# User Login Report

Required Role(s): District User Admin, Campus User Admin

Site Access: System Management > Reporting

NOTE: If you cannot see the link to Reporting in System Management and believe you should have access, please contact your district administrator or ESC representative.

Click on **System Management** in the upper-right hand corner, and click on the icon for **Reporting**.
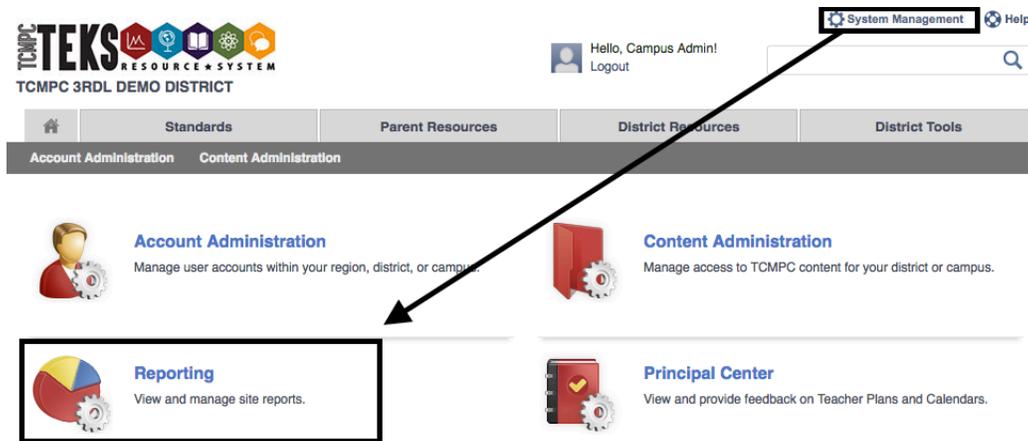
This will take you to the landing page for the Reporting tool where you will select the report you would like to run. At this time, you can generate a report on the **Number of Logins** for your organization.

Reports

Click on the 'View Report' button to take you to the report page to execute and view the reporting information.
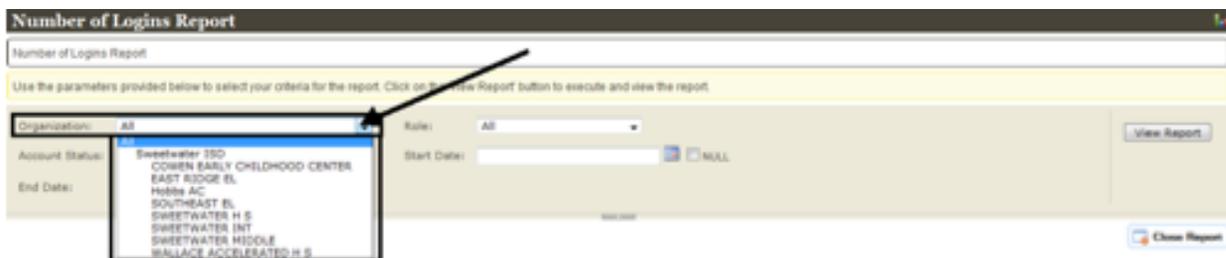
My Calendar Tool Report	Number of Logins Report
My Calendar Tool Report	Number of Logins Report
View Report	View Report

Design Templates Report
Design Templates Report
View Report

Click the **View Report** button to open the report options.

Number of Logins Report
Number of Logins Report
→ View Report

You will first need to make some selections before you can generate the report.

- **Organization:** If you are a District Administrator, you will be able to select a specific campus within your district or generate a report for all campuses within your district. Use the drop-down menu for organization to select the appropriate organization that you want to generate the login report for at this time.

Number of Logins Report

Number of Logins Report

Use the parameters provided below to select your criteria for the report. Click on the View Report button to execute and view the report.

Organization: All
Account Status:
End Date:

Sweetwater ISD
COWEN EARLY CHILDHOOD CENTER
EAST RIDGE EL
Hobbs AC
SOUTHEAST EL
SWEETWATER H S
SWEETWATER INT
SWEETWATER MIDDLE
WALLACE ACCELERATED H S

Role: All
Start Date: ☐ NULL

View Report

Close Report

- **Role:** You can choose to include users with only certain roles in your report by using the Role drop-down as a filter, or you can leave it at **All** to see all roles that users within your organization may have.
- **Account Status:** You can include all users with accounts or you can choose to only include users who are currently enabled. Use the Account Status drop-

down to select if you want the report to include all users, only enabled, or only disabled.

Please Note: *If you choose **All**, disabled users will show up shaded grey in the report.*

- **Start and End Dates:** You can click on the calendar icon to select specific start and end dates.

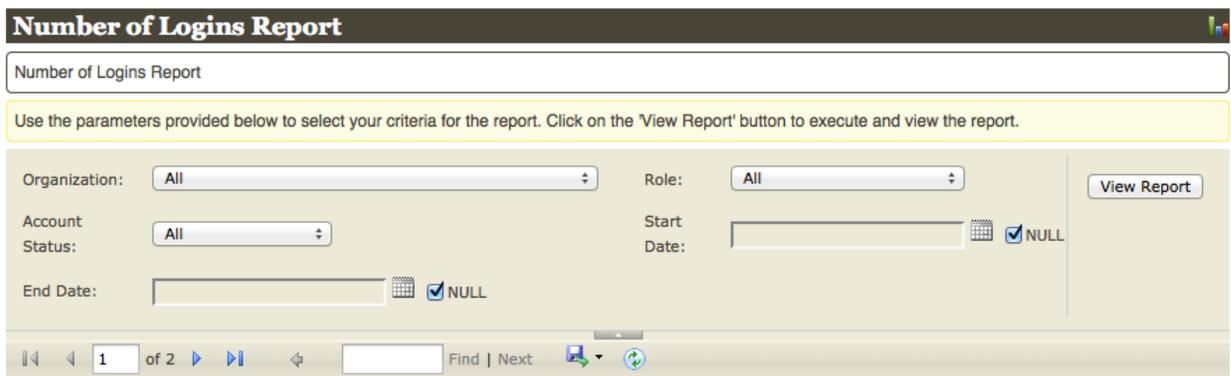You can also check the box in front of **Null** to generate a report that includes all logins for the selected organization (without being specific to a selected duration/timeframe)

Once you have selected the appropriate parameters for your report, click the **View Report** button located to the right of the screen.
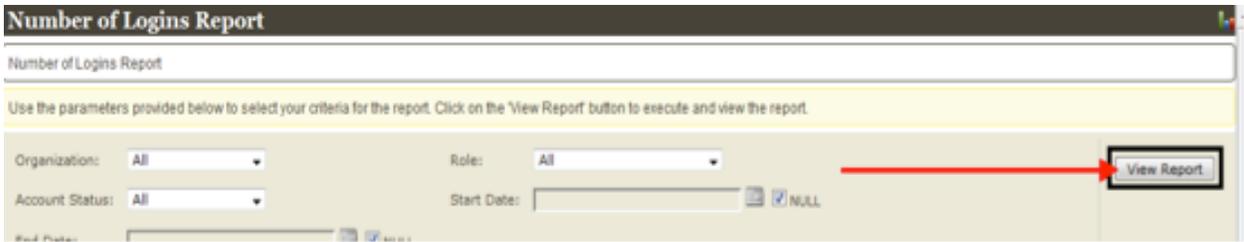
Once you click **View Report**, the report will display. The report will display in alphabetical order the name, email addresses, roles, and number of logins for all users within the organization selected.

Login Report

Region 13 ESC - Demo District

Name ⇕	Email	Roles	Nbr of Logins ⇕
Region13, District Demo	region13district@teks.net	User;DistrictAdmin;District Content Creator;District Content Admin;Principal;ePlanner	0
		User;DistrictAdmin;District Content Admin;Principal;ePlanner	0
Admin, ESC	escadmin@teks.net	User;Regional Content Admin;Regional Admin;ePlanner	1
Admin2, Test	testing@pls3rdlearning.com	User;BuildingAdmin;DistrictAdmin;District Content Creator;District Content Admin;Campus Content Creator;Campus Content Admin;Communications Admin;Principal;ePlanner	2
Admin3, Testing	testing2@pls3rdlearning.com	User;BuildingAdmin;DistrictAdmin;District Content Creator;Campus Content Creator;Campus Content	2

If you selected all users and did not filter out disabled users, when you view this report the **disabled** users are shaded grey as you can see in the sample below.

Login Report

At the end of the report, the last rows identify **totals**. Click on the arrows in the toolbar to go to the last page of the report.

Please note: when selecting the 'All' parameter under organizations, the blue arrows must be used to cycle through the School Building groupings to see all available pages.

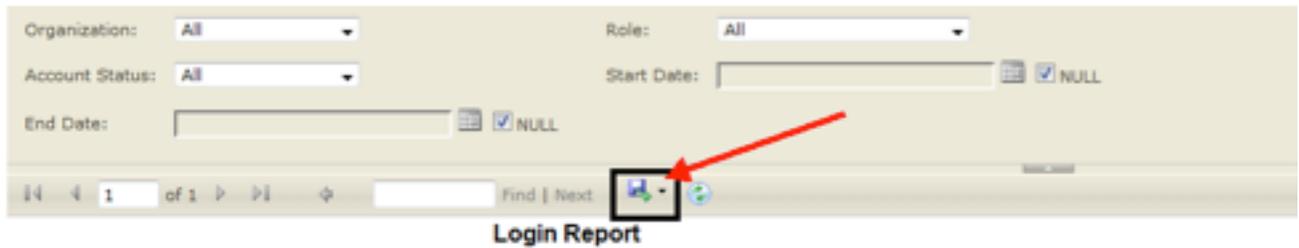You may need to scroll down to see the totals:

You can sort the list by the number of logins so that instead of seeing the users listed

alphabetically you can see the users with the highest number of logins at the top of the list. To do this, simply **click on the arrow next to Nbr of logins** and the list will re-order so that the first one in list has most logins**.**
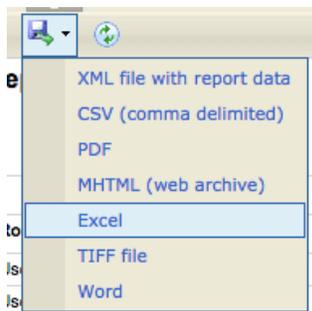
Roles	Nbr of Logins ↕
User;ePlanner	0
User;BuildingAdmin;Campus Content Creator;Campus	0

Exporting Reports

You can export the report to a variety of formats, such as a PDF or Excel, by clicking the icon in the toolbar that looks like a small disk.

Organization:	All ▼	Role:	All ▼
Account Status:	All ▼	Start Date:	☑ NULL
End Date:	☑ NULL		

◀◀ ◀ 1 of 1 ▶ ▶▶   ⬦   [   ] Find | Next   💾 ▾ ⟳

Login Report

This will open a drop-down that allows you to select the format of the file you want to generate.

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XML file with report data
CSV (comma delimited)
PDF
MHTML (web archive)
Excel
TIFF file
Word

Click on the desired format type, such as Excel, and a dialogue box will open and ask if you want to open or save the file. Click the **OK** button.
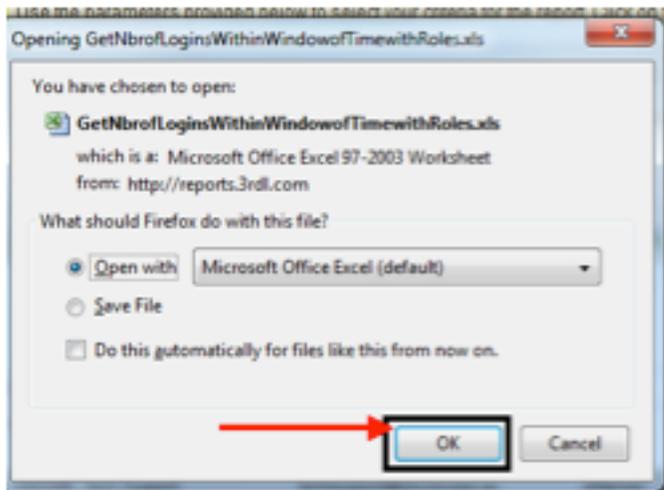
The selected application will open or save the report you created.