

Managing reports on MultiLine Admins

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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.

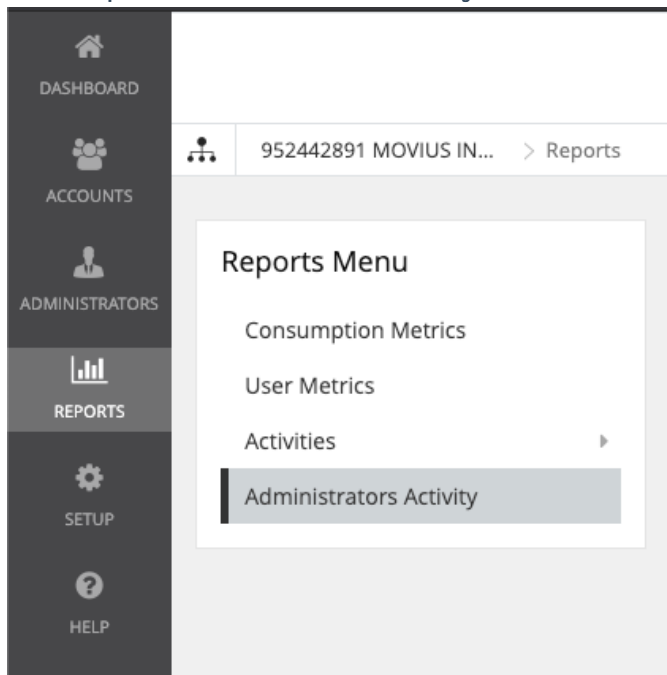
Admins can find reports of Employee activity by searching for Admin Reports.

Before you start

- An admin must have "Reports" Role in the organization to do these instructions. See [What Admin Roles are in the 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	Activity	Event Type
<input type="text" value="23-Nov-2020 to 23-Nov-2020"/>	<input type="text" value="All Selected (4)"/>	<input type="text" value="All Selected (40)"/>
Administrator	Organization	Details
<input type="text" value="Enter name / email"/>	<input type="text" value="Enter organization / ID"/>	<input type="text" value="Contains text"/>

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

SEARCH BY

Administrator	Organization	Details
<input type="text" value="Enter name / email"/>	<input type="text" value="Enter organization / ID"/>	<input type="text" value="nancy"/>

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		Ward			
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			

In this example search is for 'Nancy'

Only one result found, so list will be expanded
And characters will be highlighted

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

