

Default Dashboard Summary

The default dashboard displays eight Widgets: People, Assets, Documents, Forms, Actions, People-Competency, People-Courses, and Meetings. Each widget is a summary of relevant information from that specific module. The placement of these module summaries can be customized by dragging and dropping widgets into your individual preference.

Dashboard

Default

Full Dashboard with Info

Empty Dashboard without Legend

Full Dashboard with Info part 2

The First New Dashboard

The Second Dashboard

Empty Dashboard with Legend

+

Default

Meetings

Title	Most Recent	Attendance	Action
Meeting with No Instances			Host Join
Recurring Meeting	06/01/2023	View Report	Host Join

Go to Meetings

Documents 5

2 Overdue review for continued suitability

1 Waiting to be published

1 Need(s) Approval

1 Reviewed but not yet published

Go to Documents

People - Courses 5

Expired Course 1

DED - Certification Expired + Course

Take Course

Overdue Course 1

DED - Certification Overdue + Course

Take Course

Due Course 1

DED - Certification Due + Course

Take Course

Courses Deferred ?

Go to My Certifications

Forms 3

1 Approval Past Due

1 Approval Required

1 Drafts

DED - Dashboard Form 1 [Not Live and added to Dashboard]

DED - Dashboard Form 3 [Live and added to Dashboard]

10.5 - Form2: Multiuser, No 2FA

Go to Forms

Actions 15

12 Overdue

2 Group(s) past their inactivity date

1 Outstanding with no due date

Go to Actions

People - Competency 3

Expired 1

1 Competency

Overdue 1

1 Competency

In Training 1

1 Competency

Go to Manage Roles/Certifications

People 13

Expired 3

2 Certifications

1 Competency

Overdue 3

2 Certifications

1 Competency

Due 2

Go to People

Assets 132

Tasks 132

1 Overdue (critical)

111 Overdue

1 To do soon (critical)

4 To do soon

15 Deferred

Go to Assets

In order to unpin widgets from the default dashboard, KAStrack requires you to create a new dashboard first.

Revision #2

Created 2025-11-21 00:07:48 UTC by Mitzi Orkus

Updated 2026-01-21 20:49:08 UTC by Mitzi Orkus