



Belgian Clearing House Mechanism

EDITING AND PUBLISHING INFORMATION ON A BIOLAND SITE

BIOLAND TRAINING MANUAL 4

NOVEMBER 2020

CEBioS[®]

EDITING INFORMATION

Contributor

- Only **own** information (drafts and published)

Content Manager and Site Manager

- **Own** draft and published information and **all** additions by **contributors**



EDITING OWN INFORMATION

Content

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

Overview Own moderated content

My account » Administration

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

1. Click to edit your own content

1. Unpublished item by me

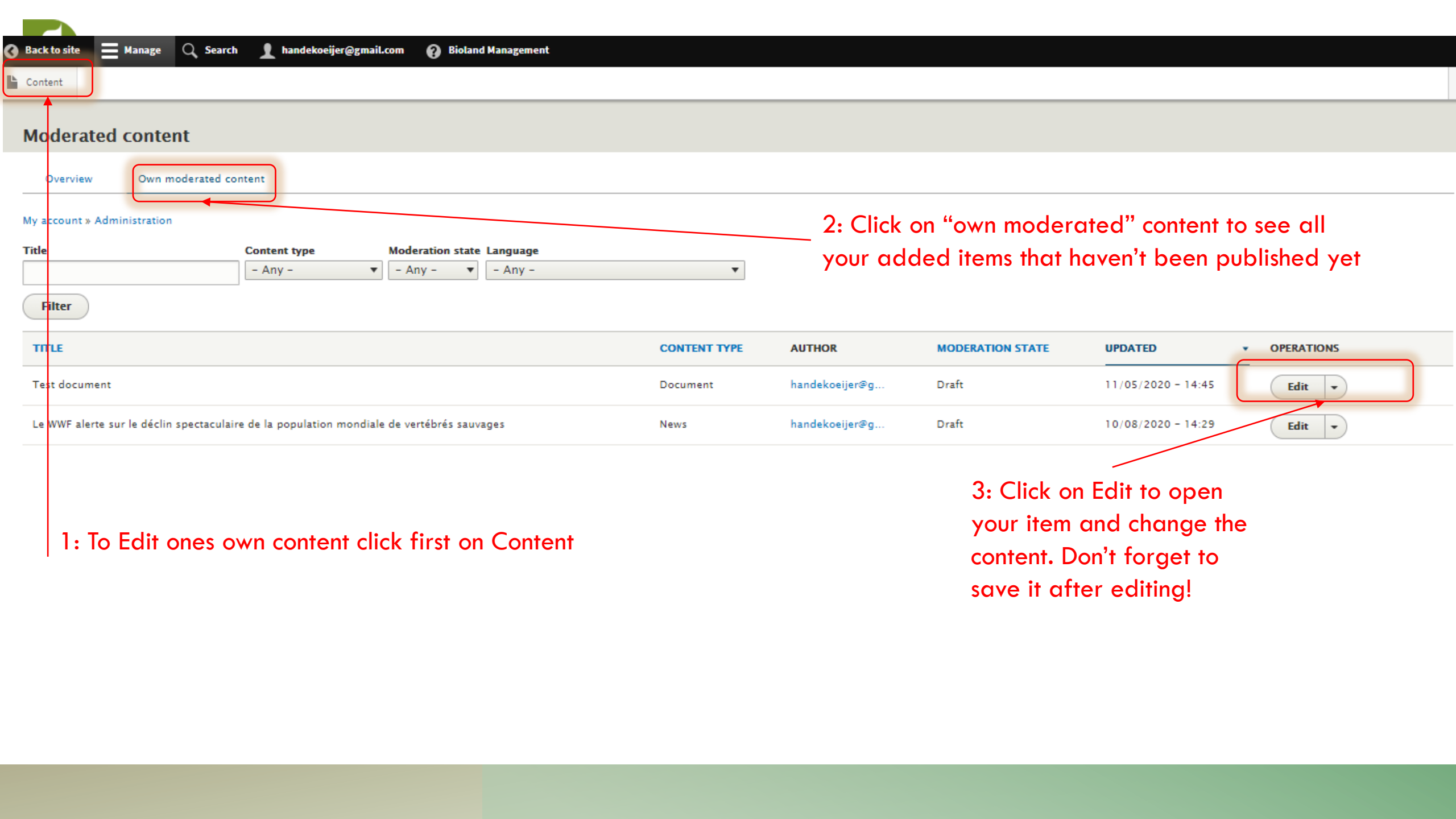
3. Published item by site or content manager

2. Published item by other contributor

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

<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	Test document	Document	Han de Koeijer (contributor)	Unpublished	11/05/2020 - 14:45		Edit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"/>	Launch of IPBES 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"/>	Global Biodiversity Outlook 5	Document	Jolien Venneman	Published	11/03/2020 - 11:29		Translate
<input type="checkbox"/>	WWF Living Planet Report 2020	Document	Jolien Venneman - contributor	Published	11/03/2020 - 10:58		Edit
<input type="checkbox"/>	Biodiversity overview	Landing Page	Han de Koeijer	Published	10/22/2020 - 14:11		Translate
<input type="checkbox"/>	Bulletin Scientifique sur l'Environnement et la Biodiversité	Web page	Han de Koeijer	Published	10/20/2020 - 10:42		Translate
<input type="checkbox"/>	Texte éditorial Bulletin scientifique sur l'Environnement et la Biodiversité	Document	Han de Koeijer	Published	10/20/2020 - 10:37		Translate

3. You can only translate items added by managers



Content

Moderated content

Overview Own moderated content

My account » Administration

Title Content type Moderation state Language

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

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

1: To Edit ones own content click first on Content

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

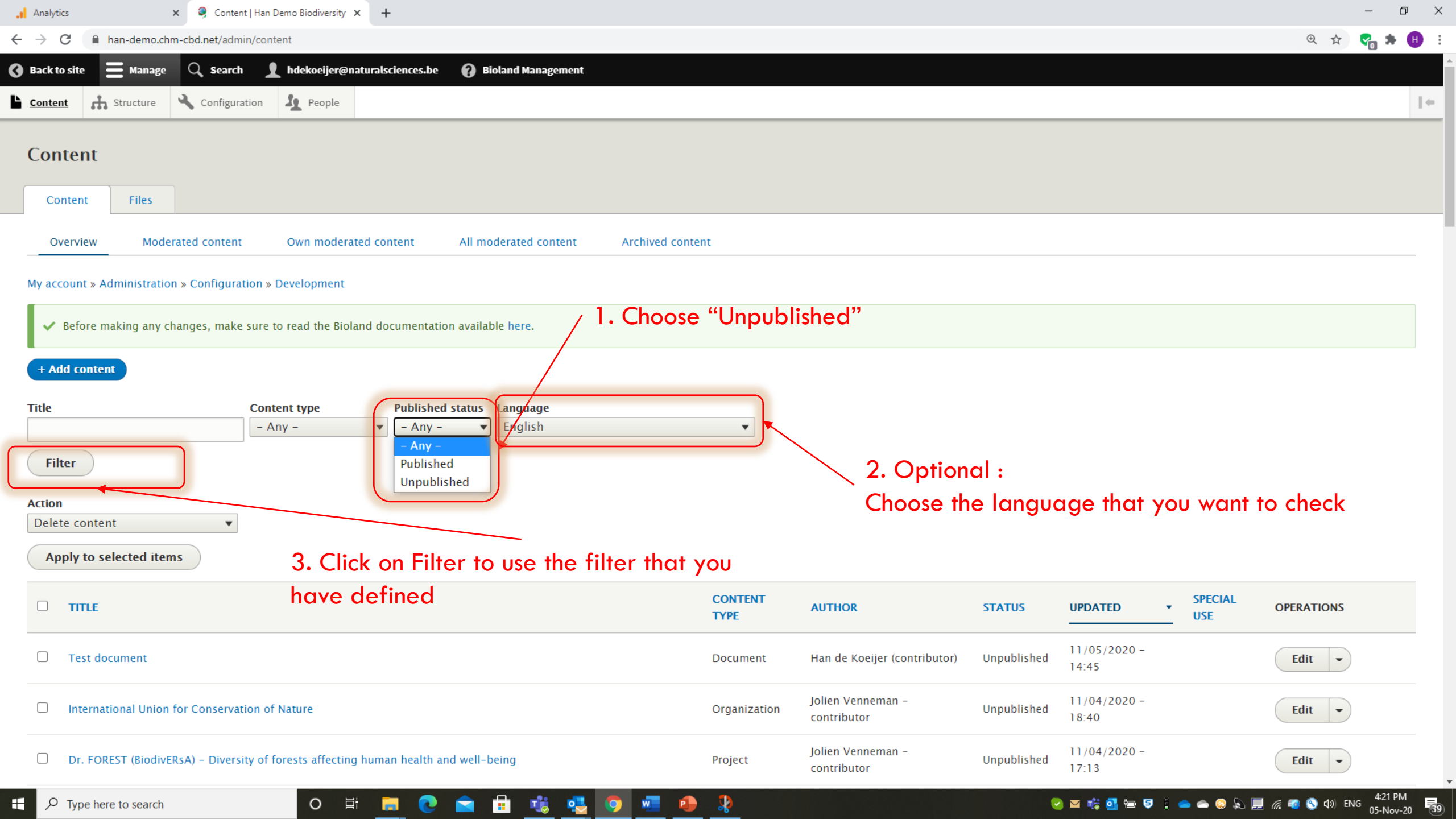
Site (SM) and Content (CM) Managers are the only roles that can publish information.
Unpublished information isn't visible on the site ! See Manual **XX** on roles for more information on the different roles.

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



1. Choose "Unpublished"

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

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

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

Apply to selected items

<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



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

Action

Apply to selected items

<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
<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		Edit
<input type="checkbox"/>	International reports	Web page	Jolien Venneman - contributor	Unpublished	11/03/2020 - 13:36		Edit
<input type="checkbox"/>	International reports	Web page	Jolien Venneman - contributor	Unpublished	11/03/2020 - 12:10		Edit

Choose "all moderated content" to see all unpublished items

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

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
- AI CHI 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

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	jolienvnema...	Draft	11/04/2020 - 18:40	Edit
Dr. FOREST (BiodivERsA) - Diversity of forests affecting human health and well-being	Project	jolienvnema...	Draft	11/04/2020 - 17:13	Edit
Launch of IPBES Workshop Report on Biodiversity and Pandemics: Escaping the 'Era of Pandemics'	News	jolienvnema...	Draft	11/04/2020 - 15:26	Edit

We will use this unpublished item for the explications

Click on edit to open the 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: jolienlvenneman@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

han-demo.chm-cbd.net/node/682/edit?destination=/admin/content/moderated

Manage Search hdekoelijer@naturalsciences.be Bioland Management

Content Structure Configuration People


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

Body (Edit summary)

Future pandemics will emerge more often, spread more rapidly, do more damage to the world economy and kill more people than COVID-19 unless there is a transformative change in the global approach to dealing with infectious diseases, warns a major new report on biodiversity and pandemics by 22 leading experts from around the world.

Draft
Last saved: 11/04/2020 - 15:26
Author: jolienlvenneman@gmail.com

MENU SETTINGS

URL REDIRECTS

URL ALIAS

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

URL alias
ch-ipbes-workshop-report-biodiversity-and-pandemics-escaping-era-pandemics

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

PROMOTION OPTIONS

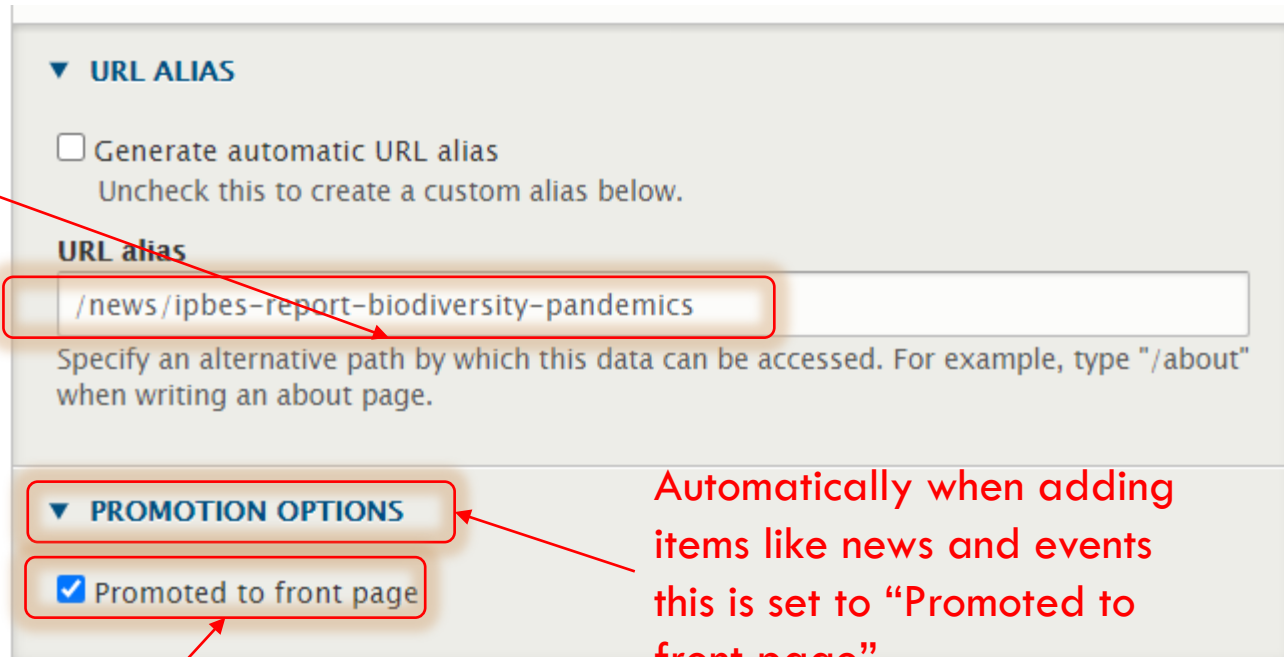
Title of the news item

Uncheck to change the URL

Automatically generated URL based on the title of the new item ! Often very long and should be shortened.

CHANGE THE URL ALIAS AND PROMOTION OPTIONS

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

After saving you come back to
“moderated 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	handekoeijer@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
BIP - Biodiversity Indicators Partnership	Related website	jolienvennema...	Draft	11/03/2020 - 09:58	Edit

THE ITEM HAS DISAPPEARED FROM “MODERATED CONTENT”

Content

Content

Files

Overview

Moderated content

Own moderated content

All moderated content

Archived content

Click on “Overview”

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

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		<input type="button" value="Edit"/>