

Edit the Landing Page Messages

When you sign in to OPS-COM initially, you are presented with a landing page. This message is referred to as the **Admin Dashboard**. This landing page can be modified or edited to allow organizations to display important information to System Administrators and staff.

You need to be logged into an Admin account to access this page.

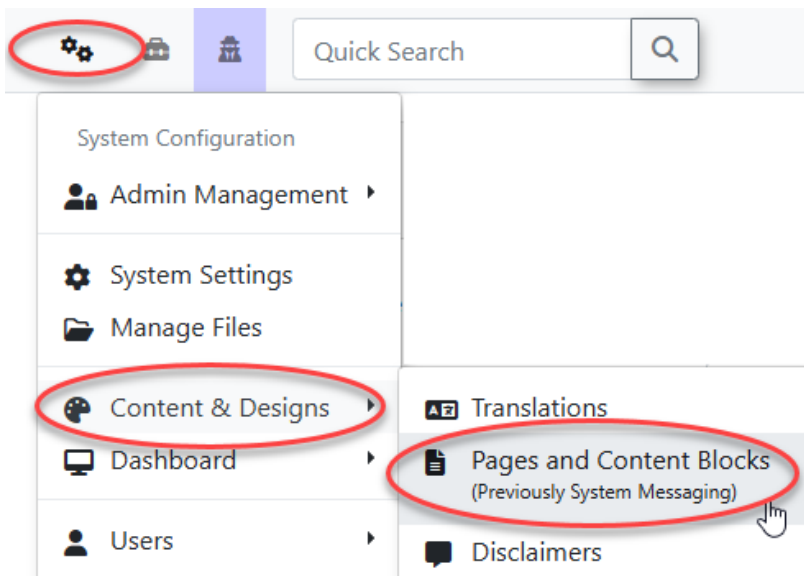
Quick Steps:

1. Go to **System Config > System Messaging**.
2. Open the **Messages** tab and locate the **Admin Dashboard**.
3. Click **Edit** to make changes in the **Message Editor**.
4. Save your changes using the **Save Messaging** button.
5. **Confirm** that the changes have been saved successfully.

Step by Step Instructions:

1. To access the System Messaging Tool, hover over **System Config** in the main menu bar, select **Content & Designs** and then **Pages and Content Blocks** (previously System

Messaging)



2. In the **Manage System Messaging** window, click the **Messages** tab.
3. Choose **Admin Dashboard** from the **Messages** list and click the **Edit** button.
4. For visual edits, change directly in the content window to use the WYSIWYG editor. 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.

Customizing the **Admin Dashboard** ensures relevant and up-to-date information is available for administrators and staff.

Editing permissions are determined by your role. Certain sections may require assistance from the OPS-COM Support Team.

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