

## Viewing User Activity



### Security Note:

To enable access to the User Activity settings, users will need the following permissions in [Series25 Group Administration](#):

Viewing signed-in users:

- Admin: 12.0 *Create, Edit, and Copy Contacts*

Viewing and removing locks on Events, Locations, and Resources:

- Admin: 27.0 *View Locked Objects*
- Admin: 27.1 *Remove Own Locks*
- Admin: 27.2 *Remove All Locks*

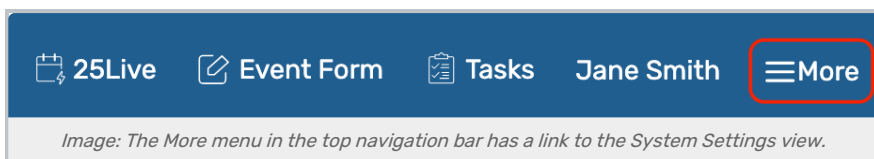
For users that are not System Administrators, removing locks also requires Object Level access to the objects you want to remove locks for. If you cannot access these features, contact your 25Live Administrator.

When you open an object in 25Live to edit it, a lock is placed on that object. The lock is removed after saving changes. If a lock persists due to a technical issue, users with proper permissions can remove it.

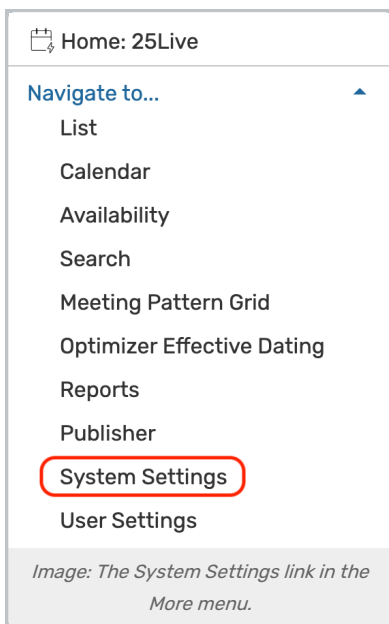
When a user is creating an event and assigns a location or resource, a pending reservation (assignment) is created to hold the object(s) while the user finishes creating the event. This is done to prevent conflicts that would occur if another user tried to schedule the same location or resource at the same time. If the user is interrupted during the event creation process, the pending reservations are never discharged. 25Live lets you view and remove these pending reservations.

### 1. Go to the System Settings View, and Access General Settings

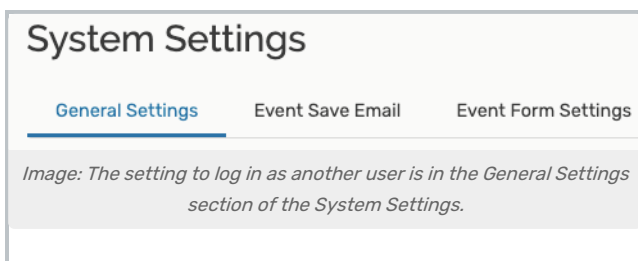
The **System Settings** section is accessible from the **More** menu in [the top navigation bar](#).



*Image: The More menu in the top navigation bar has a link to the System Settings view.*



Within the **System Settings** view, go to the **General Settings** section.



## 2. Open the User Activity Section

Go to the **User Activity** section using the link in the left-side menu.

## How to Remove Locks

### 1. Go to the Locked Items Subsection

After opening the **User Activity** area, use the **Locked Items** subsection link.

### 2. Select a Lock to Delete

Masquerade

Configure Theme

Grid Coloring

User Activity

Locked Items

Pending Locations

Pending Resources

Signed-in Users

Locked Items

Remove All

Filter:

Item	Type	Owner	Email	Phone	Date	Delete
GERM 211 01 24562	Event	Jane Smith	jane.smith@school.edu		Wed Aug 03 12:51 pm	Delete

Image: Locked Items are located under User Activity. Active locks are displayed in a list.

Active locks are displayed in a list. You can use the **Filter** field to narrow the list down.

When you locate the lock you wish to remove, use the **Delete** button OR select **Remove All** to delete all active locks. You will be asked to confirm.



**Warning: Be Very Sure Before Removing a Lock**

Use your administrative power with care to be sure you're removing the correct lock and one that will not cause the work of another active user to be lost.

## How to Remove Pending Location or Resource Reservations



**What Is a Pending Location Reservation?**

When a 25Live user is creating an event and assigns a location, a pending reservation (assignment) is created to hold that location while the user finishes creating the event. This is done to prevent conflicts that would occur if another user tried to schedule the same location at the same time. If the user's browser crashes during the event creation process, the pending reservations are never discharged. [25Live System Settings](#) lets you view and remove these pending location reservations.

When a 25Live user is creating an event and assigns a location or resource, a pending reservation (assignment) is created to hold the item(s) while the user finishes creating the event. This is done to prevent conflicts that would occur if another user tried to schedule the same location at the same time. If the user's browser crashes during the event creation process, the pending reservations are never discharged. An administrator can remove pending items when needed.

### 1. Go to the Location or Resource Pending Subsection

Masquerade

Configure Theme

Grid Coloring

User Activity

Locked Items

Pending Locations

Pending Resources

Signed-in Users

Pending Location Reservations

Filter:

Item	Event Name	Start	End	Reserved By	Last Modified	Delete
ARTS 111		Sat Jan 15 2:30	Sat Jan 15 4:30	janesmith	Sat Dec 11 3:38	Delete
BJF 100		Sat Jan 15 2:30	Sat Jan 15 4:30	bobjames	Sat Dec 11 3:38	Delete

Image: The subsection links are on the left side.

After opening the **User Activity** area, use the **Pending Locations** or **Pending Resources** subsection links.

2. Select Reservations to Delete

Masquerade

Configure Theme

Grid Coloring

User Activity

Locked Items

Pending Locations

Pending Resources

Signed-in Users

Pending Resource Reservations

Filter:

Item	Event Name	Start	End	Reserved By	Last Modified	Delete
AV - Data Projector		Sat Jan 15 2:30	Sat Jan 15 4:30	susan	Sat Dec 11 3:38	Delete
FAC - Custodial Crew - Night		Sat Jan 15 2:30	Sat Jan 15 4:30	susan	Sat Dec 11 3:38	Delete

Image: A Delete button accompanies every pending reservation.

Currently, pending reservations are listed. Use the **Filter** field to narrow down the list. Use the **Delete** buttons on any line to remove reservations then confirm the action.

Again, **be careful** using the power in this feature to be sure you're only removing reservations that are no longer needed.

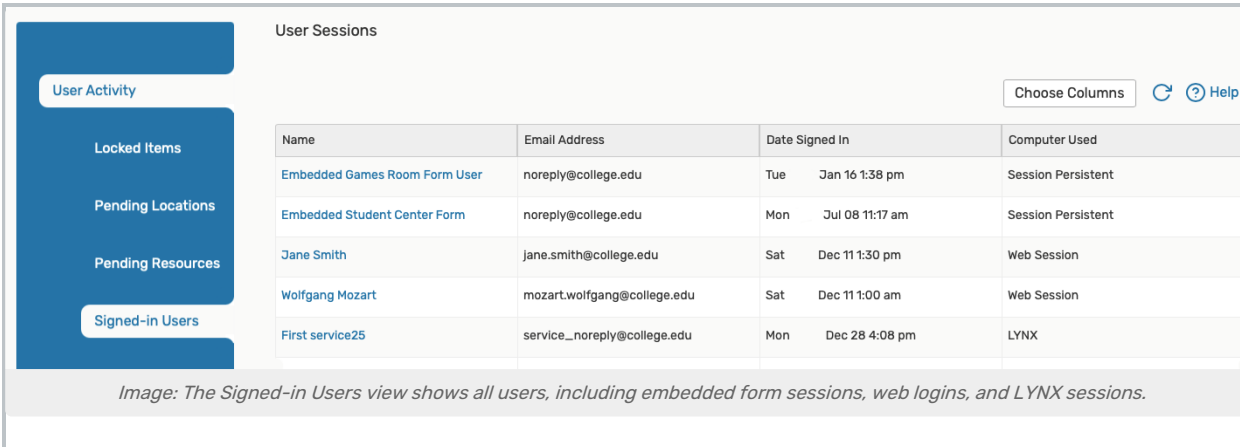


Warning

If you're unsure whether or not a reservation is still active, don't remove it.

## How to View Signed-in Users

### 1. Go to the Signed-in Users Subsection



The screenshot shows the 'User Sessions' view. On the left, a blue sidebar contains the 'User Activity' menu with sub-items: 'Locked Items', 'Pending Locations', 'Pending Resources', and 'Signed-in Users'. The main content area is titled 'User Sessions' and features a table with columns: Name, Email Address, Date Signed In, and Computer Used. The table lists six sessions, including embedded form users, Jane Smith, Wolfgang Mozart, and First service25. A 'Choose Columns' button and a 'Help' icon are visible in the top right of the table area.

Name	Email Address	Date Signed In	Computer Used
Embedded Games Room Form User	noreply@college.edu	Tue Jan 16 1:38 pm	Session Persistent
Embedded Student Center Form	noreply@college.edu	Mon Jul 08 11:17 am	Session Persistent
Jane Smith	jane.smith@college.edu	Sat Dec 11 1:30 pm	Web Session
Wolfgang Mozart	mozart.wolfgang@college.edu	Sat Dec 11 1:00 am	Web Session
First service25	service_noreply@college.edu	Mon Dec 28 4:08 pm	LYNX

*Image: The Signed-in Users view shows all users, including embedded form sessions, web logins, and LYNX sessions.*

After opening the **User Activity** area, use the **Signed-in Users** subsection link.

### 2. Note All User Types in the List

The Signed-in Users list shows all types of users, including:

- Web Session - regular users logged into 25Live
- Session Persistent - user sessions initiated by another element, such as an embedded form
- *Other Application Sessions* - these sessions are listed by the application using 25Live, such as LYNX