# Site Manager Reports

Site Managers can access the following reports from the Reports panel.

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номе	LIBRARY +	USERS +	REPORTS -	CONTROL PANEL +
			Logins - Administra	ation
			Logins - Desktop	
			Who's Online?	
			Report Wizard	
		-	Certification Log	

## Logins – Administration

Site Managers can run **Logins - Administration** to view a detailed list of the 200 most recent login attempts by site managers and Sencia administrators and filter the page to view the report by account type or to search for specific names, IP addresses or login dates.

The image below is an example of the Logins - Administration report.

#### Logins - Administration

You are viewing: Reports > Logins - Administration

Showing the 200 most recent records.

Name	Account Type		IP Address	Login Time	Logout Time	Valid	Browser	Device	OS
Sierra Trees	Site Manager		216.211.21.254	2/5/2015 10:02:43 AM	2/5/2015 4:08:39 PM	True	📀 Chrome	💮 Android	(Linux; Android 4.4.4; XT1080 Build/SU6-7)
Sierra Trees	Site Manager		216.211.21.254	2/5/2015 10:02:43 AM	2/5/2015 10:02:43 AM	True	Internet Explorer 11	Windows PC 64-bit	Windows 7
Jason Bruce	Site Manager		216.211.21.254	2/5/2015 9:42:44 AM	2/5/2015 4:08:37 PM	True	Chrome Chrome	Windows PC 64-bit	Windows 7
Jason Bruce	Site Manager		216.211.21.254	2/5/2015 9:42:44 AM	2/5/2015 9:42:44 AM	True	🞯 Safari	Mozilla/5.0	Macintosh; Intel Mac OS X 10_10_2
Administrator	Site Manager		216.211.21.254	2/5/2015 9:13:18 AM	2/5/2015 10:41:31 AM	True	Internet Explorer 11	Windows PC 64-bit	Windows 7
Jason Bruce	Site Manager	$\bowtie$	216.211.21.254	2/4/2015 10:59:56 AM	2/4/2015 11:00:17 AM	True	Internet Explorer 11	Windows PC 64-bit	Windows 7
Jason Bruce	Site Manager	$\bowtie$	216.211.21.254	2/4/2015 10:59:56 AM	2/4/2015 10:59:56 AM	True	Internet Explorer 11	Windows PC 64-bit	Windows 7
Jason Bruce	Site Manager	$\bowtie$	216.211.21.254	2/4/2015 10:59:56 AM	2/4/2015 10:59:56 AM	True	Internet Explorer 11	Windows PC 64-bit	Windows 7
Sierra Trees	Site Manager		216.211.21.254	2/4/2015 9:33:17 AM	2/4/2015 4:24:38 PM	True	📀 Chrome	Windows PC 64-bit	Windows 7
Sierra Trees	Site Manager	$\bowtie$	216.211.21.254	2/4/2015 9:33:17 AM	2/4/2015 9:33:17 AM	True	Chrome Chrome	Windows PC 64-bit	Windows 7
Sierra Trees	Site Manager		216.211.21.254	2/4/2015 9:33:10 AM	2/4/2015 9:33:11 AM	True	📀 Chrome	Windows PC 64-bit	Windows 7

### Logins – Desktop

Site Manager can run **Logins – Desktop** to view a list of the 200 most recent login attempts on your desktop site (users that are not site managers). You can filter the list by the organization, user group, or account type and search for specific names, IP addresses or login dates. In HTML view you can select the email icon to email the user (it will open in your default email client). You can also select the user's name to open their profile page.

The image below is an example of the Logins - Desktop report.

Logins - Desktop							>	
You are viewing: Reports > Logins - Desktop								Reports
Showing th	ie 200 most rec	ent records.						Logins - Administration
•								E Logins - Desktop
Namo	Account	ID Address	Login Time	Logout Time	Valid	Broweer	Device	Who's Online?
Marrie	Туре	IF Address	Login Time	Logout Time	vanu	Diowaci	Device	Report Wizard
Nathaniel Durane	Participant 🖂	percentage.	6/20/2014 9:03:14 AM	6/20/2014 9:17:12 AM	True	Chrome Chrome	Windows PC 64-bit	Custom Reports
Harry Dresden	Participant 🖂	Party States	6/19/2014 10:23:13 AM	6/19/2014 10:28:47 AM	True	🕑 Chrome	Windows PC 64-bit	
terter testing	Participant 🖂	10000	6/13/2014 2:25:12 PM	6/13/2014 2:25:52 PM	True	📀 Chrome	Windows PC 64-bit	Logs
Christina Bree	Participant 🖂	100000	6/12/2014 11:29:23 AM	6/12/2014 11:30:00 AM	True	🕑 Chrome	Windows PC 64-bit	Certifications
Amelia Andall	Participant 🖂	10000000	6/12/2014 11:28:31 AM	6/12/2014 11:29:12 AM	True	📀 Chrome	Windows PC 64-bit	
Amelia Andall	Participant 🖂	percentation of the	6/11/2014 9:17:11 AM	6/11/2014 9:17:54 AM	True	📀 Chrome	Windows PC 64-bit	Filter Clea
Kevin Adams	Participant 🖂	Part of the local division of the local divi	6/10/2014 3:23:09 PM	6/10/2014 4:54:45 PM	True	Firefox 29.0	Windows PC 64-bit	Campus
Kevin Adams	Participant 🖂	and the second second	6/10/2014 3:09:06 PM	6/10/2014 3:25:17 PM	True	Chrome	Windows PC 64-bit	all Y
Kevin Adams	Participant 🖂	(and a state of	6/5/2014 9:40:27 AM	6/5/2014 9:43:17 AM	True	Chrome	Windows PC 64-bit	all •
Marisa Brook	Participant 🖂	Concernant of	6/3/2014 10:35:10 AM	6/3/2014 11:06:36 AM	True	Chrome	Windows PC 64-bit	Name
Camille Saroyan	Participant 🖂	percent to	6/3/2014 10:15:01 AM	6/3/2014 10:35:05 AM	True	Chrome	Windows PC 64-bit	- 1
Camille Saroyan	Participant 🖂	Provincia da	6/3/2014 10:07:44 AM	6/3/2014 10:14:53 AM	True	Chrome	Windows PC 64-bit	- IP
Irene Huhta	Participant 🖂	100000000	6/3/2014 10:06:29 AM	6/3/2014 10:07:36 AM	True	📀 Chrome	Windows PC 64-bit	Account Type
Nathaniel Durane	Participant 🖂	per-cross	6/3/2014 10:04:20 AM	6/3/2014 10:06:24 AM	True	📀 Chrome	Windows PC 64-bit	Participant •
Maria Bennet	Participant 🖂	and the second se	6/3/2014 10:02:54 AM	6/3/2014 10:04:00 AM	True	📀 Chrome	Windows PC 64-bit	Login Date
Irene Kozlowski	Participant 🖂	percentation (	5/30/2014 11:30:59 AM	5/30/2014 11:31:16 AM	True	📀 Chrome	Windows PC 64-bit	- Tom
Irene Kozlowski	Participant 🖂	Provincial Action	5/30/2014 11:29:03 AM	5/30/2014 11:30:46 AM	True	📀 Chrome	Windows PC 64-bit	To
Kevin Adams	Participant 🖂	100000000	5/30/2014 9:54:56 AM	5/30/2014 9:55:01 AM	True	📀 Chrome	Windows PC 64-bit	首
Kevin Adams	Participant 🖂	period and the	5/30/2014 9:49:02 AM	5/30/2014 9:54:55 AM	True	📀 Chrome	Windows PC 64-bit	Go
Sierra Trees-Turner	Participant 🖂	10.00	5/28/2014 1:06:33 PM	5/28/2014 1:10:19 PM	True	6 Internet Explorer 11	Windows PC 64-bit	

## Who's Online

Site Managers can run **Who's Online** to view a list of desktop users currently logged in to the site and the total number of minutes spent in each session. In HTML view, you can select the email icon to email the user (it will open in your default email client). You can also select the user's name to open

### their profile page.

The image below is an example of the Who's Online report.



#### Current Users: 15

Name		Account Type	IP Address	Login Time	Logout Time	Duration Online (minutes)	Browser	Device
Suzi Bird	$\ge$	Campus Admin	100000	6/27/2014 3:55:42 PM	6/27/2014 3:56:10 PM	1	🔊 Chrome	Windows PC 64-bit
Ken Quintyn	$\ge$	Participant	-	6/27/2014 3:52:45 PM	6/27/2014 3:55:40 PM	3	🎯 Safari	Mozilla/5.0 (Macintosh
Erica Baranik	$\ge$	Participant	and the second second	6/27/2014 3:52:20 PM	6/27/2014 3:55:41 PM	3	Øinternet Explorer 9.0	Windows PC 64-bit
Abigail Medis	$\ge$	Participant	and the second second	6/27/2014 3:47:55 PM	6/27/2014 3:55:51 PM	8	🎯 Safari	Mozilla/5.0 (Macintosh
Tim Eastwood	$\bowtie$	Participant	STOCK N	6/27/2014 3:42:25 PM	6/27/2014 3:55:49 PM	13	Internet Explorer 8.0	Windows PC 64-bit
Sage Dechau	$\ge$	Participant	1000 C	6/27/2014 3:33:30 PM	6/27/2014 3:55:52 PM	22	🕑 Firefox 23.0	Windows PC 64-bit
Nelson Oliveira	$\ge$	Participant	1000 C	6/27/2014 3:31:17 PM	6/27/2014 3:55:26 PM	24	🟉 Internet Explorer 11	Windows PC 64-bit

### **Users May be Listed Multiple Times**

Multiple instances of the same user (matching IP and browsers) may indicate that the user experienced some browser trouble since the report checks valid logins every 60 seconds.

## **R901** Certification Log

This feature is available to Site Managers depending on system configuration.

The Certification Log is a specialized audit tool that reports on all earned certifications documented within the system, including deleted certifications and user accounts that are archived or deleted. The report details certification names, earned dates, and expiries as well as user profile information, classification, and various other details. R901 uses a logging methodology to capture all user and certification information at a moment in time (i.e. not historical changes). The tool and report outputs display the latest entries of that data. You can expand individual entries or export the report to view more details. This log is beneficial to clients with a lot of user accounts that need access to the system for a finite period.

The image below is an example of R901.

ertificat are viewing: F	ion Logs Reports > Logs: Certificat	tion Log	ecords per page:	25 <b>v</b> Re	cords: 33			Export As: HTML XLSX CS
EList € ID ▼	Filter 🔍 Sea	arches First Name	Username	, ,	Email Ad	dress	Campus	Certifications
305	Doe	Betty	bdoe@absinsu	absinsurance.com		cia.ca	Informetica Demo	Transportation of Dangerous Goods
340	Bennet	Maria	mbennet@sencia.ca		mbennet@	sencia.ca	Informetica Demo	Orientation DYKM Cert Automotive Rental System
341	Dechein	Elise	edechein@sen	cia.ca	edechein@	sencia.ca	Informetica Demo	Orientation DYKM Cert Automotive Rental System
🔡 User D	etails	🖂 Address	s Details	🔛 User Gro	oups	Certific	ation Details	
Company Name: Language: English User Status: Registered Classification: (none) Created Date: 3/18/2011 1:47:00 PM Postal Phone		Street: City: State / Prov Country: Ca Postal Code Phone Num	ince: anada 9: ber:	Demo UG 1 iSpring		Certification: Orientation Certification Completion: 2/20/2016 6:02:01 PM Certification Expiry: Certification Sent: Product - Enrolment Date: Do You Know Me? - Feb 20 2016 5:59PI Certification: DYKM Cert Certification Completion: 2/20/2016 6:02:00 PM Certification Expiry: 8/18/2016 6:02:00 PM		02:01 PM w Me? - Feb 20 2016 5:59PM 02:00 PM PM

### See below for additional details on running this report.

1. Select **Certification Log** from the Reports tab and then select one or more available filters.

The manage list does not populate prior to a filter selection.

Campus		Add Filters		
Informetic a Demo	▼ ¥	O User Group	O User Status	Certification
			Classification	Certification Completion
		Last Name	State / Province	O Certification Sent
		First Name	Company Name	O Certification Expiry
		O Username		O Product
		Email Address		Include Deleted Data

2. Enter any relevant data for your filters and then select **Search**. You can **Refine** to adjust

your filter options or Reset.

∃List	Filter	<b>Q</b> Searches
Result	s for: Campus	: Informetica Demo
P Ref	ine 😈 Res	et

- 3. Select **Save Search** to make the filter available for repeated use. You can give the search a unique name and description. You can run saved searches from the **Searches** tab.
- 4. Select the report export of your choice.
- Once you export the report, a loading screen appears until the report is completely loaded.
  A loading time can be longer for reports returning heavy data, such as thousands of users or a long date span.

## R913 User Group Relationships



This report is available to Site Managers.

R913 provides an overview of user group relationships to each LMS element that is assigned to user groups. The report is useful for visualizing the relationships to ensure correct work flows or to confirm organizational or regulatory requirements. The report can be exported as a data list.



R913 reports on only one relationship type at a time. The following user group relationships are available for selection:

- 1. Access Codes
- 2. Campuses/Organizations
- 3. Category Bundles
- 4. Certifications
- 5. Certification Sets
- 6. Enrolment Bundles
- 7. Products
- 8. Users

The image below is an example of R913. It shows the relationship of four user groups to the

products that belong to those groups, as well as the status of those products.

User Group ID	User Group Name	Product ID	Product Name	Status
1	Security	40	Security Course 1	Active
1	Security	41	Security Course 2	Inactive
1	Security	42	Security Course 3	Active
1	Security	43	Security Course 4	Inactive
2	Health and Safety	44	H&S Course 1	Active
2	Health and Safety	45	H&S Course 2	Active
2	Health and Safety	46	H&S Course 3	Active
2	Health and Safety	47	H&S Course 4	Active
3	Orientation	48	Orientation Course 1	Active
3	Orientation	49	Orientation Course 2	Active
3	Orientation	50	Orientation Course 3	Active
3	Orientation	51	Orientation Course 4	Active
4	SOPs	52	SOP 1	Active
4	SOPs	53	SOP 2	Active
4	SOPs	54	SOP 3	Active
4	SOPs	55	SOP 4	Active

### See below for additional details on running this report.

1. Select **User Group Relationships** from the Reports tab or from the User Groups page at the

bottom left.

2. Select one or more available filters. Data does not populate prior to a filter selection.

User Group Relationships	
You are viewing: User Group Relationships	
E List	
To refine your search results, p options listed on the right.	lease click any of the filter
	Add Filters
	O Type of Relationship
	Switch View
	🕑 User Group
Search	

- a. Select Type of Relationship and choose one from the drop-down menu.
- b. Optionally select Switch View to swap the association of the relationship that is

selected for the report.

- c. Optionally select User Group to choose to see only specific user groups (all groups are shown by default).
- 3. Refine to adjust your filter options or Reset to remove the filters.

Select the report export of your choice.