

Bioland Training Manual-4

Editing and Publishing Information on a Bioland Site

Presenter

Affiliation

Event / Date / Location

DRAFT DOCUMENT



Editing Information



- Contributor
 - Only own information (drafts and published)
- Content Manager and Site Manager
 - Own draft and published information and all additions by contributors

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Editing Own Information

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Editing own information

Content

To Edit ones own content :
Click on Content and this overview page for contributors will open

1. Click to edit your own content

1. Unpublished item by me 2. Published item by other contributor 3. Published item by site or content manager

2. It says you can edit this item from another contributor but if you click you will see that you can't

3. You can only translate items added by managers

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	SPECIAL USE	OPERATIONS
<input type="checkbox"/>	Test document	Document	Han de Koeijer (contributor)	Unpublished	11/05/2020 - 14:45		<input type="button" value="Edit"/>
<input type="checkbox"/>	Launch of IPBES Workshop Report on Biodiversity and Pandemics: Escaping the 'Era of Pandemics'	News	Jolien Venneman - contributor	Published	11/04/2020 - 15:25		<input type="button" value="Edit"/>
<input type="checkbox"/>	Global Biodiversity Outlook 5	Document	Jolien Venneman	Published	11/03/2020 - 11:29		<input type="button" value="Translate"/>
<input type="checkbox"/>	WWF Living Planet Report 2020	Document	Jolien Venneman - contributor	Published	11/03/2020 - 10:58		<input type="button" value="Edit"/>
<input type="checkbox"/>	Biodiversity overview	Landing Page	Han de Koeijer	Published	10/22/2020 - 14:11		<input type="button" value="Translate"/>
<input type="checkbox"/>	Bulletin Scientifique sur l'Environnement et la Biodiversité	Web page	Han de Koeijer	Published	10/20/2020 - 10:37		<input type="button" value="Translate"/>
<input type="checkbox"/>	Texte éditorial Bulletin scientifique sur l'Environnement et la Biodiversité	Document	Han de Koeijer	Published	10/20/2020 - 10:37		<input type="button" value="Translate"/>

Editing own information

Back to site Manage Search handekoeijer@gmail.com Bioland Management

Content

Moderated content

Overview Own moderated content

My account » Administration

Title Content type Moderation state Language

- Any - - Any - - Any -

Filter

TITLE	CONTENT TYPE	AUTHOR	MODERATION STATE	UPDATED	OPERATIONS
Test document	Document	handekoeijer@g...	Draft	11/05/2020 - 14:45	Edit
Le WWF alerte sur le déclin spectaculaire de la population mondiale de vertébrés sauvages	News	handekoeijer@g...	Draft	10/08/2020 - 14:29	Edit

1: To Edit ones own content click first on Content

2: Click on "own moderated" content to see all your added items that haven't been published yet

3: Click on Edit to open your item and change the content. Don't forget to save it after editing!

Editing and publishing Information added by others

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Editing and publishing information added by others

Site (SM) and Content (CM) Managers are the only roles that can publish information.

Unpublished information isn't visible on the site ! See Manual XX on roles for more information on the different roles.

We advise you that a CM/SM should never publish her/his own information but that it is checked and published by another CM/SM in order to avoid mistakes.

Before being able to publish information a SM/CM first needs to edit information.

There are two ways to find unpublished information

- 1. Using the filter function after clicking on Content
- 2. Using the different tabs for moderated content



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Editing and publishing information added by others

Content

Content Files

Overview Moderated content Own moderated content All moderated content Archived content

My account > Administration > Configuration > Development

✓ Before making any changes, make sure to read the Bioland documentation available here.

+ Add content

Title Content type Published status Language

Filter

Action

Delete content

Apply to selected items

3. Click on Filter to use the filter that you have defined

1. Choose "Unpublished"

2. Optional : Choose the language that you want to check

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	SPECIAL USE	OPERATIONS
<input type="checkbox"/>	Test document	Document	Han de Koeijer (contributor)	Unpublished	11/05/2020 - 14:45		Edit
<input type="checkbox"/>	International Union for Conservation of Nature	Organization	Jolien Venneman - contributor	Unpublished	11/04/2020 - 18:40		Edit
<input type="checkbox"/>	Dr. FOREST (BiodiversA) - Diversity of forests affecting human health and well-being	Project	Jolien Venneman - contributor	Unpublished	11/04/2020 - 17:13		Edit

Editing and publishing information added by others

Back to site Manage Search hdekoen@naturalsciences.be Bioland Management

Content Structure Configuration People

Content

Content

Overview **Moderated content** Own moderated content **All moderated content** Archived content

My account > Administration > Configuration > Development

✓ Before making any changes, make sure to read the Bioland documentation available here.

+ Add content

Title Content type Published status Language

Filter Choose "Moderated content" to see all unpublished items from contributors and other CM/SM

Action Delete content Apply to selected items

Choose "all moderated content" to see all unpublished items

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	SPECIAL USE	OPERATIONS
<input type="checkbox"/>	Text document	Document	Han de Koeijer (contributor)	Unpublished	11/05/2020 - 14:45		Edit
<input type="checkbox"/>	International Union for Conservation of Nature	Organization	Jolien Venneman - contributor	Unpublished	11/04/2020 - 18:40		Edit
<input type="checkbox"/>	Dr. FOREST (BiodivERsA) - Diversity of forests affecting human health and well-being	Project	Jolien Venneman - contributor	Unpublished	11/04/2020 - 17:13		Edit
<input type="checkbox"/>	Launch of IPSES Workshop Report on Biodiversity and Pandemics: Escaping the 'Era of Pandemics'	News	Jolien Venneman - contributor	Published	11/04/2020 - 15:25		Edit
<input type="checkbox"/>	International reports	Web page	Jolien Venneman - contributor	Unpublished	11/03/2020 - 18:36		Edit
<input type="checkbox"/>	International reports	Web page	Jolien Venneman - contributor	Unpublished	11/03/2020 - 12:10		Edit



Editing and publishing information added by others

Once you start editing you will have to check for :

- Grammar : if the text in the title and body field are grammatically correct.
- Use of Caps in the Title
- AICHI targets, subjects and keywords:
 - If added, check if they are correctly chosen
 - If not added check the subject and add them
- All other fields if used. If not used see if you can add some information based on the information in the body field or the links provided

Additional tasks

- Provide Menu links (See manual XX on structuring a site)
- Change the automatically generated URL alias
- Promote to front page



Editing and publishing an item

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Editing and publishing an item

Moderated content

Content Files

Overview **Moderated content** Own moderated content All moderated content Archived content

My account » Administration » Configuration » Development

Title Content type Moderation state Language

Filter

Choose "Moderated content" to see all unpublished items from contributors and other CM/SM

TITLE	CONTENT TYPE	AUTHOR	MODERATION STATE	UPDATED	OPERATIONS
Test document	Document	handekoeijer@g...	Draft	11/05/2020 - 14:45	Edit
International Union for Conservation of Nature	Organization	jolienvenema...	Draft	11/04/2020 - 18:40	Edit
Dr. FOREST (BiodiVERSA) - Diversity of forests affecting human health and well-being	Project	jolienvenema...	Draft	11/04/2020 - 17:13	Edit
Launch of IPBES Workshop Report on Biodiversity and Pandemics: Escaping the 'Era of Pandemics'	News	jolienvenema...	Draft	11/04/2020 - 15:26	Edit

We will use this unpublished item for the explanations

Click on edit to open the item

Editing and publishing an item

Edit News Launch of IPBES Workshop Report on Biodiversity and Pandemics: Escaping the 'Era of Pandemics'

View Edit Latest version Delete Revisions Entityqueue Translate

My account » Administration » Configuration » Development

Language

English

Title *

Launch of IPBES Workshop Report on Biodiversity and Pandemics: Escaping the

Image



Alternative text

Cover of IPBES Workshop Report on Biodiversity and Pandemics (Summary)

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Title

IPBES Workshop Report on Biodiversity and Pandemics

The title is used as a tool tip when the user hovers the mouse over the image.

ipbes_pandemics_workshop_report.jpg (199.96 KB)

This crop definition affects more usages of this image

CROP IMAGE (CROPPING APPLIED)

Remove

Draft

Last saved: 11/04/2020 - 15:26

Author: jolienveneman@gmail.com

MENU SETTINGS

URL REDIRECTS

URL ALIAS

☒ Generate automatic URL alias

(Uncheck this to create a custom alias below.)

URL alias

/news/launch-ipbes-workshop-report-biodiversity-and-pandemics-escaping-era-

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

PROMOTION OPTIONS

Click on URL redirect if you want to redirect this item to an other item (not explained in a manual yet)

Click Menu setting if you want to add an item to the Bioland main menu (see manual XX on structuring a Bioland site)

URLs are automatically generated when adding an item. However they are often quite long (See next slide)

Promoting options to add an item to the homepage (mainly for news and events items)

Click here if you want to adjust the image of the news item when adding it to the entity queue (see manual XX on structuring a Bioland site)

Changing the automatically generated url alias

Why should you change it?

From the example URL alias = **/news/launch-ipbes-workshop-report-biodiversity-and-pandemics-escaping-era-pandemics**

This alias is based on the information in the “Title field” = **Launch of IPBES Workshop Report on Biodiversity and Pandemics: Escaping the 'Era of Pandemics'**

If you want to copy the URL of the news item in a mail or a message the URL is far too long. Better change into: **/news/ipbes-report-biodiversity-pandemics** which gives enough information

- Uncheck the button “**generate automatic URL alias**”
- Change the URL alias



A screenshot of the 'Drafts' page in the News API interface. The page has a light gray header with the title 'Diversity and Pandemics: Escaping the 'Era of Pandemics'' and two buttons: 'Entityqueue' and 'Translate'. Below the header, there is a red arrow pointing to the text 'of the news item'. A large, diagonal watermark reading 'DRAFT DOCUMENT' is overlaid across the center of the page. On the right side, there is a sidebar with a 'Drafts' section containing 'Last S' and 'Author'. Below this, there are expandable sections for 'URI' and 'URI al'. The 'URI al' section is expanded, showing a 'URI al' field with a red box around it, a 'Specify when s' label, and a 'PRO' button at the bottom.

Change the url alias and promotion option

Change the URL to make it shorter

▼ URL ALIAS

☐ Generate automatic URL alias
Uncheck this to create a custom alias below.

URL alias

/news/ipbes-report-biodiversity-pandemics

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

▼ PROMOTION OPTIONS

☒ Promoted to front page

Automatically when adding items like news and events this is set to "Promoted to front page"

Uncheck the button if the item shouldn't appear on the front page

Publish the Item after checking all the information in the fields

Content publishing

Current state: Draft

Change to:

[Delete](#)

Click on the field

Content publishing

Current state: Draft

Change to:

Choose
"Published"

Content publishing

Current state: Draft

Change to:

[Delete](#)

Click on "Save" to publish the item

The Item has disappeared from “moderated content”



Overview **Moderated content** Own moderated content All moderated content Archived content

My account » Administration » Configuration » Development

✓ News Launch of IPBES Workshop Report on Biodiversity and Pandemics: Escaping the 'Era of Pandemics' has been updated.

Title Content type Moderation state Language

Filter The news item “Launch of IPBES Workshop Report” doesn't show anymore

Only Draft items show

TITLE	CONTENT TYPE	AUTHOR	MODERATION STATE	UPDATED	+	OPERATIONS
Test document	Document	handekoetjer@g...	Draft	11/05/2020 - 14:45		Edit
International Union for Conservation of Nature	Organization	jolienvennema	Draft	11/04/2020 - 18:40		Edit
Dr. FOREST (BiodivERSA) - Diversity of forests affecting human health and well-being	Project	jolienvennema	Draft	11/04/2020 - 17:13		Edit
International reports	Web page	jolienvennema	Draft	11/03/2020 - 13:36		Edit
International reports	Web page	jolienvennema	Draft	11/03/2020 - 12:10		Edit
IPBES - Biodiversity Indicators Partnership	Related website	jolienvennema	Draft	11/03/2020 - 09:58		Edit

The Item has disappeared from “moderated content”

Overview Moderated content Own moderated content All moderated content Archived content

My account » Administration » Configuration » Development

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

+ Add content

Title Content type Published status Language

Filter

Action
Delete content

Apply to selected items

The news item “Launch of IPBES Workshop Report” shows on top of the list

Its status is now **Published**

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	SPECIAL USE	OPERATIONS
<input type="checkbox"/>	Launch of IPBES Workshop Report on Biodiversity and Pandemics: Escaping the 'Era of Pandemics'	News	Jolien Venneman - contributor	Published	11/06/2020 - 11:42		Edit

Thank you for your attention!

Presenter

contact details

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