

# System Dashboard

The system dashboard has been reworked to provide greater flexibility. Items on the dashboard are now displayed as widgets, allowing admins to create custom dashboard layouts by arranging these widgets freely.

**Reminder You need to be an Admin with the correct permissions to create or edit dashboard layouts.**

## Quick Steps:

1. **Access Dashboard:** Click the **OPS-COM logo**.
2. **View/Change Layouts:** Use the dropdown menu (top-right).
3. **Manage Layouts:**
  - Go to **System Configuration > Dashboard Layouts**.
  - Create or edit layouts by dragging widgets.
4. **Create Widgets:**
  - Go to **Custom Dashboard Items**.
  - Add title, content, and save.
5. **Assign Permissions:** Ensure roles have the correct dashboard permissions.

## Step by Step Instructions:

### Accessing the Dashboard

1. The dashboard is the first thing you see when accessing the **Admin site**.
2. Click the **OPS-COM logo** in the top left to return to the dashboard from anywhere.

### Dashboard Layouts

#### Active Layout

Admins with permission will see a dropdown menu below the user menu (top-right).

- Use the **Dashboard** menu item to preview and activate different dashboard layouts.
- The active layout is the one you see on your homepage. Changing it only affects your account.

### Managing Layouts

Admins with permission can manage layouts via **System Configuration > Dashboard**.

- **Dashboard Layouts:** Manage or create layouts.
- **Custom Dashboard Items:** Create and manage widgets.

In **Dashboard Layouts**, you can:

- **New Layout:** Create a new dashboard.
- **Dashboard Items:** Go to the widget creation page.
- **Make System Default:** Set a default layout for all users without a custom dashboard.
- **Edit:** Modify an existing layout.

### Creating Dashboard Layouts

1. Click **New Layout** or **Edit** an existing layout to open the layout editor.
2. Drag and drop widgets from the **Widget Storage** onto the dashboard.
3. Resize and arrange widgets as needed.
4. Widgets left in storage will not appear on the dashboard. New widgets (system-created or custom) will appear in the **Widget Storage** sidebar.

### Types of Widgets

- **Blue:** System widgets for key admin information.
- **Yellow:** Stats widgets for site stats and graphs.
- **Green:** Custom widgets created by admins.

### Creating Custom Dashboard Items

1. Go to **System Configuration > Dashboard > Custom Dashboard Items**.
2. Click **New Item** or **Edit** to open the item editor.
  - **Title:** Widget header on the dashboard.
  - **Identifier:** ID for identifying the widget.
  - **Language:** Create versions for different site languages.
  - **Content:** Add text, images, or other elements.
3. Save the item. It will now appear in the widget storage sidebar.
4. Drag it onto a dashboard layout and save.

### Permissions

To manage dashboards, you need the following permissions found in **System Configuration > Admin Management > Manage Roles**.

Choose the specific **Role**, click on **Permissions** for that role, and then **System Configuration** in the **Edit Permissions** section to the right to select the settings.

- **Change Dashboards:** View and change active dashboards.
- **Edit Dashboard Layouts:** Create and manage layouts.
- **Edit Dashboard Items:** Create and manage widgets.

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