

Popular & More

Popular & More

Locate & Set Up

Layout

Catalogs

Posts

Confirm

Manage

The Popular & More sections showcase posts & catalogs on the home page. The sections can be turned off or automated.

Topics:

Where do I go to set up or manage these sections?

How do I set up a section?

What layout options do I have?

How do I select catalogs to be featured in a section?

How do I select posts to be featured in a section?

How do I confirm set up options?

How to I manage a section?

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The Popular & More sections appear below the home page featured boxes and are managed by a site administrator.

The screenshot displays a website's content management interface. At the top, there are several featured boxes: 'Upcoming Events' with a calendar for November, 'Why X4?' with a video player, and 'Learn More' for Sandler and X4 Solutions. Below these is a 'Sponsored' section with 'Level 3 Products'. The main content area is divided into two sections: 'Popular' (circled in red) and 'More' (circled in red). The 'Popular' section contains a grid of content items including 'Windstream Wave Service...', 'Windstream Fixed Wireles...', 'MegaPath Hosted Voice ...', 'Customer Case Study - A...', 'Fiber Ethernet Sales Slick', and 'Ethernet Power Positioning'. The 'More' section contains a grid of articles and brochures such as 'Masergy Adds Ad...', 'Q3 Top Partner CL...', 'Q3 SIP Trunking ...', 'Q3 Business T1 P...', 'Q3 Partner Prom...', 'Q3 Partner Spiff S...', 'AireSpring Ethern...', and 'AireSpring Call R...'. Navigation arrows are visible on the right side of the content grids.

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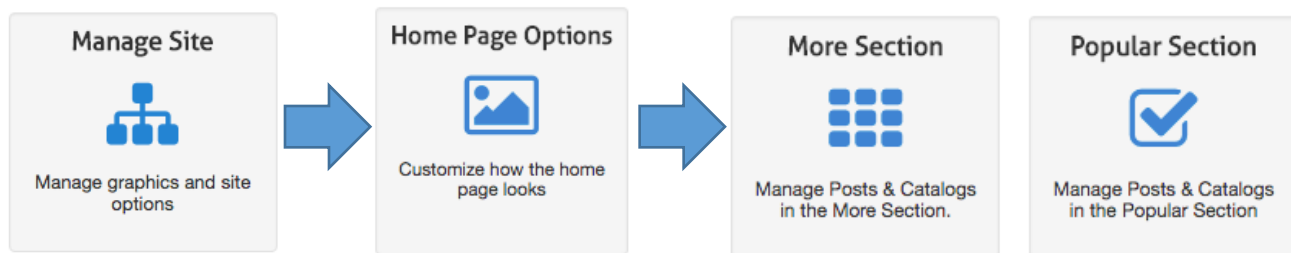
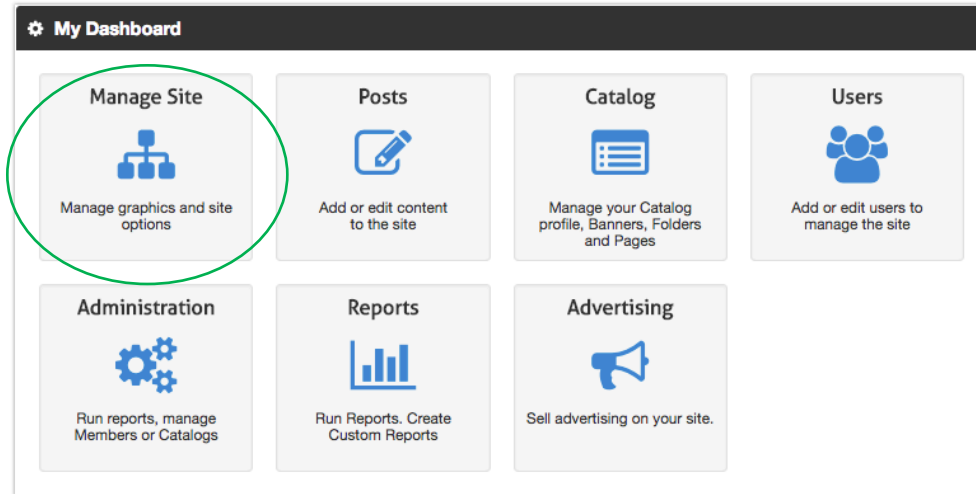
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Where do I go to set up or manage these sections?

Select Manage Site from your Dashboard. Select Home Page Options, then select either the More Section or Popular Section. Select “Set Up” or “Manage” once from the side navigation.



What is the difference between More & Popular sections?

The Popular Section appears just below the feature boxes. The thumbnails of the catalogs and posts are larger. The More Section appears just below the Popular Section with smaller thumbnails.

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What options do I have on the layout of a section?

Create a layout for a section by selecting the number of rows and number of items per row. Select the number of pages to appear when the viewer selects the right arrow. Select the number of posts and catalogs. Select how often the system will rotate the selections. Click Next to move to the next step.

Setup Popular Section

Step 1 Setup (required) Step 2 **Select Preferences** (required) Step 3 Add Catalogs (required) Step 4 Select Post Types (optional) Step 5 Confirm & Save (required)

Create a layout for the Popular section by selecting the number of rows and number of items per row. Select the number of pages to appear when the viewer selects the right arrow.

Rows	# Per Row	Pages
<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="2"/>
Total Selection 24		

Selected Layout

Select the number of posts and catalogs. Select how often the system will rotate the selections.

Posts and Catalogs # Posts **Show Post Created In The Last**

Posts Only # Catalogs

Catalog Only Total **24**

Rotation Schedule

Start and Stop (optional)

Maximum Post Per Catalog



QUICK TIP

Select the number of catalogs vs. posts that add up to the total number of available spaces. If the math doesn't add up, the system will display an error message and ask you to try again.

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How do I select catalogs for the section?

Select the catalogs on your site that are allowed to be featured in this section. The automation will rotate your selections on and off the home page.

Setup Popular Section

Step 1 **Setup** (required) Step 2 **Select Preferences** (required) Step 3 **Add Catalogs** (required) Step 4 **Select Post Types** (required) Step 5 **Confirm & Save** (required)

Select or Deselect Specific Catalogs

Enter catalog name

Show records

<input type="checkbox"/> Select	Catalog Name ↕
<input type="checkbox"/>	123Net
<input checked="" type="checkbox"/>	1Source International
<input checked="" type="checkbox"/>	2016 Cloud Conventions
<input type="checkbox"/>	2Talk
<input type="checkbox"/>	365 Data Centers



QUICK TIP

If you have selected to not feature catalogs in the previous step, the wizard will skip this automatically.

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How can I select post types to appear in the section?

Select the post types on your site that are allowed to be featured in this section. The automation will rotate your selections in and out based on your criteria.

Setup Popular Section

Step 1 **Setup** (required) Step 2 **Select Preferences** (required) Step 3 **Add Catalogs** (required) **Step 4 Select Post Types** (required) Step 5 **Confirm & Save** (required)

Select post types to appear in the Popular section. Search for a type and click to select.

Show records

<input checked="" type="checkbox"/>	Post Types	Content, Event, Blog, Quick Post
<input checked="" type="checkbox"/>	Account Management	Content
<input checked="" type="checkbox"/>	Agreement	Content
<input checked="" type="checkbox"/>	Article	Content



QUICK TIP

If you have selected to not feature posts in step 2, the wizard will skip this automatically.

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How do I confirm the set up process?

Confirm your criteria in Step 5 of the wizard and then click Save to complete the process.

Setup Popular Section

Step 1 **Setup** (required) Step 2 **Select Preferences** (required) Step 3 **Add Catalogs** (required) Step 4 **Select Post Types** (required) Step 5 **Confirm & Save** (required)

Confirm and click save. Click Back to return to make changes before saving.

Popular Selections: On
Title: Popular
Automated Selections: On
Selected layout: 24
Catalogs Selected: 5
Post Types Selected: 58
Post Per Catalog:

[View Selected Catalogs](#)
[View Selected Post Types](#)

Rows	# Per Row	Pages
3	4	2

Selected layout			

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How can I manage the section?

Click “Set Up Popular (More) Section” to turn it on or off and to set up automation You can manually manage the section in “Manage Popular (More)Section” by toggling between catalogs and posts, and scheduling specific information to be featured.

Manage Popular Section

Add or change posts or catalogs in the Popular Section. Toggle between posts and catalogs to see current selections. Deselect items or select new ones.

Select Posts or Catalogs

- Posts
- Catalogs

Search

Enter post title or keyword

Filter by Post Type

Select Some Options

Filter by Catalog

Select Some Options

Current 'Popular' selections are displayed first. Select posts and enter start and stop date. If no date is entered, 'Popular' posts will be added immediately.

Show records

<input checked="" type="checkbox"/> Post	Catalog	Type	Posted	Start	Stop
<input checked="" type="checkbox"/> Less Can Be More	Convey Classroom	CEO Insights	06/20/2016 16:01:05	<input type="text" value="Date"/> <input type="button" value="🗑️"/>	<input type="text" value="Date"/> <input type="button" value="🗑️"/>
<input checked="" type="checkbox"/> Wisdom from Convey Subscribers	Convey Classroom	CEO Insights	06/02/2016 14:16:54	<input type="text" value="Date"/> <input type="button" value="🗑️"/>	<input type="text" value="Date"/> <input type="button" value="🗑️"/>
<input checked="" type="checkbox"/> Lights, Camera, Action!	Convey Classroom	CEO Insights	05/31/2016 10:57:47	<input type="text" value="Date"/> <input type="button" value="🗑️"/>	<input type="text" value="Date"/> <input type="button" value="🗑️"/>



Any manual changes made in the manage section will always override any settings created in automation.