



Edit a post - quick reference guide

To edit a post you must be the creator of the post or the moderator of the group the post is published to.

Log on to the HSNet website www.hsnet.nsw.gov.au and access the Groups area.

Follow these steps to edit a post:

1. Find your post and click on the dropdown menu icon  next to the post.

The screenshot shows the HSNet website interface. At the top, there's a navigation bar with 'Home', 'Search', 'Groups' (highlighted with a red box), and 'Referral'. Below this is the 'Carers NSW' group header, indicating the user is a group moderator. A search bar is present. On the left, a list of groups includes 'Carers NSW' (0 members), 'Narrabri Community Ca...', and 'sprint8 - This is a default...'. The main content area shows a post by 'HSNet004 User004' dated '19th Feb 15 12:56 AM'. The post text starts with 'Dear colleagues, My name is Sarah Smith and I am a newly appointed group moderator. I am delighted to see a steady interest in this group. Please don't hesitate to put forward your qu...'. A dropdown menu is open next to the post, with options: 'Share', 'Edit' (highlighted with a red box), 'Delete', 'Unapprove', and 'Feature'. On the right, there are 'Events' listed, including '30 Mar 2015 - 10:00am Carers NSW - Happy Day Picnic' and '21 May 2015 - 9:00am There's still time to submit an abstract to present at the Carers NSW 2015 Biennial Conference'.

2. Select **Edit** from the menu. Update the information as required.
Note: * indicates mandatory field.

* indicates a required field

A comment, an opinion? *

Dear colleagues,

My name is Sarah Smith and I am a newly appointed group moderator. I am delighted to see a steady interest in this group.

Add a new file

Files must be less than 20 MB.

 HSNet - Groups - Create a Group QRG v1.0.pdf

Description

Tag

Group audience *

Feature post (Always on top)



Field	Description
A comment, an opinion? *	Your comment on a topic, an opinion or a message. Note: web links must begin with www .
Add a new file	Information file you want to share with this post e.g. fact sheets, booklets, documents, brochures etc. Click on Browse... button to find and select file. Click on Upload button to upload file on to HSNet. Note: File must be less than 20MB
Remove a file	Previously uploaded files can be removed from the post
Tag	A keyword or term assigned to the post to help identify and categories the post and allow the post to be found by searching.
Group audience *	The targeted audience for the post. Select a group from the dropdown list. Tip: To make a post available to multiple groups, you can share a post to other groups once it has been published.
3.	Click on Feature post (Always on top) checkbox to feature the post at the top of the group post feed (optional). Note: This setting is only available to group moderators, if you desire your post to be featured in the group, please contact a group moderator. Group moderator contact details can be found on the groups about page.
4.	Click on the Save button to save the changes you have made to the post.