

Staff Portal Log

The **Staff Portal Log** is a great way to review Staff Portal activity. This report can be found under the **Staff** menu > **Staff Reports** > **Staff Portal Log**.

- ★ Review who is logging in to their Staff Portal.
- ★ Select **Filter Options** from the drop-down list or use **Filter Text** to search for specific words.
- ★ Determine why a staff member is having difficulty logging in to the Staff Portal.
- ★ Keep track of where the staff members are logging in to the Staff Portal.

Search Criteria

Use the Search Criteria to narrow the report results:

- If you have multiple locations in your database, you have the option to look at Staff Portal activity based on location using the *Location* drop-down.
- Use the **Filter Option** to select a specific item from the drop-down list or leave the selection blank to select all.
- Select a Staff member from the drop-down list (only active staff will appear in the list).
- Choose the time frame you want to review by using the **Activity Date From/Through Date**

The screenshot shows the 'Staff Portal Log' search interface. At the top, there are 'RETURN' and 'SUBMIT' buttons. Below them are navigation links: 'Search Criteria', 'Favorites', 'Save Favorites', and 'Refresh'. A search instruction reads: 'Search for Portal Activity using search criteria below.' The search criteria include: 'Location' (a dropdown menu), 'Filter Option' (a dropdown menu with a hand cursor pointing to it), 'Filter Text' (a text input field), and 'Staff' (a dropdown menu). At the bottom, there are date pickers for 'Activity Date From' (set to 1/1/2023) and 'Through Date' (set to 11/1/2023). A callout box on the right lists the available filter options: Logins, Login Failures, Password Resets, Attendance, Email, Skills, and Time Entry.

Report Results

The report results can be further customized with the ability to show or hide columns of information, sort columns, or modify column widths.

- The **Show/Hide Columns** button allows you to customize your report by selecting which information to display.
- The **Sign In** column shows where the staff member logged in.
- Use **Restore Columns** to view all available columns.

- This report can be printed or exported to Excel as a CSV or PDF file.

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← RETURN

Indicates where the staff member logged in from.

Use this button to **Show/Hide Columns** in the report.

View 1 - 5 of 5 Print Export Refresh 2 columns hidden Show/Hide Columns Restore Columns

Date/Time	Sign In	Staff Name	Linked to User ID	Login	Staff Email	Message
9/16/2023 9:09:38 PM	Remote	Heather Barnhardt	hbarnhardt	0	hbarnh@email.com	Staff Portal Login failed. Unknown Username: Rritchie
8/22/2023 12:58:55 PM	Internal	Theo Choi	tchoi	3	tchoi@email.com	tchoi logged in successfully
8/22/2023 12:52:21 PM	Internal	Theo Choi	tchoi	3	tchoi@email.com	tchoi logged in successfully
8/22/2023 12:51:38 PM	Internal	Theo Choi	tchoi	3	tchoi@email.com	tchoi logged in successfully
8/22/2023 12:48:37 PM	Internal	Heather Barnhardt	hbarnhardt	0	hbarnh@email.com	App user credentials authenticated. App user: EricHC not matched to Staff Member



The Staff Portal Log will include report results for all search criteria effective 11/30/2023.