

Follow the steps below to see the New User Activity Report:

New User Activity Report

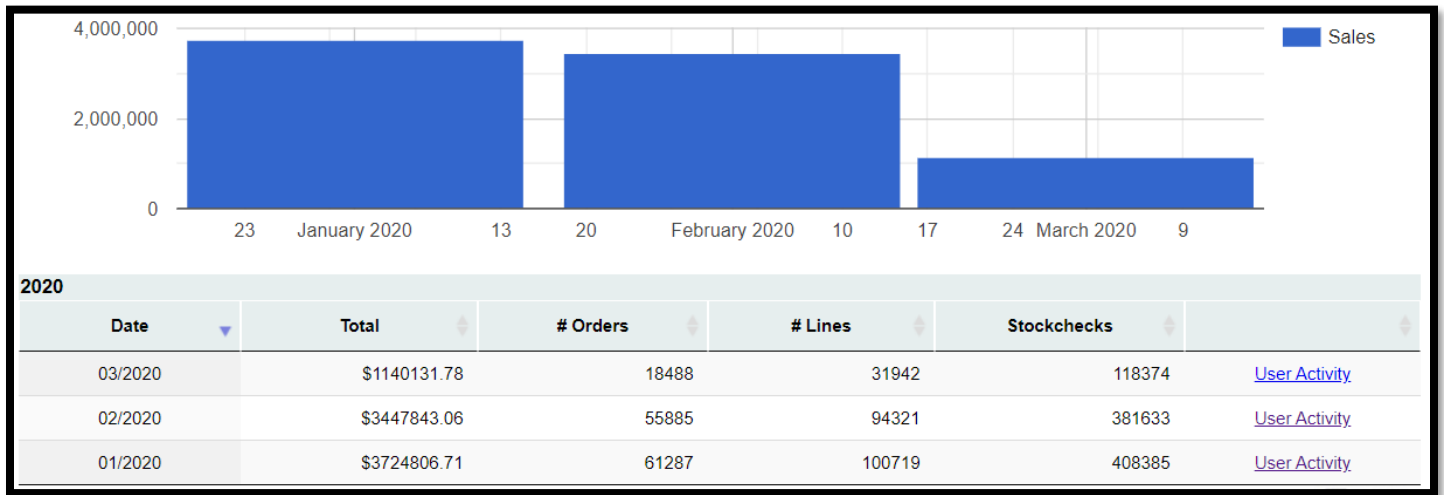
1. Go to the main administration menu.
2. Select **Distributor Tools**



3. Select the **Select "User Activity Report"** link to access to new style report. The link just below that **"User Activity Reports until 2019"** are the old style of reports, if you would like to still view that method.



4. Select the **User Activity Link** on the far-right column of the corresponding month you wish to view a report on.



5. Customize the report using the column headers sorts and search filters, then export or print the data using the buttons in the top right corner.



Reports - 01/2020

Search:

Customer Account ID	Customer Name	Default Branch Name	Username	User Access Type	SMS Provider (Provider)	Stock Checks	Orders	Lines	Total
<input type="text" value="Customer Account"/>	<input type="text" value="Customer Name"/>	<input type="text" value="Default Branch Name"/>	<input type="text" value="Username"/>	<input type="text" value="User Access Type"/>	<input type="text" value="mobile"/>				
8562	PEPBOYS AUTOPLUS#453	GLENDAL	CB8562	Nexpart	Nexpart Mobile (NXPMOBILE)	381	74	83	\$7,043.13

Note User Access Type is configured in Customer Maintenance > User Settings for the user who uses an SMS integration.



The image shows a screenshot of a software interface. On the left, there is a label 'User Access:' in blue text. To its right is a dropdown menu with a white background and a thin black border. The dropdown menu is currently open, showing the text 'SMS' in black. A small black downward-pointing triangle is visible on the right side of the dropdown box, indicating it is a menu.

The SMS Provider is only being recorded when transactions come from SMS. The provider key can be blank if there is no SMS transaction, and User Access Type is set to SMS in Customer Maintenance > User Settings.

- If user believes this is not being used for SMS then User Access setting can be reset to non-SMS access by an administrator.