Chapter 3: Setup and Configuration of My Dashboard

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Prerequisites for this Module

Before configuring the widgets on the **Main Dashboard,** several modules must be implemented for them to function correctly.

- **Kudos**
  - Requires the **People Management** module in order to send and receive kudos.
- **"My Colleagues" widget**
  - Requires the **People Management** module, particularly the **reporting lines,** to extract valuable insights into the organisational structure.
- **"My Performance Status" widget**
  - Requires the **Performance Management** module in order to view the performance status.
  - Employees must be added to the target audience for a review setup to use this widget.
- **"HR Processes" widget**
  - Requires the **People Management** module, particularly the **reporting lines,** to be configured.
  - The **Job Management** module must be configured to submit and approve new position requests.
  - The **Event Scheduling** module is required for submitting and approving event requests.
  - If emails should be sent from a custom email address and domain (i.e., not noreply@signify.co.za), the **email server settings** should be configured in advance.
- **Custom dashboard widgets**
  - Depending on the type of widget created, the corresponding module should be set up before activating the custom widget.



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Main Dashboard Implementation Guide

The **Main Dashboard** includes standard widgets that activate by default when the ruleset is created. These widgets provide employees with access to commonly used information and functionality.

The following widgets are activated by default:

- **Kudos**
- **My Colleagues**
- **Our Company Values**

Some widgets are linked to specific modules and become active only when the module is activated. Administrators can also create custom widgets to display organisation-specific content or provide access to external resources.

The sections below explain how to configure the available dashboard widgets, including activating or deactivating widgets, changing widget icons and creating custom widgets.

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