# Table of Contents

**Content Management** ..... 1

# Content Management

CareerPortal allows you to change content using predefined content sections throughout the application. One edit is all that it takes to change all predefined content sections. Managing your content sections is facilitated using the Content Management page.

Content sections can be added to multiple pages. Each content section is identified by a Content ID that allows all pages with a particular Content ID to display the same information. All content section edits, deletions, or additions are made using the Content Management page.

At this time, the only content section available is on the home page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Return to Admin Tools You can return to the Admin Tools page at any time by clicking **Admin Tools**.

Records Click **Records** to select the number of records to display.

## View content sections

| Field | Description |
|---|---|
| **Content ID** | Displays the content ID. |
| **Content Name** | Displays the content name. |
| **Content Description** | Displays a description of the content. |
| **Preview** | *With Changes*: Preview content as it appears in its edited state (what your are currently editing).<br>*Current*: Preview content that is currently published.<br>*With Previous Content* Preview content published before the current content. |
| **Publish** | Publish or revert your content additions and edits.<br>*Publish Content*: Publish content that is currently in the editor.<br>**Note**: Previously published content is saved and is accessible using the *With Previous Content* option in the **Preview** field.<br><br>*Rollback Content*: Restore previously published content. Content that is replaced by the revert is moved back into the editor. |

## Edit content section data

**Edit Content** allows you to edit content section information. Editing is facilitated using the editor on the Edit Content Management page.

# Enable or disable content sections

| Field | Description |
|---|---|
| **Display** | Enable or disable content sections. Click ✔ or **X** to enable or disable a content section. |

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