Integrated Data & Reporting

IDR Departmental Folders – Granting Permissions

Presented by
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**The intended audience** includes University of Oregon Deans or Department Heads, or delegates, with authority to create and maintain folders and permissions within the IDR Cognos departmental folders.

**Folder Structure**

The departmental folders are located at the top level of team content within the Cognos portal. The IDR team will create the top level folder for you. The sub-folder structure can then be created by you in the way that best supports your department.

Many departments create separate sub-folders for Student Reports, Finance Reports, and Report Development.

**Create a Folder**

Step 1: Navigate to the departmental folder and select the plus sign [a] and then Folder [b];

Step 2: Enter the name for the new folder.
Grant Permissions

Step 1: Navigate to the top level departmental folder;
Step 2: Click the ellipsis (…) [a] and in the sub-menu select Properties [b];

Step 3: Click the Permissions [a] tab;
Step 4: Place a check in 'override parent permissions' [b];
Step 5: If you want to grant the same permissions to child sub-folders then place a check in 'apply to all children' [c];
Step 6: To add users, select the plus sign + [d]
Step 7: Select LDAP-PROD [a];

![Select groups, users or roles](image)

Step 8: Type a name in the search block [a] and hit Enter on your keyboard to search;

![Select groups, users or roles](image)

Tip: Since the names in LDAP are listed as the full name, with duckid in parenthesis, a search by duckid may return better results.

Step 9: Select the name to add [a] and click Add at the bottom of the screen.

![Select groups, users or roles](image)
• **Read** allows a user to access the folder but nothing else. Needed for allowing a user to access a subfolder without them being able to run reports in the parent folder.
• **Run** allows access to run reports.
• **Write** allows access to run reports as well as save reports.
• **Full** allows access to create or delete folders, and the ability to set permissions for others. This permission level should be reserved for folder delegates only.

Step 10: Select the name you just added and grant Run, Write, or Full permissions. Once you are satisfied with the settings, click Apply [a].

Questions?

Please contact Integrated Data and Reporting via the UO service portal at service.uoregon.edu.