COGNOS TRANSFER
INFORMATION TECHNOLOGY
SFN 59387 (6-2019)

Required Action ☐ New ☐ Change	Date Needed

From Server
☐ Development ☐ Test ☐ Production ☐ DHS Non-Production ☐ DHS Production ☐ NDUS ☐ Public Reporting

If DHS Non-Prod or DHS Non-Prod CA Selected for From Server, Specify Environment Folder
☐ DEV ☐ SIT ☐ UAT ☐ PRODSTG ☐ Other:

To Server
☐ Development ☐ Test ☐ Production ☐ DHS Non-Production ☐ DHS Production ☐ NDUS ☐ Public Reporting

If DHS Non-Prod or DHS Non-Prod CA Selected for To Server, Specify Environment Folder
☐ DEV ☐ SIT ☐ UAT ☐ PRODSTG ☐ Other:

Package - Include the name of the package(s) that need to be moved. Package name is required for new transfers. To folder and Package may be left blank if you are not renaming the folder.

From Folder	From Package	To Folder	To Package	Rename
				☐
				☐
				☐

Report - Include the name of the folder(s) that need to be moved. To folder may be left blank if you are not renaming the folder.

From Folder	To Folder	Rename
		☐
		☐
		☐
		☐
		☐

New - This is required for New Package transfers. Ask BI developer for help filling this out.

Data Source Name	Database ☐ DB2	☐ Oracle	☐ SQL Server

DB2 Database Source - Required if the New Database is DB2

Type	ODBC Data Source	ODBC Connect String

Oracle Database Source - Required if the New Database is Oracle

Oracle Connection String	User ID	Password	Schema Name

SQL Server Database Source - Required if the New Database is SQL Server

Connection String	Database Name	User ID	Password

Package/Folder Permissions

Active Directory	Package/Folder Name	Read	Write	Execute	Set Policy	Traverse
		☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐

Other Comments