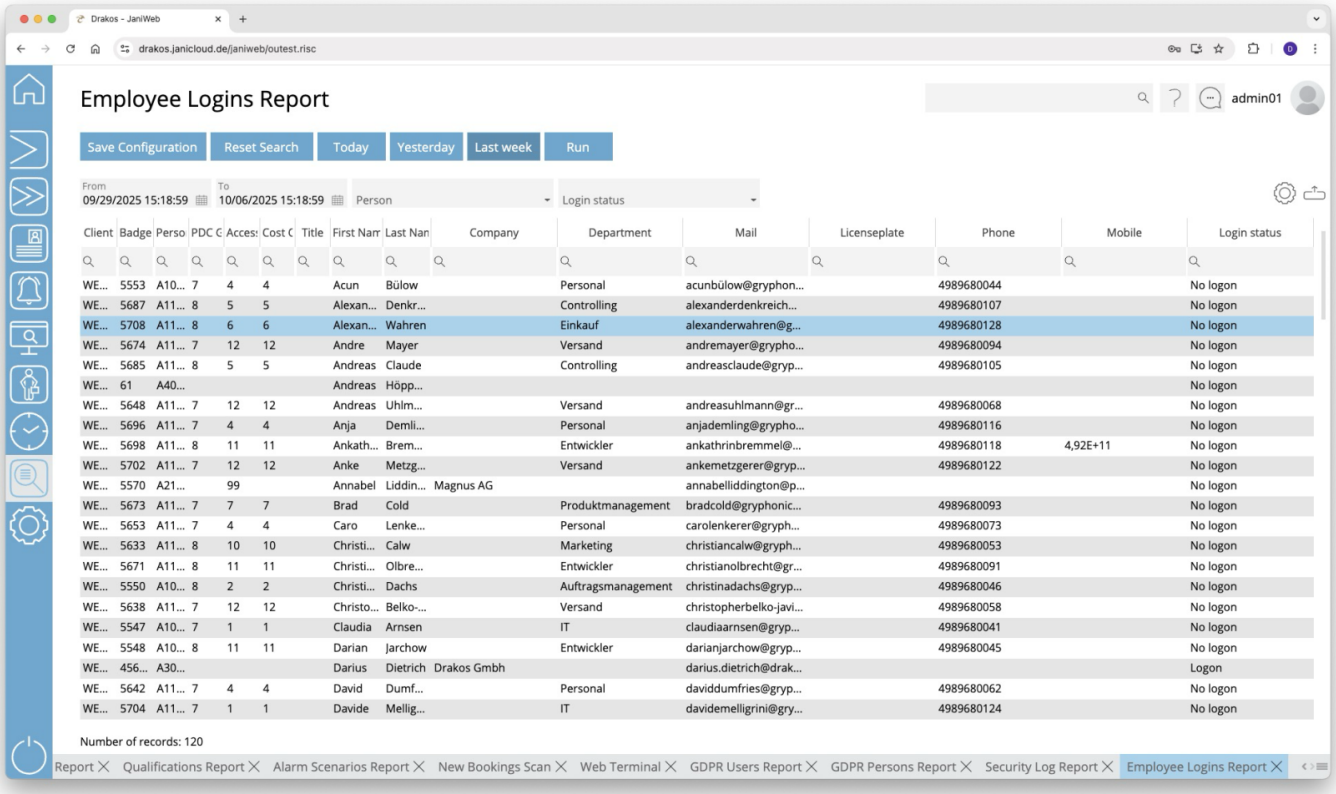
Employee Logins

Use this menu item to determine which persons were logged into JaniWeb during a specific period and which were not.



Creating the report

- Specify the time period for which you want to generate the report (*From* – *To*). Or press *Today*, *Yesterday* or *Last week* to quickly generate a report for the corresponding period.
- (Optional) Select a *Person* and/or a *Login status* to narrow the report.
- Press *Run* to start the report.

Further options with the report

- **Select columns to display:** Press the gear icon. Select which columns you want to display and in which order. Arrange the columns using the mouse or the arrow icons. Press *Apply* to adopt the changes.

- **Search in columns:** Enter text or numbers in the search field (magnifying glass icon) of a column to search for names, personnel numbers, or other criteria. The entries take effect immediately: the list only displays hits.
- **Export the entire list:** Press the download icon. Select the format in which you want to export the list. The export files are downloaded or displayed depending on the browser/operating system settings.For details on the available export formats, see the General > Export Formats chapter of this manual.
- **Save report:** For details on saving reports, see the chapter General > Custom Reports.

Button *Reset Selection*

Press *Reset Selection* to reset all fields to their initial value.

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