



QUICK GUIDE

How to setup an uQualio® Branding Site

Setup your Site (with your company's own branding profile)

If you setup a 'Site' this page will be the landing page from where you can find all your courses. You can also decide to deactivate the Branding Site so that your courses can only be found by link.

In the left navigation bar, you choose 'My Site' and Branding.

The page you land on is a 'what-you-see-is what-you-get' page.



First you choose what kind of 'Branding Site Type' you want.

- Public (icon earth) means that it is open to anyone who has a link to the page
- Private (icon lock) – means that it is only open to invited people
- No Site! Means that no Branding site is made or shown anywhere

You can now personalize the rest of your Site to suit your branding style by adding pictures and text.

You can always preview the result by pressing the button in the top right corner.

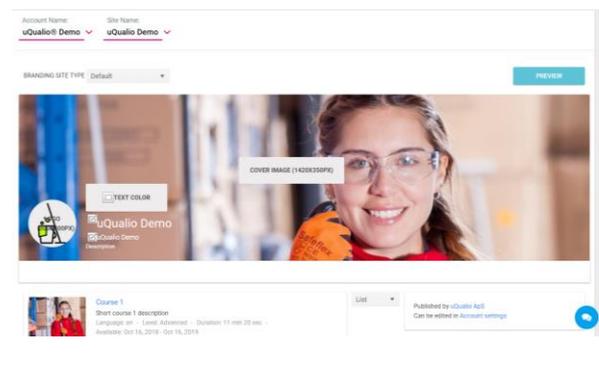
BRANDING SITE TYPE

PREVIEW

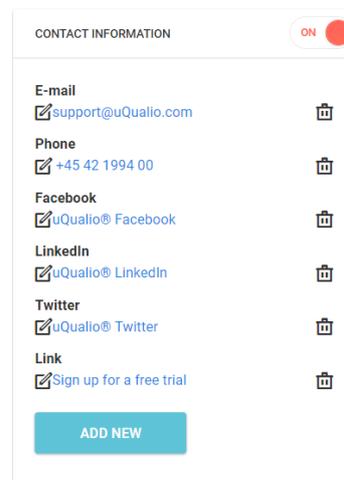
First you add a cover picture and your logo.
Then you decide a title for your site, and a subtitle (it could be your tagline or a description of you site)

Change name, add pictures & logo and add a description of your site e.g. your organization and what the purpose of the site is. The page automatically saves.

And add a company video if relevant.



The branding site is also where you add your address, website, telephone and other contact info if relevant – example



Under the other tabs in the left navigation bar you can find the following:

‘Site Images’:

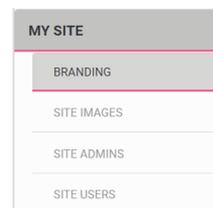
Allows you an overview and to edit all of your account and site images.

‘Site Admins’:

Shows an overview of your Site Admins and this is also where you can add admins. Note that you must upgrade your subscription to add more admins.

‘Site Users’:

Shows a list of all active users who have participated in one or more of the courses on the site and have accepted your terms for further contact.



You have now made your landing/branding Site

Support

You can find answers to Frequently Asked Questions on: <https://www.uqualio.com/faq.html>

You can chat with our support using the blue chat button



Sales Contact

If you want to use it for your company's videos, contact sales on mail: Sales@uQualio.com

uQualio® Website

Web: www.uQualio.com