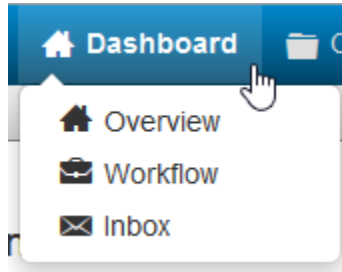


Dashboard

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.



In the Dashboard menu on the global navigation bar, users can find links to Workflow and Inbox. These options are also found beneath the user's name on the Dashboard overview page.



The Dashboard can be customized by each individual user by choosing which gadgets to show or hide in the view. A level 10 administrator can add gadgets to the system, and then make them available using group access controls.

Erica Bogosian
[Workflow](#) | [Inbox](#)

[Configure Dashboard](#)

Inbox 2

Lavernius Tucker 05/07/2016
 Requesting the "Notes Gadget" Gadget
 Have a look at the "Notes" Gadget and let me know wha...

Erica Bogosian 09/03/2016
Stale Reminder
 This is the scheduled reminder for page, /admissions/ind...

Erica Bogosian 09/03/2016
Stale Reminder
 This is the scheduled reminder for page, /admissions/tra...

Erica Bogosian 09/03/2016
 Stale Reminder
 This is the scheduled reminder for page, /aaaah.pcf. The...

My Checked-Out Content

/index.pcf
 Locked: 29/03/2017
 Saved: 29/03/2017

/admissions/blue.pcf
 Locked: 17/03/2017
 Saved: 17/03/2017

/admissions/undergraduate.pcf
 Locked: 05/12/2016
 Saved: 18/10/2016

/unpublished-file.html.pcf
 Locked: 02/12/2016
 Saved: 02/12/2016

/forms.pcf

Activity

/documents/training-responses.docx
 Binary uploaded by Erica Bogosian
 01/06/2017

/documents/survey.docx
 Binary uploaded by Erica Bogosian
 01/06/2017

/documents
 Folder created by Erica Bogosian
 01/06/2017

/demo/user1/index.pcf
 Page published by Erica Bogosian
 18/05/2017

Workflow

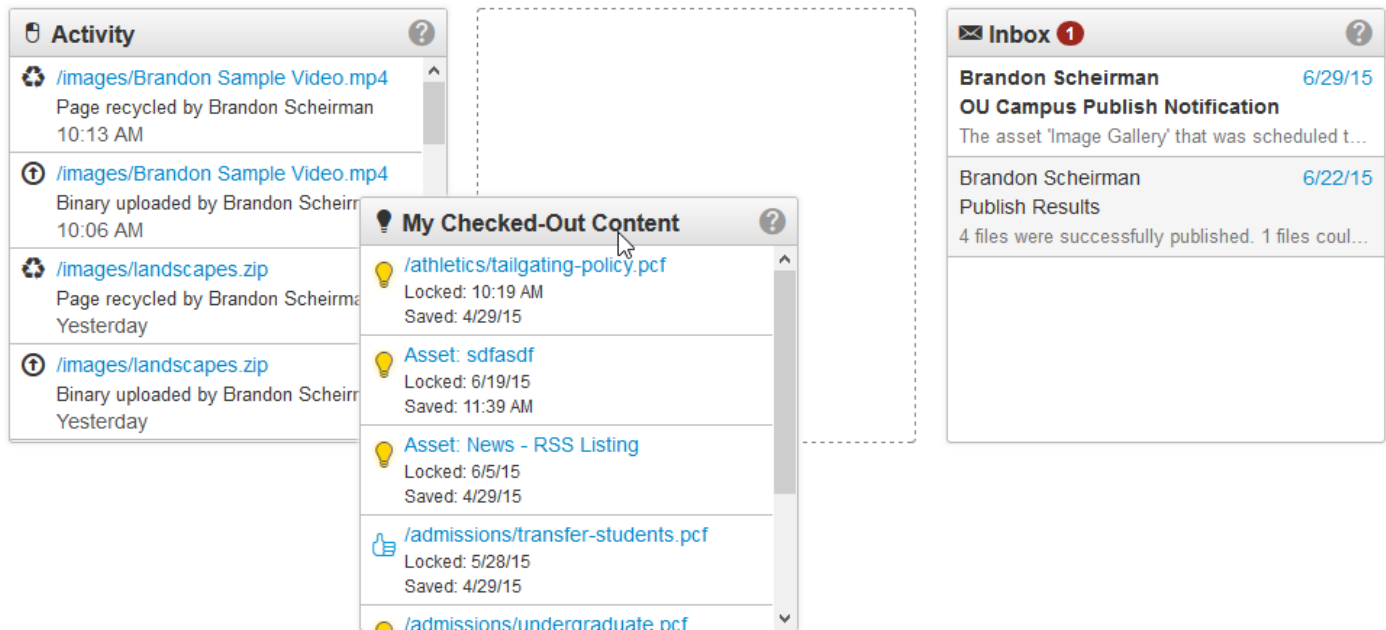
/campus-life/traditions.pcf
 Cancelled by You on 28/11/16 at 11:09

/campus-life/html-practice.pcf
 Cancelled by You on 28/11/16 at 11:09

/campus-life/student-union.pcf
 sent to North Dakota on 01/07/16

Dragging Dashboard Gadgets

Gadgets can also be reordered on the Dashboard by clicking and dragging the grey title bar to a new "tile," shown by a dotted line.



The screenshot illustrates the process of reordering dashboard gadgets. A dotted line indicates a new "tile" position between the "Activity" and "Inbox" gadgets. The "My Checked-Out Content" gadget is being dragged from its original position to this new location. The "Activity" gadget shows items like "/images/Brandon Sample Video.mp4" and "/images/landscapes.zip". The "Inbox" gadget shows messages from Brandon Scheirman, including "OU Campus Publish Notification" and "Publish Results".

There are three options on the Dashboard menu in the global navigation bar:

Overview

Clicking Overview takes users to the Dashboard overview page (seen above). Simply clicking the Dashboard link in the global navigation bar will take users to the same location.

Workflow

The Workflow list view shows content that a user has sent to another user for approval or content that has been sent to the current user for approval. These messages are separate from other messages (which can be viewed in Inbox and Sent). Content moving through an approval process can be tracked using this screen.

For more information, visit the

[Workflow](#) page.

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 also 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, visit the [Inbox](#) page.

Additionally, the Dashboard itself includes more functionality:

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, visit the [Configure Dashboard](#) page.

Gadgets

Frequently displayed gadgets include Inbox for messaging, site analytics, and the My Checked-Out Content Gadget, which lists all content that is currently checked out by the user.

For more information, visit the [Gadgets](#) page.