

View Security Reports: User Information

To view a user information report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Security Reports**, click **User Information**. The *User Information* parameters page appears.
3. Enter the **User ID** or **E-mail Address** of the user you must view.

Or

Enter both the **First Name** and **Last Name** of the user.

4. Click **Submit** to initiate the report. The *User Information* preview page appears as shown in Figure 1.
5. Under **Export as**, you have the following options:
 - Select **PDF**, **Excel** or **Word format**
 - Click **Download**

Or

 - Click **Print PDF Report**

Figure 1: User Information Preview Page

