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Admin Tools 1

Admin Tools

The Admin Tools page comprises tiled links to administrative pages.

Initial Configuration Settings

- Configuration Settings (Super Admin only)

  Configuration Settings

  The Configuration Settings page allows you to edit application-wide settings. Some information may already be filled in as a part of the installation process. As these are systemwide settings, it is only possible to edit a configuration setting. Before editing a configuration setting, ensure that you understand the setting's function.

  Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

  View or search configuration settings

Column	Description
Name	Displays the configuration setting's name.
Value	Displays the configuration setting value.
Description	Provides a description of the configuration setting.
Edit	Edit a configuration settings. The Edit Configuration Settings dialog box is displayed.

  Add or edit an image on the homepage

  CareerPortal allows you to customize the image(s) displayed on the homepage. Dimensions are required. Files must be PNG and no larger than 15MB. Okay

Field	Description
Add Images	An image upload section is displayed at the bottom of the page including images already uploaded to the application.

  To upload an LEA logo to the CareerPortal Login page, visit the District Administration > Tables > District Logos page.

- Coop Settings (Super Admin only)

User Management

- Users
- User/Group Link

Edit Template Data

- Departments
- Job Positions
- Position/Department Link
- Requirements (Super Admin only)
- Job/Requirements Link

Form & Question Management

- Form Management
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- Job Approval Workflow
- Interview Workflow

Miscellaneous Settings

- Content Management

Administrative Reports

- General Usage Report
- Site Traffic Report

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