

WYSIWYG Dashboard Widget

The **WYSIWYG Widget** displays custom, formatted text and media content on the dashboard workspace. Its primary purpose is to allow administrators to publish custom announcements, staff schedules, links, or operational instructions using a rich-text editor. This article is intended for OPSCOM administrators.

Setup and Configuration

The WYSIWYG widget is built directly into the dashboard framework.

- **Admin Side:** Administrators must have system role permissions enabled to edit dashboards (dashboard_edit_any or ownership of the target dashboard).
- **Content Source:** Pulls saved rich-text records created in the central **WYSIWYG Content** repository.

Using this Feature

Administrators can use the following instructions to add and configure a WYSIWYG widget on any customizable dashboard workspace.

Adding and Configuring the Widget

1. Open your target dashboard, toggle **Edit Mode** to **On**, and click **+ Add Widget**.
2. Select **WYSIWYG Widget** from the gallery.

3. Locate the newly placed tile on your grid and click the gear icon (**Settings**) in its header bar to open **WYSIWYG Settings**.
4. Enter a custom title in the **Widget Name** field.
5. Select a pre-configured content record from the **WYSIWYG Record** drop-down menu (e.g., *Admin Dashboard, Contact Us*).
6. Click **Save** to render the custom text block on your dashboard grid.

Managing WYSIWYG Content Records

To create or edit the content available in the **WYSIWYG Record** drop-down menu:

1. Navigate to **System Configuration > Dashboard > WYSIWYG Content**.
2. Click **+ Create** to open the **New Record** editor (or click the edit pencil icon next to an existing record).
3. Enter a title in the **Title** field (up to 255 characters).
4. Build your layout using the rich-text editor toolbar:
 - **Text Formatting:** Standard bold, italic, underline, strikethrough, and heading tags (**H1, H2, H3**).
 - **Lists & Quotes:** Bullet lists, numbered lists, blockquotes, and alignment options.
 - **Tables:** Insert, merge, split, or remove table rows and columns (ideal for staff schedules or duty rosters).
 - **Links & Media:** Hyperlinks, horizontal dividers, and HTML code view ()
5. Click **Create** to store the record.

Available Controls and Header Toolbar

- **Refresh:** Updates the widget tile to load the latest saved content changes from the central record.
 - **Settings:** Opens the **WYSIWYG Settings** modal to rename the widget tile or switch to a different linked record.
 - **Duplicate:** Clones the widget tile with matching settings onto your active dashboard.
 - **Delete:** Removes the widget tile from the dashboard layout.
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Best Practices and Considerations

- **Central Content Management:** Updating a single WYSIWYG record under **System Configuration > Dashboard > WYSIWYG Content** automatically updates every widget tile referencing that record across all dashboards simultaneously.
 - **Operational Announcements:** Use WYSIWYG tiles at the top of shared admin dashboards for important alerts, policy updates, shift schedules, or emergency contact directories.
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