

# Manage page tools

- Dashboard sub-accounts
- The TV Schedule
- Appbox watch history backup, user invite backup

# Dashboard sub-accounts

It is possible to create sub accounts, sub accounts are accounts you can create for your friends or family that give them access to actions on the dashboard for your server.

**It is NOT a way to invite people to stream from your server!**

## Adding users to your server

### Share your server

In order to share your server, you need to head over to settings/user-management

This is where you can both add and edit your current managed users.

When adding a new user to your server, first select the wanted server to share. You also need to enter a valid email address for the user.

**Note!** *This email does not have to be associated with any Plex account*

Click "Add user" and you're all set.

The user will receive an email with this information:

- The username and password
  - The current set access rights
  - The link to the manage page
-

# Setting the user access

You may specify an array of permissions the users should have for the shared server.

The permissions you can select from are:

- Start server
  - Stop server
  - Force stop server
  - Restart server
  - Reset Plex config
  - Change CDN
  - Change Tautulli (Appbox +)
  - Manage plugins
  - View server information
  - Deploy Emergency Server
  - Claim the server
  - Reset server claim
  - Update Plex (Emergency Server) - A feature only available for dedicated/emergency servers
- 

## Static user access

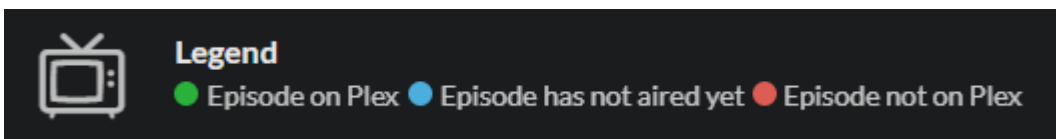
All the users you share with will **always** have access to these features:

- Request Lounge
- TV-Schedule
- Support

# The TV Schedule

All customers have access to the TV schedule, the TV Schedule shows the status of previous, and upcoming TV episodes that we are monitoring.

The TV schedule indicates status in a simple color format

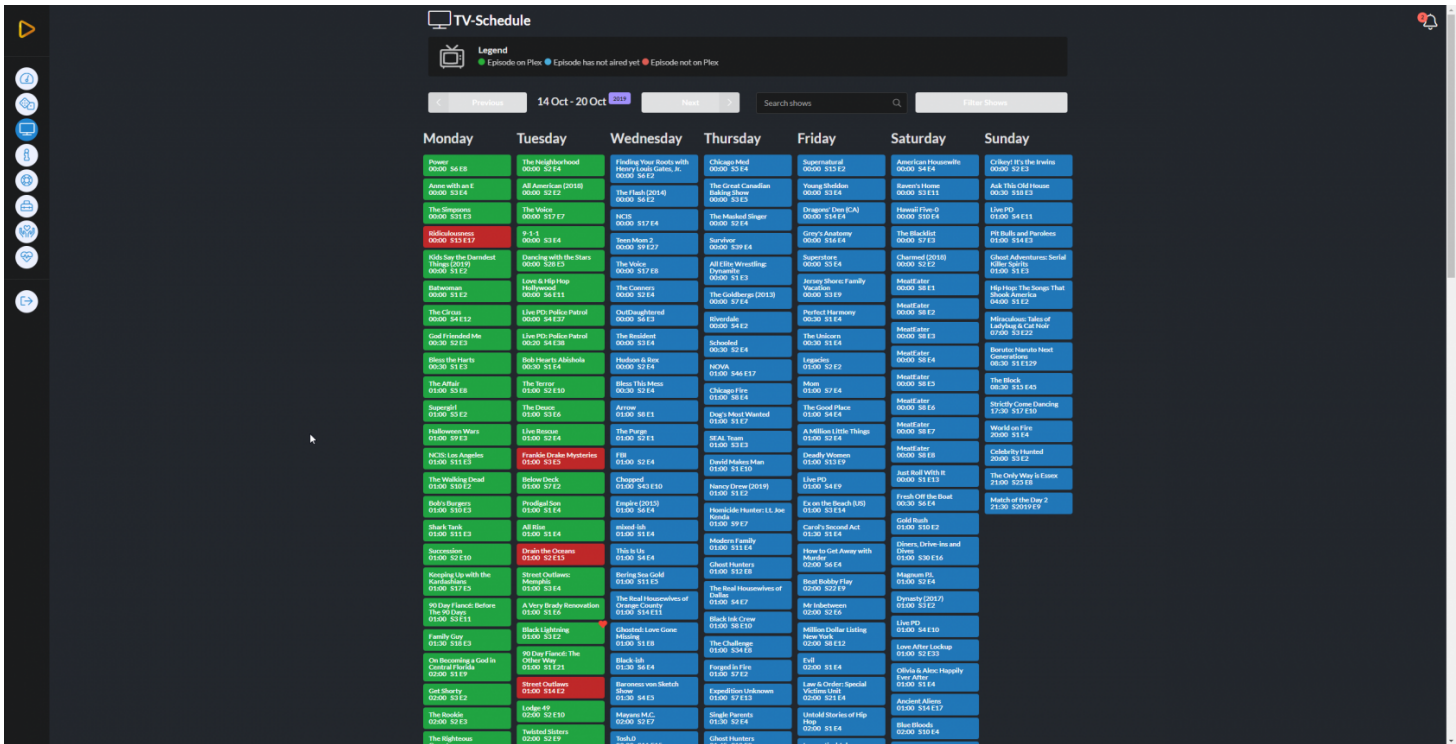


In the calendar, **Green** indicates that the episode is available - **Blue** indicates that the episode have not yet aired, and thus should not be available on your appbox - **Red** Indicates that the episode has aired, but is not yet available.

If an episode is marked as **Red**, a few reasons could be at fault

1. It is not possible to find any download links, and so it was not downloaded
2. It was possible to find download links, but not in a resolution we want

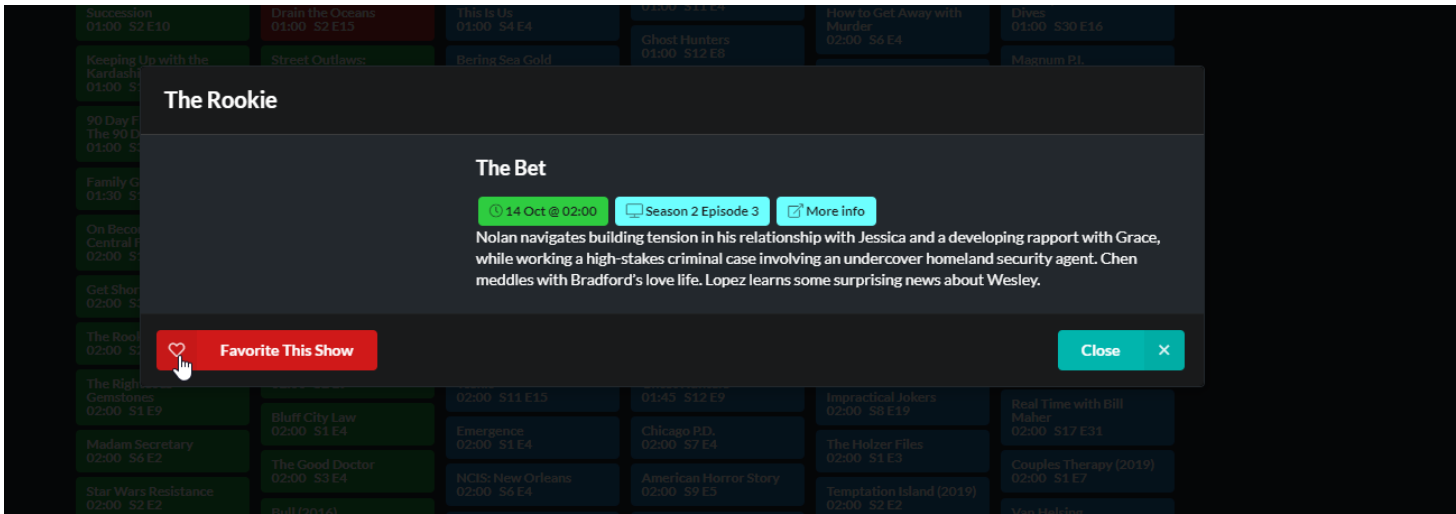
The full calender is illustrated below



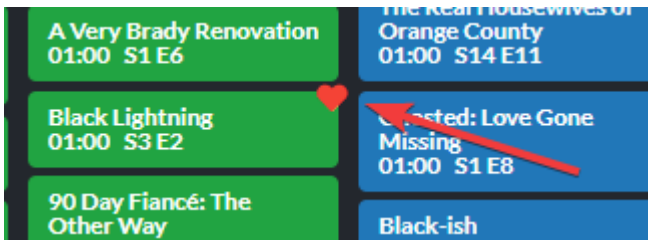
# Get notified by email, when an episode is available!

An important feature of our TV schedule, is the notification system - It is possible to "like" shows on the calendar, and get notified via email when new episodes of your "liked" shows are added, allowing you to easily know when you should initiate a server scan to catch the episode!

1. Click the show you want to monitor, then click the "Favorite this show" button



2. Your favorite shows are shown in the general calender view, illustrated by a tiny heart




Thats it! You will never miss an episode again!

# Appbox watch history backup, user invite backup

The dashboard provides the ability to manually, or daily back up the watch history of an appbox.

## Manual watch history backup

Navigate to your appbox on your dashboard, and click the "Manage Plex Backups" button, to create a backup

**Plex server has not yet been claimed**

Plex.tv Username

Plex.tv Password

**Issues claiming new server?**

Dear Customer,


If you have Plex 2FA enabled, please **Disable** before attempting to claim

If your appbox says "Plex service not responding" and its a newly deployed appbox, wait a few minutes and then run "Rebuild"

**New 4k customer?**


If you are a new 4k appbox customer, make sure to read the below article on how to add and access 4k movies and shows


[Article here!](#)





Claim Plex Server


Server Controls


Start


Restart

Shutdown


Remount Gdrive


Unclaim Plex Server


Reset Plex config

Restart node

Features


Enable CDN


What is CDN?


Install Tautulli

Cannot enable CDN right now

You need to claim your server before enabling CDN.

Manage Plex Backups

Install Tautulli to manage backups

Download Plex Logs

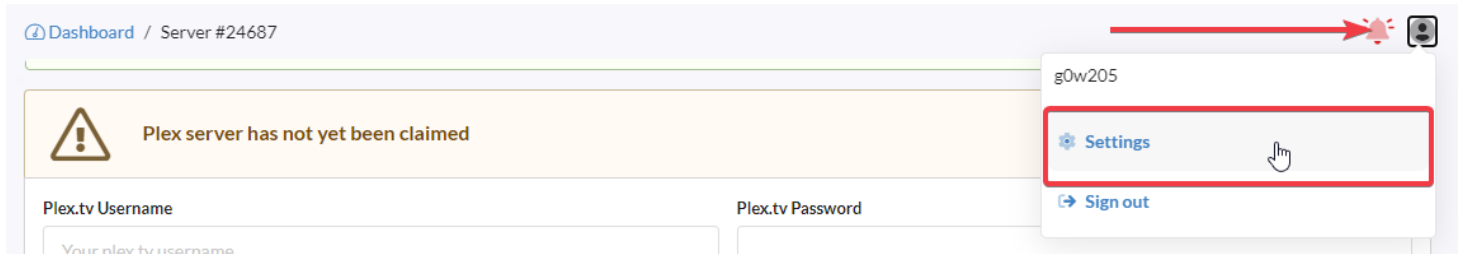
Troubleshoot

## Automated Plex Watch History Backup

You can also configure to take a backup daily, of your appbox completely automated.



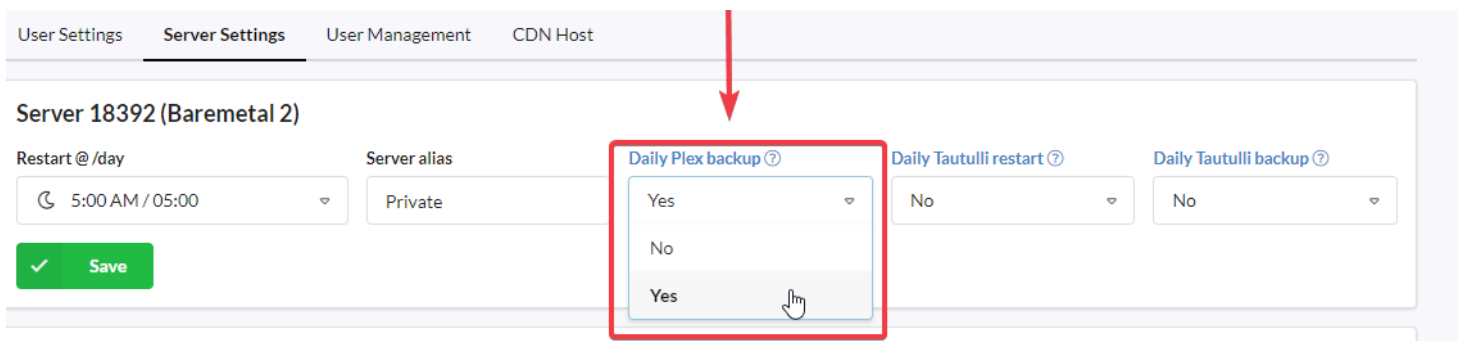
1. Navigate to your user settings, in the top right corner



2. Click settings

3. Click Server settings

4. Enable Daily backups



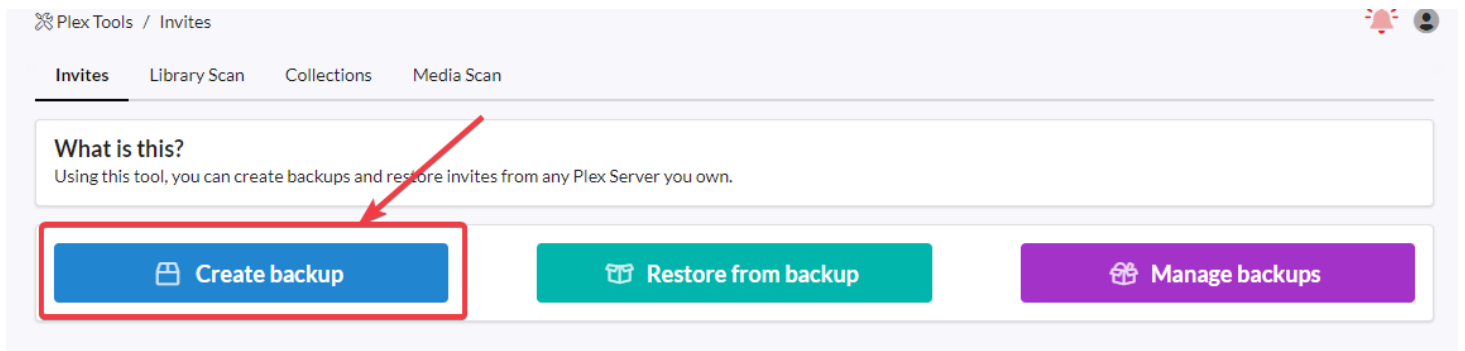
### Please note:

In some circumstances, restoring a back up may only restore partial watch history, or no watch history at all.

## Back up invited users, from an appbox

1. Navigate to "Plex Tools" -> "Invites" in the side menu

2. Click "Create Back up"



3. Login to your plex account and follow the dialogue to create a snapshot of invited users.

4. When ready, click "restore from backup" to re-invite the backed up users, to any other appbox you may have