# Kapost Fall 26' Launch Announcement

This release brings together improvements that help teams discover the right content, distribute reporting insights, and manage Kapost more efficiently. It also introduces additional capabilities for account security, initiative reporting, and workflow task management.

## What we're most excited about: Natural Language Search in Gallery

- A fresh new look for Gallery! We’re giving Gallery a refreshed design that makes browsing and discovering content feel cleaner and more intuitive, so it’s easier to find what you need.
- Search the way you think. No need to remember the exact asset name or keywords. With AI-powered search, you can describe what you’re looking for, and Kapost helps surface relevant content based on both keywords and meaning.
- Get more out of the content you already have. There’s great content hiding in every library! We’re making it easier for marketing and sales teams to uncover existing assets, find new ways to reuse them, and spend less time recreating work.
- Spend less time searching and more time doing. With improved filters and relevance-ranked results, you can narrow down your options and get to the content you need faster.



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# Kapost Fall 26' Release

Designed around how you work



# Fall ’26 Release

What’s new in the Fall Release

RELEASE OVERVIEW

## The Fall ’26 Release At A Glance

### 01 Natural Language Search in Gallery

Discover relevant assets using keywords, meaning, and filters

### 02 Email Custom Reports

Share reports directly and schedule recurring delivery

### 03 Settings Page Redesign

Browse configuration pages more easily with a cleaner, more efficient layout

MORE IN THIS RELEASE

### Other Improvements

Multi-Factor Authentication
Power BI Initiative Template

### Collection of Enhancements

4 new customer-driven improvements to existing functionality

# Natural Language Search

Find the Right Content. Faster.

Fall ’26 RELEASE

# Natural Language Search

## OVERVIEW

Natural Language Search enhances content discovery in Kapost Gallery by combining traditional keyword matching with AI-powered, meaning-based relevance. Users can search using related terms even when content does not contain an exact match.

## KEY CAPABILITIES

01 Find relevant content using keywords and phrases that describe what you’re looking for

02 Surface relevant assets even when content wording differs from the search query

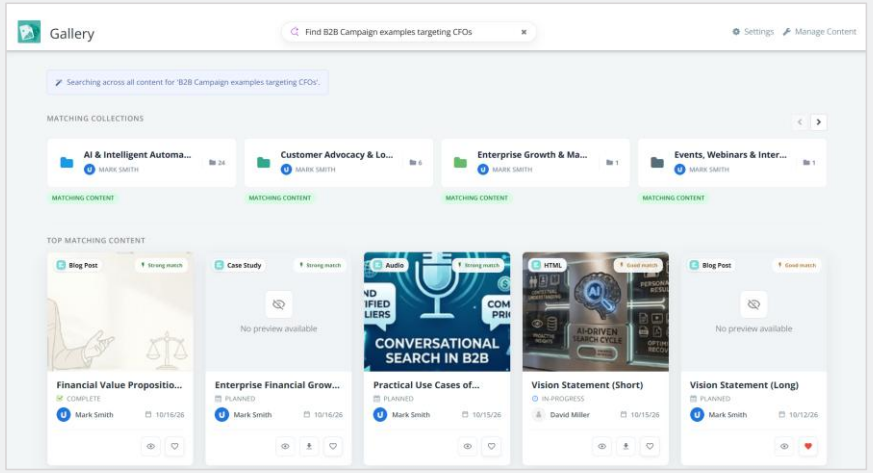
03 Search by task name, upcoming task, custom field name, or portions of initiative titles

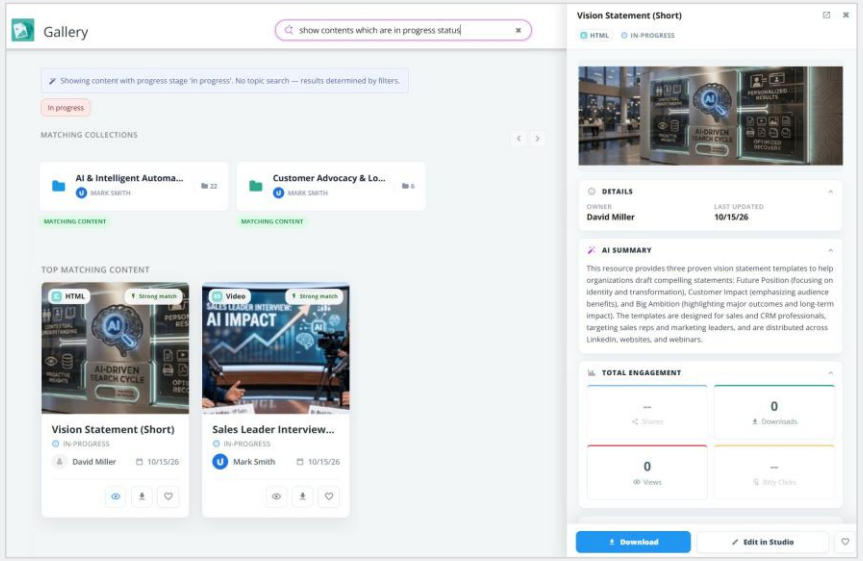
04 View relevance scores on result tiles to understand how results match the query

05 Use the redesigned Gallery search interface and cleaner content tiles to navigate results

**NEED MORE HELP?** Find help in the product documentation.

## IN THE PRODUCT



# Natural Language Search

## STRATEGIC GOALS

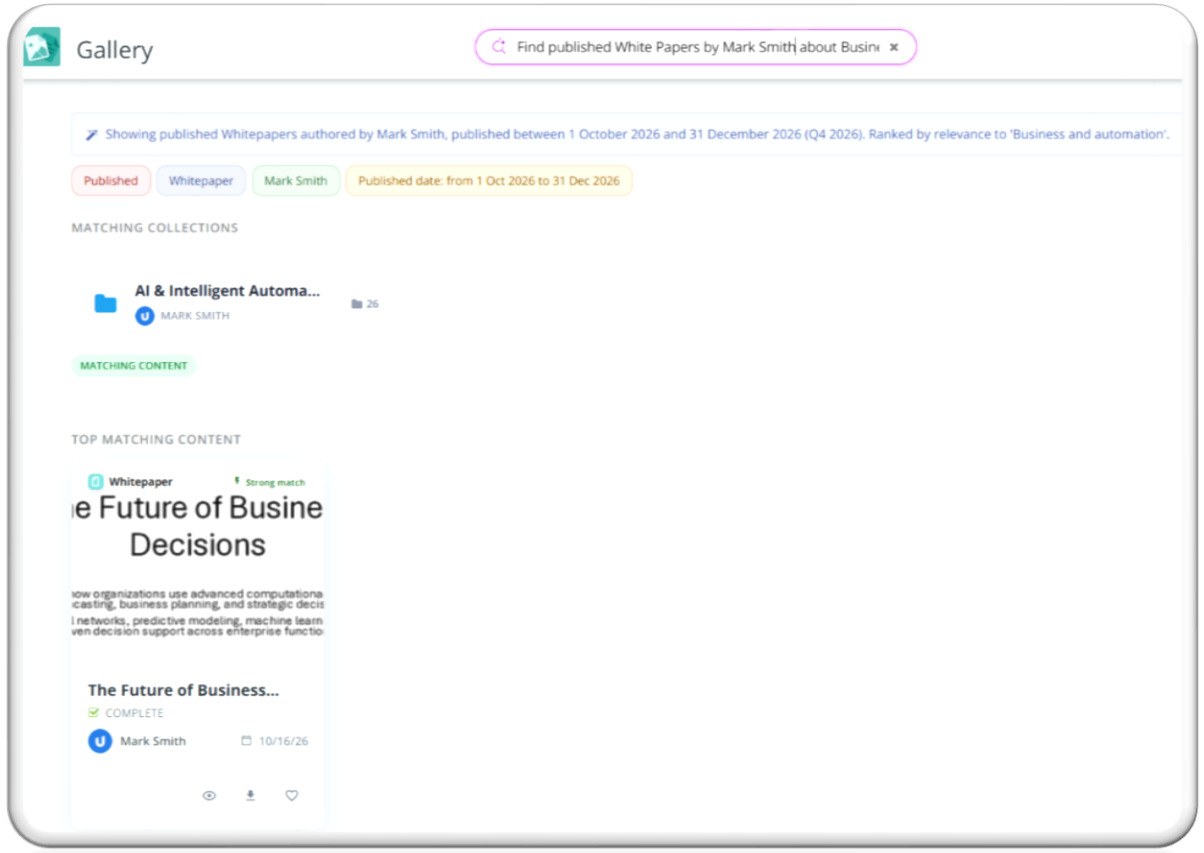
**01** Improve content discoverability by combining exact keyword matching with semantic relevance

**02** Increase content reuse by helping users uncover relevant assets they might otherwise miss

**03** Support Sales Enablement by making it easier for sales representatives to locate useful marketing content

**04** Reduce time spent searching through better filtering, relevance ranking, and an improved search experience

**05** Strengthen the reliability of search results by keeping indexed content and AI-generated summaries aligned with current asset information




## WHY IT MATTERS

**Faster discovery turns existing content into a more reusable, reliable resource.**

# Natural Language Search

## WHAT TO LOOK FOR

01 A redesigned Gallery search bar positioned at the top of the interface, with an AI icon

02 Cleaner content tiles with content status and a last-updated date indicator

03 Improved asset preview behavior, including PDFs opening at the first page

04 Filtering by file type and other supported content attributes

05 Search support for task names, upcoming tasks, custom field names, and portions of initiative titles

06 The ability to combine filters using AND/OR logic

07 Search results ranked by relevance, with a relevance badge displayed on each result tile

## WHO'S IMPACTED

### All users

Access upon go-live.

### Marketing teams

Discover existing content for new campaigns, projects, and initiatives.

### Sales representatives

Locate relevant assets for sales conversations and enablement.

### Content & campaign teams

Find content using task details, custom fields, and initiative information.

**WHERE** **Gallery search and filters**

# Email Custom Reports

Share Insights. Automate Reporting.

Fall ’26 RELEASE

# Email Custom Reports

## OVERVIEW

Email Custom Reports makes it easier to share reporting insights with the people who need them. Users can email reports directly or schedule weekly, monthly, or yearly delivery, reducing repetitive work while maintaining visibility into performance.

## KEY CAPABILITIES

01 Email custom reports to Kapost users and external stakeholders without leaving Custom Reports

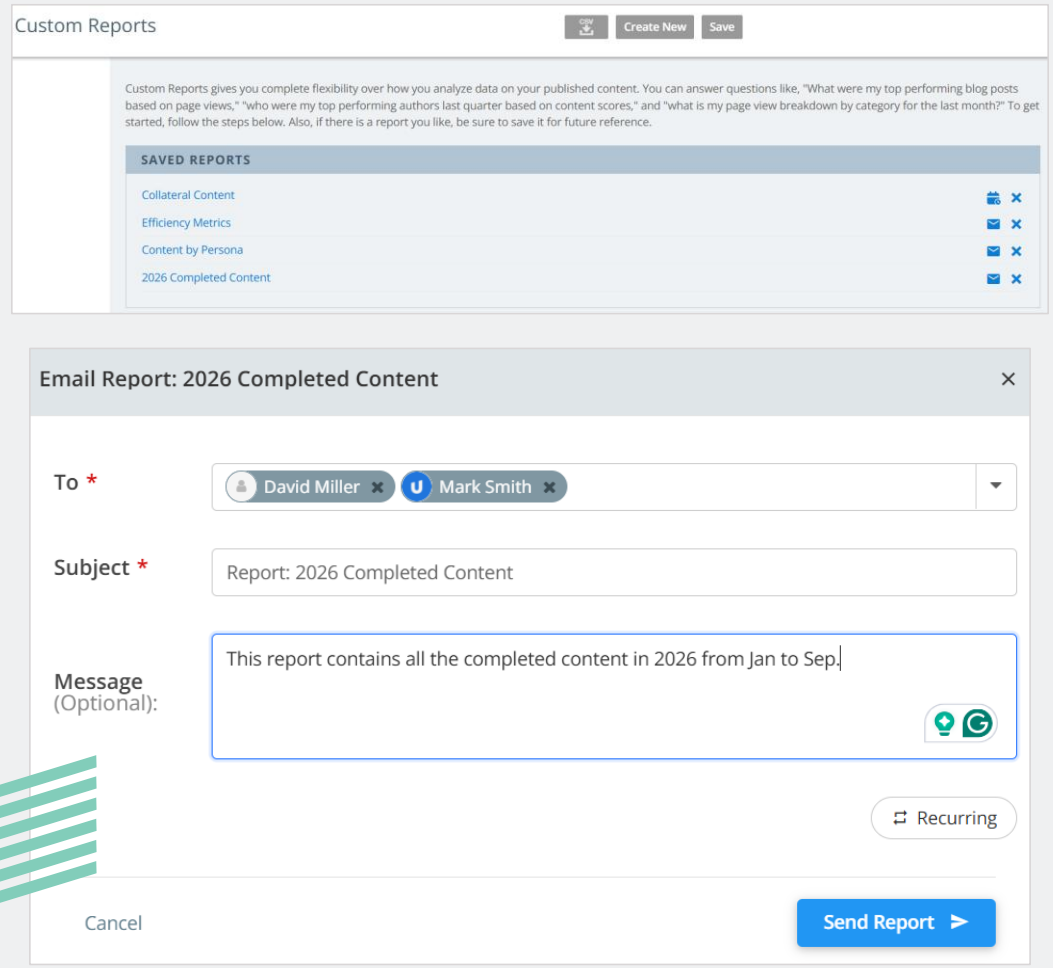
02 Schedule reports weekly, monthly, or yearly to reduce repetitive manual work

03 Review, edit, or cancel existing schedules as reporting needs change

04 Review recipients and schedule details before sending or updating a report

**NEED MORE HELP?** Find help in the product documentation.

## IN THE PRODUCT



# Email Custom Reports

## STRATEGIC GOALS

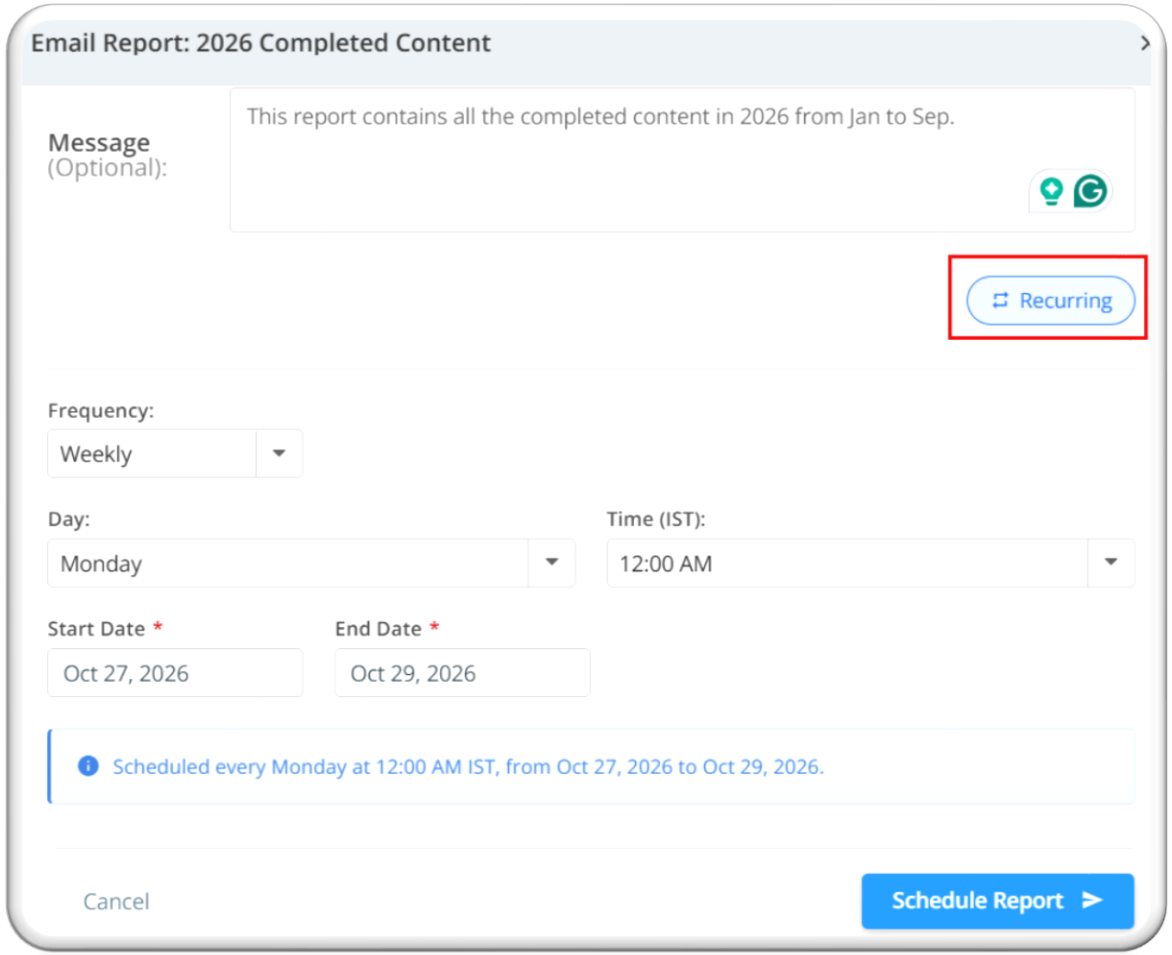
**01** Improve operational efficiency by reducing manual effort associated with distributing recurring reports

**02** Increase access to reporting insights by making it easier to share reports with internal and external stakeholders

**03** Support consistent stakeholder communication through automated, recurring report delivery

**04** Simplify reporting workflows by bringing email and scheduling actions directly into Custom Reports

**05** Provide greater control over report distribution with editable schedules, cancellation options, and recipient validation




## WHY IT MATTERS

**Automated delivery keeps stakeholders informed while reducing repetitive reporting work.**

# Email Custom Reports

## WHAT TO LOOK FOR

01 An email or calendar icon on each report row, indicating whether the report is scheduled

02 Options to Send Report or Schedule Report from the report's calendar icon

03 A dedicated email form with recipient, subject, and optional message fields

04 The ability to send reports to Kapost users and external email addresses

05 Weekly, monthly, and yearly scheduling options, including start and end dates

06 A schedule summary that updates as scheduling details are configured

07 Emails sent from Kapost Notifier, including a personal greeting and link to the report

## WHO'S IMPACTED

### Custom Reports users

Send reports by email and create recurring delivery schedules.

### Creators & stakeholders

Receive reports directly by email, including external recipients.

### Schedule managers

Review, update, or cancel report schedules as needed.

**WHERE** **Custom Reports page in Kapost**

# Settings Page Redesign

Less Scrolling. Easier Configuration.

Fall ’26 RELEASE

# Settings Page Redesign

## OVERVIEW

The redesigned Settings pages make managing Kapost configurations easier with a cleaner layout and more efficient browsing. Reduced header space, persistent filters, and better filter management streamline administration while preserving all existing functionality.

## KEY CAPABILITIES

01 A more compact layout provides additional screen space for configuration lists

02 Sticky filters remain accessible while browsing scrollable lists

03 Filter counts and selected items shown first make selections easier to manage

04 Updated layouts, spacing, and footers create a more consistent experience across pages

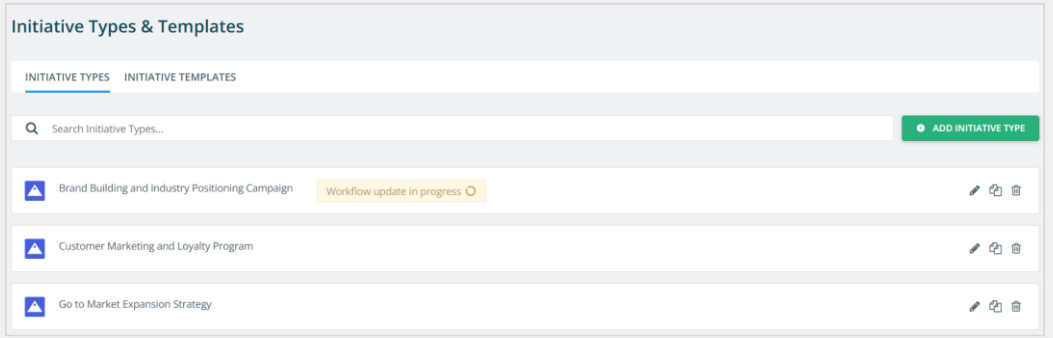
## NEED MORE HELP?

Find help in the product documentation:

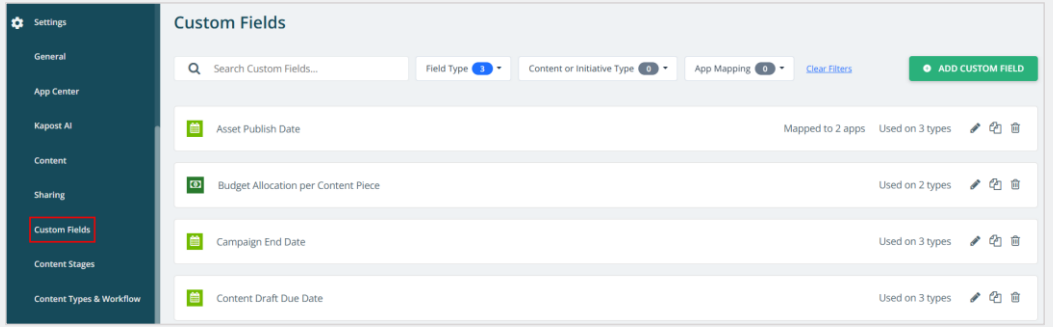
[Content Type]
[Initiative Type]
[Custom Fields]

## IN THE PRODUCT

### INITIATIVE TYPES & TEMPLATES




### CUSTOM FIELDS



# Settings Page Redesign

## WHAT TO LOOK FOR

01 A redesigned layout on the Content Types & Workflow page

02 Filters that show the number of selected items and display selected items first

03 A Clear All option within individual filters

04 A Clear Filters button that resets search and all applied filters

05 Improved filtering on the Custom Fields page, including alphabetically sorted options and “Unused” at the top

06 A redesigned Initiative Types & Templates page

07 A clear (X) button in the search field that appears after text has been entered

08 Consistent spacing and footers across the redesigned pages

09 Search bars that remain in place while scrolling, including when in-app messages are enabled

10 An Add Initiative Type form that opens correctly in front of the list

## WHO’S IMPACTED

### Kapost admins only

Benefit from a more efficient interface for managing configuration settings.

## WHERE

**Settings pages for Content Types & Workflow, Custom Fields, Initiative Types, and Templates.**



# Additional Features

Honorable Mentions

# Additional Features

SECURITY • REPORTING • WORKFLOW

| | FEATURE | WHAT CHANGED | KEY DETAILS |
|---|---|---|---|
| 1 | **Multi-Factor Authentication**<br>DOCUMENTATION | Multi-Factor Authentication adds an additional verification step to the Kapost sign-in process, helping organizations strengthen account security. | • After entering their password, users enabled for MFA enter a one-time code generated by an authenticator app, such as Google Authenticator or Microsoft Authenticator<br>• Administrators can enable MFA for their instance, and once enabled, the requirement applies to that user across their Kapost accounts |
| 2 | **Power BI Initiative Template**<br>DOCUMENTATION | The new Power BI Initiative Template extends Kapost reporting capabilities to initiative-level performance, complementing the existing Content Operations template. | • Users can review on-time delivery against deadlines with a 10-day buffer, average days completed ahead of deadlines, overdue task counts, and total completion time<br>• Filtering by assignee and completion month or year supports more focused analysis, while combining initiative and content tasks in one view helps provide a broader picture of execution |

# Enhancements

A collection of features delivered throughout Q fielded from you!

# Improved Experiences

Four customer-driven enhancements delivered in the Fall ’26 release

## Customer-Requested Enhancements

SMALL CHANGES THAT REMOVE EVERYDAY FRICTION

01 **Reordering Filters in Gallery Settings**

DOCUMENTATION

02 **Task Catalogue: Rich Text Descriptions**

DOCUMENTATION

03 **Accepted and Pending Invitation Email Notifications**

DOCUMENTATION

04 **Bulk Task Status Update**

DOCUMENTATION



# Thank you.