InfoReady Optional Configurations Guide

Below is a chart listing additional custom options for your InfoReady site. These can be completed at any time, but some administrators prefer to run a few competitions before making any changes to better understand their needs.

View additional information by clicking the title of each option. If you want to make a change to your site's settings, a Super Administrator (or Global Administrator, if microsites are enabled) should email support@inforeadycorp.com with a description of the change.

Option	Description	Default	Custom Example(s)
Account/Reference Number Label	Free text field on Award screen	Account/Reference Number	Budget Code, Grant Processing ID
Adding Existing Users As Co-Administrators	Allows existing admins to add anyone as a Co-Administrator on the Details page	Enabled	Disabled (Only Global/Super Admins can add users as Administrators)
Date and Time Formats	Modify short and long date/time formats	Short: 05/01/2021 | 05/01/2021 3:56 pm Long: Saturday, May 1, 2021 | Saturday, April 26, 2021 at 3:56 pm	24-hour time format, Switching month and day
Digest Email	Disable or Day(s) and every week or every other week	Monday and Thursday mornings	Wednesdays only, Every other Friday
Homepage Columns - Order	Default column that should be sorted	By Category	By Due Date
Homepage Columns - Type	Column headings for chart listing competitions	Title | Due Date | Category | Award Cycle	Title | Due Date | Funding Available | Sponsor Deadline
Language Settings	Text (days and months) displayed in date and time listings on the site	English	Any
Letter of Intent Language	Change every instance of 'Letter of Intent' to institution-specific terminology	Letter of Intent	Notice of Intent, White Paper
Primary Organization Instructional Text	Instructions for hierarchical selection applicants should choose	Arrows expand your organization choices. Non-bolded names represent the lowest level listed.	Click on your Campus to Expand > Click on your School > Select your Department
Primary Organization Labels	Descriptor for hierarchical selection applicants should choose	Primary Organization, Secondary Organization	Department, Affiliation
Session Timeout	System will automatically log users out after a period of inactivity	3 hours, with 15-minute warning	1 hour, with 10-minute warning