

UCSF Hydra Manager Match file

Info Regarding the Hydra Manager Match file

The Hydra ZSFG Report for Manager Match report file is located on the ZSFG Dean's Office File Server and contains everyone who is in the Hydra database. Data in this file includes the [POI](#) number and DPH AD account name when assigned. This report also contains everyone who is in Hydra including those who have since been listed as inactive or separated.

Once faculty, staff, learners and visitors are uploaded through the [UCSF Hydra Onboarding](#) process and have a [POI](#) number and DPH AD account assigned in Hydra, the [DPH Epic Onboarding](#) process can begin for those that need access to DPH Epic. Please click [here](#) for additional information of the [DPH Epic Onboarding process](#).

Managers and trainee administrators (TA) can check the **Hydra ZSFG Report for CCSF POI Manager Match** report to see if the faculty, staff, learners and visitors appear in the Hydra database and whether their [POI](#) and DPH AD accounts have been assigned.

- If someone is **missing** from the manager match file, they are not in Hydra and would therefore need to be added. Please see the [Hydra Onboarding](#) page for process listed by discipline.
- If someone is **listed with an inactive status*** or a **past ZSFG separation date** but should actually be active, the department manager or trainee administrator would need to follow the same process as if they were not in Hydra to get them reactivated. Please see the [Hydra Onboarding](#) page for more information.

The **Hydra ZSFG Report for CCSF POI Manager Match** shared drive location is listed below. *Please note you must be on the UCSF network **and** your UCSF Active Directory (AD) account needs to have access to the shared folder in order to view the file:*

"\\sfgh02.som.ucsf.edu\shared\$\vol09\Dean\UCSF Employee Data\Data From Hydra\Trainee Admins\Hydra ZSFG Report for CCSF POI Manager Match.xlsx"

If the above link does not work you can try connecting to: \\sfgh02.som.ucsf.edu\shared\$

Then drill down to the folder/file.

vol09 --> Dean --> UCSF Employee Data --> Data From Hydra --> Trainee Admins

Open the Excel file named: Hydra ZSFG Report for CCSF POI Manager Match.xlsx

Please click on the link for instructions on mapping a network drive for a [PC](#) or a [Mac](#)

Link to the [UCSF Hydra Status Keys](#) to provide guidance for abbreviations in the manager match file and active vs. inactive status.