	Document Name	Process Help Document	
Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Menu Code	00.002.13	
	Process Name	User Option Use Dashboard	
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00.002.13 – User Option Use Dashboard

PROCESS OVERVIEW

The information which is related to the user like user machine, machine IP address, user login time, logout time. The entity details on which the user is working will get displayed. Also this dashboard is used by higher authority of organization and he will get all the information of user.

PROCESS PRE-REQUISITES

Input Fields	Input Field Details	Remarks
Entity Code	Entity Master	To select entity code by pressing f9,Lov populate by pressing F9
Division Code	Division Master	To select division code by pressing f9,Lov populate by pressing F9
User Code	User master	To select user code by pressing f9,Lov populate by pressing F9

KEY FEATURES

- We get all information about user on which transaction form he is working
- Here we check login and logout details of user
- In this we have facility like send sms and kill the session
- Here we can check the IP address of user

PROCESS DETAILS

Work Step

Step 1 Select the Entity Code (Press F9 for LOV).

BUTTONS	DESCRIPTION
Excel	To generate output in Excel.
Find	To find the record from the existing list as per code.
Exit	To exit the current page.
Show	To show the Selected data.

Clear	To clear the selected data.
Send Message	To send Message.
Kill Session	To stop the current session.

Step 2 Select Div Code (Press F9 for LOV).

Step 3 Select User Code (Press F9 for LOV).

Step 4 Select the Parent process (Press F9 for LOV).

Step 5 Select the Menu Code (Press Scroll Down Button).

Step 6 Enter the Ip address.

Step 7 Enter the from date and to date.

Step 8 Select the Advance Filter (Press Scroll Down Button).

Step 9 Select the login time, login date, duration, Acc year and From Accessed (Press Scroll down Button).

Step 10 Press 'Ok' button to save the record.

FIELDS	R/O/C	FIELD VALUE / COMMENTS
Entity Code	R	Entity Master -List of values populated on F9 or F8 button based on user rights and entity code configured for the particular series.
Div Code	R	Division Master -List of values populated on F9 or F8 button based on user rights and Div code configured for the particular series.
User Code	O	User master -To select by pressing F9.
Parent Process	O	To select parent process by pressing F9.
Menu Code	C	To select the menu code by pressing scroll down button.

Ip address	R	To enter the IP address of user.
From date	R	Enter from date which will appear as default quantity for all records.
To date	R	Enter to date which will appear as default quantity for all record.
Advance Filter	O	To select advance filter by pressing scroll down button.
Login Time	O	To enter the login time.
Logout Time	O	To enter logout time.
Duration	O	To select duration by pressing scroll down button.
Acc Year	O	To select Acc year by pressing scroll down button.
From Accessed	O	To select Accessed by pressing scroll down button.

R = Required, O = Optional, C = Conditional