Admin Tools widget allows unit admins to manage all admin activities all at one place. Admin Tools page can be used by the admins to perform duties such as Manage Users, Manage Metadata, Manage Tags, Manage Asset Types, Site Analytics, Reports, Projects, Links and Thesaurus. Clicking on any of these options opens up a new browser tab for Admin Tools. In this document, we will look in detail how to manage Projects, Links & Thesaurus features.
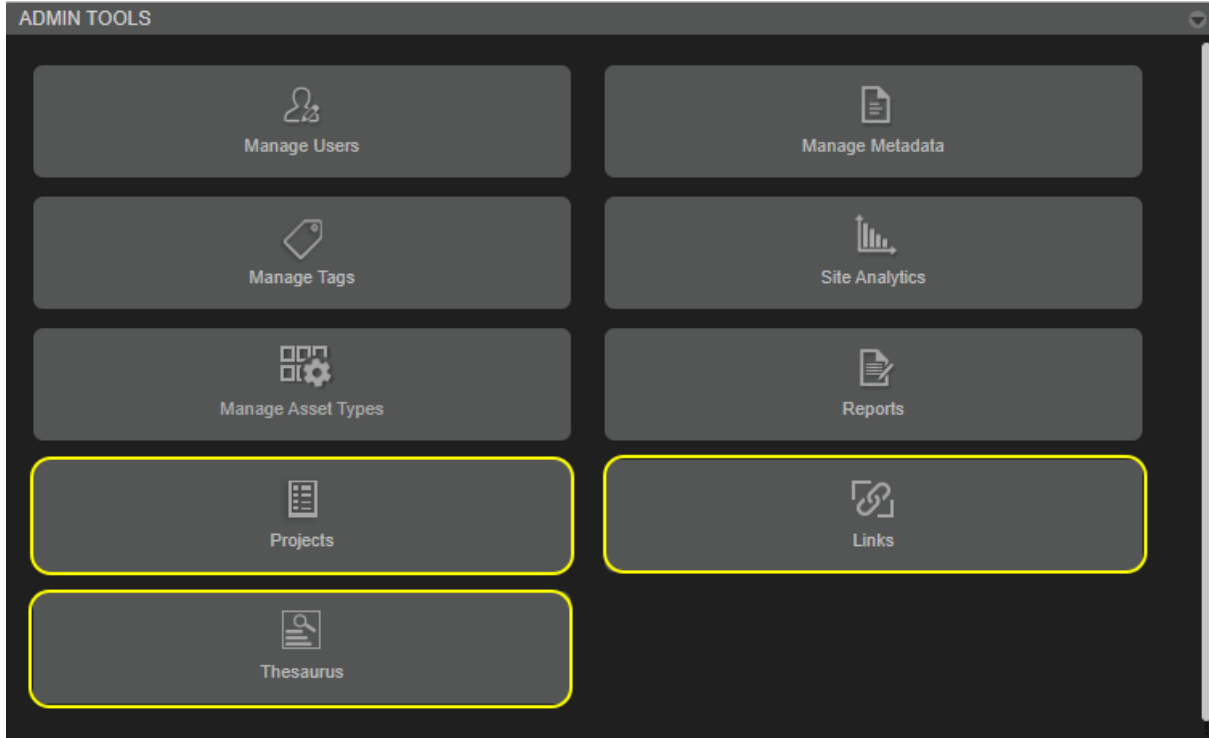
A. **Projects:** Projects tab can be used by admins to customize and manage the project statuses and the color codes of projects created in the Project widget.
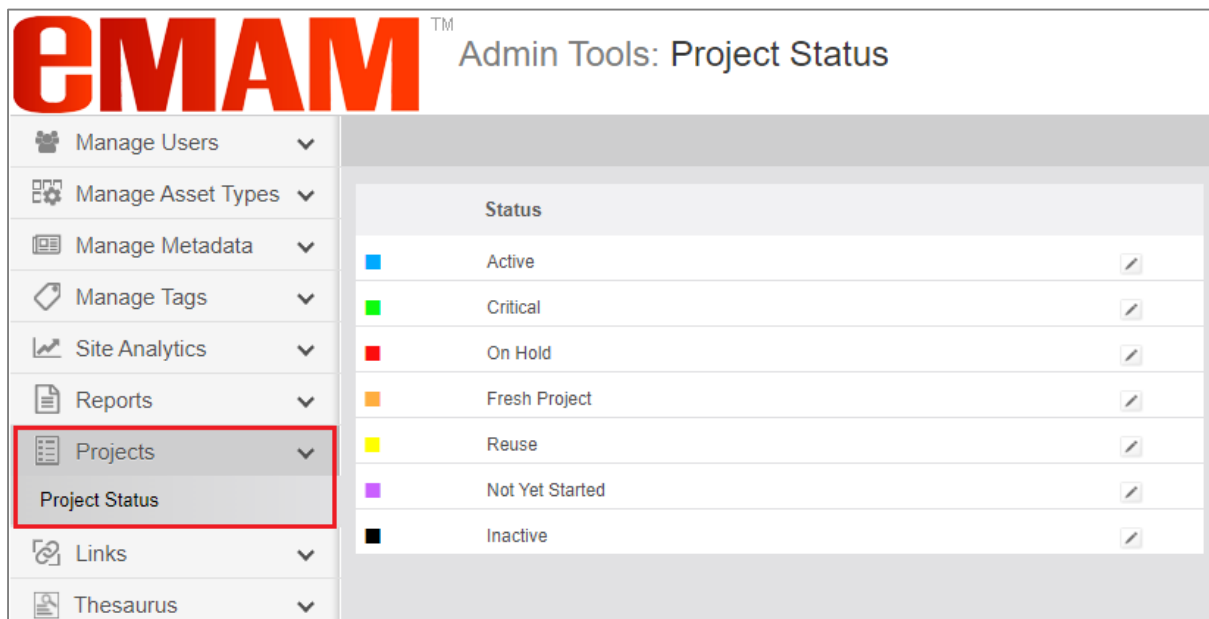
Click on *Edit* button adjacent to any statuses listed and update the status name and choose a custom color by clicking on the color radial button which opens color palette window. Click on *Save* button to save the changes or *Cancel* button to discard the changes.

Enter name of project status and set a Color codes for each status as per admin's choice. Sample Project statues are listed below.
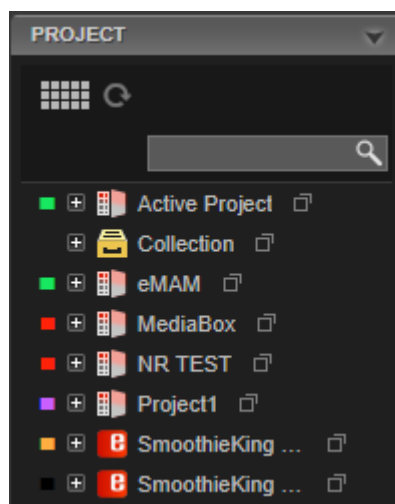
These color codes are assigned while creating and editing a Project and gets displayed adjacent to each project under the Project widget.

B. **Links:** Admin users can use Links tab to add and manage links. You can add, edit and delete the links.

There is also an option to preview the link by clicking on the lens 🔍 icon.
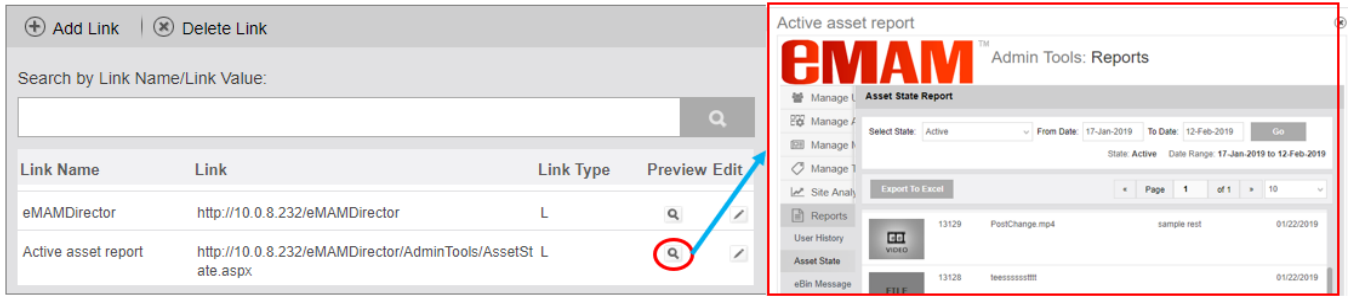
C. **Thesaurus:** Super Admins can manage thesaurus search function by creating expansion sets. An expansion set contains a group of words such as "smile", "blush", and "laugh" that are substituted for one another by a full-text query. Under Thesaurus tab, you can manually add these words to the expansion sets. Therefore, if a user enables Thesaurus search in the *Basic* and *Advanced search*, search result will list all the assets with the searched phrase and also the synonym words in the expansion sets. In the Admin Tools widget, click on Thesaurus tab will take you to the Admin Tools page.

Since only Super Admins can manage thesaurus, you will be prompted to enter the super admin login credentials to proceed further.
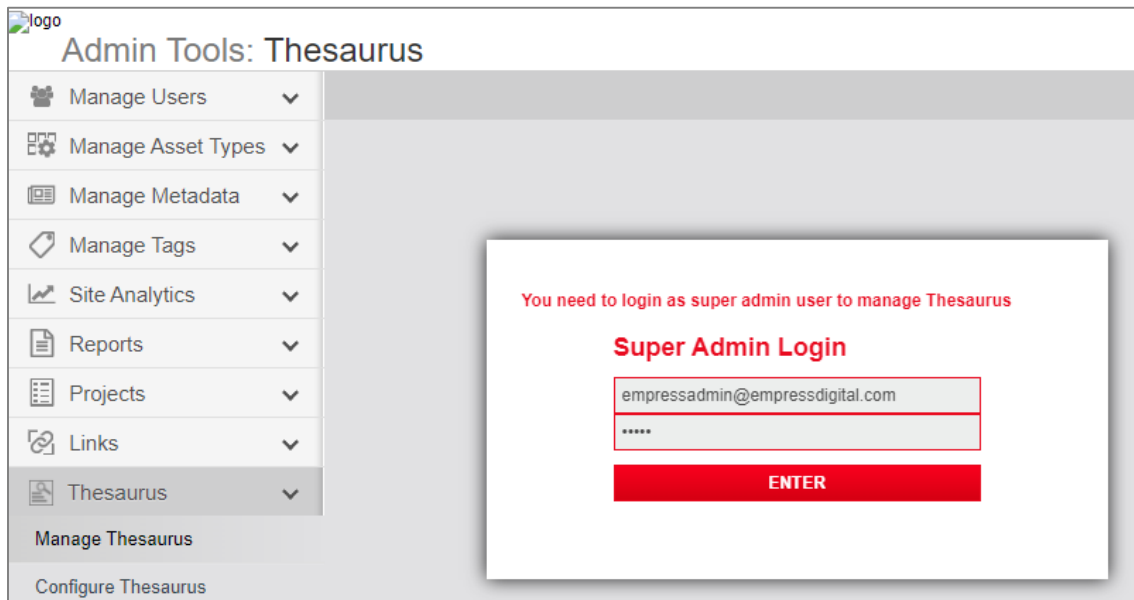
Under Thesaurus tab, you will find two tabs:

- Manage Thesaurus
- Configure Thesaurus

✓ *Manage Thesaurus*: Using *Manage thesaurus*, you can create expansion sets by adding a list of words to it. You can also edit and delete these expansion sets. Expansion set is group of words which will be part of thesaurus and full text search.
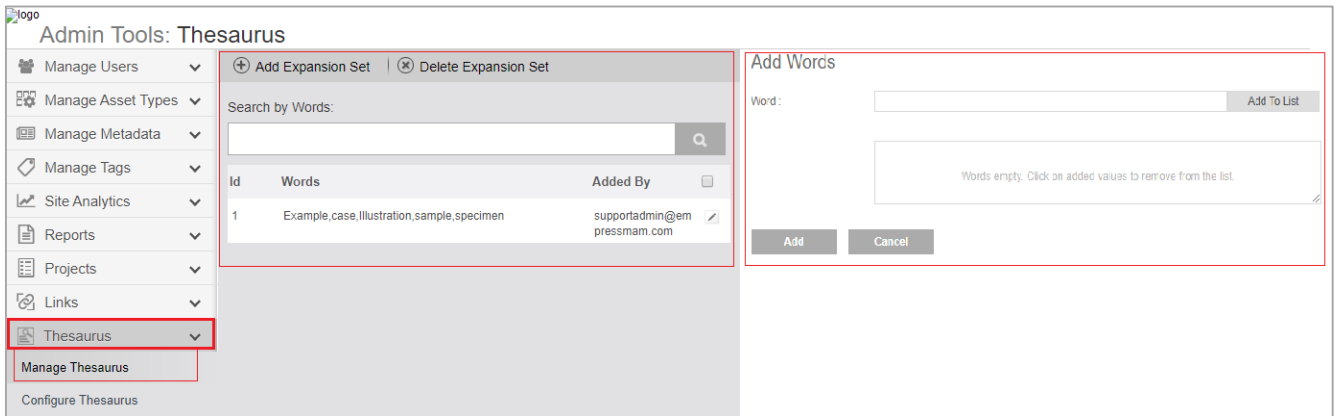
o *Add Expansion Set*: In the right panel under **Add words**, enter the desired word and click on *Add to List* button. ***Note***: *Add only single words. Do not add words separated by commas*. Newly added word gets listed below in the expansion set. Similarly, add all the words which you would like to group together for thesaurus search. To delete any word, click on X mark adjacent to the listed word. Once all the words are added, click on *Save* button to save the *Expansion Set*. Saved expansion set gets listed in the middle panel.
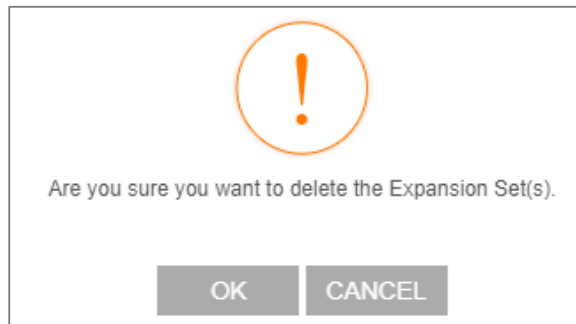

o *Edit Expansion Set:* To edit any of the listed expansion set, click on the edit icon adjacent to the expansion set displayed in the middle panel.
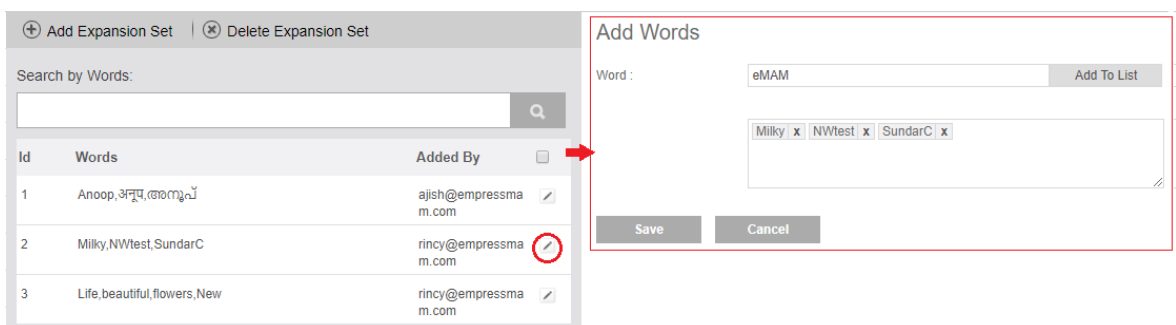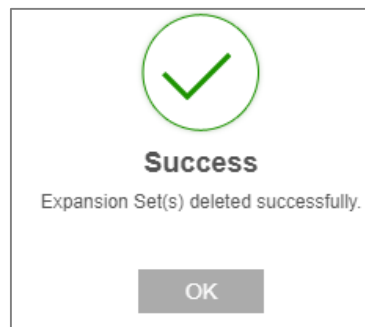

o *Delete Expansion Set*: To delete an expansion set, select the expansion set in the middle panel and click on *Delete Expansion Set*.

You will be asked to confirm the delete operation.

Successfully deleted message appears.

✓ *Configure Thesaurus*: Under Configure Thesaurus tab, you will see the path to XML where the expansion set words are saved. *Note: Make sure that you get the right Thesaurus file path from the SQL server installation folder. E.g.: "C:\Program Files\Microsoft SQL Server\MSSQL14.MSSQLSERVER\MSSQL\FTData". The folder path will be varied on different SQL versions.*
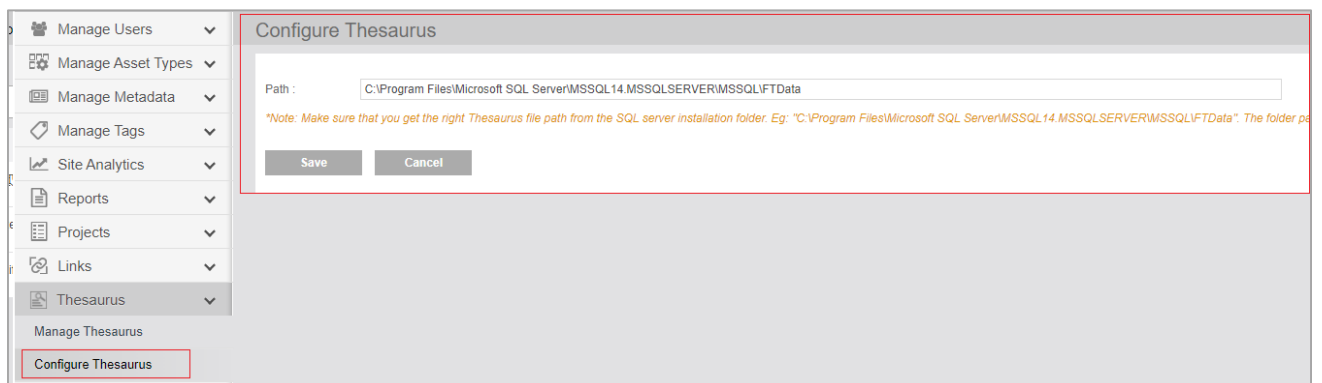
Need Help

Please contact eMAM Support at support@emamcloud.com.