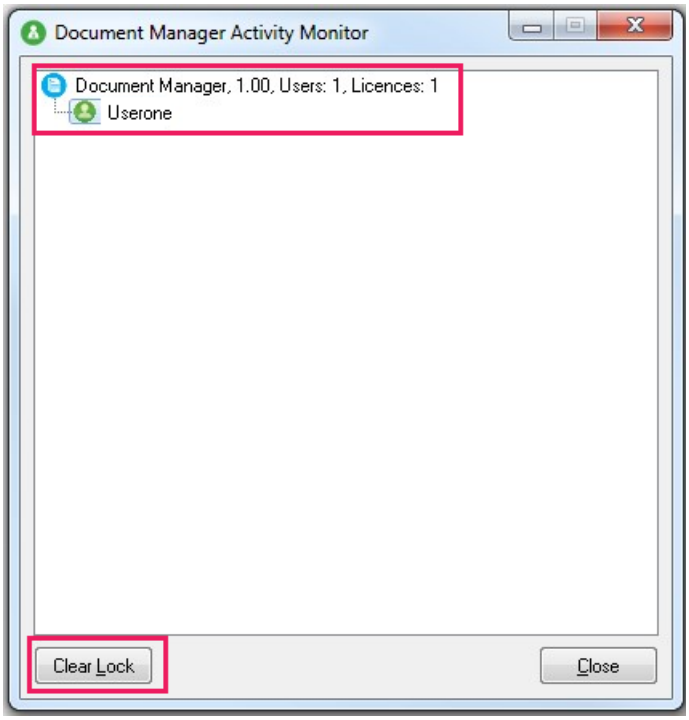
Activity Monitor

Sage HandiSoft programs keep track of how many users are using Document Manager at any one time and will not allow more than the number of licensed Document Manager users to open Document Manager.

The number of users concurrently using the program can be determined by using the **Activity Monitor.**

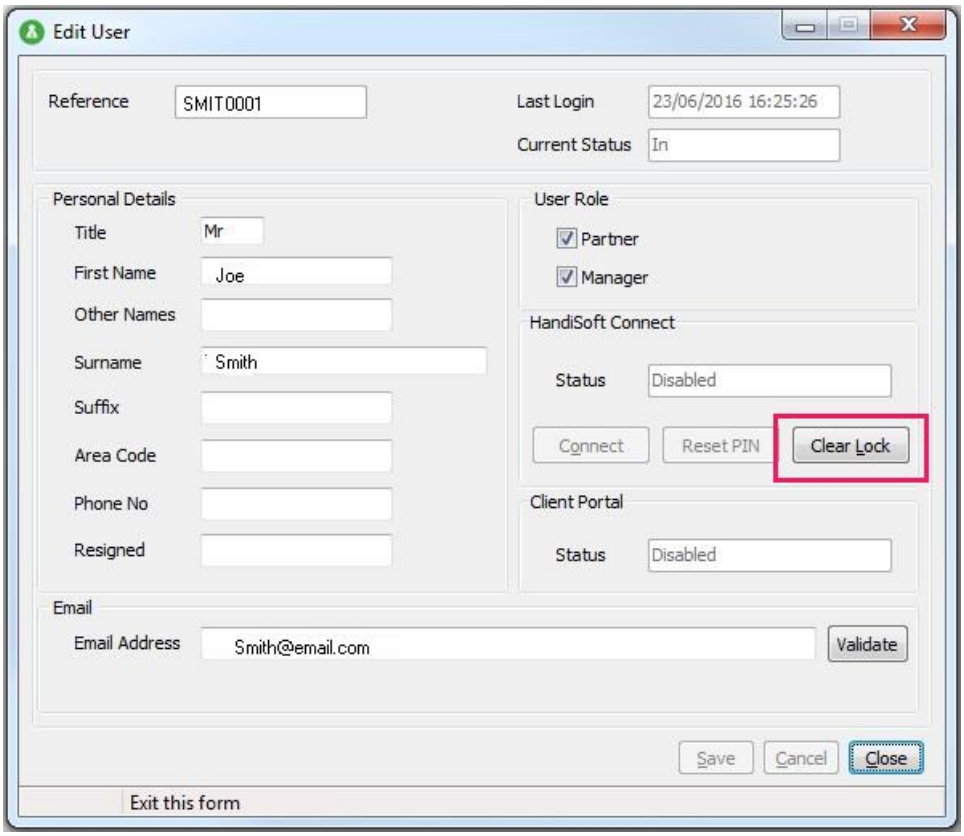
Log into **Practice Manager** as the **ADMINISTRATOR** to enable the **Activity Monitor** menu item under **Tools**.



The **Activity Monitor** can be used to clear any Users that may be locked by highlighting the particular User and clicking **Clear Lock**.

Connected services

For users of Connect, the **Clear Lock** option, in the **Users** window in any of the Sage HandiSoft programs, can also be used to clear locks. This will clear both **Connect** and **Document Manager** locks.


Edit User
Reference
SMIT0001
Last Login
23/06/2016 16:25:26
Current Status
In
Personal Details
Title
Mr
First Name
Joe
Other Names
Surname
Smith
Suffix
Area Code
Phone No
Resigned
User Role
Partner
Manager
HandiSoft Connect
Status
Disabled
Connect
Reset PIN
Clear Lock
Client Portal
Status
Disabled
Email
Email Address
Smith@email.com
Validate
Save
Cancel
Close
Exit this form