RESERVE BANK INFORMATION AND TRANSFER SYSTEM

User Access Reporting
User Guide

July 2008

1. USER ACCESS REPORTING

1.1 Overview

RITS provides two reports on details of user access within RITS.

1.2 Available reports

- **Member Audit Details Report** – a report that covers creation of a new user, changes to user details, RITS digital certificate issuance and maintenance, and password changes. This report is available for the previous five working days.

- **User Privileges Report** – a report that lists the roles and functions allocated to users, the time and date of the last password change and the session time-out setting for each user.

Both reports are available from the RITS Main menu, under the Reports tab.

Refer to the REPORTS USER GUIDE for instructions on how to access the reports.

2.   MEMBER AUDIT DETAILS REPORT

2.1   Key points

This report covers:

- the creation of a new user and the updating of user details;

- the issuance and management of RITS digital certificates; and

- users' password changes.

This report is available from the System Reports tab and is only available in PDF format.

2.2   Member Audit Details Report selection screen

Select **System Reports** from the menu of functions. The following screen is displayed.
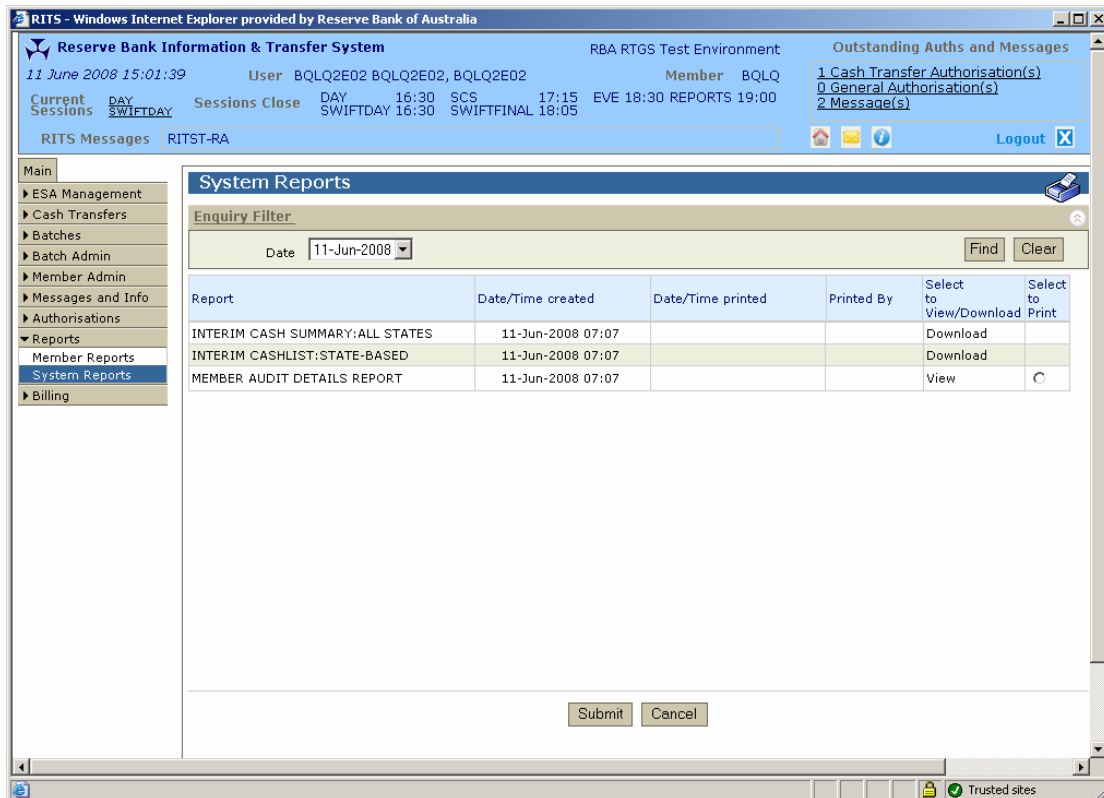
2.3   Example of Member Audit Details Report

Below is an example of the reporting on:

- Creation of the new user BARB2015.

- Change of the user name, email and session time-out for user BARB2E60.

- Issuance of the RITS digital certificate for user BARB2010.

- Pre-enrolment for BARB2010.

- Cancellation of Pre-enrolment for BARB2013.

- BARB2E14 collects the RITS digital certificate.

- The certificate for BARB2E14 is activated.

```
BARB        28-MAY-2008 20:16                    RBA RTGS Test Environment
            rtgs_memaud_rpt.sql/01              MEMBER AUDIT DETAILS REPORT
                                                      for 28-MAY-2008
            Member: BARB

            Time      User Id   Action  Description                    Object           Old Value              New Value
            --------  --------  ------  -----------------------------  ---------------  ---------------------  --------------------

            11:21:30  RBA       INSERT  Create a new user              BARB2015                                BARB2015
            11:21:30  RBA       INSERT  User name                      BARB2015                                TESTBARB2015 SMITH
            11:21:30  RBA       INSERT  User status                    BARB2015                                A
            11:21:30  RBA       INSERT  Create password                BARB2015                                ******
            11:21:30  RBA       INSERT  User valid from date           BARB2015                                28-MAY-2008
            11:21:30  RBA       INSERT  User valid to date             BARB2015
            11:21:30  RBA       INSERT  User address - line 1          BARB2015
            11:21:30  RBA       INSERT  User address - line 2          BARB2015
            11:21:30  RBA       INSERT  User address - line 3          BARB2015
            11:21:30  RBA       INSERT  User phone number              BARB2015                                0255555612
            11:21:30  RBA       INSERT  User First Name                BARB2015                                TESTBARB2015
            11:21:30  RBA       INSERT  User Last Name                 BARB2015                                SMITH
            11:21:30  RBA       INSERT  User EMail                     BARB2015                                perryl@rba.gov.au

            11:33:48  RBA       UPDATE  User FirstName                 BARB2E60         TESTCA                 MAY
            11:33:48  RBA       UPDATE  User LastName                  BARB2E60         USER                   DAY
            11:33:48  RBA       UPDATE  User Email                     BARB2E60         perryl@rba.gov.au      clperry@tpg.com.au
            11:33:48  RBA       UPDATE  Session Time Out               BARB2E60         15                     60

            11:36:54  BARB2002  UPDATE  User phone number              BARB2007                                0256142351

            11:55:56  RBA       PREENR  Pre-enrolment                  BARB2010                                PRE_ENROLLED
                                OL

            12:01:55  RBA       CANCEL  Cancel Pre-enrolment           BARB2013         PRE_ENROLLED
                                _PREEN
                                ROL

            12:08:20  BARB2E14  UPDATE  Collect certificate            BARB2E14-bd5547  Pre-enrolled           Collected
                                                                       dc89eb9f201a6a9
                                                                       f21b10923

            12:13:36  RBA       Modify  Change user password           BARB2E14         ******                 ******

            12:13:36  RBA       APPROV  Activate Certificate           BARB2E14 -       COLLECTED              ACTIVE
                                E_CERT                                 00bd5547dc89eb9
                                                                       f201a6a9f21b109
                                                                       23
```

2.4   Report headings

Field	Description
Time	RITS timestamp when the RITS action was completed.
User Id	The party entering the requested action.
Action	The type of RITS action invoked by the request: • INSERT – add a new user. • UPDATE – change user details or collect RITS digital certificate by user. • MODIFY – change a user password. • PREENROL – enter user details to acquire a RITS digital certificate. • CANCEL_PREENROL – cancel pre-enrolment of RITS digital certificate. • APPROVE_CERT – activate RITS digital certificate. • REVOKE_CERT – revoke RITS digital certificate. • CA_REVOKE_CERT – revoke RITS digital certificate.

Field	Description
	• OVERRIDE – pre-expire user's password. Note: REVOKE_CERT and CA_REVOKE_CERT both display when the revoke action is performed.
Description	Description of line item for that type of action.
Object	The User Id or certificate targeted by the action.
Old Value	Value before the completed action, e.g. Pre-enrolled.
New Value	Value after the completed action, e.g. Collected.

2.5   Using this report

This table shows the information that is displayed on the Member Audit Details Report when a change is made to the users' details or their status.

Important: Note that some RITS actions generate more than one line item, such as when a new user is created.

User access activity	Line items displayed		
	User Id	**Action**	**Description**
Create a new user	RBA*	INSERT	Create a new user
	RBA*	INSERT	User name
	RBA*	INSERT	User status
	RBA*	INSERT	Create password
	RBA*	INSERT	User valid from date (not populated)
	RBA*	INSERT	User valid to date
	RBA*	INSERT	User address – line 1
	RBA*	INSERT	User address – line 2
	RBA*	INSERT	User address – line 3
	RBA*	INSERT	User phone number
	RBA*	INSERT	User First Name
	RBA*	INSERT	User Last Name
	RBA*	INSERT	User Email
Change user first name	RBA* or Authorised Member user	UPDATE	User FirstName

User access activity	Line items displayed		
	User Id	**Action**	**Description**
Change user last name	RBA* or Authorised Member user	UPDATE	User LastName
Change user email	RBA* or Authorised Member user	UPDATE	User Email
Change user phone number	RBA* or Authorised Member user	UPDATE	User phone number
Change user status in RITS	RBA* or Authorised Member user	UPDATE	User status
Change user session time out	RBA* or Authorised Member user	UPDATE	Session Time Out
Pre-enrolment by RBA	RBA*	PREENROL	Pre-enrolment
Cancel pre-enrolment by RBA	RBA*	CANCEL_PR EENROL	Cancel pre-enrolment
Collect certificate	User	UPDATE	Collect certificate
Activate certificate	RBA* or Authorised Member user	APPROVE_ CERT	Activate Certificate
Revoke certificate	RBA* or Authorised Member user	REVOKE_C ERT	Revoke Certificate
	CA**	CA_REVOK E_CERT	Revoke Certificate – CA Confirmation
Change user password by user	User	Modify	Change user password
Change user password by Authorised Member user	Authorised Member user	Modify	Change user password
Change user password by RBA	RBA*	Modify	Change user password

R I T S

User access activity	Line items displayed		
	User Id	**Action**	**Description**
Pre-expired user password	RBA*	OVERRIDE	Change user password

* The action is taken by the RBA upon request.

** Certificate Authority in RITS that manages RITS digital certificates.

2.6   Actions currently not available on this report

The following actions are not currently displayed in the Member Audit Details Report:

- Changes to the roles allocated to a user.

- Changes to a user's authorisation privileges for specific functions.

- The selection of unsolicited advices and pre- and post-settlement advices in the Automated Information Facility.

These actions will be available on the report in early 2009.

3.   USER PRIVILEGES REPORT

3.1   Key points

This report covers:

- the roles and functions allocated to each user and the functions that the user may authorise;

- the time and date when the user last changed their password; and

- the session time-out period set.

Details of the roles that may be allocated to users are available in the *Overview of RITS Functionality* (RITS Information Facility/About RITS).

This report is available from the Member Reports tab. The report is currently in PDF format, but will also be available in Excel format (late 2008).
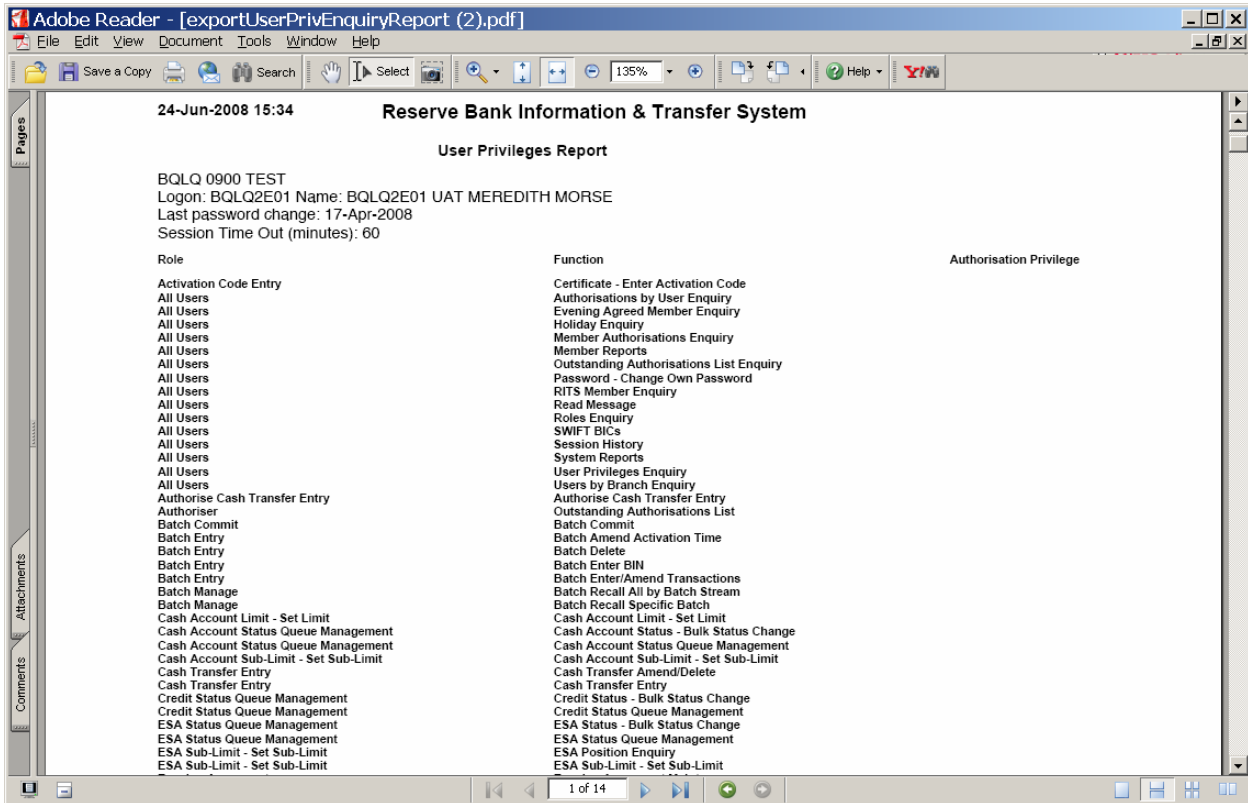
3.2   User Privileges Report selection screen

Select **Member Reports** from the reports menu. The following screen is displayed.
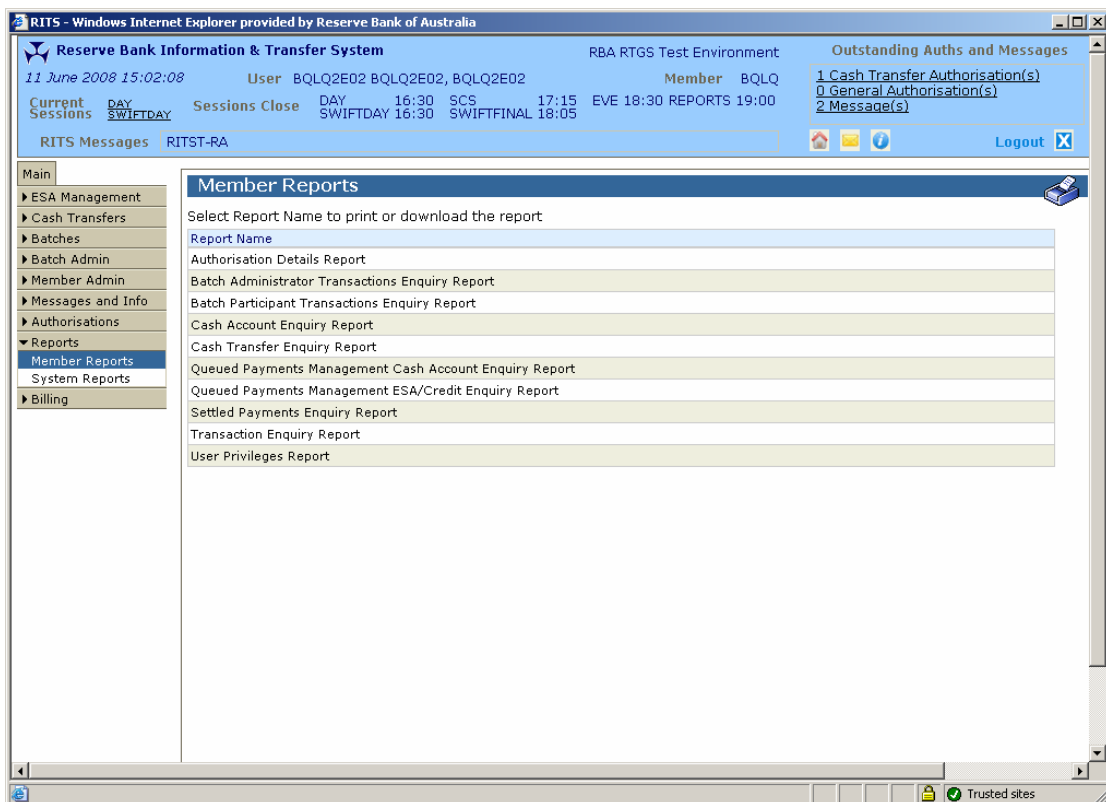
3.3   Example of the User Privileges Report

3.4   Report headings

Field	Description
Member name	Displays the member name.
Logon	Displays the user logon.
Name	Displays the user name.
Last password change	Displays the date when the user's password was last changed.
Session Time Out (minutes)	The period of time of no activity before the user is logged out automatically, i.e. 15, 30 or 60 minutes.
Role	The name of the role allocated to the user.
Function	The names of the functions in the role.
Authorisation Privileges	A 'Y' in the column indicates the user has the privilege to authorise the function.
Count	A count of the number of functions allocated to the user and the number of functions the user may authorise is provided at the bottom of the report.