

# Module Summary Widget Explanation

**Module Summary Widget Explanation Table**

- Module Summaries are widgets that summarize all relevant and time sensitive information within specific modules and present it in a condensed format.
- The widget header in bold identifies the Module being summarized. The first number to the right of the header indicates the number of outstanding or past due actions/ tasks / documents, etc. relevant to the user. If the user is a supervisor/admin, the second number (in parentheses) shows the total number of outstanding actions for the supervisor/admin plus that of all users that report to the supervisor/admin.
- The vertical three dot icon opens a context menu with the singular option to Unpin.

On a mobile device accessing the web version of KAStack, additional options will show in the context menu, allowing the user to rearrange the ordering of the widgets within the widget grid.

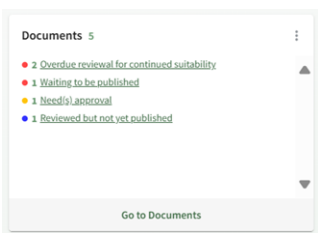



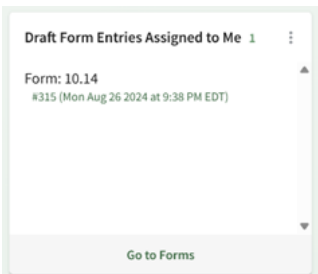
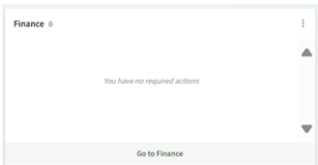


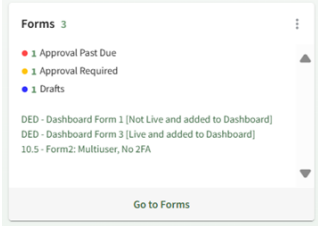



Module	Comments	Image	
Actions	Module Summary Widget Key		
		Overdue	
		Nearing due date	
		Group(s) past inactivity date	
		Outstanding with no due date	
		Outstanding	
Assets	Module Summary Widget Key		
		Overdue critical item task	
		Overdue task	
		Critical item task due soon	
		Task due soon	
		Deferred Task	
Dispatch	Module Summary Widget Key		
		To go to scheduled status	
		To go to ready to dispatch status	

To go to dispatched status

To go to completed status

To go to cancelled status

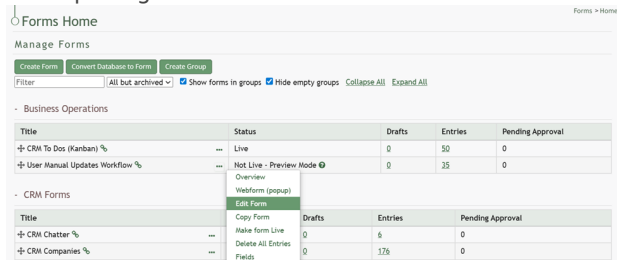
To go to archived status

Documents	Module Summary Widget Key		
		Overdue continued suitability review	
		Waiting to be published	
		Need(s) approval	
		Require(s) acknowledgement/approval	
Reviewed but not yet approved			
	Notification(s) of new revisions		
Drafts Form Entries Assigned to Me	Forms can be designed to allow users to save their current work as a draft, giving them the option to come back to an entry and complete it at a later time. If a user has any active Draft Entries assigned to their account, they can be accessed through a quick link in the Draft Form Entries Assigned to Me Module Summary.		
Finances	Module Summary Widget Key		
		Outstanding Budget Items	
		Pending Approvals	
Forms	Module Summary Widget Key		
		Approval past due	
		Approval required	
		Drafts	

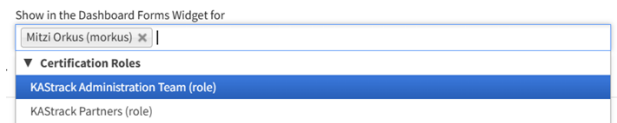
At the bottom of the Forms Module Summary Widget, forms attached to the dashboard are shown as quick links for ease of access. This is set in the Form's settings by its creator or an Admin.

### How To: Add Forms to the Forms Module Summary Widget


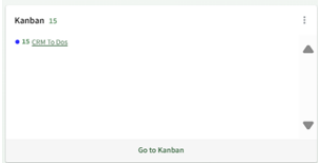

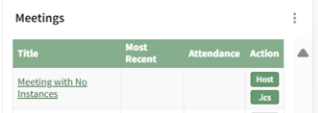
To add a specific form so that it is displayed on specific user's the Forms Module Summary dashboard widget, go to the Form you want included on the Home Page of the Forms Module. Select the three-dot icon opening the Forms context menu.



Select "Edit Form" opening the Edit Form Modal and go to the Advanced Settings section. Input the users or certification roles you wish to see the selected form in their Dashboard Forms Module Summary Widget.



Select "Save" and the form will now be visible on the dashboard to the selected users.

<p>Kanban</p>		<p>All To Do Notifications in Kanban</p>	 <p>Kanban Module Summary</p>  <p>Customizable Kanban Board Module Summary</p>
<p>Meetings</p>	<p>Meeting with Recent Instance</p>	<p>Coming Soon: How To Customize a Kanban Board Module Summary Widget</p>	

Meeting with no Instances

People	Module Summary Widget Key		
		Expired Certification	
		Expired Competency	
		Overdue Certification	
		Overdue Competency	
		Due Certification	
		In Training or Deferred Certification	
People- Competency	Module Summary Widget Key		
		Expired Competency	
		Overdue Competency	
People- Courses	Module Summary Widget Key		
		Expired	
		Overdue Courses	
		Due Courses	
		Deferred Courses	

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