

About this guide

This guide shows how an administrator reaches the **Users** list from **Security**, opens a person's menu, opens **Sessions and devices**, and reads the list of sign-ins. The automated screenshots do **not** use **Close session** or other actions that change someone's login.

If a picture shows a **blue frame**, it is only to help you follow the steps; it is not part of the app.

BEFORE YOU START

- You are logged in with a role that can open **Security** and the **Users** tile (not the security-only profile that cannot manage other users' data).
- The **Users** list loads with at least one person, or you will only see the empty state.
- If you only wanted to follow the guide without changing anything, after reviewing the window you can go back with the **back** control in the top bar; you do not need to close anyone's session for that.

WHAT YOU WILL DO

You will open **Profile** → **Security** → **Users**, open one person's menu, tap **Sessions and devices**, and see how the session list looks.

STEPS

STEP 1 Open the Users list

From **Profile**, go to the **Security** tab. In the mosaic, tap **Users**. When the list appears, you will see how many active users there are and the cards below.

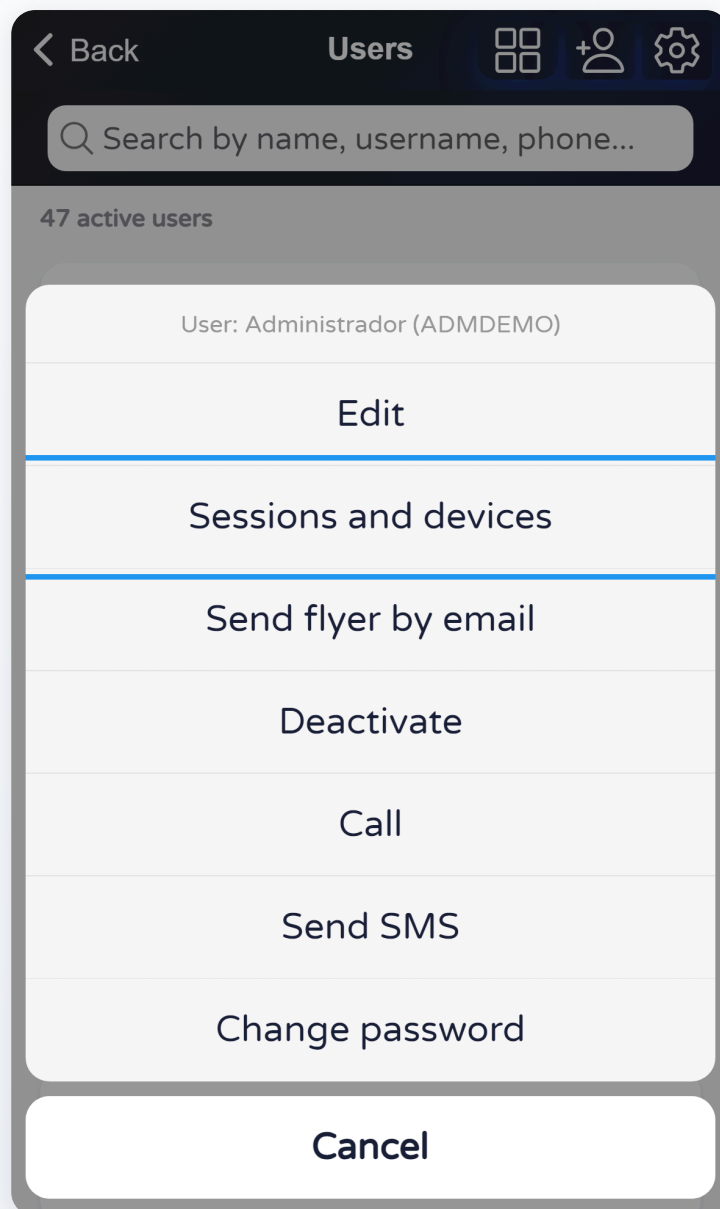
Mobile application interface showing a list of users. The header includes a back arrow, the title "Users", and icons for a grid, adding a user, and settings. A search bar is present with the placeholder text "Search by name, username, phone...". Below the search bar, it indicates "47 active users". The list contains five user entries, each with a profile picture, name, role, and contact information.

Name	Role	Contact Info
Administrador	Administrator	ADMDemo, +524426805331, jfeurotecnica@gmail.com
juan ramon	Administrator	ADMVZLA
Andres ARB1	Other	ARB1, 60521310, raul.a.gil.j@gmail.com
ARB1INQ	Tenant	ARB1INQ
Jonathan Garro	Owner	ARB3

Example of the Users list after it loads

STEP 2 Open the menu and find Sessions and devices

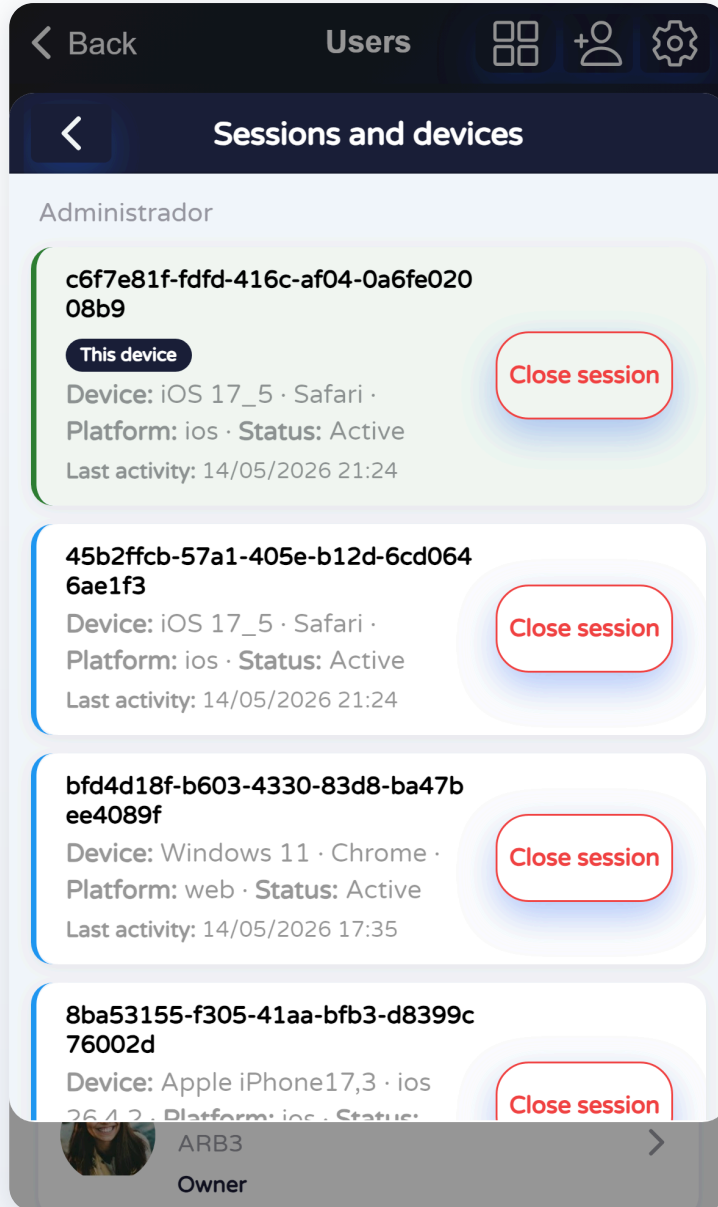
Tap the person's card. A sheet opens with several actions. The option **Sessions and devices** is the one that opens the session list for that account (next step).



Sessions and devices is marked in the menu (example)

STEP 3 What happens when you tap Sessions and devices

A window opens with the title **Sessions and devices** and the person's name. Each line is one place where they signed in: device name, type of phone or computer, state, and last activity. If a line is marked as **This device**, that is the phone or computer you are using now. On a line for another device you may use **Close session** to sign that person out there—they will need to sign in again. Read any confirmation message carefully before confirming.



Example of the list after it finishes loading

STEP 4 About “Close all”

When you open sessions from the **Users** list for **another person**, the app usually **does not** show a **Close all** button in the top bar. That is normal for this screen.

Where the app does offer **Close all** (for example under **My sessions** for your own account), it ends every active session on every device at once. You will need to sign in again on each device. Use it only when you are sure—for example if you lost a device or suspect someone else used your password.

USEFUL NOTES

- The automated run opens the window only to take the picture, then closes it with the **back** control. It does not tap **Close session**.



Thank you for using EPASS

Help for administrators managing users.

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