

The Organization Manager Grants Access to HR Cognos Reports

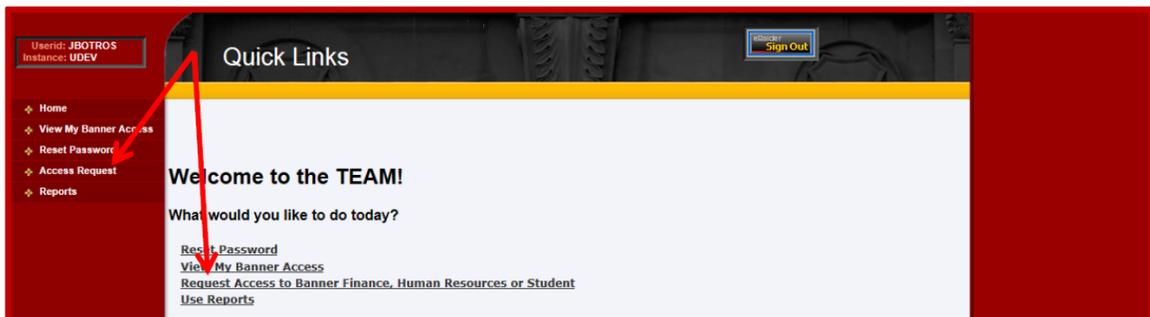
The employee who is granted this permission will view information about employees, which is personal and confidential. Therefore, it is important that the Organization Manager (Org Mgr) uses discretion when granting this access. An employee can be granted access to one or more organizations.

Follow these steps or the screen shots below:

1. The Org Mgr signs into RaiderLink > A&F Work Tools > AFISM, TeamApp..... 1
2. On the Quick Links Page, click Access Request. 1
3. On the Select Application page, click HR Security Access..... 2
4. On the Select User page, enter the eRaider ID of the employee who will view reports. 2
5. On the Select HR Security Roles page, select HR Reporting (Cognos). 2
6. On the Select Organization Code page, Organizations can be added or removed..... 3
7. A “Granted” or a “Revoked” message with the name of the organization(s) confirms the changes.
Close the browser window to exit or choose another link in TeamApp. 3

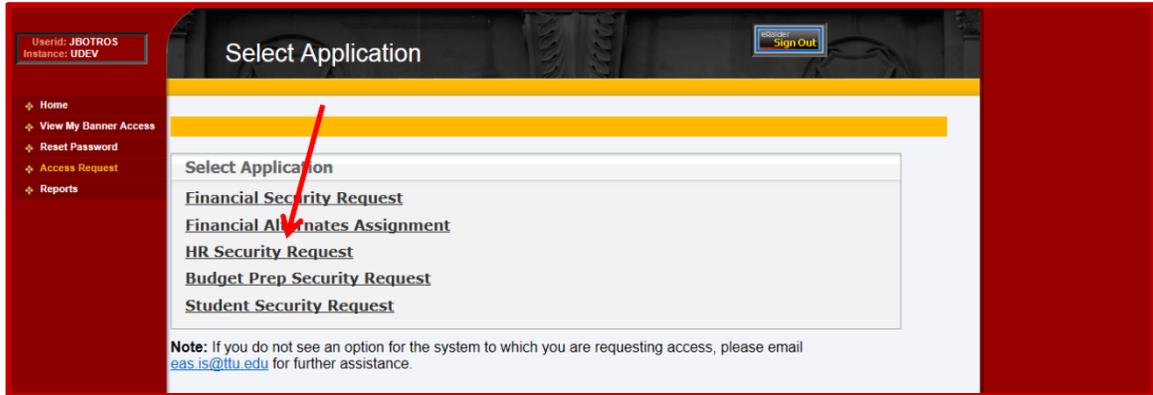
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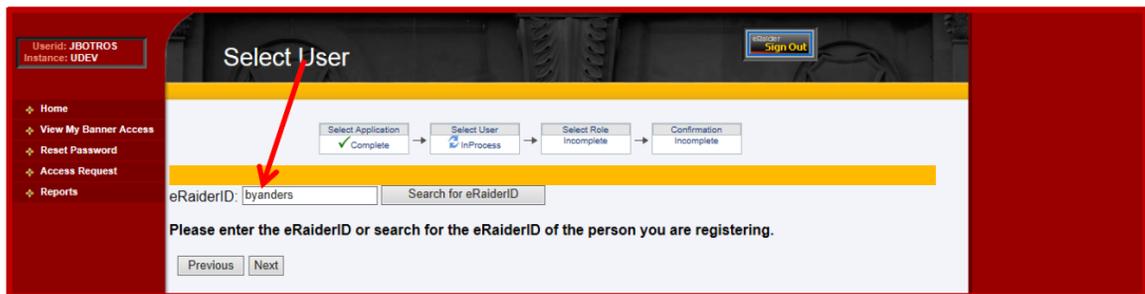


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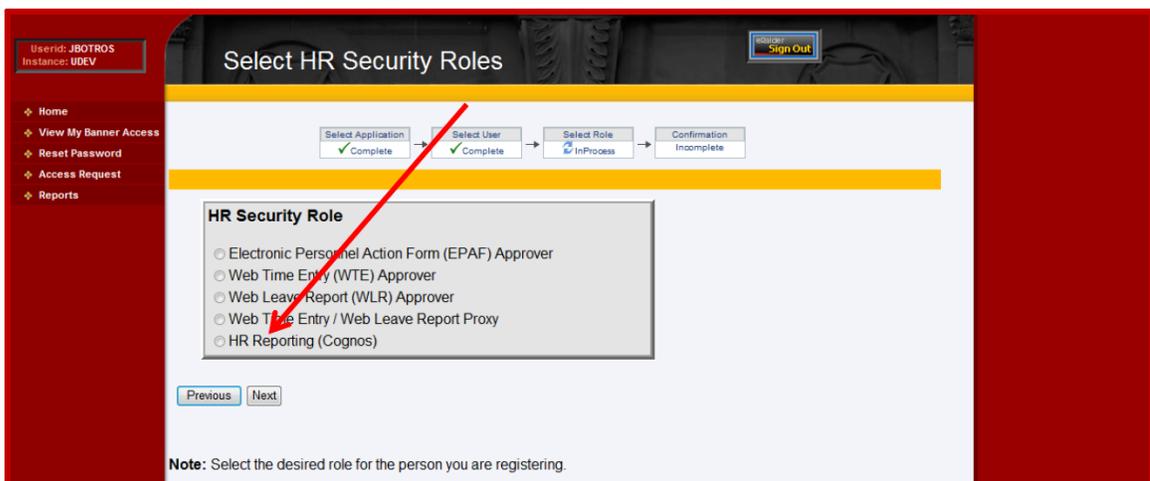
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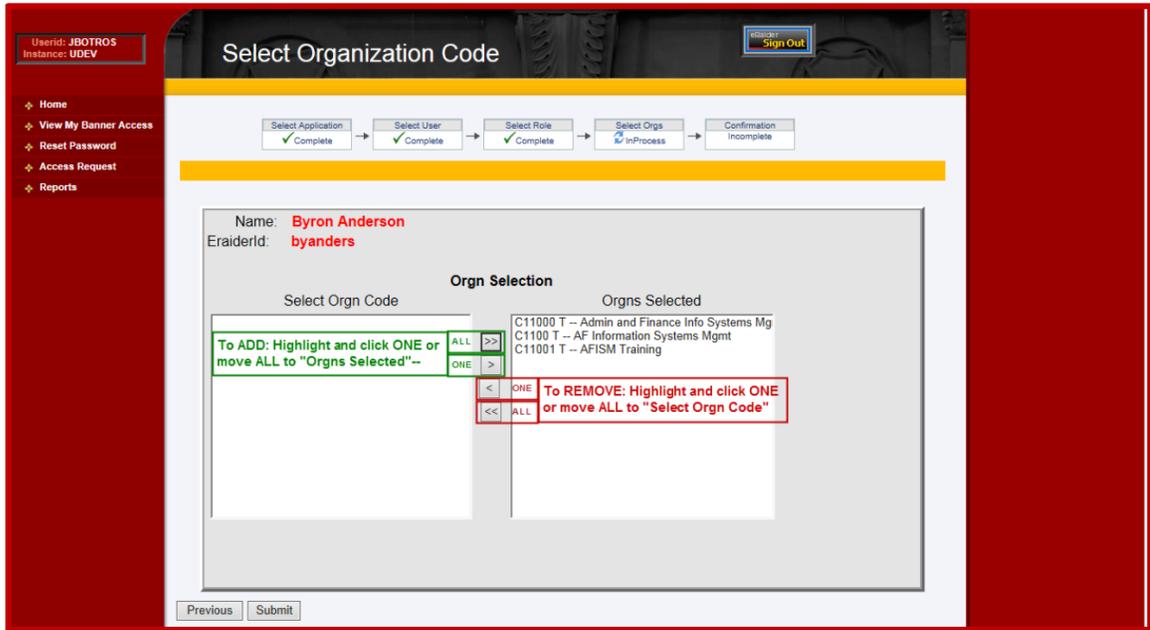
4. On the Select User page, enter the eRaider ID of the employee who will view reports.



5. On the Select HR Security Roles page, select HR Reporting (Cognos).



6. On the Select Organization Code page, Organizations can be added or removed.



To ADD: Highlight one and click “>”, or Click “>>” to move ALL (no highlighting needed) **SUBMIT** when finished.

To REMOVE: Highlight one and click “<”, or Click “<<” to move ALL (no highlighting needed) **SUBMIT** when finished.

7. A “Granted” or a “Revoked” message with the name of the organization(s) confirms the changes. Close the browser window to exit or choose another link in TeamApp.

