

## Running a SACWIS User Report

The **SACWIS User Report** displays all current users for the selected agency, along with other related information including the date and time of last log in. This report is designed to allow the security administrator for each agency to ensure that all user records are current, 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.

| 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 User 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 |
| SACWIS Employee User Group Report  | 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 User Report

Report Type: AGENCY

Report History

| ID | Date Created | Employee ID | Name |
|----|--------------|-------------|------|
|----|--------------|-------------|------|

Document History

Select Report Output Format

PDF

Excel

**Generate Report**

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

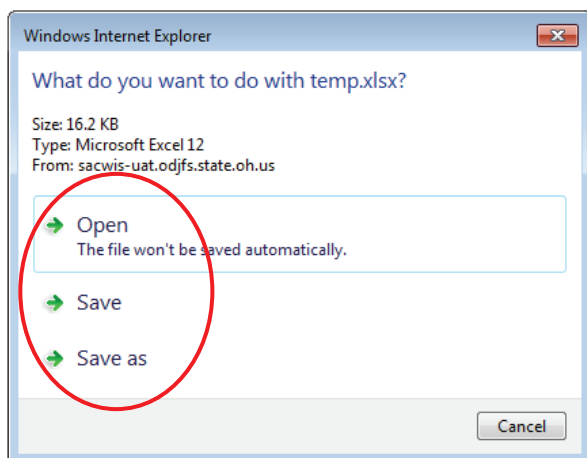


Please wait ...

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 User Report** appears displaying all current users for the selected agency, along with other related information including the date and time of last log in.

| SACWIS User Report                         |            |               |             |                                       |                                     |           |
|--|------------|---------------|-------------|---------------------------------------|-------------------------------------|-----------|
| Agency                                     | Infosec ID | Employee Name | Employee ID | Current/Most Recent Access Start Date | Current/Most Recent Access End Date | Job Title |
| Ohio Department of Job and Family Services |            |               |             |                                       |                                     |           |
| Ohio Department of Job and Family Services |            |               |             |                                       |                                     |           |
| Ohio Department of Job and Family Services |            |               |             |                                       |                                     |           |
| Ohio Department of Job and Family Services |            |               |             |                                       |                                     |           |
| Ohio Department of Job and Family Services |            |               |             |                                       |                                     |           |

| Current/Most Recent Job Start Date | Current/Most Recent Job End Date | Hire Date | Termination Date | Last Accessed Date | On Leave Indicator |
|------------------------------------|----------------------------------|-----------|------------------|--------------------|--------------------|
|                                    |                                  |           |                  |                    |                    |

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.

| 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        |
| SACWIS Employee User Group Report  | Administration | Agency     | report        |
| <b>SACWIS User Report</b>  | Administration | Agency     | <b>report</b> |
| 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.