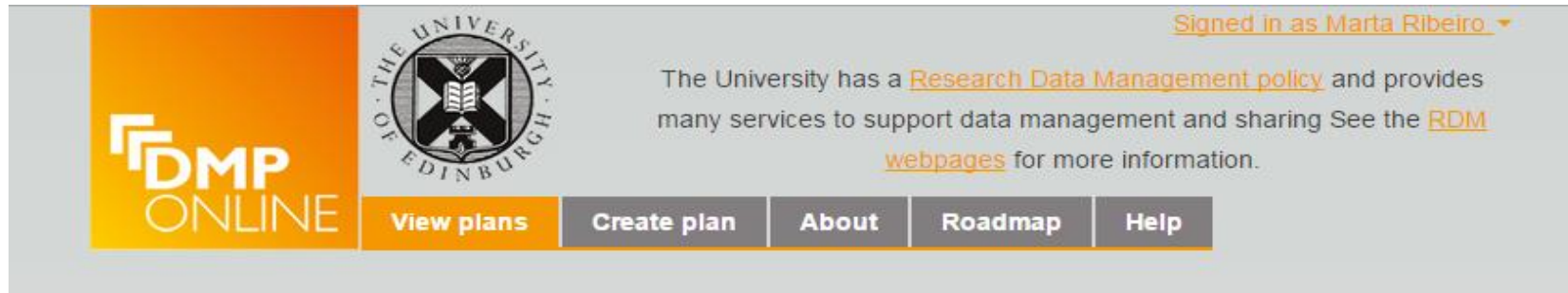**DMPonline Technical Note**

D|C|C

Title	Customise DMPonline tool with institutional branding
Description	Institutional branding allows organisations to customise the top banner on DMPonline tool as follows: - Add a paragraph of text containing useful links and/or email addresses to support users; - Add the organisation logo.
Date of Issue	11 August 2015

To clarify any of the issues covered, please contact the DMPonline team by email at dmponline@dcc.ac.uk

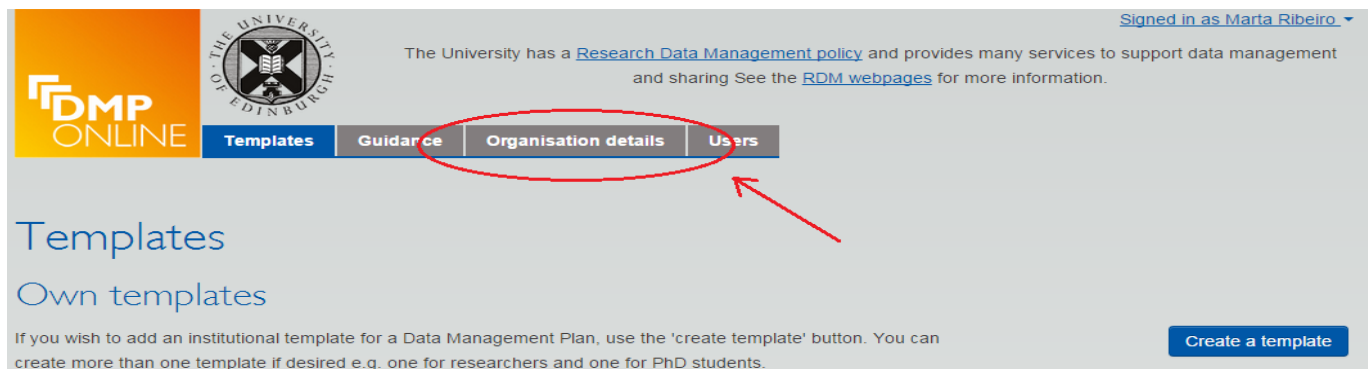**DMPonline Technical Note**

DCC

Scope

Users find it more reassuring when they use a system that is endorsed by their employee. DMPonline allows organisational administrators to customise the tool by:

- Adding text to the top banner, which will be always present while users are sign in;
- Adding a logo to the top banner.

To enter text on the top banner

Step 1: An organisation administrator needs to sign in and select 'Organisation details'

Step 2: Select 'Edit' to enter or alter the organisation details.

Step 3: Enter text in the 'Top banner text' field and click 'Save'.

Note - there is a limit of 165 characters. This is to make sure the dynamic resizing of the page works.

To enter a link or an emails address, select the link icon 🔗 .

Note - to enter an email address, write in the Url field 'mailto:' before the email address i.e. mailto:example@dcc.ac.uk and select 'ok'.

Insert link   ✖

Url	mailto:example@dcc.ac.uk
Text to display	
Title	

Ok   Cancel

DMPonline Technical Note

To enter an organisation logo

To enter an organisation's logo please email dmponline@dcc.ac.uk with an attached copy of the organisation logo and the support team will add it. This feature will be changing in the next release to enable administrators to upload the logo by themselves, via admin interface.

Feedback

The features included in this release have been tested both during development and by some of our DMPonline users. We are committed to ensuring that DMPonline delivers a quality service to our users. Please let us know of any problems you encounter with this release so that we can work to fix them. You can give feedback and report problems to the DMPonline team by email to dmponline@dcc.ac.uk , or by registering issues via our DMPonline GitHub at https://github.com/DigitalCurationCentre/DMPonline_v4 .