Welcome to TerraFusionSync

This guide will walk you through how to safely use the TerraFusionSync Admin Dashboard for uploading, reviewing, and approving PACS-related data updates.

Logging In

Access the dashboard at http://localhost:8000/dashboard.

You must authenticate with a secure token matching your County network credentials.

Examples:

 - CO\jdoe (Assessor)

 - CO\mjohnson (Staff)

 - CO\bsmith (ITAdmin)

Roles and Permissions

Roles determine what actions you can perform:

- Assessor: View, approve syncs, inspect changes

- Staff: Upload only

- ITAdmin: Full access (approve, export, rollback)

- Auditor: View and diff only (no modification)

Uploading a File

1. Click 'Choose File' and select your XML or CSV data file

2. Click 'Submit' to stage it

3. You'll see the upload listed with a PENDING status

Viewing Diffs

Click 'View Diff' next to any record to see the proposed changes compared to current values.

This will help ensure nothing unexpected is being modified.

Approving or Rolling Back

- Assessor/ITAdmin: Click 'Approve' to finalize

- ITAdmin: Use 'Rollback' form to reverse a prior approval by ID

Exporting Logs

Click 'Download Sync Log' to get a CSV of all imports/approvals/rollbacks. This is essential for audit tracking.

Security Best Practices

- Never approve without reviewing the diff

- Confirm prop_id is correct before staging

- Contact ITAdmin if something looks suspicious

Support

For help, contact the Benton County IT Department or Data Coordinator.