

# Xplan Two Factor Authentication (2FA) Report

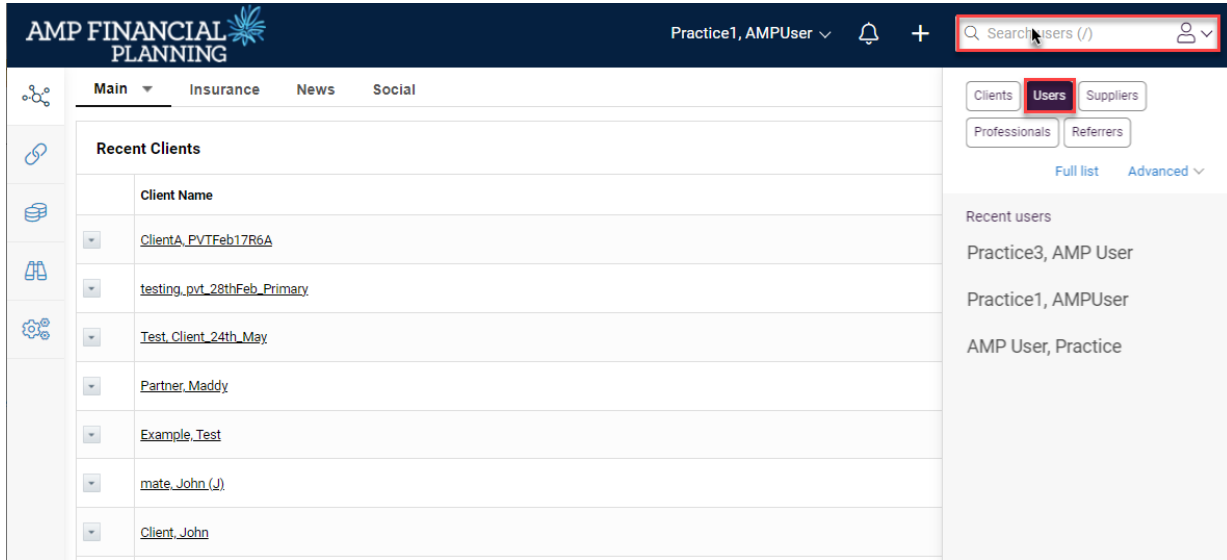
User Guide  
V1.0

# 1. Introduction

Running this report in Xplan will provide practices with an overview of their users Two Factor Authentication (2FA) status.

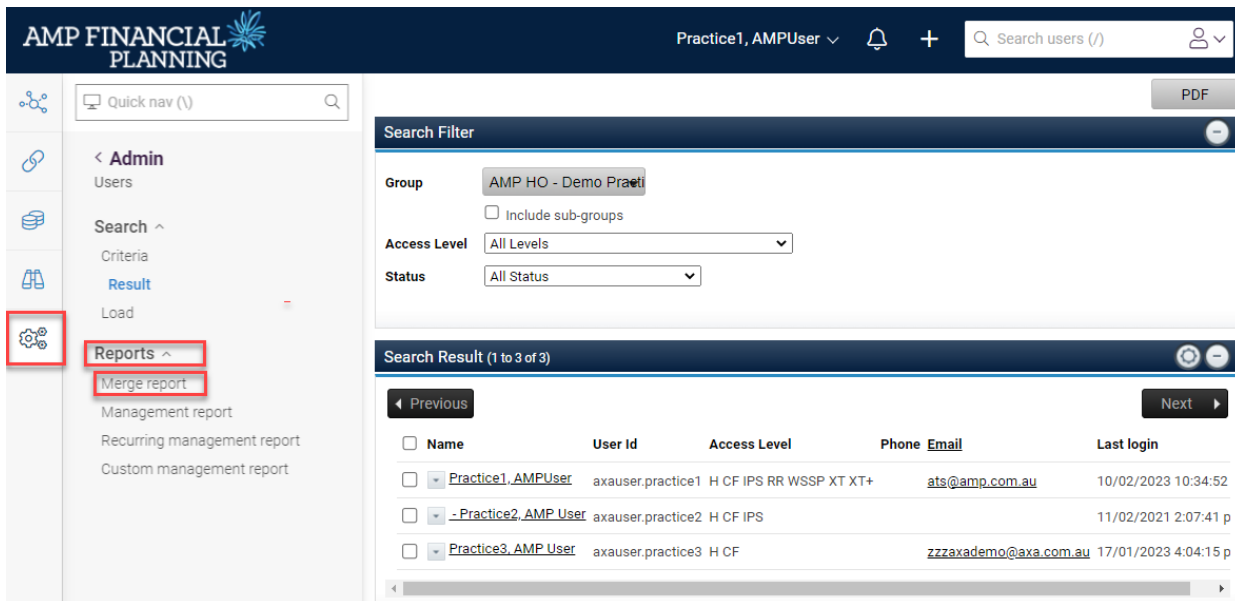
## 2. How to run the user report

In the top right hand corner of the screen place your cursor into the search box. Click on **Users** and hit **Enter** on your keyboard

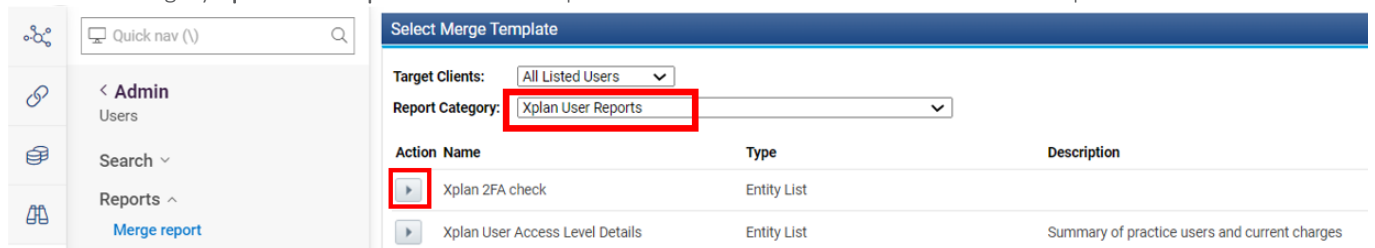


A list of users for the practice will load.

Navigate to the cog wheel in the left-hand panel and click on **Reports > Merge Report**



Select the category **Xplan User Reports** from the drop down menu. Click on the arrow next to the report



Click **Execute**

The report will now start generating and when it is ready for download it will be available in the notification bell at the top of the screen. Click on the **notification bell** and download the report

AMP Advice Technology Support + Search users (/)

Quick nav (\\)

Report Setup ^

- Select Fields
- Variables
- Options

Select Template Files

Select the template files that you wish to include/exclude during a report merge.

- Selected template files will be concatenated to form one single output file.
- There must be at least one template file selected for merge.

<input checked="" type="checkbox"/>	Name	Description
<input checked="" type="checkbox"/>	Xplan 2FA check report.xlsx	

Edit Template **Execute**

AMP Xplan - Work - Microsoft Edge

https://amp.xplan.iress.com.au/home/user...

Action Close

Sender: AMP Advice Technology Support  
 Received: 14/02/2023 4:55:52 pm  
 Subject: Xplan 2FA check Merge Report Result

The merge report requested to be generated at 14/02/2023 4:55:52 pm is now ready to be downloaded.

**Download Report**

Template: Xplan 2FA Check  
 Generation Time: 0.128 sec  
 Conversion Time: 1.221 sec

Open the Excel file and click on "Enable Editing"

**PROTECTED VIEW** This file has been verified by Microsoft Defender Advanced Threat Protection and it hasn't detected any threats. If you need to edit this file, click enable editing. **Enable Editing**

	B	C	D	E	F	G	H
	User Name	User Access Level	2FA Activated	2FA Activation Date	2FA Device Type		
1							
2	Advice Technology Support, AMP	AMP Financial Planning Tools Support					
3	Practice1, AMPUser	H CF IPS RR WSSP XT XT+					
4	- Practice2, AMP User	H CF IPS					
5							

After you have clicked on enable editing the user details will populate into the report

	A	B	C	D	E	F
	Xplan Entity ID	User Name	User Access Level	2FA Activated	2FA Activation Date	2FA Device Type
1						
2	4266765	Advice Technology Support, AMP	AMP Financial Planning Tools Support			
3	513922	Practice1, AMPUser	H CF IPS RR WSSP XT XT+			
4	520075	- Practice2, AMP User	H CF IPS			
5						