Edit the Admin Landing Page Messages

> The Admin Dashboard landing page message feature allows organizations to display important, up-to-date information directly to their staff upon logging into the system. Its primary purpose is to centralize internal communications such as system updates, upcoming deadlines, or schedule changes. This article is intended for OPS-COM administrators responsible for managing internal announcements and system content.

Setup and Configuration

This feature requires specific role permissions to access the content and design configuration menus.

Admin Side: Administrators must have the **Manage System Messages** permission enabled on their user role.

1. Hover over **System Configuration**, click **Admin Management**, then **Manage Roles**.
2. Click the **Permissions** button next to the role you want to modify.
3. Click the **System Content** tab.
4. Enable the **Manage System Messages** checkbox.
5. Click the **Save Permissions** button.

Using this Feature

Administrators can use the following instructions to seamlessly access and modify the content displayed on the main admin dashboard.

Editing the Message Content

1. Hover over **System Configuration**, click **Content & Designs**, then **Pages and Content Blocks**.
2. Click the **Messages** tab.
3. Click the **Edit** button next to the **Admin Dashboard** item.
4. Enter your desired content using the standard WYSIWYG editor.
5. Click the **Save Messaging** button to immediately publish your changes to the dashboard.

> The WYSIWYG editor displays by default for quick text entry. If you prefer to construct your message using HTML, click the **Tools** drop-down menu and choose **Source Code**.

Best Practices and Considerations

- **Share relevant information: Customize the dashboard to display important and up-to-date information relevant to your staff.** Highlighting recent system updates, upcoming enforcement deadlines, or internal announcements ensures maximum visibility across your team.
- **Keep messaging concise: Keep messages clear and concise.** The dashboard serves as a quick reference point, so avoid overly long or complex text blocks that busy administrators might easily skip over.
- **Leverage visual elements: Leverage the WYSIWYG editor to incorporate basic formatting, images, or links.** Breaking up text

with bullet points or visual elements makes your internal messages much more engaging and readable.

- **Establish a schedule for regular updates: Periodically review and update your Admin Dashboard message.** Stale information trains staff to ignore the landing page; ensure the content remains current, accurate, and valuable to your operations.

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