

Managing a Convey Site

Graphics

Manage the graphics on the home page by uploading graphics and video files, then changing them as often as needed.



Site Options

Customize how your site performs. Create catalogs, event calendars, site terms, and popular posts. The site is easy to manage without technical help.



Post Options

Create custom options for those that post content, training or events. Turn on email notification, surveys and quizzes, and customized forms.



Users

Add and manage users, giving them permission to post content or manage the site.



Upload Content

Create content files offline and post them to the site. Edit and manage content before or after you post it to the site.



Revenue

Customize payment for content, membership and providers. Track revenue performance with reports.



Reports

Track everything on your site with detailed reports. Add Google Analytics code for advanced tracking.



Convey sites are easy to manage and have all the tools needed to manage the site and administer users, members, providers and revenue. Reports track site activity, revenue and performance.

Graphics Header, Background, Banners & Video	Features Featured Selections, Popular Posts, Reviews	Site Options Access, Site Terms, Home Page Calendar, Social Sharing	Post Options Types, Announce, Survey & Quiz Industries, Forms
Applications Members, Providers	Pages Informational Pages Below the Header	Add Ons Google, Testcraft, Salesforce.com	Provider Catalog Site Catalog

Designed For The Non-Technical User

Convey sites are in "The Cloud" and designed to be organized and managed by non-technical users. Site administration has clear instructions and help menus. Posting and managing content is a step-by-step process. Convey Sites have a customized, branded home page with graphics and options that the site owner manages.

Site Organization

Divide your site into catalogs and manage them with a central administrator delegate management to other users. Content is posted by walking through a simple wizard to describe the content, upload a file, and add payment, if needed. Content providers can be internal or external to the organization. Robust administrative capabilities allow the company to track usage, manage users, revenue, and members of the site.

Home Page Management

Every aspect of the home page is customizable, easily managed and can be changed instantly. Begin with graphics and upload files to create a header, banners, background and featured video or graphic. Manage a home page event calendar, content that you want to feature, and informational pages just below the header.

Administration

Convey has a full administration system designed to manage users, site members and providers, track revenue, and track activity on the site. Reports can be viewed online and downloaded into Excel. Create a Google Analytics account and imbed the Google code in your site to have the full power of Google reporting.

Online, On Demand, Easy & Convenient

www.conveyservices.com ♦ (888) 975-1382

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ORGANIZE THE SITE

Public or Private: Set up the site for internal or external access.

Catalogs: Divide the site into catalogs to create logical groups.

Post Types: Keep or hide different types of posts: content, events, products, blogs.

Providers: Set up a provider application process if you have external providers of content.

Members: To set up a membership site, add membership levels, privileges and payment terms.

Profit Center: Manage internal site members or create a public membership complete with levels, privileges and payment.

Users: Create site users with different privileges to manage the over-all site or post content, training or events.

ADMINISTRATION

Reports: Track every activity on a Convey site with detailed reports. Create a Google Analytics account and imbed the tracking code to have the full power of Google reporting.

Users: Add or delete users or change privileges to add administrative powers to manage the site.

Members: Manage the member application process, permissions and payment terms. Track member revenue and pull activity reports.

Providers: Manage the provider application process, approve providers, and track their performance.

Partners: Partners are individuals or organizations that refer providers or members to the site. Pay them a commission for their revenue production.

Clearinghouse: Track revenue and use advanced reporting to split revenue with providers or partners that sell content, training or events on the site.

MANAGE THE HOME PAGE

Header: Upload a header file 955 pixels wide and up to 200 pixels deep. Leave room on the right side for a search box.

Banners: Add a library of banner files with hyperlinks that rotate on the site. Change them as often as you want.

Background: Add a custom background by uploading a graphics file or selecting a solid color.

Video/Image: Add a video or image that is featured "above the fold" on the home page. Add a headline.

Pages: Create informational pages with text and graphics. The links appear just below your header.

Calendar: Turn on a home page event calendar to feature key events. Events appear in a list and expand to a full calendar. Archive past events and display current and future events.

Featured and Popular: A content post can be featured above the fold and changed often. Designate content as popular to feature it above the fold.

Site Terms: Change the vocabulary on the home page to use search terms and words that are customized to your site.

Social Media: Add links to social media on the home page to encourage users to link your site to popular social media outlets.

MANAGE CONTENT

Post: Create content offline, access the content wizard, and post content now or at a later date.

Edit: Access your account and a list of posted content. Edit everything about the content post to make it perfect.

Unpublish: If you have published content to the site, you can "unpublish" it, removing the content from public view, but keeping it on the site to edit and publish later.

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