



# Product Release Notes

**May 4, 2016**

This product release covers improvements and new features in our latest product release.

## Overview

This release contains multiple improvements to the platform.

1. Site administrators can now add automated quick facts about each catalog that appear on each catalog page
2. Catalog administrators will see a new “Catalog” section navigation when managing their catalog
3. Site administrators can hide private catalogs and posts from appearing in search results for visitors or members that do not have access to view the catalog or post

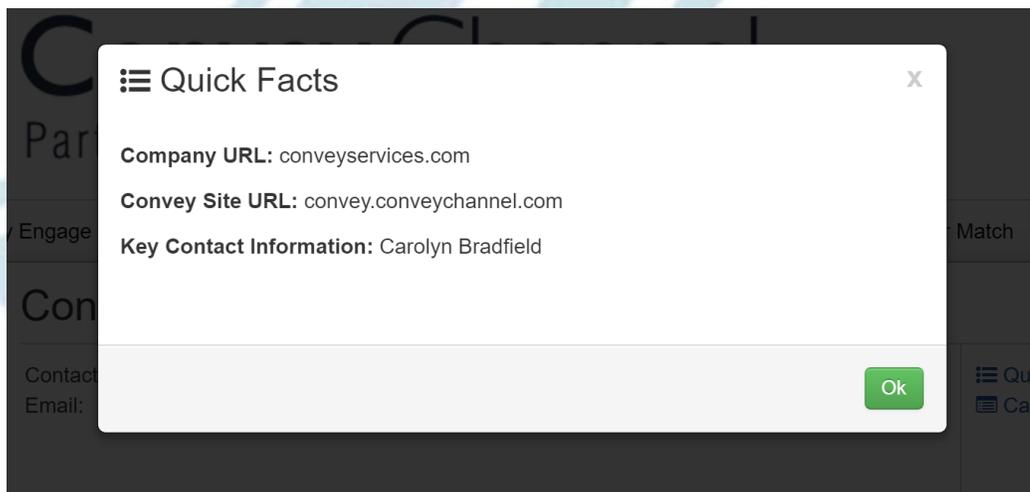
## New Feature

### ❖ Quick Facts for Site Administrators

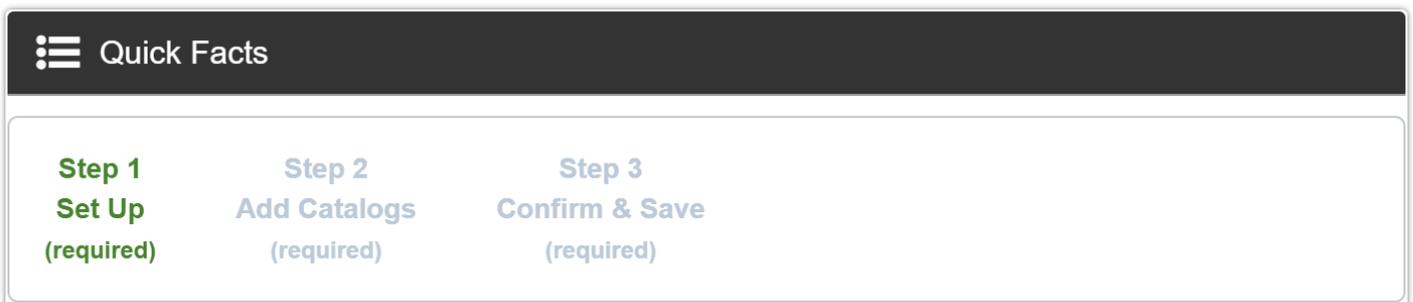
- Quick Facts allow a site administrator to automatically display information about each catalog via a link in the upper right-hand corner of each catalog page. The information that is being displayed is pulled from the Administration section for each catalog.

The screenshot shows a web interface for a 'Convey Channel'. At the top left is the Convey logo. To its right, the text 'Convey Channel' is displayed. Further right is an orange button labeled 'Edit Catalog'. Below the logo, contact information is provided: 'Contact: Convey Support' and 'Email: support@conveyservices.com'. A dark button labeled 'Catalog' is positioned below the contact info. On the right side, there are two menu items: 'Quick Facts' (indicated by a list icon) and 'Catalog Description' (indicated by a document icon). At the bottom of the screenshot is a blue banner with an illustration of two men in suits; one is wearing a VR headset and holding a controller, while the other is holding a microphone. The text on the banner reads 'Relay Information... Promotions, Training & More!'.

- Clicking on the “Quick Facts” hyperlink will show a pop-up with the pre-determined set of information



- To add quick facts to one or more catalogs, go to “Manage Site”, then “Site Options”, then “Quick Facts”
- Complete the wizard by turning on quick facts, selecting the fields to appear, selecting the catalogs that will have quick facts displayed, and confirming your options



### Things to Remember about Quick Facts

- Catalog Administrators cannot add/remove quick facts from their catalog
- Quick facts pulls data from the administrative fields that were added during the catalog set up process
- To set up fields for all catalogs, go to “Administration”, then “Catalogs”, then “Catalog Set Up”
- Once the fields are set up, go to “Manage Catalogs” to input the information in for each catalog

## ❖ “Catalog” section navigation for Catalog Administrators

- Catalog administrators will now notice a new look to the navigation for the “Catalog” section. Clicking on the “Catalog” tile or the “Catalog” tab from the main dashboard will now bring up a more streamlined menu to help catalog navigators more easily manage their catalog.

### Catalog

#### About



Title, Description,  
Keywords, Logo

#### Background



Add Catalog  
Background Image

#### Banners



Add and Manage  
Catalog Banners

#### Contacts



Add and Manage  
Header Contacts

#### Folders



Add and Manage  
Folders

#### Pages



Add and Manage  
Pages

#### View Catalog



View Catalog

## ❖ Hide Private Catalogs and Posts from Search Results

- Site Administrators can now hide private catalogs and posts in search results if the visitor or member who is searching does not have access to view the catalog or post
- To do this, the site administrator must go to “Administration”, then “Catalogs”, then “Catalog Access”, and then “Manage Catalog Access”
- In the table, there is an option to “Hide from search” - when this is selected for a private catalog, the catalog nor its posts will appear in the search results of any visitor or member that does not have permission to view the catalog and its posts

<input type="checkbox"/> Public	<input type="checkbox"/> Private	Hide from search
<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
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