





# Dashboard Configuration

The main settings for the dashboard configuration (from Forma 3.x onwards) are available under:

*Admin > System configuration > Dashboard Configuration*

Create a new dashboard

Search

Dashboard	dashboard layout caption	Dashboard status	Default	1	2	3	4
Default Layout	Dashboard	publish	<input checked="" type="checkbox"/>				

Showing 1 to 1 of 1 entries

You can **create** a new dashboard or:

- Clone/Duplicate
- Edit an existing layout
- Assign view permissions for each dashboard layout
- Delete an existing layout

## Creating a new dashboard

Create a new dashboard

Dashboard name

Dashboard name

dashboard setting layout caption

dashboard setting layout caption

Select a status

Draft

Create new dashboard

- Dashboard name: Name of the dashboard. It's just for internal purposes, it's not visible to the users.
- Dashboard layout caption. This is the caption that appears when you hover on the dashboard button.
- Select a status: Draft/Published.

## Duplicating a layout

dashboard setting clone layout

Dashboard name

Dashboard name

dashboard setting layout caption

dashboard setting layout caption

Select a status

Draft

clone

Cancel

Duplicate an existing layout and set its Name, Description, and status

## Editing a layout

## Adding a new block

You can delete blocks using the 'X' button, or you can create new blocks:

Select block

Insert a new block

Save

The available blocks are:

- **Ads/Announcements:** this block displays a list of announcements from the courses the user is enrolled to.
- **Image / video banner:** this block adds an image banner, that can be linked to a video opening in a popup.
- **Calendar:** this block displays courses start/end dates and classroom days on a calendar layout
- **Certificates:** this block displays a list of the latest certificate available to users
- **Courses:** this block displays the next courses about to start or close or classroom days.
- **Messages:** this displays a list of private messages received by the user
- **Welcome message:** this block sets a custom welcome message on the dashboard page. If you don't set a custom message, the default one from the languages will be used.

Concerning the welcome message, we recommend using and/or customizing the default text in the language management, because it can include the user's first and last name, and it can be localized according to the user's preferred language.

## Editing blocks

For each block, you can set:

- **Type:** Number of columns
- **Title:** a title that will be displayed to users
- **Specific parameters** for each block

### **Block width and position**

The dashboard layout is based on a grid of 4 columns:

- **Width:** each block will occupy a variable width of 1 to 4 columns, for a maximum of 4 columns occupied on the same row
- **Position:** Every block can be dragged and dropped horizontally or vertically.

The image shows a dashboard layout editor with four main blocks arranged in a 2x2 grid. Each block has a title, a description, and a 'TYPE' dropdown menu. The 'Image / video banner' block has a 'TITLE' field with the value 'Banner'. The 'Welcome message' block has a 'TITLE' field with the value 'Welcome'. The 'Calendar' block has a 'TITLE' field with the value 'Calendar'. The 'Courses' block has a 'TITLE' field with the value 'Next Courses'. The 'Ads' block has a 'TITLE' field with the value 'Courses News'. A large arrow points from the 'Image / video banner' block to the 'Welcome message' block, indicating a drag-and-drop action. A 'Save' button is located at the bottom right of the editor.

**Image / video banner**  
Description Banner

**TYPE**  
2-col

**TITLE**  
Banner

**COVER IMAGE**  
Selegli file | Nessun file selezionato  
Accepted images .jpg, .png, .gif

**YOUTUBE / VIMEO VIDEO URL**  
https://www.youtube.com/watch?v=yBPILkn0-co

**Welcome message**  
Description Welcome

**TYPE**  
2-col

**TITLE**  
Welcome

**WELCOME MESSAGE (TRANSLATION KEY)**  
Hi, welcome to Forma LMS 3.0!

**Calendar**  
Description Calendar

**ACTIONS ENABLED**  
☐ E-Learning Courses  
☐ Classes Courses  
☐ Reservations

**TYPE**  
2-col

**TITLE**  
Calendar

**Courses**  
Description Course

**TYPE**  
1-col

**TITLE**  
Next Courses

**Ads**  
Description Announcement

**TYPE**  
1-col

**TITLE**  
Courses News

Select block

Insert a new block

Save

# Viewing Permissions

Set the users, nodes or groups assigned to view each layout: with this feature you will be able to assign different dashboard layouts to different users.

## Example

This is a good example



hi, welcome to forma lms 3.0!

## Calendar

February 2022

today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

## Next Courses

## Courses News

28/01/2022

### New material

Some new material has been published

26/01/2022

### Publicato un nuovo contenuto

dssggdftdftdftdft

01/12/2021

### New Exam schedule

The final exam has been rescheduled to a new date, keep studying!

ALL COURSES

Let's see how it's configured in the backend.

On the first row, two blocks of 2 columns each. The Welcome message has been customized here, so this will override whatever message is in the language management.

The banner is 600 × 120, and it's linked to a YT video. You can also use slightly different sizes: in general, the banner should have a rectangular ratio.

Image / video banner

Description Banner

TYPE

2-col


TITLE

Banner

COVER IMAGE

Sfoggia...

Nessun file selezionato.



Accepted images .jpg, .png, .gif

YOUTUBE / VIMEO VIDEO URL

https://www.youtube.com/watch?v=yBPILkn0-co

Welcome message

Description Welcome

TYPE

2-col

TITLE

Welcome

WELCOME MESSAGE (TRANSLATION KEY)

Hi, welcome to Forma LMS 3.0!

Let's see the second row: three blocks, the calendar has 2 columns and the other blocks have 1 each.

Calendar

Description Calendar

ACTIONS ENABLED

☐ E-Learning Courses
 ☐ Classes Courses
 ☐ Reservations

TYPE

2-col

TITLE

Calendar

Courses

Description Course

TYPE

1-col

TITLE

Next Courses

Ads

Description Announcement

TYPE

1-col

TITLE

Courses News

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