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.

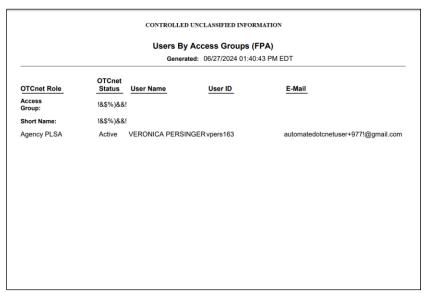
Under **Export as**, you have the following options:

- Select PDF, Excel or Word format
- Select Download

Or

• Select Print PDF Report

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





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.



Additional Button

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