



Administrator Console

Summation Express/Pro

- Using the System Administration Console
In the *System Administration Console* page, the Administrator can monitor the performance of the Distribution Server and the Work Managers. You can click on any work manager node by name to view specific server details.

As an administrator, you can use the *System Administration Console* to view pending, active, or completed work orders. You can also view the performance of the entire system or specific Work Managers.

- Opening the System Administration Console
 1. Log in as an administrator.
 2. Click **Management**.
 3. Click  **System Console**.
- Opening the System Administration Console
You can use Validate Active Work Orders to remove orphaned work orders from the Active Work Orders table. Work orders can become orphaned when the work manager handling the work order shuts down, or in some way loses contact with the Distribution server. When this happens, however, it does not change the status of the associated job in the Jobs list.
 1. In *System Administration Console*, click a work manager name to view active work orders.
 2. In the left pane, at the bottom, click **Validate Active Work Orders** to confirm and update current work orders and their status.
- Configuring a Work Manager
 1. Open the *System Administration Console*.
 2. In the *System Administration Console*, in the left pane, under *Overall System Status*, click a work manager name.
 3. In the right pane, click the **Configuration** tab.
 4. In the *Configuration* pane, click  (edit).
 5. When completed, click **OK**.

Summation iBlaze

- Using the Administrator Console
 1. The **Administrator Console** allows Administrators to setup users in AD Summation iBlaze and assign permissions to allow user access to specific features in the program. This is also where you can deny users access to specific features.
- Opening Administrator Console
 1. With the **Case Explorer** active, from the **File** menu, select **Administrator Console**. You are prompted for a password.
 2. Type the password.
- Opening Administrator Console Tabs
 1. **Group Admin Tab:** The **Group Admin** tab of the **AD Summation Administrator Console** provides you with the ability to add users to AD Summation iBlaze. Users are added using the same login name they use when logging into the network. The **Group Admin** tab also allows you to create groups to which you will add users. Additionally, if you are working on a network, the Group Admin tab allows you to update your network license count.
 2. **Groups Tab:** On the **Groups** tab of the **AD Summation Administrator Console** you can set the permissions for groups, set passwords on cases, add additional case paths, and set security on a specific case.
 3. **Net Status Tab:** You can display information about all users currently logged in to AD Summation iBlaze. The **Net Status** list shows everyone using AD Summation iBlaze on the network.
 4. Click **OK**.