

## Extracting Activity Usage data from the Access.Log file.

### Usage:

You may wish to understand the work patterns of your users.

### Method:

1. Copy the Access.log file to a convenient location, renaming it to, say, 0600Access.CSV (note the CSV file extension), or create a restricted data set (see "Filtering Data Using Microsoft Excel's Advanced Filtering")
2. Open the file in Excel.
3. Create a new column called say "User". This will allow you to pick out either User ID or IP Address as a means of identification. To do this type the following equation into the first data row of the User column:

=IF(D2<>"",D2,E2)

This assumes that column D is User ID and column E is IP Address.

4. You should sort the table to allow the counting of searches made during the log coverage period. To do this:

From the menu select "Data|Sort"

This brings up a wizard.

Select:

Sort By:	User	Ascending
Then By:	Date	Ascending
Then By:	Time	Ascending

5. In the next available spreadsheet column, and on the first data row, type the following formula:

=IF(Kx=Ky,IF(G2="DB Search",Col1+1,Col1),IF(Gx="DB Search",1,0))

(Where **x** = the first data row number, **Col** = letter of the current column, and **Y**=Current Row number -1). This assumes that K is the User column and G is the Action column.

**Note:** Be careful entering the parenthesis. There must be as many closing parenthesis as opening.

6. Press "Enter"
7. Click on the cell just entered.
8. Copy this function down the column, to each row of the data set.
9. This can be achieved by clicking onto the box in the bottom right corner of the field containing the formula, and dragging the outline to the bottom row of the data set. The formula is then automatically copied, changing the cell references as appropriate.
10. Click back into the first formula cell.
11. Change the formula to read:

=SUM (IF (Fx="DB Connect",1,0),IF(Fx="DB Disconnect",-1,0)).

## Technical Note 4 - Identifying Most Active Users

(Where x = the first data row number, Col = letter of the current column, and Y=Current Row number -1)

12. Label the Column "Connections" or similar.

You should now have a running total of concurrent connections by time.