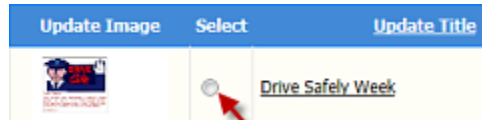


Copy Content

On the management screen of the content you wish to copy:

1. Click the radio button by the title you would like to copy.

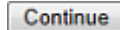


2. Select 'Copy' on the right.
3. Create a new name in the box provided.



Enter a new Content name:

4. Select 'Continue'.
5. You may update or edit your content if you wish.



6. If you enter an expiration date, the system will automatically archive your content on the date entered.

* Expiration Date & Time :

7. Choose if you would like to include any action buttons on this

content. ☒ Display Call Button
☒ Display Contact Us Button

8. Choose whether you would like to display it on your App or keep it private for internal use by clicking the appropriate radio buttons.

☐ Private ☒ Publish

9. If you chose Public you may choose a date to publish it.

* Publish Date: (MM/DD/YYYY)

10. **Important!** If you auto share content and do not wish to share this

item, uncheck the appropriate boxes. ☐ Auto post on facebook
☐ Auto post on twitter

11. If Category Level appears, choose an appropriate category from the drop down menu.

Category Level:

12. If you chose to keep your content Private, click 'Save'. If you chose Public, click 'Submit'.