

siterra | Knowledge Base Article

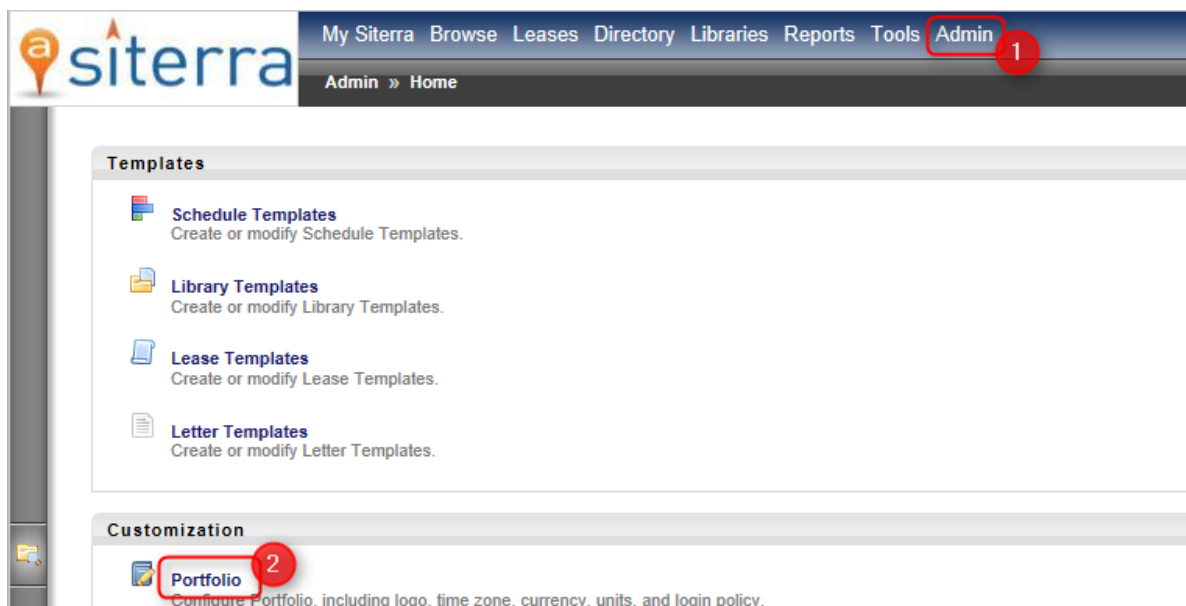
Users & Security – How to Change the Logo

Each domain in Siterra will have a unique company logo that is displayed in the upper left corner of the screen. The logo can also be linked to an external website (such as a company homepage) that will open in a new tab when a user selects the image. Both the image and the link can only be customized by a portfolio administrator.

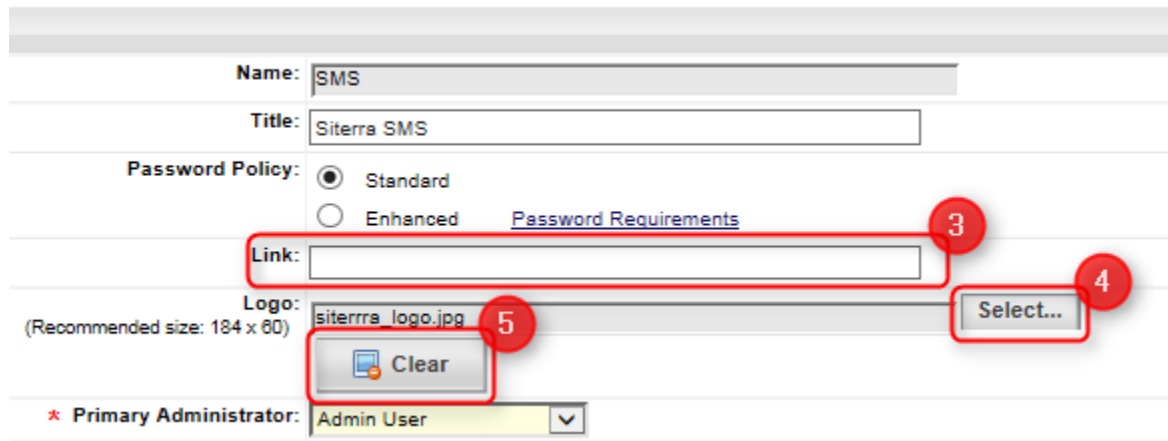


How to Customize the Company Logo

To change the company logo, first navigate to the “Admin” page (1) and select “Portfolio” (2) under the “Customization” section.



Once on the Portfolio page, enter in a web address in the “Link” section (3) in order to choose which website will open when a user selects the logo image. Use the “Select” button (4) to choose a picture that will be used for the photo. Only supported image types, such as JPG, GIF, and BMP, may be uploaded, and use an image size of 184 x 60 pixels for best results. The image can be removed by selecting the “Clear” button (5).



The screenshot shows a web form for configuring a portfolio item. The form includes the following fields and controls:

- Name:** A text field containing "SMS".
- Title:** A text field containing "Siterra SMS".
- Password Policy:** Two radio buttons labeled "Standard" (selected) and "Enhanced". A link labeled "Password Requirements" is next to the "Enhanced" option.
- Link:** A text field with a red circle containing the number 3 next to it.
- Logo:** A section with a text field containing "siterrra logo.jpg" and a red circle containing the number 5 next to it. Below the text field is a "Clear" button with a trash icon. To the right of the text field is a "Select..." button with a red circle containing the number 4 next to it.
- Primary Administrator:** A dropdown menu with "Admin User" selected and a red star icon to the left.