

Updating Module Names in Engagifii Workspace

Want to change the name of a particular module? Here's how!

14 Steps [View most recent version](#) 

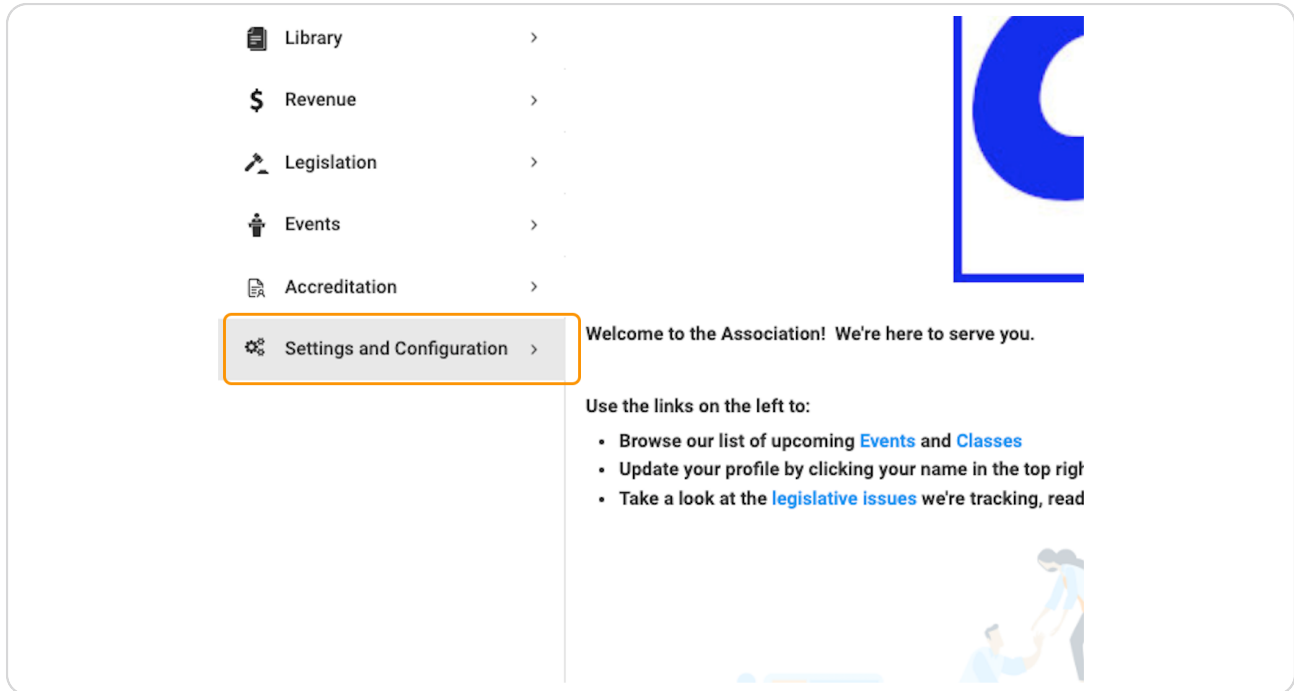
Created by
Engagifii Inc.

Creation Date
October 6, 2023

Last Updated
October 6, 2023

STEP 1

Click on Settings and Configuration

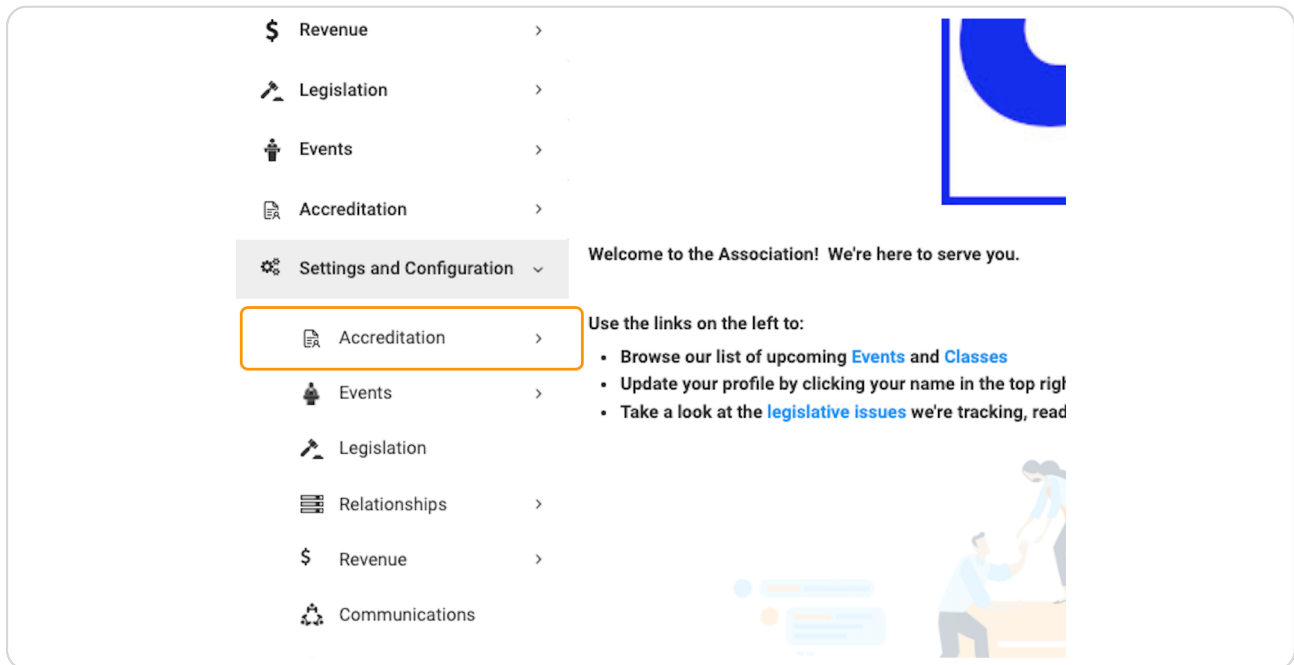


Updating the Accreditation module name

3 Steps

STEP 2

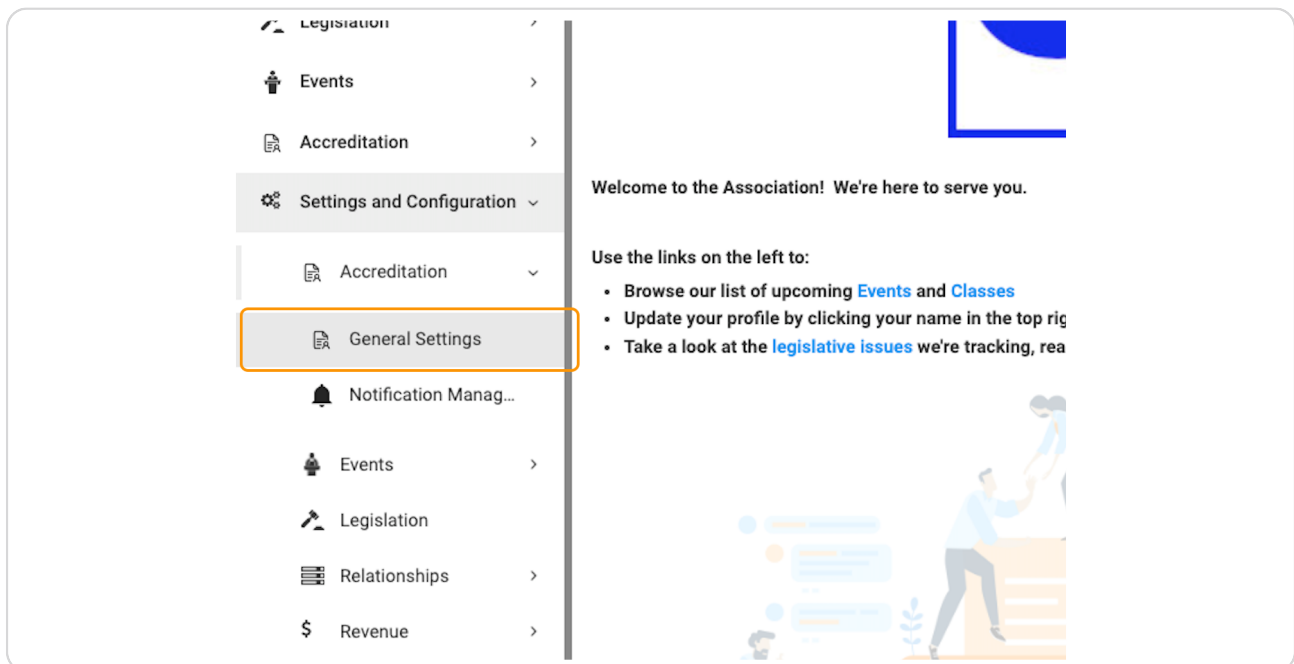
Click on Accreditation



The screenshot shows a sidebar navigation menu on the left with the following items: Revenue, Legislation, Events, Accreditation, Settings and Configuration (expanded), Accreditation (highlighted with an orange box), Events, Legislation, Relationships, Revenue, and Communications. The main content area on the right displays a welcome message: "Welcome to the Association! We're here to serve you." Below this, it says "Use the links on the left to:" followed by a list of instructions: "Browse our list of upcoming Events and Classes", "Update your profile by clicking your name in the top right", and "Take a look at the legislative issues we're tracking, read". An illustration of a person at a desk is visible in the bottom right corner.

STEP 3

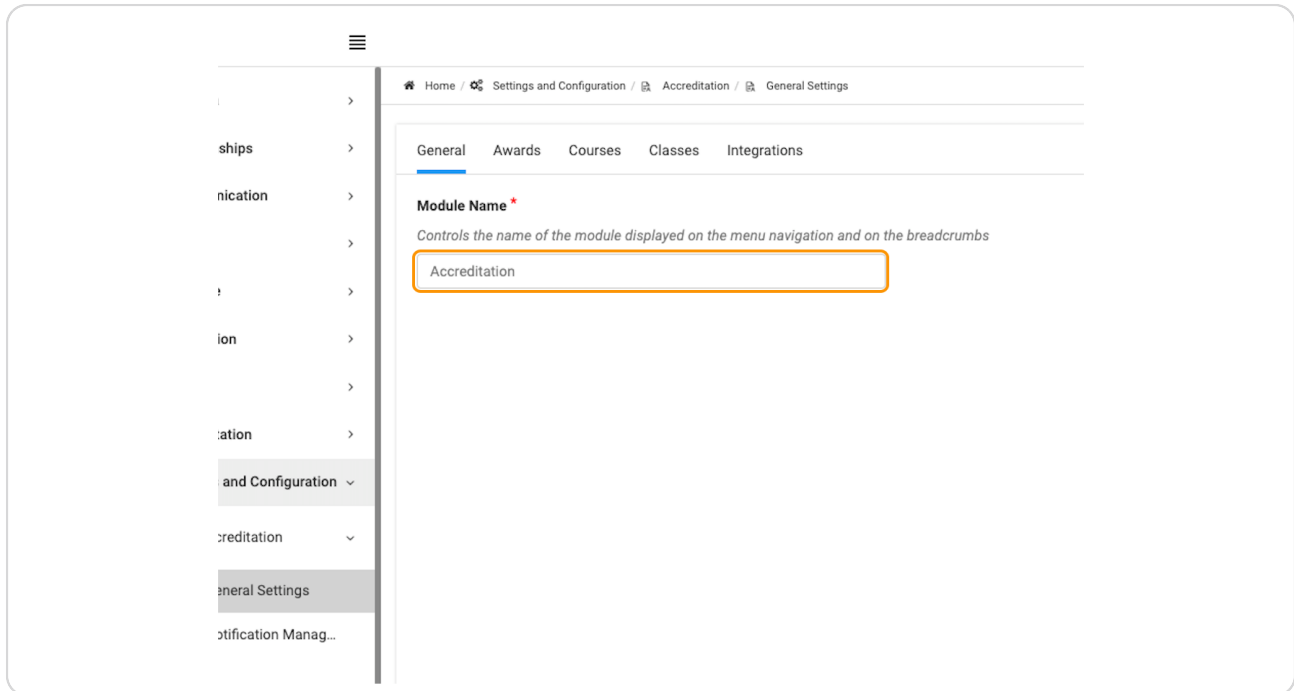
Click on General Settings



The screenshot shows the same sidebar navigation menu as in Step 2, but with "General Settings" highlighted under the expanded "Settings and Configuration" menu. The main content area on the right remains the same, displaying the welcome message and the list of instructions: "Use the links on the left to:", "Browse our list of upcoming Events and Classes", "Update your profile by clicking your name in the top right", and "Take a look at the legislative issues we're tracking, read". The illustration of a person at a desk is also present in the bottom right corner.

STEP 4

Click on Module Name field and add the new name



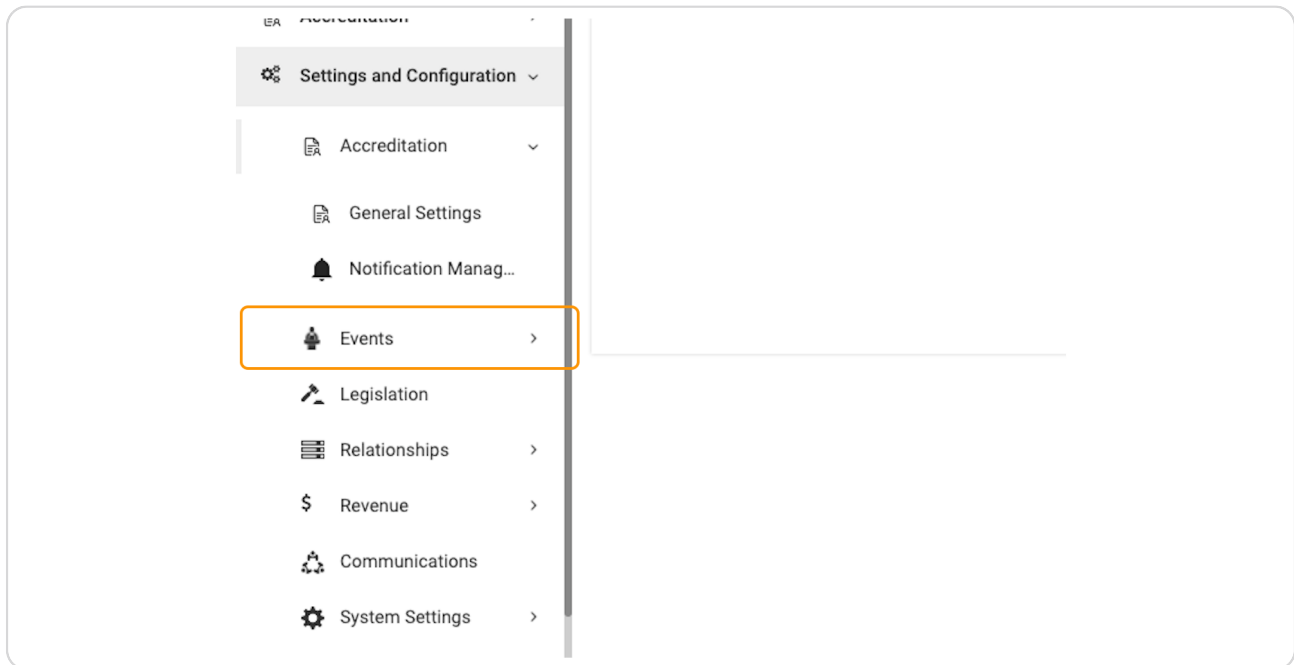
The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a menu with items like 'ships', 'nication', '!', 'ion', 'ation', 'and Configuration', 'reditation', 'eneral Settings', and 'tification Manag...'. The main content area has a breadcrumb trail: 'Home / Settings and Configuration / Accreditation / General Settings'. Below the breadcrumb, there are tabs for 'General', 'Awards', 'Courses', 'Classes', and 'Integrations'. The 'General' tab is active. Underneath, the heading 'Module Name *' is followed by the description 'Controls the name of the module displayed on the menu navigation and on the breadcrumbs'. A text input field containing the word 'Accreditation' is highlighted with an orange border.

Updating the Events module name

3 Steps

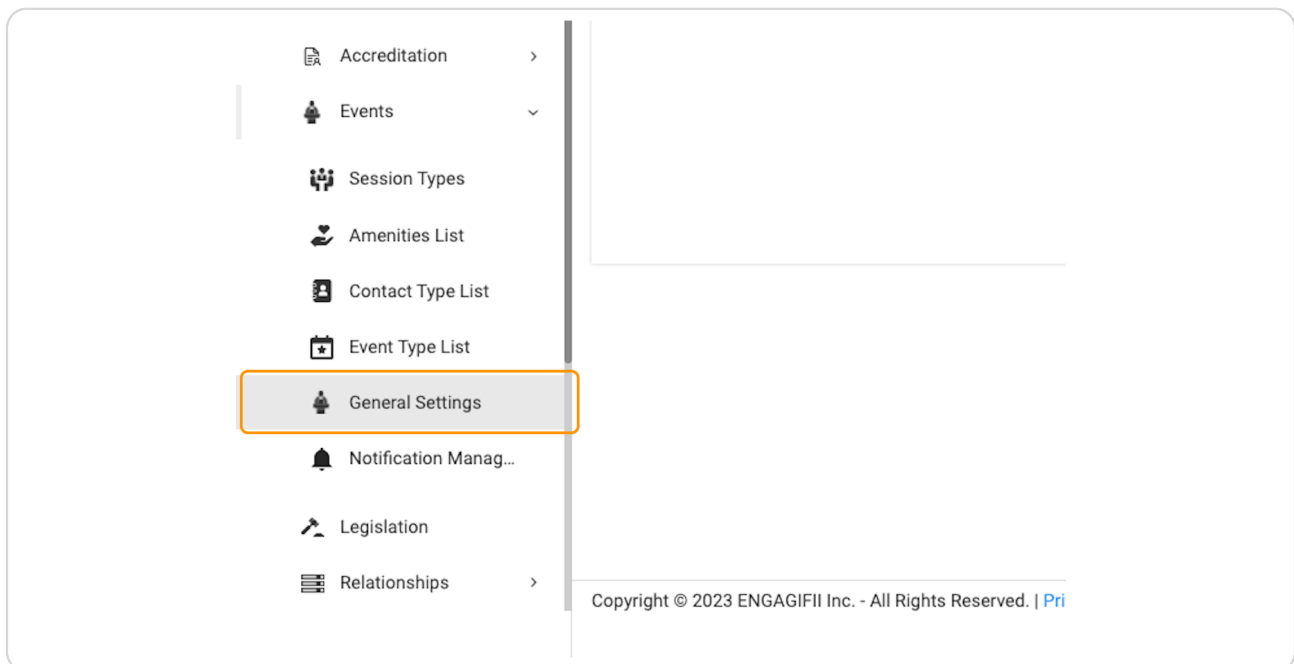
STEP 5

Click on Events



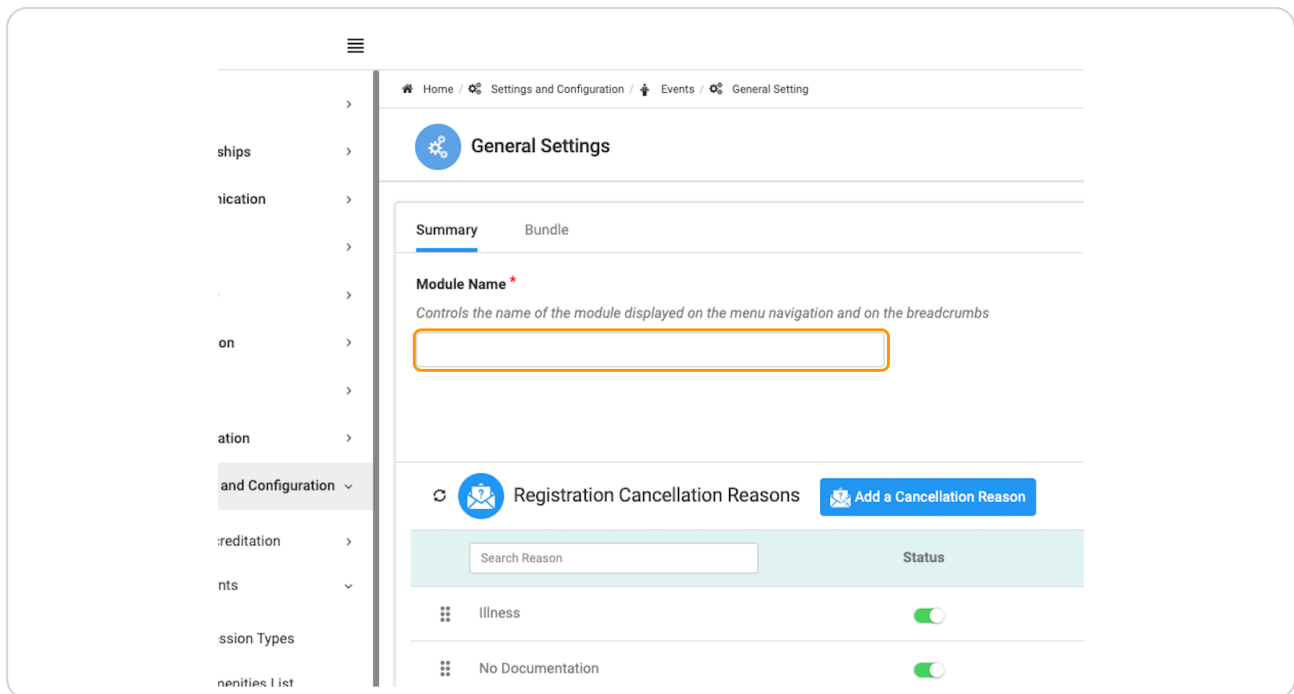
STEP 6

Click on General Settings



STEP 7

Click on the Module Name field and update



The screenshot shows the 'General Settings' page for the 'Registration Cancellation Reasons' module. The breadcrumb trail is 'Home / Settings and Configuration / Events / General Setting'. The page has two tabs: 'Summary' (selected) and 'Bundle'. The 'Module Name' field is highlighted with an orange border. Below it, there is a section for 'Registration Cancellation Reasons' with a search bar and a table of reasons.

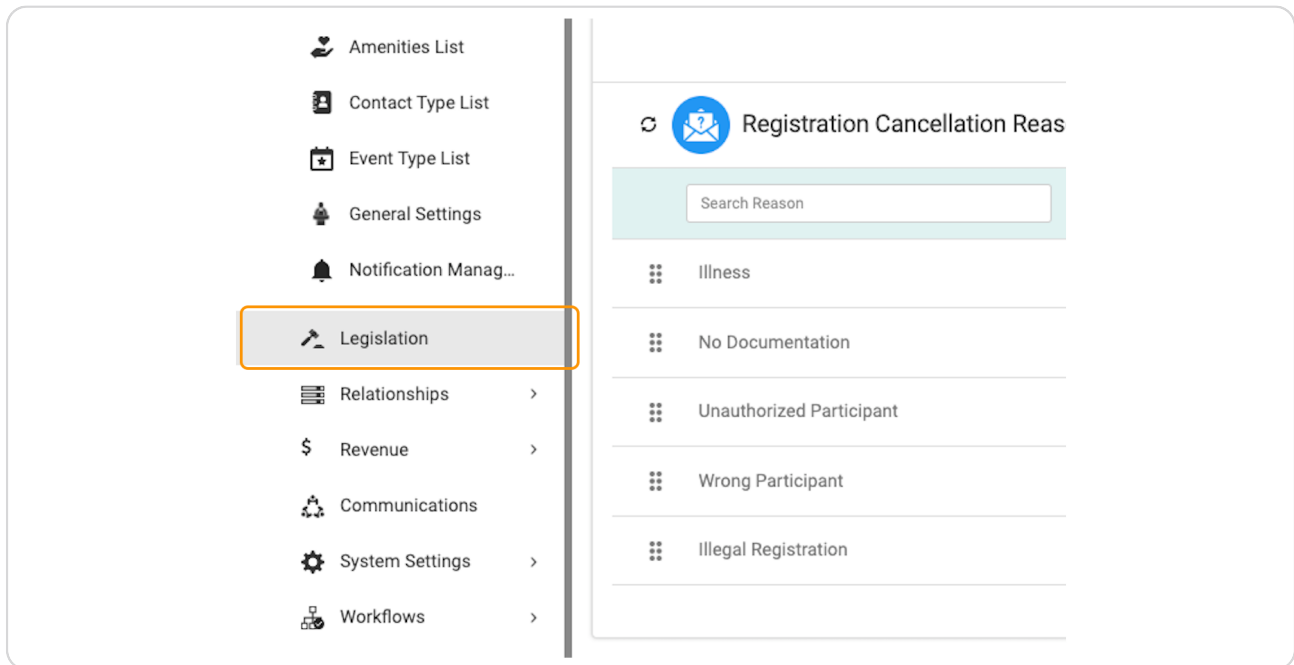
Search Reason	Status
Illness	<input checked="" type="checkbox"/>
No Documentation	<input checked="" type="checkbox"/>

Updating the Legislation module name

2 Steps

STEP 8

Click on Legislation



The screenshot shows the Engagifii settings interface. On the left, a vertical navigation menu lists various settings categories. The 'Legislation' item is highlighted with an orange border. On the right, the 'Registration Cancellation Reasons' page is displayed, featuring a search bar and a list of reasons: Illness, No Documentation, Unauthorized Participant, Wrong Participant, and Illegal Registration.

- Amenities List
- Contact Type List
- Event Type List
- General Settings
- Notification Manag...
- Legislation**
- Relationships >
- Revenue >
- Communications
- System Settings >
- Workflows >

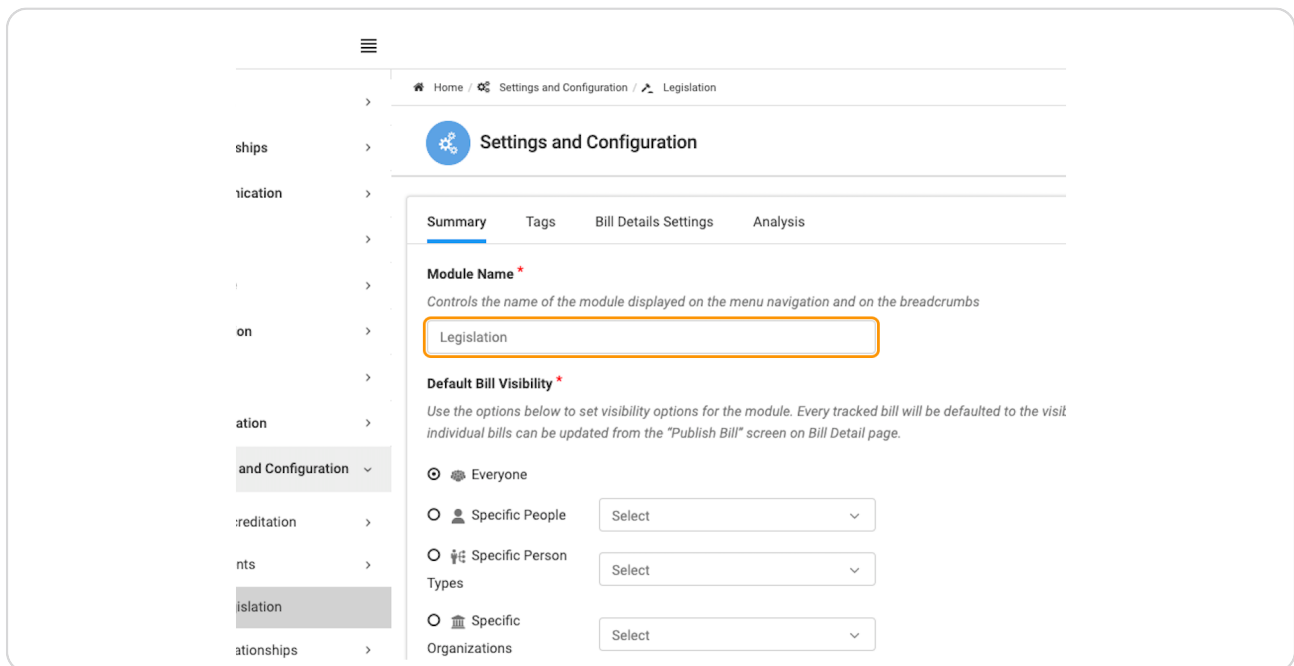
Registration Cancellation Reas

Search Reason

- Illness
- No Documentation
- Unauthorized Participant
- Wrong Participant
- Illegal Registration

STEP 9

Click on Module Name field and update



The screenshot shows the 'Settings and Configuration' page for the 'Legislation' module. The 'Module Name' field is highlighted with an orange border and contains the text 'Legislation'. Below it, the 'Default Bill Visibility' section is visible, with options for 'Everyone', 'Specific People', 'Specific Person', and 'Specific Organizations', each with a 'Select' dropdown menu.

Home / Settings and Configuration / Legislation

Settings and Configuration

Summary Tags Bill Details Settings Analysis

Module Name *
Controls the name of the module displayed on the menu navigation and on the breadcrumbs

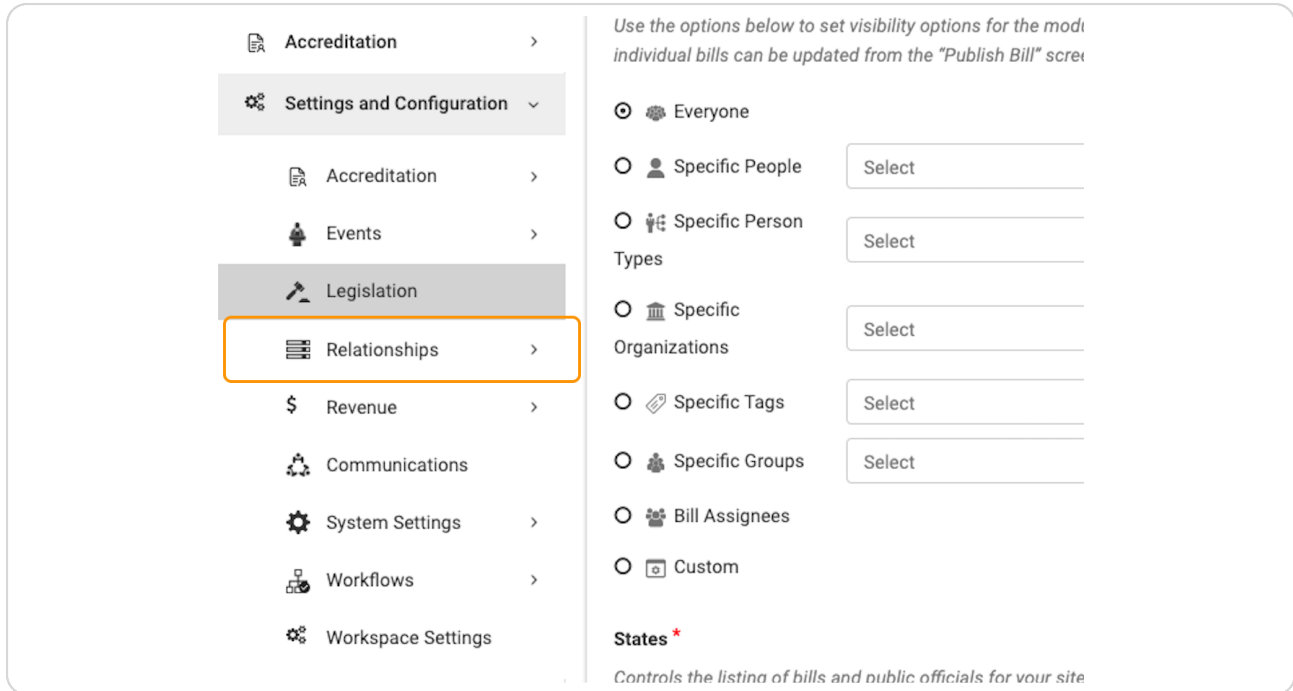
Legislation

Default Bill Visibility *
Use the options below to set visibility options for the module. Every tracked bill will be defaulted to the visible individual bills can be updated from the "Publish Bill" screen on Bill Detail page.

- Everyone
- Specific People
- Specific Person
- Specific Organizations

STEP 10

Click on Relationships



The screenshot shows a navigation menu on the left with the following items: Accreditation, Settings and Configuration, Accreditation, Events, Legislation, Relationships (highlighted with an orange box), Revenue, Communications, System Settings, Workflows, and Workspace Settings. The right sidebar contains the following content:

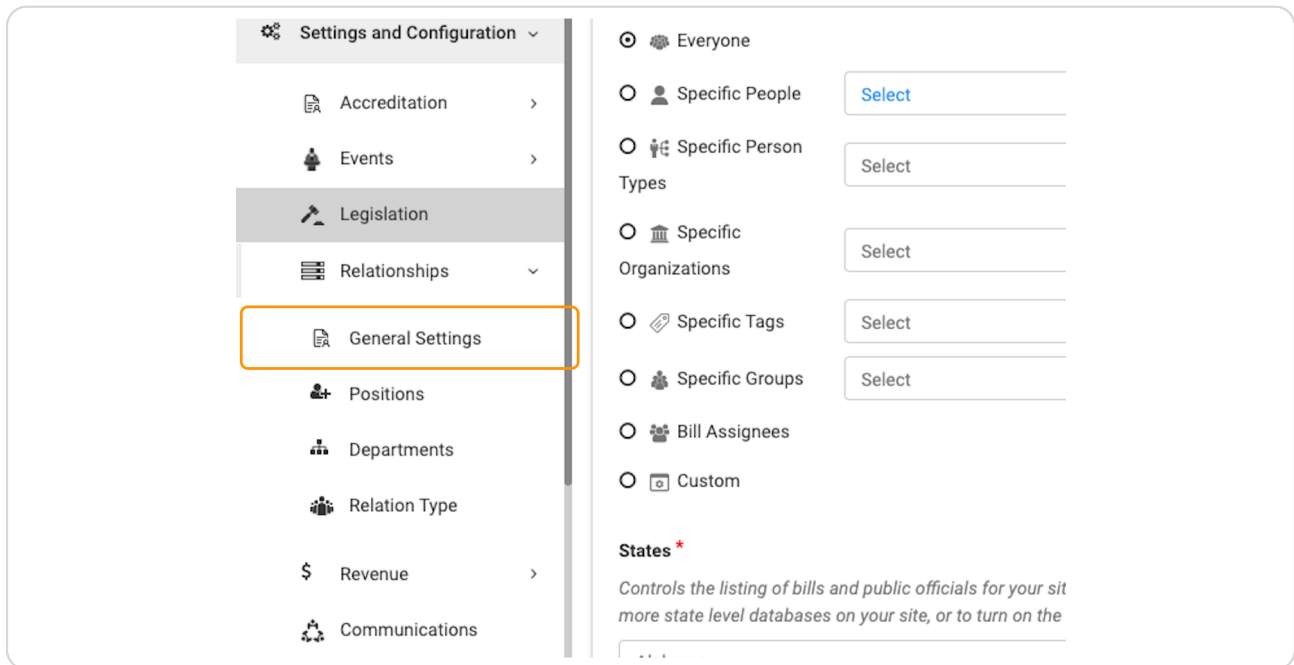
Use the options below to set visibility options for the module. Individual bills can be updated from the "Publish Bill" screen.

- Everyone
- Specific People
- Specific Person Types
- Specific Organizations
- Specific Tags
- Specific Groups
- Bill Assignees
- Custom

States *
Controls the listing of bills and public officials for your site

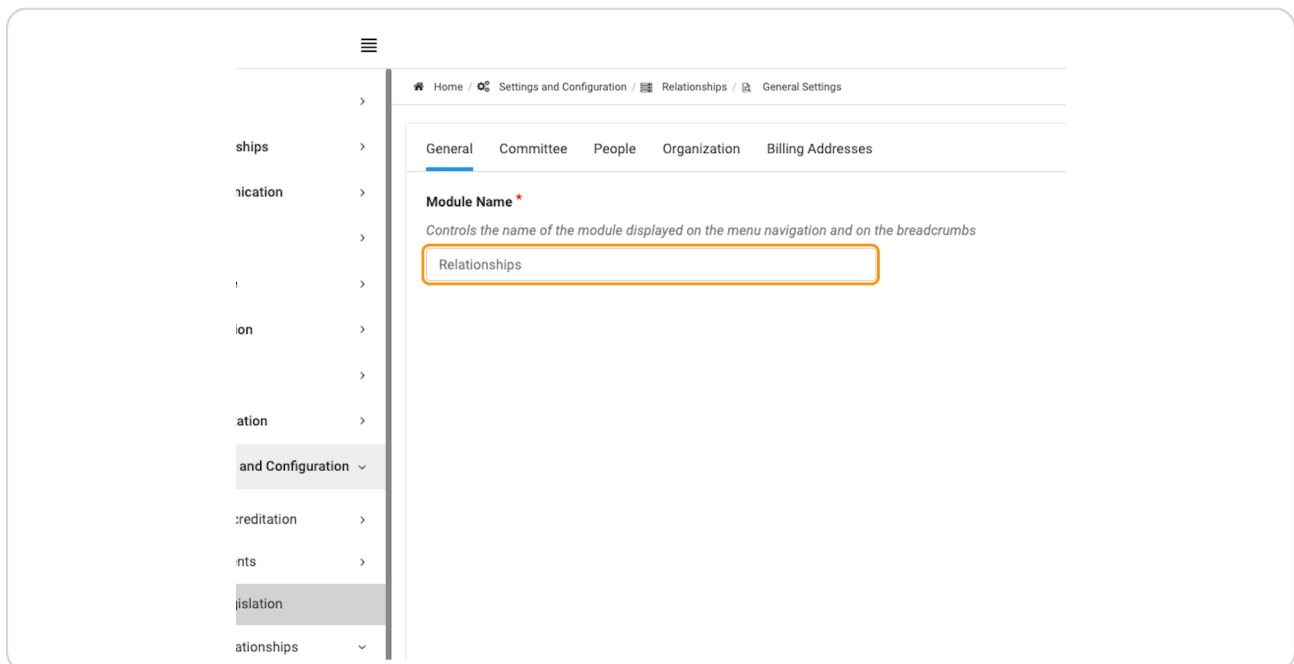
STEP 11

Click on General Settings



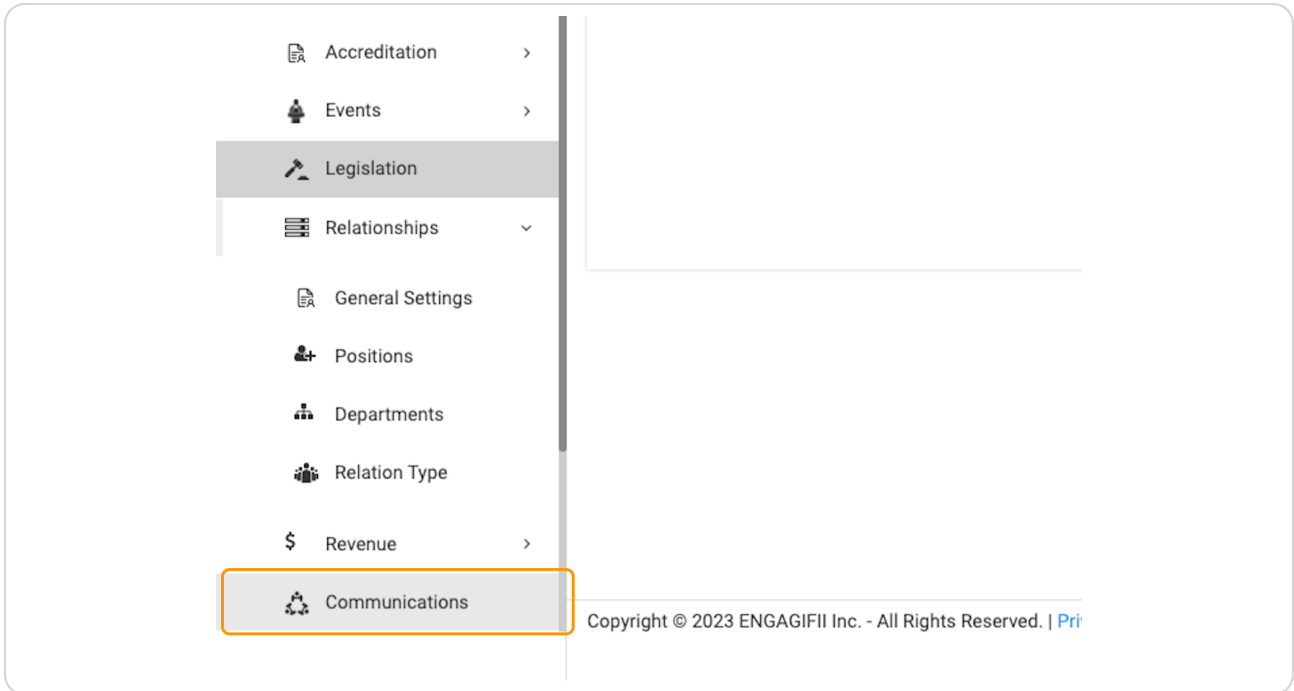
STEP 12

Click on Module Name field and update



STEP 13

Click on Communications



STEP 14

Click on Module Name field and update

communications something else in your Engagifii workspace?

in referring to one of them?

em when referring to multiple of them?

