

## **Tech Tip Tuesday—October 17, 2023**

### **We will be at the CD/NLA Show next week in Orlando**

Livery Coach will be at the show at the Gaylord Palms next week. We hope to see you there—please stop by and say hello to Chip and David in Booth 5, near the entrance.

Because of the show, there will be no Tech Tip next week. It will return on Tuesday, October 31.

### **Employee Log In & Out Report**

One Livery Coach report that you might 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 Livery Coach during that date range.

What's nice about the report is that in addition to showing you the Livery Coach user name and dates and times of the logons and logoffs, it also shows you what the relevant Computer Name and Windows User Name. So if someone is (perhaps inappropriately) using someone else's computer or Windows logon, for example, now you can see that. You can also tell if someone gets to the office and maybe punches in, but doesn't log in to Livery Coach until later.

There is also a Log Out Description that shows whether the user logged out normally (by exiting the program) or if they were logged out some other way (timed out, rebooted the computer without logging out, etc.). If for some reason Livery Coach just crashed, then you wouldn't see any logout for that session at all, but just two consecutive Log Ins.

In the page from the report shown below, we can see that the user John usually logs in from a computer named "JOHNPEARMAN" which also uses the Windows User John.

But we can also see where (on 10/9) John logged in to the "LCS-DELL" computer. In this case, the report shows that the user John was still logged in to the JOHNPEARMAN computer, so a few seconds later the system logged him out of the previous session. and that the system automatically logged him out a few seconds later (since you can't be logged in to two computers at the same time with the same Livery user name.)

# ShortCar Limousine Company

## Employee Log In - Log Out List

FROM : 10/01/2023 TO : 10/11/2023

Livery Coach User ID

John

Log Type	Computer Name	Windows User	Log Date Time	Log Out Desc
Application Name : LiveryCoach 4.07.7.012				
Log Out	JOHNPEARMAN	John	10/2/23 4:41:01 PM	Regular logout
Log In	JOHNPEARMAN	John	10/2/23 4:45:37 PM	
Log Out	JOHNPEARMAN	John	10/3/23 9:09:38 AM	Regular logout
Log In	JOHNPEARMAN	John	10/3/23 9:10:27 AM	
Log Out	JOHNPEARMAN	John	10/5/23 9:23:46 AM	Regular logout
Log In	JOHNPEARMAN	John	10/5/23 9:26:23 AM	
Log Out	JOHNPEARMAN	John	10/5/23 10:56:04 AM	Regular logout
Log In	JOHNPEARMAN	John	10/5/23 10:56:18 AM	
Log Out	JOHNPEARMAN	John	10/5/23 10:59:56 AM	Regular logout
Log In	JOHNPEARMAN	John	10/5/23 11:01:01 AM	
Log Out	JOHNPEARMAN	John	10/5/23 11:01:12 AM	Regular logout
Log In	JOHNPEARMAN	John	10/5/23 11:01:36 AM	
Log Out	JOHNPEARMAN	John	10/5/23 1:26:50 PM	Regular logout
Log In	JOHNPEARMAN	John	10/5/23 1:27:04 PM	
Log In	LCS-DELL	LCS-DELL	10/9/23 2:45:53 AM	
Log Out	JOHNPEARMAN	John	10/9/23 2:46:05 AM	Regular logout
Log Out	LCS-DELL	LCS-DELL	10/9/23 3:28:20 AM	Regular logout
Log In	JOHNPEARMAN	John	10/9/23 8:59:38 AM	
Log Out	JOHNPEARMAN	John	10/10/23 11:20:33 AM	Regular logout

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.

