



CHAPTER 67

Manage Active Users and User Account

This section explains how to communicate with active users and manage the user account.

Active Users

Choose **Administration > Active Users > Active Users** and follow these steps:

- Step 1** After you choose **Administration > Active Users > Active Users**, a window that shows the currently logged users appears, as shown in [Figure 67-1](#).

Figure 67-1 **Active Users**

#	User ID	Device Host Name	Login Time	Last Access Time
1	☐ admin	10.76.207.84	8:50:48 PM PST 2/17/11	9:06:58 PM PST 2/17/11

Rows per page: 10 Page 1 of 1 Disconnect

- Step 2** In [Figure 67-1](#), if you have the privileges of **SysAdmin** or **UserAdmin**, you can disconnect one or more users. Check the check box next to each user you want to disconnect. Then click the **Disconnect** button at the bottom of the window.



Caution

The current login sessions for the disconnected users are terminated and their work is lost.

- Step 3** To exit this list of all active users, choose another feature from the main product tabs.

User Account

Choose **Administration > Account > User Account** and follow these steps:

- Step 1** After you choose **Administration > Account > User Account**, a window that shows the active users appears, as shown in [Figure 67-2](#).

Figure 67-2 User Account Window

User Account

Security	
User ID:	admin
Permissions for Others:	☒ View ☒ Edit ☐ Delete
Group Membership:	
Assigned Roles:	SysAdminRole
Personal Information	
Full Name:	System Administrator
Work Phone:	
Mobile Phone:	
Pager:	
Email:	
Location:	
Supervisor Information:	
User Preferences	
Rows per page:	10
Logging Level:	Warning
Edit	

Step 2 Click **Edit** to change the password, permissions, personal information, and user preferences.

Step 3 Click **Save** to save the changes or click **Cancel**.