

## 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.

The screenshot shows the top of the Cognos Reporting interface. On the left is the OTDA Health logo with the text 'Office of Children & Family Services'. On the right is the text 'Cognos Reporting'. Below this is a warning message: 'Warning: COGNOS and all data accessed through it are confidential and proprietary to the State of New York, access is limited to authorized employees and legally designated agents and only for authorized purposes. Also, these systems access data maintained by other government groups, access thereto must also be authorized. Unauthorized access to or release of State of New York systems/data or other government data may result in civil liability and /or criminal prosecution. Any use of this system may be accessed, read, copied, and used for any purpose the State of New York deems proper – users have no expectation of privacy. By accessing and using this government computer system you are consenting to system monitoring for law enforcement and other purposes. This notice shall not be interpreted to compromise the rights of nonuser data subjects.' Below the warning is a button labeled 'I Accept'. At the bottom of the page is a large green banner that says 'Welcome to Cognos 10 Reporting' with decorative icons on either side.

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

The screenshot shows the IBM Cognos software interface. At the top, there is a navigation bar with 'New York State' and 'IBM Cognos software' on the left, and 'Test - ITS - Audit' and 'Log Off' on the right. Below the navigation bar are two main panels: 'My Content' and 'My Actions'. The 'My Content' panel contains four links: 'My home', 'My workspaces', 'IBM Cognos content', and 'My Inbox'. A green arrow points to the 'IBM Cognos content' link, and a green box with white text says 'Click on IBM Cognos Content to access the OTDA Reporting Portal'. The 'My Actions' panel contains one link: 'View my workspaces'. At the bottom left, there is a checkbox labeled 'Show this page in the future' which is checked.

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.

New York State IBM Cognos Connection Test - ITS - Audit Log Off

OTDA Reporting Public Folders My Folders

Welcome to OTDA Reporting

Resources  
[Protection of Confidential Information 17-LCM-10; Issued 11/2010](#)  
[Technical Assistance](#)  
[Link to Commissioners Dashboard](#)

Welcome 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 IBM Cognos Connection Test - ITS - Audit Log Off

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Welcome 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 15, 2014 3:21:33 PM	More...
WMS Audit Report		January 24, 2014 4:02:55 PM	More...

Click this folder

New York State IBM Cognos Connection Test - ITS - Audit Log Off

OTDA Reporting Public Folders My Folders

Welcome to OTDA Reporting

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[Technical Assistance](#)  
[Link to Commissioners Dashboard](#)

Welcome to OTDA Reporting

OTDA > WMS Audit Report

Name	Description	Modified	Actions
Welfare Management System Audit Report		January 17, 2014 12:03:10 PM	More...

Click on the report name to run the report

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

**This is the Prompt Page for your report.**

**Optional Prompts**  
TTSS User ID  
CIN ID  
Up to three Case ID's

**Required Prompts**  
Start Date  
End Date  
Region Code

After entering the prompts the Finish button will be enabled.

Enter TTSS User ID

Enter Region Code  Albany Production (AP)  
 NYC Production (NP)

Enter Start Date in YYYYMMDD Format

Enter End Date in YYYYMMDD Format

Enter CIN ID

Enter Case ID 1

Enter Case ID 2

Enter Case ID 3

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