

Content List With Body Template

Version 9

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Create a template for the [Content List Widget](#) that displays the full content body right on a Page Builder page. Save people a click and give them everything they need to know right on the page.

Company Handbook

[Company Handbook](#)



FOREWORD

Whether you have just joined our staff or have been at Acme Ltd. for a while, we are confident that you will find our company a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of ACME Ltd. to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resource department.

Neither this handbook nor any other company document confers any contractual right, either express or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company, or you may resign for any reason at any time. No supervisor or other representative of the company (except the president) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except Acme Ltd. employees and others affiliated with Acme Ltd. whose knowledge of the information is required in the normal course of business.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

[Performance and Salary Review](#)

Performance appraisals are conducted on an annual cycle. Employees will receive a performance review on the established date each year. The performance appraisal will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

Merit increases are based on company performance and financials and are not guaranteed. A performance review does not always result in an automatic salary increase. The employee's overall performance and salary level relative to his/her position responsibilities are evaluated to determine if a salary increase would be warranted.

Budget allocations for merit increases are planned for and allocated before the start of each calendar year. The annual salary increase program is designed to assist management in planning and allocating merit and promotional increases that reward individual performance, that are market competitive and that are internally equitable.

Salary adjustments are occasionally requested or warranted at times other than the employee's scheduled annual salary reviews. Out-of-cycle salary increases must be preapproved by the department manager, HR and the company president. Human Resources will review all salary increase/adjustment requests to ensure internal equity and compliance with company policies and guidelines.

Payment of Wages

[Note: Some states have specific provisions for wage payments and direct deposit. Review state laws before implementing a policy.]

Salary payment is made _____ [e.g., biweekly] for base salary due up to the pay date.

Paydays are usually _____ [e.g., biweekly] on every other _____.

Overtime payment, which is included with the nonexempt employee's base salary payment, is also paid _____ [e.g., biweekly] with such payment covering hours worked in the prior _____ [biweekly] period.

It is the company's policy that employee paychecks will only be given personally to that employee or mailed to his/her home address.

If the normal payday falls on a company-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice.

In the event of a lost paycheck, the Human Resource department must be notified in writing as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and the company identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the company within 24 hours of the time it is demanded.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Human Resource department.

Except for extreme emergencies and vacation pay, no salary advances will be made.

Add Template

1. Click the gear icon > **Control Panel** > **System** > **Page Builder Templates**.
2. Click **Add a new template**.
3. Enter *Content List With Body* as the **Template Name**.
4. Select **Content List** as the **Widget Type**.
5. Select **Content List** as the **Widget Sub Type**.
6. In the editor, paste the following code.

```
<div class="axero-widget axero-widget-content-list-with-body ({CustomCSSClass}) ({#if HideContainerBorder})axero-widget-no-border({/if})">
  {{#if ShowWidgetHeader}}
    <div class="axero-widget-header">
      <h3>{{WidgetTitle}}</h3>
    </div>
  {{/if}}
  <div class="axero-widget-content">

    {{#each Contents}}
      <div class="item">
        <div><a title="{{Title}}" href="{{ContentURL}}">{{Title}}</a></div>
        <div id="content-body-{{ContentID}}"></div>
        <script>
          var xhttp = new XMLHttpRequest();
          xhttp.open("GET", "/api/content/{{ContentID}}", false);
          xhttp.setRequestHeader("Content-type", "application/json");
          xhttp.send();
          var response = JSON.parse(xhttp.responseText);
          var contentHTML = response.ResponseData.ContentBody;
          var contentBodySection = document.getElementById("content-body-{{ContentID}}");
          contentBodySection.innerHTML = contentHTML;
        </script>
      </div>
    {{/each}}

  </div>
  {{#if ShowWidgetFooter}}
  <div class="axero-widget-footer">

  </div>
  {{/if}}
</div>
```

7. Click **Save Template**.

Add CSS Overrides

1. Click **System > CSS Overrides**.
2. Add the following code, at the bottom.

```
/*Style for Content List with Body template*/
.axero-widget-content-list-with-body div.item {
  list-style: none;
  margin: 0;
  padding: 15px;
  border-bottom: solid 1px #efefef;
}

.axero-widget-content-list-with-body div.item:last-child {
  border-bottom: none;
}
```

3. Click **Save CSS Overrides**.

How to Use the Template

1. Add or edit a Page Builder page in **Control Panel > System > Page Builder**.
2. Click the **Layouts** tab and add a layout onto the page.
3. Click the **Widgets** tab.
4. Drag a **Content List** widget onto the page.
5. On the Content List widget, click the gear icon > **Edit properties**.
6. Update the widget **Title**.
7. Configure the widget properties.
 - Note: To display specific pieces of content in the widget, you can add a unique tag to the content, then filter the widget by the tag.
8. Click **Template**.
9. Select the **Content List with Body** template.
10. Click **Save Widget**.
11. Click **Publish changes**.
12. Click **Go to page**.

tags : site-administrator