

View Security Reports: Users by Role (FI)

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

Enter your search criteria.

- Select a user **Role**.
- Click **Yes** or **No** for **Report With Children**



Application Tips

- For **Report with Children**, click **Yes** to generate a report that contains data for the selected FIs and all lower level FIs.
- For **Report with Children**, click **No** to generate a report that contains data only for the selected FI.
- **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.

3. Click a Financial Institution to initiate the report. The *Users by Role (FI)* preview page appears as shown in Figure 1.
4. Under **Export as**, you have the following options:
 - Select **PDF**, **Excel** or **Word format**
 - Click **Download**
 - Or
 - Click **Print PDF Report**

Figure 1: Users by Role (FI) Preview Page

Users by Role (FI)

Export as: PDF, Download, Print PDF Report

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Users by Role (FI)

Generated: 09/15/2016 08:45:00 AM EDT
 Selected Role: Financial Institution Deposit Confirmer
 Selected Access Groups: All Financial Institutions

OTcnet Status	User Name	User ID	Email	Phone Number	OTcnet Access Granted
Role: Financial Institution Deposit Confirmer					
Access Group: Finance Center Federal Credit Union					
Inactive	Buromz Sbmbeek	otoneDebug09905			6/15/16 8:45 AM
Active	UAT Testtwentyseven	u1est13	automatedotonetuser+027@gmail.com	7035551212	3/23/12 12:00 AM
Active	TMS xTesttwenty-nine	ttest54	automatedotonetuser+544@gmail.com	7035551212	7/13/12 2:17 PM
Active	Eelys Sqyrsb	otoneDebug02904			6/15/16 8:45 AM
Inactive	Wiwskyn Lynitrzca	otoneDebug03405			6/15/16 8:45 AM
Role: Financial Institution Deposit Confirmer					
Access Group: Fort Hood National Bank					
Active	Kimbra Naginz	otoneDebug01838			6/15/16 8:45 AM
Active	Ehiz Jmjeg	otoneDebug04613			6/15/16 8:45 AM

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Additional Button

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