

# 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.
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## 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.
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