

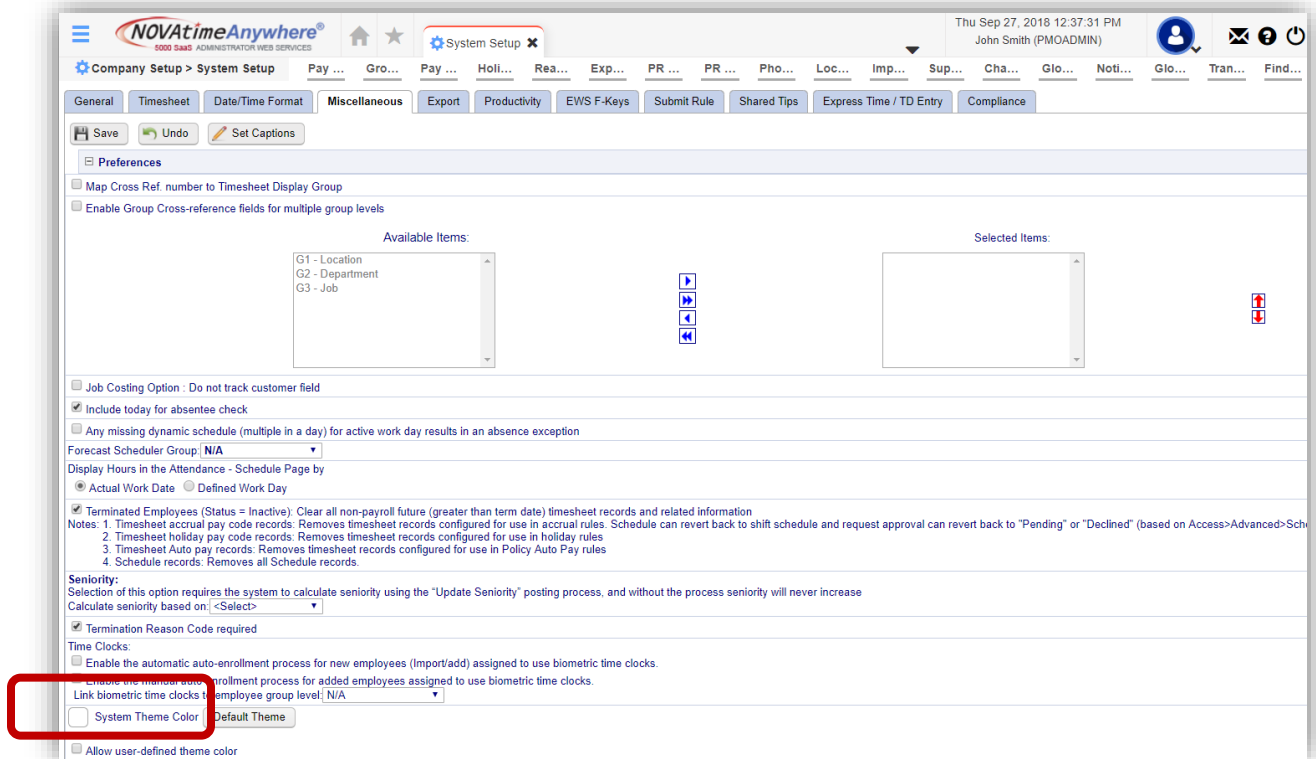
<b>Title:</b>	NOVAtime 5000 – Theme Color		
<b>Date Created:</b>	09/27/2018	<b>Date Revised:</b>	09/27/2018
<b>Created by:</b>	NOVAteam	<b>Approval:</b>	NOVAteam

## Summary

NOVAtime is pleased to support a new color theme, applicable to the new menu bar, tabs, and all new SPA pages, available after 10/6/18's schedule NOVAtime 5000 SaaS system update in Online1/Online4. This document provides the step-by-step procedure for setup this feature.

## Company Setup Procedure

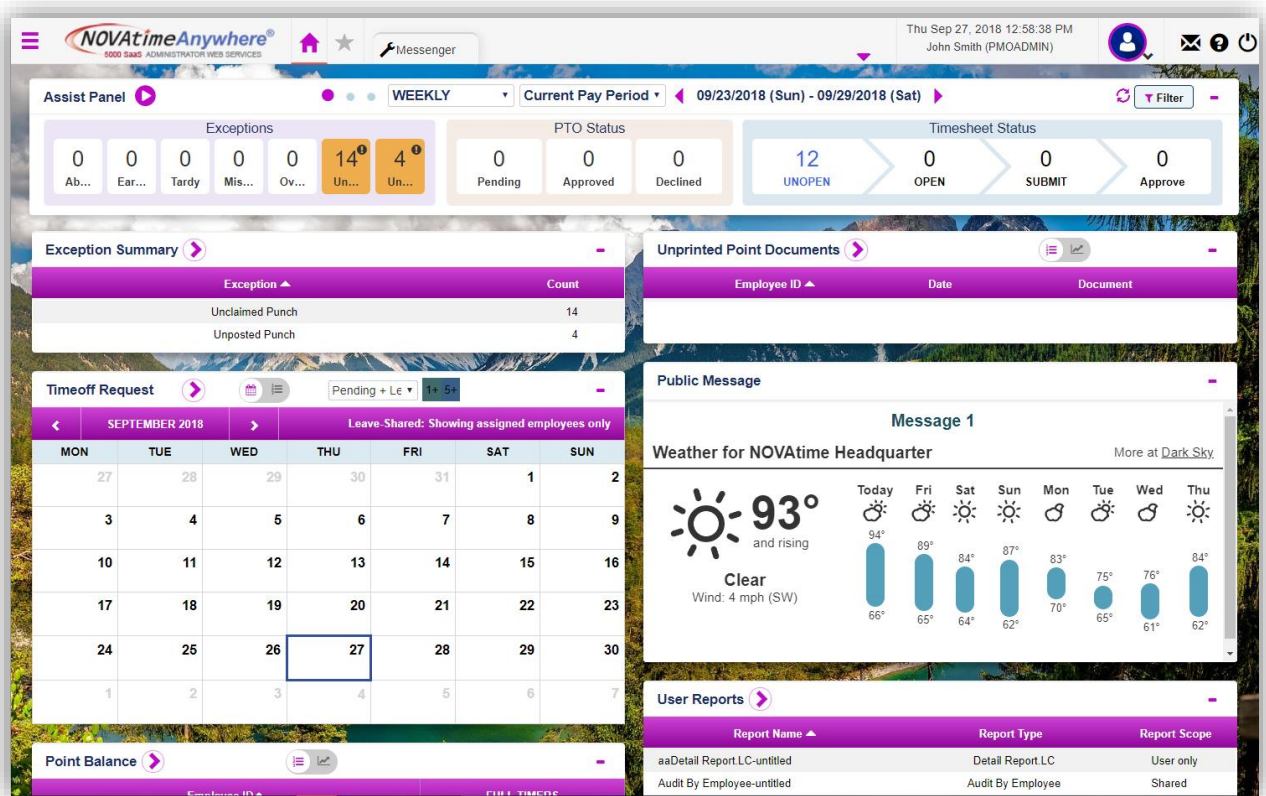
1. Log into Administrator Web Services (AWS).
2. Navigate to the **Company Setup > System Setup > Miscellaneous** page. Open the Preferences section.



3. Click inside the box next to the **"System Theme Color"** to choose your color.



- Click on the **Save** button, logoff, and log back into the system for the change to take effect.



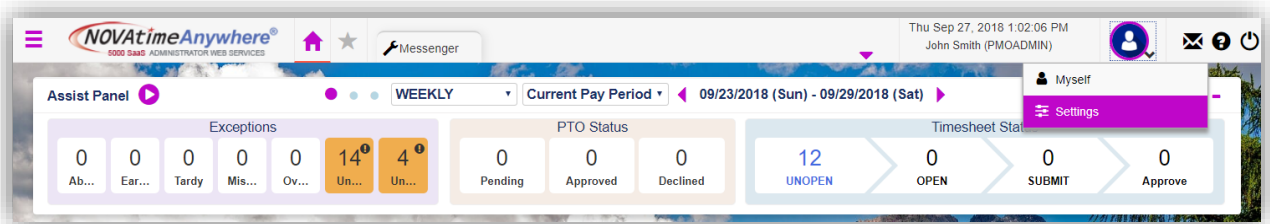
- If you like to allow employees, supervisors and administrators to choose their own them-color, enable the option “Allow user-defined theme color” via **Company Setup > System Setup > Miscellaneous** page Preferences section.

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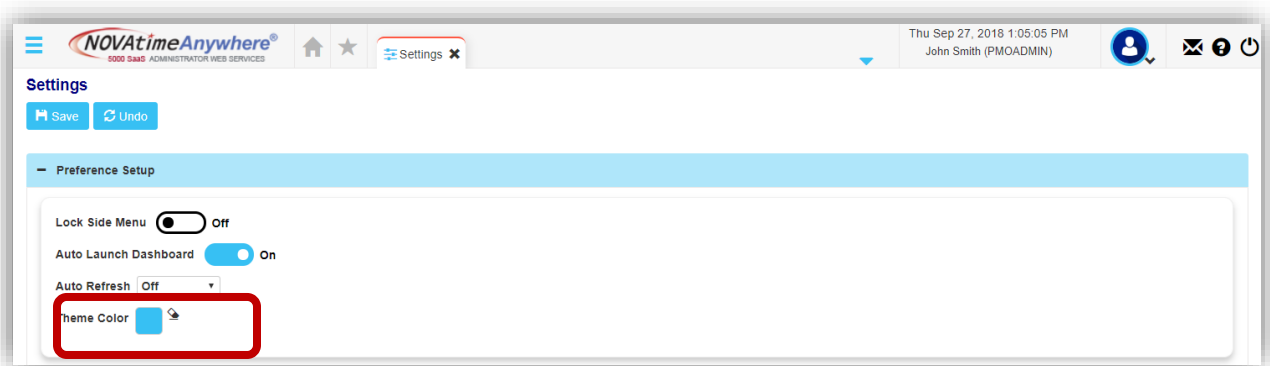
### User/Employee Setup Procedure

If your company allows users and employees to choose their own color theme, follow the steps below:

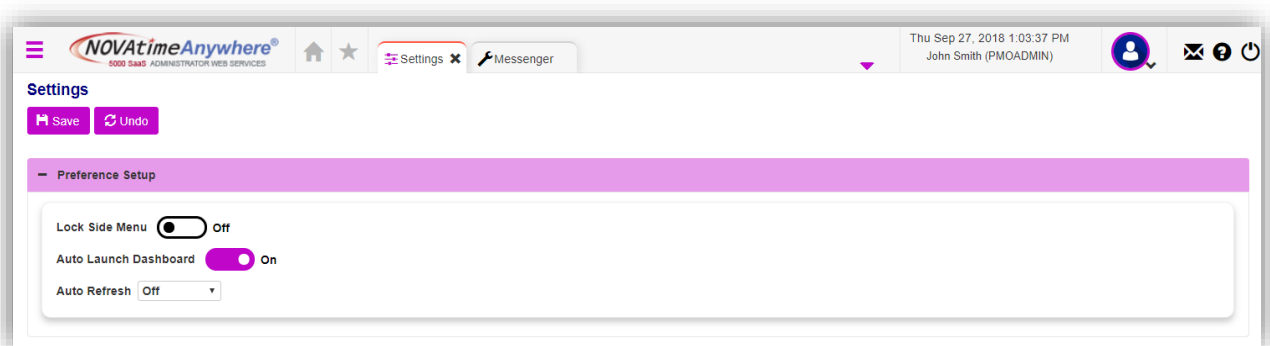
1. Log into Administrator/Supervisor Web Services (AWS/SWS) or Employee Web Services.
2. Click on the user icon and select the **Settings** option.



3. If you have access, the **Theme Color** option will appear under the **Preference Setup** section.



If you don't have access to choose your own theme color, the **Theme Color** option won't be available.



For further information, please contact [support@novatime.com](mailto:support@novatime.com).