Dashboard Settings

Module Guide: Dashboard Settings (Announcements)

Module Location

Settings > System Settings > Dashboard Settings

Module Purpose

The **Dashboard Settings** module serves as a control center for creating, editing, and managing announcement content that will be displayed on the main application dashboard. Its purpose is to act as an internal communication tool for administrators to disseminate important information, news, or notifications to all users who log into the system.

1. Main View (Announcement List)

The main page displays all announcements that have ever been created, both active and inactive.

View Explanation

- **Search Filter**: Allows for a quick search based on the announcement's **Subject ID** (title).
- **List Table**:
  - **No.**: Serial number.

    - **Subject ID**: The title of the announcement that was created (e.g., `New dashboard now`, `Happy Chinese New Year`).

- **Action Buttons**:
    - **Add New**: Opens the form to create a new announcement.
    - **Delete**: Deletes the selected announcement.
- **Current Status**: Displays information about the view mode or available actions, such as `Mode: View`, `Print View`, `Export to MS Excel`, and `Export to Open Office`.

2. Add/Edit Letter Template (Announcement) Page

This form is used to create or edit the content details of an announcement.

View Explanation

- **Notification Code**: The internal unique code for this announcement.
- **Company**: A dropdown to specify if the announcement applies to a specific company (if the system is multi-company).
- **Subject**: A multilingual field for entering the announcement title. Text can be entered in various languages (indicated by flags).

- **Contents**: The main text area, also multilingual, for entering the body of the announcement.
- **Attachment**: An option to upload a file (e.g., PDF, image) to be included with the announcement.
- **Show Notification**: A dropdown selection to set how often this announcement will appear to users (e.g., `Every Day`, `Only Once`).
- **Enabled**: A checkbox to activate or deactivate the announcement.
- **Buttons**:
  - **Save**: To save a new announcement or the changes made.
  - **Cancel**: To cancel the process.

3. Steps to Create a New Announcement

1. From the main page, click the **Add New** button.
2. Fill in the **Notification Code** and select the **Company** if necessary.
3. Write the title in the **Subject** field and the message in the **Contents**. Utilize the multilingual feature if needed.
4. Upload an **Attachment** if there is one.

5. Select the frequency in **Show Notification**.
6. Ensure the **Enabled** checkbox is checked if you want it to be displayed immediately.
7. Click the **Save** button.

4. Integrated Workflow & Business Process

- **Internal Communication**: The main function of this module is to serve as the company's digital bulletin board. Administrators can quickly disseminate information about system maintenance schedules, holidays, new policies, or company achievements.
- **Employee Engagement**: Can be used to announce internal events such as company anniversaries, social activities, or training programs to increase employee engagement.
- **Dissemination of Critical Information**: For very important information, an administrator can set **Show Notification** to **Every Day** to ensure all users see it.

5. Tips & Important Notes

- Use the multilingual feature if your company has users from different countries to ensure everyone understands the message.
- Keep the announcement content concise and to the point. For more detailed information, utilize the **Attachment** feature.

- Actively manage announcements. Disable or delete announcements that are no longer relevant to keep the dashboard clean and informative.

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