

# INTRANET – HOW TO CREATE A POST

Dated September 2022

Document Ver. 1

The Intranet is constructed by							
Intranet		Pages		Categories		Posts	
	Selects		Links		Group		

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

Select "Login"



Enter your username & password.

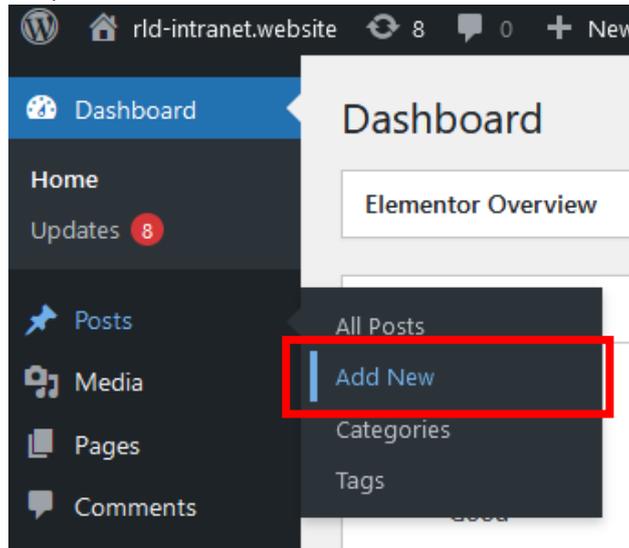
Username or Email Address

Password

Remember Me

Log In

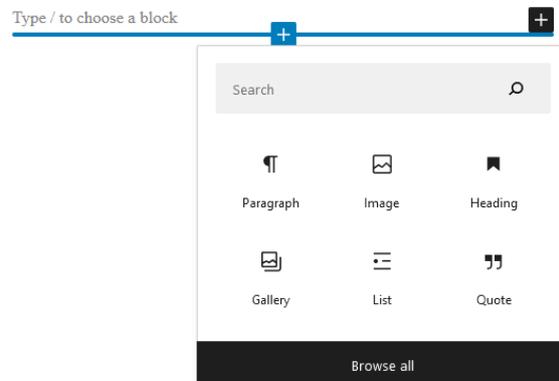
From the menu on the left, hover over "Post" and select



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.

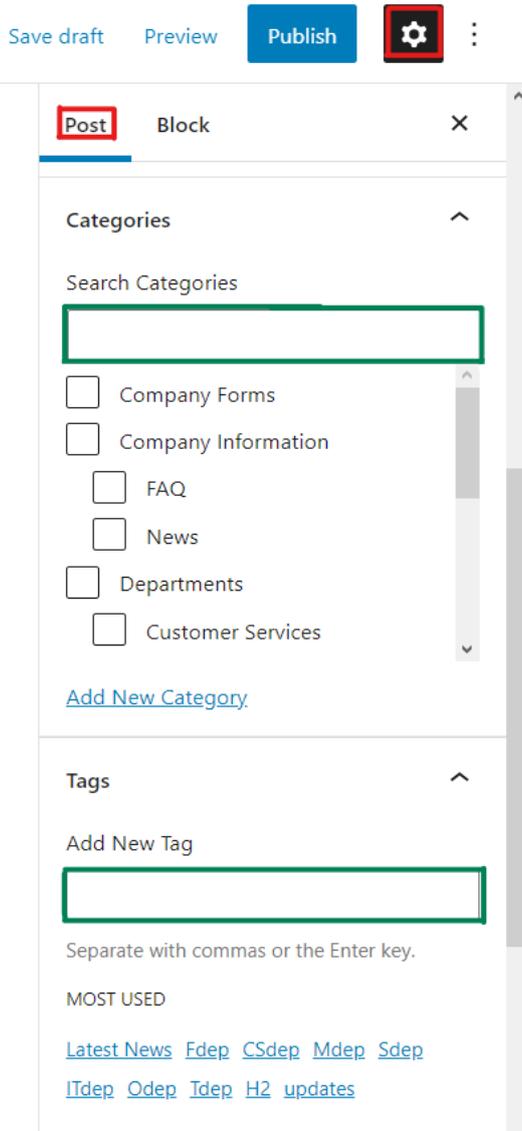
## Add title



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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 <https://rld-intranet.website> and go to your page and the post should be on the page (if done correctly)