### THEME BUILDER AND BRANDING GUIDE

### A guide on how to update the colour theme and logo for Assure and AssureGO+

At Evotix we believe that engaging everybody in health and safety is critical. To help with adoption or your health and safety management software, you can align elements of Assure to your company branding and terminology to increase familiarity.

In addition to configuring forms with your own terminology you can include your logo and your companies colours.

To be able to configure colours and images you need to have Supervisor Privileges to 'Manage System Settings' enabled.

#### The following details can be configured

- 1. **Coming with new UI release!** Control the colour themes in Assure and AssureGO+ via the new Assure theme builder. <u>Take me there!</u>
- 2. Update the image/logo on Assure and the mobile app AssureGO+. <u>Take me there!</u>
- 3. Add your own icons to forms in AssureGO+. Take me there!

#### Coming soon!

EVOTIX

#### Updating and aligning the colour themes in Assure and AssureGO+ via the Theme Builder

With the update of the Assure UI an administrator will be able to update your company colour theme in the system setting. These also carry through to the mobile app AssureGO+

#### Accessing the Theme builder

The Theme builder can be accessed through the System Settings Menu  $(1 \rightarrow 2)$  in the section 'Theme Colours' (3) as shown below.

#### AUGUST 2022

EVOTIX	Home		⊑ sãa Org Unit: Head G	0 Office ® Tim Demo V 🔯 Set	tings ^) ⑦ Help ¥
	Settings				
Home	System Configuration		Organisational Configuration	Portal	Templates
	System Settings	Messages	Organisational Units	Portal Dashboard	Email Templates
Modules	Module Setup	Data Import Map	Organisational Groups	Questionnaire	Action Templates
(C)	Picklist Data Dictionary	Data Import Schedule	Roles		iQ Templates
Tasks	Reference Maintenance	Data Import Log	Supervisor Privileges		
	Risk Matrix	Status Rating	Users		
දි	Notification Groups	Automatic Actions	User COVID-19 Status		
Portal Queue	Notifications	System Log			
O Insights+					

EVOTIX	Home	> Settings		다. Org Unit: Head Of	fice 🔘 Tim Demo 🗸	🛱 Settings 🗸	Help
â		> Reminders					
Home		> Notifications					
000 000 Modules	3	✓ Theme Colours					
Tesks		Contrast is a very importa Visit WebAIM's contrast cl	int accessibility consideration. hecker (external link) to learn more and ensu	re your colour choices are acces	sible for users.		
Portal Queue		Discover how to leverage your brand t	o create a great colour theme in our Knowledge Ba	ise.			
0		Main System Colours		Navigation Colours			
Insights+		Text	#4b5563	Background	#4b1487		
, F≂]		Background	#eeeee	Background hover	#c38cff		
Reports		Primary colour (links & buttons)	#8750c3	Text & Icon	#11111		
		Primary button text	#11111	Text & Icon hover	#111111		
		Primary hover (links & buttons)	#a096ff	Reset to default theme colours			
		> Action Colour Coding					
		1					
		Save & Close	Expand				

#### How does the Theme builder work?

A customer administrator can update the colour codes at any time in the system.

'Save and close' (4) immediately applies these settings to Assure and takes you to the home screen with the new colours applied. At this time there is no preview available.

You can 'Reset to default theme colours' (5) at any time on the same menu.



#### What elements of the system can I change?

The following elements of the UI can be changed with the Theme Colour builder:

Contrast is a very important accessibility consideration. Visit WebAIM's contrast checker (external link) to learn more and ensure your colour choices are accessible for users.		
to create a great colour theme in	our Knowledge Base.	
	Navigation Colours	
#4b5563	6 Background	#4b1487
#eeeeee	7 Background hover	#c38cff
#8750c3	8 Text & Icon	#ffffff
#111111	9 Text & Icon hover	#ffffff
#a096ff	Reset to default theme colours	0
	ant accessibility consideration hecker (external link) to learn to create a great colour theme in #4b5563 #eeeeee #8750c3 #ffffff #a096ff	Ant accessibility consideration. hecker (external link) to learn more and ensure your colour choices are accessed to create a great colour theme in our Knowledge Base. Navigation Colours (a) #4b5563 (b) #4b5563 (c) #4b55

These will apply to the areas shown in example screenshots below on Assure and AssureGO+

**On Assure** 

EVOTIX Home	Risk: Hazard Spotting > Create	1 g Unit: Head Office 🛞 Tim Demo	▼ 綾 Settings ▼ ⑦ Help ▼
	Hazard Spotting III Additional Fields	Safeguarding alert record 🛱 Actions 👒 Attachments 🔲 Notes	
7 9 Modules	Create record using the Save button at the Save but	he bottom of the page then use tabs above to navigate the form.	
Tasks	Org Unit	Head Office Q ~	
	Reference*	Automatic Reference System Assigned	
O Insights+	Date Hazard Spotted *		
Reports	Location Details Where specifically did you see the hazard?	Find Location	
	Location Type Hazard Details*	~ ~	
	3 4 ≅ Save & Close Cancel	Expand	

On AssureGO+



Note that some system messages are intentionally a defined colour and cannot be changed because their colour convey meaning, e.g. error messaging.

#### Tips on setting your colour theme:

You can either type in the correct hex colour code or click in to select a colour. You may want to work with your marketing team to define the correct colour codes to match your company branding.

#### Good practice

- Main system colour
  - Main system colour text (1) do not use white as this will lead to white text on white background, white may be used for button text (4) if the navigation colour is a dark colour
  - Main system background (2) use a light colour
- Navigation colours
  - Navigation Background colour (6) we suggest that this would match your primary company colour
  - Background hover (7) we suggest that this would be a tonal variation of the navigation background colour
- Check the colour contrast via the embedded link to the contrast checker. You can input foreground and background colours (i.e. background colour and text) to ensure the



contrast in colours is sufficient

Link to access directly: <u>https://webaim.org/resources/contrastchecker/</u>

Contrast is a very important accessibility consideration. Visit WebAIM's contrast checker (external link) to learn more and ensure your colour choices are accessible for users.

#### Useful information and links

- Common colour codes that you may want to use for text are
  - o Black #000000
  - White #ffffff ()
- Colour tone generator: <u>https://mdigi.tools/color-shades/#2199a0</u> you can use this link to create a tonal shade of your main navigation colour



#### ADD YOUR OWN LOGO

In Assure you can edit the following 4 logos globally in System setting/Image Upload

If images for logos are not updated the default will be displayed.



The banner image will be displayed on the Home Screen of Assure and AssureGO+

Image size recommendations are given in the system as you upload them

- Must be in png format
- Recommended sizes
  - Login screen: 180 x 135 px
  - o Banner: 500 x 135 px
  - Report 75 x 75 px
  - Email Header 180 x 135 px

Within the org unit configuration, logos for specific org units can be set for the banner and reports if this is needed. The same size recommendation apply as for the global logos.

Home $\rightarrow$ Organisational Unit $\rightarrow$ Edit	
> Details	
> User Roles	
✓ Branding	
Include Children	۵
A Image must be in png format. Reco	mmended Sizes: Banner: 500 x 135 Report: 75 x 75
Banner Image	
	Choose file No file chosen
Report Image	
	Choose file No file chosen

#### **BRANDING ASSUREGO+**



#### Amending the image/logo

For each AssureGO+ portal you can upload an image or your company logo. If you do not upload a new logo the banner logo from system settings will be applied.

This appears in the top left of the mobile app when in tablet or desktop mode.

Sizing recommendation

- Image must be in PNG format
- Recommended size: Banner: 500 x 135 px

✓ Bi	randing
	Image must be in png format. Recommended Sizes: Banner: 500 x 135 Report: 75 x 75
	Banner Image
	Choose file No file chosen

#### Changing form icons

Each form/questionnaire that is published to the mobile app has a default image. This is usually updated during implementation. You can provide your own images or our team have a library of images they work with frequently.

As part of the new release the default images will be updated.

Image recommendations

- Must be PNG or JPG
- Size recommendation 500 x 500px

Image Upload		
A Image must be either .png or .jpg. Maximum size of 500px x 500px.		
Questionnaire Icon		
Choose file No file chosen	Reset to Default	