



UNPAN

United Nations
Publication Administration
Network

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 x



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.mbk2.com/user/reset/8/1671187210/GPla7DI3suNnPFxy1uzkSIVbsB7ZWURCDSOtI3GV9bY>

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.mbk2.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.


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Home / [Reset Password](#)

Set password

This is a one-time login for test3.

Click on this button to log in to the site and change your password.

This login can be used only once.

 LOG IN

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

Manage | Shortcuts | test3

[View profile](#) | [Edit profile](#) | [Log out](#)

test3

[View](#) | [Edit](#)

[Home » test3](#)

Email address *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Password

Password strength:

Confirm password

Passwords match:

To change the current user password, enter the new password in both fields.

First Name *

Last Name *

Organization *

▼ **LANGUAGE SETTINGS**

Site language

English ▼

This account's preferred language for emails. This is also assumed to be the primary language of this account's profile information.

▼ **LOCALE SETTINGS**

Time zone

New York ▼

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

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.

Home / Log In

Log in

Log in

Reset your password

Username or email address.*

Password*

→ LOG IN

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,

View

Edit

Delete

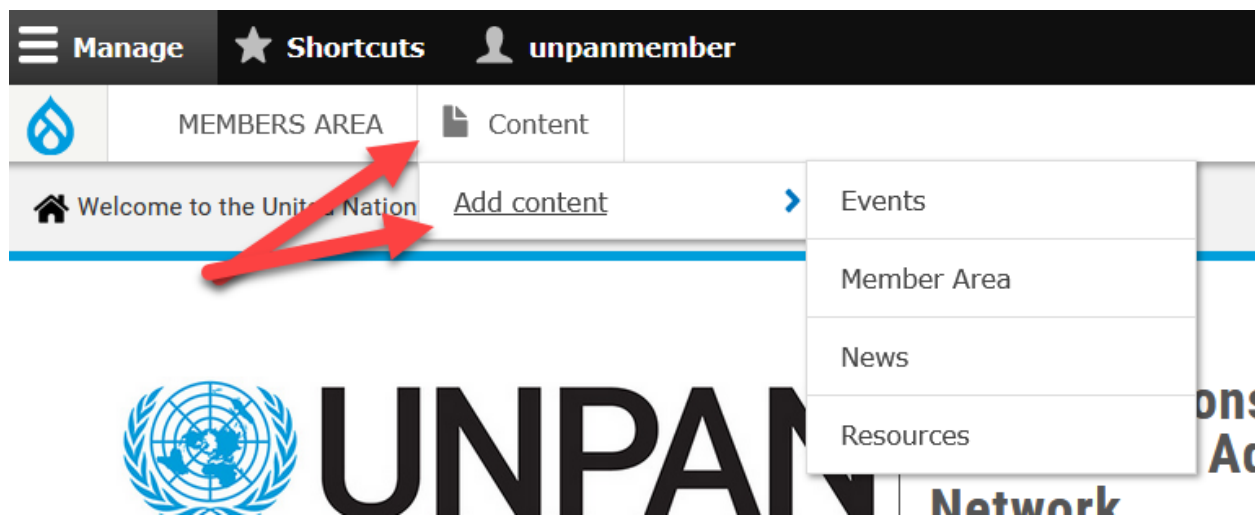
Creating Content - News & Events

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.

Create News

[Home](#) » » [Add content](#)

Title *

Language

English ▼

News Image

No file selected.

One file only.

128 MB limit.

Allowed types: png gif jpg jpeg.

Date

dd / mm / yyyy

Region

- None - ▼

Thematic Area

- None - ▼

Contributor

- None - ▼

Last saved: Not saved yet

Author: unpanmember









Revision log message




Briefly describe the changes you have made.







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..

Body ([Edit summary](#))

B **U** ***I*** ~~**S**~~








Format




Source

Text format Basic HTML [About text formats ?](#)

[▶ LIST OF LINKS OR FILES](#)

Second Body

B **U** ***I*** ~~**S**~~








Format




Source








Text format Basic HTML [About text formats ?](#)

Save as: Draft

[Save](#)

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

Create Resources

[Home](#) » » [Add content](#)

Title *

Language

English ▼

Resource Image

Browse... No file selected.

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

Resource Date

dd / mm / yyyy

Region

– None – ▼

Resource Language

☐ Arabic

☐ Arabic, Chinese

☐ Arabic, Chinese, English, French, Russian, Spanish

☐ Arabic, Chinese, English, Russian

☐ Arabic, Chinese, English, Russian, Spanish

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.

Contributor

- None -


















Content Type



- None -

Thematic Area

- None -

Body ([Edit summary](#))

B **U** **I** **S** |   |   |     | Format |    Source |    |   | 

Text format Basic HTML  [About text formats](#) 

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)”

▼ **RESOURCE FILE**

If you have multiple versions of the resource file in different languages, you can add a description i.e. English, Spanish etc. If no description is given, the full file name will be used.

Add a new file

No files selected.

Unlimited number of files can be uploaded to this field.
128 MB limit.
Allowed types: pdf.

RESOURCE 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 *<nolink>* to display link text only. Enter *<button>* to display keyboard-accessible link text only.

Link text

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 that 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).

Home / Members Area

Members Area

 **ADD POST** +

15 DECEMBER 2022 | POSTED BY: FIRSTNAME LASTNAME

Test Post Thursday

This is a test post

 **COMMENTS: 0**

09 DECEMBER 2022 | POSTED BY: ANOTHER UNPANMEMBER

Test post with attachments

Test post with some attachments

 **COMMENTS: 0**

09 DECEMBER 2022 | POSTED BY: FIRSTNAME LASTNAME

Test member area content Two

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse...

 **COMMENTS: 5**

Latest Member Contributions



09 DECEMBER 2022

Contributed by: Firstname
Lastname

Member Resource Submission

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea...

Content Type: Resources

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