

# Administrator's V5.2 Quick Reference Guide

## **Add a Company**

1. "Administration"
2. "Companies"
3. "Add a New Company" (left box)
4. Complete "Company Profile" form
5. "Save"

## **Add a Member**

1. Add Company first
2. "Administration"
3. "Members"
4. "Add A New Member" (left box)
5. Expand "[+]" Preferences sections
6. Enter member information
  - a. For administrator, select all "DEXcenter Administrator" groups plus "Internal" in "System Preferences"
7. "Save"

## **Edit Member Profile**

1. "Administration"
2. "Members"
3. Select desired Member (left box)
4. Expand Preferences sections "[+]"
5. Edit available fields
6. "Save"

## **Edit Member Paths**

1. "Administration"
2. "Members"
3. Select the member to edit (left box)
4. Select "Paths"
5. Select existing / Add Member Path

## **Delete a Member**

1. "Administration"
2. "Members"
3. Select member(s) to delete (left box)
4. "Delete"

## **Run a Job**

1. "Administration"
2. "Jobs"
3. Check box for Job
4. "Run"

## **Move Job To Another Queue**

1. "Administration"
2. "Jobs"
3. Check box for Job
4. "Move"
5. Select Queue
6. "Move"

## **Check Running Job Status**

1. "Administration"
2. "Jobs"
3. Select "Running" Status link  
or
4. Select "Session Number"
5. Select "Running"

## **Stop a Job**

1. "Administration"
2. "Jobs"
3. Check box for Job
4. "Stop" button

## **Delete a Job**

1. "Administration"
2. "Jobs"
3. Check box for Job
4. "Delete" button

## **Purge Sessions**

1. "Administration"
2. "All Sessions"
3. "Purge"
4. Select Purge Session "Go"

## **View Session Purge Log**

1. "Administration"
2. "All Sessions"
3. "Purge"
4. Select View Session Purge Log  
"Go"

## **View Member Sessions**

1. "Administration"
2. "All Sessions"
3. Enter search criteria and "Go"
4. Select Session Title to view

### **Add a Group**

1. "Administration"
2. "Groups"
3. "Add A New Group"
4. Enter Group information
5. Add Members to Group
6. "Save Group Changes"

### **Delete a Group**

1. "Administration"
2. "Groups"
3. Select Group
4. "Delete"

### **Diagnostics**

1. "Configuration"
2. "Diagnostics"
3. Review Diagnostics
4. Select "View Results" for failures

### **View the Data Vault**

1. "Administration"
2. "Data Vault"
3. Select user, "Sessions", session number, file, etc to save or view

### **Check Configured Applications**

5. "Configuration"
6. "Applications"
7. Review list of applications

### **Check Application DTS Parameters**

1. "Configuration"
2. "Applications"
3. Select application id link
4. Review info

### **Edit Paths**

1. "Configuration"
2. "Paths"
3. Select Path to edit
4. Select Allowable Tasks

5. "Update"
6. "Add" to add task to Path
7. Click task box and "Delete" to delete
8. "Up" or "Down" to change sequence

### **Edit Tasks**

1. "Configuration"
2. "Tasks"
3. Select Task
4. Enter any changes
5. "Update"

### **Edit Flavors**

1. "Configuration"
2. "Flavors"
3. Select Flavor
4. Enter any changes
5. "Update"
6. "Update Master Flavors"

### **Edit DEXcenter Configuration**

1. Log in as user "admin"
2. "Configuration"
3. "Editor"
4. Select file(s) to edit
5. Enter any changes
6. "Save Changes"

Consult Admin Guide For Config Details

<b>To Change:</b>	<b>Edit:</b>
Web parameters	dexsys.cfg
Queues	dexsys.cfg
DTS parameters	dexsys.cfg DTS Config
DDS	DataStore Config
Web menus	webui_desktop.ini
Repository	repositories.ini
CAD systems	dexsys.cfg SYSTEM.CFG.<host> DEFAULTS.dat.<host>