

User Information on Demand Report

Access: ICD > Reporting > reportQ > Quick Reports > Administration > User Information on Demand

Description: An administrative report that provides a record of all ICD user IDs under your account that includes details such as their application accesses, last login dates, and statuses.

Selection Criteria:

- **Required.** Account Code
- **Optional.** Corporate Code, Customer ID

Additional Details: Available in Excel format only.

Tabs:

- **Active ICD Users.** Record of all active ICD users within your account
- **Deleted ICD Users.** Record of all deleted ICD users within your account
- **Blocked ICD Users.** Record of all blocked ICD users within your account
- **Change Password ICD Users.** Record of all ICD users that have requested a password change
- **User with Application Access.** Record of ICD users' application access in ICD
- **Application Access with Users.** Record of ICD applications that user have access to
- **ICD Users – Recap of Active.** Record of all active ICD users within your account

Field Descriptions:

Field	Description
Account Number	5-digit alphanumeric code assigned by Comdata
Account Name	Name assigned to your account. For example, your company's name.
User ID	ICD user ID
Cust ID	5-digit alphanumeric code assigned to your account
Cust Name	Name assigned to a customer ID. For example, a division in your company.
User Status Flag	User's ICD status (Active, Blocked, Deleted, Change Password)
Email Address	Email address associated to the user ID
User IP Address	IP address associated to the user ID
User ID Created Date	Date the user ID was created, mm/dd/yyyy
Last Login Date	Date the user last logged into ICD, mm/dd/yyyy
Days Since Last Login	Total number of days since the user last logged into ICD
Masked Flag	Y - Masks card numbers within ICD (default value) N - Unmasks card numbers in ICD
Full Name	First and last name of the user
Application Access	Name of application. For example, Card Maintenance.
Application Access Description	Description of the application or the access the user has within the application. For example, Card Maintenance Fleet Limits.