

# Information Paper: DTS COGNOS ACCESS INDICATOR



## Cognos

Cognos allows designated people to run prepared reports and create customized reports using data elements pulled from DTS documents and profiles. Access to Cognos is via the **Cognos Connection** option under **Reports** on the DTS Welcome screen's navigation bar. For specific guidance on how to use Cognos, contact your DTS Program Management Office:

- USA – armydtsinquiries@dfas.mil
- USMC – dtsusmc@urs.com
- USN – navsup\_navy\_dts\_pmo@navy.mil
- USAF –af.dts@pentagon.af.mil
- Agencies – your Agency Travel Lead

## Cognos Access Indicators

The Update Person and Create Person screens in the DTA Maintenance Tool's People module contain two Cognos Access indicators (Figure 1).

**User Specific Data**

Organization Access: \* DATAMART

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Group Access: [ ] --Organization Owner Name  
None [v] --Group Name

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Non-editable Permission Level(s):  
Editable Permission Level(s): \*  0  1  2  3  4  5  6

Approval Override: \*  Yes  No

Manually Entered Transaction: \*  Yes  No

Non-DTS Entry Agent (T-Entered): \*  Yes  No

Debt Management Monitor: \*  Yes  No

**It may take up to a day to propagate a user to specific groups in Cognos, depending on permission levels.**

DTA's Cognos Access: Yes

Cognos Access: \*  Yes  No

Self-AO Approval: \*  Yes  No

User ID: u9000039967 [Reset User ID](#)

Figure 1: Update Person Screen – Cognos Access Indicator Feature

**DTA's Cognos Access** – This field is always read-only. It indicates whether you have Cognos Access or not.

**Cognos Access** – This field indicates whether or not the user whose profile is displayed has Cognos Access. This field may be editable (see Updating Cognos Access, below).



### Updating Cognos Access

You can edit a user's **Cognos Access** if the following conditions exist:

- You have permission level 5 (i.e., access to the DTA Maintenance Tool)
- **Cognos Access** indicator is set to **Yes** in your DTS profile

The **Cognos Access** indicator displays as read-only if you do not meet the above conditions or you are accessing your own DTS profile (Figure 2).

**User Specific Data**

Organization Access: \* (All)

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Group Access: [ ] --Organization Owner Name  
 (All) [v] --Group Name

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Non-editable Permission Level(s):  
 Editable Permission Level(s): \*  0  1  2  3  4  5  6

Approval Override: \* NO  
 Manually Entered Transaction: \* NO  
 Non-DTS Entry Agent (T-Entered): \* NO  
 Debt Management Monitor: \* YES

**It may take up to a day to propagate a user to specific groups in Cognos, depending on permission levels.**

DTA's Cognos Access: Yes  
**Cognos Access: \* YES**  
 Self-AO Approval: \* NO

User ID: u9000039957 [Reset User ID](#)

Figure 2: Update Person Screen – Cognos Access Indicator Read-Only

### Cognos Access Update Validation Error

When creating or updating another user's DTS profile, setting the **Cognos Access** indicator to **Yes** causes a Validation Error (Figure 3) when you attempt to **Save Person/Save Changes** if either of the below conditions exist:

- The person does not have organization access
- The person does not have at least one permission level assigned

DTA Tools: People [v] Search People | Create Person | Receive Person | View Person Lists

**Validation Error**

The following input validation errors have occurred:

- Cognos Access can only be designated as "Yes" for a person that has at least one permission level defined and also has organization access defined.

Figure 3: Cognos Access Validation Error

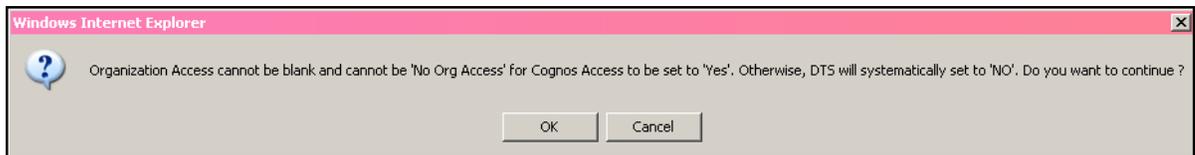
You must make the appropriate changes before you can save the profile data.



**Read-Only  
Cognos  
Access  
Indicator  
Error**

When updating your own or another user's DTS profile, if the **Cognos Access** indicator is read-only and set to **Yes**, a message (Figure 4) will display when you attempt to **Save Changes** if either of the below conditions exist:

- The person does not have organization access
- The person does not have at least one permission level assigned



*Figure 4: Cognos Access Acknowledgement Message*

Selecting **OK** sets the person's **Cognos Access** indicator to **No** before completing the profile update. If the person needs Cognos Access, you must select **Cancel** and make any required changes before saving the profile.

**Complete  
Traveler  
Information  
Report**

The Complete Traveler Information Report, housed in Cognos, displays the current setting of each user's **Cognos Access** indicator. For information on how to access this report via DTS Cognos Connection, see the [Report Scheduler Reports in Cognos](#) information paper.