

## Circular Economy website – Notable changes in the backend

### How to locate the content submitted by anonymous

The new backend for locating the content submitted by anonymous users can be found at <https://circulareconomy.europa.eu/platform/en/admin/content/moderated>. To find this page via the admin menu, first click on the 'Content' option and then click on the 'Moderated content' option.

The screenshot shows the 'Content' admin interface. The 'Content' menu item is circled in red (1). The 'Moderated content' sub-tab is also circled in red (2). The page displays a list of content items with columns for Title, Content type, Author, Status, Updated, and Operations.

TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input type="checkbox"/> Workshop in practice	Basic page	asen	Published	11/28/2022 - 05:59	<input type="button" value="Edit"/>
<input type="checkbox"/> Toolbox	Basic page	xv	Published	11/28/2022 - 05:45	<input type="button" value="Edit"/>
<input type="checkbox"/> Knowledge Hub	Basic page	xv	Published	11/28/2022 - 05:44	<input type="button" value="Edit"/>
<input type="checkbox"/> 2019 Circular Economy Stakeholder Conference: Success Stories and New Challenges	Basic page	vivan	Published	11/27/2022 - 12:31	<input type="button" value="Edit"/>

On that page there are appropriate filters for filtering by workflow state and/or limiting the results only to the content submitted by externals.

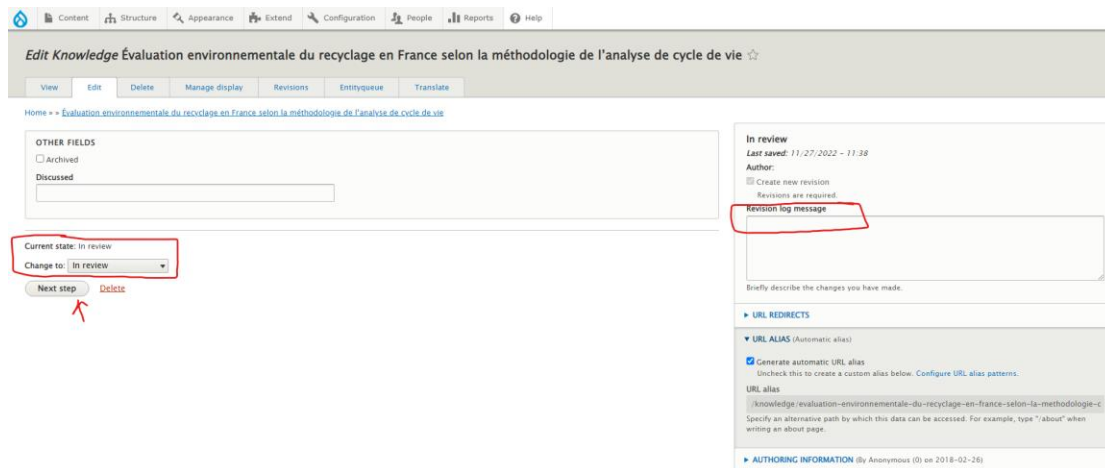
The screenshot shows the 'Anonymous content workflow' admin interface. The 'Moderation state' and 'Content submitted by external user' filters are highlighted with red boxes. The page displays a list of content items with columns for Title, Content type, Author, Moderation state, Content submitted by external user, Workflow comment, Published, Updated, and Operations.

TITLE	CONTENT TYPE	AUTHOR	MODERATION STATE	CONTENT SUBMITTED BY EXTERNAL USER	WORKFLOW COMMENT	PUBLISHED	UPDATED	OPERATIONS
<input type="checkbox"/> Circular Brands workshop	Event	sbr	Published	No		Yes	11/27/2022 - 11:45	<input type="button" value="Edit"/>
<input type="checkbox"/> Biobased Coatings Europe 2018	Event	sbr	In review	No		Yes	11/27/2022 - 11:45	<input type="button" value="Edit"/>
<input type="checkbox"/> 18th International Electronics Recycling Congress	Event	sbr	Published	No		Yes	11/27/2022 - 11:45	<input type="button" value="Edit"/>
<input type="checkbox"/> SCREEN Policy Lab Meeting: How do we assess projects' circularity?	Event	sbr	Published	No		Yes	11/27/2022 - 11:45	<input type="button" value="Edit"/>

### How to process the workflow

To move a node from one workflow state to the next, you need to follow the steps outlined below:

1. Find the node
2. Edit the node
3. At the bottom of the form there are two indicators: 'Current state' and 'Change to'
4. Select the desired value in the 'Change to' dropdown and then click on the 'Next step' button until you reach the end of the paginated form. Then you can click on the 'Save' button.



The 'Revision log message' field is where you need to insert any comments that need to be communicated to the external users and/or any comments that should be saved with the new revision.

### 'Image' content type

This content type has been replaced with the Media entity image. The existing content can be found at <https://circulareconomy.europa.eu/platform/en/admin/content/media?name=&type=image&status=All&langcode=All> including the thumbnails in the list view. To add a new media image, you need to go to <https://circulareconomy.europa.eu/platform/en/media/add/image> or add the new image from the respective host node where applicable.

### Files backend

There is also the Files backend which is available at <https://circulareconomy.europa.eu/platform/en/admin/content/files> and displays all uploaded files, including their thumbnails in the list view.