

Communication is necessary now more than ever given the current situation surrounding the COVID-19 pandemic, which is undoubtedly affecting your workplace and teams. The Vibe HCM portal is an effective way to convey important messaging to your employees quickly and efficiently. Here are a few things you can do all within the self-managed content editing tools:

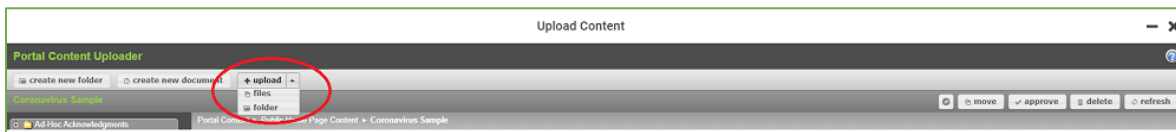
- Upload Documents and Resources
- Create Prominently Displayed Content
- Add Hyperlinks to Other Websites or Internal Resources

## Uploading Documents and Resources

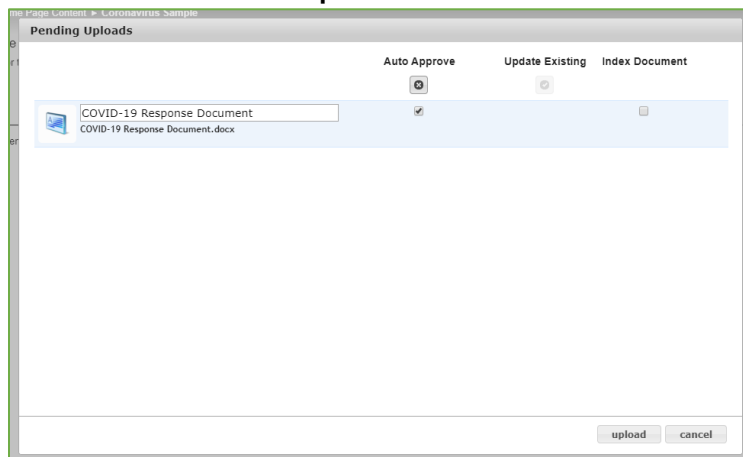
1. Open the Portal Content Uploader (available to content admins only).
2. Navigate to the folder where you've been uploading your documents. For most of you this will be under: **Portal Content > Public Home Page Content**.
3. If you'd like to create a separate folder specifically for COVID-19 information, please continue to the next step. If not, please skip to step 5 in this section.
4. Click the **create new folder** button.



5. Click the **upload** button and choose to upload files individually or by folder.



6. Then the pending uploads dialogue box opens, adjust the document title if needed. Leave auto-approve checked. Leave Index Document unchecked. Click **upload**.



- Make sure the security is set correctly by clicking **Details > Manage Security**.
- Under the **Roles** tab, make sure the document is visible to the appropriate roles. To make it visible to all employees, select **Active Employee** and/or **Public Role**. **NOTE:** For many of you, the document will automatically be set to Content/Portal admins only, so you will need to manually adjust this setting.
- Leave **view** as checked. Leave **edit** as unchecked.

Performance Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Boarding Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Role	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruiter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Alternatively, you can adjust the security on the folder and update its inheritable document and inheritable folder settings.

## Creating Prominently Displayed Content

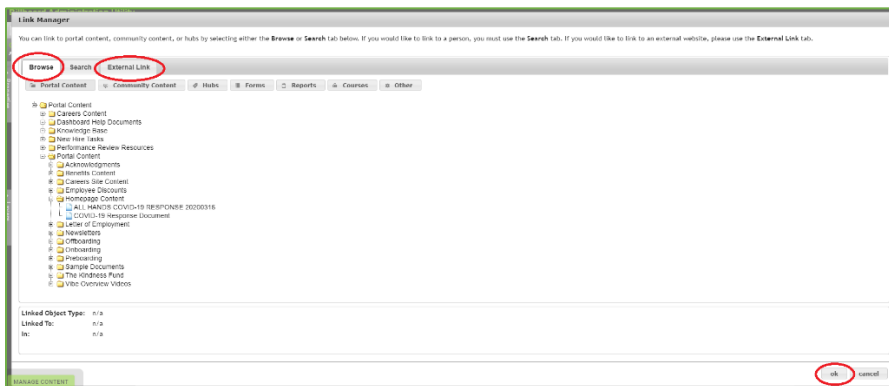
- In the Content Editor, create a new slide.
- Add image and text as you wish from the **add content panel**, by dragging and dropping over to the canvas.



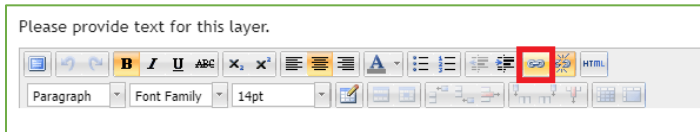
- If you are finished, please save and approve your work. If you'd like to add a hyperlink documents or websites, please move on to the next section.

## Adding Hyperlinks

- To link an image, select the image, then click the **links panel**.
- Click the **edit button**. Once the Link Manager opens, expand the document tree to locate the document you'd like to link to.
- To link outside of the portal to another website. Click the **External Link** tab. Paste in the URL and click OK.



4. To link text, select the text layer you'd like to edit. Highlight the text with your cursor and click the hyperlink icon. Once the Link Manager opens, repeat the previous step.



5. Be sure to save and approve your changes.

We hope this helps in reaching your teams during this challenging situation. The well-being of our clients is paramount here at Vibe HCM and we will do everything we can to ensure the necessary messaging is reaching who it needs to at your organization.