

Admin Training

Backend guide — every Admin tab, the weekly workflow, integrations, automations, and maintenance. Covers everything in the team guide, plus the keys.

AUDIENCE

**Tech Arts
staff**

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**Admin
access**

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1 How Admin works

Open `/admin`. You reach it as a signed-in administrator or from a machine approved at Admin level — **there is no PIN any more**, and nothing anywhere in the dashboard asks for one. The version chip next to the page title shows exactly which build is loaded and running (hover it for the server start time). Everything you change saves into a **draft** — the live dashboards keep running on the last published config until you press **↑ Push live** at the bottom. Publishing updates every connected screen instantly and is safe to do mid-service. Discard draft throws away unpublished edits.

i Three things bypass the draft and go live immediately, because they're operational rather than configuration: file uploads (logo, stage plot, message notes, cue sheet), checklist/notes updates from the widgets, and role layout edits made on the dashboard itself.

! **The shared PIN is gone.** It used to gate every admin action and every layout edit; it was retired during the merge and nothing accepts it now. Admin is a signed-in AV Central administrator or an Admin-level approved machine, and that is true whether access control is switched on or off — the most consequential actions here (restarting the server, applying an update, changing an approved machine, taking the platform backup, minting or revoking a QR sticker, reading the Activity Log) require a real administrator either way. Keep **two** Admin-level machines approved, on two different computers. Full setup and the security trade are in **§6 and §7 of the Setup Guide**. API credentials are stored on the host server only — browsers never receive them.

2 The weekly workflow

- 1 **Monday 3:00am (automatic):** every position's Run of Service checklist resets to unchecked and all notes clear. Monday morning also brings the email digest and the scheduled Planning Center plan pull.
- 2 **When the week's docs are ready:** Admin → Files — drop in the new stage plot, message notes, and cue sheet. They're live everywhere the moment they upload, and the stage plot embeds itself on the Mics page.
- 3 **When the PCO plan is set:** check Admin → PP ↔ PCO Links so each ProPresenter presentation is linked to its Planning Center item — that's what drives auto-advance.
- 4 **If the roster changed:** Admin → Mic Assignments — drag packs onto people, update positions and dLive channels. Publishing re-labels the console faders automatically.
- 5 **Sunday (automatic):** when the plan goes LIVE in Planning Center, the service report starts recording and the LIVE pill lights; when LIVE ends, the report archives itself (only if it ran long enough to be a real service — see Service reports below).

3 Every tab, explained

› General

Service times (comma-separated, e.g. 9:30am, 11:00am — used to tag reports) and the Mode switch. Demo runs the built-in simulator (great for training nights) and probes nothing at all; Live runs the real connectors and is the only mode in which anything on your network is actually measured — see the note below, because this is the one setting on this tab that changes what the Status page's numbers *mean*. Also here: the pre-service countdown editor, the Cue Sheet auto-pull & reset schedule, overnight display dimming, **Service reports** (when a report is archived: Planning Center LIVE only, minimum length), Demo controls, Training mode, Planning Center note visibility, and **AV Central sign-on**, which is now a single read-only line saying the two apps are one process, with the address-and-secret fields tucked behind a **"Running the two apps separately"** disclosure for the installs that still need them.

! ⚠ **Changed in Beta 39 and Beta 40 — five things left this tab, and this is where they went.** On a combined install (AV Central and the Service Dashboard running as one application, which is how this is installed here) these are now on the **AV Central Settings page** — open AV Central, then **Settings**:

- **Church name and Department** — the name in the top bar. It is one name for the whole platform now, rather than a dashboard-only field.
- **Trusted machines** — enrolling a booth Mac or a lobby laptop, minting an enrolment link or a one-time code, and the access-control on/off switch. All of it, unchanged.
- **Settings safety** — the settings backup and restore, including "restore from backup" after an update.
- **Software update** and **Restart server** — one of each for the whole platform (section 5 below).
- **The Activity Log** — the "who did that?" record.

Where a card used to be, the General tab now carries **one line naming where it went** rather than nothing. Nothing was reset and nothing changed meaning; these settings are still the Service Dashboard's own and are still written through its draft, so **Push live still applies them** — only the page you edit them on has changed. Service times, Smart insights, Mode, Demo controls, Training mode, Alerts & Notifications and everything else on this page stayed put. **If you have a note anywhere that says "Admin → General → Trusted machines" or "Admin → General → Software update", it is now wrong** — and so is the server's own start-up log, which still prints the old location for the recovery machine.

! Demo mode now stops device probing entirely. Demo means demo. Until this release the simulator ran on top of a prober that was still working: on a machine that had never been on the device network, every configured address was being pinged three times a minute, indefinitely, and the diagnosis engine was running against the results. In demo mode **nothing is probed now** — no ping, no SNMP read of any switch, no auto-diagnosis — and the Status page carries a banner above everything else saying exactly that: **“DEMO MODE — device state is simulated”**, with the sentence that every dot, latency figure and drop count below it is made up. **The “All systems online” chip no longer turns green in demo**; it reads **“Simulated — nothing measured”**, because a green board over a network nobody checked is worse than the waste this removes. The banner redraws when you flip the switch, so you do not need to reload.

- **Switching Demo → Live clears every down-timer.** Those timers count in wall-clock time, so without this the first Live tick would inherit however long you spent in demo and declare every device “down 40 minutes” at once — an alert storm about equipment that was never checked. Timers, the “already alerted” flags, the repeat-drop and slow-device one-shots and the stale neighbour snapshot are all reset, so Live starts measuring from the moment you switch. **Expect the board to be blank-ish for the first cycle**, then fill in; that is correct.
- **A fresh install boots in demo.** If you are looking at a healthy-looking board and cannot work out why nothing ever alerts, check the banner first — then Mode.

i Changed in Beta 19. Three cards left this tab for **Screens & Displays** (below): parent paging, stage-display notifications, and stage-display one-tap messages — the last two merged into one card there. Nothing was reset, and no setting changed meaning; if you have a note anywhere that puts a stage or paging setting under Admin → General, it is now wrong.

› Screens & Displays

Everything that drives a screen nobody stands in front of. Renamed from **Signage & Board** in Beta 19 and grown from three cards to five: **Screen check-in** · **Signage rotation** ([/signage](#)) · **Board photo source** ([/board](#)) · **Stage display — messages & notifications** · **Paging — parent codes & room counts**.

Stage display — messages & notifications is the two old General cards merged into one, under two sub-headings. **One-tap messages** is the short list of messages sent every week; each becomes a button on the Stage Display Message widget, in the order you set here. **Auto-clear** is **Auto-clear after (seconds)** — 120 (2 minutes) by default; set 0 to leave a message up until someone clears it by hand. A message pushed to the stage always renders on top of every stage panel, so no layout can bury it. The clock starts when the message goes up and restarts if you change the wording, so re-sending the same text can't pin it there forever. Clearing happens on the server, so every stage TV and the ProPresenter message all drop together. The sweeper runs every five seconds, so the real clear lands up to five seconds after the number you set — measured 33.0 s against a 30 s setting.

Signage rotation gained two page kinds in Beta 19. **Stage Display** embeds the real [/stage](#) screen, scaled to fit, with no Edit-layout button and no stage message on it. **Dashboard page (link)** embeds one of the dashboard's own pages — pick it from the dropdown and it is shown TV-style automatically, with no left rail and no top bar — or any internal address you type, such as the Production Atlas on port 4600 or anything on [10.5.70.x](#). The header label you set appears above the page. A target that doesn't answer shows its address and a plain “tell TA Staff” card within about six seconds rather than a black rectangle. [/admin](#) , [/stage](#) and [/signage](#) are deliberately absent from the picker.

- i **Signage screens are now controlled individually, and there are no camera pages.** Give each TV a name in its own address (`/signage?screen=lobby`); that name is what the on-screen corner control and the four Stream Deck buttons act on, and a screen opened at plain `/signage` is the one called `default` . A held screen stays held through a refresh or a power cut, because the hold is stored in the config rather than in the browser. A camera page was asked for and deliberately **not** built — the cameras themselves aren't installed yet, so nothing was added, not even a placeholder.

› Roles & Positions

The list of dashboards. Add a role (it appears in everyone's Position chip in the top bar immediately with a starter layout), recolor its accent, or delete it. The widgets on each role's dashboard are edited on the dashboard itself via the  button in the top bar.

Standby warnings (new in Beta 19) — per position: *off*, *high-risk cues only* (the default after upgrading), or *all cues*. This decides whether that position is warned that a cue of theirs is coming. The lead time for the "your item starts in ~N min" half is one number for everyone, on the Alerts & Notifications tab. A **Standby** widget is added automatically at the top of the four cue-owning dashboards — Audio, Video, Lighting and Stage; the other positions own no cues, so a tile there could only ever read "nothing coming up". A layout you have already arranged is left alone.

› Run of Service

The checklist templates per position. Edit items here; changes take effect at the next reset (Monday, or the Reset all now button). The last-reset timestamp is shown at the top.

› Service Plan

The demo-mode plan only. In live mode the plan comes straight from Planning Center, so you'll rarely touch this after setup.

› PP ↔ PCO Links

Each row links a ProPresenter presentation name to a Planning Center item title. When the operator fires a linked presentation, the dashboard advances PCO LIVE to that item (stepping through any skipped items) and records actual timing. Unlinked items fall back to fuzzy title matching. Keep names reasonably aligned and this Just Works.

› Mic Assignments

The source of truth for the Mics page, the Wireless widget, battery alerts, and dLive fader labels. Drag-and-drop: pack pool on the left, this week's Planning Center team (with photos) in the middle; anyone with gear assigned stays visible even when they're not on this week's team ("not on team" chip). **Packs show the name physically programmed on the receiver** (the Wireless Workbench channel name) whenever the receiver is reachable — the config label is just the fallback. Click any pack to edit its assignment, label, unit, channel, and dLive fader.

↓ **Print assignment sheet — moved here in Beta 20.** The button that used to sit in the `/mics` page header is now on this tab, beside the roster you have just built, and **it is no longer on the Mics page at all**. It downloads a one-page US Letter PDF; the column count follows the roster (≤ 5 people $\rightarrow$ 1 column, 6–10 $\rightarrow$ 2, 11+ $\rightarrow$ 3) and it is always exactly one page. Two things to know: it renders **what is live**, not the draft on this tab, so **Push live first**; and the pack names on it come from the receivers, so a pack whose receiver isn't answering — or whose channel has no Channel Name programmed in Wireless Workbench — prints its configuration label instead (see Integrations below). The sheet is also still a plain, PIN-free download at `/api/mics/pdf` if somebody wants a bookmark at the rack.

› Devices

Everything the server pings: name, IP, type, room. The  **button** on each row opens the device's full record — **switch/port it's plugged into, cable label, MAC address, notes**, SNMP community, the SNMP checkbox (reported name + uptime on the Status page), the **Port map** checkbox (marks the device as a switch → clicking it on Status shows every port with link, PoE, and the connected device), and Pause (keep it listed without pinging — for racked-but-unpatched gear). Also here: the vendor status pages list (any Statuspage-powered URL).

› Files

Four drag-and-drop slots, one file each (PDF/JPEG/PNG; logo also takes SVG): Church Logo (top corner of every page), Stage Plot (widget + embedded on the Mics page), Message Notes, and Cue Sheet (their widgets). The **×** clears a slot. Uploads replace whatever is there and go live instantly.

! ⚠ Fixed in Beta 39 — an uploaded logo used to disappear on the next Push live. If any Admin browser was holding a settings draft that had been loaded *before* the upload, the next **Push live** wrote that older draft over the live settings and took the logo pointer with it. The image itself was never deleted — it sat on the host the whole time — but every page went back to no logo, so it read as an upload that had never worked. **It cannot happen again:** the file slots are now carried into the draft before every publish. **The fix is forward-only, though.** It stops a pointer being lost from now on; it cannot bring back one already lost. If your logo has vanished at some point, open `/api/files/logo` on the host — an image means it is fine and you are looking at a cached page; a "not found" means re-upload it here once, and it will stay.

! Correction — there is no "Show Files" tab. This guide described one for a long time: a versioned vault for console show files, lon cue stacks and ProPresenter bundles. It was removed from the Admin page in **v1.1.0 Beta 3** and has not existed since; the idea is queued rather than shipped. If you have been looking for it, that is why you could not find it. Weekly documents — stage plot, message notes, cue sheet, logo — are on the **Files** tab above, which is a different thing and does exist.

i Two tabs this guide does not yet describe. **Layout Presets** and **Pre-Service Readiness** are both on the Admin page and neither has a section here. That is a gap in this document, not a gap in the dashboard — said plainly rather than left for you to wonder about. Open them and they explain themselves; a written section will follow.

! One thing about Pre-Service Readiness that cannot wait for that section: in 1.1.0 Beta 45 the board started reporting failing connectors as failed. Until this release a readiness row was marked **PASS** unless the connector *crashed*. Eight of the shipped connectors report failure by returning an error rather than crashing — for **Smaart** and the **ProPresenter stage** connector that is the only failure they ever produce — so those rows could not go red. The **AJA HELO** row could not fail at any time: it threw its own errors away and printed "Connected" even with no IP configured. The board now reads the verdict the connector returned, and it is the *same* predicate as the **Test connection** button on the Integrations tab below, so the board and the connector card can no longer disagree about one connector. **Expect rows that were always green to go amber or red on the first honest run — that is the fix.** Work them as connector failures: the row carries the connector's own error text and the address it could not reach. A row the engine cannot get a verdict out of is now **amber and says so** rather than counted as a pass. A failing **critical** row makes the verdict **NO-GO**; readiness remains advisory and blocks nothing.

› Integrations

CONNECTOR

WHAT TO CONFIGURE

Planning Center	Personal Access Token + Service Type ID. Plan, LIVE control, team, photos — and the service clock (Drive service). Plan picker, Sync plan now, and scheduled pulls (Mon 7:00am · Wed 4:30pm · Sun 6:00am by default).
BoxCast	API client ID/secret + channel ID. "Drive service" is the fallback service clock when PCO isn't driving.
ProPresenter (x3)	JSON list of instances in GFX order (GFX 1 — Side Screens first; it drives PCO links, stage messages, and parent paging). Set the Message name used for stage texts (default "Stage").
Smaart	Rig IP/port; feeds SPL meter, alerts, and reports. The Test button gives a definitive verdict from your exact Smaart build (needs v8.4+/SPL/v9 with API access enabled).
Shure wireless	One entry per receiver with unit name + channel count. Any mix of Axient/ULXD/QLX-D/PSM racks. Enabled and pointed at the four ULXD4Q receivers (10.5.70.22–.25). Receiver channel names flow through everywhere automatically — which means a generic name on screen or on the printed sheet is a hardware answer, not a dashboard one : either that channel has no Channel Name programmed in WWB, or the receiver isn't answering at all. Battery, RF and the name come from the same poll, so the Mics page tells you which (see Maintenance).
Allen & Heath dLive (x2)	FOH + Monitors IPs. Requires Protocol V2.0+. "Auto-label faders" syncs channel names from Mic Assignments on every Push live. Test does a real channel-name round-trip.
ETC Ion	Console IP (OSC over TCP). Read-only active + pending cue.
HELO / HyperDeck x2 / Ross / OBS / Dante	IPs (plus obs-websocket password; Dante expected-device list). Feed the Broadcast Gear + HELO Log widgets and missing-Dante alerts.
YouTube / Facebook / Church Online	Stream stats; YouTube can also read live chat; ChOP takes public + host chat embed URLs for the read-only chat widget.
Spotify	Client ID/Secret from a free app at developer.spotify.com. Register the Redirect URI exactly as shown under the fields — Spotify now requires a loopback literal, <code>http://127.0.0.1:4400/api/spotify/callback</code> (a LAN IP or "localhost" is rejected). Do the one-time Connect from <code>http://127.0.0.1:4400/admin</code> on the server itself (or via <code>ssh -L 4400:localhost:4400 <host></code>); the button warns if you try it from a non-loopback address.
Assistant	Optional Anthropic API key. Powers the "Ask" row in the top-bar search (⌘K). Without a key it still answers common questions from live data.
UPS & Power / Encoder / NDI / Custom API tiles	SNMP UPS units, encoder stats URL + field paths, NDI bridge URL, and any JSON URL + dot-path as a live tile.

Every card has **Test connection** — use it after any change, before Sunday.

- i **Switches are not an integration.** The **Network Switches (SNMP)** connector was removed in v1.1.0 Beta 18. A switch is an ordinary device: add it in **Admin** → **Devices**, tick **SNMP** and **Port map** on its record, and fill the **Switch / port** field on the devices plugged into it. Clicking it on the Status page then gives a live port map — link state, port name and alias, per-port PoE, and what's connected — and because it's pinged like everything else, a switch going down already raises one alert with the auto-diagnosis attached. **Port map** is ticked on 7 devices today, though no port map has been opened against a real switch from a build machine — open one on Status and confirm a port table comes back. The one thing that went with the connector is chassis PoE budget in watts, which nothing reads today.

› Email Digest

SMTP settings (host, port, credentials, from/to) for the automatic Monday morning digest — length, variance, SPL, streaming, attendance, incidents, and clip markers for every service last week, with the SPL + SLA leadership PDFs attached (toggle). Buttons: send a test email, preview the digest in the browser, or send this week's digest immediately. Clip-marker email: on any day a service produced clip markers, the editing team gets them (with CSVs) at the time you choose. Gmail requires an App Password.

› Training mode (General tab)

Pick any archived report and a speed (1–8×), press Start replay, and every screen in the building relives that service — plan advancing, SPL, viewers, and the incidents firing at their original moments — with a gold TRAINING REPLAY badge. Perfect for onboarding volunteers on a Tuesday night. Stop returns to normal instantly.

› Stream Deck / Companion buttons (Alerts & Notifications tab)

The control API gives physical buttons to the booth: log an incident, mark a sermon clip, advance to the next item, send/clear stage messages, acknowledge alerts, log attendance, flag repairs — plus a JSON status feed for button feedbacks. In Bitfocus Companion use the generic HTTP Request action with the URLs listed in the tab (each includes the control key — change the key to revoke old buttons).

New in Beta 19: four signage buttons — `signage-next`, `signage-prev`, `signage-toggle`, `signage-page`. Point each at the screen it should drive with `&screen=` (omit it and you drive the screen called `default`); `&page=` counts from 1. Next, previous and jump all hold that screen on the page they send it to — `signage-toggle` (or `&mode=scroll`) sets it rotating again. The status feed also gained `signageScreens` (per screen: mode, page, kind) and, with `&role=<position>`, that position's standby state as `standbyOn` / `standbyText` / `standbyShort` / `standbySlidesOut` / `standbySecondsOut`. Full URLs are in the **Notifications & Buttons** guide.

› Activity Log — now on the AV Central Settings page

- ! **Moved in Beta 40.** On a combined install the Activity Log is no longer a tab on this page. Open **AV Central** → **Settings** and it is there, unchanged — same records, same filters, same server, same rules. Only the viewer moved; the log itself is still written by the Service Dashboard and still lives with the dashboard's own data. Everything described below is still exactly true of it.

New in Beta 38, and the one thing here that is a record rather than a setting. It answers "who did that?" — the question the dashboard could not answer at all until that release. It could always tell you a config had been pushed live; it could not tell you who pushed it, only that somebody with enough authority had.

Around **fifty-five** actions are recorded. The ones you will look for: pushing settings live and what sections changed, saving or discarding a draft, adding or removing a position, applying a layout preset, turning access control on or off, approving or

revoking a trusted computer, minting or revoking a QR sticker, creating a guest cue-sheet link, restarting the server, applying an update, switching between Demo and Live, downloading the platform backup or the settings file, importing settings over the live configuration, downloading the whole device log, sending a test email or webhook, copying one week's cue sheet onto another, and deleting an incident, a clip marker, a headcount, a maintenance item or a saved cue.

Filter by **person**, by **action**, by **date range**, and by free text across all three. The person and action lists are built from what is actually in the log, so they can never offer you a filter that matches nothing.

It names who it can, and says so when it cannot

There are three honest answers and the log gives whichever is true:

- **A person**, by name, when somebody was signed in to AV Central. This is the normal case and the reason the tab is worth having.
- **A machine**, by its name, when an approved computer acted with nobody signed in — the Booth Mac at Admin level is exactly this case, and it is where a lot of the most consequential work happens. It records the room, because a machine is a place rather than a person.
- **"Unattributed caller"**, in those words, when it genuinely cannot tell. It never invents a name and never leaves the column blank.

A Stream Deck button is recorded as the **control key** it is, named for the booth panel, because there is no person behind a shared button on a wall and pretending otherwise would be a fiction. Where somebody's authority came from the room they were standing in, the record says both — the person's name *and* the machine — so neither half is a lie.

What it deliberately does not record

Firing a cue, moving the cue-sheet cursor, sending a stage message, acknowledging an alert, driving a signage screen, paging a parent code, and saving a dashboard layout while you drag it are all **absent on purpose**. Somebody will ask where their cue went, so here is the reason: the cursor alone writes about once every two and a half seconds per open tab per position, which across four booth screens and a two-hour service is roughly **eleven and a half thousand records**. Every publish and every revoked machine would be buried under a wall of nothing, and a log you cannot read is a log that is not there. Cue work has its own record anyway — the as-run history on the cue sheet itself.

Filing an incident, marking a clip and adding a maintenance note are also not here, for a different reason: each of those already produces a dated, visible record of its own, so the thing *is* the trail. **Amending or deleting one afterwards** leaves nothing behind, and that is exactly what this log is for — so those are recorded.

! Admin-only to read, including when access control is switched off. This is a record about people, not about equipment: it names every operator and every consequential act by name, and reading it is broader than any single action in it. An Editor watching which admin restarted the server on a Sunday is not a use of this anybody asked for. It is also **append-only** — nothing rotates it, nothing trims it, and there is no button here that deletes a line. A refused action is **not** recorded; the log says what happened, never what somebody tried.

› Alerts & Notifications

Thresholds: low battery %, SPL limit + sustain, **device down-window** (how long a device must be down before the one critical alert — with auto-diagnosis — fires; recovery auto-acknowledges it), stream drop, encoder bitrate floor, UPS runtime, **Standby warning lead time (seconds)** — how far ahead of an item the "your item starts in ~N min" warning appears, default 120, one number for every position (new in Beta 19) — and PoE budget, that last one kept for a future

item and read by nothing today (see Integrations above). Also the incident quick-log button list and webhook notifications: paste a Slack/Discord/Teams incoming-webhook URL, choose which events post, and send a test.

4 Automations reference

AUTOMATION	TRIGGER	WHAT HAPPENS
Run of Service reset	Monday 3:00am	All positions' checkboxes uncheck; all notes clear
Service reports	PCO LIVE starts / ends	Report starts recording / archives itself; LIVE pill follows. Weekday pokes and false starts are skipped (Service reports settings).
PCO auto-advance	Linked presentation fired in ProPresenter	PCO LIVE advances; actual item timing recorded
PCO plan sync	Mon 7:00am · Wed 4:30pm · Sun 6:00am	Upcoming plan pulled; alert with the number of item changes
Stage message relay	Send to stage	Message overlays every /stage panel AND fires the ProPresenter "Stage" message. Auto-clears after the Stage display timeout (default 2 min)
Smart device alerts	Device down past the window (default 60s)	Gateway/peer probes run; ONE critical alert with the likely cause; device flagged; webhook fired. Back online → alert auto-acknowledged.
dLive fader labels	Push live	Channel names written to both consoles from Mic Assignments
PCO photos	Every Planning Center poll	Profile photos attach to mic assignments by name
Webhook notifications	Configured events	JSON post to your Slack/Discord/Teams channel
Weekly email digest	Monday morning (set the hour)	Branded summary of last week's services emailed to the team, leadership PDFs attached
Wireless health sampling	Every minute while live	Battery + RF history kept across weeks; fast-draining transmitters flagged on the Mics page
Show-file archive	Monday 3:00am	Config snapshot + auto-fetch sources saved to the vault
Parent page expiry	Configured window (default 10 min)	Paged codes clear from the side screens automatically
Server auto-restart	Any app file changes, or a crash	Under <code>npm start</code> the watcher reboots the server in seconds — this is also how software updates apply themselves

5 Software updates

! ⚠️ Moved in Beta 39 and finished in Beta 40 — there is now **ONE** update button and **ONE** restart button, and both are on the **AV Central Settings** page. Open **AV Central** → **Settings**. There used to be a pair on each side, which on a combined install meant two buttons that restarted the same single process and two update cards that installed into the same single tree. The dashboard's old pair have been retired: if something still calls them they answer with a sentence naming where the control went, rather than a bare "not found", because a volunteer who has used that button before needs telling. **Update the whole platform from one card** — AV Central and the Service Dashboard are one application here and go up and down together.

Updating is one drag-and-drop:

- 1 Drop the new release zip (`calvary-techarts-dashboard-vX.zip`) onto the update card.
- 2 The server validates it (it must be a real dashboard release — anything else is rejected), shows you "installs vX over vY," and asks to confirm.
- 3 On confirm it snapshots your settings, installs the new files over itself, removes files the new version no longer ships, and restarts. Every screen reconnects on its own; the page reloads itself when the new version is up.

Settings always survive. Configuration, reports, uploads, and history live in `server/data/`, which an update never touches — plus a pre-update settings snapshot lands in `server/data/updates/`, restorable any time from **Settings safety**, which is on the AV Central Settings page beside the update card, → Restore from backup. The version chip at the top of Admin confirms what's actually running.

! Auto-restart requires the server to be running under `npm start` (or a service pointed at `server/watch.js`). If it was started bare (`node server/index.js`), the update installs but the server stops and must be started by hand — the confirmation message tells you which case you're in.

6 Maintenance

Back up one folder: `server/data/` on the host — it holds config, drafts, uploaded files, service reports, and the device log. Weekly copy to Drive or a NAS is plenty. Delete the folder to factory-reset.

The platform backup, and one thing to know about old copies. Admin also offers a single downloadable file covering the whole platform. It now includes every service's cue sheet, the saved templates and the whole cue library, the cue usage counts, the service event log, the incident history, the QR sticker codes and the parent-paging history, alongside the settings, the accounts, the shared libraries and the archived reports. **Before Beta 38 it held the two settings files and nothing else** — no cues, no templates, no library, no event log, no incidents. If your only backup predates this release, take a fresh one and treat the old one as settings-only. Only the account that owns the whole system can download it, signed in as a person, because it contains every credential the install holds; keep the file like the password list it is.

TASK	HOW
Restart the app	AV Central → Settings → Restart server (moved there in Beta 39; the dashboard's own copy was removed in Beta 40). On a combined install this restarts the whole platform — AV Central and the Service Dashboard are one process and both stop for a few seconds, so never during a service. Or it restarts itself — launchd/systemd/Task Scheduler keep-alive plus the built-in watcher.
Update the app	AV Central → Settings → Software update → drop the release zip (section 5). One card for the whole platform since Beta 40.
Which version is running?	The chip next to the Admin title (also in the boot log line). On a beta build a small BETA badge in the top bar carries the exact beta version in its tooltip.
Change the port	Set the PORT environment variable in the host's service definition.
Read outage history	Status page → Device diagnostics log (or <code>server/data/device-logs.jsonl</code>). It keeps 60 days , swept hourly. For anything older, take the Admin-only full download and file it with your backups.
Who changed that?	AV Central → Settings → Activity Log (it was Admin → Activity Log until Beta 40). Filter by person, action or date. It names a person where there was one, the machine where a trusted computer acted with nobody signed in, and says "unattributed" rather than guessing.
A QR sticker is on gear that has gone	Open <code>/stickers</code> and revoke that sticker. Stickers never expire, so an unrevoked one on scrapped gear still works.
Someone is asking for the Admin PIN	There isn't one any more, and there has not been since the merge. Admin is a signed-in AV Central administrator or an Admin-level approved machine. (The parent-paging PIN is a different thing entirely and still exists — Admin → Screens & Displays → Paging.) If nobody can reach Admin at all, use an Admin enrolment link from your password manager, or the Recovery machine link printed into the start-up log — note that the log still names its old home, "Admin → General → Trusted machines", and since Beta 40 that card is on the AV Central Settings page . The last resort is editing <code>access.trustedMachines</code> in <code>server/data/config.json</code> by hand.
Widget shows "not connected"	Admin → Integrations → Test connection. Most failures are a changed IP — check Status page first.

Auto-advance missed an item	Check PP ↔ PCO Links — the presentation name probably drifted from the linked name.
Digest didn't arrive Monday	Admin → Email Digest → Send test. Most failures are the SMTP password (Gmail wants an App Password) or a blocked port 465/587.
Stream Deck button does nothing	The control key in the URL must match Admin → controlKey, and the host must be reachable from the Companion machine.
Packs show "Mic 1" / "Wireless 2" instead of real names (on screen or on the printed sheet)	Battery, RF and the channel name all come from the same Shure poll, so look at the Mics page and branch. Batteries and RF showing → the receivers are answering; those channels simply have no Channel Name programmed. Set them in Wireless Workbench and they flow through on the next poll. Battery and RF blank too → the receivers aren't reachable on 10.5.70.22–.25 port 2202 (network path, firewall, or network control off on the receiver). Fix that first; the names follow. The Wireless widget names any receiver that failed to connect.
Print button missing from the Mics page	It moved to Admin → Mic Assignments in Beta 20 and is not on <code>/mics</code> any more. <code>/api/mics/pdf</code> still works as a direct download.
Fader labels didn't sync	dLive connector must be enabled and reachable; check the dLive channel column in Mic Assignments isn't blank.

Admin quick reference

PUBLISH

Draft → Push live

TEST A CONNECTOR

Integrations → Test

WEEKLY FILES

Admin → Files

UPDATE

General → drop the zip

CHECKLIST RESET

Mondays · auto

BACKUP

server/data/

This document references dashboard version 1.1.0 Beta 52. What changed in each production release lives in the separate **Version History** document — beta releases included.