



Customizing Your Settings

A simple visual walkthrough of the Settings area. Make the platform your own with your language, logo, colors, features, and naming.

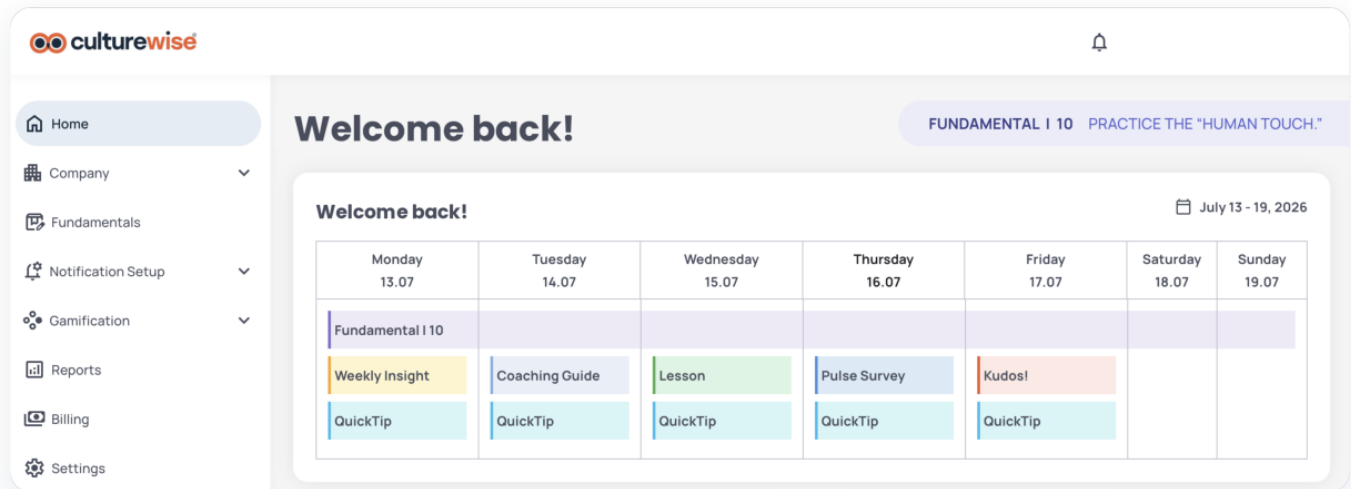
Open the Settings feature

Everything that makes the platform feel like yours lives in one place. You'll find it in the Admin Panel.

1

Open the Settings feature

In the Admin Panel, look to the bottom of the left-hand menu and select **Settings**.



The Admin Panel: the Settings feature sits near the bottom of the left-hand navigation.

Set your language and logo

Once you're in Settings, start with your default language and your organization's logo.

2

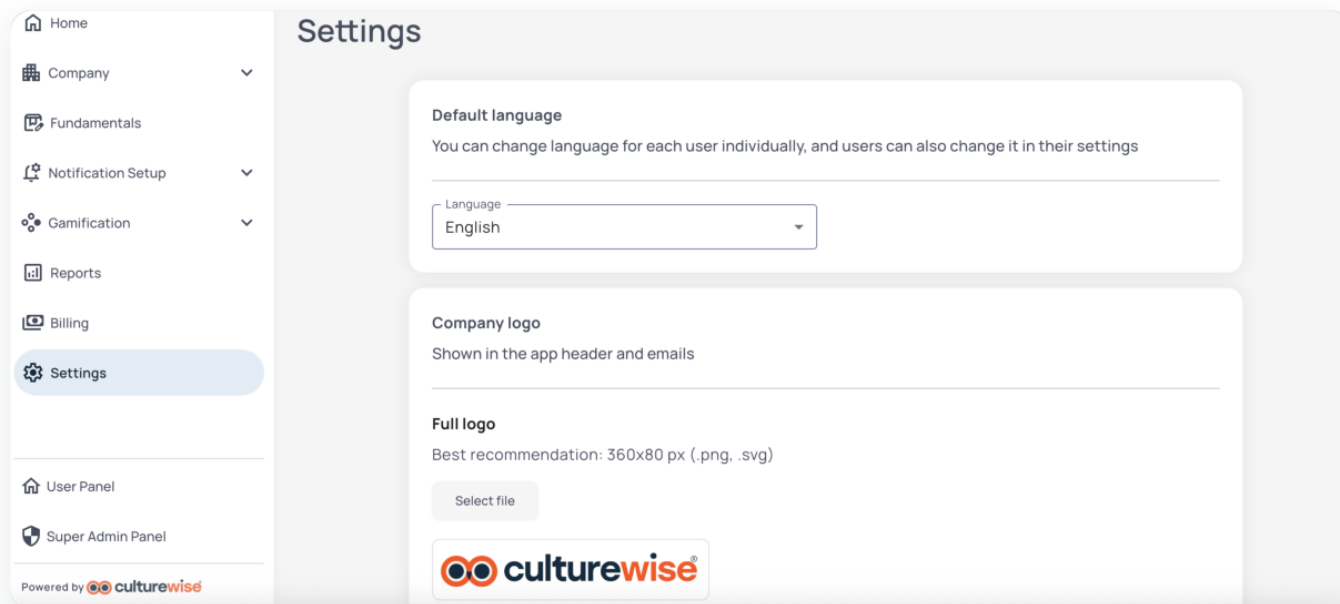
Choose your default language

Set the language for your team's view. Individual users can also change it in their own settings.

3

Upload your logo

Add your company logo, shown in the app header and emails.



The Settings screen: default language and company logo, with Settings highlighted in the side menu.

Add a favicon and your primary color

Your brand colors carry across every employee-facing screen and email.

4

Set your favicon and primary color

Upload a favicon, then choose your **primary** color for buttons, links, active states, and key actions. A live button preview updates as you go.

Settings

Favicon

Best recommendation: 32x32 px (.png, .svg)

Select file



Brand colors

Your visual identity across all employee-facing screens and emails

Buttons, links, active states, and key CTAs

Primary color

 #172A3C

Tailwind



Example

Button label

Favicon upload and the primary color picker, with a live button preview.

Choose your accent color

A secondary color adds personality to highlights, tabs, and badges.

5

Set your secondary color

Pick a **secondary** color for highlights, tabs, and badges. The preview shows active and inactive tabs so you can see the effect instantly.

Settings

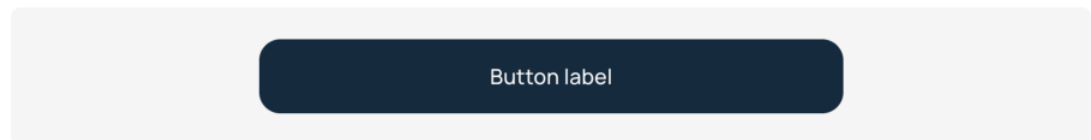
Brand colors

Your visual identity across all employee-facing screens and emails

Buttons, links, active states, and key CTAs

Primary color
 #172A3C 

Example



Highlights, tabs, badges

Secondary color
 #ED5B2A 

Example



Primary and secondary colors together, with live button and tab previews.

Choose what your team sees

Enable or disable engagement activities across the platform. Keep what fits your culture, switch off what doesn't.

6

Toggle content controls

Turn features on or off, including custom Kudos, custom Pulse Survey, and Gamification (points, leaderboards, and competitions). Prefer not to use the leaderboard? Simply switch it off here.

Settings

Content controls

Enable or disable engagement activities available to employees across the platform



Custom Kudos! name



Custom Pulse Survey name



Gamification (points, leaderboards, and competitions)

Content naming

Custom names appear throughout the employee platform – in navigation, emails, and notifications



If you customize names, add translations for each other language manually. Otherwise, the default names will be used for untranslated languages.

Custom Fundamental name

Start of the weekly content

Content controls: a simple set of on/off toggles.

Rename anything to fit your team

Custom names appear throughout the employee platform, in navigation, emails, and notifications.

7

Give each item your own name

Prefer “behaviors,” “pillars,” or “principles” over Fundamentals? Rename it here. Every content type can be renamed to match how your organization talks:

Fundamentals

Weekly Insight

QuickTip

Coaching Guide

Lesson

Pulse Survey

Kudos

Settings

Custom Fundamental name

Start of the weekly content

Custom Weekly Insight

Peer story, tied to Fundamental

Custom QuickTip name

Daily inspiration

Custom Coaching Guide name

Content for reflection and discussion

Custom Lesson name

Weekly learning activity

Each content type has its own rename field, with a short description of what it is.

Add your Help Center link

8

Point your team to the right support

Paste a custom help page or support link (for example, your internal IT ticketing page) that employees can reach right from the platform header.

Settings

Custom Lesson name

Weekly learning activity

Custom Pulse Survey name

Weekly feedback

Custom Kudos! name

Appreciations and recognitions

Help center link

Add a custom help page or support link that employees can access from the platform header

The remaining naming fields and the Help Center link field.

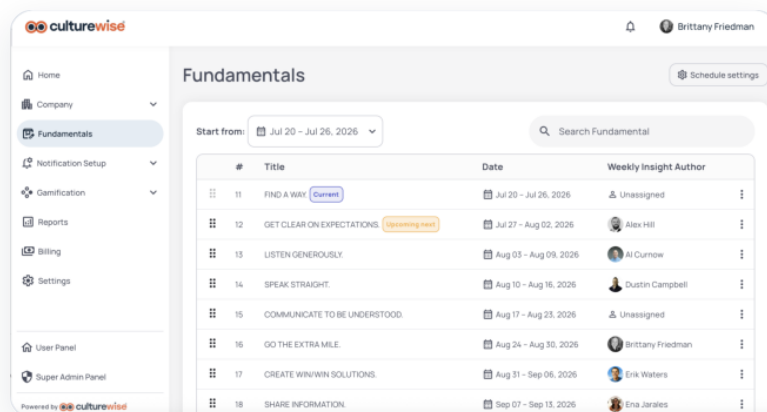
Set your activity schedule

Decide which day each activity goes out. Your schedule drives the weekly view on your dashboard and what appears in each day's Today's Activity.

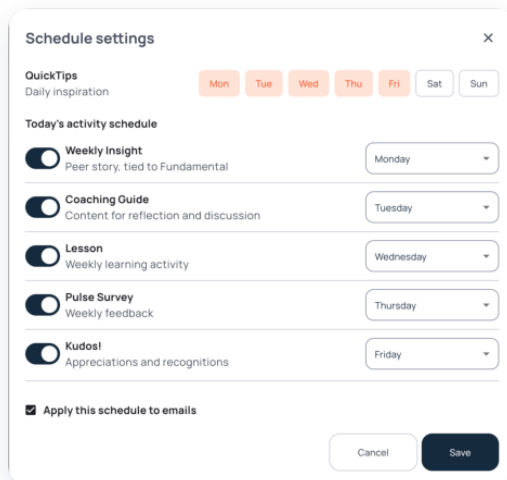
9

Open Schedule settings, then set your week

In the Admin Panel, click **Fundamentals** in the left-hand menu, then click **Schedule settings** in the top-right. Set the days for QuickTips, toggle each activity on or off and choose the day it runs, then **Save**. Tick **Apply this schedule to emails** to match your email timing too.



The Fundamentals page: Schedule settings sits in the top-right corner.



Schedule settings: toggle each activity and set its day, then Save.



That's it. Between language, logo, colors, features, and naming, the platform now looks and sounds **unmistakably like your organization**.

Questions?

Your CultureWise team is always here to help. Reach out anytime.