

How to Access the Design Panel

The Design panel allows administrators to customise the look of the Intranet.

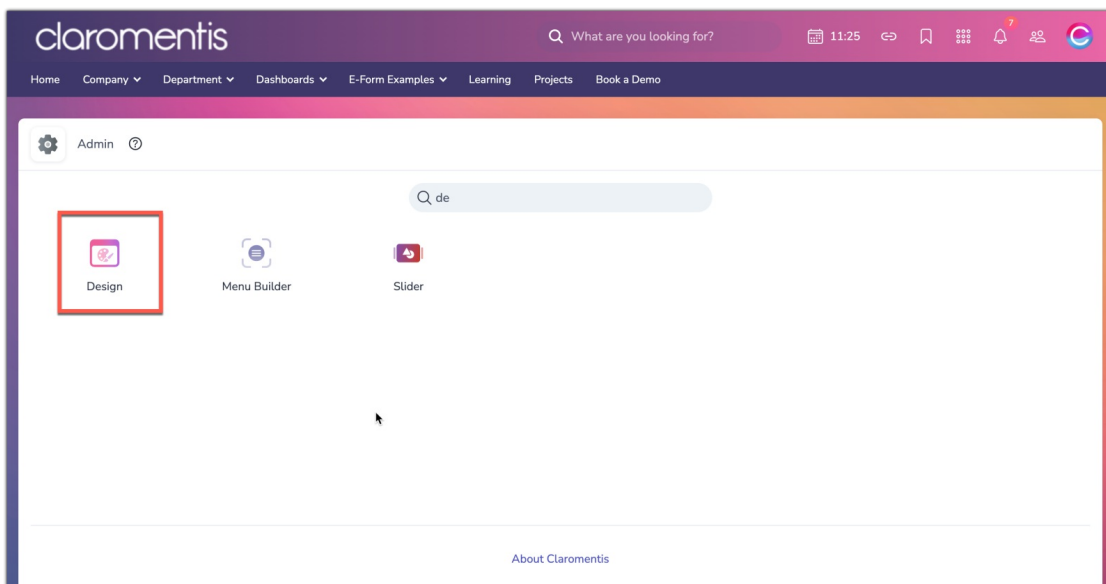
This area is important at site launch to ensure your organisation's logo, colour palette and overall branding are represented.

It is possible to create Themes with different colours and homepages if this suits your use case.

The Intranet management team must understand how to use the Design panel to make any changes to a site's style as required over time.

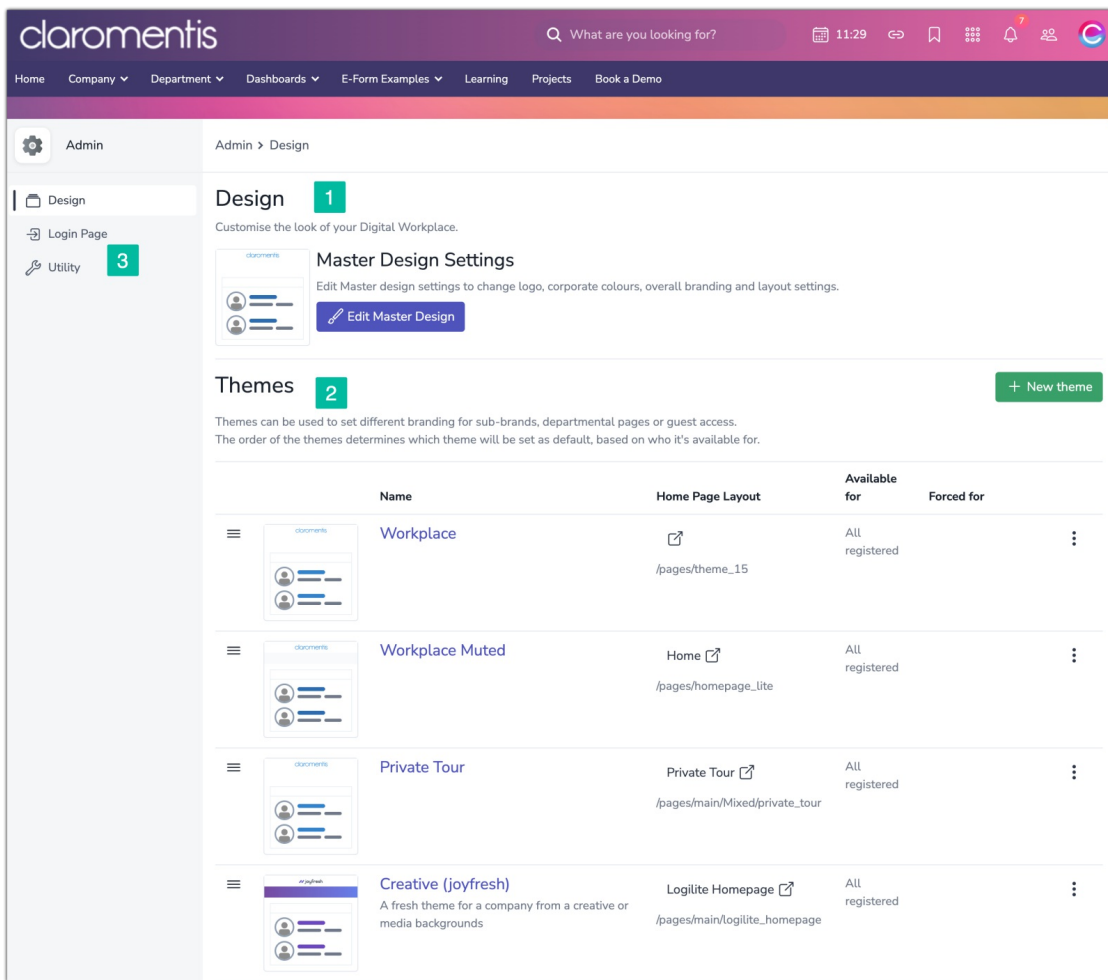
Where to find the Design Panel

Only application administrators of Design can access the design panel from **Applications > Admin > Design**



Design panel explained

The landing page of the design panel has 3 main sections:



1. The Master Design

The Master Design is the first style to be defined, including the logo, colours, menu, tab properties and homepage.

For more information, check out our guide on the Master Design.

2. Themes

Themes are different 'looks' of the Intranet that can serve different purposes (e.g. seasonal designs, different departments, suppliers, movie releases, holidays etc and users can be allowed to switch between them at will, or forced to see only one and not be able to change this).

For more information, check out our guide on Themes.

Any themes that have been created by administrators will be listed and edited.

The columns give an oversight of their settings for administrators to use for reference.

The homepage set for each, who can switch to it and if anyone is forced to see that theme only.

To learn more, check out our guide on How to Switch Themes.

3. Administrator Tabs

- **Design:** The landing page of the panel

- **Login page:** Choose which design to show when users access the login page, as well as configure a custom message to appear (e.g. who to contact if they have any login issues).

Admin

Design

Login Page

Utility

Admin > Design > Login Page

Login page

Select which theme users will see when they are on the login page.

Login Page Theme

Workplace

Custom text

B

I

X

X

EMAIL

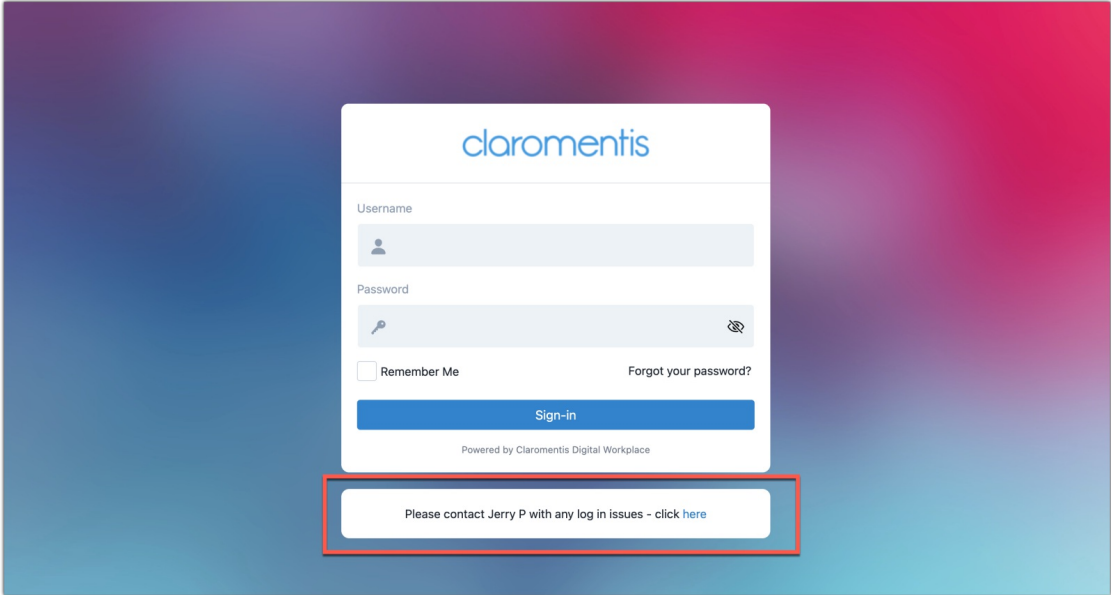
[SOURCE]

Please contact Jerry P with any log in issues - click here

This text will be displayed below the login form.

Submit

Cancel



- **Utility:** A facility for administrators to reset certain users/roles/groups themes that they are looking at.

If a user has permission to switch to a theme, they will still be able to change to this after the reset if they wish.

Admin

Design

Login Page

Utility

Admin > Design > Utility

Set current theme

Change user's theme in bulk, please note user may need to re-login to see changes.

Theme

Workplace

Workplace Muted

Private Tour

Creative (joyfresh)

Wide Screen

E-forms and Workflows

Compliance Theme

Set For

Start typing to add...

Browse

Remove

Report

Submit

Cancel

