




Working with the User Log

When **Enable Log Tracking** is active, the **User Log** tab displays the login and logout times for all users who have accessed the People Suite, Financial Suite, or Utility Manager.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .
3. On the **User Log** tab, click **Enable Log Tracking**. To disable this option, click **Disable Log Tracking**.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .
3. On the **User Log** tab, click **Print**.
4. When the report displays, click **Print Report** .