Running DSA reports in Enterprise Reporting

In this simulation, you will practice the steps for accessing DSA reports in Enterprise Reporting.

NOTE: You will need the UF_ER_PA_APPLICATION_ACCESS role to access these reports.

1. Navigate through Nav Bar > Main Menu > Enterprise Reporting > Access Reporting

2. Click the Application Access link.

3. Notice the various reports that are available to assist DSAs in their work.

4. Click the Denied Security Requests by Department link.

5. Enter the desired information into the Enter all or part of the Department Code: field. Enter a valid value e.g. "6201".

6. Click the Finish button.

7. Click the Open button.

8. The Approver Comments in this report are particularly helpful. Here you will often find explanations about why roles were denied.

9. Click the Return link to return to the Application Access screen.

10. The other reports in Application Access function in a similar fashion as what you have just seen.

11. Click the Current Security by Department link.

12. Enter the desired information into the Department code field. Enter a valid value e.g. "6201".

13. Click the Finish button.
14. Click the **Open** button.

15. This report contains a list of all of the department's employees and their security roles.

16. Click the **Return** link.

17. Click the **Role Authorization by Role Name** link.

18. Enter the desired information into the **Search** field. Enter a valid value e.g. "**UF_EPAF**".

19. Click the **Search** button.

20. Click the **UF_EPAF_Level 1 Approver** list item.

21. Click the **Insert** button.

22. Enter the desired information into the **Search** field. Enter a valid value e.g. "**6201**".

23. Click the **Search** button.

24. Click the **62010900 - HR-CLASSIFICATION** list item.

25. Click the **Insert** button.

26. Click the **62010400 - HR-CENTRAL LEAVE** list item.

27. Click the **Insert** button.

28. Click the **62010100 - HR-VICE PRESIDENTS OFFICE** list item.

29. Click the **Insert** button.

30. Click the scrollbar.
31. Click the **Finish** button.

32. Click the **Open** button.

33. This report shows what employees have these two roles in the departments specified.

34. Click the **Return** link.

35. You have now completed the steps for accessing a few key DSA reports in Enterprise Reporting. The remaining reports in Application Access function in a similar fashion.