



Internal Ref:	NELC-LOLL-001
Review date	August 2021
Version No.	V01.00

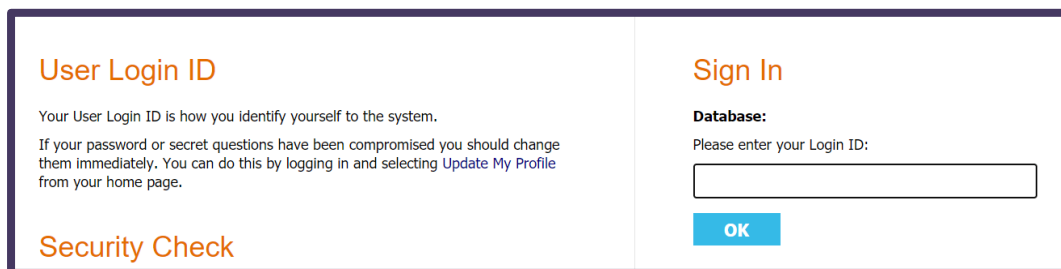
Liquidlogic – Login and Setup

BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
Reference and Version	NELC-LOLL-001
Target Audience	Liquidlogic Users
Author	Adam Brown
Last Review	10/08/2021
Copyright	North East Lincolnshire Council

Logging in and Setup

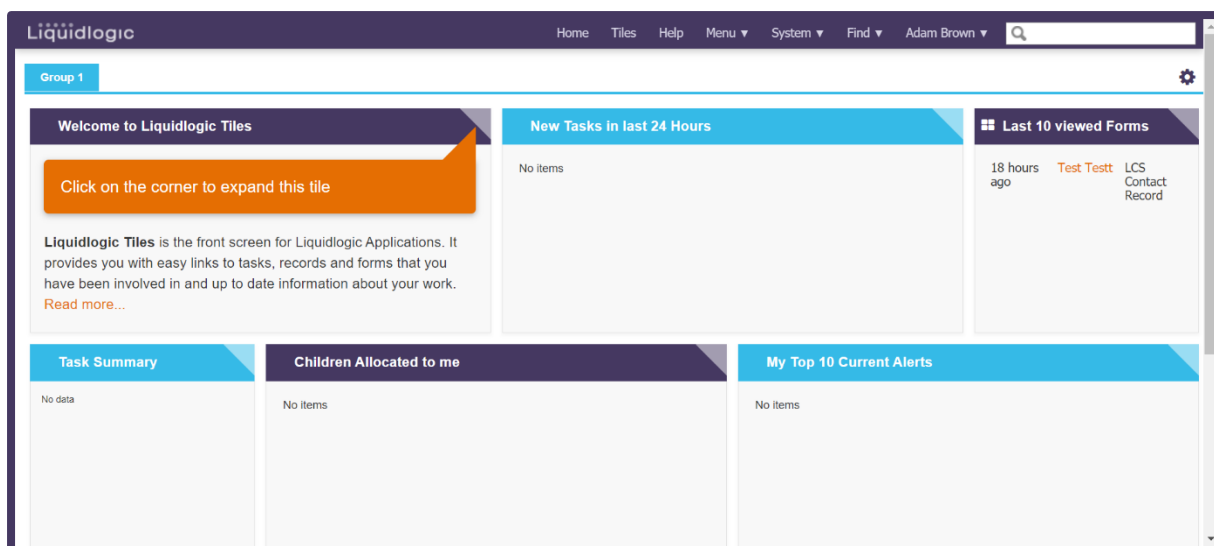
Upon completion of your LiquidLogic basics training, your account will be created, and instructions will be emailed to you.

Once you have opened LiquidLogic, you will be presented with the log in screen.

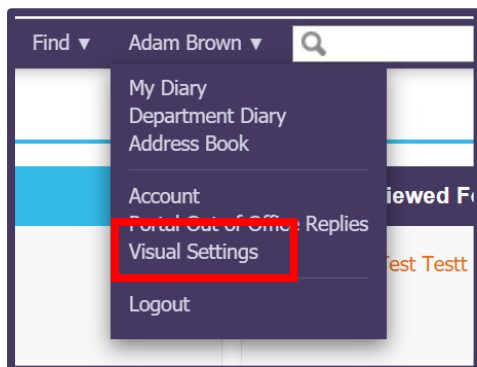


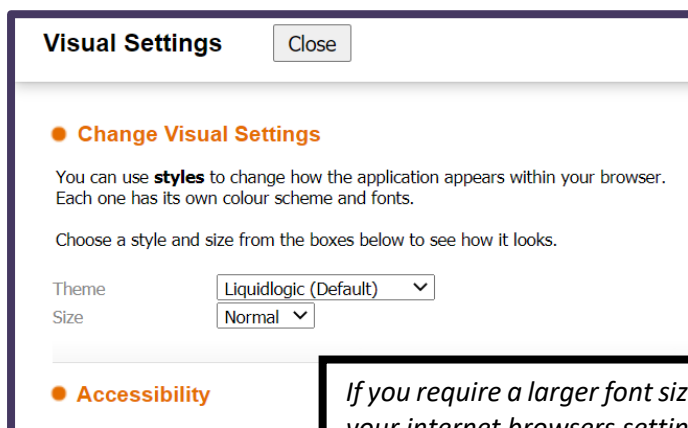
Your Login ID and password should be the same credentials you use for logging into your corporate laptop.

Once logged in, you will be taken to the **Tiles** view.



Navigate to the top right of your screen and hover your mouse pointer over your name. A pop-up will appear. Click on **Visual Settings**.





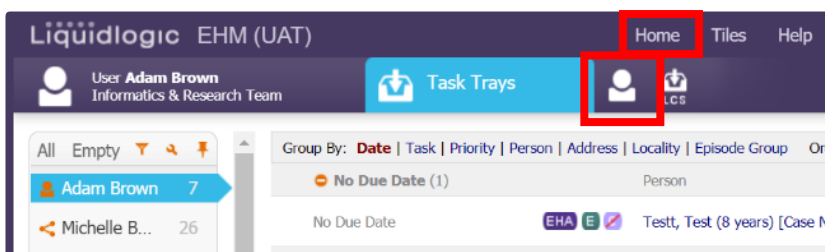
You can select a different theme by clicking on the dropdown arrow and choosing a different colour scheme.

You can select a different text size by clicking on the dropdown arrow and choosing a different size. The default setting is 'Normal' and is the smallest font size available.

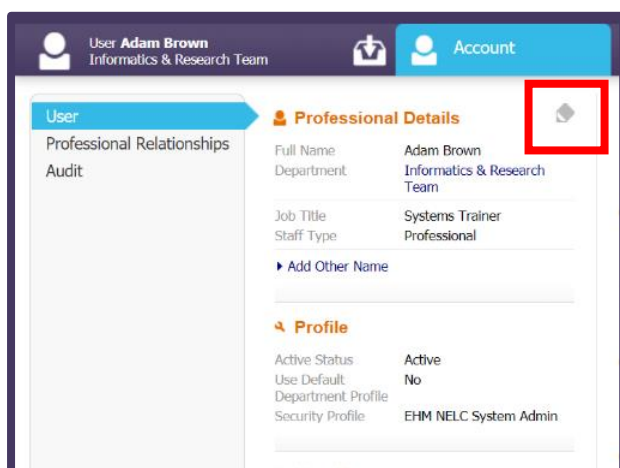
If you require a larger font size than the available selections, you can use your internet browsers settings to zoom into the screen. Instructions on how to do this will differ depending on the browser used.

Once you have set the theme and size that meets your needs, the system will store your preferences meaning that when you login again, you will not need to change the visual settings again.

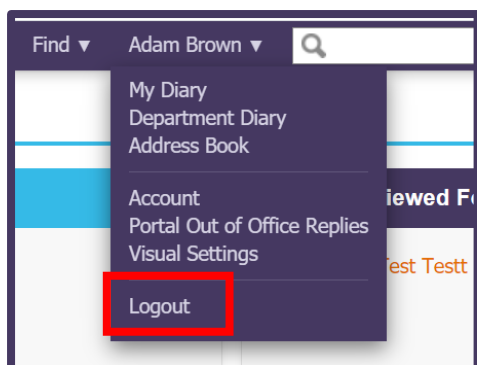
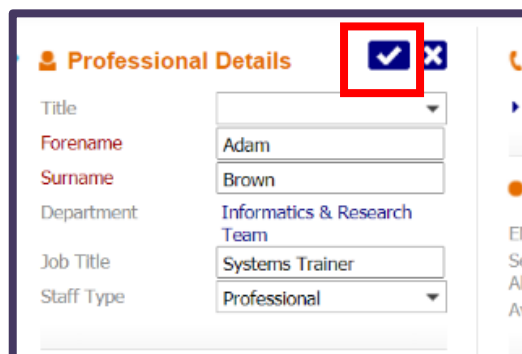
To edit your user details, click on the **Home** link and then click on the **Account** tab.



From here, anything that has the pencil icon next to it can be edited.



Simply click on a pencil to edit the details and then click on the tick icon to confirm the changes.



To logout of the system, hover your mouse pointer over your name on the top right of your screen. When the pop-up appears, click on **Logout**.