



Assigning User Access to Content

When new print or social media templates are available in your organization, a marketing administrator must make them available to any users who should have access to them. When activating a new print or social media template, you can either give access to all the users in your organization or only to selected users or teams.

For all users:

1. Navigate to **Manage Marketing → Manage Templates**.
2. Use the Search box, filters, tags, or folders to find the specific template in the list.
3. Select **Actions → Media Settings**.
4. In the Media Settings section, check the **Active** box in the Status row.
5. In the Default User Settings section, check the **Grant access to all users** box in the Access row.
6. Set the remaining settings on the page according to your organization's standards and the needs of the individual template.
7. Click the **Save Media** button. All users in your organization now have access to the template; if you want to remove access for anyone, follow steps 1–8 for selected users or teams below (except select **Deny Access** in step 6).

For selected users or teams:

1. Navigate to **Manage Marketing → Manage Templates**.
2. Use the Search box, filters, tags, or folders to find the specific template in the list.
3. Select **Actions → User Settings** (or **Actions → Team Settings**).
4. Check the boxes for any users (or teams) you want to give access to.
5. Click the **Change Settings** button.
6. In the slide-out panel, select the **Add Access** option.
7. (optional) Set any other applicable options (co-marketer access, approval flow, cost share settings).
8. Click the **Submit** button.
9. Return to **Manage Marketing → Manage Templates** and locate the template again.
10. Select **Actions → Media Settings**.
11. In the Media Settings section, check the **Active** box in the Status row.
12. Set the remaining settings on the page according to your organization's standards and the needs of the individual template.
13. Click the **Save Media** button.

Users who have had a print template shared with them and who want to create a new print piece with it can do so from the list at **Print Marketing → Create New**.

Users who have had a social media template shared with them and who want to create a new post with it can do so from the list at **Web Marketing → Social Media → Create New**.

Note

An infographic is in every sense like any other listing flyer. When the end user is setting it up, they select a property listing as usual. The only difference is in picking the specific schools or points of interest near the selected property.