

# Workgroup Administration

Last Modified on 09/24/2021 1:53 pm EDT

Version 14.19

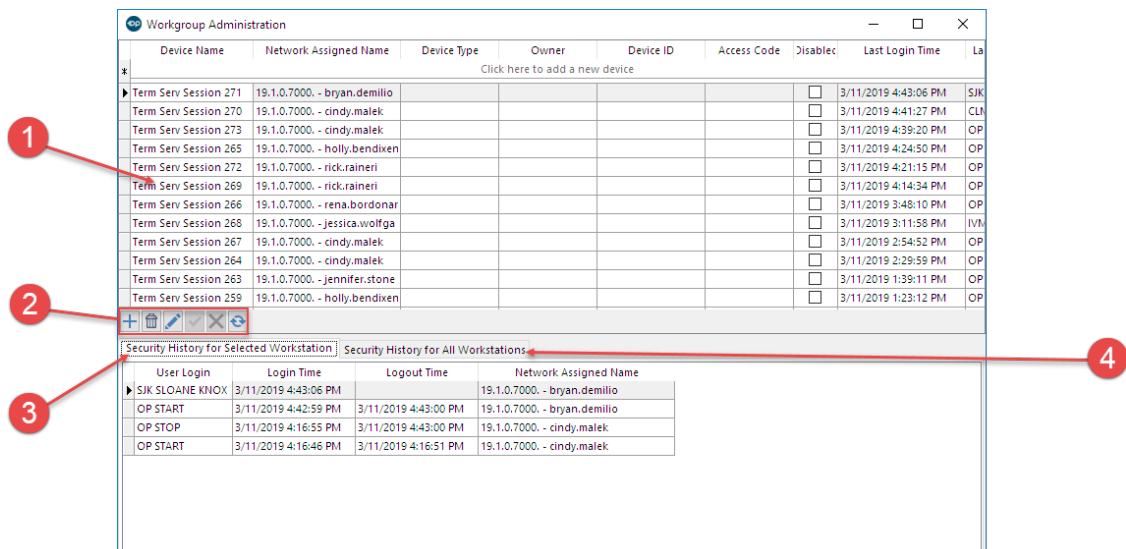


This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

## About Workgroup Administration

Path: Admin tab > Workstations

The Workgroup Administration window adds and edits workstations into the OP workgroup.



## Workgroup Administration Map

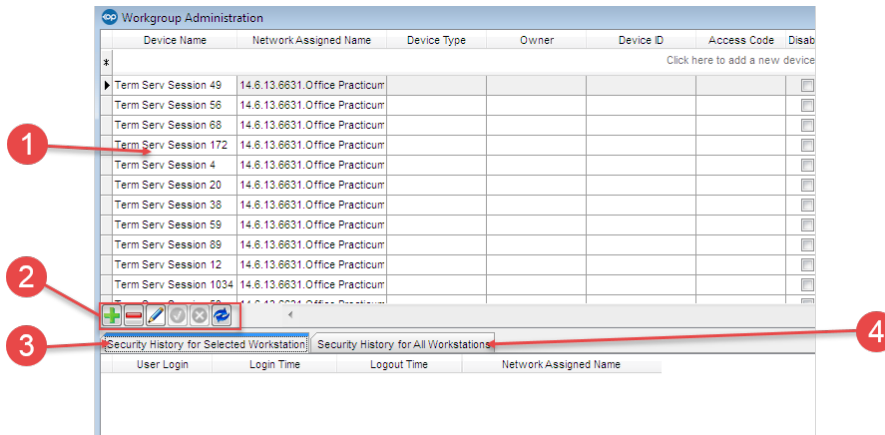
Number	Section	Description
1	Workstation List	The Workstation List displays all the computer names available on your network including those that are no longer used.
2	Function buttons	The function buttons allow you to add, edit, and remove a device from the workstation list. You can save and cancel any changes on that list.
3	Security History for Selected Workstations	The Security History for Selected Workstations tab lists all the users who logged in and out of that machine with the date and time.
4	Security History for All Workstations	The Security History for All Workstations tab lists the history for all machines on the network. This will show you the OP designation (computer name), user, log-in and log-out times including the date.

Version 14.10

## About Workgroup Administration

Path: Utilities menu > System Admin > Workgroup Administration ([Alt][U][A][W])

The Workgroup Administration window adds and edits workstations into the OP workgroup.



## Workgroup Administration Map

Number	Section	Description
1	Workstation List	The Workstation List displays all the computer names available on your network (even if some are no longer used).
2	Function buttons	The function buttons add, edit, and remove a new device to the workstation list. You can save and cancel any changes on that list.
3	Security History for Selected Workstations tab	The Security History for Selected Workstations tab lists of all the users who logged in and out of that machine with the date and time.
4	Security History for All Workstations tab	The Security History for All Workstations tab lists the history for all machines on the network. This will show you the OP designation (computer name), user, log in and out times (with date). Scroll down and expand the screen to see old dates.