

Customizing Pivot Gallery for Your Institution

This page is intended only for users who have administrative permissions.

Pivot Gallery™ is a customizable public website where an institution can quickly and easily promote its research talent and their work to the world.

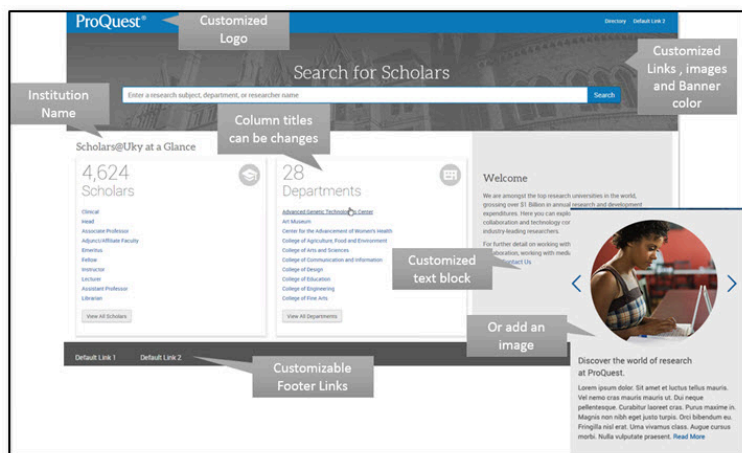
This page will step Pivot Gallery subscribers through the process of customizing their website.

Introduction

Starting with the Home Page, an institution can update the Look & Feel of their site to mirror their institution.

The following items can be customized by an administrator:

- Logo
- Top navigation links
- The header band links
- The footer band
- Site tag
- Background image in the search bar
- Overall color schemes
- Column headers within the page
- Welcome text and image options

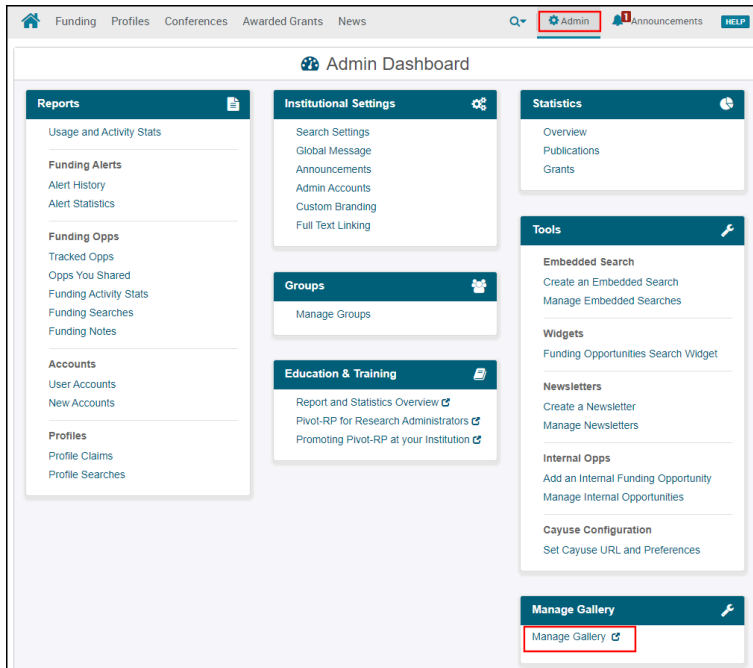


Pivot Gallery Home Page

Making Changes to Pivot Gallery

Selecting Admin opens the **Admin Dashboard**. You can make changes to your Pivot Gallery website by selecting the

Manage Gallery link.



Admin Dashboard

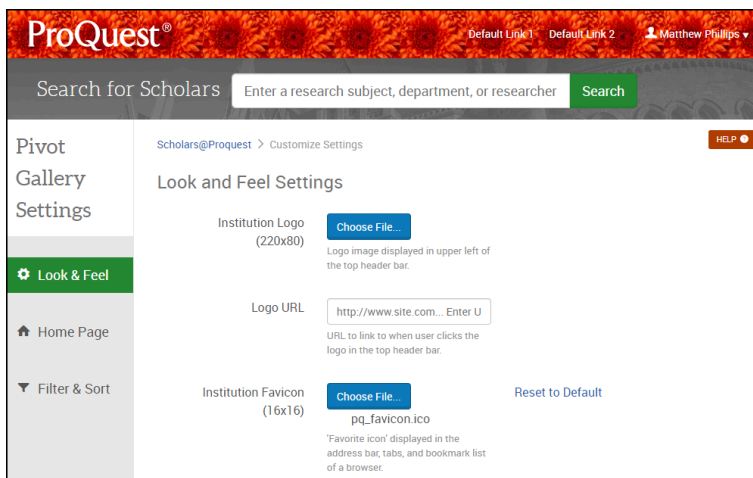
Managing Pivot Gallery Settings

There are three sections to managing Pivot Gallery.

- Look & Feel
- Home Page
- Filter & Sort

Look & Feel

On the Look & Feel tab, you can set the color, add your logo and images and **Preview** before saving. Selecting **Save** automatically updates your changes on your Pivot Gallery site.



Look & Feel Tab

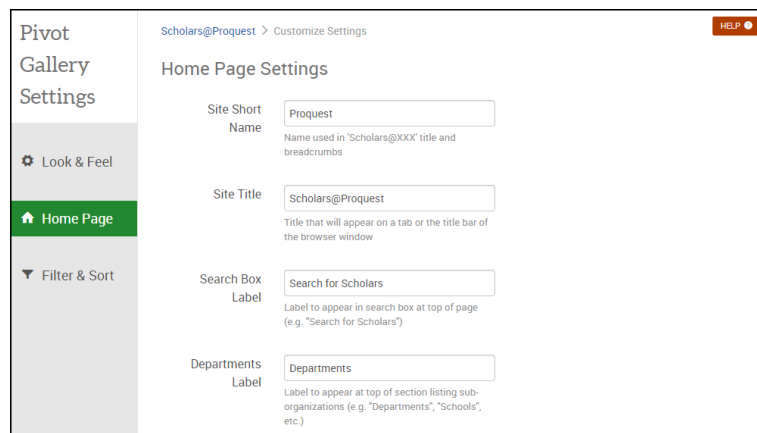
Items to select on this page include:

- Logo
- Website links
- Fab Icon
- Background header colors
- Background information bar
- Header and footer links,

Tip: work with your internal marketing or graphics department to receive the recommendation sized images and color pallets for the look and feel section. It will save you a lot of time.*

Home Page

On the Home Page tab, you can configure your site short name, site title, labels, and set the scholar roles in the order you choose.



The screenshot shows the 'Home Page Settings' configuration page. On the left is a navigation sidebar with 'Home Page' selected. The main content area has a breadcrumb 'Scholars@Proquest > Customize Settings' and a 'HELP' button. The settings are as follows:

Field	Value	Description
Site Short Name	Proquest	Name used in 'Scholars@XXX' title and breadcrumbs
Site Title	Scholars@Proquest	Title that will appear on a tab or the title bar of the browser window
Search Box Label	Search for Scholars	Label to appear in search box at top of page (e.g. "Search for Scholars")
Departments Label	Departments	Label to appear at top of section listing sub-organizations (e.g. "Departments", "Schools", etc.)

Home Page Tab

Selecting **Reload Page** automatically updates your changes on your Pivot Gallery site.

Items to select on this page include:

- Site short name – the name you see above the columns on the right
- Site titles
- Column titles – example Scholar and Department
- Welcome text and images
- Role Order - Under the Scholar section (first column) you can move the roles in order you like using a drag and drop functionality

Filter & Sort

On the Filter & Sort tab, you can set which roles you want displayed on your website. You can easily remove roles that you do not want listed by checking them off. These will also not appear in any search. In addition, you can set you Profiles to display in either relevancy or alphabetically.

Selecting **Save** automatically updates your changes on your Pivot Gallery site.

The screenshot shows the 'Filter & Sort Settings' page in the Pivot Gallery interface. The left sidebar contains navigation options: 'Look & Feel', 'Home Page', and 'Filter & Sort' (which is highlighted in green). The main content area is titled 'Filter & Sort Settings' and includes a 'HELP' button in the top right corner. Below the title, there are two sections: 'Exclude Roles' and 'Default Sort Order'. The 'Exclude Roles' section has a sub-header 'The roles to exclude from the searches and lists throughout Gallery' and a list of roles with checkboxes. 'Assistant Professor' is checked, while all other roles are unchecked. The 'Default Sort Order' section has a sub-header 'The default sort order of Gallery search results' and two radio button options: 'Name' (selected) and 'Relevance'. At the bottom of the 'Exclude Roles' list are 'Reset to Default' and 'Preview' buttons.

Pivot Gallery Settings

Scholars@Proquest > Customize Settings

HELP

Filter & Sort Settings

Exclude Roles

The roles to exclude from the searches and lists throughout Gallery

- Head
- Professor
- Assistant Professor
- Associate Professor
- Adjunct/Affiliate Faculty
- Researcher
- Clinical
- Emeritus
- Instructor
- Lecturer
- Fellow
- Consultant
- Librarian
- Postdoc
- Reader
- Graduate Student
- Undergraduate Student

Reset to Default Preview

Default Sort Order

The default sort order of Gallery search results

- Name
- Relevance

Filter & Sort Tab

Related Articles

[Searching-in-Pivot-Gallery](#)

Date Created: 2017-10-10 - This document is intended to walk you through the three different ways to search in Pivot Gallery.