Bioland Training Manual-4

Editing and Publishing Information on a Bioland Site

Presenter
Affiliation

Event / Date / Location

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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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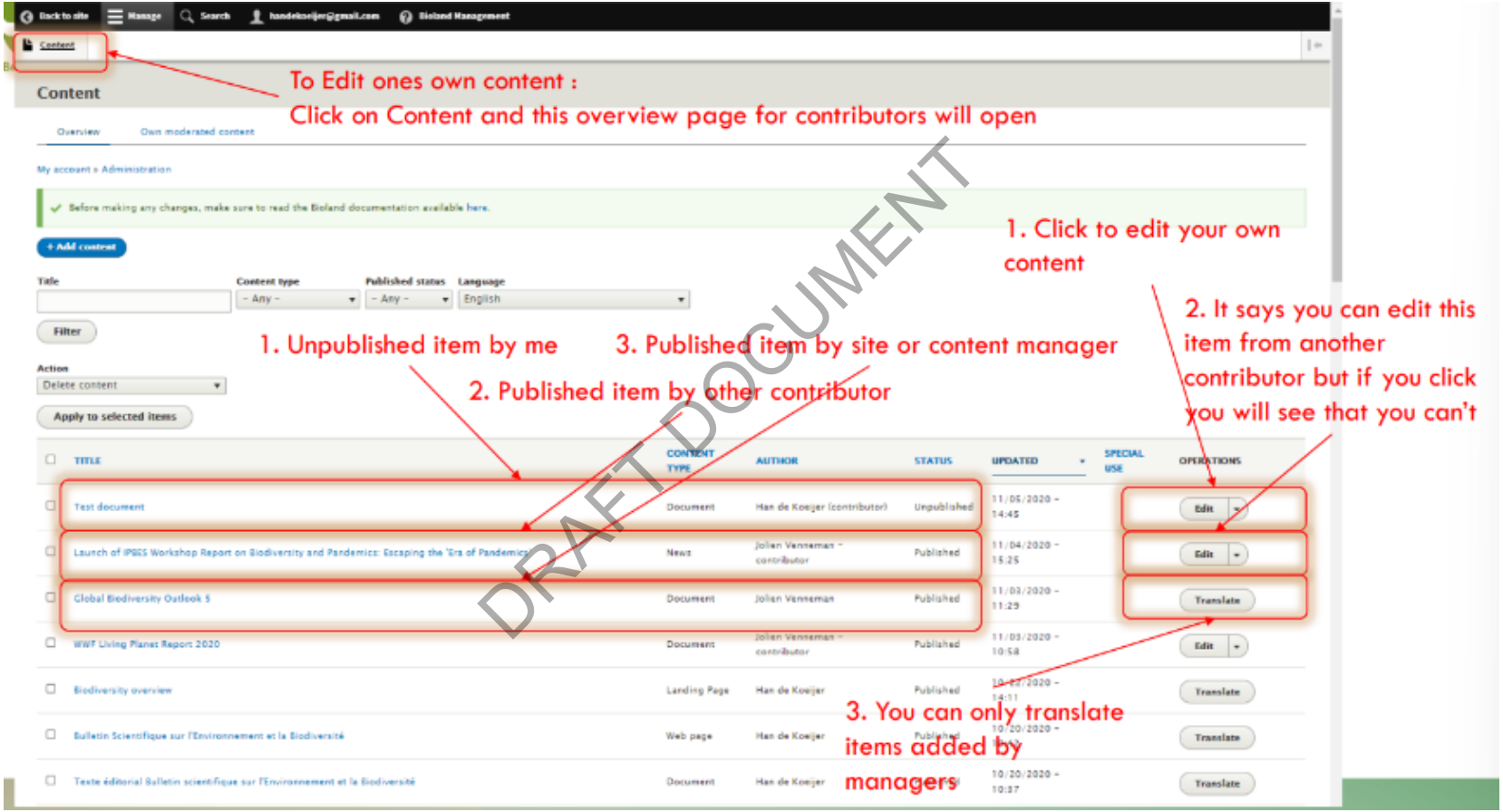
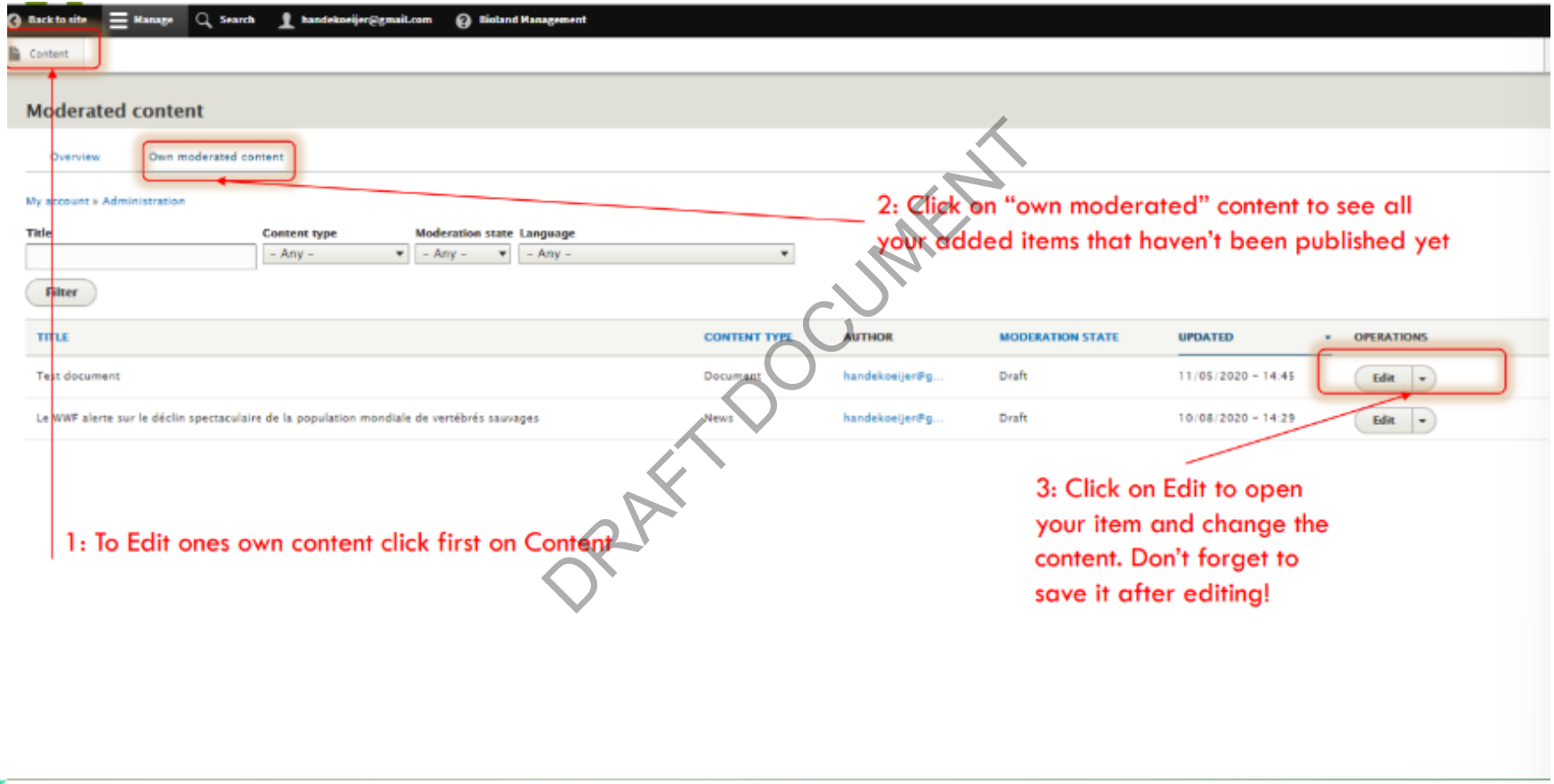
Editing own information



Editing own information



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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Unpublished information isn't visible on the site !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There are two ways to find unpublished information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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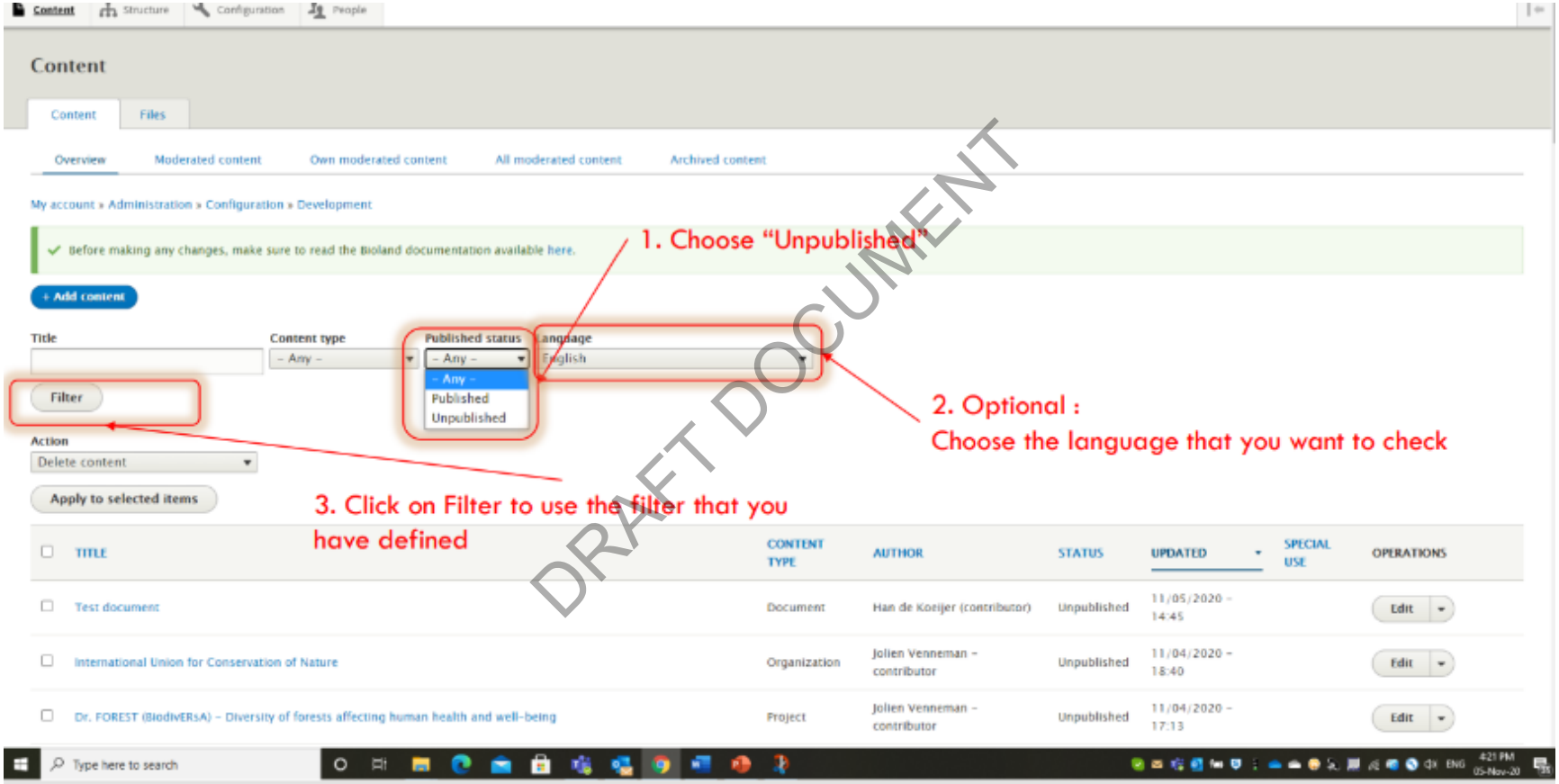
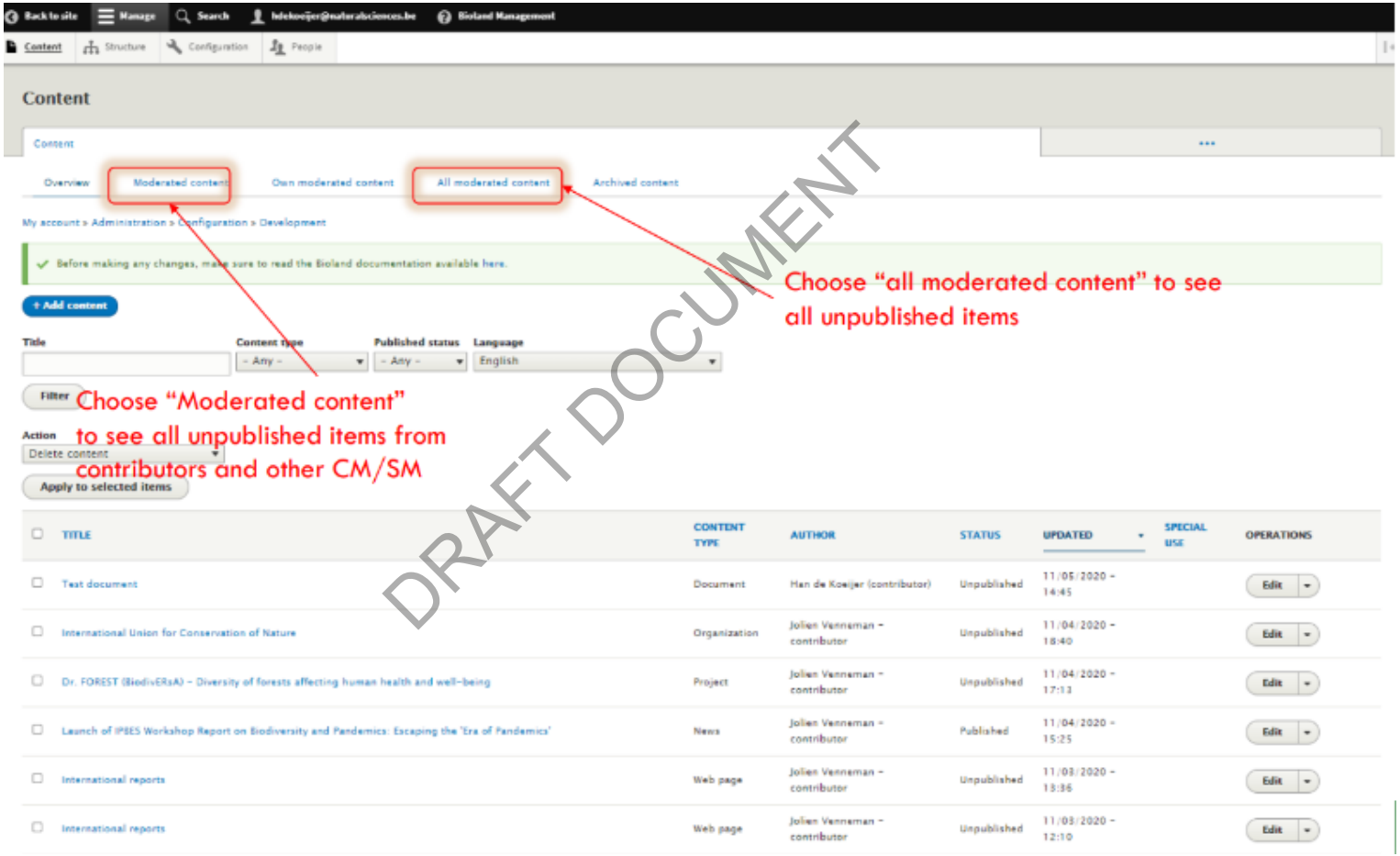
Editing and publishing information added by others



Editing and publishing information added by others



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

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Editing and publishing an item

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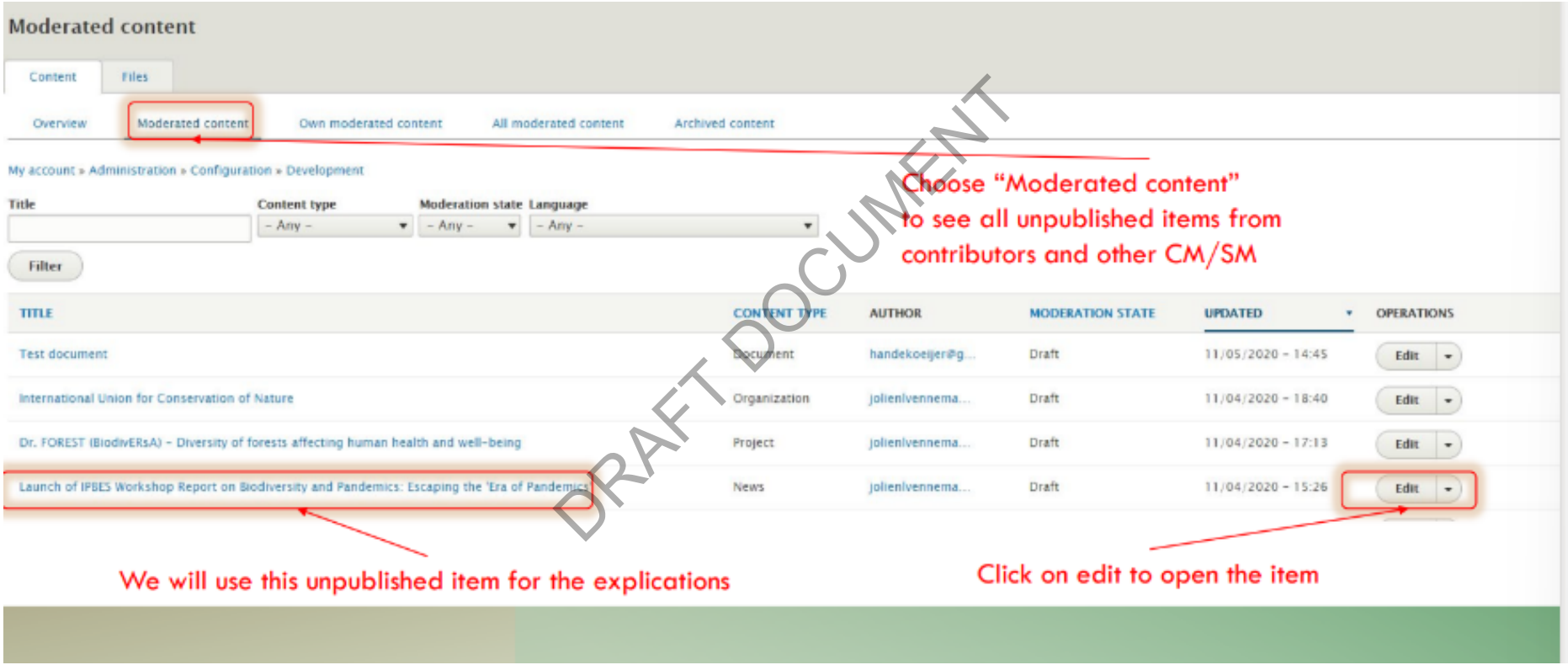
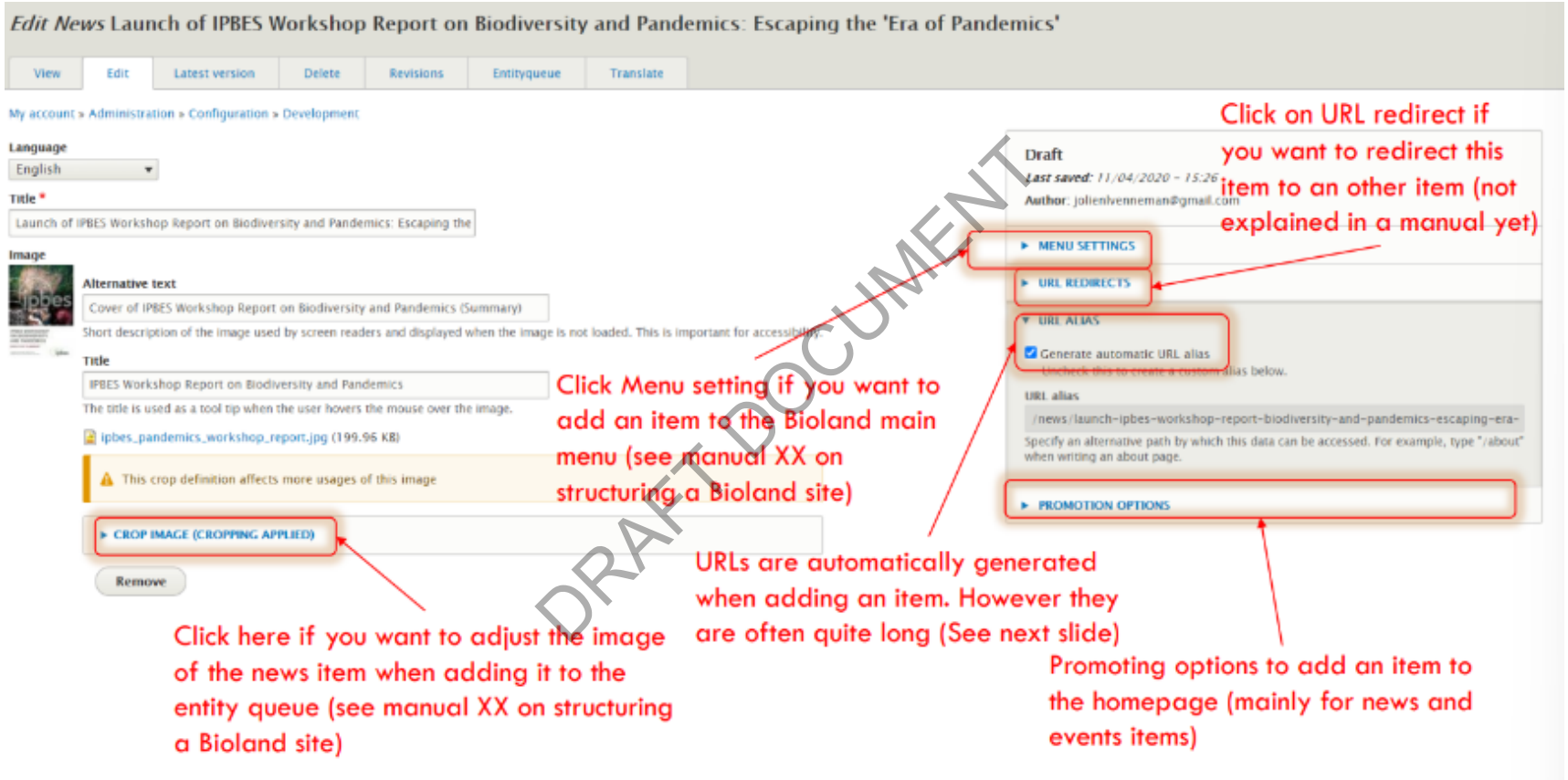
Editing and publishing an item



Editing and publishing an item



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

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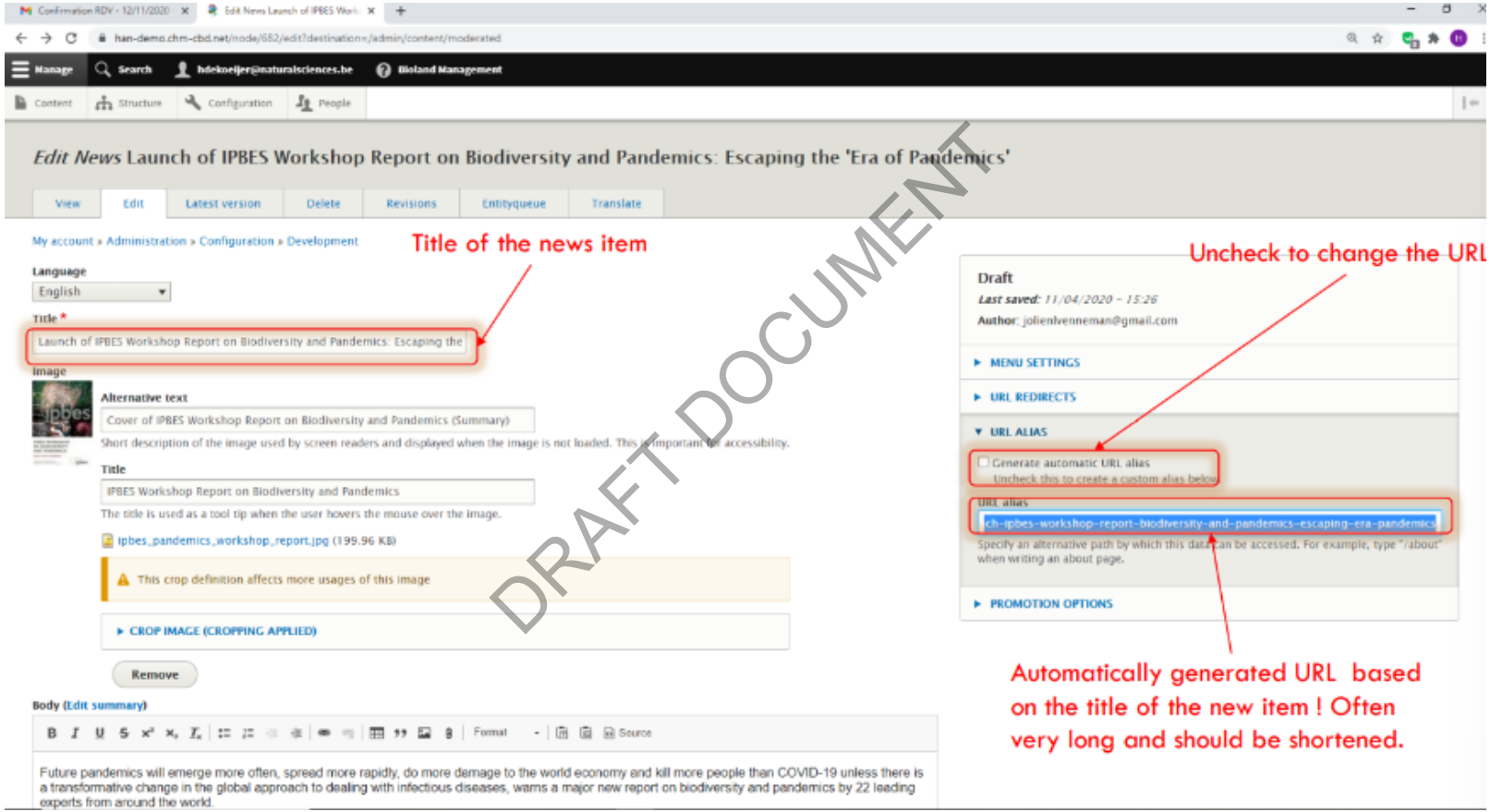
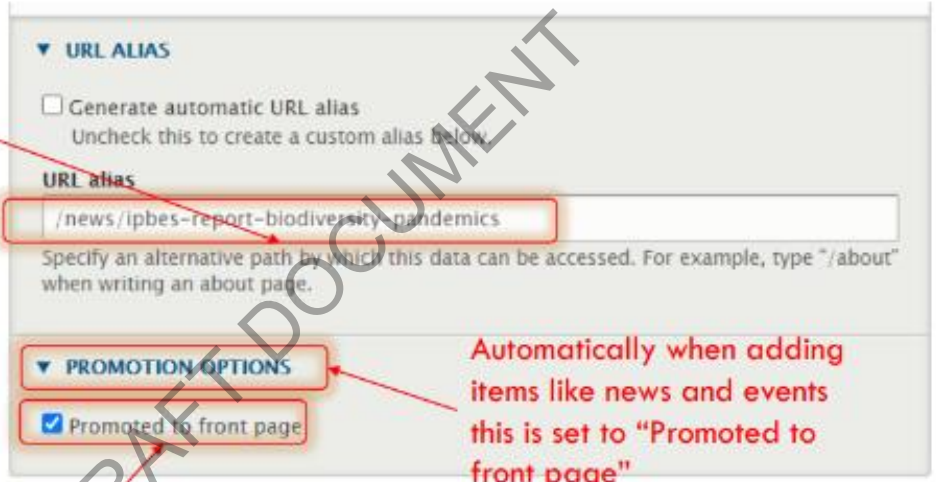
Changing the automatically generated url alias



Change the url alias and promotion option

Change the URL to make it shorter



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

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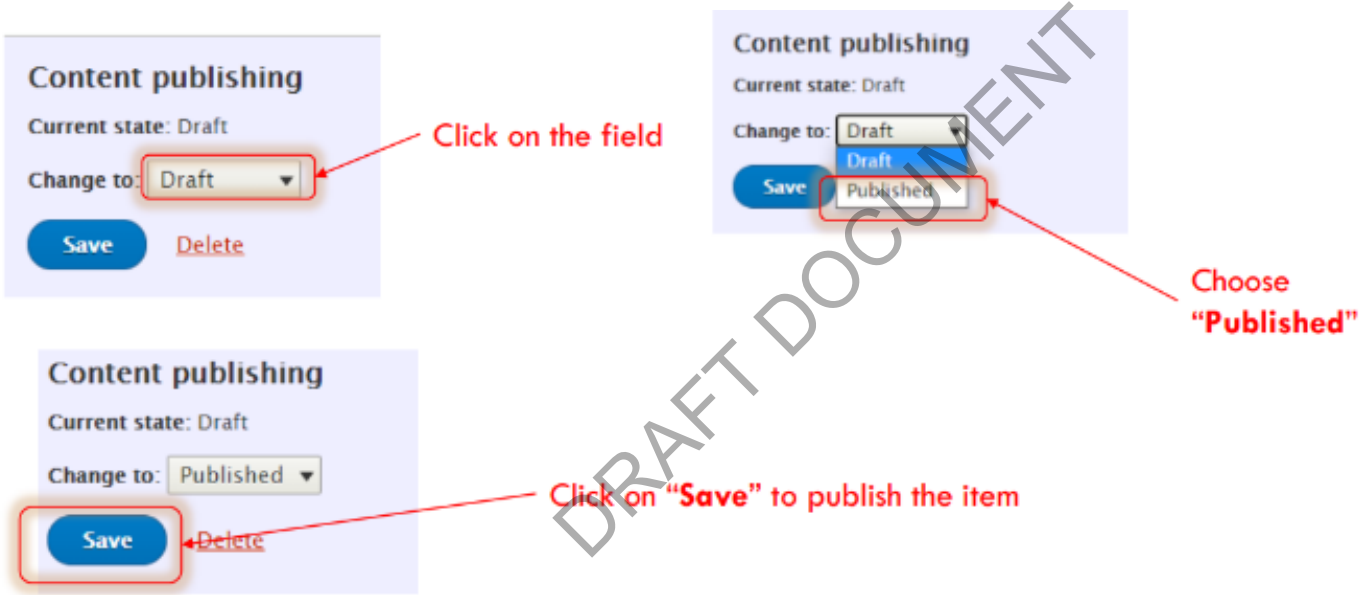
Publish the Item after checking all the information in the fields



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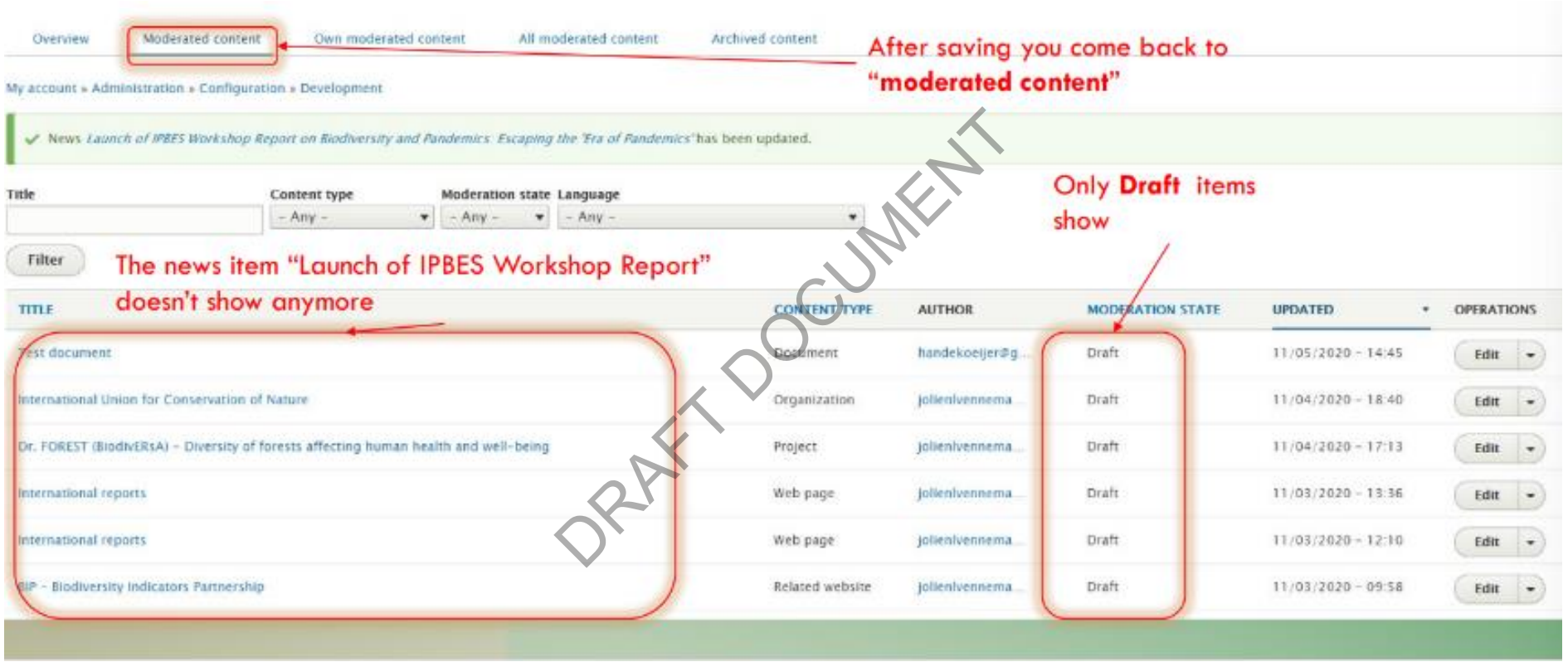
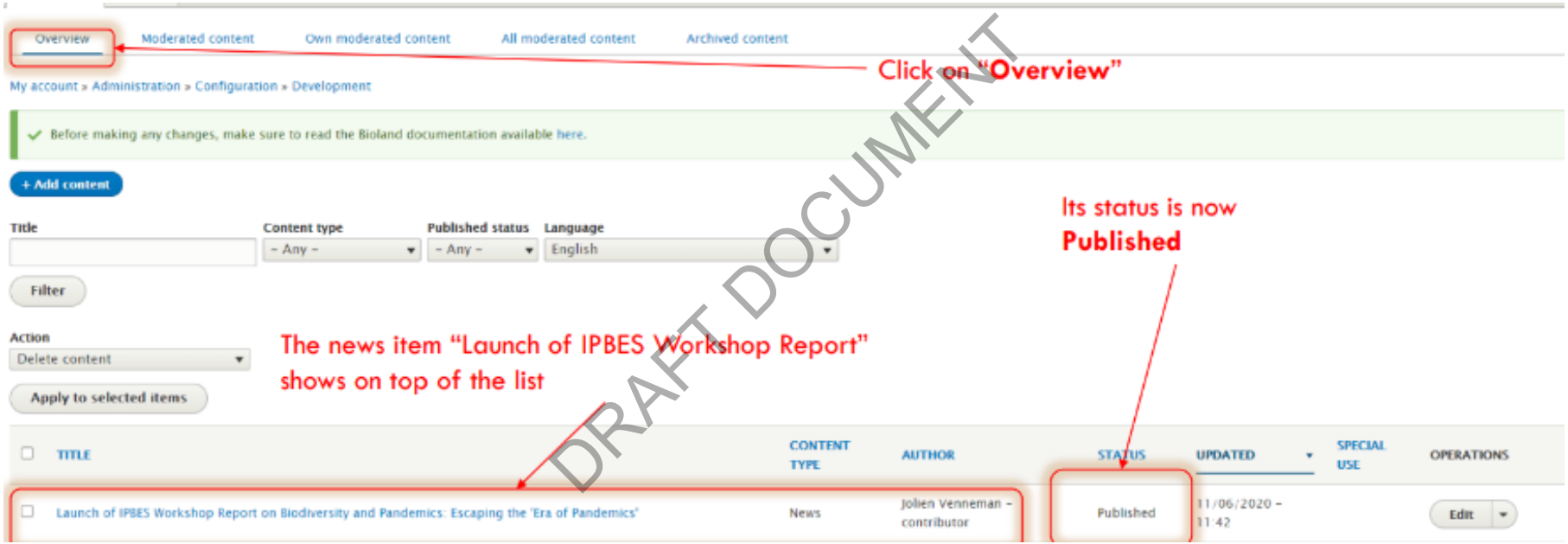
The Item has disappeared from “moderated content”



The Item has disappeared from “moderated content”



Thank you for your attention!

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Presenter

contact details