

## View Security Reports: Users by Access Group (FPA)

To view the Users by Access Group (FPA) report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Security Reports**, click **Users by Access Group (FPA)**. The *Users by Access Group (FPA)* parameters page appears.

Enter your search criteria.

- Click **Yes** or **No** for **Report With Children**



### Application Tips

- Click **Yes** to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level Endpoints.
- Click **No** to generate a report that contains data only for the selected OTC Endpoint.

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3. Select an OTC Endpoint to initiate the report. The *Users by Access Group (FPA)* preview page appears in a new window as shown in Figure 1.

Under **Export as**, you have the following options:

- Select **PDF**, **Excel** or **Word format**
- Click **Download**

Or

- Click **Print PDF Report**

Figure 1. Users by Access Group (FPA) Preview Page

The screenshot shows a web application interface for 'Users by Access Group (FPA)'. At the top, there are options to 'Export as PDF' and 'Print PDF Report'. Below this is a toolbar with navigation icons and a search bar. The main content area displays a table with the following data:

OTCnet Role	OTCnet Status	User Name	User ID	E-Mail
Access Group:	VA			
Short Name:	VA			
ACCTG-SPEC	Active	Lillian Peters	lpeters01	lpeters@testacct.com

At the bottom of the preview page, there is a 'Previous' button.



### Application Tips

- If your agency has over 50 endpoints and/or over 100 users, you must drill down to a lower level within your agency to run the report. Running the report at a lower level prevents the report from overloading. Overloading results in a report with no data output.
- **TGA** denotes a deposit processing OTC Endpoint.
- **CHK** denotes a check capture OTC Endpoint.
- **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- **CDC** denotes card processing OTC Endpoint.



### Additional Button

Click **Previous** to return to the previous page.