Integrated Data & Reporting

IDR Departmental Folders – Granting Permissions

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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 grant access to the top level folder after the Request for Access to Departmental Folder and/or Delegation of Responsibility form has been received. Then the sub-folder structure can be created by you in any structure that best supports your department.

Create a Folder

Procedure
To create a folder, use the New Folder button 📁 in the upper right corner of Cognos Connections. If you have opened the top level folder, the new report will be created in that folder. Notice the Location information toward the bottom of this folder creation wizard and the Select another location link allowing you to choose where to place the new folder.
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. When Add is selected, the Select Entries window opens and users can be found by searching LDAP.

Select LDAP.
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.

7. Place a check next to the name and use the arrow to move the user into selected entries. Select OK.
8. Place a check next to the name and grant permissions to Read, Execute, and Traverse.

Do not grant permissions to Write or Set Policy or the added user will be able to create additional sub-folders and only approved users should have rights to create sub-folders. The only exception would be to grant Write permissions to other report writers in your area if you have created a report writer’s development folder and would like them to save to the development folder.

![Permission Settings](image)

**Results**
You have created a departmental folder and granted permissions.

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