

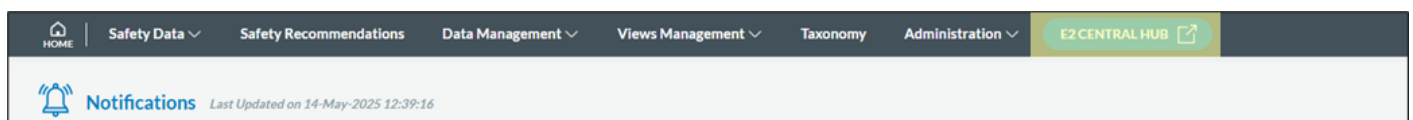
How to create folders and upload files in E2 Central Hub

Prerequisites

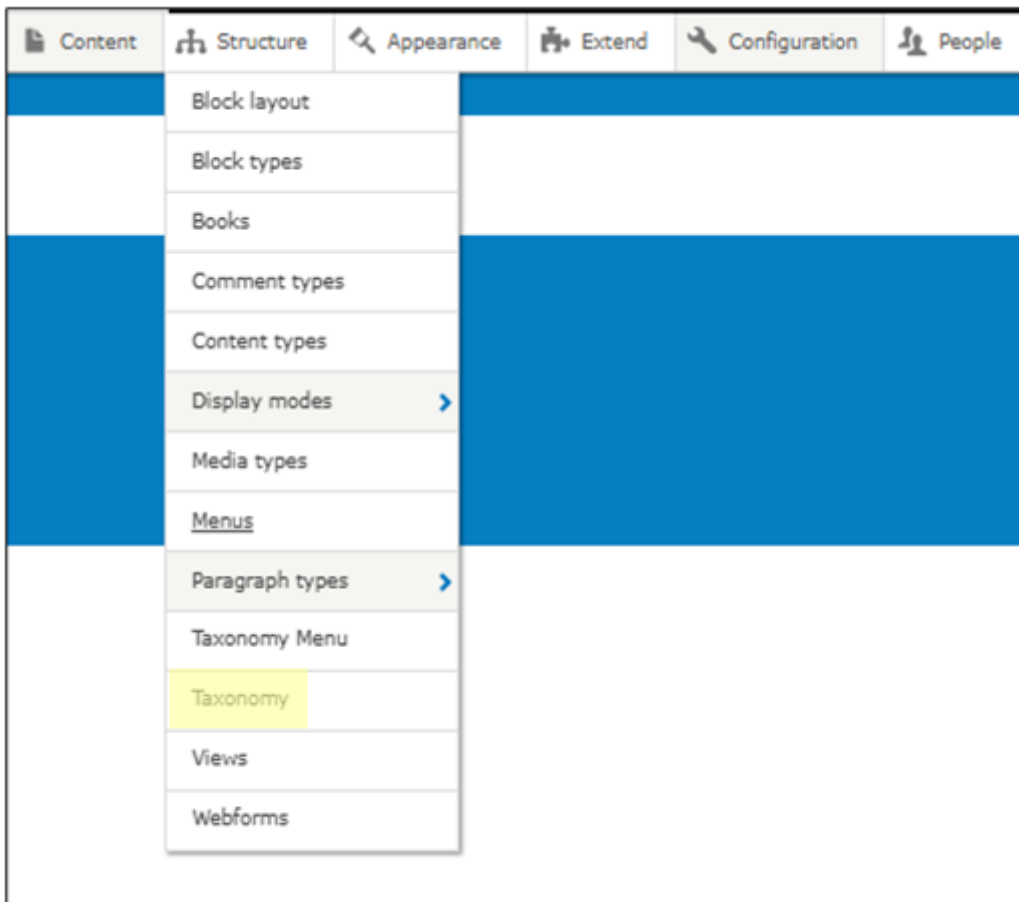
Having a user role of E2 Central Hub Administrator.

Steps

1. Log in [UAT](#) or [PROD](#) environment.
2. Go to E2 CENTRAL HUB



3. To create a new folder for the files:
 - 3.1. Go to Structure > Taxonomy in Drupal menu.



Drupal is a free and open-source content management system (CMS) and framework used for building and managing websites, online directories, e-commerce stores, and other digital content.

- 3.2. In the Taxonomy page, select “Add terms” for the desired menu (for example, Steering Board Meetings).

Home > Administration > Structure

Taxonomy

Error message
There is a security update available for your version of Drupal. To ensure the security of your server, you should update immediately! See the [security updates](#) page for more information and to update your software.

Taxonomy is for categorising content. Terms are grouped into vocabularies. For example, a vocabulary called "Fruit" would contain the terms "Apple" and "Banana".

[+ Add vocabulary](#)

Vocabulary name	Description	Operations
Allotter		List terms
Area of Interest		List terms
Authorities		List terms
Boko Haram Terrorism	Permission to access border pages	List terms
ECCARS Legacy		List terms
Organisations Categories	Organisations Categories	List terms
Steering Board Meetings	Categories for Steering Board Meetings	List terms
Steering Committee Meetings	Categories for Steering Committee Meetings	List terms
Topic	Use tags to group articles on a similar topic into categories	List terms

[Save](#)

[List terms](#)
[Edit vocabulary](#)
[Add terms](#)
[Manage fields](#)
[Manage form display](#)
[Manage display](#)
[Translate](#)
[Manage permissions](#)
[Delete vocabulary](#)
[Devel](#)

List terms

[Edit vocabulary](#)
[Add terms](#)
[Manage fields](#)
[Manage form display](#)
[Manage display](#)
[Translate](#)
[Manage permissions](#)
[Delete vocabulary](#)
[Devel](#)

3.3. In the Add term page:

3.3.1. Complete the "Name" field with the name of the folder

3.3.2. No permissions are required to be filled

3.3.3. Make sure that the "Published" check box is ticked

3.3.4. Click on the "Save" button.

Add term ☆

 Error message

There is a security update available for your version of Drupal. To ensure the

Name *

24th - 05 Mars 2025

▼ **Permissions**

Description

Text format Aggregator HTML ▼

- Allowed HTML tags: <a>
 <dd> <dl> <dt> <i> <p> <u>

Language

English ▼

The term language code.

▼ **Relations**

Revision informationNo revision

No revision

Revision log message

URL alias

Automatic alias

3.4. If desired, the folders that the menu contains can be listed from the Taxonomy page.

Home > Administration > Structure

Taxonomy

☆

Taxonomy is for categorizing content. Terms are grouped into vocabularies. For example, a vocabulary called "Fruit" would contain the terms "Apple" and "Banana".

+ Add vocabulary

Vocabulary name	Description	Operations
✚ Access		List terms
✚ Area of Interest		List terms
✚ Authorities		List terms
✚ Books Access Permission	Permission to access books pages	List terms
✚ ECCAIRS Legacy		List terms
✚ Organisations Categories	Organisations Categories	List terms
✚ Steering Board Meetings	Categories for Steering Board Meetings	List terms
✚ Steering Committee Meetings	Categories for Steering Committee Meeting	List terms
✚ Tags	Use tags to group articles on similar topics into categories.	List terms

Save

Home > Administration > Structure > Taxonomy > Edit Steering Board Meetings

Steering Board Meetings

☆

ListEditManage fieldsManage form displayManage displayManage permissionsTranslate taxonomy vocabulary

Error message

There is a security update available for your version of Drupal. To ensure the security of your server, you should update immediately! See the [available updates](#) page for more information and to update your software.

+ Add term

You can reorganize the terms in *Steering Board Meetings* using their drag-and-drop handles, and group terms under a parent term by sliding them under and to the right of the parent.

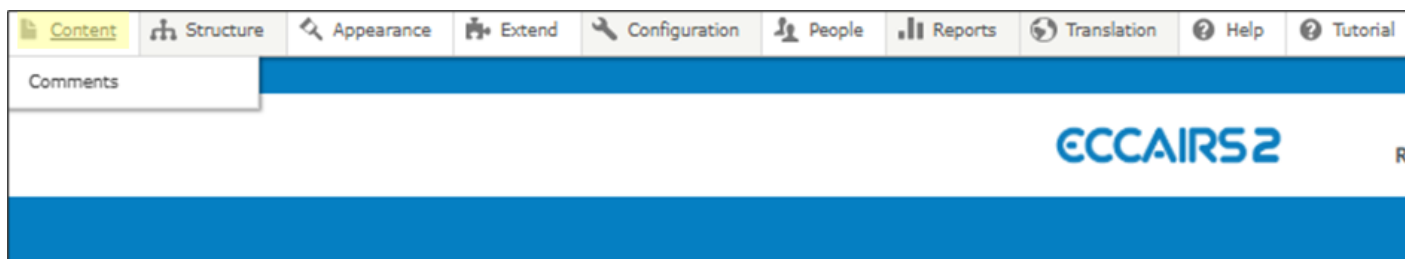
Name
✚ 10th ECCAIRS Steering Board meeting (12 December 2019)
✚ 24th - 05 Mars 2025
✚ 9th ECCAIRS Steering Board meeting (24 September 2019)

Save

Reset to alphabetical

4. To upload a file on the E2 Central Hub:

4.1. Go to Content



4.2. Select “+ Add content”

Home > Administration

Content ★

[Content](#) [Blocks](#) [Comments](#) [Files](#) [Media](#)

[Overview](#) [Moderated content](#)

✖ **Error message**
 There is a security update available for your version of Drupal. To ensure the security of your server, you should update immediately! See the [available updates](#) page

+ Add content

Title	Content type	Published status	Language	
	- Any -	- Any -	- Any -	Filter

☐	Title	Content type
☐	Informative Banner	Informative Banner
☐	New ECCAIRS Release (v2.45)	Article
☐	New ECCAIRS Release (v2.44)	Article

4.3. Select “Meetings and Documents”

Add content ★

⊘ Error message

There is a security update available for your version of Drupal. To ensure the security

> Article

Use *articles* for time-sensitive content like news, press releases or blog posts.

> Basic page

Use *basic pages* for your static content, such as an 'About us' page.

> Book page

Books have a built-in hierarchical navigation. Use for handbooks or tutorials.

> ECRS point of contact

> FAQs

> homepage

> Informative Banner

> Meetings and Documents

> Member

> Organisations & Points Contact

> Private Basic Page

> Webform

A basic page with a webform attached.

4.4. Complete the form:

4.4.1. Complete the “Title” field with the name of the file

4.4.2. Chose the file to be added

4.4.3. From the “Category” drop down menu, Select the folder to upload the file (previous one created, if desired)

4.4.4. Give “Access” to “members”

4.4.5. Make sure that the “Published” check box is ticked

4.4.6. Click on the “Save” button

4.4.7. A confirmation with the creation of the document will be displayed.

ContentStructureAppearanceExtendConfigurationPeopleReportsTranslationHelpTutorial

skip to main content

ContactLogoutHelp

ECCAIRS2REPORT AN OCCURRENCESAFETY RECOMMENDATIONSECCAIRSMEMBERS AREAECCAIRS2

Meetings and Documents 20250305_E2_ESB Meeting_24 has been created.

ViewEditOutlineDeleteRevisionsDevelTranslate

Home > > 20250305_E2_ESB Meeting_24

20250305_E2_ESB Meeting_24

Category24th from 05 Mars 2025

Accessmembers

List of Documents

Document Title20250305_E2_ESB Meeting_24

Document20250305_E2_ESB Meeting_24_0.pptx (1.66 MB)

DateWed, 05/21/2025 - 12:00

4.5. If desired, the folders files that the menu contains can be listed from the Structure > Taxonomy page. For example, for the Steeing Board Meetings, select “List terms” and later the folder previously created.

ContentStructureAppearanceExtendConfigurationPeopleReportsTranslationHelpTutorial

Error message

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Taxonomy is for categorizing content. Terms are grouped into vocabularies. For example, a vocabulary called "Fruit" would contain the terms "Apple" and "Banana".

+ Add vocabulary

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Authorities		List terms
Books Access Permission	Permission to access books pages	List terms
ECCAIRS Legacy		List terms
Organisations Categories	Organisations Categories	List terms
Steering Board Meetings	Categories for Steering Board Meetings	List terms
Steering Committe Meetings	Categories for Steering Committee Meeting	List terms
Tags	Use tags to group articles on similar topics into categories.	List terms

Save

ContentStructureAppearanceExtendConfigurationPeopleReportsTranslationHelpTutorial

Home > Administration > Structure > Taxonomy > Edit Steering Board Meetings

Steering Board Meetings

ListEditManage fieldsManage form displayManage displayManage permissionsTranslate taxonomy vocabulary

Error message
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+ Add term

You can reorganize the terms in Steering Board Meetings using their drag-and-drop handles, and group terms under a parent term by sliding them under and to the right of the parent.

Name	Status	Operations
10th ECCAIRS Steering Board meeting (12 December 2019)	Published	Edit
24th from 05 Mars 2025	Published	Edit
9th ECCAIRS Steering Board meeting (24 September 2019)	Published	Edit

Save

Reset to alphabetical

ContentStructureAppearanceExtendConfigurationPeopleReportsTranslationHelpTutorial

ContactLogoutHelp

ECCAIRS 2

REPORT AN OCCURRENCE

SAFETY RECOMMENDATIONS

ECCAIRS

MEMBERS AREA

ECCAIRS 2

Home > 24th from 05 Mars 2025

Documents

10th ECCAIRS Steering Board meeting (12 December 2019)

24th from 05 Mars 2025

9th ECCAIRS Steering Board meeting (24 September 2019)

View

Edit

Delete

Revisions

Devel

Translate

DATE	DOCUMENT	VERSION	FILE
2025-05-21	20250305_E2_ESB Meeting_24		1.66 MB

5. Make sure that the desired menu is enabled to do that, follow the steps on *How to enable or disable menus in E2 Central Hub*.