

My Content

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In My Content, you can view, edit, and delete content you have created.

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How to Access My Content

1. In the header, click your name > **Activity Stream**.
2. In the side menu is the **My Content** menu. Click a content type.

The screenshot displays the Communifire user interface. At the top, there is a dark blue header with the Communifire logo, a search bar, and navigation links for 'Home' and 'Browse'. Below the header, the user's profile 'Alexis Fox' is visible, along with a search bar for 'What's on your mind?' and a 'Filter' dropdown. The main content area shows an 'Activity Stream' with a post by Alexis Fox about a 'Career Development Seminar' on September 22, 2020. Below this, there is a post by Steven Gray titled '20 Smart Ways to an Effective Internal Communication Strategy' with a link to an article on axerosolutions.com. On the left side, a vertical menu lists various content types: Activity Stream, Notifications, Mentions, Integrations, Workflow, Required Reading, Tasks, Calendar, Bookmarks, Connections, Recognition, My Content, Articles, Blogs, Cases, Discussions, Events, Files, Ideas, Photos, Videos, and Wiki. The 'My Content' menu item is highlighted.

Filter My Content

You can filter your content by space, status, category, and sub category.

1. Click your name in the header > **Activity Stream**.
2. In the side menu, click **My Content**.
3. Click a content type.
4. Click the **Filter** button to show the filter bar.
5. Select filters in the filter bar.

How to Find My Drafts

1. Click your name in the header, then click **Activity Stream**.
2. In the left menu, under **My Content**, click the content type.
3. Click **Filter**.
4. In the **Filter by status** menu, select **Draft**.

Edit My Content

1. Click your name in the header > **Activity Stream**.
2. In the side menu, click **My Content**.
3. Click a content type.
4. For the content, click the options button > **Edit**.
5. Make changes to the content.
6. Click **Update**.

Delete My Content

1. Click your name in the header > **My Apps and Tools** > **Activity Stream**.
2. In the side menu, click **My Content**.
3. Click a content type.
4. To delete individual content:
 - Click the options icon > **Delete**.

- Click **Yes**.

5. To delete multiple content:

- Check content.
- Click **Delete**.
- Click **Yes**.

Manage My Comments

View and delete comments you've made on content.

My Files

View and manage files you've uploaded to spaces. You'll see the file name, publication status, space name, number of views, and creation date. You can filter files by space and publication status.

tags : member