Quick Reference Card
OPERATIONS

ConnectionsExpert™ CE

Facilitate Effective Operational Performance

☑ **Uncover inoperative applications and data sources which may cause low levels of productivity**

▸ Dashboard 'Monitoring' > 'Operational Dashboard'
Check whether a red part is displayed in the gauges 'Application Status' and 'Datasource Status', click on the 'Details' button for further analysis

▸ Dashboard 'Monitoring' > 'Application Status'
Check whether a red cross is displayed in the columns 'Current State', sort the column if necessary

☑ **Reveal Communities with 0 or 1 Owner that might end up as orphaned Communities**

▸ Dashboard 'Community Analytics' > 'Com. Overview'
Head for widget 'Community Owners Distribution', if existing, click on the '0 Owner' and/or the 'Only 1 Owner' slice in the donut chart

☑ **Find inactive Communities that are ideal candidates for archiving or re-parenting**

▸ Dashboard 'Community Analytics' > 'Community List'
Sort column 'Last Accessed' so that the earliest date is up, press 'Ctrl'+'Shift' keys and sort column 'Last Modified' in the same way

☑ **Identify inactive Communities with no activity in 90 days**

▸ Dashboard 'Community Analytics' > 'Inactive Com.'
This is the list of inactive Communities

☑ **Enable sufficient File Library quotas so users can share files without restrictions**

▸ Dashboard 'File Analytics' > 'File Library Overview'
Head for orange and red donut chart slices in both widgets 'Personal File Libraries - Utilization' and 'Community File Libraries - Utilization'

▸ Dashboard 'File Analytics' > 'File Library List'
Sort column '%' so that the highest number is up, focus on Libraries that show 'Warning' in column 'Info'

☑ **Detect Orphaned Files which are candidates for re-parenting to prevent information pollution**

▸ Dashboard 'File Analytics' > 'Orphaned File List'
Sort column 'Shared Status' so that 'Public' is up

☑ **Determine whether disabled User Profiles can be removed to ensure records are relevant and accurate**

▸ Dashboard 'Activity Overview' > 'User Profiles'
Sort column 'State' so that 'Disabled' is up, press 'Ctrl'+'Shift' keys and sort column 'Last Login' so that the earliest date is up

Make Your Data Work For You.

panagenda