

Activity Monitor User Guide

Document containing setup and reporting instructions related to Activity Monitor

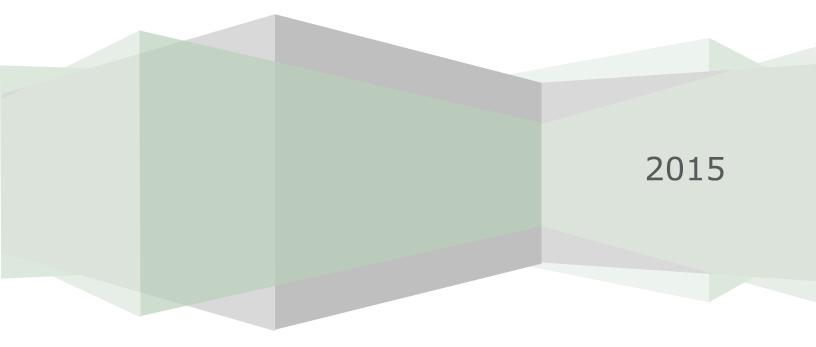


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Introduction

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.

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Transaction Auditing Activity Monitor LAUA Reporting LS Reporting SoD Reporting Analytics Administration Activity Monitor 2007-2013 Pivots 2003 Pivots 2003 Pivots 2003 Pivots Last 24 Hours Last 7 days Last 14 days Last 31 days Last 90 days) Click and drag in the plot area to zoom in	=
	Total Transactions +- Inquires Adds Changes Deletes
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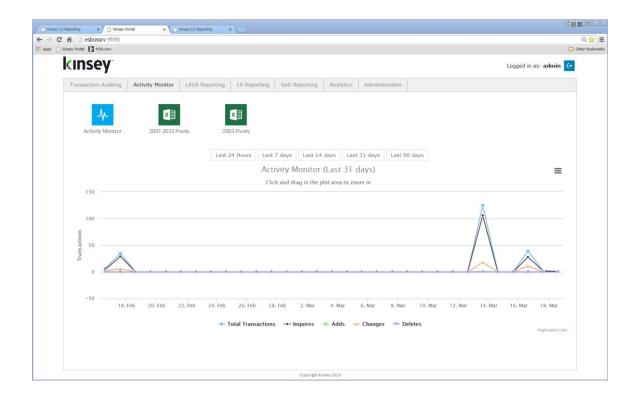
Logging in

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.

kinsey [*]	
Transaction Auditing Login	
User Name	
Password	
Login	

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.

→ C fi D esbussrv:9090/Session_Report/	/index.htm?APP=PORTAL	&FROMDATE=2	2014-01-	05&TODATE=2	2015-01-05						Q 🟠 👫
Apps 🔞 Kinsely ESBus Home Pa 🚺 MSN.com											C Other bookm
(INSEY ⁻ Activity Monitor											🗢 🗎 ? 🔇
e From 01/05/2014 Date To 01/05/2015 Log	gin ID	5								Display hostname	Results per page: 25
	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	
e Portal	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	
Smart Office	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	
a Add-In's	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	L012.1	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	
	ISE 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 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

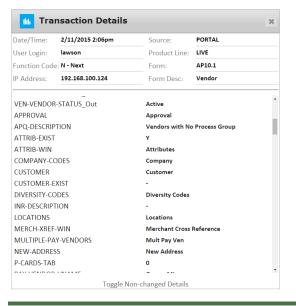
You can drill to the form and transaction level by clicking on the number under the Trans column. The summary level will display the different forms that have been used durring this session and the number of transactions processed.

LSF_P	ROD 192.16	8.100.124 lav	vson Lav	wson, Lawson	2/11/2015 2:06 PM	2/11/2015 2:07 PM	AC10.1	Activity	2	4
Proc	uct Line Scr	een Descriptio	on Count							
LIVE	AC	0.1 Activity	2							
LIVE	AP1	.0.1 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.

E		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.



Microsoft Excel Pivot Tables

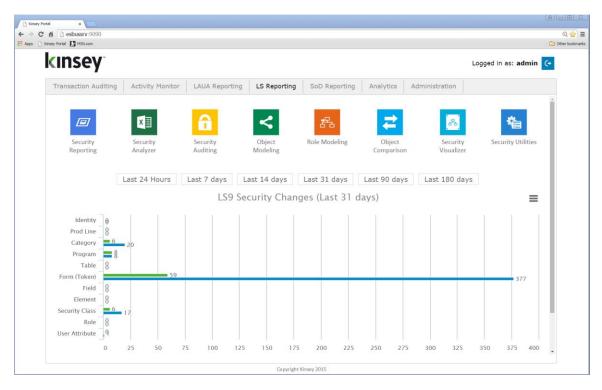
The Microsoft Excel pivot tables provide a summarized view of your data from a number of different perspectives. The pivot tables will be preconfigured for your environment when the application is installed. The dashboard links provided will always download the default spreadsheet. You will need to update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

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C fi D esbussrv:9090/KK_LS9Re	portingPortal/			Q, s
ISEY 🖉 Security Rep	orting		Production Server	APS • 🖬 🚔 🤶
				Data Last Updated: 2/25/15
		_	_	
🐣 Users	名 Roles	S Tasks	Statistics	<mark>-∕∕</mark> Listener
ser - All Objects	Role - Task	Forms Per Task	Role - Task Counts	Form Count Summary
lser - Group	Role - Task - Element Group	Repeated Forms	Role - User Counts	User - Form Detail
ser - Identities	Role - Task - Form	Repeated Tables	Structures	User - Form Summary
ser - Role - Group	Role - Task - Object	Tables Per Task	Structures - Children	Users Security versus Activity
lser - Role - Task	Roles Without Tasks	Task - All Objects	Structures - Parents	
ser - Role - Task - Form	Roles Without Users	Task - Element Group	Table Statistics	
ser - Roles		Task - Form	User - Group Counts	
ser Active - but Terminated		Task - Table	User Attribute Counts	
ser Active - no Employee Record		Unassigned Objects	User CheckLS Counts	
ser Attribute Settings		Unassigned Tasks		
ser CheckLS is Not Set				
iser CheckLS Setting				
LS9 User 'Check LS' Status		Unassig	ned Objects	
LS9 User 'Check LS' Status	Not Set	Unassig 1,000	/	
LS9 User 'Check LS' Status	Not Set		ned Objects 977	RAR
LS9 User 'Check LS' Status			/	888
19.2%	NO	1,000	/	698
	NO	1,000	/	863
19.2% 7.7%	NO YES	1,000	/	693
19.2%	NO YES	1,000 750 500	/	663
19.2% 7.7%	NO YES	1,000	977	683
19.2% 7.7%	NO YES	1.000 750 500 250 31	/	688
19.2% 7.7%	NO YES	1,000 750 500 250 0	977 55 1 0	863
19.2% 7.7%	NO YES	1.000 750 500 250 31	55 1 0 System Codes Tables	688 Forms
19.2% 7.7%	NO YES	1,000 750 500 250 0	55 1 0 System Codes Tables	

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.

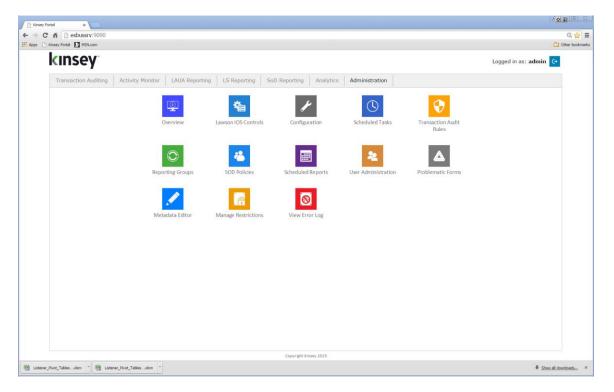
<u> </u>	Kinsey LS Reporting 🛛 🗙 🚺 Kinsey LS Re						
		n?SERVERID=LSF_PROD&PROFILE=APS&ID=133					ପ୍ ରୁ
Apps 🗋 Kinsey Portal 🚺 MSN.co	m						Cther book
(INSEY ⁻ User	- Form Detail					•	회 🖬 🚔 ?
erver: LSF_PROD Profile: AP	5						Show Search Crit
Expand Groups Collapse G	roups Clear Filters						805 rei
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Jser × Form ×							
IP Address	▼ Host Name ▼ User ▼ Product	Line T Form T Form Description		⊤ Date/Time ⊤ Key	1 T Key 2	T Key 3 T Ke	ey 4 T Key 5 T Audit T
 User: lawson (63) 							
 User: fnelson (49) 							
 Form: BN15.1 (22) 	des declasses la factore 10.0			5-114-12-2045		620	
192.168.100.133 192.168.100.133	dan-desktoppc.k fnelson LIVE dan-desktoppc.k fnelson LIVE	BN15.1 Benefit Plan BN15.1 Benefit Plan	N	Fri Mar 13 2015 1 Fri Mar 13 2015 1	DL	SPO ADD	64. 64.
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192.168.100.133 192.168.100.124	dan-desktoppc.k fnelson LIVE mnitka-pc.kk.local, fnelson LIVE	BN15.1 Benefit Plan BN15.1 Benefit Plan	N	Fri Mar 13 2015 1 Fri Mar 13 2015 1	DC DB	RSPE	
192.168.100.124	dan-desktoppc.k., fnelson LIVE	BN15.1 Benefit Plan BN15.1 Benefit Plan	N	Fri Mar 13 2015 1	DC	403B	<u>66</u>
192.168.100.133		BN15.1 Benefit Plan BN15.1 Benefit Plan	N	Fri Mar 13 2015 1	DC	403B 401K	
192.168.100.133	dan-desktoppc.k fnelson LIVE dan-desktoppc.k fnelson LIVE	BN15.1 Benefit Plan BN15.1 Benefit Plan	N	Fri Mar 13 2015 1	DB	PEN	<u>**</u>
192.168.100.133	dan-desktoppc.k fnelson LIVE	BN15.1 Benefit Plan BN15.1 Benefit Plan	N	Fri Mar 13 2015 1	DB	ADD	
192.168.100.133	dan-desktoppc.k fnelson LIVE	BN15.1 Benefit Plan	N	Fri Mar 13 2015 1	DC	RSPE	<u>66</u>
192.168.100.133	dan-desktoppc.k fnelson LIVE	BN15.1 Benefit Plan	C	Fri Mar 13 2015 1	DC	403B	
192.168.100.133	dan-desktoppc.k fnelson LIVE	BN15.1 Benefit Plan	N	Fri Mar 13 2015 1	DC	403B	<u>66</u>
192.168.100.133	dan-desktoppc.k fnelson LIVE	BN15.1 Benefit Plan	N	Fri Mar 13 2015 1	DC	403B 401K	
192.168.100.133	dan-desktoppc.k., fnelson LIVE	BN15.1 Benefit Plan	N	Fri Mar 13 2015 1	DB	PEN	
192.168.100.133	dan-desktoppc.k fnelson LIVE	BN15.1 Benefit Plan	N	Fri Mar 13 2015 1	DC	403B	-
192.168.100.133	dan-desktoppc.k fnelson LIVE	BN15.1 Benefit Plan	N	Fri Mar 13 2015 1	DC	403B	
192.168.100.133	dan-desktoppc.k fnelson LIVE	BN15.1 Benefit Plan	N	Fri Mar 13 2015 1	DB	PEN	
192.168.100.133	dan-desktoppc.k fnelson LIVE	BN15.1 Benefit Plan	N	Fri Mar 13 2015 1	DC	401K	
192.168.100.133	dan-desktoppc.k fnelson LIVE	BN15.1 Benefit Plan	N	Fri Mar 13 2015 1	DB	PEN	
192.168.100.133	dan-desktoppc.k fnelson LIVE	BN15.1 Benefit Plan	N	Fri Mar 13 2015 1	DC	401K	-
192.168.100.133	dan-desktoppc.k fnelson LIVE	BN15.1 Benefit Plan	N	Fri Mar 13 2015 1	DB	PEN	
192.168.100.133	dan-desktoppc.k fnelson LIVE	BN15.1 Benefit Plan	N	Fri Mar 13 2015 1	DC	401K	
192.168.100.133	dan-desktoppc.k fnelson LIVE	BN15.1 Benefit Plan	N	Fri Mar 13 2015 1	DB	PEN	
Form: AR16.1 (1)	den desktoppentin melson live	Divisit Dehent Plan	N	FIT War 13 2013 1	DB	P C N	
 Form: AR10.1 (1) Form: GL00.3 (4) 							

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.



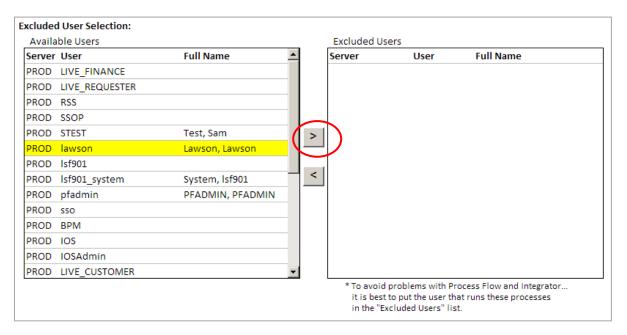
Portal × Kinsey Portal ×		Q 5'
Kinsey ESBus Home Pa 12 MSN.com		C 01
kinsey		Logged in as: mnitka
Transaction Auditing Activity Monitor LAUA	eporting LS Reporting SoD Reporting Analytics Administration	
Overview	Restriction Name: Benefit Restriction 🧭 Enabled	*
Lawson IOS Controls	Frequency:	
Configuration		
Scheduled Tasks	Daily Weekly Monthly	
Transaction Audit Rules	Weekly Frequency Selection:	
	🗌 Sunday 🗹 Monday 🗹 Tuesday 📝 Wednesday 📄 Thursday 📄 Friday 📄 Saturday	
Reporting Groups	Start Time: 9 V 00 V AM V End Time: 3 V 00 V PM V Add Another Time	
SOD Rules	Start fille. 3 100 Alw Pillet fille. 3 00 Pillet Accounter Line	
Scheduled Reports	Allow Inquiries:	
User Administration		
Administer Problematic Forms	Server ID: PRODUCTION •	
Metadata Editor	Product Line: LIVE •	
Manage Restrictions		
View Error Log	Excluded User Selection:	
VIEW EITOR LOD	Available Users Excluded Users	
	Server User Full Name Server User Full Name	
	PROD BPM PROD fnelson Nekon, Frank PROD IOS Rogers Rogers Hal	
	PROD IOS PROD hrogers Rogers, Hal	
	PROD LOSADIIII	
	PROD LIVE_EMPLOYEE	
	PROD LIVE_FINANCE	
	PROD LIVE_REQUESTER	
	PROD LIVE_VENDOR	
	PROD LSAdmin	
	PROD NT00000001	
	PROD NT00000002 PROD NT00000003	
	PROD N100000004	
	PROD NT00000005 *	
	* To evoid problems with Process flow and Integrator It is breat to put with weith that runs these processes in the * Tacluded Users* Tar.	
		÷

Parameters

Restri	ction 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.					
Serve	r ID	Select the appropriate server. This is generally TEST or PRODUCTION					
Produ	ct Line	Select the appropriate product line. <i>The application only supports Lawson S3 forms</i>					

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.

Filter on a System Code:		BN - Benefits	
Available Tokens:		Filter by a System Code	
CB45.3	More	AC - Activity Management AD - Avg Daily Balance	
CB45.4	Tax	AM - Asset Management	
CB46.1	Returned	AP - Accounts Payable	
CB46.2	User Field	AR - Accounts Receivable	
CB46.3	More	BL - Billing	
CB46.4	Tax	BN - Benefits	
CB46.5	Bank Char	BR - AC Billing Revenue CB - Cash Ledger	
CB50.1	Bank Tran		
CB500	Bank Tran	CX - Case Carts	
CB54.1	Payment l	DT - Bills of Exchange	
CB543	Receipts L	EB - Budget Architect	
CB544	Returned	ED - EDI	
CB55.1	Payment (EE - Employee Expense EN - Enterprise Reporting	
CB55.2 Ban	Bank Info	EP - Electronic Payment	
•		ET - Time and Expense	
		FR - Franchise Managemen	

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.

Tokens to	Deny Access:					
Filter o	n a System Code: BN - Benefits	•				
Availab	ble Tokens:			Selected Tok	ens	
BN140	Savings Bond Update			Form	Form Description	
BN141	Stock Purchase Update					
BN145	Flex Dollars Calculation					
BN15.1	Benefit Plan					
BN15.2	Plan Details		\frown			
BN150	Life Insurance Reportable Income	(>			
BN16.1	Benefit Entry Rules					
BN16.2	Add Rules		\leq			
BN16.3	Change Rules		<			
BN16.4	Termination Rules					
BN16.5	Plan Entry Points					
BN16.6	Plan Entry Points					
BN17.1	Coverage Options by Plan					
BN17.2	Coverage Option Defaults	-				
•						•

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	

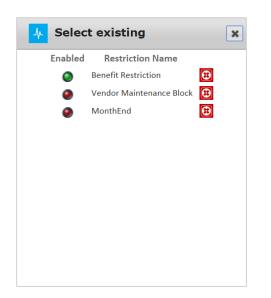
Editing or Deleting an existing Restriction

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

kinsey		Logged in as: mnitka
Transaction Auditing Activity Monitor LAU	A Reporting LS Reporting SoD Reporting Analytics Administration	
Overview	Restriction Name: Benefit Restriction 🗹 Enabled Edit Existing	A
Lawson IOS Controls	Frequency:	
Configuration		
Scheduled Tasks	Daily Weekly Monthly	
Transaction Audit Rules	Weekly Frequency Selection: 🔲 Sunday 🕑 Monday 🕑 Tuesday 📝 Wednesday 📄 Thursday 📄 Friday 🛄 Saturday	
Reporting Groups	🔲 Juliuay 📼 Monday 💌 luesday 🐨 wednesday 🔛 Inursday 🔛 Friday 🛄 Saturday	
SOD Rules	Start Time: 9 V 00 V AM V End Time: 3 V 00 V PM V Add Another Time	
Scheduled Reports	Allow Inquiries:	
User Administration	Server ID: PRODUCTION V	
Administer Problematic Forms	Server ID: PRODUCTION ·	
Metadata Editor	Product Line: LIVE 🔻	
Manage Restrictions		
View Error Log	Excluded User Selection: Available Users Excluded Users	
	Available Users Excluded Users Server User Full Name Server User Full Name	
	PROD BPM PROD fineIson Nelson, Frank	
	PROD IOS PROD hrogers Rogers, Hal	
	PROD IOSAdmin	
	PROD_LIVE_CUSTOMER	
	PROD LIVE_EMPLOYEE	
	PROD LIVE_FINANCE PROD LIVE_REQUESTER	
	PROD LIVE_VENDOR	
	PROD LSAdmin	
	PROD NT00000001	
	PROD NT00000002	
	PROD NT00000003	
	PROD NT00000004 PROD NT00000005	
	* To avoid problems with Process Flow and Integrator	
	It is best to put the user that runs these processes	

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

Restriction Name:	1	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.

Image: State		C
kinsey		Logged in as: mnitka
Transaction Auditing Activity Monitor LAUA Rep	rting LS Reporting SoD Reporting Analytics Administration	
Overview	Restriction Name: Benefit Restriction 🧭 Enabled	Edit Existing
Lawson IOS Controls	Frequency:	
Configuration	Daily Weekly Monthly	
Scheduled Tasks		
Transaction Audit Rules	Weekly Frequency Selection:	
Reporting Groups	🔲 Sunday 🗹 Monday 🗹 Tuesday 🗹 Wednesday 🔲 Thursday 🔲 Friday 🗌 Satu	таау
	Start Time: 9 V 00 V AM V End Time: 3 V 00 V PM V Add Another Time	
SOD Rules		
Scheduled Reports	Allow Inquiries: 🕑	
User Administration		
Administer Problematic Forms	Server ID: PRODUCTION V	
Metadata Editor	Product Line:	
Manage Restrictions	Product Line:	
View Error Log	Excluded User Selection:	
view Error Log	Available Users Excluded Users	
	Server User Full Name A Server User Full Name	
	PROD BPM PROD fnelson Nelson, Fran	
	PROD IOS PROD hrogers Rogers, Hal	
	PROD LIVE CUSTOMER	
	PROD LIVE_EMPLOYEE	
	PROD LIVE_FINANCE	
	PROD LIVE_REQUESTER	
	PROD LIVE_VENDOR	
	PROD LSAdmin	
	PROD NT00000001 PROD NT00000002	
	PROD NT00000002 PROD NT000000003	
	PROD NT00000004	
	PROD NT00000005	
	* To avoid problems with Process Flow and In	
	it is best to put the user that runs these prov in the "Excluded Users" list.	cesses

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

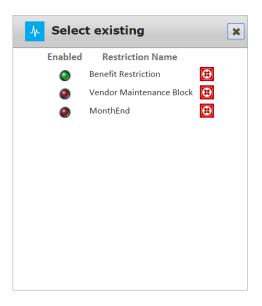
Restriction Name:

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: