Belgian Clearing House Mechanism

DIFFERENT USER ROLES TO MANAGE A BIOLAND SITE

BIOLAND TRAINING MANUAL 2

NOVEMBER 2020

CEBioS

Belgian Clearing House Mechanism

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 !

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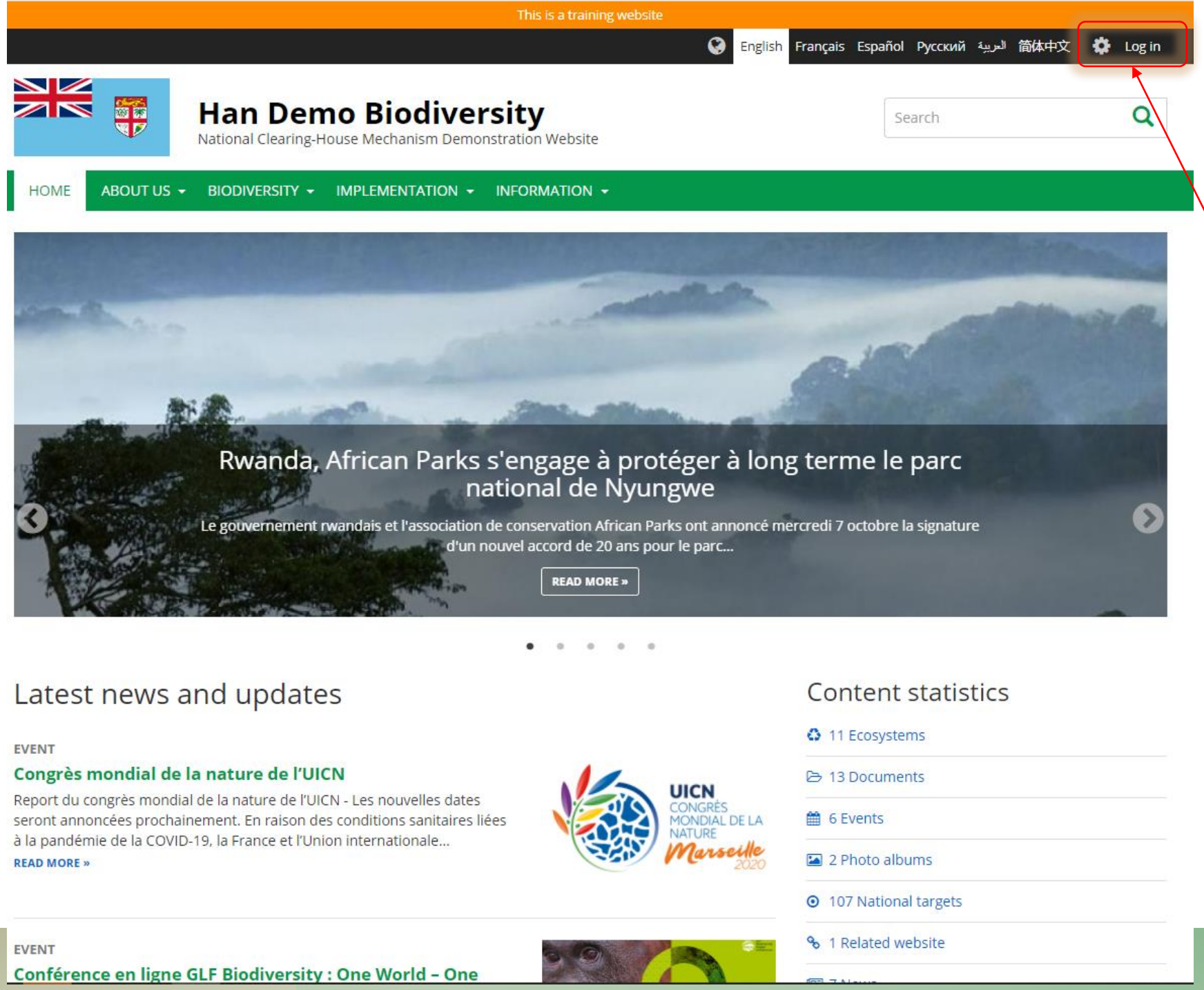

Login to add items and manage the site depending on your role

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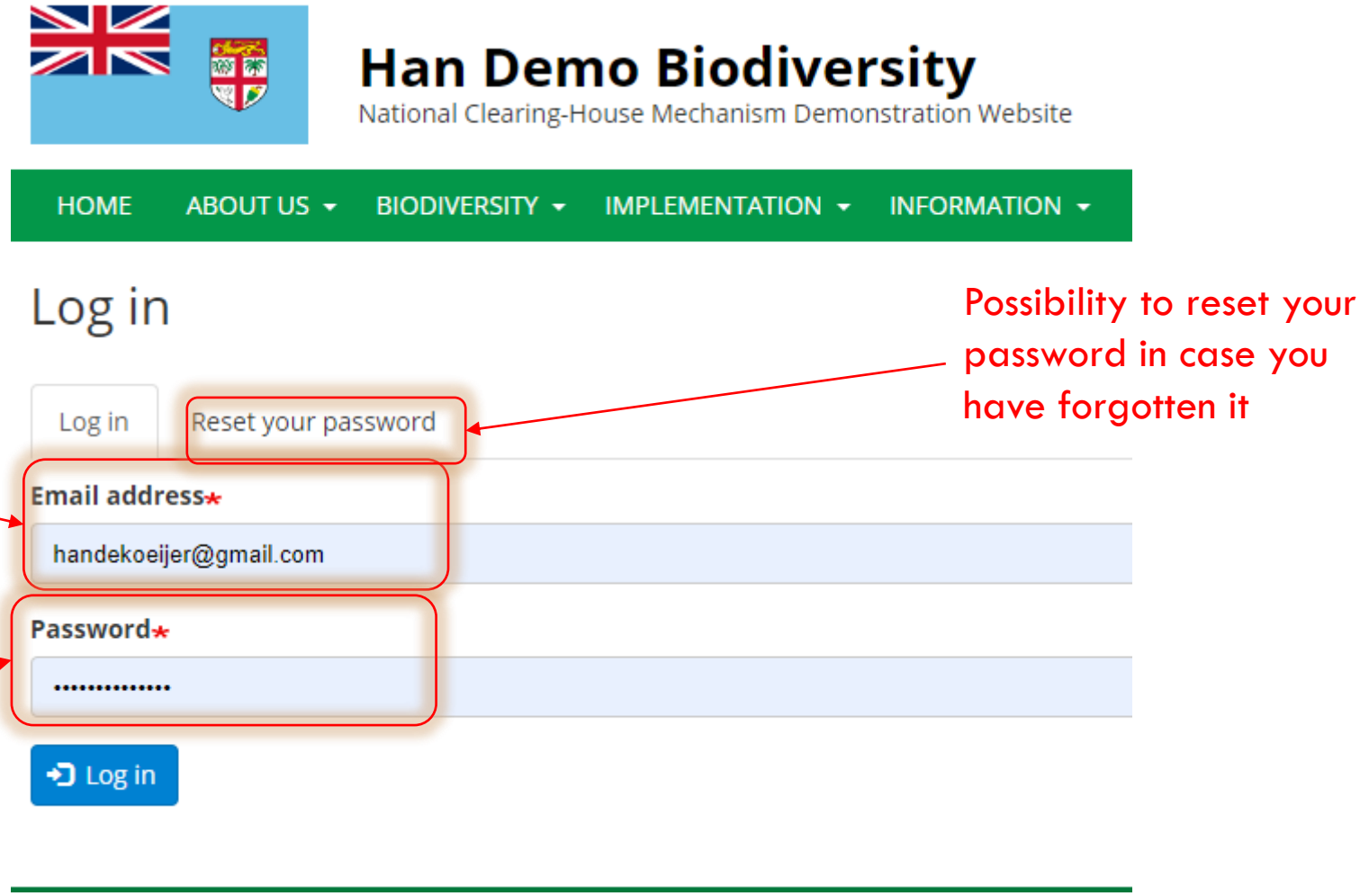
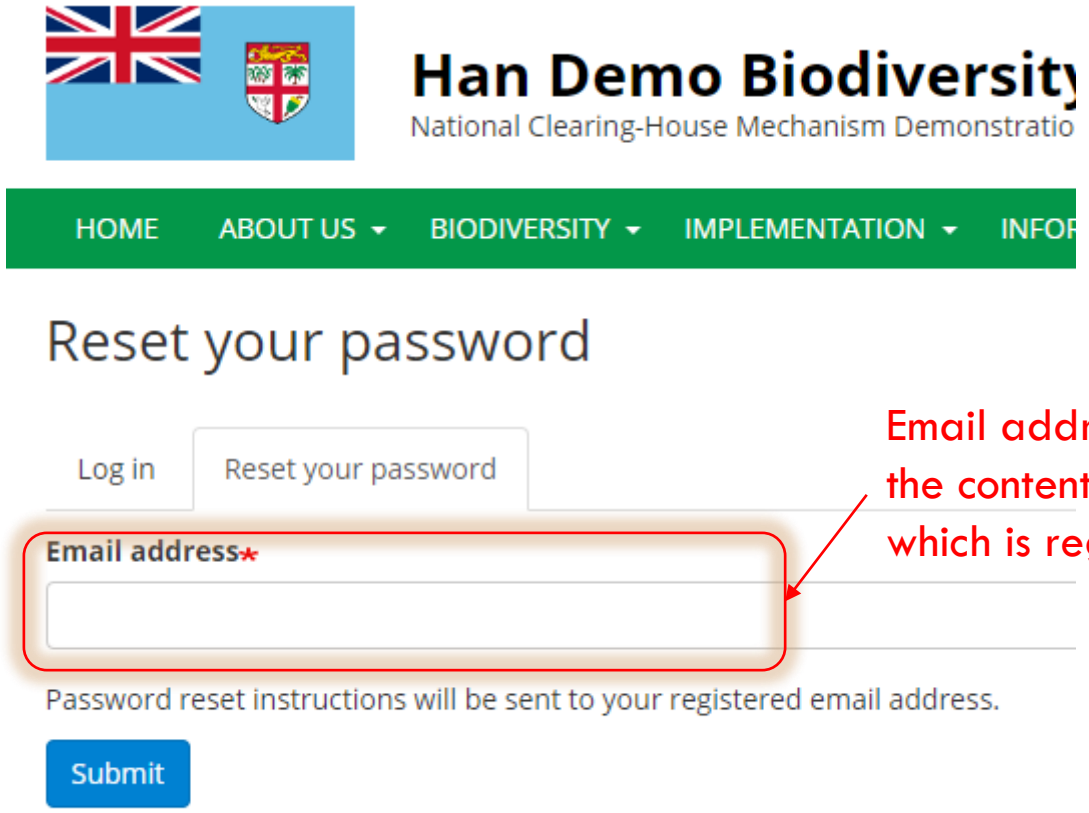


Valid email address that has been given to the site manager who will assign you a role

Possibility to reset your password in case you have forgotten it

Password that the user has created to log in to the site



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

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.

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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 chapter 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.

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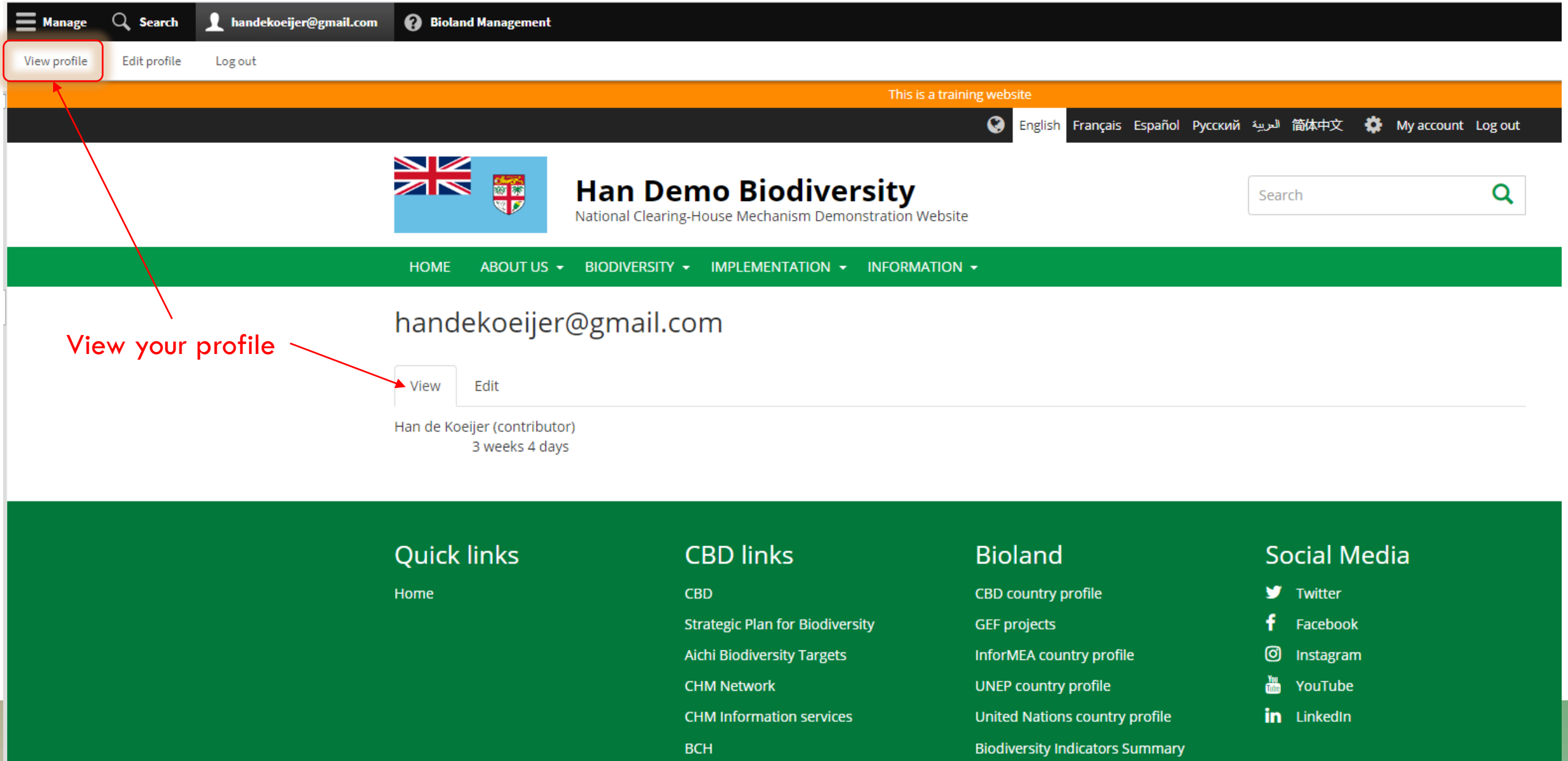
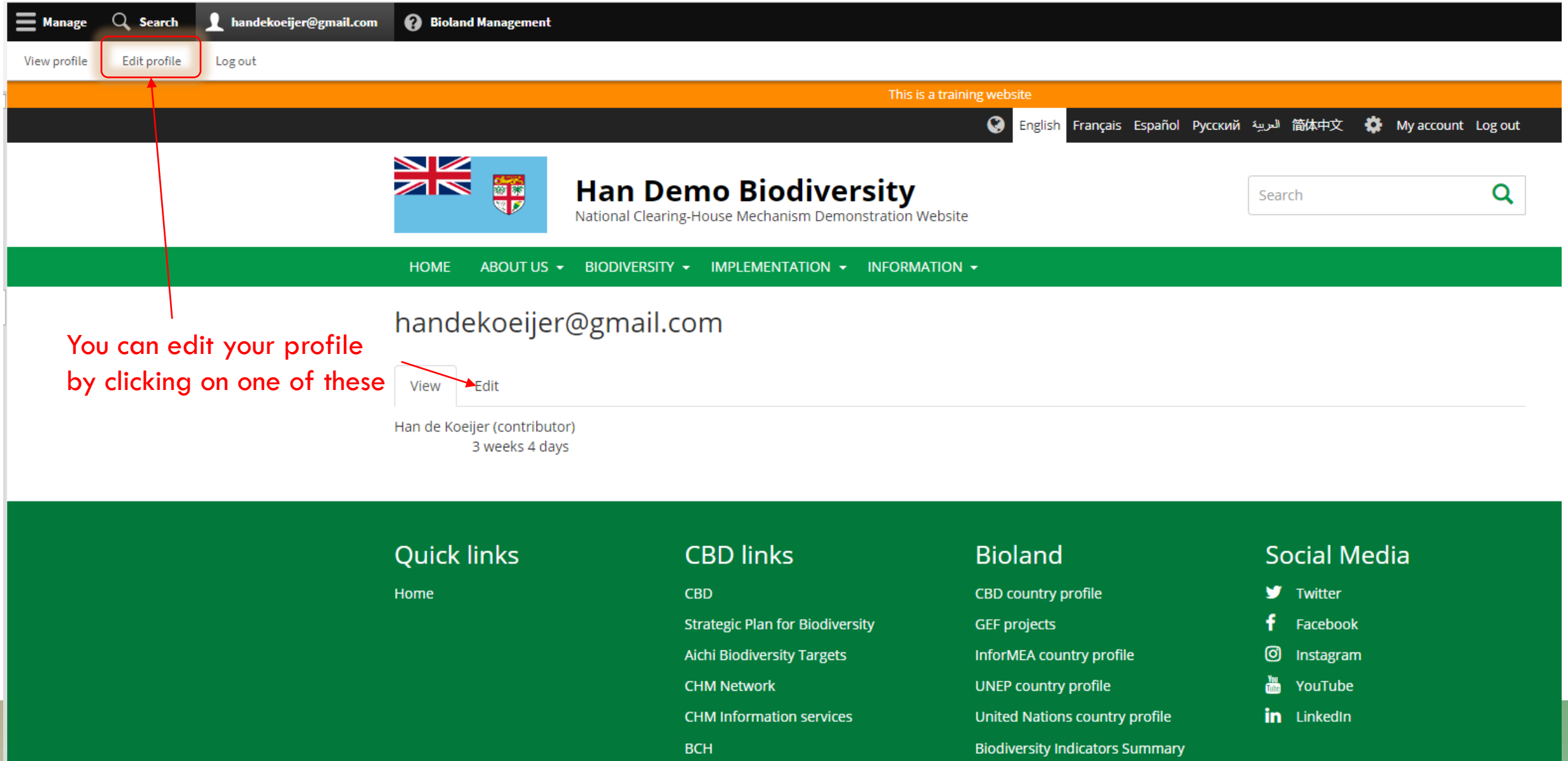
AFTER LOGGING INTO THE SITE



View your profile

AFTER LOGGING INTO THE SITE



EDITING YOUR PROFILE

To change your password first enter your old password here

Type your new password here

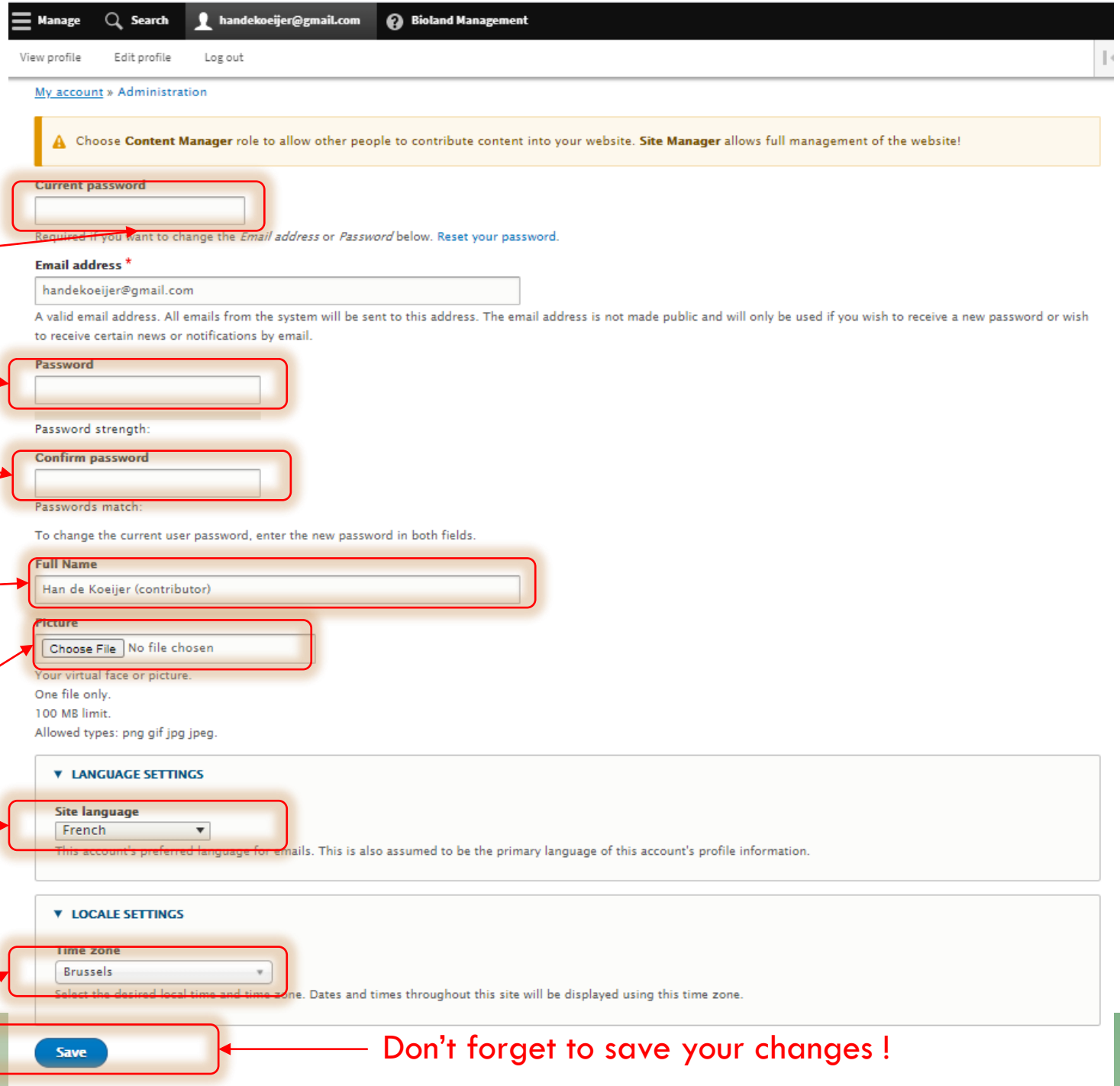
Confirm your new password here

You can change your full name here

You can add a profile picture here

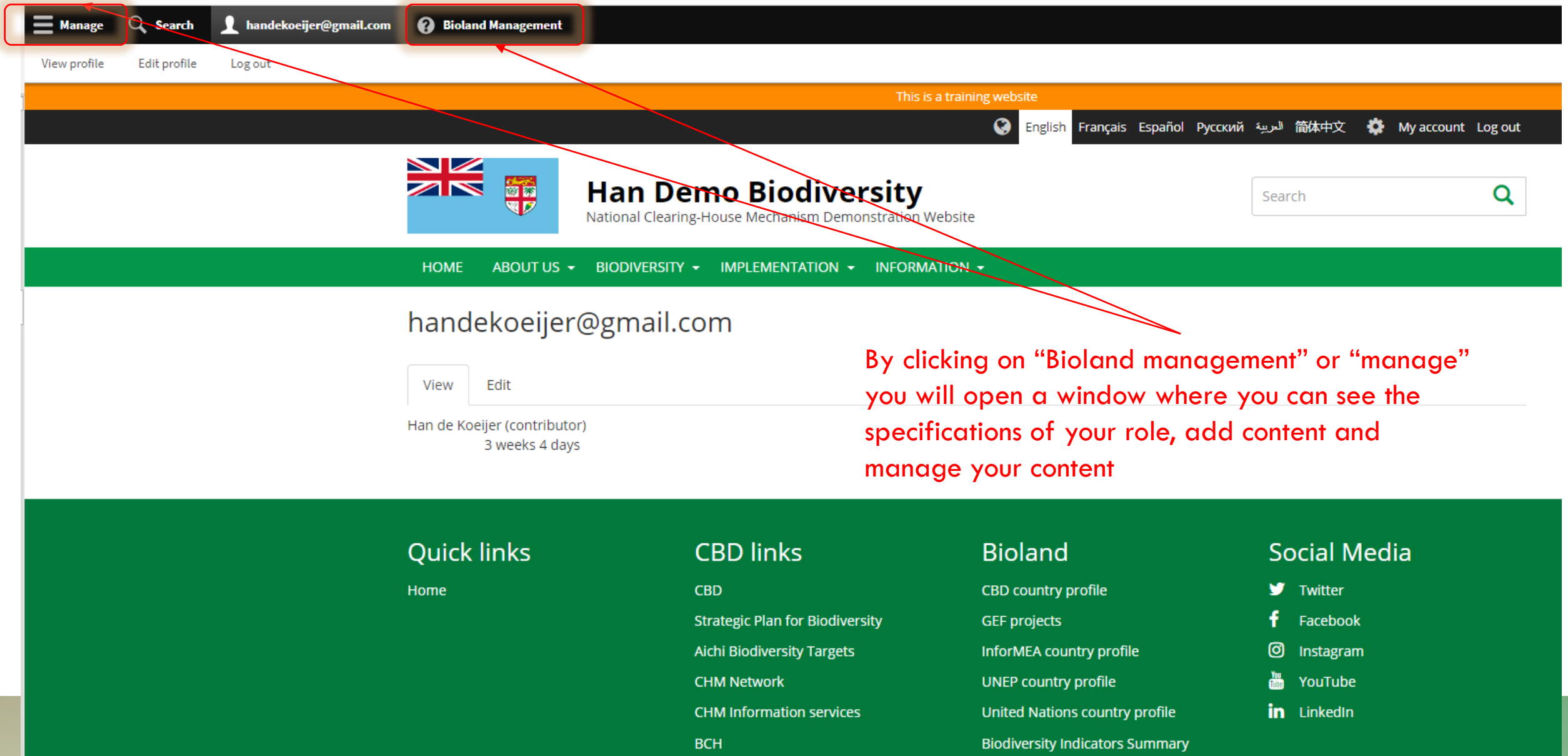
You can change your default language for the site here

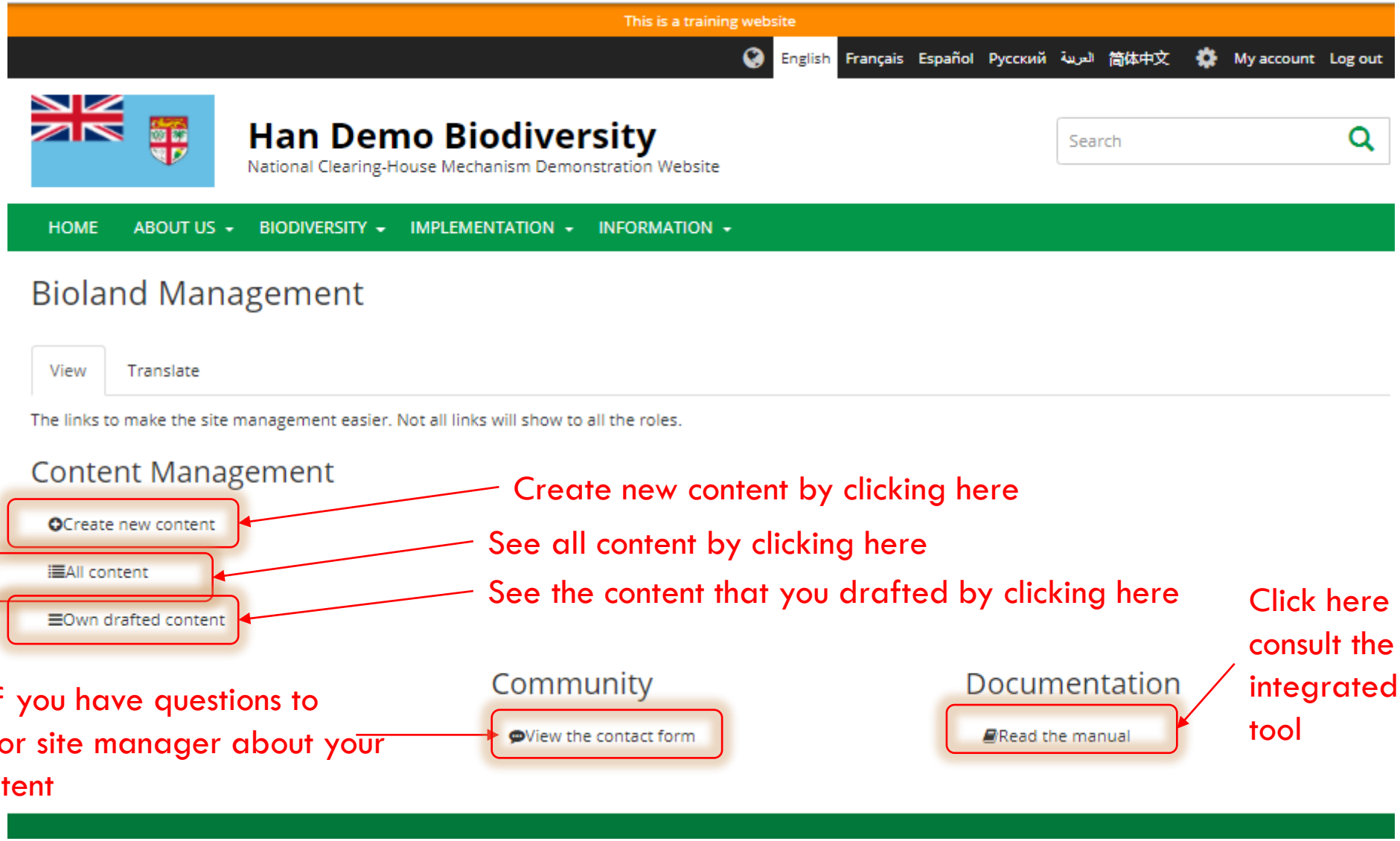
Time zone for your site. We advice you not to change it as it is set by the site manager



Don't forget to save your changes !

MANAGING YOUR CONTENT




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
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
Create new content by clicking here
See all content by clicking here
See the content that you drafted by clicking here
Click here if you want to consult the manual integrated in the Bioland tool
Community
View the contact form
Documentation
Read the manual
Click here if you have questions to the content or site manager about your drafted content

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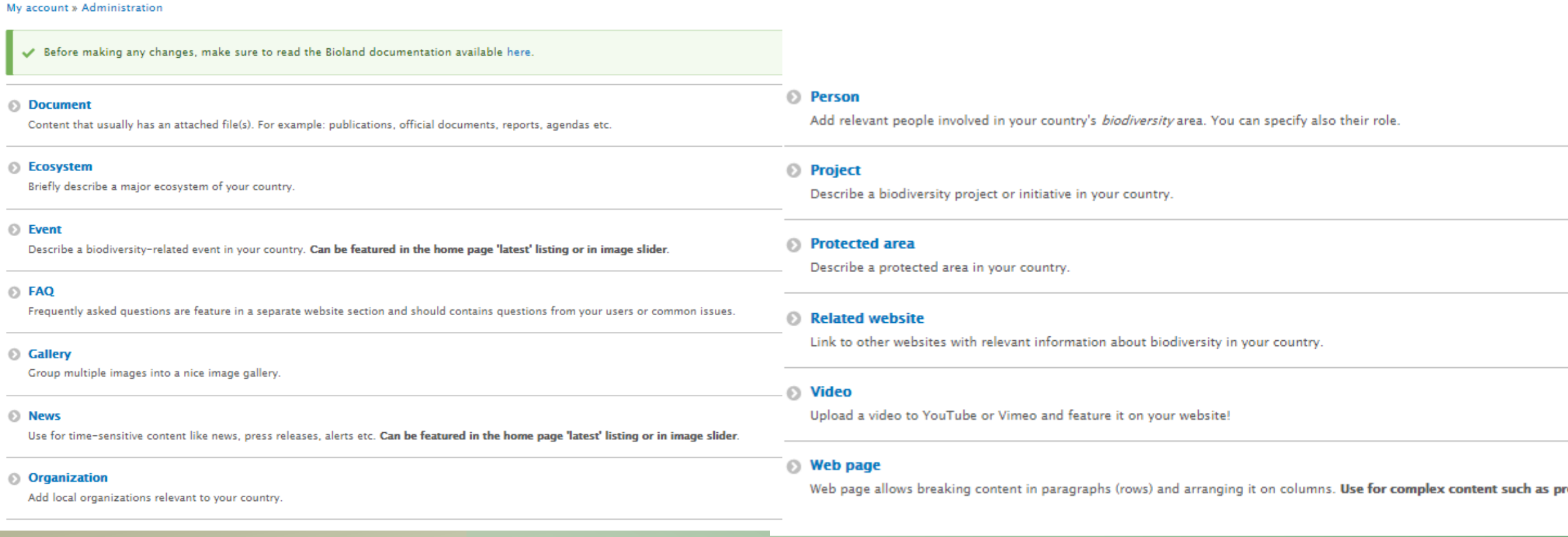
CONTRIBUTOR : ADDING INFORMATION TO THE SITE

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



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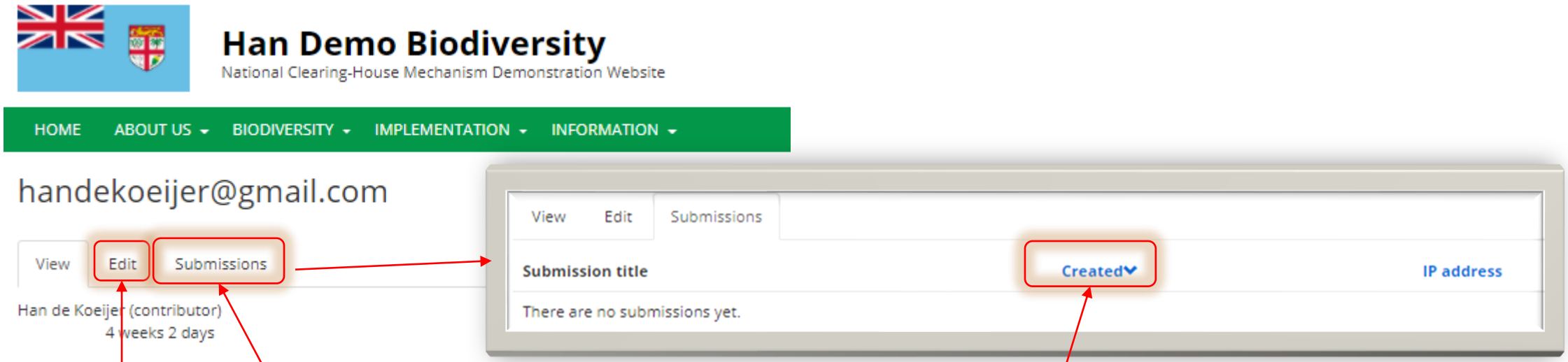
CONTENT MANAGER ROLE

- 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.

CONTENT MANAGER ROLE SCREEN AFTER LOGGING IN

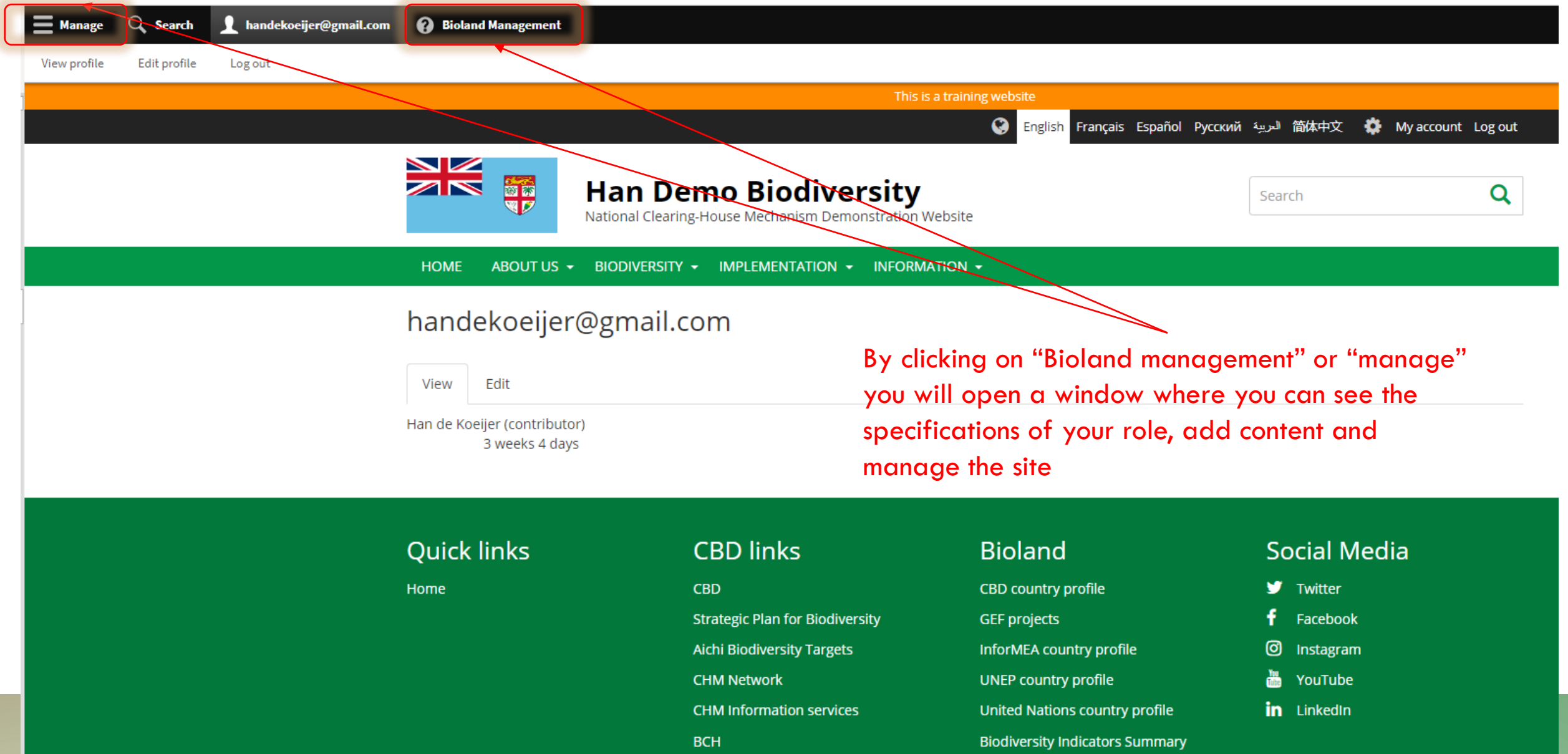


See profile editing in the earlier chapter on contributor role (no difference)

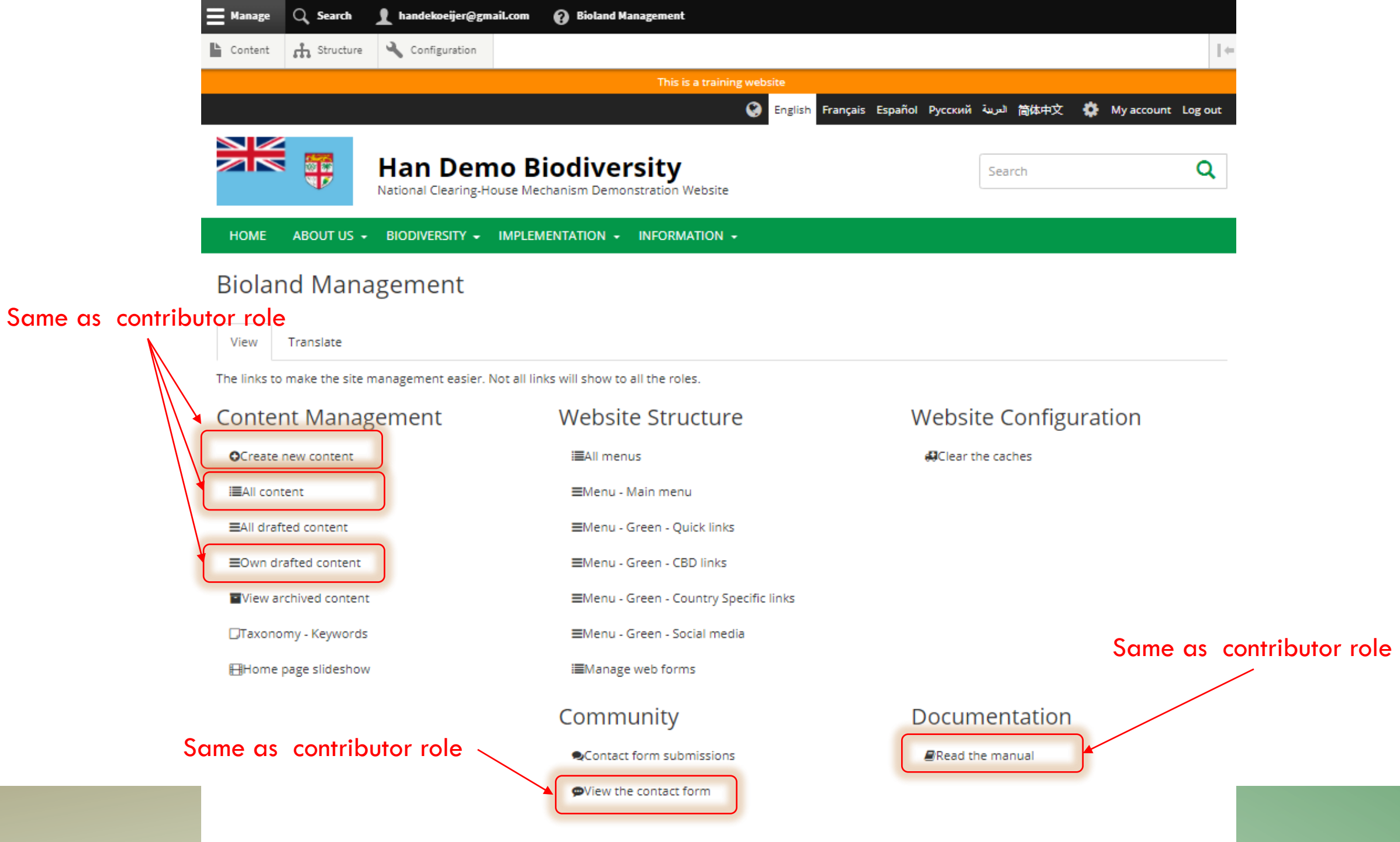
Submissions: click here to see what items you have already added

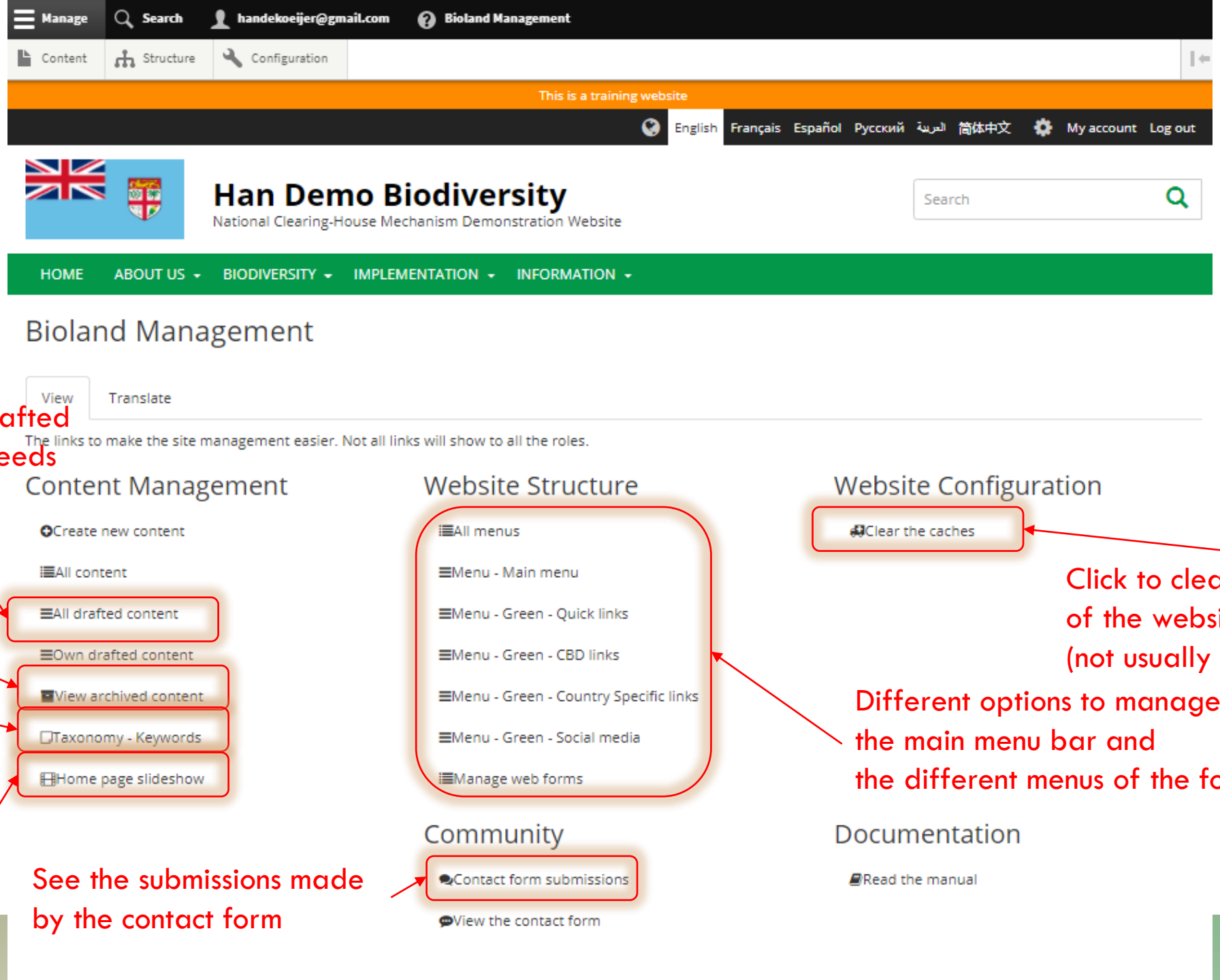
Submissions that you have created. Can be sorted on date ascending or descending

MANAGING INFORMATION ON THE SITE



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


Manage
Search
handekoeijer@gmail.com
Bioland Management
Content
Structure
Configuration
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
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
Website Configuration
Clear the caches
Community
Contact form submissions
View the contact form
Documentation
Read the manual
Same as contributor role
Same as contributor role
Same as contributor role


Manage
Search
handekoeijer@gmail.com
Bioland Management
Content
Structure
Configuration
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
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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
Website Configuration
Clear the caches
Community
Contact form submissions
View the contact form
Documentation
Read the manual
Click to see all drafted content that still needs to be published
Click to view archived items
Click to manage the keywords
Click to manage the Slideshow/ entityqueue
See the submissions made by the contact form
Different options to manage the main menu bar and the different menus of the footer
Click to clear the caches of the website (not usually necessary)

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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 cashes** of the site

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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).

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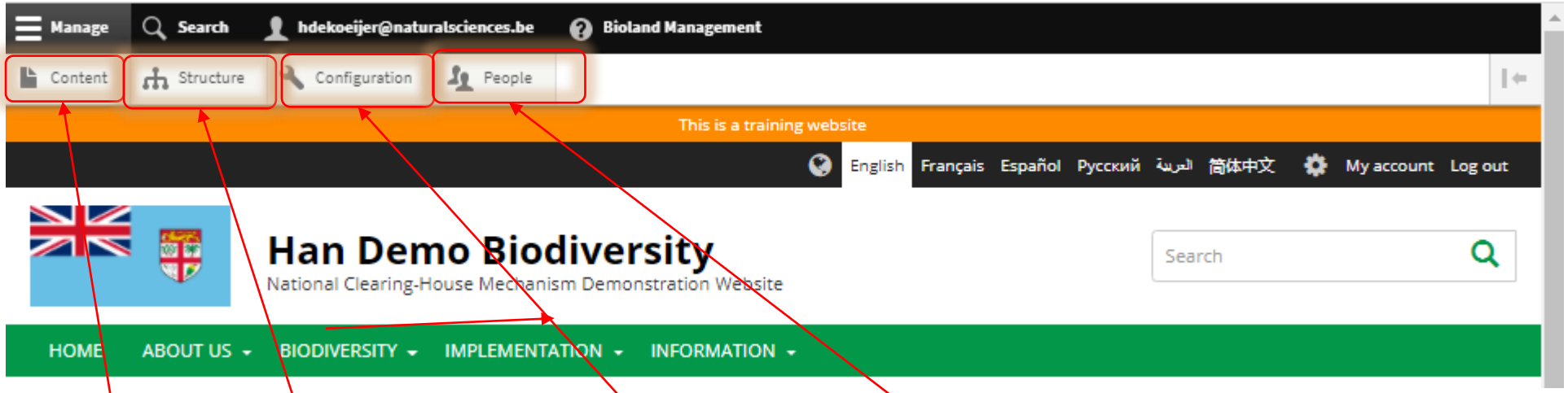
SITE MANAGER ROLE SCREEN AFTER CLICKING ON MANAGE

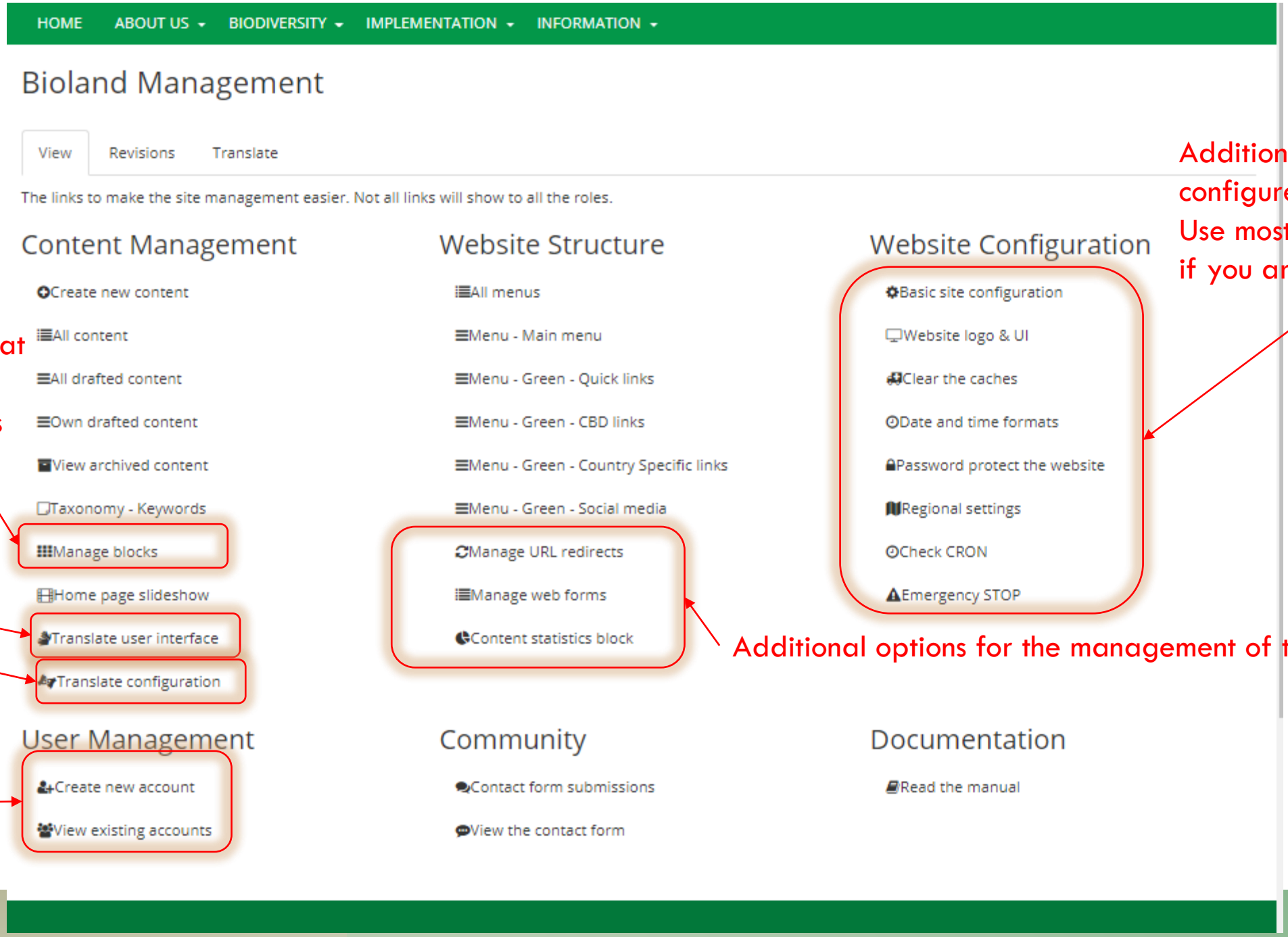


Content as for content managers

Structure as for content managers with additionally Block Layout

Menu to configure the site

Menu to add contributors and content managers to the site



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

Click to blocks that can be added to landing pages

Click to translate the user interface

Click to translate the configuration

User management options

Additional options for the management of the site

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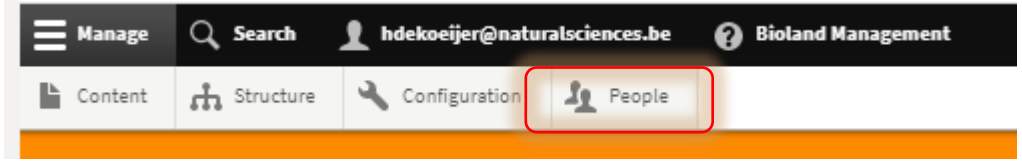
SITE MANAGER ROLE

add users and **assign roles**

- Click on People in the top left bar



ADDING A USER

Click to add a new user

Search options to look for users

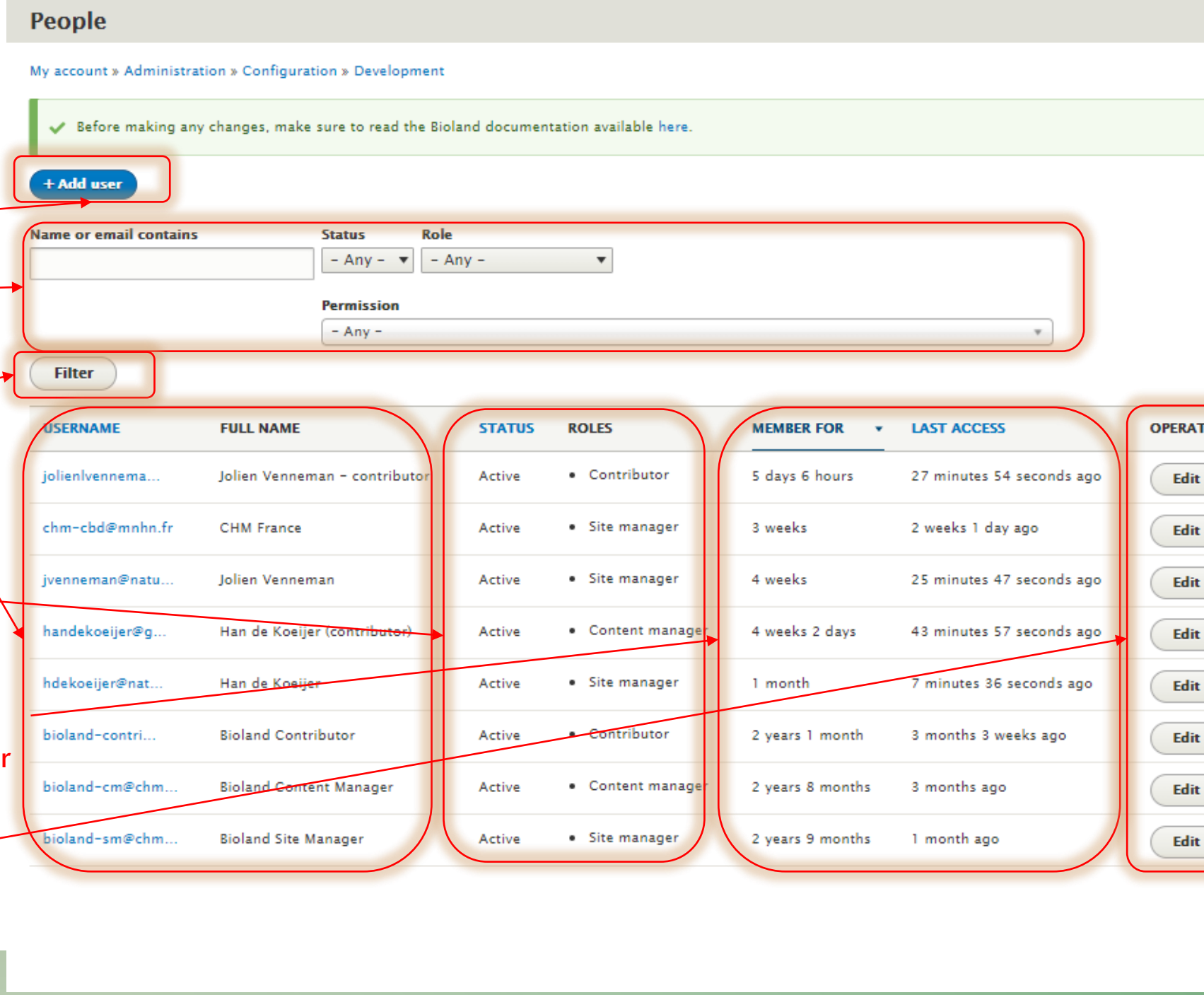
Click to filter the search options above

Information on the user

Status of the user and its role

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

Click to edit each individual user



ADDING A USER

Add a valid email address

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

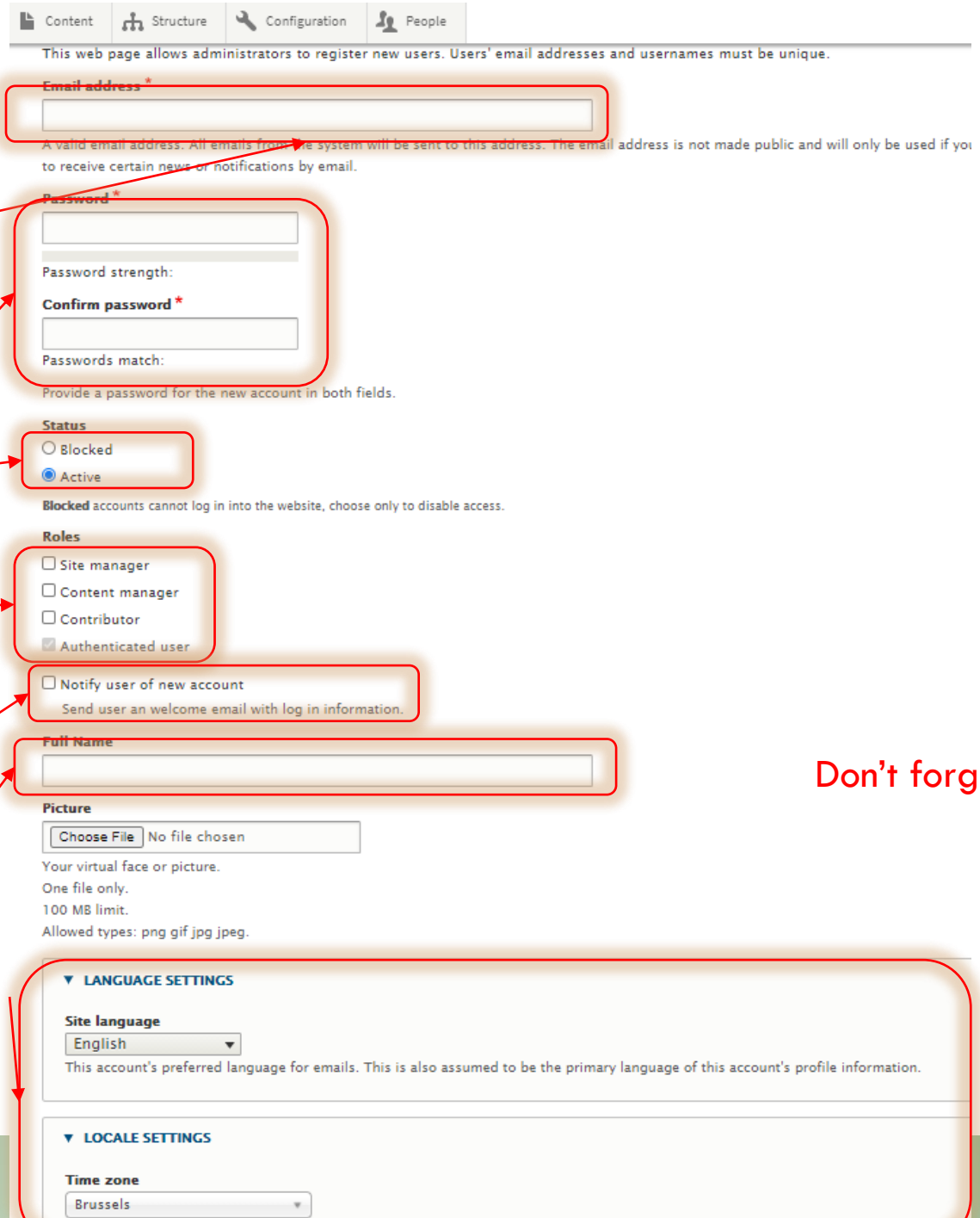
Status of the user

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

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

Add the full name of the user here

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



Don't forget to save your changes !

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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).