🔲Landing Page and Dashboards

When you sign in to OPS-COM initially, you are presented with a landing page. You can navigate back to that page anytime by clicking the OPS-COM logo. You can also find your Dashboards and system Setup information on this page.

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Using the System Dashboard

The OPS-COM System Dashboard provides administrators with immediate access to key system statistics and information, displayed through various customizable widgets. This central hub is designed for quick overviews and efficient monitoring of your parking operations, streamlining daily administrative tasks.

Using this Feature

The dashboard is the first screen you'll see when you log into the OPS-COM Admin site. You can return to it at any time from anywhere in the system by clicking the **OPS-COM logo** in the top-left corner.

Accessing the Dashboard

The dashboard is the first screen you see upon accessing the OPS-COM Admin site. You can return to the dashboard from anywhere in the system by clicking the **OPS-COM logo** in the top-left corner.

Viewing and Changing Active Layouts

Admins with the necessary "Change Dashboards" permission will see a dropdown menu located below the user menu (typically top-right).

- Use this **Dashboard** menu item to preview and activate different dashboard layouts.
- The **active layout** is the one currently displayed on your homepage. Changing it only affects your individual account's view.

Managing Layouts

The dashboard organizes information into **layouts**, which are specific arrangements of widgets. Admins with the **Edit Dashboard Layouts** and **Edit Dashboard Items** permissions can manage layouts and widgets. For information about managing Layouts, refer to this wiki page.

Types of Widgets

The dashboard displays various types of widgets, often color-coded for quick identification within the layout editor:

- **Blue** Widgets: These are **System widgets** that provide core administrative information and functionality.
- **Yellow** Widgets: These are **Stats widgets** that display site statistics and graphical data.
- **Green** Widgets: These are **Custom widgets** that your administrators have created to show specific information relevant to your organization.

Best Practices & Considerations

- **Personalize Your View**: Take advantage of the ability to switch between different layouts to find or create the view that best suits your daily tasks and information needs.
- **Quick Overviews**: Use the dashboard as your primary quick-reference point for real-time data and system status, reducing the need to navigate deep into menus for routine checks.
- **Understand Widget Data**: Familiarize yourself with what each widget displays to fully leverage the dashboard's capabilities for monitoring and decision-making.

Edit the Admin Landing Page Messages

The Admin Dashboard is the initial landing page presented to administrators upon logging into OPS-COM. This article guides administrators on how to modify and customize this landing page message, allowing organizations to display important and up-to-date information directly to their system administrators and staff.

Setup & Configuration

Customizing this message requires access to Contents & Designs on the System Configuration menu. You must have the **Managing System Messages** permission on your profile to access this.

1. Hover over **System Configuration, Admin Management,** and click **Manage Roles.**
2. Click Permissions on the role you want to grant this to.
3. On the **System Content** tab, enable the **Manage System Messages** checkbox.
4. Click **Save Permissions**.

Using this Feature

The **Manage System Messaging** tool allows you to access and modify the content of the Admin Dashboard.

1. Hover over **System Configuration, Content & Designs,** and click **Pages and Content Blocks.**
2. Click the **Messages** tab.
3. Click Edit next to the **Admin Dashboard** item.
4. The WYSIWYG editor will show by default. To edit in HTML, select **Source Code** from the **Tools** menu.
5. After making your edits, click the **Save Messaging** button. A pop-up confirmation will notify you that your changes have been saved.

Best Practices & Considerations

- **Relevant Information**: Customize the **Admin Dashboard** to display important and up-to-date information relevant to administrators and staff, such as recent system updates, upcoming deadlines, schedules or internal announcements.
- **Concise Messaging**: Keep messages clear and concise. The dashboard is a quick reference, so avoid overly long or complex text.
- **Visual Elements**: Leverage the WYSIWYG editor to incorporate basic formatting, images, or links to make your messages more engaging and informative.
- **Regular Updates**: Periodically review and update your Admin Dashboard message to ensure the information remains current and valuable to your staff.