

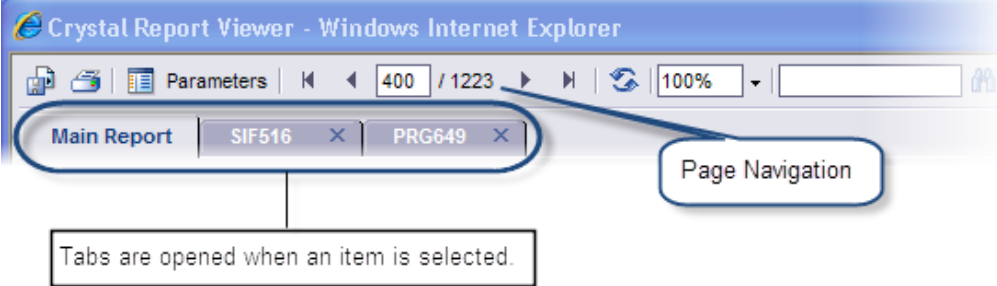


User Guide to Publisher and Report #3282

Last Updated: September 2011

If you are unfamiliar with accessing Finance reports on Publisher or **Report #3282 - Security Lookup for Colleges and Departments**, this step by step guide will walk you through the process.

Report #3282 shows UniFi access for staff in your area. Review this report to ensure that UniFi access is up-to-date for them; has a new staff member been given the right access? Does a departed staff member still have access to the department's funds?

Step	Action
1.	Log into Publisher – https:// publisher.usask.ca If prompted: Login name: NSID Password: Regular network password
2.	One of the ways to bring up the report: In Public Folders ,  Public Folders using the <i>Search Title</i> bar, type in 3282 and hit <Enter>.  You will be presented with a list of reports matching your entry.
3.	Double click on any of the report title (at either the College or Department level) to view Report #3282. The report will open up in a new window (Report Viewer).
4.	<i>A listing of staff members that uses your department's org code as their Home Dept Org code will be displayed.</i> If you get a "No Access" message, please contact unifisupport@usask.ca to clarify your access.
5.	Click on an NSID to select it for viewing. Choices on the NSID menu include: Fund Security Access = funds that the NSID has access to Org Security Access = org codes that the NSID has access to Financial Manager Listing = list of funds that the NSID is financial manager of Functional Role listing = functional roles given to the NSID
6.	Use tabs at the top of the report to navigate. Tabs allow for easy comparison between profiles. 
7.	Note down any required updates and forward it to unifisupport@usask.ca using the UniFi Access Control Form (UACF)