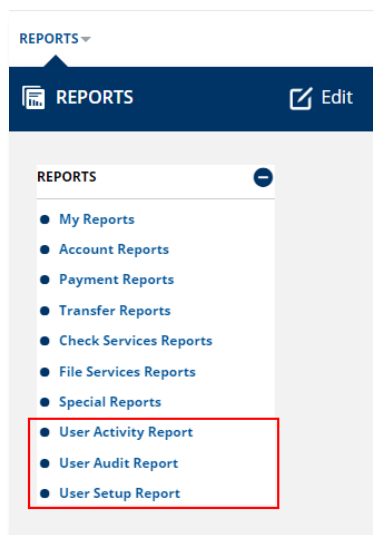


USER REPORTS

Treasury Internet Banking's Administration User Reports provide useful tools for monitoring user activity and entitlement settings.



NAVIGATION

Navigate to the *Reports* menu to select the *User Activity Report*, *User Audit Report*, or *User Setup Report*.

A screenshot of the 'USER ACTIVITY REPORT' form. The form has a title bar with a help icon and the text 'USER ACTIVITY REPORT' and 'Define criteria to view online activity for one or more user functions. Refine the results by defining a user and/or a date range.' Below the title bar is a 'REPORT INFORMATION' section. It contains four rows of fields: 'User Function' with radio buttons for 'All Functions' and 'Custom'; 'User ID' with radio buttons for 'All' and 'Custom'; 'From' with a date field set to '07/30/2022'; and 'To' with a date field set to '07/30/2022'. A 'Search' button is located at the bottom right of the form.

USER ACTIVITY REPORT

The *User Activity Report* provides a detailed record of user actions during a specified time. This report is helpful to assist with training and research or to monitor activity.

Click the Search button to generate the report.

1. Select the *User Functions* option to include all functions or a customized list.
2. Select the *User ID* option to include all users or a customized list.
3. Define the *Date Range*.
4. Click the *Search* button to generate the report.

USER ACTIVITY REPORT
Define criteria to view online activity for one or more user functions. Refine the results by defining a user and/or a date range.

REPORT INFORMATION

User Function: General User Session : Login, General User Session : Logout
 User ID: All
 From: 07/01/2022
 To: 07/30/2022

SEARCH RESULTS

Reference ID	Component Type	User Function	User ID	IP Address	Timestamp (CDT)
0b6a8e94-34b7-4578-b5ee-bea707999a67	General User Session	Login	Brown1	172.20.146.145	07/29/2022 05:46
0c140a4f-dbb3-4967-a353-22ca256e02c	General User Session	Login	Brown1	172.20.146.145	07/25/2022 06:03
2817b51d-11b1-4b01-ae69-8a54d7b98649	General User Session	Login	Brown1	172.20.146.145	07/27/2022 01:18

Navigation: << < 1 2 3 4 5 ... > >> Show 10

Buttons: Cancel View

User activity meeting the specified search criteria displays beneath the criteria fields.

1. Click the *Reference ID* hyperlink to view details for a specific action.
2. Click the *View* button to display the results in report format in a separate browser window.
3. Click the *Cancel* button to return to the report criteria entry screen.

USER AUDIT REPORT
Generate a report of system-logged changes either to a specific user or by a specific user.

REPORT INFORMATION

Modifications Made: ☒ BY a specific user ☐ TO a specific user
 User ID: ☒ All ☐ Custom
 Modify Date Range: From 07/30/2022 To 07/30/2022

Button: View

USER AUDIT REPORT

The *User Audit Report* provides information about user entitlement changes made by a user or to a user. This report is helpful when researching when changes were made or what changes were made by specific users.

1. Select the *Modifications Made* option to generate a report of changes made *BY* a specific user or users, or changes made *TO* a specific user or users.
2. Select the *User ID* option to include all users or a customized list.
3. Define the *Date Range*.
4. Click the *View* button to generate the report in a new browser window.

USER SETUP REPORT

Use this page to view a user setup report. Two report types are available: a summary report of selected users and a listing of users who are entitled to selected services.

?

Help

REPORT INFORMATION

Required Fields

Report Type

By User

By Services

Report Criteria

All

Custom

View

USER SETUP REPORT

The *User Setup Report* provides an overview of user entitlements for one or more users, or a summary of all users with access to one or more specific services. This report is helpful for research or when auditing or re-evaluating the appropriateness of user access to accounts and services.

1. Select the *Report Type* option to generate a report for one or more users, or for one or more services.
2. Select the *Report Criteria* option to include all users/services or a customized list.
3. Click the *View* button to generate the report in a new browser window.