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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 in the Master Design.

Additionally, it is possible to create themes with different branding, colours or homepages for non-employees, seasons or events if this is something your site would need.

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.

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## What are Themes?

Themes can be created for different audiences.

For example, a theme can be created for extranet areas that are tailored to the users within it and offer a different Intranet experience than the Master Design or other Themes.

Or [have some fun](#) with the Intranet and create unique themes for holidays, seasons and events important to your company/the country you are based in for users to choose between or be forced to see upon logging in, it is completely up to you!

## How Themes relate to the Master Design

The Master Design sets key style features for users to see, and it's possible to have certain attributes remain consistent in any themes created.

For example, your team may want to create a unique view for suppliers that will be logging into the Intranet that differs from the usual 'employee' view, but remains consistent in some areas e.g. logo and branding but offers a different menu and homepage components.

Whatever your use case, a theme can be created to create different perspectives.

In addition, certain elements can remain consistent across themes if required by linking attributes in a theme back to the master design.

Any linked attribute in a theme is represented by the link icon:

Admin > Design > Edit Theme Style

### Edit Theme: Creative (joyfresh)

The design attributes from this theme are linked to the Master design settings by default. By customising specific attributes in the theme you break the link between them and the master settings — meaning these attributes won't be affected by future changes in the Master design settings. You can re-link an attribute by clicking on the 'link' icon.

Appearance   Interface & Navigation   Tab Properties   Advanced

Page title

The title of your site is used in the tab of your browser. Put %s where you'd like to put page-specific message, such as Claromentis - %s

Intranet name - %s

Favicon

This icon is typically displayed in the address bar of a browser accessing the site or next to the site name in a user's list of bookmarks.

Intranet name - Page Title

joyfresh

App Name > Page Name

Item 1

Item 2

Item 3

Item 1

Title

Item 2

Title

Item 3

Title

Button Link

Button Link

Button Link

Button Link

In the above example, this theme has the 'Browser' tab title linked to the Master Design. This means that if that attribute is updated and saved in the Master Design by an administrator, it will also update in any theme that has the attribute linked.

**Please note:** It is also not possible to change any linked attribute in a theme unless the attribute is first unlinked.

In contrast any attribute not linked in a theme is represented by a broken link icon:

Admin > Design > Edit Theme Style

### Edit Theme: Creative (joyfresh)

The design attributes from this theme are linked to the Master design settings by default. By customising specific attributes in the theme you break the link between them and the master settings — meaning these attributes won't be affected by future changes in the Master design settings. You can re-link an attribute by clicking on the 'link' icon.

Appearance   Interface & Navigation   Tab Properties   Advanced

Navbar Options

Background Colour

#fab7ce

Icon Color

#6c4f9b

Use primary colour

Solid   Gradient

Navbar Logo Image

joyfresh

Here you can upload your logo in .jpg, .png or .gif

Intranet name - Page Title

joyfresh

App Name > Page Name

Item 1

Item 2

Item 3

Item 1

Title

Item 2

Title

Item 3

Title

Button Link

Button Link

Button Link

In this example, the background colour of the navigation bar, its icon colour and the logo are not linked to the Master Design.

This means if this attribute is updated in the Master Design it will not affect this theme as it is not a linked attribute.

In this way, themes can either be unique or share attributes with the Master Design that should remain consistent if that suits your use case.

## Considerations before creating a Theme

### - Linked attributes

When creating themes, it's important to understand the linked attributes and decide for each theme which attributes, if any, should remain linked to the Master to prevent unexpected changes in the themes if the Master is updated.

e.g. Does the theme need to be fully independent of the Master so every attribute can be unlinked, or should certain attributes remain consistent?

The correct set-up will depend on the objective of each theme being created. Over time, if changes are needed to themes it is also necessary for administrators to identify any linked attributes and consider whether they need to update the Master to change it or simply unlink that attribute to update it for that theme only.

## - Homepage & Menu

There are certain attributes that can be created ahead of time, the theme homepage and menu, if you wish for these to be unique.

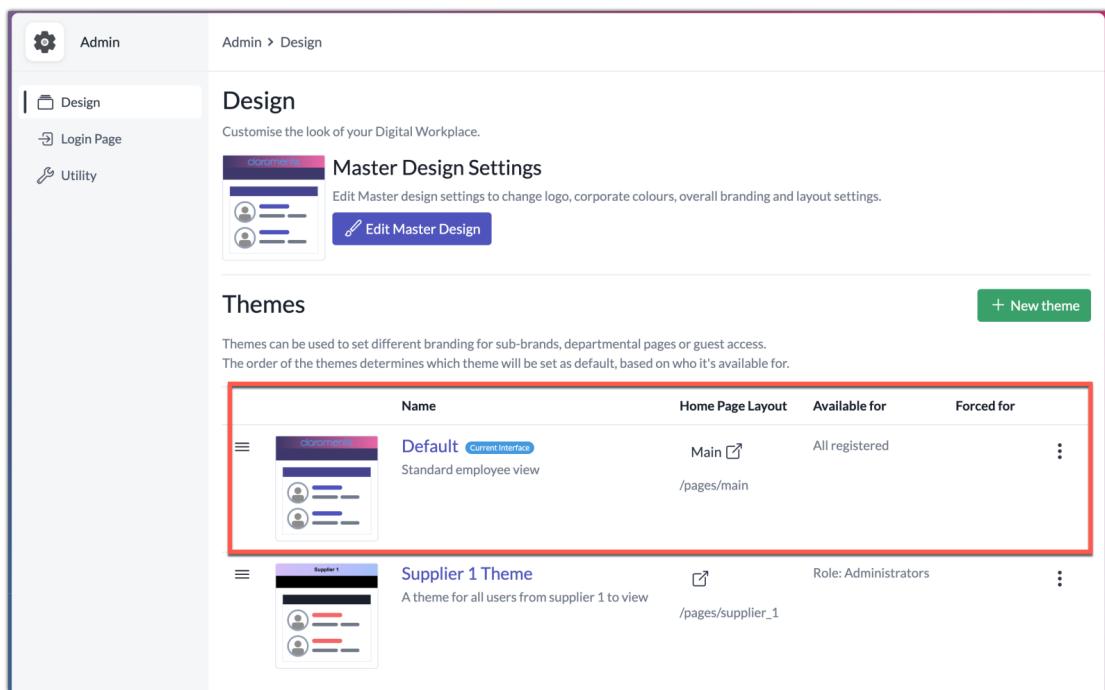
Before creating your theme create its [Homepage](#) and [Menu](#) so that they appear as selectable when creating the theme.

## - Saving a Theme

After saving a theme, it will be automatically applied where possible, including for administrators with permissions.

Once a theme is saved, it's not possible to switch back to the master theme. If needed, create an additional theme specifically for administrators or as a default option to switch to.

To do this, simply create a new theme, as all attributes will default from the Master Design and can be adjusted as needed.



The screenshot shows the Claromentis Admin interface. In the top left, there's a gear icon labeled 'Admin'. The top right shows 'Admin > Design'. On the left, a sidebar has 'Design' selected, with 'Login Page' and 'Utility' other options. The main area is titled 'Design' with the sub-section 'Master Design Settings'. It shows a preview of the 'Claromentis' logo and some branding elements, with a 'Edit Master Design' button. Below this is the 'Themes' section. A green button '+ New theme' is at the top right of this section. The 'Themes' table lists two entries:

Name	Home Page Layout	Available for	Forced for
Default (Current Interface) Standard employee view	Main	All registered /pages/main	⋮
Supplier 1 Theme A theme for all users from supplier 1 to view	⋮	Role: Administrators /pages/supplier_1	⋮

## - Only one theme can be set at a time across all devices

The theme a user selects to view (or is forced to view) will be the same on desktop and mobile; a different theme cannot be set per device type. Claromentis also cannot detect what device a user is accessing the Intranet on and 'give' them a certain theme based on the device, e.g. desktop vs mobile vs tablet

Smaller screens e.g. mobile, tablets will show the same content differently in comparison to desktop as this has a larger screen size.

Your team will need to consider how your user base will be accessing the site and test whether the content should be optimised for one, the other or both. e.g. are your user base desktop only, mobile only or a mix?

If a mix, your team need to decide whether users should be told to [switch between themes when changing devices](#) (one optimised for mobile and one for desktop), or if one theme can be optimised to be viewed to your liking suitably from mobile and desktop.

So, if you would like to make a 'mobile' theme to [create optimised content for smaller screens](#), consider if these users will ever need to access via desktop, as this affects how they will need to interact with themes and the configuration required by administrators.

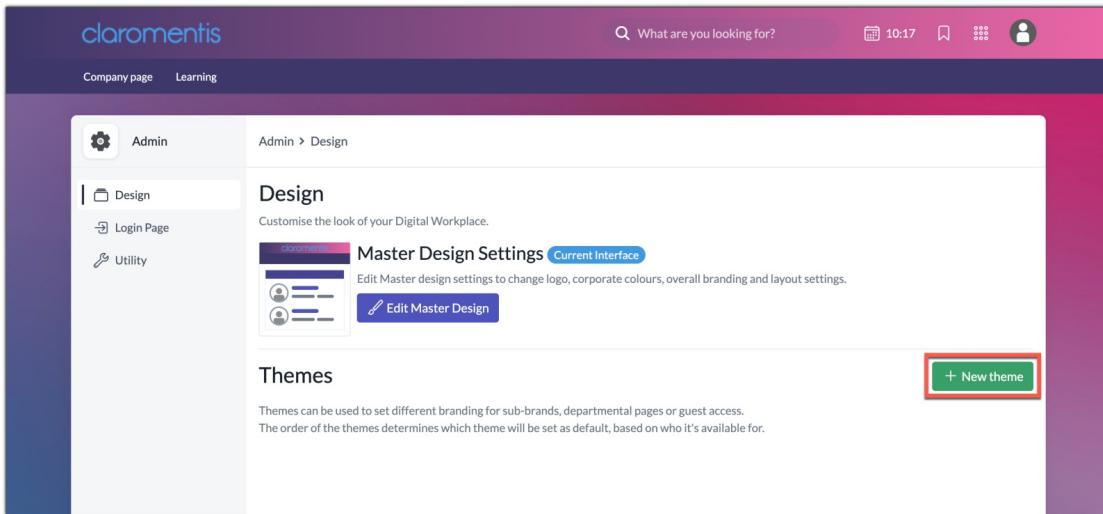
If they will be accessing via mobile only, create a Mobile theme and [force those users to it](#) - they will never see any other theme and can view your content optimised for smaller screens.

However, if they need to use a desktop too, then you can still make the mobile theme, but will need to decide if a separate theme for desktop is required for users to switch to when accessing that way, or if the mobile one can be tweaked to be a generic theme that fits the way both devices show the content.

# How to Create a Theme

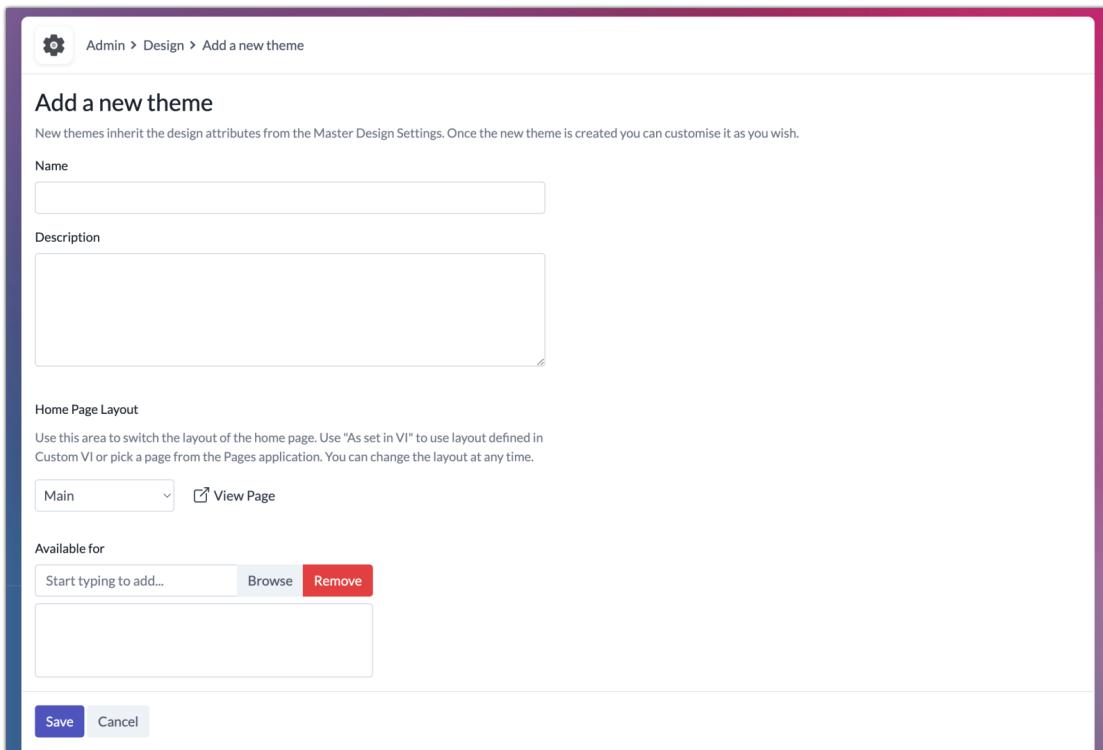
Only [application administrators](#) of the Design application can create, edit and manage themes.

1. From **Admin > Design** in the Theme area click **Add new theme**.



The screenshot shows the 'Design' application's 'Themes' section. On the left, there's a sidebar with 'Admin' selected, and under 'Design', 'Master Design Settings' is highlighted. A red box highlights the green '+ New theme' button in the bottom right corner of the main content area.

2. Enter the theme details:



The screenshot shows the 'Add a new theme' form. It includes fields for 'Name' (with a red box highlighting it), 'Description', 'Home Page Layout' (with a dropdown set to 'Main' and a 'View Page' button), 'Available for' (with a search bar, 'Browse' button, and 'Remove' button), and 'Save' and 'Cancel' buttons at the bottom.

- **Name:** Title of theme
- **Description:** A brief description of the theme
- **Home Page layout:** The homepage that will appear when viewing this theme. Create a unique homepage in the [Pages application](#) and it will appear for selection here (or create this after and edit the theme to update it as the homepage at any time)
- **Available for:** The intended audience of the theme. 'Available for' means a user can switch to this theme. For any new theme, it is recommended to only add an administrator [Role or Group](#) so they can continue to make edits and update the permissions.

**Please note:** Users need permission to view the theme and the homepage set for it, so to avoid any access issues make sure your intended audience has been included in the theme and [page permissions](#).

3. Click **Save** to save and create the theme.

Admin > Design > Add a new theme

## Add a new theme

New themes inherit the design attributes from the Master Design Settings. Once the new theme is created you can customise it as you wish.

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.

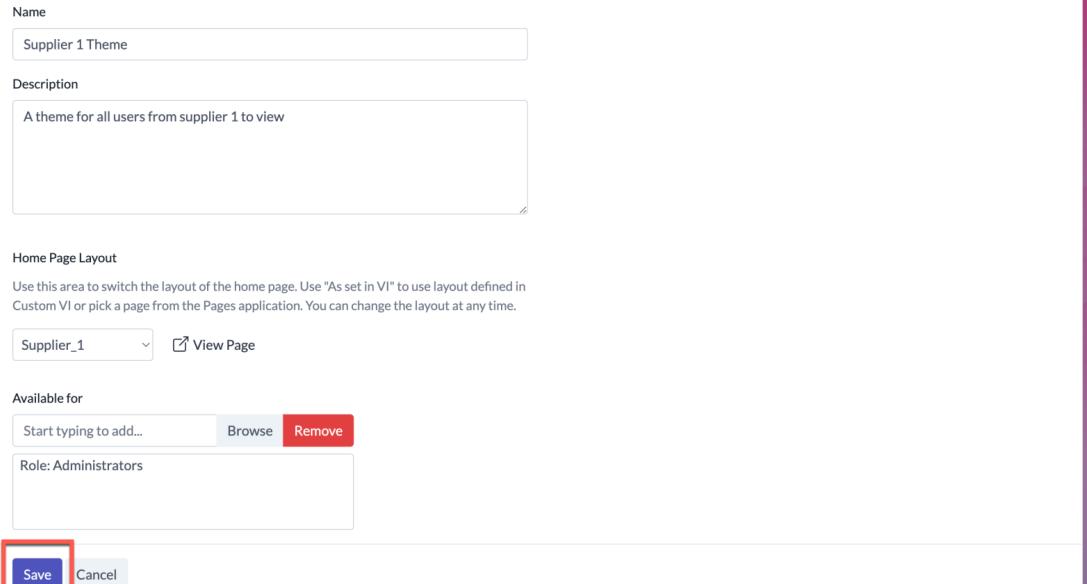
Supplier\_1 View Page

Available for

Start typing to add... Browse Remove

Role: Administrators

Save Cancel



4. The theme will be created and the 'Edit style' area opened for it so that edits can continue:

Company page Learning

Admin > Design > Edit Theme Style

### Edit Theme: Supplier 1 Theme

The design attributes from this theme are linked to the Master design settings by default. By customising specific attributes in the theme you break the link between them and the master settings — meaning these attributes won't be affected by future changes in the Master design settings. You can re-link an attribute by clicking the 'link' icon.

Appearance Interface & Navigation Tab Properties Advanced

**Colour**

Primary #4f54bc Link #4f54bc

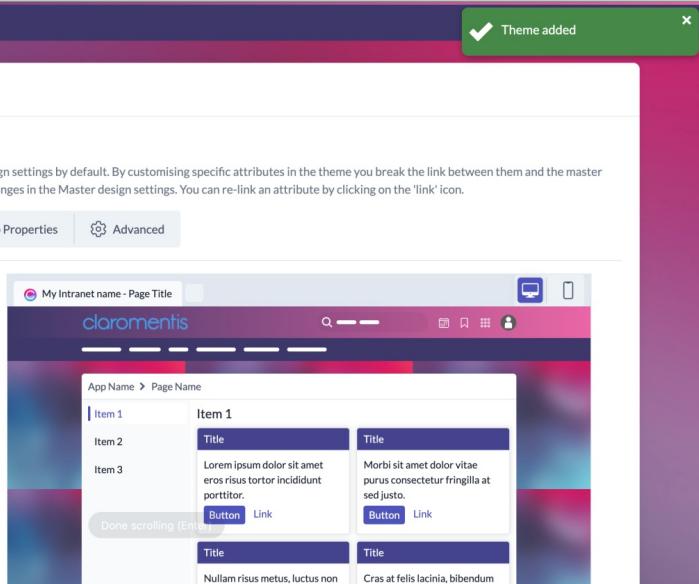
This colour will be most widely used across the site and in components.

Colour of the text that contains link.

**App icon colors**

App drawer icon style Multicolour Solid

Choose between multicolour icons and icons in a colour of your choice



## Edit the Style

The options are the same as those detailed in our [Master Design](#) guide.

Navigate through the 4 tabs (Appearance, Interface & Navigation, Tab properties and Advanced) in the Design panel to alter the colours, logo and other styling options for the theme.

The only additional consideration is whether to link any attributes back to the Master Design. Once a theme is created, all attributes are automatically linked to the Master, so all its settings are applied.

To make changes, update the attribute and the link icon will break, OR click the link to break it and then change the attribute:

Admin > Design > Edit Theme Style

**Edit Theme: Supplier 1 Theme**

The design attributes from this theme are linked to the Master design settings by default. By customising specific attributes in the theme you break the link between them and the master settings – meaning these attributes won't be affected by future changes in the Master design settings. You can re-link an attribute by clicking on the 'link' icon.

Appearance   Interface & Navigation   Tab Properties   Advanced

**Colour**

Primary #4f54bc Link #4f54bc

This colour will be most widely used across the site and in components.

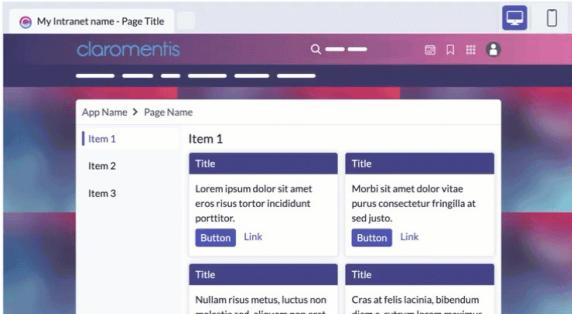
Colour of the text that contains link.

**App icon colors**

App drawer icon style App Material

Choose between multicolour icons and icons in a colour of your choice

Multicolour Solid



Work through each tab and unlink attributes as you go to make changes to the theme, it's possible to unlink every attribute to make a theme completely independent from the Master and wholly unique.

Once the new overall look has been completed apply all changes as shown in this example theme created for a supplier:

Your browser doesn't support video.  
Please download the file [video/mp4](#)

## Theme Settings

There are two features that can be configured.

Click the 3 dot menu in line with the theme and select **Settings**:

claromentis

Company page   Learning

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**

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.

[+ New theme](#)

Name	Home Page Layout	Available for	Forced for
 Default <span>Current Interface</span> Standard employee view	Main <a href="#">Edit</a>	All registered <a href="#">/pages/main</a>	<a href="#">Edit Properties</a> <a href="#">Edit Style</a> <a href="#">Settings</a>  <a href="#">Delete</a>
 Supplier 1 Theme A theme for all users from supplier 1 to view	<a href="#">Edit</a>	Role: Administrators <a href="#">/pages/supplier_1</a>	

Admin > Design > Edit Theme Settings

**Edit Theme Settings: Supplier 1 Theme**

New themes inherit the design attributes from the Master Design Settings. Once the new theme is created you can customise it as you wish.

**ID**  
1

**Visual Interface**  
Select which visual interface for this theme.

None

**Forced Theme**  
Force this theme as the only selection available for the following users.

Start typing to add...

- **Visual Interface:** The interface is only relevant if you have had custom work created. All pre-designed layouts will be listed.
- **Forced for:** Enter the Group/Role to only see one theme. For example, I need to ensure that the extranet users labelled 'Supplier 1' can only view the theme that is specifically created for them. They should not see other themes listed in 'My settings' or be able to switch themes.

**Please note:** If needed, users should only be 'Forced' 1 theme only. If there should be a range of themes available, make them 'Available for' to users so they can switch between them.

For more information, check out our [How to Switch Theme](#) guide.

## General Admin

Once the Theme has been created it is listed in **Admin > Design**.

Use the table to quickly reference which homepage it is using and who is forced to view it or has it available for them to switch to:

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.

**Themes**

+ New theme

Name	Home Page Layout	Available for	Forced for
Default (Current Interface) Standard employee view	Main <input type="checkbox"/> /pages/main	All registered	
Supplier 1 Theme A theme for all users from supplier 1 to view	<input type="checkbox"/> /pages/supplier_1	Role: Administrators	Extranet area: Supplier 1

Use the hamburger icon on the left to change the order of the themes - if a user is forced for multiple themes the one listed highest in the order is what they will see (and cannot change from)

## Themes

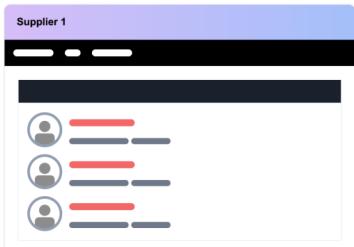
Themes can be used to set different branding for sub-brands, departmental pages or guest access. The order of the themes determines which theme will be set as default, based on who it's available for.

Name	Home Page Layout	Available for
 <b>Default</b> <small>Current Interface</small> Standard employee view	Main  <a href="#">/pages/main</a>	Administrators
 <b>Supplier 1 Theme</b> A theme for all users from supplier 1 to view	 <a href="#">/pages/supplier_1</a>	Role: Administrators

Clicking into a theme gives a landing page of 'Properties'.

The title, description, homepage and 'Available for' permissions can be altered.

Admin      Admin > Design > Edit theme

 **Edit theme: Supplier 1 Theme**

New themes inherit the design attributes from the Master Design Settings. Once the new theme is created you can customise it as you wish.



**Name**  
Supplier 1 Theme

**Description**  
A theme for all users from supplier 1 to view

**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.

Supplier\_1 

**Available for**

Start typing to add...

Role: Administrators

