

Personalizing your workspace

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Personalize your workspace

Workspace personalization is the set of choices that changes how the application looks while you work. Choose the menu, font, preloader, theme, colour, and chatter options, then select an available action.

If you need to...	Go to
Identify the available appearance choices	Workspace options on screen
Choose appearance options and select an available action	Choose appearance options and select an action
Open personal settings or security actions	Use personal preferences and account security
Orient yourself in the application	Understanding the interface

The workspace options include **Menu Style**, **Font Type**, **Preloader Option**, **Theme Colors**, **Brand Color**, **Background Color**, **Sidebar Color**, and **Chatter Position**.

Before you start

You need a signed-in session before opening workspace options. Some personal settings depend on your access and on what is already configured for your account.

Before you start	What changes
System access	Add a language is available only to users with the required system access.
Existing API keys	The API-key list appears when your account has API keys.

Before you start	What changes
Personal settings	Language is required on the personal form.
Security actions	Password and device actions open their own confirmation forms.

Open the workspace options

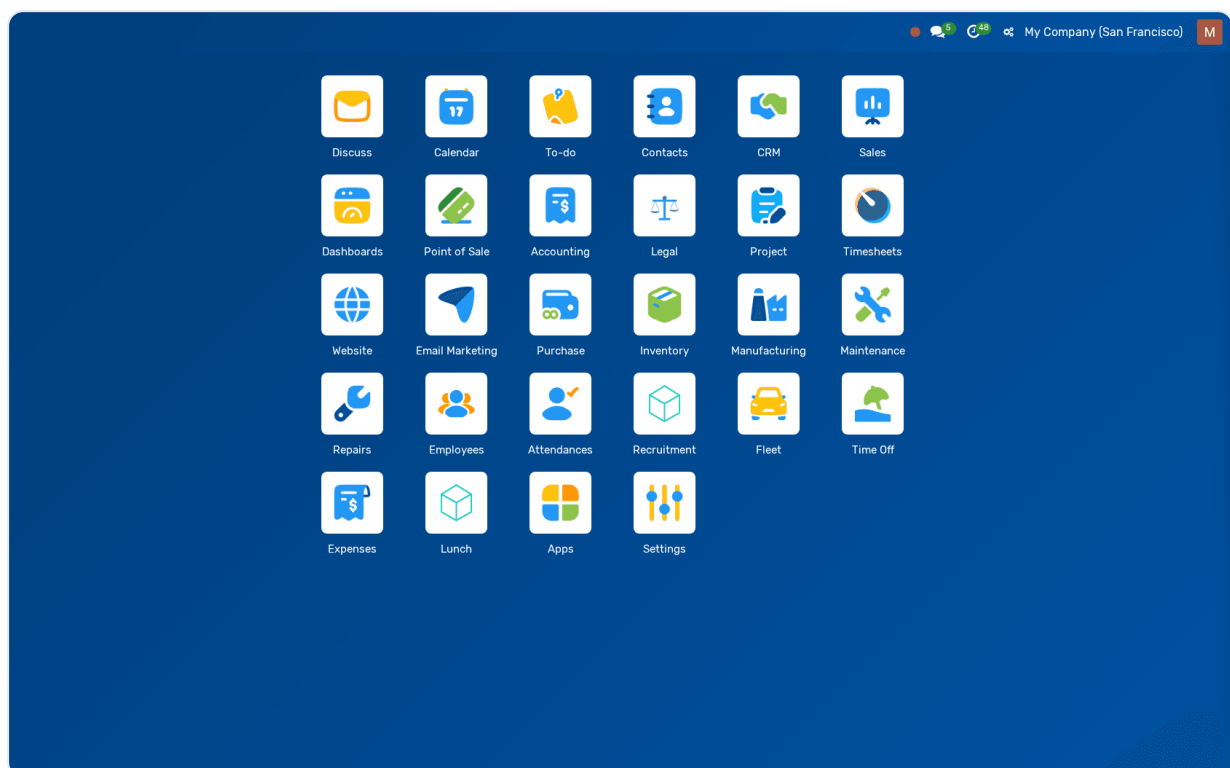
The workspace options are the appearance controls on the `/web` page. Open that page before choosing a menu style, font, preloader, colour, or chatter position.

Prerequisites

- You are signed in.

Steps

1. Open `/web`.
2. Locate the workspace options on the page.
3. Continue to [Workspace options on screen](#).



Result: The workspace options page is open.

Workspace options on screen

Each option controls one part of the workspace appearance. Use the visible label to find the choice you want to change.

What you want to adjust	Select
The application menu presentation	Menu Style
The typeface used by the application	Font Type
The loading-screen presentation	Preloader Option
The overall theme colour set	Theme Colors
The brand colour	Brand Color
The page background colour	Background Color
The sidebar colour	Sidebar Color
The chatter location	Chatter Position

Choose appearance options and select an action

Choose the appearance options you need before selecting an available action.

Prerequisites

- The workspace options page is open.

Steps

1. Select **Menu Style**, **Font Type**, **Preloader Option**, **Theme Colors**, **Brand Color**, **Background Color**, **Sidebar Color**, or **Chatter Position**.
2. Choose the value you want from that option.
3. Select another control from the table and choose its value when you want to adjust another appearance choice.
4. Choose one action:

If you want to...	Select
Apply the save action	Save
Use the reset action	Reset To Default

Result: **Save** and **Reset To Default** are listed controls.

Save appearance options

Steps

1. Select **Save**.

The save action reloads the application context after it completes.

Result: The application reloads its context.

Use personal preferences and account security

Personal preferences contain account details and communication settings. Account security contains password and device actions.

If you want to...	Select
Work with personal settings	Preferences
Open password and device actions	Account Security

Personal preferences

Prerequisites

- The parent settings surface is open.

Steps

1. Select **Preferences**.

Result: The personal-preferences surface opens.

Account security

Prerequisites

- The parent settings surface is open.

Steps

1. Select **Account Security**.

Result: The account-security actions open.

Change your password

Prerequisites

- The account-security actions are open.

Steps

1. Select **Change password**.

The password form is titled `Change Password` .

Result: The `Change Password` form is open.

Manage signed-in devices

Prerequisites

- The account-security actions are open.

Steps

1. Select **Log out from all devices**.

The device form is titled `Log out from all devices` . It says `You are about to log out from all devices that currently have access to your account.` and `Type in your password to confirm :` . The password confirmation form says `Please enter your password to confirm you own this account` and provides `Forgot password?` .

Result: The `Log out from all devices` form is open.

If Preferences does not open

If **Preferences** does not open, stop at the page you reached and do not continue with the personal-preferences steps.

What you see	What to do
Preferences does not open	Stop and remain on the page you reached.
The workspace controls are visible	Use Menu Style , Font Type , Preloader Option , Theme Colors , Brand Color , Background Color , Sidebar Color , or Chatter Position .
The password dialog is open	Use Change Password .
The device dialog is open	Use Log out from all devices .

What to do next

After you select **Save**, the application reloads its context. For a broader orientation, read

[Understanding the interface.](#)