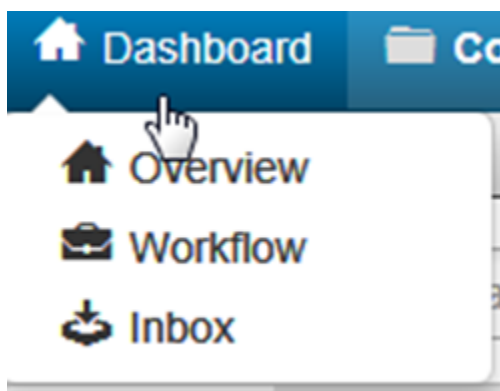


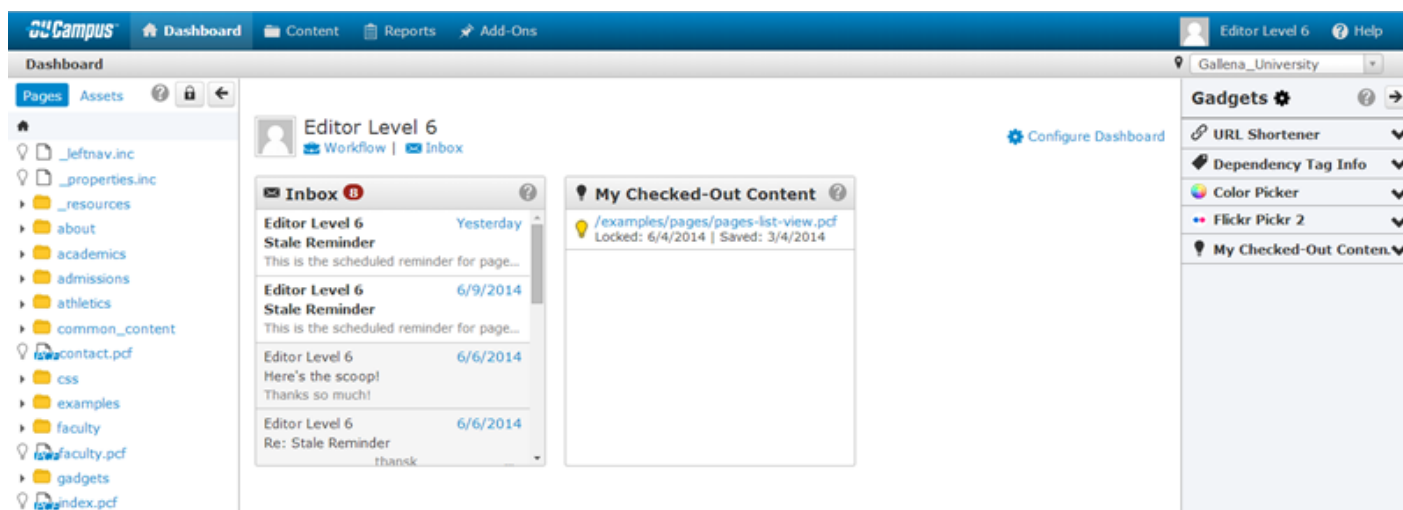
Dashboard

Dashboard Overview

The OU Campus Dashboard provides a location within the CMS where each individual user can access user-specific messaging and gadgets. The Dashboard is the default log-in location from the standard OU Campus Login screen when not utilizing DirectEdit. Quick links are provided to the Workflow and Inbox screens of Mailbox, which are also accessible from the Dashboard menu. The Dashboard can be customized by each individual user by choosing which gadgets to show or hide in the view. The user can also modify the appearance by dragging a gadget to reorder the view. A level 10 administrator can add gadgets to the system, and then make them available with group assignment.



Example Dashboard with Gadgets



The commands on the Dashboard menu are as follows.

Overview

Clicking Overview renders the same view as clicking the Dashboard command on the menu.

Workflow

The Workflow list view shows content that a user has been sent for approval or content that a user has sent for approval and are separate from other messages, which can be viewed in the Inbox and Sent. Content within an approvals process can be tracked using this screen. For more information:

Workflow

Inbox

Inbox displays messages from other users as well as automated messages associated with scheduled actions, such as a notification of scheduled publish or notification of page expiration. The Inbox Gadget is shown on the Dashboard and includes how many new messages are in the inbox. The Inbox includes a linked list of messages and the functionality to compose a message. For more information:

Inbox

Additionally, the Dashboard itself includes more functionality as follows.

Configure Dashboard

Configure Dashboard can be used by each individual user to choose which gadgets to show in the main content area. For more information:

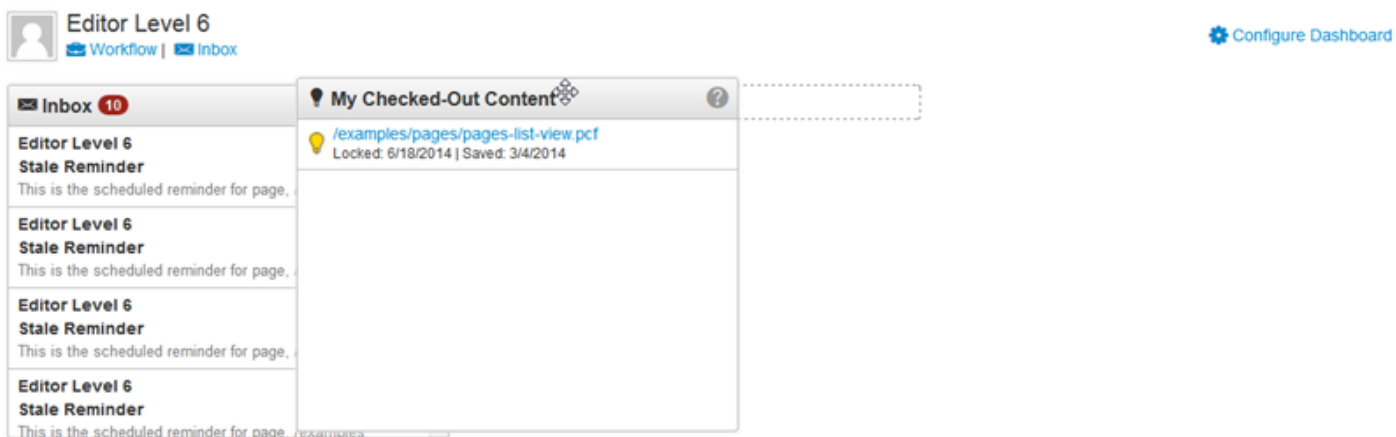
Configure Dashboard

Frequently displayed gadgets include the system inbox for messaging and a list of content that is currently checked out by the user. For more information:

Gadgets

Changing the Position of Dashboard Gadgets

Dashboard gadgets can be reordered by clicking the gray title bar and dragging to the new location.



UT Tyler Support

UT Tyler Web Communications Support: uttyler.edu/web/

UT Tyler OU Campus support: uttyler.edu/oucampus/

Contacting the UT Tyler Web Team: web@uttyler.edu