

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:

- Administrative: 14.0 *Create, Edit, and Copy Contacts*

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

- Administrative: 30.0 *View Locked Objects*
- Administrative: 30.1 *Remove Own Locks*
- Administrative: 30.2 *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.

The User Activity section of System Settings lets you view open user sessions, locked events, and pending location and resource reservations. Locks and pending reservations can also be removed from this section of 25Live.

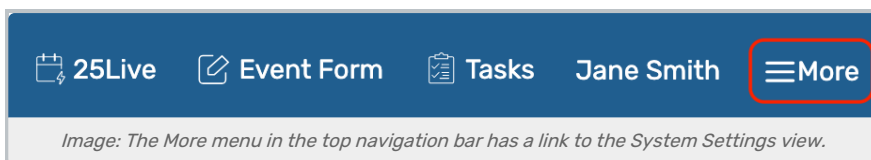
In This Article:

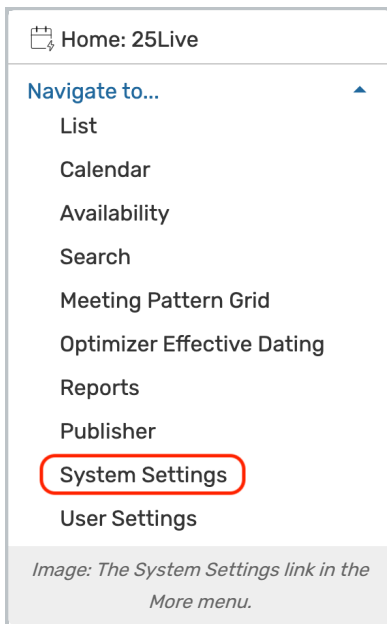
- [Accessing User Activity](#)
- [How to View and Remove Locks](#)
- [How to View and Remove Pending Location or Resource Reservations](#)
- [How to View Signed-in Users](#)

Accessing User Activity

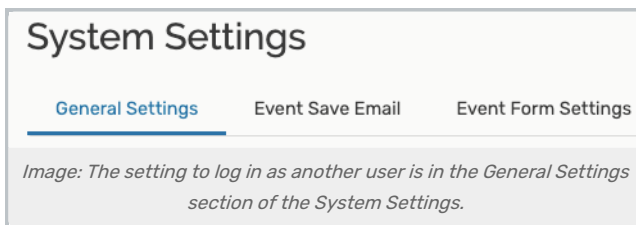
1. Go to the System Settings View, and Access General Settings

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





- 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 View and Remove Locks

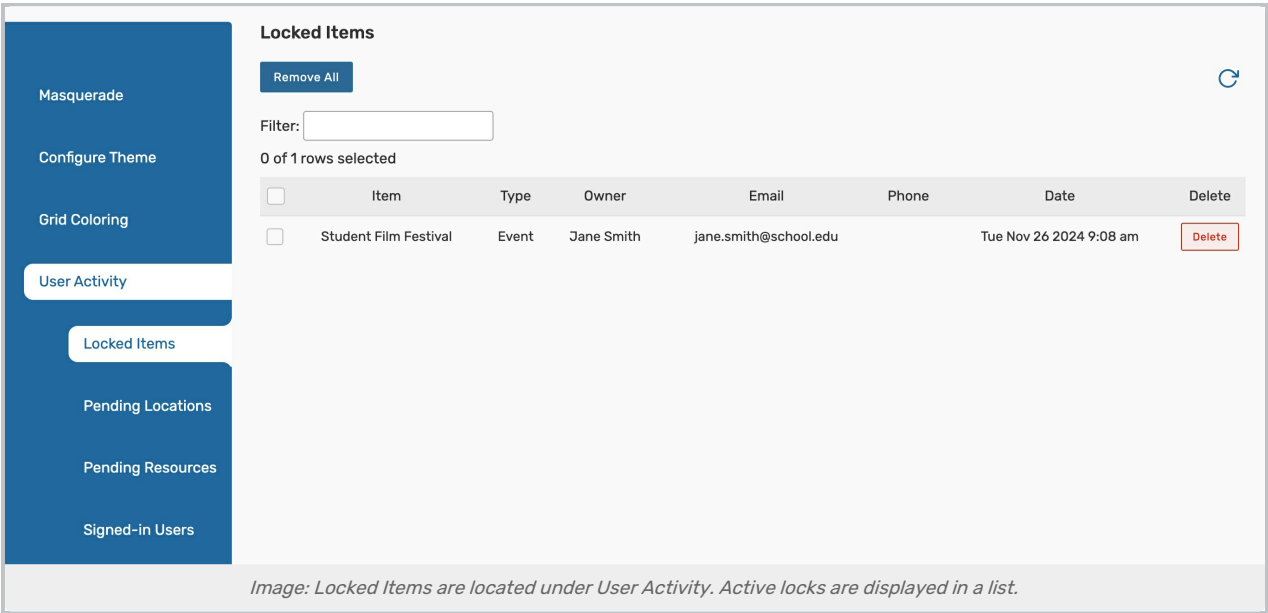
When a user is editing an event in the event form, a lock is applied to prevent additional users from editing the event and overwriting the original user's work. If the user's browser crashes while editing, that lock may not be released. An administrator can follow the steps below to remove locked items when necessary.

1. Go to the Locked Items Subsection

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

2. Find Locks to Delete

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



3. Remove One or Several Locks

- When you locate the lock you wish to remove, use the **Delete** button to remove one lock.
- Check the boxes beside the list items and select **Remove Selected** to remove several locks at once.
- Use the **Remove All** button delete all 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 View and Remove Pending Location or Resource Reservations

When a 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 to prevent conflicts that could occur if another user tried to schedule the same object at the same time. If the user's browser crashes during the event creation process, the pending reservations are not discharged. An administrator can follow the steps below to remove pending items when necessary.

1. Go to the Location or Resource Pending Subsection

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

Masquerade

Configure Theme

Grid Coloring

User Activity

Locked Items

Pending Locations

Pending Resources

Signed-in Users

Pending Location Reservations

Remove All

Filter:

0 of 2 rows selected

<input type="checkbox"/>	Item	Event Name	Start	End	Reserved By	Last Modified	Delete
<input type="checkbox"/>	PL BCC	Student Film Festival	Fri May 09 2025 6:30 pm	Fri May 09 2025 10:00 pm	Jane Smith	Tue Nov 26 2024 9:09 am	Delete
<input type="checkbox"/>	PL BCC	Student Film Festival	Sat May 10 2025 6:30 pm	Sat May 10 2025 10:00 pm	Jane Smith	Tue Nov 26 2024 9:09 am	Delete

Image: The subsection links are on the left side.

2. Find Reservations to Delete

- Currently, pending reservations are listed. Use the **Filter** field to narrow down the list.

Masquerade

Configure Theme

Grid Coloring

User Activity

Locked Items

Pending Locations

Pending Resources

Signed-in Users

Pending Resource Reservations

Remove All

Filter:

0 of 2 rows selected

<input type="checkbox"/>	Item	Event Name	Start	End	Reserved By	Last Modified	Delete
<input type="checkbox"/>	FS - Food Service Requested	Student Film Festival	Fri May 09 2025 6:30 pm	Fri May 09 2025 10:00 pm	Jane Smith	Tue Nov 26 2024 9:09 am	Delete
<input type="checkbox"/>	FS - Food Service Requested	Student Film Festival	Sat May 10 2025 6:30 pm	Sat May 10 2025 10:00 pm	Jane Smith	Tue Nov 26 2024 9:09 am	Delete

Image: A Delete button accompanies every pending reservation.

3. Remove One or Several Pending Reservations

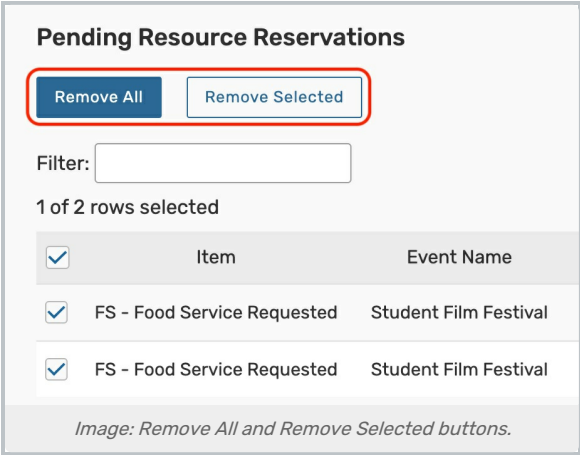


Warning: If you’re unsure whether or not a reservation is still active, don’t remove it.

- When you locate the reservation you wish to remove, use the **Delete** button to remove that one pending reservation.
- Check the boxes beside the list items and select **Remove Selected** to remove several pending reservations at

once.

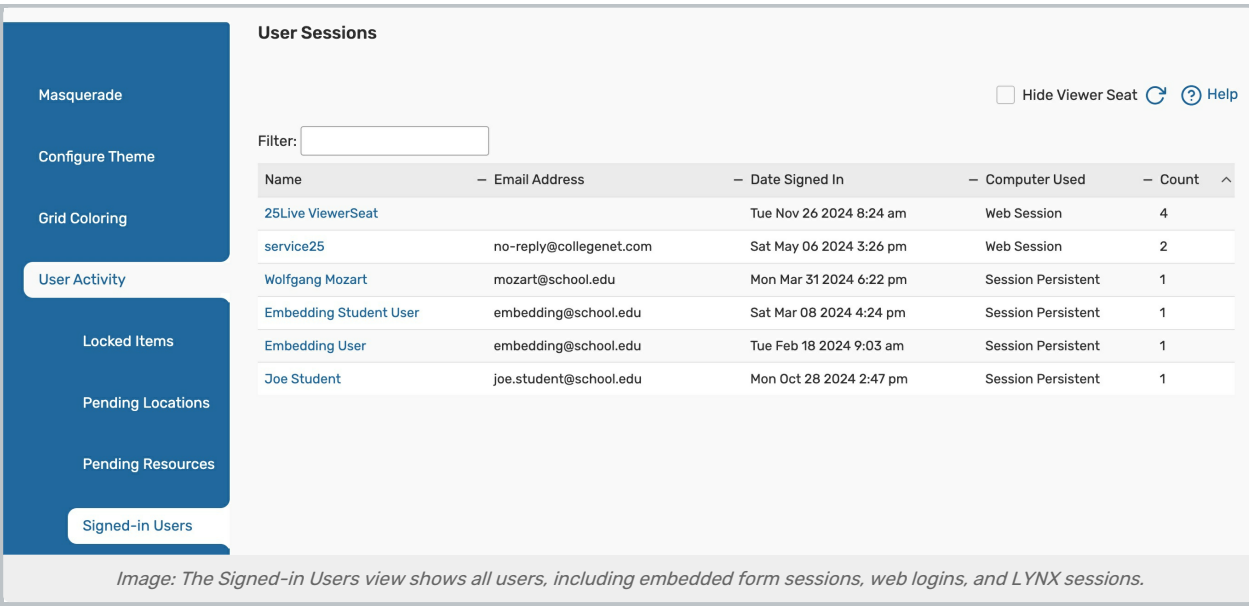
- Use the **Remove All** button delete all pending reservations. You will be asked to confirm.



How to View Signed-in Users

1. Go to the Signed-in Users Subsection

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



2. Note All User Types in the List

The **Count** column lists how many sessions one user has open. If your instance allows viewer access, often the Viewer Seat will have several open sessions. Check the **Hide Viewer Seat** checkbox to omit logged out users from 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
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