
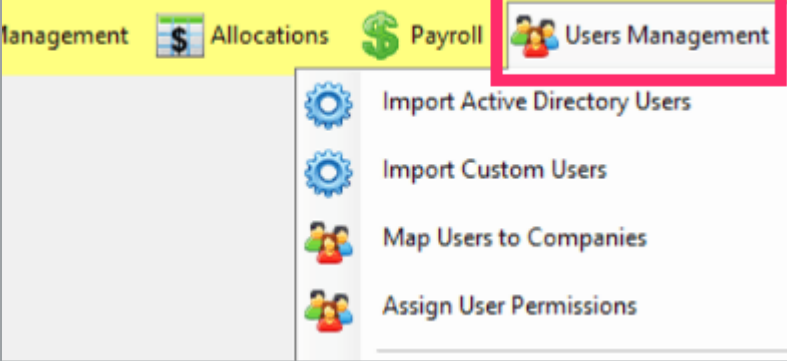


<div data-bbox="124 309 161 360"></div> <div data-bbox="202 304 603 398"><p>Dynamic Budgets User Guide for View System Logins, Shutdown System</p></div> <div data-bbox="655 277 699 322">1</div>	<div data-bbox="815 333 1468 439"></div> <div data-bbox="774 499 1513 902"><p>User Guide for View System Logins, Shutdown System</p></div>
<div data-bbox="119 1019 165 1064"></div> <div data-bbox="202 1010 563 1104"><p>View System Logins, Shutdown System: Module Purpose</p></div> <div data-bbox="202 1140 624 1364"><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></div> <div data-bbox="655 981 699 1025">2</div>	<div data-bbox="1031 1041 1493 1146"></div> <div data-bbox="1021 1263 1513 1319"><p>View System Logins, Shu</p></div> <div data-bbox="780 1435 1516 1821"><p><u>Purpose:</u> During a System Maintenance, only System Managers will be able to access the system. The system administrator can click the Maintenance button to disconnect all users with a 3-minute warning. Clicking the Show Log button will display a list of users who are currently connected to the application.</p></div>




Click on **Users Management**.

3



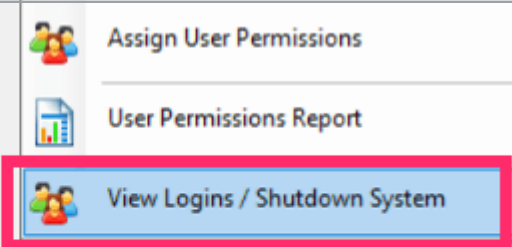
management Allocations Payroll **Users Management**

- Import Active Directory Users
- Import Custom Users
- Map Users to Companies
- Assign User Permissions



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


4



Assign User Permissions

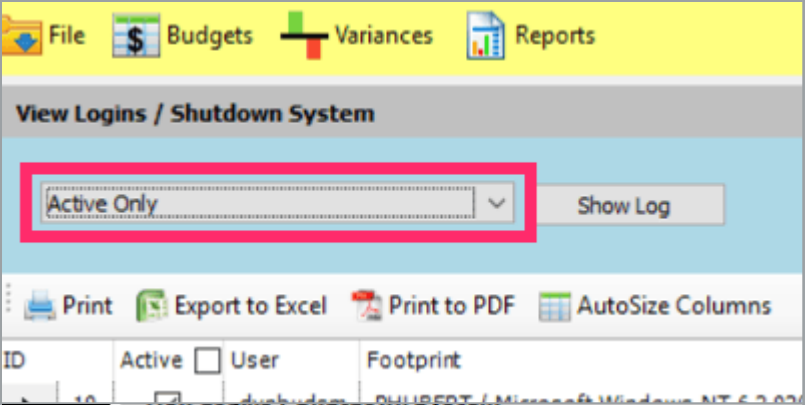
User Permissions Report

View Logins / Shutdown System



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

5




File Budgets Variances Reports

View Logins / Shutdown System

Active Only Show Log

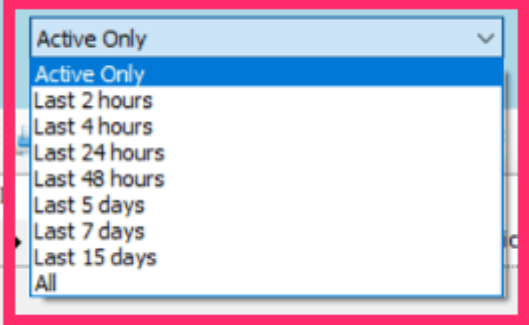
Print Export to Excel Print to PDF AutoSize Columns

ID	Active	User	Footprint
10	<input type="checkbox"/>	duhuden	PHUBERT / Microsoft Windows NT 6.2.00



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

6

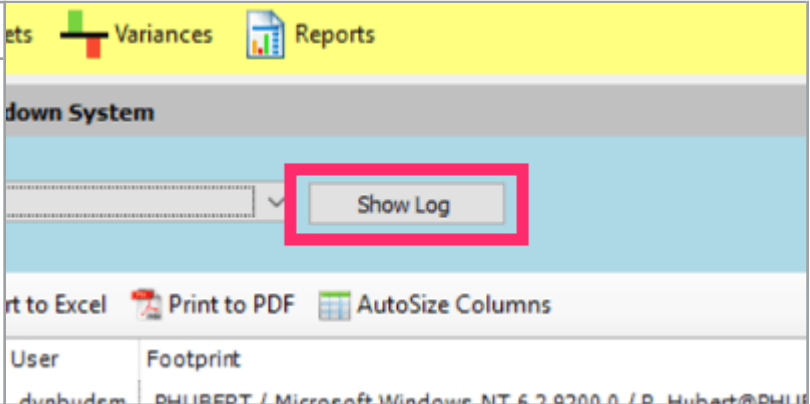
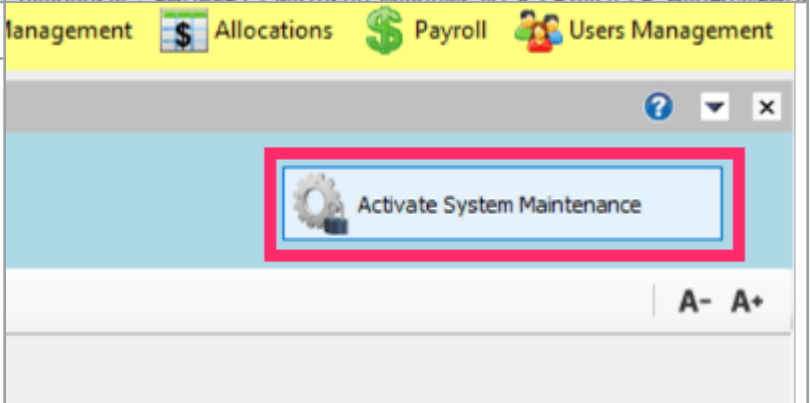
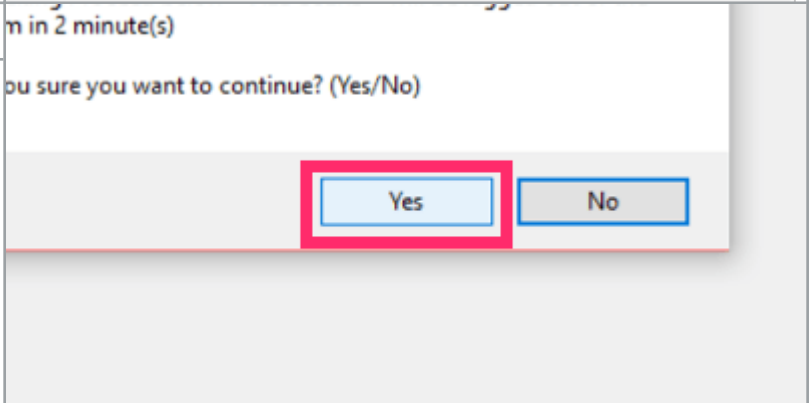
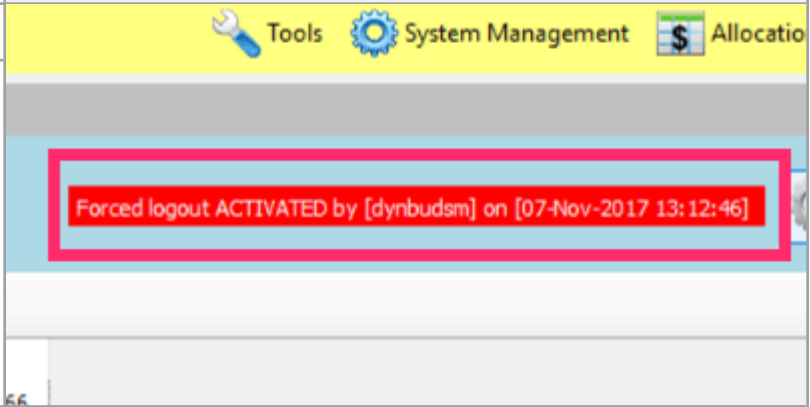



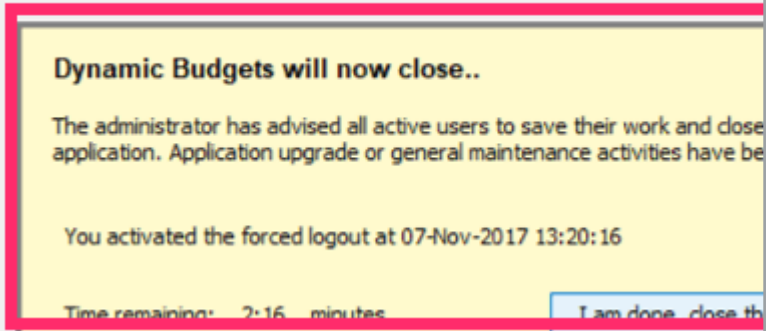

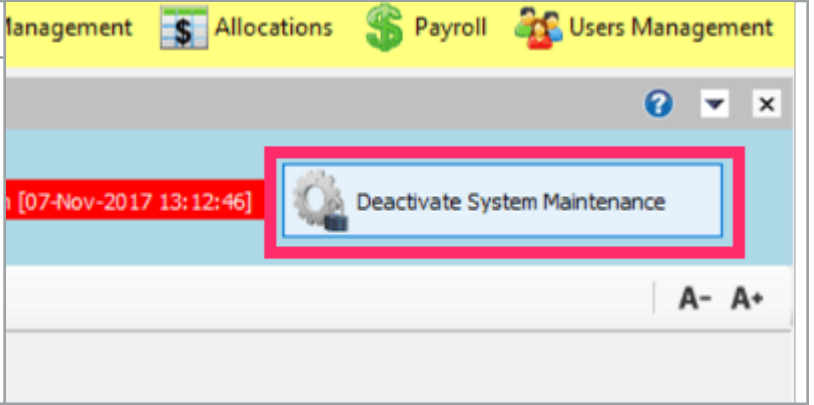

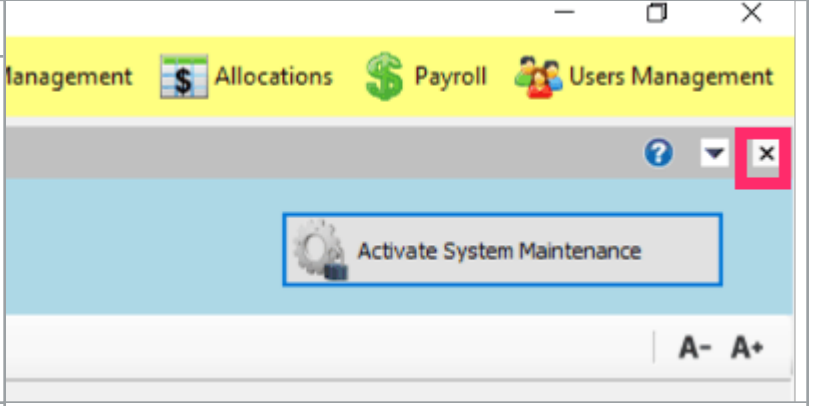

Active Only

- Active Only
- Last 2 hours
- Last 4 hours
- Last 24 hours
- Last 48 hours
- Last 5 days
- Last 7 days
- Last 15 days
- All

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2 of 4

<p>Click Show log.</p>	<p>7</p>  <p>The screenshot shows the 'Shutdown System' button highlighted with a red rectangle. The button is located in the top right corner of the application window, next to a dropdown menu. The application window has a yellow header bar with 'Reports' and 'Variances' tabs. Below the header bar, there is a table with columns 'User' and 'Footprint'. The 'User' column contains the name 'dynbudsm' and the 'Footprint' column contains 'PHUBERT / Microsoft Windows NT 6.2.9200.0 / P. Hubert@PHUBERT'.</p>
<p>If a System Maintenance needs to be performed, click on Activate System Maintenance.</p>	<p>8</p>  <p>The screenshot shows the 'Activate System Maintenance' button highlighted with a red rectangle. The button is located in the top right corner of the application window, next to a dropdown menu. The application window has a yellow header bar with 'Management', 'Allocations', 'Payroll', and 'Users Management' tabs. Below the header bar, there is a table with columns 'User' and 'Footprint'. The 'User' column contains the name 'dynbudsm' and the 'Footprint' column contains 'PHUBERT / Microsoft Windows NT 6.2.9200.0 / P. Hubert@PHUBERT'.</p>
<p>Click Yes to confirm ALL USERS will be logged out.</p>	<p>9</p>  <p>The screenshot shows a confirmation dialog box with the text 'You sure you want to continue? (Yes/No)'. The 'Yes' button is highlighted with a red rectangle. The dialog box also shows a timer '2 minute(s)' and a 'No' button.</p>
<p>Note: You will see a Forced logout ACTIVATED message.</p>	<p>10</p>  <p>The screenshot shows a message box with the text 'Forced logout ACTIVATED by [dynbudsm] on [07-Nov-2017 13:12:46]'. The message box is highlighted with a red rectangle. The application window has a yellow header bar with 'Tools', 'System Management', and 'Allocation' tabs. Below the header bar, there is a table with columns 'User' and 'Footprint'. The 'User' column contains the name 'dynbudsm' and the 'Footprint' column contains 'PHUBERT / Microsoft Windows NT 6.2.9200.0 / P. Hubert@PHUBERT'.</p>

 <p>Note: Users will see a pop-up instructing them that Dynamic Budgets will be closed within three minutes.</p>	<p>11</p> 
 <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>	<p>12</p> 
 <p>Now Click on the X to close.</p>	<p>13</p> 
 <p>That's It. You're Done.</p>	<p>14</p> 