

# OCFS Data Warehouse

## How to Use the Business Function Report

The Business Function Report generates output based on the Security Attribute prompt selection; it does not take into account the Business Function prompt selection at all. Since staff may be assigned the same Security Attribute through more than one business function, workers may be listed multiple times throughout the report.

### The Prompt Page

Prompts have been added for Security Attributes and Site/Unit. Although these prompts are optional, it is recommended that you make a selection to target the report and minimize output.

The screenshot shows a web interface for the Business Function Report. It features several input fields and buttons, each with a numbered callout:

- 1**: Agency Code input field.
- 2**: Click to Continue button.
- 3**: Select one or more Business Functions prompt window.
- 4**: Click for Security Attributes: (Optional) button.
- 5**: Select one or more Security Attributes prompt window.
- 6**: Select the Worker Status (Optional) prompt window, showing 'Active' and 'Deleted' options.
- 7**: Select Site Code/Unit Number (Leave blank to select all) prompt window.

Each of the three selection windows (3, 5, and 7) includes 'Select all' and 'Deselect all' links at the bottom.

1. Enter your **Agency Code**. This prompt is not case sensitive.
2. Click once on the **Click to Continue** button. Notice the Business Function and Site/Unit prompt windows fill with values.
3. Select one or more values from the **Business Function** prompt.
4. Click once on the **Click for Security Attributes** button. This step is optional, but recommended. Notice that all security attributes associated with the selected business function(s) appear in the Security Attribute prompt window.
5. Select one or more values from the **Security Attributes** prompt.
6. Select one or more values from the **Worker Status** prompt.
7. Select one or more values for the **Site Code / Unit Number** prompt.

## Useful Tips

- To generate output similar to the original version of the Business Function Report, select the Business Function you are interested in and all of its associated security attributes on the prompt page. When the output appears, focus your attention only on the section containing the Business Function that you selected at the Business Function prompt.
- Leaving the Security Attribute prompt blank has the same effect as selecting all of the values in the Security Attribute window.

### Example: Selecting a Single Security Attribute

The prompt selections below generate a list of staff assigned any Business Function with the **Access All** security attribute. For Local Districts, this includes staff with ACCESS ALL DIST, CPS CASEWORKER, CPS SUPERVISOR, FAD CASEWORKER, or FAD SUPERVISOR. For Voluntary Agencies, this includes staff with ACCESS ALL AGY.

The screenshot shows two side-by-side selection prompts. The left prompt, titled "Select one or more Business Functions", has a list of options with "ACCESS ALL DIST" selected. The right prompt, titled "Select one or more Security Attributes", has a list with "Access all in District" selected. A central button labeled "Click for Security Attributes: (Optional)" is positioned between the two prompts. Both prompts have "Select all" and "Deselect all" links at the bottom.

### Example: Selecting Multiple Security Attributes

The prompt selections below generate a list of staff assigned any Business Function associated with the **Case Search** or **Access All** security attributes. For Local Districts, this includes staff with CASE/PERS SRCH, ACCESS ALL DIST, CPS CASEWORKER, CPS SUPERVISOR, FAD CASEWORKER, or FAD SUPERVISOR. For Voluntary Agencies, this includes staff with CASE SEARCH or ACCESS ALL AGY.

The screenshot shows two side-by-side selection prompts. The left prompt, titled "Select one or more Business Functions", has a list of options with "ACCESS ALL DIST" selected. The right prompt, titled "Select one or more Security Attributes", has a list with "Access all in District" and "Case Search" selected. A central button labeled "Click for Security Attributes: (Optional)" is positioned between the two prompts. Both prompts have "Select all" and "Deselect all" links at the bottom.

## Still have questions?

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