



# DragonForce Academy

## Icon Management

DFA-520

# Icon Management

Each DragonForce deployment may configure its own icon palette. These icon palettes may also be individualized for each department within a deployment. The icon palette can be managed by an administrator in the department administration Web interface. A user must have administrator permissions to access the icon management tool.

Administrators can also upload their own imagery to use as icons. These icons must be 40x40 pixels in size and it is recommended that they are in PNG file format, however JPG and GIF are also supported.

This document will show you how to manage your systems icon palette and demonstrate how to upload your own icon.



# Icon Palette Manager

To access the icon palette manager you must be in the department administration interface in the Web App.



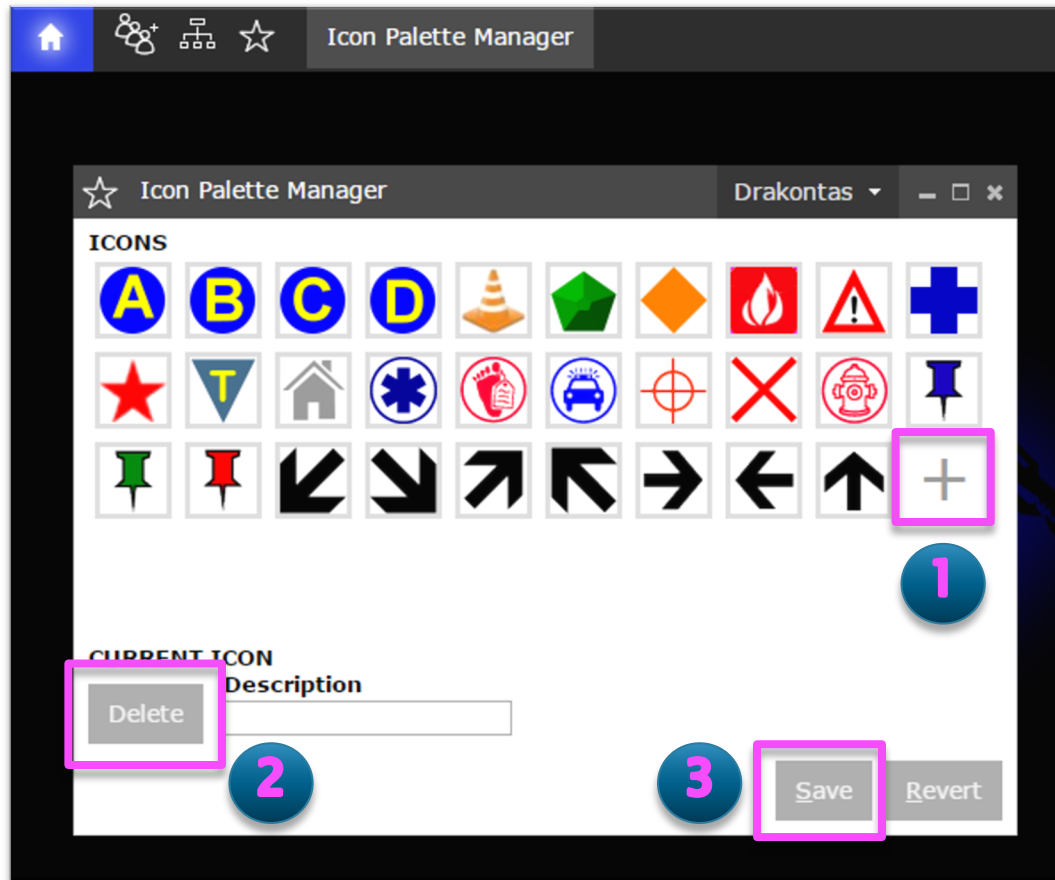
To open the “Icon Palette Manager” window, click the icon in the menu bar (1).

To change the presentation order of the icons, click and drag the icon to its desired location.

To rename an icon, select the icon you wish to edit and change the text in the “Description” box (2).

To commit the changes, select “Save” (3).

# Adding and Deleting Icons



To add a new icon, click the plus “(+)” button (1) at the end of the icon list. You will be instructed to name the icon and upload the file. Make sure to follow all icon guidelines for optimal results.

To delete an icon, choose the icon you wish to delete and click “Delete” (2).

To commit these changes, click “Save” (3).



Find additional documentation in the DragonForce Academy:  
<http://www.Drakontas.com/academy>

To make a support request, please visit:  
<http://support.Drakontas.com>

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