Below is the process through which a new or modified report is to be published in Enterprise Folders

1) Report Writer creates a report intended for publishing or significantly* modifies an existing published report:
   a) Tests for accuracy
   b) Follows IDR Report Writing Standards
   c) Submits the report to the Data Owner(s)
      i) Place report in Report Writers Collaboration folder in Cognos
      ii) Send a report output sample to Data Owner with request for publication approval
2) Data Owner(s) or delegate:
   a) Tests for accuracy
   b) Ensures adherence to IDR Report Writing Standards
   c) Obtains approval from all involved Data Owners
   d) If approved, Data Owners submit the request to Information Services at idr@ithelp.uoregon.edu
      i) Include current location of report in Cognos
      ii) Include desired location of final report for publication
      iii) Include desired publication date (usually the 15th of the month)
   e) If NOT approved, Data Owner(s) notifies Report Writer
3) IS Business Analyst:
   a) Creates a JIRA ticket from the RT request and includes the Data Owner(s) approval email
   b) Assigns to the IDR Project Manager for prioritization
   c) If there are multiple publication requests for the same month, create a JIRA for that publication date and add each report request for publication JIRA ticket as a sub-task
4) IDR Project Manager assigns JIRA ticket to an IS Business Analyst
5) IS Business Analyst:
   a) Evaluates for adherence to IDR Report Writing Standards
   b) Tests the report for efficiency and, if needed, assigns the JIRA ticket to the ETL developers for additional testing
   c) Works with the Data Owner(s) for iterative correction and testing to gain their final written approval through idr@ithelp.uoregon.edu
   d) Adds final approval email to the JIRA ticket.
   e) Works with Data Owner(s) to coordinate announcement of new or modified reports
6) IS Business Analyst Publishes the report:
   a) Navigate to report in Cognos Connection and check check box(es) next to report(s). Click 'Copy'.
   b) Navigate to Enterprise folder and click 'Paste'. (If report already exists, a message asking if you want to overwrite will appear. Click 'Yes')
   c) Test report and links.
      i) The easiest way to test that links for drill-throughs are pointed to the correct report/folder is to search the xml in Notepad++ (or other text viewing software) and search for <Reportpath. This will show all the drill-through links in the report. Modify these so they are pointing at the correct report and folder.
   d) Navigate to SVN folder and right click on report file and choose Edit in Notepad++.

e) Open the version of the report in the Enterprise folder using Report Studio and choose Tools/Copy Report To Clipboard.
f) In Notepad++, select all and paste. Save.
g) In the SVN folder right click and choose commit (Ctrl click for multiple reports in same group). Add comments, beginning with the JIRA ticket number (i.e. "IDR-1000: ") to the pop-up SVN window and close.
h) Assigns the JIRA ticket to the ETL Developer to accomplish their tasks.

7) ETL Developer:
   a) Signs into Cognos using the Cognos Package Manager account
   b) Goes to report properties and selects 'make me the owner' which changes the owner from an IDR team member to 'Cognos Package Manager'
   c) Verifies that the main report, any hidden drill through reports, and report help all have the owner updated
   d) Exports the new report(s) from Production and imports into Test.
   e) Assigns the JIRA ticket to the IS Business Analyst
8) IS Business Analyst:
   a) Confirms report ownership
   b) Updates JIRA status to In Production, then to Resolved
   c) Sends courtesy email to the Data Owner
   d) Resolves RT (also notifies Data Owner)
9) Data Owner or delegate:
   a) Notifies Report Writer that the report has been published

*adds field, changes field name, changes drill-throughs, changes calculations, etc.