



Tableau Report Access & Configuration

Report: UNITY User Access Report

Quick Reference Guide

UNITY User Access Report: Provides key UNITY user account access information for your operational review.

Open Email Invitation from no-reply@tableau.com

Click on “Go to Workbook”

This will log you into your Tableau “Favorites” page

Joseph Johnson (jjohnson@juvenilecompact.org) shared the workbook "UNITY User Access Report (Approved)" with you.

Joseph Johnson says:
Custom Message

User Specific View

Go to Workbook

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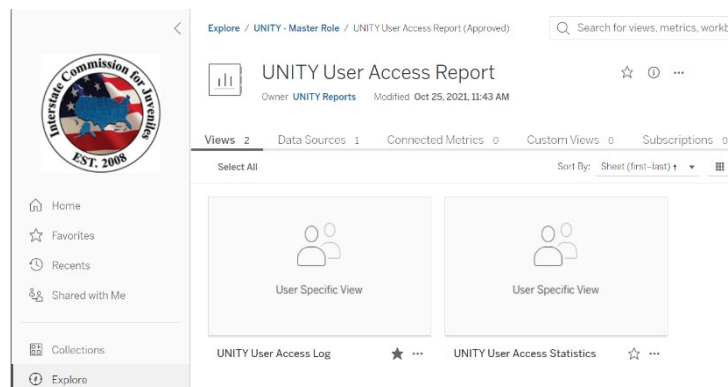
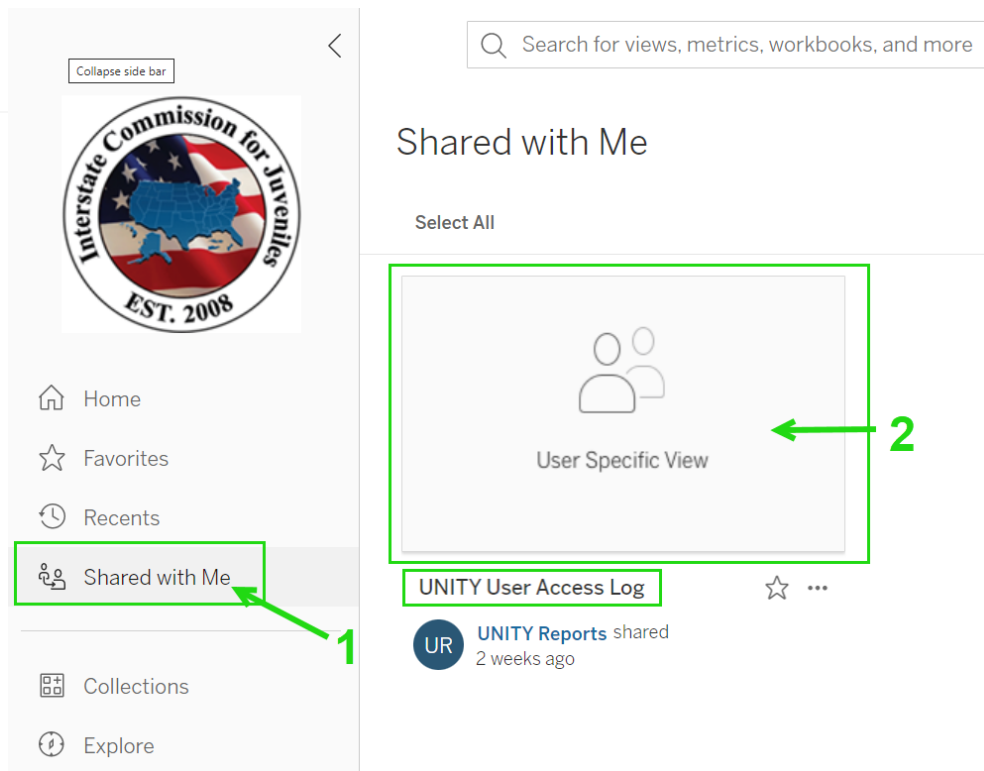
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1 Click on “Shared with Me” , Once logged in Tableau

2 Click on the Shared workbook “Folder Icon” associated with the “UNITY User Access Log”

This will open all 2 worksheets of the UNITY User Access Log workbook

- UNITY User Access Log
- UNITY User Access Statistics

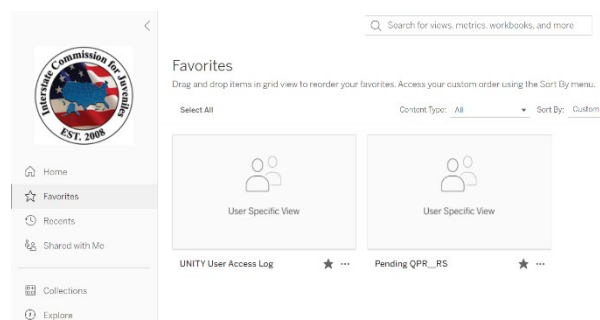
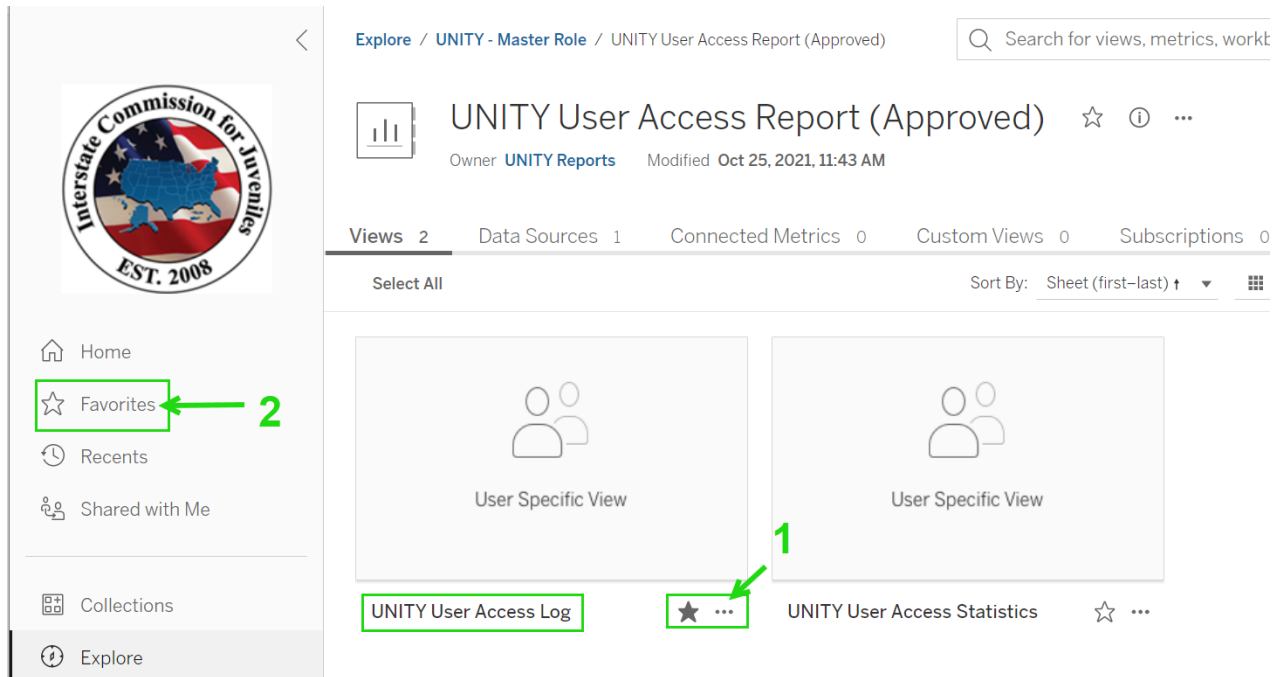


1 Click on the “Star” of the “UNITY Access Log” worksheet.

This will set this workbook & worksheet report to your favorites

2 Click on “Favorites” in the Navigation

This will open your “Favorites” & present your “UNITY Access Log” worksheet in favorites



Click on the Shared workbook “Folder Icon” associated with the “UNITY Access Log”

This will open your 2 worksheets with the “UNITY Access Log” as worksheet 1 (Tab 1)

- UNITY User Access Log (Tab 1)
- UNITY User Access Statistics (Tab 2)

Explore / UNITY - Master Role / UNITY User Access Report (Approved) / UNITY User Access Log

UNITY User Access Log

Last N...	First Name	User Role	Supervision Type	User Type	Email	Zone	County	Last Login Da...	Email Notificati...	Email Verifi...	Account Lock...	Last
Abernathy	William	JPO	Probation	Active User	Wabernathy@lakecountyil.gov	Lake County - Probat...	Lake County	09/15/2021	On	Yes	No	09/1
Abiodun	Melissa	JPO	Probation	Active User	melissa.abiodun@cookcountylli.g...	Cook County - Proba...	Cook County	10/03/2021	On	Yes	No	08/2
Aguilar	Salome	JPO	Probation	Active User	salome.aguilar@cookcountylli.g...	Cook County - Proba...	Cook County	08/24/2021	On	Yes	No	07/2
Akis	Russell	JPO	Probation	Active User	Russell.Akis@cookcountylli.gov	Cook County - Proba...	Cook County	07/16/2021	On	No	No	07/2
	Shonda	JPO	Probation	Active User	shonda.akis@cookcountylli.gov	Cook County - Proba...	Cook County	07/15/2021	On	Yes	No	07/2
Allen-Harris	Jaclyn	JPO	Probation	Active User	jaclyn.allen@cookcountylli.g...	Cook County - Proba...	Cook County		On	No	Yes	05/1
Almaraz	Johanna	JPO	Probation	Active User	johanna.almaraz@cookcountylli.g...	Cook County - Proba...	Cook County	05/25/2021	On	Yes	No	06/6
Altamirano	Rosa	JPO	Probation	Active User	rosa.altamirano@cookcountylli.g...	Cook County - Proba...	Cook County		On	No	No	05/1
Anderson	Bridgette	JPS	Probation	Active User	bridgette.anderson@cookcountyi...	Cook County - Proba...	Cook County	08/10/2021	On	Yes	No	08/1
	Jennifer	JPO	Probation	Active User	janderson@fordcounty.illinois.gov	11th Circuit - Ford -	Ford County	07/26/2021	On	Yes	No	05/1
	John	JPO	Probation	Active User	John.Anderson@cookcountylli.gov	Cook County - Proba...	Cook County	10/21/2021	On	Yes	No	09/6
Anguiano	Jaime	JPO	Probation	Active User	jaime.anguiano@cookcountylli.gov	Cook County - Proba...	Cook County	10/18/2021	On	No	No	10/1
Apponey	Kirsten	JPO	Probation	Active User	kapponey@bondcountyprobation...	Bond County - Proba...	Bond County	05/18/2021	On	Yes	No	05/1
Aralza	Amparo	JPO	Probation	Active User	amparo.aralza@cookcountylli.gov	Cook County - Proba...	Cook County	09/23/2021	On	Yes	No	07/2
Arenas	Francisco	JPS	Probation	Active User	francisco.arenas@cookcountylli.g...	Cook County - Proba...	Cook County		On	No	No	05/1
Arevalo	Maria	JPO	Probation	Active User	maria.arevalo@cookcountylli.g...	Cook County - Proba...	Cook County	05/22/2021	On	No	No	05/2
Arguelles	Juan	JPO	Probation	Active User	Juan.arguelles@cookcountylli.gov	Cook County - Proba...	Cook County	08/24/2021	On	Yes	No	06/6
Armo	Marcie	JPS	Probation	Active User	mak@carroll-county.net	Carroll County - Prob...	Carroll County	10/21/2021	On	Yes	No	10/2

Report Key Information & Operational Tips

UNITY User Access Log

- 1 Click on the “UNITY User Access Log” worksheet Tab 1
- 2 Viewing Options
 - Use the 5 Filter Options
 - From within the report, you can “Sort” the “Last Name” column
 - For more sortable columns & filters download the report to excel.
 - See next page for download process

Last N..	First Name	User Role	Supervision Type	User Type	Email	Zone	County	Last
Abernathy	William	JPO	Probation	Active User	Wabernathy@lakecountyil.gov	Lake County - Probat..	Lake County	09/1/
Abiodun	Melissa	JPO	Probation	Active User	melissa.abiodun@cookcountyil.g..	Cook County - Proba..	Cook County	10/0/
Aguilar	Salome	JPO	Probation	Active User	salome.aguilar@cookcountyil.gov	Cook County - Proba..	Cook County	08/2/
Akis	Russell	JPO	Probation	Active User	Russell.Akis@cookcountyil.gov	Cook County - Proba..	Cook County	07/1/
	Shonda	JPO	Probation	Active User	shonda.akis@cookcountyil.gov	Cook County - Proba..	Cook County	07/1/
Allen-Harris	Jaclyn	JPO	Probation	Active User	jaclyn.allen@cookcountyil.gov	Cook County - Proba..	Cook County	
Almaraz	Johanna	JPO	Probation	Active User	johanna.almaraz@cookcountyil.g..	Cook County - Proba..	Cook County	05/2/
Altamirano	Rosa	JPO	Probation	Active User	rosa.altamirano@cookcountyil.g..	Cook County - Proba..	Cook County	
Anderson	Bridgette	JPS	Probation	Active User	bridgette.anderson@cookcountyi..	Cook County - Proba..	Cook County	08/1/
	Jennifer	JPO	Probation	Active User	janderson@fordcounty.illinois.gov	11th Circuit - Ford - ..	Ford County	07/2/
	John	JPO	Probation	Active User	John.Anderson@cookcountyil.gov	Cook County - Proba..	Cook County	10/2/
Anguiano	Jaime	JPO	Probation	Active User	jaime.anguiano@cookcountyil.gov	Cook County - Proba..	Cook County	10/1/
Apponey	Kirsten	JPO	Probation	Active User	kapponey@bondcountyprobation..	Bond County - Proba..	Bond County	05/1/
Araiza	Amparo	JPO	Probation	Active User	amparo.araiza@cookcountyil.gov	Cook County - Proba..	Cook County	09/2/
Arenas	Francisco	JPS	Probation	Active User	francisco.arenas@cookcountyil.g..	Cook County - Proba..	Cook County	
Arevalo	Maria	JPO	Probation	Active User	maria.arevalo@cookcountyil.gov	Cook County - Proba..	Cook County	05/2/
Arguelles	Juan	JPO	Probation	Active User	juan.arguelles@cookcountyil.gov	Cook County - Proba..	Cook County	08/2/
Arno	Marcie	JPS	Probation	Active User	mak@carroll-county.net	Carroll County - Prob..	Carroll County	10/2/
Arthur-Berg..	Tara	JPO	Probation	Active User	tara.arthur-bergman@co.st-clair...	St. Clair County - Pro..	St. Clair County	10/2/
Augustine	James	JPO	Probation	Active User	james.augustine@cookcountyil.g..	Cook County - Proba..	Cook County	10/0/

UNITY User Access Log – Download to Excel

Click on the “UNITY User Access Log” worksheet Tab 1

- 1 Click on “Download”
- 2 Click on “Crosstab”
- 3 Click on the report and select “Excel”
- 4 Click on Save

From your “Download Folder” Double Click on the report to open

Once in Excel, you can apply Filters and Sorts to all report columns

The screenshot displays the UNITY User Access Log interface. The main table lists user access records with columns for Last Name, First Name, User Role, Supervision Type, User Type, and Email. A 'Download' button is highlighted in the top right corner. A 'Download' dialog box is open, showing file format options: Image, Data, Crosstab, PDF, PowerPoint, and Tableau Workbook. The 'Crosstab' option is selected. A 'Download Crosstab' dialog box is also open, showing the 'Select Format' section with 'Excel' selected. A 'Download' button is highlighted in the bottom right corner of the 'Download Crosstab' dialog.

Last N..	First Name	User Role	Supervision Type	User Type	Email
Abernathy	William	JPO			athy@lakec...
Abiodun	Melissa	JPO			abiodun@cc...
Aguilar	Salome	JPO			aguilar@coc...
Akis	Russell	JPO			Akis@cookc...
	Shonda	JPO			akis@cookc...
Allen-Harris	Jaclyn	JPO			llen@cookcc...
Almaraz	Johanna	JPO			.almaraz@c...
Altamirano	Rosa	JPO			amirano@cc...
Anderson	Bridgette	JPS			e.anderson(...
			Probation	Active User	francisco.arenas@c...
			Probation	Active User	maria.arevalo@cool...
			Probation	Active User	juan.arguelles@coo...
			Probation	Active User	mak@carroll-county...
			Probation	Active User	tara.arthur-bergma...

UNITY User Access Statistics

Click on the "UNITY User Access Statistics" worksheet Tab-2

This report only shows the core login metrics.

← Undo → Redo ↩ Revert 🔄 Refresh ⏸ Pause 📄 View: Original Metrics

UNITY User Access Log **UNITY User Access Statistics**

User Access Statistics

State	# of Successful Logins	Total Active Users	Login %
Illinois	442	540	82

Save Your Report Configuration Settings

1 Click back on the 1st Report Tab “UNITY User Access Log”

2 Click “View Original” in the navigation menu

This will open the “Save Custom View” window. In the window

3 Name this view “UNITY User Access Filter Setting”

4 “Check Mark” “Make it my default”

5 Click on “Save”

UNITY User Access Log

View: Original

Custom Views

Save Custom View

Name this view

UNITY User Access Settings

Make it my default

Save

My Views

Nothing saved yet

Other Views

Original (default) UNITY Reports

Last N..	First Name	User Role	Super
Abernathy	William	JPO	Prob
Abiodun	Melissa	JPO	Prob
Aguilar	Salome	JPO	Prob
Akis	Russell	JPO	Prob
	Shonda	JPO	Prob
Allen-Harris	Jaclyn	JPO	Prob
Almaraz	Johanna	JPO	Prob
Altamirano	Rosa	JPO	Prob
Anderson	Bridgette	JPS	Prob
	Jennifer	JPO	Prob
	John	JPO	Prob
Anguiano	Jaime	JPO	Prob
Apponey	Kirsten	JPO	Prob
Araiza	Amparo	JPO	Prob
Arenas	Francisco	JPS	Prob
Arevalo	Maria	JPO	Prob
Arguelles	Juan	JPO	Prob
Arno	Marcie	JPS	Prob
Arthur-Berg..	Tara	JPO	Prob
Augustine	James	JPO	Probation

Active User james.augustine@cookcountyil.g.. Cook County - Prob