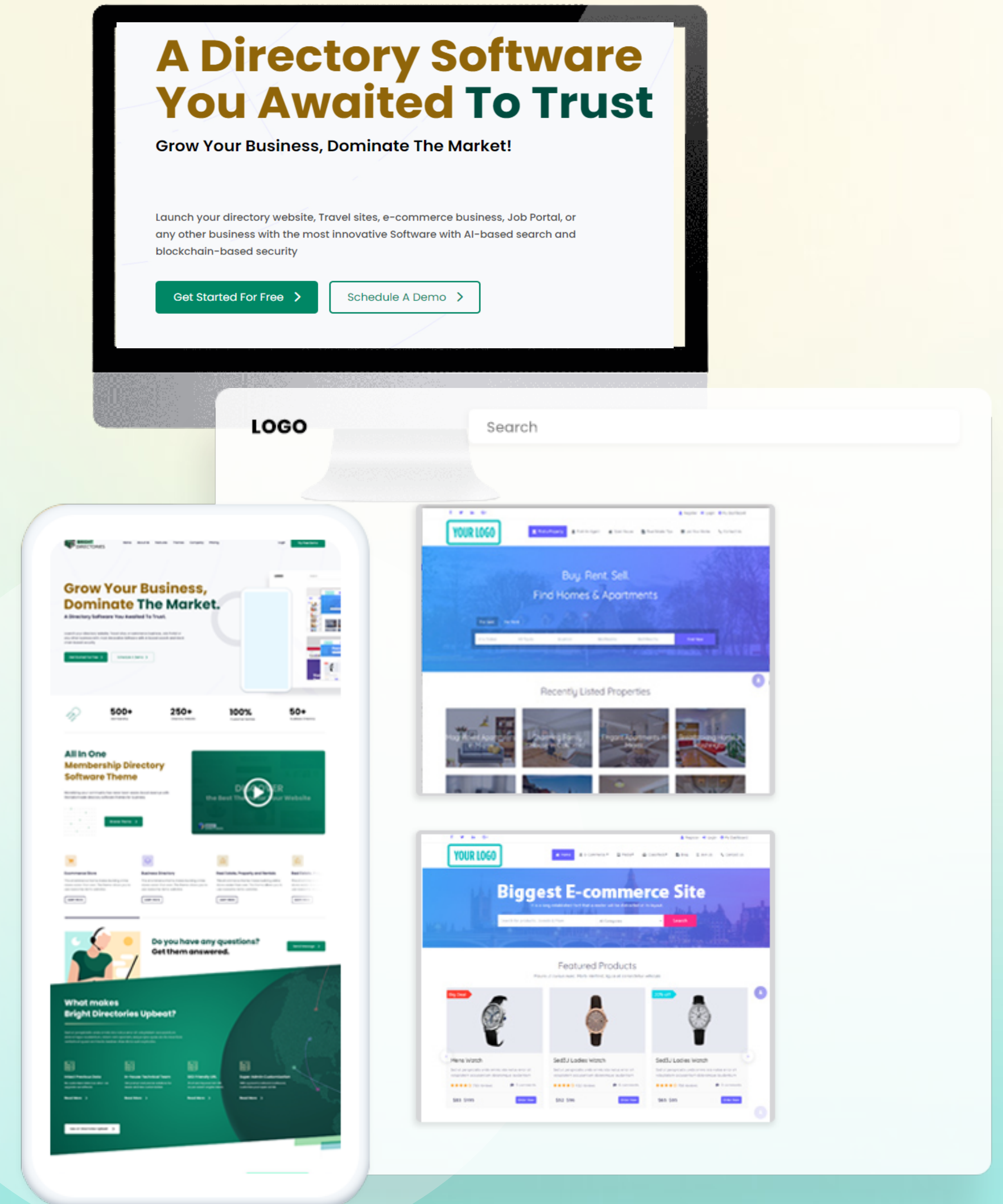




# Manage All Posts from the Website

[www.brightdirectories.com](http://www.brightdirectories.com)





# Manage Post



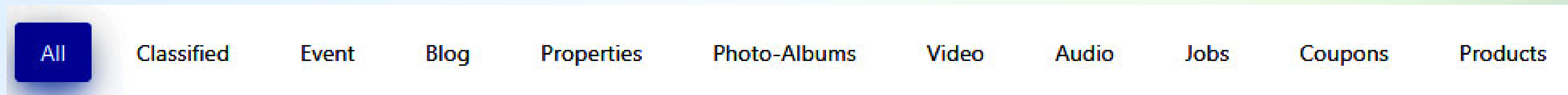
This section on the Dashboard lets you edit and manage posts that are being uploaded to the website.

When you click this option, you get transported to a page where all the posts on the website are listed.

Dashboard / Manage Post

Search by Keyword										
All	Classified	Event	Blog	Properties	Photo-Albums	Video	Audio	Jobs	Coupons	Products
Total 80 Records.										
<input type="checkbox"/>	THUMBNAIL	POST DETAILS	STATUS	MEMBER	ACTION					
<input type="checkbox"/> 35		shirt	Published	Member Id: #35 <b>Posted By</b> Name: Robert Moracco <a href="#">Login as Member</a> Ex (Active)	Action					
<input type="checkbox"/> 33		Multi Family House For Rent	Published	Member Id: #35 <b>Posted By</b> Name: Robert Moracco <a href="#">Login as Member</a> Ex (Active)	Action					

As you can see the posts are listed according to various categories starting from “All Posts” to individual categories such as Classified, Event, Blog, Properties, Photo-Albums, Video, Audio, etc.

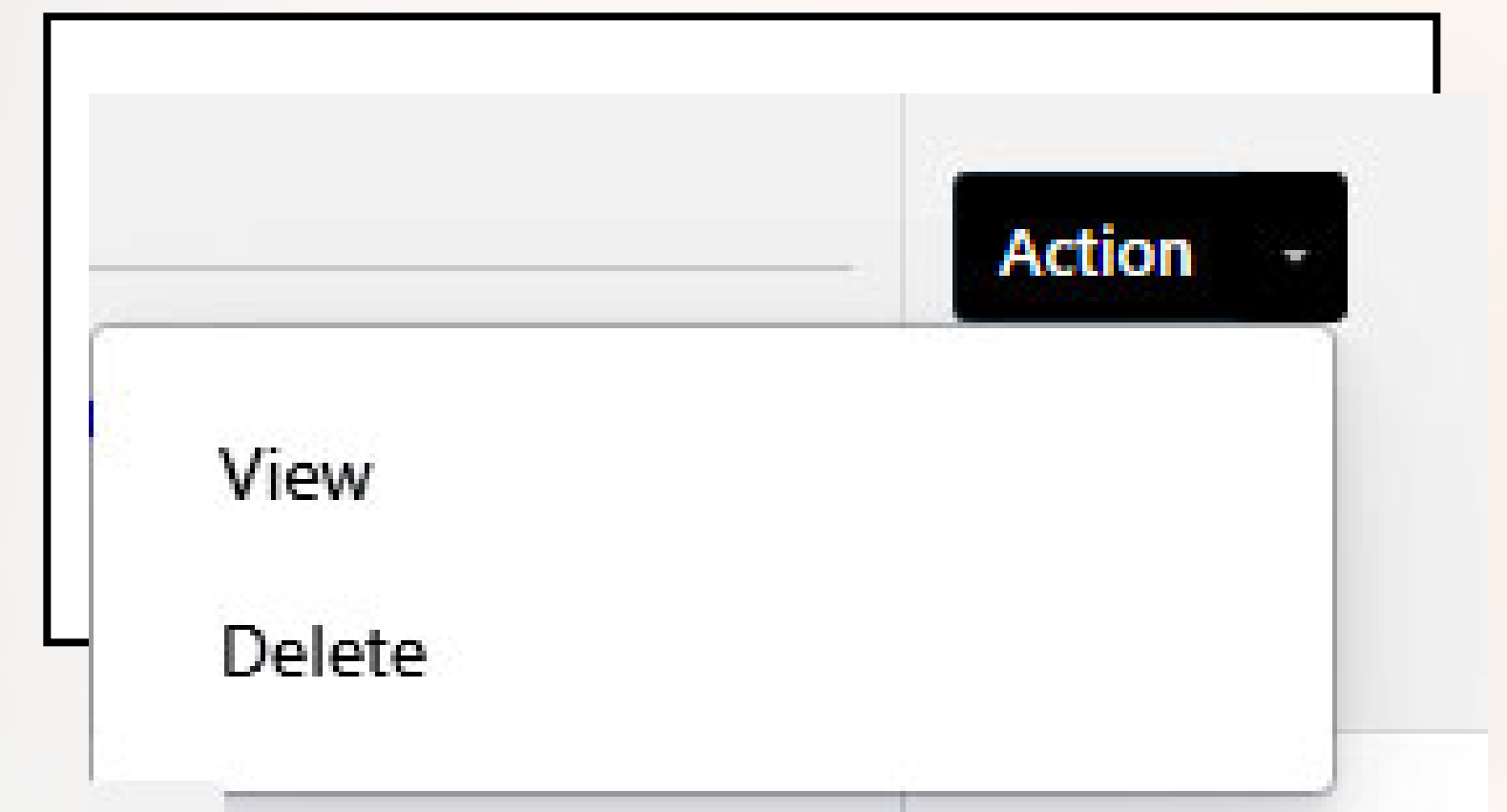


- You can choose your preferred category to view the post you want.
- Below each category, you can see the total number of posts in the particular category.
- According to the theme you have purchased and the categories you have created, the posts will be segregated.
- There is also a search bar on the right side, which will help you find a particular post according to its keyword.





- Here you can scroll to see all the posts along with their basic details.
- On the extreme right of each post listing you can see an “Action” menu. This menu contains 2 options - “View” and “Delete”.



- When you click on “Delete” you can delete the post permanently.
- When you click on the “View” option, a new tab will open where you can see the post in real-time as visible to the visitors.

# Contact Us

**Call Us: 503-928-5984**

**Email Us: [support@brightdirectories.com](mailto:support@brightdirectories.com)**

**Web: [www.brightdirectories.com](http://www.brightdirectories.com)**

**Reach us if you need technical support:**

**<https://support.brightdirectories.com/>**

