

Shared Folder Overview

A "Shared Folder" is a customized folder within Enterprise Reporting that provides a department or business unit some measure of control over their reporting content. Shared Folder administrators are designated by the department to create an organizational folder structure and save reports, queries, and views within that structure. Shared Folder users can then view and execute those reports, as well as the Shared Folder content for other departments.

Shared Folders are requested by departments and created by UFIT/Enterprise Systems. Once a folder is created, the department must request ARS roles for the users and administrators through their Departmental Security Administrator (DSA).

Your Shared Folder Request Checklist

- [] 1. Complete the Shared Folder Request form below and submit via email attachment to UFIT at **Reporting-Services@ufl.edu**).
- [] 2. If approved, the request will be forwarded to the UFIT Security Groups for implementation. The approval and implementation process can take up to 5 business days.
- [] 3. You will be notified when the Shared folder and the Admin Role has been created. Upon notification, request the appropriate role assignments through your DSA.
 - Admin Role (Read/Write/Execute). You will receive this role name after the role has been created.
 - Remember that Shared Folder content is visible to all Enterprise Reporting users and executable by those with access to the data.
- [] 4. You (or the newsbox administrator) should notify departmental users that the newsbox is available for use.

Shared Folder Request Form

DEPARTMENT NAME	
Dept ID	
Requestor Name	
UFID	
Title	
Email Address	
Reason	

DESIGNATE ADMINISTRATORS:

EACH SHARED FOLDER MUST HAVE AT LEAST **TWO** ADMINISTRATORS – ONE **PRIMARY** AND ONE **BACKUP**.

ADMINISTRATORS HAVE THE ABILITY TO CREATE AN ORGANIZATIONAL FOLDER STRUCTURE WITHIN THEIR SHARED FOLDER AND CAN SAVE OBJECTS WITHIN THAT STRUCTURE (QUERIES, VIEWS, ETC.). DESIGNATE THE PRIMARY AND BACKUP ADMINISTRATORS FOR YOUR SHARED FOLDER IN THE TABLE BELOW.

NOTE: ACCESS TO A SHARED FOLDER DOES NOT MEAN THE USER CAN EXECUTE ALL OBJECTS IN IT. EACH QUERY OBJECT IS RELATED TO A QUERY PACKAGE WITH ITS OWN SECURITY. A USER MAY NEED ADDITIONAL ER ROLES IN ORDER TO EXECUTE REPORTS ASSOCIATED WITH THOSE PACKAGES AND MAY NEED TO REQUEST THOSE ROLES THROUGH THEIR DSA.

Primary Admin

Dept ID	
Department Name	
Employee Name	
UFID	
Title	
Email Address	

Backup Admin

Dept ID	
Department Name	
Employee Name	
UFID	
Title	
Email Address	