



Activity Monitor User Guide

Document containing setup and reporting instructions related to Activity Monitor

An abstract graphic at the bottom of the page consists of several overlapping, semi-transparent geometric shapes in shades of green and grey, creating a layered, architectural effect.

2015

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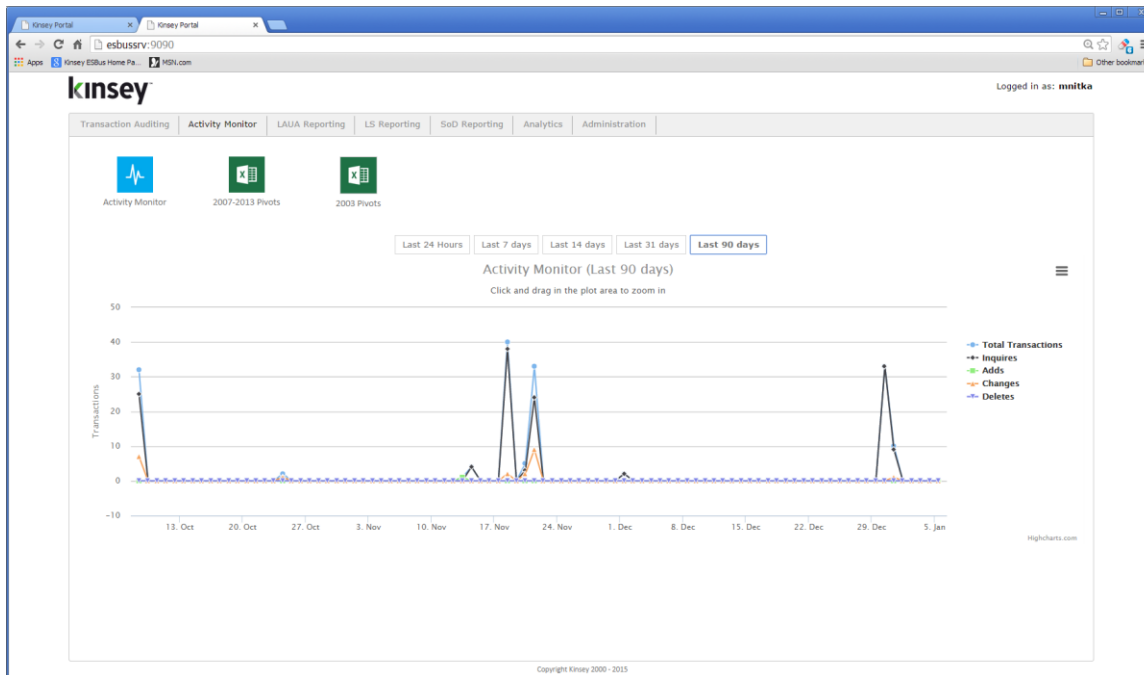
Introduction

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.



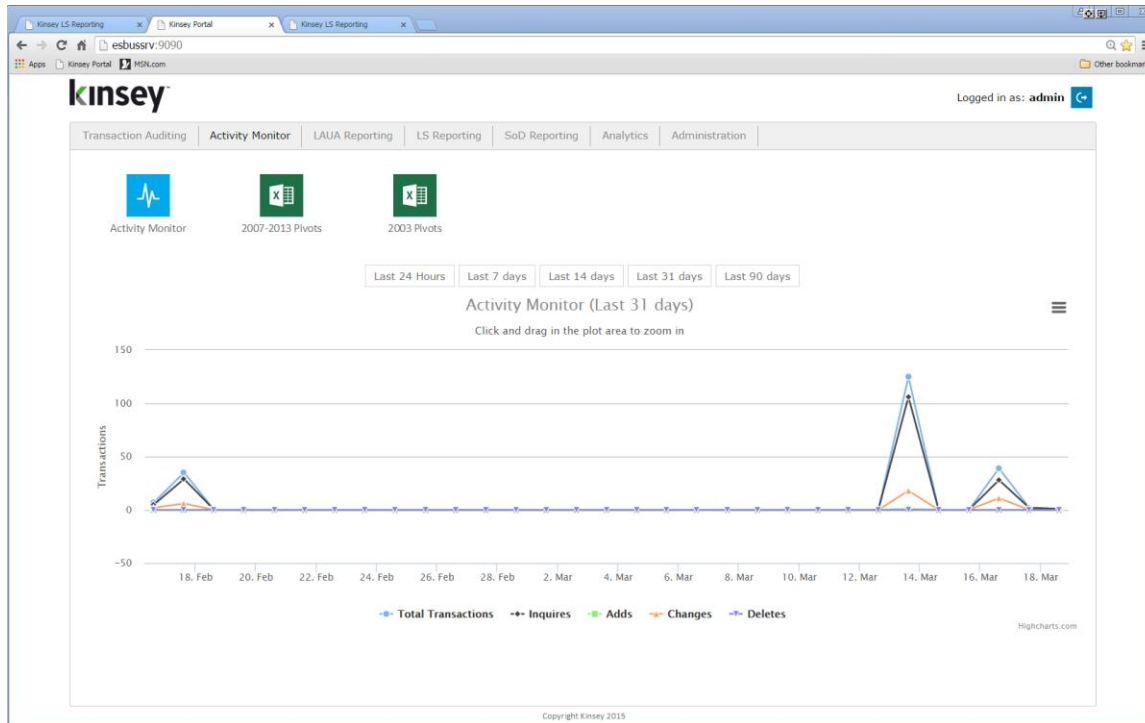
Logging in

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.

The screenshot shows the Kinsey Transaction Auditing Login form. The form is titled "kinsey™" and "Transaction Auditing Login". It contains two input fields: "User Name" and "Password". Below the input fields is a "Login" button. The form is enclosed in a rectangular border.

Graph Options

You can quickly view transaction volume based on a preselected time period by selecting one of the available periods buttons. To isolate a specific type of transaction you can turn on and off the transaction 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 in the top right corner of the graph.



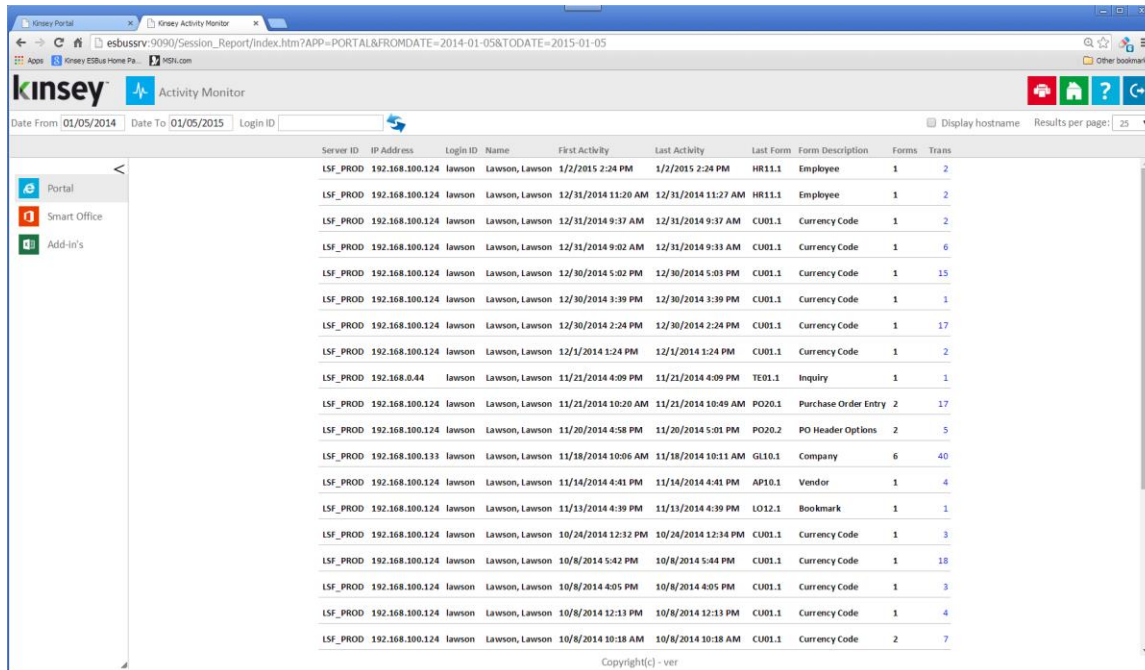
Viewing Activity

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 processed through Portal (Ming.le), MS Excel Add-ins and SmartOffice.

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

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The screenshot shows the Kinsey Activity Monitor interface. The top navigation bar includes the Kinsey logo and the text 'Activity Monitor'. Below the navigation bar, there are filters for 'Date From 01/05/2014', 'Date To 01/05/2015', and 'Login ID'. The main content area displays a table with the following columns: Server ID, IP Address, Login ID, Name, First Activity, Last Activity, Last Form, Form Description, Forms, and Trans. The table contains 20 rows of activity data for a user named 'Lawson, Lawson'.

Server ID	IP Address	Login ID	Name	First Activity	Last Activity	Last Form	Form Description	Forms	Trans
LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	1/2/2015 2:24 PM	1/2/2015 2:24 PM	HR11.1	Employee	1	2
LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	12/31/2014 11:20 AM	12/31/2014 11:27 AM	HR11.1	Employee	1	2
LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	12/31/2014 9:37 AM	12/31/2014 9:37 AM	CU01.1	Currency Code	1	2
LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	12/31/2014 9:02 AM	12/31/2014 9:33 AM	CU01.1	Currency Code	1	6
LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	12/30/2014 5:02 PM	12/30/2014 5:03 PM	CU01.1	Currency Code	1	15
LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	12/30/2014 3:39 PM	12/30/2014 3:39 PM	CU01.1	Currency Code	1	1
LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	12/30/2014 2:24 PM	12/30/2014 2:24 PM	CU01.1	Currency Code	1	17
LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	12/1/2014 1:24 PM	12/1/2014 1:24 PM	CU01.1	Currency Code	1	2
LSF_PROD	192.168.0.44	lawson	Lawson, Lawson	11/21/2014 4:09 PM	11/21/2014 4:09 PM	TE01.1	Inquiry	1	1
LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	11/21/2014 10:20 AM	11/21/2014 10:49 AM	PO20.1	Purchase Order Entry	2	17
LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	11/20/2014 4:58 PM	11/20/2014 5:01 PM	PO20.2	PO Header Options	2	5
LSF_PROD	192.168.100.133	lawson	Lawson, Lawson	11/18/2014 10:06 AM	11/18/2014 10:11 AM	GL10.1	Company	6	40
LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	11/14/2014 4:41 PM	11/14/2014 4:41 PM	AP10.1	Vendor	1	4
LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	11/13/2014 4:39 PM	11/13/2014 4:39 PM	LO32.1	Bookmark	1	1
LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	10/24/2014 12:32 PM	10/24/2014 12:34 PM	CU01.1	Currency Code	1	3
LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	10/8/2014 5:42 PM	10/8/2014 5:44 PM	CU01.1	Currency Code	1	18
LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	10/8/2014 4:05 PM	10/8/2014 4:05 PM	CU01.1	Currency Code	1	3
LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	10/8/2014 12:13 PM	10/8/2014 12:13 PM	CU01.1	Currency Code	1	4
LSF_PROD	192.168.100.124	lawson	Lawson, Lawson	10/8/2014 10:18 AM	10/8/2014 10:18 AM	CU01.1	Currency Code	2	7

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 identify 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 Activity: 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 during 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
User Login:	lawson
Function Code:	N - Next
IP Address:	192.168.100.124
Source:	PORTAL
Product Line:	LIVE
Form:	AP10.1
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
PAY-VENDOR-STATUS	-

Toggle Non-changed Details

Microsoft Excel Pivot Tables

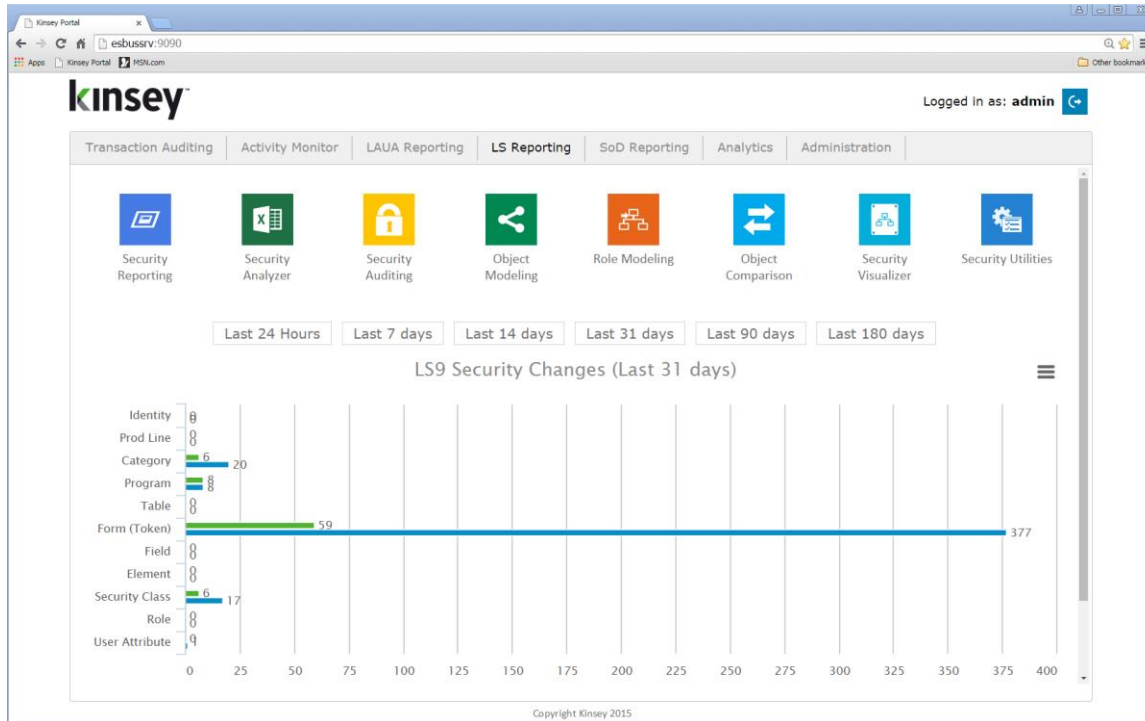
The Microsoft Excel pivot tables provide a summarized view of your data from a number of different perspectives. The pivot tables will be preconfigured for your environment when the application is installed. The dashboard links provided will always download the default spreadsheet. You will need to update 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

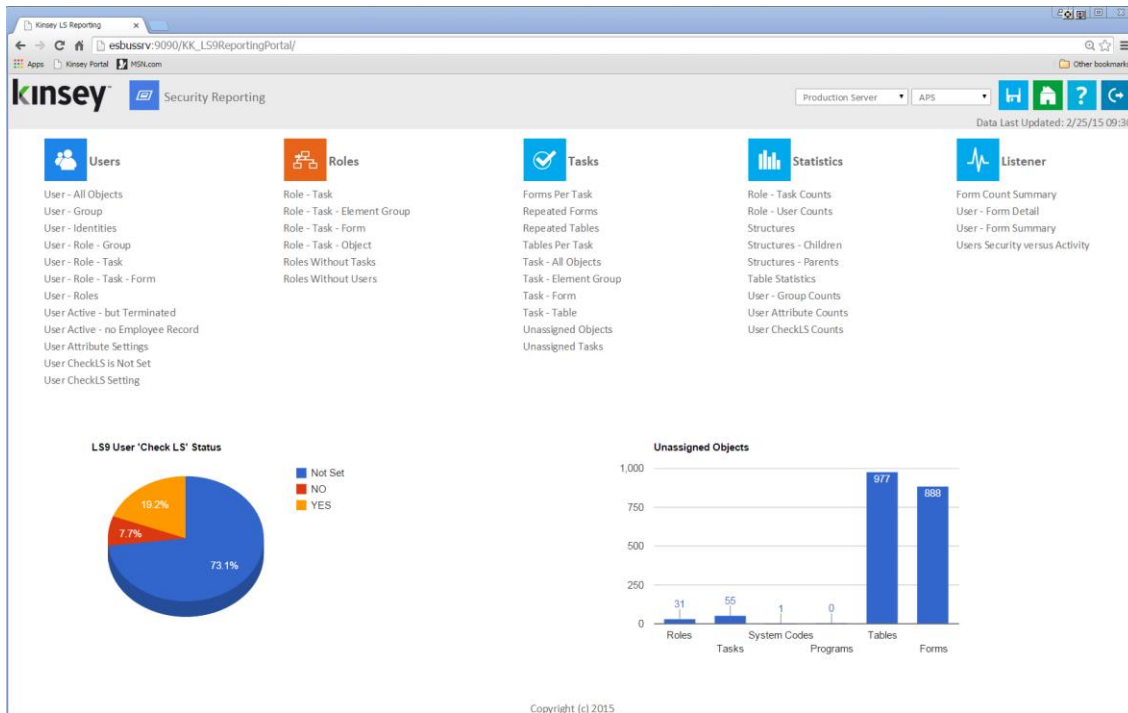
You can also report on user activity through the LS Security reporting dashboard. From the dashboard home page select the LS Reporting tab.



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

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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.

Query Results Summary:

- Server: LSF_PROD | Profile: APS
- Expand Groups | Collapse Groups | Clear Filters
- 805 records

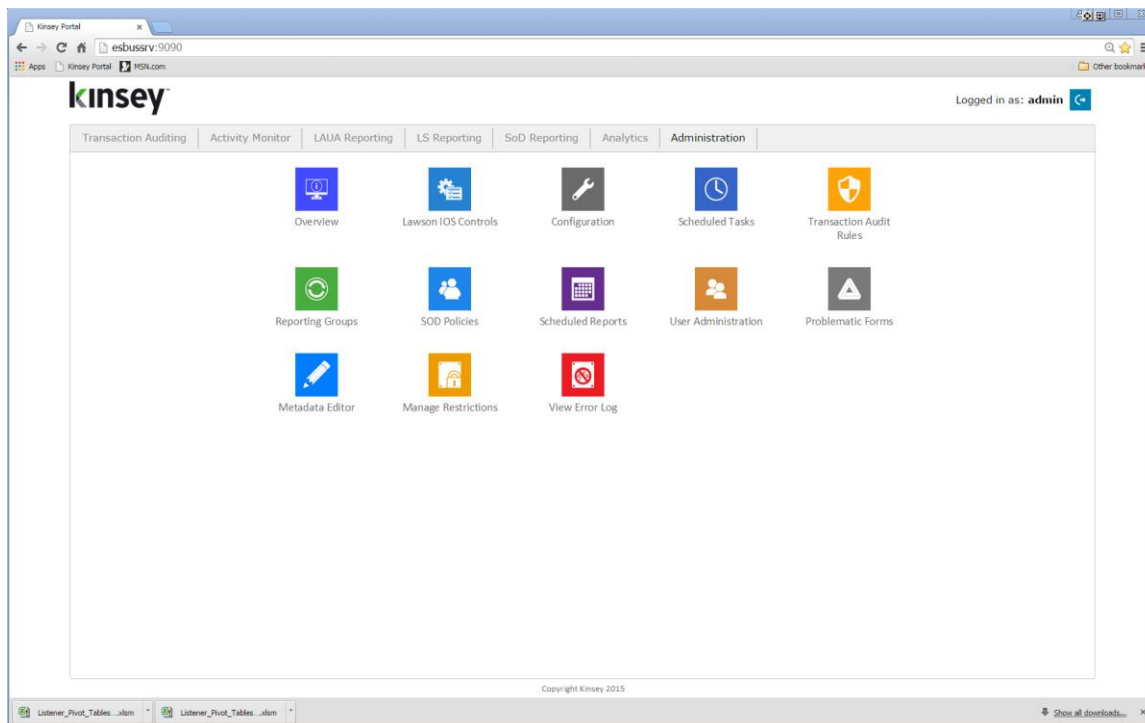
User	IP Address	Host Name	User	Product Line	Form	Form Description	Function	Date/Time	Key 1	Key 2	Key 3	Key 4	Key 5	Audit
User: lawson (63)														
User: fnelson (49)														
Form: BN15.1 (22)														
	192.168.100.133	dan-deskto...k...	fnelson	LIVE	BN15.1	Benefit Plan	N	Fri Mar 13 2015 ...	1	DL	SPO			
	192.168.100.133	dan-deskto...k...	fnelson	LIVE	BN15.1	Benefit Plan	N	Fri Mar 13 2015 ...	1	DI	ADD			
	192.168.100.133	dan-deskto...k...	fnelson	LIVE	BN15.1	Benefit Plan	N	Fri Mar 13 2015 ...	1	DC	RSPE			
	192.168.100.124	mmitka-pc.kk.local	fnelson	LIVE	BN15.1	Benefit Plan	N	Fri Mar 13 2015 ...	1	DB	PEN			
	192.168.100.133	dan-deskto...k...	fnelson	LIVE	BN15.1	Benefit Plan	N	Fri Mar 13 2015 ...	1	DC	403B			
	192.168.100.133	dan-deskto...k...	fnelson	LIVE	BN15.1	Benefit Plan	N	Fri Mar 13 2015 ...	1	DC	401K			
	192.168.100.133	dan-deskto...k...	fnelson	LIVE	BN15.1	Benefit Plan	N	Fri Mar 13 2015 ...	1	DB	PEN			
	192.168.100.133	dan-deskto...k...	fnelson	LIVE	BN15.1	Benefit Plan	N	Fri Mar 13 2015 ...	1	DI	ADD			
	192.168.100.133	dan-deskto...k...	fnelson	LIVE	BN15.1	Benefit Plan	N	Fri Mar 13 2015 ...	1	DC	RSPE			
	192.168.100.133	dan-deskto...k...	fnelson	LIVE	BN15.1	Benefit Plan	C	Fri Mar 13 2015 ...	1	DC	403B			
	192.168.100.133	dan-deskto...k...	fnelson	LIVE	BN15.1	Benefit Plan	N	Fri Mar 13 2015 ...	1	DC	403B			
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	192.168.100.133	dan-deskto...k...	fnelson	LIVE	BN15.1	Benefit Plan	N	Fri Mar 13 2015 ...	1	DC	401K			
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	192.168.100.133	dan-deskto...k...	fnelson	LIVE	BN15.1	Benefit Plan	N	Fri Mar 13 2015 ...	1	DC	401K			
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	192.168.100.133	dan-deskto...k...	fnelson	LIVE	BN15.1	Benefit Plan	N	Fri Mar 13 2015 ...	1	DC	401K			
	192.168.100.133	dan-deskto...k...	fnelson	LIVE	BN15.1	Benefit Plan	N	Fri Mar 13 2015 ...	1	DB	PEN			
	192.168.100.133	dan-deskto...k...	fnelson	LIVE	BN15.1	Benefit Plan	N	Fri Mar 13 2015 ...	1	DC	401K			
	192.168.100.133	dan-deskto...k...	fnelson	LIVE	BN15.1	Benefit Plan	N	Fri Mar 13 2015 ...	1	DC	401K			
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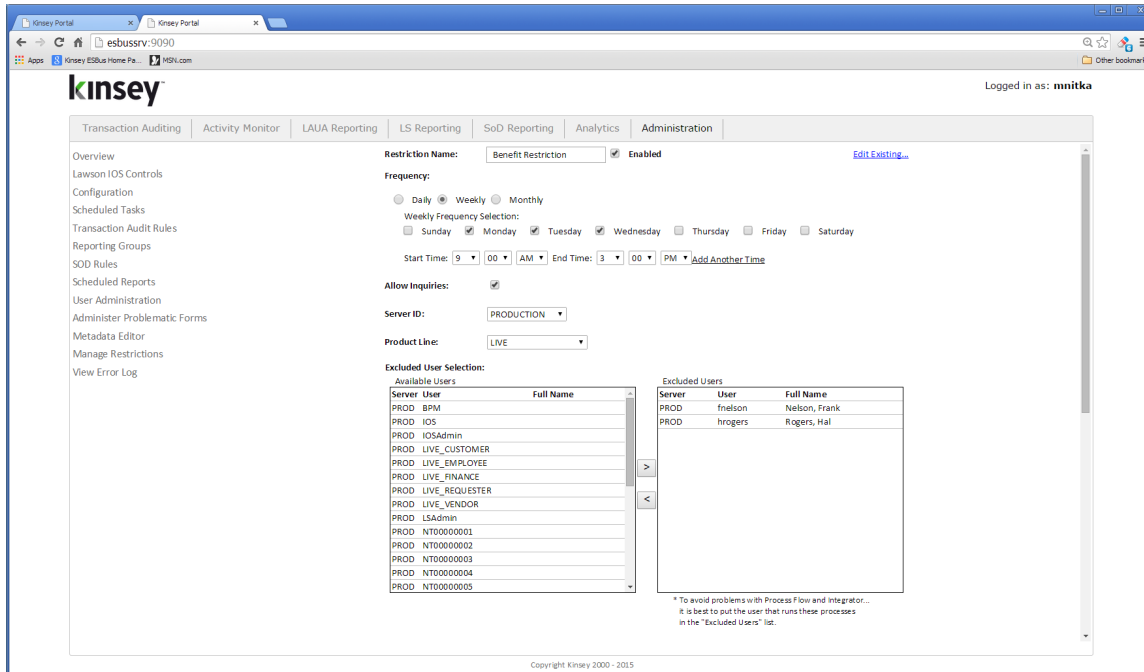
Manage Restrictions

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.

Excluded User Selection:

Available Users		
Server	User	Full Name
PROD	LIVE_FINANCE	
PROD	LIVE_REQUESTER	
PROD	RSS	
PROD	SSOP	
PROD	STEST	Test, Sam
PROD	lawson	Lawson, Lawson
PROD	Isf901	
PROD	Isf901_system	System, Isf901
PROD	pfadmin	PFADMIN, PFADMIN
PROD	sso	
PROD	BPM	
PROD	IOS	
PROD	IOSAdmin	
PROD	LIVE_CUSTOMER	

Excluded Users		
Server	User	Full Name

* To avoid problems with Process Flow and Integrator... it is best to put the user that runs these processes in the "Excluded Users" list.

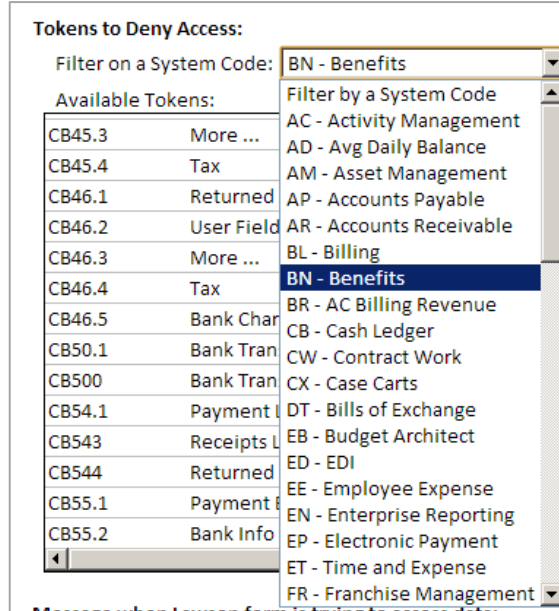
To exclude a user simply, select the User ID and click on the Insert arrow.

Tokens to Deny Access

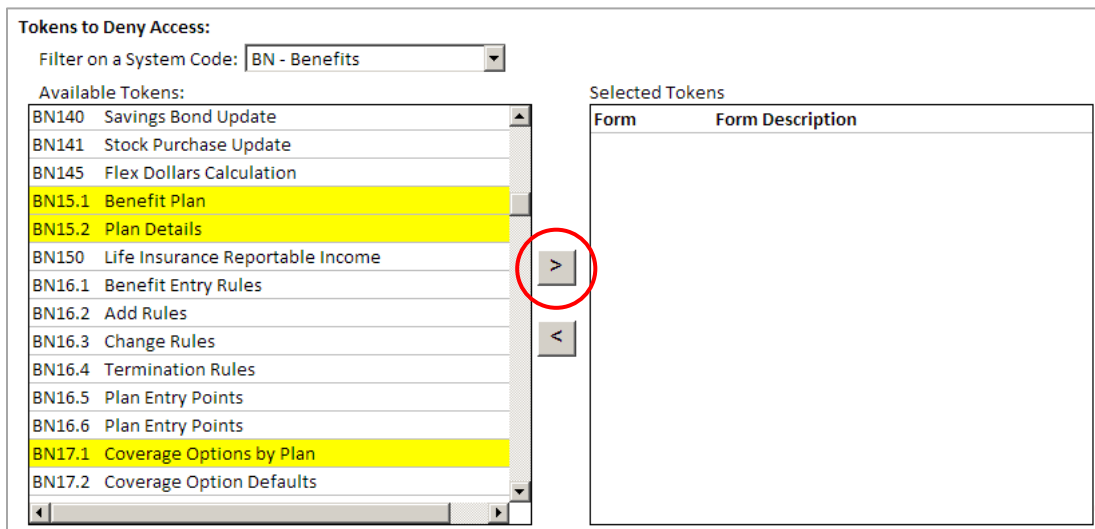
By default no tokens are restricted when you set up a new restriction.

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.

Message when Lawson form is trying to access data:

Subject:

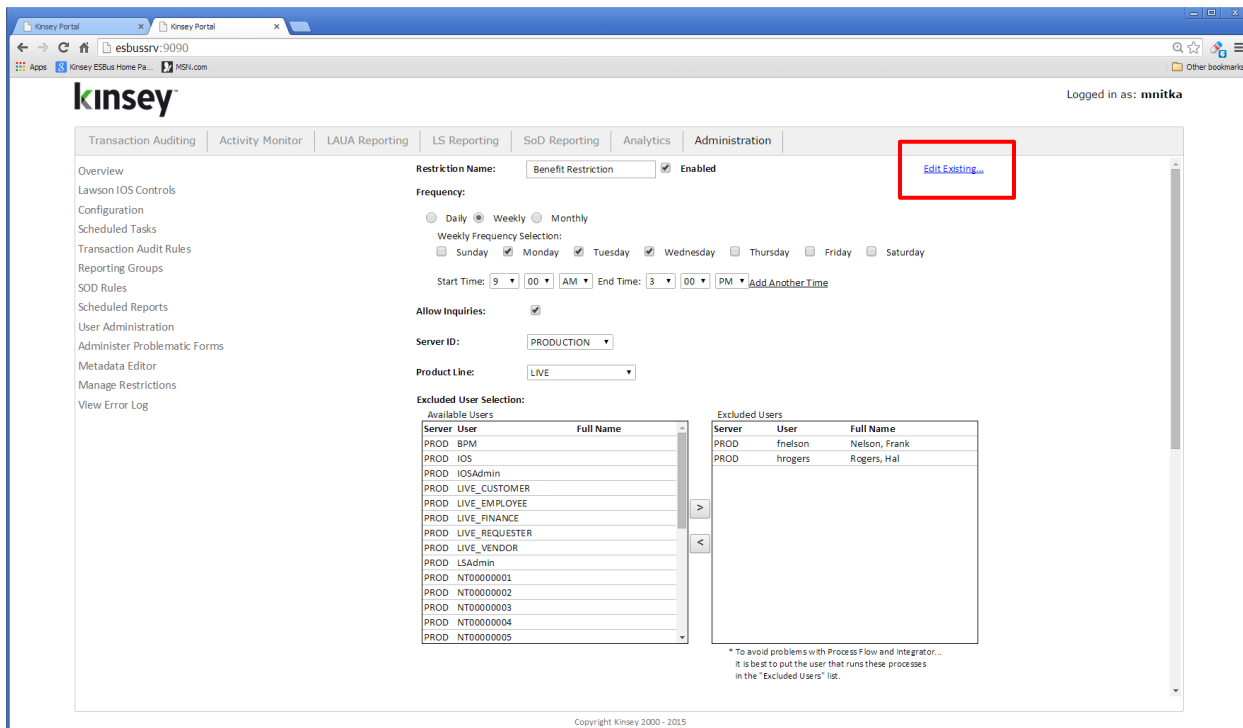
Details:

CANCEL

SAVE

Editing or Deleting an existing Restriction

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

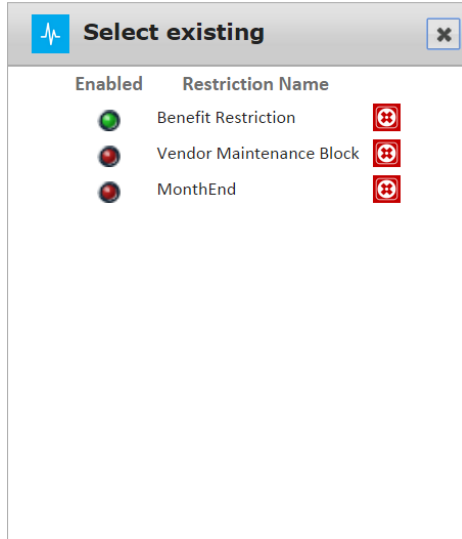


Select the Edit Existing link in the top right corner of the page.

Restriction Name:

Enabled

[Edit Existing...](#)

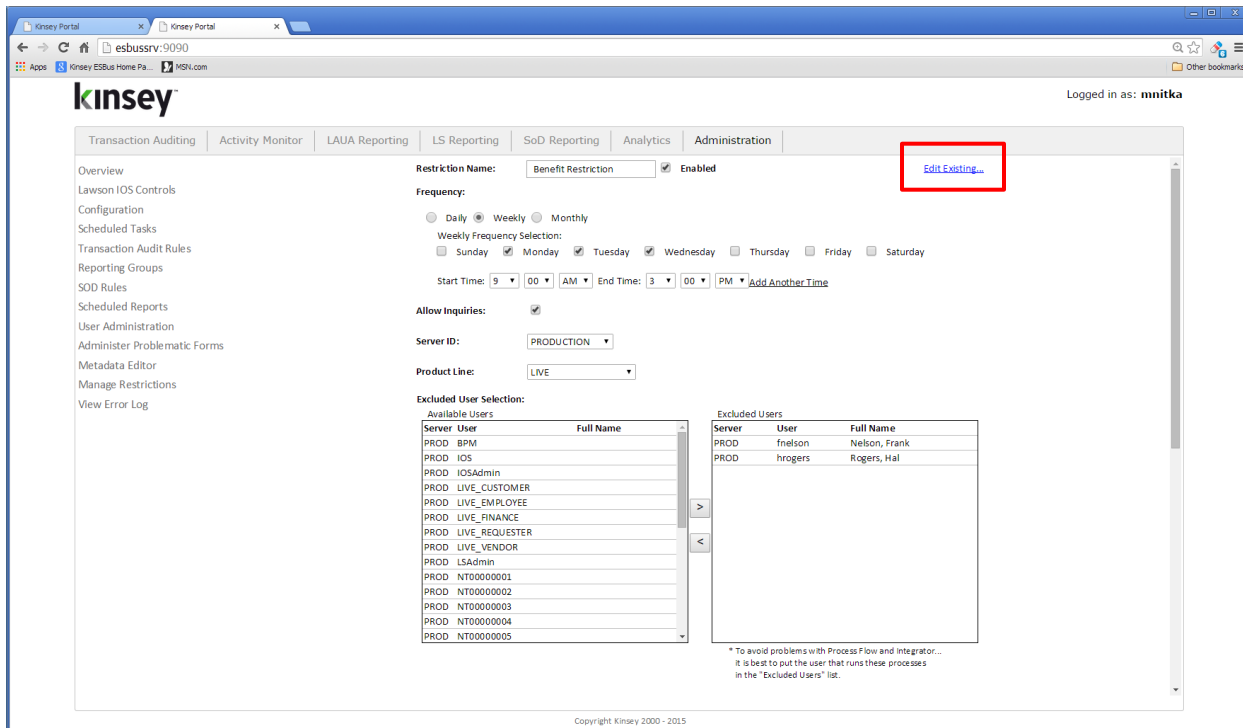


Select the Restriction you would like to edit, make the appropriate changes and save.

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.



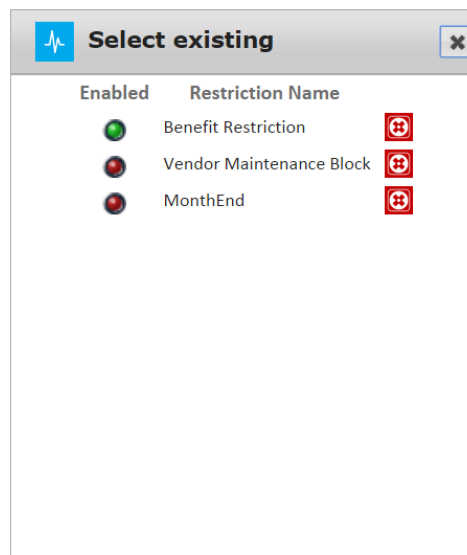
Select the Edit Existing link in the top right corner of the page.

Restriction Name: Enabled

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: