



View Security Reports: User Information

To view a user information 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 Information**. The *User Information* parameters page appears.
4. Enter the **User ID** or **E-mail Address** of the user you would like to view.

Or

Enter both the **First Name** and **Last Name** of the user you would like to view.

5. Click **Submit** to initiate the report.
6. The *User Information* preview page appears.

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.