ReviewLink™

Administrator Information Center

Contents

Welcome to the ReviewLink Administrator Information Center

This Information Center was designed so that you can quickly find the information you need and continue administering ReviewLink.

The Information Center is divided into the following main sections:

- Getting Started
  View important information that you should know before using ReviewLink.
- Adding and Managing User Access
  Learn how to add and manage the your users, including editing user information and deleting users when necessary.
- Adding and Managing Subscriptions
  Learn how to add and remove reviewers, create reviewer groups, and import and export reviewer lists.
- Adding and Managing Admin IDs
  View the steps in adding review comments, viewing the list of comments, verifying fixed comments, and archiving comments.
- Configuring Notifications
  Settings are available for reviewers and publishers to automatically receive email messages when content is being processed. For example, reviewers can be automatically notified when content is closed for comments. View these topics to see which settings are available and how to set them.
- Adding and Managing System Properties
  View, add, and delete system properties and apply changes.
- Managing Scheduled Tasks
  Learn how to run tasks automatically in the background at regularly scheduled intervals.
- Managing Logged-In Users
  View details about how to send messages to a user, force users offline, and restrict user access.
- Changing Your Account Settings
  Learn how to update your credentials and notifications.
- Obtaining an Activation Code
  Learn how to obtain your organization's Activation Code.
- Exploring the Appendix
  View additional topics that you will find useful.

Getting started

This chapter presents information to help you get started with ReviewLink!

View these topics for more information:

- What is ReviewLink?
- What you need
- Getting access and logging in
- Accessing Help
- Logging out

What is ReviewLink?

ReviewLink is an online review tool developed by Trivantis. ReviewLink allows you to share titles with online reviewers and capture their feedback. Reviewers can add comments and attach files to reviewed pages to provide feedback. Comments and attachments are tabulated and presented to both publishers and reviewers so they can manage the status of the comments and complete the review cycle.

Content is added to ReviewLink using Lectora®. Lectora is award-winning software developed by Trivantis. Lectora provides the tools needed to develop, share, and publish captivating and effective content. For details about Lectora, visit http://www.trivantis.com.

You must provide your ReviewLink user ID and password to publish titles to ReviewLink. Administrators must provide their special administrator ID to run admin tasks using the ReviewLink admin interface.

What you need

ReviewLink roles	Operating system, browser, and additional requirements
Accessing and Reviewing	• An Internet browser • Users are required to activate the product using the Internet within 30 days of installation. Once the product is purchased and installed, online product activation is mandatory within 30 days. Activation is by the Internet only.
Publishing to ReviewLink from Lectora	• Lectora X.6 or newer

Getting access and logging in

Point your Web browser to the URL provided by your administrator to access the ReviewLink home page.

You must successfully log in to begin using ReviewLink.

Type your administrator user ID and case-sensitive password into the appropriate fields and click **Login**.

Accessing Help

The ReviewLink Information Center is a browser-based system that provides Help topics of the tasks you can complete using ReviewLink. To access the Help, click the help pull-down list where available.

Navigating the Information Center

To navigate the Information Center, click the closed book to the left of the section name to expand the section. Click the title of the topic to display the topic. Click the opened book to collapse a section.

Click the **Search** tab to enter words or phrases to quickly find topics. Topics containing the search words or phrases appear in the navigation pane. Click the title of the topic to display the topic.

To improve your search, use quotation marks around a phrase, such as “Group Object”. Only those topics containing all words in the phrase are displayed.

Other ways to get help:

Here are other ways to get additional help:

- **Overview Video**
  View the Overview Video for introductions and overviews of ReviewLink features. To launch the video, open the Help drop-down list and select **Overview Video**.
- **Publisher Video**
  View the Publisher Video for information and tips for using the Publisher features. To launch the video, open the Help drop-down list and select **Publisher Video**.
- **Reviewer Video**
  View the Reviewer Video for information and tips for using the Reviewer features. To launch the video, open the Help drop-down list and select **Reviewer Video**.
- **Take the Tour**
  Launch a quick tour that introduces you to the program. You will learn about each part of the interface, along with tips for using ReviewLink. To start the tour, open the Help drop-down list and select **Take the Tour**.
- **Contact Support**
  In a jam? You can get support help from the Help drop-down list. Click **Contact Support** to display our online Support form. Complete the form if you would like to be contacted by one of our support representatives.
- **Help**
  Opens the Information Center. Use the Contents to view the topics or use the

Search field to find specific information. To launch the Information Center, open the Help drop-down list and select **Help**.

Logging out

Logging off removes your access to ReviewLink. When you log off, you are offline. This means you will appear offline to your contacts and you cannot perform any online tasks, such as providing viewing and providing comments.

Contact your administrator if you experience problems logging in.

To log out, click **Log Out** located in the upper-right corner of the Home Page.

Adding and managing user access

As an administrator, you can add, manage, and modify user details to regulate user access to ReviewLink. You can also view publishers' subscription settings. This section provides a reference to specific tasks you can perform to manage users.

Administrators can add support-administrator users that are restricted to adding and managing users and managing subscription settings. For details about adding a support administrator user, see Adding and managing administrator IDs.

View these topics for more information:

- Viewing the list of users
- Adding users
- Editing user details
- Viewing a publisher's subscription settings
- Deleting a user

Viewing the list of users

You can view the list of users that can add and review content. You can sort, search, and page-through the list.

To view the list of users, open the **Admin Tasks** side-tab and click **Manage Users**. The Manage Users window opens.

Users are listed by their Email address. Click a heading to re-sort the table. For example, to sort the list by last-access timestamp, click the **Last Access** heading. Use the **Search** box to locate a specific user. Click the **Page** links to page-through longer user lists.

Use the list to add, edit, and delete users. Double-click an entry to see user details, such as current credentials and subscribing settings.

Adding a user

You can add new users to ReviewLink as needed. Each new user requires a unique email address.

You can control when each user's password expires.

To add a user:

1. Open the **Admin Tasks** side-tab and click **Manage Users**.
2. In the Manage Users window, click **Add User** or right-click on the table and select **Add User**. The Add User window opens.

3. In the Add User window, complete the fields as follows:

Field	Description
Email Address	Specify the new user's email address.
Name	Specify the new user's name.
Password	Specify the new administrator's password.
Confirm Password	Re-enter the new administrator's password.
Expiration	Select when the new user's password expires. Select from the following: • Password Never Expires • User Cannot Change Password • User Must Change Password At Next Login • Password Expires Every 45 Days
My Time Zone	Select the user's current time zone.

4. Click **Save**.

The new user is added.

Editing user details

You can edit a user's details, such as his or her name, email address or password.

You can also view the user's role and last-access timestamp.

You can view a publisher's current subscription settings, specifically the number of content items he or she has published and maximum number of allowed content items. For details, see Viewing a publisher's subscription settings.

To edit a user's details:

1. Open the **Admin Tasks** side-tab and click **Manage Users**. The Manage Users window opens.
2. Locate and select the user whose details you want to change and click **Edit** or right-click and select **Edit**. The User Details window opens.

3. In the User Details window, change the following fields as necessary:

Field	Description
Role	Specifies the user's assigned role.
Last Access	Specifies the date and time when the user last logged in to ReviewLink.
Admin ID	Specify the user's new email address.
Name	Specify the user's new name.
Change Password	Specify the user's password.
Confirm Password	Re-enter the admin's password.
Expiration	Select when the new user's password expires. Select from the following: • **Password Never Expires** • **User Cannot Change Password** • **User Must Change Password At Next Login** • **Password Expires Every 45 Days**
My Time Zone	Select the user's new time zone.
Subscription Settings	For publishers, this box contains values representing the number of current published content items (Current Published Content) and the maximum number of allowed content items (Maximum Allowed Content).

4. Click **Save**.

The new user is added.

Viewing a publisher's subscription settings

Most publishers are limited to the number of content items that they can publish on ReviewLink. You can view a publisher's current subscription settings, specifically the number of content items he or she has published and maximum number of allowed content items.

To view a publisher's current subscription settings:

1. Open the **Admin Tasks** side-tab and click **Manage Users**.
2. In the Manage Users window, click the publisher's entry in the table and click **Edit** or right-click and select **Edit**. The User Details window opens.
3. In the **Subscription Settings** box, values are displayed for the number of current published content items (**Current Published Content**) and the maximum number of allowed content items (**Maximum Allowed Content**).
4. Click **Close**.

Deleting a user

You can remove users as necessary. Users that are removed from the list of users cannot access ReviewLink.

To remove a user:

1. Open the **Admin Tasks** side-tab and click **Manage Users**.
2. In the Manage Users window, click the user's entry in the table and click **Delete** or right-click and select **Delete**. To select more than one user, hold down the Ctrl key while selecting user entries.
3. Confirm the delete action.

The users you selected are deleted.

Managing subscriptions

As an administrator, you can specify subscription settings for each publisher. You can set the number of allowed content items and the number of days to retain content items. You can view the list of publishers that are authorized to publish content items on ReviewLink.

This section provides a reference to specific tasks you can perform to manage users' subscription settings.

View these topics for more information:

- Viewing the list of publishers
- Editing a publisher's subscription settings

Viewing the list of publishers

You can view the list of publishers that can add content to ReviewLink. The list displays each publisher's serial number, email address, the product used to connect with ReviewLink, and content count. You can sort, search, and page-through the list.

To view the list of publishers, open the **Admin Tasks** side-tab and click **Manage Subscriptions**.

Publishers are listed by the serial number associated with their subscription. Click a heading to re-sort the table. For example, to sort the list by content count, click the **Total Content** heading. Use the Search box to locate a specific publisher. Click the **Page** links to page-through longer publisher lists.

Use the list to edit a publisher's subscription settings. Double-click the entry in the table or select the entry and click **Edit** to see publisher subscription details, such as the number of allowed content items and the number of days to retain content items. For details, see Editing a publisher's subscription settings.

Editing a publisher's subscription settings

You can edit subscription settings for a publisher. You can change the number of allowed content items and the number of days to retain content items.

To edit a publisher's subscription settings:

1. Open the **Admin Tasks** side-tab and click **Manage Subscriptions**.
2. Locate and select the publisher whose subscription details you want to change and click **Edit** or right-click and select **Edit**. The Edit Subscriptions window opens.
3. To change the number of allowed content items, edit the number in the **Number Allowed Content** field.
4. To change the number of days to retain content items, edit the number in the

Retain Content For (days) field.

5. Click **Save**.

The publisher's subscription settings are changed.

Adding and managing administrator IDs

As an administrator, you can add and delete administrator IDs to regulate who can administer your ReviewLink organization. You can add two types of administrators: new administrators that can complete all available tasks or support administrators that are limited to managing users and managing subscriptions. Support administrators cannot add new administrator users.

This section provides a reference to specific tasks you can perform to manage your administrator IDs.

View these topics for more information:

- Viewing the list of administrator IDs
- Adding an administrator ID
- Editing administrator ID details
- Deleting an administrator ID

Viewing the list of administrator IDs

You can view the list of administrator IDs that can administer your ReviewLink organization. The list displays each administrator ID, name, last access and the type of administrator ID. You can sort, search, and page-through the list.

To view the list of administrator IDs, open the **Admin Tasks** side-tab and click **Manage Admins**.

Administrator IDs are listed by their administrator ID. Click a heading to re-sort the table. For example, to sort the list by last access, click the **Last Access** heading. Use the **Search** box to locate a specific administrator ID. Click the **Page** links to page-through longer lists.

Use the list to add, edit, and delete admin IDs. Double-click an entry to see administrator ID details, such as the name, and password settings.

Adding an administrator ID

As an administrator, you can add new administrator IDs. You can add new administrators and new support administrators. Support administrators can add and manage users and specify subscription settings.

To add an administrator ID:

1. Open the **Admin Tasks** side-tab and click **Manage Admins**.
2. In the Manage Admins window, click **Add Administrator** to add an administrator ID or click **Add Support Administrator** to add a support administrator ID. Alternatively, you can right-click on the table and select **Add Administrator** or **Add Support Administrator**.

3. Complete the following fields on the Add Administrator or Add Support Administrator windows:

Field	Description
Admin ID	Specify the new administrator's administrator ID.
Name	Specify the new administrator's name.
Change Password	Specify the new administrator's password.
Confirm Password	Re-enter the new administrator's password.
Expiration	Select when the new administrator's password expires. Select from the following: • **Password Never Expires** • **User Cannot Change Password** • **User Must Change Password At Next Login** • **Password Expires Every 45 Days**
My Time Zone	Select the new administrator's time zone.

4. Click **Save**.

The new administrator is added.

Editing administrator ID details

As an administrator, you can edit administrator ID details, such as the administrator ID, name, or password.

To edit administrator ID details:

1. Open the **Admin Tasks** side-tab and click **Manage Admins**.
2. Locate and select the administrator ID whose details you want to change and click **Edit** or right-click and select **Edit**. The User Details window opens.

3. Complete the following fields on the User Details windows:

Field	Description
Admin ID	Specify the new administrator's administrator ID.
Name	Specify the new administrator's name.
Change Password	Specify the new administrator's password.
Confirm Password	Re-enter the new administrator's password.
Expiration	Select when the new administrator's password expires. Select from the following: • Password Never Expires • User Cannot Change Password • User Must Change Password At Next Login • Password Expires Every 45 Days
My Time Zone	Select the new administrator's time zone.

4. Click **Save**.

The administrator's details are changed.

Deleting an administrator ID

You can remove admin IDs as necessary. Admin IDs that are removed from the list of users cannot access ReviewLink.

To remove an admin ID:

1. Open the **Admin Tasks** side-tab and click **Manage Users**.
2. In the Manage Users window, click the admin ID's entry in the table and click **Delete** or right-click and select **Delete**. To select more than one user, hold down the Ctrl key while selecting user entries.
3. Confirm the delete action.

The admin IDs you selected are deleted.

Configuring notifications

Notifications are automatically generated emails that you can activate and customize. For example, you can activate a notification email to be automatically sent to reviewers when the due date is approaching for comments for a content item.

You can edit the text of the notification email as necessary.

Notifications can be activated for the following events:

Notification	Subject	Default Activ-

		ation
Comments created	Comments Created Notification	Yes
Comment Deadline Approaching	Comments Due Date Approaching Notification	Yes
Comments Response	Comment Response Notification	Yes
Comment Status Change	Comment status Updated Notification	Yes
Content Opened or Closed	Content Opened or Closed for Comments Notification	Yes
Content Updated	Content you are reviewing has been updated!	Yes
Forgotten Password	Forgotten Password Request	Yes
Publisher Digest	Published Content Activity Report	Yes
Publisher Registration	Welcome	Yes
Reviewer Digest	Content Activity Report	Yes
Reviewer Registration	Welcome	Yes

The emails use special text-variables that gets replaced with information specific to the user that is receiving the email. The text-variables that you can add to the emails are described in Editing the contents of a notification email.

View these topics for more information:

- Viewing the activity status of your notifications
- Activating and de-activating a notification
- Editing the contents of a notification

Viewing the activity status of your curriculum notifications

You can view the activity status of your notifications. That is, you can see whether a notification is currently active or not active.

To view the activity status of your notifications:

1. Open the **Admin Tasks** side-tab and click **Manage Notifications**.
2. Locate the notification from the list. The activity status of the notification is displayed in the **Active** column. Alternatively, you can double-click the notification or select the notification and either click the **Edit** button or right-click and select **Edit**. The activity status of the notification is represented by the **Active** check box in the Notification window.

Activating and de-activating a notification

You can activate and de-activate a notification. When an notification is active, users receive emails when the events with which they associated occur. For example, you can de-activate the notification a publisher receives when comments are created by reviewers.

To activate a notification:

1. Open the **Admin Tasks** side-tab and click **Manage Notifications**.
2. Double-click the notification or select the notification and either click the **Edit** button or right-click and select **Edit**. The Notification window opens.
3. On the Notification window, enable the **Active** check box.
4. Click **Save** and continue editing the notification or click **Close**.

The activity status of the notification is changed.

To de-activate a notification:

1. Open the **Admin Tasks** side-tab and click **Manage Notifications**.
2. Double-click the notification or select the notification and either click the **Edit** button or right-click and select **Edit**. The Notification window opens.
3. On the Notification window, disable the **Active** check box.
4. Click **Save** and continue editing the notification or click **Close**.

The activity status of the notification is changed.

Editing the contents of a notification Email

You can specify the subject and body text of a notification. Default text is provided.

The emails use special text-variables that get replaced with information specific to the user that is receiving the email. The available text-variables are described below.

To edit the contents of a notification:

1. Open the Admin Tasks side-tab and click Manage Notifications.
2. Double-click the notification or select the notification and either click the Edit button or right-click and select Edit. The Notification window opens.
3. On the next Notification window, edit the text of the Subject and Message fields as necessary.
   The following text-variables can be inserted in the subject and body.

Text-Variable	Replacement text
<#VUE_APPNAME#>	Your name for Reviewlink
<#OPENED_OR_CLOSED#>	Whether the comments are opened or closed
<#PUBLISHER_EMAIL#>	The publisher's email address

<#REVIEWER_EMAIL#>	The reviewer's email address
<#TITLE#>	The title of the content item
<#COMMENT_LOCATION#>	The location within the content item of the comment
<#COMMENT_SUMMARY#>	The comment summary
<#COMMENT_RESPONSE#>	The response to the comment
<#COMMENT_DETAILS#>	The details of the comment
<#VUE_INFOLINK#	The URL for your ReviewLink information

4. Click **Save**.

Adding and managing system properties

Properties let you fine-tune your ReviewLink experience. System properties are configuration values that can be queried at runtime. You can view, add, edit, and delete a property.

You must be defined as a administrator to have access to the Manage Properties task.

View these topics for more information:

- Viewing the list of system properties
- Adding a system property
- Editing a system property
- Applying changes
- Deleting a system property

System Property	Description	Values
AdminEmail	Specifies the email address used when an admin is sending external email.	
AdminName	Specifies the name that appears for the Admin email. The first character of the value must be an asterisk "*".)	
AllowMultipleSessions	Specifies whether to allow users to log-in to ReviewLink multiple times simultaneously.	0 = Prevent multiple log-ins (default) 1 = Allow multiple log-ins
AppName	Specifies the name to replace the use of ReviewLink.	
ConnectionPoolMax	Specifies the maximum size of the database connection pool.	100 (default)
ConnectionPoolSize	Specifies the initial size of the database connection pool.	5 (default)
ConnectionTimeout	Specifies the number of minutes of inactivity before a database connection is automatically closed.	2 (default)
ConnectionUseCount	Specifies the number of times a database connection will be reused before it is closed and re-opened.	10 (default)
DBMaintSchedule	Specifies when the database maintenance/integrity checks are run.	"0 0 4 ? * SAT" (every 4AM Every

		Saturday/default)
Debug	Specifies whether to turn on debug logging by the ReviewLink server. With this option on, a file named <CMYYYYMMDD>.log is created in the directory from which the JSP engine runs (YYYY represents the current year, MM represents the current month, and DD represents the current day). This file has a record of every SQL command issued to the ReviewLink database. Use it to track down the source of SQL errors. The LogDir system property defines where this file is created.	0 - Prevent debug logging (default) 1 - Allow debug logging
DefaultCourseWindowFullScreen	Specifies the default selected Full Screen option found in Course Details.	
DefaultCourseWindowWidth/ **DefaultCourseWindowHeight**	Specifies the default width and height of the window used to display the CourseMill course. The course window size can be customized when defining a course.	600/800 (default)
DefaultCourseWindowResizable	Specifies whether the course window is resizable. The resizable course window flag can be customized when defining a course.	1 = Allow window to be resized (default) 0 = Prevent window to be resized
DefaultLocalBaseDir	Specifies the default physical base directory for your CourseMill courses. This corresponds to the DefaultWebBaseDir setting.	C:/Inetpub/wwwroot/course (default)
DefaultNumTitles	Specifies the default maximum number of content items allowed on ReviewLink.	5 (default)
DefaultPassword	Specifies the default password of the main administrator.	
DefaultPasswordExpiration	Specifies the default setting of the number of days for passwords to exist before expiring.	45
DefaultPasswordLength	Specifies the default setting for the minimum length of passwords.	8
DefaultPasswordReset	Specifies the default setting for what type of password changing restrictions are required when creating a new user (**N** for	N

	never needs changing, **X** for user cannot change password, **M** for user must change password the next time they login, and **T** for the user must change their password after DefaultPasswordReset days. If set to "M", the setting will switch to either "T" or "N" when the student next logs in depending on whether **DefaultPasswordReset** is greater than zero days).	
DefaultRetain	Specifies the default setting for retaining the database.	365
DefaultWebBaseDir	Specifies the default HTTP Web location base URL used to access your ReviewLink content. This must be set up as a virtual directory in your Web Server that corresponds to the DefaultLocalBaseDir.	/content/
DocDir	Specifies the document directory.	/var/www/html/doc
FullVueLocation		
HelpBaseURL	Specifies the initial URL path for hosting the online Help file set. After the initial URL path (http://trivantis.com/help/), the application builds the remaining path to match the appropriate help associated with the version and locale (for example, the URL for hosting the Chinese regular Help file set for ReviewLink 3 is http://trivantis.com/help/ReviewLink/3/zh-s/RegularHTMLs/index.html).	http://trivantis.com/help
HoldEmails	Specifies whether the ReviewLink system should stop sending out all email messages.	
IsDatabaseUTF	Specifies an indicator of whether the database can natively store Unicode Transformation Format strings.	
LangPref	Specifies the default Country Code for the country selection drop down.	USA (default)
LoadBalancedSolution		
LogDir	Specifies the server directory where the	C:/CMLog (default)

	ReviewLink log file is created.	
LoginsDisabled	Specifies an indicator as to whether the system will allow students to login.	
LoginsDisabledMsg	Specifies the message displayed to students if they attempt to login when LoginsDisabled is set to 1.	
LoginTimeout	Specifies the length of inactivity time in minutes before a user is logged out automatically by the system. Make sure this value is less than your server's defined inactivity timeout.	30 (default)
MaxAttemptsBeforeSuspend	Specifies the maximum number of times an incorrect password will be allowed to be entered before suspending an account.	-1 = Do not suspend the account 0 = Suspend the account
MaxAttemptsTimeout	Specifies the amount of time in which MaxAttemptsBeforeSuspend invalid login attempts will cause an account to be suspended. Also the period of time that a suspended account will remain suspended.	5 (default)
MaxListLength	Specifies the number of entries that will appear in drop-down lists and lists displayed.	
MaxPaginalLinks		
MaxPrintColumns	Specifies the maximum number of columns in a report before ReviewLink will not allow you to print the report.	10 (default)
MaxPrintLines	Specifies the maximum number of lines in a report before ReviewLink will not allow you to print the report.	550 (default)
MaxReportLength	Specifies the maximum number of items returned from the server at one time when viewing reports.	1000 (default)
MaxSelectLength		
MinIdLength	Specifies the minimum length of a user ID.	4 (default)
MinPasswordLength	Specifies the minimum length of a password for a user ID.	4 (default)
MsgPollingInterval		
NotifiSchedule	Specifies when notifications get sent.	0 0 1 * * ? (which is 1AM every day/de-

		fault)
PasswordStrength	Specifies the restrictions on passwords.	N = No restrictions M = Password must contain both an alpha and a numeric S = Password must contain an alpha, numeric, and one special character from the following list: ! @ # $ % ^ & * C = Password is case-sensitive and must contain special character restrictions
RestrictMultPwdChanges	Specifies whether a user can change his or her password more then once a day.	0 = No restriction (default)
SiteName	Specifies the name to be used as the site name that appears in the browser title bar.	
SMTPMaxRecipients		
SMTPPassword	Specifies the password used for SMTP authentication.	
SMTPPort	Specifies the port used by the the SMTP server to receive email requests.	
SMTPRetryCount	Specifies the number of times to retry a failed send-mail request to the SMTP server.	2 (default)
SMTPServer	Specifies the SMTP sever name that will handle the sending of external email.	
SMTPUsername	Specifies the username used for SMTP authentication.	
StatusSchedule		
TempDir	Specifies the physical directory where temporary CourseMill files are stored. Important: All files and subdirectories under this directory will be deleted upon each restart of the CourseMill server.	C:/CMTemp (default)
TempWebDir	Specifies the HTTP Web location URL for temporary file access, (for example,	http://www.-course-

	course documents and sent files. This must be set up as a virtual directory in your Web server that corresponds to the TempDir setting.	mill.com/CMTemp (default)
UnicodePdfFontFile	Specifies the ttf file that is used by the PDF generator to support unicode.	arialuni.tff
UpgradeUserLink		
UseEncryptedPasswords	Specifies whether to use encrypted passwords.	
UseFlashUploader	Specifies whether file uploads use a Flash uploader with progress bar.	1 [true] default
UseIntelligentJumpTo	Specifies whether to include only the possible values in the Jump To drop-down list, including foreign unicode characters, numbers, and special characters. The default is to display the text "-ALL" and "A-Z".	
VueInfoLink	Specifies the URL to additional information about ReviewLink.	
VueLocation	Specifies the location to additional information about ReviewLink.	

Viewing the system properties list

Administrators can view the system properties list. The properties list displays the currently defined properties and their current values. The list can be re-sort by the property name or the value. You can use the list to select and edit a property.

To view the properties list, open the **Admin Tasks** side-tab and click **Manage Properties**.

Each row in the table represents a currently defined property. The properties are listed alphabetically. Click the **Value** column heading to re-sort the table by the value. Use the **Search** box to locate a specific property.

Adding a system property

Administrators can add new system properties.

When you add a system property, you specify the system property's current value. Changes to ReviewLink are not applied until you click the **Apply Changes** button.

To add a property:

1. Open the **Admin Tasks** side-tab and click **Manage Properties**.
2. Click **Add System Property** or right-click on the table and select **Add Property**.

3. In the Add System Property window, specify the name of the property in the **Property** field and specify the property's value in the **Value** field.
4. Click **Save**. The property is added to the property list.
5. Click **Apply Changes** to have ReviewLink recognize the new property.

Editing a system property

Administrators can edit system property values.

Changes to RevewLink are not applied until you click the **Apply Changes** button.

To edit a system property:

1. Open the **Admin Tasks** side-tab and click **Manage Properties**.
2. Double-click the system property you want to edit or select the system property and click **Edit**. Alternatively, you can select the system property, right-click on the table, and select **Edit**.
3. On the Edit System Property window, specify the system property's value in the **Value** field.
4. Click **Save**. The system property is updated in the system property list.
5. Click **Apply Changes** to have ReviewLink recognize the updated system property value.

Applying changes

Once you have added a system property or modified a system property's details, you can apply the changes without closing the program.

To apply system property changes:

1. Open the **Admin Tasks** side-tab and click **Manage Properties**.
2. Select the property and click **Apply Changes**. Alternatively, you can select the system property, right-click on the table, and select **Apply Changes**.

The changes are applied.

Deleting a system property

Administrators can delete a system property value.

Changes to ReviewLink are not applied until you click the Apply Changes button.

To delete a property:

1. Open the **Admin Tasks** side-tab and click **Manage Properties**.
2. Double-click the system property you want to delete or select the system property and click **Delete**. Alternatively, you can select the system property, right-click on the table, and select **Delete**.

The system property is deleted from the property list.

Managing scheduled tasks

You can configure special tasks to run automatically in the background at preset schedules. These tasks include scheduling regular database maintenance, setting an import schedule, running notification jobs and more.

Select from the following scheduled tasks:

Scheduled task	Description
DBMaintSchedule	Database maintenance commands such as back-ups and re-indexing.
NotifSchedule	Notification commands such as sending notifications.
Status Schedule	Status commands.

See these topics for more information:

- [Viewing tasks status and details]
- [Starting a task]
- [Viewing task schedule details]

Viewing tasks status and details

You can view the scheduling status and last-run timestamp for each task. You can also view the details of scheduled tasks.

To view the list of courses, open the **Admin Tasks** side-tab and click **Manage Scheduled Tasks**.

Each row in the table represents a currently defined task. The tasks are listed alphabetically. Click a column heading to re-sort the table. Use the **Search** box to locate a specific task.

To view the details of a currently scheduled task, click the task in the table.

Starting a task

To start a scheduled task, you specify the start time, the frequency, and the days of the week that the task is to be run. The task will run automatically until you change it's schedule.

To start a scheduled task:

1. Open the **Admin Tasks** side-tab and click **Manage Scheduled Tasks**.
   The Managed Tasks window is displayed.
2. Select the task you want to start and click **View/Edit Details**. Alternatively, you can double-click the task or select the task, right-click, and select **View/Edit Details**.

   The Edit Scheduled Task window opens.
3. Complete the fields on the Edit Scheduled Task window as follows:

Field	Description
Task	Displays the scheduled task you selected.
Start Time	Use the drop-down list to select a start time (in 24-hour time).
Frequency	Use the drop-down list to select an available frequency.
Schedule	Enable the check box representing the days of the week on which you want the task to run.

4. Click **Save**.

   The task is scheduled.

5. Click the **Run Task** button when you are ready to begin running the task.

Viewing task schedule details

You can view the details of a scheduled task. You can change the fields as necessary.

To view a task's schedule details:

1. Open the **Admin Tasks** side-tab and click **Manage Scheduled Tasks**.

   The Manage Scheduled Tasks window is displayed.

2. Select the task you want to view and click **View/Edit Details**. Alternatively, you can double-click the task or select the task, right-click, and select **View/Edit Details**.

   The Scheduled Tasks window opens.

3. On the Edit Scheduled Tasks window, the fields are defined as follows:

Field	Description
Task	Displays the scheduled task you selected.
Start Time	Displays the scheduled start time (in 24-hour time).
Frequency	Displays the frequency.
Schedule	Displays the days of the week the task is scheduled to run.

4. Click **Save** if you made changes.

   The changes are saved.

Managing logged-in users

You can view the list of users that are currently signed-on and use the list to force-off users, send them notes, or restrict their access.

See these topics for more information:

- Viewing of the list of logged-in users
- Forcing a user offline
- Sending messages
- Restricting access

Viewing the list of logged-in users

You can view the list of users that are currently logged in to ReviewLink. You can sort, search, and page-through the list.

To view the list of users, open the **Admin Tasks** side-tab and click **Manage Logged-In Users**. The Manage Logged-In Users window opens.

Users are listed by their Email address. Click a heading to re-sort the table. For example, to sort the list by Timeout, click the **Timeout** heading. Use the **Search** box to locate a specific user. Click the **Page** links to page-through longer user lists.

Use the list to force off users, send them messages, and restrict access.

Forcing a user offline

You can force users offline. This immediately terminates their ReviewLink session.

To force a user offline:

1. Open the **Admin Tasks** side-tab and click **View Logged-In Users**.

   The Managed Tasks window is displayed.
2. Select the user click **Log Out**. Alternatively, you can click the user, right-click, and select **Log Out**. To select more than one user, hold down the Ctrl key while selecting user entries.

The users you selected are forced offline.

Sending messages

Administrators can send messages to users that are currently signed-on.

To send a message to a user:

1. Open the **Admin Tasks** side-tab and click **View Logged-In Users**.

   The View Logged-In Users window opens.
2. Click the user to which you want to send a message. To select more than one user

ID, hold Ctrl and click the other user IDs.

3. Click **Send Message**.

   The Send Message window opens.

4. Type the message in the **Message** box and click **Send Message**.

The message is sent.

Restricting access

Administrators can restrict users from logging in. This is handy when updates require all users to be signed off. You can display a message to users to notify them accordingly.

To restrict user access:

1. Open the **Admin Tasks** side-tab and click **View Logged-In Users**.

   The View Logged-In Users window opens.

2. Click the user ID to which you want to restrict access. To select more than one user ID, hold Ctrl and click the other user IDs. To select all the user IDs in the current list, click **All**.

3. Click **Restrict Access**.

   The Restrict Access window opens.

4. Enable the **Restrict Users From Being Able To Login** check box.

5. Edit the message in the **Message** box as needed and click **Save**.

The message is sent and the user is restricted from logging in.

Changing your account settings

You can change your ReviewLink credentials as necessary and set notification settings to receive automated emails as content and comments get processed.

View these topics for detailed information:

- Changing your ReviewLink password
- Changing your ReviewLink name
- Changing your time zone

Changing your ReviewLink password

You can change your ReviewLink password as needed. The password is used to log in to ReviewLink.

Follow these steps to change your ReviewLink password:

1. Log in to ReviewLink.
2. Click **Account Settings** in the upper-right corner of the window. The Account Settings window opens.
3. In the **Current Password** field, specify your current password.
4. In the **Change Password** field, specify the new password. Re-type the new password in the **Confirm Password** field.
5. Click **Save**.

Your ReviewLink password is changed.

Contact your administrator if you experience problems logging in.

Changing your ReviewLink name

You can change your ReviewLink name as needed. The name is displayed along with your role (Publisher or Reviewer) on the home page.

Follow these steps to change your ReviewLink name:

1. Log in to ReviewLink.
2. Click **Account Settings** in the upper-right corner of the window. The Account Settings window opens.
3. Change the name specified in the **Name** field as necessary.
4. Click **Save**.

Your ReviewLink name is changed.

Changing your time zone

You can change your time zone setting as needed. Your time zone is considered when sending notifications.

Follow these steps to change your time zone setting:

1. Log in to ReviewLink.
2. Click **Account Settings** in the upper-right corner of the window. The Account Settings window opens.
3. Use the **My Time Zone** list to select your new time zone setting.
4. Click **Save**.

Your time zone is changed.

Obtaining an Activation Code

Use the Activation Code task to obtain your organization's Activation Code. The Activation Code is a security measure used to validate your account. Should your account expire, it will remain temporarily active as a trial account.

To obtain your activation code:

1. Click the **Activation Code** task.

   The Activation Code window opens.

2. Click the appropriate server tab and click **Save Activation Code**.
3. Click **Close**.

Appendix

You might also find these topics helpful.

- Trademarks

Trademarks