

# Content Pages

Last Modified on 12/04/2019 3:33 pm EST



**Content Sections** are the core value of the statement where you can show additional information and used to provide all of your important non-monetary rewards programs. There are suggested content sections that have been built out for you. You can add, remove and edit them to suit your business needs.



Your browser does not support HTML5 video.

Go to **Administration**, then **Content Sections** from the default from the drop-down menu.

The page will show the list of default content sections, **create custom** content sections, **rename** and **delete** content sections and **assign** content sections by employee group.

**New Content Section**

1	Health & Wellness	(all)	Edit	▲	▼	⚙
2	Retirement & Financial Secu	(all)	Edit	▲	▼	⚙
3	Additional Benefits & Perks	(all)	Edit	▲	▼	⚙

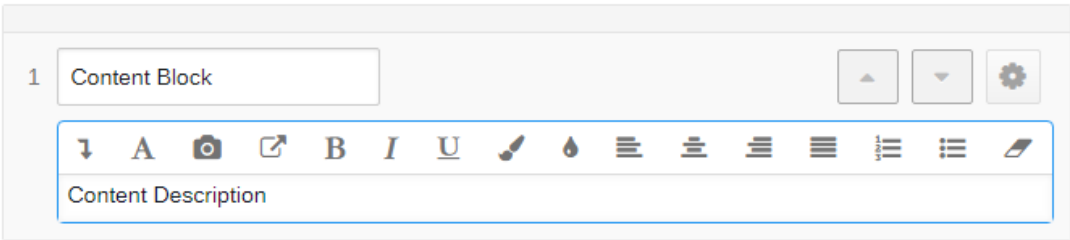
☒ Display images on the content section pages of the web statement

**Save**

Click the appropriate **button** to make the changes, and click on **Save**.

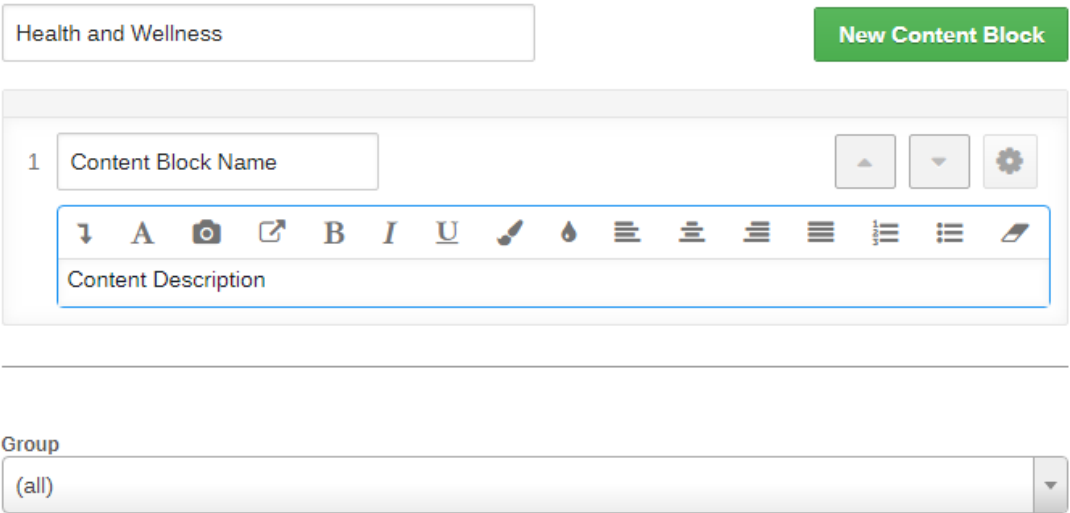
To add a new content block, select **New Content Block**

To name or edit a content block, enter the information in space for Content Description



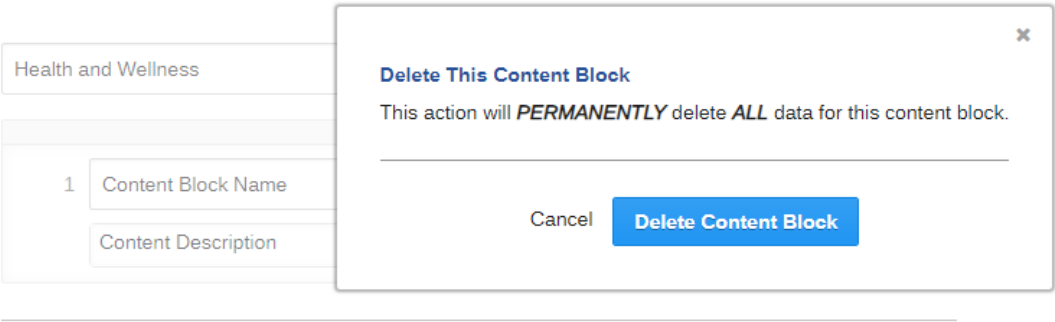
The screenshot shows a content block editor. At the top, there is a label '1' followed by a text input field containing 'Content Block'. To the right of this field are three icons: an up arrow, a down arrow, and a gear (settings). Below this is a rich text editor toolbar with icons for bold, italic, underline, link, unlink, image, video, and list. Below the toolbar is a text input field labeled 'Content Description'.

To assign the content to a specific group, select from the Groups dropdown.



This screenshot shows the content block editor with an additional 'Group' dropdown menu. At the top, there is a text input field containing 'Health and Wellness' and a green button labeled 'New Content Block'. Below this is the content block editor interface, which includes a label '1', a text input field for 'Content Block Name', and a rich text editor toolbar. Below the toolbar is a text input field for 'Content Description'. At the bottom, there is a 'Group' dropdown menu with '(all)' selected.

To remove a content block, click on the **cogwheel**, select **Remove** and click on **Delete Content Block**.

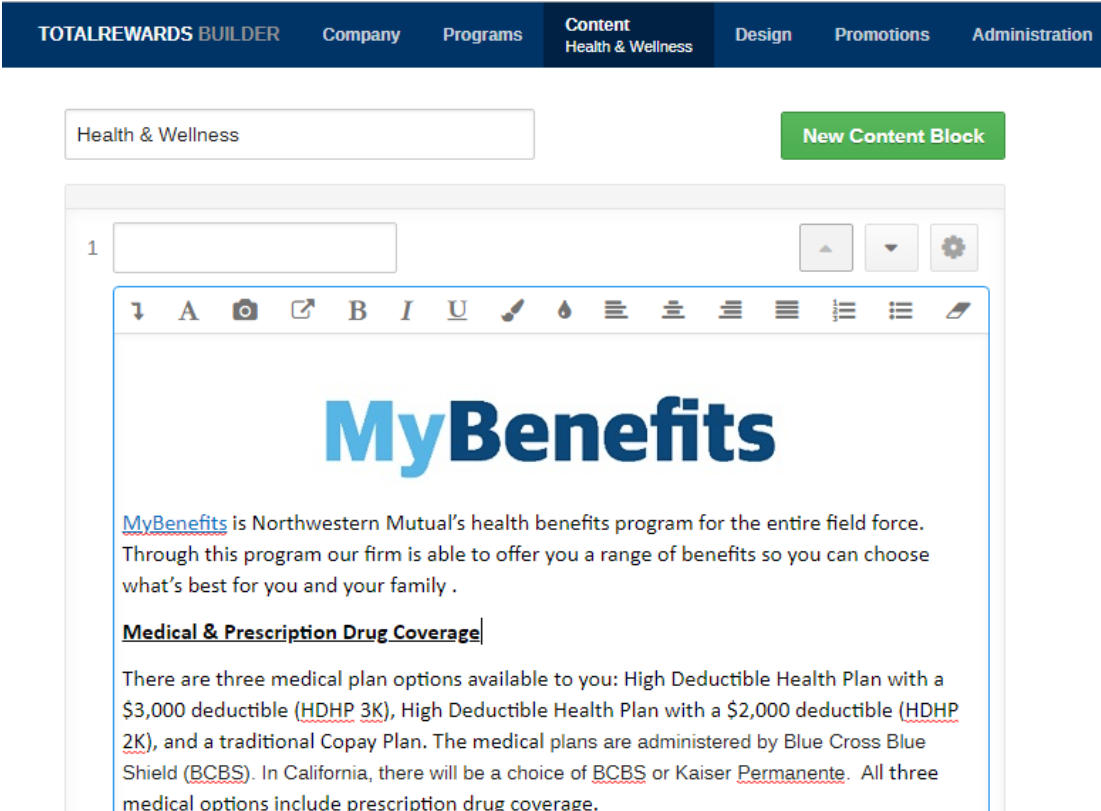


The screenshot shows a dialog box titled 'Delete This Content Block' with a close button (X) in the top right corner. The text inside the dialog box reads: 'This action will **PERMANENTLY** delete **ALL** data for this content block.' Below the text is a horizontal line. At the bottom of the dialog box are two buttons: 'Cancel' and 'Delete Content Block'.

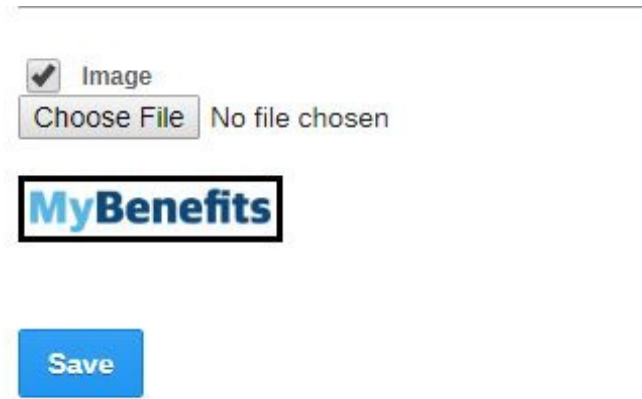
To reorder content blocks, toggle between the **Up** and **Down** Arrows on the right

To save your work, click on **Save** at the bottom of the page

To **Edit** a content page clicks on the **Edit** to direct you to the content editor. Edit text in the HTML text editor.



Images may be enabled or disabled with a check of the box.



For custom images, Choose a File from your desktop and upload it. The system will accept both vertically oriented and horizontally oriented images. Vertically oriented images are recommended for the most aesthetic result.