# **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



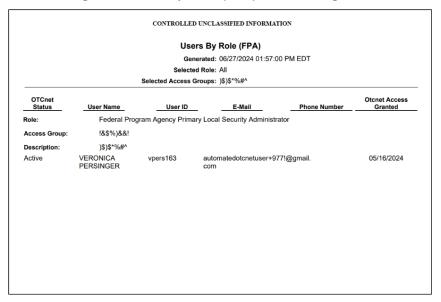
#### **Application Tips**

- 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





### **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.



## **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.



#### **Additional Button**

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