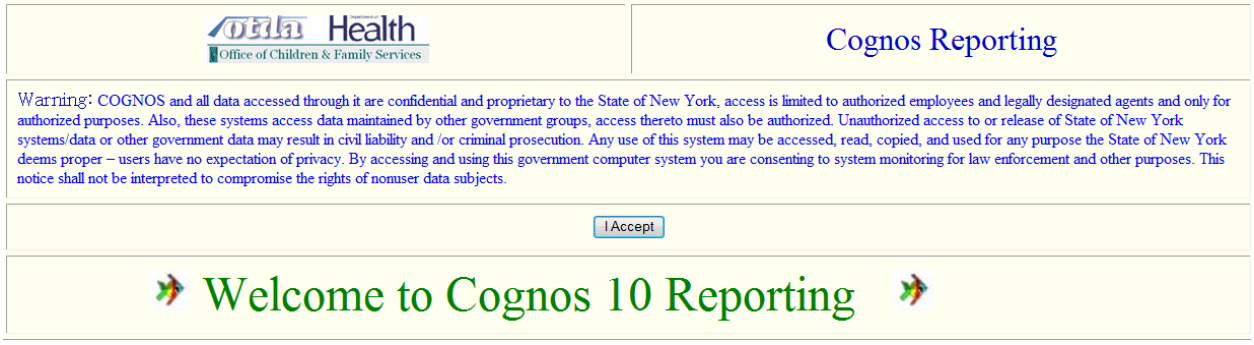
WMS Audit Tool

How to Access and Use

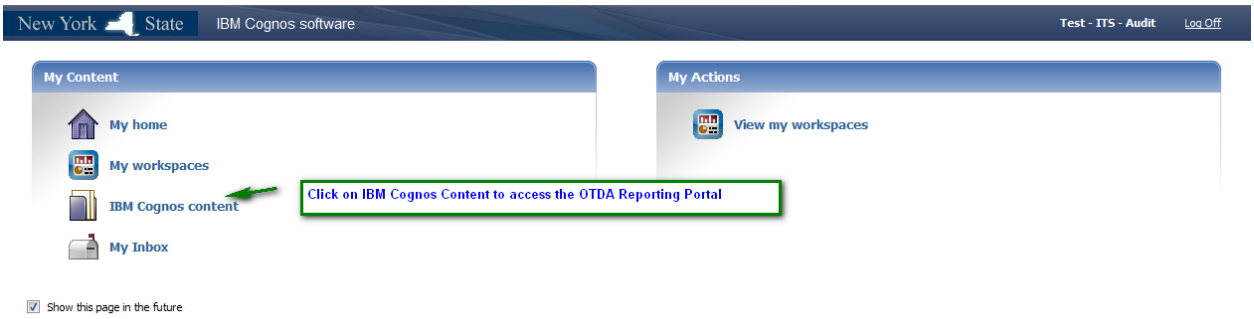
Click on this link or the link provided in the Welcome to Cognos Reporting e-mail you received

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.

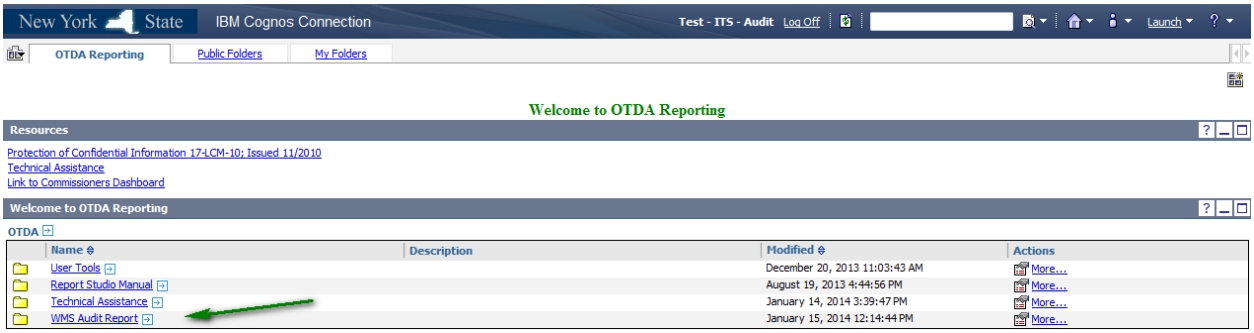


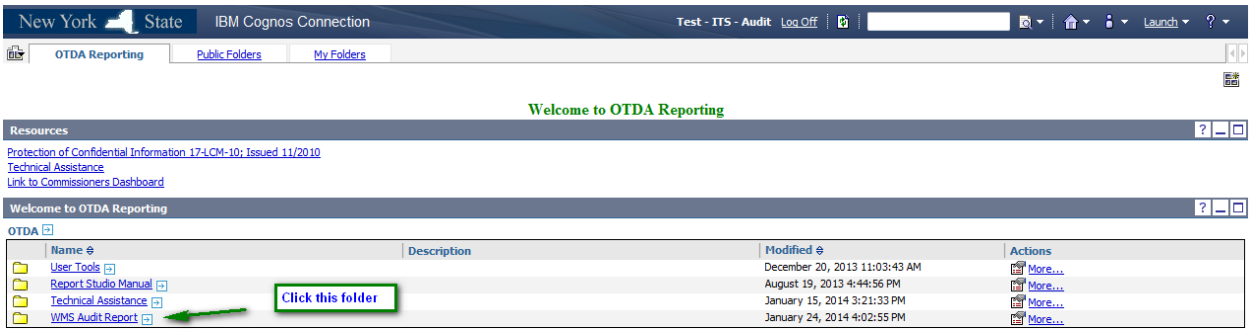
This is the first screen you will see after clicking I Accept



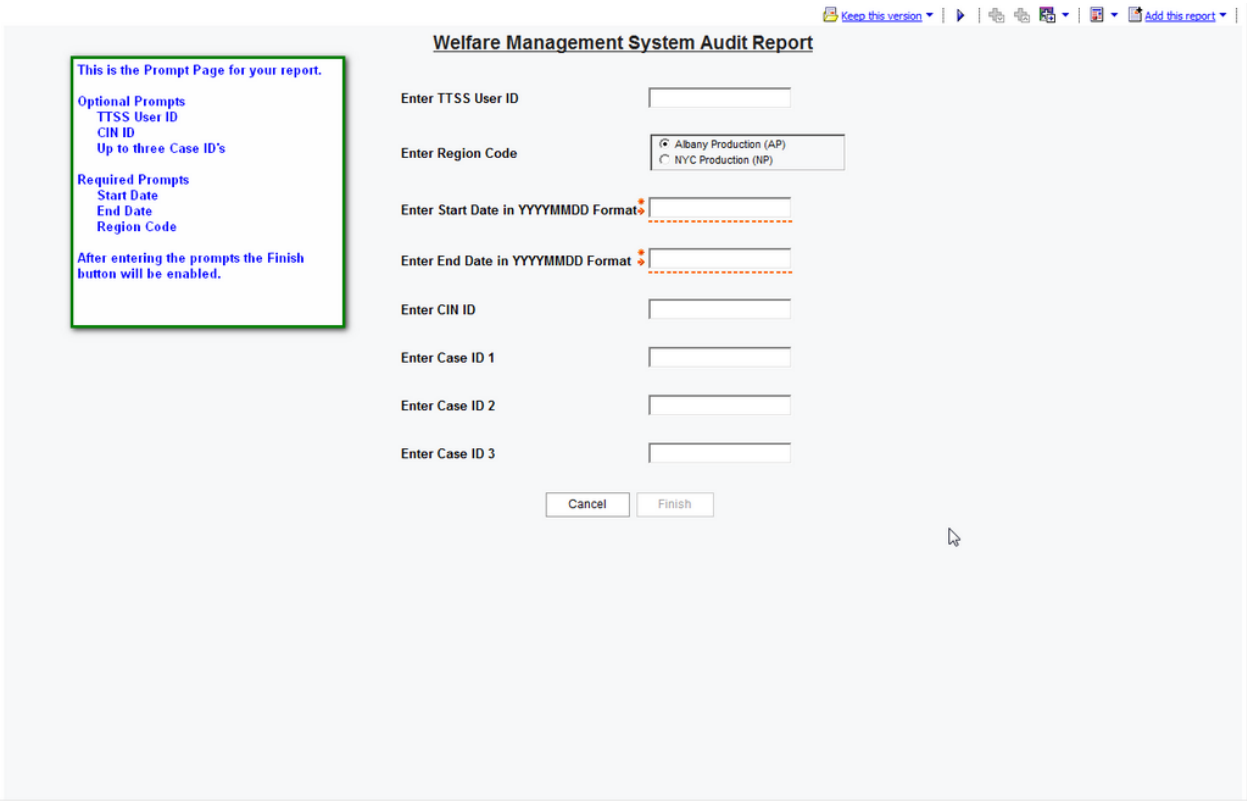
To access the WMS Audit Tool report click on the IBM Cognos content link indicated above and the OTDA Reporting Portal should appear

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





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



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