



Jive Interactive Intranet

Cloud User Guide

Jive Extensions: Ghost Publish Add-on

Notices

For details, see the following topics:

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

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- Search the articles on the [Aurea Knowledge Base](#) for solutions to your issues.
- Search the product documentation and other product-related information that are also available on [Support Central](#).

If you still cannot find a solution, open a ticket on [Aurea Support Central](#). Information about the support organization is available on [Support Portal](#) as well.

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](#).

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Ghost Publish add-on

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 | |
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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*



Place*



Post as*

☐ Document ☐ Blog Post

Publishing

☐ Schedule

PUBLISH

CLOSE

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](#)
- [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.

Ghost-publishing content with the Ghost Publish add-on

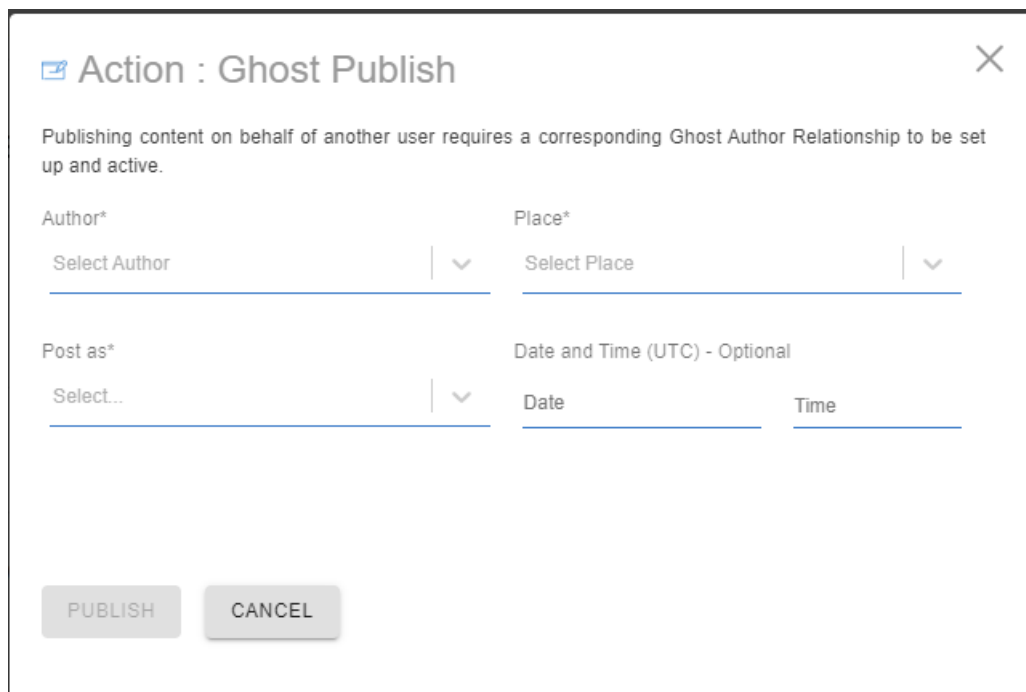
Here you can find details on how to publish content items by using the Ghost Publish add-on.

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* Select Author ▼ Place* Select Place ▼

Post as* Select... ▼ Date and Time (UTC) - Optional

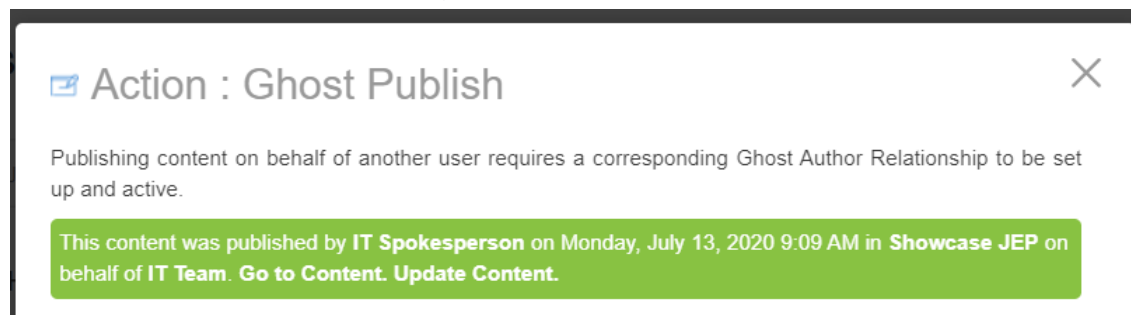
Date Time

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)

A green rectangular notification bar with rounded corners. It contains the text "Ghost publish is scheduled successfully." in white, followed by a white "X" icon in a circle on the right side.

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)

An orange rectangular notification bar with rounded corners. It contains the text "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." in white.

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.