



Integrated Data & Reporting

IDR Departmental Folders – Granting Permissions

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Specify a name and description - New Folder wizard
 Specify a name and location for this entry. You can also specify a description and screen tip.

Name:

Description:

Screen tip:

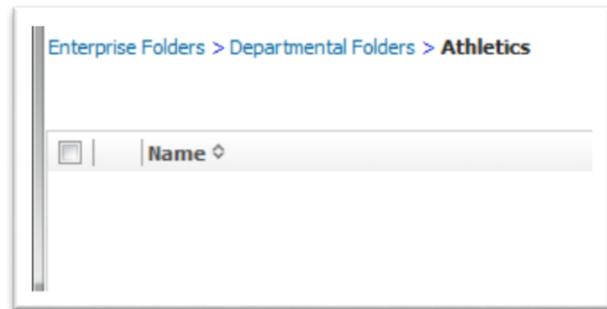
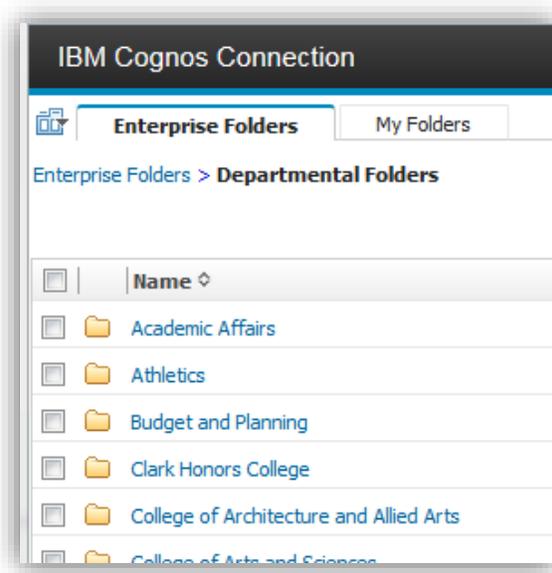
Location:
 Enterprise Folders > Departmental Folders > Athletics
[Select another location...](#) [Select My Folders](#)

Cancel < Back Next > Finish

The intended audience includes University of Oregon Deans or Department Heads, or delegates, with authority to create folders within the departmental folders.

Folder Structure

The departmental folders are located at the top level of the IDR Cognos Enterprise Folders. The IDR team will create the top level folder for you after the *Request for Setup of Departmental Folder* form has been received. The sub-folder structure can then be created by you in the way that best supports your department.



Create a Folder

Procedure

In the screen shots above, *Departmental Folders* has been clicked to open, then the *Athletics* folder has been clicked to open. There are no subfolders in the *Athletics* folder.

To create a new departmental folder under the Athletics folder, use the New Folder button  in the upper right corner of Cognos Connections. Enter the name for the new folder.

Specify a name and description - New Folder wizard
Specify a name and location for this entry. You can also specify a description and screen tip.

Name:
Test Athletics I

Description:

Screen tip:

Location:
Enterprise Folders > Departmental Folders > Athletics
[Select another location...](#) [Select My Folders](#)

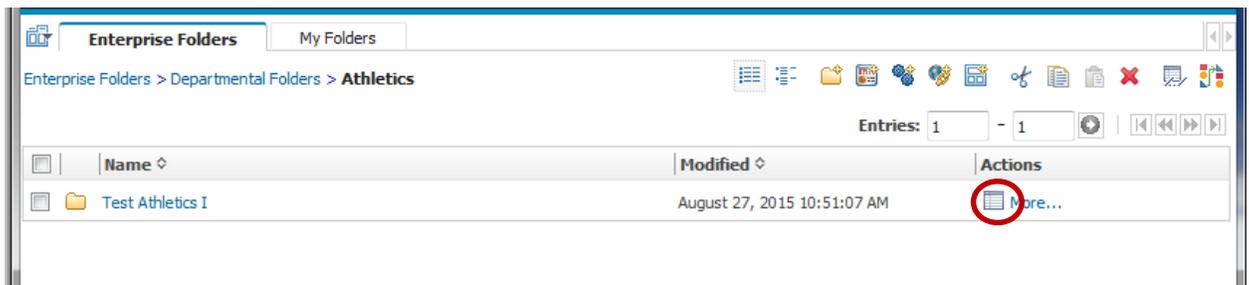
Cancel < Back Next > Finish

Under *Location*, if you don't see folder levels listed then you do not have permissions to create a new folder here. If the listed folder string is correct, click *Finish* and the new folder will be created.

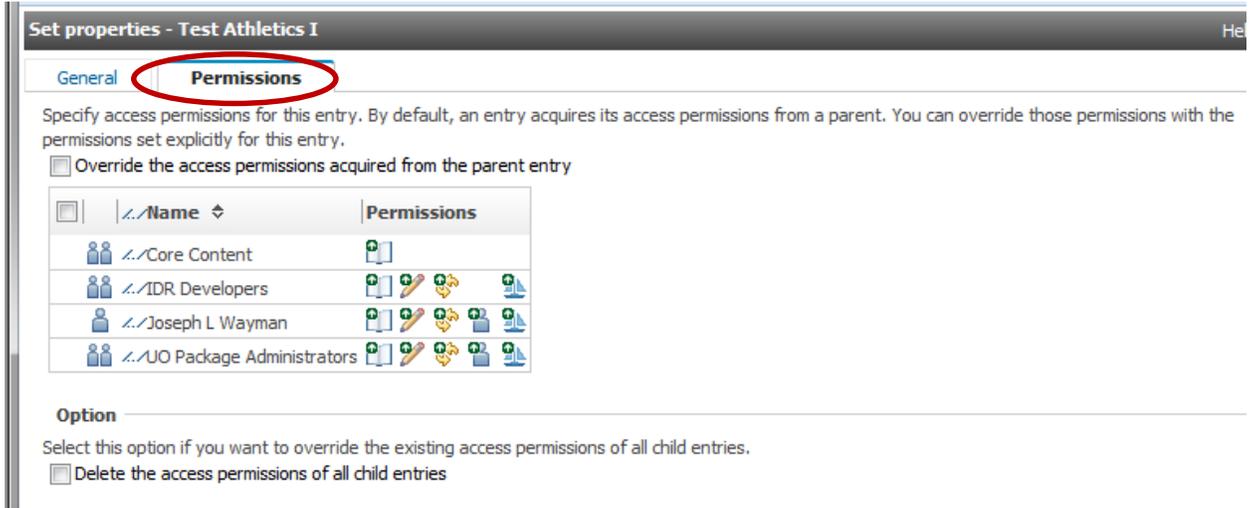
Grant Permissions to the New Folder

Procedure

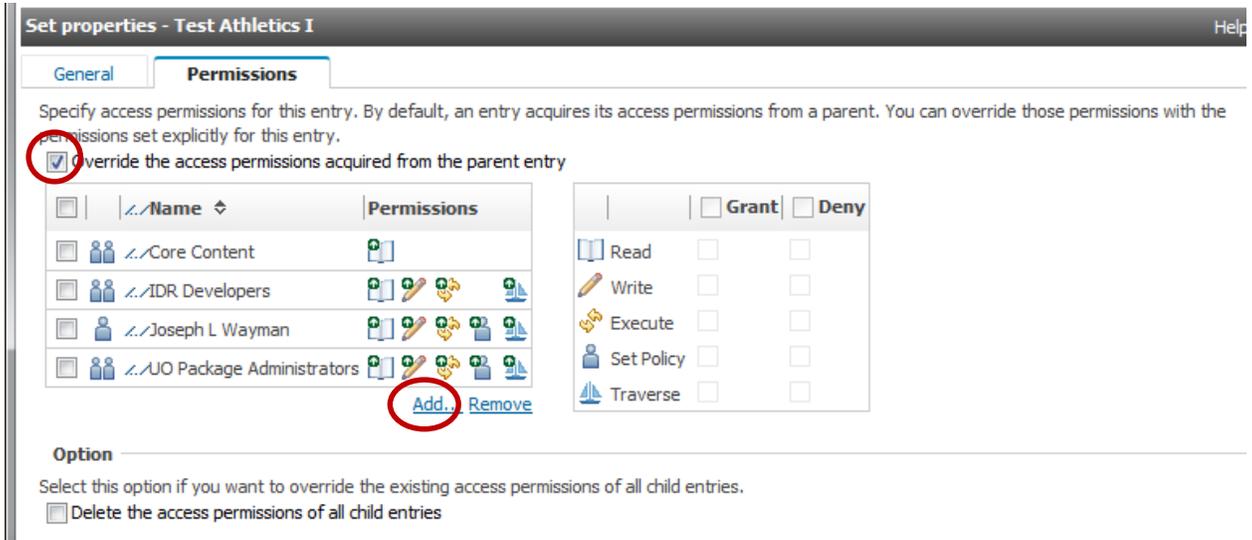
1. Select Set Properties  under Actions on the right side of the screen.



2. Select the Permissions tab.



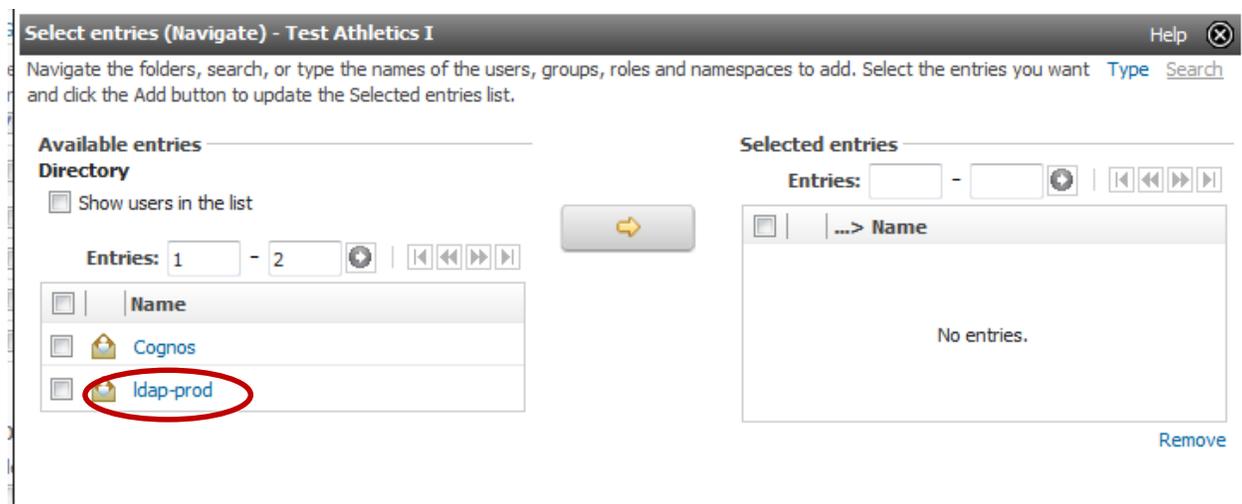
3. Place a check in 'Override the access permissions acquired from the parent entry' and then select Add.



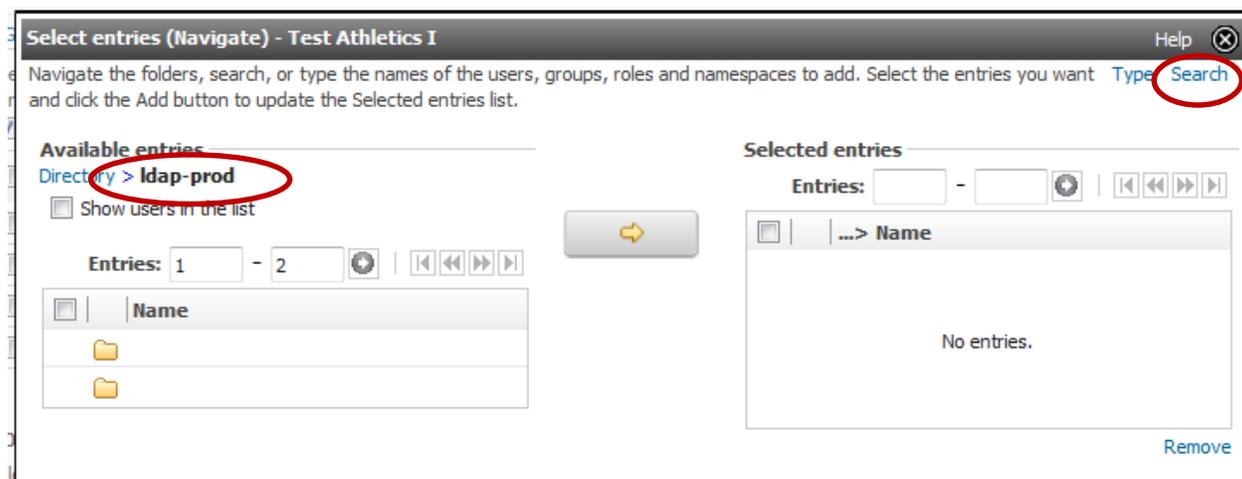
* Note: When applying permissions to existing folders, if you do not want to grant the same permissions to child sub-folders then place a check in 'Delete the access permissions of all child entries'.

4. After *Add* is selected, the Select Entries window opens and users can be found by searching in the LDAP link.

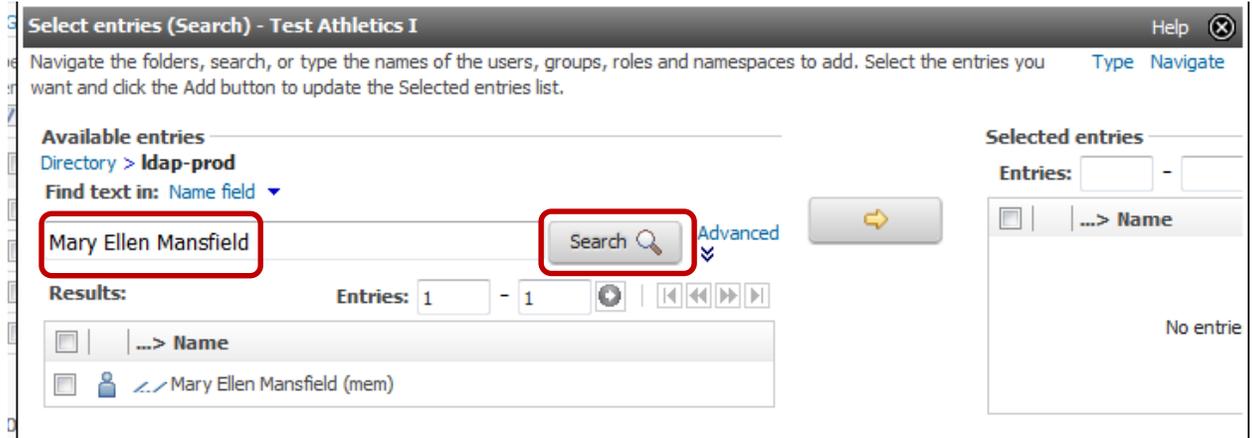
Click the LDAP link.



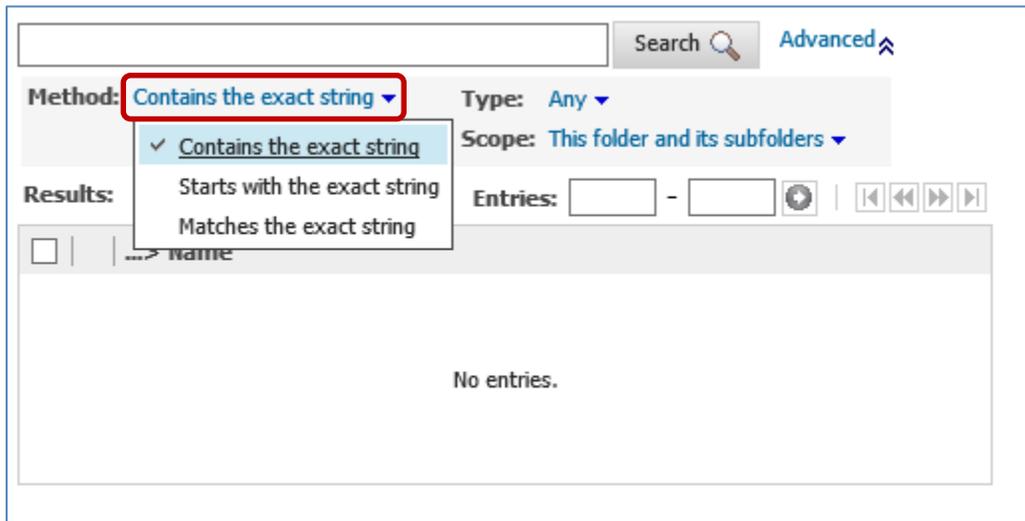
5. The Search link in the upper right corner is now activated. Select Search in the upper right corner.



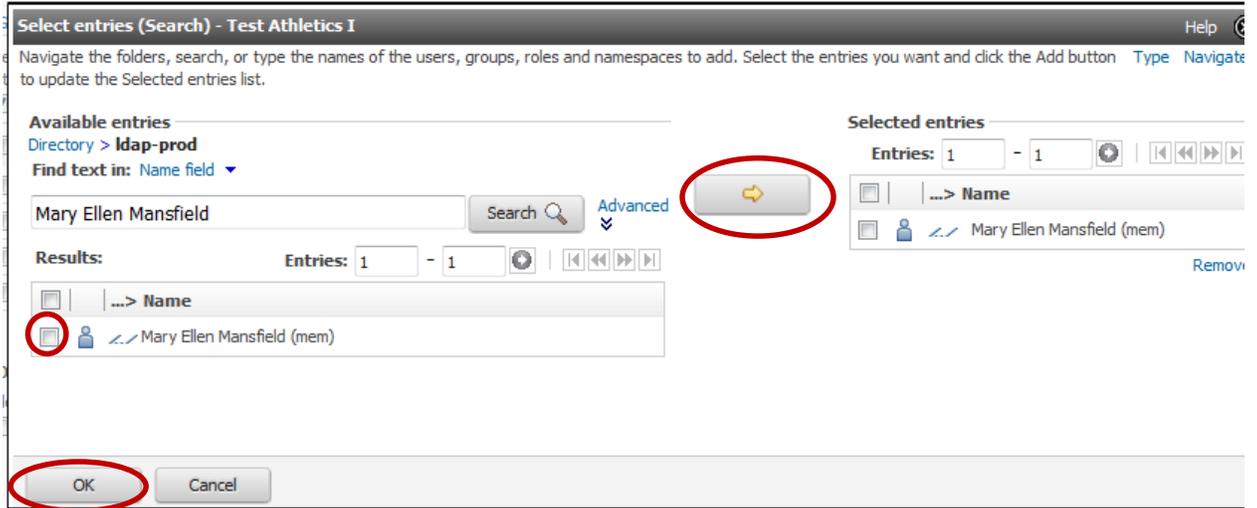
6. Type in a name and select the Search button.



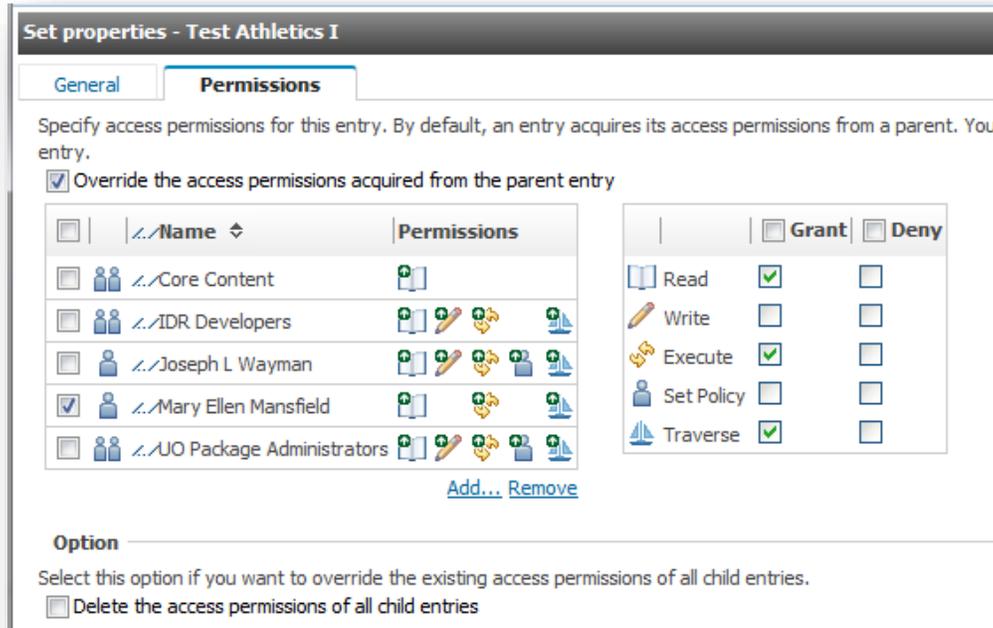
Note: If you experience difficulty searching for a particular person, you can click the *Advanced* link to the right of the *Search* button. This will allow you to change the search method to *Starts with the exact string* or *Matches the exact string*.



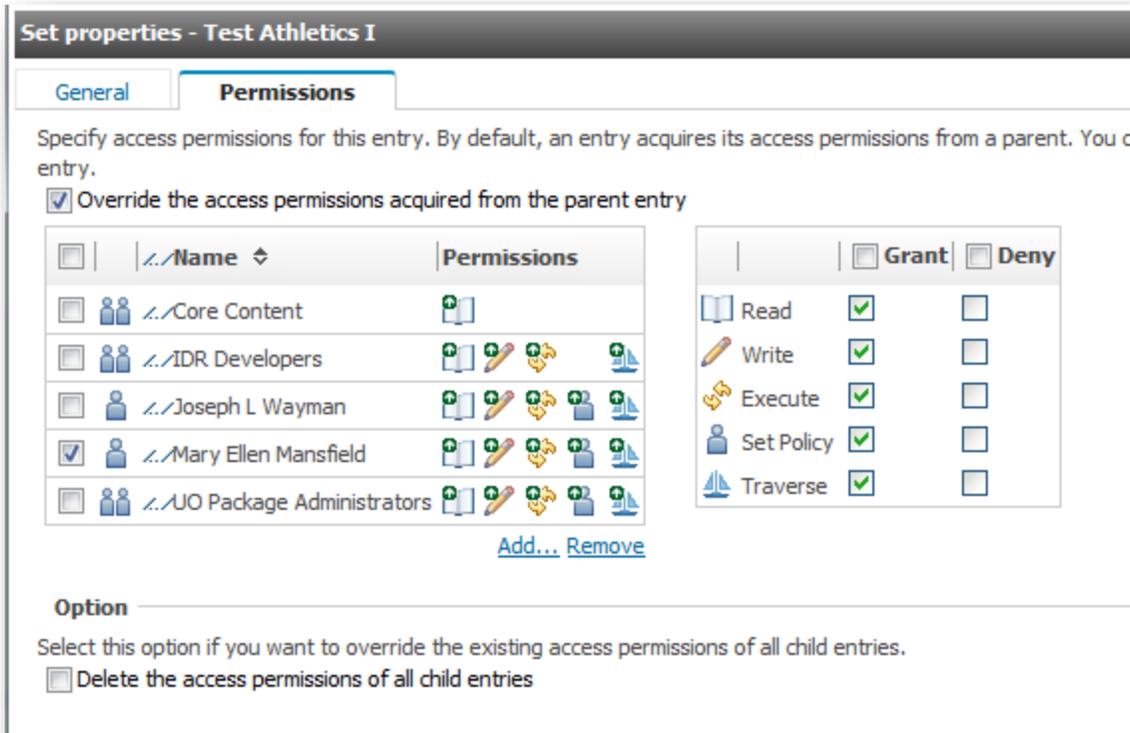
- Place a check next to the name and use the arrow to move the user into selected entries. Select OK.



- Place a check next to the name and click buttons to grant permissions.



- Permission to Read, Execute, and Traverse will allow access to folders and contents at this level. These permissions will also allow access through this folder to the next level of folders.



- 10. Permissions to *Write* allow the user to save reports into the folder.
- 11. Permissions to *Set Policy* will allow the user to create additional sub-folders and the ability to set permissions for others at that folder level.

Questions?

Please contact Integrated Data and Reporting at idr@ithelp.uoregon.edu.