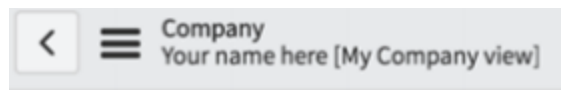


## Branding the Instance

Case scenario: You work as a **change enablement specialist**, you want the branding of your Servicenow instance to align with the rest of the organization. For this lab, feel free to use CloudDimensionsLogo-W.png, located in the supporting file folder.

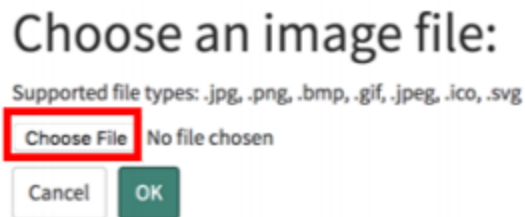
### A. Locate the My Company Module

1. As the System Administrator, type **Company** in the **Filter Navigator**.
2. Select **My Company** under System Properties.
3. Select **[Update]** from the **UI16 Banner Image**.

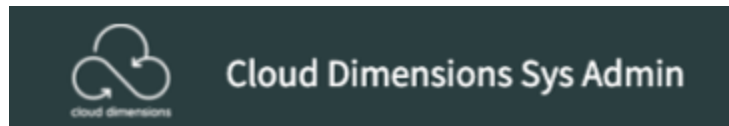


UI16 Banner Image **[Update]** Delete]

4. Select Choose File to browse your computer and select the CloudDimensionsLogo-W.png file.



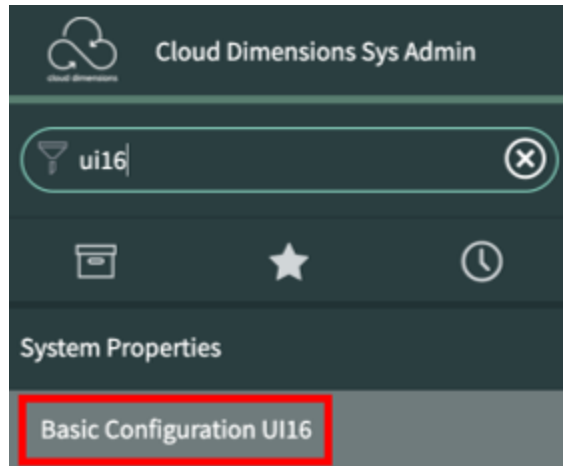
5. Enter **Cloud Dimensions** <YourFirstName YourLastName> in the **Banner Text** field.



6. **Update** the record and **refresh** the browser to see the banner image has been updated.

### B. Modify Instance using the UI16 Module

1. As the System Administrator, use the Filter Navigator to find the **Basic Configuration UI16 module** located under **System Properties. (System Properties > Basic Configuration UI16)**



2. Check if the fields on the form match the following information:
  - i. Page header caption: **Cloud Dimensions <YourFirstName YourLastName>**
  - ii. Browser tab title: **Cloud Dimensions ServiceNow**
  - iii. Banner image for UI16: **[CloudDimensions Logo-W.png]**
3. Modify the fields based on the following color scheme:
  - i. **#1a2e3b** - Header background color // Navigation header/footer // Navigation background expanded items // Navigation selected tab background color // Navigation unselected tab divider bar color // Navigation separator color
  - ii. **#ffffff** - Banner text color // Module text color for UI16 // Border color for UI16
  - iii. **#3f94d4** - Header divider stripe color // Unselected navigation tab icon & favorite icons color
  - iv. **#2cf2ef** - Navigation selected tab divider bar color // Currently selected Navigation tab icon color for UI16
  - v. **#273e40** - Background for navigator and sidebars
4. Click **Save**.

## System Configuration

Save

Tailor the look of the page top banner - text / logo / color  
Set the timezone, date, and time formats

Page header caption

Cloud Dimensions Sys Admin

Browser tab title

Cloud Dimensions ServiceNow