

# Administration Module

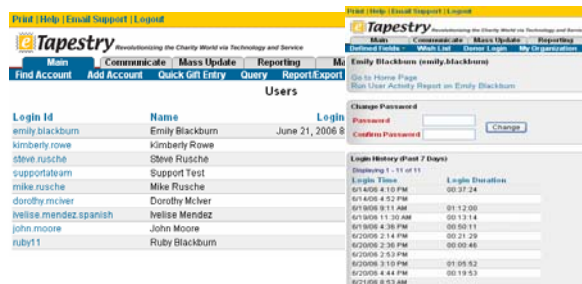
## What is it?

Organizations that have multiple users accessing eTapestry will find the Administration Module to be a helpful tool in reviewing and managing the work of their users within the database. With this module you will be able to:

- o See a list of users, their login Id's, their last login/logout time, and last activity within the organization's database.
- o Gather specific details about a user's login history, including duration of login, number of records changed, and recorded training videos viewed.
- o Create a user activity report for an individual user or for all users.
- o Drill-down to see which accounts were modified by a specific user and the time and date of modification.
- o Logout a user in the organization's database as well as change a user's password.

## How does it work?

eTapestry users with appropriate security privileges will now have access to a special "Admin" section within their eTapestry database.



Administrators can see a user's activity as well as edit their account as appropriate.

Options under Admin include a User report that lists the eTapestry users for your database and a summary of their recent activity. By drilling down on a user name you can see their activity for the last seven days. A more detailed User Activity Report shows details on the number of Accounts and Journal entries added, and changed over the last week and last month. This is ideal for gauging how much – or little – a staff member has been using the system.

The screenshot displays the 'User Activity Summary Report' for a specific user. The table lists activity over the last 7 days, with columns for Login Time, Login Duration, Accounts Created, Accounts Modified, Journal Entries Created, and Journal Entries Modified. The data shows multiple login attempts with varying durations and zero account or journal changes.

Easily gauge the volume of user activity with the User Activity Summary Report.

User Activity reports can be run on a single user, or on all users. Organizations with staff in multiple locations, or those utilizing volunteers can monitor system operation via the user statistics.

If appropriate, you have the ability to logout specific users on the database, and change user passwords. This is a useful tool when staff changes occur or security is a concern.

## Summary

The Administration Module puts information at your fingertips for properly reviewing, managing, and improving users' access to eTapestry. It is a must have option for organizations with multiple locations or those with a variety of different users.

The Admin Module for eTapestry is available for a monthly fee of 5% of your base eTapestry service, plus 5% of your support fees. There is a minimum monthly fee of \$5. For more information contact your eTapestry account executive.