User Login Report

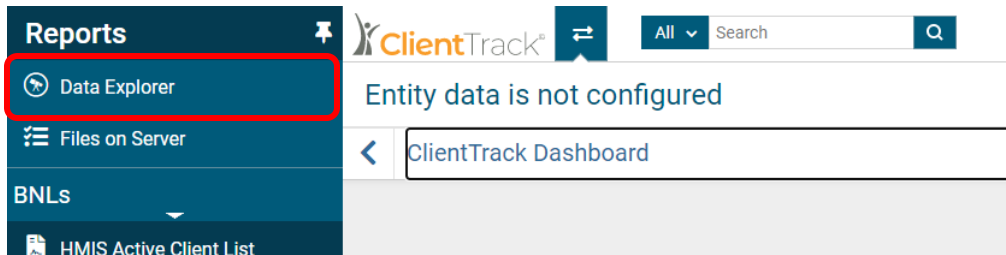YouTube Video Tutorial

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.

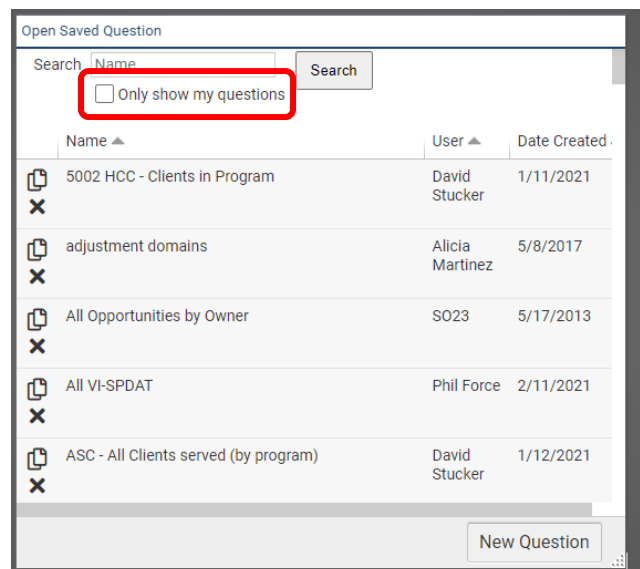The report will display the following data points:

- Active Status
- User ID
- User Name
- Email

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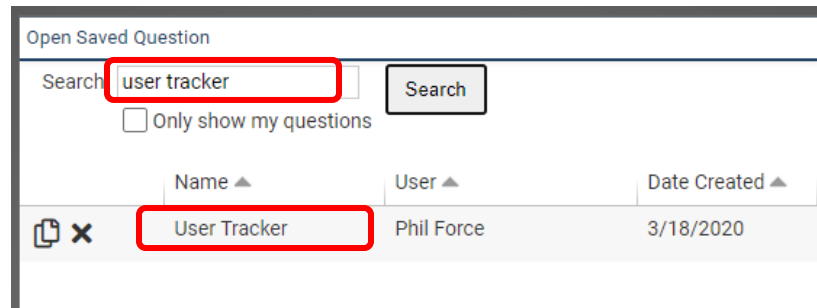- Workgroup Last Logged in to

Steps

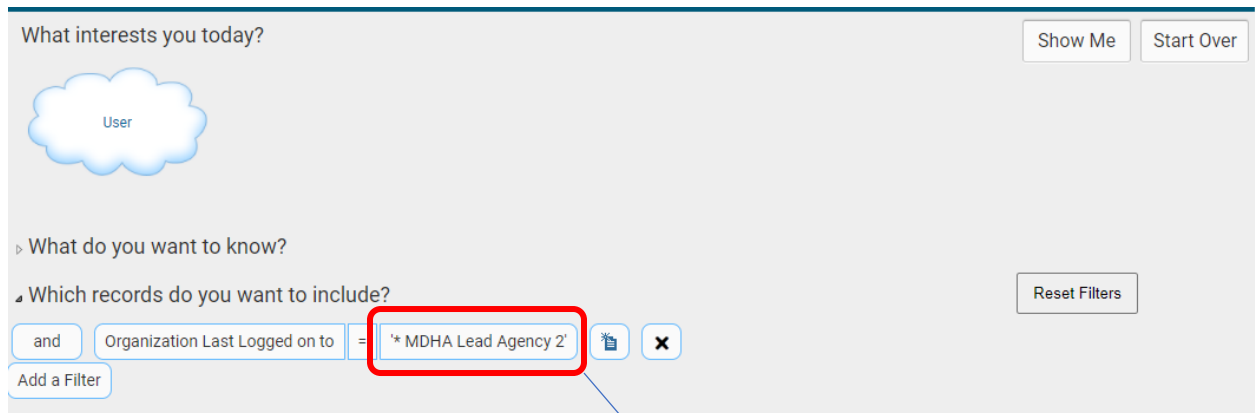1. Login to ClientTrack and open Data Explorer from the Reports workspace.
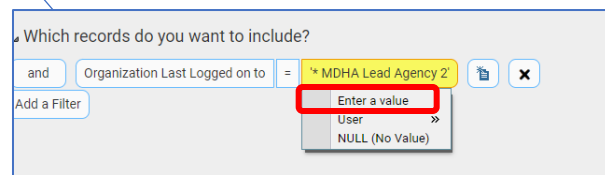

2. Uncheck "Only show my questions"

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

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

- Click the agency name
- Choose "Enter a value"
- Search for your agency from the list, or scroll to find it, and select it.

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