

## How to use the Design Panel

Archived

The design panel is a feature within the admin section of the site.

Here the design of your intranet can be customised with your organisation's logos, fonts and colour palettes, ensuring it is on-brand as well as easily recognisable to users.

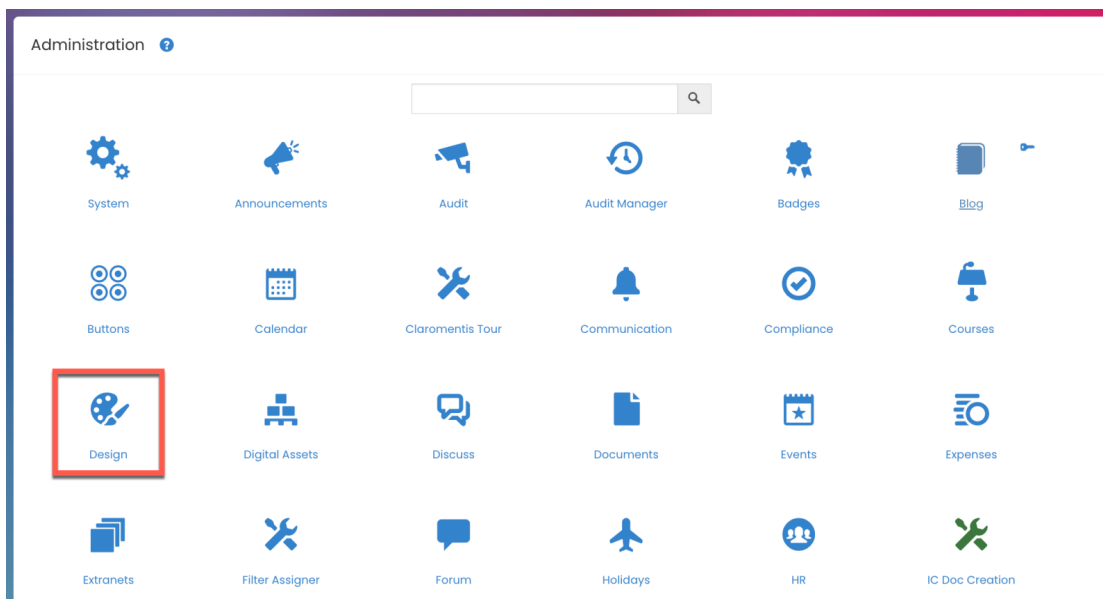
The article will provide an overview of the options and functionalities.

1. [Where to find the Design Panel](#)
2. [Editing the Master Design](#)
3. [Creating themes](#)

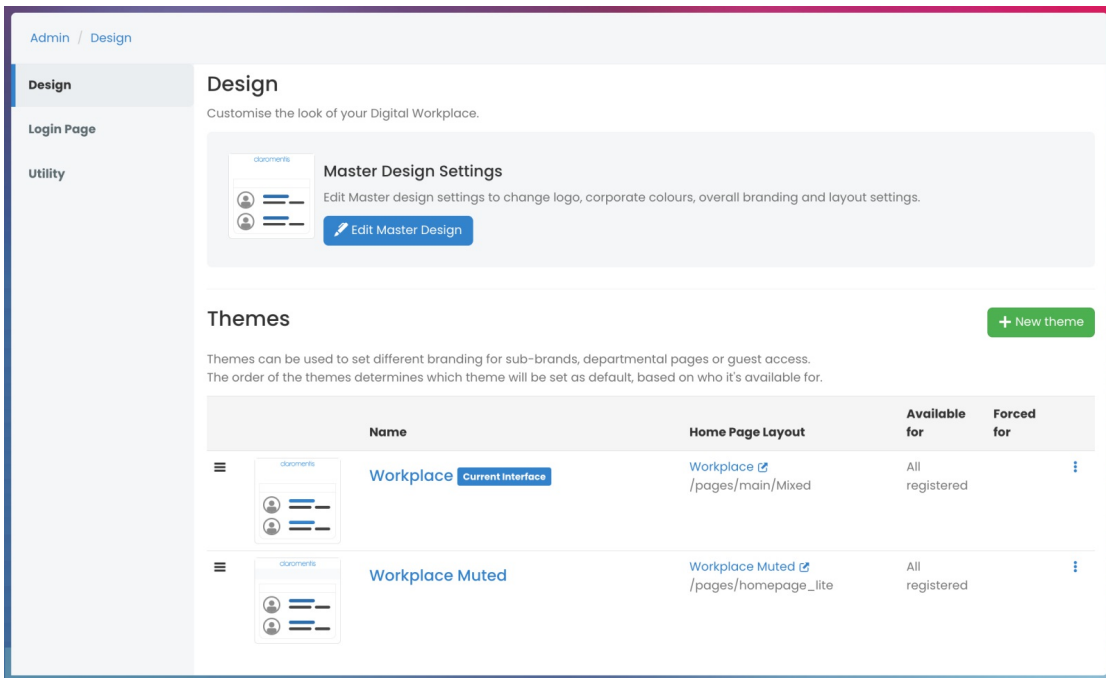
### 1. Where to find the design panel

To access the admin panel of the Design application, you will first need to be made an [application administrator](#) of Design.

Navigate to **Admin > Design** to access the design panel.



The landing page of the application lists the Master design and any [themes](#) that have been created.



**Tip:** Different themes are useful when you want to give different audiences a different look and feel, for example, Internal employees versus External partners.

## 2. Editing the Master Design

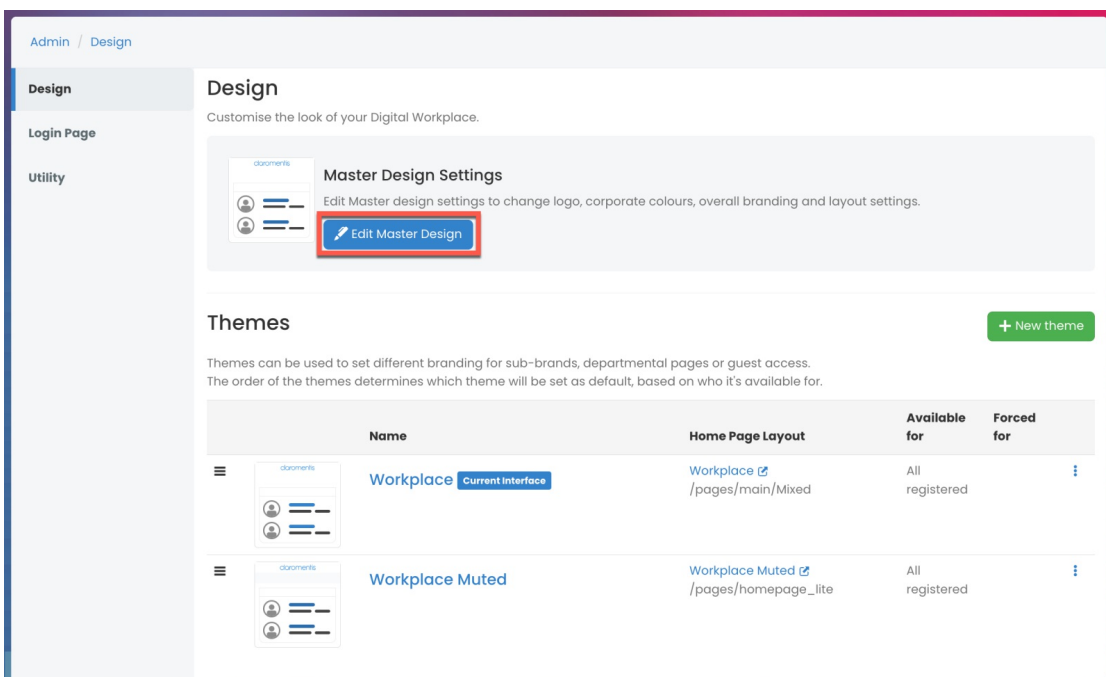
The Master theme is a good place to start as it enables you to set key features that should remain consistent even in any themes created.

For example, you may want to keep the logo and banner colour consistent through all themes.

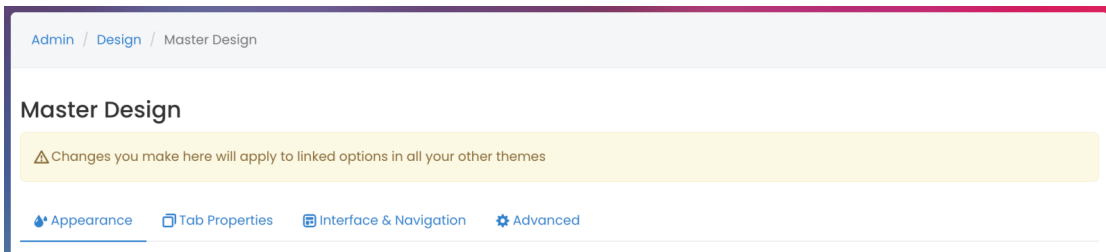
This also means if a content change is required e.g. you have a new company logo, this can be quickly updated against all themes that have this attribute linked to the master, by simply uploading the new image in the master.

You can tell if an attribute is linked to the master via the broken (not linked) or full (linked) chain icon in themes which is covered in more detail below.

When you create new themes, you can choose to link and lock specific features to the Master Design.



Once you select Edit Master Design, you will be directed to a new page with 4 key tabs. We will work through the features of each of these tabs below.

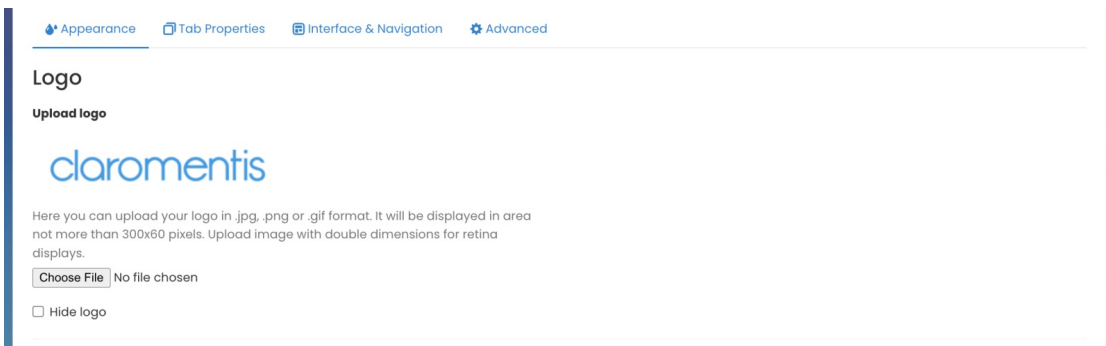


## Appearance

In the **Appearance** tab, there are multiple design options you can apply to your intranet.

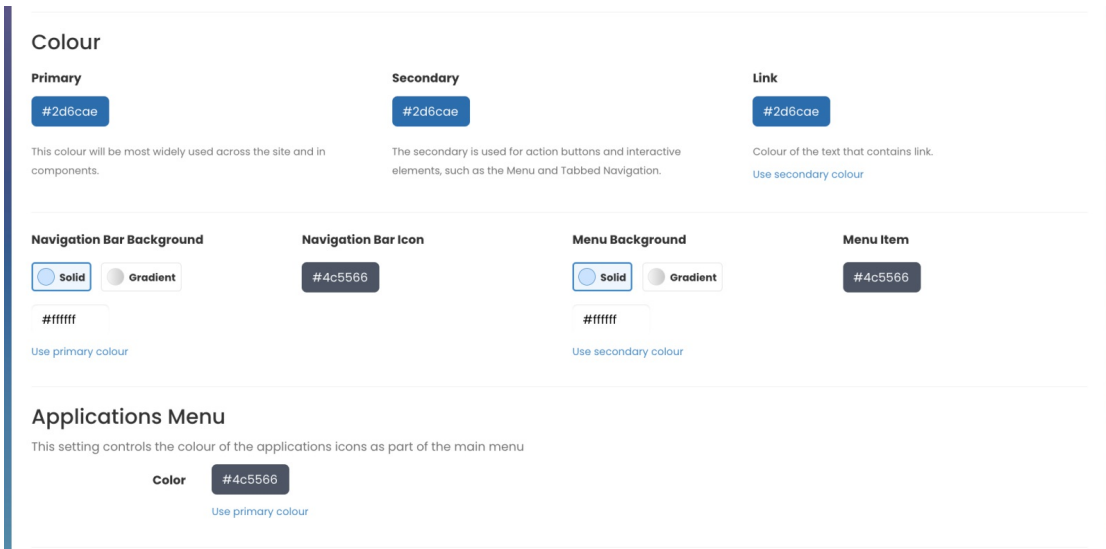
- Upload a logo

An example of a file type here is .png. The best practice is to have a transparent logo background as it will allow the colour of the header bar behind it to display.



- Choose the theme colours

If you have specific colour codes you can enter them or choose from the options.



**Tip:** You will notice a small preview on the bottom right - This helps indicate what each of the changes you have made will look like in reality. You can enlarge this view by selecting the middle arrow icon.

- Change the font & panel headers

You can change the font to something more suitable to your organisation.

Claromentis supports integration with [Google Fonts](#) if your usual brand selection is not already available in system.

## Fonts

This setting controls the default fonts. The selection does not apply to embedded third-party content or documents stored within the Intranet.

**Default Font** Please note that Claromentis Default is the recommended font. Your system default font will be used as a fallback if Google Fonts service is unavailable. Some fonts may support only Latin script.

Claromentis Default

## Panel Headers

This setting controls the headers of the components.

**Colour** #000000

[Use primary colour](#)

[Reset to default](#)

**Style**

Title

Title

- Change the background

An image for the background can be uploaded. This will appear on every Intranet page (it's not possible to set different images/colours per page or Intranet area)

## Background

**Colour** #e0e0e0

**Image background** Here you can upload a background image for your site. For non-tiled background we recommend a resolution of 72dpi (dots per inch) and an image size of 1250x800 pixels or higher with the same

[Choose File](#) No file chosen



Delete and set default  Remove background image

Tile background

- Configure the styling

The styling section allows you to give boxes shadows to stand out more or change the shape of boxes and profile images.

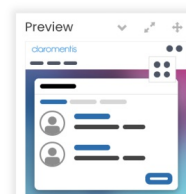
## Styling

**Display card shadows** Components are shown as cards for better visibility. These cards have a shadow to distinguish them from your page background. Use this area to show or hide card shadows.

[Card Shadows]  Hide

**Corners style**  Rounded  Straight

**Profile picture style**  Circle  Rounded  Square



Submit

## Tab properties

In the **Tab properties**, you can manage how your site will display when it's listed at the top of your browser amongst other tabs.

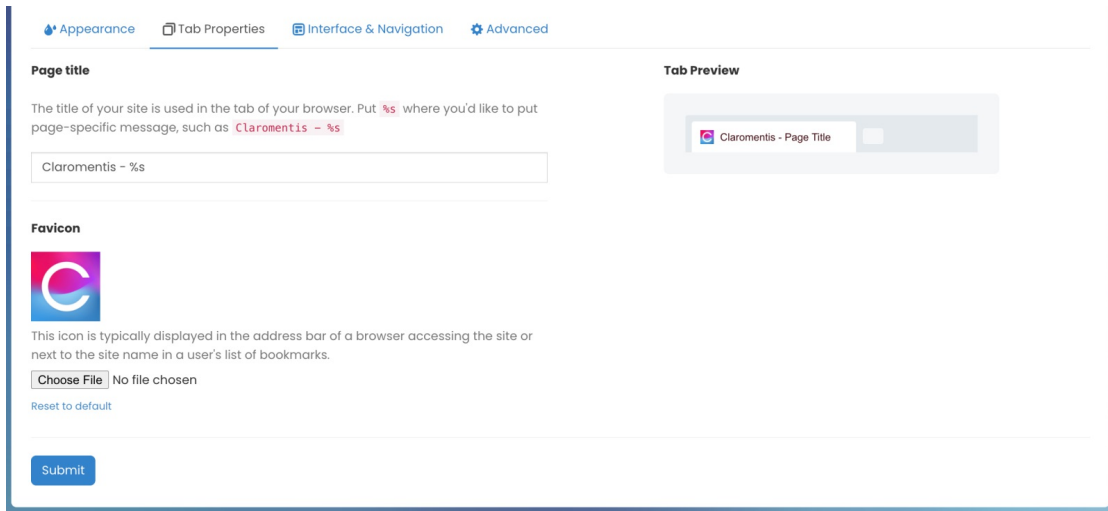
- Add a title and logo (called a Favicon)

The title & logo of your site are used in the tab of your browser.

Leave the default `%s` in place to have the system provide an appropriate title based on what is currently showing in the tab to the user.

Otherwise, any custom title given here will always appear regardless of the Intranet page being shown.

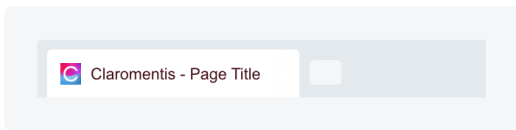
Using a clear name and logo enables users to easily identify the intranet tab.



- Check tab preview

A tab preview can be used as a guide to how your selections will look.

Using a clear name and logo enables users to easily identify the intranet tab.



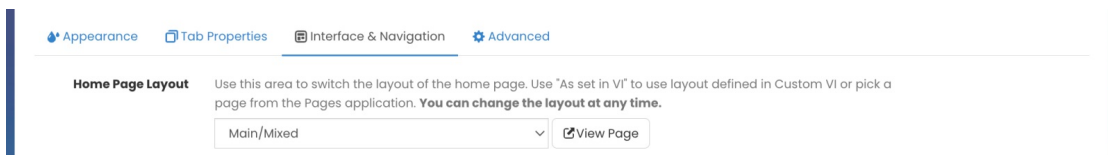
## Interface & Navigation

In the **Interface & Navigation** section, you can determine the layout of the homepage.

- Select the homepage layout

This refers to Pages created on the site which will likely have different components displayed to serve separate purposes. You may have already designed certain pages - in which case they will be listed here to choose from.

Otherwise, the default homepage given on install will be called 'Main'.



- Select the menu

You may have determined the structure of the menu in the Menu Builder application. You can see there is a shortcut to this on the right. You can also choose whether the menu should be on the top bar or left-hand side of the page.

## Menu options

**Main menu**  [Edit 'main\\_menu' menu](#)

**Menu layout**  **Top bar**  **Side bar**

- Choose the Interface layout

Select the standard width or full width. This denotes how much of a border the page you are working on has.

## Interface

Choose between full width or constrained layout.

**Page width**  **Standard width**  **Full width**

**Tip:** It's recommended you test both out to see what your preference would be.

- Configure the Header

There are 6 preset options which you can select or remove. You may wish to hide some of these features from your users if they aren't appropriate for your Intranet aims.

## Header

This section controls the main navigation header across the top of the screen.

**Hide header items**

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shown	Shown	Hidden	Shown	Shown	Hidden

## Advanced

The **Advanced** area enables you to add custom CSS rules to your site if you have the resources in-house to make changes as it can be a useful tool for making more amends.

## Master Design

⚠ Changes you make here will apply to linked options in all your other themes

🔧 Appearance [📄 Tab Properties](#) [🗺 Interface & Navigation](#) [⚙ Advanced](#)

**Custom CSS (Advanced)** Use this area to add custom CSS rules to your site.

Warning: Please be cautious when using this feature as custom CSS can break your design. Our support team will be limited in how they can help with design related issues if you have custom CSS.

`/* please add your custom CSS here */`

**Custom Code** Copy custom code (for example Google Analytics tracking code) and paste in the text area below.

```
<link rel="preconnect" href="https://fonts.gstatic.com">
<link href="https://fonts.googleapis.com/css2?
family=Poppins:ital,wght@0,100;0,200;0,300;0,400;0,500;0,600;0,700
;1,100;1,200;1,300;1,400;1,500;1,600;1,700&display=swap"
rel="stylesheet">
```

**Export/import** Claromentis allows you to import your custom design styles. Use this area to copy your configurations or import a new set. Please note that the exported options do not include any uploaded images.

 Export/import

Submit

## 3. Creating themes

You can create various themes for different audiences.

For example, you may wish to create a theme for an Extranet area that is tailored to the users within it, with different branding colours set and a new homepage layout that displays other components than seen in the master design or other themes.

It is also possible to have some fun with the Intranet and create unique themes for holidays, events or seasons for users to choose between or be forced to see upon logging in, it is completely up to you!

### Edit Properties

1. Select **+ New Theme** to create a Theme.

Admin / Design

**Design**

Customise the look of your Digital Workplace.

**Master Design Settings**  
Edit Master design settings to change logo, corporate colours, overall branding and layout settings.  
[Edit Master Design](#)

**Themes** [+ New theme](#)

Themes can be used to set different branding for sub-brands, departmental pages or guest access. The order of the themes determines which theme will be set as default, based on who it's available for.

Name	Home Page Layout	Available for	Forced for
<b>Workplace</b> <span>Current interface</span>	<a href="#">Workplace</a> /pages/main/Mixed	All registered	
<b>Workplace Muted</b>	<a href="#">Workplace Muted</a> /pages/homepage_lite	All registered	

2. Enter the details:

Admin / Design / Add a new theme

**Add a new theme**  
New themes inherit the design attributes from the Master Design Settings, however once the new theme is created you can customise it as you wish.

**ID** -

**Name**

**Description**

**Home Page Layout** Use this area to switch the layout of the home page. Use "As set in VI" to use layout defined in Custom VI or pick a page from the Pages application. **You can change the layout at any time.**  
Main/Simple

**Available for**

- **Name:** Title of theme
- **Description:** A brief description of the theme
- **Home Page layout:** The page layout of the theme. For example, you may want the Sales team to have a specific home page that's more relevant to them. All pre-designed pages you have made should be listed.
- **Available for:** The intended audience. The 'Available for' determines the themes available under 'My Settings' which users can switch between as desired. You can also force a theme on Groups or individuals - Will we run through this further down this article.

**Please note:** Users need approval for both the Theme and Homepage. Make sure they have permissions for both. The homepage permissions can be checked via Admin > Pages > Sites.

3. To save the new theme, select **Submit**.

You will be taken to the design page.



Admin / Design / Add a new theme

### Add a new theme

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Main/Simple

**Available for**

## Edit Style

The theme design page is similar to the Master Design page with the addition of the 'Link' feature.

All attributes will be linked to the Master Design theme by default.


When deviating from what is set in the custom design, the link will break, denoting that this is no longer linked to the master.

This means if that attribute is updated in the master it will have no effect on this theme.

Choose to link or unlock properties in a theme depending on your use case and whether you need them to remain consistent with the master or more unique.

### Logo

Upload logo



Here you can upload your logo in .jpg, .png or .gif format. It will be displayed in area not more than 300x60 pixels. Upload image with double dimensions for retina displays.

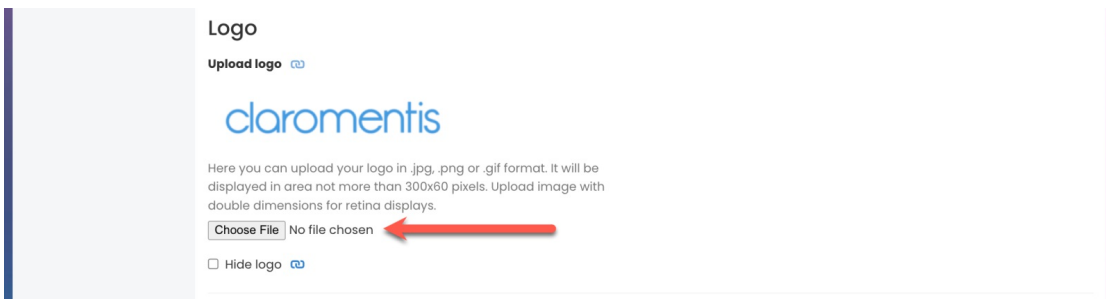
No file chosen

Hide logo

### Colour

<p><b>Primary</b> <input type="button" value="Link"/></p> <p><input type="button" value="#2d6cae"/></p> <p>This colour will be most widely used across the site and in components.</p>	<p><b>Secondary</b> <input type="button" value="Link"/></p> <p><input type="button" value="#2d6cae"/></p> <p>The secondary is used for action buttons and interactive elements, such as the Menu and Tabbed Navigation.</p>	<p><b>Link</b> <input type="button" value="Link"/></p> <p><input type="button" value="#2d6cae"/></p> <p>Colour of the text that contains link. Use secondary colour</p>
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If you wish to customise the theme, you can simply select and/or upload the design.



**Please note:** If you upload an image and lock the link when saving changes, the logo will revert to the old one.

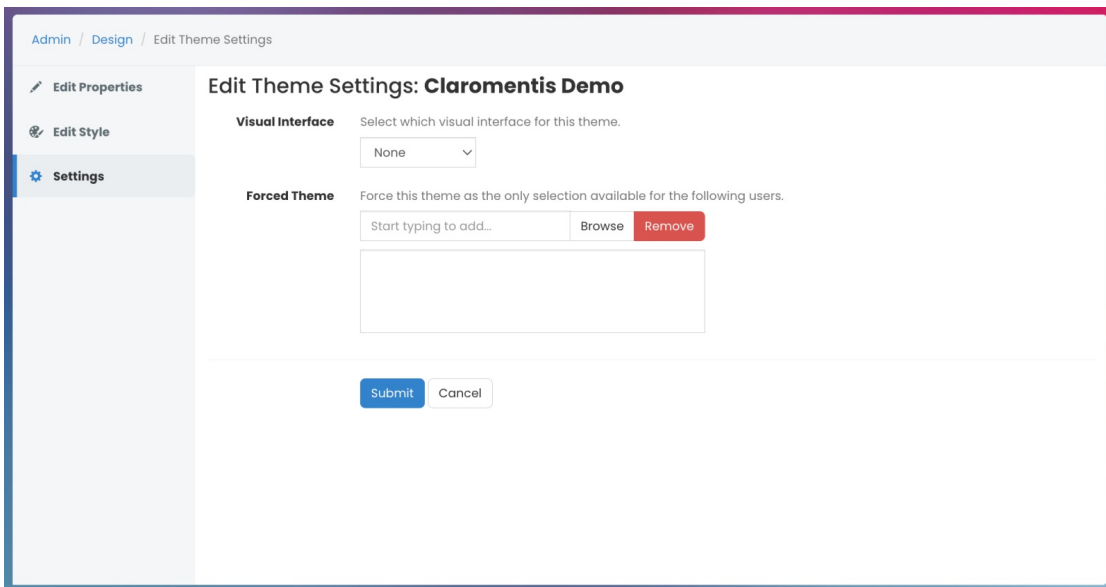
You can link or unlink colours, fonts, or styling using the link icon to customise the new theme compared to the Master Theme.

This relates to the other page sections we went through earlier which include:

- Tab Properties
- Interface and Navigation
- Advanced

## Theme settings

There are two features that can be configured.



- **Visual Interface:** The interface is only relevant if you have had custom work created. All pre-designed layouts will be listed.
- **Forced for:** The intended audience. The 'Forced for' determines the one theme that users will see regardless of other theme permissions - Users are not given the option to choose from the range of themes under 'My Settings'. This feature is useful when you would like specific teams, extranet users or individuals to have one theme they cannot switch or alter.

**Please note:** If users are forced to see more than one theme, the one listed higher in the order will be applied.

We advise only forcing users to one theme (if you need to do this) and if instead, they should be able to see a range, to make them all 'available for' users instead, so they can switch between them.

Once the Theme has been created, you can view it via **Admin > Design**.

You can view the Homepage layout and check who has permissions for a theme and whom it is forced for:

Admin / Design

**Design**

Design

Customise the look of your Digital Workplace.




**Master Design Settings**

Edit Master design settings to change logo, corporate colours, overall branding and layout settings.

[Edit Master Design](#)

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 Workplace Muted	<a href="#">Workplace Muted</a> /pages/homepage_lite	All registered	
 Claromentis Demo	<a href="#">Claromentis Demo</a> /pages/main/Simple	Group: Human Resources Role: Administrators	Group[+]: New Starters

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Tags: [design](#), [theme](#), [style](#), [colour](#), [branding](#)