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# 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.

**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
<b>Name</b>	Displays the configuration setting's name.
<b>Value</b>	Displays the configuration setting value.
<b>Description</b>	Provides a description of the configuration setting.
<b>Edit</b>	Allows you to edit a configuration setting.

## Customize configuration settings

Configuration settings can be customized with your organization's information. Ensure that the values for the configuration settings are accurate.

Field	Description
<b>ClientName</b>	Your organization's name.
<b>CoopLabel</b>	The label used to identify your Coop.
<b>FooterAboutUs</b>	Information about your organization in the footer on the homepage.
<b>FooterContact-CityStateZip</b>	Your organization's city, state, and ZIP Code.
<b>FooterContact-Email</b>	Your organization's contact email address.
<b>FooterContact-Phone</b>	Your organization's phone number.
<b>FooterContact-StreetAddress</b>	Your organization's street address.
<b>Logging</b>	Enables or disables performance logging.
<b>ReferenceRequestText</b>	Enables the reference request feature. This configuration setting allows you to set or update the text that an applicant's references respond to. See <a href="#">Reference Requests</a> to learn how to use this function.
<b>ReferencesRequested</b>	Sets the number of references that the application will ask an applicant for during the application process.
<b>SiteAvailability</b>	Enables or disables the CareerPortal.

Field	Description
<b>TempCarousel{Body, Heading, Subtitle}</b>	Comprises the text information in the carousel.

## Edit configuration settings

Field	Description
<b>Edit</b>	Edit a configuration settings. The <b>Edit Configuration Settings</b> dialog box is displayed.

## 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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