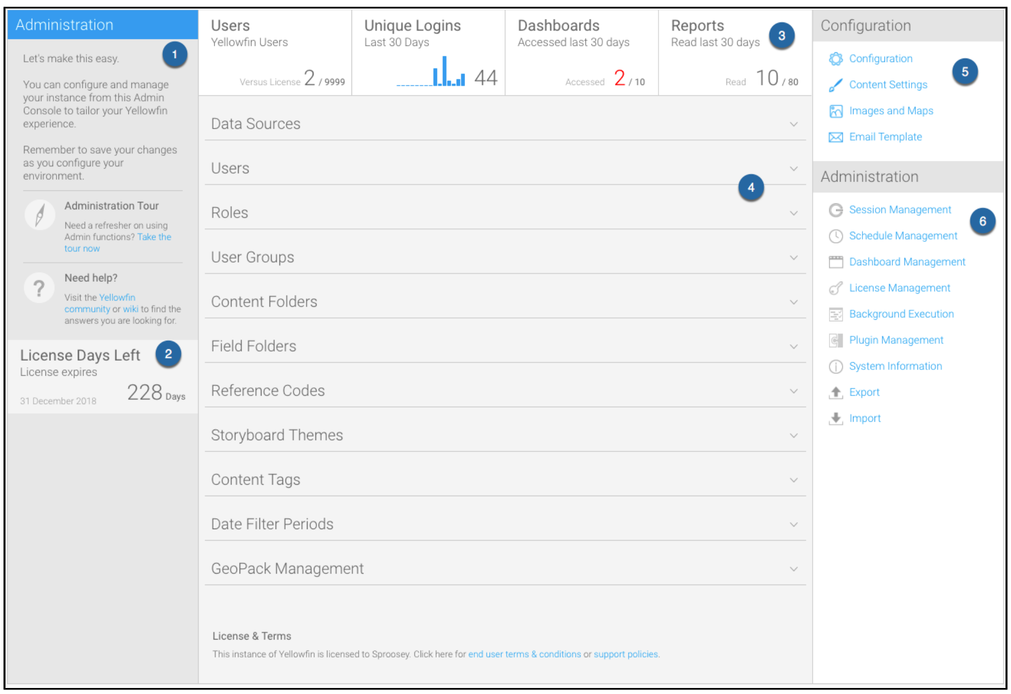
Understanding the Administration Console

Overview

top

The Administration Console is a centralized configuration page that allows admin users fast access to all the controls they need to maintain the system.



The Admin Console is split into the following panels:

1. Administration Tour & Help
2. Licence Countdown
3. Usage KPIs
4. Main Panel
5. Configuration Items
6. Administration Items

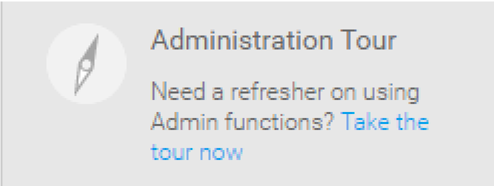
Administration Tour & Help

top

This panel provides new administrators with a brief overview of the page and access to the Administration Tour storyboard and help.

Administration Tour

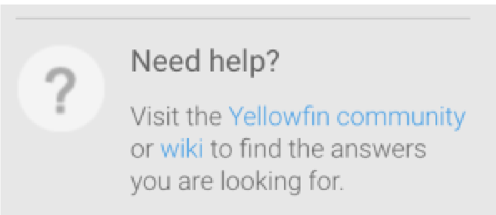
The Administration Tour storyboard is designed to give users a quick run through the components available in the Admin Console.



By default, if Tutorial Content was loaded during installation, the tour storyboard will be available as sample content. If tutorial content was not loaded, or a custom storyboard is to be used for this purpose, the Administration Tour can be configured through **Administration** > **Configuration** > **System Tab** > **General**. Here the user can select any active storyboard to use.

Help

The **Need Help?** section provides admin users with links to this wiki documentation and the Yellowfin Community support forum.



This is only available when the application name is configured as **Yellowfin**. To change the application the following script can be run on the Yellowfin Configuration database:

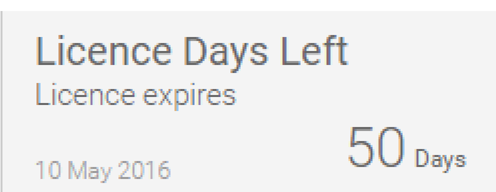
```
insert into Configuration (IpOrg,ConfigTypeCode,ConfigCode,ConfigData)
values (1,'SYSTEM', 'APPNAME', 'NewApplicationNameHere')
```

The **NewApplicationNameHere** should contain the name you wish to assign the application.

Note: you will need to shutdown Yellowfin before applying this change.

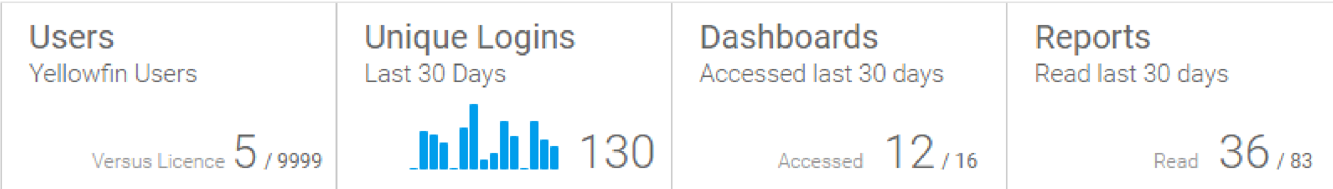
Licence Countdown

top
This panel provides admin users with a quick status check of their licence. The countdown figure will change to **red** when there is less than **45** days left in order to draw the admin's attention. The expiry date itself is also displayed in the panel.



Usage KPIs

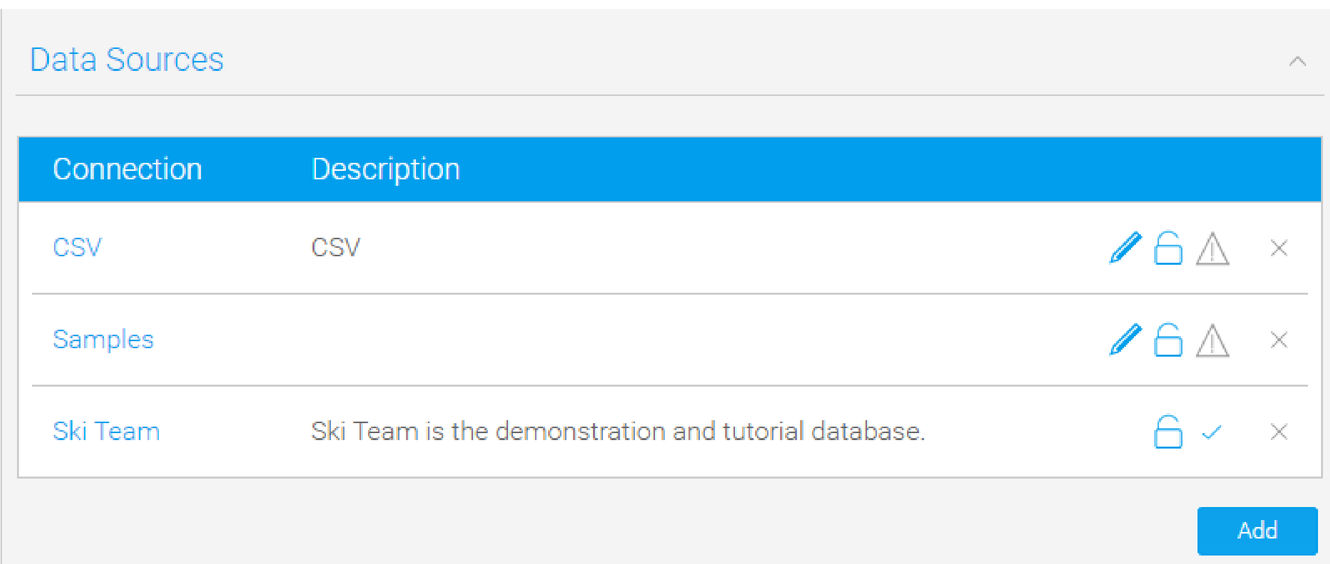
top
These are designed to help the administrator monitor how much of the system content is actively used.



KPI	Description
Users	This monitors the number of registered writers vs. the number of licenced writers, allowing the administrator to see how close they are to the licence limit. When there are less than **5%** users left available on the licence, the number will be highlighted **red**.
Unique Logins	This monitors the number of unique user logins in the last 30 days, allowing the administrator to see how the system traffic is tracking.
Dashboards	This monitors the number of unique dashboard tabs accessed each day for the last 30 days vs. the total number of active tabs available, allowing the administrator to see what proportion of tabs are used. When less than **50%** of dashboards are used, they're highlighted **red**. When more than **75%** are used, they're highlighted **blue**
Reports	This monitors the number of unique reports accessed each day for the last 30 days vs. the total number of active reports available, allowing the administrator to see what proportion of reports are used.

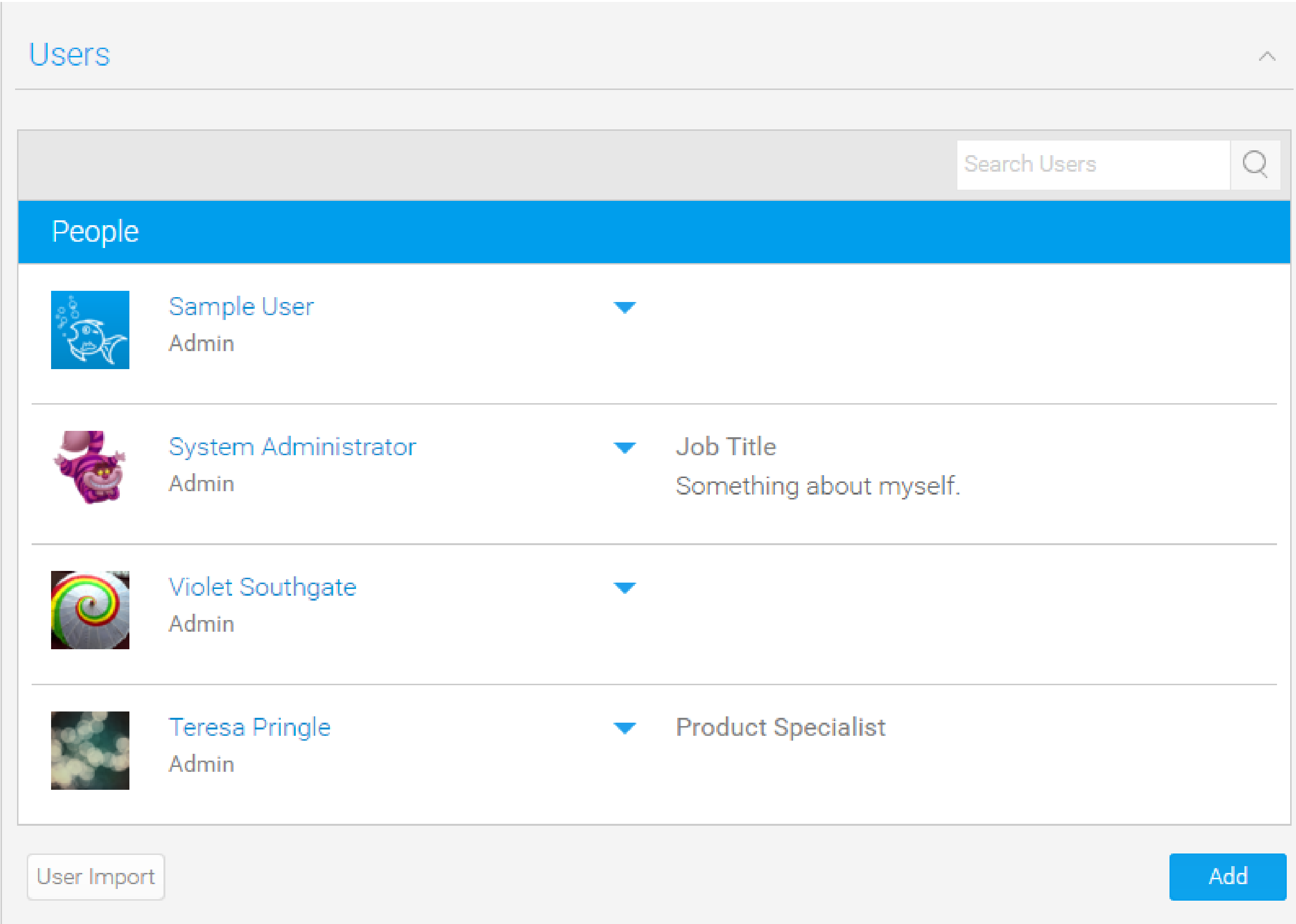
Main Panel

top
This contains commonly used definitions and settings in Administration. Expand the titles below to view more information.



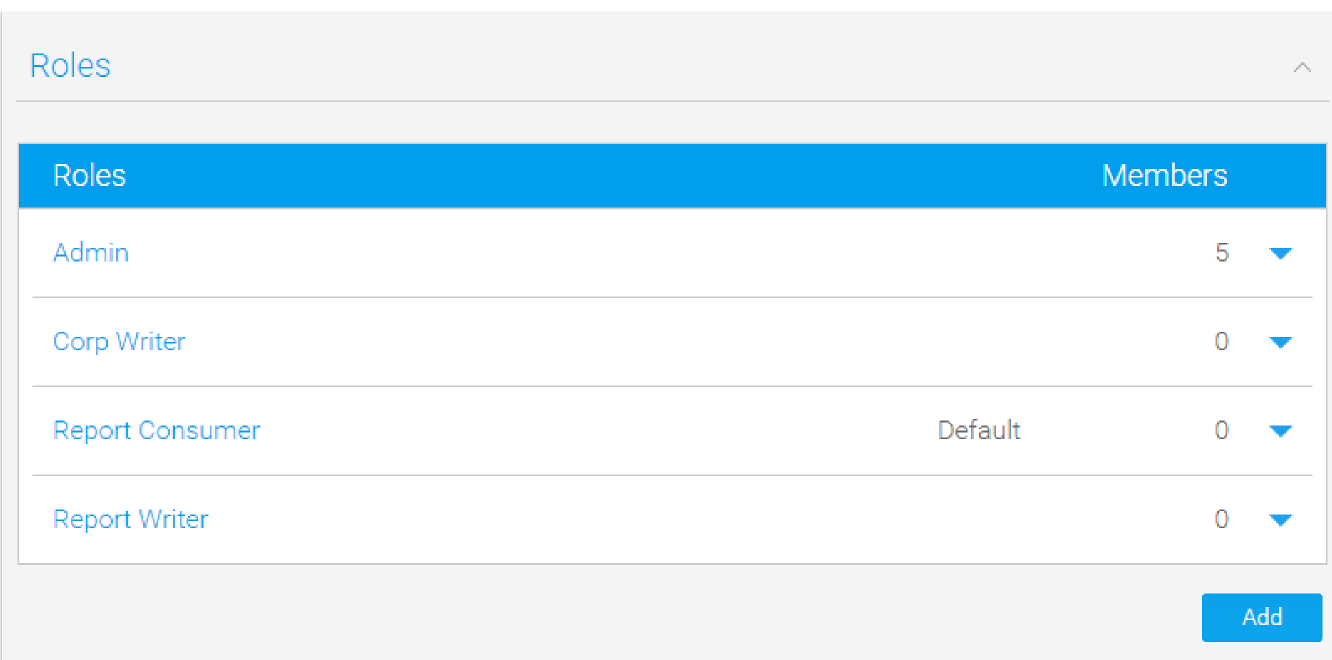
This displays a list of data source connections currently available in the system. From here the administrator can add, edit, or delete connections.

> *See Managing a Data Source for more information.*



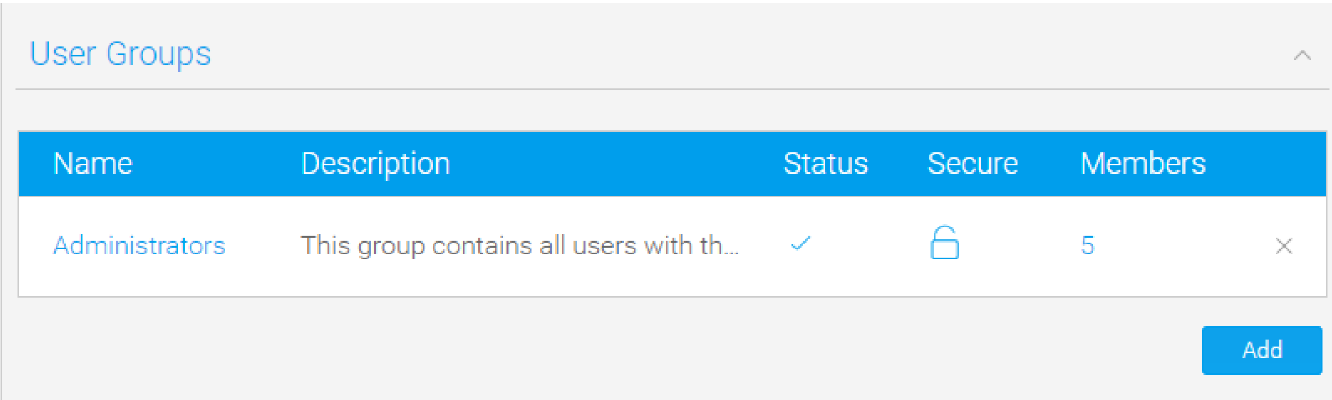
This displays a searchable list of users currently in the system. From here the administrator can add, edit, email, change role assignments, import, and delete users.

> *See Users for more information.*



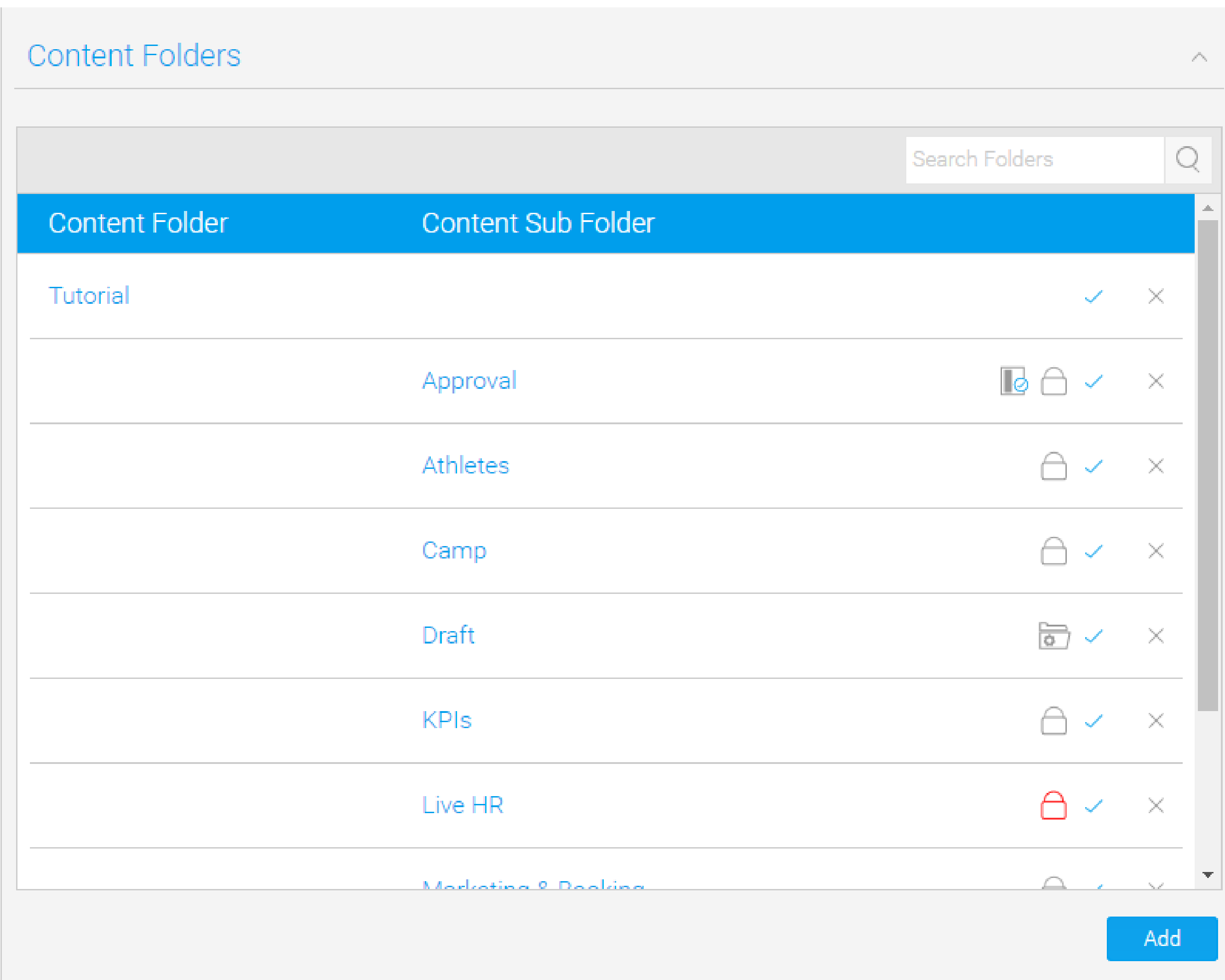
This displays a list of roles currently available in the system, with a count of users assigned to each. From here the administrator can add, edit, copy, and delete roles.

> *See Roles for more information.*



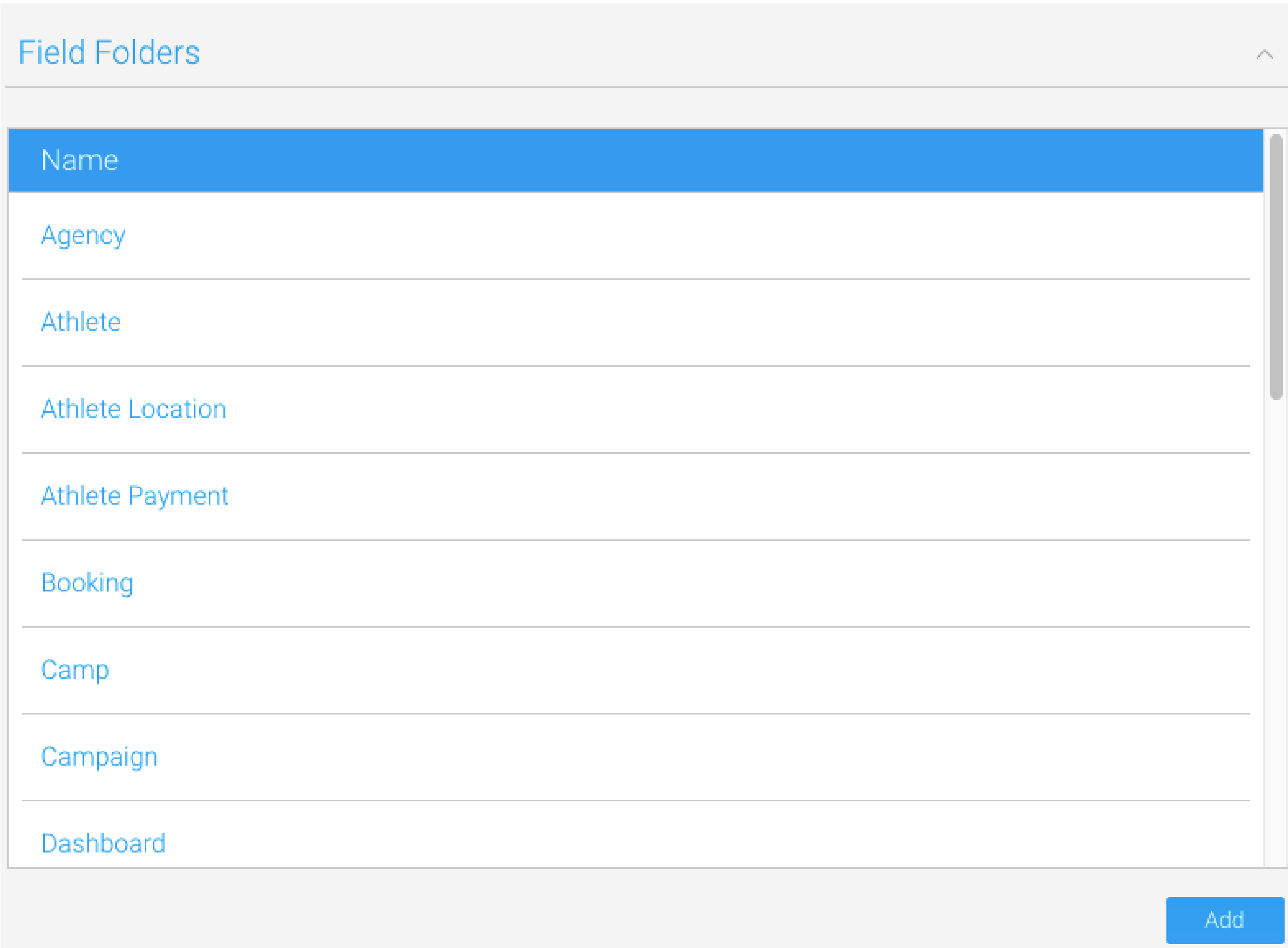
This displays a list of user groups currently defined in the system, with a count of users assigned to each that you can click on to view a list. From here the administrator can add, edit, or delete groups.

> *See User Groups for more information.*



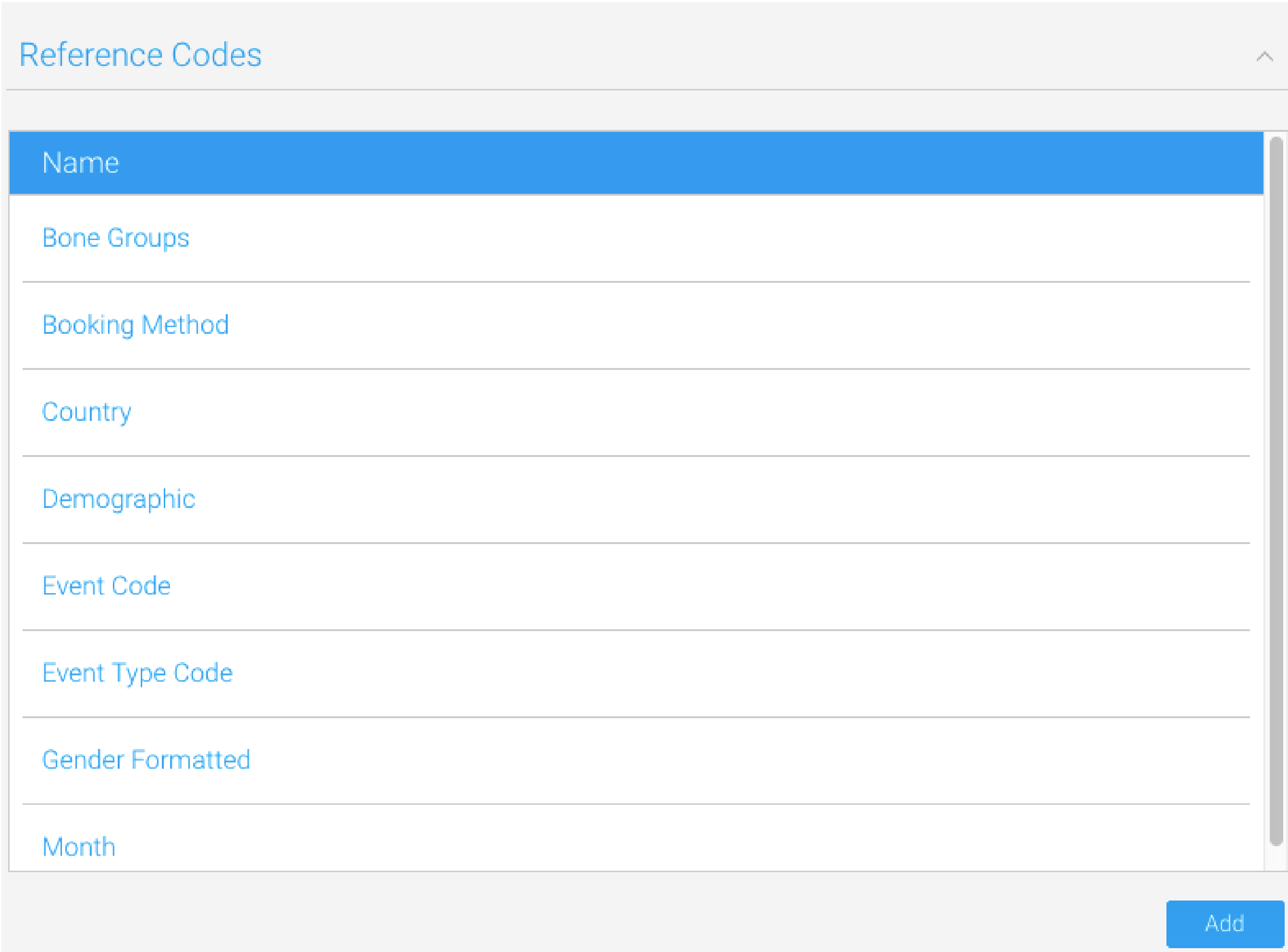
This displays a list of content folders and sub folders currently defined in the system. From here the administrator can add, edit, or delete content folders.

> *See [Content Folders] for more information.*



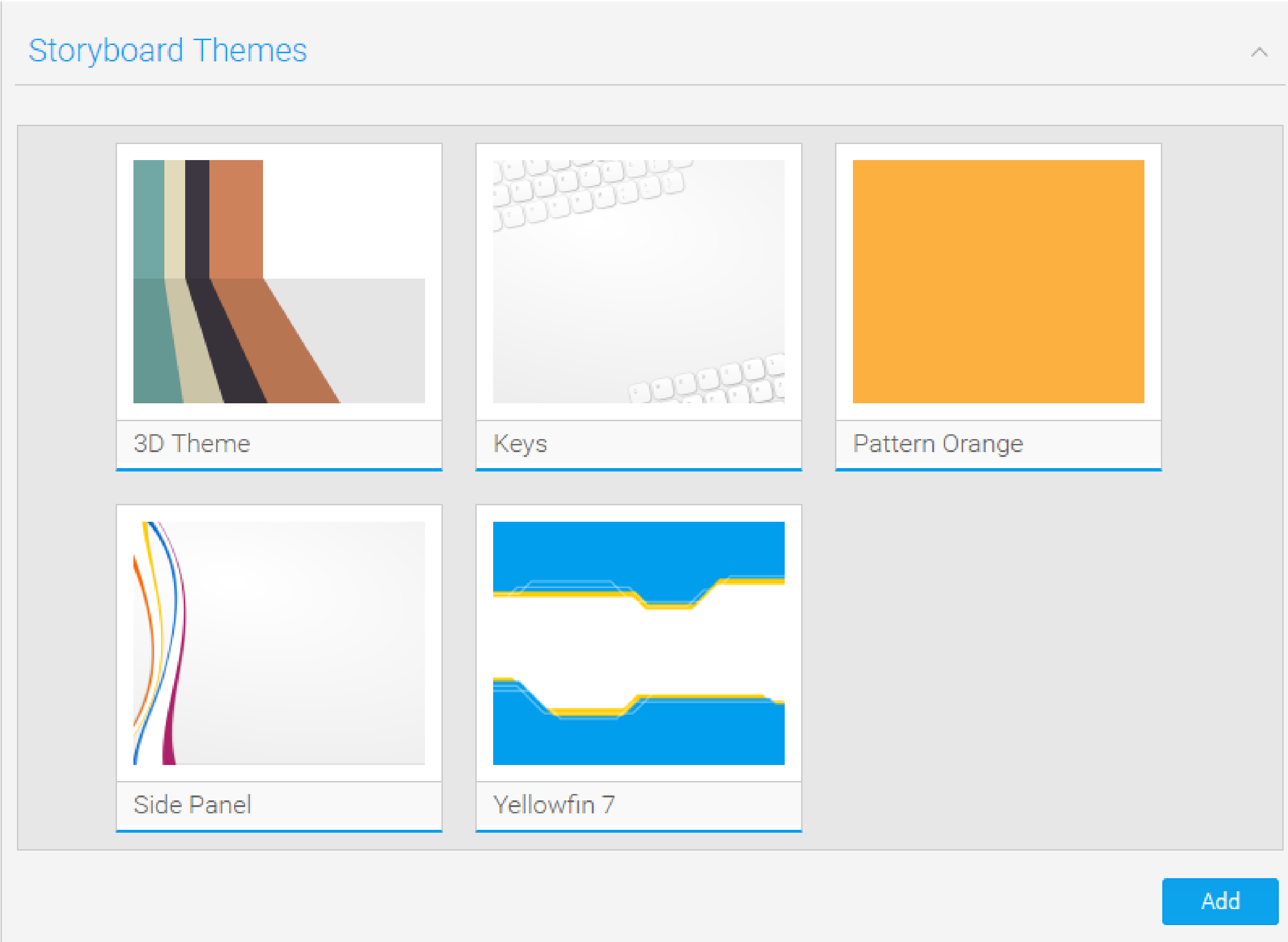
This displays a list of field folders currently defined in the system. From here the administrator can add, edit, or delete field categories.

> *See [Field Folders] for more information.*



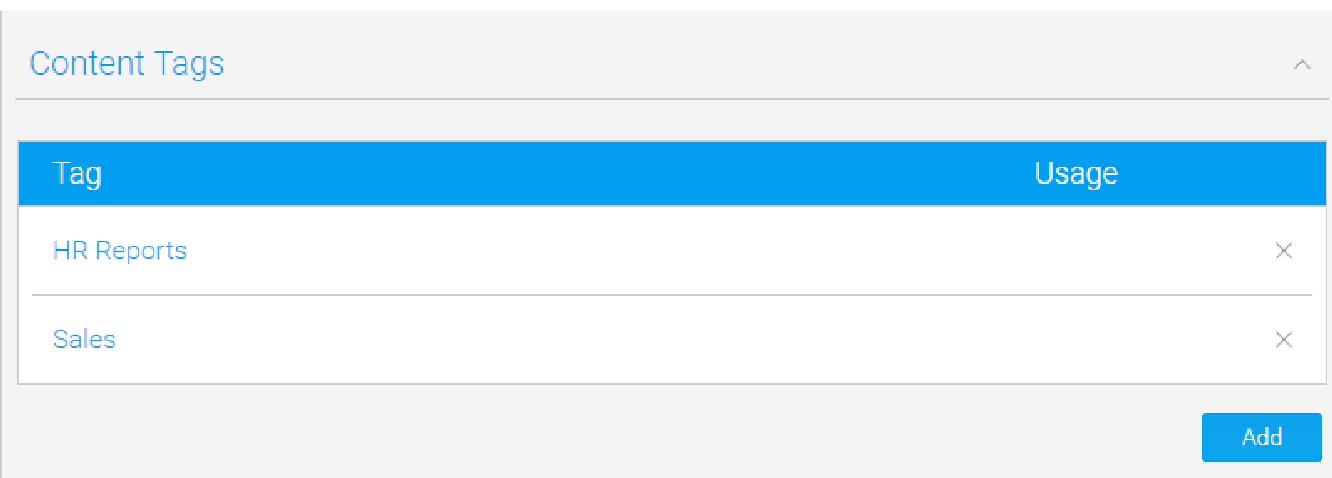
This displays a list of reference codes currently defined in the system. From here the administrator can edit an ref code.

> *See Reference Codes -old for more information.*



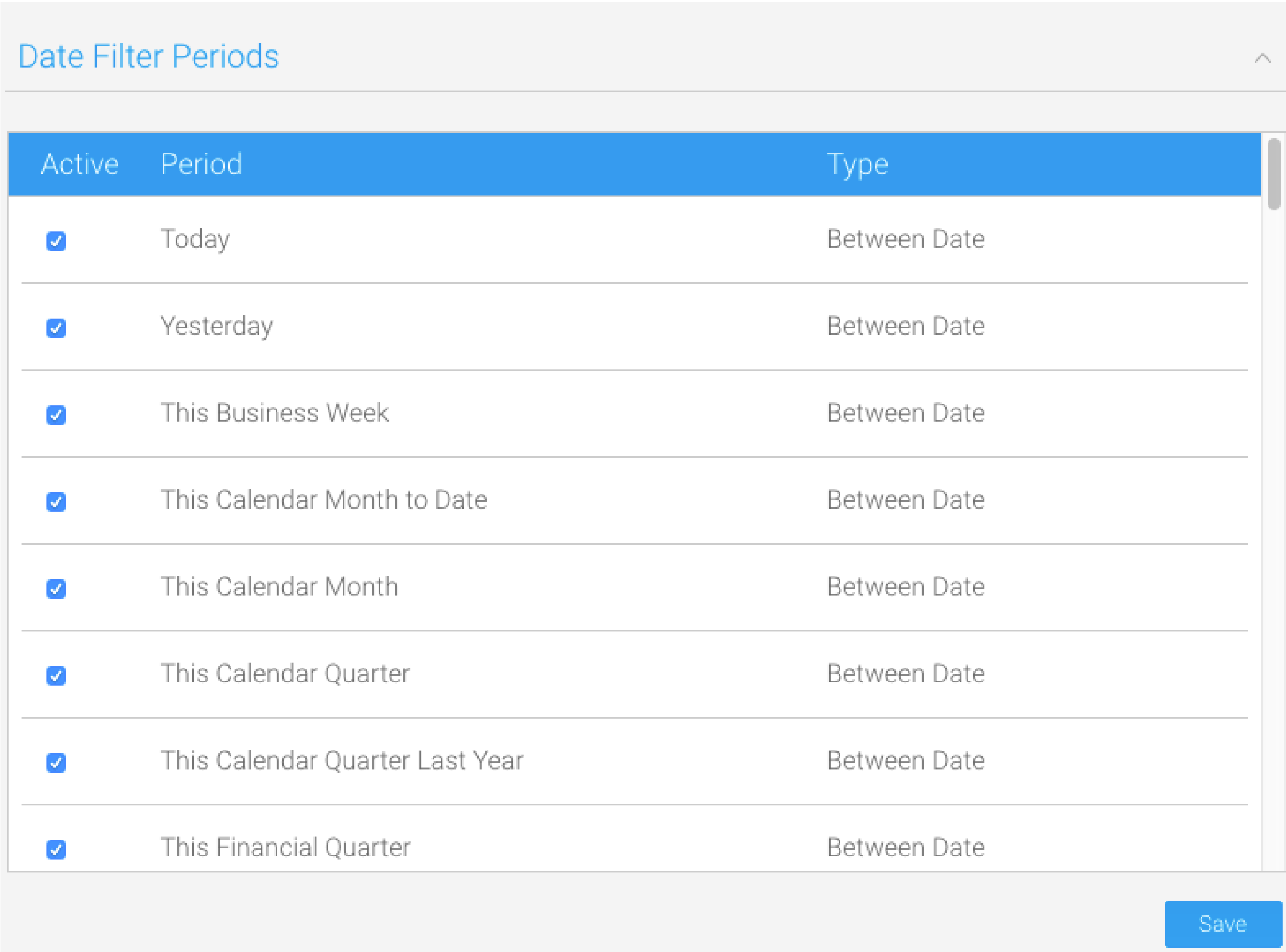
This displays a list of storyboard themes currently defined in the system. From here the administrator can add, edit, copy, or delete a theme.

> *See Storyboard Themes for more information.*



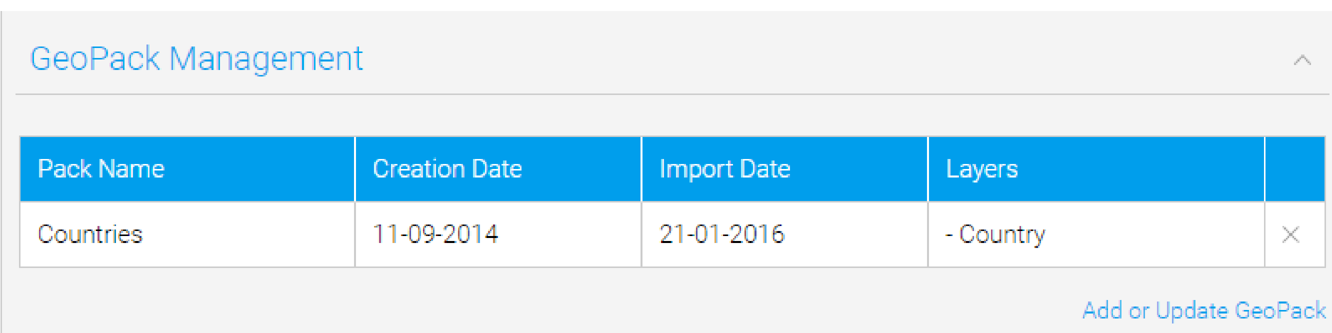
This displays a list of content tags currently defined in the system. From here the administrator can add, edit, view usage, and delete tags.

> *See Content Tags for more information.*



This displays a list of available date filter periods in the system. From here the administrator can enable/disable periods from use.

> *See [Date Filter Periods](#) for more information.*



This displays a list of available GeoPacks in the system. From here the administrator can import, edit, and delete GeoPacks.

> *See [GeoPack Setup](#) for more information.*

Configuration Items

top

Icon	Item	Description
	Configuration	This allows the user to configure a wide range of settings that fall under Email, System, Region, Authentication, and Integration categories.
	Content Settings	This allows the user to configure a wide range of content settings and formatting defaults that fall under Report, Chart, Dashboard, Storyboard, and Browse Page categories.
	Images and Maps	This allows the user to load new images into the system, and define items such as raster maps, and WMS layers. Raster maps are images with each zone specified as a unique colour which defines the zones to be replaced by heat map colouring.
	Email Template	This allows the user to customise the look and feel of system-generated emails.

Administration Items

top

Icon	Item	Description
	Session Management	This allows the user to view a list of current sessions, and close selected sessions. This is useful if you have a user that has logged on from one IP address and then tries to log on from another but has been denied access.
	Schedule Management	This allows the user to view and manage a list of schedules defined in the system. Schedule types include: Broadcast, Cached Filter Refresh, Cached View Refresh, Composite View Refresh, Report Refresh, Report Subscription, and Source Filter Refresh.
	Dashboard Management	This allows the user to view all available dashboards, check their status, subscriptions, and report numbers as well as having the option to edit and delete selected tabs.
	Licence Management	This allows the user to view the current licence parameters and usage, and upload new licences.
	Background Execution	This allows the user to manage all report queries that are queued and currently running.
	Plugin Management	This allows the user to manage all plugins, including; Third Party Source Connectors, JDBC Drivers, Advanced Functions, Converters, and Custom Formatters.
	System Information	This allows the user to view current system information including version details, security settings, system resources and more. Sometimes support may ask you for an XML export of these details to assist with troubleshooting.
	Content Translation	This allows the system to provide User Entered reporting content across multiple languages by allowing users to translate content such as Report Names, Column Titles, Chart Labels, etc.
	Client Organisations	This allows users to view and manage a list of client organisations.
	Export	This allows users to export content definitions to .xml files for migration and backup purposes.
	Import	This allows users to import content definitions from .xml files for migration and backup purposes.

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