Staff Portal Log

The **Staff Portal Log** is a great way to see Staff Portal activity including logins and password resets.

From the *Reports* menu > *Staff Portal*, the Staff Portal Log can be found under the *All* tab.

Business Scenario

A new staff member is trying to log in to the Staff Portal for the first time. They are unable to login successfully. Run the Staff Portal Log and use the *Filter Option* of **Login Failures**. This will help you determine if the new staff member is logging in to the correct place with the correct Login ID.
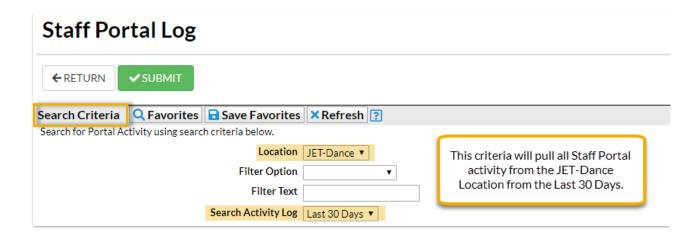
Search Criteria

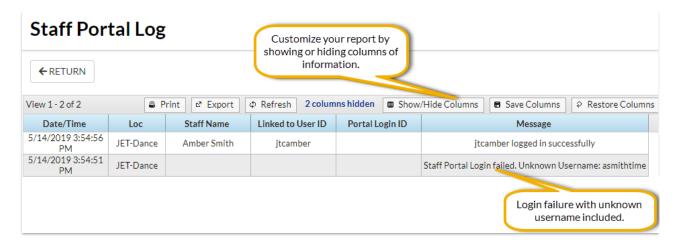Use the Search Criteria to narrow the report results:

- If you have multiple locations in your database, you have the option to look at Staff Portal activity based location using the *Location* drop-down.
- Use the *Filter Option* to see Login Failures only, for example.
- Choose the time frame you want to review using the *Search Activity Log* drop-down.

Leaving a criteria selection blank is the same as saying 'all'.

Staff Portal Log

← RETURN | ✔ SUBMIT

Search Criteria | Q Favorites | 🖫 Save Favorites | ✖ Refresh | ❓

Search for Portal Activity using search criteria below.

Location: JET-Dance ▾
Filter Option: [▾]
Filter Text: [ ]
Search Activity Log: Last 30 Days ▾

This criteria will pull all Staff Portal activity from the JET-Dance Location from the Last 30 Days.

The Report Results

Staff Portal Log

Customize your report by showing or hiding columns of information.

Date/Time	Loc	Staff Name	Linked to User ID	Portal Login ID	Message
5/14/2019 3:54:56 PM	JET-Dance	Amber Smith	jtcamber		jtcamber logged in successfully
5/14/2019 3:54:51 PM	JET-Dance				Staff Portal Login failed. Unknown Username: asmithtime

Login failure with unknown username included.

- The **Show/hide Columns** button allows you to customize your report by selecting which information to display.

  - Select **Apply** to have these selections applied to only the report you are currently viewing.
  - Select **Apply & Save** to have these selections applied and saved to your User ID. When logged in as your User ID, you will see only the columns of information you chose previously. Other Users will see the columns they selected and saved, which may differ from yours.
- Use **Restore Column**s to view all available columns.