

What Is This?

Posts are blog-style content pages attached to your space. They're perfect for sharing news, promotions, stories, recipes, or any content you want customers to read. Each post has a title, thumbnail, banner image, and a full rich-text body with formatting and file attachments.

Real-Life Example

Chef Arif from **Dapur Arif** in Subang writes a weekly post about his new menu items. He adds a mouth-watering thumbnail, writes about the ingredients and inspiration behind each dish, and publishes it on the portal. Customers love reading about the story behind their food.

How to Add a Post

Step 1: Open the Posts Page

From the Admin Panel sidebar, go to **General** → **Posts**. Click **Create** to start a new post.

Pixalink

General ^



Posts



Spaces

Step 2: Fill In Post Details

- **Space** — Select which outlet this post belongs to
- **Title** — Your post's headline

- **Slug** — Auto-generated from the title (used in the URL). Must be unique per space.
- **Visibility** — Choose who can see the post:
 - **Public** — Everyone can see it
 - **Private** — Only logged-in customers
 - **Hidden** — Not listed but accessible via direct link
 - **Draft** — Not published yet

Space

Dapur Arif — Subang



Title

New Menu: Nasi Lemak Rendang Tok

Slug

new-menu-nasi-lemak-rendang-tok

Visibility

Public



Step 3: Upload Images

- **Thumbnail** — The card image shown in post listings (16:9 ratio, required)
- **Banner** — The header image at the top of the post (4:1 ratio, required)

Both fields include a built-in image editor for cropping.

Step 4: Write Your Content

- **Description** — A short summary shown in listings
- **Body** — The full post content using a rich text editor. You can:
 - Format text (bold, italic, headings, lists)
 - Add links
 - Embed images
 - Attach files
 - Maximum 65,535 characters

Step 5: Save

Click **Create** to publish your post. It appears on your space's portal based on the visibility setting.

Good to Know

- **Slugs must be unique** — Each post within a space needs a unique slug. The system generates one from the title, but you can edit it.
- **Draft mode** — Use Draft visibility to work on a post without publishing it. Switch to Public when ready.
- **Image ratios matter** — Thumbnails are 16:9 (landscape) and banners are 4:1 (ultra-wide). Upload images close to these ratios for best results.
- **Rich editor** — The body editor supports file attachments, so you can include PDFs, documents, or additional images within the post.