

Post Add Ons

Post Add Ons are additional options that can be turned on for the site or for certain catalogs.

Topics:

[What is the announce feature?](#)

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[What is a survey and quiz?](#)

Announce


Reviews

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Post Add Ons - Announce

What is the announce feature?

Announce lets a catalog administrator send out an email right after a post is added. A post is added, then Convey brings up an email message populated with information about the post. Turn on "announcing" by going to Manage Site, then to Post Options and to Announce. Turn Announce on for the site or for specific catalogs.

 **Announce**

Add "Announce" to send Outlook email notices to lists that you create and manage in Convey.

Turn "Announce" On or Off

Notification Off

Notification On for the entire site

Notification On for specific catalogs or catalogs only

Select (or deselect) one or more catalogs or catalogs.



Announce helps catalog administrators create interest in their post through email. It is a one-step process to create an easy email outreach to an audience.

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Post Add Ons – Reviews

Reviews

Reviews offer viewers the opportunity to give feedback about the post. Go to Manage Site, then to Post Options and to Reviews. Turn Reviews on for the site and select if the review results will be private. If they are private, add email addresses that will receive notification of the review.

Reviews

Turn on reviews so that members rate posts and write reviews. Ratings and reviews will be displayed to all viewers.

Reviews

On

Off

Private

Add emails to send private reviews

Click to enter email address

Cancel Save



QUICK TIP

Use reviews to better understand your audience so you can offer them the information they most want to consume.

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Post Add Ons – Survey & Quiz

Survey & Quiz

Surveys are used to get specific feedback about a post. Quizzes are used to provide a simple test to make sure the viewer understood the content. Go to Manage Site, then to Post Options and to Reviews. Turn Surveys & Quiz on for the site or for specific catalogs.

Survey & Quiz

Turn on survey and quiz so users can add them to a post.

Turn Survey & Quiz On or Off

Survey & Quiz can be enabled for the entire site or one or more catalogs.

- Survey & Quiz Off
- Survey & Quiz On for the entire site
- Survey & Quiz On for specific catalogs only

Select (or deselect) one or more catalogs.



Catalog administrators create specific surveys or quizzes. Once they are created, the administrator can add them to a post during the posting process.