
SC.080.141 – Running Security Access Reports

Purpose	To run security access reports: User Access Report and Role Page Access Report
Description	This topic demonstrates how to run two different security access reports. Two security access reports have been developed to assist local security administrators. - The User Access Report shows all User IDs with their Employee Names and the Role Names associated with each User ID. - The Role Page Access Report identifies the page access for each role.
Security Role	BOR_LOCAL_SEC_ADMIN BOR_PT_SEC_REPORTS
Dependencies/ Constraints	
Additional Information	

Procedure

Below instructions on how to run security access reports, including the User Access Report and the Role Page Access Report.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	The Security Role BOR_LOCAL_SEC_ADMIN and BOR_PT_SEC_REPORTS have access to these two reports. Click the BOR Menus link.
4.	Click the BOR Utilities link.
5.	Click the BOR Security link.
6.	The User Access Report will show all User IDs, with their respective Employee Name and associated Role Names. Click the User Access Report link.
7.	Click the Add a New Value tab.
8.	Enter " UserRoles " in the Run Control ID field.
9.	Click the Add button.
10.	Click the Run button.
11.	Click the OK button.
12.	Click the Process Monitor link.
13.	Click an entry in the Details column.
14.	Click the View Log/Trace link.
15.	Click an entry in the Name column.
16.	The User Access Report lists User IDs, the User Name, and Role Access for each User ID.
17.	Click the Close button.
18.	The Role Page Access Report will only need to be run once. It identifies what page access each role contains. Click the Role Page Access Report link.
19.	Click the Add a New Value tab.
20.	Enter " rolepage " in the Run Control ID field.
21.	Click the Add button.
22.	Click the Run button.
23.	Click the OK button.

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Step	Action
24.	Click the Process Monitor link.
25.	Click an entry in the Details column.
26.	Click the View Log/Trace link.
27.	Click an entry in the Name column.
28.	Review the report. The Role Page Access Report identifies what pages each role can access. Press [Enter] .