Personalize Your Workspace

Last Modified on 2026-11-02

User Portal Overview

In the User Portal, you can customize your workspace experience. The portal includes information about your session which may be used by your system administrators or support team when troubleshooting Application Workspace issues.



To find the User Portal, click the caret to the right of your profile photo and select**User Portal** from the drop-down.



Preferences

In the User Portal's Preferences section, you'll find options to customize your workspace, applications, side menu, and default form settings.

> In some cases, system administrators may restrict your access to some of the preference settings.

Personalization

Languages

Sets the display language for Application Workspace.

Available languages: English, Deutsch, Nederlands, Français, Espanol, Norsk Bokmål

Recast

Background

- **Background color** – The selected color displays on the **Workspace** tab only.
- **Background image** – The selected image displays on the **Workspace** and **Contacts** tabs.
- **Image position**
  - **Fill** – Fills the background with the image
  - **Tile** – Creates a pattern of tiles with the selected image
  - **Center** – Places the image in the center of the background
- **Opacity** – Move the slider from left (completely transparent) to right (completely opaque) to adjust the transparency for the background color. This setting is applied on the **Workspace** tab only.
- **Text color** and **Text shadow** change the color of text, and add a shadow effect to it for app icons on the **Workspace** tab.
- **Animations** – If enabled, various animations will be displayed in Application Workspace, e.g. the spinning cogs when you click on an app on the **Workspace** tab.
- **Limit icon space** – If enabled, the app icons will no longer be spread across the entire area of the **Workspace** tab, they will be center-aligned.
- **Theme** – Select a theme for the Application Workspace interface. Choose from Default, Dark, and High Contrast.

> If you select a color and an image at the same time for the Workspace tab background, the color takes precedence.
> For example, if you select yellow and set the color opacity to 50%, the image will have a yellow tint.
> The image on the **Contacts** tab is never affected by the background color.

Apps

You can configure settings for the apps displayed in the **Workspace** tab, **Catalog** tab and search results.

Workspace section

Double click to launch apps – Override the default one-click behaviour to launch apps.

Show team apps – Applications associated with teams you are member of will be displayed in the **Workspace** tab.

Show disabled apps – Applications that for some reason cannot be launched on the device, will be displayed in the **Workspace** tab. E.g. apps with mandatory Agent, but no Agent installed on the device.

App info icon – Displays a small icon in the top left corner of an app, with the last status of the app: *New*, *Favorite*, *Autolaunch*, *Local app* etc. If you hover over the icon, you will see its description.

Group apps in managed folders (Preview) – Enables the folders view of applications in the **Workspace** tab. You can use the button in the **Workspace** tab to toggle between the tag list or folder view of applications.

Current limitation: the order of apps within a folder cannot be changed.

Tiles – Applications' icons are displayed as tiles.

Auto launch web enabled – Application Workspace will automatically start applications even when no Agent is installed.

Tile color – Choose the default color of app tiles. It is applied only if **Tiles** is enabled in this settings section.

App sorting – The order in which your applications should be sorted: alphabetically ascending, descending, or no order.

Catalog section

Show active apps – Entitled apps will be displayed in the **Catalog** tab, even thos that are already added to your **Workspace** tab.

Show disabled apps – Applications that for some reason cannot be launched on the device, will be displayed in the **Catalog** tab. E.g. apps with mandatory Agent, but no Agent installed on the device.

Search section

Show disabled – Applications that for some reason cannot be launched on the device, will be displayed in the search results. E.g. apps with mandatory Agent, but no Agent installed on the device.

Side Menu

Configure how Side Menu should look when you log in back into Application Workspace.

Hide Sidemenu – The Side Menu becomes hidden by default temporarily, until you toggle it to visible.

Remember last tab – Application Workspace remembers your last opened Side Menu tab. If disabled, Application Workspace will default to the tab set in **Default tab** of this section.

Default tab – Choose which tab(s) should be opened by default in the Side Menu.
Remember last filter – Application Workspace will remember your last opened filter on the Side Menu of the **Workspace** tab. If disabled, Application Workspace will default to the tab set in **Default filter** of this section.

Default filter – Choose which filter should be opened by default in the Side Menu.

Default Form Settings

Default grid size – The number of items shown in a grid.