

**secrata**



By Topia Technology

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# User Guide

**SECRATA Enterprise Administrative Console**

Topia Technology, Inc.

1119 Pacific Avenue, Suite 200, Tacoma WA 98402 253.572.9712

[www.secrata.com](http://www.secrata.com)

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## 1 Introduction: Secrata Administrative Console

The Secrata Administrative Console allows IT Professionals the ability to check the health of the Secrata Platform, gather usage statistics, manage users, and generate reports. In addition, the Admin Console allows administrators to revoke access to the platform, create new accounts, both internal and external, and manage user roles or permissions.

## 2 Using the Administrative Console

The Secrata Administrative Console is deployed with the Secrata Platform and only accessible from inside the network. The Admin Console has 3 main functions:

 Overview	<i>Overview provides the Admin with a snapshot of License information and Server status</i>
 Users	<i>Users provides the Admin with the ability to create, edit, or remove users</i>
 Reports	<i>Reports allows the Admin to run reports on all users, specific users, all workspaces or specific workspaces</i>

### 3 Administrative Overview

Once the Admin has logged into the console, they will be taken to the Overview page, which provides a snapshot of the entire platform.

## Administrative Overview

### License Information

Used Licenses: 68 Remaining Licenses: 932 Total Licenses: 1000 Used Licenses are accounts that have a Quota > 0

### Server Information

Server Status: ●

Name	Status	Version
AuditingService	✓	5.0.7-RC5
CatalogService	✓	5.0.7-RC5
ClientVersionsService	✓	5.0.7-RC5
CommandService	✓	5.0.7-RC5
CustodianService	✓	5.0.7-RC5
EmailService	✓	5.0.7-RC5
FileService	✓	5.0.7-RC5
IdentityService	✓	5.0.7-RC5
NotificationService	✓	5.0.7-RC5
StatusService	✓	5.0.7-RC5
URLShorteningService	✓	5.0.7-RC5
WorkspaceService	✓	5.0.7-RC5
restapi	✓	5.0.7-RC5
webclient	✓	5.0.7-RC5

The Administrative Overview page displays the amount of Used Licenses, Remaining Licenses, and Server Information. The table below explains each of the sections highlighted on the Overview page.

<b>Used Licenses</b>	<i>Used licenses are accounts where the quota &gt; 0</i>
<b>Remaining Licenses/Total Licenses</b>	<i>Remaining licenses represents the total number of licenses available. Total licenses represents remaining and used license totals</i>
<b>Server Status</b>	<i>Server status lists the Name of the service, its status (Online/Offline), and the current version of the service</i>

## 4 User Management

The Admin Console allows you to search, create, edit, or delete users. Secrata also integrates with AD/LDAP services as well. If the IT Admin modifies a user’s password using AD, the Secrata password for that user will change as well. The same applies to deletion of user accounts using AD. When an Admin deletes the users account in AD, the user will no longer have access to the Secrata platform. This only applies to those users in AD, not external users.

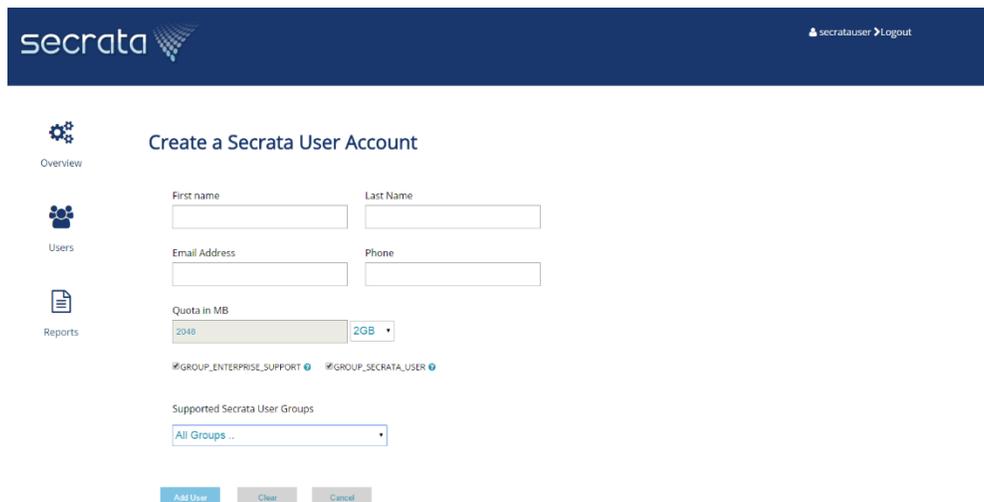
### Secrata Users



To view a list of all users, simply click the Search icon. This will generate a list of all users, both internal and external, on the Secrata platform. From this list, you can see the email address, name, roles assigned to the user, status, created date, and the last online date of the user. All of these fields are sortable alphabetically and numerically.

You can also search for users based on group or by email/name. To search for specific users, type all or part of the user’s name. This will generate a filtered list only displaying the information you search for. Click the users email address to view their roles, quota and edit the account.

All the fields listed are editable. To do so, simply click the “Create User” button.



To add a new user group, click the dropdown menu and select a group from the listed groups. To remove a user from a group, uncheck the box next to the group you want to remove. Once you are finished editing your chosen fields, click “Save” and you will be returned to the user page.

You can modify the access a user has to the Secrata platform by selecting 'Disable' or 'Remove.' Disable will temporarily disable a user’s access to the system. Removing a user is permanent and will allow their email address to be recycled with a new account later.



## 5 Reporting

The Secrata Platform allows administrative users to run and access various reports. There are several reports available in Secrata that the Administrator can configure. When an Admin creates a New Report Template, the report template is saved and accessible from the Reporting page. To create a new report template, click New Report Template. This will take you to the report creation page. From here, you can name the report template, select the type, specify the user or workspace and the specific data to display, either general information or detailed. All reports are exportable.

### Generate Report

Report Name

**Type of Report**

User  
 Workspaces

**Data to Display**

General Information  
 Detailed Information

**Type of User**

All Users

**Report Preview:**

**[User's Full Name]**

Email: secratauser1@topiatechnology.com  
Joined Date: 05/24/2011  
Quota: 5 GB  
Total Workspaces:10  
Total Files Uploaded:20  
Total Files Downloaded:10  
Invited Users: 3

#### 5.1 All Users Reports

Running an All Users of the platform report details the Quota Allotted/Used, Email, First name/Last name, Account creation date, Last Online date, Security group membership, and Unique user ID.

## 5.2 Specific User Report

A specific user report lists the actions taken on the account, including information on Quota, Memberships, and file uploads/downloads.

## 5.3 All Workspace Report

Running a report on all the platform workspaces lists all the workspaces on the platform, Owner of the workspace, Members of the Workspace (both active and removed members), and Files uploaded/downloaded and by whom, regardless of the file status (active or deleted files).

## 5.4 Specific Workspace Report

A Specific Workspace report details the type of Workspace (public/private), Members of the Workspace (both Active and Inactive), Files in the Workspace (both active and removed files), Upload/Download action taken on those files (both active and removed files), and owner of both the Workspace and Files within the workspace.

## 5.5 Other Reports Available

The Secrata platform, in addition to the reports listed above, has a robust auditing service that ties directly into various 3rd-party applications to detail the specific actions taken on the platform. This