

ADDING YOUR CORPORATE BRANDING

It is possible to replace the KS logo on all user-facing screens and reports, with your own company logo. We recommend that you do this, as it makes the whole experience for users feel more like an in-house training needs analysis exercise, rather than a third-party skills test.

Step one

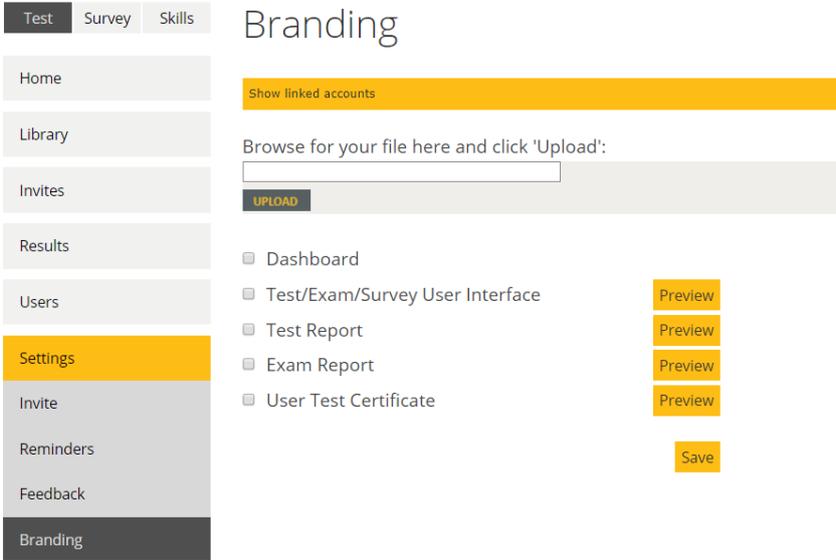
Choose a copy of your company logo. Bear in mind that the logo will be displayed in a comparatively small space at the top of your admin dashboard, test UI, exam UI, survey UI, test reports and exam reports.

A logo about this size will work OK:



Step two

Log in to your KS admin dashboard and select the **Settings > Branding** page.



The screenshot shows the 'Branding' settings page in the KS admin dashboard. On the left is a navigation menu with options: Test, Survey, Skills, Home, Library, Invites, Results, Users, Settings (highlighted), Invite, Reminders, Feedback, and Branding. The main content area is titled 'Branding' and includes a 'Show linked accounts' button, a file upload section with a 'Browse for your file here and click 'Upload':' label, a file input field, and an 'UPLOAD' button. Below this are four settings with checkboxes and 'Preview' buttons: 'Dashboard', 'Test/Exam/Survey User Interface', 'Test Report', 'Exam Report', and 'User Test Certificate'. A 'Save' button is located at the bottom right of the settings list.

Step three

Use the Browse and Upload tools to select your logo and upload a copy to the KS dashboard.

Test Survey Skills

Branding

Home

Library

Invites

Results

Users

Settings

Invite

Reminders

Feedback

Branding

Show linked accounts

Browse for your file here and click 'Upload':

XYZ logo.PNG

UPLOAD

Dashboard

Test/Exam/Survey User Interface [Preview](#)

Test Report [Preview](#)

Exam Report [Preview](#)

User Test Certificate [Preview](#)

[Save](#)

Step four

Check the boxes to display your logo in 5 places: your KS dashboard, your test/exam/survey UI, test reports, exam reports and user page certificates. Click the **Preview** buttons to view how your logo will display on each screen. Click **Save** to register your changes.



Test Survey Skills

Branding

Home

Library

Invites

Results

Users

Settings

Invite

Reminders

Feedback

Branding

Show linked accounts

Browse for your file here and click 'Upload':

UPLOAD

Name	Size (bytes)
XYZ logo.PNG	14,124

Dashboard

Test/Exam/Survey User Interface [Preview](#)

Test Report [Preview](#)

Exam Report [Preview](#)

User Test Certificate [Preview](#)

Changes have been saved [Save](#)

Linked Accounts

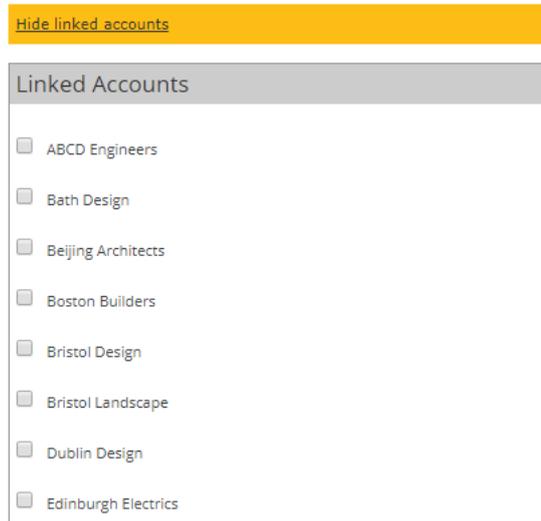
If you have two or more accounts, you can assign **Settings** changes across multiple accounts at the same time.

Click on the **Show linked accounts** link in the orange bar.



Show linked accounts

Select the account(s) you want to be included in your Settings update and hit the **Save** button to register your changes.



The screenshot shows a user interface for managing linked accounts. At the top, there is a yellow bar with the text "Hide linked accounts" in a smaller font. Below this is a grey header bar with the text "Linked Accounts". Underneath the header is a list of account names, each preceded by a small square checkbox. The accounts listed are: ABCD Engineers, Bath Design, Beijing Architects, Boston Builders, Bristol Design, Bristol Landscape, Dublin Design, and Edinburgh Electrics.

Hide linked accounts

Linked Accounts

- ABCD Engineers
- Bath Design
- Beijing Architects
- Boston Builders
- Bristol Design
- Bristol Landscape
- Dublin Design
- Edinburgh Electrics