## **Multi-Factor Authentication (MFA) Status Report**

### **OVERVIEW**

The Multi-Factor Authentication (MFA) Status Report provides the MFA status (enabled or disabled) for each User account.

NOTE: The MFA Status Report is only available for Admin and Management Users.

### Users

Admin and Management Users.

#### To run an MFA Status Report:

1. Select Reports from the left side.

The Reports page opens. (default is Contacts tab)

Syncore 🤝 🛛 🗏	gease v 1 🕈 👘 🌖 Monica Lunzmann (Administrative) 🗸 🕞
🗩 Give Feedback	in Home → Reports
Quick Search Q	Across Q. Search
# Home	🐭 Contacts 🕮 Activities 💲 Sales 🐞 Jobs 📢 Marketing 🕍 TSC 🗮 Finance 🍷 Inc 🙎 🖉 Admin
🔮 Contacts <	User India Info Salect a report to continue
Activities <	Lat divers
\$ Sales <	Daily Reports Dely Manth Program Reports
Reports	
Suppliers	3 List of MR barrs enabled exactly
1 Products <	
🖿 Jobs <	
Finance <	
Resources <	
🌲 User Settings	
Syncore Settings	

2. Select **Admin** from the top row.

The Admin Reports are displayed in the left column.

3. Select **MFA Status**.

The MFA Status Report page opens.

Syncore 🧬	≡	gease v1 🗗					ő	🌒 🛛 Monica Lunzmann (Administrative) 🗸 🕞
🗩 Give Feedback		# Home > Reports						<b>/⊅</b> Help ∨
Quick Search	5	ACTIONS Q Search						
# Home		營 Contacts	📓 Jobs 🛛 📢 Marketing 🔛 TS	C 🖬 Finance	T Incentives	🖉 Admin		
🖀 Contacts	<	User Profile Info	MFA Status					
E Activities	<	List of users.		Users	all			Document last modified: 31 Augus
\$ Sales	<	Daily Reports Daily / Monthly Progress Reports		4	Enabled     Disabled			
🕮 Reports					Obisabled			
Suppliers		List of MFA Users: enabled/disabled						
10 Products	<							
Jobs	<							
Finance	<							
r Resources	<							
🛔 User Settings								
Syncore Settings								

- 4. Choose the status for the Users:
  - All (default): for both MFA Enabled and Disabled Users
  - Enabled: MFA enabled Users only
  - **Disabled**: MFA disabled Users only.
- 5. Select **Search** in the ACTIONS bar.

The MFA Status Report opens.

Syncore <i>S</i>	≡	@ease v1 C*				m 🌒	Monica Lunzmann (Administrative) 🗸 📑			
🗩 Give Feedback		n# Home > Reports > MFA Status								
V Quick Search	۹	Across DExcel Select to download								
# Home		Report: MFA Status								
and Constants		Criteria Status Type: [All]	Select colur	nn to sort		Select to filter results				
Activities	· ·	Drag a column header and drop it here to group by that column	↓ ↓							
		Name T	Email T	Role T	MFA Status T	Date Changed	Last Changed Document last modified: 31 August			
\$ Sales	<	Dan Rochette	drochette@facilisgroup.com	Administrative	Disabled	No information	No information			
Reports		Martin Weber	mweber@facilisgroup.com	Administrative	Disabled	No information	No information			
d Suppliare		Dennis Battern	dennis.battern@gatewaycdl.com	Management	Disabled	No information	No information			
ee oopprers		Cathy Anderson	cathy.anderson@facilisgroup.com	Administrative	Disabled	No information	No information			
Products	<	Sue Patrick	sue.patrick@gatewaycdi.com	Management	Disabled	No information	No information			
Lobs		Sheila Vallowe	sheila.vallowe@gatewaycdi.com	Finance	Disabled	No information	No information			
		Chuck Fandos	cfandos@facilisgroup.com	Administrative	Disabled	No information	No information			
Finance	<	FGS Learn	fgs1@facilisgroup.com	Administrative	Disabled	No information	No information			
Resources	<	merchandise merchandise	drochette@promomedia.com	Management	Disabled	No information	No information			
		Merchandise One	merchandise@gatewaycdi.com	Management	Disabled	No information	No information			
User Settings		Heather Frein	heather.frein@gatewaycdi.com	Sales Rep	Disabled	No information	No information			
Syncore Settings		Ashley McCune	amccune@facilisgroup.com	Administrative	Disabled	No information	No information			
		Jon Pickering	jon.pickering@gatewaycdi.com	Management	Disabled	No information	No information			
		Sara Jezik	sara.jezik@gatewaycdi.com	Graphic Designer	Disabled	No information	No information			
		Henry Bui	henry.bui@gatewaycdi.com	Finance	Disabled	No information	No information			
		Kirsten Rodriquez	krodriquez@facilisgroup.com	Administrative	Disabled	No information	No information			
		Matthew Lamb	mlamb@facilisgroup.com	Administrative	Disabled	No information	No information			
		Facilis Group	conrad.franey@gatewaycdi.com	Administrative	Disabled	No information	No information			
		Jenna Michaels	jenna.michaels@gatewaycdi.com	Graphic Designer	Disabled	No information	No information			
		Jennifer Paquette	jpaquette@facilisgroup.com	Administrative	Disabled	No information	No information			
		Dawn Lipe	dawn.lipe@gatewaycdi.com	Finance	Disabled	No information	No information			
		Paul Heinlein	pheinlein@facilisgroup.com	Administrative	Disabled	No information	No information			

- 6. Select (filter icon) on any column to filter the results.
- 7. Choose the filter criteria from the dropdown menus.

- 8. Select:
  - Clear to undo your selections
  - Filter to filter the data in the column.

#### **MFA Status Report**

The MFA Status Report displays the following information in columns from left to right:

- Name
- Email
- Role
- MFA Status
- Date Changed
- Last Changed By.

The MFA Status Report displays total count of MFA enabled and disabled Users at the bottom of the page.

TIONS Excel	pheinlein@facilisgroup.com	Administrative	Disabled	No information	No information
m Burton	kim.burton@gatewaycdi.com	Finance	Disabled	No information	No information
ndy C Altes	caltes@facilisgroup.com	Graphic Designer	Disabled	No information	No information
aniel Schumer	daniel.schumer@gatewaycdi.com	Finance	Disabled	No information	No information
ndy Conley	rconley@facilisgroup.com	Administrative	Disabled	No information	No information
endy WellsUS	wwells@facilisgroup.com	Administrative	Disabled	No information	No information
co Falcone	rfalcone@facilisgroup.com	Graphic Designer	Disabled	No information	No information
son Office	joffice@facilisgroup.com	Graphic Designer	Disabled	No information	No information
elan Jaffray	gleckie@facilisgroup.com	Graphic Designer	Disabled	No information	No information
ve Skinner	dskinner@facilisgroup.com	Graphic Designer	Disabled	No information	No information
st SalesRep	ashley.mccune@gatewaycdi.com	Sales Rep	Disabled	No information	No information
edre Bubeleviciene	giedre@facilisgroup.com	Administrative	Disabled	No information	No information
urtney HartleUS	chartle@facilisgroup.com	Administrative	Disabled	No information	No information
ole Headrick	nheadrick@facilisgroup.com	Graphic Designer	Disabled	No information	No information
Leinauer	pleinauer@facilisgroup.com	Administrative	Disabled	No information	No information
shua Eday	jeday@facilisgroup.com	Graphic Designer	Disabled	No information	No information
ki Tucci	ntucci@facilisgroup.com	Graphic Designer	Disabled	No information	No information
berly Hubbard	khubbard@facilisgroup.com	Administrative	Disabled	No information	No information
ce Damaren	bdamaren@facilisgroup.com	Administrative	Disabled	No information	No information
o Fob	rfalcone@facilisgroup.com	Graphic Designer	Disabled	No information	No information
xis Aubry	aaubry@facilisgroup.com	Administrative	Disabled	No information	No information
S Artwork	fgs@facilisgroup.com	Graphic Designer	Disabled	No information	No information
rk Hoskins	tribe@neomunx.com	Administrative	Disabled	No information	No information
S Josh	joshua@facilisgroup.com	Graphic Designer	Disabled	No information	No information
m Conlan	lconlan@facilisgroup.com	Administrative	Enabled	No information	No information
net Jennewein	jjennewein@facilisgroup.com	Administrative	Disabled	No information	No information
nnis Jensen	dennisjensen@rogers.com	Administrative	Disabled	No information	No information
McCrady	jpaquette@facilisgroup.com	Administrative	Disabled	No information	No information
ed Peck	jpeck@facilisgroup.com	Graphic Designer	Disabled	No information	No information
I(s) 7572		Total	Enabled: 8 Disabled: 7564		

#### To sort columns:

- Select the column title to sort the column alphabetically: Column is sorted A-Z or lowest to highest number.
- 2. Select again to sort in reverse order.
- 3. Select once again to return to original order.

### To group columns to adjust how the MFA Status Report data is grouped:

- Drag and drop the column header(s) into the field above the Report.
   The data in the MFA Status Report will be reformatted to reflect your selection(s).
- 2. Select the X beside the column header to undo.

希 Home > Reports > MFA Status									
2 P Evel									
🗅 Report: MFA 🗄	Status								
Criteria Status	s Type: [All]								
	Descended and	a demonstration of the second							
- Role ×	MFA Status ×	columns here to group							
	Name	۲ Email ۲	Role	r MFA Status r	Date Changed T	Last Changed By T			
Role: Admini	Role: Administrative								
	MFA Status: Disabled								
	Dan Rochette	drochette@facilisgroup.com	Administrative	Disabled	No information	No information			
	Martin Weber	mweber@facilisgroup.com	Administrative	Disabled	No information	No information			
	Cathy Anderson	cathy.anderson@facilisgroup.com	Administrative	Disabled	No information	No information			
	Chuck Fandos	cfandos@facilisgroup.com	Administrative	Disabled	No information	No information			
	FGS Learn	fgs1@facilisgroup.com	Administrative	Disabled	No information	No information			
	Ashley McCune	amccune@facilisgroup.com	Administrative	Disabled	No information	No information			
	Kirsten Rodriquez	krodriquez@facilisgroup.com	Administrative	Disabled	No information	No information			
	Matthew Lamb	mlamb@facilisgroup.com	Administrative	Disabled	No information	No information			
	Facilis Group	conrad.franey@gatewaycdi.com	Administrative	Disabled	No information	No information			
	Jennifer Paquette	jpaquette@facilisgroup.com	Administrative	Disabled	No information	No information			
	Paul Heinlein	pheinlein@facilisgroup.com	Administrative	Disabled	No information	No information			
	Randy Conley	rconley@facilisgroup.com	Administrative	Disabled	No information	No information			
	Wendy WellsUS	wwells@facilisgroup.com	Administrative	Disabled	No information	No information			
	Giedre Bubeleviciene	giedre@facilisgroup.com	Administrative	Disabled	No information	No information			
	Courtney HartleUS	chartle@facilisgroup.com	Administrative	Disabled	No information	No information			
	Pat Leinauer	pleinauer@facilisgroup.com	Administrative	Disabled	No information	No information			
	Kimberly Hubbard	khubbard@facilisgroup.com	Administrative	Disabled	No information	No information			
	Bruce Damaren	bdamaren@facilisgroup.com	Administrative	Disabled	No information	No information			
	Alexis Aubry	aaubry@facilisgroup.com	Administrative	Disabled	No information	No information			
	Mark Hoskins	tribe@neomunx.com	Administrative	Disabled	No information	No information			
	Janet Jennewein	jjennewein@facilisgroup.com	Administrative	Disabled	No information	No information			
	Dennis Jensen	dennisjensen@rogers.com	Administrative	Disabled	No information	No information			
	Dan McCrady	jpaquette@facilisgroup.com	Administrative	Disabled	No information	No information			

### To download the MFA Status Report:

 Select Excel in the ACTIONS bar to export the MFA Status Report. The MFA Status Report will download to your device.