

Running Security Reports in Enterprise Reporting

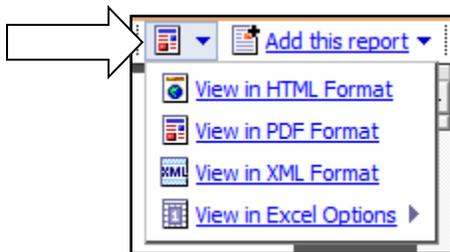
This guide is designed for Security Approvers for security authorization roles within the myUFL system. To complete the process described below, you must have the UF_SEC_APPROVER and UF_ER_PA_APPLICATION_ACCESS roles in myUFL. For a complete coverage of Security Approver content and skills, see the following online course: BRG300 Security Role Approvers.

In this guide, you will practice the steps for accessing security reports in Enterprise Reporting.

Login to **myUFL**:

- Open an internet browser
- Navigate to my.ufl.edu
- Click the Access myUFL button
- Enter your GatorLink username and password
- Click the Login button

1. Click **Main Menu > Enterprise Reporting > Access Reporting**.
2. Click the **Application Access** link. There are various security-related reports in this folder.
3. Click the **Current Security by Department** link. The Current Security by Department report provides a security list by Department ID, Employee ID, and Role. It also includes name, email address, security type, and last update/time.
4. Enter all or part of a Department Code into the provided field. In this example, enter "**6201**".
5. Click **Finish > Open**. The report displays a complete listing of all security roles for all employees in the chosen department.
6. Click the **Keep this version** object. Notice you can view this report in various formats.



7. Click the **Return** button to return to the last page you were viewing in Enterprise Reporting.



8. Click the **Role Authorization by Role Name** link. The Role Authorization by Role Name report allows you to search for security roles and identify which employees have them.
9. Enter all or part of a security role in the **Search** field. In this example, enter "**UF_AP**".
10. Click the **Search** button.

11. Click the **UF_AP_VOUCHER_PROCESSOR** list item.
12. Click the **Insert** button.
13. Enter all or part of a Department ID into the **Search** field. In this example, enter "**6201**".
14. Click the **Search** button.
15. Click the **Select all** link.
16. Click the **Insert** button.
17. Click the **Finish** > **Open**. The report lists all employees with the UF_AP_VOUCHER_PROCESSOR role for the department specified.
18. Click the **Return** button.
19. Click the **Conflicting Roles by Date Range** link. The Conflicting Roles by Date Range report allows you to specify a date range and produce a list of employees, who have approved role conflicts.
20. Specify a start date and end date on the provided calendars.
21. Click the **OK** button. This report shows employees, who had role conflicts approved during the specified date range.
22. Click the **Return** button.
23. Click the **Conflicting Roles by Role Name** link. The Conflicting Roles by Role Name report allows you to search for a security role and identify those individuals who have the role (and a role that conflicts with it).
24. Enter all or part of a role name into the **Search** field. In this example, enter "**UF_AP**".
25. Click the **Search** button.
26. Click the **UF_AP_APPROVER** list item.
27. Click the **Insert** button.
28. Enter all or part of a Department ID into the Search field. In this example, enter "**1901**".
29. Click the **Search** button.
30. Click the **Select all** link.
31. Click the **Insert** button.
32. Click the **Finish** button. In this example, the report shows one employee, who has the UF_AP_APPROVER role and a role that conflicts with it.
33. Click the **Return** button.

In this guide, you practiced the steps for accessing security reports in Enterprise Reporting. **NOTE:** You will need the UF_ER_PA_APPLICATION_ACCESS role to access these reports.

If you need help with...

--Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.

--Security issues, contact the Enterprise Systems Security Team at . IT-ES Security.