

# DIFFERENT USER ROLES TO MANAGE A BIOLAND SITE

BIOLAND TRAINING MANUAL 2

NOVEMBER 2020

# 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 !**



English

Français

Español

Русский

العربية

简体中文



Log in



# Han Demo Biodiversity

National Clearing-House Mechanism Demonstration Website

Search



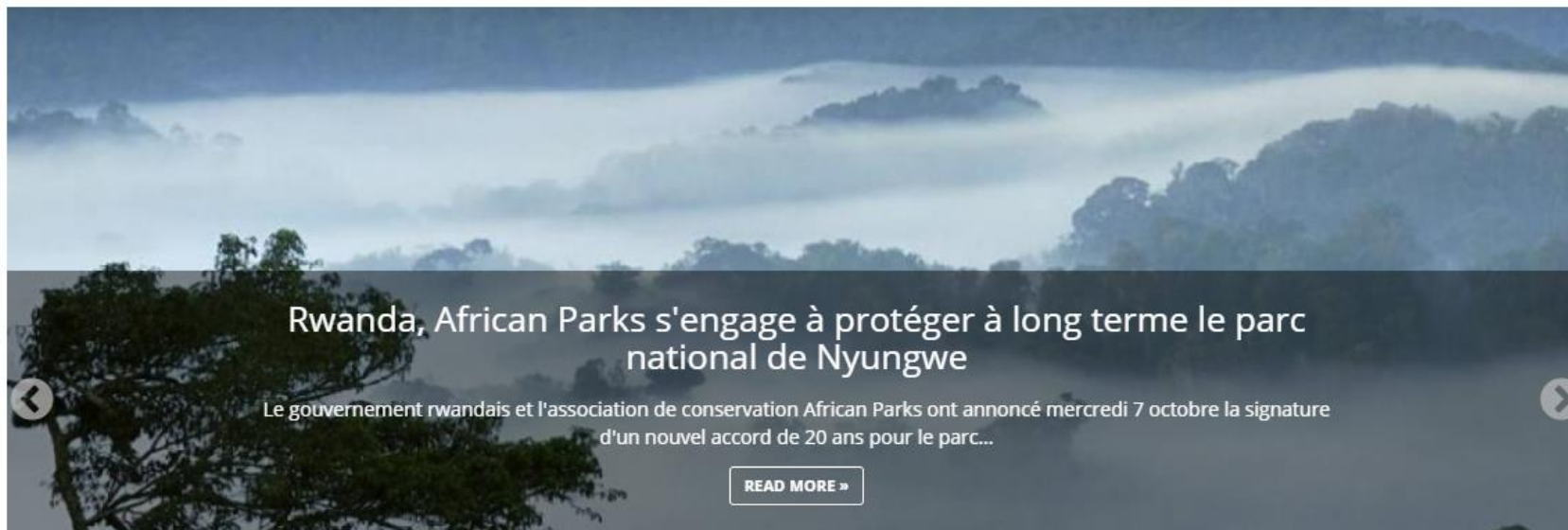
HOME

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

EVENT

#### Conférence en ligne GLF Biodiversity : One World - One



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



# Han Demo Biodiversity

National Clearing-House Mechanism Demonstration Website

- HOME
- ABOUT US ▾
- BIODIVERSITY ▾
- IMPLEMENTATION ▾
- INFORMATION ▾

## Log in

**Email address\***  
handekoeijer@gmail.com

**Password\***  
.....

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



# Han Demo Biodiversity

National Clearing-House Mechanism Demonstratio

HOME ABOUT US ▾ BIODIVERSITY ▾ IMPLEMENTATION ▾ INFO

## Reset your password

Log in

Reset your password

Email address\*

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

Submit

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.

# 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.

# AFTER LOGGING INTO THE SITE

View profile Edit profile Log out

This is a training website



## Han Demo Biodiversity

National Clearing-House Mechanism Demonstration Website

Search

handekoeijer@gmail.com

View your profile

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

### 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



# AFTER LOGGING INTO THE SITE

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## Han Demo Biodiversity

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HOME ABOUT US BIODIVERSITY IMPLEMENTATION INFORMATION

You can edit your profile by clicking on one of these

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  
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CHM Information services  
BCH

### Bioland

CBD country profile  
GEF projects  
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UNEP country profile  
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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 \***

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**

Passwords match:

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

**Full Name**

**Picture**

 No file chosen  
Your virtual face or picture.  
One file only.  
100 MB limit.  
Allowed types: png gif jpg jpeg.

▼ **LANGUAGE SETTINGS**

**Site language**

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**

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

Don't forget to save your changes !

# MANAGING YOUR CONTENT

This is a training website



## Han Demo Biodiversity

National Clearing-House Mechanism Demonstration Website

handekoeijer@gmail.com

[View](#) [Edit](#)

Han de Koeijer (contributor)  
3 weeks 4 days

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

### Quick links

[Home](#)

### CBD links

- [CBD](#)
- [Strategic Plan for Biodiversity](#)
- [Aichi Biodiversity Targets](#)
- [CHM Network](#)
- [CHM Information services](#)
- [BCH](#)

### Bioland

- [CBD country profile](#)
- [GEF projects](#)
- [InforMEA country profile](#)
- [UNEP country profile](#)
- [United Nations country profile](#)
- [Biodiversity Indicators Summary](#)

### Social Media

- [Twitter](#)
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My account

Log out



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### 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

### Community

💬 View the contact form

### Documentation

📖 Read the manual

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

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

# 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 pr**

# 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



**Han Demo Biodiversity**

National Clearing-House Mechanism Demonstration Website

HOME ABOUT US ▾ BIODIVERSITY ▾ IMPLEMENTATION ▾ INFORMATION ▾

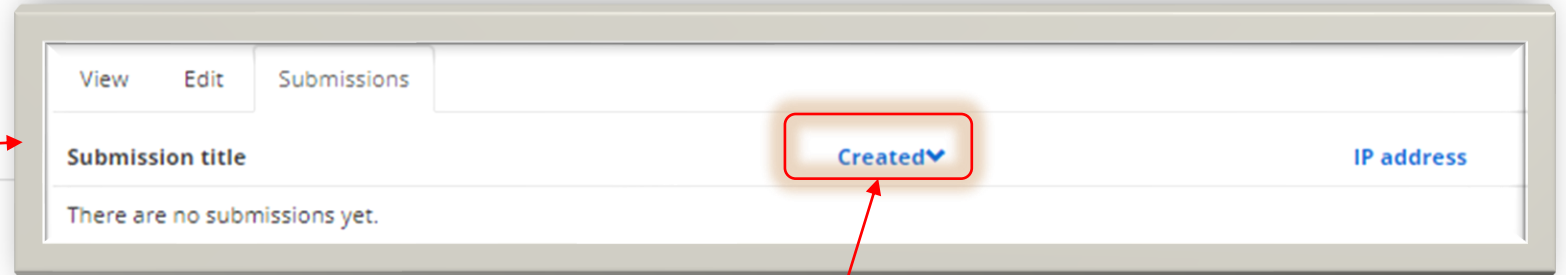
handekoeijer@gmail.com

View Edit Submissions

Han de Koeijer (contributor)  
4 weeks 2 days

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

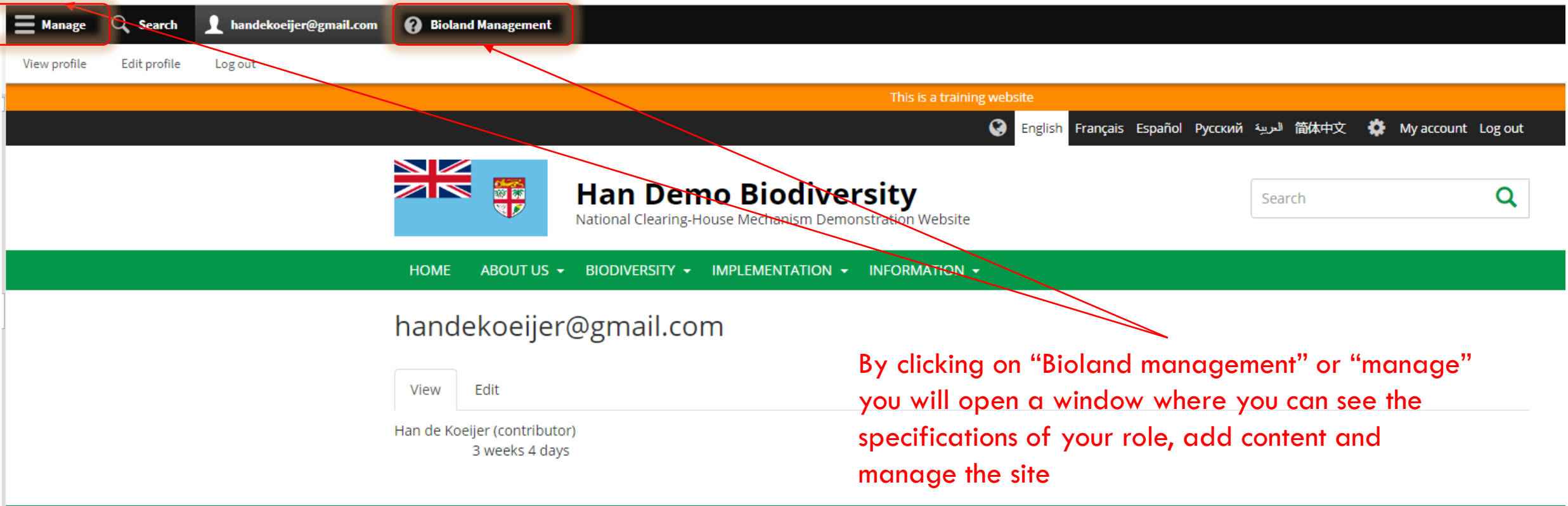
Submissions: click here to see what items you have already added



View	Edit	Submissions	Created▼	IP address
Submission title				
There are no submissions yet.				

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


# MANAGING INFORMATION ON THE SITE




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

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

## Quick links

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# Han Demo Biodiversity

National Clearing-House Mechanism Demonstration Website

## 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

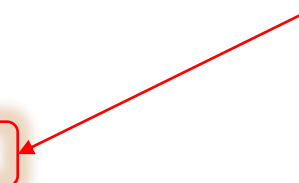
Same as contributor role



Same as contributor role



Same as contributor role





# Han Demo Biodiversity

National Clearing-House Mechanism Demonstration Website

## 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

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

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

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

# 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

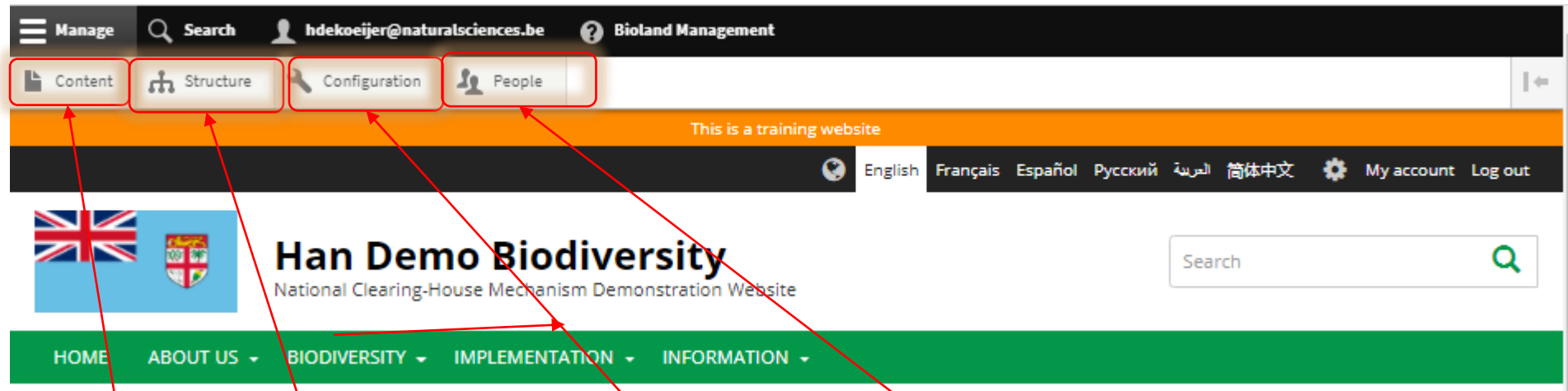
## Common

- 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

Structure as for content managers with additionally Block Layout

Menu to configure the site

Menu to add contributors and content managers to the site

# 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

## 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

## Documentation

📖 Read the manual

Click to blocks that can be added to landing pages

Click to translate the user interface

Click to translate the configuration

User management options

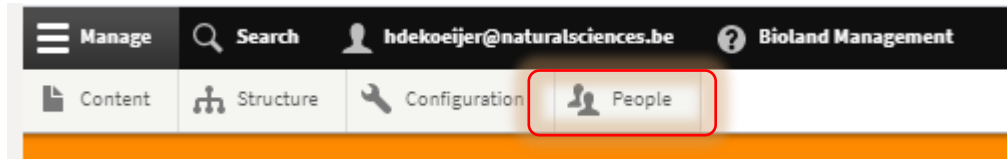
Additional options to configure the site. Use most of these only if you are a web expert

Additional options for the management of the site

# 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

Permission

[Filter](#)

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

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

The screenshot shows a user registration form with the following sections and highlighted elements:

- Navigation:** Content, Structure, Configuration, People.
- Intro:** "This web page allows administrators to register new users. Users' email addresses and usernames must be unique."
- Email address:** A text input field with a red box around it and an arrow pointing to the instruction "Add a valid email address".
- Password:** A text input field with a red box around it and an arrow pointing to the instruction "Type a password here and confirm the password. It will show if they match". Below it is a "Password strength" indicator.
- Confirm password:** A text input field with a red box around it and an arrow pointing to the instruction "Type a password here and confirm the password. It will show if they match". Below it is a "Passwords match" indicator.
- Status:** Radio buttons for "Blocked" and "Active". The "Active" option is selected and has a red box around it with an arrow pointing to the instruction "Status of the user". Below it is the text: "Blocked accounts cannot log in into the website, choose only to disable access."
- Roles:** Checkboxes for "Site manager", "Content manager", "Contributor", and "Authenticated user". The "Authenticated user" checkbox is checked and has a red box around it with an arrow pointing to the instruction "Choose the role of the user here. (Only choose one role!)".
- Notify user of new account:** A checkbox with the text "Send user an welcome email with log in information." and a red box around it with an arrow pointing to the instruction "Check if you want to inform the new user that their account has been made (highly recommended)".
- Full Name:** A text input field with a red box around it and an arrow pointing to the instruction "Add the full name of the user here".
- Picture:** A "Choose File" button and a "No file chosen" text. Below it is the text: "Your virtual face or picture. One file only. 100 MB limit. Allowed types: png gif jpg jpeg."
- LANGUAGE SETTINGS:** A section with a dropdown menu for "Site language" set to "English". Below it is the text: "This account's preferred language for emails. This is also assumed to be the primary language of this account's profile information."
- LOCALE SETTINGS:** A section with a dropdown menu for "Time zone" set to "Brussels".

Don't forget to save your changes !

# 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).