



BEST PRACTICE: USER ACTIVITY REPORT

1 Revision History

When Ennov releases a new version of Ennov InSight, they issue Release Notes which explain the new features and updates. The Ennov Business Consulting Team reviews the Release Notes against each Best Practice to determine any impact to the document:

- Impact = Release notes-documented upgrade changes this Best Practice
- No Impact = Release notes-documented upgrade changes do not affect this Best Practice

When Release Notes impact Best Practice documentation, Ennov recommends that clients review the entire Release Notes for a full understanding of all changes associated with this Best Practice documentation.

Software Version	Release/Revision Date	Summary of Change(s) (Refer to Release Notes for Full Description)
v7.3.1	28-Jun-2024	Update Best Practice for Ennov rebranding & for v7.3.1 – No Impact
v7.3	01-Mar-2024	Update Best Practice for v7.3 – No Impact (minor reformatting only)
v7.2	04-Apr-2023	First issued

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3 Document Purpose

The purpose of this document is to provide a Best Practice guide for reviewing the number of active users in Ennov InSight over a defined time period.

4 Scope

The scope of the proposed document is the process for determining the number of active users in Ennov InSight over a defined time period.

5 User Activity Report

An administrative user may wish to check the number of active users in Ennov InSight over a defined time period. The Activity Audit Trail report can be utilised for this purpose.

1. Log into the environment of interest.
2. Navigate to **Querying** and select the **Administration** tab.
3. Select the **Activity Audit Trail** report.
4. Leave the User field with the value [Select] in order to report on all users.
5. Enter the date range that you wish to report on.

Logon Audit Trail Query

- You may use % as a wildcard character.
- The search is case insensitive.

User : [Select] v

Date : [] []

Display Columns : * Available

Selected

Action
Session Start Date
Session End Date
User

Sort Order : Available

Action - ASC
Session Start Date - DESC
Session Start Date - ASC
Session End Date - DESC
Session End Date - ASC

Selected

Action - DESC

[Search] [Reset] [Cancel]

6. Click **Search** to generate the report.
7. Click **Export to Excel** to generate an Excel export of the report.
8. Open the file and determine the count of unique users using the formula:
=COUNTA(UNIQUE(RANGE)) where 'RANGE' indicates the rows of output. In the example below there are 33 rows of output. The formula would therefore read =COUNTA(UNIQUE(D2:D34)). In this example, there are 9 unique values, so 9 users have accessed the system.

SUM X ✓ fx =COUNTA(UNIQUE(D2:D34))

	A	B	C	D	E	F	G	H	I
1	Action	Session Start Date	Session End Date	User			=COUNTA		
2	Submissic	11/10/2022 09:32		Streisand, Barbara (Barbara.Streisand@company.com)					
3	Submissic	30/09/2022 10:59		Streisand, Barbara (Barbara.Streisand@company.com)					
4	Submissic	22/02/2022 10:11		Presley, Elvis (Elvis.Presley@company.com)					
5	Submissic	31/10/2022 05:09		Presley, Elvis (Elvis.Presley@company.com)					
6	LOGON	11/02/2022 11:20	11/02/2022 19:22	Sinatra, Frank (Frank.Sinatra@company.com)					
7	LOGON	02/03/2022 07:01	02/03/2022 15:02	Beyonce (Beyonce@company.name)					
8	LOGON	01/04/2022 02:37	01/04/2022 12:03	Presley, Elvis (Elvis.Presley@company.com)					
9	LOGON	25/02/2022 04:14	25/02/2022 18:09	Presley, Elvis (Elvis.Presley@company.com)					
10	LOGON	07/03/2022 04:09	07/03/2022 20:28	Presley, Elvis (Elvis.Presley@company.com)					
11	LOGON	07/03/2022 08:59	07/03/2022 09:12	Lennon, John (John.Lennon@company.name)					
12	LOGON	08/03/2022 08:04	08/03/2022 16:06	Lennon, John (John.Lennon@company.name)					
13	LOGON	16/02/2022 02:32	16/02/2022 20:02	Presley, Elvis (Elvis.Presley@company.com)					
14	LOGON	17/02/2022 03:36	17/02/2022 11:39	Beyonce (Beyonce@company.name)					
15	LOGON	14/03/2022 04:12	14/03/2022 19:47	Presley, Elvis (Elvis.Presley@company.com)					
16	LOGON	30/03/2022 04:12	30/03/2022 16:11	Presley, Elvis (Elvis.Presley@company.com)					
17	LOGON	22/02/2022 13:00	22/02/2022 21:05	Beyonce (Beyonce@company.name)					
18	LOGON	28/02/2022 04:39	28/02/2022 16:31	Beyonce (Beyonce@company.name)					
19	LOGON	04/03/2022 04:36	04/03/2022 19:13	Presley, Elvis (Elvis.Presley@company.com)					
20	LOGON	09/03/2022 10:48	09/03/2022 18:56	Beyonce (Beyonce@company.name)					
21	LOGON	09/03/2022 11:35	09/03/2022 19:36	Beyonce (Beyonce@company.name)					
22	LOGON	10/03/2022 13:27	10/03/2022 22:03	Beyonce (Beyonce@company.name)					
23	LOGON	03/05/2022 13:43	03/05/2022 21:46	Beyonce (Beyonce@company.name)					
24	LOGON	23/05/2022 02:59	23/05/2022 11:00	Presley, Elvis (Elvis.Presley@company.com)					
25	LOGON	12/07/2022 08:03	12/07/2022 08:04	Bowie, David (David.Bowie@company.com)					
26	LOGON	26/07/2022 04:39	26/07/2022 14:24	Carpenter, Karen (Karen.Carpenter@company.com)					
27	LOGON	24/08/2022 02:53	24/08/2022 12:53	Presley, Elvis (Elvis.Presley@company.com)					
28	LOGON	30/08/2022 04:29	30/08/2022 12:29	Carpenter, Karen (Karen.Carpenter@company.com)					
29	LOGON	12/10/2022 06:08	12/10/2022 15:31	Presley, Elvis (Elvis.Presley@company.com)					
30	LOGON	13/04/2022 04:41	13/04/2022 15:05	Beyonce (Beyonce@company.name)					
31	LOGON	03/05/2022 16:46	04/05/2022 00:47	Dylan, Bob (Bob.Dylan@company.com)					
32	LOGON	30/05/2022 04:31	30/05/2022 20:15	Beyonce (Beyonce@company.name)					
33	LOGON	16/08/2022 08:15	16/08/2022 16:16	Mercury, Freddie (Freddie.Mercury@company.com)					
34	LOGON	16/09/2022 03:22	16/09/2022 11:52	Presley, Elvis (Elvis.Presley@company.com)					
35									

9. To identify users who have only accessed the system once, select the range and select **Conditional Formatting** > **Highlight Cells Rules** > **Duplicate Values** from the **Home** tab.
10. Change the drop-down list from Duplicate to Unique and click **OK**. The unique values will be highlighted.

	A	B	C	D	E	F	G	H	I	J	K
1	Action	Session Start Date	Session End Date	User				9			
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35											

? X

Duplicate Values

Format cells that contain:

Unique values with Light Red Fill with Dark Red Text

OK Cancel

For instructions on how to disable users, please refer to the Ennov InSight Administration guide.