# Blog Posts

# Blog Posts

## Purpose and when to use this record

Prepare and publish store-specific editorial content with its URL slug, imagery, scheduling, tags, and search metadata.

## At a glance

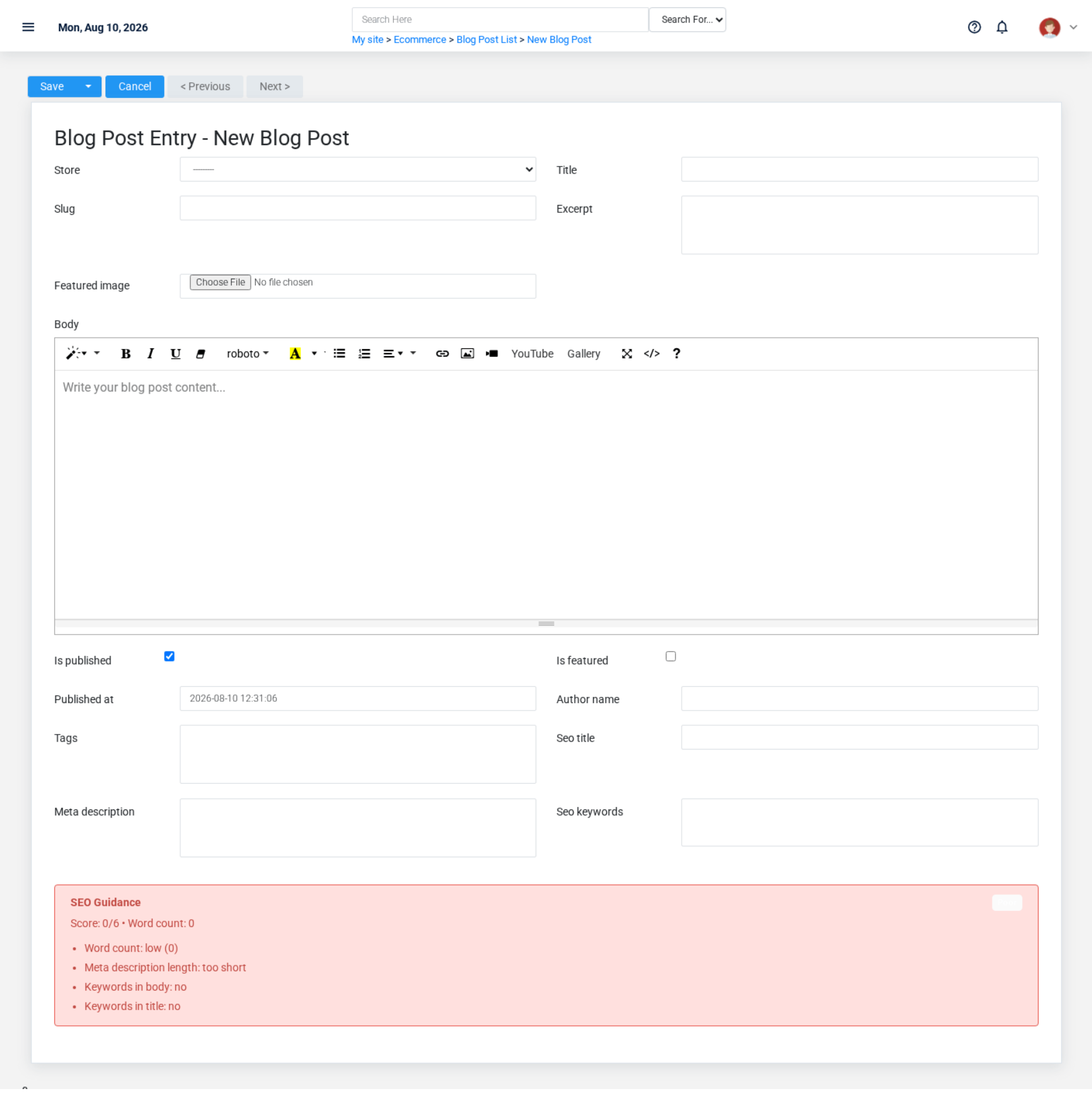
- **Identify it by: Author Name**.
- **Check its business context: Store**.
- **Why care:** Store, publication, consent, payment, and fulfillment states affect what customers see and what staff must act on; check the correct store before saving.
- **Why care:** Availability and publication flags affect future use without erasing history. Prefer disabling an obsolete setup record when existing transactions still refer to it.

## Before you begin

You need the Brisk permission for the action you are taking on blog posts. If a Create, Edit, or Delete control is absent, do not work around it with another user’s account; ask an administrator to review your role.

Have valid **Store** records ready first. Those selections determine where this Blog Post belongs and which later screens can find it.

## Create a Blog Post




The Blog Posts create screen in the Brisk documentation demo.

Create a Blog Post only after confirming that the source document or operational event has not already been entered.

1. Select the business context first: **Store**.
2. Enter the required identifying and operational values: **Store**, **Title**, and **Body**.
3. Review **Is Published**, and **Is Featured** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Blog Post, then confirm **Author Name** on its detail page before continuing.

After saving: Use **Store** to interpret this Blog Post. If it records a failure or exception, correct the source process and create a new successful event rather than rewriting the audit trail.

# Delete a Blog Post

Delete this Blog Post only when it was entered by mistake and no downstream history depends on it. Use a reversal, void, credit, counter-adjustment, or status correction for a real event that later changed.

If the record is merely obsolete, use **Is Published** to remove it from future use while preserving existing references.

On the confirmation page, verify **Author Name**. After confirmation, return to the Blog Posts list and make sure only the intended Blog Post was removed.

# Review Blog Post details

Use the detail page as the shared record of what this Blog Post currently means. Verify **Store**, **Title**, **Slug**, and **Excerpt** before relying on it for a decision.

Follow **Store** to determine whether the issue is on this Blog Post or on one of those linked records.

Next check: Use **Store** to interpret this Blog Post. If it records a failure or exception, correct the source process and create a new successful event rather than rewriting the audit trail.

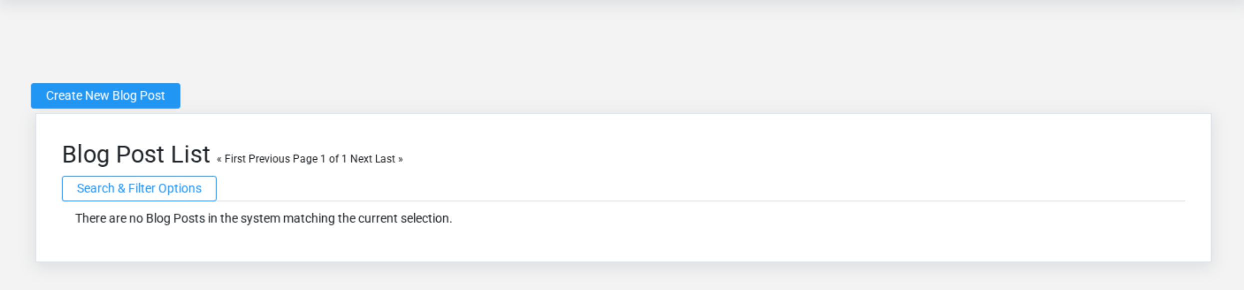
# Edit an existing Blog Post

Edit this Blog Post to correct or complete the same source document or operational event; use the supported reversal or follow-up workflow when the business event itself changed.

1. Open the detail page. Compare **Store** with the supporting document or approved request.
2. Recheck **Is Published**, and **Published At**. These values are most likely to change storefront visibility, customer communication, payment, or fulfillment.
3. Save the change, return to the list, and confirm that the Blog Post now appears under the expected **Is Published**, and **Published At**.

After the change: Use **Store** to interpret this Blog Post. If it records a failure or exception, correct the source process and create a new successful event rather than rewriting the audit trail.

# Find and review blog posts




The Blog Posts list screen in the Brisk documentation demo.

Use the Blog Posts list to find the correct record before opening or changing it. Compare **Author Name**. Records with similar names or numbers can still belong to different **Store**.

- Keyword search checks **Title**, **Slug**, **Excerpt**, and **Author Name**.
- Narrow the list with **Store** filters.
- The date filter uses **Published At**; choose a range that matches the business event you are reconciling.
- The initial order emphasizes **Name**, **Published At**, and **Created At**. Select a column heading when you need a different comparison.

Open the Blog Post whose **Author Name** match the task. If it is missing, clear the list filters and recheck **Store**, **Published At**, and **Is Published** rather than creating a replacement immediately.

# Fields and business rules

Brisk stores 13 user-relevant fields for this Blog Post, including 1 linked-record selection and 0 controlled-choice fields. Create and edit screens may hide calculated or workflow-managed values from this full reference.

| Field | Required | What it controls |
| --- | ---: | --- |
| **Store** | Yes | The store associated with this blog post. |
| **Title** | Yes | The title recorded for this blog post. |
| **Slug** | No | URL-safe identifier for this blog post. |
| **Excerpt** | No | The excerpt recorded for this blog post. |
| **Body** | Yes | The body recorded for this blog post. |
| **Featured Image** | No | File stored as featured image for this blog post. |
| **Is Published** | No | Whether this blog post is published. |
| **Is Featured** | No | Whether this blog post is featured. |

| Field | Required | What it controls |
|---|---:|---|
| **Published At** | No | Date and time recorded for published at on this blog post. |
| **Author Name** | No | The author name recorded for this blog post. |
| **Seo Title** | No | The SEO title recorded for this blog post. |
| **Meta Description** | No | The meta description recorded for this blog post. |
| **Seo Keywords** | No | Comma-separated focus keywords used for on-page SEO guidance and meta tags. |

# What happens next

Use **Store** to interpret this Blog Post. If it records a failure or exception, correct the source process and create a new successful event rather than rewriting the audit trail.

# Common mistakes and troubleshooting

- **The record will not save:** Recheck **Store**, **Title**, and **Body** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The record saved but is not available where expected:** Recheck **Is Published**, and **Published At**, then clear the filters on the destination list. A saved record can still be inactive, unpublished, locked, unapproved, or in the wrong workflow state.
- **The values look right but the result is wrong:** Open **Store** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.

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