

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

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

Enter your search criteria.

- Select a user **Role**
- 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 OTC 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 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**
  - Select **Download**

Or

  - Select **Print PDF Report**

Figure 1. Users by Role (FPA) Preview Page

CONTROLLED UNCLASSIFIED INFORMATION					
Users By Role (FPA)					
Generated: 06/27/2024 01:57:00 PM EDT					
Selected Role: All					
Selected Access Groups: )\$)%#^					
OTCnet Status	User Name	User ID	E-Mail	Phone Number	Otcnet Access Granted
Role:	Federal Program Agency Primary Local Security Administrator				
Access Group:	!&\$%)&&!&				
Description:	)\$)%#^				
Active	VERONICA PERSINGER	vpers163	automatedotcnetuser+9771@gmail.com		05/16/2024



### 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.
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### 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.
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### Additional Button

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

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