

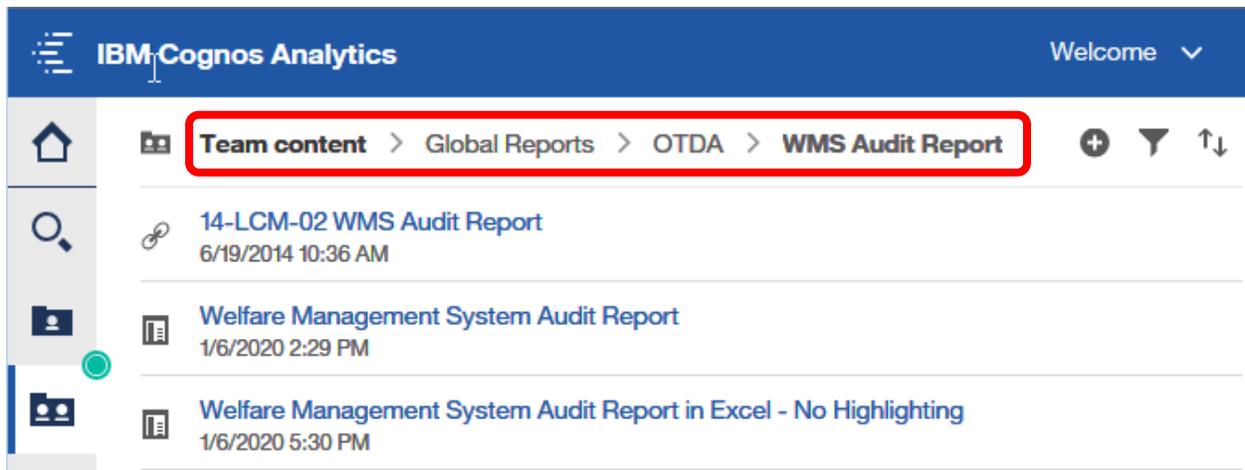
## WMS Audit Tool

### How to Access and Use

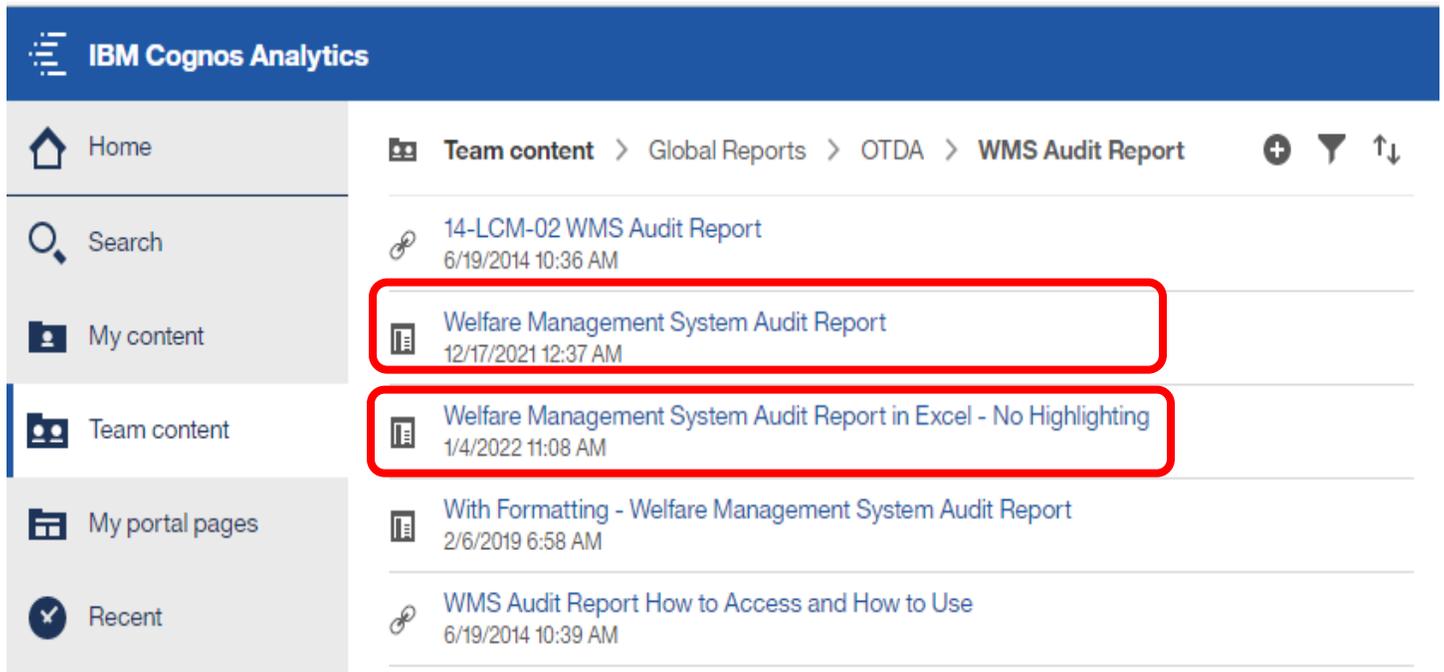
Click on the link below, or the link provided in the Welcome to Cognos Reporting e-mail you may have received when access to the WMS Audit Tool was granted.

<https://biservices.its.ny.gov/ibmcognos/>

The “Welfare Management System Audit Report” is in the Team Content > Global Reports > OTDA > WMS Audit Report folder.



Click on one of the two options to generate the desired report format:



- **Welfare Management System Audit Report:** Creates a PDF report with the option to highlight the input search criteria in the “Logged Data” column by clicking the “Highlight” link on top of the report.

- **Welfare Management system Audit Report in Excel – No Highlighting:** Creates the report in Excel format but with no option to highlight the search criteria entered. However, the Excel “Find/Find All” function can be used to locate input search criteria. In addition, the Excel Sort and Filter functions can be used to review the results.

Please note that the **With Formatting – Welfare Management System Audit Report** selection is not to be used to generate a report. Rather, this selection is automatically invoked when the user clicks the “Highlight” link on the PDF report generated from the Welfare Management System Audit Report option described above and serves to highlight the input search criteria on the report.

Clicking either of the two report options will open the following prompt page where you will be able to input your report criteria.

The screenshot shows a web form titled "Welfare Management System Audit Report" with a blue header. Below the header, the title is repeated in a larger, bold font. The form contains several input fields: "Enter TTSS User ID" (text box), "Enter Region Code" (radio buttons for "Albany Production (AP)" and "NYC Production (NP)"), "Enter Start Date in YYYYMMDD Format" (text box with a red dashed underline and an asterisk), "Enter End Date in YYYYMMDD Format" (text box with a red dashed underline and an asterisk), "Enter CIN ID" (text box), "Enter Case ID 1" (text box), "Enter Case ID 2" (text box), and "Enter Case ID 3" (text box). At the bottom, there are "Cancel" and "Finish" buttons.

Required Prompts  
Start Date  
End Date

Region Code, either Albany Production (upstate WMS) or NYC Production (NYC WMS)

#### Optional Prompts

TTSS User ID  
CIN ID  
Up to three Case ID's

After entering the prompts, the "**Finish**" button will be enabled.

#### **Notes Regarding The WMS Report**

- If a TTSS User ID is entered in the search field, the report will return all actions for the worker assigned that ID during the date range entered.
- If a CIN or Case ID is entered, the report will return every sign-on event through sign-off for each time that CIN or Case ID was accessed by any worker and will include all CIN or Case ID's that were accessed during the session, not just the CIN or Case ID being searched. For example, if during a session a worker accessed 100 screens with different CIN or Case IDs, and one of them was the CIN or Case ID being searched for, the report will return that worker's entire history for that session, with all 100 screens, from Sign-on to Signoff.
- Any combination of the optional prompts may be entered as the search criteria but be aware that the combination of parameters will run as "OR" operators and not "AND". For example, if a User ID and a CIN is entered in the search fields, the report would show all actions for that User ID even if the CIN being searched was not accessed during the session. The report would also show all actions for that CIN for all workers who accessed it during the date range, regardless if the User ID being searched had accessed it or not. Therefore, the first six characters in each SIGNON event in the Logged data column must be viewed to determine which user ID is initiating the session.
- In the PDF report format option, selecting the Highlight link will cause all instances of your search criteria to be highlighted.
- In the Excel report format option, you may use the Find/Find All, Sort and Filter functions to identify your search criteria in the Logged data column.
- Depending on the date range being requested, the report may take a significant amount of time to run. You may want to schedule the job to run in the background and be returned when complete. You can choose a specific location to save the report or have it emailed to you and others when complete. Alternatively, you may want to run several separate reports, each with a smaller date range parameter.

#### **YOU SHOULD BE AWARE:**

- The report does not provide the names associated with the worker TTSS User IDs.

- The WMS Audit Report does not search by nor is restricted to a district. Searching by a case number that is duplicated in another district will return results that include sign-on events from each district in which that case number exists.
- Highlighting does not work in Excel formatted reports. However, you may use Excel search and filter functions to search for specific a User ID, CIN or Case ID in the Logged data column.
- The WMS Audit Report does not detail keystrokes or what was specifically changed or updated on a screen.

**WHAT DATA DOES THE AUDIT REPORT PROVIDE?**

The WMS Audit Report will search mainframe applications according to the criteria entered and will return matches in the selected format.

The WMS Audit Report will return the following 5 fields:

| Field       | Description   |
|-------------|---|
| Transaction | The Transaction field displays the sessions for which the selected prompts (User ID, CIN, Case Number) were inquired and/or updated. Each session consists of a SIGNON transaction, followed by the various WMS screens the worker viewed during the session. The session end is designated by a series of asterisks (*****).                                   |
| PID Number  | PID number of the computer terminal where the transaction was done. For those who access through pooled PIDs, this will not provide the physical location of the terminal, nor will it be expected to remain the same for one worker during different sign on events.   |
| Date        | Date of the action  |
| Time        | Time of the action (HH:MM:SS)   |
| Logged data | The fifth column (Logged Data) shows the information that was logged about the transaction. For the SIGNON transaction, the first 6 characters indicate the user id of the worker who initiated the session. For other transactions, the first character has an "I" for inquiry or a "U" update followed by the case number, case name or CIN that was queried. |