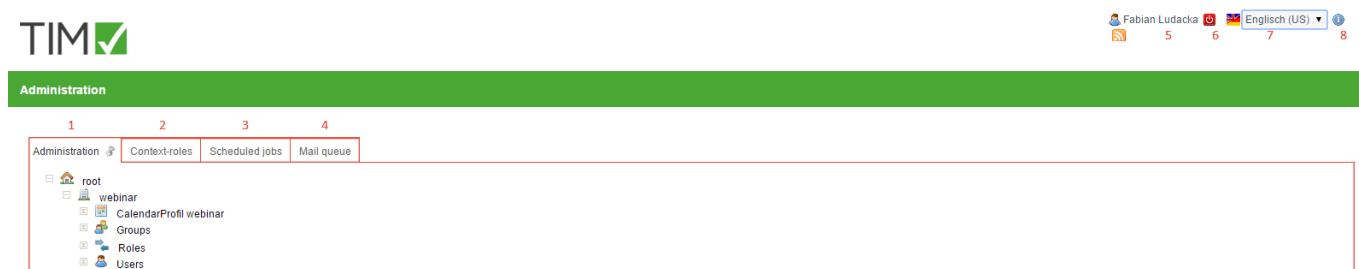# Administration Client

Any user who wants to log in to the Administration Client needs the **Administrator** rights
The Administration Client is designed to maintain the client as well as making technical configurations. The administrator has comprehensive rights, for example, creating and deleting users within a client. In addition, settings specifically for a process can be made.

Overview

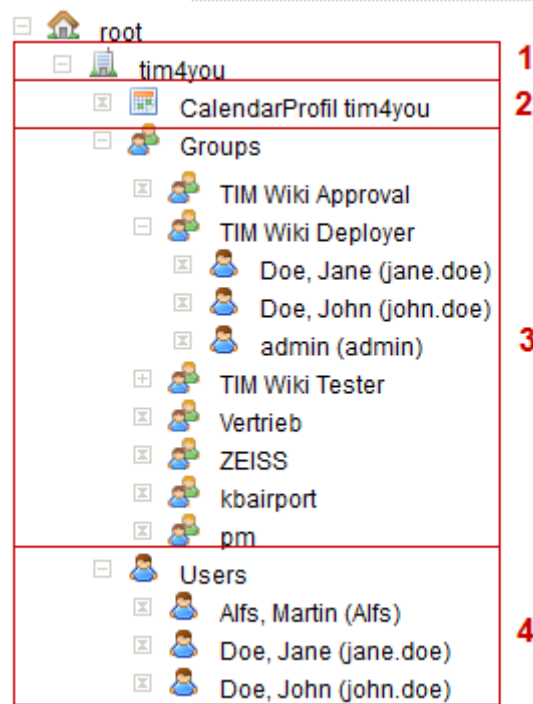| Element	Description
1	Maintenance: Here, settings specific to administrative affairs can be made. See Administration.
2	Context roles: Here, the available context roles are displayed and can be processed. See Context-Roles.
3	Timer: Here, the timers needed for a process can be created and processed. See Scheduled Jobs.
4	Email Queue : Here, all e-mails sent from the system are displayed in an organized list. The e-mails in this list are then sent via the sendAllDelayedEmails or manually.
5	clocking on the user sends one to the user settings, where his/her own user profile can be adapted. See Userprofil.
6	Here, the current user can be logged out.
7	Here, the desired language can be chosen via a drop-down menu.
8	Here, the current TIM version and revision can be accessed. The latter is important for the support if an error occurs.

Administration

The administration unit is represented by a tree structure. The uppermost layer builds the **"root"** where a new client can be compiled in the Enterprise Edition. The following layer is built by the client profiles.
If this is fans out further and the calendar profile, groups, and users build the next layer of the tree.
The calendar profile shows holidays, which have been registered.
The groups are further divided into single groups, which are then subdivided by the users assigned to that group.
The users layer is refined by single users who have been entered into the system and for that client profile.

Element	Description
1	Here, the name of the client profile/client (e.g. "tim4you") is displayed. By right-clicking and opening the context menu you, the client profile appears. Here, a variety settings can be made. See client profile.
2	The first sub-item client profile builds the corresponding calendar profile. By right-clicking on it, new holidays can be added. A click on the calendar profile opens a window where the firm-specific calendar profile can be maintained. See calendar profile.
3	The heading point **"Groups"** contains all groups which have been compiled and are important for the processes. . New groups can be added by right-clicking on this point. A click on a single group will open a window with the settings that can be made for a group. See groups settings. by right-clicking on the group a new user can be added to this group. These users can either be configured via a click, or be removed via a right-click. See user settings.
4	The element **"Users"** displays all the users who have been compiled. Via a right click on this point, new users can be compiled or the tab Context-Roles can be directly accessed. By clicking on a user the corresponding user profile is opened, where widespread settings for the user can be made. A right click will open the context menu.

Context Roles

A click on a context role in this list will open a window where the roles can be adapted. See adapt context role

Element	Description
1	This column shows the name of the user for whom the context role was defined.
2	This column shows which role the user has.
3	This column shows the frame of the context role (e.g. process definition, process instance, process definition template)
4	This column shows the unique identification number, which reveals which definition/role/etc. the role is valid. This depends on the chosen context name in column 3.
5	Here the user selects which page of the list of context roles he/she wants.

Timer

All regularly executed functions that process time-controlled tasks are called timers.

Timers can be started/stopped, removed or archived by right-clicking.

Element	Description
1	Timers may be arbitrarily named in order to enhance clarity. This name is displayed in this column.
2	Here, potential errors which have occurred during the execution of the timer are displayed.
3	This column shows the time of the timer's last execution.
4	This column shows the time of the timer's first execution.
5	This column shows the remaining time until the timer starts.
6	The symbol in this column shows whether the timer is currently running or stopped. If a little green arrow in the bottom right is present, the timer is started and currently running. If this arrow is not displayed, the timer is stopped. A click on this symbol starts/stops the timer.
7	Using this button, a new timer can be created. See create timer

Email Queue

Column	Description
Recipient	Here, the recipient of the e-mail is displayed.
Subject	Here, the subject of the corresponding e-mail is displayed.
CC	Here, if applicable, the listed CC is displayed.
BCC	Here, if applicable, the listed BCC line is displayed.
Attachments	In this column, if applicable, attachments are displayed and can be looked in to.

Column	Description
sent at	If the e-mail has been sent from the Queue, the sending date is displayed in this column.
sent by	If the mail has been sent from the Queue, the sender will be displayed.
blocked on	E-mails in this Queue can be blocked. The sendAllDelayedEmails Timer ignores these e-mails and does not send them. This column shows when the e-mail was blocked.
blocked by	This column shows which user blocked the e-mail.
Content	In this column, the textual content of this e-mail is displayed.
delete	Using this button, e-mails can be deleted from the Queue.
send	Using this button, e-mails may be sent manually, without using the sendAllDelayedEmails .
(un-) ban	Using this button it is possible to ban or un-ban e-mails in this Queue from sending.