

A Guide to Creating Help content



TOC of this guide

- 1. Login Details of beta site
- 2. Creating a new Help Content
- 3. Features provided by the CKeditor
 - CKEditor Full Screen
 - Text Color and Background Color:
 - Font size and Font Family
 - Media Library
 - Bullets Unordered List
 - Bullets Ordered List
 - Line Spacing/Line Height
 - Adding Special Characters
 - Inserting tables
- 4. Creating URL Alias
- 5. Comparing Revisions
- 6. Internal Linking (Will be updated by Tomorrow)
- 7. Screenshots of other Features
 - a. Find & Replace across content
 - b. Find & Replace with in CK Editor
 - c. Meta tag creation interface
 - d. Help Search screens
 - e. Glossary
 - f. Site References



Login Details of Beta site

Url: <u>http://infydemo.betabasket.net/</u> Apache Authentication Credentials: Username:itddemo Password:itddemo@123

Application Login Credentials: (Click on the login link on the right top corner) Username: TRG team1 Password: editor



Creating a new Help Content

1) For creating a new Help, For Example, GSTR-9A,

In the Manage > Content menu > Add Content > Help

→ C ① localhost/itd workflow/	web/	
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Content		
Add content	Help	My account Log o
Media >		
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Comparison of Liability Declared	Manual News	
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Comparison of Liability Declared and ITC Claimed		Read m
GSTR-1		
Importing e-Way Bill Data in Form	News content	
Viewing Orders of Unblocking of	i tens content	
EWB Generation	Lorem Ipsum is a dummy content reviiewd	Read m
GSTR-2A		
GSTR-4		
Filing CMP-08		
GSTR-4A	Income Tax Deduction From Salaries during Financial Year 2019-2020	
Test gst		Read m
GSTR-9A		
GSTR-9C		
GSTR-11	Central Government notifies 31st Jan 2020 as the Last date for payment of pend	ing amount under
GSTR-7A	Income Declaration Scheme (IDS) 2016. Refer Notification.	
		Read m

2) On the Create Help Page, you can add the Help Title and Body.

3) For adding content inside the body, select Text Format as Full HTML(This gives more functionalities compared to basic html).



4) Select Create a New Help under the Help Outline Menu and click on Save



5) Once we have created a new Help, We will be able to add child pages to this Help.





6) If we want to add a child page, 'Manual' to the Help GSTR-9A, we have to select Parent as GSTR-9A.For this child, we can set the weight as 0.(Here, weight is the order in which child pages will be displayed.)

We can add the required content and click on save.



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B J S X X X Y <td< th=""><th>Manual</th><th>Last saved: Not saved yet Author: TRG team1</th></td<>	Manual	Last saved: Not saved yet Author: TRG team1
B I S ×* I Image: S = 1 Image: S =	Body (<u>Edit summary</u>)	Revision log message
Manual > GSTR-9A How can I prepare and file Form GSTR-9A return? Form GSTR-9A is an annual return to be filed once for each financial year by taxpayers who have opted for the composition scheme any time during the said financial year. It consists of details regarding the outward supplies, inward supplies, itames and claimed any return to each of input tax credit availed or reversed use to opting out or opting in to composition scheme. body ha strong strong span Fext format Full HTML \rightarrow Save Preview Preview Preview Book GSTR-9A \rightarrow Your page will be a part of the selected book. Desent item GSTR-9A \rightarrow Your page in the book. The maximum depth for a book may not be available as parents! freetcring the selected book may not be available as parents! freetcring the selected book may not be available as parents! freetcring the selected bits limit. Weight	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	
Form GSTR-9A is an annual return to be filed once for each financial year by taxpayers who have opted for the composition scheme any time during the said financial year. It consists of details regarding the outward supplies, taxes paid, claimed any refund or demand created or input tax credit availed or reversed due to opting in to composition scheme. > Menu settings body h3 strong strong span About text formats Save Preview Preview The parent page in the book. The maximum depth for a book may not be available as parents if selected book. The parent page in the book. The maximum depth for a book may not be available as parents if selecting them would exceed this limit. Weight	Manual > <u>GSTR-9A</u> How can I prepare and file Form <u>GSTR-9A</u> return?	Briefly describe the changes you have made.
body h3 strong strong span Full HTML · About text formats Full HTML · Book GSTR-9A · Your page will be a part of the selected book. Preview GSTR-9A · The parent item The parent page in the book. The maximum depth for a book and all child pages is 9. Some pages in the selected book may not be available as parents if selecting them would exceed this limit.	Form GSTR-9A is an annual return to be filed once for each financial year by taxpayers who have opted for the composition scheme any time during the said financial year. It consists of details regarding the outward supplies, inward supplies, taxes paid, claimed any refund or demand created or input tax credit availed or reversed due to print out or control of the composition of the control of	> Menu settings
Full HTML About text formats Book GSTR-9A Save Preview Preview Book GSTR-9A ~ Your page will be a part of the selected book. Parent item GSTR-9A ~ The parent page in the book. The maximum depth for a book and all child pages is 9. Some pages in the selected book may not be available as parents if selecting them would exceed this limit. Weight	body h3 strong strong span	✓ Book outline
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The parent page in the book. The maximum depth for a book and all child pages is 9. Some pages in the selected book may not be available as parents if selecting them would exceed this limit. Weight	Save Preview	Parent item
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	Save	Parent item GSTR-9A ✓ The parent page in the book. The maximum depth for a book and all child pages is 9. Some pages in the selected book may not be available as parents if selecting them would exceed this limit.

Now on home page, on click of GSTR-9A, we can see the child page Manual.



Features provided by the CKeditor



The above are the buttons present in the CKEditor.

There are buttons for Bold, Italic, Strikethrough, SuperScript, Subscripts etc.

Hovering over the button, shows its name.

Full screen mode:



The above button is the full screen button for CKeditor.On click of this button, CKeditor opens as full screen mode:



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B I S x ² x ₂ I _x Θ 🙊 := := 11 III 🖽 🚍 Format - 🗊 D Source A - Δ - Font - Size - Θ III Line Hei Ω 🔀	
Manual > Comparison of Liability Declared and ITC Claimed	
How can I compare liability declared in Form GSTR-3B and Form GSTR-1 with ITC claimed in Form GSTR-3B and as accrued in Form GSTR-2A?	1
To compare liability declared in Form GSTR-3B and Form GSTR-1 and ITC claimed in Form GSTR-3B and as accrued in Form GSTR-2A, GST Portal provides the following comparison Reports: bbbb	
Liability(other than zero rated (Export and SEZ supplies) and reverse charge supply	ł
Liability due to receipt of reverse charge supplies	1
Liability (Export and supplies to SEZ)	ł
ITC Credit Claimed and Due	1
To access the Comparison Reports, perform following steps:	
Access the www.gst.gov.in URL. The GST Home page is displayed. Login to the GST Portal with valid credentials. Glick the Services > Returns > Returns Dashboard command.	
Alternatively, you can also click the Returns Dashboard link on the Dashboard.	
1. The File Returns page is displayed. Select the Financial Year & Return Filing Period from the drop-down list. 2. Click the SEARCH button.	
3. The File Returns page is displayed. In the "Comparison of liability declared and ITC claimed" tile, click the VIEW button.	1
8.1. Liability other than Export/Reverse Charge	1
	1
8.1 Liability other than Export/Reverse Charge	ł
GST Video:	1
Remote Youtube video:	1
Edit media Drupal 8 Beginner, Lesson 15 ROCFraining Training Navigating Drupal: Reports	
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Text Color and Background Color:

The following are the buttons for selecting text and background colors respectively:

Font size and Font Family:

Following are the buttons for selecting font size and font family



Font	-	Size	-

Media Library:

Allows the user to add Audio,Documents,Videos and Images from the media library.



Clicking of this icon, opens a popup where you can select

Audios, Documents, Videos, Images to be added to the content.



Manage Shortcuts Search TRG team1 ew profile Edit profile Log out Moderation Dashboard View Edit Outlin		
Title * . Image Manual . Audio Body (Edit summary)	Add file Add a new file Choose file No file chosen One file only. 2 MB limit. Allowed types: png gif jpg jpeg. Grid Table Name ibe the changes you have made. ettings	
Text format Full HTML Insert sele Save Preview O of 1 item sele	ected	

Bullets - Unordered List

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In unordered list bullets, we have the option for dot, square bullets

For this, we need to select the content for which we want to add bullets and right click it.

This gives an option, Bulleted List properties, on click of this bulleted list properties, we can select Circle,Disc or Square Bullets



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Form GSTR-9A	x	Cut	Ctrl+X	once
composition sch	6	Сору	Ctrl+C	inand
inward supplies,		Paste	Ctrl+V	d or o
opting out or op	:=	Bulleted Lis	t Properties	

Bullets - Ordered List



The above is the button for ordered list bullets. To get the Numbered List properties option as shown below, we need to select the content and right click on it.





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B I S x ² × I = 27 E	Numbered List Properties	×	Aul
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	1 <not set=""></not>	*	
Manual > GSTR-9A	<not set=""> Lower Roman (i, ii, iii, iv, v, etc.)</not>		
How can I prepare and file Form <u>GSTR-9A</u> return? 1. Form. <u>GSTR-9A</u>	Cancel Upper Roman (1, 1), 10, 10, 10, 20, etc.) Lower Alpha (a, b, c, d, e, etc.) Upper Alpha (A, B, C, D, E, etc.) Decimal (1, 2, 3, etc.)		
<u>Form GSTR-9A</u> is an annual return to be filed once for each final composition scheme any time during the said financial year. It co	ncial year by taxpayers who have opted for the ensists of details regarding the outward supplies.	В	srie
inward supplies, taxes paid, claimed any refund or demand create opting out or opting in to composition scheme.	ed or input tax credit availed or reversed due to	>	м
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We get a list of options like Roman,Decimal etc

Line Spacing/Line Height:

Line height can be used for spacing between lines

Line Hei	Ω
Line Height	
1px	
2px	
Зрх	
4px	



Links (Internal links to section of same page and external links to other sites):



For making a content as link, select the content and click on the above icon. This will open a popup as below, where we can add the **external links** to other sites.

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View Edit Outlin	Edit Link	×
itle *	bttps://www.ast.gov.ip/	
Manual	http://www.gst.gov.n/	ed
	Title	:d: 01/27/2020 - 17:36
lody (<u>Edit summary</u>)		4adhura
$B I S x^a x_a \underline{I}_x \otimes \otimes x :=$	Populates the title attribute of the link, usually shown as a small to	e new revision
A - A - Font - Size -	> Advanced	og message
To create, submit and file details for inward sur	/ Advanced	
1. Login and Navigate to GSTR-1 page		
2. Opt for Quarterly or Monthly Returns	Save	
3. Generate GSTR-1 Summary		ribe the changes you have made.
4. Enter details for current tax period including a	amendments of previous tax periods in various tiles	
5. Preview GSTR-1		> Menu sectings
6. Acknowledge and Submit GSTR-1 to freeze	data	> Book outline

To add **internal links** to section of same page, select the content and click on the icon.

• This opens a pop up window, where we need to specify the id:



Edit Help Manual View Edit Outlin	Sedit Link X	
Title * Manual	URL #Login_and_Navigate_to_ <u>GSTR</u> -1_page Title	ed
B I S $x^a \times_a I_x = x$ $x :=$ A - $\Box - $ Font - Size - GST testing11	Populates the title attribute of the link, usually shown as a small tooltip on hover.	Aadhura new revision og message
How can I create, submit and file GSTR-1? To create, submit and file details for inward sup 1. Login and Navigate to GSTR-1 page	Save	ribe the changes you have made.
2. Opt for Quarterly or Monthly Returns	> Menu	J settings

- We need to add the same id to the HTML tag of the section of the page where the link has to be redirected.
- Click on Source icon. This gives the source code.

Source

• Add the same id, Login_and_Navigate_to_GSTR-1_page to the HTML section where the link has to be redirected to and click save:

Body (Edit summary)





Adding Special Characters(Ex:₹)

Ω

The above is the icon to add special characters.On click of this icon, a pop up window opens, which contains special characters, from which we can select and add to our content.

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1. Login and Navigate to <u>GSTR-1</u> page	ê û	U ë ü	U Ì ý	í Þ	Y Î Ÿ	Р Ї Œ	ß ð œ	a ñ Ŵ	a ò Ŷ	a ó ŵ	ā Ô ŷ	ā Ō	a Ö	æ	ç ø 	é Ù ™	e ú ►		
3. Generate <u>GSTR-1</u> Summary	•	-	⇒	⇔	•	*	₹				,	6							
 Enter details for current tax period including Preview GSTR-1 		Ca	nce	ι)														be the changes you h

Inserting Tables:



The above icon helps in inserting tables.

On click of this icon, a pop up opens where we can select the table properties like rows,columns,width,height,cell spacing,cell padding.

dit Help Manual 🕸	Table Properties	×	
View Edit Outline	Rows	Width	
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1a *	2		
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dy (<u>Edit summary</u>)	Border size		Author: Madhura
<u>A</u> - Arial - 18 - €8	Alignment Inot set>		Create new revi Revision log messa
lanual > Comparison of Liability Decl	ared a Caption		
low can I compare liability declared in Form C	SSTR-3		
orm GSTR-3B and as accrued in Form GSTR-	-2A7 Summary		
To compare liability declared in Form <u>GSTR-3B</u> and s accrued in Form <u>GSTR-2A</u> , <u>GST</u> Portal provides th	Form <u>GS</u> e followi		Briefly describe the ch
Liability(other than zero rated (Export and S	SEZ supr Cancel OK		
Liability due to receipt of reverse charge su	pplies		> Menu settings



Creating URL Alias

We can create url alias for each content by clicking URL Alias menu and adding the URL Alias and clicking save. Image shown below:

/ URL alias		Peak autline
/ URL alias	/	Book outline
OILE GUIDS	~	URL alias
JRL alias	JR	L alias



Comparing Revisions

We can find the revisions of a Content on click of Revisions Tab.



On click of Revisions Tab, shows all revisions of a Content as shown below:



0 0 () (Not secure In	fydemo.betabaske	t.net/node/60/revisions	;				☆ Incognito (2)
nage \star S	hortcuts Q	Search 👤 TR	G team1					
Content								
lome → GSTF	nns for	Мариа	1					
View	Edit	Outline	Revisions					
Revisions allo	w you to trac	k differences bet	ween multiple versior	is of your cont	ent, and revert to	older versions.		
Revision							Operations	
01/20/2020	11.44	C harm 1						
01/28/2020	<u>7-11:44</u> by <u>1R</u>	<u>G team i</u>				۲	Current revision	
<u>01/28/2020</u>	<u>) - 11:43</u> by <u>TR</u>	<u>G team1</u>			۲			
01/25/2020	<u>) - 11:02</u> by Ma	adhura			0	0		
01/25/2020	<u>) - 11:01</u> by Ma	adhura			0	0		
01/25/2020	<u>) - 10:58</u> by Ma	adhura			0	0		
01/25/2020	<u>) - 10:56</u> by Ma	adhura			0	0		
		adhura			0	0		
<u>01/25/2020</u>	<u>) - 10:49</u> by Ma							
<u>01/25/2020</u> 01/25/2020	<u>) - 10:49</u> by Ma) <u>- 10:48</u> by Ma	adhura			0	0		

We can also **compare 2 revisions** of a Content by selecting Compare Selected Revisions:



→ C ① Not secure Infydemo.betabasket.net/node/60/revisions			☆ Incognito (2) 🖨
<u>01/24/2020 - 12:05</u> by Madhura	0	0	
<u>01/24/2020 - 12:03</u> by Madhura	0	0	
01/24/2020 - 11:58 by Madhura	0	0	
<u>01/24/2020 - 11:55</u> by Madhura	0	0	
<u>01/24/2020 - 11:50</u> by Madhura	0	0	
<u>01/24/2020 - 11:49</u> by Madhura	0	0	
<u>01/24/2020 - 11:48</u> by Madhura	0	0	
<u>01/24/2020 - 11:41</u> by Madhura	0	0	
<u>01/24/2020 - 11:36</u> by Madhura	0	0	
<u>01/24/2020 - 11:17</u> by Madhura	0	0	
Compare selected revisions			

On click of this button, we get to see what content has changed and who has changed the content:







Screenshots of other Features

Find & Replace across content

M Creat	💧 🕹 Share 🛛 🚼 Com	r 🛛 🖪 Maxir 🛛 😢 Ho	w 🕿 Good 🖪	TTD D 🛛 🖬 A Gu	St 🗙 🌏 Sear	c 🛛 😧 Creat 🗍 📀	Text G cked	di 🛛 👌 CKEd 🗍 🥌 plugi	+	- + ×
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Meta tag creation interface



MENU SETTINGS		
META TAG		
wfigure the meta tags below. view a summary of the individual meta tags and the pattern for a specific configuration, click on its name be avoid redundant meta data and search engine penalization. For example, a "keyword" value of "example" will netent using this configuration, whereas using the [node.field_keywords] automatically inserts the "keywords" renet entity (node, term, etc.)	elow. Use tokens be shown on all values from the	
owse available tokens.		
* BASIC TAGS		
Simple meta tags.		
Page title		-
[node:title] [site:name]		0
The text to display in the title bar of a visitor's web browser when they view this page. This meta tag may also be of the page when a visitor bookmarks or favorites this page, or as the page title in a search engine result. It is con 'sitename' to the end of this, so the site's name is automatically added. It is recommended that the title is no gr 65 characters long, including spaces.	used as the title mmon to append eater than 55 -	Login
Description [node:summary]		
Description [node summary] A brief and concise summary of the page's content, preferably 320 characters or less. The description meta tag m search engines to display a snippet about the page in search results.	nay be used by	
Description [node:summary] A brief and concise summary of the page's content, preferably 320 characters or less. The description meta tag m Abstract Abstract	nay be used by	
Description [node:summary] A brief and concise summary of the page's content, preferably 320 characters or less. The description meta tag m tearch engines to display a snippet about the page in tearch results. Abstract UniMity Solutions is a software development and IT consultancy services organization. UniMity have been o Pioneers in Drupal Development in India. Our Expertise has been tailoring effective Drupal based solutions Newspapers in Drupal, Education & Ammy, E-Learning in Drupal, E-commerce in Drupal and Drupal for Large Enterprises. Our Unique D2L in Drupal approach enables us to provide Contemporary Business Solutions - best Design & Ammy, Development approaches, Tailor made Cloud Infrastruter, Solutions to build User	hay be used by	
Description [node:summary] A brief and concise summary of the page's content, preferably 320 characters or less. The description meta tag m tearch engines to display a snippet about the page in search results. Abstract UniNity Solutions is a software development and IT consultancy services organization. UniNity have been o Pioneers in Drupal Development in India. Our Expertise has been tailoring effective Drupal based solutions Hewspapers in Drupal. Education & Ammy Expertise has been tailoring effective Drupal based solutions best Design & ammy, Development approacher, Tailor made Cloud Infrastructure, Solutions to build User A brief and concise summary of the page's content, preferably 150 characters or less. Where as the description A brief and concise summary of the page's content, preferably 150 characters or less. Where as the description m used by search engines. Division of Degret about the page in search results, the abstract tag may be used to arcl about the page. This meta tag is no Anger supported by major search engine.	nay be used by one of bringing weta tag may be hive a summary	
Description [node:summary] A brief and concise summary of the page's content, preferably 320 characters or less. The description meta tag m tearch engines to display a snippet about the page in search results. Abstract UniNtry Solutions is a software development and IT consultancy services organization. UniNtry have been o Pioneers in Drupal, Education damp; E-Learning in Drupal, E-commerce in Drupal and Drupal for Large Enterprises. Our Unique D2L in Drupal approach enables us to provide Contemporary Business Solutions best Design & amp; Development approaches, Tailor made Cloud Infrastructure, Solutions to build User A brief and concise summary of the page's content; preferably 150 characters or less. Where as the description m used by search engines to display a snippet about the page in search results, the abstract tag may be used to arcl about the page. This meta tag is <i>no longer</i> supported by major search engines. Keywords	nay be used by one of for bringing eta tag may be hive a summary	
Description [node:summary] A brief and concise summary of the page's content, preferably 320 characters or less. The description meta tag m search engines to display a snippet about the page in search results. Abstract UniMity Solutions is a software development and IT consultancy services organization. UniMity have been o Pioneers in Drupal Observation damp: E-Learning in Drupal, E-commerce in Drupal and Drupal for Large Enterprise. Our Unique D2L in Drupal approach enables us to provide Contemporary Business Solutions - best Design damp. Development approaches, Tailor made Cloud Infrastructure, Solutions to build User A brief and concise summary of the page's content, preferably 150 characters or less. Where as the description m used by search engines to display a snippet about the page in search results, the abstract tag may be used to ard about the page. This meta tag is <i>no longer</i> supported by major search engines. Keyword5 Web2 0 Services,Drupal Development, Drupal Development India, Drupal Doutsourcing, Responsive Design,	nay be used by one of for bringing weta tag may be hive a summary Drupal Custorr	
Description [node summary] A brief and concise summary of the page's content, preferably 320 characters or less. The description meta tag m search engines to display a snippet about the page in search results. Abstract UniMity Solutions is a software development and IT consultancy services organization. UniMity have been o Pioneers in Drupal Addression damps: E-Learning in Drupal, E-commerce in Drupal and Drupal for Large Enterprises. Our Unique D2L in Drupal approach enables us to provide Contemporary Business Solutions - best Design damp; Development approaches, Tailor made Cloud Infrastructure, Solutions to build User A brief and concise summary of the page's content, preferably To characters or less. Where as the description m used by search engines. This meta tag is <i>no longer</i> supported by major search engines. Keywords Web2 0 Services.Drupal Development, Drupal Development India, Drupal Deusported by most search engine.	nay be used by one of for bringing webs tag may be hive a summary Drupal Custom es.	



Find & Replace

FING	Replace	
Find what:		Find
FIND OPTION	NS	
🗌 Match cas	e	
🗌 Match who	ole word	
🗹 Match cyc	lic	

Help Search screens

Below is the search widget built in an education portal.



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Also checkout: <u>https://www.timeoutdubai.com/search/key/dubai?sort=relevance</u>

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Glossary implementation

Simple Clossary also known as a vocabulary or clavis, is an alphabetical list of terms in a particular domain of knowledge with the definitions for those terms. Clossary Term Clossary Term <t< th=""><th></th><th></th></t<>		
Clossary Term Q A B C D E F G H I J K L M N O P Q R S T U V W X V Z AVI ANIR Adaptive Multi AAC AAC Advanced Audio Coding Advanced Audio Coding Advanced Research Project Agency Network. AM/FM ADSL Amplitude/ Frequency Modulation. AGP Aceclarated Graphics Port ALU AMD	Simp A glossary, also known as a vocabulary or clavis with the	IE Glossary Page , is an alphabetical list of terms in a particular domain of knowledge definitions for those terms.
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Batoul Abdallah

Daniel Adkins

Karen Ahn

Chandra L. Alston

Other Site References

https://www.amalgamatedbank.com/FAQs

https://www.socialgoat.in/

https://www.ahlanlive.com/

