

How to Add Content to Your Intranet

Version 1

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Content is one of the most important steps to launching your intranet. In order to build your homepage, space homepages, and information architecture, you must create spaces and populate your spaces with content.

After content is populated, your intranet will come to life with beautiful images, content summaries, easy navigation, and much more.

In this step, you will learn about spaces, content types, content security, workflows, and importing your data into Communifire.


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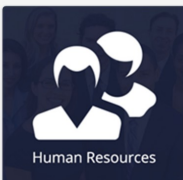
Spaces

Spaces are virtual work places where your team can collaborate. Spaces are easy to manage and are very flexible. Each space can have its own configuration, its own group of people, and its own sub spaces.

Sub spaces have the same features as spaces, but the difference between a space and sub space is that a sub space is a nested space - a sub space has a parent space, but it does not receive any configuration or content from its parent space. Sub spaces can be never ending, meaning a space can have a sub space, its sub space can have a sub space, and so on.

For example, you could have Human Resources as your parent space and Recruiting, Training, and Benefits as sub spaces of Human Resources.

 **communifire** Search Home Browse Create Spaces Alexis



Human Resources

- Home
- Activity Stream
- Info
- People
- Search
- Articles
- Blogs
- Calendar
- Cases
- Discussions
- Files
- Ideas
- Photos
- Polls and Surveys
- Tasks
- Videos
- Wiki
- Workflow (0)


Edit Navigation

- Get Activity Email
- Create Sub Space
- Copy Space

Human Resources


Public Space · Manage Space

What's on your mind?
Filter



Rebecca Kucera

Hey everyone! I came across this article online and I found it to be very informative, considering our new employee engagement initiative. I recommend that everyone read over it before tomorrow's meeting. Alexis Fox James Donnelly Maria Shears Richard Downing Stephanie Aldrich




How to Get Your Employees to Take Pride in Their Work
axerosolutions.com

Taking pride in your work may sound like a stretch when you're assigned some mundane and miserable task. And, while some jobs come with more built-in glitz than others, any job can be uplifting or...

11 minutes ago · 2 Comments · Delete · Like

Alexis Fox posted an event




Career Development Seminar

SEP

22

When: 9/22/2020 (All day)





Sub Spaces

 Employee Onboarding

Search Space

Search

Activity Ticker



-  Julius Kerby updated a blog entry: **How to Keep a New Hire Excited About the Job** 4 minutes ago
-  Laura Carter commented on the article: **The Value of Processes and Procedures in the Workplace** 4 minutes ago
-  Alexis Fox commented on the article: **How to Get Coworkers to Read Your Emails** 4 minutes ago
-  Steven Gray commented on the article: **Open Enrollment Starts Today!** 6 minutes ago

Invite People

Type a name or an email Invite

+ Add People · ✉ Invite People

Upcoming Birthdays and Anniversaries

-  **Raymond Flores**
🎂 Birthday on 9/3
-  **Stefanie Wilson**
🎂 Birthday on 9/9

Public Spaces

Public Spaces

Your space is public - anyone can see it, search for it, and join it. Depending on your permission settings, content within the space can be publicly viewable.

Private Spaces

Keep certain content, conversations, and projects private. Only allow certain people to see content. A private space isn't findable in your intranet. Users can only be invited or added to private spaces.

Hybrid Spaces

Create a public or private space, and adjust your permissions to display content to any user or only a group of users. We will cover content security later in this step.

Sub Spaces

As your space becomes larger, the need for better organization grows. Sub spaces help organize your content and provide access to the right individuals or departments.

Moderated Spaces

When you need more control over a space, turn it into a moderated space. People that want to access the space will need to be approved by you or another person first.

Content Types

Every space can be configured to enable or disable specific content types. You can manage content for each content type as well as configure content security for each content type such as who can create an article, view an article, edit an article, and much more.

Articles

Blogs

Cases

CMS Pages

Discussions

Events

Files

Ideas

Photos

Polls

Surveys

Tasks

Videos

Wikis

Get Started

Now that you're familiar with spaces and space features, learn how to create your first space, enable features, and manage the behavior of your spaces. Later in this step, you will learn about content security in detail, workflows, and importing data into Communifire.

Spaces

Content Types

Manage Space & Space Content

Spaces

Create a Space

Space Homepage

Space Menu

Space Activity Stream

Space Info

Space People

Space Search

Create Sub Space

Copy Space

Move Space

Delete Space

Content Basics

Articles

Blogs

Cases

Discussions

Calendar

Files

Ideas

Photos

Polls and Surveys

Tasks

Videos

Wikis

Manage Space

- Manage Space: Settings

Manage Space: Application Settings

Manage Space: People

Manage Space: Articles

Manage Space: Blogs

Manage Space: Cases

Manage Space: CMS Pages

Manage Space: Discussions

Manage Space: Events

Manage Space: Ideas

Manage Space: Photos

Manage Space: Polls and Surveys

Manage Space: Videos

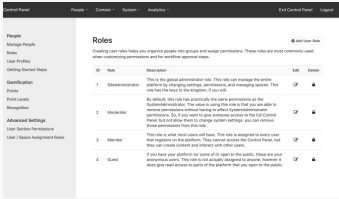
Manage Space: Wikis

Manage Space: Expired Content

Content Security

Roles

Manage content security through roles. Create roles, configure their permissions, and assign users specific roles to allow or disallow them access to content and features. The top level community has roles as does each space, however space level roles are completely independent of top level roles. Check out the links below to learn more about top level and space level roles.

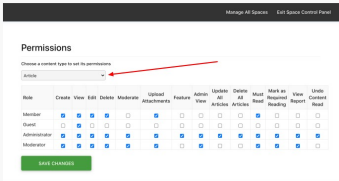


Top level — Roles

Space level — Manage Space: Roles

Permissions

Once you have created roles, fine tune your community's security by configuring permissions. Top level permissions provide access to Control Panel areas and management of top level content. Space level permissions provide access to a space's Manage Space areas and management of the space's content. Like roles, space level permissions are completely independent of top level permissions. Check out the links below to learn more about top level and space level permissions.

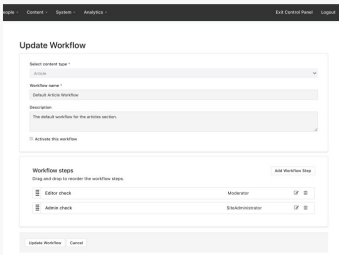


Top level — System Permissions User Section Permissions

Space level —

Workflows

Set up content moderation with workflows. Workflows define a series of moderation steps content must go through to be approved for publication. Workflows require users with specific roles to approve content before it is active. Check out the links below to learn more about workflows.



Top level — [Workflows](#)

Space level — [Manage Space: Workflow](#)

Import Data

With Communifire's vast REST API, you can write code to retrieve data from your current system and import it into Communifire. Import data to almost all content types in Communifire. Check out our REST API documentation below for more information.

[REST API](#)

Next: [How to Customize Your Intranet](#)

tags : site-administrator