

Branding Setup

Branding Setup Guide

Access Branding Settings

Log in to your instance admin panel. Navigate to Admin then Branding.

Available Customizations

Organization Name: Displayed in navigation bar and all emails. Primary Color: Main brand color used in headers, buttons, and accents. Accent Color: Secondary brand color used for highlights and secondary actions. Logo URL: Your organizations logo, displayed in the top-left of the navigation bar. Font Family: Typography used throughout the app. Tagline: Short description shown on your landing page. Email Templates: Customize welcome emails, notifications, and reminders.

Applying Changes

All branding changes apply immediately across your instance. Users will see updates on their next page load or refresh.

Logo Requirements

Format: PNG or SVG with transparent background. Dimensions: 200x60 pixels recommended. Maximum file size: 500 KB. Host the logo on a publicly accessible URL.

Color Guidelines

Use hex format (e.g. 1a2332). Ensure sufficient contrast for accessibility. Test colors on both light and dark backgrounds.

Support

For branding assistance, contact support@myworkforceteamtechnology.com.