

NetIQ Identity Reporting Quick Start

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The purpose of this quick start guide is to take you through an ordered workflow in NetIQ Identity Reporting.

Report Data Source

Reports need data. There must be at least one data source configured, otherwise the reports cannot be imported successfully into the Repository. Select **Data Sources** in the navigation bar. If there are no entries on the Data Sources page, you'll need to add a data source.

Acquire or Update Reports

NetIQ Identity Reporting is installed without reports. Select **Repository** in the navigation bar to display the reports that are available to run in your environment. An empty Repository contains only the two Header-Footer Templates for Identity Governance and Identity Manager.

Select **Download** in the navigation bar. This page will highlight which reports have been updated for your environment, which reports are new, and which reports are up-to-date. Select a product to view related reports. Additionally, if available, use the **Show** dropdown filter to display sub-categories of reports for the selected identity product. Select the checkboxes for the reports you want to update or install. Select the "Install report definition archives (RPZ)" option from the **Bulk Actions** dropdown and select **Apply**.

Report definition archive files (RPZs) can also be imported from the local file system. Select **Import** in the navigation bar and select **Browse** to open a File Upload window. Navigate through the local file system to select report definition archive files to import.

Report Retention

Before running a report, select **Settings** in the navigation bar. The configuration setting on this page determines the length of time that generated reports are retained by the system. Set this to a length of time suitable for your needs.

Running Reports

Reports are run from the Repository page. Select **Repository** in the navigation bar. Select the name of the report you want to run or select the **Edit** link displayed under the report name. This opens a report settings page, where you can set and save criteria for the report, configure notifications, and set schedules for

execution. The majority of reports have some default values or filters set, but a few reports require additional criteria values to be set or selected. To run the report, select **Run Now** at the bottom of the page. This will submit the report to run against the configured data source.

Viewing Report Results

When you select **Run Now** for a report, a message box is displayed at the top of the report settings page, indicating that the report has been scheduled to run. The message box also provides a link to the Reports page to view the report's progress and results. Alternatively, you can select **Reports** in the navigation bar to navigate to the Completed and Running Reports page. This page displays the status of running or completed reports. When a report has completed successfully, a green checkmark icon is displayed under the Status column associated with that instance of the report run.

In the Report Name column, three links display when you mouse over the name of a report: **Details**, **Download**, and **Delete**. The Details link opens a summary window with information about the selected report instance, including the values specified for the report criteria. The Download link downloads the results of the report to your local computer in PDF or CSV format, depending on how the report was defined. The Delete link deletes the results of the report run.

The Calendar page offers an alternative view to display completed reports and scheduled reports within a configurable date range.

More Information

For more information about Identity Governance Reporting, see the [Identity Governance documentation \(https://www.microfocus.com/documentation/identity-governance\)](https://www.microfocus.com/documentation/identity-governance).

For more information about Identity Governance Reporting as a Service, see the [Identity Governance and Administration documentation \(https://www.microfocus.com/documentation/identity-governance-and-administration/\)](https://www.microfocus.com/documentation/identity-governance-and-administration/).

For more information about Identity Manager Reporting, see the [Identity Manager documentation \(https://www.netiq.com/documentation/identity-manager/index.html\)](https://www.netiq.com/documentation/identity-manager/index.html).

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