



CHAPTER 17

Sponsor Documentation

This chapter provides example user documentation for sponsor users who create guest accounts. It contains the following sections:

- [Introduction to Cisco NAC Guest Server](#)
- [Connecting to the Cisco NAC Guest Server](#)
- [Creating Guest User Accounts](#)
- [Multiple Guest Accounts](#)
- [Editing Guest Accounts](#)
- [Suspending Guest Accounts](#)
- [Viewing Active Accounts and Resending Details](#)
- [Reporting on Guest Users](#)
- [Sponsor Reporting](#)

Introduction to Cisco NAC Guest Server

The Cisco NAC Guest Server allows you to create temporary network access accounts for your guests, visitors, contractors or anyone who needs temporary network access. You can easily create guest accounts by browsing to the Cisco NAC Guest Server web interface, logging in with your corporate credentials, and entering the guest's details. Cisco NAC Guest Server creates the temporary account and allows you to provide the account details to the guest via printout, email or SMS text message.

In addition to being able to create guest accounts, you can also view and amend the accounts to which you have access, or run reporting on accounts for auditing purposes.

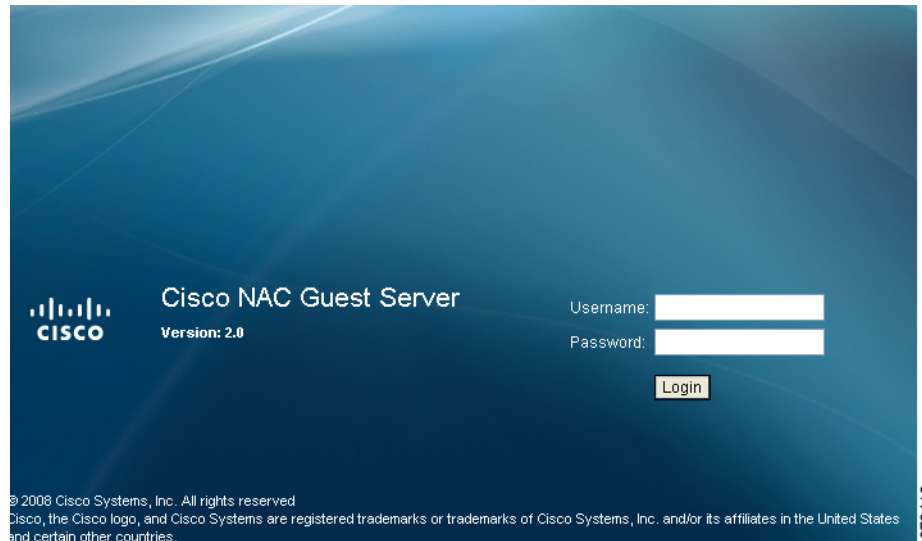
Connecting to the Cisco NAC Guest Server

All connections to the Cisco NAC Guest Server are through a web interface. To connect to the Cisco NAC Guest Server, open a web browser and enter its address into the URL or address field as provided by your network administrator.

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- Step 1** Enter the address of the Cisco NAC Guest Server into the URL or Address field of a web browser, for example, **http://<nac-guest-server>**.

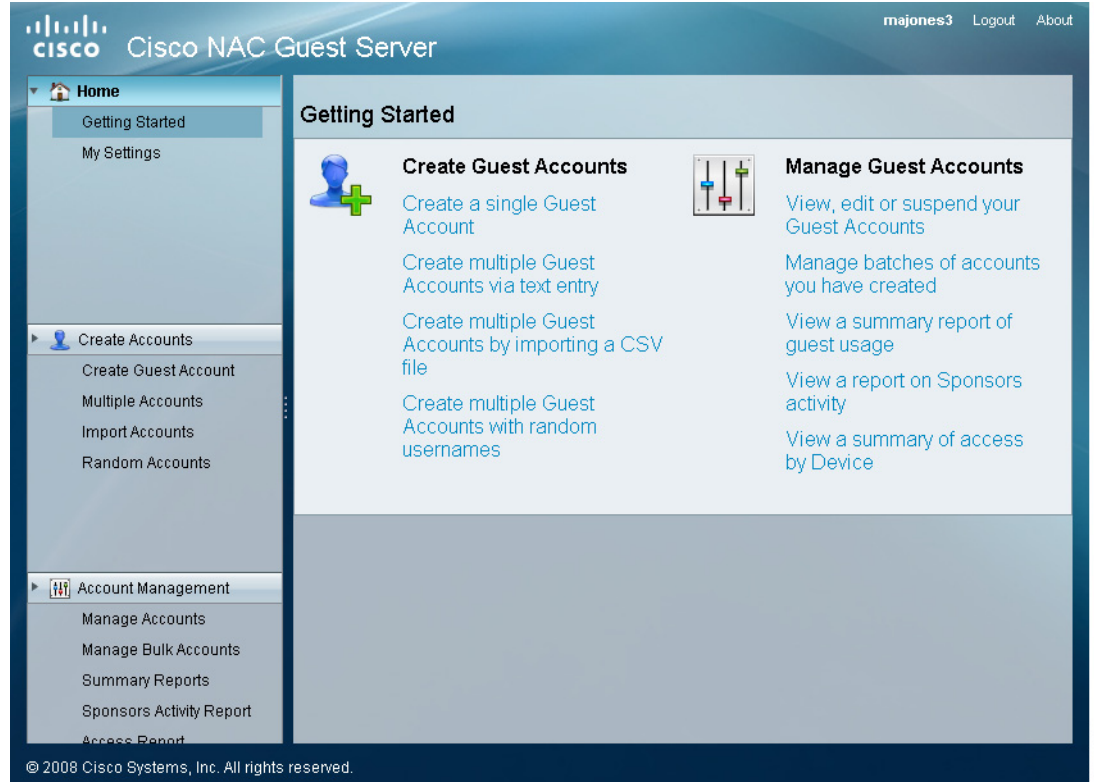
- Step 2** In the Cisco NAC Guest Server login page (Figure 17-1), enter your **Username** and **Password** and click the **Login** button. Use the login credentials specified by your network administrator.

Figure 17-1 Logging Into Cisco NAC Guest Server as a Sponsor



- Step 3** When you first log in, the Getting Started page appears (Figure 17-2).

Figure 17-2 Sponsor Dashboard



- Step 4** From there, you can navigate to **Home > My Settings** to:

- [Change Default Settings, page 17-3.](#)
 - [Change Password, page 17-4.](#)
-

Change Default Settings

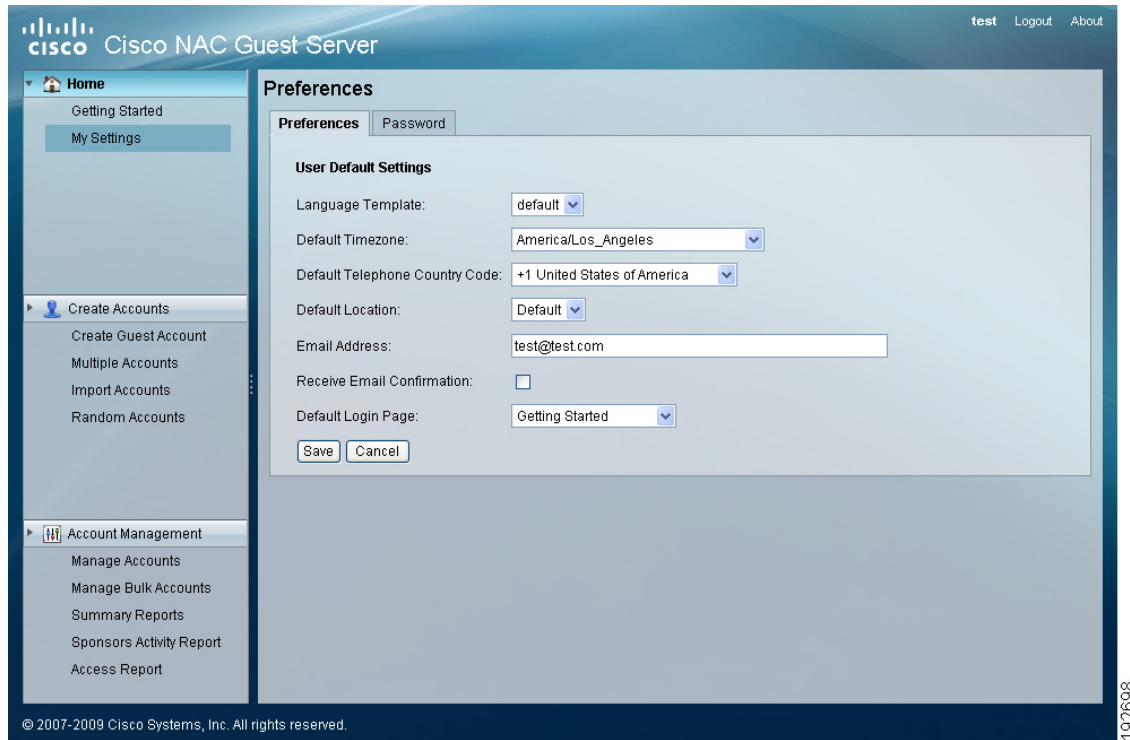
You can change your password, or customize default settings like the language template, time zone, and telephone country and default login page from the **My Settings** page.

Step 1 Navigate to **Home > My Settings**

Step 2 Click the **Preferences** tab ([Figure 17-3](#)) to modify the following **Preferences**:

- **Language Template**—If your administrator has added additional templates, you can select a language template from this dropdown menu to change the language of the application interface or the guest printout/email/SMS notification.
- **Default Timezone**—This timezone is the default selected in the list on the account creation pages.
- **Default Telephone Country Code**—Specify the default for the telephone country code. This is used when sending the guest details by SMS, or for recording the guest's phone number.
- **Default Location**—The only option currently available is the Default Location.
- **Email Address**—Enter your email address here. This is needed if you want to receive a copy of the guest's account details by email.
- **Receive Email Confirmation**—Check this box if you want the Cisco NAC Guest Server to send a copy of the guest's account details by email when you create a guest account.
- **Default Login Page**—Using the dropdown menu, select the page that you want the Cisco NAC Guest Server to take you to immediately after you login.

Figure 17-3 Preferences Page



Step 3 Click the **Save** button to save your default settings.

Change Password

- Step 1** Navigate to **Home > My Settings**
 - Step 2** Click the **Password** tab.
 - Step 3** Enter your new password into the **Change Password** and **Confirm** fields.
 - Step 4** Click the **Save** button to save your new password.
-

Creating Guest User Accounts

If you are assigned the appropriate permissions, you can create temporary guest user accounts.

- Step 1** Log into the Cisco NAC Guest Server as described in [Connecting to the Cisco NAC Guest Server, page 17-1](#).
- Step 2** Navigate to **Create Accounts > Create Guest Account** from the left hand menu.
- Step 3** The Create Guest Account page appears ([Figure 17-4](#)).



Note

[Figure 17-4](#) shows the default template for creating a Guest User Account. Your administrator has the option to add or remove other fields.

Figure 17-4 Create a Guest User Account

- Step 4** Enter the **First Name** of your guest.
- Step 5** Enter the **Last Name** of your guest.
- Step 6** Enter the **Company** or organization of your guest.
- Step 7** Enter the **Email Address** of your guest.
- Step 8** Enter the **Mobile Phone Number** of your guest.
- Step 9** Select the **Guest Role** from the dropdown menu. This dropdown appears automatically if your administrator has defined guest roles and more than one role is available.
- Step 10** Choose the **Timezone** relevant to the time and date.
- Step 11** From the **Account Start** field, choose the Time and Date from which you want the account to be valid.
- Step 12** From the **Account End** field, choose the Time and Date you want the account to end.

- Step 13** If the administrator for Cisco NAC Guest Server has configured any additional required account attributes, specify the appropriate information for those settings in this form.
- Step 14** Click the **Add User** button. The account is created and the details are displayed as shown in [Figure 17-5](#).

Figure 17-5 Guest User Created

The screenshot shows a web interface titled "Create Guest Account". It displays the following account details:

- Username: ciscocisco
- Password: n8VR&EW
- Account Start: 06-12-2008 21:14 - America/Los_Angeles
- Account End: 06-12-2008 23:59 - America/Los_Angeles

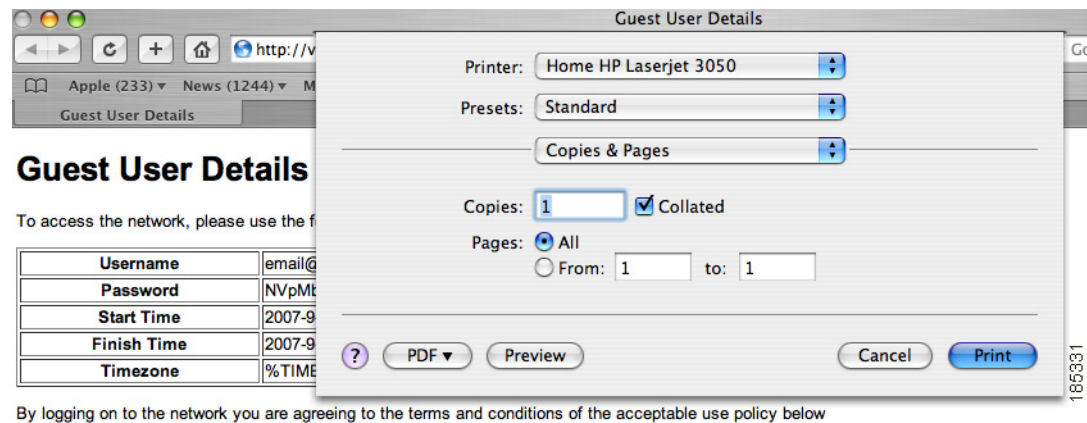
Below the details are four buttons: "Print Account", "Email Account", "Send SMS Message", and "Create another Guest account". A vertical ID number "132434" is visible on the right side of the interface.

- Step 15** Depending on your permissions, you can perform one or all of the following actions on the same page where the new account details are displayed:
- Clicking the **Print Account** button lets you print the account details to your printer to hand to the guest. These details commonly include guest access instructions and usage policies. See [Print Account Details, page 17-7](#).
 - Clicking the **Email Account** button emails the account details to the email address you entered for the guest. See [Email Account Details, page 17-7](#).
 - Clicking the **Send SMS Message** button sends the account details to the guest's mobile phone via SMS text message. See [Text Message Account Details \(SMS\)](#).
- Step 16** You can also create another account immediately by clicking the **Create another Guest account** button.
-

Print Account Details

- Step 1** Click the **Print Account** button from the Create Guest Account page shown in [Figure 17-5](#).

Figure 17-6 *Print Account Details*



- Step 2** A new Printer window opens and you can print out the guest user details.



Note

After a guest account is created, you can also access this feature by navigating to **Account Management** > **Manage Accounts** and clicking the Print icon to the far right of the guest user entry in the list.

Email Account Details

- Step 1** Click the **Email Account** button from the Create Guest Account page shown in [Figure 17-5](#).
- Step 2** The Cisco NAC Guest Server sends an email to the email address specified when you created the account.



Note

After a guest account is created, you can also access this feature by navigating to **Account Management** > **Manage Accounts** and clicking the Print icon to the far right of the guest user entry in the list.

Text Message Account Details (SMS)

- Step 1** Click the **Send SMS Message** button from the Create Guest Account page shown in [Figure 17-5](#).
- Step 2** The Cisco NAC Guest Server sends a text message to the phone number specified in the account creation.



Note

After a guest account is created, you can also access this feature by navigating to **Account Management** > **Manage Accounts** and clicking the Print icon to the far right of the guest user entry in the list.

Multiple Guest Accounts

The Cisco NAC Guest Server allows you to create multiple accounts at the same time. The options that will be available to you are configured by your administrator. They include:

- [Creating Multiple Accounts from Text Entry](#)
- [Creating Multiple Accounts from CSV File](#)
- [Creating Multiple Random Accounts](#)

You can create multiple accounts by pasting the details into the interface, importing a Comma Separated Values (CSV) file, or creating random accounts to be assigned to guest users (with the details recorded on paper) for input at a later time.

Creating Multiple Accounts from Text Entry

Step 1 Navigate to **Create Accounts > Multiple Accounts** from the left hand menu ([Figure 17-7](#)).

Figure 17-7 Multiple Accounts

- Step 2** Enter the details in the text field as requested with a comma separating the values.
- Step 3** Select the **Guest Role** from the dropdown menu. This dropdown appears automatically if your administrator has defined guest roles and more than one role is available.
- Step 4** Select the relevant **Timezone** for the account.
- Step 5** Choose the **Account Start** time, and then the **Account End** time.
- Step 6** Click the **Create Bulk Accounts** button.

Creating Multiple Accounts from CSV File

Step 1 Navigate to **Create Accounts > Import Accounts** from the left hand menu (Figure 17-8).

Figure 17-8 *Import Accounts from CSV File*

Step 2 Download the CSV file by clicking the **Download CSV Template File** button and save this file locally.

Step 3 Fill out the fields in the CSV Template file using a program such as Microsoft Excel:

- First Name – The guest’s first name.
- Last Name – The guest’s last name
- Company – The guest’s company
- Email Address – The guest’s email address
- Country Code – The country code of the mobile phone number, for example 1 for the US, 44 for the UK.
- Mobile Phone Number – The guest’s mobile phone number.



Note Do not enter hyphens in the number.

- Other details – Other details may be configured by your administrator and the names and descriptions will be decided by them.

Step 4 Save the CSV Template file in CSV format.

Step 5 Click the **Browse** button to select your edited CSV file.

Step 6 Select the **Guest Role** from the dropdown menu. This dropdown appears automatically if your administrator has defined guest roles and more than one role is available.

Step 7 Select the relevant **Timezone** for the account.

Step 8 Choose the **Account Start** time, and then the **Account End** time.

Step 9 Click the **Upload CSV** button.

Creating Multiple Random Accounts

You can create random accounts when you need to hand out details to visitors, but do not have access to a computer at the time you need to create and provide the accounts to guests. This feature allows you create accounts in advance and record the details on paper, and/or store them in the system for correlation at a later date.

Step 1 Navigate to **Create Accounts > Random Accounts** from the left hand menu ([Figure 17-9](#)).

Figure 17-9 Create Random Accounts

Step 2 Enter the number of accounts that you want to generate.

Step 3 Select the **Guest Role** from the dropdown menu. This dropdown appears automatically if your administrator has defined guest roles and more than one role is available.

Step 4 Select the relevant **Timezone** for the account.

Step 5 Choose the **Account Start** time, and then the **Account End** time.

Step 6 Click the **Submit** button. The random accounts are created and displayed as shown in [Figure 17-10](#).

Figure 17-10 Random Accounts Created

Random Accounts

Print All Download CSV

Bulk Account List								Showing 1-3 of 3	10	Per Page
Username	Password	First Name	Last Name	Email	Status	Start Time	End Time			
f2cxk88h	7CfQ9XKK				Inactive	07-Feb-2009 6:16 PM America/Los_Angeles	07-Feb-2009 11:59 PM America/Los_Angeles			
i6DV9pvu	bNmNE9C9				Inactive	07-Feb-2009 6:16 PM America/Los_Angeles	07-Feb-2009 11:59 PM America/Los_Angeles			
QWf8M2Jw	BqR8h9xp				Inactive	07-Feb-2009 6:16 PM America/Los_Angeles	07-Feb-2009 11:59 PM America/Los_Angeles			

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**Note**

For random accounts, it is useful to print out the table that displays so that you can write down the corresponding guest's details for later input in to the Cisco NAC Guest Server.

Printing/Email/SMS Multiple Accounts

When you have created accounts using one of the multiple account creation methods, the screen for the users details is slightly different than the one shown when a single guest account is created. You can Email and SMS all accounts created in a bulk file to each individual guest after creation. You can also print out the details for each individual account, or download the bulk account file in CSV format.

- Step 1** Navigate to **Account Management > Manage Bulk Accounts** from the left hand menu (Figure 17-11).

Figure 17-11 Manage Bulk Accounts (Text/CSV Creation Methods)

Manage Bulk Accounts

Cisco NAC Guest Server Reporting

Username:

Submit Download CSV

Cisco NAC Guest Server Reporting							Showing 1-3 of 10	per page
Bulk ID	Created By	Time/Date Created	No. of Accounts	Account Start	Account End	Timezone		
1223603643	local	10-10-2008 01:54	3	10-10-2008 16:00	11-10-2008 16:00	UTC		
1223945785	user1@cca.cisco.com	14-10-2008 00:56	4			UTC		
1225983472	sponsor	06-11-2008 06:57	5	05-11-2008 16:00	06-11-2008 04:00	America/Los_Angeles		

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- Step 2** Determine which account you have just created by the Time/Date Created column or by checking the Created By column. Click the underlined link of the bulk account ID you have created to bring up the Bulk Details page (Figure 17-12).

Figure 17-12 Bulk Details Page—Print/Email/SMS Options

Bulk Details

Print All Email All SMS All Suspend All Download CSV

Bulk account list Showing 1-5 of 5 10 per page

Username	Password	First Name	Last Name	Email	Status	Start Time	End Time	
*4M	Fz+w4qF				Inactive	06-12-2008 21:25 America/Los_Angeles	06-12-2008 23:59 America/Los_Angeles	
*4r	sEO*HS0				Inactive	06-12-2008 21:25 America/Los_Angeles	06-12-2008 23:59 America/Los_Angeles	
*E2	*r3Nuio				Inactive	06-12-2008 21:25 America/Los_Angeles	06-12-2008 23:59 America/Los_Angeles	
0Li	lw:9QaM				Inactive	06-12-2008 21:25 America/Los_Angeles	06-12-2008 23:59 America/Los_Angeles	
:6h	Tx6gcg_				Inactive	06-12-2008 21:25 America/Los_Angeles	06-12-2008 23:59 America/Los_Angeles	

Page 1 of 1

Step 3 From this page you can then:

- Print All Guests—Click the **Print All** button to print out the account details created for each guest.
- Email All Guests—Click the **Email All** button to email the account details created to each guest.
- SMS All Guests—Click the **SMS All** button to SMS the account details created to all guest.
- Suspend all accounts—Click the **Suspend All** button to suspend all the bulk accounts you have created.
- Download a CSV file of all accounts—Click **Download CSV** to download a CSV file of the bulk accounts created.
- Suspend an account—Click the **hazard** icon.
- Edit an account—Click the **pencil** icon to edit the individual account selected.
- View an account in detail—Click the **notepad** icon to view that individual account’s details.
- Print account details—Click the **printer icon** to print that individual account’s details.



Note

When creating accounts with preset details (by either importing text or creating a CSV file), you can print, email, or transmit via SMS the guest account details. However, when you create random accounts, you can only use the print option.



Note

For random accounts, it is useful to print out the table that displays so that you can write down the corresponding guest’s details for later input in to the Cisco NAC Guest Server.

Viewing Bulk Account Groups

When creating bulk accounts, you can view batches of accounts that were created at the same time using one of the following three methods:

- [Viewing Bulk Account Groups](#)

- [Finding Bulk Account Groups by Username](#)
- [Finding Bulk Account Groups on the Active Accounts Report](#)

Viewing Bulk Account Groups

This option allows you to select the batch of accounts that you created.
















- Step 1** Navigate to **Account Management > Manage Bulk Accounts** from the left hand menu ([Figure 17-11](#)).
- Step 2** Click the underlined link of the Bulk account ID you have created to bring up the **Bulk Details** page ([Figure 17-13](#))

Figure 17-13 Bulk Account Groups

Bulk Details

Print All | Email All | SMS All | Suspend All | Download CSV

Bulk account list Showing 1-5 of 5 10 per page

Username	Password	First Name	Last Name	Email	Status	Start Time	End Time	
*4M	Fz+w4qF				Inactive	06-12-2008 21:25 America/Los_Angeles	06-12-2008 23:59 America/Los_Angeles	  
*4r	sEO*H80				Inactive	06-12-2008 21:25 America/Los_Angeles	06-12-2008 23:59 America/Los_Angeles	  
*E2	*r3Nuio				Inactive	06-12-2008 21:25 America/Los_Angeles	06-12-2008 23:59 America/Los_Angeles	  
DLI	lw:9QaM				Inactive	06-12-2008 21:25 America/Los_Angeles	06-12-2008 23:59 America/Los_Angeles	  
.6h	Tx6gcg_				Inactive	06-12-2008 21:25 America/Los_Angeles	06-12-2008 23:59 America/Los_Angeles	  

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- Step 3** Click the **notepad** icon to view that individual account details.

Finding Bulk Account Groups by Username

This option allows you to find the batch of accounts by entering one username of the batch.

- Step 1** Navigate to **Account Management > Manage Bulk Accounts** from the left hand menu ([Figure 17-11](#)).
- Step 2** Enter a username that belongs to a batch of accounts in the Username field and click the **Submit** button.
- If found, the batch of accounts that were created in the same operation as the username submitted is displayed.

Finding Bulk Account Groups on the Active Accounts Report

This option allows you to jump to the batch of accounts from the Active Accounts Report page.

- Step 1** Navigate to **Account Management > Manage Accounts** from the left hand menu (Figure 17-11).
- Step 2** Click the underlined link of the Bulk account ID you have created to bring up the **Manage Accounts** page for the bulk-created accounts (Figure 17-14). You can edit individual accounts from here.

Figure 17-14 Bulk Accounts on the Active Accounts Report

Manage Accounts

Created By: majones3; Status: Inactive,Active; Start Time between 11-Nov-2008 and 10-Jan-2009 [Advanced Search >>](#)

[Download CSV](#)

Cisco NAC Guest Server Reporting













Created By	Username	Password	First Name	Last Name	Email	Status	Start Time
majones3	2AV83=B+IG#79 \$R	U3^+Y0H9 \$35L_Z				Active	10-Dec 11:04 # America
majones3	P56?EN>Z^ 0=10	WJ4! 13G2@F;(2S				Active	10-Dec PM America
majones3	5UZ3> ~(A? W01E3	E-023! #=4U805D				Active	10-Dec PM 192440

Editing Guest Accounts

If you create an account for a guest and you need to extend their account access, you can change the expiry date and time of the account.

- Step 1** From the Main page select **Account Management > Manage Accounts** from the left hand menu.
- Step 2** In the **Account Management** page you can view a list of the accounts that you are able to edit (Figure 17-15).

Figure 17-15 Edit Guest User Accounts in Account Management

Username	Password	First Name	Last Name	Email	Status	Start Time	End Time	
ciscocisco	n8VR&EW	cisco	cisco	cisco@cisco.com	Active	06-12-2008 21:14 America/Los_Angeles	06-12-2008 23:59 America/Los_Angeles	   
testuser3	XJU9q&s	test	user	testing@test.com	Active	06-12-2008 21:14 America/Los_Angeles	06-12-2008 23:59 America/Los_Angeles	   
testuser	faJUls6	test	user	test@test.com	Active	06-12-2008 21:12 America/Los_Angeles	06-12-2008 23:59 America/Los_Angeles	   

- Step 3** Click the **pencil** icon next to the account you want to change to bring up the Edit User Account page (Figure 17-16).

Figure 17-16 Edit Guest Account

Edit User Accounts

First Name:

Last Name:

Company:

Email Address:

Mobile Phone Number: +44

Account Start: Date: 6/12/2008 Time: 21:14

Account End: Date: 6/12/2008 Time: 23:59

- Step 4** Change the Account details as desired.
- Step 5** Click the **Submit** button to update the account with the new details.

Advanced Search

- Step 1** If your Account Management page returns a large number of users, you can perform an advanced search by clicking the **Advanced Search** button (as shown in [Figure 17-14](#)).

Figure 17-17 Advanced Search

Account Management

Created By: sponsor; Status: Active; Status: Inactive; Between: 07-12-2008 and 07-12-2008

Created By: Start Time Between: 8/10/2008

First Name: End Time Between: 7/12/2008

Last Name: Locale:

Company: option1:

Email:

IP Address:

Inactive:

Active:

Expired:

Suspended:

Cisco NAC Guest Server Reporting Showing 1-1 of 10 per page

Created By	Username	Password	First Name	Last Name	Email	Status	Start Time	End Time
No guest accounts found.								

273396










- Step 2** In the **Advanced Search** page that displays (Figure 17-17), you can enter the following criteria to make your search:
- **Created by**—Sponsor who created the account.
 - **First Name**—First Name of guest.
 - **Last Name**—Last name of guest.
 - **Company**—Company or Organization of guest.
 - **Email**—Email address of guest.
 - **IP Address**—IP Address of guest users workstation.
 - **Start Time Between**—Start Time that you wish for the search criteria to start from.
 - **End Time Between**—End Time that you wish for the search criteria to end.
 - **Locale**—From the dropdown menu select a timezone to search in.
 - **Inactive**—Select this option to include search for Inactive accounts.
 - **Active**—Select this option to include search for Active accounts.
 - **Expired**—Select this option to include search for Expired accounts.
 - **Suspended**—Select this option to include search for Suspended accounts.
- Step 3** Click the **Submit** button to make your search. If your search criteria matches any accounts in the database, they display.

Suspending Guest Accounts

You can terminate an account so that a guest can no longer login. To do this, you will also need to contact your network administrator to make sure that the user has been removed from the network. Depending on the access method this may happen automatically. Suspending does not delete the account, but marks the account as suspended so that it cannot be used anymore.

- Step 1** Select **Account Management > Manage Accounts** from the left hand menu (Figure 17-18).

Figure 17-18 Suspend Accounts

Username ▲▼	Password ▲▼	First Name ▲▼	Last Name ▲▼	Email ▲▼	Status ▲▼	Start Time ▲▼	End Time ▲▼	
ciscocisco	n8VR&EW	cisco	cisco	cisco@cisco.com	Active	06-12-2008 21:14 America/Los_Angeles	06-12-2008 23:59 America/Los_Angeles	  
testuser3	XJU9q&s	test	user	testing@test.com	Active	06-12-2008 21:14 America/Los_Angeles	06-12-2008 23:59 America/Los_Angeles	  
testuser	faJUis6	test	user	test@test.com	Active	06-12-2008 21:12 America/Los_Angeles	06-12-2008 23:59 America/Los_Angeles	  

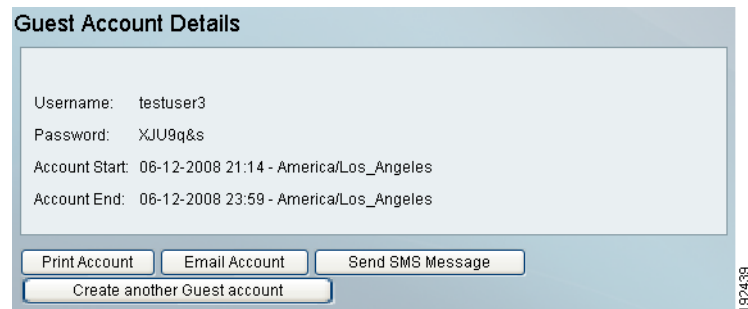
- Step 2** Click the **hazard** icon next to the account you want to terminate. The account is removed from the list and the guest will not be able to login anymore.

Viewing Active Accounts and Resending Details

Cisco NAC Guest Server provides an Active Accounts page that lets you view the active accounts you created or have permissions to see. This page allows you to view, print, email or text message (SMS) the account access details to guests if they have lost or forgotten them.

-
- Step 1** Select **Account Management > Manage Accounts** from the left hand menu to bring up a list of active accounts (as shown in [Figure 17-15](#)).
- Step 2** Click the username of the guest to which you wish to resend details ([Figure 17-19](#)).

Figure 17-19 Guest Account Details



- Step 3** From this page you can click the relevant button and:
- **Print Account**—Print the account.
 - **Email Account**—Email the account to the guest.
 - **Send SMS Message**—Sent an SMS message of the account details to the guest
 - **Create another Guest account**—Create another guest account.
-

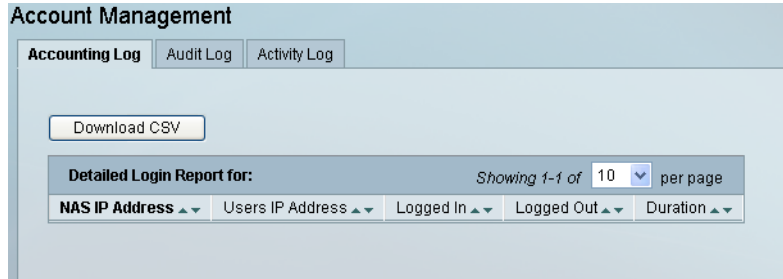
Reporting on Guest Users

If you have the appropriate permissions, you can generate full reporting on guest user accounts. You can run reports to view who created guest accounts, when they were created, and access details for the guests themselves, such as login time, logout time, and IP address used.

-
- Step 1** From the Main page, select **Account Management > Manage Accounts** from the left hand menu to bring up a list of active accounts (as seen in [Figure 17-15](#)).
- Step 2** Select the user for which you wish to view reporting, and click the **notepad** icon to view the detailed report for that user.
- Step 3** Click the **Accounting Log** ([Figure 17-20](#)) tab for the RADIUS accounting information for that guest including:
- **NAS IP Address**—NAS IP address the guest user was specified.
 - **Users IP Address**—IP Address assigned to the guest.
 - **Logged In**—Times the guest logged in.

- **Logged Out**—Times the guest logged out.
- **Duration**—Duration in time in which guest was logged on.

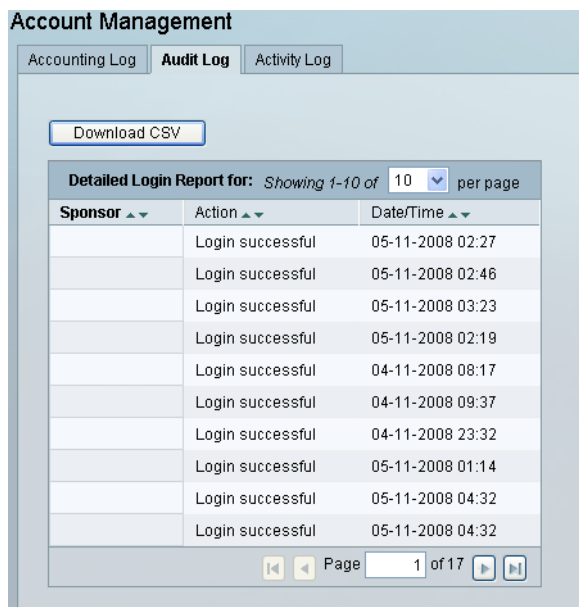
Figure 17-20 Accounting Log



Step 4 Click the **Audit Log** (Figure 17-21) tab to view the audit entries for that guest account including:

- **Sponsor**—Sponsor ID
- **Action**—Audit entry action
- **Date/Time**—Date and Time of audit entry action

Figure 17-21 Audit Log



Step 5 Click the **Activity Log** (Figure 17-22) tab to view the activity the guest made for that account, including firewall information if your administrator has allowed that functionality.

Figure 17-22 Activity Log

Account Management

Accounting Log Audit Log Activity Log

Activity Data last loaded 13-Dec-2008 12:36 AM Refresh

Network Device IP:

Message Contains: Use regular expression:

Between: Date: 13 Nov 2008 Time: 12 36 am

And: Date: 13 Dec 2008 Time: 12 36 am

Run Download

Activity Log: 4>Y Showing 1-1 of 0 10 Per Page

Date/Time	Device	Message
No records found		

192432

Search and return criteria include:

- **Network Device IP**—An IP address of any network device you wish to search against.
- **Message Contains**—Enter any text you wish to search against within the logs.
- **Start Time Between**—Enter a Start Time and Date to start your search from.
- **End Time Between**—Enter an End Time and Date to end your search criteria with.

Step 6 Click the **Run** button once you have completed selecting your criteria. Once the search is complete, you can click the **Download** button to save your results to a file.

Returned information includes:

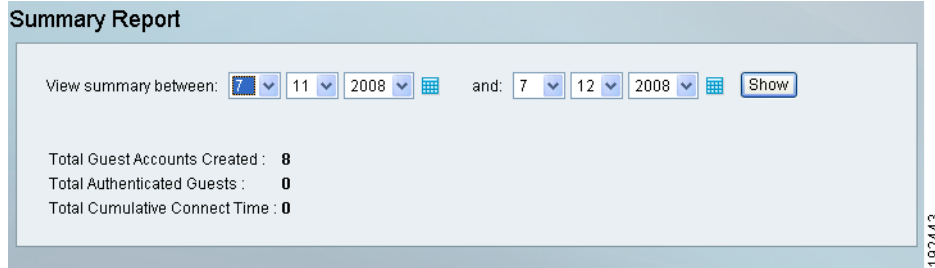
- **Date/Time field**—Displays the date and time of the guest's actions.
- **Device**—The device on which the guest's actions took place.
- **Message**—Displays the guest's actions.

Sponsor Reporting

Sponsors can view reports under the Account Management section to view the summary, activity and access details for their own account and other sponsor accounts.

Summary Reports

Step 1 From the main page select **Account Management > Summary Reports** to bring up the summary reports page (Figure 17-23).

Figure 17-23 Summary Report

Step 2 Select a search criteria using the date pickers provided and click the **Show** button.

Step 3 The screen displays:

- Total Guest Accounts Created
- Total Authenticated Guests
- Total Cumulative Connect Time

Sponsors Activity Report

Step 1 From the main page, select **Account Management > Sponsors Activity Report** to bring up the **Sponsors Activity Report** page (Figure 17-24).

Figure 17-24 Sponsors Activity Report

Step 2 Select a search criteria using the date pickers provided. You can also select a minimum number of guests created by sponsor.

Step 3 When complete, click the **Show** button. The screen displays:

- Username—Username of sponsor.
- Total Accounts Created—Accounts created by sponsor.
- Email—Email address of sponsor.
- Phone—Phone number of sponsor.

Also displayed is a pie chart of the top ten sponsors creating accounts.

Access Reports

- Step 1** Navigate to **Account Management > Access Report** to bring up the **Access Report** page (Figure 17-25).

Figure 17-25 Access Report

The screenshot shows the 'Access Report' interface. At the top, there are search filters: 'View between' with date pickers for 8/10/2008 and 7/12/2008, and a 'Show' button. Below the filters, it says 'Showing 1-1 of 0' and '10 per page'. A table header includes 'NAS IP Address', 'Called Station Id', 'Logins', and 'Session Time'. The table content area displays 'There are no logins'.

- Step 2** Select a search criteria using the date pickers provided and click the **Show** button.
- Step 3** The screen displays the number of logins made by sponsors.

