

Tech Tip Tuesday—December 8, 2015

by David Hirsch

Employee Log In & Out report

One Livery Coach report that many people find useful is the Employee Log In & Out Report. This report can be accessed in the normal reports menu, and it shows, over the date range selected, all the employees who have logged in and out of the different components of Livery Coach.

What's nice about the report is not only does it tell you the Livery Coach user name and time and date of the logon/logoff, it also tells you what the computer name is and the Windows User Name. So if you think someone is inappropriately using someone else's computer, or logon, or what have you, now you can tell. You can also tell if someone gets to the office early, but doesn't log in to Livery Coach right away.

For example, in the report below, I can see that "Adam" has logged into Maintenance (Lcmain32), Livery Coach Reservations (Livery32), and the new LiveryCoach.net (LiveryCoach), his computer name is "ADAM", but his Windows User Name is "Pete". I also see the date/time of each login and logout.

Livery Coach Solutions, LLC				
<i>Employee Log In - Log Out List</i>				
FROM : 12/01/2015 TO : 12/02/2015				
Livery Coach User ID	Log Type	Computer Name	Windows User Name	Log DateTime
adam				
Application Name : Lcmain 32				
	Log In	ADAM	Pete	12/2/15 9:35:59 AM
	Log Out	ADAM	Pete	12/2/15 9:37:08 AM
	Log In	ADAM	Pete	12/2/15 9:40:57 AM
	Log Out	ADAM	Pete	12/2/15 9:42:05 AM
Application Name : Livery32				
	Log In	ADAM	Pete	12/2/15 9:35:06 AM
	Log Out	ADAM	Pete	12/2/15 9:35:50 AM
Application Name : LiveryCoach				
	Log In	ADAM	Pete	12/1/15 9:56:47 AM
	Log Out	ADAM	Pete	12/1/15 12:42:09 PM
	Log In	ADAM	Pete	12/1/15 1:41:50 PM
	Log Out	ADAM	Pete	12/1/15 1:51:26 PM
	Log In	ADAM	Pete	12/2/15 10:09:44 AM
	Log Out	ADAM	Pete	12/2/15 10:41:06 AM
	Log In	ADAM	Pete	12/2/15 12:12:49 PM
	Log Out	ADAM	Pete	12/2/15 12:21:30 PM

This report will be separated by users. You can see all the users on the left column, and the fastest way to page through the different users is not by clicking on the user name, but rather just clicking on the "Next Page" arrow.

