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Configuration Settings 1

Configuration Settings

The Configuration Settings page allows you to edit or delete CareerPortal settings. Before editing configuration settings, ensure that you understand each setting's function. Some configuration settings may be populated, and some will need updating. Current configuration settings are displayed in a grid on this page.

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

Return to Admin Tools You can return to the Admin Tools page at any time by clicking **Admin Tools**.

Records Click **Records** to select the number of records to display.

View or search configuration settings

Columns can be sorted by clicking on a column's heading. You can also search for keywords using the Search field. Click Records to select the number of configuration settings to display.

Field	Description
Name	Displays the configuration setting's name.
Value	Displays the configuration setting value.
Description	Provides a description of the configuration setting.
Edit	Allows you to edit a configuration setting.

Customize configuration settings

Configuration settings can be customized with your organization's information.

Field	Description
CLIENT SIDE	Your organization's name.
CoopLabel	The label used to identify your Coop.
FooterAboutUs	Information about your organization in the footer on the homepage.
FooterContact-CityStateZip	Your organization's city, state, and ZIP Code.
FooterContact-Email	Your organization's contact email address.
FooterContact-Phone	Your organization's phone number.
FooterContact-StreetAddress	Your organization's street address.
Logging	Enables or disables performance logging.
ReferenceRequestText	Enables the reference request feature. This configuration setting allows you to set or update the text that an applicant's references respond to. See Reference Requests to learn how to use this function.

Field	Description
ReferencesRequested	Sets the number of references that the application will ask an applicant for during the application process.
SiteAvailability	Enables or disables the CareerPortal.
TempCarousel{Body, Heading, Subtitle}	Comprises the text information in the carousel.

Edit configuration settings

- Click **Edit** to edit a configuration settings. The **Edit Configuration Settings** dialog box is displayed.
- Type your edit(s) into the **Name**, **Value**, or **Description** fields.
- Click **Update** to save your changes.
- Click **Cancel** to return to the previous screen.

Add or edit an image on the home page

CareerPortal allows you to customize the image(s) displayed on the home page.

- Click **Add Images**. An image upload section will display including images already uploaded to the application.
- Read the dimension information.
- Click **Please select image upload type**, and select Logo or Main Image.
- Click the landing field to open your computer's file explorer.
- You can also drag your image onto the landing field.
- Click **Click to Refresh Previews** to preview your new image in the preview section.

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Last update: **2019/12/10 09:30**