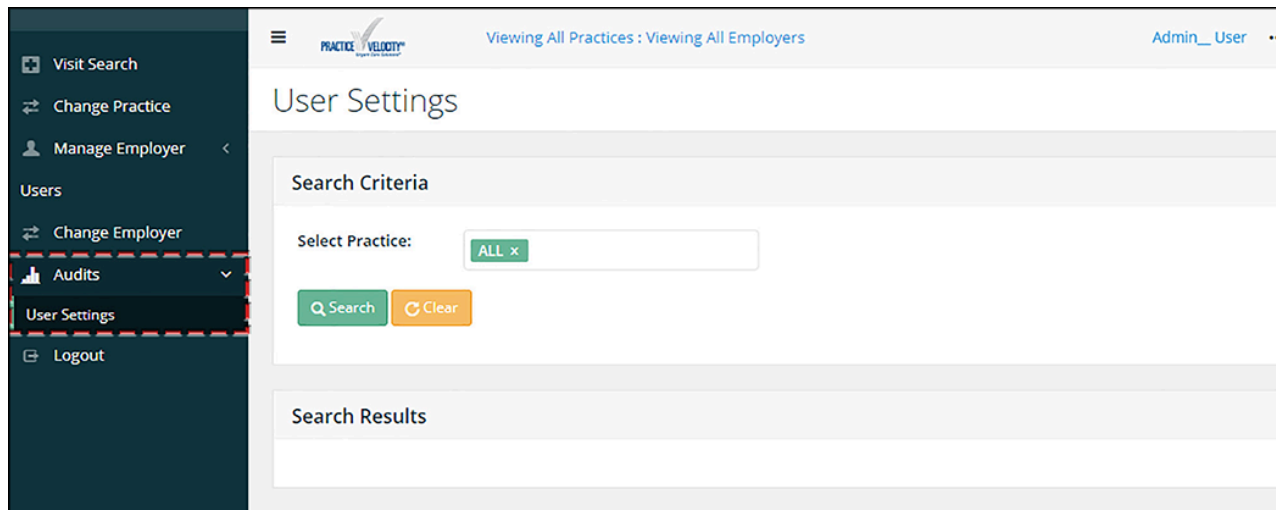


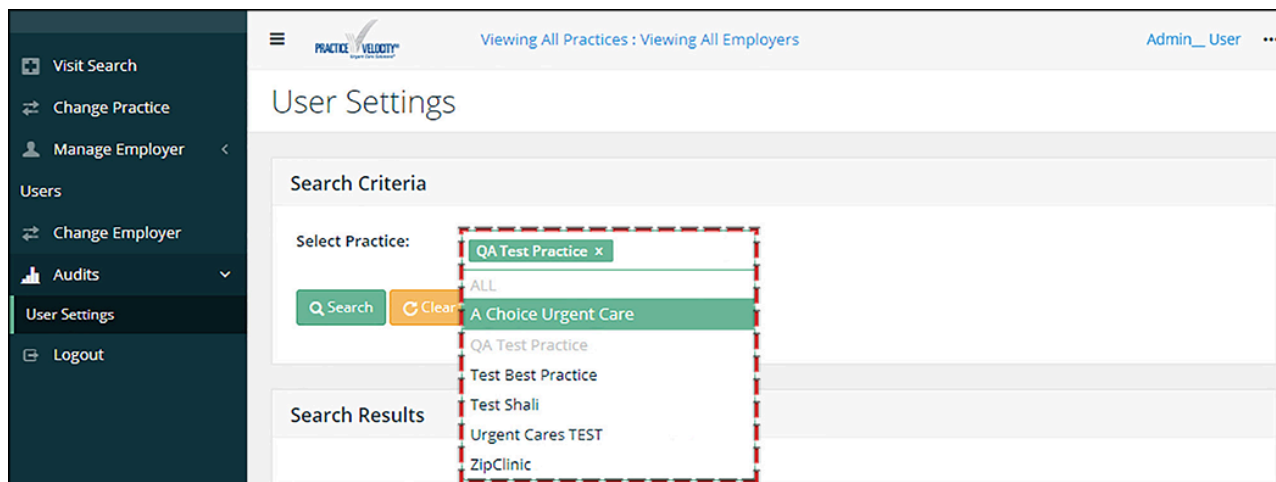
User Setting Audits In Employer Portal

The *User Settings* page supports user management and displays user information, permissions, and the last time the user logged in. An *Employer Portal administrative* user navigates to the *Audits > User Settings* page.



Important Note: The *Audits* menu option only displays to *Employer Portal* users with an *Admin* role.

The *Select Practice* field defaults to the practice attached to the user. If a user is a *Grouped Employer Portal* user, *ALL* is selected by default when the user is *Viewing All Practices*. However, users can click the *x* icon next to *ALL* to remove it and select individual practice names instead.



Click the **Search** button to run the report. The **Search Results** display at the bottom of the page. Select the **Excel** button to download **Search Results** in an excel file format.

Search Results											
Excel											
User Name	First Name	Last Name	Email	Phone	Practice(s)	Employer(s)	Admin	Grouped	Special Permissions	Active	Last Login
jtherston1	John	Therston	jtherston@practice.com		Test Best Practice	ROCKFORD TOP	Yes	No		Yes	9/21/2018 4:04:45 PM
john	John	Sivia	johnd@practice.com		Test Best Practice, Test Practice	123 COMPANY2, 48 FREIGHTWAY INC, A TESTING, ABC COMPANY, TRAINING COMPANY	Yes	Yes		Yes	4/6/2018 2:02:08 PM
tfloss	Tina	Floss	tfloss@4m.com		Test Best Practice	4M SUPPLIES AND INSTALLATION	Yes	No		Yes	2/2/2018 8:00:55 AM
kfloree1234	krista	floree	kfloree@aam.com		Test Best Practice	A AMERICAN MACHINE AND	Yes	No		Yes	2/2/2018 8:03:33 AM
amee	Amee	Test	afain@practice.com		Test Best Practice	GUNITE 1234	No	No	Can View EPS, Can View WC	Yes	8/9/2018 9:29:06 AM

The search results include the following information:

- **User Name:** The user's login *user name*
- **First Name:** The user's *first name*
- **Last Name:** The user's *last name*
- **Email:** The user's *email address*
- **Phone:** The user's *phone number*
- **Practice(s):** The *practice(s)* that the user has access to
- **Employer(s):** The *employer(s)* that the user has access to
- **Admin:** Yes/No does the user have *Admin* permission
- **Grouped:** Yes/No is the user a *Grouped Employer* user
- **Special Permissions:** *Permissions* assigned to the user:
 - *View EPS Documents*
 - *View WC Documents*
 - *Review EPS Documents*
 - *Review WC Documents*
- **Active:** Yes/No is the user account is *Active*
- **Last Login:** Last *date* and *time* the user logged in