

# Different user-roles to manage the Bioland site

## Bioland training manual 2

**Presenter**

Affiliation

Event / Date / Location

DRAFT DOCUMENT



# GENERAL INFORMATION ON ROLES

## 4 types of roles

- Anonymous – can't add information and can only read information
- Contributor – can add information on the site but the information will be saved as draft
- Content manager: can add information to the site, publish information from contributors, add users and organize the site
- Site manager: all of the above but can also change the look of the site, do maintenance, and much more
- For the Contributor, Content manager and Site manager role you need to receive this role from the site manager
- To add information on the site you need to be logged in !



## Han Demo Biodiversity

National Clearing-House Mechanism Demonstration Website

[HOME](#)[ABOUT US ▾](#)[BIODIVERSITY ▾](#)[IMPLEMENTATION ▾](#)[INFORMATION ▾](#)

### Rwanda, African Parks s'engage à protéger à long terme le parc national de Nyungwe

Le gouvernement rwandais et l'association de conservation African Parks ont annoncé mercredi 7 octobre la signature d'un nouvel accord de 20 ans pour le parc...

[READ MORE »](#)

### Latest news and updates

#### EVENT

#### Congrès mondial de la nature de l'UICN

Report du congrès mondial de la nature de l'UICN - Les nouvelles dates seront annoncées prochainement. En raison des conditions sanitaires liées à la pandémie de la COVID-19, la France et l'Union internationale...

[READ MORE »](#)

### Content statistics

[11 Ecosystems](#)[13 Documents](#)[6 Events](#)[2 Photo albums](#)[107 National targets](#)[1 Related website](#)

Login to add items and manage the site depending on your role

#### EVENT

Conférence en ligne GLF Biodiversity : One World - One





# Han Demo Biodiversity

National Clearing-House Mechanism Demonstration Website

HOME

ABOUT US ▾

BIODIVERSITY ▾

IMPLEMENTATION ▾

INFORMATION ▾

## Log in

Log in

Reset your password

Possibility to reset your password in case you have forgotten it

Email address\*

handekoeijer@gmail.com

Valid email address that has been given to the site manager who will assign you a role

Password\*

.....

Password that the user has created to log into the site

➔ Log in



# Han Demo Biodiversity

National Clearing-House Mechanism Demonstration

HOME

ABOUT US ▾

BIODIVERSITY ▾

IMPLEMENTATION ▾

INFO

## Reset your password

Log in

Reset your password

Email address★

Email address that you have given to the content or site manager and which is registered on the site

Password reset instructions will be sent to your registered email address.

Submit

After clicking on the submit button you will receive an email from the system. It will give you a link that you can use for 24 hours to reset your password. If you don't find this email in your inbox, you should check your spam folder to see if it has arrived there.

# Contributor Role

Contributors can add different types of information on a Bioland site. All the information that they will be adding will be saved as a **draft version** which has to be **approved/published** by a **Content manager** or a **Site Manager**.

It will not be visible on the site till it has been **published**.

Contributors can translate items published on the Bioland site (See manual XX)

In this section you will learn how to log in, what the contributor role allows to do and how to find your way around the site. You will first need to log in to the site as mentioned in the chapter before.



## Han Demo Biodiversity

National Clearing-House Mechanism Demonstration Website

Search



HOME ABOUT US BIODIVERSITY IMPLEMENTATION INFORMATION

handekoeijer@gmail.com

View Edit

Han de Koeijer (contributor)  
3 weeks 4 days

### Quick links

Home

### CBD links

CBD

Strategic Plan for Biodiversity

Aichi Biodiversity Targets

CHM Network

CHM Information services

BCH

ABSCH

### Bioland

CBD country profile

GEF projects

InforMEA country profile

UNEP country profile

United Nations country profile

Biodiversity Indicators Summary

### Social Media

Twitter

Facebook

Instagram

YouTube

LinkedIn

View your profile



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## Han Demo Biodiversity

National Clearing-House Mechanism Demonstration Website

Search



HOME ABOUT US BIODIVERSITY IMPLEMENTATION INFORMATION

handekoeijer@gmail.com

View

Edit

Han de Koeijer (contributor)  
3 weeks 4 days

You can edit your  
profile by clicking  
on one of these

### Quick links

Home

### CBD links

CBD  
Strategic Plan for Biodiversity  
Aichi Biodiversity Targets  
CHM Network  
CHM Information services  
BCH  
ABSCH

### Bioland

CBD country profile  
GEF projects  
InforMEA country profile  
UNEP country profile  
United Nations country profile  
Biodiversity Indicators Summary

### Social Media

Twitter  
Facebook  
Instagram  
YouTube  
LinkedIn



# Editing your Profile

To change your password first enter your old password here

Type your new password here

Confirm your new password here

You can change your full name here

You can add a profile picture here

You can change your default language for the site here

Time zone for your site. We advice you not to change it as it is set by the site manager

Manage Search handekoeijer@gmail.com ? Bioland Management

View profile Edit profile Log out

[My account](#) » Administration

⚠ Choose **Content Manager** role to allow other people to contribute content into your website. **Site Manager** allows full management of the website!

**Current password**

Required if you want to change the Email address or Password below. [Reset your password.](#)

**Email address \***

handekoeijer@gmail.com

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

**Password**

Password strength

**Confirm password**

Password strength

To change the current user password, enter the new password in both fields.

**Full Name**

Han de Koeijer (contributor)

**Picture**

[Choose File](#) No file chosen

YOUR PROFILE PICTURE

One file only.  
100 MB limit.  
Allowed types: png gif jpg jpeg.

**LANGUAGE SETTINGS**

**Site language**

French

This account's preferred language for emails. This is also assumed to be the primary language of this account's profile information.

**LOCALE SETTINGS**

**Time zone**

Brussels

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

**Save**

Don't forget to save your changes !

# Managing your Content

The screenshot shows the user interface of the Han Demo Biodiversity website. At the top, a black navigation bar contains a 'Manage' button (highlighted with a yellow box and a blue arrow), a search bar, the user email 'handekoeijer@gmail.com', and a 'Bioland Management' button (also highlighted with a yellow box and a blue arrow). Below this is an orange banner with the text 'This is a training website'. The main header area includes a language selector (English, Français, Español, Русский, العربية, 简体中文), a settings gear icon, and links for 'My account' and 'Log out'. The main content area features the website logo (UK and EU flags) and the title 'Han Demo Biodiversity' with the subtitle 'National Clearing-House Mechanism Demonstration Website'. A search bar is located on the right. Below the header is a green navigation bar with links: HOME, ABOUT US, BIODIVERSITY, IMPLEMENTATION, and INFORMATION. The user profile section shows 'handekoeijer@gmail.com' with 'View' and 'Edit' buttons. Below this, it says 'Han de Koeijer (contributor)' and '3 weeks 4 days'. The footer is a green bar with four columns: 'Quick links' (Home), 'CBD links' (CBD, Strategic Plan for Biodiversity, Aichi Biodiversity Targets, CHM Network, CHM Information services, BCH, ABSCH), 'Bioland' (CBD country profile, GEF projects, InforMEA country profile, UNEP country profile, United Nations country profile, Biodiversity Indicators Summary), and 'Social Media' (Twitter, Facebook, Instagram, YouTube, LinkedIn).

By clicking on “Bioland management” or “manage” you will open a window where you can see the specifications of your role, add content and manage your content.



## Han Demo Biodiversity

National Clearing-House Mechanism Demonstration Website

Search



HOME ABOUT US ▾ BIODIVERSITY ▾ IMPLEMENTATION ▾ INFORMATION ▾

### Bioland Management

View Translate

The links to make the site management easier. Not all links will show to all the roles.

### Content Management

Create new content

All content

Own drafted content

Click here if you have questions to the content or site manager about your drafted content

Community

View the contact form

Click here if you want to consult the manual integrated in the Bioland tool

Documentation

Read the manual

Create new content by clicking here

See all content by clicking here

See the content that you drafted by clicking here

# Contributor: Adding information to the Site

See the manual XX on the different items that can be added to the site

My account » Administration

✓ Before making any changes, make sure to read the Bioland documentation available [here](#).

## Document

Content that usually has an attached file(s). For example: publications, official documents, reports, agendas etc.

## Ecosystem

Briefly describe a major ecosystem of your country.

## Event

Describe a biodiversity-related event in your country. **Can be featured in the home page 'latest' listing or in image slider.**

## FAQ

Frequently asked questions are feature in a separate website section and should contains questions from your users or common issues.

## Gallery

Group multiple images into a nice image gallery.

## News

Use for time-sensitive content like news, press releases, alerts etc. **Can be featured in the home page 'latest' listing or in image slider**

## Organization

Add local organizations relevant to your country.

## Person

Add relevant people involved in your country's *biodiversity* area. You can specify also their role.

## Project

Describe a biodiversity project or initiative in your country.

## Protected area

Describe a protected area in your country.

## Related website

Link to other websites with relevant information about biodiversity in your country.

## Video

Upload a video to YouTube or Vimeo and feature it on your website!

## Web page

Web page allows breaking content in paragraphs (rows) and arranging it on columns. **Use for complex content such as presentation pages with images.**

# Content Management Role

- Content managers can add different types of information on a Bioland site. All the information that they will be adding can be saved as a draft version or be published straight away when adding the information
- They can publish information added by contributors after revision (See Manual XX)
- They can organize the Menus (See Manual XX)
- You will have a different screen compared to contributor role after logging in.



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# Content manager role screen after logging in

Submissions: click here to see what items you have already added

The screenshot shows the 'Han Demo Biodiversity' website. At the top, there is a header with the UK flag and the text 'Han Demo Biodiversity National Clearing-House Mechanism Demonstration Website'. Below this is a green navigation bar with links: HOME, ABOUT US, BIODIVERSITY, IMPLEMENTATION, and INFORMATION. The user's email 'handekoeijer@gmail.com' is displayed. Below the email, there are three buttons: 'View', 'Edit', and 'Submissions'. The 'Edit' button is highlighted with a yellow box, and a blue arrow points from the text 'See profile editing in the earlier chapter on contributor role (no difference)' to it. The 'Submissions' button is also highlighted with a yellow box, and a blue arrow points from the text 'Submissions: click here to see what items you have already added' to it. Below the buttons, the user's name 'Han de Koeijer (contributor)' and the time '4 weeks 2 days' are shown. To the right, there is a table with the following structure:

Submission title	Created	IP address
There are no submissions yet.		

The 'Created' column header is highlighted with a yellow box, and a blue arrow points from the text 'Submissions that you have created. Can be sorted on date ascending or descending' to it.

See profile editing in the earlier chapter on contributor role (no difference)

# Managing information on the Site

The screenshot shows the user interface of the Han Demo Biodiversity website. At the top, a black navigation bar contains a 'Manage' button (highlighted with a yellow box and a blue arrow), a search bar, the user email 'handekoeijer@gmail.com', and a 'Bioland Management' button (also highlighted with a yellow box and a blue arrow). Below this is an orange banner with the text 'This is a training website'. A secondary navigation bar includes language options (English, Français, Español, Русский, العربية, 简体中文), a settings gear, and links for 'My account' and 'Log out'. The main header features the UK and Han logos, the site title 'Han Demo Biodiversity', and the subtitle 'National Clearing-House Mechanism Demonstration Website'. A search bar is located on the right. A green navigation bar lists: HOME, ABOUT US, BIODIVERSITY, IMPLEMENTATION, and INFORMATION. The user profile section displays 'handekoeijer@gmail.com' with 'View' and 'Edit' buttons. Below this, it shows 'Han de Koeijer (contributor)' and '3 weeks 4 days'. The footer is a green grid with four columns: 'Quick links' (Home), 'CBD links' (CBD, Strategic Plan for Biodiversity, Aichi Biodiversity Targets, CHM Network, CHM Information services, BCH, ABSCH), 'Bioland' (CBD country profile, GEF projects, InforMEA country profile, UNEP country profile, United Nations country profile, Biodiversity Indicators Summary), and 'Social Media' (Twitter, Facebook, Instagram, YouTube, LinkedIn).

Manage Search handekoeijer@gmail.com Bioland Management

View profile Edit profile Log out

This is a training website

English Français Español Русский العربية 简体中文 My account Log out

**Han Demo Biodiversity**  
National Clearing-House Mechanism Demonstration Website

Search

HOME ABOUT US BIODIVERSITY IMPLEMENTATION INFORMATION

handekoeijer@gmail.com

View Edit

Han de Koeijer (contributor)  
3 weeks 4 days

**Quick links**  
Home

**CBD links**  
CBD  
Strategic Plan for Biodiversity  
Aichi Biodiversity Targets  
CHM Network  
CHM Information services  
BCH  
ABSCH

**Bioland**  
CBD country profile  
GEF projects  
InforMEA country profile  
UNEP country profile  
United Nations country profile  
Biodiversity Indicators Summary

**Social Media**  
 Twitter  
 Facebook  
 Instagram  
 YouTube  
 LinkedIn

By clicking on “Bioland management” or “manage” you will open a window where you can see the specifications of your role, add content and manage the site



## Han Demo Biodiversity

National Clearing-House Mechanism Demonstration Website

Search



HOME ABOUT US BIODIVERSITY IMPLEMENTATION INFORMATION

### Bioland Management

View Translate

The links to make the site management easier. Not all links will show to all the roles.

#### Content Management

- Create new content
- All content
- All drafted content
- Own drafted content
- View archived content
- Taxonomy - Keywords
- Home page slideshow

Same as contributor role

#### Website Structure

- All menus
- Menu - Main menu
- Menu - Green - Quick links
- Menu - Green - CBD links
- Menu - Green - Country Specific links
- Menu - Green - Social media
- Manage web forms

#### Community

- Contact form submissions
- View the contact form

#### Website Configuration

- Clear the caches

Same as contributor role

#### Documentation

- Read the manual





## Han Demo Biodiversity

National Clearing-House Mechanism Demonstration Website

Search



HOME ABOUT US BIODIVERSITY IMPLEMENTATION INFORMATION

### Bioland Management

View

Translate

The links to make the site management easier. Not all links will show to all the roles.

### Content Management

Create new content

All content

All drafted content

Own drafted content

View archived content

Taxonomy - Keywords

Home page slideshow

### Website Structure

All menus

Menu - Main menu

Menu - Green - Quick links

Menu - Green - CBD links

Menu - Green - Country Specific links

Menu - Green - Social media

Manage web forms

Click to clear the caches of the website (not usually necessary)

### Website Configuration

Clear the caches

Different options to manage the main menu bar and the different menus of the footer

Click to view archived items

Click to manage the Slideshow/Entity queue

### Community

Contact form submissions

View the contact form

See the submissions made by the contact form

### Documentation

Read the manual

# Content Manager Role (recap)

## Common

- They can add different items to the site (see items for contributor role above)

## Additional

- They can add additionally Basic pages, National targets and webforms items
- They can publish information added by contributors after revision (See Manual XX publishing information)
- They can see the submissions done through the contact form
- They can organize the Menus (See Manual XX structure of the site)
- They can clear the caches of the site

# Site manager role

## Common

- See content manager role for most items

## Additionally

- They can add users and assign roles
- They can add Landing pages and blocks for the landing pages (See Manual XX)
- They can configure the site (See manual XX on site configuration).

# Site manager role screen after clicking on manage

Content as for content managers

Menu to configure the site

Structure as for content managers with additionally Block Layout

Menu to add contributors and content managers to the site

The screenshot shows the 'Manage' interface for the 'Han Demo Biodiversity' website. The top navigation bar is black and contains a 'Manage' button, a search bar, and the user's email 'hdekoeijer@naturalsciences.be'. Below this is a white menu bar with four options: 'Content', 'Structure', 'Configuration', and 'People'. The 'Content' and 'Structure' options are highlighted with yellow boxes. The main content area is orange and displays the website header for 'Han Demo Biodiversity', which includes the UK and EU flags, the text 'National Clearing-House Mechanism Demonstration Website', and a search bar. Below the header is a green navigation bar with links: 'HOME', 'ABOUT US', 'BIODIVERSITY', 'IMPLEMENTATION', and 'INFORMATION'. A large 'DRAFT DOCUMENT' watermark is visible across the center of the page.

# Bioland Management

View Revisions Translate

The links to make the site management easier. Not all links will show to all the roles.

## Content Management

Create new content

All content

All drafted content

Own drafted content

View archived content

Taxonomy - Keywords

Manage blocks

Home page slideshow

Translate user interface

Translate configuration

## User Management

Create new account

View existing accounts

## Website Structure

All menus

Menu - Main menu

Menu - Green - Quick links

Menu - Green - CBD links

Menu - Green - Country Specific links

Menu - Green - Social media

Manage URL redirects

Manage web forms

Content statistics block

## Community

Contact form submissions

View the contact form

Additional options to configure the site. Use most of these only if you are a web expert

## Website Configuration

Basic site configuration

Website logo & UI

Clear the caches

Date and time formats

Password protect the website

Regional settings

Check CRON

Emergency STOP

Additional options for the management of the site

## Documentation

Read the manual

User management options

Click to blocks that can be added to landing pages

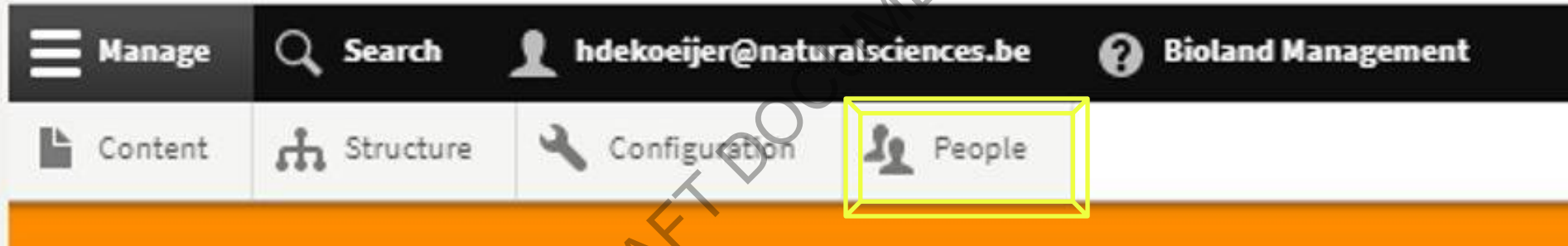
Click to translate the user interface

Click to translate the configuration

# Site Manager Role

Add users and Assign roles

Click on People in the top left bar



# Adding a User

## People

My account » Administration » Configuration » Development

✓ Before making any changes, make sure to read the Bioland documentation available [here](#).

+ Add user

Name or email contains

Status

Role

- Any -

- Any -

Permission

- Any -

Filter

USERNAME	FULL NAME	STATUS	ROLES	MEMBER FOR	LAST ACCESS	OPERATIONS
jolienvennema...	Jolien Venneman - contributor	Active	• Contributor	5 days 6 hours	27 minutes 54 seconds ago	Edit
chm-cbd@mnhn.fr	CHM France	Active	• Site manager	3 weeks	2 weeks 1 day ago	Edit
venneman@natu...	Jolien Venneman	Active	• Site manager	4 weeks	25 minutes 47 seconds ago	Edit
handekoeijer@g...	Han de Koeijer (contributor)	Active	• Content manager	4 weeks 2 days	43 minutes 57 seconds ago	Edit
ndekoeijer@nat...	Han de Koeijer	Active	• Site manager	1 month	7 minutes 36 seconds ago	Edit
bioland-contri...	Bioland Contributor	Active	• Contributor	2 years 1 month	3 months 3 weeks ago	Edit
bioland-cm@chm...	Bioland Content Manager	Active	• Content manager	2 years 8 months	3 months ago	Edit
bioland-sm@chm...	Bioland Site Manager	Active	• Site manager	2 years 9 months	1 month ago	Edit

Search options to look for users

Click to edit each individual user

Member information and when last logged in. This will help you to decide to change the status of the user

# Adding a User (cont.)

Add a valid email address

Status of the user

Check if you want to inform the new user that their account has been made (highly recommended)

Type a password here and confirm the password.  
It will show if they match

Choose the role of the user here.  
(Only choose one role!)

Add the full name of the user here

Don't forget to save your changes!

Language and Time zone for your site.  
We advice you not to change it for an individual user as it is site specific

The screenshot shows a web form for adding a new user. The form is divided into several sections, each highlighted with a yellow box and annotated with a blue arrow and text:

- Email address \***: A text input field for the user's email address.
- Password \***: A text input field for the user's password.
- Confirm password \***: A text input field for confirming the password.
- Status**: A section with two radio buttons: ☐ Blocked and ☒ Active.
- Roles**: A section with four checkboxes: ☐ Site manager, ☐ Content manager, ☐ Contributor, and ☒ Authenticated user.
- Notify user of new account**: A checkbox labeled "Send user an welcome email with log in information".
- Full Name**: A text input field for the user's full name.
- Picture**: A section with a "Choose File" button and a "No file chosen" label.
- LANGUAGE SETTINGS**: A section with a "Site language" dropdown menu set to "English".
- LOCALE SETTINGS**: A section with a "Time zone" dropdown menu set to "Brussels".

The form also includes a "DRAFT DOCUMENT" watermark and a "COOP4CBD" logo in the bottom left corner.



# Site Manager Role

## Additionally

They can add **Landing** pages and **blocks** for the landing pages (See Manual XX)

They can **configure** the site (See manual XX on site configuration).

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# Thank you for your attention!

Presenter

contact details

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