

Administration

Administration

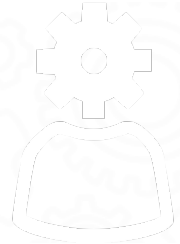
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Unknown macro: 'rate'

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Admin can be accessed by appending **/admin** to the end of your Alexandria URL. We recommend bookmarking that link if you use Admin.

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This page has been moved to <https://support.goalexandria.com/administration/>

Administration settings are high-level preferences intended for network administrators, IT support departments, or operators with administrator-level permissions; in other words, they're advanced settings used to configure your main Data Station once and then be forgotten.

While every operator with the proper security permissions can access the Administration module, it contains settings that most operators won't be able to configure without help. An operator's access to these settings is governed by Alexandria's security preferences. Your library's administrator can manage these settings in **Admin**.

For information about your data station settings, go to [Administration Settings](#).

Alexandria Controller is set up a bit differently than our other catalog and library types. If your library is set up as a Controller, refer to [Controller Administration](#) for more information.

Maintenance

- [Archive Your Data](#)
- [Back Up Your Data](#)
- [Beginning-of-Year Procedures](#)
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Frequently Asked Questions

All of your database information is stored in the Alexandria Support folder, located in your operating system's shared program data or application support directory. From there, open the Data folder, and then locate the subfolder that matches your database serial number. This is where you'll find the Alexandria database (ALX.db); various operation files (such as reports, exports, etc.) log files, version history, and more.

On Windows machines, the shared application folder is typically located here:

Local Disk (C:) > ProgramData (hidden folder) > Alexandria Support

Administration

On Macintosh machines, the application folder is typically located here:

Last Updated	File	Owner	Share	Category	Support	Area
	Application Support					