

## Running a SACWIS User Report

The **SACWIS Employee User Group Report** displays all current users for the selected agency and a list of all of each employee's assigned **User Groups**. This report is designed to allow the security administrator for each agency to ensure that all current User Group assignments are correct and identify any records that need to be terminated.

To print the report, complete the following steps:

1. On the SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Reports** tab. The **Report Filter Criteria** screen appears.
3. In the **Report Category** field, select **Administration**.
4. Click the **Filter** button.

Home	Intake	Case	Provider	Financial	Administration
Staff	Maintenance	Security	Reports	Training	Utilities

Report Filter Criteria

Report Category: Administration Report Type: [ ]

Filter

Reports

Result(s) 1 to 18 of 18 Page 1 of 1

Title	Category	Type	report
Agency On-Call Employee Report	Administration	Agency	report

The **Reports** section displays the reports as shown below.

5. Click the **SACWIS Employee User Group Report** link on the right side of the grid row.

Title	Category	Type	report
Agency On-Call Employee Report	Administration	Agency	report
Case Load Summary	Administration	Worker	report
Caseload Data Report	Administration	Supervisor	report
Display Ticklers	Administration	Unit	report
Out Of State Placement Report	Administration	Agency	report
Program Area Monthly Statistical Report - Part A. Intake Statistics	Administration	Agency	report
Program Area Monthly Statistical Report - Part B. Ongoing/Adoption Case Statistics	Administration	Agency	report
Program Area Monthly Statistical Report - Part C. Custody Statistics	Administration	Agency	report
Program Area Monthly Statistical Report - Part D. Placement Statistics	Administration	Agency	report
Protective Services Alert Response Statistical Report	Administration	Unit	report
Restricted Cases By Agency Report	Administration	Agency	report
<b>SACWIS Employee User Group Report</b>	Administration	Agency	report
SACWIS User Report	Administration	Agency	report
Timeliness of Supervisory Action for Pieces of Work	Administration	Supervisor	report

## Running a SACWIS User Report

The **Report Details** screen appears.

6. Select either the **PDF** or **Excel** radio button.
7. Click the **Generate Report** button.

Administration » Reports

Report Details

Report Category: ADMINISTRATION AGENCY Report Title: SACWIS Employee User Group Report

Report Type: AGENCY

Report History

ID	Date Created	Employee ID	Name
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Document History

Select Report Output Format

PDF

Excel

**Generate Report**

Cancel

HOME | HELP & TRAINING | PRIVACY & SECURITY | AGENCY SEARCH | UAT version 2.12.2

The **SACWIS User Report** screen appears

SACWIS User Report

Available Agencies: County Juvenile Court

Selected Agencies: County Job & Family Services

Add > < Remove


**Generate Report** Cancel

**Note:** The Agency of the logged in user will appear in the **Selected Agencies** box. Add or remove agencies to the **Selected Agencies** box by selecting from the **Available Agencies** box and clicking the **Add>** or **<Remove** button(s).

8. Click the **Generate Report** button.

A screen appears stating that your report is being created.

Your report is being created

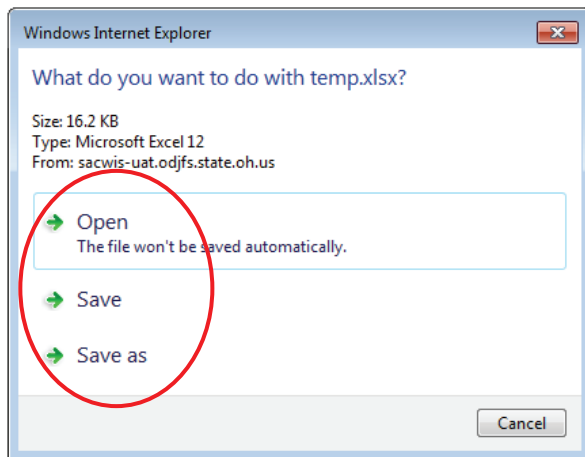


Please wait ...

Report Requested: 09:19:23 AM  
Last Checked: 09:19:23 AM

## Running a SACWIS User Report

9. When the **Windows Internet Explorer** box appears, click either the **Open**, **Save**, or **Save as** button.



As shown in this example, the **SACWIS Employee User Group Report** appears displaying all current users for the selected agency, along with job title, supervisor, and a list of the employee's assigned user groups.

Agency	Employee Name	Employee ID	Job Title	Supervisor	User Groups
Ohio Department of Job and Family Services					Adoption Worker
Ohio Department of Job and Family Services					All Case Workers
Ohio Department of Job and Family Services					All Supervisors
Ohio Department of Job and Family Services					All Users
Ohio Department of Job and Family Services					All Workers
Ohio Department of Job and Family Services					Assessment/Investigation Worker
Ohio Department of Job and Family Services					Closed/Sealed Adoption Reviewer
Ohio Department of Job and Family Services					Fiscal Read-Only Worker
Ohio Department of Job and Family Services					Ongoing Case Worker
Ohio Department of Job and Family Services					Provider Read-Only Worker
Ohio Department of Job and Family Services					Recruitment Planner
Ohio Department of Job and Family Services					Service Authorization Worker
Ohio Department of Job and Family Services					State Monitor Specialist
Ohio Department of Job and Family Services					State Provider Worker

10. To save the report in SACWIS, when this screen appears, click the **Save** button.

**If New Window Does not Open in a few seconds - Click here to open report**  
Report Rpt344 has successfully run and the results displayed in a separate EXCEL window.

If you would like this report saved in the Report History, click the Save Button

**Save** **Cancel** **Review Parameters**

As shown in green below, the **Report Filter Criteria** screen appears with a message stating your report has been saved.

# Running a SACWIS User Report

The report has been saved. [close confirmation](#)

Report Filter Criteria

Report Category: Administration Report Type: [ ]

[Filter](#)

11. Click the **SACWIS User Report** link on the right side of the grid row.

Reports  
Result(s) 1 to 18 of 18 Page 1 of 1

Title	Category	Type	
Agency On-Call Employee Report	Administration	Agency	report
Case Load Summary	Administration	Worker	report
Caseload Data Report	Administration	Supervisor	report
Display Ticklers	Administration	Unit	report
Out Of State Placement Report	Administration	Agency	report
Program Area Monthly Statistical Report - Part A. Intake Statistics	Administration	Agency	report
Program Area Monthly Statistical Report - Part B. Ongoing/Adoption Case Statistics	Administration	Agency	report
Program Area Monthly Statistical Report - Part C. Custody Statistics	Administration	Agency	report
Program Area Monthly Statistical Report - Part D. Placement Statistics	Administration	Agency	report
Protective Services Alert Response Statistical Report	Administration	Unit	report
Restricted Cases By Agency Report	Administration	Agency	report
<b>SACWIS Employee User Group Report</b>	Administration	Agency	report
SACWIS User Report	Administration	Agency	report
Timeliness of Supervisory Action for Pieces of Work	Administration	Supervisor	report

The **Report Details** screen (**Report History** section) appears displaying the new report that was just saved.

12. To view the report, click the **Report Number** link. The new report appears.

13. When finished, click the **Cancel** button.

Report Details

Report Category: ADMINISTRATION Report Title: SACWIS User Report  
Report Type: AGENCY

ID	Date Created	Employee ID	Name
123456			

Document History

Select Report Output Format

PDF  
 Excel

[Generate Report](#)

[Cancel](#)

The **Report Filter Criteria** screen appears.