Create reusable content

Step-by-step instructions for Create reusable content in Express Me.

Watch the video, follow the steps, or open the complete transcript for a text version of the instructions.

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Step-by-step instructions

1 Open Departments/groups

In the Communication Portal, go to **Departments/groups** and open the group you want to add content to.

2 Start edit mode

Click **Start edit mode**.

3 Open the tile library

Choose the tile library and search for the tile you need.

4 Duplicate the tile

Select a result and click **Duplicate**. Everyone in the group now sees the tile.

Complete transcript

▼ Read the complete video transcript

Hi everyone. I'm going to show you how to create reusable content within the communication portal. The idea is that as a care organization, you often create a lot of the same content. Things like staff, certain routines, certain exercises, you name it.

And the idea is that via the communication portal you can actually manage certain groups, which you can also kind of see as departments. And in there you can create certain content that is easy to reuse. When you have multiple user profiles, they all belong to a certain group or department.

So what does that look like? When we go to departments slash groups, we actually see different groups here. I've created a neurology department and there's already an example tile in it. And the idea is that everyone who is part of this group will actually see this content. So this is kind of the organization content for this department.

And it's actually very simple. Whenever you want to add something, suppose I want to add a speech therapist. Then we can go to edit mode here. Then we can choose from the tile library. Let's search for speech therapist. Then we can search in our big database of all images. Let's choose this one, a realistic image. Then we say duplicate and then we've simply added a tile within our department that everyone, all users who belong to this group, will see.