

The following steps detail how to generate user reports in Freddie Access Manager (FAM). Reports from FAM can be created in order to retrieve different details relating to user identities and relevant application access.

PART 1 – From the Home Screen

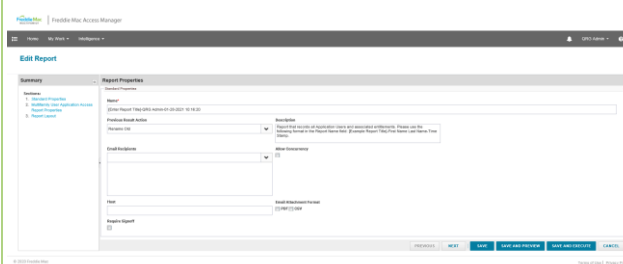
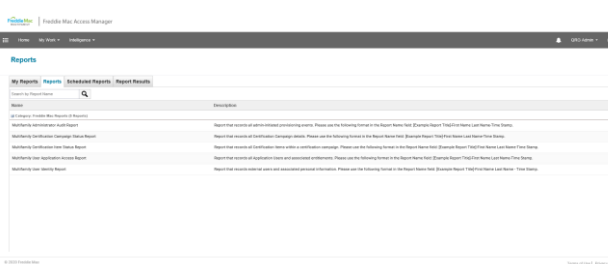
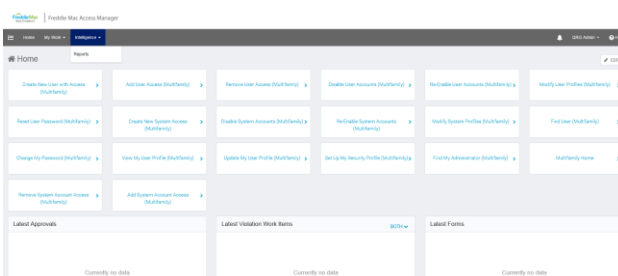
1. Click on the **Intelligence** drop-down and select **Reports**


PART 2 – On the Reports Page

1. Navigate to the **Reports** tab
2. Click on the **Multifamily User Application Access Report**

PART 3 – On the Edit Report Page

1. Under **Report Properties** enter a Report Name, select Email Recipients and Email Attachment Format
2. Click **Next**

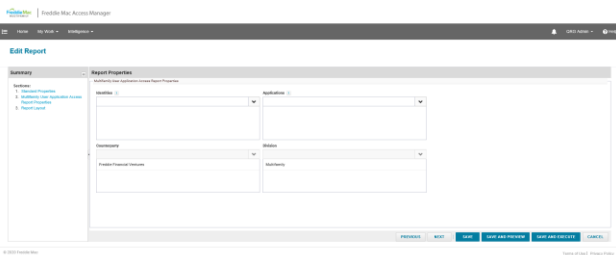


 **Note that the Multifamily User Identity Report will generate a report with user profile information but will not state application access for given users**

The following steps detail how to generate user reports in Freddie Access Manager (FAM). Reports from FAM can be created in order to retrieve different details relating to user identities and relevant application access.

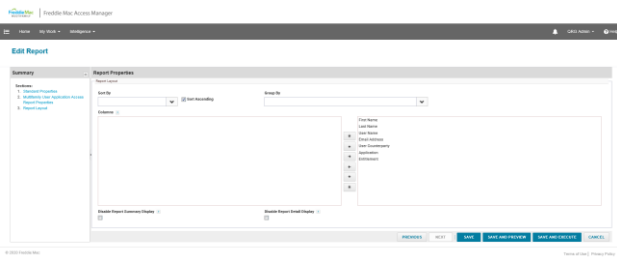
PART 4 – On the Edit Report Page

1. Select **Applications** or **Identities** that you would like a report generated for (i.e., Selecting 'DLS' from the application menu will generate a report with all users who have access to DLS)
2. Click **Next**



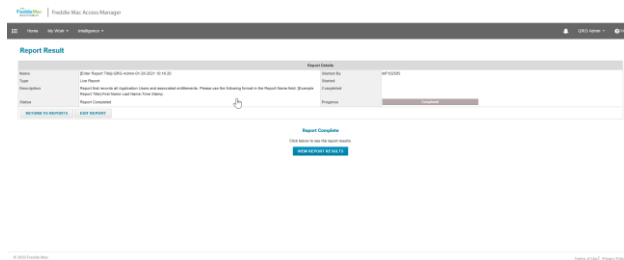
PART 5 – On the Edit Report Page

1. On the Report Layout section, you have the option to modify the columns and general display of the report or to select nothing and use the default report layout
2. Click on **Save and Execute** when finished to generate the report



PART 6 – On the Report Result Page

1. On the Report Result page, click **View Report Results** to see the report or click **Edit Report** to modify the existing report



Note that not selecting specific identities or applications from the drop-down will generate a report for all users within your organization