UNPAN Member Drupal 9 User Guide

Version 1

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Introduction to Drupal 9 Content Management System

UNPAN website is built on Drupal 9 Content Management System (CMS) a popular open source content management system that is used by millions of other websites including a number of major businesses, government and educational institutions. Drupal is powerful and has enterprise level security, famous for running websites like WhiteHouse.gov, Harvard and Stanford universities.

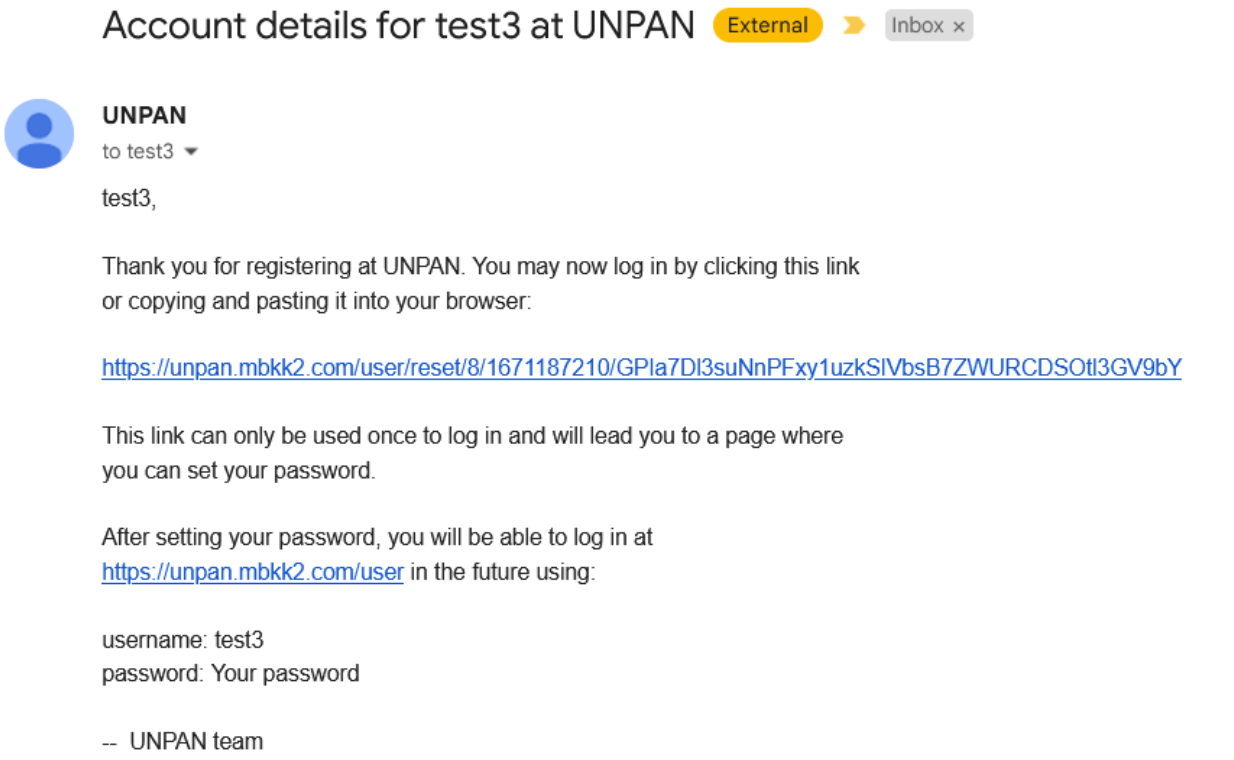
Drupal allows for easy maintenance and content management while still providing a powerful frame-work for user management and additional functionality thanks to a large library of modules developed by the Drupal community.

Your UNPAN User Account

All UNPAN members should receive an email with their account information, similar to the information below.

Within this email is a one-time link that will take you to your account where you can then set your own password.

If you do not see this email, please check your spam folder in your email. Alternatively contact unpan@un.org.



Account details for test3 at UNPAN External Inbox ×

UNPAN
to test3

test3,

Thank you for registering at UNPAN. You may now log in by clicking this link or copying and pasting it into your browser:

https://unpan.mbkk2.com/user/reset/8/1671187210/GPla7Dl3suNnPFxy1uzkSlVbsB7ZWURCDSOtl3GV9bY

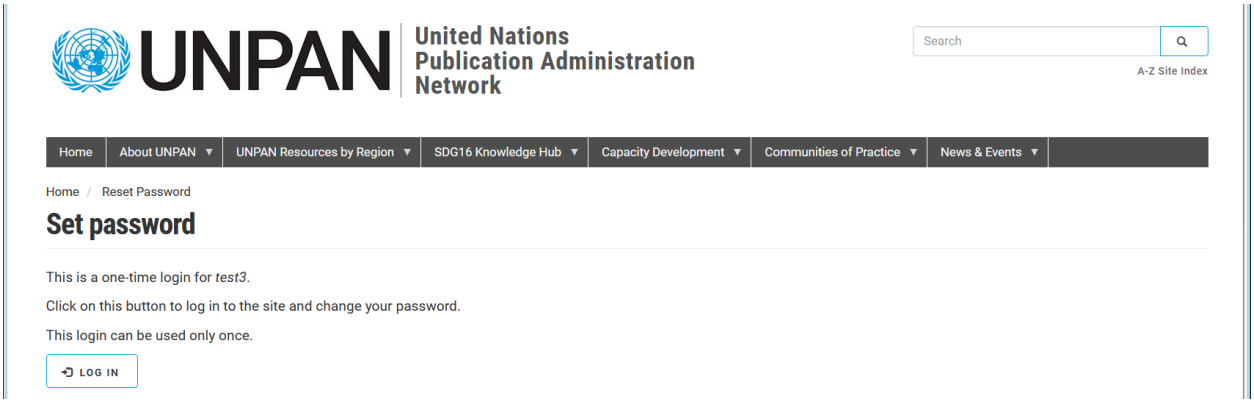
This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at https://unpan.mbkk2.com/user in the future using:

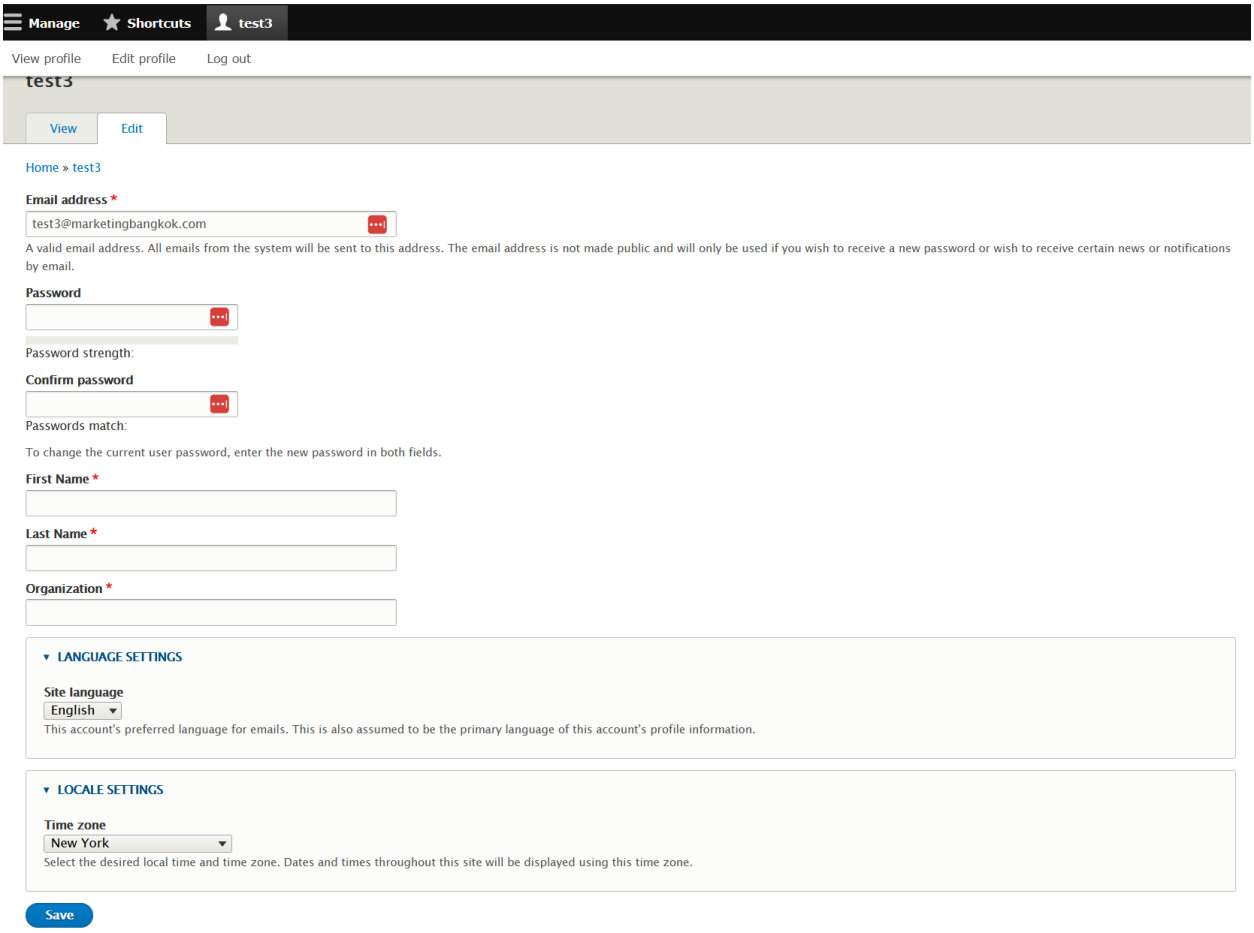
username: test3
password: Your password

-- UNPAN team

After clicking the one-time-link you will see a screen to Set password and Login.



Click Log in and set your password and add your first & last name and the organization you belong to.

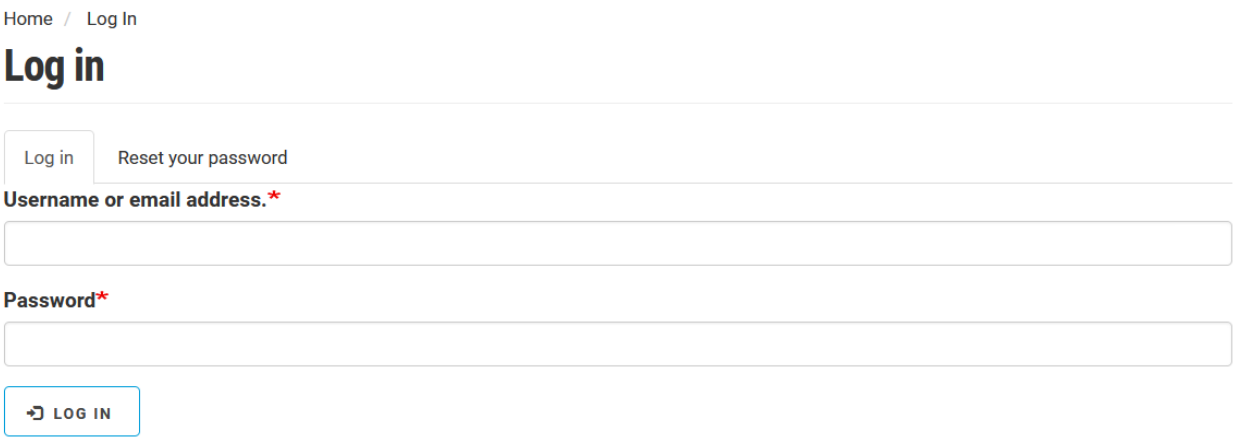


Logging into UNPAN

To login to UNPAN website, you need to browse to your websites domain and enter /user, for example you can log into the development websites at the following URLs:

- https://unpan.un.org/user

Enter your email and password.



After successfully logging in, you should see a black user bar/menu at the top of the page where you can create your own content.

You will also see tabs after you are logged in for your own content,

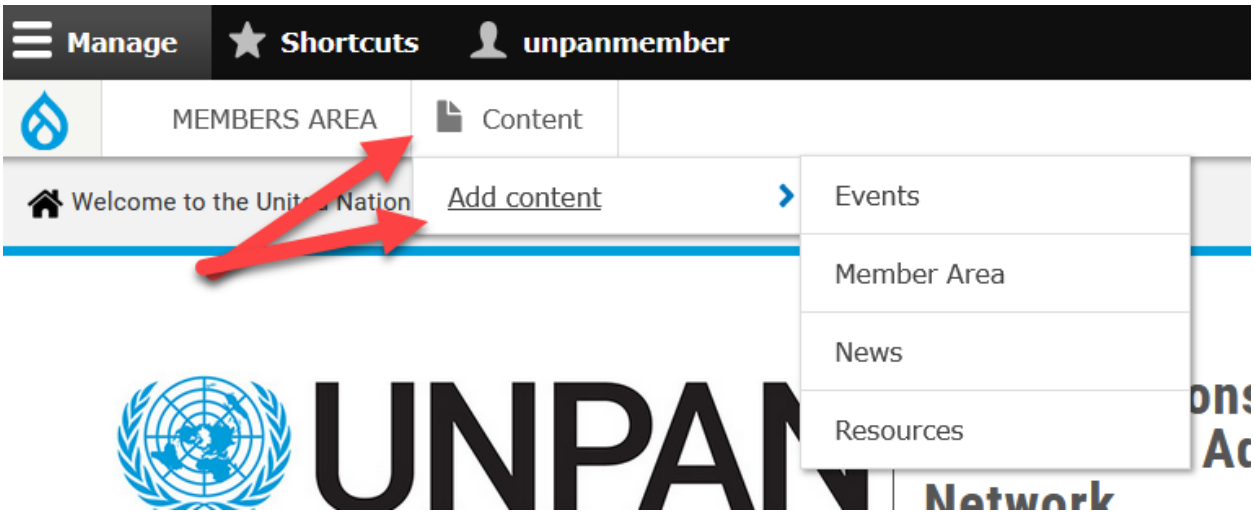
Creating Content - News & Events

Your UNPAN member account allows you to contribute to UNPAN website by creating content for the following pages.

Events, Members Area, News and Resources.

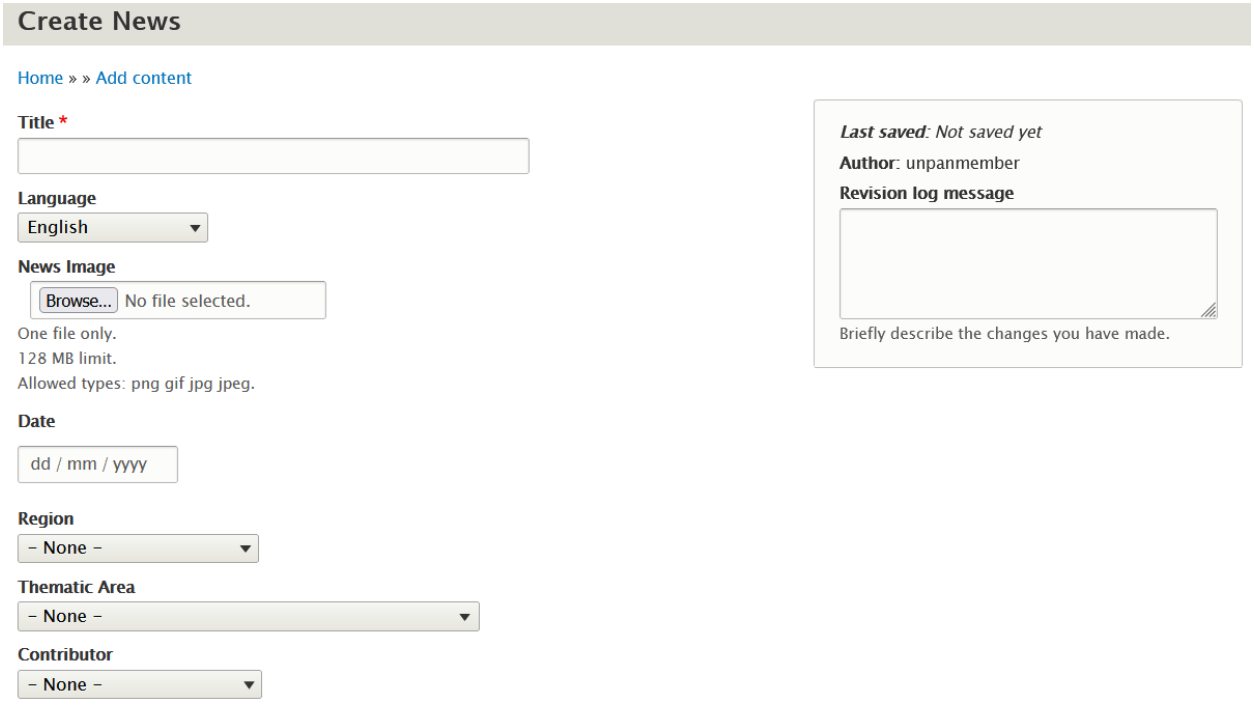
Simply hover over content from the user menu and click add content. Select the content type for white type of content you want to add.

For example, if you want to add a news post, click Content > Add Content > News.



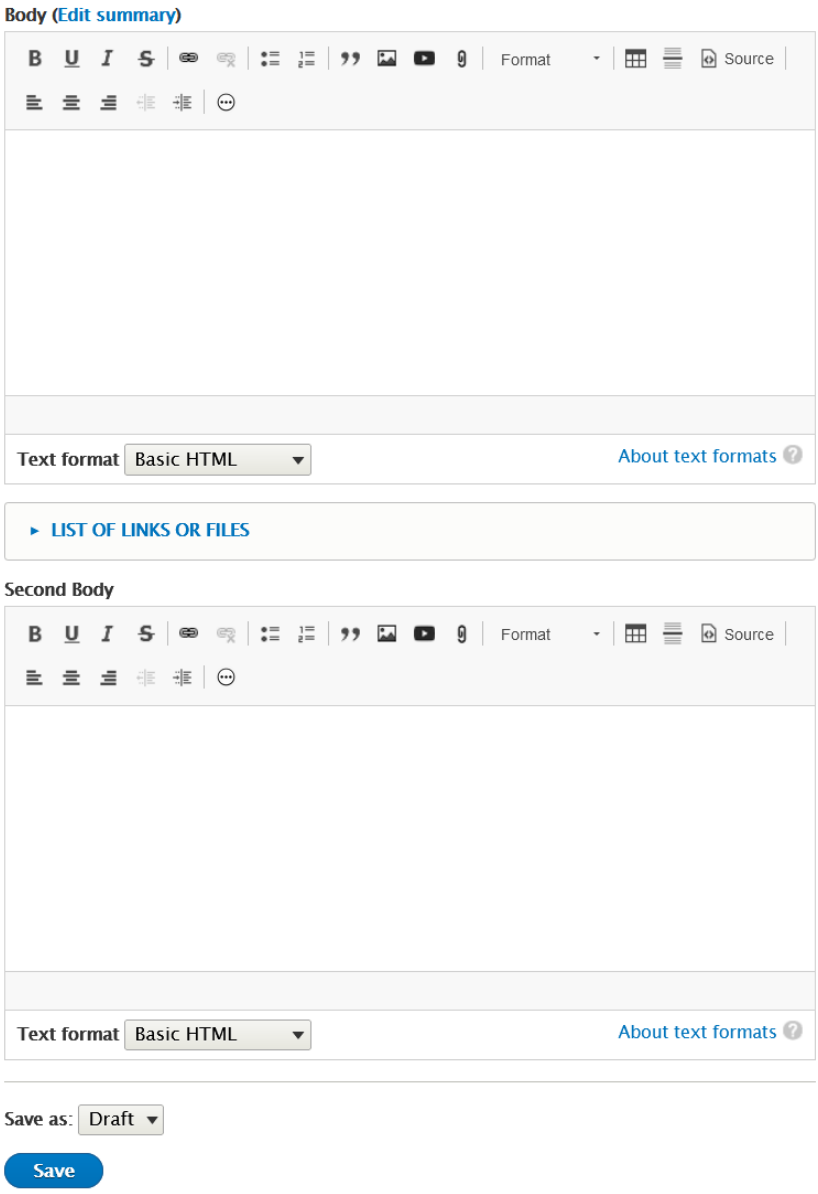
You will be taken to a page where you can add content to appear within the News page of the website.

All content requires a Title. You can also add an image and specify the date of the news, what region the news item belongs, thematic area and contributor.



The main content is stored in the Body text area, an editor that will allow you to perform some basic formatting.

If you wish to add a list of links or files, you can do so by using the fields within the “LIST OF LINKS OR FILES” group. Lastly, if you have more text you wish to appear under this, you can use the “Second Body” text area..

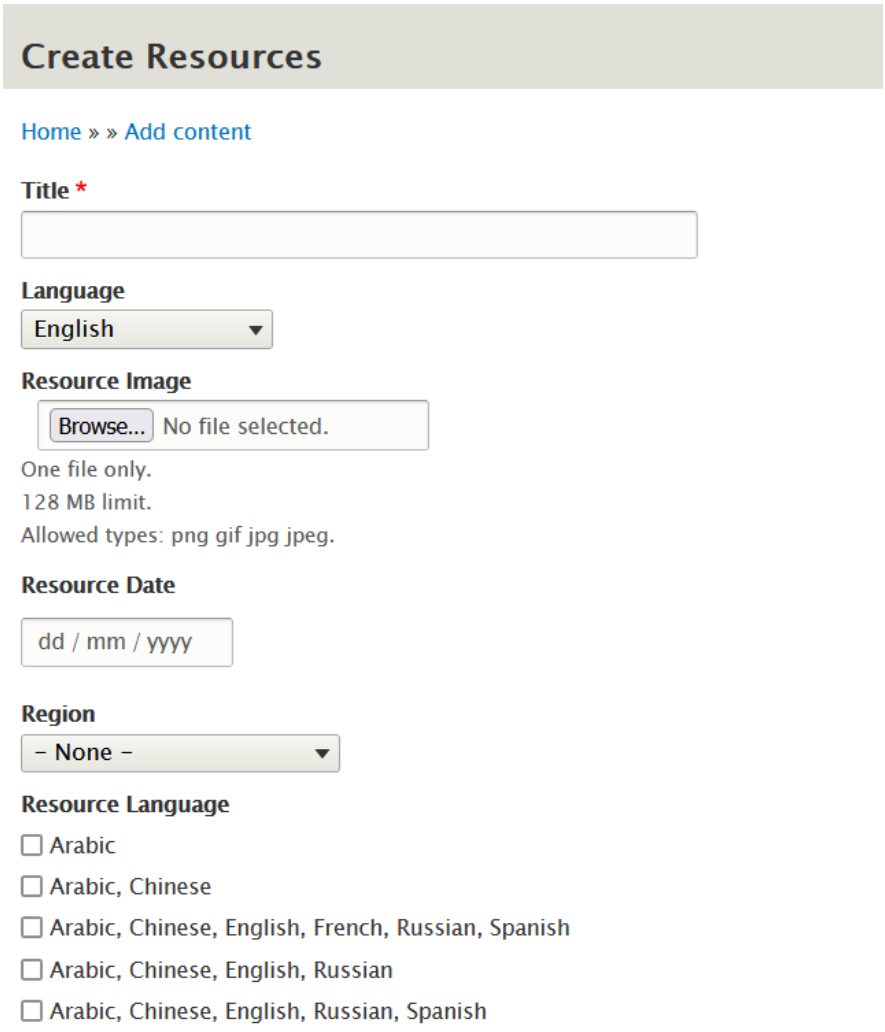


Click Save to record your content contribution Your content will not be immediately visible. An email notification is sent to the UNPAN web team who will then approve your post making it public.

Creating Content - Resources

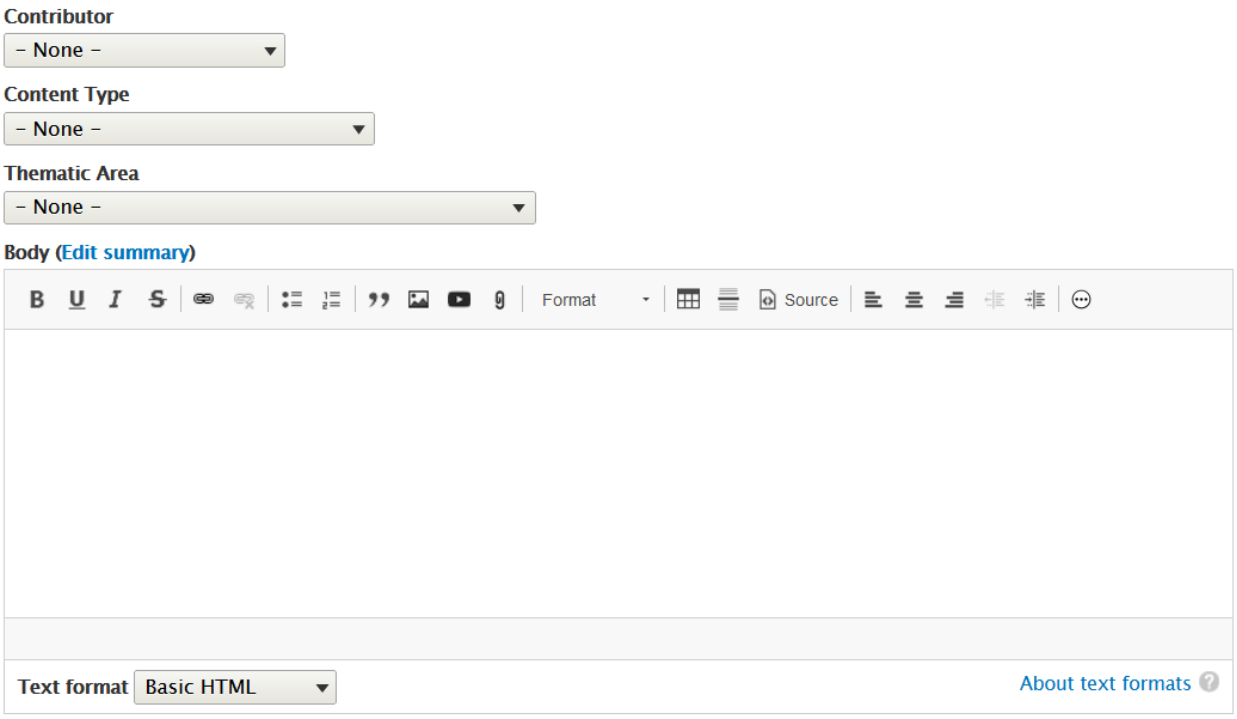
New resource content can be added by going to Content > Add Content Resources from the user menu or by browsing to /node/add/resources.

Here you will presented with options relating to the resource content type such as the date, region, resource language.



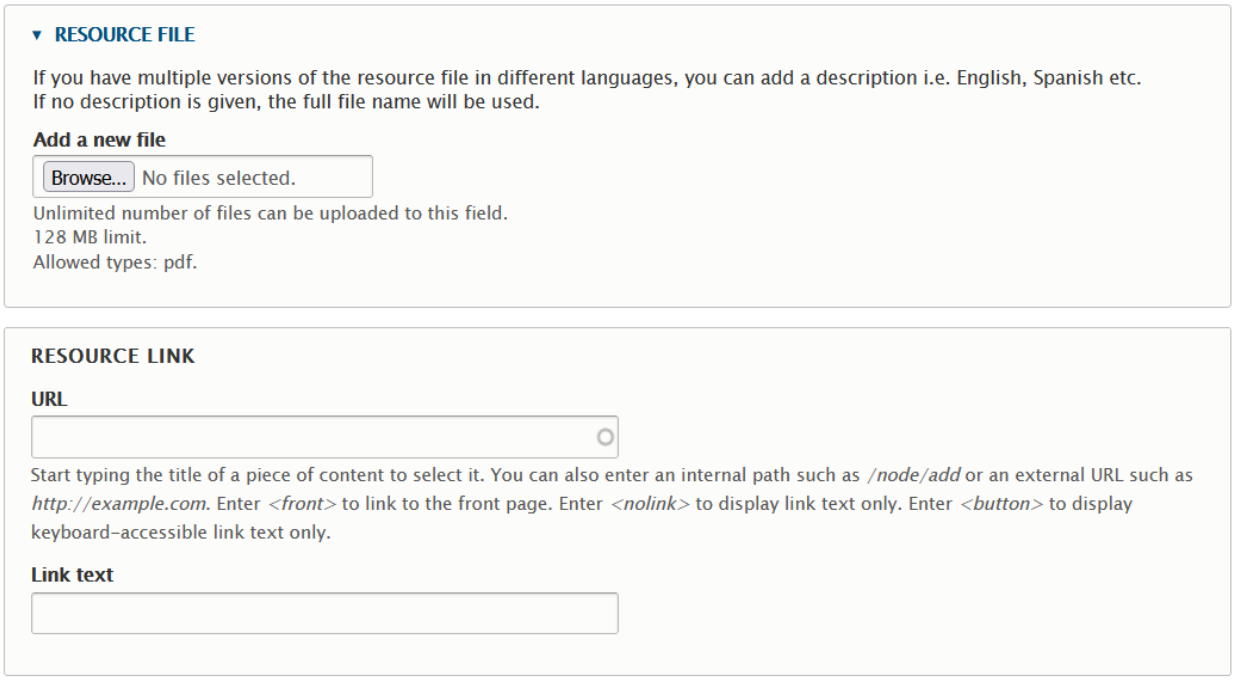
Select the contributor, content type and thematic area if appropriate for your resource.

The description/summary of the report can be added to the Body field.



Last step is adding the resource. You can either upload the resource PDF by clicking on “Add a new file Browse”.

Or link to the resource by using the “RESOURCE LINK” field, by adding the website URL and you can also specify the link text. It is useful to describe what the link is, for example “Resource Name (PDF)”



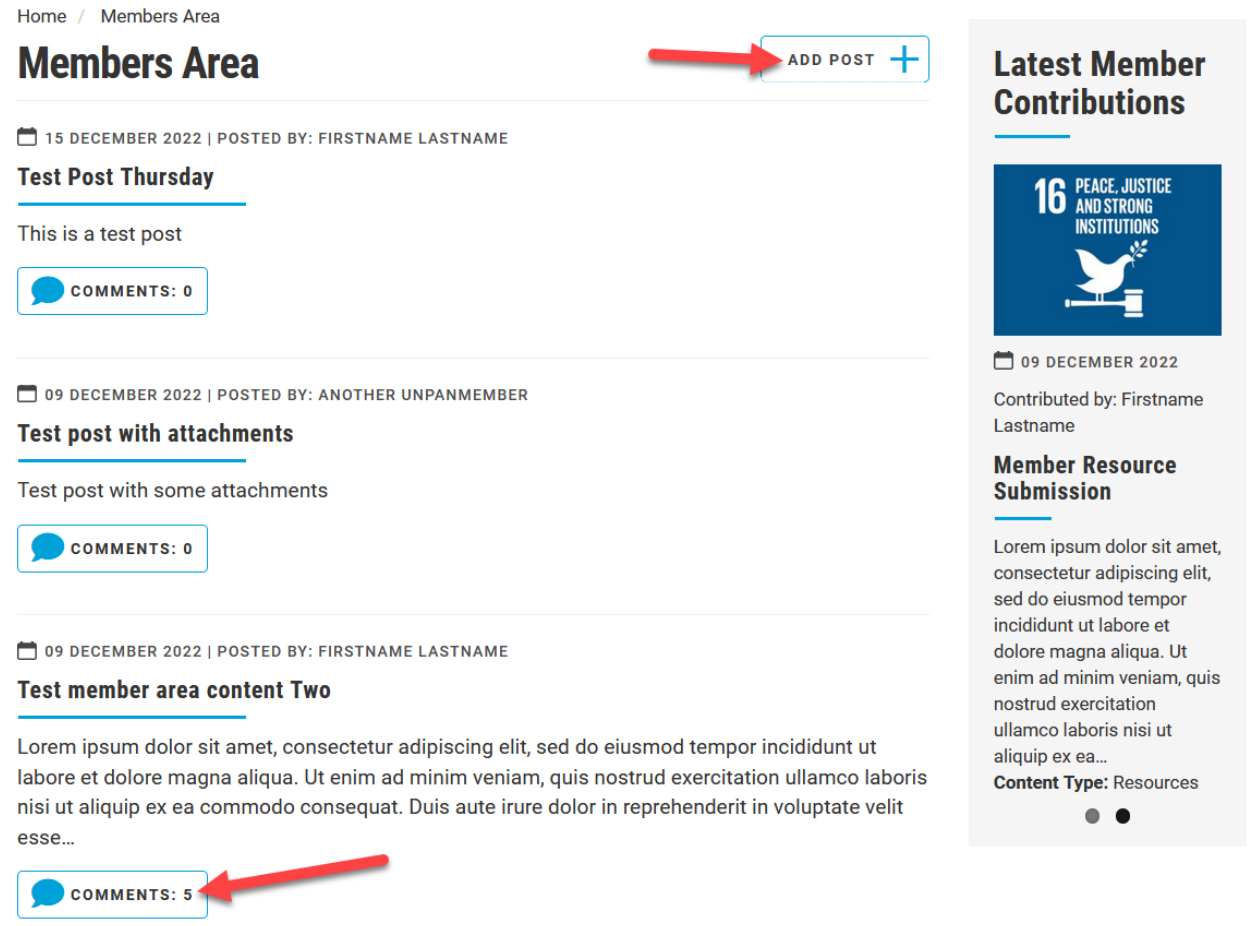
Click save.

An email will be sent to the UNPAN web team who will review and approve the content to make it live.

Members Area

UNPAN website has a members area, this is what is shown after first login, but you can always return to thai page by clicking on “MEMBERS AREA” in the user menu.

The members area is a place where UNPAN members can share content, files and images with each other, and comment which is only accessible to other UNPAN members. (Files/images uploaded here however are not privately stored).



You can add new posts by clicking on “Add Post” or using the black user menu Content > Add Content > Members Area.