

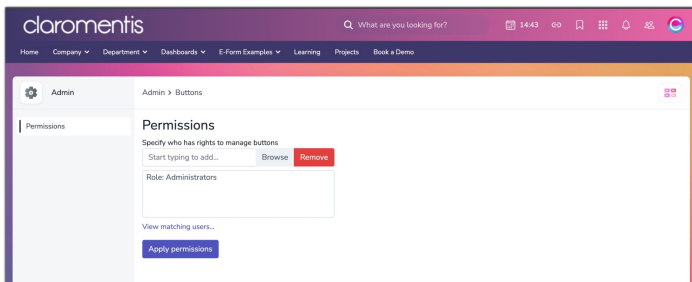


## Buttons: Admin Overview

The administrative set up of Buttons is very simple and only has one control - who can manage Buttons i.e. create, edit and remove them.

An [Application Administrator](#) can navigate to **Admin > Buttons**

Any user(s) added to this permissions box can manage Buttons from the front end of the application.



Generally, only administrators will be given the ability to create and manage Buttons, however, if you have the sort of company environment where users can be trusted to make these and share with others there is the option to do this by giving more users this ability.

Button managers can create new ones on the front end as well as update those existing.

They can change the Button properties style, colours, image and permissions.

The screenshot displays the 'Buttons' configuration tool. On the left, a grid of various icons is available for selection, each with a label such as 'Announcements', 'Badges', 'Basecamp', 'Book a demo', 'Business Proc...', 'Buttons', 'Claromentis S...', 'Company Eve...', 'Design Share...', 'Documents', 'Drive', 'E-forms', 'E-Learning', 'Employees W...', 'Getting help f...', 'Gmail', 'Health & Safe...', 'Health & Safe...', 'Holiday Plan...', 'Human Reso...', 'Human Reso...', 'Internal Proc...', 'Internal Proc...', 'ISO9001 & IS...', 'ISO9001 & IS...', 'Knowledge B...', 'Marketing As...', 'More informa...', 'New Hire Hub', 'News', 'Office365', 'Onboarding T...', 'Open Surveys', 'Pages', 'Payroll', 'Policy Manager', 'Polls & Surve...', 'Pricing', 'Recent Temp...', 'Slack', 'Statistics', 'Submit a Req...', 'Submit Incide...', 'Thank You', 'Timesheets', and 'Trello'. The right pane shows the configuration for a button titled 'Claromentis SharePoint'. It includes a search bar, a URL field containing 'https://claromentis1td.sharepoint.com/sites/Claromem', a checked 'Open link in new tab' option, a 'Tooltip' section with an unchecked 'Add tooltip to button' checkbox, an 'Icon / Image' section with radio buttons for 'Use an icon' (selected) and 'Use an image', a grid of social media and utility icons, an 'Icon & Title' section with a 'Background' color picker set to '#3382cc', a 'Tags' section with a text input and a list of 'popular tags' including 'intranet', 'claromentis', 'microsoft', 'excel', and 'social', a 'Permissions' section with a 'Start typing to add...' input and a 'Remove' button, and a 'View matching users' button. At the bottom of the right pane are 'Save' and 'Cancel' buttons.

**Please note:** Permissions for Buttons means those users will be able to see it when placed on a Page. make sure the same users also have permissions to view the pages the Buttons are placed on!