

# BizViz How-to-Guide

## How to Create & Apply .....Themes

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Business Visualization  
Analytics Platform





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## 1. Document Purpose

The purpose of this document is to guide users on how to create and apply themes to the BizViz Portal. It is recommended that users follow the step-by-step process given below to successfully apply themes.

## 2. Prerequisites

- Software
  - Browser that supports HTML5
  - Operating System: Windows 7
- Basic understanding of the BizViz Server

## 3. Step-by-Step Process

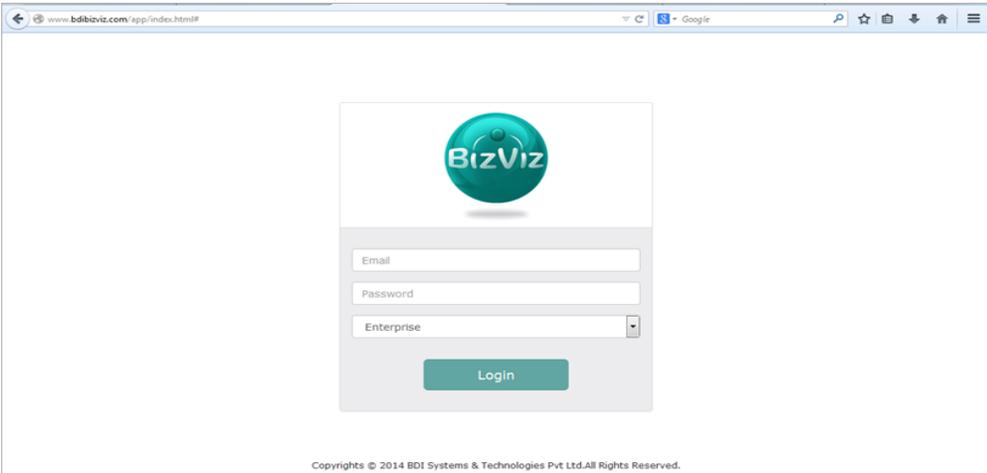
### Login to the Portal to access Data Management

- i) Enter in the URL bar → <http://www.bdibizviz.com/app/>

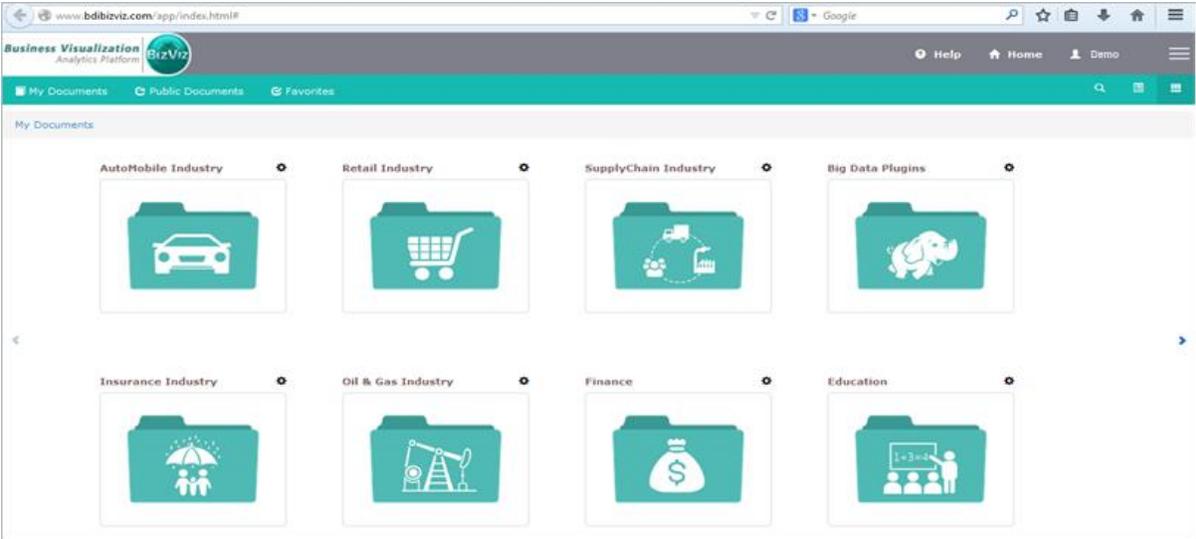




ii) Enter your credentials to Login

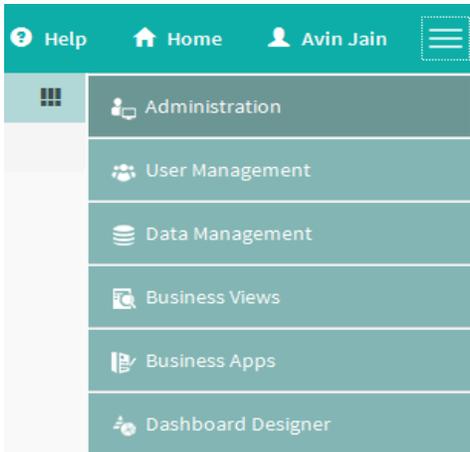


iii) Click on 'Login' to view the Portal Home Screen

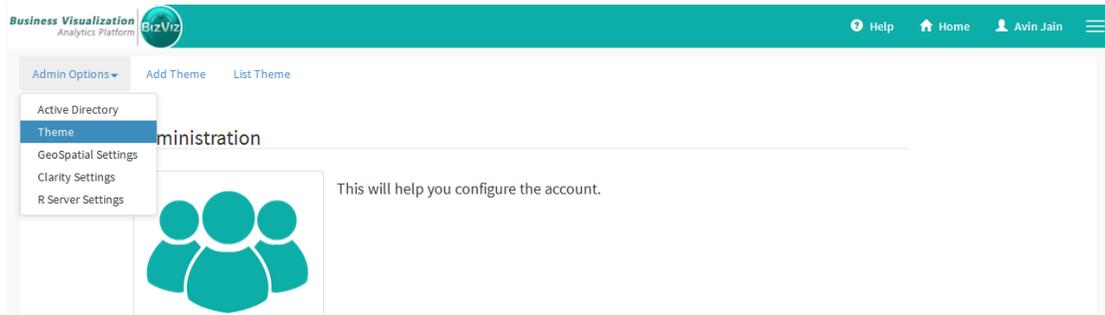


Click on the 'Menu'  button to display a list of the installed applications



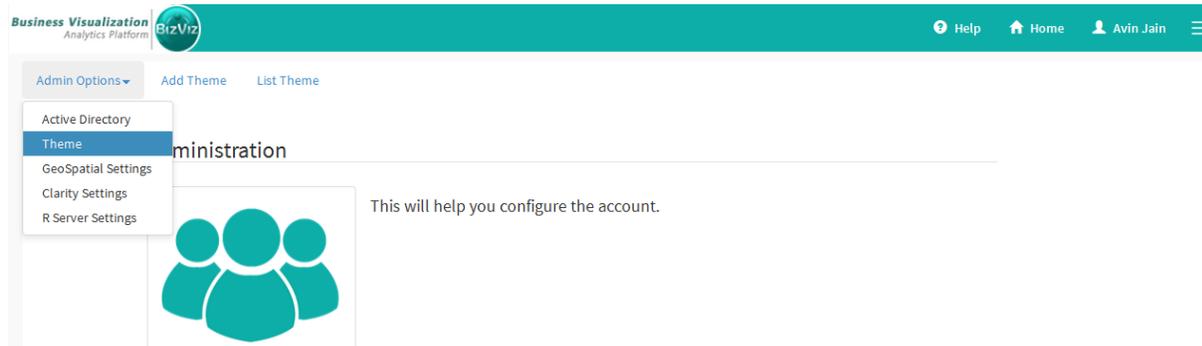


- iv) Click on the **'Administration'** plug-in as shown in the above figure.
- v) Clicking on **'Administration'** will redirect the user to the following page



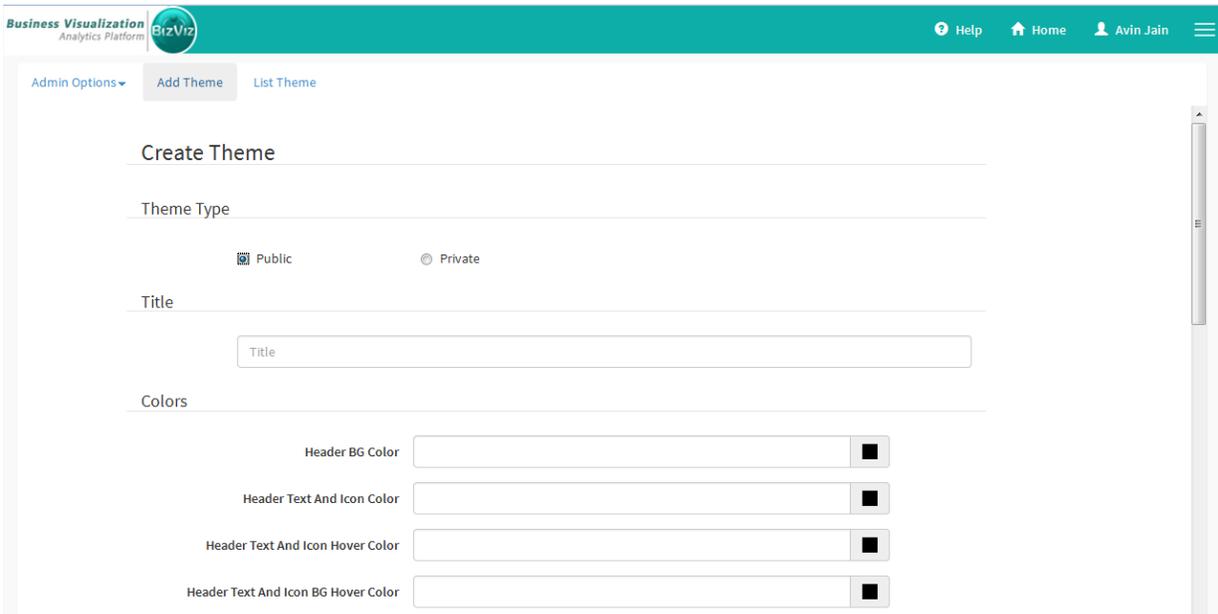
### 3.1. Creating a Theme

- 1. Click on **'Admin Options'** and select **'Theme'**



Click on the **'Add Theme'** button.





Enter the following fields:

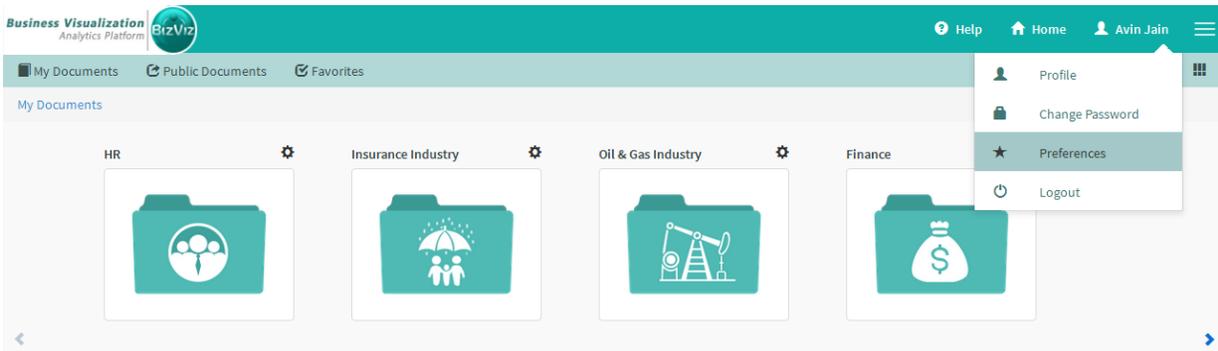
- **Theme Type –**
  1. **Public:** This theme is applied to all the users in the admin group
  2. **Private:** This theme is applied only to the user creating it
- **Title –** Theme name
- **Colors –** Assign colors to the text, headings, scrollbars, buttons, layouts etc...



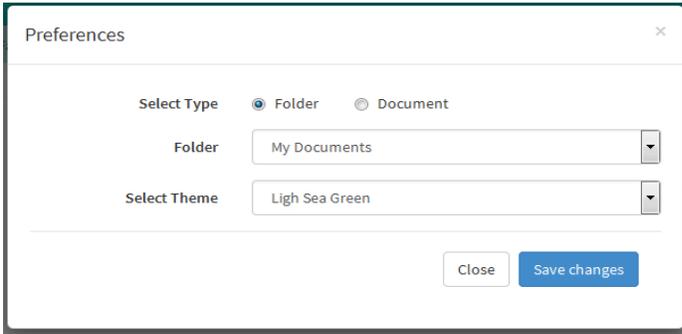
- Click on **'Save Changes'** button to create the theme

### 3.2. Applying a Theme

Click on the **'Account Login Name'** and select **'Preferences'** to apply a theme:



When clicking on the preference option, a pop-window will appear as shown below



The screenshot shows a 'Preferences' dialog box with a close button (X) in the top right corner. It contains three main sections: 'Select Type' with radio buttons for 'Folder' (selected) and 'Document'; 'Folder' with a dropdown menu showing 'My Documents'; and 'Select Theme' with a dropdown menu showing 'Ligh Sea Green'. At the bottom, there are two buttons: 'Close' and 'Save changes'.

Select the desired preferences and click on **'Save Changes'** to apply the changes.