Distributed Administrative Computing Security System (DACSS) Web Training & Other Useful Tools
Agenda

I. Distributed Administrative Computing Security System (DACSS): Background, Policies & Procedures
II. DSA Training
III. DACSS Web
IV. Background
V. DACSS Web Home Screen
VI. Account Profile
VII. SEARCH/INQUIRY
VIII. MANAGE ACCESS
IX. Non-Value Based Functions
X. Value-Based Functions
XI. Functions Granted by Central DSAs
XII. MANAGE TEMPLATES
XIII. DACSS Audit Trails
XIV. DACSS Online Reports on CDW
XV. Help and FAQ
XVI. The Kitchen Sink?
XVII. DACSS Web Demonstration
XVIII. Resources
XIX. Migration
XX. References
XXI. Questions
DACSS: Background, Policies & Procedures

- DACSS is the security system used on campus to control access to the various campus systems.

- UCLA Financial Policy
  - Financial Accountability
  - Role of Chief Administrative Officers (CAOs)
  - Role of Department Security Administrators (DSAs)

- CAO Certification
  - On an annual basis, the Office of the Controller will request that CAOs certify compliance with the UCLA Financial Policy and verify that appropriate controlling and monitoring procedures are performed. Management certifications are an important part of internal control, because they raise and maintain control awareness and promote accountability.
DSA Training

- The CAO (Chief Administrative Officer) of a unit is responsible for selecting DSAs and identifying which individuals will have access to applications. DSAs are responsible for setting up logon IDs and access to central administrative applications.

- To establish access for a new DSA:
  - A current DSA must process an online System Access Request Form (SAR).
  - Contact Audit & Advisory Services (Pamela Magana-Britton) to schedule an Accountability and DSA training session.
    - New CAOs must also attend this training.
    - It is strongly advised that the CAO attend the training with both DSAs.

- The Online SAR form allows DSAs to submit System Access Requests (SARs) for new logon IDs, Financial and Payroll Query Data Base (QDB).
Background on project:

- The DACSS Focus Group was comprised of:
  - DSAs at the central, school and department level.
  - Staff from Information Technology (IT) Services, Corporate Finance, and Audit & Advisory Services (A&AS).
- Migration to the web provided the opportunity to clean up inactive Process IDs and Function Codes.
DACSS Web

DACSS is now web based.

- **Make sure your browser is current.** You will have difficulty adding functions, etc. if your browser is an older version. 
  
  https://dacss.it.ucla.edu

- UCLA Logon is required.

- If you do not have a UCLA Logon, you may create one at 
  
  https://logon.ucla.edu

- On the landing page, you must select your location.
Distributed Access Control Security System (DACSS)

Based on your level of DSA privileges, here are your available actions:

- Add, Edit or Delete access for personnel
- Create and Manage Templates
- Perform Custom Searches
- Access DACSS reports from Cognos
Account Profile

UCLA Logon ID: Bruin
OASIS Logon ID: IAJB0

Your Roles:
- ROLE_DSA
- ROLE_DSA_VIEW

You can grant into the following Organization hierarchies:
Dept. 4100

Access to Function Code CL002

You can grant the following 14 functions:

- AP710: PAC - CAMPUS DEPARTMENTS. INQUIRY
- AP720: PAC - CAMPUS DEPARTMENT FUNDS INQUIRY
- AP730: PAC - CAMPUS DEPARTMENT ORDER ENTRY
- AP760: PAC - CAMPUS DEPARTMENT RECEIVING ENTRY
- CGINC: CONTRACTS & GRANTS INQUIRY
- CLIN: DISTRIBUTED ACCESS SYSTEMS INQUIRIES
- EA002: EA - ASAP AUDIT FILE PERS/PAY
- FSINC: FINANCIAL SYSTEM INQUIRY
- FSTFA: BUDGETARY TRANSFER OF FUNDS, CAMPUS LEVEL: UPD/INQ
- PPDDBINQ: PER/PAY - EDB INQUIRY FOR DEPARTMENTS
- PPDEBDUPD: PER/PAY - EDB UPDATE

DSA has ability to add, edit and delete these Function Codes.
New Feature!

- Free form search. Allows searching by:
  - Name
  - OASIS ID
  - Field heading

Search using Name, Function, Proc ID, or a combination of fields.

Free Form Search
New features!

- View a user's access to Function Codes, Process IDs and Student Systems in one screen.
- Option to sort by Field.

User's access to Functions, Proc IDs and Student Systems

Sort by Field
**SEARCH/INQUIRY: By Field**

Select the manner in which you would like to search

**Search By Field**

<table>
<thead>
<tr>
<th>Name</th>
<th>OASIS ID</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Org</th>
<th>Div</th>
<th>SubDiv</th>
<th>Dept</th>
<th>Loc</th>
<th>Account</th>
<th>CC</th>
<th>Fund</th>
<th>Sub</th>
<th>Object</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Max Amt

Search
MANAGE ACCESS

New features!

- When managing a user’s access, you can search for them by:
  - Name
  - UID
  - UCLA Logon
  - OASIS ID
  - Email

Search for the user
Non-Value Based Functions

New feature!

- DSA will have the ability to delete non-value based Functions for all users whose Home Department Code matches the value of the DSA’s access to the Function Code CL002.
Value-Based Functions

New features!

- Real time update.
  - Some functions still require an overnight update before users have access to them. For example, adding a value-based function to a user for the first time.
  - Granting access to the following systems takes between 1-3 days for the user to have access: Information Technology (IT) Services Billing, Courtesy Parking, or the Monetary Transfer Form (MTF) System.

- Location Code for Functions and Process IDs will be based on the DSA’s Location value.
  - If DSA has multiple, conflicting CL002 Locations, it defaults to blank.
  - DSAs are required to enter Location code when granting/editing.
  - Location “*” not accepted. However DSAs can delete a row that has Location “*”.
**Functions Granted by Central DSAs**

**New feature!**

- If you, as a DSA, are not authorized to manage (add, edit and delete) a Function, the Function will have a striped background. If a DSA selects a Function with a striped background, they will see the following text “You do not have access to manage this function.”

- For assistance with these Functions, contact IT Services at x6-6951.
DSAs Grant Access

- DSAs are limited on what amount they can grant on value-based functions by their CL002 value.

- In DACSS web, a DSA will NOT be able to set up PROC ID status for himself/herself.
MANAGE TEMPLATES

New feature!

- A template is a user-defined packaged group of Functions and Process IDs.
- DSAs can create templates based on an existing user’s access or from scratch.
- Templates should be set to “PRIVATE”.
- DSAs have the ability to view the templates created by their pair.
- In the future, DSAs will also be able to select from a library of standard templates.
DACSS Audit Trails

New feature! DACSS Audit Trails are available on Campus Data Warehouse (CDW)

- DACSS Audit Trail by DSA Logon ID
- DACSS Audit Trail by User Logon ID
- DACSS Audit Trail by DSA Logon ID, sectioned by user logon information
- DACSS Changes by Appointment Unit
- DACSS Changes by SAR Unit
- DACSS Changes by Specific Unit
- Future Report - Reviewer Audit Trail

Please note that CDW lags by one day.
### Reports

**Direct links to DACSS reports on CDW**

Click on links to go to the specific report page.

<table>
<thead>
<tr>
<th>Users and their Access by Appt Unit</th>
<th>DACSS Function Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users and their Access by SAR Unit</td>
<td>Report Package by Department</td>
</tr>
<tr>
<td>Users and their Access by Logon ID</td>
<td>DACSS Changes by Appt Unit</td>
</tr>
<tr>
<td>QDB Users by Appt</td>
<td>DACSS Changes by SAR Unit</td>
</tr>
<tr>
<td>QDB Users by SAR Unit</td>
<td>DACSS Changes by Specific Unit</td>
</tr>
<tr>
<td>Users and their Student Access by Appt Unit</td>
<td>Reviewers by Home Dept</td>
</tr>
<tr>
<td>Users and their Student Access by SAR</td>
<td>Reviewers for a Specific Unit</td>
</tr>
<tr>
<td>DACSS Audit Trail by DSA Logon ID</td>
<td>Users with Access to a Specific Unit</td>
</tr>
<tr>
<td>DACSS Audit Trail by User Logon ID</td>
<td>DACSS Audit Trail by DSA Logon ID, Sectioned by User Logon Information</td>
</tr>
</tbody>
</table>

**Cognos Reports**

To access CDW directly, click [here](#). Please note that in doing so, you are leaving the DACSS application.
HELP and FAQ

Manage Access Topics
- How do I look up a User?
- How do I add a function?
- What does a row represent?
- How do I add a row to a selected value based function?
- How do I remove a row from a selected function?
- How do I remove a non-valued based function entirely?
- How do I remove value-based function? What if it has multiple values?
- What do all of the row icons mean?
- What is the action of a pending action versus committing an action?
- Is there a legend of all the icons used in DACSS Web?
- How do I modify a field in a row?
- How can I distinguish between Preparers functions and Process IDs?
- What happens when there are multiple pages?
- Can I sort rows?
- How do I interpret errors in the table?
- How long does it take for the User to have access to the function/Process ID?
- What if a function code is not listed in the dropdown list for Add Function?

Manage Template Topics
- What is a template?
- How do I browse for templates?
- How do I search for templates?
- How do I edit a template?
- How do I create a template?
- How do I delete a template?
- How do I create a template based off of a current User?
- How do I apply a set of functions and/or Process IDs from a template to a current User?

Search/Inquiry Topics
- What does the tab Search (tab form search) allow?
- How does the tab Search By Field work?
- How can I obtain a list of preparers for a specific hierarchy code (Org, Div, SubDiv, or Dept)?
- How can I obtain a list of reviewers for a specific hierarchy code (Org, Div, SubDiv, or Dept)?
- How can I determine the Departmental Security Administrators for a unit (Org, Div, SubDiv, or Dept)?

Miscellaneous Topics
- How can I find out more about my account, such as my login ID's, roles, grantable functions, etc.?
- What kinds of validation occur?
- Where can I find the audit trails that were available in DACSS mainframe?
- What should I do when a User transfers to another department within UCLA or separates from the University?
Access to DACSS Web

- To access DACSS Web you must have access to Function CL001 or CL002, if you do not have access you will see the message:
  “You do not have DSA privilege to perform this operation. If you believe this is an error please contact Service Desk at 310-2066951 or email to sdhelp@it.ucla.edu.”
The Kitchen Sink?

What’s not included:

- Mandatory Reviewer – vacation leave
- Integrated System Access Request (SAR) process
DACSS Web: Demonstration

Distributed Access Control Security System (DACSS)

DACSS allows Departmental Security Administrators (DSA) to manage user’s access to major business applications hosted at UCLA, including Financial, Purchasing, Payroll, and Student Systems. DSAs manage users within their organizational responsibility.

Select UCLA

Please select your home campus below to proceed to the sign-on page.

UC Los Angeles
UC Merced
Office of the President
Resources

1. DACSS Glossary
2. DACSS Overview (to be updated)
3. DACSS Online Reports
4. Instructions for using the DACSS Online Reports
6. PAN monitoring Reports on Document Direct
7. DACSS Function Codes and Process IDs

Future Document:
● PAN Processing Rules

Please visit the A&AS website to download the documents: http://www.audit.ucla.edu/services/Help.htm
Migration

- Upon completion of your training today, you will be granted CL005 – DACSS Web Access and you will be able to use DACSS Web.
  - Because your DSA access is controlled by the values for CL002 – Distributive Access Systems Update, your CL002 access will remain.
- Both interfaces will be available until November 2011. OASIS DACSS will no longer be available once all DSAs have been trained and have migrated to DACSS Web.
- DACSS Web is available 24/7. However, if you are not on campus, you need to use Virtual Private Network (VPN) to access the site.
DACSS Web was made possible through the collaborative efforts of the following:

- IT Services: Albert Wu, Datta Sharma, Jack Woon, Celia Cheung and Julia Feldmar
- Controller’s Office: Dave Harmon
- Audit & Advisory Services: Ed Pierce, Dave Curry, Lynne Yorita, Jean Lee and Pamela Magana-Britton
References

- CDW: https://cdw.qdb.ucla.edu

- Information Technology Services: http://map.ais.ucla.edu/go/1000666

- Audit & Advisory Services: http://www.audit.ucla.edu

- Corporate Finance: Article ID: 1000065


- Online System Access Request (SAR) Form: sar.ais.ucla.edu

- Security & Authentication for the Departmental Security Administrator: Article ID: 1001795
Questions?

Pamela Magana-Britton
310.983.3742
maganabritton@iad.ucla.edu

Jean Lee
310.983.3756
jlee@iad.ucla.edu

Lynne Yorita
310.983.3736
yorita@iad.ucla.edu