

Staff Portal Log

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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.

Save a frequently used report for quick and easy access! Click the **Heart** icon next to a report name to change the heart to red and add the report to your Reports menu > **My Reports**.

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 Columns** to view all available columns.
- This report can be printed or exported to Excel as a CSV or PDF file.

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