


Configuring the SysAdmin Dashboard

The SysAdmin Dashboard displays information about the health of the system, which enables system administrators to easily identify areas that need to be addressed. The SysAdmin Dashboard is installed with the main platform installation and is only available to the System Administrator and users in the System: SysAdmin Dashboard group.

Install the SysAdmin Dashboard package

1. Download the SysAdmin Dashboard package file.
2. Go to the Install Packages page.
 - a. From the menu bar, click .
 - b. Under Application Builder, click Install Packages.
3. In the Available Packages section, click Import.
4. Click Add New, then locate and select the SysAdmin Dashboard package file.
5. Click OK.

The package file is displayed in the Available Packages section and is ready for installation.
6. In the Available Packages section, select the SysAdmin Dashboard package, and click Install.
7. In the Configuration section, select the components of the package that you want to install.
 - To select all components, select the top-level checkbox.
 - To install only specific global reports in an already installed application, select the checkbox associated with each report that you want to install.
8. In the Configuration section, in the Method and Option fields, select one of the options you want for each selected component.
9. Click Install.
10. Click OK.
11. Review the log files.

Set SysAdmin Dashboard refresh interval and retention period

When first added, the SysAdmin Dashboard automatically loads data from the previous seven days at an hourly interval. In the Control Panel, system administrators can edit the run frequency and data retention period.

1. Open the Control Panel, and go to the Installation Settings tab.
2. On the General tab, go to the SysAdmin Dashboard section.
3. In the Refresh Interval (minutes) field, enter the number of minutes between Admin Dashboard updates.


Note: You can set the refresh interval to five minutes to 1440 minutes (one day).

4. In the Retention Period (days) field, enter the number of days that Admin Dashboard data is stored.

Note: You can store data for a minimum of 60 days.

5. Click Save.

Assign a user to the SysAdmin Dashboard group


1. Go to the user account that you want to assign to the group.
 - a. From the menu bar, click .
 - b. Under Access Control, click Users.
 - c. Select the user account that you want to update.
2. On the Groups tab, click Lookup.
3. In the Available Groups list, select System: SysAdmin Dashboard.
4. Click OK.
5. Click Save.

Add the SysAdmin Dashboard to the menu bar

1. From the menu bar, click the User menu and select Display.
2. Select the checkbox next to SysAdmin Dashboard.
3. Click Save.
4. In the menu bar, click Display All.
5. Click Reorder.
6. Select the SysAdmin Dashboard workspace and move it vertically up or down to a new location.
7. When you have finished making your changes, click Reorder again.

Add metrics the SysAdmin Dashboard

System administrators can customize which metrics are reported by adding and editing which fields are included in SysAdmin Dashboard. Core metrics cannot be deleted.

1. Go to the Fields tab of the Admin Dashboard.
 - a. From the menu bar, click .
 - b. Under Application Builder, click Applications.
 - c. Select SysAdmin Dashboard.
 - d. Click the Fields tab.
2. Click Add New.
3. Select New and select the field type.
4. Click OK.
5. Complete the field information.
6. Click Save.
7. On the Configure SysAdmin Dashboard page, click Save.