

Post Types

Post types tell the viewer what type of content they will look at. Post types may include product literature, training videos, case studies, rebates, and more.

Topics:

[How do I add a post type?](#)

[How do I assign a post type to a catalog folder?](#)

[How do I delete a post type?](#)

[How do I set a post type to be “scheduled” during the posting process?](#)

Add a Type

Post Type Options

Post Types

Add a Post Type

Go to Manage Site -> Post Options -> Post Types.

Click the type of post (content, event, quick post), then click “Add New”. Enter the post type name, and as an option, select a folder for that post type to automatically be added to. Click “add”, then click “Save”.

Select Post Type:

Add New Custom Post Type

Name

Type

Folder



Post types are used as a filter in the site search engine. They also appear in the header of the post. Customize the names of the post types to fit your individual business needs.

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How do I assign a post type to a catalog folder?

Assign a post type to a catalog folder when you add the post type or edit an existing type. For an existing post type, find it in the list, then select a folder for that post to automatically be added to.

How do I delete a post type?

Find a post type, then click “delete”. Click Save.

How do I set a post type to be “scheduled” during the posting process?

Find a post type, then click “scheduled”. When an administrator selects that type during the posting process, the schedule button will be highlighted.

<input checked="" type="checkbox"/>	Name	File Type	Folder	Action
<input checked="" type="checkbox"/>	Account Management	Document	All Posts	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	Agreement	Document	All Posts	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	Article	Document	All Posts	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	Audio conference call (recorded)	Audio	All Posts	<input type="button" value="Edit"/> <input type="button" value="Delete"/>



Posts can automatically be added to a folder during the posting process. This keeps posts organized in a catalog. Selecting “schedule” ensures that a poster will remember to schedule certain post types that are time sensitive.