TeamApp Reports

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](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.*
**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**

**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**
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**

```
Please select a home department from the Drop Down List.
```

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**

```
Please select a home department from the Drop Down List.
```
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