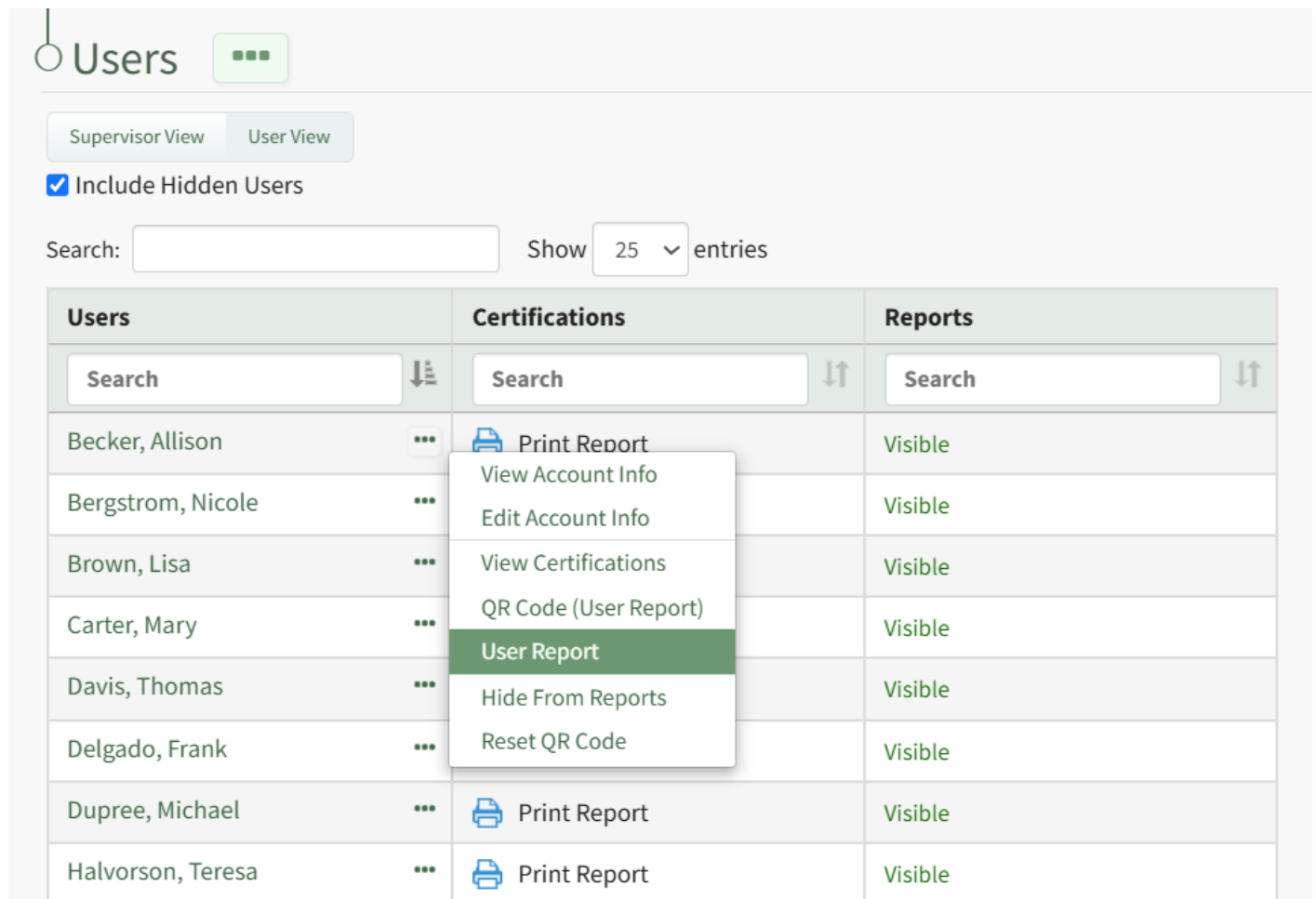


View a User's Roles and Certifications Report

To view a User's Roles and Certifications Report, open the Users Page in the People Module from the Main Menu. Click the three-dot icon to the right of the user whose roles and certifications report you wish to view.



The screenshot shows the 'Users' page interface. At the top, there is a search bar and a 'Show 25 entries' dropdown. Below this, there are two tabs: 'Supervisor View' and 'User View'. A checkbox labeled 'Include Hidden Users' is checked. The main content is a table with three columns: 'Users', 'Certifications', and 'Reports'. The 'Users' column contains a list of names and a three-dot menu icon. The 'Certifications' column contains a search bar and a list of actions. The 'Reports' column contains the word 'Visible'. A context menu is open over the three-dot icon for the user 'Davis, Thomas', showing options: 'Print Report', 'View Account Info', 'Edit Account Info', 'View Certifications', 'QR Code (User Report)', 'User Report' (highlighted), 'Hide From Reports', and 'Reset QR Code'.

Users	Certifications	Reports
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
Becker, Allison	Print Report	Visible
Bergstrom, Nicole	View Account Info	Visible
Brown, Lisa	Edit Account Info	Visible
Carter, Mary	View Certifications	Visible
Davis, Thomas	QR Code (User Report)	Visible
Delgado, Frank	User Report	Visible
Dupree, Michael	Hide From Reports	Visible
Halvorson, Teresa	Reset QR Code	Visible
	Print Report	Visible
	Print Report	Visible

Select "User Report" from the context menu opening the individual's User Report.



Allison Becker: Report Print Report

Roles View

Certification View

QR Code

Roles for Allison Becker

-  Southeastern Bank of Western North Dakota All Staff (Role)
-  Southeastern Bank of Western North Dakota IT Operations (Role)

The User Report displays the user's roles and certifications, as well as the QR Code that can be used to access this specific user report.

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