

How to use the Latin America and the Caribbean Regional IPT

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1. The GBIF Integrated Publishing Toolkit (IPT)

1.1. General description

The [GBIF Integrated Publishing Toolkit \(IPT\)](#) is a free, open source web application that facilitates the publication and sharing of biodiversity-related information, such as primary taxon occurrence data, taxon checklists, sampling event data, and general metadata about data sources.

This guide is a general overview of the IPT and its usage (see Section Quick walkthrough). For details about specific IPT functions and management, please see the [GBIF IPT User Manual](#).

1.1.1. Basics

To understand the function of the IPT correctly, it is important to understand the following terms:

- **Instance:** An IPT instance refers to a specific installation of the IPT software on a server. For example, the IPT-LAC, is an IPT instance.
- **Resource:** An IPT resource is a specific dataset or checklist that has been prepared or published on an IPT instance.

- Metadata: Within an IPT instance, metadata describes the data contained within any occurrence set, sampling event, or checklist that has been prepared or published on an IPT instance. It may also include data that describes the publishing organization and individuals or groups associated with the collection of or maintenance of the data within an IPT resource.
- Public: A public resource is one that is accessible by the general public.
- Private: A private resource is accessible to individuals who have been given those access rights.
- Publisher: The organization, institution, or group to which a data resource belongs. For example, Biodiversidata, Herbario ACOR, and the Institute of Marine Affairs are publishing organizations, or publishers.

The IPT can be accessed in two primary ways: as a registered user and as a member of the general public. Any individual with the URL to an IPT instance (e.g., <https://cloud.gbif.org/lac/>) can view the IPT's public home page (See 1.3.1. Home page below) and can access all of the resources that have been made public. Registered users will have access to the public home page, as well as any private resources to which they have been granted access rights. Some registered users may have the ability to manage the function of the IPT.

1.2. Registered Users: Managers and Administrators

The IPT permits a few types of registered users, including Managers with and without registration rights, and Administrators. A Manager is an individual who has the ability to view, edit and delete a specific resource. An individual can become a manager for a specific resource if they are the creator of the resource or if they have been assigned to that resource by another manager or administrator.

To be assigned as a manager to a resource, the individual must first be added to the list of users for that IPT instance by an administrator. Once on the list, any manager or administrator with access to a resource can select an individual from the drop down menu in the Resource Managers section on the resource's Overview page. Once selected, clicking the Add button will add that individual as a manager. Conversely, an individual can be removed from a resource by clicking the Delete button next to their name in the same section.

The screenshot shows the 'Resource Managers' section of an IPT interface. At the top left, there is a dropdown menu and an 'ADD' button with a red arrow pointing to it and the text 'Add a manager' below. In the center, a red-bordered box contains the text 'Managers granted permission to modify this resource.' Below this, a table lists the managers:

Creator	Haidy Rojas, hrojas@provitaonline.org
Manager	Alejandro Gallardo, alejandro.gallardo@provitaonline.org
Manager	Irene Zager, izager@provitaonline.org

On the right side, there is a red arrow pointing down to a 'DELETE' button, with the text 'Remove a manager' above it. Below the table, there are two 'DELETE' buttons, one for each manager listed.

Each resource can have multiple Managers. If a given Manager has registration rights, that person may also register the resource and update it in the GBIF registry through the IPT. For details, see the [Resource Managers](#) section in the IPT Manual.

An Administrator is a “super manager” who can manage all of the resources (public and private) on a given IPT installation, modify the IPT settings (including setting data Cores and Extensions), and configure user and organization accounts and registration. The role of the Administrators is to enable and facilitate the work of the Managers across the community and to maintain the IPT installation.

1.3. Quick walkthrough

1.3.1. Home page

Every IPT installation has the same basic structure, starting with the view of a Home page, showing all public resources hosted in the given IPT. This page can be accessed by registered and non-registered users, but not all menus will be available to public users.

IPT Home page

The screenshot shows the IPT Home page interface. At the top, there is a green navigation bar with a logo on the left and a menu containing 'Home', 'Manage Resources', 'Administration', and 'About'. A red box highlights this menu, with a red arrow pointing to the word 'Menus' below it. On the right side of the navigation bar, there is a search icon and a user profile icon labeled 'AP'. A red arrow points to this icon with the text 'User (logged in)'. Below the navigation bar, the page title is 'HOME Hosted resources available through this IPT' with a subtitle '33 resource(s) currently available'. A table lists the resources with columns for Logo, Name, Organization, Type, Subtype, Records, Last modified, Last publication, and Next publication. A red bracket on the right side of the table is labeled 'Resources hosted in this IPT'. The table contains the following data:

Logo	Name	Organization	Type	Subtype	Records	Last modified	Last publication	Next publication
-	Anfibios y Reptiles del Centro Universitario Regional Noreste (UdelaR)	Biodiversidata	Occurrence	Specimen	697	2021-08-09 18:59:09	2021-08-09 18:59:13	-
-	Ants (Formicidae) from the UWIZM Land Arthropod collection	UWIZM	Occurrence	Specimen	1,092	2023-04-06 17:21:59	2023-04-06 17:21:39	-
	Catálogo florístico de la Faja Petrolifera del Orinoco	LSIGMA-USB	Checklist	-	86	2022-10-04 15:03:12	2022-10-04 15:03:00	-
-	Checklist of Invasive Plants in Cuba - 2022	IUCN/SSC Cuban Plant Specialist Group	Checklist	-	617	2022-05-27 23:05:03	2022-05-27 23:04:47	-

1.3.2. Creating and managing resources

When a registered user logs in, a new menu item, Manage Resources, appears as a menu option at the top of the window. The Manage Resources page displays all resources to which a user has management rights and where new resources can be created. When an Administrator logs in, an additional menu item for Administration is enabled.

IPT Manage Resources page

MANAGE

Resources you have rights to manage

41 resource(s) currently available

CREATE NEW

Create new resources

Name	Organization	Type	Subtype	Records	Last modified	Last publication	Next publication	Visibility	Author
Wasps from the UWIZM Land Arthropod collection	UWIZM	Occurrence	Specimen	5,248	2023-04-11 12:43:56	2023-04-06 17:23:29		Registered	Amy Deacon
Ants (Formicidae) from the UWIZM Land Arthropod collection	UWIZM	Occurrence	Specimen	1,092	2023-04-06 17:21:59	2023-04-06 17:21:39		Registered	Amy Deacon
Flies (Diptera) from the UWIZM Land Arthropod collection	UWIZM	Occurrence	Specimen	2,509	2023-04-06 17:19:59	2023-04-06 17:19:44		Registered	Amy Deacon
Mosquitoes (Culicidae) from the UWIZM CAREC collection	UWIZM	Occurrence	Specimen	2,203	2023-04-06 17:14:58	2023-04-06 17:14:29		Registered	Amy Deacon

Resources the user can manage

MANAGE

Create New Resource

CREATE CANCEL

You can create a new blank resource, upload an existing resource saved as a zipped Darwin Core Archive, or upload an existing IPT resource using its zipped resource configuration folder. Please refer to the User Manual for more specific instructions. A short name is required.

Shortname

Type

Select a type (optional)

Import from an archived resource

Creating a new resource involves five basic steps:

1. providing the source data,
2. mapping the data to the Darwin Core standard,
3. providing the metadata,
4. publishing, and
5. registration (although this step happens only the first time a resource is published).

Once created, the resource overview page will display sections in which the above steps can be updated as well as options for Auto-publishing, Visibility, Networks, and Resource Managers.

Details on how to create and modify data resources are described in the section [Manage Resources Menu](#) of the IPT User Manual, and will not be reproduced here.

Creating a new resource

Overview
data_test
DELETE CANCEL

STEP 1 **Source Data**

Database

Your source data files and SQL sources for generating a Darwin Core Archive.

STEP 2 **Darwin Core Mappings**

Your mapping between the source data and Darwin Core terms.

⚠ No mapping between the source data and Darwin Core terms can be done until source data has been added, and the right core type has been installed. Only if this is a metadata-only resource is no mapping necessary.

STEP 3 **Metadata**

STEP 4 **Published Versions**

A preview of your pending published version compared with the current version if existing.

⚠ Before you can publish a resource you must provide the required basic metadata.

	Pending version
Version	1.0 <input type="button" value="PREVIEW"/>
Visibility	Private
Data Licence	-
Published on	-

The button to complete Step 5, Registration, appears beside the Publish button only after the first public publication event for a resource. It will remain visible until the resource has been registered.

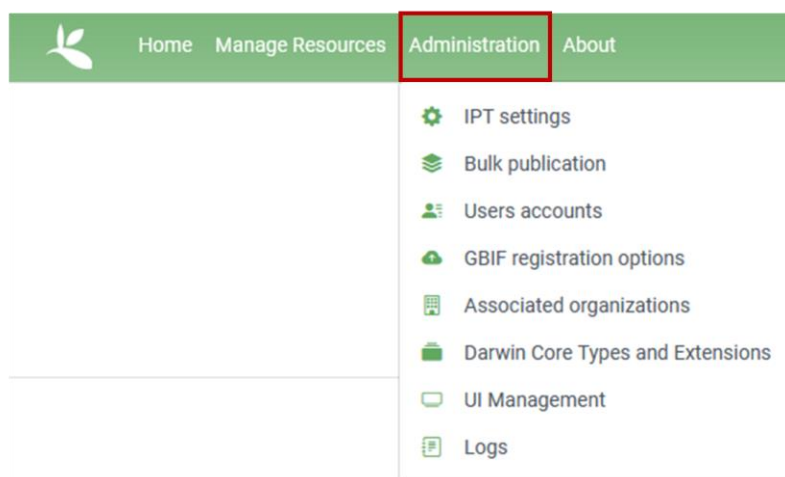
To manage existing resources, a manager or administrator can click on the Manage Resources tab to review the list of resources to which that user has access. When a resource is selected, the resource overview page is displayed and the user can then select, edit, or update the necessary data, metadata, or settings.

Remember that for any change to be indexed by GBIF and reflected in the GBIF portal, the resource must be republished by clicking the Publish button, as shown in Step 4 above (every “Save” button in the IPT only saves changes within the IPT application). Resources can also be deleted from the resource’s main page using the “Delete” button at the top of the resource’s overview page. Resources can be deleted from the IPT installation only or from both the IPT and GBIF.org.

1.3.3. Administration

The Administration tab is visible only to users with administrative rights. These rights permit users to modify the IPT settings and to configure or add user and organization accounts. For details about each option, see the Section [Administration Menu](#) in the IPT User Manual.

IPT Administration menu



2. The Latin America and the Caribbean IPT (IPT-LAC)

2.1. What is the IPT-LAC

The [Latin America and the Caribbean IPT](#) (hereafter IPT-LAC) is an IPT installation hosted by the GBIF Secretariat. The IPT-LAC was launched in 2021 to support data sharing and host data resources generated by publishers in the LAC region for whom no other IPT installation is available. See 2.3. “Who can use the IPT-LAC” to learn which users can use this resource.

The IPT-LAC is maintained by the GBIF Secretariat with the support of a small group of administrators from the LAC community (see 2.5. “Administrators in the IPT-LAC”).

The IPT-LAC works just as any other IPT installation with the same basic functions, requirements and restrictions necessary to publish data resources (see general sections above about IPT). The application is shared by members from across the LAC community, so individual users or organizations cannot customize the installation’s appearance (e.g., change skins).

2.2. Using the IPT-LAC: credentials and agreements

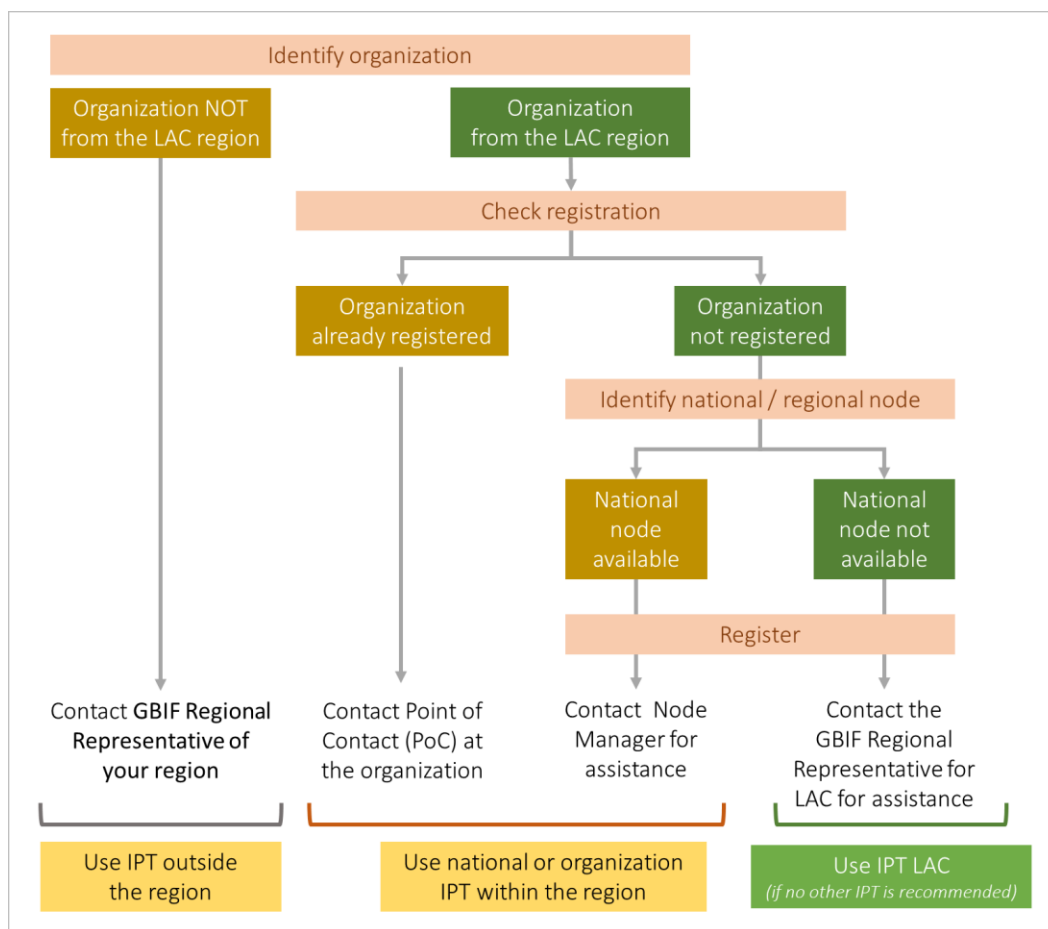
Every organization that wishes to use the IPT-LAC, or any other IPT installation, must register as a Publisher with GBIF. To become a registered GBIF publisher, each organization must complete a simple form (<https://www.gbif.org/become-a-publisher>) and submit it to the appropriate GBIF Participant Node for endorsement. Endorsement is normally granted by the GBIF Node established in the same country of the organization applying to become a publisher. When a national node (or a regional node) is not available, then another suitable node may be assigned by [GBIF’s Nodes Steering Group](#).

Please contact the [GBIF Regional Representative for Latin America and the Caribbean](#) with questions about Node selection and endorsement.

When publishing through the IPT-LAC, all organizations will agree to abide by the [Data publisher agreement](#), and GBIF’s [Terms of Use](#), which state that all data accessible via the GBIF network are openly and universally available to all users within the framework of the [Data users agreement](#), under one of three possible [Creative Commons](#) licenses or waivers: CC0, CC-BY, or CC-BY-NC.

2.3. Who can use the IPT-LAC

The IPT-LAC may be used to publish data resources by any organization in the LAC region. If a more appropriate IPT instance exists, such as a national node IPT (e.g., [Argentina](#) or [SiB Colombia](#)) the organizations may be requested by GBIF or a participant node to use a specific IPT. Publishing organizations should explore national and regional options before resorting to IPT-LAC. Please refer to the decision tree below to determine if and where an appropriate IPT is available.



2.3.1. Selecting an IPT and Node for Endorsement

Steps for collections/organizations:

1. Check to see if the organization is already registered with GBIF via the [GBIF Registry](#). If the organization is not registered, continue to Step 2. If the organization is registered, skip to Step 4.
2. To register the organization, first identify if a national or regional node exists where the organization is located.
 - a. If a national or regional node exists, contact the Node Manager for assistance with the registration process. Please review the Voting Participants, Associate Country Participants and Other Associate Participants to find a Node in the [GBIF Directory](#).
 - b. If a national or regional node does not exist, contact the [GBIF Regional Representative for LAC](#) for assistance.
3. Once it has been determined if a Node exists, complete the [registration form](#) to become a data publisher with GBIF. Please note that the appropriate node may be selected automatically after the form section for organizational details has been completed.
 - a. If no node exists or an alternative node was recommended by the GBIF Regional Representative or Nodes Steering Group, select the

recommended node from the drop down list in the Endorsing node section.

- b. Complete the remainder of the form and click “Register Organization”.
 - c. After submission, an email should be sent to the email address provided in the form notifying the organization that the application was received and to provide additional instructions and information about the endorsement process. If no communication has been received within 5 business days, please contact the GBIF Regional Representative for more assistance.
4. When the endorsement has been approved, or if the organization is already registered, the organization can move forward with publication to the appropriate IPT instance. If the IPT-LAC is the IPT to be used, please contact the [GBIF Regional Representative for LAC](#) for access and instruction.

Steps for researchers:

Individuals who wish to publish resources through an IPT must be affiliated with an organization. Currently, GBIF does not publish data resources from unaffiliated individuals.

1. If the individual is affiliated with an organization, then the steps for collections and organizations described above should be followed.
 - a. If the affiliated organization has been registered, then the researcher can begin with Step 4 above.
 - b. If the affiliated organization has not been registered, the researcher should begin with Step 1 above.
2. It is recommended that researchers contact the Point of Contact (PoC) for organizations that have been registered with GBIF so that any inquiries sent to the PoC can be forwarded accordingly.
3. Every publishing organization participating in GBIF has at least one individual who serves as the primary Point of Contact (PoC) or Administrative Point of Contact. Researchers who plan to publish one or more data resources under the umbrella of an existing publishing organization should notify the PoC, so that any inquiries received by that individual about the researcher’s published resources can be forwarded as needed.

Steps for private sector organizations:

Private sector organizations and collections are encouraged to participate in the GBIF data-sharing community. Those organizations seeking to publish data should proceed with the same steps as described for collections and organizations above.

Additional [guidance for the private sector](#) is available and recommended.

Please contact the [GBIF Regional Representative for Latin America and the Caribbean](#) with questions about Node selection and endorsement.

2.4. Moving data from IPT-LAC to another IPT

For some organizations, using IPT-LAC to share data may be a temporary solution, e.g., while waiting for a national node or IPT to be implemented. Data resources can be migrated from one IPT instance to another. Using the IPT-LAC does not imply any commitment from the user or organization to maintain any resources through this IPT for any specific length of time. If a more appropriate IPT becomes available at a future date, resources can be moved from IPT-LAC to that IPT. Conversely, if an existing IPT is removed or ceases to be maintained, resources can be moved from that IPT to the IPT-LAC.

The process to move a resource is simple, but careful attention should be paid to the details. When possible an administrator for each IPT involved (in some cases the proper administrator may be the Node Manager, for IPT LAC any administrator can be notified) should be notified and engaged in the process to avoid any unnecessary duplication or confusion. The general steps are as follows:

1. A copy of the data resource, specifically the Darwin Core Archive (DwC-A), should be downloaded from the IPT from which the resources will be removed, henceforth referred to as the “old” IPT. This can be done from the Published Versions section in the Overview Page for the resource using the DwC-A download button.

Download Darwin Core Archive

Overview
Plantas Vasculares del Uruguay (Observaciones Fagúndez-Pachón)

DELETE - CANCEL

Source Data

Database [v]
CONNECT

Your source data files and SQL sources for generating a Darwin Core Archive.
Not modified since last publication

File Name	Size	Rows	Columns	Published On	Readability
data_gbif_fagundez_ipt (file)	352.9 kB	383	40	13-Jul-2020 18:52:49	Readable

EDIT

Published Versions

PUBLISH

A preview of your pending published version compared with the current version if existing.

Field	Current version	Pending version
Version	1.2 [VIEW]	1.3 [PREVIEW]
Published on	14 July 2020 13:35	-
Publication log	[DOWNLOAD]	-

OCCURRENCE
Plantas Vasculares del Uruguay (Observaciones Fagúndez-Pachón)
Latest version published by Biodiversidata on 14 July 2020

EDIT

Este conjunto de datos contiene registros primarios de especies de plantas vasculares documentadas por César Fagúndez-Pachón. Incluye 383 observaciones de 208 especies, realizadas en 2003 y entre 2016 y 2019, en 12 localidades del Uruguay. Estos datos forman parte de la base de datos de plantas vasculares de Biodiversidata, el Consorcio de Datos de Biodiversidad del Uruguay.

Home: Link
GBIF UUID: 90a5be66-f51f-4a7e-9ffe-3137c7d3e0c3
Publication date: 14 July 2020
Hosted by: Biodiversidata
License: CC-BY 4.0
How to cite

Data Records

Downloads

Versions

How to cite

Rights

GBIF Registration

Keywords

Contacts

Geographic Coverage

Taxonomic Coverage

Temporal Coverage

Project Data

Sampling Methods

Bibliographic Citations

Additional Metadata

Data Records

The data in this occurrence resource has been published as a Darwin Core Archive (DwC-A), which is a standardized format for sharing biodiversity data as a set of one or more data tables. The core data table contains 383 records.

This IPT archives the data and thus serves as the data repository. The data and resource metadata are available for download in the [downloads](#) section. The [versions](#) table lists other versions of the resource that have been made publicly available and allows tracking changes made to the resource over time.

Downloads

Download the latest version of this resource data as a Darwin Core Archive (DwC-A) or the resource metadata as EML or RTP:

- [Data as a DwC-A file](#) download 383 records in Spanish (33 kB) - Update frequency: as needed
- [Metadata as an EML file](#) download in Spanish (19 kB)
- [Metadata as an RTF file](#) download in Spanish (16 kB)

Versions

The table below shows all published versions of the resource, because you have access rights.

Version	Published on	Records	Change summary	DOI handle	Last modified by
1.2	2020-07-14	383	None provided Edit		Florencia Grattarola
1.1	2020-07-13	383	None provided Edit		Florencia Grattarola
1.0	2020-07-13	383	None provided Edit		Florencia Grattarola

Showing 1 to 3 of 3

previous 1 next

How to cite

Researchers should cite this work as follows:

2. Next, the Node Manager or other IPT administrator for the new IPT will need to add the publishing organization to the new IPT.
 - a. This is done by clicking the Organizations section under the Administration menu tab.
 - b. This process will require the organization’s password, or IPT key, which was issued when the organization was endorsed as a publisher. If the password has been lost, it can be retrieved through the [GBIF Registry](#) or by contacting the [GBIF Helpdesk](#).

Add an organization to IPT

The image shows two screenshots of the GBIF IPT Administration interface. The top screenshot displays the 'Organizations' page, which is highlighted with a red box. Below the header, there is a table listing various organizations with columns for 'Organization name', 'Alias', 'Can publish resources?', 'DOI registration agency', and 'Can register DOIs?'. At the bottom of the table, there are 'ADD' and 'CANCEL' buttons, with the 'ADD' button highlighted by a red box and a red arrow pointing down to the second screenshot. The second screenshot shows the 'Add associated organization' form, which includes fields for 'Organization *', 'Organization's shared token *', 'Alias', a checked checkbox for 'Can publish resources?', and a 'DOI registration agency' dropdown menu. 'SAVE' and 'CANCEL' buttons are at the bottom of the form.

Organization name	Alias	Can publish resources?	DOI registration agency	Can register DOIs?
Biodiversidata	Biodiversidata	Yes	--	No
Cayes Botanical Garden.	Cayes Botanical Garden	Yes	--	No
Dirección Nacional de Medio Ambiente, MVOTMA	Dirección Nacional de Medio Ambiente, MVOTMA	Yes	--	No
GBIF Secretariat	--	No	--	No
Herbario ACOR	Herbario ACOR	Yes	--	No
⋮				
The National Herbarium of Suriname (BBS)	The National Herbarium of Suriname (BBS)	Yes	--	No
The University of the West Indies Zoology Museum (UWIZM)	UWIZM	Yes	--	No

3. A new resource will need to be created on the new IPT under the Manage Resources tab. Instead of giving this resource a new short name, the option to “Import from an archived resource” should be selected and the DwC-A file that was downloaded from the old IPT should be selected. When the new resource

is created it will upload the entire DwC-A, including data files, mappings, and the entire version history of the resource into the new IPT. Any core types and extensions used on the old IPT for this resource must be installed and active on the IPT for this import to be successful.

Create New Resource

You can create a new blank resource, upload an existing resource saved as a zipped Darwin Core Archive, or upload an existing IPT resource using its zipped resource configuration folder. Please refer to the User Manual for more specific instructions. A short name is required.

Shortname ⓘ

Type ⓘ

Import from an archived resource ⓘ

CREATE

This option is for importing from an exported Darwin Core Archive or IPT resource

- Once the resource is up on the new IPT, it should be inspected to confirm that all of the data files, mappings and metadata have been imported correctly. In particular, the Alternative Identifiers should be updated as needed in the Additional Metadata section of the resource metadata.

Home Manage Resources Administration About ✚ 🌐 pzymogio@gmail.com

Additional Metadata

Plantas Vasculares del Uruguay (Observaciones Fagúndez-Pachón)

Please enter the additional metadata for the resource.

Date First Published ⓘ

Date Last Published ⓘ

Resource logo URL ⓘ

Choose File No file chosen

UPLOAD

⋮

Alternative Identifiers

Remove this alternative identifier

Alternative Identifier ⓘ

Remove this alternative identifier

Alternative Identifier ⓘ

Add new alternative identifier

SAVE BACK

Basic Metadata
Geographic Coverage
Taxonomic Coverage
Temporal Coverage
Keywords
Associated Parties
Project Data
Sampling Methods
Citations
Collection Data
External links
Additional Metadata

SAVE BACK

Section to add alternative identifiers

5. After everything has been uploaded and confirmed, the new resource needs to be published. The resource on the old IPT should be deleted or made private so that it is no longer accessible by GBIF or the public.



6. Finally, the [GBIF Helpdesk](#) should be notified that these changes have taken place. They will confirm the process or notify the node managers or publisher if any additional steps need to be taken.

It is recommended that after a transition from one IPT to another, the resource manager should check the GBIF Registry to confirm that everything has been updated.

2.5. Administrators in the IPT-LAC

As mentioned in the general description of the IPT, an Administrator is a “super manager” whose role is to enable and facilitate the work of the Managers across the community, and to maintain the IPT installation. Anyone who wishes to help the LAC community may propose her/himself as an Administrator of the IPT-LAC. Preferably an Administrator will have a solid understanding of the data mobilization process, including data capture, data management (including data quality and improvement), and data publication. A strong familiarity with data sharing standards, such as the Darwin Core Standard, and GBIF’s data mobilization documentation is important so that the Administrator can assist publishers as well as manage the function of the IPT. Members of the GBIF Data Products and Informatics teams are available to provide support as needed. Finally, a good Administrator will be able to respond to user requests and troubleshoot basic problems with the IPT in a reasonable timeframe. To join the IPT-LAC as an Administrator, please contact the [GBIF Regional Representative for LAC](#).

2.5.1. Tips for Administrators in the IPT-LAC

In general, the IPT is a stable and intuitive tool for data publishing. There may be times when things do not work as expected. The following are some recommendations for administrators when the unknown presents itself.

- ***If you don’t know, ask***

This simple rule will help administrators avoid unnecessary frustration. If something unexpected has happened with the IPT or if an administrator simply doesn't know how to do something, the best practice is to ask somebody who knows.

1. The first place to look for answers should be the [GBIF IPT User Manual](#). Many questions may be answered with this document.
2. Sometimes it is just easier, and more informative, to ask a real person and the [GBIF Helpdesk](#) is run by well-informed real people who will help you to answer any questions you send to them.
3. Asking other IPT administrators is also a great option. Not only is it a good networking opportunity, but there is also an excellent chance that another administrator or Node Manager has had to address the same issue at some point in time. If none of the other IPT LAC administrators know the answer, it is possible that someone from SiB Colombia or Argentina or CONABIO Mexico or VertNet or GBIF.es knows. Do not be afraid to reach out to those [Node Managers](#) or members of the [Nodes Steering Group](#) with questions.

- ***Something is not working***

Sometimes when something doesn't work as expected with the IPT it is because the instance of the IPT in use is out of date. A check to see if the IPT is using the [most current version](#) might explain why certain features, functions or outputs are not working as expected.

The GBIF Secretariat has the responsibility to maintain the IPT-LAC and keep it up to date, but if the latest release is more current than the production version in use, an IPT-LAC Administrator or GBIF Regional Representative can request that the IPT instance be updated. If an update is applied and the problem persists, ask someone who might provide help using the three options above (If you don't know, ask).

- ***Keep the IPT Extensions and Cores up-to-date***

Administrators have the ability to add, update and remove Core Types and Extensions within the IPT. Sometimes the cores and extensions are updated, but these updates need to be applied manually. To check to see if updates are available, Administrators can use the Administration tab to navigate to the Core Types and Extensions section. This section contains a list of all of the available cores and extensions.

Installation of a core or extension is simple. Find the core or extension to be installed on the list and click the green “Install” button. The IPT will complete the installation automatically. If an error is encountered, contact the [GBIF Helpdesk](#). After installation, a red button to “Remove” the core or extension becomes available.

If an update is available for a core or extension, a new green button will be visible. To update, simply click the “Update” button and the IPT will complete the process automatically. In some cases, updating a core or extension may fix errors or unexpected issues within the IPT.

Checking for updates a few times throughout the year is recommended to keep the IPT up-to-date.

Managing Cores and Extensions in IPT

Remove an extension

Update an extension

Install an extension

This graphic demonstrates options to manage extensions. Managing cores is exactly the same.

- **Learn more**

An excellent way to learn more about data publication and the IPT is to participate in a training workshop when one is offered. GBIF maintains a collection of [training and learning resources](#) that can be reviewed or completed at any time, such as the [Biodiversity Data Mobilization Course](#). Other opportunities for training and resources can be found on the GBIF list of [Events](#) and in GBIF [News](#) releases.

In the LAC Region, the [Biodiversity Information for Diversity \(BID\) Programme](#) is a great way to learn new skills and meet people from the region.

- **Adding new resource managers**

IPT-LAC administrators may be consulted by individuals or organizations in the region about publishing data resources in the IPT-LAC. When this occurs, remember these tips:

- Make sure the individual or organization wanting to join the IPT-LAC meets the criteria described in section 2.3. A few reminders:
 - If there is no national or regional IPT available in the region, then:
 - Guide the individual or organization through the registration and publication processes using IPT-LAC.
 - Seek help from others as needed (see above If you don't know, ask)
 - If there is a national or regional node in the country of the individual's or organization's origin, but no IPT is available, then:
 - Make sure the existing node is informed and engaged the conversation at all times.
 - Ideally, there should be a shared understanding between the existing node and the organization about the use of the IPT-LAC. If any conflicts arise, seek advice from the [Nodes Steering Group](#).
 - If a more appropriate IPT becomes available (e.g., a new national IPT) after publication on the IPT-LAC, and if the existing node and publishing organization agree, help them to move resources from the IPT-LAC to the new IPT (see section 2.4. Moving data from IPT-LAC to another IPT).
- Encourage the individual or organization to read this manual, the IPT Manual, and provide support by answering inquiries, offering technical support and sharing other relevant information. If these tasks are not possible, please engage another IPT-LAC administrator, region-based node manager, or the Nodes Steering Group for help.