



## Kapost Summer 26' Launch Announcement

**This Summer, we're meeting you at your keyboards every day, helping you and your teams stay productive and organized – whether managing personal work or maintaining your growing and scaling content operations.**

### Notes

- A personal productivity workspace embedded directly within Kapost
- Capture ideas, organize information, track tasks, and draft content without leaving your workflow

### Archiving Content Types

- Retire outdated content types while preserving historical configurations
- Maintain a cleaner, more organized content architecture and improve governance





# Kapost Summer 26' Release

Less Clutter. More Productivity.





# Summer '26 Release

What's new In the Summer Release

## User Notes

- Capture ideas, organize information, track tasks, and draft content without ever leaving your workflow

## Archive Content Types

- Retire outdated content types without losing historical visibility or disrupting existing content

## Collection of Enhancements

- 3 new customer-driven improvements to existing functionality



# User Notes

Your Personal Workspace Inside Kapost

## Summer '26 Release

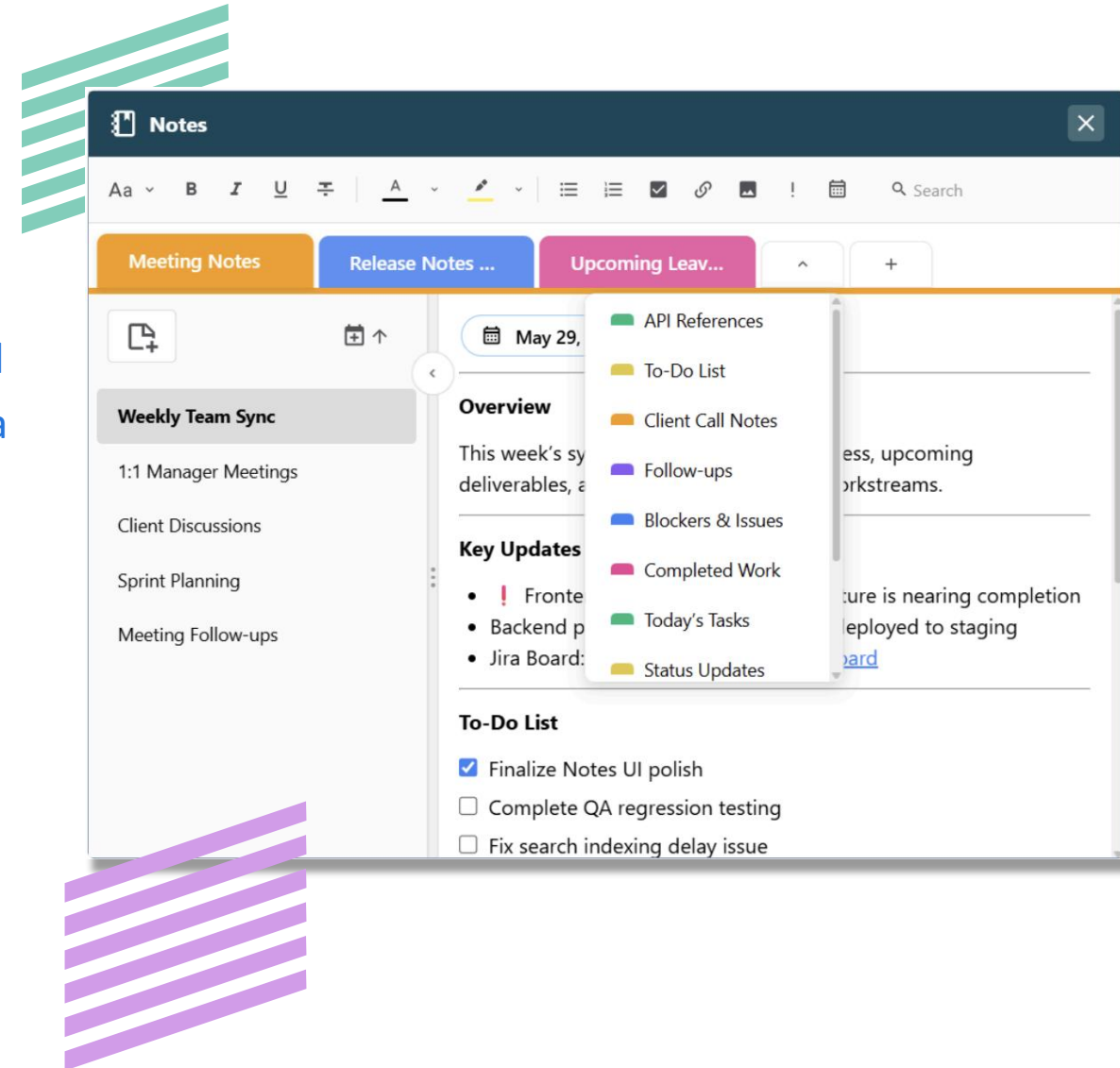
# User Notes

The Notes feature provides users with a private, persistent workspace directly within Kapost, making it easy to capture information, organize thoughts and stay productive without interrupting daily work. Users can create multiple notebooks and pages, manage tasks and store important information all within a flexible, searchable environment.

- Reduce context switching by keeping notes within Kapost
- Capture ideas, meeting notes, and content drafts in real time
- Organize information using books and pages for easy reference
- Track personal action items with built-in checklists
- Quickly find information with global search and auto-save capabilities

## Need More Help?

You may find help Documentation [Here](#).



# User Notes

## Strategic Goals for This Feature:

- Provide users with a centralized workspace for personal productivity
- Reduce reliance on external note-taking applications
- Improve workflow efficiency by minimizing context switching
- Support knowledge capture and content drafting directly within Kapost
- Enable users to organize and retrieve information more effectively

# User Notes

## What to look for

- Notes accessible from the top navigation bar
- Multiple books and pages for organizing information
- Rich text editor with support for images and links
- Checklist functionality for task tracking
- Important note markers and date-based organization
- Global search across all books and pages
- Auto-save functionality that preserves changes automatically
- Resizable and movable workspace that stays available while working in Kapost

## Who's impacted, where

**All Users** will have access upon go-live

- All users will have access to Notes via the Notes icon in the Kapost navigation
- Notes are private to each user and are not shared with other users
- Available across sessions and devices for continuous access to information



# Archive Content Types

Keep Your Content Architecture Clean and Organized

## Summer '26 Release

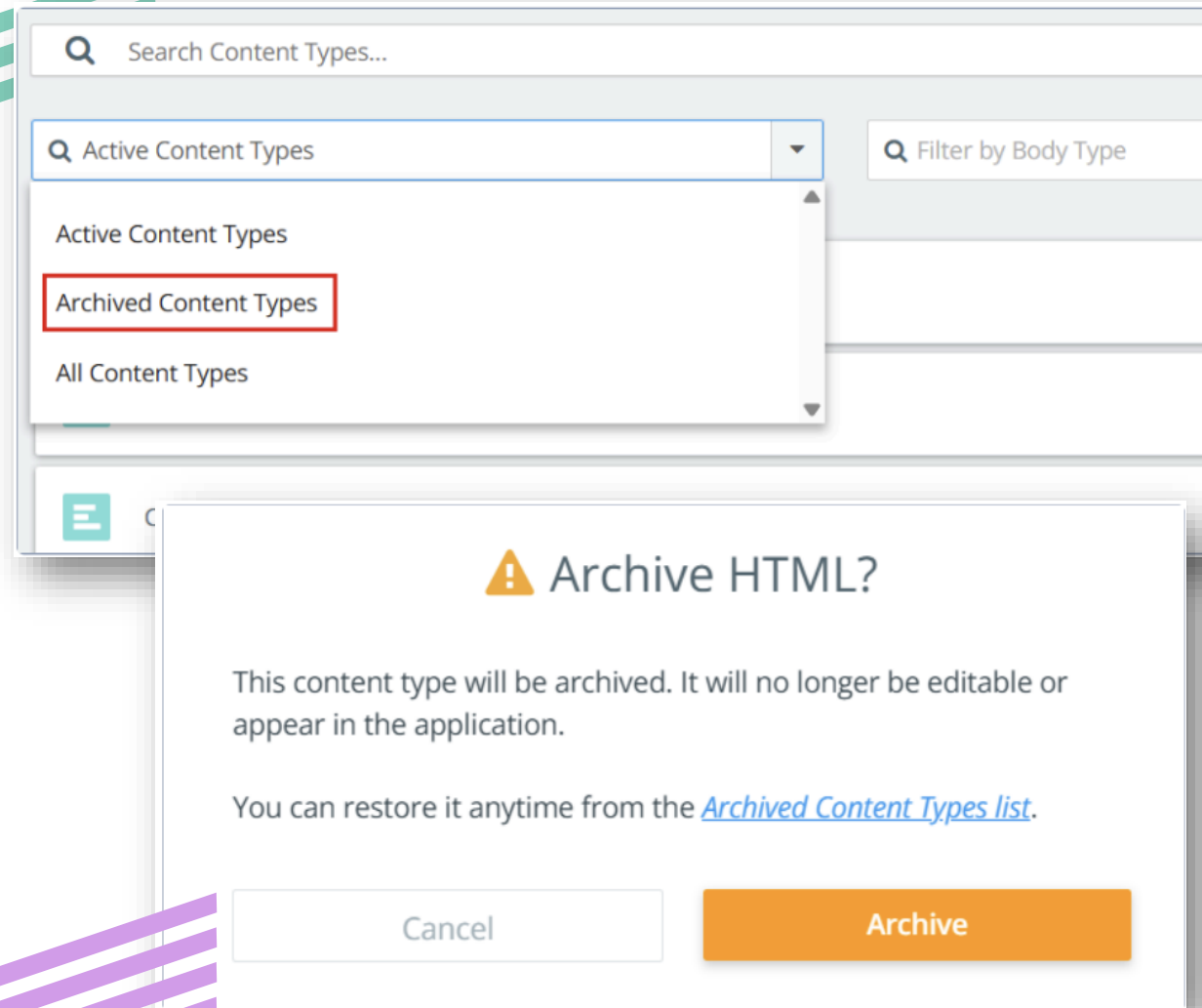
# Archive Content Types

Archiving Content Types enables administrators to remove outdated or unused content types from active use while preserving them for historical reference. This helps organizations maintain a cleaner, more manageable content structure and ensures users only work with relevant, current content types.

- Reduce clutter within Content Type administration
- Prevent outdated content types from being used for new content creation
- Maintain historical integrity without deleting existing configurations
- Improve governance and content model management
- Simplify the content creation experience for users

## Need More Help?

You may find help Documentation [Here](#).



The screenshot shows a user interface for managing content types. At the top, there is a search bar labeled "Search Content Types...". Below it, a dropdown menu is open, showing a search input with "Active Content Types" and a list of options: "Active Content Types", "Archived Content Types" (highlighted with a red box), and "All Content Types". To the right of the dropdown is a "Filter by Body Type" search bar. In the foreground, a modal dialog box titled "Archive HTML?" with a warning icon is displayed. The dialog contains the text: "This content type will be archived. It will no longer be editable or appear in the application." and "You can restore it anytime from the [Archived Content Types list](#)." At the bottom of the dialog are two buttons: "Cancel" and "Archive".

# Archive Content Types

## Strategic Goals for This Feature:

- Improve content governance and administrative control
- Simplify management of evolving content models
- Reduce user confusion caused by obsolete content types
- Preserve historical configurations without permanent deletion
- Support scalable content operations as organizations grow

## What Success Looks Like:

- Fewer outdated content types visible to end users
- Cleaner and more maintainable content architecture
- Improved consistency in content creation processes
- Greater confidence in content type governance
- Reduced administrative effort managing legacy configurations

# Archive Content Types

## What to look for

- Archive action available within Content Types and Workflow settings
- Confirmation workflow before content types are archived
- Archived Content Types filter for viewing retired content types
- Ability to restore archived content types through unarchive functionality
- Historical content type configurations preserved without deletion

## Who's impacted, where

- Admins managing Content Types and Workflow settings, available within the Content Types settings
- Archived content types remain accessible for reference and can be restored when needed
- **All Users** will see archived assets marked by an icon in their content catalogue



# Enhancements

A collection of features delivered throughout Q fielded from you!



# Improved Experiences

- **Custom Field: Display Rich Text Description in Studio**
  - Custom Field descriptions in Studio to display with the same formatting set by the admin, so that the information is clear and readable to all users in Studio
  - Applies to the Content, Idea, and Initiative details pages, as well as the catalog preview
  - Any links included in the description must be clickable and open in a new tab
  - [Documentation](#)
- **Custom Reports: Add Gallery Filter**
  - Ability to filter content by whether it has been added to the Gallery, allowing users to manage and review content more efficiently within Custom Reports
  - [Documentation](#)
- **Bundles : Ability to add logo**
  - Users can now add a logo to a bundle and enhance branding for the sales team or create a cohesive brand experience for internal teams
  - [Documentation](#)



**Thank you.**