

SigAuth Desk Reference

The following steps will help you generate SigAuth reports to view who is authorized to sign check requests, PAFs, travel reimbursements, etc. for a particular center.

Step 1: Access the Reports

1. Open a web browser and go to the following website: <http://www.vanderbilt.edu/ebiz/> and click the **InfoView XI** icon.
 - You can save this URL for faster access by choosing **Favorites > Add to Favorites** from your web browser menu. The next time you need to access this website, click the Favorites menu, and select the site from there.
2. Set Authentication to **LDAP** and log in using your VUNet ID and ePassword.
3. Click **Public Folders**, expand **Privilege Management**, and click **Prod Reports**. The list of available reports will appear on the right. Note that the list of available reports sometimes consumes multiple pages, so you might have to use the page numbers in the lower right corner of your screen to move from page to page.

Step 2: Run the Report

1. Click the title of the report you want to run.
2. The prompts for that report will appear in the middle of your screen. Enter the prompt information requested. Note that not all reports require that you enter data for all prompts. (E.g., some reports require only a center number even though you could enter more criteria if desired.)
3. Click the **Run Query** button.
4. To search for new data, go to the pane to the immediate left of the report (below the Document and View menus). Choose **User Prompt Input** from the first drop-down menu if it is not already selected. Your current prompts will appear. You can enter new search criteria in these prompts and re-run the report by clicking the **Run** button.

Printing a Report

Under the **View** menu, choose **PDF mode**. The report will refresh as a PDF. Click the **Print** button in the Adobe toolbar above the report to print a copy.

Click **View in HTML format** to return to the standard view of the report.

Additional Resources

- Training on the InfoView XI tool—not the specific reports available—is provided at http://www.vanderbilt.edu/fis/Training/infviewxi_classes.htm.
- Informatics Help Desk phone number: 3-HELP (3-4357)