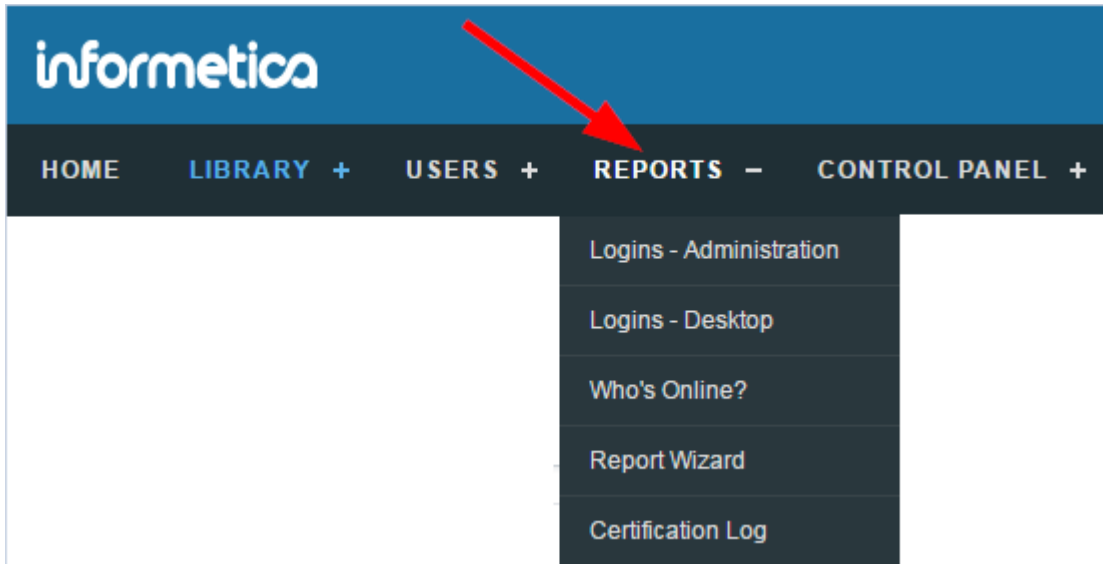


Site Manager Reports

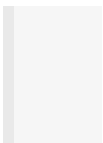
Site Managers can access the following reports from the Reports panel.



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 | 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 | 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 | 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 | 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 | 216.211.21.254 | 2/4/2015 9:33:17 AM | 2/4/2015 9:33:17 AM | True | 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



Showing the 200 most recent records.

| Name | Account Type | IP Address | Login Time | Logout Time | Valid | Browser | Device |
|---------------------|--------------|------------|-----------------------|-----------------------|-------|----------------------|-------------------|
| Nathaniel Durane | Participant | | 6/20/2014 9:03:14 AM | 6/20/2014 9:17:12 AM | True | Chrome | Windows PC 64-bit |
| Harry Dresden | Participant | | 6/19/2014 10:23:13 AM | 6/19/2014 10:28:47 AM | True | Chrome | Windows PC 64-bit |
| terter testing | Participant | | 6/13/2014 2:25:12 PM | 6/13/2014 2:25:52 PM | True | Chrome | Windows PC 64-bit |
| Christina Bree | Participant | | 6/12/2014 11:29:23 AM | 6/12/2014 11:30:00 AM | True | Chrome | Windows PC 64-bit |
| Amelia Andall | Participant | | 6/12/2014 11:28:31 AM | 6/12/2014 11:29:12 AM | True | Chrome | Windows PC 64-bit |
| Amelia Andall | Participant | | 6/11/2014 9:17:11 AM | 6/11/2014 9:17:54 AM | True | Chrome | Windows PC 64-bit |
| Kevin Adams | Participant | | 6/10/2014 3:23:09 PM | 6/10/2014 4:54:45 PM | True | Firefox 29.0 | Windows PC 64-bit |
| Kevin Adams | Participant | | 6/10/2014 3:09:06 PM | 6/10/2014 3:25:17 PM | True | Chrome | Windows PC 64-bit |
| Kevin Adams | Participant | | 6/5/2014 9:40:27 AM | 6/5/2014 9:43:17 AM | True | Chrome | Windows PC 64-bit |
| Marisa Brook | Participant | | 6/3/2014 10:35:10 AM | 6/3/2014 11:06:36 AM | True | Chrome | Windows PC 64-bit |
| Camille Saroyan | Participant | | 6/3/2014 10:15:01 AM | 6/3/2014 10:35:05 AM | True | Chrome | Windows PC 64-bit |
| Camille Saroyan | Participant | | 6/3/2014 10:07:44 AM | 6/3/2014 10:14:53 AM | True | Chrome | Windows PC 64-bit |
| Irene Huhta | Participant | | 6/3/2014 10:06:29 AM | 6/3/2014 10:07:36 AM | True | Chrome | Windows PC 64-bit |
| Nathaniel Durane | Participant | | 6/3/2014 10:04:20 AM | 6/3/2014 10:06:24 AM | True | Chrome | Windows PC 64-bit |
| Maria Bennet | Participant | | 6/3/2014 10:02:54 AM | 6/3/2014 10:04:00 AM | True | Chrome | Windows PC 64-bit |
| Irene Kozlowski | Participant | | 5/30/2014 11:30:59 AM | 5/30/2014 11:31:16 AM | True | Chrome | Windows PC 64-bit |
| Irene Kozlowski | Participant | | 5/30/2014 11:29:03 AM | 5/30/2014 11:30:46 AM | True | Chrome | Windows PC 64-bit |
| Kevin Adams | Participant | | 5/30/2014 9:54:56 AM | 5/30/2014 9:55:01 AM | True | Chrome | Windows PC 64-bit |
| Kevin Adams | Participant | | 5/30/2014 9:49:02 AM | 5/30/2014 9:54:55 AM | True | Chrome | Windows PC 64-bit |
| Sierra Trees-Turner | Participant | | 5/28/2014 1:06:33 PM | 5/28/2014 1:10:19 PM | True | Internet Explorer 11 | Windows PC 64-bit |



Reports

- Logins - Administration
- Logins - Desktop
- Who's Online?
- Report Wizard
- Custom Reports

Logs

- Certifications

Filter

Clear

Campus
--all--

User Group
--all--

Name

IP

Account Type
Participant

Login Date
From

To

Go

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.

Who's Online?

You are viewing: Reports > Who's Online?

i Minor discrepancies may occur between the graph and user list. This due to constant refreshes on this real time report.

| Organization | Count |
|----------------------------|-------|
| OACCAC - HNHB | 6 |
| BC VIHA HC | 3 |
| Vancouver Coastal HC | 2 |
| PruittHealth Eastern Peach | 2 |
| Other | 42 |

Refresh user list every 20 seconds

[Force Refresh](#)

Current Users: 15

| Name | Account Type | IP Address | Login Time | Logout Time | Duration Online (minutes) | Browser | Device |
|-----------------|--------------|------------|----------------------|----------------------|---------------------------|-----------------------|-------------------------|
| Suzi Bird | Campus Admin | [IP] | 6/27/2014 3:55:42 PM | 6/27/2014 3:56:10 PM | 1 | Chrome | Windows PC 64-bit |
| Ken Quintyn | Participant | [IP] | 6/27/2014 3:52:45 PM | 6/27/2014 3:55:40 PM | 3 | Safari | Mozilla/5.0 (Macintosh) |
| Erica Baranik | Participant | [IP] | 6/27/2014 3:52:20 PM | 6/27/2014 3:55:41 PM | 3 | Internet Explorer 9.0 | Windows PC 64-bit |
| Abigail Medis | Participant | [IP] | 6/27/2014 3:47:55 PM | 6/27/2014 3:55:51 PM | 8 | Safari | Mozilla/5.0 (Macintosh) |
| Tim Eastwood | Participant | [IP] | 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 | Participant | [IP] | 6/27/2014 3:33:30 PM | 6/27/2014 3:55:52 PM | 22 | Firefox 23.0 | Windows PC 64-bit |
| Nelson Oliveira | Participant | [IP] | 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.

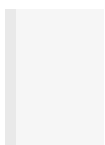
R901 Certification Log



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.



Certification Logs

You are viewing: Reports > Logs: Certification Log

1 2 Next > Go to page: Go Records per page: 25 Records: 33

Export As:   

List Filter Searches

| ID | Last Name | First Name | Username | Email Address | Campus | Certifications |
|-----|-----------|------------|-----------------------|--------------------|-----------------|--|
| 305 | Doe | Betty | bdoe@absinsurance.com | betty@sencia.ca | Informetca Demo | Transportation of Dangerous Goods |
| 340 | Bennet | Maria | mbennet@sencia.ca | mbennet@sencia.ca | Informetca Demo | Orientation DYKM Cert Automotive Rental System |
| 341 | Dechein | Elise | edechein@sencia.ca | edechein@sencia.ca | Informetca Demo | Orientation DYKM Cert Automotive Rental System |

User Details

Company Name:
Language: English
User Status: Registered
Classification: (none)
Created Date: 3/18/2011 1:47:00 PM

Address Details

Street:
City:
State / Province:
Country: Canada
Postal Code:
Phone Number:

User Groups

Demo UG 1
iSpring

Certification Details

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 5:59PM

Certification: DYKM Cert
Certification Completion: 2/20/2016 6:02:00 PM
Certification Expiry: 8/18/2016 6:02:00 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.

List Filter Searches

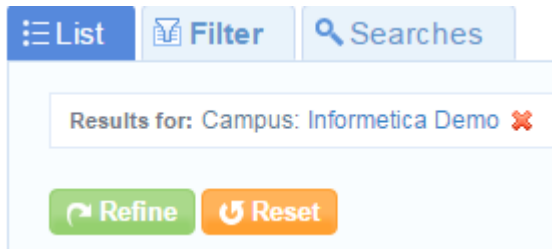
Campus
Informetca Demo

Add Filters

| | | |
|--|---|---|
| <input type="checkbox"/> User Group | <input type="checkbox"/> User Status | <input type="checkbox"/> Certification |
| <input type="checkbox"/> ID | <input type="checkbox"/> Classification | <input type="checkbox"/> Certification Completion |
| <input type="checkbox"/> Last Name | <input type="checkbox"/> State / Province | <input type="checkbox"/> Certification Sent |
| <input type="checkbox"/> First Name | <input type="checkbox"/> Company Name | <input type="checkbox"/> Certification Expiry |
| <input type="checkbox"/> Username | | <input type="checkbox"/> Product |
| <input type="checkbox"/> Email Address | | <input type="checkbox"/> Include Deleted Data |

Search Reset Save Search

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



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.
5. 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

List Filter

 To refine your search results, please click any of the filter options listed on the right.

Add Filters

- 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.