View Security Reports: Users by Role (FPA)

To view users by role (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 **User by Role (FPA)**. The *Users by Role (FPA)* parameters page appears.

   Enter your search criteria.

   - Select a user **Role**
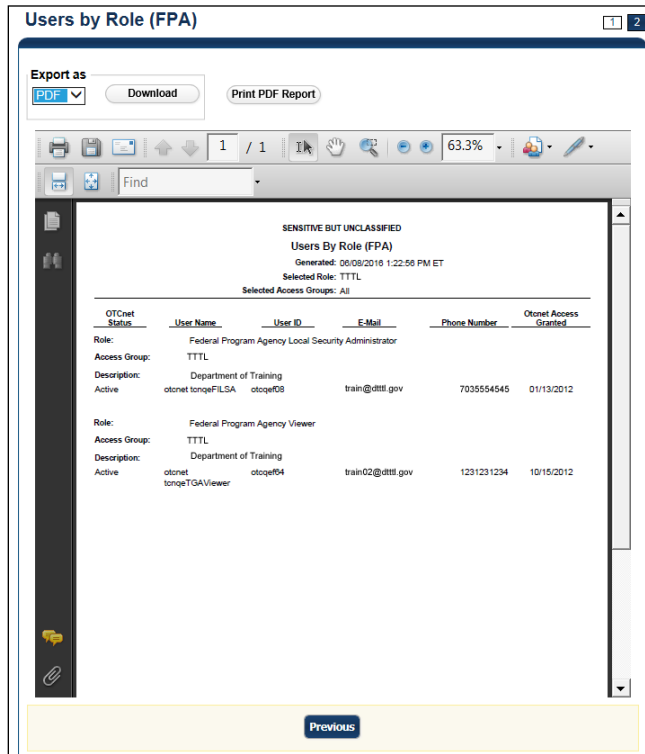   - Click **Yes** or **No** for **Report With Children**

   💡 **Application Tips**

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

3. Click an OTC Endpoint to initiate the report. The report *Users by Role (FPA)* preview page appears as shown in Figure 1.

4. 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 Role (FPA) Preview Page

Application Tip

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.

Application Tips

- **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.