View Security Reports: Users by Role (FI)

To view users by role (FI) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **User by Role (FI)**. The *Users by Role (FI)* parameters page appears.
4. Select a user **Role**.
5. Click **Yes** or **No** for a Report with Children.

Application Tip

Click the **Yes** option to generate a report that contains data for the selected FIs as well as all of the lower level FIs. Click the **No** option to generate a report that contains data only for the selected FI.

6. Click a Financial Institution to initiate the report. The *Users by Role (FI)* preview page appears.

Application Tip

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.

7. Under **Export as**,
   - Select a **PDF**, **Excel** or **Word**
   - Click Download

   Or

   Click **Print PDF Report**