

SONRIS Access Application – User Guide

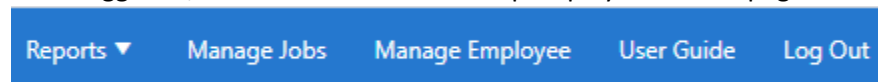
Overview

The SONRIS Access Application is an interactive tool to view and modify SONRIS database job assignments for DNR users. General information:

- Users that populate in the application must be in the SONRIS DNR_PEOPLE table with a DNR_USERNAME and no EXPIRATION_DATE.
- SONRIS_QUERY_USER and SONRIS_UTILITY roles do not display in the application. They are base roles assigned by OTS to all active SONRIS users. Most roles displayed in the application have some modification effect on the associated form(s).
- Database roles are grouped together as a job which can be added to or removed from a user.
 - Only IT can change the association of database roles with a job.
- Users can have multiple jobs assigned.
- The application is limited to SONRIS Form access only.
 - Example – access to Office of Conservation’s Engineering Inspection Application is not maintained through this tool.
- Access to the Application is granted via APEX_SONRIS_ADMIN.

Functionality

Once logged in, the menu ribbon at the top displays available pages:



The default page is *Manage Jobs*. The left pane displays jobs and users assigned to the job.

- Note- the original job names and user associations are based on users that have the same roles assigned. Selecting an item in the Job Name column...

SONRIS Access Administration (End User)

DNR Jobs		
<input type="text" value="Q"/>	<input type="text" value="Go"/>	<input type="text" value="Actions"/>
Create new job		
Job	Job Name	Job People
	ADDIER	ADDIE ROBERTS
	ALVINM	ALVIN M MCDONALD
	AMBERS-BENKI-BRENNENE-CLAUDIAM-MIRIKAH	AMBER SMITH BEN KILMAN BRENNEN EDWARDS CLAUDIA MICKENS MIRIKA HANEY
	AMELIAW-BRADH-JOSHUAL	AMELIA WOLFE BRAD HESTER

...yields the role(s) associated with the job and the SONRIS form(s) associated with each role.

SONRIS access provided by **ADDIER**

Role	Form(s)
CON_ENG_WH1	<div>SRCN2635 - MAINTAIN WELL HISTORY REPORT</div> SRCN9000 - SRCN9103 - SRMN9000 -
CON_UIC_ANCILLARY	SRCN4700 - MAINTAIN CLASS I MANIFEST INFO SRCN4710 - MAINTAIN CLASS I QUARTERLY REPORT SRCN4720 - MAINTAIN SONAR AND MIT REPORT INFO SRCN4730 - MAINTAIN MECHANICAL INTEGRITY TEST INFO SRCN4733 - MAINTAIN CLASS III DAILY REPORT SRCN9000 - SRCN9000U - SRCN9460 - SRCN9470 - SRMN9000 -
CON_UIC_TEMP	SRCN4000 - MAINTAIN INJECTION WELL TEST INSPECTION SRCN4010 - MAINTAIN COMPLIANCE REVIEW SRCN4100 - MAINTAIN INJECTION WELL APPLICATION INFO SRCN4760 - MAINTAIN USDW/OFFICIAL MASIP INFO SRCN9000 - SRCN9000U - SRCN9410 - SRCN9420 - SRMN9000 -
CON_WELL_BOND	SRCN9500 - MAINTAIN WELL FINANCIAL SECURITY SRCN9510 - MAINTAIN WELL FINANCIAL SECURITY STATUS CODES SRCN9530 - RETREIVE WELL FINANCIAL SECURITY HISTORY SRCN9540 - MAINTAIN WELL FINANCIAL SECURITY REASON CODES

1 - 4

- Note- forms without a name in the Application typically reflect a menu item which does not have a name mapped in the database. The first role in the image above is CON_ENG_WH1 and associated form is SRCN2635 – MAINTAIN WELL HISTORY REPORT

The screenshot shows the SONRIS application window with the menu bar (Action, Edit, Query, Block, Record, Field, Help, Window) and a toolbar. The active form is titled "SRCN2635 - Maintain Well History (WH - 1)" and is dated "09/04/2020 01:15 PM". The form content includes the following fields:

- Well Serial Num
- Well Name
- Field Id
- Organization
- Well Status
- Well Status Date

- Only IT can remove or add roles to a job. Changes in role assignments to jobs is collected in the *Job Role History* report.

Selecting an item in the Job People column....

SONRIS Access Administration (End User)		
DNR Jobs		
<div> <input type="text"/> <input type="button" value="Go"/> <input type="button" value="Actions"/> <input type="button" value="Create new job"/> </div>		
Job	Job Name	Job People
	ADDIER	ADDIE ROBERTS
	ALVINM	ALVIN M MCDONALD
	AMBERS-BENKI-BRENNENE-CLAUDIAM-MIRIKAH	AMBER SMITH BEN KILMAN BRENNEN EDWARDS CLAUDIA MICKENS MIRIKA HANEY
	AMELIAW-BRADH-JOSHUAL	AMELIA WOLFE BRAD HESTER JOSHUA LATINO

...yields the *Manage Job Assignment* window that displays users currently assigned to the job and a pane to add users to or remove users from the job.

Manage Job Assignment

Job

Add Person(s) to ADDIER

AARON BOURGEOIS

AARON PRIDDY

ABBY ALKIRE

ADAM LEDET

ALVIN M MCDONALD

AMBER COATES

AMBER SMITH

AMELIA WOLFE

ANDI ZACHARY

ANDREA HOLDER

ANDREA METOYER

ANDREW ROUSSELL

ANDREW WASCOM

ANGEL COVINGTON

ANGELA MARSHALL

Add

Person(s) Assigned to ADDIER

Person

ADDIE ROBERTS

1 - 1

Users are added by highlighting their name (holding CTRL allows multiple users to be added at once) then selecting Add. Users can be deleted from a job in this window by selecting the red X.

Manage Job Assignment

Job

Add Person(s) to ADDIER

AARON BOURGEOIS
AARON PRIDDY
ABBY ALKIRE
ADAM LEDET
ALVIN M MCDONALD
AMBER COATES
AMBER SMITH
AMELIA WOLFE
ANDI ZACHARY
ANDREA HOLDER
ANDREA METOYER
ANDREW ROUSSELL
ANDREW WASCOM
ANGEL COVINGTON
ANGELA MARSHALL

Add

Person(s) Assigned to ADDIER

Actions

Person

ADDIE ROBERTS

X

1 - 1

The additional users display in the window and once closed...

Person(s) Assigned to ADDIER

Actions

Person

ADDIE ROBERTS

X

ANGEL COVINGTON

X

ANDI ZACHARY

X

1 - 3

...the new users display on the *Manage Jobs* page. Changes in user assignments to jobs is collected in the *Employee Job History* report.

Job	Job Name	Job People
	ADDIER	ADDIE ROBERTS ANDI ZACHARY ANGEL COVINGTON

4

The pencil is an edit tool that allows modification of the job name and has a field for a description. Once selected...

Job	Job Name	Job People
	ADDIER	ADDIE ROBERTS ANDI ZACHARY ANGEL COVINGTON

...the current job information displays in a window.

Maintain All Job Postings ×

Job Name *

ADDIER

Description

Apply Changes

The job name and description can be edited.

Maintain All Job Postings ×

Job Name *

IMD Engineer



Description

WH-1, test information, financial security. See IMD SOP No. 1.

Apply Changes

The new job name displays in the Job Name column and within pages throughout the application.

DNR Jobs

		Go	Actions ▾	Create new job
Job	Job Name	Job People		
	IMD Engineer	ADDIE ROBERTS ANDI ZACHARY ANGEL COVINGTON		

Create new job allows users to create a new job in the application.

SONRIS Access Administration (End User)

DNR Jobs

Create new job

Job	Job Name	Job People
	ALVINM	ALVIN M MCDONALD
	AMBERS-BENKI-BRENNENE-CLAUDIAM-MIRIKAH	AMBER SMITH BEN KILMAN BRENNEN EDWARDS CLAUDIA MICKENS MIRIKA HANEY

Selecting the button yields the job creation window.

Maintain All Job Postings ✕

Job Name *

Description

A job name is required. Once keyed in, select create.

Maintain All Job Postings ✕

Job Name *

Description

The new job now displays in the job pane.

SONRIS Access Administration (End User)

DNR Jobs

Q v

Go

Actions v

Create new job

Job	Job Name	Job People
	Permits Data Entry	Add People
	RACHELV	RACHEL VESSIER

- Note- if the new job name is selected, no roles display. Only IT can add roles to a job.

SONRIS access provided by **Permits Data Entry**

Q v

Go

Actions v

Users can be added to the job by selecting Add People.

SONRIS Access Administration (End User)

DNR Jobs

Q v

Go

Actions v

Create new job

Job	Job Name	Job People
	Permits Data Entry	Add People
	RACHELV	RACHEL VESSIER

The *Manage Job Assignment* window displays.

Manage Job Assignment ✕

Job

Add Person(s) to Permits Data Entry

AARON BOURGEOIS
AARON PRIDDY
ABBY ALKIRE
ADAM LEDET
ADDIE ROBERTS
ALVIN M MCDONALD
AMBER COATES
AMBER SMITH
AMELIA WOLFE
ANDI ZACHARY
ANDREA HOLDER
ANDREA METOYER
ANDREW ROUSSELL
ANDREW WASCOM
ANGEL COVINGTON

Add

Person(s) Assigned to Permits Data Entry

Q ▾

Go

Actions ▾

Highlight user(s) then select Add.

Job

Add Person(s) to Permits Data Entry

NEW BOSS
NICHOLAS KIEN
NICHOLAS LACROIX
NICOLE DANDURAND
OLLIE C SMITH
ONTARIO JAMES
PATRICIA WELLS
PATRICK COURREGES
PATRICK MOLBERT
PATRICK R RALEY
PAULA CHANEY
PETE BRADFORD
QUINTIN WAGUESPACK
RACHEL VESSIER
REBECCA ROBERTS

Add

Person(s) Assigned to Permits Data Entry

Q ▾

Go

Actions ▾

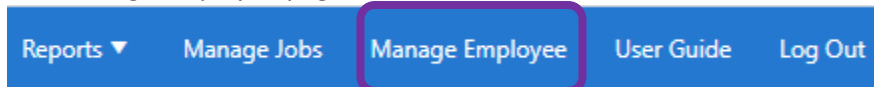
The user displays in the window as a person assigned to the job, and once closed...

...the user association displays in the Job People column.

SONRIS Access Administration (End User)			
DNR Jobs			
<div> <input type="text"/> <input type="button" value="Go"/> <input type="button" value="Actions"/> <input type="button" value="Create new job"/> </div>			
Job	Job Name	Job People	
	Permits Data Entry	PAULA CHANEY	
	RACHELV	RACHEL VESSIER	
	REBECCAR	REBECCA ROBERTS	

A ticket must be submitted to add roles to any new job or to add/remove roles to any existing job.

The *Manage Employee* page...



...displays all users in the SONRIS DNR_PEOPLE table with a DNR_USERNAME and no EXPIRATION_DATE.

SONRIS Access Administration (End User)			
Employee Management			
<input type="text"/> <input type="button" value="Go"/> <input type="button" value="Actions ▼"/>			
Person	Username	Email	SONRIS Jobs
STANLEY AARON	STANLEYAA	dnrusers@workflowmail.dnrdomain.dnr.state.la.us	SHARRONA-STANLEYAA
DAVID ADAMS	DAVIDA	dnrusers@workflowmail.dnrdomain.dnr.state.la.us	Add job
JOHNNY W ADAMS	JOHNNYA	dnrusers@workflowmail.dnrdomain.dnr.state.la.us	JOHNNYA
KEITH A ADAMS	KEITHA	dnrusers@workflowmail.dnrdomain.dnr.state.la.us	Add job
ABBY ALKIRE	ABBYA	dnrusers@workflowmail.dnrdomain.dnr.state.la.us	a Production Audit Analyst
SHARRON ALLEMENT	SHARRONA	dnrusers@workflowmail.dnrdomain.dnr.state.la.us	SHARRONA-STANLEYAA

Jobs assigned to the user (if any) display in the far right column. Selecting an item in the SONRIS Jobs column...

SONRIS Jobs	
JS	SHARRONA-STANLEYAA
JS	Add job
JS	JOHNNYA
JS	Add job
JS	ZABBYA-AMBERC-BENJAMINS-CHERYLB-KATIEV-KAYO
JS	SHARRONA-STANLEYAA

...yields the *Manage Person Jobs* window. Jobs can be added to or removed from the user.

Manage Person Jobs

Add Jobs to STANLEY AARON

ALVINM
AMBERS-BENKI-BRENNENE-C
AMELIAW-BRADH-JOSHUAL
ANDREAHO-TALETHAS
ANDREAM-CHUONGL-GAILYI
ANDREAZ
ANDREWR-JAMESMA
ANDREWW
ANGELAM-DAVIDSTE-LYNETT
ANGELAP-BRANDYA

?

Add

Jobs for STANLEY AARON

Job Name	
SHARRONA-STANLEYAA	X

Scrolling down in the Add Jobs pane, the new Permits Data Entry job is available. Highlighting the job and selecting Add...

Manage Person Jobs

Add Jobs to STANLEY AARON

PERMITS

Permits Data Entry

RACHELV

REBECCAR

REIDB-SAMR

RICHARDI

ROBERTROM

ROBERTW

ROBYF

SAMANTHAR

SARAH

?

Add

Jobs for STANLEY AARON

Q v

Go

Actions v

Job Name	
SHARRONA-STANLEYAA	X

...adds the job to the user. The job displays as assigned to the user, and once closed...

Manage Person Jobs

Add Jobs to STANLEY AARON

ALVINM

AMBERS-BENKI-BRENNENE-C

AMELIAW-BRADH-JOSHUAL

ANDREAHO-TALETHAS

ANDREAM-CHUONGL-GAILYI

ANDREAZ

ANDREWR-JAMESMA

ANDREWW

ANGELAM-DAVIDSTE-LYNETT

ANGELAP-BRANDYA

?

Add

Jobs for STANLEY AARON

Q v

Go

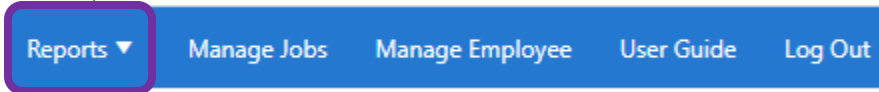
Actions v

Job Name	
SHARRONA-STANLEYAA	X
Permits Data Entry	X

...the new job displays on the *Manage Employee* page in the SONRIS Jobs column.

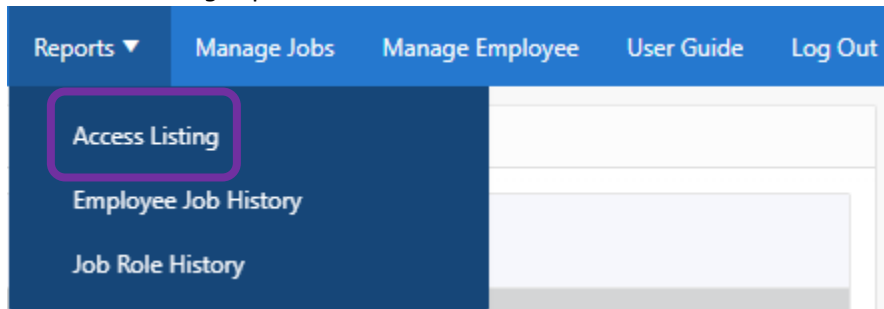
Person	Username	Email	SONRIS Jobs
STANLEY AARON	STANLEYAA	dnrusers@workflowmail.dnrdomain.dnr.state.la.us	<div>Permits Data Entry</div> <div>SHARRONA-STANLEYAA</div>
DAVID ADAMS	DAVIDA	dnrusers@workflowmail.dnrdomain.dnr.state.la.us	Add job
JOHNNY W	JOHNNYA	dnrusers@workflowmail.dnrdomain.dnr.state.la.us	JOHNNYA

The *Reports* menu...



...includes three reports to assist with establishing jobs, assigning jobs to common users, determining what roles are necessary to utilize SONRIS forms, and monitoring changes to users, role assignments, and jobs.

The *Access Listing* report...

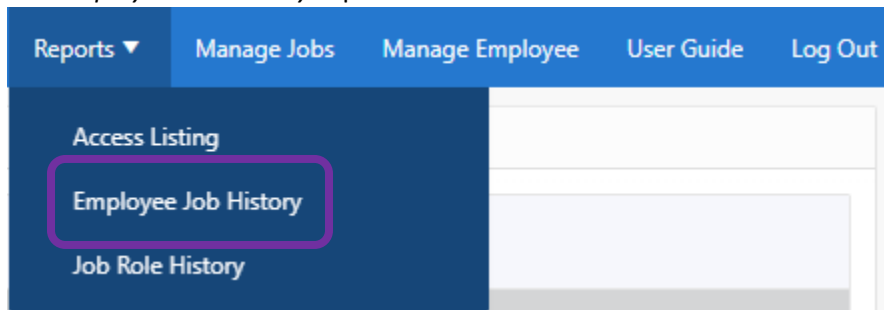


...displays SONRIS Forms, Form titles, roles, and users with roles assigned to the form.

SONRIS Access Administration (End User)			
SONRIS Form Access Listing			
<div> <input type="text"/> <input type="button" value="Go"/> </div> <div> Actions ▼ </div>			
Form ID	Form Title	Role Name	Person Name
AL0020	COMMITTEE LIST	AL_ATCH1_REC	AARON PRIDDY
AL0020	COMMITTEE LIST	AL_ATCH1_REC	BEN KILMAN
AL0020	COMMITTEE LIST	AL_ATCH1_REC	BEVERLY KAHL
AL0020	COMMITTEE LIST	AL_ATCH1_REC	WALLACE HARRELL
AL0020	COMMITTEE LIST	AL_CRDML_REC	DONNA THOMPSON
AL0020	COMMITTEE LIST	AL_CRDML_REC	PATRICK R RALEY
AL0020	COMMITTEE LIST	AL_GWMC_REC	CHRISTOPHER DELMAR
AL0020	COMMITTEE LIST	AL_GWMC_REC	JAMIE LOVE
AL0020	COMMITTEE LIST	AL_GWMC_REC	KRISTIN BALL

- Note- this page will be useful for reviewing roles assigned to users who should not have access to modify specific forms and determining which role is needed to modify a specific form. The headers can be utilized to filter, search, and sort. The Actions dropdown above the table includes a download option to export to Excel.

The *Employee Job History* report...



...displays users who have had job(s) assigned via the application, the job name, description, and when the job action (add or remove) occurred.

SONRIS Access Administration (End User) Reports ▼ Manage Jobs

Employee Job History

Search: [] Go

Actions ▼

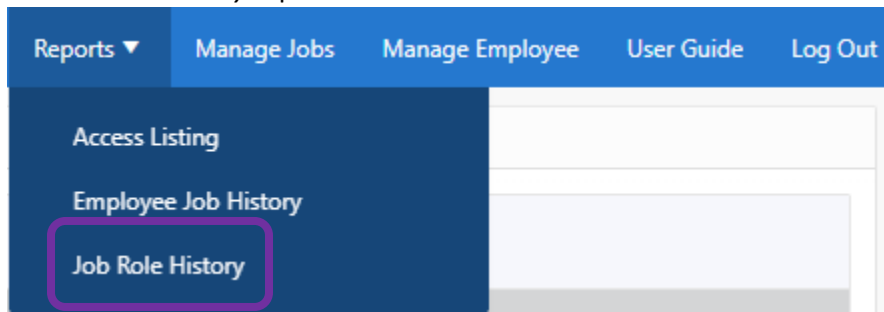
Employee

Employee : AARON PRIDDY

Job Name	Description	Action	Action By	Action Date
Conservation Engineer	Enforcement, administrative applications, financial security	ADD	SONRIS_DBA	05-MAR-21

- Note- the default view of this page includes a control break by employee. The headers can be utilized to filter, search, and sort. The Actions dropdown above the table includes a download option to export to Excel.

The *Job Role History* report...



...displays jobs, job name, job description, job roles, and when role changes (add or remove) occurred.

SONRIS Access Administration (End User) Reports Manage Jobs

Job Role History

Q Go

Actions

☒ Job Name
 ☒ Description

Job Name : A District Admin, Description : Invoicing, data entry

Role Name	Action	Action By	Action Date
CON_ENG_PINKS	ADD	WALLACEH	05-APR-21
CON_ENG_PERMA	REMOVE	WALLACEH	05-APR-21
CON_ENG_SCOUT	ADD	SONRIS_DBA	05-MAR-21
CON_ENG_PERMA	ADD	SONRIS_DBA	05-MAR-21
CON_ENG_INSP	ADD	SONRIS_DBA	05-MAR-21
CON_ENG_FIELD	ADD	SONRIS_DBA	05-MAR-21
CON_ENG_DO	ADD	SONRIS_DBA	05-MAR-21
CON_ENG_ALLOW	ADD	SONRIS_DBA	05-MAR-21
AR_PIV_USER	ADD	SONRIS_DBA	05-MAR-21
AR_CUSTUPDATE	ADD	SONRIS_DBA	05-MAR-21

- Note- the default view of this page includes a control break by job name and description. The headers can be utilized to filter, search, and sort. The Actions dropdown above the table includes a download option to export to Excel.