Staff Portal Log

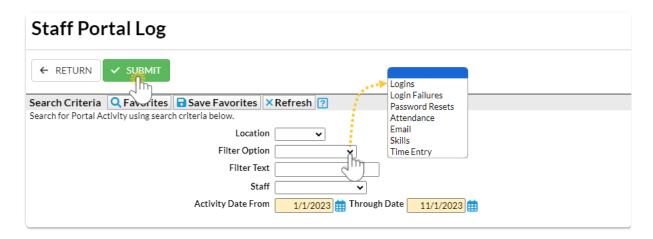
The **Staff Portal Log** is a great way to review Staff Portal activity. This report can be found under the **Staff menu > Staff Reports > Staff Portal Log**.

- 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.
- netermine 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 system, 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 Column**s to view all available columns.
- This report can be printed or exported to Excel as a CSV orPDF file.





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