kinsey™

Activity Monitor User Guide

Document containing setup and reporting instructions related to Activity Monitor

2015

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Introduction

The Activity Monitor application provides real time monitoring of user activity for the Lawson S3 applications. Activity Monitor utilizes our Listener application to collect information about the forms and records a user has accessed in Lawson. The activity is primarily limited to Ming.le, Portal, SmartOffice and MS Add-in transactions; however LID and Self-Service transactions can be captured with additional customization based on the client's requirements.

In addition Activity Monitor will allow you to schedule form restrictions for a selected group of users without the need to change security settings. This option is available for both LAUA and LS security.

Getting Started

Your system administrator will provide URL to access the Kinsey applications. Select the Activity Monitor tab to access the application. The graph displayed displays the volume of activity based on the specified time range.
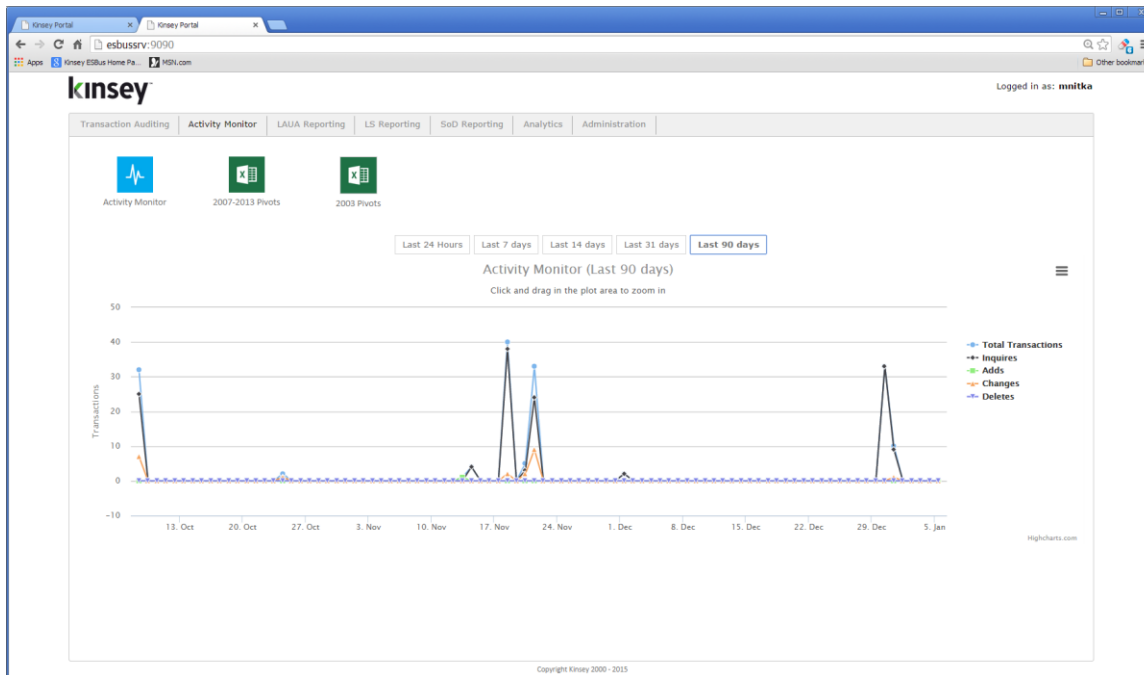

Logging in

If you have not previously logged into the application you will be required to enter your credentials. If you have problems logging in see your system administrator.

Graph Options

You can quickly view transaction volumn based on a preselected time period by selectinng one of the available periods buttons. To isolate a specific type of transaction you can turn on and off the transaciton graph by clicking on the legend description (i.e. Inquiries, Adds, etc.) You can also export or print the graph using the chart context menu option inthe top right corner of the graph.
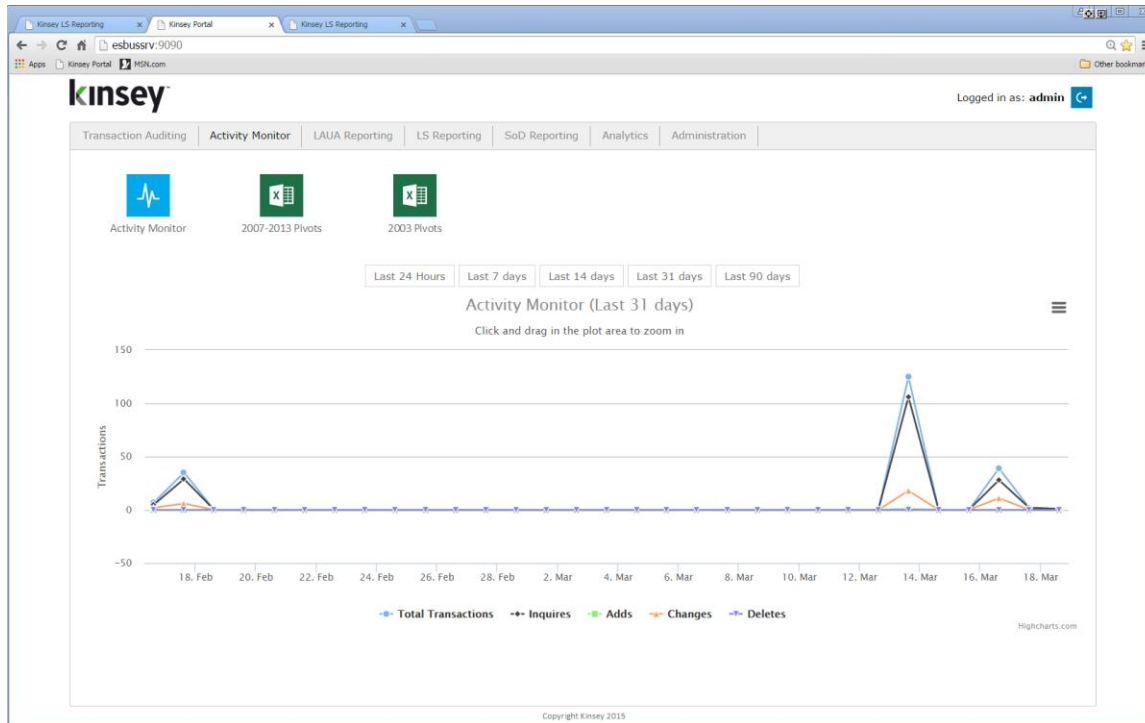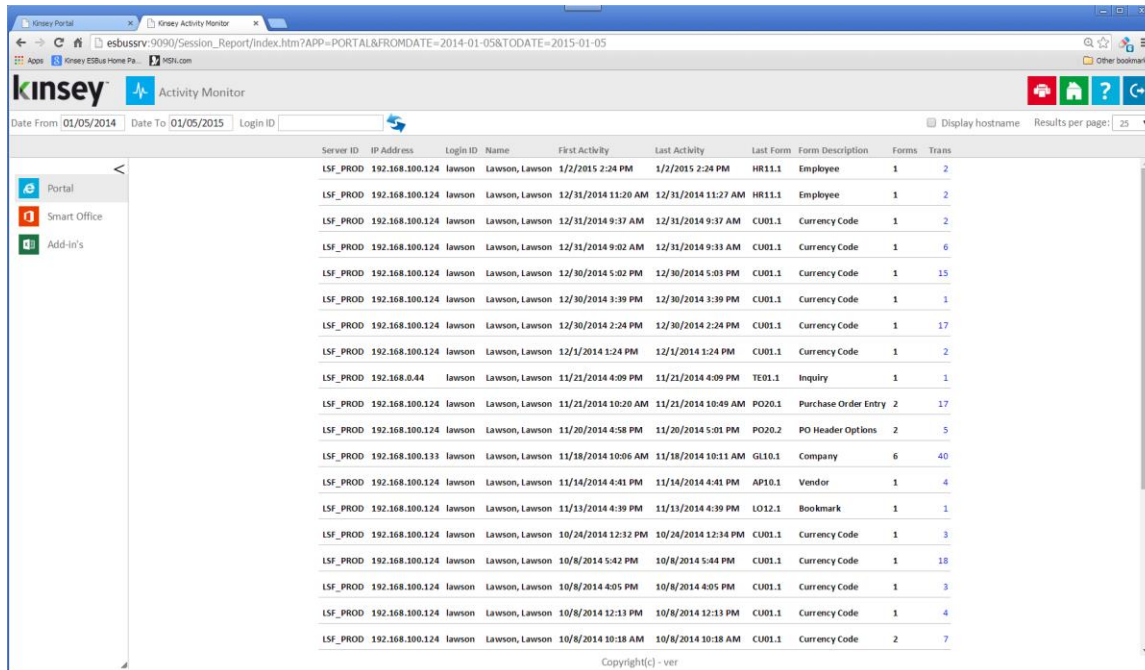

Viewing Activity

Start by selecting the Activity Monitor icon from the Activity Monitor dashboard.

In the left pane you are given options to display activity by transaction source. The default configuration includes transactions processe through Portal (Ming.le), MS Excel Add-ins and SmartOffice.

By default the most recent activity is displayed in decending order based on the current date. You can manually enter a display date using date selection fields.

Note: The information displayed is based on the first and last form (token) used in a particular session and not on when a user logged in or out of Lawson. A session is defined by the browser and not by the application. Lawson uses a session ID assigned by the browser to identifiy activity. This same ID is used until the browser session is closed and not necessarily when a user logs out of Lawson. So for example, a user could log in and out of Lawson multiple times without closing their browser and Lawson would use the same session ID. The application will see this as a single session.

This information displayed includes:

Server ID:	Lawson server
IP Address:	User workstation IP address
Login ID:	User login
Name:	Name associated with User login
First Activity:	The date and time of the first recorded session activity
Last Actibity:	The date and time of the last recorded session activity
Last Form:	The Last Form used by this user in this session
Form Description:	The Lawson description of this form
Form:	The number of forms accessed by this user in this session
Trans:	The number of transactions processed by this user in this session

Transaction Details

You can drill to the form and transaction level by clicking on the number under the Trans column. The summary level will display the different forms that have been used durring this session and the number of transactions processed.

LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	2/11/2015 2:06 PM	2/11/2015 2:07 PM	AC10.1	Activity	2	4

Product Line	Screen	Description	Count
LIVE	AC10.1	Activity	2
LIVE	AP10.1	Vendor	2

In the example above you can see that the vendor form was accessed 2 times and the Activity form 2 times. By clicking on the count number you can see the date, time, function code and keys to the records accessed.

LIVE		AP10.1		Vendor			2
Time	**FC Desc**	**Audit Reason**	**VLO-LOCATION-CODE**	**Vendor Group**	**Vendor**	**Details**	
2/11/2015 2:06pm	C - Change	57,61,		1	1	Details	0 s
2/11/2015 2:06pm	N - Next	61,		1	1	Details	0 s

The 'Details' link is available if you own Kinsey's Transaction Auditing application and the form is included in the audit definitions. When the 'Details' link is selected you can view the field level detail associated with the transaction including any changes.

Transaction Details

Date/Time:	2/11/2015 2:06pm	Source:	PORTAL
User Login:	lawson	Product Line:	LIVE
Function Code:	N - Next	Form:	AP10.1
IP Address:	192.168.100.124	Form Desc:	Vendor

VEN-VENDOR-STATUS_Out	Active
APPROVAL	Approval
APQ-DESCRIPTION	Vendors with No Process Group
ATTRIB-EXIST	Y
ATTRIB-WIN	Attributes
COMPANY-CODES	Company
CUSTOMER	Customer
CUSTOMER-EXIST	-
DIVERSITY-CODES	Diversity Codes
INR-DESCRIPTION	-
LOCATIONS	Locations
MERCH-XREF-WIN	Merchant Cross Reference
MULTIPLE-PAY-VENDORS	Mult Pay Ven
NEW-ADDRESS	New Address
P-CARDS-TAB	0

Toggle Non-changed Details

Microsoft Excel Pivot Tables

The Microsoft Excel pivot tables provide a summarized view of your data from a number of different perspectives. The pivot tables will be preconfigured for your environment when the application is installed. The dashboard links provided will always download the default spreadsheet. You will need to update the spreadsheet from the 'info' sheet to see current information. For more information on how to use these reports refer to the 'Listener_Pivots_Setup_and_Users_Guide_2015'.

The sheets included on the document include:

By Class	This sheet will display the number of times a form has been used within a specific LAUA Security Class for the time period selected on the info tab. If you have moved to LS security all results will be grouped in the ALL Security Class column.
By User	This sheet will display the number of times a form has been accessed by a specific user for the time period selected on the info tab.
Users By Class	This sheet will display the number of forms a user has accessed for the time period selected on the info tab. If you have moved to LS security all results will be grouped in the ALL Security Class column.
Users By SysCode	This sheet will display the number of forms a user has accessed in each system code for the time period selected on the info tab.

Detailed Activity Reporting

You can also report on user activity through the LS Secuity reporting dashboard. From the dashboard home page select the LS Reporting tab.
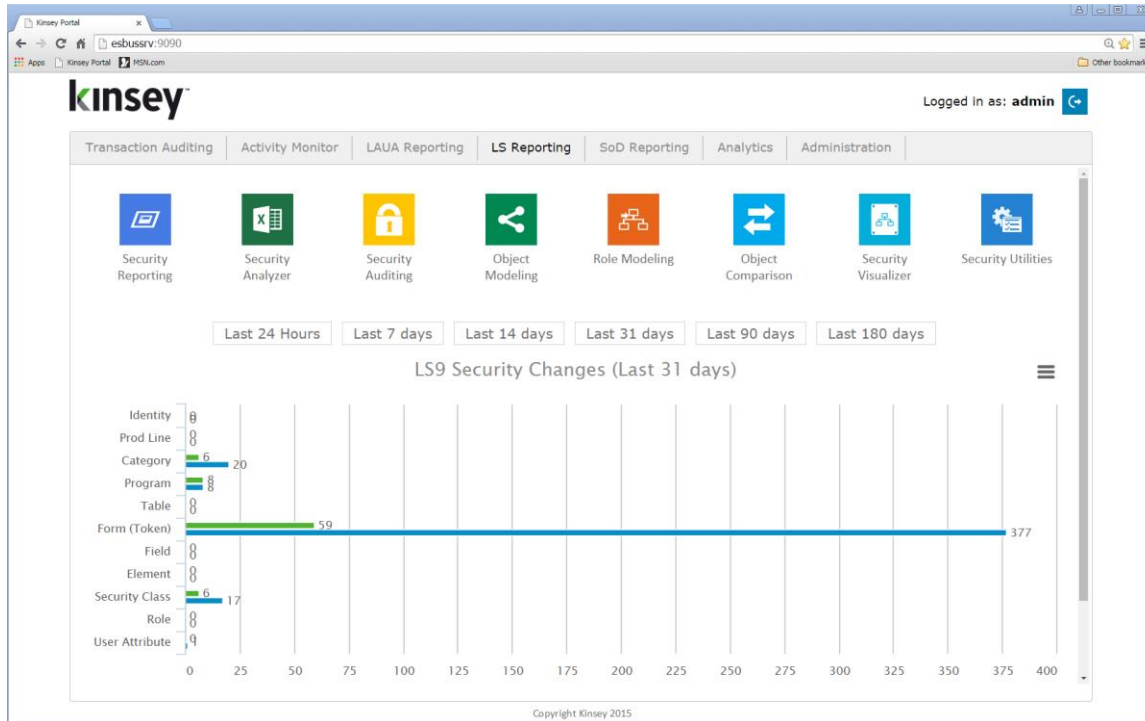
From the LS Reporting dashboard select Security Reporting. You will find 3 available queries under the Listener column.

- Form Count Summary
- User-Form Detail
- User-Form Summary
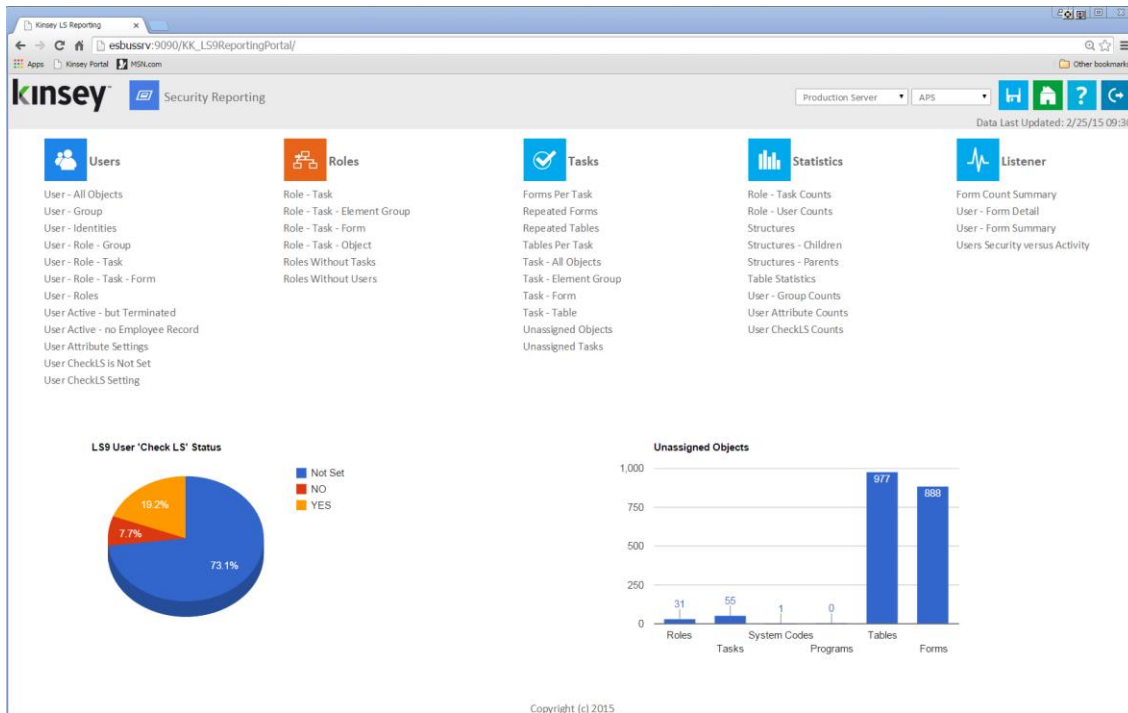
Below is an example of the *User–Form Detail* query. Refer to the LS Reporting users guide for more information on how to use these tools.

Manage Restrictions

The Manage Restrictions option allows you to restrict the use of a form based on a predefined schedule. For example; if you would like to keep employees from changing benefit information while payroll is being run you can restrict the use of the benefit form during that time frame.

Setting up a Restriction

Select the Administration tab on the dashboard home page and then select the Manage Restrictions icon. You will need to have the proper security to access the administration tab.
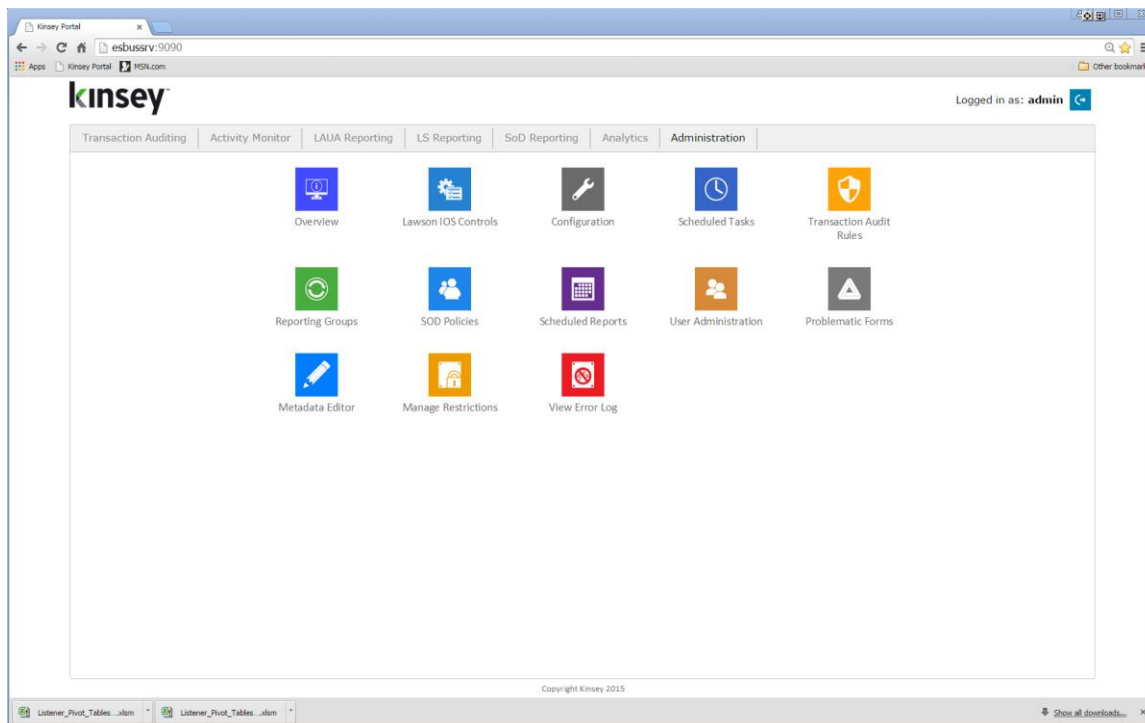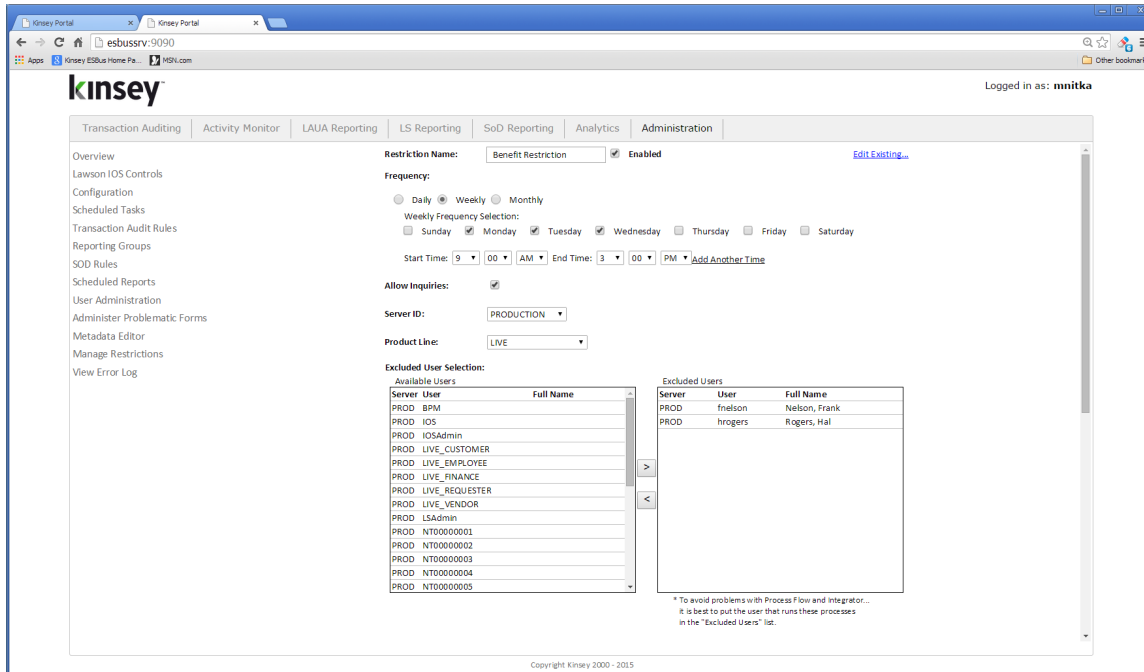
Parameters

Restriction Name   Enter a name you want associated with the restriction.

Enable   Manually enable or disable the restriction

Frequency   You can define a Daily, Weekly or Monthly schedule.

    Daily   Select start and stop times

    Weekly   Select the days of the week and start and stop times

    Monthly   Select the days of the month and start and stop times

Allow Inquiries   Check this box if you want the system to allow form inquiries even when the restriction is active.

Server ID   Select the appropriate server. This is generally TEST or PRODUCTION

Product Line   Select the appropriate product line. *The application only supports Lawson S3 forms*

Exclude User Selection:

By default every user will be restricted for any forms listed in the Token section unless they are excluded. Excluding a user will in essence allow the user form access based providing they have the proper security settings.

Note: We highly recommend that you exclude and Process Flow users to ensure you do not disrupt any process flows.
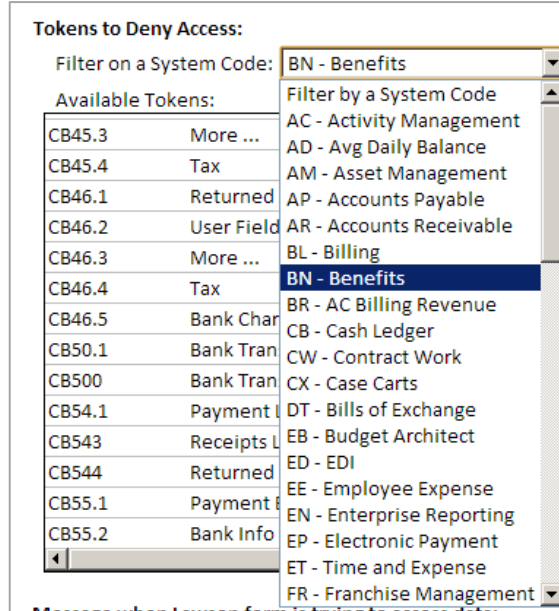

To exclude a user simply, select the User ID and click on the Insert arrow.

Tokens to Deny Access

By default no tokens are restricted when you set up a new restriction.

Filter on System Code

To make it easier to select the tokens you want to restrict you can filter the token by selecting the appropriate system code.

By default no tokens are restricted when you set up a new restriction. To restrict a token, simply select the token and click on the insert arrow. You can select multiple tokens by holding down the CTRL key while clicking on the token ID.
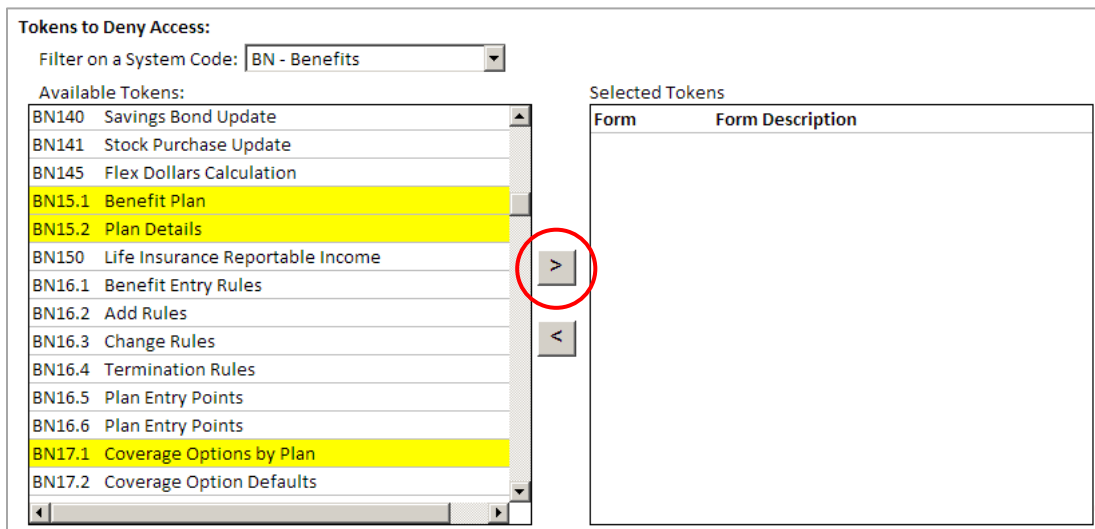
Message when Lawson form is trying to access data.

You can enter a message to display on the users workstation if they attempt to use any form on the restriction list during the restricted time.
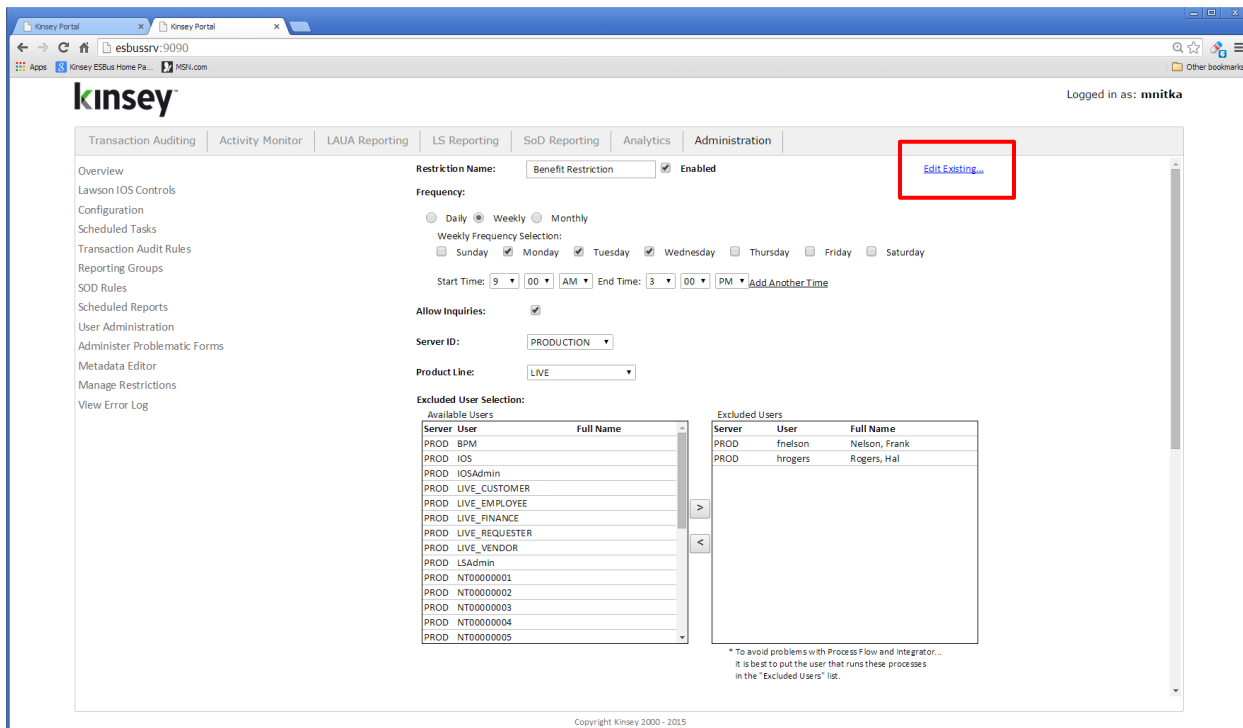

Editing or Deleting an existing Restriction

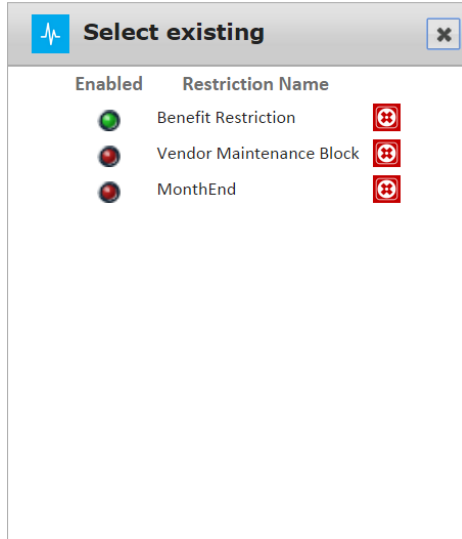Select the Administration tab on the dashboard home page and then select Manage Restriction icon.

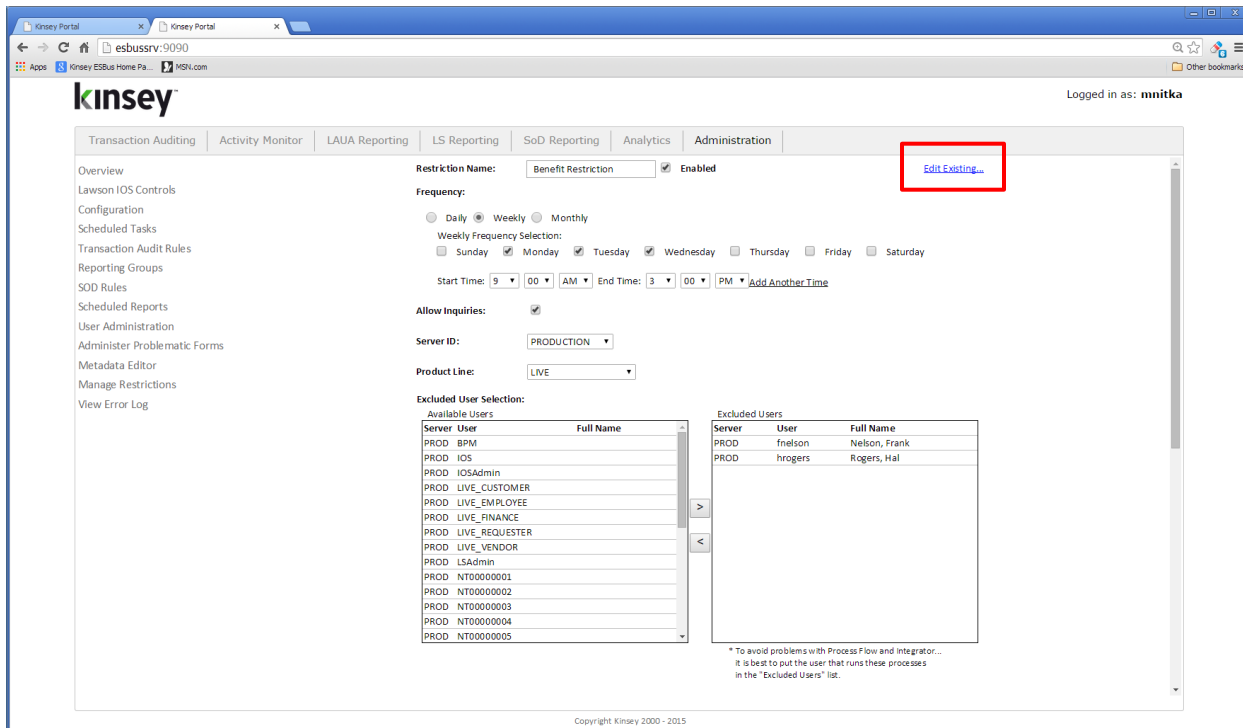Select the Edit Existing link in the top right corner of the page.

Select the Restriction you would like to edit, make the appropriate changes and save.

To delete the restriction simply click on the delete icon and confirm the deletion.

Disabling a Restriction

Select the Administration tab on the dashboard home page and then select Manage
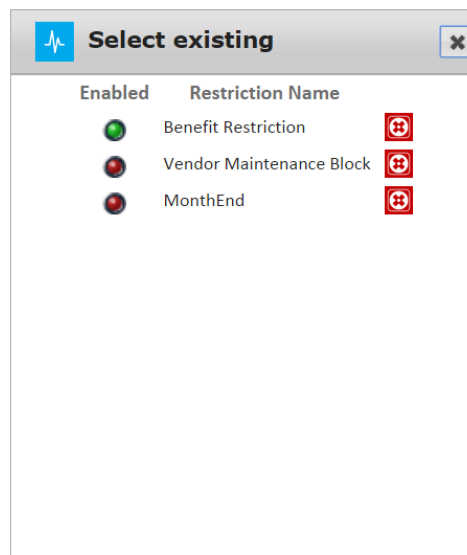Restriction from the menu list.

Select the Edit Existing link in the top right corner of the page.

Select the Restriction you would like to Enable to
Disable.

Checking the Enable box will enable the restriction,
unchecking the box will disable the restriction.

Scroll down to the bottom of the page and save the
changes.

Notes: