Adding and Editing Hot Topics

Purpose:

Administrators can post Hot Topics that will appear to users within their group on the TRAIN homepage.

Hot Topics can be any relevant information for your chosen audience.

Administrative Roles with Access:

- **Blog Admin**
- **Blog Author**

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TRAIN
From the **Public Health Foundation**

1 Navigate to Blog Posts

Go to the **(a) Admin** menu. Click the **(b) Blog Posts** tile. From here, you can choose to **(c) Add a new blog post** and/or **(d) Find and edit an existing blog post**.

TIP: On the administrative side of TRAIN, **"blog post"** is another term for an Announcement or a **Hot Topic**.

TRAIN

ADMIN   SEARCH   USER SITE   HELP

Admin

Blog Posts

Add new blog post
Find & Edit existing blog posts

Add new blog post c

Add a new blog post to the system.

Find & Edit existing blog posts d

Find/edit blog posts, and modify their visibility and content.

≫ View **Step 2** to learn how to add a **new** blog post. View **Step 4** to learn how to find and edit an **existing** blog post.

Add New Blog Post - Hot Topics   2

Fill in the necessary information for your Hot Topic. Give your Hot Topic its **(a) Title** here. Use the dashboard on the left to click through each section: **Content, Common Information,** and **Availability**.

Cancel   Save

💬 Add post   (Fields marked below are required)

Title   Hot Topic Title   a

Content   Content
Common
Information   **Content** b
Availability   B I H ☰ ☷ " 🔗 🖼 📎   🔍 Preview d

📄 Attach a file

SEO Meta Description c
This short description will appear on public search engine result pages for this item.

Recommended length: 300 characters.

CONTENT SECTION:

(b) Content: Type what you want your Hot Topic to say here. You can also add attachments, hyperlinks, and images to your Hot Topic using the toolbar.

(c) SEO Meta Description: This section is optional. You can type a Search Engine Optimization Summary which will appear on public search engine result pages related to your Hot Topic.

(d) Preview: Click the blue **Preview** button to see how your Hot Topic will appear to TRAIN users.

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From the Public Health Foundation

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2 Add New Blog Post - Hot Topic (continued)

Fill in the necessary information for your Hot Topic. Use the dashboard on the left to click through each section: **Content, Common Information,** and **Availability**.

COMMON INFORMATION SECTION:

(e) Expiration Date: Select the last date you want your Hot Topic to be public here.

(f) Blog Channel: Select the **Hot Topic** option from the dropdown menu.

(g) Viewing Options:
- When checked, the **Active** box means TRAIN users can view your Hot Topic once you save the blog post.
- When checked, the **Show post author info** box means your user account name will appear with the Hot Topic.
- When checked, the **Show post title** box means the title of your Hot Topic will be displayed on the homepage.

(h) Tags: Add key words to your Hot Topic so it appears in relevant searches.

AVAILABILITY SECTION:

(i) Groups: Search for the Group(s) you want to view your Hot Topic using its name or ID number.

To select a Group, click the green **+** button.

To remove a selected group, click the **x** button.

(j) Click the green **Save** button to finish adding your Hot Topic.

Hot Topics Location

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Hot Topics will appear on the TRAIN homepage. Users will see them when they login or click the home button.
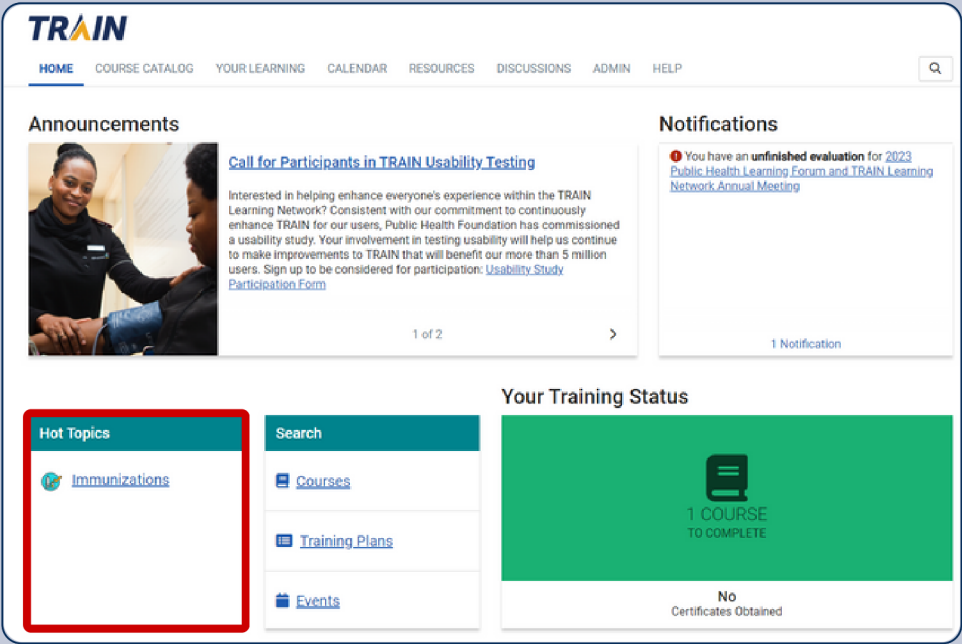
Find and Edit Existing Blog Posts - Hot Topics

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After clicking the **Find and edit blog post** button shown in **Step 1**, you can do the following:

(a) Use the search bar to find the Hot Topic you want to edit.

(b) Click the magnifying glass to view your search results.

(c) Click the arrow to view the Hot Topic details.

(d) Click the pencil icon to view and edit the Hot Topic.

(e) Click the green **Save** button to save the changes you made to the Hot Topic.

(f) Click the red **Delete** button to delete the Hot Topic.

(g) Click the yellow **Cancel** button to exit the page without saving your changes.