

How to create a Content Message in the Content Library?

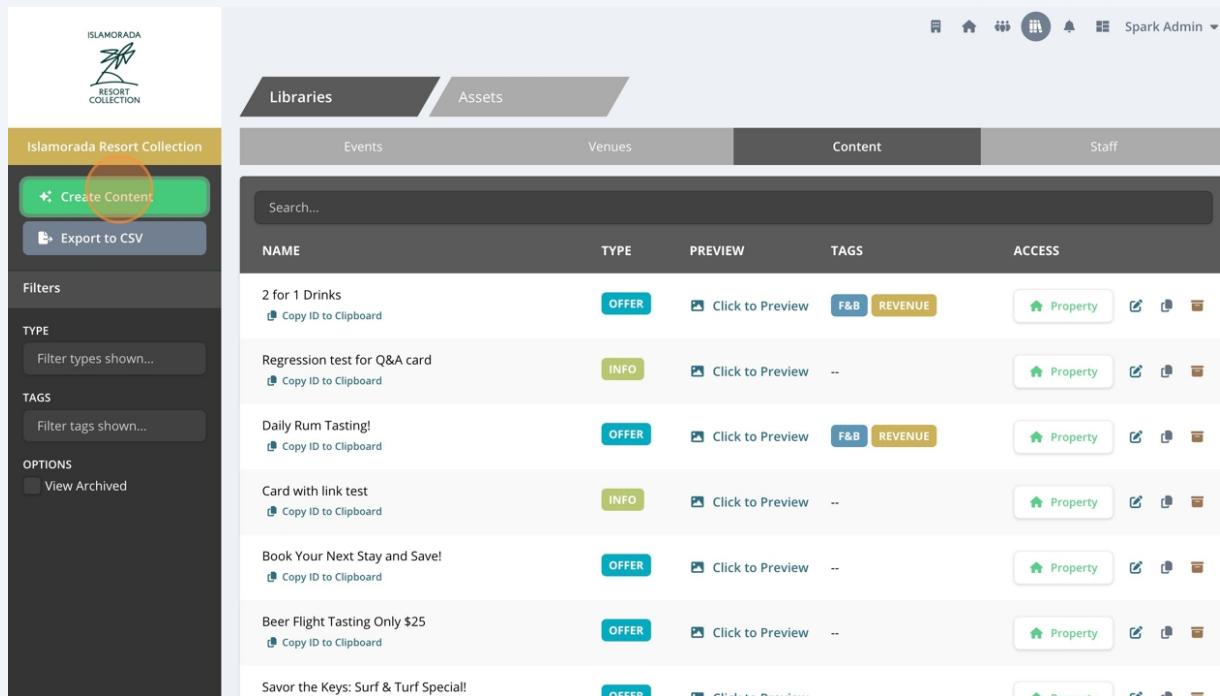
Scribe 

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

scribehow.com/embed-preview/How_to_create_a_Con...

This guide provides a step-by-step process for creating Content Messages within the Content Library. A content message also has the ability to be scheduled for a particular time or length of time on a day, making it a great tool for users looking to enhance their messaging strategies. By following this guide, you'll streamline content delivery and improve engagement with your target audience, all while utilizing various digital platforms effectively.

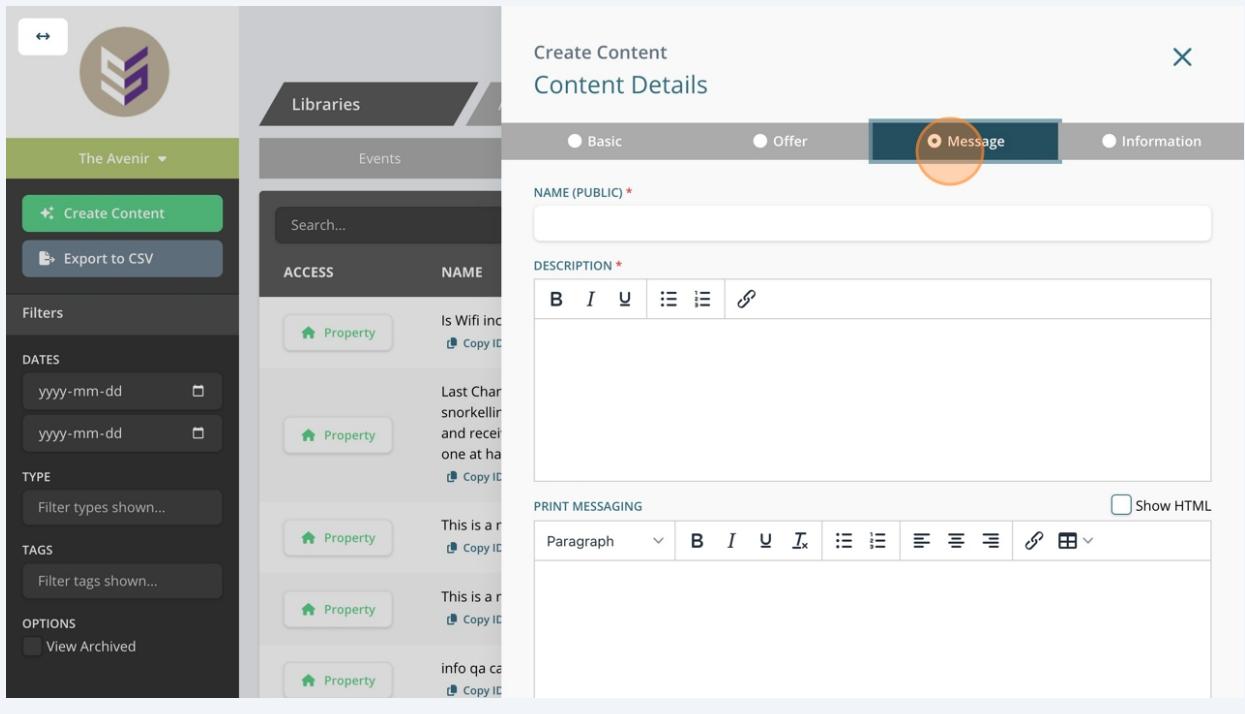
- 1 Click "Create Content".



The screenshot shows the Scribe Content Library interface. On the left, there's a sidebar with the 'ISLAMORADA RESORT COLLECTION' logo and a 'Create Content' button highlighted with a yellow circle. The main area has tabs for 'Libraries' and 'Assets', with 'Content' selected. Below that is a search bar and a table with columns: NAME, TYPE, PREVIEW, TAGS, and ACCESS. The table lists several content items, each with a 'Copy ID to Clipboard' button and a 'Click to Preview' button.

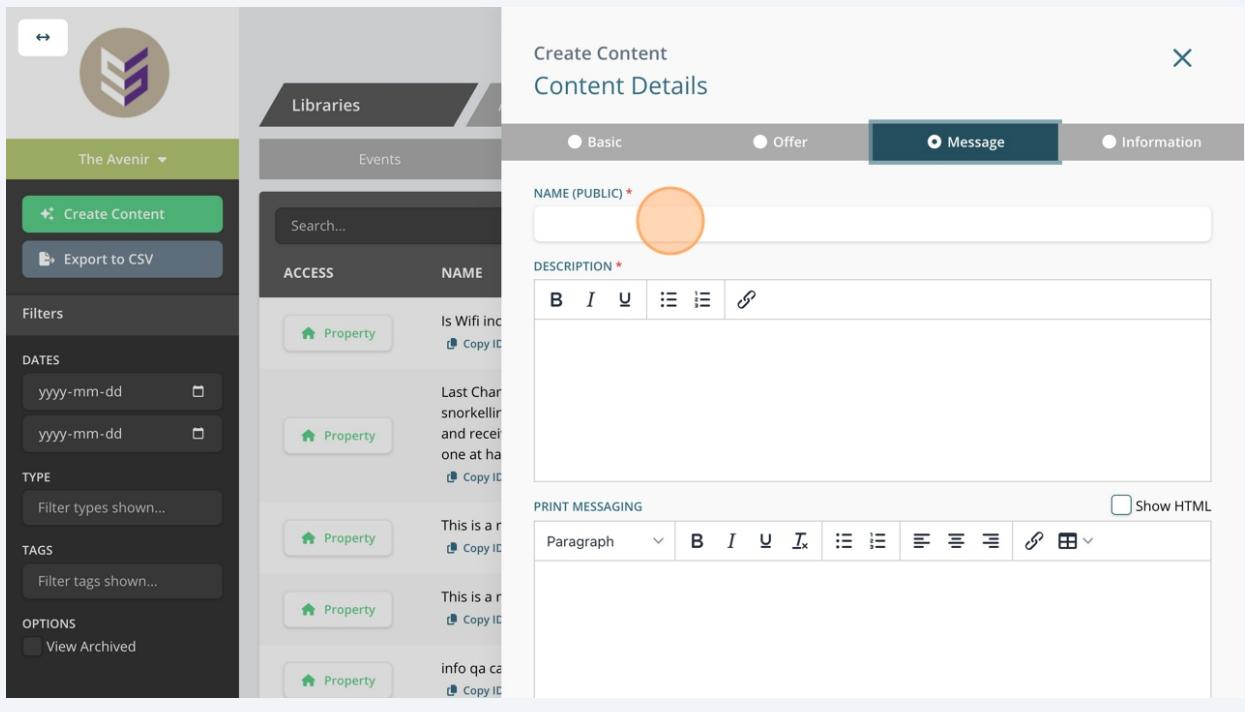
NAME	TYPE	PREVIEW	TAGS	ACCESS
2 for 1 Drinks	OFFER	Click to Preview	F&B REVENUE	Property
Regression test for Q&A card	INFO	Click to Preview	--	Property
Daily Rum Tasting!	OFFER	Click to Preview	F&B REVENUE	Property
Card with link test	INFO	Click to Preview	--	Property
Book Your Next Stay and Save!	OFFER	Click to Preview	--	Property
Beer Flight Tasting Only \$25	OFFER	Click to Preview	--	Property
Savor the Keys: Surf & Turf Special!	OFFER	Click to Preview	--	Property

2 Click on the Message tab.



The screenshot shows the 'Create Content' interface for 'Content Details'. The 'Message' tab is highlighted with a blue border and has a circular orange callout pointing to it. The interface includes sections for 'NAME (PUBLIC)' and 'DESCRIPTION' with rich text editors. Below these are 'PRINT MESSAGING' and 'Show HTML' sections. The left sidebar shows 'Libraries' and 'Events' sections, and the bottom left shows a list of properties with their names and 'Copy ID' buttons.

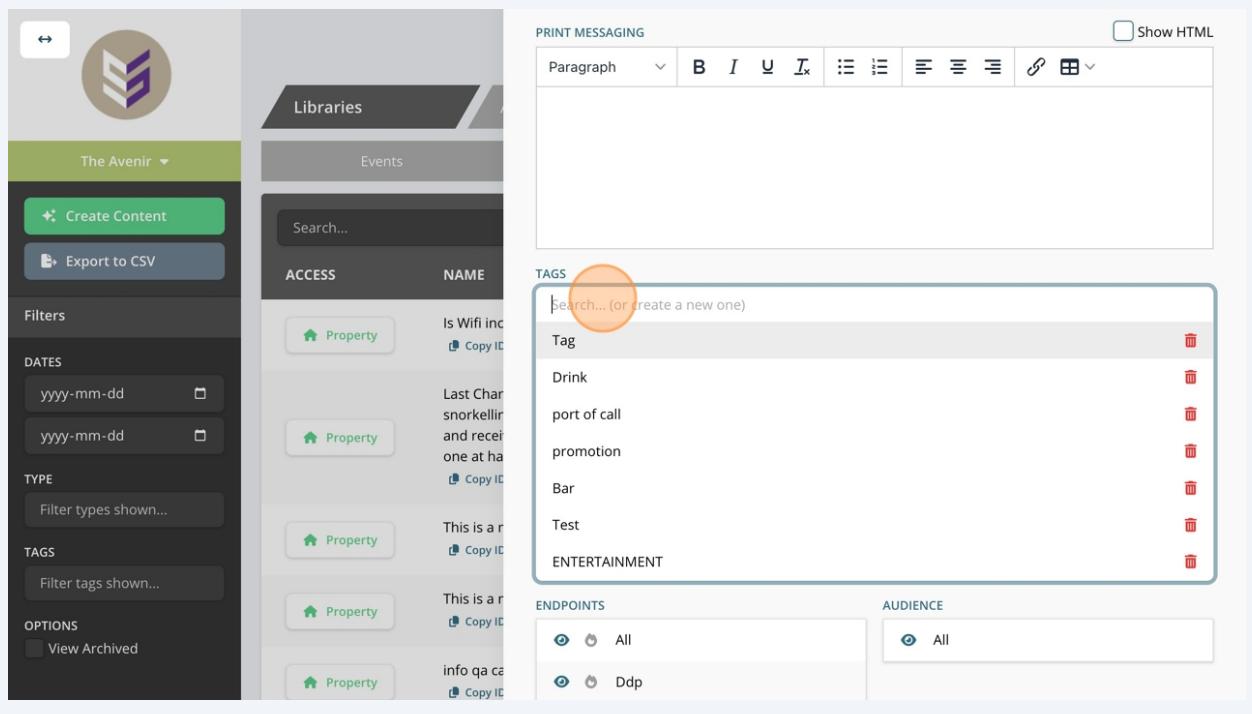
3 Fill out the "Name" section for the message title and the "Description" section to provide more details about the message (notification).



The screenshot shows the 'Create Content' interface for 'Content Details'. The 'Message' tab is selected. The 'NAME (PUBLIC)' field is highlighted with a large orange circle. The 'DESCRIPTION' field and rich text editors are also visible. The left sidebar and bottom property list are the same as the previous screenshot.

4

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



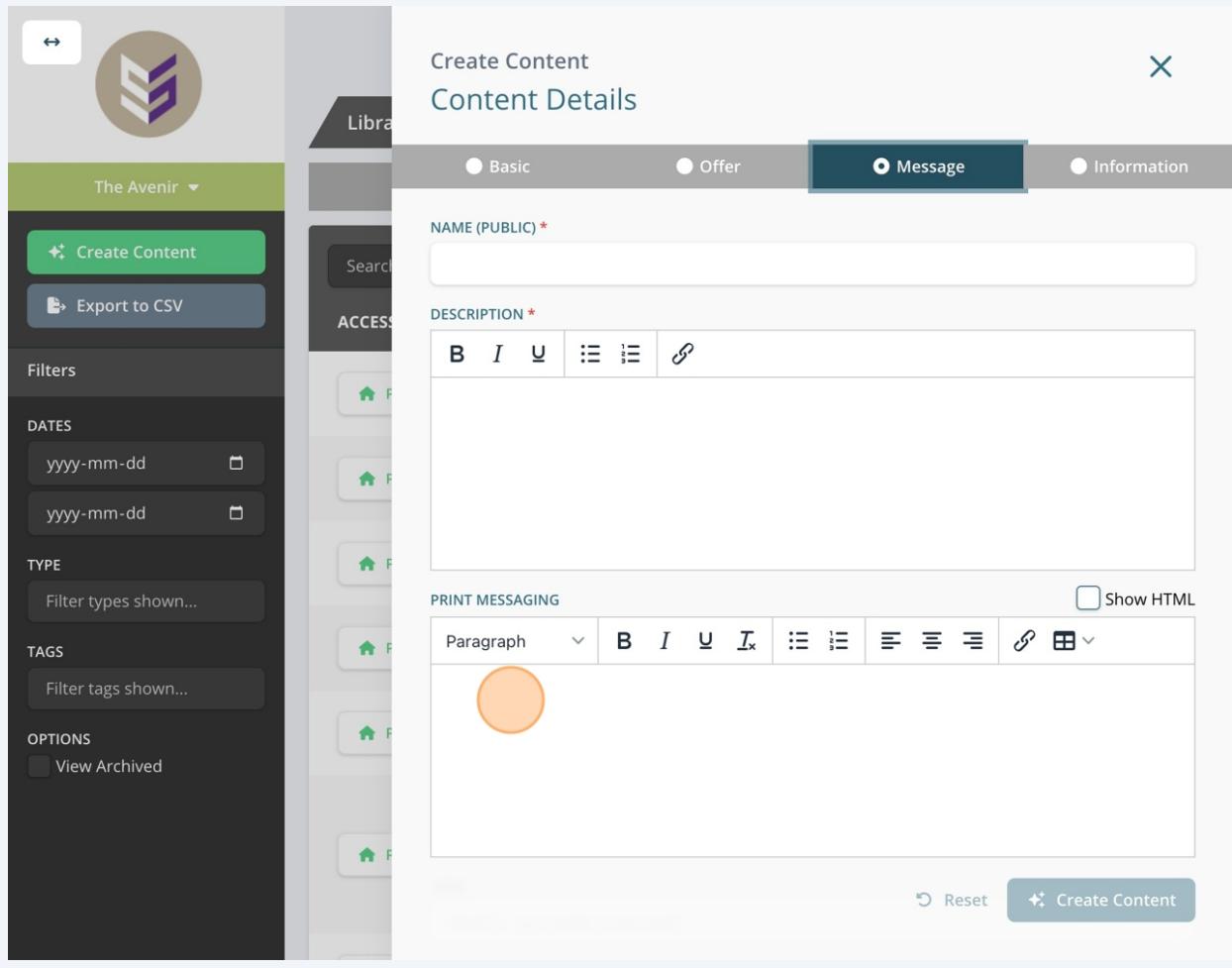
The screenshot shows a software interface for managing messages. On the left, there is a sidebar with various filters and options. The main area displays a list of tags. A search bar is highlighted with a red circle. The tags listed are:

- Tag
- Drink
- port of call
- promotion
- Bar
- Test
- ENTERTAINMENT

Below the tags, there are sections for ENDPOINTS and AUDIENCE, each with a 'All' option selected.

5

If you'd like the Content Message to display in the print program you have to create the Message in the Print Messaging section as well. You will need to include the name of the Message 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.



6

In the Endpoint Section, select any endpoint that you would like to hide from guest view using the eye icon.

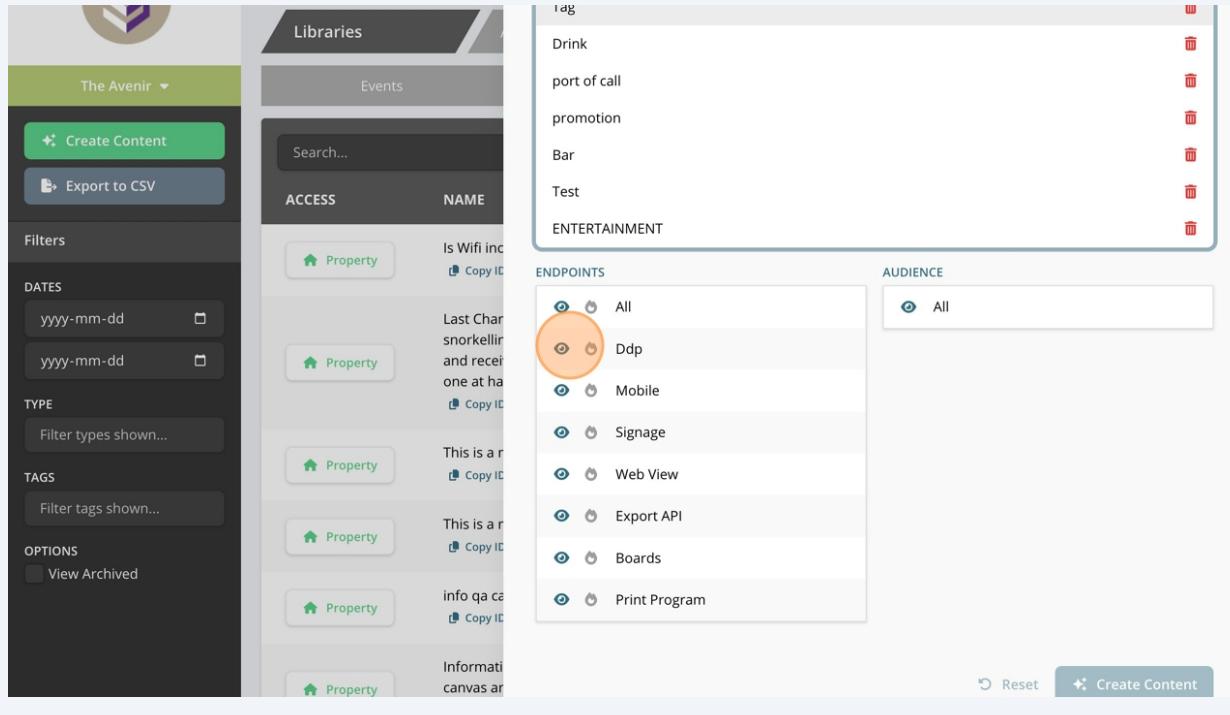
DDP = Digital Daily Program

Mobile = GO Mobile

Signage = TV Screens Digital Signage

Web View = Client Website View

Print Program = Daily Printed Program



The screenshot shows the GO mobile application interface. On the left, there is a sidebar with 'The Avenir' logo, 'Create Content' and 'Export to CSV' buttons, and various filters for 'DATES', 'TYPE', 'TAGS', and 'OPTIONS'. The main content area is titled 'Libraries' and shows a list of items under 'Events'. Each item has a 'Property' button and a 'Copy ID' button. The list includes:

- Is Wifi inc (eye icon)
- Last Char (eye icon)
- snorkellin (eye icon)
- and rece (eye icon)
- one at ha (eye icon)
- This is a r (eye icon)
- This is a r (eye icon)
- info qa ca (eye icon)
- Informati (eye icon)
- canvas ar (eye icon)

On the right, there are three sections: 'Tag' (listing 'Drink', 'port of call', 'promotion', 'Bar', 'Test', and 'ENTERTAINMENT' with trash icons), 'ENDPOINTS' (listing 'All', 'Ddp' (circled in orange), 'Mobile', 'Signage', 'Web View', 'Export API', 'Boards', and 'Print Program' with eye icons), and 'AUDIENCE' (listing 'All'). At the bottom are 'Reset' and 'Create Content' buttons.



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

7 Click "Create Content" when done.

