

Dashboard

The COMS Dashboard is your personalized landing page, giving you a quick overview of key information and shortcuts to the tools you use most. It is fully customizable — you can add, remove, resize, and reorder widgets to suit your needs.

Accessing the Dashboard

After logging in, internal staff are directed to the Dashboard automatically. You can also navigate to it anytime by clicking **Dashboard** in the left-hand navigation menu.

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1. Welcome Card

At the top of the page, you'll see a personalized welcome card displaying:

- Your name and email address
- Account type (Internal / Customer / Vendor)
- Your role(s) in the system
- Last login timestamp and account creation date
- Organisation name, department, and title (if available)

Click the arrow icon to expand or collapse the detailed information.

For internal staff, an **Organisation Chart** button is also available, which opens the interactive org chart view.

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2. Organisation Chart

Internal staff can access the interactive Organisation Chart by clicking the **Organisation Chart** button in the welcome card.

Features:

- Interactive tree diagram showing the organisational hierarchy.
- Zoom in/out and pan across the chart.
- Expand or collapse nodes to navigate the hierarchy.
- Click any person's node to see their details: name, email, manager, and direct reports.
- Your own node is highlighted in blue.

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3. Toolbar Actions

Three buttons are available in the top-right corner of the page:

Guide me through the page

- Opens an interactive, step-by-step tour that highlights the key features of the dashboard.
- Ideal for first-time users.

Customize

- Toggles edit mode on and off.
- In edit mode, every widget displays controls for reordering, resizing, and removal.

Add Widget

- Opens the Widget Library drawer where you can browse and add new widgets to your dashboard.

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4. Available Widgets

The widgets you see on your dashboard depend on your account type and permissions, different users may see different widgets. Below are some widgets that all internal users should have access to:

Timesheet Status

- Shows your current week and last week's timesheet status (Not Submitted / Saved / Submitted / Approved) with corresponding dates.
- Clicking the status links takes you to the external BMS system.

Upcoming Holidays

- Lists up to 10 upcoming corporate and statutory holidays with dates and descriptions.
- Holidays within the next 7 days are highlighted with a green border.

System Announcements

- Displays active system announcements.
- Pinned announcements appear at the top.
- The list is scrollable if there are many announcements.

Quick Links

- Provides shortcut links to frequently used external resources:
 - **BMS** — Business Management System
 - **Manuals** — Conexus Knowledge Base
 - **AI** — Chatbot assistant
 - **SharePoint** — Document collaboration
- All links open in a new browser tab.

Industry News (RSS)

- Displays a timeline of news from the Canadian Nuclear Safety Commission (CNSC) and Natural Resources Canada (NRCan).
- Shows the 5 most recent items from each source, sorted by date.
- Data is cached for 30 minutes. Click the **Refresh** button to fetch the latest news.

Nuclear Stories

- Shows an AI-generated fun fact about nuclear and energy resources.
- Cached per user for 1 hour. Click the **Refresh** button to get a new fact.

Work Hour Breakdown

- A horizontal bar chart showing total hours by work package.
 - Includes a date range picker (defaults to the last 30 days).
 - Covers all time types: worked hours, vacation, statutory holidays, sick leave, banked leave, paid leave, jury duty, and bereavement.
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5. Customizing Your Dashboard

Adding a Widget

1. Click **Add Widget** in the toolbar.
2. A slide-out drawer will open showing all available widgets you have permission to add.
3. Each widget shows its name, description, and default size.
4. Click the **+** button next to a widget to add it to your dashboard.
5. The widget will immediately appear on your dashboard grid.

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Reordering Widgets

1. Click **Customize** to enter edit mode.
2. Use the **Move Up** (↑) or **Move Down** (↓) buttons on each widget to change its position.
3. Widgets are reordered immediately.

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Resizing Widgets

1. In edit mode, click the **Resize** dropdown (⋮) on any widget.
2. Choose from four size options:
 - **Small** — 1 column
 - **Medium** — 2 columns
 - **Wide** — 3 columns
 - **Full** — 4 columns (full width)
3. The widget will resize immediately.

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Removing a Widget

1. In edit mode, click the **Remove** (🗑️) button on any widget.
2. The widget is removed from your dashboard and returns to the Widget Library.
3. You can add it back at any time using the **Add Widget** button.

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