Administrator Roles

Administrators are responsible for configuring and maintaining the content and behaviour of the **My Dashboard** to ensure it remains relevant and useful for users across the organisation. This includes:

- managing dashboard widgets,
- deciding which widgets are available, and
- setting up the information displayed within them.

Administrators may use the dashboard configuration to **publish announcements** in the carousel banner, define or **update company values**, **configure HR processes** displayed on the dashboard, and **create custom widgets** that link to important resources, such as internal documentation or e-learning courses. They also oversee **role-based access** and **permissions** to ensure users only see widgets and information appropriate for their role within the organisation.

Through these configurations and governance duties, administrators ensure that the dashboard stays a valuable and efficient entry point to the HR management system. Future sections in this chapter detail the configuration options and settings for each widget.

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