





## In the Spotlight

[Control Panel](#) > [My Workspace](#) > [In the Spotlight](#)

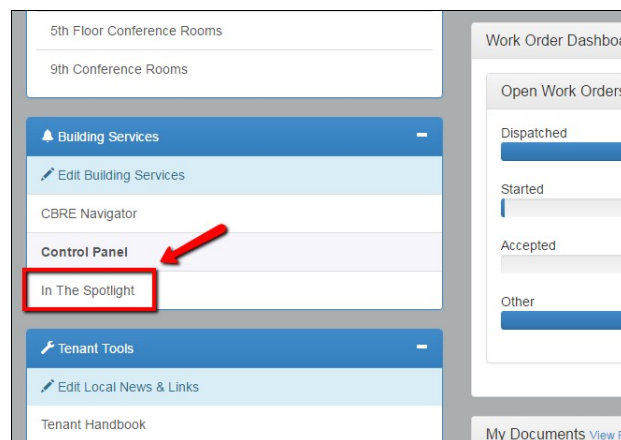
### **In the Spotlight:**

#### **About:**

**In the Spotlight** is a feature that allows Tenant Managers to dedicate a page within the private **My Workspace** page to tenants and their users in cases such as: **Employee of the Month**, **Commemorations** for personal achievements, or any other news that deserves to be in the "Spotlight."

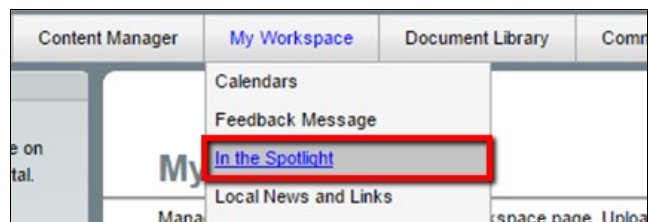


Spotlight news is located, by default, under the **Building Services** section of the **My Workspace** page.



#### **Using In the Spotlight**

1. Click **Control Panel** > **My Workspace** > **In the Spotlight**.



- 
- Spotlight
- Attributes
- Spotlight Name Employee of the Month
- Active Yes
- URL http://www.veronicacamcho.com
- Content
- Veronica Camacho is recognized as the Employee of the Month!!!
- As Client Services Manager for the Axis Portal group, Veronica Camach support and training. Her responsibilities include the creation of custom development of training curriculum and tutorials, online and phone train customers, conducting of customer satisfaction surveys and training ne
- Ms. Camacho also oversees QA and testino for portal enhancements ar
- New Picture
- Save Cancel

**Note:**

- Simply creating a new page does not automatically display it on your Portal; it must be manually activated. If you are not redirected to the In The Spotlight setup page after creating a new page, navigate back to My Workspace > In The Spotlight.

- Spotlight**

<input type="checkbox"/> <u>Name</u>	<input type="checkbox"/> <u>Active</u>	<input type="checkbox"/> <u>Edit</u>
<input type="checkbox"/> Employee of the Month	Yes	<a href="#">Edit</a>
<input type="checkbox"/> 32nd CBRE Talent Contest Winner!	No	<a href="#">Edit</a>
<input type="checkbox"/> Turner Services	No	<a href="#">Edit</a>
<input type="checkbox"/> UTA	No	<a href="#">Edit</a>

**Active Spotlight**

Select the spotlight you would like displayed on the portal