

Jive Interactive Intranet

## **Cloud Administrator Guide**

**Jive Extensions: Ghost Publish Add-on**

# Notices

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For details, see the following topics:

- [Notices](#)
- [Third-party acknowledgments](#)

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You can also find the setup files on [Support Portal](#).

For information about purchasing an upgrade or professional services, contact your account executive. If you do not know who your account executive is, or for other queries, contact us through our [website](#).

# 1

## Ghost Publish add-on

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Ghost Publish allows you to configure detailed publishing permissions down to the editor, author, place and expiration date, and more:

- Schedule publishing of documents and blog posts in the future
- Update ghost published content after it has been made live in your community
- Ghost publish from any place in the community

- Support content with images, videos, and attachments
- Collaborate on documents and subsequently publish as a blog post

**Figure 1: A secure, compliant permissions interface to ensure that a particular user can only post on behalf of another in a specific place for a given period of time**

Ghost Publish Configuration Add-on

Ghost Author Relationships + Create Relationship

Editor	Author	Place	Expiration Date	Document	Blogpost	Status	Actions
Administrator	Tanja Summer	Global Communication	Jun 10, 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	
Alexander Schuster	Jon Doe	Human Resources	Jul 31, 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Active	
Alexander Schuster	Amine Bousnina	Human Resources	Jul 31, 2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active	
Alexander Schuster	Alam Jammy	Human Resources	Jul 24, 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	
Andre Barbosa	Amine Bousnina	Ghost Writers Group	Jun 11, 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Inactive	
1 user2	Administrator	Human Resources	Jun 11, 2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active	
Maya Bhatt	Tommy Winter	Showcase JEP	Jun 19, 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	
Maya Bhatt	Tommy Winter	Ghost Writers Group	Jun 19, 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inactive	
Maya Bhatt	Alina Friday	Showcase JEP	Jun 19, 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	
Maya Bhatt	IT Support	Showcase JEP	Jun 19, 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	

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**Figure 2: Easy to use interface to ghost publish content from anywhere in the community**

### Action : Ghost Publish ✕

Publishing content on behalf of another user requires a corresponding Ghost Author Relationship to be set up and active. Please reach out to your Administrator for assistance.

Author\*

Select Author ▾

---

Place\*

Select Place ▾

---

Post as\*

Document  Blog Post

Publishing

Schedule

*This add-on allows you to author, collaborate, and publish any type of document or blog post on behalf of another employee at your organization.*

For details, see the following topics:

- [Supported content types](#)
- [Installing Ghost Publish Add-on](#)
- [Configuring the Ghost Publish Add-on](#)
- [Managing author relationships for the Ghost Publish Add-on](#)
- [Ghost-publishing content with the Ghost Publish add-on](#)
- [Notification messages of the Ghost Publish add-on](#)

## Supported content types

Here you can find the list of content types supported by the Ghost Publish.

Content type	Create	Update
Blog Post		
Document		
Question		
Discussion		
Upload Files		

**Note:** Source content type: Upload Files can be ghost-published as the respective content type only.

## Installing Ghost Publish Add-on

*Open a support with the Support to install this add-on.*

## Configuring the Ghost Publish Add-on

Ghost Publish Add-on is an add-on that uses user groups for determining access.

**Fastpath:** Admin Console > Permissions > User Groups

**Fastpath:** Advanced Admin Console > People > Management > Create User Group

---

**Fastpath: User interface: Your avatar > Add-ons**

---

A user must have at least Manage System permissions to configure add-ons.

Note that the Ghost Publish add-on uses two user groups: members of the first one are able to ghost publish; members of the second one are able to manage ghost author relationships.

## Configuring user groups for Ghost Publish

The Ghost Publish add-on uses user groups to provide secure access to the add-on features.

To configure user groups for the Ghost Publish add-on:

1. Go to the user group configuration page:
  - **Admin Console > Permissions > User Groups**
  - **Advanced Admin Console > People > Management > Create User Group**
2. Create a permission group whose members should be able to ghost publish.  
For example, this user group may be called `Ghost Publish Add-On Editors`.
3. Create a permission group whose members should be able manage ghost author relationships.  
For example, this user group may be called `Ghost Publish Configuration Admin`.
4. Add the appropriate users as members to the user groups created in Steps Step 2 on page 10 and Step 3 on page 10.
5. Save the changes.

## Ghost Publish

Add the preconfigured user groups to the Ghost Publish Add-on configuration to allow users of these groups to use the add-on.

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**Fastpath: User interface: Your avatar > Add-ons**

---

A user must have at least Manage System permissions to configure add-ons.

To configure user groups for the Ghost Publish add-on:

1. Go to **User interface: Your avatar > Add-ons > All Add-ons > Installed** .
2. Find **Ghost Publish** in the list, click **the gear icon > Settings** .
3. Under **App Security**, click the gear icon next to **Ghost Publish App**.

User groups with access to the ghost publish feature are listed here. By default, the **All registered users** user group is used.

4. Remove **All registered users** and add the user groups which should have access to the ghost publish feature.

In this example, we are adding the `Ghost Publish Add-On Editors` user group.

5. Click **Save Changes**.

6. Under **App Security**, click the gear icon next to **Ghost Publish Config App**.

User groups with access to the ghost author relationships are listed here. By default, the **All registered users** user group is used.

7. Remove **All registered users** and add the user groups which should have access to the ghost author relationships.

In this example, we are adding the `Ghost Publish Configuration Admin` user group.

8. Click **Save Changes**.

9. Click **Configure now**.

10. Click **Save and Activate** to apply the changes.

Members of the specified user groups (`Ghost Publish Configuration Admin` and `Ghost Publish Add-On Editors` in the example) can now use the Ghost Publish add-on.

## Managing author relationships for the Ghost Publish Add-on

Users with access to **Ghost Publish Config App** of the Ghost Publish Add-on can create and manage ghost author relationships. When set up, these relationships allow an editor to post on behalf of an author.

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### Fastpath:

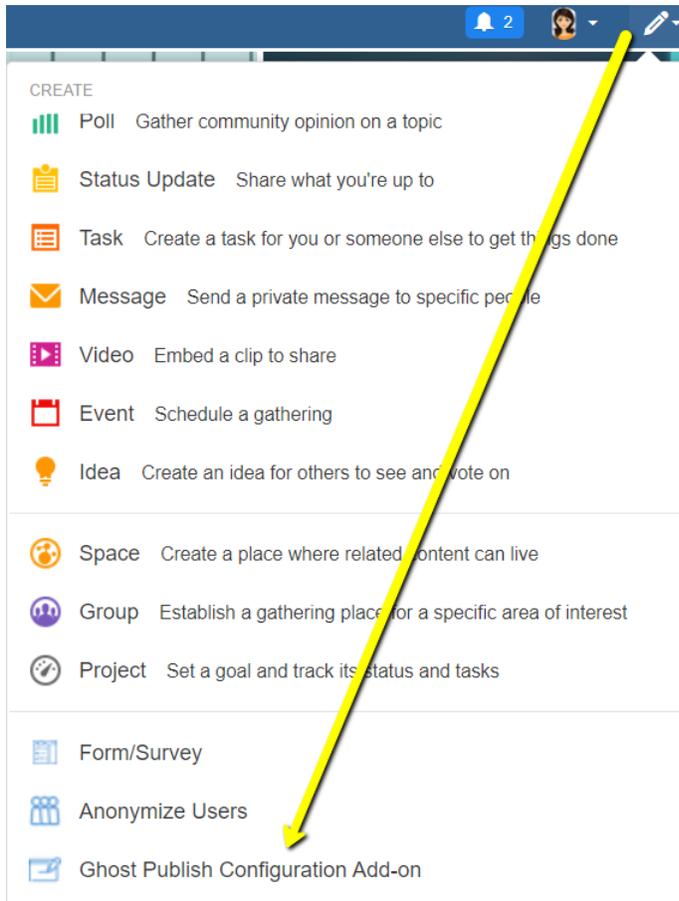
- **Pencil icon > Ghost Publish Configuration Add-On**
  - `<instance URL>/apps/ghost-publish-configuration-add-on`
- 

## Creating Ghost Author Relationships

To create Ghost Author Relationships:

1. Go to the **Ghost Publish Configuration Add-on** page:

- **Pencil icon > Ghost Publish Configuration Add-On**
- `<instance URL>/apps/ghost-publish-configuration-add-on`



**Note:** If you don't see the menu item but are a member of the user group, log out and then log back in.

2. Click **+ Create Relationship**.



3. Provide appropriate details.

### Create Relationship

Editor Search...   ▾	Author Search...   ▾
Place (Optional) Search...   ▾	Expiration Date Sep 10, 2021

Document     
  Blogpost     
  Video  
 Discussion     
  Question     
  Files

Options	Description
<b>Editor</b>	User who publishes on behalf of Author.
<b>Author</b>	User in who's name the content is created.
<b>Place (Optional)</b>	Limit the permission to a particular place or leave blank to allow ghost publishing into Any Place.
<b>Expiration Date</b>	Time until which the permission is granted.
<b>Content types</b>	Check appropriately the content types to be ghost-published.

4. **Save** to add the Editor to user group (Ghost Publish Add-On Editors) automatically to access the Ghost Publish Action Modal.

Ghost Author Relationship created successfully.

**Note:** Editor needs to log out of Jive and log back in to see the **Ghost Publish** action.

## Managing Ghost Author Relationships

To manage Ghost Author Relationships:

- Go to the **Ghost Publish Configuration Add-on** page:
  - Pencil icon > Ghost Publish Configuration Add-On**
  - `<instance URL>/apps/ghost-publish-configuration-add-on`

Ghost Publish Configuration Add-on						
Ghost Author Relationships <span style="float: right;">+ Create Relationship</span>						
Editor	Author	Place	Expiration Date	Content Types	Status	Actions
Maya Bhatt	jive tester26	JEP Experience Ce...	Jan 1, 2100		Active	
nmuser12 gp12	nmuser11 gp11	NM Space1 JVPSS...	Jul 9, 2099		Active	
Maya Bhatt	jive tester8	Any Place	Sep 26, 2026		Active	
Maya Bhatt	Alam Jammy	JEP Walkthroughs	Jun 26, 2026		Active	
jive tester10	Maya Bhatt	JEP Experience Ce...	Jun 20, 2025		Active	
jive tester7	Maya Bhatt	JEP Walkthroughs	Jun 22, 2023		Active	
nmuser1 vrules1	nmuser5 vrules5	NM GP Private Gro...	Sep 9, 2021		Active	
nmuser1 vrules1	nmuser72 files72	NM SEP Target Gr...	Sep 9, 2021		Active	
hemant manwani	Maya Bhatt	Advanced Docume...	Sep 8, 2021		Active	
Maya Bhatt	Jive tester77	Any Place	Sep 5, 2021		Active	

2. **Pencil:** Modify an existing relationship (Expiration Date and Content Types).
3. **Disabled:** Deactivate relationship – user will no longer be able to publish on behalf of the Author.

Usage notes:

- Relationships once created are permanently retained for audit purposes.
- Members in the Ghost Publish Configuration Admin are notified 7 days before the concerned Ghost Publish Relationships expires.

## Ghost-publishing content with the Ghost Publish add-on

Here you can find details on how to publish content items by using the Ghost Publish add-on.

### Fastpath: Content item

The Ghost Publish add-on provides the feature of publishing and cross-publishing the source content, such as documents, discussions, questions, or blog post. Source content type: Upload Files can be ghost-published as the respective content type only.

**Note:** It is possible to Ghost Publish the same content multiple times into different places.

1. Create a source content item (such as a document or a blog post) anywhere in the community and publish it.
2. Go to **Actions > Ghost Publish** to view the **Action : Ghost Publish** dialog box.

**Action : Ghost Publish** ✕

Publishing content on behalf of another user requires a corresponding Ghost Author Relationship to be set up and active.

Author\* Place\*

Select Author Select Place

Post as\* Date and Time (UTC) - Optional

Select... Date Time

**PUBLISH** **CANCEL**

3. Specify details: **Author**, **Place**, content type to be posted as (**Post as**), schedule **Date and Time (optional)**.

4. Click Publish.

Content is scheduled for publishing.

Content is published in target place with a delay of up to 2 minutes.

**Action : Ghost Publish** ✕

Publishing content on behalf of another user requires a corresponding Ghost Author Relationship to be set up and active.

This content was published by IT Spokesperson on Monday, July 13, 2020 9:09 AM in Showcase JEP on behalf of IT Team. [Go to Content.](#) [Update Content.](#)

## Notification messages of the Ghost Publish add-on

Here you can find details the types of notifications of the Ghost Publish add-on.

### Success/Warning/Error Messages

#### Success (green)

Ghost publish is scheduled successfully. ✕

This content was published by [Editor] on [Date and Time] in [Place] on behalf of [Author]. Go to Content. Update Content.

**Warning  
(orange)**

This content will be published by IT Spokesperson on Monday, July 13, 2020 9:09 AM in Showcase JEP on behalf of IT Team. **Cancel publishing of content.**

This content will be published by [Editor] on [Date and Time] in [Place] on behalf of [Author]. Cancel publishing of content.

**Error (Red)**

This content ghost published by [Editor] on [Date and Time] in [Place] on behalf of [Author] failed to publish. Please click here to try again.