Running Package Access Reports for Package Custodians

Package Access reports enable package custodians to learn who has access to their package(s). The report indicates the type of capability granted to the user. If access has been granted to a secured folder(s), the secured folder(s) are also listed in the report.
Package Access Reports – for Package Custodians Only

Package Access reports enable package custodians to learn who has access to their package(s). The reports indicate the type of capability granted to the user. If access is given to a secured folder(s), the specific secured folder(s) are also listed in the report. The types of reports include:

- **Package Access and Package Access – HTML Version**: These reports enable the package custodian to view the LDAP IDs that have Cognos capability and secured folder access within a specific package. The first Package Access report is run to PDF format, and the second to HTML format as the report name indicates.

- **LDAP ID Access**: This report enables the package custodian to search on one or more user LDAP IDs to determine their Cognos capability and secured folder access.
The CeDAR Website

Our website communicates information to the Princeton Community, regarding the Information Warehouse (IW) including:

- Who to contact to gain access to reports
- Cognos outages and downtimes
- Data loading discrepancies

The URL to the CeDAR site is [https://cedar.princeton.edu](https://cedar.princeton.edu).

The Information Warehouse can be accessed several ways:

- Click the link at the top of the CeDAR homepage to **Enter the Warehouse**.
- Click the **IW & Tools** tab on the homepage menu: [https://cedar.princeton.edu/iw-tools](https://cedar.princeton.edu/iw-tools). This will lead you to a list of URLs to choose from.
- Choose **Information Warehouse** from the shortcuts listed on the right navigation of the homepage.
Logging into Cognos Analytics
To log into Cognos Analytics (the Information Warehouse), choose any of the methods on the previous page. You will need to authenticate with a valid Princeton NetID and password to enter the Warehouse.

Logging into the Information Warehouse from an offsite location (off of the Princeton Network) will require you to use a Princeton Secure Remote Access (SRA/VPN) Connection.

Additional Ways to Enter the Information Warehouse
In addition to logging in via the CeDAR website, users enter the Warehouse in several other ways. Reports can be accessed through external links, PeopleSoft or STRIPES, and/or bookmarked/favorited URLs. Reports are frequently accessed directly from the Princeton Prime Financials Reporting tile found on www.princeton.edu/prime.

Finance and Treasury offers additional reference materials (guides, step by steps, and videos) for ease of navigation and convenience. https://finance.princeton.edu/how-to/prime-information-training/

If you have any questions or concerns you can contact the Financial Service Center.
Navigating to the Package Access Reports Folder

1) When logged in navigate to the **Package Access - Reports**.
   Path: Team Content >Package Access – Reports

2) Select the **Team Content** folder in the left navigation pane (4 icons down).
3) When the fly-out window opens select **Package Access – Reports**.
   You will be able to see all the packages that you have been given access to in this window.
4) Click on **Package Access – Reports** to open the folder.

Running the Report – Package Access

This report enables the package custodian to search by package to view by Cognos capabilities and secured folder access the users within each group.

1) Go to the right of the **LDAP(s) ID Access** report name and select the **More (...)** button, which will open a pull-down menu. Select **Run as**.
The **Run as** window opens. The **Run as** default format is to **.PDF**.

2) Select the **Run** button to run the report.

3) The **Package Access Prompt** window opens.

4) Select the **Package** that you are searching on.

5) Select **Run Report** at the bottom of the prompt page.
Report Output

1) The report output appears in the same browser window.
2) The report lists the LDAP user ids within a specific capability, totaling the number of users at the end of each section.
3) The date and time that the report was run is indicated in the report footer.
Downloading or Printing your Report

You may **Download** or **Print** the report from the Report output window.

1) Go to the orange toolbar on the top right. As your cursor nears the toolbar another toolbar will appear. Here you may **Rotate** the report, **Download** the report, or **Print** the report.

Running the Report – LDAP ID Access

This report enables you to search by one or more users to determine their Cognos capability and secured folder access.

1) Go to the right of the **LDAP(s) ID Access** report name and select the **More (…)** button, which will open a pull-down menu. Select **Run as**.
The **Run as** window opens.

The **Run as** default format is to **.PDF**.

2) Select the **Run** button to run the report.

3) The **Prompt** window opens.

4) Under **Keywords** enter the **LDAP ID** that you are searching on.

5) Select the **Search** button to the right of the search window.

6) If there is an **LDAP ID** matching your search it will populate in the **Results** window.

7) Highlight the **LDAP ID** in the left window.

8) Click the **Insert** button between both windows to populate the **LDAP ID** into the **Choice** window.

9) You may add one or more **LDAP IDs** to the **Choice** window.

10) In the bottom left of the prompt page select **Run Report** when ready.
Report Output

1) The report output appears in the same browser window
2) The left column of the report displays the **Capability Access** within a specific package for one user. It is possible for the same user to have one type of capability in one package, and a different capability in another package.
3) The right column of the report displays the **Secured Folder Access** a user has within each package, indicating the **Folder(s)** within a **Package**.
4) The date and time that the report was run is indicated in the report footer.

![Cognos Capability & Secured Folder Access for LDAP ID(s)](image)

**Cognos Capability & Secured Folder Access for LDAP ID(s)**

Access is as of yesterday’s date.

<table>
<thead>
<tr>
<th>Capability Access</th>
<th>Secured Folder Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Data · Dashboard Story and Report Authoring Access</td>
<td>Student Records Package · Registrar Reports</td>
</tr>
<tr>
<td>(Package Custodians receive access to all reports and Secured Folders inside their Package.)</td>
<td>Total Secured Folders in Student Records Package: 1</td>
</tr>
<tr>
<td>Total Capabilities: 1</td>
<td>Training Data Package · Cognos Analytics Class Reports</td>
</tr>
<tr>
<td></td>
<td>Total Secured Folders in Training Data Package: 1</td>
</tr>
<tr>
<td></td>
<td>Total Secured Folders (Overall): 2</td>
</tr>
<tr>
<td>Auto-loaded University Financials Report Viewers Groups</td>
<td></td>
</tr>
</tbody>
</table>

**Downloading or Printing your Report**

You may **Download** or **Print** the report from the report output window.

1) Move your cursor to the orange toolbar on the top right of the report window.

As your cursor nears the toolbar another toolbar will appear.

Here you may **Rotate** the report, **Download** the report, or **Print** the report.
Return to the Welcome Page

2) To return to the Welcome page select the back arrow, located in the top left toolbar, above the orange toolbar.

3) From the Welcome page you can now see and access the LDAP ID Access report from the Recent pane. The Action menu is the same as the menu next to the report name, we just used to run the report.
Graduate School Access Reports

Note: If you work in the Graduate School the Grad School Access Reports folder in the Package Access – Reports folder contains the Graduate School Reports and Dashboards – Access Group Users report.

❖ When you run the report the default format setting is to Excel.
❖ The Security Group name column 1 is sorted alphabetically by Graduate Department.
❖ The Member Netid column 2 is also sorted alphabetically by netid within the department.
❖ The Name column 3 is formatted last name, first name, middle initial.

Exiting Cognos

4) When ready to exit the environment click on the Person Menu icon in the top right of the orange toolbar.
5) Select Sign out from the pull-down menu and follow the prompts.