

Managing a Data Source

- [Data Source List](#)
- [Add Connection](#)
- [Edit Connection](#)
- [Delete Connection](#)

Data Source List

[top](#)

The Data Sources list shows you all the available connections that have been defined in the system. This list is accessed by clicking on **Administration** in the main navigation menu and selecting the **Admin Console** option from the drop down list.

Data Sources

Connection	Description	
CSV	CSV	   
Samples		   
Ski Team	Ski Team is the demonstration and tutorial database.	  

Add

Add Connection

[top](#)

In order to create a new Data Source Connection an administrator will have to click on the **Add** button at the bottom of the Data Sources list in the Admin Console.

Data Sources

Connection	Description	
CSV	CSV	   
Samples		   
Ski Team	Ski Team is the demonstration and tutorial database.	  

Add

Once you add a connection you will be taken to the Connection Details page where you will be prompted to fill in required connection parameters. Alternatively, you can create a new connection through the various system navigation menus available.

See [Creating a Basic Data Source Connection](#) for a walk through.

See [Understanding Source Connection Parameters](#) for more information on the various options that are available.

Note: if you have a license restriction on the number of source systems you can use you will encounter an error if you try create a connection that pushes the total number over your limit. To fix this you will need to delete a connection to make room, or adjust your licence.

Edit Connection

[top](#)

In order to edit a connection you will need to click on the name in the Data Sources list in the Admin Console.

Data Sources		
Connection	Description	
CSV	CSV	   
Samples		   
Ski Team	Ski Team is the demonstration and tutorial database.	  
		Add

Once selected you will be taken to the Connection Details page where you can adjust the connection parameters that have been previously defined.

Note: you can only edit source record for which you have access rights.

Delete Connection

[top](#)

In order to delete a connection you will need to locate it in the Data Sources list in the Admin Console and click on the x button on the right of the row.

Data Sources

Connection	Description	
CSV	CSV	   
Samples		   
Ski Team	Ski Team is the demonstration and tutorial database.	  

Add

Once clicked, you will be taken to a confirmation page that will list the usage of the connection, so that if any Views rely on it the administrator is informed before deleting.

Delete Source

Please confirm that you wish to delete the selected sources. Note that any views that are using these sources will also be deleted.

Source	Views
Ski Team	Ski Team Ski Team (Copy) New View Tutorial View

OkCancel

Note: if the connection is deleted, any dependant views will also be removed, deleting dependant reports also.