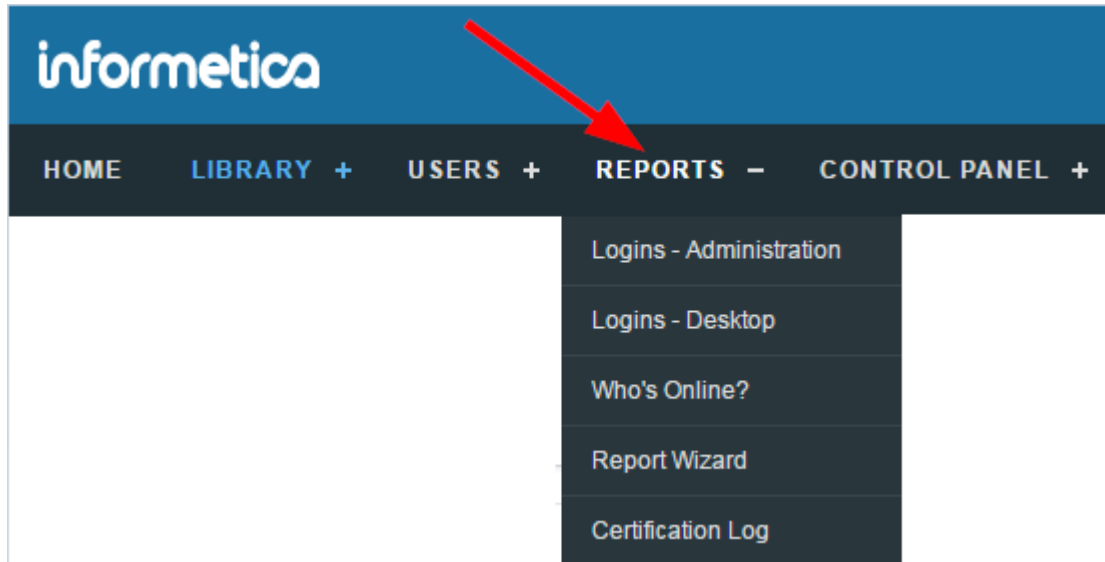


Site Manager Reports

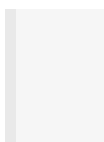
Site Managers can access the following reports from the Reports panel.



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

User Group

Name

IP

Account Type

Login Date
From
To

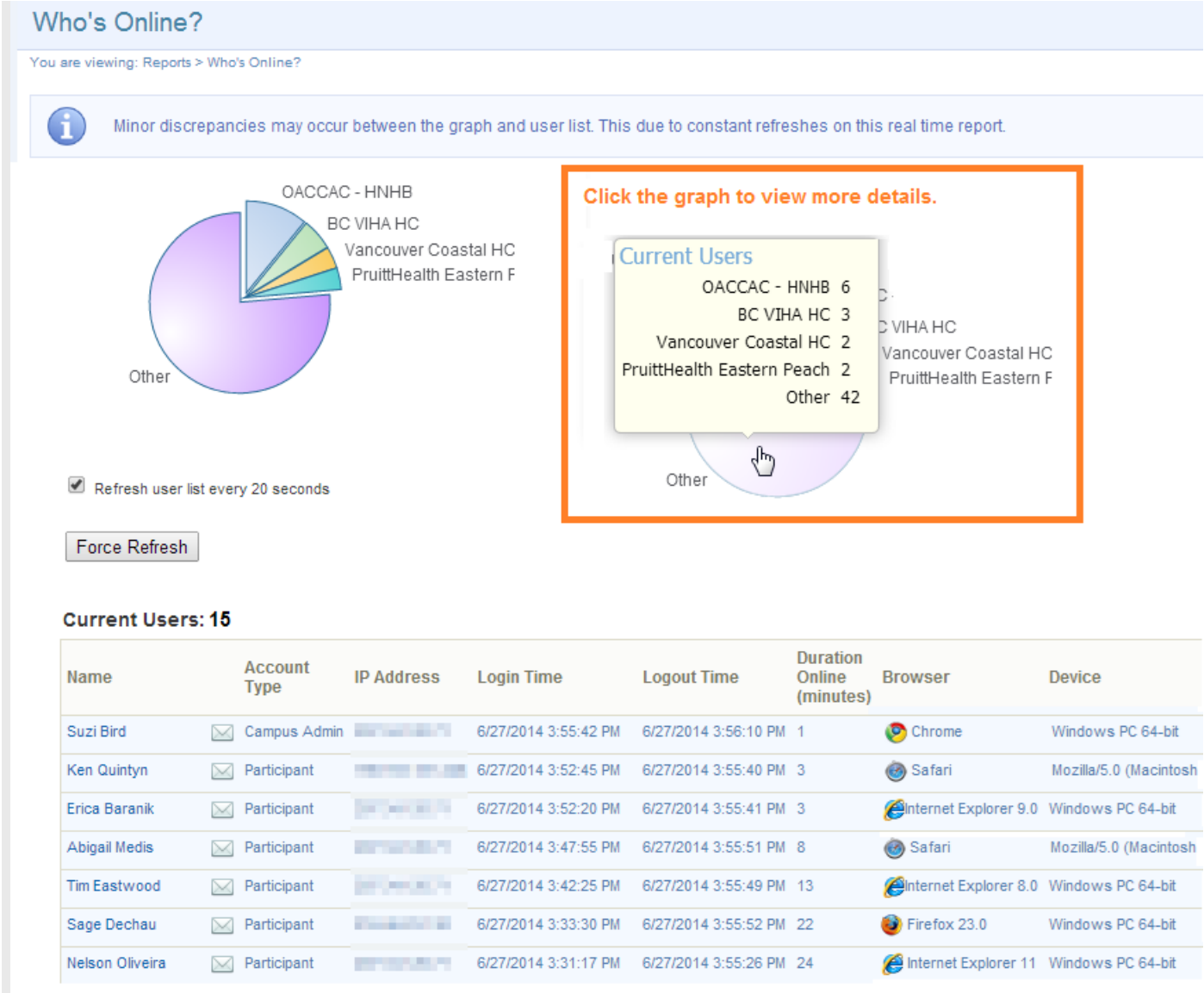
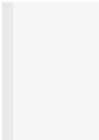
Go

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.



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.

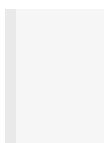
R901 Certification Log



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
Certification Sent:

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

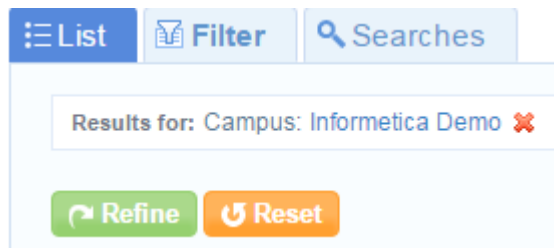
Campus
Informetca Demo

Add Filters

+ User Group	+ User Status	+ Certification
+ ID	+ Classification	+ Certification Completion
+ Last Name	+ State / Province	+ Certification Sent
+ First Name	+ Company Name	+ Certification Expiry
+ Username		+ Product
+ Email Address		+ 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

 Type of Relationship

 Switch View

 User Group

Search

Reset

- 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.