Bioland Training Manual-5

Changing the structure of a Bioland site

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Presenter
Affiliation

Event / Date / Location

Funded by the European Union

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Changing the Structure of a Bioland Site

- In Manual 1 on the “overview of a Bioland site” the different sections of the homepage were described. In this manual you will learn how to change the different menus, the homepage and how to add landing pages.
- This manual is intended for content managers and site managers

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Changing the Structure of a Bioland Site

There are 6 different types of standard Menus in a Bioland site :

- 1. Main Menu
- 2. Bioland Footer – Quick Links
- 3. Bioland Footer – CBD Links
- 4. Bioland Footer - Country Specific Links
- 5. Bioland Footer - Social Media
- 6. Bioland - Page Bottom

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Changing the Structure of a Bioland Site

First log in to the site with your account that has a CM or SM role

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Changing the main menu of a Bioland Site

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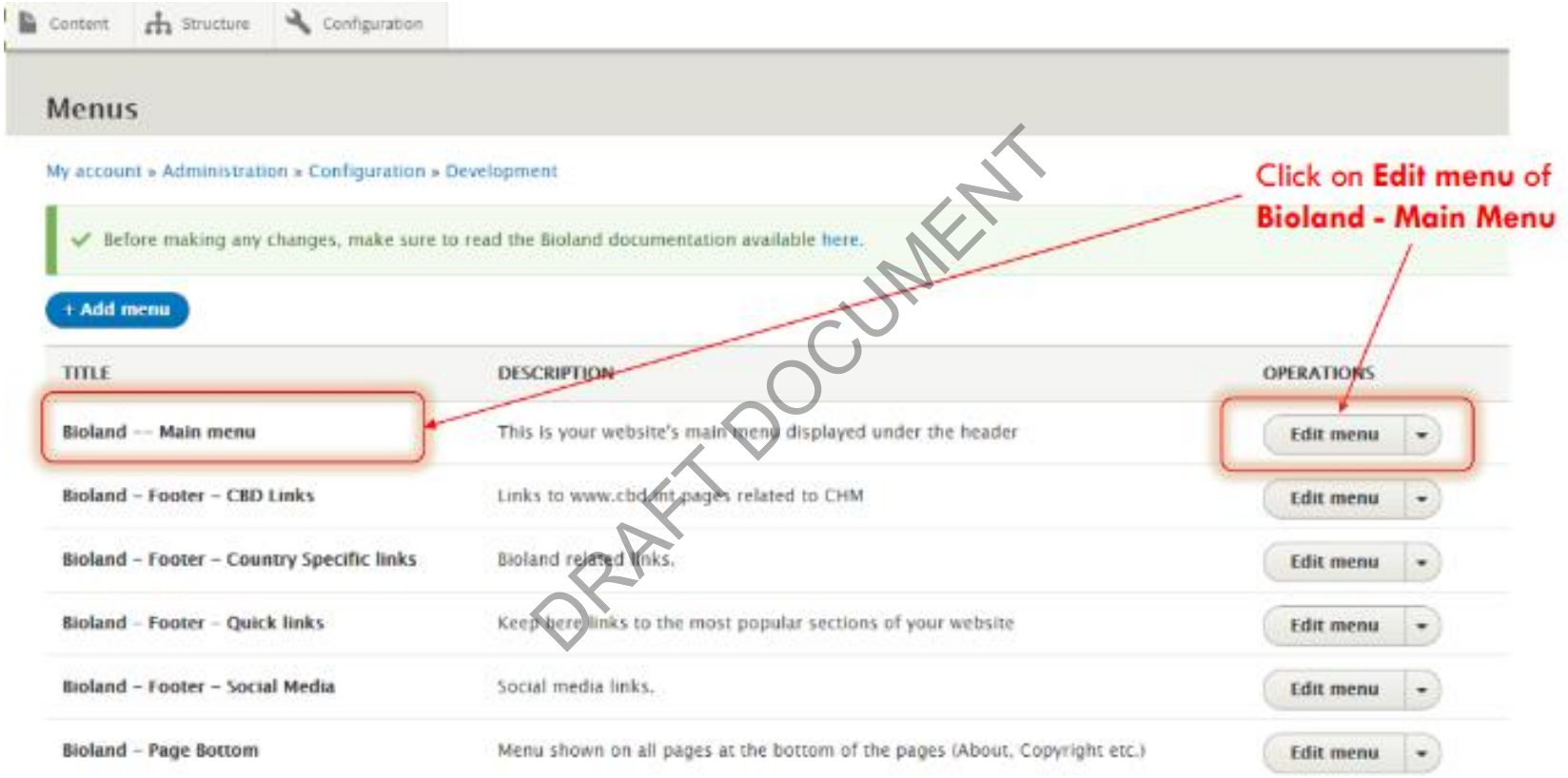
Changing the Main menu of a Bioland Site



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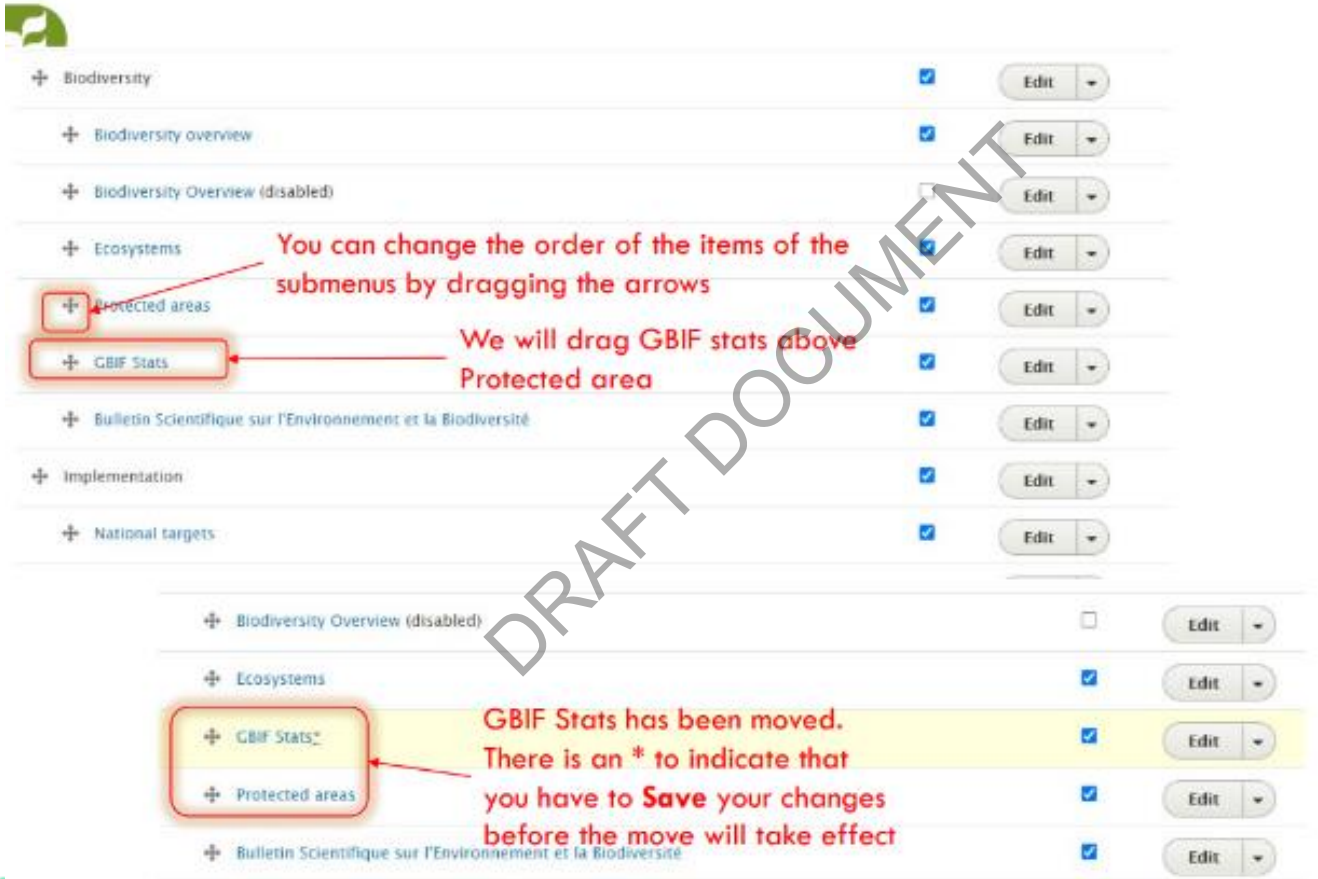
Changing the Main menu of a Bioland Site



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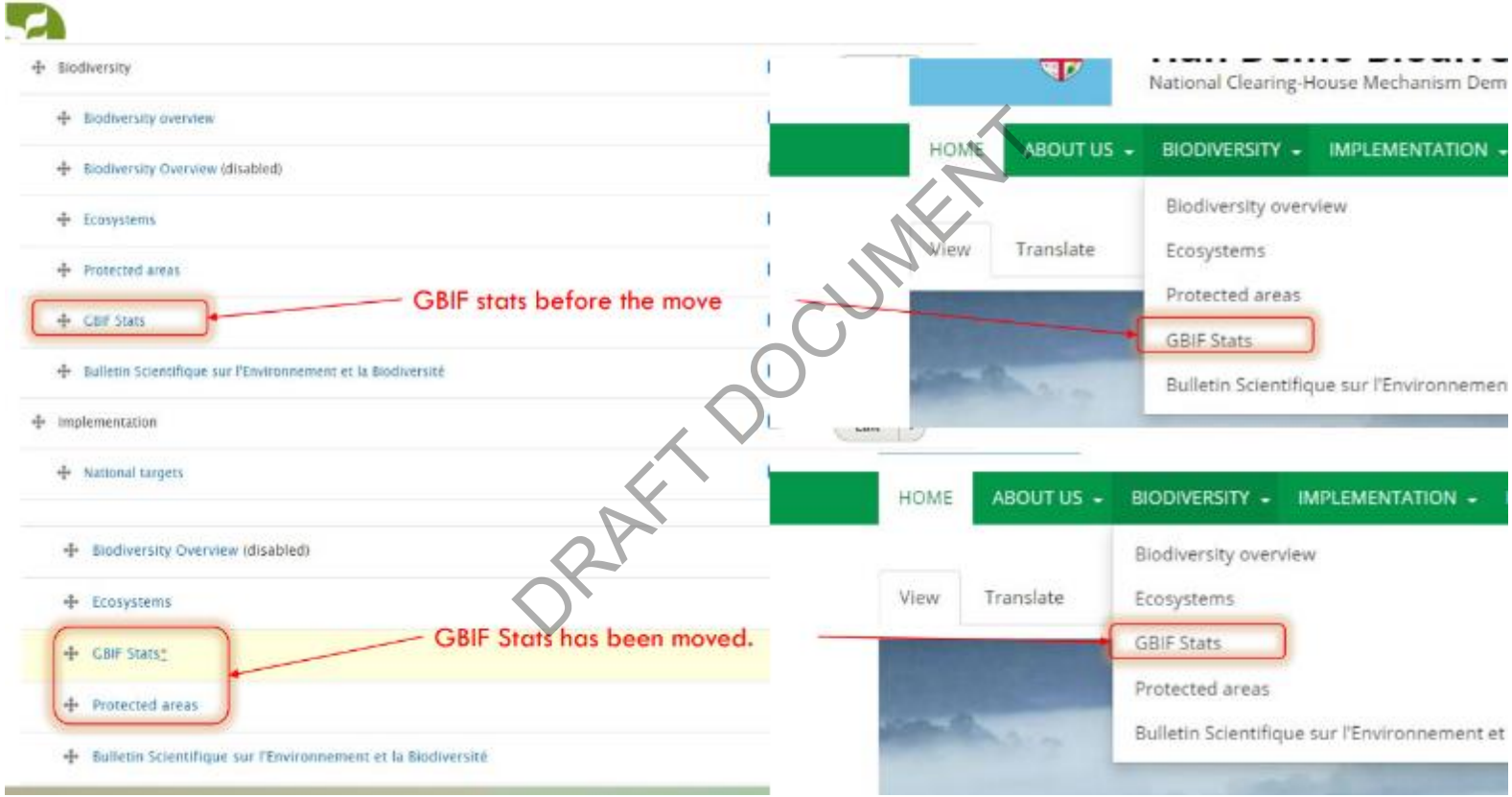
Changing the Main menu of a Bioland Site



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Adding an item in the Submenu

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Adding an item in the submenu

You should always make a plan of how you want to organize your Main Menu before adding items to the Main Menu or submenus !

There are 2 ways to add a submenu item in the Main Menu
1. Use the +**ADD link** when **editing** the **Main Menu** (We will not show this option as it isn't the right way to add a submenu item to the Main Menu)

2. When **editing** a **published** item you can use the **Menu Settings**

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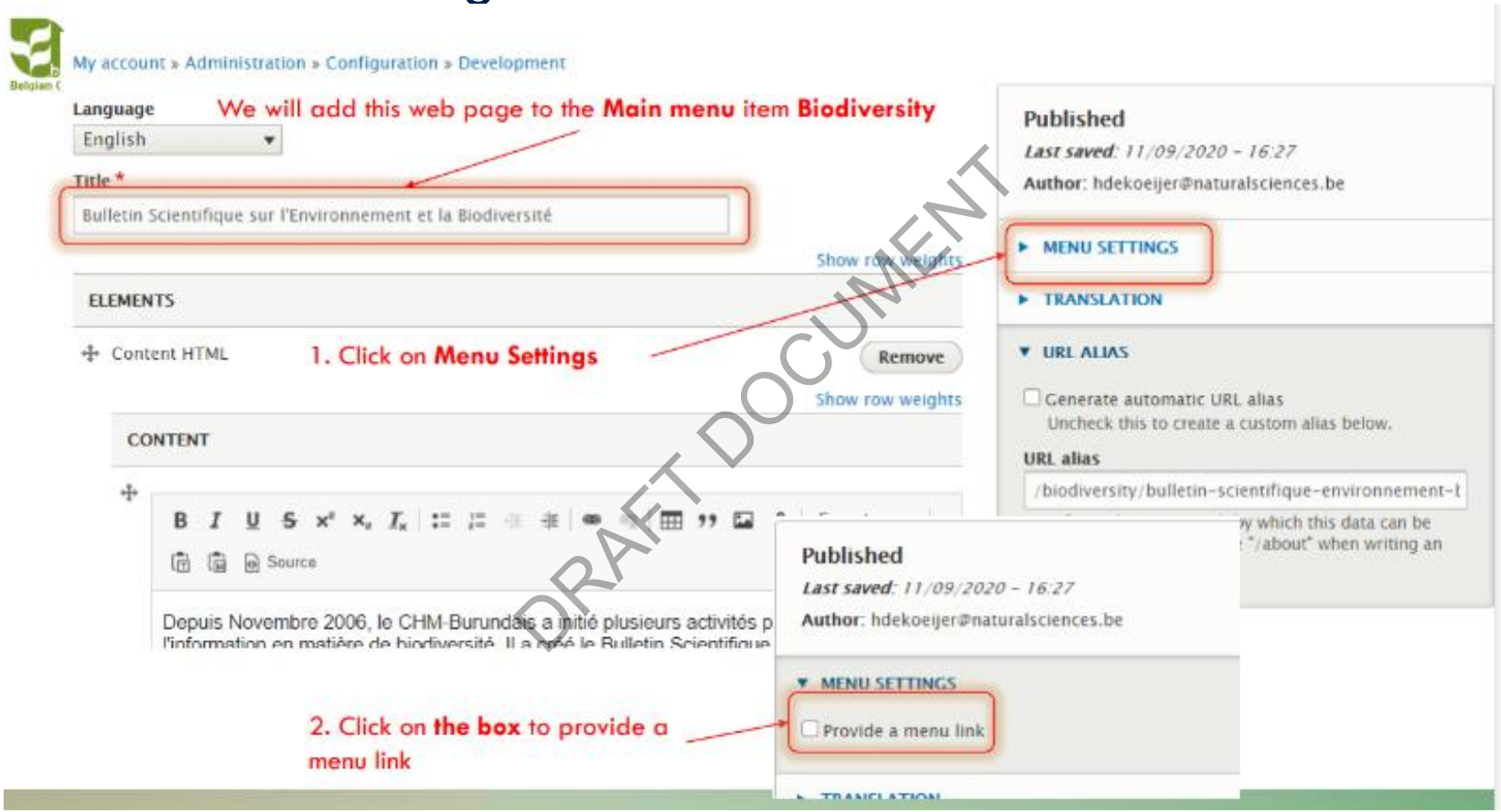
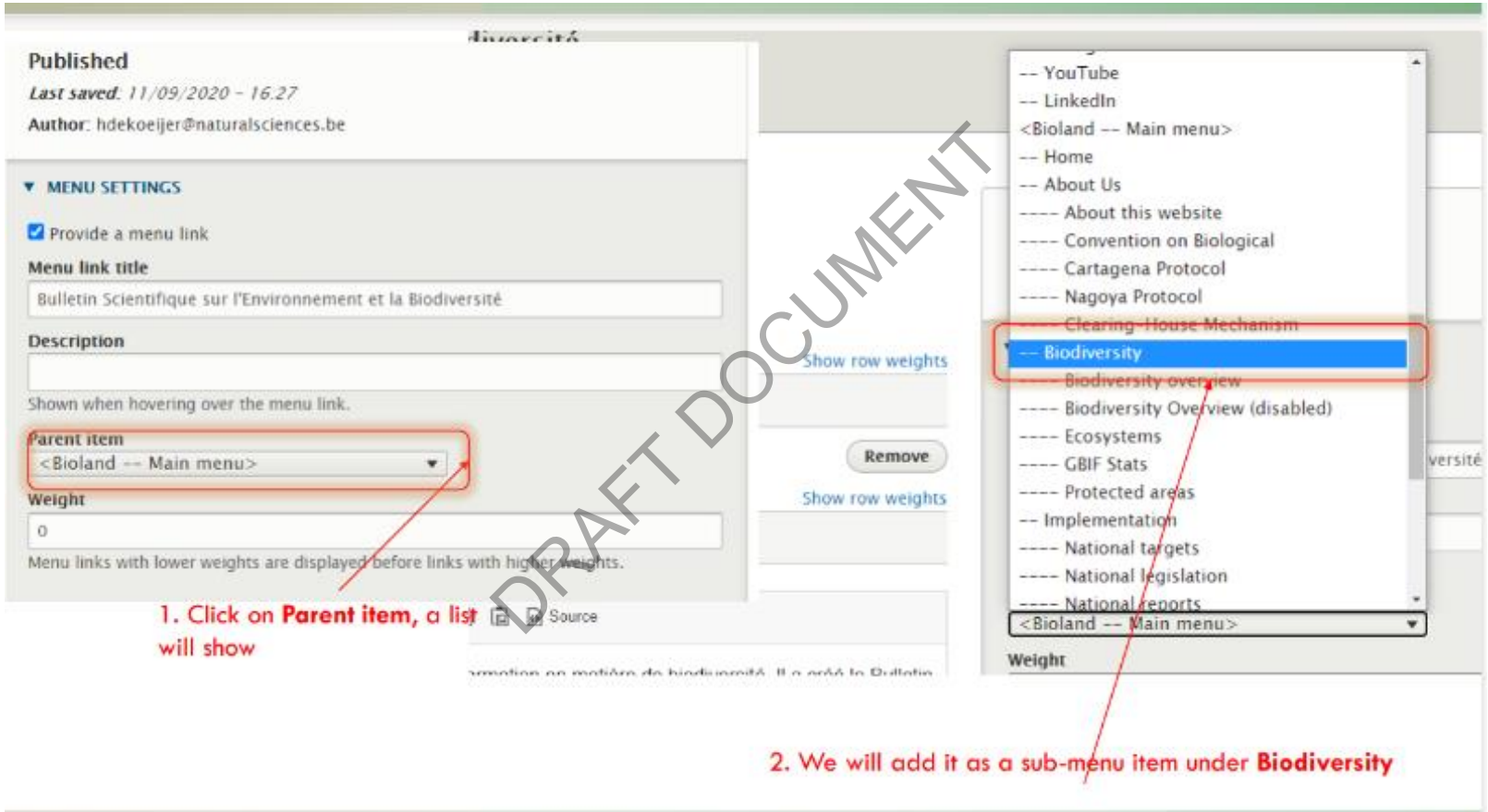
Adding an item in the submenu



Adding an item in the submenu



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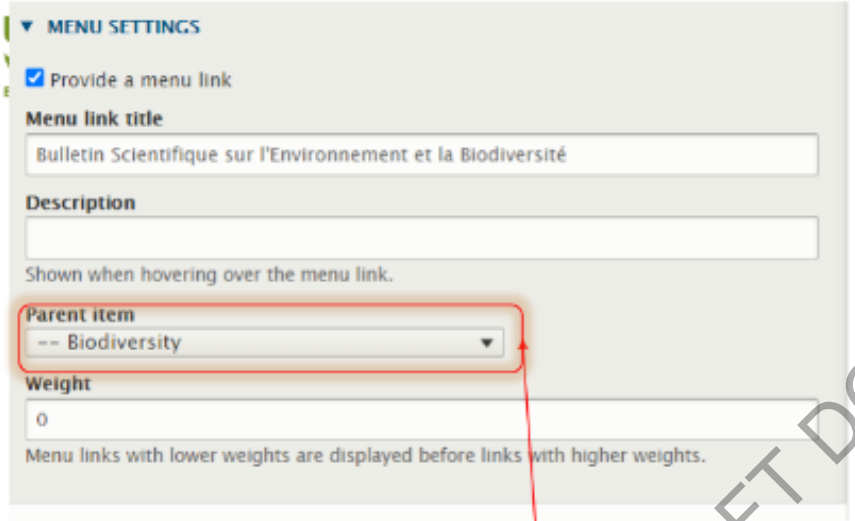
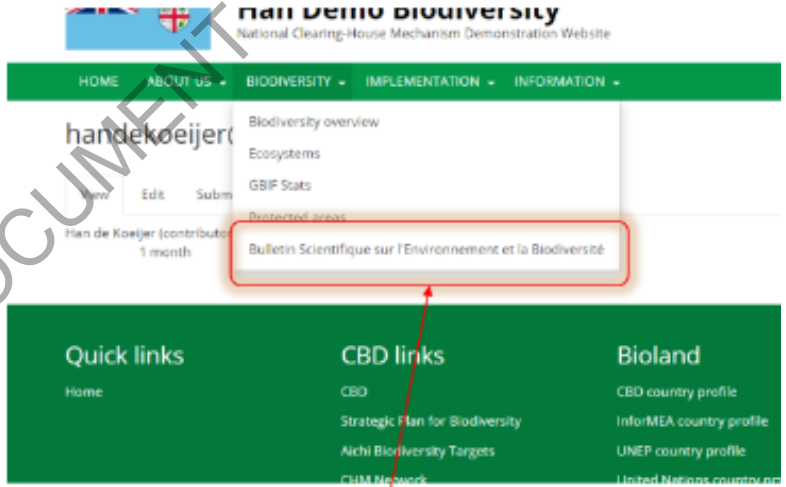
Adding an item in the submenu



1. The parent item is now **Biodiversity** of the **Main Menu**

Save you work !



2. The **Bulletin** is now visible under the **Biodiversity** Menu

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Changing the Main menu of a Bioland Site

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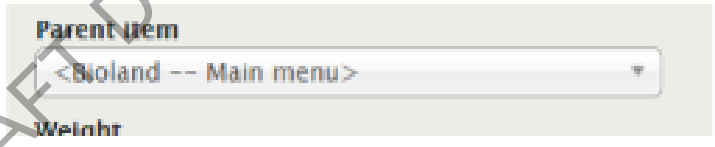
Changing the Main Menu of a Bioland Site

Adding a Subject in the Main Menu

- The steps are exactly as for adding a submenu item from the slides before
- Instead of choosing to place it under a main menu item you now choose Main Menu as parent item



- You can also change the order of the Main Menu as shown before by using the drag function

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Changing the Footer menus of a Bioland Site

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Changing the Footer menus of a Bioland Site

Changing the Bioland Footer

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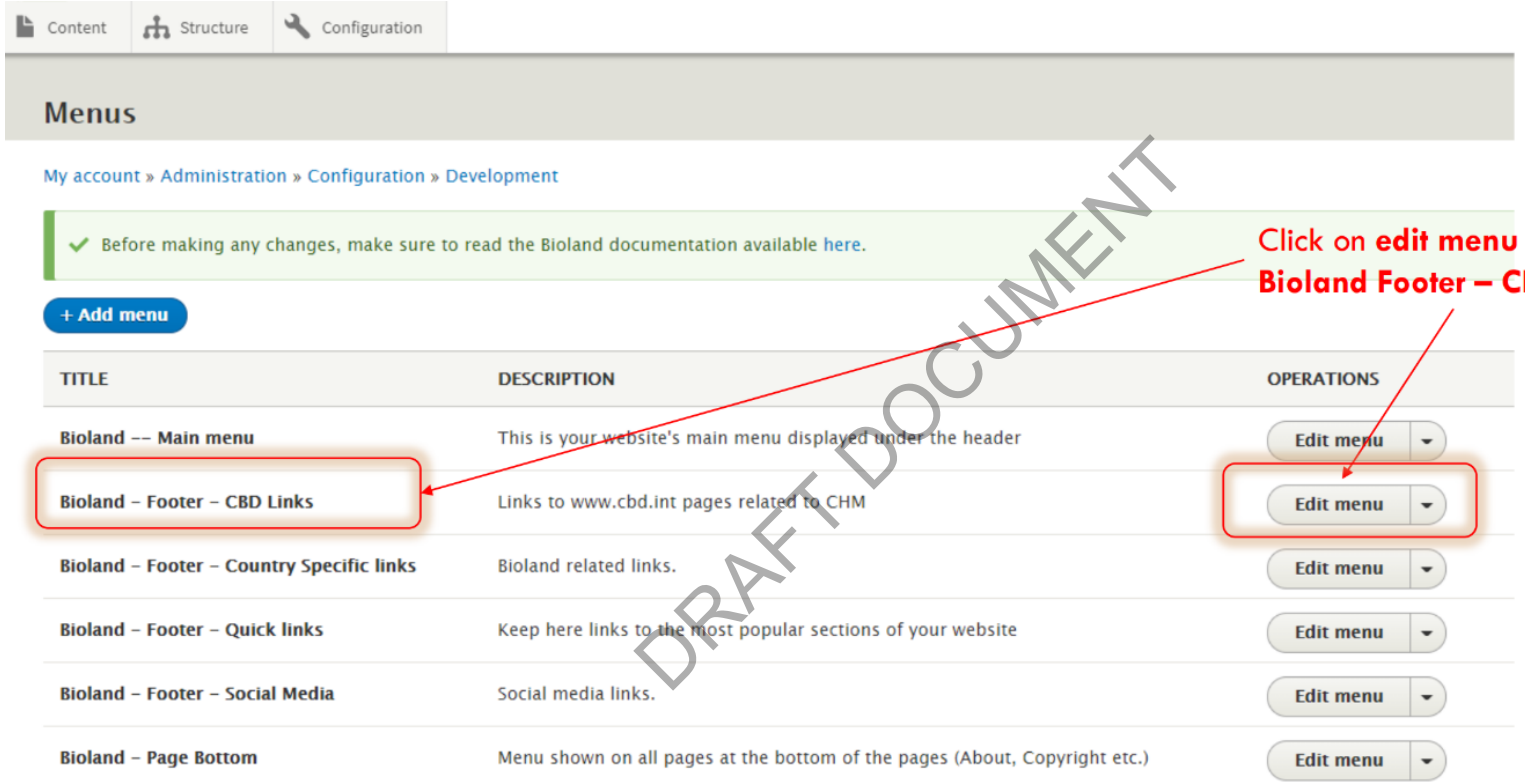
Changing the Footer menus of a Bioland Site



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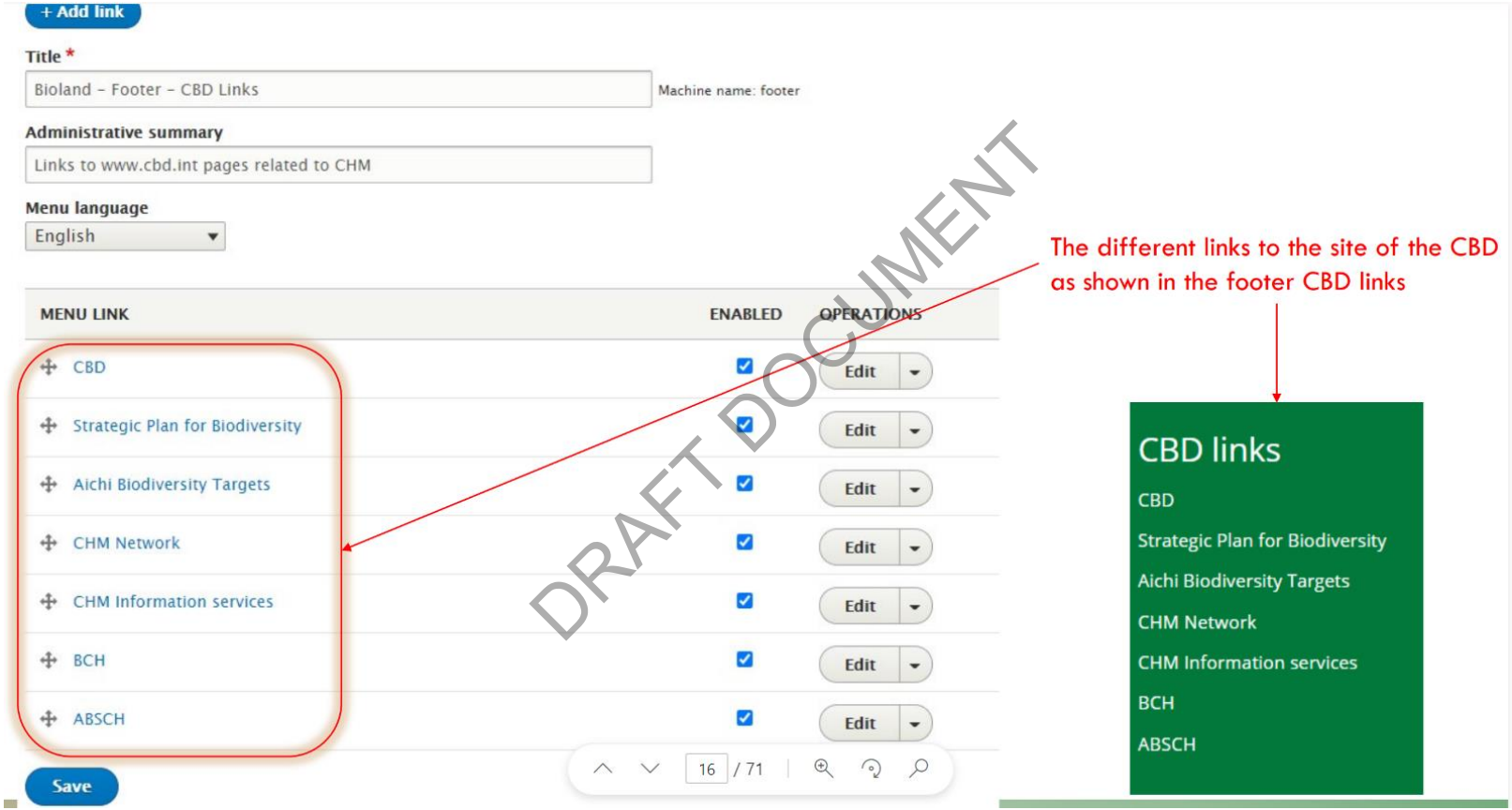
Changing the Footer menus of a Bioland Site



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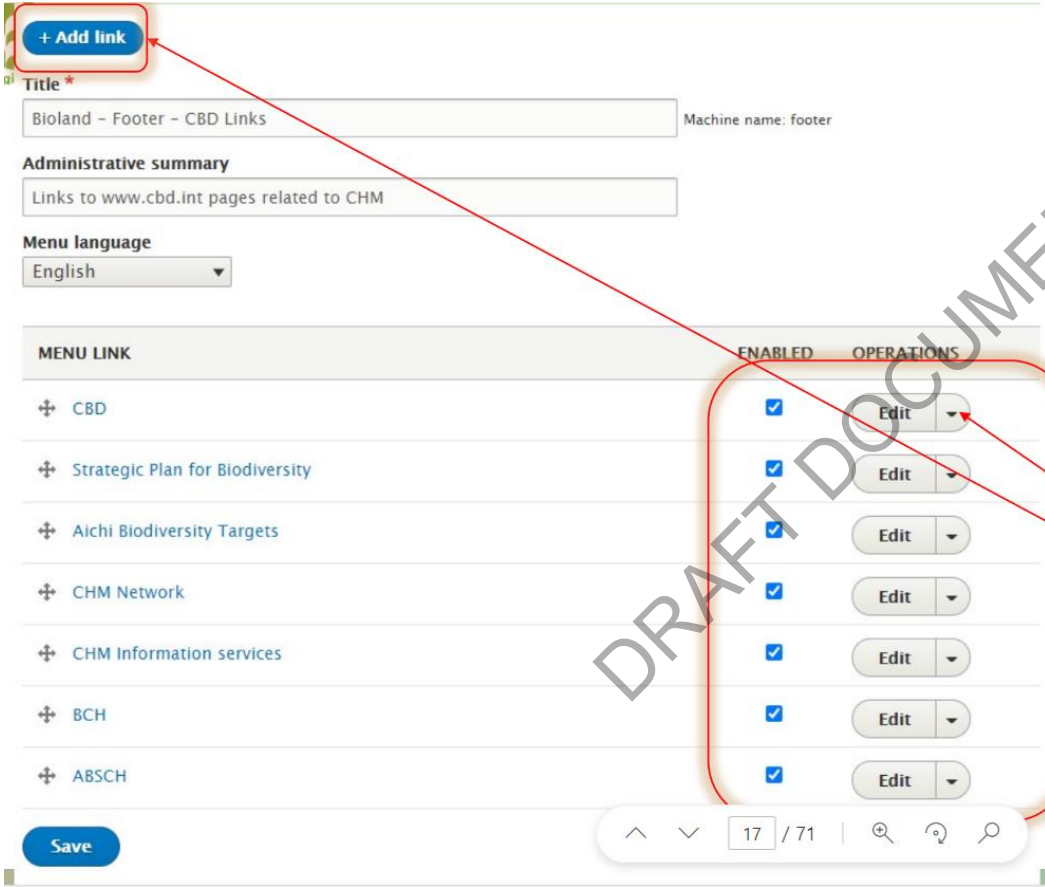
Changing the Footer menus of a Bioland Site



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You can:

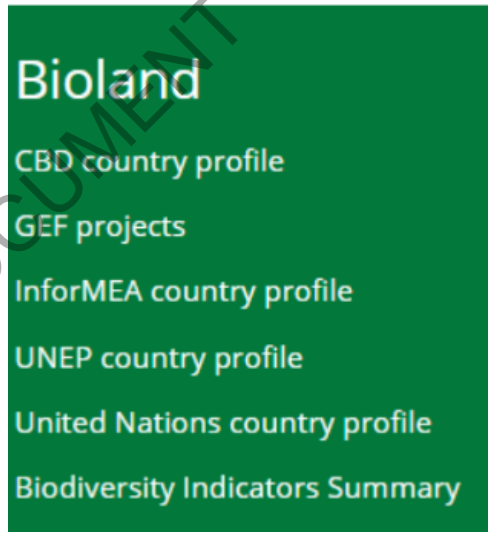
- **Disable** or **enable** the different links
- **Edit** the links
- **Add** a new link

These are all standard links that were decided up on by the **CHM-IAC working group** on the Bioland tool.

We advice you to keep them as they are

Changing the Footer menus of a Bioland Site

Changing the Bioland Footer
-Country Specific Links



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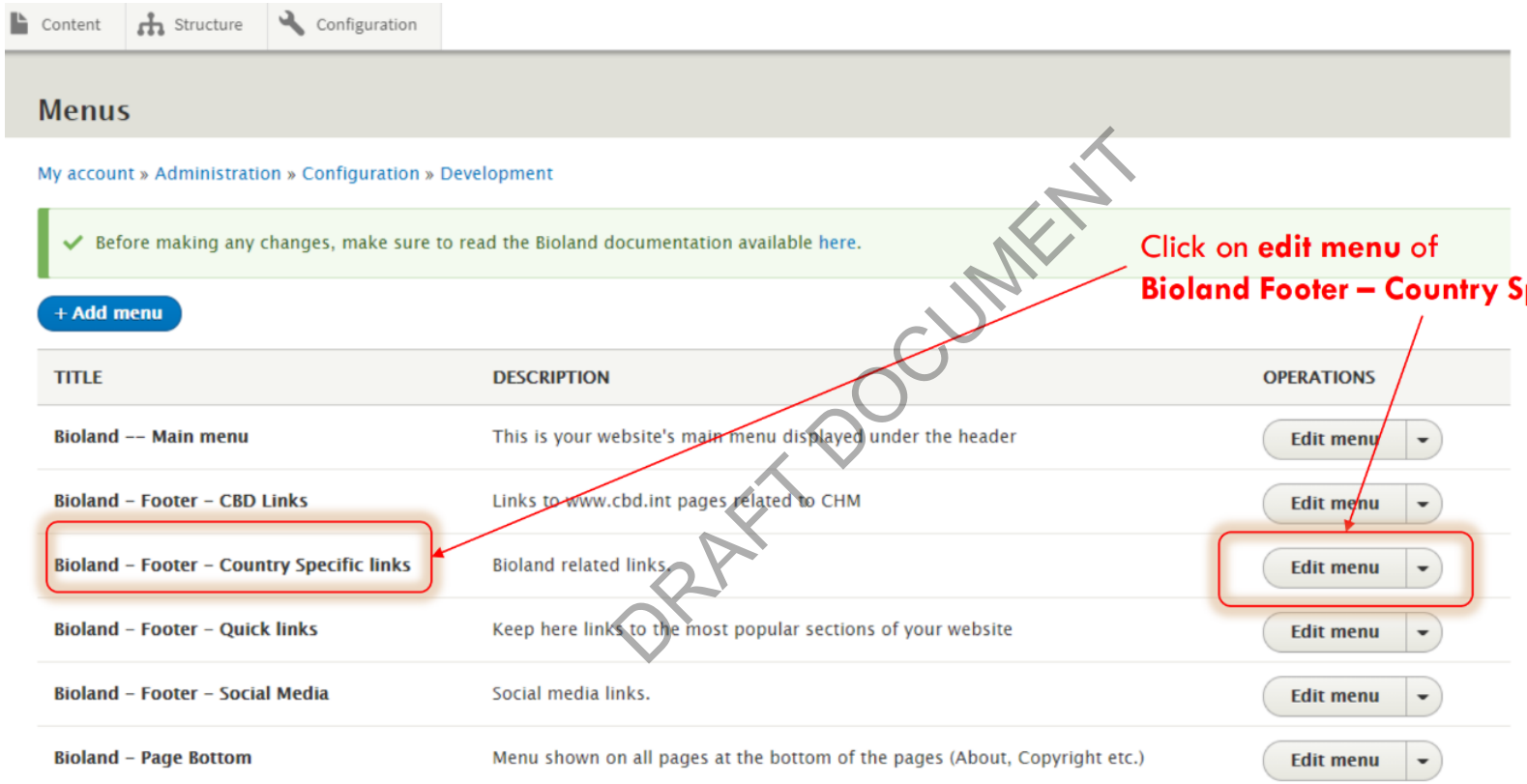
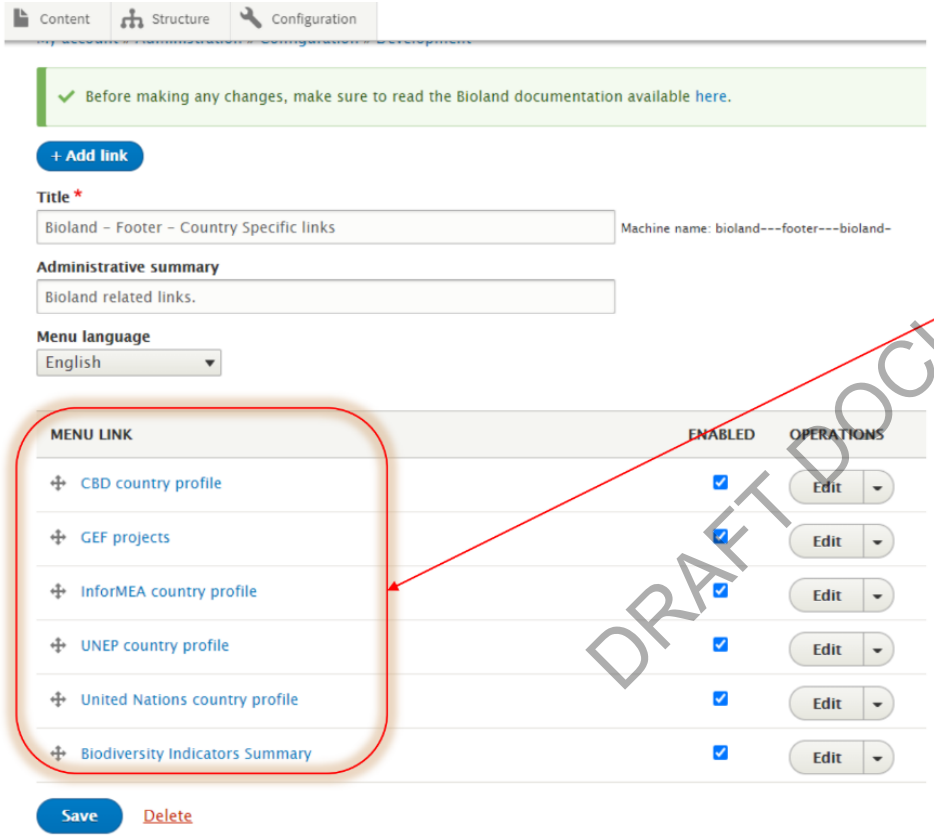
Changing the Footer menus of a Bioland Site

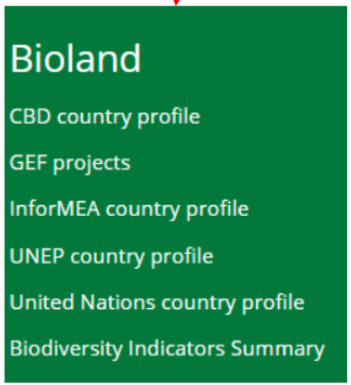


Changing the Footer menus of a Bioland Site



The different links to international sites with specific information on your country as shown in the footer **Bioland.**

In this manual they all direct to the country profiles of **Fiji**



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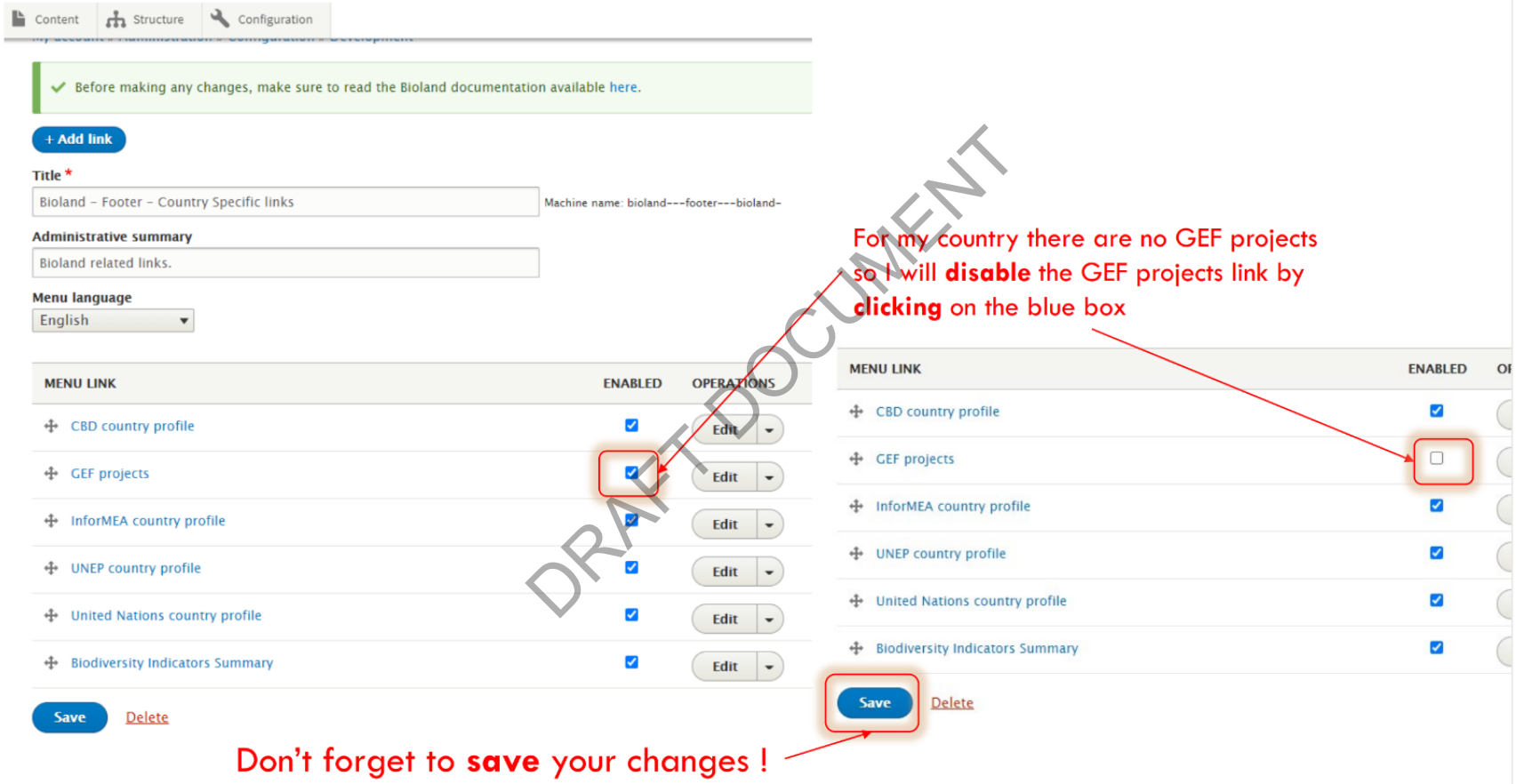
Changing the Footer menus of a Bioland Site

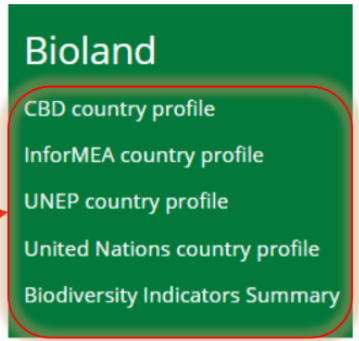


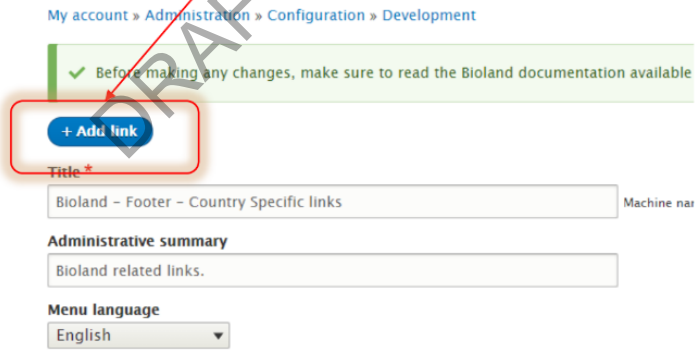
Changing the Footer menus of a Bioland Site

When going back to the site you will see that the GEF Projects don't show any more in the Bioland menu of the footer !

The six standard Bioland Footer links have been chosen by the CHM-IAC working group on the Bioland tool in 2019. These were chosen based on the UNEP-WCMC Compendium of guidance on key global databases related to biodiversity related Conventions, March 2018.

You can add additional links by clicking on **add link** to add an other link to a database. We advise you not to have more then 6 different links under each footer Menu !





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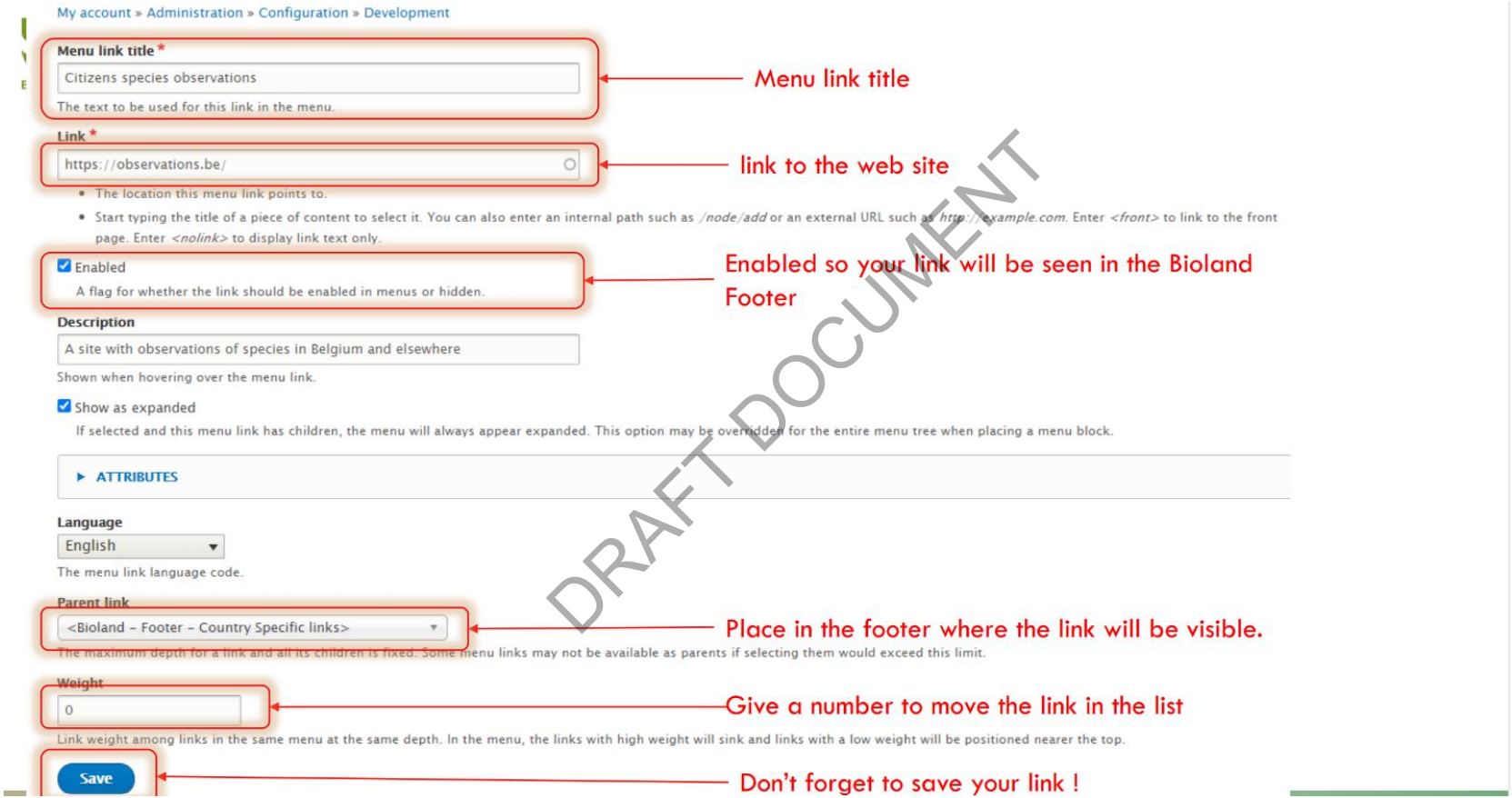
Changing the Footer menus of a Bioland Site



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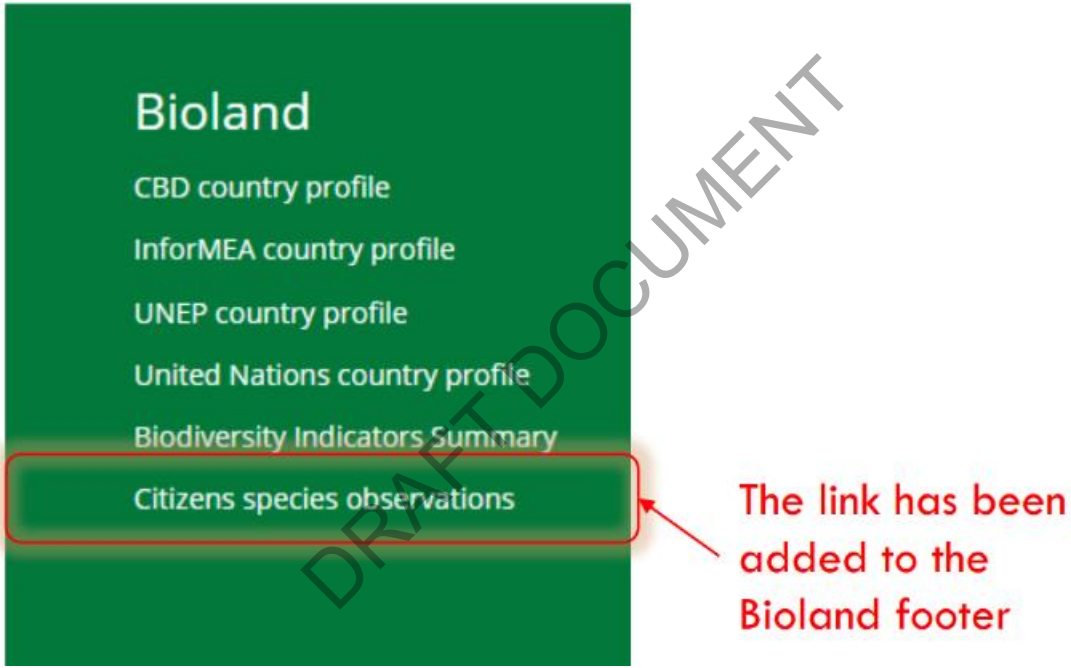
Changing the Footer menus of a Bioland Site



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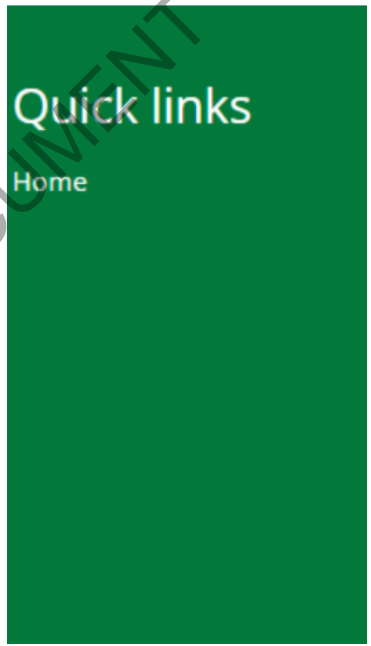
Changing the Footer menus of a Bioland Site

Changing the Bioland Footer

-Quick Links



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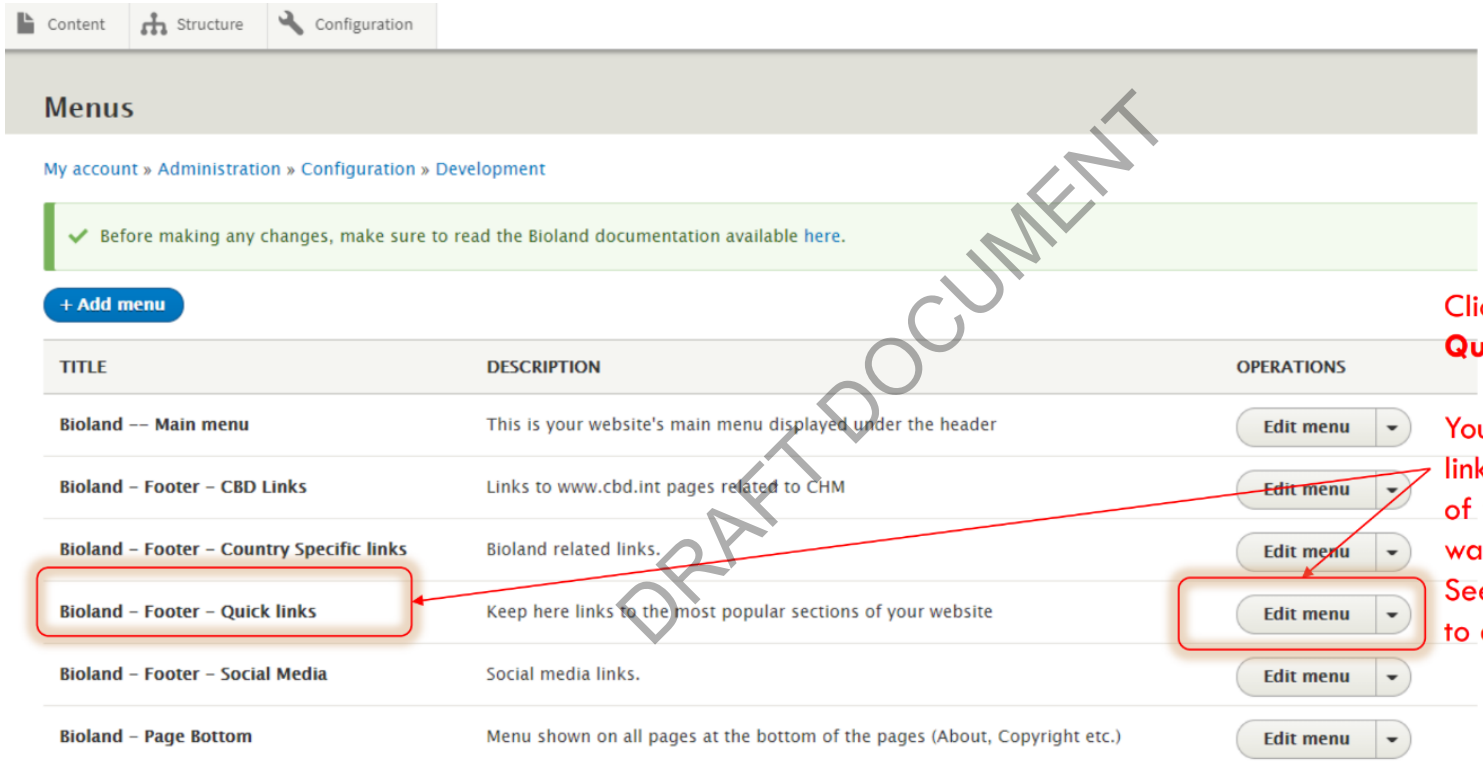
Changing the Footer menus of a Bioland Site



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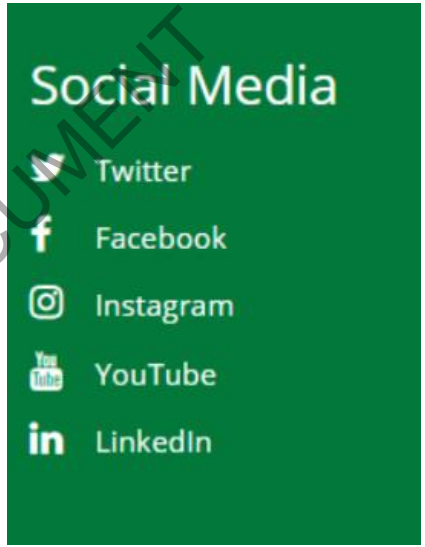
Click on **edit menu** of **Quick links**

You can add here new links to interesting parts of your website that you want to highlight. See slides before how to add one.

Changing the Footer menus of a Bioland Site

Changing the Bioland Footer
-Social Media



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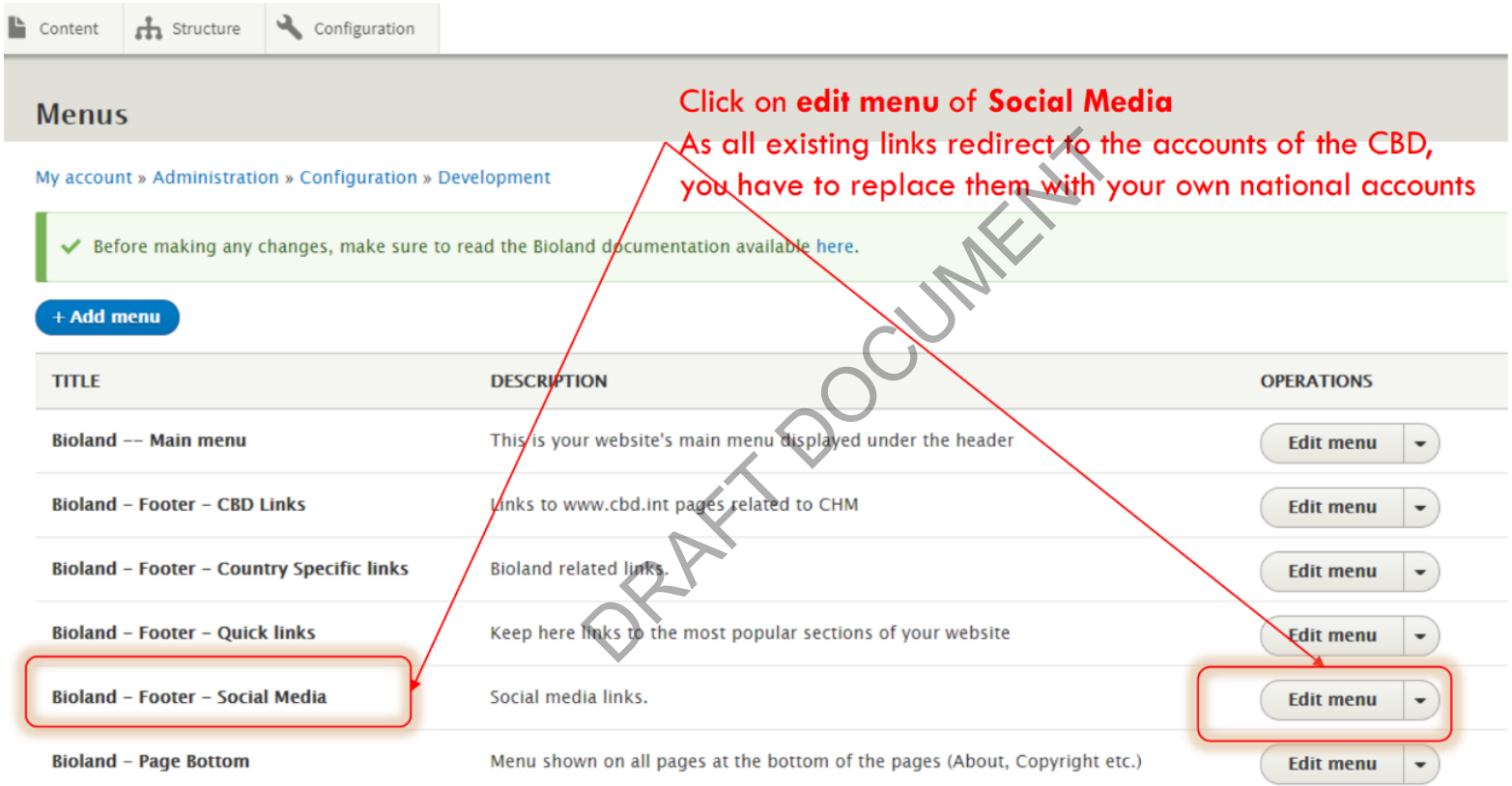
Changing the Footer menus of a Bioland Site



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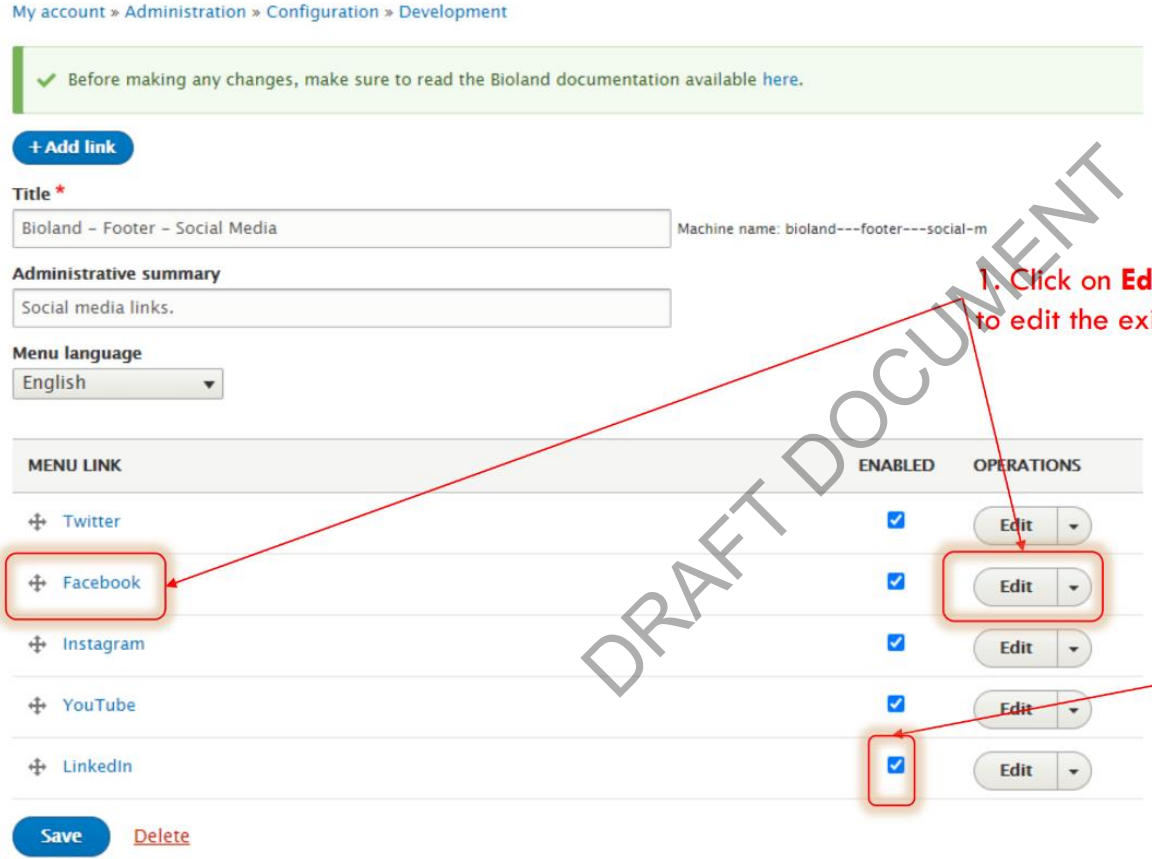
Changing the Footer menus of a Bioland Site



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1. Click on **Edit** of **Facebook** to edit the existing link and put your own one.

2. If your country doesn't have a LinkedIn account and you don't want to keep the one from the CBD Secretariat, click on the bleu box to disable the link.
Don't forget to **Save** your changes !

Changing the Footer menus of a Bioland Site

Changing the Page Bottom

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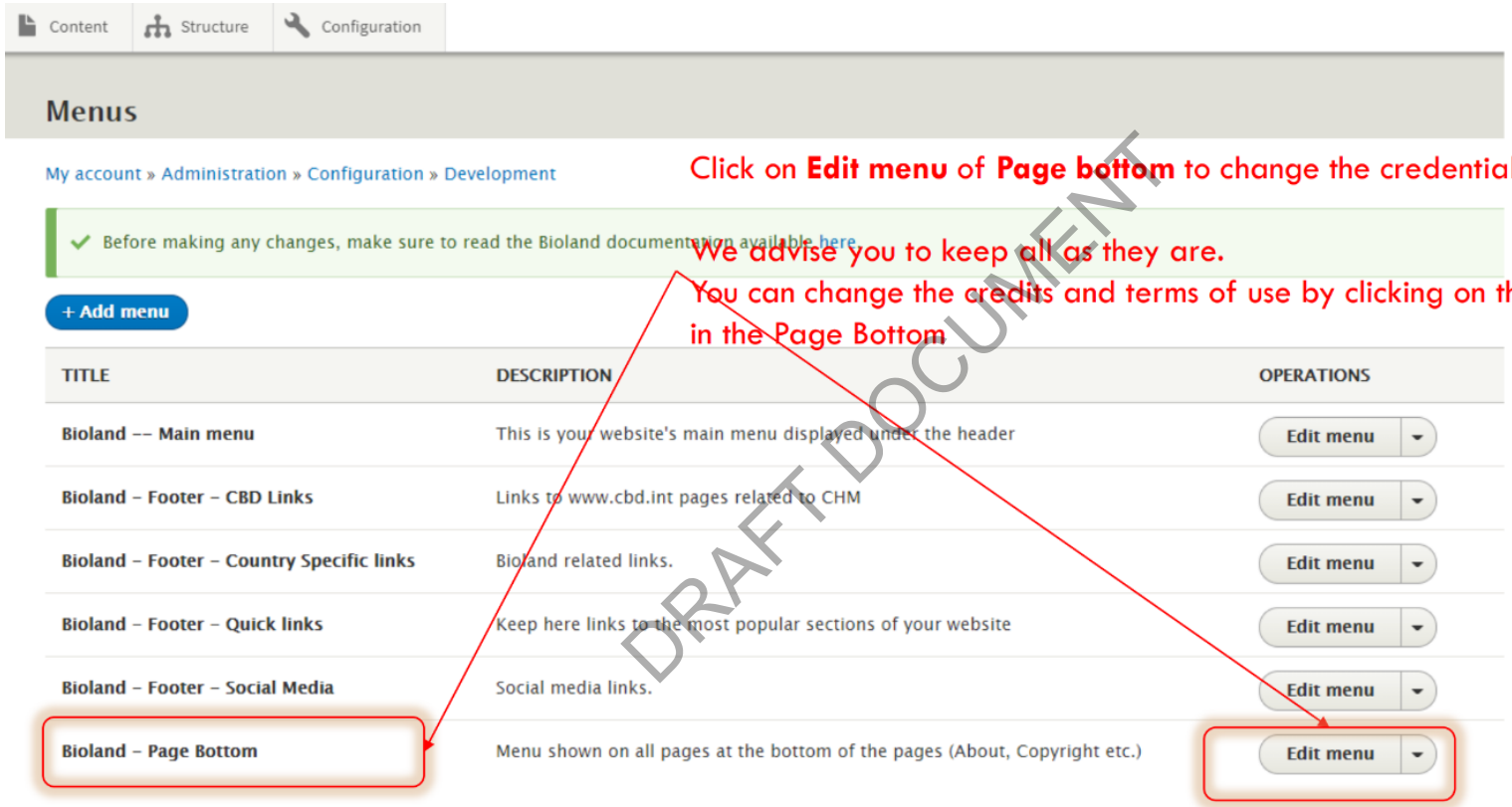
Changing the Footer menus of a Bioland Site



Click on **Edit menu** of **Page bottom** to change the credentials of the site.

We advise you to keep all as they are.

You can change the credits and terms of use by clicking on the links in the Page Bottom

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Changing the Homepage of a Bioland Site

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Changing the Homepage of a Bioland Site

The standard homepage displays the latest news and events in two different ways:

1. Section with latest news and updates in center of page

2. Slideshow with important news & events at the top of the page (entityqueue)

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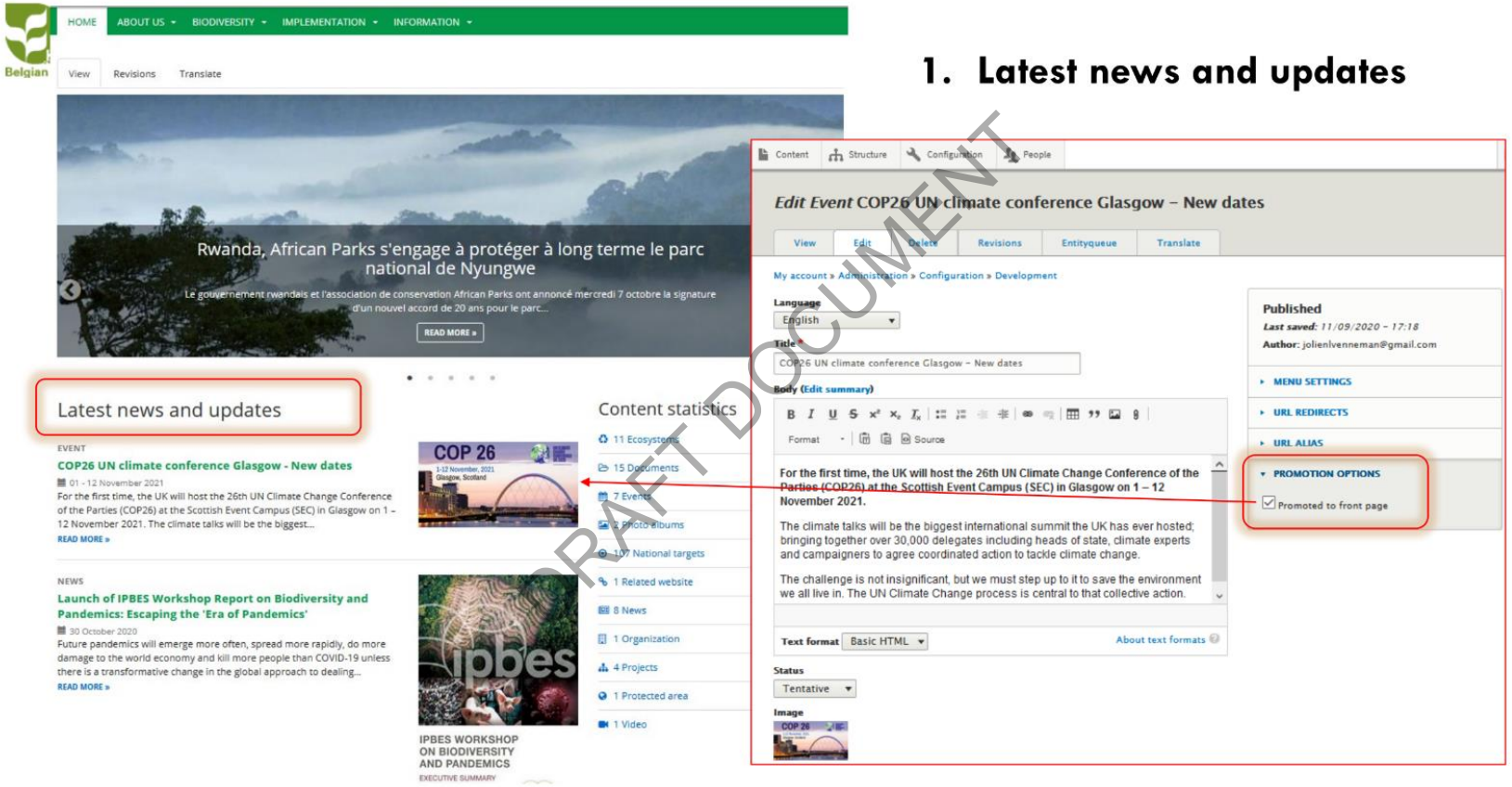
Changing the Homepage of a Bioland Site



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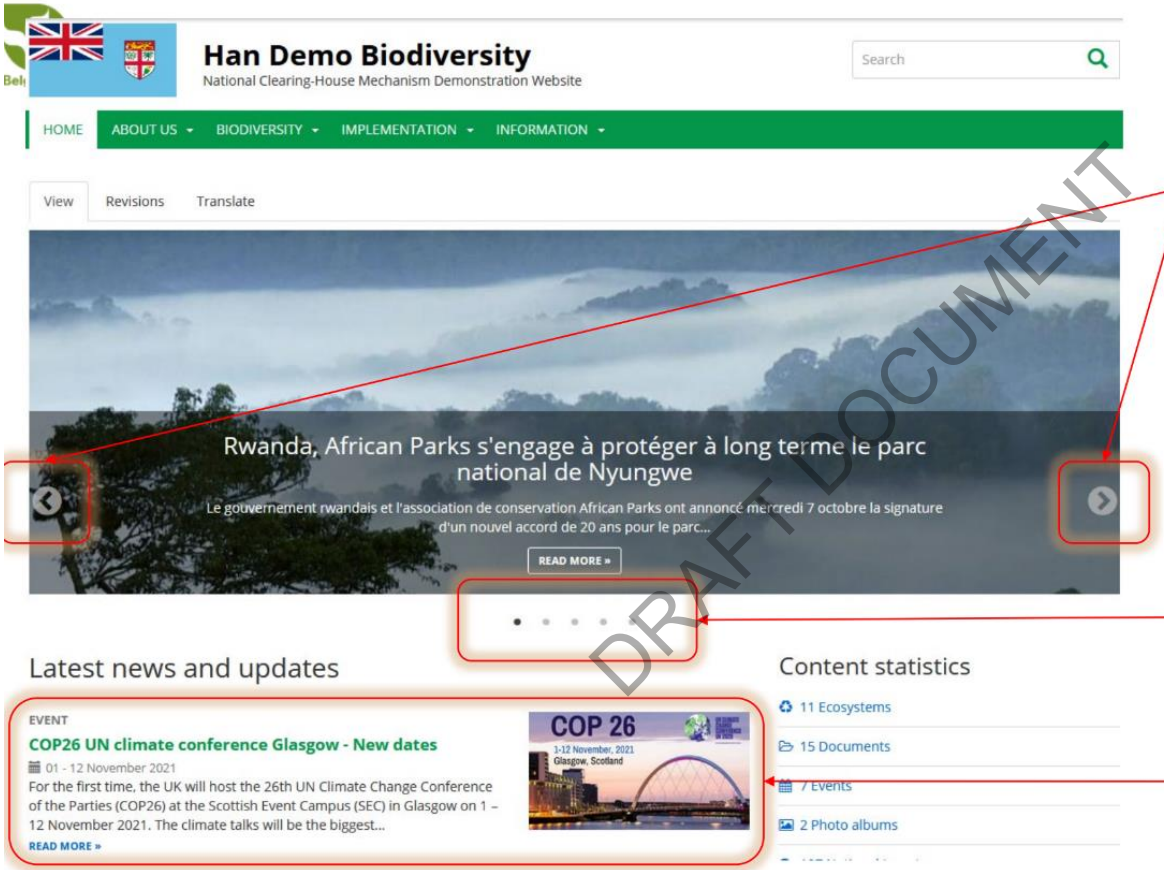
Changing the Homepage of a Bioland Site



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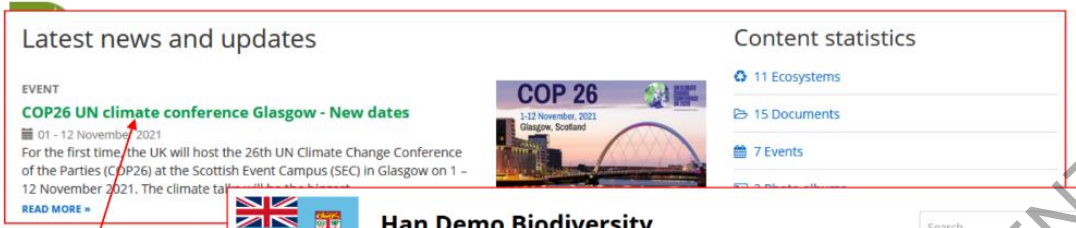
2. Entityqueues

Slideshow containing news and event items;
The items will alternate automatically, but they can also be viewed by clicking the **forward and reverse arrows**

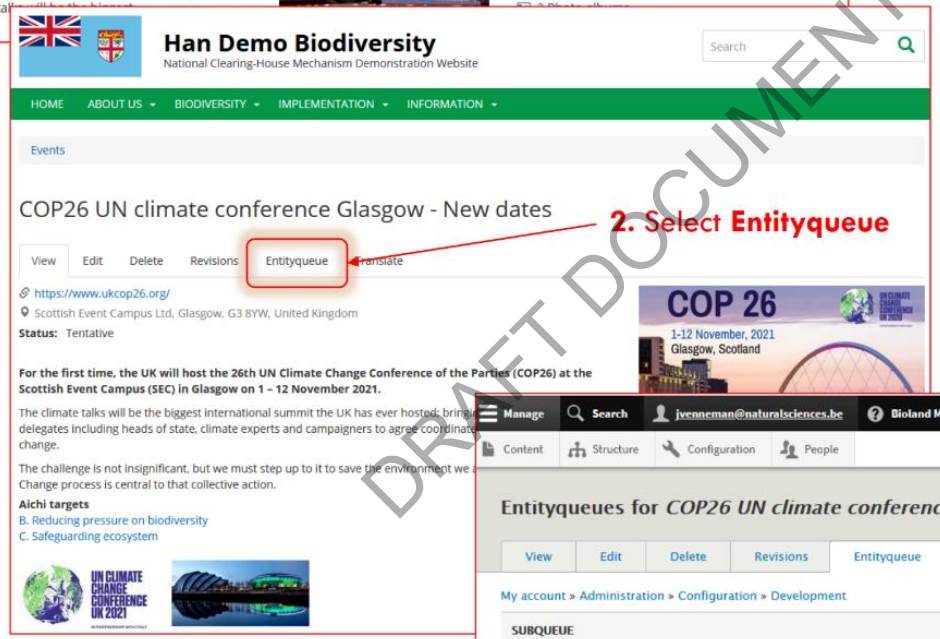
The slideshow can contain **up to 5 items**

If we want to **add this event to the slideshow**, there are **2 ways** to do this

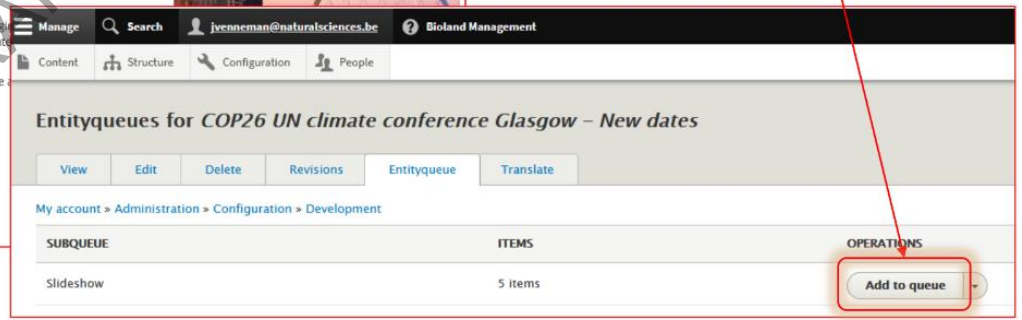
Changing the Homepage of a Bioland Site



1. **Click** on the event to view it



2. Select **Entityqueue**



3. Click on **Add to queue**

2. **Entityqueues**

→ **First** approach

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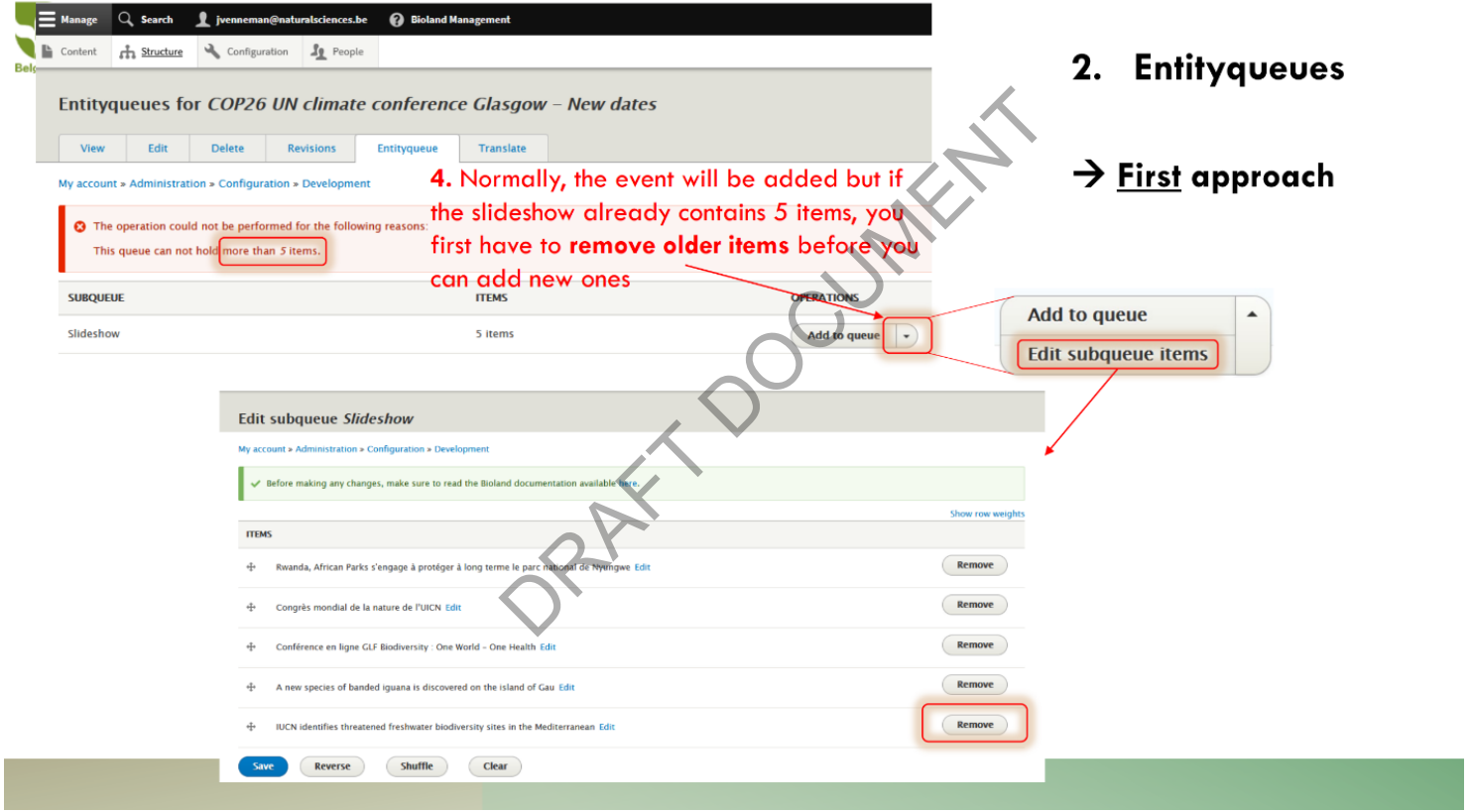
Changing the Homepage of a Bioland Site



2. **Entityqueues**

→ **First approach**

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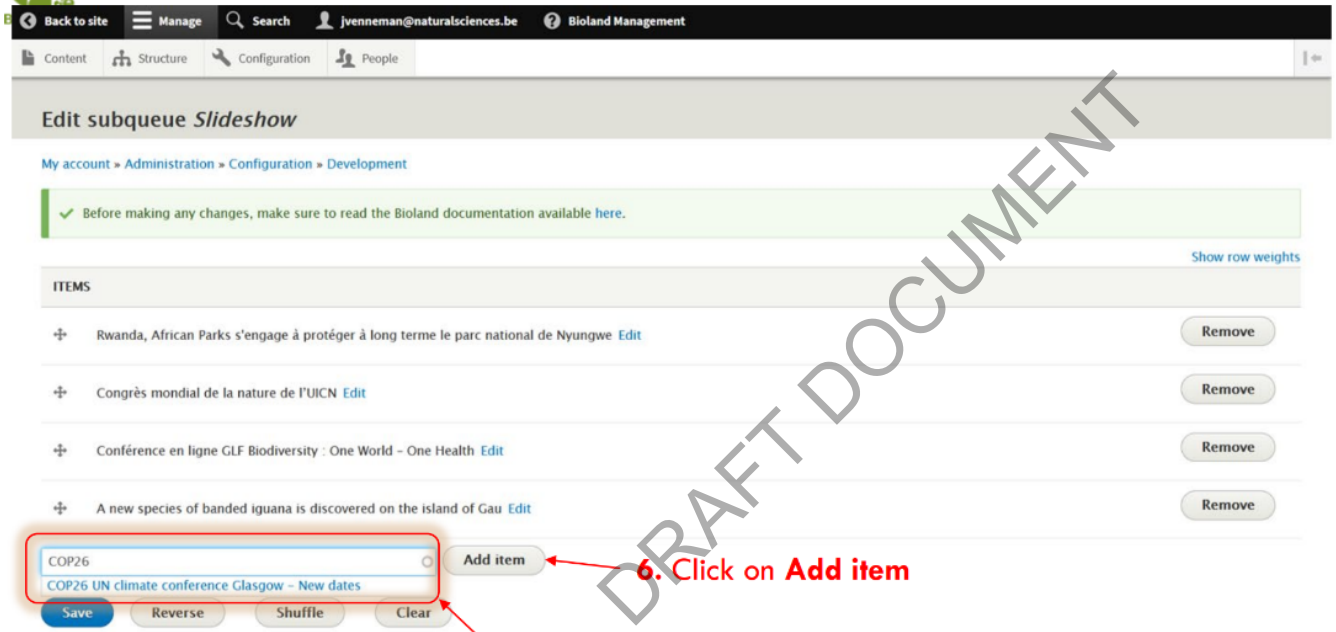
Changing the Homepage of a Bioland Site



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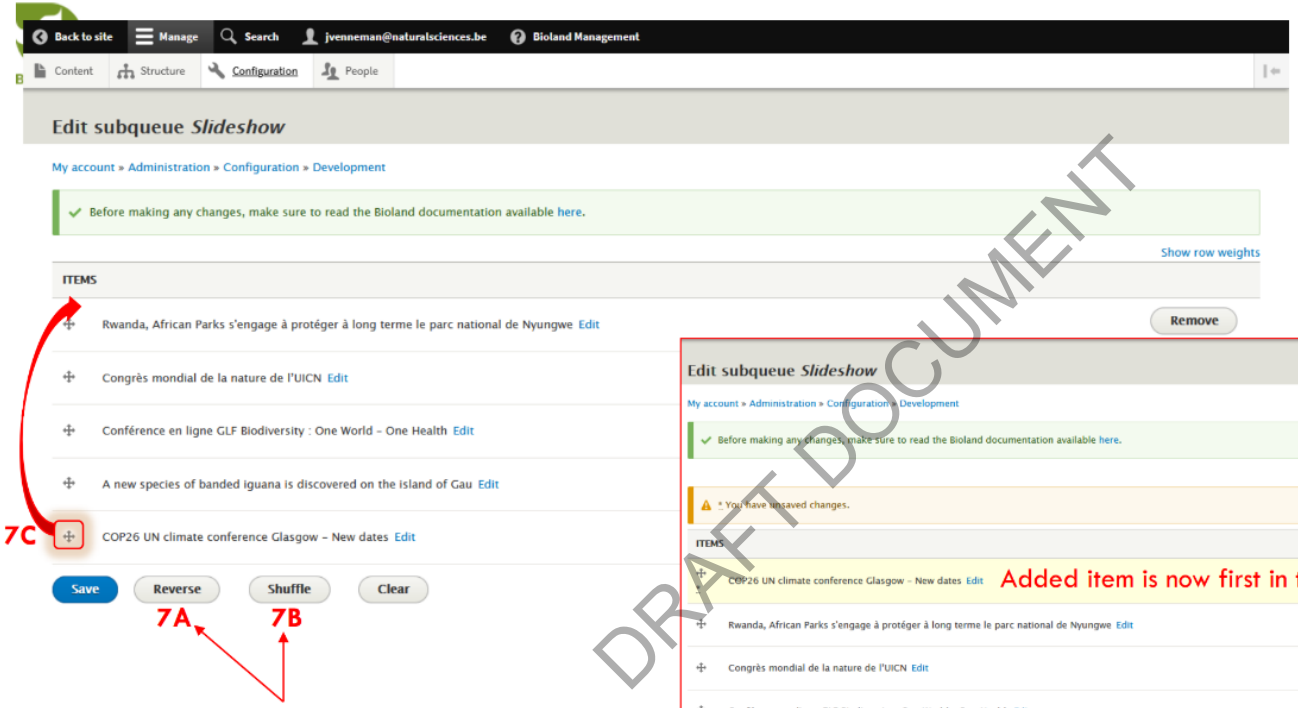
6. Click on **Add item**

5. Now a new item can be added: **start typing the name of the event to select it** from the dropdown list (showing published content) that will appear

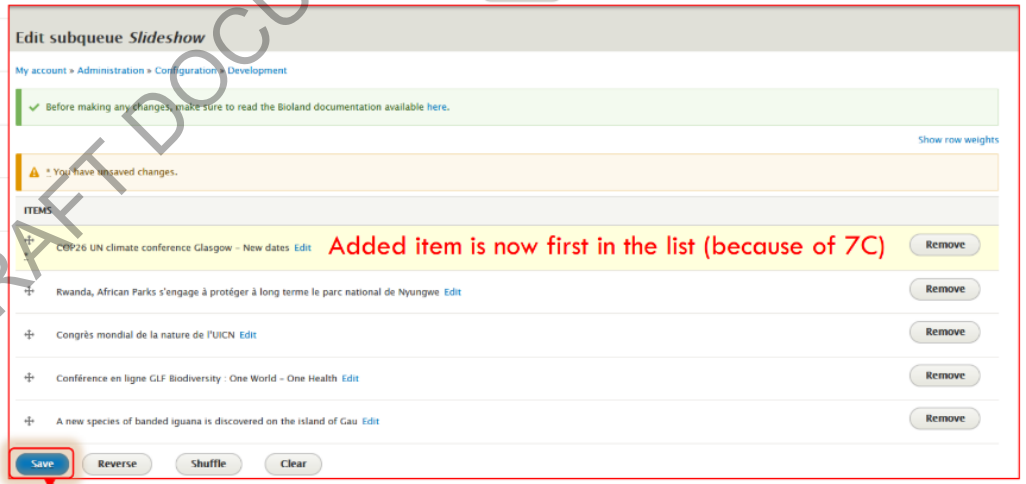
2. Entityqueues

→ **First approach**

Changing the Homepage of a Bioland Site



7. Reorder the items of the entityqueue by using: **A)** Reverse button (reverse order), **B)** Shuffle button (random order), or **C)** Drag and drop function (own choice of order)



8. Don't forget to **Save** the modified entityqueue

2. Entityqueues

→ **First** approach

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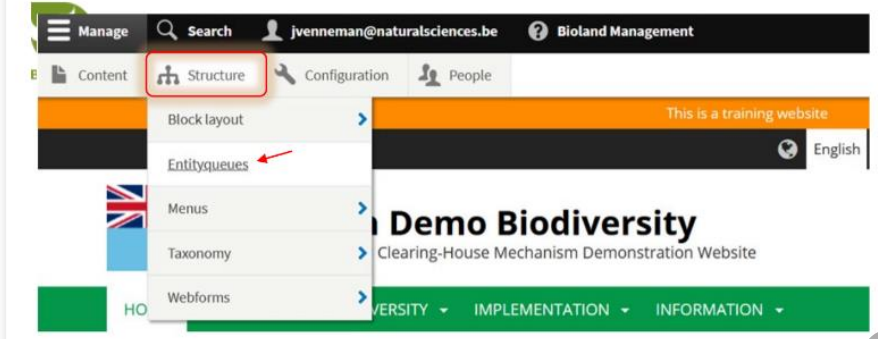
Changing the Homepage of a Bioland Site



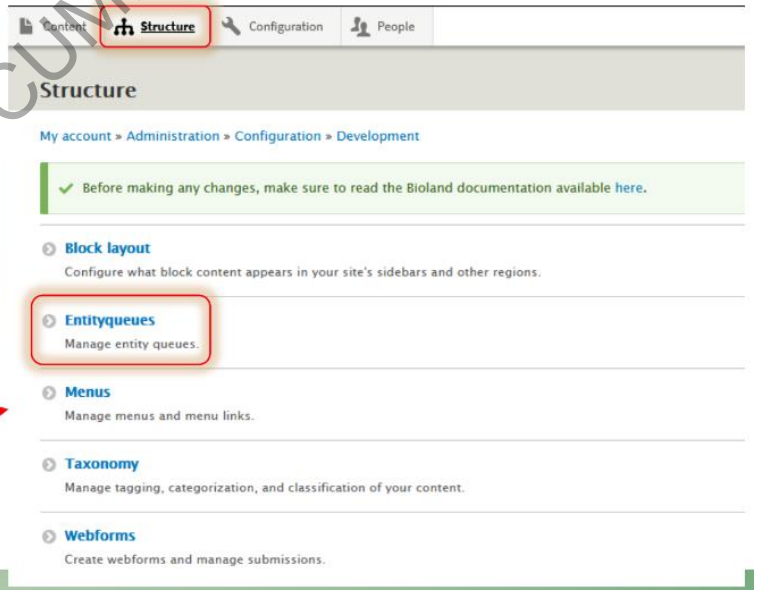
1. Hover over **Structure** and click on **Entityqueues** in the submenu

OR

Click on **Structure** and subsequently on **Entityqueues** in the list

2. Entityqueues

→ **Second** approach



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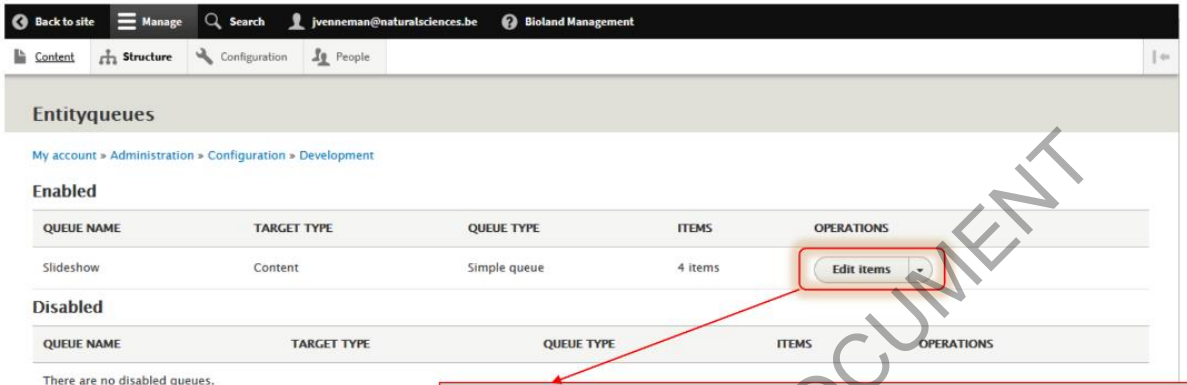
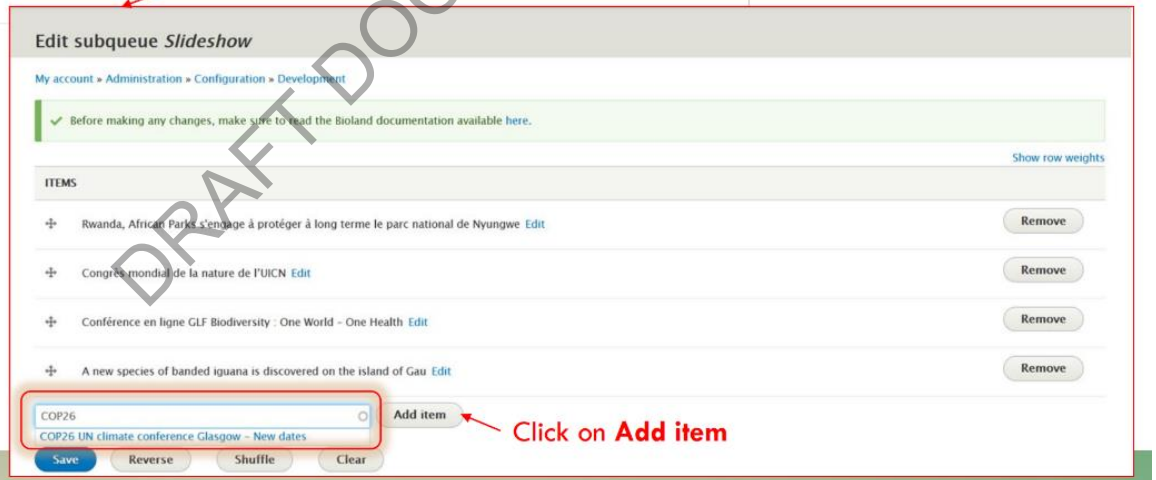
Changing the Homepage of a Bioland Site



2. Entityqueues

→ **Second approach**

2. Click on **Edit items** and follow the **same steps as described for the first approach**



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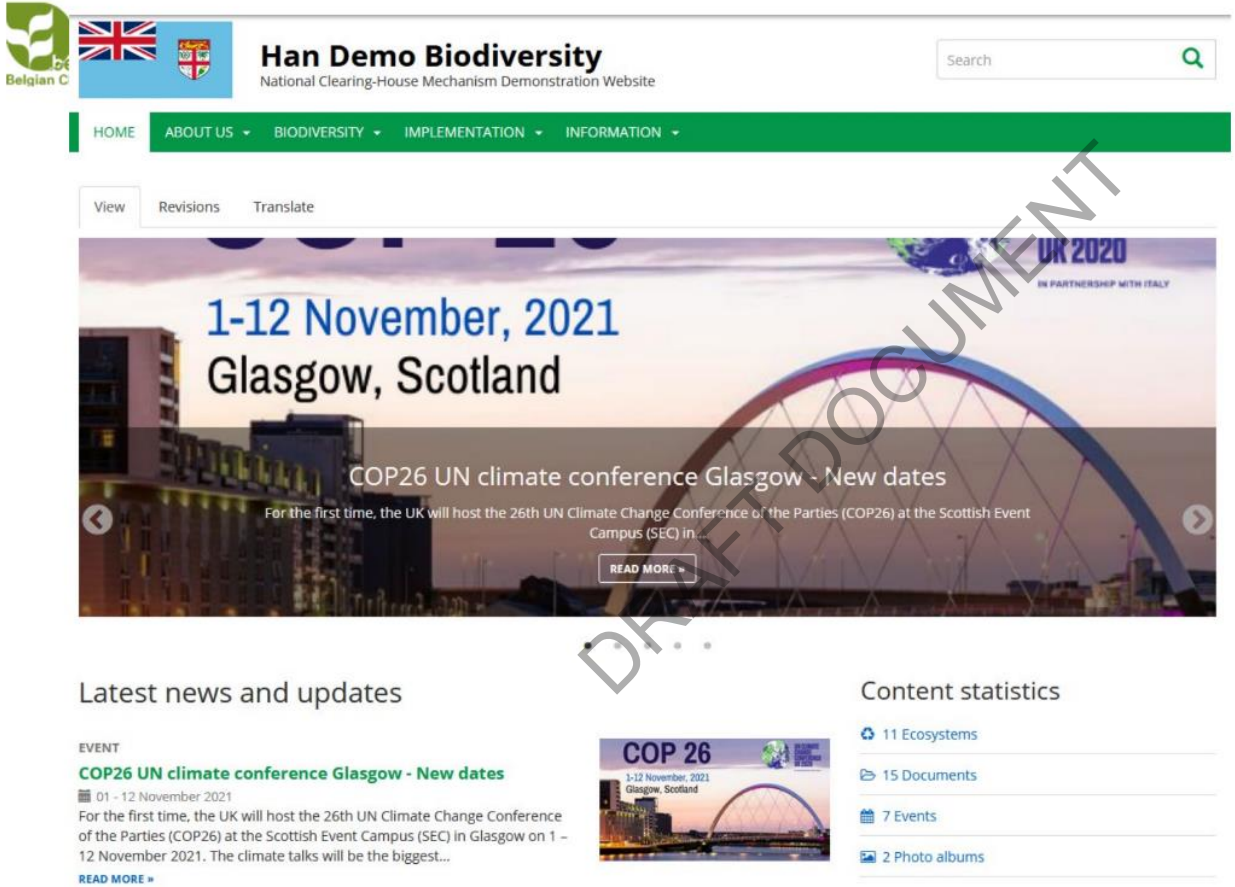
Changing the Homepage of a Bioland Site



2. Entityqueues

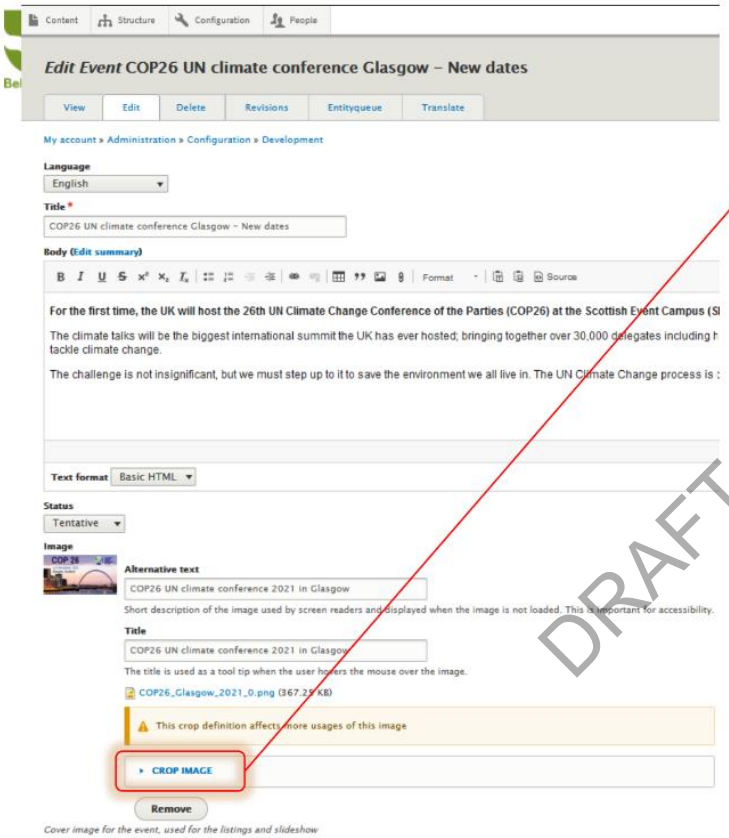
→ **Result**

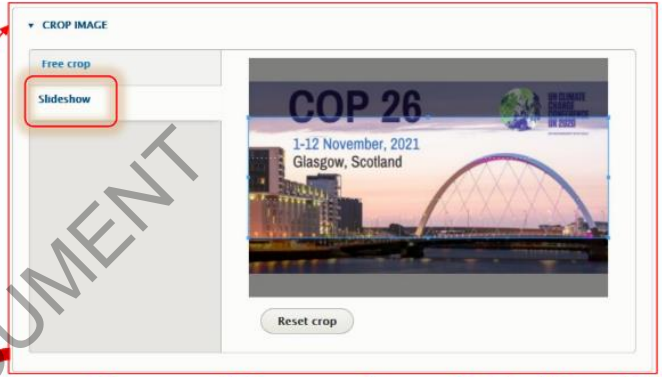
The COP26 event is now added to the entityqueue and shown first, but the **cover image is not nicely displayed**

↓

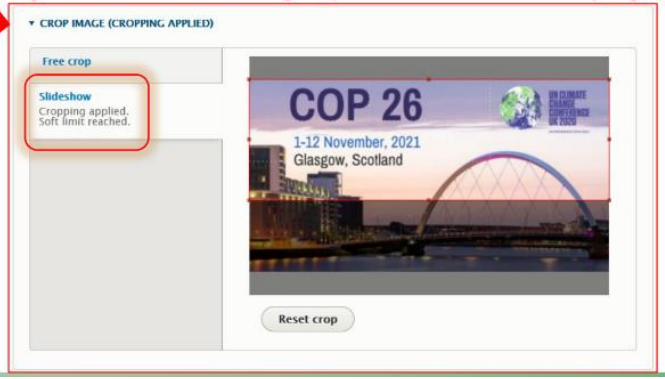
Needs to be **adjusted on the event edit page!**

Changing the Homepage of a Bioland Site



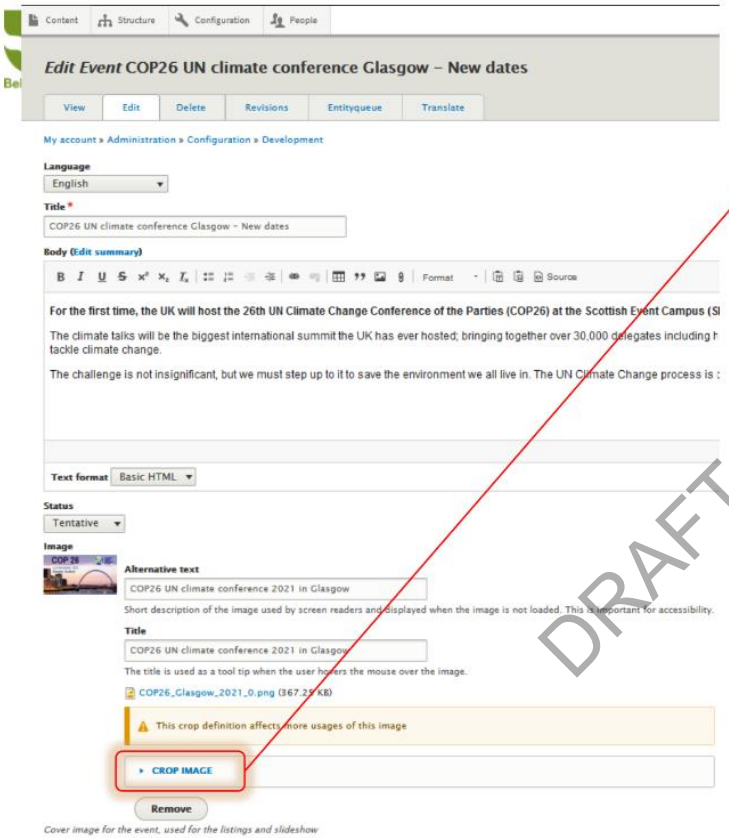


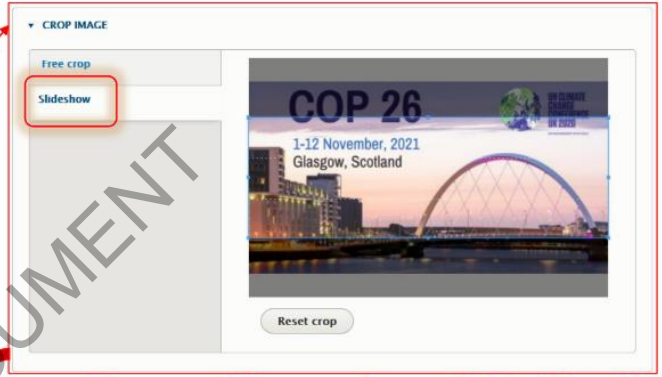
Change the area of the cover image that will be visible in the entityqueue (move it upwards in this case) and don't forget to **Save** the changes (at the bottom of the page)



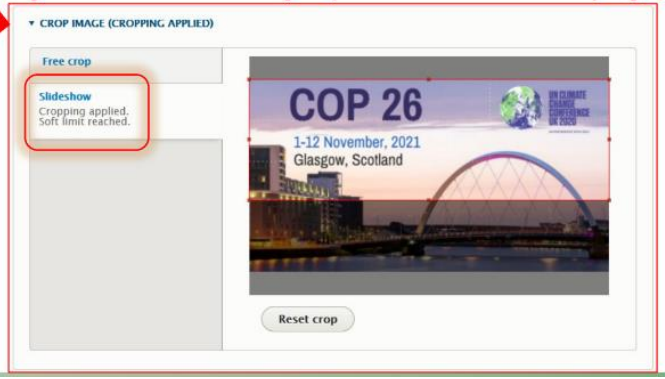
DRAFT DOCUMENT

Changing the Homepage of a Bioland Site



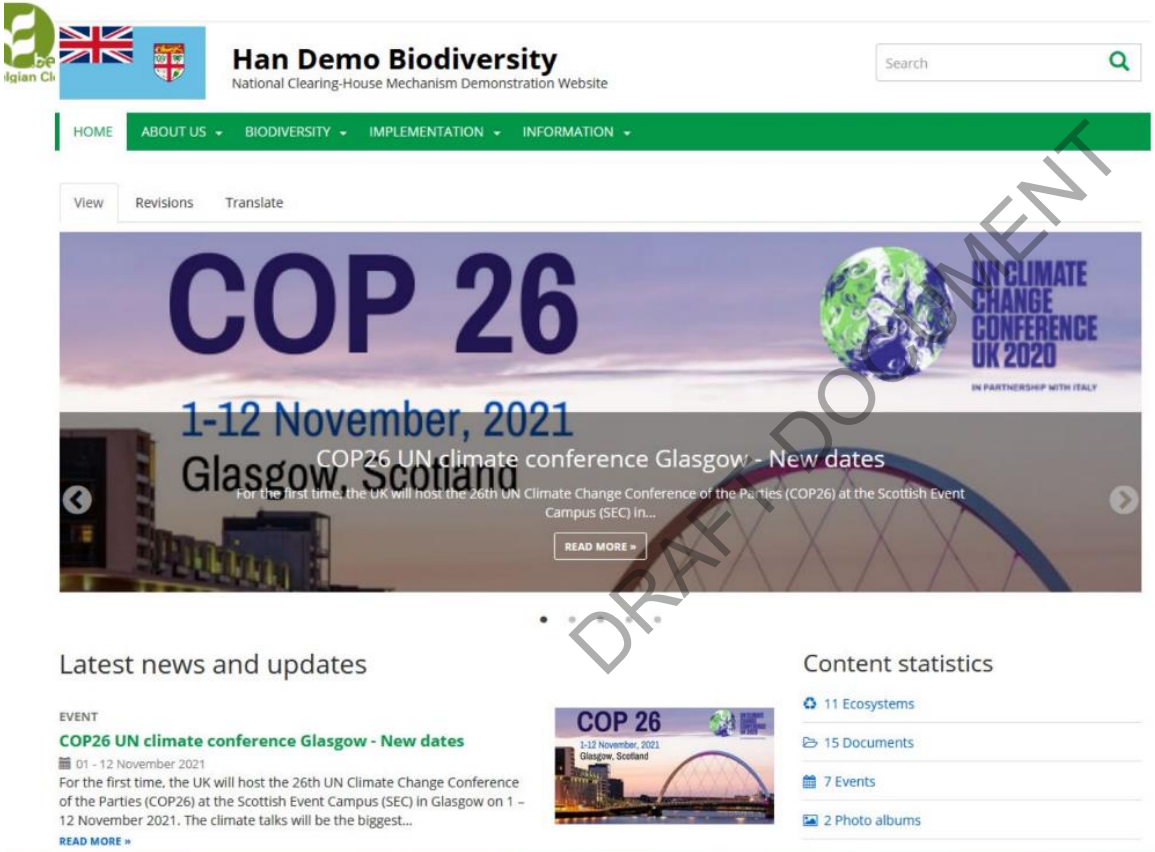


Change the area of the cover image that will be visible in the entityqueue (move it upwards in this case) and don't forget to **Save** the changes (at the bottom of the page)



DRAFT DOCUMENT

Changing the Homepage of a Bioland Site



2. Entityqueues

→ **Result**

Now the most informative part of the cover image is visible

Another advice: always use large, high-resolution images in the entityqueue to avoid a blurry (pixelated) appearance

Using the URL alias to make a bread crumb for your items

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Using the URL alias to make a bread crumb for your items

In the Bioland tool the items are all saved in separate folders linked to the type of item.

- News are saved in /news/
- Documents are saved in /documents/

In this chapter you will learn to organize your items by changing the alias URL and creating the bread crumb

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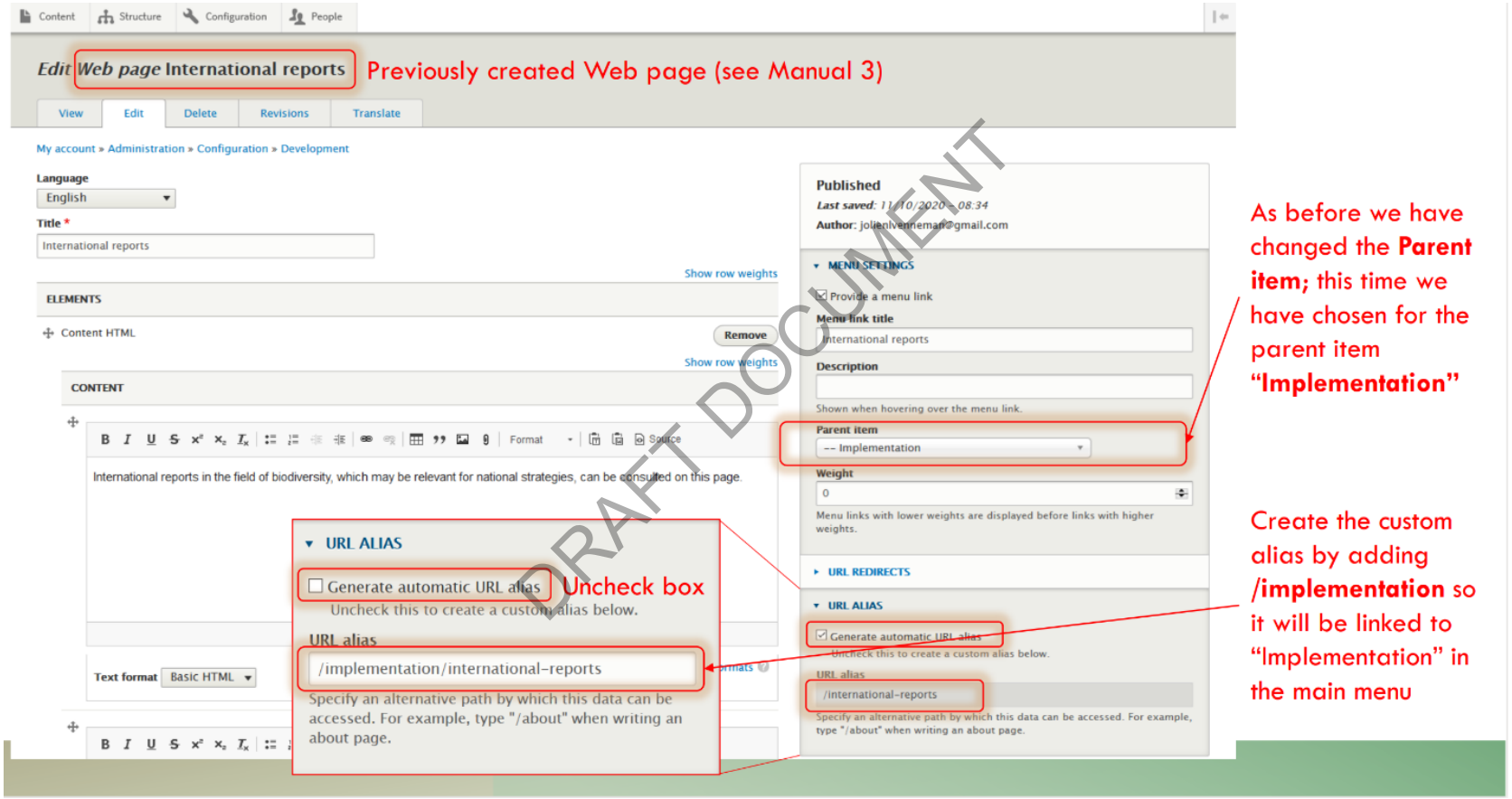
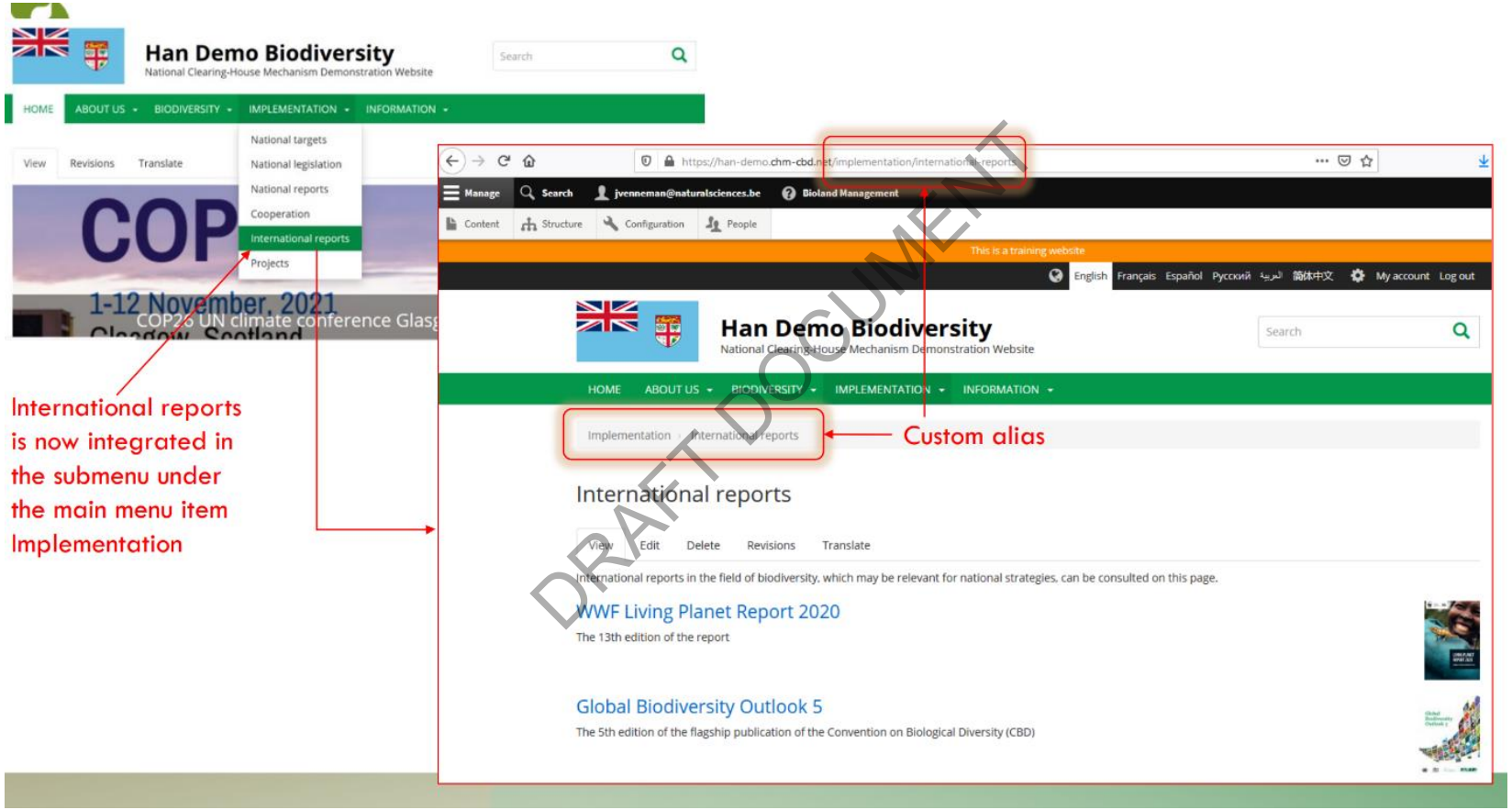
Using the URL alias to make a bread crumb for your items



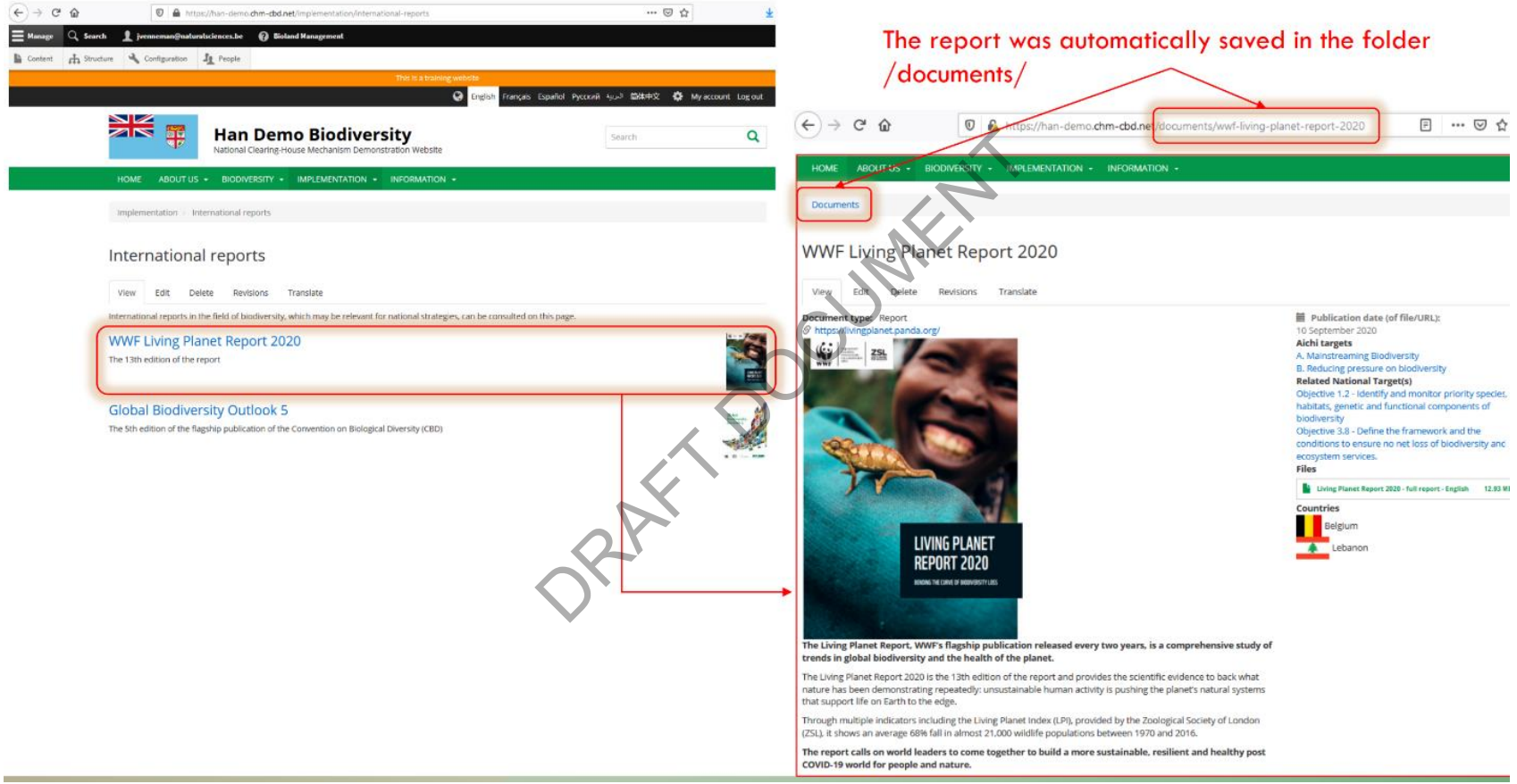
As before we have changed the **Parent item;** this time we have chosen for the parent item **"Implementation"**

Create the custom alias by adding **/implementation** so it will be linked to "Implementation" in the main menu

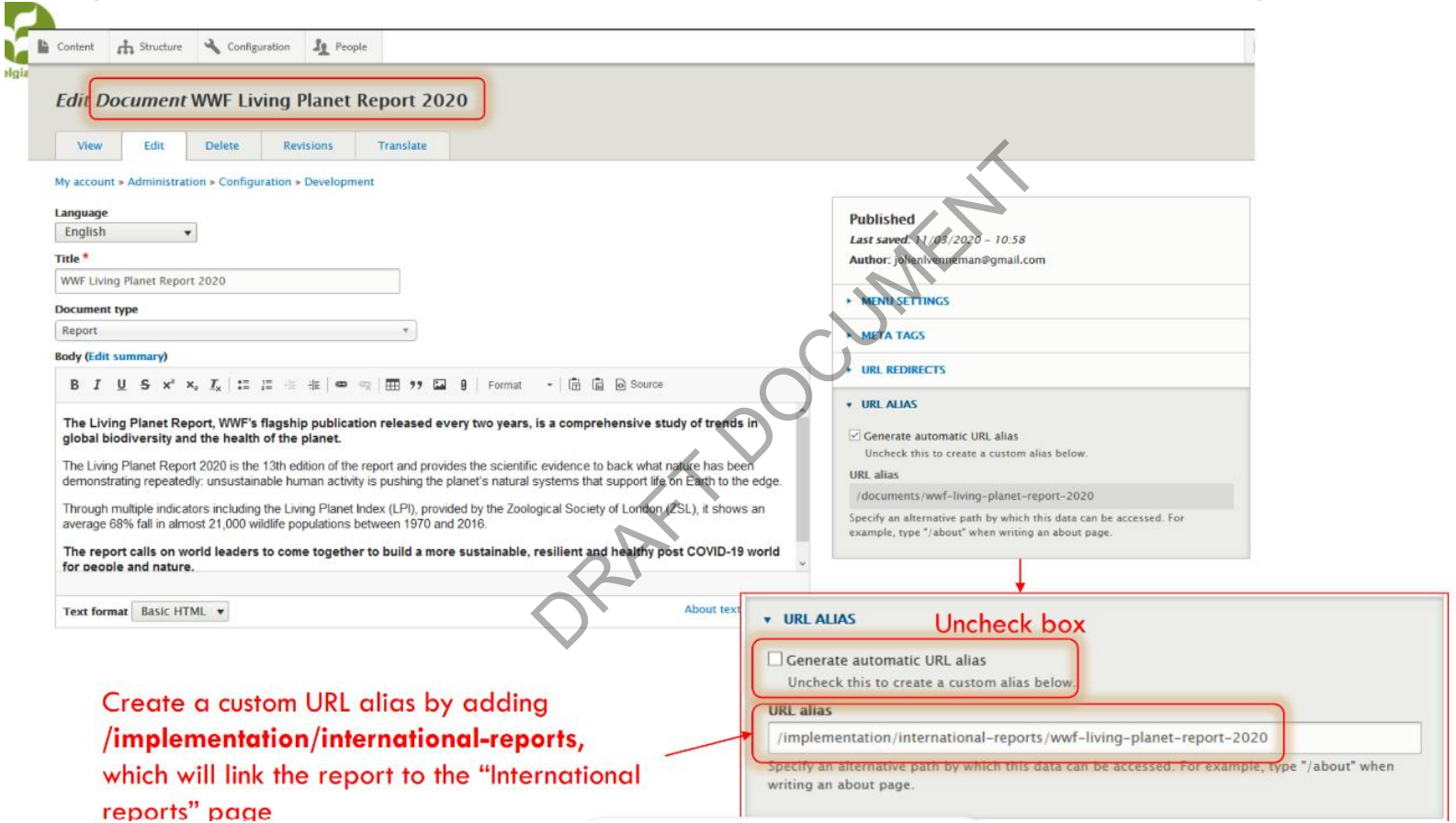
Using the URL alias to make a bread crumb for your items



Using the URL alias to make a bread crumb for your items



Using the URL alias to make a bread crumb for your items



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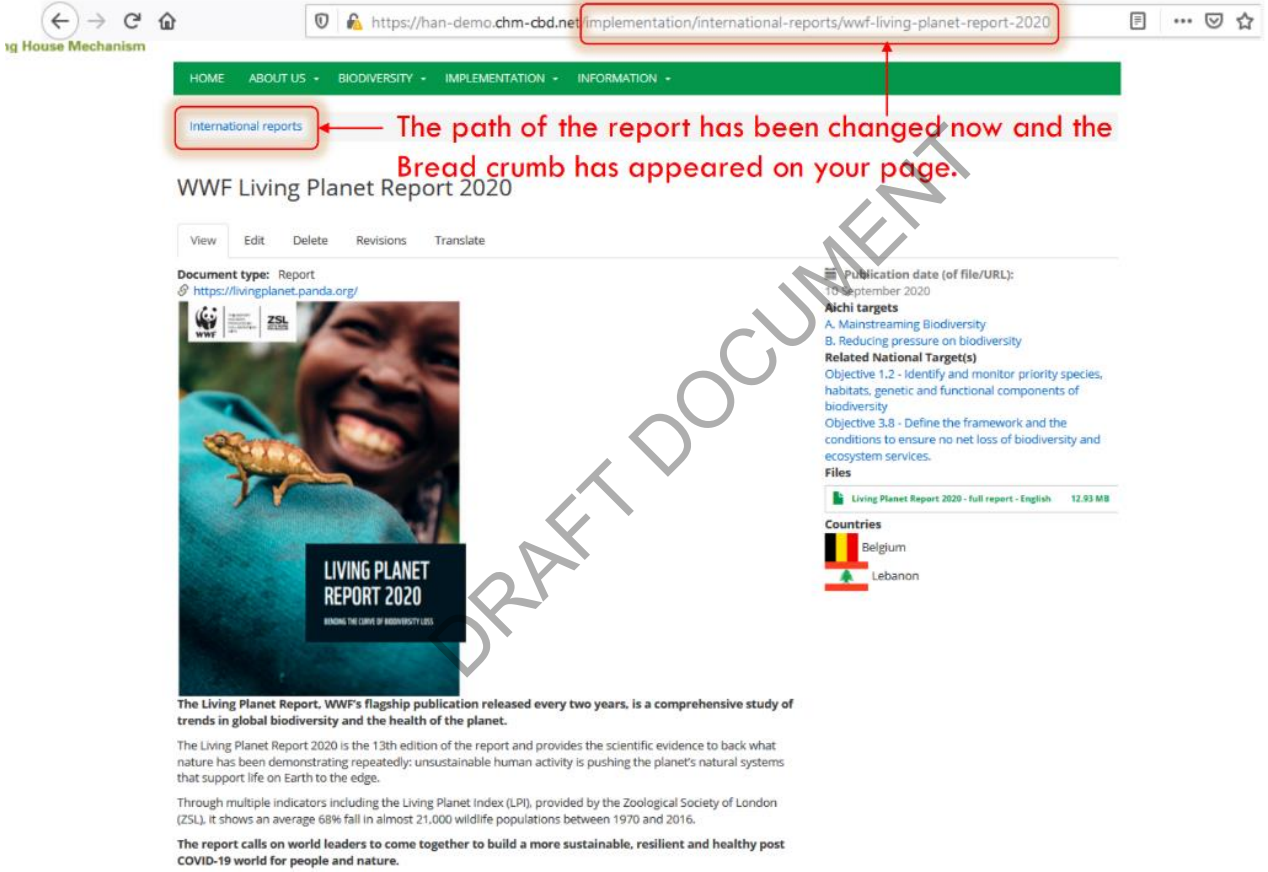
Create a custom URL alias by adding **/implementation/international-reports,** which will link the report to the "International reports" page

Using the URL alias to make a bread crumb for your items



Creating Landing Pages (Site Managers only)

DRAFT DOCUMENT

Creating Landing Pages (Site Managers only)

Landing pages can be used to create special pages for Main Menu items:

- To give them a special look,
- Direct to special sections of the Main Menu
- Link to items in a section that you want to highlight

Or

- To create a custom-made homepage

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Creating Landing Pages (Site Managers only)

In this chapter we will create a landing page for the Biodiversity Section of the Main Menu that will integrate links to the different submenus, Species of the Month, and more.

We will use https://han-demo.chm-cbd.net/biodiversite as example to recreate

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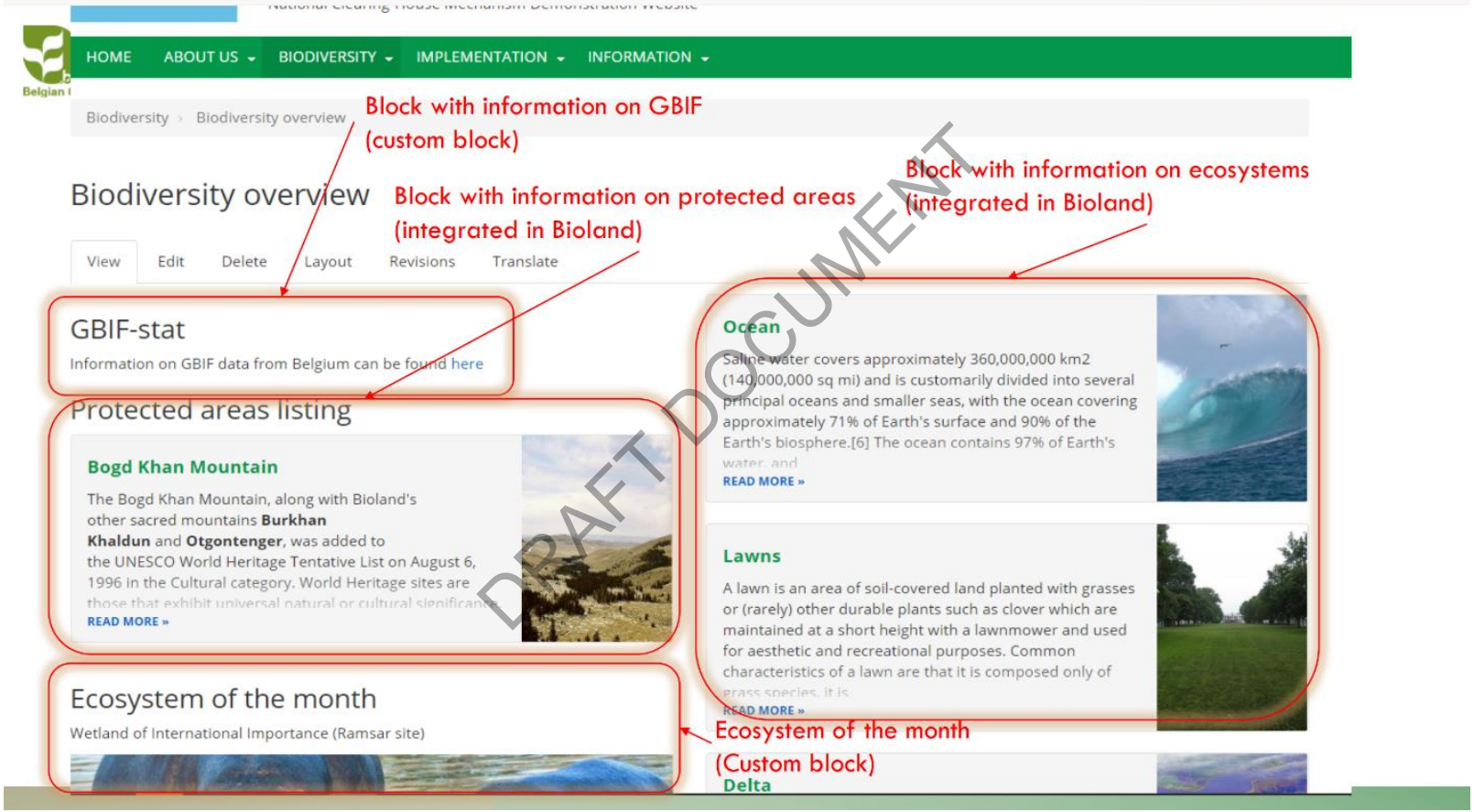
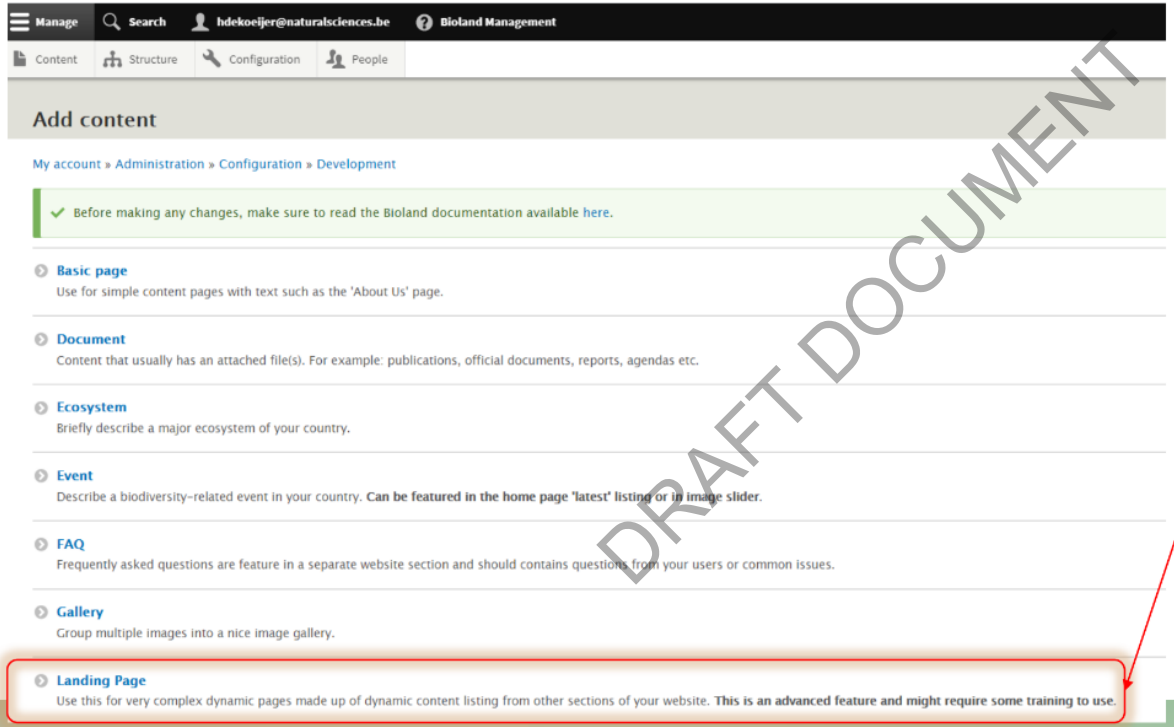
Creating Landing Pages (Site Managers only)



Creating Landing Pages (Site Managers only)

CREATING LANDING PAGES



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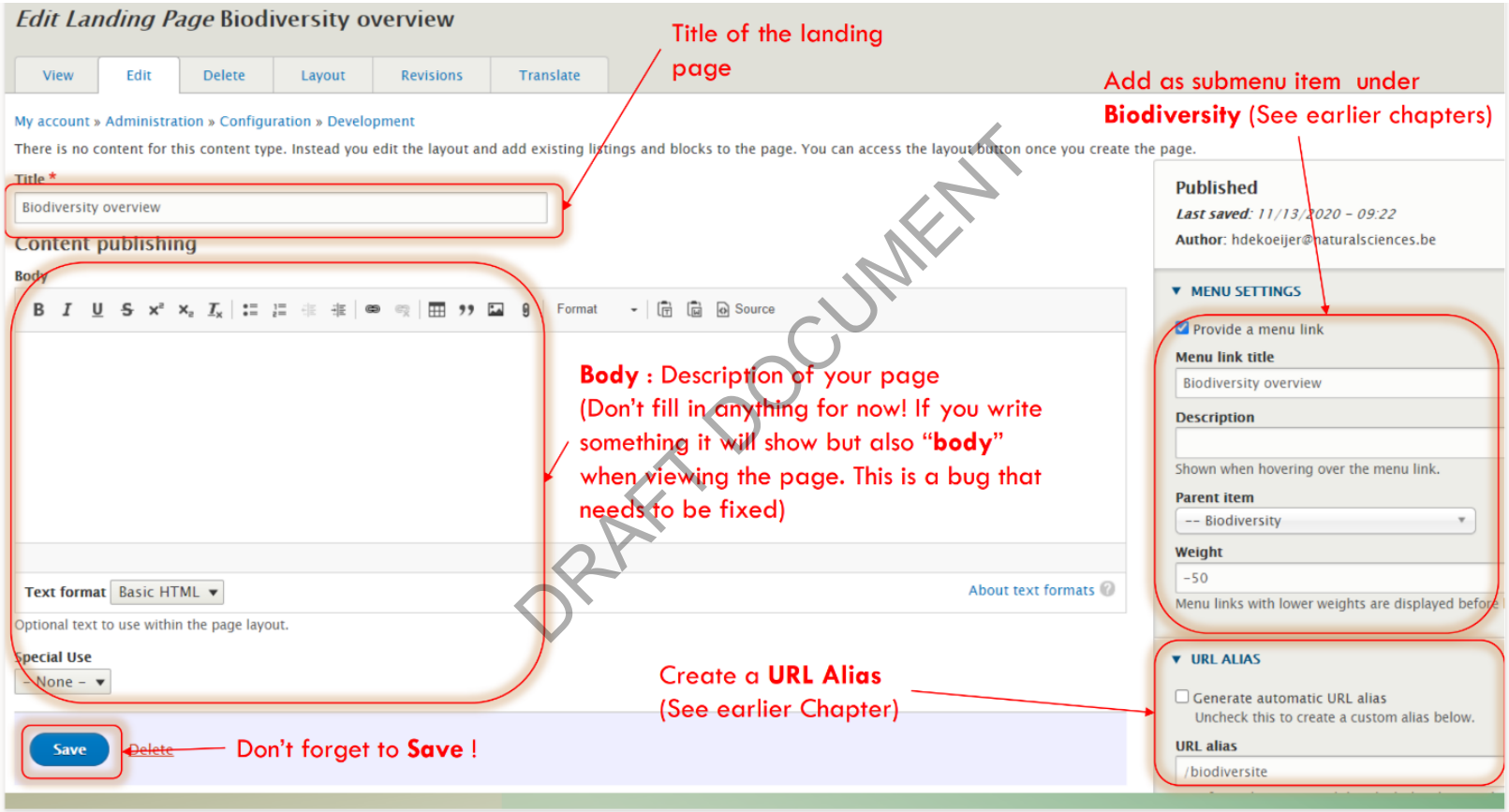
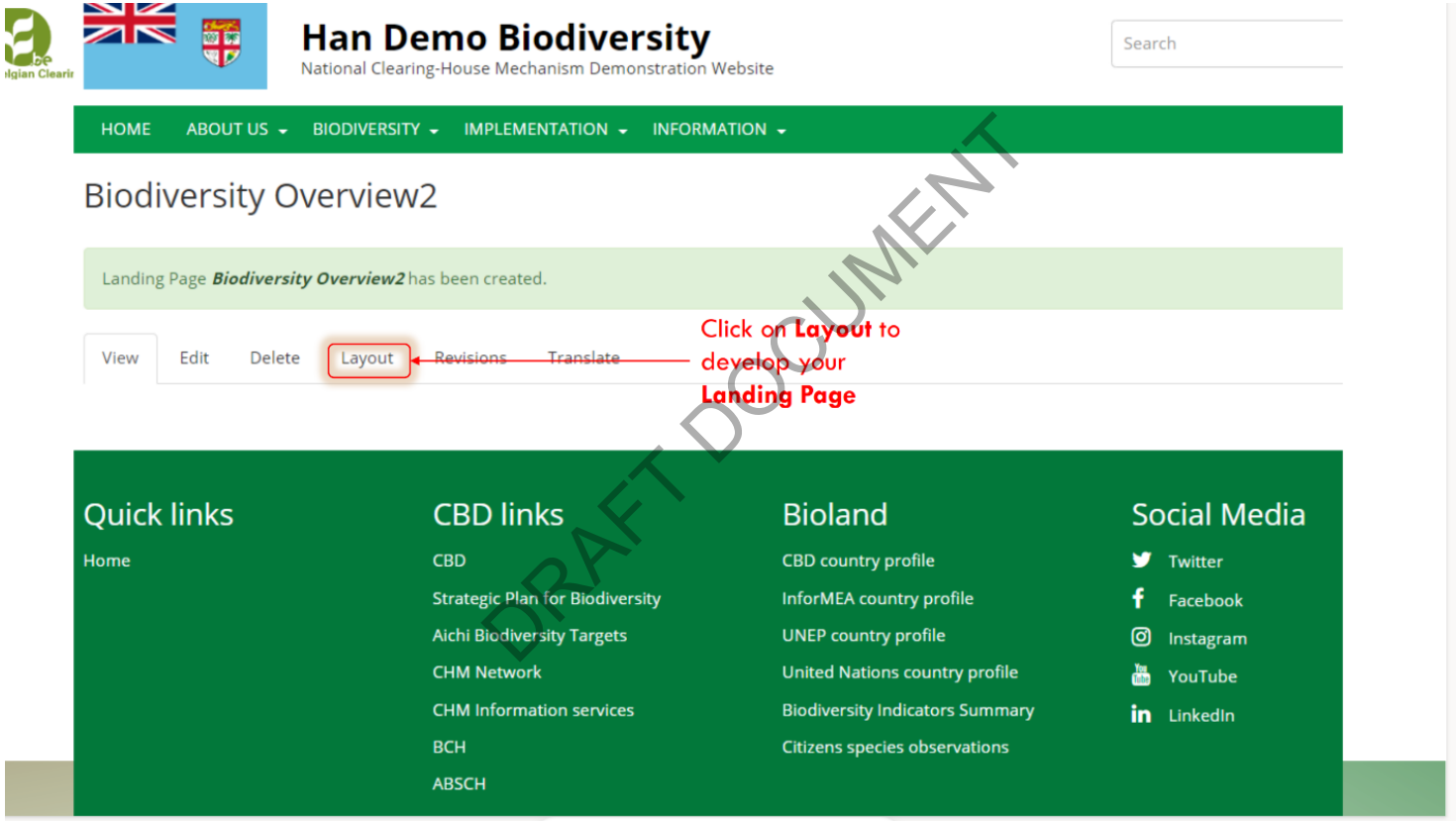
Add a landing page by clicking on **Landing Page**

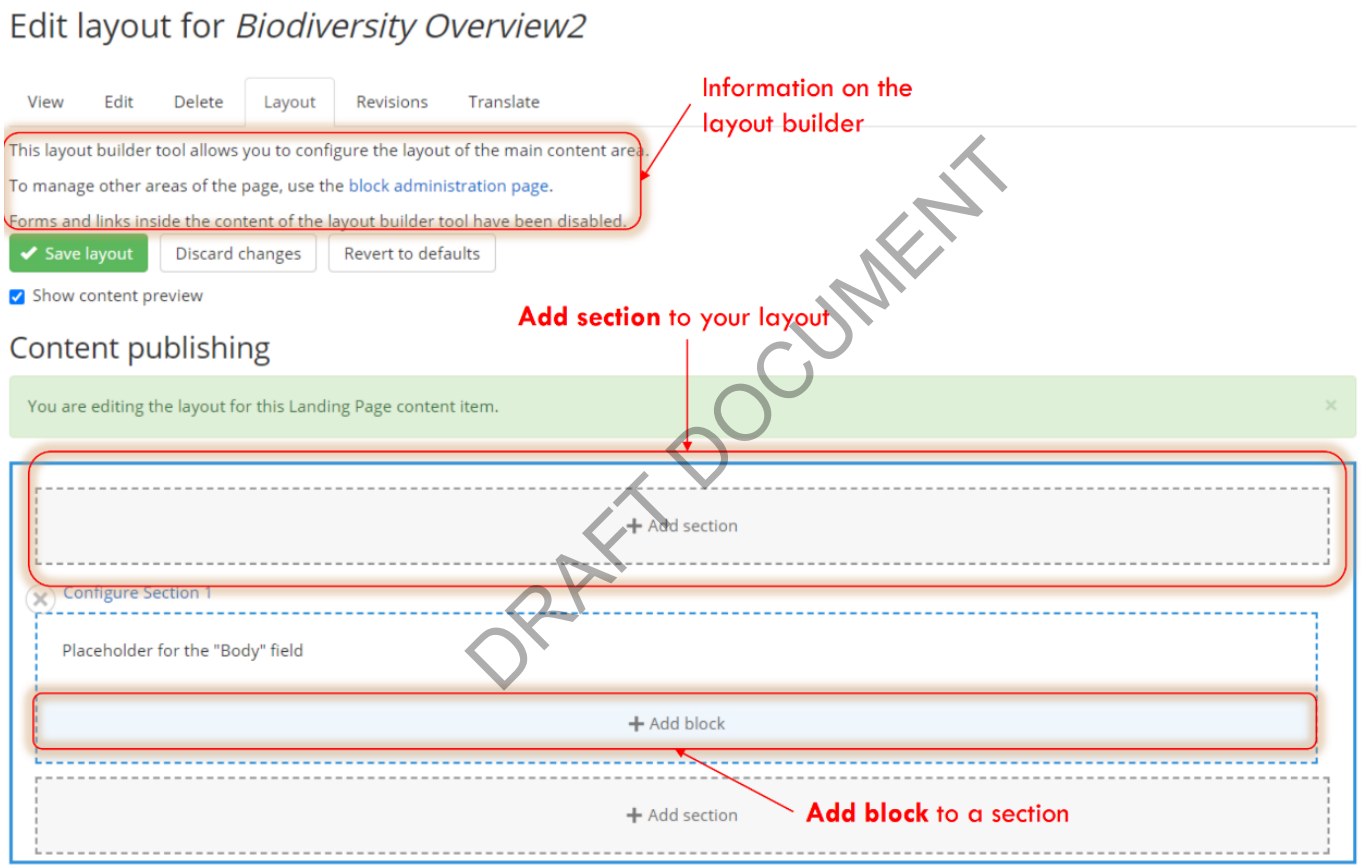
Creating Landing Pages (Site Managers only)



Creating Landing Pages (Site Managers only)



Creating Landing Pages (Site Managers only)



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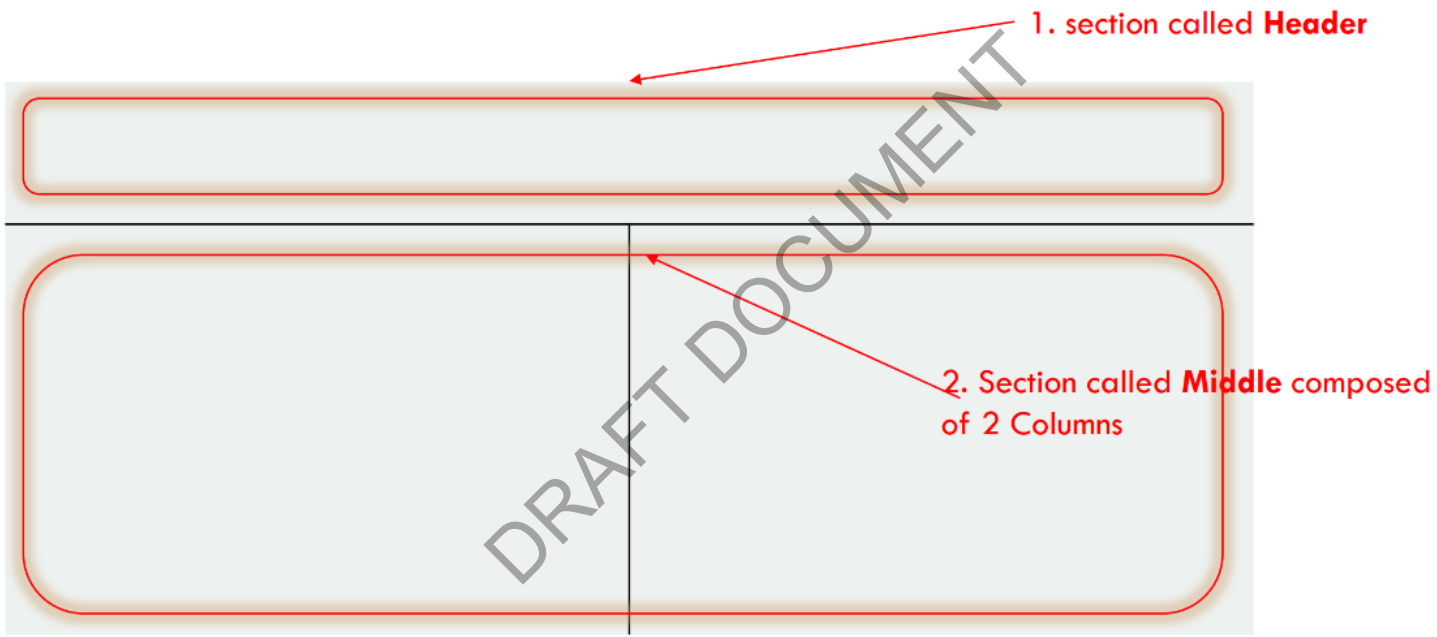
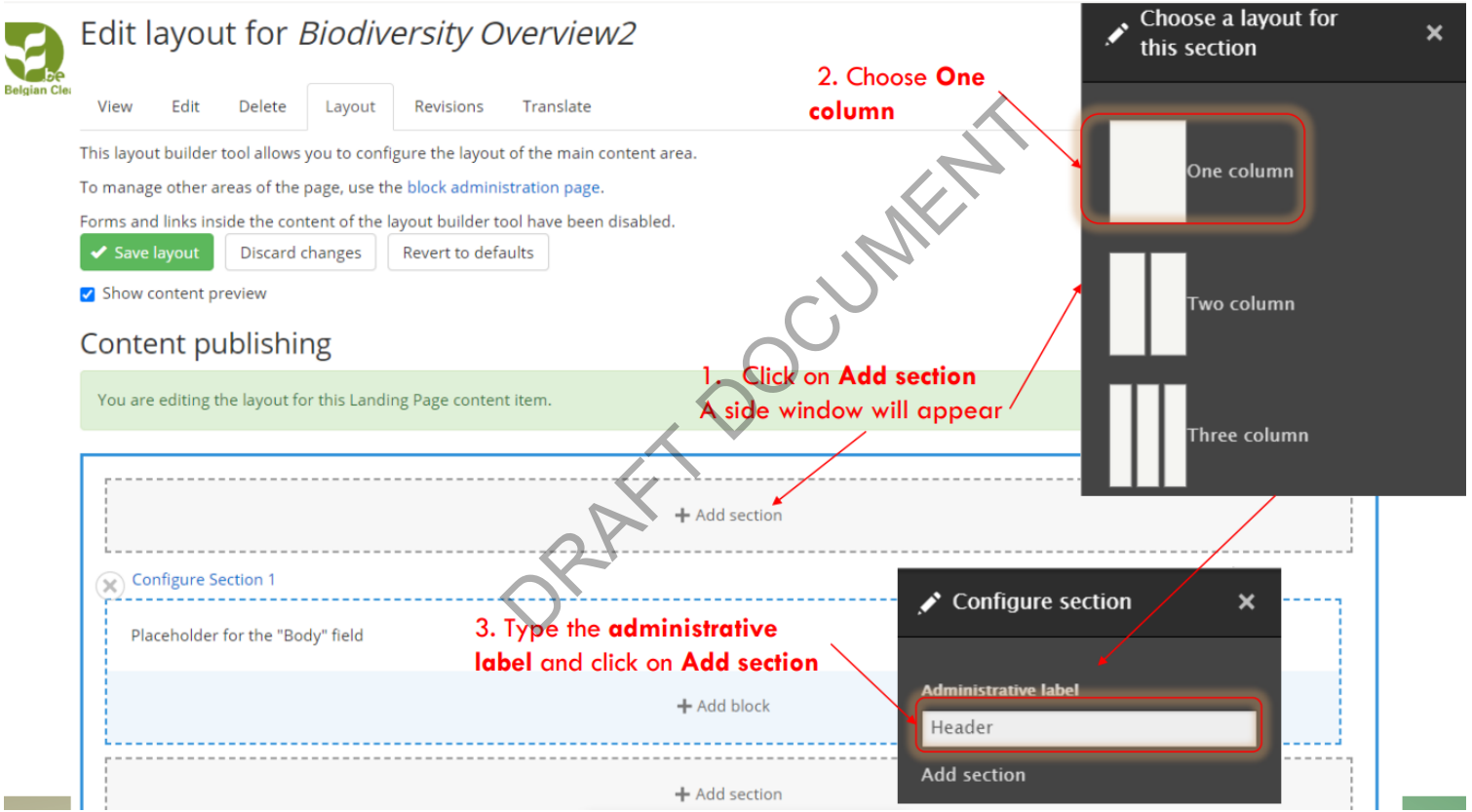
Creating Landing Pages (Site Managers only)

We will make a layout that looks like the table below

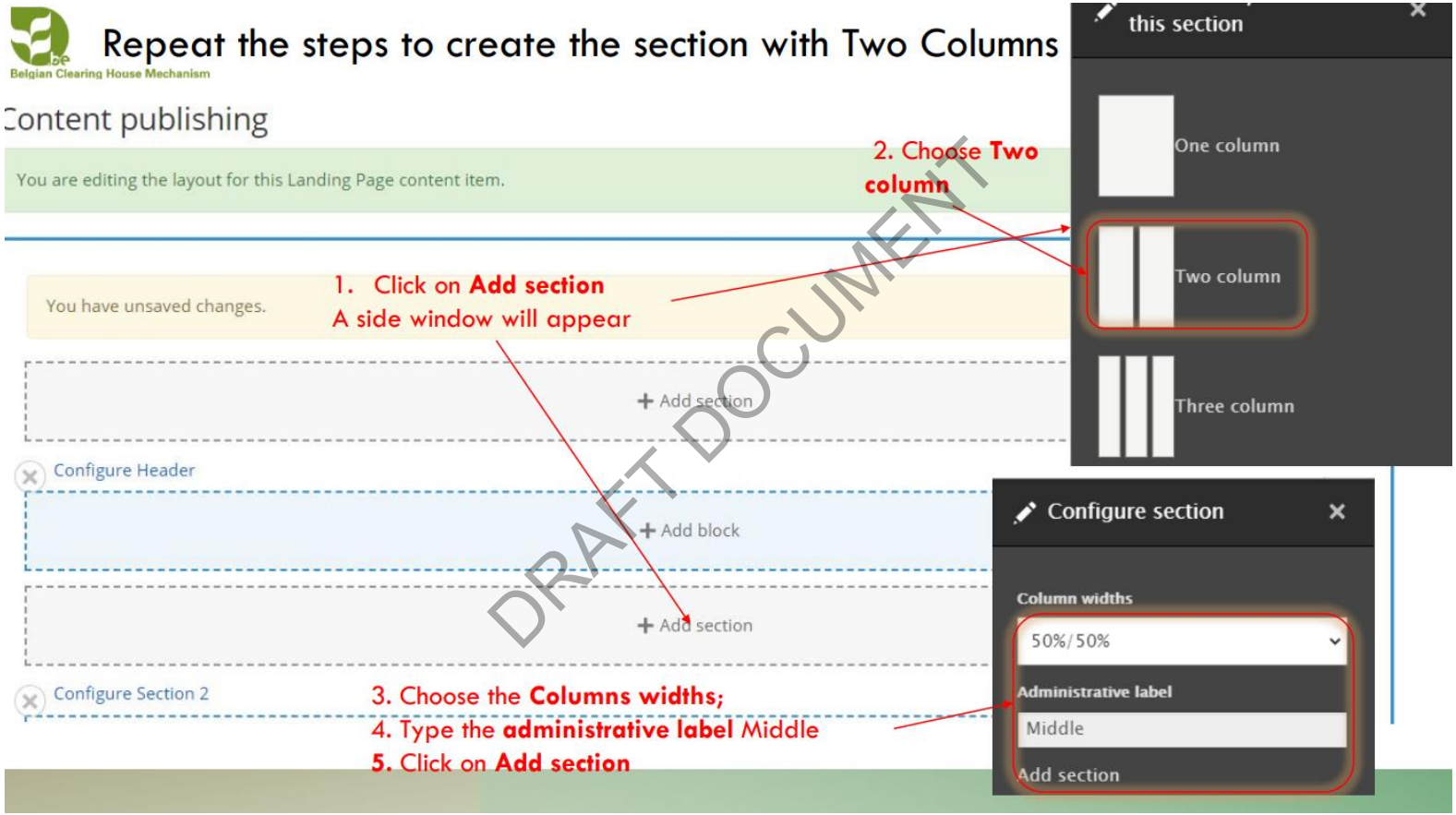


DRAFT DOCUMENT

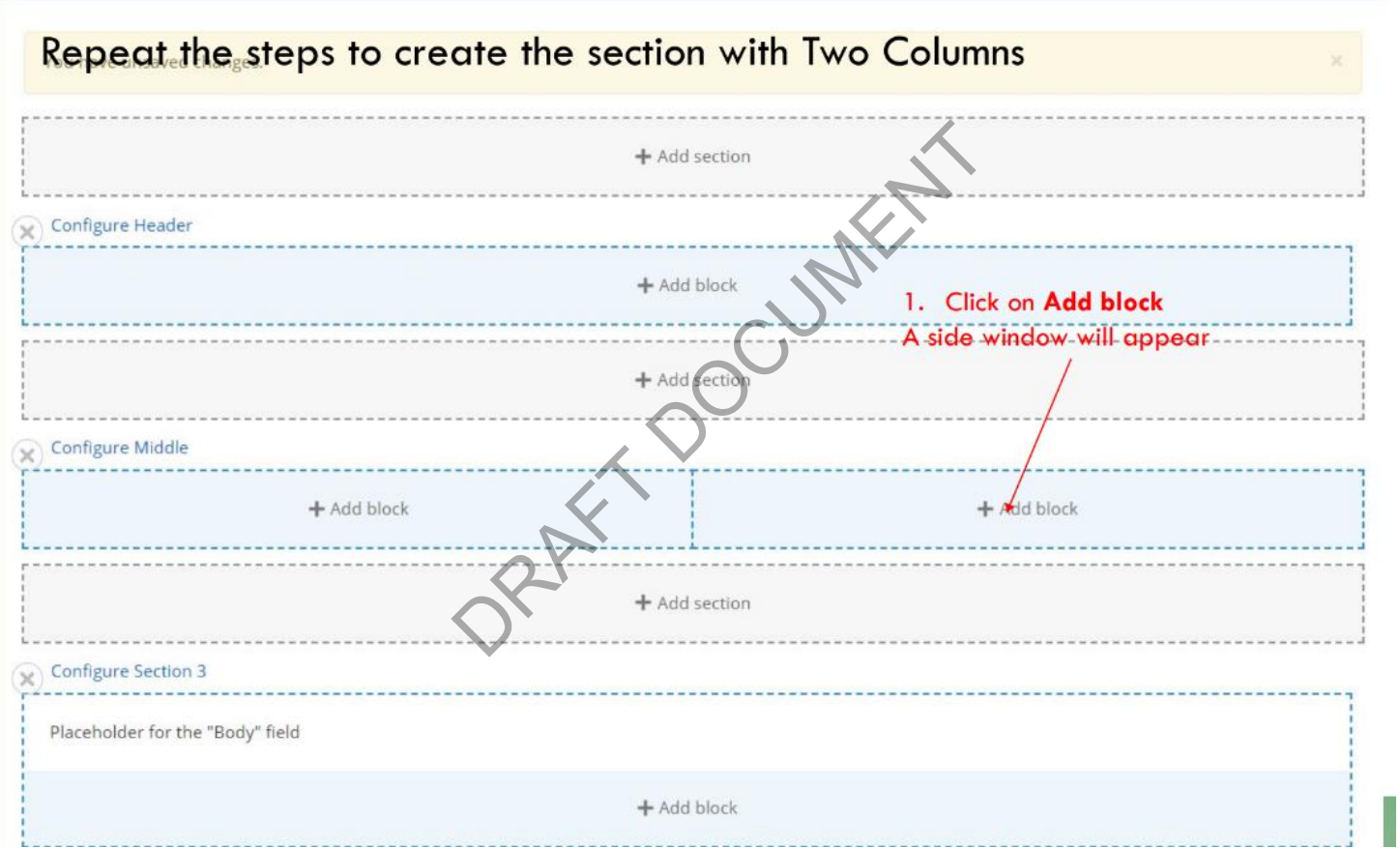
Creating Landing Pages (Site Managers only)



Creating Landing Pages (Site Managers only)

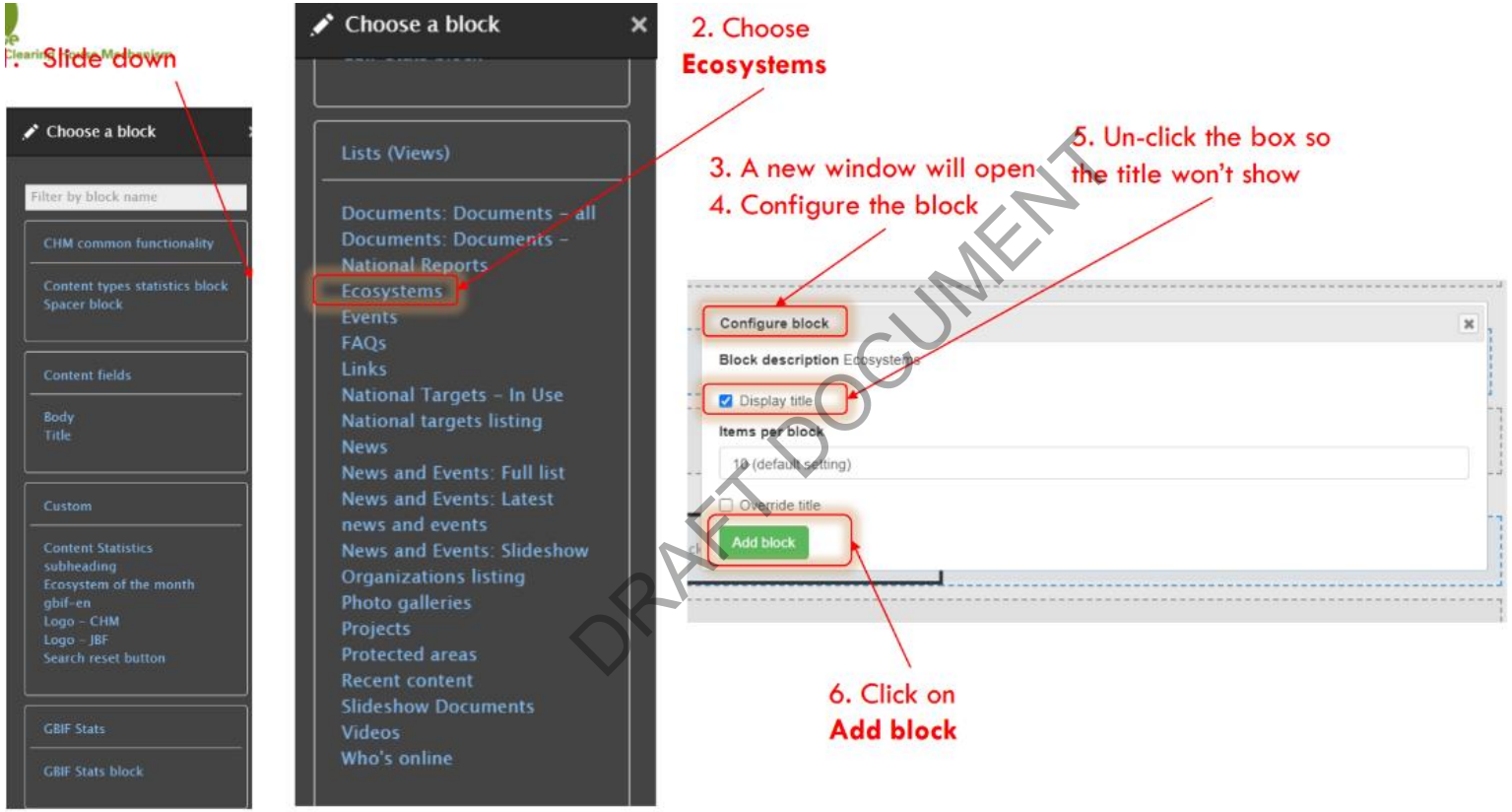


Creating Landing Pages (Site Managers only)



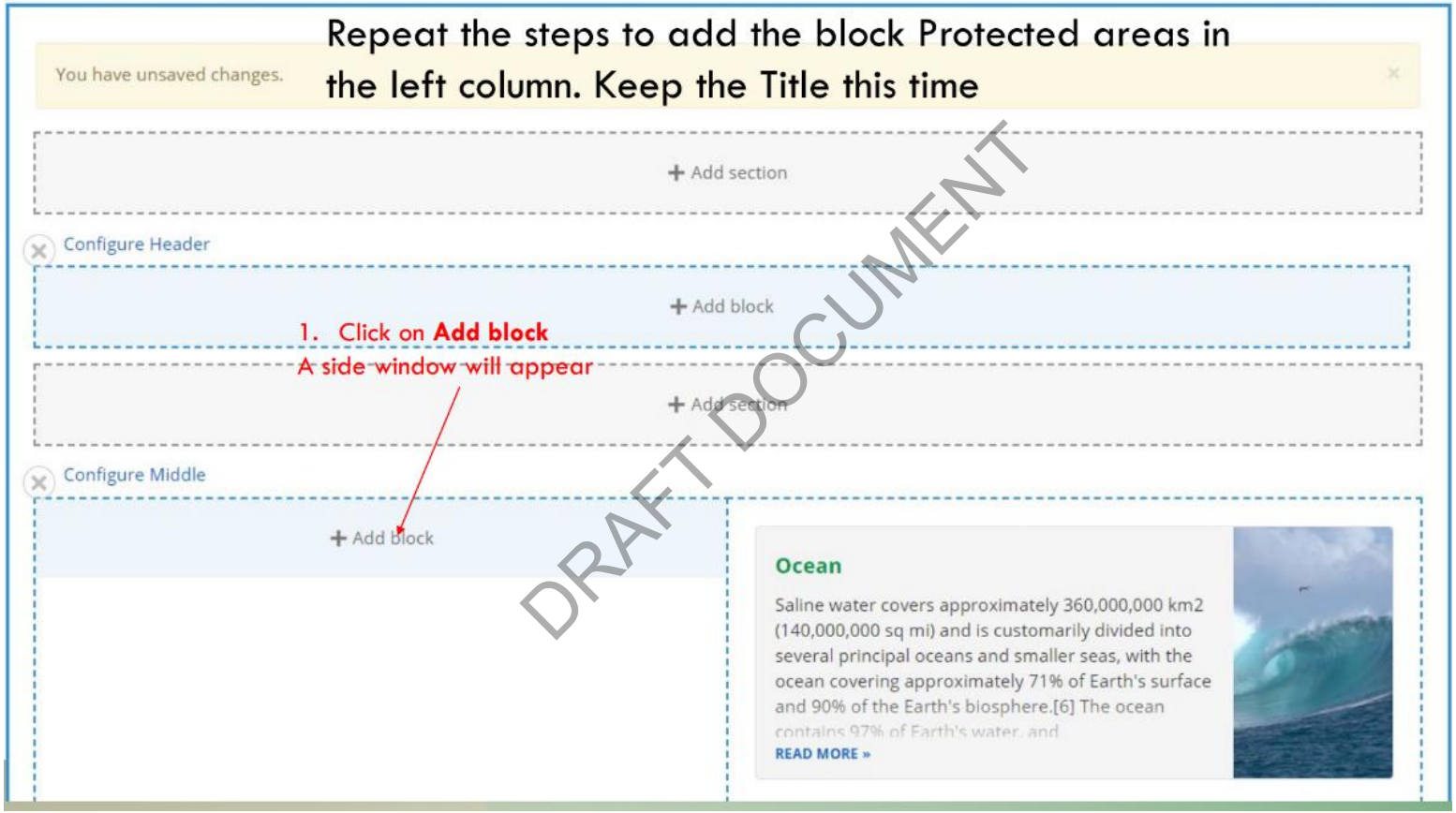
DRAFT DOCUMENT

Creating Landing Pages (Site Managers only)



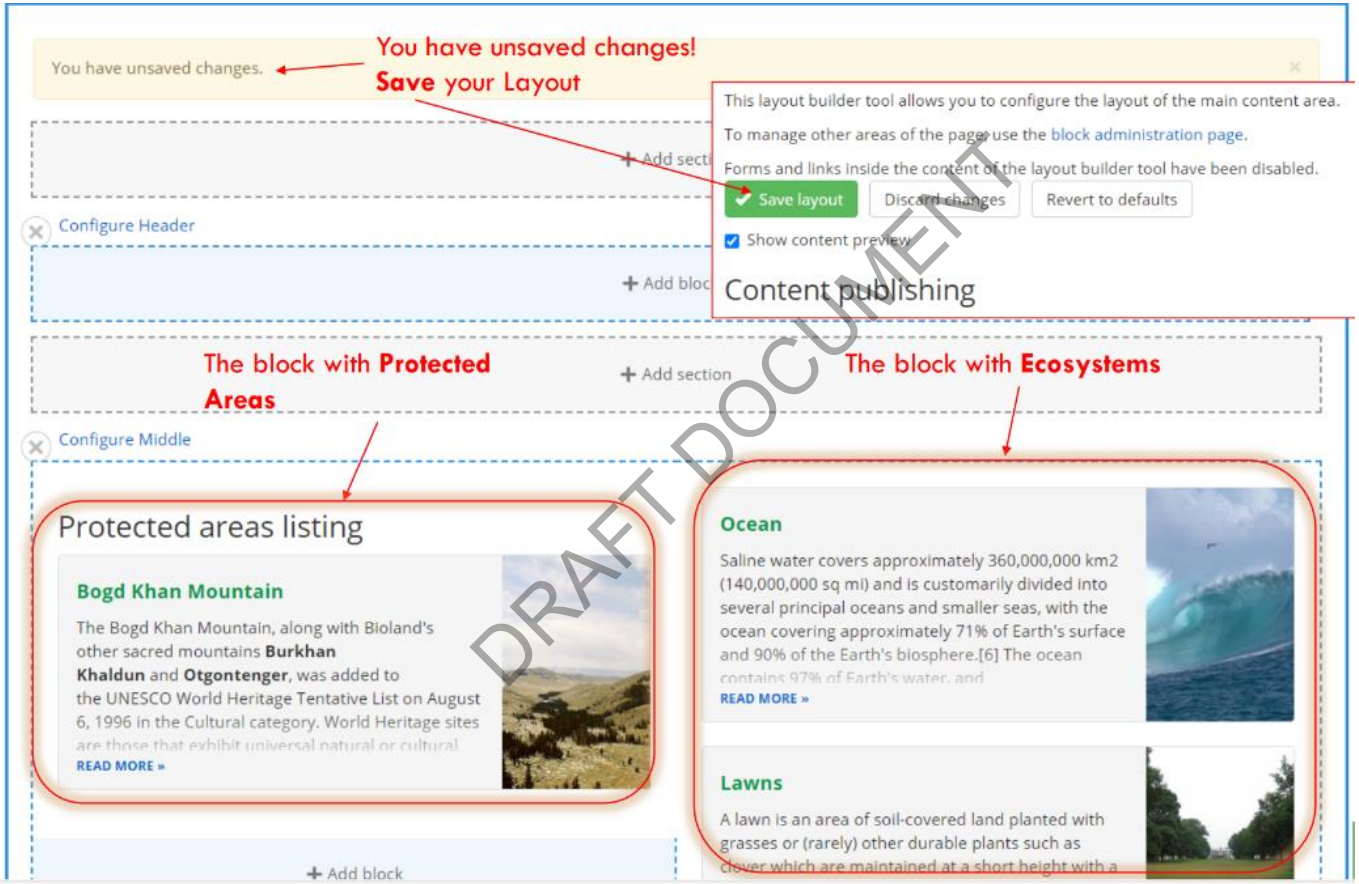
DRAFT DOCUMENT

Creating Landing Pages (Site Managers only)



DRAFT DOCUMENT

Creating Landing Pages (Site Managers only)



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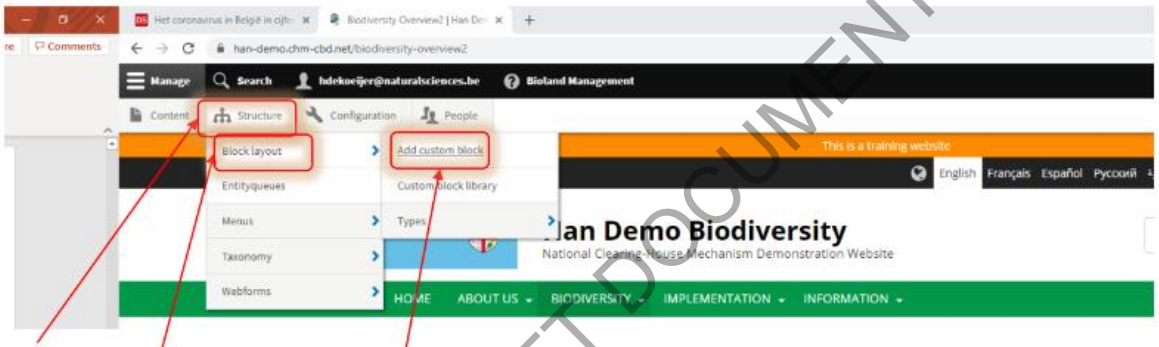
Creating Landing Pages (Site Managers only)

We will now create and add custom blocks for **GBIF Stat** and the **Ecosystem of the Month**



1. Click on **Structure**

2. Hover over **Block layout**

3. Click on **Add custom block**

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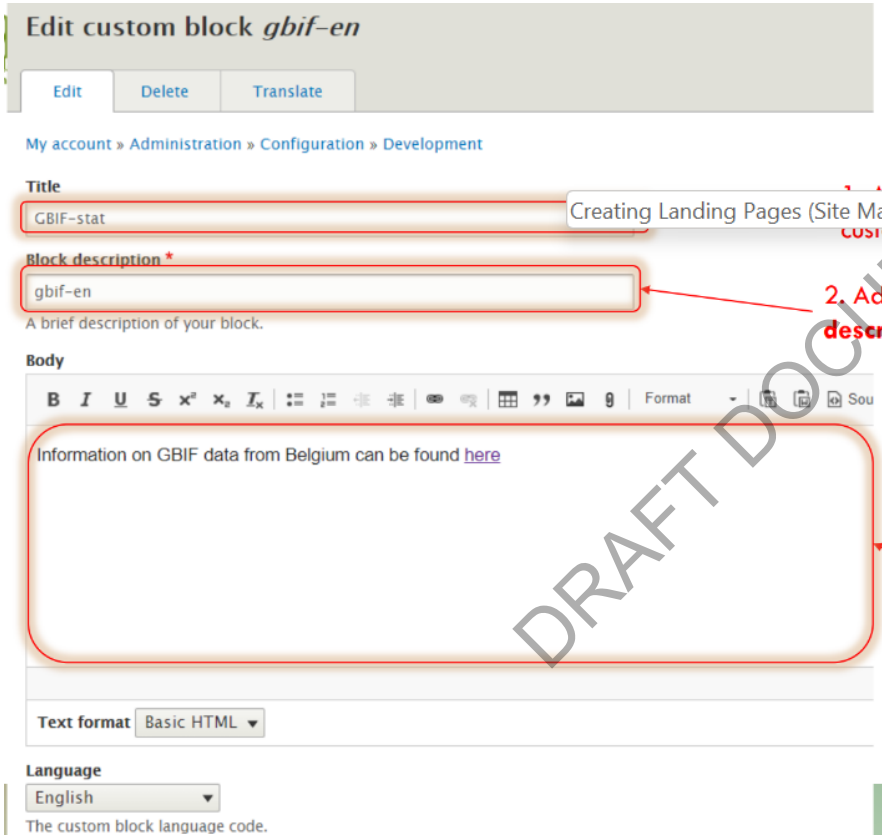
Creating Landing Pages (Site Managers only)



1. Add a **short** title for your custom block

2. Add a brief **Block description**

3. Add a short text with a link to the GBIF – Stat as described in manual 6

Don't forget to **Save** your **custom block!**

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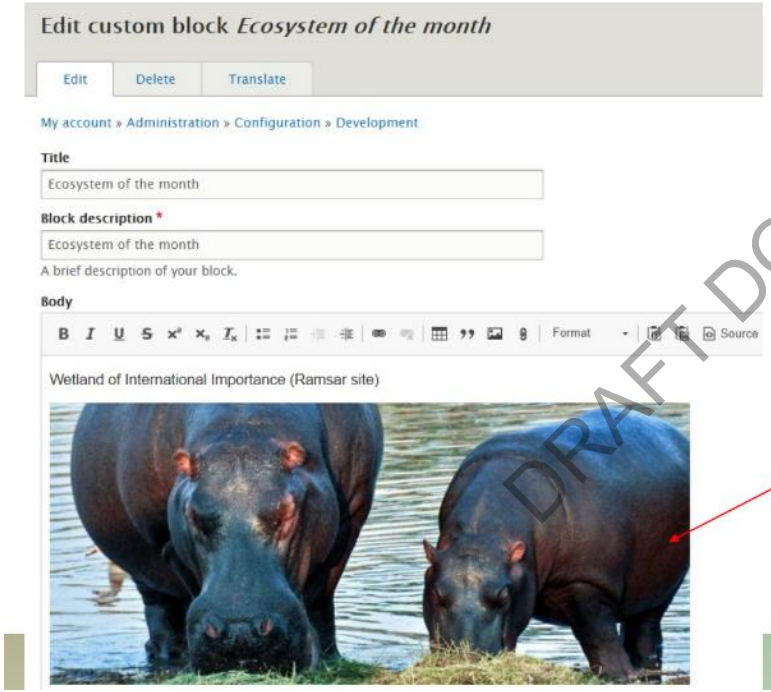
Creating Landing Pages (Site Managers only)

Repeat the steps to add the custom block "Ecosystem of the month" which could look like the block below



1. You can add a link to the ecosystem wetland in your site if it exists.

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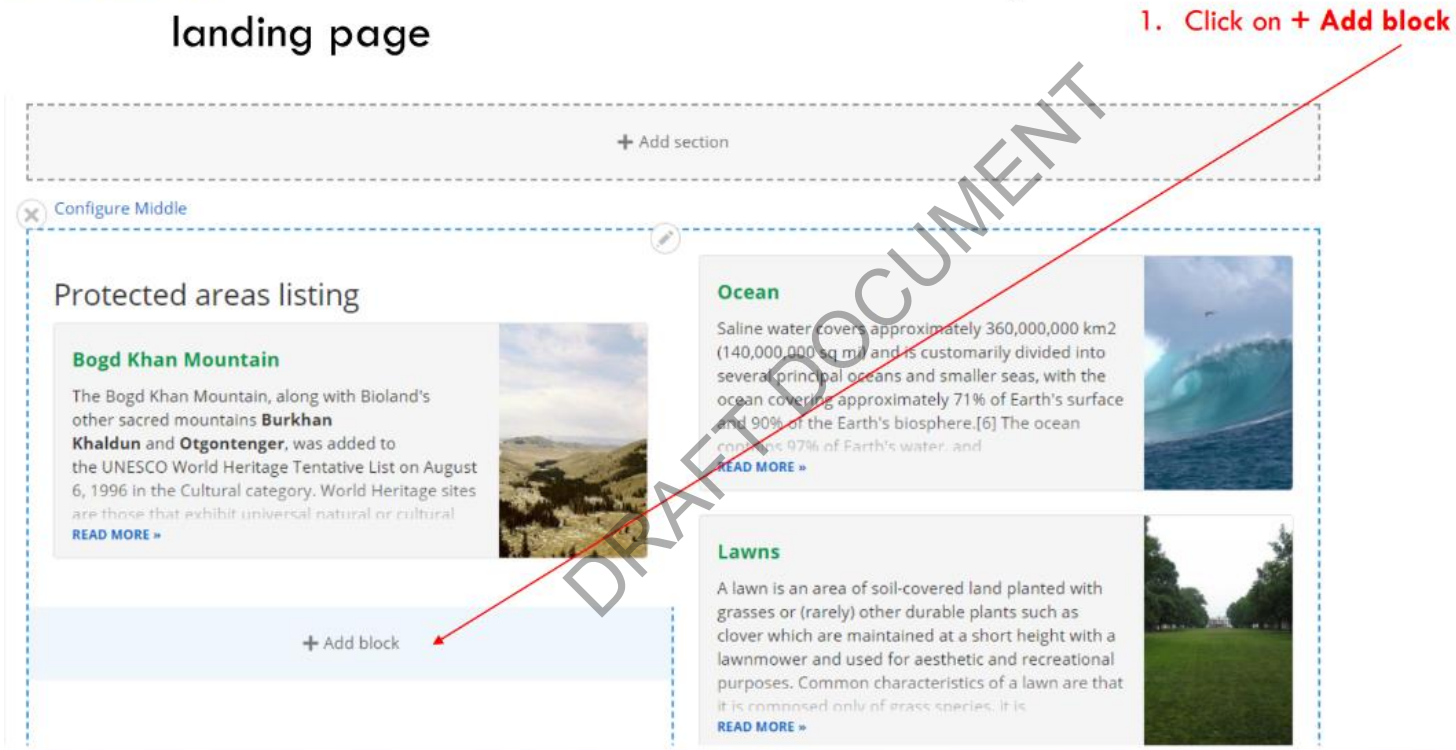
Creating Landing Pages (Site Managers only)

Add the custom blocks to the left column of your landing page



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Creating Landing Pages (Site Managers only)

Both are available under **Custom**

1. Choose **Ecosystem of the month**

2. Un-click the box so the title won't show

3. Click on **Add block**

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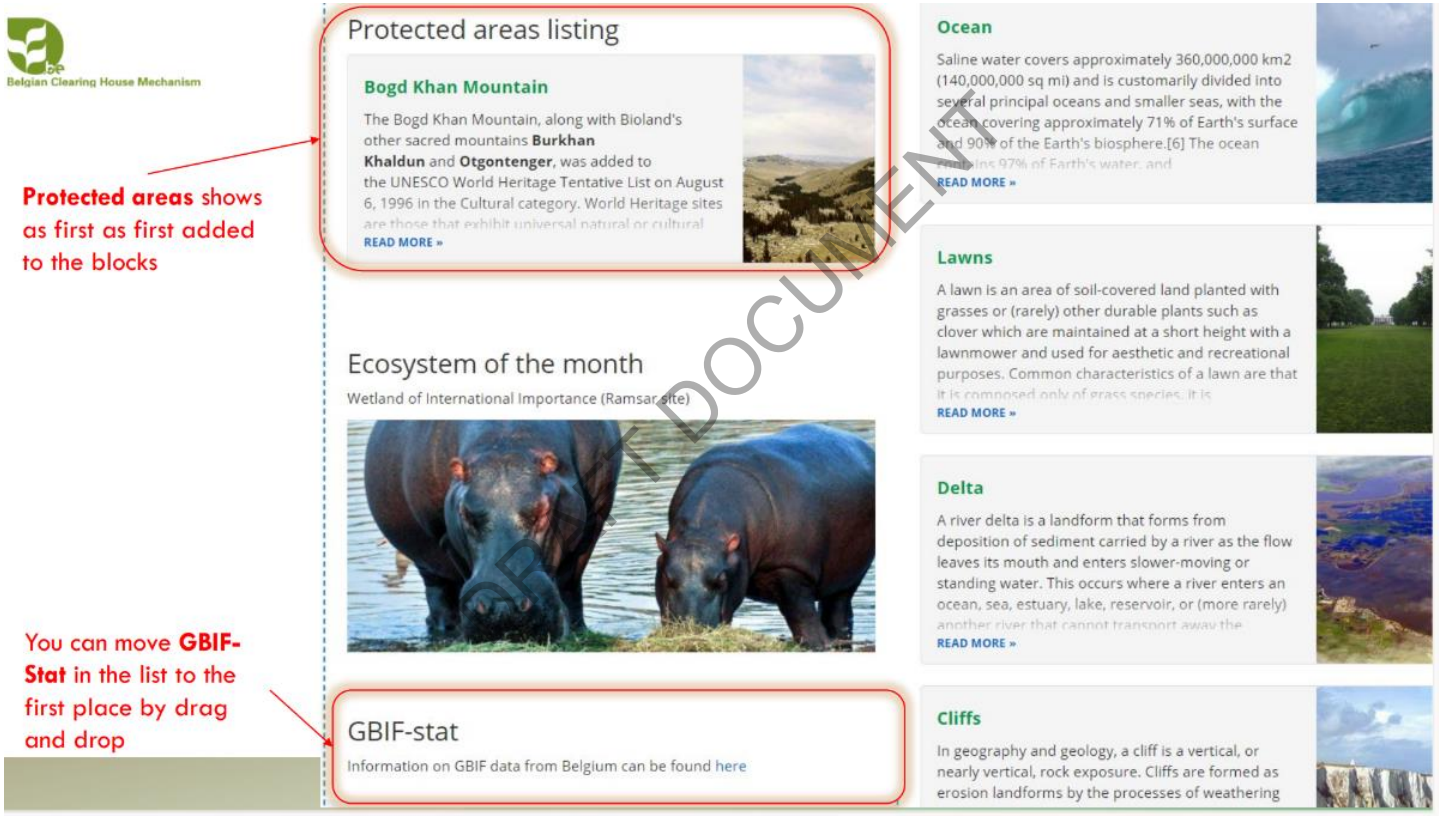
Creating Landing Pages (Site Managers only)



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Creating Landing Pages (Site Managers only)

When Hovering over the block you can

1. Configure the block

2. Remove Block

Don't forget to save your changes !

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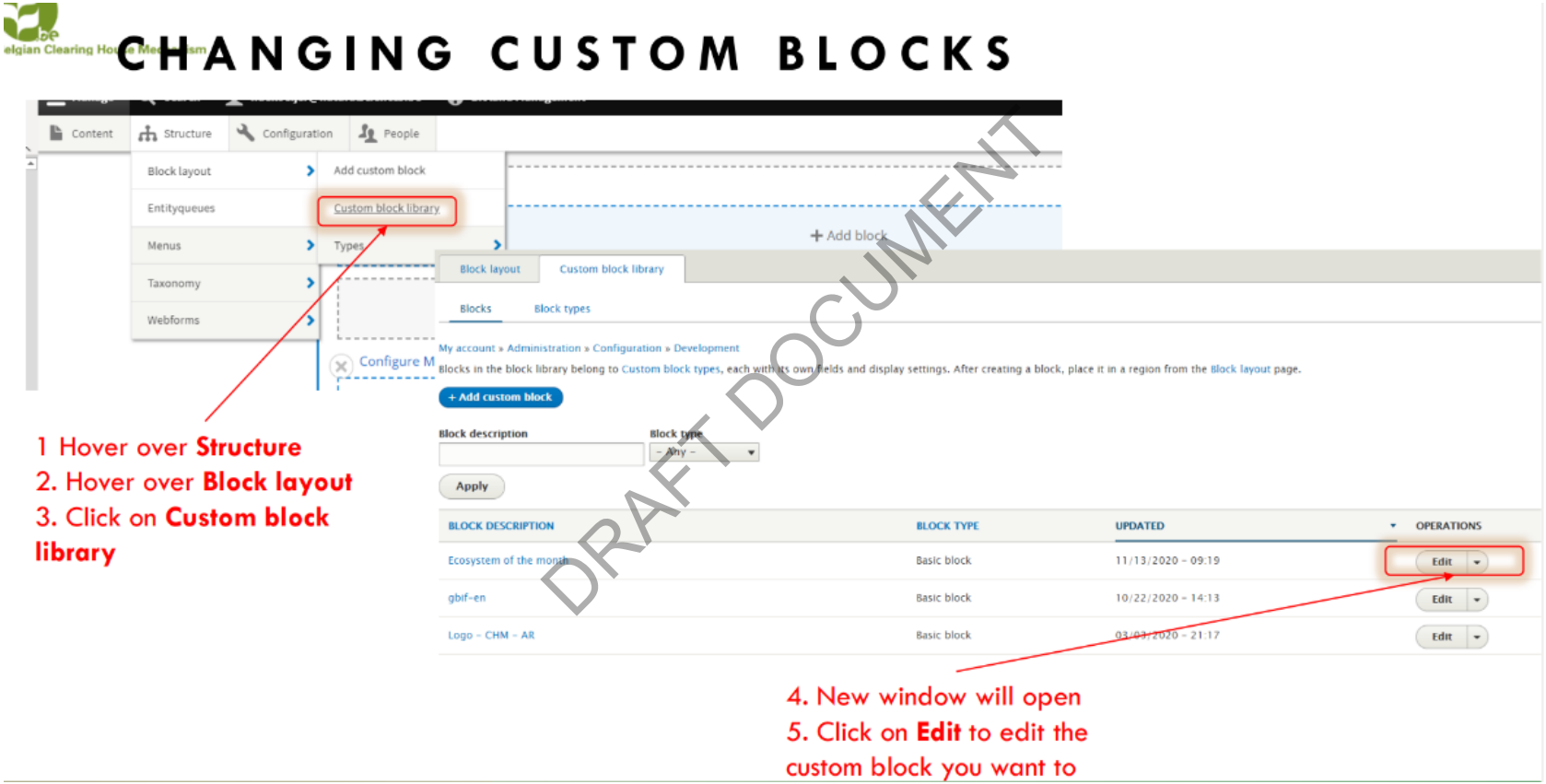
Changing Custom Blocks



Thank you for your attention!

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Presenter

contact details