unicef.org codebase functional documentation

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1 Page tree

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2 Users & Groups

2.1 User roles

User roles provide different types of CMS users with the appropriate level of access required to perform their assigned scope of work.   Where possible, permissions are kept to a minimum for any given role, so as to reduce the probability of critical incidents, such as security breaches, unintentional misconfiguration or deletions.

Roles aren't hierarchically nested in each other, i.e. a role with more permissions doesn't subsume a role with fewer permissions. Rather, the different roles complement each other and are each optimized for a particular purpose. There is some overlap in permissions between

roles, and certain basic permissions (such as viewing unpublished content) are associated with many roles, while more specialized permissions may be uniquely reserved for one role.

Assigning a user multiple roles has a cumulative effect. The user will enjoy the combination of all the associated permissions. Roles can be assigned in the CMS by any existing user who holds the required User management permissions.

Figure 1 Schematic comparing the extent of permissions and degree of overlap between some of the main user roles (does not show more recently-added roles and Group roles)

2.1.1 Administrative roles

Administrator	Site administrator
As the system's superuser role, Administrator has universal permissions across all CMS content and functionality. When new platform features become available, Administrator is given full access by default. Since Administrator enjoys maximum platform transparency and control, only few users should be given this role. This is to limit the risk of critical user errors. Administrator is reserved for users involved in the technical implementation or product management aspects of the platform, e.g. software engineers, quality assurance engineers, technical directors, product managers, technical project managers, and the Aquia support team.	This role provides day-to-day administrative support to non-admin users. Site Administrator has no hands-on content management ability, with the exception being able to delete any content, if requested. Instead, the role is conerned primarily with setup of the site theme logo/name, main nav, block layout, search, etc.

2.1.2 Content roles

Web manager	Content author	Content editor
Web manager can participate in the full content cycle except translate. Being tasked with content oversight, it has access to every template and almost every component. It alone can create menus (but not translate them). Its administrative permissions are scarce and closely linked to content optimization, e.g. administering Search overrides or Search promotion, and administering the Press boilerplate.	The Content Author role can author any kind of template, but cannot edit anybody else's content and cannot publish anything. Given it's strong content specialization, it has no administrative permissions.	Content Editor can participate in the full content cycle except translation. It has access to every template and almost every component. Given it's strong content specialization, it has no administrative permissions.

Translator	Media editor	Programme editor
The purpose of this role is to localize content without modifying its structure. As such, this role has only	This role is designed to enable Media/PR staff to quickly publish press releases outside of the	This role is designed to enable programme specialists to manage te full content cycle for their programme's content. Access is

limited content management permissions and no administrative permissions. Since translation is as specialized skill, tranlsations permissions are almost exclusively reserved for translators, with very few exceptions. Translator has no administrative permissions, i.e. it cannot detremine what is/isn't translatable, cannot translate the CMS UI and cannot configure the language toggle.	workflows established for more evergreen site content. The role can access only Media Contact and Press Release templates, but it alone can handle their full content cycle from creation to translation to publishing, without needing to route content through a separate approver role.	limited to the temaplates foreseen for such content. Additionally, this role is often part of a Group role to limit access to certain sections of a site.

2.1.3 Taxonomy roles

Taxonomy terms must be managed carefully, as they are tied to the content architecture and UX architecture of a site. They require strategic planning and, therefore, are the exclusive domain of taxonomists.

Global taxonomist	Site taxonomist
The Global Taxonomist role is focused completely on the development and management of taxonomy terms. It has oversight and control over the main user-facing vocabularies, which include Global, Local and Geographic terms, as well as Content category terms (e.g. "Vacancies", "Biography", "Document", "Link" and "Partner Site") and Publication Language terms (e.g. "Armenian", "Bangla", etc.) Global taxonomist can add, edit, translate, delete and reorder those terms. This role's authority does not extend to internal CMS UI vocabularies (e.g. "Circle" or "Rectangle, center-aligned" in the Column Style vocabulary), which, like all fundamental aspects of the CMS design, are the domain of Administrator.	This role has the same capabilities as Global Taxonomist, except that they are limited to only one taxonomy vocabulary: Local (i.e. site-specific). This distinction allows them to establish their own local taxonomies without affecting the integrity of taxonomies that are globally shared across different sites.

2.1.4 Feature-based roles

Flagship features user	Beta user
This role governs access to certain advanced features and may be assigned to advanced users on an as-needed basis	This role governs access to beta features on a trial-basis t gather user feedback before rolling out the feature to the wider CMS user base

2.1.5 Group roles

2.1.5.1   See Groups

2.2 Permissions

- Page permissions
- Media asset permissions
- Template permissions
- Page component permissions
- Site structure permissions
- Site administration permissions
- Platform administrator permissions - work in progress

2.2.1 Page permissions

"Own" content = Nodes authored by the user themselves
"Any" content = Nodes authored by any user

Action/Role	Site administrator	Web manager	Content editor	Content author	Translator	Media editor	Programme editor
Author	No	Yes	Yes (11/17/21: currently can author only Feature and Landing)	Yes	Yes cannot currently create new nodes. Should be able to create all types of nodes.	Yes*	Yes**
Copy content	None	Any	Any	Any	Any	Any*	Any**
Edit (access and modify a page's editing form)	None	Any	Any	Any	Any (updated vs. ppt)	Any*	Any**
Translate (initiate the Translate workflow or edit/save	None	None Still able to do this as of R28.	None	None	Any (currently can translate only if node is published	Any* (currently cannot, but should)	Any** (currently cannot, but should)

Action/Role	Site administrator	Web manager	Content editor	Content author	Translator	Media editor	Programme editor
translations)					and has no draft edits pending -- This needs to be updated, so that Translator can translate unpublished content, thereby enabling simultaneous publishing of original language and translation)		
Save as Draft	None	Any	Any check again after user story74972 has been implemented	Any check again after user story74972 has been implemented	Any	Any*	Any**
Save as Published	None	Any	Any check again after user story74972 has been implemented	None	None	Any*	Any**
Save as Archived	None	Any	Any check again after user story74972 has been implemented	None	None	Any* (currently cannot, but should)	Any** (currently cannot, but should)
Delete (permane	Any	Own draft (will	Own draft (will	Own draft (will	Own draft (will	Own draft * (will	Own draft** (will

Action/Role	Site administrator	Web manager	Content editor	Content author	Translator	Media editor	Programme editor
ntly delete a node)		change to None) (currently can delete all Feature and Landing pages, but no other templates. Currently can delete regardless of who authored it)	change to None) (currently can delete any, except Landing and Feature)	change to None)	change to None) (currently can do this only in the Translate tab, cannot do it at the bottom of node Edit tab)	change to None) (currently can delete own draft and own published)	change to None) (Currently any**)
Revert revisions	No	Yes	Yes (currently cannot do this for Landing and Feature pages)	No (But can view the Revisions tab) Validated on stage4 2/23/22	No (currently can do this)	Yes*	Yes**
Menu settings	See "Tertiary nav" in Page component permissions	See "Tertiary nav" in Page component permissions	See "Tertiary nav" in Page component permissions	See "Tertiary nav" in Page component permissions	See "Tertiary nav" in Page component permissions	See "Tertiary nav" in Page component permissions	See "Tertiary nav" in Page component permissions
Metatags	No	Yes	Yes	Yes	Yes	Yes	Yes
Search exclude/boost	No	Yes	Yes (currently cannot) check again after user story74972 has been implemented	Yes (currently cannot) check again after user story74972 has been implemented	No (currently can do some of this: Can exclude, not promote) check again after user story74972 has been implemented	No (currently can do this) check again after user story74972 has been implemented	No (currently can do this) check again after user story74972 has been implemented
Content hierarchy	No	No	No	No	No	No	No

Action/Role	Site administrator	Web manager	Content editor	Content author	Translator	Media editor	Programme editor
URL redirects***	No (should be no, but can currently do this)	Yes	Yes	Yes	No	Yes*	Yes**
Breadcrumb		Yes					
URL aliases***	No	Yes	Yes	Yes (currently cannot) check again after user story74972 has been implemented	Yes (currently cannot) check again after user story74972 has been implemented	Yes* check again after user story74972 has been implemented	Yes** check again after user story74972 has been implemented
Simple XML Sitemap	Yes To access this feature (which is located in node edit), a user will need both the Site Administrator role and one of the content roles, since Site	No	No	No	No	No	No

Action/Role	Site administrator	Web manager	Content editor	Content author	Translator	Media editor	Programme editor
	Administrator alone cannot access and save a node.						
RSS feed	No	Yes	No	No	No	No	No
Reading time	No	Yes	Yes	Yes	Yes	No	No
Share unpublished draft Available only on unpublished pages	No	Yes	Yes	Yes	Yes	Yes	Yes

*   The Media editor content actions apply only to the following templates: Press release, Media contact

**   The Programme editor content actions apply only to the following templates: Programme landing page, Programme page

*** Access to these actions is permitted to specific roles only through a node's page editing form unless specific site administration permissions have been granted to roles to access centralized interface for managing those actions in the Configuration section of the CMS

2.2.2 Media asset permissions

- [File types](#)
- [Actions - Media tab](#)
- [Actions - Entity browser](#)

2.2.2.1   File types

	Site administrator	Web manager	Content Editor	Content Author	Translator	Media Editor	Programme Editor
Audio file							

	Site administrator	Web manager	Content Editor	Content Author	Translator	Media Editor	Programme Editor
obsolete							
Content group icon							
Document		x	x	x	x		
Document cover image		x	x	x	x		
Publication cover image		x	x	x	x		
Image		x	x	x	x	x	x
Programme focus area icon obsolete, can we delete?							
Video		x	x	x	x	x	x
Audio (storytelling)		x	x	x	x	x Press release now has media block	x
B-roll (a.k.a. "Video file") check this again		x	x	x	x	x (can place only)	x (can place only)

2.2.2.2   Actions - Media tab
Shown below is the intended/planned logic, but some of this has not yet been implemented as of April 2022

	Site administrator	Web manager	Content Editor	Content Author	Translator	Media Editor	Programme Editor
See the media tab and access /admin/content/media	x	x	x	x	x	x	x
Use search/filter UI	x	x	x	x	x	x	x
Add media asset		x (incl. Content category icon)	x	x	x	x (except B-roll)	x (except B-roll)

	Site administrator	Web manager	Content Editor	Content Author	Translator	Media Editor	Programme Editor
Edit media asset		x (incl. Content category icon)	x	x	x	x (except B-roll)	x (except B-roll)
Translate media asset					x	Since they can translate the templates they have access to, should they also be given media translate access?	Since they can translate the templates they have access to, should they also be given media translate access?
Delete individual media asset	x	x					
Bulk delete media asset	x						
Save as Published							
Save as Archived resolve following questions with team: 1. Does not prevent public access to link. IS this option misleading as CMS users may think that Archiving hides it completely from public? 2. Is Bulk option necessary for this?							

	Site administrator	Web manager	Content Editor	Content Author	Translator	Media Editor	Programme Editor
Download media asset	x	x	x	x	x	x	x
View permanent link	x	x	x	x	x	x	x
Export orphan media assets	x	x	x	x	x	x	x

2.2.2.3   Actions - Entity browser

	Site administrator	Web manager	Content Editor	Content Author	Translator	Media Editor	Programme Editor
Access entity browser UI		x	x	x	x	x	x
Place asset via Library tab		x	x	x	x	x	x
Upload and place asset via Upload tab		x	x	x	x	x	x
Embed asset via Create embed tab		x	x	x	x	x	x
Edit media asset		x	x	x	x	x	x
Remove media asset		x	x	x	x	x	x

2.2.3 Template permissions

	Site administrator Need to give access to all templates to ensure access to XML sitemap, no? Besides, since this role can do component embeds, it should have access to all pages except document/Press release for that.	Web manager	Content editor	Content author	Translator	Media editor	Programme editor
Feature page	x*	x	x	x	x		
Landing page	x*	x	x	x	x		
Media contact		x	x	x	x	x	
Press release		x	x	x	x	x	
Programme	x*	x	x	x	x		x
Programme landing	x*	x	x	x	x		x
Bouncer		x	x	x	x		x
Article	x*	x	x	x	x		
Photo essay	x*	x	x	x	x		
Blog post		x	x	x	x		
Publication	x*	x	x	x	x		
Document		x	x	x	x		
Emergency alert		x	x	x	x		
Emergency page	x*	x	x	x	x		
Basic	x*	x	x	x	x		
Campaign	x*	x	x	x	x		
Country		x	x	x	x		
Region		x	x	x	x		

* Site admin should have access to templates that have In-page search or custom embed features available since Site admin is the only role that can create those.

2.2.4 Page component permissions

Rationale for restricting permissions
- The component is not available on a template to which the user role has access
- The component is highly complex or technical and therefore restricted to Site Administrator
- The component is in beta and therefore temporarily restricted to Site Administrator role until it is ready to be used more widely
- The component is a regular content editing component and requires no interference from Site Administrator, hence, Site Administrator is excluded

- [Title content area](#)
- [Main content area (or Linked content area on Publication pages)](#)
- [Press release and Media contact templates](#)
- [Call-to-action content area](#)
- [Related content area](#)

2.2.4.1   Title content area

	Site administrator	Web manager	Content editor	Content author	Translator	Media editor	Programme editor
Hero		x	x	x	x		
Feature media (Press release)		x	x	x	x	x	
Feature (Feature page banner)		x	x	x	x		
Teaser media and tile style ("Enhanced mosaic tiles")		x	x	x	x	x	x

2.2.4.2   Main content area (or Linked content area on Publication pages)

	Site administrator	Web manager	Content editor	Content author	Translator	Media editor	Programme editor
Menu links (Breadcrumbs + Tertiary nav)		x	x	x	x		x
Call-to-action block		x	x	x	x		
Media banner		x	x	x	x		Should not, but got access in R25 (which is useless

	Site administrator	Web manager	Content editor	Content author	Translator	Media editor	Programme editor
							since they cannot access templates that have media banner component) check again after user story74972 has been implemented **How does one check this?**
Standard banner		**x**	**x**	**x**	**x**		
Anchor		**x**	**x**	**x**	**x**		**x**
Country alphabetical button		**x**			**x**		
Region button array		**x**			**x**		
Programme focus area display		**x**					
In-page search **Temporarily limited to Site Administrator, until the feature is rolled out more widely** **AC: I tend to feel it should remain restricted to Site admin until we can work out user**	**x* (can add/save only if also has content user permissions)**	**x (currently can't but should, last reviewed in R40)** **See Aimee's comment on left**	**x (currently can't but should, last reviewed in R40)** **See Aimee's comment on left**	**x (currently can't but should, last reviewed in R40)** **See Aimee's comment on left**	**x (currently can't but should, last reviewed in R40)** **See Aimee's comment on left**		

	Site administrator	Web manager	Content editor	Content author	Translator	Media editor	Programme editor
friendly documentation. But I'm open to devil's advocates :)							
Section		x	x	x	x		x
Text (except custom html, which is Admin only), incl. wrap-around block		x	x	x	x		x
Block quote		x	x	x	x		x
Block quote carousel		x	x	x	x		
Media block		x	x	x	x		x
Media block (50% x 50%)		x	x	x	x		x
Media block, quote left		x	x	x	x		x
Media block, quote right		x	x	x	x		x
Anchor		x	x	x	x		x
Two-column, 25% x 75%		x	x	x	x		x
Two-column, 50% x 50%		x	x	x	x		x
Two-column, 75% x 25%		x	x	x	x		x
Three-column		x	x	x	x		x
Four-column		x	x	x	x		x
Accordion		x	x	x	x		x
Call-to-action button		x	x	x	x		x
Component embed (except custom embed)	x (can add/save only if also has content user	x	x	x	x		x

	Site administrator	Web manager	Content editor	Content author	Translator	Media editor	Programme editor
	permissions)						
Component embed (Custom embed only)	x (can add/save only if also has content user permissions)						
Curated mosaic		x	x	x	x		x
Automatic mosaic		x	x	x	x		x
Image gallery		x	x	x	x		
Collage block		x	x	x	x		
Media collection		x	x	x	x		

2.2.4.3   Press release and Media contact templates

	Site administrator	Web manager	Content editor	Content author	Translator	Media editor	Programme editor
Text (except custom html, which is Admin only), incl. wrap-around block		x	x	x	x	x	
Block quote		x	x	x	x	x	
Media block		x	x	x	x	x	
Press release - media contacts field		x	x	x	x	x	
Press release - multimedia widget		x	x	x	x	x	
Press release - Excerpts ("About UNICEF" text, pre-populated with press boilerplate))		x	x	x	x	x	

	Site administrator	Web manager	Content editor	Content author	Translator	Media editor	Programme editor
Media contact template - form fields		**x**	**x**	**x**	**x**	**x**	

2.2.4.4   Call-to-action content area

	Site administrator	Web manager	Content editor	Content author	Translator	Media editor	Programme editor
Standard banner		**x**	**x**	**x**	**x**		**x**
Call-to-action block		**x**	**x**	**x**	**x**		**x**
Anchor		**x**	**x**	**x**	**x**		**x**

2.2.4.5   Related content area

	Site administrator	Web manager	Content editor	Content author	Translator	Media editor	Programme editor
Promoted /excluded content		**x**	**x**	**x**	**x**	**x**	
Curated content		**x**	**x**	**x**	**x**		**x**
Automatic mosaic		**x**	**x**	**x**	**x**		**x**
Anchor		**x**	**x**	**x**	**x**	**x**	**x**

2.2.5 Site structure permissions

	Site Administrator	Web manager	Translator	Global Taxonomist	Site Taxonomist
Block layout	All	None	None	None	None
Block layout - custom block library	All	None	None	None	None
Block layout - simple blocks	All	None	None	None	None
Content types	None	None	None	None	None

	Site Administrator	Web manager	Translator	Global Taxonomist	Site Taxonomist
Display modes	**None**	**None**	**None**	**None**	**None**
File types	**None**	**None**	**None**	**None**	**None**
Media types	**None**	**None**	**None**	**None**	**None**
Menus*	**Create, edit, delete** **(validated on stage 2/23/22)**	**None**	**Translate (currently None)**	**None**	**None**
Menu links* - Footer	**Add, edit, delete menu items** **Removed translate ability, but can currently still see "Translate" option. Will remove the Translate button in the future, if technically possible. (2/23/22)**	**Add, edit, delete menu items** **Removed translate ability, but can currently still see "Translate" option. Will remove the Translate button in the future, if technically possible. (2/23/22)**	**Translate**	**None**	**None**
Menu links* - Footer secondary	**Add, edit, delete menu items** **See above note about button visibility**	**Add, edit, delete menu items** **See above note about button visibility**	**Translate**	**None**	**None**
Menu links* - Footer tertiary	**Add, edit, delete menu items** **See above note about button visibility**	**Add, edit, delete menu items** **See above note about button visibility**	**Translate**	**None**	**None**
Menu links* - Social	**Add, edit, delete menu items** **See above note about button visibility**	**Add, edit, delete menu items** **See above note about button visibility**	**Translate**	**None**	**None**
Menu links* - Main navigation	**Add, edit, delete menu items** **See above note about button visibility**	**None** **Rationale: Restricting access will help ensure best**	**Translate**	**None**	**None**

	Site Administrator	Web manager	Translator	Global Taxonomist	Site Taxonomist
		practices, limiting number and of menu links and the length of their labels.			
Menu links* - Secondary	**Add, edit, delete menu items** **See above note about button visibility**	**Add, edit, delete menu items** **See above note about button visibility**	**Translate**	**None**	**None**
Menu links* - Meganav	**Add, edit, delete menu items** **See above note about button visibility**	**Add, edit, delete menu items** **See above note about button visibility** **AC: Not sure. Has this been checked with Web Editorial team?** **Rationale: Not sure, but this is the result of some lengthier discussions. Presumably because it is impractical to funnel all Meganav updates through Digital Support.**	**Translate**	**None**	**None**
Menu links* - Programme	**Add, edit, delete menu items**	**Add, edit, delete menu items**	**Translate**	**None**	**None**

	Site Administrator	Web manager	Translator	Global Taxonomist	Site Taxonomist
	See above note about button visibility	See above note about button visibility			
Menu links* - Administration	None	None	None	None	None
Menu links* - CRC AC: I'm not actually sure what this menu is for	All	None (currently can add/delete/translate menu links)	None	None	None
Menu links* - Global links	Add, edit, delete menu items See above note about button visibility	None	None	None	None
Menu links* - Tools	None	None	None	None	None
Menu links* - User account menu	None	None	None	None	None
Migrations	None	None	None	None	None
Paragraph types	None	None	None	None	None
Taxonomy	View only, and only for the following vocabularies: Global term(s) Geographical term(s) Blog categories Local term(s) Publication language (currently view, add, translate)	View only	Translate	All (currently cannot add terms. Can edit, translate, delete the following: content category, geographic terms, global terms) ☐ Review this again (how it	Local only (currently can translate content category, geographic and global terms. Can create local terms) 13 Feb: Check with Digi Support whether it's ok to do like this:

	Site Administrator	Web manager	Translator	Global Taxonomist	Site Taxonomist
	AC: Are these permissions being removed because of the introduction of CMS-based taxonomy management? In the absence of this, we sometimes need to translate a term manually in the CMS, usually because of an error in import of POEditor translations (or regressions), or an urgent translated is needed and can't wait for next deployment. If this will remain status quo until the taxonomy management comes then I agree with this. But we still need these permissions until then please. (Or, perhaps we will just need to also have Translator role to retain these permisisons?) **KK: In keeping with prinicples, Site Admin won't be given taxonomy translation permissions. How ever, Digi Support team will be able to translate taxonomy, because they also have (or should have) Local/Global taxonomist roles.**			should be vs. how it is. (Igor thinks they should not be allowed to Translate) 13 Feb: Check with Digi Support whether it's ok to do like this: Taxonomist roles cannot translate. But if they are give also the Translator role, they can translate taxonomy terms, but also page content.	Taxonomist roles cannot translate. But if they are give also the Translator role, they can translate taxonomy terms, but also page content.
Taxonomy terms (add, edit, delete, translate)	See [Taxonomy vocabularies & their permissions](#)				

	Site Administrator	Web manager	Translator	Global Taxonomist	Site Taxonomist
Taxonomy management tab (view platform-wide content by taxonomy term + view all terms incl. site-specific and platform-wide)				Can search/filter content (Operations on specific nodes in line with content/taxonomy permissions)	
User dashboard - Taxonomy tab					

* Menu actions + Menu link actions:

- Menu action
    - Create new menu
    - Delete menu
    - Edit menu
    - ~~Clone menu~~
    - Translate menu
- Menu links actions
    - Add menu item
    - Edit menu item
    - Delete menu item
    - Translate menu item

2.2.6 Site administration permissions

	Site administrator	Web manager	Content Editor	Content Author	Translator	Media Editor	Programme Editor
Themes (/appearance)	x						
Favicon (/appearance)	x						
Groups (/group) - Add/del	x						

	Site administrator	Web manager	Content Editor	Content Author	Translator	Media Editor	Program me Editor
ete a Group							
Groups (/group) - Add existing content to Group	**x**						
Groups (/group) - Add new content to Group	**currently can do this, which contradicts our principle that Site admins should not be able to add content**						
Groups (/group) - Delete relation between content and group	**x**						
Groups (/group) - Add/edit /remove member s	**x**						
Users (/people) - Add/del ete site users + edit their roles and account settings + Masquer ade as other users	**x**						
Enable and	**x**						

	Site administrator	Web manager	Content Editor	Content Author	Translator	Media Editor	Program me Editor
configure search	**requires access to Block layout and Manage site settings**						
Localize search	x **requires access to URL aliases in config + access to Block layout to fully enable this**						
Localize date / time for mat	x **Clarify whether we really meant "localize". If so, Site Admin should have access to TRANSLATE in /admin/config/r egional/date-time. Currently can edit, but not translate (3/25/22)**						
Search overrides (Promote / exclude from search)		x					
Index search	x						
Add new language	x						

	Site administrator	Web manager	Content Editor	Content Author	Translator	Media Editor	Programme Editor
Enable language toggle	**x** **requires access to Block layout**						
Localize language toggle	**x** **Clarify whether we really meant "localize". If so, Site Admin should have access to TRANSLATE the language switcher in /admin/structure/block. Currently can edit, but not translate (3/25/22)**						
URL redirects		**x**					
URL aliases	**x** **Only the following tabs: List, Patterns, Bulk generate** **Access to this is needed, so that Site admin can set up alias for translated search results pages.**	**x** **Does not need access to this in config, but it's not currently possible to separate**	**x** **See Web man ager n ot e**	**x** **See Web man ager note**	**x** **See Web man ager note**	**x** **See Web man ager note**	**x** **See Web man ager note**

	Site administrator	Web manager	Content Editor	Content Author	Translator	Media Editor	Program me Editor
		this Alias permission from the one in node edit Actually I have tested this and currently this role is unable to see this option in Config, i.e. it is apparently possible to remove access, as desired. Can we go ahead and update this row so that only Site Admin has an "x"?					
Clear Akamai cache	x	x	x	**x check again after user story7497 2 has been impl emented**	**x check again after user story7497 2 has been impl emented**	**x check again after user story7497 2 has been impl emented**	**x check again after user story7497 2 has been impl emented**
Clear Drupal cache	x	x					

	Site administrator	Web manager	Content Editor	Content Author	Translator	Media Editor	Programme Editor
Take site offline for maintenance	**(can currently do this)**	**x (currently unable to do this)**					
Basic site settings (site name, slogan, etc.)	**x**						
UI strings - Add new master strings on Master site	**x**				**Currently can do this, but should not be able to**		
UI strings - Translate UI strings	**x**				**x** **Currently can tranlsate UI and Config -- Did we want to revoke these permissions?** **AC: Is it risky? Are their translations localised to the site in which they make the translation/s?**		
View UNICEF site details	**x**						
Manage multilingual logo	**x**						

	Site administrator	Web manager	Content Editor	Content Author	Translator	Media Editor	Programme Editor
Manage site settings	x						
Manage display settings	x						
Press boilerplate		x					
Blog boilerplate		x					
Blog landing page		x					
Twitter handle		x					
Manage Data Layer properties	TBC	TBC	TBC	TBC	TBC	TBC	TBC
Manage generic social media image	x						
Site shield enable/disable	x **(R34 cannot do this)**						
Reading time settings	x	x					

2.2.7 Platform administrator permissions - work in progress

Permission	Access
Access the overview page Access the tokens overview page	
Access unpublished *article* content items	
Access unpublished *audio* media items	
Access unpublished *audio file* media items	
Access unpublished *b-roll video* media items	

Access unpublished *basic block* content blocks

Access unpublished *blog categories* taxonomy terms

Access unpublished *blog post* content items

Access unpublished *bouncer* content items

Access unpublished *brand color* taxonomy terms

Access unpublished *button style* taxonomy terms

Access unpublished *call to action button* content blocks

Access unpublished *call-out text color* taxonomy terms

Access unpublished *campaign* content items

Access unpublished *column style* taxonomy terms

Access unpublished *content category* taxonomy terms

Access unpublished *content category icon* media items

Access unpublished *country* content items

Access unpublished *document* content items

Access unpublished *document* media items

Access unpublished *document cover image* media items

Access unpublished *emergency alert* content items

Access unpublished *fcp updated content* content items

Access unpublished *feature page* content items

Access unpublished *full video* media items

Access unpublished *geographical term(s)* taxonomy terms

Access unpublished *global term(s)* taxonomy terms

Access unpublished *image* media items

Access unpublished *inspiration gallery item* content items

Access unpublished *landing page* content items

Access unpublished *link block* content blocks

Access unpublished *local term(s)* taxonomy terms

Access unpublished *media contact* content items

Access unpublished *multipurpose page* content items

Access unpublished *photo essay* content items

Access unpublished *press release* content items

Access unpublished *programme* content items

Access unpublished *programme focus area* taxonomy terms

Access unpublished *programme focus area icon* media items

Access unpublished *programme landing page* content items	
Access unpublished *publication* content items	
Access unpublished *publication cover image* media items	
Access unpublished *publication language* taxonomy terms	
Access unpublished *region* content items	
Access unpublished *site section* groups	
Access unpublished *slideshow* content blocks	
Access unpublished *tag-based page* content items	
Access unpublished *tags* taxonomy terms	
Access unpublished *text* content blocks	
Access unpublished *tile style* taxonomy terms	
Access unpublished custom menu links	
Delete tokens Delete expired tokens.	
Renew tokens Renew expired tokens.	
Acquia connector	
View Acquia Connector Toolbar	
Actions UI	
Administer actions *Warning: Give to trusted roles only; this permission has security implications.*	
Admin Toolbar Language Switcher	
Use the Toolbar Language Switcher	
Advanced CSS/JS Aggregation	
Bypass advanced aggregation User can use URL query strings to bypass AdvAgg.	
Akamai	
Administer Akamai *Only permit trusted users to configure Akamai settings.* Allows users to access the Akamai module configuration settings.	
Purge Akamai cache *Only permit trusted users to directly interact with Akamai.* Allows users to access Akamai manual cache clear form	
Automated Logout	
Administer Autologout	

Change own logout threshold	
Automatic Entity Labels	
Block type: Administer automatic entity labels *Warning: Give to trusted roles only; this permission has security implications.*	
Content type: Administer automatic entity labels *Warning: Give to trusted roles only; this permission has security implications.*	
Crop type: Administer automatic entity labels *Warning: Give to trusted roles only; this permission has security implications.*	
Feed type: Administer automatic entity labels *Warning: Give to trusted roles only; this permission has security implications.*	
Group content type: Administer automatic entity labels *Warning: Give to trusted roles only; this permission has security implications.*	
Group type: Administer automatic entity labels *Warning: Give to trusted roles only; this permission has security implications.*	
Media type: Administer automatic entity labels *Warning: Give to trusted roles only; this permission has security implications.*	
Paragraphs type: Administer automatic entity labels *Warning: Give to trusted roles only; this permission has security implications.*	
Shortcut set: Administer automatic entity labels *Warning: Give to trusted roles only; this permission has security implications.*	
Taxonomy vocabulary: Administer automatic entity labels *Warning: Give to trusted roles only; this permission has security implications.*	
Block	
Administer blocks	
Block Content	
Basic block: Create new content block	
Call to action button: Create new content block	
Link Block: Create new content block	
Slideshow: Create new content block	
Text: Create new content block	
Basic block: Delete content block	
Call to action button: Delete content block	
Link Block: Delete content block	
Slideshow: Delete content block	
Text: Delete content block	

Basic block: Delete content block revisions	
Call to action button: Delete content block revisions	
Link Block: Delete content block revisions	
Slideshow: Delete content block revisions	
Text: Delete content block revisions	
Basic block: Edit content block	
Call to action button: Edit content block	
Link Block: Edit content block	
Slideshow: Edit content block	
Text: Edit content block	
Basic block: Revert content block revisions	
Call to action button: Revert content block revisions	
Link Block: Revert content block revisions	
Slideshow: Revert content block revisions	
Text: Revert content block revisions	
Basic block: View content block history pages	
Call to action button: View content block history pages	
Link Block: View content block history pages	
Slideshow: View content block history pages	
Text: View content block history pages	
Access the Content blocks overview page Get an overview of all content blocks.	
Administer block content *Warning: Give to trusted roles only; this permission has security implications.* View, edit and delete all block content regardless of permission restrictions.	
Administer block types *Warning: Give to trusted roles only; this permission has security implications.* Maintain the block types of block content available and the fields that are associated with those types.	
Coffee	
Access Coffee Access the Coffee search box to navigate fast between admin pages	
Administer Coffee Administer the Coffee search module	
Configuration Manager	
Export configuration	

Warning: Give to trusted roles only; this permission has security implications.	
Import configuration *Warning: Give to trusted roles only; this permission has security implications.*	
Synchronize configuration *Warning: Give to trusted roles only; this permission has security implications.*	
Configuration Split	
Administer configuration split *Warning: Give to trusted roles only; this permission has security implications.*	
Configuration Translation	
Translate configuration *Warning: Give to trusted roles only; this permission has security implications.* Translate any configuration including those shipped with modules and themes.	
Consumers	
Administer Consumer entities Allow to access the administration form to configure Consumer entities.	
Create new Consumer entities	
Delete Consumer entities	
Edit Consumer entities	
View Consumer entities	
Content Moderation	
Editorial workflow: Use *Archive* transition. Move content from *Published* state to *Archived* state.	
Editorial workflow: Use *Create New Draft* transition. Move content from *Draft, Published* states to *Draft* state.	
Editorial workflow: Use *Publish* transition. Move content from *Draft, Published* states to *Published* state.	
Editorial workflow: Use *Restore* transition. Move content from *Archived* state to *Published* state.	
Editorial workflow: Use *Restore to Draft* transition. Move content from *Archived* state to *Draft* state.	
Workflow 1 workflow: Use *Archive* transition. Move content from *Published* state to *Archived* state.	
Workflow 1 workflow: Use *Archived to Draft* transition. Move content from *Archived* state to *Draft* state.	
Workflow 1 workflow: Use *Create New Draft* transition.	

Move content from *Draft* state to *Draft* state.	
Workflow 1 workflow: Use *Create New Draft* transition. Move content from *Published* state to *Draft* state.	
Workflow 1 workflow: Use *Draft to Archived* transition. Move content from *Draft* state to *Archived* state.	
Workflow 1 workflow: Use *Publish* transition. Move content from *Draft* state to *Published* state.	
Workflow 1 workflow: Use *Publish* transition. Move content from *Published* state to *Published* state.	
Workflow 1 workflow: Use *Unpublish* transition. Move content from *Published* state to *Unpublished* state.	
Workflow 1 workflow: Use *Unpublished to Draft* transition. Move content from *Unpublished* state to *Draft* state.	
View any unpublished content	
View the latest version Requires the "View any unpublished content" or "View own unpublished content" permission	
Content Translation	
Administer translation settings	
Create translations	
Delete translations	
Edit translations	
Manage translations for any entity that the user can edit	
Translate *Article* content item	
Translate *Blog post* content item	
Translate *Bouncer* content item	
Translate *Campaign* content item	
Translate *Country* content item	
Translate *Document* content item	
Translate *Emergency alert* content item	
Translate *FCP updated content* content item	
Translate *Feature page* content item	
Translate *Inspiration Gallery Item* content item	
Translate *Landing page* content item	
Translate *Media contact* content item	

Translate *Multipurpose page* content item	
Translate *Photo essay* content item	
Translate *Press release* content item	
Translate *Programme* content item	
Translate *Programme landing page* content item	
Translate *Publication* content item	
Translate *Region* content item	
Translate *Tag-based page* content item	
Translate *Audio* media item	
Translate *B-roll video* media item	
Translate *Content category icon* media item	
Translate *Document* media item	
Translate *Document cover image* media item	
Translate *Full Video* media item	
Translate *Image* media item	
Translate *Publication cover image* media item	
Translate *Blog categories* taxonomy term	
Translate *Content category* taxonomy term	
Translate *Geographical term(s)* taxonomy term	
Translate *Global term(s)* taxonomy term	
Translate *Local term(s)* taxonomy term	
Translate *Programme focus area* taxonomy term	
Translate *Publication language* taxonomy term	
Translate *Tags* taxonomy term	
Translate Paragraph	
Translate content block	
Translate custom menu link	
Translate any entity	
Crop API	
Administer crop settings Administer the basic settings for Crop API.	
Administer crop types Administer crop types.	
EU Cookie Compliance	

Administer EU Cookie Compliance banner	
Administer EU Cookie Compliance categories	
Display EU Cookie Compliance banner	
Embed	
Administer embed buttons	
Entity Browser	
Access Collage BG pages Access pages that *Collage BG* uses to operate.	
Access Content category icon pages Access pages that *Content category icon* uses to operate.	
Access Document Browser pages Access pages that *Document Browser* uses to operate.	
Access Fcp image browser pages Access pages that *Fcp image browser* uses to operate.	
Access Hero Media Teaser pages Access pages that *Hero Media Teaser* uses to operate.	
Access Image Browser pages Access pages that *Image Browser* uses to operate.	
Access Media Banner pages Access pages that *Media Banner* uses to operate.	
Access Media Image Video Embed pages Access pages that *Media Image Video Embed* uses to operate.	
Access Media Img Vid Aud pages Access pages that *Media Img Vid Aud* uses to operate.	
Access Media browser pages Access pages that *Media browser* uses to operate.	
Access Media image video pages Access pages that *Media image video* uses to operate.	
Access media Image broll pages Access pages that *media Image broll* uses to operate.	
Administer entity browsers *Warning: Give to trusted roles only; this permission has security implications.* Create and modify entity browsers for generating browsing, creating and selecting entities.	
Entity Reference Revisions	
Delete orphan revisions Allow to access to the Entity Reference Revisions orphan deletion form.	

Entity Share	
Access Entity Share configuration Allows to access the list of configuration pages provided by Entity Share.	
Entity Share Client	
Administer import config entity *Warning: Give to trusted roles only; this permission has security implications.* Allows to administer the import configurations.	
Administer import status entities *Warning: Give to trusted roles only; this permission has security implications.* Allows to administer the import status entities.	
Administer remote website entity *Warning: Give to trusted roles only; this permission has security implications.* Allows to administer the remote websites.	
Display technical errors Display Guzzle requests errors on pull form.	
Pull remote entities Access the Entity Share pull form.	
Entity Share Cron	
Administer Entity Share Cron module *Warning: Give to trusted roles only; this permission has security implications.* Allows to view and edit Entity Share Cron module settings.	
Entity Usage	
Access entity usage statistics Users with this permission will be able to see statistics of entity usage.	
Access the form to launch batch updates on existing entities *Warning: Give to trusted roles only; this permission has security implications.* Users with this permission will be able to reset/relaunch the statistics counts on all existing entities in the system.	
Administer Entity Usage *Warning: Give to trusted roles only; this permission has security implications.* Users with this permission will be able to administer the Entity usage module settings.	
Environment indicator	
Administer environment_indicator settings Configure the environments and the colors to display.	
See all environment indicators See all the environment indicators in the site.	
Events Log Track	
Access event log track	

Allows a user to access the logged events.	
External Authentication	
Delete external authentication data	
View external authentication data	
Facets	
Administer Facets Create and configure Facets for your Search pages.	
Feeds	
Doc feed: Create new feeds	
Doc feed: Delete feed items	
Doc feed: Delete feeds	
Doc feed: Delete own feed items	
Doc feed: Delete own feeds	
Doc feed: Import feeds	
Doc feed: Import feeds in background	
Doc feed: Import own feeds	
Doc feed: Import own feeds in background	
Doc feed: Unlock feeds If a feed importation breaks for some reason, users with this permission can unlock it.	
Doc feed: Unlock own feeds If a feed importation breaks for some reason, users with this permission can unlock it.	
Doc feed: Update existing feeds	
Doc feed: Update own existing feeds	
Doc feed: View feeds	
Doc feed: View own feeds	
Access the Feed overview page Get an overview of all feeds.	
Administer Feeds *Warning: Give to trusted roles only; this permission has security implications.* Create, update, delete feed types, execute import and delete tasks on any feed types.	
Feeds Tamper	
Administer Feeds Tamper *Warning: Give to trusted roles only; this permission has security implications.* Create, edit and delete plugins for any feed type.	
Tamper *Doc feed* feed type	

Create, edit and delete plugins for *Doc feed* feed type	
Field UI	
Content: Administer display	
Content block: Administer display	
Feed: Administer display	
Group: Administer display	
Group content: Administer display	
Media: Administer display	
Paragraph: Administer display	
Promoted Federated Search: Administer display	
Search override: Administer display	
Taxonomy term: Administer display	
User: Administer display	
Content: Administer fields *Warning: Give to trusted roles only; this permission has security implications.*	
Content block: Administer fields *Warning: Give to trusted roles only; this permission has security implications.*	
Feed: Administer fields *Warning: Give to trusted roles only; this permission has security implications.*	
Group: Administer fields *Warning: Give to trusted roles only; this permission has security implications.*	
Group content: Administer fields *Warning: Give to trusted roles only; this permission has security implications.*	
Media: Administer fields *Warning: Give to trusted roles only; this permission has security implications.*	
Paragraph: Administer fields *Warning: Give to trusted roles only; this permission has security implications.*	
Promoted Federated Search: Administer fields *Warning: Give to trusted roles only; this permission has security implications.*	
Search override: Administer fields *Warning: Give to trusted roles only; this permission has security implications.*	
Taxonomy term: Administer fields *Warning: Give to trusted roles only; this permission has security implications.*	
User: Administer fields *Warning: Give to trusted roles only; this permission has security implications.*	

Content: Administer form display	
Content block: Administer form display	
Feed: Administer form display	
Group: Administer form display	
Group content: Administer form display	
Media: Administer form display	
Paragraph: Administer form display	
Promoted Federated Search: Administer form display	
Search override: Administer form display	
Taxonomy term: Administer form display	
User: Administer form display	
Add, edit, and delete custom display modes.	
File	
Access the Files overview page	
Delete any file *Warning: Give to trusted roles only; this permission has security implications.*	
Delete own files	
Filter	
Administer text formats and filters *Warning: Give to trusted roles only; this permission has security implications.* Define how text is handled by combining filters into text formats.	
Use the Accordion Component Text text format *Warning: This permission may have security implications depending on how the text format is configured.*	
Use the Collage text text format *Warning: This permission may have security implications depending on how the text format is configured.*	
Use the Custom HTML text format *Warning: This permission may have security implications depending on how the text format is configured.*	
Use the Inspiration Gallery Item text format *Warning: This permission may have security implications depending on how the text format is configured.*	
Use the Limited text format *Warning: This permission may have security implications depending on how the text format is configured.*	
Use the Rich Text text format	

Warning: This permission may have security implications depending on how the text format is configured.	
Use the [Simple Text](#) text format	
Warning: This permission may have security implications depending on how the text format is configured.	
Google Tag Manager	
Administer Google Tag Manager	
Configure the website integration with Google Tag Manager	
Group	
Site Section: Create new group	
Access the Group overview page	
Administer group settings	
Warning: Give to trusted roles only; this permission has security implications. Gain full control over all group configuration.	
Bypass group access control	
Warning: Give to trusted roles only; this permission has security implications. Gain full control over all groups and group configuration.	
Group Media	
Administer group media settings	
Warning: Give to trusted roles only; this permission has security implications. Configure group media settings.	
Help	
Use help pages	
Image	
Administer image styles	
Interface Translation	
Translate interface text	
Warning: Give to trusted roles only; this permission has security implications. Translate any interface text including configuration shipped with modules and themes.	
Language	
Administer languages	
Linkit	
Administer linkit profiles	
Mailjet	
Administer Mailjet	
Warning: Give to trusted roles only; this permission has security implications. Perform administration tasks for the Mailjet email service.	

Masquerade	
Masquerade as Administrator *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as Authenticated user *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as Content Author *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as Content Editor *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as Content Viewer *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as FCP content copy *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as Global Taxonomist *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as Group member *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as Inspiration gallery manager *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as Media Editor *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as Platform Administrator *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as Programme Editor *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as Site Administrator *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as Site Taxonomist *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as Storytelling user *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as Translator *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as User Administrator *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as Web Manager	

Warning: Give to trusted roles only; this permission has security implications.	
Masquerade as any user except super user *Warning: Give to trusted roles only; this permission has security implications.*	
Masquerade as super user (UID 1) *Warning: Give to trusted roles only; this permission has security implications.*	
Media	
Audio: Create new media	
Audio file: Create new media	
B-roll video: Create new media	
Content category icon: Create new media	
Document: Create new media	
Document cover image: Create new media	
Full Video: Create new media	
Image: Create new media	
Programme focus area icon: Create new media	
Publication cover image: Create new media	
Audio: Delete any media	
Audio file: Delete any media	
B-roll video: Delete any media	
Content category icon: Delete any media	
Document: Delete any media	
Document cover image: Delete any media	
Full Video: Delete any media	
Image: Delete any media	
Programme focus area icon: Delete any media	
Publication cover image: Delete any media	
Audio: Delete own media	
Audio file: Delete own media	
B-roll video: Delete own media	
Content category icon: Delete own media	
Document: Delete own media	
Document cover image: Delete own media	
Full Video: Delete own media	
Image: Delete own media	

Programme focus area icon: Delete own media	
Publication cover image: Delete own media	
Audio: Edit any media	
Audio file: Edit any media	
B-roll video: Edit any media	
Content category icon: Edit any media	
Document: Edit any media	
Document cover image: Edit any media	
Full Video: Edit any media	
Image: Edit any media	
Programme focus area icon: Edit any media	
Publication cover image: Edit any media	
Audio: Edit own media	
Audio file: Edit own media	
B-roll video: Edit own media	
Content category icon: Edit own media	
Document: Edit own media	
Document cover image: Edit own media	
Full Video: Edit own media	
Image: Edit own media	
Programme focus area icon: Edit own media	
Publication cover image: Edit own media	
Audio: View any media revision pages	
Audio file: View any media revision pages	
B-roll video: View any media revision pages	
Content category icon: View any media revision pages	
Document: View any media revision pages	
Document cover image: View any media revision pages	
Full Video: View any media revision pages	
Image: View any media revision pages	
Programme focus area icon: View any media revision pages	
Publication cover image: View any media revision pages	
Access media overview Users with this permission can access the media overview page.	

Administer media *Warning: Give to trusted roles only; this permission has security implications.*	
Administer media types *Warning: Give to trusted roles only; this permission has security implications.*	
Create media	
Delete *Audio*: Delete media revisions	
Delete *Audio file*: Delete media revisions	
Delete *B-roll video*: Delete media revisions	
Delete *Content category icon*: Delete media revisions	
Delete *Document*: Delete media revisions	
Delete *Document cover image*: Delete media revisions	
Delete *Full Video*: Delete media revisions	
Delete *Image*: Delete media revisions	
Delete *Programme focus area icon*: Delete media revisions	
Delete *Publication cover image*: Delete media revisions	
Delete any media	
Delete own media	
Revert *Audio*: Revert media revisions	
Revert *Audio file*: Revert media revisions	
Revert *B-roll video*: Revert media revisions	
Revert *Content category icon*: Revert media revisions	
Revert *Document*: Revert media revisions	
Revert *Document cover image*: Revert media revisions	
Revert *Full Video*: Revert media revisions	
Revert *Image*: Revert media revisions	
Revert *Programme focus area icon*: Revert media revisions	
Revert *Publication cover image*: Revert media revisions	
Update any media	
Update own media	
View all media revisions To view a revision, you also need permission to view the media item.	
View media	
View own unpublished media	
Menu Link Attributes	

Administer menu link attributes *Warning: Give to trusted roles only; this permission has security implications.*	
Use menu link attributes Allows setting attributes on menu links within the menu link create or edit forms.	
Metatag	
Administer meta tags *Warning: Give to trusted roles only; this permission has security implications.* Control the main settings pages and modify per-object meta tags.	
Migrate Tools	
Administer migrations Create, edit, and manage migration processed.	
Node	
Article: Create new content	
Blog post: Create new content	
Bouncer: Create new content	
Campaign: Create new content	
Country: Create new content	
Document: Create new content	
Emergency alert: Create new content	
FCP updated content: Create new content	
Feature page: Create new content	
Inspiration Gallery Item: Create new content	
Landing page: Create new content	
Media contact: Create new content	
Multipurpose page: Create new content	
Photo essay: Create new content	
Press release: Create new content	
Programme: Create new content	
Programme landing page: Create new content	
Publication: Create new content	
Region: Create new content	
Tag-based page: Create new content	
Article: Delete any content	
Blog post: Delete any content	
Bouncer: Delete any content	

Campaign: Delete any content	
Country: Delete any content	
Document: Delete any content	
Emergency alert: Delete any content	
FCP updated content: Delete any content	
Feature page: Delete any content	
Inspiration Gallery Item: Delete any content	
Landing page: Delete any content	
Media contact: Delete any content	
Multipurpose page: Delete any content	
Photo essay: Delete any content	
Press release: Delete any content	
Programme: Delete any content	
Programme landing page: Delete any content	
Publication: Delete any content	
Region: Delete any content	
Tag-based page: Delete any content	
Article: Delete own content Note that anonymous users with this permission are able to delete any content created by any anonymous user.	
Blog post: Delete own content Note that anonymous users with this permission are able to delete any content created by any anonymous user.	
Bouncer: Delete own content Note that anonymous users with this permission are able to delete any content created by any anonymous user.	
Campaign: Delete own content Note that anonymous users with this permission are able to delete any content created by any anonymous user.	
Country: Delete own content Note that anonymous users with this permission are able to delete any content created by any anonymous user.	
Document: Delete own content Note that anonymous users with this permission are able to delete any content created by any anonymous user.	
Emergency alert: Delete own content Note that anonymous users with this permission are able to delete any content created by any anonymous user.	

FCP updated content: Delete own content

Note that anonymous users with this permission are able to delete any content created by any anonymous user.

Feature page: Delete own content

Note that anonymous users with this permission are able to delete any content created by any anonymous user.

Inspiration Gallery Item: Delete own content

Note that anonymous users with this permission are able to delete any content created by any anonymous user.

Landing page: Delete own content

Note that anonymous users with this permission are able to delete any content created by any anonymous user.

Media contact: Delete own content

Note that anonymous users with this permission are able to delete any content created by any anonymous user.

Multipurpose page: Delete own content

Note that anonymous users with this permission are able to delete any content created by any anonymous user.

Photo essay: Delete own content

Note that anonymous users with this permission are able to delete any content created by any anonymous user.

Press release: Delete own content

Note that anonymous users with this permission are able to delete any content created by any anonymous user.

Programme: Delete own content

Note that anonymous users with this permission are able to delete any content created by any anonymous user.

Programme landing page: Delete own content

Note that anonymous users with this permission are able to delete any content created by any anonymous user.

Publication: Delete own content

Note that anonymous users with this permission are able to delete any content created by any anonymous user.

Region: Delete own content

Note that anonymous users with this permission are able to delete any content created by any anonymous user.

Tag-based page: Delete own content

Note that anonymous users with this permission are able to delete any content created by any anonymous user.

Article: Delete revisions

To delete a revision, you also need permission to delete the content item.

Blog post: Delete revisions

To delete a revision, you also need permission to delete the content item.

Bouncer: Delete revisions

To delete a revision, you also need permission to delete the content item.

Campaign: Delete revisions

To delete a revision, you also need permission to delete the content item.

Country: Delete revisions

To delete a revision, you also need permission to delete the content item.

Document: Delete revisions

To delete a revision, you also need permission to delete the content item.

Emergency alert: Delete revisions

To delete a revision, you also need permission to delete the content item.

FCP updated content: Delete revisions

To delete a revision, you also need permission to delete the content item.

Feature page: Delete revisions

To delete a revision, you also need permission to delete the content item.

Inspiration Gallery Item: Delete revisions

To delete a revision, you also need permission to delete the content item.

Landing page: Delete revisions

To delete a revision, you also need permission to delete the content item.

Media contact: Delete revisions

To delete a revision, you also need permission to delete the content item.

Multipurpose page: Delete revisions

To delete a revision, you also need permission to delete the content item.

Photo essay: Delete revisions

To delete a revision, you also need permission to delete the content item.

Press release: Delete revisions

To delete a revision, you also need permission to delete the content item.

Programme: Delete revisions

To delete a revision, you also need permission to delete the content item.

Programme landing page: Delete revisions

To delete a revision, you also need permission to delete the content item.

Publication: Delete revisions

To delete a revision, you also need permission to delete the content item.

Region: Delete revisions

To delete a revision, you also need permission to delete the content item.

Tag-based page: Delete revisions

To delete a revision, you also need permission to delete the content item.

Article: Edit any content

Blog post: Edit any content

Bouncer: Edit any content

Campaign: Edit any content

Country: Edit any content

Document: Edit any content

Emergency alert: Edit any content

FCP updated content: Edit any content

Feature page: Edit any content

Inspiration Gallery Item: Edit any content

Landing page: Edit any content

Media contact: Edit any content

Multipurpose page: Edit any content

Photo essay: Edit any content

Press release: Edit any content

Programme: Edit any content

Programme landing page: Edit any content

Publication: Edit any content

Region: Edit any content

Tag-based page: Edit any content

Article: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Blog post: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Bouncer: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Campaign: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Country: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Document: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Emergency alert: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

FCP updated content: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Feature page: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Inspiration Gallery Item: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Landing page: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Media contact: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Multipurpose page: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Photo essay: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Press release: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Programme: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Programme landing page: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Publication: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Region: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Tag-based page: Edit own content

Note that anonymous users with this permission are able to edit any content created by any anonymous user.

Article: Revert revisions

To revert a revision, you also need permission to edit the content item.

Blog post: Revert revisions

To revert a revision, you also need permission to edit the content item.

Bouncer: Revert revisions

To revert a revision, you also need permission to edit the content item.

Campaign: Revert revisions

To revert a revision, you also need permission to edit the content item.

Country: Revert revisions

To revert a revision, you also need permission to edit the content item.

Document: Revert revisions

To revert a revision, you also need permission to edit the content item.

Emergency alert: Revert revisions

To revert a revision, you also need permission to edit the content item.

FCP updated content: Revert revisions

To revert a revision, you also need permission to edit the content item.

Feature page: Revert revisions

To revert a revision, you also need permission to edit the content item.

Inspiration Gallery Item: Revert revisions

To revert a revision, you also need permission to edit the content item.

Landing page: Revert revisions

To revert a revision, you also need permission to edit the content item.

Media contact: Revert revisions

To revert a revision, you also need permission to edit the content item.

Multipurpose page: Revert revisions

To revert a revision, you also need permission to edit the content item.

Photo essay: Revert revisions

To revert a revision, you also need permission to edit the content item.

Press release: Revert revisions

To revert a revision, you also need permission to edit the content item.

Programme: Revert revisions

To revert a revision, you also need permission to edit the content item.

Programme landing page: Revert revisions

To revert a revision, you also need permission to edit the content item.

Publication: Revert revisions

To revert a revision, you also need permission to edit the content item.

Region: Revert revisions

To revert a revision, you also need permission to edit the content item.

Tag-based page: Revert revisions

To revert a revision, you also need permission to edit the content item.

Article: View revisions

To view a revision, you also need permission to view the content item.

Blog post: View revisions

To view a revision, you also need permission to view the content item.

Bouncer: View revisions

To view a revision, you also need permission to view the content item.

Campaign: View revisions

To view a revision, you also need permission to view the content item.

Country: View revisions

To view a revision, you also need permission to view the content item.

Document: View revisions

To view a revision, you also need permission to view the content item.

Emergency alert: View revisions

To view a revision, you also need permission to view the content item.

FCP updated content: View revisions

To view a revision, you also need permission to view the content item.

Feature page: View revisions

To view a revision, you also need permission to view the content item.

Inspiration Gallery Item: View revisions

To view a revision, you also need permission to view the content item.

Landing page: View revisions

To view a revision, you also need permission to view the content item.

Media contact: View revisions

To view a revision, you also need permission to view the content item.

Multipurpose page: View revisions

To view a revision, you also need permission to view the content item.

Photo essay: View revisions

To view a revision, you also need permission to view the content item.

Press release: View revisions

To view a revision, you also need permission to view the content item.

Programme: View revisions

To view a revision, you also need permission to view the content item.

Programme landing page: View revisions

To view a revision, you also need permission to view the content item.

Publication: View revisions

To view a revision, you also need permission to view the content item.

Region: View revisions

To view a revision, you also need permission to view the content item.

Tag-based page: View revisions

To view a revision, you also need permission to view the content item.

Access the Content overview page

Administer content

Warning: Give to trusted roles only; this permission has security implications. Promote, change ownership, edit revisions, and perform other tasks across all content types.

Administer content types

Warning: Give to trusted roles only; this permission has security implications. Maintain the types of content available and the fields that are associated with those types.

Bypass content access control

Warning: Give to trusted roles only; this permission has security implications. View, edit and delete all content regardless of permission restrictions.

Delete all revisions

To delete a revision, you also need permission to delete the content item.

Revert all revisions

To revert a revision, you also need permission to edit the content item.

View all revisions

To view a revision, you also need permission to view the content item.

View published content

View own unpublished content

Node Revision Delete

Administer Node Revision Delete

Allows access to configure the module settings.

Override Node Options

Enter revision log entries for all node types.

Override all authored by option.

Override all authored on option.

Override all promote to front page options.

Override all published options.	
Override all revision option.	
Override all sticky options.	
PHP Authentication shield	
Administer shield module Perform administration tasks for shield module.	
Page	
Access metatags in node form Allows the user to use metatags in node form	
Access share unpublished page Allows the user to use the share unpublished page in node form	
Administer aliases: list and generate *Warning: Give to trusted roles only; this permission has security implications.* Allows a user to create, edit, delete, generate url aliases.	
Administer pathauto pattern *Warning: Give to trusted roles only; this permission has security implications.* Allows a user to configure patterns for automated aliases.	
Manage node menu settings *Warning: Give to trusted roles only; this permission has security implications.* Allow access to node menu settings in node form.	
Manage node menu settings for Bouncer content *Warning: Give to trusted roles only; this permission has security implications.* Allow access to node menu settings in bouncer node form.	
Page components: Related content	
Set related topics display option *Warning: Give to trusted roles only; this permission has security implications.* Set display option for related topics page section	
Paragraphs	
Administer Paragraphs settings Administer Paragraphs settings	
Administer Paragraphs types Allow to define the existing Paragraphs types and their Fields	
Edit behavior plugin settings Users with this permission can edit behavior plugin settings on Paragraphs behavior instance	
View unpublished paragraphs Users with this permission can view paragraphs that are unpublished	
Paragraphs Type Permissions	

About Blog: Create content Is able to create Paragraphs content of type *About Blog*	
About UNICEF: Create content Is able to create Paragraphs content of type *About UNICEF*	
Accordion: Create content Is able to create Paragraphs content of type *Accordion*	
Accordion item: Create content Is able to create Paragraphs content of type *Accordion item*	
Alternative content language: Create content Is able to create Paragraphs content of type *Alternative content language*	
Anchor: Create content Is able to create Paragraphs content of type *Anchor*	
Automatic mosaic: Create content Is able to create Paragraphs content of type *Automatic mosaic*	
Block quote: Create content Is able to create Paragraphs content of type *Block quote*	
Block quote carousel: Create content Is able to create Paragraphs content of type *Block quote carousel*	
Call Out Text Block: Create content Is able to create Paragraphs content of type *Call Out Text Block*	
Call to action block: Create content Is able to create Paragraphs content of type *Call to action block*	
Call to action button: Create content Is able to create Paragraphs content of type *Call to action button*	
Collage: Create content Is able to create Paragraphs content of type *Collage*	
Collage block: Create content Is able to create Paragraphs content of type *Collage block*	
Collection row: 2 media: Create content Is able to create Paragraphs content of type *Collection row: 2 media*	
Collection row: 3 media: Create content Is able to create Paragraphs content of type *Collection row: 3 media*	
Collection row: 4 media: Create content Is able to create Paragraphs content of type *Collection row: 4 media*	
Column block: Four column: Create content Is able to create Paragraphs content of type *Column block: Four column*	

Column block: Three column: Create content

Is able to create Paragraphs content of type *Column block: Three column*

Column block: Two column (25% x 75%): Create content

Is able to create Paragraphs content of type *Column block: Two column (25% x 75%)*

Column block: Two column (50% x 50%): Create content

Is able to create Paragraphs content of type *Column block: Two column (50% x 50%)*

Column block: Two column (75% x 25%): Create content

Is able to create Paragraphs content of type *Column block: Two column (75% x 25%)*

Column cell content: Create content

Is able to create Paragraphs content of type *Column cell content*

Component Embed: Create content

Is able to create Paragraphs content of type *Component Embed*

Component Embed: Create content

Is able to create Paragraphs content of type *Component Embed*

Components: Create content

Is able to create Paragraphs content of type *Components*

Content category facet: Create content

Is able to create Paragraphs content of type *Content category facet*

Country alphabetical button: Create content

Is able to create Paragraphs content of type *Country alphabetical button*

Curated content: Create content

Is able to create Paragraphs content of type *Curated content*

Curated mosaic: Create content

Is able to create Paragraphs content of type *Curated mosaic*

Curator service embed: Create content

Is able to create Paragraphs content of type *Curator service embed*

Custom embed: Create content

Is able to create Paragraphs content of type *Custom embed*

Data Explorer: Create content

Is able to create Paragraphs content of type *Data Explorer*

Document: Create content

Is able to create Paragraphs content of type *Document*

Donation (GGP): Create content

Is able to create Paragraphs content of type *Donation (GGP)*

Google Maps: Create content

Is able to create Paragraphs content of type *Google Maps*

Hero Media: Create content

Is able to create Paragraphs content of type *Hero Media*

Hero: Error: Create content

Is able to create Paragraphs content of type *Hero: Error*

Hero: Landing page: Create content

Is able to create Paragraphs content of type *Hero: Landing page*

Hero: Photo essay: Create content

Is able to create Paragraphs content of type *Hero: Photo essay*

Image gallery block: Create content

Is able to create Paragraphs content of type *Image gallery block*

In Page Search: Create content

Is able to create Paragraphs content of type *In Page Search*

Infogram: Create content

Is able to create Paragraphs content of type *Infogram*

Local terms facet: Create content

Is able to create Paragraphs content of type *Local terms facet*

Locations facet: Create content

Is able to create Paragraphs content of type *Locations facet*

Mailchimp: Create content

Is able to create Paragraphs content of type *Mailchimp*

Media: Create content

Is able to create Paragraphs content of type *Media*

Media banner: Create content

Is able to create Paragraphs content of type *Media banner*

Media block: Create content

Is able to create Paragraphs content of type *Media block*

Media block (50% x 50%): Create content

Is able to create Paragraphs content of type *Media block (50% x 50%)*

Media block, quote left: Create content

Is able to create Paragraphs content of type *Media block, quote left*

Media block, quote right: Create content

Is able to create Paragraphs content of type *Media block, quote right*

Media collection: Create content

Is able to create Paragraphs content of type *Media collection*

Media reference: Create content

Is able to create Paragraphs content of type *Media reference*

Mosaic filter option: Create content Is able to create Paragraphs content of type *Mosaic filter option*	
Mosaic tile styles: Create content Is able to create Paragraphs content of type *Mosaic tile styles*	
Multimedia widget: Create content Is able to create Paragraphs content of type *Multimedia widget*	
Petition (GGP): Create content Is able to create Paragraphs content of type *Petition (GGP)*	
Power BI: Create content Is able to create Paragraphs content of type *Power BI*	
Programme focus area display: Create content Is able to create Paragraphs content of type *Programme focus area display*	
Publication document: Create content Is able to create Paragraphs content of type *Publication document*	
Quiz Maker: Create content Is able to create Paragraphs content of type *Quiz Maker*	
Region button array: Create content Is able to create Paragraphs content of type *Region button array*	
Related content: Create content Is able to create Paragraphs content of type *Related content*	
Section: Create content Is able to create Paragraphs content of type *Section*	
SoundCloud: Create content Is able to create Paragraphs content of type *SoundCloud*	
Standard banner: Create content Is able to create Paragraphs content of type *Standard banner*	
Subscription (GGP): Create content Is able to create Paragraphs content of type *Subscription (GGP)*	
Tableau embed: Create content Is able to create Paragraphs content of type *Tableau embed*	
Text: Create content Is able to create Paragraphs content of type *Text*	
Topics facet: Create content Is able to create Paragraphs content of type *Topics facet*	
Video controls: Create content Is able to create Paragraphs content of type *Video controls*	

WuFoo: Create content Is able to create Paragraphs content of type *WuFoo*	
About Blog: Delete content Is able to delete Paragraphs content of type *About Blog*	
About UNICEF: Delete content Is able to delete Paragraphs content of type *About UNICEF*	
Accordion: Delete content Is able to delete Paragraphs content of type *Accordion*	
Accordion item: Delete content Is able to delete Paragraphs content of type *Accordion item*	
Alternative content language: Delete content Is able to delete Paragraphs content of type *Alternative content language*	
Anchor: Delete content Is able to delete Paragraphs content of type *Anchor*	
Automatic mosaic: Delete content Is able to delete Paragraphs content of type *Automatic mosaic*	
Block quote: Delete content Is able to delete Paragraphs content of type *Block quote*	
Block quote carousel: Delete content Is able to delete Paragraphs content of type *Block quote carousel*	
Call Out Text Block: Delete content Is able to delete Paragraphs content of type *Call Out Text Block*	
Call to action block: Delete content Is able to delete Paragraphs content of type *Call to action block*	
Call to action button: Delete content Is able to delete Paragraphs content of type *Call to action button*	
Collage: Delete content Is able to delete Paragraphs content of type *Collage*	
Collage block: Delete content Is able to delete Paragraphs content of type *Collage block*	
Collection row: 2 media: Delete content Is able to delete Paragraphs content of type *Collection row: 2 media*	
Collection row: 3 media: Delete content Is able to delete Paragraphs content of type *Collection row: 3 media*	
Collection row: 4 media: Delete content Is able to delete Paragraphs content of type *Collection row: 4 media*	

Column block: Four column: Delete content Is able to delete Paragraphs content of type *Column block: Four column*	
Column block: Three column: Delete content Is able to delete Paragraphs content of type *Column block: Three column*	
Column block: Two column (25% x 75%): Delete content Is able to delete Paragraphs content of type *Column block: Two column (25% x 75%)*	
Column block: Two column (50% x 50%): Delete content Is able to delete Paragraphs content of type *Column block: Two column (50% x 50%)*	
Column block: Two column (75% x 25%): Delete content Is able to delete Paragraphs content of type *Column block: Two column (75% x 25%)*	
Column cell content: Delete content Is able to delete Paragraphs content of type *Column cell content*	
Component Embed: Delete content Is able to delete Paragraphs content of type *Component Embed*	
Component Embed: Delete content Is able to delete Paragraphs content of type *Component Embed*	
Components: Delete content Is able to delete Paragraphs content of type *Components*	
Content category facet: Delete content Is able to delete Paragraphs content of type *Content category facet*	
Country alphabetical button: Delete content Is able to delete Paragraphs content of type *Country alphabetical button*	
Curated content: Delete content Is able to delete Paragraphs content of type *Curated content*	
Curated mosaic: Delete content Is able to delete Paragraphs content of type *Curated mosaic*	
Curator service embed: Delete content Is able to delete Paragraphs content of type *Curator service embed*	
Custom embed: Delete content Is able to delete Paragraphs content of type *Custom embed*	
Data Explorer: Delete content Is able to delete Paragraphs content of type *Data Explorer*	
Document: Delete content Is able to delete Paragraphs content of type *Document*	
Donation (GGP): Delete content Is able to delete Paragraphs content of type *Donation (GGP)*	

Google Maps: Delete content Is able to delete Paragraphs content of type *Google Maps*	
Hero Media: Delete content Is able to delete Paragraphs content of type *Hero Media*	
Hero: Error: Delete content Is able to delete Paragraphs content of type *Hero: Error*	
Hero: Landing page: Delete content Is able to delete Paragraphs content of type *Hero: Landing page*	
Hero: Photo essay: Delete content Is able to delete Paragraphs content of type *Hero: Photo essay*	
Image gallery block: Delete content Is able to delete Paragraphs content of type *Image gallery block*	
In Page Search: Delete content Is able to delete Paragraphs content of type *In Page Search*	
Infogram: Delete content Is able to delete Paragraphs content of type *Infogram*	
Local terms facet: Delete content Is able to delete Paragraphs content of type *Local terms facet*	
Locations facet: Delete content Is able to delete Paragraphs content of type *Locations facet*	
Mailchimp: Delete content Is able to delete Paragraphs content of type *Mailchimp*	
Media: Delete content Is able to delete Paragraphs content of type *Media*	
Media banner: Delete content Is able to delete Paragraphs content of type *Media banner*	
Media block: Delete content Is able to delete Paragraphs content of type *Media block*	
Media block (50% x 50%): Delete content Is able to delete Paragraphs content of type *Media block (50% x 50%)*	
Media block, quote left: Delete content Is able to delete Paragraphs content of type *Media block, quote left*	
Media block, quote right: Delete content Is able to delete Paragraphs content of type *Media block, quote right*	
Media collection: Delete content Is able to delete Paragraphs content of type *Media collection*	

Media reference: Delete content

Is able to delete Paragraphs content of type *Media reference*

Mosaic filter option: Delete content

Is able to delete Paragraphs content of type *Mosaic filter option*

Mosaic tile styles: Delete content

Is able to delete Paragraphs content of type *Mosaic tile styles*

Multimedia widget: Delete content

Is able to delete Paragraphs content of type *Multimedia widget*

Petition (GGP): Delete content

Is able to delete Paragraphs content of type *Petition (GGP)*

Power BI: Delete content

Is able to delete Paragraphs content of type *Power BI*

Programme focus area display: Delete content

Is able to delete Paragraphs content of type *Programme focus area display*

Publication document: Delete content

Is able to delete Paragraphs content of type *Publication document*

Quiz Maker: Delete content

Is able to delete Paragraphs content of type *Quiz Maker*

Region button array: Delete content

Is able to delete Paragraphs content of type *Region button array*

Related content: Delete content

Is able to delete Paragraphs content of type *Related content*

Section: Delete content

Is able to delete Paragraphs content of type *Section*

SoundCloud: Delete content

Is able to delete Paragraphs content of type *SoundCloud*

Standard banner: Delete content

Is able to delete Paragraphs content of type *Standard banner*

Subscription (GGP): Delete content

Is able to delete Paragraphs content of type *Subscription (GGP)*

Tableau embed: Delete content

Is able to delete Paragraphs content of type *Tableau embed*

Text: Delete content

Is able to delete Paragraphs content of type *Text*

Topics facet: Delete content

Is able to delete Paragraphs content of type *Topics facet*

Video controls: Delete content

Is able to delete Paragraphs content of type *Video controls*

WuFoo: Delete content

Is able to delete Paragraphs content of type *WuFoo*

About Blog: Edit content

Is able to update Paragraphs content of type *About Blog*

About UNICEF: Edit content

Is able to update Paragraphs content of type *About UNICEF*

Accordion: Edit content

Is able to update Paragraphs content of type *Accordion*

Accordion item: Edit content

Is able to update Paragraphs content of type *Accordion item*

Alternative content language: Edit content

Is able to update Paragraphs content of type *Alternative content language*

Anchor: Edit content

Is able to update Paragraphs content of type *Anchor*

Automatic mosaic: Edit content

Is able to update Paragraphs content of type *Automatic mosaic*

Block quote: Edit content

Is able to update Paragraphs content of type *Block quote*

Block quote carousel: Edit content

Is able to update Paragraphs content of type *Block quote carousel*

Call Out Text Block: Edit content

Is able to update Paragraphs content of type *Call Out Text Block*

Call to action block: Edit content

Is able to update Paragraphs content of type *Call to action block*

Call to action button: Edit content

Is able to update Paragraphs content of type *Call to action button*

Collage: Edit content

Is able to update Paragraphs content of type *Collage*

Collage block: Edit content

Is able to update Paragraphs content of type *Collage block*

Collection row: 2 media: Edit content

Is able to update Paragraphs content of type *Collection row: 2 media*

Collection row: 3 media: Edit content

Is able to update Paragraphs content of type *Collection row: 3 media*

Collection row: 4 media: Edit content

Is able to update Paragraphs content of type *Collection row: 4 media*

Column block: Four column: Edit content

Is able to update Paragraphs content of type *Column block: Four column*

Column block: Three column: Edit content

Is able to update Paragraphs content of type *Column block: Three column*

Column block: Two column (25% x 75%): Edit content

Is able to update Paragraphs content of type *Column block: Two column (25% x 75%)*

Column block: Two column (50% x 50%): Edit content

Is able to update Paragraphs content of type *Column block: Two column (50% x 50%)*

Column block: Two column (75% x 25%): Edit content

Is able to update Paragraphs content of type *Column block: Two column (75% x 25%)*

Column cell content: Edit content

Is able to update Paragraphs content of type *Column cell content*

Component Embed: Edit content

Is able to update Paragraphs content of type *Component Embed*

Component Embed: Edit content

Is able to update Paragraphs content of type *Component Embed*

Components: Edit content

Is able to update Paragraphs content of type *Components*

Content category facet: Edit content

Is able to update Paragraphs content of type *Content category facet*

Country alphabetical button: Edit content

Is able to update Paragraphs content of type *Country alphabetical button*

Curated content: Edit content

Is able to update Paragraphs content of type *Curated content*

Curated mosaic: Edit content

Is able to update Paragraphs content of type *Curated mosaic*

Curator service embed: Edit content

Is able to update Paragraphs content of type *Curator service embed*

Custom embed: Edit content

Is able to update Paragraphs content of type *Custom embed*

Data Explorer: Edit content

Is able to update Paragraphs content of type *Data Explorer*

Document: Edit content

Is able to update Paragraphs content of type *Document*

Donation (GGP): Edit content Is able to update Paragraphs content of type *Donation (GGP)*	
Google Maps: Edit content Is able to update Paragraphs content of type *Google Maps*	
Hero Media: Edit content Is able to update Paragraphs content of type *Hero Media*	
Hero: Error: Edit content Is able to update Paragraphs content of type *Hero: Error*	
Hero: Landing page: Edit content Is able to update Paragraphs content of type *Hero: Landing page*	
Hero: Photo essay: Edit content Is able to update Paragraphs content of type *Hero: Photo essay*	
Image gallery block: Edit content Is able to update Paragraphs content of type *Image gallery block*	
In Page Search: Edit content Is able to update Paragraphs content of type *In Page Search*	
Infogram: Edit content Is able to update Paragraphs content of type *Infogram*	
Local terms facet: Edit content Is able to update Paragraphs content of type *Local terms facet*	
Locations facet: Edit content Is able to update Paragraphs content of type *Locations facet*	
Mailchimp: Edit content Is able to update Paragraphs content of type *Mailchimp*	
Media: Edit content Is able to update Paragraphs content of type *Media*	
Media banner: Edit content Is able to update Paragraphs content of type *Media banner*	
Media block: Edit content Is able to update Paragraphs content of type *Media block*	
Media block (50% x 50%): Edit content Is able to update Paragraphs content of type *Media block (50% x 50%)*	
Media block, quote left: Edit content Is able to update Paragraphs content of type *Media block, quote left*	
Media block, quote right: Edit content Is able to update Paragraphs content of type *Media block, quote right*	

Media collection: Edit content

Is able to update Paragraphs content of type *Media collection*

Media reference: Edit content

Is able to update Paragraphs content of type *Media reference*

Mosaic filter option: Edit content

Is able to update Paragraphs content of type *Mosaic filter option*

Mosaic tile styles: Edit content

Is able to update Paragraphs content of type *Mosaic tile styles*

Multimedia widget: Edit content

Is able to update Paragraphs content of type *Multimedia widget*

Petition (GGP): Edit content

Is able to update Paragraphs content of type *Petition (GGP)*

Power BI: Edit content

Is able to update Paragraphs content of type *Power BI*

Programme focus area display: Edit content

Is able to update Paragraphs content of type *Programme focus area display*

Publication document: Edit content

Is able to update Paragraphs content of type *Publication document*

Quiz Maker: Edit content

Is able to update Paragraphs content of type *Quiz Maker*

Region button array: Edit content

Is able to update Paragraphs content of type *Region button array*

Related content: Edit content

Is able to update Paragraphs content of type *Related content*

Section: Edit content

Is able to update Paragraphs content of type *Section*

SoundCloud: Edit content

Is able to update Paragraphs content of type *SoundCloud*

Standard banner: Edit content

Is able to update Paragraphs content of type *Standard banner*

Subscription (GGP): Edit content

Is able to update Paragraphs content of type *Subscription (GGP)*

Tableau embed: Edit content

Is able to update Paragraphs content of type *Tableau embed*

Text: Edit content

Is able to update Paragraphs content of type *Text*

Topics facet: Edit content Is able to update Paragraphs content of type *Topics facet*	
Video controls: Edit content Is able to update Paragraphs content of type *Video controls*	
WuFoo: Edit content Is able to update Paragraphs content of type *WuFoo*	
About Blog: View content Is able to view Paragraphs content of type *About Blog*	
About UNICEF: View content Is able to view Paragraphs content of type *About UNICEF*	
Accordion: View content Is able to view Paragraphs content of type *Accordion*	
Accordion item: View content Is able to view Paragraphs content of type *Accordion item*	
Alternative content language: View content Is able to view Paragraphs content of type *Alternative content language*	
Anchor: View content Is able to view Paragraphs content of type *Anchor*	
Automatic mosaic: View content Is able to view Paragraphs content of type *Automatic mosaic*	
Block quote: View content Is able to view Paragraphs content of type *Block quote*	
Block quote carousel: View content Is able to view Paragraphs content of type *Block quote carousel*	
Call Out Text Block: View content Is able to view Paragraphs content of type *Call Out Text Block*	
Call to action block: View content Is able to view Paragraphs content of type *Call to action block*	
Call to action button: View content Is able to view Paragraphs content of type *Call to action button*	
Collage: View content Is able to view Paragraphs content of type *Collage*	
Collage block: View content Is able to view Paragraphs content of type *Collage block*	
Collection row: 2 media: View content Is able to view Paragraphs content of type *Collection row: 2 media*	

Collection row: 3 media: View content Is able to view Paragraphs content of type *Collection row: 3 media*	
Collection row: 4 media: View content Is able to view Paragraphs content of type *Collection row: 4 media*	
Column block: Four column: View content Is able to view Paragraphs content of type *Column block: Four column*	
Column block: Three column: View content Is able to view Paragraphs content of type *Column block: Three column*	
Column block: Two column (25% x 75%): View content Is able to view Paragraphs content of type *Column block: Two column (25% x 75%)*	
Column block: Two column (50% x 50%): View content Is able to view Paragraphs content of type *Column block: Two column (50% x 50%)*	
Column block: Two column (75% x 25%): View content Is able to view Paragraphs content of type *Column block: Two column (75% x 25%)*	
Column cell content: View content Is able to view Paragraphs content of type *Column cell content*	
Component Embed: View content Is able to view Paragraphs content of type *Component Embed*	
Component Embed: View content Is able to view Paragraphs content of type *Component Embed*	
Components: View content Is able to view Paragraphs content of type *Components*	
Content category facet: View content Is able to view Paragraphs content of type *Content category facet*	
Country alphabetical button: View content Is able to view Paragraphs content of type *Country alphabetical button*	
Curated content: View content Is able to view Paragraphs content of type *Curated content*	
Curated mosaic: View content Is able to view Paragraphs content of type *Curated mosaic*	
Curator service embed: View content Is able to view Paragraphs content of type *Curator service embed*	
Custom embed: View content Is able to view Paragraphs content of type *Custom embed*	
Data Explorer: View content Is able to view Paragraphs content of type *Data Explorer*	

Document: View content Is able to view Paragraphs content of type *Document*	
Donation (GGP): View content Is able to view Paragraphs content of type *Donation (GGP)*	
Google Maps: View content Is able to view Paragraphs content of type *Google Maps*	
Hero Media: View content Is able to view Paragraphs content of type *Hero Media*	
Hero: Error: View content Is able to view Paragraphs content of type *Hero: Error*	
Hero: Landing page: View content Is able to view Paragraphs content of type *Hero: Landing page*	
Hero: Photo essay: View content Is able to view Paragraphs content of type *Hero: Photo essay*	
Image gallery block: View content Is able to view Paragraphs content of type *Image gallery block*	
In Page Search: View content Is able to view Paragraphs content of type *In Page Search*	
Infogram: View content Is able to view Paragraphs content of type *Infogram*	
Local terms facet: View content Is able to view Paragraphs content of type *Local terms facet*	
Locations facet: View content Is able to view Paragraphs content of type *Locations facet*	
Mailchimp: View content Is able to view Paragraphs content of type *Mailchimp*	
Media: View content Is able to view Paragraphs content of type *Media*	
Media banner: View content Is able to view Paragraphs content of type *Media banner*	
Media block: View content Is able to view Paragraphs content of type *Media block*	
Media block (50% x 50%): View content Is able to view Paragraphs content of type *Media block (50% x 50%)*	
Media block, quote left: View content Is able to view Paragraphs content of type *Media block, quote left*	

Media block, quote right: View content Is able to view Paragraphs content of type *Media block, quote right*	
Media collection: View content Is able to view Paragraphs content of type *Media collection*	
Media reference: View content Is able to view Paragraphs content of type *Media reference*	
Mosaic filter option: View content Is able to view Paragraphs content of type *Mosaic filter option*	
Mosaic tile styles: View content Is able to view Paragraphs content of type *Mosaic tile styles*	
Multimedia widget: View content Is able to view Paragraphs content of type *Multimedia widget*	
Petition (GGP): View content Is able to view Paragraphs content of type *Petition (GGP)*	
Power BI: View content Is able to view Paragraphs content of type *Power BI*	
Programme focus area display: View content Is able to view Paragraphs content of type *Programme focus area display*	
Publication document: View content Is able to view Paragraphs content of type *Publication document*	
Quiz Maker: View content Is able to view Paragraphs content of type *Quiz Maker*	
Region button array: View content Is able to view Paragraphs content of type *Region button array*	
Related content: View content Is able to view Paragraphs content of type *Related content*	
Section: View content Is able to view Paragraphs content of type *Section*	
SoundCloud: View content Is able to view Paragraphs content of type *SoundCloud*	
Standard banner: View content Is able to view Paragraphs content of type *Standard banner*	
Subscription (GGP): View content Is able to view Paragraphs content of type *Subscription (GGP)*	
Tableau embed: View content Is able to view Paragraphs content of type *Tableau embed*	

Text: View content Is able to view Paragraphs content of type *Text*	
Topics facet: View content Is able to view Paragraphs content of type *Topics facet*	
Video controls: View content Is able to view Paragraphs content of type *Video controls*	
WuFoo: View content Is able to view Paragraphs content of type *WuFoo*	
Bypass Paragraphs type content access control Is able to administer content for all Paragraph types	
Password Policy	
Manage password reset Be able to manually override user password reset dates.	
Path	
Administer URL aliases	
Create and edit URL aliases	
Pathauto	
Administer pathauto Allows a user to configure patterns for automated aliases and bulk delete URL-aliases.	
Notify of Path Changes Determines whether or not users are notified.	
Press	
Administer press boilerplate about us *Warning: Give to trusted roles only; this permission has security implications.* Administer manage press boilerplate about us.	
RESTful Web Services	
Administer REST resource configuration	
Read Only Mode	
Access all forms while in *Read Only Mode*	
Redirect	
Administer global URL redirection settings	
Administer individual URL redirections	
Responsive Image	
Administer responsive images	
RobotsTxt	

Administer robots.txt Perform maintenance tasks for robots.txt.	
Role Delegation	
Assign *Administrator* role	
Assign *Content Author* role	
Assign *Content Editor* role	
Assign *Content Viewer* role	
Assign *FCP content copy* role	
Assign *Global Taxonomist* role	
Assign *Group member* role	
Assign *Inspiration gallery manager* role	
Assign *Media Editor* role	
Assign *Platform Administrator* role	
Assign *Programme Editor* role	
Assign *Site Administrator* role	
Assign *Site Taxonomist* role	
Assign *Storytelling user* role	
Assign *Translator* role	
Assign *User Administrator* role	
Assign *Web Manager* role	
Assign all roles *Warning: Give to trusted roles only; this permission has security implications.* Access permission for assigning all roles.	
SMTP Authentication Support	
Administer SMTP Authentication Support module *Warning: Give to trusted roles only; this permission has security implications.* Perform administration tasks for SMTP Authentication Support module.	
Scheduler	
Editorial workflow: Schedule *Archive* transition. Move content from *Published* state to *Archived* state.	
Editorial workflow: Schedule *Create New Draft* transition. Move content from *Draft, Published* states to *Draft* state.	
Editorial workflow: Schedule *Publish* transition. Move content from *Draft, Published* states to *Published* state.	
Editorial workflow: Schedule *Restore* transition.	

Move content from *Archived* state to *Published* state.	
Editorial workflow: Schedule *Restore to Draft* transition. Move content from *Archived* state to *Draft* state.	
Workflow 1 workflow: Schedule *Archive* transition. Move content from *Published* state to *Archived* state.	
Workflow 1 workflow: Schedule *Archived to Draft* transition. Move content from *Archived* state to *Draft* state.	
Workflow 1 workflow: Schedule *Create New Draft* transition. Move content from *Draft* state to *Draft* state.	
Workflow 1 workflow: Schedule *Create New Draft* transition. Move content from *Published* state to *Draft* state.	
Workflow 1 workflow: Schedule *Draft to Archived* transition. Move content from *Draft* state to *Archived* state.	
Workflow 1 workflow: Schedule *Publish* transition. Move content from *Draft* state to *Published* state.	
Workflow 1 workflow: Schedule *Publish* transition. Move content from *Published* state to *Published* state.	
Workflow 1 workflow: Schedule *Unpublish* transition. Move content from *Published* state to *Unpublished* state.	
Workflow 1 workflow: Schedule *Unpublished to Draft* transition. Move content from *Unpublished* state to *Draft* state.	
Search API	
Access search overview page Access search overview page	
Administer Search API Create and configure Search API servers and indexes.	
Manage Search Indexing Manage operations for search indexing	
Search API Attachments	
Administer Search API Attachments *Warning: Give to trusted roles only; this permission has security implications.* Configure the commands used by Search API Attachments to exectract data.	
Search API Autocomplete	
Administer Search API Autocomplete Use autocomplete for the *Inspiration Gallery* search	

Use autocomplete for the *solrsearch* search	
Search API Solr Overrides	
Administer Search Overrides Allow to create, edit and delete search override entities.	
Configure Search Overrides *Warning: Give to trusted roles only; this permission has security implications.* Allow to access the administration form to configure Search overrides.	
Create new Search overrides	
Delete Search overrides	
Edit Search overrides	
Search API Synonym	
Administer Search API Synonym configuration Allow to access the configuration of Search API Synonym.	
Administer Search API Synonym synonyms Allow to access the administration of search API synonyms entities.	
Import synonyms to Search API Synonym Allow to access to import synonyms into Search API Synonym.	
Security Kit	
Administer Security Kit *Warning: Give to trusted roles only; this permission has security implications.* Configure security features of your Drupal installation.	
ShareThis	
Administer Sharethis *Warning: Give to trusted roles only; this permission has security implications.* Change the settings for how ShareThis behaves on the site.	
Shortcut	
Administer shortcuts	
Edit current shortcut set Editing the current shortcut set will affect other users if that set has been assigned to or selected by other users. Granting "Select any shortcut set" permission along with this permission will grant permission to edit any shortcut set.	
Select any shortcut set From all shortcut sets, select one to be own active set. Without this permission, an administrator selects shortcut sets for users.	
Use shortcuts	
Simple XML Sitemap	
Administer sitemap settings	

Administer Simple XML Sitemap settings, alter inclusion settings of content and generate sitemaps on demand.	
SimpleSAMLphp Authentication	
Administer SimpleSAMLphp Authentication *Warning: Give to trusted roles only; this permission has security implications.*	
Change SAML authentication setting for individual accounts *Warning: Give to trusted roles only; this permission has security implications.* Allow users to enable or disable SAML authentication per user on user edit forms.	
Site	
Administer basic site settings Administer basic site settings	
Breadcrumb settings Administer breadcrumb settings.	
Manage data layer properties settings Manage data layer properties settings.	
Manage date and time formats Manage date and time formats	
Manage multilingual logo Manage multilingual logo.	
Manage site settings Manage site settings.	
Manage twitter handle *Warning: Give to trusted roles only; this permission has security implications.* Manage twitter handle for multiple language.	
Reading time settings Administer reading time settings.	
Reading time settings per page Reading time settings on page level.	
Rebuild Cache Rebuild all drupal caches.	
Slick UI	
Administer the Slick carousel module *Warning: Give to trusted roles only; this permission has security implications.*	
System	
Administer menus and menu links	
Administer modules	
Administer site configuration	

Warning: Give to trusted roles only; this permission has security implications.	
Administer software updates *Warning: Give to trusted roles only; this permission has security implications.*	
Administer themes	
Link to any page *Warning: Give to trusted roles only; this permission has security implications.* This allows to bypass access checking when linking to internal paths.	
Use the administration pages	
Use the site in maintenance mode	
View site reports *Warning: Give to trusted roles only; this permission has security implications.*	
View the administration theme This is only used when the site is configured to use a separate administration theme on the Appearance page.	
Taxonomy	
Blog categories: Create terms	
Brand color: Create terms	
Button style: Create terms	
Call-out text color: Create terms	
Column style: Create terms	
Content category: Create terms	
Geographical term(s): Create terms	
Global term(s): Create terms	
Local term(s): Create terms	
Programme focus area: Create terms	
Publication language: Create terms	
Tags: Create terms	
Tile style: Create terms	
Blog categories: Delete terms	
Brand color: Delete terms	
Button style: Delete terms	
Call-out text color: Delete terms	
Column style: Delete terms	
Content category: Delete terms	
Geographical term(s): Delete terms	

Global term(s): Delete terms	
Local term(s): Delete terms	
Programme focus area: Delete terms	
Publication language: Delete terms	
Tags: Delete terms	
Tile style: Delete terms	
Blog categories: Edit terms	
Brand color: Edit terms	
Button style: Edit terms	
Call-out text color: Edit terms	
Column style: Edit terms	
Content category: Edit terms	
Geographical term(s): Edit terms	
Global term(s): Edit terms	
Local term(s): Edit terms	
Programme focus area: Edit terms	
Publication language: Edit terms	
Tags: Edit terms	
Tile style: Edit terms	
Access the taxonomy vocabulary overview page Get an overview of all taxonomy vocabularies.	
Administer vocabularies and terms	
Taxonomy Access Fix	
Blog categories: Reorder terms	
Brand color: Reorder terms	
Button style: Reorder terms	
Call-out text color: Reorder terms	
Column style: Reorder terms	
Content category: Reorder terms	
Geographical term(s): Reorder terms	
Global term(s): Reorder terms	
Local term(s): Reorder terms	
Programme focus area: Reorder terms	
Publication language: Reorder terms	

Tags: Reorder terms	
Tile style: Reorder terms	
Blog categories: Reset Allows resetting term order in the specified vocabulary to alphabetical order.	
Brand color: Reset Allows resetting term order in the specified vocabulary to alphabetical order.	
Button style: Reset Allows resetting term order in the specified vocabulary to alphabetical order.	
Call-out text color: Reset Allows resetting term order in the specified vocabulary to alphabetical order.	
Column style: Reset Allows resetting term order in the specified vocabulary to alphabetical order.	
Content category: Reset Allows resetting term order in the specified vocabulary to alphabetical order.	
Geographical term(s): Reset Allows resetting term order in the specified vocabulary to alphabetical order.	
Global term(s): Reset Allows resetting term order in the specified vocabulary to alphabetical order.	
Local term(s): Reset Allows resetting term order in the specified vocabulary to alphabetical order.	
Programme focus area: Reset Allows resetting term order in the specified vocabulary to alphabetical order.	
Publication language: Reset Allows resetting term order in the specified vocabulary to alphabetical order.	
Tags: Reset Allows resetting term order in the specified vocabulary to alphabetical order.	
Tile style: Reset Allows resetting term order in the specified vocabulary to alphabetical order.	
Blog categories: Select published terms Select published terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.	
Brand color: Select published terms Select published terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.	
Button style: Select published terms Select published terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.	

Call-out text color: Select published terms

Select published terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.

Column style: Select published terms

Select published terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.

Content category: Select published terms

Select published terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.

Geographical term(s): Select published terms

Select published terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.

Global term(s): Select published terms

Select published terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.

Local term(s): Select published terms

Select published terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.

Programme focus area: Select published terms

Select published terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.

Publication language: Select published terms

Select published terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.

Tags: Select published terms

Select published terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.

Tile style: Select published terms

Select published terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.

Blog categories: Select unpublished terms

Select unpublished terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.

Brand color: Select unpublished terms

Select unpublished terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.

Button style: Select unpublished terms

Select unpublished terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.

Call-out text color: Select unpublished terms

Select unpublished terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.

Column style: Select unpublished terms Select unpublished terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.	
Content category: Select unpublished terms Select unpublished terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.	
Geographical term(s): Select unpublished terms Select unpublished terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.	
Global term(s): Select unpublished terms Select unpublished terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.	
Local term(s): Select unpublished terms Select unpublished terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.	
Programme focus area: Select unpublished terms Select unpublished terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.	
Publication language: Select unpublished terms Select unpublished terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.	
Tags: Select unpublished terms Select unpublished terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.	
Tile style: Select unpublished terms Select unpublished terms for Entity Reference fields referencing Taxonomy terms in the specified vocabulary using the "Default" reference method.	
Blog categories: View published term names	
Brand color: View published term names	
Button style: View published term names	
Call-out text color: View published term names	
Column style: View published term names	
Content category: View published term names	
Geographical term(s): View published term names	
Global term(s): View published term names	
Local term(s): View published term names	
Programme focus area: View published term names	
Publication language: View published term names	
Tags: View published term names	

Tile style: View published term names	
Blog categories: View published terms	
Brand color: View published terms	
Button style: View published terms	
Call-out text color: View published terms	
Column style: View published terms	
Content category: View published terms	
Geographical term(s): View published terms	
Global term(s): View published terms	
Local term(s): View published terms	
Programme focus area: View published terms	
Publication language: View published terms	
Tags: View published terms	
Tile style: View published terms	
Blog categories: View unpublished term names	
Brand color: View unpublished term names	
Button style: View unpublished term names	
Call-out text color: View unpublished term names	
Column style: View unpublished term names	
Content category: View unpublished term names	
Geographical term(s): View unpublished term names	
Global term(s): View unpublished term names	
Local term(s): View unpublished term names	
Programme focus area: View unpublished term names	
Publication language: View unpublished term names	
Tags: View unpublished term names	
Tile style: View unpublished term names	
Blog categories: View unpublished terms	
Brand color: View unpublished terms	
Button style: View unpublished terms	
Call-out text color: View unpublished terms	
Column style: View unpublished terms	
Content category: View unpublished terms	
Geographical term(s): View unpublished terms	

Global term(s): View unpublished terms
Local term(s): View unpublished terms
Programme focus area: View unpublished terms
Publication language: View unpublished terms
Tags: View unpublished terms
Tile style: View unpublished terms
Blog categories: View vocabulary name
Brand color: View vocabulary name
Button style: View vocabulary name
Call-out text color: View vocabulary name
Column style: View vocabulary name
Content category: View vocabulary name
Geographical term(s): View vocabulary name
Global term(s): View vocabulary name
Local term(s): View vocabulary name
Programme focus area: View vocabulary name
Publication language: View vocabulary name
Tags: View vocabulary name
Tile style: View vocabulary name
Create any term
Delete any term
Edit any term
Reorder terms in any vocabulary
Reset any vocabulary Allows resetting term order of any vocabulary to alphabetical order.
Select any published term Select published terms for Entity Reference fields referencing Taxonomy terms in any vocabulary using the "Default" reference method.
Select any unpublished term Select unpublished terms for Entity Reference fields referencing Taxonomy terms in any vocabulary using the "Default" reference method.
View any published term
View any published term name
View any unpublished term
View any unpublished term name

View any vocabulary name	
Theme Switcher Rules	
Administer all Theme Switcher Rules *Warning: Give to trusted roles only; this permission has security implications.* Allows all permissions for the module.	
Create Theme Switcher Rules *Warning: Give to trusted roles only; this permission has security implications.* Allows to create 'theme switcher rules'.	
Delete Theme Switcher Rules *Warning: Give to trusted roles only; this permission has security implications.* Allows to delete 'theme switcher rules'.	
Edit Theme Switcher Rules *Warning: Give to trusted roles only; this permission has security implications.* Allows to edit 'theme switcher rules'.	
View Theme Switcher Rules Allows to view 'theme switcher rules'.	
Toolbar	
Use the toolbar	
UNICEF Blog	
Administer blog boilerplate about us *Warning: Give to trusted roles only; this permission has security implications.* Administer manage blog post boilerplate about us.	
Administer manage blog landing page *Warning: Give to trusted roles only; this permission has security implications.* Administer manage blog landing page of each language.	
UNICEF Core	
Access Bulk Delete Action Access Bulk Delete Action	
Add Date Formats Manage date formats add page	
Add translations strings Add translations strings	
Administer UNICEF site settings *Warning: Give to trusted roles only; this permission has security implications.* Administer unicef site specific settings	
Clone Date Formats Manage date formats clone page	
Create translations *Blog categories* taxonomy term	

Create translations *Content category* taxonomy term	
Create translations *Geographical term(s)* taxonomy term	
Create translations *Global term(s)* taxonomy term	
Create translations *Local term(s)* taxonomy term	
Create translations *Programme focus area* taxonomy term	
Create translations *Publication language* taxonomy term	
Create translations *Tags* taxonomy term	
Delete Date Formats Manage date formats delete page	
Delete Date Formats Translation Manage delete date formats translation page	
Delete translations *Blog categories* taxonomy term	
Delete translations *Content category* taxonomy term	
Delete translations *Geographical term(s)* taxonomy term	
Delete translations *Global term(s)* taxonomy term	
Delete translations *Local term(s)* taxonomy term	
Delete translations *Programme focus area* taxonomy term	
Delete translations *Publication language* taxonomy term	
Delete translations *Tags* taxonomy term	
Edit Date Formats Manage date formats edit page	
Edit translations *Blog categories* taxonomy term	
Edit translations *Content category* taxonomy term	
Edit translations *Geographical term(s)* taxonomy term	
Edit translations *Global term(s)* taxonomy term	
Edit translations *Local term(s)* taxonomy term	
Edit translations *Programme focus area* taxonomy term	
Edit translations *Publication language* taxonomy term	
Edit translations *Tags* taxonomy term	
Include content to feed curated Access for include content to the feed curated	
Manage RSS feeds Manage RSS feeds	
Manage Social Media Image	

Manage generic social media image	
Manage content hierarchy	
Warning: Give to trusted roles only; this permission has security implications. Set content level page hierarchy	
Manage site details listing	
Warning: Give to trusted roles only; this permission has security implications. Manage list of details of each Unicef site.	
Overview translations *Blog categories* taxonomy term	
Overview translations *Content category* taxonomy term	
Overview translations *Geographical term(s)* taxonomy term	
Overview translations *Global term(s)* taxonomy term	
Overview translations *Local term(s)* taxonomy term	
Overview translations *Programme focus area* taxonomy term	
Overview translations *Publication language* taxonomy term	
Overview translations *Tags* taxonomy term	
UNICEF Global	
Administer Federated search overrides	
Warning: Give to trusted roles only; this permission has security implications. Allow to access the administration form to configure Federated search overrides.	
Create new Federated search overrides	
Delete Federated search overrides	
Edit Federated search overrides	
UNICEF Media	
Administer media assets life cycle workflows	
Warning: Give to trusted roles only; this permission has security implications. Administer media assets life cycle workflows	
Export orphan media assets	
Warning: Give to trusted roles only; this permission has security implications. Export media assets that are not refered to any node or paragraph.	
URL Embed	
Administer the Url Embed module	
Administer the Url Embed module	
Unicef Action	
Administer Unicef actions	
Warning: Give to trusted roles only; this permission has security implications.	
Unicef Content Copy	
Administer copy content	

Copy content permission for Article	
Copy content permission for Blog post	
Copy content permission for Bouncer	
Copy content permission for Campaign	
Copy content permission for Country	
Copy content permission for Document	
Copy content permission for Emergency alert	
Copy content permission for FCP updated content	
Copy content permission for Feature page	
Copy content permission for Inspiration Gallery Item	
Copy content permission for Landing page	
Copy content permission for Media contact	
Copy content permission for Multipurpose page	
Copy content permission for Photo essay	
Copy content permission for Press release	
Copy content permission for Programme	
Copy content permission for Programme landing page	
Copy content permission for Publication	
Copy content permission for Region	
Copy content permission for Tag-based page	

Unicef Content Unpublish

Administer content unpublishing workflows *Warning: Give to trusted roles only; this permission has security implications.* Administer content unpublishing workflows	

Unicef FCP

Prevent Access Fcp Updated Content	

Unicef Group

Group allow add existing content	
Group allow content node and media translation access	
Group allow entity media delete form access	
Group allow entity node delete form access	
Group allow manage members access	
Group bypass content listing access page	
Group bypass group entity delete form access	

Group bypass group entity edit form access	
Group restrict content node and media translation access	
View group roles in people administration page	
Unicef Inspiration Gallery	
Administer inspiration gallery content	
Copy inspiration gallery content permission for Article	
Copy inspiration gallery content permission for Blog post	
Copy inspiration gallery content permission for Bouncer	
Copy inspiration gallery content permission for Campaign	
Copy inspiration gallery content permission for Country	
Copy inspiration gallery content permission for Document	
Copy inspiration gallery content permission for Emergency alert	
Copy inspiration gallery content permission for FCP updated content	
Copy inspiration gallery content permission for Feature page	
Copy inspiration gallery content permission for Inspiration Gallery Item	
Copy inspiration gallery content permission for Landing page	
Copy inspiration gallery content permission for Media contact	
Copy inspiration gallery content permission for Multipurpose page	
Copy inspiration gallery content permission for Photo essay	
Copy inspiration gallery content permission for Press release	
Copy inspiration gallery content permission for Programme	
Copy inspiration gallery content permission for Programme landing page	
Copy inspiration gallery content permission for Publication	
Copy inspiration gallery content permission for Region	
Copy inspiration gallery content permission for Tag-based page	
Unicef Solr results	
Administer UNICEF Solr Results module *Warning: Give to trusted roles only; this permission has security implications.* Perform administration tasks related to Solr-based search	
Set content boosting value *Warning: Give to trusted roles only; this permission has security implications.* Set content boosting value for Solr-based search	
Set exclude content from search *Warning: Give to trusted roles only; this permission has security implications.* Set exclude content from search results and tag-based search	

User	
Administer account settings *Warning: Give to trusted roles only; this permission has security implications.* Configure site-wide settings and behavior for user accounts and registration. This includes account cancellation methods, the content of user emails and fields attached to users.	
Administer roles and permissions *Warning: Give to trusted roles only; this permission has security implications.*	
Administer users *Warning: Give to trusted roles only; this permission has security implications.* Manage all user accounts. This includes editing all user information, changes of email addresses and passwords, issuing emails to users and blocking and deleting user accounts.	
Cancel own user account Note: content may be kept, unpublished, deleted or transferred to the anonymous user depending on the configured user settings.	
Change own username	
Select method for cancelling account *Warning: Give to trusted roles only; this permission has security implications.*	
View user email addresses Users without this permission will not have access to email addresses on user pages or other places where they might be shown, such as Views and JSON:API responses.	
View user information	
Video Embed Field	
Never autoplay videos Disables autoplay for every video viewed by users with the given role.	
Views Contextual Range Filter	
Use PHP code for default contextual filter *Warning: Give to trusted roles only; this permission has security implications.* Allow a PHP code snippet to provide a default value when the contextual filter is not available on the URL.	
Workflows	
Administer workflows *Warning: Give to trusted roles only; this permission has security implications.* Create and edit workflows.	
oEmbed Providers	
Administer oEmbed providers Manage global oEmbed providers settings and create/edit/delete custom providers	

2.3 Groups

Groups delineate subsets of a site's content, to which a CMS user's permissions can be restricted.

To be restricted in this way, a user must be assigned the **Group user** role and be made a member of one or more groups. Their ability to create or modify content, is thus restricted to pages and assets belonging to those groups. Depending on the specific **Group role** they are assigned, users experience additional restrictions, as detailed in Group roles & permissions .

The functionality for configuring Groups is detailed under Groups management .

2.3.1 Group roles & permissions

IN PROGRESS

> **Base logic**
> - A user can be part of more than one Group.
> - No user should be assigned a mix of Group and non-Group roles, as this can result in permission conflicts.
> - Users can only access content that is associated with their Group(s).

Within their Group, users may hold one or more Group roles:

- Group PD Content author

- Group content author

- Group content editor

- Group document author

- Group document editor

- Group programme editor

- Group translator

- Group partnership author

- Group partnership editor

- Group blog author

- Group blog editor

> Regarding Media permissions: Note that Group roles may **upload/place/remove** any media from the library, within the constraints of their role's template/component permissions, regardless of whether the media is part of their own group. However, they may **edit** only those media that are part of their own group.

Group role	Permissions	Notes
Group PD Content author	**Can create pages out of the following results:** - Multipurpose page - Programme page - Programme landing page	New role **Igor Nuk Why can this role upload Document and Publication cover image, even though it can only use Multipurpose pages?**

<table>
<tr><td></td><td>

Can create following types of media assets:

- ~~Branded image~~
- Document cover image
- Document
- Publication cover image
- Image
- Video

Can edit following types of pages:

- Multipurpose page
- Programme pages
- Programme landing pages

Can edit following types of media assets:

- ~~Branded image~~
- Document cover image
- Document
- Publication cover image
- Image
- Video

Can copy following type of pages:

- Multipurpose page
- Programme page
- Programme landing page

Administration:

- Can clear Akamai cache

</td><td></td></tr>
<tr><td>

Group content author

</td><td>

Can create pages out of the following templates:

- Region
- Emergency page
- Media contact
- Photo essay
- Country
- Publication
- Emergency alert
- ~~Take action~~
- Programme

</td><td>

Content author can't create feature page

Content author can't edit feature page

</td></tr>
</table>

- Press release
- Programme landing page
- Landing page
- Article
- Bouncer
- Document
- Multipurpose page
- Blog post

Can create following types of media assets:

- ~~Branded image~~
- Document cover image
- Document
- Publication cover image
- ~~Programme focus area icon~~
- ~~Content group icon~~
- Image
- Video
- B-roll
- Audio

Can edit following types of pages:

- Region
- Emergency page
- Media contact
- Photo essay
- Country
- Publication
- Emergency alert
- ~~Take action~~
- Programme
- Press release
- Programme landing page
- Landing page
- Article
- Bouncer
- Document
- Multipurpose page

- Blog post

Can edit following types of media assets:

- Image
- Document cover image
- ~~Branded image~~
- Document
- Publication cover image
- ~~Programme focus area icon~~
- ~~Content group icon~~
- Video
- B-roll
- Audio

Can copy following type of pages:

- ~~Region~~
- Emergency page
- Media contact
- Photo essay
- ~~Country~~
- Publication
- Emergency alert
- ~~Take action~~
- Programme
- Press release
- Programme landing page
- Landing page
- Article
- ~~Bouncer~~ Igor Nuk
  Bouncer used to be included for "Cloning" permissions, but does not appear in "Copy content" permissions in VSTS ticket. Just want to confirm this is intentional (makes sense to me)
- Document
- Multipurpose page
- Blog post

Administration:

	• Can clear Akamai cache	
Group content editor	• Can edit all type of pages	
Group document author	**Can create pages out of the following templates:** • Document **Can edit following type of pages:** • Document **Can create following types of media assets:** • ~~Branded image~~ • Document cover image • Document • Publication cover image • Image • Video **Can edit following types of media assets:** • ~~Branded image~~ • Document cover image • Document • Publication cover image • Image • Video **Can copy following type of pages:** • Document **Administration:** • Can clear Akamai cache	New role **Igor Nuk Why can this role upload so many different types of Media if they can only create Document pages**
Group document editor	**Can edit following type of pages:** • Document **Can create following types of media assets:** • ~~Branded image~~ • Document cover image • Document • Publication cover image • Image • Video	New role **Igor Nuk Why can this role upload so many different types of Media if they can only edit Document pages**

	Can edit following types of media assets: • ~~Branded image~~ • Document cover image • Document • Publication cover image • Image • Video **Administration:** • Can clear Akamai cache	
Group programme editor	**Can create, edit and publish pages out of the following templates:** • Programme • Programme landing • Bouncer • ~~Take action~~ **Can create following types of media assets:** • ~~Branded image~~ • Document cover image • Document • Publication cover image • Image • Video **Can edit following types of media assets:** • ~~Branded image~~ • Document cover image • Document • Publication cover image • Image • Video **Can copy following type of pages:** • Programme • Programme landing • ~~Bouncer~~ • ~~Take action~~ **Administration:**	**Igor Nuk Why can this role upload Document/Publication cover images and Documents, given that they can only create Programme, Programme landing, Bouncr and Take action?**

	• Can clear Akamai cache	
Group translator	**Can edit following types of pages:** • All pages **Can edit and translate (R51) following types of media assets:** • Audio • B-roll • Document • Document cover image • Publication cover image • Image • Video **Administration:** • Can clear Akamai cache	**Cannot add or copy pages because this would create excessive complexity if the roles is assigned in combination with Group roles that can add/copy only certain types of content.** **I added the media assets that the group translator can translate. Please confirm this is correct.**
Group partnership author	**Can create pages out of the following templates:** • Multipurpose page **Can edit following types of pages:** • Multipurpose page **Can use the following content categories:** • Partnership announcements • Page **Can use the following components only:** • Media block • Block quote • Text block • Curated mosaic • Automatic mosaic • Accordion • Call to action button **Can create following types of media assets:** • ~~Branded image~~ • ~~Document cover image~~ • ~~Document~~	**Igor Nuk Why can this role upload Document and Publication cover image, even though it can only use Multipurpose pages?** Only the 'Partnership announcements' content category will generate the correct path when using the automatic URL generation. i.e. /partnerships/URL-title

	• ~~Publication cover image~~ • Image • video **Can edit following types of media assets:** • ~~Document cover image~~ • ~~Branded image~~ • ~~Document~~ • ~~Publication cover image~~ • Image • Video **Can copy following type of pages:** • Multipurpose page **Administration:** • Can clear Akamai cache	
Group partnership editor	**Can edit following types of pages:** • Multipurpose page **Can use the following content categories:** • Partnership announcements • Page **Can use the following components only:** • Media block • Block quote • Text block • Curated mosaic • Automatic mosaic • Accordion • Call to action button **Can create following types of media assets:** • ~~Branded image~~ • ~~Document cover image~~ • ~~Document~~ • ~~Publication cover image~~ • Image	**Igor Nuk Why can this role upload Document and Publication cover image, even though it can only use Multipurpose pages?** Only the 'Partnership announcements' content category will generate the correct path when using the automatic URL generation. i.e. /partnerships/URL-title

	• video **Can edit following types of media assets:** • ~~Document cover image~~ • ~~Branded image~~ • ~~Document~~ • ~~Publication cover image~~ • Image • Video **Administration:** • Can clear Akamai cache	
Group blog author	**Can create pages out of the following templates:** • Blog post **Can create following types of media assets:** • Image • Video **Can edit following types of pages:** • Blog post **Can edit following types of media assets:** • Image • Video **Can copy following type of pages:** • Blog post **Administration:** • Can clear Akamai cache	
Group blog editor	**Can edit following type of pages:** • Blog post **Can edit following types of media assets:** • Image • Video **Can edit following types of media assets:** • Image • Video	

	Administration: • Can clear Akamai cache	

Additional details on "group users and creating media assets via pages" incorporate into this section.

https://unicef.sharepoint.com/:w:/s/DigitalGovernanceWorkplan2017/EVZ4aioVsoFKqZUA6MnhSu4BJE45n7fZzCb1okUkTc64tQ?e=OZl0rF

2.3.2 Groups management

IN PROGRESS

With the Groups feature, CMS user access can be restricted to specific pages and media assets. In addition, permissions can be customized to restrict a Groups user's access to certain functionality, e.g. to certain templates, to certain actions on those templates, and to certain site admin features.

- Purpose & Rationale
- User requirements
- Permissions
- Availability
- Logic & Specifications
  - Adding a user to a Group + configuring their permissions
  - Adding content to a Group
    - Adding content as a Group user
    - Adding content as a Group admin
  - Viewing and sorting existing Groups
  - Adding a Group
  - Editing a Group
  - Deleting a Group
  - Adding a Group type

2.3.2.1   Purpose & Rationale

Groups functionality enables more targeted restriction of user permissions than the standard user roles and permissions. This is useful when a CMS user needs to be able to modify certain sections of a website, but not the whole website. Group users are thus prevented from accidentally modifying portions of the site which aren't under their jurisdiction.

To section off a portion of a site, a Group can be defined for it. Within the Group, a user may be assigned one or more Group user roles, each of which has different permissions for handling the Group's content. The main use case for this at UNICEF is the Global website, which is overseen centrally by DOC's Editorial team, but contains sections that are maintained by individual Programme Divisions. Thus, custom Groups have been set up for each Programme Division.

2.3.2.2   User requirements

Front-end

- End user can view and interact with content that is part of a certain Group. This is no different from content that isn't part of a Group.

Back-end (Content management)

- Group user can access content associated with their own Group, but cannot access any other content.

- Group user can add and edit content according to the permissions defined for their particular Group role(s).

Back-end (Groups management)

- CMS user with Groups admin permissions can add users to a Group.

- CMS user with Groups admin permissions, can add content to a Group.

- CMS user with Groups admin permissions can view a list of existing Groups and sort it by Group ID, Name or Type.

- CMS user with Groups admin permissions can add/edit/delete a Group.

- CMS user with Groups admin permissions can configure Group types.

- CMS user with Groups admin permissions can configure Groups settings.

2.3.2.3   Permissions

Groups admin permissions are restricted to Site Administrators and User Administrators.

For available Groups user roles and permissions, please refer to Group roles & permissions

2.3.2.4   Availability

Groups functionality is enabled on all sites.

2.3.2.5   Logic & Specifications

2.3.2.5.1   Adding a user to a Group + configuring their permissions

When a user is added to a Group, this means they will be able to edit content of that Group only, and any content they themselves create will automatically be part of that Group. What happens if a user is part of more than one Group? Is that allowed?

Adding Group users is a two-step process:

First, the user must be added to the website via *admin/people* tab and assign the role of "Group member add link to general User management documentation once that's written.

If a user is assigned the "Group member" role, they should not be assigned any non-"Group member" roles, as this can result in conflicting permissions.

Next, the user must be linked with a Group and assigned one or more Group roles:

- Go to */admin/group*

- In the list of available Groups, click on "Edit" next to the Group to which the user should be added. Then click on the "Members" tab. (URL for this tab is */admin/group/[groupID#]/members.)*

- Click on "+ Add member" and configure the Group member's Roles within that Group.

	Input	Output
User*	Mandatory, standard auto-suggest field. Start typing user name and the field will auto-suggest users from the site's existing user base.	Selected user will be associated with this Group.
Generate automatic URL alias	Check box, checked by default.	If box is checked, an alias will be automatically generated to represent the relationship between the user and the Group. If box is unchecked, CMS user can manually generate alias. This alias is relevant only for advanced/dev purposes.
URL alias	Freeform text field to manually generate custom-alias. Field becomes editable when auto-generate box above	Manual alias is generated to represent the relationship between the user and the Group. This alias is relevant only for advanced/dev purposes.

	is unchecked.	
Roles	Check boxes representing the available Group user roles.

Not mandatory, but if no roles are selected, the user will not be able to view, edit or add any content. | The user will receive the permissions associated with the role.

For details, refer to https://unicef-webplatform.atlassian.net/wiki/pages/resumedraft.action?draftId=85164066. |

2.3.2.5.2 Adding content to a Group
When content is added to a group, this means that all members of that Group will be able to edit the content to the extent that their respective Group roles permit.

2.3.2.5.2.1 Adding content as a Group user
Any content created by a Group member automatically is part of that Group. That's because they only have access to their Group-specific "+Add content" and "+Add media" buttons. The content creation flow is otherwise the same as for non-Group users, and the Content and Media admin tabs overall looks the same too, except that access is limited to Group-specific content. confirm this once you have access to Group test user account again.

2.3.2.5.2.2 Adding content as a Group admin
Users who have Group admin permissions, may also add Group content. They can do this either on the Content admin and Media admin tabs (via the Group-specific "+Add content" or "+Add media" buttons), or they can do so from the Groups section of the CMS back-end, as follows:

- Go to */admin/group*

- In the list of available Groups, click on "Edit" next to the Group to which the content should be added. Then click on the "Content" tab. (URL for this tab is */group/[groupID#/content.*) Shouldn't URL be under /admin/group instead of just /group?

- Click either on "+ Add existing content" (to add an existing node to the Group) or on "+ Add new content" (to begin the standard user flow for adding a new Group node). What is the purpose of "Add new content"? Only Site Admins should have access to Group management, but they should not be able to create new content, no?

- When adding existing content: On */group/[groupID#]/content/add*, click on the node type that matches the existing content you want to add to the Group, e.g. if you want to add and existing Multipurpose page, click on "Group node (Multipurpose page)". The following node types can be added:

- When clicking on one of the node types, the following UI appears, where the CMS user can add existing content of that node type via an autosuggest field.

Title *

The title of the node to add to the group

☑ Generate automatic URL alias

Uncheck this to create a custom alias below. Configure URL alias patterns.

URL alias

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

Save

- Once saved, the node will appear in the Group's content list on */group/[GroupID#]/content*. it is now part of the Group.

- When clicking on "+Add new content" instead of "+Add existing content", the user flow is the same as when adding content from the Content admin or Media admin tabs.

2.3.2.5.3   Viewing and sorting existing Groups

A list of existing Groups can be viewed at */admin/group*.

> **Base logic**
> - By default, Groups are are sorted by Group ID number, from lowest to highest.

To change the sorting order, click the appropriate column header to sort by *Group ID*, *Name*, or *Type*.

2.3.2.5.4   Adding a Group

At least one Group type needs to already be configured in order to be able to add Groups. For details on configuring a Group type, refer to https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/85098581/Groups+management#Adding-a-Group-type .

A Group can be added to a site by going to */admin/group* and clicking the "+Add group" button. This will launch one of two UIs:

- If more than one Group type has been configured for the site, the "Add group" UI (*/group/add*) will launch, where the appropriate Group type can be selected. The Group can subsequently be named and saved.

- If only one Group type has been configured for the site, the "Add" UI for that Group type will be launched directly, e.g. "Add site section" (*/group/add/site_section*). There, the Group can be named and saved.

2.3.2.5.5   Editing a Group

2.3.2.5.6   Deleting a Group

2.3.2.5.7   Adding a Group type

3 Templates

3.1 Links

- [Page templates](#)
- [Non-page templates](#)

3.2 Introduction (rationale)

- [Feature](#)
- [Landing](#)
- [Photo Essay](#)
- [Blog post](#)
- [Article](#)
- [Multipurpose](#)
- [Programme](#)
- [Programme landing](#)
- [Document](#)
- [Publication](#)
- [Press release](#)
- [Bouncer](#)
- [Emergency alert](#)
- [Media contact](#)
- [Country](#)
- [Region](#)
- [Inspiration gallery](#)

Template type	Audience	Feature & Purpose	Opportunity	Impact Priority
1. Article template	Explorers and Researchers	For telling a story. The purpose of the article template is to help content authors easily create a page to present a written story and tie it to related content.	Lead narrative template with added components that bring depth and color to storytelling.	High
2. Advanced template (Previously named Basic)	Explorers and Researchers	Has the most flexibility. This flexible template can be used for any generic pages like About us, Our partners, campaign pages or to promote multimedia content on your website.	Evolve with all new features and functionality. Keep as open/flexible option for advanced content authors. Change name from Basic to Advanced template.	Medium
3. Photo essay template	Explorers	Tell a story with pictures. The photo essay template is for building stories with an emphasis on imagery.	Tailor template with enhanced photo display features. Unique layout with the emphasis on photograph would help distinguish from Article.	High
4. Press release template	Researchers (Media)	Use this template to publish press releases, statements and news notes.	Effective as is. No template changes recommended.	NA
5. Feature page template	Explorers	Use this template for your site's home page.	Focus on dynamic features to help pull the visitor into the stories. Emphasis on ux/ui/mobile-first enhancements.	Medium
6. Programme landing template	Explorers and Researchers	For programme content. Use a programme landing template to create a page for a programme overview or programme sub-page. The programme landing page is organized into three sections: Challenge / Solution / Resources	Benefit from added features of both Article and Feature page templates, where programme content blends narrative storytelling with action-focused engagement and interactivity. * Overlap with Programme Template	Medium
7. Landing page template	Explorers	Section, list or campaign page. A landing page template can be used for the pages that are linked from the site's menu bar. Such as: What we do / Research and reports / Stories / Take action	Leverage global mobile-first elements and enhancements.	Low
8. Publication template	Researchers	Use this template to provide a page on the site for a report or publication.	Explore features and layout options to showcase PDF content.	Low
9. Document Template	Researchers	For a document that isn't a publications. UNICEF communications and advocacy products that are external-facing, yet not classified as official UNICEF publications or reports, may be uploaded to UNICEF.org as 'documents' if they meet web standards.	Evaluate fit for purpose. Would this benefit from being merged with Article template?	NA
10. Programme Template	Explorers and Researchers	Use this template to give detailed content on a programme.	Differentiation with Programme landing page template. Would this benefit from richer media content? Potential overlap with proposed Campaign template	Medium
11. Campaign Template *Net New	Explorers and Researchers	Gap identified. Campaign pages featuring components that offer an encapsulated and immersive experience.	Opportunity to create a dynamically-rich template for special campaigns and high impact initiatives.	High

3.3 Page templates

3.3.1 Feature

`EXPLORERS`

This is for creating a splashy-looking homepage. Homepages exist to set the tone for a site and point users toward priority content elsewhere on the site. Therefore, the Feature template foregoes the usual title card for a prominent banner that better serves this purpose.
This template should ideally be used only once per site, to signal the
uniqe hierarchic importance of the homepage.

This template is styled differently on the Global profile than on other profiles (see page anatomy below)

3.3.2 Landing

`EXPLORERS`

The Landing Page template is for any high-level page that introduces a specific section or subsection of a site. It has all the features of a Feature Page, except that it differs in the title area.

The title area of the Landing page opens with a mandatory hero followed by a title card. Thus it is at once splashy and specific. (The Feature template, for homepages, is similarly splashy but has not title card, because it doesn't introduce a specific section or topic.)

Since a Landing page may occur at varying levels of the site hierarchy and may contain a variety of content types, all content blocks are available on this template, to afford a flexible design.

3.3.3 Photo Essay

`EXPLORERS`

The photo essay template is for building stories with an emphasis on imagery. It is almost identical to the Article template, except for its content category terms, and for its Media blocks, which can be displayed at full page width, in addition to the standard "medium" and "large" settings.

3.3.4 Blog post

`EXPLORERS`

Blog posts offer similar story-telling capability as Articles or Photo Essays, but have a distinct layout and several unique features.

3.3.5 Article

`EXPLORERS` `RESEARCHERS`

The Article template is designed for storytelling. It is almost identical to the [Photo essay](#) template, except that it doesn't encourage quite as image-heavy layouts as the Photo Essay (unlike the Photo Essay template, the Article template doesn't mandate hero images and doesn't offer full-width images).

As a lower-level page, an Article represents a sort of deep-immersion point in the user experience. Hence, its Main content area *doesn't* offer page components designed to drive users to other pages (such as banners, mosaics, or in-page search). However, it does have a

mandatory Related topics area and Related content area at the bottom of the page to afford further exploration and avoid "dead-ends" in the user's journey through the site.

Since "article" implies original authorship, the Article template always displays the Author name and Authoring date.

3.3.6 Multipurpose

`EXPLORERS` `RESEARCHERS`

The Multipurpose Page template is a general-pupose template that doesn't restrict or impose the use of certain content blocks. Unlike the similarly versatile Landing Page template, it places the title card ahead of the (optional) hero image, thereby lending itself more to specific content (e.g. a campaign or a narrow topical focus) that sits hierarchically below teh main site sections but above individual articles, essays or documents.

3.3.7 Programme

`EXPLORERS` `RESEARCHERS`

3.3.8 Programme landing

`EXPLORERS` `RESEARCHERS`

3.3.9 Document

`RESEARCHERS`

1. Provide a dedicated introductory page for documents not classified as official UNICEF [[Publication|publications]] or [[Report|reports]].
2. Make a document searchable from within the site

Documents may be made directly downloadable from the CMS even without a dedicated page (by uploading a document as a media file and linking to it from any page or link). However, [rationale for when to use or not]

Instead of regular "main content area", this template has a "Dcoument content area."

3.3.10 Publication

`RESEARCHERS`

The Publication template should be used for official UNICEF publications and reports (or official Partnership reports, if used on microsites).

It is a more robust cousin of the simplistic Document template, in that it ensures a polished appearance in all contexts (incl. mosaics and search results) via a mandated subtitle, teaser text and teaser image.

It is also more flexible than a Document template in that is allows the addition of a wide variety of content blocks, which may even be placed above the actual publication download link and the mandatory "Highlights" blurb. This enables a dowloadable publication to be integrated at the bottom of a bigger story, rather than be pushed at users right away without rich context.

Has two special content areas, whcih can swap positions on the page: "Publication content area" and "Linked content area"

3.3.11 Press release

`RESEARCHERS` (Media)

The Press Release is a highly-specialized template intended only for press releases, statements and new notes. It mandates the core press release content and at least one media contact, as well as an additional blurb the purpose of which isn't clear to me. It also feel swrong that on the backend it is called "About UNICEF", even on Microsite profiles

It also allows the optional inclusion of multimedia content approved for dissemination by the media.

Due ot its highly-speacialized use, this template is only accessible to users with the Media Editor role.

Note that the template contains a pre-populated text block. This can be overwritten in the page by anyone with page access. However, to change the automatic text requires a user to have the xxx role.

3.3.12 Bouncer

Though not an actual template, Bouncers function as tokens for actual pages and can be searched, filtered, and displayed as clickable tiles and list items in many contexts.

Use this to create a tile in mosaics for content that lives on sites off the Drupal platform (e.g. external partner sites)

3.4 Special use templates

3.4.1 Emergency alert

Use this to create an alert message to be displayed at the top of all pages of a site

3.4.2 Media contact

Use this to create media contacts displayed in Press releases

3.4.3 Country

Use this to enter the information displayed in a country panel

3.4.4 Region

Use this to enter the information displayed in a region panel

3.4.5 Inspiration gallery

Use this to create annotated page examples to inspire other CMS users. This content is not viewable by external audiences

3.5 Page templates

- Template architecture
- Content blocks
- Sub-components and elements
- Page settings

3.5.1 Template architecture

Comparison overview (anchor links)

- [Frontend schematic](#)
- [Backend fields](#)
    - [Title content & teaser area](#)
    - [Main content area (or "Linked content area" in Publication template)](#)
    - [Document/Publication content area](#)
    - [Call to action content area](#)
    - [Language](#)
    - [Related topics area](#)
    - [Related content area](#)
    - [Additional page settings](#)

Detailed documentation

- [Archive](#)

Page **templates** provide the framework for authoring page content. Each template is optimized for different types of communication objectives and is designed to aid CMS users in creating consistent, well-designed layouts "out of the box" by providing a core structure that affords limited flexibility.

Each template consist of several content **areas** which appear in a fixed order.

Within each content area, different **components (or content blocks)** are available, which in most cases can be arranged in any desired order.

> - The order of content areas is fixed.
> - The order of individual components within the following areas is flexible: Title content, Main content, Linked content, Call to action area.
> - Asterisks denote mandatory elements.

3.5.1.1   Frontend schematic

Article	Photo essay	Blog	Multipurpose page	Feature page	Landing page	Programme	Programme landing	Document	Publication	Press release	Bouncer
Tertiary nav	Tertiary nav	Tertiary nav	Tertiary nav	Title content area	Tertiary nav	Tertiary nav	Tertiary nav	Tertiary nav (configurable in bulk based on content category)	Tertiary nav	Tertiary nav (configurable in bulk based on content category)	Tertiary nav

Title content area*	Title content area	Title content area	Title content area	Main content area	Title content area	Title content area	Title content area	Title content area	Title content area*	Title content area*	Title content area*
Date* (generated from authoring date, appears above main content)	Date* (generated from authoring date, appears above main content)	Reading time	Reading time	Call to action area	Main content area	Main content area	Main content area	Document content area*	Publication content area*	Date* (generated from authoring date. appears in title card)	Focus area (Feature should be removed)
Reading time	Reading time	Main content area*	Main content area	Related content area	Call to action area	Call to action area	Call to action area	Related topics*	Date* (generated from "Publication date" field, appears in Publication content area)	Featured media	Outbound link
Main content area*	Main content area*	Related topics*	Related content area		Related content area	Related content area	Related content area	Related content area	Reading time	Main content area*	
Related topics*	Related topics*	Related content area*							Linked content (can display before publication content)	Related topics*	
Related content area*	Related content area*								Related topics*	Related content area*	
									Related content area*		

3.5.1.2   Backend fields

3.5.1.2.1   Title content & teaser area

> - Mandatory area for all templates, but not every field within it is mandatory.
> - The order of elements in this content area is fixed (but may vary by template).

	Article	Photo essay	Blog	Multipurpose page	Feature page	Landing page	Programme	Programme landing	Document	Publication	Press release	Bouncer
Title	x*	x*	x*	x*	x*		x*	x*	x*	x*	x*	x*	x*
Subtitle	x*	x*	x*	x*			x*	x*	x*	x	x*	x	
Teaser title (formerly Short Title)	x*	x*	x*	x*	x*		x*	x*	x*	x	x*		x*
Teaser subtitle (formerly Teaser)	x*	x*	x*	x*	x*		x*	x*	x*	x	x*		x*
Author	x*	x*	x*	x						(see Document content area)	(see Publication content area)		
Global terms	x*	x*	x*	x*	x*		x*	x*	x*	x*	x*	x*	x*
Local terms	x	x	x	x	x		x	x	x	x	x	x	x
Geographic terms	x*	x*	x*	x	x*		x*	x*	x*	x*	x*	x*	x*
Blog categories		x*										
Hero media (formerly Multim	x standard hero	x* Photo essa	x standard hero	x standard hero			x* Landing pag	x standard hero	x standard hero	x standard hero	x standard hero		

	Article	Photo essay	Blog	Multipurpose page	Feature page	Landing page	Programme	Programme landing	Document	Publication	Press release	Bouncer
edia teaser)		y hero				e hero						
Title and hero layout (option to switch to Advanced layout option with parallax)	**x**	**x**		**x**						**x** **(introduced in R41, restricted to Storytelling user role for now)**		
Featured media											**x**	
Do not display an image in a page full view	**x**	**x**	**x**	**x**			**x**	**x**	**x**	**x**	**x**	
Content category	**x***	**x***	**x***	**x***	**x***	**x***	**x***	**x***	**x***	**x***	**x***	**x***
Feature					**x* Media banner (Global only) or Standard banner without transparency/parallax**							
Outbound links												**x***

	Art icle	Ph oto es sa y	Blog	Multipu rpose page	Feature page	Lan ding pag e	Progr amme	Progr amme landin g	Docu ment	Public ation	Pre ss rele ase	Bou ncer
Teaser media (a.k.a enhan ced tiles with custo m thumb nails and/or backgr ound color)	x	x			x		x	x	x	x	x	x*

3.5.1.2.2 Main content area (or "Linked content area" in Publication template)

- Mandatory area for some templates, but not all content blocks within are mandatory.
- In most templates the components highlighted in <mark>YELLOW</mark> are subcomponents of the **Section** component (if available).
- Any number of components may be added in any order.

	Arti cle*	Pho to ess ay	Bl og	Multipu rpose page	Feat ure pag e	Lan ding page	Progra mme	Program me landing	Docu ment	Public ation (Linke d conten t area)	Pre ss rele ase*	Bou ncer
Call to action block				x	(see Call-to-acti on area)	(see Call-to-actio n area)	(see Call-to-action area)	(see Call-to-action area)				
Media banner **Not avail able on ROC O profil e**				x	(see Feat ure area)							

	Article*	Photo essay	Blog	Multipurpose page	Feature page	Landing page	Programme	Programme landing	Document	Publication (Linked content area)	Press release*	Bouncer
Standard banner - standard				x	(see **Title content area and Call-to-action area**)	x (also see Call-to-Action area)	(see Call-to-action area)	(see Call-to-action area)		x (introduced in R41, restricted to Storytelling user role for now)		
Standard banner - Transparency option with parallax effect and left/right orientation options				x	(see Call-to-action area)	x (also see Call-to-Action area)	(see Call-to-action area)	(see Call-to-action area)				
Anchor				x	x	x	x			x		
Country alphabetical button				x	x	x						
Region button array				x	x	x						
Programme focus area display can this be removed from templates?				x	x	x						
In-page search				x		x						
Section Where	x	x		x	x	x	x	x* Three mandatory sections: Challenge		x		

	Article*	Photo essay	Blog	Multipurpose page	Feature page	Landing page	Programme	Programme landing	Document	Publication (Linked content area)	Press release*	Bouncer
available, this functions as a container for the content blocks listed below								s, Solutions, Resources				
Text block	x	x	x	x	x	x	x	x		x	x*	
Text block: Blocks to wrap-around	x	x	x	x	x	x	x	x		x	x	
Available in all text blocks except when text block is part of accordion, column block, or collage												

	Article*	Photo essay	Blog	Multipurpose page	Feature page	Landing page	Programme	Programme landing	Document	Publication (Linked content area)	Press release*	Bouncer
Call-out text block **Available wherever the following are available: (1) As wrap-around block in text block, (2) in 25% column of Two-column block 25 % x 75% and of Two-column block 75% x 25%**	x	x	x	x	x	x	x	x		x	x	
Block quote	x	x	x	x	x	x	x	x		x		
Block quote carousel	x	x		x		x				x		

	Arti cle*	Pho to ess ay	Bl og	Multipu rpose page	Feat ure pag e	Lan ding page	Progra mme	Program me landing	Docu ment	Public ation (Linke d conten t area)	Pre ss rele ase*	Bou ncer
Visibl e to admi n only												
Media block	x	x (wit h full-widt h opti on)	x	x	x	x	x	x		x		
Media block (50% x 50%)	x	x	x	x	x	x	x	x		x		
Media block, quote left	x	x	x	x	x	x	x	x		x		
Media block, quote right	x	x	x	x	x	x	x	x		x		
Anchor	x	x	x	x	x	x	x	x		x		
Two column block, 25% x 75%	x	x	x	x	x	x	x	x		x		
Two column block, 50% x 50%	x	x	x	x	x	x	x	x		x		
Two column block, 75% x 25%	x	x	x	x	x	x	x	x		x		
Three column block	x	x	x	x	x	x	x	x		x		
Four column block	x	x	x	x	x	x	x	x		x		

	Article*	Photo essay	Blog	Multipurpose page	Feature page	Landing page	Programme	Programme landing	Document	Publication (Linked content area)	Press release*	Bouncer
Accordion	x	x		x	x	x	x	x		x		
Call-to-action button	x	x	x	x	x	x	x	x		x		
Component embed	x	x	x	x	x	x	x	x		x		
Curated mosaic				x	x	x	x	x		x		
Automatic mosaic				x	x	x	x	x		x		
Collage block	x	x		x						x (introduced in R41, restricted to Storytelling user role for now)		
Image gallery	x	x	x	x		x				x		
Design team to resolve whether in future this should be unavailable on blog												
Media collection	x	x	x	x		x				x		

	Article*	Photo essay	Blog	Multipurpose page	Feature page	Landing page	Programme	Programme landing	Document	Publication (Linked content area)	Press release*	Bouncer
Media contacts											x*	
Multimedia widget											x	
Excerpt (Press boilerplate)											x*	

3.5.1.2.3 Document/Publication content area

	Article*	Photo essay	Blog	Multipurpose page	Feature page	Landing page	Programme	Programme landing	Document*	Publication*	Press release	Bouncer
About									x			
Highlights										x*		
Author									x	x*		
Cover image									x	x		
Label									x*	x*		
Document									x*	x*		
Zip download									x	x		
Publication date										x*		
Available languages										x*		
ISBN										x		

3.5.1.2.4 Call to action content area
Page area for creating highly visible links via Standard banners or Call to action blocks.

	Article	Photo essay	Blog	Multipurpose page	Feature page	Landing page	Programme	Programme landing	Document	Publication	Press release	Bouncer
Standard banner				(see Main content area)	**x** (in Feature area and in Call-to-action area)	**x** (also see Main content area)	**x**	**x**				
Standard banner: Transparency and parallax effect				(see Main content area)	**x**	**x** (also see Main content area)	**x**	**x**				
Call to action block				(see Main content area)	**x**	**x**	**x**	**x**				
Anchor					**x**	**x**	**x**	**x**				

3.5.1.2.5 Language

Backend dropdown filter to specify the page's language

Article	Photo essay	Blog	Multipurpose page	Feature page	Landing page	Programme	Programme landing	Document	Publication	Press release	Bouncer
x	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**

3.5.1.2.6 Related topics area

System-generated area on frontend. It displays any Global/Local/Geographic terms that the page is tagged with.

Article	Photo essay	Blog	Multipurpose page	Feature page	Landing page	Programme	Programme landing	Document	Publication	Press release	Bouncer
x*	**x***	**x***						**x***	**x***	**x***	

3.5.1.2.7 Related content area

Area for linking to related pages

Mandatory on some templates (see asterisk).

Article*	Photo essay*	Blog*	Multipurpose page	Feature page	Landing page	Programme	Programme landing	Document*	Publication*	Press release*	Bouncer
Related content ("More to explore") AND/OR Anchor	Related content ("More to explore") AND/OR Anchor	Related content ("More on the blog") AND/OR Anchor	Curated content (Title optional / customizable) OR Anchor	Curated content (Title optional / customizable) OR Anchor OR Automatic mosaic (Title optional / customizable)	Curated content (Title optional / customizable) OR Anchor OR Automatic mosaic (Title optional / customizable)	Curated content (Title optional / customizable) OR Anchor OR Automatic mosaic (Title optional / customizable)	Curated content (Title optional / customizable) OR Anchor OR Automatic mosaic (Title optional / customizable)	Related content ("More to explore") OR Anchor	Related content ("More to explore") OR Anchor	Related content ("More to explore") AND/OR Anchor	

3.5.1.2.8 Additional page settings

These backend settings are found on the right side of the node edit view.

- Is it ok that Publication can have menu settings?

- Only Document doesn't have Content hierarchy option. Can we remove this option from all templates, assuming that it serves no purpose?

	Article	Photo essay	Blog	Multipurpose page	Feature page	Landing page	Programme	Programme landing	Document	Publication	Press release	Bouncer
Status/Last Saved, Author, Revision log message	x	x	x	x	x	x	x	x	x	x	x	x
Groups	x	x	x	x	x	x	x	x	x	x	x	x
Menu Settings	x	x	x	x		x	x	x		x		x
Meta Tags	x	x	x	x	x	x	x	x	x	x	x	
Search	x	x	x	x	x	x	x	x	x	x	x	x

URL Redirects **Available after node has been saved and node ID created**	**x**	x	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**
Simple XML Sitemap	**x**	x	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**
Translation (Do not flag other translations as outdated) **Available when node translations exist**	**x**	x	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**
[Disable] Breadcrumb	**x**	x	**x**	**x**		**x**	**x**	**x**	**x**	**x**	**x**	**x**
RSS feed	**x**	x	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**	
Reading time **Available when enabled at site level**	**x**	x	**x**	**x**						**x**		
Content Hierarchy	**x**	x	**x**	**x**	**x**	**x**	**x**	**x**		**x**	**x**	**x**
URL Alias	**x**	x	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**	

| Share the unpublished page

Available when draft edits have been saved	x	x	x	x	x	x	x	x	x	x	x	x
Authoring Information	x	x	x	x	x	x	x	x	x	x	x	x
Promotion options												x

3.5.1.3   Archive

3.5.1.3.1   Article

3.5.1.3.1.1   Purpose & rationale
The Article template is designed for storytelling. It is almost identical to the Photo essay template, except that it doesn't encourage quite as image-heavy layouts as the Photo Essay (unlike the Photo Essay template, the Article template doesn't mandate hero images and doesn't offer full-width images).

As a lower-level page, an Article represents a sort of deep-immersion point in the user experience. Hence, its Main content area *doesn't* offer page components designed to drive users to other pages (such as banners, mosaics, or in-page search). However, it does have a mandatory Related topics area and Related content area at the bottom of the page to afford further exploration and avoid "dead-ends" in the user's journey through the site.

Since "article" implies original authorship, the Article template always displays the Author name and Authoring date.

3.5.1.3.1.2   Permissions
See Template permissions.

3.5.1.3.1.3   Availability
Available on all site profiles.

3.5.1.3.1.4   Architecture
For page anatomy, available components, and settings refer to Page template architecture comparison

3.5.1.3.2   Blog post
Blog posts offer similar story-telling capability as Articles or Photo Essays, but have a distinct layout and several unique features.

xxx…

3.5.1.3.3   Document template
Streamlined template for housing documents without rich editorial options.

- Purpose & Rationale

- [Permissions](#)

- [Availability](#)

- [Logic & Specifications](#)

  - [Architecture](#)

  - [Available content types](#)

  - [Special features](#)

    - [Document content area](#)

3.5.1.3.3.1 Purpose & Rationale

1. House documents not classified as official UNICEF Publications or Reports.

2. Provide minimal "About" context

3. Make a document searchable from within the site

> Document files may be made directly downloadable from the CMS even without a dedicated page (by uploading a document as a media file and linking to it from another page or link). However, unless a document file is housed in a page template, the file will not be searchable using frontend search tools, and cannot be included in mosaics.

3.5.1.3.3.2 Permissions
See [Template permissions](#)

3.5.1.3.3.3 Availability
All site profiles

3.5.1.3.3.4 Logic & Specifications

3.5.1.3.3.4.1 Architecture
See [Template architecture](#)

> Instead of a regular Main content area, this template has a unique Document content area. See details in the Special features section.

3.5.1.3.3.4.2 Available content types
See [Content category (a.k.a. Type of content)](#)

3.5.1.3.3.4.3 Special features

3.5.1.3.3.4.3.1 Document content area

	Input	Output
About*	Mandatory, standard [Text editor (CK Editor)](#) UI	Text appears on page frontend
Author	Optional,[https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Free-form-text-field](#) UI	Text appears on page frontend
Cover image	Optional, [Media entity browser & media settings](#) UI	Cover image thumbnail

		appears on page frontend
Document - label*	Mandatory, https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Free-form-text-field, 25 characters maximum is recommended. Label should be descriptive to help frontend users distinguish it from other documents on the same page. For example, for the Spanish version of a document, the label could be "Spanish".	This label appears in the page's Document download block and where the page appears as a Mosaic List items.
Document - file browsing/upload/placement*	Mandatory, Document browser UI Allowable file types: Any "Document" type files, see Media types	Placing a document in the page makes it downloadable on the frontend. See Document download block and Mosaic List items
Add document	Mandatory to add at least one Document (max 10 recommended), button UI What is the actual maximum, if any?	See Document download block and Mosaic List items
Zip download	See configuration options for Document download block	See Document download block and Mosaic List items

3.5.1.3.4   Feature page

3.5.1.3.4.1   Rationale and purpose

This is for creating a splashy-looking homepage. Homepages exist to set the tone for a site and point users toward priority content elsewhere on the site. Therefore, the Feature template

foregoes the usual title card for a prominent banner that better serves this purpose.
This template should ideally be used only once per site, to signal the
uniqe hierarchic importance of the homepage.

3.5.1.3.4.2   [[Template permissions]] >

3.5.1.3.4.3   [[Tempate availability on site profiles]] >
This template is styled differently on the Global profile than on other profiles (see page anatomy below)

3.5.1.3.4.4   [[Page anatomy|Components]] >

Global profile	ROCO & Microsite profile
Media banner	Standard banner
Image	Image
Headline	Headline
Short title	Teaser
Subtitle	
Background color	Background color
Label	Label
Link	Link
Button style	Button style
Open in a new window	Open in a new window

Link to design files >>

3.5.1.3.4.5   [[Page operations|Other Page Features]]

3.5.1.3.5   Landing page

3.5.1.3.5.1   Rationale and purpose
The Landing Page template is for any high-level page that introduces a specific section or subsection of a site. It has all the features of a Feature Page, except that it differs in the title area.

The title area of the Landing page opens with a mandatory hero followed by a title card. Thus it is at once splashy and specific. (The Feature template, for homepages, is similarly splashy but has not title card, because it doesn't introduce a specific section or topic.)

Since a Landing page may occur at varying levels of the site hierarchy and may contain a variety of content types, all content blocks are available on this template, to afford a flexible design.

3.5.1.3.5.2   [[Template permissions]] >

3.5.1.3.5.3   [[Tempate availability on site profiles]] >

3.5.1.3.5.4   [[Page anatomy|Components]] >

3.5.1.3.6   Multipurpose page

The Multipurpose Page template is a general-pupose template that doesn't restrict or impose the use of certain content blocks. Unlike the similarly versatile Landing Page template, it places the title card ahead of the (optional) hero image, thereby lending itself more to specific content (e.g. a campaign or a narrow topical focus) that sits hierarchically below teh main site sections but above individual articles, essays or documents.

3.5.1.3.7   Photo essay

3.5.1.3.7.1   Rationale and purpose

The photo essay template is for building stories with an emphasis on imagery. It is almost identical to the Article template, except for its content category terms, and for its Media blocks, which can be displayed at full page width, in addition to the standard "medium" and "large" settings.

3.5.1.3.7.2   [[Template permissions]]

To determine which user roles have access to this template, please consult the [[Template permissions]] page.

3.5.1.3.7.3   [[Template availability]]

To determine which site profiles support this template, please consult the [[Template availability]] page.

3.5.1.3.7.4   Page anatomy

To compare different page templates at a glance, please consult the [[Page templates]] comparison chart.

To view a sample template in the CMS,

[click here](#)

. You may be prompted for the below login credentials (un: CMSPlatform / pw: GuardUsage)

A Photo essay template consists of the following components. The order of these components cannot be changed. The only elements that can change order are the content blocks within the Main content area. Asterisks (*) denote mandatory elements:

- **Tertiary nav** (optional)

Title content area*

In-page language switcher (automatic if page is available in other languages)

Authoring date*

Main content area*

Related topics are*

Related content area*

3.5.1.3.7.4.1 Tertiary nav

> For details, please refer to [[Tertiary nav]]
This optional dropdown menu facilitates navigation between a group of linked pages. Only one dropdown is allowed on a page, and it always appears in a fixed position. Color is dark gray. I would not into so specific details like the color of a navigation bar.

3.5.1.3.7.4.2 Title content area*

The elemets within this mandatory area appear in a fixed order. Background color is white.

Title card*

> For details, please refer to [[Title card]]

- The title card design cannot be altered

In this template, all four elements within the title card are mandatory ([[Content category]], [[Title]], [[Subtitle]], [[Author]]). They are auto-formatted.

> For details, please refer to [[Hero image]]

- Fixed width, flexible height based on asset's aspect ratio

When hero image is present, credit displays automatically

Allowable file types: png, gif, jpg, jpeg

3.5.1.3.7.4.3 In-page language switcher

> For details, please refer to [[In-page language switcher]]Appears only if translated version of

page is available

3.5.1.3.7.4.4 Authoring date*

> For details, please refer to [[Authoring date]]Defaults to the date on which authoring of the page started, but can be edited manually

3.5.1.3.7.4.5 Main content area*

The Main content area is mandatory and must include at least one of the components listed. Within this area, any number of components may be stacked in any order. Background color is white.

Text block> For details, please refer to [[text block]]

- Fixed width, flexible height

Limited text formatting options available

Block quote> For details, please refer to [[Block quote]]

- Fixed width, flexible height

Text appears center-aligned and auto-formatted between two hairlines. No custom formatting possible

Author name optional

Media block (full width)> For details, please refer to [[Media block]]

- Full width of screen, flexible height based on asset's aspect ratio

Asset caption and credit display optional

Allowable file types: png, gif, jpg, jpeg, externally hosted video

Media block (large)> For details, please refer to [[Media block]]

- Fixed width, flexible height based on asset's aspect ratio

Asset caption and credit display optional

Allowable file types: png, gif, jpg, jpeg, externally hosted video

Media block (medium)> For details, please refer to [[Media block]]

- Fixed width, flexible height based on asset's aspect ratio

Asset caption and credit display optional

Media block (50% x 50%)> For details, please refer to [[Media block (50% x 50%)]]

- Fixed identical widths., flexible height determined by taller asset, assets top-align with one another

Asset caption and credit display optional

Media block, quote left> For detailes, please refer to [[Media block with quote]]

- Fixed widths., height determined by taller of the two halves, both halvess vertically center-align with one another

Text appears center-aligned and auto-formatted between two hairlines. No custom formatting possible

Author name optional

Asset caption and credit display optional

Media block, quote right

> For detailes, please refer to [[Media block with quote]]

- Same as above, but swapped left-right

Two column block, 25% x 75%

> For details, please refer to [[Two column blocks]]

- Text, media assets, and CTA buttons may be intermixed and may be stacked vertically within each column

Fixed column widths, height determined by taller column, both columns top-align with one another

Within each column, content bay be either left- or center-aligned

If media assets are used, captions and credits may be displayed optionally

If media assets are used, they can be configured to be clickable links

Background color is white (the gray boxes here merely represent the column width to which content is fitted)

Two column block, 75% x 25%

> For details, please refer to [[Two column blocks]]

Two column block, 50% x 50%

> For details, please refer to [[Two column blocks]]

Three column block

> For details, please refer to [[Three column block]]

- Text, media assets, and CTA buttons may be intermixed and may be stacked vertically within each column

Fixed column widths., height determined by tallest column, columns top-align with one another

Up to three columns possible, but as few as one or two columns may be used. Column arrangements appear centered horizontally on screen (individual column widths and gutter widths remain fixed)

No captions or credits appear with media assets

Column contents may appear left-aligned, center-aligned, or cropped in the shape of a circle (center-aligned)

Background color is white (the gray boxes here merely represent the column width to which content is fitted)

Four column block

> For details, please refer to [[Four column block]]

> For details, please refer to [[Accordion]]

- Fixed width. Height depends on how many accordion items are stacked on top of each other (individual accordion item height is fixed)

Various configurations possible (e.g. with/without imagem etc). See details [[Accordion|here]]

Call-to-action button

> For details, please refer to [[Call-to-action button]]

- Button may be center, left or right aligned on the page

Button size confirms to legth of button label (within certain limits)

Various standard [[button styles|Button styles]] available

> For details, please refer to [[Component embed]]

- Various pre-approved embed services are available. On a case-by-case basis, certain custom embeds may be approved

Embedded content is confined to a certain width, but its appearance is otherwise dictated by the services themselves, rather than by the CMS

Anchor> For details, please refer to [[Anchor]]

- An anchor is not visible, but it serves to mark a vertical scroll position on a page, which can be linked to from any internal or external link

3.5.1.3.7.4.6   Related topics area*

> For details, please refer to [[Related topics area]]

- This mandatory content area is auto-populated with clickable tags that represent the taxonomy terms that have been applied to the page

The title "Related topics" cannot be altered

Light gray background

3.5.1.3.7.4.7   Related content area*

Related content

> For details, please refer to [[Related content]]

- This mandatory content area displays up to four links to other pages (they links appear as tiles). By default, they are auto-populated, unless CMS user specifiestiles to add or exclude.

The title "More to explore" cannot be altered

Medium gray background

Anchor

> For details, please refer to [[Anchor]]

- An anchor is not visible, but it serves to mark a vertical scroll position on a page, which can be linked to from any internal or external link

3.5.1.3.7.5   [[Page operations|Other Page Features]]

Besides the above layout features, all page templates have additional standard features that aid page authoring.

- [[Language]]

- [[Page operations]]

- [[Page properties and operations|Page properties]]

3.5.1.3.8   Press release

Page template for time-sensitive announcements.

- Rationale & purpose

- Permissions

- Availability

- Logic & specifications

    o Architecture

    o Available content types

    o Special features

3.5.1.3.8.1   Rationale & purpose

review this old draft and finalize The Press Release is a highly-specialized template intended only for press releases, statements and news notes. It mandates the core press release content and at least one media contact, as well as an additional blurb the purpose of which isn't clear to me. It also feel wrong that on the backend it is called "About UNICEF", even on Microsite profiles

It also allows the optional inclusion of multimedia content approved for dissemination by the media.

3.5.1.3.8.2   Permissions

See Template permissions

Due ot its highly-speacialized use, this template is only accessible to users with the Media Editor role.

Note that the template contains a pre-populated text block. This can be overwritten in the page by anyone with page access. However, to change the automatic text requires a user to have the xxx role.

3.5.1.3.8.3   Availability

Available on all profiles, and unfortunately the "About UNICEF" for the boilerplate label is common across all on the backend

3.5.1.3.8.4   Logic & specifications

3.5.1.3.8.4.1   Architecture

See Template architecture

3.5.1.3.8.4.2   Available content types

See Content category (a.k.a. Type of content)

3.5.1.3.8.4.3   Special features

The Main content area of Press release template is special:

under construction

Content*	Standard text editor UI	
Media contacts - Name(s)	Start typing name and dropdown options of existing media contacts will display. Multiple media contacts canbe specifies, either in the same field (separated by commas) or by adding media contacts (whcih laucnhes a separate inpty field, see below) check difference	
Add another item	Adds another input field like the one above, via which existing media contacts can be searched and selected	
Add multimedia widget	Button	Launches UI for specifying widget (see below)
Multimedia widget - Image*	Standard media library UI	
Multimedia widget - Show caption	Checkbox, selected by default	
Multimedia widget - Content	Standard text editor UI	
Multimedia widget - Links - URL*		
Multimedia widget - Links - Link text*		
Multimedia widget - Links - Add another item	Button	Launches UI for addign anothe rURL and Link text like above

Link to Press boilerplate

Press boilerplate

3.5.1.3.9   Publication
IN PROGRESS

3.5.1.3.9.1   Rationale and purpose
The Publication template should be used for official UNICEF publications and reports (or official Partnership reports, if used on microsites).

It is a more robust cousin of the simplistic Document template, in that it ensures a polished appearance in all contexts (incl. mosaics and search results) via a mandated subtitle, teaser text and teaser image.

It is also more flexible than a Document template in that is allows the addition of a wide variety of content blocks, which may even be placed above the actual publication download link and the mandatory "Highlights" blurb. This enables a dowloadable publication to be integrated at the bottom of a bigger story, rather than be pushed at users right away without rich context.

3.5.1.3.9.2   [[Template permissions]] >

3.5.1.3.9.3   [[Tempate availability on site profiles]] >

3.5.1.3.9.4   [[Page anatomy|Components]] >

Has two special content areas, whcih can swap positions on the page: "Publication content area" and "Linked content area"

Publication content area

Highlights*	Standard [Text editor](#) UI	
Author*	Freeform text input field, mandatory, character limit?, no custom styling	
Publication date*	Calendar selector UI	"Only month and year will be displayed. "
Available languages*	"Start typing a language name and pick from the list that will appear. Use a comma to separate multiple languages."	
ISBN	Freeform text input field, no custom styling, no character limit? moot, since IBN has limited characters?	
Cover image	stndard media library UI	
Documents - Add publication document*	Button	Launches UI for adding document
Documents - Publication document - Label*	Freeform text field, mandatory, no custom formatting, character limit?	This label appears in the dropdown allowing users to select one of the files related to a publication to download it. Make sure the label describes the specific file it is for. For example, for the Spanish version of a report, the label could be "Spanish". 25 characters maximum is recommended.
Documents - Publication document - Document*	Document library UI Upload tab: Allowable file types: • Adobe Acrobat (.pdf) • Microsoft PowerPoint (ppt, pptx)	

	• Excel files (xls, xlsx) • csv files (csv, txt)	
Metadata - Number of pages	Freeform text input field	
Instructions	Freeform text input field, no custom formatting, character count	Provide instructions on how to download or obtain the publication.

Linked content area

...

Display before PUBLICATION CONTENT AREA field	Check box, defaults to unchecked	Checkign the box places this content area above the Publication content area, which enables a more robust editorial storytelling upfront, rather than immediately confronting the audience with the publication download.
Content blocks	Dropdown menu for adding [[Section]](s) and/or [[Anchor]](s)	

3.5.2 Content blocks

- Title content area
  - o Title card
  - o Hero / Feature / Featured media
- Main content area
  - o Accordion
  - o Anchor
  - o Block quote
  - o Block quote carousel
  - o Call to action block (a.k.a. CTA block)
  - o Call-to-action button
  - o Collage block
  - o Component embed
  - o Media banner
  - o Media block
  - o Media block (50% x 50%)
  - o Media collection
  - o Mosaics

- - - [Mosaic display modes](#)
      - [Automatic mosaic](#)
      - [Curated mosaic](#)
      - [Federated automatic mosaic](#)
    - [Text block](#)
      - [Media block with quote](#)
    - [In-page search](#)
    - [Image gallery](#)
    - [Two-column blocks](#)
    - [Three-column block](#)
    - [Four-column block](#)
    - [Section](#)
    - [Standard banner](#)
- [Related topics area](#)
- [Related content area](#)
  - [Related content & Federated related content](#)
  - [Curated content](#)

3.5.2.1   Title

Content from another page:

Intrinsicly build installed base results after front-end convergence. Quickly simplify next-generation ideas rather than equity invested strategic theme areas. Uniquely restore parallel value for covalent testing procedures. Synergistically whiteboard backward-compatible potentialities before exceptional vortals. Assertively customize functional internal or "organic" sources with go forward information.

test	test	test
1	2	3
4	5	6

3.5.2.2   Rationale and purpose

3.5.2.2.1   A title serves as a key identifier of a node, both on the front-end and back-end. It gives CMS users and site visitors a quick idea of a node's content, and it is is also an important factor in keyword search rankings within site search and SEO.

3.5.2.3   Permissions

3.5.2.3.1   Any user role that can edit a page can edit its title

3.5.2.4   Availability

3.5.2.4.1   Available on all page templates and bouncers

3.5.2.5   Specs

3.5.2.5.1   The Title input field is located in a node's edit view, within the [[Title content area]]

Mandatory	Yes
Free-form	Yes
Text format	Plain, no custom formatting
Multiple values allowed	N/A
Character input limit	None, but recommended limit is 60 characters.
Translatable	Yes
Appears publicly in	[[Title card]] [[Site search]] results [[In-page search]] results Search engine results, such as Google results [[Page URL]], if no custom [[URL alias]] has been set

Old stuff

Name	Type	Specs	Rationale/use
Title	Field	• Mandatory field • Format: [[plain text]] • Character limit: 100 (including spaces) • Translatable	• A page title is displayed in the page full view, in the title card area. • A page title is used in the [[search results]] teasers. • A page title is used to generate a [[page URL alias]].
Subtitle	Field	• Mandatory field • Format: [[Rich text|Rich text]] • Character limit: 255 (including spaces) • Translatable	• A page subtitle provides *here goes the rationale*. • A page subtitle is displayed in the page full view of the title card area.
Short title	Field	• Mandatory field • Format: [[Rich text|Rich text]] • Character limit: 60 (including spaces) • Translatable	• A page short title provides *here goes rationale*. • A page title is displayed in the following page components: 　○ as a page title in tiles view in the [[Curated mosaic]], [[automatic

Name	Type	Specs	Rationale/use
			mosaic]], and [[Related content]] ○ as a page title in a list view of the [[Curated mosaic]] and [[automatic mosaic]]. ○ as a page title in the [[tag-based search results]] ○ as a page title in the [[site search results]]
Teaser	Field	• Mandatory field • Format: [[Rich text|Rich text]] • Character limit: 156 (including spaces) • Translatable	• A page teaser provides *here goes rationale*. • A teaser is displayed in the following page components: ○ as a teaser in the list view of the [[Curated mosaic]] and [[automatic mosaic]] ○ as a teaser in the tile view of the [[Curated mosaic]] and [[automatic mosaic]] ○ As a teaser in the [[tag-based search]]
Author	Field	• Mandatory field • Format: [[plain text]] • Character limit: 100 (including spaces) • Translatable	• An author is displayed in the page full view, in the title card area.
Global term(s)	Entity reference (taxonomy term)	• Mandatory field • Format: autocomplete • Translatable • Source: [[Global term(s)]] vocabulary	
Local term(s)	Entity reference (taxonomy term)		
Geographic term(s)			

Name	Type	Specs	Rationale/use
Hero: standard			

3.5.2.5.1.1   Accordion example

Accordion title

Appropriately aggregate fully tested testing procedures vis-a-vis orthogonal resources. Distinctively streamline alternative action items with turnkey convergence. Rapidiously mesh adaptive customer service for e-business technology. Globally harness strategic methods of empowerment whereas best-of-breed intellectual capital. Intrinsicly maintain parallel data for value-added paradigms.

- ☑ [Igor Nuk](#) to update details of this page by 24 May 2021

3.5.2.6   Title content area

- [Title card](#)

- [Hero / Feature / Featured media](#)

3.5.2.6.1   Title card

3.5.2.6.1.1   Rationale and purpose

Title cards appear near the top of all pages except Feature pages. Their purpose is to help site visitors quickly identify the nature of the content, including the content category (such as Article or Publication) and its title, and sometimes its subtitle, author or publishing date.

3.5.2.6.1.2   Availability

The title card automatically appears on all templates, except the Feature page template, because this template is designed for homepages, i.e. pages that introduce an entire site, rather than a specific topic that can be summarized in a title card.

3.5.2.6.1.3   Specs

The content of the title card can be authored via the [Title content area backend UI](#).

- Content category and page title are mandatory elements of every title card. Other elements vary from one template to the next, depending on their relevance to each template's core purpose. Mandatory elements are marked with an asterisk (*) in the table below

- Title cards are automatically generated from the data entered in the page's Title content area (in the case of Press releases, the date is generated from the page's [[Authoring date]]

- Standardized width, flexible height depending on length of text

- All elements of the title card are auto-formatted, no custom formatting possible

- When a hero inage is present, it almost always appears beneath the title card, except on Landing pages, where the title card overlaps with the hero image

Article	Document	Emergency Page	Feature page	Landing Page	Multipurpose page	Photo Essay	Press Release	Programme page	Prpgramme Landing page	Publication
Content category (a.k.a.	Content category (a.k.a. Type of	Content category (a.k.a. Type of	n/a	Title * Subtitle *	Content category (a.k.a. Type of content) *	Content category (a.k.a.	Content category (a.k.a.	Content category (a.k.a. Type of	Content category (a.k.a. Type of	Content category (a.k.a. Type of

Article	Document	Emergency Page	Feature page	Landing Page	Multipurpose page	Photo Essay	Press Release	Programme page	Prpgramme Landing page	Publication
Type of content) * Title * Subtitle * Author *	content) * Title * Subtitle *	content) * Title * Subtitle *			Title * Subtitle * Author	Type of content) * Title * Subtitle * Author *	Type of content) * Title * Subtitle * [[Date]]*	content) * Title * Subtitle *	content) * Title * Subtitle *	content) * Title * Subtitle *

3.5.2.6.1.4   Examples

3.5.2.6.1.4.1   Press release title card

3.5.2.6.1.4.2   Standard placement of title card (above hero image)

3.5.2.6.1.4.3   Landing page placement (overlapping with hero image)

3.5.2.6.2   Hero / Feature / Featured media
Lead media accompanying the page title.

- Purpose & rationale
- Permissions
- Availability
- Logic & specifications
  - Design specifications
  - Adding Hero / Feature / Featured media on a page

3.5.2.6.2.1   Purpose & rationale
Hero media are large images displayed at the top of some pages to help set the tone, create visual interest, and draw visitors into the content.

Feature media are the hero equivalent on Feature templates.

Featured media are the hero equivalent on Press release templates.

3.5.2.6.2.2   Permissions
Corresponds to Template permissions.

3.5.2.6.2.3   Availability
See Template architecture

3.5.2.6.2.4   Logic & specifications

3.5.2.6.2.4.1   Design specifications
For specs on layout and cropping variations, please refer to https://www.figma.com/files/project/27568827/Design-System- ?fuid=1204472121428918489 for

3.5.2.6.2.4.2   Adding Hero / Feature / Featured media on a page
See individual Template specifications.

3.5.2.7   Main content area

- [Accordion](#)
- [Anchor](#)
- [Block quote](#)
- [Block quote carousel](#)
- [Call to action block (a.k.a. CTA block)](#)
- [Call-to-action button](#)
- [Collage block](#)
- [Component embed](#)
- [Media banner](#)
- [Media block](#)
- [Media block (50% x 50%)](#)
- [Media collection](#)
- [Mosaics](#)
- [Text block](#)
- [In-page search](#)
- [Image gallery](#)
- [Two-column blocks](#)
- [Three-column block](#)
- [Four-column block](#)
- [Section](#)
- [Standard banner](#)

Purpose & rationale

All templates have an area dedicated to the "meat" of the page. This area can have different names:

- Most templates: **Main content area**
- Document template: **Document content area**
- Publication template: **Publication content area** + **Linked content area**

Specs

Position: First content area right below the Title area

Background color: Default white. Where availablem the "Section" component may be used to alternate between white and light gray background.

Mandatory or optional: Depends on the page template. Please refer to [this overview](#).

Content blocks available in this content area: Depends on the page template. Please refer to

3.5.2.7.1 Accordion

This content block displays content in collapsible/expandable segments on a page. It initially presents site visitors with a compact overview of the content and allows them to expand those portions of the content they want to view in more detail.

- [Purpose & Rationale](#)

- [User requirements](#)

- [Permissions](#)

- [Availability](#)

- [Logic & Specifications](#)

  - [Accordion behavior](#)

  - [Accordion items](#)

- [Related links](#)

  - [Design files](#)

  - [Visual studio](#)

3.5.2.7.1.1 Purpose & Rationale

The purpose of an Accordion is to accommodate even large amounts of content without the page appearing content-heavy. Since portions of information are initially collapsed under their headers, this can make a page easier to navigate, as users needn't scroll down very far to get an overview of the page or to find specific content.

An Accordion gives CMS users the option to keep content on a page that they might otherwise spread across multiple pages. E.g. an Accordion can neatly tuck away secondary information, such as disclaimer paragraphs, which might otherwise be relegated to a separate page to avoid crowding the layout.

3.5.2.7.1.2 User requirements

Front-end

- End user can glean the Accordion's content from the label(s) of the individual Accordion item(s).

- End user can click on an individual Accordion item to expand/collapse it.

- End user may be able to view multiple expanded Accordion items at a time, if this is enabled from the back-end.

- End user can interact with content in and expanded Accordion item, if afforded by the presence of hyperlinks, media with links, or CTA buttons.

Back-end

- CMS user can configure whether more than one Accordion item can be expanded at a time or whether an expanded one collapses when another one is expanded.

- CMS user can set the title text and optional thumbnail media reference for the title head of each Accordion item.

- CMS user can configure unlimited Accordion items within a single Accordion.

- CMS user can author the body content of each Accordion item using any combination of the following blocks: Text, Media, CTA button.

3.5.2.7.1.3 Permissions

[Permissions](#) > Page component permissions

3.5.2.7.1.4   Availability

Templates > Main content area

☐   add link when Template comparison page has been migrated

3.5.2.7.1.5   Logic & Specifications

3.5.2.7.1.5.1   Accordion behavior

> **Base logic**
> * When a site visitor clicks on an Accordion item title, the item expands, revealing the content within. When clicking on the title again, the Accordion item collapses.
> * By default, only one Accordion item can be expanded at a time. This logic can be overridden by CMS user.

Configuration options

	Input	Output
Only one accordion item can be open at a time	Check box, unchecked by default	If the box is left unchecked, site visitors will be able to expand several Accordion items at a time. Once opened, Accordion items will stay open until the site visitor manually closes them or refreshes the page. If the box is checked, site visitors will be able to expand only one Accordion item at a time. Each time an Accordion item is expanded, a previously-expanded item will collapse automatically. As in the other option, site visitors can also manually collapse an Accordion item.

3.5.2.7.1.5.2   Accordion items

An Accordion is composed of one or more Accordion items, each comprised of a title head and an expandable/collapsible body, which can contain any number of "Accordion item blocks".
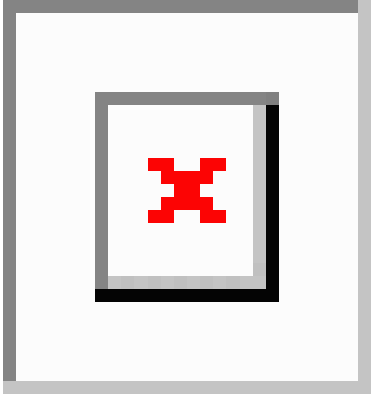
> **Base logic**
> * At least one Accordion item is required. Unlimited Accordion items can be added.
> * Accordion items are auto-formatted based on content that has been added by CMS user. The title head of an Accordion item has a height limit. The body of the Accordion can expand vertically to accommodate unlimited amounts of content.

Configuration options

	Input	Output
Title*	Mandatory, free form text field. No custom formatting. 255 character limit.	Appears as preformatted text within the "head" of an individual Accordion item, i.e. within the portion of the Accordion item that is not collapsible. • No custom text formatting available. • Height of Accordion item adjusts to accommodate up to 255 characters
Title Media	Optional, standard media library UI without options for caption/credit/link Recommended image aspect ratio is 3:2 or less. Image dimensions should exceed the	Media added here displays as a thumbnail image alongside the title text of an individual Accordion item, i.e. the portion that is not collapsible. No caption/credit/link is applied. Display dimensions:

desktop display dimensions (see details on the right).	- Height is fixed at 140px (desktop) or 70px (mobile). - Width can be smaller but cannot exceed the limit of 210px (desktop) or 70px (mobile) - CAVEATS: - If the aspect ratio of the original asset exceeds 3:2, then the image will become distorted, i.e. if the width of the original asset is more than 150% of its height, then the image width will be squeezed to fit a 3:2 aspect ratio. (However, the image can be taller than its width without any distortion. - If the original asset's height is less than the fixed display height, then the image size will be automatically increased to conform to the stadard height. This will harm the resolution of the thumbnail image. The below screenshot illustrates how variations in image aspect ratio and character count are treated in Accordion item titles: - Text only: Minimum height when text is short and fits in one line - Text only: Maximum height when maximum character count is used - With thumbnail image: Minimum height when image is present - With thumbnail image: Maximum height when image and maximum character count are present. (The height and character count are the same as in #2. Line spacing has been reduced to make room for the thumbnail image) - Image aspect ratio exceeds 3:2, hence the image width is compressed to conform with 3:2 aspect ratio. - Same image as in #5, but in this case the original asset's pixel height is less than the standard required height. Hence, the image height is blown up to fit the standard height, and the width is adjusted to conform to the 3:2 aspect ratio. - Image aspect ratio is less than 3:2. No distortion occurs, but the image is proportionally shrunk to fit the standard thumbnail height.

Accordion item blocks	Any number of the following types of blocks can be added in any order: **Text**: Standard Text editor UI with two exceptions: • No option to apply header formats other than "Normal" • Rich text only (no custom html etc.) **Media**: Standard Media library UI, including options for configuring a link and for displaying credit and/or caption. **Call to action button**: Standard Call to action button UI	Accordion item blocks appear in the collapsible portion of the Accordion item, in the order in which they are arranged on the back-end. Unlimited Accordion item blocks may be added to an Accordion item. **Text**: Text and embeds appear as specified. **Media**: Media appears as specified (caption/credit/link), comparable to a Media block (medium). **Call to action button**: Button appears as specified (label/link/style/alignment/analytics tracking behavior)

3.5.2.7.1.6   Related links

3.5.2.7.1.6.1   Design files
Accordion

3.5.2.7.1.6.2   Visual studio
All features and stories

3.5.2.7.2   Anchor

3.5.2.7.2.1   Rationale and purpose
Anchors identify specific locations on a page that can be linked to directly. When users click on an anchor link, they are taken to the place on the page where the corresponding anchor is located. This can be especially useful on long pages that consist of several distinct thematic sections. Anchors enable easy navigation of such a page without the need for manual scrolling.

3.5.2.7.2.2   [[Page component permissions|Permissions]]>

3.5.2.7.2.3   Availability

Anchors are available in the following page areas. Click on the links for an overview of templates that contain these.

- Main content area

Linked content area

Call to action area (not to be confused with Call to action block)

Related content area of some templates

3.5.2.7.2.4   Specs & Controls

To properly function, anchors require a two-fold setup:

1. **An anchor link**

   o   This takes the fom of a button, hyperlink or other type of link that points to the anchor. Without this, an anchor serves no purpose.

   The link can be placed on the page itself or externally

   o   Anchor link formatting:

   - When **placed on the page**, the link can be formatted as #[anchor name]

     - The system will automatically append the name to the page URL and the browser will replace spaces with %20

   - When **placed externally**, the link should be formatted as [page URL]#[anchor name]

     - The browser will automatically replace spaces with %20.

2. **The anchor itself**

   o   It is invisible but it controls the vertical page load position in the browser when triggered by the anchor link

   o   The anchor has two attributes: Its position on the page and its name.

   - The position of the Anchor component on the backend controls the vertical position at which the page is loaded

   The name enables the anchor to be appended to a page link

   The anchor name is case sensitive

	Input	Output
Anchor name*	Mandatory, free-form text input field. no custom formatting, case sensitive, character limit xxx (cannot detremine, but the full width of the text field is definitely permitted	Even though the anchor is positioned on the page as specified, it is invisible to the end user and does not occupy any space (e.g. no oaddign appras around the anchor and on mouseover there is no indication of itd existence)
		The Anchor **name** is visible in the browser URL, where it is formatted as #[anchor%20name], whereby spaces are automatically rendered as %20

3.5.2.7.3   Block quote

3.5.2.7.3.1   Purpose & Rationale

A Block quote can be used to prominently display a quote or a pithy excerpt from the body text. It helps visually break up the page content to create "breathing room."

It is essentially a block of text distinguished visually from the main text of the page. Optionally, the name of the quote's author may be displayed below the quote.

3.5.2.7.3.2   Permissions >

3.5.2.7.3.3   Availability >

3.5.2.7.3.4   Specs & controls

The block quote can be created via the standard [[Text editor]] UI, and and optional field to add the name of the quote's author below the quote.

	Input	Output
Quote text	Standard Text editor UI, but custom formatting is partially overridden by pre-set quote formatting. No character limit.	Displays center-aligned on the page (same width as text blocks or medium Media blocks). The text appears preformatted but allows some custom formatting The following custom formatting can currently be added to the preset center-aligned italics formatting: • Bold Underline Superscript / subscript Strikethrough Hyperlink Align right Media embed Social media embed Quote (results in a quote-within-quote) Bullets

	Input	Output
		Numbering Table
Author	Freeform text field, no custom formatting 100 character limit	Appears preformatted, center-aligned, below the quote

3.5.2.7.4   Block quote carousel
TBC

LINK TO Text editor (CK Editor)

3.5.2.7.5   Call to action block (a.k.a. CTA block)
Eye-catching content block with text, CTA buttons, and configurable background.

- Purpose & rationale

- User requirements

- Permissions

- Availability

- Logic & specifications

    - Adding title and text

    - Adding and configuring CTA button(s)

    - Configuring the background

3.5.2.7.5.1   Purpose & rationale
The purpose of the Call-to-action block is to lead the end user toward taking a specific action. This component is designed to stand out and invite the end user to click on a call-to-action button, which links to a destination page where the desired action can be completed

3.5.2.7.5.2   User requirements
Front-end

- Site visitor can click on CTA button(s) to navigate to target URL

Back-end

- CMS user can add Title and Text

- CMS user can add and configure CTA button(s)

- CMS user can configure background

3.5.2.7.5.3   Permissions
Page component permissions

3.5.2.7.5.4   Availability
The Call-to-action block is available on templates that are more likely to promote action on behalf of a programme, campaign or emergency.

Positioning of the block depends on the template. It is usually relegated to a the Call to action area of a page. However, on the Emergency page and Multipurpose page it is part of the Main content area, to enable priority placement near the top of the page.

See Template architecture .

3.5.2.7.5.5   Logic & specifications

Shown here are the default UI settings:

3.5.2.7.5.5.1   Adding title and text

	Input	Output
Title	Optional. Freeform text input field, no custom formatting Character limit 255 (recommended maximum length of 60 characters)	Appears formatted as a title inside the CTA block
Text	Optional, standard text editor UI No character limit	Appears formatted as body text inside the CTA block Height of CTA block will expand to accommodate length of text.

3.5.2.7.5.5.2   Adding and configuring CTA button(s)

	Input	Output
Button*	Mandatory to add at least one button. UI is almost the same as for stand-alone CTA button, except that this button has no alignment settings.	Button will appear with the specified behavior and style. Single button will appear horizontally centered in CTA block. If two buttons are present, they will appear side-by-side, horizontally centered.
Add call-to-action button	Button for adding a second CTA button. This option appears only if button limit has not yet been reached. Maximum of two buttons per CTA block.	Clicking the Add call-to-action button launches another instance of the button setup controls (see **Button** above). When adding a second button, it is placed side-by-side with the first button

3.5.2.7.5.5.3   Configuring the background

	Input	Output
Background color*	Mandatory. Dropdown menu with standard color options. Defaults to "Grey 2"	The selected background color is applied to the CTA block. If a background image is present, the color is applied as a transparent overlay on the image.
Background image	Optional. Standard text editor UI. Media selection is limited to **image** files only.	Image appears with a transparent color overlay, as specified under **Background color**, see above. add image resizing/cropping specs.

3.5.2.7.6   Call-to-action button

Can be a stand-alone content block or part of other content blocks. Several formatting options available.

- Purpose & rationale

- User requirements

- Permissions

    o As stand-alone content block

    o As sub-component of other blocks

- Availability

    o As stand-alone content block

    o As sub-component of other blocks

- Logic & specifications

    o Configuring a button

    o Specifying button alignment within the block

3.5.2.7.6.1   Purpose & rationale

The purpose of the Call-to-action button (CTA button) is to prompt site visitors to take an action, and to provide the means to initiate such action. The most prominent CTA buttons on UNICEF sites tend to be the "Donate" buttons. They are designed to draw attention and direct users to a donation campaign page or a donation form. However, CTA buttons may be used in many other ways, often as navigational elements to steer users toward a certain section or page of the website. They may be more suitable than hyperlinks in certain contexts, as they are more visible and more polished-looking.

3.5.2.7.6.2   User requirements

Front-end

- Site visitor can click button to navigate to target URL

Back-end

- CMS user can configure button

- CMS user can specify button alignment within the block

3.5.2.7.6.3   Permissions

3.5.2.7.6.3.1   As stand-alone content block

Components x templates overview

3.5.2.7.6.3.2   As sub-component of other blocks

Other content blocks may contain Call-to-action blocks (see Availability below). Refer to [Page component permissions](#) for all content block permissions.

3.5.2.7.6.4   Availability

3.5.2.7.6.4.1   As stand-alone content block

[Components x templates overview](#)

3.5.2.7.6.4.2   As sub-component of other blocks

Call-to-action buttons are also available integrated into the following content blocks:

- Call-to-action block
- Standard banner
- Media banner
- Accordion
- Column blocks

3.5.2.7.6.5   Logic & specifications

The Call-to-action button block is the same width as a Text block. The button can be aligned to either the left, center or right of the block. No additional buttons can be added to the block. Standard [Buttons styles](#) apply.

> Shown here are the default UI settings. The UI options are slightly different than those provided for CTA buttons contained in other content blocks.

Label *

Recommended maximum length of 30 characters.

Link *

<nolink>

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.

Button style *
- Select a value -

☐ Open in a new window

Alignment *
- Select a value -

☐ This is a donate button

3.5.2.7.6.5.1   Configuring a button

	Input	Output
Label*	Mandatory, free-form text input field, no custom formatting, no custom alignments, character limit 60 (Recommended maximum length of 30 characters.)	This appears as the visible button text, text formatting is pre-determined. Text can wrap across two lines.
Link*	Mandatory, [basic auto-suggest field](#)	When clicking the destination loads either in the same browser tab or in a new browser tab, depending on CMS user preference (see below)
Button style*	Mandatory, dropdown menu with standard [Buttons styles](#)	The selected style is applied to the button. If the CTA block has two buttons, they can either be styled the same or differently

	Input	Output
Open a new window	Check box, unchecked by default	If box is checked, the target URL is launched in a new browser tab
This is a donate button	Check box, unchecked by default	If box is checked, front-end clicks on this CTA button will be tracked as special *Donate* buttons.

3.5.2.7.6.5.2   Specifying button alignment within the block

	Input	Output
Alignment*	Mandatory, dropdown menu with options to align the button **Left**, **Center** or **Right**	Button aligns accordingly within the content block

3.5.2.7.7   Collage block
This content block enables a two-layer parallax experience.

- [Purpose & rationale](#)
- [User requirements](#)
- [Permissions](#)
- [Availability](#)
- [Logic & specifications](#)
  - [Configure background](#)
  - [Configure foreground](#)

3.5.2.7.7.1   Purpose & rationale
The Collage Block is intended for flagship editorial pages that seek to draw readers into a collage-like narrative. The component allows constructing layers of partially overlapping text and media components floating over visually immersive backdrops to create a sense of depth and movement. Content in this format by default reveals itself bite-sized and slowly.

3.5.2.7.7.2   User requirements
Front-end

- Site visitor can scroll page vertically to experience two-layer parallax effect

Back-end

- CMS user can configure parallax background
- CMS user can configure parallax foreground

3.5.2.7.7.3   Permissions
[Page component permissions](#)

3.5.2.7.7.4   Availability
[Template architecture](#)

3.5.2.7.7.5   Logic & specifications

> Up to x Collage blocks can be added within each Collage content block what the limit

The collage block can be configured in two layers that scroll at different rates to create a parallax effect.

3.5.2.7.7.5.1   Configure background

	Input	**Output**
Background media	Optional, media selection via Media entity browser (For details incl. supported media types, see Media browser)	The selected media appears as background layer of the parallax experience
Collage block background color	Optional, dropdown menu. See Background colors for available options.	• If background media is present, the selected color appears as a transparent overlay on the media • If no background media is present, the selected color appears as a solid color • If no background color is selected, the color from the preceding collage block (within the same content block) is inherited. If no preceding collage block exists, then the section background color is inherited.

3.5.2.7.7.5.2   Configure foreground

The foreground consists of a mandatory text block locked up with an optional media block. When front-end user scrolls the page, both parts of the foreground move in tandem across the background.

	Input	**Output**

Foreground media	Optional, media selection via Media entity browser (For info on supported media types, see [Media browser]( ))	The selected media appears locked up with the text block portion of the foreground, so that both scroll in tandem.
Foreground media alignment	Mandatory, dropdown field with the following options: • Right of text • Left of text	This setting controls positioning of the text box relative to the foreground media box (even if no foregroud media is present)
Text box	Mandatory. [Text editor (CK Editor)]( ) with the following options: • Normal • Bold • Hyperlink	This content appears in the text box of the collage block.

3.5.2.7.8   Component embed
`IN PROGRESS`

This allows CMS users to embed non-native functionality into a page layout.

- [Purpose & rationale]( )

- [User requirements]( )

- [Permissions]( )

- [Availability]( )

- [Logic & specifications]( )

    o [Wufoo (https://www.wufoo.com/)]( )

    o [Soundcloud (https://soundcloud.com/)]( )

    o [Tableau (https://www.tableau.com/)]( )

    o [Curator (https://curator.io/)]( )

    o [Data Explorer]( )

    o [Infogram]( )

    o [Google Maps]( )

    o [Donation (GGP)]( )

    o [Quiz Maker]( )

    o [Custom embed]( )

    o [Petition (GGP)]( )

    o [Mailchimp]( )

    o [Subscription (GGP)]( )

    o [Power BI]( )

3.5.2.7.8.1 Purpose & rationale

Component Embed is a versatile content block that enables CMS users to embed dynamic content from third-party services. For example, it is possible to embed a map via the Goolge Maps service, or an animated infographic via the Infogram service.

Third-party service embeds greatly expand the range of content design possibilities for CMS users, without requiring a proportionate expansion of in-house software development capacity.

To use an external service, it may be incumbent on the CMS user to purchase their own service agreement with the respective service provider.

3.5.2.7.8.2 User requirements

Front-end

- End user can view and interact with the embedded content in the manner it was designed for.

Back-end

- CMS user

3.5.2.7.8.3 Permissions

- Custom embeds: Restricted to Site administrator

- All other embeds: Any user who can add/edit templates that have the Component embed feature

- Link to permissions

- create overview of availability as subcomponent of other components

3.5.2.7.8.4 Availability

- Available on all templates except Document and Press release.

- Available as stand-alone component or as a subcomponent inside column blocks.

- Link to Template/component overview

3.5.2.7.8.5 Logic & specifications

A range of approved services are available, which comply with certain technical, security, and accessibility standards. The menu of available services is optimized continuously in response to evolving opportunities and CMS user needs. In addition to pre-approved services, *custom* embeds may be permitted on a case-by-case basis. This option is not directly available to most CMS users, as it requires some degree of technical input. Shown here are the services currently supported:
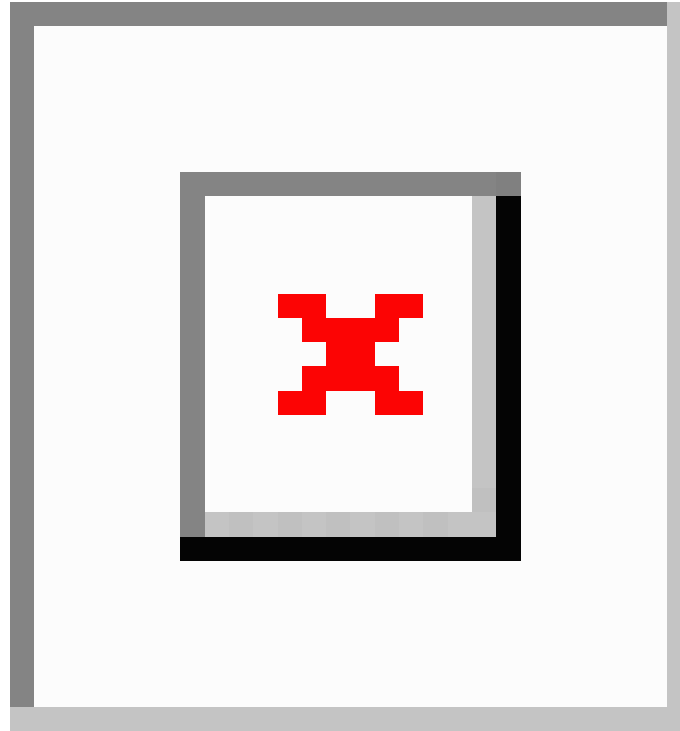
> **Base logic**
> - Front-end presentation of embedded content is mostly controlled via the external third-party service platform. The third-party content is not housed in the CMS itself, but is merely presented through a "frame" within the Component embed content block.
> - Only very limited customization is available from within the CMS itself:
>   - Display width varies depending on whether the Component embed is used as a stand-alone component or as a sub-component. As a stand-alone content block, the embed can be as wide as a title card or a large media block. If placed inside a column block, the embed will be confined to the width of its column.
>   - Some embed components allow CMS user to set the container width.
>   - The Google maps embed component allows CMS user to set the viewport's zoom level.

3.5.2.7.8.5.1   Wufoo (https://www.wufoo.com/)

Wufoo can be used to build online forms. To embed a Wufoo form in the CMS, an account with Wufoo is needed. On Wufoo, build a form, then click "Share form" to obtain a URL similar to this: https://**formsunicef**.wufoo.com/forms/**s1kofee7167z3az/**

Configuration in CMS

	Input	Output
Hash*	Mandatory free-form text field. Enter the numeric portion of the URL after /forms/, e.g. *s1kofee7167z3az*	Used to fetch the content from the third-party service.
Subdomain*	Mandatory free-form text field. Enter the subdomain portion of the URL, e.g. *formsunicef*	Used to fetch the content from the third-party service.
Description*	Mandatory free-form text field. Enter descriptive text.	Used in SEO and by screen readers.

3.5.2.7.8.5.2 Soundcloud (https://soundcloud.com/)

Soundcloud can be used to embed audio tracks on a page. To embed a track on the CMS, an account with Soundcloud is needed. Click on a track, click "Share", select "Embed", copy the track ID from the embed code (the string of numbers after /tracks/, e.g. /tracks/**905057623**).

	Input	Output
Track ID*	Mandatory free-form text field. Enter the track ID number.	Used to fetch the content from the third-party service.
Description*	Mandatory free-form text field. Enter descriptive text.	Used in SEO and by screen readers.

3.5.2.7.8.5.3 Tableau (https://www.tableau.com/)

Tabelau can be used to embed data tables and graphics. To embed Tableau content on the CMS, a Tableau account is needed. Create a Tableau dataset and get its embed code.

Expand to see example of embed code

```
<div class="tableauEmbed" style="max-width: 100%; width: 100%; height: 700px; margin: 0 auto;" >
<div class='tableauPlaceholder' id='viz1501097180871' style='position: relative'>
<noscript>
<a href='#'>
<img alt='Global Indicators '
src='https://public.tableau.com/static/images/GB/GBC_Global_Indicators/GLOBALINDICATORS/1_rss.png' style='border: none' />
</a>
</noscript>
<object class='tableauViz' style='display:none;'>
<param name='host_url' value='https%3A%2F%2Fpublic.tableau.com%2F' />
<param name='site_root' value='' />
<param name='name' value='GBC_Global_Indicators/GLOBALINDICATORS' />
<param name='tabs' value='no' />
<param name='toolbar' value='yes' />
<param name='static_image'
value='https://public.tableau.com/static/images/GB/GBC_Global_Indicators/GLOBALINDICATORS/1.png' />
<param name='animate_transition' value='yes' />
<param name='display_static_image' value='yes' />
<param name='display_spinner' value='yes' />
<param name='display_overlay' value='yes' />
<param name='display_count' value='yes' />
</object>
</div>
</div>
<script type='text/javascript'>
var divElement = document.getElementById('viz1501097180871');
var vizElement = divElement.getElementsByTagName('object')[0];
vizElement.style.width='100%';
vizElement.style.height='100%';
var scriptElement = document.createElement('script');
scriptElement.src = 'https://public.tableau.com/javascripts/api/viz_v1.js';
vizElement.parentNode.insertBefore(scriptElement, vizElement);
</script>
```

	Input	Output
Tableau embed code*	Mandatory free-form text field. Enter embed code.	Used to fetch the content from the third-party service.

Description*	Mandatory free-form text field. Enter descriptive text.	Used in SEO and by screen readers.
Embed size*	Radio buttons with options small (default) and Large.	Small: Content width will be confined to the width of a text block. Large: Content width will be confined to the width of a 4-tile mosaic.

3.5.2.7.8.5.4   Curator (https://curator.io/)

Curator is a social media aggregator which can be used to embed a social media feed on a page. To embed Curator content, an Curator account is needed. Configure your feed on Curator.io and get its embed code.

Expand to see example of embed code (relevant strings highlighted)

```
<!-- Place <div> tag where you want the feed to appear -->
<style>
.galcolumn {
grid-template-columns: auto;
}
</style>
<div id="curator-feed-unicef-english-layout"><a href="https://curator.io" target="_blank"
class="crt-logo crt-tag">Powered by Curator.io</a></div>
<!-- The Javascript can be moved to the end of the html page before the </body> tag -->
<script type="text/javascript">
/* curator-feed-unicef-english-layout */
(function(){
var i, e, d = document, s = "script";i = d.createElement("script");i.async = 1;
i.src = "https://cdn.curator.io/published/eee27051-611b-45d0-bb0f-1c301deda94f.js";
e = d.getElementsByTagName(s)[0];e.parentNode.insertBefore(i, e);
})();
</script>
```

	Input	Output
Curator div id*	Mandatory free-form text field. Enter div id (e.g. *curator-feed-unicef-english-layout*).	Used to fetch the content from the third-party service.
Curator script url*	Mandatory free-form text field. Enter script URL (e.g. *https://cdn.curator.io/published/eee27051-611b-45d0-bb0f-1c301deda94f.js*).	Used to fetch the content from the third-party service.
Description*	Mandatory free-form text field. Enter descriptive text.	Used in SEO and by screen readers.
Embed size*	Radio buttons with options small (default) and Large.	Small: Content width will be confined to the width of a text block. Large: Content width will be confined to the width of a 4-tile mosaic.

3.5.2.7.8.5.5   Data Explorer

This can be used to embed data dashboards built by the Data Use team in the DAPM division. To embed this content, the content's "Dataset name" is needed.

For instructions on how to obtain the "Dataset name" for a dashboard, refer to Drupal training guide.

	Input	Output
Dataset name*	Mandatory free-form text field. Enter Dataset name (e.g. *GLOBAL_DATAFLOW* or *PCO_subnat*)	Used to fetch the content from the third-party service.
Description*	Mandatory free-form text field. Enter descriptive text.	Used in SEO and by screen readers.

3.5.2.7.8.5.6   Infogram

Infogram can be used to create data dashboards & visualizations. To embed Infogram content, an Infogram account is needed. In Infogram, get the embed code for the content.

	Input	Output
Infogram ID*	Mandatory free-form text field. Enter the Data ID. You can find this in the Share function and navigate to [Private > Embed > Responsive (async)]. Inside the embed code find [data-id="_/..."]. Copy everything inside these quotation marks, and paste it here. It will look something like: *_/0AbCd123EfGhI456jKlM789nOpQrStUvWxYz*	Used to fetch the content from the third-party service.
Description*	Mandatory free-form text field. Enter descriptive text.	Used in SEO and by screen readers.
Embed size*	Radio buttons with options small (default) and Large.	Small: Content width will be confined to the width of a text block. Large: Content width will be confined to the width of a 4-tile mosaic.

3.5.2.7.8.5.7   Google Maps

Google Maps can be embedded without the need for a Google account. In Google Maps, enter an address. To embed a map showing this location, copy the address the way is is formatted in Google Maps itself, e.g. *3 United Nations Plaza New York, NY 10017.*

	Input	Output

Address*	Mandatory free-form text field. Enter the address as formatted in Google Maps, e.g. *3 United Nations Plaza New York, NY 10017.*	Used to fetch the content from the third-party service.
Zoom level*	Mandatory dropdown menu offering options from 0 to 22.	Used to set the viewport's zoom level. 0 = zoomed out the farthest. 22 = zoomed in the closest.
Description*	Mandatory free-form text field. Enter descriptive text.	Used in SEO and by screen readers.

3.5.2.7.8.5.8   Donation (GGP)

3.5.2.7.8.5.9   Quiz Maker

3.5.2.7.8.5.10 Custom embed

3.5.2.7.8.5.11 Petition (GGP)

3.5.2.7.8.5.12 Mailchimp
Per Michael G, Mailchimp allows only one embed per page.

3.5.2.7.8.5.13 Subscription (GGP)

3.5.2.7.8.5.14 Power BI
https://app.powerbi.com/view?r=eyJrIjoiNmE0YjZiNzUtZjk2OS00ZTg4LThlMzMtNTRhNzE0NzA4YmZIIiwidCI6Ijc3NDEwMTk1LTE0ZTEtNGZiOC05MDRiLWFiMTg5MjAyMzY2NyIsImMiOjh9&pageName=ReportSectiona329b3eafd86059a947b

If embed size is small:

Desktop: 770px width
Tablet: 648px width
Mobile: should be responsive with 20px margin on each side

Design specs:

https://projects.invisionapp.com/d/main?origin=v7#/console/16741910/368659108/preview?scrollOffset=1714 (small)

If embed size is large:

Desktop from +1600 to 1400px: 1170px width
Desktop from 1439px to 1200px: 1034px width
Desktop from 1199px to 992px: 932px width
Tablet: 648px width
Mobile: should be responsive with 20px margin on each side

Design specs:

https://projects.invisionapp.com/d/main?origin=v7#/console/16741910/368659108/preview?scrollOffset=1714 (large)

3.5.2.7.9   Media banner

3.5.2.7.9.1   Content summary:

- Used to display full width Hero's on feature page

- Only used on Global Site

3.5.2.7.9.2   Content logic:

- Add Media banner in [[Title Content Area]] of a [[Feature Page]]

- Select an Image

- Optionally add: Headline, Short Title, Subtitle

- Choose Background Color

- Optionally add CTA Button

3.5.2.7.9.3 Backend Form:
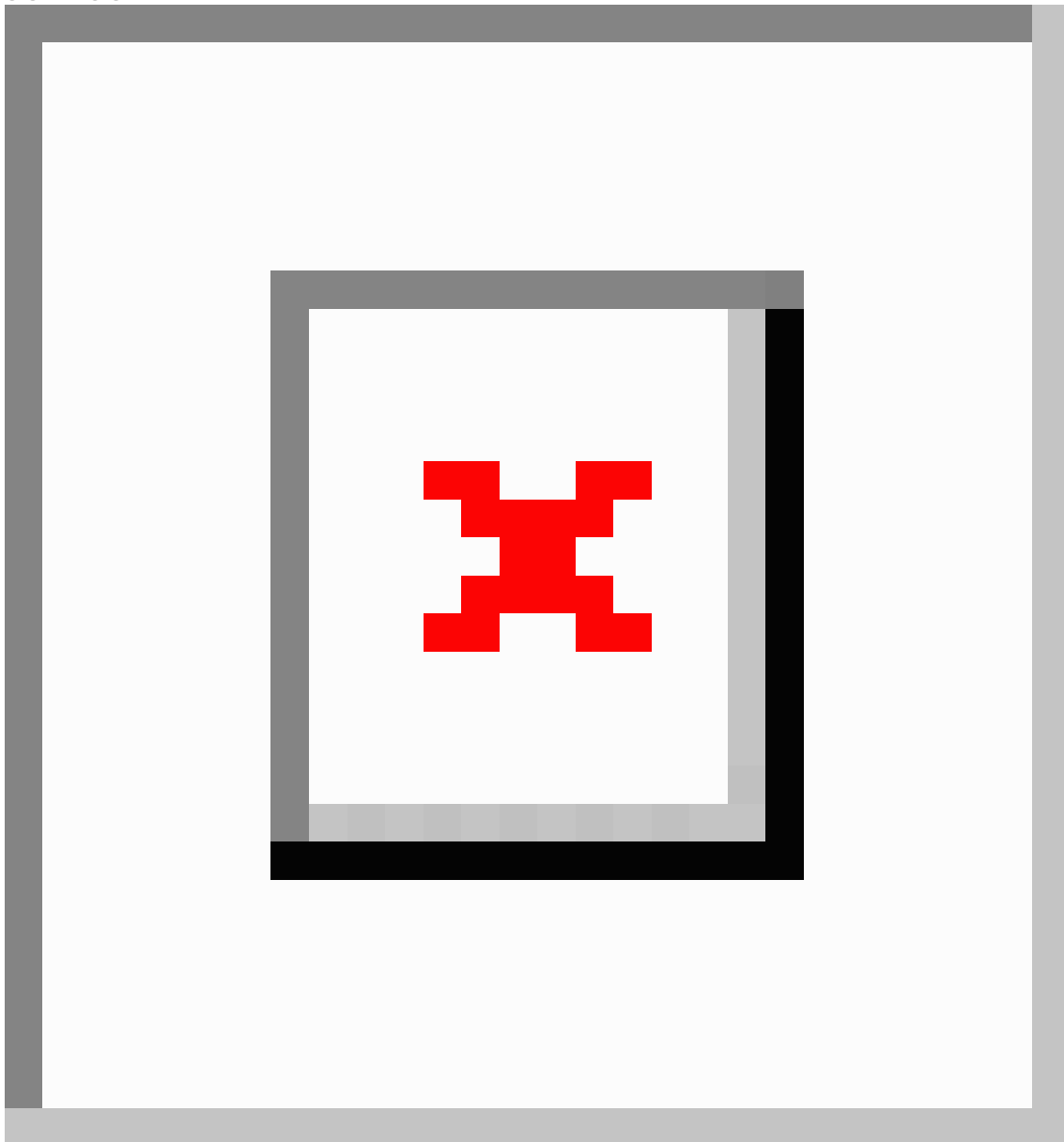
3.5.2.7.9.4 Front-end Display:
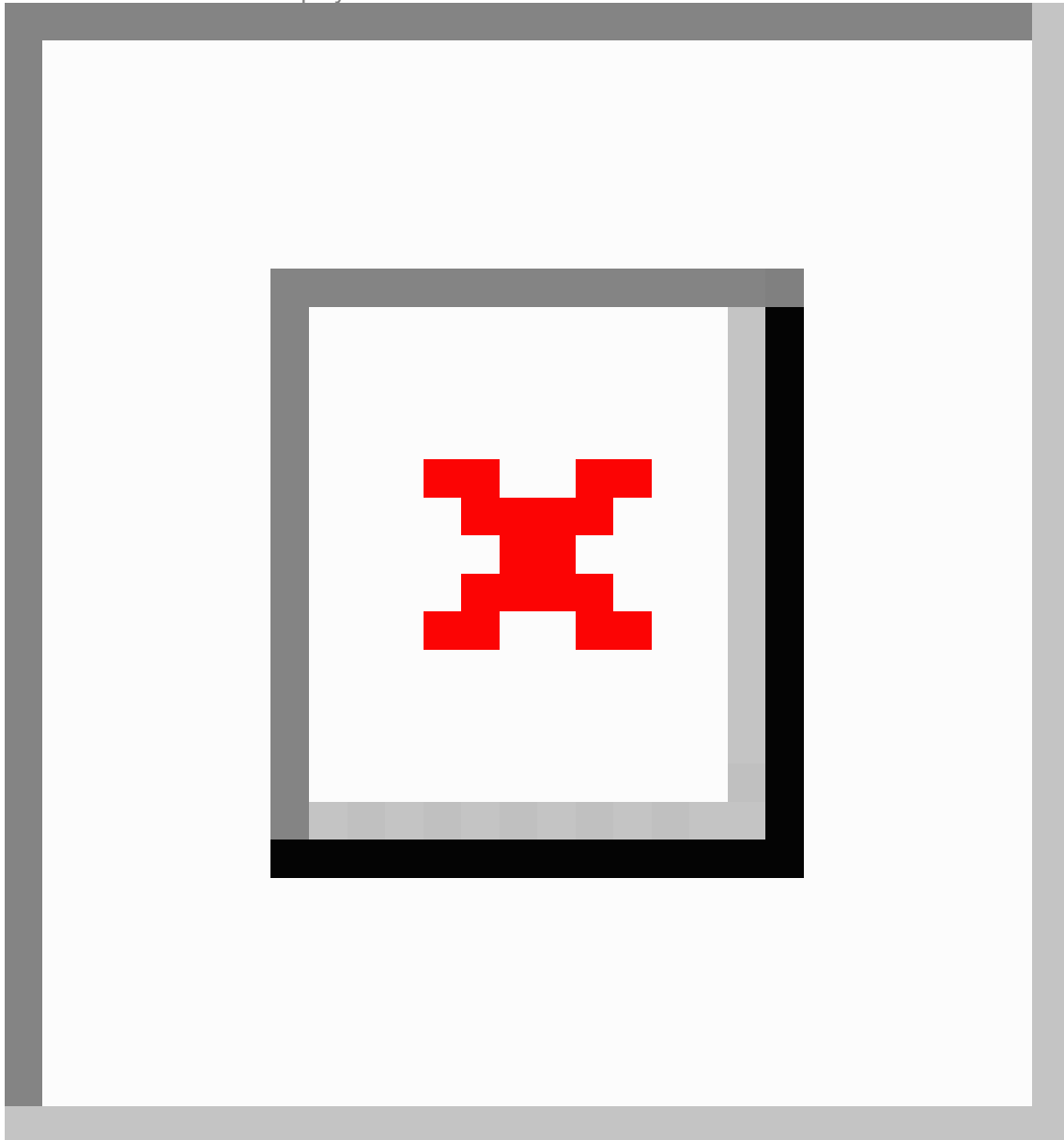
3.5.2.7.10 Media block

3.5.2.7.10.1 Purpose & Rationale
A Media block can be used to place one image or video horizontally centered on the page. Adding media to a page allows for richer story telling, and can make a page easier for the audience to digest than if the content is text-only.

3.5.2.7.10.2 Permissions >

3.5.2.7.10.3 [[Section|Availability]] > Specs
Default Media block settings are shown below.

	Input	Output
Media*	Standard [[Media library|media library]] UI Recommended minimum width: xxx pixels to ensure adequate resolution on large screens.	The image or video appears horizontally centered on the page. Width varies depending on display mode (see below).
Display mode*	Dropdown menu options: • Full width (available on Photo essay template only) Large (default) Medium	• Full width: Displays edge-to-edge in the web browser, no margins. Width adjusts to width of browser window. Height adjustst according to image's aspect ratio Large: Displays almost as wide as the browser window, but with a margin on the sides (depending on the width of the browser window, this margin may disappear at certain in-between widths) Medium: Displays the same width as a text block
Show caption	Check box, checked by default	If checked, the image's caption appears below the image, if a caption exists (captions are not mandatory for media assets, hence some Media assets may not have a caption to display, even if the box is checked)
Show credit	Check box, checked by default	If checked, the image credit appears below the image

3.5.2.7.10.4 Examples

3.5.2.7.10.4.1 Desktop

Medium size Media block: This example shows a video. The credit and caption are not displayed because the respective check boxes have ben unchecked.

Large size Media block: Credit appears because "Show credit" box has been checked. (Note: The round blue button onthe right is not part of the content block. This is just the floating social sharing button that appears on every page.)

Full-wdith Media block: This size is only available on the Photo essay template. Credit appears because "Show credit" box has been checked. (Note: The round blue button onthe right is not part of the content block. This is just the floating social sharing button that appears on every page.)

3.5.2.7.10.4.2 Mobile

On mobile, all three sizes appear roughly full-width, although the Medium and Large blocks have a small margin along the sides, while only the Full-width block is truly full-width (edge-to-edge).

Medium: Viewed on mobile, it has a small margin along the sides

Large: Viewed on mobile, it has a small margin along the sides

Full-width: Viewed on mobile, the image spans from edge to edge, just like on desktop.

3.5.2.7.11 Media block (50% x 50%)

3.5.2.7.11.1 Purpose & Rationale
This component places two images or videos side by side on a page. (On mobile, they appear stacked atop one another.) Each media asset is displayed at equal width.

3.5.2.7.11.2 Permissions >

3.5.2.7.11.3 [[Section|Availability]] >

3.5.2.7.11.4 Controls

	Input	Output

Media left*	Media asset:
	
	• Input UI: Standard [[Media library|media library]] UI
	
	• Mandatory
	
	• Recommended minimum width: xxx pixels to ensure adequate resolution on large screens.
	
	Caption & credit:
	
	• Input UI: Check boxes
	   o Show caption (checked by default)
	   o Show credit (checked by default)
		Media asset:
		
		• The 50% x 50% media block overall takes up the same width as a title card or large Media block.
		
		• The two media appear side-by-side within the block, top-aligned, separated by a vertical gutter.
		
		"Media left" appears as the first of the two images. On desktop, it appears to the left of "Media right". On mobile, it appears stacked above "Media right".
		
		• Media are automatically resized to occupy the alotted width, while maintaining their aspect ratio, hence, two media assets with different aspect ratios will be given the same width but unequal heights. If the uploaded asset is narrower than the alotted width, the asset will be automatically enlarged to fully occupy the allotted width, hence the recommended minimum pixel width to ensure adequate image resolution.
		
		Caption & Credit:
		
		• Show caption: If checked, the image's caption appears below the image, if a caption exists (captions are not mandatory for media assets, hence some Media assets

	Input	Output
		may not have a caption to display, even if the box is checked) • Show credit: If checked, the image credit appears below the image
Media right*	Identical UI as "Media left" (see above)	Identical output as "Media left", except it is displayed to the right of "Media left" (on desktop) or below "Media left" (on mobile)

3.5.2.7.11.5 Example

In this example a video has been placed as "media left" and an image as "Media right"

The video asset displays a credit below the video, but no caption. This could be either because no caption was uploaded with the image or because the "Show caption" checkbox" was unchecked. The image displays both a caption and credit, since both were uploaded with the image and both check boxes checked.

On desktop, the assets are displayed at equal width, but they have different heights due to their different aspect ratios.

On mobile, the assets appear stacked on top of one another (the blue dot is not part of the media block. This is just the floating social sharing button that automatically appears on every page).

Like on desktop, there is margin along the sides of the Media block 50% x 50%. However, the margin is narrow so as to allocate more wdith to the media assets.

3.5.2.7.12 Media collection

Page component for arranging media into varied edge-to-edge grid layouts. Site visitors can click individual media to view them in a light box.

- [Purpose & rationale](#)
- [Permissions](#)
- [Availability](#)
- [Logic & specifications](#)
  - [Adding a row](#)
  - [Configuring a row](#)

3.5.2.7.12.1 Purpose & rationale

This immersive visual storytelling component enables arrangement of media into rows, and rows into grids, to address the need for:

- Customisable grid layouts

- More engaging experience in interacting with high-impact imagery

- Larger display of media in all breakpoints (Site visitors can click on individual media to view them in a light box)

- Optimal display of media in both landscape and portrait orientation

3.5.2.7.12.2 Permissions
Page component permissions
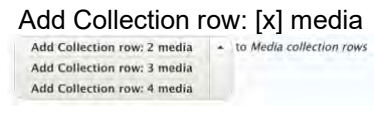
3.5.2.7.12.3 Availability
Template architecture

3.5.2.7.12.4 Logic & specifications
An image collection is composed of rows of media.
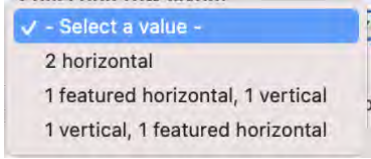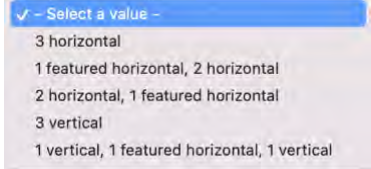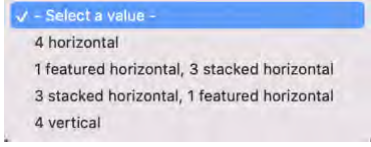
3.5.2.7.12.4.1 Adding a row

	Input	Output
Add Collection row: [x] media Add Collection row: 2 media ▲ to *Media collection rows* Add Collection row: 3 media Add Collection row: 4 media	Mandatory, dropdown menu At least one Collection row must be added Up to x rows can be added update once limit has been determined and memory issues resolved Available options: • 2 media • 3 media • 4 media	Selecting a dropdown option launches the corresponding row configuration layout.

3.5.2.7.12.4.2 Configuring a row
One or more rows of media can be configured.

	Input	Output
Media*	Media browser. For details on allowable media types, refer to Media browser	Used to place media in a row
Display caption	Radio buttons with the following options: • Show original caption [default option] • Hide caption • Show custom caption [accompanied by custom caption text input field]	Determines whether, and which, caption is displayed in the light box view of the media item
Display credit	Radio buttons with the following options: • On [default option] • Off	Determines whether credit is displayed in the light box view of the media item
Collection row layout*	Mandatory, dropdown menu. Dropdown options vary by row type (none selected by default). • 2-media row • 3-media row • 4-media row 	Layout determines how media are arranged, resized and cropped in the row. Layout doesn't affect how the media appear in light box view.

3.5.2.7.13 Mosaics

• Mosaic display modes

• Automatic mosaic

• Curated mosaic

• Federated automatic mosaic

3.5.2.7.13.1 Mosaic display modes

Various options exist to display a mosaic as either a list or as a grid of tiles. This is governed by the *Display mode*, a back-end setting available in all mosaics. Any CMS user with access to mosaics can access this setting.

The following Display modes are available:
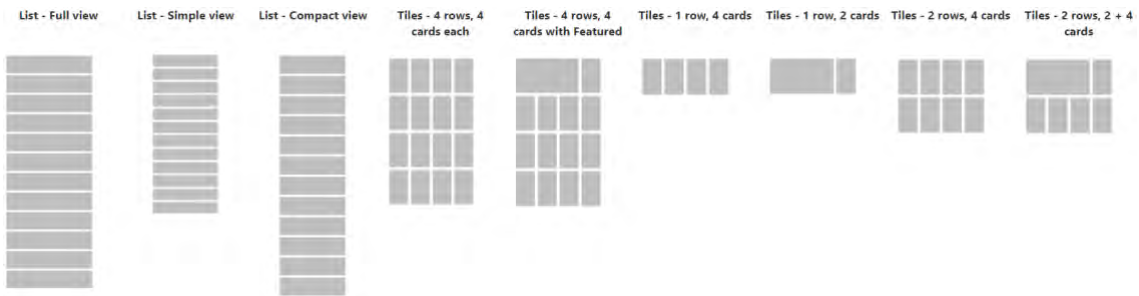
- [LIST - Full view](#)

- [LIST: Simple view](#)

- [LIST: Compact view](#)

- [Tiles – 4 rows, 4 cards each](#)

- [Tiles – 4 rows, 4 cards with Featured](#)

- [Tiles – 1 row, 4 cards](#)

- [Tiles – 1 row, 2 cards](#)

- [Tiles – 2 rows, 4 cards](#)

- [Tiles – 2 rows, 2 + 4 cards](#)

To view a comparison chart of metadata for all Display modes and Template, refer to [List items](#) and [Tiles](#).

Base logic - LIST Display modes
- Up to 12 list items can be displayed upon initial page load. Any links in excess of this maximum are initially hidden, but a pagination UI automatically appears under the mosaic, allowing end users to navigate to the remaining items (see [Pagination or "Load more" button](#)).
- If a List mosaic contains fewer than 12 list items, the height of the mosaic block automatically adjusts, so there are no gaps at the bottom.

Base logic - TILES Display modes
- A certain maximum number of tiles can be displayed upon initial page load, depending on the selected tile Display mode. Any links in excess of this maximum are initially hidden but can be exposed by end user if this option has been enabled (see [Pagination or "Load more" button](#)).
- If a Tile mosaic contains fewer rows of links than can be displayed upon initial page load, then the excess rows simply aren't displayed and the overall height of the mosaic block automatically adjusts.
- If a row of Tiles mosaic contains fewer tiles than can fit in the row, the remaining tile space is simply left empty.
- The following tile Display modes have a large Feature card in the first row.

3.5.2.7.13.1.1 LIST - Full view

- Up to 12 list items can be displayed at a time.

- List items are as wide as a title card

- List items may contain the following metadata from the destination page:

- o Thumbnail image
- o Content category
- o Short title (or Title, if it is a Press release)
- o Teaser (or Subtitle, if it is a Press release)
- o Download button(s) (if it is a Document page or Publication page)
- o Authoring date

Layout

Examples

Report

Nutrition Strategy 2020–2030

A new vision to end child malnutrition over the next decade

28 January 2021

Available options

Download file

3.5.2.7.13.1.2 LIST: Simple view

- Up to 12 list items can be displayed at a time.

- List items are as wide as a text block

- List items may contain the following metadata from the destination page:

    o Content category

    o Short title (or Title, if it is a Press release)

    o Download button(s) (if it is a Document page or Publication page)

Layout

Examples

Article

In Bangladesh, virtual courts ease COVID-19 risk

Press release

UNICEF fund aims to raise US$2.5 billion for COVID-19 health supplies; low- and middle-income countries set to benefit

🗐 Report

Secondary education guidance: Multiple and flexible pathways

Download file

🗐 Report

Nutrition Strategy 2020–2030

| Available options | ⌄ | Download file |

3.5.2.7.13.1.3 LIST: Compact view

- Up to 12 list items can be displayed at a time.

- List items are as wide as a text block

- List items may contain the following metadata from the destination page:

  o Thumbnail image

  o Content category

  o Short title (or Title, if it is a Press release)

  o Teaser (or Subtitle, if it is a Press release)

  o Download button(s) (if it is a Document page or Publication page)

Layout

Examples

■ Article

In Bangladesh, virtual courts ease COVID-19 risk

Virtual courts are helping expedite the release of young people from overcrowded detention centres

■ Press release

UNICEF fund aims to raise US$2.5 billion for COVID-19 health supplies; low- and middle-income countries set to benefit

Denmark makes first donation to support the global equitable access to COVID-19 tests, treatments and vaccines

■ Report

Secondary education guidance: Multiple and flexible pathways

Targeted education interventions are important during the second window of developmental opportunity

Download file

■ Report

Nutrition Strategy 2020–2030

A new vision to end child malnutrition over the next decade

| Available options | ⌄ | **Download file** |

3.5.2.7.13.1.4 Tiles – 4 rows, 4 cards each

- Up to 16 tiles can display upon initial page load. Additional tiles can be loaded one row at a time if "In line load more" is enabled on the back-end.

- Regular size tiles only (no Feature cards)

- Tiles may contain standard tile metadata:

    o Thumbnail image

    o Authoring date (if it is a Press release)

    o Short title (or Title, if it is a Press release)

- o Teaser (or nothing, if it is a Press release)
- o CTA link (different label depending on template of the destination page)

Layout
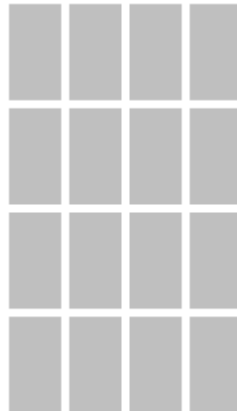
Examples

Press release

30 March 2021

UNICEF fund aims to raise US$2.5 billion for COVID-19 health supplies; low- and middle-income countries set to benefit

> Visit the page

3.5.2.7.13.1.5 Tiles – 4 rows, 4 cards with Featured
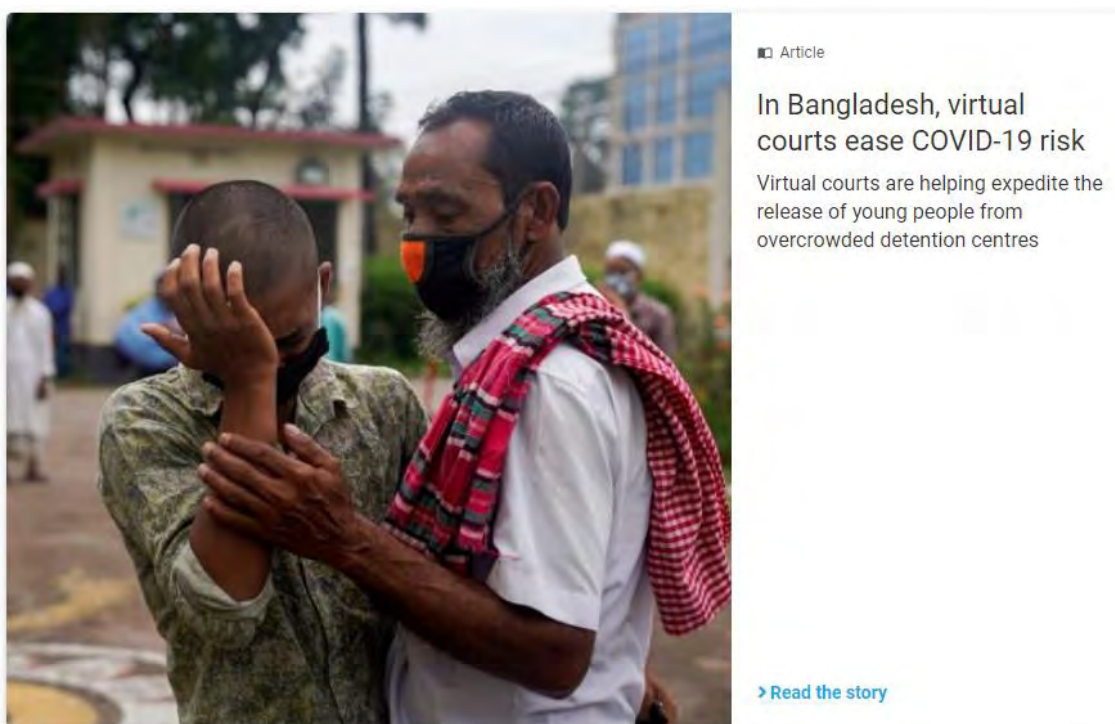
- Up to 14 tiles can display upon initial page load. Additional tiles can be loaded one row at a time if "In line load more" is enabled on the back-end.

- First tile is a Feature card (width of three regular tiles). The remainder are regular tiles.

- Tiles may contain standard tile metadata (see [Tiles – 4 rows, 4 cards](#))

Layout
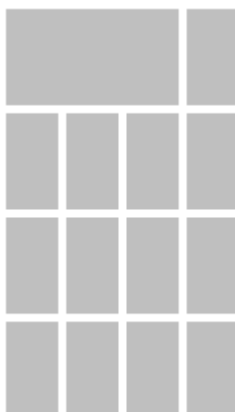
Examples

📖 Article

In Bangladesh, virtual courts ease COVID-19 risk

Virtual courts are helping expedite the release of young people from overcrowded detention centres

> Read the story

Press release
30 March 2021

UNICEF fund aims to raise US$2.5 billion for COVID-19 health supplies; low- and middle-income countries set to benefit

> Visit the page
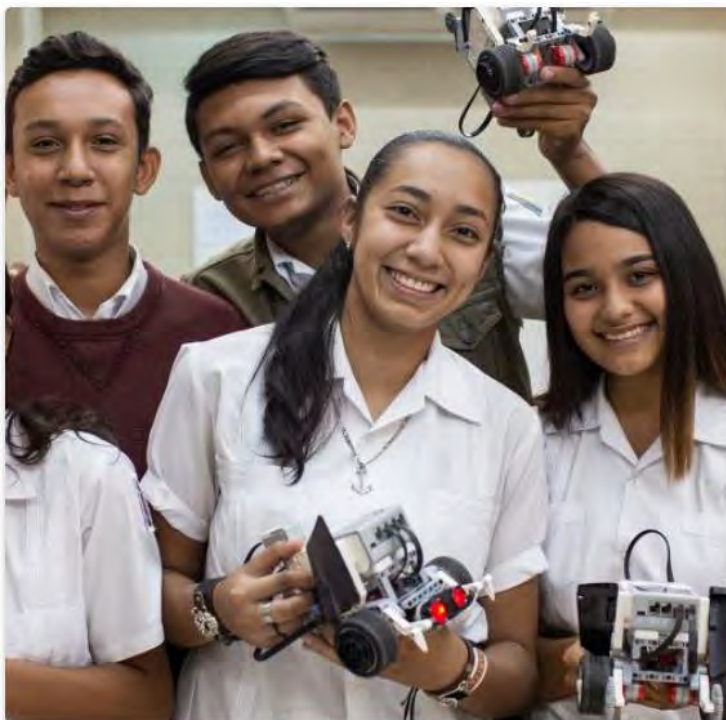
Report

Secondary education guidance: Multiple and flexible pathways

Targeted education interventions are important during the second window of developmental opportunity

> See the full report

3.5.2.7.13.1.6 Tiles – 1 row, 4 cards

- Up to 4 tiles can display upon initial page load. Additional tiles can be loaded one row at a time if "In line load more" is enabled on the back-end.

- Regular size tiles only (no Feature cards)

- Tiles may contain standard tile metadata (see Tiles – 4 rows, 4 cards)

Layout

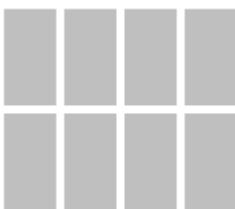**Examples**

See Tiles – 4 rows, 4 cards

3.5.2.7.13.1.7 Tiles – 1 row, 2 cards

- Up to 2 tiles can display upon initial page load. Additional tiles can be loaded one row at a time if "In line load more" is enabled on the back-end.

- First tile is a Feature card (width of three regular tiles). The remainder are regular tiles.

- Tiles may contain standard tile metadata (see Tiles – 4 rows, 4 cards)

Layout

Examples

See Tiles – 4 rows, 4 cards with Featured

3.5.2.7.13.1.8 Tiles – 2 rows, 4 cards

- Up to 8 tiles can display upon initial page load. Additional tiles can be loaded one row at a time if "In line load more" is enabled on the back-end.

- Regular size tiles only (no Feature cards)

- Tiles may contain standard tile metadata (see Tiles – 4 rows, 4 cards)

Layout

Examples

See Tiles – 4 rows, 4 cards

3.5.2.7.13.1.9 Tiles – 2 rows, 2 + 4 cards

- Up to 6 tiles can display upon initial page load. Additional tiles can be loaded one row at a time if "In line load more" is enabled on the back-end.

- First tile is a Feature card (width of three regular tiles). The remainder are regular tiles.

- Tiles may contain standard tile metadata (see Tiles – 4 rows, 4 cards)

Layout

Examples

See [Tiles – 4 rows, 4 cards with Featured](#)

3.5.2.7.13.1.10 Related links

3.5.2.7.13.1.10.1   Design files

List mosaics
LIST: Full view

- Mosaic (list)
    - o [Whale](#) (desktop)
    - o [Dog](#) (tablet)
    - o [Mouse](#) (mobile)

Individual list item

- [Bigger Whale](#) (desktop)
- [Big Whale](#)
- [Whale](#)
- [Elephant](#)
- [Horse](#)
- [Dog](#) (tablet)
- [Mouse](#) (mobile)

LIST: Simple View

- [All specs](#) (same as Compact View, but without thumbnail image or teaser)

LIST: Compact View

- Same as Simple View, but can have thumbnail image and teaser

Tile mosaics
All tile display modes use the same tile design. The only difference is that the size of the first tile can vary between display modes).

- Mosaic (Tiles)
    - o [Whale](#) (desktop)
    - o [Elephant](#)
    - o [Horse](#)
    - o [Dog](#) (tablet)

- o [Mouse](#) (mobile)
- [Tile elevation](#)
- Tile variations
  - o [Desktop](#)
  - o [Tablet](#)
  - o [Mobile](#)

3.5.2.7.13.2 Automatic mosaic

An Automatic mosaic is an automatically generated array of page links which reference pages elsewhere on the same site or on sites within the [Federated Content Pool](#). Each page link is auto-formatted to display metadata from the destination page.

- [Purpose & Rationale](#)
- [User requirements](#)
- [Permissions](#)
- [Availability](#)
- [Logic & Specifications](#)
  - o [Adding a Mosaic title ("label")](#)
  - o [Configuring Mosaic content](#)
  - o [Pagination or "Load more" button](#)
  - o [Configuring a front-end filter dropdown menu](#)
- [Related links](#)
  - o [Design files](#)
  - o [Visual Studio](#)

3.5.2.7.13.2.1 Purpose & Rationale

The purpose of an Automatic mosaic is to enable content discovery within the same site or sites in the [Federated Content Pool](#) by pointing site visitors to relevant content elsewhere on the site. A mosaic can be a preferable alternative to text links, button links or image links, because a mosaic combines visual impact on the front-end with ease of authoring on the back-end.

An Automatic mosaic (unlike a Curated mosaic) can be configured to *auto-populate* with links to content that matches certain parameters. In addition to configuring these parameters, CMS users can configure a dropdown filter, with which site visitors can filter the mosaic's linked content on the front-end.

3.5.2.7.13.2.2 User requirements

Front-end

- End user can glean certain metadata about the pages represented in the mosaic.
- End user can click on a mosaic tile/list link to navigate to the page it represents.
- If filter options are provided, end user can filter the array of links based on the available filter options.
- If the option is provided, end user can load more, or page through, additional mosaic links that weren't exposed on initial page load.

Back-end

- CMS user can give the mosaic a title and can control whether the title is visible on the front-end.
- CMS user can select one of several layouts for the mosaic.

- For tile mosaics, CMS user can control whether end users are given the option to manually load more tiles in the mosaic.

- CMS user can configure a front-end filter dropdown menu with which end users can filter the array of links in the mosaic

- CMS user can set filter parameters to dynamically generate arrays of page links on the front-end.

- CMS user can specify page links that should be promoted or excluded from the mosaic.

3.5.2.7.13.2.3 Permissions
Page component permissions

3.5.2.7.13.2.4 Availability
Templates & Content Blocks

3.5.2.7.13.2.5 Logic & Specifications

3.5.2.7.13.2.5.1 Adding a Mosaic title ("label")

> **Base logic**
> Mosaic title is visible by default but can be hidden.

Configuration options

	Input	Output
Label*	Mandatory, free-form text field, 255 character limit	Auto-formatted title centered above mosaic. No custom formatting available.
Display label	Check box, checked by default	If the box is checked, the label appears above the mosaic. If the box is unchecked, the label does not appear.

3.5.2.7.13.2.5.2 Configuring Mosaic content
On the front-end, the Mosaic's content consists of an array of page links.

> **Base logic**
> - By default, only site-internal content is referenced. CMS user can specify additional sites from which to source mosaic content.
> - Any link to an existing page node can be added, but it will be displayed on the front-end only if it meets certain criteria:
>   - Only links to published nodes are displayed on the front-end.
>   - Only links to nodes in the same language as the mosaic page are displayed on the front-end.
>   - Links disappear from the mosaic front-end if the referenced node is unpublished or deleted. (In the case of promoted/excluded content, the link disappears from the field on the back-end and the now empty field is ignored by the content delivery application of the CMS)
> - Links are prioritized in the following order: 1. Promoted links in the order in which they are arranged on the back-end, 2. Remaining links in the order of most recent authoring date
> - Links appear pre-formatted, based on the selected "Display mode". No custom formatting available.
> - No minimum/maximum number of links required.

Configuration options

	Input	Output
Display mode*	Mandatory, dropdown menu with various tile/list layout options:	For details on the output of each Display mode, see Mosaic display modes List items Tiles (Cards)
Enable inline load more	See https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/26804227/Automatic+mosaic#Pagination-or-%22Load-more%22-button	See https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/26804227/Automatic+mosaic#Pagination-or-%22Load-more%22-button
Filter by content category	Optional. Single-select dropdown filter with all CMS content categories. Source: Content category terms vocabulary. Filtering by multiple content categories is possible, but they must be added one at a time.	This acts as a base filter. Nodes that don't match one of the selected content categories are excluded from the mosaic. The content category filter and the template filter share OR (union) logic between them.
Filter by template	Optional. Single-select dropdown filter with all CMS page templates. Source: Supported templates. Filtering by multiple templates is possible, but they must be added one at a time.	This acts as a base filter. Nodes that don't match one of the selected templates are excluded from the mosaic. The content category filter and the template filter share OR (union) logic between them.
Filter by site	Combo auto-suggest dropdown field Source: Sites included in FCP. By default content from "This Site" is included. Selecting multiple values is possible, but they must be added one at a time.	This acts as a base filter. Nodes from other sites are excluded from the mosaic.
Filter by group	Combo auto-suggest dropdown field Source: Groups configured on site. Selecting multiple values is possible, but they must be added one at a time.	This acts as a base filter. Nodes from other groups are excluded from the mosaic.
Published date ranges	Optional. Two date pickers representing the start and end date of the date range. Source: Node authoring dates. CMS user must specify either both or neither. It is not possible to specify one without the other.	This acts as a base filter. Nodes whose publishing date lies outside the date range are excluded from the mosaic.
Mosaic options >	See https://unicef-webplatform.atlassian.net/wiki/spaces/UCF	See https://unicef-webplatform.atlassian.net/wiki/spaces/UCF

Mosaic filter option > **Label**	D/pages/26804227/Automatic+mosaic#Configuring-a-front-end-filter-dropdown-menu	D/pages/26804227/Automatic+mosaic#Configuring-a-front-end-filter-dropdown-menu
Mosaic options > Mosaic filter option > **Terms**	Optional, [basic auto-suggest field](#). Source: Existing [Global](#), [Geographic](#) and [Local terms](#)	If no term has been specified, then no nodes are excluded based on their Global, Geographic or Local terms. If one term has been specified, then nodes are excluded if they don't match that term. If multiple comma-separated terms have been specified, then nodes are excluded if they don't match at least one of the terms. Filtering by terms is secondary to any base filters that may have been configured for the mosaic. If a link is excluded via the base filters, it cannot be included via a Terms filter. If a node is promoted/excluded, it is exempt from the filter-by-terms logic.
Mosaic options > Mosaic filter option > **Terms query logic**	Radio buttons: • [Default option] "Display results for any of the terms selected (ie. content tagged with Early childhood education OR Disabilities)" • "Display result for only the combined terms (ie. content tagged with Early childhood education AND Disabilities)"	If more than one filter term has been applied (see above), this setting determines whether OR (Union) logic or AND (intersection) logic is applied to the automatic mosaic results.
Mosaic options > Mosaic filter option > **Promoted content**	"Add item" button launches the [FCP modal window content browser](#) Used to specify individual page nodes that should be included and prioritized. No known limit of how many nodes may be promoted.	If a node is promoted, it appears prioritized in the Mosaic • If it is published AND • If it matches the language of the mosaic page. (If a node translation is available in that language, the translation is automatically used. If no translation exists, the node is ignored by the content delivery application of the CMS.) • Even if it does not match the specified filter terms of the Mosaic filter option.

Mosaic options > Mosaic filter option > **Exclusions**	"Add item" button launches the [FCP modal window content browser](#) Used to specify individual page nodes that should be excluded. No known limit of how many nodes may be excluded.	If a node is excluded, it does not appear, even if it satisfies other inclusion logic.

3.5.2.7.13.2.5.3 Pagination or "Load more" button

This may automatically appear under tiles and lists, respectively, if certain conditions are met:

> **"Load more" button logic**
> This appears on the front-end under Tile mosaics if "Enable inline load more" is checked AND the number of mosaic links exceeds the number of links that can be loaded upon initial page load. Clicking the button exposes the next available row of tiles at the bottom of the mosaic. This can be done repeatedly until all tiles are displayed and the "Load more" button disappears.

> **Pagination UI logic**
> This appears on the front-end under lists if the number of mosaic links exceeds the 12-item maximum per page. End user can navigate through pages of up to 12 links each. When navigating through pages, the base URL remains unchanged, only the query string changes.

Configuration options

Only the "Load more" button (for tile mosaics only) can be configured. The pagination UI (for lists only) appears automatically.

	Input	Output
Enable inline load more	Check box, unchecked by default	This check box affects only tile mosaics, not lists. • If the box is checked, a "Load more" button will appear, unless all links have already been exposed • If the box is unchecked, no "Load more" button appears, even if there are hidden links that have not yet been exposed

3.5.2.7.13.2.5.4 Configuring a front-end filter dropdown menu

> **Base logic**
> • Optional, configurable front-end UI in the form of a dropdown menu.
> • A mosaic block can have only 1 dropdown menu.
> • The dropdown menu functions as a secondary filter in addition to any base filters that may have been configured for the mosaic.
> • The filter options in the dropdown menu can be configured based on terms (Global, Geographic, Local) and promoted/excluded content.
> • Dropdown menu can contain unlimited Mosaic filter options.

> - Dropdown menu appears automatically if more than one "Mosaic filter option" has been added to the mosaic.
> - Dropdown menu style is auto-formatted. No custom formatting available.
> - Dropdown menu is automatically prefaced with the mosaic's label.
> - Dropdown menu presents Mosaic filter options in the order in which they are arranged on the back-end.
> - No nesting of Mosaic filter options is possible.
> - By default, each Mosaic filter option is labeled "Default label: [mosaic label] > Mosaic options", where [mosaic label] is dynamically replaced with the mosaic's label.
> - By default, Mosaic filter options have no filter logic applied.

Configuration options

In order for a dropdown menu to be generated, at least two Mosaic filter options must be set up on the back-end.

For each Mosaic filter option that is added, CMS user can configure its label, filter-by-terms logic, and promoted/excluded content. The logic is applied if the Mosaic filter option is active on the front-end. A Mosaic filter option is active by default if it is the only one present in the mosaic. If there exist several Mosaic filter options, the active one is whichever is selected from the dropdown menu on the front-end.

	Input	Output
Mosaic options > **Add Mosaic filter option**	Optional, button	Clicking the button generates input UI for another Mosaic filter option on the back-end. If two or more Mosaic filter options have been added, then a filter dropdown menu automatically appears on the front-end. Each item in the dropdown menu represents on Mosaic filter option.
Mosaic options > Mosaic filter option > **Label**	Optional, free-form text field, 255 character limit	This label overwrites the default label of a Mosaic filter option in the filter dropdown menu on the front-end.
Mosaic options > Mosaic filter option > **Terms**	See "Mosaic content" section	See "Mosaic content" section
Mosaic options > Mosaic filter option > **Promoted content**	See "Mosaic content" section	See "Mosaic content" section
Mosaic options > Mosaic filter option > **Exclusions**	See "Mosaic content" section	See "Mosaic content" section

3.5.2.7.13.2.6 Related links

Suggest simplifying. Too much work to keep individual references up-to-date.

3.5.2.7.13.2.6.1 Design files

List mosaics

LIST: Full view

- Mosaic (list)
    - Whale (desktop)

- Dog (tablet)
- Mouse (mobile)

Individual list item

- Bigger Whale (desktop)
- Big Whale
- Whale
- Elephant
- Horse
- Dog (tablet)
- Mouse (mobile)

LIST: Simple View

- All specs (same as Compact View, but without thumbnail image or teaser)

LIST: Compact View

- Same as Simple View, but can have thumbnail image and teaser

Tile mosaics

All tile display modes use the same tile design. The only difference is that the size of the first tile can vary between display modes).

- Mosaic (Tiles)
  - Whale (desktop)
  - Elephant
  - Horse
  - Dog (tablet)
  - Mouse (mobile)
- Tile elevation
- Tile variations
  - Desktop
  - Tablet
  - Mobile

3.5.2.7.13.2.6.2 Visual Studio
All features and stories

Igor Nuk maybe there is a better VSTS query to link to? It would be ideal to just link to a *Feature* or an *Epic,* but I don't think we use those in VSTS in a way that groups all Mosaic or Automatic mosaic stories together, do we? Or maybe we could just link to your feature documentation in Sharepoint and skip VSTS?

3.5.2.7.13.3 Curated mosaic

3.5.2.7.13.3.1 READY FOR REVIEW
A Curated mosaic is a manually curated array of page links which reference pages elsewhere on the same site. Each page link is auto-formatted to display metadata from the destination page.

- [READY FOR REVIEW](#)

- [Purpose & Rationale](#)

- [User requirements](#)

- [Permissions](#)

- [Availability](#)

- [Logic & Specifications](#)

  - [Mosaic title ("label")](#)

  - [Mosaic content](#)

- [Pagination or "Load more" button](#)

- [Related links](#)

  - [Design files](#)

3.5.2.7.13.3.2 Purpose & Rationale

The purpose of a Curated mosaic is to enable content discovery by pointing site visitors to relevant content elsewhere on the site. In a Curated mosaic, each of the page links must be manually curated by the CMS user. A mosaic can be a preferable alternative to text links, button links or image links, because a mosaic combines visual impact on the front-end with ease of authoring on the back-end.

A regular Curated mosaic (as opposed to a Federated Curated mosaic), is designed to link only to site-internal content.

3.5.2.7.13.3.3 User requirements

Front-end

- End user can glean identifying metadata about the pages the mosaic links to, before clicking on a link.

- End user can click on a link to navigate to the respective destination page.

- If the option is provided, end user can expose additional mosaic links that may not be automatically exposed when the page loads.

Back-end

- CMS user can give the mosaic a title and can control whether the title is visible on the front-end.

- CMS user can select one of several layouts for the mosaic.

- For tile mosaics, CMS user can control whether end users are given the option to manually expose links that aren't automatically exposed on the front-end.

- CMS user can manually populate the mosaic with individual page links and arrange them in the preferred order.

3.5.2.7.13.3.4 Permissions

[Permissions](#) > Page component permissions

3.5.2.7.13.3.5 Availability

Templates > Main content area

- ☐ add link when Template comparison page has been migrated

3.5.2.7.13.3.6 Logic & Specifications

3.5.2.7.13.3.6.1 Mosaic title ("label")

> **Base logic**
> Mosaic title is visible by default but can be hidden.

Configuration options

	Input	Output
Label*	Mandatory, free-form text field, 255 character limit	Auto-formatted title centered above mosaic. No custom formatting available.
Display label	Check box, checked by default	If the box is checked, the label appears above the mosaic. If the box is unchecked, the label does not appear.

3.5.2.7.13.3.6.2 Mosaic content

On the front-end, the Mosaic's content consists of an array of page links.

> **Base logic**
> - All page links must be specified manually. There is no logic to auto-populate a Curated mosaic. (This is, however, possible in an Automatic mosaic).
> - Only site-internal links are supported
> - Any link to an existing page on the site is admissible on the backend, but it will be displayed on the front-end only if it meets certain criteria.
> - Only links to published nodes are displayed on the front-end. Linked content that is in Draft mode can be added, but it will be ignored by the content delivery application of the CMS and will not appear on the front-end until it is published
> - Only links to nodes in the same language as the mosaic page are displayed on the front-end. Linked content in another language can be added, but will either be ignored by the content delivery application of the CMS or will be automatically replaced with its translation, if available.
> - Links disappear from the mosaic front-end if the referenced node is unpublished or deleted. (In the case of promoted/excluded content, the link disappears from the field on the back-end and the now empty field is ignored by the content delivery application of the CMS)
> - Links are displayed in the order in which they are arranged on the back-end, without any gaps. Any empty link fields or an inadmissible links on the back-end will be ignored and their position on the front-end will be filled with the next valid link in the array.
> - Links appear pre-formatted, based on the selected "Display mode". No custom formatting available.
> - At least one link is required. No maximum.

Configuration options

	Input	Output
Display mode*	Mandatory, dropdown menu with various tile/list layout options:	For details on the output of each Display mode, see Mosaic display modes
Content	Standard Auto-suggest field. The first field is mandatory. Any subsequent fields are	The front-end gets populated with links according to the aforementioned logic,

	optional and can even be left blank after having been added.	in the order in which the fields are arranged. For details on how the individual links may appear on the front-end, please refer to: Mosaic display modes List items Tiles
Add another item	Button	Clicking the button adds another empty Auto-suggest field. Unlimited fields can be added

3.5.2.7.13.3.7 Pagination or "Load more" button

This may automatically appear under tiles and lists, respectively, if certain conditions are met:

"Load more" button logic
This appears on the front-end under Tile mosaics if "Enable inline load more" is checked AND the number of mosaic links exceeds the number of links that can be loaded upon initial page load. Clicking the button exposes the next available row of tiles at the bottom of the mosaic. This can be done repeatedly until all tiles are displayed and the "Load more" button disappears.

Pagination UI logic
This appears on the front-end under lists if the number of mosaic links exceeds the 12-item maximum per page. End user can navigate through pages of up to 12 links each. When navigating through pages, the base URL remains unchanged, only the query string changes.

Configuration options

Only the "Load more" button (for tile mosaics only) can be configured. The pagination UI (for lists only) appears automatically.

	Input	Output
Enable inline load more	Check box, unchecked by default	This check box affects only tile mosaics, not lists. • If the box is checked, a "Load more" button will appear, unless all links have already been exposed • If the box is unchecked, no "Load more" button appears, even if there are hidden links that have not yet been exposed

3.5.2.7.13.3.8 Related links

3.5.2.7.13.3.8.1 Design files

List mosaics
LIST: Full view

- Mosaic (list)
  - Whale (desktop)
  - Dog (tablet)

- o [Mouse](#) (mobile)

Individual list item

- [Bigger Whale](#) (desktop)
- [Big Whale](#)
- [Whale](#)
- [Elephant](#)
- [Horse](#)
- [Dog](#) (tablet)
- [Mouse](#) (mobile)

LIST: Simple View

- [All specs](#) (same as Compact View, but without thumbnail image or teaser)

LIST: Compact View

- Same as Simple View, but can have thumbnail image and teaser

Tile mosaics

All tile display modes use the same tile design. The only difference is that the size of the first tile can vary between display modes).

- Mosaic (Tiles)
  - o [Whale](#) (desktop)
  - o [Elephant](#)
  - o [Horse](#)
  - o [Dog](#) (tablet)
  - o [Mouse](#) (mobile)
- [Tile elevation](#)
- Tile variations
  - o [Desktop](#)
  - o [Tablet](#)
  - o [Mobile](#)

3.5.2.7.13.4 Federated automatic mosaic

UNDER CONSTRUCTION

An Automatic mosaic is an automatically generated array of page links that reference pages elsewhere on the same site or on any other site that is part of [unicef.org](#) ecosystem. Each page link is auto-formatted to display metadata from the destination page.

3.5.2.7.13.4.1 Components and logic specific to the federated functionality

3.5.2.7.13.4.1.1 Basic mosaic filters

In addition to existing mosaic filters (content category, template, taxonomy terms, and authored date range), a new filter is introduced in the federated version of the automatic mosaic, to enable **filtering of mosaic content by a site**. By default, every new automatic mosaic has the site filter set to a site where a "host" page is created. The "host" page site is labeled as "This site":

Filter by site

Select a site ▼   add

This site   remove

The site where a page with the mosaic is being created will not be listed in the site filter dropdown with its full name, but it will be labeled as "This site".

The site filter must have at least one site set, hence the default filtering option "This site" cannot be removed until another site is added to the filter. Any number of the sites can be added to the site filter.

Site filter query logic
If more than one site is included in the site filter, the mosaic will include content from all selected sites that also satisfy criteria set in other mosaic filters.

The sites in the site filter dropdown are the sites available in the **federated content pool** (**FCP**). In order for a site to be included in the federated content pool, that site has to be set to be part of the federated content pool. Configuration option to have a site included in FCP is available in the CMS backend under **administration > configuration > UNICEF site settings > manage site settings.** The option is called "Include in the Federated Content Pool" and it must be checked to include a site in FCP.

While sites could be configured not to be part of FCP, this is not advisable, since federated components (federated automatic mosaic, federated curated mosaic, federated curated content, and federated related content) cannot function on a site that is not part of FCP.

3.5.2.7.13.4.1.2 Mosaic options
In the federated automatic mosaic, it is possible to promote and exclude pages from **any of the sites in the unicef.org platform that are part of FCP**.

3.5.2.7.13.4.1.2.1 Promoted content
Promoted content will appear at the top of a mosaic in all views.

Selecting promoted content from any site that is part of FCP is handled via the FCP **modal window**. The modal window contains the content **filters** and the list of content available for selection.

3.5.2.7.13.4.1.2.2 FCP Modal window: filters

Filter	Description	Type	Notes
Site	Filters pages by a site	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Auto-suggest-%2B-dropdown-combo	Should include all sites configured to be part of FCP. By default, the current site is selected. The current site is labeled as "This site".
Page title	Filters pages by searching by keyword a page title	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Free-form-text-field	
Node ID	Filters pages by the ID of a page node	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Free-form-text-field	Accepts only numbers.
Content category	Filters page by the Content category	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Single-selection-dropdown	
Global terms	Filter pages by the Global terms taxonomy vocabulary	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Auto-suggest-%2B-dropdown-combo	
Geographic terms	Filters by the Geographic terms taxonomy vocabulary	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Auto-suggest-%2B-dropdown-combo	

The clear button appears only after a filter has been applied. Clicking on a clear button, all filters clear.

3.5.2.7.13.4.1.2.3 FCP modal window: content

Item	Description	Notes
Site	Name of the site where content is coming from	If a page is from the current site, instead of the site name the column will display "This site".
ID	Node ID	
Title	Page title	The page title is the link to a page that opens is a new window. If the linked page is from a different site, and it is not published, a CMS user will need to login to that site in order to see/preview that page.
Content category	Page content category	
Updated	System date when the page was last time saved	A CMS user is able to sort pages according to this column in ascending and descending order.
Status	Page moderation state	
Action	Available action to perform on a page	By clicking on the "select" link next to a page, that page will be added as a promoted/curated item or as an excluded item in a component where the modal window has been triggered.

In the federated automatic mosaic it is possible to promote content from any site that is port of FCP regardless of the site filters set for the mosaic.

3.5.2.7.13.4.1.2.4 Customizing promoted content

Following elements of the promoted content can be customized:

- Title
- Teaser
- Image thumbnail

Customization of the promoted content applies only to the current component. A page promoted in different federated components can have different customizations.

An original thumbnail of the promoted content can only be replaced with a thumbnail of an image media asset available in a site where the page with a feerated component is placed.

Customization of the promoted content can be removed by clicking on the "Reset to original" button within the customization modal window:

Full customization specs

Field	Required	Maximum text lenght	Notes
Short title	No	255 characters including spaces	If customized title is left empty, an original short title will be displayed. In case of promoted press release, if customized title is empty, an original title will be displayed. In case of promoted document, if customization title is empty, an original short title will be displayed. If a

Field	Required	Maximum text lenght	Notes
			document does not have a short title, an original document title will be didplayed.
Teaser	No	156 characters including spaces	If customized teaser is left empty, an original teaser will be displayed. In case of promoted press release, if customized teaser is empty, an original subtitle will be displayed. This applies only to the list views. In the tile views the teaser/subtitle of a press release is not displayed. In case of promoted document, if customized teaser is empty, an original teaser will be displayed if a document has a teaser. If a customzied teaer is empty and a document does not have a teaser nothing will be displayed.
Multimedia teaser	No		If a customized multimedia teaser is removed no thumbnail will be displayed even if hte promoted page has it.

3.5.2.7.13.4.1.2.5 Excluded content

Excluded content will be removed from the content that satisfies the criteria to be included in the mosaic.

Selecting excluded content from any site that is part of FCP is handled via the FCP **modal window**. For more details see promoted content section.

It is not possible to customize exlucded content.

3.5.2.7.13.4.2 Frontend logic

Frontend logic is inherited from the "standard" automatic mosaic.

3.5.2.7.13.4.3 Cashing logic

- All changes to customized content should be reflected immediately in the front end.
- Updates in the original content that is included in the mosaic should be reflected in the front end of the mosaic within 4 minutes.

3.5.2.7.14 Text block

Content block with full text formatting capability. Can also contain some non-text elements.

- Purpose & Rationale
- User requirements
- Permissions
- Availability
- Logic & Specifications
  - Editing the main Text area of the Text block
  - Adding wrap-around block content to the Text block

3.5.2.7.14.1 Purpose & Rationale

This is a default component of many templates and can be used to display text in a single column.

For added variety, this component also offer various options to insert non-text content.

3.5.2.7.14.2 User requirements

- CMS user can use the [Text editor (CK Editor)](#) to edit the main area of the text block:

    o Input text and apply text styles and formatting

    o Insert certain non-text content

    o Embed custom embeds (require Administrator permissions)

- CMS user can use the [Blocks to wrap around](#) to add a content inset to complement the main area of the text bock.

3.5.2.7.14.3 Permissions

See [Page component permissions](#)

3.5.2.7.14.4 Availability

Almost every template has the option of a generic text block, except, for example, the Document and Press release templates, which feature similar but custom-formatted text components.

See [Components x templates overview](#)

3.5.2.7.14.5 Logic & Specifications

Text blocks have a fixed width, but variable height, depending on the vertical length of content.

3.5.2.7.14.5.1 Editing the main Text area of the Text block

Within a text block, the Text area is a mandatory field.

Content input and formatting within the Text area is controlled via the [Text editor (CK Editor)](#). Text blocks use the full breadth of settings available in the CK Editor, including the ability to embed custom embeds (which requires Administrator permissions).

3.5.2.7.14.5.2 Adding wrap-around block content to the Text block

A wrap-around block is an optional sub-component of Text blocks.

Only one wrap-around content block per Text block is permitted.

For detailed specs, see [Blocks to wrap around](#)

3.5.2.7.14.6 Media block with quote

Content block that can hold one media asset and one quote displayed side-by-side.

- [Purpose & Rationale](#)

- [User requirements](#)

- [Permissions](#)

- [Availability](#)

- [Logic & Specifications](#)

- [Examples](#)

3.5.2.7.14.6.1 Purpose & Rationale

The "Block quote, left" and "Block quote, right" components can be used to pair a block quote side-by-side with a piece of media content. They are identical except that one has the quote on the left, the other one right. Similar to the regular Block quote, these content blocks can be used to draw attention to pithy content snippets and add breathing space to a content heavy page.

3.5.2.7.14.6.2 User requirements

3.5.2.7.14.6.3 Permissions
See Page component permissions

3.5.2.7.14.6.4 Availability
See Components x templates overview

3.5.2.7.14.6.5 Logic & Specifications
The default settings are shown below. Note that these specs apply to both "Block quote, left"
and "Block quote, right". These content blocks differ only in the order in which the quote and
the media asset appear (left-right or right-left).

	Input	Output
-	-	General appearance: The content block overall has the same width as a title card or a large Media block. It is divided into two halves of equal width, which are separated by a vertical gutter. The quote displays center-aligned within one half, the media asset occupies the full width of the other half. On mobile, the two halves of the content block appear stacked instead of side-by-side.
Quote text*	Mandatroy. No character limit. Standard Text Editor UI, but custom formatting is partially overridden by pre-set quote formatting. - For aesthetic reasons it is recommended to limit character count so that vertical height of quote does not exceed vertical height of the media it is paird with - Edge case: Extremely long words may break the design	The text appears preformatted, center-aligned, but allows some custom formatting Though not recommended, the following custom formatting can currently be added to the preset center-algined italics formatting: Bold Underline Superscript / subscript Strikethrough Media embed Social media embed Quote (results in a quote-within-quote) Bullets Numbering Table
Author	Optional, freeform text field, no custom formatting 100 character limit	Text appears preformatted, center-aligned, below the quote
Media*	Mandatory. Standard [[Media library|media library]] UI Recommended minimum width to ensure sufficient resolution on large screens: xxx pixels	The media asset occupies the full width of one half of the content block. It is separated from the quote by a vertical gutter.

	Input	Output
		Media is automatically resized to occupy allotted width while maintaining the asset's aspect ratio.
Show caption	Check box, checked by default	If checked, the image's caption appears below the image, if a caption exists (captions are not mandatory for media assets, hence some Media assets may not have a caption to display, even if the box is checked)
Show credit	Check box, checked by default	If checked, the image credit appears below the image

3.5.2.7.14.6.6 Examples

An example of a "Media block, quote left" is shown. The media credit appears beneath the media asset, because the "Show credit" box was checked. No media caption appears, either because none was added to the original asset or because the "Show caption" check box was unchecked.

When viewed on a mobile phone, the quote and the media asset appear stacked atop one another. Left-right becomes top-bottom.

Here is an example of a "Media block, quote right". In this example, an Author name has been added below the quote. The media credit and caption appears beneath the media asset, because the respective check boxes were both checked.

3.5.2.7.15 In-page search

In-page search is a page component that offers a configurable search and filter experience. It enables end users to search a special subset of a site's content, such as a resource library, toolkit, or catalog.

- [Purpose & rationale](#)
- [User requirements](#)
- [Permissions](#)
- [Availability](#)
- [Logic & specifications](#)
  - [Defining the searchable database](#)
  - [Configuring the front-end UI](#)
- [Examples](#)
- [Backlog](#)

3.5.2.7.15.1 Purpose & rationale

In-page search enables end users to search a special subset of a site's content, such as a resource library, toolkit, or catalog.

In-page search can address the following objectives:

- Allow site visitors to search a pre-defined database, i.e. a *subset* of the site's content, rather than all pages of the site.

- Fully configure *custom facets* based on the site's *local terms* taxonomy vocabulary.

- Partially customize facets based on *Geographic terms*, *Global terms*, or *Content categories*."

- *Hide/expose* certain parts of the feature to optimize the user experience for its intended purpose.

- Tailor the *appearance of the search results* to best suit the content, e.g. display as either tiles or list, or hide certain metadata to achieve a simpler appearance.

3.5.2.7.15.2 User requirements

Front-end

- End user can do the following:

    o See the name of the database/search application

    o See the number of results their search produces.

    o Sort the search results.

    o Toggle between tile and list view of the search results.

    o Scroll and page through search results, if there are more results that can be displayed on initial page load.

    o Submit a keyword search, if the search query field has been enabled from the back-end.

    o Apply filters to refine search results; see which filters are active at any given time; remove filters to broaden the search – if filters have been made visible from the back-end.

    o Hide or expose the filter UI.

    o See certain metadata displayed in the results, depending on which metadata has been made visible from the back-end.

Back-end

- CMS user can do the following:

    o Name the database/search application, by creating a *Label for the library contents*.

    o Define the scope of the searchable database by configuring one or more *Search base facets*.

    o Create custom *Local terms facets* instead of, or in addition to, pre-set standard facets.

    o Specify which facet filters, if any, should appear on the front-end.

    o Specify whether the search bar (*search query input box*) should be hidden on the front-end. (Default state is visible.)

    o Specify the default state (collapsed or expanded) of the filter facets on the front-end.

    o Specify the default layout (tiles or list) for displaying the search results on the front-end.

    o Specify whether certain metadata should be displayed in search results.

    o Specify whether search results should be limited to the same language as the in-page search page.

3.5.2.7.15.3 Permissions

Since this feature is currently in a controlled pilot, permissions are limited to the **Site Administrator** (however, in order to save the page, the user will need to be assigned also a role that has content permissions). Until permissions are extended to other user roles, DOC's Digital Support team will assist in configuring the feature on behalf of site owners. Add note about whether the settings are visible to users who cannot edit them.

3.5.2.7.15.4 Availability

Currently only available in the main content area of **Basic pages** and **Landing pages**. Available on all site profiles.

3.5.2.7.15.5 Logic & specifications

Base logic
- All published nodes (EXCEPT Bouncers) can be included in the searchable database. Need to review logic, as we had a use case 9 May where TrasnMonEE site wanted to include an ECA resource in their In-page search via Bouncer)
- A custom name must be given to the searchable database. The name is always displayed on the front-end.
- The number of available search results is displayed dynamically on the front-end.
- Up to 12 search results can be displayed at a time. If a search returns more than ten results, the results are paginated, displaying up to ten per page.
- Default logic
  - Search results
    - Language-agnostic (e.g. a Chinese In-page search page can return results in any language, but the results in the Chinese language will be prioritized and presented first). CMS user can limit results to the language of the in-page search page.
    - Sorted by "Newest" (most recent authoring date). End user can change the order in which results are displayed (sort by newest, oldest, or most relevant).
    - Displayed in List view. CMS user can change the default state to Tiles. End user can always toggle between both states.
    - Displayed with default metadata visible. (See List items for details.) CMS user can exclude certain types of metadata from being displayed.
  - Search query box
    - Appears on the front-end. CMS user can remove it.
    - On initial page load, no search query is applied.
    - If search box is present, end user can submit keyword searches. Keyword searches can be applied in conjunction with filters, or without – and vice-versa.
    - If a search yields no/insufficient results, an error message appears directing the user to modify the search parameters. End user can attempt to widen the search results by removing or replacing the search term.
  - Facets (back-end)
    - Base facets determine the scope of the searchable database. By default, no base facet is configured. CMS user must configure at least one base facet, see Defining the searchable database below. confirm once this has been made mandatory (expected R 30).
  - Facets (front-end)
    - The *Topics*, *Locations* and *Date range* facets appear on the front-end. CMS user can remove some or all of these facets, or add different ones.
    - If two or more facets appear on the front-end, CMS user can determine whether they are hidden or exposed by default (under the advanced filters section). End user can toggle between both states.

- If only one facet appears on the front end, it is always exposed and cannot be hidden. check this, this has changed
- On initial page load, no front-end filters are active.
- If one or more facets appear on the front-end, end user can use them to narrow down the search results.
  - The order in which filters are displayed is fixed
  - The filters enable faceted search, meaning each filter dropdown contains check boxes that correspond to taxonomy terms. When a filter is enabled, search results that don't match the filter are excluded.
  - Site visitors can select several check boxes in several filters at a time to refine search results along multiple dimensions.
  - Filters can be applied in conjunction with keyword search, or without – and vice-versa.
  - A filter option inside a facet is visible only if matching content exists and has not yet been excluded based on other search/filter parameters.
  - A facet becomes grayed out and un-clickable if the search results cannot be narrowed down any further with that facet (This may be the case, for example, if a keyword search narrows down the results to a set of pages that don't correspond to any of the facet's filter options).
  - If a search yields no/insufficient results, end user can attempt to widen the search results by removing filters or modifying the search query.

Base facets vs. "regular" facets
Base facets refers to any filter facets used on the back-end to define the searchable scope. If no Base facets were applied, then the entire website would be searchable in in-page search. If a Base facet is configured, it pre-filters the In-page search, so that only a subset of the site's content is made available for search.
"Regular" facets are what front-end users can interact with to further narrow down their search results.
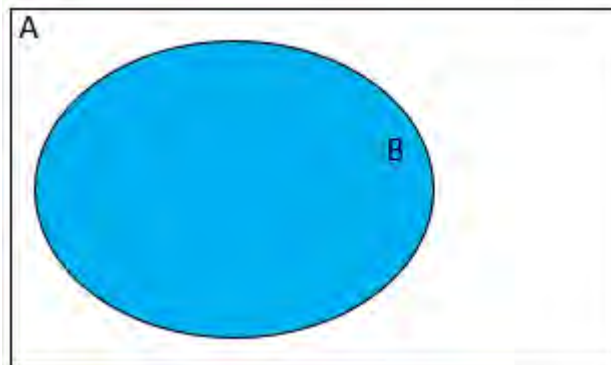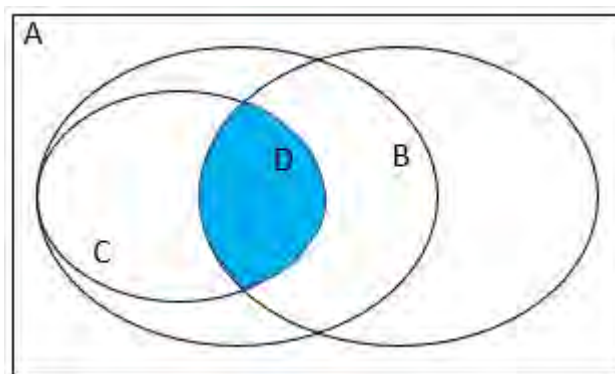

Base facets (configured on back-end)

A = All pages on the site

B = Pages included in In-page search. *Defined by CMS user via setting base facets on the back-end.*
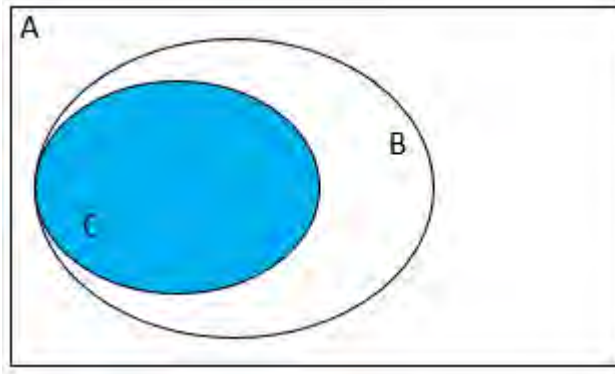
Regular facets (configured on front-end)

C = Search results after front-end users has applied "regular" front-end filters. These further narrow down the scope that was pre-defined by Base facets.

Regular facets + keywords search term (configured on front-end)

D = Search results after front-end user has applied "regular" front-end filters AND a keyword search term.

Pro tip
In order for In-page search to appear properly on the front-end,
- There needs to exist content that has been tagged with the relevant taxonomy terms added as options for the set base facets. Otherwise, no filters or search results will appear.
- Content must be *Published*.
- Newly added or edited content must be indexed by the system, otherwise it won't appear in In-page search. Indexing occurs automatically in batches, about every 30 minutes. (Alternatively, it is possible for admins to force immediate indexing by going to */admin/config/search/search-api/index/search*. However, since only a limited number of pages can be indexed per batch, manual indexing is effective only if the number of pages that need to be indexed does not exceed the batch size. If larger amount of content need to be indexed, it is advisable to just let automatic indexing run its course.) **Sites that have their own domain (e.g. http://www.globalbreastfeedingcollective.org) should only be indexed by the dev team. Indexing from within CMS Config will "break" the index.**
- After indexing, the updates still need to pass through several caches, both internal and external. Note that by the time content changes are visible on *wcmsprod*, they may still not be visible to external users on *www*, until the Akamai cache is cleared (this applies only to sites using the http://www.unicef.org domain. Sites with their own don't run through Akamai). For pages (SITES?) that have In-page search, the Akamai cache is purged every 5 minutes to refresh the In-page search index.

Configuration options

Search base facets *
No Paragraph added yet.

[Add Content category facet] [▾] to *Search base facets*

▼ **RESOURCES** *

Label for the library contents *

[Content]

This label will be used to identify the type of resources your library searches, and will be shown to users as part of the search filters. You can use something like "Publications" "Stories" or "Reports". Be as specific as possible, "Annual Reports" is better than "Reports" if your library is only focused on Annual Reports.

▼ **FILTERING OPTIONS** *

☑ Show topics facet
☑ Show location facet
☑ Show date range facet
☐ Show year facet
☐ Show language facet
☐ Hide search query input box

Advanced filters *
◉ Open by default ○ Collapsed by default

▼ **RESULT OPTIONS** *

Default view *
◉ List ○ Tiles

☐ Hide date in the results
☐ Hide content category in the results

▼ **OTHER OPTIONS**

☐ Limit search results to pages in the language of the in-page search language interface

3.5.2.7.15.5.1 Defining the searchable database

The scope of searchable content can be limited to certain taxonomy terms and to a page's language.

> **Rules for inclusion/exclusion based on taxonomy terms**
> - It is mandatory to configure at lest one base facet in In-page search.
> - When a base facet is configured, only pages that match at least on of the terms in the base facet are included in scope. (In other words, an "OR" logic applies to terms *within* a certain base facet.)
> - If more than one base facet has been configured, the AND/OR logic differs depending on the types of facets involved. (See diagram below):
>   - Between different types of base facets, there is an "AND" logic, i.e. pages are included in scope only if they are tagged with at least one term from each of the base facets.
>   - Between same-type base facets (as is currently possible with Local terms facets), an "OR" logic exists.

	Input	Output
Search base facets* These function as back-end filters to define the subset of searchable content.	Mandatory. Dropdown menu showing the various taxonomy vocabularies that can be used to narrow down the searchable content: • Content category • Topics • Locations • Local terms UPDATE THIS WHILE PAGE TO INCLUDE NEWER FUNCTIONALITY At least one base facet must be added to an In-page search. At least one filter term must be added within the base facet.	When a base facet is added, a configuration UI appears for that facet. See details in the following rows.
Content category facet	**Select a content category*** • One such facet can be added. • Mandatory dropdown menu that appears if the **Content category** base facet has been added. • Dropdown menu contains all taxonomy terms	**Select a content category*** Adding terms to a base facet limits the searchable scope to content that is tagged with any of those terms. If multiple base facets are configured, the searchable content is limited to nodes that are tagged with at least one term from *each* facet's vocabulary. Content that is tagged with terms from one base facet but not another, is

	Input	Output
	from the base facet's vocabulary. • At least one term must be added from the dropdown menu. There is no maximum of terms that can be added. **Show facet** • Check box, checked by default	excluded from the searchable database. **Show facet** • If box is checked, the facet is visible on the front-end, allowing end users to filter search results by those terms that were added to the facet on the back-end. Terms are displayed in alphabetical order.
Locations facet	**Select a geographical term(s)*** Analogous logic to "Select a content category" above.	**Select a geographical term(s)*** Analogous logic to "Select a content category" above.
Topics facet	**Select a global term(s)*** Analogous logic to "Select a content category" above.	**Select a global term(s)*** Analogous logic to "Select a content category" above.
Local terms facet	Up to five such facets can be added. **Facet title*:** Mandatory, free-form text field, 25 character limit. **Select a local term(s)*** Analogous logic to "Select a content category" above, except that up to **five** such facets can be added. Confirm once this has been implemented (Expected R30) **Show facet:** Check box, checked by default.	**Facet title*:** This is displayed as the custom label of the facet filter dropdown on the front-end (if the facet is made visible on the front-end). **Select a local term(s)*** Analogous logic to "Select a content category" above, EXCEPT WHERE THERE ARE TWO OR MORE LOCAT LERMS FACETS PRESENT. In such case, "OR" logic prevails between multiple Local terms facets, but "AND" logic still prevails relative to other types of facets. **Show facet:** When box is checked, the facet filter is made visible on the front-end, so that end users can apply individual filters to narrow the scope of their search results. Terms are displayed in the order in which they are arranged on the back-end.
Other options - Limit search results to pages in the language	Check box, unchecked by default.	If the box is checked, the results on the front-end will exclude content in languages other than that of the In-page search page. For example, if the In-page

	Input	Output
of the in-page search language interface		search page is in Chinese, checking the box will results in only content in Chinese language to appear in the search results.

3.5.2.7.15.5.2 Configuring the front-end UI

The end user experience can be tailored somewhat to best suit different use cases. CMS user can tweak certain default display settings and can hide "unnecessary" information or UI elements.

	Input	Output
Resources - Label for the library contents*	Mandatory. Free-form text field, 255 character limit.	This label appears on the front-end to identify the nature of the searchable database, e.g. if the database is a collection of Audit reports, it could be given the label "Audit reports".
Filtering options*	Check boxes: • **Show content category facet**: Checked by default, enables filtering by Content category terms. • **Show topics facet:** Checked by default, enables filtering by Global terms. • **Show location facet:** Checked by default, enables filtering by Geographical terms. • **Show date range facet:** Checked by default, enables filtering by a range of Authoring dates. • **Show year facet:** Unchecked by default, enables filtering by Authoring year. • **Show language facet:** Unchecked by default, enables filtering by page Language. • **Hide search query input box:** Unchecked by default, enables keyword search on the front-end.	Check boxes: When a "Show" box is checked, the corresponding facet is made available on the front-end. Terms in the Content category, Topics, Location, and Language facets are displayed in alphabetical order. Terms in Local terms facets are displayed in the order in which they are arranged on the back-end. Date terms are arranged in reverse chronological order. confirm this. When the "Hide" box is checked, the search query input box is hidden. Radio buttons: Depending on which option is selected, the facet filters are either displayed or hidden by default. End users can choose to override the default by toggling between displaying or hiding the facet filters. The radio button preference is relevant only if two or more facet filters are made available on the front-end. If only one facet is available on the front-end, then it is displayed by default and cannot be hidden.

	Input	**Output**
	Radio buttons: **Advanced filters*:** • **Open by default** (this option is selected by default on the back-end) • **Closed by default**	
Result options*	[Radio buttons] **Default view*:** • **List** (this option is selected by default on the back-end) • **Tiles** [Check boxes] • **Hide date in the results:** Unchecked by default • **Hide content category in the results:** Unchecked by default	[Radio buttons] Depending on which option is selected, search results are displayed by default as either List items or Tiles. End users can choose to override the default by toggling between List and Tile view. [Check boxes] When a "Hide" box is checked, the corresponding metadata is not shown in the search results.

3.5.2.7.15.6 Examples

Global Breastfeeding Collective - Breastfeeding advocacy toolkit

UNICEF Audit and Investigation - Internal audit reports

No Lost Generation - Resources

3.5.2.7.15.7 Backlog

1. ~~Add ability for CMS user to configure up to five Local terms facets. Currently can only add up to two.~~

2. https://trello.com/c/UQjjhEgO/790-in-page-search-it-should-be-mandatory-to-add-at-least-one-term-when-configuring-base-facets~~Make it mandatory for CMS users to add at least one term when configuring a base facet. Currently, it is possible to add a base facet without specific terms.~~

3. https://trello.com/c/Gq3G07E9/789-in-page-search-content-category-facet-should-be-usable-as-non-base-facet~~Make it possible to use Content category facet as a regular front-end facet without it being a Base facet.Currently, the only way to make this facet available on the front-end is if it is used as a base facet on the back-end.~~

The backlog items have been implemented and the documentation updated accordingly.

3.5.2.7.16 Image gallery

Content block for displaying images in a carousel.

• Purpose & Rationale

- [User requirements](#)

- [Permissions](#)

- [Availability](#)

- [Logic & specifications](#)

  - o [Specifying images to display in the gallery](#)

  - o [Modifying the order in which images appear in the gallery](#)

3.5.2.7.16.1 Purpose & Rationale

Enables displaying a collection of images in a space-efficient way by displaying them in a horizontally rotating carousel. Carousel can be advanced manually by front-end user at their desired pace.

3.5.2.7.16.2 User requirements

Frontend

- Site visitor can advance through a carousel of images by interacting with the front-end UI

Backend

- CMS user can specify several images to display in the image gallery

- CMS user can modify the order in which the specified images appear in the carousel

3.5.2.7.16.3 Permissions

See [Page component permissions](#)

3.5.2.7.16.4 Availability

See [Components x templates overview](#)

3.5.2.7.16.5 Logic & specifications

> The image gallery block doesn't rotate through images automatically. It is powered by front-end user interaction.

3.5.2.7.16.5.1 Specifying images to display in the gallery

		Placed images populate a carousel-like UI on the frontend.
Images*	Mandatory, media browser UI. UI is collapsed by default. Clicking on "Images*" link expands the full media browser UI. add note on maximum number of images, if any The media browser in this content block allows selecting and placing multiple images at a time.	Placed images populate a carousel-like UI on the frontend. Image credit and/or caption are displayed if available. No option to turn them off. For image sizing/cropping logic, refer to design files add link

	For permitted media types, refer to [Media entity browser & media settings](#)	

3.5.2.7.16.5.2 Modifying the order in which images appear in the gallery

After image have been placed, they appears listed in the thumbnail preview area, where they can be dragged up or down to change the display order.

> By default, images are displayed in the order in which they were placed via the media browser.
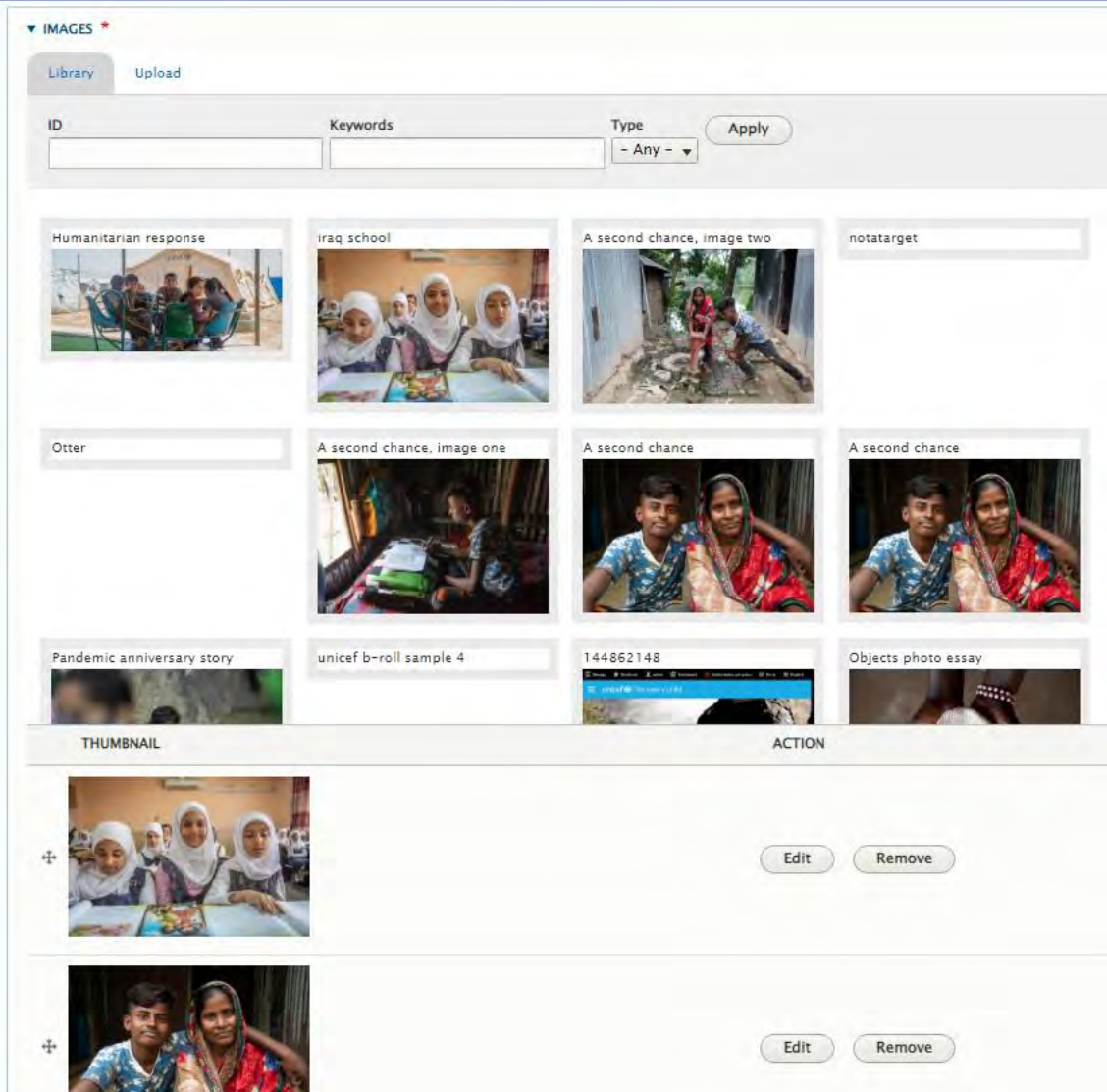
3.5.2.7.17 Two-column blocks

Enables content two be arranged in two columns.

- [Purpose & Rationale](#)
- [User requirements](#)
- [Permissions](#)

- [Availability](#)

- [Logic & Specifications](#)

    - [Specifying column cell block content](#)

    - [Specifying column style](#)

3.5.2.7.17.1 Purpose & Rationale

A Two-column block enables a varied layout: Not only can content be arranged in two columns, but within each column, different types of content cell blocks can be stacked atop one another.

Three types of Two-column block are available to achieve different column proportions. The percentages in the names suggest the relative width of the two columns, though these percentages are just approximations and don't accurately reflect the proportions.

| Add Column block: Two column (25% x 75%) |
| Add Column block: Two column (50% x 50%) |
| Add Column block: Two column (75% x 25%) |

Due to its symmetry, **Two-column block 50% x 50%** has superficial similarities with the Media block 50% x 50%. However, there are several differences. For example:
- Two column block 50% x 50% allows various different types of content and even allows adding several pieces of content per column. Media block 50% x 50% allows only media assets (one per column).
- Two column block 50% x 50% allows media assets to function as clickable links. Media block 50% x 50% allows no interaction with assets.
- The break points differ

3.5.2.7.17.2 User requirements

- CMS user can specify column cell block contents

- CMS user can specify column style

3.5.2.7.17.3 Permissions

See [Page component permissions](#)

3.5.2.7.17.4 Availability

See [Components x templates overview](#)

3.5.2.7.17.5 Logic & Specifications

The specs and controls for all two-column blocks are identical except where noted otherwise.

Column cell content

Label *

Cell blocks *
No Paragraph added yet.

Add Media reference	▲	to *Cell blocks*
Add Text		
Add Call to action button		
Add Call Out Text Block		

Column cell content

Label *

Cell blocks *
No Paragraph added yet.

Add Media reference ▼ to *Cell blocks*

Column style *
Rectangle, left–aligned ▼

If attaching media references, images should be 865 pixels wide by 475 pixels high for best results.

3.5.2.7.17.5.1 Specifying column cell block content

Base logic
- Two-column blocks must contain two columns of content -- not more, not less.
- When viewed on mobile, columns are stacked vertically instead of side-by-side.

	Input	Output
Label*	Mandatory free-form text-field. Character limit 60.	Label does not display on front end, but can help the CMS user to easily differentiate columns on the backend. Does this label serve any other purpose?
Cell blocks*	Mandatory. Must add at least on cell block per column. Dropdown menu allows adding one or more Cell blocks within column. Each cell block can be of a different kind.	If multiple Cell blocks are added, they will appear stacked on top of one another within a column.
Cell blocks* - Add Media reference	**Media***: Standard Media library UI. Recommended image sizes: • 75% columns: 865 x 475 pixels • 50% columns: 570 x 315 pixels • 25% columns: No recommendation **Link**: Basic auto-suggest field **Open in new window**: Check box (unchecked by default)	**Media**: If media asset dimensions exceed the column width limit, then the width of media asset is adjusted programmatically to fit the width of the column. Aspect ratio is maintained. If media asset dimensions are smaller than the allowed column width, then the size of the media asset is not adjusted. It will appear top-aligned within the cell block. Horizontal alignment is subject to Column style settings **Link**: If a link has been specified, this results in the Media asset being clickable. When clicked, the target URL is launched **Open in new window**: When box is checked and a Link has been specified,

	Input	Output
	Show Credit: Check box (checked by default) Credit option unavailable when Circle Column style setting is applied **Show Caption**: Check box (unchecked by default) Caption option unavailable when Circle Column style setting is applied	this launches the target URL in a new browser tab. If un-checked, the URL is launched in the same browser tab **Show Credit**: If box is checked, the credit is displayed beneath the media asset, left-aligned to the column's left edge (regardless of Column style settings) **Show Caption**: If box is checked, and the media asset has been given a caption, then the caption appears beneath the media asset credit. Caption is not a mandatory element of Media assets. If media asset has no caption, then no caption will not appear, even if the box is checked. Captions appear left-aligned to the column's left edge (regardless of Column style settings)
Cell blocks* - Add text	Standard Text editor UI	Text block will occupy the full width of the column and will reflect any styles or embedded content applied via the text editor. Text block content will appear top-aligned within the cell block. It may appear either left-aligned or center-aligned in column, depending on Column style settings
Cell blocks* - Add Call to action button	UI is almost the same as for stand-alone CTA button, except that this cell block has no individual alignment option. Instead, it inherits the column style settings.	Button will appear with the specified behavior and style. it will appear either left-aligned or centered in its cell block, depending on the Column style settings
Cell blocks* - Add Component embed Available only in Two-column block 50% x 50% Currently (8/24/22) missing from block. Should this still be available in col block?	See Component embed Add note about which, if any, embed components are available in this block	Component embed in a column functions like a stand-alone Component embed, except that it is resized to fit the width of the column.
Cell blocks* - Add Call out text block	See Call-out text block	See Call-out text block Not subject to Column style settings, because the Call-out text block fills out the width of the

	Input	Output
Available only in 25% columns		block and its text is always left-aligned

3.5.2.7.17.5.2 Specifying column style

	Input	Output
Column style*	Mandatory dropdown menu with up to three options, depending on column block: • **Rectangle, left-aligned** (default setting) • **Rectangle, center-aligned** • **Circle** Circle is available only in: • Two-column block 50% x 50% • Three-column block • Four-column block	Same style is applied to both columns. • **Rectangle, left-aligned**: Content is top-left-aligned in all columns **Rectangle, center-aligned**: Content is top-center-aligned in all columns • **Circle:** Only image assets are affected by Circle style. For optimal appearance, it is recommended to only apply the Circle style to **horizontally** oriented images. If Circle style is applied, images appear cropped circularly, top-aligned and horizontally centered within the column. Any other cell blocks also appear top-aligned and horizontally centered, but no cropping is applied to non-image content. The diameter of the circle spans the full height of the image. Hence, if image height exceeds image width, then the image doesn't fill out the whole circle.

3.5.2.7.18 Three-column block

3.5.2.7.18.1 Purpose & Rationale

Column blocks can be used to arrange content in side-by-side columns. This affords much flexibility for achieving a wide variety of layouts. In a Three-column block, content is arranged in up to three columns (if fewer than three columns are used, the width of each column remains the same and the column(s) are centered horizontally on the page.) Multiple types of content (such as text, images, etc.) may be placed within in each column.

Note that when viewed on mobile devices, individual columns are not placed side-by-side but are instead stacked vertically on top of each other. Therefore, using much column content can quickly result in a very long page on mobile. This should be kept in mind when creating column layouts.

3.5.2.7.18.2 Permissions >

3.5.2.7.18.3 [[Section|Availability]] >

3.5.2.7.18.4 Specs & controls

A Three-column block spans the same width as a title card or a larg media block. One, two or three columns may displayed in a Three-column block. The widths of the columns remain constant, regardless of how many columns are present. They are always spaced equally from one another and are centered horizontally within the block.

Shown here are the default UI settings. Up to three columns may be added. Each column can contain multiple cell blocks (different pieces of content). A column style must be selected, which is applied to all columns.

	Input	Output
Label*	Mandatory, free-form text field, character limit 60	Label does not display on front end, but can help the CMS user to easily differentiate columns on the backend. Where is this used, is it only to help the CMS user differentiate their columns when working on the backend?
Cell blocks*	**Each** column requires at least one Cell block. Mandatory Dropdown menu that allows adding one or more Cell blocks within a column. *Cell block* refers to a unit of content within a column. Three different types of Cell blocks are available. A column may contain a *Text* cell block, a *Media reference* cell block, a *CTA button* cell block, or any combination of these. 1. Add media referenceClicking on Add Media reference opens the following UI: • **Media***: Standard [[Media library]] UI. Images should be 865 pixels wide by 475 pixels high for best results **Link**: Standard [[Link field]], optional **Open in new window**: Check box (unchecked by default) *No option for including media credit or caption*	If multiple Cell blocks are added, they will appear stacked on top of one another within a column. 1. Add Media reference • **Media**: ○ If media asset dimensions exceed the column width limit, then the width of media asset is adjusted programmatically to fit the width of the column. Height of media asset adjustst accordingly to preserve original aspect ratio. If media asset dimensions are smaller than the allowed column width, then the size of the media asset is not adjsted. It will appear top-aligned within the cell block. Horizontal alignment and cropping depends on the setting applied under **Column style** (see further below). No media credit or caption is displayed, even if present in the media asset's meta data.

	Input	Output
	2. Add TextClicking on Add Text opens the standard [Text editor (CK Editor)](#) UI3. Add Call to action buttonClicking on Add Text opens the following UI:Label*: Mandatory free-form text field. Recommended limit of 30 charactersLink*: Mandatory, standard [[Link field]]Button style*: Mandatory dropdown menu containing standard [[Button styles]]Open in a new window: Check box (unchecked by default)This is a donate button: Check box (unchecked by default)	• **Link**: If a link has been specified, this results in the Media asset being clickable. When clicked, the target URL is launched **Open in new window**: When box is checked and a Link has been specified, this launches the target URL in a new browser tab. If un-checked, the URL is launched in the same brownser tab 1. Add text Text block will occupy the full width of the column and will reflect any styles or embedded content applied via the [[text editor]]. Text block content will appear top-aligned within the cell block. It may appear either left-aligned, center-aligned in column, depending on the settings applied under **Column style** (see further below). 1. Add Call to action button Button will appear either left-aligned or centered in its cell block, depending on the **Column style** applied to the column block (see further below) • **Label***: This text appears as the button's label. Text formatting is controlled by the Button style (see below). No custom text formatting can be applied **Link***: When clicking the button, user will be taken to this URL **Button style***: Refer to standard [[Button styles]] **Open in a new window**: When this is checked, the URL the button points to will launch in a new browser tab. When unchecked, it will launch in the same browser tab **This is a donate button**: What does this do?
Add Column cell content	Button allows addition of up to 3 columns. When 3 columns have already been added, the button is not displayed. Clkicking on Add Column content opens an additional instance of the **Label** and **Cell blocks** UI (see above), with	Each column has the same width. On desktop, columns appear side-by-side. On mobile they appear stacked on top of each other. • If **three** columns are present, the divide the block into three equally-wide columns, separated by a vertical gutter

Input	Output
which the next column can be built	If **two** columns are present, they each maintain the same proportions and spacing as if there were three columns present. However, the two columns will be horizontally centered in the block
	If **one** column is present it maintains the same prorportions as if three columns were present, but it appears alone, centered horizontally within the block.
Column style*	**One** column style has to be specified. This style is **applied to all columns**. Mandatory dropdown menu with two options: • **Rectangle, left-aligned** (default setting) **Rectangle, center-aligned** **Circle**	The selected style is applied to all columns. • **Rectangle, left-aligned**: Content is top-left-aligned in all columns **Rectangle, center-aligned**: Content is top-center-aligned in all columns **Circle**: Images appear cropped circularly, top-aligned and horizontally centered within the column. Any other cell blocks also appear top-aligned and horizontally centered, but no cropping is applied. The diameter of the circle spans the full height of the image. Hence, if image height exceeds image width, then the image doesn't fill out the whole circle. Shown here is a circular crop of a horizontal image and of a vertical image:

3.5.2.7.18.5 Examples

3.5.2.7.18.5.1 Desktop
Three columns (Rectangle, left-aligned)

This layout can be achieved either by creating one Three-column block or by stacking two Three-column blocks.

Two columns (Rectangle center-aligned)

A Three-column block with just two columns:

Combo: Three columns (Circle) + Two columns (Circle)

This is achieved by using two Three-column blocks. The first one has three columns, the second has two columns.

One column

A Three-column block with just one column:

3.5.2.7.18.5.2 Mobile

On mobile, columns appear stacked atop each other. Note that if a page has a lot of column content, this can therefore quickly result in very long pages on mobile.

3.5.2.7.19 Four-column block

3.5.2.7.19.1 Purpose & Rationale

Column blocks can be used to arrange content in side-by-side columns. This affords much flexibility for achieving a wide variety of layouts. In a Four-column block, content is arranged in up to four columns (if fewer than four columns are used, the width of each column remains the same and the column(s) are centered horizontally on the page.) Multiple types of content (such as text, images, etc.) may be placed within in each column.

Note that when viewed on mobile devices, individual columns are not placed side-by-side but are instead stacked vertically on top of each other. Therefore, using much column content can quickly result in a very long page on mobile. This should be kept in mind when creating column layouts.

3.5.2.7.19.2 Permissions >

3.5.2.7.19.3 [[Section|Availability]] >

3.5.2.7.19.4 Specs & controls

A Four-column block spans the same width as a title card or a larg media block. One, two, three or four columns may displayed in a Four-column block. The widths of the columns remain constant, regardless of how many columns are present. They are always spaced equally from one another and are centered horizontally within the block.

Shown here are the default UI settings. Up to four columns may be added. Each column can contain multiple cell blocks (different pieces of content). A column style must be selected, which is applied to all columns.

Everything about the Four-column block is identical to the [[Three column block]], except that upt to four columns can be added, and the column width is 1/4 instead of 1/3 of the overall block width. Hence, the recommended size for any image assets is 280 pixels wide by 160 pixels high, since they will be displayed a little smaller than they would be in a Three-column block.

Add UI info re. [Text editor (CK Editor)](#)

>> PLEASE REFER TO [[Three column block]] FOR DETAILED SPECIFICATIONS <<

3.5.2.7.19.5 Examples

3.5.2.7.19.5.1 Desktop

4 columns (Regtangle left-aligned)

4 columns used to create a gallery

Note that placing this many videos on a page could slow down the page load time resultign in a poor user experience.

3 columns

2 columns

3.5.2.7.19.5.2 Mobile

On mobile, columns appear stacked atop each other. Note that if a page has a lot of column content, this can therefore quickly result in very long pages on mobile.

3.5.2.7.20 Section

3.5.2.7.20.1 Purpose & Rationale

Sections are special components that contain other components, such as text block, media blocks, mosaics, etc. Sections are designed to afford flexible layouts within the "Main content" area (or "Linked content" area on Publication templates). As the name implies, a section may be used to visibly divide the content area into multiple sections, which can be demarcated by adding section titles or different background colors. Sections can thus contribute to a more nuanced page content hierarchy.

3.5.2.7.20.2 Permissions

> [[Page component permissions]]

3.5.2.7.20.3 Availability

> [[Page components|See availability table]]

3.5.2.7.20.4 Functionality

Where available, sections function as containers for content blocks. (However, note that some templates don't allow sections but may still allow content blocks without wrapping them in a section.)

Sections appear in the Main content area (Exception: In the Publication template, Sections appear in the Linked content area).

Section boundaries can be rendered visible or invisible. For example, sections have the option of displaying a section title/subtitle and of alternating background colors, thereby allowing a page to visibly be broken into sections that the end user can see. However, this is not mandatory, i.e. sections can display their content without visible section boundaries.

A section can stand alone or be stacked with other sections.

	Input controls	Output
Add/remove		If a page contains more than one section, the background colors of the sections will alternate between white and gray, starting with a white background from the top.
Title*	Mandatory, free-form text field, no custom formatting, character limit 255	Even though the field is mandatory on the backend, CMS user can choose to not display it (see below) Text style is pre-set.
Title checkbox	Check box, checked by default	When check box is checked, the Title is displayed on the front end. When user unchecks the box, the Title is not displayed on the frontend However, the check box does not affect the subtitle 9see below)
Subtitle	Optional, free-form text field, no custom formatting, character limit 255	If CMS user chooses to add content in this field, the content will display on the frontend. It cannot be made invisible the way the Tite content can be made invisible. Text style is pre-set.
Content blocks*	Dropdown menu with available component options. > See availability per template	Selecting a component from the dropdown opens the input UI for said component.

3.5.2.7.21 Standard banner

3.5.2.7.21.1 Content summary:

- Used to display Hero's on ROCO feature pages

- Can be used on any Feature Page (Only option on ROCO)

- Displays image in hero with a CTA/Title Card

3.5.2.7.21.2 Content logic:

- Add Standard banner in [[Title Content Area]] of a [[Feature Page]]

- Select an Image

- Add Headline and teaser - choose background color

- Create CTA

  - o Add CTA Label

  - o Add link for CTA Button

3.5.2.7.21.3 Backend Form:

3.5.2.7.21.4 Front-end Display:

3.5.2.8 Related topics area

3.5.2.8.1 Rationale and purpose

>>> The Related topics area is not be confused with [[Related content area]] <<<

The purpose of Related topics is to aid site visitors in content discovery. The Related topics area appears near the bottom of a page. It displays taxonomy terms with which the page has been tagged. E.g. if an Article has been tagged with an "Education" tag, this tag appears here. Clicking on the tag leads to the term's [[Tagged search]] results page, where all other Education-tagged pages are listed. Thus, the Related topics area is somewhat analogous to a tag cloud, helping site visitors find similarly themed content.

3.5.2.8.2 Permissions

This page area is generated automatically by the CMS and is automatically populated with the taxonomy terms the page has been tagged with. This means that any CMS user who can tag a page with taxonomy terms can indirectly edit this area.

3.5.2.8.3 Availability

The Related topics area appears only on page templates that tend to be used for topical information (as opposed to more general landing pages or other evergreen content):

- Article

- Photo Essay

- Press release

- Publication

- Document

3.5.2.8.4 Specs & controls

The content of the Related topics area is populated from the taxonomy terms of the page, specifically from the [[Global terms]], [[Geographic terms]] and [[Local terms]]. The tags are displayed in an area the width of a text block. There is no limit to how many terms can be displayed, since the tags can spill across several lines and the Related topics area can expand vertically to accomodate a growing number of tags.

Tags are displayed in the order in which they are entered on the back-end, grouped by vocabulary. The vocabularies are displayed in the following order

1. [[Global terms]]

[[Geographic terms]]

[[Local terms]]

Clicking on a term leads to the term's [[Tagged search]] results page, which displays a list of all content that has been tagged with that term.

Here is an example showing an unusually large amount of tags (this is just for illustration purposes. It is actually common practice to use only a handful of highly-pertinent tags). The first tags are [[Global terms]], followed but [[Geographic terms]]. [[Local terms]] are displayed last.

3.5.2.9   Related content area

3.5.2.9.1   Purpose & rationale
The purpose of the Related content area is to steer site visitors to pages that are topically related. This aids content discovery and encourages a "forward" user flow through the site, i.e. users can click through to additional relevant content without having to first click backward to an index page such as a Landing page or homepage to find such content.

3.5.2.9.2   Permissions
Permissions are not tied to content area but to individual components. See Template permissions and Page component permissions .

3.5.2.9.3   Availability
The Related content area appears at the very bottom of a page, just above the site footer. See https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/124649509/Page+architecture+templates+x+components#%5BhardBreak%5DRelated-content-area .

3.5.2.9.4   Logic & Specifications
Background color (medium gray) is hard coded, no customization is possible.

On templates where this area is mandatory, is is always titled "More to explore" and can feature up to four page links (in the form of tiles), which are auto-populated unless the CMS user has specified nodes to promote or exclude. (Depending on the template, a page Anchor may also be added.)

On templates where this area is optional, the area may be customized in additional ways. See https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/124649509/Page+architecture+templates+x+components#%5BhardBreak%5DRelated-content-area. For example, an Automatic mosaic may be placed. This option is available on the Feature, Landing, Programme and Programme landing templates, as an alternative to the four-tile Curated content block. That is because those templates are often used as entry points to a large collection of subsidiary pages. Hence, an Automatic mosaic, which can contain a larger number of links, may be more appropriate than a simple four-tile Curated content block.

Improvement notes:

1. *A page can be saved regardless of whether a mandatory Related content area has been filled out.*

2. *If the Related content area is mandatory, it will appear on the front-end regardless of whether it has been manually configured by the CMS user. The "More to explore" title will appear, and the area below will be auto-populated (see logic below). If no related content exists, then the area under the "More to explore" title will appear empty.*

3. *The related content area in the Document and Publication template currently appears as optional (there is no red asterisk denoting that it is mandatory). However, it is actually a mandatory area and behaves as in #1 and #2 above.*

4. *Placing an Anchor likely only makes sense on those templates that allow the Anchor to be added to a "More to explore" sections. On all other templates, the Anchor is presented as an alternative to the other options, which poses the question why one would place an Anchor where there is no specific content to link to.*

5. *Appearance of the Related content area on the back-end: The Related content area is easy to overlook on most templates, because is appears collapsed by default. It appears expanded only on the Document, Publication, and Photo essay templates.*

3.5.2.9.5   Related content & Federated related content
https://unicef.visualstudio.com/unicef.org/_workitems/edit/25110

This content block automatically displays up to four page link tiles at the bottom of a page.

- Purpose & rationale

- User requirements

- Permissions

- Availability

- Logic & specifications

    o Default logic

    o Specifying source site(s) for auto-populated content NEW (FEDERATED)

    o Promoting/excluding content

    o Customizing promoted content tiles NEW (FEDERATED)

- Examples

- Design files

- Backlog

- User story

3.5.2.9.5.1   Purpose & rationale
Like the similar Curated content block, the purpose of the Related content block is to steer site visitors to pages that are topically related. This aids content discovery and encourages a "forward" user flow through the site, i.e. users can click through to additional relevant content without having to first click backward to an index page such as a Landing page or homepage to find such content.

The main difference compared to the Curated content block is that the Related content block:

- Is mandatory on templates where it is available.

- Has a title ("More to explore") that cannot be hidden or edited.

- Defaults to auto-populating with content. Configuration is optional.

3.5.2.9.5.2   User requirements
Front-end

- End user can see up to four formatted links at the bottom of the page, pointing to related content. Each link is accompanied by metadata about the destination page.

- When clicking on one of the links, end user is taken to the corresponding destination page.

Back-end

- CMS user cannot

    o Remove the Related content block, because it is mandatory on templates where it is available.

    o Give the Related content block a custom title. A standard title appears by default.

    o Customize the auto-populate logic by which the content block is populated by default. (Exception: XYZ role can enable/disable Geographical terms as criteria for including pages in the related content block link to relevant section.)

- CMS user can specify from which sites the Related content should be auto-populated. This may include current site and/or other sites within the UNICEF ecosystem. NEW (FEDERATED)

- CMS user can promote content, i.e. specify pages that should appear in the content block, regardless of whether they match the underlying auto-populate logic.

- CMS user can exclude content, i.e. specify pages that should not appear in the content block.

- CMS user can customize some of the meta content displayed in promoted content tiles. NEW (FEDERATED)

3.5.2.9.5.3   Permissions
Please refer to Page component permissions.

Federated functionality currently limited to users with "Federated user" role. NEW (FEDERATED)

3.5.2.9.5.4   Availability
Available on all site profiles. Please refer to Templates & Content Blocks .

3.5.2.9.5.5   Logic & specifications

3.5.2.9.5.5.1   Default logic

- Automatic "More to explore" area title cannot be hidden or customized.
- Between 0 and 4 tiles may be displayed from left to right, each representing a link to another page.
- Tiles inherit their properties from the target node's respective settings. This can be partially overridden add link to Customizing promoted content tiles). NEW (FEDERATED)
- Tiles' CTA buttons are auto-generated. If the Related content is sourced from the local site, its CTA is contextual to the target page's content category. If the related content is sourced from a different UNICEF site, the CTA mentions the site by name. NEW (FEDERATED) See logic here. add link
- Nodes of any template or category, and from any site NEW (FEDERATED) , can be promoted, overriding the auto-populate logic (see below)
- A Draft node can be added to Related content, but its tile will appear only to logged-in users. Logged-out users will not see it; instead, the next tile in line will appear in its place.
- Auto-populate logic
    o Related content is auto-populated from current site ("This site") by default. This can be manually adjusted. NEW (FEDERATED)

> - o Only nodes with the following Content categories are admitted via the auto-populate logic: **Article, Blog post, In other news, News note, Photo essay, Press release, Statement, Video essay, Remarks**. Nodes of other Content categories can be promoted manually.
>   o
>   o If CMS user has not added specific nodes to be promoted, then
>   - The most recent, published nodes that share at least one of the same *Global terms* or *Geographic terms* will appear in order of most recent *Authoring date*. (Note: It is possible for Administrators to exclude Geographic terms from the criteria. The setting for this can be found in Configuration > Manage site settings)
>   - Add additional logic that determines which tiles appear and in what order of priority
>   o If fewer than four nodes exist that match the auto-populate criteria (or that have been promoted), then fewer than four tiles will appear left-to-right and the remaining space is left blank

Configuration options

3.5.2.9.5.5.2   Specifying source site(s) for auto-populated content NEW (FEDERATED) add section

3.5.2.9.5.5.3   Promoting/excluding content
Content may be manually promoted or excluded to override or complement auto-populated content.

PROMOTED CONTENT

[input field] (Remove)

(Add another item)

Show row weights

EXCLUSIONS

[input field] (Remove)

(Add another item)

NEW (FEDERATED) Federated version: Clicking "Add item" launches the FCP modal window content browser

Show row weights

PROMOTED CONTENT

(Add Item)

Show row weights

EXCLUSIONS

(Add Item)

	Input	Output
Promoted content	• Optional, standard Autosuggest link field. **NEW (FEDERATED)** Federated	• **NEW (FEDERATED)**

<table>
<tr>
<td></td>
<td>

version: "Add content" button.
Unlimited items may be added to Promoted content. Note, however, that only up to four of the Promoted content items can be displayed on the front-end.

- The field will accept all types of pages and is *not* limited to the default Content categories mentioned above.

- Promoted content can have any *Global terms* or *Geographic terms* – The terms needn't match the terms of the current page.

- **NEW (FEDERATED)** Promoted content can be sourced from any site in the UNICEF ecosystem.

</td>
<td>

Clicking the button launches the **FCP modal window content browser**

- If CMS user has added specific nodes to be promoted, those nodes will appear left to right in the order in which they are arranged in the back-end UI (When viewed on mobile, the tiles appear stacked on top of one another, not left-to-right.)

- If fewer than four nodes have been specified, the remaining tile spaces will be auto-populated per the default logic above.

- If more than four nodes have been specified, only the first four are displayed left-to-right, and the rest are ignored.

</td>
</tr>
<tr>
<td>**Exclusions**</td>
<td>Optional, standard Autosuggest link field. Unlimited items may be added.</td>
<td>These items will be excluded, even if they otherwise satisfy the criteria for listing nodes (see default logic above)</td>
</tr>
</table>

3.5.2.9.5.5.4 Customizing promoted content tiles NEW (FEDERATED)

Customize the promoted item ✕

Short Title

Social policy

Teaser

Every child deserves an equitable chance in life.

Content Category

Programme ▼

Multimedia teaser

Remove

Save   Reset to original   Cancel

Add customization **Edit customization**	Optional, button. The button state changes depending on whether a tile has already been customized: If the tile currently has customizations applied to it, the button icon changes to "Edit custom tile and teaser", but its functionality remains the same.	Clicking the button launches the "Customize the promoted item" modal with the below options.
Customize the promoted item (modal) > **Short title**	Optional, free-form text field. 255 character limit. check whether this is intentional. makes for a long card. Initially pre-populated with original node's Short title, but can be customized.	Appears as the tile's title on the front-end. If field is left blank or its contents deleted, the front-end will display node's original Short title.
Customize the promoted item (modal) > **Teaser**	Optional, free-form text field. 156 character limit. check whether this is intentional. makes for a long card. Initially pre-populated with original node's Teaser (if available), but can be customized.	Appears as the tile's Teaser text on the front-end. If field is left blank or its contents deleted, the front-end will display node's original Teaser (if available).
Customize the promoted item (modal) > **Content category**	Optional. Dropdown filter containing all CMS content categories. Dropdown defaults to the item's current content category	The content category that is applied to the item controls the following front-end elements of the tile: Content category label, content category icon, CTA on the tile (only if the tile references a page on the same site. Otherwise, the CTA will refer to the federated site where the content is hosted)
Customize the promoted item (modal) > **Multimedia teaser**	Optional. The modal UI varies depending on the node's current content. <u>State 1:</u> If the node has no teaser image (such as a hero), then the **Multimedia teaser UI appears**, with which CMS user can browse and select media (same UI as standard Media entity browser add link) <u>State 2:</u> If the node has a teaser image, then a preview of the image appears. A "Remove" button appears alongside it, with which the image can be cleared and the UI reverted to State 1.	Appears as the tile's Thumbnail image on the front-end.

Customize the promoted item (modal) > **Reset to original**	Button	Clicking the button resets the tile's title/teaser/image to that of the original node.

3.5.2.9.5.6   Examples

Desktop

The "More to explore" title is mandatory. The tiles seen here may either be auto-populated or manually promoted.
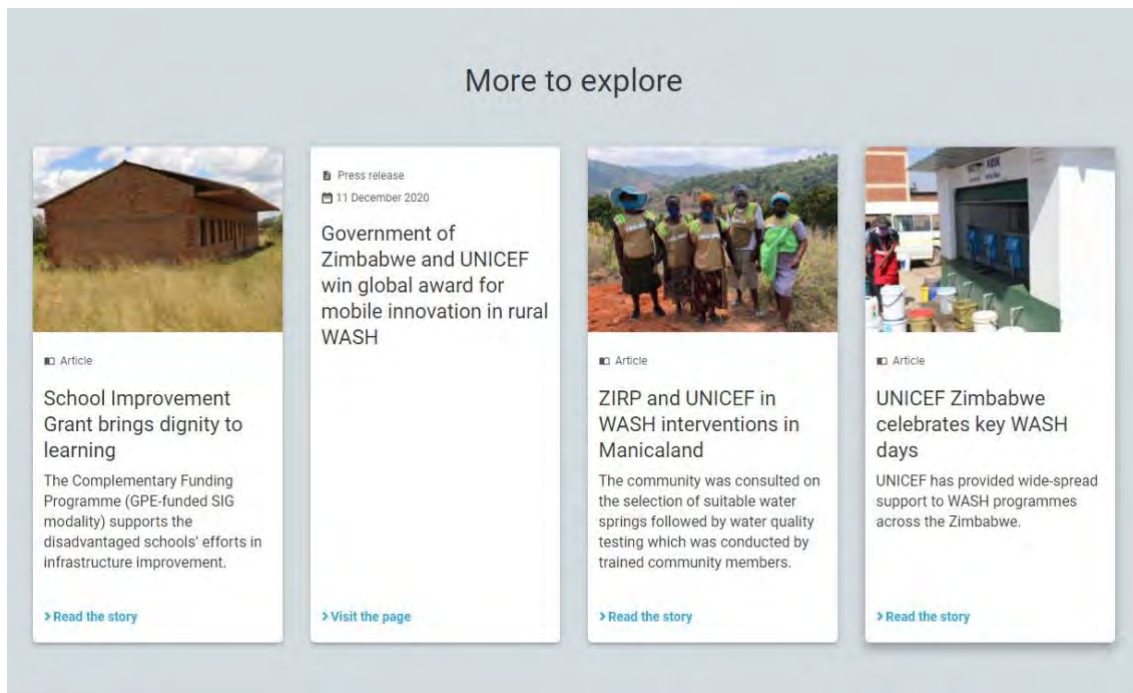
Mobile

On mobile, the tiles are stacked on top of each other. Tiles without images are rendered less high.

3.5.2.9.5.7   Design files

This content block has the width of four tiles (i.e. the width of a four-column block or of a title card). Up to four tiles can be displayed.

https://projects.invisionapp.com/d/main#/console/16741910/368647933/preview

3.5.2.9.5.8   Backlog

3.5.2.9.5.9   User story

https://unicef.visualstudio.com/unicef.org/_workitems/edit/25110

https://unicef.visualstudio.com/unicef.org/_workitems/edit/99223

3.5.2.9.6   Curated content

This content block displays up to four curated page link tiles at the bottom of a page.

- [Purpose & Rationale](#)

- [User requirements](#)

- [Permissions](#)

- [Availability](#)

- [Logic & specifications](#)

- [Examples](#)

3.5.2.9.6.1   Purpose & Rationale

Like the [Related content](#) block, the purpose of the Curated content block is to steer site visitors to pages that are topically related. This aids content discovery and encourages a "forward" user flow through the site, i.e. users can click through to additional relevant content without having to first click backward to an index page such as a Landing page or homepage to find such content.

The main difference compared to the Related content block is that the Curated content block:

- Is optional.

- Has the option to edit or omit the title.

- Displays only manually curated tiles. If none are specified, then the area appears empty.

3.5.2.9.6.2   User requirements

Front-end

- End user can see up to four formatted links at the bottom of the page, pointing to related content. Each link is accompanied by metadata about the destination page.

- When clicking on one of the links, end user is taken to the corresponding destination page.

Back-end

- CMS user can choose whether to include this content block. It is optional.

- CMS user can customize the title of the content block.

- CMS user can curate the content, adding up to four items.

3.5.2.9.6.3   Permissions

Please refer to [Page component permissions](#).

3.5.2.9.6.4   Availability

Available on all site profiles. Please refer to [Components x templates overview](#).

3.5.2.9.6.5   Logic & specifications

There is no default auto-populated content. At least one tile must be specified.

	Input	Output
Label	Optional, free-form text field. 255 character limit.	Appears centered, pre-formatted as the title of the content area. No custom formatting available.
Content	• Standard [[Autosuggest link field|Autosuggest link field]] UI. Must add at least one item. Up to four may be added. • Any restrictions on what can be added?	• Items will appear only if they satisfy the following criteria: Published node, anything else? • The items will appear left to right in the order in which they are arranged in the back-end UI. (When viewed on mobile, the tiles appear stacked on top of one another, not left-to-right.) • If fewer than four itemss have been specified, the remaining tile spaces will be left empty. •

3.5.2.9.6.6   Examples

In this example of a curated content block, the title has been customized and only 2 links have been curated. The remaining available tile spaces have been left empty.

In this example, the title has been omitted.

3.5.3 Sub-components and elements

- Call-out text block
- Blocks to wrap around
- Tiles (Cards) & Lists
- Table
- Buttons styles
- Background colors
- Hyperlinks
- Tag block
- Document download block
- Read time (Page reading time)
- Press boilerplate

3.5.3.1   Call-out text block

Specially styled text block that can be inset in other content blocks.

- Purpose & rationale

- [User requirements](#)

- [Permissions](#)

- [Availability](#)

- [Logic & specifications](#)

3.5.3.1.1 Purpose & rationale

As a colorful sub-component within a parent content block, the Call-out text block is used to complement the main content within the parent block. For example, it can be used to highlight excerpts or auxiliary information.

3.5.3.1.2 User requirements

- CMS user can specify color formatting of the sub-component

- CMS user can specify text content

- CMS user can specify text formatting

3.5.3.1.3 Permissions

Any user with access to parent components (see Availability).

3.5.3.1.4 Availability

Available as within the following parent components:

- Text block

- Two-column 25% x 75% (25% column only)

- Two-column 75% x 25% (25% column only)

3.5.3.1.5 Logic & specifications

Dimensions logic
- The width of the block is dictated by the respective parent component specs
- The height of the block varies based on the amount of text contined within

	Input	Output
Color*	Mandatory dropdown menu with the following options: • Accent (Action) • Accent (Alert) • Primary • Secondary	Standard color formatting is applied to the Call-out text block based on the corresponding color values specified in the site's color theme

Text*	Mandatory. Uses limited Text Editor UI with only the following options: • Normal • Bold • Hyperlink No character limit	Selected text formatting is applied in conjunction with the color formatting (see above)

3.5.3.2 Blocks to wrap around

This is an optional sub-component in text blocks which allows insetting content around which the text will flow.

- [Purpose & rationale](#)
- [User requirements](#)
- [Permissions](#)
- [Availability](#)
- [Logic & specifications](#)
  - [Add a block to wrap text around](#)
  - [Configure the content of the block to wrap text around](#)
    - [Call Out Text Block](#)
    - [Block quote](#)
    - [Media block](#)
  - [Specify the alignment and relative width of the wrap-around block to its parent text block](#)

3.5.3.2.1 Purpose & rationale

Create a visual relationship between a text block and an auxiliary piece of content such as a call-out text block, image, or quote.

3.5.3.2.2 User requirements

Back-end

- CMS user can add an inset block to wrap text around
- CMS user can configure the content of the block to wrap text around
- CMS user can specify the alignment and relative width of the wrap-around block to its parent text block

3.5.3.2.3 Permissions

Same as Text block permissions. Please refer to [Page component permissions](#).

3.5.3.2.4 Availability

Available on all site profiles. Please refer to [Templates & Content Blocks](#).

3.5.3.2.5 Logic & specifications

Within a text block, CMS user can add a wrap-around content block, configure its content, and align the block relative to the parent text block.

3.5.3.2.5.1   Add a block to wrap text around

- One of several types of wrap-around blocks may be added to a parent component.
- A maximum of one wrap-around block may be added to a parent component.

	Input	Output
Blocks	Dropdown menu with the following options: • Add Call out text Block • Add Block Quote • Add Media block	Selecting one of the options, opens the respective UI for configuring the content of the wrap-around block

3.5.3.2.5.2   Configure the content of the block to wrap text around
Each type of wrap-around block can be configured along different parameters

3.5.3.2.5.2.1   Call Out Text Block
See Call-out text block

3.5.3.2.5.2.2   Block quote
See Block quote text editor UI.

3.5.3.2.5.2.3   Media block
See Media browser UI.

3.5.3.2.5.3   Specify the alignment and relative width of the wrap-around block to its parent text block

	Input	Output
Wrap alignment	Should be mandatory, since "None" option results in broken layout? Dropdown menu with the following options: • Top Right 25% 75% • Top Right 75% 25% • Top Left 25% 75% • Top Left 75% 25%	<u>Desktop:</u> Depending on settings, wrap-around block • Aligns to top/bottom left/right quadrants of parent content block • Has smaller or larger width relative to parent content block <u>Tablet and Mobile:</u> • A modified layout logic is applied when viewing on Tablet or Mobile. Please refer to Design model

3.5.3.3   Tiles (Cards) & Lists

- <u>Tile & list item architecture</u>
- <u>Availability</u>
- <u>Logic & specifications</u>
  - o <u>Structure</u>
    - <u>Tiles</u>
    - <u>Lists</u>
      - <u>Mosaic LIST: Full view</u>
      - <u>Mosaic LIST: Simple view</u>
      - <u>Mosaic LIST: Compact view + Tagged search results</u>
      - <u>Site search+ In-page search</u>
      - <u>Federated search</u>
    - <u>Tile content logic</u>
  - o <u>Formats & Layouts</u>
    - <u>Regular vs. feature tiles</u>
    - <u>With vs. without teaser media</u>
    - <u>With teaser media</u>
    - <u>Without teaser media</u>
  - o <u>Background color options</u>
    - <u>Teaser media tile styles (Enhanced tiles)</u>
    - <u>Bouncers</u>

Update specs with Igor's updated details

TILES

<u>https://unicef.sharepoint.com/:w:/r/sites/DigitalGovernanceWorkplan2017/_layouts/15/Doc.aspx
?sourcedoc=%7BC7CFFF9B-176F-46A2-9009-
31DED850F3BB%7D&file=Tiles%20specs%20field%20sourcing.docx&action=default&mobilere
direct=true&isSPOFile=1</u>

LISTS

<u>https://unicef.sharepoint.com/:w:/r/sites/DigitalGovernanceWorkplan2017/_layouts/15/Doc.aspx
?sourcedoc=%7B26FDA327-E2F8-41D6-8D5C-
886D9DC44F37%7D&file=Lists%20specs%20field%20sourcing.docx&action=default&mobilere
direct=true&isSPOFile=1</u>

3.5.3.3.1   Tile & list item architecture

3.5.3.3.2   Availability
Tiles

<u>Automatic mosaic</u>

<u>Curated mosaic</u>

<u>In-page search</u>

<u>Related content area</u>

List items

[Automatic mosaic](#)

[Curated mosaic](#)

[In-page search](#)

[Search](#) (Site search + Federated search)

[Tagged search (Topics pages)](#)

3.5.3.3.3 Logic & specifications

3.5.3.3.3.1 Structure

3.5.3.3.3.1.1 Tiles

	Article	Blog	Document	Feature Page	Landing Page	Multipurpose Page	Campaign	Photo Essay	Press Release	Programme Page	Programme Landing Page	Publication	Bouncer
Thumbnail media **Mosaics and Related content only**	x	x	x	x*	x*	x	x	x*	x	x	x	x	x
Content category / icon	x*	x*	x*	x*	x*	x*	x*	x*	x*	x*	x*	x*	x*
Authoring date									x*				
Short title	x*	x*	x* **Short title if available, otherwise Title***	x*	x*	x*	x*	x*	**Title***	x*	x*	x*	x*
Teaser	x	x	x*	x*	x*	x*	x	x*		x*	x*	x*	x*

CTA link	Read the story	Read the story	Get the document	Visit the page	Visit the page	Visit the page	Get the details	See the story	Visit the page	Explore our work	Explore our work	See the full report	Visit the site
Mosaics and Related content only													

3.5.3.3.3.1.2   Lists

3.5.3.3.3.1.2.1   Mosaic LIST: Full view
[Example on Training site](#)

	Article	Document	Emergency Page	Feature Page	Landing Page	Multipurpose page	Photo Essay	Press Release	Programme Page	Programme Landing Page	Publication	Bouncer
Thumbnail	x	x	x	x*	x*	x	x*	x	x	x	x	x	x
Content category	x	x	x	x	x	x	x	x	x	x	x	x	x
Short title	x	x	x	x	x	x	x	x Title	x	x	x	x	x
Teaser	x	x	x	x	x	x	x	x	x	x	x	x	x
Download button(s)		x										x	
Authoring date	x	x	x	x	x	x	x	x	x	x	x	x	x

3.5.3.3.3.1.2.2   Mosaic LIST: Simple view

	Article	Document	Emergency Page	Feature Page	Landing Page	Multipurpose page	Photo Essay	Press Release	Programme Page	Programme Landing Page	Publication	Bouncer
Content	x	x	x	x	x	x	x	x	x	x	x	x

categ ory												
Short title	x	x	x	x	x	x	x	x Title	x	x	x	x
Downl oad button (s)		x										x

3.5.3.3.3.1.2.3   Mosaic LIST: Compact view + Tagged search results

	Arti cle	**Docu ment**	**Emerg ency Page**	**Feat ure Pag e**	**Land ing Page**	**Multipu rpose page**	**Ph oto Ess ay**	**Pres s Rele ase**	**Progra mme Page**	**Progra mme Landin g Page**	**Public ation**	**Boun cer**
Thum bnail	x	x	x	n/a	x*	x	x*	x	x	x	x	n/a
Conte nt catego ry	x	x	x	n/a	x	x	x	x	x	x	x	n/a
Short title	x	x	x	n/a	x	x	x	x Title	x	x	x	n/a
Teaser	x	x	x	n/a	x	x	x	x Subt itle	x	x	x	n/a
Downl oad button (s)		x		n/a							x	n/a

3.5.3.3.3.1.2.4   Site search+ In-page search

	Arti cle	**Docu ment**	**Emerg ency Page**	**Feat ure Pag e**	**Land ing Pag e**	**Multipu rpose page**	**Ph oto Ess ay**	**Pres s Rele ase**	**Progra mme Page**	**Progra mme Landin g Page**	**Public ation**	**Bou ncer**
Thumbnail	x	x	x	x*	x*	x	x*	x	x	x	x	x
Content category	x	x	x	x	x	x	x	x	x	x	x	x
Title	x	x	x	x	x	x	x	x	x	x	x	x Shor t title
URL	x	x	x	x	x	x	x	x	x	x	x	x
Page text excerpt	x	x	x	x	x	x	x	x	x	x	x	x Teas er

Authoring date	x	x	x	x	x	x	x	x	x	x	x	x

3.5.3.3.3.1.2.5 Federated search

Identical to Site search except that the Title and link are swapped, and the link is styled as "View on [Site name]" instead of a URL.

	Article	**Document**	**Emergency Page**	**Feature Page**	**Landing Page**	**Multipurpose page**	**Photo Essay**	**Press Release**	**Programme Page**	**Programme Landing Page**	**Publication**	**Bouncer** Should the documentation say "n/a"? Currently Federated search includes Bouncers, but I am unclear onwhether this is as designed
Thumbnail	x	x	x	x*	x*	x	x*	x	x	x	x	x
Content category	x	x	x	x	x	x	x	x	x	x	x	x
View on [site name]	x	x	x	x	x	x	x	x	x	x	x	x
Title	x	x	x	x	x	x	x	x	x	x	x	x Short title
Page text excerpt	x	x	x	x	x	x	x	x	x	x	x	x Teaser
Authoring date	x	x	x	x	x	x	x	x	x	x	x	x

3.5.3.3.3.1.3 Tile content logic

	Default source	**Display logic**	**Customizable**
Thumbnail media	Hero/Feature media of source page or Generic social media image (see Display logic)	Displayed by default, if Hero/Feature media is configured on the target page. If no Hero/Feature media is configured on the target page, regular tiles display no image, and feature tiles display the site's Generic social media image .	Yes. Can be removed or replaced locally in components that use the tile

	Default source	**Display logic**	**Customizable**
Content category	Default category applied based on template of source page Consider changing logic so that it follows the content category, not the page template	Mandatory	Yes. Can be customized locally in components that use the tile
(Short) title	Short title of source page Exceptions: **Document**: If no Short title is available, Title is displayed instead **Press release**: Title is displayed because template has no Short title	Mandatory	Yes. Can be customized locally in components that use the tile
Teaser	Teaser text of source page	Mandatory Exception: **Press release**s have no Teaser	Yes. Can be customized locally in components that use the tile
CTA	Automatically generated based on template of source page Consider changing logic so that it follows the content category, not the page template	Mandatory	No.

3.5.3.3.3.2   Formats & Layouts

3.5.3.3.3.2.1   Regular vs. feature tiles

Two basic tile formats exist. For design specs, please refer to the design model.

Regular tile

- Four can fit in a row
- Available in Mosaics, Related content, Curated content

Feature card

- Same height, but has the width of three standard tiles
- Available as the first tile in Mosaics, but only in certain Mosaic display modes.
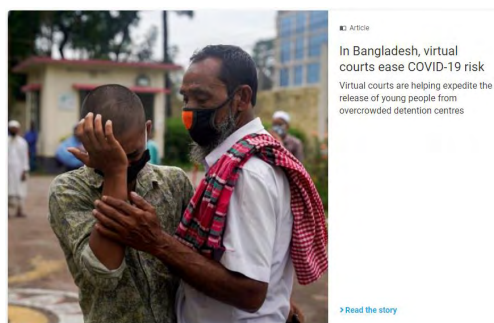
3.5.3.3.3.2.2 With vs. without teaser media

3.5.3.3.3.2.3 With teaser media

3.5.3.3.3.2.3.1 Regular tile when hero/feature image is present on source page

3.5.3.3.3.2.3.2 Feature card when hero/feature image is present on source page

3.5.3.3.3.2.4 Without teaser media

3.5.3.3.3.2.4.1 Regular tile when no hero/feature image is present on source page

3.5.3.3.3.2.4.2   Feature card when no hero/feature image is present on source page. The generic default image of the local site is substituted.

3.5.3.3.3.3   Background color options

3.5.3.3.3.3.1   Teaser media tile styles (Enhanced tiles)
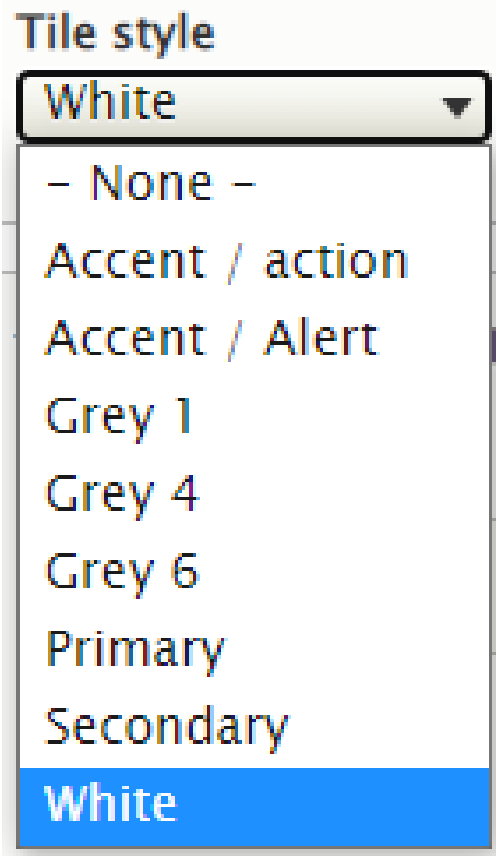
3.5.3.3.3.3.2   Bouncers

- The default color of all tiles is white.

- If the destination node is a Bouncer, then alternative tile colors can be specified from within the Bouncer.
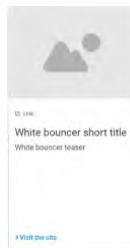
3.5.3.3.3.3.2.1   White (default, all tiles)
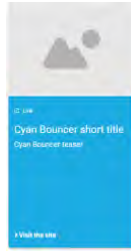
3.5.3.3.3.3.2.2   Cyan (available through Bouncers only)

3.5.3.3.3.3.2.3   Secondary blue (available through Bouncers only)

3.5.3.3.4   Teaser media / Thumbnail media
Thumbnail media displayed in tiles or list items.

- Purpose & rationale
- Logic & specifications
    - Configuration options
    - Design specs

3.5.3.3.4.1   Purpose & rationale
Where page links appear formatted as Tiles (Cards) & Lists or List items, teaser media thumbnails aid with page identification and attract interest in a page.

3.5.3.3.4.2   Logic & specifications

Thumbnail images are automatically sourced from various locations, depending on availability. See the cascading logic below.

Thumbnail appears in	Sourced by availability in the order of
Mosaic list item, Mosaic small tile, Related content tile	In-component customization > Teaser media in referenced page > Hero / Feature / Featured media > Default (No media)
Mosaic feature tile	In-component customization > Teaser media in referenced page > Hero / Feature / Featured media > Default (Generic social media image)
Search and In-page search list item	Teaser media in referenced page > Hero / Feature / Featured media > Default (No media)

Issues that can cause broken thumbnail images
From Jose:
Thumbnail images are created the first time they are displayed. Usually this happens when the content author is adding/checking the content, and the creation is transparent.

However, if changes to the UI require recreation of thumbnails, and if a page is to display several thumbnails, and if the server is under high pressure (as during a deployment), then the creation of images might fail, as the server can't assign enough resources (memory, processor, time) to generate the images.
Retrying when the server is less loaded should fix the issue, as, at that moment, the server will be capable to generate the image.

3.5.3.3.4.2.1   Configuration options
See Customizing tiles & list items

3.5.3.3.4.2.2   Design specs
Cropping, zooming, animation etc See design model:
https://www.figma.com/files/project/27568827/Design-System-⬡▨◇?fuid=1204472121428918489

R51 release notes:

The display logic for B-roll and GIFs in mosaic tiles and lists have been implemented as follows:

- Desktop breakpoint:
  - Mosaic - tiles (large tile): B-roll and audio with B-roll in the background: video plays automatically. Animated GIF plays automatically.

  - Mosaic - tiles (regular-sized tile): B-roll and audio with B-roll background video plays on mouse hover. Animated GIF plays automatically / check if auto-looping can be prevented.

  - Mosaic lists (full view, simple view, and compact view): B-roll and B-roll and audio with B-roll background video plays on mouse hover in the list thumbnails. Animated GIF plays automatically / check if auto-looping can be prevented.

- Tablet and mobile breakpoint:
  - Mosaic - tiles (large tile and regular-sized tile): B-roll and audio with B-roll background play automatically. Animated GIF plays automatically.

  - Mosaic lists (full view, simple view, and compact view): B-roll and audio with B-roll background play automatically. Animated GIF plays automatically.

3.5.3.4   Table
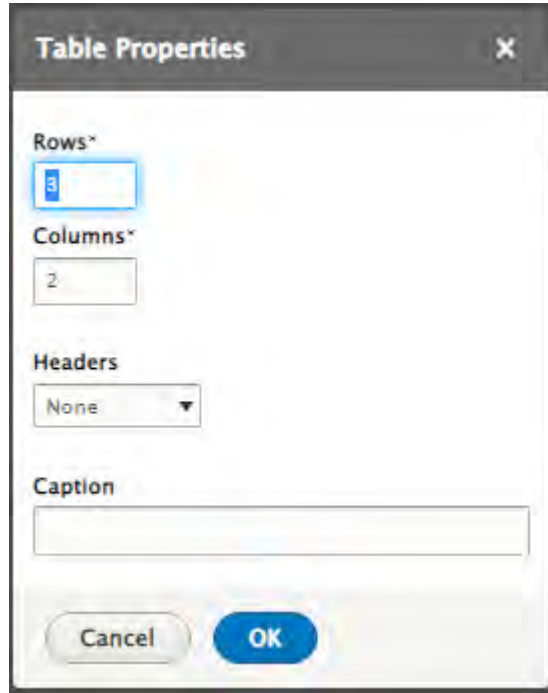
3.5.3.5   Buttons styles
IN PROGRESS

3.5.3.5.1   Purpose & rationale
Buttons function as an important navigational element through a site. Different buttons may be given different styles to reflect their hierarchical importance vis-a-vis other content on the page or the site. For example a brightly-colored button may be used to draw attention to the most important action you want site visitors to take, e.g. Donate, Buy now, etc. When several buttons are present, each directing to a different topic of equal importance, then it makes sense to give them identical buttons styles.

The CMS makes a range of built-in buttons styles available. While the buttons can be positioned quite flexibly in a layout, and be programmed in various ways, the styles themselves are not customizable. The button colors conform to the site's color theme, to ensure visual consistency.

3.5.3.5.2   Permissions
Any user who can add a button can also select its style.

Only Site Administrators can customize button colors. This is achieved by modifying a site's overall color theme.

3.5.3.5.3   Availability
Anywhere that buttons can be added, the same pre-configured button styles can be selected. Note that this applies only to buttons in a page's content area, not buttons in the site header, footer or main navigation.

3.5.3.5.4   Styles
The following button styles are available. The Donate and Emergency button colors are the same regardless of a site's color theme. Colors of the other buttons may be adjusted by modifying the site's color theme.

To compare the different available styles in a live site, click here. You may need to submit the following login credentials: CMSPlatform / GuardUsage
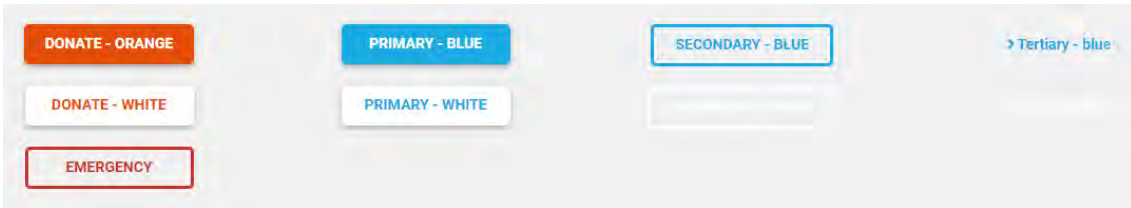
3.5.3.6   Background colors

Background colors exist to visually demarcate different sections of a page for clarity or to create visual contrast (for legibility or to draw attention).

- Default logic

- Configuration options

    o Site-level configuration

    o Section-level configuration

    o Content block-level configuration

Default logic
- Different page areas can have different background colors
- The default background color is **white,** with the following page areas hardcoded **gray**:
    o Related topics area
    o Related content area
    o Document download block
- Sections can be white or gray. See Section.
- Content blocks inherit the background color of the section they are in. Exception: The background color is configurable for some content blocks.

3.5.3.6.1   Configuration options

Background colors can be configured at different levels.

3.5.3.6.1.1   Site-level configuration
See Color theme

3.5.3.6.1.2   Section-level configuration
See Section

3.5.3.6.1.3   Content block-level configuration
Only some components have configurable background colors. The available background color options vary by component. The hex values for each color option are configured at the site level (see Color theme)

	Standard banner	Media banner	Call-to-action block	Collage block
None				x (default option) **Inherits section background color or preceding collage block color, see Collage block**
Accent: Action	x	x	x	x

	Standard banner	Media banner	Call-to-action block	Collage block
Accent: Alert	x	x	x	x
Black		x		
Grey - Dark	x	x		
Grey - Light	x	x	x	x
Grey - Medium Dark	x	x	x	x
Grey - Standard	x	x		
Primary	x (default option)	x (default option)	x (default option)	x
Secondary	x	x	x	x
White	x	x	x	x

3.5.3.7 Hyperlinks
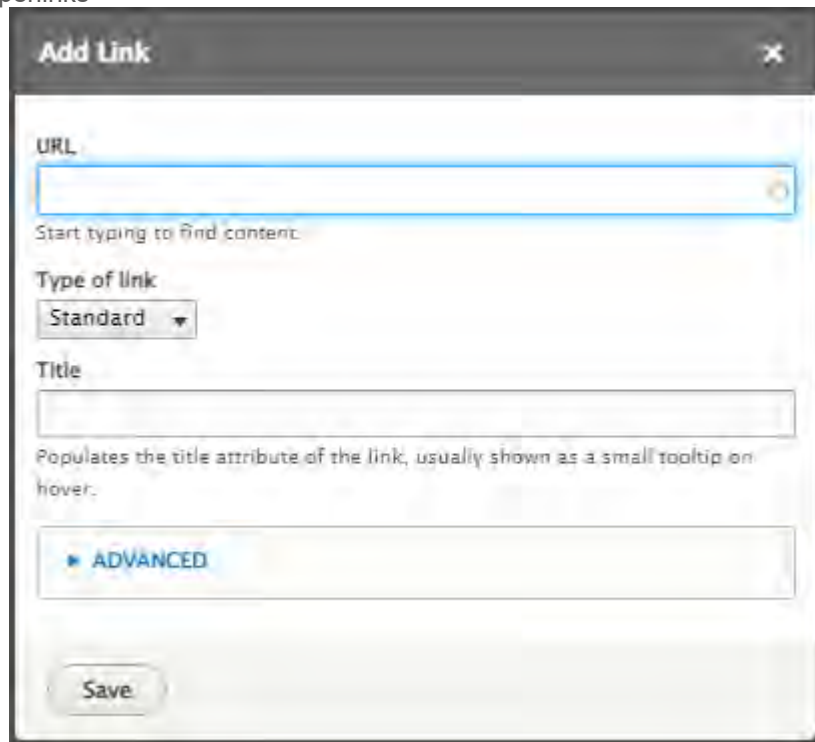
Figure 2 OLD

Figure 3 NEW - default

Figure 4 NEW - after typing into auto-suggest dropdown field

Auto-suggested content is grouped first by type of node, then alphabetically. Priority order within type of node is inconsistent depending on what is entered into the auto-suggest field. Would be good to understand logic.

Figure 5 NEW: Options when clicking on existing Hyperlink (Edit/Remove)

3.5.3.8   Tag block

A kind of tag cloud available on the following components:

- [Related topics area](#)

- [List items](#)

- Blog categories area of the [Blog post](#) template

confirm availability and clickability and add detail in corresponding sections.

3.5.3.9   Document download block

Auto-generated page element with download links for available Document media.

- [Availability](#)

- [Permissions](#)

- [Logic & specifications](#)

    o [Default logic](#)

        ▪ [Block](#)

        ▪ [Block title](#)

        ▪ [Download links](#)

    o [Configuration options](#)

3.5.3.9.1   Availability

Available in Document template and Publication template (in the Document content area and Publication content area, respectively)

3.5.3.9.2   Permissions

No special permissions (access is governed by relevant template/media permissions)

3.5.3.9.3   Logic & specifications

Default logic
Block
- This is not an optional block, but a fixed feature of certain templates.
- Block width is fixed (long labels get line-wrapped), height adjusts dynamically to accommodate content

Block title
Hard-coded
Download links
- **Link label** is dynamically generated from the Document label field on the backend
- **File type** is dynamically generated from document file extension (Allowable file types: Any "Document" file types, see [Media types](#))
- **File size** is dynamically generated from document file size. If file size has a decimal fraction, it is rounded to the nearest whole number. Fractions below .5 are rounded down to the nearest whole number. Fractions equal to or above .5 are rounded up to the nearest whole number. For example:
    o 346.31 KB - round down to 346 KB
    o 1.50 MB - round up to 2 MB
    o 1.49 MB - round down to 1 MB
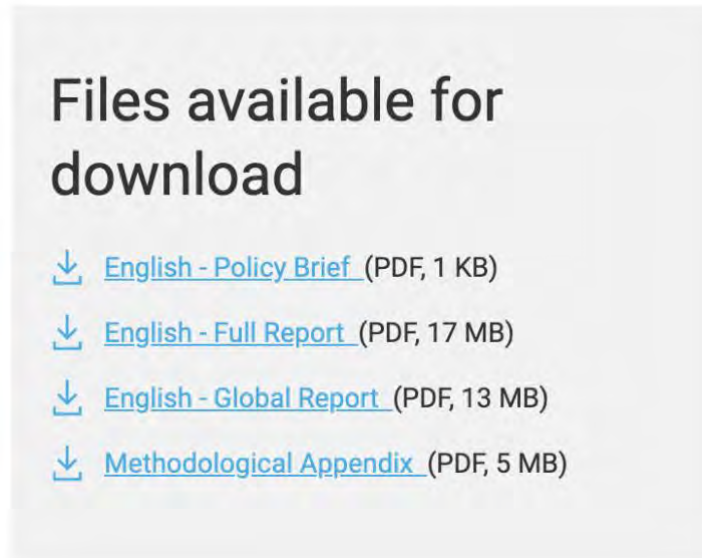
Figure 6 Example 1
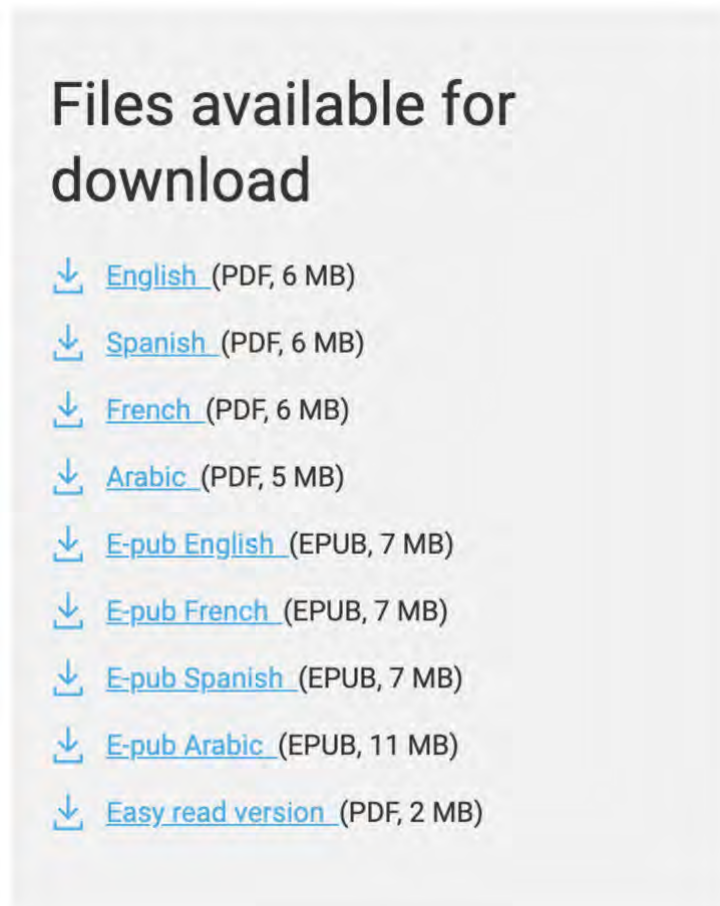
Figure 7 Example 2

3.5.3.9.3.1 Configuration options

CMS user can optionally display a zip download link which enables frontend users to download all documents as a zip bundle.

☑ Zip download
Make all documents available as a single ZIP download

	Input	Output
Zip download	Check box, unchecked by default This option is available and can be applied regardless of the number of files present (even if only a single file is present).	When box is checked, the frontend includes a zip download link that enables all documents to be downloaded as a bundle. All Documents in the page are included in the zip. It is not possible to selectively exclude documents or to generate multiple zip links with different document bundles.

Files available for download

⤓ English (PDF, 4 MB)

⤓ French (PDF, 2 MB)

⤓ Download all files (zip, 6 MB)
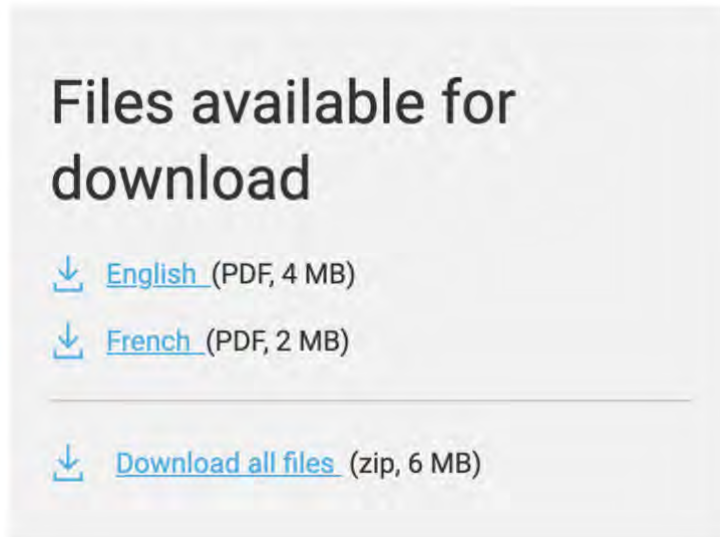
3.5.3.10 Read time (Page reading time)zPage element that automatically calculates and displays the estimated time needed for a page visitor to read the content on a page.

- Purpose & rationale

- Permissions

- Availability

- Logic & specifications
  - Default logic
    - Calculation
    - Variables definitions

- Configuration options
  - Site-wide configuration by template and language
  - Page-level configuration

3.5.3.10.1 Purpose & rationale

TBD

3.5.3.10.2 Permissions

For configuring at individual page level, see [Content permissions (page nodes)](#)

For configuring at site/template/language level, see [Site administration permissions](#)

3.5.3.10.3 Availability

Optionally available on certain templates, see [Template architecture](#)

3.5.3.10.4 Logic & specifications

Default logic
Calculation
Reading time is calculated based on the number of words on a page and the average reading speed expressed in words per minute (Reading time = Number of words on a page / words per minute).
Variables definitions
- **Words per minute** is a variable with a default value that is configurable per site, template, language and page. Newly added pages and page translations inherit the words-per-minute value from the Config settings.
- **Words on a page** count should be a sum of all words from text block components on a specific page, including:
    - section > text block
    - column block (all variants) > text block
    - Accordion > text block
    - Call to action block > Text
    - Collage > text block
    - Media block quote right > quote text
    - Media block quote left > quote text
    - Publication content area > highlights

- Some note on how word count is calculated for non-Latin script languages?

3.5.3.10.5 Configuration options

3.5.3.10.5.1 Site-wide configuration by template and language
/admin/config/unicefplatform/reading-time

For each template, reading time can be configured by language:

- **Enable/disable reading time** (check box)

    - If the box is checked, reading time will appear as a backend option in page edit forms of the corresponding template/language

- **Words per minute** (https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Free-form-text-field)

    - Default value is 238 (if no value is entered in the field, this value will be applied by default)

    - The words-per-minute value will be applied by default to newly created pages of the corresponding template/language, but may be overridden at the page level. Existing pages will not be affected by changed values.

3.5.3.10.5.2 Page-level configuration

This option will appear on the right side of a page edit form, if the feature is enabled in config.

- **Enable/disable reading time** (check box)

  o Checked by default. Can be overridden individually on different language versions of a page.

- **Words per minute**

  o On new pages and page translations the default value is inherited directly from the config settings (translations **don't** inherit reading time settings from the original language). The default value can be overridden individually on different language versions of a page.

Note on how existing page-level settings are affected by subsequent changes in site-level config: If the feature gets disabled at the site level, it will no longer appear in the page edit form, however, any custom settings applied at the page level will be preserved. Once the feature is re-enabled at the site level, the preserved page-level settings will reappear in the page edit form.

3.5.3.11   Press boilerplate
TBD

3.5.4   Page settings

Links to details on the features listed here https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/124649509/Templates+Content+Blocks#Additional-page-settings-%E2%80%93-Shown-below-is-actual-(R40).--Need-to-confirm-expected.

3.6   Non-page templates

- Inspiration gallery item
- Media contact
- Emergency alert

3.6.1   Inspiration gallery item

This new CMS feature displays a gallery of best-in-class UNICEF storytelling examples paired with associated usage guides. The Inspiration Gallery leverages the Copy Content feature already available in the system allowing content creators to duplicate a selected layout and replace the content with their own.

Structured templates for storytelling and a live playbook of curated best practices were among the most important and potentially impactful new features identified in our stakeholder workgroup. The Inspiration Gallery combines these elements into a central hub of best-in-class layout examples for content creators to easily copy and build on. We recommend showcasing 2-4 layouts from the Campaign, Photo Essay, and Article Page templates. Each option should include a description of the layout's intended purpose and guidelines for taking full advantage of the storytelling structure and page features.

3.6.1.1   Availability
Inspiration gallery tab can be **viewed** on **all sites**

Inspiration gallery items should be **added, edited and deleted** on the **Training site only**

Inspiration gallery content must be created on the Training site only. From there it will get propagated to all other sites. If inspiration gallery content is created elsewhere, it may not be properly editable there and won't be propagated.

R49 may programmatically remove ability to add/edit/delete inspo gallery items on sites other than Training, to avoid mishaps

3.6.1.2   Permissions
Inspiration gallery manager role

3.6.1.3   Logic & specifications

3.6.2 Media contact

3.6.3 Emergency alert

4 Media

- Permissions [Media asset permissions](#)
- Allowable file types and size limits by media type [Media types](#)
- Cropping an image asset [croping.docx](#)
- Frontend resolution of components using image [Media specifications](#) add Yang's doc (still cannot access it)
- Media type availability by component [Media entity browser & media settings](#)
- Management via Media tab [Media assets tab (/admin/content/media)](#)
- Management via Entity browser [Media entity browser & media settings](#)
- Orphan assets [Orphan media asset management](#)

4.1 Media types

Media types provide a framework for uploading files to the CMS to create media nodes, similar to how templates provide a framework for uploading page content to create page nodes. When creating media nodes, this is done by associating the uploaded file with one of the available Media types in the CMS. The Media type dictates how the file can be used in page templates.

The following file types can be uploaded in the CMS to create the associated Media types. During upload, some file types are converted to other formats to optimize compression, see [Automatic conversion of image assets to webp format](#).

For media-related permissions, please refer to [Media asset permissions](#).

Media type	File type	Maximum upload size (MB)	Size constraints (px, inch)
Document	epub	25MB	
Document	brf	25MB	
Document	pdf	25MB	
Document	pptx	25MB	
Document	xlsx	25MB	
Document	docx	25MB	
Document	csv	25MB	
Document	txt	25MB	
Image (group content icon, programme focus area icon)	svg	15MB	
Image (Image, document cover image, publication cover image)	jpg / jpeg	15MB	
Image (Image, document cover image, publication cover image)	png	15MB	
Image (Image, document cover image, publication cover image)	gif	15MB	

Media type	File type	Maximum upload size (MB)	Size constraints (px, inch)
b-roll video	mp4	10MB	
Audio	mp3	15MB	
Audio	aac	15MB	
Audio	wav	15MB	

4.2 Webp format conversion of some image files

Some file formats are automatically converted to webp format when uploaded to the CMS.

4.2.1 Purpose & rationale

Webp format is able to achieve higher compression than other raster file formats, in most cases without significant image degradation. This saves server space and reduces image load times, creating a better user experience especially in low-bandwidth scenarios. Additionally, shorter load times can help boost SEO by improving a a site's speed score in Google search.

4.2.2 Availability

As of R48, JPG and PNG images rendered in the following components in the frontend will be converted to webp:

- Standard hero image (article, photo essay, multipurpose page, programe, programme landing page); standard and advanced layout
- Landing hero image (landing page)
- Featured hero image (press release)
- Media banner
- Standard banner
- Standard banner with transparency
- Media block (full width, large, medium)
- Media block 50x50
- Media block, quote left
- Media block, quote right
- Collage block, background media
- Collage block, foreground media
- Accordion item image
- Accordion item block media
- Column block 50x50
- Column block 75x25
- Column block 25x75
- Three-column block
- Four-column block

- Image gallery

- Media collection

- Call to action block background image

- Text block wrap

4.2.3 Logic & specifications

As of R48, when CMS users upload JPG or PNG files to the media library to create *Image* type media, the assets are automatically converted to webp format.

Is there fall-back logic for browsers that don't support webp?

4.3 Media browser

Finish this once new UI is implemented

Where media assets can be inserted on a page, CMS users can use the media entity browser to specify which media assets to insert, and can specify display and interaction settings where applicable.

- Architectural variations
    - In title content & teaser area
    - In page components / subcomponents
- Placing media on a page
    - Add from Library (LIBRARY tab)
    - Upload from local hard drive (UPLOAD tab)
    - Embed video link (CREATE EMBED tab)
    - Embed audio track (AUDIO EMBED tab)
- Configuring media options

4.3.1 Architectural variations

Depending on context, a media browser offers different options for media types and display settings. Here is an overview.

4.3.1.1 In title content & teaser area

	Image	Video	B-Roll	Audio	Document cover image	Publication cover image	Display mode	Caption (show/hide)	Caption override (custom caption)	Credit (show/hide)	Link	Open in new window	Do not display an image in a page full view
Hero media (formerly multimedia teaser) -	x		x	x				?	x (Blog post only)				

STANDARD LAYOUT **Applies to Standard hero, Landing hero, Photo essay hero**													
Hero media (formerly multimedia teaser) – ADVANCED LAYOUT **Applies to Standard hero, Landing hero, Photo essay hero**	x		x										
Feature media - Media banner (in Feature template) **Applies to**	x												

standard banner and media banner													
Featured media (in Press release)	x	x											x
Teaser media (for tile/list thumbnails)	x		x										

4.3.1.2   In page components / subcomponents

	Image	**Video**	**B-Roll**	**Audio**	**Document cover image**	**Publication cover image**	**Display mode**	**Caption (show/hide)**	**Caption override (custom caption)**	**Credit (show/hide)**	**Link**	**Open in new window**	**Do not display an image in a page full view**
Wrap-around media block	x	x		x					x		x		
Audio background media	x		x								x		
Standard banner	x												
Media banner	x		x (R49)										
Media block	x	x		x			x	x	x	x			
Media block 50/50	x	x		x				x	x	x	x	x	

Media block with quote	x	x		x				x	x	x			
Two column block 25/75 and 75/25	x	x		x					x		x	x	
Three-column block	x	x		x							x	x	
Four-column block	x	x		x							x	x	
Accordi on item title media	x												
Accordi on item block with media referenc e	x	x		x				x	x	x	x	x	
Image gallery image	x												
CTA block backgro und image	x												
Collage backgro und media	x		x										
Collage foregro und media	x	x		x									
Docume nt cover				x									
Publicat ion cover					x								
Multime dia	x	x						x					

widget (in Press release)										
Media collection	x	x				x	x			

4.3.2 Placing media on a page

Media can be inserted in a content block using one of several tabs available within the media entity browser:

4.3.2.1   Add from Library (LIBRARY tab)
CMS user can:

- Browse the library of existing available assets

- See each asset's thumbnail image displayed along with descriptor text

- Search the library by media asset keyword or ID

- Filter the library by media content type

- Place a media asset from the library on the page
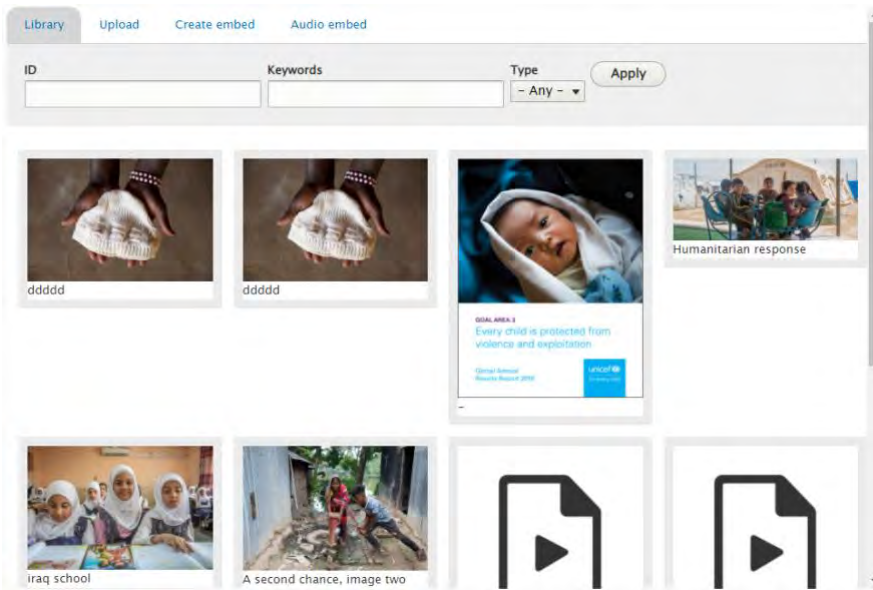
Default logic
Need to clarify default display order and max. count on initial load and with subsequent "Load more" clicks
- Asset availability within an entity browser varies depending on the content block and user permissions. CMS user can see only assets that CMS user can use in the current content block.
- Each media asset is displayed as a static thumbnail with descriptor text Some are displayed as icons. check logic for each media asset

	Input	Output
ID	Optional free-form search field, max. character count 128	Searches media library for matching media node ID

	Input	Output
Keywords	Optional free-form search field, max. character count 128	Searches media library for asset Names that contain the keyword
Type	Optional dropdown menu Options vary by content block, see overview.	Filters media library results by type of media
Load more	Button	Logic needs clarification
Place	Button	Inserts the media asset(s) in the content block Need to clarify ability to select one vs. multiple (Image gallery)

4.3.2.2   Upload from local hard drive (UPLOAD tab)

CMS user can:

- Upload media asset files from local hard drive

- Specify media asset metadata

- Place uploaded media asset on the page
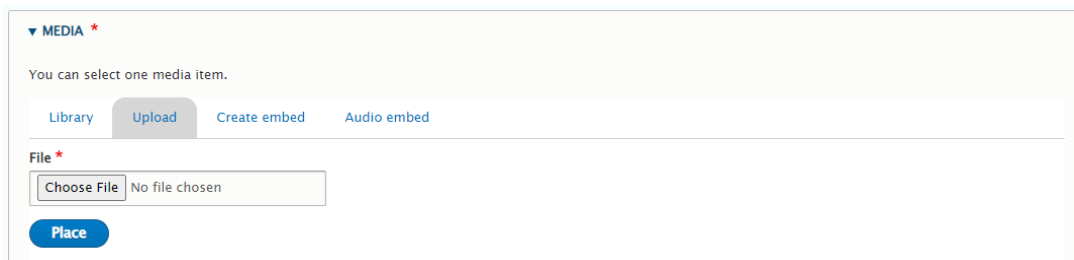
Default logic
CMS user can upload only assets that CMS user can use in the current content block.

	Input	Output
Choose file*	Button launches file browser for local hard drive. Add max file size and permitted file formats	Once file has been selected from local hard drive, the chosen file is displayed as a thumbnail image and additional UI fields appear (see below)
Alternative text*	Mandatory free-form text field, max. character count 512 (recommended max. count is 100)	Short description of the image, used by screen readers and is also displayed when the image doesn't load properly in browser front-end
Name*	Mandatory free-form text field, max. character count 255	Name by which CMS identifies the image in the media library. Used when searching media library by Keywords.

	Input	Output
Caption	Optional free-form text field, no character limit (recommended max. count iss 250)	Displayed alongside the image when "Show caption" box is checked (see Media settings)
Credit*	Mandatory free-form text field, max. character count 255	Displayed alongside the image when "Show credit" box is checked (see Media settings)
Show in media library	Check box, checked by default	When box is checked, asset will be available when browsing media library
Place	Button	Inserts the media asset(s) in the content block Max. of one file can be uploaded.

4.3.2.3   Embed video link (CREATE EMBED tab)

CMS user can:

- Specify link to remotely-hosted video file

- Specify media asset metadata

- Place embedded media asset on the page

	Input	Output
Enter a URL	Free-form text field, no character limit. Only accespts recognized video URL formats: • **Youtube** • **Youku** • **Facebook** • **Vimeo** • **Aparat**	When inputting a permitted URL format, additional UI fields automatically appear and a preview of the media asset is displayed in the tab. On the front-end, the video will be rendered according to the parameters set for the content block in which it is embedded.
Media name*	Mandatory free-form text field, max. character count 255	Name by which CMS identifies the image in the media library. Used when searching media library by Keywords.
Title*	Mandatory free-form text field, max. character count 255	Title of the video container used by screen readers
Credit*	Mandatory free-form text field, max. character count 255	Displayed alongside the image when "Show credit" box is checked (see Media settings)
Caption	Optional free-form text field, no character limit (recommended max. count iss 250)	Displayed alongside the image when "Show caption" box is checked (see Media settings)
Show in media library	Check box, checked by default	When box is checked, asset will be available when browsing media library
Place	Button	Inserts the media asset(s) in the content block

	Input	Output
		Max. of one file can be embedded.
Revision log	This option only appears when adding video embed via the CMS' Media tab (not when embedding from within media entity browser). Ignoring this for now	
Groups	This option only appears when adding video embed via the CMS' Media tab (not when embedding from within media entity browser). Ignoring this for now	

4.3.2.4   Embed audio track (AUDIO EMBED tab)

CMS user can:

- Specify link to remotely-hosted audio file

- Specify media asset metadata

- Place embedded media asset on the page

	Input	Output
Audio URL*	Free-form text field, no character limit. Only accepts recognized video URL formats: • **Soundcloud**	When inputting a permitted URL format, additional UI fields automatically appear and a preview of the media asset is displayed in the tab. On the front-end, the audio track will be rendered and played according to the parameters set for the content block in which it is embedded.
Media Name*	Mandatory free-form text field, max. character count 255	Name by which CMS identifies the image in the media library. Used when searching media library by Keywords.
Credit*	Mandatory free-form text field, max. character count 255	Displayed alongside the image when "Show credit" box is checked (see Media settings)
Transcript* (choose file)	Button launches file browser for local hard drive. Max. file size: 5MB Allowable file types: **.txt**	Once file has been selected from local hard drive, the chosen file is displayed …
Audio background media*	The UI of this sub-component is almost identical to the UI of its parent UI. It is a Media entity browser with only the Library and Upload tab.	The selected media is displayed…
Place	Button	Inserts the media asset(s) in the content block

Input	Output
	Max. of one file can be uploaded.

4.3.3 Configuring media options

Add specs for adding link, opening in new window, caption, credit…

5   Language & Translation

5.1 In-page language switcher

5.1.1 Rationale and purpose

The In-page language switcher serves a slightly different purpose than the site language switcher, which appears at the top of all multi-lingual sites.

The **site language switcher** is designed to enable the toggling between a site's active languages. On the UNICEF global site, the purpose of the language switcher is also to signal UNICEF's commitment towards content availability in UNICEF's official languages. However, the site language switcher has several shortcomings:

- It does not support access to page translations in languages other than the main site languages;

- It is not designed to manage user expectations around content availability in different languages; it suggests content parity for all pages, but many pages on lower levels of the site hierarchy are not in fact translated.

The purpose of the **in-page language switcher** is to provide a navigation system that informs users of the languages that the content of a *specific* page is available in, regardless of whether those languages are set to be active site languages and are available in the site language switcher or not.
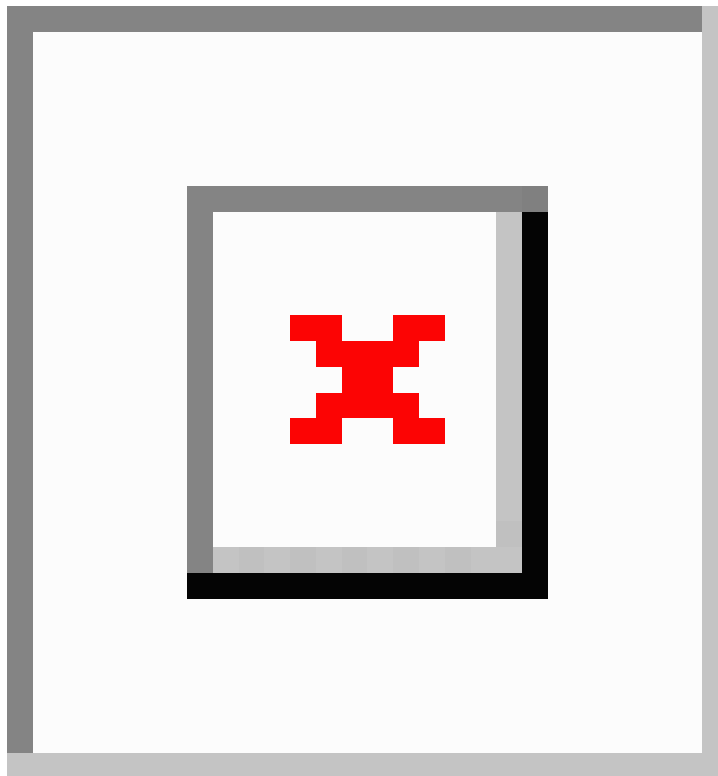
5.1.2 Logic and configuration

An in-page language switcher will appear on a page if that page contains content available in more than one site language. This logic includes page "[[native translations]]" and also translations done using the [[alternative content language]] functionality.

Page templates that can display the in-page language switcher:

- Article

- Feature page

- Multipurpose page

- Document

- Emergency page

- Landing page

- Photo essay

- Press release

- Programme

- Programme landing page

- Publication

The in-page language switcher also appears in the following "system-generated" pages:

- Tag-based search results pages

- Site search results page

5.1.2.1   Configuration
The following site configuration properties can impact the appearance of the languages in the in-page language switcher, and whether or not an in-page language switcher should display on a page:

5.1.2.1.1   Site language switcher configuration
if the site language switcher is configured to exclude a specific site language, this language will be excluded from the in-page language switcher as well.

5.1.2.1.1.1   Use case examples:
A site is configured to have English, French and German languages. The site language switcher has been configured not to show the German language. Therefore in a page that has content in English, French and German language, the in-page language switcher will only display English and French language to anonymous visitors (CMS visitors will see all three languages). In a page that has content in English and German language, the in-page language switcher will not be displayed to anonymous visitors (CMS visitors will see the in-page language switcher and both languages in it).

- This configuration logic only applies to anonymous users. The CMS users will see all languages, including those configured to be hidden, both in the site language switcher and in the in-page language switcher.
- The configuration logic applies to "native translations" and translations added via alternative content language functionality.
- The site language switcher configuration is available at: administration > structure > block layout > configure language switcher block (/admin/structure/block/manage/languageswitcher)

5.1.2.1.2   Site settings for public access to pages in "hidden" languages
If a site language switcher has been configured to hide a specific language, site settings can be configured to show this language to anonymous visitors where content is available in this language. Therefore, a language hidden from the site language switcher can still appear in the in-page language switcher, if configured.

5.1.2.1.2.1   Use case examples:
A site is configured to have English, Hindi, and Gujarati language. The site is fully translated in English and Hindi, however only selected pages have been translated into Gujarati. The site

language switcher has been configured to hide Gujarati, and site settings have been configured to provide access to pages in Gujarati to anonymous users. Consequently, the site language switcher will not show Gujarati, but the in-page language switcher will show Gujarati in pages that have Gujarati translation (added via native translations or alternative language functionality).

- This configuration can be applied only to languages set to be hidden from the site language switcher (see above).
- This configuration logic only applies to anonymous users.
- The configuration logic applies to "native translations" and translations added via alternative language functionality.
- This configuration is available at: administration > configuration > UNICEF site settings > manage site settings (/admin/config/unicefplatform/site-settings)

5.1.2.1.3   Exceptions

The in-page language switcher will not appear on a page that has been set as a site homepage.

5.1.3 Permissions

While an in-page language switcher appears automatically on pages with content available in more than one language, there are several site configuration properties that could have an impact on the component appearance. The following roles have access to those site configuration properties:

Action/Role	Administrator	Site administrator
Configure which languages should be hidden from the site language switcher	x	x
Configure in which languages hidden from the site language switcher content will be available to public	x	x

5.1.3.1   Related development activities

Type	ID	Title
User story	51416	As a developer I will enable in-page language switcher
User story	53078	As a front end developer I will theme in-page language switcher
Bug	65017	Issues with the in-page language switcher

5.1.4 Frontend specifications

The in-page language switcher frontend component is a molecule based on:

- Body Copy Text / Links / Line Breaks (with customization from these standard atoms for specific spacing, and placement.)

5.1.4.1   Specs:
- InVision project

5.2 Translating nodes

TBC

Note regarding media assets
When translating nodes, media assets associated with the original node will not be automatically translated and will only be available within the page and media library in the original language. If an asset's meta infomration is edited within the translated node (title, caption etc.), this will create a translation of the asset and make it available within the media library of the translated language.

6   Navigation links

- [Meganav](#)
- [Tertiary nav (Breadcrumbs + Tertiary nav dropdown)](#)

[Tiles (Cards)](#)

[List items](#)

[Hyperlinks](#)

[Buttons](#)

Clickable images (see [Two-column blocks](#) , [Three-column block](#) , [Four-column block](#))

6.1 Meganav

`IN PROGRESS`

A Meganav can be used in place of a regular Main nav. It can expand on mouse-over to display several hierarchical levels of page links.

- [Purpose & rationale](#)
- [User requirements](#)
- [Permissions](#)
- [Availability](#)
- [Logic & specifications](#)
    - [Building a Meganav](#)
        - [Starting a new Meganav from scratch](#)
        - [Editing an existing Meganav](#)
        - [Configuring the structure and content of a Meganav](#)
            - [Editing the title of a Meganav](#)
            - [Editing the Menu language of a Meganav Does this do anything? Not that I can tell](#)
            - [Adding the Menu links that make up the Meganav](#)
            - [Configuring each menu link](#)
            - [Configuring links with thumbnail images](#)
            - [Arranging Menu links (hierarchy and layout)](#)
            - [Hierarchy and layout constraints](#)
    - [Translating a Meganav](#)
    - [Activating a Meganav on the front-end](#)
        - [Placing a Meganav in the Main Navigation (Collapsible) section in Block layout](#)
        - [Enabling a Meganav in the Main Navigation (Collapsible) section in Block layout](#)
        - [Configuring where a Meganav block appears](#)

6.1.1 Purpose & rationale

A Meganav may be used in lieu of a regular Main navigation. Unlike the Main navigation, a Meganav can expand on mouseover to reveal lower-level page links, making is easier for site visitors to get an overview of a site's content and to jump to a specific second- or third-level page.

6.1.2 User requirements

Front-end

- End user can see a visual cue for which nav items are expandable.
- End user can mouse over a nav item to expand it and reveal its subsidiary links, as curated by CMS user.
- End user can click on a nav item or its subsidiary links to navigate to the respective pages.
- End user can see a thumbnail image next to certain link items, if this has been configured on the back-end.

Back-end

- CMS user can build a Meganav by configuring its first-level links and their respective second- and third-level children.
- CMS user can enable/disable a Meganav either for a whole site or specific language versions or individual pages of a site.
- CMS user can configure thumbnail images to appear next to certain menu links.

6.1.3 Permissions

Site administrator has full permissions to enable/disable and configure a meganav and its menu items.

Web manager can configure menu items within an existing meganav.

Translator can translate menu items within an existing meganav.

See [Site structure permissions](#).

6.1.4 Availability

Available on all site profiles.

6.1.5 Logic & specifications

6.1.5.1   Building a Meganav

6.1.5.1.1   Starting a new Meganav from scratch

Go to *Structure > Menus > Add menu* (*/admin/structure/menu/add*)

1. Enter a title for the Meganav (not displayed externally)

2. Specify the language of the Meganav Is it necessary to specify a language in this view? Form what I can tell, this has no impact on where/how meganav appears and functions on front-end.

3. Click *Save* and you will be taken to the Meganav's *Edit menu* interface to edit the contents of the Meganav. See https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/152141902/Meganav#Editing-a-Meganav .

> The title should start with the word "Meganav", so that the system recognizes this menu as a Meganav menu.

6.1.5.1.2 Editing an existing Meganav
An existing Meganav's *Edit menu* tab can be accessed by going to */admin/structure/menu* and clicking on "Edit menu" next to the Meganav name.

Figure 8 Example showing /admin/structure/menu for the No Lost Generation microsite. It has Meganavs configured for two languages.

6.1.5.1.3 Configuring the structure and content of a Meganav
The *Edit menu* tab is the entry point for Editing a Meganav's structure and content. It is located at *admin/structure/menu/manage/[title-of-meganav].*
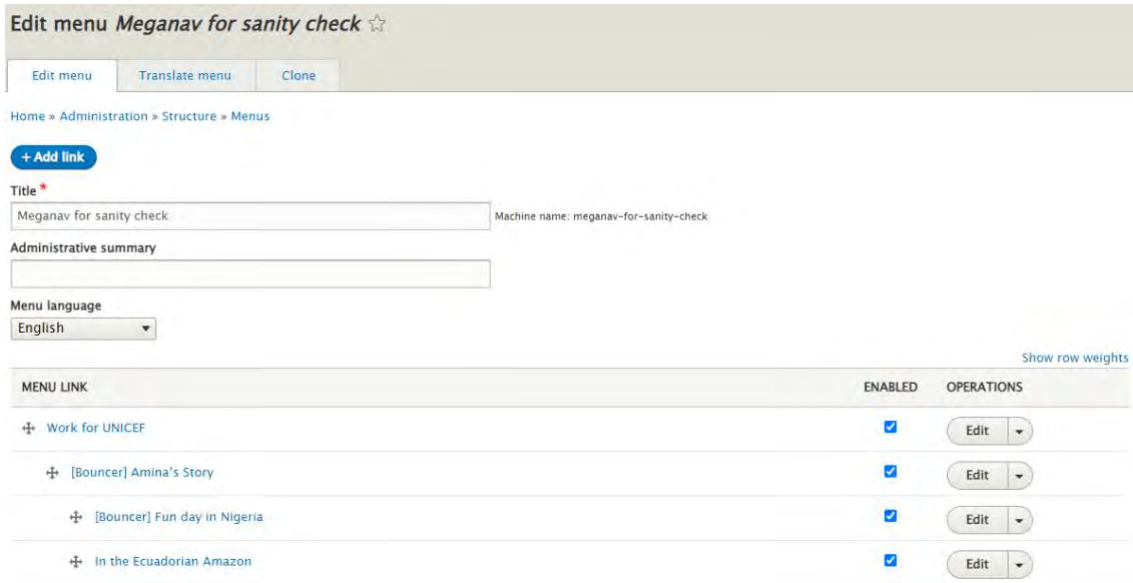
Figure 9 Example showing the Edit menu tab of a Meganav, which already has some Menu links configured.

6.1.5.1.3.1   Editing the title of a Meganav

The title of a Meganav isn't displayed externally, it only functions to identify the Meganav on the back-end. When a new Meganav is first saved, the CMS auto-generates a unique machine name for it based on the title. Subsequent changes to the title do not change the machine name.

To edit the title, go to *admin/structure/menu/manage/[title-of-meganav],* edit the mandatory *Title* field and save.

6.1.5.1.3.2   Editing the Menu language of a Meganav Does this do anything? Not that I can tell

A separate Meganav needs to be created from scratch for each language. By default, a Meganav conforms to the default language of a website and appears only on that language version of the site. To change which language version of the site the Meganav appears in, the language needs to be set accordingly using the *Menu language* dropdown menu.

6.1.5.1.3.3   Adding the Menu links that make up the Meganav

To add Menu links, go to the *Edit menu* tab of the Meganav (*admin/structure/menu/manage/[title-of-meganav]*). Click on the "Add link" button to open the "Add menu link" interface. For details on configuring each link, see https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/152141902/Meganav#Editing-individual-menu-links

> While there is theoretically no maximum of total links that can be added, the CSS can accommodate a certain maximum of hierarchical levels, and number of links at each hierarchical level before the layout breaks. See https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/152141902/Meganav#Layout-constraints.

6.1.5.1.3.4   Configuring each menu link

1. Go to the *Edit menu* tab of the Meganav (*admin/structure/menu/manage/[title-of-meganav]*).

2. Click on *Edit* next to the Menu link you would like to edit. This will open an interface identical to the *Add menu link* interface shown above.

	Input	Output
Menu link title*	Mandatory, free-form text field, no character limit, but CSS seems to safely accommodate the following recommended limits: Ask design team to review recommended limits • 1st level links: Max. 25 characters. No line breaks are applied. • 2nd level links: No character limit. Line breaks vary with	Title appears as a clickable word link in the Meganav. See Design model for Desktop, Tablet and Mobile.

	screen size, but don't start till around 30 characters. • 3rd level links: No character limit. Line breaks vary with screen size, but don't start till around 30 characters.	
Link*	Mandatory, standard auto-suggest field for internal page links. (Can also add external URLs, though this is a less common use case for a Meganav. When adding an external URL, the full URL path including https:// is required.)	When clicking the link, end user will be taken to this destination.
Enabled	Check box, checked by default	When box is checked, link is enabled on the front-end.
Description	Options, free-form text field, no known character limit	This text appears as a tooltip when end user hovers over the link.
Show as expanded	Check box, unchecked by default Would recommend to make this checked by default, since cannot think of a use case for wanting to collapse/hide this on front-end	This is relevant if the link has children (subsidiary links). If the link is a **first-level** link, the link appears in the main nav bar. When the box is checked, the link appears with a caret (down arrow) next to it, indicating that it is expandable. If the box is unchecked, the link is not expandable and end users cannot access any of its descendants. If the link is a **second or third level link**, the link appears inside the expanded Meganav under its parent link. If the box is checked, the link's children (if they exist) are displayed. If the box is un-checked, the link's children are not displayed.
Attributes - After this item split the succeeding menu items into a new column.	Check box, unchecked by default	This applies only to Level 3 links. It enables splitting a group of Level 3 siblings into more than one column of links. When the box is checked, a new column is started with the next sibling link.
Attributes - Class	when would this be needed?	
Attributes - Target	Dropdown menu with the following options: • - Select - • New window • Same window	• - Select -: By default, clicking the link loads the target page in the same window. • New window: Clicking the link will load target page in a new window.

		• Same window: Clicking the link will load the target page in the same window.
Attributes - Collapsible	How is this different from the "Show as expanded" check box above?	
Attributes - Icon	N/A - Icons not supported in Meganav	N/A - Icons not supported in Meganav
Attributes - Sublevel_ presentati on	See https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/152141902/Meganav#Configuring-links-with-thumbnail-images	See https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/152141902/Meganav#Configuring-links-with-thumbnail-images
Language	Optional dropdown menu containing all languages configured for the site.	This seems to translate part of the *Add menu link* interface, but doesn't seem to affect a link's language or target URL. Is it safe to say that this setting is irrelevant in the context of Menu links?
Parent link	Optional dropdown menu, seems to contain all menu links used on the site, which can be confusing.	Can be used to reposition the link hierarchically relative to one of the other links in the Meganav. Current Menu link will become the child of the link chosen from the dropdown menu.
Weight	Optional dropdown, accepts all positive/negative integers including 0. No upper/lower limit.	Can be used to reprioritize the link within its current sibling group (i.e. under the same parent). The lower the number, the higher the priority.

6.1.5.1.3.5   Configuring links with thumbnail images

Thumbnail images are optional and supported for **Level 3 links only**.

Base logic
- By default, no thumbnail image appears in the Meganav.
- Thumbnails can accompany Level 3 Meganav links if the following conditions are met:
    - On the the link's **parent**, the *Sublevel_presentation* attribute is set to *Featured*
    - The link's target node has a Hero media, Teaser media, or Feature media (in the case of Press release). Cascading logic:
        - If Teaser media is present, it will be used.
        - If no Teaser media is present, the page's Hero media (or Feature media in the case of Press releases) will be used
        - If neither Teaser nor Herp/Feature media are present, no thumbnail image will accompany the Menulink. Review this once new logic has actually been implemented

When using a Bouncer for the sole purpose of controlling thumbnail images in a Maganav, be sure to check the ""Exclude from Search" and "Exclude from mosaics" boxes in the Bouncer's Edit form, assuming you don't want the Bouncer to appear in search results or mosaics .
Review this once new logic has actually been implemented

	Input	Output

Attributes - Sublevel_presentation
 	
Although this setting appears on the backend for all menu links, it is functional only in **Level 2** Meganav links, where it is used to govern the appearance of **Level 3** Meganav links. (Yep…)
	Dropdown menu with the following options:
	
	• - Select - [Default setting]
	• Featured
	• Simple
		• - Select -
		   o Link is displayed without a thumbnail image.
		• Featured
		   o All Level 3 links under this Level 2 link will be accompanied by thumbnail images, provided additional conditions are met. (See base logic above)
		• Simple: The link won't be accompanied by a thumbnail image.

6.1.5.1.3.6 Arranging Menu links (hierarchy and layout)

- Up to three hierarchical levels can be displayed within the constraints of the Meganav template. See below for details.

- The hierarchy and parent-child relationships can be specified using the following interfaces:

   o On the Meganav's *Edit menu* tab (*admin/structure/menu/manage/[title-of-meganav]*), the cross/arrows-shaped button next to each Menu link can be used to drag and indent Menu links as needed to define hierarchical relationships.

   o Within an individual Menu link's *Edit* UI, the Parent link dropdown menu can be used to change the parent of a Menu link (see https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/152141902/Meganav#Editing-individual-menu-links > *Parent link*.

   o Within an individual Menu link's *Edit* UI, the Weight dropdown menu can be used to change the priority of the Menu link relative to other Menu links under the same parent. (see https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/152141902/Meganav#Editing-individual-menu-links > *Weight*.

- Level 3 links can be accompanied by a thumbnail image. This is achieved by pointing a Level 3 link to Bouncer that has an image, and by setting its parent's Sublevel presentation to "Featured". See https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/152141902/Meganav#Editing-individual-menu-links > *Attributes - Sublevel_presentation*.

Hierarchy and layout constraints
- **Up to 3 hierarchical levels** can be displayed on the front-end without breaking the presentation.

- **Level 1 links (displayed in the nav bar)**
  - Up to **five Level 1 links** can be accommodated, depending on the length of the link labels and whether a Search button is present in the nav bar.
- **Level 2 and 3 links (displayed in the expanded Meganav)**
  - If a Level 1 link has children, it expands on mouse-over to reveal them. Each Level 1 link can be parent to up **eight Level 2** links and **unlimited Level 3** links. They appear arranged in up to **eight columns.** By default, each column must lead with a Level 2 link as its "header", unless the contents of one column have been specially configured to spill into the next column. In this case, the overflow column will be header-less.
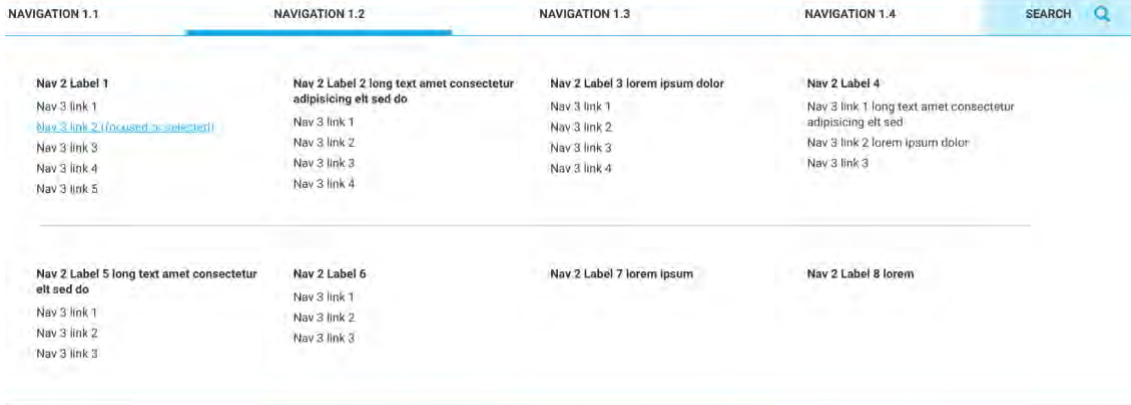
6.1.5.2 Translating a Meganav

If a Meganav is required in each language version of a site, **a separate Meganav has to be created for each language**. Translating the Menu or the Menu links of one Meganav **doesn't** result in a translated Meganav in the site's other language(s).

1. To build a Meganav in a site's non-default language, follow the same steps as in https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/152141902/Meganav#Adding-a-Meganav-to-a-site-or-page. **Be sure to specify the correct language for each Menu link as this will affect the link label's appearance on the front-end (e.g. if Arabic is specified, the label will be aligned right-to-left).**

2. To activate the Meganav on the front-end in one language version of the site, follow the same steps as https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/152141902/Meganav#Activating-a-Meganav-on-the-front-end. **Be sure to specify the correct language for the Meganav block to ensure the Meganav appears only where intended (e.g. a Chinese Meganav should presumably only appear on Chinese pages)**

6.1.5.3 Activating a Meganav on the front-end

In order for a Meganav to be displayed on the front-end, the following is required:

- The Meganav menu must be added as a "block" under *Structure > Block layout* (*/admin/structure/block*).

- The block must be *enabled*.

- The block must be configured in such a way that it does not conflict with similarly placed blocks. (To avoid conflicts, it may be necessary to confine each blocks to specific pages and/or to specific language versions of a site.)

6.1.5.3.1 Placing a Meganav in the Main Navigation (Collapsible) section in Block layout
1. Go to Structure > Block layout (/admin/structure/block)

2. Scroll down to the "Main Navigation (Collapsible)" section. Next to the section title, click on "Place block". A modal window will appear.

3. To find your new Meganav in the list, type part of its name in the "Filter block by name" field

4. Next to the name of your newly created Meganav block, click on "Place block". In the modal that appears, UNCHECK the "display title" check box. Click "Save block".

5. You will be taken back to the Block layout page. Scroll back down to the "Main Navigation (Collapsible)" section again. You should now see the new block listed in that section. The button next to the Block name should say "Configure". Your Meganav has now been created, but additional steps may be needed to make it visible on the front-end. See below.

6.1.5.3.2   Enabling a Meganav in the Main Navigation (Collapsible) section in Block layout

Go to */admin/structure/block* and scroll down to the *Main Navigation (Collapsible)* section. The dropdown menu next to the Meganav name must say "Configure". If it says something else, go to the dropdown and select "Enable".

6.1.5.3.3   Configuring where a Meganav block appears

A Meganav's appearance can be confined to certain pages and/or language versions of a site.

1. Go to */admin/structure/block* and scroll down to the *Main Navigation (Collapsible)* section.

2. Next to the Meganav block, click the *Configure* option in the dropdown. This will open the *Configure block* UI.

Only the following controls are relevant:

	Input	Output
Title*	Mandatory, free-form text field, no character limit, but CSS seems to safely accommodate the following recommended xx characters No guidelines apply here in terms of using the workd meganav, right?	The CMS converts this into the Meganav block's machine name. The machine name serves no user-facing purpose.

Display title	Check box, un-checked by default confirm **This box should always be un-checked, so that the Meganav block title is hidden from the front end.**	Un-checking the box hides the Meganav title on the front-end. If the box is left checked, the Meganav title will appear in an unformatted, broken-looking way on the front-end.
Language	• **Language selection** (check boxes representing each language that is configured for the site) • **Language*** (dropdown with the options "Interface text" and "Content" What do those do?	• **Language selection** detrermines in which language version of the site this Meganav will appear • **Language*** What do those do?
Pages	• **Pages** (Optional free-form text field, no character limit. Page paths should be added here including the forward slash No language folder should be included in the path. Example: */this-is-a-page-path*) • **Show for the listed pages** (radio button) • **Hide for the listed pages** (radio button) Only one of the two radio buttons can be active at a time.	• **Pages –** The radio button settign will be applied to the specified pages • **Show for the listed pages** – The Meganav will appear on the specified pages • **Hide for the listed pages –** The Meganav will be hidden from the specified pages

Avoiding interference from other navigation blocks
If more than one navigation block is present on the site, it is important to configure them in such a way that they don't occupy the same pages (or language versions of pages). Alternatively, the interfering navigation block can be deleted or disabled.

6.2 Tertiary nav (Breadcrumbs + Tertiary nav dropdown)

The Tertiary nav is an optional navigational aid displayed at the top of individual pages.

- Purpose & Rationale
- User requirements
- Permissions
- Availability
- Logic & Specifications
  - Breadcrumbs default logic
  - Configuring parent-child relationships between pages
    - Method 1: Via node edit > Menu Settings

6.2.1 Purpose & Rationale

A Tertiary nav can have two structural components.

- **Breadcrumbs** visualize a page's ancestors as a chain of clickable links, affording easy navigation to a page's ancestor(s). Breadcrumbs may appear alone or in combination with a Tertiary nav dropdown.

- A **Tertiary nav dropdown menu** is an optional feature within Breadcrumbs. Unlike Breadcrumbs, a Tertiary nav dropdown can be used to navigate not only upward in a page hierarchy, but also downward and laterally. A Tertiary nav dropdown affords direct navigation to any page that shares a common "Tertiary nav parent" (i.e. the top page within the Tertiary nav dropdown).

6.2.2 User requirements

Frontend

- End user can navigate to ancestor(s) of the current page.

- If a page is part of a Tertiary nav dropdown, end user can navigate directly to all pages that share the same Tertiary nav parent.

Backend

- CMS user can edit the labels of a page links in Breadcrumbs or Tertiary nav dropdowns.

- CMS user can specify parent-child relationships between pages.

- CMS user can specify whether breadcrumbs should be made visible on a page.

- CMS user can add a Tertiary nav dropdown and specify which page in a hierarchy should serve as the Tertiary nav parent.

- CMS user can specify the order in which sibling links appear in a Tertiary nav dropdown.

6.2.3 Permissions

Please refer to https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/84508734/Page+component+permissions#%E2%80%8BTertiary-nav.

6.2.4 Availability

This varies by configuration method. Refer to Logic & Specifications below.

6.2.5 Logic & Specifications

Breadcrumbs default logic
To properly configure Breadcrumbs, the following conditions must be met:
- A parent-child relationship must be established between two or more pages.
- The pages must be published (if a page remains in Draft or Archive mode, its Breadcrumb link will still appear on other pages, but logged-out end users will get a 404 error when clicking on the link.)
- The page template layout must be designed to support breadcrumbs (Note that some methods currently allow creating a parent-child relationship between pages whose template doesn't support breadcrumbs, e.g. when using *Config > Breadcrumbs settings*)

6.2.5.1   Configuring parent-child relationships between pages
There are various methods, each with different results.

6.2.5.1.1   Method 1: Via node edit > Menu Settings
Available in the following templates.

Default logic
- Pages whose relationship has been configured via this method will appear in each other's breadcrumbs.
- A page's breadcrumbs include itself and all of its ancestors, but not its children or siblings. Exceptions:
    - On mobile, only the immediate parent links is displayed
    - If the page or one of its ancestors is a Tertiary nav parent, then the Tertiary nav dropdown will include all descendants of the Tertiary nav parent. Therefore, a page's children or siblings are accessible via a Tertiary nav dropdown.
- If a page is the direct child of <Programme>, the page's breadcrumb parent will appear as "Home".

In a page's node edit form, go to the *Menu Settings* option on the right. Check the *Provide a menu link* box to begin configuring a menu link for the page.

	Input	Output
Provide menu link	Check box, unchecked by default	Checking the box expands the menu to allow configuration of a menu link for the page. Once a menu link is configured, it will automatically appear

		in the relevant breadcrumb on the frontend.
Menu link title*	Mandatory if "Provide menu link" box has been checked, free-form text field, max. character count 255	This appears as the label of the menu link, both on the frontend and the backend A page that has a Menu link title will become available as a parent page to other pages.
Description	Free-form text field, max. character count 255	This appears as a tooltip on mouse-over on the frontend
Parent link	Dropdown button displaying all available parents links to choose from. The default parent is "\<Programme\>". If this is selected, then the current page will become a direct child of "Home". not clear what governs the order in which parent links are listed in the dropdown, but the order can be modified by adjusting the weight value, see below. In order to become available in this dropdown menu, a page has to: • Have a Menu link title configured (See above) • Be in the same language as the current page	The selected page will become the current page's parent

6.2.5.1.2   Method 2: Via Config (bulk-include all pages of a certain Content category)

With this method, it is possible to bulk-associate all pages of a certain **Content category** with one common parent.

Needs note on why this may not work in certain use case, e.g. Bouncer links, Feature page

Default logic
- Breadcrumbs configured via this method appear **only on the child page**. The breadcrumbs appear as **Home > [Landing page title, truncated] > [Current page title, truncated].** No intermediate ancestors are included, and the link labels cannot be customized. On mobile, the breadcrumbs appear only a < [Landing page title, truncated]
- If a conflicting parent-child relationship has been established via Method 1 (see above), the relationship from Method 1 takes precedence.

It is **not** possible to create Tertiary nav dropdowns via this feature.

Go to Configuration > Breadcrumb Settings (*/admin/config/unicefplatform/breadcrumb-settings*) and click on a Content category to expand the UI.

	Input	Output
Enable Breadcrumbs	Check box, un-checked by default	Checking the box will display breadcrumbs on all pages of a certain Content category, in accordance with the parent-child relationship specified in the Landing page fields (see below)
Landing page - ([language])	Auto-suggest field for page titles. A separate field appears for each language configured on the site.	All pages that match the Content category and language will become children of the specified Landing page. **Exception**: If a page matches the Content category and language, but also has a parent assigned via Method 1 (see above), then the parent-child link established via Method 1 take precedence.

6.2.5.1.3   Method 3: Via Structure > Programme menu
/admin/structure/menu/manage/unicef-programme-menu

How to use this menu
- This UI should be used only to get a visual overview of existing page hierarchies.
- In a pinch, it can also be used to set the parent link of a tertiary nav dropdown.

Why to avoid using this menu for anything else
This backend UI is not fully tailored to the required design specifications: It doesn't properly restrict which templates can enter a parent-child relationship, and it includes several features that aren't configured with the expected logic and either work poorly or not at all.

6.2.5.2   Disabling breadcrumbs on a page
In *node edit > Breadcrumb*, check the *Disable breadcrumb for this page*

	Input	Output
Disable breadcrumb for this page	Check box, un-checked by default	Checking the box will
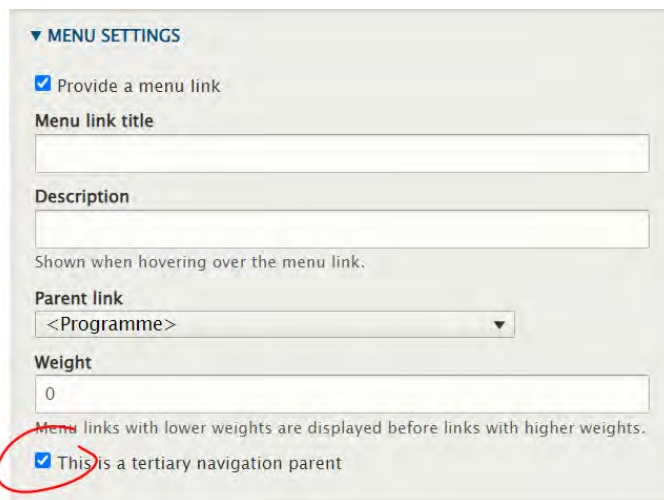
6.2.5.3   Configuring a Tertiary nav dropdown

Default logic
- Tertiary nav dropdown is an optional addition to a Breadcrumbs chain. Tertiary nav dropdown cannot appear as stand-alone without Breadcrumbs.
- Maximum of one Tertriary nav dropdown per lineage (i.e. per chain of Breadcrumbs links)
- A Tertiary nav dropdown is displayed automatically on each page that shares the same Tertiary nav parent. **Exception**: If a page has Breadcrumbs disabled, this automatically also hides the Tertiary nav dropdown from that page.
- Within Breadcrumbs, the Tertiary nav dropdown occupies the position of whichever link represents the Tertiary nav parent.
- Confirm maximum number of hierarchical levels that can be displayed in a Tert nav dropdown

6.2.5.3.1   Method 1: Via node edit > Menu settings

Go to the node edit form of the page that should serve as the Tertiary nav parent. Configure the page's menu link, check the *This is a tertiary navigation parent* box, then save the node.

	Input	Output
This is a tertiary navigation parent	Check box, un-checked by default This box may be checked only for *one* item within a Tertiary nav hierarchy. If more than one item is designated as the Tertiary nav parent, this may result in a broken Breadcrumb interface.	Checking this box adds a Tertiary nav dropdown into the breadcrumbs of the current page and all of its descendants. (if they have Breadcrumbs enabled). The Tertiary nav dropdown will contain links to the Tertiary nav parent and to all its descendants. On each page where the Tertiary nav dropdown appears, it will be positioned in the Breadcrumb position of the Tertiary parent.

6.2.5.3.2   Method 2: Via Structure > Menu > Programme menu

> This UI should be used only to get a visual overview of existing page hierarchies and to set the parent link of a Tertiary nav dropdown.

In */admin/structure/menu/manage/unicef-programme-menu*, go to the page that should serve as the Tertiary nav parent. Check the *Tertiary parent* box, then save.

The Tertiary parent box can be found in two places:

Either next to a menu link in the Menu UI

Or in the Edit UI of an individual menu link

6.2.5.4   Specifying the display order of sibling links

> By default, pages on the same hierarchical level are arranged alphabetically.

The order in which sibling links are displayed on the front-end (within the Tertiary nav dropdown) and the back-end (within the link tree) can be controlled via the *Weight* field that can be accessed in various places in the CMS.

In a page node's Menu link UI, specify the weight of the link

	Input	Output
Weight	Free form or increment/decrement button, 9 digit limit, integers only, positive or negative numbers. Default value is 0.	This value controls the order in which sibling links are displayed on the backend and frontend. Links are shown nested within their hierarchy. Sibling pages are ordered by weight. If two or more more siblings have the same weight, they are ranked alphabetically. "Weight" is a misnomer. Actually, the higher the number, the lower the rank. Government (-1) Ability (0) Action (0) Generation (0) Access (+1) Goals (+1) Disability (+2)

6.2.5.5 Translating Breadcrumbs + Tertiary nav dropdowns

Symmetric
- Relationships between parent and child pages
- Menu link "Weights"
- Menu link labels (The field itself is symmetric, but the label can be edited asymmetrically. When a page is translated, the translated version of the page inherits the original link label. This can be overwritten with a translated label.)

Asymmetric

When a page is translated, the translated version of the page inherits the following settings, but they can subsequently be edited asymmetrically.
- Placement of Tertiary nav dropdown (i.e. the "This is a Tertiary nav parent" setting)
- Disable/enable Breadcrumbs on a page

7 Search

7.1 Rationale

A powerful keyword search system is a critical component of the http://unicef.org platform. Both user types (Explorers and Researchers) use the site search functionality. Researchers use it heavily, and a powerful search function is a must in the deep hierarchy of the content built.

7.2 Architecture

7.2.1 Site Search

A powerful keyword search system is a critical component of the unicef.org platform. Both user types (Explorers and Researchers) use the site search functionality. Researchers use it heavily, and a powerful search function is a must in the deep hierarchy of the content built.

7.2.2 Federated (global) search

The purpose of the federated search function is to enable a user to search from a single location all sites that are part of the unicf.org ecosystem of the public communications sites (Global site, ROCO sites, institutional subsites, etc.) by keyword, in any of the sites supported languages.

7.2.3 In-page search

In-page serach is a page component that offers a configurable search and filter interface. Its purpose is to provide a search experience that is *limited* to a subset of the site's content and has a *custom set* of facet filters. This makes it quite different from the extensive Site search feature, which looks similar but cannot be customized with any granularity.

A typical use case for In-page search is the creation of a searchable repository, such as a knowledge resource library, whereby the scope and structure of said library are defined by limiting it to certain taxonomy terms. These can be standard global taxonomy terms (e.g. *Annual report*, *ESARO, Education*, etc.) and/or custom Local terms that may more accurately reflect how the library is organized (e.g. certain specialized topics or content categories not available through the global taxonomy).

7.3 Search indexing and field boosting

7.3.1 Templates indexed by the search engine

- Feature page
- Multipurpose page
- Landing page
- Press release
- Article
- Photo essay
- Publication
- Document

- Programme page

- Programme landing page

- Emergency page

- Bouncer INDEXED ONLY IN THE GLOBAL SITE

- Country

- Region

7.3.2 File types indexed

- PDFs

- Only PDFs attached to a publication and a document page are indexed. PDF files in "orphan" document assets that have not been associated with any publications/document are not part of the search index.
- PDF are not presented directly in search results, but via corresponding publications/documents to which they are attached.
- A publication or a document page that do not contain search keywords may appear in the search results, if PDFs attached to them contain those search keywords.

7.3.3 Content areas indexed:

- Title content area

- Main content area

- Publication content area PUBLICATION TEMPLATE ONLY

- Document content area DOCUMENT TEMPLATE ONLY

Content in the following content areas is not indexed:
- Call to action area
- Related content area
- Linked content area PUBLICATION TEMPLATE ONLY

7.3.4 Fields and content blocks in the title content area indexed

Field / content block	Elements within a content block	Notes
Title		
Subtitle		
Short title		
Teaser		
Author		
Media banner	- Headline - Short title - Subtitle - Teaser	

Field / content block	Elements within a content block	Notes
	• Call to action button o Label	
Standard banner	• Headline • Teaser • Call to action button o Label	

Featured media	• Image
	   o Caption
	   o Alternative text	

Global terms		
Geographic terms		
Country name		Only for the country template
Region name		Only for the region template

7.3.5 Content blocks indexed in the main content area

Content block	Elements within a content block	
Section (title and subtitle)	• Title • Subtitle	Title should not be indexed, if "Display title" option, which is part of the section paragraph property, is not selected
Text block		

Column block	• Text block
	• Call to action button
	   o Label
	• Media reference
	   o Image
	      ▪ Caption
	      ▪ Alternative text
		All variants

Media block	• Media reference
	   o Image
	      ▪ Caption
	      ▪ Alternative text
	   o Video
	      ▪ Caption
	      ▪ Alternative text
		All variants

Content block	Elements within a content block	
Block quote	• Text block • Author	

Media block quote left
 	
Media block quote right
	• Text block
	• Author
	• Media reference
	  o Image
	    ▪ Caption
	    ▪ Alternative text
	  o Video
	    ▪ Caption
	    ▪ Alternative text	

Accordion	• Title
	• Call to action button
	  o Label
	• Text block
	• Media reference
	  o Image
	    ▪ Caption
	    ▪ Alternative text
	  o Video
	    ▪ Caption
	    ▪ Alternative text	

7.3.6 Fields and blocks indexed in the publication content area

Field / content block	Elements within a content block	Notes
Highlights		
Author		
publication date		
available languages		
ISBN		
Document assets (PDFs)	• Label • Media asset o PDF	

7.3.7 Fields and blocks indexed in the document content area

Field / content block	Elements within a content block	Notes
About		
Document assets (PDFs)	• Label • Media asset o PDF	

7.3.8 Fields boosting

7.3.8.1 Title area

Field / content block	Boosting (0.1 - 21)
Title	8
Subtitle	3
Short title	3
Teaser	3
Caption (image reference)	0.5
Alternative text (image reference)	0.5
Content category	5
Global terms	8
Geographical terms	8
Country name	8
Region name	8

7.3.8.2 Main content area

Field / content block	Boosting (0.1 - 21)	Notes
Column block > media reference > image > caption	0.5	All variants
Column block > media reference > image > caption	0.5	All variants
Column block > media reference > video > caption	0.5	All variants
Column block > media reference > video > caption	0.5	All variants
Media block > media reference > image > caption	0.5	All variants
Media block > media reference > image > alternative text	0.5	All variants

Field / content block	Boosting (0.1 - 21)	Notes
Media block > media reference > video > caption	0.5	All variants
Media block > media reference > video > alternative text	0.5	All variants
Media block quote left > media reference > image > caption	0.5	All variants
Media block quote left > media reference > image > alternative text	0.5	All variants
Media block quote left > media reference > video > caption	0.5	All variants
Media block quote left > media reference > video > alternative text	0.5	All variants
Media block quote right > media reference > image > caption	0.5	All variants
Media block quote right > media reference > image > alternative text	0.5	All variants
Media block quote right > media reference > video > caption	0.5	All variants
Media block quote right > media reference > video > alternative text	0.5	All variants
Accordion > media reference > image > caption	0.5	
Accordion > media reference > image > alternative text	0.5	
Accordion > media reference > video > caption	0.5	
Accordion > media reference > video > alternative text	0.5	

7.3.9 Index caching

Igor Nuk Would it make sense to mention here that Site search index gets purged on Akamai every hour? Alternatively, we could create one page that shows the schedule for all cache clearing activities. We could link to it from here and from In-page search documentation.

7.3.10 Fields boosting in the title content area

Field / content block	Boosting (0.1 - 21)
Title	8
Subtitle	3
Short title	3
Teaser	3
Caption (image reference)	0.5

Field / content block	Boosting (0.1 - 21)
Alternative text (image reference)	0.5
Content category	5
Global terms	8
Geographical terms	8
Country name	8
Region name	8

7.3.11 Fields boosting in the main content area

Field / content block	Boosting (0.1 - 21)	Notes
Column block > media reference > image > caption	0.5	All variants
Column block > media reference > image > caption	0.5	All variants
Column block > media reference > video > caption	0.5	All variants
Column block > media reference > video > caption	0.5	All variants
Media block > media reference > image > caption	0.5	All variants
Media block > media reference > image > alternative text	0.5	All variants
Media block > media reference > video > caption	0.5	All variants
Media block > media reference > video > alternative text	0.5	All variants
Media block quote left > media reference > image > caption	0.5	All variants
Media block quote left > media reference > image > alternative text	0.5	All variants
Media block quote left > media reference > video > caption	0.5	All variants
Media block quote left > media reference > video > alternative text	0.5	All variants
Media block quote right > media reference > image > caption	0.5	All variants
Media block quote right > media reference > image > alternative text	0.5	All variants
Media block quote right > media reference > video > caption	0.5	All variants

Field / content block	Boosting (0.1 - 21)	Notes
Media block quote right > media reference > video > alternative text	0.5	All variants
Accordion > media reference > image > caption	0.5	
Accordion > media reference > image > alternative text	0.5	
Accordion > media reference > video > caption	0.5	
Accordion > media reference > video > alternative text	0.5	

7.3.12 Content indexing

	What is indexed	When
FCP	- All node types - Local & federated content - Fields indexed: - node id - title - short_title - teaser - summary (teaser subtitle) - subtitle - type (node type) - category - global terms - geographical terms Above fields are indexed, but in Content copy administrative page search can be done by exposed fields: Page Title, Template type, Content category, Page ID, Language, Global terms or Geographical terms.	Newly added/updated content: Immediately It may take a few minutes if there is other content in the indexing queue. Can take about 30 minutes for indexed content to become available in the database.
Search	- All node types, <u>except</u>: Campaign, Emergency alert, FCP updated content, Media content, Inspiration Gallery Item - Local content - Fields indexed: See [Search indexing and field boosting]	Same as FCP

Need additional clarification on Search - FCP - indexing documentation.docx

7.4 Search results ranking algorithm

Pages in the search results are ranked according to their score. Higher scores mean a higher position of a page in the results.

A sum of the following forms the final rating score:

- Frequency of the search query on a page

- Page freshness (configurable on a site-by-site basis)

- Automatic boosting of specific indexed fields

- Editorial boosting of specific pages (optional; restricted to specific CMS roles)

- Language of content (search results in the language of the page language display first)

7.4.1 Frequency of the search query on a page

- More occurrences of a search query in a page mean more score points.

- In a search query made of multiple words, each word is calculated separately (unless search as a phrase; stop words are excluded)

7.4.2 Page freshness

- Page freshness is calculated based on the page's authored date.

- Pages in the search results with a more recent authored date will get more points for their freshness.

- There is an algorithm for calculating points for the freshness of pages, that is configurable on a site-by-site basis.

The orange curve represents the default freshness algorithm used in all UNICEF sites.

7.4.3 Automatic boosting of specific indexed fields

If a search query is present in one of the following page fields, additional points will be added to the score:

7.4.4 Editorial boosting of specific content

- Boosting of pages is optional, editorial action.

- Each indexed page can be editorially boosted (boosting is available within a node form in the CMS).

- A page can be boosted in a range from 0 – 21 points.

7.4.5 Example of page score

Frequency of a search query on a page: 35 points

The search query appeared 6 times throughout a page

The freshness of a page: 2 points

A page authored date in relation to the authored date of other pages in the search results

Automatic boosting of specific fields: 14 points

The search query was identified in title (8 points), short title (3 points), and teaser (3 points).

Editorial boosting: 0 points

Total score: 51 points

7.4.6 Search features that may impact the ranking of the search results

7.4.6.1 Exclusion of pages from the search index

- CMS users can exclude any page from being indexed.

7.4.6.2 Promoted search

- Specific pages can be promoted or excluded based on a specific search query.

7.4.6.3 Stemming

An unstemmed search matches only the word form you're searching for. For example, searching for 'ran' will not match a document containing 'runs'. When a stemmed search is enabled, the search matches the exact term, plus words with the same stem. Thus, a search for 'ran' will also match documents containing 'runs' or 'running' because they all share the stem 'run' in English. Stemming is not supported in all languages used in UNICEF sites.

7.4.6.4 Stop words

 Stop words are commonly used words (such as "the") that a search engine has been programmed to ignore, both when indexing entries for searching and when retrieving them as the result of a search query.

7.4.6.5 Synonyms

 Synonyms help users find the information they are looking for, even if the words they use in their query aren't exactly the words used in the content. For example, "child care center" can be defined as a synonym for "orphanage" When a user searches for "orphanage", they will also receive results for "child care center."

7.5 Configuring Federated search on a site

To enable Federated search on a site OR to include a site in the Federated search index, go to [sitename]/admin/config/unicefplatform/site-settings

Check the check box to "Include in Federated Search", if you want the site's content to be findable via Federated search. Upon saving these settings, the Site is automatically reindexed, so that it is either included or excluded from Federated Search.

Check the box for to "Enable Federated Search", if you want this site to include Federated Search option in the site search UI

> If Federated search is enabled, this enables both the Federated and the Site search, even if the check box for Site search is un-checked.

7.6 Tagged search (Topics pages)

Automatically generated public pages on every site that list those pages on the site that are tagged with a certain taxonomy term.

- Purpose & rationale
- User requirements

- [Availability](#)

- [Logic & specifications](#)

7.6.1 Purpose & rationale

When clicking on on a taxonomy tag displayed in a [Tag block](#) , a site visitor is taken to the corresponding Tagged Search results page where all pages tagged with the term are listed. This facilitates exploration of all site content tagged with the same taxonomy term. In future we may redesign this and consider sending users to a pre-filtered site search results page instead.

7.6.2 User requirements

Frontend

- End user can view all published pages tagged with a certain taxonomy term

Backend

The tagged search results pages are not directly configurable. They are system generated based on [Taxonomy](#) terms available on the site.

7.6.3 Availability

Available on all site profiles

7.6.4 Logic & specifications

- Tagged search results pages are auto-generated. They are available for all taxonomy terms of the following [vocabularies](#): Global term(s), Geographic term(s), Blog category terms, Local terms. They include a header indicating the specific tag the age is dedicated to.
- Tagged results pages are language specific, displaying only pages in the corresponding language
- URL structure is [domain]/[site-folder]/[language-folder]/**topics/[taxonomy-term-label]**
- No search or filter function is provided
- Results are displayed as [List items](#) with pagination to view 10 at a time
- The results page will show page nodes that satisfy following criteria:
    - Page is tagged with the relevant term
    - Page is published
- The results are listed in the following order:
    - Pages based on the following templates should be listed first: **Programme landing, Programme, Feature**. The rest of the content should follow in the order of newest to oldest authoring date.
- If no matching results exist, a text message is be displayed.

7.7 Backend search

TBD

8 Taxonomy

- [Taxonomy vocabularies & their permissions](#)
- [Taxonomy management (centralized)](#)
- [Taxonomy management (site-specific)](#)
- [Taxonomy management section](#)
- [Tagged search (Topics pages)](#)
- [Tag block](#)
- [Related topics area](#)

8.1 Taxonomy vocabularies & their permissions

Vocabulary	a.k.a	Purpose	Management	PERMISSIONS			
				Global taxonomist	**Site taxonomist**	**Translator**	**Other roles**
Content category [Content category (a.k.a. Type of content)](#)	Type of content	Content tagging	Centralized	Add, Edit, Delete Adding Content category term requires addition of Web manager role to enable placing an icon	View only	Translate on Master (TBD) Translate locally (TBD)	View only
Global term(s)	Topics	Content tagging	Centralized	Add, Edit, Delete	View only	Translate on Master (TBD) Translate locally (TBD)	View only
Geographical term(s)	Locations	Content tagging	Centralized	Add, Edit, Delete	View only	Translate on Master (TBD) Translate locally (TBD)	View only

Vocabulary	a.k.a	Purpose	Management	PERMISSIONS			
Local term(s)		Content tagging	Local (site-specific)	View only If a user acting as Global taxonomist needs more access, this can be enabled by giving them also the Site taxonomist role	Add, Edit, Translate, Delete Normally we prefer limiting translation permissions to the Translator role only, but currently this role has this permission, and we like it.	Translate on Master (TBD) Translate locally (TBD)	View only
Blog categories	Blog topics	Content tagging	Local (site-specific)	View only If a user acting as Global taxonomist needs more access, this can be enabled by giving them also the Site taxonomist role	Add, Edit, Translate, Delete Normally we prefer limiting translation permissions to the Translator role only, but currently this role has this permission, and we like it.	Translate on Master (TBD) Translate locally (TBD)	View only
Publication language		Management of Publication language dropdown options	Centralized	Add, Edit, Delete	View only	Translate on Master (TBD) Translate locally (TBD)	View only
Buttons			Managed by dev team	None	None	None	None

Vocabulary	a.k.a	Purpose	Management	PERMISSIONS			
Styles			Managed by dev team	None	None	None	None
Tags			Managed by dev team	None	None	None	None
Etc…			Managed by dev team	None	None	None	None

8.2 Taxonomy management (centralized)

Workflow and tools for managing and monitoring taxonomy terms centrally via the Master site.

- Purpose & rationale
- User requirements
- Permissions
- Availability
- Logic & specifications
  - View existing English terms from all vocabularies across all sites (Taxonomy management tab)
  - Manage and syndicate platform-wide vocabularies (Structure > Taxonomy)
    - View existing master terms
    - Add or edit a master term
    - Translate a master term into main UN languages
    - Translate a master term into languages other than the main UN languages
    - Delete a master term and view deletion status
      - Instant deletion
      - Scheduled deletion
      - Cancel a scheduled deletion
    - Syndication to other sites
  - Taxonomy notification workflows

8.2.1 Purpose & rationale

Centralized taxonomy management affords efficient management, syndication and monitoring of taxonomy terms across CB1 sites without relying on code deployments and external localization management platforms. Centralization of workflows also reduces the need to separately log into every site to monitor site-specific terms and their usage.

8.2.2 User requirements

Backend

- CMS user can view a log of all term additions and edits in English (both for platform-wide and site-specific taxonomies)

- CMS user can view, add, edit, delete and syndicate master terms in English

- CMS user can view, add, edit, delete and syndicate master term translations in the main UN languages

- CMS user can view the deletion status of master terms and master translations on the Master site

8.2.3 Permissions

See [Taxonomy vocabularies & their permissions](#)

8.2.4 Availability

Centralized taxonomy management is available only from within the MASTER site (/master).

8.2.5 Logic & specifications

8.2.5.1 View existing English terms from all vocabularies across all sites (Taxonomy management tab)
See [Taxonomy management tab](#)

8.2.5.2 Manage and syndicate platform-wide vocabularies (Structure > Taxonomy)

- Not all vocabularies can be managed centrally. Please refer to [Taxonomy vocabularies & their permissions](#) for which vocabularies can be managed centrally.
- For site-specific taxonomy management, refer to [Taxonomy management (site-specific)](#).

Vocabularies are listed at Master site > Structure > Taxonomy
(unicef.org/master/admin/structure/taxonomy)

From the dropdown next to each vocabulary, it is possible to directly [add a term](#) to the vocabulary or to go to the vocabulary's [list of terms](#).

> All other options in this UI refer to the vocabulary itself, not to individual terms, and should not be used.

+ Add vocabulary

Home » Administration » Structure

Taxonomy is for categorizing content. Terms are grouped into vocabularies. For example, a vocabulary called "Fruit" would contain the terms "Ap and "Banana".

Show row we

VOCABULARY NAME	DESCRIPTION	OPERATIONS
Content category		List terms
		Edit vocabulary
Global term(s)	Provides the global taxonomies.	Add terms
		Manage fields
Geographical term(s)	Provides the geographical taxonomies.	Manage form display
		Manage display
Tags		Translate
		Manage permissions
Blog categories	Blog categories	Delete vocabulary
		Manage automatic entity labels

Within each vocabulary (*/structure/taxonomy/manage/[name_of_vocabulary]/overview),* CMS user can do the following:
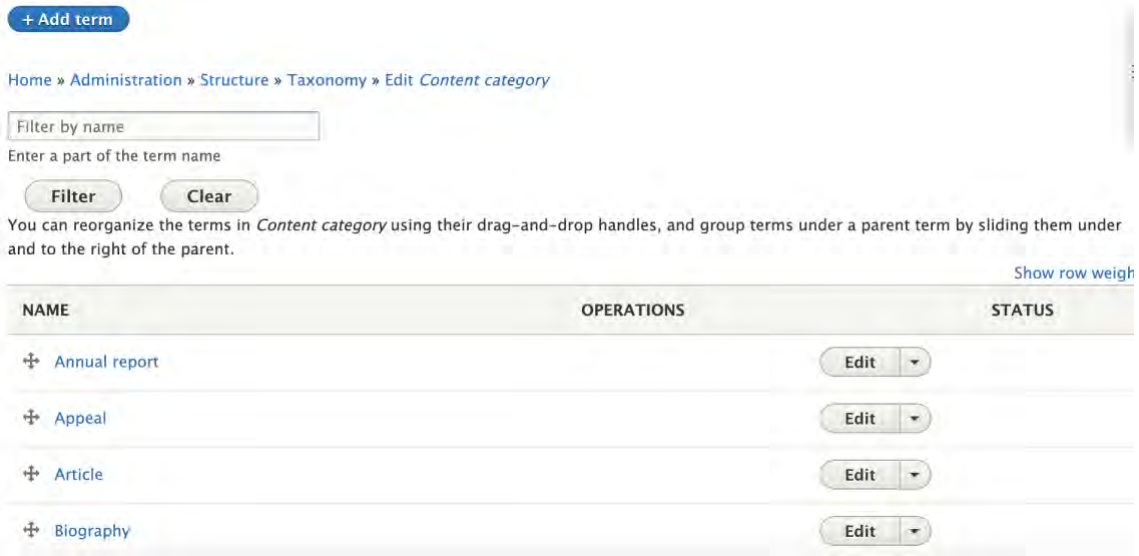
8.2.5.2.1   View existing master terms

Existing terms are listed alphabetically and can can be searched by keyword (not case sensitive). viewed in a searchable list. They are listed searched by typing a query into the search box and clicking the "Filter" button. A query can be removed by clicking the "Clear" button. Queries are not case sensitive.

8.2.5.2.2   Add or edit a master term

To add a term, go to *Master site > St*ructure > Taxonomy *(unicef.org/master/admin/structure/taxonomy).* Then go to the vocabulary you wish to add the term to and click "Add term" (not to be confused with "Add vocabulary"). This will open the "Add term" UI (*/admin/structure/taxonomy/manage/[vocabulary_name]/add*)

	Input	Output
Name*	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Free-form-text-field , 255 character limit	Appears as the term name on frontend and backend

	Input	Output
Label for Call to Action* Available for Content category terms only.	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Free-form-text-field , 30 character count limit	Appears on Tiles (Cards)
Icon (all languages)* Available for Content category terms only.	Media entity broser UI, Media type limited to "Content category icon"	Appears on Tiles (Cards) , List items , and Title card
Notify site taxonomists*	Check box, checked by default	When box is checked, CMS user with the "Site taxonomist" role will receive a User notifications when the new term (or a term edit) is propagated to a site where they hold that role.
Published	Check box, checked by default	When the box is checked, the term's Tagged search (Topics pages) is

	Input	Output
		visible to the public

8.2.5.2.3   Translate a master term into main UN languages

To translate a term, click "Translate" next to the term and follow the standard translation workflow.

8.2.5.2.4   Translate a master term into languages other than the main UN languages

This action is not centrally controlled but must be performed on individual sites. See Taxonomy management (site-specific)

8.2.5.2.5   Delete a master term and view deletion status
needs review

Master terms may be deleted from the Master site instantly or at a scheduled time. To launch the deletion UI, click "Delete" next to a term.

8.2.5.2.5.1   Instant deletion

To instantly delete a term, ensure the "Schedule deletion of the term on child sites" button is un checked (it is un-checked by default) and click the "Delete all translations" while button. In the list of terms, the term and its translations will now appear grayed out, accompanied by a "Deleted" status label, and can no longer be edited or translated. This status label will appear until the term has been completely removed from the system via cron job.

8.2.5.2.5.2   Scheduled deletion

To schedule a deletion, check the "Schedule deletion of the term on child sites" box and use the date and time fields to specify the time. Then click "Delete all translations". In the list of terms, the term will still appear active, accompanied by a "This term has been scheduled for deletion on dd/mm/yyyy - hh:mm" status label, but it can no longer be translated (it can still be edited for the purpose of canceling the scheduled deletion).

When the deletion time has arrived, the term will appear grayed out in the list of terms, accompanied by a "Deleted" status label, and can no longer be edited or translated. This status label will appear until the term has been completely removed from the system via cron job.

> The scheduled deletion time is propagated to other sites and independently executed there at the set time. The date and time of deletion are based on the Master site's time zone settings.

NAME	OPERATIONS	WEIGHT	STATUS
Audit and investigations			Deleted
Child protection	Edit		Scheduled for deletion on 10/31/2023 12:45 PM

8.2.5.2.5.3   Cancel a scheduled deletion

If a term has been scheduled for deletion, a "Cancel scheduled deletion" link appears in the term's Edit UI. Clicking the link cancels the scheduled deletion.

> When canceling a scheduled deletion on the Master site shortly before it is set to occur, it may be too late to avert deletion from other sites. This is because the scheduled deletion status may have already been propagated to receiving sites and will be executed there at the set time, unless the cancelation status update is received prior to execution.

8.2.5.2.6   Syndication to other sites
needs review

The following events and properties are queued for propagation to other sites:

- Addition of new term or translation

- Edit to existing term or translation

- Deletion status of term or translation

> Each time a cron runs on a receiving site, part or all of the queue is processed. This process inherently results in asynchronous syndication across different sites. It is estimated that propagation to all sites completes within 1 hour, though individual times vary depending on each site's queue.

8.2.5.3   Taxonomy notification workflows

The CMS automatically notifies Global taxonomists and Site taxonomists of taxonomy changes relevant to their respective roles.

See https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/198344705/User+notifications#Taxonomy-notifications

8.3 Taxonomy management (site-specific)

Site owners have the option to create taxonomies unique to their own site. Additionally, they are responsible for maintaining translations of platform-wide taxonomies into their site's local languages, provided those languages differ from the one managed on the Master site.

8.3.1 Purpose & Rationale

Site-specific taxonomy management affords flexibility in creating specialized taxonomies, e.g. when information needs to be made filterable on a more granular level than afforded by platform-wide taxonomies.

Secondly, this feature is necessary, because UNICEF largely relies on site owners to provide local translations in their sites' languages. Centralized translation management for most languages would be impractical.

8.3.2 User requirements

CMS user can

- View list of taxonomy vocabularies

- View list of platform-wide terms, their translations, and deletion status if applicable

- Translate platform-wide terms into site's local languages, if different from the centrally managed languages

- Add, edit, translate, delete terms in the Local terms vocabulary

- Add, edit, translate, delete terms in the Blog category terms vocabulary

8.3.3 Permissions

See [Taxonomy vocabularies & their permissions](#)

8.3.4 Availability

All sites

8.3.5 Logic & Specifications

Structure > Taxonomy (/admin/structure/taxonomy)

8.3.5.1   View list of vocabularies
Structure > Taxonomy (/admin/structure/taxonomy)

To see what site-specific vocabularies are supported, refer to [Taxonomy vocabularies & their permissions](#)

8.3.5.2   View list of taxonomy terms and their status
Structure > Taxonomy > [Vocabulary]
(/admin/structure/taxonomy/manage/[vocabulary]/overview)

- The terms in each vocabulary are listed in alphabetical order.

- Parent-child relationships between terms are signaled by indentation. Note that there currently is NO logic implemented for automatically applying child tags when a parent tag is applied to content, e.g. when tagging a page with the parent term "Education", the page is NOT automatically tagged with child terms like "Early education"

- If a platform-wide taxonomy term is scheduled for deletion, or has been deleted, its deletion status appears

NAME	OPERATIONS	WEIGHT	STATUS
Audit and investigations			Deleted
Child protection	Edit		Scheduled for deletion on 10/31/2023 12:45 PM

8.3.5.3   Adding a site-specific term

	Input	Output
Name (English)*	Mandatory https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Free-form-text-field, 255 character limit English version of a site-specific term is mandatory to enable Global taxonomist to review a term and take appropriate actions as outlined in the workflow for managing local taxonomy terms: https://unicef.sharepoint.com/:u:/s/DigitalGovernanceWorkplan2017/ESPpklfnflxPl1dd62QovgcBh4BLXQIh7TFQHVmd4KTdcQ?e=7zra5p	Appears as the English term name on frontend and backend Once a term has been added, it automatically appears in the following locations: Frontend • Tagged search (Topics pages) • Title card • List items • Tiles (Cards) • Relevant dropdown filter in In-page search, if

	Input	Output
		configured

Backend

- [Taxonomy management tab](#)
- [User dashboard](#)
- Dropdown filters in page templates and content blocks, such as [Title content area](#), [In-page search](#)

	Input	Output
		, [Mosaics](#) • Dropdown filter in[Content tab (/admin/content)](/admin/content)
Name ([Language]) An instance of this field will appear for each language configured on th	Optional https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Free-form-text-field, 255 character limit If this field is left blank, a translation may be added at a later time as specified	Appears as term name translation on frontend and backend

	Input	Output
e sit e		
Publish ed	Check box, checked by default. Can be asymmetrically translated.	When the box is checked, the term's Tagged search (Topics pages) is visible to the public

8.3.5.4   Editing a site-specific term

The *Name* and *Published* variables of an existing term may be edited separately for each language version.

8.3.5.5   Translating a site-specific term

A non-English translation of a term may be added either at the time of term creation (see Adding a site-specific term) or via the standard Translation workflow. Translations are asymmetric.

8.3.5.6   Translating a platform-wide taxonomy term

Platform-wide taxonomy terms can be translated via the standard Translation workflow.

> Translations should be added locally only for languages that are NOT managed via the Master site (see Taxonomy management (centralized)). If a translation for a centrally-managed language is added on a local site, then the local translation will be automatically overridden by the Master translation after a certain time.

8.3.5.7   Deleting a site-specific term

Deleting an English term also deletes its translations. Deleting a translation does not affect the English term.

> When deleting terms, it is good practice to first review all pages tagged with the term to ensure the integrity of the site's content architecture is preserved. To find all affected pages, site content can be filtered by taxonomy terms using the Content tab (/admin/content).

8.4 Taxonomy management section

Search/filter UI for identifying existing taxonomy terms and where they are used across CB1 platform.

- Rationale & purpose
- Availability
- Permissions
- Logic & specifications

- o [Terms sub-tab](#)
  - ▪ [Default logic](#)
  - ▪ [Export the list of terms update](#)
  - ▪ [Search/filter the terms update](#)
  - ▪ [Sort the list of terms update](#)
- • [Content sub-tab](#)
  - o [Default logic update](#)
  - o [Export the list of pages update](#)
  - o [Search/filter the pages update](#)

8.4.1 Rationale & purpose

The Taxonomy management section lists taxonomy terms and pages from across the platform. Lists can be filtered and sorted to monitor existing terms and their use across the platform before performing actions on terms. For example, if a Global taxonomist wishes to delete an outdated Global term, they may want to first check whether and where the term is being used and reach out to the owners of affected pages to recommend replacement with alternative tags.

8.4.2 Availability

Master site only

8.4.3 Permissions

Global taxonomist

8.4.4 Logic & specifications

The UI consists of two main sub-tabs, each containing a search/filter UI and results list.

8.4.4.1 Terms sub-tab
https://wcmsprod.unicef.org/master/admin/content/taxonomy-management

This view enables CMS users to view/search/filter/sort/export a list of terms used anywhere on the platform.

Default logic

> - Terms are displayed in English only
> - Terms appear in the order of most recently updated
> - **Local** terms and **Blog category** terms are sourced from all sites in the multi-site system
> - **Global** terms, **Geographic** terms, **Content category** terms, and **Publication language** terms are sourced only from the Global site

8.4.4.1.1 Export the list of terms update

	Input	Output
Export terms list		By clicking on the button a list of terms (across pagination) will be flushed into a tab-delimited, CSV format with the following information included: • Vocabulary • Term name • Site • Created • Updated

8.4.4.1.2 Search/filter the terms update

	Input	Output
Term title	Search field	
Vocabulary	Single selection drop-down menu (Local terms, global terms, geographic terms, content category, publication language)	
Site	Single selection drop-down menu with a list of sites that are in the Solr index. Sorted alphabetically in ascending order.	

8.4.4.1.3 Sort the list of terms update

	Input	Output
Vocabulary		
Term name		
Site		
Created		
Updated		
Action	Actions possible to perform on a term (only applies to terms in the global site)	

- Change the content category filter from the text input to a single selection drop-down menu with a list of content categories as available options. Sort the options alphabetically in ascending order.

- Change the site filter from the text input to a single selection drop-down menu with a list of sites that are in the Solr index. Sort the options alphabetically in ascending order.

- Change the language filter from the text input to a single selection drop-down menu with a list of the node languages that are in the Solr index. Sort the options alphabetically in ascending order.

- Sort the drop-down options in Global terms and Gropgrahic terms filters alphabetically in ascending order.

- Change the default selection in the Federated search drop-down to all sites

8.4.5 Content sub-tab

https://wcmsprod.unicef.org/master/admin/content/taxonomy-management/content

This view enables CMS users to view/search/filter/sort/export a list of pages from across all sites by taxonomy term and other variables.

Default logic update
-

8.4.5.1 Export the list of pages update

	Input	Output
Export content list		

8.4.5.2 Search/filter the pages update

	Input	Output
Site	Single selection drop-down menu with a list of sites that are in the Solr index. Sorted alphabetically in ascending order.	
Page title		
Template		
Content category		

Status		
Language		
Global term(s)		
Geographical term(s)		

- CMS user can view/search/filter/sort/export a list of pages from across all sites by taxonomy term (as well as other variables, incl. language! add details

- View platform wide content

https://unicef.visualstudio.com/unicef.org/_workitems/edit/131751

Content admin > Taxonomy management > Content **/admin/content/taxonomy-management/content**

From VSTS: We need a section in the CMS backend in the global site, under content administration, where users with specific roles should be able to see content from all platform sites. Under this section, called "Platform-wide content", a CMS user will be able to see a list of nodes from all platform sites and use the content filters to refine the list. this feature will be extensively used by the taxonomy team to investigate the use of specific platform-wide terms before performing actions on terms.

The related POC confirmed approach in using Solr for bringing the content access all sites together for viewing and filtering via CMS backend. Since content in all moderation states should be included in the view/query, we need a new instance of Solr index to include nodes in all moderations states.

The new index should include following node information:

- Name of the site that a node is a part of
- Node id
- Node title
- Node owner
- Node last modified
- Node language
- Node moderation state
- Content type (template) used to create a node
- Content category assigned to a node
- Global terms assigned to a node
- Geographic terms assigned to a node
- Publication language (applicable only to Publications and Documents)
- Node authoring date
- Node system date created

All nodes from any site and in any moderation state should be added to this index upon their creation.

Once a node is deleted it should be removed from the index.

A script should be developed to add existing content (in any moderation state) from any site to the new index.

- **Export content**

An option to export the content list should be available under Taxonomy management > Content, as a button labeled "Export content list":
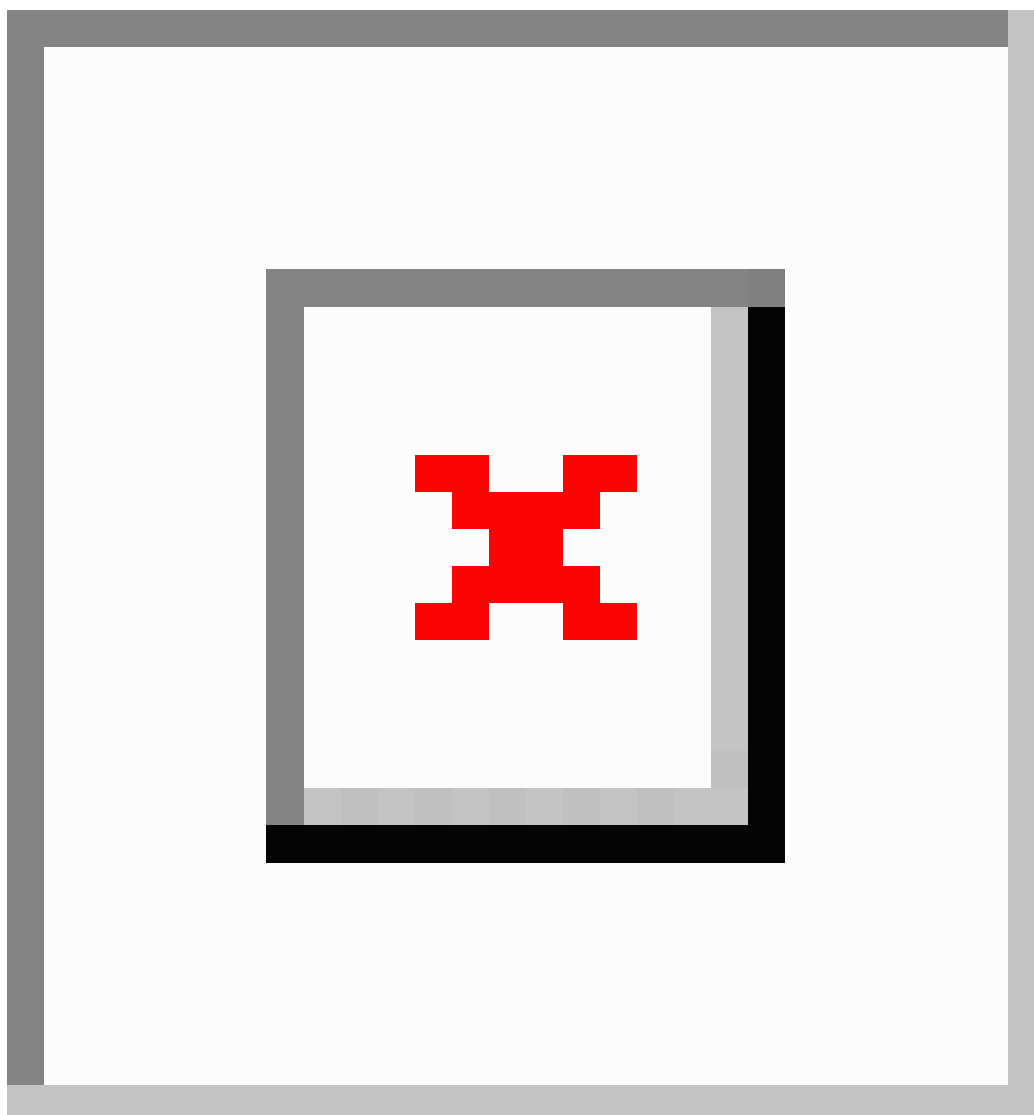
By clicking on the button a list of terms (across pagination) will be flushed into a tab-delimited, CSV format with the following information included:

Site

Title

ID

Template

Updated

Authored on

Language

Status

9 URLs

- [URL redirects](#)
- [URL aliases & patterns](#)

9.1 URL redirects

A redirect automatically takes a visitor or web crawler to another URL, changing the URL in the browser's location bar.

- [Purpose & rationale](#)
- [User requirements](#)
- [Permissions](#)
- [Availability](#)
- [Logic & specifications](#)
  - [Adding a URL redirect](#)
  - [Editing a URL redirect](#)
  - [Deleting a URL redirect](#)
  - [Searching/filtering/sorting existing redirects](#)
  - [Configuring redirect settings](#)

9.1.1 Purpose & rationale

URL redirects can be useful when content is being moved to a new URL path or when there are changes being introduced to the URL structure of a site or page.

- **User experience**: Redirects ensure that site visitors will still find what they are looking for, even if the content has moved to a different URL and the original URL is no longer valid.

- **SEO**: 301 redirects in particular let a search engine know that content has moved and that the link value of the old URL should be transferred to the new URL. This prevents unnecessary 404 errors, which can negatively impact a site's search ranking.

> **Alias vs. Redirect**
> A URL **alias** is a user-friendly nickname for a page's system path, e.g. *www.unicef.org/blog* instead of *www.unicef.org/node/12345*. When web browsers reach this alias URL, they display the node that "lives" at this URL. Only one node can live at each alias, but multiple aliases can point to the same node)
> A URL **redirect** is an instruction to browsers to go to a different URL. When web browsers reach a URL that has a redirect, they immediately continue to the URL they are redirected to and display the content that "lives" at that second URL. If the second URL also has a redirect placed on it, then browsers are redirected again. This repeats itself until all redirects have been executed and a final destination is reached.
> NOTE:
> - Our CMS automatically generates a redirect when a page's alias is changed. E.g. when replacing */alias-a* with */alias-b*, the system automatically generates a URL redirect from the old alias to the new alias, to ensure there is no breakdown in the end user experience or in the way search engines treat the page. For this reason, if an alias is changed many times, this results in many redirects (from each former alias to the latest alias). Note that
> It is not possible to generate a redirect from one alias to another if that alias is already as

9.1.2 User requirements

Front-end

- When end users visit the old URL, they are automatically redirected to the new destination URL. They can see the that the URL is automatically updated in the browser's address bar, and they can access the content of the destination page only.

Back-end

- CMS user can add/edit/delete/bulk delete redirects that originate from within the local site's domain.

- For each redirect rule, CMS user can specify

    o Source and destination URLs

    o Redirect status (e.g. *301 Moved Permanently*, *302 Found*, etc.)

    o Language, i.e. whether the redirect logic should be applied only to a specific language version of the source node.

- CMS user can find existing redirect rules via

    o Keyword search for the *From* or *To* path.

    o Filtering by *Status code* (e.g. *301 Moved Permanently*) or by *Original language* (i.e. the language version of a node to which the redirect rule has been applied, e.g. *Any*, *Chinese*, etc.).

    o Sorting by *From*, *To*, *Status code*, *Original language*, or *Date created*.

- CMS user can configure the following default settings that are automatically applied to all redirects:

    o Automatically create redirects when URL aliases are changed.

    o Retain query string through redirect. (For example, given a redirect from source-path to node?a=apples, if a user visits source-path?a=alligators&b=bananas they would be redirected to node?a=apples&b=bananas. The query strings in the redirection will always take precedence over the current query string.)

    o Default redirect status (e.g. *301 Moved permanently*)

    o Global redirect settings:

        ▪ Enforce clean and canonical URLs. (Enabling this will automatically redirect to the canonical URL of any page. That includes redirecting to an alias if existing, removing trailing slashes, ensure the language prefix is set and similar clean-up.)

        ▪ Ignore redirections on admin paths.

        ▪ Check access to the redirected page. (This helps to stop redirection on protected pages and avoids giving away secret URL's. By default this feature is disabled to avoid any unexpected behavior.)

9.1.3 Permissions

There configuration controls for URL redirects are divided into three areas. Permissions differ for each.

- Add/Edit/delete a redirect: All content-focused roles can do this (**Web manager, Content author, Content editor, Translator, Media editor, Programme editor**)

- List/search/filter/sort all redirects: **Web manager** only

- Configure default settings for all redirects: **Web manager** only

add links to Permissions.

9.1.4 Availability

- URL redirects can be added/edited/deleted via node edit or via config.

- The source URL can be any URL that sits on the site's domain. It doesn't matter whether there is content at the source URL and whether this content uses a particular template or whether it is published or not. Any content at the source URL will be ignored, because the redirect happens at the URL-level.

9.1.5 Logic & specifications

Base logic
- Redirects must originate from a path that has no page content associated with it. If a page exists at the origin path, then a redirect can be configured but won't work until the path is freed of content.
- Redirects must originate within the local site's domain. However, they can point to either internal or external destination URLs.
- Unlimited redirect rules are possible, as long as they don't conflict with one another. It is possible to redirect from several source URLs to one destination URL, but not from one source URL to more than one destination URL.
- Redirect URLs can be specified using a system path (e.g. /node/12345) or an alias (e.g. /about-us).
- By default, new redirects are applied to all language versions of a node. CMS user can select to confine the redirect to a specific language version.
- By default, new redirects are given the redirect status "301 Moved permanently". CMS user can select a different redirect status from the dropdown.

Configuration options

9.1.5.1 Adding a URL redirect
There are two methods for adding a URL redirect.

Option A: Within node edit

The standard way to add a redirect is to go to node edit and add the redirect in the right-hand menu.
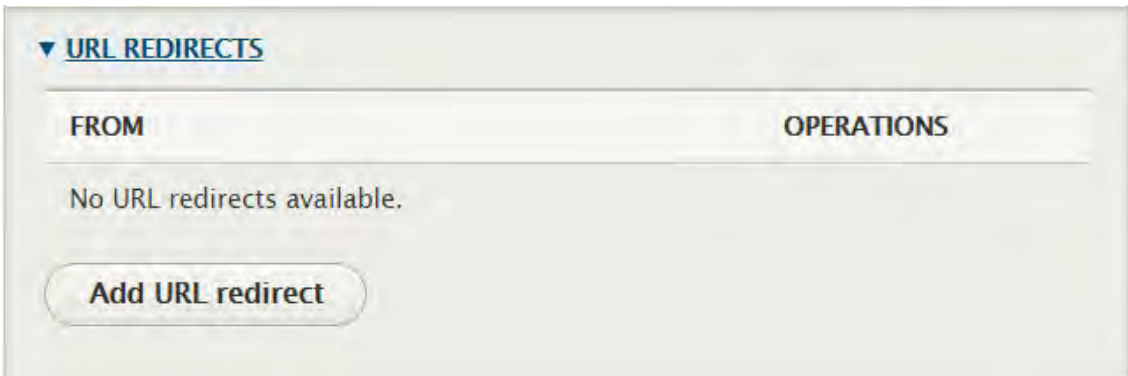
Click on "Add URL redirect to launch the "Add URL redirect" UI:

Path *

https://wcmsprod.unicef.org/training/ [   ]

To *

[/node/12345   ○]

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 *route:<button>* to display keyboard-accessible link text only.

Redirect status

[301 Moved Permanently ▼]

You can find more information about HTTP redirect status codes at http://en.wikipedia.org/wiki/List_of_HTTP_status_codes#3xx_Redirection.

Language

[– All languages – ▼]

The redirect language.

[**Save**]

	Input	Output
Path*	• Mandatory free-form text field. • When entering path, omit the forward slash, as this is already included after the pre-set domain. If there is a page associated with the path, the redirect will not work. A path must be content-less in order for the redirect to take effect.	This represents the source path, i.e. the path where the redirect originates.
To*	• Mandatory.	This represents the destination path, i.e. the path where the redirect will forward traffic to.

	Functions either as an auto-suggest field (begin typing page title) or as a free-form text field (either enter a complete domain starting with this site's protocol and domain, or enter a relative path starting with a forward slash.)	
Redirect status	Dropdown menu. Defaults to "301 Moved permanently". Additional options available from dropdown.	The HTTP status code is the server's response to client requests. A 301 status code signals to the client that further action needs to be taken in order to complete the request. This information is useful for search engines when indexing and ranking page links. See https://en.wikipedia.org/wiki/List_of_HTTP_status_codes#3xx_Redirection for info on HTTP status codes.
Language	Dropdown menu. Defaults to "All languages". Additional site languages available from dropdown.	This determines whether the redirect logic shall be applied to all language versions of a page or only one specific language version.

Option B: Within config

CMS users with adequate permissions can also add redirects by going to */admin/config/search/redirect* and clicking "Add redirect", or by going directly to */admin/config/search/redirect/add.*

This launches the same UI as when going through node edit, except that the "To" field is not pre-populated with the destination node ID.

9.1.5.2   Editing a URL redirect

> **Possible latency**
> Edits or deletions of existing redirects should take effect immediately on sites that are public (i.e. sites whose shield has been removed). That is because such sites communicate with Akamai servers, whose cache refreshes instantly thanks to cache tags. On sites that are behind a shield, the redirect updates may take up to 15 minutes to take effect, since they are subject to the refresh cadence of the Drupal server cache, as well as the Varnish cache on the Acquia load balancer.

The *Edit* UI is identical to the *Add* UI. Here are the access points to the UI:

Option A: Within node edit

Within node edit, go to "URL redirects" in the right-hand menu. From the dropdown next to an existing redirect, select "Edit".

Option B: Within config

Go to */admin/config/search/redirect* and select "Edit" in the dropdown next to an existing redirect.

9.1.5.3   Deleting a URL redirect

> **Possible latency**
> Edits or deletions of existing redirects should take effect immediately on sites that are public (i.e. sites whose shield has been removed). That is because such sites communicate with Akamai servers, whose cache refreshes instantly thanks to cache tags. On sites that are behind a shield, the redirect updates may take up to 15 minutes to take effect, since they are subject to the refresh cadence of the Drupal server cache, as well as the Varnish cache on the Acquia load balancer.

Option A: Within node edit

Within node edit, go to "URL redirects" in the right-hand menu and select "Delete" in the dropdown next to an existing redirect.

Option B: Within node edit

Within node edit, go to "URL redirects" in the right-hand menu and select "Edit" in the dropdown next to an existing redirect. On the next screen, click on "Delete" at the bottom of the UI.

Option C: Within Config

Go to */admin/config/search/redirect* and select "Delete" in the dropdown next to an existing redirect.

Option D: Within Config

Go to */admin/config/search/redirect* and select "Edit" in the dropdown next to an existing redirect. On the next screen, click on "Delete" at the bottom of the UI.

Option E: Bulk deletion in config

Go to */admin/config/search/redirect*. Check the boxes next to redirects you wish to delete, then click on "Apply to selected items".

9.1.5.4   Searching/filtering/sorting existing redirects
Go to */admin/config/search/redirect*.

> **Base logic**
> - Existing redirects are listed from oldest to newest by default.
> - Up to 50 redirects are displayed on initial page load, the rest can be accessed in increments of 50 using the pagination navigation at the bottom of the screen. Use

> of pagination cases page to reload with respective query string appended to the URL.

Search/filter options

	Input	Output
From	Optional, free-form text field. Enter part or all of the source path you are looking for.	Performs a keyword search of the source paths of the existing redirects
To	Optional, free-form text field Enter part or all of the destination path you are looking for.	Performs a keyword search of the destination paths of the existing redirects Igor Nuk Usability issue: The "To" field currently works only when searching by node ID (system path). This is confusing because the redirects are listed by path alias, not by system path. It would be great if one could search by both.
Status code	Optional, dropdown menu with different redirection status code options. See https://en.wikipedia.org/wiki/List_of_HTTP_status_codes	Filters the list of existing redirects to display only those that match selected status code.
Original language	Optional, dropdown menu with different language options.	Filters the list of existing redirects to display only those that match selected Original language.

Sorting options

Click the appropriate column header to sort by *From* (source path alias), *To* (destination path alias), *Status code*, *Original language*, or date/time *Created*.

9.1.5.5   Configuring redirect settings

Redirect behavior can be configured globally for all redirects on the site via */admin/config/search/redirect/settings*:

	Input	Output
Automatically create redirects when URL aliases are changed.	Check box, currently checked.	If box is checked, a redirect is automatically created from the old to the new alias whenever an existing alias is replaced with a new one.

		Without this if you changed a URL, and forgot to add a redirect the page would drop off the rankings.
Retain query string through redirect.	Check box, currently unchecked.	If box is checked, this will allow passing along data that's attached to a URL through a query string, when the URL is redirected.
		The query strings in the redirection will always take precedence over the current query string. For example, given a redirect from *source-path* to *node?a=apples*, if a user visits *source-path?a=alligators&b=bananas* they would be redirected to *node?a=apples&b=bananas*.
Default redirect status	Dropdown menu. Currently set to "301 Moved permanently". Additional options available from dropdown.	The selected status will be automatically applied s the default status for all newly-created redirects. CMS user can adjust them manually when a redirect is created. The HTTP status code is the server's response to client requests. A 301 status code signals to the client that further action needs to be taken in order to complete the request. This information is useful for search engines when indexing and ranking page links. See https://en.wikipedia.org/wiki/List_of_HTTP_status_codes#3xx_Redirection for info on HTTP status codes.
Global redirects	Several check boxes. Only the first one is currently checked. • Enforce clean and canonical URLs. • Ignore redirections on admin paths. • Check access to the redirected page.	If box is checked, the setting is enabled. • Enforce clean and canonical URLs. → This helps remove common instances of duplicate URLs. Enabling this will automatically redirect to the canonical URL of any page. That includes redirecting to an alias if existing, removing trailing slashes, ensure the language prefix is set and similar clean-up. • Ignore redirections on admin paths. → An override to make sure no admin paths are redirected. • Check access to the redirected page. → This helps to stop redirection on protected pages and avoids giving away *secret* URL's. By default this feature is disabled to avoid any unexpected behavior.

9.2 URL aliases & patterns

IN PROGRESS

> The logic documented here focuses on URL aliases for **page** nodes. It does not cover other types of entities that use URL aliases.

A URL alias is simply a user-friendly alias for a node's system path. If a node has no URL alias, then a web browser's address bar displays its system path, e.g. www.unicef.org**/node/12345**. If a node has a URL alias, then the alias replaces the system path in the web browser's address bar, e.g. www.unicef.org**/descriptive-page-title**.

- Purpose & rationale

- User requirements

- Permissions

- Availability

- Logic & specifications

    o Auto-generated aliases

    o Manually updating an existing alias

    o Adding new aliases without overwriting existing ones (NOT RECOMMENDED)

    o Bulk generating aliases

    o Deleting URL aliases

    o Searching/filtering/sorting existing aliases

    o Configuring Pathauto patterns

    o Configuring path formatting rules

9.2.1 Purpose & rationale

The main purpose of a URL alias is to serve as a human-readable, descriptive web address for a page. This has two benefits: It gives end users an indication of the page's content, and it also aids SEO, because search algorithms favor usability and accessibility.

> **Alias vs. Redirect**
> A URL **alias** is a user-friendly nickname for a page's system path, e.g. *www.unicef.org/blog* instead of *www.unicef.org/node/12345*. When web browsers reach this URL, they display the content that "lives" there.
> A URL **redirect** is an instruction to browsers to go to a different URL. When web browsers reach a URL that has a redirect (URL a), they immediately continue to the URL they are redirected to (URL b) and display the content that "lives" there.
> While the difference between aliases and redirects is not always noticeable to end users, it is noticed by search engines and factored into their indexing and page ranking behavior.
> Confusion sometimes arises from the fact that our CMS automatically generates a redirect when a page's alias is changed. E.g. when replacing */alias-a* with */alias-b*, the system automatically generates a URL redirect from the old alias to the new alias, to ensure there is not breakdown in the end user experience or in the way search engines treat the page. For this reason, if an alias is changed many times, this results in many redirects (from each former alias to the latest alias).

9.2.2 User requirements

Front-end

- End user can enter a URL alias in a web browser and is taken to the expected content.

Back-end

- For each language version of a page, CMS user can individually replace the auto-generated URL alias.

- CMS user with access to */admin/config/search/path* can also

  o Add new aliases without replacing/overwriting existing ones.

  o Add aliases either individually for each language version of a page, or for all language versions at once.

  o Delete aliases individually and in bulk.

  o Bulk generate aliases for items that currently have no alias or that have an old alias for which the Pathauto pattern has been changed.

  o Specify Pathauto logic for auto-generating path aliases. This includes rules governing

    ▪ Path patterns for different entity types

    ▪ Character limits

    ▪ Handling of spaces and special characters

    ▪ String clean-up, e.g. automatic removal of certain stop words or strings from an auto-generated alias.

9.2.3 Permissions

There are two permission levels, since URL alias functionality can be controlled from two different areas in the CMS:

- **Any user with access to a node**

  o **Can** edit that node's alias individually for each language version.

  o **Cannot**

    ▪ Delete aliases.

    ▪ Add aliases without replacing/overwriting existing aliases.

    ▪ Bulk generate and bulk delete aliases

    ▪ Define logic for auto-generation of aliases.

- **Site administrator** can do all of the above via */admin/config/search/path*.

add links to permissions.

9.2.4 Availability

- Existing aliases can be replaced individually from within node edit.

- All other alias functionality can be controlled from within *admin/config/search/path*.

- URL aliases can be defined for the following entity types, if enabled in */admin/config/search/path/settings*: Custom block, Consumer, File, Group, Group content, Media, Content, Redirect, Search API Synonym, Search override, Shortcut link, Taxonomy term, Promoted Federated Search, User, Custom menu link.

9.2.5 Logic & specifications

The logic documented here focuses on URL aliases for **page** nodes. It does not cover other types of entities that use URL aliases.

URL aliases are auto-generated by the CMS, but the logic for this is configurable. In addition, individual aliases can be manually altered and managed.

9.2.5.1   Auto-generated aliases

Base logic
- Every page is given an auto-generated alias by default. When a CMS user creates a node or a new translation, Drupal automatically generates a URL alias based on the page title.
- The structure of the auto-generated alias follows a pre-set logic. This logic is configurable. (Refer to Patters and Settings section for details.) *For example, if the node uses the Article template, then the URL alias will follow the pattern /stories/[node:title]. Any capital letters in the title will be automatically converted to lower case letters. Any space between characters will be replaced with a dash. Certain stop words will be stripped (e.g. at, but, by…). If the string exceeds 255 characters, it will be truncated.*
- Whenever a page title is updated, the alias is automatically updated as well.
- Whenever an alias is updated, a redirect is auto-generated from the old path to the new path. (**Note**: The redirect is automatically created because this setting has been enabled in the URL redirect module settings under */admin/config/search/redirect/settings*).

Configuration options

- CMS user can elect to manually override auto-generation of aliases. See Manually updating an existing alias.

- The URL pattern of auto-generated URLs can be configured. See Configuring Pathauto patterns.

- The auto-generation of a redirect (when an existing alias is replaced with a new one) can be disabled. See https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/48136349/URL+redirects#Configuring-redirect-settings .

9.2.5.2   Manually updating an existing alias
CMS user can manually update an alias without editing the page title. There are two methods:

9.2.5.2.1   A. Within node edit
The standard way to replace an existing alias is to go to **node edit** and update the URL alias in the right-hand menu.

▼ **URL ALIAS** (Alias: /stories/photo-essay-title)

☐ Generate automatic URL alias
Uncheck this to create a custom alias below. Configure URL alias patterns.

URL alias

/stories/photo-essay-title

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

	Input	Output
Generate automatic URL alias	Check box, checked by default	• If the box is checked, the URL alias is generated by default based on pre-configured settings.

		Refer to Patterns and Settings sections for details. • If the box is unchecked, the URL alias field below becomes editable.
URL alias	• Freeform text field. • To work properly, path alias must be entered starting with a forward slash.	The new path replaces the previous alias. The new path is what end users will see in the browser's address path. This update will only be applied to the current language version of the node. Even though the old alias has been overwritten in the system, it is still accounted for: A redirect is automatically generated, so that traffic to the old path is automatically forwarded to the new path. Search engines will take note and transfer the link value of the old path to the new path. If desired, this redirect can be manually removed in config.

9.2.5.2.2   B. Within config

An alternative way to replace a URL alias is to go to **/admin/config/search/path**.

1. Find the alias in the list.

2. Click on the dropdown next to it and select "Edit".

3. This launches the following UI:

Language
English ▼
A path alias set for a specific language will always be used when displaying this page in that language, and takes precedence over path aliases set as – *Not specified* –.

System path *
https://wcmsprod.unicef.org/training   /node/12345
Specify the existing path you wish to alias. For example: /node/28, /forum/1, /taxonomy/term/1.

URL alias *
https://wcmsprod.unicef.org/training   /specify-new-alias-here
Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

Save   Delete

	Input	**Output**
Language	Dropdown menu with options to limit the alias to a certain translation of the node, or be language-agnostic.	• If no language is specified, the alias will be applied to all translations of the node, and the respective language parameter will be automatically included in the URLs. • If a language is specified, then the alias will be applied only to that language version of the node, and the language parameter will be automatically inserted in that URL. E.g. If French is selected and the alias is specified as */this-is-the-alias*, then the alias will appear as */fr/this-is-the-alias*.

System path	Freeform text field. Enter the system path beginning with a forward slash, e.g. /node/12345	The alias will be associated with this node ID. The alias will be displayed instead of this node ID.
URL alias	Freeform text field. To work properly, path alias must be entered starting with a forward slash. Dashes should be used instead of blank spaces between words, as spaces will be automatically rendered as %20 by the system. The alias will still work, it just won't look good.	The new path replaces the previous alias. The new path is what end users will see in the browser's address path. If a language was specified this alias will be applied only to that language version of the node. If no language was specified, then the alias will be applied to all language versions of the node, and the respective language parameter will be automatically included in the URLs. Even though the old alias has been overwritten in the system, it is still accounted for: A redirect is automatically generated, so that traffic to the old path is automatically forwarded to the new path. Search engines will take note and transfer the link value of the old path to the new path. If desired, this redirect can be manually removed in config.

9.2.5.3   Adding new aliases without overwriting existing ones (NOT RECOMMENDED)

Adding multiple aliases for one page is not encouraged. Instead, URL redirects may be used to similar effect and with better SEO results.
(Background: The Pathauto module, which enables aliases in our CMS, creates an unexpected front-end behavior when more than one alias is present. Each alias, when entered in the browser's address bar, will resolve to whichever of them was added most recently. E.g. If three aliases exist, and the end user goes to /alias-1, this alias will automatically resolve to /alias-3 in the browser's address bar. This differs from normal expected behavior, which is that aliases fetch the page content without a visible change in the browser's address bar. In other words, Pathauto creates a front-end behavior in multiple-alias scenarios that superficially resembles redirects, but without any known advantage over redirects.)

When creating an alias via the "Add alias" UI in config, existing aliases are not affected. This enables the creation of multiple aliases for a page without overwriting its existing alias.

In */admin/config/search/path*, click the "Add alias" button (or go directly to */admin/config/search/path/add*). This launches the "Add alias" UI:

Language

[– Not specified – ▾]

A path alias set for a specific language will always be used when displaying this page in that language, and takes precedence over path aliases set as – *Not specified* –.

System path *

https://wcmsprod.unicef.org/training [ ]

Specify the existing path you wish to alias. For example: /node/28, /forum/1, /taxonomy/term/1.

URL alias *

https://wcmsprod.unicef.org/training [ ]

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

[**Save**]

	Input	**Output**
Language	Dropdown menu with options to limit the alias to a certain translation of the node, or be language-agnostic.	• If no language is specified, the alias will be applied to all translations of the node, and the respective language parameter will be automatically included in the URLs. • If a language is specified, then the alias will be applied only to that language version of the node, and the language parameter will be automatically inserted in that URL. E.g. If French is selected and the alias is specified as */this-is-the-alias*, then the alias will appear as */fr/this-is-the-alias*.
System path	Freeform text field. Enter the system path beginning with a forward slash, e.g. /node/12345	The alias will be associated with this node ID. The alias will be displayed instead of this system path.
URL alias	Freeform text field. To work properly, path alias must be entered starting with a forward slash. Dashes should be used instead of blank spaces between words, as spaces will be automatically rendered as %20 by the system. The alias will still work, it just won't look good.	This alias will be associated with the system path above. It will not overwrite other existing aliases for the page. The last alias that was added for a given page is treated as the "primary" alias. It is the alias that all other aliases will resolve to when viewed in a browser. It is also the destination for auto-generated redirects that occur when an alias has been updated. If a different alias is already associated with the system path, then both aliases will work. When end users enter either alias in their browser, they will see the same content. Note that the URL in the browser address bar will automatically resolve to the last alias created in the CMS. If a language was specified this alias will be applied only to that language version of the node. If no language was specified, then the alias will be applied to all language versions of the node, and the respective language parameter will be automatically included in the URLs.

9.2.5.4   Bulk generating aliases
/admin/config/search/path/update_bulk

> Please refer to Drupal's [Pathauto documentation](#) for details.

9.2.5.5   Deleting URL aliases

9.2.5.5.1   Individual deletion
Method A:

1. In */admin/config/search/path*, find the alias in the list.

2. Click on the dropdown next to it and select "Delete".

3. On the next screen, confirm or cancel deletion.

Method B:

1. In */admin/config/search/path*, find the alias in the list.

2. Click on the dropdown next to it and select "Edit".

3. This launches the Edit UI. At the bottom of the Edit UI, click on the "Delete" button.

4. On the next screen, confirm or cancel deletion.

9.2.5.5.2   Bulk deletion
Go to */admin/config/search/path/delete_bulk*.

	Input	Output
Choose aliases to delete	Check boxes, unchecked by default. Multiple boxes can be checked. Options include deletion of *all* aliases or deletion of aliases by various *entity types*.	The selected scope will be deleted.
Delete options - Only delete automatically generated aliases	Check box.	When checked, aliases which have been manually set are not affected by the bulk-deletion.
Delete aliases now!	Button	Clicking the button triggers bulk deletion based on the above settings. There is no confirmation. Be sure of your action before clicking the "Delete aliases now!" button. You may want to make a backup of the database and/or the path_alias and path_alias_revision tables prior to using this feature.

9.2.5.6   Searching/filtering/sorting existing aliases
Go to /admin/config/search/path.

> **Base logic**
> - Existing aliases are listed alphabetically by default.
> - Up to 50 aliases are displayed on initial page load, the rest can be accessed in increments of 50 using the pagination navigation at the bottom of the screen. Use of pagination cases page to reload with respective query string appended to the URL.

Search/filter options

The only option to search/filter is with the *Filter aliases* UI (optional, free-form text field). It performs a keyword search of the source paths of the existing redirects. Search will return any aliases that contain the text string. Use the *Reset* button to remove the query.

Sorting options

Click the appropriate column header to sort by *Alias*, *System path*, or *Language* of the alias.

9.2.5.7   Configuring Pathauto patterns

> For additional details, please refer to [Drupal's Pathauto documentation](#).

The CMS automatically generates an alias when a new page or translation is created. Auto-generated aliases follow patterns configured in */admin/config/search/path/patterns*. For example, when a CMS user creates an Article page, the alias is auto-generated according to the pattern */stories/[node:title]*.

Items that are configured to have their alias manually set can also have their aliases bulk-edited based on these patterns.

Patterns can be configured and managed using the following actions: Add, duplicate, edit, translate, disable, delete.

Patterns can be defined for the following pattern types: Content, File, Group, Group content, Media, Taxonomy term, User.

For the "**Content**" pattern type (the focus of this wiki page), patterns can be specified per template and language (one pattern can also be applied to multiple templates or languages at once). The pattern can be given a machine name and set to be either enabled or disabled. If it is enabled, this results in the pattern being automatically applied to the auto-generated alias of a newly-created page that matches the template/language.

> When creating a language-specific pattern, it is not necessary to include the language code, as this is included automatically by the system. E.g. for French Article pages, the pattern is /recits/[node:title]. When the alias is auto-generated, the system will automatically include /fr in front of /recits, because the pattern has been configured for French language.

9.2.5.8   Configuring path formatting rules
Regardless of the pattern, certain string formatting rules can be configured globally for all aliases in */admin/config/search/path/settings*.

> For additional details, please refer to [Drupal's Pathauto documentation](#).

	Input	Output
Enabled entity types	Check boxes, unchecked by default. Multiple boxes	If a check box is checked, the path for this entity type becomes configurable in */admin/config/search/path/patterns*. Per CMS: "Disabled types already define a path field themselves or currently have a pattern." Not sure exactly what this means. Find out

	can be checked. Available entity types: Custom block, Consumer, File, Group, Group content, Media, Content, Redirect, Search API Synonym, Search override, Shortcut link, Taxonomy term, Promoted Federated Search, User, Custom menu link.	and update Input column with info on why some boxes are checked and grayed out.
Verbose	Check box. Currently unchecked .	If checked, Verbose is enabled. Not sure what this does, but it sounds like enabling Verbose affects how changes in patterns are reported when the database is rebuilt?
Separator	Free-form text field. Currently set to dash.	This specifies which character the CMS should use separate words and to replace punctuation in titles. This character will replace any spaces and punctuation characters. Using a space or + character, as well as certain other special characters can cause unexpected results in Drupal, as Drupal does not accept such characters in a URL and automatically replaces them with other special characters to create an "acceptable" URL. It is best to review auto-generated aliases and correct/simplify them manually if needed.
Character case	Check box, currently checked.	If box is checked, this means capital letters are automatically converted to lower-case characters. Capital letters are however admissible. It is possible to manually overwrite the auto-generated lower-case with capitals.
Maximum alias length	Freeform text field. Maximum allowable is 255. Current limit is set to the recommended 100 character limit.	Maximum length of auto-generated aliases.

Maximum component length	Freeform text field. Maximum allowable is 255. Current limit is set to the recommended 100 character limit.	Maximum text length of any component in the alias (e.g., [title] in "*/stories/[node:title]*"
Update action	Radio buttons with the following options: • Do nothing. Leave the old alias intact. • Create a new alias. Leave the existing alias functioning. • Create a new alias. Delete the old alias. Currently set to the last of the three options.	This action will be applied when creating another alias for a content item which already has an alias. In addition to these settings, replacement of an existing alias may also trigger automatic creation of a redirect from the old to the new alias. This can be configured in URL redirect settings, see https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/48136349/URL+redirects#Configuring-redirect-settings.
Transliterate prior to creating alias	Check box. Currently unchecked.	If check box is checked, certain characters (such as those with accents) will automatically be transliterated into ASCII alphabet when a new alias is created.
Reduce strings to letters and numbers	Check box. Currently unchecked.	If check box is checked, new alias will be filtered to only letters and numbers found in the ASCII-96 set.

Strings to remove	Free-form text filed. Enter comma-separated values. Currently set to remove the following strings: a, an, as, at, before, but, by, for, from, is, in, into, like, of, off, on, onto, per, since, than, the, this, that, to, up, via, with Use this to remove words, not punctuation.	The specified words will be excluded from URL strings to keep the URL pithy for ease of use and SEO. For general info on stop words, refer to https://en.wikipedia.org/wiki/Stop_word .
Safe tokens	Free-form text filed. Enter comma-separated values. Currently set to exempt from clean-up: alias, path, join-path, login-url, url, url-brief	List of tokens that are safe to use in alias patterns and do not need to be cleaned. For example urls, aliases, machine names. Separated with a comma.
Punctuation	List of different punctuation mark, each with a dropdown menu that has the following options: • Remove • Replace by separator • No action	The selected action will be applied to the respective characters when an alias is created.

		do not replace) Currently all are set to "Remove", **except** dash, since dashes have been set to be allowable, and to serve as word separators in lieu of spaces.	

10 Copy content

10.1 Rationale and purpose

The unicef.org platform represents an ecosystem of public-facing sites based on the Drupal multisite system. The platform accommodates a number of Drupal sites that share a common information architecture (page templates, page components, media assets, taxonomy), functionality, and the front-end (user interface, theme).

One of the editorial goals of UNICEF seeks to distribute globally relevant content (press releases, campaign pages) from the UNICEF global site to regional and field office sites. Distributing and reusing content used to be a manual CMS activity, and no mechanism was in place to ensure that duplicate pages are not impacting UNICEF SEO.

One of the most used platform authoring features is the ability to create a new page as a copy of an existing page. This feature is especially useful when creating a specific type of content that has a common structure and elements (e.g. appeals, partnership announcements). Unfortunately, the feature, in the CMS known as "clone", has been unstable from its launch and riddled with bugs.

I am adding here a fake paragraph: Synergistically pontificate bricks-and-clicks models without equity invested architectures. Progressively enable an expanded array of systems vis-a-vis cooperative bandwidth. Professionally promote adaptive niche markets with equity invested materials. Phosfluorescently envisioneer equity invested content through transparent e-business. Appropriately target standards compliant networks via virtual "outside the box" thinking.

Hence the copy content feature has been developed to provide/address the following:

- Provide the ability to copy pages across the sites that are part of the UNICEF's Drupal multisite system

- Address and resolve the instability and bugs of the "clone" tool

- Address the issue of duplicate pages impacting the SEO of UNICEF by use of the Canonical URL

- Provide copy options related to page translations and associated media assets

10.2 Architecture

To provide the functionality of copying pages across Drupal sites, an underlying application layer called "Federated content pool" (FCP) has been established. The FCP is a Solr powered database of pages' metadata from all Drupal sites:
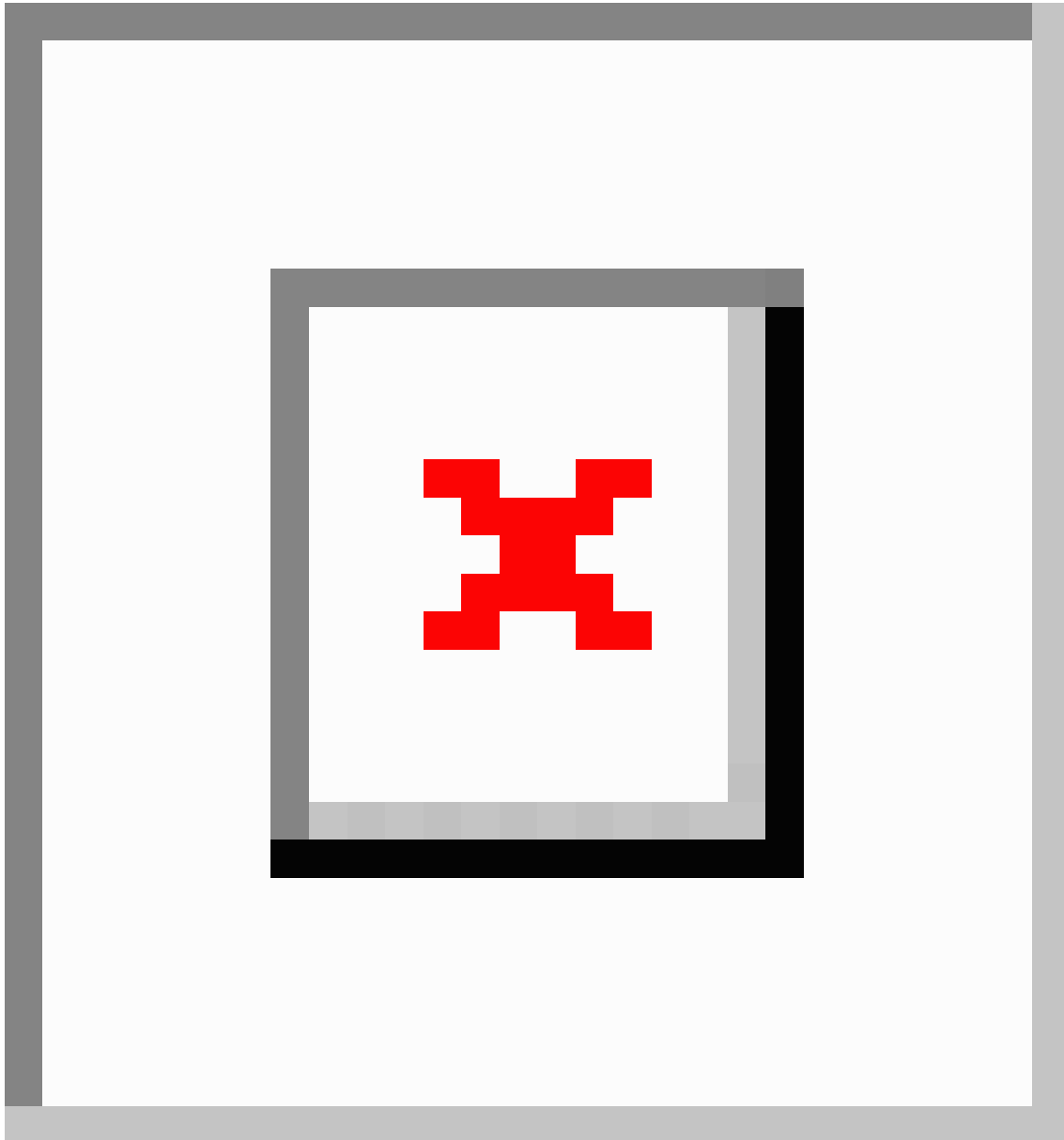
[Edit](#)

The copy content tool relies on FCP to present the CMS user with pages from all sites. Once a CMS user selects a page they want to copy, a copy content tool connects to an origin site and retrieves and copies a page to the destination site.

All types of nodes except *Region* and *Country* (available only on the Global unicef.org site) are included in the FCP.

10.3 The tool

The copy content tool is available via the following CMS URL structure, for a given site: [environment].unicef.org/[foldername]/admin/content/copy

The copy content tool can be accessed via a tab labeled "Copy content" under the content administration section.
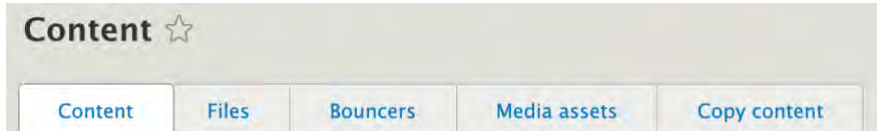
The copy content tool consists of two components:

10.3.1 Search filters

The purpose of the search filters is to enable CMS users to quickly identify a page they would like to copy. The following filters are available:

Filter	Description	Type	Notes
Site	Filter content by site	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Auto-suggest-%2B-dropdown-combo	
Page title	Filter content by searching for a query in the page title	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Free-form-text-field	
Template	Filter content by a page template	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Single-selection-dropdown	
Content category	Filter content by a page content category	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Single-selection-dropdown	
Page ID	Filter by page ID	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Free-form-text-field	Only numbers are accepted
Language	Filter content by the page language	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Single-selection-dropdown	Only the current site's configured languages are available

Global terms	Filter content by the global terms	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Auto-suggest-%2B-dropdown-combo	The single selection dropdown is part of the MVP version. In a future iteration, it should be replaced by the autocomplete field and multiselection
Geographical terms	Filter content by the geographical terms	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Auto-suggest-%2B-dropdown-combo	The single selection dropdown is part of the MVP version. In a future iteration, it should be replaced by the autocomplete field and multiselection

10.3.2 Content list

This component provides a list of content available for copy. The list includes the following metadata:

Item	Description	Notes
site	The site of the content	If the content is from the current site, instead of the site name "This site" will be displayed. The site name is formed from the site name and the site slogan (properties available under the site basic configuration).
page title	Title of a page	The page title is the link to a page. If a page is not published, a CMS user who is trying to access a page from a different site will face a 404 error unless they have CMS access to that site.
ID	ID of a page	

Item	Description	Notes
template	The template that page is based on	
Content category	The page content category	
Updated	System date when the page was last time modified (saved)	Sortable
Authored on	The date when a page was authored	Sortable (based on the "authored on" page field)
Language	The language of a page	
Status	The status of a page	Based on the page moderation state
Operations	Operations that a user can invoke	Copy content is the only operation available

The copy content tool lists content only in languages that are configured on the site where the copy content tool is being used. For example, if a user is accessing the tool in a site that has English, French and Spanish languages configured, they will be able to see and copy content available only in those languages. Consequently, the languages dropdown filter will only contain site-configured languages.
Adding a fake note to the note box

10.3.3 Copy content - user options

Add new updates from Srijan:

10.4 Expected functionality:

1. A CMS user can opt to skip copying media assets used in a page when copying that page from another site

2. New option in the copy options modal window appears. A checkbox is checked by default to copy media assets. A CMS user needs to uncheck that checkbox to skip

copying media assets. This option only appears when making a copy of a page from another site

3. If a CMS user opts to skip copying media assets following will be skipped: media assets in hero/teaser in all templates, media in column blocks, media blocks, accordion, cover image, standard banner, media banner, documents block (document, publication), and multimedia widget (press release)

10.5 Expected result:

A CMS user can skip copying media assets used on a page they want to copy from another site.

A copy of a page will not contain any media assets.

Media assets that have been used on the original page will not be copied to a destination site.

When editing a copy of a page without media assets, a CMS user will have to add media assets that are required in order to save a page.

When copying a page from the same site media assets used in a page will not be copied (duplicated)

When a CMS user initiates a copy of a specific page, they are presented with the following options:

- Copy a page in the selected language
- Copy a page in the selected language and its translations (only displayed if the page has associated translations in a language/s for which the current site is configured)
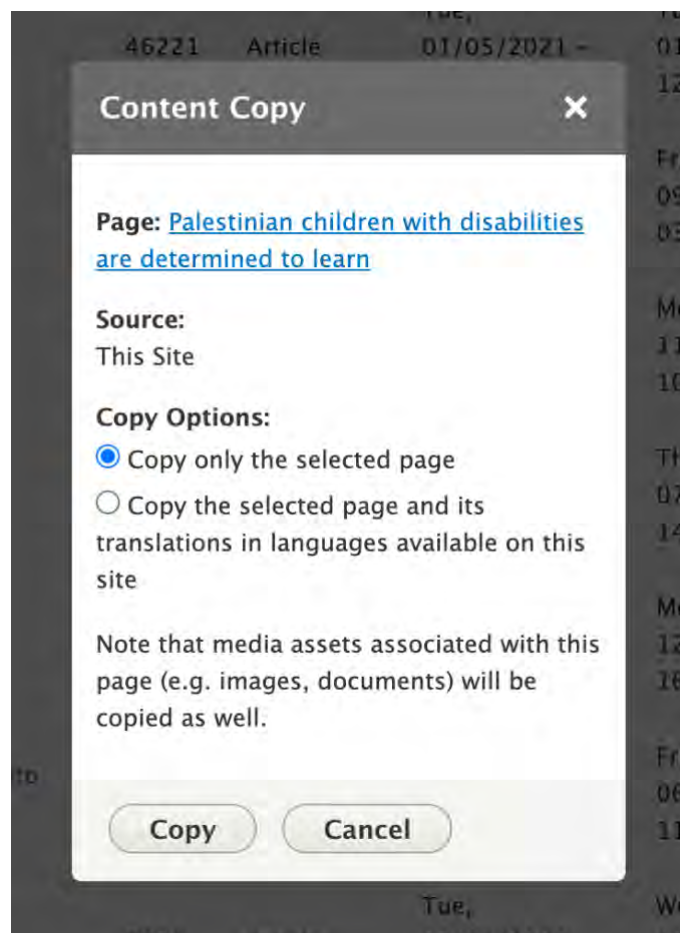
When a CMS user opts to copy a selected page and its translations, only page translations in languages available in the destination site will be copied.

If a CMS user opts to copy a selected page and its translations, the copy's original language will be set to the default language of the destination site.

10.5.1 Copy content and media assets

When a CMS user copies a page from a different site, the media assets used in that page will be copied as well. Following is the list of media asset types and their place in the page architecture:

Item	Component	Template	Template area
Image media asset	Multimedia teaser	Article Emergency page Document Landing page Multipurpose page Photo essay Programme page Programme landing page Publication	Title content area
Image media asset Video media asset	Media block (all variants) Column block (all variants) Accordion	Article Emergency page Feature page Landing page Multipurpose page Photo essay Programme page Programme landing page	Main content area
Image media asset	Media banner Standard banner	Multipurpose page	Main content area
Image media asset	Standard banner	Emergency page	Main content area
Image media asset	Standard banner Media banner	Feature page	Title content area
Image media asset	Standard banner	Feature page Landing page Programme page Programme landing page	Call to action area

Item	Component	Template	Template area
Cover image media asset		Document	Document content area
Cover image media asset		Publication	Publication content area
Document media asset	Documents	Document	Document content area
Document media asset	Documents	Publication	Publication content area
Image media asset Video media asset	Featured media	Press release	Title content area
Image media asset	Multimedia widget	Press release	Main content area
Image media asset Video media asset	Media block (all variants) Column block (all variants) Accordion	Publication	Linked content area

Add note on which content will NOT be copied over. This should include "Search base facets" in In-page search. The logic is that NO search base facets are copied at all, since sometimes they may consist of Local terms, which are site specific. When copying a page that includes an In-page search, the copy of In-page search needs to be reconfigured with new base facets.

> Copied pages can only reference media assets within the same/current site, therefore:
> - If a selected page in the specific language is copied (but not its translations), only the page associated media assets in that specific language will be copied.
> - If a selected page and its translations are copied, media assets used in the copied translations will be copied as well.
> - If a selected page is copied within a site, media assets used on that page will not be copied (the references to original media assets will be preserved).

10.5.2 Status of a page copy

A page copy is set to have the following default properties:

- The page is in the **draft moderation state**

- "**Copy of**" text is appended to a page title of the page copy

- The CMS user that performed the copy is set as the **page author**

- The page "**authored on**" date is set to a date/time when the copy was performed

- The page has the **Canonical UR**L set to a public URL of the original page

- The page **revision log message** is set to "Copied from [site name]", where [site name] is a name of the site from where a page has been copied

> A **Canonical URL is not applied** to a page copy that has been **copied within the same site**.

10.5.3 Status of a media asset copy

A media asset copy is set to have the following default properties:

- The CMS user that performed the copy is set as the **media asset author**

- The media asset **authored date** is set to the date/time when the copy was performed

- The media asset **revision log message** is set to "Copied from [site name]", where [site name] is the name of the site from where a page has been copied

10.6 Permissions

Access/ Action	Site administrator	Web manager	Content editor	Content author	T ranslator	Media editor	Programme editor	Group roles
Access to content copy tool	x	x	x	x	x	x	x	
Copy a page	x	x	x	x	x	x	x	

10.7 Roadmap

The following items are to be implemented through the future iterations of the tool:

Item	Release/sprint	Notes
Provide group members access to the tool and the ability to type of pages based on their assigned group role(s).	Release 27	
Change the format of the global terms filter from the single selection dropdown to the autocomplete field with the ability to select multiple terms	TBD	
Change the format of the geographical terms filter from the single selection dropdown to the autocomplete field with the ability to select multiple terms	TBD	
A CMS user option to skip copying page associated media assets when copying a page from a different site	TBD	
A CMS user option to skip setting the Canonical URL in the page copy to the original page.	TBD	

10.8 Related development activities

10.9 Frontend specifications

N/A

11 Content lifecycle management

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-
-

11.1 Orphan media asset management

Automated functionality that monitors unused media assets over time and initiates deletion workflow after a certain time.

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11.1.1 Purpose & rationale

To prevent media assets from unnecessarily taking up server space and impacting CMS performance, it is desirable to eliminate media assets that aren't used on any pages (a.k.a. orphan media assets). Orphan media assets are common, because the presence of media assets on the CMS is not necessarily tied to pages. For example, assets may be orphaned because they were uploaded but never used in a page, or they may have been previously used but remained present in the CMS' media library after the page using them was deleted.

The orphan media management workflow automatically notifies CMS users of orphan media assets and deletes the assets if they remain unused for a certain amount of time.

11.1.2 User requirements

Backend

- CMS user can define parameters for orphan media status
- CMS user can monitor orphan media assets via the user dashboard
- CMS user can export a list of orphan media assets is this still a thing? Used to be in Media tab?
- CMS user receives automatic advance notifications of orphan media assets and their impending deletion

11.1.3 Permissions

Need to update permissions

11.1.4 Availability

All sites

11.1.5 Logic & specifications

11.1.5.1 Definition of orphan media asset

A media asset is considered orphaned if it is *not referenced in a page through any page component* (e.g. multimedia teaser, media banner image, publication document, etc.). That applies to pages in all moderation states.

> - Inserting media asset images directly into a text block does NOT make that asset be considered as in use
> - Linking to document media assets from a text block does NOT make that asset be considered as in use (document needs to be referenced from a document or publication page to be considered in use)

11.1.5.2 Workflow configuration

11.1.5.2.1 Workflow diagram

https://unicef.sharepoint.com/:u:/s/DigitalGovernanceWorkplan2017/EbQUaxE0RHRDjMTdNdjfvZgB_37snzb5QbdNfI5es_GlQQ?e=xeanIC

11.1.5.2.2 Default configuration

The workflow is applied to the following media types with the default values shown:

Type	First notification	Second notification	Deletion
Document	After 30 days	After 55 days	After 60 days
Image	After 45 days	After 70 days	After 75 days
Publication cover image	After 45 days	After 70 days	After 75 days
Document cover image	After 45 days	After 70 days	After 75 days

11.1.5.2.3 Custom configuration

The workflow can be enabled/disabled individually for each site. **/admin/config/media-life-cycle-workflow/settings**

The default values can be configured individually for each media type and each site.

where, how?

11.1.5.3 User dashboard

User dashboard - Media assets lifecycle tab

11.1.5.4 User notifications

See https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/198344705/User+notifications#Media-node-notifications.

What is this dropdown for?
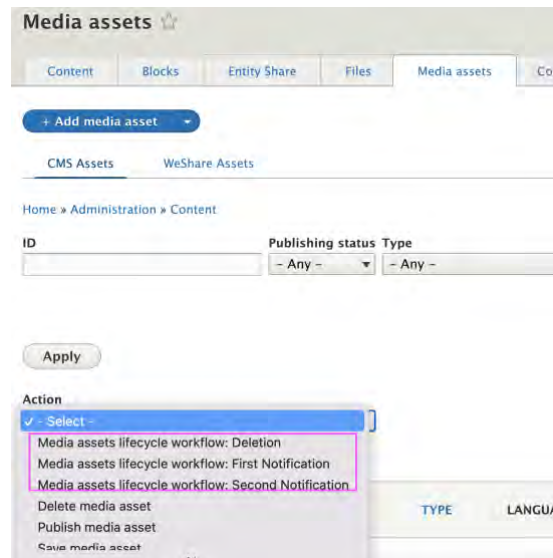
11.2 Page lifecycle management

From https://unicef.visualstudio.com/unicef.org/_workitems/edit/40172

For notifications refer to User notifications

There are three archiving workflows that should be possible to apply to site content:

notify > archive

notify

Content archiving workflows should be configurable per content category, and per site:

Notify > archive:

This workflow automatically changes the state of the content based on the content defined lifespan. This workflow applies to all published content and has the following hardcoded and configurable options:

Content lifespan:

- This is a configurable option that defines how long content stays published before it gets archived
- Content lifespan counts from the time a content piece has been published for the first time
- This option is defined in a number of days, and it should be configured to accept a minimal value of 1 day and a maximum value of 1095 days.

Notifications triggering rule:

- this is a configurable option that defines how many days in advance before a content piece is set to be archived, CMS users should be notified
- This option is defined in a number of days, and it should be configured to accept a minimal value of 1 day and a maximum value that is equal to a content lifespan

Notifications recipients:

- This is a hardcoded option and sets the following CMS users/roles to receive archiving notifications:
    - Content piece (node) creator
    - Content piece (node) editor who last edited a node
    - Site's web manager(s)
- Only active CMS users that satisfy at least one of the above criteria should be recipients of archiving notifications

Overriding content lifespan:

- This is a hardcoded option and sets the following CMS users/roles to be able to change content lifespan value per individual content piece:
    - web manager role
    - site administrator role
    - platform administrator role
    - administrator role
- Overriding content lifespan for an individual content piece should trigger a notification to the following CMS users/roles
    - Content piece (node) creator
    - Content piece (node) editor(s)
    - Site's web manager(s)

Treatment of archived content:

- This is a hardcoded option that sets to delivers 410 page with a customizable text when an archived page URL is being accessed by an anonymous user

NOTE: this archiving workflow should not be applied to bouncer type of content

Notify:

This workflow does not change the state of content but it notifies CMS users that content has not been updated for a while. This workflow applies to all published content and has the following hardcoded and configurable options:

Notifications triggering rules:

- **These are the configurable options that define the following:**
    - **After how many days since the content has been last updated (last published revision) notifications should start. This option is defined in a number of days, and it should be configured to accept a minimal value of 1 day and a maximum value of 1095 days.**
    - **How many times notifications should be resent. This option should offer values from 1 to 10 (in the form of a dropdown).**
    - **How frequently notifications should be resent. This option is defined in a number of days, and it should be configured to accept a minimal value of 7 days and a maximum value of 1095 days.**

Notifications recipients:

- **This is a hardcoded option and sets the following CMS users/roles to receive notifications:**
    - **Content piece (node) creator**
    - **Content piece (node) editor(s)**
    - **Site's web manager(s)**

- **Only active CMS users that satisfy at least one of the above criteria should be recipients of archiving notifications**

NOTE: this archiving workflow should not be applied to bouncer type of content

None:

This workflow does not trigger any actions and it should be applied by default to all content categories

Configurable options for each workflow per content category should be available in the CMS backend, in the administration,> configuration section and should be called "Site content archiving".

Following CMS roles should have access to manage site content archiving:

- site administrators

- platform administrators

- administrators

NOTE: This story is part of a set of stories for implementing content archiving feature. Other stories will cover:

- archiving related dashboards

- implementation of 410 page

- application of the archiving workflows to the existing content

11.3 Revisions purge

Old revisions of nodes tare automatically deleted from the server to free up space.

11.3.1 Logic

Node revisions older than 365 days are purged. This applies to:

- Nodes off all template types

- Nodes on all sites

- Nodes in all languages

> Note: Currently, revisions to **Media assets** are not purged.

Igor Nuk how often does the cron run. One a day? check again in end Jan (initially was 50 on every site every 10 minutes on, but was too often due to backlog)

11.3.2 Story

https://unicef.visualstudio.com/unicef.org/_workitems/edit/89204

12 Site administration and configuration

- [Caching & Crons](#)
- [Branding](#)
- [Dates](#)
- [Social sharing](#)
- [Federated content pool (FCP)](#)
- [Manage site settings](#)
- [Header & footer](#)
- [Color theme](#)

12.1 Caching & Crons

- [Drupal cache](#)
- [Varnish cache](#)
- [Akamai cache](#)
- [Crons](#)

12.1.1 Drupal cache

12.1.2 Varnish cache

12.1.3 Akamai cache

12.1.3.1 Logic & Specifications
- Cache automatically purged every [timeframe]
- Additional cache purge triggered by the following events:
    - When sitemap.xml has been rebuilt on a site, this triggers cache clearing of Akamai version of the site's sitemap.xml

12.1.3.2 About Akamai cache tags

12.1.4 Crons

- [17 May 2024 info from Jose](#)
- [Older info received from dev](#)

12.1.4.1 17 May 2024 info from Jose
This is the current list of CRON jobs defined in PROD (in crontab order):

ID	Name	Frequency	Command
1	Email Count	Every month on the 1st at 05:30 UTC.	/home/unicefv4/scripts/script-count-emails-prod.sh &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/emailcount-cron.log

2	executiveboard purge queue	Every 2 minutes	/usr/local/bin/drush10 --uri=https://www.unicef.org/executiveboard/ --root=/var/www/html/${AH_SITE_NAME}/docroot -v p:queue-work &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron-queue-work.log
3	Export original strings from master	Every day at 6:00 UTC	/home/unicefv4/scripts/script-run-export-originals-from-master.sh unicef.org.master unicefv4 &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/po-export-originals-drush-cron.log
4	Export po translations from master	Every day at 6:00 UTC	/home/unicefv4/scripts/script-run-export-po-from-master.sh unicef.org.master unicefv4 &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/po-export-drush-cron.log
5	Import po from master for both original and translation Batch 1	Every day at 06:06 UTC.	/home/unicefv4/scripts/script-run-import-po-files.sh all1 unicefv4 &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/po-import-from-master-drush-cron.log
6	Import po from master for both original and translation Batch 2	Every day at 06:12 UTC.	/home/unicefv4/scripts/script-run-import-po-files.sh all2 unicefv4 &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/po-import-from-master-drush-cron.log
7	Import po from master for both original and translation Batch 3	Every day at 06:18 UTC.	/home/unicefv4/scripts/script-run-import-po-files.sh all3 unicefv4 &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/po-import-from-master-drush-cron.log
8	Import po from master for both original and translation Batch 4	Every day at 06:30 UTC.	/home/unicefv4/scripts/script-run-import-po-files.sh all4 unicefv4 &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/po-import-from-master-drush-cron.log
9	Import po from master for both original and translation Batch 6	Every day at 06:36 UTC.	/home/unicefv4/scripts/script-run-import-po-files.sh all5 unicefv4 &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/po-import-from-master-drush-cron.log
10	Import po from master for both original and translation Batch 7	Every day at 06:10 UTC.	/home/unicefv4/scripts/script-run-import-po-files.sh all6 unicefv4 &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/po-import-from-master-drush-cron.log
11	Import po from master for both original and translation Batch 5	Every day at 06:24 UTC.	/home/unicefv4/scripts/script-run-import-po-files.sh all7 unicefv4 &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/po-import-from-master-drush-cron.log
12	Import po from master for both original and	Every day at 06:25 UTC.	/home/unicefv4/scripts/script-run-import-po-files.sh all8 unicefv4 &>>

	translation Batch 8		/var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/po-import-from-master-drush-cron.log
13	Logs Cleanup	Every week on Sunday at 04:00 UTC.	/mnt/gfs/unicefv4.prod/backups/cleanup-logs.sh
14	Multisite cron batch 1	Every 12th hour at minute 16	/home/unicefv4/scripts/script-run-cron.sh full1 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
15	Multisite cron batch 2	Every 12th hour at minute 16	/home/unicefv4/scripts/script-run-cron.sh full2 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
16	Multisite cron batch 3	Every 12th hour at minute 1	/home/unicefv4/scripts/script-run-cron.sh full3 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
17	Multisite cron batch 4	Every 12th hour at minute 1	/home/unicefv4/scripts/script-run-cron.sh full4 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
18	Multisite cron batch 5	Every 12th hour at minute 31	/home/unicefv4/scripts/script-run-cron.sh full5 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
19	Multisite cron batch 6	Every 12th hour at minute 31	/home/unicefv4/scripts/script-run-cron.sh full6 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
20	Multisite cron batch 7	Every 12th hour at minute 46	/home/unicefv4/scripts/script-run-cron.sh full7 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
21	Multisite cron batch 8	Every 12th hour at minute 46	/home/unicefv4/scripts/script-run-cron.sh full8 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
22	PHP Error Check	Every hour at 6 minutes past the hour.	/home/unicefv4/scripts/script-check-phperrors.sh
23	Purge queue global	Every 5 minutes.	/usr/local/bin/drush10 --uri=https://www.unicef.org/ --root=/var/www/html/${AH_SITE_NAME}/docroot -dv p:queue-work &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron-queue-work-def.log
24	Purge Volume	Every hour at 25 minutes past the hour.	/home/unicefv4/scripts/script-run-show-purge-volume.sh exeandall prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/purge-volume-cron.log
25	Report active users	Every month on the 1st at 06:00 UTC.	/home/unicefv4/jscripts/active_users/main.php &> "/home/unicefv4/jscripts/active_users/log/$(date +'%Y_%m_%d_%I_%M_%p')_active_users.txt"

26	Scheduled job cron batch 1	Every hour at minutes 1, 31, and 46	/home/unicefv4/scripts/script-run-scheduled.sh full1 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/scheduled-drush-cron.log
27	Scheduled job cron batch 2	Every hour at minutes 1, 31, and 46	/home/unicefv4/scripts/script-run-scheduled.sh full2 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/scheduled-drush-cron.log
28	Scheduled job cron batch 3	Every hour at minutes 1, 16, and 31	/home/unicefv4/scripts/script-run-scheduled.sh full3 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/scheduled-drush-cron.log
29	Scheduled job cron batch 4	Every hour at minutes 1, 16, and 31	/home/unicefv4/scripts/script-run-scheduled.sh full4 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/scheduled-drush-cron.log
30	Scheduled job cron batch 5	Every hour at minutes 1, 16, and 46	/home/unicefv4/scripts/script-run-scheduled.sh full5 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/scheduled-drush-cron.log
31	Scheduled job cron batch 6	Every hour at minutes 1, 16, and 46	/home/unicefv4/scripts/script-run-scheduled.sh full6 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/scheduled-drush-cron.log
32	Scheduled job cron batch 7	Every hour at minutes 1, 16, and 31	/home/unicefv4/scripts/script-run-scheduled.sh full7 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/scheduled-drush-cron.log
33	Scheduled job cron batch 8	Every hour at minutes 1, 16, and 31	home/unicefv4/scripts/script-run-scheduled.sh full8 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/scheduled-drush-cron.log
34	Search Multisite cron batch 1	Every hour at 7 minutes past the hour.	/home/unicefv4/scripts/script-run-cron-search-index.sh full1 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
35	Search Multisite cron batch 2	Every hour at 16 minutes past the hour.	/home/unicefv4/scripts/script-run-cron-search-index.sh full2 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
36	Search Multisite cron batch 3	Every hour at 17 minutes past the hour.	/home/unicefv4/scripts/script-run-cron-search-index.sh full3 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
37	Search Multisite cron batch 4	Every hour at 20 minutes past the hour.	/home/unicefv4/scripts/script-run-cron-search-index.sh full4 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
38	Search Multisite cron batch 5	Every hour at 26 minutes past the hour.	/home/unicefv4/scripts/script-run-cron-search-index.sh full5 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
39	Search Multisite cron batch 6	Every hour at 32 minutes past the hour.	/home/unicefv4/scripts/script-run-cron-search-index.sh full6 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log

40	Search Multisite cron batch 7	Every hour at 48 minutes past the hour.	/home/unicefv4/scripts/script-run-cron-search-index.sh full7 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
41	Search Multisite cron batch 8	Every hour at 56 minutes past the hour.	/home/unicefv4/scripts/script-run-cron-search-index.sh full8 prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
42	Stats by Content Created-Published-Updated	Every month on the 1st at 07:00 UTC.	/home/unicefv4/scripts/script-count-stats-roco.sh &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
43	Stats By Content Type	Every month on the 1st at 08:30 UTC.	/home/unicefv4/scripts/script-count-stats-contenttype.sh &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
44	Stats by Language	Every month on the 1st at 10:30 UTC.	/home/unicefv4/scripts/script-count-stats-langcode.sh &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
45	Stats by Published Paragraphs	Every month on the 1st at 14:30 UTC.	/home/unicefv4/scripts/script-count-stats-paragraph-prod.sh &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log
46	Synonym Copy to Solr	Every day at 04:00 UTC.	/home/unicefv4/scripts/adhoc-scripts/script-run-export-synonym.sh prod &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/adhoc-scripts/synonymcopy-cron.log
47	Twig cache clear	Every week on Sunday at 00:00 UTC.	/home/unicefv4/scripts/script-clear-twig-cache.sh &>> /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/twig-cache-cron.log

Although most of the CRONS seem to log to /var/log/sites/${AH_SITE_NAME}/logs/$(hostname -s)/drush-cron.log, in practice each of them redirects to a specific log, so nothing gets recorded in drush-cron.log and it has a size of ZERO bytes.

The main issue I see with the specific logs for each JOB is that they are only focused in the script functional requirements. They do not reflect on integration (seeing the CRON as a repetitive tasks running in an environment with other jobs). These logs provide no START TIME neither DURATION, also they offer no keywords common to all jobs to identify common CRON operations START/STOP/STATUS. This makes analyzing and processing these logs cumbersome and somehow misleading (as the learned results will be quite limited).

For example, the 63 MB of logs for CRON job #2, tells us that a drush p:queue command for executiveboard has been carried out, as well as its result. But it doesn't tell us when each command was executed or how long it took to complete, also to identify when the different executions and status we need to know specifics messages for this CRON #2.

As I am not sure how long each CRON is taking to complete, my assessment is somehow limited, but here it is:

1. CRONS running less frequently than once per day. They are the non-colored ones: #1, #13, #25, #42, #43, #44, #45 and #47. I have not identified any of them giving any problem, so I have no specific proposals for them, beyond confirming business/technical value of all of them.

2. CRONS once per day. They have a violet background: from #3 to #12 and #46. My only comments are:

   a. #3 and #4 both start at the same time. Is this a necessary requirement ?

   b. There is an interval of 6 minutes between jobs #5 to #12. I am not sure if this is interval is safe enough or not. Nevertheless, as this runs once per day, would there be any harm in increasing this interval to 20 or 30 minutes.

3. CRONS running several times per day: from #14 to #22, #24, from #26 to #41.

   a. The GROUP in #14 to #21, runs every 6 hours. This seems to be generating a regular peak of high memory usage in our infra.
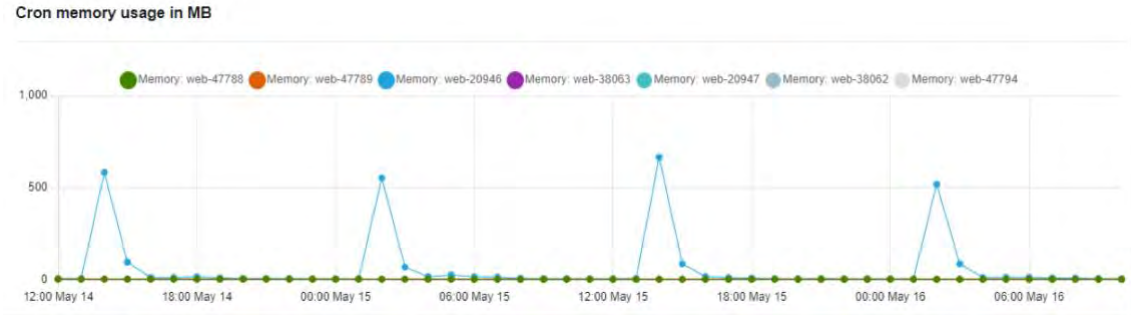
CRONS run in a dedicated server, so, in principle, high memory usage is not a concern. But high memory usage can be a signal that something is not fine-tuned. This something not fine-tuned can affect the database, thus impacting on user traffic.

I see strange that these CRONs start in pairs (#14-#15 together, #16-#17 together, …), also by the memory consumption (it is high for several hours) it looks like the 15 minute interval between executions is not enough to avoid overlapping.

My point is that we have a 12 hours gap, between GROUP executions. So, why are we squeezing the GROUP execution within an hour ?

The ones in #26 to #41 run every hour, seeing what JOBS start at what minutes, I wonder why we don't use a much more uniform distribution for #26-#33 (minutes 1 and 16 seem too cramped). This is the minute distribution of jobs running every hour. The ones with the asterisk happen every 12 hours.

Minute												
1	6	7	16	17	20	26	31	32	46	48	41
16 (*)	22	34	14 (*)	36	37	38	18 (*)	39	20 (*)	40	56
17 (*)			15 (*)				19 (*)		20 (*)		
26			28				26		26		
27			29				27		27		
28			30				28		30		
29			31				29		31		
30			32				32				
31			33				33				
32			35								
33											

The green ones #34-#41 are indexing jobs (each one deals with 25 sites approx.). Indexing is an intensive operation, involving external resources (external connections to SOLR). A fully cleared index for a big site (default, china,…) can take almost an hour to complete, using many external connections.

Although not common, if there is a full-indexing in progress or something else happening (ie: intensive external crawler on search), executing new indexing CRONS will just make the situation worse.

I would add some safeguards so that a CRON indexing operation for a site does not begin if this site is already being indexed or there are more than X (with X being between 3 to 5) sites being indexed at the same time.

1. CRONS running several times per hour: #2 and #23. They are both purge queue operations. My question would be, why these queues fill up so much that such aggressive purging is needed.

Regarding a roadmap, at this moment I would propose:

- Re-assess if all the current CRON jobs are needed
- Refactor the "GROUP" CRONS (ie: same script running on different batches of sites), adding safeguards so that that CRON job reentrance is impossible and that GROUP CONCURRENCY is limited. _Note: file system flags are not a solid approach to any of these requirements_

- Using the current fuzzy information we have on execution times, re-schedule current CRONs, with the point of increasing execution intervals among them to avoid execution overlaps

- Implement an orchestration mechanism to launch CRON jobs, providing data (not only on the tasks carried out by the different CRON jobs, but on the CRON job itself), monitoring CRON execution and, ideally, a dashboard + alert mechanism

- Use the gathered data to decide further actions

12.1.4.2 Older info received from dev

		Check for	Trigger / frequency
Taxonomy terms	Child sites • Term got deleted on Master • Term got updated on Master Master site • 24 hours have elapsed since Master term got deleted		Every hour at 5 minutes past the hour the cron runs in 8 batches of 20-30 sites On a given site, not all terms are processed during one cron job. Each cron run, x terms will be processed from the site's local queue. Could take 2-3 hours per site to process the queue. Could take 16-17 hours total for changes to propagate across all child sites.
PO Editor			Every 4 hours
XML sitemap	XML sitemap has been rebuilt		Global: Every 6 hours Other sites: Every 3 hours

From Nicoleta:

Cron name	Check for	Trigger / frequency
Daily Backup		Every day at 03:00 UTC.
Email Count		Every month on the 1st at 05:30 UTC.
executiveboard purge queue		Every 2 minutes.
Export original strings from master		Frequency: 0 */4 * * *
Export po translations from master		Frequency: 0 */4 * * *
Import po from master for both original and translation Batch 1		Frequency: 6 */4 * * *
Import po from master for both original and translation Batch 2		Frequency: 12 */4 * * *
Import po from master for both original and translation Batch 3		Frequency: 18 */4 * * *
Import po from master for both original and translation Batch 4		Frequency: 30 */4 * * *

Import po from master for both original and translation Batch 5		Frequency: 24 */4 * * *
Import po from master for both original and translation Batch 6		Frequency: 36 */4 * * *
Import po from master for both original and translation Batch 7		Frequency: 10 */4 * * *
Import po from master for both original and translation Batch 8		Frequency: 25 */4 * * *
Logs Cleanup		Every week on Sunday at 04:00 UTC.
Multisite cron batch 1		Every hour at 16 minutes past the hour.
Multisite cron batch 2		Every hour at 16 minutes past the hour.
Multisite cron batch 3		Every hour at 16 minutes past the hour.
Multisite cron batch 4		Every hour at 16 minutes past the hour.
Multisite cron batch 5		Every hour at 16 minutes past the hour.
Multisite cron batch 6		Every hour at 16 minutes past the hour.
Multisite cron batch 7		Every hour at 16 minutes past the hour.
Multisite cron batch 8		Every hour at 46 minutes past the hour.
PHP Error Check		Every hour at 6 minutes past the hour.
Purge queue global		Every 2 minutes.
Purge Volume		Every hour at 25 minutes past the hour.
Scheduled job cron batch 1		Frequency: 1,31,46 * * * *
Scheduled job cron batch 2		Frequency: 1,31,46 * * * *
Scheduled job cron batch 3		Frequency: 1,31,46 * * * *
Scheduled job cron batch 4		Frequency: 1,31,46 * * * *
Scheduled job cron batch 5		Frequency: 1,31,46 * * * *
Scheduled job cron batch 6		Frequency: 1,31,46 * * * *
Scheduled job cron batch 7		Frequency: 1,31,46 * * * *
Scheduled job cron batch 8		Frequency: 1,16,31 * * * *
Stats by Content Created-Published-Updated		Every month on the 1st at 07:00 UTC.

Stats By Content Type		Every month on the 1st at 08:30 UTC.
Stats by Language		Every month on the 1st at 10:30 UTC.
Stats by Published Paragraphs		Every month on the 1st at 14:30 UTC.
Synonym Copy to Solr		Every day at 04:00 UTC.
Twig cache clear		Every week on Sunday at 00:00 UTC.

12.2 Branding

- Generic social media image
- Favicon

12.2.1 Generic social media image

Configurable image that is used as a fallback image for social media posts or large Mosaic tiles if the target page contains no other media that can be referenced.

- Purpose & rationale
- User requirements
- Permissions
- Availability
- Logic & specifications
  - Default logic
  - Configuring a site's Generic social media image
- Related links
- Duplicative documentation
  - Configuring a page's custom social media image (Manual override of default logic)

12.2.1.1 Purpose & rationale

Links with images are proven to attract more attention than links without images. For this reason, the CMS platform ensures that when a page is posted to social media, or is featured in a large Mosaic tile, the link is automatically accompanied by an image. The image is preferably sourced from the page's content, but if no eligible content is available on the page, the site's generic social media image is used instead.

12.2.1.2 User requirements

Front-end

- End user can see an image accompanying social media posts, when they share a page link on social media, even if the linked page has no media content.
- End user can see an image displayed in mosaic feature tiles, even if the target page has no media content.

Back-end

- CMS user can configure a generic default image to be used as a fallback image on social media and in mosaic [feature tiles](). CMS user can do this for each individual language configured on a site.

12.2.1.3 Permissions

Site administrators are able to change a site's generic social media image in each language. ([https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/85196815/Site+administration+permissions#Manage-generic-social-media-image]())

(Note: Any CMS user who can save page edits, can specify a custom og;image tag (see [https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/84475947/Content+permissions+page+nodes#%E2%80%8B%E2%80%8BMetatags%5BhardBreak%5D]()) that will override the default logic described in [Page meta tags for social media]())

12.2.1.4 Availability

Available on all site profiles and applicable to all page templates.

12.2.1.5 Logic & specifications

12.2.1.5.1 Default logic

- By default, no generic Social Media Image is configured on a new site. It needs to be manually configured for each language of the site.
- For logic on how the Generic Social Media Image is applied in [social media posts]() and mosaic [feature tiles](), please refer to the respective documentation.

12.2.1.5.2 Configuring a site's Generic social media image

The generic social media image can be configured individually for each language of a site.

Go to */admin/config/unicefplatform/social-media-image* and upload a file from desktop.

Image size should be 150ppi and should not exceed 1200px x 900px (based on a mix of ICTD recommendation and [Facebook requirements]().)

To force a cache-clear and make a new Generic social media image take effect immediately, clear the site's Drupal cache by going to */clear-all-caches/rebuild-cache*.

12.2.1.6 Related links

[User story](#)

12.2.1.7 Duplicative documentation

Some of this is duplicative with [Page meta tags for social media](#) . Need to deduplicate. Need to confirm logic for mosaic feature tile, as current specs only detail the logic for the og:image tag.

> - If present, a page's hero image (or equivalent, depending on template) will be used as the social media sharing image, i.e. the page's *og:image* meta property will point to this image. This is true whether or not the image has been set to "Do not display an image in a page full view."
> - If such an image is not present, the og:image property will point to the "next best" options, according to the below logic.

Template	*og:image* will be sourced in the following order of
Document, Publication	Multimedia teaser* > Cover image (original aspect ration preserved) > Generic social media image
Press release	Featured media* > Generic social media image
Feature page	Feature image (from Media banner or Standard banner) > Generic social media image
All other page templates	Hero* > Generic social media image

*If this is present on the page, it will be used in *og:image* tag, regardless of whether or not the image is set to "Do not display an image in a page full view."

12.2.1.7.1 Configuring a page's custom social media image (Manual override of default logic)

The default logic can be overridden for individual pages. In the right-hand menu of a page, CMS user can go to *Metatags > Open Graph > Image,* paste the desired image's URL into the *Image* field and save the page.

Image size should ideally be 150ppi and should not exceed 1200px x 900px (based on a mix of ICTD recommendation and Facebook requirements.)

If multiple images are added many services (e.g. Facebook) will default to the largest image, not specifically the first one. Multiple values may be used, separated by a comma.

12.2.2 Favicon

For custom-branded microsites, we typically add a favicon with the site's custom logo, to help identify the site in end users' browser tab.
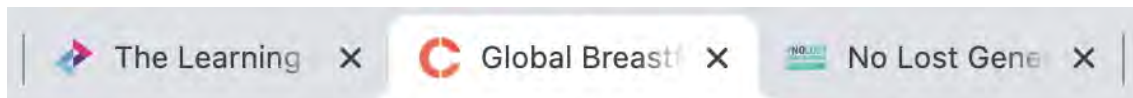
12.2.2.1 Permissions

To access favicon settings, a CMS user must have access to the Appearance tab. See Site administration permissions

12.2.2.2 Logic & specifications
/admin/appearance/settings/unicef_base

	Input	**Output**
Page element display > Shortcut icon	Check box, checked by default	Checking the box makes the Favicon section appear
Favicon > Use the favicon supplied by the theme	Check box, checked by default	Unchecking the box expands the Favicon section
Favicon > Path to custom icon	Text input field, defaults to *profiles/contrib/lightning/favicon.ico*	The path indicates the server location of the favicon. The path is auto-generated when a CMS user uploads a file from desktop (see below)
Favicon > Upload favicon image	Standard file upload UI	Clicking on Choose file launches local file browser for selecting a file to upload We most recently used 50x50px png format, but not sure what preferred format is.

12.3 Dates

- [Date (overview)](#)
- [Date and time formats](#)
- [Authoring date](#)

12.3.1 Date (overview)

12.3.1.1 IN PROGRESS

12.3.1.2 Purpose & Rationale

Dates lend temporal context to CMS content. Where displayed on the front-end, they may help the end users determine the recency of content . Where displayed on the back-end, they provide a variable by which CMS users may track and organize content in the CMS.

12.3.1.3 Types of Dates

Front-end

Two types of dates may appear on the front-end:

1. **Authoring date**

   o   Every node has an authoring date, which may be displayed on the front-end in certain contexts

   o   Automatically generated when node is created, but can be adjusted manually

   o   Determines the node's inclusion and prioritization in search results and mosaics

   o   Appears on the front end in the following cases

   - Press release (in the title card)

   - Article (at the top of the Min content area)

   - Photo essay (at the top of the main content area)

   - Search results (next to each node's page link)

   - Mosaic lists (next to each node's page link)

2. **Publication date**

   o   Only Publications have this

   o   Mandatory, generated manually, allowed to differ from Authorign date

   o   Coexists with Authoring date, but serves a different purpose. This date is NOT used to determine the node's inclusion and prioritization in search results and mosaics

   o   Appears on the Publication page next to the cover image thumbnail of the publication. As such, it signals to the end user the date of the publication, not the date the node was created

Backend

Page list view: **Authoring date** appears next to listed item and can be used to search pages within a certain date range

Page list view: **Updated date** appears next to listed item

Files list view: **Created date** and **Chaged date** appears next to listed item

Media assets list: **Updated date** appears next to listed item

Revisions tab in a node: **Revision dates** appear in reverse chronological, recording the state of a node each time changes are saved

In node, in right-hand menu: **Last saved date** appears in the top right corner

In node, in right-hand menu: Under Metatags, CMS user can set an **cache expirat**ion date for when the browser's internal cache of the page should expire. The date must to be an

RFC-1123-compliant date string that is represented in Greenwich Mean Time (GMT), e.g. 'Thu, 01 Sep 2016 00:12:56 GMT'. Set to '0' to stop the page being cached entirely

In node, in right-hand menu: Under Open Graph, **publication, modification, and expiration dates** may be set for various types of content

In node, in right-hand menu: Under Share the unpublished page, a **URL expiration date** is set when generating a sharable link for Draft content

In node, in right-hand menu: Under Authoring information, the **Athoring date** appears based on the node creation data and can subsequently be modified manually

In People, a **Member for [duration]** time span is displayed, based on time elapsed since the user creation date

Configuration...

12.3.1.4 Permissions

- Any CMS user who can author or edit a node can set both its authoring and publication date, as well as any metadata-related dates

- CMS user with access to configuration...

- All other dates are system-generated and immutable

12.3.1.5 Controls

Authoring information

The "Authored on" date can be modified in the bottom right corner of a node's editing intreface.

By default, the date and time stamp displayed corresponds to the moment when the CMS user clicked on Add content > [template]. In other words, the moment the node was added, nit the moment it was first saved.

The date and time stamp correspond to the time zone of the CMS user viewing it. By default, all CMS users see the time displayed as Coordinated Universal TIme (UTC), unless the CMS user profile has been set to a different time zone under "Locale Settings"

	Input	Output
Authored by	- Field pre-populates with user name of user who created the original node - Name can be changed to any existing CMS user name - Dropdown field, suggests names from available user database once user has started typing	"Authored by" user name appears in node edit upper right corner "Authored by" user name appears in content tab in two places: *- In the Authored by dropdoen in the search/filter UI at the top of the page* *- Next to a listed node, in the Author column*

	Input	Output
Authored on [date]	- Date picker in **MM/DD/YYYY** format, e.g. 01/12/2020 equivalent to 12 January 2020 Default to Coordinated Universal TIme (UTC) time zone unless otherwise specified in the user account settings	"Authored on" date can appear both on the frontend and backend: *- Frontend: Please refer to **[[Date and time formats|Date formats]] >*** *- Backend:* *- Can be used in Content tab when filtering by "Authored on (start)" and "Authored on (end)"- Appears next to the node listing in the "Authored on" column*
Authored on [time]	- Time picker in **HH:MM:SS PM**, e.g. 01:36:49 PM equivalent to 13:36:49 in 24-hour format Default to Coordinated Universal TIme (UTC) time zone unless otherwise specified in the user account settings	Authoring time appears on the Content tab next to the node listing in the "Authored on" column. However, here it is formatted as HH:MM in 24-hour time format, e.g. 13:36 PM

Publication date

		[[Date and time formats|Date formats]] >

12.3.2 Date and time formats

12.3.2.1 Rationale and purpose

The date and time formats section is part of the site administration area for managing Regional and language settings. This section contains default date and time formats that define how dates and times are displayed in several backend and frontend areas of a site. The selected default date and time formats are not part of the platform-wide configuration and can be changed once a site has been created. Changing dates and time formats have been enabled to provide a greater level of localization to a site's user interface.

12.3.2.2 Permissions

Action/Role	Administrator	Platform administrator	Site administrator
Edit format	x	x	x
Translate format	x	x	x
Delete format	x		

12.3.2.3 Managing date and time formats

The section for managing date and time formats is available under **Home > Administration > Configuration > Regional and Language > Date and time formats**. The section can be directly accessed via the following URL: [site]/admin/config/regional/date-time.

The following date and time formats can be edited and translated:

Format name	Default format code	Default format	Appears in
Article, photo essay, press release, mosaic tile date	d F Y	20 June 2020	- Article template full view - Photo essay template full view - Press release - template full view - Press release tile view
List view date	m/d/Y	06/20/2020	Automatic and curated mosaic list view Tag-based search Site search results
Publication date	F Y	June 2020	Publication template full view

NOTE: By default, date and time formats exist ony in English language and English formatting is used in all other site languages if available. A format translate actions is used to localize formats in other languages.

Full details on format codes are available here: https://www.php.net/manual/en/datetime.format.php

12.3.2.4 Related development activities

12.3.3 Authoring date

12.3.3.1 Purpose and Rationale

The Authoring date is the the date on which a node was first created. While the CMS automatically applies an authoring date the moment a node is created, CMS users can manually change the authoring date anytime to more accurately reflect the recency of the content (e.g. when creating an archival page for a historic document, the CMS user might set the Authoring date to the year the Document was originally authored).

The Authoring date is the primary variable by which the CMS prioritizes content in lists, mosaics and search result. All other factors being equal, recently authored nodes are always displayed ahead of older nodes.

On the front-end, the Authoring date lends important temporal context in the following cases:

- For time-sensitive information presented in Press releases, Articles and Photo essays, the Authoring date helps site visitors determine the recency of the information

- When site visitors search the site and are presented with a long list of search results, the Authoring date makes the results more manageable by providing a variable for ranking, sorting and filtering the results.

On the back-end, the Authoring date serves a similar purpose, helping CMS users find a node or determine its recency.

12.3.3.2 Permissions
Any CMS user who can access and save a node can manually set its Authoring date.

12.3.3.3 Availability

12.3.3.3.1 Front-end

Even though every node has an authoring date, the date is visible only in the following cases:

- On certain **page templates**
    - On the title card
        - Press Release (mandatory)
    - Under the title card, right above the content area
        - Article (mandatory)

        Photo Essay (mandatory)

- On certain **tiles**
    - Tiles that link to Press releases

- On certain **lists**
    - Site search results

    In-page search results

    Tagged search results

    Mosaic list (only when displayed as "List: Full view")

12.3.3.3.2 Back-end
The Authoring date serves a similar purpose onthe back-end. It can help CMS users find a node or determine its recency. Additionally, CMS users can change the Authoring date

- Content tab
    - The content list displays the "Authored on" date for each node. (The content tab also provides a means to filter by authoring date.)

- Copy content tab
    - The Copy content tab displays the "Authored on" date for each node.

- Node Edit tab

o In the edit UI of each node, the Authoring date is displayed at the bottom of the right-hand menu under "Authoring information". This is also where a CMS user may manually edit the Authroing date.

12.3.3.4 Formatting
See [[Date and time formats]]

12.3.3.5 Logic
The Authoring date and time are automatically established the moment the edit view of a node is launched for the first time (i.e. after a CMS user clicks to add a node and arrives at the edit view, e.g. *unicef.org/node/add/article*). This time stamp is never changed, unless a CMS user changes it manually.

Both the front-end and the back-end offer a means to sort specifically by Authoring date. However, default ranking applies the following logic:

- Front-end: ADD LOGIC OR LINK TO SPECS FOR INDIVIDUAL FEATURES, SUCH AS SEARCH RESULTS, MOSAICS, ETC.

  Back-end: Lists of nodes are displayed by the date on which they were last updated, *not* by Authoring date

12.3.3.6 Controls
The **Authored on** date can be modified in the bottom right corner of a node's editing interface.

By default, the date and time stamp displayed corresponds to the moment when the CMS user clicked on Add content > [template]. In other words, the moment the node was added, not the moment it was first saved.

The date and time stamp correspond to the time zone of the CMS user viewing it. By default, all CMS users see the time displayed as Coordinated Universal TIme (UTC), unless the CMS user profile has been set to a different time zone under "Locale Settings"

	Input	Output
Authored by	- Field pre-populates with user name of user who created the original node - Name can be changed to any existing CMS user name - Dropdown field, suggests names from available user database once user has started typing	"Authored by" user name appears in node edit upper right corner "Authored by" user name appears in content tab in two places: *- In the Authored by dropdown in the search/filter UI at the top of the page* *- In the content list in the Author column*
Authored on [date]	- Date picker in **MM/DD/YYYY** format, e.g. 01/12/2020 equivalent to 12 January 2020 Default to Coordinated Universal TIme (UTC) time zone unless otherwise	"Authored on" date can appear both on the frontend and backend: *- See **Availability** section above* *- For information on date formatting,*

	Input	Output
	specified in the user account settings	*please refer to **[[Date and time formats|Date formats]] >***
Authored on [time]	- Time picker in **HH:MM:SS PM**, e.g. 01:36:49 PM equivalent to 13:36:49 in 24-hour format • Default to Coordinated Universal TIme (UTC) time zone unless otherwise specified in the user account settings	Authoring time appears on the Content tab next to the node listing in the "Authored on" column. However, here it is formatted as HH:MM in 24-hour time format, e.g. 13:36 PM

12.4 Social sharing

- [Page meta tags for social media](#)

12.4.1 Page meta tags for social media

The open graph tags in a page are used to indicate social media platforms which information from a page would be used to build a social media post when sharing a page on a social media channel.

open graph tag values that apply to all pages:

```
<meta property="og:url" content="[URL of a page]" />
<meta property="og:title" content="[page title]" />
<meta property="og:description" content="[page description]" />
```

12.4.1.1 The logic for generating image related open graph tag:
An Open Graph image is generated for a page to indicate what information should be displayed when sharing a page on social media platforms.

```
<meta property="og:image" content="[URL of an image referenced in a hero image" />
```

The og:image tag is generated from an available media asset according to the following logic:

On Publication / Document templates
Priority order: **Hero > Teaser > Cover image > Generic Social Media Image**
- If a page has no hero media, teaser media, or cover image, the og:image tag should point to the Generic Social Media Image.
- If a page has no hero media and no teaser media, but has a cover image, the og:image tag should point to the cover image
- if a page has no hero media and it has a teaser media, then the og:imagetag should point to the teaser media

On all other templates
Priority order: **Hero > Teaser > Generic Social Media Image**
- If a page has no hero media and no teaser media, the og:image tag should point to the site's Generic Social Media Image.
- If a page has only a hero media and no teaser media, the og:image tag should point to the hero media
- If a page has only a teaser media and no hero media, the iog:image tag should point to the teaser media
- If a page has both a hero media and teaser media, the og:image tag should point to the hero media
- If a page has both a hero media and teaser media (regardless of whether the hero media option 'Do not display an image in page full view' is active), the og:image tag should point to the hero media

in the case of the **Press release** template, an image added to featured media is used.

In the case of the **Feature page** template, an image added to media/standard banner is used.

12.4.1.2 Overriding logic for generating image open graph tag:

A CMS user can set an image for open graph tag manually on each page but entering an image URL in Meta tags > Open graph > image

Currently, the generic UNICEF logo is hardcoded for all sites. There are 5 language versions that are inserted in an image open graph tag based on a page language: English, French, Spanish, Arabic, Chinese. For all other page languages, the English version is used.

In addition to open graph tags, specific twitter tags are inserted to pages:

Twitter card type:

```
<meta name="twitter:card" content="summary_large_image" />
```

Twitter site, as defined in configuration > UNICEF site settings > Manage Twitter handle

```
<meta name="twitter:site" content="@unicef" />
```

Twitter creator, as defined in configuration > UNICEF site settings > Manage Twitter handle

```
<meta name="twitter:creator" content="@unicef" />
```

Latest developments:

The [feature in development](#) will enable setting a generic image for image open graph per site and per site languages.

12.4.1.3 Related stories and bugs:

- [As a visitor I should be able to share website pages to Facebook and fully benefit from Open Graph tags included in the page source](#)

- [As a developer I need to configure use of localized versions of UNICEF generic logo images in og:image tag (for social media sharing)](#)

- [As a visitor I should be able to share website pages to Facebook with images even when hero/publication cover is not present.
As a visitor, when I share UNICEF pages on Twitter I would like a page Twitter card to be attached to my posts](#)

12.5 Federated content pool (FCP)

The *Federated content pool* is comprised of all sites in the UNICEF ecosystem whose content is mutually findable and linkable via tiles and lists.

12.5.1 Purpose & rationale

Sites that are part of the FCP can link to each other's pages using Tiles or List views, without the need for Bouncers. This has several advantages, as it

- Makes the authoring process easier

- Enables automatic link curation from across different sites

- Eliminates duplication of content nodes (such as when multiple Bouncers are created that all link to the same page)

- Helps keep links up-to-date (e.g. by automatically hiding a tile on the front-end if the source page on the remote site is removed)

12.5.2 Logic & specifications

In order for a site to be included in the federated content pool, that site has to be set to be part of the federated content pool. Configuration option to have a site included in FCP is available in the CMS backend under **administration > configuration > UNICEF site settings > manage site settings.** The option is called "Include in the Federated Content Pool" and it must be checked to include a site in FCP.

> While sites could be configured not to be part of FCP, this is not advisable, since federated components (federated automatic mosaic, federated curated mosaic, federated curated content, and federated related content) cannot function on a site that is not part of FCP.

12.6 Manage site settings

/admin/config/unicefplatform/site-settings

Figure 10 Example from India site

	Input	Output
[Site languages]	Check box (one check box per site language)	
Enable Search	Check box	
Include in Federated Search	Check box	
Include in Federated Content Pool	Check box	
Enable Federated Search	Check box	
Disable geographical terms as criteria for including pages in the related content block	Check box	
Enable site specific configured error pages	Check box	

Taxonomy management settings

	Input	Output
Enable platform based content	Check box	

	Input	Output
syndication		
Enable notifications	Check box	If box is checked, taxonomy notifications will be enabled as specified under https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/198344705/User+notifications#Taxonomy-notifications

12.7 Header & footer

TBD

12.8 Color theme

TBD

13 Back-end views & fields

- Content admin UI (/admin/content)
- User dashboard
- Text editor (CK Editor)
- FCP modal window content browser
- Customizing tiles & list items
- Filter by site
- User profile edit UI
- Form fields
- Document browser
- Title content area backend fields

13.1 Content admin UI (/admin/content)

- Content tab (/admin/content)
- Add content UI (/node/add)
- Filter content by Search and Metatags
- Media assets tab (/admin/content/media)
- Copy content tab (/admin/content/copy)
- Inspiration gallery tab (/admin/content/inspiration-gallery-list)
- RSS tab (admin/content/rss)
- Backend search/filtering/sorting of pages

13.1.1 Content tab (/admin/content)

Main backend UI for managing page nodes.

- Permissions
- Logic & specifications
    - Adding content
        - Adding content (non-Group)
        - Adding content to a Group
    - Searching/filtering content
    - Content operations
        - Editing content
            - Individual node edit
            - Bulk node edit
        - Translating content
        - Deleting content
            - Individual node deletion
            - Bulk node deletion
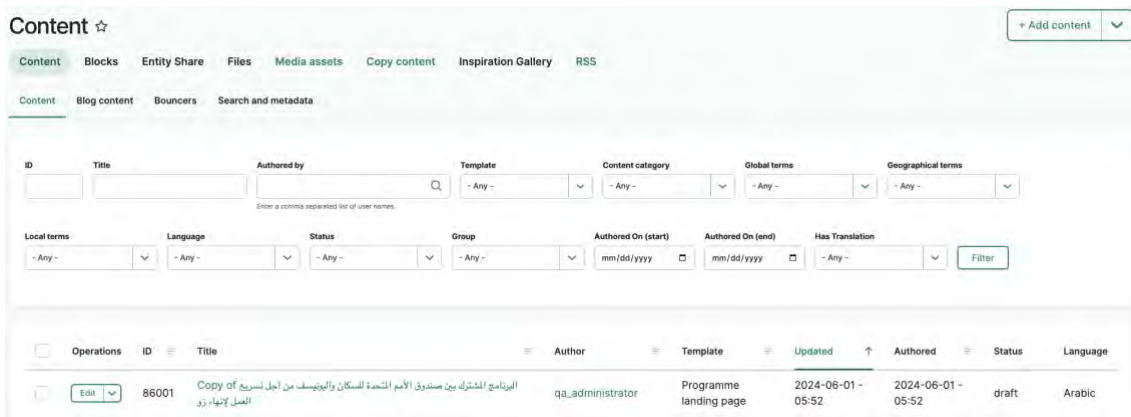
13.1.1.1 Permissions

Add general logic for what content is visible/accessible based on User role and Group membership

13.1.1.2 Logic & specifications

13.1.1.2.1 Adding content
Button link (appears as dropdown if Groups are configured on site and CMS user has permission to add Group content)

13.1.1.2.1.1 Adding content (non-Group)
Clicking button launches the Add content UI (/node/add) UI.

13.1.1.2.1.2 Adding content to a Group
Clicking button launches the Add new Group content UI (/group/[groupID]/node/create)

13.1.1.2.2 Searching/filtering content
See Backend search/filtering/sorting of pages

13.1.1.2.3 Content operations

13.1.1.2.3.1 Editing content

13.1.1.2.3.1.1 Individual node edit

13.1.1.2.3.1.2 Bulk node edit

13.1.1.2.3.2 Translating content

13.1.1.2.3.3 Deleting content

13.1.1.2.3.3.1 Individual node deletion

13.1.1.2.3.3.2 Bulk node deletion

13.1.2 Add content UI (/node/add)

13.1.3 Filter content by Search and Metatags

IN PROGRESS

This back-end view allows CMS users to filter page nodes by certain SEO-relevant criteria.

- Purpose & rationale
- User requirements
- Permissions
- Availability
- Logic & specifications
    - Filtering
    - Sorting
    - Individual page operations
- User story

13.1.3.1 Purpose & rationale
This back-end view allows CMS users to filter page nodes by certain SEO-relevant criteria. Possible use cases may include:

- CMS user wants to find all pages that are currently boosted or promoted, so as to fine-tune their relative site search ranking.

- CMS user wants to find all pages that have a canonical URL, so as to ensure that only pages that are duplicates of other pages have a canonical URL. (Since the CMS automatically adds a canonical URL to a page of the page has been copied from another page, it is important for SEO to manually remove the URL if the page content has subsequently been substantially changed. For details, please refer to Canonical URL. add link.

13.1.3.2 User requirements
Back-end

- CMS user can view a list of all page nodes.

- CMS user can filter the list by various identifying properties (see Logic & Specifications for details). Importantly, this includes filtering by:

> > o   Pages whose internal *Site search* ranking has been manually modified via boosting, excluding or promoting.
> >
> > o   Pages that have a canonical URL in their html header (the CMS automatically adds this if the page was created by copying another page on the same site or a federated site, though it can be removed manually.
>
> - CMS user can sort the list in various orders (see Logic & Specifications for details).
>
> - CMS user can interact with individual nodes in the list to access their Edit, Translate, Delete, etc. options. This is subject to the CMS user's content permissions.

13.1.3.3 Permissions

All CMS user roles can access this tab to filter and sort the list of nodes. However, the options for engaging with individual nodes (e.g. to Edit, Translate, etc.) are subject to each role's content permissions.
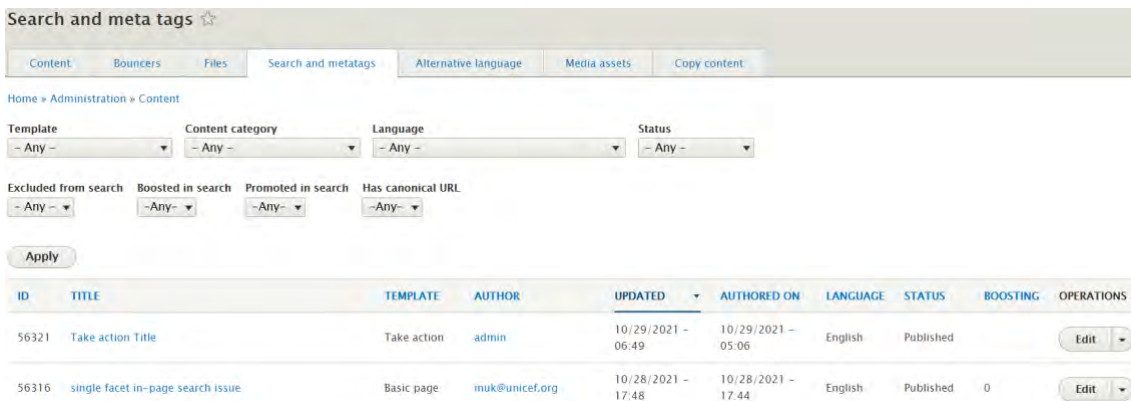
13.1.3.4 Availability

Available on all site profiles.

All page nodes within the local site are included in the filterable content pool.

13.1.3.5 Logic & specifications

Located under */admin/content/search-and-meta-tags*, the UI provides a list view that is identical to that on the *Content* tab. However, some content filter options are different.

> **Base logic**
> - When the *Search and metatags* tab is first loaded, all page nodes of the site appear listed in the order of most to least recently updated.
> - The available page operations (e.g. *Edit* , *Translate*, etc.) correspond to the CMS user's content permissions and template permissions for the site.

13.1.3.5.1 Filtering

Multiple filters can be applied at the same time. The following filter attributes are available.

	Input	Output
Template	Filter dropdown menu listing all page templates. Defaults to "Any".	If an option other than "Any" is selected, the content list below will be narrowed down to match the selection.
Content category	Filter dropdown menu listing all content categories. Defaults to "Any".	If an option other than "Any" is selected, the content list below will be narrowed down to match the selection.

Language	Filter dropdown menu listing all languages. add link Defaults to "Any".	If an option other than "Any" is selected, the content list below will be narrowed down to match the selection.
Status	Filter dropdown menu listing all page statuses. add link Defaults to "Any".	If an option other than "Any" is selected, the content list below will be narrowed down to match the selection.
Excluded from search	Filter dropdown menu with the following options: • Any (default) • True • False	• Any: No filter is applied • True: Content list will be narrowed to pages that are excluded from search. • False: Content list will be narrowed to pages that are included in search. add link to exclude content
Boosted in search	Filter dropdown menu with the following options: • Any (default) • True • False	• Any: No filter is applied • True: Content list will be narrowed to pages that are boosted in search. • False: Content list will be narrowed to pages that are not boosted in search. add link to boosting
Promoted in search	Filter dropdown menu with the following options: • Any (default) • True • False	• Any: No filter is applied • True: Content list will be narrowed to pages that are promoted in search. • False: Content list will be narrowed to pages that are not promoted in search. add link to promoting
Has canonical URL	Filter dropdown menu with the following options: • Any (default) • True • False	• Any: No filter is applied • True: Content list will be narrowed to pages that have a canonical URL. • False: Content list will be narrowed to pages that don't have a canonical URL. add link to canonical and short comment why it's relevant

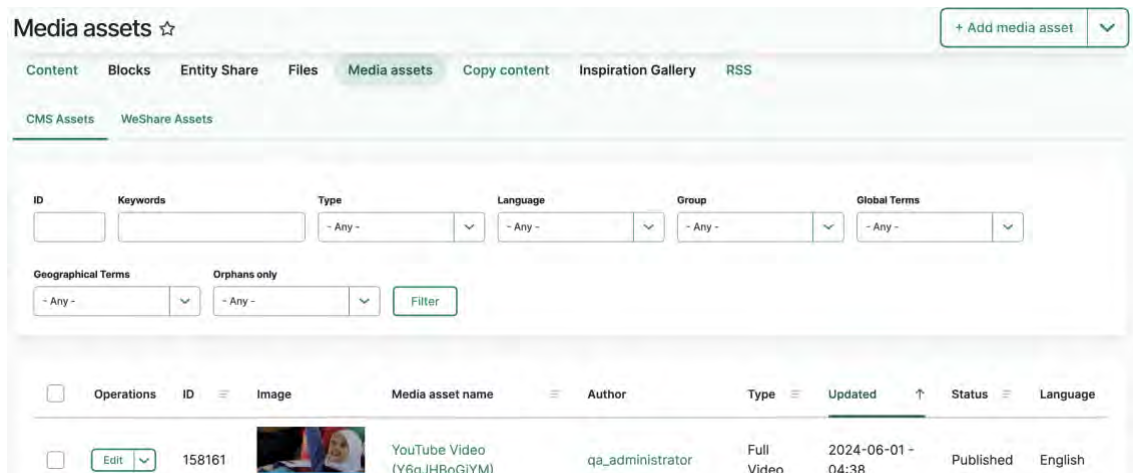13.1.3.5.2 Sorting
document once for all tabs and link to that.

13.1.3.5.3 Individual page operations
document once for all tabs and link to that.

13.1.3.6 User story
https://unicef.visualstudio.com/unicef.org/_workitems/edit/86493

13.1.4 Media assets tab (/admin/content/media)

R51

- The media asset name filter in the media library has been renamed to "Keywords". The search using this field now looks up the following fields:

- **Image**: Name, Caption

- **Full Video**: Media Name, Title, Caption

- **B-roll**: Name, Caption

- **Audio**: Media Name

13.1.5 Copy content tab (/admin/content/copy)

13.1.6 Inspiration gallery tab (/admin/content/inspiration-gallery-list)

CMS backend area that houses annotated examples of pages demonstrating content strategy best practices.

- [Purpose & rationale](#)

- [Permissions](#)

- [Availability](#)

- [Logic & specifications](#)

13.1.6.1 Purpose & rationale
The inspiration gallery is a capacity building tool to provide best-in-class page examples for achieving various communication objectives.

13.1.6.2 Permissions
- View Inspiration gallery content and copy example pages from the gallery: **Web manager, Content editor, Content author**

- Add/edit/delete gallery items: **Inspiration gallery manager**

13.1.6.3 Availability
- Gallery is viewable on all sites

- Gallery content is managed centrally via the Training site (https://wcmstrain.unicef.org/)

13.1.6.4 Logic & specifications
/admin/content/inspiration-gallery-list

13.1.7 RSS tab (admin/content/rss)

13.1.8 Backend search/filtering/sorting of pages

13.1.8.1 Fields

Name	UI	Logic	Content tab	Blog tab	Bouncers tab	Search and Metadata tab	Copy content tab	FCP modal
Search					x			
Published					x			
URL					x			
Excluded from search					x	x		
Boosted in search						x		
Promoted in search						x		
Has canonical URL						x		
Site							x	x
ID			x	x	x		x "Page ID"	x "Node ID"
Title			x	x			x "Page title"	x "Page title"
Template			x	x		x	x	
Content category			x		x	x	x	x
Group			x	x				
Global terms			x	x			x	x

Name	UI	Logic	Content tab	Blog tab	Bouncers tab	Search and Metadata tab	Copy content tab	FCP modal
Geographical terms			x	x			x	x
Local terms			x	x				
Blog terms				x				
Authored by			x	x				
Language			x	x	x	x	x	
Status			x	x		x		
Authored on (start)			x	x				
Authored on (end)			x	x				
Has translation			x	x				

13.1.8.2 Columns

Name	UI	Logic	Content tab	Blog tab	Bouncers tab	Search and Metadata tab	Copy content tab	FCP modal
[Check box for bulk editing]								
Site							x	x
ID			x (sortable)	x (sortable)	x (sortable)	x (sortable)	x	x
Title			x (sortable)	x (sortable)	x	x (sortable)	x	x
Short title					x			
Teaser					x			
URL					x			
Exclude from search					x			
Moderation state					x			
Content category					x			x
Updated			x (sortable)	x (sortable)		x (sortable)	x (sortable)	x (sortable)
Status							x	x
Action								x

Name	UI	Logic	Content tab	Blog tab	Bouncers tab	Search and Metadata tab	Copy content tab	FCP modal
Template			**x (sortable)**	**x (sortable)**		**x (sortable)**	**x**	
Author			**x (sortable)**	**x (sortable)**		**x (sortable)**		
Authored on			**x (sortable)**	**x (sortable)**		**x (sortable)**	**x (sortable)**	
Language			**x**	**x**	**x**	**x (sortable)**	**x**	
Status			**x**	**x**		**x (sortable)**	**x**	
Boosting						**x (sortable)**		
Groups			**x**	**x**				
Operations			**x**	**x**		**x**	**x**	
Edit					**x**			

13.2 User dashboard

This back-end dashboard offers CMS users an overview of relevant and/or time-sensitive platform and content information.

The user dashboard consists of the following areas:

- User dashboard - Profile tab

- User dashboard - Taxonomy tab

- User dashboard - Media assets lifecycle tab

13.2.1 User dashboard - Profile tab

UNDER CONSTRUCTION

This back-end dashboard offers CMS users a personalized overview of profile settings, content status, and platform announcements, as well as quick links to key features and resources.

- Purpose & Rationale

- User requirements

- Permissions

- Availability

- Logic & Specifications
  - Profile tab [default tab of user dashboard]
    - User profile block
    - Links block
    - Content recently updated by a user
  - Taxonomy tab
  - Content lifecycle tab

13.2.1.1 Purpose & Rationale

The Dashboard is an information hub geared toward CMS users involved in content or taxonomy management. The Dashboard highlights personalized information that is relevant or time sensitive. The objective is to:

- Support CMS users in prioritizing, and taking action on, content management tasks.

- Keep CMS users up-to-date on platform news and resources

13.2.1.2 User requirements

Backend

- CMS user can see relevant and time sensitive information at a glance:

    o User profile settings

    o Quick links to key features and external resources

    o Platform-related announcements

    o Page/media content status changes

    o Taxonomy status changes

- CMS user can directly access linked content to act on the information provided

13.2.1.3 Permissions

All CMS user roles except anonymous user should have access to the dashboard's default view.

13.2.1.4 Availability

13.2.1.5 Logic & Specifications

The Dashboard is organized into tabs. Within each tab, information is organized into blocks.

13.2.1.5.1 Profile tab [default tab of user dashboard]

13.2.1.5.1.1 User profile block

This block displays:

- CMS roles that the user is assigned

- Groups that the user is a member of

- Language preference for the administration interface

- Timezone preference (this controls how backend date/time stamps appear)

- Link to edit the user's profile.

13.2.1.5.1.2 Links block

- Add content (links to Add content UI (/node/add))

- Content administration (links to Content admin

- Media assets administration (/admin/content/media)

- Contact digital support (mailto:digitalsupport@unicef.org)

- CMS training guides (https://unicef.sharepoint.com/sites/DOC-Drupal)

13.2.1.5.1.3 Content recently updated by a user

This block should contain the following information:

Table with the following columns, sorted by Date when content was last modified (not the node authored date), in descending order:

- Node ID

- Node title

- Node template

- Date when content was last modified (not the node authored date), sorted in a descending order

- Publishing status (moderation state)

- Node actions that a user is permitted to take (e.g. edit, delete, translate)

Pagination to navigate through items in the column

Content recently created by a user

This block should contain the following information:

Table with the following columns, sorted by Date when content was created (not the node authored date or modified date), in descending order:

- Node ID

- Node title

- Node template

- Date when content was created (not the node authored date or modified date), sorted in a descending order

- Publishing status (moderation state)

- Node actions that a user is permitted to take (e.g. edit, delete, translate)

Pagination to navigate through items in the column

Media assets recently created by a user

This block should contain the following information:

Table with the following columns, sorted by Date when a media asset was created, in descending order:

- Node ID

- Media asset name

- Image thumbnail

- Media asset type

- Date when a media asset was created, sorted in a descending order

- Publishing status (moderation state)

- Media asset actions that a user is permitted to take (e.g. edit, delete, translate)

Pagination to navigate through items in the column

The backend link to the dashboard should be in the admin menu, after the user profile link, and it should be labeled as "Dashboard"

13.2.1.5.2 Taxonomy tab

Global taxonomist and site taxonomist CMS roles should have access to the dashboard's taxonomy view.

My profile | Content | Taxonomy | Content lifecycle | Site

Platform-wide taxonomy

Recently added platform-wide taxonomy terms

Vocabulary	Term	Added ▼	Action
Global terms	Landmines	11/15/2019	Translate
Global terms	Gender rights	11/14/2019	Translate
Global terms	Parenting	11/11/2019	Translate
Content category	Periodicals	11/10/2019	Translate
Geographic terms	Bosnia and Herzegovina	11/09/2019	Translate
Global terms	Ethics	11/08/2019	Translate
Global terms	Flooding	11/07/2019	Translate

1 | 2 | 3 | 4 | 5 | Next | Last

Recently updated platform-wide taxonomy terms

Vocabulary	Term	Updated ▼	Action
Global terms	Landmines	11/15/2019	Translate
Global terms	Gender rights	11/14/2019	Translate
Global terms	Parenting	11/11/2019	Translate
Content category	Periodicals	11/09/2019	Translate
Geographic terms	Bosnia and Herzegovina	11/05/2019	Translate
Global terms	Ethics	11/03/2019	Translate
Global terms	Flooding	11/01/2019	Translate

1 | 2 | 3 | 4 | 5 | Next | Last

Platform wide taxonomy terms scheduled for deletion

Vocabulary	Term	Deletion date ▼
Global terms	Landmines	11/15/2019
Global terms	Gender rights	11/25/2019
Global terms	Parenting	12/01/2019
Content category	Periodicals	12/15/2019
Geographic terms	Bosnia and Herzegovina	12/19/2019
Global terms	Ethics	12/20/2019
Global terms	Flooding	12/30/2019

1 | 2 | 3 | 4 | 5 | Next | Last

Recently deleted platform-wide taxonomy terms

Vocabulary	Term	Deleted ▼
Global terms	Landmines	11/15/2019
Global terms	Gender rights	11/11/2019
Global terms	Parenting	11/07/2019
Content category	Periodicals	11/05/2019
Geographic terms	Bosnia and Herzegovina	11/04/2019
Global terms	Ethics	11/03/2019
Global terms	Flooding	11/01/2019

1 | 2 | 3 | 4 | 5 | Next | Last

Local taxonomy

Local taxonomy terms recently created by me

Language	Term	Created ▼	Action
French	Landmines	1 day ago	Edit
French	Gender rights	2 days ago	Edit
French	Parenting	2 days ago	Edit
French	Periodicals	10 days ago	Edit
French	Bosnia and Herzegovina	13 days ago	Edit
French	Ethics	15 days ago	Edit
French	Flooding	21 day ago	Edit

1 | 2 | 3 | 4 | 5 | Next | Last

Local taxonomy terms recently updated by me

Language	Term	Updated ▼	Action
French	Landmines	1 day ago	Edit
French	Gender rights	2 days ago	Edit
French	Parenting	2 days ago	Edit
French	Periodicals	10 days ago	Edit
French	Bosnia and Herzegovina	13 days ago	Edit
French	Ethics	15 days ago	Edit
French	Flooding	21 day ago	Edit

1 | 2 | 3 | 4 | 5 | Next | Last

recently created local taxonomy terms

Language	Term	Created ▼	Action
French	Landmines	1 day ago	Edit
French	Gender rights	2 days ago	Edit
French	Parenting	2 days ago	Edit
French	Periodicals	10 days ago	Edit
French	Bosnia and Herzegovina	13 days ago	Edit
French	Ethics	15 days ago	Edit
French	Flooding	21 day ago	Edit

1 | 2 | 3 | 4 | 5 | Next | Last

Recently updated local taxonomy terms

Language	Term	Updated ▼	Action
French	Landmines	1 day ago	Edit
French	Gender rights	2 days ago	Edit
French	Parenting	2 days ago	Edit
French	Periodicals	10 days ago	Edit
French	Bosnia and Herzegovina	13 days ago	Edit
French	Ethics	15 days ago	Edit
French	Flooding	21 day ago	Edit

1 | 2 | 3 | 4 | 5 | Next | Last

Platform-wide taxonomy

Recently added platform-wide taxonomy terms

Vocabulary	Term ▼	Translations	Added	Action
Global terms	Landmines	Landmines Landmines	11/15/2019	Translate
Global terms	Gender rights		11/14/2019	Translate
Global terms	Parenting		11/11/2019	Translate
Content category	Periodicals		11/10/2019	Translate
Geographic terms	Bosnia and Herzegovina		11/09/2019	Translate
Global terms	Ethics		11/08/2019	Translate
Global terms	Flooding		11/07/2019	Translate

1 | 2 | 3 | 4 | 5 |Next | Last

Recently updated platform-wide taxonomy terms

Vocabulary	Term ▼	Translations	Updated	Action
Global terms	Landmines	Landmines Landmines	11/15/2019	Translate
Global terms	Gender rights		11/14/2019	Translate
Global terms	Parenting		11/11/2019	Translate
Content category	Periodicals		11/09/2019	Translate
Geographic terms	Bosnia and Herzegovina		11/05/2019	Translate
Global terms	Ethics		11/03/2019	Translate
Global terms	Flooding		11/01/2019	Translate

1 | 2 | 3 | 4 | 5 |Next | Last

Platform wide taxonomy terms scheduled for deletion

Vocabulary	Term	Deletion date ▼
Global terms	Landmines	11/15/2019
Global terms	Gender rights	11/25/2019
Global terms	Parenting	12/01/2019
Content category	Periodicals	12/15/2019
Geographic terms	Bosnia and Herzegovina	12/19/2019
Global terms	Ethics	12/20/2019
Global terms	Flooding	12/30/2019

1 | 2 | 3 | 4 | 5 |Next | Last

Recently deleted platform-wide taxonomy terms

Vocabulary	Term	Deleted ▼
Global terms	Landmines	11/15/2019
Global terms	Gender rights	11/11/2019
Global terms	Parenting	11/07/2019
Content category	Periodicals	11/05/2019
Geographic terms	Bosnia and Herzegovina	11/04/2019
Global terms	Ethics	11/03/2019
Global terms	Flooding	11/01/2019

1 | 2 | 3 | 4 | 5 |Next | Last

Local taxonomy

Local taxonomy terms recently created by me

Language	Term	Created ▼	Action
French	Landmines	1 day ago	Edit
French	Gender rights	2 days ago	Edit
French	Parenting	2 days ago	Edit
French	Periodicals	10 days ago	Edit
French	Bosnia and Herzegovina	13 days ago	Edit
French	Ethics	15 days ago	Edit
French	Flooding	21 day ago	Edit

1 | 2 | 3 | 4 | 5 |Next | Last

Local taxonomy terms recently updated by me

Language	Term	Updated ▼	Action
French	Landmines	1 day ago	Edit
French	Gender rights	2 days ago	Edit
French	Parenting	2 days ago	Edit
French	Periodicals	10 days ago	Edit
French	Bosnia and Herzegovina	13 days ago	Edit
French	Ethics	15 days ago	Edit
French	Flooding	21 day ago	Edit

1 | 2 | 3 | 4 | 5 |Next | Last

recently created local taxonomy terms

Language	Term	Created ▼	Action
French	Landmines	1 day ago	Edit
French	Gender rights	2 days ago	Edit
French	Parenting	2 days ago	Edit
French	Periodicals	10 days ago	Edit
French	Bosnia and Herzegovina	13 days ago	Edit
French	Ethics	15 days ago	Edit
French	Flooding	21 day ago	Edit

1 | 2 | 3 | 4 | 5 |Next | Last

Recently updated local taxonomy terms

Language	Term	Updated ▼	Action
French	Landmines	1 day ago	Edit
French	Gender rights	2 days ago	Edit
French	Parenting	2 days ago	Edit
French	Periodicals	10 days ago	Edit
French	Bosnia and Herzegovina	13 days ago	Edit
French	Ethics	15 days ago	Edit
French	Flooding	21 day ago	Edit

1 | 2 | 3 | 4 | 5 |Next | Last

Dashboard prototype: https://app.moqups.com/W3BLGiSM8d/view/page/ad64222d5

The dashboard taxonomy view should provide the following blocks:

block with recently added platform-wide taxonomy terms

This block should contain the following information:

Table with the following columns, sorted by Date when a term has been added to a vocabulary, sorted in ascending order:

- Vocabulary

- Term

- Date when a term has been added to a vocabulary, sorted in ascending order

- Action button to translate a term (e.g. /taxonomy/term/2231/translations)

Pagination to navigate through items in the column

Recently updated platform-wide taxonomy terms

This block should contain the following information:

Table with the following columns, sorted by Date when a term has been modified in English original language, in descending order:

- Vocabulary

- Term

- Date when a term has been modified **in English original language**, in descending order

- Action button to translate a term (e.g. /taxonomy/term/2231/translations)

Pagination to navigate through items in the column

Platform wide taxonomy terms scheduled for deletion

This block should contain the following information:

Table with the following columns, sorted by Date when a term has been scheduled for deletion, in ascending order:

- Vocabulary

- Term

- Date when a term has been scheduled for deletion, sorted in ascending order

Pagination to navigate through items in the column

Recently deleted platform-wide taxonomy terms

Table with the following columns, sorted by Date when a term has been deleted, in descending order:

This block should contain the following information:

- **Vocabulary**

- **Term**

- **Date when a term has been deleted, sorted in descending order**

Pagination to navigate through items in the column

13.2.1.5.3 Content lifecycle tab

13.2.2 User dashboard - Taxonomy tab

13.2.3 User dashboard - Media assets lifecycle tab

/admin/dashboard/content-lifecycle

Dashboard permissions:

All CMS users should have access to this dashboard section

Dashboard

A CMS user dashboard should have a section called "Media assets lifecycle" where CMS user should see media assets that are about to be removed from the CMS. The section should have two tables:

Media assets not in use that have been created by a CMS user who is consulting the list

The table should include the following information:

Column	Description	Notes
ID	ID of the media asset	
Name	Name of the media asset	
Image	Image	
Type	Type of the media asset	
# of days not used	The number of days that media asset has not been used in any page	The counting starts from the time that media asset is not part of any page This column should be sortable
# of days until deletion	The number of days until the media asset is going to be removed in remains not used in any page	This should be calculated based on the total number of days that a media asset is configured not to be used minus the current number of days that the media asset has not been in use This column should be sortable
Status	Status of the media asset	
Action	Actions that a CMS user can perform on the media asset	Actions are contextual to the permissions of a CMS user that is consulting the table

By default, the table should be sorted by # of days until the deletion column in descending order.

Media assets not in use to be deleted soon

The table should include the following information:

Column	Description	Notes
ID	ID of the media asset	
Name	Name of the media asset	
Image	Image	
Type	Type of the media asset	

# of days not used	The number of days that media asset has not been used in any page	The counting starts from the time that media asset is not part of any page This column should be sortable
# of days until deletion	The number of days until the media asset is going to be removed in remains not used in any page	This should be calculated based on the total number of days that a media asset is configured not to be used minus the current number of days that the media asset has not been in use This column should be sortable
Status	Status of the media asset	
Action	Actions that a CMS user can perform on the media asset	Actions are contextual to the permissions of a CMS user that is consulting the table

By default, the table should be sorted by # of days until the deletion column in descending order.

13.3 Text editor (CK Editor)

As a sub-component of several page components, it enables text input and formatting, as well as some content embed functionality.

- Purpose & Rationale
- Permissions
- Availability
- Logic & Specifications
    - Rich Text
    - Accordion Component Text
    - Custom HTML
    - Limited
    - Simple text

13.3.1 Purpose & Rationale

Text editing is enabled by the CKEditor module, which is part of Drupal's core code. This module powers several page components (see Availability section below). It is used to input paragraph content (as opposed to titles, tags, etc.). For example, it can be used to create content in a Text block, in a Column block, or in the "Highlights" section of a Publication page.

13.3.2 Permissions

Inherited from the permissions of the respective component in which the CKEditor is located. See Page component permissions

Exception: *Custom HTML* editing is restricted to users with Administrator role.

13.3.3 Availability

Text editor is present in many page components and sub-components. Follow this link and go to the *Incoming Links* section to see which ones are currently documented.

13.3.4 Logic & Specifications

The text editor enables different types of use, depending on the overall **Text format** setting applied in the bottom left corner of the editor.
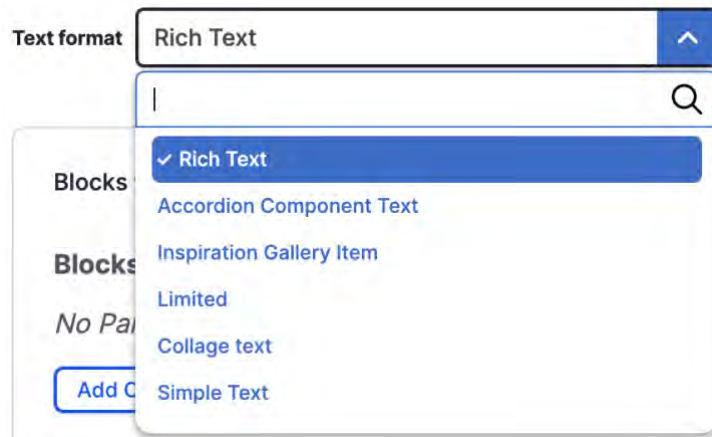
Figure 11 Logged in as Web manager
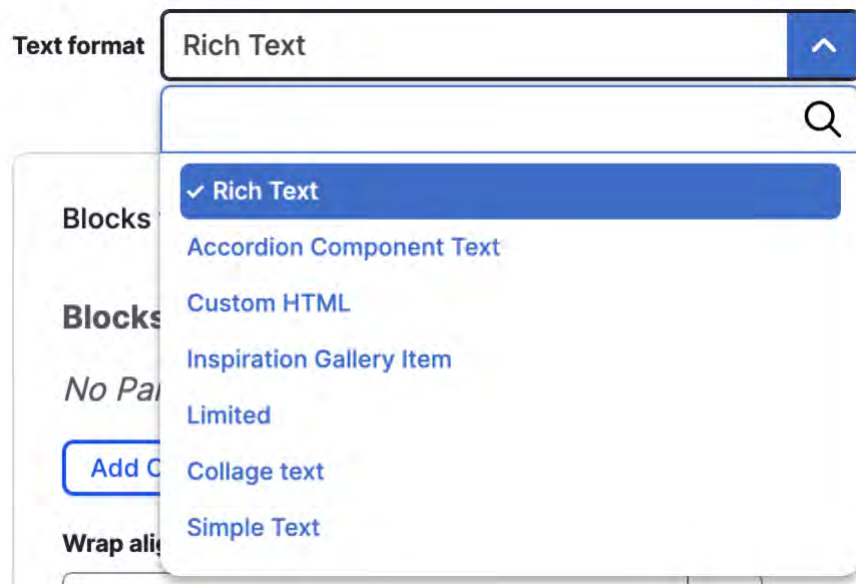
Figure 12 Logged in as Administrator

13.3.4.1 Rich Text

Different options are available depending by content block.

| Paragraph ▾ | Styles ▾ | A ▾ | **B** | *I* | S̶ | x² | x₂ | I͟ₓ | ≡ ▾ | ⌗ | ⫶⟋ | ⋮⋮ | ⌗⌗ ▾ | ⋮ |
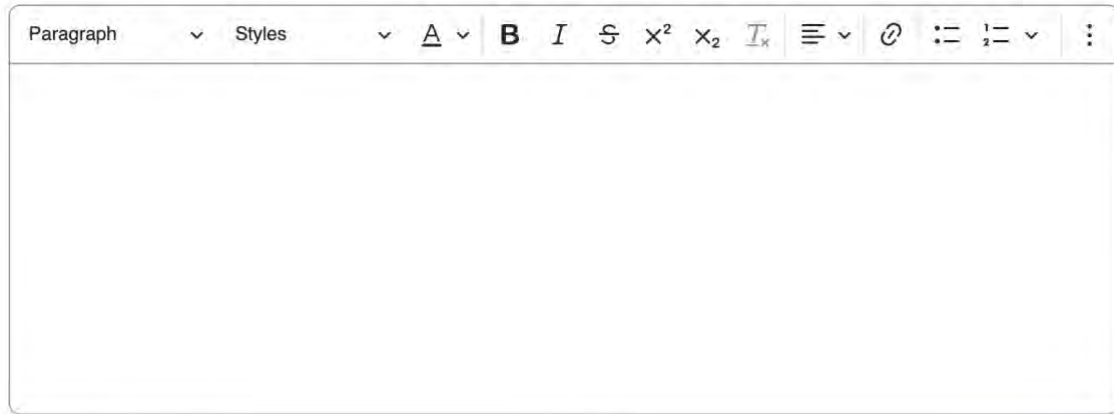
Text format Rich Text ▾   About text formats

	UI specs	**Text block (incl. About and Highlights in Document and Publication)**	**Text in Column blocks**	**Call-out text block (in Wraparound block or 25% Column blocks)**	**Quote text (in Block quote, Wraparound block, Media block quote left/right)**	**Accordion item**	**Collage block**	**Call-to-action block**	**Blog boiler plate**	**Press boiler plate**
Paragraph	Dropdown menu with the following options: • Paragraph [Default option] • Heading 2 through 6	x	x		x	x **Only Paragraph + H4**	x **Only Paragraph + H3**	x		
Styles	Dropdown menu with the following options: • Styles [Default option] • Lead-in	x	x		x		x	x		

	UI specs	Text block (incl. About and Highlights in Document and Publication)	Text in Column blocks	Call-out text block (in Wraparound block or 25% Column blocks)	Quote text (in Block quote, Wraparound block, Media block quote left/right)	Accordion item	Collage block	Call-to-action block	Blog boiler plate	Press boiler plate
	• Call-out • Fine print									
Font color	Dropdown menu with the following options: • Font color [Default option] • Various available color options based on conditional logic elaborate • Remove color	x	x		x		x	x		
Bold	Toggle button applies/removes formatting for selected text	x	x	x	x	x	x	x		
Italic	See above	x	x		x	x		x		
Strikethrough	See above	x	x		x	x		x		
Superscript	See above	x	x		x	x		x		
Subscript	See above	x	x		x	x		x		

	UI specs	Text block (incl. About and Highlights in Document and Publication)	Text in Column blocks	Call-out text block (in Wraparound block or 25% Column blocks)	Quote text (in Block quote, Wraparound block, Media block quote left/right)	Accordion item	Collage block	Call-to-action block	Blog boiler plate	Press boiler plate
Remove format	Button	x	x		x	x		x		
Text alignment	Dropdown menu with the following options: • Align left • Align center • Align right	x	x		x	x		x		
Hyperlink	Button launches "Add link" UI to configure Hyperlinks	x	x	x	x	x	x	x		
Bulleted list	Toggle button. • In "on" state it applies bullets (and overrides numbering, if present) • In "off" state it clears list formatting	x	x		x	x		x		
Numbered list	Toggle button • In "on" state it applies numbe	x	x		x	x		x		

	UI specs	Text block (incl. About and Highlights in Document and Publication)	Text in Column blocks	Call-out text block (in Wraparound block or 25% Column blocks)	Quote text (in Block quote, Wraparound block, Media block quote left/right)	Accordion item	Collage block	Call-to-action block	Blog boiler plate	Press boiler plate
	rs (and overrides bulleting, if present) + the option to start at a specific number becomes available) • In "off" state it removes list formatting									
Block Quote	Toggle button applies/removes block quote formatting	x	x	x	x		x	x		
Embed media URL	Button launches UI with URL input field. Linked media is inserted in text when viewed on frontend (specs?)	x	x		x			x		
Table	Button launches "Table properties" UI to insert a table	x	x		x			x		

	UI specs	Text block (incl. About and Highlights in Document and Publication)	Text in Column blocks	Call-out text block (in Wraparound block or 25% Column blocks)	Quote text (in Block quote, Wraparound block, Media block quote left/right)	Accordion item	Collage block	Call-to-action block	Blog boiler plate	Press boiler plate
	• Grid style cannot be customized • Alignment within grid cannot be customized • All other formatting options can be appli									

	UI specs	Text block (incl. About and Highlights in Document and Publication)	Text in Column blocks	Call-out text block (in Wraparound block or 25% Column blocks)	Quote text (in Block quote, Wraparound block, Media block quote left/right)	Accordion item	Collage block	Call-to-action block	Blog boiler plate	Press boiler plate
	ed, incl. grid-within-grid!									
Horizontal line	Button inserts a horizontal divider line	x	x		x			x		

See [Design model](#) for font style specs.

---

insert caveat about pasting from other sources
Google docs
Word

DRAFT/NOTES

13.3.4.2 Accordion Component Text
what is this for?

Same options as above, except **without Styles dropdown** options.
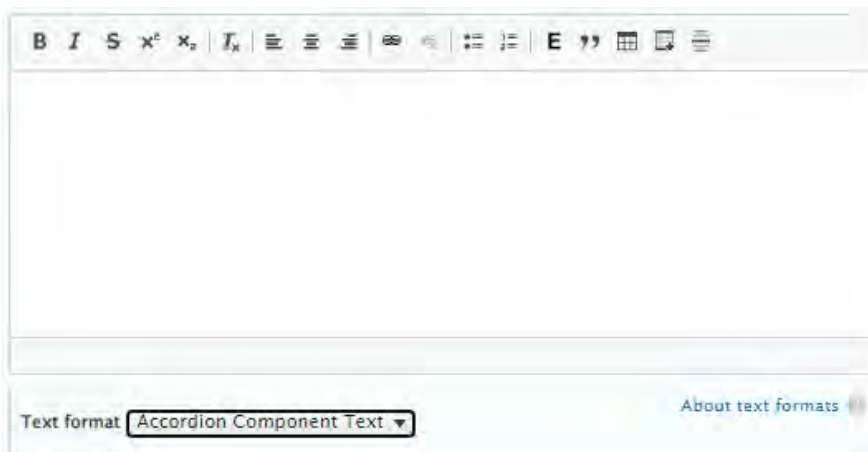
13.3.4.3 Custom HTML

This option is available only to users with the Administrator role. It enables the pasting-in of embed code in lieu of formatted text. On the front-end this will display embedded content within the container of the parent component (similar to the custom embeds in the [Component embed](#) feature). No content formatting options appear in the UI.

Text format Custom HTML

About text formats ⓘ

- You can embed entities.
- You can align images (data-align="center"), but also videos, blockquotes, and so on.
- You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.

13.3.4.4 Limited

What is this for?

No content formatting options appear in the UI.

Text format Limited

About text formats ⓘ

- Allowed HTML tags: <em> <strong>
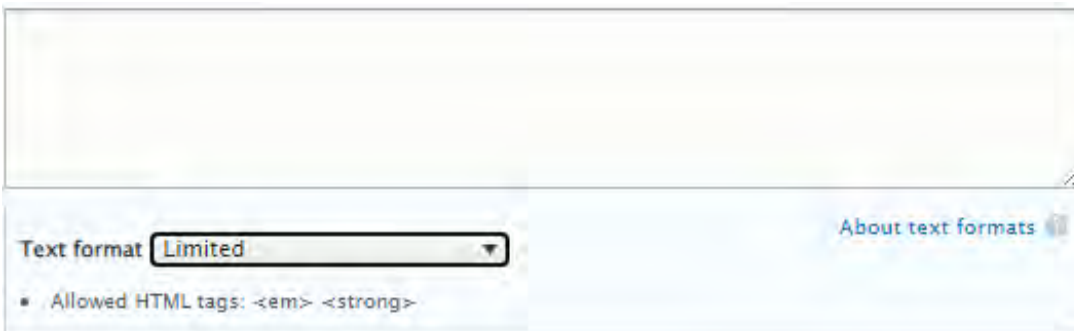
13.3.4.5 Simple text

What is this for?

The only formatting options are: Normal, Bold, and Hyperlinks

B | ✉ ≋

Text format Simple Text

About text formats ⓘ

13.4FCP modal window content browser

13.4.1 FCP Modal window: filters

Filter	Description	Type	Notes
Site	Filters pages by a site	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Auto-suggest-%2B-dropdown-combo	Should include all sites configured to be part of FCP. By default, the current site is selected. The current site is labeled as "This site".
Page title	Filters pages by searching by keyword a page title	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Free-form-text-field	
Node ID	Filters pages by the ID of a page node	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Free-form-text-field	Accepts only numbers.
Content category	Filters page by the Content category	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Single-selection-dropdown	
Global terms	Filter pages by the Global terms taxonomy vocabulary	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Auto-suggest-%2B-dropdown-combo	

Geographic terms	Filters by the Geographic terms taxonomy vocabulary	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Auto-suggest-%2B-dropdown-combo	

The clear button appears only after a filter has been applied. Clicking on a clear button, all filters clear.

13.4.2 FCP modal window: content

Item	Description	Notes
Site	Name of the site where content is coming from	If a page is from the current site, instead of the site name the column will display "This site".
ID	Node ID	
Title	Page title	The page title is the link to a page that opens is a new window. If the linked page is from a different site, and it is not published, a CMS user will need to login to that site in order to see/preview that page.
Content category	Page content category	
Updated	System date when the page was last time saved	A CMS user is able to sort pages according to this column in ascending and descending order.

Status	Page moderation state	
Action	Available action to perform on a page	By clicking on the "select" link next to a page, that page will be added as a promoted/curated item or as an excluded item in a component where the modal window has been triggered.

13.5 Customizing tiles & list items

The default tile/list content (See List items and Tiles (Cards) and Teaser media / Thumbnail media) can be overridden in various ways.

13.5.1 Override only teaser media via the teaser media section of referenced page

Availability: See Teaser media in Template architecture

13.5.2 Override all tile/list content via customization options in Mosaics and Related content

Availability: See Mosaics and Related content in Template architecture

A CMS user editing a mosaic or related content, can locally override the default content with custom content without affecting the referenced page's original content.

The following elements can be customized:

- Title
- Teaser
- Image thumbnail
- update

copied from Federated automatic mosaic - deduplicate

> Customization applies only to the current component. A page referenced in other components can have different customizations.

An original thumbnail media can only be replaced with media available on the site where the component is being customized.

Customization of the promoted content can be removed by clicking on the "Reset to original" button within the customization modal window:

13.5.2.1 Full customization specs

Field	Required	Maximum text lenght	Notes

Field	Required	Maximum text lenght	Notes
Short title	No	255 characters including spaces	If customized title is left empty, an original short title will be displayed. In case of promoted press release, if customized title is empty, an original title will be displayed. In case of promoted document, if customization title is empty, an original short title will be displayed. If a document does not have a short title, an original document title will be didplayed.
Teaser	No	156 characters including spaces	If customized teaser is left empty, an original teaser will be displayed. In case of promoted press release, if customized teaser is empty, an original subtitle will be displayed. This applies only to the list views. In the tile views the teaser/subtitle of a press release is not displayed. In case of promoted document, if customized teaser is empty, an original teaser will be displayed if a document has a teaser. If a customzied teaer is empty and a document does not have a teaser nothing will be displayed.

Field	Required	Maximum text lenght	Notes
Multimedia teaser	No		If a customized multimedia teaser is removed no thumbnail will be displayed even if hte promoted page has it.

13.6 Filter by site

The *Filter by site* UI can be used to specify from which Federated sites to draw automatic content.

- [Availability](#)
- [Logic & specifications](#)
  - [Default logic](#)
  - [Configuration options](#)

13.6.1 Availability

The UI appears in the following features:

- Federated automatic mosaic
- Federated related content

13.6.2 Logic & specifications

13.6.2.1 Default logic

- By default, the local site ("This site") is selected as the sole source of auto-populated content.
- Sites are listed more or less alphabetically (with a few exceptions to confirm logic). "This site" appears alphabetically where its full name would appear.

13.6.2.2 Configuration options

	Input	Output
Select a Site	Optional dropdown menu listing all sites that are included in the [Federated content pool (FCP)](#). At least one site must be added from the dropdown. Any number of sites can be added. In the dropdown, the local site is not listed with its full name, but as "This site". Clarify	Content will be automatically populated from all sites that are added from the dropdown, provided that the content is not excluded via other active filters (such as taxonomy term filters, etc.)

order. Sites seems to be roughly alphabetical, but not consistently (e.g. UNICEF Global isn't listed under G, but "Office of Global Insights & Policy" is)

If there is only one site selected, another site must first be added before the first site can be removed.

For details on including a site in the dropdown, refer to Federated content pool (FCP).

13.7 User profile edit UI

Individual CMS user account profile with login/logout settings, language settings, user roles, time zone.

Permissions to edit the user profile vary by role.

(People section + Dashboard both link to this)

13.8 Form fields

When CMS users begin typing a word into an auto-suggest field on the back-end, the system instantly displays a dropdown list of possible matches. The matches are drawn from the pool of possible options contained in the dataset to which the field is connected.

The following types of auto-suggest fields exist in the CMS:

- Free-form text field
- Single selection dropdown
- Basic auto-suggest field
  - Logic
  - Example use cases
- Auto-suggest + dropdown combo
  - FCP site names
  - Groups
  - Geographic and Global terms
- Auto-suggest for hyperlinks
- Date picker

13.8.1 Free-form text field

Constraints such as character count and whether only numeric characters can be submitted vary depending on context

13.8.2 Single selection dropdown

Dropdown menu from which CMS user can select one option at a time (not possible to select multiple values)

Options and display logic vary depending on context

13.8.3 Basic auto-suggest field

This is the most common type of auto-suggest field, see example use cases below.

13.8.3.1 Logic
Depends, this section needs work

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.*

Multiple comma-separated selections allowed (Limit?)

Up to 10 auto-suggested results at a time can be displayed in the dropdown
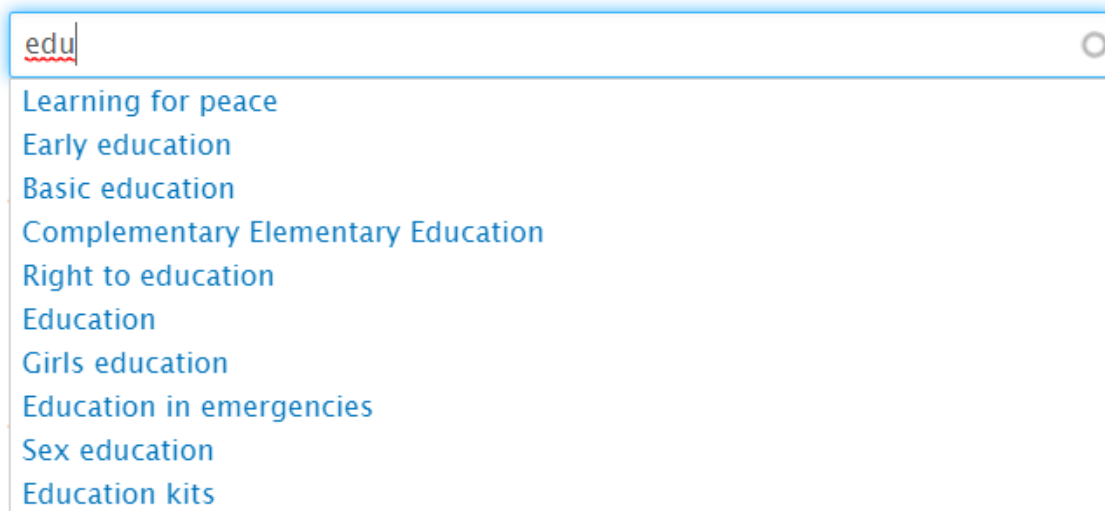
Display order: ??? check with dev team. As seen in the screenshot below, even "Learning for peace" comes up when typing "edu.

Dropdown is not scrollable

13.8.3.2 Example use cases
Taxonomy terms

Global terms

edu
Learning for peace
Early education
Basic education
Complementary Elementary Education
Right to education
Education
Girls education
Education in emergencies
Sex education
Education kits

Media contact names

na ⭘

Donaig Le Du
Lina El–Kurd
Nattha Keenapan
Patsy Nakell
Patsy Nakell
Nina Sorokopud
Patsy Nakell
Hadrien Bonnaud
Sylvie Sona
Lalaina Fatratra Andriamasinoro

CMS author email addresses

Authored by

k ⭘

lvenkatraman@unicef.org
kkhajuria@unicef.org
vvashchenko@unicef.org
uskhan@unicef.org
jkasilingam@unicef.org
inuk@unicef.org
igornuk@gmail.com
kduval@unicef.org
jmiks@unicef.org
kandersson@unicef.org

Page titles

Examples where used: Promoted content, Curated content, Redirect destination

child	○
The State of the World's Children 2016	
Clear the air for children	
Fish snacks for Cambodia's children	
Little children, big dreams	
Children of Borno State	
Protecting Gaza's children	
Land of Childhood	
For every child, #ENDviolence	
Stories of displaced children	
Children of Borno State	

13.8.4 Auto-suggest + dropdown combo

This field is a combination of a dropdown and auto-suggest field. As such, it provides CMS users with the option to either scroll through all available options or to narrow them down by beginning to type into the field.

13.8.4.1 FCP site names

Dropdown content is pulled from list of names of all sites included in FCP

No limit to number of items that can be contained in the dropdown.

Only single selection is possible (i.e. not possible to select multiple comma-separated values)

Dropdown is scrollable if more than 10 items are displayed in it

By default, the dropdown displays all sites included in the FCP. The local "host" site appears in first position and s labeled "This site". The remaining sites are displayed in the order of (1) site names without "UNICEF" prefix, sorted A-Z, (2) site names with "UNICEF" prefix, sorted A-Z based on the non-"UNICEF" portion of name

When CMS user begins typing into the field, the options in the dropdown are narrowed down to possible matches and continue to be displayed in the order described above. The word "UNICEF" is included in the auto-suggest logic, i.e. when CMS user types the letter "u", sites with the "UNICEF prefix are included, even if the rest of their name doesn't include this letter

Maximum width of dropdown filter is 350px. If the names of the options cannot fit into a single line, those names wrap into the next line

CMS user can specify a source site when using Federated features, e.g. when copying content or when including content in a Federated mosaic or Federated related/promoted content.
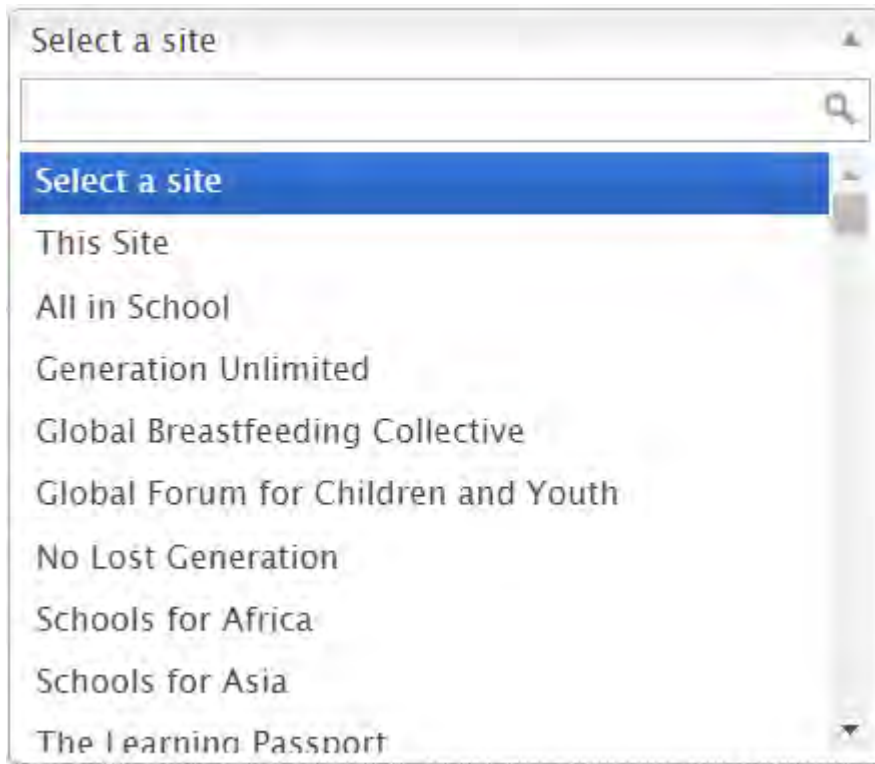
13.8.4.2 Groups
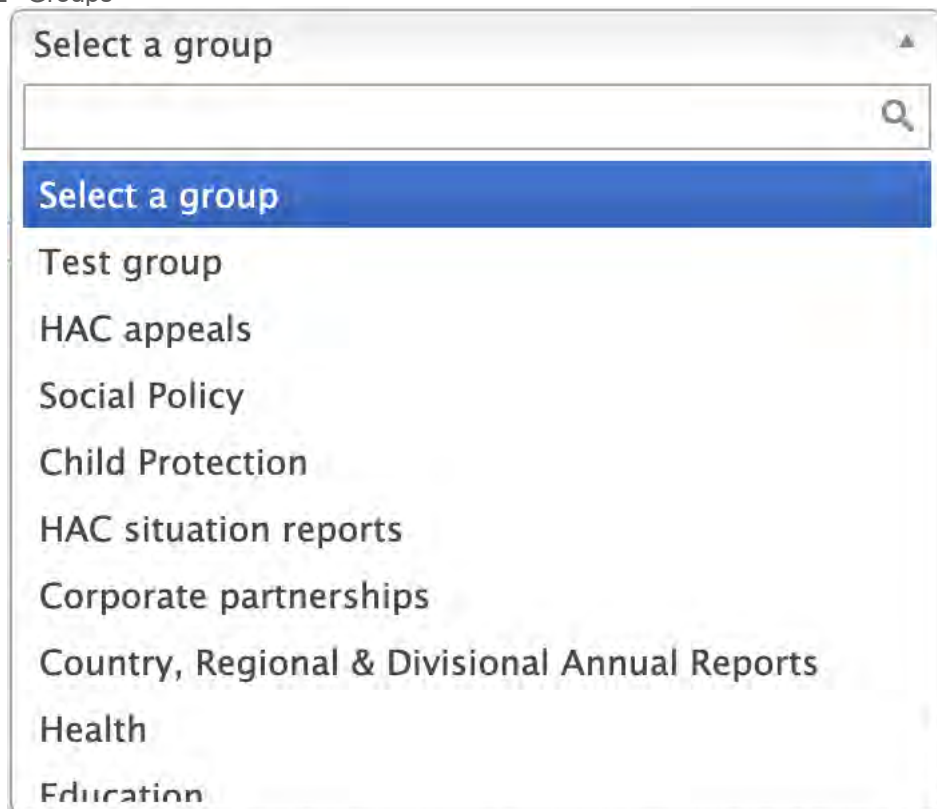
13.8.4.3 Geographic and Global terms
(Currently only available in components referencing FCP, such as Copy content and Federated promoted content (QA site 4/18/22). Elsewhere, the basic auto-suggest field is still used)

Same logic as above, except that it draws from the respective taxonomy vocabularies and the default selection is "Any"

supposed to be alphabetical, but currently inconsistent (see screenshot below)
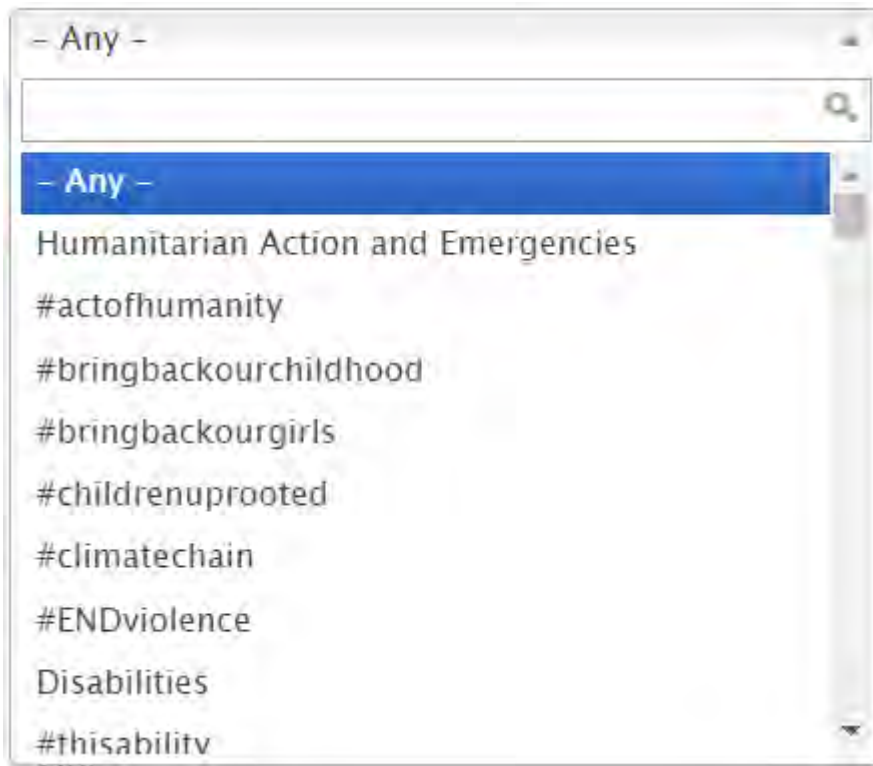
13.8.5 Auto-suggest for hyperlinks

This type of auto-suggest field appears when adding a hyperlink inside a text block.

CMS user can either enter a complete URL (pointing to internal or external content) or can bein typing the title/name of an internal piece of content (either a page title or media asset name)

If CMS user begins typing, matching internal content is displayed in a scrollable dropdown list, grouped by template types and media types (e.g. Landing page, Image, Document, etc.), then sorted alphabetically within each group

No limit to how many items an be displayed in the dropdown

Add Link   ✕

URL

gend

Content – Landing page
Agenda for action for uprooted children
UNICEF's change agenda for protecting children in armed conflict
Content – Basic page
Gender Action Plan 2018–2021
Gender Action Plan, 2022–2025
Gender-based violence in emergencies
Independent Task Force on Workplace Gender Discrimination and Harassment at UNICEF
Preventing violence starts with changing discriminatory gender norms
Content – Document

13.8.6 Date picker

13.9 Document browser
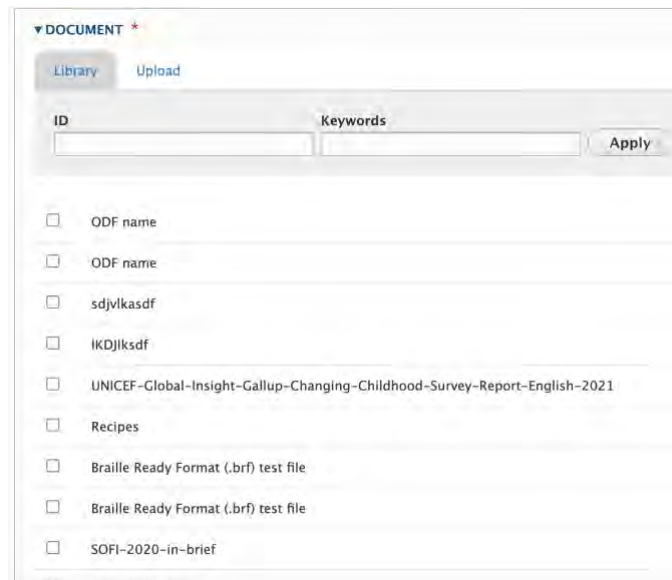
	Input	Output
Library tab		

	Input	Output
ID	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Free-form-text-field UI	
Keywords	https://unicef-webplatform.atlassian.net/wiki/spaces/UCFD/pages/160923660/Form+fields#Free-form-text-field UI	
Library UI	A document can be selected from the library by checking the checkbox next to its name. None are selected by default. Min/Max of one must be selected in order to "place" a document in the page Browsing is enabled via the standard backend pagination UI.	
Upload tab	File * Choose File No file chosen One file only. 25 MB limit for Document, Allowed types: pdf epub brf pptx xlsx csv txt docx Place	

13.10 Title content area backend fields

- Title
- Subtitle
- Author
- Content category (a.k.a. Type of content)
- Short title
- Teaser

13.10.1 Title

Intrinsicly build installed base results after front-end convergence. Quickly simplify next-generation ideas rather than equity invested strategic theme areas. Uniquely restore parallel value for covalent testing procedures. Synergistically whiteboard backward-compatible potentialities before exceptional vortals. Assertively customize functional internal or "organic" sources with go forward information.

test	test	test
1	2	3
4	5	6

13.10.1.1 Rationale and purpose

13.10.1.1.1 A title serves as a key identifier of a node, both on the front-end and back-end. It gives CMS users and site visitors a quick idea of a node's content, and it is is also an important factor in keyword search rankings within site search and SEO.

13.10.1.2 Permissions

13.10.1.2.1 Any user role that can edit a page can edit its title

13.10.1.3 Availability

13.10.1.3.1 Available on all page templates and bouncers

13.10.1.4 Specs

13.10.1.4.1 The Title input field is located in a node's edit view, within the [[Title content area]]

Mandatory	Yes
Free-form	Yes
Text format	Plain, no custom formatting
Multiple values allowed	N/A
Character input limit	None, but recommended limit is 60 characters.
Translatable	Yes
Appears publicly in	[[Title card]] [[Site search]] results [[In-page search]] results Search engine results, such as Google results [[Page URL]], if no custom [[URL alias]] has been set

Old stuff

Name	Type	Specs	Rationale/use
Title	Field	• Mandatory field • Format: [[plain text]] • Character limit: 100 (including spaces) • Translatable	• A page title is displayed in the page full view, in the title card area. • A page title is used in the [[search results]] teasers. • A page title is used to generate a [[page URL alias]].
Subtitle	Field	• Mandatory field • Format: [[Rich text|Rich text]] • Character limit: 255 (including spaces) • Translatable	• A page subtitle provides *here goes the rationale*. • A page subtitle is displayed in the page full view of the title card area.

Name	Type	Specs	Rationale/use
Short title	Field	• Mandatory field • Format: [[Rich text|Rich text]] • Character limit: 60 (including spaces) • Translatable	• A page short title provides *here goes rationale*. • A page title is displayed in the following page components: ○ as a page title in tiles view in the [[Curated mosaic]], [[automatic mosaic]], and [[Related content]] ○ as a page title in a list view of the [[Curated mosaic]] and [[automatic mosaic]]. ○ as a page title in the [[tag-based search results]] ○ as a page title in the [[site search results]]
Teaser	Field	• Mandatory field • Format: [[Rich text|Rich text]] • Character limit: 156 (including spaces) • Translatable	• A page teaser provides *here goes rationale*. • A teaser is displayed in the following page components: ○ as a teaser in the list view of the [[Curated mosaic]] and [[automatic mosaic]] ○ as a teaser in the tile view of the [[Curated mosaic]] and [[automatic mosaic]] ○ As a teaser in the [[tag-based search]]
Author	Field	• Mandatory field • Format: [[plain text]] • Character limit: 100 (including spaces) • Translatable	• An author is displayed in the page full view, in the title card area.
Global term(s)	Entity reference (taxonomy term)	• Mandatory field • Format: autocomplete • Translatable • Source: [[Global term(s)]] vocabulary	

Name	Type	Specs	Rationale/use
Local term(s)	Entity reference (taxonomy term)		
Geographic term(s)			
Hero: standard			

13.10.2   Subtitle

13.10.2.1 Rationale and purpose

13.10.2.1.1 A Subtitle can be used to lend additional detail beneath a [[Title]]. Like the title, it is an important factor in keyword search rankings within site search and SEO (confirm?), though it is displayed less frequently than a title, because it is not the primary identifier of the node.

13.10.2.2 Permissions

13.10.2.2.1 Any user role that can edit a page can edit its subtitle

13.10.2.3 Availability

13.10.2.3.1 Available on all page templates and bouncers

13.10.2.4 Specs

13.10.2.4.1 The Subtitle input field is located in a node's edit view, within the [[Title content area]]

Mandatory	Depends on the template used. Refer to individual template details or to the [[Title card]] overview
Free-form	Yes
Text format	Plain, no custom formatting
Multiple values allowed	N/A
Character input limit	None, but recommended limit is 200 characters.
Translatable	Yes
Appears publicly in	[[Title card]] [[Site search]] results

	[[In-page search]] results Search engine results, such as Google results

13.10.3   Author

13.10.4   Content category (a.k.a. Type of content)

This taxonomy vocabulary is used to identify the content type of a page node.

- [Purpose & rationale](#)
- [User requirements](#)
- [Permissions](#)
- [Availability](#)
- [Logic & specifications](#)

13.10.4.1 Purpose & rationale

As one of the standard taxonomy vocabularies available on the platform, Content category (a.k.a. Type of content) serves several purposes:

- It helps site visitors identify the nature of a page's content
- It helps CMS users categorize and organize content
- It provides a means of filtering content, both on the front-end and the back-end

13.10.4.2 User requirements

Front-end

- End user can see the content category of a page displayed in the page's title are, as well as in any card or list views where the page appears, e.g. Mosaics, Related content, and Search results.
- End user can filter search results and mosaics based on content category wherever such filter option is made available on the front-end. Please refer to the respective feature documentation for details.

Back-end

- CMS user can set the content category of an individual page.
- CMS user can use content category as a filter variable, e.g. to find a page on the CMS back-end, to configure the scope and/or front-end filters of an In-page search or Automatic mosaic. Please refer to the respective feature documentation for details.
- CMS user with appropriate permissions can can add, edit, translate or delete a content category, please refer to [Taxonomy management (centralized)](#)f or details.

13.10.4.3 Permissions

- Set a page's content category: Any user role that can edit pages, can set a page's content category.
- Add, edit, translate or delete a content category: Global taxonomist only

13.10.4.4 Availability

Appears in Title card , as well as in Tiles (Cards) & Lists.

Listed below are the available content categories per page template.

	Article	Photo essay	Blog	Multipurpose page	Campaign	Feature page	Landing page	Programme	Programme landing	Document	Publication	Press release	Bouncer
Page				x	x	x	x						x
Appeal				x	x						x		x
Article	x			x	x								x
Biography				x	x								x
Blog post			x		x								x
Broadcast				x	x								x
Campaign				x	x	x	x						x
Expert				x	x								x
Explainer				x	x								
Flagship report				x	x						x		x
Goodwill ambassador				x	x								x
Job posting				x	x								x
Partnership announcement				x	x								
Photo				x	x								x
Photo essay		x		x	x								x
Programme				x	x			x	x				x
Search results				x	x								x
Statistics				x	x								x

	Article	Photo essay	Blog	Multipurpose page	Campaign	Feature page	Landing page	Programme	Programme landing	Document	Publication	Press release	Bouncer
Toolkit				x	x		x						
Vacancies				x	x		x						x
Video				x	x								x
Video essay	x			x	x								x
Press release					x							x	x
In other news					x							x	x
Media advisory					x							x	x
News note					x							x	x
Remarks					x							x	
Statement					x							x	x
Document					x					x			x
Job posting					x					x			x
Situation report					x					x			x
Report					x						x		x
Annual report					x						x		x
Emergency alert					x								x
Link					x								x
Navigation					x								x
Partner site					x								x

13.10.4.5 Logic & specifications

- Content category is a mandatory filed in all page templates.

- In title cards, on tiles, and in list items, the Content category appears accompanied by a category icon
- The Content category of an individual page can be set in the Title content area of each template.

13.10.5 Short title

13.10.6 Teaser

14 User notifications

Automatic notifications to CMS users, triggered by certain events in the CMS.

- [Purpose & Rationale](#)
- [User requirements](#)
- [Permissions](#)
- [Availability](#)
- [Logic & Specifications](#)
  - [Page node notifications](#)
  - [Media node notifications](#)
  - [Taxonomy notifications](#)

14.1 Purpose & Rationale

14.2 User requirements

14.3 Permissions

Which roles receive which kind of notification

Which roles can post…?

14.4 Availability

14.5 Logic & Specifications

14.5.1 Page node notifications

	Trigger event	Delivery format	Recipient	Content
Page not updated in xx days (First notification)	Configured number of days before page reaches a configured number of days since last published revision	Email from noreply@unicef.org	**Active** CMS users who satisfy at least one of the following criteria: • Node creator • Editor who last edited the node • Site's web manager(s)	
Page not updated in xx days	Configured schedule (every xx days since first notification,	Email from noreply@unicef.org	**Active** CMS users who satisfy at least one of the following criteria:	

	Trigger event	Delivery format	Recipient	Content
(Subsequent notifications)	capped at xx times)		• Node creator • Editor who last edited the node • Site's web manager(s)	
Overriding page lifespan	Authorized CMS user overrides the content life span of the node	Email from noreply@unicef.org	**Active** CMS users who satisfy at least one of the following criteria: • Node creator • Editor who last edited the node (user story in this case actually doesn't specify "last" editor, it just says "editor(s). Please confirm correct logic) • Site's web manager(s)	

14.5.2 Media node notifications

Workflow diagram here
https://unicef.sharepoint.com/:u:/s/DigitalGovernanceWorkplan2017/EbQUaxE0RHRDjMTdNdjfvZgB_37snzb5QbdNfI5es_GlQQ?e=xeanIC

	Trigger event	Delivery format	Recipient	Content
Asset not used in xx days (First notification)	Media asset reaches a configured number of days not used	Email from noreply@unicef.org	Creator of media asset in CMS	Subject: Important notification on the media assets Message: Dear [username], We would like to remind you that you have created the following media assets in the [site name] that have not been in use in any of the site pages: [list of the media assets] Note that the site CMS is configured to automatically delete unused media assets if not being in use [configured number of days] number of days.

	Trigger event	Delivery format	Recipient	Content
Asset not used in xx days (Second notification)	Media asset reaches a configured number of days not used	Email from noreply@unicef.org	Creator of media asset in CMS	Subject: Important notification on the media assets Message: Dear [username], We would like to remind you that you have created the following media assets in the [site name] that have not been in use in any of the site pages: [list of the media assets] Note that the site CMS is configured to automatically delete unused media assets if not being in use [configured number of days] number of days.
Asset has been deleted	Media asset has been automatically deleted from the CMS	Email from noreply@unicef.org	Creator of media asset in CMS	Subject: Deletion of the media asset Message: Dear [username], Please note that the following media asset [name of the media asset] has been deleted from the site [name of the site], as it reached the maximum time allowed to be in the CMS without being used.

14.5.3 Taxonomy notifications

Taxonomy notifications are triggered for a certain child site only if syndication and notifications are enabled on local site AND "Notify site taxonomists" is enabled at the time the term update is saved on the Master site.

	Trigger event	Delivery format	Recipient	Content
Platform-wide term added to a vocabulary	Global taxonomist creates a new	Email from noreply@unicef.org	Site users with the **site**	Subject:

	Trigger event	Delivery format	Recipient	Content
	platform-wide term		**taxonomist** role	A platform-wide term has been added to [name of vocabulary] Message: Dear [username], Note that the term [name of the term] has been added to [name of vocabulary] platform-wide vocabulary. You are advised to translate the new term in the site's local language(s). For any questions on the new term contact the HQ taxonomy team at [email address]. For any questions on translating taxonomy terms please content the Digital support at [email address].
Platform-wide term updated	Global taxonomist updates an existing platform-wide term in **English language**	Email from noreply@unicef.org	Site users with the **site taxonomist role**	Subject: A platform-wide term in the [name of vocabulary] has been updated Message: Dear [user name], Note that a term in [vocabulary] taxonomy has been updated to [term name] in [site name]site. Please review your site's translations of this term and update them if necessary. You can find details on recommended actions here. Please disregard this notice for translations in French, Spanish, Chinese, Arabic, and Russian, as those have already been updated. For questions on the context of this term update, please contact the HQ taxonomy team at web_taxonomy@unicef.org. For technical questions, please contact the Digital

	Trigger event	Delivery format	Recipient	Content
				support team at digitalsupport@unicef.org. Thanks, UNICEF
Platform-wide term scheduled for deletion (First notification)	Global taxonomist schedules deletion of a platform-wide term	Email from noreply@unicef.org	Site users with the **site taxonomist** or **web manager** role	Subject: Scheduled deletion of [name of the term] in [name of vocabulary] vocabulary Message: Dear [user name], Note that the term [term name] in [vocabulary] taxonomy is scheduled for deletion on [date] in [site name] site. You are advised to update pages where this term is applied and also to update automatic mosaics and In-page search components where the term was used to filter the mosaic content. You can find details on recommended actions here. For questions on recommended alternative terms, please contact the HQ taxonomy team at web_taxonomy@unicef.org. For technical questions, please contact the Digital support team at digitalsupport@unicef.org. Thanks UNICEF
Platform-wide term scheduled for deletion (Second notification)	2 days left before the term is scheduled for deletion	Email from noreply@unicef.org	Site users with the **site taxonomist** or **web manager** role	Subject: Final reminder: scheduled deletion of [name of the term] in [name of vocabulary] vocabulary Message: Dear [user name], This is a final reminder that the term [term name] in [vocabulary] taxonomy is scheduled for deletion on [date] in [site name] site.

	Trigger event	Delivery format	Recipient	Content
				You are advised to update pages using this term and also update automatic mosaics and In-page search components where the term was used to filter content. [You can find details on recommended actions here](). For questions on recommended alternative terms, please contact the HQ taxonomy team at [web_taxonomy@unicef.org](). For technical questions, please contact the Digital support team at [digitalsupport@unicef.org](). Thanks UNICEF
Platform-wide term deleted	Global taxonomist (directly) deletes a platform-wide term (without scheduling deletion) **OR** The platform-wide term is deleted after a time scheduled for its deletion has been reached	Email from [noreply@unicef.org]()	Site users with the **site taxonomist** or **web manager** role	Subject: The platform-wide term [name of the term] in [name of vocabulary] vocabulary has been deleted Message: Dear [user name], Note that the term [term name] in [vocabulary] taxonomy has been deleted from [site name] site. You are advised to update pages using this term and also update automatic mosaics and In-page search components where the term was used to filter content. [You can find details on recommended actions here](). For questions on recommended alternative terms, please contact the HQ taxonomy team at [web_taxonomy@unicef.org](). For technical questions, please contact the Digital support team at [digitalsupport@unicef.org]().

	Trigger event	Delivery format	Recipient	Content
				Thanks UNICEF
Local term added to local site vocabulary	Site taxonomist creates a new local term in **English language only** in any site	Email from noreply@unicef.org	Global site users with the global taxonomist role	Subject: Drupal taxonomy: A local taxonomy term has been added in [site name] Message: Dear [username], Please note that the term [name of the term] has been added to the local taxonomy vocabulary in the site [site name] ([site url]).
Local term updated	Site taxonomist updates an existing local term in **English language only in any site**	Email from noreply@unicef.org	Global site users with the global taxonomist role	Subject: Drupal taxonomy: A local taxonomy term has been updated in [site name] Message: Dear [username], Please note that the term [name of the term] in the local taxonomy vocabulary has been updated in the site [site name] ([site url]).
Local term deleted	Site taxonomist deletes a local term from any site			

15 Third-party integration & tools

- [RSS feeds](#)
- [Siteimprove](#)

15.1 RSS feeds

From Igor's spec doc:

- [RSS feeds.docx](#)

From release notes:

- The following RSS feeds have been implemented per site and a site language:
  - Stories RSS feed. This feed is available on the following URL: http://www.unicef.org/ [site folder]/[language]/stories/rss. The criteria for including pages in this feed:
    - Pages categorized as Article, Blog post, Campaign, Photo essay, and Video essay
    - Pages not older than 120 days (based on a page authored date)
    - Pages not set to be excluded from RSS feeds
  - Reports feed. This feed is available on the following URL: http://www.unicef.org/ [site folder]/[language]/reports/rss. The criteria for including pages in this feed:
    - Pages categorized as Flagship report, Annual report, and report
    - Pages based on the Publication template
    - Pages not older than 120 days (based on a page authored date)
    - Pages not set to be excluded from RSS feeds
  - Curated RSS feed. This feed is available on the following url: http://www.unicef.org/ [site folder]/[language]/curated/rss. The criteria for including pages in this feed:
    - Pages set by CMS user (web manager) to be included in a curated feed
    - ~~Pages not older than 120 days (based on a page authored date)~~ Age limit removed per agreement with Editorial team
    - Pages not set to be excluded from RSS feeds
    - Pages based on the following templates: Article, Multipurpose page, Blog post, Emergency page, Feature page, Landing page, Photo essay, Programme, Programme landing page, Document, Publication, and Press release
- A new content administration tab/section "RSS" has been created to provide web managers with a view of what pages are included in newly established RSS feeds
- A new right column section in a page edit form called "RSS feed" has been created to manage (by web managers) the following:
  - If a page should be excluded from any site RSS feeds
  - If a page should be included in a site curated RSS feed

15.2 Siteimprove

Siteimprove is a content auditing tool that crawls web content for accessibility issues, broken links, etc.

- [Purpose and rationale](#)
- [Logic & Specifications](#)
    - o [Crawling configuration](#)
    - o [Deep links to from Siteimprove UI to wcmsprod](#)
    - o [Plugin (CMS back-end UI integration)](#)

15.2.1 Purpose and rationale

We use our Siteimprove subscription to analyze page content and structure. Two main use cases:

- Monitoring site health (SEO, accessibility, broken links, etc.)
- Analyze usage of specific CMS features to inform content strategy or product management decisions. (This complements the limited analysis currently available via the CMS backend, which is currently siloed by site and doesn't cover content below a page's Title Content area.)

15.2.2 Logic & Specifications

15.2.2.1 Crawling configuration

- Please refer to [Siteimprove's support page](#) for general product specs.
- How often it auto-crawls (Siteimprove default is explained here https://siteimprove.freshdesk.com/support/solutions/articles/80000448489#How-often-is-my-website-crawled?)
- Which sites get crawled
- Exclusions (how to: https://help.siteimprove.com/support/solutions/articles/80000863906)
    - o Publications and Pess releases older than one year (authoring date?) are excluded
    - o Environments
    - o Publishing states

15.2.2.2 Deep links to from Siteimprove UI to wcmsprod
…

15.2.2.3 Plugin (CMS back-end UI integration)
… (https://www.drupal.org/project/siteimprove)