

Control Panel

The **Control Panel Layer** allows you to administer the Platform experience for your users. The administrative tools are organized into Tabs that you will see on the left side navigation within the Control Panel Layer. Those tabs include:

- **My Settings** - This tab contains preference settings for choosing your default homepage within the Platform, changing your password, and subscribing to Notifications.
- **Manage Users** – This tab contains all of the user administrative tools. These tools allow you to create or deactivate user accounts and control what each user has access to within the Platform.
- **Manage Platform** – This tab contains all of the platform administrative tools. These tools include the Code Mapping and Mobile App administration.

Access to certain functions of the Control Panel is limited to users that have been given access to the tool(s) within Control Panel. Any user with access to the Manage User tab of the Control Panel can provide other users with access as required. There is no limit to the number of users that can have access, but it is suggested that access only be provided to those who require access to support their role within your organization.

The screenshot shows the 'My Settings' page in the Western University Control Panel. The page is divided into several sections:

- Header:** Western University logo on the left. On the right, a navigation bar with tabs: CONSOLE (active), ADVANCEMENT, ACADEMIC, DONOR, MAJOR DONOR, and TARGETER. A 'Reeher Customer Care' link is also present.
- Left Sidebar:** A list of navigation items: My Settings (active), Preferences, Manage Users, Manage Platform, Donor Discovery Settings, and Class Agent Settings.
- Main Content Area:**
 - My Settings:** A section header with a settings icon.
 - Login Preferences:** A section header.
 - Default Home Page:** A dropdown menu currently set to 'Console'.
 - Change password:** A section with password hints and a form to change the password. The hints state: 'Make sure that your new password is memorable for you but difficult for others to guess. Do not use a password that you have used in the past. Your new password must be at least 8 characters in length. Your new password must contain at least two special characters, upper-case characters and/or numbers. Your new password must contain at least 6 different characters.' The form has fields for 'Existing password', 'New password', and 'Confirm new password'.
 - User Role:** A section header.
 - Selected Role:** A dropdown menu currently set to 'Advancement Services - IT'.
 - Interests:** A section with a list of interests: 'Annual Giving' and 'Alumni Relations' (checked).