

Process to publish a post:

First you must log in:

Site side:

- Click on “My ESB Portal” (first line of the screen, left-hand side)
- Then click on the button: “click here to login”
- Enter the login name and the password

- Now, on the top hat, under the log-in button you have 2 new options:
 - Create a post
 - Posts list

How to create a post:

Site side:

- Click on “My ESB portal”
- Click on “create a post”
- Fill the different fields:
 - Title
 - Categories
 - Featured image
 - Content
 - Captcha
- Then click on “Submit”
- You will be re-directed to the “Posts list” page

At this stage your post is created but not yet published. That means that only logged-in people can see your post (not visitors)

How to publish your post:

Site side:

- Click on “My ESB portal”
- Click on “Posts list”

Or after your post have been just created

- Click on the link “Publish now”
- Last check of the post...
- Click on the “Publish now” button

At this stage your post is created and published, duplicated automatically in the 3 languages pages. That means that all visitors can read your post in the language you used to write the post.

How to manage a post:

Site side:

- Click on “My ESB portal”
- Click on “Posts list”

Or after your post have been just created

On this page, you can:

- See your post online (click on the title of your post)
- Make changes on your post (click on the “Edit” link)
- Delete your post (click on “delete” link)
- Or publish your post (click on the link “Publish Now”)