

Content Posts

Content Posts

Locate

Create New

Step 1

Folders Sites Features

Members Only

Step 2

Confirm & Save

View & Share

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.

The screenshot shows a content post interface. At the top, there's a title 'Align DataSheet' and a subtitle 'Online Partner Resource & Marketing Portal'. To the right of the title are social sharing icons for Facebook, Twitter, LinkedIn, and Google+, along with an 'Email' button. Below the title is a 'Data Sheet' icon and a 'Download File' button. The main content area shows a preview of the data sheet, which includes the 'Align' logo, a list of features under 'Align Your Channel', and a section for 'UberLex Systems' with a video player and text about 'Proven Leadership in The Cloud'. To the right of the preview is a 'Description' section with a 'View Description' button and a paragraph of text. Below the description are 'Topics' and 'More on These Topics' sections with various links and icons.



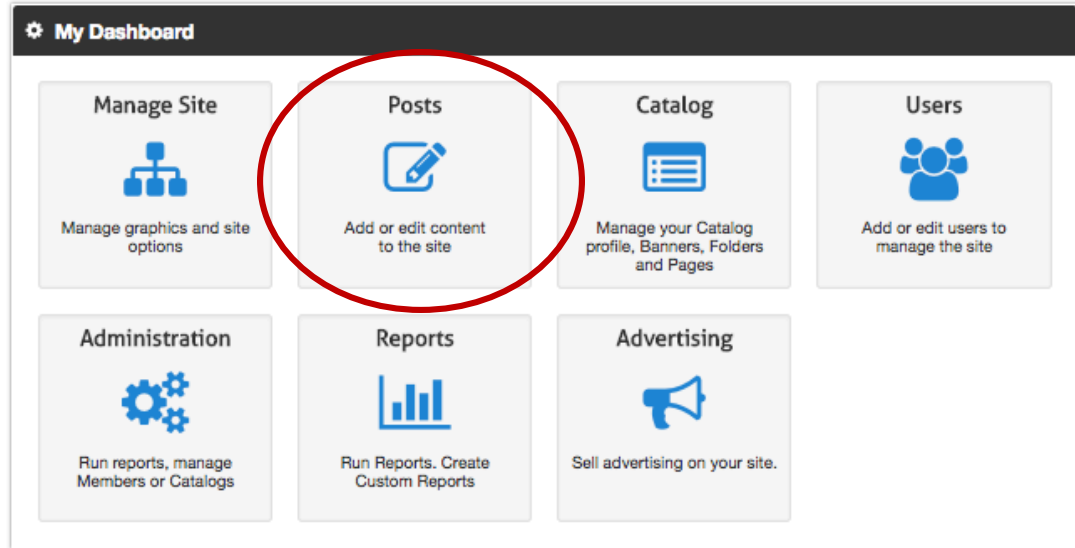
QUICK TIP

A viewer's ability to download your file or share it by email is pre-selected for you. Content posts get more views if you keep those selections when you post content.

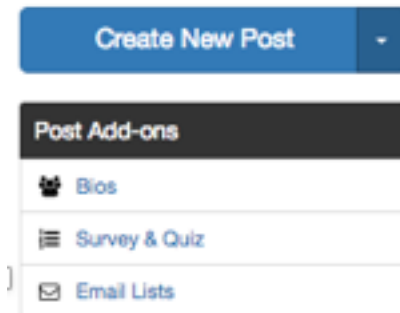
Content Posts

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 menu.

The screenshot shows the 'Posts' dashboard. On the left, there is a sidebar with a 'Create New Post' button circled in red. Below it are sections for 'Post Add-ons' (Bios, Survey & Quiz, Email Lists) and 'Site Post Options' (Post Options). The main area displays a list of posts with search and filter options. Two posts are visible:

- Webinar: Upgrades from Convey for Vendors**
If you participate on any of Convey's 43 master agent portals or are cu...
Type: Quick Post
Subtype: Recorded Session
Post Status: Live
Date Created: 12/14/2016 02:12 PM
Created by: Brent Palmer
Render Status: Complete
Buttons: Edit Post, Copy, Delete Post
- Webinar: Upgrades from Convey for Master Agents**
Convey has been busy in Q4 of 2016 adding new capabilities to Conv...
Type: Quick Post
Subtype: Recorded Session
Post Status: Live
Date Created: 12/14/2016 02:02 PM
Created by: Brent Palmer
Render Status: Complete
Buttons: Edit Post, Copy, Delete Post



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

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.

The screenshot displays a multi-step form for creating a content post. At the top, a progress bar shows four steps: Step 1 (Post Info, required), Step 2 (Additional Options, optional), Step 3 (Payment, optional), and Step 4 (Review Submit, required). The main form is divided into several sections:

- Title, Keywords, and Description:** Includes fields for "Enter a title and an optional subtitle" (with a sub-field for "Optional Subtitle"), a "Select a type" dropdown menu (set to "Article"), and "Enter topics and industries keywords" (with sub-fields for "Click to enter topics" and "Click to select industry").
- Enter a description (optional):** A large text area with a rich text editor toolbar.
- Upload File, Allow Email Share:** Features a "Upload File" button, a "Maximum Size: 1 GB" limit, and checkboxes for "View Online", "Download", and "Allow Email Share".
- Sites, Folders and Features:** Includes a "Manage Options" button and a note: "This post will be added to 4 of 4 sites."
- Member Only:** Contains a "Select Member Type" button and a note: "Note: all member types can access it by default."
- Publish, Draft, Schedule:** Offers radio buttons for "Publish Now", "Save As Draft", and "Schedule".

At the bottom right, there are three buttons: "Cancel", "Post Now", and "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	<input checked="" type="checkbox"/>	All Posts	<input type="checkbox"/>	
Convey Channel Convey Services		All Posts	<input type="checkbox"/>	
Spoke Sites				
Alliance Partners Convey Services	<input checked="" type="checkbox"/>	All Posts	<input type="checkbox"/>	
Cloud Conventions Convey Services	<input checked="" type="checkbox"/>	All Posts	<input type="checkbox"/>	
Demo Convey 2 Convey Services	<input checked="" type="checkbox"/>	All Posts	<input type="checkbox"/>	
Vendor Match Convey Services	<input checked="" type="checkbox"/>	All Posts	<input type="checkbox"/>	

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 records

<input type="checkbox"/>	Spoke Site	Member Type
<input type="checkbox"/>	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.



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.

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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.

The screenshot shows a multi-step wizard interface. At the top, four steps are listed: Step 1 (Post Info, required), Step 2 (Additional Options, optional), Step 3 (Payment, optional), and Step 4 (Review Submit, required). Step 2 is currently active. The main content area is divided into two panels. The left panel, titled 'Additional Options', contains a light blue box with the text 'Add an individual's profile to your post.' Below this, there is a section 'Add individual's profile' with a 'More...' link and a checkbox labeled 'Add profile'. The right panel, titled 'Free or Paid', asks 'Will you charge for this post?' with radio buttons for 'No' (selected) and 'Yes'. Below that, a section titled 'Survey, Quiz, Announce' asks 'Select other options for this post?' with checkboxes for 'Survey & Quiz' and 'Email Announcement'. An important note states: 'Important: Create a survey, quiz or email list in advance by selecting "Posts".' At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Next'.



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.

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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.

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

Review Post

i Post Information

Type:	doc
Title:	Align DataSheet
Subtitle:	Online Partner Resource & Marketing Portal
Description:	Align, Powered by Convey, is the online Partner Resource and Marketing Portal that creates alignment between you, your partners and their customers. Align is designed to inform, educate, and engage partners and help them market to their prospects & customers.
File:	Align DataSheet 9-27-16.pdf
Topics:	<input checked="" type="radio"/> Align

Cancel Back Save



QUICK TIP

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

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How can viewers see and share my post?

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.

The screenshot shows a content post titled "Align DataSheet" with the subtitle "Online Partner Resource & Marketing Portal". The post is from "Convey". In the top right corner, there are social media sharing icons for Facebook, Twitter, LinkedIn, and Google+, along with an "Email" button, all of which are circled in red. Below the title, there is a "Download File" button, also circled in red. The main content area features a "box" with the "Align" logo and a list of "Align Your Channel" tasks. Below this is a preview of the "Align" portal, which includes a search bar, a "UberLex Systems" advertisement, and a "2017 Sales Contest" announcement. To the right of the main content, there is a "Description" section with a "View Description" button, and a "Topics" section with a list of related topics like "Southfield, MI, August 15,..." and "Email Overload - Costing Your...".



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