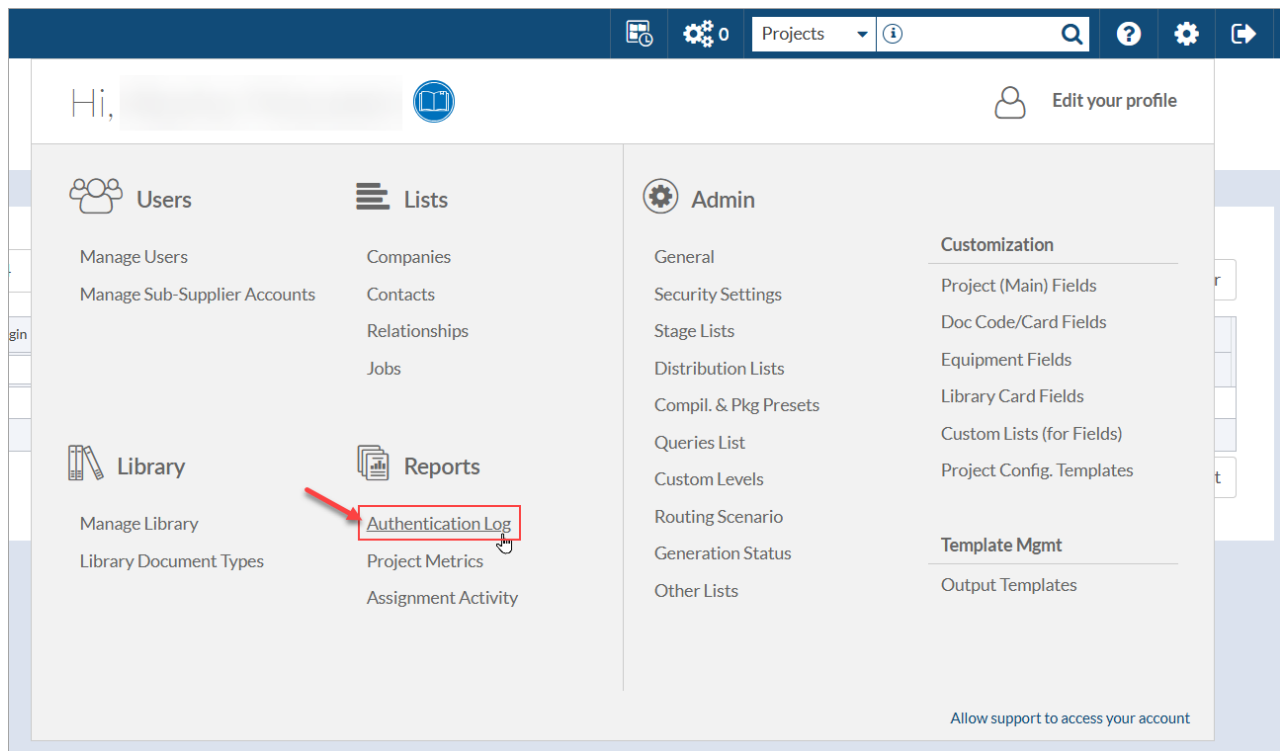


History of Access to DocBoss

09/24/2025 4:26 pm MDT

The Authentication Log provides an overview of who has accessed your DocBoss system, and when access was provided. This tool provides [admin \(+ security\) users](#) with additional transparency and visibility into who is accessing DocBoss on a day-to-day basis.

To access the authentication log, navigate to **System Menu > Reports > Authentication Log**.



Review Access

By default, the "Date from" and "Date to" selectors will be set to the current date. To review access for a different date range, simply click on the appropriate date field and adjust as needed. Once the desired date range is selected, click "Apply" to run the access report.

>>> Reports Authentication Log

Projects

 ?

 ?

Admin

Authentication Log

Date from2025-08-01

Date to2025-09-24

1

2

Apply

Clear

Date ↓

September 2025

September 2025

Su Mo Tu We Th Fr Sa

31 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

Today

Clear

Type

Error

Export

No records to display

Show on page: 10



To review ALL access to the system without date filters, click the "Clear" button on the calendar pop-up for both date fields.

Export Data

Once the report has been generated, the results can be exported to .xlsx for further review. To export the results, click the "Export" button below the grid.

>>> Reports Authentication Log

Projects

 ?

 ?

Admin

Authentication Log

Date from2025-08-01

Date to2025-09-24

Apply

Clear

Date ↓	Login	Type	Error
2025-09-24 11:37:24		SUCCESSFUL	
2025-09-23 07:15:27		SUCCESSFUL	
2025-09-23 02:20:37		SUCCESSFUL	
2025-09-23 02:20:04		CHANGE_PASSWORD_REQUIRED	
2025-09-22 11:39:06		SUCCESSFUL	
2025-09-22 08:34:50		SUCCESSFUL	
2025-09-19 12:20:12		SUCCESSFUL	
2025-09-19 09:46:50		SUCCESSFUL	

Select page: 2025-09-24 12:34:20 - 2025-09-19 09:46:50...

Show on page: 10

Export