Content Posts

Content Posts have uploaded files that can be viewed online, downloaded or shared by email.

Topics

How do I locate content posts?

How do I create a post?

How do I add a post to a specific catalog folder?

How do I add a post to spoke sites?

How do I feature a post?

How do I make the post private?

What additional options can I add to a content post?

How can viewers see and share a post?

Content Posts

Content Posts have uploaded files that can be viewed online, downloaded or shared by email. Content posts can have a PDF, DOC, PPT, audio file or video files. They have a title, description and keywords to help viewers find them.

Align DataSheet
Online Partner Resource & Marketing Portal

What's This?

Edit Post

Download File

Description | View Description |

Align, Powered by Convey, is the online Partner Resource and Marketing Portal that creates alignment ...

Topics
Align

More on These Topics

Southfield, MI, August 15,.. →

Email Overload - Costing Your.. →

Webinar: Upgrades from Convey.. →
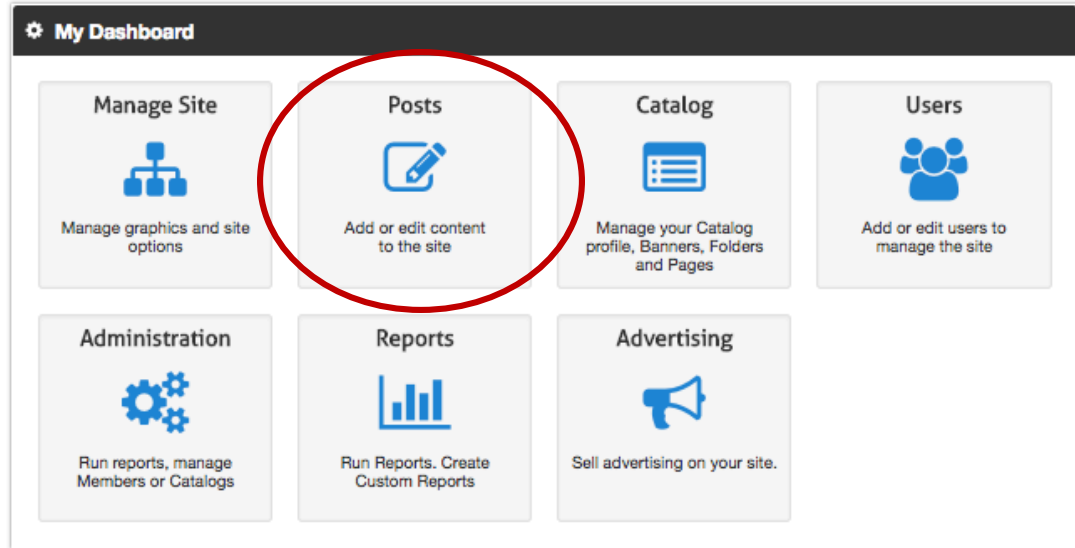
Virtual Office Enterprise

QUICK TIP A viewer's ability to download your file or share it be email is pre-selected for you. Content posts get more views if you keep those selections when you post content.
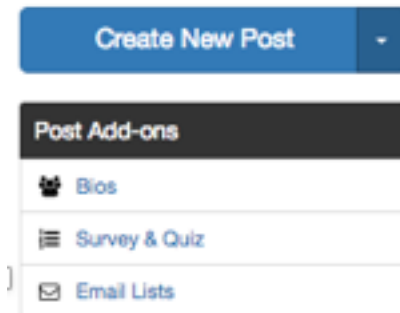
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How do I locate content posts?
Login, and select "Posts" from your dashboard.

You will be presented with all of the posts you have added along with a menu on the left navigation bar to create a new post or to manage post add ons such as biographies, surveys & quizzes and catalog email lists for email campaigns.

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How do I create content posts?
Once you have selected "Post" from the main dashboard, you will be taken to the Post Dashboard. Click the "Create New Post" drop down on the left side of the page, then select "Content" from the men.

QUICK TIP — From the Post Dashboard, you can edit, copy or delete existing posts. Posts will always display in order of the most recent post appearing at the top of the list.

Content Posts

Content Posts

How do I create content posts?

Enter a title, topic keywords and select a post type, then describe your post. Browse your computer to find your file, then click to upload it. Publish the post now, save it as a draft or schedule it. Click the Manage Options button to add the post to spoke sites or a folder or the "Select Member Types" button to make this a members only post. Click More Options to add other post options.

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Step 1 Post Info (required) **Step 2** Additional Options (optional) **Step 3** Payment (optional) **Step 4** Review Submit (required)

Title, Keywords, and Description

Enter a title and an optional subtitle

Enter Content Post Title

Optional Subtitle

Select a type

Article

Enter topics and industries keywords

Topics and industries add keywords to your post for search.

Click to enter topics (required)   Click to select industry type (optional)

Enter a description (optional)

Upload File, Allow Email Share

Upload a PDF, DOC/DOCX, PPT/PPTX. Maximum Size: 1 GB.

+ Select file   Upload

☑ View Online
☑ Download
☑ Allow Email Share

Sites, Folders and Features

Add this post to folders, spoke sites and make it featured.

Manage Options

This post will be added to 4 of 4 sites.

Member Only

Select member types on each spoke site, selected above, that can view this post. There are displayed only the spokes that have 'Member Only Post' option enabled.

Select Member Type

Note: all member types can access it by default.

Publish, Draft, Schedule

Publish now, save as a draft or schedule this post.

○ Publish Now
○ Save As Draft
○ Schedule

Cancel   Post Now   More Options

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How do I add a post to a folder and to other connected spoke sites?
Select "Manage Options" under Sites, Folders and Features in step one. A pop up window will appear to add your post to other sites and select a folder for it.

How do I feature a post?
Select "Manage Options" under Sites, Folders and Features in step one. A pop up window will appear to let you select "feature" along with the dates you want this post to be featured.

Add this post to spoke sites, folders on those sites and feature posts by clicking the check box and adding an optional start and end date. Selecting options in "All Sites" applies those options to all spoke sites.

Site	Add to Catalogs	Folder	Feature	Feature Dates
All Sites	☑	All Posts	☐	
Convey Channel Convey Services		All Posts	☐	
Spoke Sites				
Alliance Partners Convey Services	☑	All Posts	☐	
Cloud Conventions Convey Services	☑	All Posts	☐	
Demo Convey 2 Convey Services	☑	All Posts	☐	
Vendor Match Convey Services	☑	All Posts	☐	

Save

QUICK TIP

Featured posts have a gold star next to them and appear at the top of the post list in your content catalog.

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What is a member's only post?

A member's only post will be visible to specific types of members once they login to the site. To select the type of members allow to view the post, click "Select Member Types" from the Members Only section in Step 1 of the posting process. Select the member types from the list. If you are posting content that will be viewable on spoke sites, select the member types on the individual spoke sites.

Select the member types that can view this post for each individual spoke site. If no selection is made, all member types are selected.

☐ Select All Member Types

Select Site:

✓ Convey Channel (Hub)
Alliance Partners
Vendor Match

Show [10 ▼] records

☐	Spoke Site	Member Type
☐	Convey Channel (Hub)	All Members

Showing 1 to 1 of 1 entries (filtered from 4 total entries)

[First] [Previous] [1] [Next] [Last]

Please select spokes from Manage Options.

[Save]

QUICK TIP

If a post is selected as "members only", others that do not have permission to view the post will not be allowed to see it.

Content Posts

Content Posts

What additional options can I add to a content post?

Additional options for a post appear in Step 2 of the wizard. These additional options include adding a profile of an individual, adding a survey or quiz, or sending an email announcement to contacts in a pre-uploaded email list. If this post is for purchase, the ability to select if it was for purchase would appear in this step.

Topics (sidebar)

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QUICK TIP

Survey & Quiz and lists for Email Announce are created in Post Add Ons. Refer to the Post Add Ons training to see how these features work.

Content Posts

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Can I review and confirm my options before I "post"?

Yes. If you are not adding additional options, you can complete the posting process in step 1. You also have the option of going through the entire posting wizard and confirming your options in the final step.

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QUICK TIP Most posts can be completed and added in step 1 of the posting wizard.

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Viewers access your post by finding it in search from the home page, seeing it appear in one of the rotating posts on the home page, or going directly to the catalog. They can view it online and go full screen, download the file, or share it via social media or 1 touch email share.

QUICK TIP If you turn off file download or email share in the posting process, these buttons will not appear to the viewer.