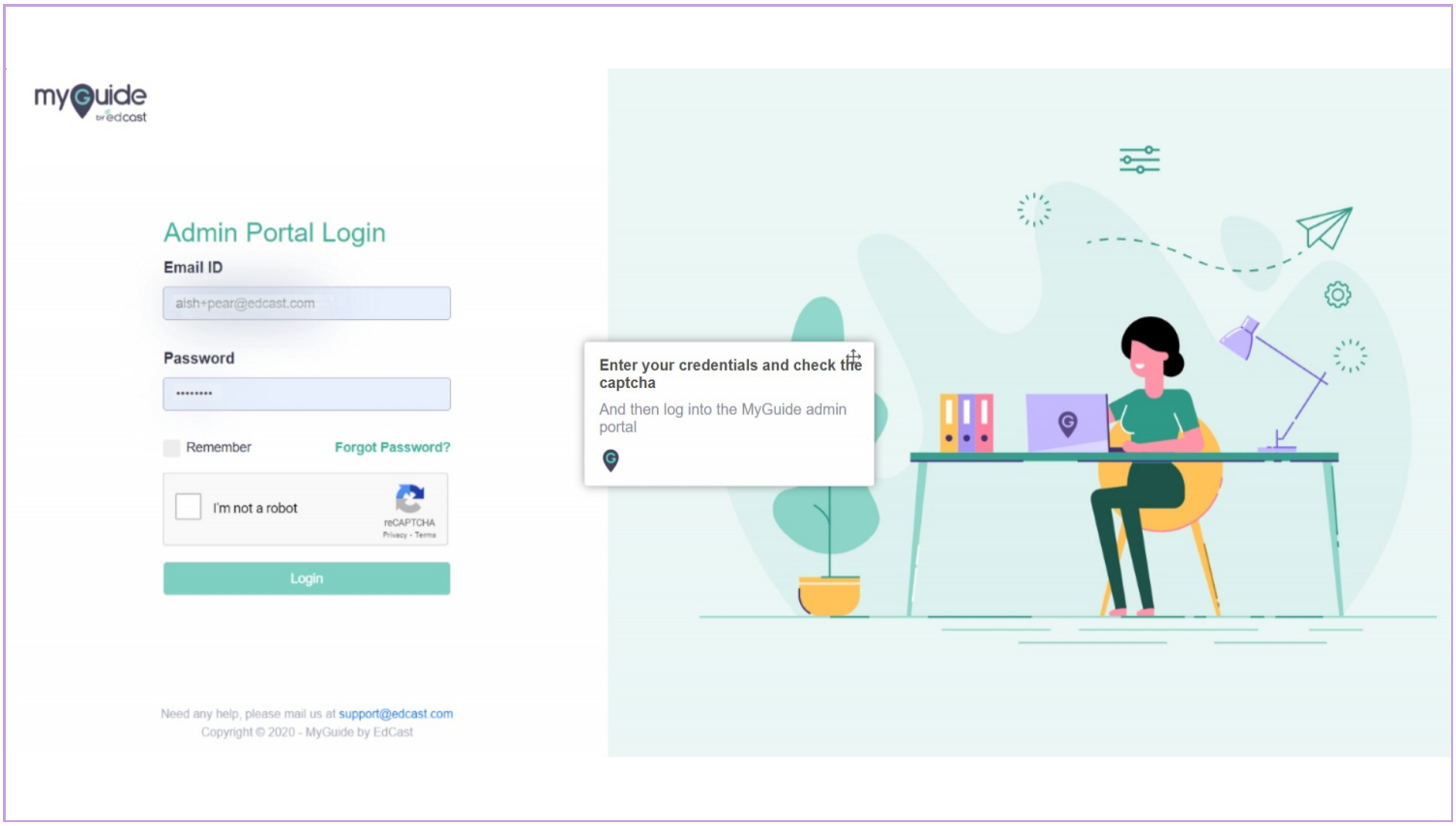
How Admins can check the activities of the org users

Step: 01

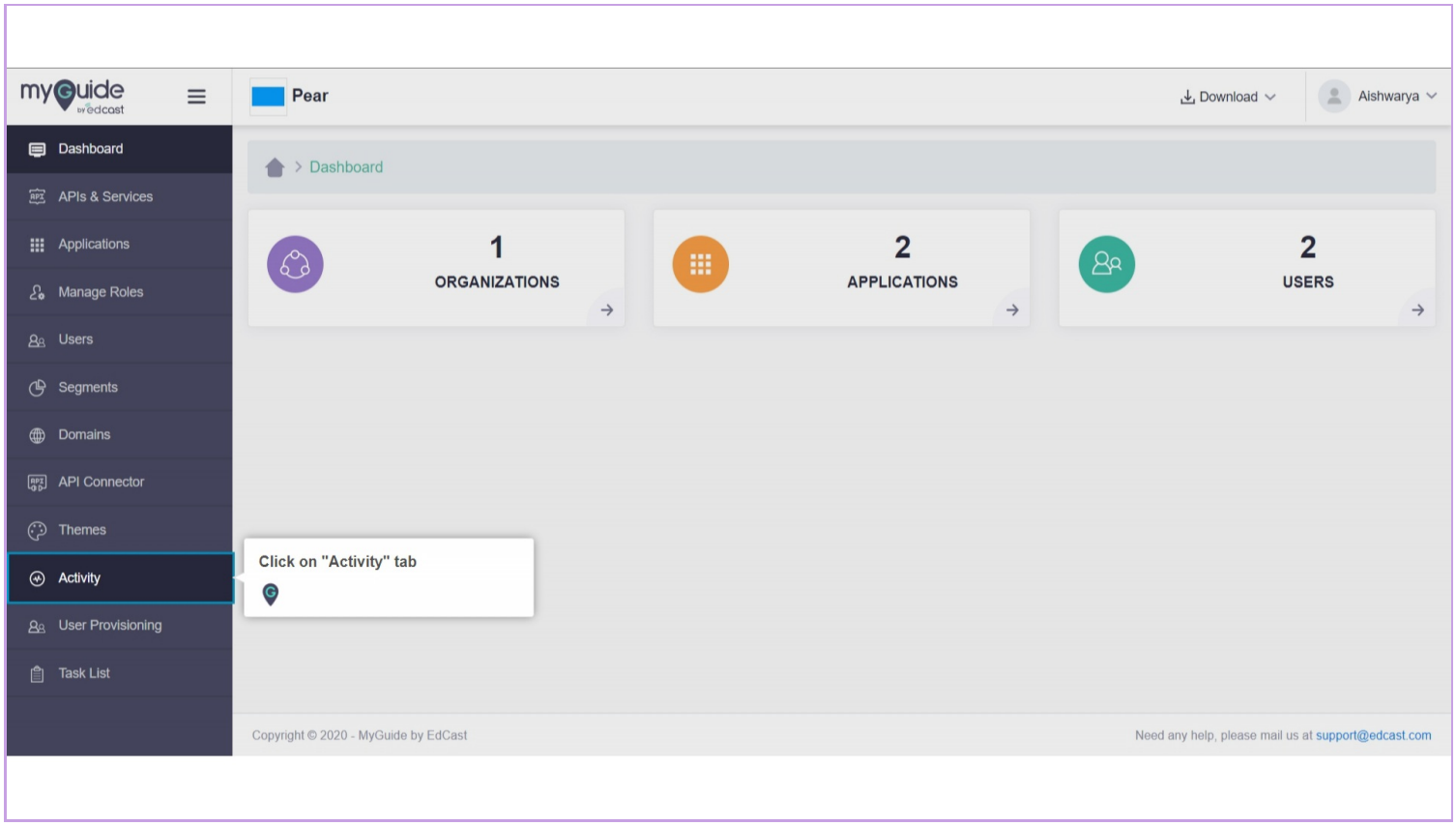
Enter your credentials and check the captcha

And then log into the MyGuide admin portal



Step: 02

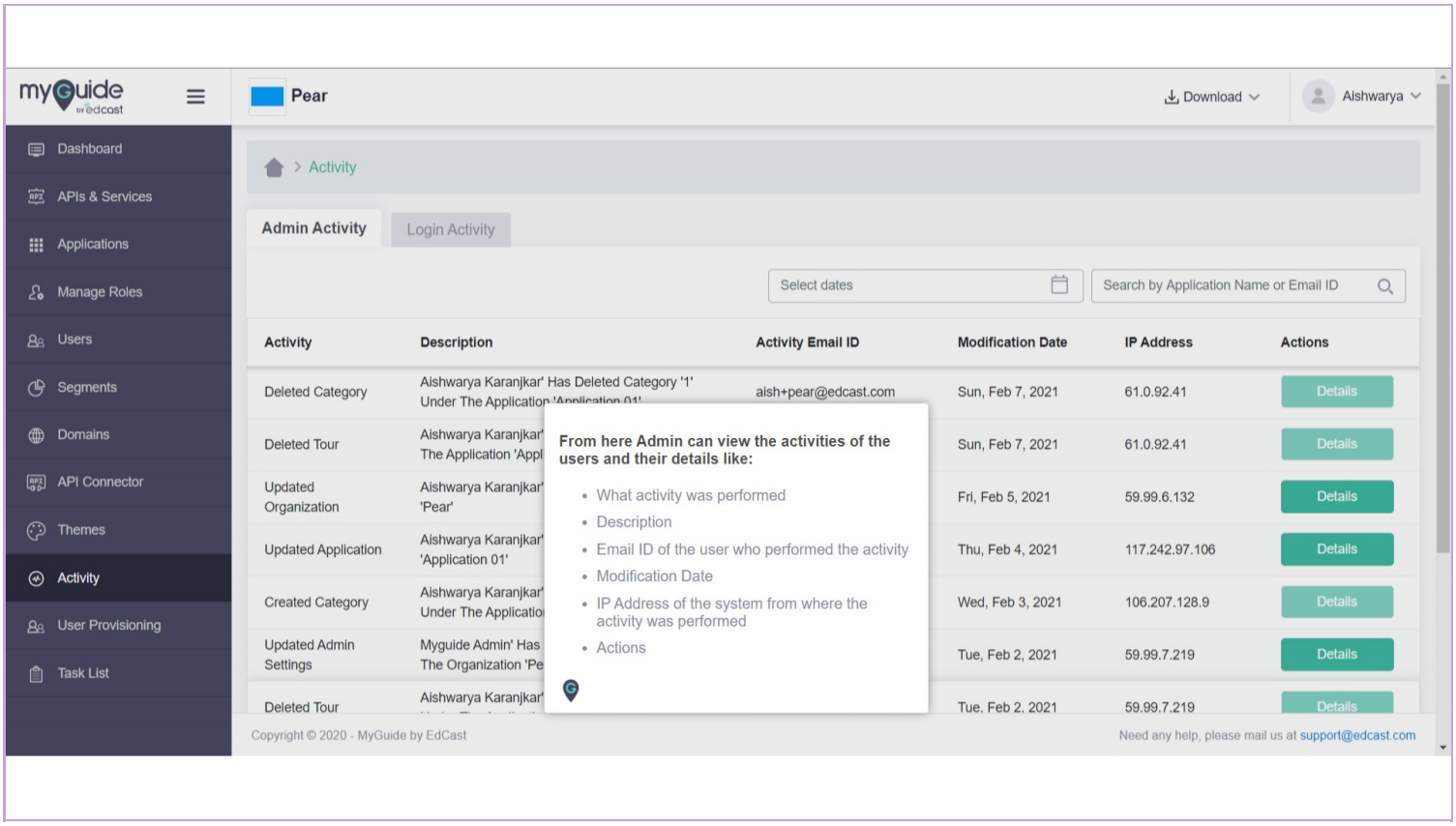
Click on "Activity" tab



Step: 03

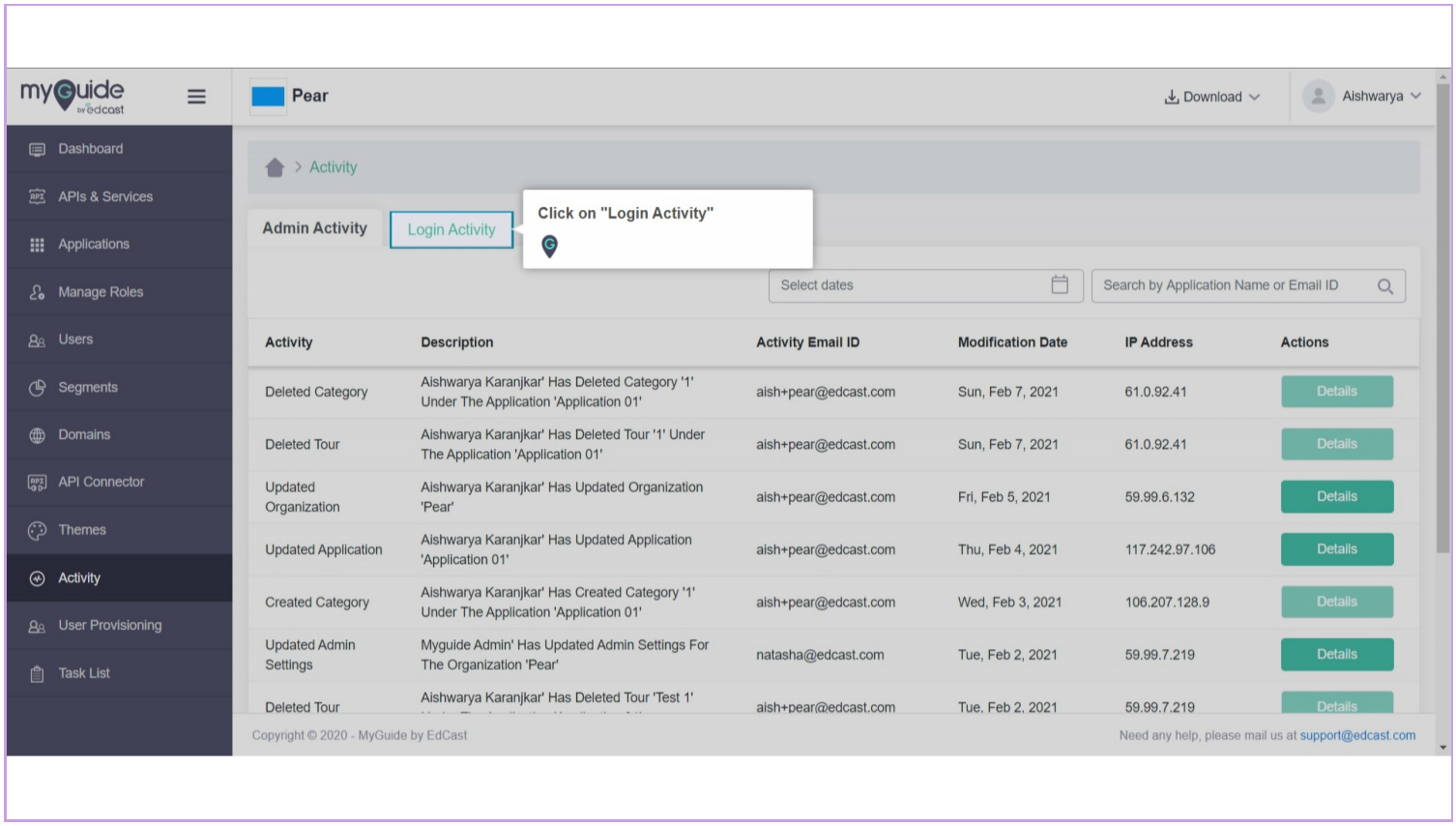
From here Admin can view the activities of the users and their details like:

1) What activity was performed 2) Description 3) Email ID of the user who performed the activity 4) Modification Date 5) IP Address of the system from where the activity was performed 6) Actions



Step: 04

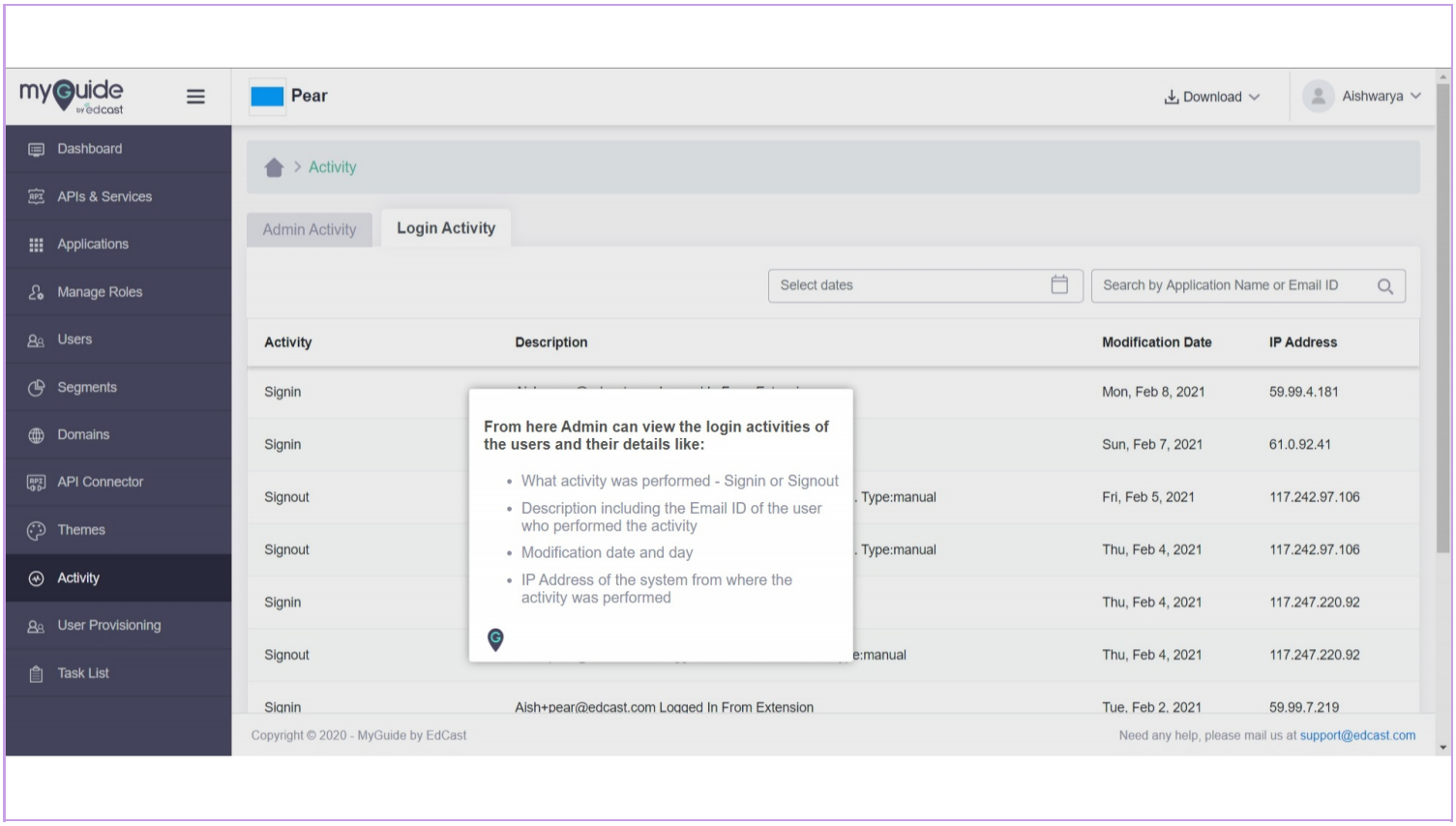
Click on "Login Activity"



Step: 05

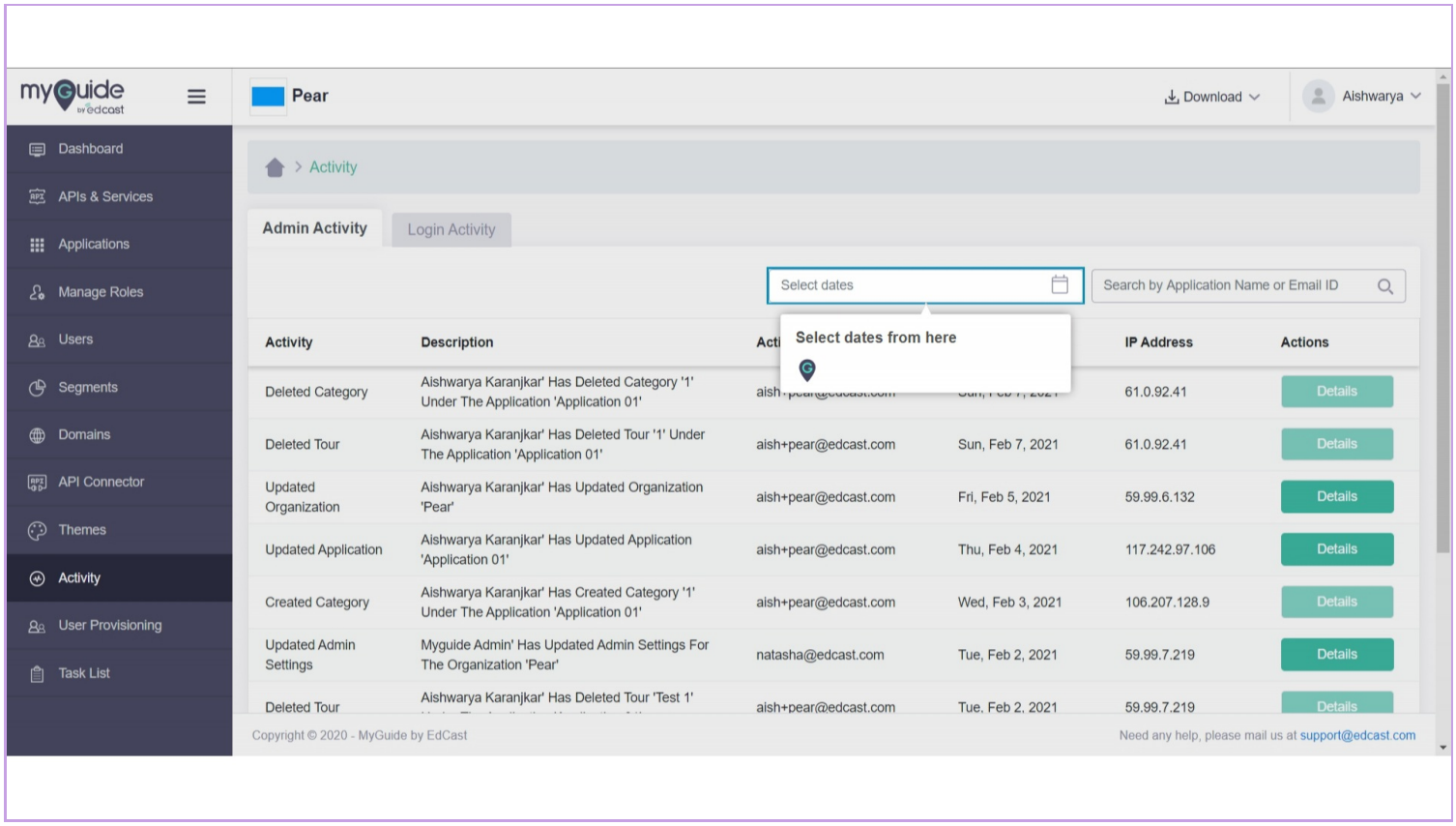
From here Admin can view the login activities of the users and their details like:

1) What activity was performed - Signin or Signout 2) Description including the Email ID of the user who performed the activity 3) Modification date and day 4) IP Address of the system from where the activity was performed



Step: 06

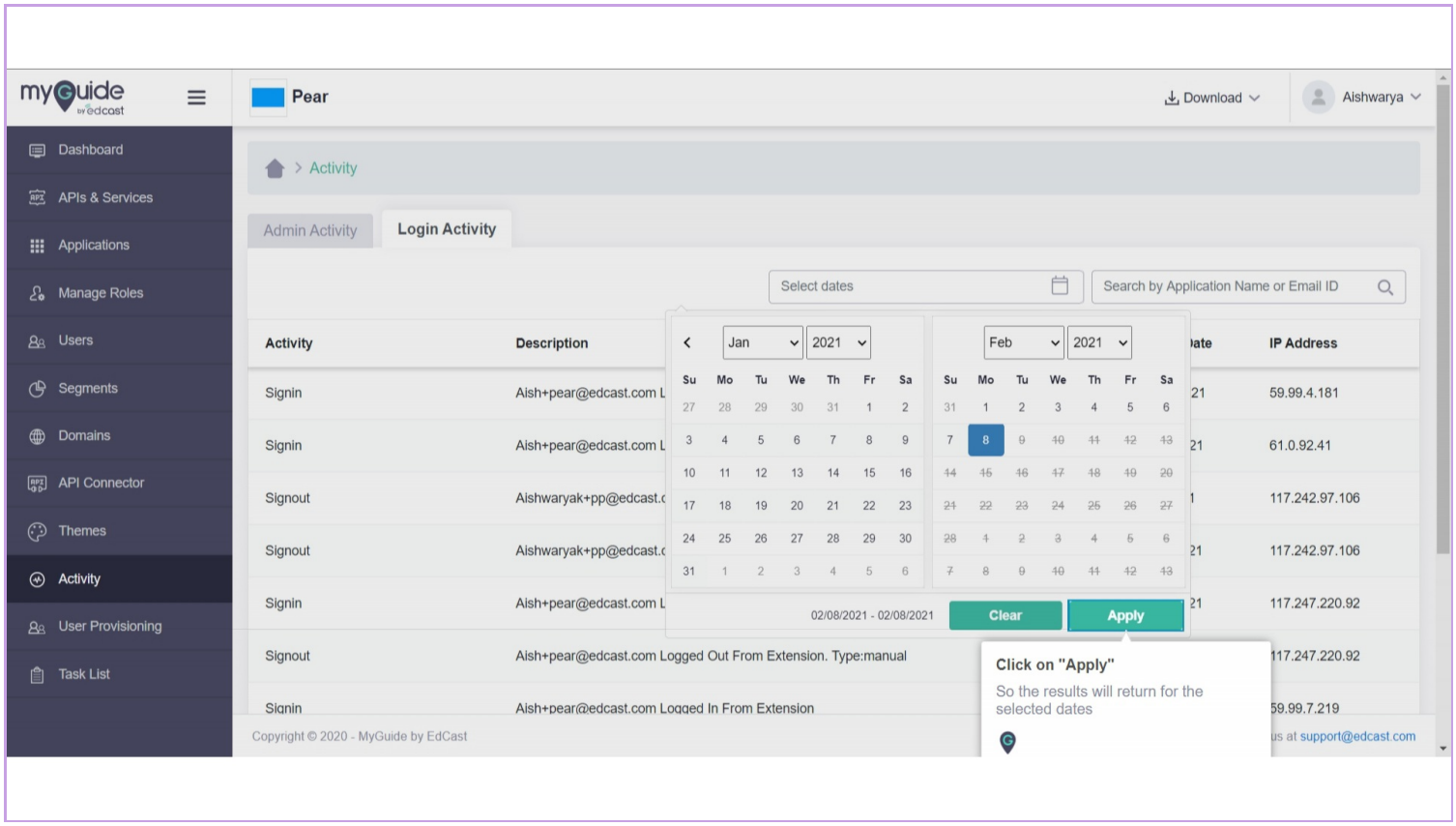
Select dates from here



Step: 07

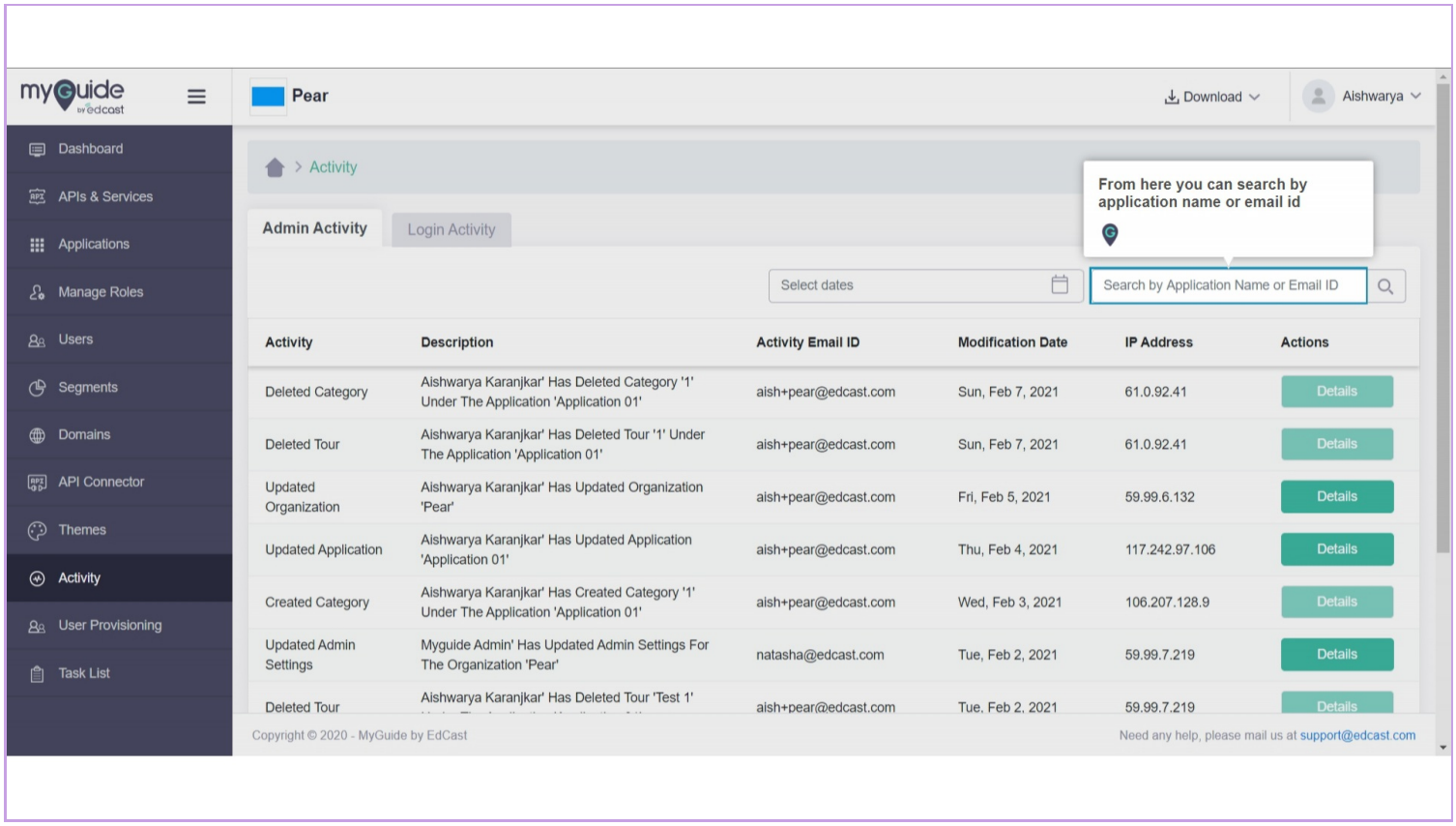
Click on "Apply"

So the results will return for the selected dates



Step: 08

From here you can search by application name or email id



Thank you

myguide.org