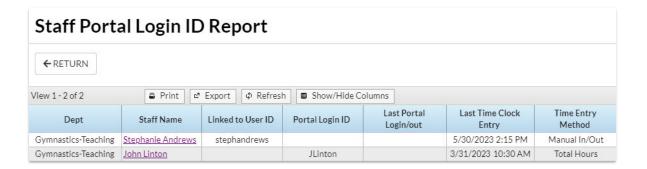
Staff Portal Login ID Report

Last Modified on 09/21/2023 11:51 am EDT

This report, which can be filtered by Department and/or Time Entry Method, provides a listing of staff with their Department, Portal Login ID, Time Entry Method, whether they are linked to a <u>User ID</u>, and the date of their last portal login.

Run a Staff Portal Login ID Report

- 1. Go to the Staff menu > Staff Reports > Staff Portal Login ID Report.
- 2. Select any Search Criteria.
- 3. Click Submit.





Save this as a frequently used report! Click the Heart icon \bigcirc next to a report name, the heart will change to red \bigcirc and the report will be listed under the Reports menu > My Reports for quick and easy access!