

# ACCOUNT MANAGEMENT

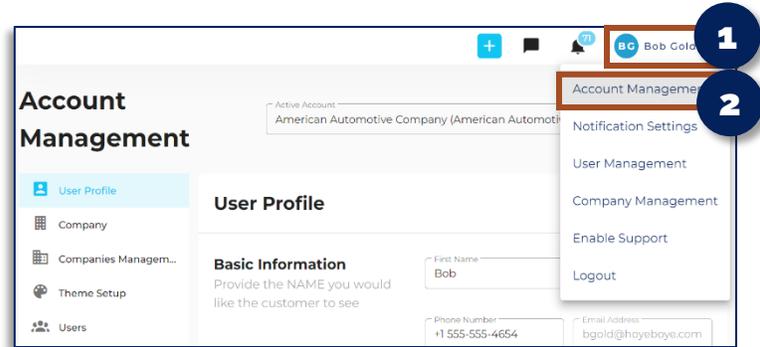
## THEME SETUP JOB AID

This job aid shows how to set up the theme of your hitch account by changing the colors to customize the dashboard buttons, background, navigation, etc. to brand the TMS for you and your users.

### FROM THE HITCH DASHBOARD

1. At the top right corner, click your **username**
2. From the dropdown list, click **Account Management**

The Account Management screen will display.

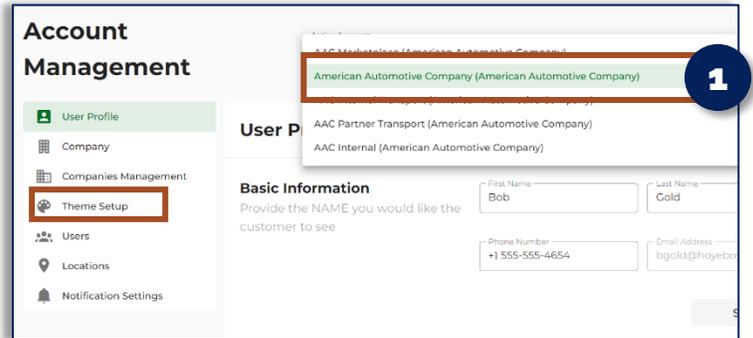


 **NOTE:** Contact a RunBuggy Administrator to change information that is grayed out on screen.

### SELECT THE PARENT TMS ACCOUNT

1. **Select account** to manage the TMS parent account from the drop down list

The TMS Setup option will appear.



### EDIT YOUR ACCOUNT THEME

 **NOTE:** To change your account logo, contact a RunBuggy representative to have it uploaded.

1. To choose your theme colors, click the color represented box
2. **Select** the appropriate color by using the color picker or inputting your company's branded HEX codes.
3. Click **Done** when finished
4. Continue to **choose your theme colors** for the areas allowed:
  - **Primary:** Affects headers, buttons, highlights
  - **Secondary:** Notification bell
  - **Accent:** Icons
  - **Background:** Left sidebar background
  - **Text:** Left sidebar text
5. Click **Update** to save your changes

