View Security Reports: Users by Access Group (FI)

To view users by access group Financial Institution (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 **Users by Access Group (FI)**. The *Users by Access Group (FI)* parameters page appears.

   Enter your search criteria.

   - Click **Yes** or **No** for **Report With Children**

Application Tips

- Click **Yes** to generate a report that contains data for the selected FIs and all lower level FIs.
- Click **No** to generate a report that contains data only for the selected FI.

3. Select a Financial Institution to initiate the report. The *Users by Access Group (FI)* preview page appears in a new window as shown in Figure 1.
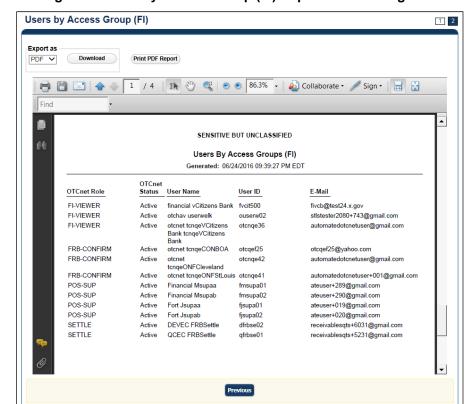
Figure 1. Users by Access Group (FI) Report Preview Page

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.

4. Under **Export as**, you have the following options:

   o Select **PDF**, **Excel** or **Word format**

   o Click **Download**

   Or

   o Click **Print PDF Report**

Additional Button

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