

Staff Portal Login ID Report

Last Modified on 11/03/2020 12:30 am EST

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 User ID and the date of their last portal login.

To run a Staff Portal Login ID Report:

1. Point to **Staff Portal**, drop down to **Settings** and select **Portal Login ID Report**.
2. Select any **Search Criteria**.
3. **Submit**.

Staff Portal Login ID Report

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| Dept | Staff Name | Linked to User ID | Portal Login ID | Last Portal Login/out | Last Time Clock Entry | Time Entry Method |
|---------------------|-----------------------------------|-------------------|------------------|-----------------------|-----------------------|-------------------|
| Gymnastics-Teaching | John Linton | JohnDeclan | | | 3/31/2016 7:30 AM | Total Hours |
| Gymnastics-Teaching | Stephanie Andrews | | sandrews | | 5/30/2016 11:15 AM | Manual In/Out |
| | Dianne Harris | | dilinh@gmail.com | 2/19/2019 1:13 PM | 12/13/2018 12:50 AM | Clock In/Out |