# Cognos Analytics Folder Approvers & Responsibilities

Wendi Lewis - 2024-01-24 - Comments (0) - Cognos Analytics

Cognos Analytics is a folder-based application. This means users request access to a folder(s) that contains the reports they need.

Folder Approvers

Each folder has a set of data stewards who approve (or deny) Cognos Analytics access requests.

| Folder | Package | Primary Approver | Backup Approver |
|---|---|---|---|
| Alumni Relations | Financial Records | Charlene Sweeney | |
| Athletics | Financial Aid | Sean Ferns | Kelly Duffy |
| | Financial Records | Charlene Sweeney | |
| | Student (Departmental) | Sherry Gubata | Robert F. Fitzgerald |
| Banner Security Reports | BannerSecurity | Chris Gordon | Linnea Wolfe |
| BioMed Sponsored Projects Reports | Sponsored Projects | Martha Hagopian | Kerri Godin |
| Brown Card Office Reports | Bear Bucks Legacy | Michael Leitao | Carleia Lighty |
| Campus Life | Student | Sherry Gubata | Robert F. Fitzgerald |
| C-CURE Library Reports (Path: Brown Card Entrance Activity > Library) | C-CURE Transactions | Katharine T. Barnes | Mary Heather Smith |
| CIS Developers | | Jennifer Lane | John Spadaro |
| CIS Help Desk | • BannerSecurity<br>• User License | Chris Gordon | Linnea Wolfe |

| Folder | Package | Primary Approver | Backup Approver |
|---|---|---|---|
| CIS Operations Center | | Chris Gordon | Linnea Wolfe |
| Cognos Activity Audit Reports (CIS Only) | • Audit<br>• User License | Chris Gordon | Linnea Wolfe |
| Conflict of Interest Reports | Conflict of Interest | Martha Hagopian | Kerri Godin |
| Course Cart | Student | Sherry Gubata | Robert F. Fitzgerald |
| Course Feedback Reports | • Course Evaluation<br>• TPAC Teaching Evaluation | Aaron Karp | Sydney Skybetter |
| Dean of College | • Student Package<br>• Student (Departmental) | Sherry Gubata | Robert F. Fitzgerald |
| Dining Services Reports | Dining Services Legacy | Tatum Ponte | Kelly Murphy |
| 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 |
| Faculty Affairs Reports | • Faculty Appointments<br>• Faculty Activity Reports (FAR) | TBD | Elizabeth Doherty |
| Financial Records Reports (Legacy) | Financial Records | Charlene Sweeney | n/a |
| Graduate School | • Accounts Receivable<br>• Admission<br>• Financial Aid<br>• Student | Mary Heather Smith | Ethan Bernstein |
| Graduate School Reports for Departments | • GSIM<br>• GSIM Post 2015<br>• Student (Departmental) | Mary Heather Smith | Ethan Bernstein |
| Graduate Student Events | • Admission<br>• Student | Mary Heather Smith | Susan Ely |

| Folder | Package | Primary Approver | Backup Approver |
|---|---|---|---|
| HR Legacy Reports | Human Resources | Kimberly Roskiewicz | n/a |
| HR Online Employment System Legacy Reports | HR Online Employment System Legacy | Elizabeth Scotto | Courtney Pontbriand |
| IACUC Reports<br>(Lab Animals Reports is automatically granted when IACUC Reports is approved) | • IACUC<br>• Lab Animals | Martha Hagopian | Keri Godin |
| InfoEd Security Reports | InfoEd Security | Martha Hagopian | Kerri Godin |
| Institutional Equity and Diversity Reports | Student | Sherry Gubatta | Rob Fitzgerald |
| | n/a—folder owner | Tim Harrigan | |
| Institutional Research | n/a—folder owner | Tracy Barnes | Karen Baptist |
| | Admission | Julia Bengochea | Tony Sylvester |
| | FacultyAppt DataSource | Tracy Barnes (delegated by Meghan Hall) | Karen Baptist (delegated by Meghan Hall) |
| | Student | Tracy Barnes (delegated by Rob Fitzgerald) | Karen Baptist (delegated by Rob Fitzgerald) |
| IRB Reports | IRB | Martha Hagopian | Keri Godin |
| Lab Animals Reports | Lab Animals | Martha Hagopian | Keri Godin |
| Labor Distribution Reports | Labor Distribution | Charlene Sweeney | n/a |
| Medical School OAFA | • Admission<br>• Financial Aid | Carol-Ann Del Pico | Linda Gillette |
| MedRandR | • Student<br>• Student (Departmental) | Carol-Ann Del Pico | Linda Gillette |

| Folder | Package | Primary Approver | Backup Approver |
|---|---|---|---|
| Pre-College and Undergraduate Programs Reports | Pre-College and UG Programs | Samuel Sumeracki | Jonathan Nogueira |
| Pre-College and Undergraduate Programs Departmental Reports | Pre-College and UG Programs | Samuel Sumeracki | Jonathan Nogueira |
| Provost | Financial Records | Charlene Sweeney | |
| RAIS Senior Management Reports | Financial Records | Martha Hagopian | Kerri Godin |
| RAIS Sponsored Projects Reports | • Financial Records<br>• Sponsored Projects | Martha Hagopian | Kerri Godin |
| Provost Financial Records | Financial Records | Charlene Sweeney | n/a |
| | | Sara E Walsh | n/a |
| Real Estate (Financial Records) | Financial Records | Charlene Sweeney | n/a |
| Registrars Office | • Student (Departmental)<br>• Student | Sherry Gubata | Robert F. Fitzgerald |
| Registrar Office Reports for Departments | Student (Departmental) | Sherry Gubata | Robert F. Fitzgerald |
| Residential Life Reports | Housing Assignment Legacy | Nick Greene | Amanda Surgens |
| Scheduling Office | Event Scheduling | Kestin Gussoff | Robert F. Fitzgerald |
| Scheduling Office Reports for Departments | Event Scheduling | Kestin Gussoff | Robert F. Fitzgerald |
| School of Public Health Sponsored Projects Reports | Sponsored Projects | Martha Hagopian | Kerri Godin |
| Sponsored Projects Reports for Departments | Sponsored Projects | Martha Hagopian | Kerri Godin |
| Student Accounts | • Accounts Receivable<br>• CASHNet v.522 and 5 SAR | Wynette J. Richardson | n/a |

| Folder | Package | Primary Approver | Backup Approver |
|---|---|---|---|
| Student Health Insurance Reports | • Accounts Receivable<br>• CASHNet v.522 and 5 SAR | Wynette J. Richardson | n/a |
| UG FinAid Shared | Financial Aid | Kelly Duffy | Sean Ferns |
| Undergraduate Admission | Admission | Julia Bengochea | Tony Sylvester |

Approver Roles

Folders typically have a set of 2 approvers—data stewards who will review a folder request and determine if it is appropriate to grant access to the individual requesting it. If the folder accesses multiple data sources, there may be additional folder approvers.

- **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 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 | Description |
|---|---|
| Department | Some folders are intended only for users in a specific department(s).<br>For example, the Registrar folder is only granted to users who work in the Office of the Registrar. |

| User criteria | Description |
|---|---|
| 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.<br>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.<br>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? |
|---|---|---|
| ✔<br>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. |
| ✘<br>Deny | 1. **Email the user** directly and explain why the folder request is not approved.<br>2. **Reply all to the access request email** with the following:<br>• Type the word "**Deny**."<br>• Copy and paste the email you sent the user, so the ticket is documented with an explanation. | Are there other folders requested in the ticket?<br>• **No**—Computing Accounts & Passwprds (CAP) cancels the ticket.<br>• **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. |