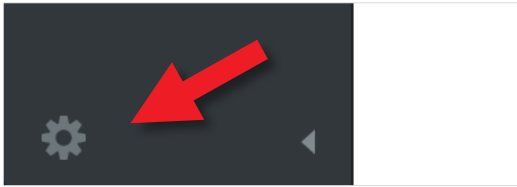# Application Administration - 1

If you are an Administrator (Power User) you can access several settings that provide control over the way the application is used.

Go to **Administration** by clicking on the small cog at the bottom left hand side of the screen.

Settings

PERSONAL

Account Info

Alert Preferences

SETUP

Calendars

SECURITY

Users

Groups

Shared Dashboards

CONFIGURATION

Application Administration

MONITORING

ADVANCED

Recalculate All Scores

Tree Fixer

Some of the settings in this list have their own guides (indicated below). For Application Administration click on **Application Administration**

Account Info - information about the user who is signed in

Alert Preferences - see own guide

Calendars - see own guide

Users - See own guide

Groups - See own guide

Shared Dashboards - managing any dashboards you have shared

Application Administration - This Guide

Monitoring - functionality not available at this time

Recalculate All Scores - occasionally, due to network errors, it may be necessary to recalculate all of the scores

Tree Fixer - tree fixer will attempt to re-instate a corrupt organisation tree

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Under Configuration there is a setting called Application Administration when clicked on the screen below will appear:

SCORING

Ignore Gray Scorecard Items For Color Roll-Up
Yes

By Default, Missing Values
Make equation blank

Show N/A Option
No

Non-Metric Colors
3 Color

Enable Forward Effect Scoring
No

Divide By Zero Equals Zero
No

GENERAL SETTINGS

Default Calendar Period
Most Recently Completed Period

Always Show Red On The The Left For Speedometers And Gauges
Yes

Enforce Strong Passwords (Numbers And Letters)
No

Changes Before A Password Can Be Reused
Always allow password reuse

Show Red Metrics Indicator For Scores Less Than (Leave Blank For No Indicators)

Require Note When Updating Metrics That Have A Score Less Than

Prevent Scorecard Item Changes This Many Days After Archive Date

Send Support Request Emails To

YTD Calendar
Yearly

DATA FORMAT

Default Number Precision (Decimal Places)
1 digit (example 8.3)

Default Currency Precision (Decimal Places)
2 digits (example 8.29)

Display Format For Users' Names
First Last (e.g. Kevin Bacon)

Sort Order For Users' Names
Last Name

User Titles (Pipe Delimited; I.E. Mr.|Mrs.|Miss)

Metric Units (Pipe Delimited; I.E. Kilograms|Miles|Hours)

Allowed Tags (Pipe Delimited, Leave Blank To Allow Any; I.E. Important|Highlighted)

Default Currency Unit
$ (United States Dollar, USD)

Choose Available Currencies

Cancel   Save

If you make any changes to the settings don't forget to click on **Save**

The settings are described on the following pages

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Scoring

Ignore Gray Scorecard Items For Color Roll-Up

- The application will disregard all Grey metrics when calculating a roll-up

By Default, Missing Values

- If a value is missing, the default can be set to: Make blank, Treat as 0 or Ignore

Show N/A Option

- A Not Applicable assignment can be made available for Metrics to force a metric to be Grey if a value is not entered. The will remove the metric from any equations

Non-Metric Colors

- This sets the gauge type for Perspectives, Generics, Themes and Objectives i.e. non-metric types

Enable Forward Effect Scoring

- Leave as No - this parameter is in place for historical reasons (it determines whether or not the application aggregates scoring forward for smaller than native calendar periods)

Divide By Zero Equals Zero

- Usually No but for some systems a zero default is desirable

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General Settings

Default Calendar Period

- Two options: the most recently completed period or the current calendar period. Usually set to the current calendar period

Always Show Red On The The Left For Speedometers And Gauges

- Yes or no - this is a personal preference

Enforce Strong Passwords (Numbers And Letters)

- Strong passwords may be required by your security policy

Changes Before A Password Can Be Reused

- The number of changes before the same password can be re-used

Show Red Metrics Indicator For Scores Less Than (Leave Blank For No Indicators)

- Determines the point at which the red circle exclamation mark icon appears on the Metrics tab of the Scorecard view if a metric is Red.

Require Note When Updating Metrics That Have A Score Less Than

- Forces the updater to add a note if the metric score is less than the number provided

Prevent Scorecard Item Changes This Many Days After Archive Date

- Scorecard items can be locked (no changes allowed) if this parameter is set

Send Support Request Emails To

- The e-mail address of the person who should receive support requests when a user clicks on the support button

YTD Calendar

- The default Year to Date (YTD) calendar used for YTD calculations. This can be a customer calendar.

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Data Format

Default Number Precision (Decimal Places)

- Self explanatory, use the drop-down

Default Currency Precision (Decimal Places)

- Self explanatory, use the drop-down

Display Format For Users' Names

- Self explanatory, use the drop-down

Sort Order For Users' Names

- Self explanatory, use the drop-down

User Titles (Pipe Delimited; I.E. Mr.|Mrs.|Miss)

- ?

Metric Units (Pipe Delimited; I.E. Kilograms|Miles|Hours)

- ?

Allowed Tags (Pipe Delimited, Leave Blank To Allow Any; I.E. Important|Highlighted)

- ?

Default Currency Unit

- The currency that will appear as default when creating a currency based metric

Choose Available Currencies

- The set of currencies available from which to select the default and drop-down list currencies.