

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.

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