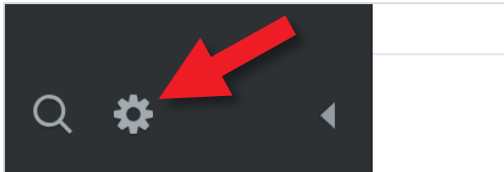




Application Administration - 1

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



Click on the small cog at the bottom left hand side of the screen to open the **Administration** view.

Settings
PERSONAL
Account Info
Alert Preferences
Broadcast Alert
SETUP
Calendars
SECURITY
Users
Groups
Shared Dashboards and Strategy Maps
CONFIGURATION
Application Administration
MONITORING
Current User Activity
View Log Files
Background Process Status
ADVANCED
Recalculate All Scores
Tree Fixer
SQL Console

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



Application Administration - 2

Click on **Application**, the screen below will appear:

EMAIL NOTIFICATION

- Red Measures Without Tasks: No
- Note Replied To: No
- Red Measures Upon Turning Red: No
- Measure Update Reminders: [Empty text field]
- Notify Owners Of Parents Of Linked Items When Source Is Modified: No

SCORING

- Scores Visible: Yes
- Ignore Gray Scorecard Items For Color Roll-Up: Yes
- By Default, Missing Values: Treat as N/A
- Show N/A Option: Yes
- Non-Measure Colors: 3 Color
- Enable Forward Effect Scoring: No
- Divide By Zero Equals Zero: No

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 MI Last (e.g. Kevin N. Bacon)
- User Titles (Pipe Delimited; I.E. Mr.|Mrs.|Miss): [Empty text field]
- Measure Units (Pipe Delimited; I.E. Kilograms|Miles|Hours): [Empty text field]
- Allowed Tags (Pipe Delimited, Leave Blank To Allow Any; I.E. Important|Highlighted): [Empty text field]
- Default Currency Unit: £ (United Kingdom Pound, GBP)
- Choose Available Currencies: [Empty text field]

Send Support Request Emails To: helpdesk@intrafocus.com

Year-To-Date Calendar: Yearly

Show Welcome Message: Yes

AUTHENTICATION SETTINGS

- Authentication Type: QuickScore

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.



Application Administration - 3

Email Notification

Red Measures Without Tasks

- Notify if no task has been added when a KPI/Measure goes Red

Note Replied To

- Notify when a reply is added to a note created by the user

Red Measures Turning Red

- Notify when a KPI/Measure turn red

Measure Reminder Update

- Notify based on criterion provided in the drop-down list

Notify Owners Of Parents Of Linked Items When Source Is Modified

- As stated in title



Application Administration - 4

Scoring

Scores Visible

- Scores on gauges in scorecards visible or not visible

Ignore Gray Scorecard Items For Color Roll-Up

- The application will disregard all Gray KPI/Measures 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 KPI/Measures to force a metric to be Gray if a value is not entered. This will remove the KPI/Measure 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



Application Administration - 5

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

Display IDs

- Display the object ID in the information screen

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

Force Users To Change Passwords Every Number Of Days

- Enter the number of days between forced password changes

Number Of Invalid Login Attempts

- The number of failed consecutive login attempts before lockout

Allow Password Reset Via Email

- As stated in the title

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



Application Administration - 6

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

Show Welcome Message

- Show the welcome message and logo box on the home page

Authentication Settings

- Scoreboard (internal if using Scoreboard)
- QuickScore (internal if using QuickScore)
- LDAP
- OpenID Connect

Note: when using LDAP or OpenID Connect you still need to add Users to the application and associate them with Groups



Application Administration - 7

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)

- By specifying user titles (separated by pipes "|"), you are enabling the ability to specify a user title when creating/editing user accounts.

KPI/Measure Units (Pipe Delimited; I.E. Kilograms|Miles|Hours)

- By specifying measure units (separated by pipes "|"), you are enabling the ability to specify a unit of measure when creating/editing KPIs/Measures.

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

- When creating/editing any scorecard object, the "Advanced" section allows you to attribute a "Tag" to that object. Specifying "Allowed Tags" on the Administration screen prevents users from defining their own tags and limits them to only select one of the "allowed" tags.

Default Currency Unit

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

Choose Available Currencies

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