UF|Training & Organizational
Development
Human Resources
UNIVERSITY *of* FLORIDA

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.