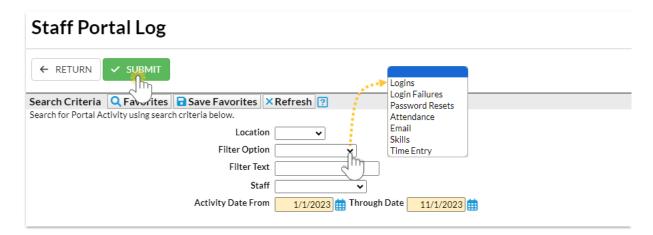# Staff Portal Log

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**.

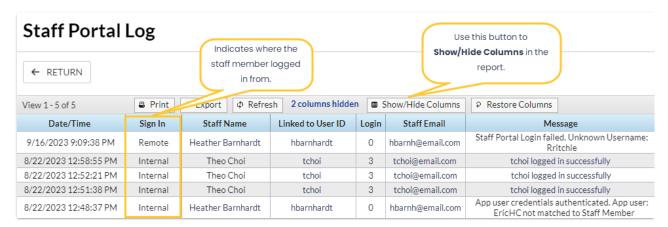
Report Results

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 orPDF file.

Staff Portal Log

Indicates where the staff member logged in from.

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

RETURN

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.