Page 1

Robert Lee Distribution

**INTRANET – HOW TO CREATE A POST** 

Dated September 2022

Document Ver. 1

Т	he Intranet is o	constructed by	/					
	Intranet		Pages		Categories		Posts	
		Selects		Links		Group		

## Open your Internet browser (Firefox/Chrome) and navigate to <a href="https://rld-intranet.website/">https://rld-intranet.website/</a>

Select "Login"

Enter	/our	username	&	password
LIILEI	your	username	x	

rms and conditions. All material and content contained			
staff employed at Robert Lee Distribution Limited.	Login		

Username or Email Address	
Password	
	۲
Remember Me	Log In

## From the menu on the left, hover over "Post" and select

🖤 📸 rld-intranet.weł	bsite 😋 8 🛡 0 🕂 New		
Dashboard	Dashboard		
Home Updates 8	Elementor Overview		
🖈 Posts	All Posts		
93 Media	Add New		
Pages	Categories		
Comments	Tags		

When composing a new post, you must fill in the TITLE keeping in mind this fields data, is used when running searches from the main page.

Fill in content with the information you wish to share or select the + symbol for additional content type options. Note - If you find it's easier, you can generate and format your information in Microsoft Word and then copy & paste it back into the content field.

## Add title



**Robert Lee Distribution** 

IT Support Quick Guide

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Publish Ċ. Save draft Preview × Post Block ~ Categories Search Categories Company Forms **Company Information** FAQ News Departments **Customer Services** Add New Category Tags Add New Tag Separate with commas or the Enter key. MOST USED Latest News Fdep CSdep Mdep Sdep ITdep Odep Tdep H2 updates

On the top right hand side before pressing publish, there is a cog icon next to it (in red) which, when pressed opens the "BLOCK" tab containing to the left of it the "POST" section. The post section allows the author to change parts of like where it appears on screen with which tag and categories (in green). These are located slightly down on the list. Select the category which the post fits into (it is a tick box) and select the required tag (listed below and ignore any other tags as they may not work and/or put the post in the wrong place or may not even show the post as intended).

> List of all the working Tags: CSdep (Customer services) Fdep (Finance) Mdep (Marketing) ITdep (It department) Sdep (Sales) Odep (Operations) Tdep (Transport) Pdep (Purchasing)

Then finally once all is done press publish and wait for the blue "publish" to turn into a grey box. Then close down the post page and refresh <u>https://rld-intranet.website</u> and go to your page and the post should be on the page (if done correctly)