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Managing Content

Image not found or type unknown

A large rectangular area with a thick grey border and a large grey 'X' drawn across it, indicating a missing image or a placeholder.

Adding Content

Authorized users will have access to the administration menu, which appears as a black bar at the top of the page when logged in.

Hover over **“Content”** > **“Add Content”**

A list of content types will appear that the current user has permission to create.

Editing Content

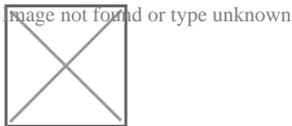
Users with permission to edit content will see an “Edit” tab when viewing a node. Administrators may edit nodes in bulk from the “Admin Content” page: <http://10.0.0.79/admin/mts/content>

“MTS” > **“Admin Content”**

Unpublishing Content

When you want to disable content without completely deleting it, you can unpublish a node from the node “edit” screen.

Scroll down to the bottom and find the “Publishing options” tab and uncheck “Published”. Click “Save”.



Deleting Content

From the node “edit” screen, click on the “Delete” button at the bottom. Administrator users may delete in bulk from the Admin Content page.

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