

# **RESERVE BANK INFORMATION AND TRANSFER SYSTEM**

## **User Access Reporting User Guide**

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**April 2025**





## RITS

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## **1. USER ACCESS REPORTING**

### **1.1 Overview**

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

### **1.2 Available reports**

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- **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.

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## 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.

RITS - Windows Internet Explorer provided by Reserve Bank of Australia

Reserve Bank Information & Transfer System RBA RTGS Test Environment Outstanding Auths and Messages

11 June 2008 15:01:39 User BQLQ2E02 BQLQ2E02, BQLQ2E02 Member BQLQ

Current Sessions DAY SWIFTDAY Sessions Close DAY 16:30 SCS 17:15 EVE 18:30 REPORTS 19:00

RITS Messages RITST-RA

Logout

Main

- ▶ ESA Management
- ▶ Cash Transfers
- ▶ Batches
- ▶ Batch Admin
- ▶ Member Admin
- ▶ Messages and Info
- ▶ Authorisations
- ▼ Reports
  - Member Reports
  - System Reports**
  - Billing

System Reports

Enquiry Filter

Date 11-Jun-2008 Find Clear

Report	Date/Time created	Date/Time printed	Printed By	Select to View/Download	Select to Print
INTERIM CASH SUMMARY:ALL STATES	11-Jun-2008 07:07			Download	
INTERIM CASHLIST:STATE-BASED	11-Jun-2008 07:07			Download	
MEMBER AUDIT DETAILS REPORT	11-Jun-2008 07:07			View	

Submit Cancel

### 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 rtgs_memaud_rpt.sql/01		RBA RTGS Test Environment 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		perry1@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	perry1@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	PREENROL	Pre-enrolment	BARB2010		PRE_ENROLLED
12:01:55	RBA	CANCEL_PREENROL	Cancel Pre-enrolment	BARB2013	PRE_ENROLLED	
12:08:20	BARB2E14	UPDATE	Collect certificate	BARB2E14-bd5547dc89eb9f201a6a9f21b10923	Pre-enrolled	Collected
12:13:36	RBA	Modify	Change user password	BARB2E14	*****	*****
12:13:36	RBA	APPROVE_CERT	Activate Certificate	BARB2E14 - 00bd5547dc89eb9f201a6a9f21b10923	COLLECTED	ACTIVE

## 2.4 Report headings

Field	Description
Time	RITS timestamp when the RITS action was completed.
User Id	The party entering the requested action.
Action	<p>The type of RITS action invoked by the request:</p> <ul style="list-style-type: none"> <li>• INSERT – add a new user.</li> <li>• UPDATE – change user details or collect RITS digital certificate by user.</li> <li>• MODIFY – change a user password.</li> <li>• PREENROL – enter user details to acquire a RITS digital certificate.</li> <li>• CANCEL_PREENROL – cancel pre-enrolment of RITS digital certificate.</li> <li>• APPROVE_CERT – activate RITS digital certificate.</li> <li>• REVOKE_CERT – revoke RITS digital certificate.</li> <li>• CA_REVOKE_CERT – revoke RITS digital certificate.</li> <li>• OVERRIDE – pre-expire user's password.</li> </ul>



Field	Description
	Note: REVOKE_CERT and CA_REVOKE_CERT both display when the revoke action is performed.
<b>Description</b>	Description of line item for that type of action.
<b>Object</b>	The User Id or certificate targeted by the action.
<b>Old Value</b>	Value before the completed action (e.g. Pre-enrolled).
<b>New Value</b>	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
<b>Create a new user</b>	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
<b>Change user first name</b>	RBA* or Authorised Member user	UPDATE	User FirstName
<b>Change user last name</b>	RBA* or Authorised Member user	UPDATE	User LastName



User access activity	Line items displayed		
	User Id	Action	Description
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 role	RBA* or Authorised Member user	INSERT or DELETE	User role
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_PREENROL	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_CERT	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 authorisation privileges for specific functions	RBA* or Authorised Member user	INSERT or DELETE	Change user authorisation privileges



User access activity	Line items displayed		
	User Id	Action	Description
Change user password by RBA	RBA*	MODIFY	Change user password
Pre-expired user password	RBA*	OVERRIDE	Change user password
Select unsolicited advices (pre- and post-settlement)	User	INSERT or DELETE	Unsolicited advices: PRE-Settlement Advice
	User	INSERT or DELETE	Unsolicited advices: POST-Settlement Advice

\* The action is taken by the RBA upon request.

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





### 3. USER PRIVILEGES REPORT

#### 3.1 Key points

This report covers:

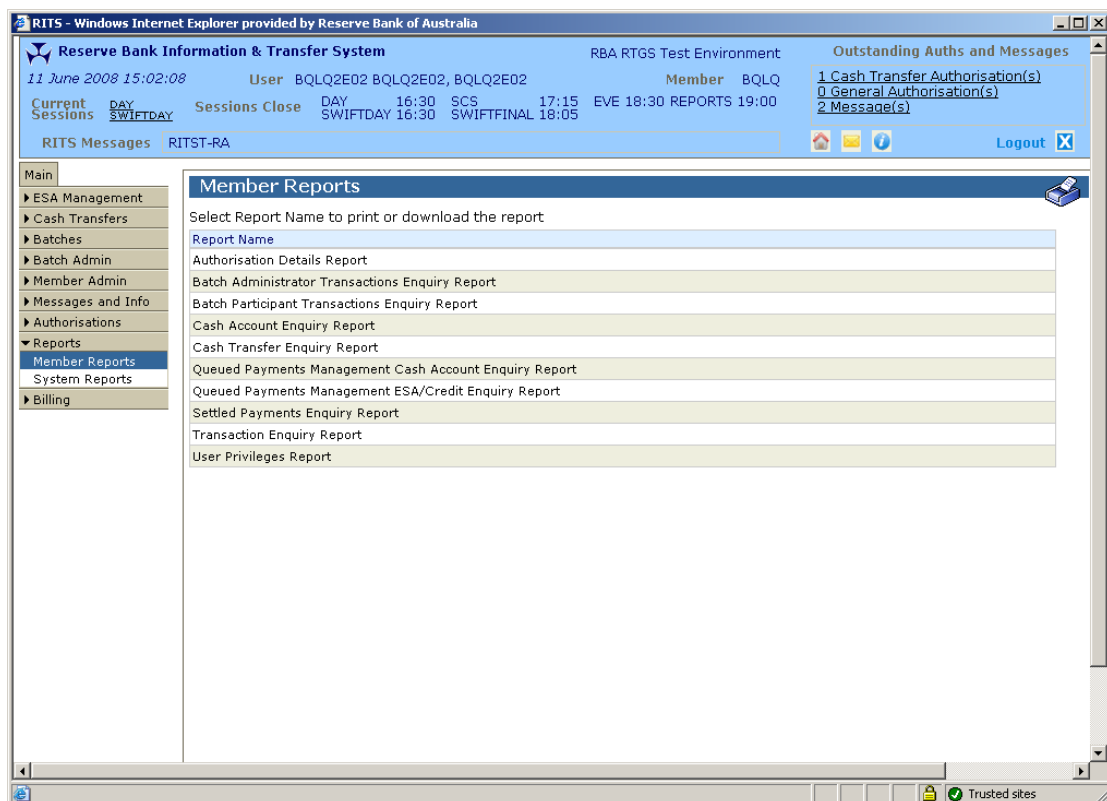
- the roles and functions allocated to each user and the functions that the user may authorise;
- the time and date when the user last changed their password; and
- the session time-out period set.

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 (in both PDF and excel format) from the Member Reports tab.

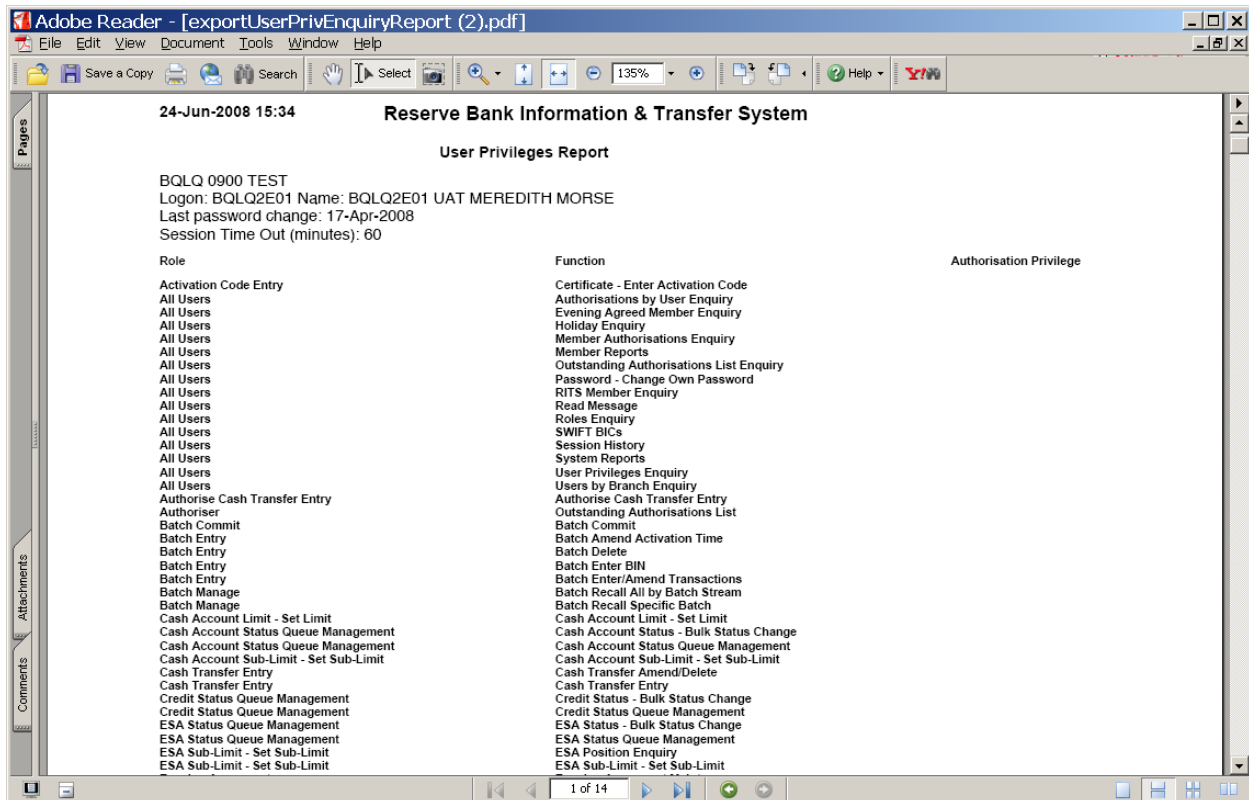
#### 3.2 User Privileges Report selection screen

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