

OPAS Online – Login Logs

Summary: The System >> **Login Logs** screen allows you to see each time an OPAS Online user account has accessed the system

Set fields to display

Because the Login logs are fairly simple and read-only, it makes sense to see all the fields in the List display. Log in to OPAS Online with your administrator account and choose System >> **User Groups**.

For the **Administrator** group, scroll down to the Login Log session and set all fields as shown here (the Login log is read-only so the “Write” options are ignored).

	Read	Write	Order	List View	Sort by...	Desc.
Login Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Full Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
User Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
User Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
Last Logged In	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
Statistics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>

Remember to click **Save** (lower right-hand corner).

NOTE – while you are here, take a moment to check the other OPAS Online User Groups. No group other than the Administrator should have read access to the Login Logs (or any log areas).

View the Log

Log in to OPAS Online with your administrator account and choose System >> **Login Log**

Login Name	Full Name	User Group	User Type	Last Logged In	Statistics
admin	Administrator1	Administrator	online	04/20/2020 10:35PM OOL	Current week: 2 Current month: 10 Last 3 months: 64
DBanner	Banner, Dan	Read Only	offline	04/20/2020 10:33PM OOL	Current week: 1 Current month: 1 Last 3 months: 13
Orchmember	Orchestra Members	Read Only	online	04/20/2020 10:34PM OOL	Current week: 2 Current month: 4 Last 3 months: 41

The columns will tell you:

- A.** Each individual user login and full name
- B.** The OPAS Online User Group to which they belong
- C.** Their User Type (this will be Online)

- D. The User's most recent login, and the method used. The method will either be **OOL** for "OPAS Online" or **APP** for the "Phone App"
- E. The User's login statistics for the most recent week, month and 3-month period

Click any row to open the Login Log for that user. To the fields above it will add a list of logins including the date and method.

Statistics	Logins:
	Current week: 1
	Current month: 1
	Last 3 months: 13
	04/20/2020 10:33PM OOL
	03/20/2020 08:40PM OOL
	03/20/2020 08:35PM OOL
	02/25/2020 08:02PM OOL
	02/19/2020 11:44PM OOL
	01/30/2020 07:46PM OOL
	01/30/2020 07:31PM OOL