

## View Security Reports: Users by Role (FPA)

To view users by role (FPA) 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 (FPA)**. The *Users by Role (FPA)* parameters page appears.
4. Select a user **Role**.
5. Select **Yes** or **No** for a **Report with Children**.



### Application Tip

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

6. Click an OTC Endpoint to initiate the report. The report *Users by Role (FPA)* preview page appears.



### Application Tip

If your agency has over 50 endpoints and/or over 100 users, you will need to 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 will result in a report with no data output.

7. Under **Export as**,
  - Select **PDF**, **Excel** or **Word format**
  - Click **Download**
  - Or
  - Click **Print PDF Report**



### 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.



### Application Tip

Additional button on the page that helps you perform other tasks:

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