Dashboard

Purpose

The Dashboard is the “home page” of the Bridge Admin Portal. It’s designed to answer the first two questions any user has in a multi-tenant system:

1. **What tenant (customer) am I working in right now?**
2. **What’s happening across this tenant (and/or the platform) that needs attention?**

When you select a tenant—e.g., **AUSTIN DURHAM (PERSONAL)**—Bridge highlights that context at the top of the screen and scopes the experience accordingly. In tenant mode the navigation focuses on tenant-facing modules (like **Workers**, **Projects**, **People**) so you can act faster without jumping back to platform-wide views.

Tenant Context Banner (Top Bar)

At the very top of the page you’ll see a tenant banner indicating the current tenant selection, for example:

- `AUSTIN DURHAM (PERSONAL)`

Why it matters

- **All data you see is “tenant-aware.”** For example, document counts and weekly activity can change when you switch tenants.
- **Permissions still apply.** If you don’t see a tenant or feature you expect, it may be role-based access control.

Practical tip

If something looks “off,” confirm the tenant banner before you assume the data is wrong. In multi-tenant systems, the most common mistake is acting in the wrong tenant.

Sidebar Navigation (Tenant Mode)

In tenant mode you'll typically see the navigation streamlined to tenant modules, such as:

- Dashboard
- Workers
- Projects
- People
- Shortcuts
- Tools
- Inventory
- Settings

Quick Links always remain available:

- [Docs]
- [Support]

Summary Cards (Overview Metrics)

The dashboard's first row provides "at-a-glance" numbers. Each card includes a **View more** link that drills into the underlying dataset.

Cards you'll see

- **Total Tenants**
  - Shows the tenant count and how many are active (with a progress bar/percentage).
- **Total Users**
  - Shows total users and a role breakdown (e.g., "2 platform administrators") so you know who has elevated access.
- **Total Projects**
  - Shows total projects and active projects (with an active percentage bar).
- **Total Documents**
  - Shows total documents and how many were added *this week* (helpful for spotting upload spikes).

- **Organizations**
  - Shows total orgs and active orgs.
- **Time Tracking**
  - Shows total time entries (or hours) logged *this week* and is the fastest way to detect inactivity.

How to interpret

- Use the **active percentage** (Tenants/Projects) as a “health” indicator.
- Use **“added this week”** (Documents/Time Tracking) as an “activity pulse.”
- Click **View more** whenever you need actual names, IDs, filters, exports, or edits.

Top Tenant Metrics (Engagement Rankings)

These tables tell you *where* activity is concentrated. Each includes a **View all** link to open a larger list.

Top Tenants by Projects

Shows the tenants ranked by project activity counts. Use it to:

- Identify high-usage customers
- Spot tenants with unexpected low project counts
- Prioritize outreach, support, or resource allocation

Top Tenants by Users

Shows tenants ranked by user counts. Use it to:

- Understand workforce distribution
- Spot tenants that may need extra training or governance
- Identify “big tenants” that might warrant quarterly reviews

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Common “Read the Dashboard” Routine (5 minutes)

If you only have a few minutes, use this repeatable checklist:

1. Confirm tenant banner (e.g., **AUSTIN DURHAM (PERSONAL)**).
2. Check **Total Projects** → verify “active” count matches expectations.
3. Check **Total Documents** → if “added this week” is unusually high/low, click **View more**.
4. Check **Time Tracking** → if entries are 0, decide whether it’s a training issue, a seasonal lull, or a permission problem.
5. Look at **Top Tenants** tables and click **View all** to spot outliers.

Troubleshooting & Tips

- **“I don’t see a tenant.”** Make sure you’re assigned to that tenant; contact an admin if needed.
- **Metrics don’t match a report.** Click **View more** to confirm filters (date range, status filters like “active,” etc.).
- **Support is slow if you have no screenshots.** Grab a screenshot of the dashboard (especially the tenant banner) before opening a support ticket.

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