

Add/Edit Custom Content

Our Premium subscription plans enable you to add custom content as lessons to your training modules. Currently supported content includes YouTube videos, MP4 videos, .MOV videos, PowerPoint "show" files and pdf documents.

Click on the Add Content button to open the content edit form. Enter a title for the content. The title will be shown within the lesson list and on the lesson page in the Team portal. Next, enter a brief description for this lesson. This description will be displayed on the lesson page.

Use the WYSIWYG (*What You See Is What You Get*) editor to create the lesson page. The editor functions much like that of a word document. Simply type in or copy and paste text into the form.

Use the WYSIWYG toolbar to change font sizes, colors, styles and other attributes to obtain the desired layout. Use the Full Screen tool to enlarge your screen view for easier editing.

You can insert videos, images, and other items by selecting from the toolbar. The **YouTube tool** allows you to insert the link to the YouTube or Vimeo channel video you want to display. The Upload file tool allows you to upload supported videos, images and documents.

Use the Preview tool to view what your form will look like when viewed from the Team Portal.

You can use Tags as a way of categorizing custom content, quizzes and training modules into groups for easy reference and organization. For example, by tagging all menu related training content, quizzes and modules with the term Menu, you can then use the Tag filter to only list content tagged as Menu.

Check the Active box to activate this content when you have completed all changes.

Click on Add Content to save your changes.

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Use this page to upload your own training content. Currently supported content includes YouTube videos, MP4 videos, .MOV videos, PowerPoint "show" files and pdf documents. Please **do not add links to other web pages** as they may not display properly.

* This function is best accomplished using a desktop computer with a mouse. Some functionality may not work properly on touch only devices.

Add Content		Filters	Module: All	Tag: All	Status: Active
Title	Tag				
+ Entree Menu	Menu				
+ Part 1 - Greeting, drink and appetizer order	Server				
+ Part 2 - Taking the entree order	Server				
+ Part 3 - Dessert and check drop-off	Server				
+ Dress Code	Employee Handbook				
+ Employee Benefits	Employee Handbook				
+ Salad Menu	Menu				
+ Welcome to Our Team	Onboarding				
+ Our Mission	Onboarding				
+ Our Way of Doing Business	Employee Handbook				

The screenshot shows the 'Add Content' form in 'Hide Form' mode. It includes a 'Content Title' field, 'Short Description' fields, and a rich text editor. The toolbar contains icons for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, and Unlink. A 'Full screen' button is located at the bottom left of the editor. A 'Preview' button is at the bottom center. A 'Link YouTube Video' button is at the bottom right. An 'Upload' button is at the top right of the editor area. A red callout box labeled 'WYSIWYG toolbar' points to the rich text editor. Other red callout boxes point to the 'Full screen', 'Preview', 'Link YouTube Video', and 'Upload' buttons.