



Catalog or site administrators add content to a portal. Content is organized into content catalogs and can include uploaded files or text & graphics. Posts can be viewed online, shared via email or downloaded.

Posting Content



Easy content posting

Create a content post in one easy step by adding a title, selecting a content type, entering keywords and either uploading a file or filling out the text & graphics section. Upload an optional thumbnail image and post.



Display Content

Uploaded files or are displayed in the content viewer. If no file is added, the description area is displayed.

Select Display Type

- Display an uploaded file as the post content
- Display description as the post content

Upload File

[Select File](#) ([View File Types](#))



Delivery Options

The posting process lets you specify which member types can view it. Set options for content sharing – download and email share.



Scheduling Options

Set the post to go live now, save it as a draft or schedule it to appear and be removed. Posts are managed from a table.

<input type="checkbox"/>	Feature	Image	Title	Type	Subtype	Created	Folder	Render	Status	Options
<input type="checkbox"/>	<input type="checkbox"/>		Conduct Campaign Manager	Content	Product Features	10/10/2019 05:19 PM Olivia Stoff	All Posts	Complete	Live	Options
<input type="checkbox"/>	<input type="checkbox"/>		Conduct Settings	Content	Product Features	10/10/2019 04:44 PM Olivia Stoff	All Posts	Complete	Live	Options