



Creating a post in a Blog channel

Archived

The Blog application is a versatile tool that will allow users to communicate and share the most-to-date news, opinions, and links to external content with their viewer base.

Once a blog channel has been set up, users can create and assign blog posts to the channel.

For more information, check out our guide on [Creating a Blog channel](#).

Creating a post

1. Navigate to **Applications > Blog**.

You will see all existing blog posts along with a search function, a 'Date' archive, and any active tags that are being used.

A screenshot of the 'Blog' application interface. The top bar includes a '+ Add a post' button and icons for trash, settings, and a close button. The main content area displays two blog posts. The first post is titled 'Fast Performing and Scalable Intranets for the Enterprise Level Business' by Phil Lawrence, dated 30 April 2015. It features three icons: Load Balancing, Database Caching, and Redis Caching. The second post is titled 'The Flexibility and Adaptability of the Claromentis Codebase' by Phil Lawrence, also dated 30 April 2015, and includes an illustration of people on a cloud. On the right side, there is a search sidebar with a search bar, a 'Subscribed' dropdown menu, an 'Include comments' checkbox, and 'Search' and 'Reset' buttons. Below the search bar, there is a date filter for '2015' with a count of '5'. At the bottom of the sidebar, there is a tag cloud showing 'claromentis', 'enterprise', 'intranet', and 'load balancing team'. A notification banner at the top right states 'You're not subscribed to any blogs, so all blogs are shown.'

2. To add a blog post, click + **Add a post**.

Blog

+ Add a post

Fast Performing and Scalable Intranets for the Enterprise Level Business

Phil Lawrence: Tech | 30 April 2015 by Phil Lawrence claromentis, intranet, enterprise, load balancing

LOAD BALANCING

DATABASE CACHING


CODE CACHING

In our ever growing and fast-paced world, we understand how important it is to keep up with the pace. It's more and more common for people to expect immediacy and instant results, and your intranet is no different. Understanding customer needs and trends has been our key focus in dedicating our resources to finding and implementing an intranet solution that can really deliver.

0 comments

The Flexibility and Adaptability of the Claromentis Codebase

Phil Lawrence: Tech | 30 April 2015 by Phil Lawrence claromentis



We always endeavour to build an intranet solution for clients which is both comprehensive and easy to use. We understand that our clients have differing needs and skills; some may be very technically minded, whilst others may be experts in content management, whereas a number of customers might need a system solely dedicated to business process management.

0 comments

You're not subscribed to any blogs, so all blogs are shown.

Search

Subscribed

☐ Include comments

Search
Reset

2015 5

claromentis enterprise intranet load balancing team

Reminder: If you can't see this button, ask your system administrator who can set you up with permissions

3. Enter the following article details:

Blog / Create a new blog post

+ Add a post

Article details

Additional options

All

Channel

Intranet Advice

Title

Tags

popular tags: intranet, claromentis, microsoft, excel, social

Picture

Upload image

Short Summary

B

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X₂

X²

EMAIL

GO

[SOURCE]

Content

☐ Text
☐ Link
☒ None

Comments

☒ Enable
☐ Disable

Create a new blog post

Save as draft

- **Channel:** You can select the channel this post will be stored in.
- **Title:** The main title that will appear in your post.
- **Tag:** You can add tags to enable search via the tag cloud.
- **Picture:** You can add an image for your blog post.
- **Summary:** A short body of text that will be seen in the blog component or the preview of your post.
- **Content:** There are three options of content to choose from
 - Text - This will allow you to write a more in-depth entry.
 - Link - This will allow you to place an URL that will link to articles on other websites.
 - None - This will allow you to just present the summary if there is no need for more information or need to link to another site.
- **Comments:** You can choose to enable or disable other users from commenting on your post.

Before creating your new blog post, you can also navigate to **Additional options**.

You can set specific dates in the future for the article to be published and deleted, as needed.

Blog / Create a new blog post

+ Add a post

Article details

Additional options

All

Publish date

26-01-2021

12:46

☐ Delete after

02-02-2021

12:46

Please note, deleting is handled by a server background task. The article may not be deleted precisely at this time but shortly afterwards.

Create a new blog post

Save as draft

4. Once these details have been completed you can publish your post by selecting **Create a new blog post**.

If you are not ready to publish the blog, select **Save as draft** instead.

Reminder: Depending on permissions posts may need to be approved or published by an admin.

Viewing a post


Head back to the Blogs landing page to view your post.

Blog

+ Add a post

New Post!

Intranet Advice | 26 January 2021 by Claromentis Administrator



0 comments

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0 comments

Fast Performing and Scalable Intranets for the Enterprise Level Business

Phil Lawrence: Tech | 30 April 2015 by Phil Lawrence

LOAD BALANCING

DATABASE CACHING

CODE CACHING

0 comments

In our ever growing and fast-paced world, we understand how important it is to keep up with the pace. It's more and more common for people to expect immediacy and instant results, and your intranet is no different. Understanding customer needs and trends has been our key focus in dedicating our resources to finding and implementing an intranet solution that can really deliver.

You're not subscribed to any blogs, so all blogs are shown.

Search

Subscribed

☐ Include comments

Search

Reset

2021 1

January 1

New Post!

2015 5

claromentis enterprise intranet load

balancing team

You will be able to view all of its content. This includes any comments (if enabled), as well as the option to subscribe to the blog to receive updates when new content is published.

New Post!



Intranet Advice | 26 January 2021 by Claromentis Administrator claromentis, social



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Share

Comments



Type your message...

