

Content Sections

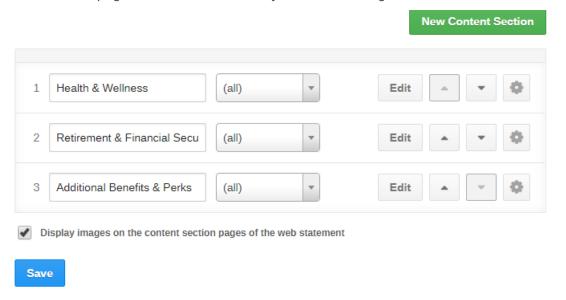
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Content Sections highlight non-monetary rewards programs and provide space for sharing additional information with employees. Default sections are available, but you can add, edit, rename, delete, and assign content based on your organization's needs.

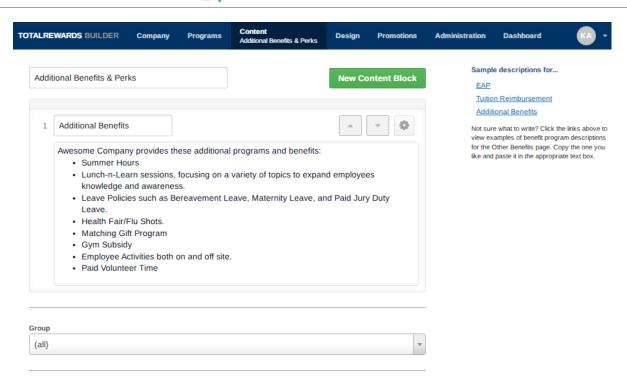
Your browser does not support HTML5 video.

| Manage Content:

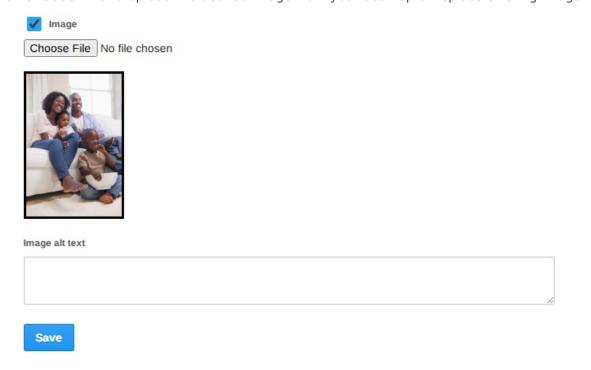
- 1. Go to Administration.
- 2. Select Content Sections from the dropdown.
- 3. Review the list of default sections—edit, delete, or customize as needed.
- 4. To add a new content section, click **New Content Section** button.
- 5. To reorder sections and blocks, click the **Up** and **Down** arrows.
- To remove a content section or block, click on the cogwheel, select Remove and click on Delete.
- 7. To edit a content page, click Edit and directly edit the message in the HTML text editor.



- 8. To add a new content block, click **New Content Block** button, then enter **Block Name** and **Message.**
- 9. To assign the content to a **specific group**, select from the **Group** dropdown.



- 10. Enable or disable images by checking the box. The images are displayed on the right-hand side of each page.
- 11. Click **Choose File** to upload the desired image from your desktop or replace existing image.



12. Click Save.

☐ **Note:** The system will accept both vertically oriented and horizontally oriented images.



Vertically oriented images are recommended for the most aesthetic result. For best results, use high-resolution images sized **480px by 320px**. Supported file formats: **PNG**, **JPG/JPEG**, **GIF**.

 \square **Quick Steps:** Administration \rightarrow Content Sections \rightarrow Edit/Add/Remove/Arrange \rightarrow Assign Groups \rightarrow Upload Images \rightarrow Save