empower® Admin Center

RELEASE 9.7

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Introduction

With the help of the empower® Admin Center, you can easily administer your company-wide empower® Setup and perform necessary changes regarding the behavior of the empower® Components.

Access to the empower® Admin Center

Different Admin Roles

For Administrators

In order to access the empower® Admin Center, it is required for the user to have admin permissions in empower®. If you have not been granted admin permissions, only the basic overview page will be displayed (**Figure 1**).

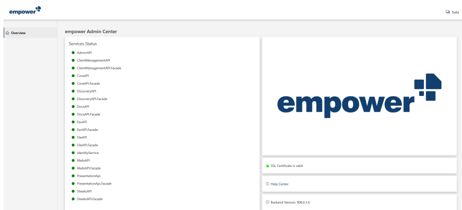


Figure 1. Basic Overview Page for Users

The following roles with different access permissions are available:

- **Customizing Admin** – Can administer corporate design settings and further software settings for empower® Components for Excel, Outlook, PowerPoint and Word.
- **Mails Customizing Admin** – Can administer corporate design settings for the empower® Component for Outlook.
- **Mails Campaign Admin** – Can administer e-mail campaigns for the empower® Component for Outlook.

Customizing Admins, *Mails Customizing Admins* and *Mails Campaign Admins* should have insights on corporate design and content requirements such as templates and single elements.

Depending on your specific admin permissions, the following sections are available:

- Overview (*Customizing Admin*)
- Configuration (*Customizing Admin*)
- First Sync Package (*Customizing Admin*)
- Customizing, exclusive sections *Mails* and *Campaigns* (*Customizing Admin*, *Mails Customizing Admin*, *Mails Campaign Admin*)
- Customizing section *Mails* (*Mails Customizing Admin*)
- Customizing section *Campaigns* (*Mails Campaign Admin*)

> If you have not been granted the required admin permissions, please contact your IT or reach out to empower® Support (**support@empowersuite.com**).

> For further information regarding the section *Overview*, see **Basic Insight**.
>
> For further information regarding the section *Configuration*, see **Configuration**.
>
> For further information regarding the section *First Sync Package*, see **First Sync Package**.
>
> For further information regarding the section *Customizing*, see **Design Settings**.

Access the empower® Admin Center

For Administrators

In the empower® Admin Center, you can make changes to the general corporate design settings for your company and adjust further software behavior.

If you are given *Customizing Admin* permissions and work on a Windows device, the option **Customizing Center** will be visible for you in the button **Help** in the empower® Ribbon.

Alternatively, the empower® Admin Center can be accessed via an individual URL that is handed over to you by empower.

> If you have not received the required URL, please contact your IT (in case of on-premises hosting or corporate cloud hosting) or reach out to empower® Support (support@empowersuite.com).

Open a browser of your choice and insert the URL. For authentication, ensure no pop-up blocker is active so that the login screen can be displayed in a new tab in your browser. If a pop-up blocker is active, you will receive a notification.

Login with your credentials and confirm with a click on the button **Sign in** (Figure 2). If a two-factor authentication is used in your company, follow all required steps to sign in.

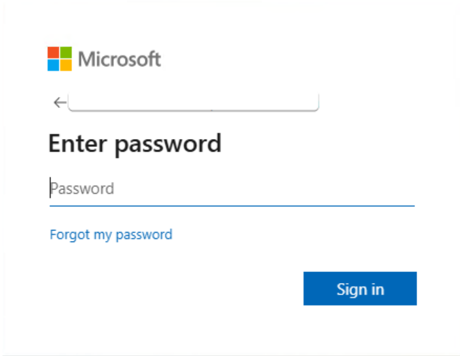


Figure 2. Example Login Window MS Entra ID

After having logged in, you are redirected to the empower® Admin Center tab in your browser where you are automatically navigated to the overview of the empower® Admin Center and can start your work (Figure 3).

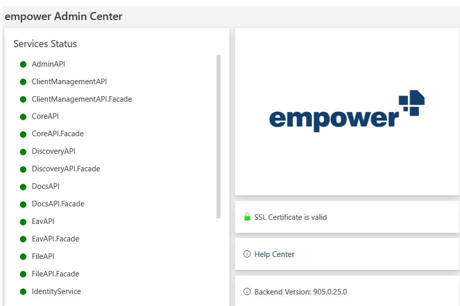


Figure 3. Overview empower® Admin Center

The user interface of the empower® Admin Center is always displayed in English. Changes to the browser language settings do not affect the empower® User Interface.

The empower® Admin Center splits the available feature settings and software configuration items according to the empower® Office add-ins and their corresponding empower® Components. The following sections are available:

- empower Docs (Word)
- empower Mails (Outlook)
- empower Slides (PowerPoint)

There is no dedicated section for the empower® Component for Excel (empower® Sheets).

Additionally, you will find global software settings for all Office add-ins in the following sections:

- empower Client Applications
- empower Sync

The empower® Admin Center displays all feature settings and software configuration items and does not filter the configuration items according to the empower® Components you are using in your company.

Basic Insight

To open the overview page for your environment, click on the button **Overview** in the navigation on the left-hand side (Figure 4).

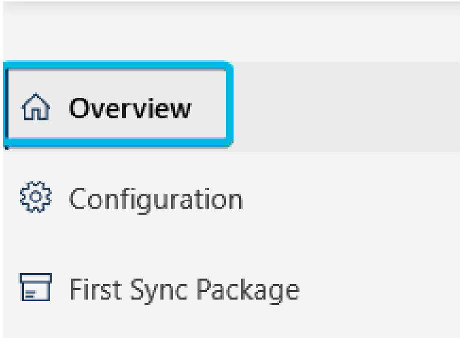


Figure 4. Button **Overview** in Navigation

More precisely, you can access the following information in the overview (Figure 5):

- Health status of your environment
- Health status of your certificate in use
- empower® Help Center
- Exact version of your backend

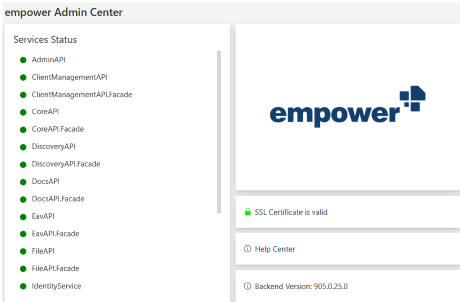


Figure 5. Overview on Basic Insight

Below *Service Status*, the status of all installed backend services is displayed (Figure 6).

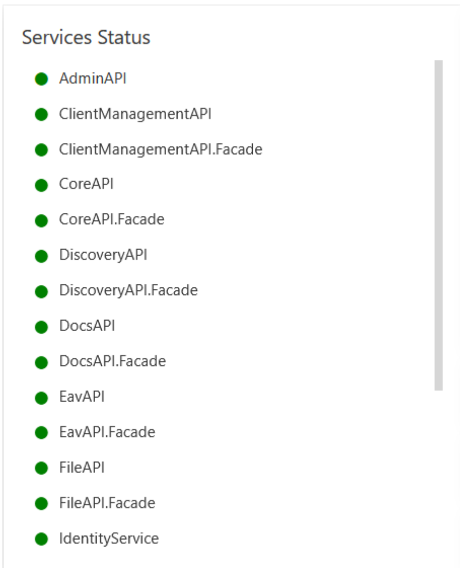


Figure 6. Overview Backend Services in *Services Status*

In total, two different statuses can appear:

- Green – up and running
- Red – not available

If you notice that one of your backend services is not available and you are hosting empower® in your own corporate cloud or on-premises, contact your IT. If your IT requires assistance in handling this topic, reach out to empower® Support (**support@empowersuite.com**).

empower is regularly monitoring all empower® Cloud instances to ensure your backend services are always up and running. If you are hosting empower® in the empower® Cloud, no action or regular monitoring from your end is required here.

Check the status of your certificate in use for empower® via the **lock** symbol (**Figure 7**).

Figure 7. Status Display *SSL Certificate is valid*

In total, two different statuses can appear:

- Green – Certificate is valid.
- Red – Certificate is invalid.

Learn more about SSL certificates in our Help Center article **SSL Certificate**.

If your certificate is invalid and you are hosting empower® in your own corporate cloud or on-premises, contact your IT. If your IT requires assistance in handling this topic, reach out to empower® Support (**support@empowersuite.com**).

If you are hosting empower® in the empower® Cloud, an issue with the SSL certificate is not expected. The certificate is always being held up to date by empower.

Click on the button **Help Center** to be redirected to the empower® Help Center (**Figure 8**).

Figure 8. Button **Help Center**

Check your empower® Backend version (**Figure 9**).

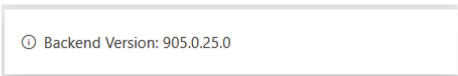


Figure 9. Information on Backend Version

This information is helpful when experiencing any issues with empower®. Please always include the empower® Backend version when you reach out to the empower® Support.

Configuration

To access all available configuration items, click on the button **Configuration** in the navigation on the left-hand side (Figure 10).

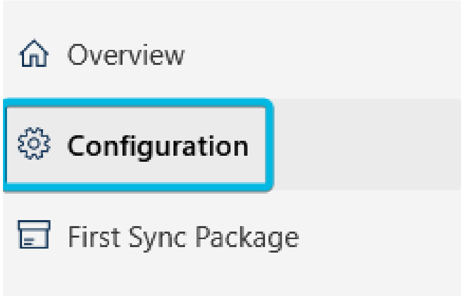


Figure 10. Button **Configuration** in Navigation

Each configuration item is thoroughly described in the empower® Admin Center and its effects are explained, which is why this manual does not contain a detailed explanation of each configuration item.

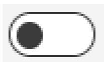
> **!** The empower® Admin Center displays all software configuration items and does not filter the configuration items according to the empower® Components you are using in your company.
>
> The empower® Admin Center splits the available software configuration items according to empower® Office add-ins and their corresponding empower® Components. A number in brackets indicates how many configuration items each section contains.
>
> For further information regarding the sections, see Access to the empower® Admin Center.

> **i** If you have questions regarding any of the configuration items, please contact your Onboarding Specialist or Customer Success Manager.

In total, four different controls are available to edit all configuration items:

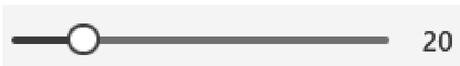
- Toggle button *On*

- Toggle button *Off*



- Input field (no character limitation, insert the desired value)

- Slider (set the desired value per Drag & Drop)



- Drop-down menu (choose the desired item)

In some cases, either the keyword *True* or *False* must be inserted in the input field. The description of the configuration item will explain the effects of each value.

All values to be set as decimal numbers can either be entered using a period or comma as decimal separator.

To quickly find the configuration item you want to change, use the search bar in the top right corner next to the page title (Figure 11). To execute a search, enter your search word in the search bar and press **Enter**.

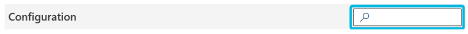


Figure 11. Search Bar

The search results are sorted within the sections they can be found.

If no search result is found, a message is displayed (Figure 12).

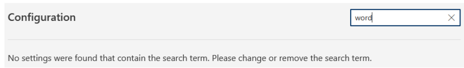


Figure 12. Message No Search Results

The search in the empower® Admin Center is text-based only. Operators and wildcards are not supported in this search.

For further information regarding the sections for configuration items, see Access to the empower® Admin Center.

If no configuration items have been changed since opening the empower® Admin Center, the button **Save** and **Cancel** are grayed out (Figure 13).

Figure 13. Button **Save** and **Cancel** (Grayed Out)

Once you have changed one configuration item, the buttons will no longer be grayed out (Figure 14). To confirm or disregard your changes, use the buttons.

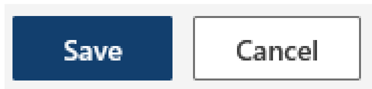


Figure 14. Button **Save** and **Cancel**

Any changes that you perform on configuration items will be available for all users and are synchronized as follows:

- Backend-wise – the changes directly apply.
- Client-wise – the changes apply once the empower® Sync is running again as per synchronization interval.

If you change the synchronization interval, the newly defined interval only applies after the synchronization has run one last time as per the formerly defined interval.

Example

Synchronization interval is set to twelve hours.

Synchronization interval is changed to four hours.

Next time, synchronization will be running after twelve hours again.

Newly defined interval applies.

Next time synchronization will be running after four hours.

Changes made and saved in this section will be synchronized with the section *Customizing*. The view in the section *Customizing* will be updated accordingly. If both sections are open simultaneously in your browser, reload the page to see your changes.

First Sync Package

You can access the section *First Sync Package* if you have been granted with *Customizing Admin* permissions for the empower® Admin Center.

To access all available information regarding First Sync Packages (in short FSP), click on the button **First Sync Package** in the navigation on the left-hand side (Figure 15).

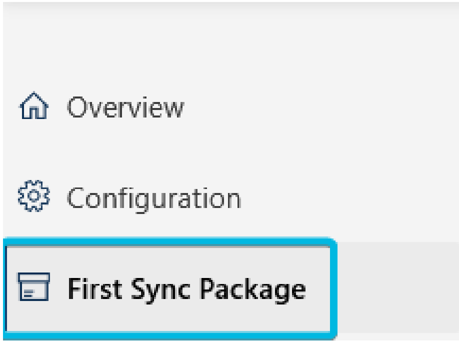


Figure 15. Button **First Sync Package**

An FSP is only used during the initial rollout of empower®.

Usually, an FSP is only needed if a large number of licenses is going to be used.

Creating an FSP may lead to a temporary increased data load on the application server.

If you are hosting empower® in the empower® Cloud, creating a FSP must always be agreed on with empower first and not be executed without consent.

To create a new FSP, click on the button **Create** (Figure 16).

Figure 16. Button **Create** FSP

You can follow the progress with the help of the progress bar.

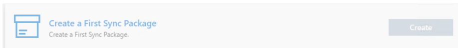


Figure 17. Grayed Out Button **Create**

Once the creation of an FSP has been started, the button **Create** is grayed out until the creation is completed (Figure 17). You can also check the status of the FSP creation with a click on the button **Tasks** (see Check Task Status).

The latest FSP that has been created by any admin user is available for download with a click on the button **Download** (Figure 18). Meta data regarding the size of the latest FSP as well as its creation date is displayed as well. Choose your desired path to save the FSP by browsing through your device.

Figure 18. Button **Download** FSP

The FSP is always saved as a .zip file and always includes all binary data stored in the database.

If no First Sync Package has been created yet, the button **Download** is grayed out (Figure 19).

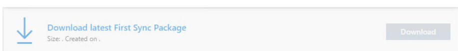


Figure 19. Display No First Sync Package Created Yet

Check Task Status

Whenever a long-running or background task is executed in the empower® Admin Center, you can check its progress with a click on the button **Tasks** (**Figure 20**). The button is located in the navigation on top.

Figure 20. Button **Tasks**

In total, three different progress windows can appear:

- Currently no open tasks (**Figure 21**)

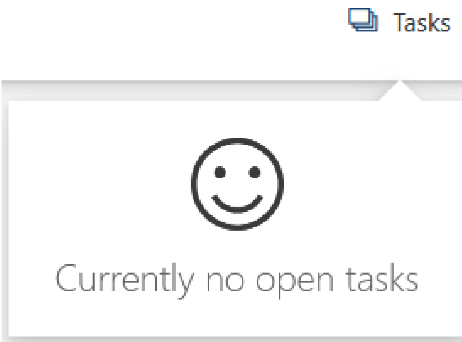


Figure 21. Status Display with No Tasks in Line

- Create Sync Package (in progress) (**Figure 22**)

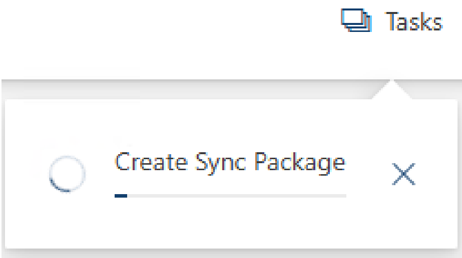


Figure 22. Status Display *Create Sync Package* (In Progress)

- Create Sync Package (done) (**Figure 23**)

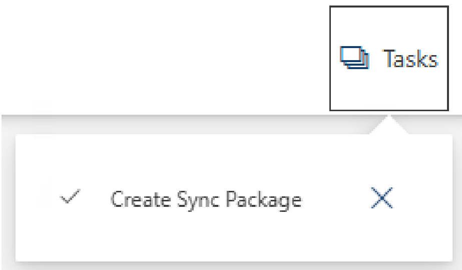


Figure 23. Display Sync Package Created

Customizing Center

To expand the drop-down menu and access all available feature settings, click on the button **Customizing** in the navigation on the left-hand side (Figure 24).

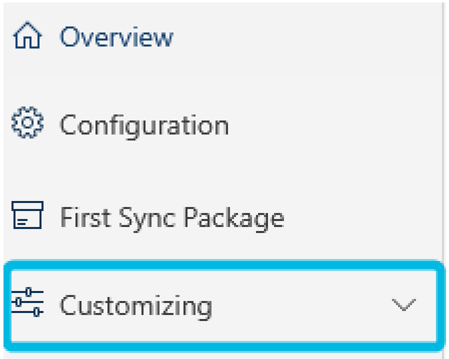


Figure 24. Button **Customizing** in Navigation

The section *Customizing* is divided into the following subsections:

- General
- Designs
- Checks
- Language & Translations
- Features
- Mails
- Campaigns
- Customizing Admins

To check and change any of the feature settings, navigate to and click on a subsection. All available feature settings within this subsection are displayed.

If no feature setting is changed since opening the empower® Admin Center, the button **Save** and **Cancel** are grayed out (Figure 25).

Figure 25. Button **Save** and **Cancel** (Grayed Out)

Once you have changed one feature setting, the buttons will no longer be grayed out (Figure 26). To confirm or disregard your changes, use the buttons.

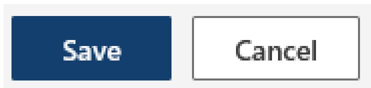
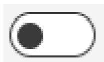


Figure 26. Button **Save** and **Cancel**

In total, five different controls are available to edit all feature settings:

- Toggle button *On*

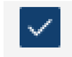
- Toggle button *Off*



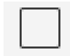
- Input field (no character limitation, insert the desired value)

- Drop-down menu (choose the desired item)

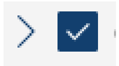
- Checkbox ticked (multi-select possible)



- Checkbox not ticked



- Checkbox with drop-down menu (all subitems selected)



- Checkbox with drop-down menu (not all subitems selected)

- Radio button selected

- Radio button not selected

Any changes that you perform on the feature settings will be available for all users and are synchronized as follows:

- Backend-wise – the changes directly apply.
- Client-wise – the changes apply once the empower® Sync is running again as per synchronization interval.

> The empower® Admin Center displays all feature settings and does not filter the feature settings according to the empower® Components you are using in your company.
>
> The empower® Admin Center splits the available feature settings according to Office add-ins and their corresponding empower® Components.
>
> For further information regarding the sections, see **Access to the empower® Admin Center**.

> Changes made and saved in this section will be synchronized with the section *Configuration*. The view in the section *Configuration* will be updated accordingly. If both sections are open simultaneously in your browser, reload the page to see your changes.

General Settings

In the section *General*, you will find settings for empower® Component for PowerPoint regarding the usage of templates, header and footer behavior as well as update notification and behavior.

In addition, you can define default settings for the slide conversion in empower®.

To force a master selection from the empower® Library, switch the toggle button for **Force master selection on startup** to *On* (**Figure 27**). At every PowerPoint startup, a library window opens and the user is directly navigated to the section *Corporate Design Templates – Master Templates*. Only once a master template from the library is selected, a new presentation can be created.

Switch the toggle button to *Off* to allow PowerPoint to open with a blank .pot template at startup.

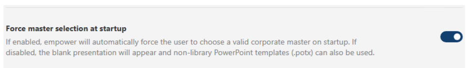


Figure 27. Toggle Button for Master Selection

Alternatively, to avoid a forced master selection but ensure all users work with a master template that complies with your corporate design, you can set a master template as a default template that automatically opens up at PowerPoint startup. This setting has to be configured via the user interface.

To enable the use of header and footer fields via the button **Presentation Settings** in the empower® Ribbon, switch the toggle button **Show Header/Footer Settings in Master Settings** to *On* (Figure 28).

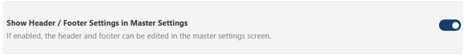


Figure 28. Toggle Button for Header/Footer Settings

Define and preset how users will be notified about new content updates. The following four update notification modes are available (Figure 29):

- *Show Update Wizard* – Opens a new window and gives you an overview of all elements within the update link as well as their respective versions.
- *Show Notification bar* – Inserts a notification bar in presentation mode with a button named **Updates** when changes to the root element are made and an update is shared.
- *Change Ribbon Icon Only* – Adds a red badge to the element's thumbnail in the empower® Library and the icon of the button **Updates** in the empower® Ribbon.
- *No Update Notification*

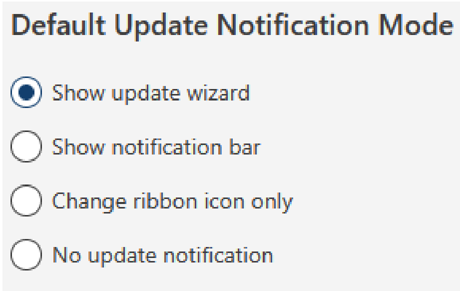


Figure 29. Options for Default Update Notification Mode

Define and preset how updates are distributed. The following three update modes are available (Figure 30):

- *Deactivate updates* – No updates are shared or forced, when you overwrite elements in the empower® Library.
- *Share updates* – Updates are shared by default when you overwrite elements already in the empower® Library. The preset update notification mode is triggered.
- *Force updates* – Updates are forced by default when you overwrite elements in the empower® Library. No update notification is triggered.

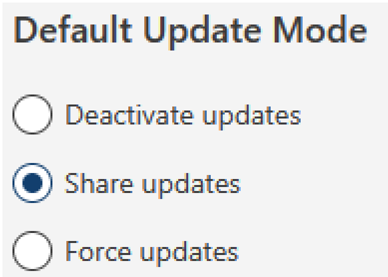


Figure 30. Options Default Update Mode

Under *Convert Slides*, you can define the default behavior for the conversion feature in the empower® Component for PowerPoint (Figure 31). This behavior is then used for all users if they do not set their own preferences in the UI.

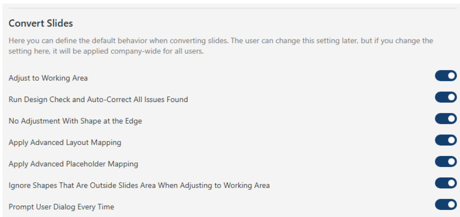


Figure 31. Convert Slides Settings

To enable one of the settings, switch the respective toggle button to *On*.

To disable one of the settings, switch the respective toggle button to *Off*.

For further information regarding the single conversion settings, please refer to our empower® Brand Control manual.

Design Settings

In the section *Designs*, you will find settings regarding corporate design information, e. g. fonts and colors as well as settings regarding the *Corporate Design Check* behavior of empower®.

These settings apply to all empower® Components in the Office applications.

Each design is assigned to one or more empower® Components. The icons indicate for which empower® Component a design is in use **Figure 32**:

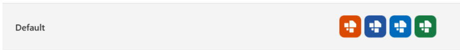


Figure 32. Overview Design in Use for Different empower® Components

- *Orange* – empower® Component for PowerPoint
- *Dark blue* – empower® Component for Word
- *Light blue* – empower® Component for Outlook
- *Green* – empower® Component for Excel

To display the complete navigation bar, select a design (**Figure 33**).

Figure 33. Navigation Bar Designs

To create a new design, follow the following steps:

1. To create a new design, click on the button **Add** in the navigation bar (**Figure 33**).
   A dialog box opens.
2. Type in a design name in the input field (**Figure 34** **(1)**).
3. To assign the design to one or more empower® Components, tick the checkbox next to the icons (**Figure 34** **(2)**).
4. To create the new design, click on the button **Add** (**Figure 34** **(3)**).
   You are redirected to the overview with available settings.

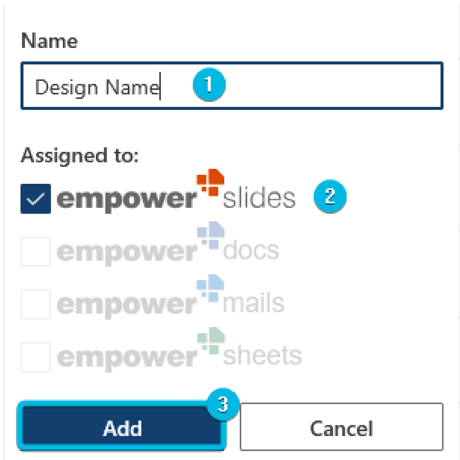


Figure 34. Dialog Box Add Design

To adjust the corporate design settings, click on the button **Open** in the navigation bar (**Figure 33**).

Alternatively, you can use the icon that is displayed next to the selected design (**Figure 35**).

You are redirected to the overview with available settings.

Figure 35. Open Design

To rename the design or (re)assign it to empower® Components, click on the button **Edit** in the navigation bar .

To confirm your changes, click on the button **Edit** (**Figure 36**).

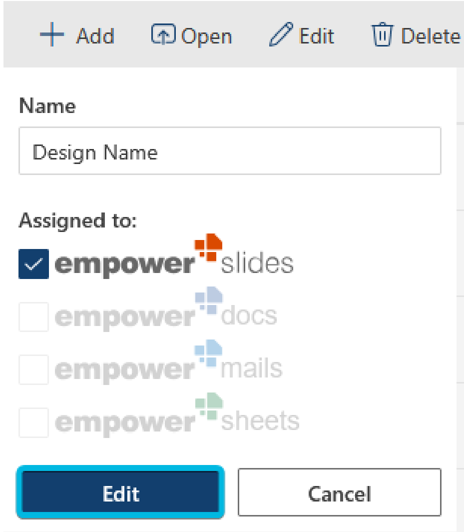


Figure 36. Dialog Box Edit Design

If you click on the button **Add** or **Open**, the following sections for settings are available for each design (**Figure 37**):

- Associated Masters
- Supported element types
- Colors
- Fonts
- Font Sizes
- CD Check Settings
- Docs Document Check

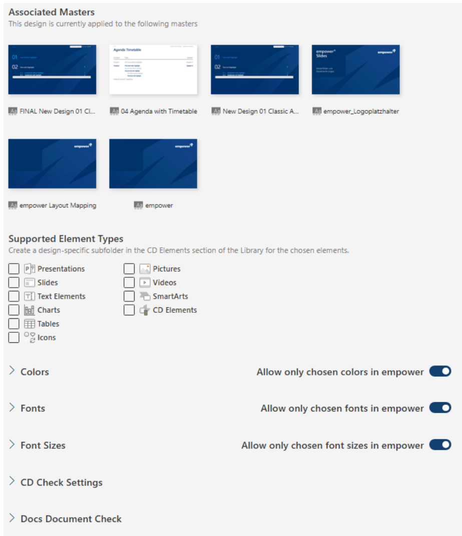


Figure 37. Overview Available Settings for each Design

You can assign only one design to the empower® Components in Excel, Outlook and Word. If you have already assigned a design to empower® for Excel, Outlook or Word, the checkboxes for these components are grayed out in the dialog box and cannot be ticked.

Associated Masters

At the top of the page under *Associated Masters*, you can see to which masters the design is currently assigned (**Figure 38**).

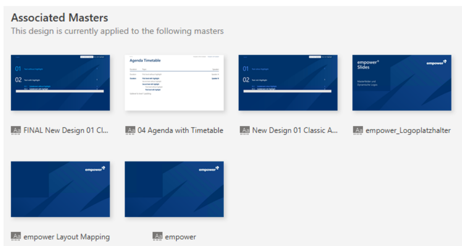


Figure 38. Associated Masters

As soon as you have created a design, it is available to be assigned to a master. If you save a master template to the empower® Library, you will be asked which design you want to assign to the master

Supported Element Types

To select library subsections in the section *Corporate Design Templates* you want to add a design folder to, tick the checkboxes (**Figure 39**).

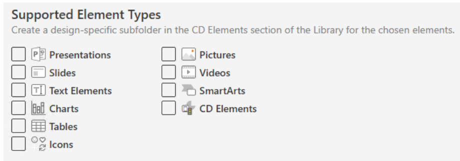


Figure 39. Checkboxes for Design Folders in the Library

The design folders are named in accordance with the design name and added to the subsection (**Figure 40**).

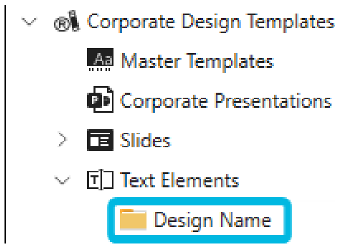


Figure 40. Design Folder in Library

If you deselect one of the library subsections, the design folders and all its content is deleted. This action cannot be revoked.

The available library subsections are not filtered when you disable features in the section *Features*. Ticking a checkbox for a disabled feature does not affect the empower® Environment.

The section *Supported element types* applies to library sections in the empower® Component for PowerPoint.

The element type *CD Elements* refers to the section *empower Elements* in the empower® Library.

Colors

In the section *Colors*, you can define, sort and structure the design colors and specify the color usage.

To add a new color to the design, follow the following steps:

1. To expand the drop-down menu, click on the button **Add** in the navigation bar and then select the option **Color** (**Figure 41**).
   The color setting controls open.

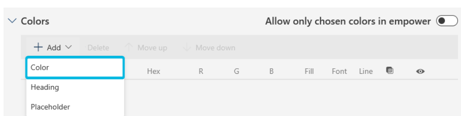


Figure 41. Option **Color** in Drop-Down Menu

2. To add a color name, use the input field *Name* (Figure 42 **(1)**).
   This is also the display name that will be displayed when a user hovers over the colors in the color palette.
   To confirm your entry, press **Enter**. The confirmed color name is formatted in bold.
3. To add the color code, either use the input field *Hex* or the input fields for *RGB* values (Figure 42 **(2)**).
   Then, press **Enter** to confirm your entry. The confirmed color code is formatted in bold.
4. To configure how the color can be used, tick the checkboxes (Figure 42 **(3)**).
   In total, five settings are available:
   a. *Fill* – Adds this color to the available fill colors in the color picker
   b. *Font* – Adds the color to the available font colors in the color picker
   c. *Line* – Adds the color to the available line colors in the color picker
   d. *Transparency* – Allows transparency for the color
   e. *Visibility* – Displays the color in the color picker
5. To add more colors to your design, repeat steps 1 to 4.
6. To confirm your changes. click on the button **Save**.

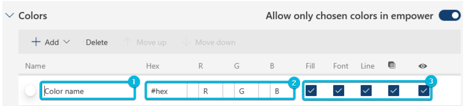


Figure 42. Controls Color Settings

Once you have added multiple colors to the design, you can use the buttons **Move up** and **Move down** in the navigation bar to sort the colors (Figure 43).

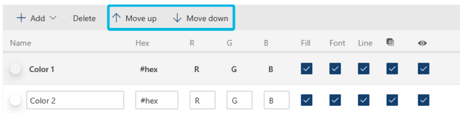


Figure 43. Button **Move up** and **Move down**

Once you have added a corporate design color to the design, the toggle button **Allow only chosen colors in empower** is automatically switched to *On* (Figure 42 **(4)**).

If you switch the toggle button to *Off*, a dialog box opens.

To confirm your changes, click on the button **Ok** (Figure 44).

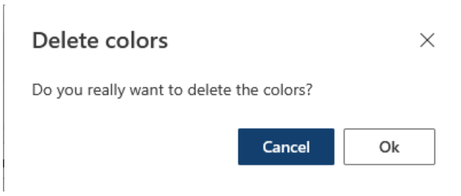


Figure 44. Dialog Box Delete All Design Colors

To delete a single color, select the color and click on the button **Delete** in the navigation bar (Figure 45).

Figure 45. Button **Delete** Color

To confirm your changes, click on the button **Save**.

To further structure the colors in the color picker, you can set headings and empty placeholders between the color fields.

To add a heading, follow the following steps:

1. To expand the drop-down menu, click on the button **Add** in the navigation bar and then select the option **Heading** (Figure 46).
   The headings input field opens.

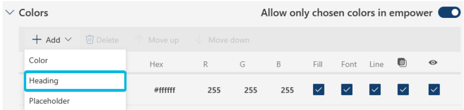


Figure 46. Option **Heading** in Drop-Down Menu

2. Type in the heading name in the input field (Figure 47).

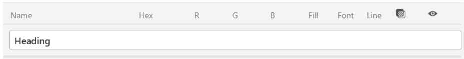


Figure 47. Input Field Heading

3. To place the heading at your desired position, use the buttons **Move up** and **Move down** in the navigation bar (Figure 43).
   Colors associated with the heading you reposition are adjusted accordingly to remain within the heading.

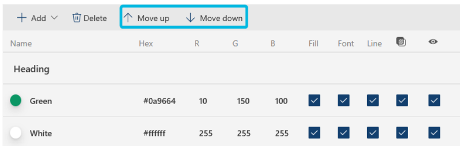


Figure 48. Button **Move up** and **Move down**

4. To add more headings to your design, repeat steps 1 to 3.
5. To confirm your changes, click on the button **Save**.

To delete a heading, select the heading and click on the button **Delete** in the navigation bar.

To confirm your changes, click on the button **Save**.

To add a placeholder, follow the following steps:

1. To expand the drop-down menu, click on the button **Add** in the navigation bar and then select the option **Placeholder** (Figure 49).
   The placeholder setting controls open.

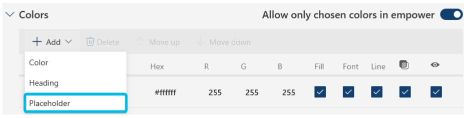


Figure 49. Option **Placeholder** in Drop-Down Menu

2. To add a placeholder name, use the input field *Name* (Figure 50 **(1)**).
   To confirm your entry, press **Enter**. The confirmed placeholder name is formatted in bold.
3. To configure where the placeholder should be used, tick the checkboxes (Figure 50 **(2)**)
   a. *Fill* – Adds this placeholder to the fill color picker
   b. *Font* – Adds the placeholder to the font color picker
   c. *Line* – Adds the color to the line color picker
4. To place the placeholder at your desired position, use the buttons **Move up** and **Move down** in the navigation bar.
5. To add more placeholders, repeat steps 1 to 4.
6. To confirm your changes, click on the button **Save**.

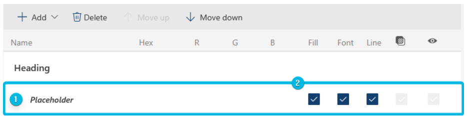


Figure 50. Controls Placeholder Settings

The placeholder has the same dimensions of a color field in the color picker.

Placeholders help you to distribute the colors in the color picker while being able to achieve a specific number of columns.

To delete a placeholder, select the placeholder and click on the button **Delete** in the navigation bar.

To confirm your changes, click on the button **Save**.

> All design colors will be taken into account, when a user executes a *Corporate Design Check*, even if a color is not visible in the color picker.

Color Layouts

In the subsection *Color Layouts*, you can define how the design colors are displayed in the color picker.

You can define the color layout for fill, font and line colors separately.

To expand the drop-down menu and change the number of color columns, click on the **arrow** symbol that points down (**Figure 51**).

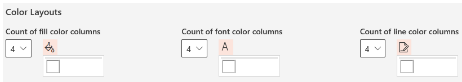


Figure 51. Overview Color Layouts

You can choose all numbers between two and twelve.

The preview automatically adjusts when you change the number of columns.

This also applies to newly added colors, headings and empty placeholders.

Fonts

In the section *Fonts*, you can define design fonts.

To add a new font to the design, follow the following steps:

1. Click on the button **Add** in the navigation bar (**Figure 52**).
   The font input field opens.

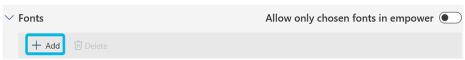


Figure 52. Button **Add** Font

2. Type in the font name in the input field (**Figure 53** **(1)**).
   To confirm your entry, deselect the input field. The confirmed font name is formatted in bold.

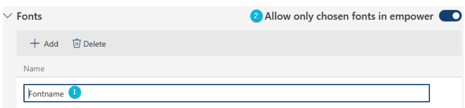


Figure 53. Input Field Font

3. To add more fonts, repeat steps 1 to 2.
4. To confirm your changes, click on the button **Save**.

Once you have added a corporate design font to the design, the toggle button **Allow only chosen fonts in empower** is automatically switched to *On* (**Figure 53** **(2)**).

If you switch the toggle button to *Off*, a dialog box opens.

To confirm your changes, click on the button **Ok** (Figure 54).

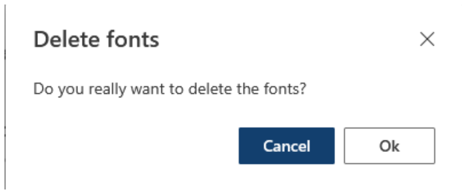


Figure 54. Dialog Box Delete All Design Fonts

To delete a single font, select the font and click on the button **Delete** in the navigation bar.

To confirm your changes, click on the button **Save**.

Ensure you use the official registered name for an Office font for empower® to use it.

To add a company font to the design, ensure the company font is installed on your device before adding it to the design.

Font Sizes

In the section *Font Sizes*, you can define design font sizes.

To add a new font size to the design, follow the following steps:

1. Type a font size in the input field (Figure 55 **(1)**).

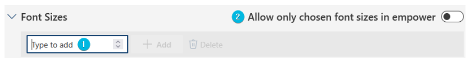


Figure 55. Controls Font Sizes

2. To confirm your entry, click on the button **Add** (Figure 56). Alternatively, press **Enter**.
   The confirmed font size is formatted in bold.

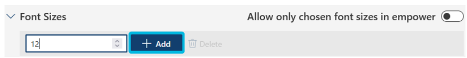


Figure 56. Button **Add** Font Size

3. To add more font sizes, repeat steps 1 to 2.
4. To confirm your changes, click on the button **Save**.

Once you have added a corporate design font size to the design, the toggle button **Allow only chosen font sizes in empower** is automatically switched to *On* ((Figure 55 **(2)**).

If you switch the toggle button to *Off*, a dialog box opens.

To confirm your changes, click on the button **Ok** (Figure 57).

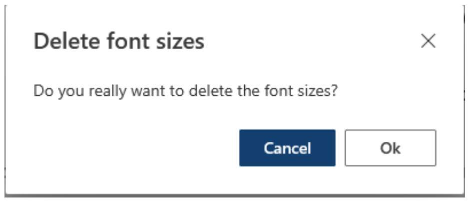


Figure 57. Dialog Box Delete All Design Font Sizes

To delete a single font size, select the font size and click on the button **Delete** in the navigation bar.

To confirm your changes, click on the button **Save**.

Corporate Design Check Settings

In the section *CD Check Settings* (CD = Corporate Design), you can define which contents on slides should be checked by the empower® Corporate Design Check.

In total, ten settings are available:

- Title Placeholder
- Logo Protection
- Layout Protection
- Font
- Font Size
- Font Color
- Fill Color
- Line Color
- Bullet Color
- Bullet Style

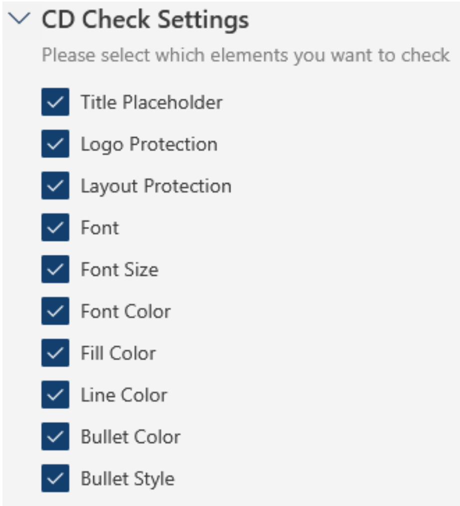


Figure 58. Overview CD Check Settings

Tick the checkbox to select a setting and click on the button **Save** to confirm your changes.

> The section *CD Check Settings* applies to the feature *Corporate Design Check* in the empower® Component for PowerPoint.

> For further information regarding the check settings, see **Settings for Checks**.

Document Check Settings

In the section *Docs Document Check*, you can upload a configuration file that defines which contents in documents should be checked by the empower® Document Check.

To download and save your current configuration file to your device, click on the button **Download configuration** (**Figure 59** (**1**)). The file explorer opens and you can browse and select the storage location.

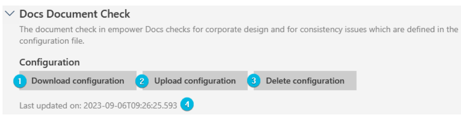


Figure 59. Overview Docs Document Check

To either upload a new configuration file or overwrite the current one, click on the button **Upload configuration** (**Figure 59** (**2**)). The file explorer opens and you can browse and select the configuration file you want to upload.

To delete the configuration file, click on the button **Delete configuration** (**Figure 59** (**3**)).

A dialog box opens.

To confirm you want to delete the configuration file, click on the button **Ok** (Figure 60).

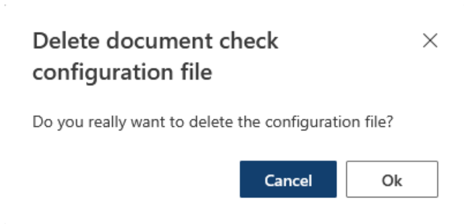


Figure 60. Dialog Box Delete Document Check Configuration file

To confirm your changes, click on the button **Save**.

You can also check when the configuration file was last updated (Figure 59 **(4)**).

> The configuration file for the empower® Document Check is provided by empower during the onboarding. If you want to make changes to the current configuration file in use, please contact your Onboarding Specialist or Customer Success Manager.

> The section *Docs Document Check* applies to the feature *Document Check* in the empower® Component for Word. This section is only available if you have assigned the design to the empower® Component for Word.

Settings for Checks

In the section *Checks*, you will find settings regarding empower® Corporate Design Check behavior and you can upload a configuration file that defines which contents in presentations or on slides should be checked by the empower® Consistency Check.

In the section *Slides Design Check*, you can define when the empower® Corporate Design Check is triggered.

In total, three settings are available (Figure 61):

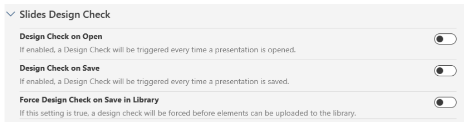


Figure 61. Toggle Buttons for Slides Design Check

- *Design Check on Save* – empower® Corporate Design Check will launch automatically once you save a presentation on your device.
- *Design Check on Open* – empower® Corporate Design Check will launch automatically once you open a presentation or a slide from your device or the empower® Library.

  The *Corporate Design Check* is only triggered if the presentation or slide is based on a master which originates from the empower® Library.
- *Force Design Check on Save in Library* – empower® Corporate Design Check will launch automatically once you save a presentation or a slide to the empower® Library.

To enable a setting, switch the respective toggle button to *On*.

To confirm your changes, click on the button **Save**.

In the section *Slides Consistency Check*, you can upload a configuration file that defines which contents in presentations or on slides should be checked by the empower® Consistency Check.

To download and save your current configuration file to your device, click on the button **Download configuration** (Figure 62 **(1)**). The file explorer opens and you can browse and select the storage location.

To either upload a new configuration file or overwrite the current one, click on the button **Upload configuration** (Figure 62 **(2)**). The file explorer opens and you can browse and select the configuration file you want to upload.

To delete the configuration file, click on the button **Delete configuration** (Figure 62 **(3)**).

To confirm your changes, click on the button **Save**.

You can also check when the configuration file was last updated (Figure 62 **(4)**).

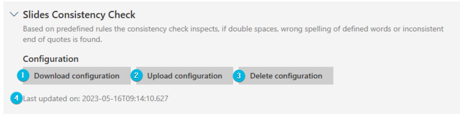


Figure 62. Overview Slides Consistency Check

> The configuration file for the empower® Consistency Check is provided by empower during the onboarding. If you want to make changes to the current configuration file in use, please contact your Onboarding Specialist or Customer Success Manager.

> If you delete the configuration file for the empower® Consistency Check, it is deleted without asking for your confirmation. It is also deleted no matter if you save your changes for the section *Checks* or not.

> The configuration file for the empower® Consistency Check automatically applies to all designs you have created for your empower® Environment and assigned to the empower® Component for PowerPoint.

> The settings regarding the empower® Corporate Design Check behavior automatically apply to all designs you have created for your empower® Environment and assigned to the empower® Component for PowerPoint.

Language and Translation Settings

In the section *Languages and Translations* you will find settings regarding element languages, spell check languages and the DeepL translation integration for empower®.[1]

The settings apply to the empower® Component for PowerPoint (Slides).

[1]DeepL ist a registered trademark of DeepL GmbH.

Element Language

In the section *Element Language*, you can activate and administer the language assignment feature.

To add a new language to the selection of available languages, follow the following steps:

1. To open the drop-down menu, click on the button **Add** in the navigation bar (Figure 63).

Figure 63. Button **Add** Element Languages

2. Type in the language you want to add and select it from the list (Figure 64).
   The language is added.

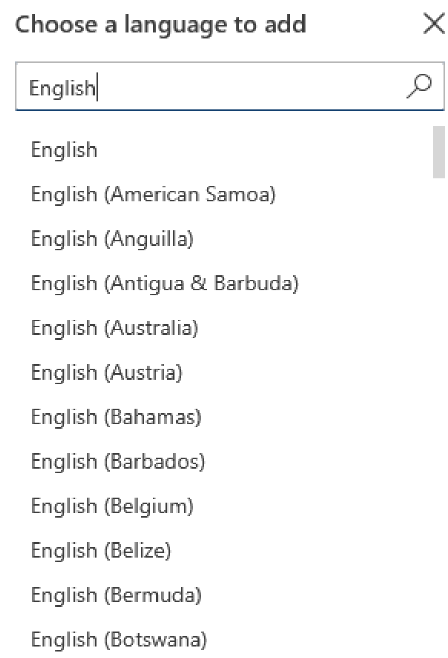


Figure 64. Drop-Down Menu for Element Languages

3. To confirm your changes, click on the button **Save**.

Once you have added multiple languages, you can use the buttons **Move up** and **Move down** in the navigation bar and sort the languages (Figure 65).

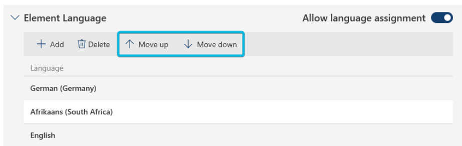


Figure 65. Buttons **Move up** and **Move down**

Once you have added a language to the list, the toggle button **Allow language assignment** is automatically switched to *On*.

If you switch the toggle button to *Off*, a dialog box opens (Figure 66).

To confirm your changes, click on the button **Ok**.

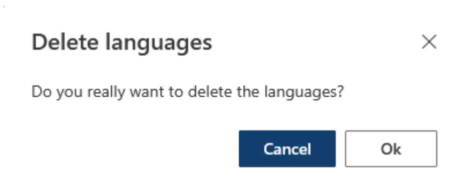


Figure 66. Dialog Box Delete all Languages

To delete a single language, select the language and click on the button **Delete** in the navigation bar (Figure 67).

The language is deleted from the list. No confirmation is necessary.

To confirm your changes, click on the button **Save**.

Figure 67. Button **Delete** Element Languages

Spellcheck

In the section *Spellcheck*, you can choose which languages should be displayed when languages preferences for the spell check in PowerPoint are set by the individual users.

To add a new language to the selection of available languages, follow the following steps:

1. To open the drop-down menu, click on the button **Add** in the navigation bar (Figure 68).

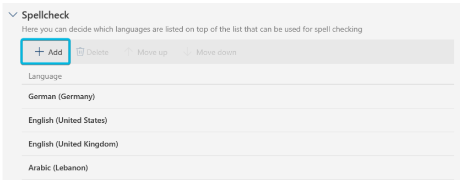


Figure 68. Button **Add** Spell Check Languages

2. Type in the language you want to add and select it from the list (Figure 69).
   The language is added.

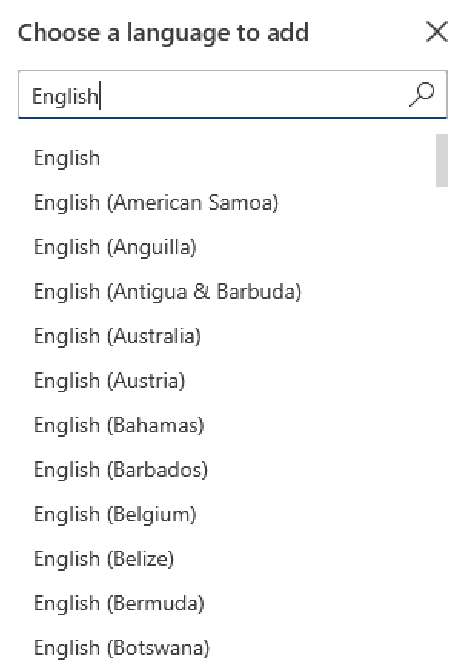


Figure 69. Drop-Down Menu for Spell Check Languages

3. To confirm your changes, click on the button **Save**.

Once you have added multiple languages, you can use the buttons **Move up** and **Move down** in the navigation bar and sort the languages (**Figure 70**).

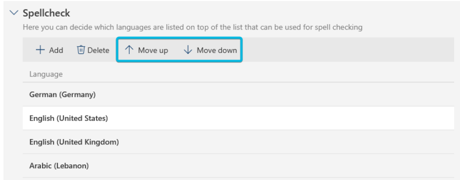


Figure 70. Buttons **Move up** and **Move down**

To delete a single language, select the color and click on the button **Delete** in the navigation bar (**Figure 71**).

The language is deleted from the list. No confirmation is necessary.

To confirm your changes, click on the button **Save**.

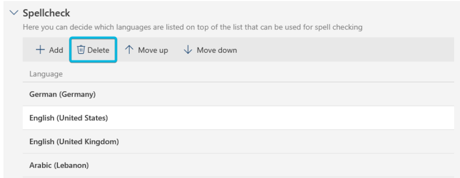


Figure 71. Button **Delete** for Spell Check Languages

Machine Translation

In the section *Machine Translation*, you can manage the use of DeepL translations.

To activate machine translation and billing via DeepL, enter your DeepL API key in the corresponding input field (**Figure 72**).

To confirm your changes, click on the button **Save**.

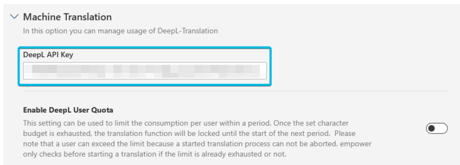


Figure 72. DeepL API Key

When using DeepL, you can set user-specific limits to control the costs of translations.

To do so, follow the following steps:

1. To enable the DeepL user quota, switch the toggle button for **Enable DeepL User Quota** to *On* (**Figure 73**).
   The corresponding settings appear.

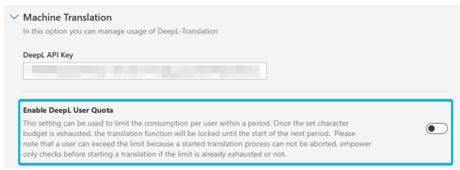


Figure 73. Toggle Button **Enable DeepL User Quota**

2. Define the character limit that can be translated per user within a specific period (**Figure 74**).
   Either type in a value or use the **arrow** symbols to increase or decrease the value.

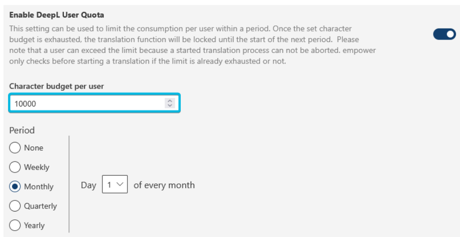


Figure 74. Input Field Character Limit

3. Then, choose the length of this period (**Figure 75** (**1**)).
   You can set the interval to *Monthly* or *Yearly*. Alternatively, you can choose the option *None* to set a limit that is not tied to a period.
4. Choose when a new user limit period starts (**Figure 75** (**2**)).
   Your options depend on the interval you have chosen. If you have selected *None*, you can skip this step.
5. To confirm your changes, click on the button **Save**.

To disable the user limit again, switch the toggle button for **Enable DeepL User Quota** to *Off* again.

The settings are hidden.

To confirm your changes, click on the button **Save**.

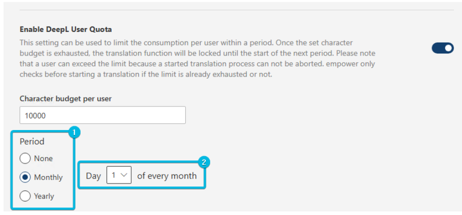


Figure 75. Period and Start Date

To use the DeepL integration, you need a subscription for DeepL.

empower® checks if the limit has been exceeded before starting a translation. Therefore, a user can still exceed the limit during an ongoing translation because a started translation process cannot be aborted.

If you set the value *0* as a character budget, users cannot make use of DeepL translations.

Feature Setup

In the section *Features* you will find the feature tree as well as individual settings for the external link feature and placeholder behavior.

You can use the feature tree to activate and deactivate features.

Changes to the feature setup do not impact the availability of feature settings. You can continue to modify individual feature settings even if the feature itself is deactivated. Upon reactivation of the feature, your saved settings will be applied.

Activate and Deactivate Features

In the feature tree, you can see all features available in empower®.

Some features can be expanded to display more features connected to the feature on the first level.

To do so, click on the **arrow** symbol next to a feature.

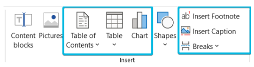
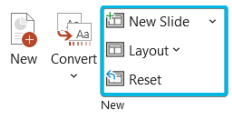
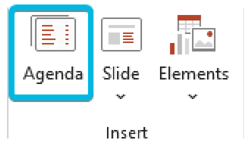
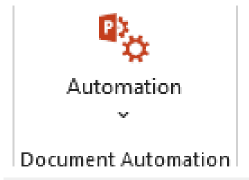
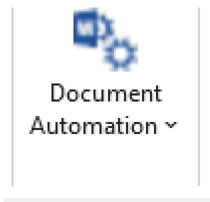
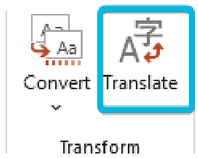
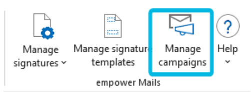
To activate a feature, tick the checkbox next to the respective feature.

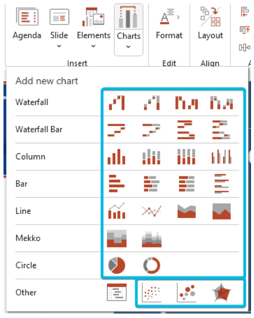
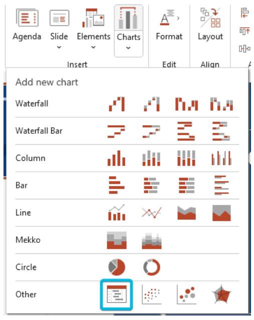
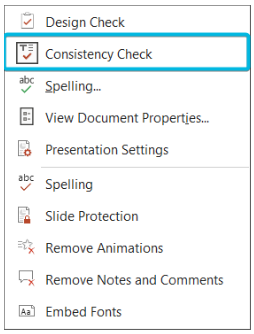
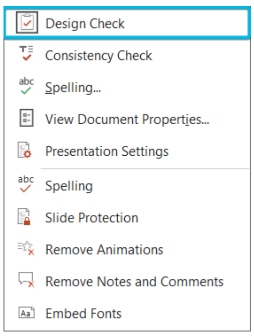
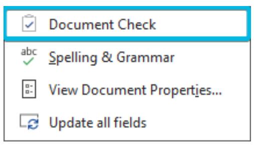
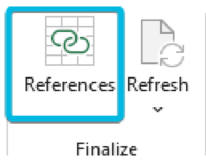
To deactivate a feature, untick the checkbox next to the respective feature.

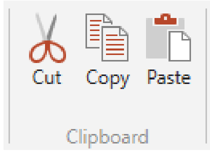
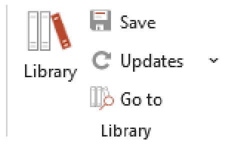
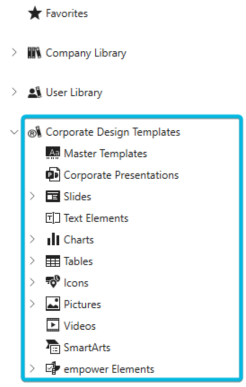
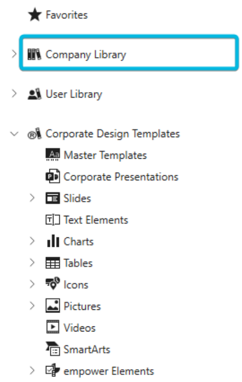
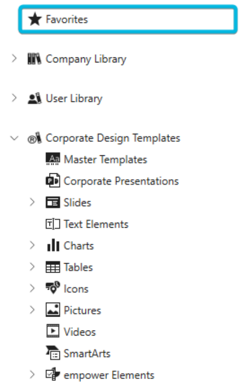
If you deactivate a feature that has subfeatures, the subfeatures are deactivated as well.

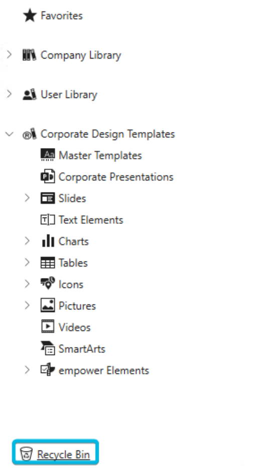
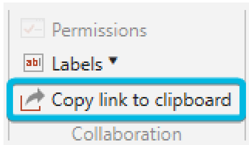
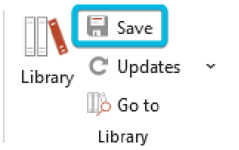
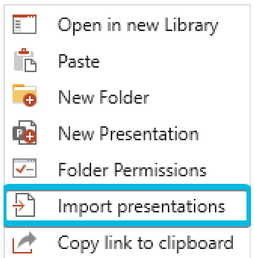
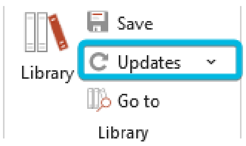
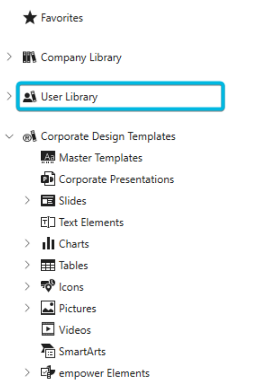
> The features in the feature tree are not filtered according to the empower® Components you use in your company. It might also contain features that are not available in your empower® Setup.
>
> If this is the case, ticking and unticking the checkbox does not affect your empower® Setup.

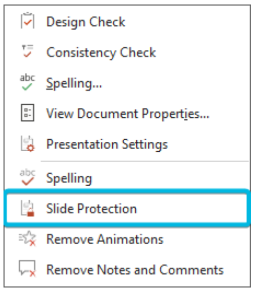
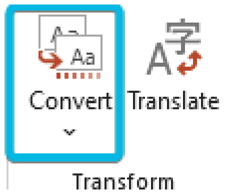
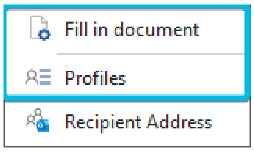
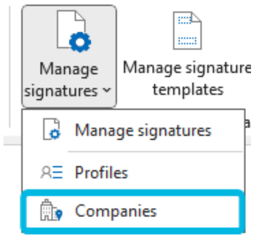
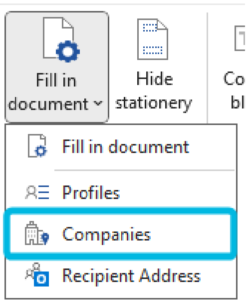
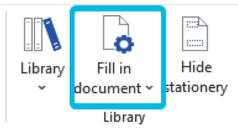
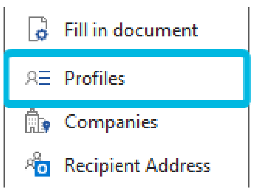
The following table provides an overview of all features and where they can be found in the user interface:

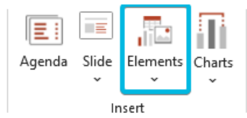
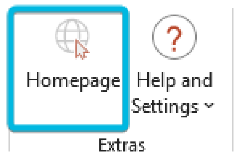
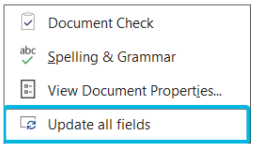
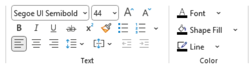
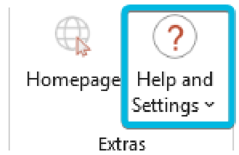
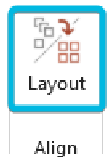
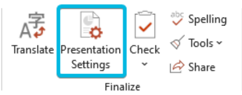
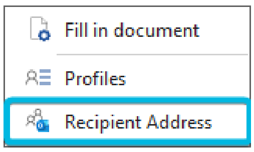
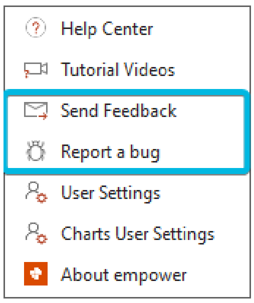
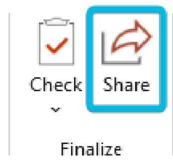
Feature	Description	Office Application	User Interface
Additional Docs Features	Office built-in buttons **Table of Contents**, **Table**, **Diagram**, **Insert Footnote**, **Insert Caption** and **Breaks**	Word	
Additional Slides Features	Buttons **New Slide**, **Layout** and **Reset**	PowerPoint	
Agenda	Button **Agenda**	PowerPoint	
Document Automation + Visual Designer	Group <u>Document Automation</u>	PowerPoint, Word	
Automatic Translation	Button **Translate**	PowerPoint	
Campaign Management	Button **Manage Campaigns**	Outlook	

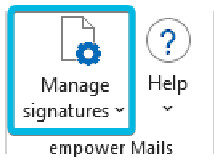
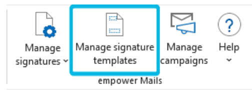
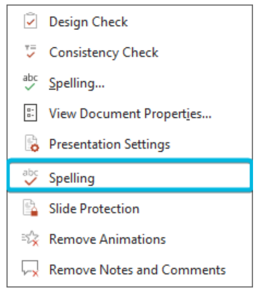
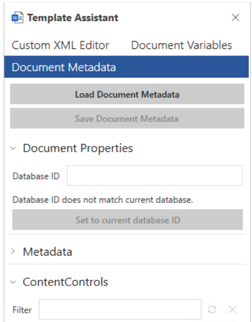
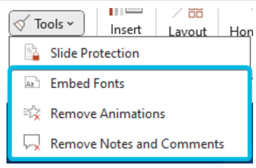
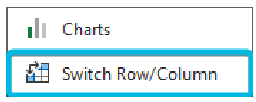
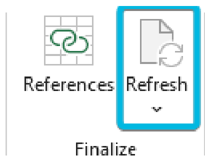
Feature	Description	Office Application	User Interface
empower Charts data charts	Data chart functionalities in empower® Chart Creation	PowerPoint, Excel	
empower Charts Gantt charts	Gantt chart functionalities in empower® Chart Creation	PowerPoint, Excel	
Checks	All checks (see below)		
Consistency Check	Button **Consistency Check**	PowerPoint	
Corporate Design Check	Button **Corporate Design Check**	PowerPoint	
Document Check	Button **Document Check**	Word	
Check References	Button **References** in empower® Component for Excel	Excel	

Feature	Description	Office Application	User Interface
Clipboard	Group <u>Clipboard</u> in navigation bar in empower® Library	PowerPoint, Word, Excel	
Content Management	Group <u>Library</u>	PowerPoint, Word, Excel	
Corporate Design Elements + subfeatures	*Corporate Design Templates* in empower® Library	PowerPoint, Word, Excel	
Company Library Subtree	*Company Library* in empower® Library	PowerPoint, Word, Excel	
Favorites	*Favorites* in empower® Library	PowerPoint	
Library Browser	Web Components	Web	

Feature	Description	Office Application	User Interface
WebLibrary Integration	Recycle Bin	PowerPoint, Web	
empower Links	Button **Copy link to clipboard** (empower® Links)	PowerPoint, Word, Excel	
Save	Button **Save**	PowerPoint, Word, Excel	
Presentation Importer	Option **Import presentations** in empower® Library (context menu)	PowerPoint	
Update Notifications	Button **Updates** + drop-down menu	PowerPoint	
User Library Subtree	*User Library* in empower® Library	PowerPoint, Word, Excel	

Feature	Description	Office Application	User Interface
Content Protection	Option **Slide Protection** under button **Check** (simplified ribbon) or **Tools** (classic ribbon)	PowerPoint	
Convert	Button **Convert**	PowerPoint	
EAV Data Layer	All options under **Fill in Document** except **Recipient Address**	Word	
Company Management	Option **Companies** under button **Manage Signatures** Option **Companies** under button **Fill in Document**	Outlook (Admin) Word (Admin)	
Fill in Document	Button **Fill in Document**	Word	
Profile Management	Button **Profiles**	Outlook, Word	

Feature	Description	Office Application	User Interface
Elements + subfeatures	Button **Elements** + options and Office built-in button **Shapes** in Word	PowerPoint, Word	
External Link	External link button	PowerPoint, Word	
Update Fields	Button **Update Fields**	Word	
Formatting Tools + subfeatures	Formatting options for **Bullets, Color** and **Font**	PowerPoint, Word, Excel	
Help	Button **Help and Settings**	PowerPoint, Word, Excel, Outlook	
Layout Tools	Button **Layout**	PowerPoint	
Presentation Settings	Button **Presentation Settings**	PowerPoint	
Recipient Contact Picker	Option **Recipient Address**	Word	
Report a Bug/Send Feedback	Buttons **Report a Bug** and **Send Feedback**	PowerPoint, Word, Excel, Outlook	
Share	Button **Share**	PowerPoint	

Feature	Description	Office Application	User Interface
Signature Management	Button **Manage signatures**	Outlook	
Signature Template Management	Button **Manage Signature Templates**	Outlook (Admin)	
Spelling	Button **Spelling**	PowerPoint	
Stationary Visibility Toggle	Button **Hide Stationary**	Word	
Template Assistant	Button **Template Assistant**	Word	
Text Styles	Button **Styles**	Word	
Tools + subfeatures	All options under **Tools** except **Slide Protection**, Option **Switch Row/ Column** under *Charts* in Excel	PowerPoint, Word, Excel	

The features *Layout Cleaner* and *Pack & Go* are also listed under the section *Tools*. However, ticking the checkboxes for these two features will not affect the empower® Ribbon since they will no longer be part of the feature palette empower offers in the empower® Component for PowerPoint.

Configure External Link

In the section *Slides External Link Settings*, you can define all details required for the external link button in PowerPoint (**Figure 76**).

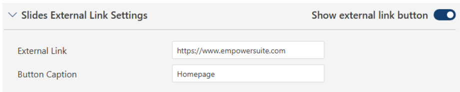


Figure 76. Slides External Link Settings

To enter the details, follow the following steps:

1. To set the URL the external link button leads to, enter the URL in the input field.
2. To define the button caption to be displayed in the user interface, enter the caption into the input field.
3. To confirm your changes, click on the button **Save**.

You cannot set an individual icon for the external link button in PowerPoint.

In the section *Docs External Link Settings*, you can define all details required for the external link button in Word (**Figure 77**).

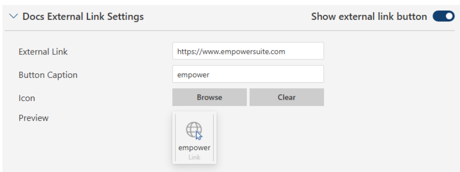


Figure 77. Docs External Link Settings

1. To set the URL the external link button leads to, enter the URL in the input field.
2. To define the button caption to be displayed in the user interface, enter the caption into the input field.
3. To add an icon to be displayed for the external link button, click on the button **Browse**.
   Your file explorer opens.
4. Choose the file you want to use for the icon and click on the button **Open**.
5. To confirm your changes, click on the button **Save**.

Under *Preview*, you can see what the external link button will look like in the user interface in Word.

Placeholder Settings

In the section *PowerPoint Placeholder Settings*, you can choose what happens when the user inserts a placeholder. You can define the behavior for the following six placeholders (**Figure 78**):

- Chart
- ClipArt
- Picture
- SmartArt
- Table
- Video

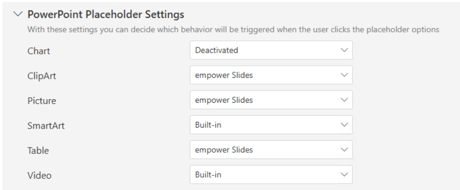


Figure 78. Placeholder Settings

For each placeholder, you have the following three options:

- **empower Slides** – If a user selects the placeholder option, the sidepane opens in the corresponding folder in the empower® Library.
- **Deactivated** – If a user selects the placeholder option, a message appears telling the user that this function is not available.
- **Built-in** – If a user selects the placeholder option, the Office built-in options open.

Select your preferred options.

To confirm your changes, click on the button **Save**.

Depending on the Office version in use, not all options in PowerPoint content placeholders can be configured. If the placeholder option cannot be configured in this section, the Office built-in options open if a user selects the respective option.

If one of the drop-down menus is left empty, the option **empower Slides** is used by default.

E-Mail Settings

You can access the section *Mails* if you are a *Customizing Admin* and additionally are a *Mails Customizing Admin*.

In the section *Mails* you will find settings regarding corporate design information specifically for e-mails.

In total, four settings are available:

- Font
- Font Style
- Font Size
- Font Color

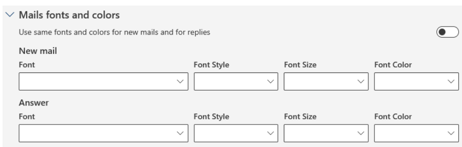


Figure 79. Overview E-Mail for Different Settings for New E-Mails and Answers

To expand the drop-down menu, click on the **arrow** symbol that points down and then select an option (Figure 79).

You can define different settings for new e-mails and e-mail answers.

To define corporate design settings both for new e-mails and e-mail answers, switch the toggle button next to **Use same fonts and colors for mails and for replies** to *On* (Figure 80).

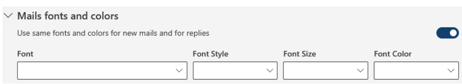


Figure 80. Overview E-Mail Settings for E-Mails and Answers

To confirm your changes, click on the button **Save**.

> By default, there are always four font style options available. These options are independent of your design settings and are not adjustable.

> The available setting options for e-mails are taken from the design you created and assigned to the empower® Component for Outlook.

Campaign Settings for E-Mails

In the section *Campaigns*, you can add campaign fields, define and administer campaign groups and assign targets (users and user groups).

Campaign fields can be inserted as placeholders in a signature template and can be assigned content through campaigns. Thus, they provide a link between campaigns and signatures.

Campaign target groups define the hierarchy that is later used to evaluate which campaign is applied to a user based on this hierarchy. They can be set up according to your needs, e. g. per region, company structure (legal entities), departments.

To add campaign fields, follow the following steps:

1. Navigate to the section *Campaign Fields*.
2. Click into the input field.
3. Type in a name for the new campaign field and click on the button **Add** (Figure 81).
   The campaign field is added to the list.

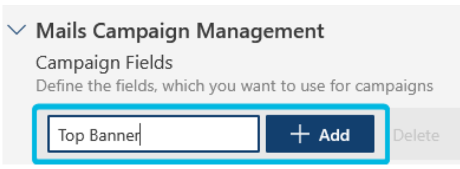


Figure 81. Input Field and Button **Add**

4. To confirm your changes, click on the button **Save**.

To delete campaign fields, follow the following steps:

1. Navigate to the section *Campaign Fields*.
2. Select the campaign field you want to delete and click on the button **Delete** (Figure 82).

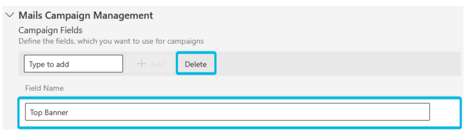


Figure 82. Button **Delete**

3. To confirm your changes, click on the button **Save**.
   The campaign field is removed from the list.

> Deleting campaign fields might affect active campaigns. Ensure the campaign field you want to delete is not part of an active campaign.

To add campaign targets, follow the following steps:

1. Navigate to the section *Campaign Targets*.

2. Click on the button **Add Group** (Figure 83).

Figure 83. Button **Add Group**

3. Click into the input field and type in a name for the new campaign group (Figure 84).

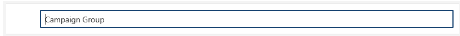


Figure 84. Input Field for Campaign Group

4. To add a subgroup to the new campaign group, repeat steps 1 and 2.

> There has to be at least one campaign group (level 1) set up for the feature campaigns to function in empower® and to schedule and run an email campaign. This campaign group has to be present at all times. To add subgroups and access the input field for a new campaign group, expand the campaign group on level 1.

> To be able to use campaign fields for an email campaign, user or user groups have to be assigned to them.

To assign users or user groups to a campaign target, follow the following steps:

1. Navigate to the section *Campaign Targets*.
2. Click on a campaign target to select it.
3. Click on the button **Assign** in the navigation bar (Figure 85).
   A dialog box opens.

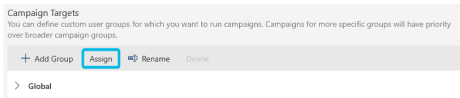


Figure 85. Button **Assign**

4. Click on the button **Add** in the dialog box *Assign Campaign Targets* (Figure 86).

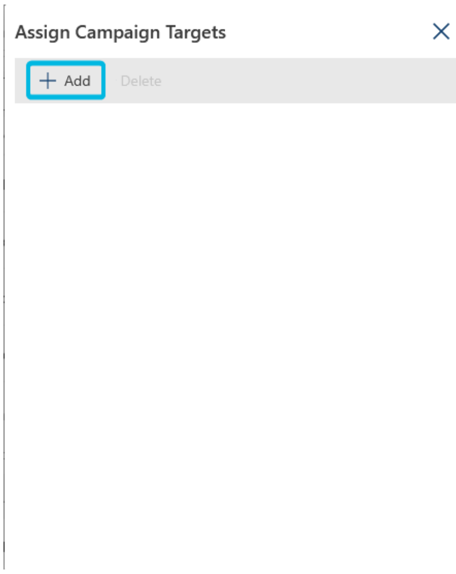


Figure 86. Button **Add** in Dialog Box *Assign Campaign Targets*

5. To search for users or user groups, click into the search bar and type in a user or user group name (Figure 87 **(1)**).
6. To filter your search results and only search for user groups, switch the toggle button to *On* (Figure 87 **(2)**).

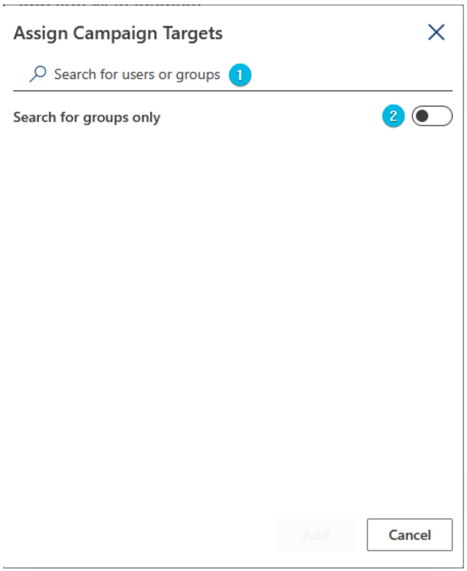


Figure 87. User and User Group Search in Window *Assign Campaign Targets*

7. To assign the user or user group to the campaign target, select one of the search results and click on the button **Add** (Figure 88).

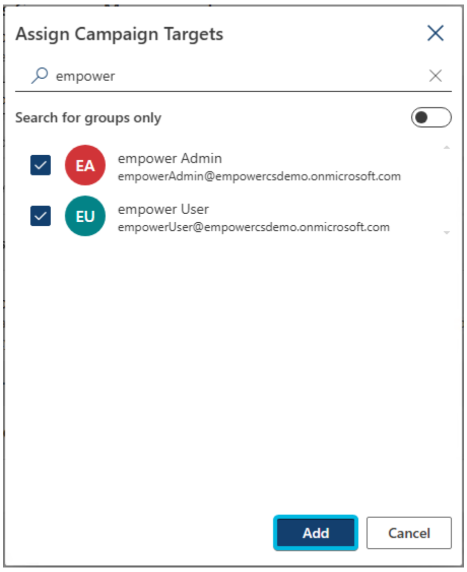


Figure 88. Button **Add** for Campaign Targets

Once you have assigned a user or user group to a campaign target, you can check the assignments with a click on the button **Assign**.

> i You can access the section *Campaigns* if you are a *Customizing Admin* and additionally are a *Mails Campaign Admin*.

Manage Customizing Admins

In the section *Customizing Admins*, you can add or remove *Customizing Admins*.

To add a user or user group, follow the following steps:

1. Click on the button **Add** in the navigation bar (Figure 89).
2. Search for a user or user group you want to add as a *Customizing Admin*.
3. Select the respective user or user group from the search results.
4. Click on the button **Add** (Figure 90).
   The user or user group is added to the list of *Customizing Admins*.

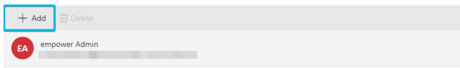


Figure 89. Button **Add** for Customizing Admins

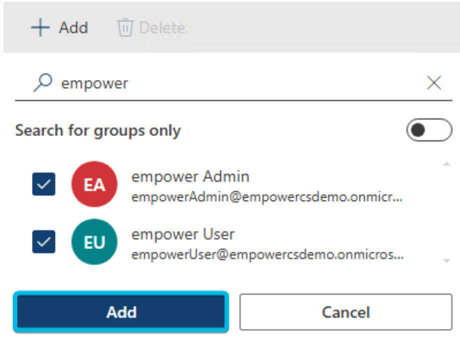


Figure 90. Button **Add** in Search for Customizing Admins

5. To confirm your changes, click on the button **Save**.

To remove a user or user group from the list, follow the following steps:

1. Select the respective user or user group.
2. Click on the button **Delete** (Figure 91).
   The user or user group is removed from the list.

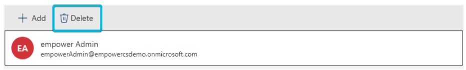


Figure 91. Button **Delete** for Customizing Admins

3. To confirm your changes, click on the button **Save**.

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If you need any further help, please refer to our **Help Center** and to our **Video Tutorials**.