

# Staff Portal Login ID Report

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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.

## Run a Staff Portal Login ID Report

1. Go to the **Staff** (menu) > **Staff Portal** > **Find a Report** > **All**(tab) > **Staff Portal Login ID Report**.
2. Select any **Search Criteria**.
3. Click **Submit**.

Staff Portal Login ID Report						
<a href="#">← RETURN</a>						
View 1 - 2 of 2 <a href="#">Print</a> <a href="#">Export</a> <a href="#">Refresh</a> <a href="#">Show/Hide Columns</a>						
Dept	Staff Name	Linked to User ID	Portal Login ID	Last Portal Login/out	Last Time Clock Entry	Time Entry Method
Gymnastics-Teaching	<a href="#">Stephanie Andrews</a>	stephandrews			5/30/2016 2:15 PM	Manual In/Out
Gymnastics-Teaching	<a href="#">John Linton</a>		JLinton		3/31/2016 10:30 AM	Total Hours



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