

# Before publishing: Check the landing page

Sometimes you can miss updating the landing page as it is not part of the PDF. Please ensure all sections here are up to date and work in **both languages** before publishing.

1. Under the report, click **Start**
2. The start page is made up of different blocks that work like Lego pieces. Tap one of these to edit them.
3. Different blocks have different fields that need to be updated.

The screenshot displays a web application interface for managing content. At the top, a dark blue navigation bar contains links for Content, Media, Settings, Users, Members, Translation, and Assets Editor. Below this, a sidebar on the left shows a tree view of content items. The 'Start' item is highlighted with a red box. The main area on the right is divided into three sections: Settings, General, and Properties. The Settings section includes toggles for 'Umbracnavihide' and 'Disable dictionary'. The General section features a 'Content blocks' list, which is also highlighted with a red box. This list contains several blocks: 'Hero - Delårsrapport Q2 2022', 'Message - Rekordsättning trots produktionsstörningar', 'Counting numbers block - KVARTALET I KORTHET', 'Image background block', 'Graphs block', 'Image background block', 'Combo block', and 'Rte block -'. An 'Add content' button is at the bottom of this list. The Properties section at the bottom includes a 'Use Legacy Meta Viewport' toggle and some technical details about the viewport.

Swedish (Sweden) Start

Content

- Manual
- Delårsrapport Q3 2022
- Start**
- Perioden
- Finansiell information
- Övrigt
  - Detta är Boule Diagnostics
  - Kalender
  - Presentation och telefonkon...
  - Kontaktpersoner
- Funktioner
- v8
- Demo
- Årsredovisning
- Login
- Cookies
- Forbiddet
- Error 404
- Recycle Bin
- Export HTML
- Delårsrapport Q2 2021

Settings

Umbracnavihide ☐ x  
Dölj från menyn

Disable dictionary ☐ x

General

Content blocks ...

- Hero - Delårsrapport Q2 2022
- Message - Rekordsättning trots produktionsstörningar
- Counting numbers block - KVARTALET I KORTHET
- Image background block
- Graphs block
- Image background block
- Combo block
- Rte block -

Add content

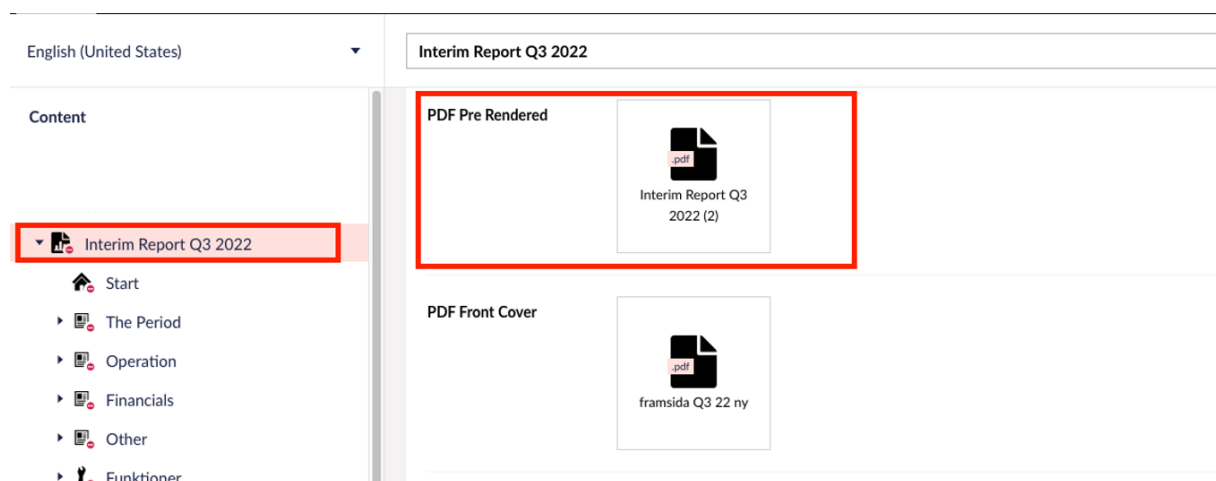
Properties

Use Legacy Meta Viewport ☐ x  
True: width=1000  
False: width=device-width,  
initial-scale=1

# Before publishing: Upload finished pdf documents

When the report is completely finished and no new changes are to be made, it is time to upload fixed PDFs. These are uploaded to speed up the download for visitors as they do not have to wait for the report to be generated each time.

1. Upload the finished PDF reports in **Media**.
2. Go to the report node (**eg Interim Report Q2 2022**) and scroll down to the PDF section.
3. Here you select the Swedish PDF and the English as finished reports.



**ATTENTION!** As long as there are pdfs uploaded in these nodes in the media library, download will retrieve the fixed PDF. If you still need to make a change to download a newly created pdf, you need to remove the files in these nodes for the pdf generator to work normally.

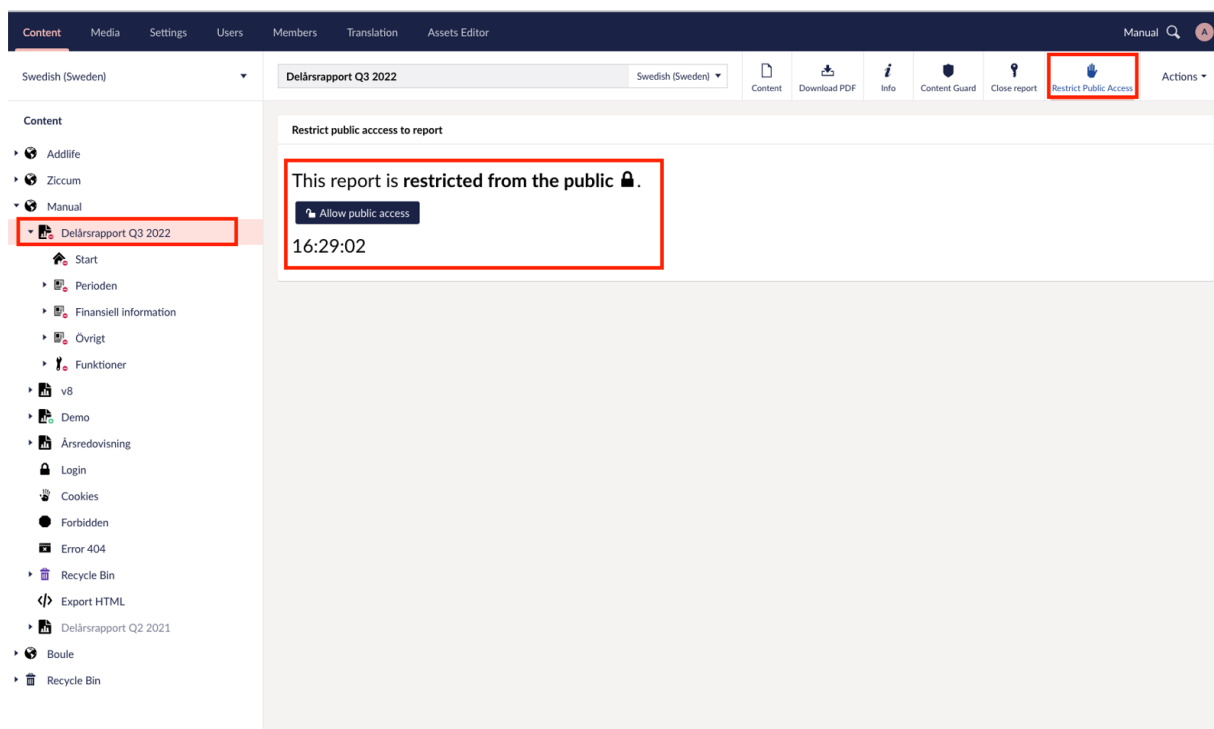
**For annual reports :** Go to the respective main node in content. Then go to the "PDF" tab and upload PDFs for each section.

## Make the page visible to the public (remove password)

In the report, we work with pages that are live but have password protection on content and media so that they cannot be accessed by the public. When you are ready to make the report visible to the public, simply remove the password protection.

1. In content: right-click the top node of the report.

2. Select "**Restrict public access**" in the menu at the top right.
3. Here you see the time and button to make the report available to the public. Note that never release the report before the press release has expired.
4. Click on "**Allow public access**" and confirm with "OK" in the box that appears.
5. The report is now visible to the public.



## Update navigation and lock the report

At the top right of each report are links to previous reports. **After publication**, this will be updated.

1. In content: right-click on the highest node (customer name).
2. Select report lists and then year. If the year does not exist, you can create a new year.
3. Select add content to add a new report.
4. If the report has two languages, use "Report in content" and select the report node. If unsure look at previous reports.

If the report is only in one language, direct links must be inserted or if you want to link to external links or PDF files.

5. Notify your KAM that you are finished and then the report is locked so that no changes are made by mistake.

Swedish (Sweden)

Ziccum

Swedish (Sweden)

Content

Info

Content Guard

Content

Ziccum

Delårsrapport Q3 2022

Forbidden Access

Export HTML

Cookies

Login

Error 404

Robots.txt

Sitemap XML

Recycle Bin

Report properties

Redirect

Delårsrapport Q1 2022

<https://reports.ziccum.com/delarsrapport-q1-2022/>

Edit Remove

Report lists

2022

Year \*

2022

Reports

Item 1

Item 2

Item 3

Report in content

Delårsrapport Q3 2022

</Delårsrapport Q3 2022>

Remove

Link Swedish

Add up to 1 URL(s)

Add

Link English

Add up to 1 URL(s)

Add

Add content

2021

2020

Add content

4