



GUIDELINES for TaxEdu content management:

Roles description and user guide for Administrators



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1. Administration users

1.1 Taxedu editor role

Taxedu editor is an administration user that can:

- perform the same activities as the Teacher (please refer to the Guideline for Registered Users)
- **approve** the resources posted by the teachers and publish them in “Training Catalogue” section on the Portal
- **approve** the resources posted by the teachers and publish them in “Teacher's Corner” section on the Portal
- **post content** in: News and Events, Training Catalogue and Teacher's Corner.

The **Taxedu editor role** is a special role that is granted only to a restricted number of users who will have editorial rights. It is granted directly by DG TAXUD.

1.2 Taxedu Editor menu

As mentioned above, the **Taxedu editor** publishes content in different sections and moderate content proposed by Teachers.

The “My reviews” menu element grants access to interface to manage Teachers’ content.

The “Add content” menu element grants access to the interface to publish content in all the allowed sections.

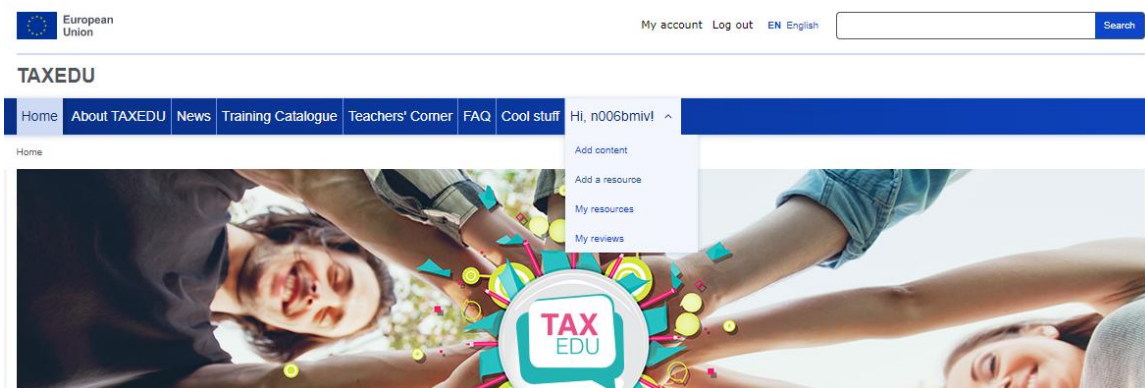


Figure 1 - Taxedu editor's menu



1.3 Post content in “Training Catalogue” section

The interface to add content in this section is the same as the one for Teachers. The only difference is that the Taxedu editor actually publishes the content without passing through additional checks.

It is important to highlight that, once the Taxedu editor publishes some content, it can be unpublished, edited, deleted using “My Reviews” section, like any other content published by a teacher.

1.4 Approve content from “Training Catalogue” section

The function is available only for **Taxedu editors**.

Select **Log in** to login into the system.

After login you will see, in the right side, the welcome message: **Hi, “user name”!**

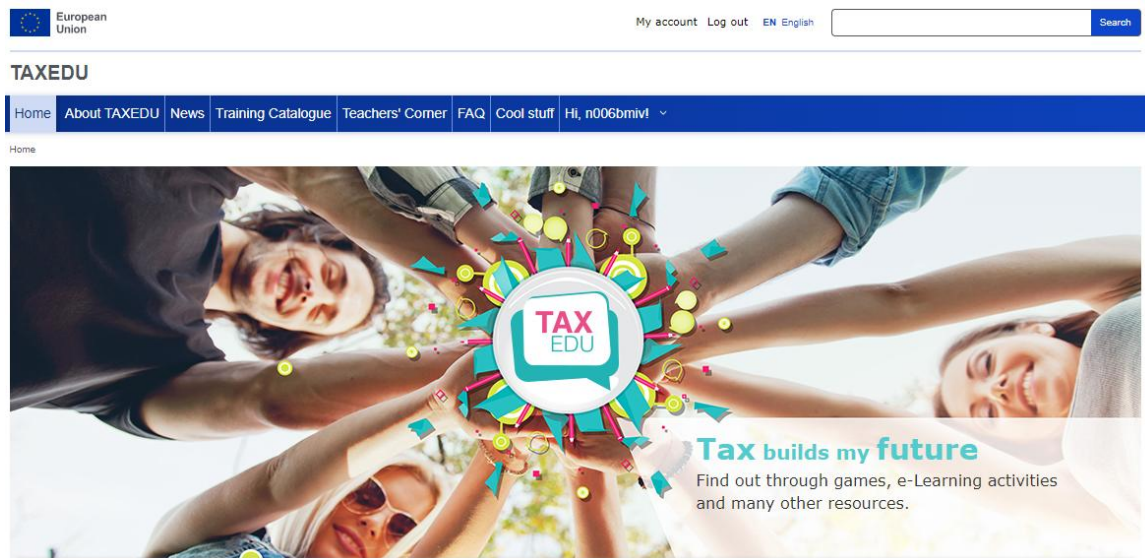


Figure 2 - Main menu

Step 1: Select “My reviews”;

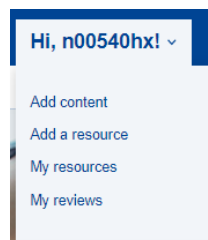


Figure 3 - „My reviews” option from the user’s menu



Step 2: Depending on the current status of the resource, you will have different actions you can choose. Select the action you want to be applied by pushing on “**Change status**”

My Reviews

Resource title	Author	Status	Date	Language	Actions
stuff	sorinilin	Needs Review	03-12-2020	English	+ Change status
Tackling Tax Avoidance: Why It Matters?	n0029mgm	Needs Review	05-02-2019	English	+ Change status

Figure 4 – My Reviews screen

Step 3: The three status are:

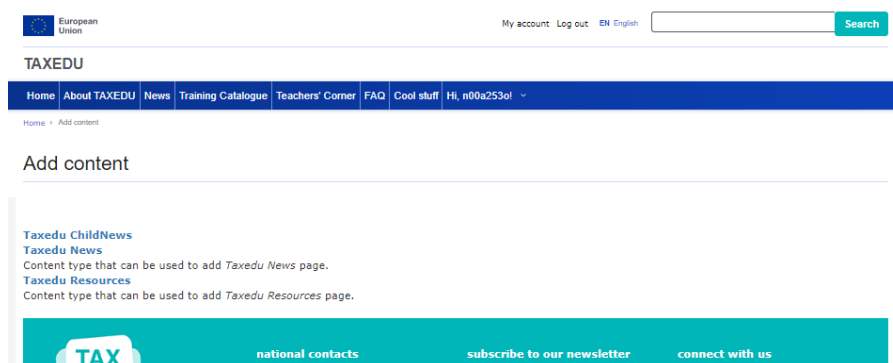
- Draft** – will change the resource’s status in “Not Published”
- Needs Review**.
- Published** – this action will change the resource’s status in Published and the resource will become visible on the portal.

1.5 Add, edit and delete content in “News and Events” section

1.5.1 Add an English NEWS article in News section.

Taxedu Editor can add **NEWS** articles in English.

Step 1: From the Taxedu editor menu select “**Add content**”



Step 2: Press “**Taxedu News**”.

Step 3: In the opened form fill in the fields as follows:



Content

- Title** – Type in the **NEWS** article title;
- Image** - Upload an image for the **NEWS** article. This image will be used for the **NEWS** article preview;
- Body** – Type here the **NEWS** article body;
- Author** – Type the name of the Author;
- Type** – Select between **news** or **newsletter**;
- Link** - It is used only when the field **Type** is **newsletter**. It contains an URL which points to an external document stored on the WEB containing the newsletter.

Step 4: Press the “Save” button.

European Union

My account Log out EN English

TAXEDU

Home About TAXEDU News Training Catalogue Teachers' Corner FAQ Cool stuff HI, n006bmiv! ▾

Home > Create Taxedu News

Create Taxedu News

Title

Image

Choose File No file chosen Upload

One file only.
200 MB limit.
Allowed types: png gif jpg jpeg.

Body (Edit summary)

B I [Link] [Image] [List] [Indent] [Outdent] [Source]

About text formats ?

Figure 5 – Create Taxedu News form

1.5.2 EDIT and DELETE NEWS articles

Taxedu Editor can **EDIT** and **DELETE NEWS** articles.

Step 1: From the the **News** page in section **NEWS AND EVENTS** select **Read more** from an article.

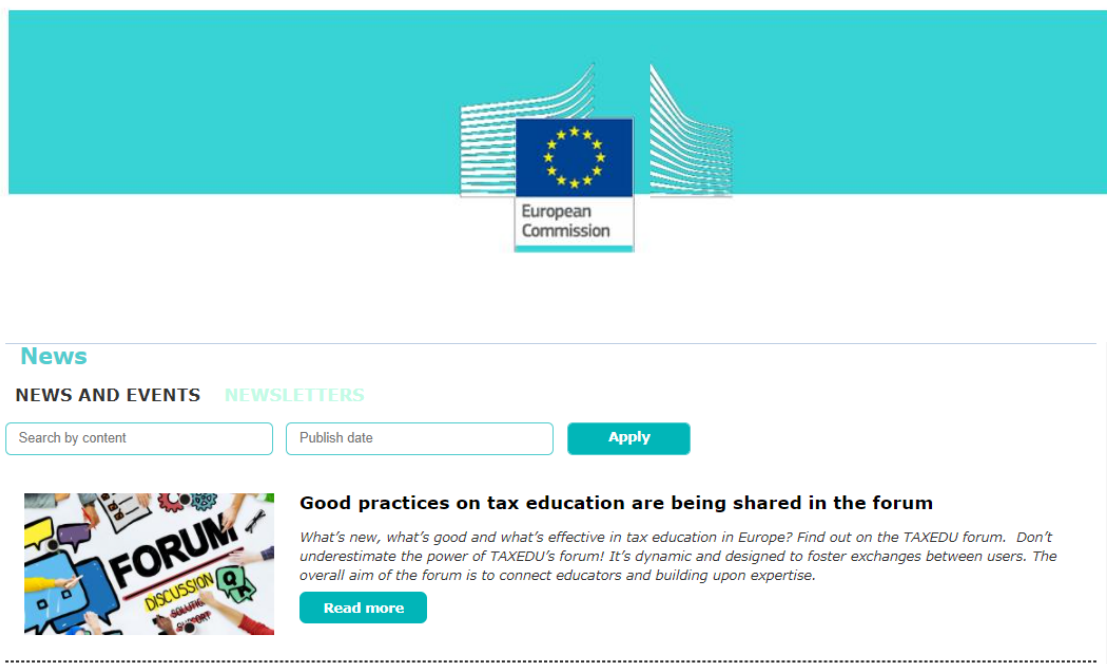


Figure 6 - Select article

Step 2: Select the **Edit** link from the top of page

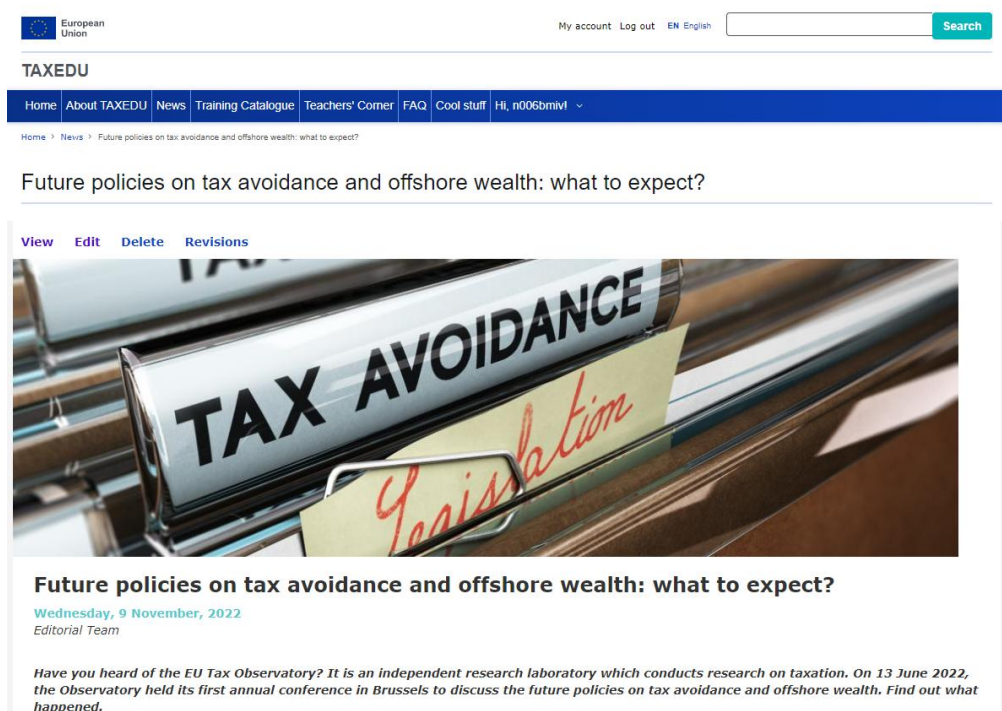


Figure 7 - Edit article

Step 3: In the opened form text fields and image can be modified.

Figure 8 - Modify text and image

Step 4: Press **Save** at the bottom of the form to save the changes.

Step 5: Press **Delete** at the bottom of the form to delete it.

Figure 9 - Save, delete article

Important Note.

The **Add “News”** article function is strongly recommended only for adding News in English language. The Portal allows you to add the title and the content of the News in a local language, but we are discouraging this because that content will be visible on the NEWS page for all the users without regard to the current language.

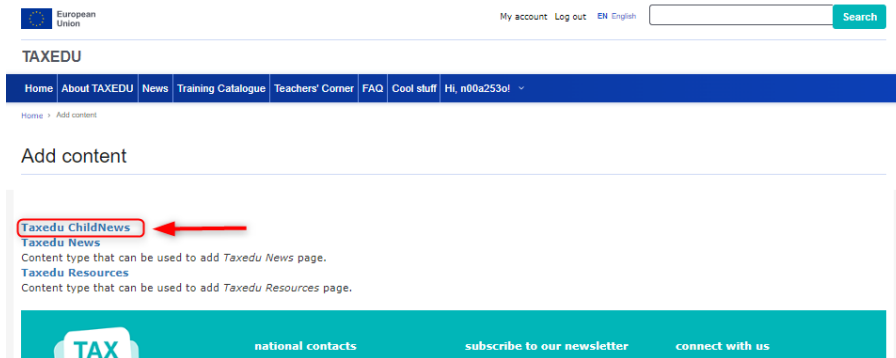


1.5.3 Add NEWS in local language (Multi-language NEWS).

This feature is available only when a **NEWS** article in English language already exists.

Step 1: From the Taxedu editor menu select “Add content”

Step 2: Press “Taxedu ChildNews”.



Step 3: In the opened form fill in the fields as follows:

Title – Edit the title of the **NEWS** article in the local language

Body – Enter the **NEWS** article content in the local language

News – Select the title of the **NEWS** article in English

Language – Select the language of this **NEWS** article



Step 4: Press the “Save” button to finish.

1.5.4 View NEWS articles in translated languages.

NEWS articles that have been translated in local languages can be seen in the **NEWS** page. The **NEWS** articles in the local language are visible under the content of the English **NEWS** article as shown in the image below:

How Barcelona team brings current affairs to civic tax education, Spain
Thursday, 18 November, 2021
Carmen Verdejo - DR Informàtica Cataluña, Tax Agency, Spain

Over the last two years we have all noted the importance of solidarity and cooperation between people and countries, and the role of taxes in this matter.

We have been bombarded by medias with previously unknown terms such as coronavirus, speed transmission or aerosol, but there has also been more talk than ever about taxation, wealth sharing and welfare state.

In the tax education talks given by the educators of the Barcelona campus of Catalonia Special Delegation, we used to take advantage of current news to inform young people about the details of our tax system and its importance in the development of countries and, above all, in people's lives.

Thus, during the confinement, we prepared new presentations that would allow us to be more dynamic, we created games that would test their knowledge about taxes, we compiled videos and news with the opinión of famous people on taxation. In short, we used computer tools well known to them along with the resources offered by TAXEDU and the AEAT tax-education websites, to explain and let them know what taxes are for, but even more, to encourage them to think, to express their opinion, to be active citizens in the construction of a fairer world for each and everyone.

Carmen Verdejo
DR Informàtica Cataluña
Tax Agency, Spain

Español

[Return to News List](#)

Click the arrow for the corresponding language to see the **NEWS** article in that language:

Carmen Verdejo
DR Informàtica Cataluña
Tax Agency, Spain

Español

Cómo el equipo de Barcelona traslada la actualidad a la Educación Cívico-Tributaria

Durante los dos últimos años, todos hemos constatado la importancia de la solidaridad y de la colaboración entre personas y países, y el papel relevante de los impuestos en este asunto.

Los medios de comunicación nos han bombardeado con términos antes desconocidos, como coronavirus, velocidad de transmisión o aerosol pero también han hablado más que nunca de tributos, reparto de riqueza o estado de bienestar.

En las charlas de educación tributaria impartidas por los educadores de la sede de Barcelona de la Delegación Especial de Cataluña, ya acostumbrábamos a aprovechar las noticias de actualidad para dar a conocer a los jóvenes los detalles de nuestro sistema tributario y su importancia en el desarrollo de los países y, sobre todo, en la vida de las personas.

Así, durante el confinamiento, preparamos nuevas presentaciones que nos permiten mayor dinamismo, creamos juegos que ponen a prueba sus conocimientos sobre impuestos, recopilamos vídeos y noticias con la opinión de personajes famosos sobre fiscalidad. En definitiva, utilizamos herramientas informáticas bien conocidas por ellos. Junto con los recursos que nos ofrecen TAXEDU y el portal de Educación Tributaria de la AEAT, para explicarles y darles a conocer para qué sirven los impuestos; pero, más aún, para animarles a pensar, a opinar, a ser ciudadanos activos en la construcción de un mundo más justo para todos y todas.

Carmen Verdejo
DRI Cataluña

[Return to News List](#)



1.6 Manage content in Teachers' Corner

1.1.1. Add content in Teacher's Corner section

The upload form developed is the same for all three pages: "Training Catalogue", "My Resources" and "Teachers' corner", figure below:

Home About TAXEDU News Training Catalogue Teachers' Corner FAQ Cool stuff Hi, n006bmivl

Upload Resource

Title

External Link for download this resource

English

Minidescription

Story Board

Image *

Choose File No file chosen Upload

One file only.
200 MB limit.
Allowed types: png gif jpg jpeg

Lesson plan

Age Group

Resource Type

Details

B I [Icons] [Icons] Source

Page display

☐ Training catalogue

☐ Teacher's corner

Launch Course

Resource material

Choose File No file chosen Upload

One file only.
200 MB limit.
Allowed types: txt pdf ppt pptx doc docx mp4 xls xlsx zip rar

Video

Save as

Draft

☐ I have read and understand the above requirements *

☐ I agree the material I want to upload can be downloaded by the others *

Save

About text formats

Figure 10 - Teachers' corner item creation interface



Step 1: From the Taxedu editor menu select “**Add a resource**”

Step 2: In the opened form you have to fill in the fields as follows:

- a. **Title** –Resource’s title (free text)

Title

- b. **External Link for download this resource**

External Link for download this resource

You have to put here a link to the place where is stored a package that contains the resource and that you can download on a computer when the button **Download this resource** on the resource’s details page is clicked.

A screenshot of the Taxedu resource details page. At the top, there is a header image showing a person's arm with a watch, and a text box with a quote from Emma: "Hi! My name is Emma and I have just been employed. The position is based in my home town, but there is also travelling involved in other EU Member States. I may be seconded to work for one year in another EU Member State. I'm wondering how taxes will affect my income... Victor, my Human Resources Manager should know. Let's go and ask him!". Below the header, the title "Employment income" is displayed. Underneath, it says "At the end of this module, you will be able:" followed by a list of learning objectives. Then, it states "The content of this training course:" followed by a list of disclaimers. At the bottom, there are three buttons: "Launch Course", "Download this resource" (which is circled in red), and "Report this resource".

- c. **Language** – select the language for your resource



English
Bulgarian
Spanish
Czech
Danish
German
Estonian
Greek
English
French
Irish
Croatian
Italian
Latvian
Lithuanian
Hungarian

- d. **Minidescription** – write a short description for your resource (free text)

Minidescription

- e. **Story Board** – Put here the link to the place where the storyboard is stored. This will allow a user to download the **Story Board** of the resource when pushing the button **Story board** in the **Teachers' Corner** page.(see the Figure 11 - Content display in "Teacher's Corner" section)

Story Board

- f. **Image** – Choose/ Upload a cover image to upload on server. The type file has to be jpeg, png, gif, jpg, and the max size has to be 200 MB.

Image *

Choose File
No file chosen
Upload

One file only.
200 MB limit.
Allowed types: png gif jpg jpeg.

- g. **Lesson plan** – Put here the link to the place where the Lesson plan is stored. This will allow a user to download the Lesson plan of the resource when



pushing the button **Lesson plan** in the **Teachers' Corner** page.(see the Figure 11 - Content display in "Teacher's Corner" section)

Lesson plan

h. **Age Group** – select the age group from the list

Age Group

Age Group

Children

Teenagers

Young Adult

i. **Resource Type** – select the resource type from the list below, taking into consideration that "**Lesson plans**" and "**Story Boards**" will not be included in the Training Catalogue page. They will be only included in the "Teachers' corner" page.

Resource Type

Resource Type

Microlearning

e-Learning

Lesson plans

Presentations (PPT)

Storyboards

Tip & tricks

Video

Guides

Reports

Other documents

j. **Details** – Write a long description which contains relevant information about your resource

Details



- k. **Page display** – select the pages where you want your resource to be published after the approval by a **TaxEdu Editor** or a **Webmaster**.

Page display

☐ Training catalogue

☐ Teacher's corner

- l. **Launch Course** – Put here a link to a video resource that will be launched when a user push on the button **Launch Course** in the **Details** page of the resource accessed from the **Training Catalogue**.

Launch Course

Hi! My name is Emma and I have just been employed. The position is based in my home town, but there is also travelling involved in other EU Member States. I may be seconded to work for one year in another EU Member State. I'm wondering how taxes will affect my income... Victor, my Human Resources Manager should know. Let's go and ask him!

EMMA

Employment income

At the end of this module, you will be able:

- to understand what is an employment relationship
- to define what employment income is
- to identify how the income tax applies
- to identify the impact of social security contributions on employment income
- to identify how you can avoid double taxation

The content of this training course:

- is of general nature only and is not intended to address the specific circumstances of any particular individual or entity;
- does not provide professional or legal advice;
- is valid as of the date of its publication. Updated VAT rates can be consulted on EUROPA.

Only European Union legislation published in the Official Journal of the European Union is deemed authentic.

Launch Course

Download this resource

Report this resource

- m. **Video** - Enter here link to video format file. The link will be opened on you push on **Play Clip** in **Teacher's Corner**. (see the Figure 11 - Content display in "Teacher's Corner" section)

Video

- n. Check **"I have read and understood the above requirements"**
- o. Check **"I agree the material I want to upload can be downloaded by the others."**

Step 4: Click **"Save"**.



The uploaded material will be displayed in the way described in the figure below.

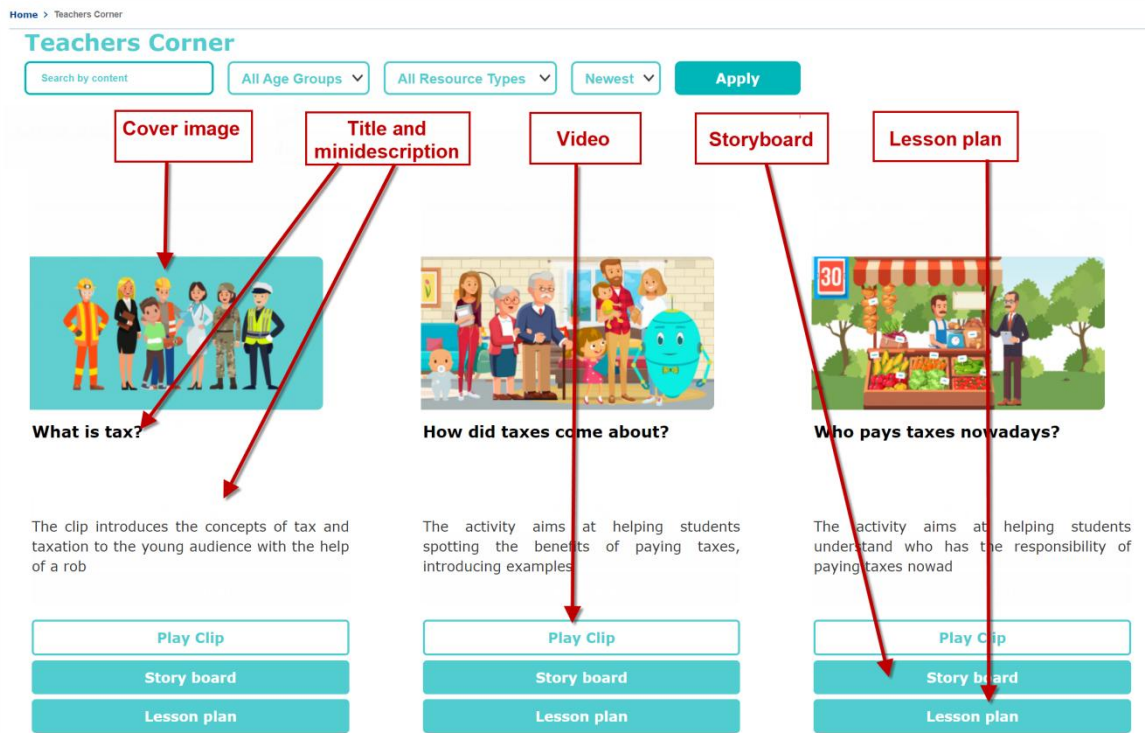


Figure 11 - Content display in "Teacher's Corner" section

1.7 Webmaster (content manager)

Webmaster is the administrator of the Portal and can:

- Perform the same activities of the other roles
- Manage the entire Portal and its structure
- Manage content published/uploaded by anyone
- Upload content in all sections
- Update FAQ
- Create newsletters

All the permissions for the **Webmaster** are assigned using the Drupal portal built-in admin role. The in-depth documentation for administering a Drupal 8 website can be found at <https://www.drupal.org/docs/administering-a-drupal-site>. All the functions are available using the overlay menu at top of pages, see figure 97 below:

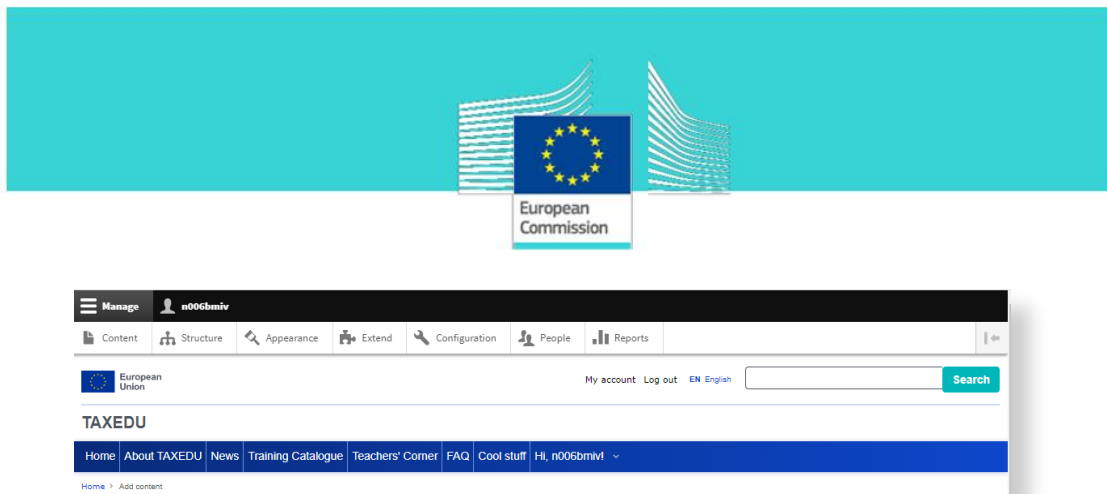


Figure 12 - Webmaster overlay menu

Additional information:

- For security reasons, part of the material displayed on the Portal are hosted on a static webpage hosted by DG DIGIT (for ex. the items in “Cool stuff” and the ones linked in the “National Resources”). The workflow foresees that the content is passed on to DG DIGIT through FTP to be uploaded. The material has then to be linked in the Portal itself.
- For policy reasons, the Audio visual material created within the TaxEdu project and posted on the website is hosted on the AV Portal of DG COMM and then linked in the website.

1.7.1 Cool Stuff

The Cool Stuff section, as mentioned in content upload paragraph, is basically a repository for visual items developed in the frame of the project.

The page, for the moment, displays a number of different types of items as shown in the image below:

- Video
- Visuals
- Gifs
- Photos
- Infographics
- PPT presentation
- Info sheet
- Mini games



Figure 13 - Cool Stuff page



The items displayed in this section are stored on a static webpage and are available for download pushing on the relevant button.

To update/change/add content in the Cool Stuff page, the content has to be uploaded on the static webpage. The new links to the content (e.g. Video, Visuals, etc.) will be saved by the Webmaster in the Cool Stuff page using the Drupal admin interface. The body of the page is accessible in the built-in editor and the links can be modified using the editing tools present in the interface, as in the fig. 99 - 100: Edit links on Cool Stuff page.

More in details:

- Have the content available on an FTP
- Ask Europa support team to have it uploaded on the dedicated static webpage (Sebastian.COLOMAR@ext.ec.europa.eu - Florin-Mircea.BOTA@ec.europa.eu).
- Change the links if needed (if for example the zip file containing all the photos keeps the same name, this step will not be necessary)
- Perform a clear cache operation from the Drupal admin interface.