

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, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Security Reports**, select **Users by Access Group (FPA)**. The *Users by Access Group (FPA)* parameters page appears. Enter your search criteria.
 - Select **Yes** or **No** for **Report With Children**



Application Tips

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

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**
- Select **Download**

Or

- Select **Print PDF Report**

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

CONTROLLED UNCLASSIFIED INFORMATION				
Users By Access Groups (FPA)				
Generated: 06/27/2024 01:40:43 PM EDT				
OTCnet Role	OTCnet Status	User Name	User ID	E-Mail
Access Group:	!&\$%)&&!			
Short Name:	!&\$%)&&!			
Agency PLSA	Active	VERONICA PERSINGER	vpers163	automatedotcnetuser+9771@gmail.com



Application Tips

- For **new users** who have not logged into OTCnet yet, both the **User Name** and **User ID** values will be empty in the database and displayed as blank values on the preview page.
 - 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.
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Additional Button

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