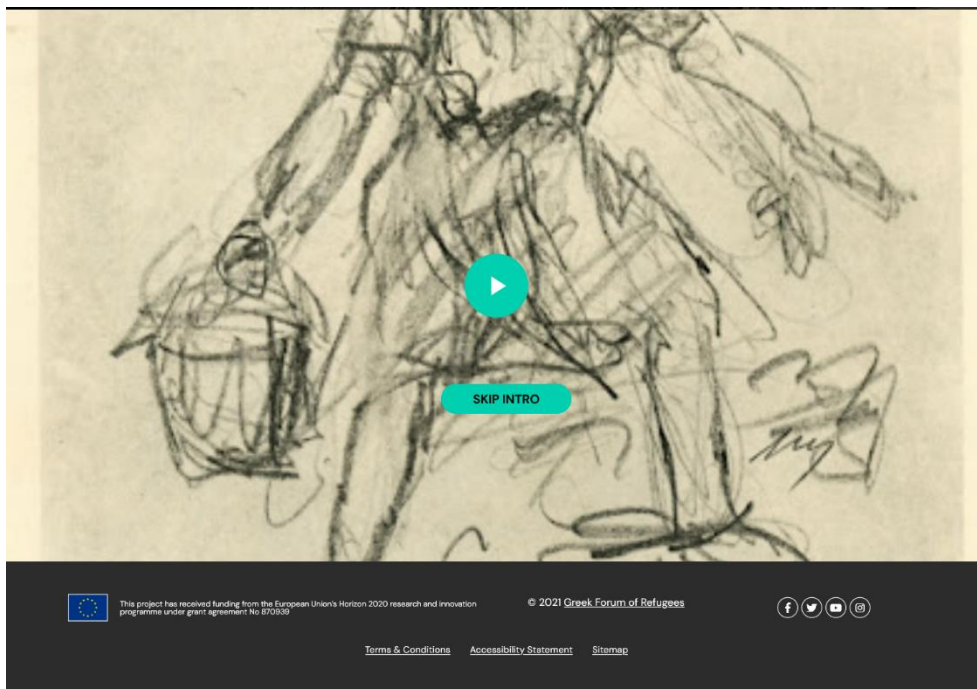


Figure 11. WD Home page - trailer

Each Chapter is composed by an introduction and the published Sections.

Chapter introduction. Title, description and optional audio.

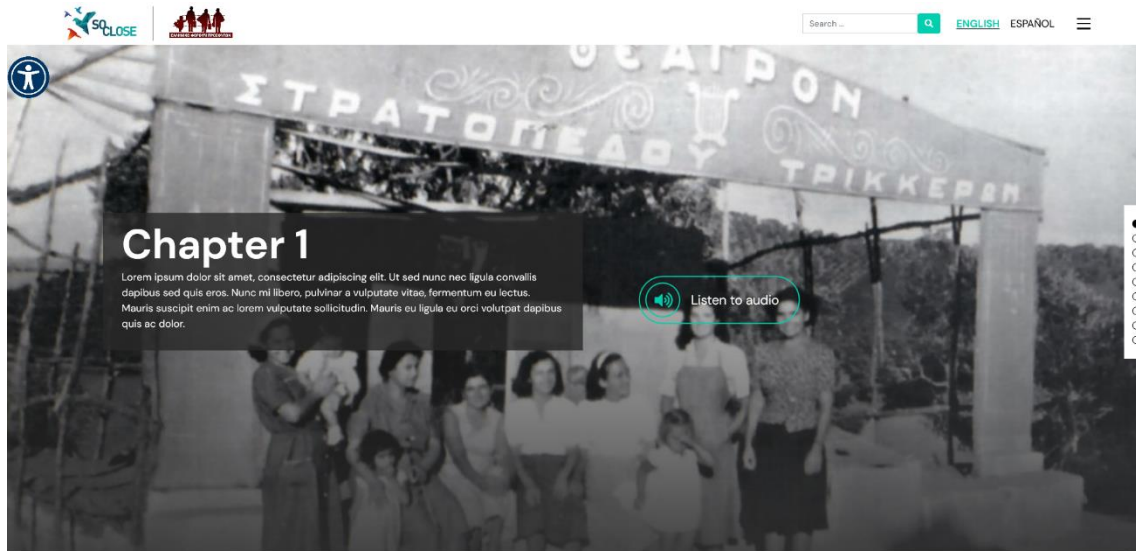


Figure 12. WD Chapter introduction

Following the available modules for the web doc Chapters.

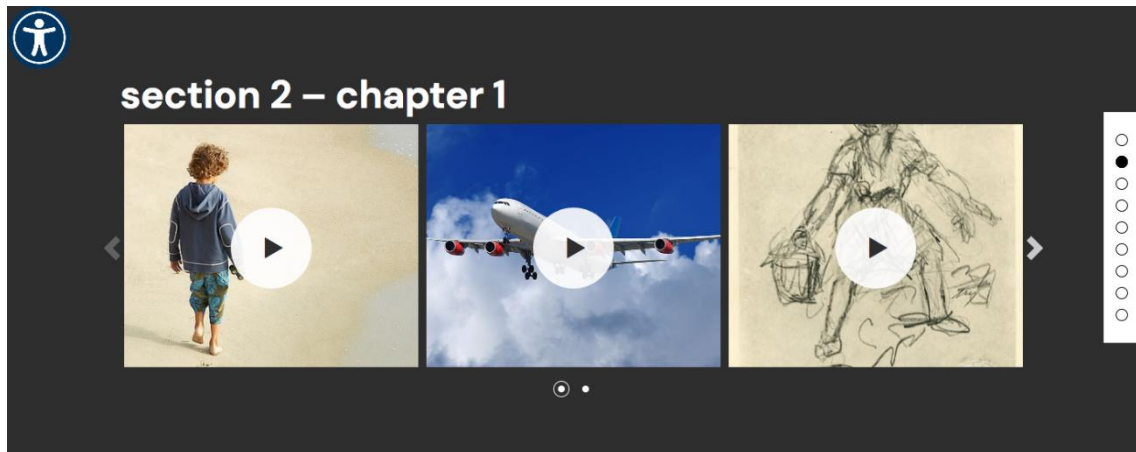


Figure 13. WD Video gallery module



Figure 14. WD Video 360 module

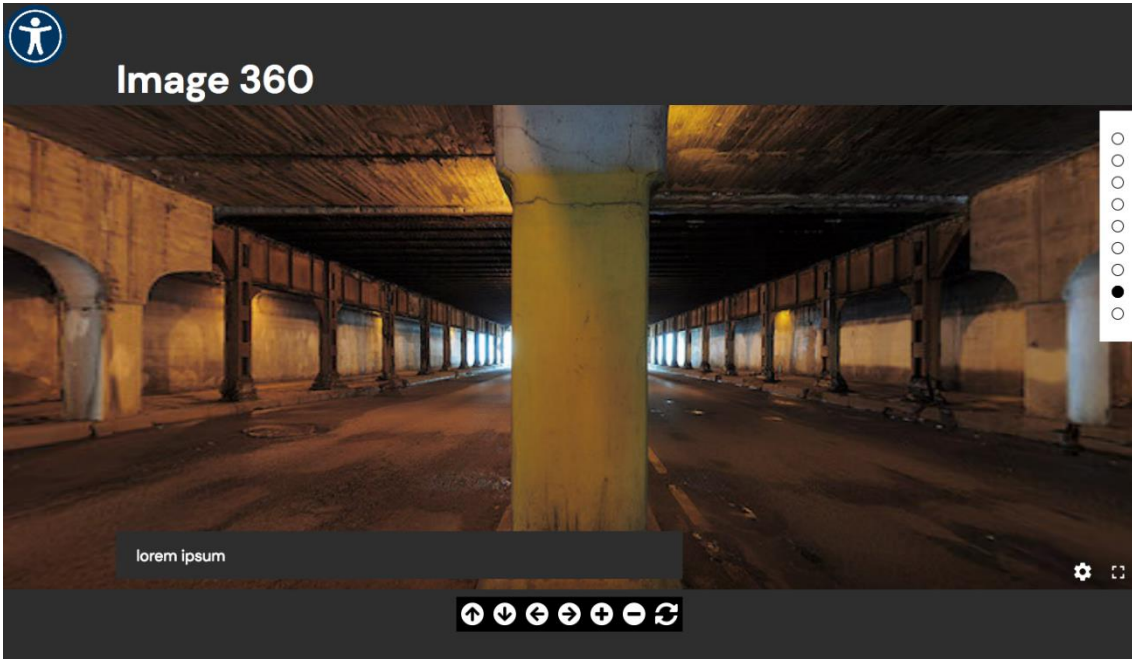


Figure 15. WD Image 360 module

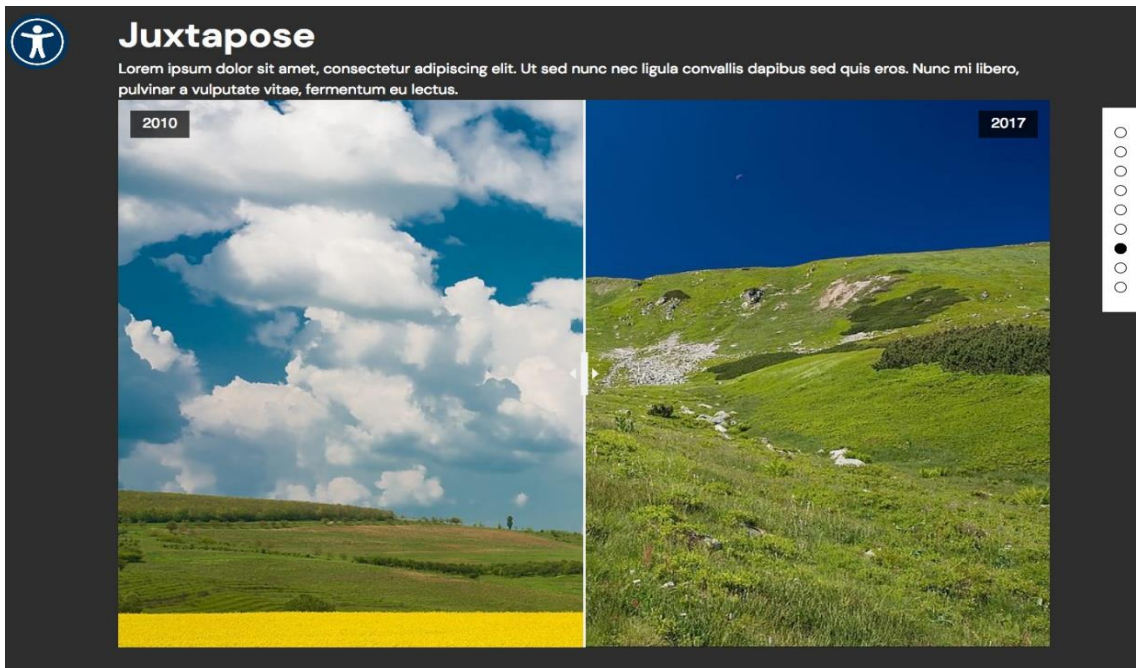


Figure 16. WD Image juxtapose module

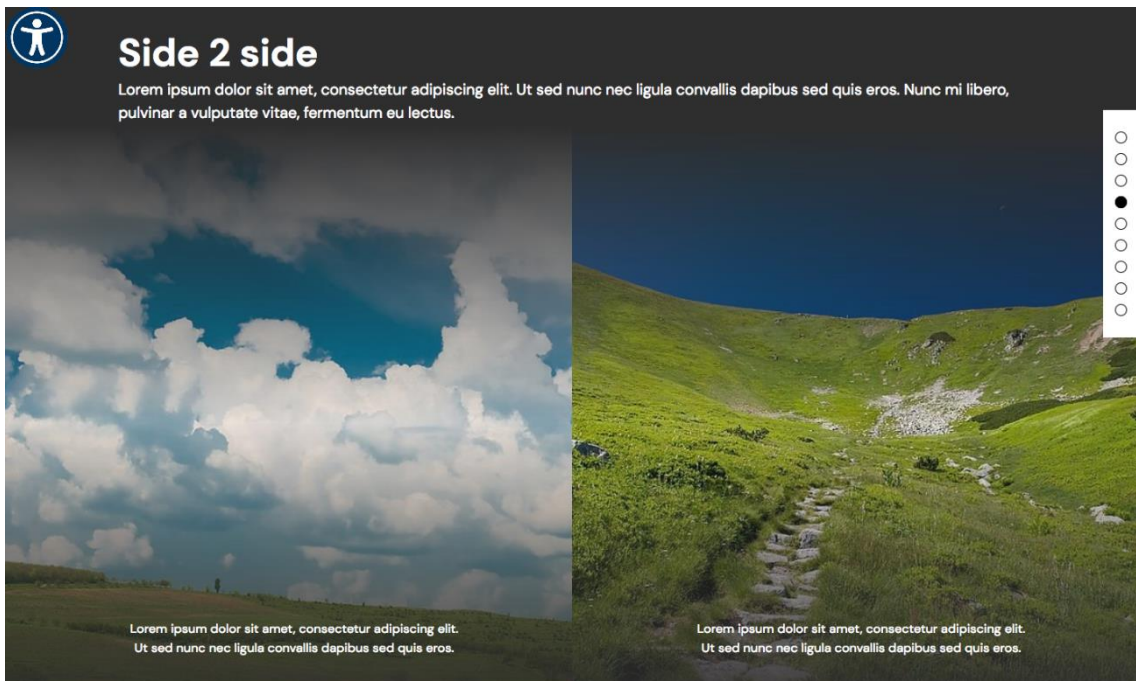


Figure 17. WD Side2side module

Each chapter can end with a *Choose your story* section, which one or two available options.

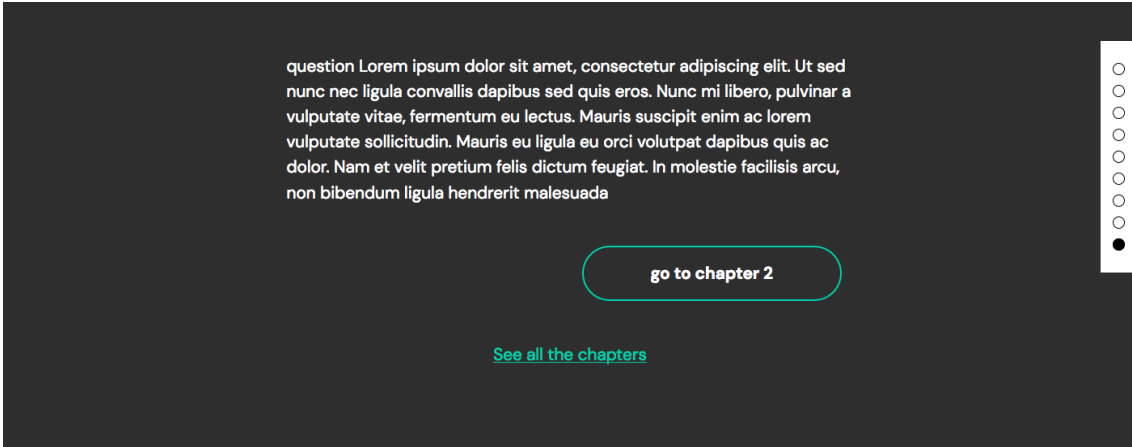


Figure 18. WD Choose your chapter (one chapter activated)

Chapters index page, where all Chapters are listed.

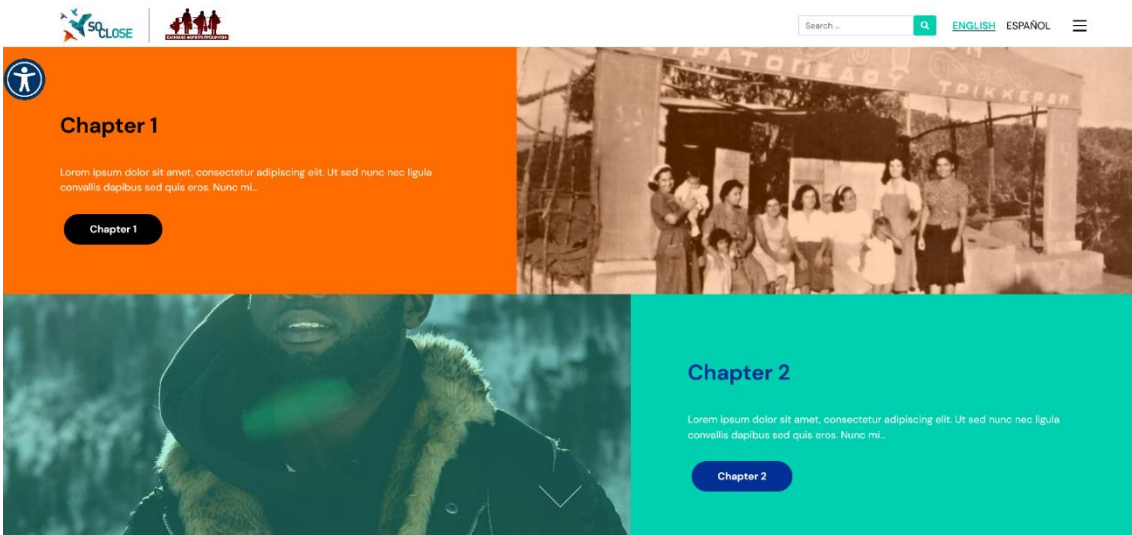


Figure 19. WD Chapters index page

Virtual exhibition

Home page

In the Home page are displayed the project's title, the project's description, the published exhibitions links and the News feed or Media gallery sample.

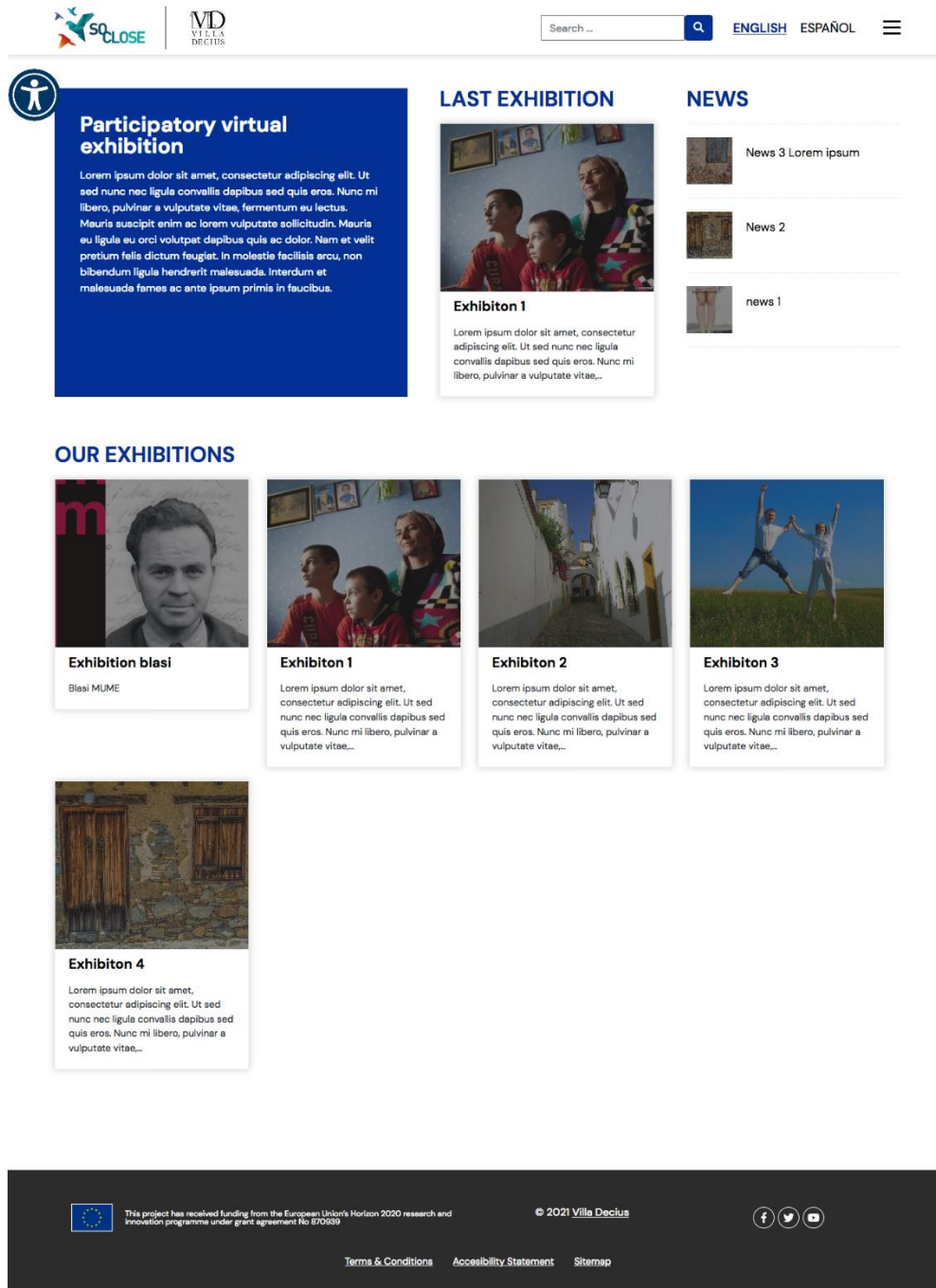


Figure 20. VE Home page

Each Exhibition is composed by an introduction and the published Panels.

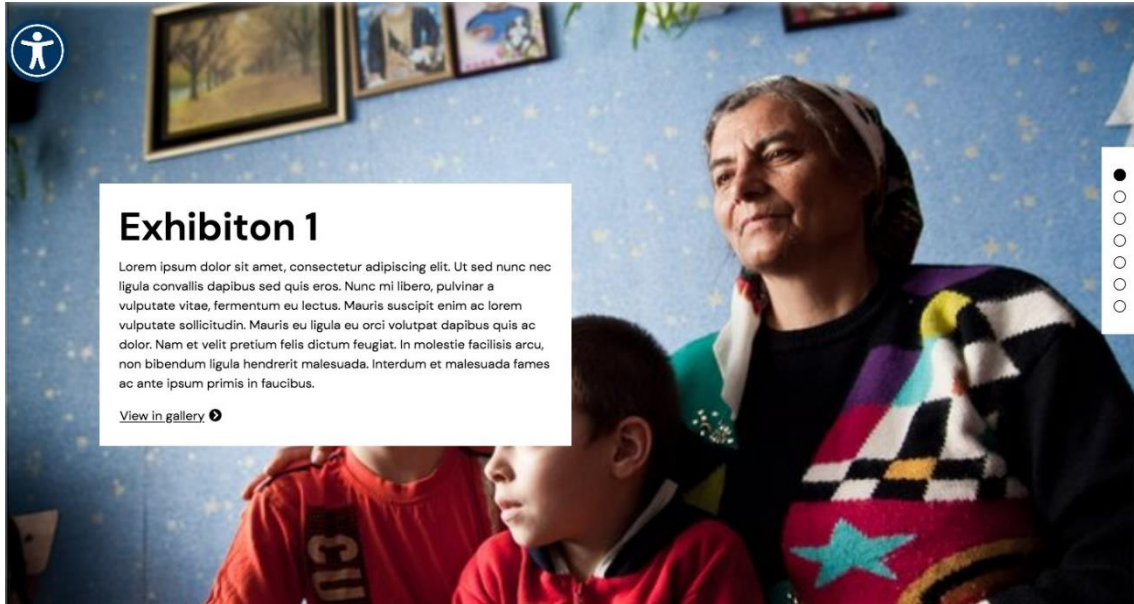


Figure 21. VE Exhibition presentation

Following, the available panels of the virtual exhibition.

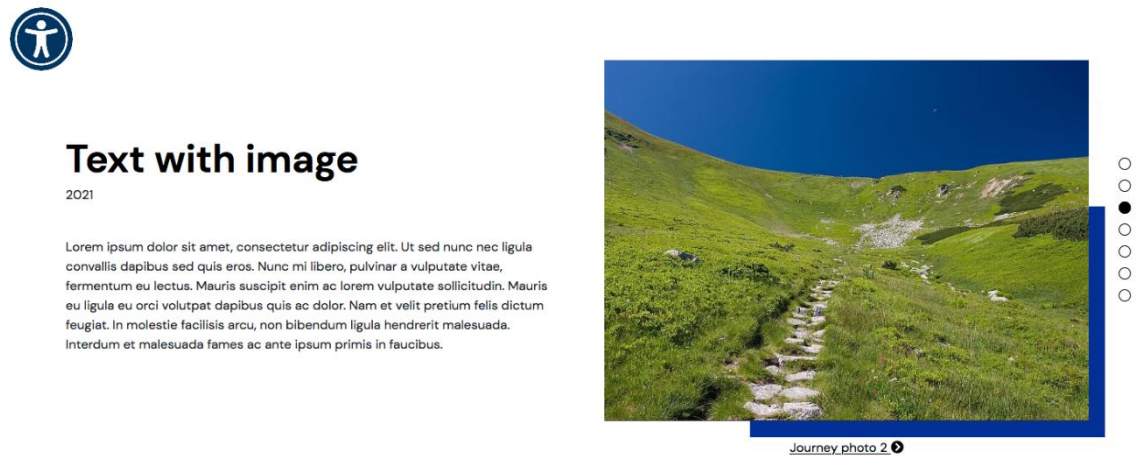


Figure 22. VE Text with image module

Side 2 side

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corpora suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?



Figure 23. VE Side 2 side module

Text with large image



Figure 24. Text with large image module



Image gallery

2021

"Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut sed nunc nec ligula convallis dapibus sed quis eros."

Maria Elena, 20 anys Nunc mi libero, pulvinar a vulputate vitae, fermentum eu lectus. Mauris suscipit enim ac lorem vulputate sollicitudin. Mauris eu ligula eu orci volutpat dapibus quis ac dolor. Nam et velit pretium felis dictum feugiat. In molestie facilisis arcu, non bibendum ligula hendrerit malesuada. Interdum et malesuada fames ac ante ipsum primis in faucibus.



Photograph of children...
© Wlila Decjusza



Figure 25. VE Image gallery module



3D Gallery

2021

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut sed nunc nec ligula convallis dapibus sed quis eros. Nunc mi libero, pulvinar a vulputate vitae, fermentum eu lectus. Mauris suscipit enim ac lorem vulputate sollicitudin. Mauris eu ligula eu orci volutpat dapibus quis ac dolor. Nam et velit pretium felis dictum feugiat. In molestie facilisis arcu, non bibendum ligula hendrerit malesuada. Interdum et malesuada fames ac ante ipsum primis in faucibus.



Figure 26. VE 3D gallery module

The Gallery displays all media uploaded as atomic content, with their metadata. The user-author chooses whether or not to publish a media on the gallery, at the moment of creating the atomic content record.



Gallery

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut sed nunc nec ligula convallis dapibus sed quis eros. Nunc mi libero, pulvinar a vulpate vitae, fermentum eu lectus. Mauris suscipit enim ac lorem vulpate sollicitudin. Mauris eu ligula eu orci volutpat dapibus quis ac dolor. Nam et velit pretium felis dictum feugiat. In molestie facilisis arcu, non bibendum ligula hendrerit malesuada. Interdum et malesuada fames ac ante ipsum primis in faucibus.

Choose a subject
 Choose a item type
 Choose the provenance
 Choose the Exhibition
 Is a contribution item? Contribution (2)

Search items

My filters

Delete all

1--1 of 17 results






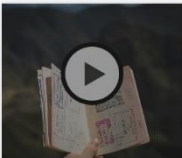


 Thinks they carry test 3D	 video-test-2	 3d object 1	 Blasi
 Family reunification from Moldavia to Poland <small>Cracovia</small>	 Journey photo passport <small>City Name</small>	 Journey photo mountain <small>City Name</small>	 Journey photo desert <small>City Name</small>

Figure 27. VE Gallery page



Family reunification from Moldavia to Poland

PL_VDA_PL2_60

Description
Photograph of children...

Creator
Maria Ana.

Subject
community, empathy, present

Created
18/06/2015

Spatial
Cracovia

Exhibition
Exhibition 1

Related elements

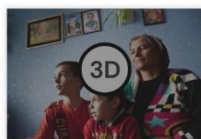



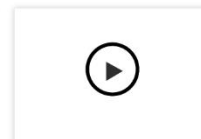
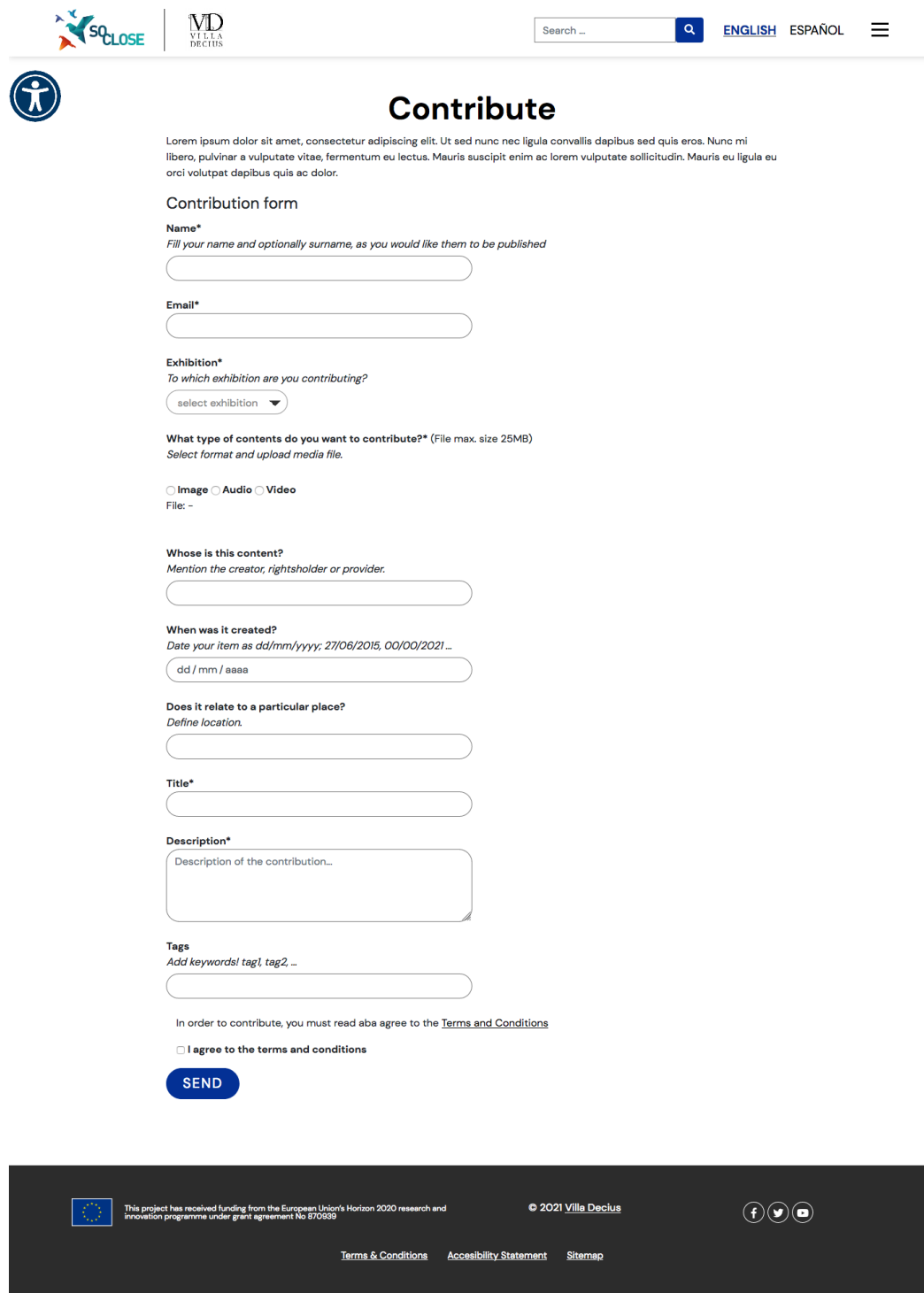
 Thinks they carry test 3D	 video-test-2	 3d object 1	 Blasi	 Journey photo passport <small>City Name</small>
---	--	---	--	--

Figure 28. Gallery record - atomic content details

The Contribution page allows users to contribute with media to the different exhibitions. The online form, guides them to provide the media's metadata for an atomic content record, and user authors can choose whether to publish the item or not.



The screenshot shows the 'Contribute' page of the VILLA DECIUS website. At the top, there are logos for 'SQ CLOSE' and 'VILLA DECIUS', a search bar, and language options for 'ENGLISH' and 'ESPAÑOL'. The main heading is 'Contribute', accompanied by a person icon. Below the heading is a placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut sed nunc nec ligula convallis dapibus sed quis eros. Nunc mi libero, pulvinar a vulputate vitae, fermentum eu lectus. Mauris suscipit enim ac lorem vulputate sollicitudin. Mauris eu ligula eu orci volutpat dapibus quis ac dolor.' The form is titled 'Contribution form' and includes several sections: 'Name*' with a text input field and the instruction 'Fill your name and optionally surname, as you would like them to be published'; 'Email*' with a text input field; 'Exhibition*' with a dropdown menu labeled 'select exhibition'; 'What type of contents do you want to contribute?*' with radio buttons for 'Image', 'Audio', and 'Video', and a 'File: -' label; 'Whose is this content?' with a text input field and the instruction 'Mention the creator, rightsholder or provider.'; 'When was it created?' with a text input field and the instruction 'Date your item as dd/mm/yyyy; 27/06/2015, 00/00/2021 ...'; 'Does it relate to a particular place?' with a text input field and the instruction 'Define location.'; 'Title*' with a text input field; 'Description*' with a larger text input field and the instruction 'Description of the contribution...'; and 'Tags' with a text input field and the instruction 'Add keywords! tag1, tag2, ...'. At the bottom of the form, there is a checkbox for 'I agree to the terms and conditions' and a blue 'SEND' button. The footer contains the European Union logo, funding information, copyright notice '© 2021 Villa Decius', social media icons for Facebook, Twitter, and YouTube, and links for 'Terms & Conditions', 'Accessibility Statement', and 'Sitemap'.

Figure 29. Contribution page

2.Back-end how-to

For all the tasks that are common in the three tools, we will use the virtual exhibition to showcase the basic guidelines. The sections sequence of the manual follows the recommended tasks sequence for the users-authors.

Part of this sequence is defined by the tools narrative components structure. The three tools share a common pattern, as described in the following figure.

Project > *Journey/Chapter/Exhibition*¹ > *Stages/Sections/Panels*² > *Atomic content*

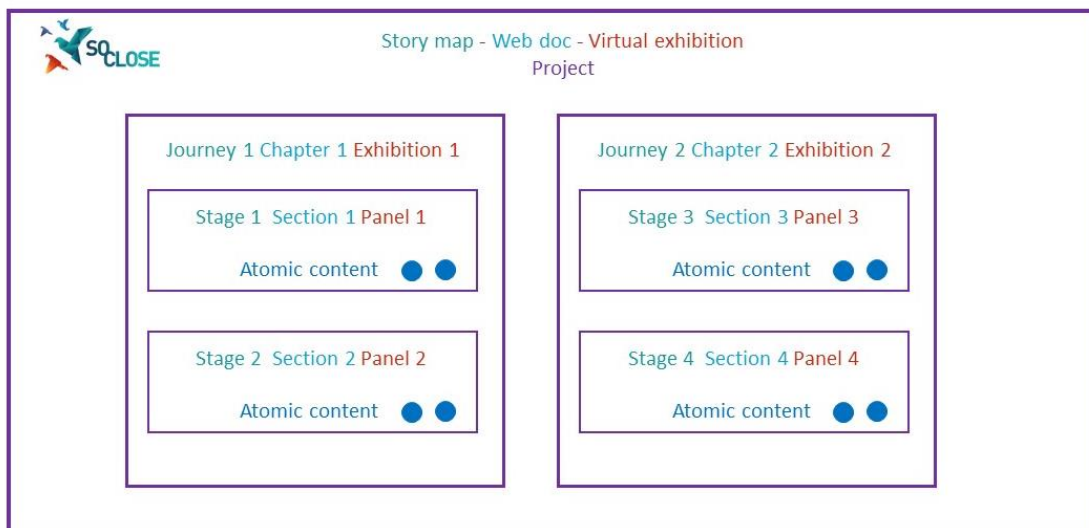


Figure 30. Narrative components

It is thus important that the user-author follows these steps:

- A. Add Atomic Content
- B1. Add Journey/Chapter/Exhibition
- B2. Add Stage/Section/Panel

¹ Journeys, Chapters and Exhibitions are three different names given to the basic narrative units of each tool. Structurally, they are on the same level. E.g. A story map's Journey corresponds to a web doc's Chapter.

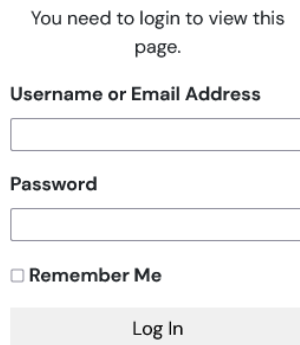
² Stages, Sections and Panels are three different names given to the modules of each tool.

All media and data that may appear are samples used to test the delivered functionalities and are not meant to be published or reproduced by third parties.

2.1 Log in

Access to each project is achieved through the project's domain.

Users log in to the back-end administrator providing a registered mail address and a password.



The image shows a login form with the following elements:

- A message: "You need to login to view this page."
- A label: "Username or Email Address" above a text input field.
- A label: "Password" above a text input field.
- A checkbox labeled "Remember Me".
- A "Log In" button.

Figure 31. VE back-end: Log in detail

2.2 Project settings

The screenshot displays the 'Admin Project Settings' interface. The main content area is a form with the following fields and values:

- Project Title ***: Virtual Exhibition Lorem Ipsum
- Project description ***: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut sed nunc nec ligula ornare dapibus sed quis eros. Nam mi libero, porttitor a vulputate vitae. Nunc hendrerit, eros. Mauris tunc et enim ac, venen sed posite, acci lectos. Mauris eu ligula eu enim convallis eu lobortz. Quam ac etiam. Nam et velit pretium fe ut dictum. Nullam. In, mollis, facilisis, ante, non lobortz, ligula, hendrerit, mollis, vulputate, tristique, et, mollis, eu, ante, totem, primis, in, feadit.
- Project CI name ***: Villa Decus
- Project CI acronym ***: Villa Decus
- Project CI link ***: https://hellatriloxia.pl/en/villa-decius
- Project CI logo ***:
- Project CI logo context ***:
- Name of the contact person**: Contact person
- Surname of the contact person ***: surname
- Email of the contact person ***: e-mail@stempetsa.cc
- List of hashtags of the project**: (empty)
- Facebook**: http://www.facebook.com
- Twitter**: http://www.twitter.com
- Youtube**: http://www.youtube.com
- Instagram**: http://...

A 'Save Changes' button is located at the bottom of the form. The right sidebar contains a 'Content Management' menu with buttons for ATOMIC CONTENT, EXHIBITIONS, PANELS, NEWS, PAGES, PROJECT SETTINGS, and PROJECT STYLE. The top navigation bar includes the SQLOUSE and VILLA DECIUS logos, a search bar, and the language 'ENGLISH'.

Figure 32. VE back-end: Project Settings

In the project settings page, the administrator(s) can set the project's data such as the project title, description, institution's name, acronym, logo, contact name and mail address and list of hashtags.

All properties (*) marked with an asterisk are mandatory properties.

These properties are saved as the project's ID. Only logos and social media links inform the front-end.

The social media fields (Facebook, Twitter, YouTube, Instagram) if left empty, then the media symbol is hidden in the front-end.

2.3 Atomic content

The atomic content refers to all types of media supported by each platform.

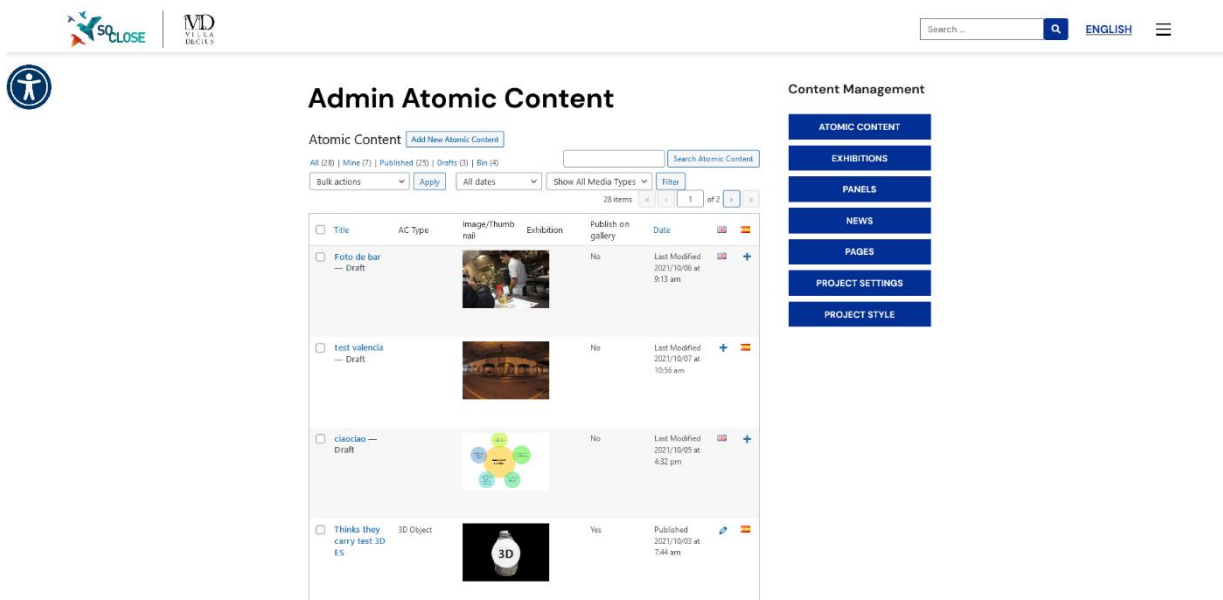


Figure 33. VE back-end: Atomic content list

The atomic content list offers a preview of the items and their basic data.

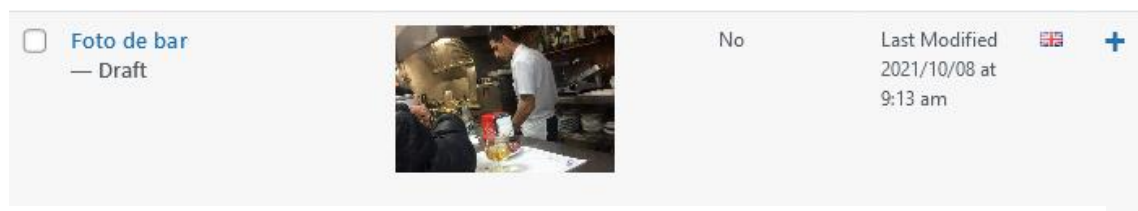


Figure 34. VE back-end: Atomic content preview

The language flag in the extreme left of the panel indicates the original language of the item, and the plus icon (+) next to it, allows users to add a translation in the pre-configured project language(s). When a translation is created (linked content), then the plus icon is converted into a pen.

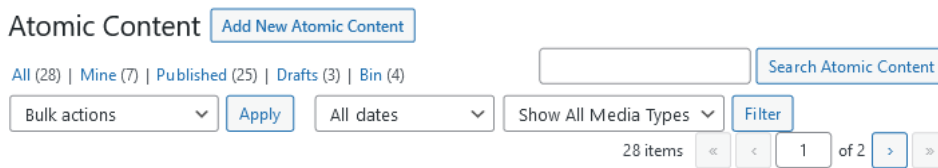


Figure 35. VE back-end: Atomic content list filters

There is an open text search and several filters applied in the list, to help users navigate through the existing atomic content and spot an item: creation date, media type, publishing status and creator.

The Add/Edit atomic content panel contains all the metadata of each item.

Admin Atomic Content

[< Go back](#)

Add new Atomic content

Languages ^ v ▲

Language

English v

Translations

+

Dublin Core (AC) ^ v ▲

dcterms:identifier *

dcterms:title *
Used as Alternative Text in images

dcterms:description

dcterms:creator

Original language of the item and the linked translation item.

All properties marked with an asterisk (*) are mandatory properties. If missing, the item is not published.

Figure 36. VE back-end: Add Atomic Content, part i

dc:terms:subject

- #ciao
- arrival
- art
- bar
- belongings
- brainstorm
- communication
- community

dc:terms:spatial

dc:terms:created

dc:terms:rights label

dc:terms:rights *

dc:terms:license

dc:terms:rightsHolder

dc:terms:language

The subjects – tags vocabulary is created by scratch by each project.

Figure 37. VE back-end: Add Atomic Content, part ii


Media type *
When you select a type an extra panel with additional fields will be show.

3D Object
 Audio
 Image (flat)
 Video (flat)

Featured image ^ v ▾

Image details ^ v ▲

Image File *



Atomic Content - Virtual Exhibition ^ v ▶

Publish on gallery?
Do you want to publish the item on the gallery?

No
 Yes

Contribution

Contribution

When selecting a Media type, the media details box opens up automatically.

This section only exists in the virtual exhibition. It allows users—authors to select whether they want to publish an item on the gallery or not and mark if it is a crowdsourced object.

Figure 38. VE back-end: Add Atomic Content, part iii

Publish ^ v ▲

Save Draft Preview

📌 Status: Draft [Edit](#)

👁️ Visibility: Public [Edit](#)

📅 Publish immediately [Edit](#)

[Copy to a new draft](#) Publish

Publish/Update section. Only published items are visible for non-logged users.

Figure 39. VE back-end: Add Atomic Content, part iv

2.4 Journey/chapter/exhibition

The journey, chapter and exhibition are the main narrative units of each tool. Currently, there is no limit to the number of journeys/chapters/exhibitions that each tool may host but it is recommended to move between 3 – 7 of them for each project.

Users must first publish the Journeys/Chapters/Exhibitions, before creating any included Stage/Section/Panel, as the latter cannot be displayed independently.

The Journeys/Chapters/Exhibitions preview list is similar to the atomic content list and the translations function the same way. The Add New Journey/Chapter/Exhibition panel is right under the preview list.

Add new Exhibition

Name


The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Description

The description is not prominent by default; however, some themes may show it.

Language
 English

Sets the language



Translations


Figure 40. VE back-end: Add New Exhibition, part i

Exhibition - details

Publish No Yes
 Check this field to publish the Journey and make it visible on the website.

Featured image * 
 Select the background image for the chapter

Contribution Section

Contribution section title
 Leave it blank to hide the section

Contribution section text

This is the title and text for the contribution section at the end of the Exhibition.

Only when published, the exhibition will be visible for non-logged users.

Customise the contribution section text, at the end of the exhibition. If left empty, the section will not appear at all in the front-end.

Figure 41. VE back-end: Add New Exhibition, part ii

Dublin Core (Journey+Chapter+Exhibition)

dcterms:identifier *

dcterms:creator

dcterms:subject

- #ciao
- arrival
- art
- bar
- belongings
- brainstorm
- communication
- community

dcterms:date

dcterms:language

Figure 42. VE back-end: Add New Exhibition, part iii

The **web dob Chapters** offer the possibility of adding a *Choose you story* ending section.

Choose your story

Question
Add the question to choose the story between two options

Button 1 text

Button 1 chapter

Chapter 1
 Chapter 2
 Chapter 3
 Greek and Syrian Refugees

Button 2 text

Button 2 chapter

Chapter 1
 Chapter 2
 Chapter 3
 Greek and Syrian Refugees

Add the question to choose the story between two options

Background Color

Black
 Turquoise
 Blue
 Orange
 Orange Dark
 Grey
 White

Add new Chapter

Add a custom text for the question/proposal and the buttons and choose the linked chapter(s). If left empty, the section/buttons will not appear.

In the case of the **story map Journeys**, there is the option of displaying two parallel travel-itineraries (blue and orange dots), customising their title and selecting whether their dots will be joined by a line or not.

Figure 43. WD back-end: Add New Chapter (Choose your story)

A line joins the present map dots?

Yes

Do you want that the dots-stops of the present map to be joined by a line?

A line joins the past map dots?

Yes

Do you want that the dots-stops of the past map to be joined by a line?

Legend for the travel 1

Set a title for the travel 1

Legend for the travel 2

Figure 44. SM back-end: Add New Journey (Itineraries and dots)

2.5 Stages/sections/panels

Each Journey/Chapter/Exhibition contains several Stages/Sections/Panels that are build using modules. There are at least 5 module types available in each tool that can be used to build Stages/Sections/Panels, offering different display options.

Module types table

Story map (5)	Web doc (6)	Virtual exhibition (7)
<ul style="list-style-type: none">• Background map• Video 360• Image 360• Juxtapose• Side2side	<ul style="list-style-type: none">• Video gallery• Video 360• Image 360• Juxtapose• Side2side• Image gallery	<ul style="list-style-type: none">• Text with image• Text with large image• Quote (text only)• Image gallery• 3D gallery• Side2side• Text with video

Table 1. Module types per tool

The first part of the Add New Panel page is the same in the three tools and contains the language settings and the publishing details.³

³ The order of the parts may vary depending the interface.


Admin Panels

[< Go back](#)


Add New Panel

Languages ^ v ▲

Language


 English ▼


Translations


 +

Publish ^ v ▲

[Save Draft](#) [Preview](#)

 Status: Draft [Edit](#)

 Visibility: Public [Edit](#)

 Publish immediately [Edit](#)

[Copy to a new draft](#) [Publish](#)

Figure 45. VE back-end: Add New Panel, part i

The Dublin Core part is also the same for the three tools and contains the standard metadata fields.

Dublin Core (Panel)
^ v ▲

dcterms:identifier *

dcterms:title *

dcterms:description

dcterms:creator

dcterms:subject

#ciao
 arrival
 art
 bar
 belongings
 brainstorm
 communication
 community

dcterms:created

dcterms:language

Figure 46. VE back-end: Add New Panel, part ii (Dublin Core)

The *Panel details* part is different for each tool. Users can mark here the exhibition where the panel will be displayed and the module type. The *Module Type* selection activates the configuration and media selection menus, linked to the module selected; in this case, when selecting the 3D gallery, users choose the Text position (left/right) and the 3D media to display (drop-down list with existing atomic content).

Panel details ^ v ▲

Exhibition *
Select the related Exhibition

Exhibition blasi

Exhibiton 1

Exhibiton 2

Exhibiton 3

Exhibiton 4

Exhibiton 5

Module Type *

3D Gallery

Text position

Left

Right

3D Gallery

Search..

Thinks they carry test 3D

3d object 1

Audio
Select an audio item to be included in the panel description

Select

Figure 47. VE back-end: Add New Panel, part iii (Panel details – Select module)

The *Stage details*, in the story map, functions accordingly. Users select the Journey and the Module Type.

Specifically, the Background map module options are:

- geopolitical/physical map
- with a past (orange)/present (blue) itinerary
- attached media (flat image, video, or audio)

Stage details ▲ ▼ ▲

Journey *
Select the related journey

From Tangier to Barcelona

Journey 1

Journey 2

Journey 3

Journey 4

Monte Sole memory path

Module Type *

Background Map

Present / Past

Present


Map Type
Select the map for the stage. Default: Current geopolitical map

Current geopolitical map

Physical map

Location *

Search... Q



Double click to add Marker.

Country *

City

Media
Select only 1 media: Image, Video or Audio file

Search... Select taxonomy ▼

- BB8TEMP
- Cafe Tangier
- Focus Group Refugees (1) Spain, 68
- Focus Group Refugees (2) Poland, 7
- Journey music 1
- Journey photo 1

Figure 48. SM back-end: Add New Stage, part iii (Stage details - Select module)

The *Section details*, in the web docs, functions accordingly. Users select the Chapter and the Module Type.

There is also the option to add a quote, right after the video gallery. If left in blank, the section will not appear in the front-end.

Section details ^ v ▲

Chapter *
Select the related chapter

Chapter 1

Chapter 2

Chapter 3

Greek and Syrian Refugees

Module Type *

Video Gallery ▼

Video Gallery
Select the video (flat) item

Search...

video-test-2

video-test-3

video-test-4

video-test-5

Quote
Fill out the quote text and subtitle to add a Quote section after the module. Leave it blank to exclude it.

Quote Text

Quote subtitle

Figure 49. WD back-end: Add New Section part iii (Section details - Select Module)

2.6 Other pages

The following pages are included in the tools and may be customised by each project.

Page	Settings	Observations
Home page	Project title*, Project description* displayed in the front-end.	SM: Background image WD: Video trailer VE: Latest exhibition
About	Text and featured image	
Contact	Text and form code	Code from: <i>Contact form</i>

Feedback	Customised survey (multiple options, free text, scale)	Code from: <i>QSM</i>
Terms & Conditions	Text and featured image	
Accessibility Statement	Text and featured image	Accessibility statement for the core tools structure and features provided.
Contribute	Text	VE only
News	Text	VE only, linked with <i>News posts</i> .

Table 2. Standard Pages by tool

3.Immersivity and interactivity

The tools integrate a series of elements that make it possible to display immersive content and enable interactive features, supporting the replicability of the tools for future projects.

The enlisted features below are distributed in the three tools, based on their distinctive characteristics and functionalities. Not all the elements are available in all three tools. In each tool, the available elements are integrated into different modalities; as central part of modules, as optional elements of modules, as optional elements of parts (the chapter's introduction), etc.

Following the main immersive and interactive elements are enlisted, with their features.

Interactive maps

- Map navigation
- Zoom in/out to area
- Establish the scale
- Geopolitical and physical maps
- Possibility of having two different itineraries depending on journeys storytelling (for example: past vs present)

360 ° & plain video player

- 360° video immersive display
- 360° interactive navigation
- Captions
- Description
- MP4 and WebM video files or YouTube connection
- 360 ° video can be displayed using immersive VR goggles

360 ° image viewer

- 360 ° image immersive display
- 360 ° interactive navigation
- Cardboard and stereoscopic mode
- Mouse and sensor control
- .jpg equirectangular files for 360 images

Audio player

- Keyboard control
- Transcriptions
- .mp3, .mpa, .ogg, .wav files

3D viewer

- Interactive objects display
- Zoom in/out
- .glTF and .glb files
- AR (augmented Reality) capability. 3D Content can be displayed in AR

Plain image viewer

.jpg, .png, .gif, .webp files for plain images

4. Accessibility

SO-CLOSE is committed to making its technical components accessible and seeks to ensure equal access to information for users, with or without functional diversities, regardless of the device or software they are using and the environment they are working in so that they can use the information, services and tools we provide on the internet.

Specifically, the project is committed to making the *tools* accessible and is actively working to improve the user experience for everyone by increasing accessibility and usability.

4.1 Compliance level

The *tools* are developed in accordance with the [European standard EN 301 549](#), seeking full compliance with the level A, and where possible AA, of the [Web Content Accessibility Guidelines \(WCAG\) 2.1](#).

The Web Content Accessibility Guidelines (WCAG) defines requirements for designers and developers to improve accessibility for people with disabilities. It defines three levels of conformance: A, AA and AAA.

It is important to clarify that the reviews were made with sample content (images, videos, etc), which means that the new content that will be uploaded by the cultural institutions will also have to comply with the accessibility criteria of level A or AA, to maintain the current compliance level.

The method used to assess the accessibility compliance was an external independent audit, carried out by a consultancy company. The audit went through all the tools pages, to assess the accessibility status and spot barriers. This process allowed to review the development accordingly, matching the accessibility criteria and standards.

5. Metadata scheme

The metadata scheme of SO-CLOSE was built following the international standard of Dublin Core. The metadata standardisation makes it possible to allow metadata interoperability with other repositories.

The main properties used are (15):

Properties term name	Mapping label	Description
<code>dcterms:identifier</code>	Identifier *	Unambiguous reference of the resource.
<code>dcterms:title</code>	Title *	Name(s) by which the resource is formally known.
<code>dcterms:description</code>	Description	Description of the content of the resource.
<code>dcterms:creator</code>	Creator	Person, organization, or service primarily responsible for making the content of a resource.
<code>dcterms:subject</code>	Subject	Topic(s) of the resource. Keywords.
<code>dcterms:spatial</code>	Spatial	Geographic names, latitude/longitude, or other established georeferencing.
<code>dcterms:created</code>	Created	Creation date of the resource.
<code>dcterms:rights</code>	Rights *	Copyright attribution of the resource. Use rights statement URL.
<code>dcterms:license</code>	Licence	Legal document giving official permission to do something with the resource.
<code>dcterms:rightsHolder</code>	Rights Holder *	Person or organization owning or managing rights over the resource.

dcterms:language	Language	Language of the intellectual content of the resource. * if type = text
dcterms:type	Type *	When you select a type, an extra panel with additional fields will be shown.
dcterms:date	Date	Date is describing the content of the resource.

Table 3. Metadata scheme