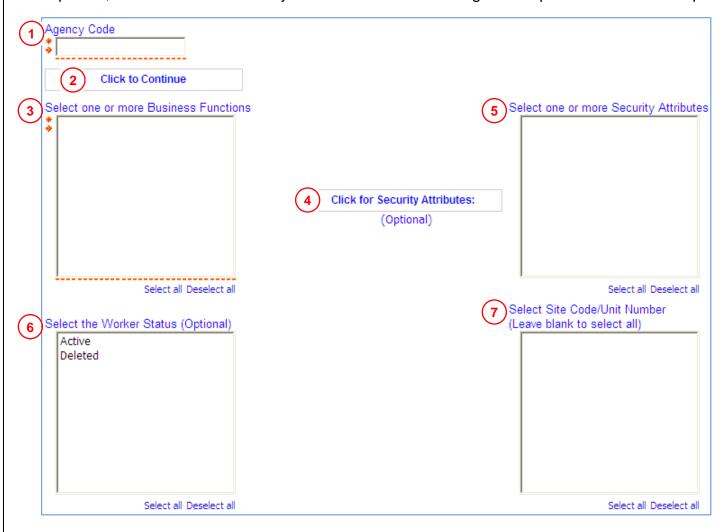
OCFS Data Warehouse How to Use the Business Function Report

The Business Function Report generates output based on the Security Attribute prompt selection; it does not take into account the Business Function prompt selection at all. Since staff may be assigned the same Security Attribute through more than one business function, workers may be listed multiple times throughout the report.

The Prompt Page

Prompts have been added for Security Attributes and Site/Unit. Although these prompts are optional, it is recommended that you make a selection to target the report and minimize output.



- 1. Enter your **Agency Code**. This prompt is not case sensitive.
- 2. Click once on the **Click to Continue** button. Notice the Business Function and Site/Unit prompt windows fill with values.
- 3. Select one or more values from the **Business Function** prompt.
- 4. Click once on the **Click for Security Attributes** button. This step is optional, but recommended. Notice that all security attributes associated with the selected business function(s) appear in the Security Attribute prompt window.
- 5. Select one or more values from the **Security Attributes** prompt.
- 6. Select one or more values from the **Worker Status** prompt.
- 7. Select one or more values for the **Site Code / Unit Number** prompt.

Useful Tips

- To generate output similar to the original version of the Business Function Report, select the Business Function you are interested in and all of its associated security attributes on the prompt page. When the output appears, focus your attention only on the section containing the Business Function that you selected at the Business Function prompt.
- Leaving the Security Attribute prompt blank has the same effect as selecting all of the values in the Security Attribute window.

Example: Selecting a Single Security Attribute

The prompt selections below generate a list of staff assigned <u>any</u> Business Function with the <u>Access All</u> security attribute. For Local Districts, this includes staff with ACCESS ALL DIST, CPS CASEWORKER, CPS SUPERVISOR, FAD CASEWORKER, or FAD SUPERVISOR. For Voluntary Agencies, this includes staff with ACCESS ALL AGY.



Example: Selecting Multiple Security Attributes

The prompt selections below generate a list of staff assigned <u>any</u> Business Function associated with the <u>Case Search</u> or <u>Access All</u> security attributes. For Local Districts, this includes staff with CASE/PERS SRCH, ACCESS ALL DIST, CPS CASEWORKER, CPS SUPERVISOR, FAD CASEWORKER, or FAD SUPERVISOR. For Voluntary Agencies, this includes staff with CASE SEARCH or ACCESS ALL AGY.



Still have questions?

Contact the OCFS Data Warehouse Team at data.warehouse@ocfs.state.ny.us.