Bioland 2 – Adding Local Content

Sources of content

There are five sources of content on the Bioland site:

1) Content from partners, such as GBIF and Panorama, via global interoperability
2) Content from SCBD, such as news, events and national targets, via CHM interoperability
3) Local content, such as news, events, learning resource, protected area and so on
4) Forum topics and comments
5) Structural elements, such as menus

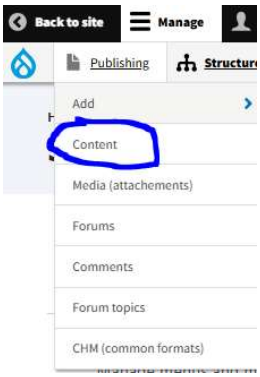
This guide covers only point 3 – adding local (site) content.

Accessing Content Management screen

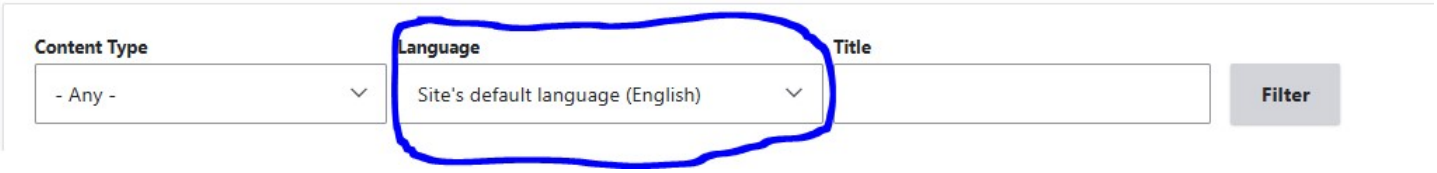
From logged-in public website, the Content Management screen is accessible from the "**Publishing"** menu entry:



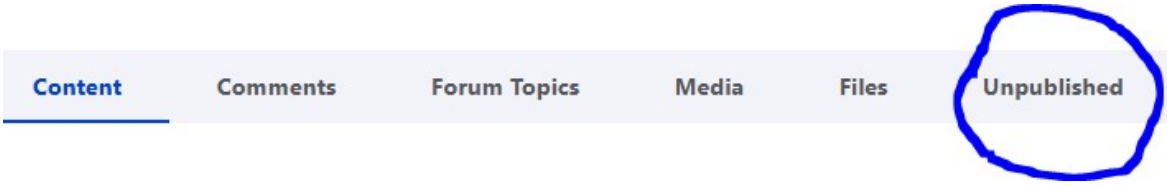
From the Admin interface, the same screen is accessed via the "**Publishing/Content"** menu entry:



This screen represents all published content. Initially it shows in Site's default language (usually English) and hides the translated entries. That however can be changed in the filter settings above the content listing:



Please note that this screen shows only the content that has already been published and is seen by general public on the website. The content that is currently unpublished is on a different “Unpublished” tab:



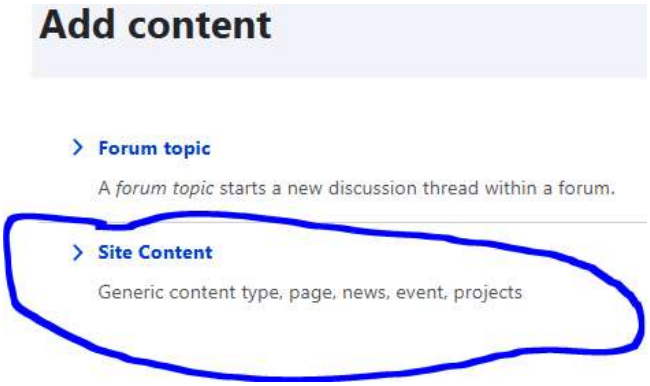
Accessing the “Create Site Content” screen

From the Content Management screen, it is two steps to creating new content:

1. “+ Add content” button:



2. “Site Content” menu entry on the next screen:



For those who enter content frequently, bookmarking a direct URL may also be useful. As it represents the form entry point, it does not change. Normally, it would be https://***sitename***/en/node/add/content (with address of your own site)

Understanding Content Types

Bioland supports structured content. This means that instead of a single blob of text, different types allow entering information in specialized formats and displaying them appropriately. The easiest example of that is Events content type that allows to enter dates for the start and end of the event.

Nevertheless, most of the fields are shared between the content types, so the interface will be very familiar for any content type, once one or two entries are created.

Possible Content Types:

Content Type	Explanation
Basic Page	Simple pages that can be linked from the menu for general information about any topic
National Target	Not in current use, instead use Central CHM to register the targets
Biodiversity Data	Descriptions of sources of Biodiversity Data. The entries will be automatically linked from the **Biodiversity Facts** submenu of the main menu.
Document	Documents are good for including complex documents produced somewhere else (PDFs, etc.). Document listing is linked from the main home page, under the Implementation module.
Ecosystem	Ecosystem is one of the common Biodiversity Facts worth presenting on a national CHM website. Entries of this type are automatically linked from **Biodiversity Facts** submenu of the main menu.
Event	One of the most common types of information for the National CHM website. The events show up on the home page, in menu, on their own summary page and in search.
Image or Video	While images and remote videos can be attached to other types, this is the type that presents them in full focus. Entries of this type automatically linked from **News & Updates** submenu of the main menu.
Government Ministry or Institute	It is very useful to have a unified list of organizations working on a biodiversity in a country. This is the type for that information. Entries of that type show up under **Convention & Protocols** submenu of the main menu.
Learning Resource	This content type is to track learning resources. One of them will be shown on a home page in a dedicated section. Use **Promotion options'** setting for **Promoted to front page** to control which one exactly. All the entries will be available on the search page.
News	News, like Events are also very common and show up in multiple locations.
Project	Projects benefit from being collected in one place, to allow a quick review of what is happening, related to the biodiversity in the country. This includes creating English-language summaries for the projects available in other languages. This significantly increases discoverability of the projects in the search engines.
Protected Area	Just like with Ecosystems, it is useful to have them listed on the site. Entries of this type are automatically linked from **Biodiversity Facts** submenu of the main menu.
Related Website	A more general content type, to allow linking to other sites dealing with biodiversity that do not neatly fall into specific category above.
Other	A very general content type, mostly here for legacy reason. Avoid using it, unless none of the other types are appropriate.

Common fields

The following are the common fields that will be present for all content types:

Field Name	Compulsory	Explanation
Content Type	Yes	This field chooses what content type is being entered. Depending on the value, additional fields may appear on the screen.
Title	Yes	The tile shows up everywhere the item is mentioned. It should give a very concise summary of the content item. It is plain text and cannot be formatted.

Field Name	Compulsory	Explanation
Body	No	The body is the comprehensive description of the item and supports complex formatting, if required. It may not show up completely in some of the displays, but will always be shown in full on content item's own page.
Attachments	No	This allows to add Images, Remote Videos and linked documents to the content item.
Tags: GBF Targets	No	This allows to select one or more Global Biodiversity Framework targets this content item is associated with. Mini search is included to make it easier to pick the right target. The full target list with explanations is available at: https://www.cbd.int/gbf/targets
Tags: Thematic Areas	No	Similarly, a set of Thematic Areas can be chosen
Tags: Countries and Regions	No	Similarly, a set of relevant countries can be selected. This is especially useful for transboundary and regional news and events
Tags: SDG	No	Similarly, a set of relevant Sustainable Development Goals can be added. The full goals list is at: https://sdgs.un.org/goals

Specialized fields

Field name	Content Types	Explanation
URL and Link text	Biodiversity Data Document Event Government Ministry or Institute Learning Resource Project Related Website	For the material that resides on external sites, it is often useful to provide a summary and link out to the full entry. This field supports linking out. Multiple links can be provided.
Published Date	Document News	A single date, where it is important when the document was originally created (not when it was published on the website).
Start and End Dates	Event	A date range (including time) – this allows to show content that has specified duration. The time component is compulsory. It can be 0:0:0 am, if the time is not important.

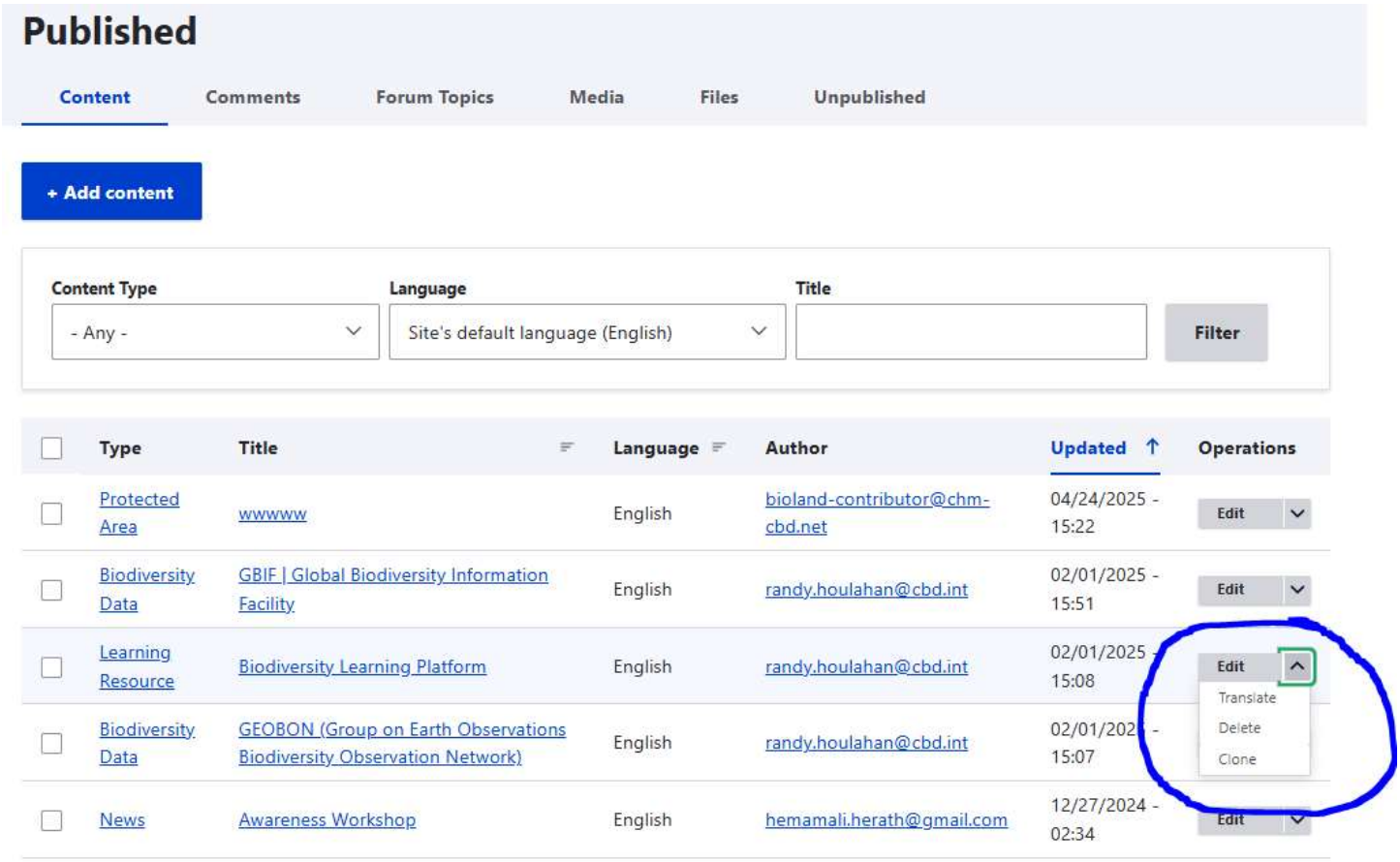
Publishing workflow



Just before the Save button, there is a **Published** checkbox. This is part of the Publishing workflow. If a content item is not published, it will not show up on the public website view. This allows the content to be reviewed or created as draft and updated several times before publishing. The published item can also be unpublished and returned to the internal state. This checkbox is not available to **Contributor** role, therefore ensuring their content will be reviewed by a higher role.

Managing the content item

Once the item has been created, it appears in the listing on the Content Management screen (mentioned at the top of the document). From there, the item can edited, translated, deleted or even cloned. Remember, if the item has not been published, it will be available from the **Unpublished** tab, instead.



Similar options are available for logged-in users with appropriate permissions when looking at the item's page itself. For logged-in users, unpublished content item will also have the page available to review the current draft's presentation. That page will stay unavailable to public users, and they will get an error if they try to visit the page's address (URL).

