



GRADLEADERS

Admin User Interface

Your GradLeaders Career Center admin user interface (UI) has a new design. While the function remains the same, the look is different. Here's what you need to know:

BANNERS/LOGOS

Banners are not compatible with the new design, your school logo is used instead.

Existing branding (logo & color) is updated automatically.

To change your logo, send image to support@gradleaders.com.

Logos should be in .jpg, .png or .gif format and sized at 350 x 100 px. White or transparent backgrounds are recommended.

MENUS

Menus are "sticky." Instead of a hover/rollover, click the menu item to expand. It will stay open when you move your mouse.

ADMIN DASHBOARD

Sections are not compatible with the new design. The admin dashboard functions like the student/employer dashboard.

Widgets that displayed top to bottom are arranged left to right. Your dashboard widgets stack and re-position based on screen size.

To modify widget placement, submit a request to support@gradleaders.com.

Widget header text matches your theme color. Header background color is standardized using hex color #F7F7F7.

ACTIVITY LOG

Some areas are much easier to navigate. For example, the Student Activity Log provides more flexibility with navigation and selections.

The screenshot displays the GradLeaders Admin User Interface for a user named Sam. The interface includes a navigation menu with options like Candidates, Company List, Job Postings, and Events & Interviews. A dropdown menu for Job Postings is open, showing options like Job File, Advanced Search, and Saved Searches & Agents. The main dashboard area contains several widgets: a 'MultiPost Stats Admin Widget' showing job statistics, a 'Delivery/Open Rate' donut chart (79% Opened, 21% Delivered, Not Opened), 'Today's Company Events' table, 'Outlook Sync' section, 'Document Approval Queue', 'Advising Appointment Details', 'Job File Management', and 'Resume Book Management'. A 'Custom Message' sidebar on the right lists various system messages and training videos. At the bottom, an 'Activity Log' widget shows a list of transactions with checkboxes for selection and filters for transaction types.



NEED HELP?

Our support team is available to answer your via live chat! Click the chat icon in the bottom right to begin.