

To access the new UAT validation reports in Cognos for Undergraduate Admissions data, please follow the instructions outlined below:

1. Copy and paste the following link into your browser - <http://data.ucop.edu>. The link will take you to the screen shown below. Use IE (Internet Explorer) browser to open the link and access Cognos, because that's the official recommendation from IBM to Cognos users.

UNIVERSITY OF CALIFORNIA Data Operations Hub

HOME SERVICES DATA VALIDATION SUPPORT & TRAINING SUBJECT AREAS ABOUT

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### ABOUT THE UC DATA OPERATIONS HUB

The UC Data Operations Hub is a collaborative effort by UCOP Institutional Research and Academic Planning (IRAP) and Data Services team to support the UC Data Warehouse and the UC Information Center by providing access, support and training on institutional data and data processes to UC employees.

### FEEDBACK LOOP

- Is your campus location going through a system reconfiguration or upgrade? Keep us in the loop by sending an email to [data.services@ucop.edu](mailto:data.services@ucop.edu) and [irap@ucop.edu](mailto:irap@ucop.edu).
- If you have any feedback on the usability of the Cognos validation reports, send us an email at [irap@ucop.edu](mailto:irap@ucop.edu).

### USEFUL APPLICATIONS

- [Sign-in to JIRA](#)
- [Sign-in to Smartsheet](#)

### ACCESSING THE REPORT CENTER

> [Sign-in to Cognos](#)

### Welcome Message

Welcome to the UC Data Operations Hub! This site is aimed at providing information on the UC Data Warehouse (UCDW) and its components which include the UC Information Center website, Business Intelligence and Reporting and Data Validation process.

All questions, comments and suggestions regarding this site can be forwarded via email to [irap@ucop.edu](mailto:irap@ucop.edu).

### NOTICE: Campus Input File Re-Submissions

The data being provided to UCOP for systemwide reporting from UC campuses must be validated for accuracy from both a content and format perspective prior to transmission to the systemwide office for processing. UCOP will be able to reload a file **only** if a subsequent file has not been applied to the data warehouse. If a subsequent file has been loaded into the warehouse, retracting the erroneous information will **not** be performed.

2. Click on to “Sign in to Cognos” link in the screen as shown below.

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### ACCESSING THE REPORT CENTER

> Sign-in to Cognos ← 1

### Welcome Message

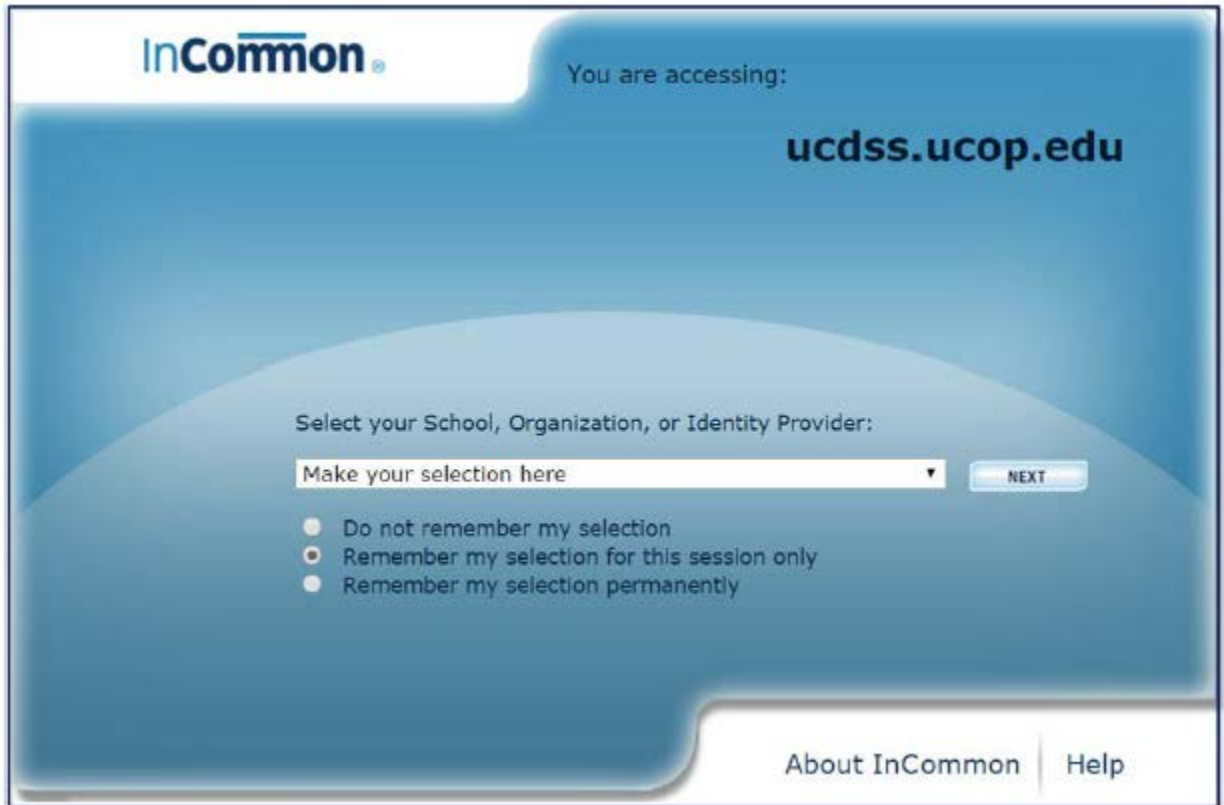
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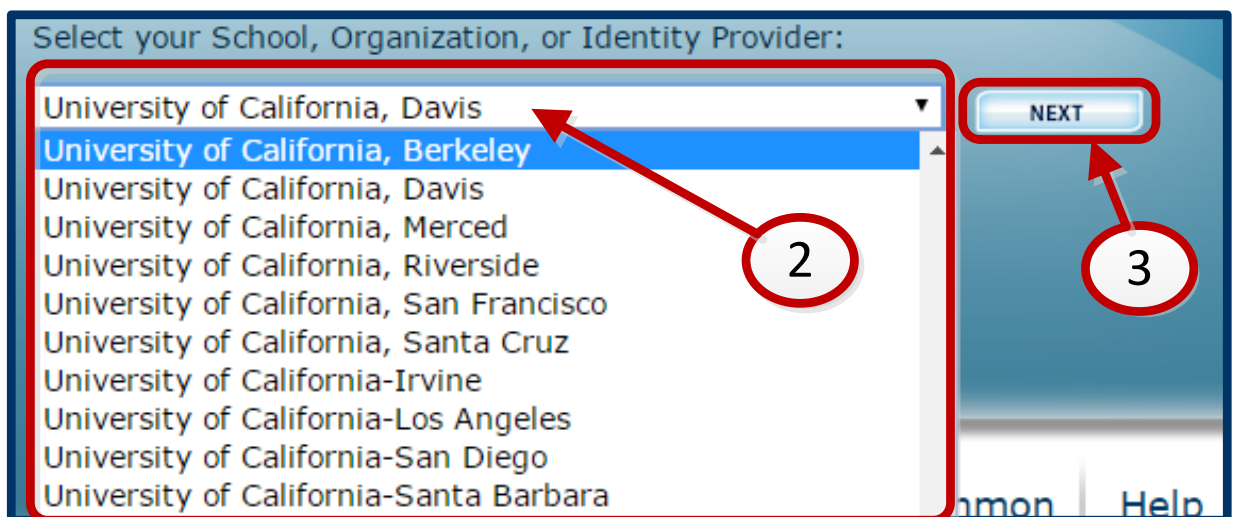
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3. Click on the “Sign in to Cognos” link will take you to the screen below



4. Select your campus from the drop down options available and click on the **NEXT** button.



**Please note:** If you prefer the campus selection from drop down list to remain the same whenever you access the Cognos validation report, click on “Remember my selection permanently” radio button in the screen as shown below

InCommon® You are accessing:  
ucdss.ucop.edu

Select your School, Organization, or Identity Provider:

University of California, Davis

Do not remember my selection  
 Remember my selection for this session only  
 Remember my selection permanently

NEXT

5. Your campus central authentication page will be displayed. Enter your campus username and password and click on the **LOGIN** button as shown below:

**UC DAVIS**  
UNIVERSITY OF CALIFORNIA  
Central Authentication Service (CAS)

Username:  
kmohan

Passphrase:  
\*\*\*\*\*

LOGIN

[Need Help?](#)

Protect your campus computing account login ID and passphrase. Use them only for campus websites and campus online services.  
UC Davis will never ask you to provide your passphrase via phone or email. A message that asks you to is probably a phishing scam. Delete it without responding.  
Be extremely wary of messages that ask you to enter your passphrase into a non-UC Davis website. If you have doubts about a message or website, or think you have been tricked into submitting your passphrase or personal information, call the IT Express Computing Services Help Desk at 530-754-HELP (4357).  
Copyright © Regents of the University of California, Davis campus. All Rights Reserved.

6. New campus contacts or users not having access to Cognos validation reports will see the access request screen as shown below. Verify the User email specified and enter justification reason for requesting access to Cognos Validation reports. Then, click on the **Submit** button.

UNIVERSITY of CALIFORNIA *It starts here*

### Request Access to UCOP Decision Support System (DSS)

User ID :                   userid  
First name :               First Name  
Last Name :               Last Name  
User Email :               email

Justification/Reason :

**6b**

**6a**

For questions please contact DSS Application Administrator at : [ucdss@ucop.edu](mailto:ucdss@ucop.edu)

Once submitted, you will see the below screen. UCOP’s data services team will send an email when the privileges are granted after approval.

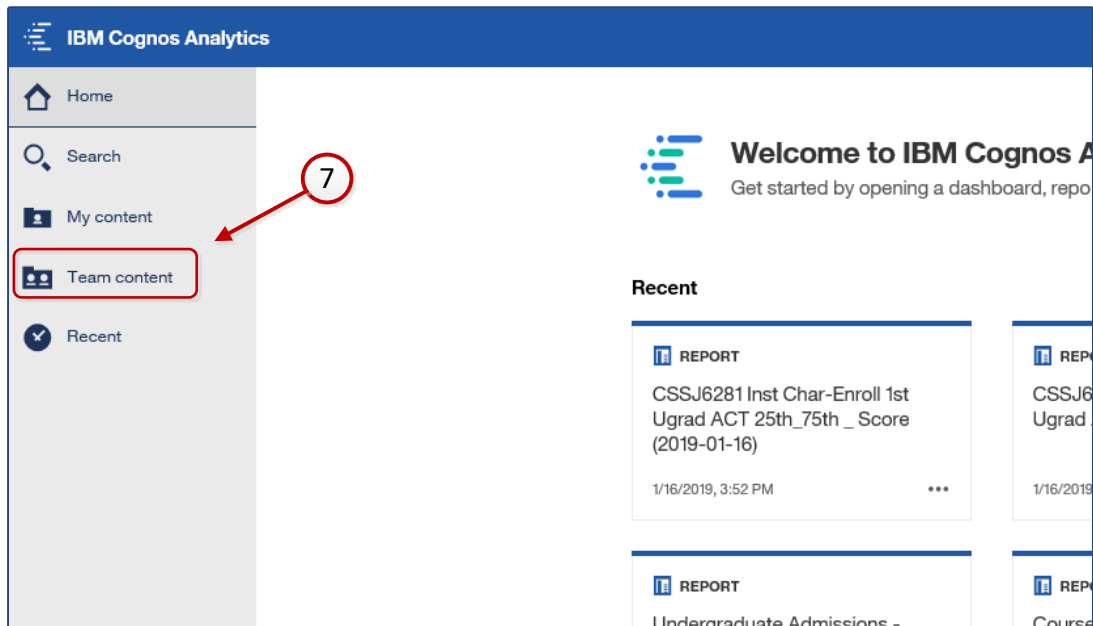
UNIVERSITY of CALIFORNIA *It starts here*

### Request Approval

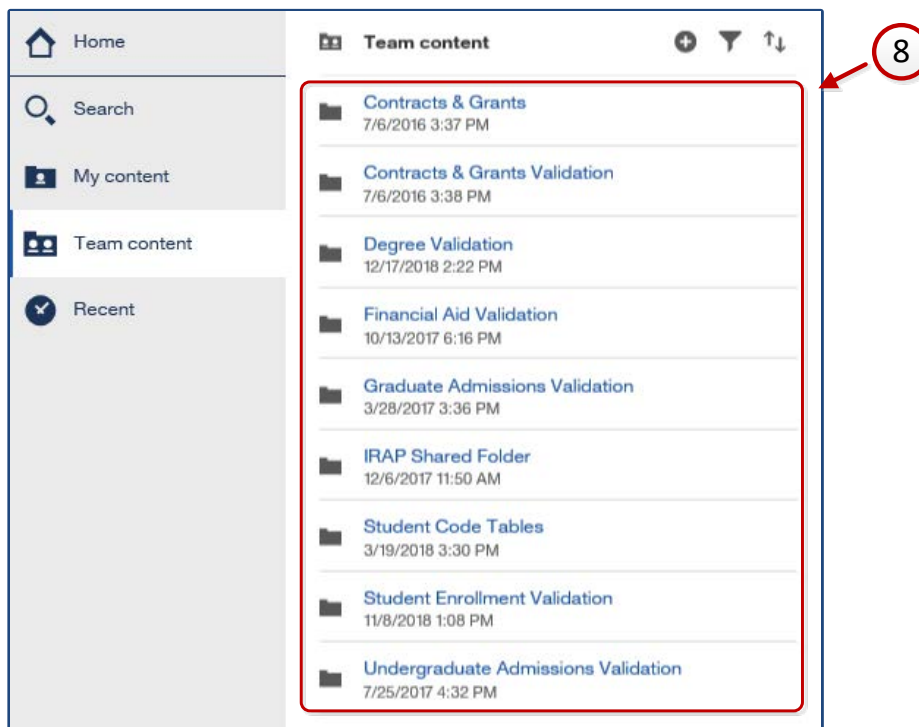
Your request has been submitted for approval. An email will be sent once the privileges are granted.

For questions please contact DSS Application Administrator at : [ucdss@ucop.edu](mailto:ucdss@ucop.edu)

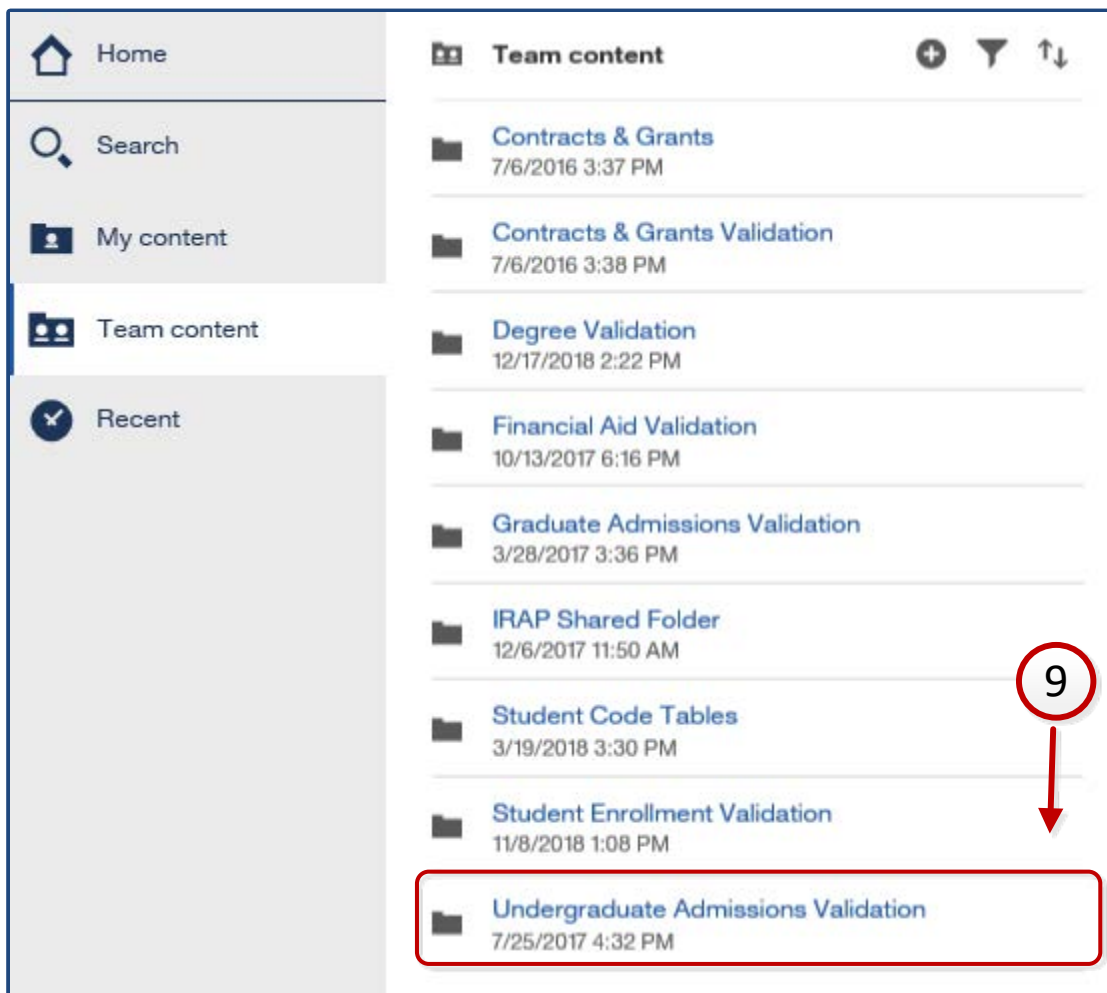
7. Click on “Team Content” on the left



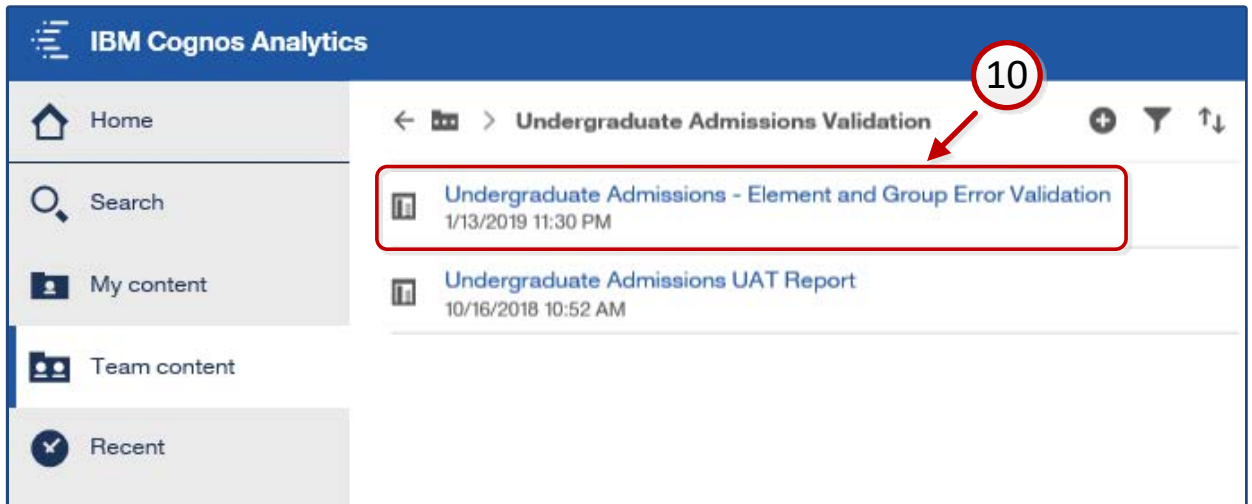
The validation reports that you have access to will be displayed as shown below. The user in this example has access to Degree, Financial Aid, Graduate Admissions and Student Enrollment Validation Reports.



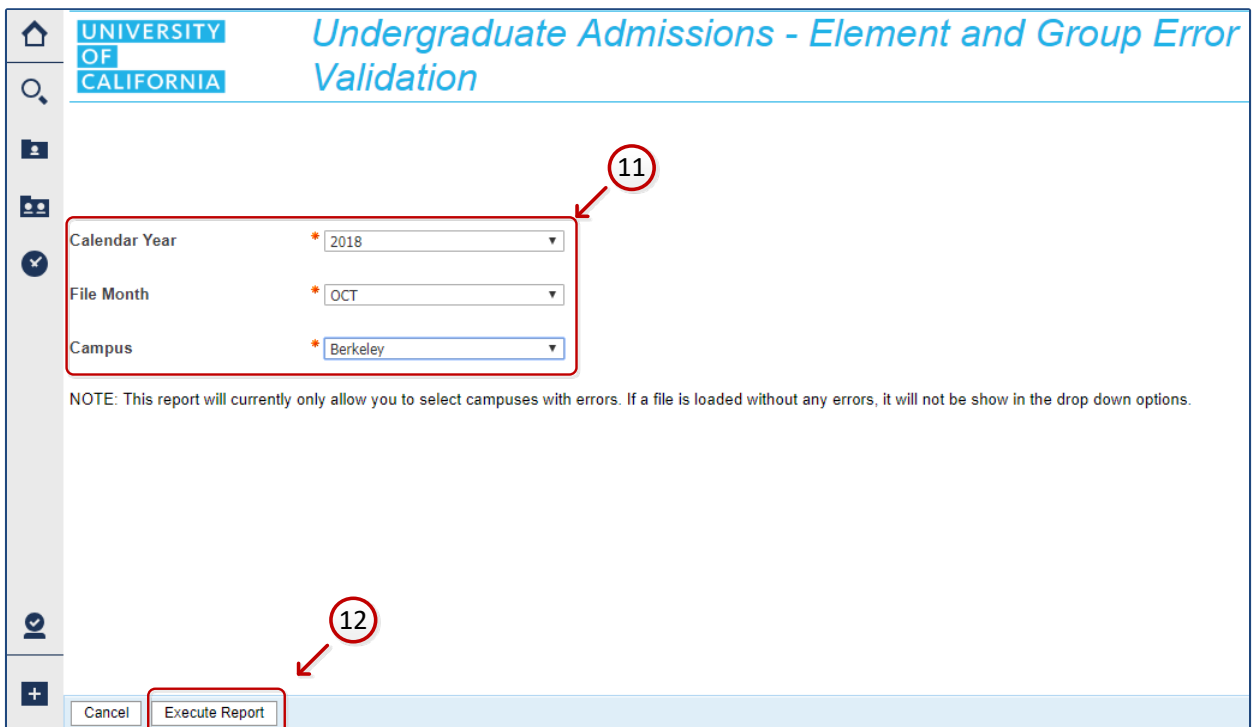
8. Click on the folder **Undergraduate Admissions Validation** to validate Undergraduate Admissions data on the input file provided by your campus.



- Undergraduate Admissions-Element and Group Errors and Undergraduate Admissions – Year over year comparisons will be displayed as shown below.



- Enter the Calendar Year, File Month, and Campus of the report you intend to validate. Once these details are entered, click on the **Execute Report** button on the bottom left side of the screen as shown below.





- Undergraduate Admissions - Element and Group Errors report opens up in HTML format with Summary, Severe Errors, Element Errors, and Group Errors tabs. The “**Summary**” sheet will have the summary information of the severe errors, element errors, and group errors as shown below.

File Name: Undergraduate Admissions - 2016 - OCT - Davis

Fall Records Written: 86,220  
Winter Records Written: 0  
Spring Records Written: 0  
Total Records Written: 86,220

Severe Errors: 2  
Element Errors: 224

Term: Fall

Level	Reference Code	Element Name	Error Message	Count
Element	UAD_GROUP	Group Error	Group Error 1 (Citz Status and Visa Code Conflict)	4
Element	UAD_GROUP	Group Error	Group Error 15 (Admit Status Code and Adm by Exception Code Conflict)	1
Element	UAD_GROUP	Group Error	Group Error 34 (Appl Status Code Conflict with Adv Standing Units or Grade Points)	209
Element	UAD_F435	ACT EngWrit Score Highest	Invalid ACT EngWrit Score Highest	1
Element	UAD_T100_2	Special Programs Code - Admission	Invalid Admission Special Programs Code	1

Summary Severe Errors Element Errors Group Errors

Report Run Date: Jun 13, 2017 11:33:58 AM

File Name: Undergraduate Admissions - 2016 - OCT - Davis

Fall Records Written: 86,220  
Winter Records Written: 0  
Spring Records Written: 0  
Total Records Written: 86,220

Severe Errors: 2  
Element Errors: 224

Term: Fall

Level	Element Name	Error Message	Student ID	Value
Severe	Campus Applied To Code	Invalid Campus Applied To Code	0645420	31
Severe	Campus Applied To Code	Invalid Campus Applied To Code	2268802	25

6/13/17

Summary Severe Errors Element Errors Group Errors

12. 'Element Errors' sheet will show detailed element level errors. Example shown below shows that there are 224 element level errors. It also gives detailed information such as, from the below report, the element 'Admit Status Code' has an invalid code.

Report Run Date: Jun 13, 2017 11:33:58 AM

File Name: Undergraduate Admissions - 2016 - OCT - Davis

Fall Records Written: 86,220  
Winter Records Written: 0  
Spring Records Written: 0  
Total Records Written: 86,220

Severe Errors: 2  
Element Errors: 224

Term: Fall

Level	Element Name	Error Message	Student ID	Value
Element	ACT EngWrit Score Highest	Invalid ACT EngWrit Score Highest	2268802	65
Element	Admission by Exception Reason Code	Invalid Admission by Exception Reason Code	2268802	5
Element	Special Programs Code - Admission	Invalid Admission Special Programs Code	0645420	9
Element	Special Programs Code - Admission	Invalid Admission Special Programs Code	2268802	9
Element	Admit Status Code	Invalid Admit Status Code	0645420	4
Element	Applicant Type Code	Invalid Applicant Type Code	0645420	0

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Summary Severe Errors **Element Errors** Group Errors

13. 'Group Errors' Sheet will provide detailed information on the group level errors. The below report shows that the group elements citizenship status and code values conflict. The values of both elements that have the conflict are displayed in the report.

Report Run Date: Jun 13, 2017 11:33:58 AM

File Name: Undergraduate Admissions - 2016 - OCT - Davis

Fall Records Written: 86,220  
Winter Records Written: 0  
Spring Records Written: 0  
Total Records Written: 86,220

Severe Errors: 2  
Element Errors: 224

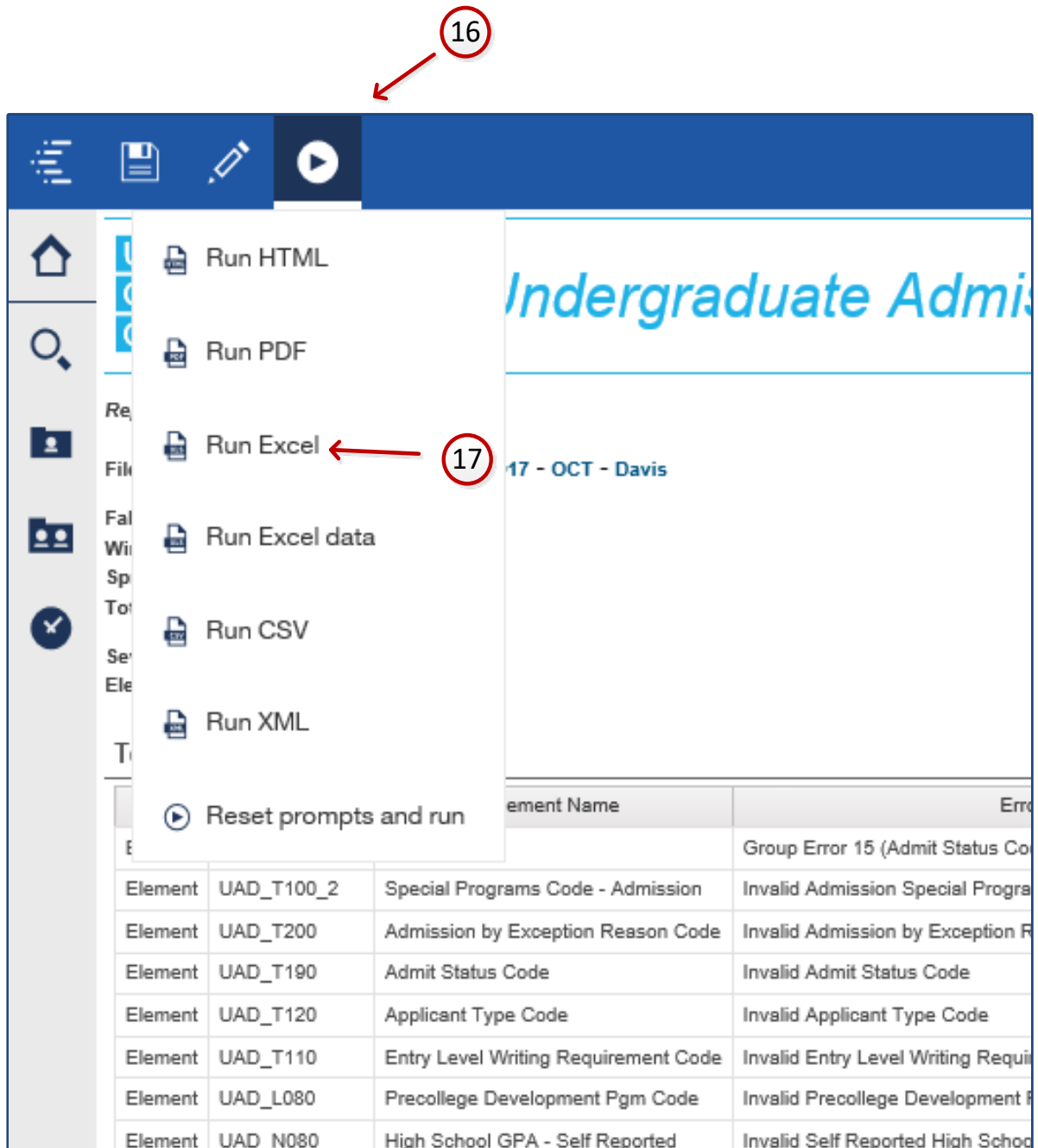
Term: Fall

Level	Element Name	Error Message	Student ID	Value
Element	Group Error	Group Error 1 (Citz Status and Visa Code Conflict)	3051263	1 OT
Element	Group Error	Group Error 1 (Citz Status and Visa Code Conflict)	3146688	1 F1

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Summary Severe Errors Element Errors **Group Errors**

14. The undergraduate admissions validation report opens in HTML format by default. The user can view or save the report file in a different format such as pdf, xml, excel or csv. Click the **HTML** icon and select the desired format. In the below example **Excel** format is selected.



16. At the prompt, either click on Open (to view the report) or Save (to save the report in a local folder and view later) button.

The screenshot shows a web application interface for the University of California. The main heading is "Undergraduate Admissions - Element and Group". Below this, there is a summary of the report run on June 15, 2017, at 9:31:36 AM. The file name is "Undergraduate Admissions - 2016 - OCT - Davis". The report shows 86,220 total records written, with 2 severe errors and 224 element errors. The term is Fall. A table lists the errors, with two rows visible: "Group Error 1 (Citiz Status and Visa Code Conflict)" with a count of 4, and "Group Error 15 (Admt Status Code and Adm by Exception Code Conflict)" with a count of 1. A dialog box is open over the table, asking "Do you want to open or save Undergraduate Admissions - Element and Group Error Validation.xlsx (4.47 KB) from biqa.ucop.edu?". The dialog has "Open", "Save", and "Cancel" buttons. A red circle with the number "18" points to the "Open" button.

Level	Reference Code	Element Name	Error Message	Count
Element	UAD_GROUP	Group Error	Group Error 1 (Citiz Status and Visa Code Conflict)	4
Element	UAD_GROUP	Group Error	Group Error 15 (Admt Status Code and Adm by Exception Code Conflict)	1

For any questions related to the content of this document, contact [Data.Services@ucop.edu](mailto:Data.Services@ucop.edu)