

## **~CONNECTIONS Data Warehouse Security Announcement~**

Dated: 10/17/02

This communication is being sent to all staff who have been identified by their district or agency as the Security Coordinator or backup Security Coordinator for CONNECTIONS. This particular correspondence is concerned with new Security reports that will be available through the Data Warehouse beginning **Tuesday, 10/15/02**. However, this distribution list is going to be used in the future to communicate with Security Coordinators regarding Policy, Procedures, Training, new development and other Security issues. Therefore, it is important that we are sending this type of correspondence to the appropriate staff. If you are not the appropriate staff, please have the staff person who is the Security Coordinator send a email to Patrick Jones at the CONNECTIONS Communication Unit so that the distribution list can be corrected.

### Security Reports:

Security reports have been developed in the Data Warehouse to provide users with the ability to monitor staff access to CONNECTIONS. There are four pre-formatted Security Reports that are available from the CONNECTIONS Data Warehouse using Cognos. These reports are a valuable tool for the maintenance of CONNECTIONS security. As a security coordinator performs security maintenance duties, it is important to be able to track which agency staff are in CONNECTIONS, what business functions each staff member has, which staff is a Unit Approver, and whether a staff person is an Assignee or Designee.

The Security Reports address these issues by allowing local security coordinators to see information in pre-formatted reports. An agency can only generate reports on its own staff. The data from which the report is drawn is updated at least once a month. The reports can be sorted, filtered, and exported to Excel, which will look different from the report as it appears in Cognos. They can also be saved in PDF format, where it appears just like the report in Cognos. An Office of the State Comptroller audit recommended that CONNECTIONS “provide local district Security Coordinators with reports that can be used to monitor CONNECTIONS security locally and/or amend the CONNECTIONS application to allow the local Security Coordinators to generate such reports.” These reports fulfill that recommendation.

An overview of the reports and the instructions about how to access the reports using Cognos are attached, and will also be available on the CONNECTIONS website in the Data Warehouse under Security Reports. Please note that a staff person needs a Cognos ID to access Cognos and the Data Warehouse. A Cognos ID can be obtained by having your supervisor send an email to Joe Delucia in Outlook or Exchange. If you have any questions about these reports, please contact your CONNECTIONS Regional Office Liaison.