HP Project and Portfolio Management Center

Software Version: 7.5

Reports Guide and Reference

Document Release Date: June 2008
Software Release Date: June 2008

invent

Legal Notices

Warranty

The only warranties for HP products and services are set forth in the express warranty statements accompanying such products and services. Nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein.

The information contained herein is subject to change without notice.

Restricted Rights Legend

Confidential computer software. Valid license from HP required for possession, use or copying. Consistent with FAR 12.211 and 12.212, Commercial Computer Software, Computer Software Documentation, and Technical Data for Commercial Items are licensed to the U.S. Government under vendor's standard commercial license.

Copyright Notices

Trademark Notices

Adobe® is a trademark of Adobe Systems Incorporated.

Intel®, Intel® Itanium®, Intel® Xeon™, and Pentium® are trademarks or registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries.

Java™ is a U.S. trademark of Sun Microsystems, Inc.

Microsoft®, Windows®, and Windows® XP are U.S. registered trademarks of Microsoft Corporation.

Microsoft Vista® is either a registered trademark or trademark of Microsoft Corporation in the United States and/or other countries.

Oracle® is a registered U.S. trademark of Oracle Corporation, Redwood City, California.

UNIX® is a registered trademark of The Open Group.

Documentation Updates

This manual's title page contains the following identifying information:

- Software version number, which indicates the software version
- Document release date, which changes each time the document is updated
- Software release date, which indicates the release date of this version of the software

To check for recent updates, or to verify that you are using the most recent edition of a document, go to: h20230.www2.hp.com/selfsolve/manuals.

You will also receive updated or new editions if you subscribe to the appropriate product support service. Contact your HP sales representative for details.

Support

You can visit the HP Software Support Web site at hp.com/go/hpsoftwaresupport.

HP Software Support Online provides an efficient way to access interactive technical support tools. As a valued support customer, you can benefit by using the support site to:

- Search for knowledge documents of interest
- Submit and track support cases and enhancement requests
- Download software patches
- Manage support contracts
- Look up HP support contacts
- Review information about available services
- Enter into discussions with other software customers
- Research and register for software training

Most of the support areas require that you register as an HP Passport user and sign in. Many also require a support contract.

To find more information about access levels, go to: h20230.www2.hp.com/new_access_levels.jsp.

To register for an HP Passport ID, go to: h20229.www2.hp.com/passport-registration.html.

Contents

1 Getting Started with HP Project and Portfolio Management Center Reports

Introduction to HP Project and Portfolio Management Center Reports

HP Project and Portfolio Management Center (PPM Center) provides a predefined set of reports that allow you to view (in a Web browser) the current status of your PPM Center data.

Within PPM Center, the term "report" has multiple meanings based on its context.

- You can create and submit a "report" that is actually a query.
- In response to this query, PPM Center provides a "report" that is actually the result of the query.

To submit and view report queries you must have the System: Submit Reports access grant. Additionally, submitting and viewing report results may be further limited by your:

- Product licenses
- Security group assignments

When you prepare to submit a report, you are presented with a set of filter fields from which you can specify the criteria for the report. The resulting report shows only the data that matches the criteria. Chapter 2, *Running Reports,* on page 13 describes how to create and submit report queries, as well as how to access and view the results. Chapter 8, *Report Types,* on page 175 provides information about report types, the mechanism you can use to create reports tailored to meet your business needs.

The majority of the PPM Center reports are submitted and viewed from the standard interface. Another type of report in PPM Center (not discussed in this document) are server reports, which gather administrative diagnostics and are submitted and viewed from the PPM Workbench. For information about server reports, see the *System Administration Guide and Reference.*

Report Categories

The following report categories are provided in PPM Center and include the HP-supplied reports. Any reports created for your company should also be found in these categories.

- **Administrative.** These reports focus on administrative tasks and are available to users with a variety of licenses (depending on the report) and are detailed in Chapter 3, *Administrative Reports,* on page 31.

  Also included in this category are reports related to the HP Open Interface. For more information about these reports, see the *Open Interface Guide and Reference.*

- **Deployment Management.** These reports are available to users with HP Deployment Management application license and are detailed in Chapter 4, *Deployment Management Reports,* on page 67.

- **Demand Management.** These reports are available to users with a HP Demand Management application license and are detailed in Chapter 5, *Demand Management Reports,* on page 113.

- **Financial Management.** HP Financial Management reports are available to users with different licenses (depending on the report). These reports appear in multiple categories and are described in Chapter 6, *Project Management Reports,* on page 155.

- **Portfolio Management.** No HP-supplied reports are provided for HP Portfolio Management. However, this category is provided as a place to organize for your company's portfolio management reports.

- **Program Management.** No reports are supplied for HP Program Management and the category is provided for your convenience.

- **Project Management.** These reports are available to users with a HP Project Management application license and are detailed in Chapter 6, *Project Management Reports,* on page 155.

- **Resource Management.** HP Resource Management reports are available to users with different licenses (depending on the report). These reports appear in multiple categories and are described in Chapter 3, *Administrative Reports,* on page 31 and Chapter 7, *Time Management Reports,* on page 161.

- **Time Management.** These reports are available to users with a HP Time Management application license and are detailed in Chapter 7, *Time Management Reports,* on page 161.

- **Extension.** These reports are available to users with the appropriate HP Deployment Management Extension license.

  Extension-related reports are included in the relevant Extension documentation.

Related Information

This document presumes a basic working knowledge of PPM Center usage and application configuration.

The following documents include information related to PPM Center reports:

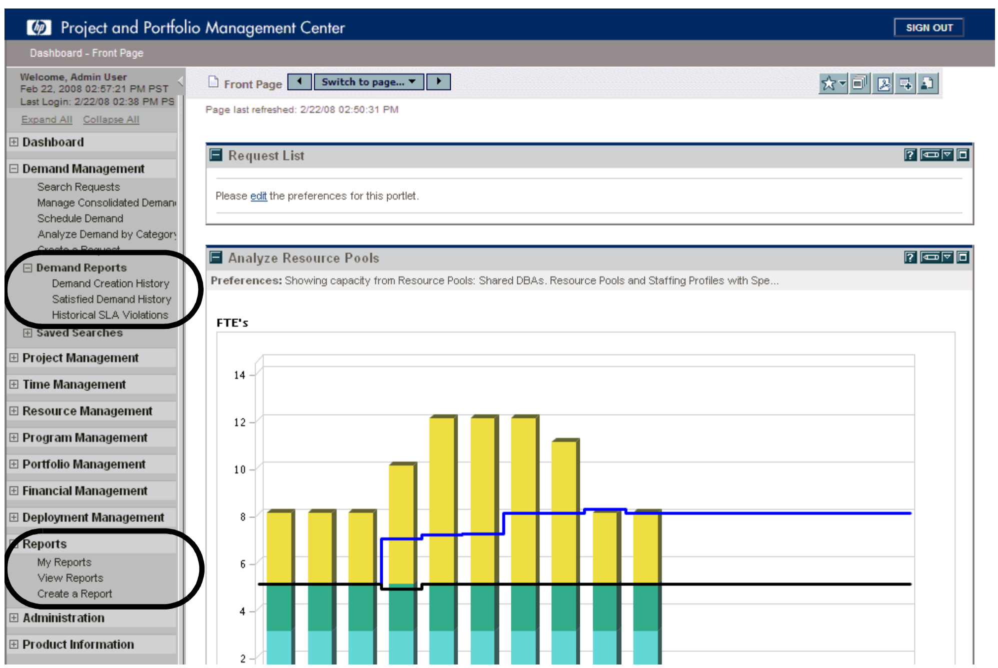
- *Security Model Guide and Reference*
- *HP-Supplied Entities Guide* (includes brief descriptions, licensing information, and access grants for all PPM Center reports)

2 Running Reports

The Reports Menu

Use the **Reports** menu in the standard interface (shown in *Figure 2-1*) to submit and view reports. Note that three of the HP Demand Management reports are also available from the **Demand Management** menu.

Figure 2-1. Reports menu in the standard interface



For information about submitting and running PPM Server reports in the PPM Workbench interface, see the *System Administration Guide and Reference.*

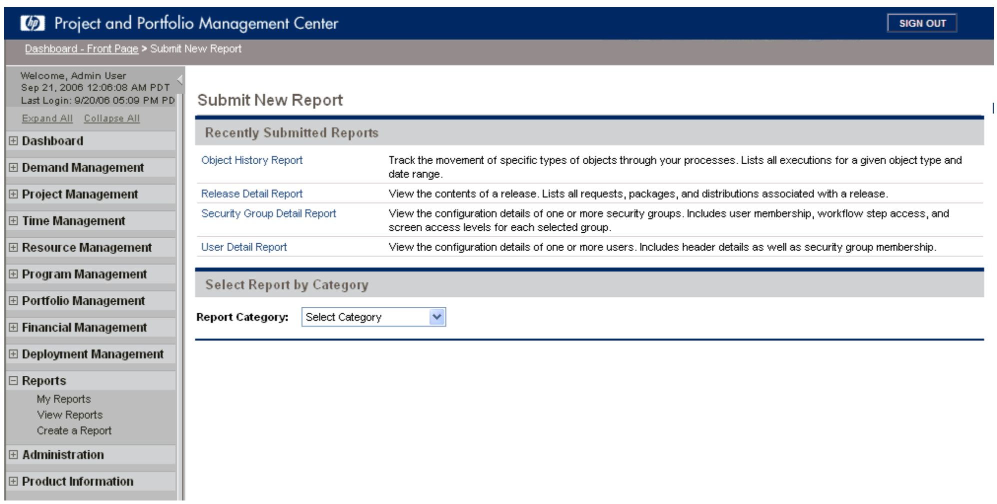
Submitting Reports

➤ Users must have the System: Submit Report access grant to view or submit any report.

To submit a report:

1. Log on to PPM Center.
2. From the menu bar, select **Reports > Create a Report.**

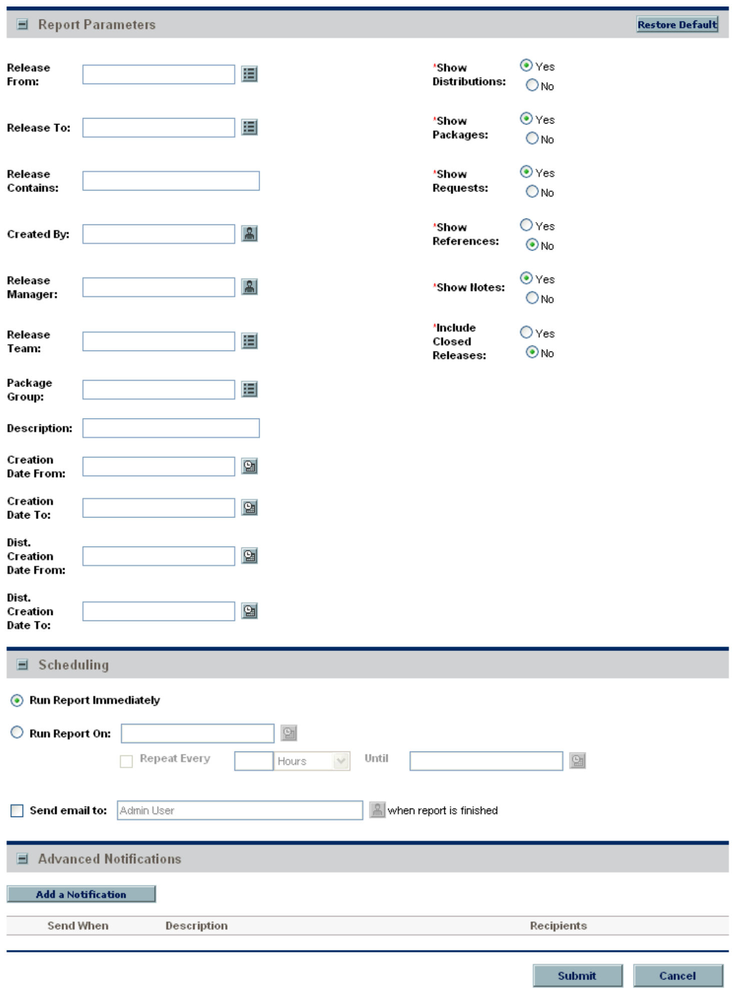
   The Submit New Report page opens.



3. Select the report to be submitted:
   - From the **Recently Submitted Reports** section:
     - Click the link for the desired report.
   - From the **Select Report by Category** section:
     - For **Report Category**, select the appropriate category.
     - Click the link for the desired report.

You have access to only those report categories for which you are licensed. In addition, the list of available reports might be further restricted by security settings on individual report types. For more information about report security, see the *Security Model Guide and Reference.*

Once a report is selected, the Submit Report: <*Report Name*> window opens. This window is sometimes termed the “report submission page.”



The Submit Report: <*Report Name*> window has the following sections:

- **Report Parameters.** This section contains the set of filter fields relevant to the selected report.
- **Scheduling.** This section allows you to choose whether to run the report immediately, schedule it for a later time, or automatically run the report on a periodic basis. It also allows you to request that an email be sent to selected users when the report is finished.
- **Advanced Notifications.** This section allows you to send notifications when the report completes, fails, or either results.

Each report has its own set of fields. For information about report fields, see the description in:

- The relevant chapter in this document (for example, to find information about HP Deployment Management reports, see Chapter 4, *Deployment Management Reports,* on page 67)
- The appropriate HP Deployment Management Extension document (for example, to find information about report types related to Oracle E-Business Suite, see the *HP Deployment Management Extension for Oracle E-Business Suite Guide*)

4. Type or change information in the fields to define the report results you want.

5. To run the report at a later time, on a periodic basis, or provide a brief notification once the report is finished, expand the **Scheduling** section, then follow the steps for the task you want to accomplish.

- To run the report (once) at a later time:

  a. Select **Run Report On.**

  b. Provide a valid date (using the field to the right of **Run Report On**).

- To run the report on a periodic basis:

  a. Select **Run Report On.**

  b. Provide the date when you want the report first run (using the field to the right of **Run Report On**).

  c. Select **Repeat Every.**

  d. Provide the frequency and the date when you want the report run last (using the three fields to the right of **Repeat Every**).

- To include a brief notification:

  a. Select **Send email to.**

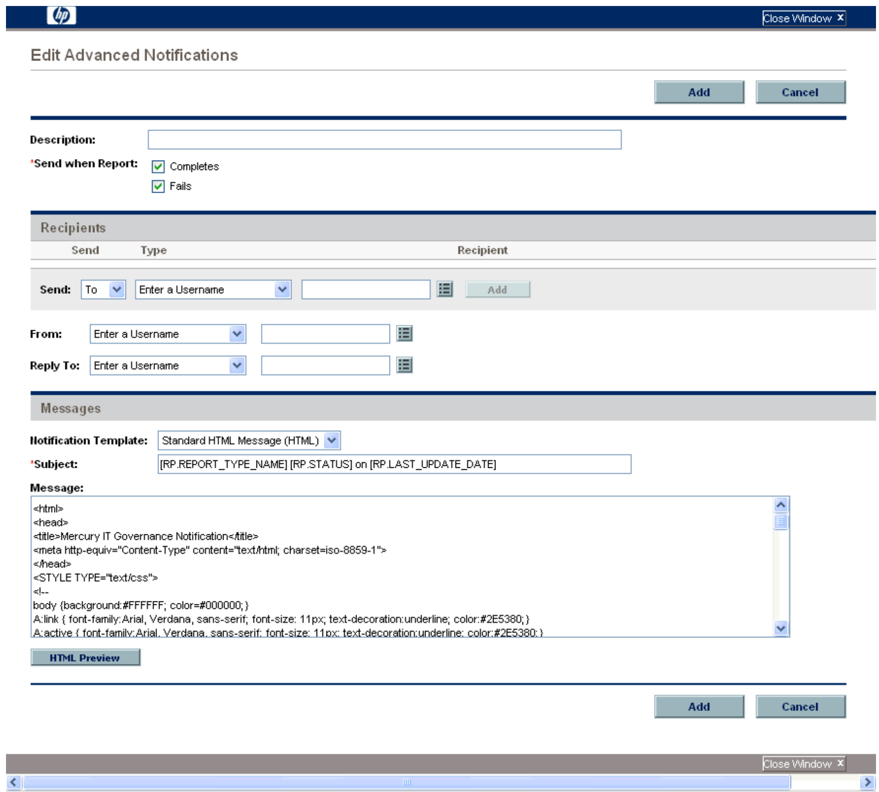
  b. Provide the user IDs of the users who should receive the notification (using the field to the right of **Send email to**).

6. To add a notification that has more comprehensive features than those available with **Send email to:**

   a. Expand the **Advanced Notifications** section.

   b. Click **Add a Notification.**

      The Edit Advanced Notifications window opens.



   c. Provide relevant information in this window.

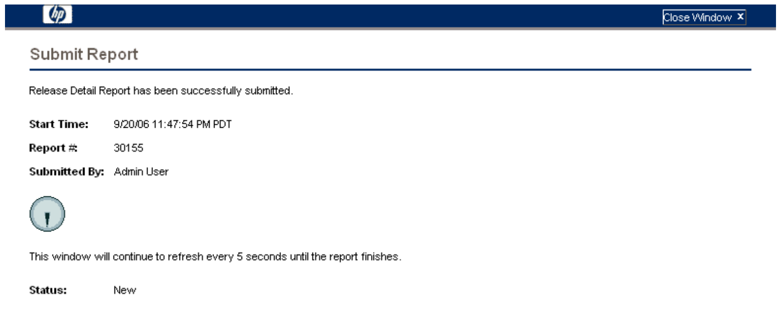
   d. Click **Add.**

      The Edit Advanced Notifications window closes.

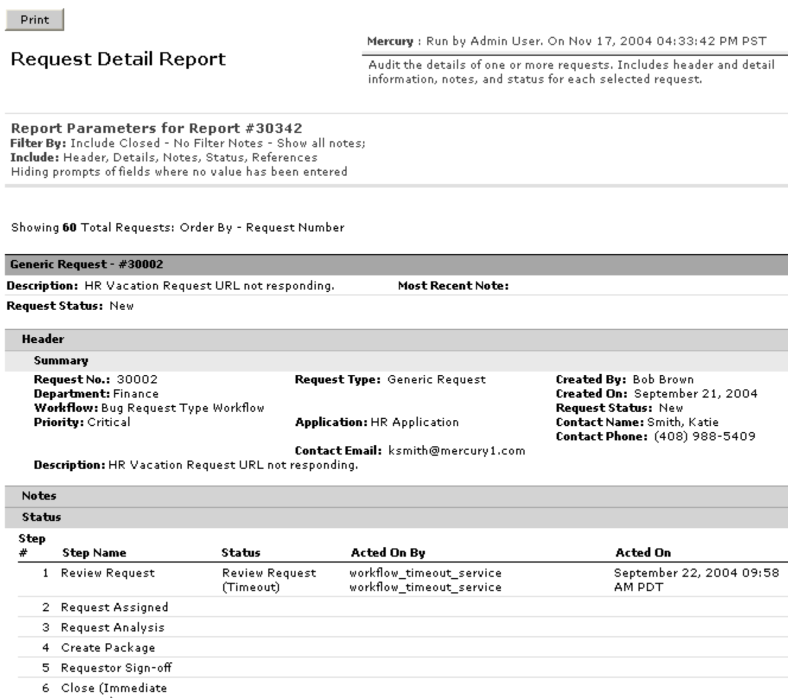
7. Click **Submit.**

- For reports that are run immediately:

a. The Submit Report window opens. The status is refreshed until the report is complete.



The completed report is displayed in a separate window.

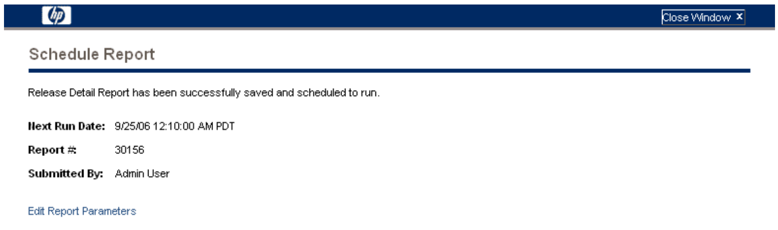


b. (Optional) To print the completed report, click **Print.**

The print feature is not available for all reports. If a given report does not have a **Print** button, use your browser's print facility.

- For reports that are scheduled to run at a later time:

a. The Schedule Report window opens.



b. The report results, or its status, can be accessed from the **Recently Submitted Reports** section of your My Reports page. See *Viewing Previously Submitted Report Results* for details.

Viewing Previously Submitted Report Results

You can view the results (or status) of previously submitted reports by selecting one of two menu items:

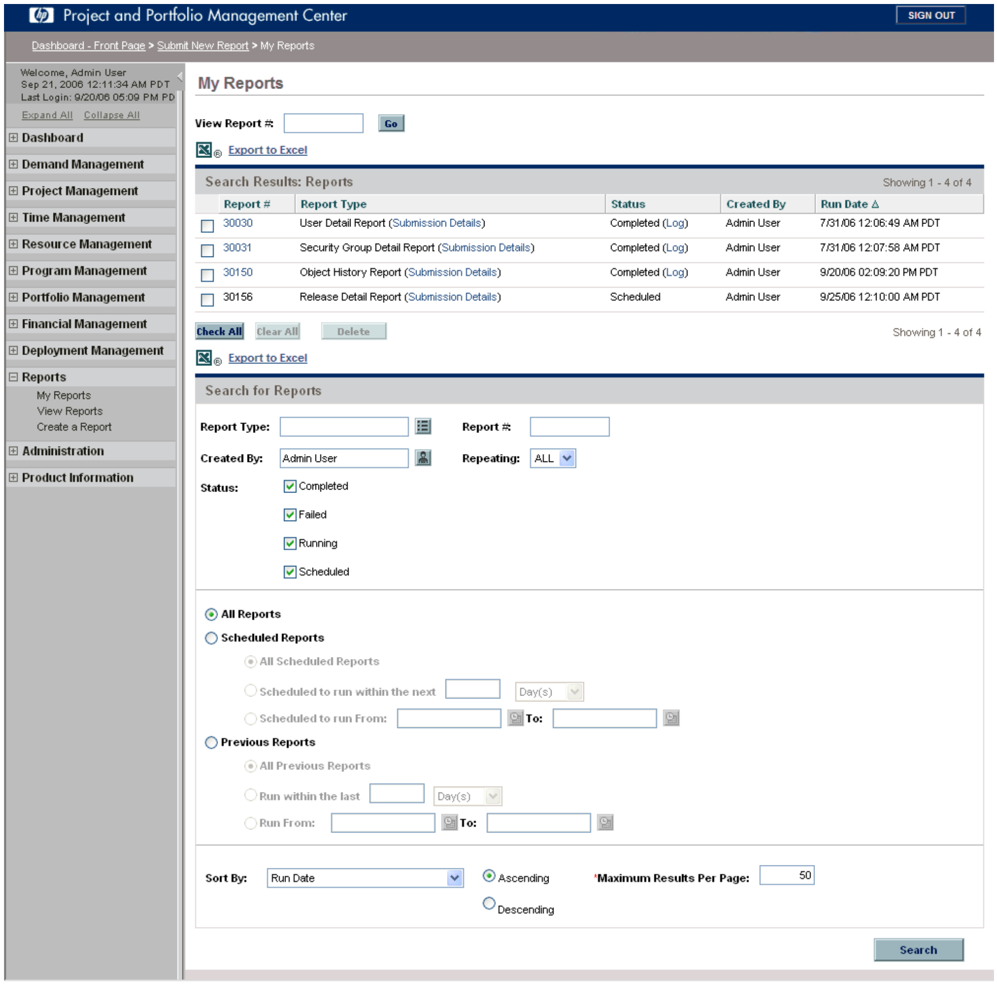
- **My Reports**
- **View Reports**

Using My Reports

To view the results of previously submitted reports using the **My Reports** menu:

1. Log on to PPM Center.
2. From the menu bar, select **Reports > My Reports.**

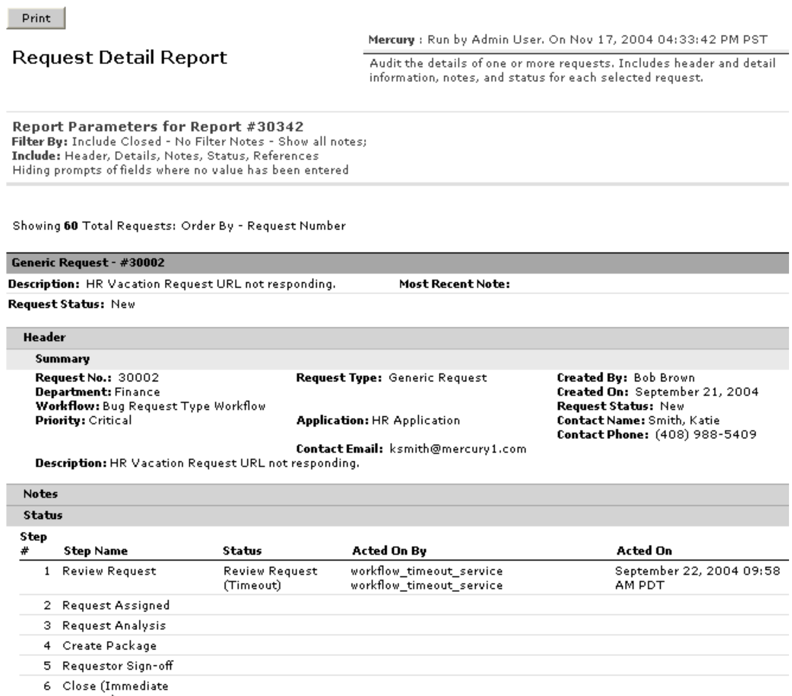
The My Reports page opens. This page lists the results of the reports you submitted in the **Search Results: Reports** section and provides additional search functionality in the **Search for Reports** section.



3. To view the report results, either:

- Click the link of the desired report in the **Report #** column.
- Provide the number associated with the desired report in **View Report #** field and click **Go.**

The report results are displayed in a new window in your Web browser.



Print

Request Detail Report

Mercury : Run by Admin User. On Nov 17, 2004 04:33:42 PM PST

Audit the details of one or more requests. Includes header and detail information, notes, and status for each selected request.

Report Parameters for Report #30342
Filter By: Include Closed - No Filter Notes - Show all notes;
Include: Header, Details, Notes, Status, References
Hiding prompts of fields where no value has been entered

Showing **60** Total Requests: Order By - Request Number

Generic Request - #30002

Description: HR Vacation Request URL not responding. **Most Recent Note:**

Request Status: New

Header

Summary

Request No.: 30002
Department: Finance
Workflow: Bug Request Type Workflow
Priority: Critical
Request Type: Generic Request
Application: HR Application
Contact Email: ksmith@mercury1.com
Created By: Bob Brown
Created On: September 21, 2004
Request Status: New
Contact Name: Smith, Katie
Contact Phone: (408) 988-5409
Description: HR Vacation Request URL not responding.

Notes

Status

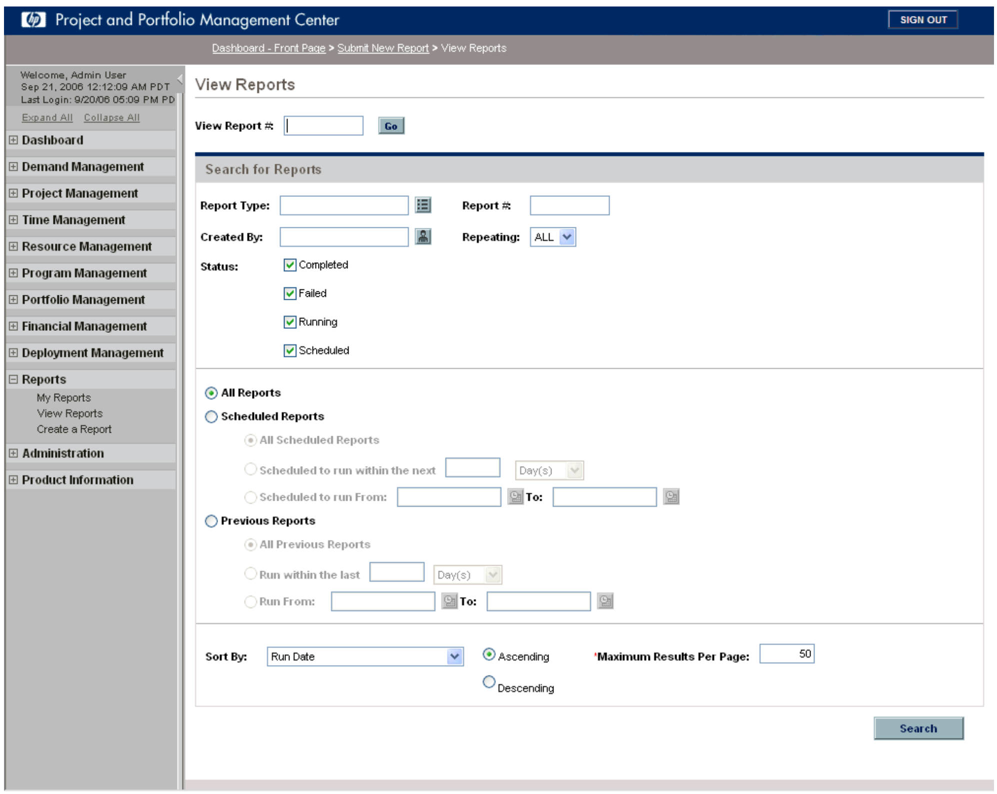
Step #	Step Name	Status	Acted On By	Acted On
1	Review Request	Review Request (Timeout)	workflow_timeout_service workflow_timeout_service	September 22, 2004 09:58 AM PDT
2	Request Assigned			
3	Request Analysis			
4	Create Package			
5	Requestor Sign-off			
6	Close (Immediate			

Using View Reports

To view the results of previously submitted reports using the **View Reports** menu:

1. Log on to PPM Center.
2. From the menu bar, select **Reports > View Reports.**

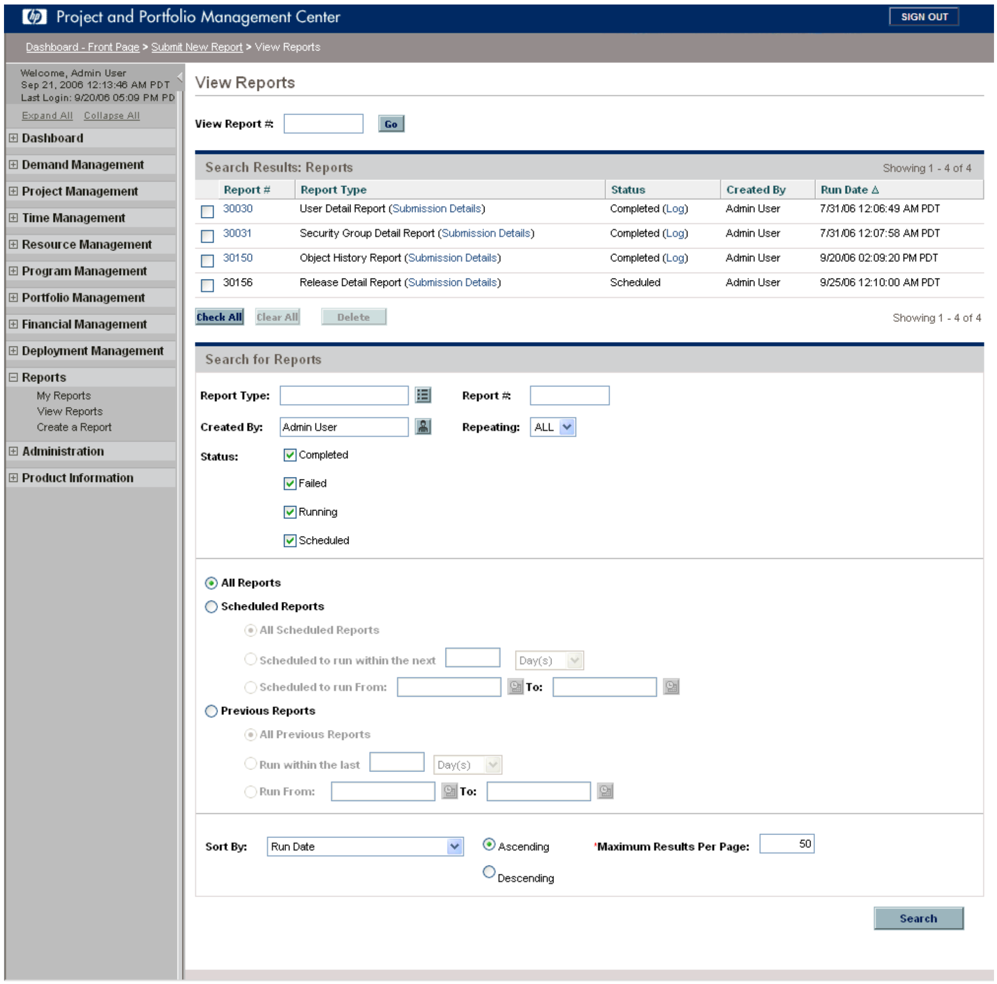
   The View Reports page opens.



3. In the **Search for Reports** section, provide the search criteria in the appropriate fields.

4. Click **Search.**

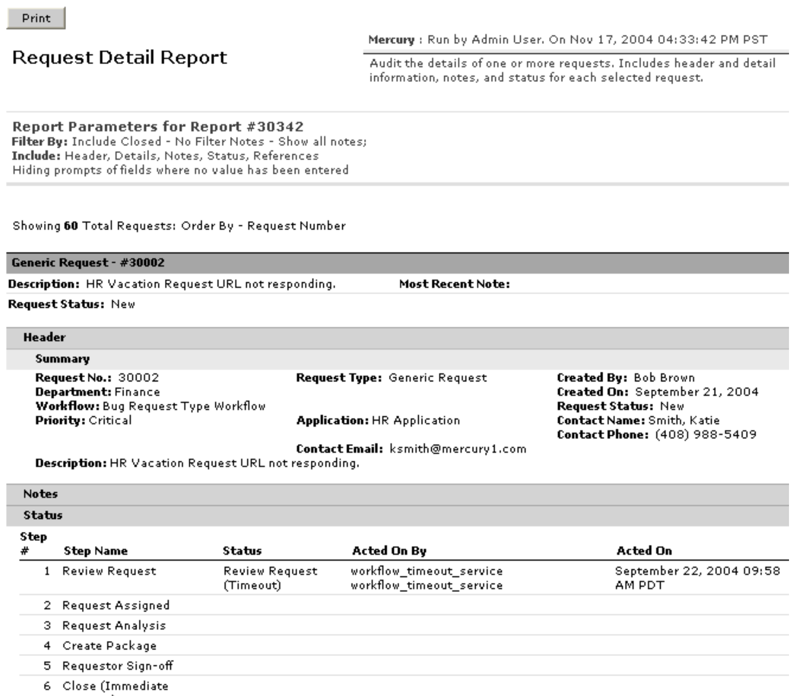
   The View Reports page is updated to display the search results.



5. To view the report results, either:

- Click the link of the desired report in the **Report #** column.
- Provide the number associated with the desired report in **View Report #** field and click **Go.**

The report results are displayed in a new window in your Web browser.



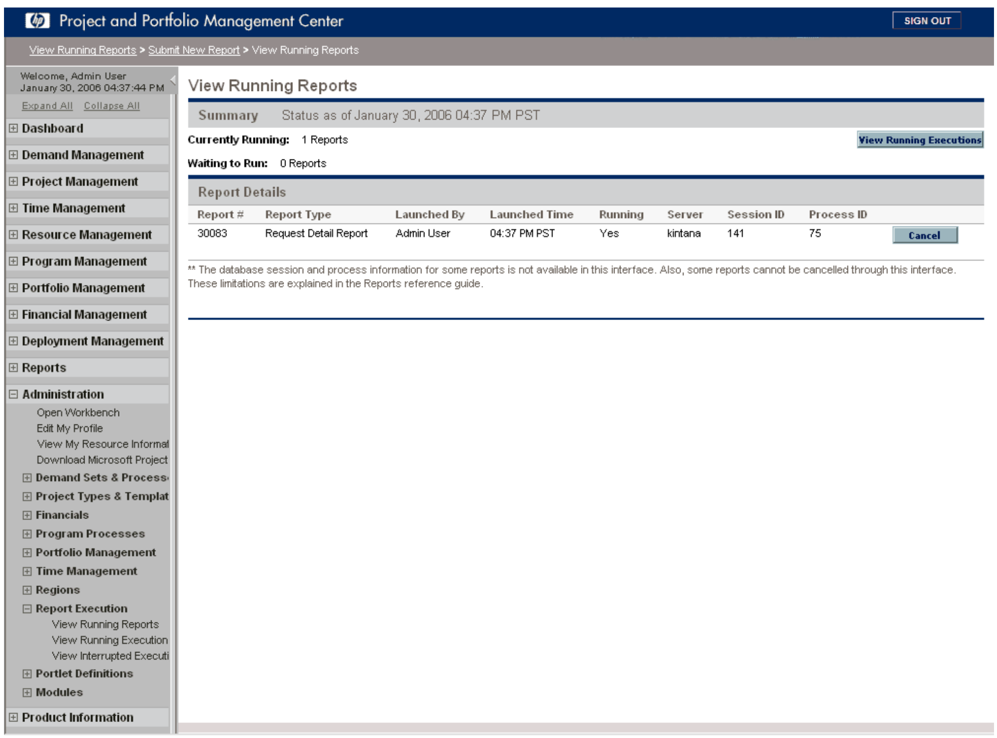
Viewing and Cancelling Running Reports

To access the View Running Reports page, you must have the Administrator License and the Sys Admin: Server Tools: Execute Admin Tools access grant.

To view, and optionally cancel, a running report:

1. Log in to PPM Center.
2. From the menu bar, select **Administration > Report Execution > View Running Reports.**

   The View Running Reports page opens.



The **Report Details** section identifies reports that are running and waiting to be run, and also provides some information about these reports.

The fields for the View Running Reports page are described in the following table.

Field Name	Description
Summary section	
Currently Running	Provides the number of reports currently running.
Waiting to Run	Provides the number of reports that have been submitted and are waiting to run. Note that these are not the reports scheduled to be run—these are reports that are not running due to the current load on the system. These reports will automatically run when current reports complete.
Report Details section	
Report #	Lists the report ID.
Report Type	Lists the name of the report.
Launched By	Provides the full name of the user who submitted the report.
Launched Time	Provides the timestamp when the report was submitted.
Running	Indicates whether the report is running (**Yes**) or waiting (**No**).
Server	Provides the name of the server running the report.
Session ID	Identifies Oracle® database session ID for the session used by the report to query data.
Process ID	Provides the Oracle database process ID for the process used by the report.
Cancel	Cancels a report that is currently running or waiting to be run. Available only for the reports listed in *Reports That Can Be Cancelled* on page 28.

3. To cancel a report, click the associated **Cancel** button for that report.

   Once the report submission has been cancelled, the page refreshes and the cancelled report is no longer displayed in the list.

Reports that do not use the `ksc_run_jsp_report` special command are subject to some limitations and cannot be cancelled in the View Running Reports page. Reports that can be cancelled are listed in *Reports That Can Be Cancelled*.

Reports That Can Be Cancelled

The following reports can be cancelled:

- Contact Detail Report
- Import Users
- MAC - Change Summary Report
- MAC - Forward Schedule of Releases
- MAC - Forward Schedule of Changes for RFC
- MAC - Release Content Report
- MAC - Release Summary Report
- Notification History Report
- Project Cost Breakdown
- Project Cost Details
- Request Detail (Filter by Custom Fields) Report
- Request Detail Report
- Request History Report
- Request Quick View
- Request Summary (Filter by Custom Fields Report)
- Request Type Detail Report
- Time Sheet Details
- Time Sheet Summary
- User Detail Report

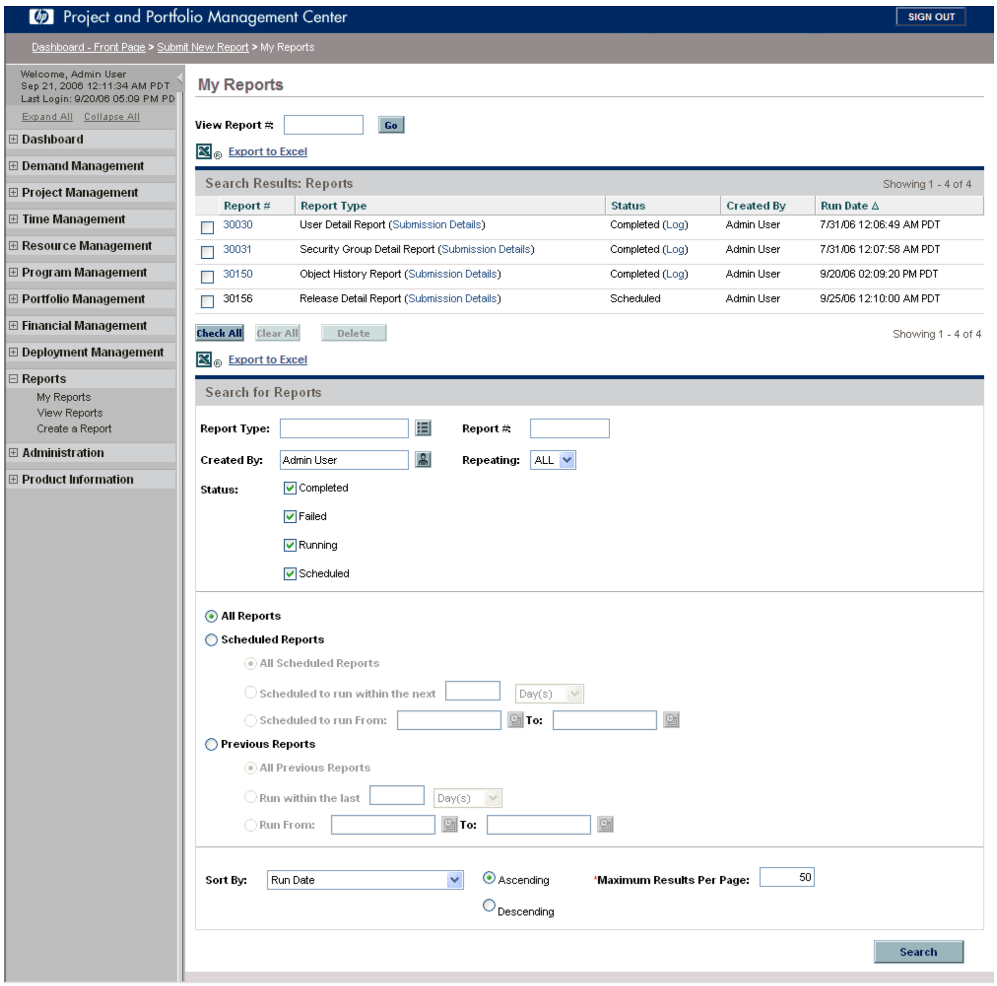
Deleting Report Results

It is conceivable that, over time, report results become outdated and are no longer useful.

To delete unwanted report results:

1. Log on to PPM Center.
2. From the menu bar, select **Reports > My Reports.**

   The My Reports page opens. The results of the reports you submitted are found in the **Search Results: Reports** section.



3. You can delete one or more report results.

- To delete all the report results:

a. Click **Check All.**

   If you change your mind about your choices, you can either deselect checkboxes one at a time, or click **Clear All** to deselect all the checkboxes.

b. Click **Delete.**

- To delete one or more report results:

a. Select the checkbox to the left of the unwanted report results.

   If you change your mind about your choices, you can either deselect checkboxes one at a time, or click **Clear All** to deselect all the checkboxes.

b. Click **Delete.**

3 Administrative Reports

Contact Synchronization Report

This report provides an interface for checking whether HP Demand Management contacts are properly defined. This report can detect all PPM Center users with no corresponding contact record and then create a contact record for them. This report also searches for and corrects discrepancies between the contact and PPM Center user information within the system.

The Contact Synchronization report can be used to locate and correct the following problems:

- Users without a contact
- Users with multiple contacts
- Contacts associated to nonexistent usernames
- Contacts with the same first and last names as a PPM Center user, but are not associated with that user
- Enabled contacts that have disabled users
- Enabled users that have disabled contacts
- Associated user and contact pairs that have different data in common fields (such as a different first name)

The Contact Synchronization report corrects the previously described discrepancies in the following ways:

- Creates contacts for users which have none
- Updates contact names and email addresses that are out of sync with their user records

This report is restricted to users having a Configuration license and belonging to one or more of the following security groups:

- PPM Administrator
- PPM All Access Grants
- PPM Billing Approver
- PPM Cost Manager
- PPM Demand Management Administrator
- PPM Demand Manager
- PPM Deployment Management Administrator
- PPM Program Manager
- PPM Project Manager
- PPM Resource Manager
- PPM Service Security Group
- PPM Team Manager
- PPM Time Administrator
- PPM Time Manager
- PPM User
- PPM User Admin

➤ This report also appears in the Resource Management category.

Figure 3-1. Contact Synchronization report fields

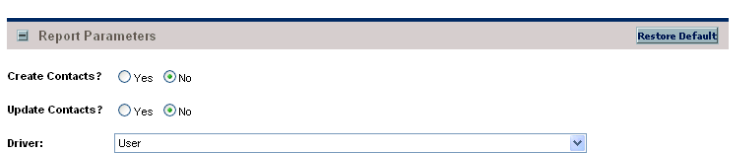


Table 3-1. Contact Synchronization report field descriptions

Field Name	Description
Create Contacts	Indicate whether or not to create contacts for users without an associated contact. Note that some of these contacts may need to be manually associated with users. Choices include: • **Yes.** To create new contact records. • **No.** To review the results of the report without creating any contacts. HP recommends running this report using **No** to verify the correct processing of the section detailing contacts having the same first and last names as a user. If no manual updates are needed, then run the report using **Yes.**
Update Contacts	Indicate whether or not to create or update contacts for users associated with a contact whose name, email, or enabled status is out of date. Choices include: • **Yes.** To update the contact records. • **No.** To review the results of the report without updating any contacts. HP recommends running this report using **No** to verify the correct processing of the section detailing associated user and contact pairs that have different data in common fields. If no manual updates are needed, then run the report using **Yes.**
Driver	Select how the records should be synchronized. Choices include: • **User.** Based on the user record. • **Contact.** Based on the contact record. • **Last Update Date.** Based on the most recently updated record.

Data Source Detail Report

This report displays the configuration details of one or more data sources. The report details all filter fields, displayed columns, query, and used by for each data source.

This report is restricted to users having a Configuration license.

Figure 3-2. Data Source Detail report fields

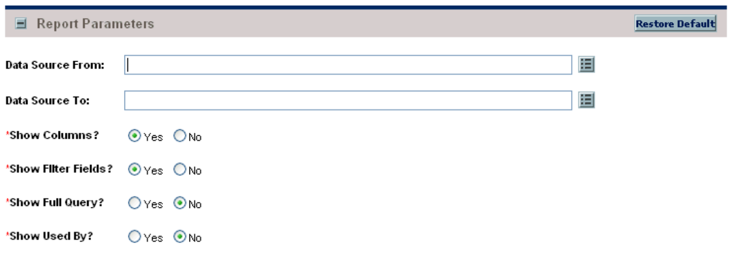


Table 3-2. Data Source Detail report field descriptions

Field Name (*Required)	Description
Data Source From	Select the starting data source. The report will include only data sources whose name is equal to or greater than this value. Choices are limited to those data sources available on your PPM Center instance.
Data Source To	Select the ending data source. The report will include only data sources whose name is equal to or less than this value. Choices are limited to those data sources available on your PPM Center instance.
*Show Columns	Indicate whether or not to show columns and their details.
*Show FIlter Fields	Indicate whether or not to show filter fields.
*Show Full Query	Indicate whether or not to show the full query.
*Show Used By	Indicate whether or not to list the portlets that rely on these data sources.

Import Requests Report

This report runs the Request Open Interface. It validates and loads request data from the Request Open Interface tables into the standard HP Demand Management data model.

This report is restricted to users having a Configuration license.

For More Information

For more information about this report, see the *Open Interface Guide and Reference.*

Import Users Report

This report runs the User Open Interface. It imports and validates data from the user interface tables or an LDAP server into the PPM Center user data model.

This report is restricted to users having a User Administration license.

For More Information

For more information about this report, see the *Open Interface Guide and Reference.*

Lookup Types Report

This report provides information about one or more lookups.

This report is restricted to users having a Configuration license.

Figure 3-3. Lookup Types report fields

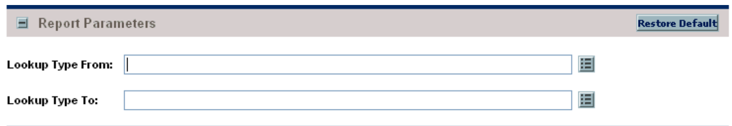


Table 3-3. Lookup Types report field descriptions

Field Name	Description
Lookup Type From	Select the starting lookup type. The report will include only lookup types whose name is equal to or greater than this value. Choices are limited to those lookup types available on your PPM Center instance.
Lookup Type To	Select the ending lookup type. The report will include only lookup types whose name is equal to or less than this value. Choices are limited to those lookup types available on your PPM Center instance.

Notification History Report

This report provides information about notifications that have been sent or are pending. It contains information such as:

- Notification date
- Entity type
- Subject of the notification
- Sent and reminder flags

This report is restricted to users having a Configuration license.

Figure 3-4. Notification History report fields

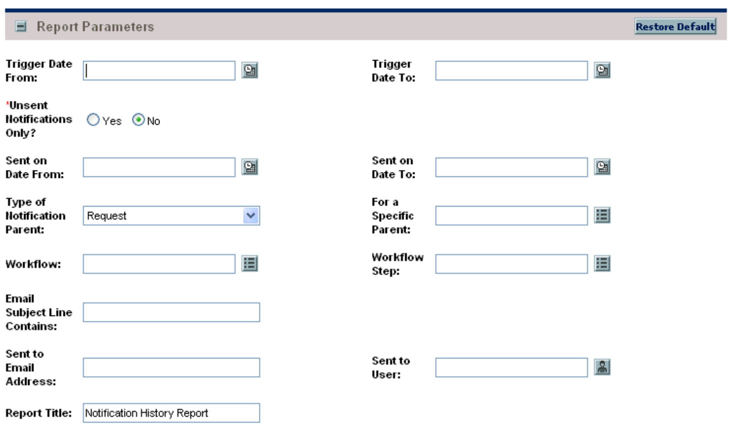


Table 3-4. Notification History report field descriptions (page 1 of 2)

Field Name (*Required)	Description
Trigger Date From	Select the starting date. The report will include only notifications triggered on or after this date.
Trigger Date To	Select the ending date. The report will include only notifications triggered on or before this date.
*Unsent Notifications Only	Indicate whether or not to show only unsent notifications.

Table 3-4. Notification History report field descriptions (page 2 of 2)

Field Name (*Required)	Description
Sent on Date From	Select the starting date. The report will include only notifications sent on or after this date.
Sent on Date To	Select the ending date. The report will include only notifications sent on or before this date.
Type of Notification Parent	Select a type of parent. Choices include: • Request • Package • Project • Module
For a Specific Parent	Select a parent entity. Choices are limited to those entities available on your PPM Center instance.
Workflow	Select a workflow. Choices are limited to those workflows available on your PPM Center instance.
Workflow Step	Select a particular workflow step associated with **Workflow.**
Email Subject Line Contains	Specify the email subject line. Type any alphanumeric string (up to 200 characters in length).
Sent to Email Address	Specify the email address. Type any alphanumeric string (up to 200 characters in length).
Sent to User	Specify the user. Choices are limited to users available on your PPM Center instance.
Report Title	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).

Object Type Detail Report

This report lists all parameters and commands associated with a given object type. In addition to auditing object types, use this report as a good tool for debugging problems associated with migrating a package line of a specific object type.

You can use this report to audit the description of an object type or a group of object types.

This report is also useful when debugging problems associated with entering information or migrating a package line of a specific object type.

This report is restricted to users having a Configuration license.

Figure 3-5. Object Type Detail report fields

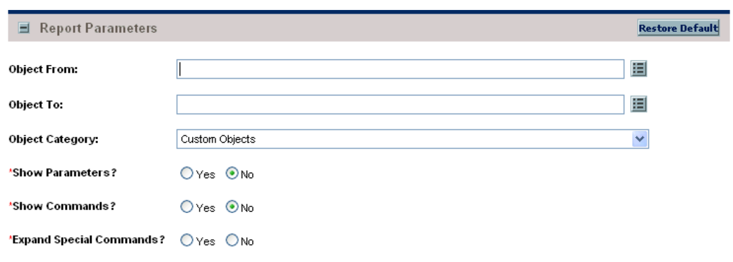


Table 3-5. Object Type Detail report field descriptions

Field Name (*Required)	Description
Object From	Select the starting object. The report will include only object types whose name is equal to or greater than this value. Choices are limited to those object types available on your PPM Center instance.
Object To	Select the ending object. The report will include only object types whose name is equal to or less than this value. Choices are limited to those object types available on your PPM Center instance.
Object Category	Select an object category. Choices are limited to those categories available on your PPM Center instance.
*Show Parameters	Indicate whether or not to show the parameters and validations.
*Show Commands	Indicate whether or not to show the commands and command steps.
*Expand Special Commands	Indicate whether or not to expand user-defined special commands.

Overview Section Detail Report

This report provides information about a portlet or range of portlets. It lists the portlet's columns, as well as the SQL query used by the portlet to retrieve data from the system. The portlet's filter fields and security configuration can also be listed.

This report is restricted to users having a Configuration license.

Figure 3-6. Overview Section Detail report fields

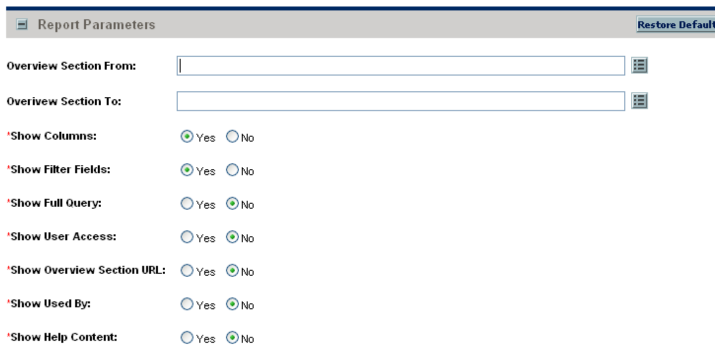


Table 3-6. Overview Section Detail report field descriptions

Field Name (*Required)	Description
Overview Section From	Select the starting overview section. The report will include only overview sections whose name is equal to or greater than this value. Choices are limited to those portlets available on your PPM Center instance.
Overview Section To	Select the ending overview section. The report will include only overview sections whose name is equal to or less than this value. Choices are limited to those portlets available on your PPM Center instance.
*Show Columns	Indicate whether or not to show columns and their details.
*Show Filter Fields	Indicate whether or not to show filter fields.
*Show Full Query	Indicate whether or not to show the full query.
*Show User Access	Indicate whether or not to show the detailed security access rules.
*Show Overview Section URL	Indicate whether or not to show the URL for the overview sections.
*Show Used By	Indicate whether or not to show what users rely on these overview pages.
*Show Help Content	Indicate whether or not to show the help content.

Portlet Definition Detail Report

This report displays the configuration details of one or more portlet definitions. The report details all preferences, display options, access, and help for each portlet definition.

This report is restricted to users having a Configuration license.

Figure 3-7. Portlet Definition Detail report fields

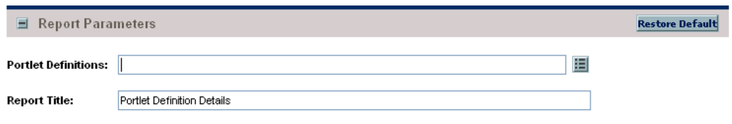


Table 3-7. Portlet Definition Detail report field descriptions

Field Name	Description
Portlet Definitions	Select one or more portlets. Choices are limited to those portlet definitions available on your PPM Center instance.
Report Title	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).

Report Type Detail Report

This report provides information about report type definitions. Use the report to view the parameters and parameter details for each report type, as well as the exact commands used to run the report.

This report is restricted to users having a Configuration license.

Figure 3-8. Report Type Detail report fields

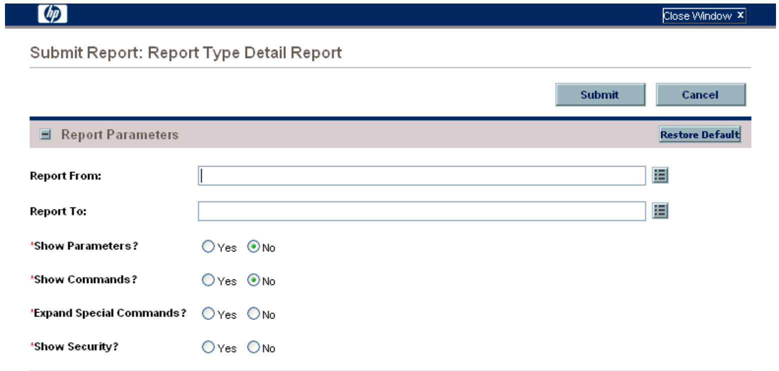


Table 3-8. Report Type Detail report field descriptions

Field Name (*Required)	Description
Report From	Select the starting report type. The report will include only report types whose name is equal to or greater than this value. Choices are limited to those report types available on your PPM Center instance.
Report To	Select the ending report type. The report will include only report types whose name is equal to or less than this value. Choices are limited to those report types available on your PPM Center instance.
*Show Parameters	Indicate whether or not to show the parameters and validations.
*Show Commands	Indicate whether or not to show the commands and command steps.
*Expand Special Commands	Indicate whether or not to expand user-defined special commands.
*Show Security	Indicate whether or not to show the security groups.

Request Header Type Detail Report

This report lists detailed definitional information for request header types. You can use this report to audit request header definition, as well as to help debug problems with requests using a given request header type.

This report also displays information about field filters that have been selected for the **Assigned To, Assigned To Group,** and **Contacts** fields.

This report details information about one or more request header types.

This report is also useful when debugging problems with requests using a given request header type.

This report is restricted to users having a Configuration license.

Figure 3-9. Request Header Type Detail report fields

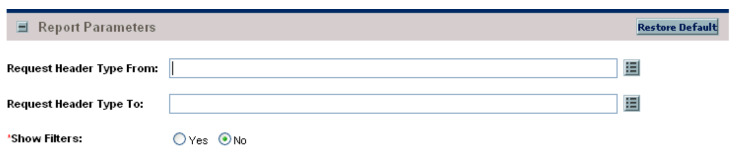


Table 3-9. Request Header Type Detail report field descriptions

Field Name (*Required)	Description
Request Header Type From	Select the starting request header type. The report will include only request header types whose name is equal to or greater than this value. Choices are limited to those request header types available on your PPM Center instance.
Request Header Type To	Select the ending request header type. The report will include only request header types whose name is equal to or less than this value. Choices are limited to those request header types available on your PPM Center instance.
*Show Filters	Indicate whether or not to show information about field filters.

Request Type Detail Report

This report lists detailed definitional information for request types. This report displays:

- All custom fields for the request type
- All requests statuses that the request type can have
- Any commands the request type would have
- Which security groups are allowed to create requests of a specific request type
- Which workflows can be used in a specific request type

Use this report to audit the definitional information, as well as help debug any problems with requests of a given request type.

The report is also useful when debugging problems with requests of a given request type.

This report is restricted to users having a Configuration license.

Figure 3-10. Request Type Detail report fields

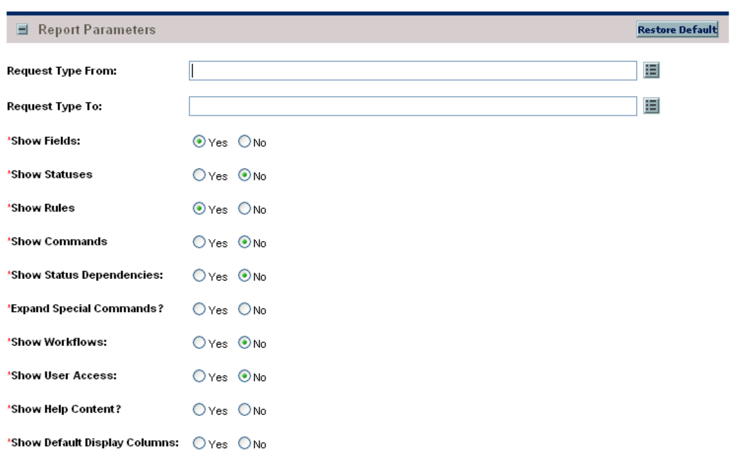


Table 3-10. Request Type Detail report field descriptions

Field Name (*Required)	Description
Request Type From	Select the starting request type. The report will include only request types whose name is equal to or greater than this value. Choices are limited to those request types available on your PPM Center instance.
Request Type To	Select the ending request type. The report will include only request types whose name is equal to or less than this value. Choices are limited to those request types available on your PPM Center instance.
*Show Fields	Indicate whether or not to show the fields and validations.
*Show Statuses	Indicate whether or not to show the linked requests statuses.
*Show Rules	Indicate whether or not to show the default rules.
*Show Commands	Indicate whether or not to show the commands and command steps.
*Show Status Dependencies	Indicate whether or not to show the status dependencies.
*Expand Special Commands	Indicate whether or not to expand user-defined special commands.
*Show Workflows	Indicate whether or not to show the workflows that can be selected for this request type.
*Show User Access	Indicate whether or not to show the detailed security access rules.
*Show Help Content	Indicate whether or not to show the help content.
*Show Default Display Columns	Indicate whether or not to show the columns specified to display in request listing portlets.

Run Field Security Denormalization Report

This report runs field level security-related denormalization tasks for particular entities.

This report is restricted to users having a Configuration license.

Figure 3-11. Run Field Security Denormalization report fields

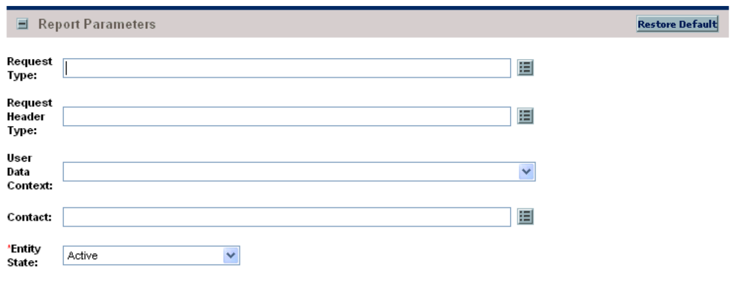


Table 3-11. Run Field Security Denormalization report field descriptions

Field Name (*Required)	Description
Request Type	Select a request type. Choices are limited to those request types available on your PPM Center instance.
Request Header Type	Select a request header type. Choices are limited to those request header types available on your PPM Center instance.
User Data Context	Select a user data context. Choices are limited to the user data available on your PPM Center instance.
Contact	Select a contact. Choices are limited to those contacts available on your PPM Center instance.
*Entity State	Select a state. Choices include: • Active • All • Closed

Run PPM Organization Unit Interface Report

This report runs the Organization Unit Open Interface. It validates and imports data from the organization unit interface tables or an LDAP server into the standard PPM Center organization data model.

This report is restricted to users having a User Administration license.

For More Information

For more information about this report, see the *Open Interface Guide and Reference.*

Run PPM Package Interface Report

This report validates and loads package data from the package open interface tables into the standard HP Deployment Management data model.

This report is restricted to users having a Configuration license.

For More Information

For more information about this report, see the *Open Interface Guide and Reference.*

Run Workflow Transaction Interface Report

This report validates and runs workflow transactions based on data in the workflow open interface tables.

Use this report to start process steps from outside the PPM Center end-user screens.

This report is restricted to users having a Configuration license.

For More Information

For more information about this report, see the *Open Interface Guide and Reference.*

SOX - Security Change Report

This report provides the history of security changes.

This report can be submitted and viewed by all users having the System: Submit Report access grant.

Figure 3-12. SOX - Security Change report fields

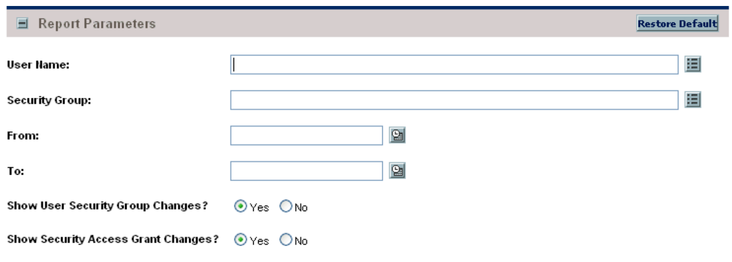


Table 3-12. SOX - Security Change report field descriptions

Field Name	Description
User Name	Select one or more user names. Choices are limited to users of your PPM Center instance.
Security Group	Select one or more security groups. Choices are limited to those security groups available on your PPM Center instance.
From	Select the starting date. The report will include only changes that occurred on or after this date.
To	Select the ending date. The report will include only changes that occurred on or before this date.
Show User Security Group Changes	Indicate whether or not to show changes to security groups.
Show Security Access Grant Changes	Indicate whether or not to show changes to access grants.

SOX - Security Validation Report

This report lists users with multiple roles through security groups linked to workflow steps.

This report can be submitted and viewed by all users having the System: Submit Report access grant.

Figure 3-13. SOX - Security Validation report fields

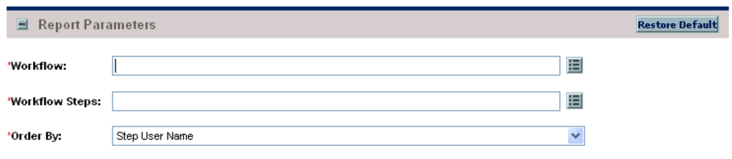


Table 3-13. SOX - Security Validation report field descriptions

Field Name (*Required)	Description
*Workflow	Select a workflow.
*Workflow Steps	Select one or more workflow steps associated with **Workflow.**
*Order By	Select the sort criteria. Choices include: • Step User Name • Step Name • Security Group Name

Security Group Detail Report

This report lists definitional information for one or more security groups. This report lists:

- Which users belong to the group
- What workflow steps the security group has access to
- Other information such as what screens the users in the security group will have update access to
- Which transactional entities (requests, packages, projects, or tasks) can use a security group's information in its search fields
- Which request types that members of a designated security group are allowed to create.

This report is restricted to users having a User Administration license.

Figure 3-14. Security Group Detail report fields

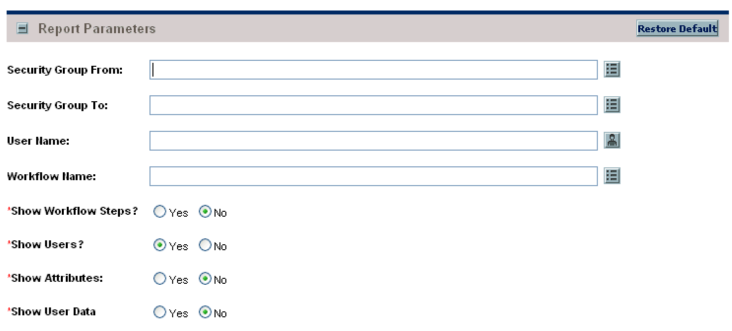


Table 3-14. Security Group Detail report field descriptions

Field Name (*Required)	Description
Security Group From	Select the starting security group. The report will include only security groups whose name is equal to or greater than this value. Choices are limited to those security groups available on your PPM Center instance.
Security Group To	Select the ending security group. The report will include only security groups whose name is equal to or less than this value. Choices are limited to those security groups available on your PPM Center instance.
User Name	Select a user name. Choices are limited to users of your PPM Center instance.
Workflow Name	Select a workflow. Choices are limited to those workflows available on your PPM Center instance.
*Show Workflow Steps	Indicate whether or not to show all the workflow steps.
*Show Users	Indicate whether or not to show all users in the security group.
*Show Attributes	Indicate whether or not to show entity types that can use this security group's information in its search fields.
*Show User Data	Indicate whether or not to show user data custom fields.

Special Command Detail Report

This report provides details for a command (special command) or a range of commands.

This report can be submitted and viewed by all users having the System: Submit Report access grant.

Figure 3-15. Special Command Detail report fields

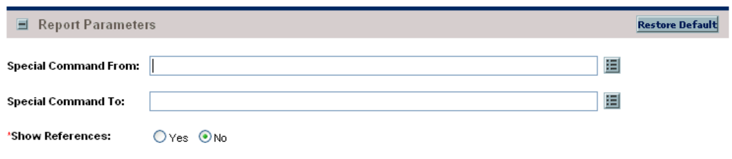


Table 3-15. Special Command Detail report field descriptions

Field Name (*Required)	Description
Special Command From	Select the starting special command. The report will include only special commands whose name is equal to or greater than this value. Choices are limited to those special commands available on your PPM Center instance.
Special Command To	Select the ending special command. The report will include only special commands whose name is equal to or less than this value. Choices are limited to those special commands available on your PPM Center instance.
*Show References	Indicate whether or not to show entities that refer to the special commands.

Synchronize Meta Layer Report

This report assesses or synchronizes the RML (Reporting Meta Layer).

This report is restricted to users having a Configuration license.

Figure 3-16. Synchronize Meta Layer report fields

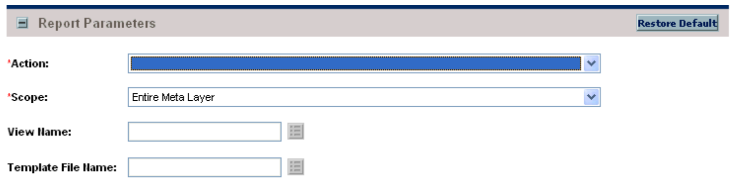


Table 3-16. Synchronize Meta Layer report field descriptions

Field Name (*Required)	Description
*Action	Select an action. Choices are limited to actions available on your PPM Center instance.
*Scope	Select a scope. Choices include: • **Entire Meta Layer.** To include all of the RML. • **Specific View.** To limit the **Action** to a specific view. • **Specific Template.** To limit the **Action** to a specific template.
View Name	Select a Meta Layer view name. Choices are limited to those views available on your PPM Center instance. This field is enabled only if **Specific View** is selected in the **Scope** field.
Template File Name	Select a Meta Layer template name. Choices are limited to those templates available on your PPM Center instance. This field is enabled only if **Specific Template** is selected in the **Scope** field.

User Data Detail Report

This report displays the definition of custom user data field (for example, fields on entities like packages, requests, workflows, and security groups). The report is grouped by entity and lists all the custom fields for each entity as well as the validations that the fields reference.

This report is restricted to users having a Configuration license.

Figure 3-17. User Data Detail report fields

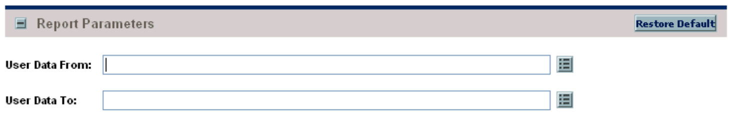


Table 3-17. User Data Detail report field descriptions

Field Name	Description
User Data From	Select the starting user data. The report will include only user data whose name is equal to or greater than this value. Choices are limited to user data available on your PPM Center instance.
User Data To	Select the ending user data. The report will include only user data whose name is equal to or less than this value. Choices are limited to user data available on your PPM Center instance.

User Detail Report

This report lists the users who have been defined in the PPM Center system, as well as the security groups attached to each user.

This report also appears in the Resource Management category.

This report is restricted to users having a User Administration license.

Figure 3-18. User Detail report fields

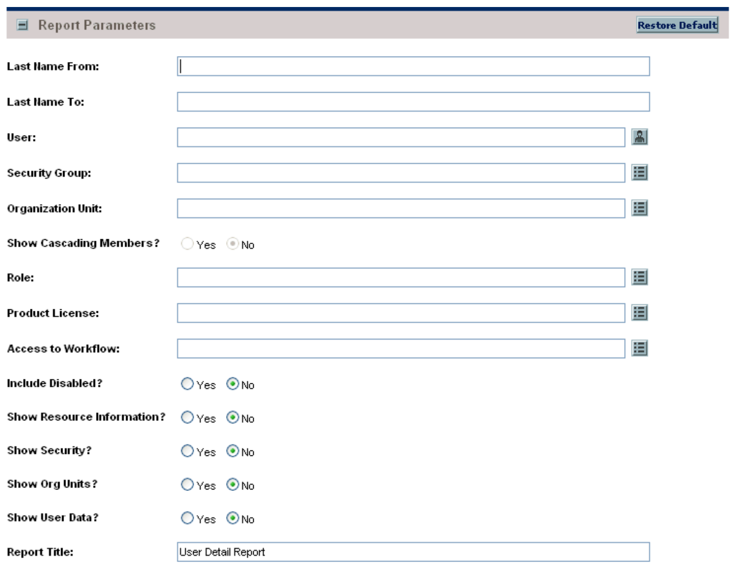


Table 3-18. User Detail report field descriptions (page 1 of 2)

Field Name	Description
Last Name From	Specify the starting last name. The report will include only users whose last name is equal to or greater than this value. Type any alphanumeric string (up to 200 characters in length).
Last Name To	Specify the ending last name. The report will include only users whose last name is equal to or less than this value. Type any alphanumeric string (up to 200 characters in length).
User	Select one or more user IDs. Choices are limited to users of your PPM Center instance.
Security Group	Select one or more security groups. Choices are limited to those security groups available on your PPM Center instance.
Organization Unit	Select one or more organization units. Choices are limited to those organization units available on your PPM Center instance.
Show Cascading Members	Indicate whether or not to show child organizations.
Role	Select one or more roles. Choices are limited to those roles available on your PPM Center instance.
Product License	Select one or more product licenses. Choices are limited to those licenses available on your PPM Center instance.
Access to Workflow	Select one or more workflows. Choices are limited to those workflows available on your PPM Center instance.
Include Disabled	Indicate whether or not to include disabled users.

Table 3-18. User Detail report field descriptions (page 2 of 2)

Field Name	Description
Show Resource Information	Indicate whether or not to include additional resource information (for example, skills, capacity, or direct manager).
Show Security	Indicate whether or not to show security group memberships.
Show Org Units	Indicate whether or not to show organization unit memberships.
Show User Data	Indicate whether or not to show the user data custom fields.
Report Title	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).

Validations Report

This report provides information about the various custom validations that have been specified, as well as those that are standard with PPM Center products.

This report is restricted to users having a Configuration license.

Figure 3-19. Validations report fields

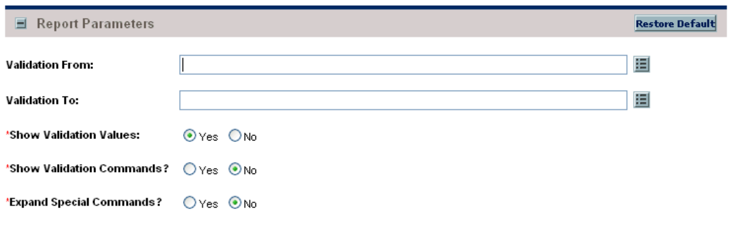


Table 3-19. Validations report field descriptions

Field Name (*Required)	Description
Validation From	Select the starting validation. The report will include only validations whose name is equal to or greater than this value. Choices are limited to those validations available on your PPM Center instance.
Validation To	Select the ending validation. The report will include only validations whose name is equal to or less than this value. Choices are limited to those validations available on your PPM Center instance.
*Show Validation Values	Indicate whether or not to show the values for those validations that rely on a list of values.
*Show Validation Commands	Indicate whether or not to show the values for those validations that rely on a list of command.
*Expand Special Commands	Indicate whether or not to expand the user-defined special commands for any validations using special commands.

Workflow Detail Report

This report provides detailed configuration information about specific workflows or sets of workflows. Information includes all steps in the workflow, all transitions in and out of each workflow step, possible results of each step, and all notifications attached to the workflow.

Use this report both as an audit of the workflow business process definition, as well as a tool to analyze those business processes.

This report is restricted to users having a Configuration license.

Figure 3-20. Workflow Detail report fields

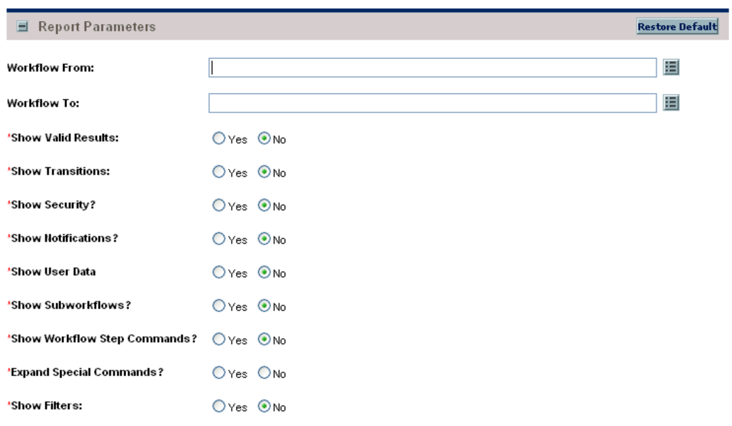


Table 3-20. Workflow Detail report field descriptions

Field Name (*Required)	Description
Workflow From	Select the starting workflow. The report will include only workflows whose name is equal to or greater than this value. Choices are limited to those workflows that are available on your PPM Center instance.
Workflow To	Select the ending workflow. The report will include only workflows whose name is equal to or less than this value. Choices are limited to those workflows that are available on your PPM Center instance.
*Show Valid Results	Indicate whether or not to show the valid result values for each workflow step.
*Show Transitions	Indicate whether or not to show the transitions in and out of each workflow step.
*Show Security	Indicate whether or not to show the security groups that have access to act on each workflow step.
*Show Notifications	Indicate whether or not to show the notifications attached to each workflow step.
*Show User Data	Indicate whether or not to show the user data custom fields.
*Show Subworkflows	Indicate whether or not to show subworkflows.
*Show Workflow Step Commands	Indicate whether or not to show the workflow step commands if a step is a command execution step.
*Expand Special Commands	Indicate whether or not to expand user-defined special commands.
*Show Filters	Indicate whether or not to show information about field filtering for Deployment Management header fields.

Workflow Statistics Report

Given a date range and a workflow (or a range of workflows), this report provides statistical information regarding workflow usage—for example:

- How many times the workflow was used compared to the total number of packages or requests
- Average, minimum, and maximum completion time for packages/requests using this workflow within the date range
- For each workflow step, the percentage that the step is traversed of the total packages/requests within that workflow
- For each workflow step, the average, minimum, and maximum completion times
- For each workflow step, the breakdown of the results and transitions that lead out of the step

This report is restricted to users having a Configuration license.

Figure 3-21. Workflow Statistics report fields

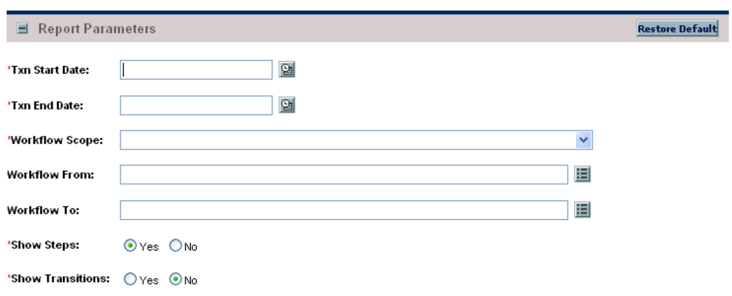


Table 3-21. Workflow Statistics report field descriptions

Field Name (*Required)	Description
*Txn Start Date	Select the starting date. The report will include only transactions started on or after this date.
*Txn End Date	Select the ending date. The report will include only transactions started on or before this date.
*Workflow Scope	Select a scope. Choices are limited to the scope available on your PPM Center instance.
Workflow From	Select the starting workflow. The report will include only workflows whose name is equal to or greater than this value. Choices are limited to those workflows that are available on your PPM Center instance.
Workflow To	Select the ending workflow. The report will include only workflows whose name is equal to or less than this value. Choices are limited to those workflows that are available on your PPM Center instance.
*Show Steps	Indicate whether or not to show the statistical analysis for individual workflow steps.
*Show Transitions	Indicate whether or not to show the statistical analysis of the transaction history for each workflow.

4 Deployment Management Reports

Compare Custom Database Setup Report

This report compares database objects in two separate database schemas. Objects to be compared are defined in the tables KENV_OBJECTS and KENV_OBJECT_ATTRIBUTES. These tables include HP-supplied objects that compare two separate PPM Center entities across two PPM Center schemas:

- Commands (also called special commands)
- Object types
- Request header types
- Request types
- Security groups
- User data
- Validations
- Workflows
- Workflow step sources (in the execution and decision categories)

Custom comparison entities allow for the comparison of actual data within a database as well as within the data model. Custom entities can be generated for both Oracle and SQL Server.

A filter can be applied to each entities. You can view all the entities in the category along with their associated attributes, or only the entities and attributes that contain differences. In order to run the report, you must define an environment or application code for each schema.

This report is restricted to users having a Deployment Management license.

Figure 4-1. Compare Custom Database Setup report fields

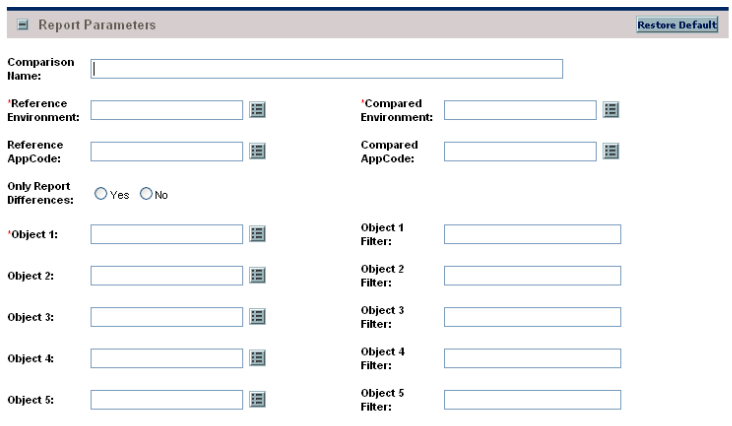


Table 4-1. Compare Custom Database Setup report field descriptions (page 1 of 2)

Field Name (*Required)	Description
Comparison Name	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).
*Reference Environment	Select the first environment. Choices are limited to those environments available on your PPM Center instance.
*Compared Environment	Select the second environment. Choices are limited to those environments available on your PPM Center instance.
Reference AppCode	Select the application code to be used to override the parameters for the reference environment. Choices are limited to those application codes available on your PPM Center instance.

Table 4-1. Compare Custom Database Setup report field descriptions (page 2 of 2)

Field Name (*Required)	Description
Compared AppCode	Select the application code to be used to override the parameters for the compared environment. Choices are limited to those application codes available on your PPM Center instance.
Only Report Differences	Indicate whether or not to display only the differences between the two environments.
*Object 1 Object 2–5	Select these objects. Choices are limited to those custom SQL Server or Oracle objects available on your PPM Center instance.
Object 1–5 Filter	Select these corresponding object values. Type any alphanumeric string (up to 200 characters in length).

Compare Filesystem Environments Report

This report compares the files and file structures of two machines. In order to run this report, an environment or application code for each machine must be defined. The file system can be any for which an environment is defined; this means that a Windows® file system can be compared with a UNIX® file system, or the many types of UNIX file systems can be compared with each other.

Some of the options available with this report provide the following capabilities:

- The base path can be overridden when the report is run.
- The user may choose to view all the files and directories, or only the ones which are different.
- The user may select any or all of the following comparisons to perform: Owner, Permissions, or Content.
- The user may opt to include or exclude certain file types and directory names.

This report is restricted to users having a Deployment Management license.

Figure 4-2. Compare Filesystem Environments report fields

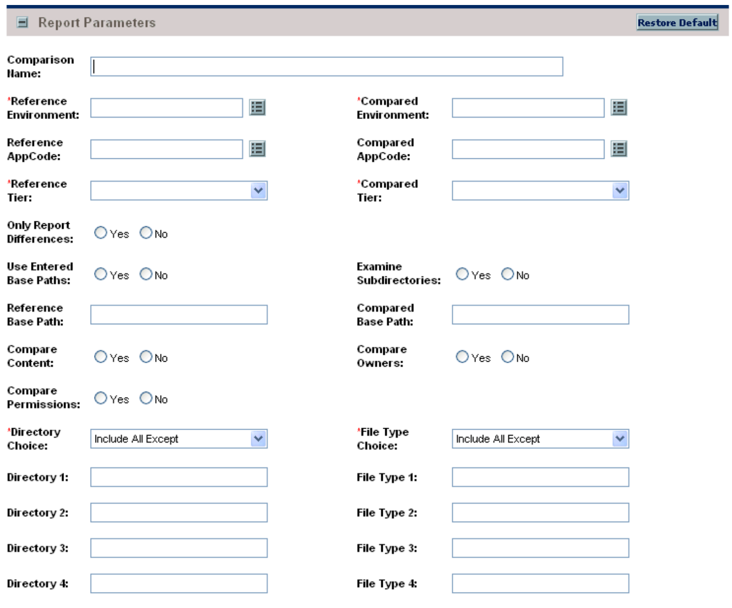


Table 4-2. Compare Filesystem Environments report field descriptions (page 1 of 3)

Field Name (*Required)	Description
Comparison Name	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).
*Reference Environment	Select the first environment. Choices are limited to those environments available on your PPM Center instance.
*Compared Environment	Select the second environment. Choices are limited to those environments available on your PPM Center instance.
Reference AppCode	Select the application code to be used to override the parameters for the reference environment. Choices are limited to those application codes available on your PPM Center instance.

Table 4-2. Compare Filesystem Environments report field descriptions (page 2 of 3)

Field Name (*Required)	Description
Compared AppCode	Select the application code to be used to override the parameters for the compared environment. Choices are limited to those application codes available on your PPM Center instance.
*Reference Tier	Choices include: • Server • Client
*Compared Tier	Choices include: • Server • Client
Only Report Differences	Indicate whether or not to display only the differences between the two environments.
Use Entered Base Paths	Indicate whether or not to use the base paths specified in **Reference Base Path** and **Compared Base Path.**
Examine Subdirectories	Indicates whether or not subdirectories should be included.
Reference Base Path	Specify the base path for the reference environment. Type any alphanumeric string (up to 200 characters in length).
Compared Base Path	Specify the base path for the compared environment. Type any alphanumeric string (up to 200 characters in length).
Compare Content	Indicate whether or not to compare the contents of each file.
Compare Owners	Indicate whether or not to compare the ownership of each file, including directories.
Compare Permissions	Indicate whether or not to compare the permissions of each file, including directories.

Table 4-2. Compare Filesystem Environments report field descriptions (page 3 of 3)

Field Name (*Required)	Description
*Directory Choice	Select which directories to include. Choices include: • **Include All Except.** Include all directories except for those specified in **Directory 1–4.** • **Exclude All Except.** Exclude all directories except for those specified in **Directory 1–4.**
*File Type Choice	Select which file types to include. Choices include: • **Include All Except.** Include all file types except for those specified in **File Type 1–4.** • **Exclude All Except.** Exclude all file types except for those specified in **File Type 1–4.**
Directory 1–4	Specify these directories associated with **Directory Choice.** Type any alphanumeric string (up to 200 characters in length).
File Type 1–4	Specify these file types associated with **File Type Choice.** Type any alphanumeric string (up to 200 characters in length).

For best results, define the base paths using absolute paths.

Compare MS SQL Server 7 Environments Report

This report compares the data model of two SQL Server Version 7 databases. The report can compare tables, views, procedures, and triggers. A unique filter can be specified for each category. Users is also given the option of viewing all the objects in the category along with their associated attributes, or only the objects and attributes which contain differences. In order to run the report, an environment or application code for each schema must be defined within PPM Center.

This report is restricted to users having a Deployment Management license.

Figure 4-3. Compare MS SQL Server 7 Environments report fields

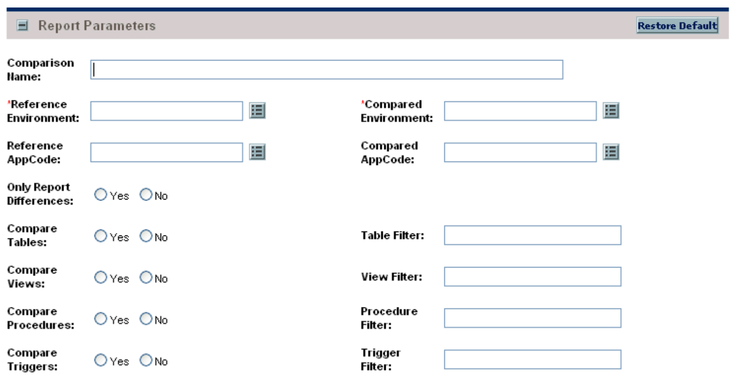


Table 4-3. Compare Custom Database Setup report field descriptions (page 1 of 2)

Field Name (*Required)	Description
Comparison Name	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).
*Reference Environment	Select the first environment. Choices are limited to those environments available on your PPM Center instance.
*Compared Environment	Select the second environment. Choices are limited to those environments available on your PPM Center instance.

Table 4-3. Compare Custom Database Setup report field descriptions (page 2 of 2)

Field Name (*Required)	Description
Reference AppCode	Select an application code to be used to override the parameters for the reference environment. Choices are limited to those application codes available on your PPM Center instance.
Compared AppCode	Select an application code to be used to override the parameters for the compared environment. Choices are limited to those application codes available on your PPM Center instance.
Only Report Differences	Indicate whether or not to show only the differences between the two environments.
Compare Tables	Indicate whether or not to compare tables.
Table Filter	Specify a table. Type any alphanumeric string (up to 200 characters in length).
Compare Views	Indicate whether or not to compare views.
View Filter	Specify a view. Type any alphanumeric string (up to 200 characters in length).
Compare Procedures	Indicate whether or not to compare procedures.
Procedure Filter	Specify a procedure. Type any alphanumeric string (up to 200 characters in length).
Compare Triggers	Indicate whether or not to compare triggers.
Trigger Filter	Specify a trigger. Type any alphanumeric string (up to 200 characters in length).

Compare Oracle Environments Report

This report compares the data model of two Oracle schemas. Specifically, the report can compare:

- Functions
- Grants
- Indexes
- Packages
- Procedures
- Sequences
- Synonyms
- Tables
- Triggers
- Views

A unique filter can be specified for each category. Users are also given the option of viewing all objects in the category along with their associated attributes, or only the objects and attributes that contain differences. In order to run the report, an environment or application code for each schema must be defined in PPM Center.

This report is restricted to users having a Deployment Management license.

Figure 4-4. Compare Oracle Environments report fields

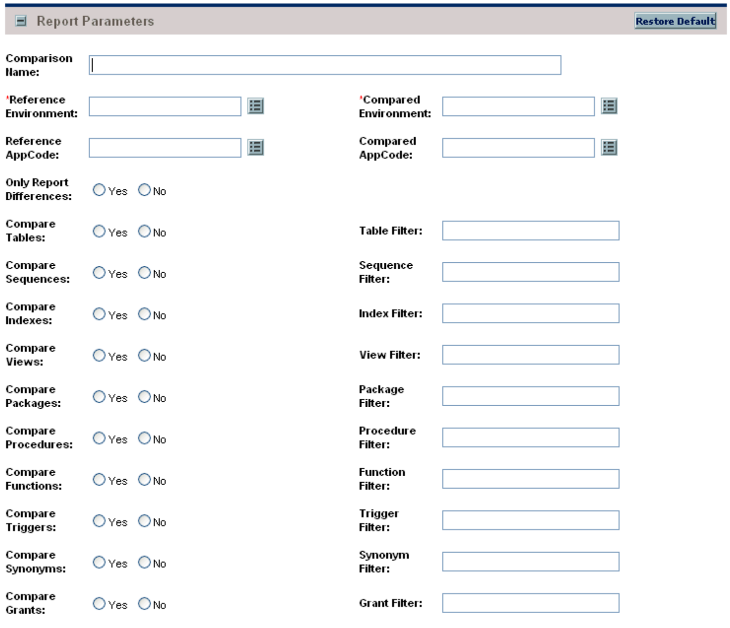


Table 4-4. Compare Oracle Environments report field descriptions (page 1 of 3)

Field Name (*Required)	Description
Comparison Name	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).
*Reference Environment	Select the first environment. Choices are limited to those environments available on your PPM Center instance.
*Compared Environment	Select the second environment. Choices are limited to those environments available on your PPM Center instance.
Reference AppCode	Select the application code to be used to override the parameters for the reference environment. Choices are limited to those application codes available on your PPM Center instance.

Table 4-4. Compare Oracle Environments report field descriptions (page 2 of 3)

Field Name (*Required)	Description
Compared AppCode	Specify the application code to be used to override the parameters for the compared environment. Choices are limited to those application codes available on your PPM Center instance.
Only Report Differences	Indicate whether or not to display only the differences between the two environments.
Compare Tables	Indicate whether or not to compare tables.
Table Filter	Specify a table. Type any alphanumeric string (up to 200 characters in length).
Compare Sequences	Indicate whether or not to compare sequences.
Sequence Filter	Specify a sequence. Type any alphanumeric string (up to 200 characters in length).
Compare Indexes	Indicate whether or not to compare indexes.
Index Filter	Specify an index. Type any alphanumeric string (up to 200 characters in length).
Compare Views	Indicate whether or not to compare views.
View Filter	Specify a view. Type any alphanumeric string (up to 200 characters in length).
Compare Packages	Indicate whether or not to compare packages.
Package Filter	Specify a package. Type any alphanumeric string (up to 200 characters in length).
Compare Procedures	Indicate whether or not to compare procedures.
Procedure Filter	Specify a procedure. Type any alphanumeric string (up to 200 characters in length).

Table 4-4. Compare Oracle Environments report field descriptions (page 3 of 3)

Field Name (*Required)	Description
Compare Functions	Indicate whether or not to compare functions.
Function Filter	Specify a function. Type any alphanumeric string (up to 200 characters in length).
Compare Triggers	Indicate whether or not to compare triggers.
Trigger Filter	Specify a trigger. Type any alphanumeric string (up to 200 characters in length).
Compare Synonyms	Indicate whether or not to compare synonyms.
Synonym Filter	Specify a synonym. Type any alphanumeric string (up to 200 characters in length).
Compare Grants	Indicate whether or not to compare grants.
Grant Filter	Specify a grant. Type any alphanumeric string (up to 200 characters in length).

Distribution Detail Report

This report lists the contents and results of a distribution. It is useful in getting a high-level view of a distribution and analyzing the execution results.

This report is also useful when used to get a high-level view of a distribution as well as to analyze the execution results.

This report is restricted to users having a Deployment Management license.

Figure 4-5. Distribution Detail report fields

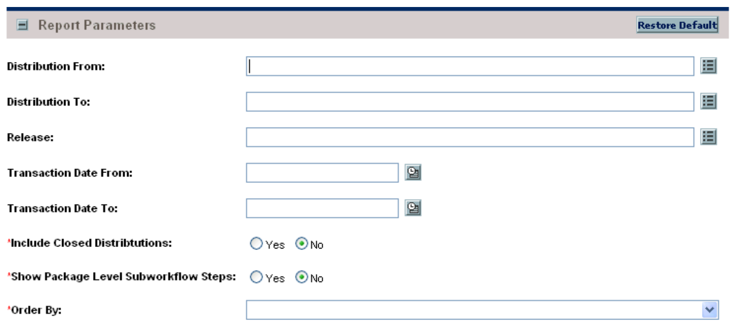


Table 4-5. Distribution Detail report field descriptions (page 1 of 2)

Field Name (*Required)	Description
Distribution From	Select the starting distribution. The report will include only distributions whose name is equal to or greater than this value. Choices are limited to those distributions that are available on your PPM Center instance.
Distribution To	Select the ending distribution. The report will include only distributions whose name is equal to or less than this value. Choices are limited to those distributions that are available on your PPM Center instance.
Release	Select a release. Choices are limited to those product releases available on your PPM Center instance.

Table 4-5. Distribution Detail report field descriptions (page 2 of 2)

Field Name (*Required)	Description
Transaction Date From	Select the starting date. The report will include only transactions started on or after this date.
Transaction Date To	Select the ending date. The report will include only transactions started on or before this date. Type any valid date.
*Include Closed Distribtutions	Indicate whether or not to include closed distributions.
*Show Package level Subworkflow Steps	Indicate whether or not to show subworkflow steps at the package level.
*Order By	Select the sort criteria. Choices include: • Distribution Name • Release

Environment Comparison Report

This report helps audit environment definitions when different environments (for example, development and production) are similar to each other.

Use this report to compare the definitions of two PPM Center environments for any significant differences. The report queries every major field in each environment and, if different from that same field in the other environment, lists the different values. The Environment Comparison report also compares the applications tied to each environment.

This report is restricted to users having a Deployment Management license.

Figure 4-6. Environment Comparison report fields

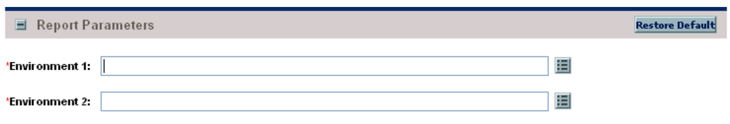


Table 4-6. Environment Comparison report field descriptions

Field Name (*Required)	Description
*Environment 1	Select the first environment. Choices are limited to those environments available on your PPM Center instance.
*Environment 2	Select the second environment. Choices are limited to those environments available on your PPM Center instance.

Environment Comparison by Objects Migrated Report

Given two environments, this report looks at the history of all the objects migrated into each environment (using HP Deployment Management) and lists any differences. These differences include objects migrated into:

- One environment but not the other
- Both environments but at different times

This report uses an internal object inventory table for information on objects migrated to each environment. At the time of execution, the workflow engine uses the workflow definition to determine the environment an object is being migrated to and updates the object inventory table accordingly.

The workflow engine will not recognize any cases where the destination environment is overwritten in the object command while it is being migrated.

This report serves as a good mechanism to compare one environment to the other, but only compares the environments based on the Deployment Management migrations into that environment. It does not make any comparisons at the file system or database levels.

This report is restricted to users having a Deployment Management license.

Figure 4-7. Environment Comparison by Objects Migrated report fields

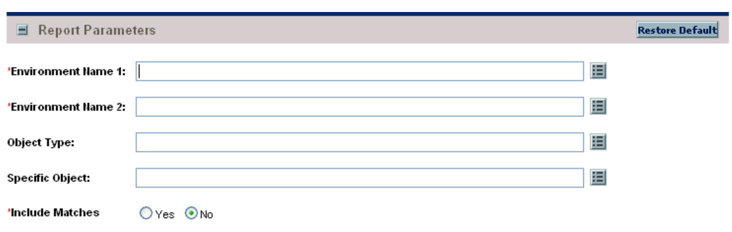


Table 4-7. Environment Comparison by Objects Migrated report field descriptions

Field Name (*Required)	Description
*Environment Name 1	Select the first environment. Choices are limited to those environments available on your PPM Center instance.
*Environment Name 2	Select the second environment. Choices are limited to those environments available on your PPM Center instance.
Object Type	Select an object type. Choices are limited to those objects available on your PPM Center instance.
Specific Object	Select an object. Choices are limited to those objects available on your PPM Center instance.
*Include Matches	Indicate whether or not in include matches.

Environment Detail Report

This report lists:

- The detailed definitions of a given environment or group of environments
- The major attributes of the environments
- Attributes of the applications tied to the environments

Encrypted information (for example, database or operation system passwords) is not displayed. Use this report as a way to textually audit the environment definition.

This report is restricted to users having a Deployment Management license.

Figure 4-8. Environment Detail report fields

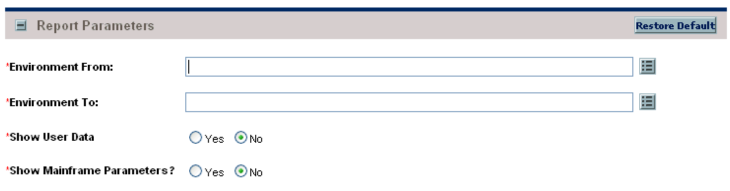


Table 4-8. Environment Detail report field descriptions (page 1 of 2)

Field Name (*Required)	Description
*Environment From	Select the starting environment. The report will include only environments whose name is equal to or greater than this value. Choices are limited to those environments available on your PPM Center instance.

Table 4-8. Environment Detail report field descriptions (page 2 of 2)

Field Name (*Required)	Description
*Environment To	Select the ending environment. The report will include only environments whose name is equal to or less than this value. Choices are limited to those environments available on your PPM Center instance.
*Show User Data	Indicate whether or not to show the custom user data fields.
*Show Mainframe Parameters	Indicate whether or not to show associated applications.

Environment Group Detail Report

This report contains detailed information about the specified environment groups. Users can specify a range of environment groups using the Environment Group From and Environment Group To fields. The report output includes:

- Header information on an environment group
- Constituent Environments of the environment group
- Applications defined for the environment group.

This report is restricted to users having a Deployment Management license and belonging to one or more of the following security groups:

- PPM 6.0 Upgrade Workbench Access
- PPM Administrator
- PPM All Access Grants
- PPM Billing Approver
- PPM Cost Manager

- PPM Demand Management Administrator
- PPM Demand Manager
- PPM Deployment Management Administrator
- PPM Program Manager
- PPM Project Manager
- PPM Resource Manager
- PPM Service Security Group
- PPM Team Manager
- PPM Time Administrator
- PPM Time Manager
- PPM User
- PPM User Admin
- PFM - Finance Review Board
- PFM - IT Steering Committee
- PFM - Standards Committee

Figure 4-9. Environment Group Detail report fields

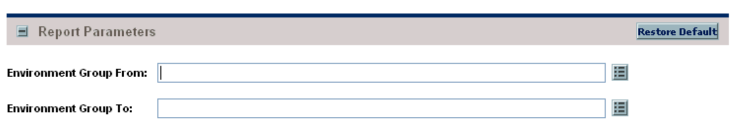


Table 4-9. Environment Group Detail report field descriptions

Field Name	Description
Environment Group From	Select the starting environment group. The report will include only environment groups whose name is equal to or greater than this value. Choices are limited to those environment groups available on your PPM Center instance.
Environment Group To	Select the ending environment group. The report will include only environment groups whose name is equal to or less than this value. Choices are limited to those environment groups available on your PPM Center instance.

Environments / Objects Detail Report

This report lists objects that have been migrated into a given environment or set of environments. Use this report as an object inventory for newly migrated objects.

This report uses an internal object inventory table for information on objects migrated to each environment. At the time of execution, the workflow engine uses the workflow definition to determine the environment an object is being migrated to and updates the object inventory table accordingly.

The workflow engine will not recognize any cases where the destination environment is overwritten in the object command while it is being migrated.

This report is also useful when used to create an object inventory for newly migrated objects.

This report is restricted to users having a Deployment Management license.

Figure 4-10. Environments / Objects Detail report fields

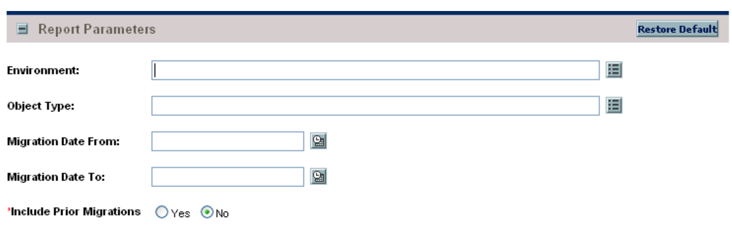


Table 4-10. Environments / Objects Detail report field descriptions

Field Name (*Required)	Description
Environment	Select an environment. Choices are limited to those environments available on your PPM Center instance.
Object Type	Select an object type. Choices are limited to those object types available on your PPM Center instance.
Migration Date From	Select the starting date. The report will include only migrations started on or after this date.
Migration Date To	Select the ending date. The report will include only migrations started on or before this date.
*Include Prior Migrations	Indicate whether or not to include objects that were migrated to the same environment more than once.

Object History Report

This report provides a workflow step transaction history for packages. Use this report to view:

- All transactions matching the selection criteria
- All executions for a given object type and/or a given date range
- If the same object has been migrated/executed by multiple packages

For migration steps, this report uses the workflow definitions to determine when a step occurred and to which environment it was migrated. It looks at completed execution type workflow steps and at the attached destination environment to report the object's final destination environment.

This report will not recognize any cases where the destination environment is overwritten in the object command while it is being migrated.

This report is restricted to users having a Deployment Management license.

Figure 4-11. Object History report fields

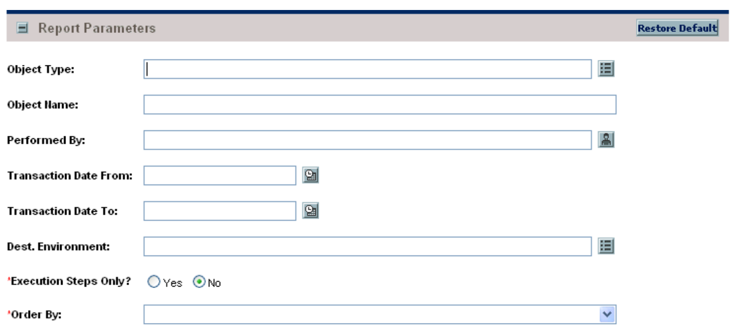


Table 4-11. Object History report field descriptions

Field Name (*Required)	Description
Object Type	Select an object type. Choices are limited to those object types available on your PPM Center instance.
Object Name	Specify an object name. Type any alphanumeric string (up to 40 characters in length).
Performed By	Select a user. Choices are limited to users of your PPM Center instance.
Transaction Date From	Select the starting date. The report will include only transactions started on or after this date.
Transaction Date To	Select the ending date. The report will include only transactions started on or before this date.
Dest. Environment	Select a destination environment. Use this option to view all the deployment management activity for a specific environment. Choices are limited to those environments available on your PPM Center instance.
*Execute Steps Only	Indicate whether or not to show transactions for execution type workflow steps.
*Order By	Select the sort criteria. Choices include: • Transaction Date • Package Creation Date • Object Name

Objects / Environments Detail Report

This report lists objects that have been migrated into a given environment or a set of environments, grouping the report output by object type name. Use this report as an object inventory for newly migrated objects.

This report uses an internal object inventory table for information on objects migrated to each environment. At time of execution, the workflow engine uses the workflow definition to determine the environment an object is being migrated to and updates the object inventory table accordingly.

The workflow engine will not recognize any cases where the destination environment is overwritten in the object command while it is being migrated.

This report is also useful when used to create an object inventory for newly migrated objects.

This report is restricted to users having a Deployment Management license.

Figure 4-12. Objects / Environments Detail report fields

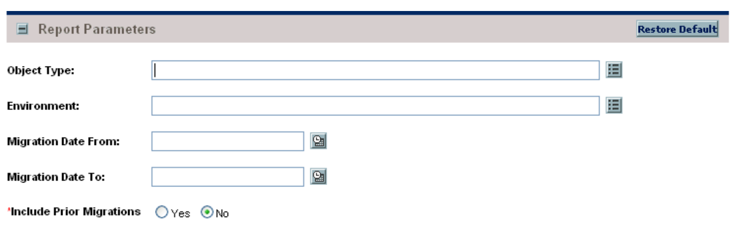


Table 4-12. Objects / Environments Detail report field descriptions

Field Name (*Required)	Description
Object Type	Select an object type. Choices are limited to those object types available on your PPM Center instance.
Environment	Select an environment. Choices are limited to those environments available on your PPM Center instance.
Migration Date From	Select the starting date. The report will include only migrations started on or after this date.
Migration Date To	Select the ending date. The report will include only migrations started on or before this date.
*Include Prior Migrations	Indicate whether or not to include objects that were migrated to the same environment more than once.

Package Change History Report

This report audits the package changes and includes assignment information, line order, and line details for each selected package.

This report is restricted to users having a Deployment Management license.

Figure 4-13. Package Change History report

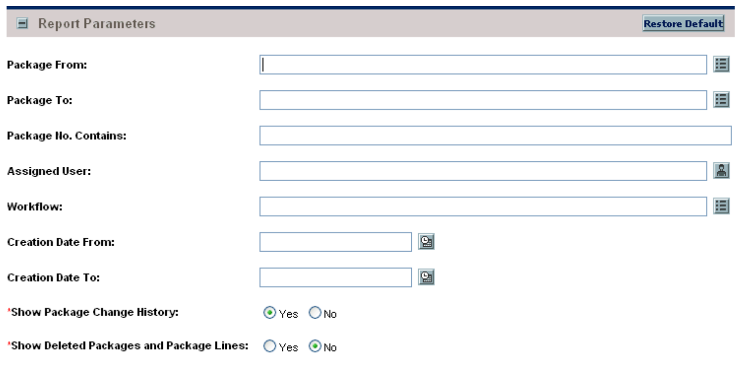


Table 4-13. Package Change History field descriptions

Field Name (*Required)	Description
Package From	Select the starting package. The report will include only packages whose name is equal to or greater than this value. Choices are limited to those packages that are available on your PPM Center instance.
Package To	Select the ending package. The report will include only packages whose name is equal to or less than this value. Choices are limited to those packages that are available on your PPM Center instance.
Package No. Contains	Specify a string that must be included in the package number. Type any alphanumeric string (up to 40 characters in length).

Table 4-13. Package Change History field descriptions

Field Name (*Required)	Description
Assigned User	Select a user. Choices are limited to users of your PPM Center instance.
Workflow	Select a workflow. Choices are limited to those workflow available on your PPM Center instance.
Creation Date From	Select the starting date. The report will include only packages created on or after this date.
Creation Date To	Select the ending date. The report will include only packages created on or before this date.
*Show Package Change History	Indicate whether or not to show the package change history.
*Show Deleted Packages and Package Lines	Indicate whether or not to show deleted packages and deleted package lines.

Package Details Report

Returns details about a given package. Based on the selection criteria, this report lists:

- Individual packages and detailed data regarding each package
- Header information about the package such as package priority and description
- Detailed information such as package notes, package lines and their parameters
- Current workflow status for each package line on each selected package

This report is restricted to users having a Deployment Management license.

Figure 4-14. Package Details report fields

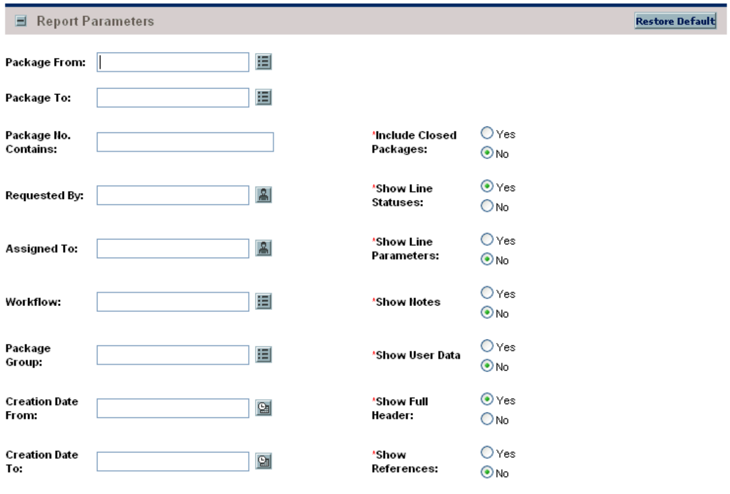


Table 4-14. Package Details report field descriptions (page 1 of 2)

Field Name (*Required)	Description
Package From	Select the starting package. The report will include only packages whose name is equal to or greater than this value. Choices are limited to those packages that are available on your PPM Center instance.
Package To	Select the ending package. The report will include only packages whose name is equal to or less than this value. Choices are limited to those packages that are available on your PPM Center instance.
Package No. Contains	Specify a string that must be included in the package number. Type any alphanumeric string (up to 40 characters in length).
*Include Closed Packages	Indicate whether or not to include packages with an overall status of Cancelled, Closed [Success], Closed [Failure], and Closed [Mixed].

Table 4-14. Package Details report field descriptions (page 2 of 2)

Field Name (*Required)	Description
Requested By	Select a user. Choices are limited to users of your PPM Center instance.
*Show Line Statuses	Indicate whether or not to show the workflow steps and current step status for each package line.
Assigned To	Select a user. Choices are limited to users of your PPM Center instance.
*Show Line Parameters	Indicate whether or not to show all the visible parameters for each package line.
Workflow	Select a workflow. Choices are limited to those workflow available on your PPM Center instance.
*Show Notes	Indicate whether or not to show the notes.
Package Group	Select a package group. Choices are limited to those package groups available on your PPM Center instance.
*Show User Data	Indicate whether or not to show the user data custom fields.
Creation Date From	Select the starting date. The report will include only packages created on or after this date.
*Show Full Header	Indicate whether or not to show the full header.
Creation Date To	Select the ending date. The report will include only packages created on or before this date.
*Show References	Indicate whether or not to show associated references.

Package History Report

This report lists the complete workflow history for each selected package—for example:

- The status change at each workflow step
- The date and time the status changed
- The person who caused the change
- The new status of that step

The report breaks down each package into its package lines and gives the workflow history separately for each line.

This report is restricted to users having a Deployment Management license.

Figure 4-15. Package History report fields

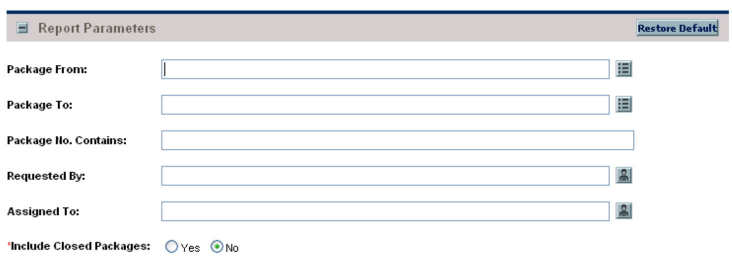


Table 4-15. Package History report field descriptions

Field Name (*Required)	Description
Package From	Select the starting package. The report will include only packages whose name is equal to or greater than this value. Choices are limited to those packages that are available on your PPM Center instance.
Package To	Select the ending package. The report will include only packages whose name is equal to or less than this value. Choices are limited to those packages that are available on your PPM Center instance.
Package No. Contains	Specify a string that must be included in the package number. Type any alphanumeric string (up to 40 characters in length).
Requested By	Select a user. Choices are limited to users of your PPM Center instance.
Assigned To	Select a user. Choices are limited to users of your PPM Center instance.
*Include Closed Packages	Indicate whether or not to include packages with an overall status of Cancelled, Closed [Success], Closed [Failure], and Closed [Mixed].

Package Impact Analysis Report

Use this report to analyze the impact of a given package based on the audit history stored in PPM Center. After listing summary information on the given package and package lines, the report lists three separate sections for analysis:

- Other packages that contain common objects with a given package.
- Objects that have migrated alongside one or more of the objects being migrated on the given package but are not included in the given package.

  These objects might be affected by the current object changes (if these objects were once tied to the objects being changed in the same package, there is probably a relationship between the objects).
- Recent migrations for each object in the package, showing where changes to the given objects have recently been deployed.

This report is restricted to users having a Deployment Management license.

Figure 4-16. Package Impact Analysis report fields

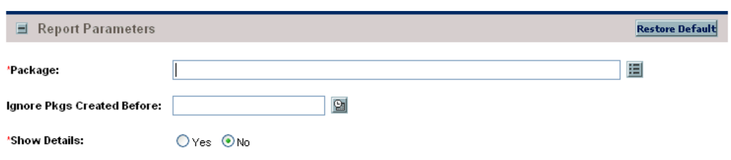


Table 4-16. Package Impact Analysis report field descriptions

Field Name (*Required)	Description
*Package	Select a package. Choices are limited to those packages available on your PPM Center instance.
Ignore Pkgs Created Before	Select a date. The report will include only the package if it was created on or after this date.
*Show Details	Indicate whether or not to list all the specific common objects between the queried packages and the given package.

Packages Pending Report

Use this report as a worklist for pending work on packages. Based on the selection criteria, this report lists:

- Open packages with pending activity
- Details about each package
- Pending work for a group of users

Using this information, query the package using HP Deployment Management and perform the appropriate action(s).

This report is restricted to users having a Deployment Management license.

Figure 4-17. Packages Pending report fields

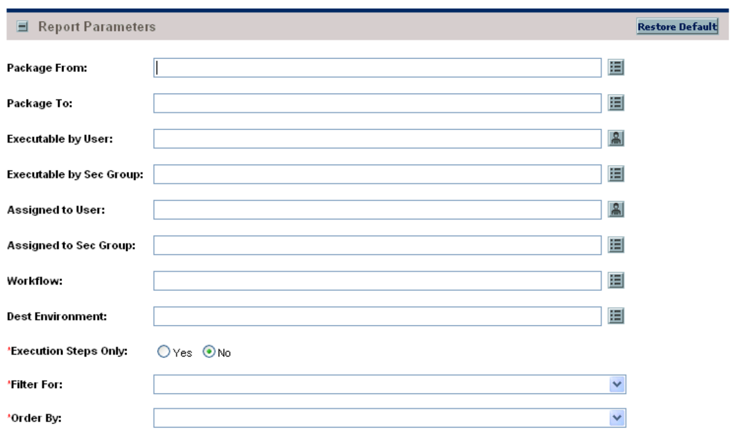


Table 4-17. Packages Pending report field descriptions (page 1 of 2)

Field Name (*Required)	Description
Package From	Select the starting date. The report will include only packages whose name is equal to or greater than this value. Choices are limited to those packages that are available on your PPM Center instance.
Package To	Select the ending date. The report will include only packages whose name is equal to or less than this value. Choices are limited to those packages that are available on your PPM Center instance.
Executable by User	Select a user. Choices are limited to users of your PPM Center instance.
Executable by Sec Group	Select a security group. Choices are limited to those security groups available on your PPM Center instance.
Assigned to User	Select a user. Choices are limited to users of your PPM Center instance.
Assigned to Sec Group	Select a security group. Choices are limited to those security groups available on your PPM Center instance.
Workflow	Select a workflow. Choices are limited to those workflows available on your PPM Center instance.
Dest Environment	Select a destination environment. Use this option to determine which packages are ready to migrate to a given environment. Choices are limited to those environments available on your PPM Center instance.

Table 4-17. Packages Pending report field descriptions (page 2 of 2)

Field Name (*Required)	Description
*Execution Steps Only	Indicate whether or not to select open package lines with an active execution type step with the given destination environment. This is useful when you want to determine which packages are ready to migrate to any environment.
*Filter For	Select a filter. Choices include: • All Active Steps • Eligible Steps Only • Scheduled Steps Only
*Order By	Select the sort criteria. Choices include: • Package Number • Step name • Workflow Name

RCS Check In Report

This is the template of a report used to check files into the RCS repository (if the RCS file management system is being used).

This report is restricted to users having a Deployment Management license.

Figure 4-18. RCS Check In report fields

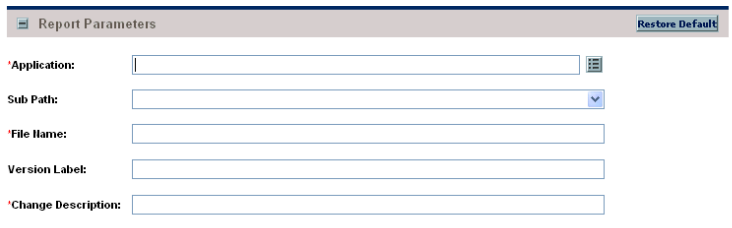


Table 4-18. RCS Check In report field descriptions (page 1 of 2)

Field Name (*Required)	Description
*Application	Select an associated application. Choices are limited to those applications available on your PPM Center instance.
Sub Path	Select a check-in path. Choices include: • forms • bin • srw • scripts • sql • plsql

Table 4-18. RCS Check In report field descriptions (page 2 of 2)

Field Name (*Required)	Description
*File Name	Specifiy the name of the file. Type any alphanumeric string (up to 40 characters in length).
Version Label	Specify the version label of the file. Type any alphanumeric string (up to 40 characters in length).
*Change Description	Specify the description of the change made to the file. Type any alphanumeric string (up to 200 characters in length).

RCS Check Out Report

This is the template of a report used to check files out of the RCS repository (if the RCS file management system is being used).

This report is restricted to users having a Deployment Management license.

Figure 4-19. RCS Check Out report fields

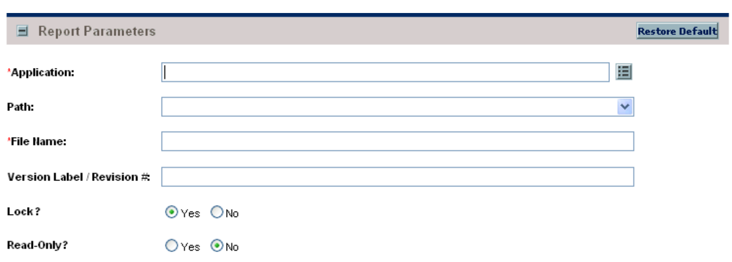


Table 4-19. RCS Check Out report field descriptions

Field Name (*Required)	Description
*Application	Select an associated application. Choices are limited to those applications available on your PPM Center instance.
Path	Select a check-out path. Choices include: • forms • bin • srw • scripts • sql • plsql
*File Name	Specify the name of the file. Type any alphanumeric string (up to 40 characters in length).
Version Label / Revision #	Specify the version label of the file. Type any alphanumeric string (up to 40 characters in length).
Lock	Indicate whether or not to lock the checked out file.
Read-Only	Indicate whether or not the checked out file should be read-only.

Release Detail Report

This is a management report that lists all requests, packages, and distributions associated with a release.

This report is also useful when used to determine if everything that should be included with a release has been included, and whether or not there are proper dependencies.

This report is restricted to users having a Deployment Management license and belonging to the appropriate security group.

Figure 4-20. Release Detail report fields

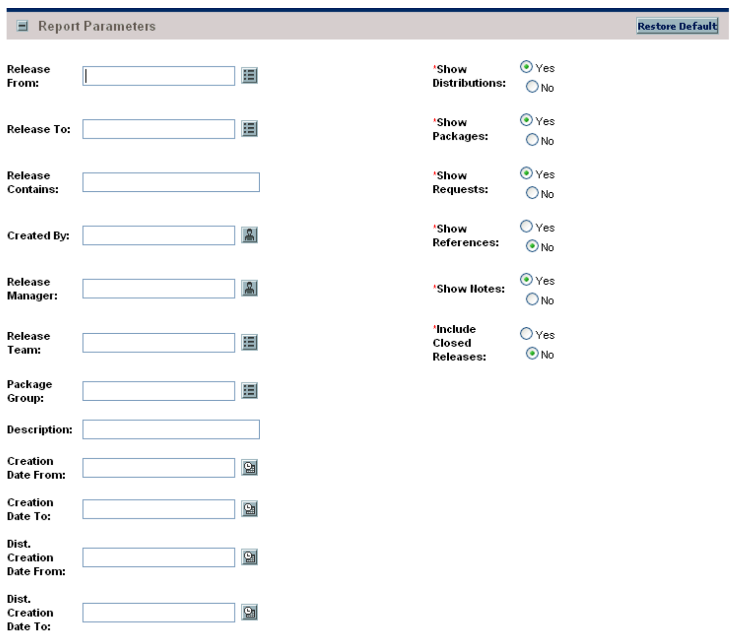


Table 4-20. Release Detail report field descriptions (page 1 of 2)

Field Name (*Required)	Description
Release From	Select the starting date. The report will include only releases whose name is equal to or greater than this value. Choices are limited to those releases that are available on your PPM Center instance.
*Show Distributions	Indicate whether or not to show distributions.
Release To	Select the ending date. The report will include only releases whose name is equal to or less than this value. Choices are limited to those releases that are available on your PPM Center instance.
*Show Packages	Indicate whether or not to show packages.
Release Contains	Select a release number. Type any alphanumeric string (up to 40 characters in length).
*Show Requests	Indicate whether or not to show requests.
Created By	Select a user. Choices are limited to users of your PPM Center instance.
*Show References	Indicate whether or not to show references.
Release Manager	Select a release manager. Choices are limited to users of your PPM Center instance.
*Show Notes	Indicate whether or not to show notes.
Release Team	Select a release team. Choices are limited to those release teams available on your PPM Center instance.
*Include Closed Releases	Indicate whether or not to show closed releases.

Table 4-20. Release Detail report field descriptions (page 2 of 2)

Field Name (*Required)	Description
Package Group	Select a package group. Choices are limited to those package groups available on your PPM Center instance.
Description	Specify a string that must be included in the description. Type any alphanumeric string (up to 200 characters in length).
Creation Date From	Select the starting date. The report will include only releases created on or after this date.
Creation Date To	Select the ending date. The report will include only releases created on or before this date.
Dist. Creation Date From	Select the starting date. The report will include only distributions created on or after this date.
Dist. Creation Date To	Select the ending date. The report will include only distributions created on or before this date.

Release Notes Report

This report shows all of the requests and packages in a release as well as their associations. You can use this report to create a list of bugs fixed and patches applied within a specific release.

This report is also useful when used to create a list of bugs fixed and patches applied within a specific release.

This report is restricted to users having a Deployment Management license.

Figure 4-21. Release Notes report fields

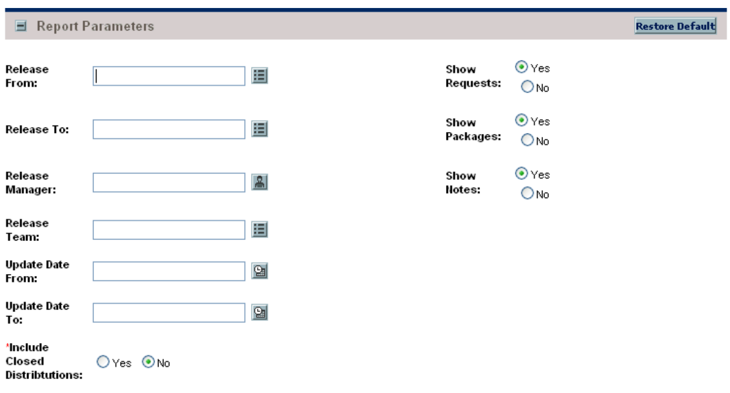


Table 4-21. Release Notes report field descriptions

Field Name (*Required)	Description
Release From	Select the starting release. The report will include only releases whose name is equal to or greater than this value. Choices are limited to those releases that are available on your PPM Center instance.
Show Requests	Indicate whether or not to show requests.
Release To	Select the ending release. The report will include only releases whose name is equal to or less than this value. Choices are limited to those releases that are available on your PPM Center instance.
Show Packages	Indicate whether or not to show packages.
Release Manager	Select a release manager. Choices are limited to users of your PPM Center instance.
Show Notes	Indicate whether or not to show notes.
Release Team	Select a release team. Choices are limited to those release team available on your PPM Center instance.
Update Date From	Select the starting date. The report will include only releases updated on or after this date.
Update Date To	Select the ending date. The report will include only releases updated on or before this date.
*Include Closed Distribtutions	Indicate whether or not to show closed distributions.

5 Demand Management Reports

Contact Detail Report

This report is primarily a request manager tool. Use this report to query the contacts already specified in the Demand Management system that are available for adding and updating requests.

This report is restricted to users having a Demand Management license.

Figure 5-1. Contact Detail report fields

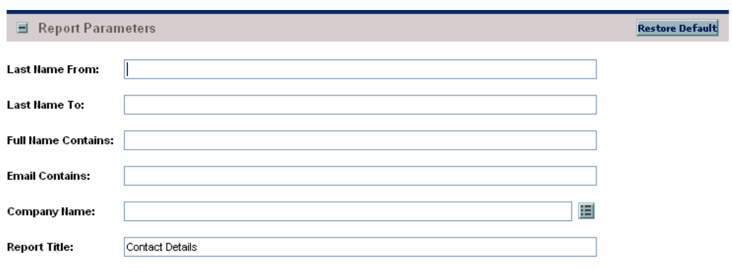


Table 5-1. Contact Detail report field descriptions

Field Name	Description
Last Name From	Specify the starting last name. The report will include only contacts whose last names are equal to or greater than this value. Type any alphanumeric string (up to 200 characters in length).
Last Name To	Specify the ending last name. The report will include only contacts whose last names are equal to or less than this value. Type any alphanumeric string (up to 200 characters in length).
Full Name Contains	Specific a string that must be included in the full name. Type any alphanumeric string (up to 200 characters in length).
Email Contains	Specify a string that must be included in the email address. Type any alphanumeric string (up to 200 characters in length).
Company Name	Specify one or more companies. Choices are limited to companies available on your PPM Center instance.
Report Title	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).

Demand Creation History Report

Use this report to show the history of demand creation for a specified demand set. Demand can be grouped by any of the demand set fields, and further filtered by specific values of those fields.

This report is restricted to users having a Demand Management license.

Figure 5-2. Demand Creation History report fields

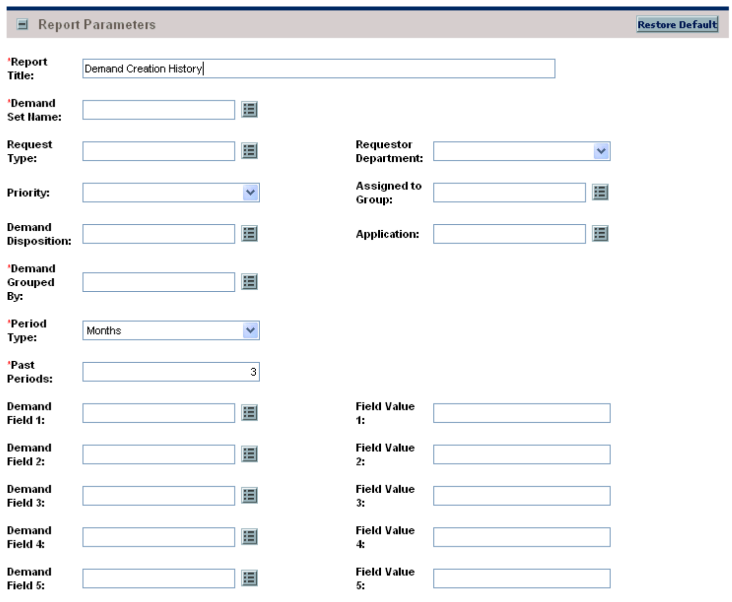


Table 5-2. Demand Creation History report field descriptions (page 1 of 2)

Field Name (*Required)	Description
*Report Title	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).
*Demand Set Name	Select a demand set. Choices are limited to demand sets available on your PPM Center instance.
Request Type	Select one or more request types. Choices are limited to request types available on your PPM Center instance.
Requestor Department	Select a department. Choices are limited to departments available on your PPM Center instance.
Priority	Select a priority. Choices include: • Low • Normal • High • Critical
Assigned to Group	Select one or more security groups. Choices are limited to security groups available on your PPM Center instance.
Demand Disposition	Select one or more dispositions. Choices include: • Satisfied • Backlog • New • Scheduled • Rejected
Application	Select one or more applications. Choices are limited to applications available on your PPM Center instance.

Table 5-2. Demand Creation History report field descriptions (page 2 of 2)

Field Name (*Required)	Description
*Demand Grouped By	The report will include only the demand set grouped by this demand field. Choices are limited to demand fields available on your PPM Center instance.
*Period Type	Select a time period. Choices include: • Months • Weeks
*Past Periods	Specify the number of historic periods of the type you selected in the **Period Type** list. Type any integer (in the range of -150 to 150).
Demand Field 1–5	Select these demand fields. Choices are limited to demand fields available on your PPM Center instance.
Field Value 1–5	Select the field values that correspond to the demand fields you selected. Type any alphanumeric string (up to 40 characters in length). This value should exactly match the visible field. For Yes/No options, type **`Y`** for yes and **`N`** for no.

Historical SLA Violations Report

Use this report to show the history of SLA violations for a specified demand set. Demand that has violated SLA can be grouped by any of the demand set fields, and further filtered by specific values of those fields.

This report is restricted to users having a Demand Management license.

Figure 5-3. Historical SLA Violations report fields

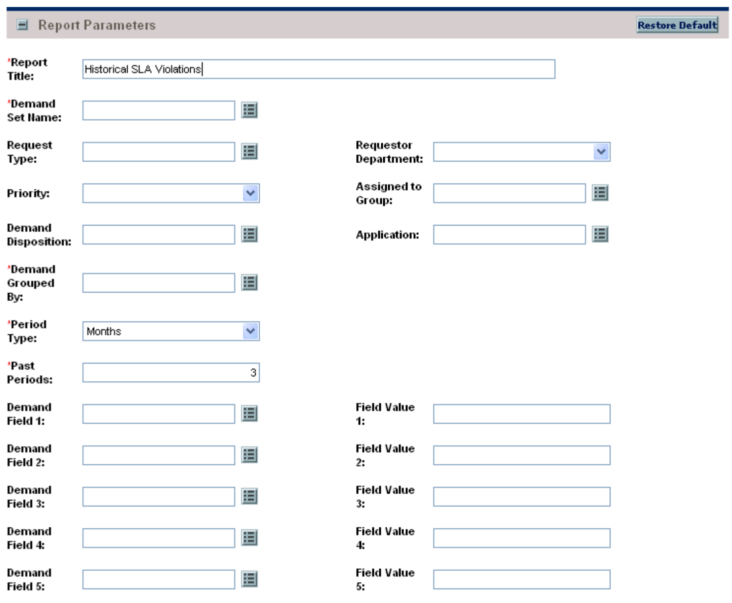


Table 5-3. Historical SLA Violations report field descriptions (page 1 of 2)

Field Name (*Required)	Description
*Report Title	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).
*Demand Set Name	Select a demand set. Choices are limited to demand sets available on your PPM Center instance.
Request Type	Select one or more request types. Choices are limited to request types available on your PPM Center instance.
Requestor Department	Select a department. Choices are limited to departments available at your site.
Priority	Select one or more priorities. Choices include: • Low • Normal • High • Critical
Assigned to Group	Select one or more security groups. Choices are limited to security groups available on your PPM Center instance.
Demand Disposition	Select one or more dispositions. Choices include: • Satisfied • Backlog • New • Scheduled • Rejected
Application	Select one or more applications. Choices are limited to applications available on your PPM Center instance.

Table 5-3. Historical SLA Violations report field descriptions (page 2 of 2)

Field Name (*Required)	Description
*Demand Grouped By	Select a demand set grouping. Choices are limited to demand fields available on your PPM Center instance.
*Period Type	Select a time period. Choices include: • Months • Weeks
*Past Periods	Specify the number of historic periods of the type you selected from the **Period Type** list. Type any integer (in the range of -9,999,999,999 to 9,999,999,999 and without a comma separator).
Demand Field 1–5	Specify these demand fields. Choices are limited to demand fields available on your PPM Center instance.
Field Value 1–5	Select the field values that correspond to the demand fields you selected. Type any alphanumeric string (up to 40 characters in length). This value should exactly match the visible field. For Yes/No options, type **`Y`** for yes and **`N`** for no.

MAC - Change Summary Report

Use this report to obtain a list of requests for change (RFCs) that have been implemented, grouped by change category.

This report is restricted to users having a Demand Management license.

Figure 5-4. MAC - Change Summary report fields

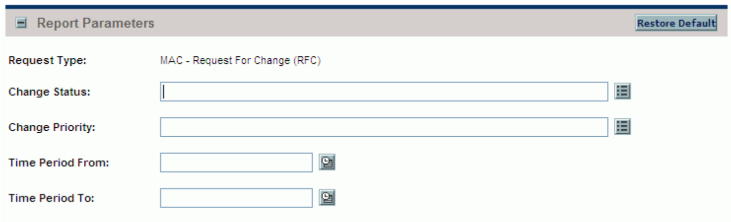


Table 5-4. MAC - Change Summary report field descriptions

Field Name	Description
Request Type	(Read-only) Preset to **MAC - Request For Change (RFC).**
Change Status	The status of the change request.
Change Priority	The priority of the change request.
Time Period From	The earliest date the RFCs were created.
Time Period To	The latest date the RFCs were created.

MAC - Forward Schedule of Changes for RFC Report

This is a key report used in the change management process. The output of this report is a list of all the RFCs that are scheduled to be implemented.

This report is restricted to users having a Demand Management license.

Figure 5-5. MAC - Forward Schedule of Changes for RFC report fields

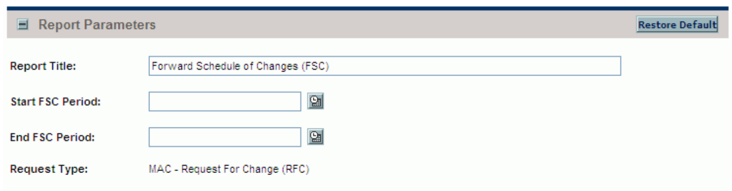


Table 5-5. MAC - Forward Schedule of Changes for RFC report field descriptions

Field Name	Description
Report Title	The title of the report.
Start FSC Period	The earliest start date of the scheduled RFCs.
End FSC Period	The latest start date of the scheduled RFCs.
Request Type	(Read-only) Preset to **MAC - Request For Change (RFC).**

MAC - Forward Schedule of Releases Report

This is a key report used in the release management process. The output of this report is a list of all releases that are scheduled to be implemented into the LIVE environment.

This report is restricted to users having a Demand Management license.

Figure 5-6. MAC - Forward Schedule of Releases report fields

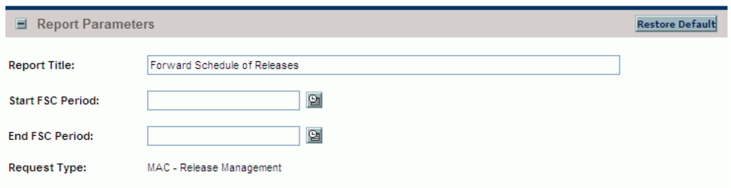


Table 5-6. MAC - Forward Schedule of Releases report field descriptions

Field Name	Description
Report Title	The title of the report.
Start FSC Period	Searches for releases created after the specified FSC date.
End FSC Period	Searches for releases created before the specified FSC date.
Request Type	(Read-only) Preset to **MAC - Release Management.**

MAC - Release Content Report

This report provides a list of RFCs that have been incorporated into a release.

This report is restricted to users having a Demand Management license.

Figure 5-7. MAC - Release Content report fields

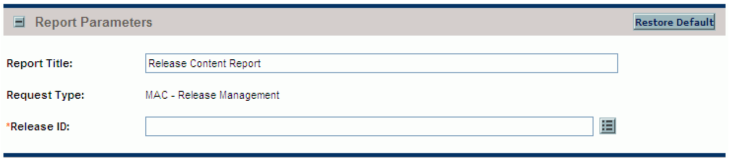


Table 5-7. MAC - Release Content report field descriptions

Field Name	Description
Report Title	The title of the report.
Request Type	(Read-only) Preset to **MAC - Release Management.**
*Release ID	Specify the release whose contents you want to list.

MAC - Release Summary Report

The MAC - Release Summary report provides a list of releases that have been implemented.

This report is restricted to users having a Demand Management license.

Figure 5-8. MAC - Release Summary report fields

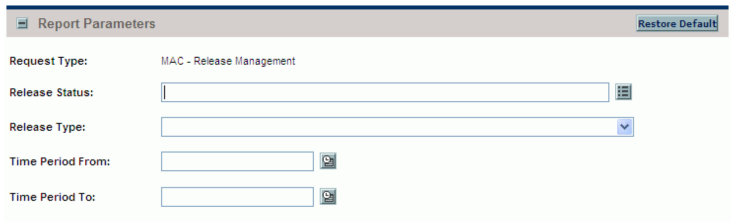


Table 5-8. MAC - Release Summary report field descriptions

Field Name	Description
Request Type	(Read-only) Preset to **MAC - Release Management.**
Release Status	Searches for releases with the specified statuses.
Release Type	Searches for releases of a specific type.
Time Period From	Searches for releases created after the specified date.
Time Period To	Searches for releases created before the specified date.

Request Detail (Filter by Custom Fields) Report

This report is similar to the Request Detail report except that requests can be filtered by values in custom fields. Once the request type is specified for the report, select up to four custom fields for that request type. Run the report for specific values for each of those fields.

This report is restricted to users having a Demand Management license.

Figure 5-9. Request Detail (Filter by Custom Fields) report fields

Table 5-9. Request Detail (Filter by Custom Fields) report field descriptions (page 1 of 4)

Field Name (*Required)	Description
Request Numbers	Select one or more request numbers. Choices are limited to those request numbers available on your PPM Center instance.
*Include Closed Requests	Indicate whether or not to include closed requests.
*Request Type	Select a request type. Choices are limited to those request types available on your PPM Center instance.
Status	Select one or more statuses. Choices are limited to those statuses available on your PPM Center instance.
Priority	Select one or more priorities. Choices are limited to those priorities available on your PPM Center instance.
Assigned To	Select one or more users. Choices are limited to users of your PPM Center instance.
Assigned To Group	Select one or more security groups. Choices are limited to those security groups available on your PPM Center instance.
Created By	Select one or more users. Choices are limited to users of your PPM Center instance.
Request Sub Type	Select one or more subtypes of the specified **Request Type.** Choices are limited to those request subtypes available on your PPM Center instance.
Department	Select one or more departments. Choices are limited to those departments available on your PPM Center instance.

Table 5-9. Request Detail (Filter by Custom Fields) report field descriptions (page 2 of 4)

Field Name (*Required)	Description
Application	Select one or more applications. Choices are limited to those applications available on your PPM Center instance.
Workflow	Select one or more workflows. Choices are limited to those workflows available on your PPM Center instance.
Request Group	Select one or more request groups. Choices are limited to those request groups available on your PPM Center instance.
Contact	Select one or more contacts. Choices are limited to those contacts available on your PPM Center instance.
Company Name	Select one or more companies. Choices are limited to those companies available on your PPM Center instance.
Creation Date From	Select the starting date. The report will include only those requests created on or after this date.
Creation Date To	Select the ending date. The report will include only those requests created on or before this date.
Last Update Date From	Select the starting date. The report will include only those requests updated on or after this date.
Last Update Date To	Select the ending data. The report will include only requests updated on or before this date.
Description Contains	Specify the string that must appear in the description. Type any alphanumeric string (up to 200 characters in length).
Field Prompt 1–4	Select these field prompts. Choices are limited to those field prompts available on your PPM Center instance.

Table 5-9. Request Detail (Filter by Custom Fields) report field descriptions (page 3 of 4)

Field Name (*Required)	Description
Field Value 1–4	Select these corresponding field prompt values. Type any alphanumeric string (up to 200 characters in length). This value should exactly match the visible field. For Yes/No options, type **Y** for yes and **N** for no.
Report Title	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).
*Order By	Select the sort criteria. Choices include: • Request Number • Application • Assigned To • Created By • Creation Date • Department • Last Updated Date • Priority • Request Group • Request Sub Type • Request Type • Status
*Show Header Fields	Indicate whether or not to show header fields.
*Show Detail Fields	Indicate whether or not to show details (custom fields).
*Hide Prompts For Empty Fields	Indicate whether or not to hide prompts for empty fields.
*Show Contents of Table Fields	Indicate whether or not to show the contents of table component fields.
*Show Field Audit History	Indicate whether or not to show the transaction history.

Table 5-9. Request Detail (Filter by Custom Fields) report field descriptions (page 4 of 4)

Field Name (*Required)	Description
*Show Notes	Indicate whether or not to show notes.
*Filter Notes	Indicate the scope of the notes. Choices include: • Show all notes • Show only user notes
*Show Status	Indicate whether or not to show workflow steps and their current status.
*Show References	Indicate whether or not to show references.

Request Detail Report

This report provides information about requests using a number of selection criteria. For each request, the report displays:

- All notes attached to the request
- Current status of the request
- Listing of future steps
- All populated detail fields for the request
- Requests assigned to a user
- Requests ready for review
- All new requests that need to be tracked

This report is restricted to users having a Demand Management license.

Figure 5-10. Request Detail report fields

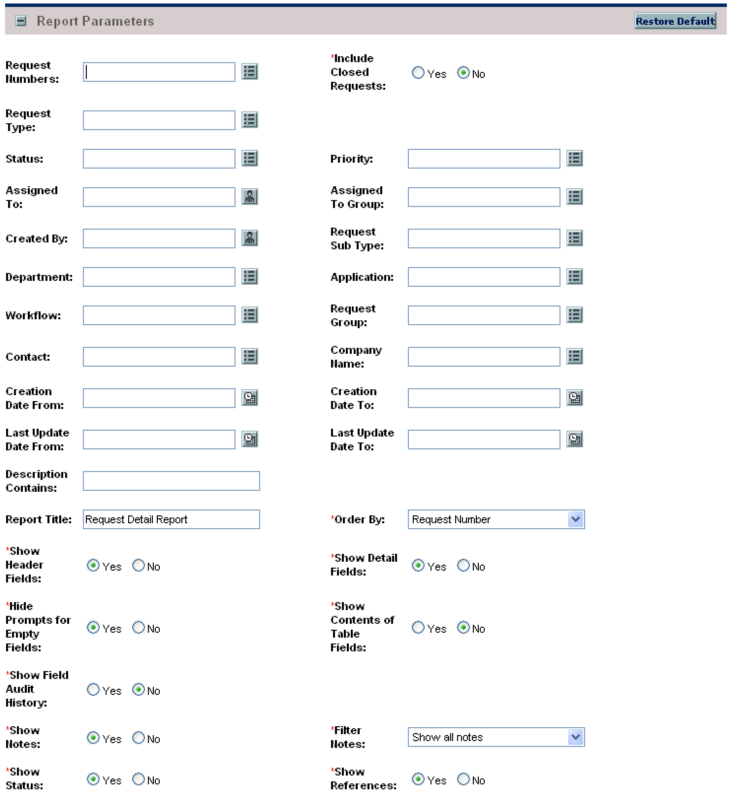


Table 5-10. Request Detail report field descriptions (page 1 of 4)

Field Name (*Required)	Description
Request Numbers	Select one or more request numbers. Choices are limited to those request numbers available on your PPM Center instance.
*Include Closed Requests	Indicate whether or not to include closed requests.
Request Type	Select one or more request types. Choices are limited to those request types available on your PPM Center instance.
Status	Select one or more statuses. Choices are limited to those statuses available on your PPM Center instance.

Table 5-10. Request Detail report field descriptions (page 2 of 4)

Field Name (*Required)	Description
Priority	Select one or more priorities. Choices are limited to those priorities available on your PPM Center instance.
Assigned To	Select one or more users. Choices are limited to users of your PPM Center instance.
Assigned To Group	Select one or more security groups. Choices are limited to those security groups available on your PPM Center instance.
Created By	Select one or more users. Choices are limited to users of your PPM Center instance.
Request Sub Type	Select one or more subtypes of the specified **Request Type.** Choices are limited to those request subtypes available on your PPM Center instance.
Department	Select one or more departments. Choices are limited to those departments available on your PPM Center instance.
Application	Select one or more applications. Choices are limited to those applications available on your PPM Center instance.
Workflow	Select one or more workflows. Choices are limited to those workflows available on your PPM Center instance.
Request Group	Select one or more request groups. Choices are limited to those request groups available on your PPM Center instance.
Contact	Select one or more contacts. Choices are limited to those contacts available on your PPM Center instance.

Table 5-10. Request Detail report field descriptions (page 3 of 4)

Field Name (*Required)	Description
Company Name	Select one or more companies. Choices are limited to those companies available on your PPM Center instance.
Creation Date From	Select the starting date. The report will include only those requests created on or after this date.
Creation Date To	Select the ending date. The report will include only those requests created
Last Update Date From	Select the starting date. The report will include only those requests updated on or after this date.
Last Update Date To	Select the ending date. The report will include only requests updated on or before this date.
Description Contains	Specify the string that must be included in the description. Type any alphanumeric string (up to 200 characters in length).
Report Title	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).
*Order By	Select the sort criteria. Choices include: • Request Number • Application • Assigned To • Created By • Creation Date • Department • Last Updated Date • Priority • Request Group • Request Sub Type • Request Type • Status

Table 5-10. Request Detail report field descriptions (page 4 of 4)

Field Name (*Required)	Description
*Show Header Fields	Indicate whether or not to show the header field
*Show Detail Fields	Indicate whether or not to show details (custom fields).
*Hide Prompts for Empty Fields	Indicate whether or not to hide the prompts for empty fields.
*Show Contents of Table Fields	Indicate whether or not to show the contents of table component fields.
*Show Field Audit History	Indicate whether or not to show the transaction history.
*Show Notes	Indicate whether or not to show notes.
*Filter Notes	Indicates the scope of the notes to show. Choices include: • Show all notes • Show only user notes
*Show Status	Indicate whether or not to show workflow steps and their current status.
*Show References	Indicate whether or not to show references.

Request History Report

This report lists the complete workflow and field change history for each selected Request. For each request, this report provides the following details on each change in the status of each workflow step:

- Date and time the status changed
- Person who caused the change
- New status of that step

You can view data changes for fields that have been configured to have transaction history auditing. Use this report for auditing the transaction history of individual requests.

This report is restricted to users who have a Demand Management license.

Figure 5-11. Request History report fields

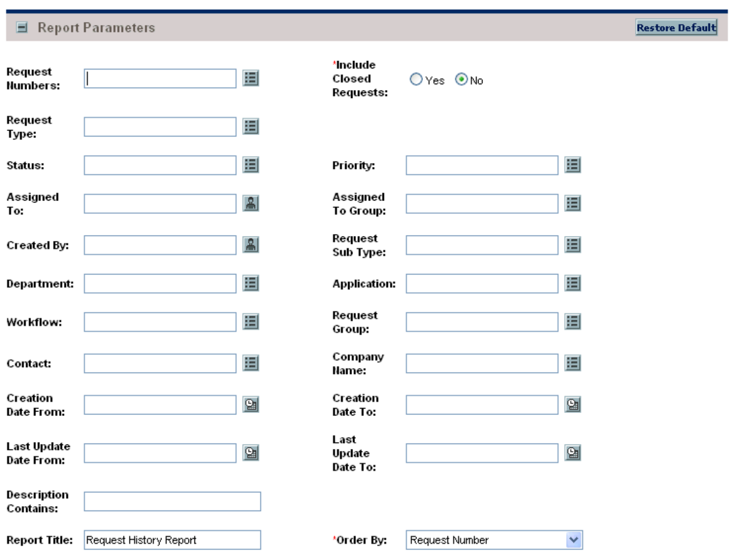


Table 5-11. Request History report field descriptions (page 1 of 3)

Field Name (*Required)	Description
Request Numbers	Select one or more request numbers. Choices are limited to those request numbers available on your PPM Center instance.
*Include Closed Requests	Indicate whether or not to include requests with completed workflows.
Request Type	Select one or more request types. Choices are limited to those request types available on your PPM Center instance.
Status	Select one or more statuses. Choices are limited to those statuses available on your PPM Center instance.
Priority	Select one or more priorities. Choices are limited to those priorities available on your PPM Center instance.
Assigned To	Select one or more users. Choices are limited to users of your PPM Center instance.
Assigned To Group	Select one or more security groups. Choices are limited to those security groups available on your PPM Center instance.
Created By	Select one or more users. Choices are limited to users of your PPM Center instance.
Request Sub Type	Select one or more subtypes of the specified **Request Type.** Choices are limited to those request subtypes available on your PPM Center instance.
Department	Select one or more departments. Choices are limited to those departments available on your PPM Center instance.

Table 5-11. Request History report field descriptions (page 2 of 3)

Field Name (*Required)	Description
Application	Select one or more applications. Choices are limited to those applications available on your PPM Center instance.
Workflow	Select one or more workflows. Choices are limited to those workflows available on your PPM Center instance.
Request Group	Select one or more request groups. Choices are limited to those request groups available on your PPM Center instance.
Contact	Select one or more contacts. Choices are limited to those contacts available on your PPM Center instance.
Company Name	Select one or more companies. Choices are limited to those companies available on your PPM Center instance.
Creation Date From	Select the starting date. The report will include only those requests created on or after this date.
Creation Date To	Select the ending date. The report will include only those requests created on or before this date.
Last Update Date From	Select the starting date. The report will include only requests those updated on or after this date.
Last Update Date To	Select the ending date. The report will include only those requests updated on or before this date.

Table 5-11. Request History report field descriptions (page 3 of 3)

Field Name (*Required)	Description
Description Contains	Specify the string that must be included in the description. Type any alphanumeric string (up to 200 characters in length).
Report Title	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).
*Order By	Select the sort criteria. Choices include: • Application • Assigned To • Created By • Creation Date • Department • Last Updated Date • Priority • Request Group • Request Number • Request Type • Request Sub Type • Status

Request Quick View Report

This report lists a quick summary of open and closed requests, breaking down the requests by priority. The report also shows the request activity for the current week (using a Sunday to Saturday week) such as requests opened and requests closed. The report can also show selected request information for each open request, allowing managers to view both a summary view on request activity and drill down into request details.

This report is restricted to users having a Demand Management license.

Figure 5-12. Request Quick View report fields

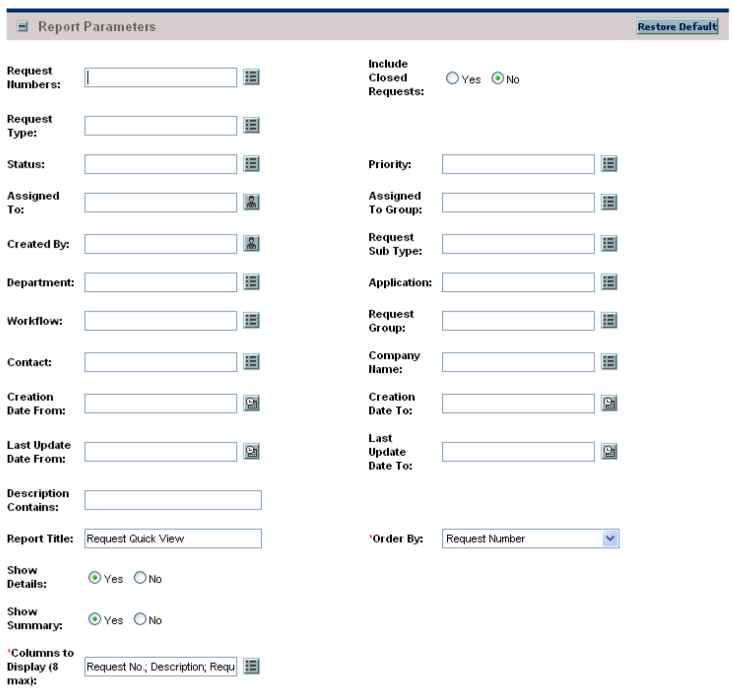


Table 5-12. Request Quick View report field descriptions (page 1 of 3)

Field Name (*Required)	Description
Request Numbers	Specify one or more request numbers. Choices are limited to those request numbers available on your PPM Center instance.
Include Closed Requests	Indicate whether or not to include closed requests.
Request Type	Select one or more request types. Choices are limited to those request types available on your PPM Center instance.
Status	Select one or more statuses. Choices are limited to those statuses available on your PPM Center instance.
Priority	Select one or more priorities. Choices are limited to those priorities available on your PPM Center instance.
Assigned To	Select one or more users. Choices are limited to users of your PPM Center instance.
Assigned To Group	Select one or more security groups. Choices are limited to those security groups available on your PPM Center instance.
Created By	Select one or more users. Choices are limited to users of your PPM Center instance.
Request Sub Type	Select one or more subtypes of the specified **Request Types.** Choices are limited to those request subtypes available on your PPM Center instance.
Department	Select one or more departments. Choices are limited to those departments available on your PPM Center instance.

Table 5-12. Request Quick View report field descriptions (page 2 of 3)

Field Name (*Required)	Description
Application	Select one or more applications. Choices are limited to those applications available on your PPM Center instance.
Workflow	Select one or more workflows. Choices are limited to those workflows available on your PPM Center instance.
Request Group	Select one or more request groups. Choices are limited to those request groups available on your PPM Center instance.
Contact	Select one or more contacts. Choices are limited to those contacts available on your PPM Center instance.
Company Name	Select one or more companies. Choices are limited to those companies available on your PPM Center instance.
Creation Date From	Select the starting date. The report will include only those requests created on or after this date.
Creation Date To	Select the ending date. The report will include only those requests created on or before this date.
Last Update Date From	Select the starting date. The report will include only those requests updated on or after this date.
Last Update Date To	Select the ending date. The report will include only those requests updated on or before this date.
Description Contains	Specify the string that must be included in the description. Type any alphanumeric string (up to 200 characters in length).
Report Title	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).

Table 5-12. Request Quick View report field descriptions (page 3 of 3)

Field Name (*Required)	Description
*Order By	Select the sort criteria: Choices include: • Request Number • Created By • Creation Date • Priority • Request Type • Status • Description • Assigned User
*Show Details	Indicate whether or not to show details.
Show Summary	Indicate whether or not to show the summary.
*Columns to Display (8 max)	Select one to eight columns of information. Choices are limited to those columns available on your PPM Center instance.

Request Summary (Filter by Custom Fields) Report

This report is similar to the Request Summary report except that requests can be filtered by values in custom fields. Once the request type is specified for the report, select up to four of the custom fields for that request type. Run the report for specific values for each of those fields.

This report is restricted to users having a Demand Management license.

Figure 5-13. Request Summary (Filter by Custom Fields) report fields

Table 5-13. Request Summary (Filter by Custom Fields) report field descriptions (page 1 of 4)

Field Name (*Required)	Description
Request Numbers	Select one or more request numbers. Choices are limited to those request numbers available on your PPM Center instance.
*Include Closed Requests	Indicate whether or not to include closed requests.
Request Type	Select a request type. Choices are limited to those request types available on your PPM Center instance.
Status	Select one or more statuses. Choices are limited to those statuses available on your PPM Center instance.
Priority	Select one or more priorities. Choices are limited to those priorities available on your PPM Center instance.
Assigned To	Select one or more users. Choices are limited to users of your PPM Center instance.
Assigned To Group	Select one or more security groups. Choices are limited to those security groups available on your PPM Center instance.
Created By	Select one or more users. Choices are limited to users of your PPM Center instance.
Request Sub Type	Select one or more subtypes of the specified **Request Types.** Choices are limited to those request subtypes available on your PPM Center instance.
Department	Select one or more departments. Choices are limited to those departments available on your PPM Center instance.

Table 5-13. Request Summary (Filter by Custom Fields) report field descriptions (page 2 of 4)

Field Name (*Required)	Description
Application	Select one or more applications. Choices are limited to those applications available on your PPM Center instance.
Workflow	Select one or more workflows. Choices are limited to those workflows available on your PPM Center instance.
Request Group	Select one or more request groups. Choices are limited to those request groups available on your PPM Center instance.
Contact	Select one or more contacts. Choices are limited to those contacts available on your PPM Center instance.
Company Name	Select one or more companies. Choices are limited to those companies available on your PPM Center instance.
Creation Date From	Select the starting date. The report will include only those requests created on or after this date.
Creation Date To	Select the ending date. The report will include only those requests created on or before this date.
Last Update Date From	Select the starting date. The report will include only those requests updated on or after this date.
Last Update Date To	Select the ending date. The report will include only those requests updated on or before this date.
Description Contains	Specify the string that must be included in the description. Type any alphanumeric string (up to 200 characters in length).
Field Prompt 1–4	Select these field prompts. Choices are limited to those field prompts available on your PPM Center instance.

Table 5-13. Request Summary (Filter by Custom Fields) report field descriptions (page 3 of 4)

Field Name (*Required)	Description
Field Value 1–4	Select these corresponding field prompt values. Type any alphanumeric string (up to 200 characters in length). This value should exactly match the visible field. For Yes/No options, type **Y** for yes and **N** for no.
Report Title	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).
*Group By	Select one or more sort criteria. Choices include: • Assigned Group • Assigned User • Company Name • Contact Email • Contact Name • Contact Phone • Created By • Created On • Department • Description • Last Updated On • Application • Priority • Request Group • Request Number • Request Sub Type • Request Type • Status • Days Open • Workflow • Percent Complete

Table 5-13. Request Summary (Filter by Custom Fields) report field descriptions (page 4 of 4)

Field Name (*Required)	Description
*Include Subtotals for First Group Column	Indicate whether or not to include subtotals for the first group.

Request Summary Report

This report displays the total counts for groups of requests matching the selection criteria. Selected requests can be grouped in up to five categories. For example, a report can display the counts for requests in each department/assigned user combination or for each department/application/priority combination.

This report is restricted to users having a Demand Management license.

Figure 5-14. Request Summary report fields

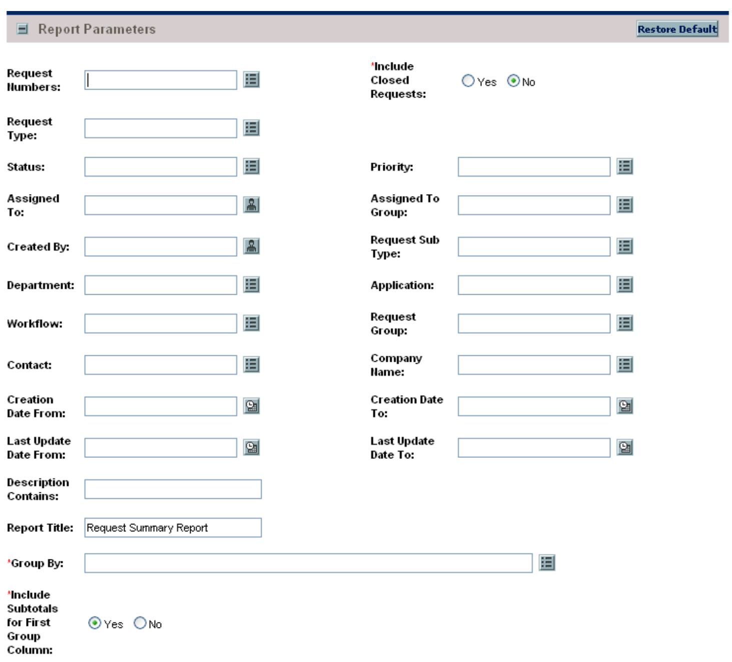


Table 5-14. Request Summary report field descriptions (page 1 of 3)

Field Name (*Required)	Description
Request Numbers	Select one or more request numbers. Choices are limited to those request numbers available on your PPM Center instance.
*Include Closed Requests	Indicate whether or not to include closed requests.
Request Type	Select one or more request types. Choices are limited to those request types available on your PPM Center instance.
Status	Select one or more statuses. Choices are limited to those statuses available on your PPM Center instance.
Priority	Select one or more priorities. Choices are limited to those priorities available on your PPM Center instance.
Assigned To	Select one or more users. Choices are limited to users of your PPM Center instance.
Assigned To Group	Select one or more security groups. Choices are limited to those security groups available on your PPM Center instance.
Created By	Select one or more users. Choices are limited to users of your PPM Center instance.
Request Sub Type	Select one or more subtypes of the specified **Request Types.** Choices are limited to those request subtypes available on your PPM Center instance.
Department	Select one or more departments. Choices are limited to those departments available on your PPM Center instance.

Table 5-14. Request Summary report field descriptions (page 2 of 3)

Field Name (*Required)	Description
Application	Select one or more applications. Choices are limited to those applications available on your PPM Center instance.
Workflow	Select one or more workflows. Choices are limited to those workflows available on your PPM Center instance.
Request Group	Select one or more request groups. Choices are limited to those request groups available on your PPM Center instance.
Contact	Select one or more contacts. Choices are limited to those contacts available on your PPM Center instance.
Company Name	Select one or more companies. Choices are limited to those companies available on your PPM Center instance.
Creation Date From	Select the starting date. The report will include only those requests created on or after this date.
Creation Date To	Select the ending date. The report will include only those requests created on or before this date.
Last Update Date From	Select the starting date. The report will include only those requests updated on or after this date.
Last Update Date To	Select the ending date. The report will include only requests updated on or before this date.
Description Contains	Specify the string that must be included in the description. Type any alphanumeric string (up to 200 characters in length).

Table 5-14. Request Summary report field descriptions (page 3 of 3)

Field Name (*Required)	Description
Report Title	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).
*Group By	Select one or more sort criteria. Choices include: • Assigned Group • Assigned User • Company Name • Contact Email • Contact Name • Contact Phone • Created By • Created On • Department • Description • Last Updated On • Application • Priority • Request Group • Request Number • Request Sub Type • Request Type • Status • Days Open • Workflow • Percent Complete
*Include Subtotals for First Group Column	Indicate whether or not to include subtotals for the first group.

Satisfied Demand History Report

Use this report to show the history of demand that has been satisfied for a specified demand set. Demand can be grouped by any of the demand set fields, and further filtered by specific values of those fields.

This report is restricted to users having a Demand Management license.

Figure 5-15. Satisfied Demand History report fields

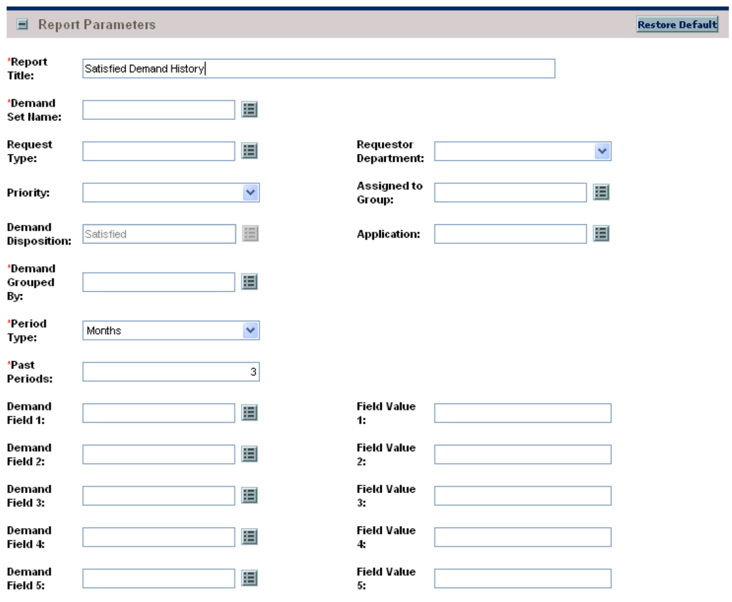


Table 5-15. Satisfied Demand History report field descriptions (page 1 of 2)

Field Name (*Required)	Description
Report Title	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).
*Demand Set Name	Select a demand set. Choices are limited to those demand sets available on your PPM Center instance.
Request Type	Select one or more request types. Choices are limited to those request types available on your PPM Center instance.
Requestor Department	Select a department. Choices are limited to those departments available at your site.
Priority	Select one or more priorities. Choices include: • Low • Normal • High • Critical
Assigned to Group	Select one or more security groups. Choices are limited to those PPM Center security groups available on your PPM Center instance.
Demand Disposition	Read-only field.
Application	Select one or more applications. Choices are limited to those applications a available on your PPM Center instance.
Demand Grouped By	Select a demand set grouping. Choices are limited to those demand fields available on your PPM Center instance.

Table 5-15. Satisfied Demand History report field descriptions (page 2 of 2)

Field Name (*Required)	Description
Period Type	Specify the time period. Choices include: • Months • Weeks
Past Periods	Specify the number of historic periods of **Period Type.** Type any integer (in the range of -9,999,999,999 to 9,999,999,999 and without a comma separator).
Demand Field 1–5	Select these demand fields. Choices are limited to those demand fields available on your PPM Center instance.
Field Value 1–5	Select these corresponding demand field values. Type any alphanumeric string (up to 40 characters in length). This value should exactly match the visible field. For Yes/No options, type **`Y`** for yes and **`N`** for no.

6 Project Management Reports

Baseline Comparison Report

This report compares a project's schedule to a baseline or compares two baselines.

This report is restricted to users having a Project Management license.

Figure 6-1. Baseline Comparison report fields

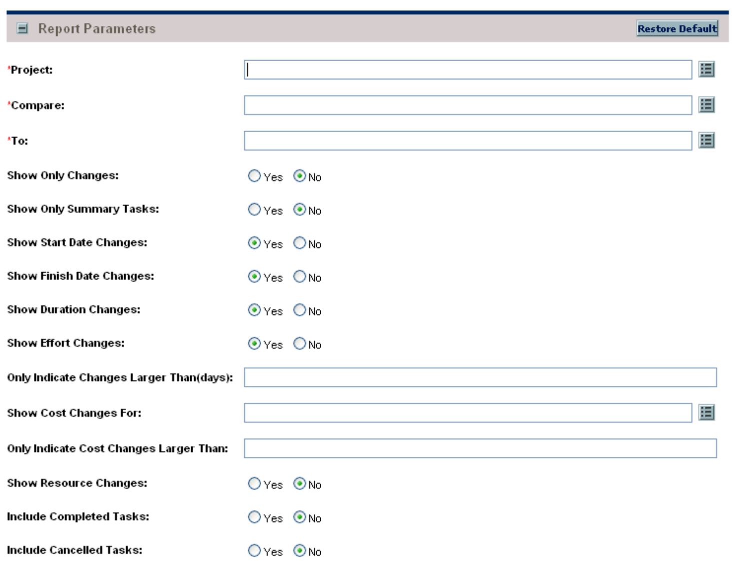


Table 6-1. Baseline Comparison report field descriptions (page 1 of 2)

Field Name (*Required)	Description
*Project	Select a project. Choices are limited to those projects available on your PPM Center instance.
*Compare	Select a baseline or work plan from this project. Choices are limited to those work plans or baselines available on your PPM Center instance.
*To	Select another baseline or work plan from this project. Choices are limited to those projects or baselines available on your PPM Center instance.
Show Only Changes	Indicate whether or not to show changes only. Use this when you want to view only the differences between the entities.
Show Only Summary Tasks	Indicate whether or not to show summary tasks only.
Show Start Date Changes	Indicate whether or not to show changes in task start dates.
Show Finish Date Changes	Indicate whether or not to show changes in task finish dates.
Show Duration Changes	Indicate whether or not to show changes in task durations.
Show Effort Changes	Indicate whether or not to show changes in task effort.

Table 6-1. Baseline Comparison report field descriptions (page 2 of 2)

Field Name (*Required)	Description
Only Indicate Changes Later Than(days)	Specify the number of days that should be ignored. That is, changes smaller than the specified amount will not be shown. Type any integer (in the range of –999 to 9,999 and without a comma separator).
Show Cost Changes For	Select one or more cost categories. Choices include: • Planned Labor • Planned Non-Labor • Planned Cost • Planned Capital Cost • Planned Operating Cost
Only Indicate Cost Changes Larger Than	Specify the minimum cost changes to report upon. Type any integer (in the range of –999 to 9,9999 and without a comma separator).
Show Resource Changes	Indicate whether or not to compare tasks having resource changes.
Include Completed Tasks	Indicate whether or not to compare tasks having Completed status.
Include Cancelled Tasks	Indicate whether or not to compare tasks having Cancelled status.

Project Cost Breakdown Report

This report shows the costs for a project, and the activities with which the costs are associated. Totals include both labor and non-labor costs.

This report also appears in the Financial Management category.

This report is restricted to users having a Project Management license.

Figure 6-2. Project Cost Breakdown report fields

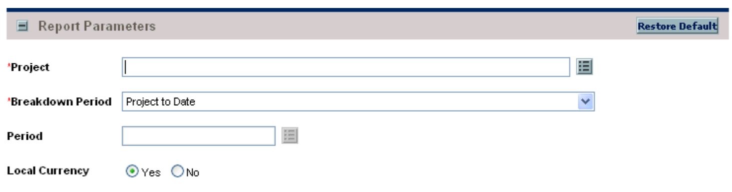


Table 6-2. Project Cost Breakdown report field descriptions

Field Name (*Required)	Description
*Project	Select one or more projects. Choices are limited to those projects available on your PPM Center instance.
*Breakdown Period	Select a breakdown period. Choices include: • **Project to Date.** Costs are displayed for the entire project(s). • **Month.** Costs are displayed for month and year specified in **Period.**
Period	If reporting on costs for a specific month, select the month and year. Choices are limited to those periods available on your PPM Center instance.
Local Currency	Indicate whether or not the costs should be displayed in local currency or in the PPM Center system base currency.

Project Cost Details Report

This report shows the cost details for select project work plans, grouped by labor and non-labor or operating categorizations.

This report also appears in the Financial Management category.

This report is restricted to users having a Project Management license.

Figure 6-3. Project Cost Details report fields

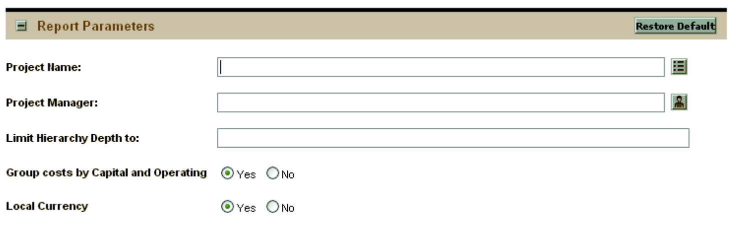


Table 6-3. Project Cost Details report field descriptions (page 1 of 2)

Field Name	Description
Project Name	Specify one or more projects. Choices are limited to those projects available on your PPM Center instance.
Project Manager	Select one or more project managers. This will limit the report results to only the selected project managers. Choices are limited to those users available on your PPM Center instance.

Table 6-3. Project Cost Details report field descriptions (page 2 of 2)

Field Name	Description
Limit Hierarchy Depth to	Specify the level of cost details to show. Type any integer (in the range of 0 to 999,999,999 and without a comma separator). Realistically, however, the range should be from 1 to 10. A depth of `1` will show costs at the work plan level.
Group costs by Capital and Operating	Indicate whether or not costs should be grouped as capital and operating. Choices include: • **Yes.** Costs are grouped as capital or operating. • **No.** Costs are grouped as labor and non-labor.
Local Currency	Indicate whether or not the costs should be displayed in local currency or in the PPM Center system base currency. Choices include: • **Yes.** Costs are displayed in local currency. • **No.** Costs are displayed in the PPM Center system base currency.

7 Time Management Reports

Actual Time Summary Report

This report summarizes actual time information provided in non-cancelled time sheets. Different parameters provide different views into the data—for example:

- The total time entered per resource for each time period
- The total time entered per project
- The total time entered in each given time period

This report is similar to the Time Sheet Summary Report, except it does not show work allocation budget information.

This report is restricted to users who have a Time Management license.

This report has been re-written in this version. Use of the earlier version should be discontinued and customized reports based on the earlier version should be re-implemented.

Figure 7-1. Actual Time Summary report fields

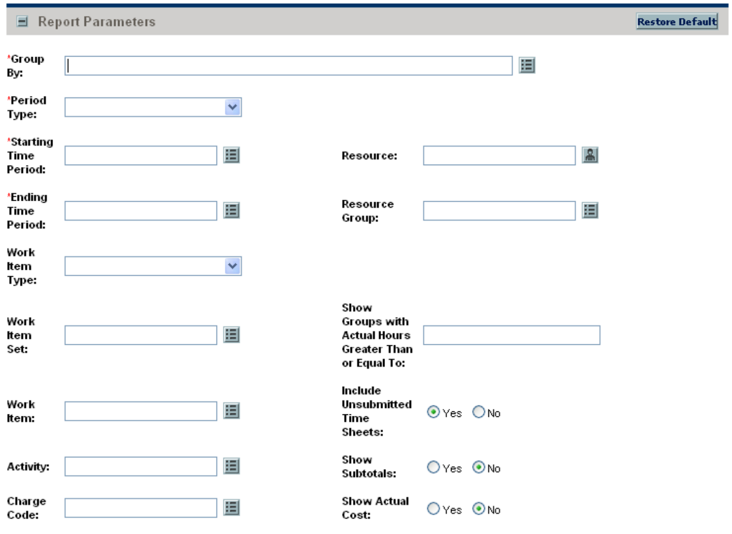


Table 7-1. Actual Time Summary report field descriptions (page 1 of 3)

Field Name (*Required)	Description
*Group By	Select one or more grouping criteria. Choices include: • Work Item Type • Work Item Set • Work Item • Activity • Resource • Time Period • Charge Code • Time Sheet #
*Period Type	Select a time period. Choices are limited to those period types available on your PPM Center instance.
*Starting Time Period	Select the starting date. Choices are limited to those date ranges available on your PPM Center instance.

Table 7-1. Actual Time Summary report field descriptions (page 2 of 3)

Field Name (*Required)	Description
Resource	Select one or more resources. Choices are limited to those resources available on your PPM Center instance.
*Ending Time Period	Select the ending date. Choices are limited to those date ranges available on your PPM Center instance.
Resource Group	Select one or more resource groups. Choices are limited to those resource groups available on your PPM Center instance.
Work Item Type	Select a work item type. Choices include: • Request • Package • Task • Misc
Work Item Set	Select a work item set. Choices are limited to those work item sets available on your PPM Center instance.
Show Groups with Actual Hours Greater Than or Equal To	Specify the minimum total actual hours of a group, where the grouping is specified in the Group By field. Type any integer (in the range of -9,999,999,999 to 9,999,999,999 and without a comma separator). This allows you to filter for the areas with large time charges.
Work Item	Select a work item. Choices are limited to those work items available on your PPM Center instance.
Include Unsubmitted Time Sheets	Indicate whether or not unsubmitted time sheets should be shown.

Table 7-1. Actual Time Summary report field descriptions (page 3 of 3)

Field Name (*Required)	Description
Activity	Select an activity. Choices are limited to those activities available on your PPM Center instance.
Show Subtotals	Indicate whether or not subtotals should be shown.
Charge Code	Select a charge code. Choices are limited to those charge codes available on your PPM Center instance.
Show Actual Cost	Indicate whether or not actual costs should be shown.

Delinquent Time Sheets

This report list the time sheets that are delinquent.

This report is restricted to users who have a Time Management license.

Figure 7-2. Delinquent Time Sheets fields

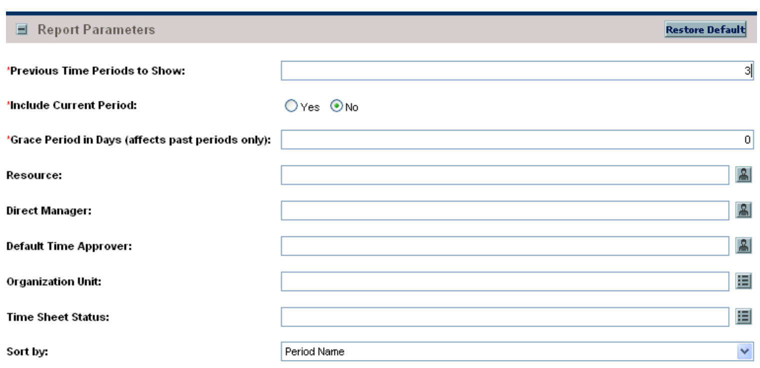


Table 7-2. Delinquent Time Sheets field descriptions

Field Name (*Required)	Description
*Previous Time Periods to Show	Specify the number of previous time periods to show. Type any numeric value (between 0 and 12).
*Include Current Period	Indicate whether or not to include the current time period.
*Grace Period in Days (affects past periods only)	Specify the number of days to include in the grace period. Type any numeric value (between 0 and 31).
Resource	Select one or more resources. Choices are limited to those resources available on your PPM Center instance.
Direct Manager	Select a manager. Choices are limited to those managerial resources available on your PPM Center instance.
Default Time Approver	Select a time approver. Choices are limited to those time approvers available on your PPM Center instance.
Organization Unit	Select an organization. Choices are limited to those organizations available on your PPM Center instance.
Time Sheet Status	Select a status. Choices are limited to those statuses available on your PPM Center instance.
Sort by	Select the sort criteria. Choices include: • Resource • Period Name

Time Sheet Details Report

This report summarizes multiple time sheets displays their details. The report displays the following information:

- Header information
- Daily time information
- Line information, for example, work item, actuals to date, charge code, activity information, and notes details

This report is restricted to users having a Time Management license.

Figure 7-3. Time Sheet Details report fields

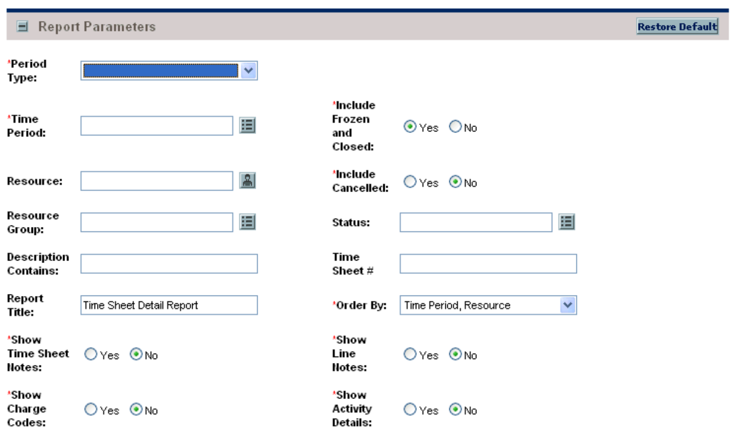


Table 7-3. Time Sheet Details report field descriptions (page 1 of 2)

Field Name (*Required)	Description
*Period Type	Select a time period. Choices are limited to those period types available on your PPM Center instance.
*Time Period	Select a time period. Choices are limited to those time periods available on your PPM Center instance.
Include Frozen and Closed	Indicate whether or not to include frozen and closed time sheets.
Resource	Select one or more resources. Choices are limited to those resources available on your PPM Center instance.
Include Cancelled	Indicate whether or not to include cancelled time sheets.
Resource Group	Select one or more resource groups. Choices are limited to those resource groups available on your PPM Center instance.
Status	Select a status. Choices are limited to those statuses available on your PPM Center instance.
Description Contains	Specify a description filter. Type any alphanumeric string (up to 200 characters in length).
Time Sheet #	Specify a time sheet number. Type any numeric value (between 0 and 999,999,999 and without a comma separator).
Report Title	Specify a unique name for the report. Type any alphanumeric string (up to 200 characters in length).

Table 7-3. Time Sheet Details report field descriptions (page 2 of 2)

Field Name (*Required)	Description
Order By	Select the sort criteria. Choices include: • Time Period, followed by Resource • Resource, followed by Time Period
Show Time Sheet Notes	Indicate whether or not to show the header notes.
Show Line Notes	Indicate whether or not to show the notes attached to each time sheet line.
Show Charge Codes	Indicate whether or not to show the charge codes.
Show Activity Details	Indicate whether or not to show activity details.

Time Sheet Summary Report

This report summarizes time information provided in non-cancelled time sheets. Different parameters provide different views into the data, for example:

- The total time entered per resource for time period
- The total time entered per project versus the budget for that project
- The total time entered in each give time period

This report is similar to the Actual Time Summary report except that this report shows work allocation budget information.

This report is restricted to users who have a Time Management license.

Figure 7-4. Time Sheet Summary report fields

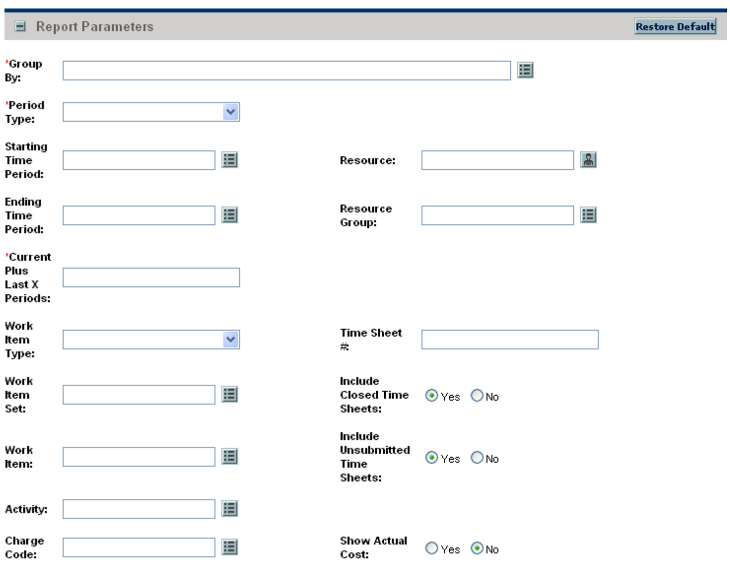


Table 7-4. Time Sheet Summary report field descriptions (page 1 of 2)

Field Name (*Required)	Description
*Group By	Select one or more grouping criteria. Choices include: • Work Item Type • Work Item Set • Work Item • Activity • Resource • Time Period • TIme Sheet # • Time Sheet Status
*Period Type	Select a time period. Choices are limited to those period types available on your PPM Center instance.
Starting Time Period	Select the starting date. Choices are limited to those date ranges available on your PPM Center instance.
Resource	Select one or more resources. Choices are limited to those resources available on your PPM Center instance.
Ending Time Period	Select the ending date. Choices are limited to those date ranges available on your PPM Center instance.
Resource Group	Select one or more resource groups. Choices are limited to those resource groups available on your PPM Center instance.
Current Plus Last <*X*> Periods	Specify the number of previous periods to include. Type any integer (in the range of -9,999,999,999 to 9,999,999,999 and without a comma separator).

Table 7-4. Time Sheet Summary report field descriptions (page 2 of 2)

Field Name (*Required)	Description
Work Item Type	Select a work item type. Choices include: • Request • Package • Task • Misc
Time Sheet #	Specify a time sheet number. Type any numeric value (between -999,999,999 and 999,999,999 and without a comma separator).
Work Item Set	Select a work item set. Choices are limited to those work items sets available on your PPM Center instance.
Include Closed Time Sheets	Indicate whether or not to include closed time sheets.
Work Item	Displays time sheets for a given set of work items (package, request, project, or task).
Include Unsubmitted Time Sheets	Indicate whether or not to include unsubmitted time sheets.
Activity	Select an activity. Choices are limited to those activities available on your PPM Center instance.
Charge Code	Select a charge code. Choices are limited to those charge codes available on your PPM Center instance.

Work Allocation Details Report

This report shows much of the same information shown on the Work Allocation definition page. This includes the:

- Allocation work item information
- Budget and actuals to date
- Charge code allocations
- Resource restrictions

This report also returns hyperlinks allowing modification of the work allocation (the Edit Work Allocations access grant is required).

This report is restricted to users having a Time Management license.

➤ This report also appears in the Resource Management category.

Figure 7-5. Work Allocation Details report fields

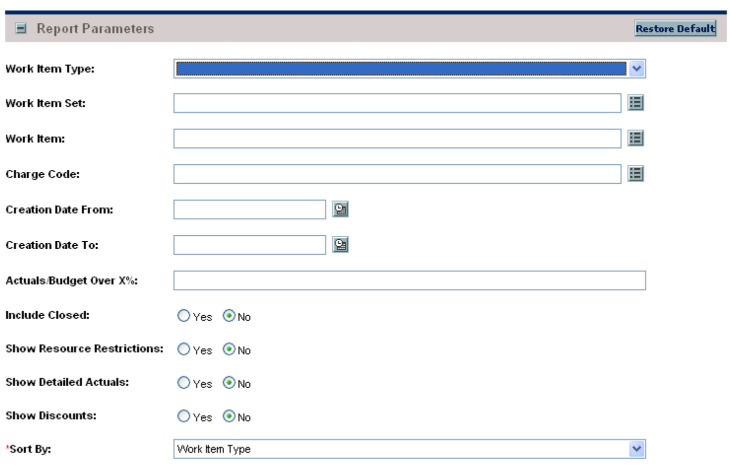


Table 7-5. Work Allocation Details report field descriptions (page 1 of 2)

Field Name (*Required)	Description
Work Item Type	Select a work item type. Choices include: • Request • Package • Task • Misc
Work Item Set	Select a work item set. Choices are limited to those work items sets available on your PPM Center instance.
Work Item	Specify a work item. Choices are limited to those work items available on your PPM Center instance.
Charge Code	Select a charge code. Choices are limited to those charge codes available on your PPM Center instance.
Creation Date From	Select the starting creation date. The report will include only work allocations created on or after this date.
Creation Date To	Select the ending creation date. The report will include only work allocations created on or before this date.
Actuals/Budget Over <*X*>%	Specify the minimum percentage for which you want to show work allocations with the actuals are close to (or over) budget.
Include Closed	Indicate whether or not to include closed work allocations.
Show Resource Restrictions	Indicate whether or not to include restricted resources and resource groups.

Table 7-5. Work Allocation Details report field descriptions (page 2 of 2)

Field Name (*Required)	Description
Show Detailed Actuals	Indicate whether or not to include the total actuals to date for the work allocation, as well as the breakdown of the actuals provided by each resource.
Show Discounts	Indicate whether or not to include the standard and billing discounts.
*Sort By	Select the sort criteria. Choices include: • Work Item Type • Work Item Set • Work Item • Original Budget (Hrs) • Current Budge (Hrs)

8 Report Types

Overview of the Report Type Workbench

Use the Report Type Workbench to configure report types. Report types define the reports that are available from the Submit New Report page. The definitions include such features as:

- What categories list the report
- What fields are displayed on the report submission page, and how they are constructed and validated
- Who can access and submit the report, including any required licenses or access grants
- Who can modify the report type
- What commands are actually executed when the report is submitted

Do not change the name of the Baseline Comparison report. Doing so disables the **Compare Baselines** button on the View Baselines page (accessible from the Project Overview page).

Using the Report Type Workbench

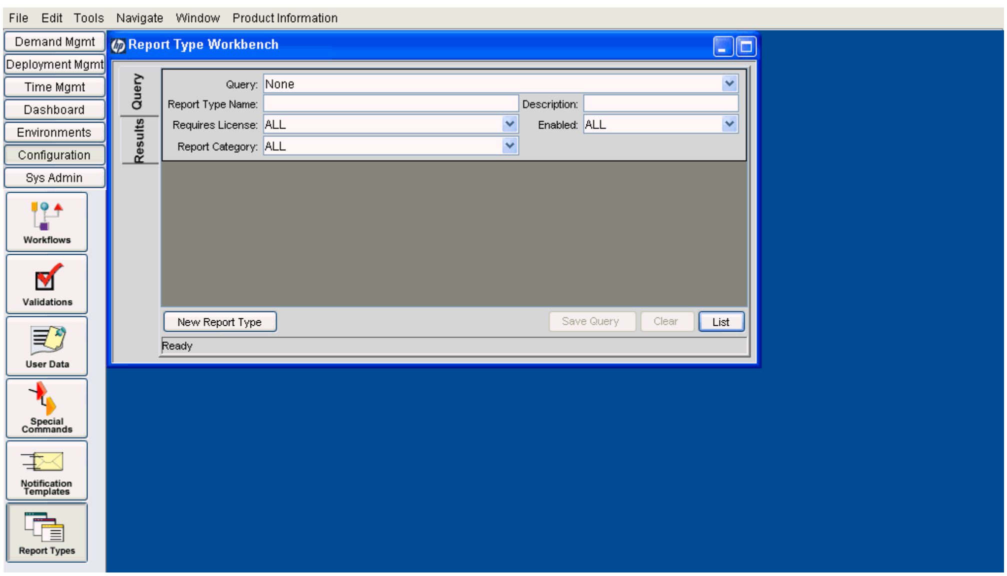
Logging On

To access the Report Type Workbench:

1. Log on to PPM Center.
2. From the menu bar, select **Administration > Open Workbench.**

   The PPM Workbench opens.
3. From the shortcut bar, select **Configuration > Report Types.**

   The Report Type Workbench opens.

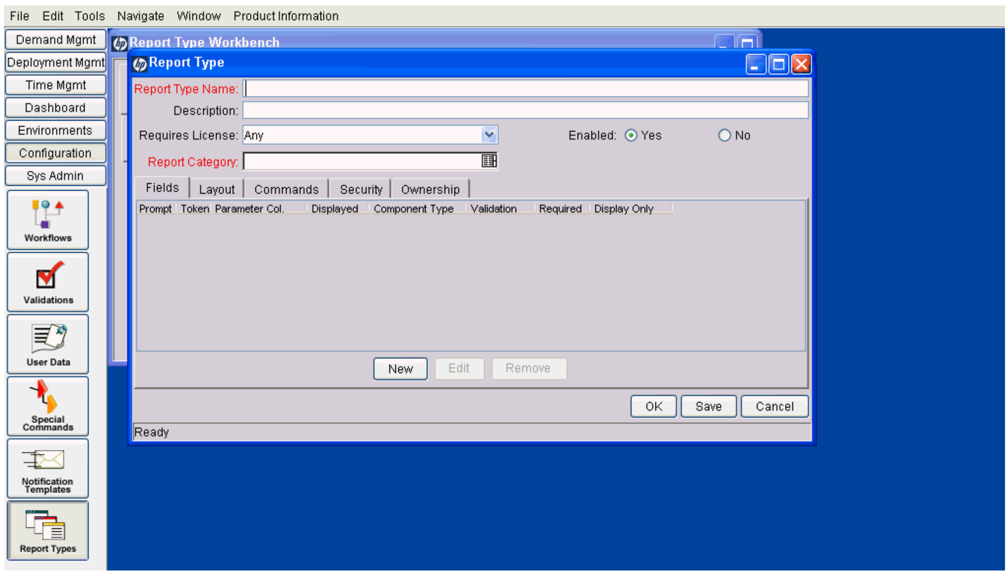


Creating an Entirely New Report Type

To define a new report type that is not based on any existing report type:

1. From the Report Type Workbench, click **New Report Type.**

   The Report Type window opens.



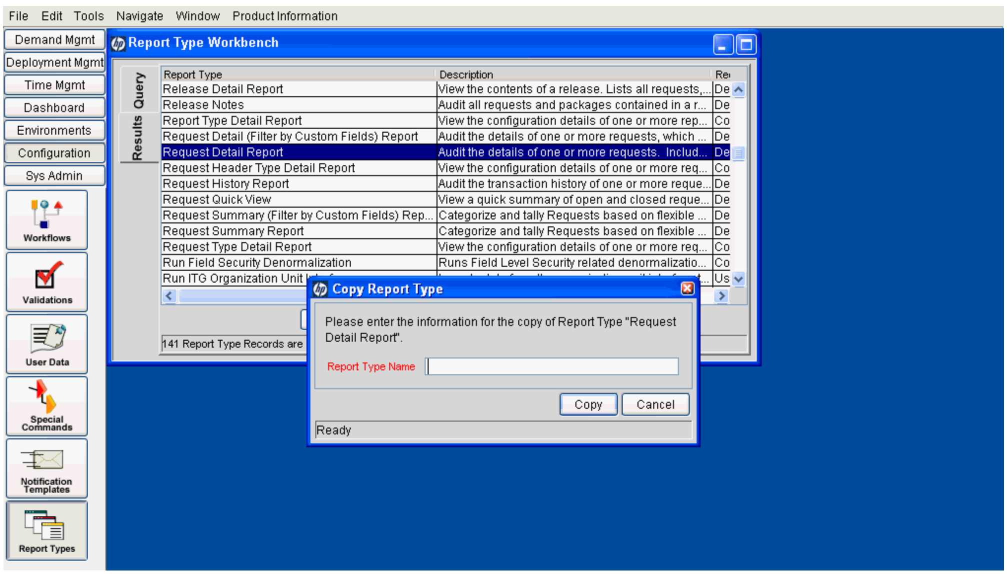
2. Configure the settings using the information provided in *Report Type Windows* on page 181.

Creating a New Report Type From an Existing Report Type

To use an existing report type as the basis of a new report type:

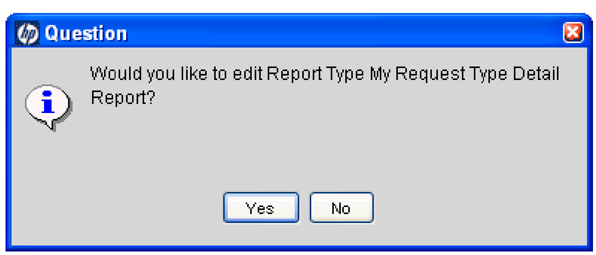
1. From the Report Type Workbench, select the existing report type.
2. Click **Copy.**

   The Copy Report Type window opens.



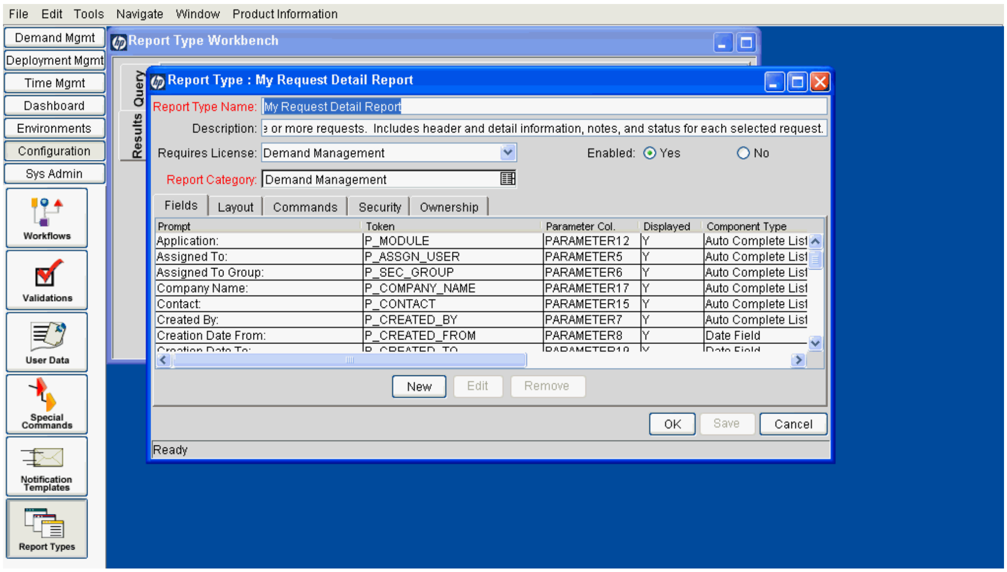
3. Type a **Report Type Name.**
4. Click **Copy** to continue. Otherwise, click **Cancel** to abort.

   If you continued, the Question window opens.



5. Click **Yes** if you want to make modifications. Otherwise, click **No.**

If you continued, the Report Type: <*Report*> window opens.



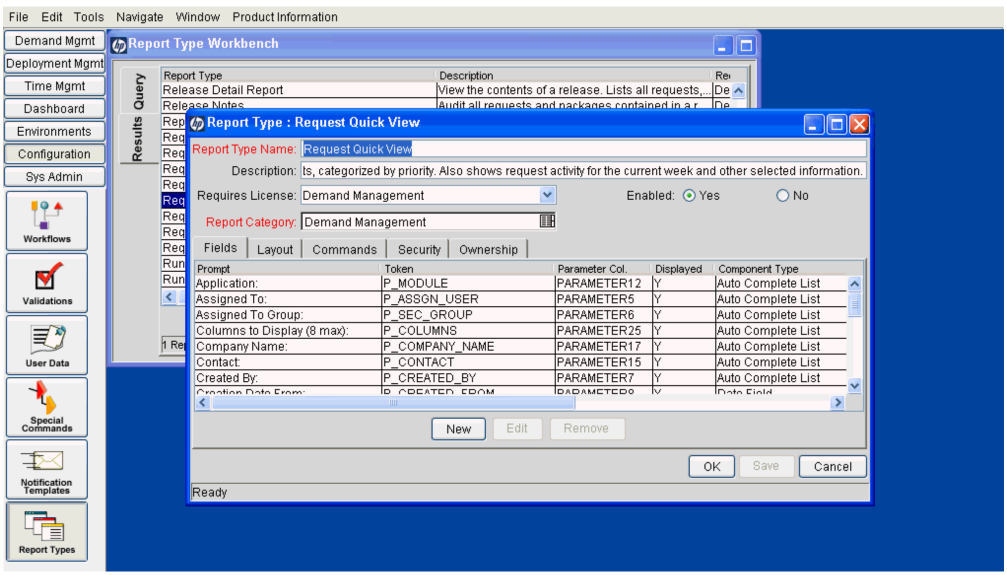
6. View or modify the settings using the information provided in *Report Type Windows* on page 181.

Modifying an Existing Report Type

To update an existing report type:

1. From the Report Type Workbench, select the desired report type.
2. Open the report type either by double-clicking the highlighted row or clicking **Open.**

   The Report Type: <*Report*> window opens.



3. View or modify the settings using the information provided in *Report Type Windows* on page 181.

Report Type Windows

The Report Type window and the Report Type: <*Report*> window are essentially the same—one lacks data and the other has data. Consequently, the information contained in the following sections applies to both windows and, for simplicity, these windows will be termed the Report Type window throughout the following sections.

The Report Type window is composed of:

- General information fields
- **Fields** tab
- **Layout** tab
- **Commands** tab
- **Security** tab
- **Ownership** tab

General Information Fields

The general information fields define the report identification information displayed in the Submit New Report page.

View or modify the general information fields for the given report type using the information described in *Table 8-1*.

Table 8-1. Report Type window general information fields descriptions

Field Name	Description
Report Type Name	Specify a unique name of the report type. Type any alphanumeric string.
Description	Specify a brief description of the report type. Type any alphanumeric string.
Requires License	Select the product license that must be configured for users of this report. If no specific license is required, select **Any.** Choices are limited to licenses available on your PPM Center instance.
Enabled	Indicate whether or not the report type is available for use.
Report Category	Select the one (or more) categories that should include this report. Choices are limited to categories available on your PPM Center instance.

Fields Tab

Report type "fields" define the filter fields displayed in the Submit Report: <*Report Name*> window.

Use the Fields tab to view and edit the fields for the given report type. Each field in a report type is represented by its own row on the **Fields** tab. Settings for each field are configured using the Field window (as shown in *Figure 8-2*). Select any existing field to modify its settings or click **New** to create a new field.

Figure 8-1. Report Type window Fields tab

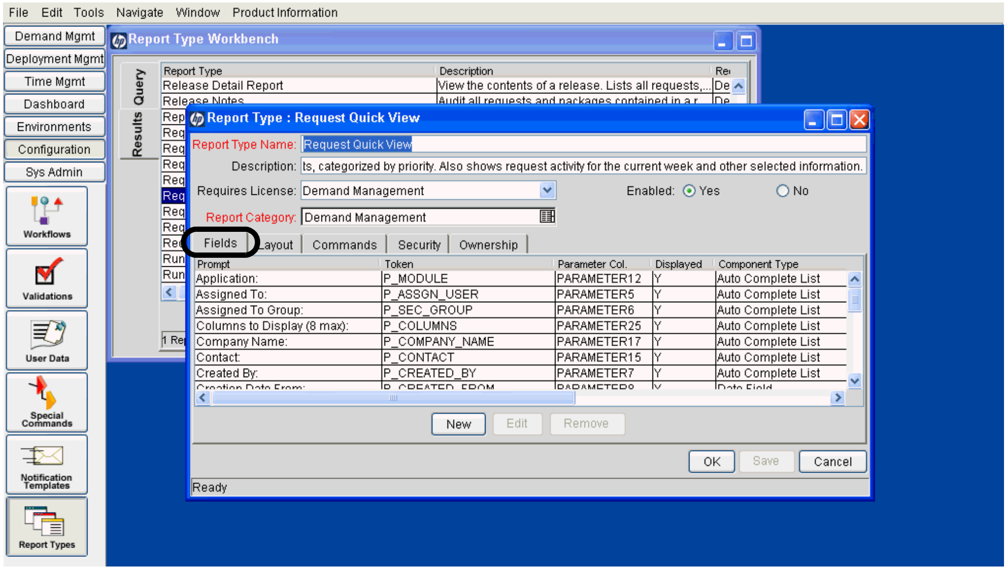
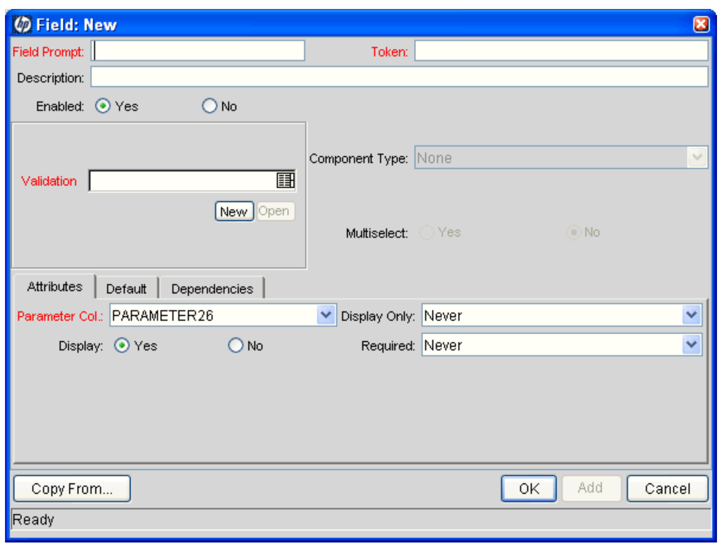


Figure 8-2. Field window



The Field window consists of the following:

- General information fields
- **Attributes** tab
- **Default** tab
- **Dependencies** tab

Field Window General Information

View or modify the general information fields using the information described in *Table 8-2*.

Table 8-2. Field window general information field descriptions (page 1 of 2)

Field Name	Description
Field Prompt	Specify the prompt that is visible in Submit Report: <*Report Name*> window. Type any alphanumeric string.
Token	Specify the unique token that identifies this field. Type any string. Only uppercase letters, numbers, and underscore are permitted.
Description	Specify a brief description of the field. Type any alphanumeric string.
Enabled	Indicate whether or not the field is enabled.
Validation	Select the logic used to validate the user input. Choices are limited to validations available on your PPM Center instance. Click **New** to create a new validation or click **Open** to review the validation you selected.
Component Type	Select the visual characteristics of the field such as a drop-down list or free-form text field. Choices are limited to characteristics (defined in the corresponding validation) available on your PPM Center instance.

Table 8-2. Field window general information field descriptions (page 2 of 2)

Field Name	Description
Multiselect	Indicate whether or not the field allows users to select more than one entry. This option is only valid for fields using the auto-complete component.

Attributes Tab

View or modify each field on the **Attributes** tab as described in *Table 8-3*.

Figure 8-3. Field window Attributes tab

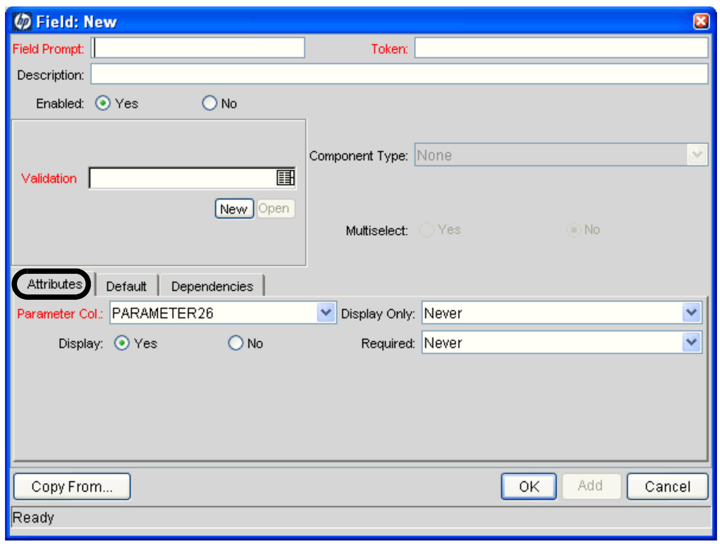


Table 8-3. Field window Attributes tab field descriptions

Field Name	Description
Parameter Col	Select the unique internal database table column for storing the value of this field. Choices are limited to 50 columns.
Display Only	Select whether the field can be updated or is read-only. Choices include: • **Always.** The field is only displayed and cannot be modified. (The field appears grayed-out similar to **Component Type** in *Figure 8-3*.) • **Never.** The value for the field can be modified. • **Use Dependency Rules.** Display of the field relies on the settings in the **Dependencies** tab.
Display	Indicate whether or not the field is visible is visible in Submit Report: <*Report Name*> window.
Required	Select whether a value must be supplied for this field. Choices include: • **Always.** A value for this field is always required. (An asterisk will precede the field prompt in the report as shown for **Show Columns** in *Figure 3-2* on page 34.) • **Never.** A value for this field is optional. • **Use Dependency Rules.** Requiring a value for this field relies on the settings in the **Dependencies** tab.

Default Tab

View or modify each field on the **Default** tab as described in *Table 8-4*.

Figure 8-4. Field window Default tab

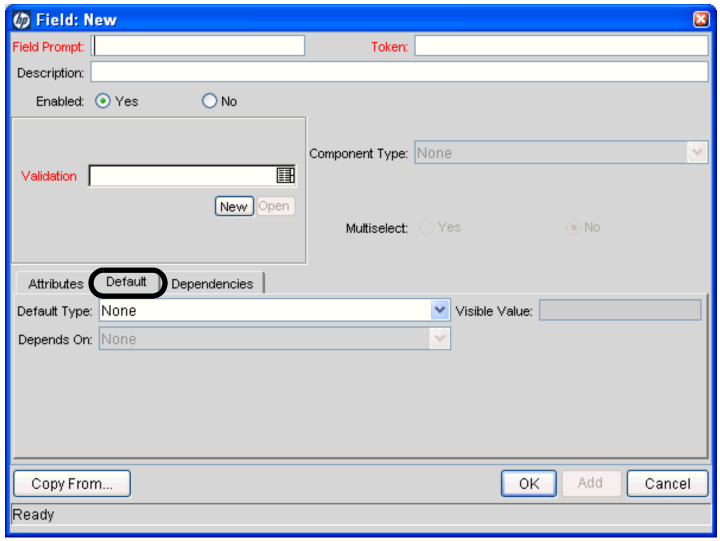


Table 8-4. Field window Default tab field descriptions (page 1 of 2)

Field Name	Description
Default Type	Select the type of default value to use. Choices include: • **Constant.** Specifies that the constant value provided in the **Visible Value** field should be displayed. • **Parameter.** Specifies that the dynamic value provided in the **Depends On** field should be displayed. • **None.** Specifies that no default value should be displayed.

Table 8-4. Field window Default tab field descriptions (page 2 of 2)

Field Name	Description
Visible Value	Specify the default value. This value should be what the user would typically specify in the field. If the report type field that you are defining is validated using a drop-down or an auto-complete list, this field displays only valid values. For example, if you have selected a drop-down list validation with possible values of High, Medium, or Low, you can specify a **Visible Value** of only High, Medium, or Low. This field is enabled only if **Constant** is chosen as the **Default Type.**
Depends On	Select the default value. This value should be what the user would typically specify in the field. Choices are limited to those tokens defined for this report type This field is enabled only if **Parameter** is chosen as the **Default Type.**

Dependencies Tab

View or modify each field on the **Dependencies** tab as described in *Table 8-5*.

Figure 8-5. Field window Dependencies tab

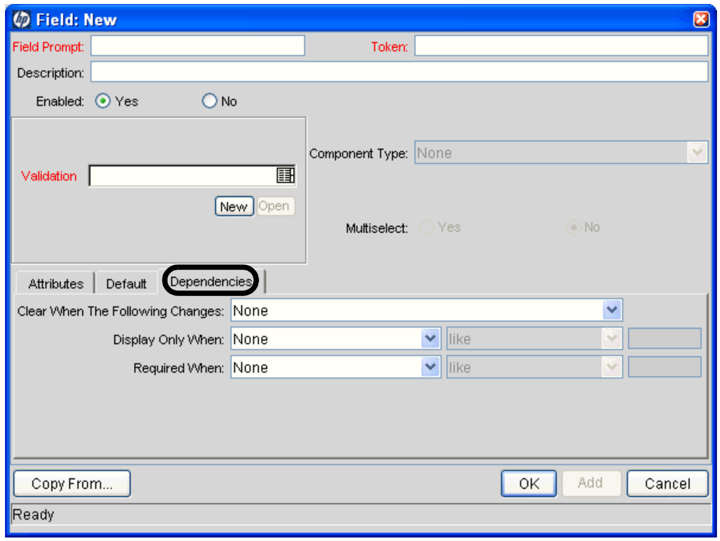


Table 8-5. Field window Dependencies tab field descriptions

Field Name	Description
Clear When The Following Changes	Select whether the current field is cleared when the specified field changes. Choices are limited to those field prompts defined for this report type or select **None** if the field should not be cleared.
Display Only When	Select whether the current field is editable only when certain criteria are satisfied. The criteria is specified using the two fields to the right. Choices are limited to those field prompts defined for this report type or select **None** if the field should not be cleared. This field is enabled only when **Use Dependency Rules** in the **Display Only** field on the **Attributes** tab is selected.
Required When	Select whether the current field is required when certain criteria are satisfied. The criteria is specified using the two fields to the right. Choices are limited to those field prompts defined for this report type or specify **None** if the field should not be cleared. This field is enabled only if **Use Dependency Rules** in the **Required** field on the **Attributes** tab is selected.

Layout Tab

Use the **Layout** tab to specify the graphical presentation (visual layout) of the fields. This tab details the order of the fields, as well as some of their physical characteristics.

View or modify each field on the **Layout** tab as described in *Table 8-6*. Note that clicking **Preview** allows you to experiment with the organization and presentation of the fields.

Figure 8-6. Report Type window Layout tab

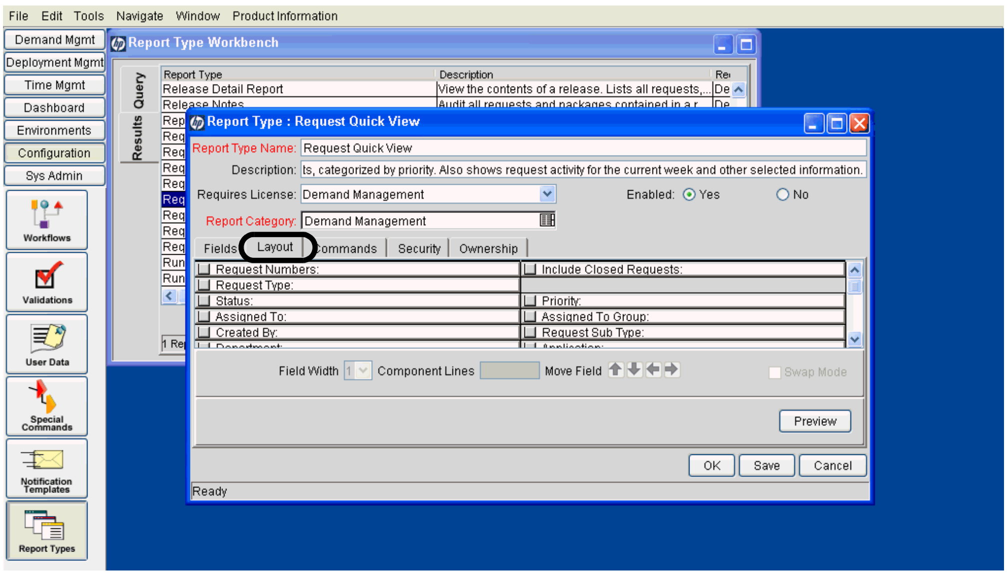


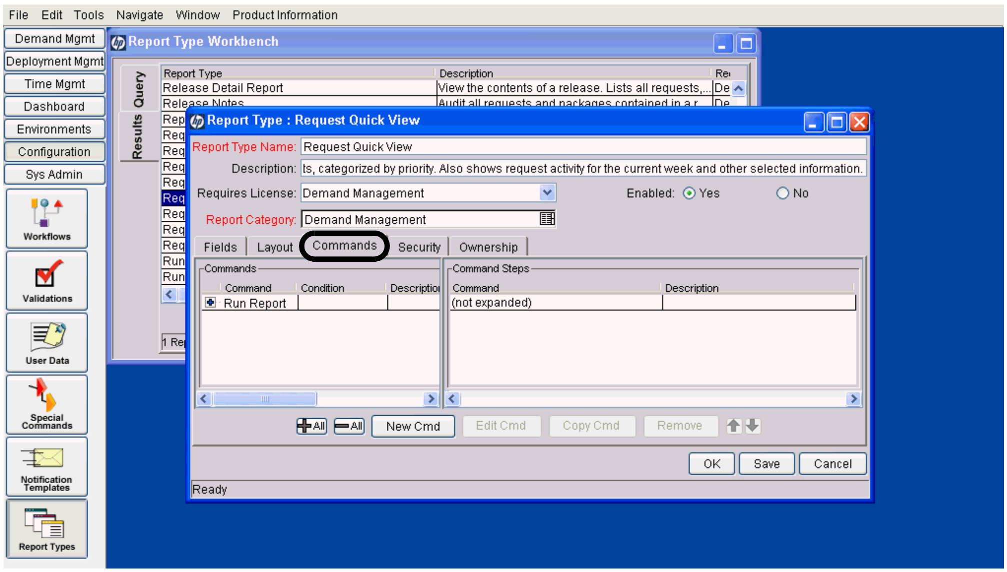
Table 8-6. Report Type window Layout tab field descriptions

Field Name	Description
Field Width	Select the width of the field (in columns). Note that if you select two columns, the rightmost columns contains a placeholder ( ) to indicate that it is in use.
Move Field	Use the arrow buttons to modify the order of the fields.

Commands Tab

Use the **Commands** tab to define the steps that must be executed for each report to run successfully. These commands tell PPM Center precisely which steps must be executed to generate the results for the given report type.

Figure 8-7. Report Type window Commands tab



PPM Center commands are designed to have a similar look and feel to the UNIX operating system command structure. In fact, the specific parts of a command, the command steps, are often just command-line directives.

A report type can have many commands, and each command can have many command steps. A command may be viewed as a particular function for a report. For example, calling the `ksc_run_jsp_report` special command to call a report's JSP code, or running command-line SQL*Plus to call a database procedure. To perform these functions, a series of events needs to take place and these events are defined in the command steps.

On the **Commands** tab, select any existing command to modify its settings or click **New Cmd** to create a new command.

View, specify, or modify each field of the Edit Command (shown in *Figure 8-9*) or New Command window (shown in *Figure 8-8*) as described in *Table 8-7*. (Similar to Report Type windows, the only difference in these two windows is whether they include data.)

Figure 8-8. New Command window

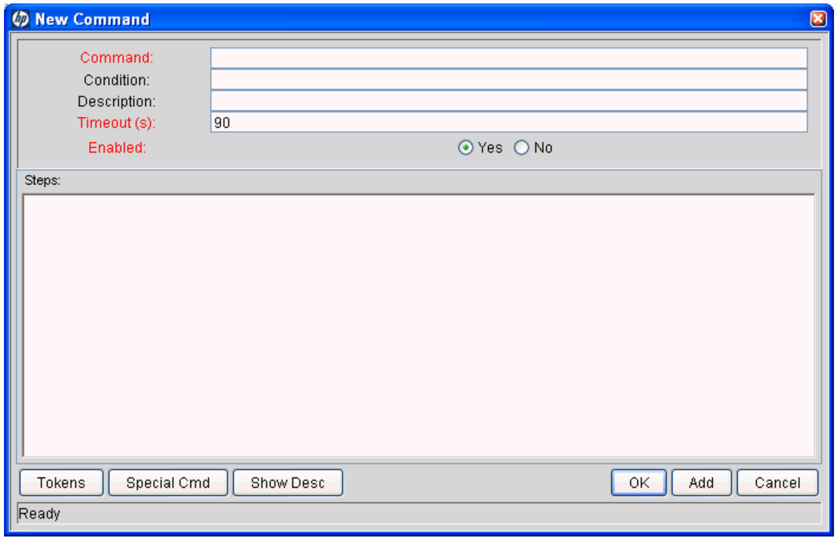


Figure 8-9. Edit Command window

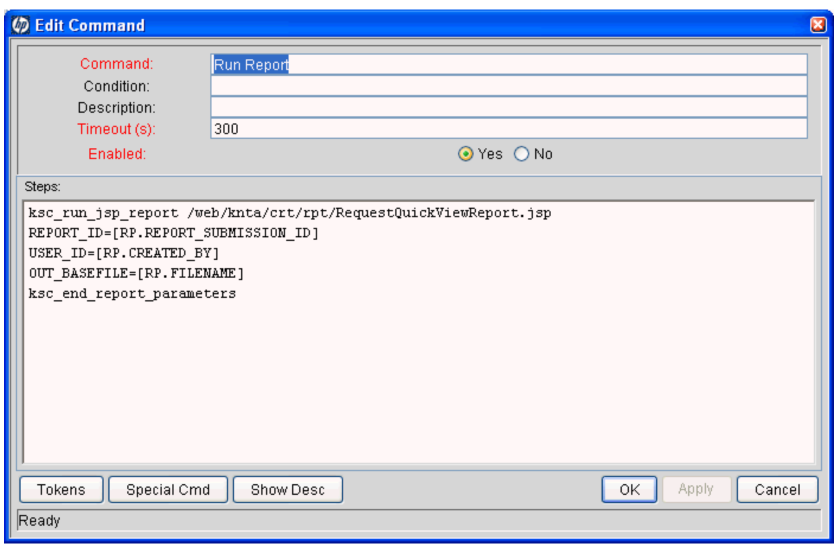


Table 8-7. Command window field descriptions

Field Name	Description
Command	Specify a brief name for the command. Type any alphanumeric string.
Condition	Specify the conditions that determine whether the command steps for the command are executed or not. See the *Commands, Tokens, and Validations Guide and Reference* for details on the types of conditions that can be used.
Description	Specify a brief description of the command. Type any alphanumeric string.
Timeout(s)	Specify the amount of time (in seconds) the command will be allowed to run before its process is terminated. This mechanism allows commands that are hanging, or taking much more than the normal amount of time, to be aborted.
Enabled	Indicate whether or not the command is enabled for execution.

Security Tab

Use the **Security** tab to control which users can create or view reports of this report type. Security can be established using one of the following options:

- Viewable by creator only
- Viewable by selected security groups
- Viewable by users with the System: Submit Reports access grant

View or modify each field on the Security tab as described in *Table 8-8*.

> The report manager (any PPM Center user with the System: Edit All Reports access grant) has permission to override the security group settings.

Figure 8-10. Report Type window Security tab

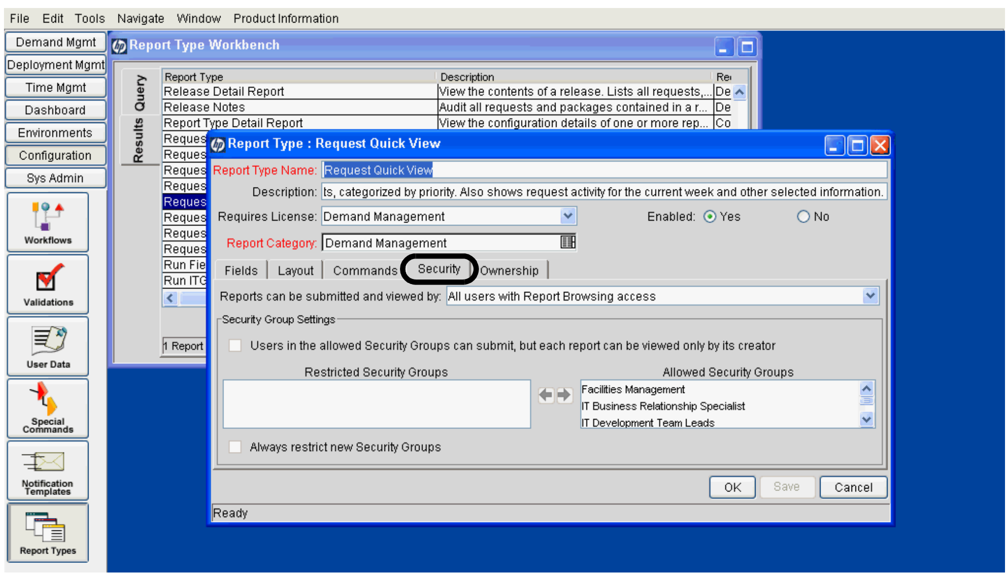


Table 8-8. Report Type window Security tab field descriptions

Field Name	Description
Reports can be submitted and viewed by	Select the users who can use this report. Choices include: • **All users with Report Browsing access** (meaning users with the System: Submit Reports access grant) • **Only users in the allowed Security Groups**
The following fields are enabled only if the value for **Reports can be submitted and viewed by** is set to **Only users in the allowed Security Groups.**	
Users in the allowed security groups can submit, but each report can only be viewed by its creator	Indicate whether the results of the report are can be viewed only by its creator.
Restricted Security Groups	Select the one (or more) security groups that are restricted from using this report type.
Allowed Security Groups	Select the one (or more) security groups that are allowed to use this report type.
Always restrict new Security Groups	Indicate whether any new security groups are automatically added to the **Restricted Security Groups** list.

Ownership Tab

Members of ownership groups are the only users who have the right to edit, copy, or delete this report type.

Use the **Ownership** tab to view and edit ownership groups for the given report type. View or modify each field on the **Ownership** tab as described in *Table 8-9*.

See the *Security Model Guide and Reference* for more information about setting ownership for a new or existing report type.

Figure 8-11. Report Type window Ownership tab

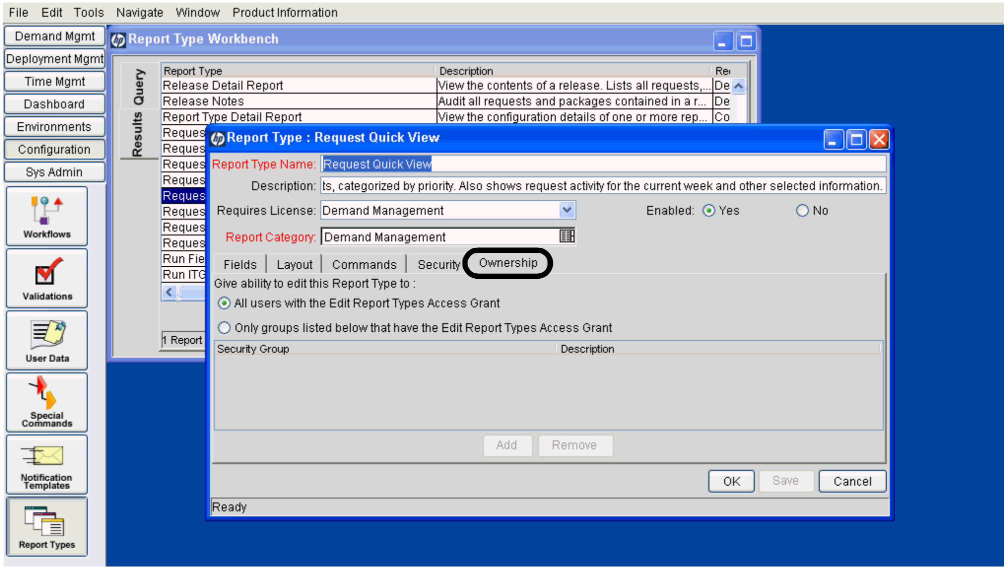


Table 8-9. Report Type window Ownership tab field descriptions

Field Name	Description
Give ability to edit this Report Type to	Indicate who should have the ability to copy, edit, or delete this report type. Choices include: • **All users with the Edit Report Types Access Grant.** Enables all users with the Edit Report Type access grant. • **Only Groups listed below that have the Edit Report Types Access Grant.** Limits the users to members of the group listed in the panel below this field. Use the **Add** and **Remove** buttons to manage this list.

Index