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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 is 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:



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

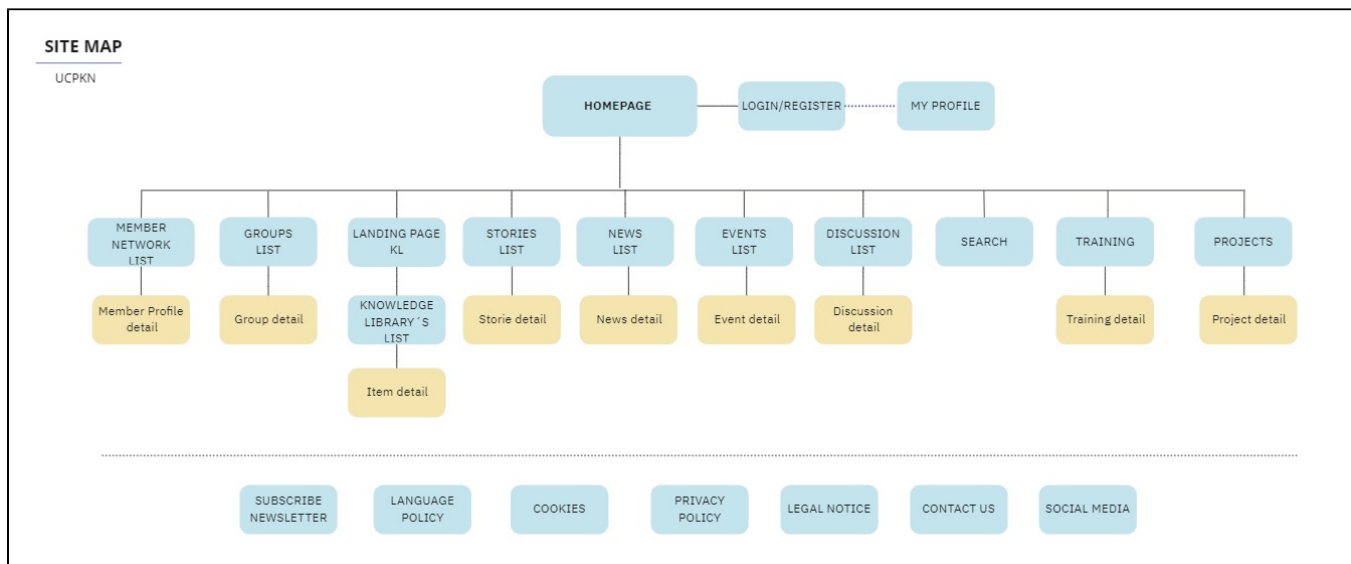
Any questions? Contact the Knowledge Network team at: ECHO-CP-KNOWLEDGE-NETWORK-PLATFORM@ec.europa.eu

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



[source](#)

Users management

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

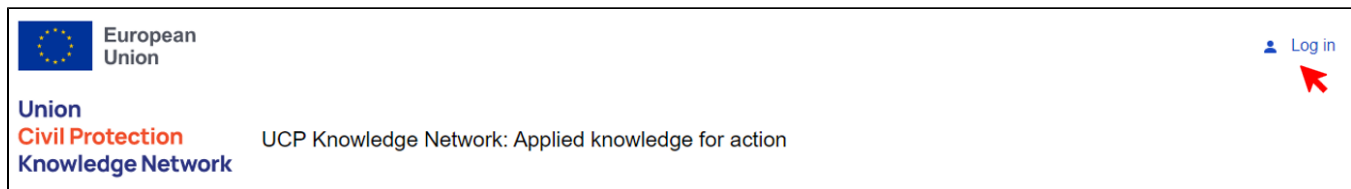
User roles and permissions

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

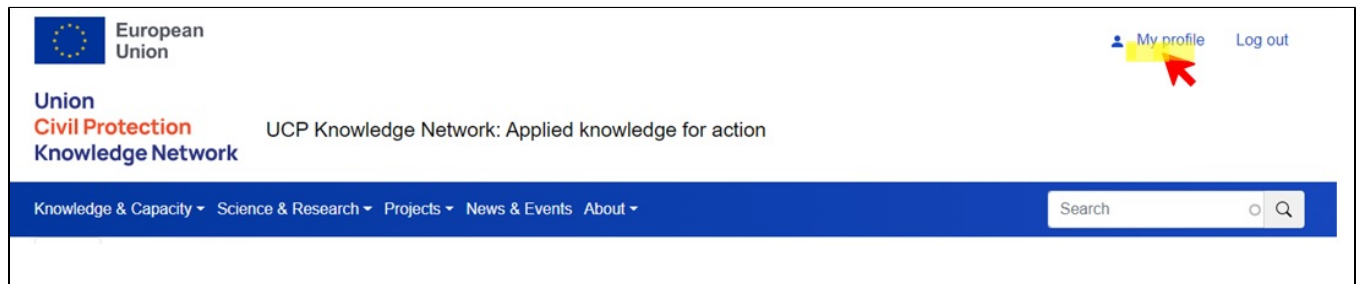
As a Site administrator you can grant or remove specific roles to one user via 2 sections: User management page and Project page. As a Project officer you can grant the role as Project Coordinator from the Project page.

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

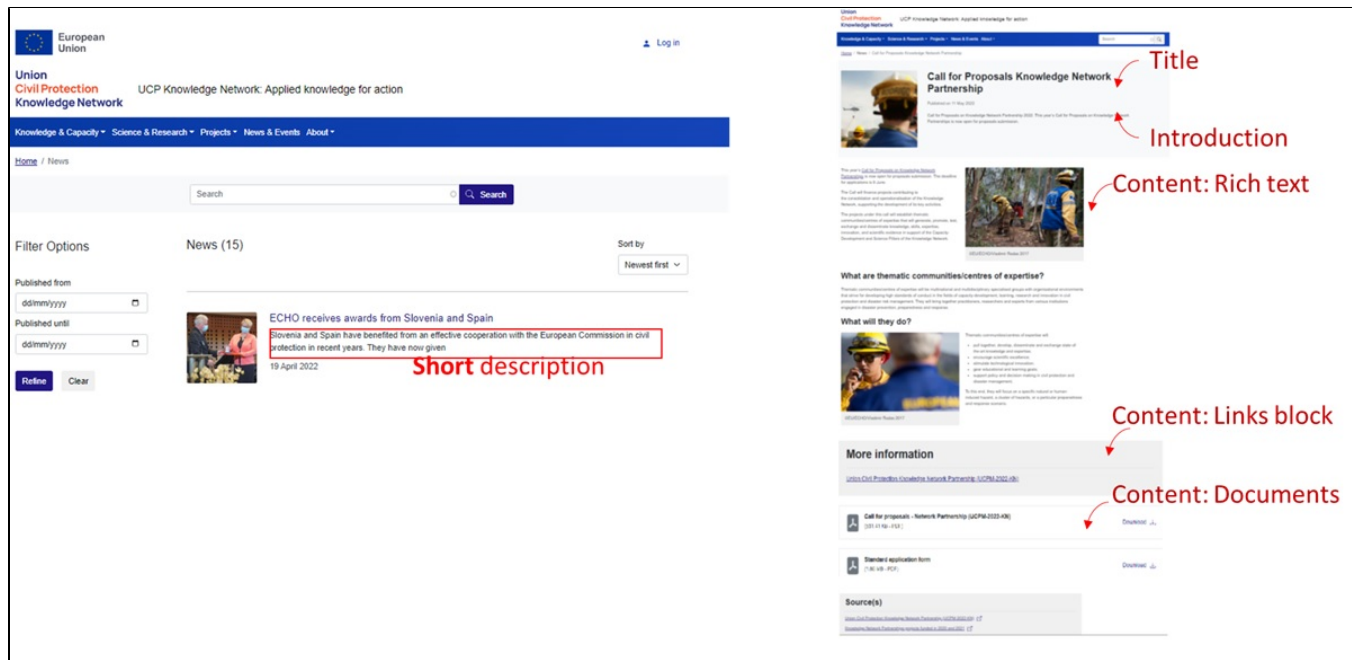
General information

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.



E.g. A news is presented in a News Search page with a short description. This leads to a full detailed page with more information.

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.

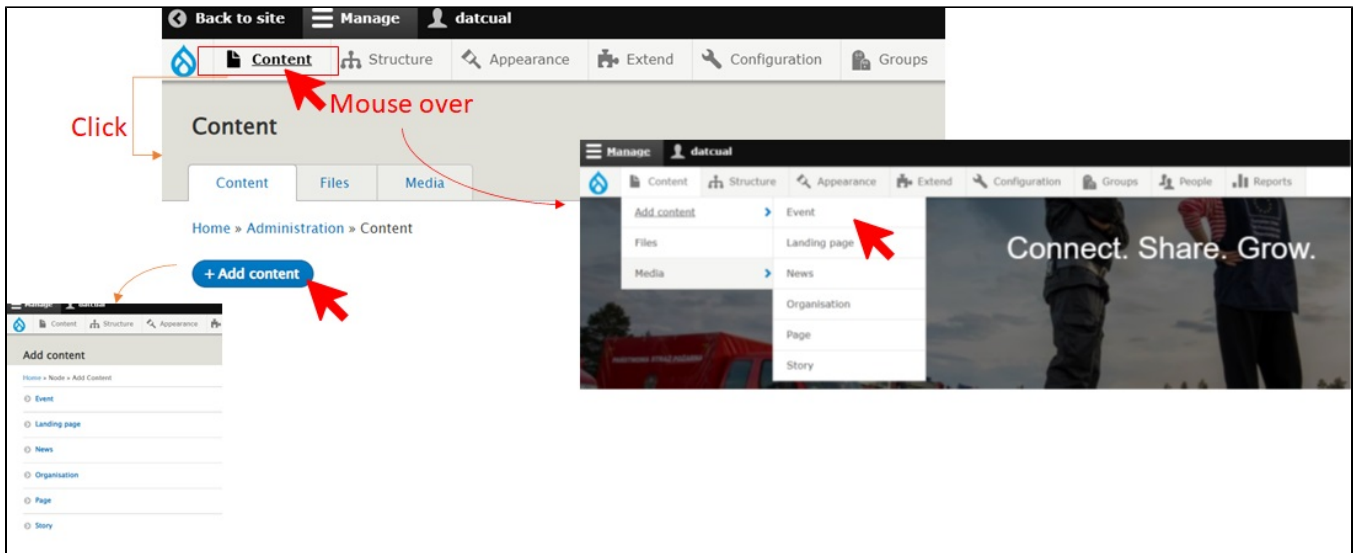


How to add different type of content

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.

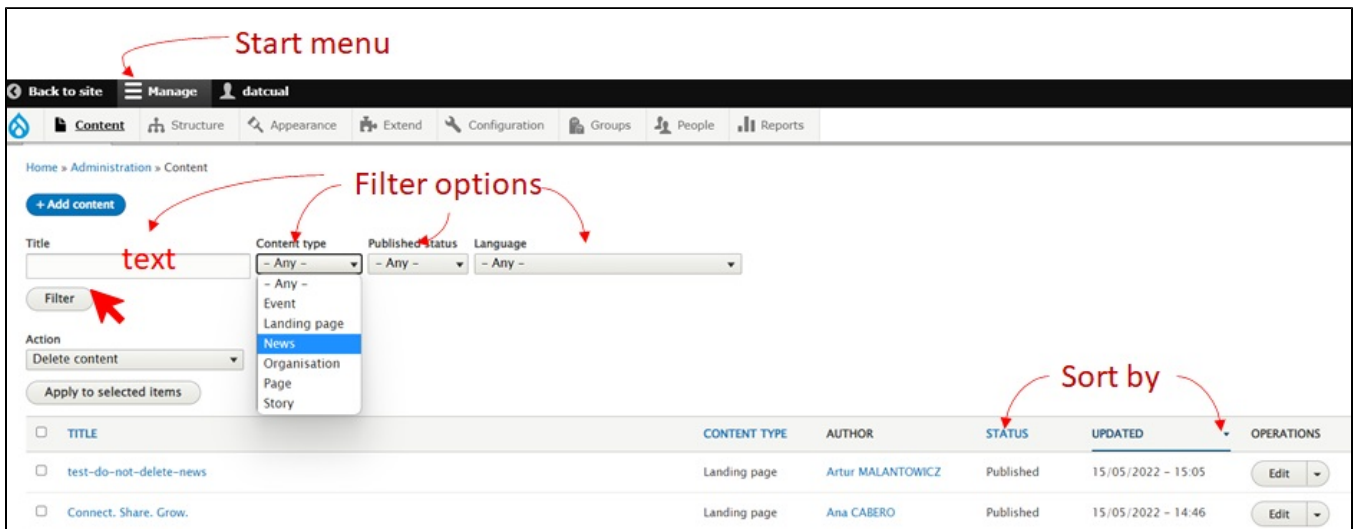
1. Navigate with the mouse (**mouse over**) or Click **Content** menu
2. Select **Add Content**
3. Select the content type (**Event, Landing page..**)

⚠ Each content type will be described bellow 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.

Revisions for *Strengthening the EU civil protection area: a strategic dimension for the French National Fire Officers Academy (ENSOSP)*

View Edit Delete **Revisions**

Home > Node > Strengthening the EU civil protection area: a strategic dimension for the French National Fire Officers Academy (ENSOSP) > Strengthening the EU civil protection area: a strategic dimension for the French Na

REVISION	OPERATIONS
11/03/2022 - 13:24 by Ana CABERO	Current revision
11/03/2022 - 13:23 by Ana CABERO	Revert
11/03/2022 - 10:44 by Ana CABERO	Revert
11/03/2022 - 10:44 by Ana CABERO	Revert
11/03/2022 - 10:43 by Ana CABERO	Revert
11/03/2022 - 10:43 by Ana CABERO	Revert
11/03/2022 - 10:37 by Ana CABERO	Revert

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.

Published

Last saved: 17/05/2022 - 11:28

Author: caberan

☒ Create new revision

Published on

17/03/2022 10:33:39

Format: 2022-05-23 15:06:20. Leave blank to use the time of form submission.

Revision log message

Briefly describe the changes you have made.

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)

Content

Content Files Media

Home » Administration » Content

[+ Add content](#)

Title Content type Published status Language

Action

Select

Delete options

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input checked="" type="checkbox"/>	EUROPEAN CIVIL PROTECTION FORUM	Page	Ana CABERO	Published	13/05/2022 - 14:56	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	7th European Civil Protection Forum	Page	Ana CABERO	Unpublished	13/05/2022 - 09:32	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Launch of the Knowledge Network: a place to Connect, Share and Grow	Page	Ana CABERO	Published	04/05/2022 - 08:51	<input type="button" value="Edit"/>

How to edit any content type

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

European Union

Union
Civil Protection Knowledge Network

UCP Knowledge Network: Applied knowledge for action

Knowledge & Capacity Science & Research Projects News & Events About

Search

Home / News / The new RescEU temporary shelter capacity

The new RescEU temporary shelter capacity

Published on 17 March 2022

Legislative changes create a new a European Shelter Capacity as part of RescEU.

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

The screenshot shows the CMS interface with a top navigation bar containing icons for Content, Structure, Appearance, Extend, Configuration, Groups, People, and Reports. Below the navigation bar is a '+ Add content' button. The main area features a search and filter section with fields for Title, Content type (set to '- Any -'), Published status (set to '- Any -'), and Language (set to '- Any -'). A 'Filter' button is located below these fields. The 'Action' dropdown menu is open, showing options: Delete content, Make content sticky, Make content unsticky, Promote content to front page, Publish content, Save content, Remove content from front page, Unpublish content, Update URL alias, and Expert groups and other meetings of the UCPM. A red arrow points to the 'Delete content' option with the text 'Action (options) to apply for all selected content'. Below the menu is a table of content items:

	CONTENT TYPE	AUTHOR	STATUS
<input type="checkbox"/> Landing page	Landing page	Artur MALANTOWICZ	Published
<input type="checkbox"/> Landing page	Landing page	Ana CABERO	Published
<input checked="" type="checkbox"/> Expert groups and other meetings of the UCPM	News	Ana CABERO	Published
<input checked="" type="checkbox"/> EUROPEAN CIVIL PROTECTION FORUM	Page	Ana CABERO	Published
<input type="checkbox"/> 7th European Civil Protection Forum	Page	Ana CABERO	Unpublished

Common components for editing content: text, media, paragraphs

All content management make 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.

Title *

Content limited to 50 characters, remaining: 50

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**

The screenshot shows the 'Rich text' editor interface. At the top right, there is a 'Collapse' button with a red arrow pointing to it and the text 'Menu for the paragraph'. The main area is the 'Text editor' with a toolbar containing various formatting options like Bold, Italic, Underline, and more. Below the toolbar, there is a sample text block with 'Heading 2' and 'Normal text sample.' followed by 'Heading 4' and a bulleted list. A red arrow points to the toolbar with the text 'Text editor'. At the bottom, there is a 'Text format' dropdown menu set to 'Simple rich text' and a link to 'About text formats'.

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 you computer
5. **Insert selected media**

The screenshot shows a user interface for managing media. It has two main sections: 'FEATURED IMAGE' and 'MEDIA'. Both sections currently show 'No media items are selected.' and have an 'Add media' button. A red arrow points to the 'Add media' button in the 'FEATURED IMAGE' section. Below the 'FEATURED IMAGE' section, there is a 'Text with Featured m...' section with a 'Variant' dropdown menu set to 'Text on the left, simple call to action' and a 'Heading' input field. A 'Collapse' button is visible on the right. The 'MEDIA' section at the bottom also shows 'No media items are selected.' and has an 'Add media' button, which is also highlighted by a red arrow.

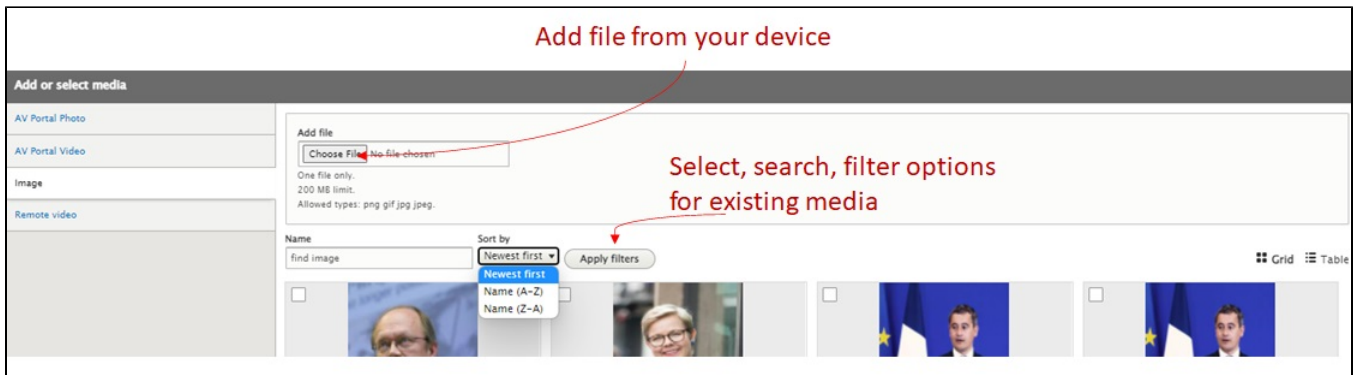
- **Image**

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**.

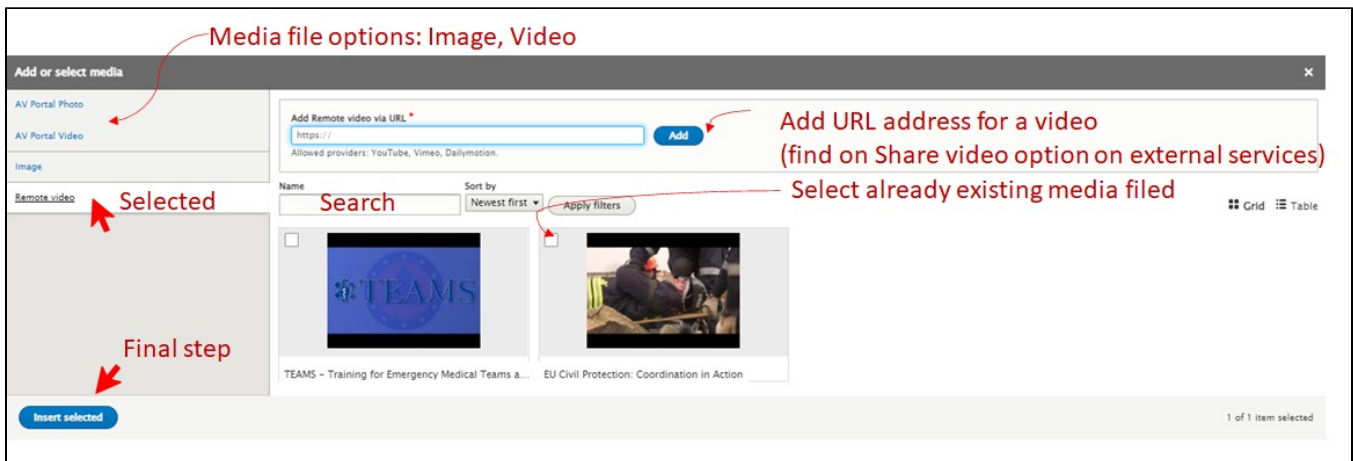
Used in	Image template	With (pixels)	Height (pixels)
Content type: Landing page	Header image	1440	360
Paragraph: Banner	Banner type: Page banner	1230	307
Paragraph: Banner	Banner type: Hero banner	1230	410
Content type: Page, News, Events, etc	Featured image, 1:1	500	500
Paragraph: Text with Feature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

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 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. As a best practices the documents used will be saved as PDF.

Add or select media

Add file

Choose File

No file chosen

One file only.
200 MB limit.
Allowed types: txt text md readme info doc dot docx dotx docm dotm xls xlt xla xlsx xltx xlsx xltm xlam xlsb ppt pot pps ppa pptx potx ppsx ppam pptm potm pp

Name

Sort by

Newest first

Apply filters

☒

EU_Login_Tutorial.pdf

☐

CP Forum Preliminary Programme

☐

Knowledge Network Newsletter – Issue

☐

☐

☐

Insert selected

• 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.

URL

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

Link text

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.

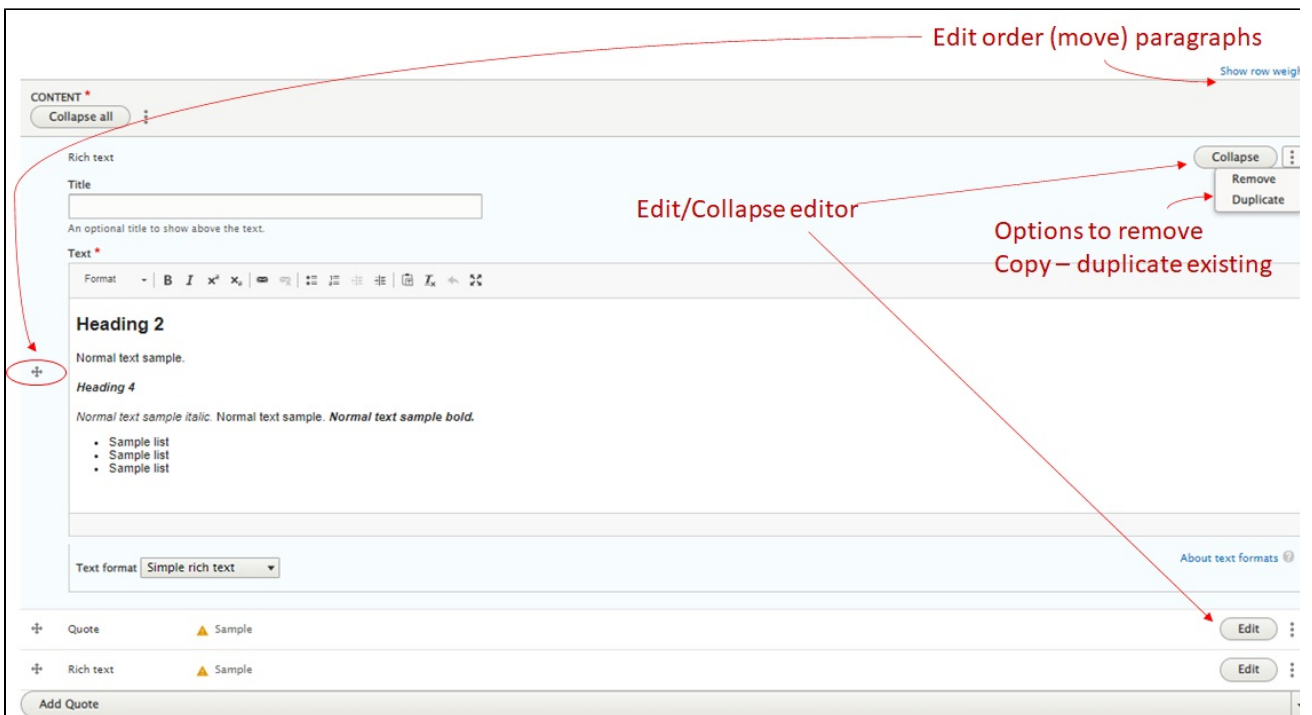
1. Add preformatted paragraphs (Add Quote, Add Rich text, Add Text with Featured media)

Add Quote

to Content

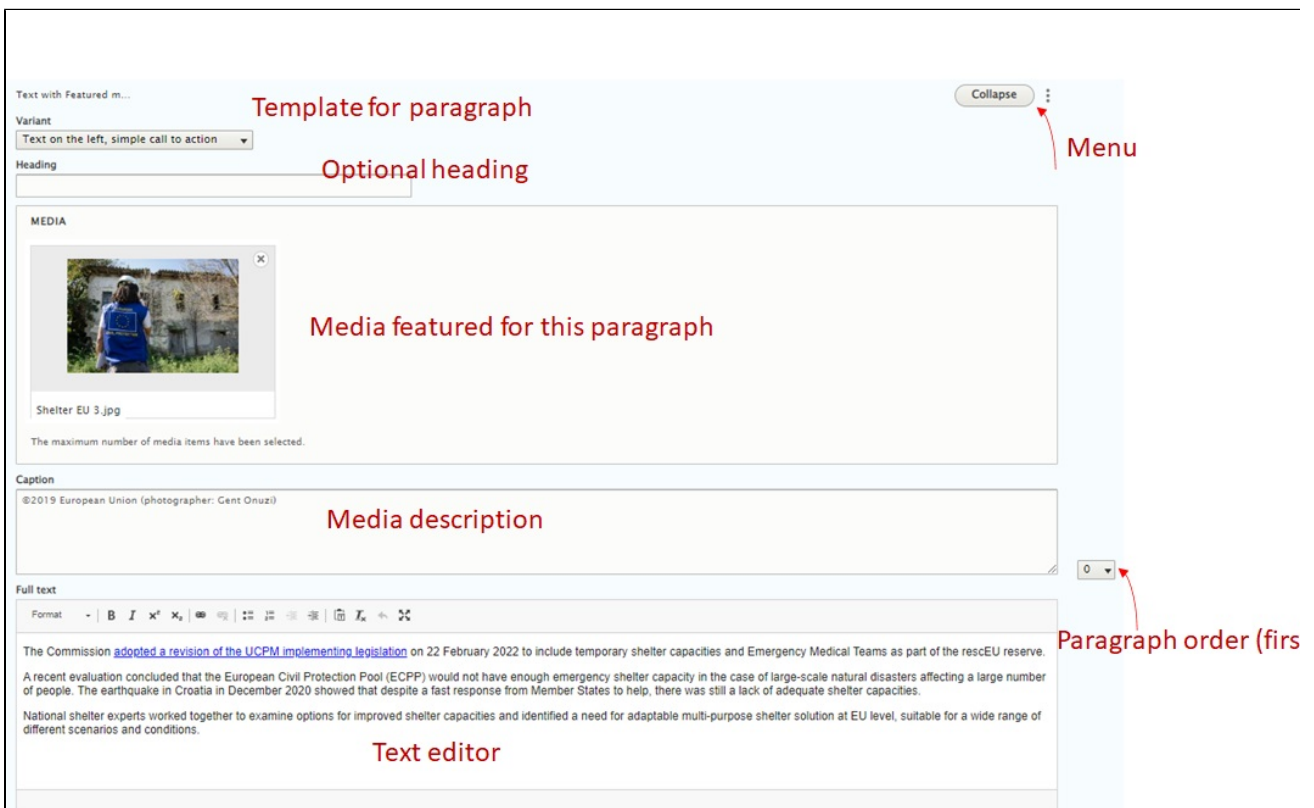
Expand menu to add preformatted pharagraphs

2. Edit, Duplicate, Move, Delete in content page



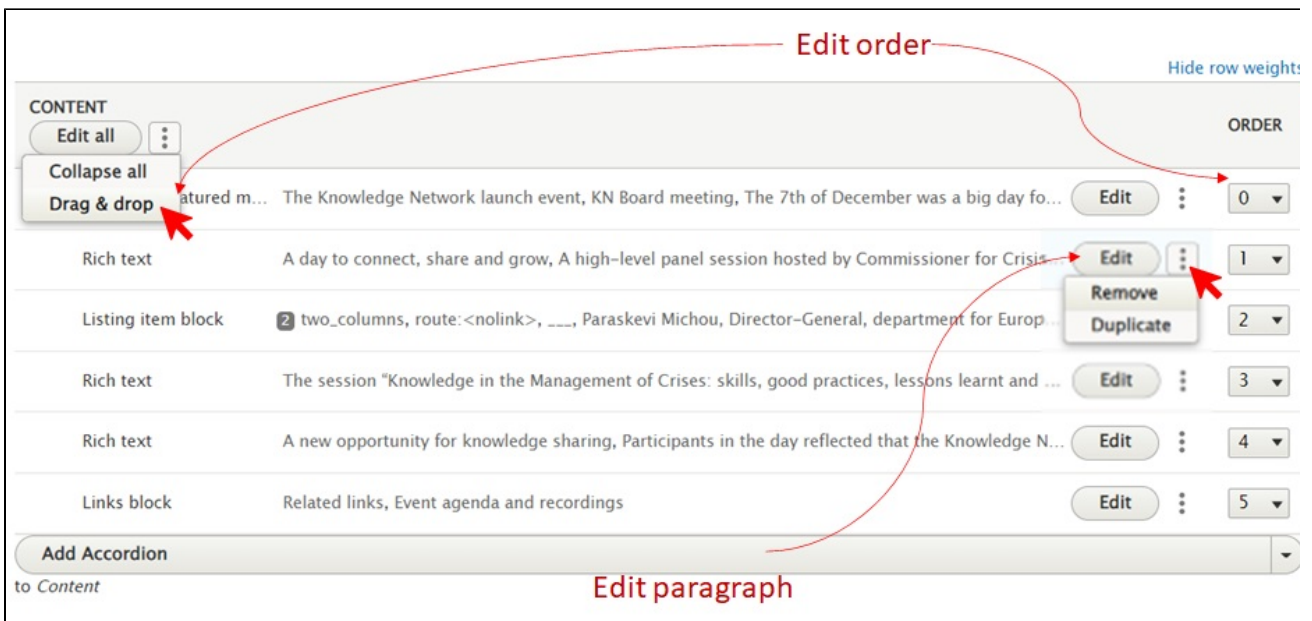
3. Text with Featured media

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.

The screenshot shows the 'Create News' form with several red annotations:

- Short description for display in lists**: Points to the 'Short description' field.
- Short description**: Points to the 'Short description' field.
- This image will be used like this**: Points to the 'FEATURED IMAGE' section.
- Expand menu to add content**: Points to the 'CONTENT' section.
- Insert links**: Points to the 'SOURCES' section.
- Add new content block**: Points to the 'Add another item' button.
- Save/Preview Publish**: Points to the 'Save', 'Preview', and 'Publish' buttons.
- Log changes & revision**: Points to the 'Log changes & revision' button.
- SEO /Tech related**: Points to the 'METADATA' section.
- Expand fields for more info**: Points to the 'Expand fields for more info' button.

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 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 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 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.

Create Story

Home > Node > Add Content > Ucpm Story

Title *

Title limited to 50 characters, remaining: 50

Short description *

Short description limited to 150 characters, remaining: 150

Introduction

Introduction limited to 400 characters, remaining: 400

FEATURED IMAGE

No media items are selected.

Add media

One media item remaining.

CONTENT *

Add Quote

To Content

SOURCES

ORDER

URL

This must be an external URL, such as <http://example.com>.

Link text

Add another item

☒ Published

Save **Preview**

Revisions info

Last saved: Not saved yet

Author: dascual

Published on: dd / mm / YYYY

Format: 2022-05-23 15:31:23. Leave blank to use the time of form submission.

Revision log message

Briefly describe the changes you have made.

METATAGS

URL ALIAS (Automatic alias)

AUTHORING INFORMATION (by Alexie DATCU (18) on 2022-05-23)

PROMOTION OPTIONS (Not promoted)

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

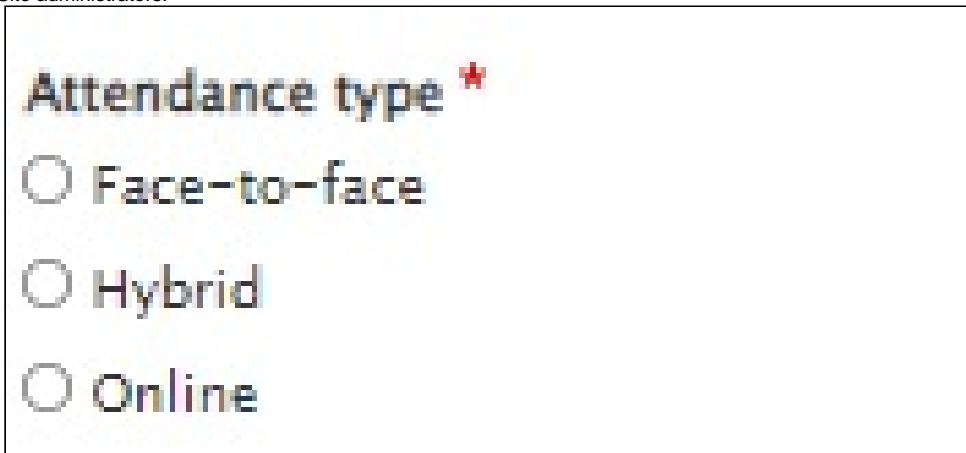
see 4.2.5 How to delete existing content

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.

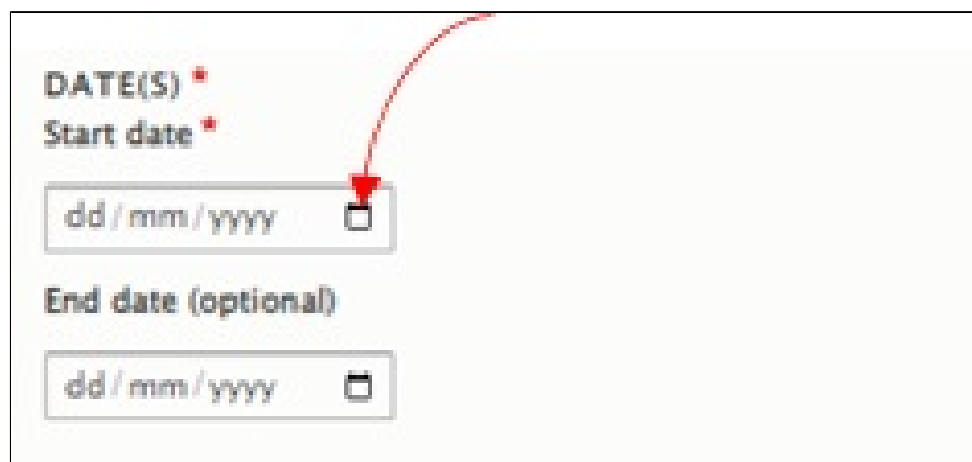
Events

Create

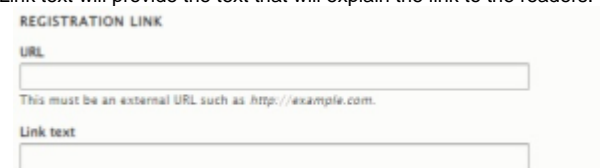
1. Go to Editing Menu > Content>Add Content > **Event**. This will open the **Create Event** screen
2. Edit the **title**. Event' title will be displayed as such.
3. Add a **short description**. This will be displayed in different listings on the portal and not in the detailed view of the Event.
4. Edit 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 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.

Create Event

Home > Node > Add Content > Upload Event

Title * **Event Title**

Content limited to 50 characters, remaining: 50

Short description *

Content limited to 50 characters, remaining: 50

Used for listing the event

Introduction

Content limited to 150 characters, remaining: 150

FEATURED IMAGE

No media items are selected.

Add media

Used for highlight the event

One media item remaining.

Attendance type *

☐ Face-to-face

☐ Hybrid

☐ Online

Select

DATE(S) *

Start date *

dd/mm/yyyy

End date (optional)

dd/mm/yyyy

Date and Location

LOCATION

Country

None

Log changes & revision

Author: datat

Published on

dd/mm/yyyy

Format: 2022-05-12 10:01:00. Leave blank to use the time of form submission.

Revision log message

Briefly describe the changes you have made.

METATAGS

URL ALIAS (Automatic alias)

AUTHORING INFORMATION (By Alexia DATCU (s1) on 2022-05-12)

PROMOTION OPTIONS (Promoted to front page)

SEO /Tech related

Manage publication in front page or in top of lists

Expand fields for more info

REGISTRATION LINK

URL

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

Link text

Add link

Description *

Format

Long text

Add preformed paragraphs

TEXT WITH FEATURED MEDIA

Add Text with Featured media

to Text with featured media

DOCUMENTS

Add Document

to Documents

Add documents

Published

Save

Preview

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.

Pages (Landing Pages)

Pages are major pieces of content that are connecting other contents and provides 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.

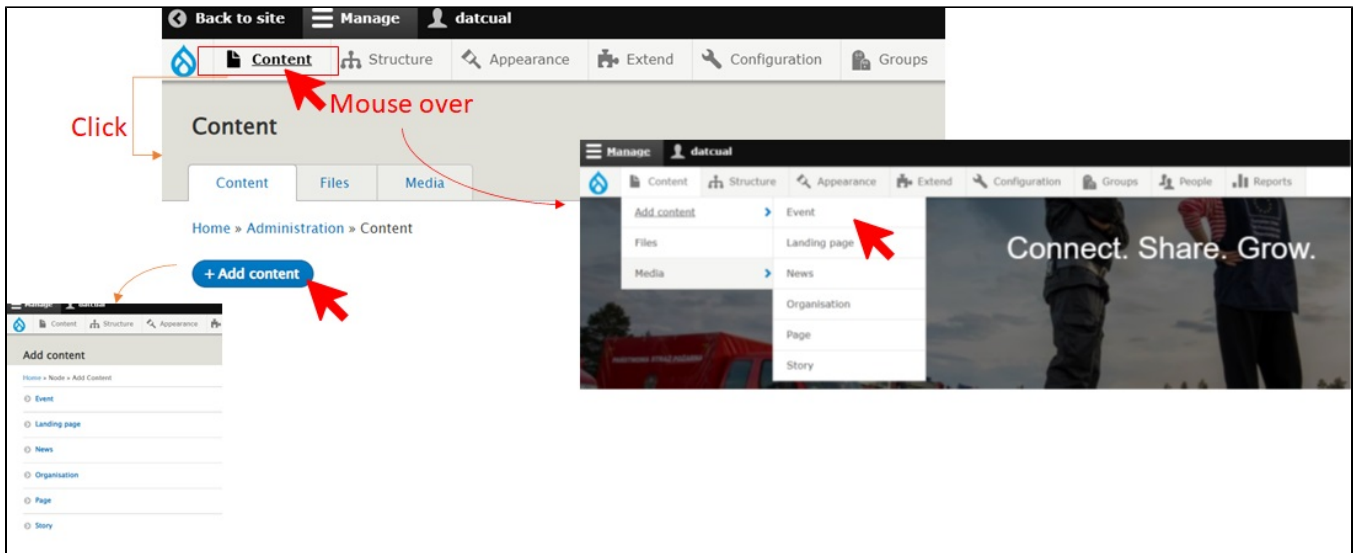
See below an eg.

The screenshot shows the 'Edit Landing page Connect. Share. Grow.' interface. Red annotations highlight key features:

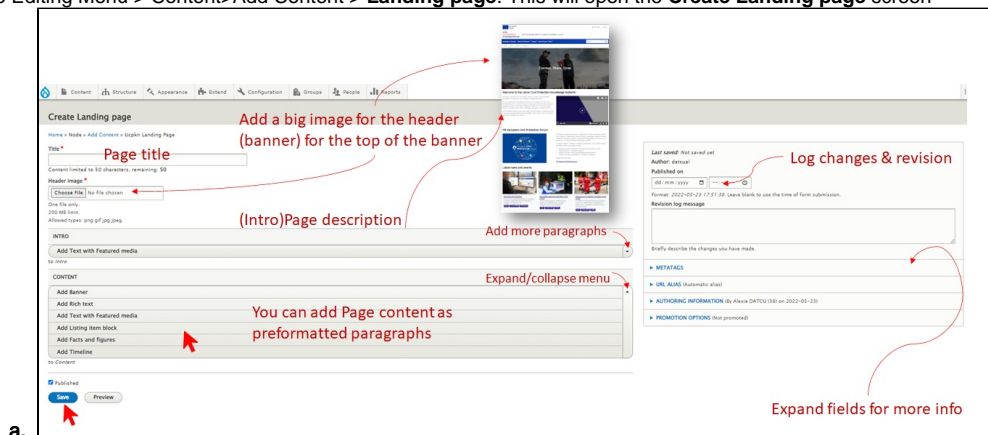
- Editing menu:** A red box highlights the 'View', 'Edit', 'Delete', and 'Revisions' buttons at the top of the editing area.
- Big image as header img. (page banner):** A red arrow points to the 'Header image' field, which contains a large image of two people in a field.
- Introduction paragraphs:** A red arrow points to the 'INTRO' section, which contains a paragraph of text.
- Main content:** A red arrow points to the 'CONTENT' section, which contains a list of content blocks.
- Option to Insert preexisting content (events, news, etc):** A red arrow points to the 'Add Banner' button, which is labeled 'Option to Insert preexisting content (events, news, etc)'.
- Optional another big image as a banner for the page content:** A red arrow points to the 'Banner' section, which contains a large image of a group of people.

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



- a. **Page title**
- Choose File** to add a image descriptive for the page. The image should be large as it will be used for the large section in header (aka Header image).
- 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
- Add **Content**. This section will provide the main content of the page. **This options are available only for editing pages and will be described below**. Content order can be changed using one of the 2 options.
- Preview/Save/Publish** . You can preview the page. When you are ready you can save it and publish it. Later this page can be added to a navigation menu in order to be accessible to visitors.
- 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**

The screenshot shows the Banner editor interface with the following components and annotations:

- CONTENT** and **ORDER** tabs at the top.
- Variant** dropdown menu on the left with options: Image shade banner, Default, Image banner, Image shade banner (selected), and Primary banner.
- Banner type *** dropdown menu with options: Page banner, centered (selected), Page banner, centered, Hero banner, centered, Page banner, aligned left, and Hero banner, aligned left.
- Banner** section:
 - Variant** dropdown: Image banner.
 - Display as full width** checkbox: checked.
 - Banner type *** dropdown: Hero banner, centered.
 - Title** field: Optional title.
 - Description *** field: A text describing the banner. Can be used to support a call to action.
- CALL TO ACTION** section:
 - URL** field: Insert a link to a target page/event/external site.
 - Link text** field: The text that will be displayed for the link instead of URL address.
- BACKGROUND IMAGE *** section:
 - Text: No media items are selected.
 - Add media** button: You can add an image to populate the background for some templates.
 - Text: One media item remaining.
- Hidden Menu** (Collapse, Remove, Duplicate) in the top right.
- Add Banner to Content** button at the bottom right.

- **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

Hide row weights

CONTENT	ORDER
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> Listing item block Collapse </div> <div> <div style="border: 1px solid #ccc; padding: 2px;"> Layout * Three columns </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Title </div> <div style="font-size: 0.8em; margin-top: 5px;"> Block title. Optional. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> ITEMS * <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Add Listing item </div> <div style="font-size: 0.8em; margin-top: 5px;"> to Items </div> </div> <div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> CALL TO ACTION </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> URL </div> <div style="font-size: 0.8em; margin-top: 5px;"> Start typing the title of a piece of content to select it. You can also enter an internal path such as <code>/node/add</code> or an external URL such as <code>http://example.com</code>. Enter <code><front></code> to link to the front page. Enter <code><nolink></code> to display link text only. Enter <code><button></code> to display keyboard-accessible link text only. </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Link text </div> <div style="font-size: 0.8em; margin-top: 5px;"> Internal or external link to use for a call to action button. </div> </div> </div> </div> </div> <div style="display: flex; justify-content: flex-end; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 10px;"> Add Banner </div> <div style="border: 1px solid #ccc; padding: 2px;"> to Content </div> </div> </div>	3

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 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

Items in the block (points to 'Listing item block' dropdown)

Select layout (points to 'Layout' dropdown set to 'Three columns')

Hidden menu: Remove/Duplicate (points to menu icon in top right)

Select Template for displaying the items (points to 'Variant' dropdown set to 'Highlight')

Item Link (autocomplete existing content) (points to 'Date' field)

Item title (points to 'Title' field)

Item Description (points to 'Description' field)

Image media add/remove area (points to 'Image' section with 'Choose File' button)

Item block (3 x items) (points to preview of three items)

This Meta tags similar content type to provide some context (points to 'META' section with 'Stories' tag)

- **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.

CONTENT

Hidden menu: Remove/Duplicate

Facts and figures

Title

LINK

URL

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 `<nohref>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

Link text

Icon

Figure Label

Revenues are increasing with 50% in this year as new services are introduced.

Each fact is described with few elements:

Fact

Icon

Figure *

Label *

Description

text

Add between 1 to 6 Facts.

Add Fact to Fact

Ordering

Show row weights

Collapse

• 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 bellow

Heading timeline

Label *

Title *

Content

Text format Plain text

No HTML tags allowed.
Lines and paragraphs break automatically.
Web page addresses and email addresses turn into links automatically.

Add another item

Expand button *

3

Define how many items will be displayed before the actionable button to display the full list of items in the timeline.

Yellow means selected item

text

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

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

Create Organisation

Home > Node > Add Content > Utopkin Organisation

Name *

Name limited to 50 characters, remaining: 50

Short description *

Short description limited to 150 characters, remaining: 150

Text

Introduction

Introduction limited to 400 characters, remaining: 400

About text formats

- No HTML tags allowed.
- Lines and paragraphs break automatically.
- Web page addresses and email addresses turn into links automatically.

FEATURED IMAGE *

Add media

Organisation default

The maximum number of media items have been selected.

Location *

Location

Contact email

Public email for contact

WEBSITE

URL

This must be an external URL, such as <http://example.com>.

Link text

Public website

Description *

Long Description as text

Text format: Simple rich text

About text formats

Published

Save

Last saved: Not saved yet

Author: d4t0u

Published on

dd/mm/yyyy

Format: 2022-08-24 12:32:08. Leave blank to use the time of form submission.

Revision log message

Briefly describe the changes you have made.

METATAGS

URL ALIAS (Automatic alias)

AUTHORING INFORMATION (By Alecia DATOU (81) on 2022-08-24)

PROMOTION OPTIONS (Not promoted)

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 [S EDIA](#). 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.

The screenshot shows the 'Groups' management dashboard. At the top, there is a navigation bar with tabs: Content, Structure, Appearance, Extend, Configuration, Groups, People, and Reports. The 'Groups' tab is selected, and a dropdown menu is open showing 'List', 'Group types', and 'Settings'. A red circle highlights the 'List' option. Below the navigation bar, there is a 'Groups' section with tabs: List, Group types, and Settings. The 'List' tab is selected. Below this, there is a breadcrumb: Home » Administration » Groups. A blue button '+ Add group' is on the left. A table lists groups with columns: GROUP ID, NAME, TYPE, STATUS, OWNER, and OPERATIONS. Annotations include: 'List of the Groups' pointing to the 'List' tab; 'Sort option' pointing to the 'NAME' column header; 'Type of the group: Project' pointing to the 'Project' value in the 'TYPE' column; 'Creator/Owner info' pointing to the 'OWNER' column; and 'Editing options' pointing to the 'Edit' button in the 'OPERATIONS' column.

GROUP ID	NAME	TYPE	STATUS	OWNER	OPERATIONS
1	AFAN	Project	Published	Ana CABERO	Edit
2	ARTION	Project	Published	Ana CABERO	Edit
3	CRISPRO	Project	Published	Ana CABERO	Edit
4	HEUREKA	Project	Published	Ana CABERO	Edit

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.

Add Project

Home » Group » Add Group » Upload Project

Title *

Title limited to 50 characters, remaining: 50

Short description *

Short description limited to 150 characters, remaining: 150

Introduction

Introduction limited to 400 characters, remaining: 400

FEATURED IMAGE *

No media items are selected.

One media item remaining.

Project default

The maximum number of media items have been selected.

Type *

☐ Single country grants for disaster risk management (Track 1)

☐ Cross-border prevention and preparedness and marine pollution (Track 2)

☐ Knowledge Network Partnership

Status *

☐ Ongoing

☐ Closed

DURATION *

Start date *

End date *

Select Project Type

Select Project' status

Select date for start/end

Replace with another image

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.

EU contribution amount * **EU contribution**

EUR

EU CONTRIBUTION URL

URL **EU link**

This must be an external URL such as <http://example.com>.

Link text

FUNDING SOURCE

URL **Web address**

This must be an external URL such as <http://example.com>.

Link text **Descriptive**

Official project email

Contact email *

Description *

Format: **Main description of the Project**

PARTNER ORGANISATIONS

Add Organisation

Add Partner organisation

PARTNER ORGANISATIONS

Partner organisation

Organisation * **Start typing.. Search/Select**

Implemented by **Start typing.. Search/Select**

Role * **Select**

☐ Beneficiary

☐ Coordinator

EU Contribution *

EUR

You can add another one

Add Partner organisation

Order list

Collapse

Show row weights

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.

☒ Published

Metatags

Revision information

No revision

URL alias

Automatic alias

Published on **Date of the version**

dd/mm/yyyy

Format: 2022-05-25 16:49:52. Leave blank to use the time of form submission.

Revision log message

Create

Create Project

Briefly describe the changes you have made.

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' 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.

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.

Edit

You can edit any time the existing content.

View

You can Preview / View the Project.

Delete

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.

Add Project: Subgroup (Project discussions group)

[Home](#) » [Group](#) » [AFAN](#) » [Content](#) » [Create](#) » Subgroup.ucpkn Project Discuss

Title *

Content limited to 50 characters, remaining: 50

Group privacy *

☐ Public

☐ Private

Group joining methods *

☐ User gets invited

☐ User clicks "Join group" button

Header

No file chosen

One file only.
200 MB limit.
Allowed types: png gif jpg jpeg.

Short description *

Content limited to 150 characters, remaining: 150

Introduction

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.

☒ Published

Metatags Revision information No revision	Published on <input type="text" value="mm/dd/yyyy"/> <input type="text" value="----:--:--"/> <input type="text" value=""/> <small>Format: 2022-12-22 16:33:17. Leave blank to use the time of form submission.</small> Revision log message <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> <small>Briefly describe the changes you have made.</small>
---	--

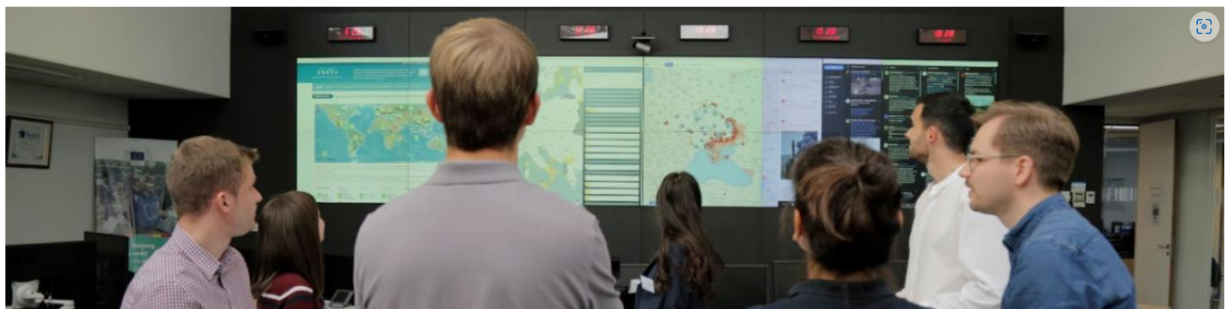
[Create Project discussions group](#)

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

[Home](#) / [Groups](#) / Next Generation UCPM



Next Generation UCPM

[Start a discussion](#)

[Leave group](#)

[Home](#) [Discussions](#) [Members](#)

[View](#) [Edit](#) [Content](#) [Media](#) [Members](#) [Delete](#) [Revisions](#) [Invitations](#)

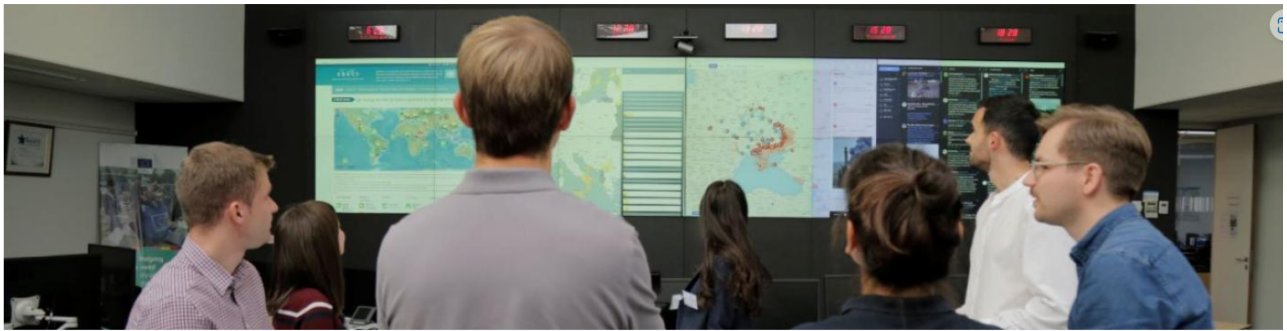


By project Next Generation UCPM staff

Group moderators

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](#)

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.

Title *

DRMKC Annual Seminar - call for expression of interest

Content limited to 255 characters, remaining: 201

Text *

Normal | B I x² x₂ | [link icon] [table icon] [code icon] | [undo icon] [redo icon] | [link icon] [unlink icon] [list icon] [link icon]

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 x

Sector

Risk reduction & assessment x

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

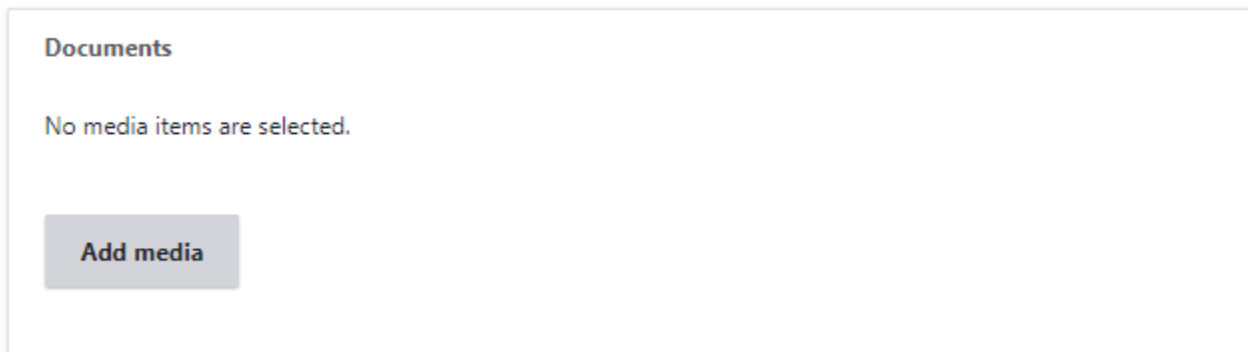
No media items are selected.

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.

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.



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**.



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.

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:

Attendance type *

☐ Face-to-face

☐ Hybrid

☐ Online

- 8.
9. 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:

10. 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.
11. 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.

REGISTRATION LINK

URL

This must be an external URL such as <http://example.com>.

Link text

- 12.
13. **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.
14. **Add/Remove text with featured media**. This allows you to add optional preformatted paragraphs that includes media (images, video).
15. **Edit the text with featured media**. You can add one or multiple paragraphs sections as you create the event or any time after.
16. **Variant**: select the variant of the paragraph. This will influence the position of media.
17. **Drag &drop**: you can rearrange the order of paragraphs if is the case.
18. **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](#).
19. **Add or remove Documents**. You can add documents as media .
20. **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).
21. **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.
22. **Save**: after pressing save you will be redirected to the post.

Create Event

Home > Nodes > Add Content > Update Event

Title *

Content limited to 50 characters, remaining: 50

Short description *

Content limited to 150 characters, remaining: 150

Introduction

Content limited to 150 characters, remaining: 150

FEATURED IMAGE

No media items are selected.

[Add media](#)

One media item remaining.

Attendance type *

☐ Face-to-face

☐ Hybrid

☐ Online

DATE(S) *

Start date

End date (optional)

LOCATION

Country

Preview:

Risk Data Hub Workshop

The aim of this virtual training session is to familiarise the different stakeholders with the functionalities available in the Risk Data Hub.

Event 15 June 2022 KN Science

Log changes & revision

SEO /Tech related

Manage publication in front page or in top of lists

Expand fields for more info

23.

REGISTRATION LINK

URL

This must be an external URL, such as <http://example.com>

Link text

Description *

Format:

Long text

Add preformed paragraphs

Add documents

Save **Preview**

24.

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).

Are you sure you want to delete the group *Next Generation UCPM*?

View	Edit	Content	Media	Members	Delete	Revisions	Invitations
----------------------	----------------------	-------------------------	-----------------------	-------------------------	------------------------	---------------------------	-----------------------------

[Home](#) » [Group](#) » [Next Generation UCPM](#) » Next Generation UCPM



You are about to delete the group Next Generation UCPM

As a result, the group content listed below will be removed:

- Discussions
- Comments
- Media: documents, images, videos
- User memberships

This action cannot be undone.

Delete

Cancel