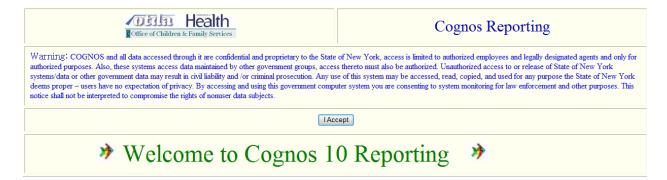
WMS Audit Tool

How to Access and Use

Click on this link or the link provided in the Welcome to Cognos Reporting e-mail you received

https://cognos.otda.state.nyenet/cognos/

After clicking the link you will see the Information Security Warning below. Users must click the I Accept button to proceed further.



This is the first screen you will see after clicking I Accept

New York 🔄 State IBM Cognos software	Test -	ITS - Audit	Log Off
My Content	My Actions		
My home	View my workspaces		
My workspaces			
IBM Cognos content	DA Reporting Portal		
My Inbox			
Show this page in the future			

To access the WMS Audit Tool report click on the IBM Cognos content link indicated above and the OTDA Reporting Portal should appear

Following the path indicated on the screen prints below to run the report.

Ne	w York - State IBM Cognos Connection		Test - ITS - Audit Log Off 🖸	⊠ ▼ A ▼ i ▼ <u>Launch</u> ▼ ? ▼
	OTDA Reporting Public Folders My Folders			4
				5*
		Welcome to O	TDA Reporting	
Resou	rces			? _ 🗆
Technic	on of Confidential Information 17-LCM-10; Issued 11/2010 al Assistance Commissioners Dashboard			
Welco	me to OTDA Reporting			? _ 🗆
OTDA	→			
	Name 🕀	Description	Modified 😂	Actions
	User Tools		December 20, 2013 11:03:43 AM	More
	Report Studio Manual		August 19, 2013 4:44:56 PM	More
	Technical Assistance		January 14, 2014 3:39:47 PM	More
	WMS Audit Report →		January 15, 2014 12:14:44 PM	More

New York 📃 State 🛛	BM Cognos Connection	Te	t - ITS - Audit Log Off 🛛 🔡 🗍	⊚ ▼ â ▼ i ▼	Launch 🔻 ? 👻
OTDA Reporting Public	Folders My Folders				•
					55
		Welcome to OTDA Repo	rting		
Resources					? 🗕 🗆
Protection of Confidential Information 17-LCN Technical Assistance Link to Commissioners Dashboard	I-10; Issued 11/2010				
Welcome to OTDA Reporting					? _ 🗆
OTDA ∋					
Name 🖨	Description	1	Modified ⇔	Actions	
User Tools →			December 20, 2013 11:03:43 AM	More	
Report Studio Manual			August 19, 2013 4:44:56 PM	More	
Technical Assistance →	Click this folder		January 15, 2014 3:21:33 PM	More	
MMS Audit Report →			January 24, 2014 4:02:55 PM	More	

New York - State IBM Cognos Connection	Test - ITS - Audit Log Off 🛛 🔀	⊠.▼ ≜ ▼ i ▼ <u>Launch</u> ▼ ? ▼
OTDA Reporting Public Folders My Folders		٩ Þ
		5.
Welcome to OTDA	Reporting	
Resources	· · ·	?_□
Protection of Confidential Information 174-CM-10; Issued 11/2010 Technical Assistance Unit to Commissioners Dashboard		
Welcome to OTDA Reporting		? _ 🗆
OTDA > WMS Audit Report 🖻 Click on the report name to run the report		
Name 🗢	Modified 😝	Actions
Welfare Management System Audit Report	January 17, 2014 12:03:10 PM	🖆 🕨 📅 🐻 <u>More</u>

This will open a prompt page on which you will be able to customize the report.

			🔁 Keep this version 🔻	🕨 👘 👘 📢	Add this report •
	Welfare Management	System Audit Report	t .		
This is the Prompt Page for your report.					
Optional Prompts TTSS User ID CIN ID	Enter TTSS User ID				
Up to three Case ID's	Enter Region Code	Albany Production (AP) C NYC Production (NP)			
Required Prompts Start Date End Date Region Code	Enter Start Date in YYYYMMDD Form	at\$			
After entering the prompts the Finish button will be enabled.	Enter End Date in YYYYMMDD Forma	ıt \$			
	Enter CIN ID				
	Enter Case ID 1				
	Enter Case ID 2				
	Enter Case ID 3				
	Cancel	Finish			
				G-	

Run time for the report will depend upon the information entered in the prompts.