





COLOUR SCHEME

Your software colour scheme can change to reflect your services uniqueness.

You can also add a Logo that will display throughout the different areas of your software

This tip sheet will walk you through:

- Changing Colour Theme
- Changing Logo

Summary

Accessing Site Settings

- 1. Click into the Settings Cog
- 2. Select Site Settings

To Change Colour Theme

- 1. Select Theme Colour
- 2. Click Save

To Add a Logo

- 1. Select Browse
- 2. Click Save

To remove a Logo

- 1. Select remove
- 2. Click Save







COLOUR SCHEME

Detailed

Accessing Site Settings

Navigate to the Settings Cog and select Site Settings

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					& Stop Impersonating
					Account Settings
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ork ochac					CCS Debt Management
Velcome to your Work Centre.					CCS Supporting Docs
					Site Settings
Daily Care	Children In Care	e-Signatures	Parent Feedback	Messages	Approvals
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Children	Roll Call	Parent Portal			e-Signature Bus Roll Configuration
onnaron					e-Signature Settings
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29 Active Children	_				€ Log off

The Site Settings window will appear:

bourne Child Care Centre	
Redbourne	
the Portal Access Enabled: Yes	
ceive email notification for new online enrolment submissions	
able e-Signature Family PIN Management	Remove
ort By: Sumame O First Name Green Green	~
ease note: You will need to log out and back in again for your anges to appear.	







Changing Theme Colour

There are 12 colour themes you can select from including Green, Orange, Pink, Red, Blue, Purple and Gray.

To change the colour theme, select the dropdown arrow under Theme Colour

Name		Logo			
Redbourne Child Care Centre	÷				
Parent Portal Access Enabled: Yes		2	Child Care		
Receive email notification for new online enrolment submissions					
Enable e-Signature Family PIN Management			Browse Remove		
Site Sort By: Surname First Name		Theme C	olour	-	
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changes to appear.					
Please note: You will need to log out and back in again for your changes to appear.		Green	v		

Click Save

Note: You will need to log out and back in again for your changes to appear.

Changing Logo

To change your Service Logo that will appear on your Parent Portal select

This will open a window where you an upload a logo from your device.

To remove an unwanted Logo select

SITE SETTINGS		🖺 Save
Name Redbourne Child Care Centre Parent Portal Access Enabled. Care Centre Parent Portal Access Enabled. Care Centre Care Centre Parent Portal Access Enabled. Care Centre Care Centre Care Centre Care Centre Care Centre Stet Sort By: © Sumame O First Name Please note: You will need to log out and back in again for your changes to appear. Send Online Enrolment URL	Logo Redbourne Child Care Brouse Remove Theme Colour Green	

Click Save

Note: You will need to log out and back in again for your changes to appear.