

MultiLine Admin Activity Reports

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Read on to learn how to search, view, and download reports on activities Admins are doing in the Management portal.

Overview

Whenever Admins perform actions in the Management Portal the actions are logged in reports. The **Administrator Activity** page provides a detailed and comprehensive search of all activities performed by Admins in the organization.

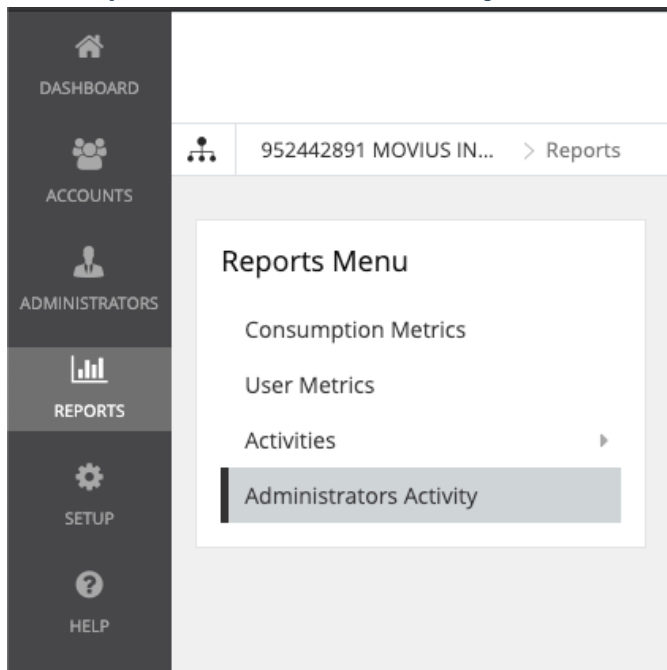
Admins can find reports of Employee activity by searching for Admin Reports.

Before you start

- An admin must have "Reports" Privilege in their Role in the organization to do these instructions. See [What Admin Privileges are in Management Portal?](https://help.moviuscorp.com/help/what-admin-roles-mmp/) (<https://help.moviuscorp.com/help/what-admin-roles-mmp/>)

How to see reports on Admin activity

1. Go to **Reports > Administrator Activity**



2. Search by
 - **Date Range**
 - **Activity Type**(by default all are selected)
 - All
 - Portal Access
 - View
 - Write
 - Download
 - **Event Type**(by default all are selected)

- There are 40 event types corresponding to all the activities administrators can perform in the portal or API.
- Examples: Login, Download Activities, Delete User Account
- **Administrator** (name or email)
- **Organization** (name or id)
- **Details**
 - MultiLine number
 - First and last name
 - Device number
 - User permissions
 - Email address
 - IP Address
 - and more...

Administrators Activity

SEARCH BY

Date Range

23-Nov-2020 to 23-Nov-2020

Activity

All Selected (4)

Event Type

All Selected (40)

Administrator

Enter name / email

Organization

Enter organization / ID

Details

Contains text

Reset

Search

Date	Name & Email	Organization	Activity	Event Type	Details
23-Nov-2020 10:41:37	Melanie Allen melanie.allen@moviu...	2334 (952442891 MOVI...	Portal Access	Login	Successful

3. View the results of the search

- If you search using the **Details** field, searched terms will be highlighted when you expand a result's details

Administrator

Enter name / email

Organization

Enter organization / ID

Details

nancy

Reset

Search

Date	Name & Email	Organization	Activity	Event Type	Details
16-Jun-2020 08:15:45	Victoria Reyes victoria.r@abccorp...	Ops Team (1001)	Write	Send Invite	nancy.w@abc... ▾

First Name

Nancy

Last Name

Wand

Organization

ABC Corporation

Email & Device #

nancy.w@abccorp.com

User Permissions

Default User Permissions (default)

Applications

MultiLine

Number of lines allowed

1

Assign Number

No

4. Use the **Download** buttons to save the .CSV file(s)

- This action, like any other you take in the portal, will generate an activity report under your administrator details

