User guide

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Introduction

Versioning

Version 1.0 May 2022. Structure and basic content creation.

Version 2.0 July 2023. NOT UPDATED FROM NOW ON (please refer to individual FAQs or training sessions for updates).

What is it?

This a document addressed to authenticated users that have editing privileges for UCPKN portal. This manual aims at introducing the editing tools available on the Union Civil Protection Mechanism (UCPKN) portal. UCPKN – Union Civil Protection Knowledge Network Portal provides the online platform to bring together civil protection and disaster management actors to work together, collaborate and learn from each other with the objective of strengthening the EU’s overall ability and capacity to deal with disasters.

This user manual describes the way of adding and managing content. Standard components described can be used in different content types. Specific components are described in each content type.

Please also check the standard Drupal User Guide (ENG) for in-depth documentation:

- Download: User guide Drupal 8 PDF, 229 pg.
- HTML version Drupal User Guide
- Compose tips and tricks
- For reference : View EWPP (Europa Web Publishing Platform) user manual (based on Drupal 8)

Where is it?

The address where the portal can be found: https://civil-protection-knowledge-network.europa.eu/; this document is available also as a PDF:

UCPKN-User guide PDF

Accessibility

The Portal is accessible for desktop, laptop, and mobile devices. As an online tool, the only requirement needed is browser’s compatibility. It is highly recommended to use the last version of Chrome, Firefox, or Brave browser.

Users are able to authenticate on the portal and to receive roles that allows them to create content.

Support

Any questions? Contact the Knowledge Network team at: ECHO-CP-KNOWLEDGE-NETWORK-PLATFORM@ec.europa.eu

Navigation

Portal main sections

The portal main section: Home page, General portal content (different content type could be by e.g. Pages, Events, Stories, News), Projects, Groups and Discussions.

Site map
Users management

Authenticated users are enabled to perform action on the platform according to their role. Each role with their permissions is described below.

User roles and permissions

Visitor

General public can only access to read the public content of the portal. A visitor can join to the community to become community member. List of roles available are described:

Community member

- Permissions: View public content, view user profile information, groups and project content, participate in the community, commenting on the shared content.
- How to join: Click on Log in. If you have a EU Login the system will then recognize you as a user, allowing you to be assigned to a project.

If you don’t have an EU Login you need to create your EU Login using a valid work-related email. The same email will be used for validation. Following the registration flow the system will automatically grant the user the Community Member role. Other roles could be granted.

Civil protection expert

- Permissions: View public content, view user profile information, groups and project content, participate in the community, commenting on the shared content.
- How to become: After automated validation process or via a manual validation by a Site administrator.

Scientist/Researcher

- Permissions: View public content, view user profile information, groups and project content, participate in the community, commenting on the shared content.
- How to become: After automated validation process or via a manual validation by a Site administrator.

Project officer

EU staff role. Official in an operational service responsible for managing a project from the EU side. Normally follows a project from beginning to end, with a key role in all decisions affecting the project (payments, amendments, reviews etc.). Is the main contact point for the beneficiaries, and most likely troubleshooter in the event of problems.)
• **Permissions**: To edit projects on portal. To manage users in projects.
• **How to become**: The role is granted by the Site administrator

**Project coordinator**

• **Permissions**: To edit content in the context of a designated project.
• **How to become**: Only a site administrator or the Project officer can grant this role. This role will be restricted to one specific Project.

**Editor**

• **Permissions**: View public content, edit content, view user profile information, groups and project content, participate in the community, commenting on the shared content.
• **How to become**: Only a site administrator can grant this role.

**Site administrator**

• **Permissions**: all
• **How to become**: via technical support

**How to manage User's roles and permissions**

As a Site administrator you can grant or remove specific roles to one user via 2 sections: User management page and Project page. As a Project officer you can grant the role as Project Coordinator from the Project page.

**User management dashboard**

**User management in Projects**

**Edit my profile as a user**

An authenticate user can update their profile information anytime and select the privacy status for data provided. The user profile will be visible for portal users based on your privacy settings.

1. Click **MyProfile**
2. Click **Manage Profile**
3. Edit available fields
4. Set privacy settings
5. Save

**Find other users**

As an authenticated user you can find other members in the community on user list page using the search functionality.

**Content management**

**General information**

Content is displayed on the portal and can be created by users with specific roles. Types of content available:

• Page/ Landing page
• News
• Story
• Event
• Organisation

Each content is composed by blocks of preformatted sections like in the image. In the editing tool you could find more options depending on the specific type of content.
As a user with a role that allows you to create content you have multiple ways that allows you to accomplish that. You can create content like News at the portal level, or it will be included in a Project or in Group. Depending on the context the editing start point will be different. All types of content share standard components.

Content dashboard. Create/Edit/Delete/View content

How to start:

As being user with the rights and permission you can find in the menu links towards the Administration Content Dashboard. Here you are displayed existing content (draft, published) and you can create new content, or you can delete existing content. You have multiple options to do so.

Click the icon menu in top left corner. This icon will expand the editing menu where you can find multiple options to find, view, create or edit different types of content.

How to add different type of content

In the Content Administration page, you have multiple buttons that enables you to add different type of content. You need to specify what type of content you need to create.

1. Navigate with the mouse (mouse over) or Click Content menu
2. Select Add Content
3. Select the content type (Event, Landing page..)

⚠️ Each content type will be described below in more details in separate section.
How to find, filter existing view existing content:

1. Click to Content button on the editing menu
2. In the Content Administration dashboard, you will find a table that list existing content. The marked in blue columns will allow to order the items.
3. In the page you can search on a keyword in the title.
4. In the page you can filter the content on multiple criteria to display only the relevant content.
5. Click on the title will display the content in view mode. Also this will enable the editing menu.

How to View Revisions history for existing content

As a editor you can view the versions and revisions for your created content. There is the option to edit, revert the drafts or versions.
The editors can review the content and edit the content created by another editor. In any case each version is saved and can be reverted. Also is saved information related to the author and the time of editing. Optional a message could be write down to describe the changes implemented. This could help if multiple authors are co-creating on the same post or page.

How to delete existing content

In the Content Administration page, you have multiple buttons that enables you to delete existing content:

1. Select the target content (Page, Event, etc.)
2. Select delete options as: Delete / Delete content
3. Press Delete / Apply to selected items
4. Confirm by pressing Delete or Cancel in the confirmation screen (next screen)
How to edit any content type

1. Press **Edit** in Operations menu or
2. Click the content title
3. Click **Edit**

How to edit multiple content items (BULK Edit)

1. Select multiple items from the content list
2. Go to **Action** and select from the dropdown menu the option for bulk editing:
   a. **Delete content**: option to delete multiple items
   b. **Make content sticky**: display it (Sticky) at top of the lists if is the case
   c. **Make content unsticky**: remove fix position from the top of the list
   d. **Promote content to front page**: You can display the content on the home page but keep in mind that is space only for a limited number. Alternative option is by editing the Landing Page and to link the existing content in that specific page.
   e. **Publish content**: approve for publishing draft content
   f. **Save content**: save the content with the new timestamp in the list
   g. **Remove content from front page**: self-explanatory
   h. **Unpublish content**: change the status of a published content to draft
   i. **Update URL alias**: for SEO/Technical reason
Common components for editing content: text, media, paragraphs

All content management makes use of the same tools and same components, as such:

**Edit text fields (e.g. Title)**

The fields are descriptive and provides information about the constrains. Here the field Title is empty but is mandatory to insert a text with a maximum 50 characters.

**Edit text (Rich text)**

Longer text can be included in any content. Rich text paragraphs are simple text blocks, using the Wysiwyg editor. The interface allows basic in page settings like in a text editor. You can find this option under the title: **Rich text**
Add media files: Images, Video, Documents

You can add in any content page different types of media files by

1. Click on add media
2. Select the option from Add or select media
3. Search and select existing media or
4. Add file to upload another file from your computer
5. Insert selected media

- Image

You can add images to improve a content page. Multiple image templates could be used each supporting different resolutions.

Images types and resolutions to consider when uploading images; it will be an automatic resize of the pictures, however for a better experience is a good practice to provide images with the same ratio and same size or bigger.

<table>
<thead>
<tr>
<th>Used in</th>
<th>Image template</th>
<th>With (pixels)</th>
<th>Height (pixels)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content type: Landing page</td>
<td>Header image</td>
<td>1440</td>
<td>360</td>
</tr>
<tr>
<td>Paragraph: Banner</td>
<td>Banner type: Page banner</td>
<td>1230</td>
<td>307</td>
</tr>
<tr>
<td>Paragraph: Banner</td>
<td>Banner type: Hero banner</td>
<td>1230</td>
<td>410</td>
</tr>
<tr>
<td>Content type: Page, News, Events, etc</td>
<td>Featured image, 1:1</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Paragraph: Text with Feature media</td>
<td>Text with Feature media</td>
<td>540</td>
<td>358</td>
</tr>
<tr>
<td>Paragraph: Text with Highlight media</td>
<td>Item block</td>
<td>600</td>
<td>400</td>
</tr>
</tbody>
</table>

1. E.g. Featured image. This image should be 500x500px. This will be display in lists on the portal when is needed a short description of the content. You can use external free tools to edit your image files if is needed. The system will transform any uploaded files but with some quality restriction.
2. Is part of good practice to describe the image in the field named Caption.
3. Insert selected media. Different sources are available:
   a. AV Portal (Photo/Video) meaning the audio video sharing portal of European Commission. The audiovisual material (still images, moving images and sound sequences) made available on the website of the Audiovisual Service of the European Commission is offered free of charge for EU-related information and education purposes. Entire content is found here: https://audiovisual.ec.europa.eu/en/; Copyright information is found here: https://audiovisual.ec.europa.eu/en/copyright
   b. Add file from your device.
• Video

1. Select **add media**
2. Select the option from **Add or select media**
3. Search and select existing media or
4. Add video URL
5. Insert selected media. Different sources are available:
   a. **AV Portal** (Photo/Video) meaning the audio video sharing portal of European Commission. The audiovisual material (still images, moving images and sound sequences) made available on the website of the Audiovisual Service of the European Commission is offered free of charge for EU-related information and education purposes. Entire content is found here: [https://audiovisual.ec.europa.eu/en/](https://audiovisual.ec.europa.eu/en/)
   Copyright information is found here: [https://audiovisual.ec.europa.eu/en/copyright](https://audiovisual.ec.europa.eu/en/copyright)
   b. **Remote** meaning external platform like Youtube, Vimeo.

• Documents

Documents are just another type of media. You have also following the same path, in some pages to include documents. As a best practices the documents used will be saved as PDF.
• **Links**

Link form allows the editor to add specific links in the pages and posts. The **URL field** must be completed with the web address and the **Link text** will provide the text that will explain the link to the readers.

![Link form](image)

**Manage Paragraphs**

In different content templates you are able to make use of preexisting preformatted paragraphs. Each could support different media (text, image, documents, video). You can Add/Edit or Remove them.

1. **Add** preformatted paragraphs (Add Quote, Add Rich text, Add Text with Featured media)

![Add preformatted paragraphs](image)

2. **Edit, Duplicate, Move, Delete** in content page
3. Text with Featured media

This complex paragraphs enable to publish text, media (image/video) and links. Multiple templates are available to be selected. The image will be displayed at 600 x 400px.

4. Order and pagination for paragraphs

You can collapse it any time before finishing the editing, you can edit it or remove it if is not completed before saving and publishing the news. Here is an example of multiple preformatted paragraphs added. After adding any content, you can rearrange/drag and drop each paragraph by enabling the menu with 3 dots under content or by the menu: Show row wights to mark the rows order. The smallest numbers are displayed first.
News

News is a type of content that can be created on the platform to promote recent information towards readers. News can be created with the objective to be displayed at the portal level or to be included in a project or group.

Create

This news will not be linked to a project but will be relevant for a general audience. Inside of a project you can create a specific news that relates to that project. Otherwise the same steps are involved. Mandatory fields are marked (*)

1. Go to the Content> Add Content> News. This will open the Create News screen. Please see the section referring to add content.
2. Edit the title. News title will be displayed as such.
3. Add a short description. This will be displayed in different listings on the portal and not in the detailed view of the news, like in this example. This display of the news will make use of the information from the short description.
4. Introduction. This introduction is not mandatory. This could provide a summary of the news if the text is long is part of the good practice. Also, it can play a role in supporting the SEO.
5. Add a featured Image. To improve user experience is a good practice to include an image. This will be displayed in different listings on the portal. The standard dimensions should be 1:1, 500 x 500px. (2 Mb) This is not mandatory, if is not present a default image will be displayed in search list.
6. Add the main content as paragraphs using the drop-down menu: CONTENT. Here you can add different type of preformatted pieces of content as paragraphs selecting one of the rows. In each paragraph you can add text and add media content. You can collapse it any time before finishing the editing, you can edit it or remove it if is not completed before saving and publishing the news. Multiple preformatted paragraphs can be added.
7. After adding any content, you can rearrange/drag and drop each paragraph by enabling the menu with 3 dots under content or by the menu: Show row wights to mark the rows order.
8. Or you can Edit/Remove or Duplicate each paragraph
9. You can Preview the article created. As an editor you can Preview it, If you are satisfied with it, you can publish it now or later. The news will be displayed on the portal in the standard list section or as Promoted in front of the list (Sticky at top of lists) or on the front page (Promoted on the first page).
10. Publish, Delete. As an editor you can Save the draft and later even Delete it. The article can be reviewed and published by an authorized user. As a user with this role, you can review the content and publish or edit it / delete it.
11. Save: after pressing save you will be redirected to the News.
Edit

see 4.2.6 How to edit any content type

After a news is published it could be edited. You can find the editing menu:

1. View the news in portal navigation>select Edit menu
2. Home>Administration>Content>Select content (specific news)>Edit from Operations menu

View

see 4.2.4 How to View Revisions history for existing content

News supports revision. If is the case, the authors can mention the changes or write a message to editors. All revisions can be seen in the Revision list present in the News editing menu.

Delete

see 4.2.5 How to delete existing content

You can delete this content from the content administration page. In the Content Administration page, you have multiple buttons that enables you to delete existing content.

Stories

A Story is a type of content that can be created on the platform to promote a personal experience or a relevant information information towards readers. A Story can be created with the objective to be displayed at the portal level or to be included in a project or group.

Create

A Story will not be linked to a project but will be relevant for a general audience. Inside of a project you can create a specific story that relates to that project. Otherwise the same steps are involved. Mandatory fields are marked (*)

1. Go to the Content>Add Content>Story This will open the Create Story screen. Please see the section referring to add content.
2. Edit the title. News title will be displayed as such.
3. Add a short description. This will be displayed in different listings on the portal and not in the detailed view of the story, like in this example. This display of the story will make use of the information from the short description.
4. Introduction. This introduction is not mandatory. This could provide a summary of the story if the text is long is part of the good practice. Also, it can play a role in supporting the SEO.
5. Add a featured image. To improve user experience is a good practice to include an image. This will be displayed in different listings on the portal. The standard dimensions should be 1:1, 500 x 500px. (2 Mb) This is not mandatory, if it is not present a default image will be displayed in search list.

6. Add the main content as paragraphs using the drop-down menu: CONTENT. Here you can add different type of preformatted pieces of content as paragraphs selecting one of the rows. In each paragraph you can add text and add media content. You can collapse it any time before finishing the editing, you can edit it or remove it if is not completed before saving and publishing.

7. After adding any content, you can rearrange/drag and drop each paragraph by enabling the menu with 3 dots under content or by the menu: Show row weights to mark the rows order.

8. Or you can Edit/Remove or Duplicate each paragraph

9. You can Preview the article created. As an editor you can Preview it. If you are satisfied with it, you can publish it now or later. The Story will be displayed on the portal in the standard list section or as Promoted in front of the list (Sticky at top of lists) or on the front page (Promoted on the first page).

10. Publish, Delete. As an editor you can Save the draft and later even Delete it. The article can be reviewed and published by an authorized user. As a user with this role, you can review the content and publish or edit it / delete it.

11. Save: after pressing save you will be redirected to the post.

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**Edit**

*see 4.2.6 How to edit any content type*

After a Story is published it could be edited. You can find the editing menu:

1. View the news in portal navigation>select Edit menu
2. Home>Administration>Content>Select content (specific Story)>Edit from Operations menu

**View**

*see 4.2.4 How to View Revisions history for existing content*

Stories supports revision. If is the case, the authors can mention the changes or write a message to editors. All revisions can be seen in the Revision list present in the Stories editing menu.

**Delete**

*see 4.2.5 How to delete existing content*

You can delete this content from the content administration page. In the Content Administration page, you have multiple buttons that enables you to delete existing content.

**Events**

**Create**
1. Go to Editing Menu > Content > Add Content > Event. This will open the Create Event screen.
2. Edit the title. Event title will be displayed as such.
3. Add a short description. This will be displayed in different listings on the portal and not in the detailed view of the Event.
4. Edit the Introduction. This introduction is not mandatory. This could provide a summary of the event as part of the good practice. Also, it can play a role in supporting the SEO.
5. Add a featured image from your computer or from the list of images already available. To improve user experience is a good practice to include an image. This will be displayed in different listings on the portal. The standard dimensions should be 1:1, 500 x 500px.
6. Attendance Type. This is a mandatory field as being marked (*). Select the attendance type for this event. Multiple are available. The type of attendance could be modified by Site administrators.

   a. Select one of the option:

7. Complete Date(s) of the event. At least one date is mandatory. If the event take place for multiple days, you can select the first and the end date.

   a. Select date of the event

8. Set the Location. This information is optional as an event could be online. In all the other cases is needed to include this information in the event.
9. Provide Registration Information. This will provide a link towards an external application that manage attendance registration. The URL will provide the web address and the Link text will provide the text that will explain the link to the readers.

   a. The registration link:

10. Description. The most consistent part, used to provide a description of the event. A mandatory component of an event. The menu of this field allows you a basic format to the text similar to another editing software.
11. Add/Remove text with featured media. This allows you to add optional preformatted paragraphs that includes media (images, video).
12. Edit the text with featured media. You can add one or multiple paragraphs sections as you create the event or any time after.
13. Variant: select the variant of the paragraph. This will influence the position of media.
14. Drag & drop: you can rearrange the order of paragraphs if is the case.
15. Add Link: This is mandatory option in case you want to add a relevant link to the event. You can use this to display again the registration link.
16. Add or remove Documents. You can add documents as media.
17. Preview the article created. As an editor you can Preview it. If you are satisfied with it, you can publish it now or later. The Story will be displayed on the portal in the standard list section or as Promoted in front of the list (Sticky at top of lists) or on the front page (Promoted on the first page).
18. Publish, Delete. As an editor you can Save the draft and later even Delete it. The article can be reviewed and published by an authorized user. As a user with this role, you can review the content and publish or edit it / delete it.
19. Save: after pressing save you will be redirected to the post.
See 4.2.6 How to edit any content type

After an Event is published it could be edited. You can find the editing menu:

1. View the event in portal navigation>select Edit menu
2. Home>Administration>Content>Select content (specific Event)>Edit from Operations menu
View

see 4.2.4 How to View Revisions history for existing content

Events supports revision. If it is the case, the authors can mention the changes or write a message to editors. All revisions can be seen in the Revision list present in the Events editing menu.

Delete

see 4.2.5 How to delete existing content

You can delete this content from the content administration page. In the Content Administration page, you have multiple buttons that enable you to delete existing content.

Pages (Landing Pages)

Pages are major pieces of content that are connecting other contents and provide general information. This type of content is managed by Site Administrators. There are 2 types (templates) of pages:

1. Pages (standard)
2. Landing pages: like home page.

In this type of content you can display static information but also can link content from other sections of the portal.

See below an eg.

Create a Landing Page

Steps for creating a Page
1. Go to Editing Menu > Content > Add Content > Landing page. This will open the Create Landing page screen.

2. Edit the page title.
3. Choose File to add a descriptive image for the page. The image should be large as it will be used for the large section in the header (aka Header image).
4. Intro section: This provides a description of the page with significant images and videos. You can add different paragraphs with standard templates here as for any content (see 4.3 Common components for editing content: text, media, paragraphs):
   a. Add Text with Featured media
   b. Add Rich text
5. Add Content. This section will provide the main content of the page. This options are available only for editing pages and will be described bellow. Content order can be changed using one of the 2 options.
6. Preview/Save/Publish. You can preview the page. When you are ready you can save and publish it. Later this page can be added to a navigation menu in order to be accessible to visitors.
7. This content supports also revision. Any editor can view the versions and can create a message addressed other editors to explain the changes. (See 4.2.4 How to View Revisions history for existing content)

Content available for a Landing Page

For a Landing page is available a new set of preformatted paragraphs and specific types of content that can be included in pages. Each content paragraph can be reordered any time.

- **Add Banner.** A banner is a large image that supports the page or a call to action. It can consist of an text or an image in the background with
  1. Expand the content menu (down arrow)
  2. Click Add Banner
  3. Select from Variant the banner template. There are 4 options: Default; Image banner; image shade banner; Primary banner.
  4. Select banner position from Banner type. There are 4 options:
     a. Page banner, centered; select a big image for this. It will be displayed with 1230x307 px
     b. Hero banner, centered; select a big image for this. It will be displayed with 1230x410 px
     c. Page banner, aligned left; select a big image for this. It will be displayed with 1230x307 px
     d. Hero banner, aligned left; select a big image for this. It will be displayed with 1230x410 px
  5. Optional edit a title for the banner. This will be displayed in front of the image.
  6. Provide a description for this section.
  7. Insert in the call to action section (optional) a link and the text that will be displayed instead of the link URL
8. When the banner template allows will be displayed the section with Background Image. Add an image using Add media button, like adding other media. Choose an appropriate image. System will cut the image to fit in. Don't worry, you can choose another one later.
9. Click Collapse this editor and move to the next content

- Add Rich text
  Standard rich text component as in 4.3 Common components for editing content: text, media, paragraphs

- Add Text with Featured media
  Standard rich text component as in 4.3 Common components for editing content: text, media, paragraphs

- Add Listing item block
  A Listing item block is a block of content displayed on columns (1,2 or3). This option allows you to "link" and display in this page content already existing on the portal. A snippet of this content will be included in this page. The link will allow the visitor to go to view the extended version of that content. This tool has 2 sections:
  1. first set the item block: Layout, Title, Call to Action
  2. adds the items in this layout with each characteristics
Steps:

1. Expand the content menu (**down arrow**)
2. Click **Add Listing item block**
3. Select the **Layout (columns)**
4. Edit the **Block Title**.
5. **CALL TO ACTION - Optional**. This provides an optional link to the items. This will complete the block settings. Next step will start to add items in this layout.
6. Click **Add Listing Item**. This button will expand another editor module. You can choose next item one by one to populate the Listing item block. It is wise to add multiple as the layout.
7. Edit the **Link** field. This field allows you to insert an external link but also you can search for and include a link towards an existing content from the portal.
8. Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL such as **http://example.com**. Enter <front> to link to the front page. Enter <nolink> to display link text only. Enter <button> to display keyboard-accessible link text only.
9. Edit the **Title** for this item
10. Optional you can add a **Description** to this item.
11. Next you can add an **Image** > **Choose file** / **Remove** image to add the featured image
12. Add Meta - small text boxes that provide some additional context to the item
13. Next you can **Add another item** to add another one to the Listing block
14. **Collapse** the editing module
• **Add Facts and figures**

The Facts and figures paragraph is used to display a block in the page with up to 6 facts and figures and a link towards a relevant content (as a Project for example). For each of the 6 facts and figures, a sub-item is added into the paragraph. These can be reordered using drag and drop or using the 'show row weights' control.

1. Expand the content menu (down arrow)
2. Click **Add Facts and figures**
3. Optional, edit **Title** to add a title for the Fact and figures block
4. **Link** - add a link relevant for this block of content
5. **Add fact**, up until 6 facts
6. **Icon** - select a relevant icon
7. Describe **Figure/Label** like in example to provide facts as short as possible.
8. Add another fact.
• **Add Timeline**

1. Expand the content menu (down arrow)
2. Click **Add Timeline**
3. **Add heading** for the timeline (optional)
4. **Add (another) items** for timeline like below

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**Edit**

see 4.2.6 How to edit any content type

After a page is published it could be edited. You can find the editing menu:

1. View the event in portal navigation>select Edit menu
2. Home>Administration>Content>Select content (specific Page)>Edit from Operations menu

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View
see 4.2.4 How to View Revisions history for existing content

Pages supports revision. If is the case, the authors can mention the changes or write a message to editors. All revisions can be seen in the Revision list present in the Pages editing menu.

Delete

see 4.2.5 How to delete existing content

You can delete this content from the content administration page. In the Content Administration page, you have multiple buttons that enables you to delete existing content.

Organisation

An organization content is a basic page where is presented an actual organisation. You can create one, edit it, view and delete it. Organisation information will be linked to other content like Projects.

Create

1. Go to Editing Menu > Content> Add Content > Create Organisation. This will open the Create Organisation screen
2. Create a Short description
3. Create an Introduction (optional)
4. Featured image. Add a high resolution Logo image of the Organisation with the aspect ration 1:1 (square), for e.g. 500x500px, 1024x1024px. You can use JPG or PNG format.
5. Add Location relevant for this Organisation (Country). It is a mandatory field.
6. Add Contact email (keep in mind that this information will be public). This should be the generic (official) Project contact email. It is an optional field.
7. Website. Optional you can add the website address (URL)
8. Description. Mandatory text field. Describe the Organisation using a text editor (WYSIWYG)
9. Save the content
Edit
see 4.2.6 How to edit any content type

After a Organisation is published it could be edited. You can find the editing menu:

1. View the event in portal navigation>select Edit menu
2. Home>Administration>Content>Select content (specific Organisation)>Edit from Operations menu

View
see 4.2.4 How to View Revisions history for existing content

This content supports revision. If is the case, the authors can mention the changes or write a message to editors. All revisions can be seen in the Revision list present in the Organisation editing menu.

Delete
see 4.2.5 How to delete existing content
You can delete this content from the content administration page. In the Content Administration page, you have multiple buttons that enables you to delete existing content.

Projects

Definition: Project (also: Action). Global term for beneficiary activities funded by the EU (via grants, procurement, prizes or financial instruments). Source SEDIA. As a content component, a “project (section)” is a complex page that display the relevant information about the real project. This complex content is formed by a static page that display the links towards other dynamic content components like News, Stories, Events linked (related) to the project. An user need to receive specific rights based on his role to be able to create and edit any content in this section (Project). You can find the Projects in the Groups menu.

How to open the Groups management dashboard:

1. In the top Menu click on Groups
2. Click on Groups or on the List option in the expanded menu
3. Here you can find all the groups already created with details on their type. In this case Project. You can sort each column to find a specific project.

Create a project

Only a Site administrator or a Project Officer can create, edit or delete a Project page. As a content type a Project is just an extended Group type. Please make sure that you have the publishing rights for any media uploads (Please visit the Terms of Service and the Privacy Policy)

Steps:

1. In the Groups list screen click on the Add group button. This will open a editor page where you need to edit the fields with information about the Project.
2. Title. This field will be the Project’ title.
3. Short description. This field will provide a short description for the project. This will be used as this content could be displayed in different listing or included in a short format into another page.
4. Introduction Optional field
5. Featured image A mandatory field, this will be the project representative photo (E.g. Logo). There must be no copyright restrictions on this photo. A default image is present. You might want to change it. Just delete it and add media image. (as in Add media) Standard ratio for a featured image is 1:1 and the image will be rendered at 500x500 px.
6. Complete the mandatory EU Contribution amount

7. EU Contribution link, edit the URL address and a descriptive text for the link (text that will be displayed as a link); this is a mandatory information for the Project.

8. Founding Source link, edit the URL address and a descriptive text for the link (text that will be displayed as a link); this is a mandatory information for the Project.

9. Contact email. Mandatory information, use a public email.

10. Description: Here you have the space needed to add the main content text for the Project.

11. You can add the Partner Organisation(s). Multiple items can be added. You can search with an autocomplete from an existing Organisation. A good practice is first to add an Organisation from the Content menu. If multiple Organisations are added you can later change the order by giving each row a weight or by drag and drop.
12. Click **Create Project**

13. After creation can be edited. Each version will be saved and can be reviewed. Also for each revision a short message can be added.

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**Create content inside of the Project**

Inside of a Project a user with role as Site administrator, Project Officer and Project Coordinator can create different types of content:

- **News** How to manage this content is described in the section [News](#).
- **Stories** How to manage this content is described in the section [Stories](#).
- **Events** How to manage this content is described in the section [Events](#).
- **Documents, media, links** like described in the section [Common components in content management](#).

The project's content is split in 2 sections (Related content and Outputs & results). You must choose the desired section where the content will be placed.

**Steps:**

1. Go to Create content
2. Choose **Related content**. In this section will be displayed the content that is related to the Projects as News, Events, Stories, etc. This content is created in the context of the Project. You can set that the most important items or the most recent created items to be displayed on the Project page. The rest will be displayed on related page following the link **View all**.
3. Alternatively Choose **Output & Results**. In this section will be displayed relevant content as output of the Project.

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**Manage users inside of the Project**

As a Site administrator or Project Officer you can add a user to a project and grant the Project Coordinator role to a Community member. This grants permission to edit the content inside of that specific project.
Collaborative spaces

Discussion groups

Target audience

Any DRM/CP professional registered onto the platform and/or a project/exercise coordinator who would like to utilize the common discussion groups for community benefit.

Discussion groups are major pieces of content that facilitate interactions for both internal (consortium level) and external (general public) purposes:

- To create a dedicated space for civil protection and disaster risk management actors to communicate, interact, and collaborate.
- Bringing together information, activities and opportunities currently spread across different places, the platform will become the heart of a lively and active network of practitioners.

Two different kinds of Discussion groups

1. Project discussion group tied to a project/exercise (controlled and available to the project & exercise coordinator directly without further questions)
2. Discussion group that is independent (created by the Commission per justified request onto a common page and moderated thus after by the requesting party)

Privacy and joining methods

The discussion groups could be both public or private. If a group is private there are two ways that the member could join:

- Group privacy
  - Public
  - Private

- Group joining methods
  - User gets invited
  - User clicks "Join group" button

The description of a private group is visible by all users, while its content remains accessible only to group members. Depending on the privacy settings, Community members may either request to join it or wait to be invited to the group. The request always needs to be approved by group moderators.

Roles

There are two different types of roles moderators and members.

- Moderator can approve/invite new members or remove them, has more authorship over editing/amending discussions or other content, can create news & events tied to group.
- Member can discuss, add content to discussions, comment, to see and edit the information.

Create a project discussion group

Create
Inside of a Project a user with role as Site administrator, Project Officer and Project Coordinator can create different Project discussion groups.

Steps:

1. Go to Manage content
2. Choose Create Project discussions group. This will open a editor page where you need to edit the fields with information about the Project.

Steps:

1. Title. This field will be the Project' discussion group title.
2. Group privacy

   * Group privacy
   ○ Public
   ○ Private

3. Group joining methods

   Different groups/discussion spaces can be set as either private (invitation only, restricted content) or public (visible publicly, with all platform users able to join).

   * Group joining methods
   ○ User gets invited
   ○ User clicks "join group" button

4. Featured header image  A mandatory field, this will be the discussion group representative photo. There must be no copyright restrictions on this photo. A default image is present.

5. Short description. This field will provide a short description for the project discussion group. This will be used as this content could be displayed in different listing.

6. Introduction Optional field. This introduction is not mandatory. This could provide a summary of the project discussion group if the text is long is part of the good practice.

7. Click published option and Create Project discussions groups. Each version will be saved and can be reviewed. Also for each revision a short message can be added.
Edit

After a Project discussion group is published it could be edited. You can find the editing menu:

1. View the project in portal navigation>select Edit menu
2. Home>Edit>Published

Start a discussion group

The purpose of creating a discussion group within a group is for members being able to exchange with other peers and include files, documents, images or link to external videos. Possible to create news or events pertaining to that group (e.g., Annual Meeting of Group X)
Add a discussion

1. Go to the Content> Add Content> Add new Content> Add Thematic Group: Group Node (Discussion)
2. . This will open the Thematic Group: Group Node (Discussion).

Edit the title. Discussion title will be displayed as such.

Edit text fields (e.g. Title)

The fields are descriptive and provides information about the constrains. Here the field Title is empty but is mandatory to insert a text with a maximum 255 characters.

Title *

DRMKC Annual Seminar - call for expression of interest

Content limited to 255 characters, remaining: 201

Add a text including a short description. This will be displayed in different listings on the portal and not in the detailed view of the discussions.
Add media files: Images, Video, Documents

You can add in any content page different types of media files by

1. Click on add image
2. Select the option from Add or select media

1. Search and select existing media or
2. Add file to upload another file from your computer. Add Insert selected media. The image will have a 200 MB limit and the allowed types: png gif jpg jpeg.
Add media resources

1. **Insert selected** media. Different sources are available:
   b. **Add file** from your device.

• Video

1. Select **add media**
2. Select the option from **Add or select media**
3. Search and select existing media or
4. **Add video URL**
5. **Insert selected** media. Different sources are available:
   b. **Remote** meaning external platform like Youtube, Vimeo.

• Documents
Documents are just another type of media. You have also followed the same path, in some pages to include documents in the discussions. As a best practice, the documents used will be saved as PDF.

**Create content inside a discussion group**

Inside of a discussion group, a user with a role as Site administrator, Project Officer, and Project Coordinator can create different types of content:

- **News** How to manage this content is described in the section **News**
- **Stories** How to manage this content is described in the section **Stories**

**Steps:**

1. Go to Manage content
2. Choose create event or create news. In this section, the content that is related to the Projects as News, Events. This content is created in the context of the Project. You can set that the most important items or the most recent created items to be displayed on the discussion group. The rest will be displayed on related page following the link **View all**.

**News**

**News** is a type of content that can be created on the platform to promote recent information towards readers. News can be created with the objective to be displayed at the portal level or to be included in a project or group.

**Create**

This news will not be linked to a project but will be relevant for a general audience. Inside of a project, you can create a specific news that relates to that project. Otherwise, the same steps are involved. Mandatory fields are marked (*)

1. Go to the Content> Add Contents> News. This will open the Create News screen. Please see the section referring to add content.
2. Edit the title. News title will be displayed as such.
3. Add a short description. This will be displayed in different listings on the portal and not in the detailed view of the news, like in this example. This display of the news will make use of the information from the short description.
4. **Introduction**. This introduction is not mandatory. This could provide a summary of the news if the text is long and is part of the good practice. Also, it can play a role in supporting the SEO.
5. Add a **featured image**. To improve user experience, it is a good practice to include an image. This will be displayed in different listings on the portal. The standard dimensions should be 1:1, 500 x 500px. (2 Mb) This is not mandatory, if it is not present, a default image will be displayed in search list.

6. Add the main **content as paragraphs** using the drop-down menu: CONTENT. Here you can add different type of preformatted pieces of content as paragraphs selecting one of the rows. In each paragraph you can add text and add media content. You can collapse it any time before finishing the editing. You can edit it or remove it if it is not completed before saving and publishing the news. Multiple preformatted paragraphs can be added.

7. After adding any content, you can **rearrange/drag and drop** each paragraph by enabling the menu with 3 dots under content or by the menu: Show row wights to mark the rows order.

8. Or you can Edit/Remove or Duplicate each paragraph.

9. You can **Preview** the article created. As an editor you can Preview it. If you are satisfied with it, you can publish it now or later. The news will be displayed on the portal in the standard list section or as Promoted in front of the list (Sticky at top of lists) or on the front page (Promoted on the first page).

10. **Publish, Delete.** As an editor you can Save the draft and later even Delete it. The article can be reviewed and published by an authorized user. As a user with this role, you can review the content and publish or edit it / delete it.

11. **Save:** after pressing save you will be redirected to the News.

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**Edit**

*see 4.2.6 How to edit any content type*

After a news is published it could be edited. You can find the editing menu:

1. View the news in portal navigation> select Edit menu
2. Home> Administration> Content> Select content (specific news)> Edit from Operations menu

**View**

*see 4.2.4 How to View Revisions history for existing content*

News supports revision. If it is the case, the authors can mention the changes or write a message to editors. All revisions can be seen in the Revision list present in the News editing menu.

**Delete**

*see 4.2.5 How to delete existing content*

You can delete this content from the content administration page. In the Content Administration page, you have multiple buttons that enables you to delete existing content.

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**Events**
Create

1. Go to Editing Menu > Content > Add Content > Event. This will open the Create Event screen.
2. Edit the title. Event title will be displayed as such.
3. Add a short description. This will be displayed in different listings on the portal and not in the detailed view of the Event.
4. Edit the Introduction. This introduction is not mandatory. This could provide a summary of the event as part of the good practice. Also, it can play a role in supporting the SEO.
5. Add a featured image from your computer or from the list of images already available. To improve user experience is a good practice to include an image. This will be displayed in different listings on the portal. The standard dimensions should be 1:1, 500 x 500px.
6. Attendance type. This is a mandatory field as being market (*). Select the attendance type for this event. Multiple are available. The type of attendance could be modified by Site administrators.
7. Select an option of Attendance type:

   - Face-to-face
   - Hybrid
   - Online

8. Complete Date (s) of the event. At least one date is mandatory. If the event take place for multiple days, you can select the first and the end date. Select date of the event:

   - Start date
   - End date (optional)

9. Set the Location. This information is optional as an event could be online. In all the other cases is needed to include this information in the event.
10. Provide Registration Information. This will provide a link towards an external application that manage attendance registration. The URL will provide the web address and the Link text will provide the text that will explain the link to the readers.

11. Description. The most consistent part, used to provide a description of the event. A mandatory component of an event. The menu of this field allows you a basic format to the text similar to another editing software.

12. Add/Remove text with featured media. This allows you to add optional preformatted paragraphs that includes media (images, video).
13. Edit the text with featured media. You can add one or multiple paragraphs sections as you create the event or any time after.
14. Variant: select the variant of the paragraph. This will influence the position of media.
15. Drag & drop: you can rearrange the order of paragraphs if is the case.
16. Add Link: This is mandatory option in case you want to add a relevant link to the event. You can use this to display again a registration link.
17. Add or remove Documents. You can add documents as media.
18. Preview the article created. As an editor you can Preview it. If you are satisfied with it, you can publish it now or later. The Story will be displayed on the portal in the standard list section or as Promoted in front of the list (Sticky at top of lists) or on the front page (Promoted on the first page).
19. Publish, Delete. As an editor you can Save the draft and later even Delete it. The article can be reviewed and published by an authorized user. As a user with this role, you can review the content and publish or edit it / delete it.
20. Save: after pressing save you will be redirected to the post.
Edit

see 4.2.6 How to edit any content type

After an Event is published it could be edited. You can find the editing menu:

1. View the event in portal navigation>select Edit menu
2. Home>Administration>Content>Select content (specific Event)>Edit from Operations menu

View

see 4.2.4 How to View Revisions history for existing content

Events supports revision. If is the case, the authors can mention the changes or write a message to editors. All revisions can be seen in the Revision list present in the Events editing menu.

Delete

see 4.2.5 How to delete existing content

You can delete this content from the content administration page. In the Content Administration page, you have multiple buttons that enables you to delete existing content.

Delete a discussion group
You can delete content from the group content administration page. In the Content Administration project page, you have a delete button that enables you to delete existing content (discussions, comments, media: documents, images, videos, and user memberships).