



## Post Content

The screenshot shows the website's header with navigation tabs: Home, TRB Network, Resources, Workspace, Partners, Training, Forums, Data, and ApplCC Home. Below the header is a search bar and a user profile for Jessica Rhodes. The main content area features a post titled "Tennessee River Basin Network Workshop and Awards Celebration" by Rosanne Hessmiller. The Actions menu is open, and the "Add new..." option is highlighted with a red circle. Below the post are logos for TVA, Tennessee River Basin, and Tennessee Aquarium.

Files of various types can be uploaded to the portal, including: File (pdfs, word documents), Image (jpegs), Link, News Item, and Spatial Data to name a few.

New content items are added via the **Add New** drop-down menu.

This close-up shows the "Add new..." dropdown menu with the following options: Collection, Event, File, Folder, Image, Link, News Item, and Page. The "File" option is circled in red, and a red arrow points from this circle to the "Add File" form in the next block.

Click the Browse button to navigate to the file you want to upload from your local computer. Provide a title and description. When you click the save button the file will be uploaded to the folder.

You must navigate to the section of the website you want the new content to reside in before you use the **Add New** drop-down menu. You can of course cut, copy, and paste content items from one section to another.

The "Add File" form includes a title field, a description field, and a file upload field with a "Browse..." button. There are "Save" and "Cancel" buttons at the bottom. The form is titled "Add File" and has a subtitle "An external file uploaded to the site." There are tabs for "Default", "Categorization", "Dates", "Ownership", and "Settings".

## Levels of Access

The screenshot shows the "Tennessee River Basin Network" page. The "State: Private" dropdown menu is open, showing options: Publish, Promote to Draft, Submit for publication, and Advanced... The "Publish" option is highlighted. The page content includes a description of the TRB Network and a list of links: Outreach and Communications, Building Partnership, Conservation Management, and Science and Research.

Content is created in a private state by default. Only the person who created it, the users and groups that the owner chooses to share with, and portal managers can see it.

To change the current state, click on the arrow beside the current state. Items which are currently private will have several options available. By selecting **Publish**, the content will be available to everyone.

When selecting **Advanced**, you will be able to set the options for Publishing Date, Expiration Date, Comments, and State.