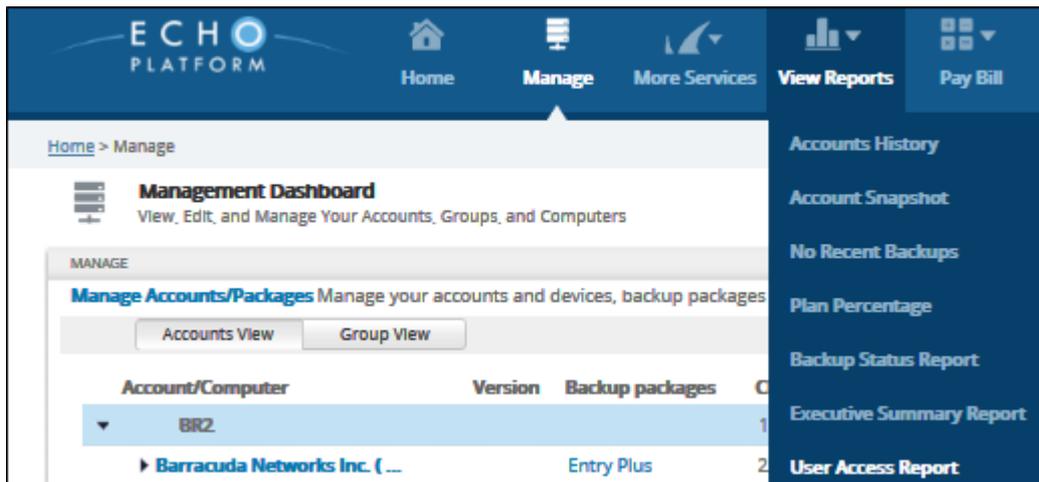


## Viewing the User Access Report

<https://campus.barracuda.com/doc/100371415/>

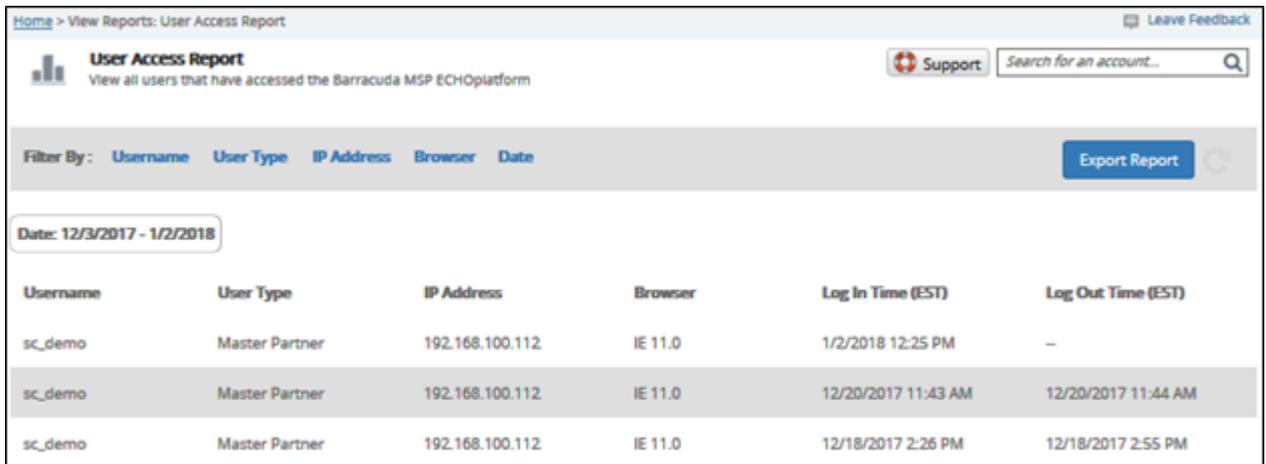
To view the User Access Report, perform the following steps.

1. At the ECHOplatform ribbon click **View Reports, User Access Report**, as shown below.



The report is displayed.

Note that the default view includes the last 30 days of activity.

The screenshot shows the 'User Access Report' page. It includes a search bar, a 'Support' button, and a date filter set to '12/3/2017 - 1/2/2018'. Below the filter is a table with columns: Username, User Type, IP Address, Browser, Log In Time (EST), and Log Out Time (EST).

Username	User Type	IP Address	Browser	Log In Time (EST)	Log Out Time (EST)
sc_demo	Master Partner	192.168.100.112	IE 11.0	1/2/2018 12:25 PM	--
sc_demo	Master Partner	192.168.100.112	IE 11.0	12/20/2017 11:43 AM	12/20/2017 11:44 AM
sc_demo	Master Partner	192.168.100.112	IE 11.0	12/18/2017 2:26 PM	12/18/2017 2:55 PM

2. Filter the report by username, user type, IP address, browser, or date. See Filtering User Access Reports.
3. Export the User Access Report (.csv) file by clicking the **Export Report** button.

## Figures

1. campus user access menu.png
2. campus user access report.png

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