



## Administration Course

Length - ½ Day

### About the Course

This course is essential for people who will be responsible for a companies DataShed database. The topics cover all the administration tasks and customisation of the DataShed database. It is a hands-on course designed to present all the skills needed. It is assumed that participants are familiar with DataShed and basic database principles.

### At the completion of this course participants should be able to:

- Login, Logoff and change your password to the DataShed5 Admin application
- Configure DataShed5 Admin for first-time use
- Configure and validate the SMTP email
- Setup a DataShed5 Administrator, SuperUser and WSA\_EmailNotifications user
- Create a company and upload company logos
- Setup a database connection
- License a database and renew a license
- Configure a database
- Use the Database\_Template to configure a database
- Configure a Map View category with a symbol and colour
- Create users and approve access to a user
- Creating and configuring a membership to a database
- Schedule an email or file subscription for a report, layout or scheme
- Monitor subscriptions that have been previously sent
- Schedule an outage for one database or for all databases

### About our trainers

Our course leaders are selected from our team of highly skilled data consultants.

## 1. Overview of the DataShed5 Admin application

- Discussing User Roles
- Supported browsers
- Actions: edit, copy, details, delete, home, sync
- Tables: sorting, searching, paging

## 2. Configuring DataShed5 Admin for first-time use

- Login with SuperUser credentials
- Configure Applications URL and email for DataShed5 and DataShed5 Admin applications
- Configure a company and upload logos
- Setup SMTP details required for email notifications
- Configure your user
- Resetting the SuperUser's password
- Logout procedure

## 3. Configuring a database

- Create a database and test connection
- License a database and renew a license
- Creating a project and dataset
- Creating a new module and assignment to a User Group
- Registering a table and assigning to a module
- Displaying the Database\_Template and configuring the following:
  - Assign a map
  - Assign a Map View
  - Report Groups
  - Dashboard Groups
  - Update a dashboard DataSource
- Configure a Map View category with a symbol and colour

## 4. Configuring users and memberships

- Create a user and approve access
- Create a membership
- Assign projects to multiple users or one user
- Assign user groups, modules, reports and dashboards
- Assign a security level

## 5. Configuring a subscription and an outage

- Creating an email subscription for reports
- Creating a file subscription for a scheme
- Display the subscription monitor details
- Creating and outage for one database
- Creating an outage for all databases