UCPM Projects User Guide

1. Introduction

1.1. How to join?

Visit the UCPKN online platform at https://civil-protection-knowledge-network.europa.eu/ and click on **Log in** (top right corner of your screen). A login /registration window will be prompted and you will have to use your **EU Login** to register on the UCPKN platform. Complete the registration process by providing basic information, answering several questions and agreeing to platform's Terms of Service and Privacy Statement.
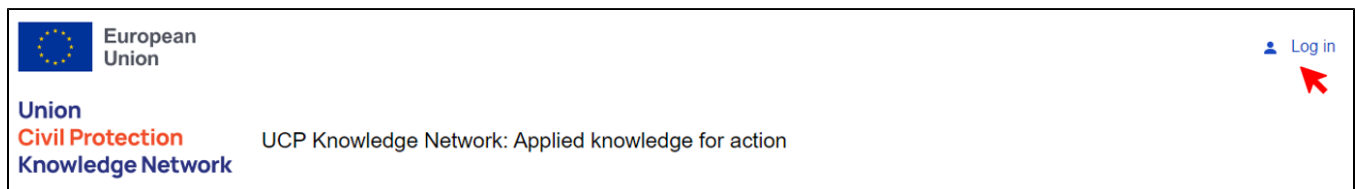
If you don't have it yet, you need to create your EU Login (we recommend using a valid work-related email).

Once you are registered, your profile will be validated by site administrators who, in collaboration with your Project Officers, will also grant you a role of Project Coordinator in your project. Currently, the notification system is not yet enabled, so we cannot automatically notify you about the fact that the roles were assigned.

1.2. How to edit my profile as a user?

An authenticated 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.

European
Union

My profile   Log out

Union
Civil Protection
Knowledge Network

UCP Knowledge Network: Applied knowledge for action

Knowledge & Capacity ▾   Science & Research ▾   Projects ▾   News & Events   Community Members   About ▾

Search

1. Click **My Profile**
2. Click **Edit** (menu bar just above your profile picture)
3. Edit available fields
4. Set **Visibility settings**
5. **Save.**

1.3. How to find other users?

You can find other members of the community on user list page (Community Members) using 'Search' function and different filters. With time, this section will be further developed.

2. Content management in the Project Page

2.1. Where to find my project page?

There are three primary ways to find your project pages:

1. You can search your project name in the main search bar and then click on relevant entry in search results;
2. Alternatively you can access the UCPM project search tool under "Projects" menu and find your project page there by using different filter functions, or
3. You can simply add "/projects/projectname" in the web address to directly enter your project page (e.g., ARTION page is available here: https://civil-protection-knowledge-network.europa.eu/projects/artion).

For future use, you may want to bookmark your project pages.

2.2. What can I do as Project Coordinator?

2.2.1. General information

As a Project Coordinator, you can create and manage different types of content in your Project page:

- News (project updates you would like to share with the community),
- Stories (more personal type of writing, providing reflections on project progress or some key deliverables/milestones/outcomes),
- Event
- Output & Results (documents, photographs, videos)
- Related content (documents, photographs, videos)

You can create content using the **Manage Content** menu, which you can find in your project page:

2.2.2. News

Create a **News** item to share recent information from your project.

1. Go to **Manage Content>News**.
2. The **Create News** screen will open. Mandatory fields are marked (*)
3. Write the **title**.
4. Add a **short description**. This will be displayed on the 'Search News' list, and tempts readers to read more.
5. Add a short **Introduction** if you want to.
6. It's always good practice to include an **image**. The standard dimensions should be 1:1, 500 x 500px. (2 Mb) If you do not add an image, a default one will appear.
7. Add your **content as paragraphs,** using the drop-down menu **CONTENT**. You can add different types 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.
8. 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.
9. Or you can **Edit/Remove** or **Duplicate** each paragraph
10. You can **Preview** the article created. If you are satisfied with it, you can publish it now or later.
11. **Publish, Delete.** As a Project Coordinator you can directly publish the article. New content entries added by Project Members will have to be reviewed and published by the Project Coordinator (who can review the content and publish or edit it / delete it).
12. **Save:** after pressing save you will be redirected to the News.

Create News

Home > Node > Add Content > Ucpkn News

Title *

Content limited to 50 characters, remaining: 50

Short description *

Short description for display in lists

Content limited to 150 characters, remaining: 150

Introduction

Content limited to 400 characters, remaining: 400

FEATURED IMAGE

No media items are selected.

This image will be used like this

Add media

One media item remaining.

CONTENT *

Expand menu to add content

Add Quote

to Content

Hide row weights

SOURCE(S)   ORDER

URL

Insert links

This must be an external URL such as http://example.com.   0 ▾

Link text

Add new content block

Add another item

☑ Published

Save   Preview

Save/Preview
Publish

2.2.3. Stories

A **Story** shares a personal experience from some participating in, or benefitting from, your project activities. Or it can be used for a more in-depth feature about your project.

1. Go to **Manage Content>Story**
2. The **Create Story** screen will open. Mandatory fields are marked (*)
3. Write the **title**.
4. Add a **short description**. This will be displayed on the 'Search News' list, and tempts readers to read more.
5. Add a short **Introduction** if you want to.
6. It's always good practice to include an **image**. The standard dimensions should be 1:1, 500 x 500px. (2 Mb) If you do not add an image, a default one will appear.
7. Add your **content as paragraphs,** using the drop-down menu **CONTENT**. You can add different types 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.
8. 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.
9. Or you can **Edit/Remove** or **Duplicate** each paragraph
10. You can **Preview** the article created. If you are satisfied with it, you can publish it now or later.

11. **Publish, Delete.** As a Project Coordinator you can directly publish the article. New content entries added by Project Members will have to be reviewed and published by the Project Coordinator (who can review the content and publish or edit it / delete it).
12. **Save:** after pressing save you will be redirected to the News.

2.2.4. Events

1. Go to **Manage Content>Event**
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. 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.
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.
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 a Project Coordinator you can directly publish the article. New content entries added by Project Members will have to be reviewed and published by the Project Coordinator (who can review the content and publish or edit it / delete it).
19. **Save:** after pressing save you will be redirected to the post.

2.2.5. Related content / Outputs & results

As part of the project working space, you can also upload content related to the project scope and activities, as well as project outputs and results. At this moment, only document and media (photographs and videos) are enabled under this section. Before uploading, please make sure that all copyrights are cleared in line with the UCPKN platform Terms of Service (section 2. Specific Copyright Issues).

3. Collaborative spaces

4. Discussion groups

4.1.1. 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.

4.1.2. 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 req uesting party)*

4.1.3. 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 accesible 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.

4.1.4. 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 creat e news & events tied to group.
- **Member** can discuss, add content to discussions, comment, to see and edit the information.

5. Create a project discussion group

5.1.1. 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.
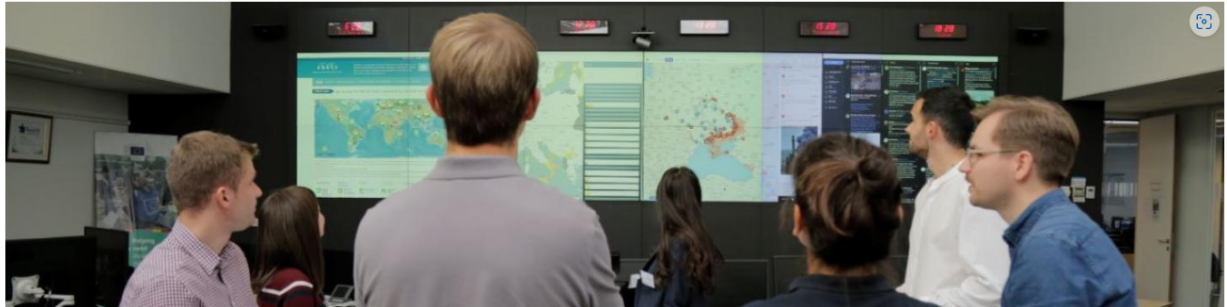

5.1.2. Edit

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

Next Generation UCPM

Start a discussion   Leave group

Home   Discussions   Members

View   Edit   Content   Media   Members   Delete   Revisions   Invitations

By project Next Generation UCPM staff

Group moderators

6. 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)

Next Generation UCPM

Start a discussion

Home   **Discussions**   Members

7. 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.

7.1.1.1. 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.

Title*

DRMKC Annual Seminar - call for expression of interest

Content limited to 255 characters, remaining: **201**

Text*

Normal - | B I x² x₂ | ⊕ ⬚ | ⋮☰ ⋮☰ ⫫ ⫫ | ▣ I͟ₓ ↰ ⛶

This is a call to the external participants of the DG ECHO Youth in Civil Protection and Disaster Risk Management (DRM) event on 11-12 October 2022 in Brussels to **express their interest in attending the 6th DRMKC (Disaster Risk Management Knowledge Centre) Annual Seminar in Paris** with the European Commission covering some travel and accommodation costs.

The seminar will run from 13.00 on 22 November 2022 to 14.00 on 23 November 2022 at hotel Novotel Paris Gare De Lyon and is organized jointly by DG ECHO and the Joint Research Centre (JRC). It aims to share the achievements of the Union Civil Protection Knowledge Network (UCPKN) Science Pillar in addressing challenges such as compound, concurrent and cascade events which need to be included in risk analysis or the communication challenges in risk management, among others.

See further details of the seminar in the link: https://drmkc.jrc.ec.europa.eu/events-news/drmkc-annual-seminars/6th-drmkc-annual-seminar

This call for expression is only available on the Union Civil Protection Knowledge Network (UCPKN) project discussion group for the Youth in DRM event participants.

body p

Content limited to 5000 characters, remaining: **3858**

About text formats

Hazard type

Environmental ×

Sector

Risk reduction & assessment   ×

7.1.1.2. Add media files: Images, Video, Documents

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

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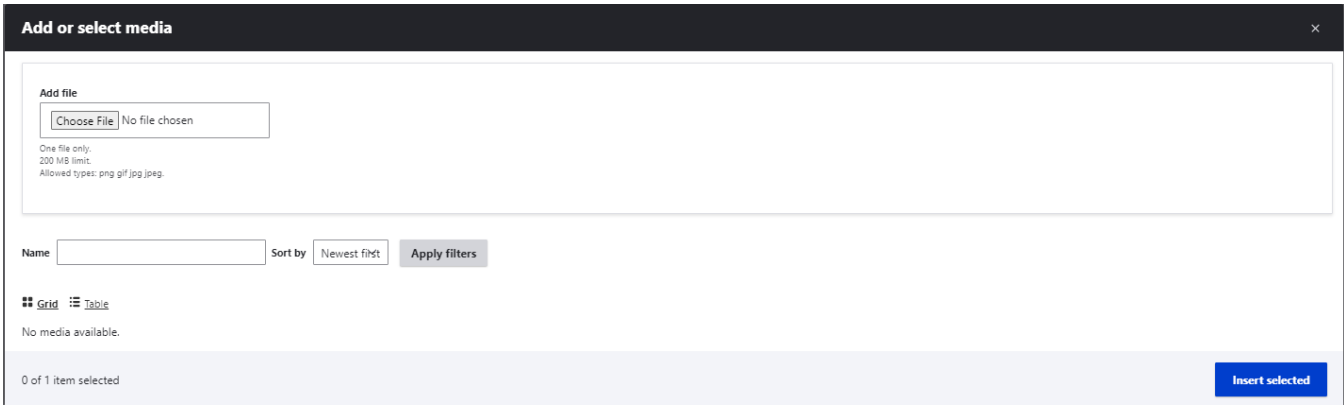2. Select the option from **Add or select media**
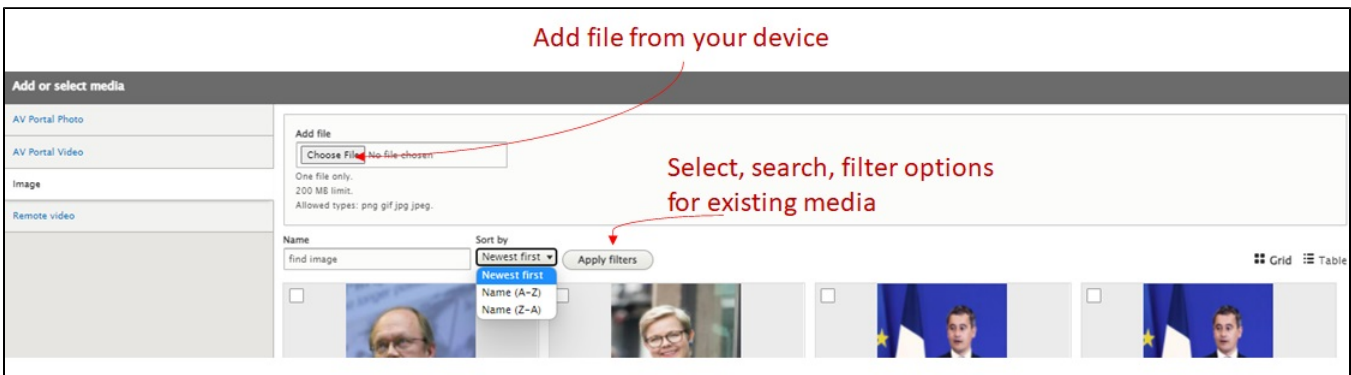
Image

No media items are selected.

Add media

One media item remaining.

1. Search and select existing media or
2. **Add file** to upload another file from you 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:
   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 fille** 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/; Copyright information is found here: https://audiovisual.ec.europa.eu/en/copyright
   b. **Remote** meaning external platform like Youtube, Vimeo.
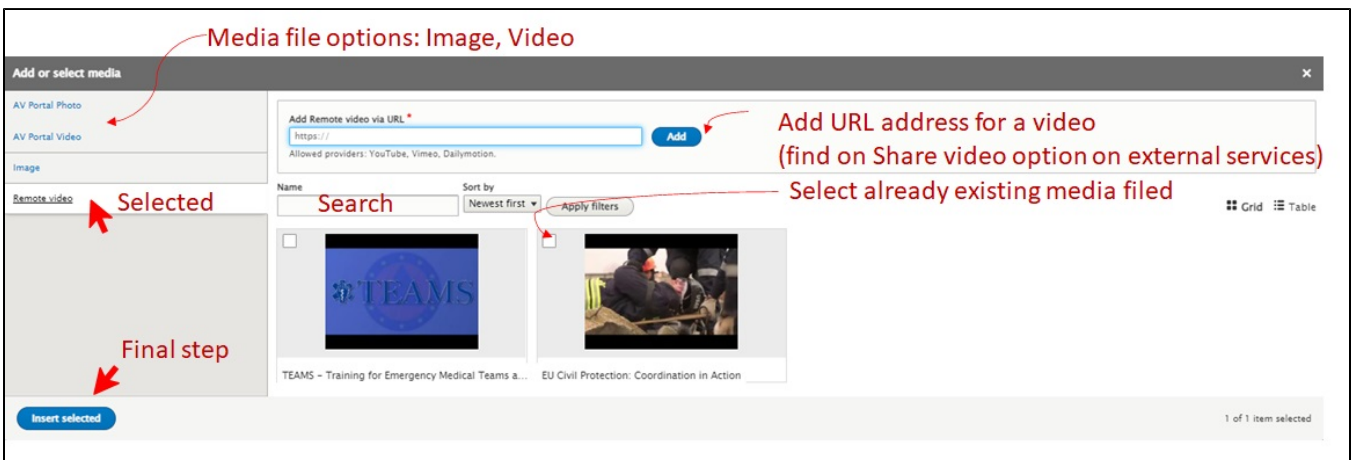
- **Documents**

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

8. Create content inside a discussion group

Inside of a discussion group 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

Steps:

1. Go to Manage content
2. Choose **create event** or **create news.** In this section will be displayed 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**.


9. 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.

9.1.1. 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.
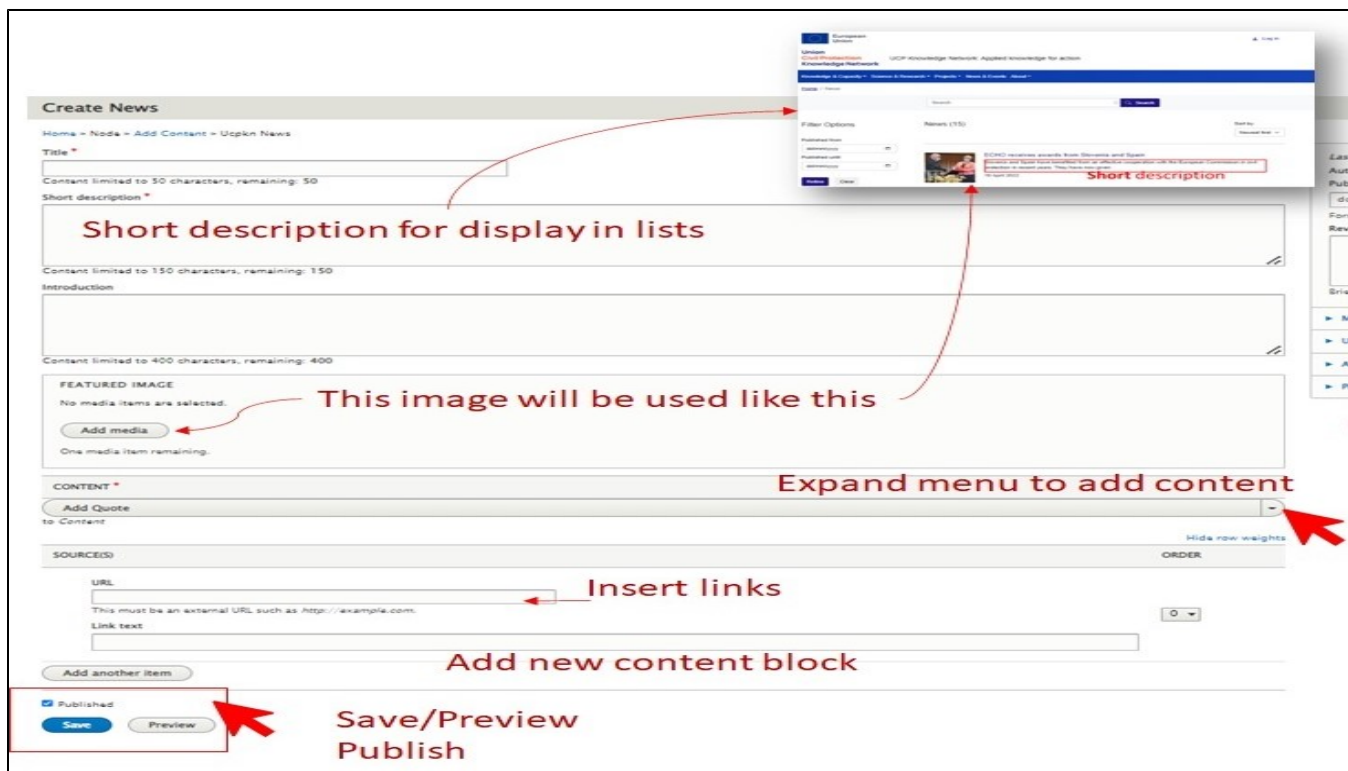
9.1.2. Edit

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

9.1.3. 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.
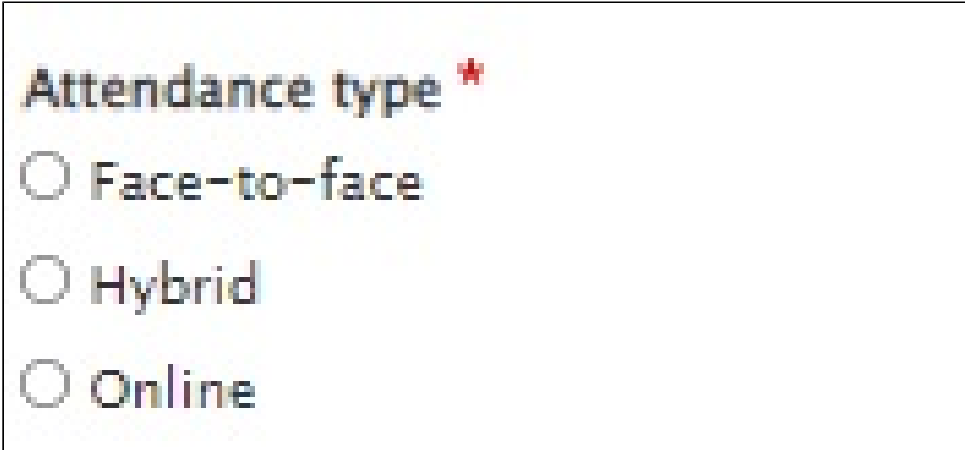
9.1.4. Delete

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.

10. Events

10.1.1. 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.

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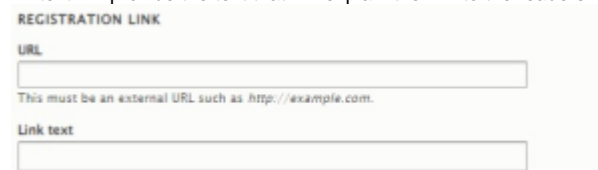
8. Set the Location. This information is optional as an event could be online. In all the other cases is needed to include this information in the event.
9. Provide **Registration Information.** This will provide a link towards an external application that manage attendance registration. The URL will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

10.1.2. 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

10.1.3. 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.

10.1.4. 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.

11. 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).

12. Importance of using relative URLs on the production UCPKN project

Relative URLs are essential for maintaining a flexible and robust web application. Unlike absolute URLs, which include the full path from the domain root to the resource, relative URLs are specified in relation to the current page's location. Here's why we strongly advocate for using relative URLs in our Drupal project's backend:

- **Portability and Flexibility:** Relative URLs are independent of the domain name and directory structure. When we migrate the project to a new domain or change the site structure, relative URLs will automatically adjust, preventing broken links and reducing the need for extensive updates.
- **Easier Development and Testing:** Relative URLs simplify the development process. When testing the project locally or on different environments (development, acceptance, production), you won't run into issues related to hardcoded domain names or paths, making debugging and testing more efficient.
- **Scalability:** As our project grows, we might decide to use content delivery networks (CDNs) or implement load balancing for improved performance. Relative URLs play a crucial role in these scenarios, as they allow resources to be loaded from different locations without modification.
- **Maintenance and Updates:** If we need to update or modify the directory structure of our project for any reason, using relative URLs ensures that we won't need to update links throughout the site. This reduces the risk of introducing errors and streamlines maintenance.
- **SEO and Accessibility:** Relative URLs can indirectly impact search engine optimization (SEO) and accessibility. By avoiding unnecessary redirects and ensuring consistent resource loading, we can contribute to a better user experience and potentially improved search engine rankings.

Adopting this approach will contribute to the long-term sustainability and adaptability of our UCPKN project.

Example

Let's say you want to include a link on the "News" page that goes back to the "Home" page and another link to the "About" page.

Using Absolute URLs:

In this scenario, if you're using absolute URLs, your links on the "News" page might look like this:

- Link to Home: https://civil-protection-knowledge-network.europa.eu
- Link to About: https://civil-protection-knowledge-network.europa.eu/about-knowledge-network

Using Relative URLs:

If you're using relative URLs, the links on the "News" page would look like this:

- Link to Home: /
- Link to About: /about-knowledge-network