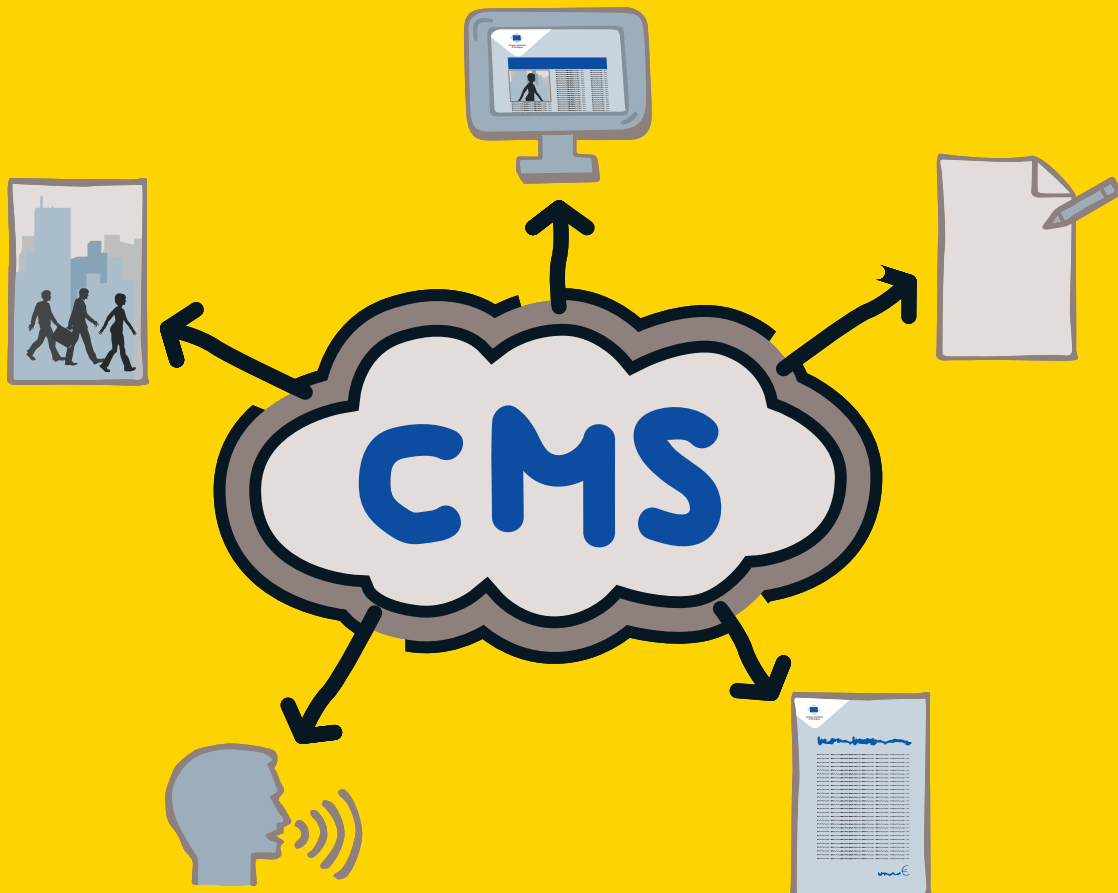




European Committee
of the Regions

Sharepoint
made simple 

Introduction to SharePoint CMS



We use Microsoft SharePoint 2016 to manage and publish content on CoR website: <https://cor.europa.eu/en>.

You have access to the production site by adding prod-portal to its URL: <https://prod-portal.cor.europa.eu/en>.

Box 1: What is a Content Management System (CMS)?

To update or edit the CoR website, users should access the “production” website – our so called “prod-portal” – which is supported by Microsoft SharePoint. Microsoft SharePoint is a CMS, or Content Management System, like WordPress, Joomla and Drupal, among others.

CMS’s exist to support the content management of Web pages. They are typically easy to use, reducing the users’ need to code.

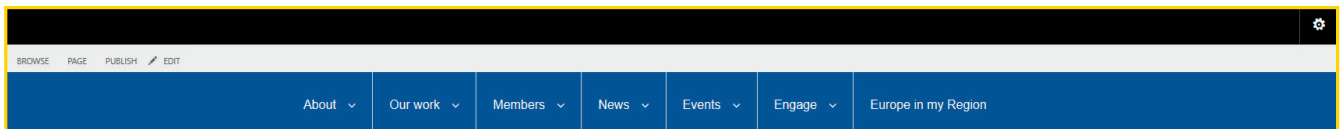
1. How to access the “production site” aka “prod-portal”

Just as the website is divided into sections, so is its backstage. However, contributors have only access to one or more of these sections, depending on what they need to maintain/update.

Permissions must be requested to the webteam in advance. To request access to production site, please fill in [this form](#) or send an e-mail to cdrwebmasters@cor.europa.eu, indicating which sections or type of content you need to edit/create.

Only after you log in with the access details provided by the webteam, and click on one of the sections you should have access to, will you get a ribbon with a Settings button and some editing/publishing tabs enabling you to create/edit and publish/submit for approval.

Screenshot 1: Prod-portal - Ribbon



Contributors are usually trained and given editing rights to certain sections of the website, depending on the type of content they need to edit/upload. This means every page created/edited has to be checked and approved by the webteam before it goes online. Direct publishing rights are only granted to experienced users, meaning their created/edited pages go online without having to wait for the webteam’s approval.

Box 2: Tips on how to get your pages approved faster:

- Make sure you copy-paste CLEAN, so that the pre-defined formatting of our website is kept and we don’t end up with pages in Times New Roman and with all sorts of colours and font sizes
- The URL should be short and not have any special characters like ! ' () , [] etc.. Example of a good URL: <https://prod-portal.cor.europa.eu/en/news/Pages/Future-EU-budget.aspx>
- Filenames (of both pictures and documents) should have meaningful names, no spaces between words but hyphens instead, no accents or special characters
- Fill in all the metadata fields: language, page description/abstract (or 1st paragraph), theme(s) and keywords(s) are some of the most important
- Don’t upload a picture which is too small or too big. It should be rectangular and be around 700 px large.

2. How to update or create content on the CoR website

The contributor dashboard

Having our contributors in mind and aiming at making their lives at work easier, we created a [dashboard](#) which provides short-cuts to perform the most common tasks.

A contributor can therefore quickly:

- create a news item (press release, highlight or success story), or more specifically a regional news piece
- create an event
- add a call for tender or a job
- upload a study, a brochure or a President speech

Screenshot 2: Contributor Dashboard

The screenshot shows the Contributor Dashboard interface. At the top, it says "Contributor Dashboard" and "If you have any questions please contact us at: [here](#)". The dashboard is divided into four main sections:

- Create**:
 - a News Article
 - an Event Item
 - a Job Page
 - a Call for Tender
- Upload**:
 - a study
 - a brochure
 - a president speech
 - Jobs documents
 - News Images
 - Events Images
 - Call for Tender documents
 - Tag members in Videos
- Create Regional Articles**:
 - Create a Bulgarian Article
 - Create a Czech Article
 - Create a Danish Article
 - Create a German Article
 - Create a Greek Article
 - Create a Spanish Article
 - Create a Estonian Article
 - Create a Finnish Article
 - Create a French Article
 - Create a Irish Article
 - Create a Croatian Article
 - Create a Hungarian Article
 - Create a Italian Article
- How-to**:
 - How-to-create-a-call-for-tender
 - How-to-create-an-event-page
 - How-to-create-a-news-item
 - how-to-load-up-mass-translations.doc
 - How-to-upload-a-document
 - How-to-upload-an-image
 - How-to-upload-a-speech
 - Introduction-to-SharePoint

3. How to handle a multilingual website?

1. Content replication

A page must always be created first on the English variation of the site, so that its content can be replicated by the system into the other language variations.

Example:

- Start from <https://prod-portal.cor.europa.eu/en/news/Pages/default.aspx> to create a news item
- Start from <https://prod-portal.cor.europa.eu/en/events/Pages/default.aspx> to create an event

Exception: Regional news. A regional news item is created directly in the language of the country concerned. For instance, if the news item concerns Romania only, and there's no interest in having it in other languages, then it should be created directly in the Romanian variation of the website. Regional news items are not replicated.

Example: <https://prod-portal.cor.europa.eu/ro/news/Pages/default.aspx>

Once a page is created and published for the first time, its content (the content of the English variation) is replicated into all the other language variations. This means the system creates an English draft for each language variation, which have to be published by the webteam.

Screenshot 3: Variation publisher

The screenshot shows a web interface for managing multilingual content. At the top, there is a URL bar with the address <https://prod-portal.cor.europa.eu/en/events/Pages/NAT---25th-commission-meeting.aspx> and a green 'Check Page' button. Below the URL bar, there is a 'Select All:' checkbox which is checked. The main area contains a list of language variations, each with a checkbox and a label. The labels include the language code, the language name in its native script, and the status of the draft. For example, 'bg - български - Draft - Draft - (this page has a published version) - Published lang.: English ,Draft Lang.: English ,draft created:11/09/2019 10:17:35'. At the bottom of the list, there are two buttons: 'Publish and approve keeping translations' and 'Publish and approve overwriting with draft'.

Language	Status	Published lang.	Draft Lang.	Created
bg - български	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:17:35
cs - Čeština	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:17:42
da - dansk	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:17:47
de - Deutsch	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:17:52
el - ελληνικά	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:17:56
en - English	Published - Approved - (this page has a published version)	English		
es - español	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:18:00
et - eesti	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:18:05
fi - suomi	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:18:09
fr - français	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:18:13
ga - Gaeilge	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:18:18
hr - hrvatski	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:18:22
hu - magyar	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:18:26
it - italiano	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:18:30
lt - lietuvių	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:18:35
lv - latviešu	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:18:39
mt - Malti	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:18:43
nl - Nederlands	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:18:48
pl - polski	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:18:52
pt - português	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:18:56
ro - română	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:19:01
sk - slovenčina	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:19:05
sl - slovenščina	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:19:10
sv - svenska	Draft - Draft - (this page has a published version)	English	English	11/09/2019 10:19:14

2. Pages translation

The translation process of a page may start as soon as an English draft is created in the other language variations.

There are two main ways to upload translations:

1. manually editing each language variation and replacing the English text with the corresponding translated text (used for all pages except News items, in which case a script can facilitate the task)
2. using a script created by our web developers, which, as long as press releases in Word files comply with certain rules (a template with a predetermined number of cells must be respected), can pick up the text from the translated press releases and display it in the respective language variations of the website

4. Disseminating your content further

1. Static vs dynamic pages

Our website is composed of both static and dynamic pages. Dynamic pages are those which integrate features enabling them to display constantly updated content pulled up from other pages or content libraries.

The homepage as well as the News and Events pages are the most obvious dynamic pages as they always display the most recent items created. But there are other pages like these: Commissions, President, Vice-President, ARLEM and CORLEAP, among others. In the Commissions pages, for instance, you will find a set of tabs which display relevant info (news, meetings, opinions, studies) for each commission based on a keyword.


List of dynamic pages and respective keywords:

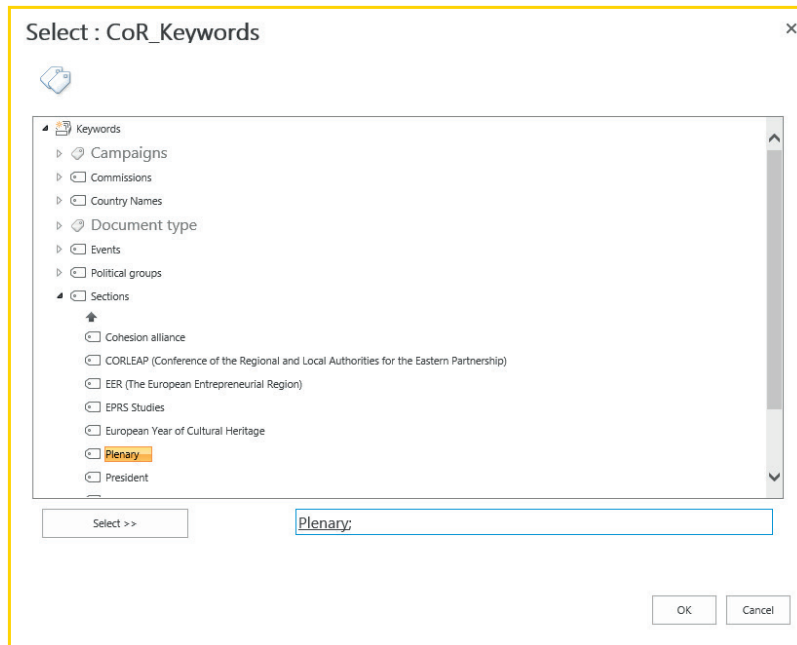
President	President
First Vice-President	Vice-president
Secretary-General	Secretary general
Plenary session (last and next)	Plenary
COTER	COTER
CIVEX	CIVEX
ENVE	ENVE
ECON	ECON
NAT	NAT
SEDEC	SEDEC
ARLEM	ARLEM
CORLEAP	CORLEAP
Enlargement countries	Montenegro, Turkey, etc. (select country name)
Future of Europe	Future EU
Regional Hubs	RegHub
Cohesion Alliance	Cohesion alliance
European Entrepreneurial Region	EER
Cities and Regions for Integration of Migrants	Integration Initiative

2. Keywords vs themes and their impact on your content visibility



Metadata such as keywords and themes tell the system where your content should be displayed.

Keywords are used to determine where the information is displayed **on the website**. So if, for instance, you want an ARLEM related event or study displayed under the respective tab on ARLEM page, you will have to add the keyword ARLEM to the event page or study properties.

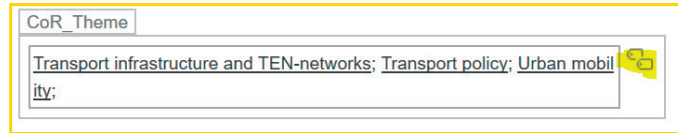




Example: when a news item is tagged with the X keyword, the news will automatically be displayed in the News tab of the X Commission page.

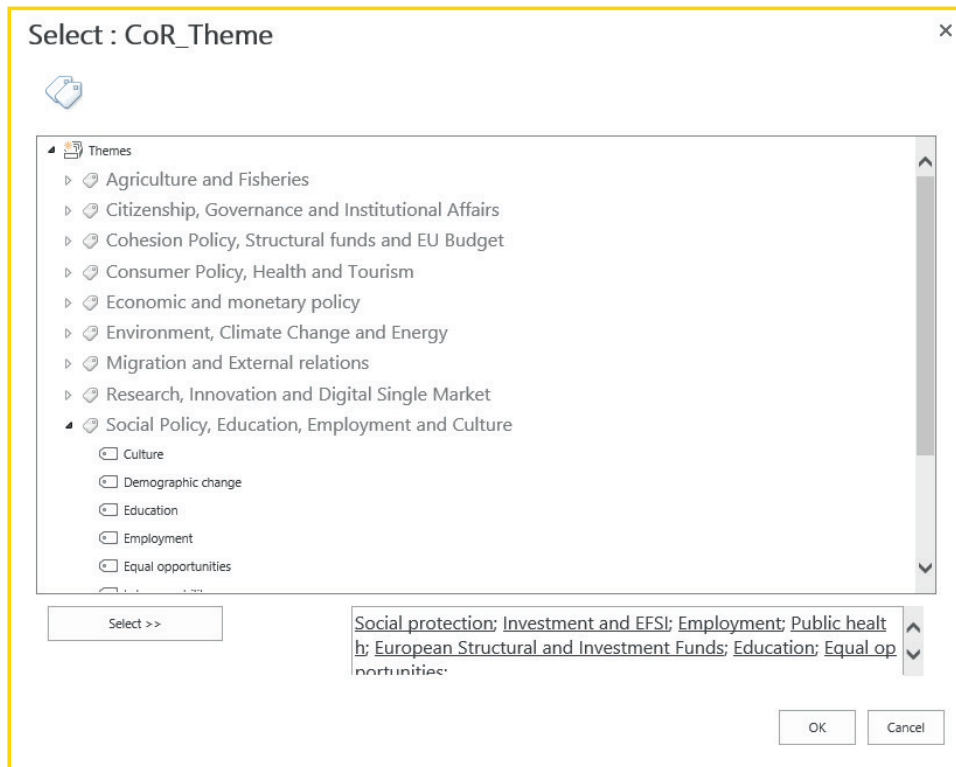
News	Meetings	Opinions	Composition	Secretariat	Studies
 <p>#CohesionAlliance seeks cooperation with MEPs to secure strong cohesion policy 2021-27</p> <p>11.07.2019</p>					
	 <p>EU regions and cities proposals to make cohesion policy programmes 2021-2027 more effective and visible</p> <p>10.07.2019</p>				

Themes (or topics), on the other hand, are key metadata to add to your content (news, events, studies, brochures, opinions) if you want it to appear **on CoR's newsletter**.



CoR_Theme

Transport infrastructure and TEN-networks; Transport policy; Urban mobility;



Select : CoR_Theme

Themes

- ▶ Agriculture and Fisheries
- ▶ Citizenship, Governance and Institutional Affairs
- ▶ Cohesion Policy, Structural funds and EU Budget
- ▶ Consumer Policy, Health and Tourism
- ▶ Economic and monetary policy
- ▶ Environment, Climate Change and Energy
- ▶ Migration and External relations
- ▶ Research, Innovation and Digital Single Market
- ▶ **Social Policy, Education, Employment and Culture**
 - Culture
 - Demographic change
 - Education
 - Employment
 - Equal opportunities

Select >>

Social protection; Investment and EFSI; Employment; Public health; European Structural and Investment Funds; Education; Equal opportunities;

OK Cancel

You can also find this how-to here: https://mycor.cor.europa.eu/EN/Directorate_D/Unit_D3/web/Pages/default.aspx




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European Committee of the Regions

Created in 1994, after the entry into force of the Maastricht Treaty, the European Committee of the Regions is the EU's assembly of 350 regional and local representatives from all 28 Member States, representing over 507 million Europeans. Its mission is to involve regional and local authorities and the communities they represent in the EU's decision-making process and to inform them about EU policies. The European Commission, the European Parliament and the Council consult the Committee in policy areas affecting regions and cities. It can appeal to the Court of Justice of the European Union if its rights are infringed or it believes that EU law infringes the subsidiarity principle or fails to respect regional or local powers.

Edited by the Directorate for Communication of the European Committee of the Regions

Rue Belliard/Belliardstraat 101 | 1040 Bruxelles/Brussel | BELGIQUE/BELGIË
Tel. +32 22822211 | e-mail: PublicationsCdR@cor.europa.eu | www.cor.europa.eu
 @EU_CoR |  /european.committee.of.the.regions |  /european-committee-of-the-regions

