



2018

SCCE Content Entry Deck



Clockwork

Links

Staging Site URLs:

<https://stage.corporatecompliance.org/>

<https://stage.hcca-info.org/>

Staging Site Login URLs (use a CV account):

<https://stage.corporatecompliance.org/member>

<https://stage.hcca-info.org/member>

ClearVantage (CV) site:

<https://hcca.cvsapphire.com/office/cgi-bin/office.dll/home>



Definitions & Vocabulary

Definitions & Vocabulary

Page

Any piece of content that has its own URL and can be viewed as a web page.

For example, any content created using the Conference Page, Flexible Full-Width Page, or a Flexible Sidebar Page content type.

These pages are usually placed in the navigation and linked to from other pages.

Definitions & Vocabulary

Component

Pieces of content on a page that can be stacked on top of each other. The most common component is “Basic Column.” When placed on to a page, this component provides up to three horizontal columns for content. The content types Conference Page, Flexible Full-Width Page, and Flexible Sidebar Page use components to display content.

Some content types will have less flexibility and do not allow certain component functionality. Instead, they will have specific content fields.

Definitions & Vocabulary

Content Type

The structure of the piece of content being created. Each type of content can have different settings: the types of components included, URL settings, etc. When creating new content, you'll pick what “type” it is first. For example: Advertisement, Flexible Sidebar Page, or Global shared content.

Drupal definition:

https://www.drupal.org/docs/user_guide/en/glossary.html#glossary-content-type

Definitions & Vocabulary

Taxonomy

A way to classify and process types of content. We use taxonomies to differentiate the content between types of publications.

Drupal definition:

https://www.drupal.org/docs/user_guide/en/glossary.html#glossary-taxonomy

Definitions & Vocabulary

Node

A specific Drupal term referring to a piece of content in Drupal; typically corresponding to a single page on the site. Every node has a content type. For example the homepage is a node, using the content type “Flexible Full-Width Page.” Typically, we refer to this as a page on the site. The term node is used commonly by site developers and site administrators. A node can also refer to an image, PDF, Conference, etc.

Drupal definition:

<https://www.drupal.org/docs/7/understanding-drupal/glossary#node>



Content Types

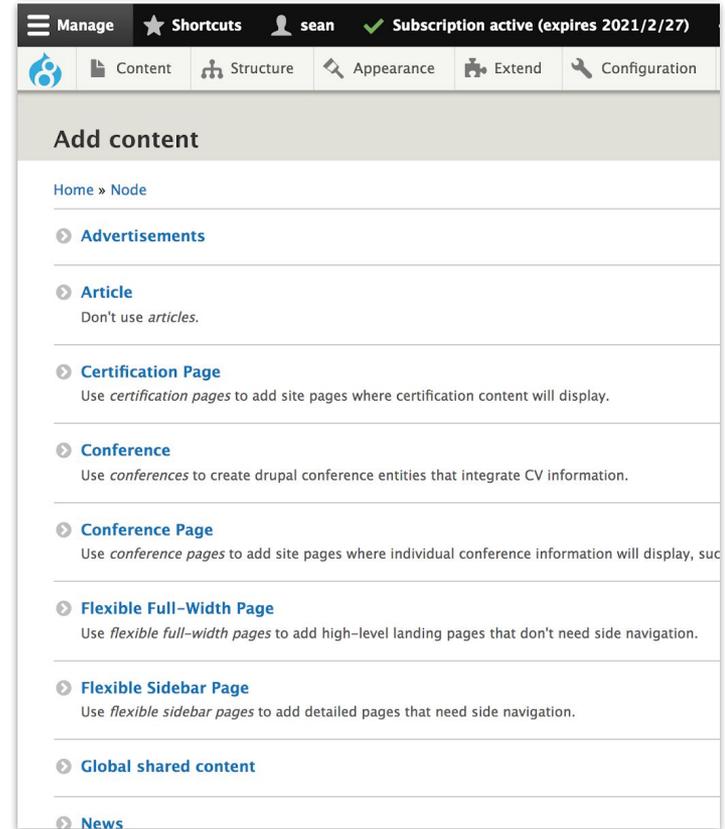
Content Types

Both SCCE and HCCA will come with a variety of “Content Types” to display pages across the site.

Certification Page, Conference, Conference Page, Flexible Full-Width Page, Flexible Sidebar Page, etc. are all different content types.

<https://stage.corporatecompliance.org/node/add>

<https://stage.hcca-info.org/node/add>





Conferences & Conference Page

Conference

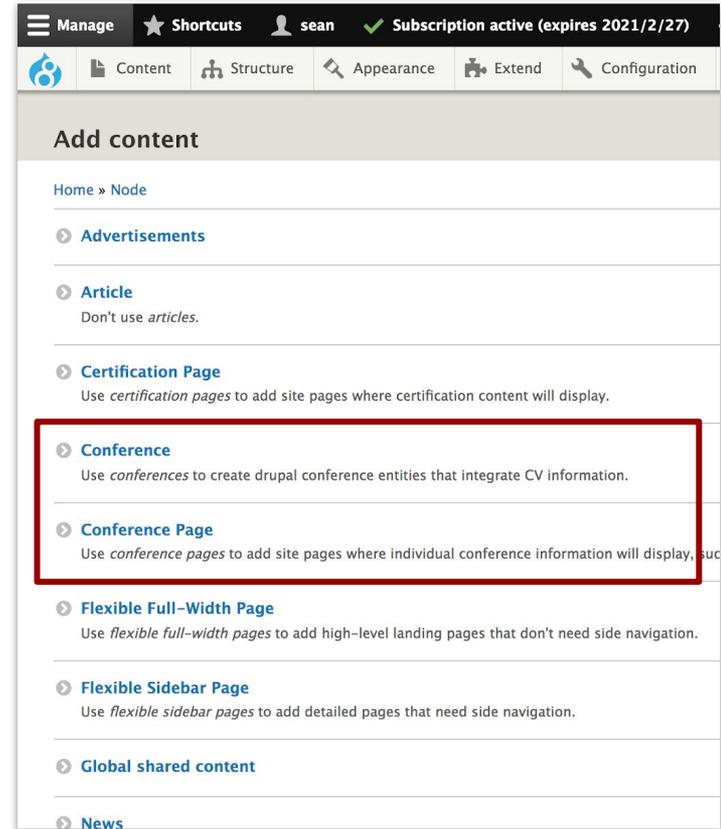
Conferences require creating two items in Drupal.

A “Conference” and a “Conference Page” Content Type.

Conferences require a CV Event ID.

<https://stage.corporatecompliance.org/node/add>

<https://stage.hcca-info.org/node/add>

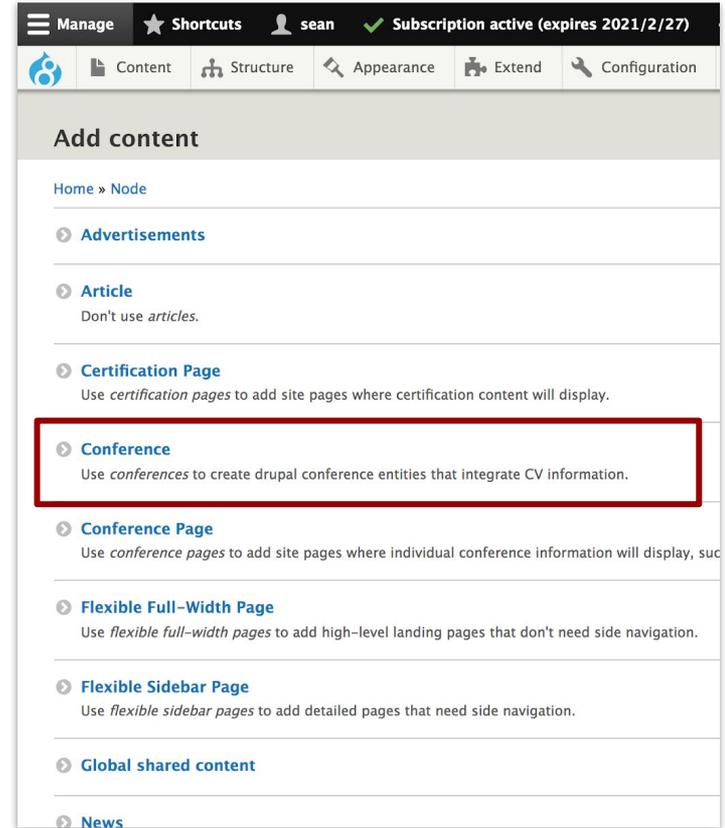


Conference: Getting Started

First, create a “Conference”

<https://stage.corporatecompliance.org/node/add/conference>

<https://stage.hcca-info.org/node/add/conference>



Conference: Conference Content

Fill out any details related to the Conference; you can leave the “Conference Home Page Link” field blank for now.

Click “Save.”

Manage Shortcuts sean Subscription active (expires 2021/2/27)

Content Structure Appearance Extend Configuration

Create Conference

[Home](#) » [Node](#) » [Add content](#)

Add a unique conference entity name that that will be referenced to access conference data. The

Conference Entity Name *

ClearVantage Event ID

START DATE

01/25/2019 12:00:00 AM

END DATE

01/25/2019 11:59:59 PM

City

State or Pr

Add a state

Country

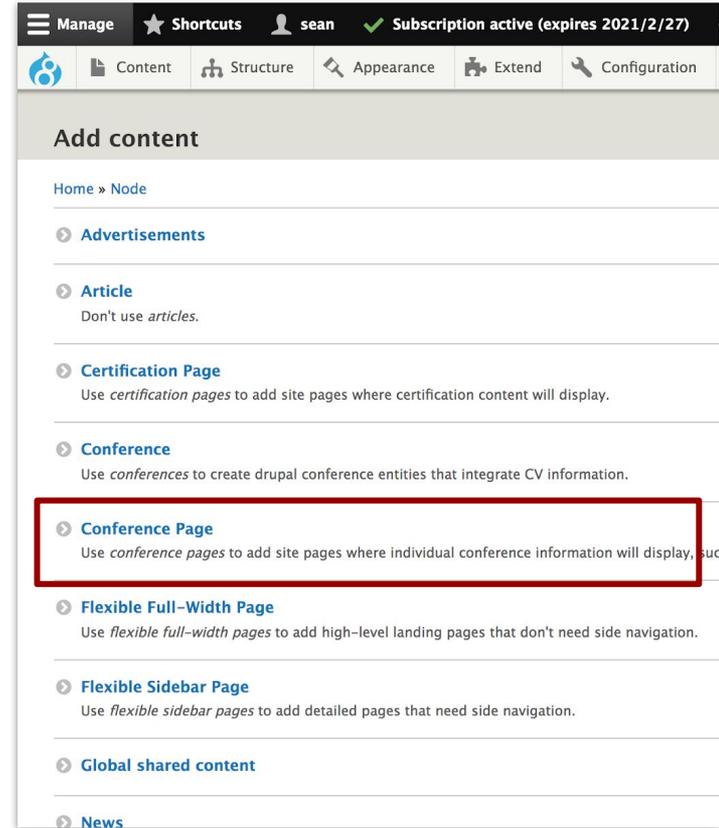
Tip: You can get the CV Event ID from your current site URL

Conference: Next Step

Next, create a “Conference Page”

https://stage.corporatecompliance.org/node/add/conference_pages

https://stage.hcca-info.org/node/add/conference_pages



The screenshot shows the Drupal administration interface. At the top, there is a navigation bar with the following items: Manage, Shortcuts, sean, and Subscription active (expires 2021/2/27). Below this is a secondary navigation bar with icons for Content, Structure, Appearance, Extend, and Configuration. The main content area is titled "Add content" and lists several content types with descriptions:

- Home » Node
- Advertisements
- Article
Don't use *articles*.
- Certification Page
Use *certification pages* to add site pages where certification content will display.
- Conference
Use *conferences* to create drupal conference entities that integrate CV information.
- Conference Page** (highlighted with a red box)
Use *conference pages* to add site pages where individual conference information will display, suc
- Flexible Full-Width Page
Use *flexible full-width pages* to add high-level landing pages that don't need side navigation.
- Flexible Sidebar Page
Use *flexible sidebar pages* to add detailed pages that need side navigation.
- Global shared content
- News

Conference: Conference Page Content

Fill out any details related to the Conference Page. Select the Conference you created previously with the “Conference Entity Name” section.

Click “Save.”

Tip: The Page Name can be different than the Conference name. This will appear in the URL and breadcrumbs. This should be unique from all other conferences.

The screenshot shows the 'Create Conference Page' form in a web application. The form is titled 'Create Conference Page' and has a breadcrumb trail: 'Home » Node » Add content'. Below the breadcrumb, there is a note: 'Add a page name that will be used in the page URL and web browser label.' The form contains several sections:

- Page Name ***: A text input field.
- Conference Header**: A section with a blue arrow and the text '► CONFERENCE ENTITY NAME'.
- Conference Header Height**: A dropdown menu set to 'Condensed'. Below it is a note: 'Select a display height for the conference header. Choose "Condensed" for interior conference detail page. "Large" for landmark conferences, such as the compliance institute.'
- Optional Page Headline**: A text input field. Below it is a note: 'Add an optional headline to the conference page that will appear below the conference header.'

A red box highlights the 'Page Name' field and the 'Conference Header' section. Another red box highlights the 'Optional Page Headline' field.

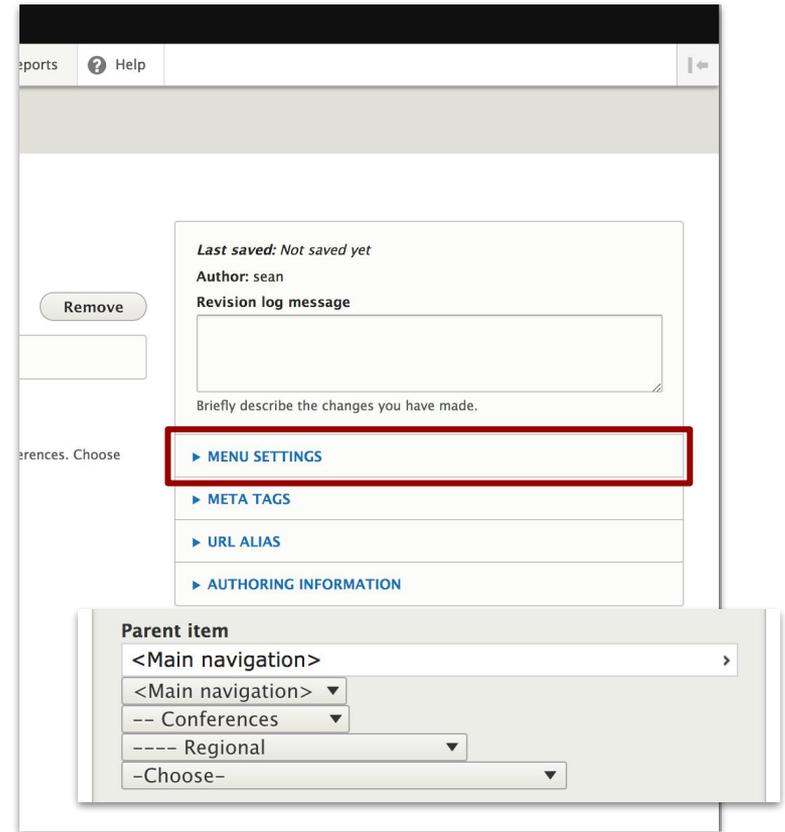
Tip: Institute Conference pages should use the large “Display Style” for the “Conference Header.”

Conference: Menu Link

To add a menu link, navigate to the sidebar on the right-hand of the screen.

Select “Menu Settings” and toggle the “Provide a menu link” checkbox. Under “Parent Item” use the dropdowns to find the correct type of conference and select that.

Click “Save.”



Conference: Creating a Homepage

Under “Condensed-Width Content,” select components to add to your page.

Selecting “Basic Columns” will provide a way to add up to three columns of text and is commonly used throughout the site.

Click “Save.”

Manage Shortcuts sean Subscription active (expires 2021/2/27)

Content Structure Appearance Extend Configuration

Create Conference Page

Home » Node » Add content

Add a page name that will be used in the page URL and web browser label.

Page Name *

Conference Header

► CONFERENCE ENTITY NAME

Conference Header Height

Condensed

Select a display height for the conference header. Choose "Condensed" for interior conference detail pages and "Large" for landmark conferences, such as the compliance institute.

Optional Page Headline

Add an optional headline to the conference page that will appear below the conference header.

Condensed-Width Content

No Paragraph added yet.

Add content that appears next to the sidebar navigation. When making conference detail pages, add all content to this section.

Add Billboard to Condensed-Width Content

Optional Sidebar Content

No Paragraph added yet.

Add brief content that appears below the sidebar navigation, such as a conference brochure.

Add Icon Card Element

Optional Full-Width Content

No Paragraph added yet.

Conference: Components List

Here is a full list of all the available components for a Conference page, located in the “Condensed-Width Content” section.

Use these to create page layouts that deviate from the norm.

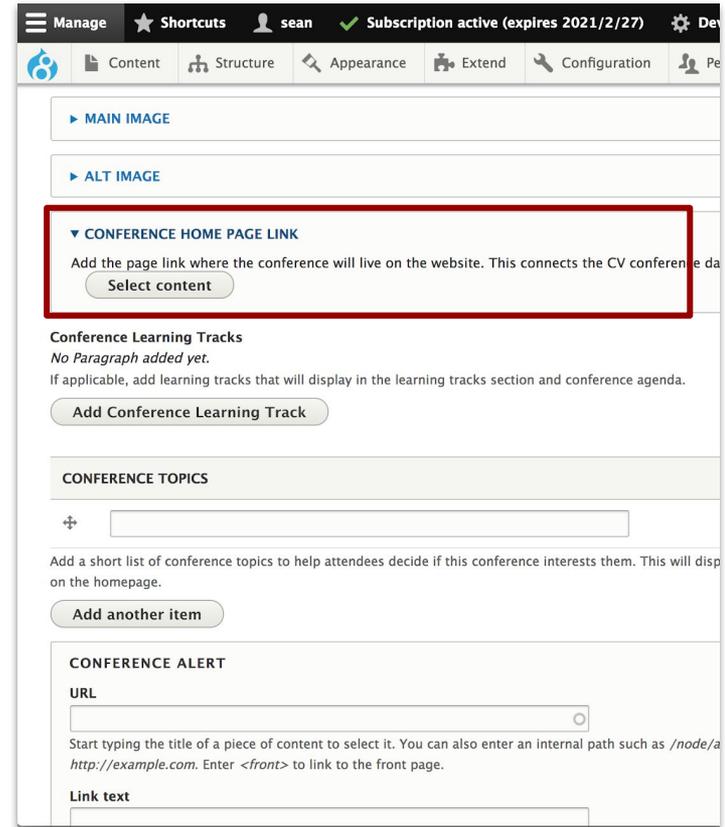
Click “Save.”



Conference: Sync

When you have finished adding content to your “Conference Page,” go back to the “Conference” content, and add a “Conference Home Page Link” – choosing the page you just created.

Click “Save.”



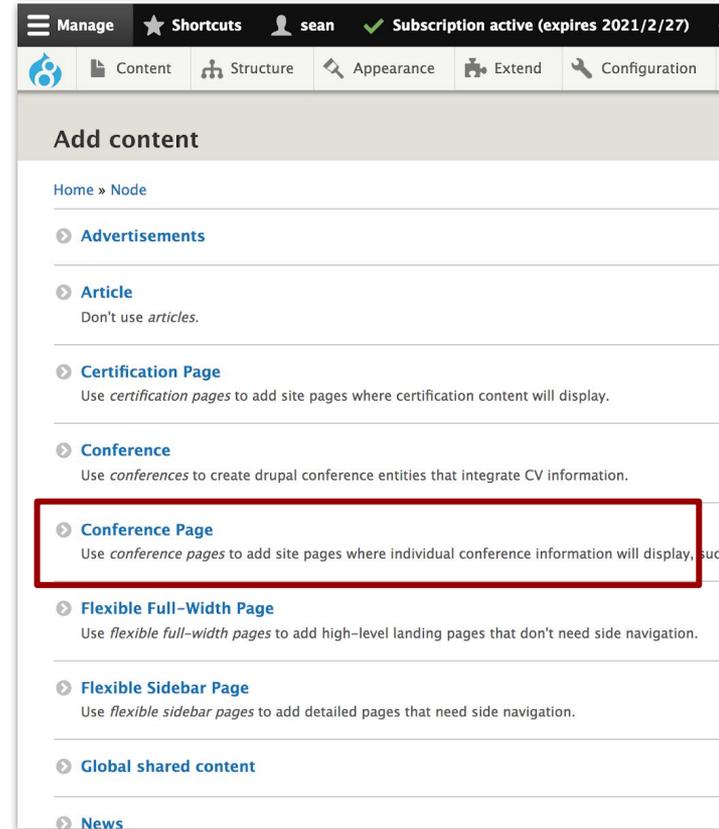
The screenshot shows the Drupal configuration interface for a conference page. The top navigation bar includes 'Manage', 'Shortcuts', a user profile for 'sean', and a 'Subscription active (expires 2021/2/27)' status. Below the navigation bar are tabs for 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The main content area is divided into sections: 'MAIN IMAGE', 'ALT IMAGE', and 'CONFERENCE HOME PAGE LINK'. The 'CONFERENCE HOME PAGE LINK' section is highlighted with a red box and contains the text: 'Add the page link where the conference will live on the website. This connects the CV conference data to the website.' Below this text is a 'Select content' button. Other sections include 'Conference Learning Tracks' with a 'No Paragraph added yet.' message and an 'Add Conference Learning Track' button, 'CONFERENCE TOPICS' with an 'Add another item' button, and 'CONFERENCE ALERT' with a 'URL' field and a 'Link text' field.

Conference: Home & Registration

Every Conference should have two pages:

- Home
- Registration

Create another “Conference Page” to add the Registration Page



Conference: Registration

Add a page title of “Registration,” and remove the “Conference Header.” In the “Condensed-Width Content” section, select a “Conference Registration” component.

Important:

The “Registration” page should **always** be called “Registration” with a URL of “/registration” placed under the Conference homepage.

/conferences/regional/example-conference/**registration**

Manage Shortcuts sean Subscription active (expires 2021/2/27)

Content Structure Appearance Extend Configuration

Create Conference Page

Home » Node » Add content

Add a page name that will be used in the page URL and web browser label.

Page Name *

Conference Header

► CONFERENCE ENTITY NAME

Conference Header Height

Condensed

Select a display height for the conference header. Choose "Condensed" for interior conference detail page and "Large" for landmark conferences, such as the compliance institute.

Optional Page Headline

Add an optional headline to the conference page that will appear below the conference header.

Condensed-Width Content

No Paragraph added yet.

Add content that appears next to the sidebar navigation. When making conference detail pages, add content to the sidebar navigation.

Add Billboard to Condensed-Width Content

Optional Sidebar Content

No Paragraph added yet.

Add brief content that appears below the sidebar navigation, such as a conference brochure.

Add Icon Card Element

Optional Full-Width Content

No Paragraph added yet.

Conference: Registration Menu Link

Add this page to the menu underneath the Conference homepage we just created.

Click “Save.”

The screenshot shows a web application interface with a top navigation bar containing 'Reports' and 'Help'. The main content area displays a form with the following elements:

- Last saved:** Not saved yet
- Author:** sean
- Revision log message:** A text input field with a placeholder: "Briefly describe the changes you have made."
- Remove:** A button.
- References. Choose:** A dropdown menu with the following options:
 - ▶ MENU SETTINGS (highlighted with a red box)
 - ▶ META TAGS
 - ▶ URL ALIAS

A modal window titled "Parent item" is open, showing a hierarchical dropdown menu:

- <Main navigation> >
- <Main navigation> ▼
- Conferences ▼
- Regional ▼
- 2019 Alaska Regional ▼
- Choose- ▼



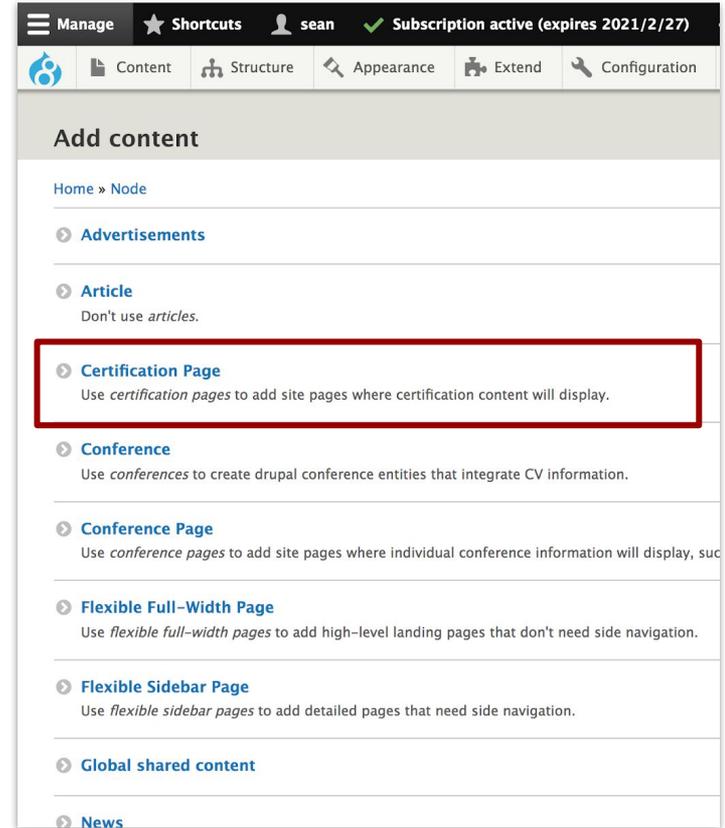
Certification Page

Certification Pages

Use the “Certification Page” content type for any pages that need to be associated with the Compliance Certification Board.

https://stage.corporatecompliance.org/node/add/certification_page

https://stage.hcca-info.org/node/add/certification_page



The screenshot shows the Drupal administration interface for adding content. The top navigation bar includes 'Manage', 'Shortcuts', a user profile for 'sean', and a 'Subscription active (expires 2021/2/27)' status. Below the navigation bar are tabs for 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The main content area is titled 'Add content' and shows a breadcrumb 'Home » Node'. A list of content types is displayed, with 'Certification Page' highlighted by a red rectangular box. The 'Certification Page' entry includes the text: 'Use *certification pages* to add site pages where certification content will display.' Other content types listed include 'Advertisements', 'Article' (with a note 'Don't use *articles*.'), 'Conference', 'Conference Page', 'Flexible Full-Width Page', 'Flexible Sidebar Page', 'Global shared content', and 'News'.

Certification Pages: Content

Use the “Condensed-Width Content” section to add new page components.

There is an “Optional Sidebar Content” to display Icon Cards below the sidebar navigation.

Manage Shortcuts sean Subscription active (expires 2021/2/27)

Content Structure Appearance Extend Configuration

Create Certification Page

Home » Node » Add content

Add a page name that will be used in the page URL and web browser label.

Page Name *

Optional Page Headline

Add an optional headline to the certification page that will display below the certification banner.

Condensed-Width Content
No Paragraph added yet.
Add content that appears next to the sidebar navigation.

Add Billboard to Condensed-Width Content

OPTIONAL SIDEBAR CONTENT

+ Icon Card Element

► ICON

CARD LINK

URL

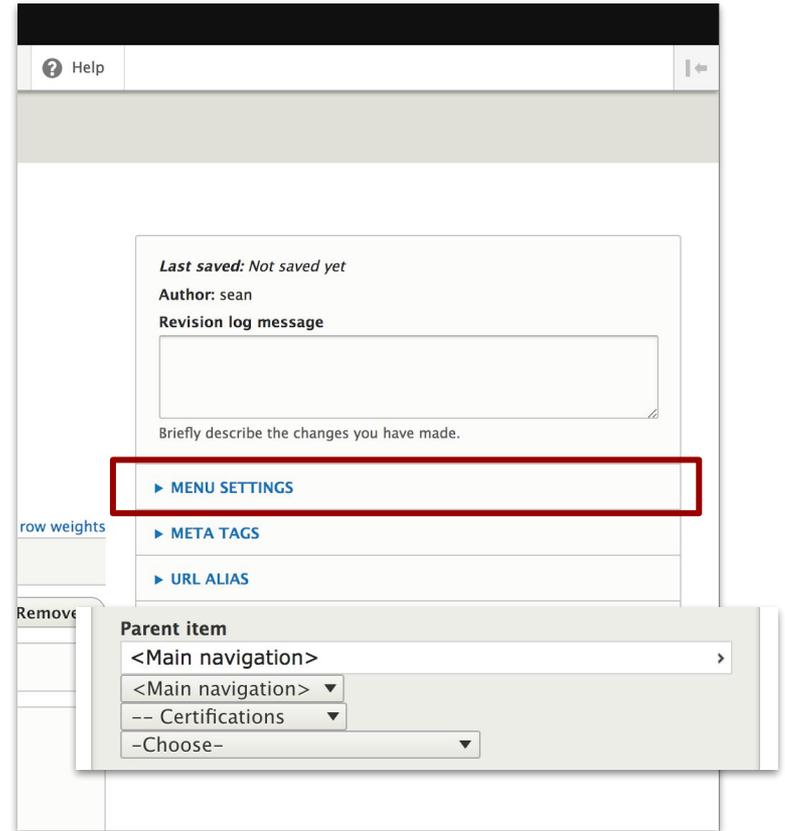
Start typing to find content or paste a URL and click on the suggestion below.

Certification Pages: Menu Link

To add a menu link, navigate to the sidebar on the right-hand of the screen.

Select “Menu Settings” and toggle the “Provide a menu link” checkbox. Select a “Parent Item” for the new Certification page.

Click “Save.”



Certification Pages: Settings

Each Certification Page will display a Compliance Certification Board banner at the top of each page.

This can be found in the “Appearance Settings.” Select either the SCCE or the HCCA tab to edit the “Compliance Certification Board (CCB) Settings.”

<https://stage.corporatecompliance.org/admin/appearance/settings/>

<https://stage.hcca-info.org/admin/appearance/settings/>

The screenshot displays the Drupal administration interface for the 'SCCE 2018' theme. The top navigation bar includes 'Back to site', 'Manage', 'Shortcuts', and user information 'sean' with a 'Subscription active' status. The main navigation menu shows 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The 'Appearance' section is active, showing 'List', 'Update', and 'Settings' tabs. Below the tabs, there are links for 'Global settings', 'Bartik', 'Seven', 'Admin 2018', and 'Common 2018'. The breadcrumb trail is 'Home » Administration » Appearance » Appearance settings'. The main content area shows 'These options control the display settings for the SCCE 2018 theme. When your site is displayed...' and a section for 'PAGE ELEMENT DISPLAY' with a checked option 'User pictures in posts'. A modal window is open over the 'COMPLIANCE CERTIFICATION BOARD (CCB) SETTINGS' section, which includes the following fields:

- Image:** A 'Choose File' button with the text 'No file chosen'. Below it, a description: 'Add the CCB logo that will display at the top of all certification pages.'
- Tagline (Long):** A text input field containing 'Compliance certification by the profession, for the profession and of the profes'. Below it, a description: 'Add a tagline that will display in the banner at the top of all desktop certification pages. Write s'.
- Tagline (Short):** A text input field containing 'Compliance Certification Board'. Below it, a description: 'Add a tagline that will display in the banner at the top of all mobile certification pages. Write s'.
- Color:** A color selection field with a green swatch. Below it, a description: 'Pick a color for the background of the banner that appears at the top of certification pages.'



Flexible Full-Width Page & Flexible Sidebar Page

Flexible Pages

The majority of pages on the site will use either the “Flexible Full-Width Page” or the “Flexible Sidebar Page” content type.

https://stage.corporatecompliance.org/node/add/flexible_full_width

https://stage.corporatecompliance.org/node/add/flexible_with_sidebar

https://stage.hcca-info.org/node/add/flexible_full_width

https://stage.hcca-info.org/node/add/flexible_with_sidebar

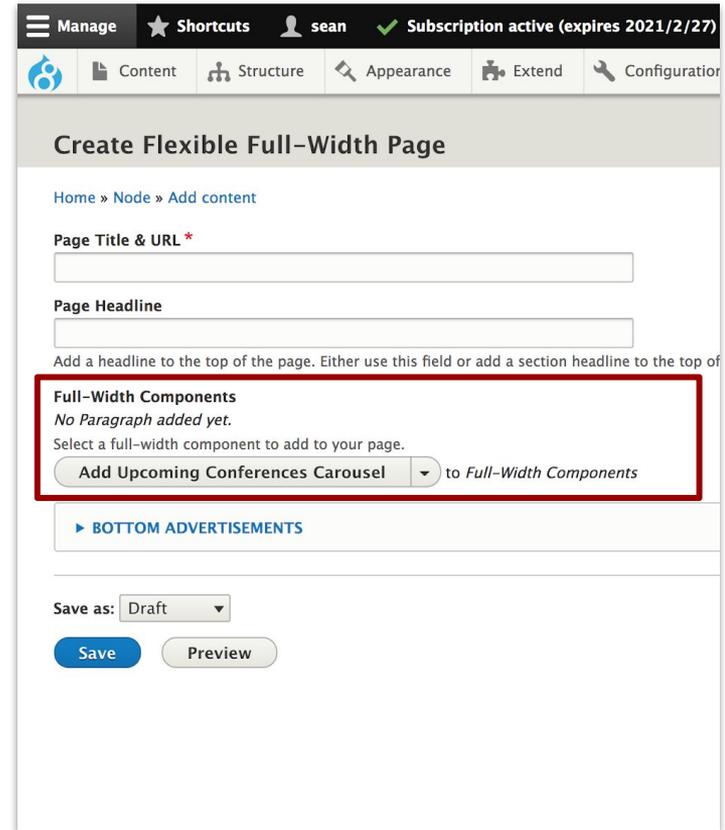
The screenshot shows the Drupal administration interface for adding content. The top navigation bar includes 'Manage', 'Shortcuts', a user profile for 'sean', and a 'Subscription active (expires 2021/2/27)' status. Below the navigation bar are tabs for 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The main content area is titled 'Add content' and shows a breadcrumb 'Home > Node'. A list of content types is displayed, each with a chevron icon and a brief description. The 'Flexible Full-Width Page' and 'Flexible Sidebar Page' options are highlighted with a red rectangular box. The 'Flexible Full-Width Page' description states: 'Use flexible full-width pages to add high-level landing pages that don't need side navigation.' The 'Flexible Sidebar Page' description states: 'Use flexible sidebar pages to add detailed pages that need side navigation.'

- Advertisements
- Article
Don't use *articles*.
- Certification Page
Use *certification pages* to add site pages where certification content will display.
- Conference
Use *conferences* to create drupal conference entities that integrate CV information.
- Conference Page
Use *conference pages* to add site pages where individual conference information will display, suc
- Flexible Full-Width Page**
Use *flexible full-width pages* to add high-level landing pages that don't need side navigation.
- Flexible Sidebar Page**
Use *flexible sidebar pages* to add detailed pages that need side navigation.
- Global shared content
- News

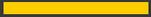
Flexible Pages

Content for Full-Width pages will be managed in the “Full-Width Content” section.

Content for Sidebar pages will be managed in the “Condensed-Width Content” section.



The screenshot shows the Drupal administration interface for creating a flexible full-width page. The top navigation bar includes 'Manage', 'Shortcuts', the user 'sean', and a subscription status 'Subscription active (expires 2021/2/27)'. Below the navigation are icons for 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The main heading is 'Create Flexible Full-Width Page'. The breadcrumb trail is 'Home » Node » Add content'. The form contains several input fields: 'Page Title & URL *', 'Page Headline', and a text area for a headline. Below these is the 'Full-Width Components' section, which is highlighted with a red box. It contains the text 'No Paragraph added yet.' and 'Select a full-width component to add to your page.' A dropdown menu is open, showing 'Add Upcoming Conferences Carousel' selected, with a link to 'Full-Width Components'. Below this is a section for 'BOTTOM ADVERTISEMENTS'. At the bottom of the form, there is a 'Save as:' dropdown set to 'Draft', and two buttons: 'Save' and 'Preview'.



Global Shared Content

Global Shared Content



Global shared content allows content authors to create one piece of content that is reused across many pages of the site. Any change will update everywhere the content is used.

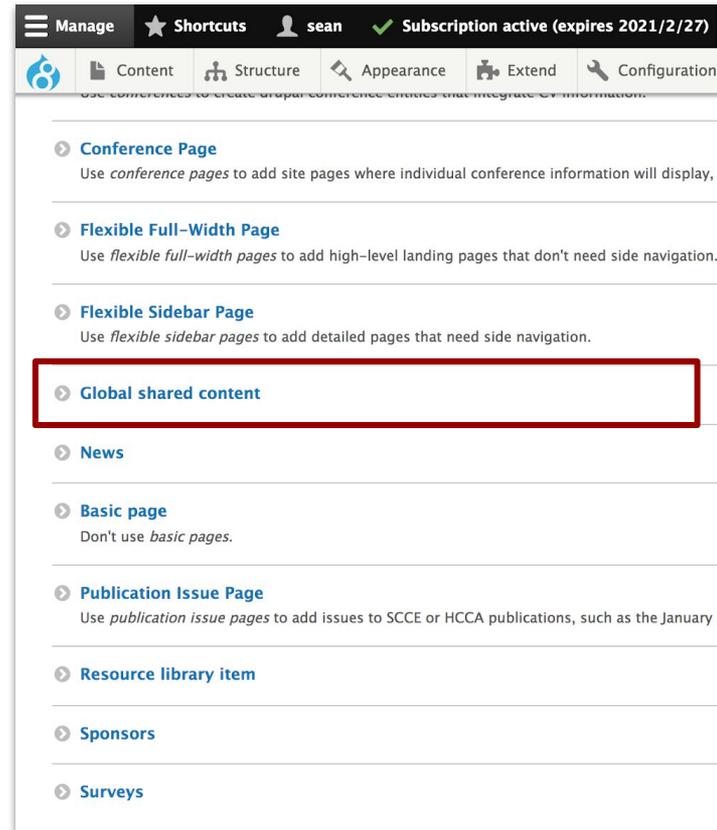
For example, callouts to become a member or policy statements can be managed in one place.

Global Shared Content

Use the “Global Shared Content” content type for any content that need to be associated with multiple pages.

https://stage.corporatecompliance.org/node/add/global_shared_content

https://stage.hcca-info.org/node/add/global_shared_content



Global Shared Content

Fill out any details related to the Global Shared Content.

Click “Save.”

Tip: The “Billboard” and “Basic Columns” are commonly used components.

Tip: Make sure to add a descriptive title. This will help with searching.

The screenshot shows the 'Create Global shared content' form in a web application. The form is titled 'Create Global shared content' and has a breadcrumb trail 'Home » Node » Add content'. The form contains the following elements:

- Title ***: A text input field for the content title.
- Components**: A section with the text 'No Paragraph added yet.' and an 'Add Billboard' button with a dropdown arrow, followed by the text 'to Components'.
- Save as:** A dropdown menu currently set to 'Draft'.
- Buttons:** A blue 'Save' button and a grey 'Preview' button.

A red rectangular box highlights the 'Title' field, the 'Components' section, and the 'Save as' dropdown menu. A yellow rectangular box highlights the 'Save' button.

Tip: If the content is intended to be placed in a full-width area or next to a sidebar, consider including that in the name.

Global Shared Content

Now, when you are creating or editing page, you can add the “Global Shared Content” component and search for the title of the content.

Click “Save.”

The screenshot shows the Drupal administration interface for creating a page. The top navigation bar includes 'Manage', 'Shortcuts', a user profile for 'sean', and a subscription status 'Subscription active (expires 2021/2/27)'. Below this is a secondary navigation bar with icons for 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The main heading is 'Create Flexible Full-Width Page'. The breadcrumb trail is 'Home » Node » Add content'. There are input fields for 'Page Title & URL *' and 'Page Headline'. A note below the headline field says 'Add a headline to the top of the page. Either use this field or add a section headline to the top of'. A red rectangular box highlights the 'FULL-WIDTH COMPONENTS' section, which contains a '+' icon and the text 'Global Shared Content'. Below this is a 'CONTENT ITEM' section with a 'Select content' button. At the bottom of the highlighted area, there is a dropdown menu showing 'Add Upcoming Conferences Carousel' and a note 'to Full-Width Components'. Below the highlighted area, there is a 'BOTTOM ADVERTISEMENTS' section with a right-pointing arrow. At the very bottom, there is a 'Save as:' dropdown menu currently set to 'Draft'.

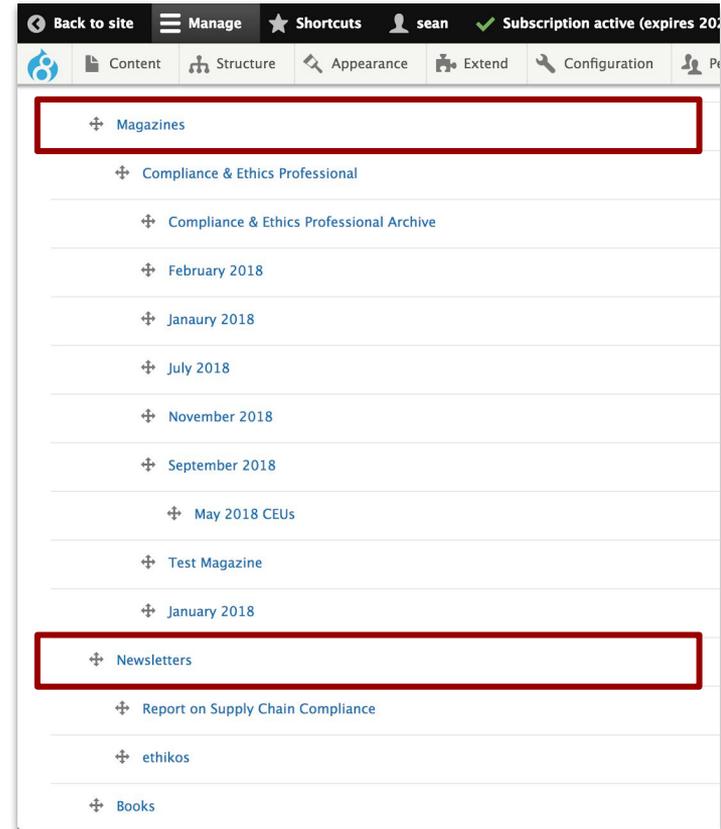


Publication Issue Page (Magazines and Newsletters)

Publications

Magazines and Newsletters use the same underlying principles for content management as the other content types.

However, the content for each of these pieces are located in different places in the main menu.



Publications

Newsletters and Magazines in Drupal are connected to Subscriptions in CV through “Resource Type” taxonomy terms.

The screenshot shows a Drupal interface for managing subscriptions. On the left is a dark sidebar with navigation links: Home, Membership, Services, Processes, Financials, Reports, Tools, Administration, Cart \$0.00, and Recent. The main content area has a light blue header with 'Home' and 'Subscriptions' tabs. Below the header is a search bar with the text 'Search for:' and a dropdown menu set to 'Description'. To the right of the search bar are buttons for 'Go', a magnifying glass icon, 'Card view' (unchecked), 'Active' (checked), and 'All' (unchecked). Below the search bar is a section titled 'Matching Subscriptions (14)'. This section contains a table with the following columns: Description, Code, Company, Price, Mem Price, and Frequency. The table lists five subscriptions:

Description	Code	Company	Price	Mem Price	Frequency
Complete Compliance & Ethics Manual	002_CCEM	002_SCCE	0.00	0.00	YEARLY
Compliance Today Subscription	003_CTSUBSCRIPTION	003_HCCA	295.00		YEARLY
Ethikos Publication	002_ETHIKOSP	002_SCCE	135.00	125.00	YEARLY
HCCA - Auditing and Monitoring Tools	003_AMTOOLS	003_HCCA	195.00		YEARLY
Report on Medicare Compliance	003_RMC	003_HCCA	763.00	664.00	YEARLY

Publications: Taxonomy

We can organize different types of Publications by applying a “Resource type” taxonomy.

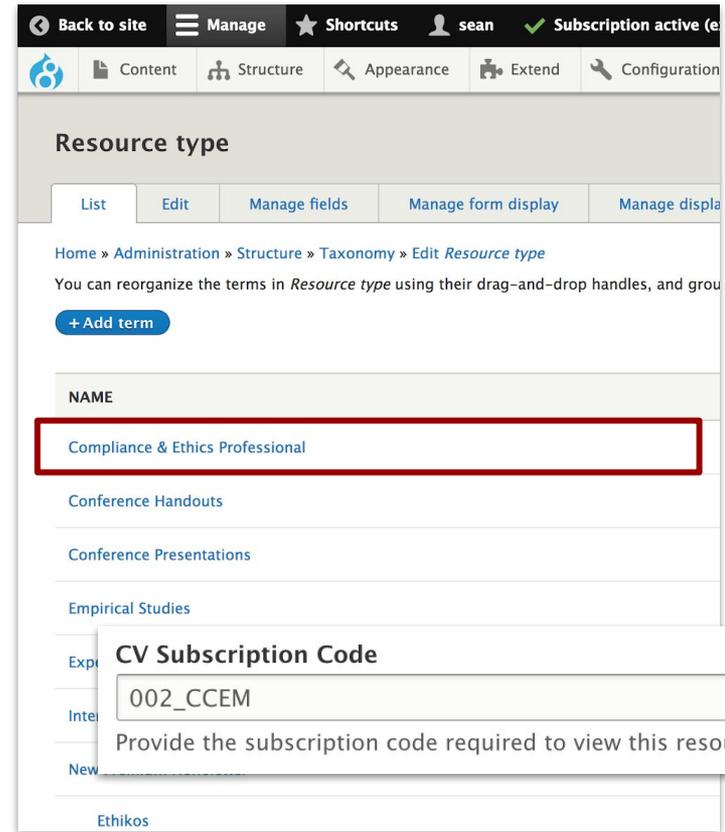
For example, we have a “Compliance & Ethics Professional” label for publications that fall under this taxonomy.

The screenshot displays the Drupal administration interface for editing a taxonomy. The top navigation bar includes 'Back to site', 'Manage', 'Shortcuts', 'sean', and 'Subscription active (e)'. Below this, a secondary navigation bar contains 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The main content area is titled 'Resource type' and features tabs for 'List', 'Edit', 'Manage fields', 'Manage form display', and 'Manage display'. The 'Edit' tab is active, showing a breadcrumb trail: 'Home » Administration » Structure » Taxonomy » Edit Resource type'. Below the breadcrumb, there is a text instruction: 'You can reorganize the terms in Resource type using their drag-and-drop handles, and group them into hierarchies.' A '+ Add term' button is visible. The main content area contains a list of terms under the heading 'NAME': 'Compliance & Ethics Professional', 'Conference Handouts', 'Conference Presentations', 'Empirical Studies', 'Expert Videos', 'International Resources', 'New Premium Newsletter', and 'Ethikos'.

Publications: Taxonomy

For the “Resource Type” Taxonomy that corresponds to Magazine and Newsletters, you can check to make sure that the CV Subscription Code is matches correctly by selecting the “Edit” button.

Using “Requires Membership” or “Requires Payment” will affect the Call to Action on detail pages.



The screenshot displays the Drupal administration interface for editing a taxonomy term. The breadcrumb trail is: Home » Administration » Structure » Taxonomy » Edit Resource type. The page title is "Resource type". There are tabs for "List", "Edit", "Manage fields", "Manage form display", and "Manage display". Below the tabs, there is a navigation path: Home » Administration » Structure » Taxonomy » Edit Resource type. A message states: "You can reorganize the terms in Resource type using their drag-and-drop handles, and group them." There is a "+ Add term" button. The main content area shows a list of terms under the heading "NAME". The term "Compliance & Ethics Professional" is highlighted with a red box. Below it are other terms: "Conference Handouts", "Conference Presentations", "Empirical Studies", "Exp...", "Inte...", and "New...". A tooltip for "CV Subscription Code" is visible, showing the value "002_CCEM" and the description: "Provide the subscription code required to view this resource." The word "Ethikos" is visible at the bottom of the page.



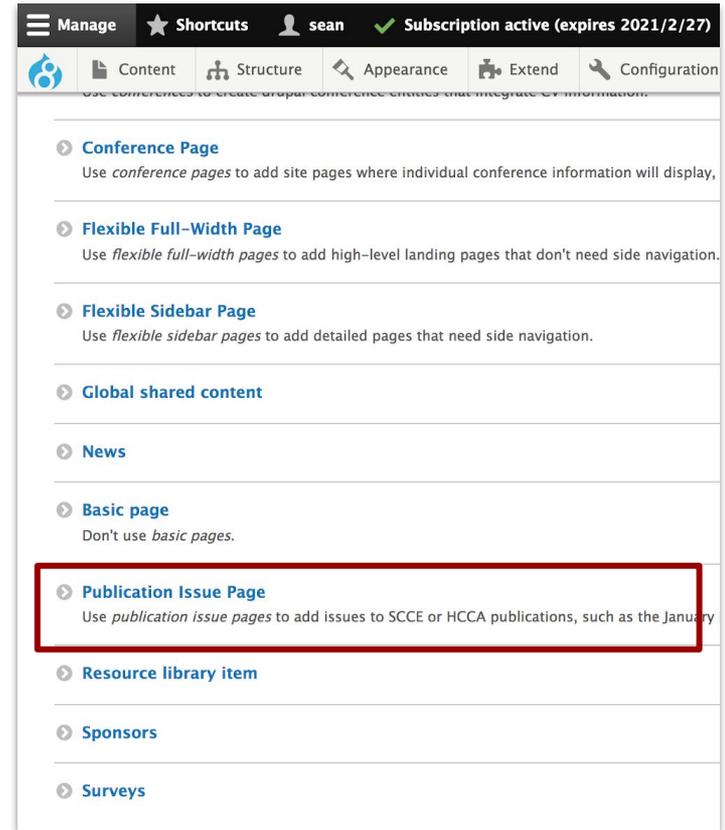
Publication Issue Page (Magazines)

Publication Issue Page: Magazines

Use the “Publication Issue Page” content type for any pages that need to be associated with publications.

<https://stage.corporatecompliance.org/node/add/publication>

<https://stage.hcca-info.org/node/add/publication>



The screenshot shows a Drupal administration interface for selecting a content type. The top navigation bar includes 'Manage', 'Shortcuts', a user profile for 'sean', and a 'Subscription active (expires 2021/2/27)' status. Below the navigation are tabs for 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The main content area lists several content types with their descriptions:

- Conference Page: Use *conference pages* to add site pages where individual conference information will display.
- Flexible Full-Width Page: Use *flexible full-width pages* to add high-level landing pages that don't need side navigation.
- Flexible Sidebar Page: Use *flexible sidebar pages* to add detailed pages that need side navigation.
- Global shared content
- News
- Basic page: Don't use *basic pages*.
- Publication Issue Page**: Use *publication issue pages* to add issues to SCCE or HCCA publications, such as the January
- Resource library item
- Sponsors
- Surveys

The 'Publication Issue Page' option is highlighted with a red rectangular box.

Publication Issue Page: Magazines

Fill out any details related to the Publication.

The “Publication Type” field will autocomplete taxonomies as you start typing.

Click “Save.”

Manage Shortcuts sean Subscription active (expires 2021/2/27)

Content Structure Appearance Extend Configuration

Create Publication Issue Page

Home » Node » Add content

Add an issue name that will be used in the page URL and web browser label.

Issue Name *

ISSUE DATE

01/27/2019 10:04:27 PM

PUBLICATION TYPE

Type and select the name of the publication, such as Compliance and Ethics Professional Magazine

Add another item

PUBLICATION TYPE

com

Compliance & Ethics Professional

Type and select the name of the publication, such as Compliance and Ethics Professional Magazine

Add another item

Publication Issue Page: Resources

The table of contents is built using the “Resource Elements” field.

There are three types of content that can be added:

- Resource Item - Content
- Resource Item - Link
- Resource Item - File

A common piece of content is adding a PDF using the “File Option.”

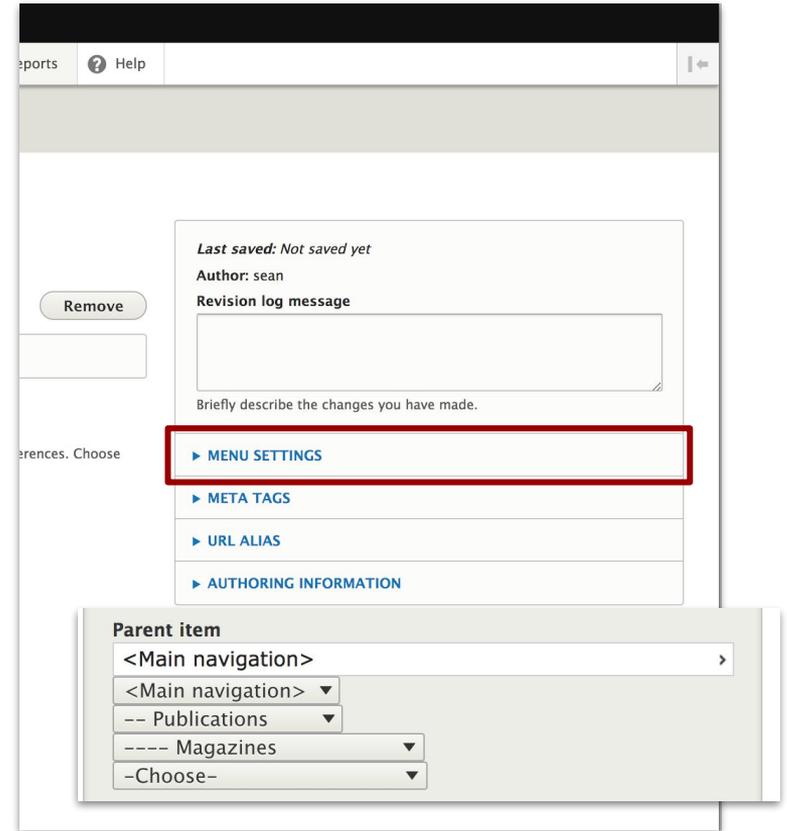
The screenshot shows the 'Create Publication Issue Page' interface. At the top, there is a navigation bar with 'Manage', 'Shortcuts', 'sean', and 'Subscription active (expires 2021/2/27)'. Below this is a secondary navigation bar with icons for 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The main heading is 'Create Publication Issue Page'. Below the heading, there is a breadcrumb trail: 'Home » Node » Add content'. A descriptive text says: 'Add an issue name that will be used in the page URL and web browser label.' The 'Issue Name' field is empty. The 'ISSUE DATE' section has two input fields: '01/27/2019' and '10:04:27 PM'. The 'PUBLICATION TYPE' section has a dropdown menu that is currently empty. Below this, there is a text prompt: 'Type and select the name of the publication, such as Compliance and Ethics Professional Magazine'. There is an 'Add another item' button. A red box highlights the 'Resource Elements' section, which contains the text 'No Paragraph added yet.' and a button labeled 'Add Resource Item - Content' with a dropdown arrow and the text 'to Resource Elements'. At the bottom, there is a 'Page Intro Text (Edit summary)' section with a rich text editor toolbar showing options for bold, italic, strikethrough, link, unlink, text color, background color, bulleted list, numbered list, quote, image, video, format, styles, and undo.

Publication Issue Page: Menu Link

To add a menu link, navigate to the sidebar on the right-hand of the screen.

Select “Menu Settings” and toggle the “Provide a menu link” checkbox. Under “Parent Item” use the dropdowns to find the correct type of publication and select that.

Click “Save.”





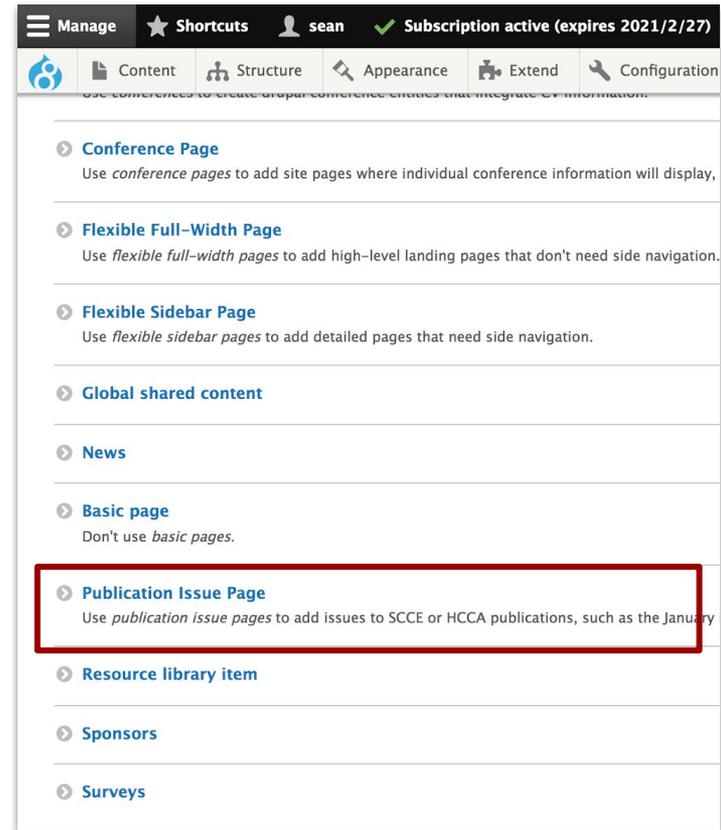
Publication Issue Page (Newsletter)

Publication Issue Page: Newsletter

Use the “Publication Issue Page” content type for any pages that need to be associated with publications.

<https://stage.corporatecompliance.org/node/add/publication>

<https://stage.hcca-info.org/node/add/publication>



The screenshot shows a Drupal interface for selecting a content type. The top navigation bar includes 'Manage', 'Shortcuts', a user profile for 'sean', and a 'Subscription active (expires 2021/2/27)' status. Below the navigation are tabs for 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The main content area lists several content types with descriptions:

- Conference Page: Use *conference pages* to add site pages where individual conference information will display.
- Flexible Full-Width Page: Use *flexible full-width pages* to add high-level landing pages that don't need side navigation.
- Flexible Sidebar Page: Use *flexible sidebar pages* to add detailed pages that need side navigation.
- Global shared content
- News
- Basic page: Don't use *basic pages*.
- Publication Issue Page**: Use *publication issue pages* to add issues to SCCE or HCCA publications, such as the January
- Resource library item
- Sponsors
- Surveys

The 'Publication Issue Page' option is highlighted with a red rectangular box.

Publication Issue Page: Newsletter

Fill out any details related to the Publication.

The “Publication Type” field will autocomplete taxonomies as you start typing.

Click “Save.”

The screenshot shows the 'Create Publication Issue Page' interface. At the top, there is a navigation bar with 'Manage', 'Shortcuts', 'sean', and 'Subscription active (expires 2021/2/27)'. Below this is a toolbar with icons for 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The main heading is 'Create Publication Issue Page'. A breadcrumb trail reads 'Home » Node » Add content'. Below the heading, there is a prompt: 'Add an issue name that will be used in the page URL and web browser label.' The form fields are: 'Issue Name' (a text input field), 'ISSUE DATE' (with two sub-inputs for date '01/27/2019' and time '10:04:27 PM'), and 'PUBLICATION TYPE' (a dropdown menu). A red rectangular box highlights the 'Issue Name' and 'ISSUE DATE' sections. Below the 'PUBLICATION TYPE' dropdown, there is a text prompt: 'Type and select the name of the publication, such as Compliance and Ethics Professional Magazine'. An 'Add another item' button is visible. A dropdown menu is open for 'PUBLICATION TYPE', showing 'news' as the selected item and 'New Premium Newsletter' as a suggestion. Below the dropdown, there is another text prompt: 'Type and select the name of the publication, such as Compliance and Ethics Professional Magazine'. An 'Add another item' button is also visible at the bottom of the dropdown.

Publication Issue Page: Resources

The table of contents is built using the “Resource Elements” field.

There are three types of content that can be added:

- Resource Item - Content
- Resource Item - Link
- Resource Item - File

A common piece of content is adding a PDF using the “File Option.”

The screenshot shows the 'Create Publication Issue Page' interface. At the top, there is a navigation bar with 'Manage', 'Shortcuts', 'sean', and 'Subscription active (expires 2021/2/27)'. Below this is a toolbar with icons for 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The main heading is 'Create Publication Issue Page'. The form contains the following elements:

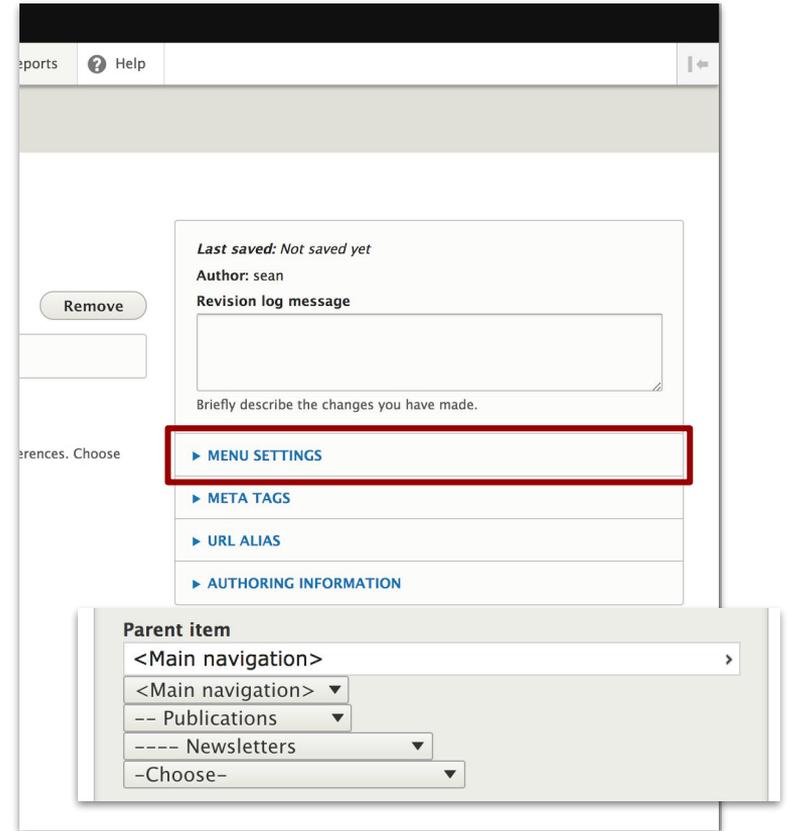
- Home » Node » Add content** (breadcrumb)
- Instruction: 'Add an issue name that will be used in the page URL and web browser label.'
- Issue Name *** (text input field)
- ISSUE DATE** (section header)
- Date and time pickers: '01/27/2019' and '10:04:27 PM'
- PUBLICATION TYPE** (section header)
- Dropdown menu for publication type
- Instruction: 'Type and select the name of the publication, such as Compliance and Ethics Professional Magazine'
- 'Add another item' button
- Resource Elements** (section header)
- 'No Paragraph added yet.'
- 'Add Resource Item - Content' button with a dropdown arrow, followed by 'to Resource Elements'
- 'Page Intro Text (Edit summary)' (text input field)
- Rich text editor toolbar with options like Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Quote, Image, Video, Format, and Styles.

Publication Issue Page: Menu Link

To add a menu link, navigate to the sidebar on the right-hand of the screen.

Select “Menu Settings” and toggle the “Provide a menu link” checkbox. Under “Parent Item” use the dropdowns to find the correct type of publication and select that.

Click “Save.”





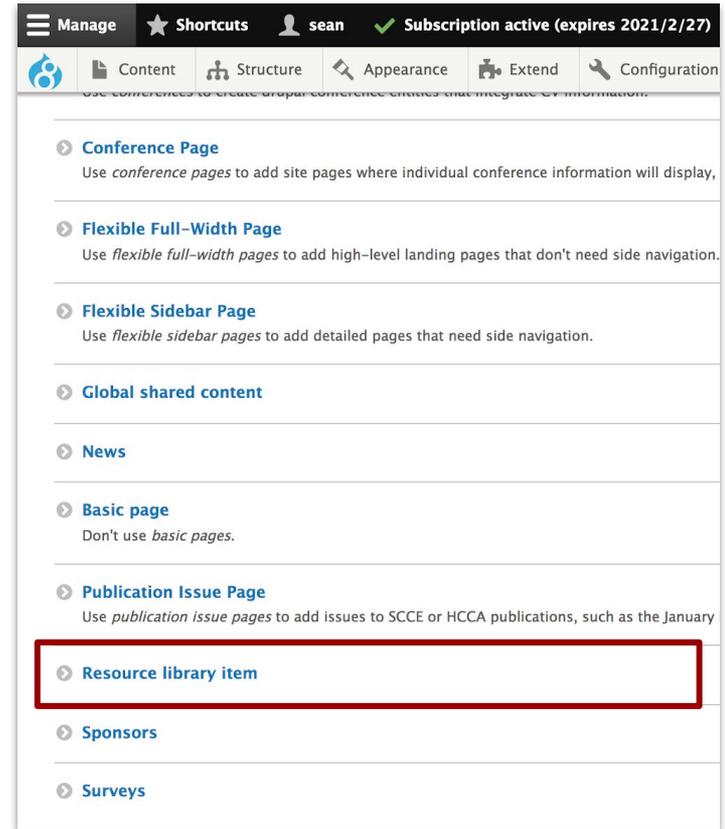
Resource Library Item

Resource Library Item

Use the “Resource library item” content type for any pages that need to be associated with resources.

https://stage.corporatecompliance.org/node/add/resource_library_item

https://stage.hcca-info.org/node/add/resource_library_item



Resource Library Item

Fill out any details related to the Resource Library Item.

The “Type” field will autocomplete taxonomies as you start typing.

Click “Save.”

The screenshot shows the 'Create Resource library item' form in a Drupal interface. The form is titled 'Create Resource library item' and is located under the breadcrumb 'Home » Node » Add content'. The form includes the following fields:

- Title ***: A text input field with a help icon.
- PUBLICATION DATE**: A date and time selection area with two input boxes: '01/27/2019' and '10:23:19 PM'.
- TYPE**: A dropdown menu with a search icon.
- CONTENT**: A section with a text area and an 'Add another item' button.

The 'TYPE' field is highlighted with a red box, and an autocomplete dropdown is shown below it with suggestions for 'Stud' and 'Empirical Studies'. The dropdown also includes an 'Add another item' button.

Resource Library Item: Content

Content is added using the “Content” field.

There are three types of content that can be added:

- Resource Item - Content
- Resource Item - Link
- Resource Item - File

A common piece of content is adding a PDF using the “File Option.”

The screenshot shows the 'Create Resource library item' form. The top navigation bar includes 'Manage', 'Shortcuts', 'sean', and 'Subscription active (expires 2021/2/27)'. The main navigation bar has 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The form title is 'Create Resource library item'. The breadcrumb is 'Home » Node » Add content'. The 'Title *' field is empty. The 'PUBLICATION DATE' section has '01/27/2019' and '10:23:19 PM'. The 'TYPE' section has a dropdown menu. Below the 'TYPE' section is a button 'Add another item'. The 'CONTENT' section is highlighted with a red box and shows 'Add Resource Item - Content' selected in a dropdown menu, followed by 'to Content'. Below this is an 'Excerpt' field.

Resource Library Item: Content

The “Excerpt” field should be a short description of the resource; this description will display on the Resource Library search page.

The “Body” field should be the long, detailed text of the resource.

The screenshot shows a user interface for editing a resource. At the top, there is a navigation bar with 'Manage', 'Shortcuts', a user profile 'sean', and a subscription status 'Subscription active (expires 2021/2/27)'. Below this is a menu with 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The main content area is divided into two sections: 'Excerpt' and 'Body (Edit summary)'. The 'Excerpt' field is a simple text input. The 'Body' field is a rich text editor with a toolbar containing icons for bold, italic, strikethrough, link, unlink, list, and image. Below the rich text editor is a 'Text format' dropdown menu set to 'Basic HTML'. At the bottom of the form, there is a 'TOPIC' dropdown menu and an 'Add another item' button.

Resource Library Item: Topic

Add “Topics” to describe the resource. The “Topic” field will autocomplete taxonomies as you start typing. You can add multiple topics.

Click “Save.”

The screenshot displays a web editor interface. At the top, there is a navigation bar with 'Manage', 'Shortcuts', a user profile 'sean', and a subscription status 'Subscription active (expires 2021/2/27)'. Below this is a toolbar with icons for 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The main content area is divided into sections: 'Excerpt' and 'Body (Edit summary)'. The 'Body' section has a rich text editor toolbar with options for bold, italic, strikethrough, link, unlink, bulleted list, numbered list, quote, image, video, and a 'Format' dropdown. A dropdown menu is open over the 'Body' section, showing a search field with the text 'TOPIC'. Below the search field, two suggestions are listed: 'Best' and 'Best Practices'. At the bottom of the dropdown is a button labeled 'Add another item'. Below the dropdown, the 'Text format' is set to 'Basic HTML'. At the bottom of the screenshot, a red rectangular box highlights a 'Topic' field in the editor, which consists of a text input area and an 'Add another item' button below it.



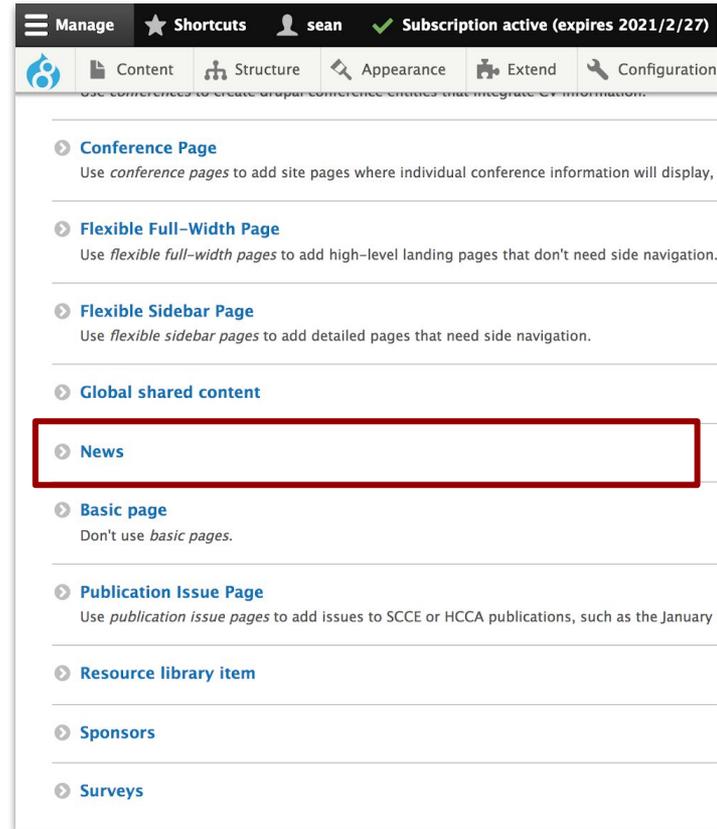
News

News

Use the “News” content type for any pages that need to be associated with news.

<https://stage.corporatecompliance.org/node/add/news>

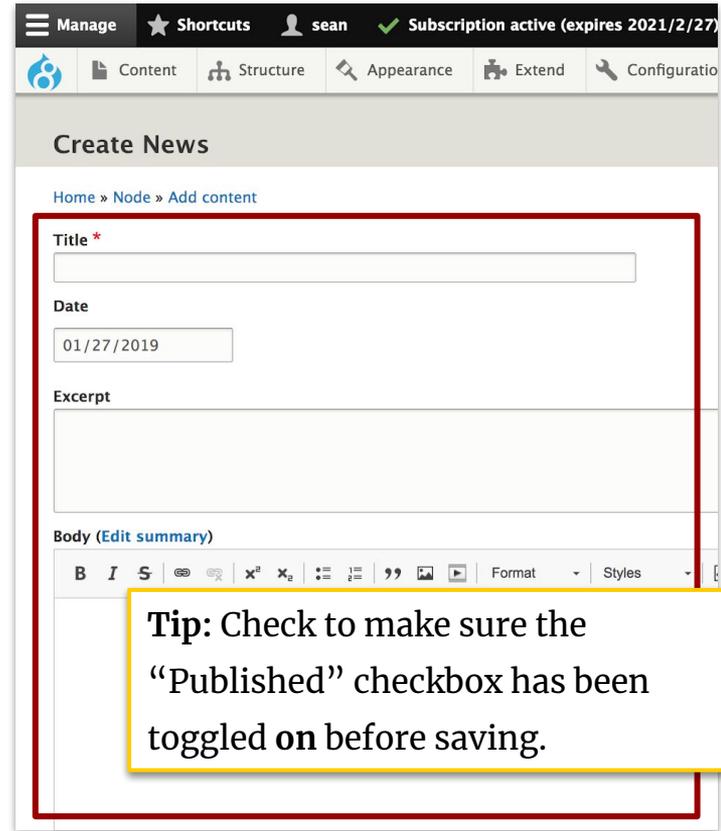
<https://stage.hcca-info.org/node/add/news>



News

Fill out any details related to the News item.

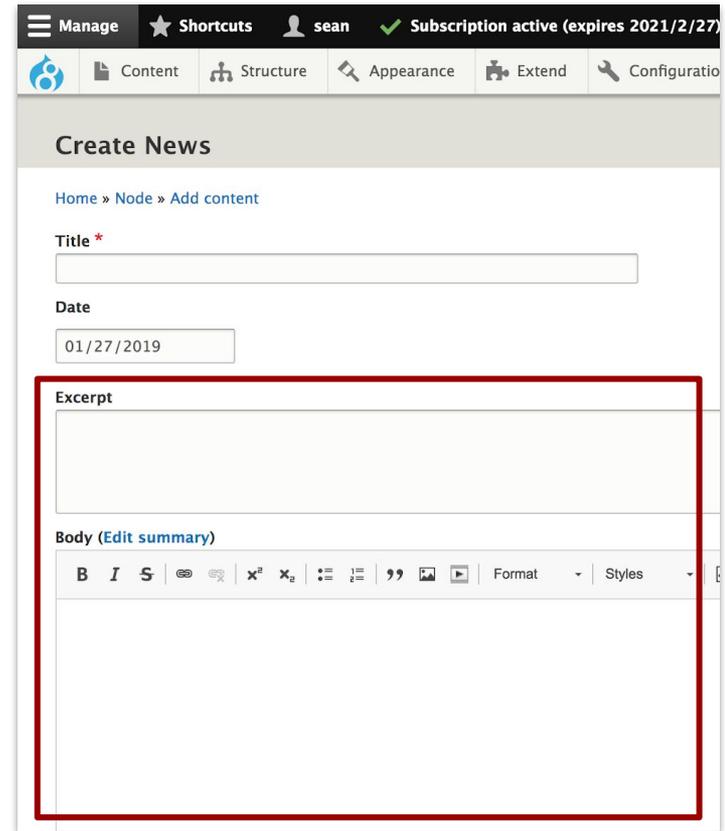
Click “Save.”



News: Content

The “Excerpt” field should be a short description of the News item; this description will display on the Resource Library search page.

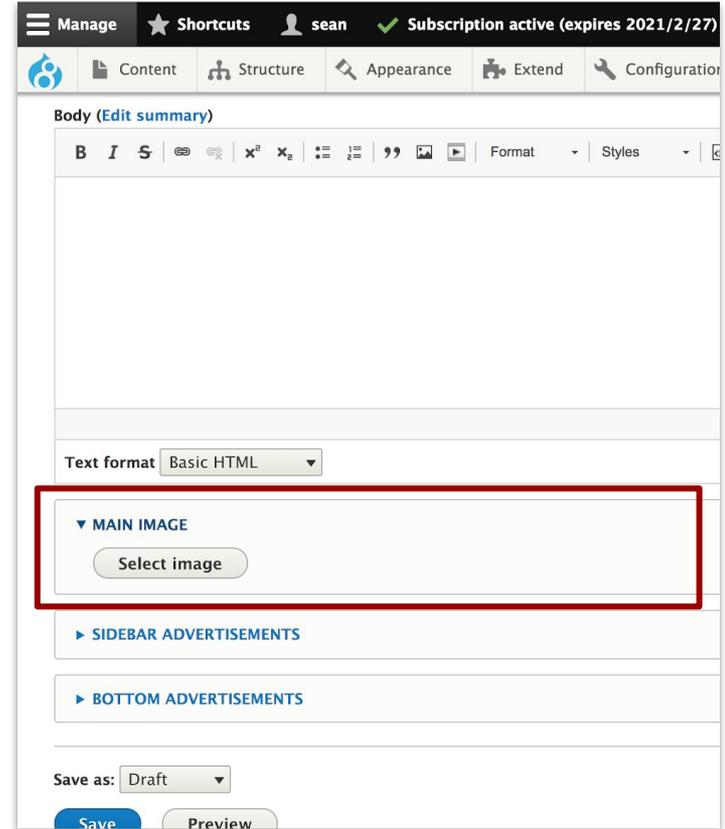
The “Body” field should be the long, detailed text of the News item.



The screenshot shows the 'Create News' form in a content management system. The top navigation bar includes 'Manage', 'Shortcuts', a user profile for 'sean', and a 'Subscription active (expires 2021/2/27)' indicator. Below the navigation bar are tabs for 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The main heading is 'Create News'. The breadcrumb trail is 'Home » Node » Add content'. The form fields are: 'Title *' (required), 'Date' (set to 01/27/2019), 'Excerpt' (highlighted with a red border), and 'Body (Edit summary)' (with a rich text editor toolbar). The 'Excerpt' field is a large text area, and the 'Body' field is a rich text editor with a toolbar containing icons for bold, italic, strikethrough, link, unlink, list, ordered list, quote, image, and video, along with 'Format' and 'Styles' dropdown menus.

News: Image

The “Main Image” field will be displayed in the News Listing page (as a preview), as well as the individual News Post page.





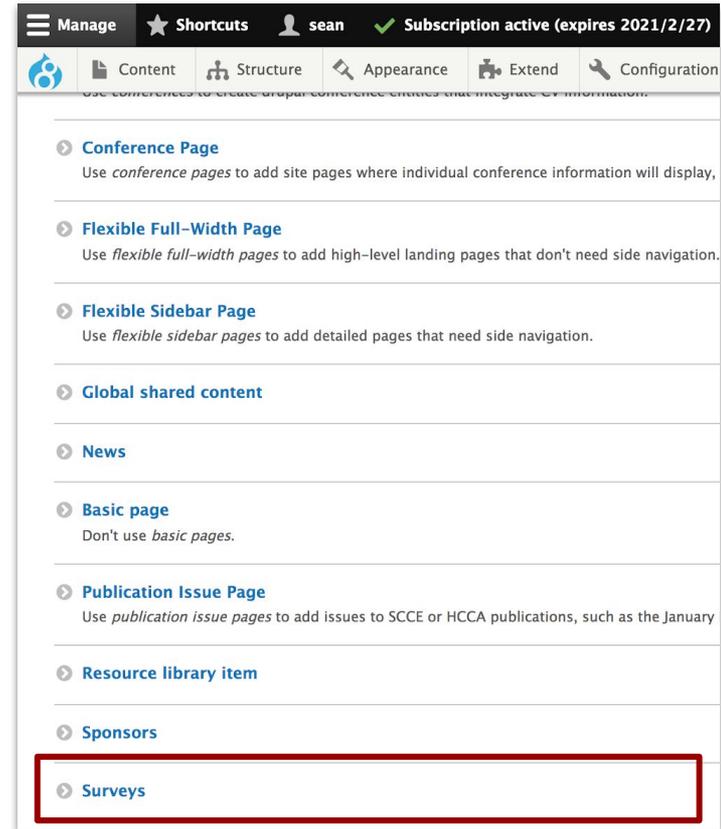
Surveys

Surveys

Use the “Surveys” content type for any pages that need to be associated with surveys.

<https://stage.corporatecompliance.org/node/add/surveys>

<https://stage.hcca-info.org/node/add/surveys>



Surveys

Fill out any details related to the Survey.

Click “Save.”

The screenshot shows the 'Create Surveys' form in a web application. The top navigation bar includes 'Manage', 'Shortcuts', 'sean', and 'Subscription active (expires 2021/2/27)'. Below the navigation bar are icons for 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The main heading is 'Create Surveys'. The breadcrumb trail is 'Home » Node » Add content'. The form fields are: 'Title *' (required), 'Excerpt', and 'Body (Edit summary)'. The 'Body' field has a rich text editor toolbar with options for Bold (B), Italic (I), Strikethrough (S), Link, Unlink, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, and Redo. A 'Format' dropdown is set to 'Basic HTML'. A red box highlights the entire form area. A yellow callout box with a black border contains the text: 'Tip: Check to make sure the “Published” checkbox has been toggled on before saving.'

Surveys: Content

The “Excerpt” field should be a short description of the Survey; this description will display on the Resource Library search page.

The “Body” field should be the long, detailed text of the Survey.

The screenshot shows the 'Create Surveys' form in a web application. The top navigation bar includes 'Manage', 'Shortcuts', 'sean', and 'Subscription active (expires 2021/2/27)'. The main navigation bar includes 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The form title is 'Create Surveys'. The breadcrumb trail is 'Home » Node » Add content'. The form fields are: 'Title *' (required), 'Excerpt', and 'Body (Edit summary)'. The 'Body' field has a rich text editor with a toolbar containing 'B', 'I', 'S', 'Link', 'Image', 'Table', 'List', 'Quote', 'Image', 'Video', 'Format', and 'Styles'. The 'Text format' dropdown is set to 'Basic HTML'. A red box highlights the 'Excerpt' and 'Body' fields.

Surveys: Image

The “Main Image” field will be displayed in the Survey Listing page (as a preview), as well as the individual Survey Post page.

The screenshot displays a configuration interface for a survey. At the top, there is a navigation bar with 'Manage', 'Shortcuts', a user profile 'sean', and a status 'Subscription active (expires 2021/2/27)'. Below this is a menu with icons for 'Content', 'Structure', 'Appearance', 'Extend', and 'Configuration'. The main content area is mostly blank, with a 'Text format' dropdown set to 'Basic HTML'. A red rectangular box highlights the 'MAIN IMAGE' section, which contains a 'Select image' button. Below this are sections for 'SIDEBAR ADVERTISEMENTS' and 'BOTTOM ADVERTISEMENTS', each with a right-pointing arrow. Further down, there is a 'Date' field with a placeholder 'mm/dd/yyyy' and a 'Save as:' dropdown set to 'Draft'. At the bottom, there are 'Save' and 'Preview' buttons.



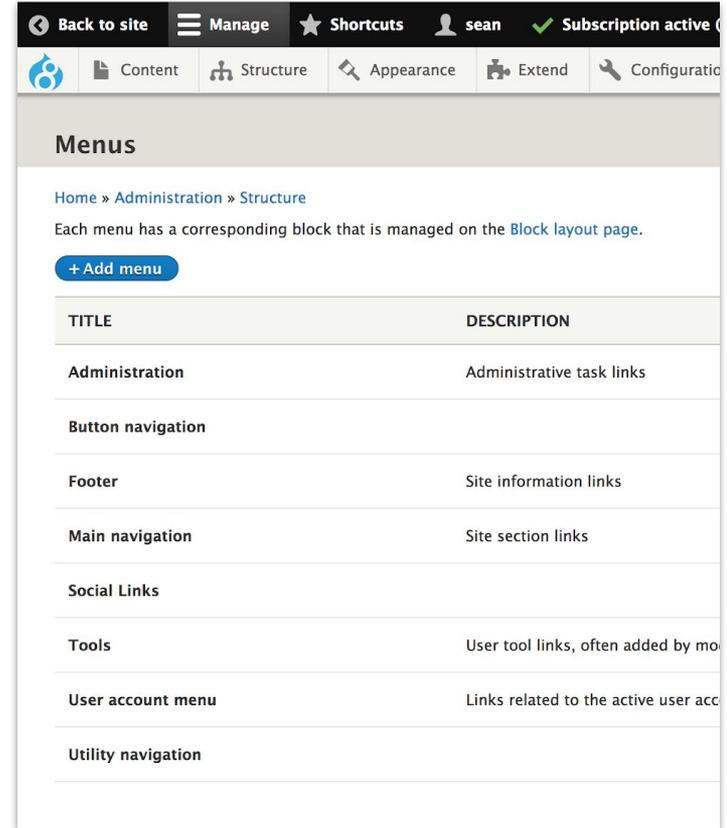
Menus

Menus

Both SCCE and HCCA will come with a variety of “Menus” that will display across the site.

<https://stage.corporatecompliance.org/admin/structure/menu>

<https://stage.hcca-info.org/admin/structure/menu>



Home » Administration » Structure

Each menu has a corresponding block that is managed on the [Block layout page](#).

[+ Add menu](#)

TITLE	DESCRIPTION
Administration	Administrative task links
Button navigation	
Footer	Site information links
Main navigation	Site section links
Social Links	
Tools	User tool links, often added by modules
User account menu	Links related to the active user account
Utility navigation	

Menus: Pages

When editing pages, you can control the title and where the page appears in the main menu using the “Menu Settings” section.

The screenshot shows a web editor interface with a 'Menu Settings' section highlighted by a red border. The section is titled 'MENU SETTINGS' and contains the following fields and options:

- Provide a menu link
- Menu link title**
- Description**

Shown when hovering over the menu link.
- Parent item**
- Weight**

Menu links with lower weights are displayed before links with higher weights.

Below the 'Menu Settings' section are four expandable sections:

- ▶ META TAGS
- ▶ URL ALIAS
- ▶ AUTHORING INFORMATION
- ▶ PROMOTION OPTIONS

Menus: Main

The main menu is hierarchical and supports 2 levels. You can add, edit, delete, and move items around in the management screen.

<https://stage.corporatecompliance.org/admin/structure/menu/manage/main>

<https://stage.hcca-info.org/admin/structure/menu/manage/main>

Back to site Manage Shortcuts sean Subscription active

Content Structure Appearance Extend Configuration

Edit menu *Main navigation*

Edit menu Devel

Home » Administration » Structure » Menus

+ Add link

Title *
Main navigation Machine name

Administrative summary
Site section links

Menu language
English

MENU LINK
+ About SCCE
+ About SCCE
+ SCCE Staff
+ Board Members

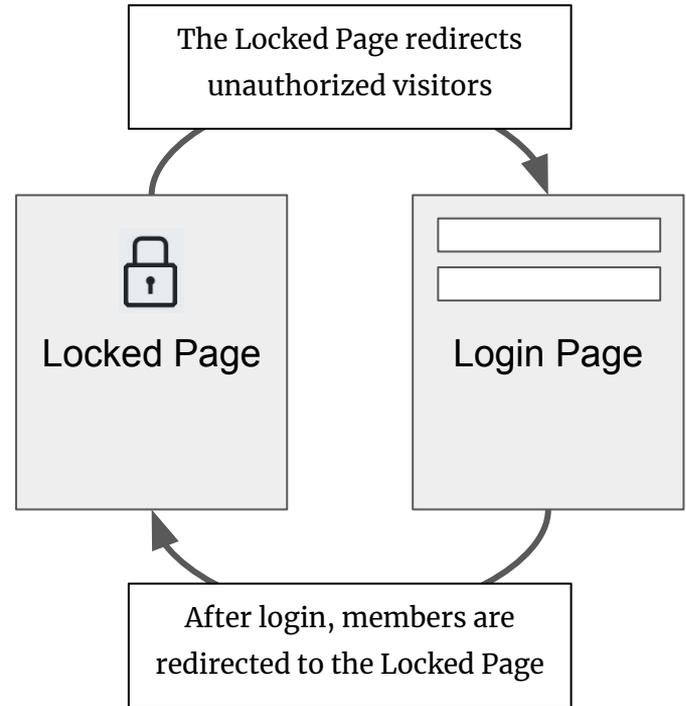


Locked Pages

Locking Pages

Through the combination of two pages and two components, you can create pages on the site that are visible only to either free and paid accounts or just paid accounts.

This will work with Basic, Flexible Full-Width, and Flexible Sidebar Pages.



Locked Page

Add a “CV Access Control” component to limit who can see a page to either free or paid accounts.

Create a landing page to prompt visitors to sign in. Include a redirect link to that page on this component.

CV Access Control Remove

CV Account Level *

Free Account ▼

Select the CV account level required to view this page.

Redirect Link *

- Where should visitors be redirected if they aren't allowed?
- Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.

Login Page

Use a landing page to provide information about the locked page. The “Login” component will display the login form for unauthenticated visitors.

Change the Redirect Link to send people to the locked page after login.

Tip: Add a link to the Locked Page in a “Members-Only” component on this Login Page.

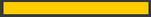
⊕ Login

Remove

Redirect Link *

https://dev.corporatecompliance.org <front>

- Specifies the page to redirect to after login.
- This must be an internal path such as */node/add*. You can also start typing the title of a piece of content to select it. Enter *<front>* to link to the front page.



Components (Needs Work)

Components

Column Layout

This component can have 1 to 3 columns, evenly spaced

Cras mattis consectetur purus sit amet fermentum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec sed odio dui. Integer posuere erat a ante venenatis dapibus posuere velit aliquet. Etiam porta sem malesuada magna mollis euismod. Aenean lacinia bibendum nulla sed consectetur. Maecenas sed diam eget risus varius blandit sit amet non magna.

Column Layout 2

Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum. Cras mattis consectetur purus sit amet fermentum.



Components

Featured Columns

This component can have 1 to 3 columns, evenly spaced. It has a call to action link as the heading and an optional icon.



Ridiculus Ipsum Magna Adipiscing →

Integer posuere erat a ante venenatis dapibus posuere velit aliquet. Donec ullamcorper nulla non metus auctor fringilla.

Featured columns



Bibendum Ullamcorper Justo Ornare Quam →

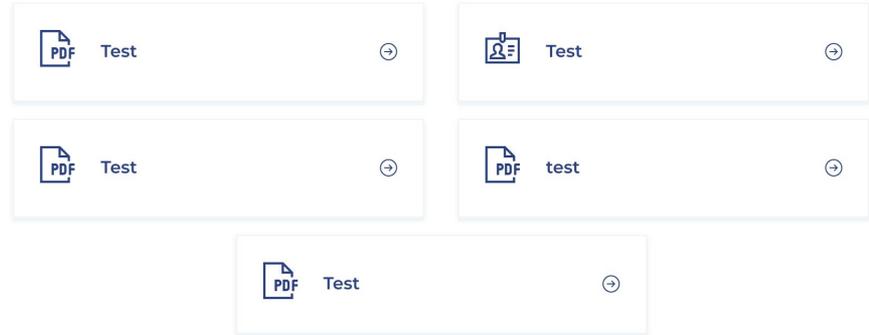
Nullam id dolor id nibh ultricies vehicula ut id elit. Cras justo odio, dapibus ac facilisis in, egestas eget quam.

Components

Icon Card Grid

This component unlimited “Icon Card” items which link to pages, pdfs or other content.

Icon Card Grid



Components

Spotlight and icon cards

This component displays “Icon Card” items similar to the previous component as well as “Spotlight” items (pictured here).

Spotlight and icon cards



Purus Tellus Cursus Euismod [↗](#)

Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Aenean lacinia bibendum nulla sed consectetur.

Components

Expand/Collapse

This component displays a summary headline. When a site visitor clicks the headline, an animation displays additional content

Expand/Collapse

Nullam id dolor id nibh ultricies vehicula ut id elit.



Nulla vitae elit libero, a pharetra augue.



Maecenas faucibus mollis interdum

Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum. Praesent commodo cursus magna, vel scelerisque nisl consectetur et. Cras mattis consectetur purus sit amet fermentum. Curabitur blandit tempus porttitor. Aenean lacinia bibendum nulla sed

Components

Two Column, One Larger

This component displays a content layout with column larger column.

This will commonly be used to display text next to an image.

Two Column, One Larger



Nullam id dolor id nibh ultricies vehicula ut id elit. Donec ullamcorper nulla non metus auctor fringilla. Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Cras justo odio, dapibus ac facilisis in, egestas eget quam. Cras mattis consectetur purus sit amet fermentum. Maecenas sed diam eget risus varius blandit sit amet non magna. Nullam id dolor id nibh ultricies vehicula ut id elit.



Compliance Dictionary (Necessary?)

Compliance Dictionary

The Compliance Dictionary is a “Flexible with Sidebar” Content Type. Start by clicking on the “Edit” button.

The screenshot displays the SCCE (South Carolina Center for Compliance and Ethics) interface. At the top, a dark navigation bar contains buttons for 'View', 'Edit', 'Delete', 'Revisions', 'Clone', and 'Devel'. The 'Edit' button is highlighted with a red box. Below this bar is a white navigation bar with the SCCE logo, a shopping cart icon, a search icon, and a menu icon. A purple banner below the navigation bar displays the user's name and a dropdown arrow: 'Hi, Your Favorite Clockwork'. The main content area features a 'back to Publications' link with a left arrow and an edit icon. The title 'Compliance Dictionary' is centered in a large, dark blue font, followed by a large letter 'A'. Below this, a white box contains the text 'Accounting and Auditing Enforcement Releases (AAER)' and a dropdown arrow.

Compliance Dictionary

You'll manage each alphabet letter in its own "Expand/Collapse" component. Click on "Edit" to edit the entries for a letter.

Edit Flexible with sidebar Compliance Dictionary

[View](#) [Edit](#) [Delete](#) [Revisions](#) [Clone](#) [Devel](#)

[Home](#) » [Node](#) » [Compliance Dictionary](#)

Title *
Compliance Dictionary

Page Headline
Compliance Dictionary

[Show row weights](#)

COMPONENTS		
⊕ Expand/Collapse	A, Accounting and Auditing Enforcement Releases (AAER), Financial reporting related enforcement actions co	Edit ▾
⊕ Expand/Collapse	B, Bankruptcy, Legal status of person or entity that cannot repay the debts it owes to creditors. , Benchmarkin	Edit ▾
⊕ Expand/Collapse	C, CAN-SPAM Act, Law enacted in 2003 that sets the rules for commercial email, establishes requirements for	Edit ▾

[Add Column layout](#) ▾ to *Components*

Full Width Below Content

Compliance Dictionary

Entries are “Expander Elements” within the component. You may edit existing entries with the “Edit” button. Add new terms and definitions using the “Add Element” button at the bottom of the component.

Title *

Page Headline

[Show row weights](#)

COMPONENTS

⊕ Expand/Collapse Collapse ▾

Headline

[Show row weights](#)

EXPANDER ELEMENTS

⊕ Element - Expand Colla...	Accounting and Auditing Enforcement Releases (AAER), Financial reporting related enforcement actions co	Edit ▾
⊕ Element - Expand Colla...	Accredited Investors, Term used by the SEC under Regulation D to refer to investors who are financially so	Edit ▾

Add Element - Expand Collapse

Compliance Dictionary

Use the “Headline” section of an expander element for the term. Use the “Body” field for the definition.

⊕ Expand/Collapse

Headline

EXPANDER ELEMENTS

⊕ Element - Expand Collapse

Headline

Body

B *I* |   |   |    | Format ▾ | Styles ▾ |  Source

Financial reporting related enforcement actions concerning civil lawsuits brought by the concerning the institution and/or settlement of administrative proceedings

Text format Basic HTML ▾

Compliance Dictionary

Like all components, when you want to delete an entry, click the “Remove” button. Be sure to also click on the “Confirm removal” button to complete the deletion.

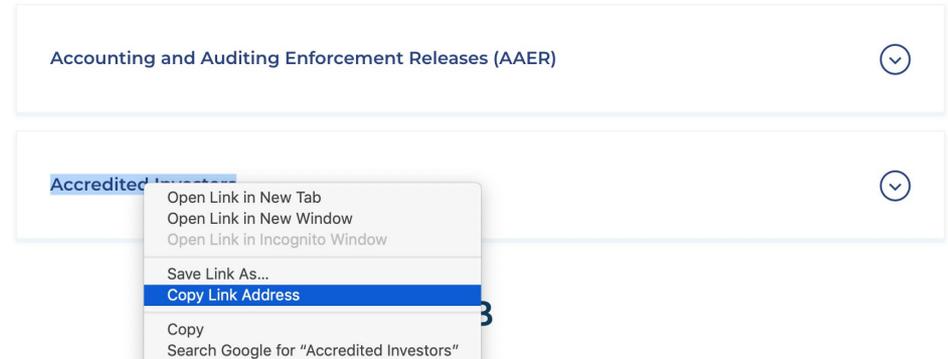
The screenshot displays a user interface for editing a dictionary entry. At the top, a text field contains the text: ", Term used by the SEC under Regulation D to refer to investors who are financially so". To the right of this field is an "Edit" button with a downward arrow. Below the text field is a "Remove" button. Underneath the "Remove" button is a small, empty rectangular input field. At the bottom of the interface is a rich text editor with a toolbar containing a font color selector (set to "rml"), a "Styles" dropdown menu, and a "Source" button with a document icon.

Compliance Dictionary

You can “hot link” directly to a definition. Right-click on a term and copy the link address. You’ll notice when you paste the link that “#expander-term-name” is appended to the end of the URL. This indicates to the browser what term to display.

Compliance Dictionary

A





Board Members/Staff (Necessary?)

Board Members/Staff

Add an Intro Cards Component

The screenshot displays a content management system interface. At the top, there is a 'COMPONENTS' section with two items: 'Column layout' (SCCE/HCCA Board, ...) and 'Intro Cards' (Board Members, Ma...). Below this is a warning message: 'You have unsaved changes on this Paragraph...'. A dropdown menu is open, listing various components. The 'Add Intro Cards' option is highlighted with a red rectangular box. The list includes: Add Column layout, Add CV Include, Add Featured product, Add Featured columns, Add Icon Card Grid, Add Intro Cards, Add CV Product Detail, Add CV Product List, Add Spotlight and icon cards, Add CV Test, Add Publications Archive, Add Publication Current Issue, Add Publications listing, Add Expand/Collapse, Add Resource items, Add Member content, Add Two Column, One Larger, and Add News Archive.

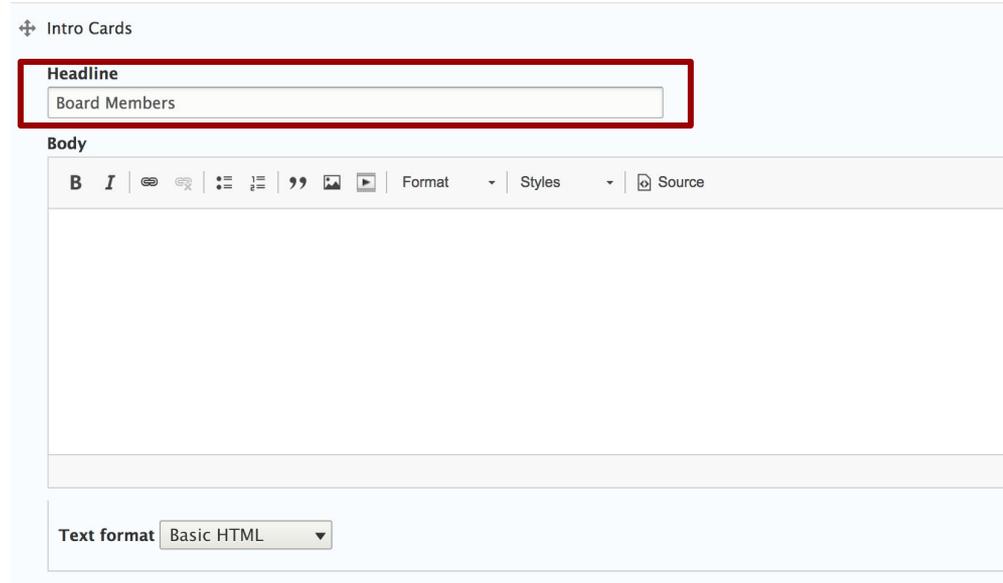
COMPONENTS	
Column layout	SCCE/HCCA Board, ...
Intro Cards	Board Members, Ma...

⚠ You have unsaved changes on this Paragraph...

- Add Column layout
- Add CV Include
- Add Featured product
- Add Featured columns
- Add Icon Card Grid
- Add Intro Cards**
- Add CV Product Detail
- Add CV Product List
- Add Spotlight and icon cards
- Add CV Test
- Add Publications Archive
- Add Publication Current Issue
- Add Publications listing
- Add Expand/Collapse
- Add Resource items
- Add Member content
- Add Two Column, One Larger
- Add News Archive

Board Members/Staff

Add a Headline such as Staff,
Board Members, or General
Board Members



The screenshot shows a content editor interface for 'Intro Cards'. The 'Headline' field is highlighted with a red border and contains the text 'Board Members'. Below the headline is a 'Body' section with a rich text editor toolbar. The toolbar includes icons for bold (B), italic (I), link, unlink, bulleted list, numbered list, quote, image, and video, along with 'Format', 'Styles', and 'Source' options. At the bottom, there is a 'Text format' dropdown menu set to 'Basic HTML'.

Board Members/Staff

Under Intro Cards, use Headline for name. Then Sub Heading for Company or Title, attach an image, and if needed Body can be used for Title.

INTRO CARDS

✚ Element - Intro Card

Headline
Margaret Hambleton

Sub Heading
Dignity Health

IMAGE

Create new media
Create your media on the [media add page](#) (opens a new window), then add it by name to the

Use existing media
Hambleton Board Member (356)

Type part of the media name. See the [media list](#) (opens a new window) to help locate media

Body

B I | | | | | | | | Format | Styles | Source

Immediate Past President

Board Members/Staff

You can add a link using the Call To Action Button

CALL TO ACTION BUTTON

URL

Start typing the title of a piece of content to select it. You can also enter *http://example.com*. Enter *<front>* to link to the front page.

Link text

Board Members/Staff

To add new people, click Add Element - Intro Card. Once added you can rearrange to change how they are displayed on the page.

The screenshot displays a list of three items, each consisting of a plus sign icon, the text 'Element - Intro Card', and a name. The items are separated by horizontal lines. Below the list is a button labeled 'Add Element - Intro Card', which is highlighted with a red rectangular border. The text 'Background color' is partially visible at the bottom of the screenshot.

+	Element - Intro Card	Lori Strauss, Stony Bro
+	Element - Intro Card	Art Weiss, TAMKO Buil
+	Element - Intro Card	Robert Bond, Bristows,

Add Element - Intro Card

Background color



FAQ Page (Necessary?)

FAQ Section

Add an Expand/Collapse Component

COMPONENTS

✚ Expand/Collapse General Question

Add Column layout ▲ to C

Add CV Include

Add Featured product

Add Featured columns

Add Icon Card Grid

Add Intro Cards

Add CV Product Detail

Add CV Product List

Add Spotlight and icon cards

Add CV Test

Add Publications Archive

Add Publication Current Issue

Add Publications listing

Add Expand/Collapse

Add Resource Items

Add Member content

FAQ Section

Add a headline describing the FAQ section under Headline

COMPONENTS

✚ Expand/Collapse

headline

General Questions

EXPANDER ELEMENTS

✚ Element - Expand Collapse

Headline

What if I have a general compliance questions?

Body

B *I* |   |   |    | Format | Styles | 

You can also ask your question on [SCCEnet](#), the official social network of login with your SCCE username and password. Under "My Communities, related to you. Then post a new message to your desired group asking your LinkedIn group at <http://www.corporatecompliance.org/LinkedIn> or the SC

FAQ Section

For each question fill out the
Headline for the Question, and
Body for the Answer

COMPONENTS

⊕ Expand/Collapse

Headline

General Questions

EXPANDER ELEMENTS

⊕ Element - Expand Collapse

Headline

What if I have a general compliance questions?

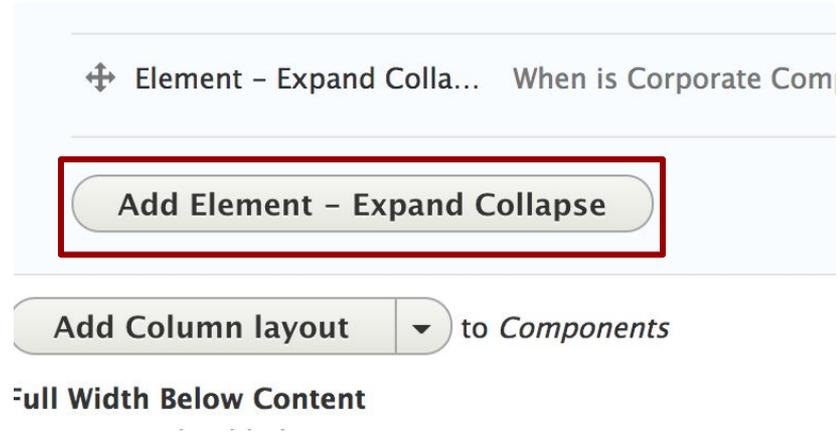
Body

B *I* |   |   |    | Format | Styles | 

You can also ask your question on [SCCEnet](#), the official social network of login with your SCCE username and password. Under "My Communities, related to you. Then post a new message to your desired group asking your LinkedIn group at <http://www.corporatecompliance.org/LinkedIn> or the SC

FAQ Section

To add questions click Add Element - Collapse Expand. Once added you can rearrange the questions by dragging and dropping.





Rich Text Buttons (Necessary?)

Rich Text Buttons

Add a component such as a
Basic Columns component
which provides a rich text editor

The screenshot shows a configuration interface for a 'Basic Columns' component. It is divided into two main sections: 'COMPONENTS' and 'COLUMN ELEMENTS'.
1. **COMPONENTS**: Contains a 'Section Headline' field with a placeholder text: 'Add an optional headline to the top of the column layout'.
2. **COLUMN ELEMENTS**: Contains a 'Column Content' field. This field is highlighted with a red border and contains a rich text editor toolbar with icons for Bold (B), Italic (I), Link, Unlink, Bulleted List, Numbered List, Quote, Image, Video, and Undo. Below the toolbar is a large text area with a placeholder 'body p'.
3. **Text format**: A dropdown menu currently set to 'Basic HTML'.
4. **Footer**: A note 'Add up to 3 column elements per section.' and an 'Add Column Element' button.

Rich Text Buttons

Add the text you wish to make a button, then select it and click the “link” icon and link the button to the intended page.

COMPONENTS

✚ Basic Columns

Section Headline

Add an optional headline to the top of the column layout.

COLUMN ELEMENTS

✚ Column Element

Column Content

B I **a** [Unlink] [Bulleted List] [Numbered List] [Quote] [Image] [Video] [N]

body p

Text format Basic HTML

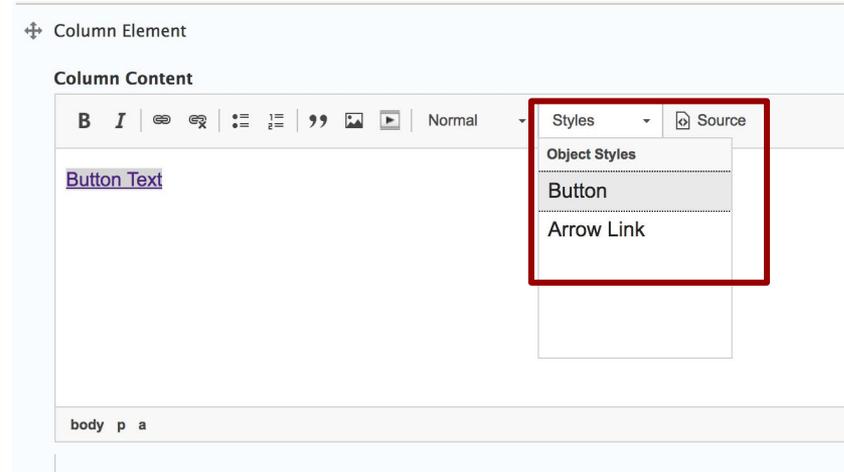
Add headlines, text and images.

Add up to 3 column elements per section.

Add Column Element

Rich Text Buttons

Once the text is linked, you can click on Styles and the Button and the item will become a button.





URL Recommendations

URLs - Recurring Conferences

General Conference URL:

www.corporatecompliance.org/conferences/regional/southern-california-regional-compliance-and-ethics-conference

- Need a general URL for each recurring conference, independent of year
- The URL should include the conference location when there are multiple happening in one year (regionals, academies)
- When bookmarked, a user should always be taken to the newest, upcoming version of that conference

URLs - Recurring Conferences

Year-specific Conference URL

www.corporatecompliance.org/conferences/regional/southern-california-regional-compliance-and-ethics-conference-2018

- Need a unique URL for each conference year so the previous year's conference can be archived/accessed

URLs - Recurring Conferences

Shortened URL

www.SCCE.org/southern-california-regional-conference

- Printed brochure materials should include a link that can never be old/expired, but also short.
- Having “compliance and ethics” in the URL is redundant in this case and is recommended to be removed