

# iPad Administration Instructions

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# Introduction

## Responsibilities of an iPad administrator

- Install iPad Server (see installation instructions at <http://ipadeln.com/download.html>)
- Install iPad Editor on individual computers in the lab or ask the computer users to install it themselves by sending them the installation instructions (<http://ipadeln.com/files/iPadEditor.pdf>)
- Change default account passwords
- Renew forgotten passwords
- Update iPad
- Import backed up data
- Point of contact in the lab for answering common questions (iPad Help and Forum will help you with this function)
- Configure and customize iPad, if desired (may require training)

## Profile of an iPad administrator

Ideally, an iPad administrator should possess:

1. Motivation to use iPad and to see it being used by colleagues.
2. Basic computer literacy (most lab members should be sufficiently computer literate for this role).
3. Sufficient English literacy to be able to read iPad instructions and documentation.

If administration responsibilities are shared among several people, make sure that their individual responsibilities are clearly defined.

## **Account management**

To perform the tasks below, open an iPad Editor, login using your administrator account, and open the User Manager from the Tools menu.

### **Change default account passwords**

During iPad Server installation three default accounts are created:

1. An administrator account that permits additional functionalities for the iPad administrator: username = admin; password = admin
2. A guest account for system evaluation: username = guest; password = guest
3. A Researchers group account with default configurations: username = researchers; password = researchers (see iPad Help for more details about this account).

The administrator should change the default passwords of these accounts to prevent any potential misuse by outsiders. See the section below for instructions on how to change the passwords. The new guest and researchers passwords should be made available to the lab members.

### **Renew forgotten passwords**

Select the desired account, click the "Change Password" button, and enter the new password.

# Update iPad

## Server updates

Download an update from <http://ipadeIn.com/download.html>, where you can also sign up to be notified when updates become available.

## Editor updates

Once the server is updated, remove the previous iPad Editor installation and reinstall the updated version (or ask the computer users to update it themselves by sending them the installation instructions: <http://ipadeIn.com/files/iPadEditor.pdf>).

## Import backed up data

iPad backs up all the information stored in the database, all the attached files, and the search index (the file needed to find information in the database). See the section below for how to configure the backup parameters.

Here is how to retrieve the backed up data:

1. Import the database dump file by entering the following in the command window: `mysql -u root -pROOTPASSWORD < DUMPPATH`. `ROOTPASSWORD` is the MySQL root password as indicated in the properties file for your server installation (or in the file `<iPad server folder>/MySQL/pass.txt`). `DUMPPATH` is the path to the database dump file (e.g., `D:/backup/backup01_07_2008.dump`).
2. Move the attachments to the appropriate directory: unzip the file `backup_attachmentsDD_MM_YYYY.zip` and move all the attachment files to the attachments directory as indicated in the properties file for your server installation (by default, `<iPad server folder>/attachments`).
3. Move the text index to the appropriate directory: unzip the file `backup_textindexDD_MM_YYYY.zip` and move the index files to the textindex folder located within the core iPad server folder.

# Configure and customize iPad

## Backup

Backup parameters can be configured before or after installation of the iPad Server. Ideally, the backups should be stored on an independent storage medium (e.g., external hard-drive or another computer). Once the medium is provided, indicate its location in the server configuration file, where you can also specify the backup time and frequency. iPad Server installation instructions (<http://ipadeln.com/files/iPadServerInstallationInstructions.pdf>) describe how to configure the backup parameters before server installation. If you want to change this configuration afterwards, you can do this by modifying the corresponding parameters in the file `iPad/Server/plugins/com.cogniumsystems.ipad.server_1.0.0/resources/config.properties`. The server must be restarted in order for configuration changes to take place. To do this, simply click on `iPad/stop.bat`, wait for the server to stop, and then click on `iPad/start.bat`.

## Portal templates

When saving search queries as Favorites, users can specify how the search results are to be shown in iPad Portal by associating a visualization template with the query (see iPad Help for more information). The visual templates are written in the XSLT programming language and allow a lot of freedom in visualizing iPad search results on the Portal. While we provide some templates associated with the default queries, these can be modified and new templates added.

## Editor templates

The various document types available within iPad (e.g., Research Project Notes) and the corresponding visualization templates are defined by configuration files external to the iPad code, and therefore, they can be customized without much difficulty and without having to wait for the next iPad release.

Contact us for a quote about a specific customization or if you would like to be trained to customize iPad on your own.

We also offer support and maintenance plans – contact us for details and pricing.