

How to create Content Information in the Content Library?

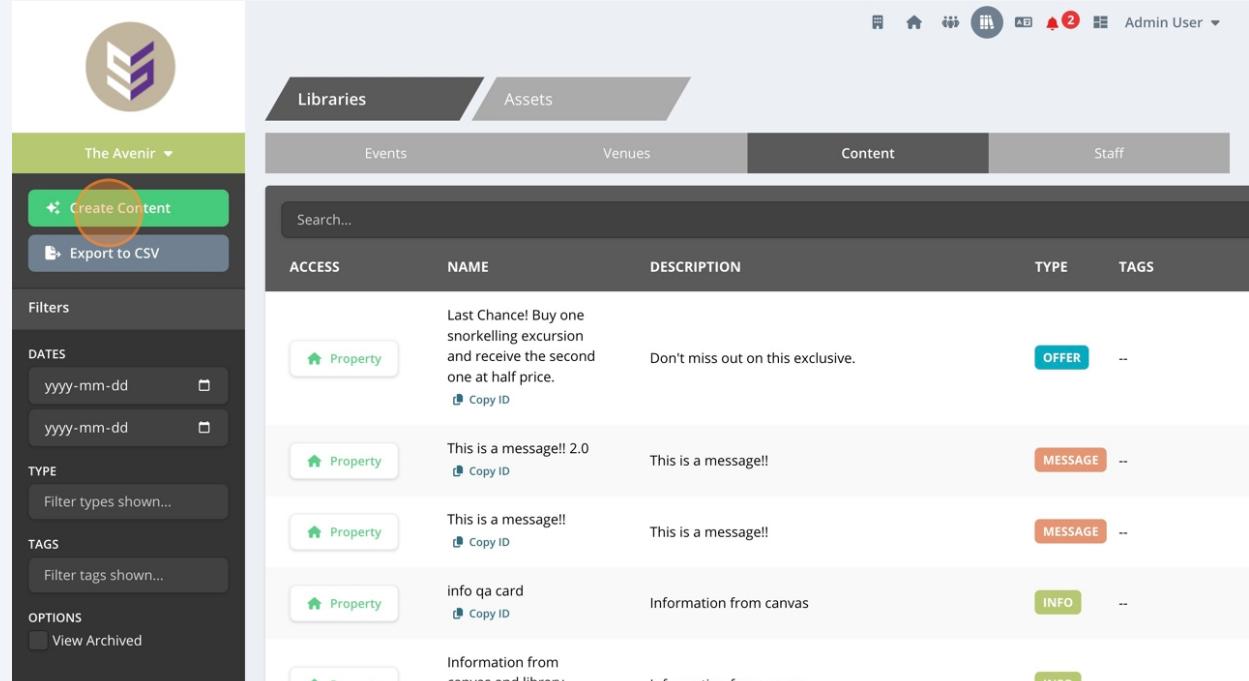
Scribe

This guide is also available as a video. Click the link below to watch:

scribehow.com/embed-preview/How_to_create_Content_in_the_Content_Library

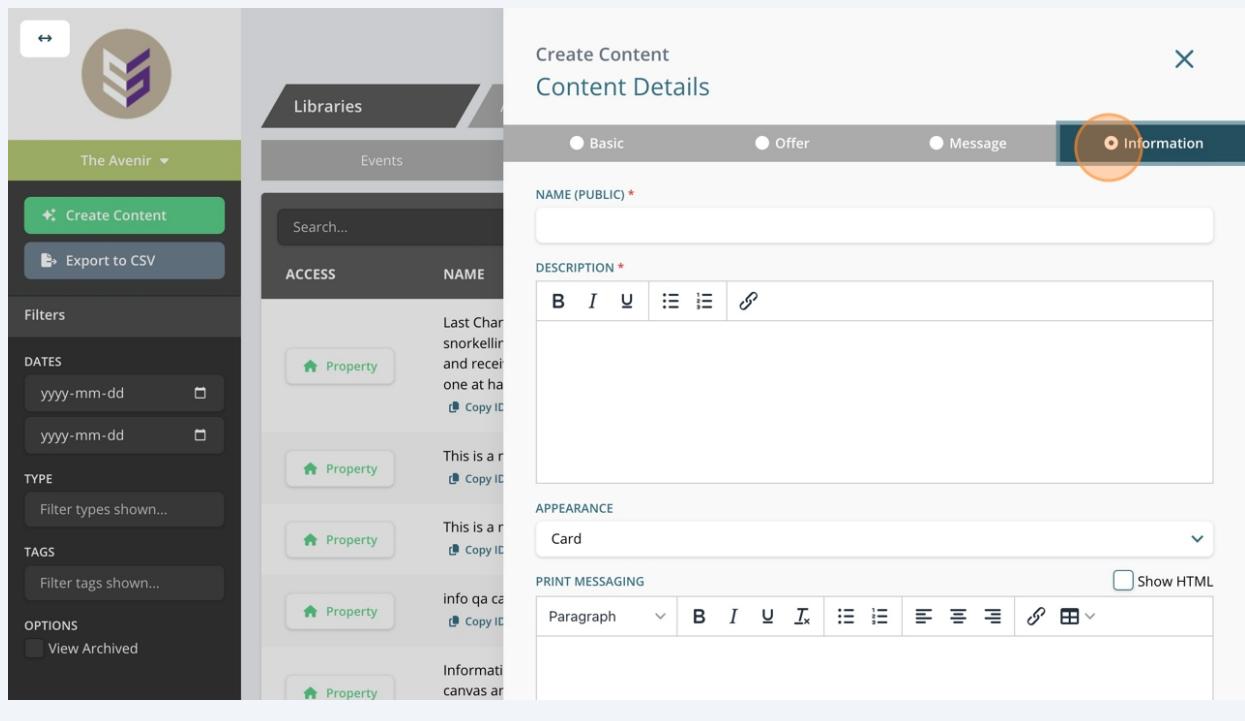
This guide provides a step-by-step process for creating Content Information in the Content Library, making it essential for anyone trying to create FAQs or important information to showcase to their guests.

- 1 Click "Create Content".



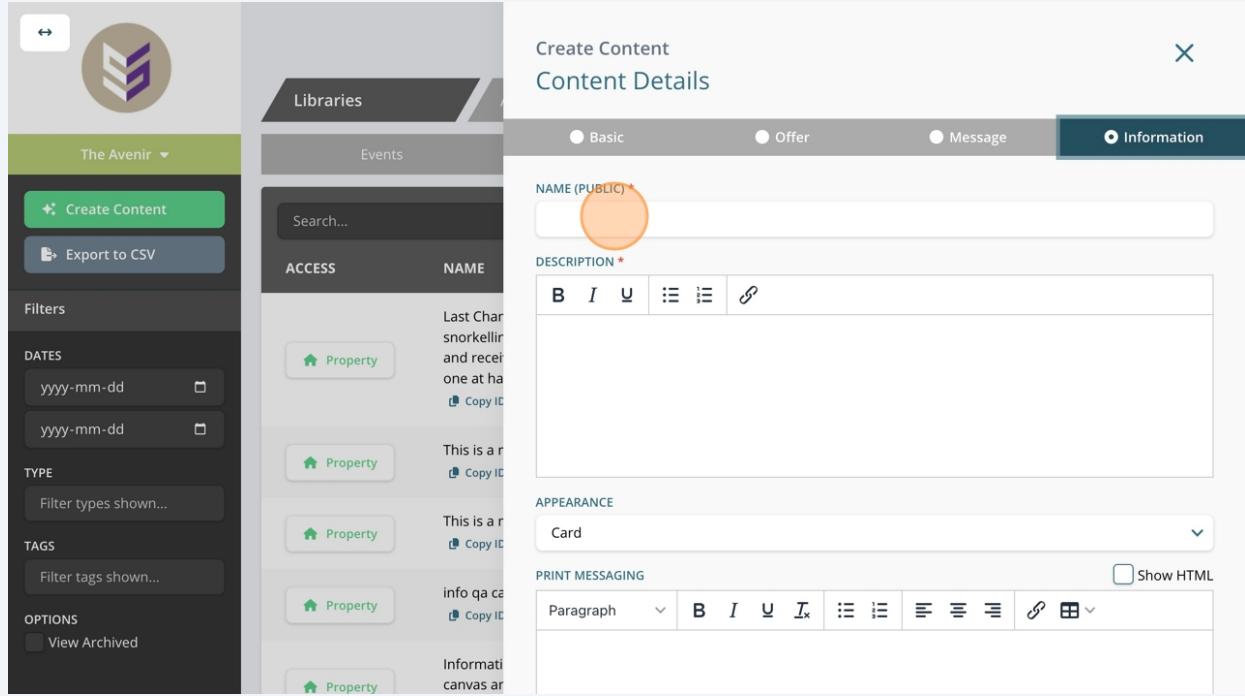
The screenshot shows the Scribe Content Library interface. On the left, there is a sidebar with a logo, the location 'The Avenir', and several filters: 'DATES' (two date fields), 'TYPE' (button to 'Filter types shown...'), 'TAGS' (button to 'Filter tags shown...'), and 'OPTIONS' (button to 'View Archived'). In the center, there are tabs for 'Libraries' and 'Assets', with 'Content' selected. Below the tabs is a search bar. The main area displays a table with columns: ACCESS, NAME, DESCRIPTION, TYPE, and TAGS. The table contains five rows of content items, each with a 'Property' icon and a 'Copy ID' button. The rows are: 1. 'Last Chance! Buy one snorkelling excursion and receive the second one at half price.' (TYPE: OFFER) 2. 'This is a message!! 2.0' (TYPE: MESSAGE) 3. 'This is a message!!' (TYPE: MESSAGE) 4. 'info qa card' (TYPE: INFO) 5. 'Information from canvas and library' (TYPE: INFO). The 'Content' tab is highlighted in the navigation bar.

2 Click the "Information" tab.



The screenshot shows the 'Create Content' interface for 'Content Details'. The 'Information' tab is highlighted with an orange circle. The 'NAME (PUBLIC)' field is empty. The 'DESCRIPTION' field contains the text 'Last Char snorkellir and recei one at ha'. Below these fields are sections for 'APPEARANCE' (set to 'Card') and 'PRINT MESSAGING' (set to 'Paragraph'). On the left, there is a sidebar with filters for 'DATES', 'TYPE', 'TAGS', and 'OPTIONS'.

3 Fill in the "Name" section with the message title or the question if you are adding an FAQ. Fill in the "Description" section to provide more details such as details of the information or answer to the FAQ.



The screenshot shows the 'Create Content' interface for 'Content Details'. The 'NAME (PUBLIC)' field is highlighted with an orange circle. The 'DESCRIPTION' field contains the text 'Last Char snorkellir and recei one at ha'. Below these fields are sections for 'APPEARANCE' (set to 'Card') and 'PRINT MESSAGING' (set to 'Paragraph'). On the left, there is a sidebar with filters for 'DATES', 'TYPE', 'TAGS', and 'OPTIONS'.

4 Select the "Question And Answer" option from the drop down menu if you are using the FAQ format.

5 Add tags to differentiate the Content Information to a particular department or type of information. If the option is not available, please type the new one you would like to add.

6

In the Endpoint Section, select any endpoint that you would like to hide from guest view using the eye icon. You can choose to make an event "trending" by clicking on the flame icon.

DDP = Digital Daily Program

Mobile = GO Mobile

Signage = TV Screens Digital Signage

Web View = Client Website View

Print Program = Daily Printed Program

ACCESS	NAME
Property	Last Char snorkellin and recei one at ha
Property	This is a r
Property	This is a r
Property	info qa ca
Property	Information canvas ar

ENDPOINTS
All
Ddp
Mobile
Signage
Web View
Export API
Boards
Print Program

AUDIENCE
All



Tip! Endpoints vary by client and how your GO environment is configured.

7

If you'd like the Content Information to display in the print program you have to create the information in the Print Messaging section as well. You will need to include the name of the Information and the description and then apply the applicable styling and formatting (as you would with Basic content) as how it is formatted here is how it will appear in the print program.

NAME (PUBLIC) *

DESCRIPTION *

APPEARANCE

PRINT MESSAGING

Paragraph

8

Click on "Create Content" when done.

The Avenir ▾

Events

ACCESS NAME

ENDPOINTS AUDIENCE

CREATE CONTENT

RESET