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.

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]**.