



Dynamic Budgets User Guide for View System Logins, Shutdown System



User Guide **for** **View System Logins,** **Shutdown System**



View System Logins, Shutdown System: Module Purpose 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.

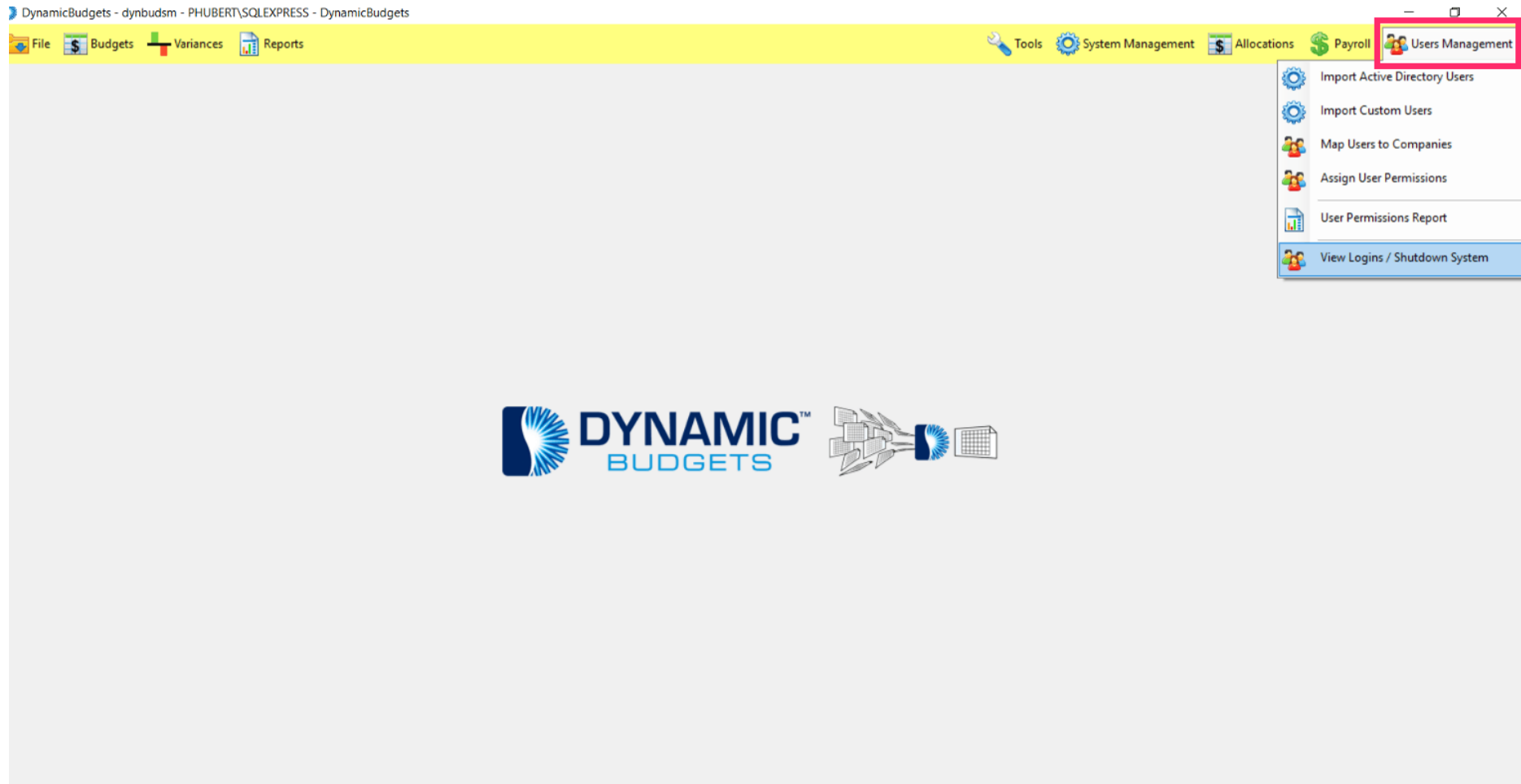


View System Logins, Shutdown System

Purpose: During a System Maintenance period, no users other than System Managers will be able to log into the applications. The system administrator can click the Activate System Maintenance button to disconnect all users with a three-minute warning. Clicking the Show Log button will display a list of users who are currently connected to the application.

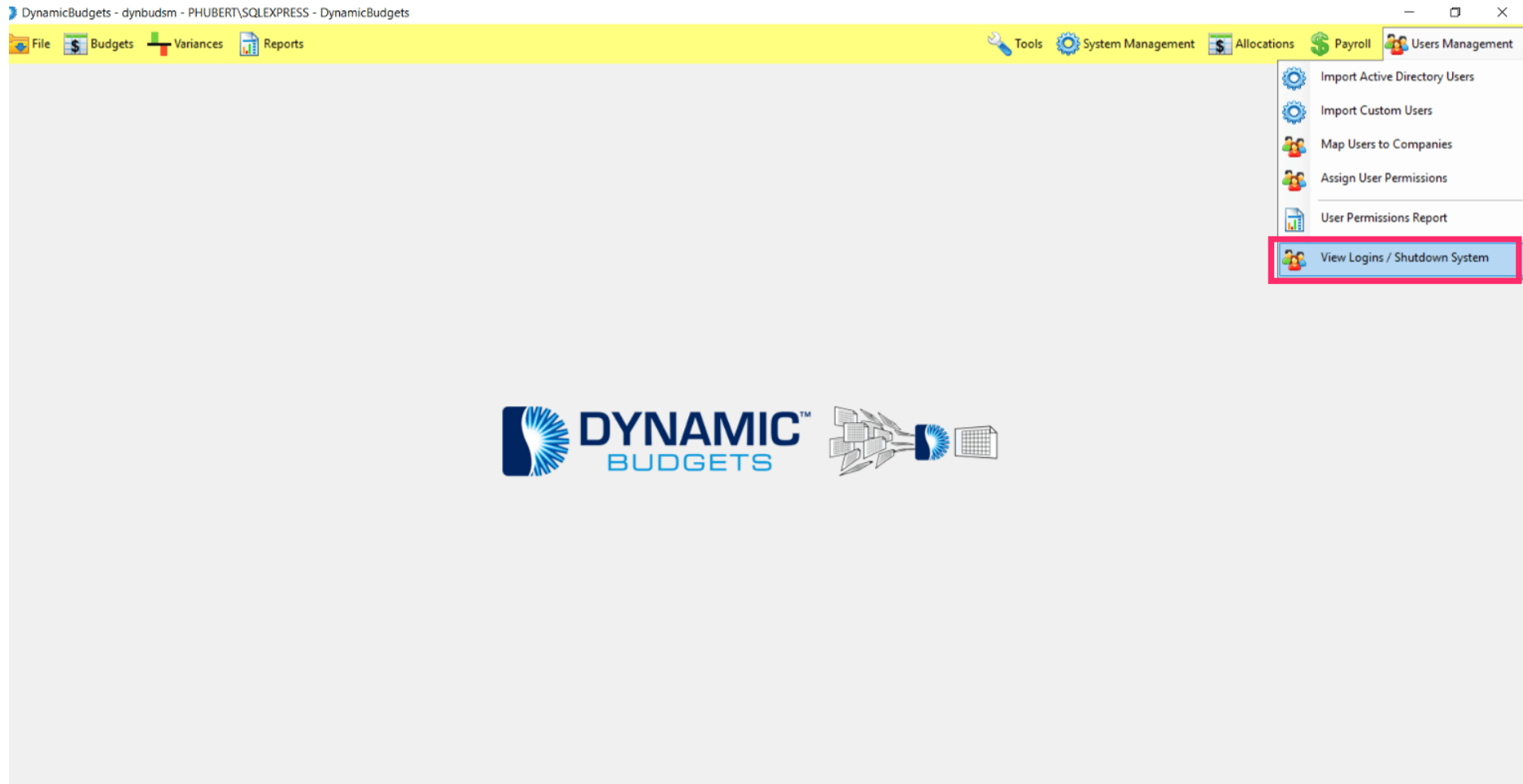


Click on **Users Management**.





Click on **View Logins/Shutdown System**.





Select **Active Only** from the dropdown menu.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

View Logins / Shutdown System

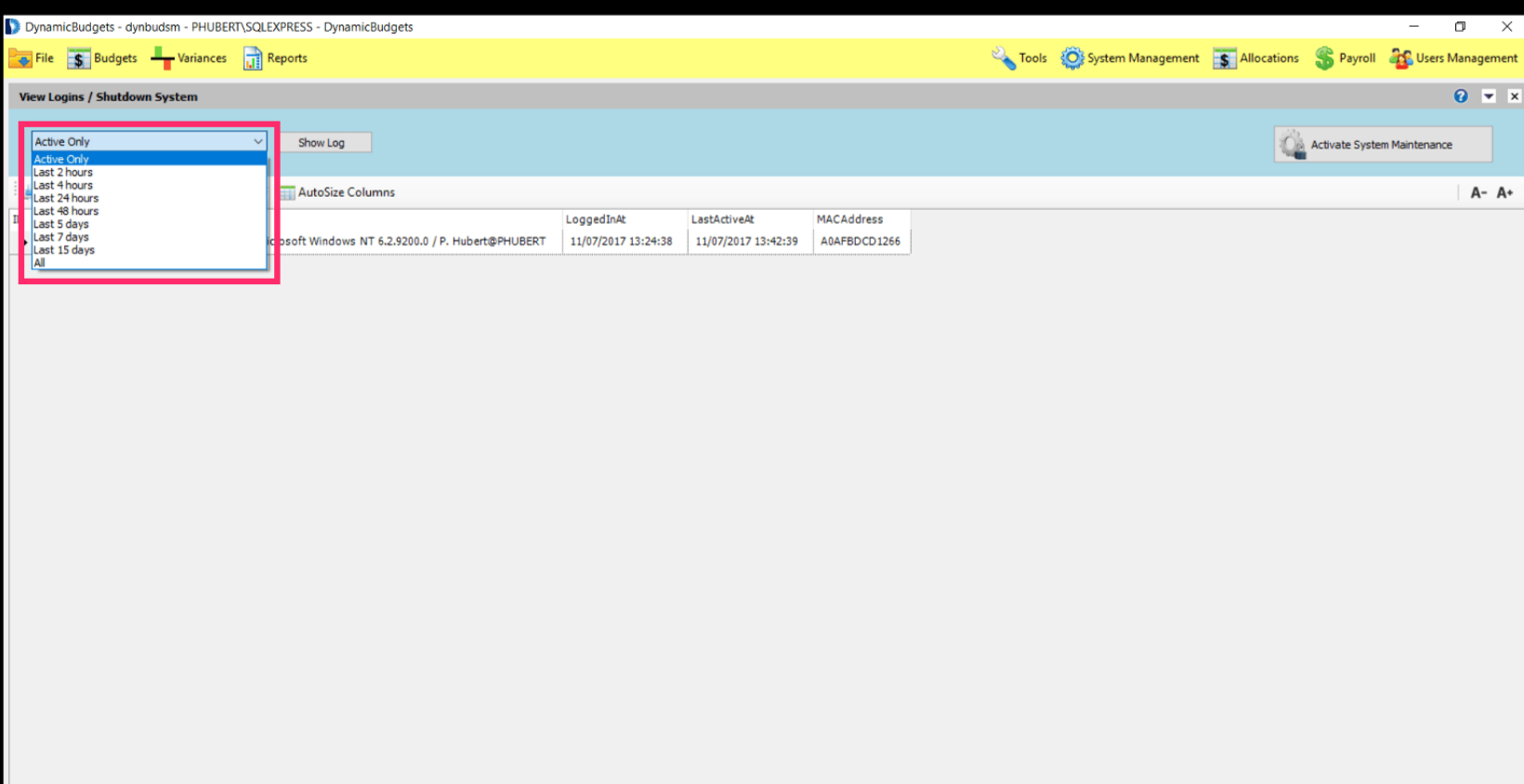
Active Only Show Log Activate System Maintenance

Print Export to Excel Print to PDF AutoSize Columns A- A+

ID	Active	User	Footprint	LoggedInAt	LastActiveAt	MACAddress
19	<input checked="" type="checkbox"/>	dynbudsm	PHUBERT / Microsoft Windows NT 6.2.9200.0 / P. Hubert@PHUBERT	11/07/2017 12:59:19	11/07/2017 13:11:21	A0AFBDCD1266



Note: The dropdown menu allows you select a view for the last 2 hours, last 15 days, or All.



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View Logins / Shutdown System

Active Only (dropdown menu)

Show Log

AutoSize Columns

Activate System Maintenance

	LoggedInAt	LastActiveAt	MACAddress
Microsoft Windows NT 6.2.9200.0 / P. Hubert@PHUBERT	11/07/2017 13:24:38	11/07/2017 13:42:39	A0AFBDCD1266



Click **Show log.**

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View Logins / Shutdown System

Active Only **Show Log** Activate System Maintenance

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ID	Active	User	Footprint	LoggedInAt	LastActiveAt	MACAddress
19	<input checked="" type="checkbox"/>	dynbudsm	PHUBERT / Microsoft Windows NT 6.2.9200.0 / P. Hubert@PHUBERT	11/07/2017 12:59:19	11/07/2017 13:11:21	A0AFBDCD1266



If a System Maintenance needs to be performed, click on **Activate System Maintenance**.

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View Logins / Shutdown System

Active Only Show Log **Activate System Maintenance**

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ID	Active	User	Footprint	LoggedInAt	LastActiveAt	MACAddress
19	<input checked="" type="checkbox"/>	dynbudsm	PHUBERT / Microsoft Windows NT 6.2.9200.0 / P. Hubert@PHUBERT	11/07/2017 12:59:19	11/07/2017 13:11:21	A0AFBDCD1266



Click **Yes** to confirm ALL USERS will be logged out.

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Confirm

By clicking Proceed below --ALL USERS-- will be logged out of the system in 2 minute(s)

Are you sure you want to continue? (Yes/No)

Yes No

 Note: You will see a Forced logout ACTIVATED message.

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View Logins / Shutdown System

Active Only Show Log

Forced logout ACTIVATED by [dynbudsm] on [07-Nov-2017 13:12:46] Deactivate System Maintenance

Print Export to Excel Print to PDF AutoSize Columns A- A+

ID	Active	User	Footprint	LoggedInAt	LastActiveAt	MACAddress
19	<input checked="" type="checkbox"/>	dynbudsm	PHUBERT / Microsoft Windows NT 6.2.9200.0 / P. Hubert@PHUBERT	11/07/2017 12:59:19	11/07/2017 13:11:21	A0AFBDCD1266



Note: Users will see a pop-up instructing them that Dynamic Budgets will be closed within three minutes.

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View Logins / Shutdown System

Active Only Show Log Forced logout ACTIVATED by [dynbudsm] on [07-Nov-2017 13:20:16] Deactivate System Maintenance

Print Export to Excel Print to PDF AutoSize Columns A- A+

ID	Active	User	Footprint	LoggedInAt	LastActiveAt	MACAddress
19	<input checked="" type="checkbox"/>	dynbudsm	PHUBERT / Microsoft Windows NT 6.2.9200.0 / P. Hubert@PHUBERT	11/07/2017 12:59:19	11/07/2017 13:19:21	A0AFBDCD1266

Dynamic Budgets will now close..

The administrator has advised all active users to save their work and close the Dynamic Budgets application. Application upgrade or general maintenance activities have been scheduled.

You activated the forced logout at 07-Nov-2017 13:20:16

Time remaining: 2:16 minutes [I am done, close the application now](#)



Click **Deactivate System Maintenance** when the system maintenance is completed, or to cancel the forced logout. Note: You must deactivate System Maintenance; otherwise, the forced logout message will continue to pop-up for application users.

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Now Click on the X to close.

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That's It. You're Done.



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