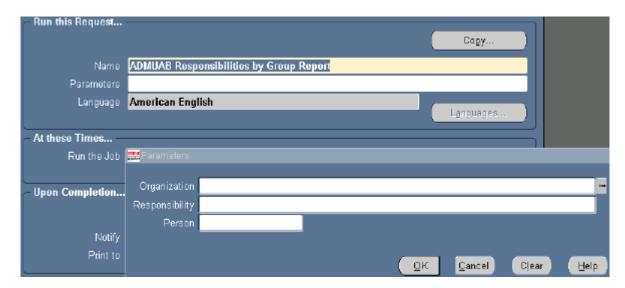
Report of Oracle Access Responsibilities

A report can be generated to identify the access responsibilities set up in Oracle based on one of three parameters: by individual, by organization, or by responsibility. This report is available under the UAB HR Officer responsibility.

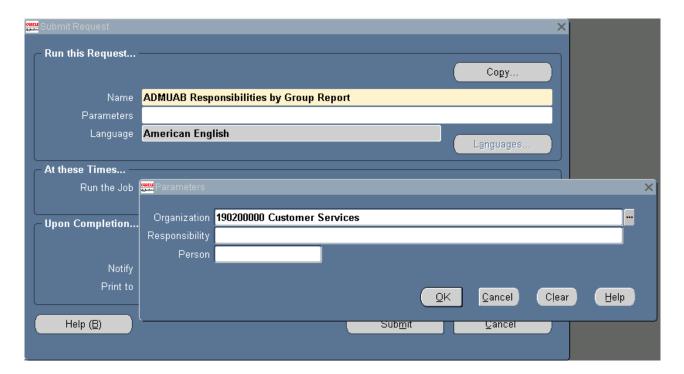
Choose the ADMUAB Responsibilities by Group Report, and then click the OK button.

ADMUAB Responsibilities by Group Report is now populating the NAME field of the Submit request form. The Parameters window will open which has three options: Organization, Responsibility, and Person. **Select only one option to run a report.**

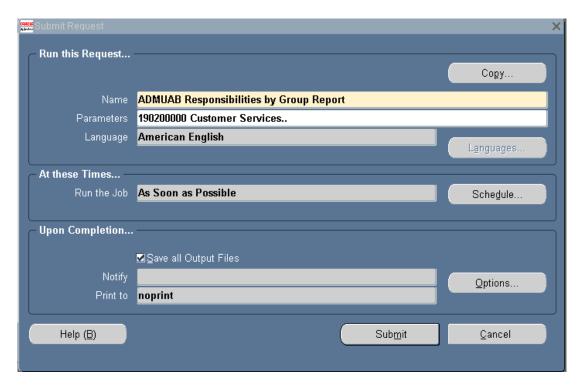


Responsibilities by Organization Parameter

In the Parameter window click on the **LOV** button in the Organization field. Select the org number. Once the org number is selected, click the **OK** button.



Click once on the SUBMIT button in the bottom, right-hand portion of the screen.



Once the report request is submitted, the following window will appear on your screen.

Requests				
Refresh Data	Find Requests	Sub <u>m</u> it a New Request		
Request ID	Parent			
Name 181564 ADMUAB Responsibil	Phase ities Running	Status Normal	Parameters 190200000 Customer Services, ,	Δ .
	s	Judinia	reseases satemer services,	
H <u>o</u> ld Request	View Details	View Output		
Cancel Request	Diagnostics	View Log		

Notice that the report has been assigned a Request ID number that is followed by the name of the report. The PHASE field identifies at which point of the process the report is in currently. Valid phases are *Pending, Running, and Completed*. Click on the REFRESH DATA button in the top, left-hand area of the window to see the update of the Phase. The STATUS field maintains the status of the report request. The only valid statuses are *Standby, Normal,* and *Error*. The final field is the PARAMETERS field and lists the subsetted parameters applied to this report request before submission.

When the PHASE field shows *Completed*, click on the VIEW OUTPUT button at the bottom of the screen to view the report. Adobe Acrobat Reader must be installed on your machine to see the report. After clicking the VIEW OUTPUT button, the Adobe software will open and load the report.

You should see something that resembles the report shown below, which is a list of employees' affiliated with org 190200000 and the responsibilities these employees have in Oracle. The report lists the *Person ID* field (an Oracle generated number that is not useful for End Users), employee full name, employee number, and Blazer ID. Within the boxes are the access responsibilities that employee has are listed, as well as the start date and end date for the responsibility.

RUN: 16-FER-04 08:36:49 UNIVERSITY OF ALABAMA AT BIRMINGHAM PAGE 1 OF 4 PGM: RPT.ADM.100 Responsibilities by Org by Person Grouped by Organization Organization 190200000 Customor Corrigos Full Name Employee Number Blazer ID Person Id 22128 Tatum, M Terry 1021676 TTATUM Responsibility Start Date End Date 14 JAN 2004 UAB Self Service Applications UAB HR Tech User 23 JAN 2004

16 JAN 2004

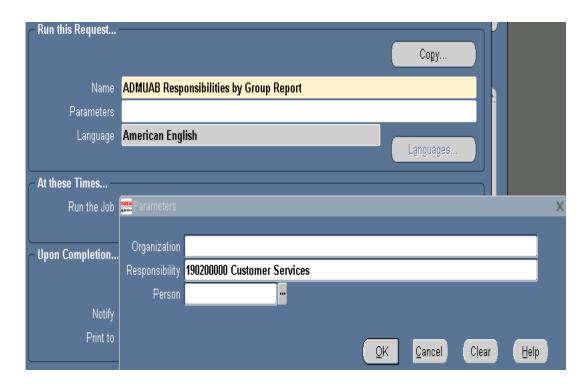
20 JAN 2004

Responsibilities by Responsibility Parameter

190200000 Customer Services

190200000-Timekeeper

In the Parameter window click on the **LOV** button in the Responsibility field. Select a responsibility and click the **OK** button.



You should see something that resembles the report shown below, which is a list of employees with a specific responsibility. The report has the same format and the same fields as the responsibility report by organization shown above. The only responsibility listed is the one requested (in this example--HR Officer for org 190200000). The organization is the affiliation org of the employees who have the HR Officer responsibility for 190200000. Notice that this report has two orgs listed, 114300000 and 190200000. Org 114300000 is listed because Richard B. Pilgreen, who is an HR Officer for org 190200000, has a secondary appointment in org 114300000.

UNIVERSITY OF ALABAMA AT BIRMINGHAM

PAGE 1 OF 1

PGM: RPT.ADM.100

Responsibilities by Org by Person
Grouped by Organization

Organization 114300000 HRM Organizational Development

 Person Id
 Full Name
 Employee Number
 Blazer ID

 662
 Pilgreen, Richard B rbp
 1000221
 RICHARD

Responsibility Start Date End Date
190200000 Customer Services 16 JAN 2004

Organization 190200000 Customer Services

<u>Person Id</u> <u>Full Name</u> <u>Employee Number</u> <u>Blazer ID</u> 12656 Johnson, Brendetta 1012205 JOJOY

Responsibility Start Date End Date
190200000 Customer Services 16 JAN 2004

 Person Id
 Full Name
 Employee Number
 Blazer ID

 662
 Pilgreen, Richard B rbp
 1000221
 RICHARD

Responsibility Start Date End Date
190200000 Customer Services 16 JAN 2004

Responsibilities by Person Parameter

In the Parameter window click on the **LOV** button in the Person field. Select an individual and click the **OK** button.

You should see something that resembles the report shown below, which is a list of responsibilities for one individual. The report has the same format and the same fields as the responsibility reports shown above. The organization listed is the affiliation org of the employees.

RUN: 16-FEB-04 10:02:57 UNIVERSITY OF ALABAMA AT BIRMINGHAM PAGE 1 OF 1

PGM: RPT.ADM.100

Responsibilities by Org by Person Grouped by Organization

Organization 190500000 The University Computer Center

 Person Id
 Full Name
 Employee Number
 Blazer ID

 7261
 Ginter, Sandra C
 1006810
 SGINTER

Responsibility	Start Date	End Date
UAB Self Service Applications	15 JAN 2004	31 DEC 4712
UAB HR Tech User	26 JAN 2004	
UAB HR Central Approver	22 JAN 2004	
UAB Effort Report User	15 JAN 2004	31 DEC 4712
190200000-Timekeeper	22 JAN 2004	