ClubRunner

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How do I access and use the Login Activity Report? (District)

Michael C. - 2021-04-16 - Reports

If you are a district administrator, you may view the login activity of district members. To access the report, you need to login to your **District's** website page.

- 1. Go to your district webpage and click on the Login link at the top right of the page. Then, enter your login details on the page that appears.
- 2. You are now logged in. To access the District Administration page, click on Member Area on the top right.
- 3. Click on **Reports** within the grey menu bar near the top.
- 4. Click on Login Activity on the blue menu bar.
- 5. This opens the **Member Login Activity** page, where you can view a summary of login activity by club or district. The results are automatically compiled into a pie chart. The purpose of the report gives a breakdown of the Club member's last login activity over a period of time. The report is divided by Active members and honorary members and is broken down by month ranges. By default the report displays a pie chart and a grid of all the month range breakdowns.

Member Login Activity



Login Activity Group		Active		Honorary		Total	
		#	%	#	%	#	%
< 1 Month	View	1	0.4	0	0.0	1	0.4
1-3	View	1	0.4	0	0.0	1	0.4
4-6	View	0	0.0	0	0.0	0	0.0
7-12	View	3	1.1	0	0.0	3	1.1
> 1 Year	View	8	3.0	1	0.4	9	3.4
Never	View	241	91.3	9	3.4	250	94.7
Total	View	254	96.2	10	3.8	264	100.0

- 6. You can use the filter options at the top of the page to filter the results. The filter options are:
 - All Display all areas and all clubs
 - $\circ~$ By Area Will only display members from the selected area
 - $\circ~$ By Club Will only display members last login information by the specific club selected
 - $\circ~$ District Login Displays last login information for logging into the District Site
 - $\circ~$ Club Login Displays last login information for logging into the Clubs site
 - $\circ~$ Show Generates the report based on the filter options selected

Member Login Activity

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Export to Excel / CSV

Login Activity Crown		Active		Honorary		Total	
Login Activity Group		#	%	#	%	#	%
< 1 Month	View	1	0.4	0	0.0	1	0.4
1-3	View	1	0.4	0	0.0	1	0.4
4-6	View	0	0.0	0	0.0	0	0.0
7-12	View	3	1.1	0	0.0	3	1.1
> 1 Year	View	8	3.0	1	0.4	9	3.4
Never	View	241	91.3	9	3.4	250	94.7
Total	View	254	96.2	10	3.8	264	100.0

7. On the report you can click View to get a breakdown of activity within a given period.

Member Login Activity

All O By Area Metro ¥

District Login
 O Club Login



Export to Excel / CSV

Login Activity Crown		Active		Honorary		Total	
Login Activity Group		#	%	#	%	#	%
< 1 Month	View	1	0.4	0	0.0	1	0.4
1-3	View	1	0.4	0	0.0	1	0.4
4-6	View	0	0.0	0	0.0	0	0.0
7-12	View	3	1.1	0	0.0	3	1.1
> 1 Year	View	8	3.0	1	0.4	9	3.4
Never	View	241	91.3	9	3.4	250	94.7
Total	View	254	96.2	10	3.8	264	100.0

8. After you click on **View**, you will see a new report. The heading of the report are:

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- **Member Column** Displays the members name as a link. Simply click on the name to go to the members profile page.
- Club Column Displays the club name that the member is associated with.
- **Member Type Column** Displays the member's status type. IE. Active, Ex Member, Honorary, ect.
- Area Column Displays the geographic area of where the club is located
- Last Login Column Displays the member's last login activity to either the District site or the Club site.
- 9. You could also click on the **Export to Excel/CSV** link to create a spreadsheet file of the currently displayed report.

Show

Member Login Activity

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La sin Astivity Crown	Active			Honor	ary	Total		
Login Activity Group		#	%	#	%	#	%	
< 1 Month	View	1	0.4	0	0.0	1	0.4	
1-3	View	1	0.4	0	0.0	1	0.4	
4-6	View	0	0.0	0	0.0	0	0.0	
7-12	View	3	1.1	0	0.0	3	1.1	
> 1 Year	View	8	3.0	1	0.4	9	3.4	
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