



Activity Monitor User Guide

Document containing setup and reporting instructions related to
Activity Monitor

A decorative graphic at the bottom of the page consists of several overlapping, semi-transparent geometric shapes in shades of green and grey, creating a layered, 3D effect.

2019

Table of Contents

Introduction 3

Getting Started..... 4

Logging in 4

Graph Options..... 5

Viewing Activity..... 5

 Transaction Details 7

Creating Custom Reports 8

Manage Restrictions 10

 Setting up a New Restriction 10

 Editing or Deleting an existing Restriction..... 13

 Enabling or Disabling a Restriction 14

Microsoft Excel Pivot Tables 15

 Setup..... 16

Using the Pivot Tables..... 20

 General Info 20

 Drilling into Details 21

Introduction

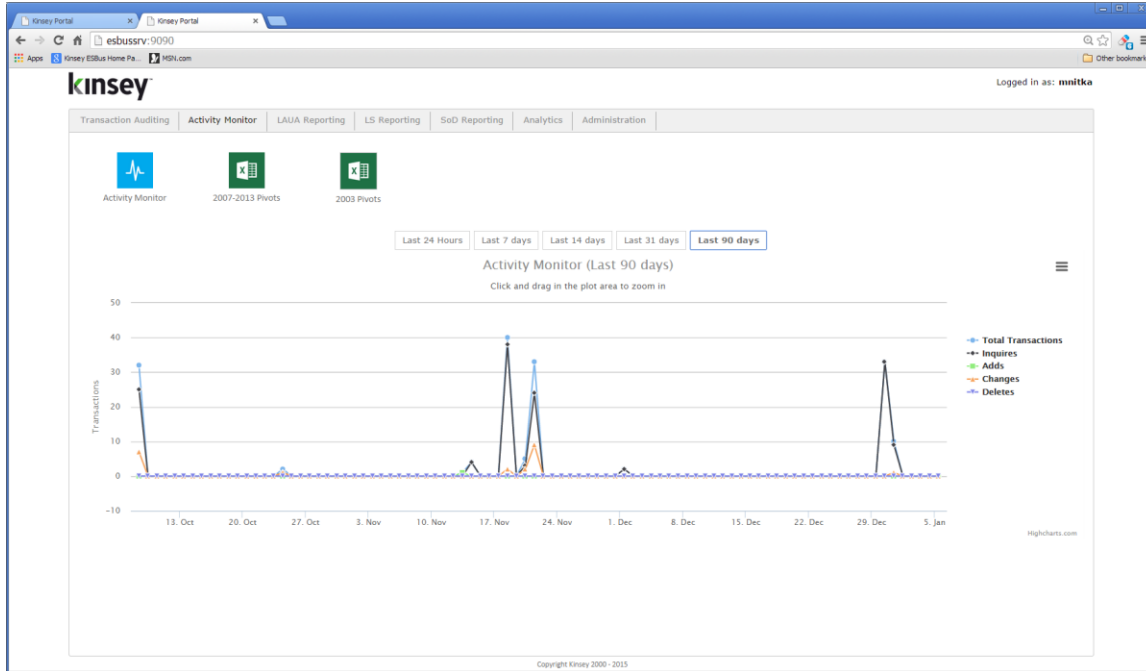
The Activity Monitor application provides real time monitoring of user activity for the Lawson S3 applications. Activity Monitor utilizes our Listener application to collect information about the forms a user has accessed in Lawson. The activity tracked is limited to Ming.le, Portal, SmartOffice and MS Add-in transactions. Self-service transactions and MS Add-in queries are not tracked with this application.

Additionally, the Listener only tracks activity on a form (token) that results in a form action being initiated such as a successful inquiry or change. Any attempt that does not return data, such as “No more records” or “Form is secured”, will not be monitored by the Listener.

Activity Monitor will also allow you to schedule form restrictions for a selected group of users without the need to change security settings. These restrictions will allow inquires but stop any updates to a record. This gives a Kinsey application administrator the power to prevent data entry during a timed process (i.e. Payroll run) without having to engage IT for a security change. This is especially helpful for customers using a hosting provider to maintain their Lawson security.

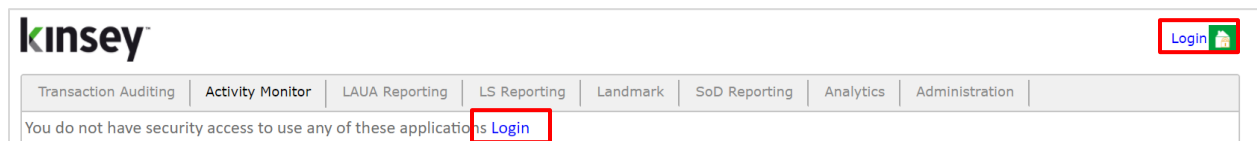
Getting Started

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



Logging in

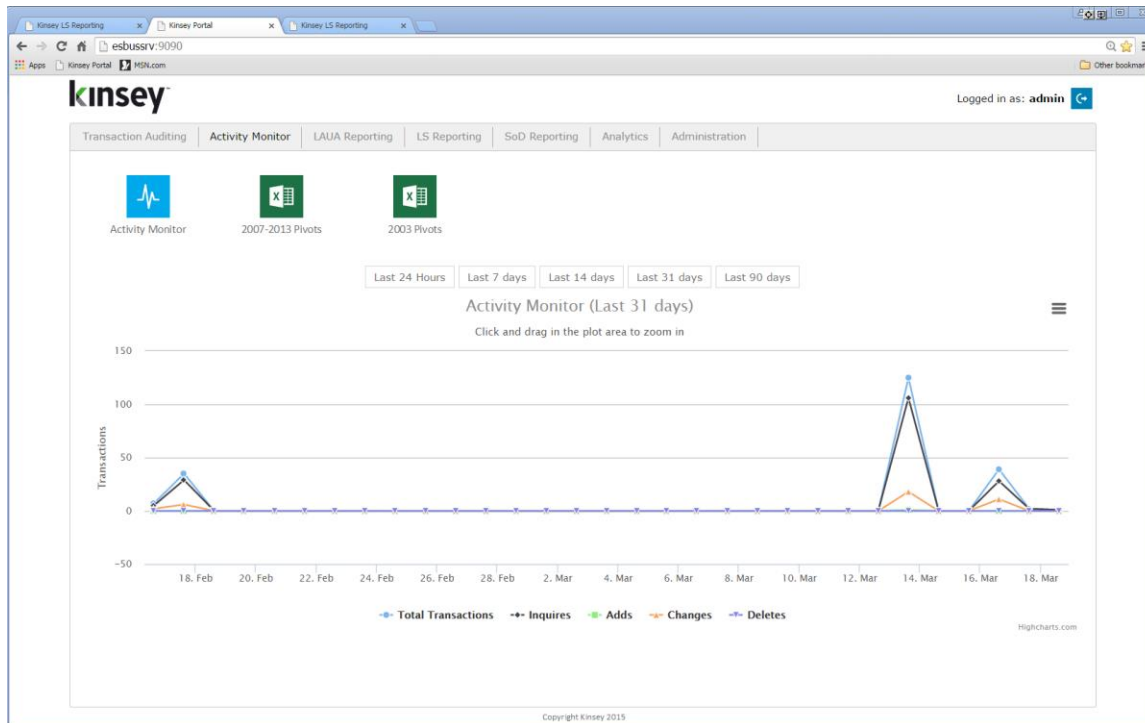
If you have not previously logged into the application you will be required to enter your credentials. If you have problems logging in see your system administrator.



The screenshot shows the Kinsey Activity Monitor Login form. It features the Kinsey logo at the top, followed by the text "Activity Monitor Login". Below this, there are two input fields: "User" and "Password". A "Login" button is positioned below the input fields. At the bottom of the form, there is a link that says "Go back to homepage".

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.

Activity Monitor User Guide

The screenshot shows the Kinsey Activity Monitor interface. The browser address bar displays the URL: esbusssrv:9090/Session_Report/Index.htm?APP=PORTAL&FROMDATE=2014-01-05&TODATE=2015-01-05. The page title is "Kinsey Activity Monitor". The interface includes a navigation sidebar with "Portal", "Smart Office", and "Add-in's". The main content area displays a table of activity logs 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 data, showing various activities such as "Employee", "Currency Code", "Inquiry", "Purchase Order Entry", and "PO Header Options" accessed by users named "Lawson, Lawson" from IP addresses like "192.168.100.124" and "192.168.0.44".

| 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 | | |

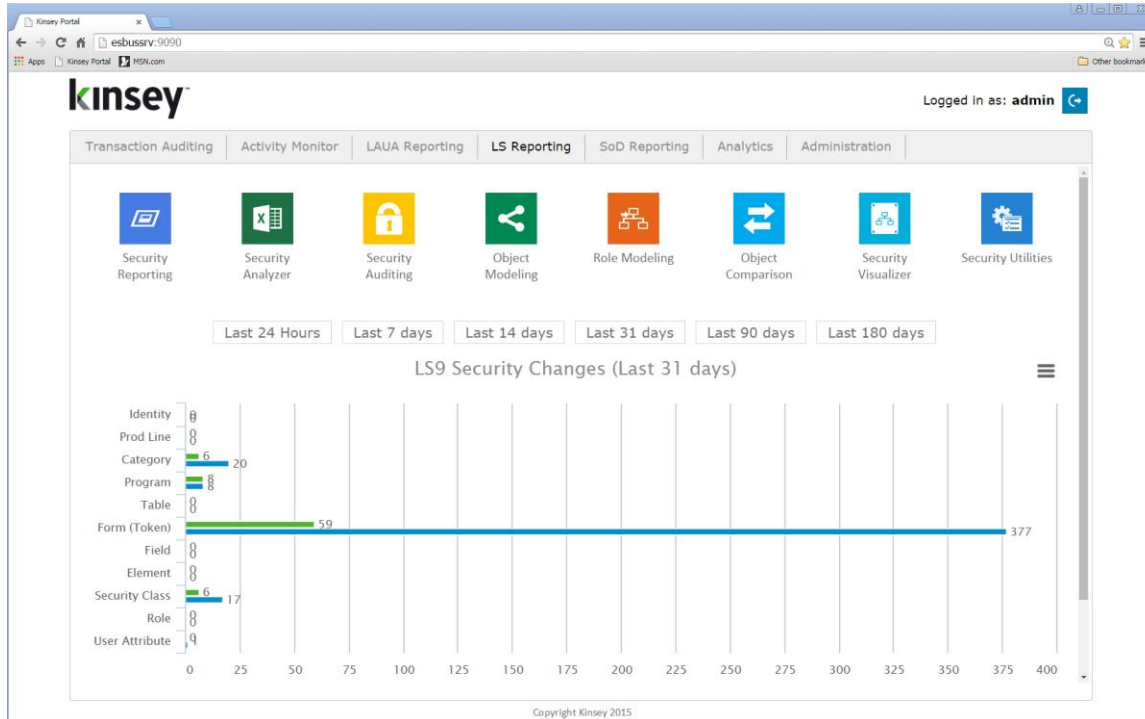
The 'Details' link is available if you own Kinsey's Transaction Auditing application and the form is included in the audit definitions. When the 'Details' link is selected you can view the field level detail associated with the transaction including any changes.

| 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 |
| PAYMENTS-VENDOR | - ... |

Toggle Non-changed Details

Creating Custom Reports

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



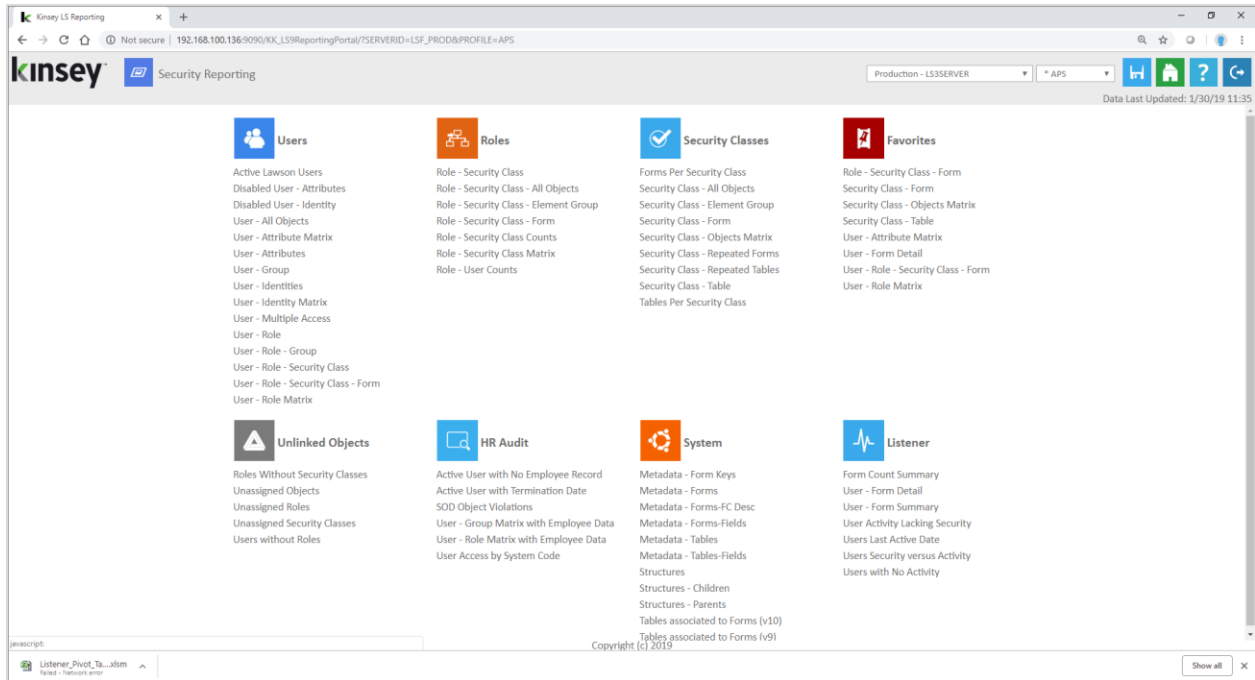
From the LS Reporting dashboard select the Security Reporting icon.

You will find 7 available queries under the Listener column. The

- Form Count Summary
- User-Form Detail
- User-Form Summary
- User Activity Lacking Security *
- User Last Active Date
- User Security versus Activity *
- Users with No Activity

** Reports require activation of LS Reporting*

Activity Monitor User Guide



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.

The screenshot shows the 'User - Form Detail' query results. The interface includes a search bar, 'Expand Groups', 'Collapse Groups', 'Clear Filters', and 'Show/Hide Columns' buttons. The table displays 1,580 records. The columns are: User, Full Name, Form, Description, Function, Date/time, Key 1, Key 2, and Key 3. The data shows multiple entries for 'Lawson, Lawson' with various forms and dates.

| User | Full Name | Form | Description | Function | Date/time | Key 1 | Key 2 | Key 3 |
|--------|----------------|--------|-------------------------|----------|---------------------|-------|-------|-------|
| lawson | Lawson, Lawson | GL20.1 | Accounting Units - A... | I | 12/29/2016 11:52 AM | ACCTU | 101 | 10 |
| lawson | Lawson, Lawson | GL20.1 | Accounting Units - A... | C | 12/29/2016 11:53 AM | ACCTU | 101 | 10 |
| lawson | Lawson, Lawson | GL20.1 | Accounting Units - A... | I | 12/29/2016 11:53 AM | ACCTU | 101 | 100 |
| lawson | Lawson, Lawson | GL20.1 | Accounting Units - A... | I | 12/29/2016 12:52 PM | ACCTU | 101 | |
| lawson | Lawson, Lawson | GL20.1 | Accounting Units - A... | I | 12/30/2016 9:28 AM | ACCTU | 101 | |
| lawson | Lawson, Lawson | GL20.1 | Accounting Units - A... | N | 12/30/2016 9:28 AM | ACCTU | 101 | 10 |
| lawson | Lawson, Lawson | GL20.1 | Accounting Units - A... | I | 12/30/2016 9:30 AM | ACCTU | 101 | |
| lawson | Lawson, Lawson | GL20.1 | Accounting Units - A... | I | 2/27/2017 3:20 PM | ACCTU | 1 | 1000 |
| lawson | Lawson, Lawson | GL20.1 | Accounting Units - A... | N | 2/27/2017 3:20 PM | ACCTU | 1 | 1005 |
| lawson | Lawson, Lawson | GL20.1 | Accounting Units - A... | N | 2/27/2017 3:20 PM | ACCTU | 1 | 1006 |
| lawson | Lawson, Lawson | GL20.1 | Accounting Units - A... | N | 3/2/2017 10:45 AM | ACCTU | 1 | 10 |
| lawson | Lawson, Lawson | GL20.1 | Accounting Units - A... | N | 3/2/2017 10:45 AM | ACCTU | 1 | 100 |
| lawson | Lawson, Lawson | GL20.1 | Accounting Units - A... | N | 3/2/2017 10:45 AM | ACCTU | 1 | 1000 |
| lawson | Lawson, Lawson | GL20.1 | Accounting Units - A... | N | 3/22/2017 11:12 AM | ACCTU | 1 | 10 |
| lawson | Lawson, Lawson | GL20.1 | Accounting Units - A... | N | 3/22/2017 11:12 AM | ACCTU | 1 | 100 |

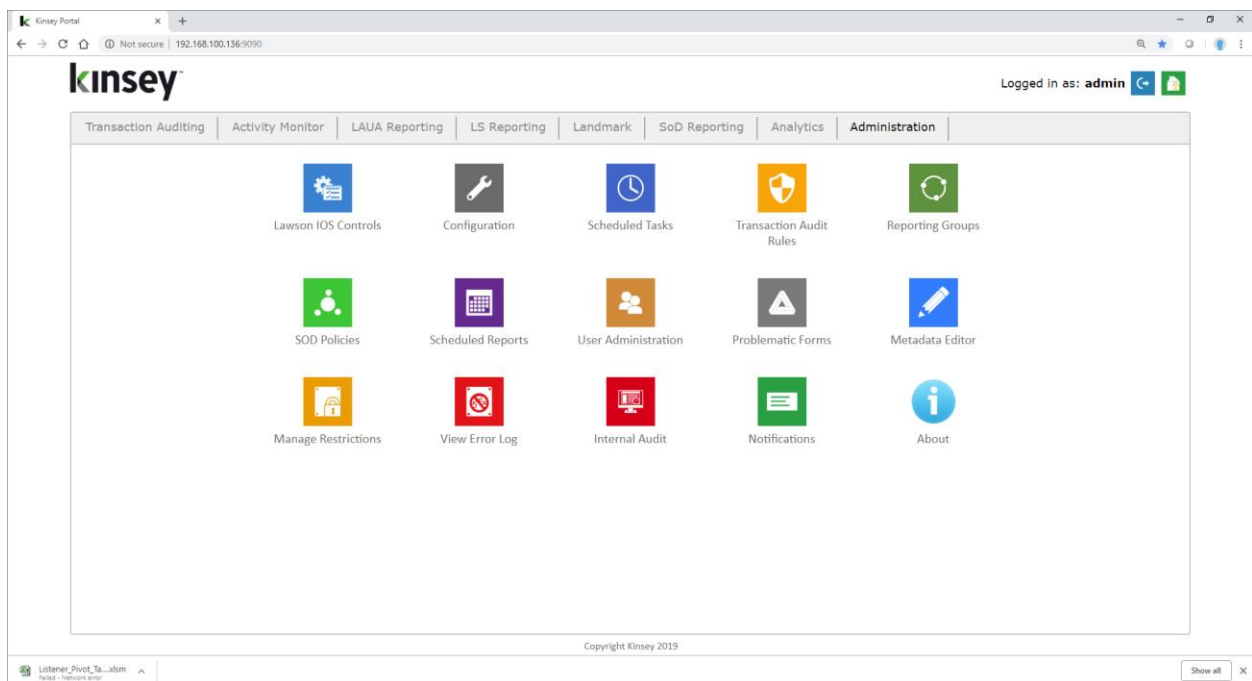
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Manage Restrictions

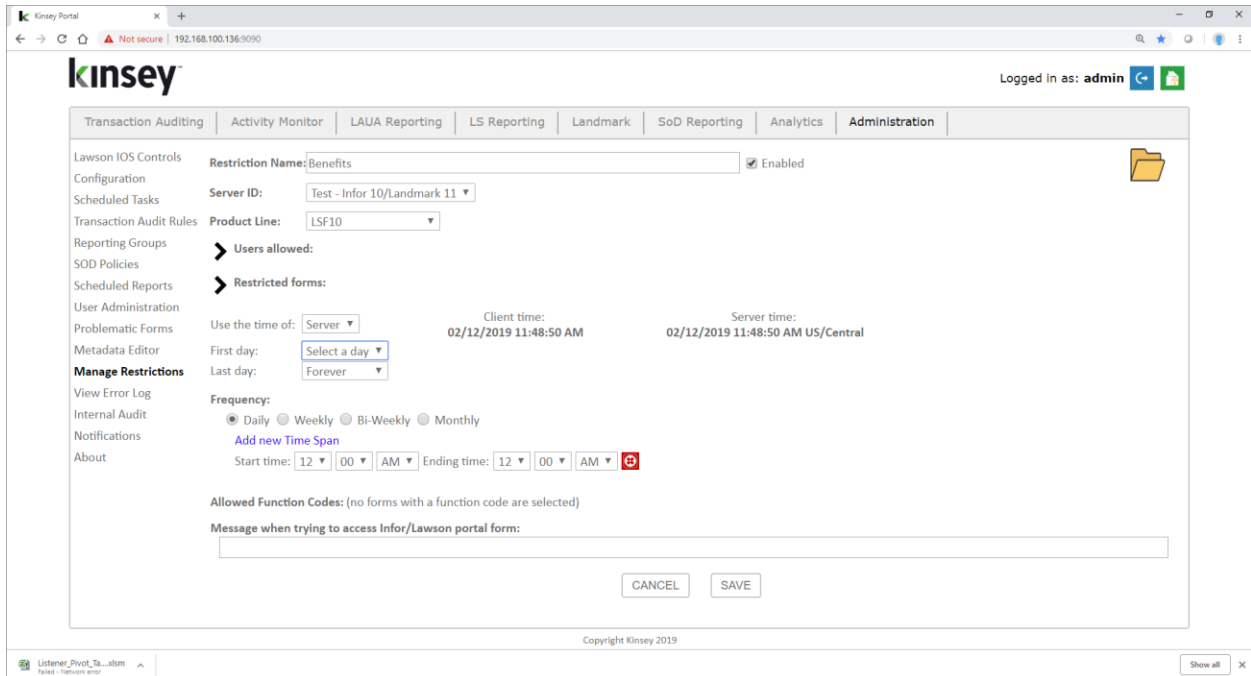
The Manage Restrictions option allows you to restrict the use of a form based on a predefined schedule. For example; if you would like to keep employees from changing benefit information while payroll is being run you can restrict the use of the benefit form during that time frame.

Setting up a New Restriction

From the Administration tab on the dashboard home page select the Manage Restrictions. You need to have the proper security to access the administration tab.



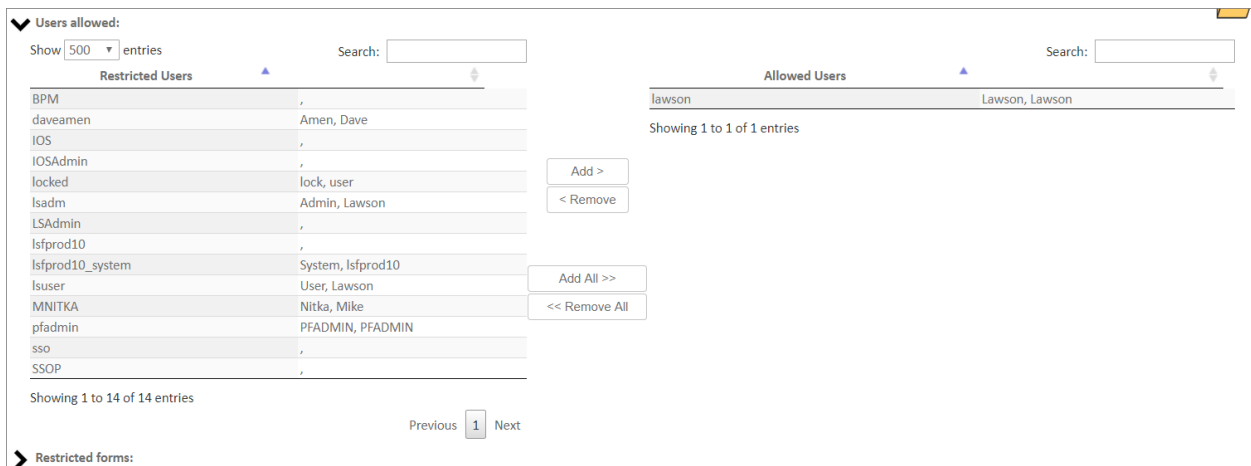
Activity Monitor User Guide



Parameters

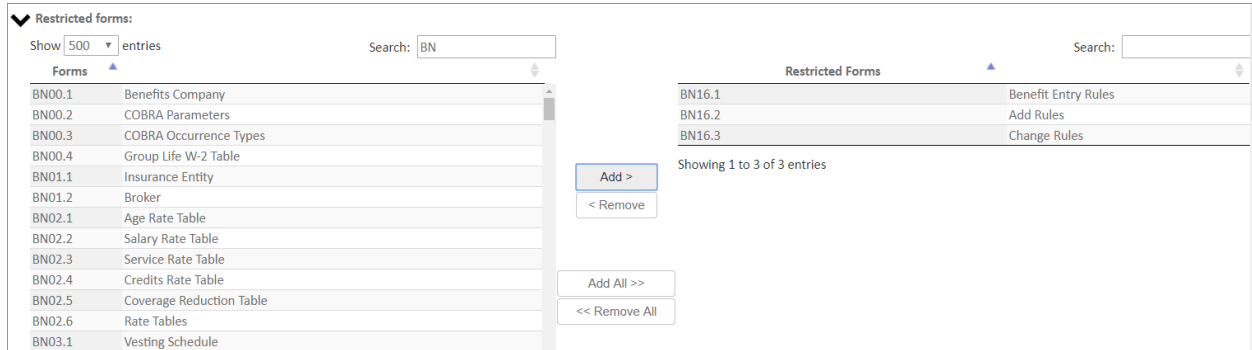
- Restriction Name** Enter a name you want associated with the restriction.
- Enable** Manually enable or disable the restriction
- Server ID** Select the appropriate Server ID from the available options.
- Product Line** Select the appropriate Product Line from the available options
- User Allowed** Click on the arrow next to “Users allowed” to select Users from the available list that will be exempt from this restriction.

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



Restricted Forms

Click on the arrow next to Restricted Forms to select the forms you need to restrict. By default no tokens are restricted when you set up a new restriction. You can either scroll through the forms list or use the Search option to filter the list. Use the Add button to add to the Restricted Forms list.



Frequency

You can define a Daily, Weekly, Bi-Weekly or Monthly schedule.

Daily Select start and stop times

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

Bi-Weekly The first active week will be displayed.

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

Allowed Function Codes

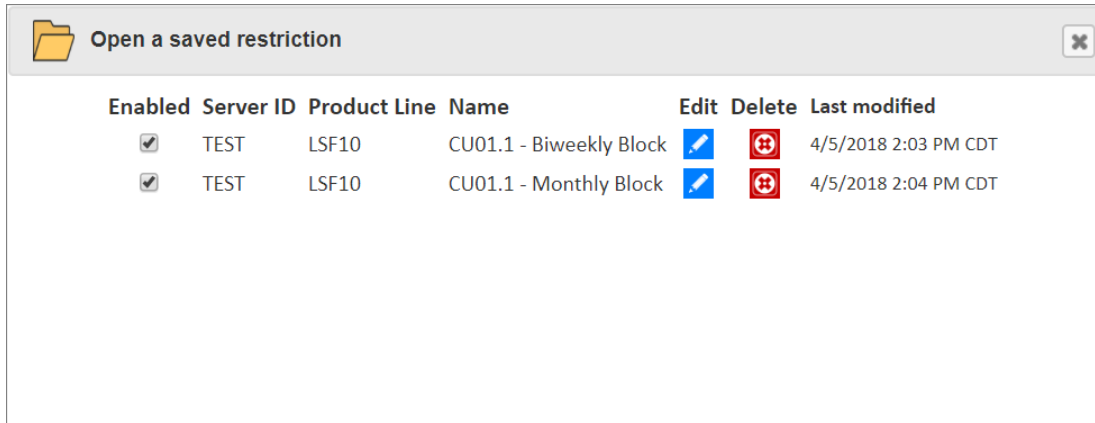
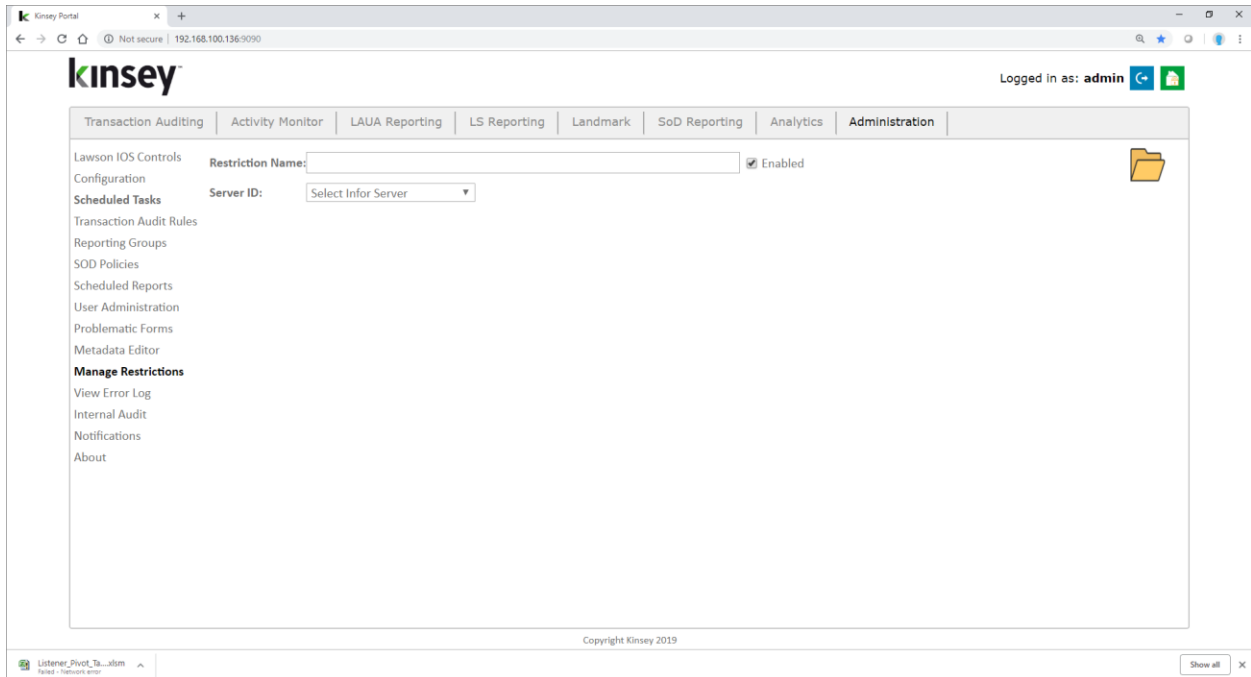
Check the boxes of the function codes that will be allowed during the restricted time.

Message when trying to access Infor/Lawson portal form

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

Editing or Deleting an existing Restriction

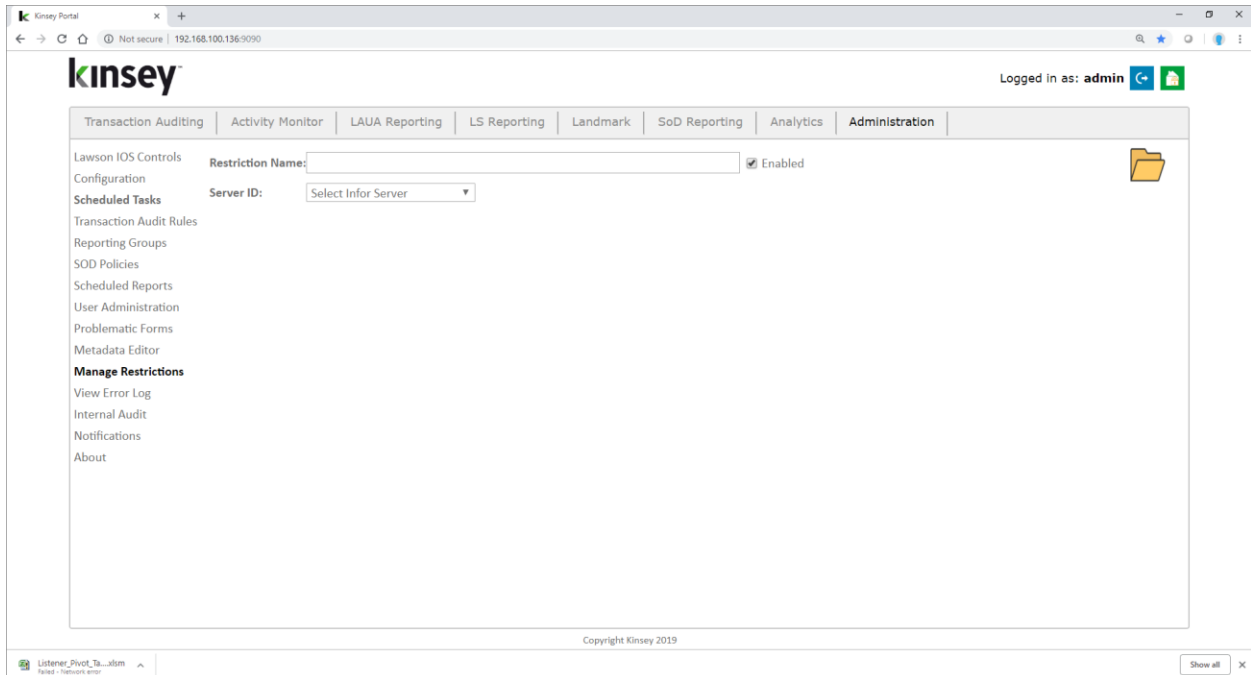
From the Administration tab on the dashboard home page select Manage Restrictions. Select File folder icon in the top right corner to view the current restrictions.



Select the Edit icon next to the Restriction you would like to edit. To delete the restriction simply click on the delete icon and confirm the deletion.

Enabling or Disabling a Restriction

From the Administration tab on the dashboard home page select Manage Restrictions. Select File folder icon in the top right corner to view the current restrictions.



Open a saved restriction

| Enabled | Server ID | Product Line | Name | Edit | Delete | Last modified |
|-------------------------------------|-----------|--------------|-------------------------|------|--------|----------------------|
| <input checked="" type="checkbox"/> | TEST | LSF10 | CU01.1 - Biweekly Block | | | 4/5/2018 2:03 PM CDT |
| <input checked="" type="checkbox"/> | TEST | LSF10 | CU01.1 - Monthly Block | | | 4/5/2018 2:04 PM CDT |

Select the Edit icon next to the Restriction you would like to enable or disable.

Restriction Name: Enabled

Server ID:

Product Line:

Check the Enabled box to enable the restriction, unchecking the box will disable the restriction. Scroll down to the bottom of the page and save the changes.

Microsoft Excel Pivot Tables

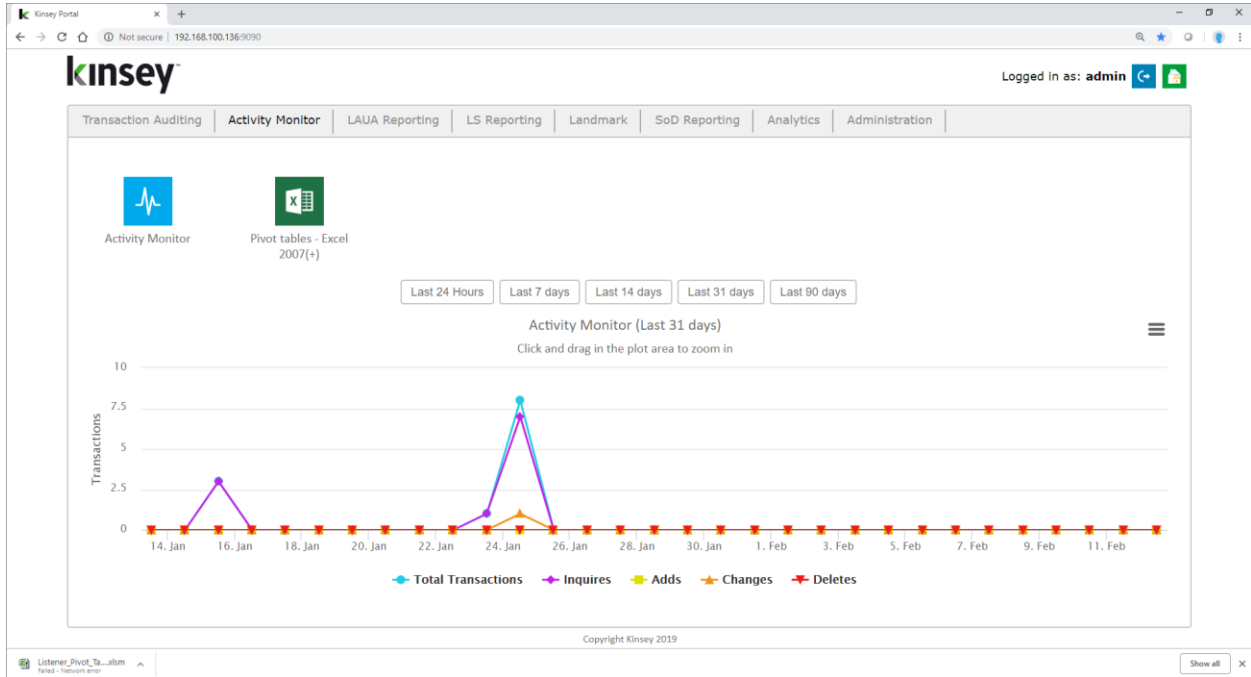
The Microsoft Excel pivot tables provide a summarized view of your data from a number of different perspectives. The pivot tables will be preconfigured for your environment when the application is installed. The dashboard links provided will always download the default spreadsheet. You will need to update the spreadsheet from the 'info' sheet to see current information. For more information on how to use these reports refer to [page 18](#).

The sheets included on the document include:

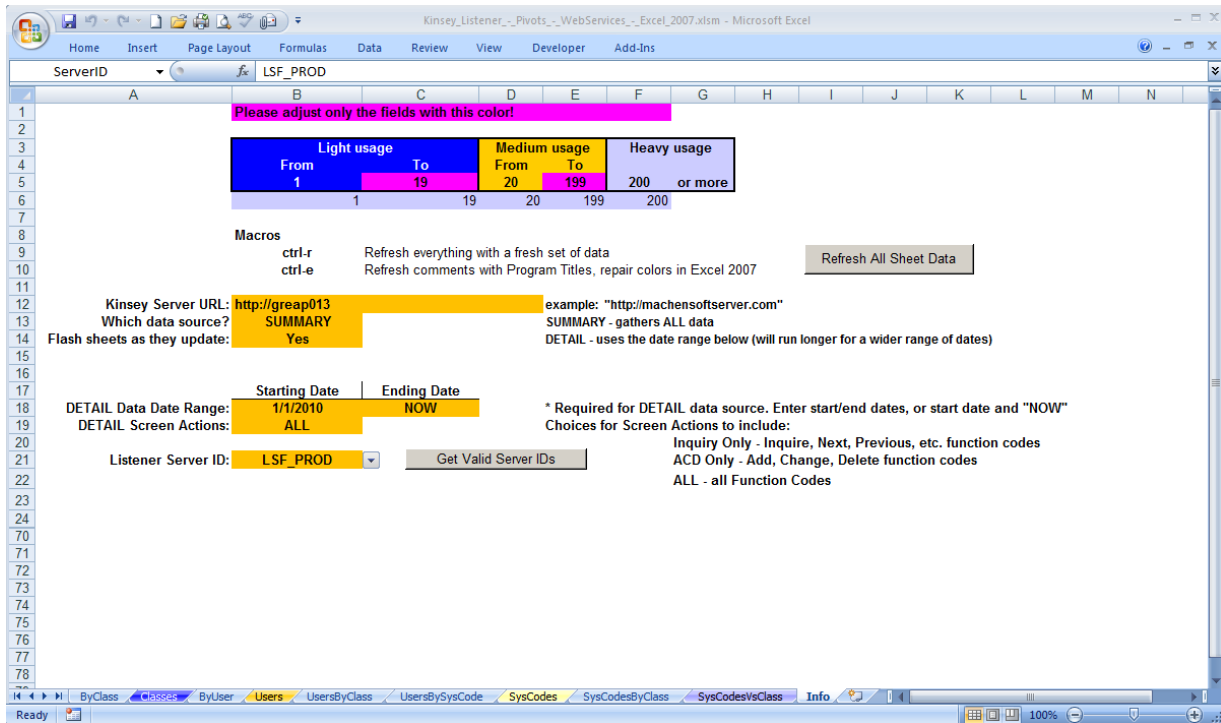
| | |
|------------------|---|
| By Class | This sheet will display the number of times a form has been used within a specific LAUA Security Class for the time period selected on the info tab. If you have moved to LS security all results will be grouped in the ALL Security Class column. |
| By User | 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. |

Setup

The Pivot Tables are delivered ready to use although some adjustment may be required. From the Activity Monitor page select Pivot tables to download and open the default document.



Select the Info sheet at the bottom of the page.



Parameters

Kinsey Server URL

Enter the URL of the Kinsey server

Which data source?

The 'data source' determines the level of detail provided when using the pivot table drill functionality. Selecting **SUMMARY** will provide summary level drill detail. For example when you drill on User/System code count you will see a summary count of how many times a particular token was used.

| | A | B | C | D | E | F | G | H |
|---|----------------|---------|----|-------|-----|-----|-----|----|
| 1 | UsersBySysCode | | | | | | | |
| 2 | . | 1 | 19 | 20 | 199 | 200 | | |
| 3 | Sum of Count | SYSCODE | | | | | | |
| 4 | USERNAME | AC | AM | AP | AR | BL | BN | BR |
| 5 | fnelson | | | 8471 | 35 | | 9 | |
| 6 | lawson | 197 | 83 | 10866 | 442 | 58 | 153 | 1 |
| 7 | mnitka | | | 12 | 4 | | | |
| 8 | smiller | | | 4 | | | | |
| 9 | Grand Total | 197 | 83 | 19353 | 481 | 58 | 162 | 1 |

Drilling on cell F6 (58) will display the count for each form used.

Activity Monitor User Guide

| | A | B | C | D | E | F | G |
|----|----------|------|----------|----------|----------|-------|---------|
| 1 | SERVID | PDL | SECCLASS | USERNAME | PDLTOKEN | COUNT | SYSCODE |
| 2 | LSF_PROD | LIVE | LS9 | lawson | BL123 | 4 | BL |
| 3 | LSF_PROD | LIVE | LS9 | lawson | BL122 | 4 | BL |
| 4 | LSF_PROD | LIVE | LS9 | lawson | BL20.4 | 2 | BL |
| 5 | LSF_PROD | LIVE | LS9 | lawson | BL293 | 4 | BL |
| 6 | LSF_PROD | LIVE | LS9 | lawson | BL290 | 3 | BL |
| 7 | LSF_PROD | LIVE | LS9 | lawson | BL123 | 3 | BL |
| 8 | LSF_PROD | LIVE | LS9 | lawson | BL122 | 3 | BL |
| 9 | LSF_PROD | LIVE | LS9 | lawson | BL20.1 | 6 | BL |
| 10 | LSF_PROD | LIVE | LS9 | lawson | BL00.1 | 2 | BL |
| 11 | LSF_PROD | LIVE | LS9 | lawson | BL20.4 | 5 | BL |
| 12 | LSF_PROD | LIVE | LS9 | lawson | BL20.1 | 8 | BL |
| 13 | LSF_PROD | LIVE | LS9 | lawson | BL14.1 | 2 | BL |
| 14 | LSF_PROD | LIVE | LS9 | lawson | BL45.1 | 1 | BL |
| 15 | LSF_PROD | LIVE | LS9 | lawson | BL40.1 | 2 | BL |
| 16 | LSF_PROD | LIVE | LS9 | lawson | BL06.1 | 1 | BL |
| 17 | LSF_PROD | LIVE | LS9 | lawson | BL05.1 | 3 | BL |
| 18 | LSF_PROD | LIVE | LS9 | lawson | BL01.1 | 1 | BL |
| 19 | LSF_PROD | LIVE | LS9 | lawson | BL00.1 | 2 | BL |
| 20 | LSF_PROD | LIVE | LS9 | lawson | BL07.1 | 2 | BL |

The DETAIL provides additional functionality although it takes longer to update the pivot tables. The Detail option allows you to enter a date range of the data you want included in the pivot tables. (See below)

The Detail option also shows additional information when using the drill feature including the Function Code executed and a date/time stamp.

| | A | B | C | D | E | F | G | H | I |
|----|----------|------|----------|----------|----------|----|-------|-----------------------|---------|
| 1 | SERVID | PDL | SECCLASS | USERNAME | PDLTOKEN | FC | COUNT | ACCESSED_AT | SYSCODE |
| 2 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-06-06 10:54:05.0 | AR |
| 3 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-06-06 10:54:04.0 | AR |
| 4 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-06-06 10:54:03.0 | AR |
| 5 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-06-06 10:54:02.0 | AR |
| 6 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-06-06 10:54:01.0 | AR |
| 7 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | P | 1 | 2012-06-06 09:49:37.0 | AR |
| 8 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | P | 1 | 2012-06-06 09:49:37.0 | AR |
| 9 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-06-06 09:49:31.0 | AR |
| 10 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-06-06 09:47:24.0 | AR |
| 11 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-06-06 09:47:23.0 | AR |
| 12 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-06-06 09:47:22.0 | AR |
| 13 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-06-06 09:47:22.0 | AR |
| 14 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-06-06 09:47:21.0 | AR |
| 15 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-06-06 09:47:20.0 | AR |
| 16 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | C | 1 | 2012-04-02 13:24:30.0 | AR |
| 17 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-04-02 13:23:52.0 | AR |
| 18 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-04-02 13:23:51.0 | AR |
| 19 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-04-02 13:23:50.0 | AR |
| 20 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-04-02 13:23:47.0 | AR |
| 21 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | P | 1 | 2012-04-02 13:02:57.0 | AR |
| 22 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | P | 1 | 2012-04-02 13:02:57.0 | AR |
| 23 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-04-02 13:02:46.0 | AR |
| 24 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-04-02 13:02:29.0 | AR |
| 25 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-04-02 13:02:29.0 | AR |
| 26 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-04-02 13:02:28.0 | AR |
| 27 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-04-02 12:50:48.0 | AR |
| 28 | LSF_PROD | LIVE | ALL | fnelson | AR10.1 | N | 1 | 2012-04-02 12:50:47.0 | AR |

Flash Screen

Select YES to watch the pivot tables update your Excel document otherwise select No.

Note: Leaving the option on Yes will provide a visual confirmation that the update is running.

DETAIL Data Date Range

Enter the date range of the activity you want included in the results.

Note: You must answer DETAIL to the data source question for the date range to be used.

Listener Server ID

Select the Server ID you are collecting data on.

Note: To get a list of valid server ID's select the "Get Valid Server ID's" button.

Usage Ranges

Setting these ranges will highlight specific areas you need to focus on when evaluating your Listener results. By default light usage is under 20 screen touches, Medium is less than 200 and heavy is 200 or more.

| | | | | | |
|--------------------|-----------|---------------------|-----------|--------------------|----------------|
| Light usage | | Medium usage | | Heavy usage | |
| From | To | From | To | 200 | or more |
| 1 | 19 | 20 | 199 | 200 | |
| 1 | 19 | 20 | 199 | 200 | |

The purple cells can be changed as desired by the client. Using the DETAIL data source will take longer and thus uses the date range specified to keep the run time under control. With that method, though, drilling into a value shows the user, Security Class, date/time and Function Code used for each transaction.

Once configured, the Pivot Tables **automatically connect to the Listener data source** to extract new Listener counts, and can be refreshed as desired.

In order for the refresh to work, though, the user’s PC must have the MySQL or MariaDB ODBC driver installed locally.

The user(s) who have authority to connect to the Listener data source can refresh the Pivot Tables with new Listener data, simply by pressing **ctrl-r** and watching for a minute or two as it spins through the Excel tabs replacing numbers as it goes.

The hovering/comments holding Form (Token) Titles become incorrect after pivoting, and Excel may destroy the formatting. Use **ctrl-e** to patch up all of this after pivoting.

Once the user refreshes the data, the Excel file can be saved or e-mailed to others who have no connection to the Listener tables, and they will have the full functionality of the Pivot Tables.

Recommended **before running the ctrl-r refresh**: ensure that your Excel Listener Pivot Tables are clean:

- Delete all tabs containing data returned from a drill (they have names like Sheet1, Sheet2).
- Verify that all data shows in the Pivot Tables (“Show all” should be checked in every Pivot Dropdown).
- If a date restriction is to be used, be sure the Start and End dates have been entered in the Info tab.

Using the Pivot Tables

General Info

Experience with Excel Pivot Tables is helpful, but not required, in order to gain the maximum value from the information shown.

This sample shows the ByUser sheet containing a cross reference of:

- Forms down the left side, and
- Users across the top

| Sum of Count | USERNAME | hoberts | hrogers | isolatedsoduser | lawson | Grand Total |
|--------------|----------|---------|---------|-----------------|--------|-------------|
| PDLTOKEN | fnelson | | | | | |
| AM00.1 | | | | | 2 | 2 |
| AM00.2 | | | | | 1 | 1 |
| AM12.1 | | | | | 3 | 3 |
| AM15.1 | | | | | 3 | 3 |
| AM20.2 | | | | | 21 | 21 |
| AM20.3 | | | | | 7 | 7 |
| AM20.6 | | | | | 1 | 1 |
| AM20.9 | | | | | 10 | 10 |
| AM23.1 | | | | | 1 | 1 |
| AM45.2 | | | | | 1 | 1 |
| AM70.1 | | | | | 1 | 1 |
| AM90.1 | | | | | 2 | 2 |
| AP00.1 | | | | | 6 | 6 |
| AP00.3 | | | | | 4 | 4 |
| AP00.4 | | | | | 1 | 1 |
| AP00.5 | | | | | 1 | 1 |
| AP00.6 | | | | | 2 | 2 |
| AP01.1 | | | | | 4 | 4 |
| AP10.1 | | | | | 40 | 40 |
| AP10.2 | | | | | 1 | 1 |
| AP10.4 | | | | | 5 | 5 |
| AP10.7 | | | | | 1 | 1 |
| AP10.8 | | | | | 1 | 1 |
| | | | | | 221 | 261 |

Activity Monitor User Guide

Each cell contains the number of times a user has accessed a particular form.

The colors represent ranges of values – blue indicates low counts, yellow for medium counts and gray for high counts. These values are user-controlled. You can change these settings on the Info tab to propagate these colors across all of the Pivot Tables.

| | | | | | |
|--|----|--------------|-----|-------------|---------|
| B | C | D | E | F | G |
| Please adjust only the fields with this color! | | | | | |
| Light usage | | Medium usage | | Heavy usage | |
| From | To | From | To | 200 | or more |
| 1 | 19 | 20 | 199 | | |

Drilling into Details

While viewing one of the Pivot Tables, the user can **double-click** on any cell to **drill in to the detailed information** that went into that total.

The screenshot shows a PivotTable with the following data:

| Users | 1 | 19 | 20 | 199 | 200 |
|--------------|----------|----------|---------|-----------------|--------|
| Sum of Count | USERNAME | | | | |
| PDLTOKEN | fnelson | hroberts | hrogers | isolatedsoduser | lawson |
| Grand Total | | | | | |
| AM00.1 | | | | 2 | 2 |
| AM00.2 | | | | 1 | 1 |
| AM12.1 | | | | | 3 |
| AM15.1 | | | | 3 | 3 |
| AM20.2 | | | | | 21 |
| AM20.3 | | | | | 7 |
| AM20.6 | | | | 1 | 1 |
| AM20.9 | | | | | 10 |
| AM23.1 | | | | 1 | 1 |
| AM45.2 | | | | | 1 |
| AM70.1 | | | | 1 | 1 |
| AM90.1 | | | | 2 | 4 |
| AP00.1 | | | | 6 | 6 |
| AP00.3 | | | | 4 | 4 |
| AP00.4 | | | | 1 | 4 |
| AP00.5 | | | | 1 | 2 |
| AP00.6 | | | | 2 | 2 |
| AP01.1 | | | | 4 | 4 |
| AP10.1 | | | | | 40 |
| AP10.2 | | | | 221 | 261 |
| AP10.4 | | | | 1 | 1 |
| AP10.7 | | | | 5 | 5 |
| AP10.8 | | | | 1 | 1 |

F24

| SERVERID | PDL | SECCLASS | USERNAME | PDLTOKEN | FC | COUNT | ACCESSED_AT | SYSCODE |
|----------|------|----------|----------|----------|----|-------|---------------------|---------|
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | P | 1 | 2016-09-16 12:29:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | N | 1 | 2016-09-16 12:28:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | N | 1 | 2016-09-16 12:28:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | P | 1 | 2016-09-16 12:22:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | P | 1 | 2016-09-16 12:22:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | P | 1 | 2016-09-16 12:22:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | P | 1 | 2016-09-16 12:22:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | N | 1 | 2016-09-16 12:22:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | N | 1 | 2016-09-16 12:22:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | N | 1 | 2016-09-16 12:21:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | P | 1 | 2016-09-16 12:21:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | N | 1 | 2016-09-16 12:21:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | N | 1 | 2016-09-16 12:21:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | N | 1 | 2016-09-16 12:21:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | N | 1 | 2016-09-16 12:21:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | N | 1 | 2016-09-16 12:21:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | N | 1 | 2016-09-16 12:21:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | N | 1 | 2016-09-16 12:19:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | N | 1 | 2016-09-16 12:19:AM | |
| LSF_PROD | LIVE | unknown | fnelson | AM20.2 | N | 1 | 2016-09-16 12:19:AM | |

Notes: