How to Review User Login Activity

In this video, we will discuss how to review user login activity.

To begin, locate the Admin Reports Tab on the Navigation Bar and then select the Last Logins option.

Here you will be able to review a list of all the users who have logged into the system. You can view the users first and last name, username, and login date. More information about that user can be reviewed by clicking the user's dashboard icon to the left of their first name.

Please note: the list will only show the last date the user has logged in, not a full list of every date that the user has logged in.

Thanks for watching! If you have more questions, please feel free to contact our Customer Success Team at support@highgroundsolutions.com.