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Cognos Analytics Folder Approvers & Responsibilities

Wendi Lewis - 2020-09-09 - 0 Comments - in Cognos Analytics

This article is for users who approve (or deny) [Cognos Analytics access requests](#).

Approver Roles

Cognos Analytics is a folder-based application. This means reports are stored in folders and [users request access to a folder\(s\)](#) that contains the reports they need.

Folders typically have a set of 2 [approvers](#)—someone who will review a folder request and determine if it is appropriate to grant access to the individual requesting it.

- **primary approver**

main person who will approve (or deny) the request for access to the folder and related data

- **backup approver**

secondary person who will serve as the approver when the primary approver is unavailable (i.e. out of the office)

NOTE: If a folder provides access to multiple packages (data sources), a folder may have 2 approvers for each additional package.

Approver Responsibilities

1. Coordinate With Your Primary and Backup Approver Partner

If you are the primary approver, coordinate with your backup approver to approve requests when you will be out of the office.

2. Review Requests in a Timely Manner

The person requesting the folder may need access to the data to do their job. Be mindful not to delay in reviewing the request.

3. Consider if the Request is Appropriate

You must determine if it is appropriate to grant access to the user requesting the folder and the reports and data it contains. Come to agreement with your primary and backup approver partner on the criteria necessary to make an approval.

You may want to consider the following criteria.

User criteria	Example
Department	Some folders are intended only for users in a specific department(s). For example, the Registrar folder is only granted to users who work in the Office of the Registrar.
Has the user been granted access to a related application?	Some reports require the user to have access to the application where the underlying data originates. For example, to gain access to the Departmental Reports folder for academic departments, the user first needs to have access to Banner.
Position	Some content is intended for users in a certain level in the organization. For example, the OSP Senior Management reports may not be appropriate for an administrative assistant.

4. Approve or Deny a Request

You (both the primary and backup approver) will receive an email when a new request is submitted. Only one of you should respond.

Approval decision	Additional Action	What happens next?
✓ APPROVE	Reply all to the email with the word APPROVE. No further action from you is needed.	When all other folders requested on the ticket are approved, the request is sent to the Database Administration team for setup. Once setup is complete, the user will be notified.
✗ DENY	<ol style="list-style-type: none"> Email the user directly and explain why the folder request is not approved. Reply all to the access request email with the following: <ul style="list-style-type: none"> Type the word "DENY." Copy and paste the email you sent the user, so the ticket is documented with an explanation. 	<p>Are there other folders requested in the ticket?</p> <ul style="list-style-type: none"> No—Computing Accounts & Passwprds (CAP) cancels the ticket. Yes—CAP removes the rejected folder from the request. When all other folders requested on the ticket are approved, the request is sent to the Database Administration team for setup. Once setup is complete, the user will be notified.
Need more info	Reply to the email with additional information that you need in order to make a decision.	CAP will review your email and follow up accordingly.

List of Approvers & Backup Approvers

The following table lists the approvers and backup approvers for each folder.

Academic Technology Reports

- Academic Technology services analysis
- Academic Technology services

Catherine Zabriskie James Foley

Alumni Relations	Financial Records	Charlene Sweeney	
Athletics	Financial Records	Charlene Sweeney	
	Student (Departmental)	Sherry Gubata	Robert F. Fitzgerald
Banner Security Reports	BannerSecurity	Mary Lepry	Linnea Wolfe
BioMed Sponsored Projects Reports	Sponsored Projects	Martha Hagopian	Kerri Evans
Campus Life	Student	Sherry Gubata	Robert F. Fitzgerald
C-CURE Library Reports NOTE: This is actually Brown Card Entrance Activity > Library.	C-CURE Transactions	Katharine T. Barnes	Mary Heather Smith
CIS Asset Management Reports	CIS Asset Management	Linnea Wolfe	Paul Kelleher
CIS Data Science	<ul style="list-style-type: none"> • Admission • Student 	Paul Stey	Andras Zsom
CIS Developers		Jennifer Lane	John Spadaro
CIS Help Desk	<ul style="list-style-type: none"> • BannerSecurity • User License 	Mary Lepry	Linnea Wolfe
CIS Operations		Mary Lepry	Linnea Wolfe
CIS Production Services		Mary Lepry	Linnea Wolfe
CIS Salesforce Team	<ul style="list-style-type: none"> • Admission • Accounts Receivable • Continuing Education • Financial Aid • Student 	Monica Mandeville	Olivier Prince
Cognos Activity Audit Reports (CIS Only)	<ul style="list-style-type: none"> • Audit • User License 	Mary Lepry	Linnea Wolfe
Conflict of Interest Reports	Conflict of Interest	Martha Hagopian	Kerri Evans
Course Evaluation Reports	Course Evaluation	Besenia Rodriguez	Christopher Keith
Data Cookbook Reports	Data Cookbook	Mary Heather Smith	Katharine T. Barnes
Dean of College	<ul style="list-style-type: none"> • Student Package • Student (Departmental) 	Sherry Gubata	Robert F. Fitzgerald
DOC RO Reports (DOC Office only)	Student	Sherry Gubata	Robert F. Fitzgerald
DOF Reports	Student	Sherry Gubata	Robert F. Fitzgerald
Emergency Readiness	Student	Sherry Gubata	Robert F. Fitzgerald
Enrollment Management	Student	Sara Walsh	Christopher Keith
		Sherry Gubata	Robert F. Fitzgerald
Faculty Affairs Reports	<ul style="list-style-type: none"> • Faculty Appointments • Faculty Activity Reports (FAR) 	Meghan Hall	Joel Revill
Financial Records Reports (Legacy)	Financial Records	Charlene Sweeney	
Graduate School	<ul style="list-style-type: none"> • Accounts Receivable • Admission • Financial Aid • Student 	Ethan Bernstein	Vanessa Ryan
Graduate School Reports for Departments	<ul style="list-style-type: none"> • GSIM • GSIM Post 2015 • Student 	Ethan Bernstein	Vanessa Ryan
HR Legacy Reports	Human Resources	Kimberly Roskiewicz	
HR Online Employment System Legacy Reports	HR Online Employment System Legacy	Elizabeth Scotto	Courtney Pontbriand
IACUC Reports (Lab Animals Reports is automatically granted when IACUC Reports is approved)	<ul style="list-style-type: none"> • IACUC • Lab Animals 	Eugene Matullo	Keri Godin
InfoEd Security Reports	InfoEd Security	Martha Hagopian	Kerri Evans

Institutional Equity and Diversity Reports	Student n/a—folder owner	Sherry Gubatta Tim Harrigan	Rob Fitzgerald
Institutional Research	n/a—folder owner Admission FacultyAppt DataSource Student	Tracy Barnes Julia Bengochea Meghan Hall Sherry Gubata	Karen Baptist Annie Cappuccino Joel Revil Robert F. Fitzgerald
IRB Reports	IRB	Ita Irizarry	Keri Godin
Lab Animals Reports	Lab Animals	Eugene Matullo	Keri Godin
Labor Distribution Reports	Labor Distribution	Annabella Ramer Charlene Sweeney	Wendy Liang
Medical School OAFA	• Admission • Financial Aid	Carol-Ann Del Pico	Linda Gillette
MedRandR	• Student • Student (Departmental)	Carol-Ann Del Pico	Linda Gillette
Provost	Financial Records	Charlene Sweeney	
RAIS Senior Management Reports	Financial Records	Martha Hagopian	Kerri Evans
RAIS Sponsored Projects Reports	• Financial Records • Sponsored Projects	Martha Hagopian	Kerri Evans
Provost Financial Records	Financial Records	Charlene Sweeney Sara E Walsh	
Real Estate (Financial Records)	Financial Records	Charlene Sweeney	
Registrars Office	• Student (Departmental) • Student	Sherry Gubata	Robert F. Fitzgerald
Registrar Office Reports for Departments	Student (Departmental)	Sherry Gubata	Robert F. Fitzgerald
Scheduling Office	Event Scheduling	Jessica Teitelbaum	Robert F. Fitzgerald
Scheduling Office Reports for Departments	Event Scheduling	Jessica Teitelbaum	Robert F. Fitzgerald
School of Professional Studies Reports	• Accounts Receivable • Continuing Education • Financial Aid • Student	Danny Cordeiro	
School of Professional Studies Reports for Departments	• Admission • Accounts Receivable • Continuing Education • Financial Aid • Student	Danny Cordeiro	
School of Public Health Sponsored Projects Reports	Sponsored Projects	Martha Hagopian	Kerri Evans
Sponsored Projects Reports for Departments	Sponsored Projects	Martha Hagopian	Kerri Evans
Student Accounts	Accounts Receivable	Wynette J. Richardson	
UG FinAid Shared	Financial Aid	Kelly Duffy	Sean Ferns
Undergraduate Admission	Admission	Julia Bengochea	Annie Cappuccino

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