



How to Switch Theme

General configuration

Users can switch between themes that have been created in the Design panel where at least two have been made 'Available for' them by an administrator.

The screenshot shows the 'Design' panel in the system interface. The left sidebar has 'Design' selected. The main content area is titled 'Design' and 'Customise the look of your Digital Workplace.' Below this is the 'Master Design Settings' section with an 'Edit Master Design' button. The 'Themes' section is below, with a '+ New theme' button. A table lists themes with columns for Name, Home Page Layout, Available for, and Forced for. The 'Available for' column is highlighted with a red box.

Name	Home Page Layout	Available for	Forced for
Workplace <small>Current interface</small>	Workplace (pages/main/mixed)	All registered	
Workplace Muted	Workplace Muted (pages/homepage_lite)	All registered	Group: Leadership Team
Private Tour	Private Tour (pages/main/mixed/private_tour)	All registered	
Creative (joyfresh) <small>A fresh theme for a company from a creative or media backgrounds</small>	Creative (joyfresh) (pages/main/joylike_homepage)	All registered	
Wide Screen <small>Full width Workplace theme with menu on the left</small>	Wide Screen (pages/main/mixed)	All registered	
E-forms and Workflows <small>E-forms and workflow theme</small>	E-forms and Workflows (pages/e_form_and_workflow)	All registered	Group: Sales

A user cannot switch to another theme (even if they have 'Available for' permissions) if a 'Forced for' theme is applied, as this overrides any switching.

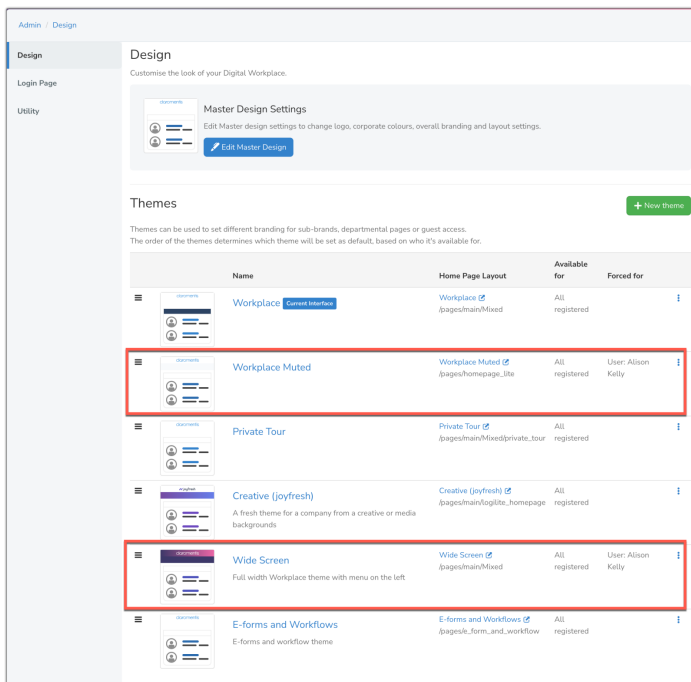
e.g. In the example above, users in the Group 'Leadership Team' cannot switch to another theme even though they have permission to do so via the 'All registered' group in the 'Available for' column. This is due to the forced theme to view 'Workplace Muted' only.

Consider implementing appropriate permissions for theme and role/group switching within your Intranet management system, tailored to your company's specific needs.

Conflict logic

If a user is forced to view multiple themes or they are included in roles/groups that have been forced across themes, the system resolves this conflict by applying the theme highest in the order.

e.g. In the situation below, user Alison Kelly would see the 'Workplace muted' theme as this is listed above the other theme they are also 'Forced for'.

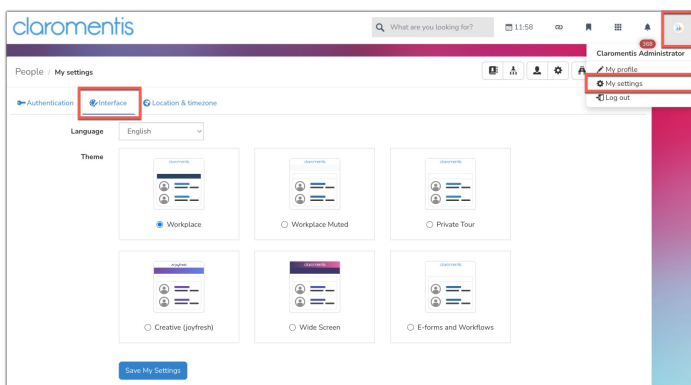


The solution to resolve the conflict will be at your team's discretion - either ensuring the user is only forced once to the desired theme (and not any others) or moving the desired theme higher in the list so that this now takes precedence.

The most beneficial solution will be apparent based on how complex the permissions entered across your themes are and may take some collaboration with team members to find the best fit for the whole user base.

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When a user can switch theme, they can do so from the **My settings > Interface**:



This area will list only the themes the user is allowed to switch to via the 'Available for' permission.

To switch, highlight a different theme and then click **Save my settings**, the theme will now update to the new choice.

A user can make this switch whenever they like, as long as they have the correct permissions.

Common issues

1. A user does not see a theme listed to switch to in My Settings > Interface

Check **Admin > Design** that the user is included in the 'Available for' permission for that theme and add them in if missing to resolve.

If they are already included, are they being forced to view another theme, which will override any other choice?

2. A user sees a different theme than expected on login

Check **Admin > Design** where the user has been included across the themes on your site via roles/groups.

Are they able to switch from **My settings > interface** or are they being forced to a certain one?

The solution will be dependent on your site set-up for this.

Last modified on 2 January 2024 by Veronica Kim
Created on 20 December 2023 by Hannah Door
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