

User Login Report

YouTube Video Tutorial

Introduction

This report is a custom report that is built in Data Explorer which allows you to easily report on how often users at your agency are logging into ClientTrack.

The report will display the following data points:

- Active Status
- User ID
- User Name
- Email

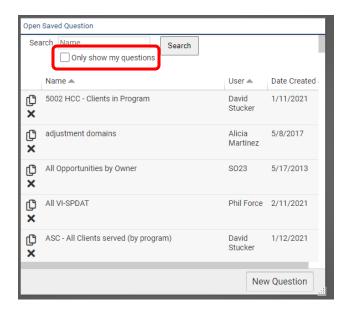
- Organization Last Logged on to
- User Created Date
- Last Login Date
- Workgroup Last Logged in to

Steps

1. Login to ClientTrack and open Data Explorer from the Reports workspace.

Reports 📮	ClientTrack 🗧 All 🗸 search 🔍
🔊 Data Explorer	Entity data is not configured
₩ Files on Server	ClientTrack Dashboard
BNLs	
HMIS Active Client List	

2. Uncheck "Only show my questions"





3. Search for "User Tracker" and select that query.

Open Saved Question Search user tracker Only show my questions						
	Name 📥	User 📥	Date Created 🔺			
ሮ ×	User Tracker	Phil Force	3/18/2020			

4. Under "Which records do you want to include?" change the organization to your agency.

What interests you today?		Show Me Start Over
User		
⊳ What do you want to know?		
Which records do you want to include?		Reset Filters
and Organization Last Logged on to = '* MDHA Lead Agency 2'		
 Click the agency name Choose "Enter a value" Search for your agency from the list, or scroll to find it, and select it. 	Which records do you want to include? and Organization Last Logged on to Add a Filter User NULL (No Value)	,

5. Click "Show Me" then use the export button 🚽 in the top right corner to export your report.

What interests you today?	Show Me	Start Over
User		
» What do you want to know?		
▲ Which records do you want to include?	Reset Filters	
and Organization Last Logged on to = '* MDHA Lead Agency 2'		
Add a Filter		