Daily Maintenance

The Dashboard

Every HUB comes with an administrative dashboard that gives you a quick overview of some activity or items on the site that need attention.

1. First login to the administrative back-end.

2. Once logged in, you should be presented with a dashboard of categories and the activity within them, such as "Abuse Reports", "Support Tickets", etc. Items that require attention are highlighted in red and give direct links to their corresponding components so you may address the issue presented.

3. For instance, in the screenshot below, the dashboard says there are 19 unassigned support tickets. By clicking on the number "19", you will be immediately taken to the support ticket manager. From there you may assign, update, comment on, or close tickets.