

System Settings Overview

This is an overview of the system settings of the AUT Events Induction Portal.

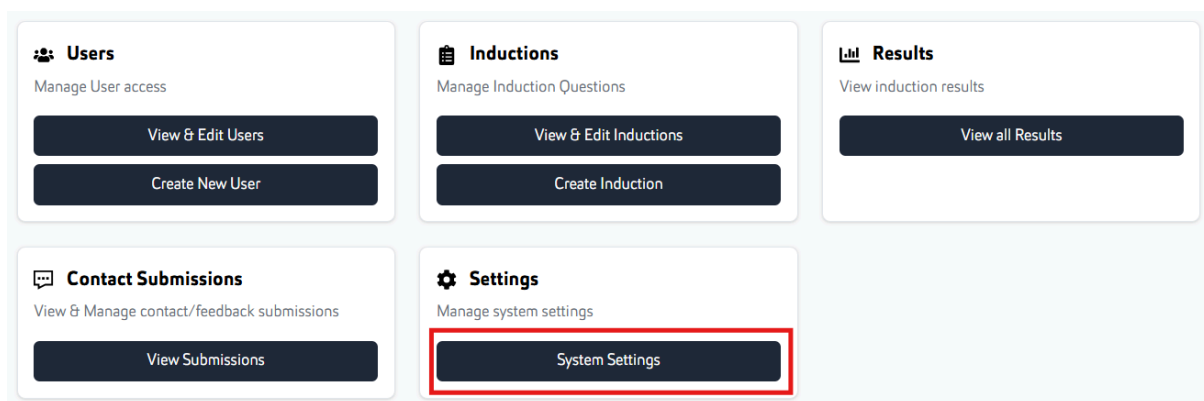
Administrator access required

Last updated by Thomas on 22/05/25. V1.0

1. Navigate to the system settings page

From the Management dashboard, click the grey "System Settings" button from the settings card

NOTE: Administrator access required



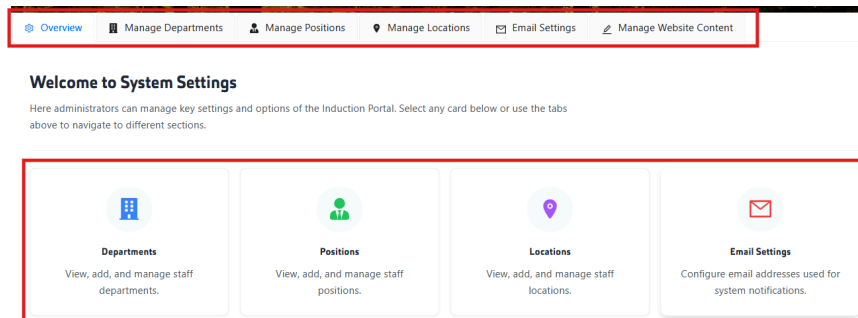
2. Options

The system settings have the following pages:

1. **Overview page with quick links**
- 2.
3. **Manage Departments:** View, create and edit departments
4. **Manage Positions:** View, create and edit positions
5. **Manage Locations:** View, create and edit locations
6. **Email Settings:** View and edit default system emails

7. Manage select website content: View and edit some text and key images

Navigate the page using the tab along the top or the cards on the overview page



3. Manage Departments:

View, create and edit departments

OVERVIEW

- Add department card:** Add a new department here
Click and add the department name/title
Click and add the default department email address
Click the blue "Add Department" button to create it
The department will be available immediately to use
- Current department list:** Current departments are listed here
- Search:** Search for an existing department by name using this search bar
- Department Name & Email:** The name and email of the department is shown here
- Edit department:** Click the blue "Edit" button to edit the name or email associated with this department
- Delete department:** Click the red "Delete" button to permanently delete the department

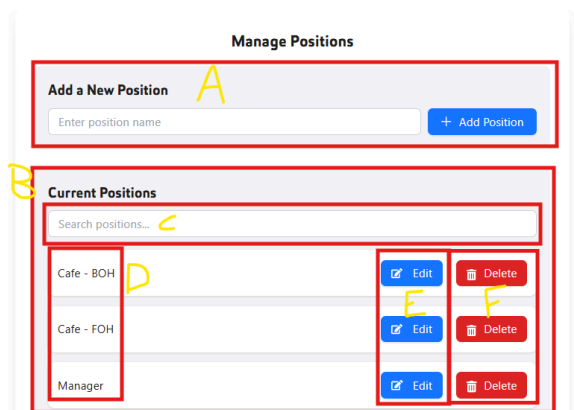
NOTE: This action is permanent and cannot be undone

4. Manage Positions:

View, create and edit positions

- a. **Add position card:** Add a new position here
Click and add the position name/title
Click the blue "Add position" button to create it
The position will be available immediately to use
- b. **Current position list:** Current positions are listed here
- c. **Search:** Search for an existing positions by name using this search bar
- d. **Position Name & Email:** The name of the position is shown here
- e. **Edit position:** Click the blue "Edit" button to edit the name of this position
- f. **Delete position:** Click the red "Delete" button to permanently delete the position

NOTE: This action is permanent and cannot be undone

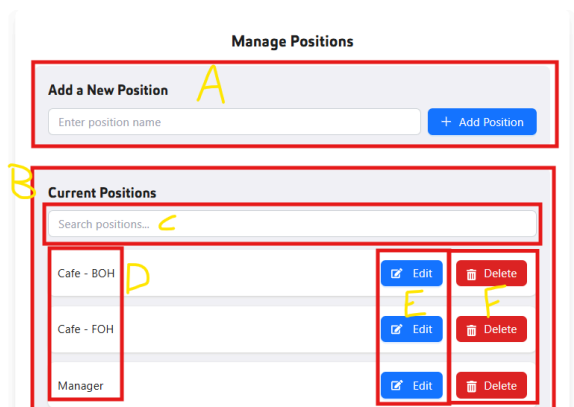


5. Manage Locations:

View, create and edit locations

1. **Add location card:** Add a new location here
Click and add the location name/title
Click the blue "Add location" button to create it
The location will be available immediately to use
2. **Current location list:** Current locations are listed here
3. **Search:** Search for an existing locations by name using this search bar
4. **Location Name & Email:** The name of the location is shown here
5. **Edit location:** Click the blue "Edit" button to edit the name of this location
6. **Delete location:** Click the red "Delete" button to delete the location permanently

NOTE: This action is permanent and cannot be undone

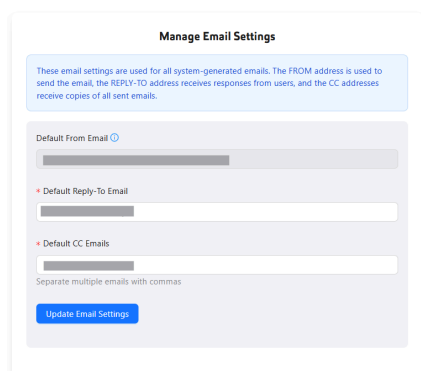


6. Email Settings:

View and edit default system emails

These email settings are used for all system-generated emails.

- a. The FROM address is used to send the email,
This address cannot be changed here due to email sender validation settings.
- b. The REPLY-TO address receives responses from users,
Should be the main, default email
- c. The CC addresses receive copies of most emails sent.
Should be a key contact or main email



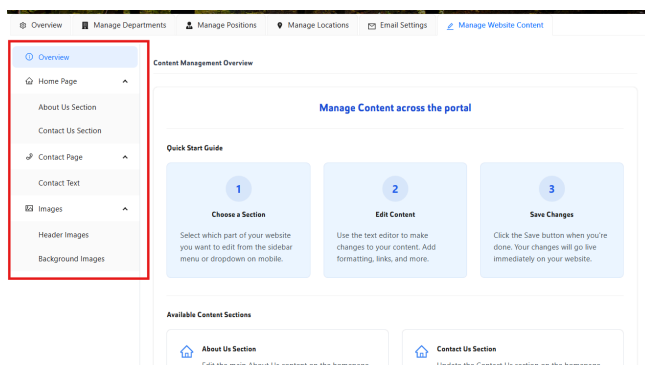
The screenshot shows a web form titled "Manage Email Settings". At the top, a blue informational box states: "These email settings are used for all system-generated emails. The FROM address is used to send the email, the REPLY-TO address receives responses from users, and the CC addresses receive copies of all sent emails." Below this, the form has three sections: "Default From Email" with a text input field, "Default Reply-To Email" with a text input field, and "Default CC Emails" with a text input field. A note below the CC field says "Separate multiple emails with commas". At the bottom of the form is a blue button labeled "Update Email Settings".

7. Manage select website content:

View and edit some text and key images

7.1. Navigation

Use the side navigation bar (or will be a drop down at the top on smaller screens)



7.2. Edit text content:

There are three areas of text on the home page that can be updated here here:

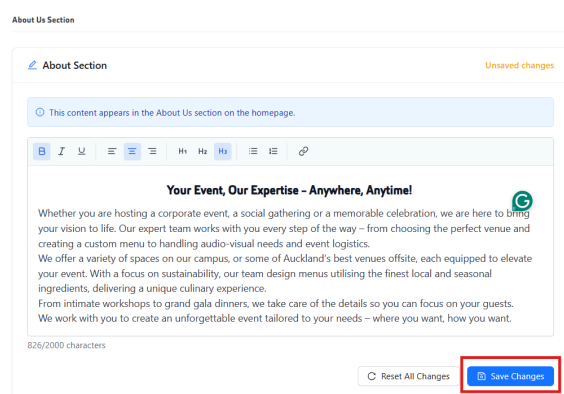
1. The about section text on the home page
2. The contact section text on the home page
3. The short contact text above the contact form on the contact page

These steps apply to the three text edit sections

Click anywhere within the text box to edit the text of the section.

When you are done, click the blue "Save Changes" button.

The changes will take immediate effect (The user will have to reload the page)

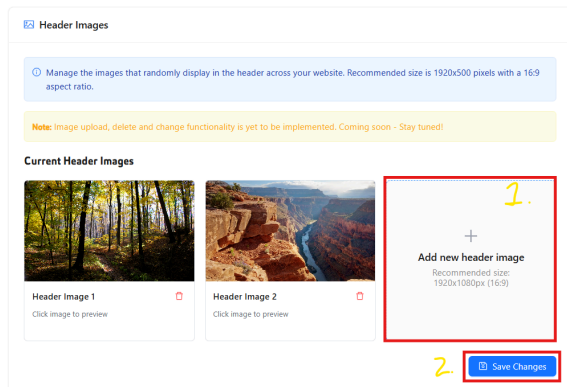


7.4. Header images

At the top of the management pages, you would have noticed the featured images

The images are randomly displayed based on the available images which can be removed or added from here

Add a new image



To add an image, click the last square that says "add new header image"

and Select the image file you would like to add from your computer

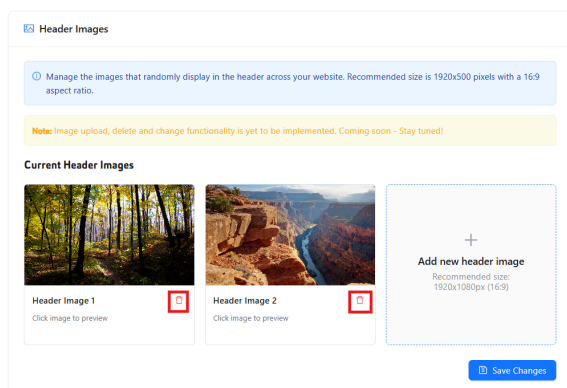
Repeat this step for the images you would like to add

Then click the blue "Save changes" button.

It will take a few minutes to be available on the website.

NOTE: A max of five header images can be added at a time

Delete an image



To delete a header image, simply click the red rubbish bin icon next to the image name

7.5 Hero images

There are three hero images used on the system. They can each be viewed or replaces from here

1. Home page hero:

This is the first image the user sees on the website, behind the welcome text

2. Authentication page hero:

This is the page background on the authentication pages

3. About us section hero:

This is the background behind the text on the about section of the home page

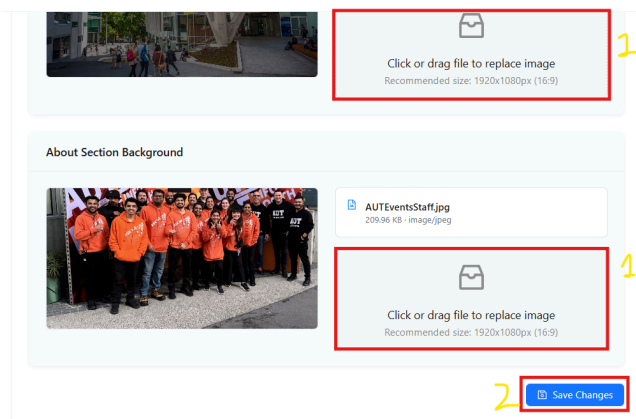
To update any of these images,

Click the "Click or drag file to replace image" section next to the image you would like to replace,

select the image from your files

then click the blue "save changes" button at the bottom right of the page

It will take a few minutes to be available on the website.



AUT EVENTS Induction Portal