Customize your self-assessment knowledge base

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If you're going to give reviewers or team members read-access to your standards or knowledge base, there are a few ways you can customize the look and feel to really make it your own. To see what the default settings we gave you will look like to a reviewer, select the **View knowledge base** link in the upper left at any time:

> Select **View knowledge base** to open your live knowledge base in a new tab

Here's a checklist of the changes our CAPRA customers most often ask about:

1: Change your knowledge base URL

There are two sides to your self-assessment knowledge base: the app where you edit the content, and the actual knowledge base that you'll share with reviewers. You can change the URL for the actual knowledge base from whatever our staff set it up with.

First, check your URL in one of these ways:

1. Select the **View knowledge base** link in the upper left.

2. Or go to **KB settings > Domain** and check the **Sub-domain.**

To edit the subdomain (the portion before ".knowledgeowl.com"):

1. Go to **KB settings > Domain.**

2. Edit the **Sub-domain** to be whatever you'd like.

3. Be sure to **Save** your changes.

2: Change the name of your knowledge base

When we created your knowledge base, we had to give it a name. This name is displayed inside the KnowledgeOwl app, as well as in the upper left of the knowledge base your reviewers will see. For example, my template was created with "KO CAPRA Template 2027" as the name:

To change the name:

1. Go to **KB Settings > Basic.**

2. Edit the **Knowledge base name.**

3. Then select **Save** at the bottom of the page.

3: Add a logo to the upper left of your knowledge base

When viewing the knowledge base, there is space to the left of the knowledge base name for a logo. We pre-load a bench and a tree logo. If you'd like to include a logo or icon to represent your organization:

1. Go to **Customize > Style (HTML & CSS).**

2. Use the **Logo** section in the lefthand menu to add a Logo.

3. Be sure to **Save** your changes.

Refer to **Logos** for more detailed instructions.

4: Change the color palette used in your knowledge base

To change the colors used across your knowledge base:

1. Go to **Customize > Style (HTML & CSS).**

2. Use the **Colors** section in the lefthand menu to change your colors how you'd like.

3. Be sure to **Save** your changes.

Refer to **Custom Colors** for more detailed instructions.

5: Change the text of the homepage of your knowledge base.

By default, your self-assessment knowledge base includes the homepage title "CAPRA Accreditation Self-Assessment" with some placeholder text below it.

To change that title and the placeholder text below it:

1. Go to **Customize > Homepage.**

2. Edit the **Title** to change the "CAPRA Accreditation Self-Assessment" text.

3. Edit the **Custom content** to update the text displayed below that title.

4. You can **Preview** your changes to be sure you like them.

5. Be sure to **Save** your changes.

6: Add PDF download of entire knowledge base

If you'd like to include a full PDF download link for your entire knowledge base, you can generate one.

Refer to **Standard PDF export (Full PDF Download)** for more information on generating that export.

Once generated, you can add a link to it in **the table of contents**, if you'd like.

> **Requires manual refresh**
> This PDF doesn't automatically update as you save changes. Regenerate it before you send the knowledge base to reviewers!

7: Review the password/security settings

Your self-assessment knowledge base was set to use a common shared password for all reviewers.

To view and/or change this password:

1. Go to **Security and access > Security settings**.

2. In the **Authentication settings** section, edit the **Shared password** to update the password.

3. Be sure to **Save** your changes.

You can also set your knowledge base to require no password or use individual reviewer accounts, if you prefer. Refer to **How do I give reviewers access to my CAPRA self-assessment?** for a full rundown of all the available options.