# Beyond - How to Create and Utilize Cards and Pages

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## **Overview**

Users can create custom cards and pages to be displayed on the Employee, Customer, Contact, Assignment, and/or Job Order records in Beyond.

An example of this functionality is showing an outside webpage as a card on the employee profile within Beyond:

^ TempWorks				
		g Software Services Support	About Us News Q 🕑	6 b
	Staffing Software Solutions Built for You Whether your staffing agency is established or new to the m and customized staffing software delivers the innovative too needs.			Connect and the second s
<ul> <li>Snapshot</li> </ul>				
ld 5759		Hire Status Eligible and Active	>	
Job Title c#				

\*Note\* To setup and utilize custom cards and pages, users will need access to System Settings in Beyond.

As an additional setup point, for users utilizing Security Groups with Advanced Permissions, access will need to be granted for cards and pages within Settings > System Settings > Content within the Advanced Permissions section of that Security Group.

▲ System Settings	Access
▲ Content	
▲ Cards Page	Access
New Card Form	Access
▲ Pages Page	Access
New Page Form	Access

This article covers the following:

#### Cards

1. Creating Cards

- 2. Utilizing Cards
- 3. Editing Cards
- 4. Deleting Cards

#### Pages

- 1. Creating Pages
- 2. Utilizing Pages
- 3. Editing Pages
- 4. Deleting Pages

\*Note\* TempWorks Integration Partners can use the custom cards and pages functionality in Beyond to allow users to utilize the respective integration without having to navigate away from the instance of Beyond.

Data Frenzy is a TempWorks Integration Partner that utilized this functionality to allow for job order distribution to third-party job feeds, employee messaging, and more.

		2 Unread	14 Sent	2 Received		
			Sent by: Keith_Duarte on Oct 29, 2021 12:21pm Pl	DT Delivered		
		ested in meeting with you. Click th hin the next few days.	nis link https://dfrenzy.com/cCu1b to schedule	an R		
	Sent by: Keith_Duarte on Oct 29, 202112.43pm PDT Delivered					
		ed in talking to you. Click this link on a phone call.	https://dfrenzy.com/E4mie to pick a convenie			
			Sent by: Keith_Duarte on Jan 3, 2022 9:25am P	ST Delivered		
	Type your text message	here. Best Practice: Keep messag	es less than 160 characters	° 🕢		
	All Inbou	und & Outbound text messages sa	ive as a Note on the Candidate record in Tem	pworks.		
S History:		2 Unread	14 Sen		2 Rece	
Received on						
Received on		We are interested in meeting	g with you. Click this link https://dfrenzy.com/			
Received on			g with you. Click this link https://dfrenzy.com/ g with you. Click this link https://dfrenzy.com/	Sent by: Keith_Duarte on Oct 29, 202112	21pm PDT Delivered	
Received on				Sent by: Keith_Duarte on Oct 29, 202112	21pm PDT Delivered he next few days.	
Received on		We are interested in meeting		Sent by: Keith_Duarte on Oct 29, 2021 12 COI'b to schedule an interview within t Sent by: Keith_Duarte on Oct 29, 2021 12	he next few days. 21pm PDT Delivered he next few days. 43pm PDT Delivered	
Received on		We are interested in meeting	g with you. Click this link https://dfrenzy.com/	Sent by: Keith_Duarte on Oct 29, 2021 12 COI'b to schedule an interview within t Sent by: Keith_Duarte on Oct 29, 2021 12	21pm PDT Delivered he next few days. 43pm PDT Delivered t on a phone call.	
		We are interested in meeting	g with you. Click this link https://dfrenzy.com/ o you. Click this link https://dfrenzy.com/E4mi	Sent by Kelth_Duarte en Oct 29, 2021 12 COUID to schedule an interview within t Sent by Kelth_Duarte on Oct 29, 2021 12 le to pick a convenient time for us to ge	21pm PDT Delivered he next few days. 43pm PDT Delivered t on a phone call.	
		We are interested in meetin	g with you. Click this link https://dfrenzy.com/ o you. Click this link https://dfrenzy.com/E4mi	Sent by Kelth_Duarte en Oct 29, 2021 12 COUID to schedule an interview within t Sent by Kelth_Duarte on Oct 29, 2021 12 le to pick a convenient time for us to ge	21pm PDT Delivered he next few days. 43pm PDT Delivered t on a phone call.	
		We are interested in meetin I am interested in talking t Keep messages less than 160 chara	g with you. Click this link https://dfrenzy.com/ o you. Click this link https://dfrenzy.com/E4mi	Sent by Keith_Duarte on Oct 29, 202112 COIb to schedule an interview within t Sent by Keith_Duarte on Oct 29, 2021 12 ie to pick a convenient time for us to ge Sent by Keith_Duarte on Jan 3, 2022 9	21pm PDT Delivered he next few days. 43pm PDT Delivered t on a phone call.	

Data Frenzy Home	Post / Edit Job View All Posted Jobs	Edit Interview Calendars			
Back to All Jobs Job Postin	ng / Distribution Sites / Screening Questions / Confirm	nation	P	Advertising St	atus: Job is NOT Active
		Job Post Plan: 100 Active Jobs: 9	Slots Remaining: 91	ي م	
	Required Fields				
	Assigned Branch TempWorks Test Account (1021)		ned User Duarte	~	
	Job Title Lien Release				
	Job Code Status 464 Expired	Full Time	US-City/Town Vewport Beach, CA 92660		
	Select Occupation Category Start typing an occupation name, then choose approp	riate job title			
	Enter Job Title Selected Category: Forklift Driver	doL	Title: Industrial Truck and Tractor Operators		
	Optional Fields				
	Wage Min	Wage Max	Wage Type		

For more information on this functionality, please see the article titled Data Frenzy Integration.

## Cards

Custom cards allow for the viewing of external websites on Employee, Customer, Contact, Assignment, and/or Job Order records in Beyond.

### **Creating Cards**

Begin by navigating to Beyond > B Menu > System Settings > Content > Cards.

The "Content" page will open, showing all the custom cards that have been created:

B < Settings / 🔤 / Cards						
System Settings		Content			+ NE	EW CARD
Advanced Search		Name	Record Type	Hierarchy	Publish Status	
Content	^	Assignment Custom Content	Assignment	System	Published	:
Cards		Assignment Existing Content Card	Assignment	QAAutomation	Published	:
Pages		Contact Existing Content Card	Contact	QAAutomation	Published	:

To create a custom card, select the "+ New Card" option at the top right to open the "New Card" window:

New Card						
* Hierarchy Select	* Assign to Record Type Select		Ŧ			
* Name		Url template fields Insert template fields to inject s values into the iframe url.	× specific			
Card name must be unique per record type		LEARN MORE	GOT IT			
* URL	,					
URL source of the iframe						
Size						
Small O Large						
<ul> <li>Note</li> <li>Once you publish a card, you cannot unpublish it - you can only edit or delete it.</li> <li>Consider saving a draft if you are not ready to publish. You can add drafts to your VISIFILE to preview them.</li> </ul>						
		CANCEL	re 🔹			

Within the "New Card" window, you will be able to add the following:

- Hierarchy: The Hierarchy level the new card is set to.
- Assign to Record Type: The Record Type (Employee, Customer, Contact, Assignment, or Job Order) this card can be added to.
- Name: The name of the card that is being created.
- URL: The external URL whose webpage will display within the card.
- URL Template Fields: Indicated by , this can be used to insert template fields provided by TempWorks into the URL.
- Size: Choose whether the card will be either small or large.

\*Note\* The "URL Template Fields" are able to be used by TempWorks Integration Partners, including Data Frenzy.

Therefore, unless the fields are being added to utilize services provided by TempWorks Integration Partners, it is recommended that these fields are not used.

Adding the URL Template Fields into a standard URL will cause the card to not display information.

Enter the information within the required fields. For this example, we will be adding the TempWorks homepage as a card on an Employee record:

New Card				
* Hierarchy High Tech Staffing	* Assign to Record Type Employee	~		
* Name TempWorks Homepage				
• URL https://www.tempworks.com/		Ē		
URL source of the iframe Size				
Small O Large				
<ul> <li>Note</li> <li>Once you publish a card, you cannot unpublish it - you can only edit or delete it.</li> <li>Consider saving a draft if you are not ready to publish. You can add drafts to your VISIFILE to preview</li> </ul>				
	CANCEL	Save		

Once the required fields have been populated, select one of the following options from the "Save" dropdown:

- Save: This will save the card as a draft.
- Publish: This will publish the card to be used on the Record Type selected.

New Card	
* Hierarchy High Tech Staffing ~	* Assign to Record Type Employee V
* <sub>Name</sub> TempWorks Homepage	
* URL https://www.tempworks.com/  URL source of the iframe Size	〒
● Small ● Large	
<ul> <li>Note</li> <li>Once you publish a card, you cannot unpublish</li> <li>Consider saving a draft if you are not ready to p</li> </ul>	it - you can only edit or delete it. ublish. You can add drafts to your VISIFILE to preview Save
	CANCEL SAVE -

\*Note\* As shown within the "New Card" window:

• Once a card has been published, it can only be edited or deleted.

• If saving as a draft, this can be previewed on your Visifile before publishing.

Once saved or published, the card will be shown within the "Content" page:

B < Settings /	/ Ca	ards				
System Settings		Content				+ NEW CARD
Advanced Search		Name 🛧	Record Type	Hierarchy	Publish Status	
Content	^	Assignment Custom Content	Assignment	System	Published	:
Cards		Assignment Existing Content Card	Assignment	QAAutomation	Published	:
Pages		Contact Existing Content Card	Contact	QAAutomation	Published	:
External Service		Custom Content Test	Employee	System	Published	:
Insight Widgets		Custom Content Test	Employee	High Tech Staffing	Published	:
Interest Codes		Customer Existing Content Card	Customer	QAAutomation	Published	:
Job Titles		DataFrenzy Employee Page	Employee	System	Published	:
On-Site Time Clock Invite Co	des	DataFrenzy Job Order Page	Job Order	System	Published	:
Organization		DF Company Setup Card	Employee	System	Published	:
Organizations		Employee Existing Content Card	Employee	QAAutomation	Published	1
Product Instances		Employee SMS Texting	Employee	System	Published	:
Proofing Error Management		Hotlist Card Advanced Permission	Employee	High Tech SE	Published	:
Required Document Types		Order Existing Content Card	Job Order	QAAutomation	Published	:
Sales Teams		TempWorks Homepage	Employee	High Tech Staffing	Published	1
Sues Yearns		TempWorks Website	Employee	System	Published	:

#### **Utilizing Cards**

Once the card has been published, navigate to the Record Type (Employee, Customer, Contact, Assignment, or Job Order) the card was setup for. For our example, this is the Employee record:

VISIFILE DETAILS V DOCUMENTS MESSAGES JOB MATCHING ASSIGNMENTS STORY REFERENCES PAY SETUP V ONBOARDING	PAY HISTORY $\checkmark$ CUSTOM DATA WIKI PAGE SMALL CARD PAGE 1
ld 4295538923	Hire Status Eligible for Hire >
Job Title 	
^ Note	0
Na not	e available

Once on the Employee Visifile, select the  $1 \equiv$  ("Edit Layout") button at the top right. This is where the card will be added:

VISIFILE DETAILS V DOCUMENTS MESSAGES JOB MATCHING ASSIGNMENTS	STORY REFERENCES PAY SETUP 🗸 ONBOARDING PAY HISTORY 🗸 CUSTOM DATA WIKI PAGE SMALL CARD PAGE	ţ≡
^ Snapshot		
ld 4295538923	Hire Status Eligible for Hire >	
Job Title 		
^ Note		0
	No note available	

\*Note\* Cards will need to be added on a per-record basis.

If you would like the card to show for all records related to that Record Type, the card(s) will need to be added to a new page for that respective Record Type.

Navigate to the bottom of the editing window and select the "+" to add a new card:

c	XANCEL SAVE
^ Messages	0
	No mesuges
^ Resume	
	No resume to view
<ul> <li>Assignments</li> </ul>	₹
	No assignments
	+

Find the new card within the "Add Card" window, select it, and select "Add (1 Selected)":

Add Card
Q Filter available cards
Custom Data Two
Documents
Employee Background Information
Employee Existing Content Card
Equal Employment Opportunity
First Card
Hiring
How Heard Of
ldentification
Interest Codes
Payment Options
Personal
Small card
TempWorks Homepage
Time Clock Authentication
Web User Details
Web User Products
Wiki Page for London
Wikipedia
CANCEL ADD (1 SELECTED)

Once the card has been added to the Employees Visifile, you can click and drag the card to the position you want it to appear. Once it is in the intended location, select "Save":

VISIFILE DETAILS V DOCUMENTS MESSAGES JOB MATCHING	ASSIGNMENTS STORY REFERENCES PAY SETUP V ONBOARDING PAY HISTORY V CUSTOM DATA WIN PAGE SMALL CARD PAGE
<ul> <li>TempWorks Homepage</li> </ul>	
- St	tempworks Staffing Software Service Support About Us News Q 🕑 🚱 🛅
^ Snapshot	
ld 4295538923	Hire Status Displate for Hire >
Job Title 	

#### Upon saving, the new card will appear within the Employees Visifile:

VISIFILE DETAILS	🗸 DOCUMENTS MESSAGES JOB MATCHING ASSIGNMENTS STORY REFERENCES PAY SETUP 🗸 ONBOARDING PAY HISTORY 🗸 CUSTOM DATA WIKI PAGE SMALL CARD PAGE	t≡
^ TempWorks Hor	mepage	
	tempworks Staffing Software Services Support About Us News Q 🕑 🚯 向	Î
	Staffing Software Solutions Built for You Whether your staffing agency is established or new to the market, our out of the box and customized staffing software delivers the innovative tools your staffing company needs.	CONTACT US
<ul> <li>Snapshot</li> </ul>		
ld 4295538923	Hire Status Eligible for Hire >	
Job Title		

\*Note\* The adding and viewing of cards on a Record Type in Beyond can be further controlled by Advanced Security Permissions.

For more information on this, please see the article titled Beyond - Creating Security Groups with Advanced Permissions.

### **Editing Cards**

Once a card has been saved as a draft or published, it can be edited by navigating to Beyond > B Menu > System Settings > Content > Cards, selecting to the right of the card, and selecting "Edit":

B < Settings / / C	ards				
System Settings	Content				NEW CARD
Advanced Search 🗸 🗸	Name 1	Record Type	Hierarchy	Publish Status	
Content ^	Assignment Custom Content	Assignment	System	Published	:
Cards	Assignment Existing Content Card	Assignment	QAAutomation	Published	:
Pages	Contact Existing Content Card	Contact	QAAutomation	Published	:
External Service 🗸 🗸	Custom Content Test	Employee	System	Published	:
Insight Widgets	Custom Content Test	Employee	High Tech Staffing	Published	:
Interest Codes	Customer Existing Content Card	Customer	QAAutomation	Published	:
Job Titles	DataFrenzy Employee Page	Employee	System	Published	:
On-Site Time Clock Invite Codes	DataFrenzy Job Order Page	Job Order	System	Published	:
Organization	DF Company Setup Card	Employee	System	Published	÷
Organizations	Employee Existing Content Card	Employee	QAAutomation	Published	:
Product Instances	Employee SMS Texting	Employee	System	Published	:
Proofing Error Management	Hotlist Card Advanced Permission	Employee	High Tech SE	Published	÷
Required Document Types	Order Existing Content Card	Job Order	QAAutomation	Published	
Sales Teams	TempWorks Homepage	Employee	High Tech Staffing	Published	Edit
	TempWorks Website	Employee	System	Published	Delete

Within the "Edit Card" window, you will be able to edit the following:

- Name: The name of the card that is being created.
- URL: The external URL whose webpage will display within the card.
- Size: Choose whether the card will be either small or large.

Once the changes have been made to the card, select "Submit":

Edit Card		
Hierarchy Level High Tech Staffing	Assign to Record Type Employee	
* Name <u>TempWorks</u> Website		
* URL https://www.tempworks.com/		Ē
URL source of the iframe		
Size		
💿 Small 🔿 Large		
		CANCEL SUBMIT

### **Deleting Cards**

Once a card has been saved as a draft or published, it can be deleted by navigating to Beyond > B Menu > System Settings > Content > Cards, selecting to the right of the card, and selecting "Delete":

B < Settings / / Ca	rds				
System Settings	Content			+	NEW CARD
Advanced Search 🗸 🗸	Name 🛧	Record Type	Hierarchy	Publish Status	
Content ^	Assignment Custom Content	Assignment	System	Published	:
Cards	Assignment Existing Content Card	Assignment	QAAutomation	Published	:
Pages	Contact Existing Content Card	Contact	QAAutomation	Published	:
External Service 🗸 🗸	Custom Content Test	Employee	System	Published	:
Insight Widgets	Custom Content Test	Employee	High Tech Staffing	Published	:
Interest Codes	Customer Existing Content Card	Customer	QAAutomation	Published	:
Job Titles	DataFrenzy Employee Page	Employee	System	Published	:
On-Site Time Clock Invite Codes	DataFrenzy Job Order Page	Job Order	System	Published	:
Organization	DF Company Setup Card	Employee	System	Published	:
Organizations	Employee Existing Content Card	Employee	QAAutomation	Published	:
Product Instances	Employee SMS Texting	Employee	System	Published	:
Proofing Error Management	Hotlist Card Advanced Permission	Employee	High Tech SE	Published	:
Required Document Types	Order Existing Content Card	Job Order	QAAutomation	Published	:
Sales Teams	TempWorks Homepage	Employee	High Tech Staffing		Edit
	TempWorks Website	Employee	System	Published	Delete

Select "Confirm" within the confirmation prompt to delete the selected card:

Confirm Delete	
Are you sure you want to delete this card?	
	CANCEL CONFIRM

\*Note\* Once a card has been deleted, it will be automatically removed from all Record Types that the card was originally set up for.

For our example, this means that Cameron Abbott will no longer have the TempWorks Homepage card on their Visifile:

VISIFILE DETAILS V DOCUMENTS MESSAGES JOB MATCHING ASSIGNMENTS STORY REFERENCES PAY SETUP V ONBOARDING PAY HISTORY V CUSTOM DATA WIR PAGE SMALL CARD PAGE	t≡
ld Hire Status 4295538923 Eligible for Hire >	
job Title 	
< Note	0
No note available	

# Pages

Custom pages allow for the viewing of multiple cards on Employee, Customer, Contact, Assignment, and/or Job Order records in Beyond.

### **Creating Pages**

#### Begin by navigating to Beyond > B Menu > System Settings > Content > Pages

The "Content" page will open, showing all the custom pages that have been created:

B < Settings /	/ Pa	zzes				
System Settings		Pages				+ NEW PAGE
Advanced Search	~	Name	Record Type	Hierarchy	Publish Status	
Content	^	Assignment Custom Content	Assignment	System	Published	:
Cards		Custom Content Test	Employee	High Tech Staffing	Published	:
Pages		DataFrenzy Employee Page	Employee	System	Published	:

To create a custom page, select the "+ New Page" option at the top right to open the "New Page - Page Settings" window:

New Page - Page Settings		
1 Page Settings		2 Add Cards
Custom pages will be added to the right	of all other pages (tabs).	
* Hierarchy	* Assign to Record Type	
Select	✓ Select	~
Page names shorter than 25 characters a	are recommended for optimal display.	
* Name		
Page name must be unique per record type		
		CANCEL NEXT

Within the "New Page - Page Settings" window, you will be able to add the following:

- Hierarchy: The Hierarchy level the new card is set to.
- Assign to Record Type: The Record Type (Employee, Customer, Contact, Assignment, or Job Order) this card can be added to.
- Name: The name of the card that is being created.

Enter the information within the required fields.

Once the required fields have been populated, select "Next":

New Page - Page Settings			
1 Page Settings			2 Add Cards
Custom pages will be added to the right of all other pages (tabs).			
* Hierarchy		* Assign to Record Type	
High Tech Staffing	$\sim$	Employee	$\checkmark$
Page names shorter than 25 characters are recommended for opti	imal (	display.	
* Name			
TempWorks Test			
Page name must be unique per record type			
			CANCEL NEXT >

Within the "New Page - Add Cards" window, add the published custom cards you would like to appear within this page by selecting "+":

New Page - Add Cards	
✓ Page Settings	2 Add Cards
Add at least one *published* card to the page. A single card can be sized to fill the page.	
+	
	CANCEL < PREVIOUS SAVE -

Select the cards related to the Record Type (Employee, Customer, Contact, Assignment, or Job Order) the page was created for and select "Add" once finished:

\*Note\* For cards to appear within the list, they must be published. Cards in a draft status, along with TempWorks created default cards will not appear within the list.

Add Card	
Q Filter available cards	
First Card	
Small card	
TempWorks Homepage	
Wiki Page for London	
Vikipedia	
	CANCEL ADD (2 SELECTED)

Before saving the page, you will be able to verify the cards that have been added and have the following two options:

• The card can be deleted from the page by selecting the trash can icon.

• The card can be chosen to fill the entire page.	
New Page - Add Cards	
Page Settings 2 Add	l Cards
Add at least one *published* card to the page. A single card can be sized to fill the page.	
TempWorks Homepage	
TILL PAGE	
Wikipedia	
TIL PAGE	
	_
CANCEL < PREVIOUS SAVE	

•

\*Note\* If you would like a card to fill an entire page, only one card can be added to the page.

When selecting a card to fill a page when more than one card are selected, you will receive the following prompt:

Remove Other Cards?		
Choosing *Fill Page* will remove all other and continue?	cards on th	his page. Remove cards
	CANCEL	REMOVE CARDS AND CONTINUE

Once the information within the page has been verified, select one of the following options from the "Save" dropdown:

- Save: This will save the page as a draft.
- Publish: This will publish the page to be used on the Record Type selected.

New Page - Add Cards			
Page Settings			2 Add Cards
Add at least one *published* card to the page. A single card can be sized to fill the page.			
TempWorks Homepage			
FILL PAGE			
Wikipedia			
FILL PAGE			
+			
			Publish
L			Save
	CANCEL	< PREVIOUS	SAVE 👻

\*Note\* Please keep in mind the following:

- Once a card has been published, it can only be edited or deleted.
- If saving as a draft, this can be previewed on your Visifile before publishing.

Once saved or published, the page will be shown within the "Content" page.

### **Utilizing Pages**

Once the page has been created, it will appear automatically on all related Record Types (Employee, Customer, Contact, Assignment, or Job Order) that the page was created for:

VISIFILE DETAILS V	DOCUMENTS	MESSAGES	JOB MATCHING	ASSIGNMENTS	STORY	REFERENCES	PAY SETUP 🗸	ONBOARDING		CUSTOM DATA	WIKI PAGE	SMALL CARD PAGE	TEMPWORKS TEST		1	t≡
^ Snapshot																
ld 4295297591									Hire Status Eligible for Hi	re >						
Job Title 																
^ Note																0
								No no	te available							

\*Note\* Unlike individual cards, pages do not need to be added manually to Record Types (Employee, Customer, Contact, Assignment, or Job Order) that the page was created for.

Select the page within the top menu to see the cards within.

#### **Editing Pages**

Once a page has been saved as a draft or published, it can be edited by navigating to Beyond > B Menu > System Settings > Content > Pages, selecting to the right of the page, and selecting "Edit":

B < Settings	/ 🚥 / Pa	iges					
System Settings		Pages					+ NEW PAGE
Advanced Search		Name	Record Type	Hierarchy	Publish Status		
Content		Assignment Custom Content	Assignment	System	Published		:
Cards		Custom Content Test	Employee	High Tech Staffing	Published		:
Pages		DataFrenzy Employee Page	Employee	System	Published		:
External Service		DataFrenzy Job Order Page	Job Order	System	Published		:
Insight Widgets		Employee Existing Page	Employee	QAAutomation	Published		:
Interest Codes		Hotlist advanced permission page test	Employee	High Tech SE	Published		:
Job Titles		TempWorks Test	Employee	High Tech Staffing	Published		:
On-Site Time Clock Invite	Codes	Test OAuth Page	Employee	System	Published		🖍 Edit
Organization		Wiki page	Employee	Sub System High Tech	Published		Delete
Organizations						Rows per page: 20 ▼ 1-9 of 9	< 1 >

Within the "Edit Page - Page Settings" window, you will be able to edit the following:

• Name: The name of the card that is being created.

Edit Page - Page Settings		
1 Page Settings		2 Add Cards
Custom pages will be added to the right of all othe	r pages (tabs).	
Hierarchy Level	Assign to Record Type	
High Tech Staffing	Employee	
-	•	
High Tech Staffing Page names shorter than 25 characters are recom * Name TempWorks Test	•	
Page names shorter than 25 characters are recom	•	
Page names shorter than 25 characters are recom * Name TempWorks Test	•	

#### Once the changes have been made to the page, select "Next":

Edit Page - Page Settings		
1 Page Settings		2 Add Cards
Sustom pages will be added to the right of all oth	er pages (tabs).	
Hierarchy Level	Assign to Record Type	
High Tech Staffing	Employee	
	Employee	

Within the "Edit Page - Add Cards" window, you will be able to edit the following:

- Cards can be deleted from the page byselecting the trash can icon.
- A card can be chosen to fill the entire page.

dit Page - Add Cards		Add Cards
-	o the page. A single card can be sized to fill the page.	Aud Cards
TempWorks Homepage		
	Fill PAGE	
First Card		
	Fill PAGE	
	+	
	CANCEL < PREVIO	US SUBM

\*Note\* If you would like a card to fill an entire page, only one card can be added to the page.

When selecting a card to fill a page when more than one card are selected, you will receive the following prompt:

Remove Other Cards? Choosing \*Fill Page\* will remove all other cards on this page. Remove cards and continue? CANCEL REMOVE CARDS AND CONTINUE

Once the changes have been made to the card, select "Submit":

Edit Page - Add Cards		
✔ Page Settings		— 2 Add Cards
Add at least one *published* card	o the page. A single card can be sized to fill the page.	
TempWorks Homepage		
	FILL PAGE	
First Card		
	FILL PAGE	
	+	
	CANCEL <	PREVIOUS SUBMI

### **Deleting Pages**

Once a page has been saved as a draft or published, it can be deleted by navigating to Beyond > B Menu > System Settings > Content > Pages, selecting to the right of the page, and selecting "Delete":

System Settings		Pages				+ NE	EW PAGE
Advanced Search	~	Name	Record Type	Hierarchy	Publish Status		
Content	^	Assignment Custom Content	Assignment	System	Published		:
Cards		Custom Content Test	Employee	High Tech Staffing	Published		:
		DataFrenzy Employee Page	Employee	System	Published		:
External Service	~	DataFrenzy Job Order Page	Job Order	System	Published		:
Insight Widgets		Employee Existing Page	Employee	QAAutomation	Published		:
Interest Codes		Hotlist advanced permission page test	Employee	High Tech SE	Published		:
Job Titles		TempWorks Test	Employee	High Tech Staffing	Published		:
On-Site Time Clock Invite	Codes	Test OAuth Page	Employee	System	Published		Edit
Organization		Wiki page	Employee	Sub System High Tech	Published	Ē	Delete

Select "Confirm" within the confirmation prompt to delete the selected page:

0 0	
Confirm Delete	
Are you sure you want to delete this page?	
	CANCEL CONFIRM

\*Note\* Once a page has been deleted, it will be automatically removed from all Record Types that the page was originally set up for.

For our example, this means that Employees will no longer have the TempWorks Test page on their profile:

VISIFILE DETAILS V DOCUMENTS MESSAGES JOB MATCHING ASSIGNMENTS STORY REFERENCES PAYSETUP V ONBOARDING PAYHISTORY V O	USTOM DATA WIRI PAGE SMALL CARD PAGE
^ Snapshot	
Id Hire Status 4295607875 Eligible for Hire	·
job Title 	
∧ Note	0
No note available	

## **Related Articles**