System Dashboard

Reminder You need to be on the ops-com website logged in as an admin

Introduction

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.

Quick Steps

Accessing the Dashboard

1. Open the admin site; the dashboard appears on the home page.
2. Click the **OPS-COM** logo (top-left) to return to the home page.

Managing Layouts

1. Navigate to **System Configuration → Dashboard Layouts and Items**.
2. Use the **Dashboard Layouts** page to:
   - Create a new layout.
   - Edit or set layouts as system defaults.
3. Drag widgets from storage to your layout and save.

Creating Custom Widgets

1. Go to **System Configuration → Dashboard Items**.
2. Click **Create New** and configure the widget's **Title**, **Identifier**, **Language**, and **Content**.
3. Save the widget and add it to a layout.

Adjusting Permissions

1. Access **System Configuration → Admin Management → Manage Roles**.
2. Assign the appropriate dashboard-related permissions to roles.

Accessing the Dashboard

- The dashboard is the first thing visible on the home page when accessing the admin site.
- To return to the home page and dashboard from anywhere on the site, click the **OPS-COM** logo in the top-left corner of the screen.
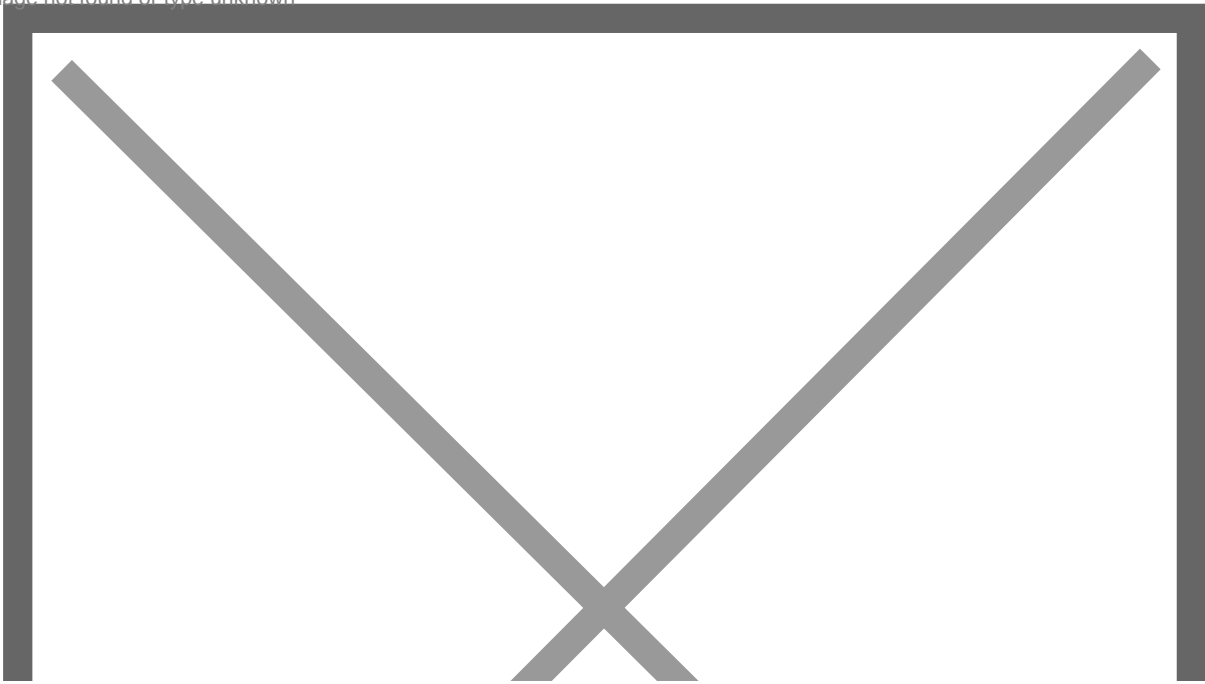
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Layouts

Active Layout

- Admin users with the correct permissions will see a dropdown menu below the user menu in the top-right corner.
- Use this menu to:
  - View available dashboard layouts.
  - Preview a layout and set it as your active dashboard (only affects the admin making the change).
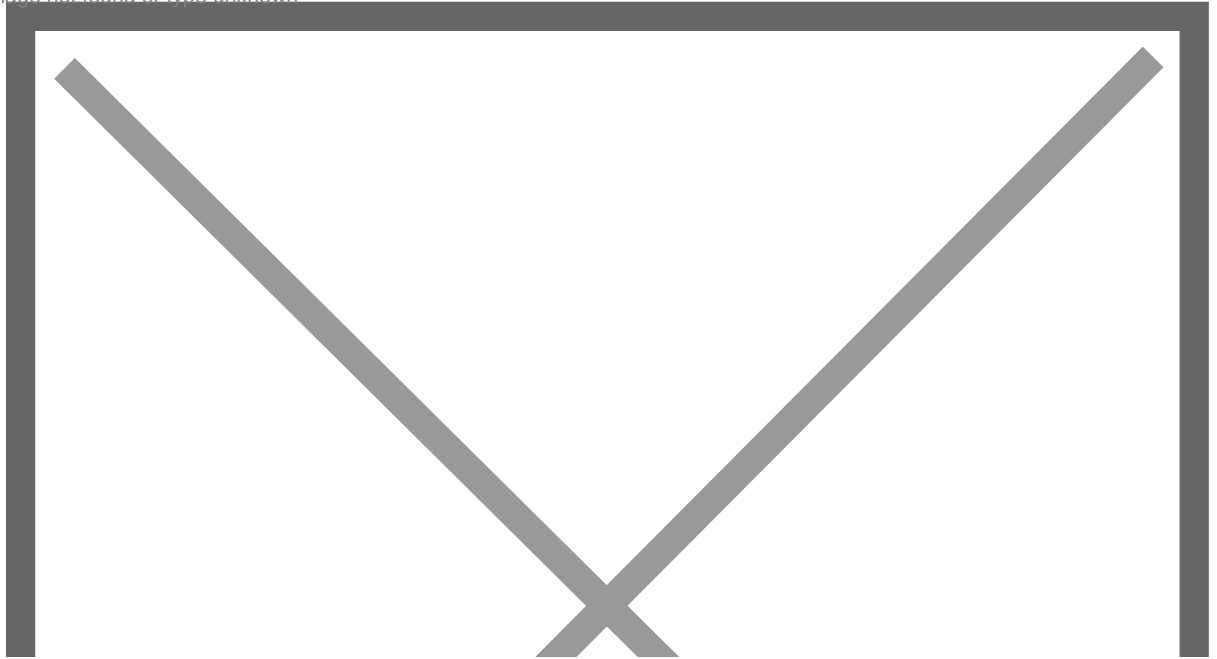
Dashboard Layout Management

Admins with proper permissions can manage layouts through the **Dashboard Layouts and Items** menu under **System Configuration**:

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1. **Dashboard Layouts**
   - Manage all existing dashboard layouts (including those created by others).
   - Actions include:
     - **New Layout**: Create a new layout.
     - **Dashboard Items**: Navigate to the custom dashboard items page (accessible from the **System Configuration** menu).

- **Make System Default**: Set a layout as the default for users without an active dashboard.
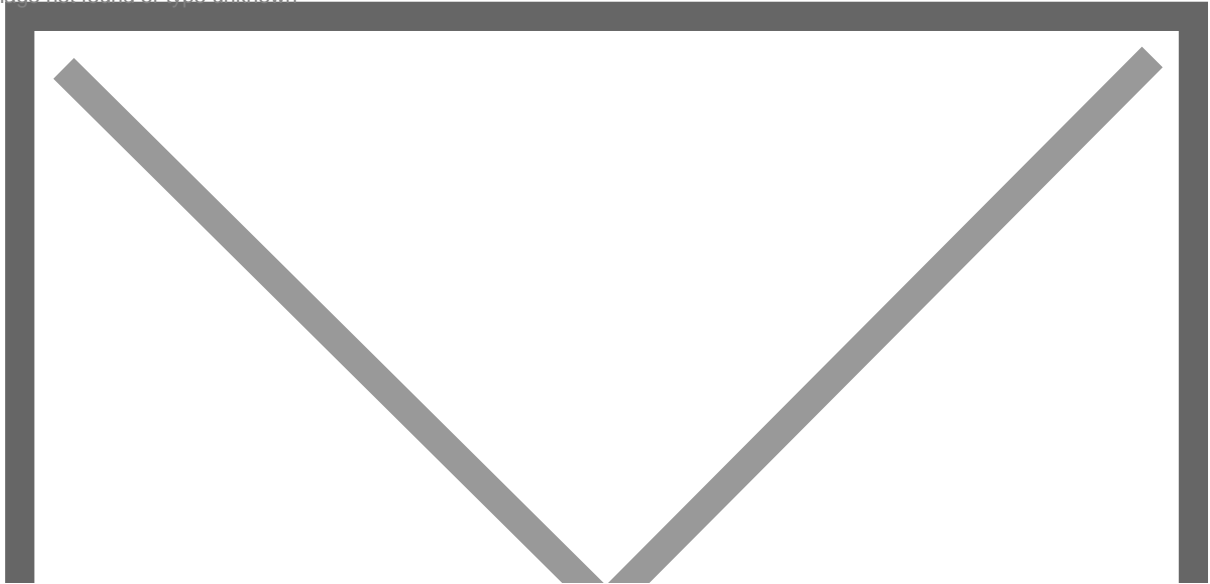 - **Edit**: Modify an existing layout.
2. **Custom Dashboard Items**
   - Create and manage custom widgets.

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Creating Dashboard Layouts

- Click **Edit** or **New Layout** to open the layout editor.
- Drag and drop widgets from the widget storage to the layout. Widgets can be resized and rearranged.
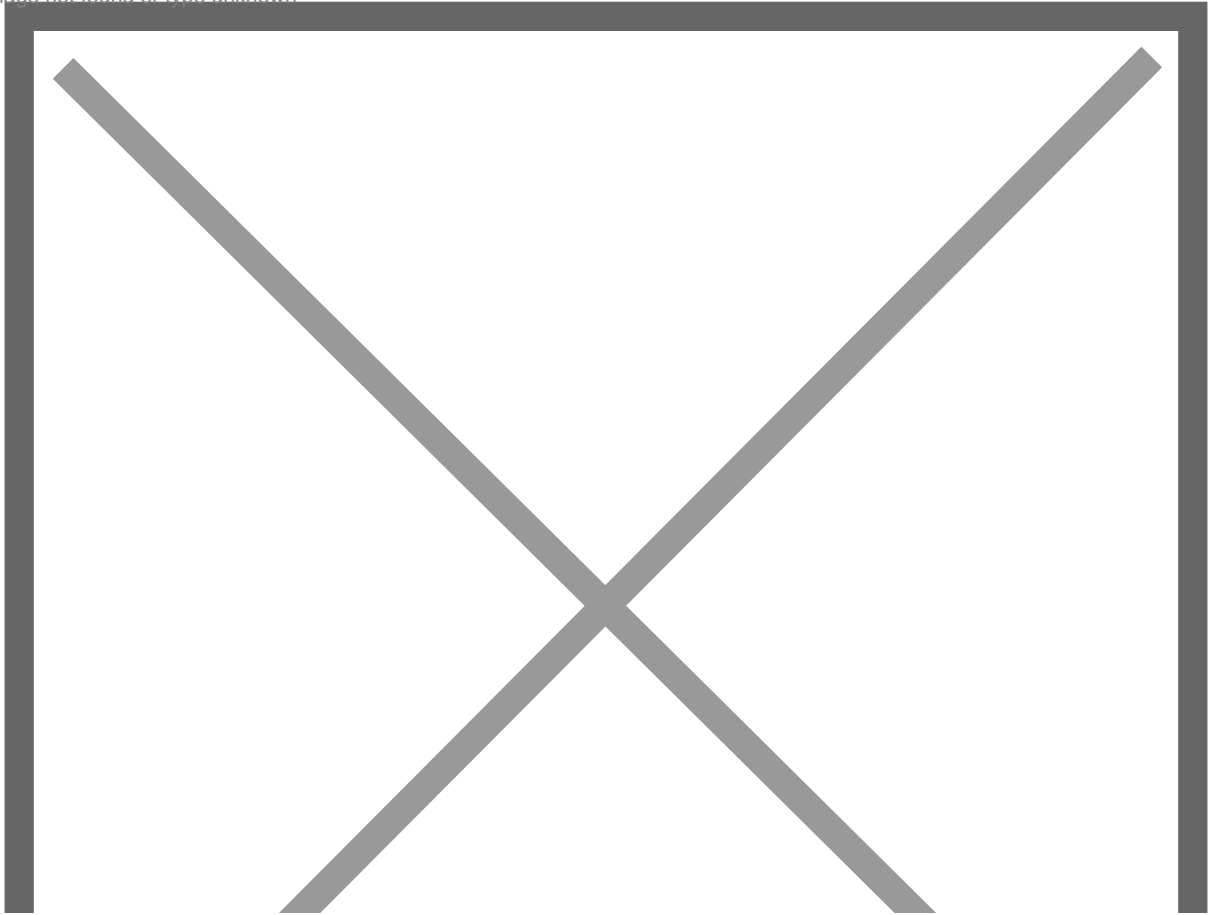
- Widgets left in storage will not appear on the dashboard.
- Newly created widgets (system or custom) will appear in storage.
- Widget types are color-coded:
    - **Blue**: System widgets (site administration information).
    - **Yellow**: Stats widgets (graphs and statistics).
    - **Green**: Admin-created custom widgets.

Creating Dashboard Items

Admins can create custom widgets by accessing the item management page under **System Configuration**:

1. View all existing custom widgets.
2. Choose to **Edit** or **Create New** to open the editor.
3. Configure the following:
    - **Title**: Widget header displayed on the dashboard.
    - **Identifier**: Unique ID for the widget.
    - **Language**: Specify the language for the item.
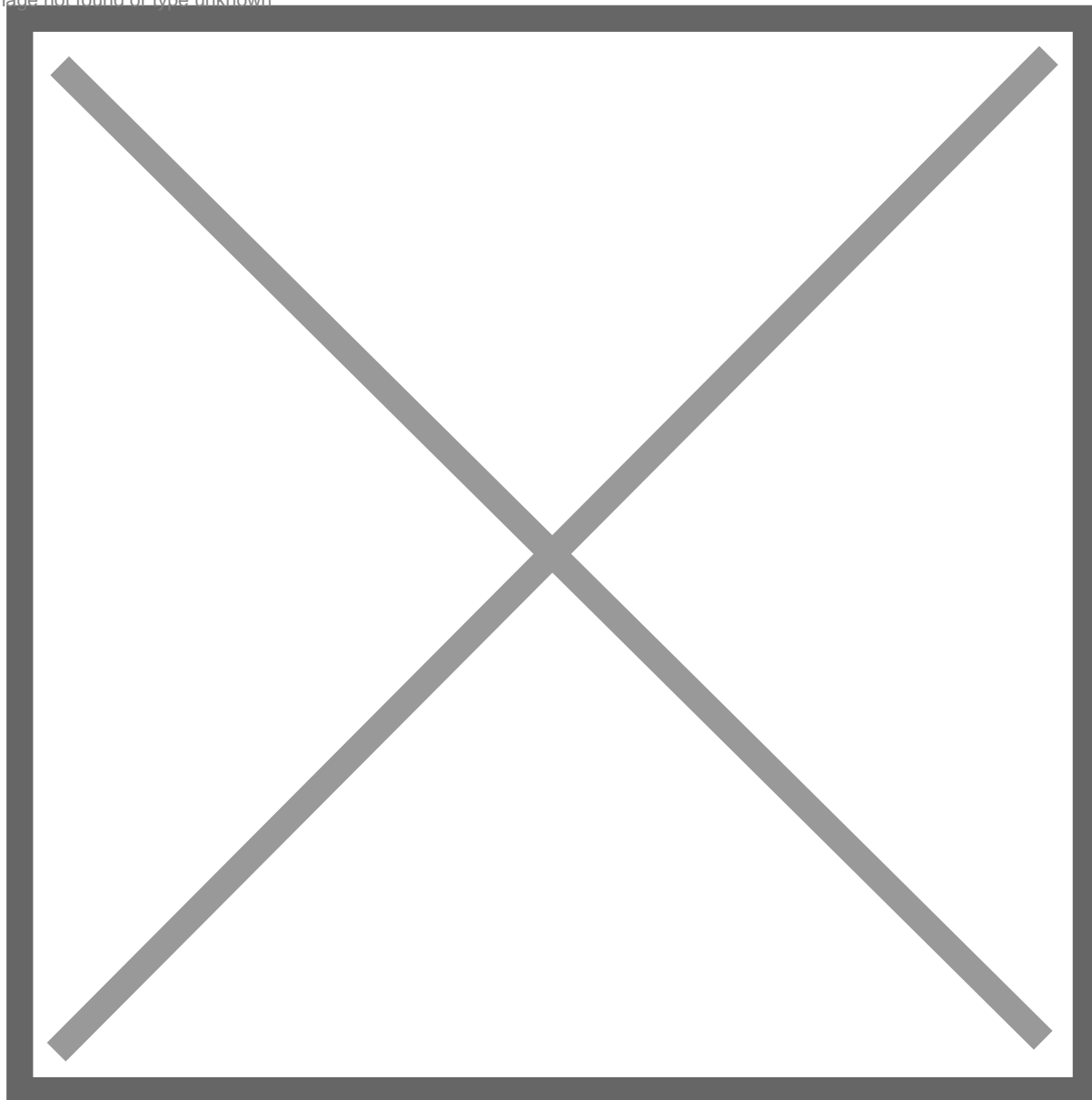   - **Content**: Add text, images, or other objects.

4. Save the widget to make it available in the widget storage sidebar for placement on the dashboard.
5. Drag the custom widget to a layout and save the layout. The widget will now appear on the dashboard.

Permissions

Permissions for managing dashboards are located under **System Configuration → Admin Management → Manage Roles → Edit a Role → System Configuration**. Key permissions include:

- **Change Dashboards**: Allows viewing and changing active dashboards.
- **Edit Dashboard Layouts**: Allows creating and managing layouts.
- **Edit Dashboard Items**: Allows creating and managing custom widgets.

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