



Secure Access Manager (SAM) Reporting October 2023





CONTENTS

Reporting Overview	3
Available Reports	3
Report By Role	4
Access Reporting Feature	4
Report History Tab	5
Onboarding Status Report	7
Application Subscription Status Report	9
User Reports – Onboarding Sponsor	11
User Reports – Application	14
User Reports – Organization.....	16

REPORTING OVERVIEW

This guide provides information and instructions on the Reporting feature in Secure Access Manager (SAM). This feature provides administrative users access to a list of pre-assembled reports. The available reports are dependent on your specific administrative role.

The Reporting feature is available to the following administrative users and is not accessible without a Phone One-Time Password (OTP) without Proofing credential:

- Service Provider Administrators (SP Admin)
- Management and Portal Administrators (MPA)
- Organization Administrators
- EPAs (Exostar-specific)

IMPORTANT: There is no load limitation for individual reports. If a report takes more than eight seconds to compile, it will be moved to an after-hours queue and processed after business hours. The report will be available for download the next business day.

AVAILABLE REPORTS

The following reports are available:

- **User Report: Application:** Provides information on users who have access to applications to which the person running the report administers.
- **User Report: Organization:** Provides information on users within the report creator's organization.
- **User Report: Onboarding Sponsor:** Provides information on users within the Onboarding Sponsor the person creating the report manages.
- **Application Subscription Status:** Provides a high-level overview of users' application status.
- **User Onboarding Status Report:** Provides progress on a user's journey from application invitation to first-time login.

REPORT BY ROLE

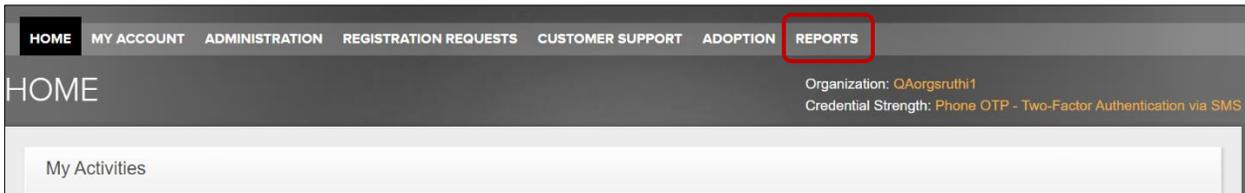
This section outlines each SAM administrative role and the reports available to each:

	User Report: Application	User Report: Organization	User Report: Onboarding Sponsor	Application Subscription Status	User Onboarding Status Report
SP Admin	X			X	X
MPA			X		
Org Admin		X			
EPA	X	X	X	X	X

ACCESS REPORTING FEATURE

You must first login to your SAM Admin account with your username and password. To access the reporting feature:

1. Click the **Reports** tab from the SAM Dashboard.



2. The system prompts for your OTP. Verify the desired phone number via the drop-down provided. Select to receive the one-time password code via **Text** or **Voice Message**. Click **Send**.

Authenticate to Continue

Send a code to your phone

Number ending in 3970 ▼

Send text

Send voice message

CANCEL SEND

3. Input the code in the field provided. Click **Next** to navigate to the **Reports** tab.

Authenticate to Continue

A verification code has been sent to your phone.

Enter code

Enter the code sent to your phone

[Resend verification code](#) CANCEL NEXT

4. Select **Standard Report** from the left-hand navigation.

The screenshot shows the top navigation bar with the 'REPORTS' tab selected. Below it, the 'Reports' section is visible, with 'Standard Report' and 'Report History' options. 'Standard Report' is highlighted with a red box.

5. Depending on your role, choose the desired report from the available list.

The screenshot shows the 'Reports' page with a list of reports. The 'Standard Report' option is selected in the left-hand navigation. The list of reports is as follows:

Report Name	Description
User Onboarding Status report	User Onboarding Status report
Application Subscription Status report	Application Subscription Status report
User Reports - Onboarding Sponsor	User Reports - Onboarding Sponsor
User Reports - Application	User Reports - Application
User Reports - Organization	User Reports - Organization

The first two rows are circled in red. The page also shows 'Showing 1 to 5 of 5 entries' and navigation controls for the list.

REPORT HISTORY TAB

The Reports History tab provides a comprehensive list of reports the user has run, as well as additional columns of detailed information.

The Status column provides the following possibilities:

- **In Progress:** The report is being created.
- **Success:** The report can be downloaded.

The Actions column provides the following options:

- **Download CSV:** Downloads a copy of the report to your local drive.
- **Edit:** Redirects the user back to the criteria selection to edit and re-execute.

The screenshot shows the 'Reports' page in the Exostar application. The navigation bar includes 'HOME', 'MY ACCOUNT', 'ADMINISTRATION', 'REGISTRATION REQUESTS', 'CUSTOMER SUPPORT', 'ADOPTION', and 'REPORTS'. The page title is 'Reports' and the organization is 'QAorgsruthi1'. The credential strength is 'Phone OTP - Two-Factor Authentication via SMS'. The table displays a list of reports with the following columns: Report Name, Actions, Created By, Status, Notes, Requested On, and Executed On. The 'Actions' and 'Status' columns are highlighted with red boxes. The 'Status' column shows 'SUCCESS' for all entries.

Report Name	Actions	Created By	Status	Notes	Requested On	Executed On
Application Subscription Status report	 	hmt_6226	● SUCCESS		May 11, 2023, 9:18:06 AM	May 11, 2023, 9:18:13 AM
User Onboarding Status report	 	hmt_6226	● SUCCESS		May 11, 2023, 9:16:11 AM	May 11, 2023, 9:16:13 AM
Application Subscription Status report	 	hmt_6226	● SUCCESS		May 11, 2023, 9:15:25 AM	May 11, 2023, 9:15:33 AM
User Reports - Organization	 	tenant_7294	● SUCCESS		May 11, 2023, 6:41:46 AM	May 11, 2023, 6:41:48 AM
User Reports - Organization	 	tenant_7294	● SUCCESS		May 11, 2023, 6:39:10 AM	May 11, 2023, 6:39:16 AM

ONBOARDING STATUS REPORT

The Onboarding Status Report provides progress on a user's journey from application invitation to first-time login and is available to SP Admins and EPAs. To run an Onboarding Status Report:

1. Navigate to the **Reports** tab. Select **Standard Report** from the left-hand menu. Select **User Onboarding Status Report**.

The screenshot shows the Exostar Reports interface. The top navigation bar includes 'HOME', 'MY ACCOUNT', 'ADMINISTRATION', 'REGISTRATION REQUESTS', 'CUSTOMER SUPPORT', 'ADOPTION', and 'REPORTS'. The 'REPORTS' tab is selected. Below the navigation bar, the page title is 'Reports' and the organization is 'QAorgsruthi1'. The credential strength is 'Phone OTP - Two-Factor Authentication via SMS'. On the left sidebar, 'Standard Report' and 'Report History' are listed. The main content area shows a table of reports with columns 'Report Name' and 'Description'. The 'User Onboarding Status report' is highlighted. Below the table, it says 'Showing 1 to 5 of 5 entries' and 'First Previous 1 Next Last'.

Report Name	Description
User Onboarding Status report	User Onboarding Status report
Application Subscription Status report	Application Subscription Status report
User Reports - Onboarding Sponsor	User Reports - Onboarding Sponsor
User Reports - Application	User Reports - Application
User Reports - Organization	User Reports - Organization

2. Choose from the **Application Name** drop-down menu.

NOTE: The user can select **All** or a specific application.

3. If desired, select a **Start Date** and **End Date**. Click **Execute**.

NOTE: The report will consist of data between the date range selected as start date and end date.

The screenshot shows the report configuration form. The title is 'Report Name: User Onboarding Status report' with a 'Back' button. Below the title, there are three input fields: 'Application Name', 'Start Date', and 'End Date'. The 'Application Name' dropdown is set to 'All'. The 'Start Date' and 'End Date' fields are empty. Below the input fields, there is an 'Execute' button.

4. A message displays, notifying you the report can be downloaded from the **Report History** tab. Click **OK** to open the **Report History** tab.

The screenshot shows a message box with the text: 'The report you have requested is being generated. The report can be downloaded from the Report History tab when ready.' Below the message, there is an 'OK' button.

5. Once the status changes from **In Progress** to **Success**, select to **Download CSV** or **Re-Execute** from the **Actions** menu.

Report Name	Actions	Created By	Status	Notes	Requested On	Executed On
Application Subscription Status report		hmt_6226	● SUCCESS		May 11, 2023, 9:18:06 AM	May 11, 2023, 9:18:13 AM
User Onboarding Status report		hmt_6226	● SUCCESS		May 11, 2023, 9:16:11 AM	May 11, 2023, 9:16:13 AM
Application Subscription Status report		hmt_6226	● SUCCESS		May 11, 2023, 9:15:25 AM	May 11, 2023, 9:15:33 AM

NOTE: If you select the **Download CSV** icon, the report automatically downloads to your local drive. If you select the **Re-Execute** button, the system provides options to re-select the report criteria.

The Onboarding Status Report displays the following information in Excel:

- **User Invited By:** This column displays the Login ID of who invited the end user.
- **User ID:** This column displays the Login ID of the invitee.
- **First Name:** This column displays the first name listed in the invitee's SAM account.
- **Last Name:** This column displays the last name listed in the invitee's SAM account.
- **Invited Date:** This column displays the full date and time the user was invited.
- **Organization Name:** This column provides the invitee's organization name.
- **Organization ID:** This column provides the invitee's organization's ID.
- **Application Name:** This column provides the application name the user was invited to access.
- **Org Application Status:** This column provides the application's current status.
- **FTL Status:** This column provides the first-time login status of the invitee.
- **R-IDP Enabled:** This column provides information on if the invitee's account is RDIP enabled.

NOTE: R-IDP stands for Remote Identity Provider they are credentials used to log into applications.

- **User OTP Credentials:** This column provides information on if the invitee has OTP credentials, and if so, what type.

NOTE: OTP stands for One-Time Password, which is a security credential required to access certain applications, alongside Email Address User ID/Password.



- **Last SAM Access Date:** This column provides the full date and time the invitee last accessed their SAM.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	User Invite	User ID	First Name	Last Name	Invited Da	Organizati	Organizati	Applicatio	Org Applic	FTL Status	RIDP Enab	User OTP	Last SAM Access date		
2	sorj_0473	anjums_2	Syeeda	Anjum	10/05/202	LisaTestOr	EXO11381	TEST Servi	Active	Complete	No	None	07/20/2018 01:16 PM EST		
3	sorj_0473	brownr_9	Rose	Brown	10/05/202	LisaTestOr	EXO11381	TEST Servi	Active	Complete	No	None	04/11/2016 05:42 PM EST		
4	sorj_0473	agayanv_6	Vakhtang	Agayan	10/05/202	LisaTestOr	EXO11381	TEST Servi	Active	Complete	No	Phone OT	07/29/2019 05:01 PM EST		
5	sorj_0473	petersc_7	Corey	Peters	10/05/202	LisaTestOr	EXO11381	TEST Servi	Active	Pending	No	None	NA		
6	evansa_14	petersc_7	Corey	Peters	10/05/202	LisaTestOr	EXO11381	EngageZor	Active	Pending	No	None	NA		
7	sorj_0473	khanr_24	Roohi	Khan	10/05/202	EngageZor	EXO11552	TEST Servi	Active	Complete	No	None	11/10/2014 02:49 PM EST		
8	sorj_0473	velikovich	Boris	Velikovich	10/05/202	LisaTestOr	EXO11381	TEST Servi	Active	Complete	No	None	10/23/2012 04:48 PM EST		
9	sorj_0473	usmans_2	Salima	Usman	10/05/202	LisaTestOr	EXO11381	TEST Servi	Active	Complete	No	None	11/30/2017 07:36 AM EST		
10	sorj_0473	zouhairir	Rachid	Zouhairi	10/05/202	LisaTestOr	EXO11381	TEST Servi	Active	Complete	No	None	11/07/2018 11:43 AM EST		

APPLICATION SUBSCRIPTION STATUS REPORT

The Application Subscription Status Report provides a high-level overview of users' application status and is available to SP Admins and EPAs. To run an Application Subscription Status Report:

1. Navigate to the **Reports** tab. Select **Standard Report** from the left-hand menu. Select **Application Subscription Status Report**.

The screenshot shows a web application interface with a navigation bar at the top containing: HOME, MY ACCOUNT, ADMINISTRATION, REGISTRATION REQUESTS, CUSTOMER SUPPORT, ADOPTION, and **REPORTS** (highlighted with a red box). Below the navigation bar, the page title is "Reports" and the organization is "QAorgsruthi1" with a credential strength of "Phone OTP - Two-Factor Authentication via SMS". On the left side, there is a sidebar menu with "Standard Report" (highlighted with a red box) and "Report History". The main content area shows a list of reports with columns for "Report Name" and "Description". The "Application Subscription Status report" is highlighted with a red box. At the bottom of the report list, it says "Showing 1 to 5 of 5 entries" and navigation buttons for "First", "Previous", "1", "Next", and "Last".

2. Choose from the **Application Name** drop-down menu. Click **Execute**.

Report Name: Application Subscription Status report Back

Application Name :
All

Execute

3. A message displays, notifying you the report can be downloaded from the **Report History** tab. Click **OK** to open the **Report History** tab.

The report you have requested is being generated. The report can be downloaded from the Report History tab when ready.

OK

4. Once the status changes from **In Progress** to **Success**, select to **Download CSV** or **Re-Execute** from the **Actions** menu.

Report Name	Actions	Created By	Status	Notes	Requested On	Executed On
Application Subscription Status report	 	howella_2643	● IN PROGRESS		Jun 5, 2023, 12:01:28 PM	Jun 5, 2023, 12:01:28
User Reports - Onboarding Sponsor	 	torrettis_9486	● SUCCESS		Jun 1, 2023, 10:51:58 AM	Jun 1, 2023, 10:52:04

NOTE: If you select the **Download CSV** icon, the report automatically downloads to your local drive.



The Application Subscription Status Report displays the following numerical information in Excel:

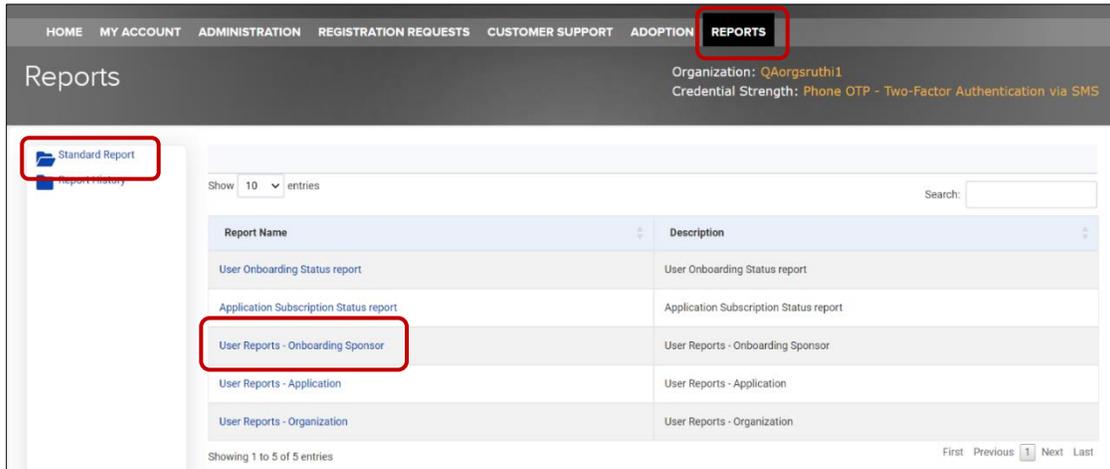
- **Application Display Name:** This column provides the application name, depending on the criteria selected during the report execution process.
- **Active Subscriptions:** This column provides the number of active subscriptions for the respective application.
- **Number of users that have logged in:** This column provides the number of users that have logged into SAM and accessed that application.
- **30 Days Login:** This column provides the number of users that have logged in within the last 30 days to access the application.
- **90 Days Login:** This column provides the number of users that have logged in within the last 90 days to access the application.
- **180 Days Login:** This column provides the number of users that have logged in within the last 180 days to access the application.
- **30 Days New Subscription:** This column provides the number of users that have been subscribed to the application within the last 30 days.
- **90 Days New Subscription:** This column provides the number of users that have been subscribed to the application within the last 90 days.
- **180 Days New Subscription:** This column provides the number of users that have been subscribed to the application within the last 180 days.
- **Number of Subscribed Orgs with Users:** This column provides the number of organizations that have users subscribed to the application.

	A	B	C	D	E	F	G	H	I	J
1	Application Display Name	Active Subscriptions	Number of users that have logged in	30 Days Login	90 Days Login	180 Days Login	30 Days New Subscription	90 Days New Subscription	180 Days New Subscription	Number of Subscribed Orgs With Users
2	Appian BPM	67	104	4	5	7	0	0	0	26
3	Azure exostarqa1.com	210	175	9	12	18	0	0	0	39
4	Azure exostarqa2.com	135	99	0	0	3	0	0	0	17
5	SAM Service Access Manager	7	77	2	3	4	0	0	0	15
6	TEST Service Provider 1	4410	2799	126	209	294	1	2	42	1028
7	Test Service Provider 2	470	373	52	60	77	0	0	0	140
8	TSP_4	97	53	3	4	9	0	0	0	41

USER REPORTS – ONBOARDING SPONSOR

The User Reports – Onboarding Sponsor Report provides information on users within the Onboarding Sponsor they manage and is available to MPAs and EPAs. To run a User Reports – Onboarding Sponsor Report:

1. Navigate to the **Reports** tab. Select **Standard Report** from the left-hand menu. Select **User Reports - Onboarding Sponsor**.



2. Choose from the **Organization Name** drop-down menu. Select a **Start Date** and **End Date**. Click **Execute**.

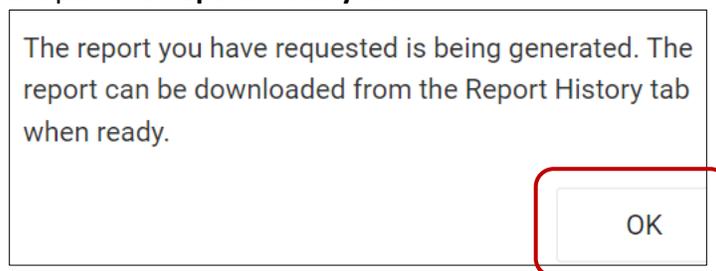
NOTE: The selected date range displays data for the report between those dates.

The screenshot shows the report execution form. The report name is 'User Reports - Onboarding Sponsor'. The form includes the following fields:

- Onboarding Sponsor: All
- Organization Name: All
- Start Date: [Empty]
- End Date: [Empty]

The 'Execute' button is highlighted.

3. A message displays, notifying you the report can be downloaded from the **Report History** tab. Click **OK** to open the **Report History** tab.



- Once the status changes from **In Progress** to **Success**, select to **Download CSV** or **Re-Execute** from the **Actions** menu.

Report Name	Actions	Created By	Status	Notes	Requested On	Executed On
Application Subscription Status report	 	howella_2643	● IN PROGRESS		Jun 5, 2023, 12:01:28 PM	Jun 5, 2023, 12:01:28
User Reports - Onboarding Sponsor	 	torrettis_9486	● SUCCESS		Jun 1, 2023, 10:51:58 AM	Jun 1, 2023, 10:52:04

NOTE: If you select the **Download CSV** icon, the report automatically downloads to your local drive.

The User Reports – Onboarding Sponsor Report displays the following information in Excel:

- **User ID:** This column provides the end users' User IDs.
- **First Name:** First name listed in the user's SAM account.
- **Middle Name:** Middle name listed in the user's SAM account.
- **Last Name:** Last name listed in the user's SAM account.
- **Email:** Email address listed in the user's SAM account.
- **Onboarding Sponsor:** This field provides support to MPAs who have access to more than one Onboarding Sponsor.
- **Organization ID:** This column provides the Org ID to which the end user belongs.
- **Organization Name:** This column provides the name of the organization.
- **SAM Account Status:** This column provides a status of the user's SAM account.
- **Last Successful Login Date:** This column provides the full date and time the user last successfully logged into SAM.
- **Account Created Date:** This column provides the full date and time the user's account was created.
- **Tenant Name:** This column provides the Onboarding Sponsor to which the user belongs.
- **RIDP User ID:** This column provides the user ID for the user's RIDP connection.
- **Shared User:** This column displays Yes or No and determines if the user is shared across multiple sponsors.
- **RIDP Name:** This column provides the user's RIDP name in their local RIDP system.
- **Pending Applications:** This column displays the applications the user has access to that are in a pending status.
- **System Role(s):** This column displays as either User or Organization Administrator.
- **User Level Sponsor:** This column displays the Onboarding Sponsor to which the user's account belongs.
- **Country of Residence:** This column provides the country to which the user resides.
- **Phone Number:** This column provides the phone number listed in the user's SAM account.
- **Fax Number:** This column provides the fax number listed in the user's SAM account.
- **Job Title:** This column provides the job title listed in the user's SAM account.



- **Account Suspended Date:** This column provides the user’s account suspended date, if applicable.

User ID	First Name	Middle Name	Last Name	E-Mail	Onboardin	Organiza	Organiza	SAM Acco	Last Suce	Account Ci	Tenant Na	RIDP User	Shared Usi	RIDP Nam	Pending A	System Ro	User Level	Country of	Phone Nui	Fax Numb	Job Title	Account Suspended Date
bontus_91	sri	None	bontu	sri.lakshmi	General	exostar	Exostar LLC	Active	12/03/2011	12/03/2015	General	None	No	None	None	User	General	UNITED ST	3224234	None	None	N/A
ccertdaem	SecureFori	None	Administr	ccertdaem	General	exostar	Exostar LLC	Active	10/27/2020	04/27/2021	General	None	No	None	None	User	General	UNITED ST	7.04E+09	None	None	N/A
dummysi	Dummy	None	User	Dummysi	General	exostar	Exostar LLC	Deactivate	None	None	General	None	No	None	None	User	General	UNITED ST	None	None	None	N/A
evans111a	Adrienne	None	Evans111	adrienne.a	General	exostar	Exostar LLC	Inactive	None	08/25/2011	General	None	No	None	None	User	General	UNITED ST	111-111-11	None	None	N/A
evans112a	Adrienne	None	Evans112	adrienne.j	General	exostar	Exostar LLC	Inactive	None	08/25/2011	General	None	No	None	None	User	General	UNITED ST	111-111-11	None	None	N/A
evans113a	Adrienne	None	Evans113	adrienne.j	General	exostar	Exostar LLC	Inactive	None	08/25/2011	General	None	No	None	None	User	General	UNITED ST	111-111-11	None	None	N/A
evans114a	Adrienne	None	Evans114	adrienne.j	General	exostar	Exostar LLC	Inactive	None	08/25/2011	General	None	No	None	None	User	General	UNITED ST	111-111-11	None	None	N/A
evans115a	Adrienne	None	Evans115	adrienne.j	General	exostar	Exostar LLC	Inactive	None	08/25/2011	General	None	No	None	None	User	General	UNITED ST	111-111-11	None	None	N/A
lastf_7097	First	None	Last	paul.rabin	General	exostar	Exostar LLC	Deactivate	None	12/06/2011	General	None	No	None	None	User	AstraZene	UNITED ST	0	None	None	N/A
if_1941	f	None	I	paul.rabin	General	exostar	Exostar LLC	Deactivate	None	05/29/2011	General	None	No	None	None	User	General	UNITED ST	0	None	None	N/A
if_3966	F	None	L	paul.rabin	General	exostar	Exostar LLC	Suspende	05/29/2011	05/29/2011	General	None	No	None	None	Org Admin	General	UNITED ST	0	None	None	04/08/2016 22:27 PM EDT
if_7261	f	None	I	paul.rabin	General	exostar	Exostar LLC	Deactivate	12/10/2011	12/10/2011	General	None	No	None	None	User	AstraZene	UNITED ST	0	None	None	N/A
mahantas_Subhendu	None	None	Mahanta	Subhendu	General	exostar	Exostar LLC	Suspende	10/18/2011	08/30/2011	General	None	No	None	None	User	General	UNITED ST	111-111-11	None	None	02/11/2016 15:36 PM EST

USER REPORTS – APPLICATION

The User Reports – Application Report provides information on users who have access to applications to which they administer and is available to SP Admins and EPAs. To run an Application Report:

1. Navigate to the **Reports** tab. Select **Standard Report** from the left-hand menu. Select **User Reports - Application**.

2. Choose from the **Application Name** drop-down menu. Select a **Start Date** and **End Date**. Click **Execute**.

NOTE: The selected date range displays data for the report between those dates.

- A message displays, notifying you the report can be downloaded from the **Report History** tab. Click **OK** to open the **Report History** tab.

The report you have requested is being generated. The report can be downloaded from the Report History tab when ready.

OK

- Once the status changes from **In Progress** to **Success**, select to **Download CSV** or **Re-Execute** from the **Actions** menu.

Report Name	Actions	Created By	Status	Notes	Requested On	Executed On
Application Subscription Status report	 	howella_2643	● IN PROGRESS		Jun 5, 2023, 12:01:28 PM	Jun 5, 2023, 12:01:28
User Reports - Onboarding Sponsor	 	torrettis_9486	● SUCCESS		Jun 1, 2023, 10:51:58 AM	Jun 1, 2023, 10:52:04

NOTE: If you select the **Download CSV** icon, the report automatically downloads to your local drive.

The User Reports – Application Report displays the following information in Excel:

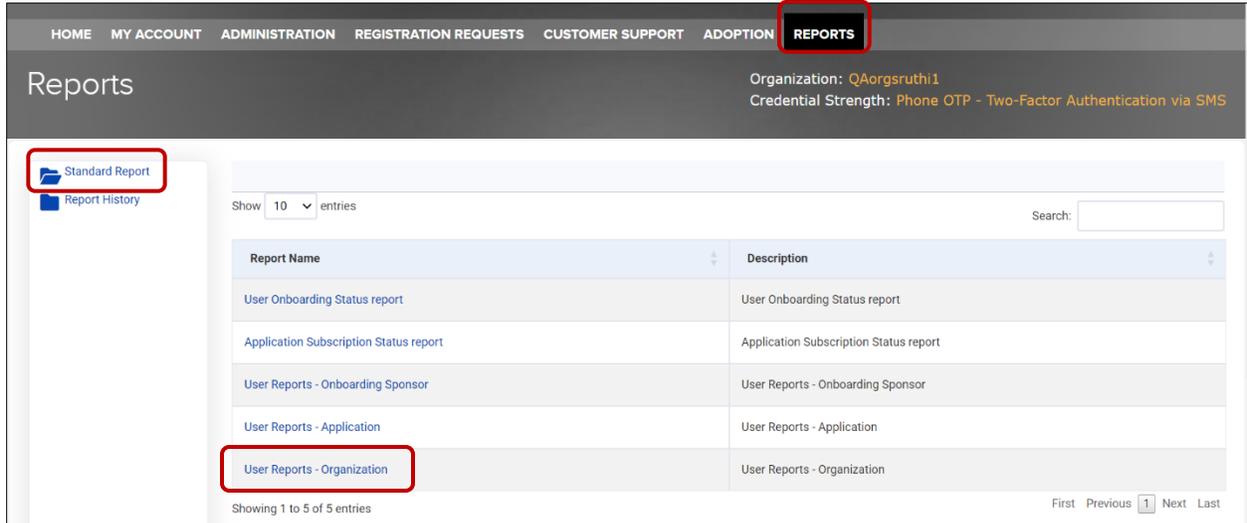
- User ID:** This column provides the end users' User IDs.
- First Name:** First name listed in the user's SAM account.
- Last Name:** Last name listed in the user's SAM account.
- Email:** Email address listed in the user's SAM account.
- Organization ID:** This column provides the Organization ID to which the end user belongs.
- Organization Name:** This column provides the organization name to which the end user belongs.
- SAM Account Status:** This column provides a status of the user's SAM account.
- Last Successful Login Date:** This column provides the full date and time the user last successfully logged into SAM.
- Account Created Date:** This column provides the full date and time the user's account was created.
- Application Name:** This column displays the application name you selected.
- Application Access Date:** This column provides the full date and time the user accessed the application.

	B	C	D	E	F	G	H	I	J	K	L
1	First Name	Last Name	E-Mail	Organization ID	Organization Name	SAM Account Status	Last Successful Login Date	Account Created Date	Application Name	Application Access Date	Application Access Status
2	Lisa007106	Zhou007106	lisa.zhou+_007106@exostar.com	EXO113817916	LisaTestOrgAAA	Active	07/23/2021 05:30 PM EST	07/23/2021 14:37 PM EDT	EngageZone.msdc.com		Unknown
3	Gunner	Smart	myexamplemail2016+abcdorg2200@gmail.com	EXO111030280	Transee123	Suspended	07/29/2019 02:19 PM EST	04/02/2018 15:10 PM EDT	EngageZone.msdc.com	12/05/2018 08:56 PM EST	Suspended
4	test	RM	karthikyavvri@gmail.com	EXO117307586	bammidi	Suspended	NA	05/21/2021 10:47 AM EDT	TEST Service Provider 1		Unknown
5	New	Smart	myexamplemail2016+abcdorg2077@gmail.com	EXO111030280	Transee123	Suspended	07/29/2019 02:19 PM EST	04/02/2018 15:09 PM EDT	TEST Service Provider 1		Suspended
6	Lisa007106	Zhou007106	lisa.zhou+_007106@exostar.com	EXO113817916	LisaTestOrgAAA	Active	07/23/2021 05:30 PM EST	07/22/2021 14:37 PM EDT	EngageZone Qualification		Unknown
7	Gunner	Smart	myexamplemail2016+abcdorg2200@gmail.com	EXO111030280	Transee123	Suspended	07/29/2019 02:19 PM EST	04/02/2018 15:10 PM EDT	TEST Service Provider 1		Suspended
8	test	RM	karthikyavvri@gmail.com	EXO117307586	bammidi	Suspended	NA	05/21/2021 10:47 AM EDT	TEST Service Provider 3		Active

USER REPORTS – ORGANIZATION

The User Reports – Organization Report provides information on users within their organization and is available to Org Admins and EPAs. To run a User Reports – Organization Report:

1. Navigate to the **Reports** tab. Select **Standard Report** from the left-hand menu. Select **User Report - Organization**.

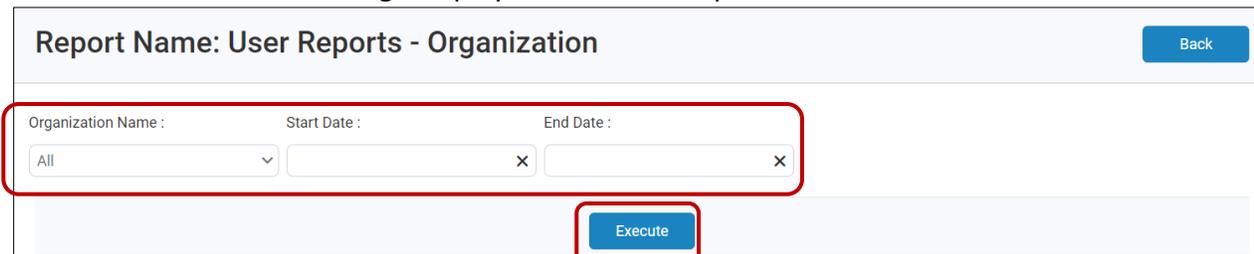


The screenshot shows the Exostar Reports interface. The top navigation bar includes 'HOME', 'MY ACCOUNT', 'ADMINISTRATION', 'REGISTRATION REQUESTS', 'CUSTOMER SUPPORT', 'ADOPTION', and 'REPORTS'. The 'REPORTS' tab is selected. Below the navigation bar, the page title is 'Reports'. On the right, it shows 'Organization: QAorgsruthi1' and 'Credential Strength: Phone OTP - Two-Factor Authentication via SMS'. On the left, there is a sidebar menu with 'Standard Report' and 'Report History'. The main content area shows a table of reports with columns 'Report Name' and 'Description'. The 'User Reports - Organization' report is highlighted with a red box. Below the table, it says 'Showing 1 to 5 of 5 entries' and 'First Previous 1 Next Last'.

Report Name	Description
User Onboarding Status report	User Onboarding Status report
Application Subscription Status report	Application Subscription Status report
User Reports - Onboarding Sponsor	User Reports - Onboarding Sponsor
User Reports - Application	User Reports - Application
User Reports - Organization	User Reports - Organization

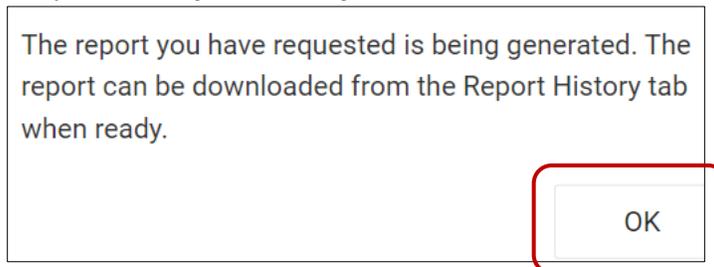
2. Choose from the **Organization Name** drop-down menu. Select a **Start Date** and **End Date**. Click **Execute**.

NOTE: The selected date range displays data for the report between those dates.



The screenshot shows the report execution form. At the top, it says 'Report Name: User Reports - Organization' and has a 'Back' button. Below that, there are three input fields: 'Organization Name:' with a dropdown menu showing 'All', 'Start Date:' with a date input field and a clear button (x), and 'End Date:' with a date input field and a clear button (x). Below these fields is an 'Execute' button.

3. A message displays, notifying you the report can be downloaded from the **Report History** tab. Click **OK** to open the **Report History** tab.



The screenshot shows a message box with the text: 'The report you have requested is being generated. The report can be downloaded from the Report History tab when ready.' Below the text is an 'OK' button.

4. Once the status changes from **In Progress** to **Success**, select to **Download CSV** or **Re-Execute** from the **Actions** menu.

Report Name	Actions	Created By	Status	Notes	Requested On	Executed On
Application Subscription Status report	 	howella_2643	● IN PROGRESS		Jun 5, 2023, 12:01:28 PM	Jun 5, 2023, 12:01:28
User Reports - Onboarding Sponsor	 	torrettis_9486	● SUCCESS		Jun 1, 2023, 10:51:58 AM	Jun 1, 2023, 10:52:04

NOTE: If you select the **Download CSV** icon, the report automatically downloads to your local drive.

The User Reports – Organization Report displays the following information in Excel for users within a single organization:

- **User ID:** This column provides end users' User ID.
- **First Name:** This column provides the first name listed in the user's SAM account.
- **Middle Name:** This column provides the middle name listed in the user's SAM account.
- **Last Name:** This column provides the last name listed in the user's SAM account.
- **E-Mail:** This column provides the email address listed in the user's SAM account.
- **Organization ID:** This column provides the organization's Org ID.
- **SAM Account Status:** This column provides the end users' SAM account status.
- **Last Successful Login Date:** This column provides the full date and time of the end users' last successful SAM login.
- **Account Created Date:** This column provides the full date and time the end users' account was created in SAM.
- **RIDP User ID:** This column provides the user ID for the user's RIDP connection.
- **Shared User:** This column displays Yes or No and determines if the user is shared across multiple sponsors.
- **RIDP Name:** This column provides the user's RIDP name in their local RIDP system.
- **Pending Applications:** This column displays the applications the user has access to that are in a pending status.
- **System Role(s):** This column displays as either User or Organization Administrator.
- **User Level Sponsor:** This column displays the Onboarding Sponsor to which the user's account belongs.
- **Country of Residence:** This column provides the country to which the user resides.
- **Phone Number:** This column provides the phone number listed in the user's SAM account.
- **Fax Number:** This column provides the fax number listed in the user's SAM account.
- **Job Title:** This column provides the job title listed in the user's SAM account.



- **Account Suspended Date:** This column provides the user’s account suspended date, if applicable.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
1	User ID	First Name	Middle Name	Last Name	E-Mail	Organization	SAM Account	Last Successful	Account C	CRIDP	User Shared	UsRIDP	Name	Pending	ASystem	Rc	User Level	Country	o	Phone Nu	Fax Numb	Job Title	Account Suspended Date
2	superadm	Super	None	Admin	onboardir	exostar	Active	09/08/201	None	None	No	None	None	User	None	None	UNITED S1	7E+09	None	None	None	N/A	
3	ccertdaen	SecureFor	None	Administr	ccertdaen	exostar	Active	10/27/20;	04/27/201	None	No	None	None	User	None	None	UNITED S1	7E+09	None	None	None	N/A	
4	super	SecureFor	None	Admin	techops@	exostar	Active	11/15/20;	None	None	No	None	None	User	None	None	UNITED S1	7E+09	None	None	None	N/A	
5	brown-qa	Rose	None	Brown-QA	rose.brow	EXO11636	Deactivat	None	08/10/201	None	No	None	None	User	None	None	UNITED S1	1.2E+09	None	None	None	N/A	
6	parkerj_5	Jeff	None	Parker	Jeffrey.Pai	EXO11102	Deactivat	08/29/201	08/10/201	None	No	None	None	User	None	None	UNITED S1	3244	None	None	None	11/26/2012 18:24 PM EST	
7	parkerj_5	Jeff	None	Parker	Jeffrey.Pai	EXO11102	Deactivat	11/06/201	08/10/201	None	No	None	None	User	None	None	UNITED S1	2345	None	None	None	N/A	
8	parkerj_4	Jeff	pa	Parker	paul.rabir	EXO11102	Deactivat	11/02/201	08/10/201	None	Yes	None	None	User	None	None	UNITED S1	1234	None	mgr	None	11/26/2012 18:27 PM EST	