

Change the Company Information Displayed in the SedonaCloud Customer Portal

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Issue:

Where do we make changes to the logos, terms, and messaging on the portal pages?

Resolution:

There are several places within the Preferences where your Company information can be entered.

You will need to edit any of these preferences that are currently used so they will reflect the new company information and logos.

Be sure to save the settings after the change.

You will need to first log into the SedonaCloud Application using you HostAdmin account.

Click on the Preferences option in the Navigation Bar.

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You will then have access to the Application wide settings.

To see all settings on one page, change the Items per page setting at the bottom of the table to 20.

Preferences to check.

Footer Fields:

The footer fields will be displayed on the main login screen and can contain company contact information or other text that identifies your company.

Footer Line 1 Appears in the web footer (use this or Footer Image but not both)

Footer Line 2 Appears in the web footer (use this or Footer Image but not both)

Footer Line 3 Appears in the web footer (use this or Footer Image but not both)

Host Email Sender:

If your email addresses have changed you may need to change this to use your new email

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Host Portal Logo:

This is the logo that will appear at the top of the page above the navigation bar.

Login Message Description:

This should be checked in case there is reference to your company name in the test if this setting.

Login Message Header:

This should be checked in case there is reference to your company name in the test if this setting.

After these preferences es have been changed and saved. You will need to login to the Company using a Company Admin login.

If you have more than one company set up in SedonaCloud, you may need to check the other companies if a change is needed.

Preferences to check.

Company Header Name

Company Website link

Email Sender: Email Address used to send emails.

If your email addresses have changed you may need to change this to use your new email.

Email Sender for New Account:

If your email addresses have changed you may need to change this to use your new email.

Email Subject for New Account:

If your email Subject line contains company name, it would need changed.

Footer Image:

Logo should be updated if this is used.

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Header Logo Image:

This is the logo that will appear at the top of the page above the navigation bar.

Home Page Message:

If this contains company name or other information, it should be updated.

Login Message Description:

If this contains company name or other information, it should be updated.

Login Message Header:

If this contains company name or other information, it should be updated.

Login Page Message:

If this contains company name or other information, it should be updated.