BIOBORD MANUAL 2

Wagtail Content Management System
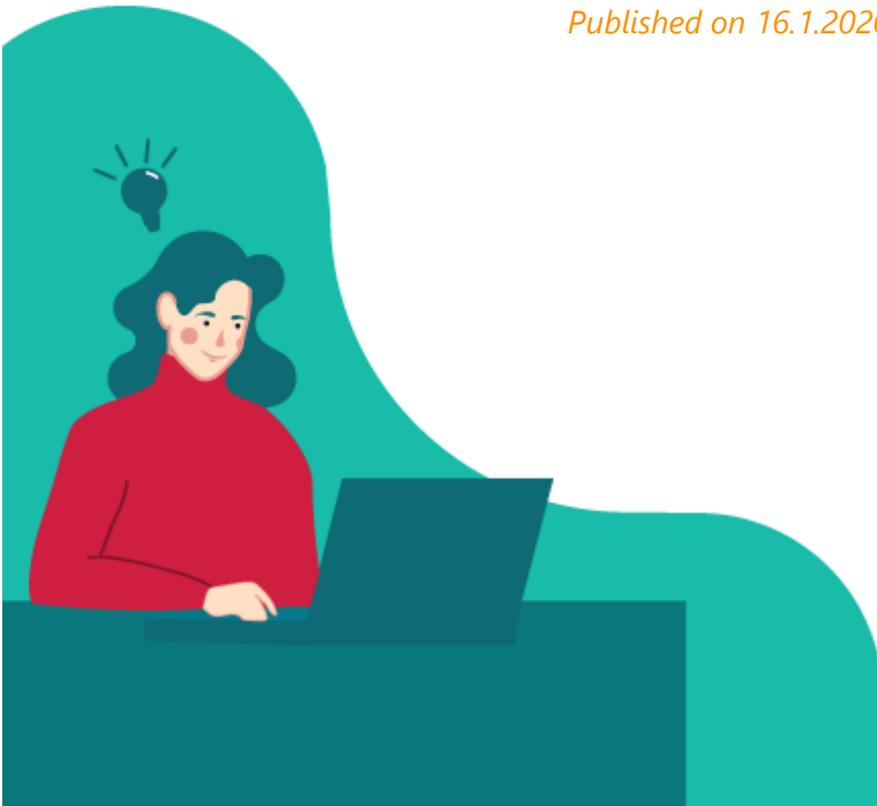
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1. Login Screen

To create new content for the landing page view, login must be performed. The purpose of login is to check that authorized users from each hub can create hub specific content like news articles, organisations and services provided by each organisation.

Start by opening the following address with your web browser: https://biobord.eu/admin . The login screen shown in figure 1 should appear. Login with your email address and password you have created earlier. This login allows you to perform actions across the whole web platform, for example taking a part in discussions and so on.
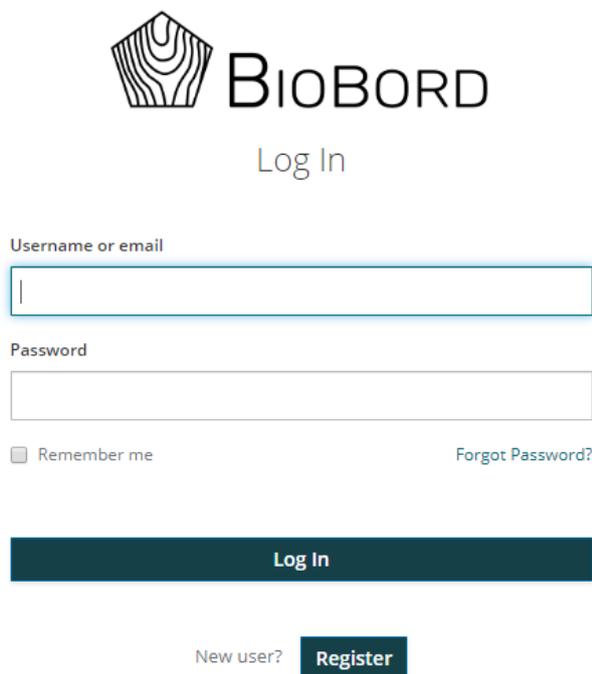

Figure 1. Login screen

After successful login you should see CMS home page similar to one presented in Figure 2. The navigation items and descriptions are included in the figure.
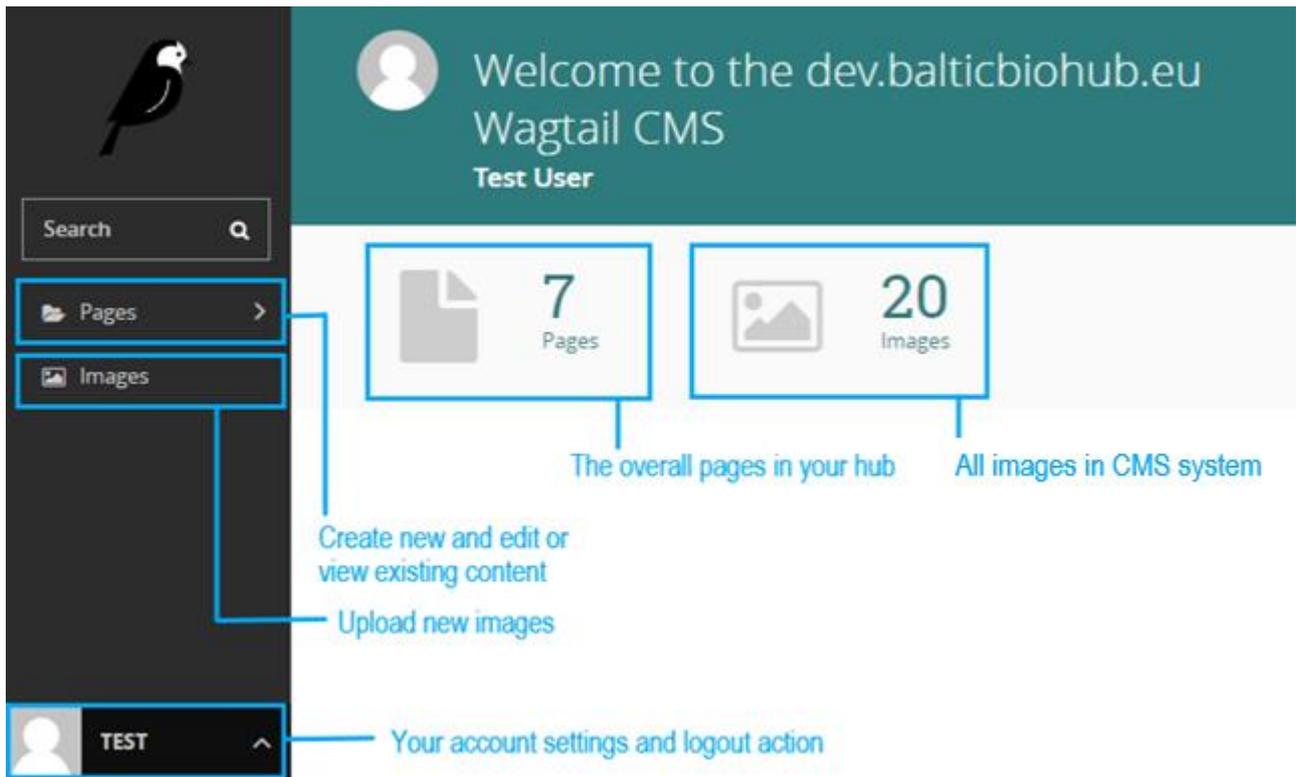
Figure 2. CMS home page view

2. Account Settings

Your account settings can be changed by clicking your username in the lower left corner of Wagtail admin (presented in Figure 3). This menu can be used to either Log out and end your session or modify your account settings.
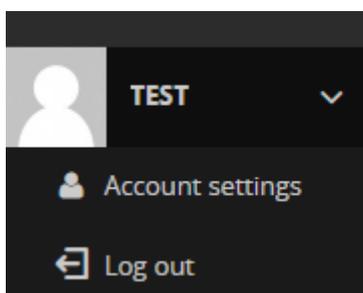
Figure 3. Account menu

Account settings menu is presented in Figure 4. It has five settings you may edit:

- Set your profile picture
- Change your accounts email address (**do not change since this is attached to the external authentication system!**)
- Notifications (these settings won't have effect since moderation for page edits and publications is not used)
- Change your Wagtail admin system user interface language
- Set your time zone setting for your country
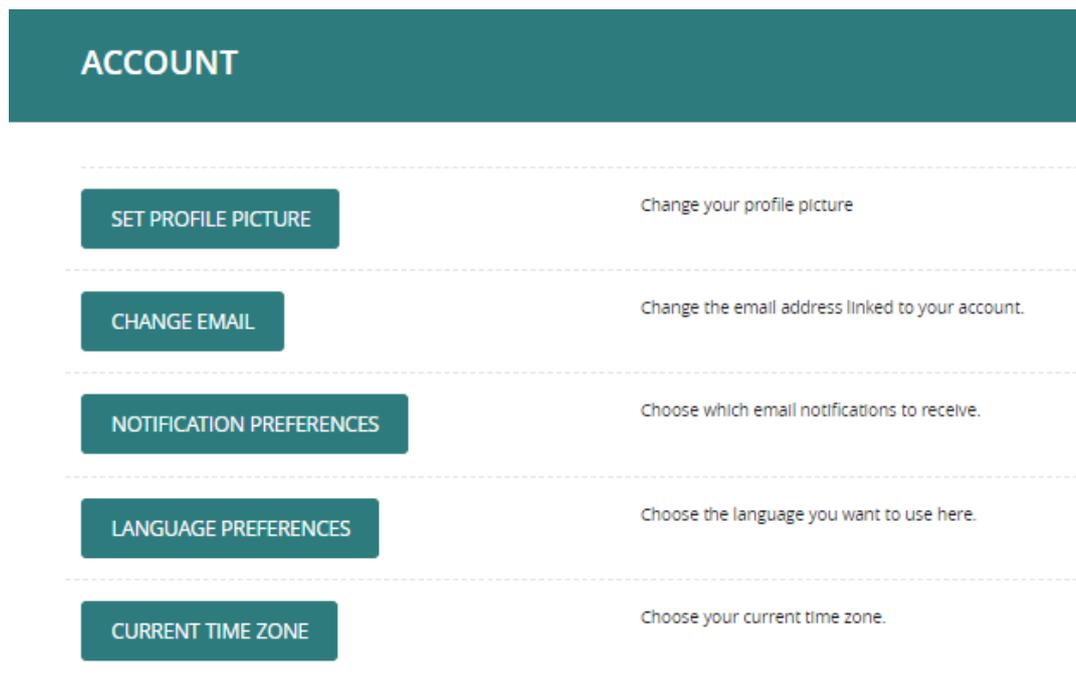
Figure 4. Account settings menu

3. Uploading Images

Images can be uploaded in two ways within the CMS. There is a separate menu found from the left navigation bar (this is shown in Figure 5). As shown in the figure, there aren't any default images for the user. You may start transferring images by choosing either the **upload one now** –option or **add an image** –option. Images can be uploaded by dragging them into the gray box area or by using the file browser option for navigating them from your computer. Multiple images can be uploaded in a group. Before performing the upload, check that each individual image is under 10 MB in size and has one of the following file extensions: gif, jpeg or png. It is also suggested that uploaded images have the minimum dimensions of 1000x800 to ensure better image quality in places where image is presented.
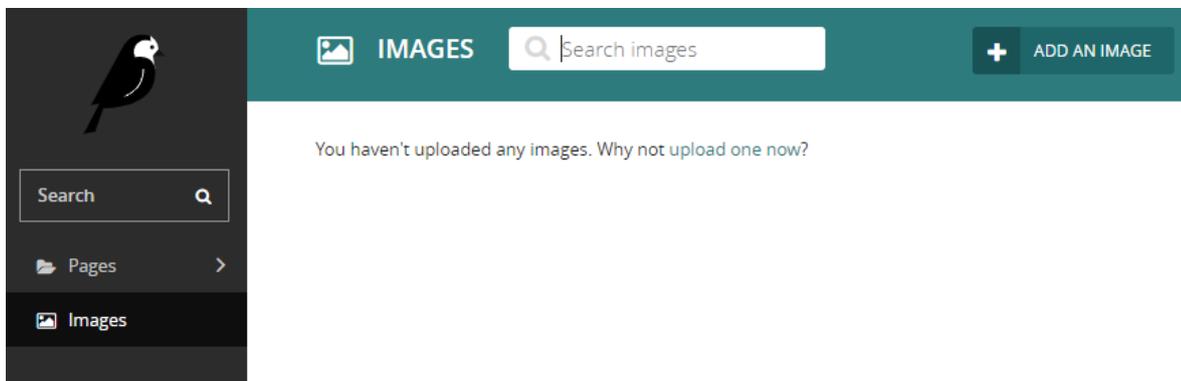

Figure 5. Image upload tool

After the successful upload action, each image should have its own preview box like the one shown in Figure 6. You may edit the title of the image and attach tags for the image. Tags can be used for categorizing images within the Wagtail CMS system. When you are ready to upload the image, select **update**.

Figure 6. Example of an uploaded image

Another way for uploading images is to use the image upload property when creating new content. All uploaded images can be modified afterwards through Images menu.

It is recommended to set focal area for each uploaded image. Focal area ensures that the most important part of the image is shown in the web platform (for example the news preview in the landing page). Figure 7 illustrates the setting of focal area.
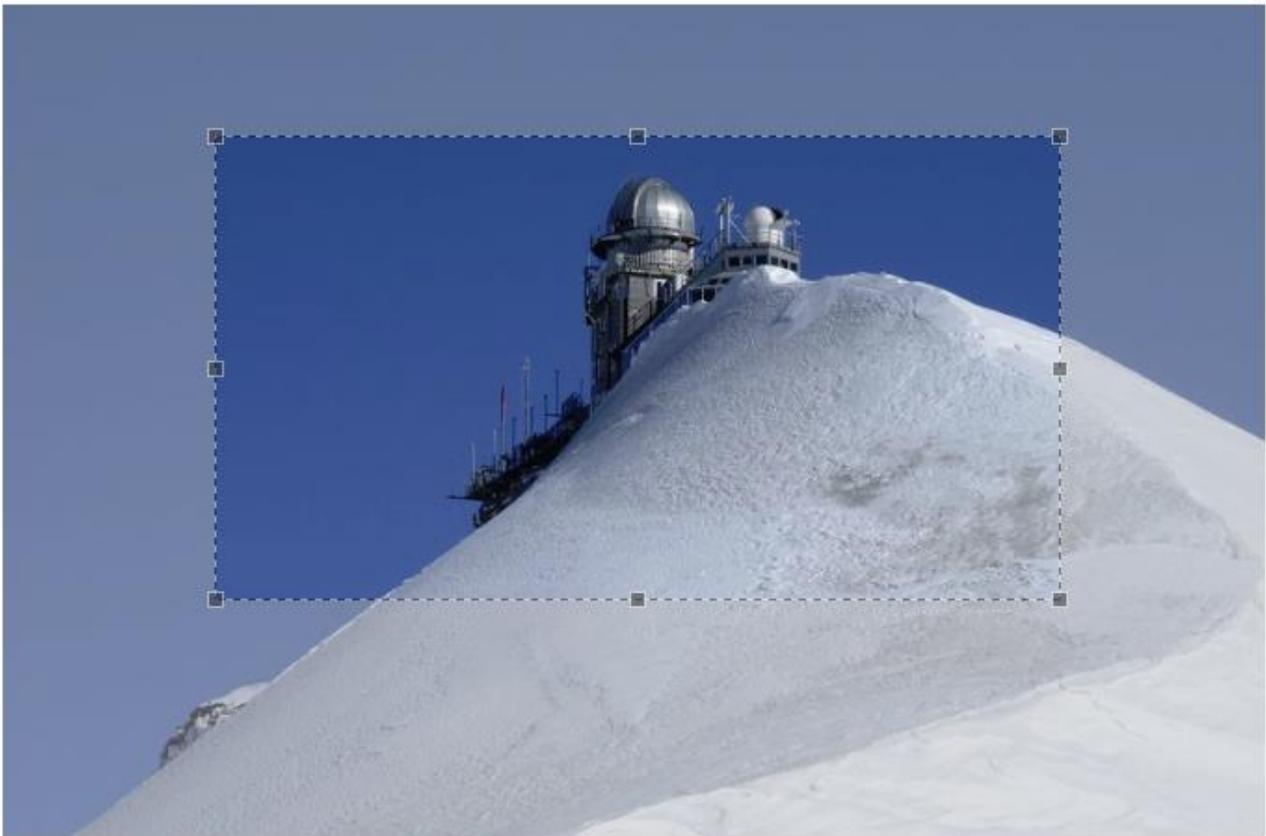
FOCAL POINT (OPTIONAL)

To define this image's most important region, drag a box over the image above.

REMOVE FOCAL AREA

MAX DIMENSIONS
3648x2432

FILESIZE
1.5 MB

Figure 7. Setting the focal area for the image

4. Creating New Content

The administrators of each hub are allowed to create new content related to their own hub. Content can be categorized in the following way:

- News articles
- Organisations
- Services provided by organisations

By clicking the Pages selection in the left navigation menu, hub specific navigation menu appears as shown in Figure 7.
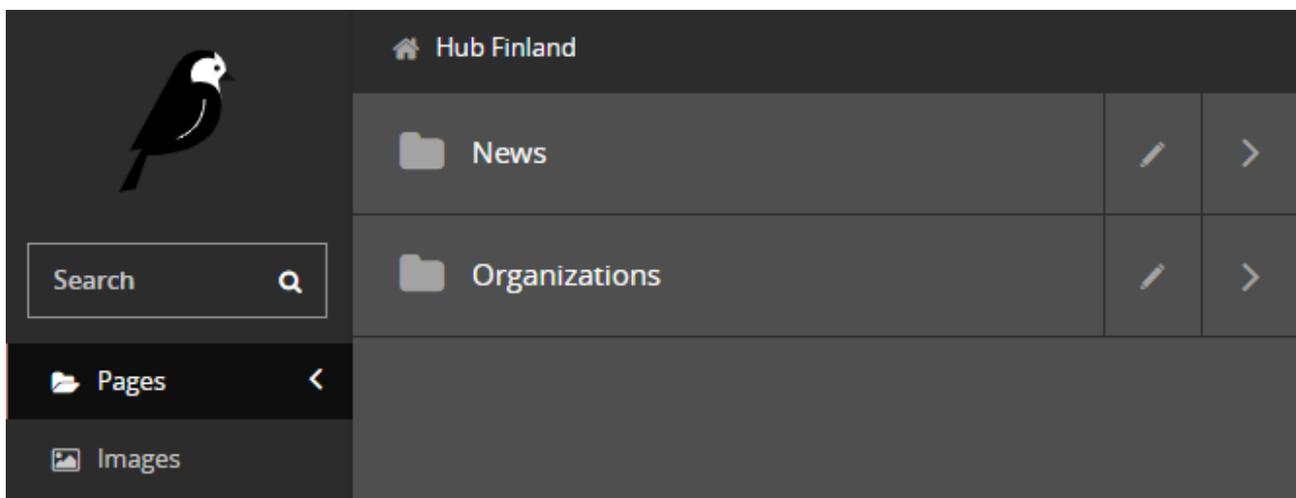
Figure 7. Hub specific menu

The structure for adding the content is shown in Figure 8. Each hub has two folders under their root folder: *News* and *Organisations*. All hub related news are created under the News folder and all organisations are created under the Organisations folder. Each organisation created under the Organisations folder will again have Contacts and Services folders available. Contacts should be created first in order to have them listed when adding a new service.
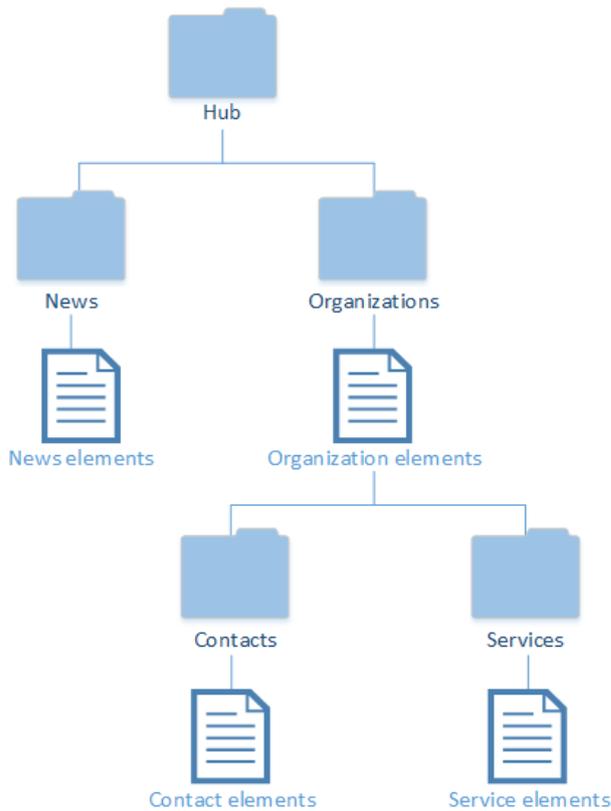
Figure 8. CMS folder hierarchy

4.1 Creating News Articles

To create and publish a news article for the web platform, perform the following steps:

- Hover your mouse cursor over the news row and the plus sign should appear at the end of the row as presented in Figure 9

- You can add a new news article by clicking the plus sign (this applies only for the first news article as the following news articles can be added by clicking the arrow at the end of the row and selecting **Add child page**)

- Fill in the following information:

    o **Title**: The name for the news article

    o **News content**: This field may include text, lists, images, links, documents and embedded videos.

    o **Sector categories**: Choose bio economy related categories which this news article belongs to. You may choose multiple categories by holding Ctrl button while selecting the options.

- o **Image**: Choose title image for your news article. You can use images that you have previously uploaded to the CMS or upload a new one using the **upload** tab.
- You can select the **preview** option at the bottom of the page before publishing the news article in order to check how it looks like.
- You can now either publish it by selecting **publish** or save it as a draft by selecting **save draft** from the dropdown menu at the bottom of the page. You should select **save draft** if you aren't able to finish filling the news article completely during this session.

4.2 Creating a New Organisation

Organisations are created the same way as news articles. To create one, follow these steps:

- Hover your mouse cursor over the Organisations row and the plus sign should appear at the end of the row as presented in Figure 9
- You can add a new organization by clicking the plus sign (this applies only for the first organisation as the following organisations can be added by clicking the arrow at the end of the row and selecting **Add child page**)
- Fill in the following information:
  - o **Title**: Organisation name
  - o **Title image**: Choose title image for the organisation
  - o **Link**: The web address of the organisation home page
  - o **Organisation description**: The descriptive text of the organisation. Like news articles, this also may contain text, lists, images, links, documents and embedded videos.
- As with the news articles, same options are available for organisations: **save draft**, **publish** and **preview**.

Figure 9. Adding new organization / news

4.3 Creating a New Service

To create a new service, first choose the service providing organisation under the hub by clicking the arrow at the end of the selected organisation row. Follow these steps:

- Hover your mouse cursor over the Services row and the plus sign should appear at the end of the row as presented in Figure 10

- You can add a new organization by clicking the plus sign (this applies only for the first service as the following services can be added by clicking the arrow at the end of the row and selecting *Add child page*)

- Fill in the following information:
    - *Title*: The name of the service
    - *Title image*: Choose title image for this service.
    - *Service content:* The description of the service. This field can include text, lists, links, images, documents and embedded videos.
    - *Service categories*: Choose one or multiple service categories that best describe this service. You may choose multiple options by holding Ctrl button while selecting.
    - *Sector categories*: Choose one or multiple bio economy sector categories that best describe this service. You may choose multiple options by holding Ctrl button while selecting.
    - *Contacts*: Choose one or multiple contact persons for the service. Contact persons must be added first through previous menu (see 5.4 Creating new contact). The email address of the contact person will be shown as contact information in the footer section of the service card.

4.4 Creating a New Contact

To create a new contact, first choose the service providing organisation under the hub by clicking the arrow at the end of the selected organisation row. Follow these steps:

- Hover your mouse cursor over the Contacts row and the plus sign should appear at the end of the row as presented in Figure 10

- You can add a new contact by clicking the plus sign (this applies only for the first contact as the following contacts can be added by clicking the arrow at the end of the row and selecting ***Add child page***)

- Fill in the following information:
    - ***First name***
    - ***Last name***
    - ***Email address***

Figure 10. Adding new service / contact