

How to Promote or Demote Content? Access Levels: Property, Multi, or Brand

This guide simplifies the process of managing content access with a new workflow that allows for easy promotion, demotion, and transfer of content across multiple properties. It provides clear steps for adjusting access levels, transferring content, and sharing it among various properties, ensuring comprehensive visibility. By following this guide, users can efficiently streamline their content management, making it accessible and organized across different properties.

1

We now have a new and easier workflow for managing content access. You'll find a new "Access" column that shows the access level of each content item. To promote or demote access, simply click the box as shown below.

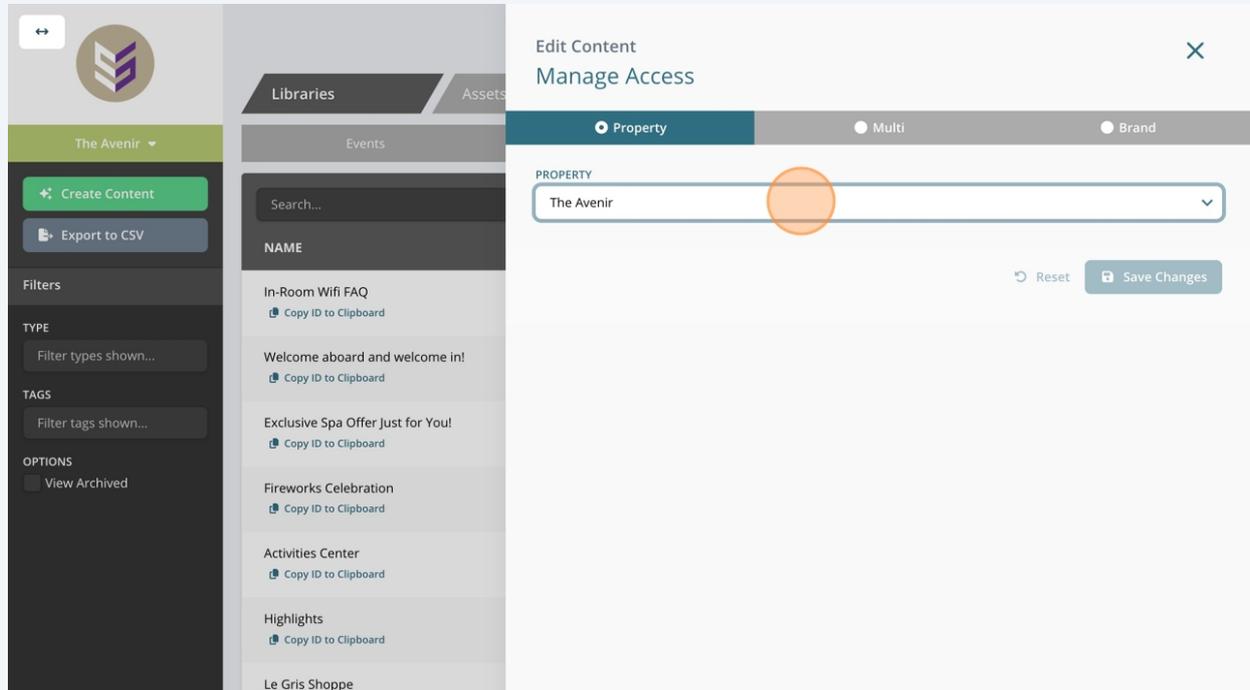
The screenshot shows a content management interface for 'The Avenir'. The main content area displays a table with columns: NAME, TYPE, PREVIEW, TAGS, and ACCESS. The 'ACCESS' column shows a 'Property' access level for the first item, 'In-Room Wifi FAQ', which is highlighted with a red circle. Other items in the table include 'Welcome aboard and welcome in!', 'Exclusive Spa Offer Just for You!', 'Fireworks Celebration', 'Activities Center', 'Highlights', and 'Le Gris Shoppe'. The interface also includes a search bar, filters, and a sidebar with options like 'Create Content' and 'Export to CSV'.

NAME	TYPE	PREVIEW	TAGS	ACCESS
In-Room Wifi FAQ Copy ID to Clipboard	INFO	Click to Preview	INFO	Property
Welcome aboard and welcome in! Copy ID to Clipboard	MESSAGE	Click to Preview	MESSAGE	Property
Exclusive Spa Offer Just for You! Copy ID to Clipboard	OFFER	Click to Preview	OFFER	Property
Fireworks Celebration Copy ID to Clipboard	BASIC	Click to Preview	FIREWORKS	Property
Activities Center Copy ID to Clipboard	OFFER	Click to Preview	--	Property
Highlights Copy ID to Clipboard	BASIC	Click to Preview	--	Property
Le Gris Shoppe	OFFER	Click to Preview	--	Property

2 Transferring Content Between Properties:

Under **Property** section, you can now move content from one property to another.

- Click the dropdown and select the destination property.

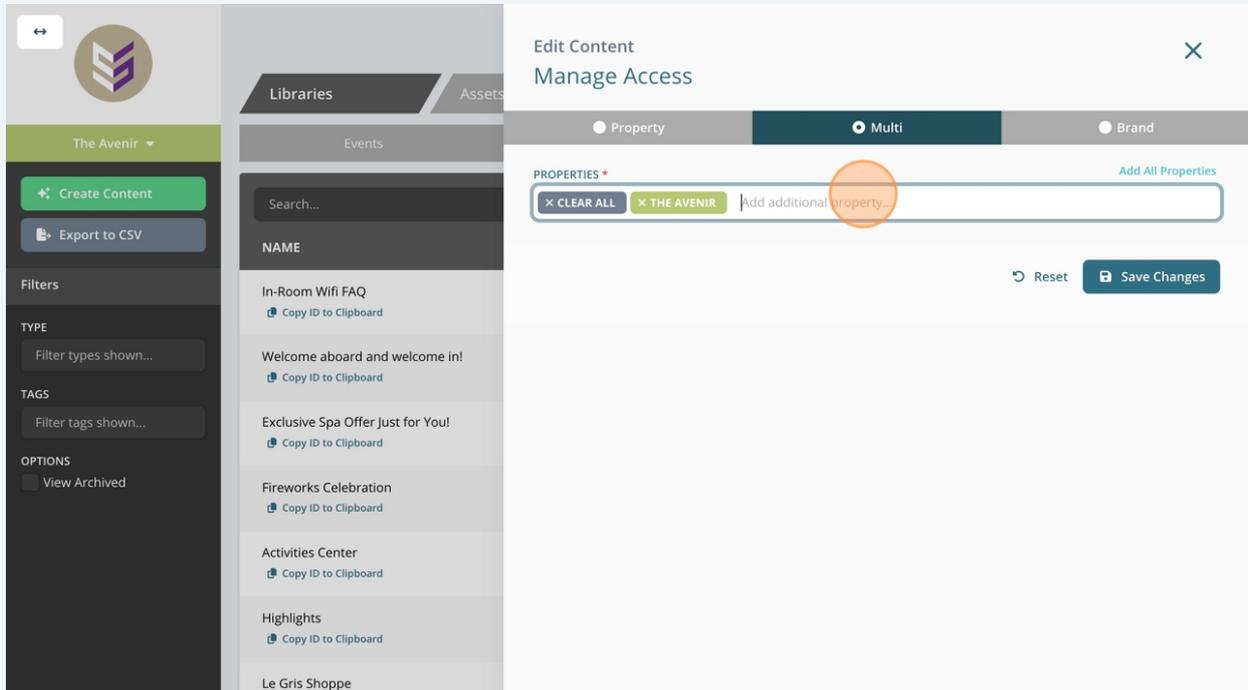


The screenshot displays the 'Edit Content' interface with the 'Manage Access' tab selected. The 'Property' radio button is chosen, and a dropdown menu is open, showing 'The Avenir' as the selected destination property. An orange circle highlights the dropdown menu. The interface includes a left sidebar with navigation options like 'Create Content' and 'Export to CSV', a central content list with items like 'In-Room Wifi FAQ' and 'Welcome aboard and welcome in!', and a right panel with 'Reset' and 'Save Changes' buttons.

3 Sharing Content with Multiple Properties:

Under the **Multi** section, you can grant access to additional properties.

- Click the **"Add additional property..."** field and select the properties you'd like to include.



4 Making Content Available to All Properties (Brand-Level):

Under the **Brand** section, content will be visible across all properties.

- Click "**Save Changes**" to apply this setting.

