

# Dashboard Layouts and Custom Items

OPS-COM's System Dashboard provides administrators with a customizable interface for quick access to key statistics and information through various widgets. This article focuses on how administrators can create and manage custom dashboard layouts, custom items, arrange widgets, and configure permissions to tailor the dashboard view for individual users or set system-wide defaults.

## Setup & Configuration

Configuring dashboard layouts requires specific [administrative permissions](#).

### Assigning Dashboard Permissions

1. Click **System Configuration**, then **Admin Management**, and click **Manage Roles**.
2. On the **Manage Administrator Roles** screen, click the **Permissions** button next to the role you want to configure. The **Editing Permissions** screen will display.
3. Click **System Configuration**.
4. Ensure the following checkboxes are enabled:
  - **Change Dashboards**: Allows the administrator to view and select different active dashboard layouts.
  - **Edit Dashboard Layouts**: Allows the administrator to create, modify, and delete dashboard layouts.
  - **Edit Dashboard Items**: Allows the administrator to create and manage custom dashboard widgets (items).
5. Click **Save Permissions**.

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## Using this Feature

The Dashboard provides a flexible interface for administrators to arrange widgets according to their needs. To learn more about using this feature, [refer to this wiki page](#).

### Managing Layouts

Admins with the **Edit Dashboard Layouts** and **Edit Dashboard Items** permissions can manage layouts and widgets.

1. Click **System Configuration**, then **Dashboard**, and click **Dashboard Layouts**.
  - **Dashboard Layouts:** This section allows you to manage or create new dashboard layouts.
  - **Custom Dashboard Items:** This section is where you create and manage your own custom widgets.

Within **Dashboard Layouts**, you can perform the following actions:

- **New Layout:** Click to create a completely new dashboard layout from scratch.
- **Dashboard Items:** Click this to navigate directly to the **Custom Dashboard Items** page for widget creation.
- **Make System Default:** This option allows you to set a particular layout as the default for all users who do not have a custom dashboard assigned to their account.
- **Edit:** Click this next to an existing layout to modify its configuration.

## Creating and Editing Dashboard Layouts

1. Click **New Layout** (to start fresh) or **Edit** an existing layout (to modify it). This will open the layout editor interface.
2. **Drag and drop widgets** from the **Widget Storage** sidebar onto the main dashboard area.
3. Once on the dashboard, you can **resize** and **arrange** widgets as needed to create your desired layout.
4. Widgets that are left in the **Widget Storage** sidebar will **not** appear on the dashboard. Any new widgets (whether system-created or custom-created) will initially appear in this **Widget Storage** sidebar, awaiting placement.
5. Remember to **Save** your layout changes.

## Creating Custom Dashboard Items (Widgets)

Custom dashboard items allow you to add unique content widgets to your dashboards.

1. Click **System Configuration**, then **Dashboard**, and click **Custom Dashboard Items**.
2. Click **Create New** (to create a new custom widget) or **Edit** (to modify an existing one). This will open the item editor.
3. Fill in the following fields:
  - **Title:** This will be the header of your widget as it appears on the dashboard.
  - **Identifier:** A unique ID used for identifying the widget internally.
  - **Language:** Allows you to create different language versions of the widget content for multi-language sites.
  - **Content:** Add text, images, HTML, or other elements that will make up the body of your widget.

4. **Save Changes.**
5. Once saved, your custom widget will appear in the **Widget Storage** sidebar on the **Dashboard Layouts** page. You can then drag it onto a dashboard layout and save the layout.

## Types of Widgets

The dashboard supports different types of widgets, identified by their color coding in the Widget Storage:

- **Blue:** Represent **System widgets** that display key administrative information and functionalities.
  - **Yellow:** Represent **Stats widgets** designed to show site statistics and graphical data.
  - **Green:** Represent **Custom widgets** that you create yourself through the **Custom Dashboard Items** section.
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## Best Practices & Considerations

- **User-Centric Design:** When creating layouts, consider the needs of the administrators who will be using them. Group related widgets together and prioritize frequently accessed information.
  - **Default Layouts:** Utilize the **Make System Default** option to provide a consistent and functional starting dashboard for all new administrators or those who haven't customized their own.
  - **Custom Widgets for Specific Information:** Use custom widgets to display important announcements, links to internal resources, or custom reports not available through standard widgets.
  - **Permissions Management:** Ensure administrators have the correct permissions. "Change Dashboards" for viewing, "Edit Dashboard Layouts" for arranging, and "Edit Dashboard Items" for creating custom content.
  - **Testing Layouts:** Always test new or modified dashboard layouts to ensure all widgets display correctly and serve their intended purpose.
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