



View Security Reports: Users by Role (FPA)

To view users by role (FPA) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **User by Role (FPA)**. The *Users by Role (FPA)* parameters page appears.
4. Select a user **Role**.
5. Select **Yes** or **No** for a Report with Children.



Application Tip

Click the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Click the **No** option to generate a report that contains data only for the selected OTC Endpoint.

6. Click an OTC Endpoint to initiate the report. The report *Users by Role (FPA)* preview page appears.



Application Tip

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.

7. Under **Export as**,
 - Select a **PDF**, **Excel** or **Word**
 - Click **Download**

Or

Click **Print PDF Report**



Application Tip

Additional button on the page that helps you perform other tasks:

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