# Bexar Data Dive: Guide to Using the Admin Features

## Introduction

This document details the steps necessary to add and edit informational content to Bexar Data Dive.

## Granting/Removing Admin Access to Users

To grant Dive admin access to a new user, follow the steps below:

1. Connect to the database server using pgADmin or a similar management tool, then navigate the tree as follows: Databases > omh\_dev (or dive\_prod) > Schemas > public > Functions.
2. Right click on the add\_admin\_user (or remove\_admin\_user) function, then select “Scripts> SELECT Script.”
3. In the query window that opens, replace “<emailaddress text>” with the email address of the user to be added (e.g. ‘cinow@gmail.com’).
4. Click the Execute/Refresh button (the ‘play’ icon), or simply press F5 to run the query. The user will now be able to log in to the admin using their google account.

## Adding and Editing Indicators, Filters and Sources

To add new or edit existing indicators, filter and sources, follow the steps below:

1. Go to <https://omh-dev.cinow.info/admin> (or <https://dive.cinow.info/admin>) and log in with the Google account that is associated with your admin user.
2. Select the Indicators, Filters or Sources option on the left side of the screen.
   1. To add a new indicator scroll to the bottom of the screen to find the Add tile. Fill in all necessary descriptive information (including Spanish translation) and click Add.
      1. Category, type and source – Category places the indicator under the dropdown category in Dive. Type tells Dive whether the indicator is a count, rate, percent or currency. Source identifies the data source where the data came from.
      2. Featured toggle – Identifies whether the indictor will show up in the featured indicators section in Dive. This toggle also will place this indicator in the Did you know section on the Dive homepage.
      3. Display toggle – Activates the indicator so that it’s available to the user.
      4. Aggregable - Identifies whether the indicator can be aggregated for use in the create your own area tool.
   2. To add a new filter scroll to the bottom of the screen to find the Add tile. Fill in all necessary descriptive information (including Spanish translation) and click Add.
      1. Filter type chooses the existing type to add a filter (e.g. Age)
      2. Sort order gives the placement of the filter in order under the filter type.
      3. The Display toggle will activate this content on the site and make it visible to users.
   3. To add a new source scroll to the bottom of the screen to find the Add tile. Fill in all necessary descriptive information (including Spanish translation), click the display Toggle if you would like to activate it on the site and click Add.

## Adding and Editing Announcement and FAQ’s

To add new or edit existing announcements and FAQ’s follow the steps below:

1. Go to <https://omh-dev.cinow.info/admin> (or <https://dive.cinow.info/admin>) and log in with the Google account that is associated with your admin user.
2. Select the Announcements or Frequently Asked Questions option on the left side of the screen.
3. Fill in the necessary information in both English and Spanish
4. Turn the display toggle on when the information is ready to display to the user
5. Click add

## Running Reports: Audit Log, Missed Translations and Survey Responses

To run reports for the audit log, missed translations or survey responses follow the steps below:

1. Go to <https://omh-dev.cinow.info/admin> (or <https://dive.cinow.info/admin>) and log in with the Google account that is associated with your admin user.
2. Select the Audit Log, Missed Translations or Survey Responses option on the left side of the screen.
   1. Audit Log will create a report on all changes that have occurred in indicators, filters, sources, announcements and FAQ’s. User and date that modified the record are included in this information as well.
   2. Missed translations will create a report to show all cases where the Spanish translation is missing.
   3. Download survey responses will create a downloaded csv file with all responses from the site satisfaction survey pop-up