

Talent Acquisition Cloud Implementing Remote Manager Experience

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Preface

This preface introduces information sources that can help you use the application and this guide.

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1 Implementing Remote Manager Experience


Remote Manager Experience

The Remote Manager Experience offers a lightweight way for managers in resource-constrained environments to conduct a limited set of functions allowing them to view, advance and hire candidates for existing requisitions.

The Remote Manager Experience includes a small subset of the Recruiting Center application. All Recruiting users can access the Remote Manager Experience.

The Remote Manager Experience can be used in the following environments:

- Minimum screen resolution of 800 x 600.
- Low connection bandwidth (56 kbps).
- Workstation without persistent cache (either diskless or where caches are deleted each day due to security policy).
- May work acceptably across high latency internet connections such as satellite connection.
- May work acceptably across remote desktop services such as Citrix or Windows Terminal Server.

 **Note:** The Remote Manager Experience does not require the use of Adobe Flash.

The Remote Manager Experience is included within the Recruiting product but is accessed via a special URL:

<http://<your-zone>/enterprise/remotemanager>

The following elements of the Remote Manager Experience may be configured:

- quick search
- jobs list
- job-specific candidate list
- search results list
- candidate actions
- merge form feature
- automatic candidate pooling feature

When configuring the Remote Manager Experience, consider:

- Having a configuration profile dedicated to the Remote Manager Experience.
- Having a user type dedicated to the Remote Manager Experience.

Candidate Quick Search

The candidate quick search allows users to quickly find specific candidates.

The quick search is available at the top right hand corner of pages.

When performing a candidate search, the search engine searches for candidates who applied on a job, submitted a profile, or are registered but did not apply on a job (could be a person who referred a friend for a job and who had to register himself/herself as a new user, or a person who registered himself/herself while clicking My Account).

The candidate quick search engine searches information in the following fields of the candidate file:

- first name
- last name
- middle name
- email address
- username
- candidate identification number

If users were not been granted the permission to access candidate identification information, only a search with the candidate identification number is allowed.

Enabling the Candidate Quick Search

The candidate quick search is displayed if the search widget is enabled in the user's configuration profile.

Configuration > [SmartOrg] Administration > Configuration Profiles

1. Click a configuration profile.
2. Locate the Search Widget setting using the Refine by feature.
3. Click the Search Widget setting.
4. Click Edit.
5. Select the Yes value.
6. Click Save.

Granting the Candidate Quick Search Permission

Configuration > [SmartOrg] Administration > User Types

1. Click a user type.
2. Click the Recruiting functional domain.
3. Click Edit next to Search.
4. Select the Access candidate Quick and Specific search permission.
5. Click Save.

Giving Access to Candidate Information During a Search

Configuration > [SmartOrg] Administration > User Types

1. Select a user type.
2. Click Recruiting.
3. Click Edit next to Candidates.
4. Select the Access candidate identification and contact information permission.

5. Click Save.

If users were granted the permission, they can search candidates by:

- candidate user name
- candidate first name
- candidate last name
- candidate first and last names
- candidate e-mail address
- candidate identification number only (you must use at least three numbers of the total identification number or more, otherwise the search will not work)

If users were not granted the permission, only a search with the candidate identification number is allowed.

Jobs List

The Jobs list displays jobs available in a company.

The Jobs list can display 20 jobs per page.

The list format used for the Jobs list is the default Mini-Requisition list format for the variation defined in the user's configuration profile.

The following columns can be displayed in the Jobs list:

Columns in the Jobs List	
Short Title (by Manager) - not clickable	Hiring Manager
Candidate Count	Status
Language	Status Detail
Prevent Posting	Department
Urgent Need Job	Validity Period
ACE Candidate Alert	Validity Period Enabled
Daily Recruiting Report	One user-defined field with a single value
Hiring Manager Assistant	One user-defined field with multiple values
Recruiter Assistant	One user-defined field for currencies
Collaborators	One user-defined field for dates
Short Title - not clickable	One user-defined field for numbers
Title	One user-defined field for number amounts
Requisition Title	One user-defined field for text
Requisition ID	One user-defined field for multilingual
Recruiter	

Jobs with the following statuses are not displayed: Filled, Canceled, Deleted.

The information displayed in the job callout is similar to the information available in the Recruiting Center.

Quick filters and advanced filters are not available in the Jobs list.

The Show filter is not available in the Jobs list. However, the value specified for the Default Value for the Show Information Filter setting in the user’s configuration profile is used to display information.

Setting Name	Description	Default Value	Location
Default Value for the Show Information Filter	Determines the default value of the Show Information filter which controls the requisitions displayed in the Requisitions list and center stage channels. Values are: <ul style="list-style-type: none"> • Requisitions I own • Requisitions I collaborate on • Requisitions I own or collaborate on • Requisition in my coverage area, I own or collaborate on • All requisitions 	Requisitions I own	Configuration > [SmartOrg] Administration > Configuration Profiles

The Jobs list displays jobs according to the configuration of the following permissions:

User Type Permissions	Location
Access the “Requisitions” section	Configuration > [SmartOrg] Administration > User Types > Recruiting > Requisitions
View requisitions	Configuration > [SmartOrg] Administration > User Types > Recruiting > Requisitions
Allow access to professional requisitions	Configuration > [SmartOrg] Administration > User Types > Recruiting > Requisitions
Allow access to hourly requisitions	Configuration > [SmartOrg] Administration > User Types > Recruiting > Requisitions
Allow access to campus requisitions	Configuration > [SmartOrg] Administration > User Types > Recruiting > Requisitions
Allow access to contingent requisitions	Configuration > [SmartOrg] Administration > User Types > Recruiting > Requisitions
Allow access to executive requisitions	Configuration > [SmartOrg] Administration > User Types > Recruiting > Requisitions

Clicking on the job title redirects users to the job-specific candidate list if they were granted the following permission:

User Type Permission	Location
Access requisition-specific candidate lists permission	Configuration > [SmartOrg] Administration > User Types > Recruiting > Candidates

Configuring the Jobs List Format

Configuration > [Recruiting] Administration > List Formats

1. Click the Requisition tab.
2. Click Mini Requisition List.
3. In the Formats for this Context tab, click Mini requisition list format.
4. Select the columns you want to display in the list. This is done by selecting the Displayed check box next to each column name.
5. Order columns by selecting a number in the Sequence Number column, then click Reorder.
6. Sort requisition files that will be displayed in the list according to a specific criterion. Up to three different sorting criteria can be specified.
 - a. To select a criterion, click the up arrow in the Sort By column next to the desired column name.
 - b. To select a second sorting criterion, click the up arrow in the Then by column next to the desired column name.
 - c. To select a third sorting criterion, click the up arrow in the second Then by column next to the desired column name.
 - d. To select ascending or descending sorting order, click the up arrow repeatedly.
7. Click the Active check box to activate the list format.
8. Click Done.

The list format appears in the Context Details page, under the Formats for this Context tab.

Job-Specific Candidate List

The job-specific candidate list displays candidates who applied on a job. Incomplete candidate submissions may also be displayed.

The job-specific candidate list can display 20 candidates per page.

The list format used for the job-specific candidate list is the Requisition-specific Candidate List - Global list format for the variation defined in the user's configuration profile.

Horizontal scrolling is available when many columns are present. Note that columns cannot be resized nor rearranged.

Candidates can be filtered using quick filters. See [Job-Specific Candidate List Filters](#). Note that advanced filters are not available.

The information displayed in the candidate callout is similar to the information available in the Recruiting Center.

Change Status (to move candidates through the hiring process), Fill Out Form (to select a PDF form for the selection process) and Revert (to move a candidate back to a step or status previously reached) are the only actions available in the job-specific candidate list, via the list next to the candidate name.

The job-specific candidate list opens filtered on the first step of the candidate selection workflow if the following user preference is selected. Otherwise, the value selected in the Step filter is All.

Setting	Location
Display candidates on first CSW step	Recruiting > My Setup > Preferences

The Attachment column only displays the number of attachments. Users cannot open attachments.

The following columns are not available: Worker Type, Staffing Agency Rate.

Job-Specific Candidate List Filters

The job-specific candidate list can be filtered to obtain a more accurate list of candidates.

Step and Status filters: The Step filter displays all the steps of the Candidate Selection Workflow used by the current requisition. Once the job-specific candidate list is filtered on a step, the Status filter displays all the statuses of the step. If the Candidate Selection Workflow used by the current requisition has only one step, then only the Status filter is displayed.

Candidate filters: The following candidate filters are available:

Candidate Filter	Description
Internal	Returns internal candidates.
Referred	Returns candidates who have been referred by an agent or a referrer and for which the reference is not expired.
Requiring Attention	Returns candidate submissions that have an Attention Indicator Flag.
In Selection Process	Returns submissions of candidates that have at least one submission that is on a step/status mapped to an active application state (not Rejected, Declined, Deleted, Hired).
Active on Current Requisition	Returns candidate submissions for the current requisition and that are on the step/status mapped on an active application state (not Rejected, Declined, Deleted, Hired).
Active on Concurrent Requisition	Returns the submissions of the candidates that have at least one other submission for another requisition, where the step/status is mapped to an active application state (not Rejected, Declined, Deleted, Hired).
Exclude Disqualified	Returns candidates that are not disqualified.
New in Selection Process	Returns candidate submissions that are in the initial status of the first step of the Candidate Selection Workflow used by the current requisition.

If users have the following preference, the In Selection Process filter is selected by default:

User Preference	Location
Candidate List Content	Configuration > [SmartOrg] Administration > User Accounts > General Preferences

Shift Availability Filter: The Shift Availability filter is available in the search candidate list, the autopooling candidate list and in the job-specific candidate list. The Shift Availability filter is visible in the autopooling candidate list if the Shift Availability filter was selected for the List of automatically pooled candidates list format.

Configuring the Job-Specific Candidate List Format

Configuration > [Recruiting] Administration > List Formats

1. Click the Candidate tab.

2. Click a requisition-specific candidate list.
3. In the Formats for this Context tab, click a list format.
4. Select the columns you want to display in the list. This is done by selecting the Displayed check box next to each column name.
5. Order columns by selecting a number in the Sequence Number column, then click Reorder.
6. Sort files that will be displayed in the list according to a specific criterion. Up to three different sorting criteria can be specified.
 - a. To select a criterion, click the up arrow in the Sort By column next to the desired column name.
 - b. To select a second sorting criterion, click the up arrow in the Then by column next to the desired column name.
 - c. To select a third sorting criterion, click the up arrow in the second Then by column next to the desired column name.
 - d. To select ascending or descending sorting order, click the up arrow repeatedly.
7. Optional: Select the Group records by first sort criterion option if you want to group files in the list format.
8. Click the Active check box to activate the list format.
9. Click Done.

The list format appears in the Context Details page, under the Formats for this Context tab.

Selecting Quick Filters

Configuration > [Recruiting] Administration > List Formats

1. Click on the Candidate tab.
2. Click a requisition-specific candidate list.
3. In the Context Details page, click the Quick Filters tab.
4. Select filtering criteria by selecting the Displayed check box next to each criterion.
5. Optional: You can select a default criterion by selecting the Default Value check box next to the criterion.
6. Order filtering criteria by selecting a number in the Sequence Number column.
7. Click Apply.
8. Click Done.

Quick filters are displayed for the selected candidate list format context.

Displaying Incomplete Submissions

Configuration > [Recruiting] Settings

1. In the Refine by filter, select Name and type Display Incomplete Application.
2. Click Refresh.
3. Click on the Display Incomplete Application setting.
4. Click Edit.
5. Select Yes.
6. Click Save.

Search Results List

The search results list displays candidate general profiles that correspond to criteria entered in the search widget.

The search results list can display 20 candidates per page.

The list format used for the search result list is the default Search Results - Quick Search list format for the variation defined in the user's configuration profile.

The information displayed in the job callout is similar to the information available in the Recruiting Center.

Candidates can be filtered using the following quick filters:

- internal
- referred
- active on concurrent requisition

The information displayed in the candidate callout is similar to the information available in the Recruiting Center.

The Match action (to match a candidate to a job) is the only action available in the search results list, via the drop-down list next to the candidate name.

Configuring the Search Results List

Configuration > [Recruiting] Administration > List Formats

1. Click the Candidate tab.
2. Click the Search Results / Quick Search list format.
3. In the Formats for this Context tab, click a list format.
4. Select the columns you want to display in the list. This is done by selecting the Displayed check box next to each column name.
5. Order columns by selecting a number in the Sequence Number column, then click Reorder.
6. Sort files that will be displayed in the list according to a specific criterion. Up to three different sorting criteria can be specified.
 - a. To select a criterion, click the up arrow in the Sort By column next to the desired column name.
 - b. To select a second sorting criterion, click the up arrow in the Then by column next to the desired column name.
 - c. To select a third sorting criterion, click the up arrow in the second Then by column next to the desired column name.
 - d. To select ascending or descending sorting order, click the up arrow repeatedly.
7. Optional: Select the Group records by first sort criterion option if you want to group files in the list format.
8. Click the Active check box to activate the list format.
9. Click Done.

The list format appears in the Context Details page, under the Formats for this Context tab.

Candidate Summary

The candidate summary is a form containing information on a candidate.

When opening a candidate file, users are always in view mode. No modification can be done to the content of the candidate summary file.

The candidate summary is organized into three sections:

- Personal Information
- Submissions
- History

The content of the Personal Information section will vary whether the general profile of the candidate or the submission of the candidate is displayed. Candidate files available after performing a search present the general profile of the candidate. When accessing a candidate file via the job-specific candidate list, the candidate submission is presented. The following information may be displayed in the Personal Information section:

- candidate first name, middle name and last name
- candidate ID
- candidate e-mail address
- work, home and cellular numbers

If the candidate summary is for a submission (rather than a candidate profile), the following fields are also displayed:

- step
- status
- application creation date
- application medium
- source
- submission type

The Submissions section displays jobs for which the candidate has applied. Managers may have the ability to access screening services results from within candidate submissions. All screening services results for a specific candidate submission are displayed below the candidate's list of submissions. A summary of the screening services results is displayed (Requester, Request Date, Provider Status, etc.). To obtain more details, a Details link is available from within each screening service. When details are displayed, a link to the partner's More Details page may be available. This page opens in a separate window. If the manager does not have access to this page, the window will still open with a "Not available page" message.

The History section presents useful tracking details on actions performed on the candidate file. The History section can be filtered to display events specific to the candidate general profile or one of the candidate submission.

The information displayed on a candidate will vary depending on the security levels set for candidates files:

User Type Permission

Location

Security level for external candidates (in view mode)

Configuration > [SmartOrg] Administration > User Types > Recruiting > Candidates

User Type Permission	Location
Security level for internal candidates (in view mode)	Configuration > [SmartOrg] Administration > User Types > Recruiting > Candidates

If a user is granted the View internal candidate job submissions permission, the user will be able to see internal job submissions that he/she owns, that he/she owns or collaborates on, or all internal job submissions depending on the constraint enabled. If a candidate is an internal candidate, all of his job submissions will or will not be displayed according to this permission. The system does not look at each submission to see if it is internal or not. It looks at the profile level to determine if the candidate is internal; if it is internal, the candidate will receive the treatment of this permission.

User Type Permission	Location
View internal job submissions	Configuration > [SmartOrg] Administration > User Types > Recruiting > Candidates

For users to view screening services results in candidate submissions, the following permissions must be granted.

User Type Permission	Location
Access Taleo partner summary results	Configuration > [SmartOrg] Administration > User Types > Recruiting > Other
Access Taleo partner detailed results	Configuration > [SmartOrg] Administration > User Types > Recruiting > Other

Candidate Matching to a Job

Users can select a candidate file and match it to a job.

The Match action is available after performing a candidate search.

Basically, a user performs a quick search, selects a candidate file and selects the Match action. The system presents a list of jobs that corresponds to the default matching criteria set by the system administrator. Once a candidate has been matched to a job, the user can decide to send an e-mail to the candidate to inform him/her that a match has been done and to request more information on his/her application. Emails are sent only for posted jobs, to avoid inviting candidates to jobs they cannot see on the career section. The Request More Information email is sent to the candidate if:

- The candidate has an email.
- For internal candidates, the requisition is Open - Posted for at least one internal or one external career section.
- For external candidates, the requisition is Open - Posted for at least one external career section.

The jobs displayed in the Requisitions selector depends on the following permission and its restrictions granted to users:

User Type Permission	Location
View requisitions	Configuration > [SmartOrg] Administration > User Types > Recruiting > Requisitions

Giving Access to the Match Action

Configuration > [SmartOrg] Administration > User Types

1. Select a user type.
2. Click Recruiting.
3. Click Edit next to Candidates.
4. Select the Match candidates to requisitions permission.
5. Click Save.

Candidate Event Modification

This feature allows users to manually change the date of some candidate selection events.

Being able to modify the date when certain events occur is useful because some events may have been done at a different time than the system event itself. For example, many interviews may have been done during a week for many candidates, and the recruiter may have updated the event in the system all at the same time a Friday morning. It is useful for the recruiter to be able to set the exact date of the interview manually for this specific process.

If users have the necessary permission, users are able to specify when an action on a candidate file really took place. This can be done when modifying the step/status of a candidate via the Actions column (that is, rejecting a candidate, hiring a candidate, indicating a candidate has declined, etc.).

Granting Access to Modify Event Date

Configuration > [SmartOrg] Administration > User Types

1. Select a user type.
2. Click Recruiting.
3. Click Edit next to Candidates.
4. Select the Set candidate selection workflow event dates permission.
5. Click Save.

Merge Form

A merge form is a PDF document that can be tied to candidate selection workflows, steps, and statuses and that can be generated/filled out at any point on demand by a user.

Merge forms are used during the hiring process. For example, during interviews with candidates, a recruiter may use a PDF form as a template to complete a candidate's "Do not disclose" information. PDF forms are most typically used for various new hire paperwork or to print a candidate submission in a particular, customized format.

Merge forms are first built in Adobe Acrobat. System administrators then add them in the Recruiting Administration. If desired, they can also tie them to candidate selection workflows, steps, and statuses to make them available to users. Merge forms can be printed by a user, then further completed if needed and signed by the candidate. (None of this is tracked in the system).

If a field in the form is confidential to the user, a warning message is displayed and that field is left blank.

Merge forms can be pre-populated with variables retained in the system within the Message Template feature. These variables can be added using the Adobe Acrobat Professional Forms feature. For example, you could take a merge form (such as the I-9 form) and insert variables that will automatically pull information from the candidate file. Instead of typing the name of a candidate, the name would automatically appear in the form.

By default, the maximum file size of a merge form is 2 MB.

Merge forms may be available in any language. Merged data is available in English only. Most Asian languages are not supported, based on PDF conversion issues with tokens. The merged data will pull what is in the candidates file, so it may not be in English.

Configuration

Oracle Support must activate the Merge Form feature. Once activated, the Merge Forms feature becomes available in the Recruiting Administration menu.

The fields contained in a form obey to the following permissions granted to users:

User Type Permission	Location
Security level for requisitions (in view mode)	Configuration > [SmartOrg] Administration > User Types > Recruiting > Requisitions
Security level for external candidates (in view mode)	Configuration > [SmartOrg] Administration > User Types > Recruiting > Candidates
Security level for internal candidates (in view mode)	Configuration > [SmartOrg] Administration > User Types > Recruiting > Candidates

Loading a Merge Form

The PDF form must first be built in Adobe Acrobat.

Configuration > [Recruiting] Administration > Merge Forms

1. Click New...
2. Enter a title and a code.
3. Select a PDF form using the Browse... button.
4. Select Available in the Status list.
5. Click Done.

The form appears in the Merge Forms page. It is also available in the Forms tab of the Candidate Selection Workflow feature.

Associating a Merge Form to a Workflow, Step, Status

The form must first be loaded via the Merge Forms feature.

Configuration > [Recruiting] Administration > Candidate Selection Workflow > Forms

1. Click on the title of a form.
2. Specify if the form is always available or if it is only available when associated to a selected workflow, step, or status.
3. Depending on the above choice, select a workflow, step, or status then click Add. Recruiting Center users will be presented with the form when moving a candidate to the selected workflow/step/status context. Note that it does

not restrict the use of that form to the workflow/step/status context when using the "Fill Out Form" action from the More Actions menu.

4. Click Done.

Automatic Candidate Pooling

The Automatic Candidate Pooling feature allows customers to add autopooling criteria to a requisition or requisition template to find candidates in the database who are available and qualified for a job. Managers can then access the autopool results with a single click.

The Automatic Candidate Pooling feature is typically used in decentralized hiring environments, for example in high volume retail and hourly hiring where managers may have to quickly identify candidates on their own without the assistance of recruiters.

For the Automatic Candidate Pooling feature to be available, the feature must be enabled by the system administrator and autopooling criteria must have been added in the requisition.

Once autopooling criteria have been defined and enabled, the system will automatically generate a list of candidates matching the criteria anytime on demand. This list of candidates is accessible in the job-specific candidate list by clicking Autopooled Candidates. The user then has the ability to:

- View candidate files.
- Match candidates to the current job opening (candidates are moved from the autopool results list to the requisition-specific candidate list, and they can then be moved along the workflow like any other candidate).
- Match candidates to the current job opening and reject them in a single action (which will remove undesired candidates from continuing to appear in the candidate pool for this requisition; note that by default this option is disabled).
- Filter the list of candidates using quick filters.
- Sort the list of candidates by clicking a column heading.

The list format used to display the automatic candidate pooling results is the List of automatically pooled candidates list format.

The autopooled candidate list can display 20 candidates per page.

The information displayed on a candidate will vary depending on the security levels set for candidates files:

User Type Permission	Location
Security level for external candidates (in view mode)	Configuration > [SmartOrg] Administration > User Types > Recruiting > Candidates
Security level for internal candidates (in view mode)	Configuration > [SmartOrg] Administration > User Types > Recruiting > Candidates

Configuring the Automatically Pooled Candidate List Format

Configuration > [Recruiting] Administration > List Formats

1. Click the Candidate tab.

2. Click the List of automatically pooled candidates list format.
3. In the Formats for this Context tab, click a list format.
4. Select the columns you want to display in the list. This is done by selecting the Displayed check box next to each column name.
5. Order columns by selecting a number in the Sequence Number column, then click Reorder.
6. Sort files that will be displayed in the list according to a specific criterion. Up to three different sorting criteria can be specified.
 - a. To select a criterion, click the up arrow in the Sort By column next to the desired column name.
 - b. To select a second sorting criterion, click the up arrow in the Then by column next to the desired column name.
 - c. To select a third sorting criterion, click the up arrow in the second Then by column next to the desired column name.
 - d. To select ascending or descending sorting order, click the up arrow repeatedly.
7. Optional: Select the Group records by first sort criterion option if you want to group files in the list format.
8. Click the Active check box to activate the list format.
9. Click Done.

The list format appears in the Context Details page, under the Formats for this Context tab.

Enabling the Automatic Candidate Pooling Feature

Configuration > [Recruiting] Settings

1. In the Refine by filter, select Name then type Automatic Candidate Pooling Enabled.
2. Click Refresh.
3. Click on the Automatic Candidate Pooling Enabled setting.
4. Click Edit.
5. Click Yes.
6. Click Save.

Allowing Users to Reject Automatically Pooled Candidates

Configuration > [SmartOrg] Administration > User Types

1. Select a user type.
2. Click Recruiting.
3. Click Edit next to Candidates.
4. Select the Perform the "Reject" action from the candidate autopooling list permission.
5. Click Save.

Defining Repooling Rules

You can define repooling rules within the Candidate Selection Workflow to automatically return candidates to the pool after X days of inactivity.

1. Under Recruiting Settings, enable the Allow rules to Automatically Inactivate Job Submissions setting.

2. Under Candidate Selection Workflow/Statuses tab, create an inactive status and select Inactive in the Reference Model list.
3. Under Candidate Selection Workflow/Steps tab, add this inactive status to each candidate selection workflow step in which you want to repool candidates.
4. Within each desired candidate selection workflow, in the Steps Usage tab, click on the step, select the Inactivate Job Submissions option and indicate the number of days. Note that different steps may have different durations or none at all.

Operation Mode for the Remote Manager Experience

Users connected to the Remote Manager Experience are considered in the Recruiting product count.

When Recruiting is in Implementation mode, users cannot connect to the Remote Manager Experience.

When Recruiting is in Maintenance mode or in Production mode, users can connect to the Remote Manager Experience.

Logo

A logo can be displayed in the upper left corner of the Remote Manager Experience.

The logo displayed in the Remote Manager Experience is the same logo displayed in the Recruiting Center.

A limit of one logo can be defined by zone. By default, the Taleo logo is displayed. Logo requirements are:

- PNG format.
- Maximum image size is 280 px by 40 px. A margin of 10 px is maintained (left, top, and bottom) outside the image box. An image with smaller dimensions is acceptable. However, it must not be stretched to fill the placeholder.
- Alpha channel is required to support background transparency in the near future.
- The image must be aligned horizontally to the left and vertically to the center within the placeholder.

Uploading a Logo

A limit of one logo can be uploaded per zone.

The logo must be in a PNG format.

The maximum image size is 280 px by 40 px. A margin of 10 px is maintained (left, top, and bottom) outside the image box. An image with smaller dimensions is acceptable. However, it must not be stretched to fill the placeholder. The image must be aligned horizontally to the left and vertically to the center within the placeholder.

Configuration > [General Configuration] Settings

1. In the Refine by filter, select Name then type Organization Logo.
2. Click Refresh.
3. Click on the Organization Logo setting.
4. Click Edit.
5. Click Browse to select the file containing the company logo.

6. Click Save.

The uploaded logo is displayed in the upper left corner.