

## Edit the Admin Landing Page Messages

The Admin Dashboard is the initial landing page presented to administrators upon logging into OPSCOM. This article guides administrators on how to modify and customize this landing page message, allowing organizations to display important and up-to-date information directly to their system administrators and staff.

### Setup & Configuration

Customizing this message requires access to Contents & Designs on the System Configuration menu. You must have the **Managing System Messages** permission on your profile to access this.

1. Hover over **System Configuration, Admin Management**, and click **Manage Roles**.
2. Click Permissions on the role you want to grant this to.
3. On the **System Content** tab, enable the **Manage System Messages** checkbox.
4. Click **Save Permissions**.

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### Using this Feature

The **Manage System Messaging** tool allows you to access and modify the content of the Admin Dashboard.

1. Hover over **System Configuration, Content & Designs**, and click **Pages and Content Blocks**.
  2. Click the **Messages** tab.
  3. Click Edit next to the **Admin Dashboard** item.
  4. The WYSIWYG editor will show by default. 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.
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## Best Practices & Considerations

- **Relevant Information:** Customize the OPSCOM **Admin Dashboard** to display important and up-to-date information relevant to administrators and staff, such as recent system updates, upcoming deadlines, schedules or internal announcements.
  - **Concise Messaging:** Keep messages clear and concise. The dashboard is a quick reference, so avoid overly long or complex text.
  - **Visual Elements:** Leverage the WYSIWYG editor to incorporate basic formatting, images, or links to make your messages more engaging and informative.
  - **Regular Updates:** Periodically review and update your Admin Dashboard message to ensure the information remains current and valuable to your staff.
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