To access TeamApp through Raiderlink, click on the **A&F Work Tools Tab**, in the AFISM Channel under Other Links, there is a direct link to **TeamApp** or you access it through the URL: https://banapps.texastech.edu/team/QuickLinks.aspx.

- Click on **Reports** in the left sidebar menu
- This will take you to the **Available Reports** list:
  - **Financial Profile Access Report** – provides a Signature Authority list (Financial Manager & Approver) by Organization and/or eRaider. This report also provides a list of TechBuy roles (Requestor & Shopper).
  - **ePAF Approvers by Home Department** – provides a list of authorized ePAF Approver by Organization.
  - **ePAF Originators by Home Department** – provides an authorize list of ePAF Originators by Organization.
  - **List of WTE/WLR Approvers (Employee Level)** – provides a list of Approvers for WTE and WTR employees by Organization Code.
  - **List of WTE/WLR Approvers (Organization Level)** – provides a list of Approvers for WTE and WLR by Organization Code.
  - **List of WTE/WLR Approvers for Employee** – provides a list of Approvers for WTE or WLR by employee (this is also a great way to look up employee R#’s).
  - **List of Cognos Report Users** – provides a list of employees authorized to view Cognos HR Reports by Organization.

**Financial Profile Access Report**

Search Criteria:

- Enter the eRaider for information associated with a specific user
  - **If you do not know the eRaider you can search by legal first and last name.**
- Enter the Organization to look up a specific Organization
- Click **Search**

**Search results will provide all information associated with the eRaider or Organization.**
TeamApp Reports

**ePAF Access Reports**

**ePAF Approvers by Home Department:**
- Click on **ePAF Approvers by Home Department**
- Select the **Organization** from the **Home Department** drop down menu
- Click **Get EPaf Approvers**

![Image of ePAF Approvers by Home Department]

<table>
<thead>
<tr>
<th>Name</th>
<th>Raider ID</th>
<th>Oracle ID</th>
<th>Title</th>
<th>COAS</th>
<th>ORGN</th>
<th>Level</th>
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<tr>
<td>Byron Anderson</td>
<td>byanders</td>
<td>WTJ327</td>
<td>Sr Administrator</td>
<td>T</td>
<td>C11000</td>
<td>DPTTU</td>
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<tr>
<td>Mary Wall</td>
<td>marwall</td>
<td>BCL201</td>
<td>Assistant Director</td>
<td>T</td>
<td>C11000</td>
<td>DPTTU</td>
</tr>
<tr>
<td>Shahnawaz Ahmad</td>
<td>maxahmad</td>
<td>EJG791</td>
<td>Asst Vice President</td>
<td>T</td>
<td>C11000</td>
<td>DEATTU</td>
</tr>
</tbody>
</table>

**ePAF Originators by Home Department:**
- Click on **ePAF Originators by Home Department**
- Select the **Organization** from the **Home Department** drop down menu
- Click **Get EPaf Originators**

![Image of ePAF Originators by Home Department]
WTE/WLR Reports

List of WTE/WLR Approvers (Employee Level)
- Click on List of WTE/WLR Approvers (Employee Level)
- Select the Organization from the Home Department drop down menu
- Click on Get HR Emp Approvers

List of WTE/WLR Approvers (Organization Level)
- Click on List of WTE/WLR Approvers (Organization Level)
- Select the Organization from the Home Department drop down menu
- Click on Get HR Org Approvers
TeamApp Reports

List of WTE/WLR Approvers for Employees

- Enter the R# (Spriden ID), Oracle ID or eRaider
  - If you don’t know the eRaider, you can click on Lookup eRaider and search by legal first and last name.
- Click Get Approvers

Cognos Reports

List of Cognos Users Report

- Click on List of Cognos Report Users
- Select the **Organization** from the **Home Department** drop down menu
- Click on **Get Cognos Report Users**