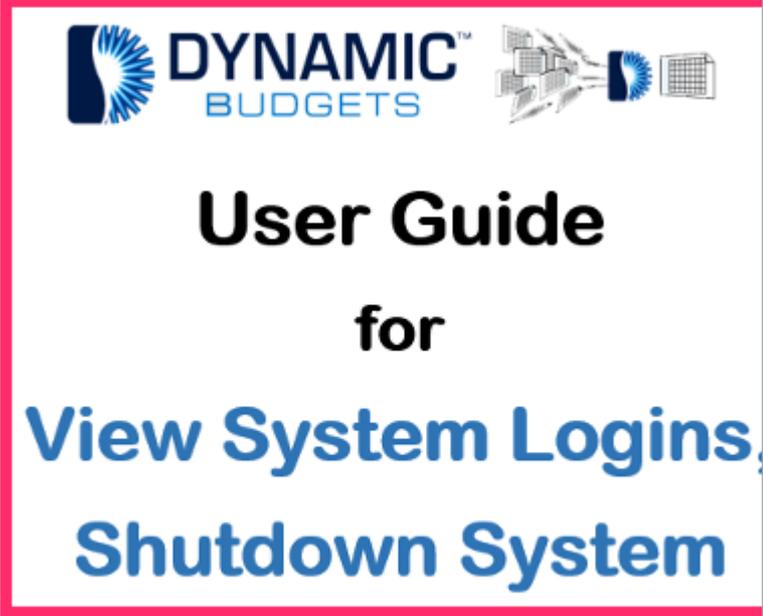
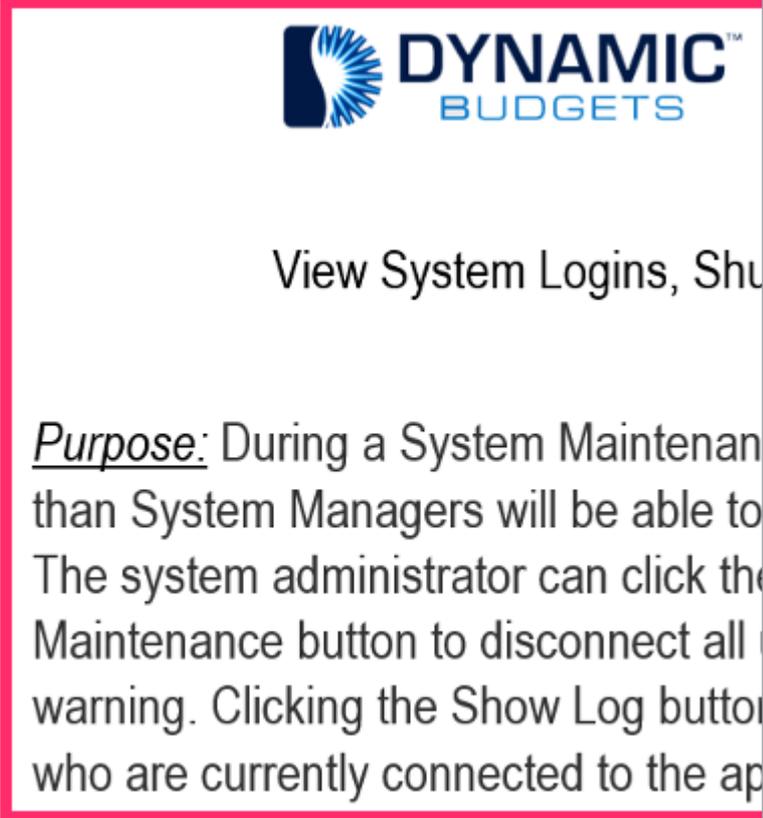
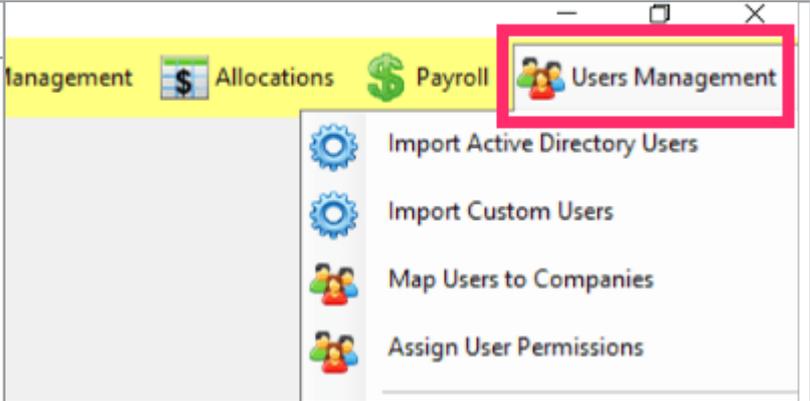
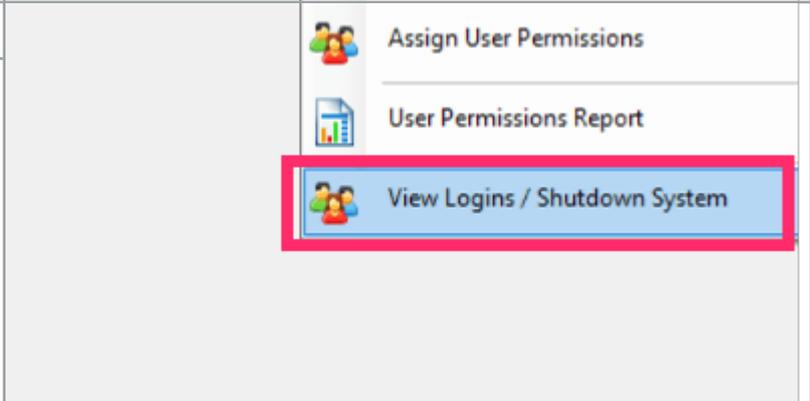
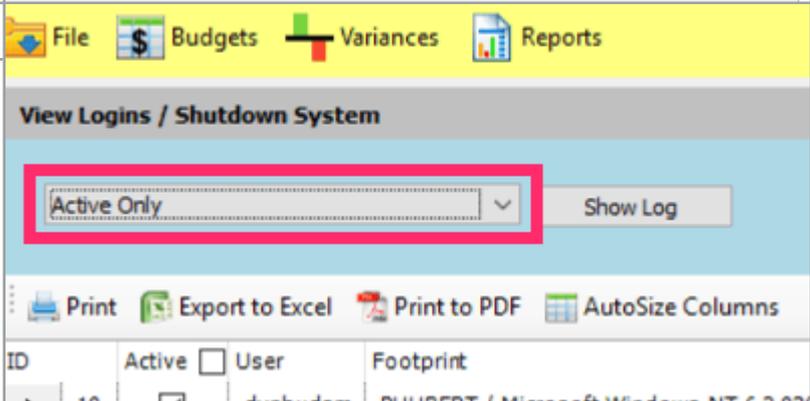
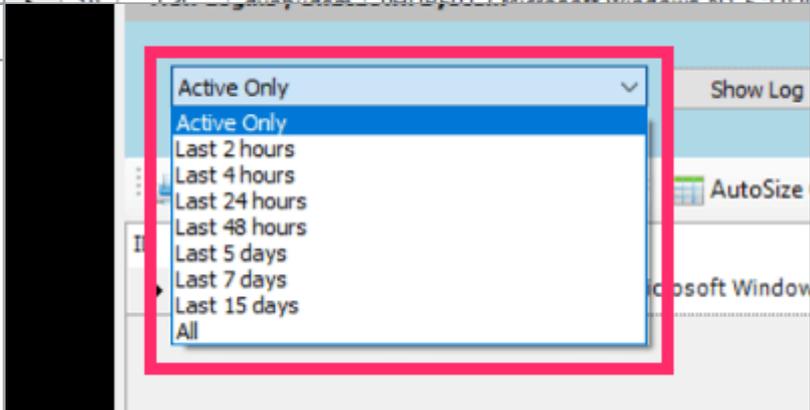
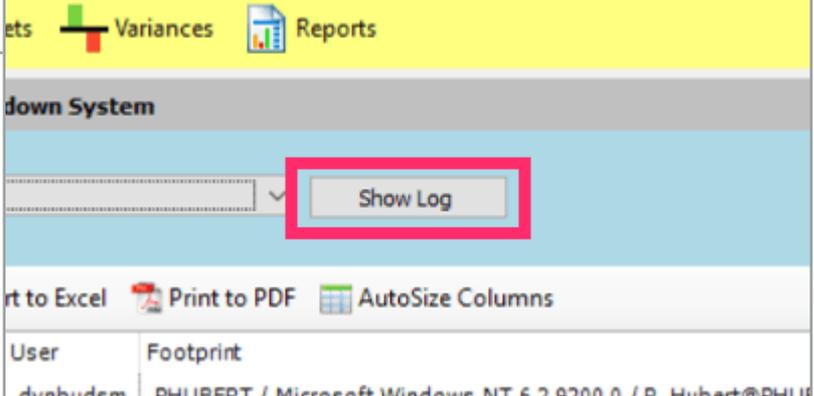
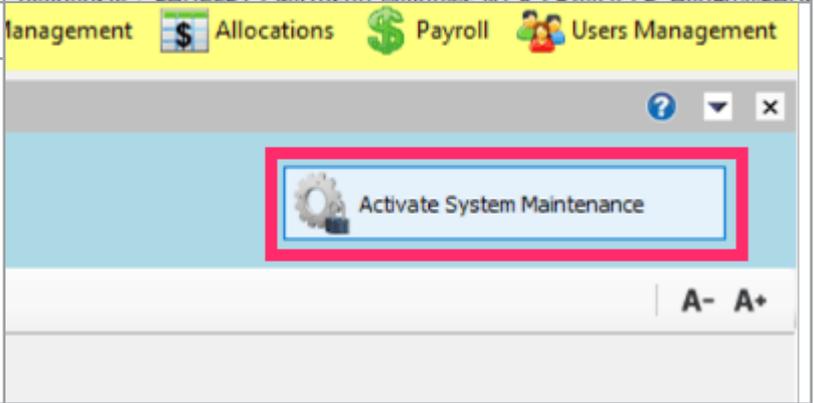
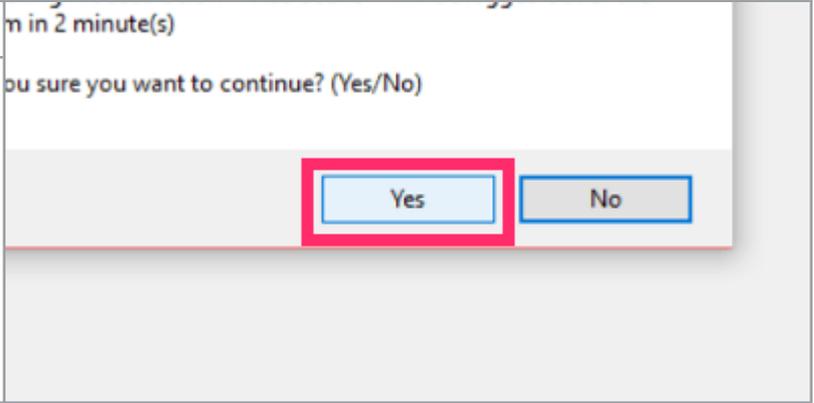
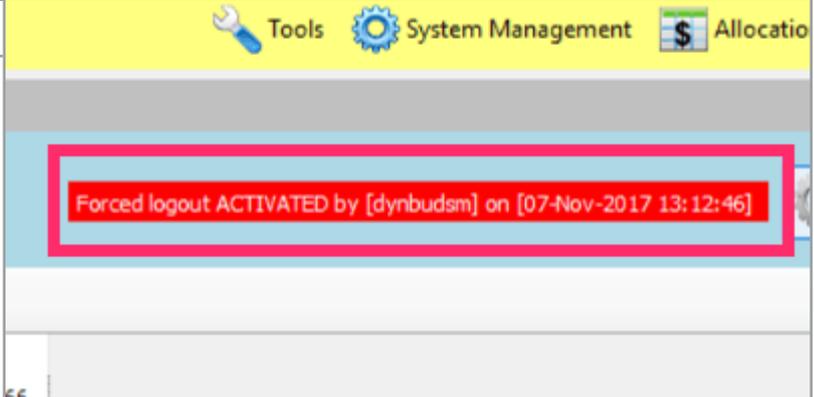
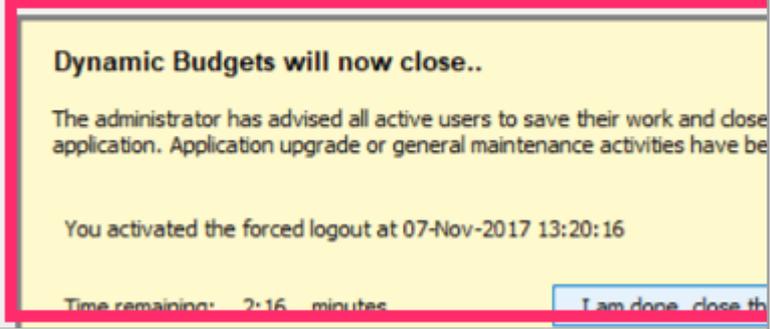
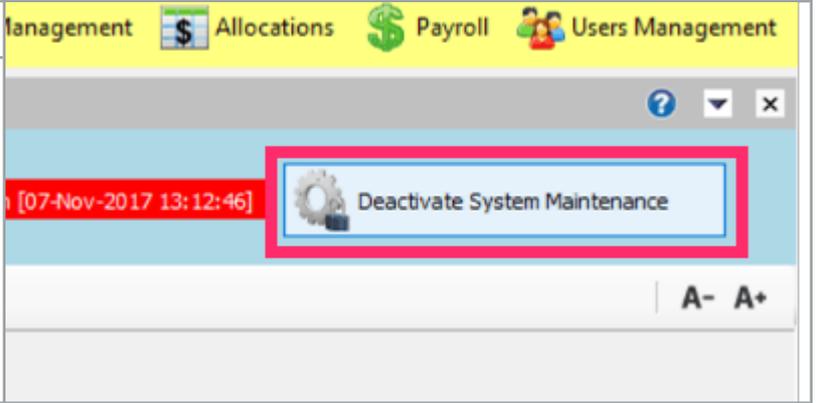
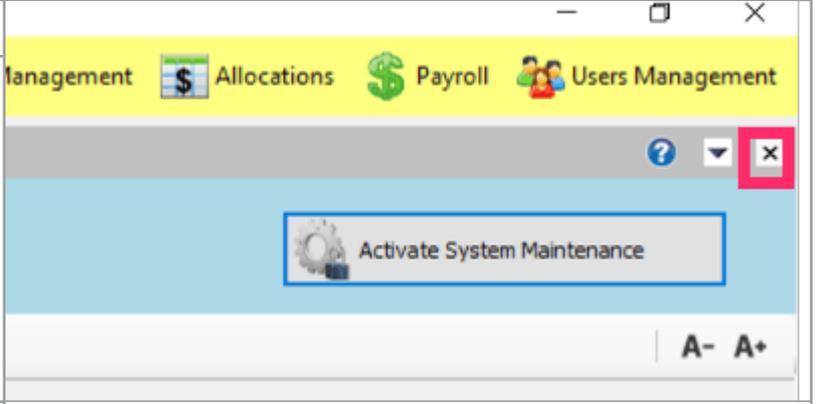


<p> Dynamic Budgets User Guide for View System Logins, Shutdown System</p>	<p>1</p> 
<p> View System Logins, Shutdown System: Module Purpose</p> <p>During System Maintenance, System Managers are the only users allowed in the system. The System Admin can disconnect all users, with a 3-min warning, that are currently connected to the application.</p>	<p>2</p> 

<p> Click on Users Management.</p>	<p>3</p>  <p>The screenshot shows the top navigation bar with 'Users Management' highlighted. A dropdown menu is open, listing several options. The 'Users Management' menu item in the top bar is highlighted with a red box.</p>
<p> Click on View Logins/Shutdown System.</p>	<p>4</p>  <p>The screenshot shows the 'View Logins / Shutdown System' option highlighted in the dropdown menu with a red box.</p>
<p> Select Active Only from the dropdown menu.</p>	<p>5</p>  <p>The screenshot shows the 'View Logins / Shutdown System' page. A dropdown menu is open, and 'Active Only' is selected and highlighted with a red box.</p>
<p> Note: The dropdown menu allows you select a view for the last 2 hours, last 15 days, or All.</p>	<p>6</p>  <p>The screenshot shows the dropdown menu expanded, listing various time-based filters. The entire dropdown menu is highlighted with a red box.</p>

<p>7 Click Show log.</p>	
<p>8 If a System Maintenance needs to be performed, click on Activate System Maintenance.</p>	
<p>9 Click Yes to confirm ALL USERS will be logged out.</p>	
<p>10 Note: You will see a Forced logout ACTIVATED message.</p>	

 <p>Note: Users will see a pop-up instructing them that Dynamic Budgets will be closed within three minutes.</p>	11	
 <p>Click Deactivate System Maintenance when the system maintenance is completed, or to cancel the forced logout.</p> <p>Note: You must deactivate System Maintenance; otherwise, the forced logout message will continue to pop-up for application users.</p>	12	
 <p>Now Click on the X to close.</p>	13	
 <p>That's It. You're Done.</p>	14	