Cognos Reporting Guidelines

Reporting Guidelines

Data

a) Keep field names consistent.

b) Do not use fields which you are unfamiliar with. You should be able to prove where that field exists in Banner.

c) Only report that information which you are knowledgeable about. If you require information which you do not normally deal with on a particular basis, you should seek the assistance from the Office of Information Resource Management.

d) Only report that information which you are responsible for. In example, creating a financial report when your inherent job responsibility is admissions data is not acceptable.

Personally Identifiable Information (PII)

a) Social Security Numbers (SSNs) are not allowed on any report. If you need to show SSNs, you will have to provide a written justification showing the business need for such information.

b) Names and IDs are not allowed on the same report unless the ID is masked to the last 4 digits.

c) Any report that is designed to be dispersed outside the Cognos system and your department, will not be allowed to contain both names and IDs.

d) Convenience reports stored in the Report Authors’ personal folders may be reviewed at random intervals to ensure that PII guidelines have been followed. Convenience reports having PII information will be immediately deleted and the Report Author will be notified. Repeat offenses may lead to the termination of the user’s license and possible University disciplinary action.

Handling Confidential Information

Confidential Guidelines

Reports that have individuals listed that have requested their information be kept confidential should not be dispersed out to personnel that do not have the authority to see such information unless the report has been redacted to not include the individuals.

If the initial requestor is not authorized to see information for these individuals, the report will be created excluding the records for these individuals.
**Storing Reports**

The system has two areas that you can store reports in.

a) There is a general folder that will contain subfolders that are named for the respective departments that have access to the system. When reports are created we recommend storing them under your departmental folder as this will allow them to be easily accessible to other departmental users.

b) There is also a “My Folder” section that you can store your reports in. The point to note here is that any reports stored in this section will only be accessible to you the creator. This would leave the department without the ability to utilize the report. You can copy and paste any reports from the “My Folder” section into the main departmental folders.