



## **Creating or Editing Your Closed User Group Header**

Your Closed User Group header is an important part of your “brand” for jobEQ testing.

Here are the steps for creating and, subsequently, for editing your CUG header.

- A. Log in to your HR Desktop.
- B. Go to “Customer Environment” (menu option at the bottom of the page)
- C. Go to “CUG Management.”
- D. Click on “Edit CUG header”.
- E. You will see the full edit page.
- F. The following pages describe the three components of creating a header.



1. The layout of your header: three options. Choose the template you want to use. (This example uses “Template 1.”)

The screenshot shows a web browser window titled "jobEQ - CEedit\_CugHeader.php - Internet Explorer provided by Dell". The address bar shows "http://www.jobexec.com/CE/CEedit\_CugHeader.php". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The search bar contains "Google". The browser's status bar at the bottom shows "Done" and "Internet | Protected Mode: On".

The main content area of the browser displays the "Edit CUG Header U00005" page. At the top right, there are language options: "< Nederlands >" and "< Русский >". Below this, the user's "Customer ID= U00005" and "Login= HARSHc" are displayed.

The main heading is "Edit CUG Header U00005". Below this, there is a grey box with the text: "When displaying CUG screens a second color is used for lines and links. You can specify the color you want for this using RGB values." Below this text is a form field for "Color (RGB) (#00-#FF):" with three input boxes containing "66", "00", and "00".

Below the color selection, there is another grey box with the text: "Below you can select a layout of your header." This is followed by three radio button options for different header templates:

- Template 1: A single rectangular box representing the header layout.
- Template 2: A rectangular box divided into two sections. The left section is labeled "POSITION" with a double-headed arrow. To the right of the box is a "Position" input field with "0" and a "%" sign.
- Template 3: A rectangular box divided into three sections. The left section is labeled "POSITION1" with a double-headed arrow, the middle section is labeled "POSITION2" with a double-headed arrow, and the right section is empty. To the right of the box are two input fields: "Position1" with "0" and "%", and "Position2" with "0" and "%".

At the bottom of the page, there is a grey box with the text: "We divide the header for a CUG in three regions: left - middle - right. Each region can either be a logo or a text. Below you can specify the text part. Near the bottom of the screen you can upload a logo. You can use html tags in the field below, or you can use simple options. Due to security reasons next html tags are not allowed: *applet, base, basefont, bgsound, blink, body, embed, frame, frameset, head, html, ilayer, iframe, layer, link, meta, object, style, title, script*".



2. Entering text in your header. If you use only text or use a template with more than one cell, you will want to enter text (name, phone, email, web site, etc.). When entering text, use html coding to format how you want it to look in your header.

A screenshot of an Internet Explorer browser window displaying a web form titled 'jobEQ - CEedit\_CugHeader.php'. The browser's address bar shows the URL 'http://www.jobexec.com/CE/CEedit\_CugHeader.php'. The form is divided into four main sections: 'LEFT SECTION', 'Center:Text', 'Right:Text', and a section for logos. Each section contains a text area for HTML-coded text, a dropdown menu for alignment (left, center, right), a text input for background URL, and three input fields for RGB color values (FF FF FF). The 'LEFT SECTION' text area contains the following HTML code: 

```
<font face="arial, helvetica, sans-serif" color="#660000"><strong><font size="1">Transforming<br />American Organizations<br />for Over 25 Years<br /></font></strong><font size="1">www.harshman.com</font></font>
```

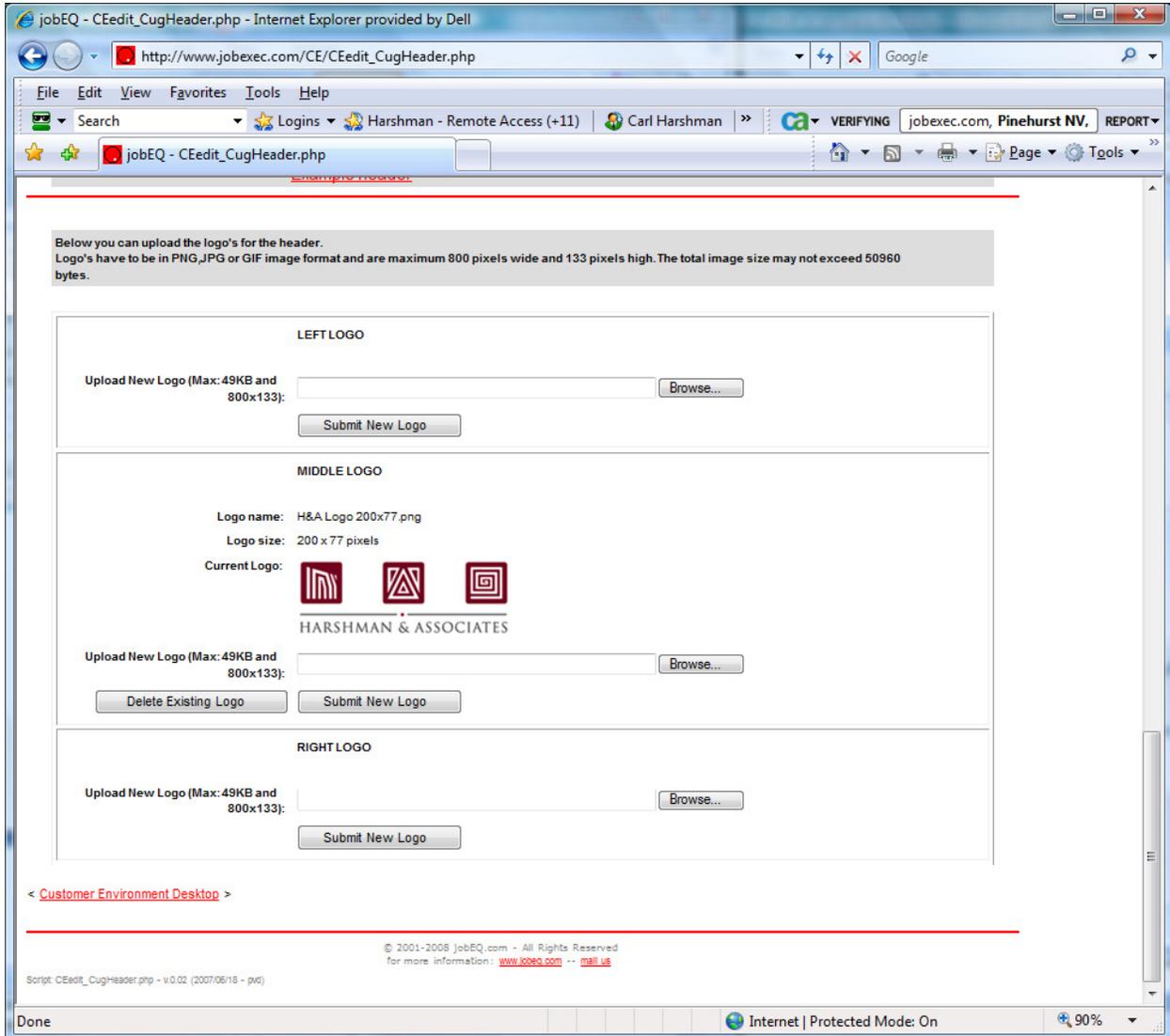
 The 'Right:Text' text area contains: 

```
<font face="arial, helvetica, sans-serif" color="#660000"><strong><font size="1">2510 South Brentwood<br />Suite 204<br />St. Louis, Missouri 63144<br /></font></strong><font size="1">314.961.9676</font></font>
```

 At the bottom of the form is a 'Change Header Settings' button. The browser's status bar at the bottom shows 'Done', 'Internet | Protected Mode: On', and a zoom level of '90%'.



3. Putting a logo or logos in your header (bottom panel). Near the bottom is where you can upload the logo you want to use. First, choose the panel in which you want the logo to appear. Then, using the “Browse” button, select the logo file you want to use. Note the size and file-type parameters that are set for the logo.



4. When you have entered your logo and text, be sure to click, “Change Header Settings.”
5. Then click “Example Header” to see how it looks. If you want to change more, return to edit and repeat the cycle.
6. When you’ve got everything the way you want it, click “ACTIVATE New Header” to put it in place.

**Note:** You can change your header at any time by following the procedure outlined above. After you have made the preliminary changes, check what you’ve done by clicking “Example Header.” When you have the changes the way you want them, click “ACTIVATE New Header” to replace the old one.