

CLIENT REPORT – GO, AEE and ESS EMPLOYEE USE

To determine which of your employees are still accessing the isolved GO App, the new Adaptive Employee Experience (AEE) or Employee Self-Service (ESS):

- (1) Sign into your client account and access Client Reports.
- (2) Search on the word “User” to filter the options of reports.
- (3) Select the User Data Activity Report – ESS Users date range report
- (4) Input a date range of the past month or so
- (5) Select your legal company
- (6) Select your output format (PDF or Excel)
- (7) Click “Generate Report”

The screenshot shows the isolved Client Reports interface. On the left, a sidebar menu is open with 'Client Reports' selected (marked with a red circle 1). The main area is titled 'Client Reports' and shows a list of report categories. 'User Data Activity Report - ESS Users' is selected (marked with a red circle 3) and highlighted in orange. At the top right, there are buttons for 'Generate Report' (marked with a red circle 7) and 'Go To My Reports Queue'. Below these are filtering options for 'From Date' (02/22/2022, marked with a red circle 4), 'To Date' (03/29/2022, marked with a red circle 4), 'Legal Company' (marked with a red circle 5), and 'Employee' (marked with a red circle 5). The 'Options' section shows 'Format: PDF' (marked with a red circle 6). A note at the top right states: 'Once your report request has been submitted you can do any of the following: Run another report, go to My Rep report will be available in My Reports Queue for 72 hours.'

Select “View report” your report from your Reports Queue:

The screenshot shows the 'My Reports Queue' interface. It displays a table of generated reports. One row is highlighted in yellow and shows the following details: Client ID: CN186511, Report Name: User Data Activity Report - ESS Users, Status: GENERATED, Report Requested: 3/29/2022 04:37:56 PM, Generate Begin: 3/29/2022 04:37:56 PM, Generate End: 3/29/2022 04:38:04 PM, Purge Date: 4/1/2022 04:38:04 PM. To the right of the table, there is a column of 'View Report' buttons, with one button in the last row highlighted in pink (marked with a red circle 8).

When looking at your reports, please remember that every time an employee accesses the application during the time frame you have selected, their name will appear. So employees may appear more than once per day and multiple times on the report based on the date range you selected.

If you have selected PDF as your output, you will see who the users are by their ESS login e-mail, along with the center column labeled “Source”. In that column, you will be able to note which method the employee used to log in – either ESS, GO or AEE.

CLIENT REPORT – GO, AEE and ESS EMPLOYEE USE

Client ID: [REDACTED]	USER DATA ACTIVITY REPORT - ESS USERS			Report Date Range
Employee: All Employees				2/22/2022 - 3/29/2022

Username	Session Begin Time	Session End Time	Source	IP Address	Browser Data
andrews	2/22/2022 1:52:56 AM	2/22/2022 2:13:05 AM	ESS	67.	Mozilla/5.0 (iPhone; CPU iPhone OS 15_2_1 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/15.2 Mobile/15E148 Safari/604.1
brandon	2/22/2022 2:12:02 AM	2/22/2022 2:44:25 AM	ESS	38.	Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:97.0) Gecko/20100101 Firefox/97.0
andrews	2/22/2022 2:21:38 AM	2/22/2022 2:42:05 AM	ESS	67.	Mozilla/5.0 (iPhone; CPU iPhone OS 15_2_1 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/15.2 Mobile/15E148 Safari/604.1
tong.sae	2/22/2022 2:42:06 AM	3/24/2022 2:42:06 AM	GO	104	APIClient
chris.axe	2/22/2022 9:14:19 AM	2/22/2022 9:41:12 AM	ESS	38.	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/98.0.4758.102 Safari/537.36
Dktraylor6	2/22/2022 10:39:02 AM	2/22/2022 11:00:11 AM	ESS	98.	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/98.0.4758.102 Safari/537.36
andrews	2/22/2022 10:39:54 AM	2/22/2022 11:00:00 AM	ESS	67.	Mozilla/5.0 (iPhone; CPU iPhone OS 15_2_1 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/15.2 Mobile/15E148 Safari/604.1
andrews	2/22/2022 11:15:39 AM	2/22/2022 11:36:09 AM	ESS	67.	Mozilla/5.0 (iPhone; CPU iPhone OS 15_2_1 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/15.2 Mobile/15E148 Safari/604.1
andrews	2/22/2022 1:12:28 PM	2/22/2022 1:33:00 PM	ESS	67.	Mozilla/5.0 (iPhone; CPU iPhone OS 15_2_1 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/15.2 Mobile/15E148 Safari/604.1
Dktraylor6	2/22/2022 1:24:50 PM	2/22/2022 1:50:41 PM	ESS	98.	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/98.0.4758.102 Safari/537.36
andrews	2/22/2022 1:41:12 PM	2/22/2022 2:01:19 PM	ESS	174	Mozilla/5.0 (iPhone; CPU iPhone OS 15_2_1 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/15.2 Mobile/15E148 Safari/604.1
tim8427@	2/22/2022 2:01:44 PM	2/22/2022 2:22:06 PM	ESS	38.	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/98.0.4758.102 Safari/537.36
robinmr3	2/22/2022 3:10:40 PM	3/24/2022 3:10:40 PM	AEE	24.	Mozilla/5.0 (Linux; Android 12; SM-G973U) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/97.0.4692.98 Mobile Safari/537.36
robinmr3	2/22/2022 3:15:46 PM	3/24/2022 3:15:46 PM	AEE	24.	Mozilla/5.0 (Linux; Android 12; SM-G973U) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/97.0.4692.98 Mobile Safari/537.36
rob.gray@	2/22/2022 4:01:44 PM	2/22/2022 4:23:51 PM	ESS	38.	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/98.0.4758.102 Safari/537.36
robinmr3	2/22/2022 4:29:11 PM	3/24/2022 4:29:11 PM	AEE	98.	Mozilla/5.0 (Linux; Android 12; SM-G973U) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/97.0.4692.98 Mobile Safari/537.36
jas85176	2/22/2022 6:35:31 PM	3/24/2022 6:35:31 PM	GO	104	APIClient
Jacobbra	2/22/2022 7:03:18 PM	3/24/2022 7:03:18 PM	GO	104	APIClient
isaacpaul	2/22/2022 7:04:19 PM	3/24/2022 7:04:19 PM	AEE	160	Mozilla/5.0 (iPhone; CPU iPhone OS 15_2_1 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/15.2 Mobile/15E148 Safari/604.1
robinmr3	2/22/2022 7:07:33 PM	2/22/2022 7:11:17 PM	ESS	24.	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/98.0.4758.102 Safari/537.36
andrews	2/22/2022 8:00:06 PM	2/22/2022 8:20:27 PM	ESS	38.	Mozilla/5.0 (iPhone; CPU iPhone OS 15_2_1 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/15.2 Mobile/15E148 Safari/604.1
smeltzer	2/22/2022 10:55:42 PM	2/22/2022 11:04:37 PM	ESS	38.	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/98.0.4758.102 Safari/537.36

If you select Excel as your format, you will more readily have the ability to filter on a column (such as Source or Username) and also remove duplicate employee appearances. Whichever works best for your needs.

1	A	B	C	D	E	F
	Username	Session Begin Time	Session End Time	Source	IP Address	Browser Data
2	andrewsb	2/22/2022 1:52:56 AM	2/22/2022 2:13:05 AM	ESS	67.	Mozilla/5.0 (iPhone; CPU iPhone OS 15_2_1 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/15.2 Mobile/15E148 Safari/604.1
3	brandon.n	2/22/2022 2:12:03 AM	2/22/2022 2:44:26 AM	ESS	38.	Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:97.0) Gecko/20100101 Firefox/97.0
4	andrewsb	2/22/2022 2:21:39 AM	2/22/2022 2:42:06 AM	ESS	67.	Mozilla/5.0 (iPhone; CPU iPhone OS 15_2_1 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/15.2 Mobile/15E148 Safari/604.1
5	tong.sae	2/22/2022 2:42:06 AM	3/24/2022 2:42:06 AM	GO	104	APIClient
6	chris.axe	2/22/2022 9:14:19 AM	2/22/2022 9:41:13 AM	ESS	38.	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/98.0.4758.102 Safari/537.36
7	Dktraylor6	2/22/2022 10:39:03 AM	2/22/2022 11:00:11 AM	ESS	98.	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/98.0.4758.102 Safari/537.36
8	andrewsb	2/22/2022 10:39:55 AM	2/22/2022 11:00:00 AM	ESS	67.	Mozilla/5.0 (iPhone; CPU iPhone OS 15_2_1 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/15.2 Mobile/15E148 Safari/604.1
9	andrewsb	2/22/2022 11:15:40 AM	2/22/2022 11:36:10 AM	ESS	67.	Mozilla/5.0 (iPhone; CPU iPhone OS 15_2_1 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/15.2 Mobile/15E148 Safari/604.1
10	andrewsb	2/22/2022 1:12:28 PM	2/22/2022 1:33:00 PM	ESS	67.	Mozilla/5.0 (iPhone; CPU iPhone OS 15_2_1 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/15.2 Mobile/15E148 Safari/604.1
11	Dktraylor6	2/22/2022 1:24:50 PM	2/22/2022 1:50:41 PM	ESS	98.	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/98.0.4758.102 Safari/537.36
12	andrewsb	2/22/2022 1:41:13 PM	2/22/2022 2:01:20 PM	ESS	174	Mozilla/5.0 (iPhone; CPU iPhone OS 15_2_1 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/15.2 Mobile/15E148 Safari/604.1
13	tim8427@	2/22/2022 2:01:45 PM	2/22/2022 2:22:06 PM	ESS	38.	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/98.0.4758.102 Safari/537.36
14	robinmr35	2/22/2022 3:10:41 PM	3/24/2022 3:10:41 PM	AEE	24.	Mozilla/5.0 (Linux; Android 12; SM-G973U) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/97.0.4692.98 Mobile Safari/537.36
15	robinmr35	2/22/2022 3:15:46 PM	3/24/2022 3:15:46 PM	AEE	24.	Mozilla/5.0 (Linux; Android 12; SM-G973U) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/97.0.4692.98 Mobile Safari/537.36
16	rob.gray@	2/22/2022 4:01:45 PM	2/22/2022 4:23:51 PM	ESS	38.	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/98.0.4758.102 Safari/537.36
17	robinmr35	2/22/2022 4:29:12 PM	3/24/2022 4:29:12 PM	AEE	98.	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/98.0.4758.102 Safari/537.36
18	jas85176	2/22/2022 6:35:32 PM	3/24/2022 6:35:32 PM	GO	104	APIClient
19	Jacobbra	2/22/2022 7:03:18 PM	3/24/2022 7:03:18 PM	GO	104	APIClient
20	isaacpaul	2/22/2022 7:04:19 PM	3/24/2022 7:04:19 PM	AEE	160	Mozilla/5.0 (iPhone; CPU iPhone OS 15_2_1 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/15.2 Mobile/15E148 Safari/604.1
21	robinmr35	2/22/2022 7:07:33 PM	2/22/2022 7:11:17 PM	ESS	24.	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/98.0.4758.102 Safari/537.36
22	andrewsb	2/22/2022 8:00:07 PM	2/22/2022 8:20:27 PM	ESS	38.	Mozilla/5.0 (iPhone; CPU iPhone OS 15_2_1 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/15.2 Mobile/15E148 Safari/604.1
23	smeltzer	2/22/2022 10:55:42 PM	2/22/2022 11:04:37 PM	ESS	38.	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/98.0.4758.102 Safari/537.36
24	brandon.n	2/22/2022 11:31:46 PM	2/22/2022 11:58:18 PM	ESS	38.	Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:97.0) Gecko/20100101 Firefox/97.0
25	andrewsb	2/23/2022 1:32:37 AM	2/23/2022 1:53:55 AM	ESS	67.	Mozilla/5.0 (iPhone; CPU iPhone OS 15_2_1 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/15.2 Mobile/15E148 Safari/604.1
26	moeutpitch	2/23/2022 3:09:01 AM	3/25/2022 3:09:01 AM	AEE	38.	Mozilla/5.0 (Linux; Android 12; SM-F916U) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/98.0.4758.101 Mobile Safari/537.36

CLIENT REPORT – GO, AEE and ESS EMPLOYEE USE

	A	B	C	D	E	F
1	Username	Session Begin Time	Session End Time	Source	IP Address	Browser Data
5	tong.sae	2/22/2022 2:42:06 AM	3/24/2022 2:42:06 AM	GO	104.	APIClient
18	jas8517	2/22/2022 6:35:32 PM	3/24/2022 6:35:32 PM	GO	104.	APIClient
19	Jacobfra	2/22/2022 7:03:18 PM	3/24/2022 7:03:18 PM	GO	104.	APIClient
40	andrewj	2/23/2022 12:28:08 PM	3/25/2022 12:28:08 PM	GO	104.	APIClient
54	bluzcruz	2/24/2022 2:51:20 PM	3/26/2022 2:51:20 PM	GO	104.	APIClient
62	henno5	2/24/2022 8:08:09 PM	3/26/2022 8:08:09 PM	GO	104.	APIClient
85	Geno_5	2/25/2022 6:31:05 PM	3/27/2022 6:31:05 PM	GO	104.	APIClient
90	jcorne@	2/26/2022 4:02:53 AM	3/28/2022 4:02:53 AM	GO	104.	APIClient
92	ralvrz19@	2/26/2022 3:41:56 PM	3/28/2022 3:41:56 PM	GO	104.	APIClient
164	coronao	3/2/2022 5:30:38 PM	4/1/2022 5:30:38 PM	GO	104.	APIClient
175	jeremyT	3/3/2022 7:28:43 AM	4/2/2022 7:28:43 AM	GO	104.	APIClient
204	19esfir7	3/4/2022 6:32:17 AM	4/3/2022 6:32:17 AM	GO	104.	APIClient
215	dondrell	3/4/2022 2:49:34 PM	4/3/2022 2:49:34 PM	GO	104.	APIClient
229	Scareta	3/6/2022 5:18:31 PM	4/5/2022 5:18:31 PM	GO	104.	APIClient
264	sithika1	3/8/2022 7:58:11 AM	4/7/2022 7:58:11 AM	GO	104.	APIClient
269	turkvong	3/8/2022 12:13:33 PM	4/7/2022 12:13:33 PM	GO	104.	APIClient
270	lasmarh	3/8/2022 2:56:08 PM	4/7/2022 2:56:08 PM	GO	104.	APIClient
280	ronnieh	3/9/2022 12:40:00 AM	4/8/2022 12:40:00 AM	GO	104.	APIClient
285	whart43	3/9/2022 5:09:45 AM	4/8/2022 5:09:45 AM	GO	104.	APIClient
288	mark.sp	3/9/2022 6:20:12 AM	4/8/2022 6:20:12 AM	GO	104.	APIClient
321	Floydwa	3/10/2022 10:35:53 PM	4/9/2022 10:35:53 PM	GO	104.	APIClient
328	grayeva1	3/11/2022 6:15:33 AM	4/10/2022 6:15:33 AM	GO	104.	APIClient
330	felipelop	3/11/2022 7:17:46 AM	4/10/2022 7:17:46 AM	GO	104.	APIClient
344	trevor.ro	3/12/2022 9:35:39 AM	4/11/2022 9:35:39 AM	GO	104.	APIClient
355	edgarsc	3/13/2022 7:21:40 PM	4/12/2022 7:21:40 PM	GO	104.	APIClient
372	sithika1	3/14/2022 6:50:15 AM	4/13/2022 6:50:15 AM	GO	104.	APIClient

example: filtering on GO users only