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# 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

| 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. |
| **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

| Field | Description |
|---|---|
| Edit | |

# 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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