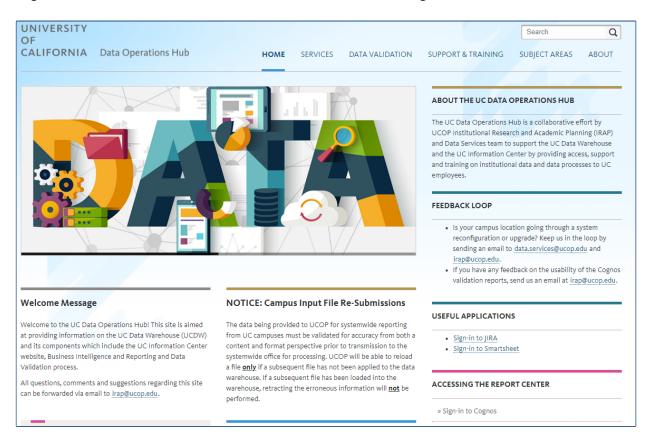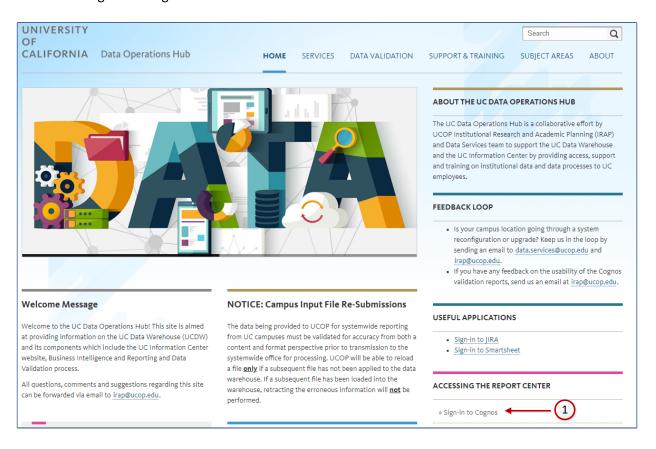To access the new UAT validation reports in Cognos for Undergraduate Admissions data, please follow the instructions outlined below:
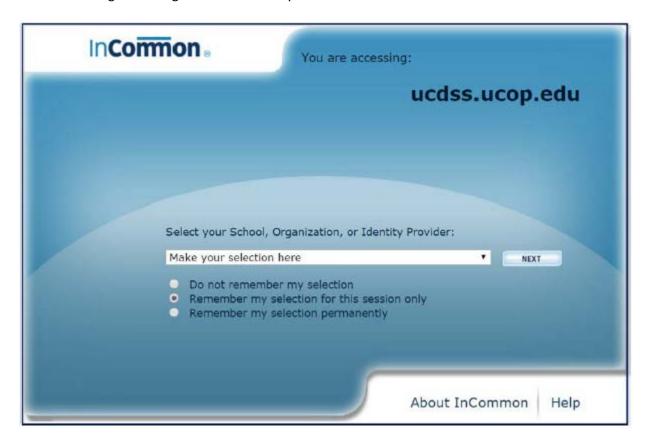
1. Copy and paste the following link into your browser - http://data.ucop.edu. The link will take you to the screen shown below. Use IE (Internet Explorer) browser to open the link and access Cognos, because that's the official recommendation from IBM to Cognos users.

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2. Click on to "Sign in to Cognos" link in the screen as shown below.
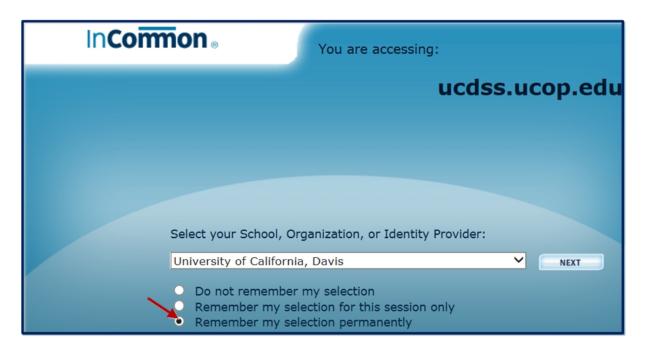
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3. Click on the "Sign in to Cognos" link will take you to the screen below
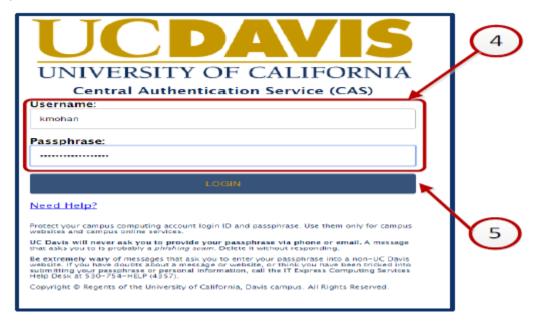

4. Select your campus from the drop down options available and click on the **NEXT** button.

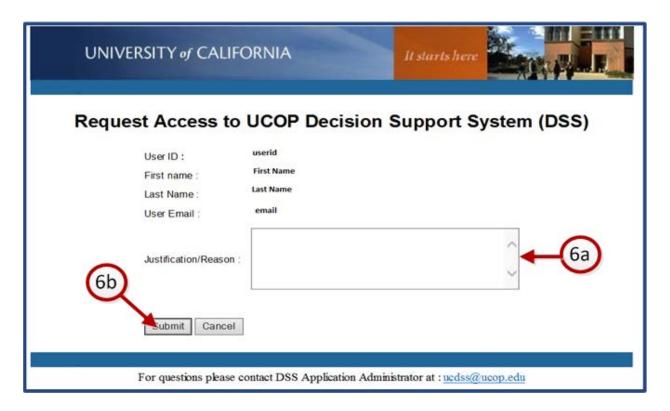**Please note**: If you prefer the campus selection from drop down list to remain the same whenever you access the Cognos validation report, click on "Remember my selection permanently" radio button in the screen as shown below

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

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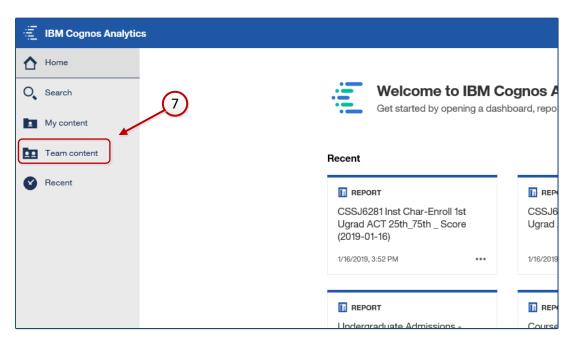6. New campus contacts or users not having access to Cognos validation reports will see the access request screen as shown below. Verify the User email specified and enter justification reason for requesting access to Cognos Validation reports. Then, click on the **Submit** button.

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

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.

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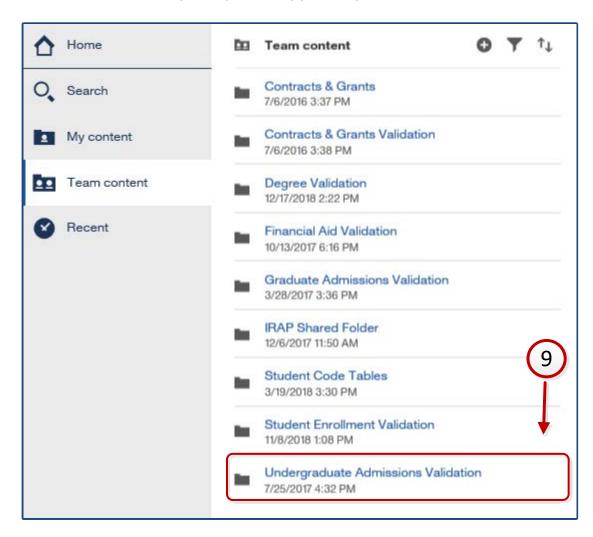

10. Enter the Calendar Year, File Month, and Campus of the report you intend to validate. Once these details are entered, click on the **Execute Report** button on the bottom left side of the screen as shown below.

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11. 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
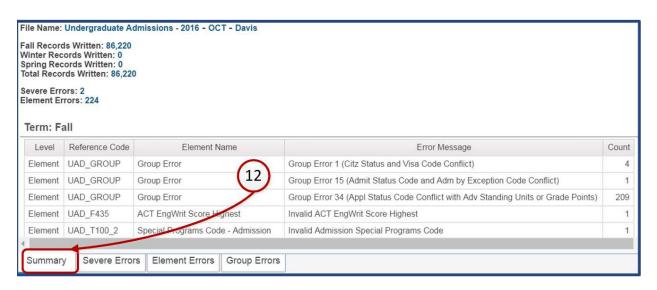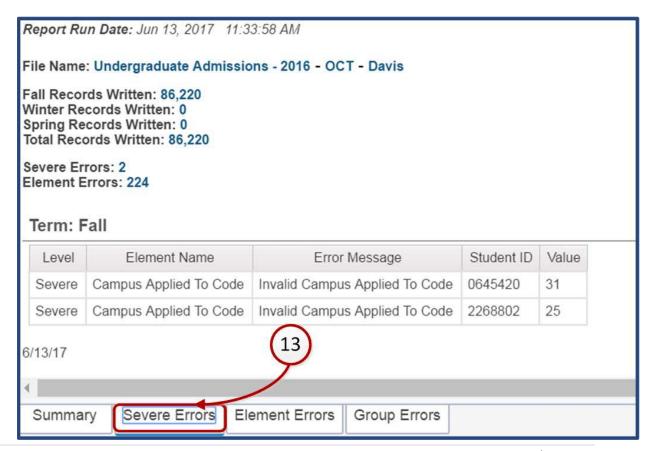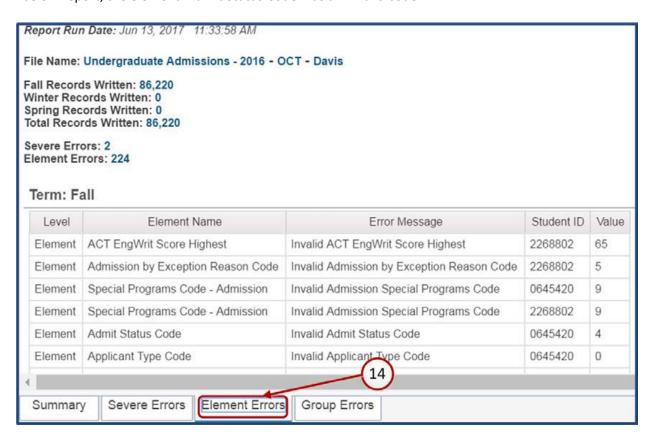
Severe Errors: 2
Element Errors: 224

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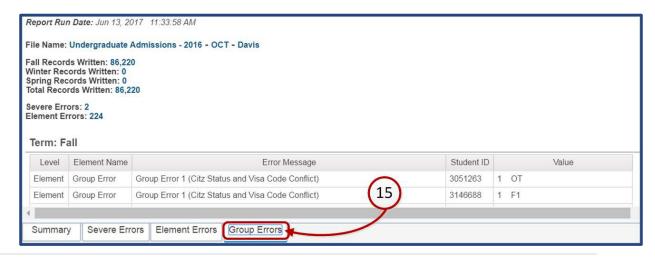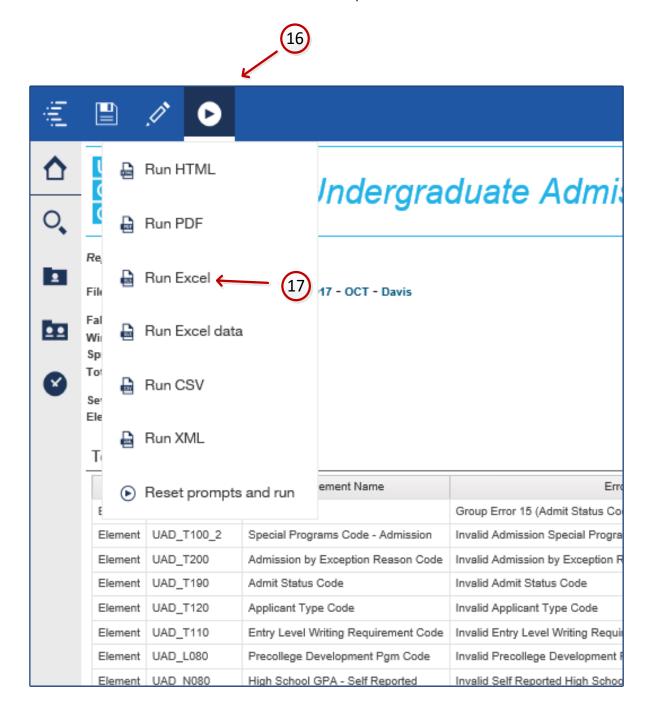
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12. '**Element Errors'** sheet will show detailed element level errors. Example shown below shows that there are 224 element level errors. It also gives detailed information such as, from the below report, the element 'Admit Status Code' has an invalid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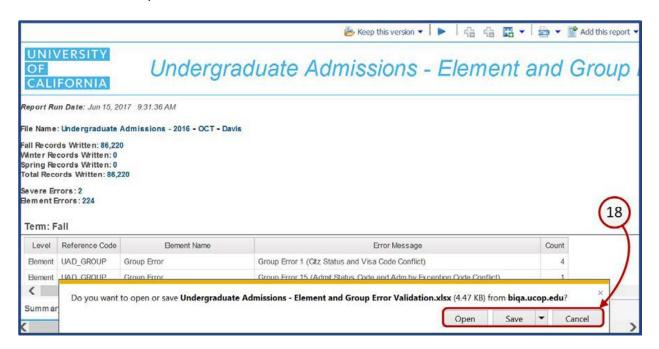

13. '**Group Errors'** Sheet will provide detailed information on the group level errors. The below report shows that the group elements citizenship status and code values conflict. The values of both elements that have the conflict are displayed in the report.

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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.

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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.

For any questions related to the content of this document, contact Data.Services@ucop.edu

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