



Product Release Notes

September 13th, 2017 These release notes cover improvements and new features in our latest product release.

Cropping Tool for Catalog & Site Banners

Site and catalog banners can be cropped to create the best view of the image. Select the banner, move the cropping tool over the section to appear, size it up or down, or rotate it for a perfectly cropped image. The system will automatically size the banner to match the right dimensions.

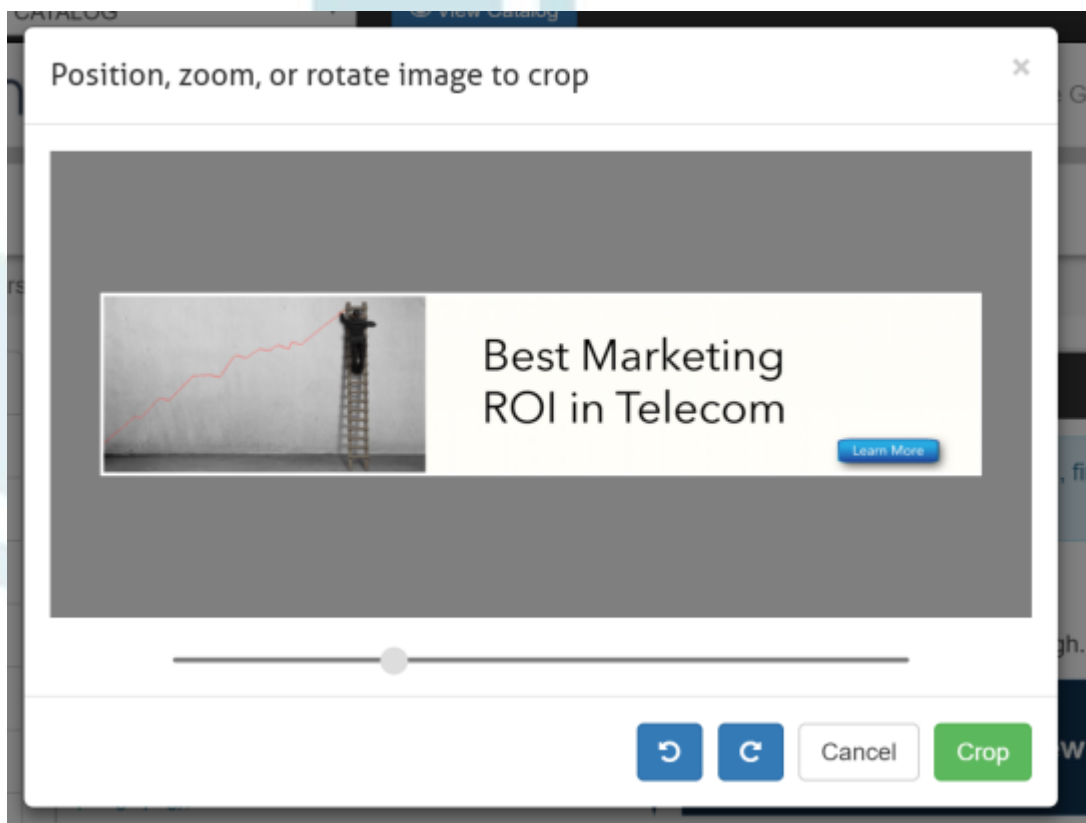
For Site Owners – Add a Site Banner

Login and from your dashboard: Manage Site → Home Page Options → Banner.

For Catalog Owners – Add a Catalog Banner

Login and from your dashboard: Catalog → Banners

Upload the banner, then use the cropping tool to position it over the portion of the image that you want to display. Slide the bar to zoom in or out and use the blue buttons to rotate your image. When you are finished, select “crop”





Product Release Notes

Site Administrator Email Report

The new email report shows statistics for all emails sent from the site, including newsletters, custom messages, and site messages. The report has a tab showing the individuals who have opted out of receiving emails.

To find the email report, login and select administration from your dashboard, then reports. The email report has 4 tabs: Newsletters, Custom Messages, Site Messages and Opt Outs.

Newsletters

Email Report Example [Report Dashboard](#) [Options -](#)

Report Type: Emails Records: 42
Description: This is an example.
Date Filter: Date Sent
Date Range: All Time
Last Updated: 08/31/2017 11:58 AM [Update](#)
Updated by: Mike Guardalabene

Newsletters **Custom Messages** Site Messages Opt Outs

Search

Show 10 records

Newsletter	Last Date Sent	Frequency	Recipients	Opt Outs	Featured Catalogs	Featured Posts
message news 33	08/30/2017	Daily	5	0	0	2
message name	08/24/2017	Send Once	5	0	0	0
message name 22 (sen ...	08/23/2017	Send Once	39	0	0	0
add newsletter 22233 ...	08/23/2017	Send Once	4	0	0	0

Custom Messages

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Newsletters **Custom Messages** Site Messages Opt Outs

Search


Show 10 records

Newsletter	Last Date Sent	Frequency	Recipients	Opt Outs
message name 11 (sen ...	08/29/2017	Send Once	26	0
add	08/29/2017	Send Once	15	0
custom message 24	08/24/2017	Send Once	4	0



Convey Product Release Notes

Site Messages (welcome, passwords reset, applications, password change, file notification, and form submission)

 **Email Report Example**

[Report Dashboard](#)
[Options -](#)

Report Type: Emails **Records:** 42

Description: This is an example.

Date Filter: Date Sent

Date Range: All Time

Last Updated: 08/31/2017 11:58 AM [Update](#)

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[Newsletters](#)
[Custom Messages](#)
[Site Messages](#)
[Opt Outs](#)

Q

Show records

Recipient	Recipient Type	Message Type	Last Date Sent	Sent Number
Young 67 Anthony	member	Password Reset	2017-08-28 23:55:11	1
John Catlette	member	Application Received	2017-08-25 08:17:43	1
Myers Patsy	admin	Application Received	2017-08-25 08:23:07	1

Opt Outs (individuals that have opted out from one or more email types)

 **Email Report Example**

[Report Dashboard](#)
[Options -](#)

Report Type: Emails **Records:** 42

Description: This is an example.

Date Filter: Date Sent

Date Range: All Time

Last Updated: 08/31/2017 11:58 AM [Update](#)

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[Newsletters](#)
[Custom Messages](#)
[Site Messages](#)
[Opt Outs](#)

Q

Show records

Recipient	Recipient Type	Message	Message Type	Date of Opt-Out
Gabriela Cadariu	user_admin	Add newsletter to test	Newsletter	2017-08-29 07:28:01
Conner Pederson	user_admin	update newsletter 24	Newsletter	2017-08-29 07:37:24
Brian Hurtgen	user_admin	update newsletter 24	Newsletter	2017-08-29 07:23:56



Product Release Notes

Newsletter Tab for the Catalog Activity Report

Now catalog owners can see how often their catalog or one of their post was featured in a newsletter from one or more of the sites that their catalog is connected to.

The Catalog Activity Report can be accessed in the Reports section of a catalog owner's dashboard.

Catalog Activity

[Back to Report](#)

Report Type: Catalog Activity **Records:** 1

Description: All activity in the last 30 days

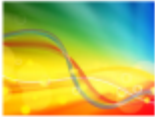
Date Filter: Activity Date

Date Range: Previous - 30 Days

Last Updated: 08/31/2017 12:10 PM [Update](#)

Updated by: Mike Guardalabene

Detail View



Primary Catalog

Site: Convey Stage

Posts: 60

Pages: 10

Banners: 4

Catalog Status: Accepted

Last updated: 08/28/2017 07:50 PM

Updated by: Mike Guardalabene

[Report Options](#)

[Posts](#) [Pages](#) [Banners](#) **Newsletter**

[Q](#)

Show 10 records

Newsletter	Date Sent	Feature
Message newsletter 30	2017-08-31 00:00:00	content name
update newsletter 24	2017-08-31 00:00:00	catalog
message news 33	2017-08-31 00:00:00	blog 29 add