

April 2019

Improved Posting Process

We have drastically simplified the posting process by merging Quick Posts into Content Posts so that there are now only three post types: Content, Event, and Blog.

Now, when you create a Content Post, you can choose to either display a rendered file for the post content (e.g. PowerPoint, Word, PDF, etc), or you can choose to enter in your own post description with an optional file attachment for viewers to download.

Similar changes have been made to Event Posts and Blog Posts.

The screenshot displays a multi-panel user interface for creating a post. The panels are as follows:

- Add Details:** Contains fields for 'Select a Type' (dropdown), 'Enter a Title' (text with required indicator), 'Enter a Subtitle' (text with optional indicator), 'Enter Keywords' (text with required indicator), and a 'Feature Content' checkbox.
- File & Description:** Includes a 'Select Display Type' section with radio buttons for 'Display an uploaded file as the post content' and 'Display description as the post content'. It also features an 'Upload File' button and a rich text editor for 'Add Optional Post Description' with a toolbar and a word/character count at the bottom.
- Delivery Options:** Includes 'Sharing Options' (checkboxes for 'Allow Download' and 'Allow Email Share'), 'Member Types' (button for 'Select Member Types' and a link for 'All members have access').
- Select Post Thumbnail Image:** Offers radio buttons for 'Use sample from file' and 'Upload an Image'.
- Publish, Draft, Schedule:** Provides radio buttons for 'Publish Now', 'Save As Draft', and 'Schedule'.

At the bottom of the interface are three large buttons: 'Post Now' (green), 'Next' (blue), and 'Cancel' (white).