AUTHORIZED DOCUMENTATION

Using Identity Manager Reports

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Identity Manager

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Contents

About This Guide

This guide discusses the Identity Manager reports.

Audience

This guide is intended for Identity Manager administrators.

Feedback

We want to hear your comments and suggestions about this manual and the other documentation included with this product. Please use the User Comments feature at the bottom of each page of the online documentation, or go to www.novell.com/documentation/feedback.html and enter your comments there.

Documentation Updates

For the most recent version of *Using Identity Manager Reports*, visit the Identity Manager Web site (http://www.novell.com/documentation/idm40).

Additional Documentation

For other documentation on Identity Manager, see the Identity Manager Documentation Web site (http://www.novell.com/documentation/idm40).

1 Access Requests by Resource

This report shows all access requests for a particular resource:

NOTE: This report is not available with Standard Edition.

1.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

1.2 Downloading the Report

The Access Requests by Resource report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1 Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.

2 In the Identity Reporting Module user interface, click *Download* in the left navigation menu.

3 Find the Access Requests by Resource report, then download the report.

4 Proceed to Section 4.3, "Importing the Report," on page 26.

1.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use throughout the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 4.4, "Running the Report," on page 26.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*.
5. (Conditional) If the report exists in the repository, select *Overwrite existing reports*.
6. Click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For more information about running a report after it is in the repository, see Section 4.4, "Running the Report," on page 26.

1.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Access Requests by Resource report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Account IDs Managed System report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 4.5, "Report Parameters," on page 26.
5. (Optional) Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 4.6, "Report Output," on page 28.

1.5 Report Parameters

The Access Requests by Resource report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Date Range: Select a data range from the following options:

- Current Day
- Previous Day
- Week to Date
- Previous Week
- Month to Date
- Previous Month
- Custom Date Range

If you select *Custom Date Range*, you must specify a *From Date* and a *To Date*.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Resource(s): Select the resources for which you want to see access requests in the report.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive an e-mail notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > **Use default notifications:** Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

1.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 1.6.1, "Report Summary," on page 16
- Section 1.6.2, "Report Content," on page 16

See Access Requests by Resource Report (../samples/access_requests_by_resource.pdf) for a sample of the report output in PDF format.

1.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Dates: The range of dates and times when the report was run.

Limits results to: The number of items displayed in the report.

Name order: How the user records are displayed in the report.

Resource(s): The list of resources selected for this report.

1.6.2 Report Content

The report lists all workflow requests for selected resources. It shows details for each resource.

Resource: The name of the resource requested.

Requester: The name of the requester.

Recipient: The name of the recipient.

Approver(s): The list of individuals who have been designated as approvers for the request.

Status: The status of the request.

Timestamp: The timestamp for each action taken by an approver.

Comments: Any comments made by the approver.

This report uses the correlation ID to link auditing data with current state data.

2 Access Requests by Requester

This report shows all access requests by requester.

NOTE: This report is not available with Standard Edition.

2.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see “Installation and Driver Configuration” in the *Identity Reporting Module Guide*.

2.2 Downloading the Report

The Access Requests by Requester report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see “Administrator Assignments” in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Access Requests by Requester report, then download the report.
4. Proceed to Section 4.3, “Importing the Report,” on page 26.

2.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use throughout the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 4.4, “Running the Report,” on page 26.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*.
5. (Conditional) If the report exists in the repository, select *Overwrite existing reports*.
6. Click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For more information about running a report after it is in the repository, see Section 4.4, "Running the Report," on page 26.

2.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Access Requests by Requester report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Account IDs Managed System report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 4.5, "Report Parameters," on page 26.
5. (Optional) Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 4.6, "Report Output," on page 28.

2.5 Report Parameters

The Access Requests by Requester report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Date Range: Select a data range from the following options:

- Current Day
- Previous Day
- Week to Date
- Previous Week
- Month to Date
- Previous Month
- Custom Date Range

If you select *Custom Date Range*, you must specify a *From Date* and a *To Date*.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Requester(s): Specify the requesters for which you want to see access requests.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive an e-mail notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > **Subject:** Specify a subject line for the notification that the report ran.

Default Notification > **Message:** Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > **Prepend report definition name:** Select whether to prepend the report definition name to the report.

Scheduled Run > **Start date:** Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > **End date:** Specify the date when the scheduled run ends.

Scheduled Run > **Attempt data collection before scheduled run:** Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

2.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 2.6.1, "Report Summary," on page 20
- Section 2.6.2, "Report Content," on page 20

See Access Requests by Requester Report (../samples/access_requests_by_requester.pdf) for a sample of the report output in PDF format.

2.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Dates: The range of dates and times when the report was run.

Limits results to: The number of items displayed in the report.

Name order: How the user records are displayed in the report.

Requester(s): The list of resources selected for this report.

2.6.2 Report Content

The report lists all workflow requests for selected requesters. It shows details for each requester and provides details about each workflow request made for a requester.

Requester: The name of the recipient for whom a request was made. The Recipient information includes details such as User Name, Job Title, Department, Email, and Office Phone.

Resource: The name of the resource requested.

Recipient: The name of the recipient.

Approver(s): The list of individuals who have been designated as approvers for the request.

Status: The status of the request.

Timestamp: The timestamp for each action taken by an approver.

Comments: Any comments made by the approver.

This report uses the correlation ID to link auditing data with current state data.

3 Access Requests by Recipient

This report shows all access requests for a particular recipient.

NOTE: This report is not available with Standard Edition.

3.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see “Installation and Driver Configuration” in the *Identity Reporting Module Guide*.

3.2 Downloading the Report

The Access Requests by Recipient report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see “Administrator Assignments” in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Access Requests by Recipient report, then download the report.
4. Proceed to Section 4.3, “Importing the Report,” on page 26.

3.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use throughout the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 4.4, “Running the Report,” on page 26.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*.
5. (Conditional) If the report exists in the repository, select *Overwrite existing reports*.
6. Click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For more information about running a report after it is in the repository, see Section 4.4, "Running the Report," on page 26.

3.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Access Requests by Recipient report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Account IDs Managed System report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 4.5, "Report Parameters," on page 26.
5. (Optional) Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 4.6, "Report Output," on page 28.

3.5 Report Parameters

The Access Requests by Recipient report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Date Range: Select a data range from the following options:

- Current Day
- Previous Day
- Week to Date
- Previous Week
- Month to Date
- Previous Month
- Custom Date Range

If you select *Custom Date Range*, you must specify a *From Date* and a *To Date*.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Recipient(s): Specify the recipients for which you want to see access requests in the report.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive an e-mail notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

3.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 3.6.1, “Report Summary,” on page 24
- Section 3.6.2, “Report Content,” on page 24

See Access Requests by Recipient Report (../samples/access_requests_by_recipient.pdf) for a sample of the report output in PDF format.

3.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Dates: The range of dates and times when the report was run.

Limits results to: The number of items displayed in the report.

Name order: How the user records are displayed in the report.

Recipient(s): The list of resources selected for this report.

3.6.2 Report Content

The report lists all workflow requests for selected recipients. It shows details for each recipient and provides details about each workflow request made for a recipient.

Recipient: The name of the recipient for whom a request was made. The Recipient information includes details such as User Name, Job Title, Department, Email, and Office Phone.

Resource: The requested resource.

Requester: The name of the requester.

Approver(s): The list of individuals who have been designated as approvers for the request.

Status: The status of the request.

Timestamp: The timestamp for each action taken by an approver.

Comments: Any comments made by the approver.

This report uses the correlation ID to link auditing data with current state data.

4 Account IDs in the Managed Systems

This report shows all account IDs in the managed system, and how they are associated with the users in the Identity Vault.

NOTE: In Standard Edition, this report shows no data because the Managed System Gateway Driver is not configured with this edition of the product.

4.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

4.2 Downloading the Report

The Account IDs within Managed Systems report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

IMPORTANT: This report name on the Identity Manager media is Account IDs in Managed and Unmanaged Systems. The report name has changed to Account IDs within Managed Systems, which is the report name you look for when you download the most recent version of the report.

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1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Account IDs within Managed Systems report, then download the report.
4. Proceed to Section 4.3, "Importing the Report," on page 26.

4.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use throughout the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 4.4, "Running the Report," on page 26.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*.
5. (Conditional) If the report exists in the repository, select *Overwrite existing reports*.
6. Click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For more information about running a report after it is in the repository, see Section 4.4, "Running the Report," on page 26.

4.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Account IDs within Managed Systems report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Account IDs Managed System report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 4.5, "Report Parameters," on page 26.
5. (Optional) Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 4.6, "Report Output," on page 28.

4.5 Report Parameters

The Account IDs within Managed Systems report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Date Range: Select a data range from the following options:

- Current Day
- Previous Day
- Week to Date
- Previous Week
- Month to Date
- Previous Month
- Custom Date Range

If you select *Custom Date Range*, you must specify a *From Date* and a *To Date*.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Account type: Select the type of accounts to include in the report. The options are:

- All accounts
- Accounts with Identity Vault user association
- Accounts without Identity Vault user association

Criteria > Managed systems: Specify the managed systems to include in the report. To see what values are available, specify * in the field to see a complete listing.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive an e-mail notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > **Prepend report definition name:** Select whether to prepend the report definition name to the report.

Scheduled Run > **Start date:** Specify the date when the scheduled run starts.

Scheduled Run > **Time of day:** Specify the time of day when the scheduled run starts.

Scheduled Run > **Frequency:** Specify how often the report runs during the scheduled dates.

Scheduled Run > **End date:** Specify the date when the scheduled run ends.

Scheduled Run > **Attempt data collection before scheduled run:** Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > **Use default notifications:** Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

4.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 4.6.1, "Report Summary," on page 28
- Section 4.6.2, "Report Content," on page 29

See Account IDs in Managed System Report (../samples/account_ids_managed_system.pdf) for a sample of the report output in PDF format.

4.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Dates: The range of dates and times when the report was run.

Limits results to: The number of items displayed in the report.

Name order: How the user records are displayed in the report.

Account type: The type accounts selected in the *Account type* parameter.

Managed systems: The systems specified in the *Managed systems* parameter.

Count: The number of managed or unmanaged accounts in the report.

4.6.2 Report Content

The report first shows a summary of how many managed and unmanaged accounts are in each of the managed systems specified in the report criteria. The report then lists detailed information for each managed and unmanaged account, if both account types are used in the report criteria.

The account's details are divided into two levels. The first level lists the information by managed system, and the second level lists the information by the account global identifier.

- "Managed Accounts" on page 29
- "Unmanaged Accounts" on page 29

Managed Accounts

Account ID: The account ID for the user in the managed system.

Account Type: The account type for the account ID value in the managed system.

Account Status: The status of the account in the managed system.

Associated Identity Vault Account: The DN of the user account in the Identity Vault.

Identity Vault Account Status: The status of the user account in the Identity Vault.

User: The name of the user.

Unmanaged Accounts

Account ID: The account ID for the user in the managed system.

Account Type: The account type for the account ID value in the managed system.

Account Status: The status of the account in the managed system.

5 Accounts IDs in the Managed Systems Current State

This report displays the current state of the account IDs in the managed systems, and how they are associated with the users in the Identity Vault.

NOTE: In Standard Edition, this report shows no data because the Managed System Gateway Driver is not configured with this edition of the product.

5.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

5.2 Downloading the Report

The Account IDs within Managed Systems Current State report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu..
3. Find the Account IDs within Managed Systems report, then download the report.
4. Proceed to Section 5.3, "Importing the Report," on page 31.

5.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use throughout the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 5.4, "Running the Report," on page 32.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*.
5. (Conditional) If the report exists in the repository, select *Overwrite existing reports*.
6. Click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For more information about running a report after it is in the repository, see Section 5.4, "Running the Report," on page 32.

5.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Account IDs within Managed Systems Current State report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Account IDs Managed System Current State report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 5.5, "Report Parameters," on page 32.
5. (Optional) Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 5.6, "Report Output," on page 34.

5.5 Report Parameters

The Account IDs within Managed Systems Current State report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Account type: Select the type of accounts to include in the report. The options are:

- All accounts
- Accounts with Identity Vault user association
- Accounts without Identity Vault user association

Criteria > Managed systems: Specify the managed systems to include in the report. To see what values are available, specify * in the field to see a complete listing.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive an e-mail notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.

- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

5.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 5.6.1, "Report Summary," on page 34
- Section 5.6.2, "Report Content," on page 34

See Account IDs in Managed System Current State Report (../samples/account_ids_managed_system_current.pdf) for a sample of the report output in PDF format.

5.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Limits results to: The number of items displayed in the report.

Name order: How the user records are displayed in the report.

Account type: The type accounts selected in the *Account type* parameter.

Managed systems: The systems specified in the *Managed systems* parameter.

Count: The number of managed and unmanaged accounts in the report.

5.6.2 Report Content

The report first shows a summary of how many managed and unmanaged accounts are in each of the managed systems specified in the report criteria. The report then lists detailed information for each managed and unmanaged account, if both account types are used in the report criteria.

The account's details are divided into two levels. The first level lists the information by managed system, and the second level lists the information by the account global identifier.

- "Managed Accounts" on page 34
- "Unmanaged Accounts" on page 35

Managed Accounts

Account ID: The account ID for the user in the managed system.

Account Type: The account type for the account ID value in the managed system.

Account Status: The status of the account in the managed system.

Associated Identity Vault Account: The DN of the user account in the Identity Vault.

Identity Vault Account Status: The status of the user account in the Identity Vault.

User: The name of the user.

Unmanaged Accounts

Account ID: The account ID for the user in the managed system.

Account Type: The account type for the account ID value in the managed system.

Account Status: The status of the account in the managed system.

6 Correlated Resource Assignments Events by Users

This report displays information about correlated events for the select Identity Vault user and resource.

6.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see “Installation and Driver Configuration” in the *Identity Reporting Module Guide*.

6.2 Downloading the Report

The Correlated Resource Assignments Events by Users report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see “Administrator Assignments” in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Correlated Resource Assignment Events by Users report, then download the report.
4. Proceed to Section 6.3, “Importing the Report,” on page 37.

6.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use throughout the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 6.4, “Running the Report,” on page 38.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*, then click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For more information about running a report after it is in the repository, see Section 6.4, "Running the Report," on page 38.

6.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Correlated Resource Assignments Events by Users report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Correlated Resource Assignment Events by Users report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 6.5, "Report Parameters," on page 38.
5. Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 6.6, "Report Output," on page 40.

6.5 Report Parameters

The Correlated Resource Assignments Events by Users report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Date Range: Select a date range from the following options:

- Current Day
- Previous Day
- Week to Date
- Previous Week
- Month to Date
- Previous Month
- Custom Date Range

If you select *Custom Date Range*, you must specify a *From Date* and a *To Date*.

The date range is used to find when the Resource Assignment was made for the selected Identity Vault user and Resource. For example, the resource was assigned last week. Even if the resource assignment is valid to the current day, you must select a date range of last week for the event to be displayed in the report. A data range of Current Day does not find the event, because it occurred last week.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Identity Vault user: Specify the name of the Identity Vault user as selected in the *Name order* parameter.

Criteria > Resource: Specify the resource to run the correlation report against.

Criteria > Show detailed message: Select this option to add a detailed message of the correlation process to each entry in the report. The information is displayed in the Details section of the report for each entry.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive the notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

6.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 6.6.1, "Report Summary," on page 40
- Section 6.6.2, "Report Content," on page 40

See Correlated Resource Assignment Events by User Report (../samples/correlated_assignment.pdf) for a sample of the report output in PDF format.

6.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Dates: The range of dates when the resource was assigned.

Limits results to: The number of items displayed in the report.

Name order: How the user records are displayed in the report.

Identity Vault user: The name of the select Identity Vault user.

Resource: The resource the report ran against.

(Conditional) Show detailed message: This line is displayed if you selected the *Show detailed message* parameter.

6.6.2 Report Content

The report displays the following information for the correlated events for the selected Identity Vault user and resource.

Event name: The event that occurred. For example Workflow Started.

Actor: The account that performed the event.

Event time: The time of the event.

(Conditional) Details: The detailed account of the event. This option is only displayed if the *Show detailed message* parameter is selected.

6.7 Troubleshooting

Report Results Might be Misleading

Explanation: This report is based on the correlated IDs from events, but the times for those events might not be accurate.

Possible Cause: Events are sorted on the time they were listed in the Event Auditing Service (EAS), not when they actually occurred. On some machines, the User Application events take a longer time to be listed in the EAS than the Identity Manager events.

Action: Just be aware that this can happen.

Identity Vault Driver Associations Report

7

This report displays the associations for the selected driver. An association is a unique value that enables Identity Manager to associate objects in connected systems. Each object has an association for each driver that synchronizes that object.

7.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

7.2 Downloading the Report

The Identity Vault Driver Associations report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Identity Vault Driver Associations report, then download the report.
4. Proceed to Section 7.3, "Importing the Report," on page 43.

7.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use throughout the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 7.4, "Running the Report," on page 44.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*, then click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For information about running a report after it is in the repository, see Section 7.4, "Running the Report," on page 44.

7.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Identity Vault Driver Associations report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Identity Vault Driver Associations report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 7.5, "Report Parameters," on page 44.
5. Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 7.6, "Report Output," on page 46.

7.5 Report Parameters

The Identity Vault Driver Associations report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Identity Vault users: List the users that you want to include in the report. You list the names in the format selected in the *Name order* field. If you leave the field blank, the Identity Reporting Module attempts to include all users up to the specified maximum number of rows. If no row limit is specified, the Identity Reporting Module attempts to include all users.

Criteria > Select the sort order: Select the order to display the information in the report. You can display the information by username or by driver name.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive the notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

7.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 7.6.1, "Report Summary," on page 46
- Section 7.6.2, "Report Content," on page 46

See Identity Vault Driver Associations Report (../samples/idv_driver_assoc.pdf) for a sample of the report output in PDF format.

7.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Limits results to: The number of items displayed in the report.

Name order: How the user records are displayed in the report.

Identity Vault users: The users that are included in the report.

Sort on: How the information in the report is sorted. It can be sorted by user or by driver name.

7.6.2 Report Content

The report lists the users with the associated drivers, then it lists any users that are not associated.

User name: The user name.

Driver name: The driver name.

8 Identity Vault Driver Associations Report Current State

This report displays the current associations for the drivers. An association is a unique value that enables Identity Manager to associate objects in connected systems. Each object has an association for each driver that synchronizes that object.

8.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

8.2 Downloading the Report

The Identity Vault Driver Associations Report Current State is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Identity Vault Driver Associations Report Current State, then download the report.
4. Proceed to Section 8.3, "Importing the Report," on page 47.

8.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use throughout the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 8.4, "Running the Report," on page 48.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*, then click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For information about running a report after it is in the repository, see Section 8.4, "Running the Report," on page 48.

8.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Identity Vault Driver Associations Report Current State:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Identity Vault Driver Associations Report Current State, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 8.5, "Report Parameters," on page 48.
5. Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 8.6, "Report Output," on page 50.

8.5 Report Parameters

The Identity Vault Driver Associations Report Current State contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Identity Vault users: List the users that you want to include in the report. You list the names in the format selected in the *Name order* field. If you leave the field blank, the Identity Reporting Module attempts to include all users up to the specified maximum number of rows. If no row limit is specified, the Identity Reporting Module attempts to include all users.

Criteria > Select the sort order: Select the order to display the information in the report. You can display the information by username or by driver name.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive the notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

8.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 8.6.1, “Report Summary,” on page 50
- Section 8.6.2, “Report Content,” on page 50

See Identity Vault Driver Associations Report Current State (../samples/idv_driver_assoc_current.pdf) for a sample of the report output in PDF format.

8.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Limits results to: The number of items displayed in the report.

Name order: How the user records are displayed in the report.

Identity Vault users: The users that are included in the report.

Sort on: How the information in the report is sorted. It can be sorted by user or by driver name.

8.6.2 Report Content

The report lists the users with the associated drivers, then it lists any users that are not associated.

User name: The user name.

Driver name: The driver name.

Identity Vault User 9

This report displays all relevant profile information for the selected Identity Vault users.

NOTE: In Standard Edition, this report shows only current state date. Historical data is not included in the report when you are running Standard Edition.

9.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

9.2 Downloading the Report

The Identity Vault User report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Identity Vault User Report, then download the report.
4. Proceed to Section 9.3, "Importing the Report," on page 51.

9.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use throughout the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 9.4, "Running the Report," on page 52.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*, then click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For information about running a report after it is in the repository, see Section 9.4, "Running the Report," on page 52.

9.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Identity Vault User report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Identity Vault User report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 9.5, "Report Parameters," on page 52.
5. Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this reports runs as soon as the first report finishes.

For an explanation of the report output, see Section 9.6, "Report Output," on page 54.

9.5 Report Parameters

The Identity Vault User report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Date Range: Select a data range from the following options:

- Current Day
- Previous Day
- Week to Date
- Previous Week
- Month to Date
- Previous Month
- Custom Data Range

If you select *Custom Date Range*, you must specify a *From Date* and a *To Date*.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Records to include: Select which records to include in the report. The options are:

- Latest value for every record
- All changes for changed records

Criteria > Identity Vault users: List the users that you want to include in the report. You list the names in the format selected in the *Name order* field. If you leave the field blank, the Identity Reporting Module attempts to include all users up to the specified maximum number of rows. If no row limit is specified, the Identity Reporting Module attempts to include all users.

This report can become very large and memory intensive for the server if there are many users or changes for the users. For more information, see "GC overhead limit exceeded" on page 57.

Criteria > Include user images: Select this option to include availavle photos or images of the users in the report.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive an e-mail notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the report. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

9.6 Report Output

The report contains two main parts: a summary of the report and the content of the report. You can customize the fields that have more than one value.

- Section 9.6.1, "Report Summary," on page 54
- Section 9.6.2, "Report Content," on page 55
- Section 9.6.3, "Customizing Fields with Multiple Values," on page 56

See Identity Vault Users Report (../samples/idv_user.pdf) for a sample of the report output in PDF format.

9.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Dates: The range of dates when the report was run.

Limits results to: The number of items displayed in the report.

Name order: How the user records are displayed in the report.

Records to include: Whether the latest changes are included in the report or whether it shows all changes for changed records.

Identity Vault users: The users that are included in the report.

(Conditional) Include user images: This line is displayed if you selected to include user images in the report.

9.6.2 Report Content

The report starts by listing the Identity Vault where the user records came from. If you have more than one Identity Vault, the records are sorted by Identity Vaults. The following of information is displayed for each Identity Vault user:

Full name: The full name of the user.

The full name is the first_name, middle_name, and last_name concatenated together, based on the *Name order* parameter. This is not the same as the full_name field in the database, which is mapped to the fullName attribute in the Identity Vault. The full_name database file is not included in this report, and if you change the full_name attribute on the user in the Identity Vault, but not the first_name, middle_name, or last_name attributes, there are duplicate records displayed in the report.

Pref name: The preferred name of the user.

Prefix: The prefix for the username.

Suffix: The suffix for the username.

Pref lang: The preferred language for the user.

Company: The name of the company.

Job code: The user’s job code.

Job title: The user’s job title.

Work ID: The user’s workforce ID.

Emp status: The user’s employee status.

Emp type: The user’s employee type. For example, full time.

Manager: The user’s manager.

ID Vault DN: The user’s Identity Vault distinguished name (DN).

ID Vault st: The user’s status in the Identity Vault.

Acct desc: A description of the user’s account in the Identity. Vault.

Cost center: The cost center assigned to the user.

CC desc: A description of the cost center assigned to the user.

Mail stop: The user’s mail stop.

Office name: The name of the user’s office.

Dept #: The user’s department number.

Department: The user’s department name.

Location: The physical location of the user.

Address: The address of the user.

Phone: The user's phone number.

e-mail: The user's e-mail address.

IM: The user's instant message username.

Hire date: The user's hire date.

Trans date: The user's transfer date.

Term date: The user's termination date.

First w. day: The first day a user starts working.

Last w. day: The last day a user works.

Eff. date: The user's effective start date.

User image: If you selected to include the user's image, it is the last item displayed in the report.

If the user's image changed and the option to *Include user image* is not selected there might be two entries displayed for the user's image.

9.6.3 Customizing Fields with Multiple Values

By default, if a field contains multiple values in the Identity Vault, only one value is displayed in the report. For example, if a user has more than one e-mail address in the Identity Vault, only one e-mail address is displayed in the report.

If you want multiple values displayed, you must manually set mapping descriptors in the table map file (`IdmrptIdentity.xml`) stored in the core `IDMRPT-CORE.war` file. The default location for this file is `/WEB-INF/classes/com/novell/idm/rpt/core/server/events/rptdriver/IDMRPT-CORE.war`.

The following table contains definitions of the mapping descriptors that must be changed.

Table 9-1 *Mapping Descriptors*

Mapping Descriptor	Definition
multi-value	Setting this descriptor to true allows multiple values to be maintained by using the delimiter descriptor. The options for this descriptor are true or false, and the default value is false.
delimiter	The delimiter descriptor is used to separate the multiple attribute values. If this is not defined, the default is ", ". The delimiter characters can include any character except for [\^$.|?*+(). If the descriptor is configured with an invalid delimiter, the mapping defaults to a single value and a warning is created in the console log. If a value includes the delimiter string, then it is not synchronized into the database and a warning message is created. The other values are synchronized.
case-exact	Defines if the values are case exact. The options are true and false, and the default value is false.

This following example shows how to change the attribute-column mapping for e-mail in the `IdmrptIdentity.xml` file.

```
<attribute ldap-name="mail" col-name="emailAddress" multi-value="true" case-exact="false" delimiter=","/>
```

9.7 Troubleshooting

GC overhead limit exceeded

Source: The message is displayed in the Identity Reporting Module.

Explanation: The server has run out of memory to generate the report.

Possible Cause: Check the following as possible causes:

- There is not enough memory in the server.
- The number of users included in the report is too large to process.
- The Java heap size is not large enough.

Action: Take the following actions to solve the problem:

- Add more memory to the server.
- Reduce the number of users in the report by verifying that the *Criteria* > *Identity Vault user* field is not blank.
- Increase the Java heap size:
  - **Identity Manager/Identity Vault:** See "Configuring Java Environment Parameters" (http://www.novell.com/documentation/idm401/idm_common_driver/data/bg0n8f8.html#bg0n8f8) in the *Identity Manager 4.0 Common Driver Administration Guide* (http://www.novell.com/documentation/idm401/idm_common_driver/data/front.html#front).
  - **JBoss:** Add the following line to the `start-jboss.sh` file.

    ```
    JAVA_OPTS="-server -Xms800m -Xmx800m -XX:MaxPermSize=256m"
    ```

Identity Vault User Report Current State 10

This report displays the current state of all relevant profile information for the selected Identity Vault users.

10.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

10.2 Downloading the Report

The Identity Vault User Report Current State is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Identity Vault User Report Current State, then download the report.
4. Proceed to Section 10.3, "Importing the Report," on page 59.

10.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use throughout the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 10.4, "Running the Report," on page 60.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*, then click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For information about running a report after it is in the repository, see Section 10.4, "Running the Report," on page 60.

10.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Identity Vault User Report Current State:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Identity Vault User Report Current State, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 10.5, "Report Parameters," on page 60.
5. Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 10.6, "Report Output," on page 62.

10.5 Report Parameters

The Identity Vault User Report Current State contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Date Range: Select a data range from the following options:

- Current Day
- Previous Day
- Week to Date
- Previous Week
- Month to Date
- Previous Month
- Custom Date Range

If you select *Custom Date Range*, you must specify a *From Date* and a *To Date*.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Identity Vault users: List the users that you want to include in the report. You list the names in the format selected in the *Name order* field. If you leave the field blank, the Identity Reporting Module attempts to include all users up to the specified maximum number of rows. If no row limit is specified, the Identity Reporting Module attempts to include all users.

This report can become very large and memory intensive for the server if there are many users or changes for the users. For more information, see "GC overhead limit exceeded" on page 57.

Criteria > Include user images: Select this option to include available photos or images of the users in the report.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive the notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report or not.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose not to use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

10.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 10.6.1, "Report Summary," on page 62
- Section 10.6.2, "Report Content," on page 62
- Section 10.6.3, "Customizing Fields with Multiple Values," on page 64

See Identity Vault Users Current State Report (../samples/idv_user_current.pdf) for a sample of the report output in PDF format.

10.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Date: The date when the report was run is listed in the title bar.

Limits results to: The number of items displayed in the report.

Name order: How the user records are displayed in the report.

Identity Vault users: The users that are included in the report.

(Conditional) Include user images: This line is displayed if you selected to include user images in the report.

10.6.2 Report Content

The report starts with listing the Identity Vault where the user records came from. If you have more than one Identity Vault, the records are sorted by Identity Vaults. The following information is displayed for each Identity Vault user:

Full name: The full name of the user.

The full name is constructed to be the first_name, middle_name, and last_name concatenated together base on the *Name order* parameter. This is not the same as the full_name field in the database, which is mapped to the fullName attribute in the Identity Vault. The full_name database file is not included in this report, and if you change the full_name attribute on the user in the Identity Vault, but not the first_name, middle_name, or last_name attributes, there are duplicate records displayed in the report.

Pref name: The preferred name of the user.

Prefix: The prefix for the username.

Suffix: The suffix for the username.

Pref lang: The preferred language for the user.

Company: The name of the company.

Job code: The user's job code.

Job title: The user's job title.

Work ID: The user's workforce ID.

Emp status: The user's employee status.

Emp type: The user's employee type. For example, full time.

Manager: The user's manager.

ID Vault DN: The user's Identity Vault distinguished name (DN).

ID Vault st: The user's status in the Identity Vault.

Acct desc: A description of the user's account in the Identity. Vault.

Cost center: The cost center assigned to the user.

CC desc: A description of the cost center assigned to the user.

Mail stop: The user's mail stop.

Office name: The name of the user's office.

Dept #: The user's department number.

Department: The user's department name.

Location: The physical location of the user.

Address: The address of the user.

Phone: The user's phone number.

e-mail: The user's e-mail address.

IM: The user's instant message username.

Hire date: The user's hire date.

Trans date: The user's transfer date.

Term date: The user's termination date.

First w. day: The first day a user starts working.

Last w. day: The last day a user works.

Eff. date: The user's effective start date.

User image: If you selected to include the user's image, it is the last item displayed in the report.

10.6.3 Customizing Fields with Multiple Values

By default, if a field contains multiple values in the Identity Vault, only one value is displayed in the report. For example, if a user has more than one e-mail address in the Identity Vault, only one e-mail address is displayed in the report.

If you want multiple values displayed, you must manually set mapping descriptors in the table map file (`IdmrptIdentity.xml`) stored in the core `IDMRPT-CORE.war` file. The default location for this file is `/WEB-INF/classes/com/novell/idm/rpt/core/server/events/rptdriver/IDMRPT-CORE.war`.

The following table contains definitions of the mapping descriptors that must be changed.

Table 10-1 *Mapping Descriptors*

Mapping Descriptor	Definition
multi-value	Setting this descriptor to true allows multiple values to be maintained by using the delimiter descriptor. The options for this descriptor are true or false, and the default value is false.
delimiter	The delimiter descriptor is used to separate the multiple attribute values. If this is not defined, the default is ", ". The delimiter characters can include any character except for [\^$.|?*+(). If the descriptor is configured with an invalid delimiter, the mapping defaults to a single value and a warning is created in the console log. If a value includes the delimiter string, then it is not synchronized into the database and a warning message is created. The other values are synchronized.
case-exact	Defines if the values are case exact. The options are true and false, and the default value is false.

This following example shows how to change the attribute-column mapping for e-mail in the `IdmrptIdentity.xml` file.

```
<attribute ldap-name="mail" col-name="emailAddress" multi-value="true" case-exact="false" delimiter=","/>
```

10.7 Troubleshooting

- "GC overhead limit exceeded" on page 64

GC overhead limit exceeded

Source: The message is displayed in the Identity Reporting Module.

Explanation: The server has run out of memory to generate the report.

Possible Cause: Check the following possible causes:

- There is not enough memory in the server.

- The number of users included in the report is too large to process.
- The Java heap size is not large enough.

Action: Take the following actions to solve the problem:

- Add more memory to the server.
- Reduce the number of users in the report by verifying that the *Criteria* > *Identity Vault user* field is not blank.
- Increase the Java heap size:
    - **Identity Manager/Identity Vault:** See "Configuring Java Environment Parameters" (http://www.novell.com/documentation/idm401/idm_common_driver/data/bg0n8f8.html#bg0n8f8) in the *Identity Manager 4.0 Common Driver Administration Guide* (http://www.novell.com/documentation/idm401/idm_common_driver/data/front.html#front).
    - **JBoss:** Add the following line to the `start-jboss.sh` file.

      ```
      JAVA_OPTS="-server -Xms800m -Xmx800m -
      XX:MaxPermSize=256m"
      ```

11 Identity Vault Users with Access to Managed Systems

This report displays the last collection date of the data and when the data is scheduled to be collected again from each collector.

NOTE: In Standard Edition, this report shows no data because the Managed System Gateway Driver is not configured with this edition of the product.

11.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

11.2 Downloading the Report

The Identity Vault Users with Access to Managed Systems report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Identity Vault Users with Access to Managed Systems report, then download the report.
4. Proceed to Section 11.3, "Importing the Report," on page 67.

11.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use throughout the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 11.4, "Running the Report," on page 68.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*, then click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For information about running a report after it is in the repository, see Section 11.4, "Running the Report," on page 68.

11.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Identity Vault Users with Access to Managed Systems report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Identity Vault Users with Access to Managed Systems report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 11.5, "Report Parameters," on page 68.
5. Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this reports runs as soon as the first report finishes.

For an explanation of the report output, see Section 11.6, "Report Output," on page 70.

11.5 Report Parameters

The Identity Vault Users with Access to Managed Systems report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Date Range: Select a data range from the following options:

- Current Day
- Previous Day
- Week to Date
- Previous Week
- Month to Date
- Previous Month
- Custom Date Range

If you select *Custom Date Range*, you must specify a *From Date* and a *To Date*.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Identity Vault users: List the users that you want to include in the report. You list the names in the format selected in the *Name order* field. If you leave the field blank, the Identity Reporting Module attempts to include all users up to the specified maximum number of rows.

Criteria > Managed Systems: Specify the managed systems to include in the report. To see what values are available, specify * in the field to see a complete listing.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive an e-mail notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the report. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

11.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 11.6.1, “Report Summary,” on page 70
- Section 11.6.2, “Report Content,” on page 70

See Identity Vault Users with Access to Managed Systems Report (../samples/idv_user_managed_systems.pdf) for a sample of the report output in PDF format.

11.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Dates: The range of dates when the report was run.

Limits results to: The number of items displayed in the report.

Name order: How the user records are displayed in the report.

Identity Vault users: The users that are included in the report.

Managed Systems: The managed systems that are included in the report.

11.6.2 Report Content

The report starts with listing the users by the name order that you selected in the report parameters.

Name: The name of the user. It is displayed according to the criteria you selected in the name order report parameter.

Managed System: The name of the managed system.

Account ID: The user account ID in the managed system.

Account Status: The status of the account in the managed system.

Entitlement Value: The value of the managed system entitlement that grants the account access in the managed system.

12 Identity Vault Users with Access to Managed Systems Current State

This report shows the current state of all Identity Vault users that have some kind of access to the Managed System, and shows how they are represented within the Managed System.

NOTE: In Standard Edition, this report shows no data because the Managed System Gateway Driver is not configured with this edition of the product.

12.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

12.2 Downloading the Report

The Identity Vault Users with Access to Managed Systems Current State report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Identity Vault Users with Access to Managed Systems Current State report, then download the report.
4. Proceed to Section 12.3, "Importing the Report," on page 71.

12.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use throughout the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 12.4, “Running the Report,” on page 72.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*, then click *Import*.

For more information, about importing reports, see “Using the Import Tool” in the *Identity Reporting Module Guide*. For information about running a report after it is in the repository, see Section 12.4, “Running the Report,” on page 72.

12.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see “Using the Calendar Page” in the *Identity Reporting Module Guide*.

To run the Identity Vault Users with Access to Managed Systems Current State report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Identity Vault Users with Access to Managed Systems Current State report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 12.5, “Report Parameters,” on page 72.
5. Click *Save* to save the parameters for the report’s next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this reports runs as soon as the first report finishes.

For an explanation of the report output, see Section 12.6, “Report Output,” on page 74.

12.5 Report Parameters

The Identity Vault Users with Access to Managed Systems Current State report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Date Range: Select a data range from the following options:

- Current Day
- Previous Day
- Week to Date
- Previous Week
- Month to Date
- Previous Month
- Custom Date Range

If you select *Custom Date Range*, you must specify a *From Date* and a *To Date*.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Identity Vault users: List the users that you want to include in the report. You list the names in the format selected in the *Name order* field. If you leave the field blank, the Identity Reporting Module attempts to include all users up to the specified maximum number of rows.

Criteria > Managed Systems: Specify the managed systems to include in the report. To see what values are available, specify * in the field to see a complete listing.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive an e-mail notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the report. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

12.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 12.6.1, “Report Summary,” on page 74
- Section 12.6.2, “Report Content,” on page 74

See Identity Vault Users with Access to Managed Systems Current State Report (../samples/idv_user_managed_systems_current.pdf) for a sample of the report output in PDF format.

12.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Limits results to: The number of items displayed in the report.

Name order: How the user records are displayed in the report.

Identity Vault users: The users that are included in the report.

Managed Systems: The managed systems that are included in the report.

12.6.2 Report Content

The report starts with listing the users by the name order that you selected in the report parameters.

Name: The name of the user. It is displayed according to the criteria you selected in the name order report parameter.

Managed System: The name of the managed system.

Account ID: The user account ID in the managed system.

Account Status: The status of the account in the managed system.

Entitlement Value: The value of the managed system entitlement that grants the account access in the managed system.

Managed System Data Collection Report

13

This report displays the last collection date of the data and when the data is scheduled to be collected again from each collector.

NOTE: In Standard Edition, this report shows no data because the Managed System Gateway Driver is not configured with this edition of the product.

13.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

13.2 Downloading the Report

The Managed System Data Collection report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Managed System Data Collection report, then download the report.
4. Proceed to Section 13.3, "Importing the Report," on page 75.

13.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use throughout the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 13.4, “Running the Report,” on page 76.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*, then click *Import*.

For more information about importing reports, see “Using the Import Tool” in the *Identity Reporting Module Guide*. For information about running a report after it is in the repository, see Section 13.4, “Running the Report,” on page 76.

13.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see “Using the Calendar Page” in the *Identity Reporting Module Guide*.

To run the Managed System Data Collection report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Managed System Data Collection report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 13.5, “Report Parameters,” on page 76.
5. Click *Save* to save the parameters for the report’s next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 13.6, “Report Output,” on page 77.

13.5 Report Parameters

The Managed System Data Collection report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Limit results to: Specify the number of results displayed in the report.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive the notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

13.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 13.6.1, “Report Summary,” on page 77
- Section 13.6.2, “Report Content,” on page 78

See Managed System Data Collection Report (../samples/managed_system.pdf) for a sample of the report output in PDF format.

13.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Dates: The range of dates and times when the report was run.

Limits results to: The number of items displayed in the report.

13.6.2 Report Content

The report displays the last collection date of the data, and indicates when the data is scheduled to be collected again from each collector.

Collector Name: The name of the collector.

Last Collected Date Time: The time the collector last collected data.

Next Collection Data Time: The time the collector is scheduled to collect data next.

Request Catalog 14

This report displays detailed information about all roles, resources, and provisioning request Definitions that an end user can request in the organization. The items are grouped by the Identity Vault in which they reside.

14.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

14.2 Downloading the Report

The Request Catalog report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Request Catalog report, then download the report.
4. Proceed to Section 14.3, "Importing the Report," on page 79.

14.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use through the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 14.4, "Running the Report," on page 80.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

2 Click *Import* in the left navigation menu.
3 Click *Browse*, then browse to and select the report definition.
4 Click *Open*, then click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For more information about running a report after it is in the repository, see Section 14.4, "Running the Report," on page 80.

14.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Request Catalog report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Request Catalog report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 14.5, "Report Parameters," on page 80.
5. Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 14.6, "Report Output," on page 82.

14.5 Report Parameters

The Request Catalog report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Date Range: Select a data range from the following options:

- Current Day
- Previous Day

- Week to Date
- Previous Week
- Month to Date
- Previous Month
- Custom Date Range

If you select *Custom Date Range*, you must specify a *From Date* and a *To Date*.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Records to include: Select one of the following options to determine the type of records to include in the report.

- Latest value for every record
- All changes for changed records

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Request item type: Select *Roles*, *Resources*, and *Provisioning Request Definitions* in any combination.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive the notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > **Message:** Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > **Prepend report definition name:** Select whether to prepend the report definition name to the report.

Scheduled Run > **Start date:** Specify the date when the scheduled run starts.

Scheduled Run > **Time of day:** Specify the time of day of when the scheduled run starts.

Scheduled Run > **Frequency:** Specify how often the report runs during the scheduled dates.

Scheduled Run > **End date:** Specify the date when the scheduled run ends.

Scheduled Run > **Attempt data collection before scheduled run:** Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

14.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 14.6.1, “Report Summary,” on page 82
- Section 14.6.2, “Report Content,” on page 82

See Request Catalog Report (../samples/request_catalog.pdf) for a sample of the report output in PDF format.

14.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Dates: The date range when the report was run.

Limit results to: The number of items displayed in the report.

Records to Include: The type of records that are included in the report.

Request items types: The type of items requested in the report. The report can contain roles, resources, and provisioning request definitions. This section also displays a count of the items and the Identity Vault where these items came from.

14.6.2 Report Content

The report displays the following information about each item type:

Item Type: The item type for the report and all items of this type are listed in this section. This report displays roles, resources, and request definitions.

Name: The name of the item.

Description: The description of the specific item in the report.

Owner: The owner of the item. If there is no owner, the field is blank.

Category: The category of the item. If there is no category, the field is blank.

Identity Vault Name: The name of the Identity Vault where the item resides.

Request Catalog Current State 15

This report displays detailed information about the current state of all roles, resources, and provisioning request definitions that an end user can request in the organization. The items are grouped by the Identity Vault in which they reside.

15.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

15.2 Downloading the Report

The Request Catalog Current State report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Request Catalog Current State report, then download the report.
4. Proceed to Section 15.3, "Importing the Report," on page 83.

15.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use through the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 15.4, "Running the Report," on page 84.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

2 Click *Import* in the left navigation menu.
3 Click *Browse*, then browse to and select the report definition.
4 Click *Open*, then click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For information about running a report in the repository, see Section 15.4, "Running the Report," on page 84.

15.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Request Catalog Current State report:

1 Log in to the Identity Reporting Module as a user who is a Report Administrator.
2 Click *Repository* in the left navigation menu.
   The reports are listed by name in ascending or descending order.
3 Select the Request Catalog Current State report, then click *Edit*.
4 Specify the parameters to run the report, using the information in Section 15.5, "Report Parameters," on page 84.
5 Click *Save* to save the parameters for the report's next scheduled runs.
6 Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 15.6, "Report Output," on page 85.

15.5 Report Parameters

The Request Catalog Current State report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname

- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Request item type: Select *Roles*, *Resources*, and *Provisioning Request Definitions* in any combination.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive the notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day of when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notifications that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

15.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 15.6.1, “Report Summary,” on page 86
- Section 15.6.2, “Report Content,” on page 86

See Request Catalog Report Current State (../samples/request_catalog_current.pdf) for a sample of the report output in PDF format.

15.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Limits results to: The number of items displayed in the report.

Request items types: The type of items requested in the report. The report can contain roles, resources, and provisioning request definitions. This also displays a count of the items and the Identity Vault where these items came from.

15.6.2 Report Content

The report displays the following information about each item type:

Item Type: The item type for the report and all items of this type are listed in this section. This report displays roles, resources, and request definitions.

Name: The name of the item.

Description: The description of the specific item in the report.

Owner: The owner of the item. If there is no owner, the field is blank.

Category: The category of the item. If there is no category, the field is blank.

Identity Vault Name: The name of the Identity Vault where the item resides.

16 Resource Assignments by User

This report displays general resource information, resource assignments, and entitlements for selected resources.

NOTE: In Standard Edition, this report shows no data because the Managed System Gateway Driver is not configured with this edition of the product.

16.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

16.2 Downloading the Report

The Resource Assignments by User report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Resource Assignments by User report, then download the report.
4. Proceed to Section 16.3, "Importing the Report," on page 87.

16.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use through the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 16.4, "Running the Report," on page 88.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*, then click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For more information about running a report after it is in the repository, see Section 16.4, "Running the Report," on page 88.

16.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Resource Assignments by User report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Resource Assignments by User report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 16.5, "Report Parameters," on page 88.
5. Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 16.6, "Report Output," on page 90.

16.5 Report Parameters

The Resource Assignments by User report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Date Range: Select a data range from the following options:

- Current Day
- Previous Day
- Week to Date
- Previous Week
- Month to Date
- Previous Month
- Custom Date Range

If you select *Custom Date Range*, you must specify a *From Date* and a *To Date*.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Records to include: Select one of the following options to determine the type of records to include in the report.

- Latest value for every record
- All changes for changed records

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Identity Vault users: List the users that you want to include in the report. You list the names in the format selected in the *Name order* field. If you leave the field blank, the Identity Reporting Module attempts to include all users up to the specified maximum number of rows. If no row limit is specified, the Identity Reporting Module attempts to include all users.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive the notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day of when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

16.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 16.6.1, “Report Summary,” on page 90
- Section 16.6.2, “Report Content,” on page 90

See Resource Assignments by User Report (../samples/resource_assign_user.pdf) for a sample of the report output in PDF format.

16.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Dates: The date range when the report was run.

Limit results to: The number of items displayed in the report.

Identity Vault users: The users that are included in the report.

16.6.2 Report Content

The report lists information according to the Identity Vault where the user records came from. If you have more than one Identity Vault, the records are sorted by Identity Vaults.

User Name: The name of the user account.

Resource: The name of the resource.

Effective date: The effective dates of the resource for the user account.

Entitlement: The name of the entitlement that granted the resource to the user account.

Driver: The name of the driver that granted the entitlement.

17 Resource Assignments by User Current State

This report displays the current state of the general resource information, resource assignments, and entitlements for selected Identity Vault users.

NOTE: In Standard Edition, this report shows no data because the Managed System Gateway Driver is not configured with this edition of the product.

17.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see “Installation and Driver Configuration” in the *Identity Reporting Module Guide*.

17.2 Downloading the Report

The Resource Assignments by User Current State report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see “Administrator Assignments” in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Resource Assignments by User Current State report, then download the report.
4. Proceed to Section 17.3, “Importing the Report,” on page 91.

17.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use through the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 17.4, “Running the Report,” on page 92.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*, then click *Import*.

For more information about importing reports, see “Using the Import Tool” in the *Identity Reporting Module Guide*. For more information about running a report after it is in the repository, see Section 17.4, “Running the Report,” on page 92.

17.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see “Using the Calendar Page” in the *Identity Reporting Module Guide*.

To run the Resource Assignments by User Current State report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Resource Assignments by User Current State report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 17.5, “Report Parameters,” on page 92.
5. Click *Save* to save the parameters for the report’s next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 17.6, “Report Output,” on page 94.

17.5 Report Parameters

The Resource Assignments by User Current State report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Identity Vault users: List the users that you want to include in the report. You list the names in the format selected in the *Name order* field. If you leave the field blank, the Identity Reporting Module attempts to include all users up to the specified maximum number of rows. If no row limit is specified, the Identity Reporting Module attempts to include all users.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive the notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day of when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

17.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 17.6.1, “Report Summary,” on page 94
- Section 17.6.2, “Report Content,” on page 94

See Resource Assignments by User Current State Report (../samples/resource_assign_user_current.pdf) for a sample of the report output in PDF format.

17.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Limit results to: The number of items displayed in the report.

Name order: The order the names are displayed in the report.

Identity Vault users: The users that are included in the report.

17.6.2 Report Content

The report starts with listing the Identity Vault where the user records came from. If you have more than one Identity Vault, the records are sorted by Identity Vaults.

User Name: The name of the user account.

Resource: The name of the resource.

Effective date: The effective dates of the resource for the user account.

Entitlement: The name of the entitlement that granted the resource to the user account.

Driver: The name of the driver that granted the entitlement.

18 Resource Assignments by Resource

This report displays general resource information for selected resources.

18.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

18.2 Downloading the Report

The Resource Assignments by Resource report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Resource Assignments by Resource report, then download the report.
4. Proceed to Section 16.3, "Importing the Report," on page 87.

18.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use throughout the reporting module.

If this is the first time you have run the report, continue with the following procedure. Otherwise, skip to Section 18.4, "Running the Report," on page 96.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.

2 Click *Import* in the left navigation menu.
3 Click *Browse*, then browse to and select the report definition.
4 Click *Open*, then click *Import*.

The report is now in the repository and it can be run. For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*.

18.4 Running the Report

You can either schedule a report to run a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Resource Assignments by Resource report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Resource Assignments by Resource report, then click *Edit*.
4. Specify the parameters to run the report using the information in Section 18.5, "Report Parameters," on page 96.
5. Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to run the report.

For an explanation of the report output, see Section 18.6, "Report Output," on page 98.

18.5 Report Parameters

The Resource Assignments by Resource report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Date Range: Select a data range from the following options:

- Current Day
- Previous Day
- Week to Date
- Previous Week

- Month to Date
- Previous Month
- Custom Date Range

If you select *Custom Date Range*, you must specify a *From Date* and a *To Date*.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Resources: List the resources that you want to include in the report. If you leave the field blank, the Identity Reporting Module attempts to include all resources up the specified maximum number of rows.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive the notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day of when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.

* **Message:** Specify a message for the notification that this instance of the report ran.

18.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

* Section 18.6.1, "Report Summary," on page 98
* Section 18.6.2, "Report Content," on page 98

See Resource Assignments by Resource Report (../samples/resource_assign_resource.pdf) for a sample of the report output in PDF format.

18.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Dates: The date range when the report was run.

Limit results to: The number of items displayed in the report.

Name order: The order the names are displayed in the report.

Resources: The resources contained in the report.

18.6.2 Report Content

The report starts with listing the Identity Vault where the resource records came from. If you have more than one Identity Vault, the records are sorted by Identity Vaults.

Resource: The name of the resource.

Assigned to: The user that is assigned to the resource.

Effective date: The effective dates of the resource for the resource.

Entitlement: The name of the entitlement that granted the resource to the resource.

Driver: The name of the driver that granted the entitlement.

Resource Assignments by Resource Current State 19

This report displays the current state of the general resource information, resource assignments, and entitlements for selected resources.

NOTE: In Standard Edition, this report shows no data because the Managed System Gateway Driver is not configured with this edition of the product.

19.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

19.2 Downloading the Report

The Resource Assignments by Resource Current State report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Resource Assignments by Resource Current State report, then download the report.
4. Proceed to Section 19.3, "Importing the Report," on page 99.

19.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use throughout the reporting module.

If this is the first time you have run the report, continue with the following procedure. Otherwise, skip to Section 19.3, "Importing the Report," on page 99.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*, then click *Import*.

The report is now in the repository and it can be run. For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*.

19.4 Running the Report

You can either schedule a report to run a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports to run, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Resource Assignments by Resource Current State report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Resource Assignments by Resource Current State report, then click *Edit*.
4. Specify the parameters to run the report using the information in Section 19.5, "Report Parameters," on page 100.
5. Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to run the report.

For an explanation of the report output, see Section 19.6, "Report Output," on page 101.

19.5 Report Parameters

The Resource Assignments by Resource Current State report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Resources: List the resources that you want to include in the report. If you leave the field blank, the Identity Reporting Module attempts to include all resources up the specified maximum number of rows..

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive the notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day of when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

19.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 19.6.1, "Report Summary," on page 102
- Section 19.6.2, "Report Content," on page 102

See Resource Assignments by Resource Current State Report (../samples/resource_assign_resource_current.pdf) for a sample of the report output in PDF format.

19.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Limit results to: The number of items displayed in the report.

Name order: The order the names are displayed in the report.

Resources: The resources contained in the report.

19.6.2 Report Content

The report starts with listing the Identity Vault where the resource records came from. If you have more than one Identity Vault, the records are sorted by Identity Vaults.

Resource: The name of the resource.

Assigned to: The user that is assigned to the resource.

Effective date: The effective dates of the resource for the resource.

Entitlement: The name of the entitlement that granted the resource to the resource.

Driver: The name of the driver that granted the entitlement.

20 Role Assignments by User

This report displays role membership information about the selected Identity Vault users, including general role information and whether the Identity Vault user's membership in each role is a policy violation.

NOTE: In Standard Edition, this report shows information about system roles only.

20.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

20.2 Downloading the Report

The Role Assignments by User report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Role Assignments by User report, then download the report.
4. Proceed to Section 20.3, "Importing the Report," on page 103.

20.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use through the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 20.4, "Running the Report," on page 104.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*, then click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For more information about running a report after it is in the repository, see Section 20.4, "Running the Report," on page 104.

20.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Role Assignments by User report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Role Assignments by User report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 20.5, "Report Parameters," on page 104.
5. Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 20.6, "Report Output," on page 106.

20.5 Report Parameters

The Role Assignments by User report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Date Range: Select a data range from the following options:

- Current Day
- Previous Day
- Week to Date
- Previous Week
- Month to Date
- Previous Month
- Custom Date Range

If you select *Custom Date Range*, you must specify a *From Date* and a *To Date*.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Records to include: Select one of the following options to determine the type of records to include in the report.

- Latest value for every record
- All changes for changed records

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Identity Vault users: List the users that you want to include in the report. You list the names in the format selected in the *Name order* field. If you leave the field blank, the Identity Reporting Module attempts to include all users up to the specified maximum number of rows. If no row limit is specified, the Identity Reporting Module attempts to include all users.

Separation of Duties information only: Select this option to only display the separation of duties information.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive the notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day of when the scheduled run starts.

Scheduled Run > **Frequency:** Specify how often the report runs during the scheduled dates.

Scheduled Run > **End date:** Specify the date when the scheduled run ends.

Scheduled Run > **Attempt data collection before scheduled run:** Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > **Use default notifications:** Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

20.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 20.6.1, "Report Summary," on page 106
- Section 20.6.2, "Report Content," on page 106

See Role Assignments by User Report (../samples/role_assign_user.pdf) for a sample of the report output in PDF format.

20.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Dates: The date range when the report was run.

Limit results to: The number of items displayed in the report.

Name order: The order the names are displayed in the report.

Identity Vault users: The users that are included in the report.

20.6.2 Report Content

The report starts with listing the Identity Vault where the user records came from. If you have more than one Identity Vault, the records are sorted by Identity Vaults.

User Name: The name of the user account.

Role: The name of the role.

Effective date: The effective dates of the resource for the user account.

Source: The name of the object assigned to the role.

If there is a conflict, the reports lists the conflicting role, the conflicting dates, and the separation of duties constraint.

Role Assignments by User Current State

21

This report displays the current state of the role membership information about the current state of the selected Identity Vault users, including general role information and whether the Identity Vault user's membership in each role is a policy violation.

NOTE: In Standard Edition, this report shows information about system roles only.

21.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

21.2 Downloading the Report

The Role Assignments by User Current State report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Role Assignments by User Current State report, then download the report.
4. Proceed to Section 21.3, "Importing the Report," on page 109.

21.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use through the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 21.4, “Running the Report,” on page 110.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*, then click *Import*.

For more information about importing reports, see “Using the Import Tool” in the *Identity Reporting Module Guide*. For more information about running a report after it is in the repository, see Section 21.4, “Running the Report,” on page 110.

21.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see “Using the Calendar Page” in the *Identity Reporting Module Guide*.

To run the Role Assignments by User Current State report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Role Assignments by User Current State report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 21.5, “Report Parameters,” on page 110.
5. Click *Save* to save the parameters for the report’s next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 21.6, “Report Output,” on page 112.

21.5 Report Parameters

The Role Assignments by User Current State report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Identity Vault users: List the users that you want to include in the report. You list the names in the format selected in the *Name order* field. If you leave the field blank, the Identity Reporting Module attempts to include all users up to the specified maximum number of rows. If no row limit is specified, the Identity Reporting Module attempts to include all users.

Separation of Duties information only: Select this option to display only the separation of duties information.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive the notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day of when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

21.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 21.6.1, "Report Summary," on page 112
- Section 21.6.2, "Report Content," on page 112

See Role Assignments by User Current State Report (../samples/role_assign_user_current.pdf) for a sample of the report output in PDF format.

21.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Limit results to: The number of items displayed in the report.

Name order: The order the names are displayed in the report.

Identity Vault users: The users that are included in the report.

21.6.2 Report Content

The report starts with listing the Identity Vault where the user records came from. If you have more than one Identity Vault, the records are sorted by Identity Vaults.

User Name: The name of the user account.

Role: The name of the role.

Effective date: The effective dates of the resource for the user account.

Source: The name of the object assigned to the role.

If there is a conflict, the reports lists the conflicting role, the conflicting dates, and the separation of duties constraint.

22 Role Assignments by Role

This report displays general role information and memberships for selected roles.

NOTE: In Standard Edition, this report shows information about system roles only.

22.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

22.2 Downloading the Report

The Role Assignments by Role report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Role Assignments by Role report, then download the report.
4. Proceed to Section 22.3, "Importing the Report," on page 113.

22.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use through the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 22.4, "Running the Report," on page 114.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*, then click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For more information about running a report after it is in the repository, see Section 22.4, "Running the Report," on page 114.

22.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Role Assignments by Role report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Role Assignments by Role report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 22.5, "Report Parameters," on page 114.
5. Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 22.6, "Report Output," on page 116.

22.5 Report Parameters

The Role Assignments by Role report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Date Range: Select a data range from the following options:

- Current Day
- Previous Day
- Week to Date
- Previous Week
- Month to Date
- Previous Month
- Custom Date Range

If you select *Custom Date Range*, you must specify a *From Date* and a *To Date*.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Records to include: Select one of the following options to determine the type of records to include in the report.

- Latest value for every record
- All changes for changed records

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Roles: List the roles that you want to include in the report. If you leave the field blank, the Identity Reporting Module attempts to include all roles up to the specified maximum number of rows. If no row limit is specified, the Identity Reporting Module attempts to include all roles.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive the notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day of when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

22.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 22.6.1, “Report Summary,” on page 116
- Section 22.6.2, “Report Content,” on page 116

See Role Assignments by Role Report (../samples/role_assign_role.pdf) for a sample of the report output in PDF format.

22.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Dates: The date range when the report was run.

Limit results to: The number of items displayed in the report.

Name order: The order the names are displayed in the report.

Roles: The roles that are included in the report.

22.6.2 Report Content

The report starts with listing the Identity Vault where the user records came from. If you have more than one Identity Vault, the records are sorted by Identity Vaults.

Role: The name of the role and a description of the role.

Assigned to: The object the role is assigned to.

Effective date: The effective dates of the role.

Source: The name of the object assigned to the role.

23 Role Assignments by Role Current State

This report displays the current state of the role membership information about the selected Identity Vault users, including general role information and whether the Identity Vault user's membership in each role is a policy violation.

NOTE: In Standard Edition, this report shows information about system roles only.

23.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

23.2 Downloading the Report

The Role Assignments by Role Current State report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Role Assignments by Role Current State report, then download the report.
4. Proceed to Section 23.3, "Importing the Report," on page 117.

23.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use through the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 23.4, "Running the Report," on page 118.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*, then click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For more information about running a report after it is in the repository, see Section 23.4, "Running the Report," on page 118.

23.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Role Assignments by Role Current State report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Role Assignments by Role Current State report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 23.5, "Report Parameters," on page 118.
5. Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 23.6, "Report Output," on page 120.

23.5 Report Parameters

The Role Assignments by Role Current State report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Roles: List the roles that you want to include in the report. If you leave the field blank, the Identity Reporting Module attempts to include all roles up to the specified maximum number of rows. If no row limit is specified, the Identity Reporting Module attempts to include all roles.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive the notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day of when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

23.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 23.6.1, “Report Summary,” on page 120
- Section 23.6.2, “Report Content,” on page 120

See Role Assignments by Role Current State Report (../samples/role_assign_role_current.pdf) for a sample of the report output in PDF format.

23.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Limit results to: The number of items displayed in the report.

Name order: The order the names are displayed in the report.

Roles: The roles that are included in the report.

23.6.2 Report Content

The report starts with listing the Identity Vault where the user records came from. If you have more than one Identity Vault, the records are sorted by Identity Vaults.

Role: The name of the role and a description of the role.

Assigned to: The object the role is assigned to.

Effective date: The effective dates of the role.

Source: The name of the object assigned to the role.

Sample Parameters Report

24

This report contains many common parameters and examples of the different report parameter types that can be used to customize a report.

24.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

24.2 Downloading the Report

The Sample Parameters report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the Sample Parameters report, then download the report.
4. Proceed to Section 24.3, "Importing the Report," on page 121.

24.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use through the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 24.4, "Running the Report," on page 122.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

2 Click *Import* in the left navigation menu.
3 Click *Browse*, then browse to and select the report definition.
4 Click *Open*, then click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For more information about running a report after it is in the repository, see Section 24.4, "Running the Report," on page 122.

24.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the Sample Parameters report:

1 Log in to the Identity Reporting Module as a user who is a Report Administrator.
2 Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3 Select the Sample Parameters report, then click *Edit*.
4 Specify the parameters to run the report, using the information in Section 24.5, "Report Parameters," on page 122.
5 Click *Save* to save the parameters for the report's next scheduled runs.
6 Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 24.6, "Report Output," on page 124.

24.5 Report Parameters

The Sample Parameters report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

NOTE: Only the Language, Limit results to, Name order, Identity Vault users, and Select the sort order parameters affect the results of this report. All other parameters are only examples of what the report fields are available for the reports.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Date Range: Select a data range from the following options:

- Current Day
- Previous Day
- Week to Date
- Previous Week
- Month to Date
- Previous Month
- Custom Date Range

If you select *Custom Date Range*, you must specify a *From Date* and a *To Date*.

Criteria > Limit results to: Specify the number of results displayed in the report.

Criteria > Records to include: Select one of the following options to determine the type of records to include in the report.

- Latest value for every record
- All changes for changed records

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Identity Vault users: List the users that you want to include in the report. You list the names in the format selected in the *Name order* field. If you leave the field blank, the Identity Reporting Module attempts to include all users up to the specified maximum number of rows. If no row limit is specified, the Identity Reporting Module attempts to include all users.

Criteria > Roles: List the roles that you want to include in the report. If you leave the field blank, the Identity Reporting Module attempts to include all roles up to the specified maximum number of rows. If no row limit is specified, the Identity Reporting Module attempts to include all roles.

Criteria > Resources: List the resources that you want to include in the report. If you leave the field blank, the Identity Reporting Module attempts to include all resources up the specified maximum number of rows.

Criteria > Managed Systems: Specify the managed systems to include in the report. To see what values are available, specify * in the field to see a complete listing.

Criteria > Identity Vault user: This is an example of the Identity Vault user field. This field only allows you to select one user object. In addition, the field uses the DN for the value instead of the identity_id.

Criteria > Resource: This is an example of the Resource field. This field only allows you to select one resource object. In addtion, the field uses the DN for the value instead of the identity_id.

Criteria > Select the sort order: Select the order to sort the information. The options are *User* or *Job title*.

Request item type: Specify the item types to include in the report. By default the values are *Roles*, *Resources*, and *Provisioning Request Definitions*.

Integer example: An example of an integer field if you need one in your customized report.

String example An example of a string field if you need one in your customized report.

Show detailed message: Select this option to add a detailed message to the report.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive the notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day of when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

24.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 24.6.1, "Report Summary," on page 125
- Section 24.6.2, "Report Content," on page 125

See Sample Parameters Report (../samples/sample_parameter.pdf) for a sample of the report output in PDF format.

24.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Dates: The date range when the report was run.

Limit results to: The number of items displayed in the report.

Records to include: The records included in the report.

Name order: The order the names are displayed in the report.

Identity Vault users: The Identity Vault users included in the report.

Roles: The roles that are included in the report.

Resource: The resource included in the report.

Managed Systems: The managed systems included in the report.

Identity Vault user: The Identity Vault user included in the report.

Sort on: How the information is displayed in the report.

Request item types: The request item types included in the report.

Integer example: The integer example field.

String example: The string example field.

Show detailed message: The detailed message for the report.

24.6.2 Report Content

The report contains the following information:

Name: The name of the users in the report.

Title: The title of the users.

Status: The status of the users.

25 User Password Changes within the Identity Vault

This report shows all password status changes for users within the Identity Vault.

25.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

This report only indicates whether a user's password has changed and when a change might have occurred. It was not designed to show how the password changed (for example, from a User Application Password Change operation, or a User Application Forgot Password operation). Therefore, it will show that `ablake` changed her password on `11-Jan-2012`, but will not indicate what caused the change. If you want a report to show how a password changed, you would need to create a new report and a new view.

One prerequisite to using this report (or any event-based report) is to enable events from eDirectory to reporting (EAS auditing). You can accomplish this by using iManager. Go to *Roles and Tasks*> *eDirectory Auditing*>*Audit Configuration*. Provide a server name for *NCP Server name:*. Then, under *Novell Audit*, select the events you want to generate. In this case, select *Change password*.

25.2 Downloading the Report

The User Password Changes within the Identity Vault report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the User Password Changes within the Identity Vault report, then download the report.
4. Proceed to Section 4.3, "Importing the Report," on page 26.

25.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use throughout the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 4.4, "Running the Report," on page 26.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Import* in the left navigation menu.
3. Click *Browse*, then browse to and select the report definition.
4. Click *Open*.
5. (Conditional) If the report exists in the repository, select *Overwrite existing reports*.
6. Click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For more information about running a report after it is in the repository, see Section 4.4, "Running the Report," on page 26.

25.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the User Password Changes within the Identity Vault report:

1. Log in to the Identity Reporting Module as a user who is a Report Administrator.
2. Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3. Select the Account IDs Managed System report, then click *Edit*.
4. Specify the parameters to run the report, using the information in Section 4.5, "Report Parameters," on page 26.
5. (Optional) Click *Save* to save the parameters for the report's next scheduled runs.
6. Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 4.6, "Report Output," on page 28.

25.5 Report Parameters

The User Password Changes within the Identity Vault report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > Language: Select the language for the report.

Criteria > Date Range: Select a data range from the following options:

- Current Day
- Previous Day
- Week to Date
- Previous Week
- Month to Date
- Previous Month
- Custom Date Range

If you select *Custom Date Range*, you must specify a *From Date* and a *To Date*.

Criteria > Limit results to: Specify the number of results displayed in the report.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive an e-mail notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > **Message:** Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > **Prepend report definition name:** Select whether to prepend the report definition name to the report.

Scheduled Run > **Start date:** Specify the date when the scheduled run starts.

Scheduled Run > **Time of day:** Specify the time of day when the scheduled run starts.

Scheduled Run > **Frequency:** Specify how often the report runs during the scheduled dates.

Scheduled Run > **End date:** Specify the date when the scheduled run ends.

Scheduled Run > **Attempt data collection before scheduled run:** Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
- **Subject:** Specify the subject line for the notification that this instance of the report ran.
- **Message:** Specify a message for the notification that this instance of the report ran.

25.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

- Section 25.6.1, "Report Summary," on page 130
- Section 25.6.2, "Report Content," on page 130

See User Password Changes within the Identity Vault Report (../samples/user_password_changes_idv.pdf) for a sample of the report output in PDF format.

25.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Dates: The range of dates and times when the report was run.

Limits results to: The number of items displayed in the report.

25.6.2 Report Content

The report first shows a summary of Identity Vault users whose passwords changed. The report then lists Identity Vault users whose passwords did not change.

The report details are divided into two sections.

- "IDV Users Who Changed Password During Report Period" on page 130
- "IDV Users Who Did Not Changed Password During Report Period" on page 130

IDV Users Who Changed Password During Report Period

IDV Users: The names of the users whose passwords changed.

Account ID: The account ID for the user whose password changed.

When Changed: The timestamp of the change.

Changed By: The user who made the change.

IDV Users Who Did Not Changed Password During Report Period

IDV Users: The names of the users whose passwords did not change.

Account ID: The account ID for the user whose password did not change.

User Status Changes within the Identity Vault

26

This report shows all status changes for users in the Identity Vault.

26.1 Prerequisites

- The Roles Based Provisioning Module is installed and configured. For more information, see the *Identity Manager Roles Based Provisioning Module 4.0.1 User Application: Installation Guide*.
- The Identity Reporting Module is installed and configured. For more information, see "Installation and Driver Configuration" in the *Identity Reporting Module Guide*.

26.2 Downloading the Report

The User Status Changes within the Identity Vault report is included on the Identity Manager media; however, the report is updated on a regular basis. You must verify that you have the latest version of the report before proceeding.

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

   For more information, see "Administrator Assignments" in the *Identity Manager Roles Based Provisioning Module 4.0 User Application: Administration Guide*.
2. In the Identity Reporting Module user interface, click *Download* in the left navigation menu.
3. Find the User Status Changes within the Identity Vault report, then download the report.
4. Proceed to Section 4.3, "Importing the Report," on page 26.

26.3 Importing the Report

Each report must be imported into the Identity Reporting Module before it can be run. After the report is imported, it is available for use throughout the reporting module.

The reports are imported when you install Identity Manager. If you have downloaded an updated report since the initial installation, continue with the following procedure. Otherwise, skip to Section 4.4, "Running the Report," on page 26.

To import the report:

1. Log into the Identity Reporting Module as a user who is a Report Administrator.

2 Click *Import* in the left navigation menu.
3 Click *Browse*, then browse to and select the report definition.
4 Click *Open*.
5 (Conditional) If the report exists in the repository, select *Overwrite existing reports*.
6 Click *Import*.

For more information about importing reports, see "Using the Import Tool" in the *Identity Reporting Module Guide*. For more information about running a report after it is in the repository, see Section 4.4, "Running the Report," on page 26.

26.4 Running the Report

You can either schedule a report to run at a desired time and frequency or you can run a report in real time. The following procedure explains how to run a report in real time. For information about scheduling reports, see "Using the Calendar Page" in the *Identity Reporting Module Guide*.

To run the User Status Changes within the Identity Vault report:

1 Log in to the Identity Reporting Module as a user who is a Report Administrator.
2 Click *Repository* in the left navigation menu.

   The reports are listed by name in ascending or descending order.
3 Select the Account IDs Managed System report, then click *Edit*.
4 Specify the parameters to run the report, using the information in Section 4.5, "Report Parameters," on page 26.
5 (Optional) Click *Save* to save the parameters for the report's next scheduled runs.
6 Click *Run Now* to generate the report. If there is another report running, this report runs as soon as the first report finishes.

For an explanation of the report output, see Section 4.6, "Report Output," on page 28.

26.5 Report Parameters

The User Status Changes within the Identity Vault report contains the following parameters:

Report name: The name of the report.

Report description: A description of the report.

Tags: A free-form field for any information to help you find this report. Specify multiple tags by delimiting them with commas.

Release date: The date the report was released.

Comments: Specify any comments about the report.

Output format: Select the type of format for the output. You can select *PDF* or *CSV*.

Criteria > **Language:** Select the language for the report.

Criteria > Date Range: Select a data range from the following options:

- Current Day
- Previous Day
- Week to Date
- Previous Week
- Month to Date
- Previous Month
- Custom Date Range

If you select *Custom Date Range*, you must specify a *From Date* and a *To Date*.

Criteria > Name order: Select the order the names are displayed in the report. The options are:

- Given-Name Initial Surname
- Surname Given-Name Initial
- Given-Name Surname
- Surname Given-Name

Criteria > Limit results to: Specify the number of results displayed in the report.

Default Notifications > To: Specify one or more e-mail addresses of people that you want to receive an e-mail notification that the report ran. The report is attached to the notification e-mail.

Default Notification > cc: Specify one or more e-mail addresses of people that you want to receive a copy of the notification that the report ran. The report is attached to the notification e-mail.

Default Notifications > Subject: Specify a subject line for the notification that the report ran.

Default Notification > Message: Specify a message for the notification that the report ran.

Scheduled Run >Scheduled name: Specify a name for the scheduled run of the report.

Scheduled Run > Prepend report definition name: Select whether to prepend the report definition name to the report.

Scheduled Run > Start date: Specify the date when the scheduled run starts.

Scheduled Run > Time of day: Specify the time of day when the scheduled run starts.

Scheduled Run > Frequency: Specify how often the report runs during the scheduled dates.

Scheduled Run > End date: Specify the date when the scheduled run ends.

Scheduled Run > Attempt data collection before scheduled run: Select whether to attempt to collect the data before the report is scheduled to run.

Scheduled Run > Use default notifications: Select whether to use the default notification information. If you choose to not use the default notification information, you see additional fields for this run of the report:

- **To:** Specify one or more e-mail addresses of people that you want to receive the notification that this instance of the report ran. The report is attached to the notification e-mail.

* **cc:** Specify one or more e-mail addresses of people that you want to receive a copy of the notification that this instance of the report ran. The report is attached to the notification e-mail.
* **Subject:** Specify the subject line for the notification that this instance of the report ran.
* **Message:** Specify a message for the notification that this instance of the report ran.

26.6 Report Output

The report contains two main parts: a summary of the report and the content of the report.

* Section 26.6.1, "Report Summary," on page 136
* Section 26.6.2, "Report Content," on page 136

See User Status Changes within the Identity Vault Report (../samples/user_status_changes_idv.pdf) for a sample of the report output in PDF format.

26.6.1 Report Summary

The criteria used to run the report are displayed in the top section of the report.

Dates: The range of dates and times when the report was run.

Limits results to: The number of items displayed in the report.

26.6.2 Report Content

The report shows the types of changes that have occurred for Identity Vault users within a particular period of time.

Type of Change: A brief description of the type of status change.

IDV User: The name of the user whose status changed.

Account ID: The account ID for the user.

When Changed: The timestamp for the status change.