

In the Spotlight

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

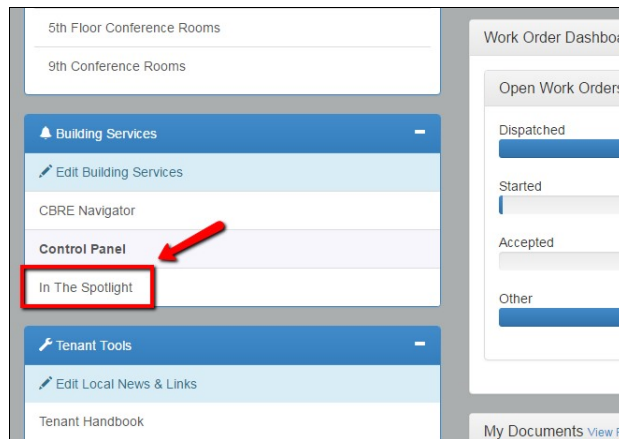
In the Spotlight:

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."

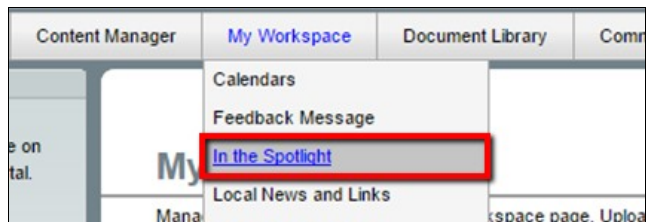


Spotlight news is located, by default, under the **Building Services** section of the **My Workspace** page.



Using In the Spotlight

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



2. To add a new Spotlight page, click **Add** in the top right.
3. Insert a **Spotlight Name**, **URL**, **Content**, and **Picture** into the RadEditor.
4. Click **Save**.

Spotlight

Attributes

Spotlight Name:

Is Active: Yes

URL:

Content:

Veronica Camacho is recognized as the Employee of the Month!!!

As Client Services Manager for the Axis Portal group, Veronica Camacho 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 testing for portal enhancements ar

New Picture:

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.

5. Under the **Active Spotlight** section, select the spotlight page that you would like to be displayed from the drop-down menu.
6. Click **Save**. The Active column in the list of pages shows which page is active with a "Yes."

Spotlight

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

Active Spotlight

Select the spotlight you would like displayed on the portal

▼

None

Employee of the Month

32nd CBRE Talent Contest Winner!

Turner Services

UTA