

UAntwerpen.be WebAdmin User Manual

Version 5.0 (July 2021)

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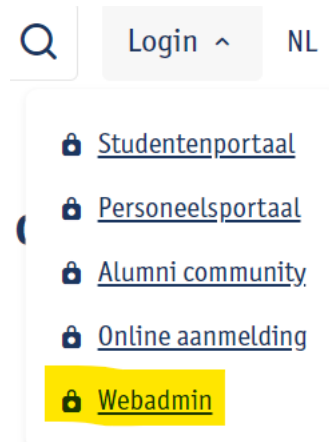
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1. Logging in

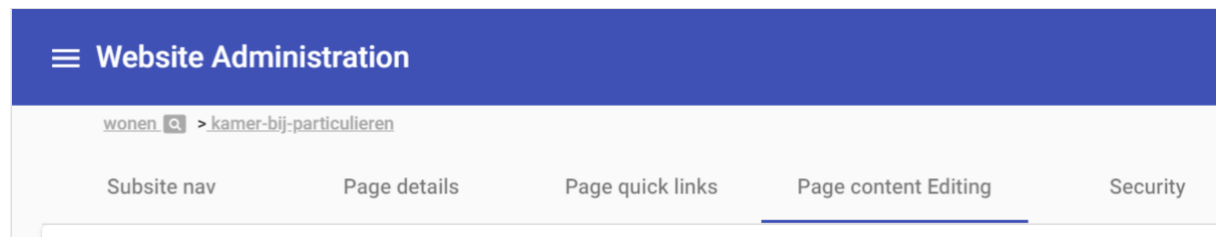
1.1. Where to log in

To log on to the UAntwerpen.be Website Administration tool, click 'Login' in the top right-hand corner of the header and select 'Webadmin'.



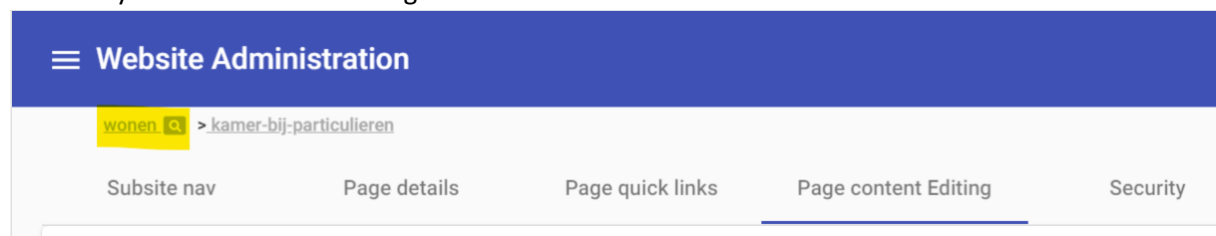
Log in with your **UAntwerp account** (the same one you use for PeopleSoft, webmail, Blackboard, etc.).

You will be redirected to the Website Administration tool for the page you logged in to. The easiest way to edit a page on the website is to navigate to that page first and then log in to the Website Administration tool there.

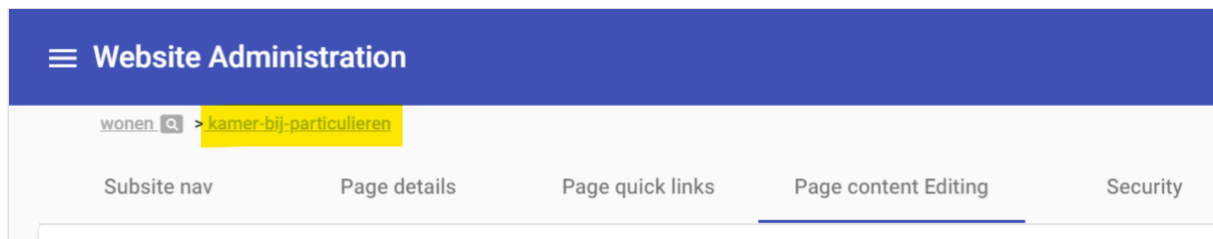


You are now on the 'Page content editing' tab. In this section you will find all the webparts that are on this page. You can also add/edit/delete webparts here. Using the tabs you can switch between subsite navigation, page details, quick links, page content editing and subsite security.

At the top you will see a breadcrumb trail. This trail starts from the subsite. Clicking on the subsite will take you to the subsite's navigation tab



If you click the second link in the breadcrumb trail, you will be taken directly to the underlying navigation branch of the subsite.



1.2. Website permission tiers

Security on the website is determined at the branch layer, page layer and content layer. The operation and structure of security is easy to remember using a few rules of thumb.

The permission system uses a hierarchical structure as the first rule of thumb. There are **four permission tiers** on our website. The built-in hierarchy and associated permission tiers determine what you can edit: you can have permission to create, manage and delete branches, or to grant or transfer permissions. For example: as a user, it is not possible to grant permissions to a higher tier than you hold.

The permission system uses security groups combined with one permission tier as the second rule of thumb. Security can only be assigned to groups. Groups can have one permission tier and are made up of one or more individuals. As an individual, you can be part of multiple groups. If a certain branch or page has multiple groups of which an individual is part, then the highest permission tier is used.

The permission system uses an inheritance structure as the third rule of thumb. If you create a new branch, then by default the same security is assigned as that of the parent branch. The security groups are adopted from the parent branch.

Important: The inheritance structure only applies to the creation of new branches. Deleting or adding a group to parent branches will not automatically delete or add a group to existing branches.

The four permission tiers

- IT = tier 0 (System administrator)
Tier 0 users can create branches on tiers 0, 1, 2 and 3 and assign groups (with the same tier) to them. They have full access to the security management in the Website Administration tool and can set security for all tiers (creating groups and managing members). Tier 0 users determine and monitor the trunk of the tree.

Special authorisation(s)

- Facet tree can only be adjusted by tier 0 users.
- Web administrator = tier 1 (Communication Department)
Tier 1 technically has ownership of all the branches which are supported by and built upon the tier 0 branches. Tier 1 users can create branches on branch tiers 1, 2 and 3 and assign groups (with the same tier) to them. They have access to the security management in the Website Administration tool and can set security for tiers 1, 2 and 3 (creating groups and managing members). Tier 1 users determine and monitor the main branches of the tree.

- Webpage editors = tier 2 (responsible for a subsite)
Tier 2 technically has ownership of all the branches which are supported by and built upon the tier 1 branches. Tier 2 users can create branches on branch tiers 2 and 3 and assign groups (with the same tier) to them. Tier 2 users determine and monitor the side branches of the tree.
- Web content editors = tier 3 (responsible for certain web pages)
Tier 3 technically has ownership of all the branches which are supported by and built upon the tier 2 branches. Tier 3 users can create branches on branch tier 3. Tier 3 users determine and monitor the twigs of a tree.

Security at the **branch layer**:

This security tier determines the shape (navigation paths) of the website and controls who may build, manage and change which branches (paths).

Security at the **page layer**:

For each page, you can set the permission tier required to be able to change the page.

If you have permission to edit a page, you also have permission to create underlying pages. These will then copy the permissions of the parent page according to the rules of thumb.

The entanglement between website tree branches and page tree branches is as follows:

The branches of the website tree contain the security groups that determine which individuals have which permission tier(s). For each page in the page tree, a minimum permission tier is set. The set permission tier determines which security group(s) are allowed to make changes. The authorised groups are those with the corresponding set permission tier including all groups with a higher permission tier. The individuals who are members of an authorised group can change the page and create underlying pages.

Security at the **content layer**:

The permission tier also determines permission to create, change, use and delete webparts. A useful overview of which webparts are at least needed is found at

<https://admin.www.uantwerpen.be/general/webparts>

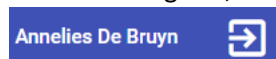
(column 'Name' = webpart)

For example, here you can find how to add the **Core Competences** webpart:

- You must at least be part of a security group with the permission tier of Web Page Editors.
- The webpart can only be placed in the Primary and Secondary section.

1.3. Logging out

In order to log out, click the boxed arrow next to your name in the top right-hand corner.



You will then be logged out automatically.

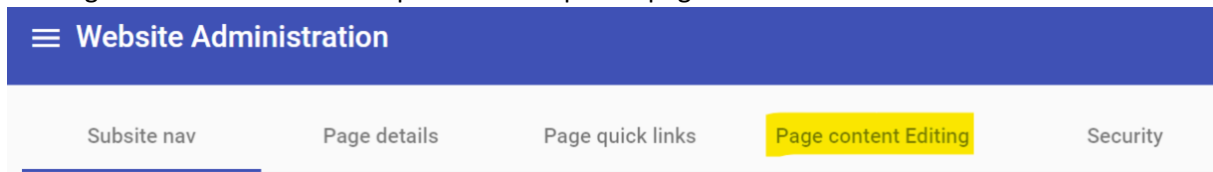
2. Structure of a webpage

2.1. Five sections

Every webpage consists of five sections, and each of these sections is made up of specific 'webparts'.

1. Layout
2. Header
3. Primary
4. Secondary
5. Hidden

After logging in via the website (see section 1.1: Where to log in), select the 'Page content editing' tab to get an overview of all webparts on this specific page.



At the top, there are two buttons: 'Edit' and 'Organise'.

Edit

: Click this button to manage sections (add, modify or delete webparts)

Organise

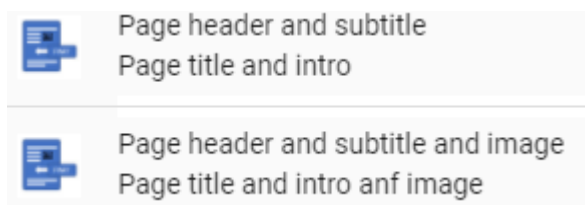
: Click this button to move the section's webparts. You can drag and drop webparts to rearrange them. You can also move webparts within sections (to locations where they are allowed to go).

2.2. Layout

This section is set up by the web editors when creating the subsite. It can only be modified by web editors (permission tier 1). This is where the layout of the subsite is configured (faculty site, research site, regular subsite, etc.).

2.3. Header

Two webparts can be added to this section.



Page header and subtitle: click or slide the



button to edit this webpart.

A Header 1 title and also a subtitle (optional) can be set.

Page header and subtitle



Title: Dit is de header1 title

Header 1

Dit is de header1 title

subtitle

Dit is de subtitle

This is how it shows up on the website:



Studeren Onderzoek Over UAntwerpen Studentenleven Bibliotheek Kalender Vacatures Contact

UAntwerpen

Dit is de header1 title

Dit is de subtitle

Page header and subtitle and image: click or slide the  Edit button to edit this webpart.

A Header 1 title and also a subtitle (optional) can be set, and an image can be uploaded from the subsite's media library.

Click the pencil icon:



This will take you to the subsite's media library. Each subsite has its own media library.

Medialibrary

Upload file(s)

+ Create Folder

Root

Gallery

Images

Trash

The four standard folders in any media library are:

- Root: this is the 'home' folder, which cannot be renamed or deleted.
- Gallery: you can upload images for your picture gallery (photo album) to this folder.
- Images: you can use this folder to upload the images to.
- Trash: the only way to delete an image is to drag and drop it here.

To **add another folder**, click the  **Create Folder** button, give it a name and click 'Save'.

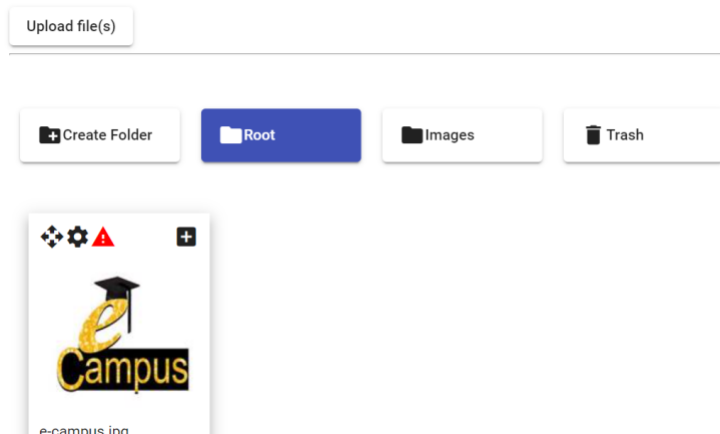
A folder can only be **deleted** if it does not contain any images: click on the folder and click


 **Delete the Test folder**

You can upload an image by clicking the **Upload file(s)** button. You can also upload multiple images by holding down 'Ctrl' as you select each image (as long as the total file size does not exceed 40 MB).


If no folder is selected, the image will appear in the overview.

Medialibrary



You can **drag and drop** the image to a folder using the move icon  .
Hover over the icon and grab the image to drag it to the desired folder.

You can adjust the properties of the image by clicking the cogwheel icon  .

The warning sign  means that the image is not the right size to be displayed properly on the website.

 **The size of the image is only 225 by 225** : Images must be at least 1000 pixels wide or high.

You can **add the picture to a webpart** by clicking the plus icon  .

The picture has now been added to the webpart.



Please note: the header image is only visible on the subsite's homepage. No header image is shown on underlying pages.

2.4. Primary section

This is the main section of the webpage, containing the most important information. The background is white.

Usually this is a text webpart, followed by other webparts.

For more information about this section's specific webparts, see below.

2.5. Secondary section

This is the part of the webpage that has a grey background. Don't put any important information here. This is for extra or 'nice-to-know' info.

For more information about this section's specific webparts, see below.

2.6. Hidden section

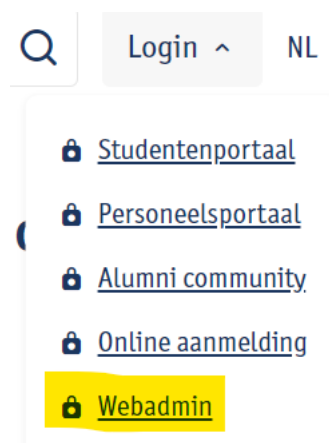
Settings are placed here that are not visible on the website:

- SEO fields;
- Meta tags, meta description;
- Calendar and news items.

3. Add – modify – delete text

3.1. Adding new text


To add new text, go to the web page you want to edit and select 'Login/Webadmin' in the top right-hand corner of the page.



You are now in the Website Administration tool, on the page where you want to add text (highlighted in blue).

Select the 'Page content editing' tab.

You will get an overview of all the sections on the page and their webparts.
For more info on sections, see chapter 2: Structure of a webpage.






Click the plus icon  or the **+ Add webparts** button.

Select the section of the page where you want to insert the text webpart.

Webparts catalog

Page section: Primary

Find or create

	Calendar list Add list of events or news items	Add
	Call to action Call to action button, call to action image or call to action with subscript.	Add
	Carousel Image carousel with with hyperlinks	Add
	Contact Contact address with optional geo map	Add
	Event	Add

Close


For each section, only the webparts that are allowed in the section are available here.
You can scroll through the webparts, or you can type 'text' in the search field.

Webparts catalog

Page section: Primary

Find or create

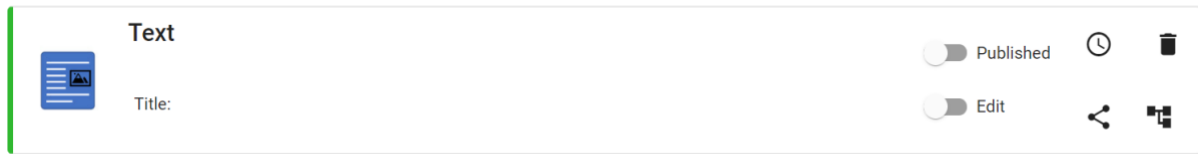
text

	Text Add text element	Add
---	--------------------------	------------

Close

Click 'Add' and 'Close' to close the pop-up window.

The new text webpart is now in the selected section.



3.2. Editing new text

Click or slide the  Edit button to edit text.

Section title:

Give the text webpart a title (not mandatory) if you want. This title is the Header 2 of your webpage.

Appearance:

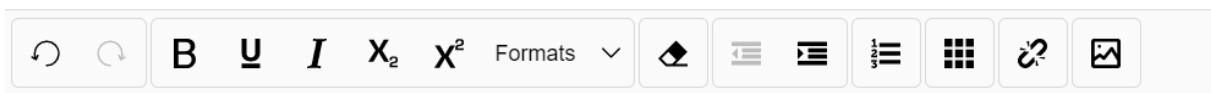
Style-wise, you can opt for standard text or an 'expansion panel', which is an expandable and collapsible text box.

You can type or paste text in the space provided.

Editor's tip: text on a screen is more difficult to read than text on paper. Avoid a 'wall of text' and structure your message so that it is easy to skim and read.

- Split up your text into small paragraphs.
- Use clear subheadings.
- Emphasise a few select keywords in **bold** type.
- Use bullet points if you are listing more than three things.
- Select relevant words to turn into hyperlinks.
- Avoid using *italic* text and any underlined text that is not a hyperlink.

[More tips on Webinfo](#)



Hier staat de tekst uit een tekst webpart.


Any text you copy and paste will be cleaned up by Webadmin. Adding your own HTML code is not allowed, so any HTML code will be deleted.

Using the buttons in the text editor, you can:

- make text bold **B** ;
- underline text U ;

- make text italic  ;
- add subscript  ;
- add superscript  ;
- add Header 3, 4 or 5, or a quote  ;
- delete formatting  ;
- indent text  ;
- make a list  ;
- add a table with limited properties  ;
- add a hyperlink  .

To add a **hyperlink**, double-click the word (or select a string of words) you want to add a hyperlink to.

Then click the hyperlink icon  , and a pop-up will open.

Insert Link
×

URL to link

Text to display

Open in new window

Enter the URL you want to link to. Only set the link to open in a new window if it's a download, or a link to an external website.

Editor's tip: add a hyperlink to a relevant word or call to action that clearly describes what will happen if you click on it.

For example:

[Sign up for the Info Day](#)

Please note: any external links (linking to pages **outside the UAntwerp website**) must be preceded by **http://**, so they are absolute links. You can set these to open in a new window (= tick box at the bottom of the pop-up).

Insert Link

URL to link

http://www.vrt.be

Text to display

Open in new window

When linking **within the UAntwerp website**, you may use a relative link.

Insert Link

X

URL to link

//nl/studentenleven/wonen/studentenhome/

Text to display

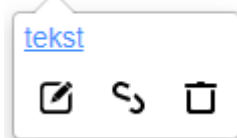
Open in new window


Submit

If you want to link to <https://www.uantwerpen.be/nl/studentenleven/wonen/studentenhome/>, for instance, you only need to enter `/nl/studentenleven/wonen/studentenhome/` and the link can be set to open in the same window.


Hyperlinks can be edited or deleted by clicking on them. A pop-up will appear:


tekst



 edit the link;

 delete the link from the text;

 delete the link as well as the text.

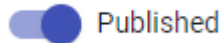
Use the undo button  if you want to **undo your changes**.

- Please note: when you create new text, it is not automatically published to the website. See section 3.3: Publishing new text.


3.3. Publishing new text

There are two ways to publish text to the website:

- Click or slide the button to activate it.





The text is then immediately published to the website.

- By selecting a publication date: click the clock icon  and set a date. Make sure the button is set to 'Published', or the text will not be displayed on the desired date!



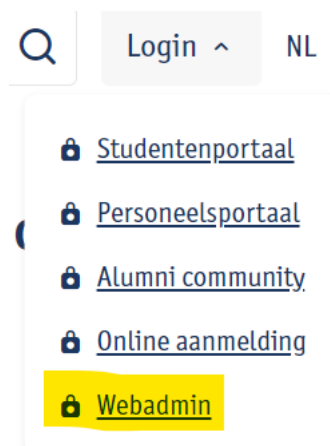
You can enter an end date if you want.

If the clock icon is red , that means a publication date has been set for this text webpart.

Click the  Update button at the top to save your settings.

3.4. Editing existing text


To edit existing text, go to the webpage containing the text and select 'Login/Webadmin' in the top right-hand corner of the page.



You are now in the Website Administration tool, on the page containing the text you want to edit (highlighted in blue).

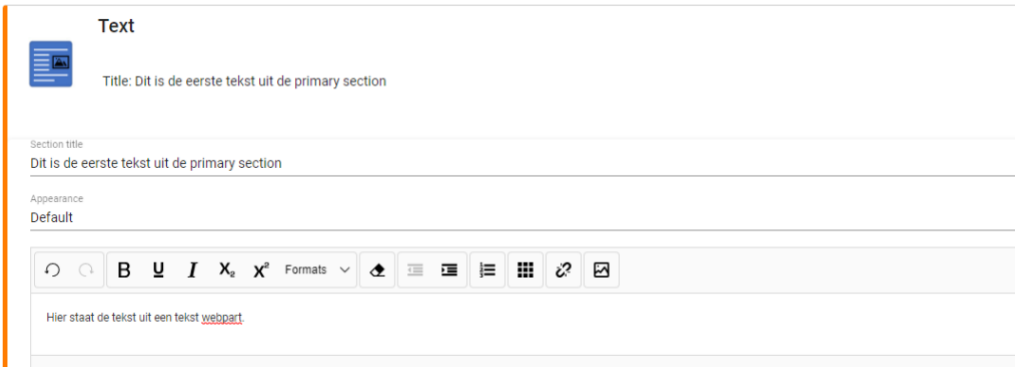
Select the 'Page content editing' tab.

You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.

Go to the text webpart you want to modify and click or slide the  Edit button.

You can now modify the text.

The highlight colour on the left-hand side will change to orange.



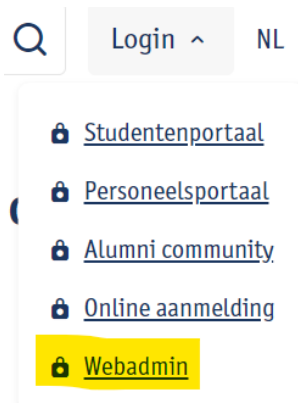
When you're done, click the  Update button at the top of the page.

The highlight colour on the left-hand side will turn green, indicating that the changes have been pushed to the webpage.



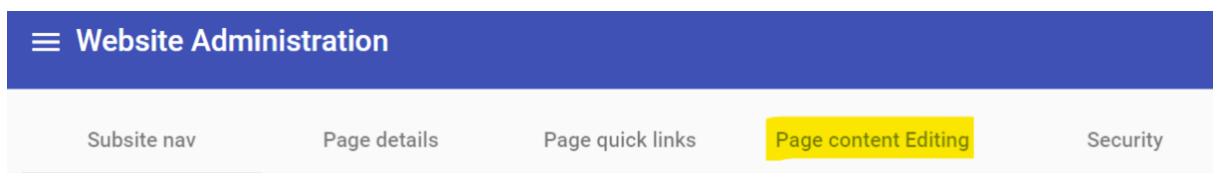
3.5. Deleting existing text

To delete text, go to the webpage containing the text and select 'Login/Webadmin' in the top right-hand corner of the page.




You are now in the Website Administration tool, on the page containing the text you want to delete (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.



You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.

Go to the text webpart you want to delete and click the trash icon . Confirm that you want to delete it:

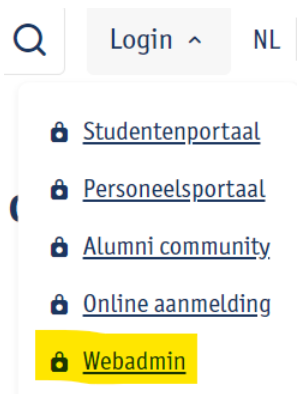
Are you sure to delete the 'Text' web part ?

Confirm Cancel

4. Add – modify – delete a call to action (CTA)

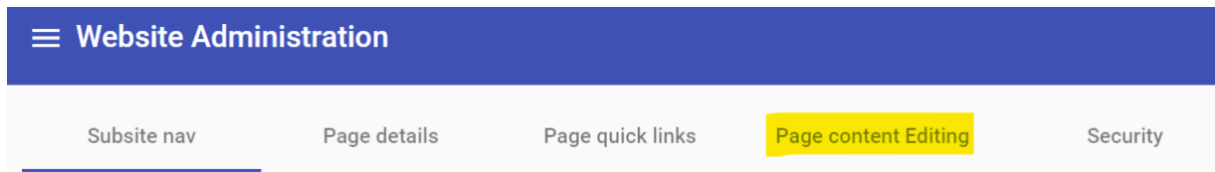
4.1. Adding a new CTA

To add a new CTA, go to the webpage you want to edit and select 'Login/WebAdmin' in the top right-hand corner of the page.




You are now in the Website Administration tool, on the page where you want to add the CTA (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.

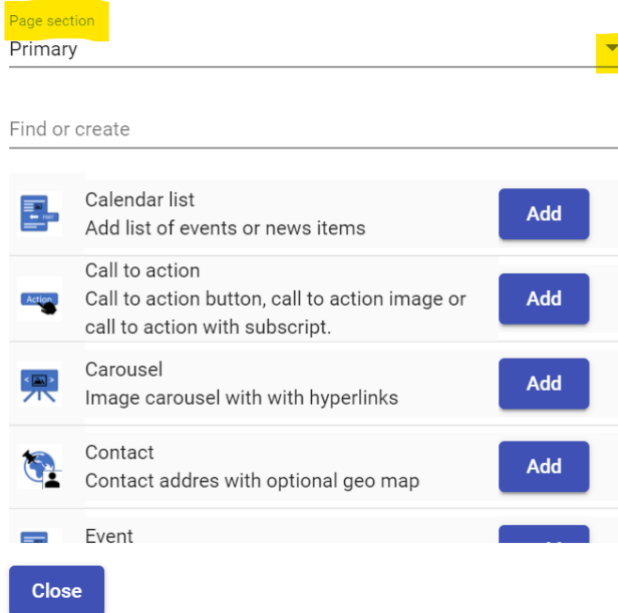


You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.

Click the plus icon  or the **+ Add webparts** button.

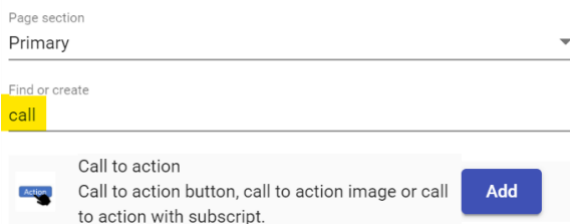
Select the section of the page where you want to insert the CTA webpart.

Webparts catalog



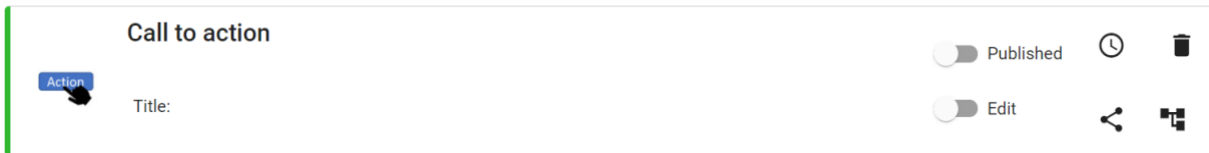
For each section, only the webparts that are allowed in the section are available here. You can scroll through the webparts, or you can type 'call' in the search field.

Webparts catalog




Click 'Add' and 'Close' to close the pop-up window.

The new CTA webpart is now in the selected section.



4.2. Editing a new CTA

Click or slide the  Edit button to edit the CTA.

Section title	CALL TO ACTION
Sub title	een subtitle staat hier
Link	http://www.vrt.be
Style	Neutral small
Target	Open in New Browser Tab

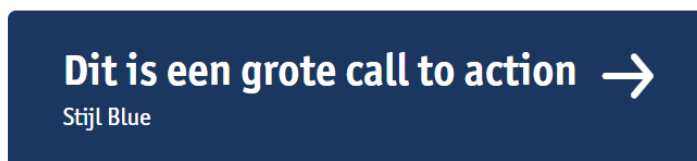
Enter a short and clear call to action in the 'Section Title' field, and also a subtitle (optional).

Enter the URL the CTA should link to in the 'Link' field.

Select a style for the CTA and indicate whether the link should open in the same window or in a new window.

Please note: depending on which style you select for the CTA, you can create four different kinds of elements:

- If you select Red, Blue or Neutral, you will get a **large CTA button**.

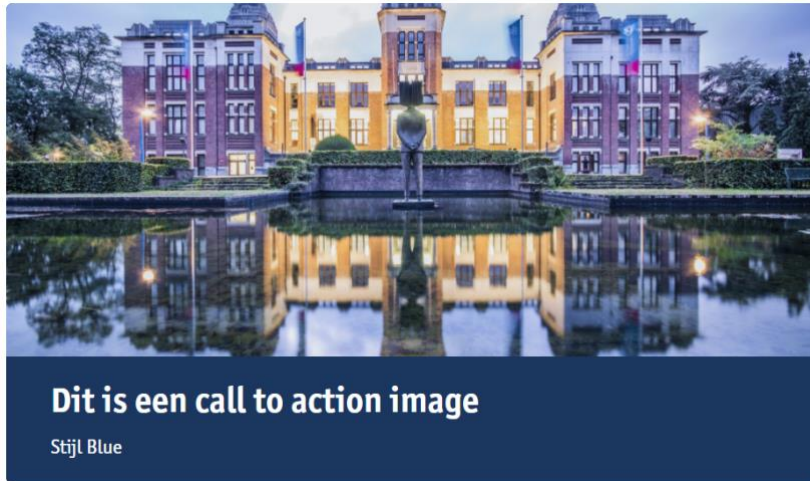


- If you select Red – small / Blue – small / Neutral – small, you will get a **small button, with an optional caption above it**. The title will appear inside the button; the subtitle will be the caption. This style cannot be combined with an image. If you leave the subtitle field blank, you will only get a small button.

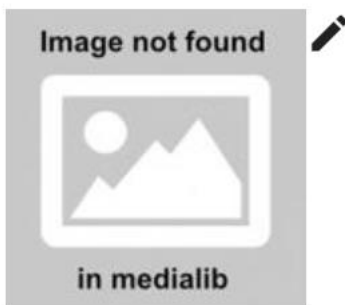
Subtitel komt bovenaan




- If you enter a link to a YouTube video, the element will show the **video**. For more on this, see section 4.3: Editing a video.
- If you select Red, Blue or Neutral, and you've also uploaded an image, you will get a **CTA image**.



If you want a clickable image that links to somewhere else, you can add an image:





Click the pencil icon  to go to the subsite's image library.


Select the folder where you want to upload the image from.

Click on the folder. Click the **Upload file(s)** button to upload pictures..


You can upload one picture at a time, or select multiple images by holding down 'Ctrl'. The maximum total file size for uploads is 40 MB. So you could upload one picture of 40 MB, or 10 pictures of 4 MB. There is no maximum number of pictures you can add to a folder.

You can **drag and drop** the image to another folder using the move icon  .
Hover over the icon and grab the image to drag it to the desired folder.


You can adjust the properties of the image by clicking the cogwheel icon  .

The warning sign  means that the image is not the right size to be displayed properly on the website.

 **The size of the image is only 225 by 225** : Images must be at least 1000 pixels wide.

You can **add** the picture by clicking the plus icon  .

The picture has now been added to the webpart.

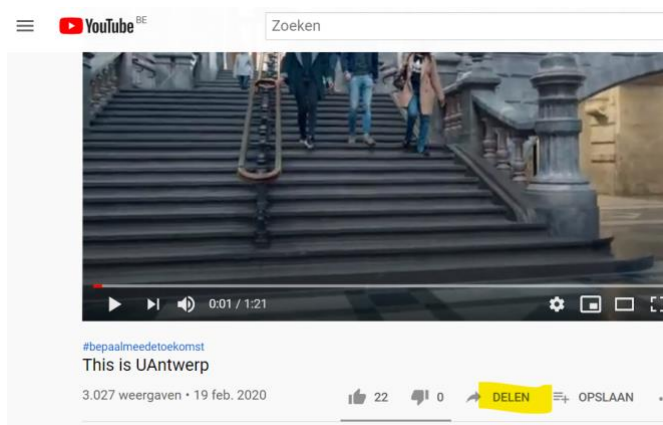
Click the  **Update** button at the top to save your settings.

4.3. Editing a video CTA

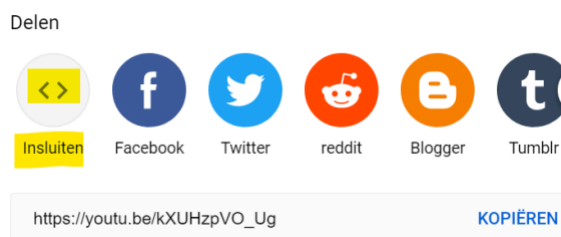
A video CTA can be edited the same way as a regular CTA.

You only need to fill in the Title, Link and Style fields.

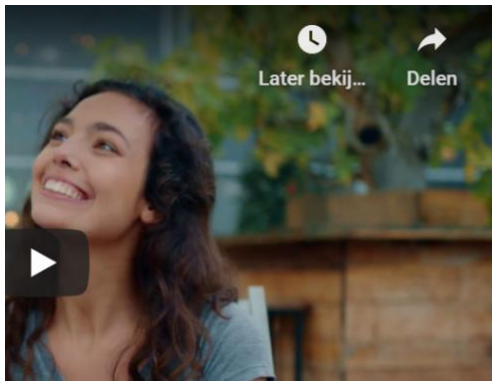
Always link to a YouTube video. You will need the 'embedded' link, which can be found on the video's page under the 'Share' button.



Click the round 'Insluiten' (Embed) button.



Copy **only** the URL part (highlighted in yellow below) and paste it into the Link field in the Website Administration tool. Do not copy the entire code!



Video insluiten

```
<iframe width="560" height="315"
src="https://www.youtube.com/embed/
kXUHzpVO_Ug" frameborder="0"
allow="accelerometer; autoplay;
clipboard-write; encrypted-media;
gyroscope; picture-in-picture"
allowfullscreen></iframe>
```

Sub title

Link

https://www.youtube.com/embed/kXUHzpVO_Ug

Style

Red

Target


4.4. Publishing a new CTA

There are two ways to publish a CTA to the website:

- Click or slide the button to activate or deactivate it.





The CTA is then immediately published to the website.

- By selecting a publication date: click the clock icon  and set a date. Make sure the button is set to 'Published', or the CTA will not be displayed on the desired date!



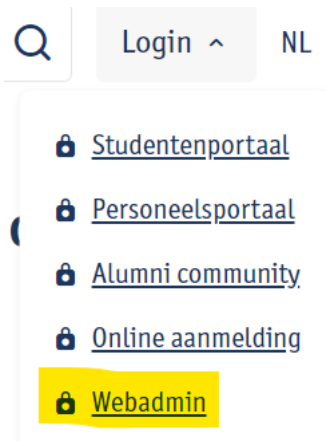
You can enter an end date if you want.

If the clock icon is red , that means a publication date has been set for this CTA webpart.

Click the  Update button at the top to save your settings.

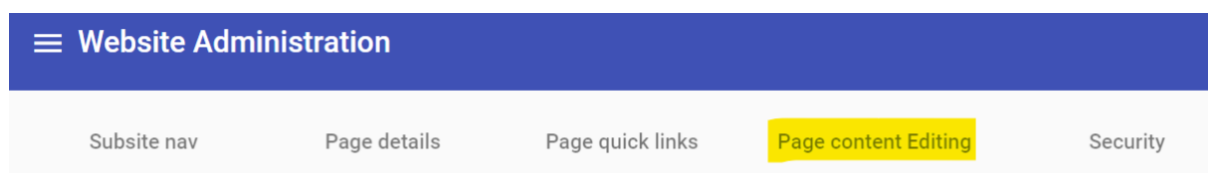
4.5. Editing an existing CTA

To edit an existing CTA, go to the webpage containing the CTA and select 'Login/Webadmin' in the top right-hand corner of the page.




You are now in the Website Administration tool, on the page containing the CTA you want to edit (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.

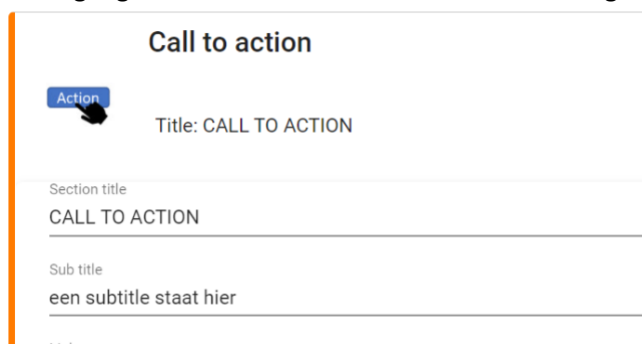


You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.

Go to the CTA you want to modify and click or slide the  **Edit** button.

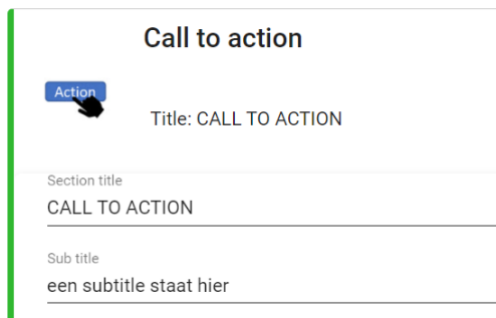
You can now modify the CTA.

The highlight colour on the left-hand side will change to orange.




When you're done, click the  **Update** button at the top of the page.

The highlight colour on the left-hand side will turn green, indicating that the changes have been pushed to the webpage.



4.6. Deleting an existing CTA

To delete a CTA, go to the webpage containing the CTA and select 'Login/Webadmin' in the top right-hand corner of the page.

Go to the CTA webpart you want to delete and click the trash icon  .
Confirm that you want to delete it:

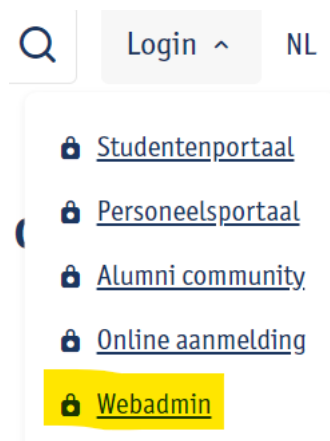
Are you sure to delete the 'Call to action' web part ?

Confirm **Cancel**

5. Add – modify – delete a contact block

5.1. Adding a new contact block


To add a new contact block, go to the webpage you want to edit and select 'Login/Webadmin' in the top right-hand corner of the page.



You are now in the Website Administration tool, on the page where you want to add the contact block (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.

You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.






Click the plus icon  or the **+ Add webparts** button.

Select the section of the page where you want to insert the contact block.

Webparts catalog

Page section
Primary

Find or create

	Calendar list Add list of events or news items	Add
	Call to action Call to action button, call to action image or call to action with subscript.	Add
	Carousel Image carousel with with hyperlinks	Add
	Contact Contact address with optional geo map	Add
	Event	Add



Close

For each section, only the webparts that are allowed in the section are available here. You can scroll through the webparts, or you can type 'contact' in the search field.

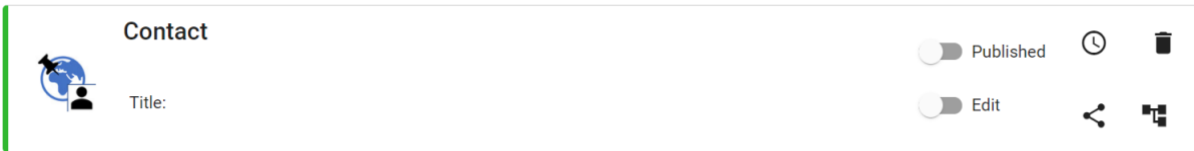
Webparts catalog

Page section
Secondary


Find or create
contact

	Contact Contact address with optional geo map	Add
	Personal page contact	Add


Click 'Add' and 'Close' to close the pop-up window. The new contact block is now in the selected section.




5.2. Editing a new contact block

Click or slide the  **Edit** button to edit the contact block.

Fill in the fields. They are not mandatory, so you are free to choose which ones you fill in.

If you also want to show a map on the webpage, click or slide the  **Show map** button. You can select one of the three campuses by clicking on it, and the map will go straight to the location of that campus. You can also select a specific building by clicking on the map. Use the + and – buttons at the top left of the map to zoom in and out.

You can also set another location on the map; it doesn't have to be a campus.

Click the  **Update** button at the top to save your settings.


5.3. Publishing a new contact block

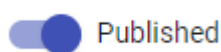
There are two ways to publish a contact block to the website:

- Click or slide the button to activate or deactivate it.





The contact block is then immediately published to the website.

- By selecting a publication date: click the clock icon  and set a date. Make sure the button is set to 'Published', or the contact block will not be displayed on the desired date!



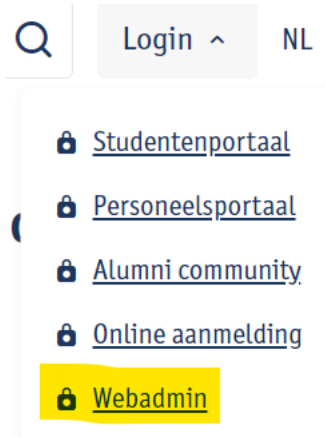
You can enter an end date if you want.

If the clock icon is red , that means a publication date has been set for this contact block.

Click the  Update button at the top to save your settings.

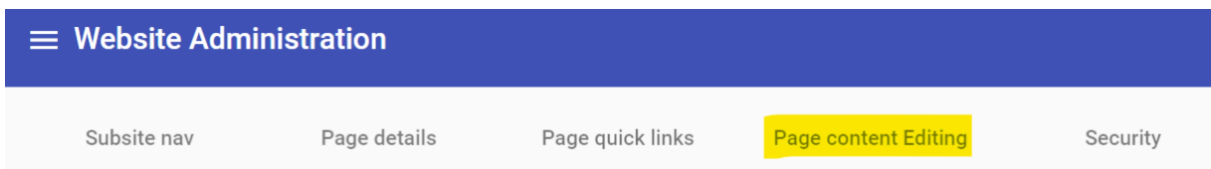
5.4. Editing an existing contact block

To edit an existing contact block, go to the webpage containing the contact block and select 'Login/Webadmin' in the top right-hand corner of the page.




You are now in the Website Administration tool, on the page containing the contact block you want to edit (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.

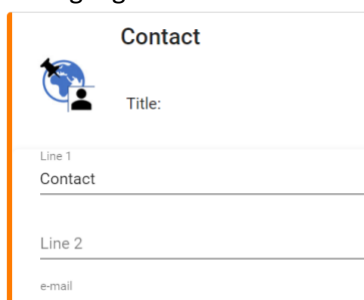


You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.

Go to the contact block you want to modify and click or slide the  Edit button.

You can now modify the contact block.

The highlight colour on the left-hand side will change to orange.



When you're done, click the  Update button at the top of the page.

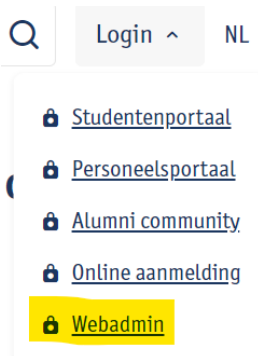
The highlight colour on the left-hand side will turn green, indicating that the changes have been pushed to the webpage.



The screenshot shows a contact block form with a green highlight on the left side. The form has a title 'Contact' and a 'Title:' label. Below the title, there are two lines for text input, labeled 'Line 1' and 'Line 2'. A small icon of a globe with a person is visible next to the title.

5.5. Deleting an existing contact block

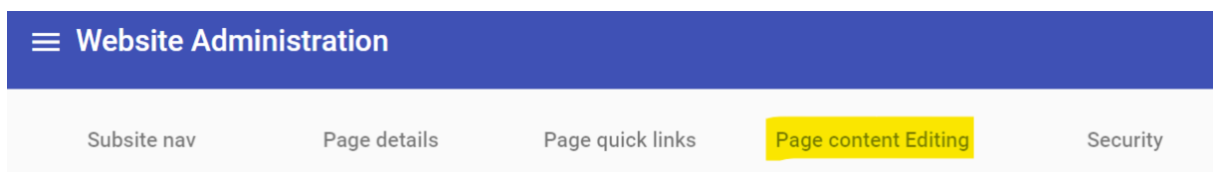
To delete a contact block, go to the webpage containing the contact block and select 'Login/Webadmin' in the top right-hand corner of the page.



The screenshot shows a search bar with a magnifying glass icon. To the right of the search bar is a dropdown menu with the text 'Login ^' and 'NL'. Below the search bar, there is a list of links, each with a lock icon: 'Studentenportaal', 'Personeelsportaal', 'Alumni community', 'Online aanmelding', and 'Webadmin'. The 'Webadmin' link is highlighted in yellow.


You are now in the Website Administration tool, on the page containing the contact block you want to delete (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.



The screenshot shows the 'Website Administration' tool interface. At the top, there is a blue header with a hamburger menu icon and the text 'Website Administration'. Below the header, there is a navigation bar with five tabs: 'Subsite nav', 'Page details', 'Page quick links', 'Page content Editing', and 'Security'. The 'Page content Editing' tab is highlighted in yellow.

You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.

Go to the contact block webpart you want to delete and click the trash icon . Confirm that you want to delete it:

Are you sure to delete the 'Contact' web part ?

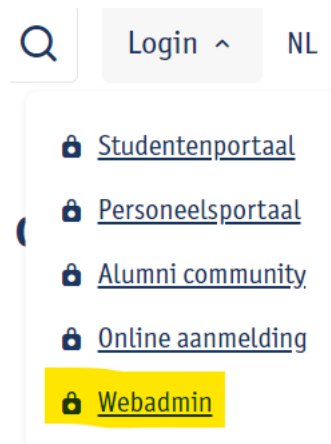
Confirm Cancel

6. Add – modify – delete a list of links

A 'list of links' webpart can be used to add links to additional information, partner websites, most read pages, etc.

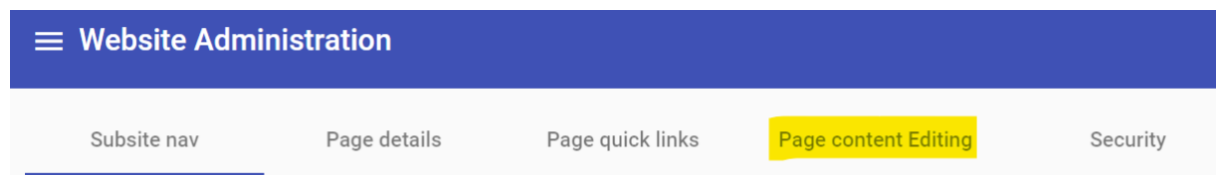
6.1. Adding a new list of links

To add a new list of links, go to the webpage you want to edit and select 'Login/Webadmin' in the top right-hand corner of the page.




You are now in the Website Administration tool, on the page where you want to add the list of links (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.



You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.

Click the plus icon  or the **+ Add webparts** button.

Select the section of the page where you want to insert the list of links.

Webparts catalog

Page section

Primary



Find or create

	Calendar list Add list of events or news items	Add
	Call to action Call to action button, call to action image or call to action with subscript.	Add
	Carousel Image carousel with with hyperlinks	Add
	Contact Contact address with optional geo map	Add
	Event	Add

Close

For each section, only the webparts that are allowed in the section are available here. You can scroll through the webparts, or you can type 'link' in the search field.

Webparts catalog

Page section

Secondary



Find or create

link


	Carousel Image carousel with with hyperlinks	Add
	List of links Add lists of most read pages, partners, subjects...	Add
	Social Media links Add social media link(s) displayed with icon.	Add

Click 'Add' and 'Close' to close the pop-up window.

The new list of links is now in the selected section.

	List of links	<input type="checkbox"/> Published		
	Title:	<input type="checkbox"/> Edit		


6.2. Editing a new list of links

Click or slide the  **Edit** button to edit the list of links.

Give the list a title and choose a style (red, blue, neutral).

title
Titel van de linklijst

Style
Red

To add a link, click the  **Add article** button.
Fill in the fields for the first link:

- Target: set the link to open in the same window or in a new window
- Text: the link text that will appear on-screen
- URL: the webpage you want to link to

Please note: any external links (linking to pages **outside the UAntwerp website**) must be preceded by **http://**, so they are absolute links. You can set these to open in a new window.

Target
Open in New Browser Tab

Text
Link1

Url
<http://www.vrt.be>


When linking **within the UAntwerp website**, you may use a relative link:


Target
Open within the same Browser Tab

Text
Link 2

Url
[nl/studentenleven/wonen/studentenhome/](/nl/studentenleven/wonen/studentenhome/)

If you want to link to <https://www.uantwerpen.be/nl/studentenleven/wonen/studentenhome/>, for instance, you only need to enter `/nl/studentenleven/wonen/studentenhome/` and the link can be set to open in the same window.

You can drag and drop the links to **rearrange** them. When you hover over the start of a link, the 'move' icon  will appear. Click and hold, then drag the link to where you want it to go.

Click the  **Update** button at the top to save your settings.


6.3. Publishing a new list of links

There are two ways to publish a list of links to the website:

- Click or slide the button to activate or deactivate it.





The list of links is then immediately published to the website.

- By selecting a publication date: click the clock icon  and set a date. Make sure the button is set to 'Published', or the list of links will not be displayed on the desired date!



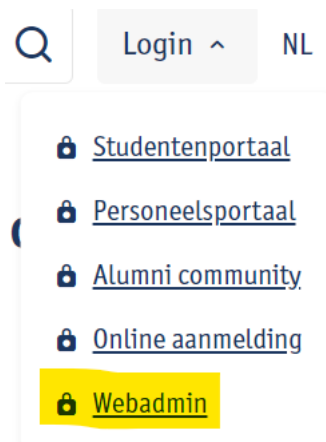
You can enter an end date if you want.

If the clock icon is red , that means a publication date has been set for this list of links.

Click the  button at the top to save your settings.

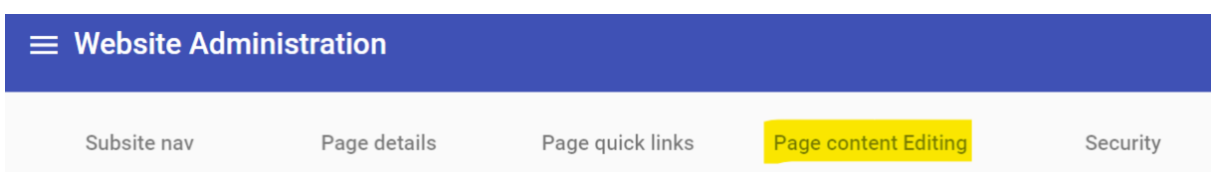
6.4. Editing an existing list of links

To edit an existing list of links, go to the webpage containing the list of links and select 'Login/Webadmin' in the top right-hand corner of the page.




You are now in the Website Administration tool, on the page containing the list of links you want to edit (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.

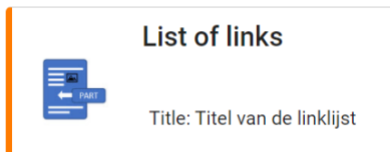


You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.

Go to the list of links you want to modify and click or slide the  button.

You can now modify the list of links.

The highlight colour on the left-hand side will change to orange.



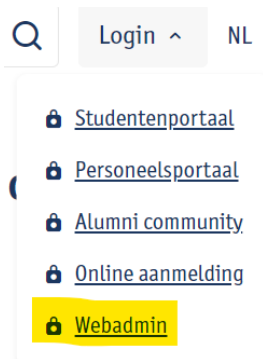
When you're done, click the  Update button at the top of the page.

The highlight colour on the left-hand side will turn green, indicating that the changes have been pushed to the webpage.



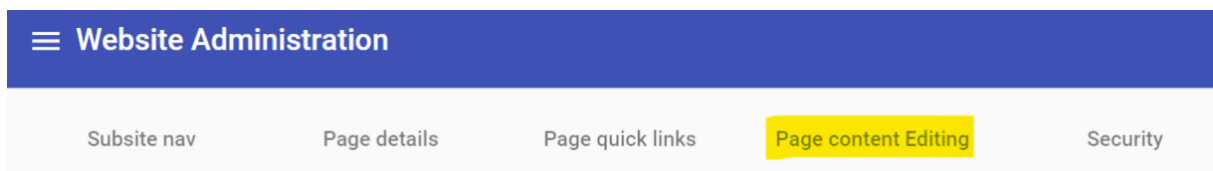
6.5. Deleting an existing list of links

To delete a list of links, go to the webpage containing the list of links and select 'Login/Webadmin' in the top right-hand corner of the page.




You are now in the Website Administration tool, on the page containing the list of links you want to delete (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.



You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.

Go to the list of links webpart you want to delete and click the trash icon . Confirm that you want to delete it:

Are you sure to delete the 'List of links' web part ?

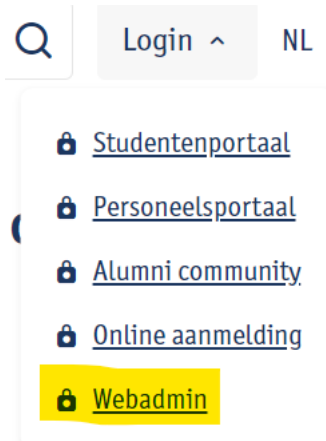
Confirm Cancel

7. Add – modify – delete social media links

The 'Social media links' webpart allows you to give visitors to your webpage a handy overview of your social media channels.

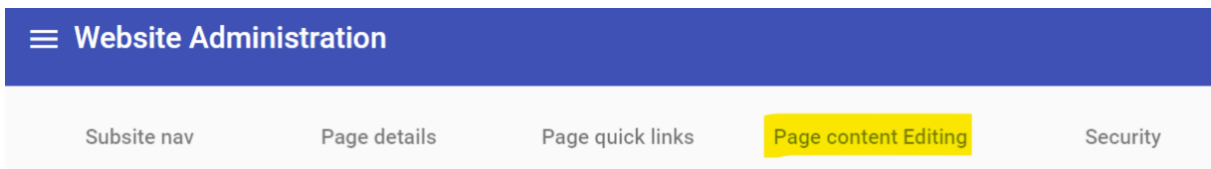
7.1. Adding new social media links

To add new social media links, go to the webpage you want to edit and select 'Login/Webadmin' in the top right-hand corner of the page.





You are now in the Website Administration tool, on the page where you want to add the links (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.



You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.

Click the plus icon  or the  Add webparts button.

Select the section of the page where you want to insert the social media links.

Webparts catalog

Page section

Primary



Find or create

	Calendar list Add list of events or news items	Add
	Call to action Call to action button, call to action image or call to action with subscript.	Add
	Carousel Image carousel with with hyperlinks	Add
	Contact Contact address with optional geo map	Add
	Event	Add

Close

For each section, only the webparts that are allowed in the section are available here. You can scroll through the webparts, or you can type 'social' in the search field.

Webparts catalog

Page section

Secondary



Find or create

social

	Social Media links Add social media link(s) displayed with icon.	Add
--	--	------------

Click 'Add' and 'Close' to close the pop-up window.

The new social media links webpart is now in the selected section.

	Social Media links	<input type="checkbox"/> Published		
Title:		<input type="checkbox"/> Edit		

7.2. Editing new social media links

Click or slide the **Edit** button to edit the webpart.

You can give the list a title.

Fill in the links to the social media you want to display.


Social Media links

 Title:

Title

linkedin

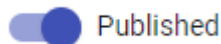
twitter

Click the  **Update** button at the top to save your settings.


7.3. Publishing new social media links

There are two ways to publish social media links to the website:

- Click or slide the button to activate or deactivate it.





The links are then immediately published to the website.

- By selecting a publication date: click the clock icon  and set a date. Make sure the button is set to 'Published', or the links will not be displayed on the desired date!



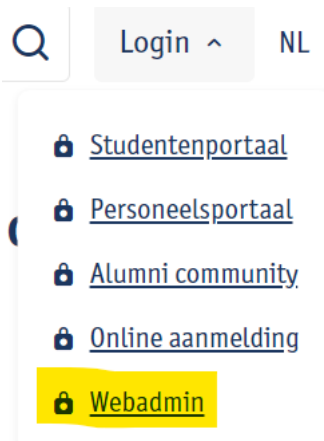
You can enter an end date if you want.

If the clock icon is red , that means a publication date has been set for these links.

Click the  **Update** button at the top to save your settings.

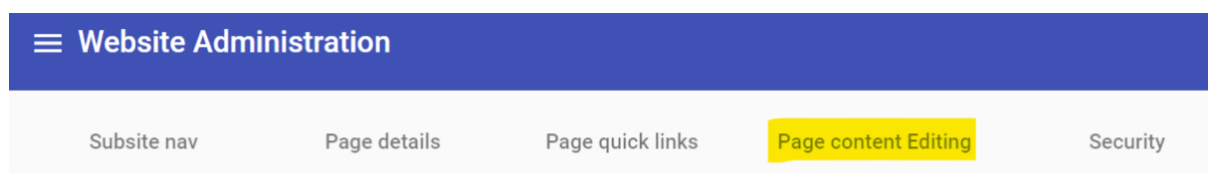
7.4. Editing existing social media links

To edit existing links, go to the webpage containing the links and select 'Login/Webadmin' in the top right-hand corner of the page.




You are now in the Website Administration tool, on the page containing the links you want to edit (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.

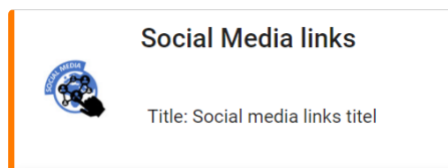


You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.

Go to the social media links webpart you want to modify and click or slide the  **Edit** button.

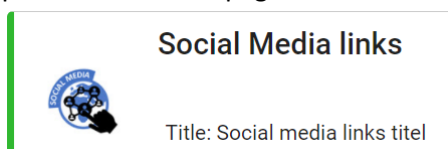
You can now modify the links.

The highlight colour on the left-hand side will change to orange.



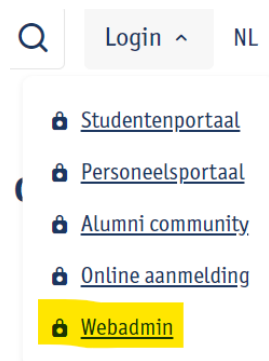
When you're done, click the  **Update** button at the top of the page.

The highlight colour on the left-hand side will turn green, indicating that the changes have been pushed to the webpage.



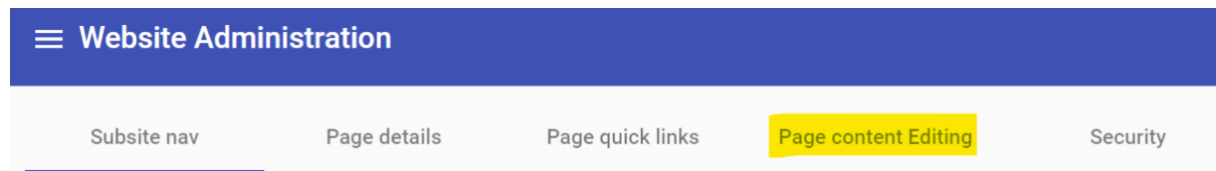
7.5. Deleting existing social media links

To delete links, go to the webpage containing the links and select 'Login/Webadmin' in the top right-hand corner of the page.




You are now in the Website Administration tool, on the page containing the links you want to delete (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.



You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.

Go to the social media links webpart you want to delete and click the trash icon . Confirm that you want to delete it:

Are you sure to delete the 'Social Media links' web part ?


Confirm Cancel






8. Add – modify – delete a picture gallery (photo album)

You can use a photo album or 'picture gallery' to display a small selection of beautiful images on your webpage for illustration purposes. Be sure to include a description of each picture. Do not use this picture gallery feature to upload all the pictures of an event; that's what the [Beeldbank](#) image repository is for. You can use horizontal, vertical or square pictures in a picture gallery. One side of your image must be at least 800 pixels wide or high.

8.1. Adding a new picture gallery

To add a new picture gallery go to the webpage you want to edit and select 'Login/Webadmin' in the top right-hand corner of the page.



-  [Studentenportaal](#)
-  [Personeelsportaal](#)
-  [Alumni community](#)
-  [Online aanmelding](#)
-  [Webadmin](#)


You are now in the Website Administration tool, on the page where you want to add the picture gallery (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.

Website Administration


Subsite nav
Page details
Page quick links
Page content Editing
Security

You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.






Click the plus icon  or the **+ Add webparts** button.

Select the section of the page where you want to insert the picture gallery.

Webparts catalog

Page section
 Primary 

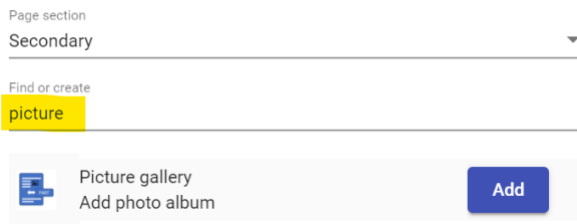
Find or create

	Calendar list Add list of events or news items	Add
	Call to action Call to action button, call to action image or call to action with subscript.	Add
	Carousel Image carousel with with hyperlinks	Add
	Contact Contact adres with optional geo map	Add
	Event	Add

Close

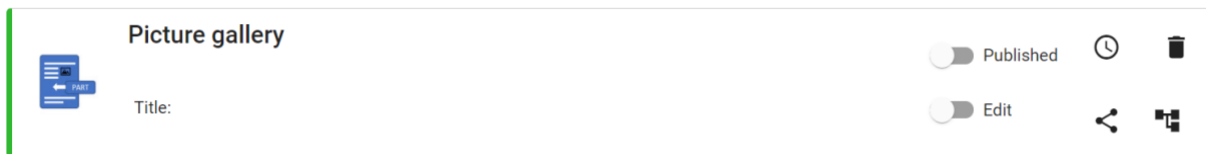
For each section, only the webparts that are allowed in that section are available here. You can scroll through the webparts, or you can type 'picture' in the search field.

Webparts catalog




Click 'Add' and 'Close' to close the pop-up window.


The new picture gallery is now in the selected section.




8.2. Editing a new picture gallery

Click or slide the  Edit button to edit the picture gallery.

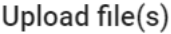
You can give the picture gallery a title and/or subtitle.

To add a picture, click the  Add photo button.


Give each picture a title and subtitle. This text appears when you hover over the picture.


Click the pencil icon  to upload the picture. This will take you to the subsite's media library.


In the  folder, you can upload the pictures for the picture gallery.

Click on the folder. Click the  Upload file(s) button to upload pictures.


You can upload one picture at a time, or select multiple images by holding down 'Ctrl'. The maximum total file size for uploads is 40 MB. So you could upload one picture of 40 MB, or 10 pictures of 4 MB. There is no maximum number of pictures you can add to a folder.

You can **drag and drop** the image to another folder using the move icon  .
Hover over the icon and grab the image to drag it to the desired folder.

You can adjust the properties of the image by clicking the cogwheel icon  .

The warning sign  means that the image is not the right size to be displayed properly on the website.


 The size of the image is only 225 by 225 : Images must be at least 800 pixels wide or high.

You can **add** the picture by clicking the plus icon  .

The picture has now been added to the webpart.



Click the **+ Add photo** button to upload more pictures. Simply repeat the steps described above.

You can rearrange the pictures with the  icon on the left-hand side: click and hold, then drag the picture to the desired position.

Click the **> Update** button at the top to save your settings.


8.3. Publishing a new picture gallery

There are two ways to publish a picture gallery to the website:

- Click or slide the button to activate or deactivate it.




The picture gallery is then immediately published to the website.

- By selecting a publication date: click the clock icon  and set a date. Make sure the button is set to 'Published', or the picture gallery will not be displayed on the desired date!



You can enter an end date if you want.

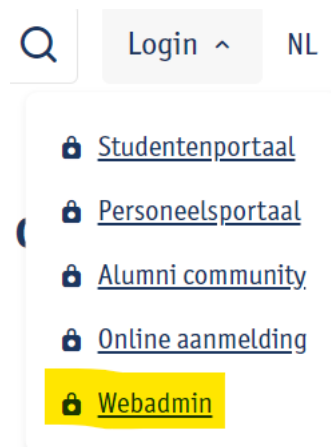
If the clock icon is red  , that means a publication date has been set for this picture gallery.

Click the **> Update** button at the top to save your settings.

- Please note: There must be at least one image in the picture gallery, or you will not be able to publish it.

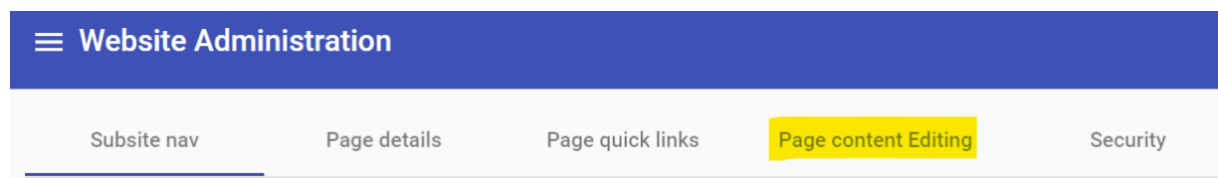
8.4. Editing an existing picture gallery

To edit an existing picture gallery, go to the webpage containing the picture gallery and select 'Login/Webadmin' in the top right-hand corner of the page.




You are now in the Website Administration tool, on the page containing the picture gallery you want to edit (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.

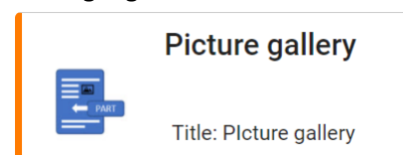


You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.

Go to the picture gallery webpart you want to modify and click or slide the  **Edit** button.

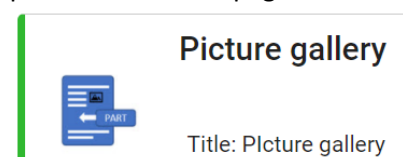
You can now modify the pictures.

The highlight colour on the left-hand side will change to orange.



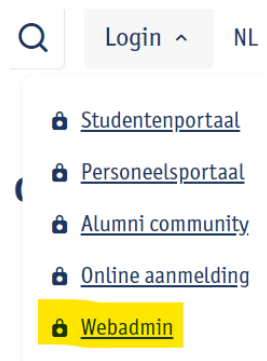
When you're done, click the  **Update** button at the top of the page.

The highlight colour on the left-hand side will turn green, indicating that the changes have been pushed to the webpage.



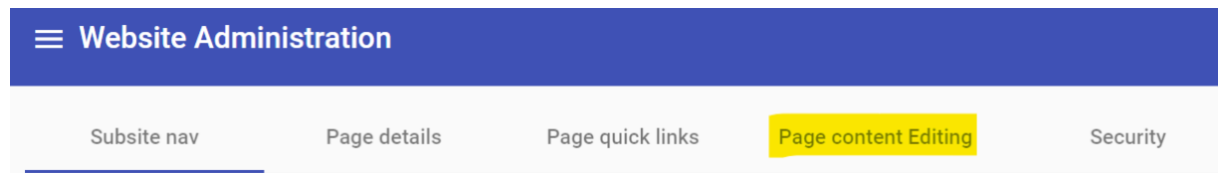
8.5. Deleting an existing picture gallery

To delete a picture gallery, go to the webpage containing the picture gallery and select 'Login/Webadmin' in the top right-hand corner of the page.




You are now in the Website Administration tool, on the page containing the picture gallery you want to delete (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.



You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.

Go to the picture gallery webpart you want to delete and click the trash icon  . Confirm that you want to delete it:

Are you sure to delete the 'Picture gallery' web part ?


Confirm Cancel






9. Add – modify – delete a carousel

You can use a carousel to put one or more news items in the spotlight on the homepage of your subsite. Visitors can scroll through the carousel as they please. Be selective about which news items you publish here. It is best to feature only one item at a time, and to change it frequently.

9.1. Adding a new carousel

To add a new carousel, go to the webpage you want to edit and select 'Login/Webadmin' in the top right-hand corner of the page.



-  [Studentenportaal](#)
-  [Personeelsportaal](#)
-  [Alumni community](#)
-  [Online aanmelding](#)
-  [Webadmin](#)



You are now in the Website Administration tool, on the page where you want to add the carousel (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.

Website Administration


Subsite nav
Page details
Page quick links
Page content Editing
Security

You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.











Click the plus icon  or the  Add webparts button.


Select the section of the page where you want to insert the carousel.

Webparts catalog

Page section
 Primary 

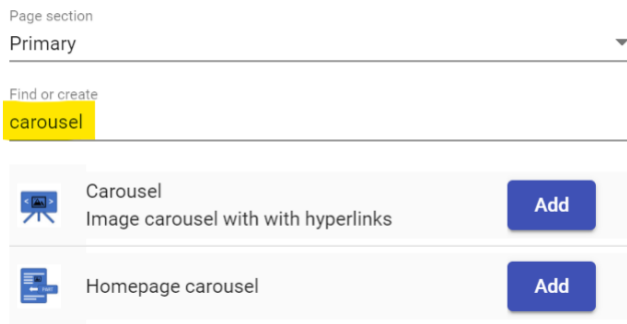
Find or create

	Calendar list Add list of events or news items	
	Call to action Call to action button, call to action image or call to action with subscript.	
	Carousel Image carousel with with hyperlinks	
	Contact Contact adres with optional geo map	
	Event	



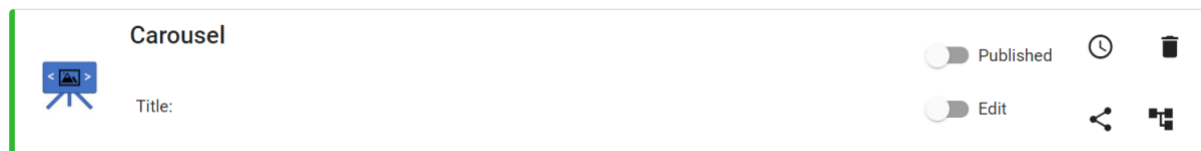
For each section, only the webparts that are allowed in the section are available here. You can scroll through the webparts, or you can type 'carousel' in the search field.

Webparts catalog





Click 'Add' and 'Close' to close the pop-up window.


The new carousel is now in the selected section.



9.2. Editing a new carousel

Click or slide the  Edit button to edit the carousel.


To add a picture, click the  Add photo button.


Click the pencil icon  to upload the picture. This will take you to the subsite's media library.


Here, you can upload the picture to the desired folder.

Click on the folder. Click the **Upload file(s)** button to upload pictures.


You can upload one picture at a time, or select multiple images by holding down 'Ctrl'. The maximum total file size for uploads is 40 MB. So you could upload one picture of 40 MB, or 10 pictures of 4 MB. There is no maximum number of pictures you can add to a folder.

You can **drag and drop** the image to another folder using the move icon . Hover over the icon and grab the image to drag it to the desired folder.

You can adjust the properties of the image by clicking the cogwheel icon .

The warning sign  means that the image is not the right size to be displayed properly on the website.

 **The size of the image is only 225 by 225** : Images must be at least 1000 by 500 pixels, so twice as wide as they are high.


You can **add** the picture by clicking the plus icon  .


The picture has now been added to the webpart.



Enter an accompanying text and a URL.

Click the  **Add photo** button to upload more pictures. Simply repeat the steps described above.

You can rearrange the pictures with the  icon on the left-hand side: click and hold, then drag the picture to the desired position.

Click the  **Update** button at the top to save your settings.


9.3. Publishing a new carousel

There are two ways to publish a carousel to the website:

- Click or slide the button to activate or deactivate it.





The carousel is then immediately published to the website.

- By selecting a publication date: click the clock icon  and set a date. Make sure the button is set to 'Published', or the carousel will not be displayed on the desired date!



You can enter an end date if you want.

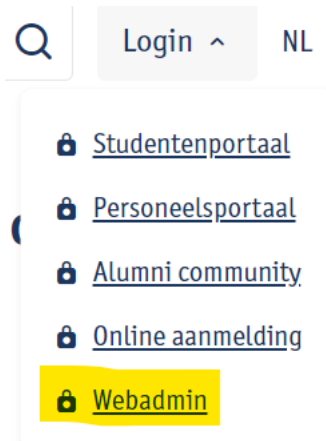
If the clock icon is red  , that means a publication date has been set for this carousel.

Click the  **Update** button at the top to save your settings.

Please note: there must be at least one image in the carousel, or you will not be able to publish it.

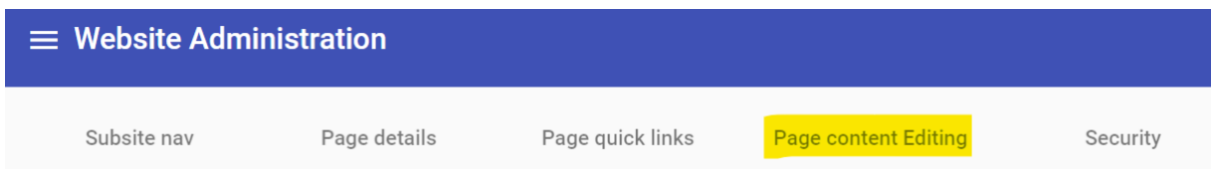
9.4. Editing an existing carousel

To edit an existing carousel, go to the webpage containing the carousel and select 'Login/Webadmin' in the top right-hand corner of the page.



You are now in the Website Administration tool, on the page containing the carousel you want to edit (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.

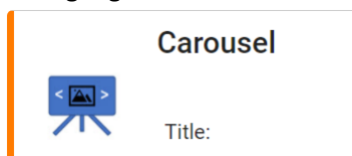



You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.

Go to the carousel webpart you want to modify and click or slide the  **Edit** button.

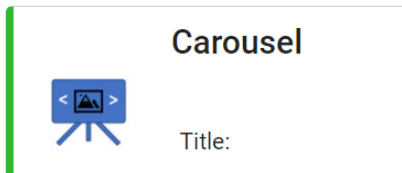
You can now modify the carousel.

The highlight colour on the left-hand side will change to orange.



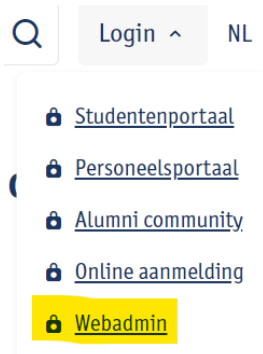
When you're done, click the  **Update** button at the top of the page.

The highlight colour on the left-hand side will turn green, indicating that the changes have been pushed to the webpage.



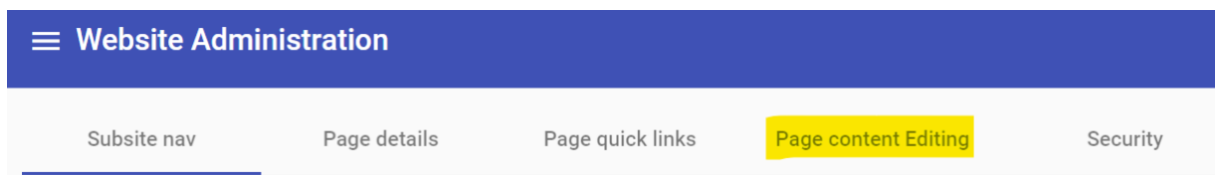
9.5. Deleting an existing carousel

To delete a carousel, go to the webpage containing the carousel and select 'Login/Webadmin' in the top right-hand corner of the page.




You are now in the Website Administration tool, on the page containing the carousel you want to delete (highlighted in blue in the 'Subsite nav' tab).

Select the 'Page content editing' tab.



You will get an overview of all the sections on the page and their webparts. For more info on sections, see chapter 2: Structure of a webpage.

Go to the carousel webpart you want to delete and click the trash icon .

Confirm that you want to delete it:

Are you sure to delete the 'Carousel' web part ?

Confirm Cancel

10. Navigation tree

10.1. Managing navigation branches

You can create branches via 'Site management NL' and 'Site management EN'.

Click through the branch tree to reach the branch where you want to create/delete a sub-branch. It is now highlighted in blue.

☰ manual ... 🔍

☰ Click the three horizontal dots icon to create a sub-branch or delete the selected branch



Click the magnifying glass icon to go directly to the selected branch

There are three tabs in the right pane of the administration tool:

- **Overview:**

This shows an overview of the page in the other language the page may be linked to, as well as a list of individuals and groups that have permissions for this page.

- **Alternative language:**



Use the link icon  to link NL and EN pages to each other. When visitors click the

NL | EN

button at the top of the page, they will be redirected to the linked page.

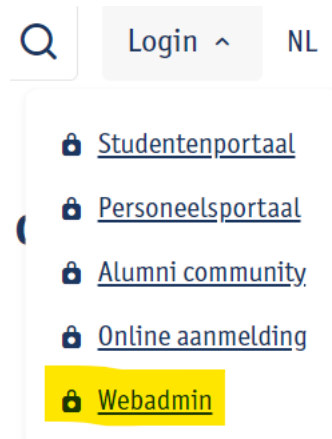
- **Security:**

This is where individuals and groups can be given permissions to access or edit the webpage.

10.2. Managing subsites

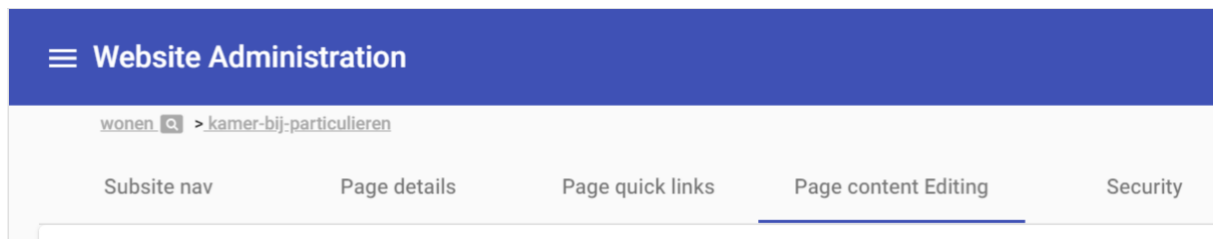
A subsite can be reached by:

1: Logging in via the web page: click 'Login' in the top right-hand corner of the header and select 'Webadmin'.



Log in with your **UAntwerp account** (the same one you use for PeopleSoft, webmail, Blackboard, etc.).


You will be redirected to the Website Administration tool for the page you logged in to. The easiest way to edit a page on the website is to navigate to that page first and then log in to the Website Administration tool there.



You are now on the 'Page content editing' tab. In this section you will find all the webparts that are on this page. You can also add/edit/delete webparts here. Using the tabs you can switch between subsite navigation, page details, quick links, page content editing and subsite security.

2: You can also go to a page via the Website Administration tool:


Click 'Site Management NL' or 'Site Management EN' in the navigation tree to go to the web page.

On this webpage please click the magnifying glass icon  .

On this page you will see 5 tabs:



1. Subsite nav

Here you can create sub-branches, delete branches and move branches via the  icon (drag the branch to the right position).

2. Page details

An overview with more details about the page.

3. Page quick links

Here you can see which quick links already exist for this page and create and/or delete quick links.

New quick link: enter the quick link you want to create in the text field.

Find or create

handleiding-website

× + new

Click 'new'.

The quick link will appear at the bottom.

Delete quick link:

Click the 'x' at the end of the quick link.

handleiding-website

parameters

✓ ×

Click the trash icon  .

Quick link parameter:

Click the 'x' at the end of the quick link.

Click the pencil icon  and fill in the parameter.

4. Page content editing

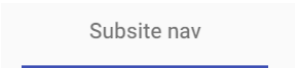
On this tab, you can manage the content of the webpage.

5. Security

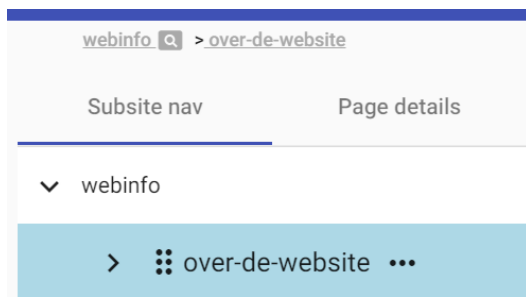
Here you will find an overview of the security settings that apply to this webpage.



10.3. Moving navigation and content within a subsite


Branches (with their underlying branches and content) can be moved within a subsite.

Go to the navigation overview 'Subsite nav' .

Indicate which branch you want to move. If necessary, please close the branch first, because it cannot be moved while open.



! The branch can **only** be moved when the  icon is black, like so .

When you hover over the branch with your cursor, the move icon  appears. Now grab the branch and drag it to where you want to place it.

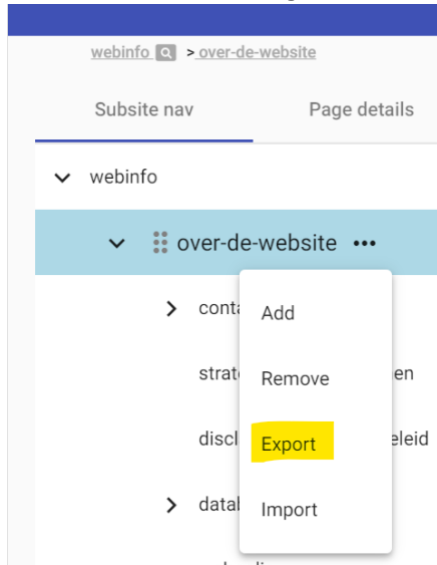
! If you want to place the branch in a deeper/higher tier than where it currently sits, first open the branch where you want to place it. Drag the branch to it. Please keep in mind that it takes a few moments for the branch to jump to its new position.

! Please note that you can only change the tier of a branch if the branch you want place it under already has underlying branches. So you cannot create underlying branches while dragging. A solution for placing a branch under a branch that does not yet have an underlying branch: First create a new 'temporary' branch. Place your branch under the branch that can now be opened. Delete your 'temporary' branch when you have finished dragging it to the right place.

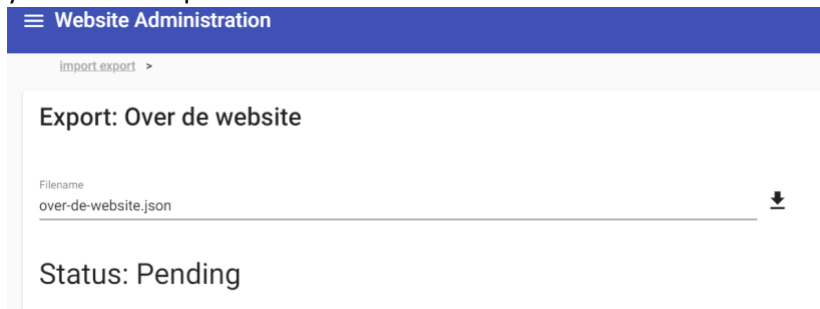
10.4. Moving navigation and content to another subsite


Branches (with their underlying branches and content) can be moved to another subsite. This is done by using the export-import method.

Go to the subsite's navigation overview and indicate the branch you want to move. Select 'Export'.



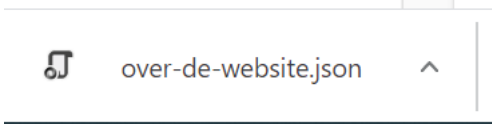
Then you will arrive at a page where the downloadable file has been given the name of the branch you want to export.



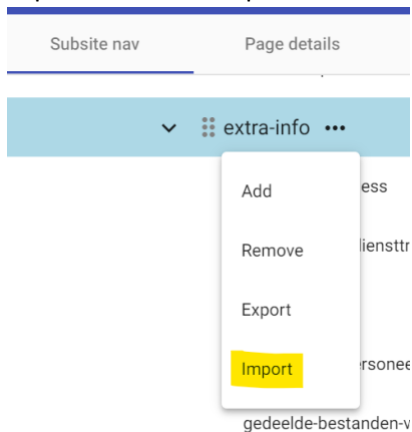
When you click the download arrow icon  the export will start.

You can monitor the status of the export:

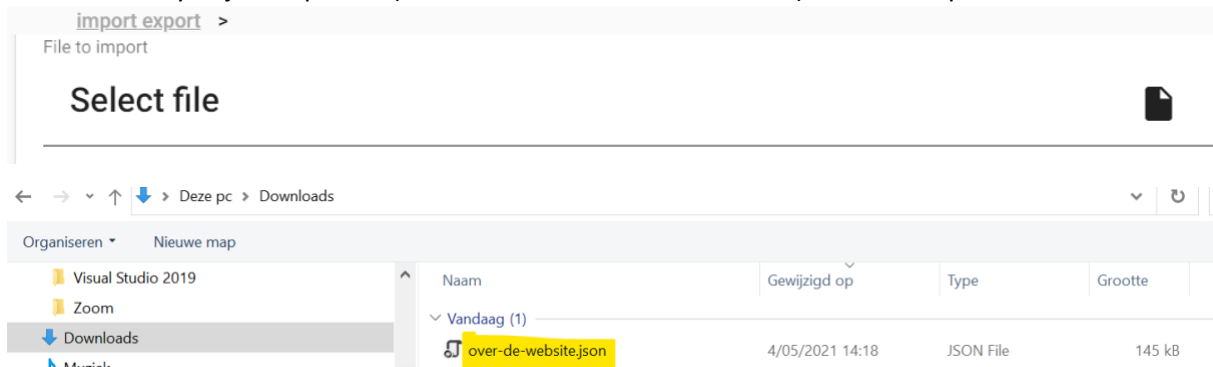
- Requested: The export request is in progress. As long as the dotted line is 'running', the request is being processed.
- In progress: the download has started. The full line indicates how far along you are in the downloading process.
- Completed: The download is complete. You can find the file in your 'Downloads' folder or at the

bottom of your screen via 

Now go to the navigation overview of the subsite where you want to import the content you exported. Select 'Import'.

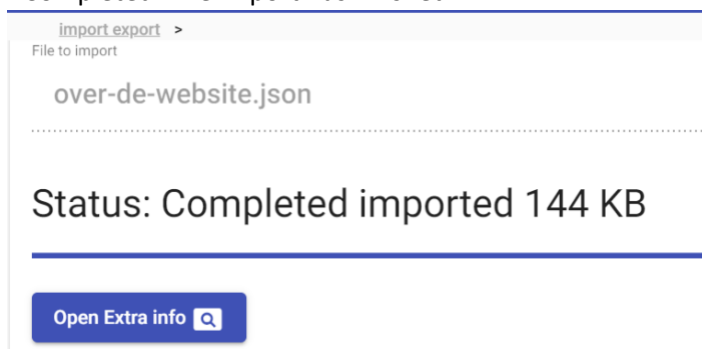


Select the file you just exported (located in the 'Downloads' folder) and click 'Open'.



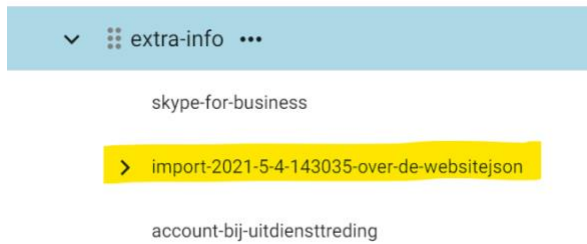
You can monitor the status of the import:

- Loading: the data is being loaded onto the server
- Processing: the server is now creating all the pages. As long as the dashed line is 'running', processing is in progress
- Completed: The import has finished.



You can now edit the data you have imported. Click the button to go to the pages.

! The branch you are importing is added as 'import-date-hour'. You need to edit this when you move the branches. Perhaps it is best to delete the empty 'import branch'.



! The pages and associated webparts that you import are set as '**Unpublished**' by default. So you have to set it to '**Published**' to show it on the website.

! The security settings of the subsite you exported from will not be included. The security settings from the branch to which you imported to are used (see section 1.2: Website permission tiers).

! When you export, the navigation branches and content are **not deleted**, because you are making a **duplicate**.

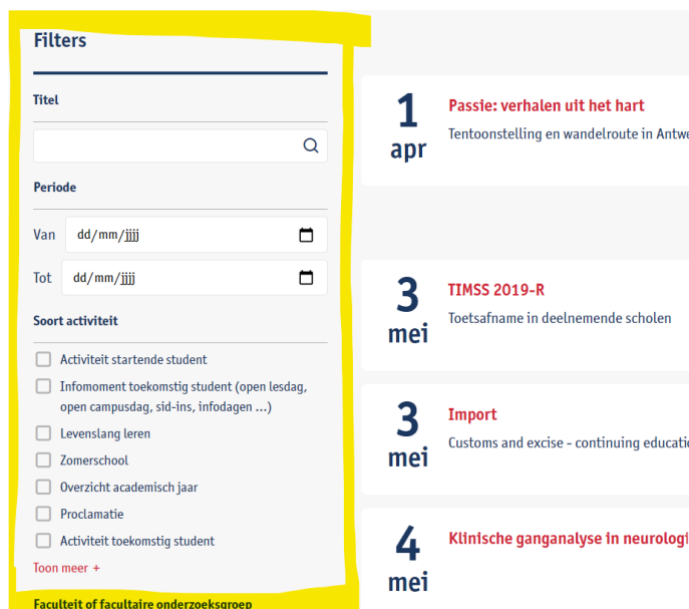
11. News – Calendar

11.1. Activities

Activities are shown on the website using a **calendar list** that is made up of **calendar items**. There is a **central calendar** on the website to which you can add items

(<https://www.uantwerpen.be/en/calendar/>), but a subsite can also have a calendar. The subsite calendar usually only displays messages which are relevant to the subsite.

A calendar item is assigned **tags**. These tags determine what the website visitor will see when they apply filters to the calendar.

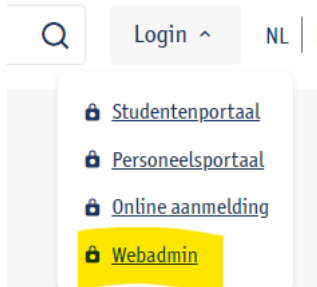


When you click the title of a calendar item in a calendar list, you are taken to a web page where you can find more information on that activity.

11.2. Add calendar item to calendar

Go to the web page which you want to direct the visitor to from the calendar item (i.e. the web page where all information about an activity can be found).

Go to the Website Administration tool and log in.



In the 'Hidden' section, add a webpart 'Event' using the plus icon



or the

+ Add webparts





button.

Webparts catalog

Page section

Hidden

Find or create

	Calendar list Add list of events or news items	Add
	Event Add calendar item	Add
	Jobs todo MD documentation	Add
	Metatag education	Add

Close

Click 'Add' and 'Close'.

The webpart will now be added to the 'Hidden' section.

Click 'Edit'.

Event

 Title: (#475488)

Published

Edit


Title

Sub title

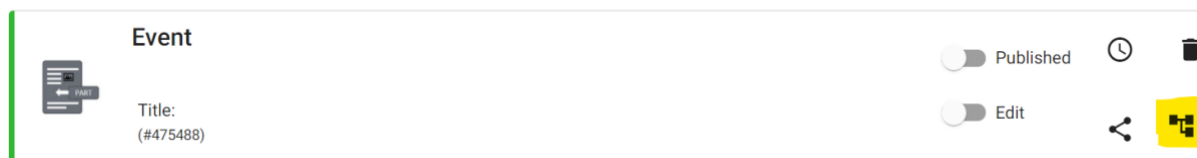
Start date
05/05/2021 14:00

End date
05/05/2021 14:00

Enter the title, subtitle and start and end date.

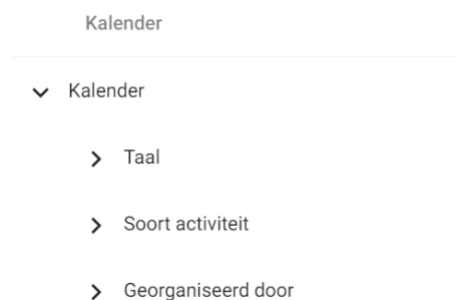
Tags have yet to be assigned to this webpart. You can do this by clicking the  icon on the webpart.

Hidden



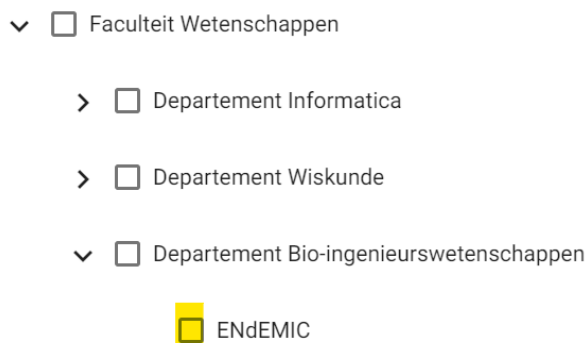
There are **three categories of tags** (Language, Type of activity, Organised by): it is mandatory to indicate **at least one tag per category**.

Webparts faceted search setup



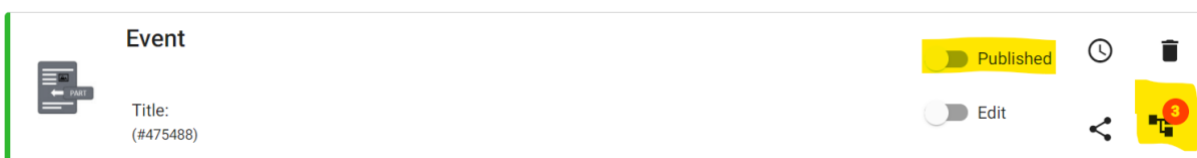
! Category Language: on the Dutch website both EN and NL calendar items are shown, and on the English website only EN calendar items are shown. NL calendar items are only shown on the Dutch website.

! Category Organised by: If the group you want to indicate has several tiers, you only need to indicate the lowest tier. The item is automatically included in the groups in higher tiers. For example: If you want to tag 'ENdEMIC', then the Department of Bioscience Engineering and the Faculty of Science are automatically tagged.

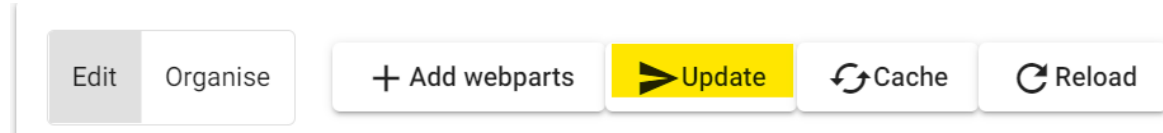


Indicate which tags you want to use and click 'Done'.

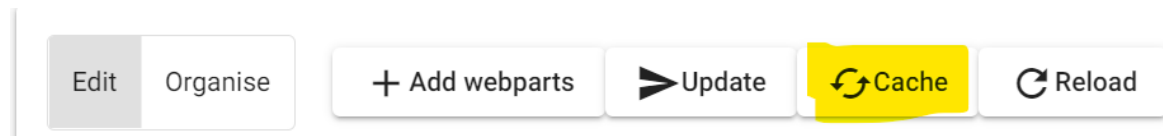
Publish the webpart. You can see how many tags are associated with this webpart.



Click 'Update'.



To make the calendar item appear immediately in the calendar, click 'Cache'.



If this is not done, then the calendar item will not appear until the website's cache is refreshed.

The item is not visible on the web page you placed it on because it is in the 'Hidden' section. But it is shown in the calendar list (based on your tags).

If you want the calendar item to show on the web page, move it to the 'Primary' section.

11.3. Adding a calendar list

The layout of the calendar list depends on which section it is located in.

Primary section (white background, blue letters, items below each other):

Kalender

Ontdek de geplande activiteiten van de Faculteit Bedrijfswetenschappen en Economie

Geplande activiteiten

5 mei **Mix & Match**
Speed-meet met studenten, want wie beter dan zij kunnen jou vertellen over de opleiding(en) die je interessant vindt.

5 mei **Campustours**
5 mei - 14 juli: Benieuwd waar je volgend jaar gaat studeren? Eindelijk is het zover! Coronaproof, natuurlijk.

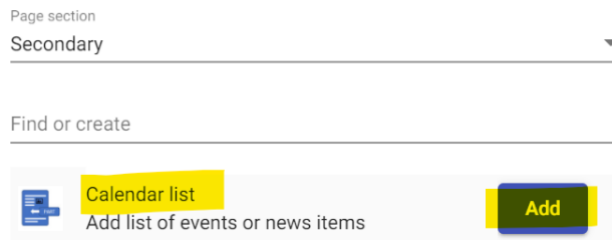
Secondary section (blue background, white letters, items next to each other):



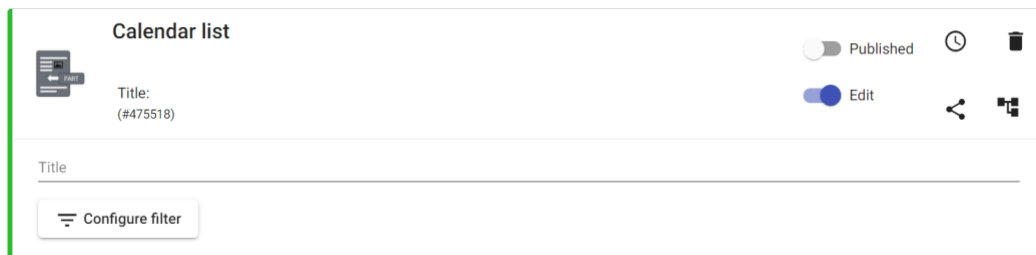
To add a calendar list: go to the web page where the calendar list is to be placed, then go to the Website Administration tool and log in.

Add the webpart 'Calendar list' in the primary or secondary section.

Webparts catalog



Click 'Edit'.



Please enter a title (not obligatory).

Click 'Configure filter'.



Here you tick which information you want the calendar list to show. Then click 'Done'.

Webparts faceted search setup

Kalender

▼ Kalender Quicknav

▼ Taal

Nederlandse website

Engelse website

▼ Soort activiteit

Activiteit startende student

Infomoment toekomstig student (open lesdag, open campusdag, sid-ins, infodagen ...)

Done

! It is not mandatory to indicate an option for each category (unlike adding calendar items, where this is mandatory)

Publish the webpart.

Edit Organise + Add webparts Update Cache Reload

Calendar list Published

Title: Edit

Click 'Update' to save it so that it can be transferred to the website.

Edit Organise + Add webparts **Update** Cache Reload

Calendar list Published

Title: Edit

11.4. News

News articles are displayed on the website by using a **news list** that is made up of **news items**. There is a **central news overview** on the website to which you can add items (<https://www.uantwerpen.be/en/news/>), but a subsite can also have a news overview. The subsite news overview usually only displays messages which are relevant to the subsite.

A news item is assigned **tags**. These tags determine what the website visitor will see when they apply filters to the overview.

Nieuws

The screenshot shows a news overview page. On the left, there is a 'Filters' sidebar with a yellow highlight. The filters include: 'Titel' (Title) with a search box; 'Periode' (Period) with 'Van' (From) and 'Tot' (To) date pickers; and 'Faculteit of facultaire onderzoeksgroep' (Faculty or faculty research group) with three checkboxes: 'Faculteit Farmaceutische, Biomedische en Diergeneeskundige Wetenschappen', 'Faculteit Geneeskunde en Gezondheidswetenschappen', and 'Faculteit Letteren en Wijsbegeerte'. The main content area shows a list of news items with dates like 'Mei 2021' and 'April 2021'. Two items are visible: 'In SITU traktee Studenten Schoo 5 mei 2021' and 'Summoning Gh Researchers from 3 mei 2021'.

When you click the title of a news item in a news list, you are taken to a web page where you can find more information on that news article.

11.5. Adding news item to a news overview

Go to the web page which you want to direct the visitor to from the news item (i.e. the web page where all information about a news article can be found).

Go to the Website Administration tool and log in.

The screenshot shows the top navigation bar of the Website Administration tool. It includes a search icon, a 'Login ^' button, and language options 'NL | I'. A dropdown menu is open, showing several options: 'Studentenportaal', 'Personeelsportaal', 'Online aanmelding', and 'Webadmin'. The 'Webadmin' option is highlighted with a yellow box.

In the 'Hidden' section, add a webpart 'Event' using the plus icon



or the

+ Add webparts

Webparts catalog

The screenshot shows the 'Webparts catalog' with two items: 'MetaText' and 'News'. Each item has a description and an 'Add' button. The 'News' item is highlighted with a yellow box, and its 'Add' button is also highlighted.

Click 'Add' and 'Close'.


The webpart will now be added to the 'Hidden' section.

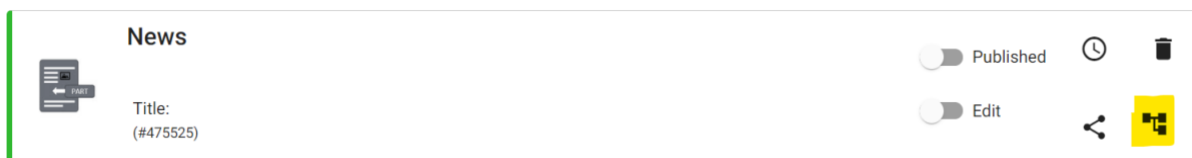
Click 'Edit'.

Hidden



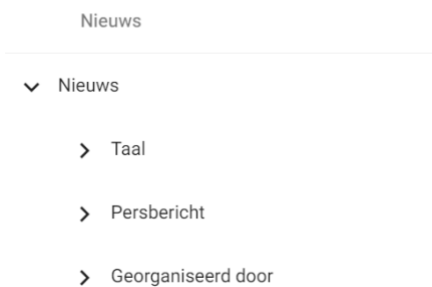
Enter the title, subtitle and date.

Tags have yet to be assigned to this webpart. You can do this by clicking the  icon on the webpart.



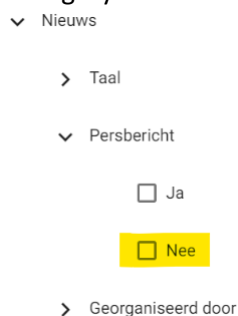
There are **three categories of tags** (Language, Press release, Organised by): it is mandatory to indicate **at least one tag for each category**.

Webparts faceted search setup



! Category Language: on the Dutch website both EN and NL news items are shown, and on the English website only EN news items are shown. NL news items are only shown on the Dutch website.

! Category Press release: always tick 'No'.



The 'Yes' option may only be used by the Communications Department to issue official press releases.

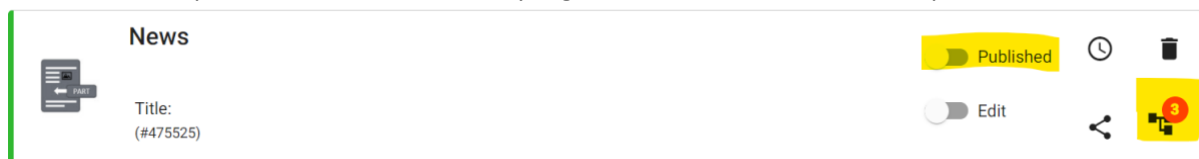
! Category Organised by: If the group you want to indicate has several tiers, you only need to indicate the lowest tier. The item is automatically included in the groups in higher tiers.

For example: If you want to tag 'ENdEMIC', then the Department of Bioscience Engineering and the Faculty of Science are automatically tagged.

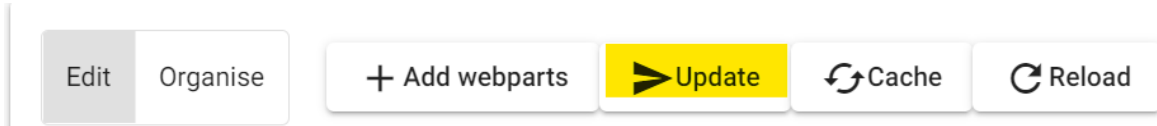
- ✓ Faculteit Wetenschappen
 - > Departement Informatica
 - > Departement Wiskunde
 - ✓ Departement Bio-ingenieurswetenschappen
 - ENdEMIC

Indicate which tags you want to use and click 'Done'.

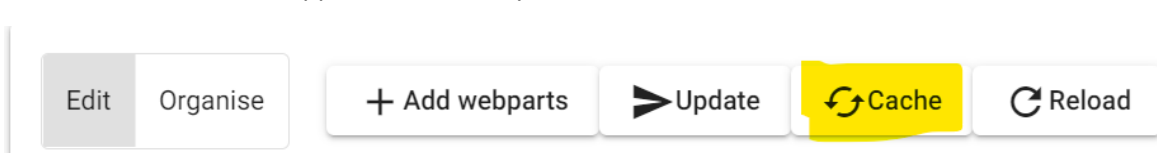
Publish the webpart. You can see how many tags are associated with this webpart.



Click 'Update'



To make the news item appear immediately in the overview, click 'Cache'.



If this is not done, then the news item will not appear until the website's cache is refreshed.

The item is not visible on the web page you placed it on because it is in the 'Hidden' section. But it is shown in the news list (based on your tags).

If you want the news item to show on the web page, move it to the 'Primary' section.

11.6. Adding a news list

The layout of the news list depends on which section it is in.

Primary section (white background, blue letters, items below each other):

Nieuws

5 mei 2021

In SITU trakteert Campus Drie Eiken op een vleugje kunst

Studenten School of Arts (AP Hogeschool) bouwen openluchttentoonstelling met creaties op campus UAntwerpen in Wilrijk

30 april 2021

Gratis boek wil ondernemersgevoel UAntwerpen-student stimuleren

Professor-ondernemer Hans Verboven, drukkerij Universitas en UAntwerpen slaan de handen in elkaar

Secondary section (white background, blue letters, items next to each other):

Nieuws

In SITU trakteert Campus Drie Eiken op een vleugje kunst

Studenten School of Arts (AP Hogeschool) bouwen openluchttentoonstelling met creaties op campus UAntwerpen in Wilrijk

5 mei 2021

Gratis boek wil ondernemersgevoel UAntwerpen-student stimuleren

Professor-ondernemer Hans Verboven, drukkerij Universitas en UAntwerpen slaan de handen in elkaar

30 april 2021

Wantrouwen in instellingen belemmert kindervaccinatie in Afrika

Onderzoekers UAntwerpen koppelen vaccinatiegraad aan vertrouwen in lokale en nationale autoriteiten

30 april 2021

Software brengt biologische oppervlakken in kaart

UAntwerpen werkt mee aan methode om levende wezens in drie dimensies te meten


26 april 2021

Toon meer nieuws

To add a news list: go to the web page where the news list is to be placed, and then go to the Website Administration tool and log in.


Add the webpart 'News list' in the primary or secondary section.



Webparts catalog



	News Add news item	Add
	News list News items	Add

Click 'Edit'.

News list

 Title: (#475529)

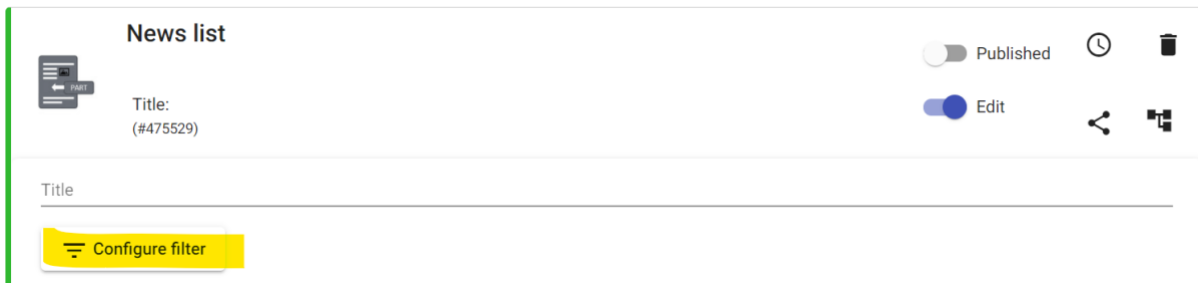
Published  

Edit  

Title

[Configure filter](#)

Please enter a title (not obligatory).
Click 'Configure filter'.



News list

Title: (#475529)

Published

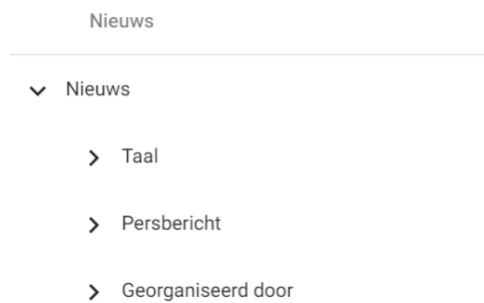
Edit

Title

Configure filter

Here you tick which information you want the news list to show. Then click 'Done'.

Webparts faceted search setup



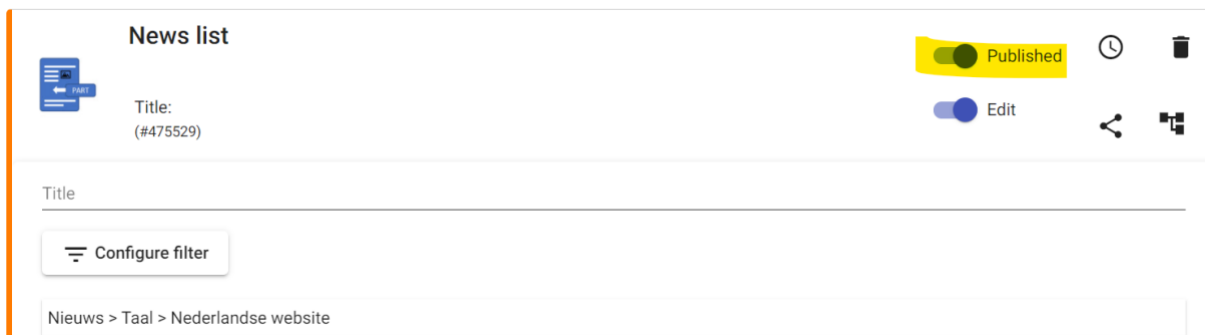
Nieuws

▼ Nieuws

- > Taal
- > Persbericht
- > Georganiseerd door

! It is not mandatory to indicate an option for each category (unlike adding news items, where this is mandatory)

Publish the webpart.



News list

Title: (#475529)

Published

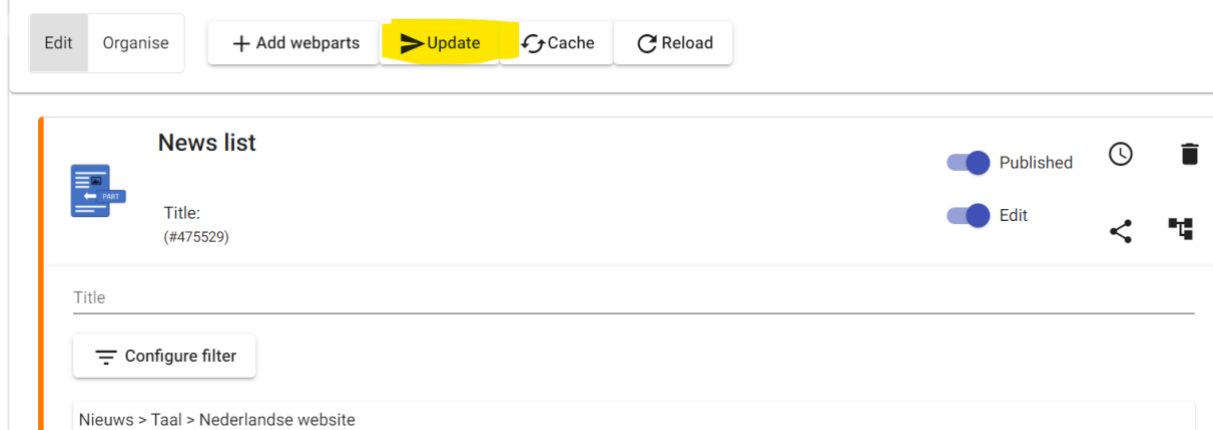
Edit

Title

Configure filter

Nieuws > Taal > Nederlandse website

Click 'Update' to save it so that it can be transferred to the website.



Edit Organise + Add webparts Update Cache Reload

News list Published Edit

Title: (#475529)

Title

Configure filter

Nieuws > Taal > Nederlandse website

12. Website maintenance

The rules for deleting outdated content are applied automatically on a daily basis.

The rules are as follows:

- Unpublished branches are moved to trash after **9 months (274 days)**. An unpublished branch is defined as one that has been on unpublished status for 9 months (274 days) and of which the web components and underlying pages have not been modified in the last 9 months (274 days).
- Items that are deleted, move to trash and remain there for an additional **3 months (90 days)**.
- Calendar and news items are deleted from their respective modules **455 days** after ending. In this instance, 'item' refers to the web component event or news; the relevant page continues to exist.
- A maximum of 15 versions is stored for each web component.

In 13.2. you can find more information on how to retrieve deleted pages from trash or via the test environment of the website.

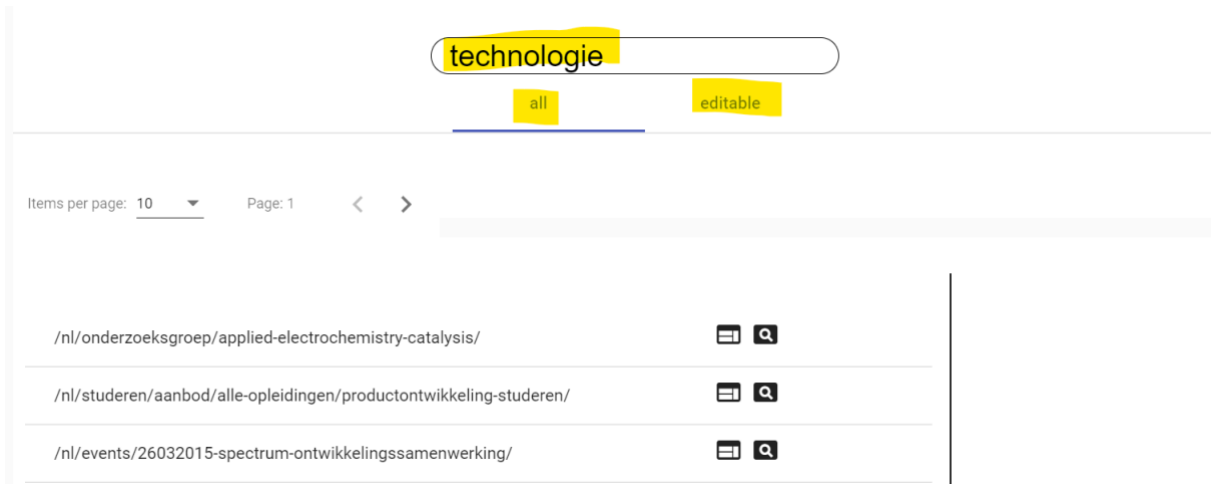
13. Content management

In this section you can:

1. search for web pages;
2. or you can look for deleted pages in trash.


13.1. Looking for webpages

Enter the term in the search field:



You will get an overview of webpages that match the search criteria.

: The square icon displays the page in a new tab

: The magnifying glass icon takes you to the 'Page content editing' tab of this page

Underneath the search bar, you will see 'all' and 'editable':

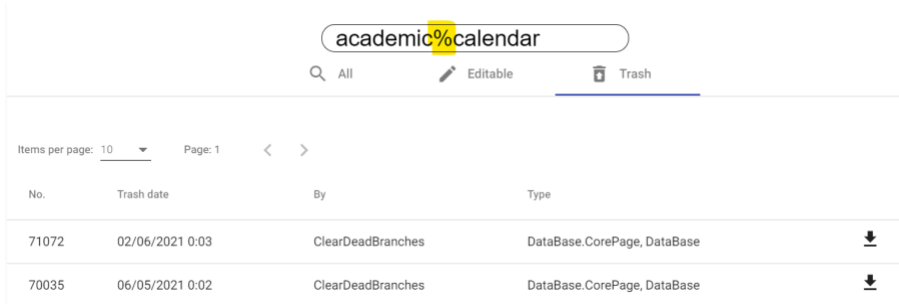
- All: all pages matching the search criteria;
- Editable: all pages matching the search criteria that you have editing permissions for.

13.2. Finding deleted pages in trash

Unpublished branches will be deleted during the maintenance cycle when they have not undergone any changes for 9 months (the page itself or the webparts of the page have not been changed in the last 9 months). These branches will remain in trash for an additional 3 months. After being in trash for 3 months, they are permanently deleted.

The search is a full text search (it also searches the text of the webparts on the deleted page), of which you can download the result (as a .json file) and then import it via the import function (the same way as moving pages between subsites via export-import / see section 10.4: Moving navigation and content to another subsite).

You can search for more than one word by using the %-symbol between words.

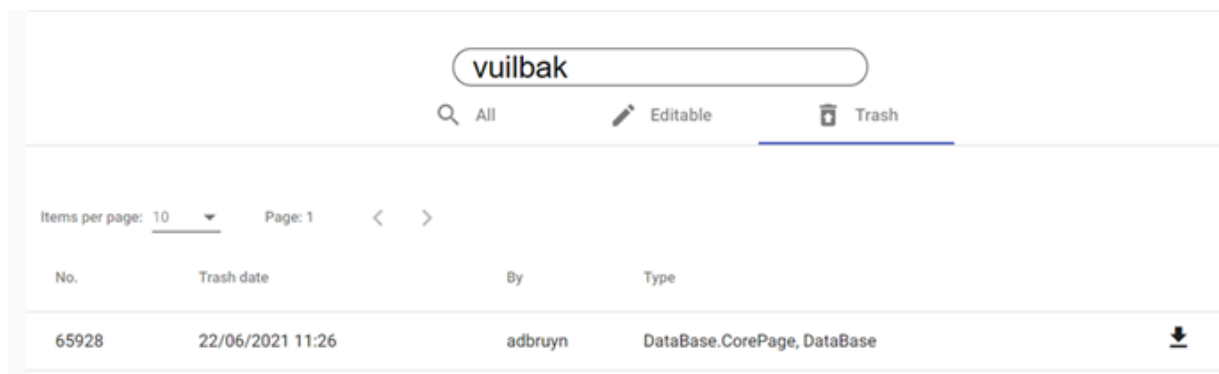


The screenshot shows a search bar with the text 'academic%calendar'. Below the search bar are three tabs: 'All', 'Editable', and 'Trash', with 'Trash' selected. Below the tabs, there is a table with the following data:

No.	Trash date	By	Type	
71072	02/06/2021 0:03	ClearDeadBranches	DataBase.CorePage, DataBase	↓
70035	06/05/2021 0:02	ClearDeadBranches	DataBase.CorePage, DataBase	↓

Example: The page www.uantwerpen.be/nl/projecten/webinfo/webredactie/test/test-vuilbak/ was deleted.

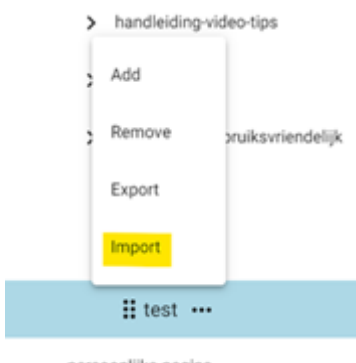
If you then search for 'vuilbak' (trash), it yields a result and the page can be downloaded (this works using the export-import method).



The screenshot shows a search bar with the text 'vuilbak'. Below the search bar are three tabs: 'All', 'Editable', and 'Trash', with 'Trash' selected. Below the tabs, there is a table with the following data:

No.	Trash date	By	Type	
65928	22/06/2021 11:26	adbruyn	DataBase.CorePage, DataBase	↓

Then you can upload it back to where it should be (using the import function).



Only deleted pages can be restored, not individual webparts. You can use the text search option to search for words that appear in a webpart of a deleted page.

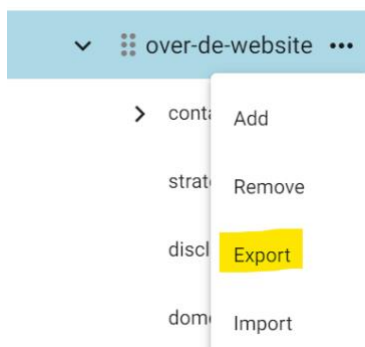
For example: 'roze olifanten (pink elephants)' is a part of text from a webpart on the page 'test-vuilbak' (test-trash) and it gives the following result:

roze olifanten			
<input type="text"/>			
🔍 All ✎ Editable 🗑️ Trash			
Items per page: 10	Page: 1		
No.	Trash date	By	Type
65929	22/06/2021 11:42	adbruyn	DataBase.CorePage, DataBase

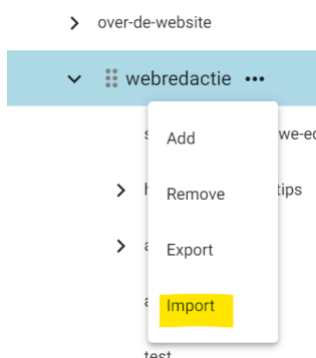
13.3. Restoring deleted pages using the test environment

If you are unable to find the deleted webpage in the production environment trash, you can always export the page to the website's test environment (<https://tstwebapache.uantwerpen.be/en/>). The maintenance cycle is not performed in the test environment. You can then import this export file back into the production environment.

- Go to the test environment (e.g. <https://tstwebapache.uantwerpen.be/en/webinformation/>).
- Export the page or subsite there.
 - ▼ webinfo



- Go to the production environment and import the page or subsite.
 - ▼ webinfo



- Publish the page(s).
- Publish the webparts that should be visible.
- Check whether the security needs to be adjusted (since this is not included in the export-import process).

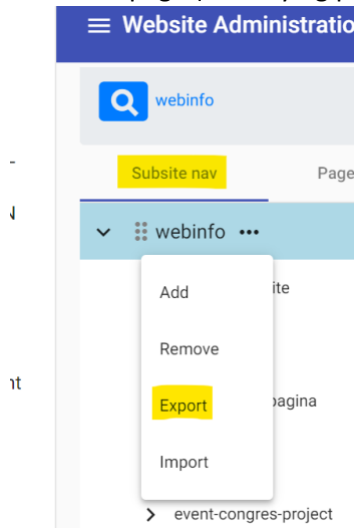
Please note that this method of using the test environment is only temporary. Currently, the test environment does not have a maintenance cycle, but if newly created pages are deleted during the maintenance cycle (9 months), you will not find them in the test environment. This method is only valid until November 2021.

14. Archiving webpages or subsites

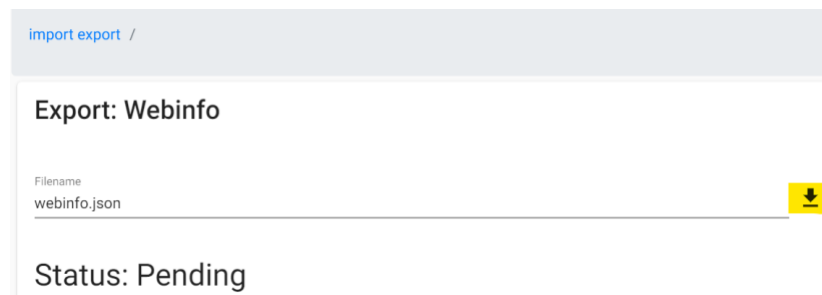
For events that are organised occasionally (e.g. every two years), the best option is to export and save the webpages. This allows you to import the pages when you need them and they won't be lost in the maintenance cycle.

For temporary web pages (proclamation, summer closure, etc.), it can be useful to export them before you set them to 'unpublished'. By doing this, you avoid losing unpublished pages that might be deleted in the maintenance cycle (see chapter 12: Website maintenance).

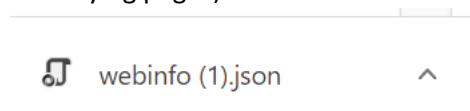
- Go to the page (underlying pages are included) you want to export.



- Click the download arrow.



- You now have a .json file, which is the export file of the desired page (and possible underlying pages). Store this file in a safe place.



- After the page has been deleted via maintenance (or manually), you can import the file again to the desired location (the same way as you would export a subsite to another webpage). In order to export a subsite, please create a parent branch first, then import the file, move the pages to the same tier and rename the branch. You can then delete the branch you no longer need.

! Security must be reset and the webparts and webpages must be published again.