

# HP OpenView Select Audit

For the Windows®, HP-UX®, and Linux® Operating Systems

Software Version: 1.01

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## User Guide

Document Release Date: November 2006  
Software Release Date: November 2006



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# 1 Introduction

HP OpenView Select Audit is part of HP's business service Identity Management suite. Select Audit provides reporting, monitoring, and alerting capabilities to facilitate risk assessment and breach response processes. It outputs data to multiple destinations including databases and files. Different output destinations can be configured based on the type of audit data, such as audit component (administration session, authentication, access query) and event level (information, warning).

The Audit Portal is used to perform various tasks in Select Audit. The tasks available are determined by the type of user you are: an administrator, a user or an auditor. This guide discusses user and auditor tasks. Administrators should refer to the *HP OpenView Select Audit 1.0 Administration Guide* for more information.

## Audience

This guide is for two types of users. Chapter 2 is intended for users who are required to view, run and approve reports. Chapter 3 is intended for auditors who are responsible for reviewing reports and data, and verifying the integrity of the controls. Chapter 4 is of interest to both types of users. This guide assumes a working knowledge of:

- Audit concepts and requirements
- The audit life cycle and regulatory compliance requirements
- The reporting requirements of your company's operational and audit policies

## The Select Audit Documentation Set

## The Select Audit Documentation Set

This manual refers to the following Select Audit documents. These documents are installed with Select Audit and are available in the `<install_path>/docs` folder where `<install_path>` represents the path where Select Audit is installed.

- *HP OpenView Select Audit 1.01 Administration Guide*, © Copyright 2006 Hewlett-Packard Development Company, L.P. (`administration_guide.pdf`).
- *HP OpenView Select Audit 1.01 Installation Guide*, © Copyright 2006 Hewlett-Packard Development Company, L.P. (`installation_guide.pdf`).
- *HP OpenView Select Audit 1.01 User's Guide*, © Copyright 2006 Hewlett-Packard Development Company, L.P. (`user_guide.pdf`).

- *HP OpenView Select Audit 1.01 Sarbanes-Oxley Model Guide*, © Copyright 2006 Hewlett-Packard Development Company, L.P. (sb\_model\_guide.pdf)
- *HP OpenView Select Audit 1.01 Concepts Guide*, © Copyright 2006 Hewlett-Packard Development Company, L.P. (concepts\_guide.pdf)
- *HP OpenView Select Audit 1.01 Report Center User's Guide*, © Copyright 2006 Hewlett-Packard Development Company, L.P. (rpt\_center\_guide.pdf)
- *HP OpenView Select Audit 1.01 Report Designer's Guide*, © Copyright 2006 Hewlett-Packard Development Company, L.P. (rpt\_design\_guide.pdf)
- *HP OpenView Select Audit 1.01 Report Developer's Guide*, © Copyright 2006 Hewlett-Packard Development Company, L.P. (rpt\_devel\_guide.pdf)

Online help is available with the Audit Portal.

## Chapter Summary

This guide includes the chapters listed in [Table 1](#).



See the *HP OpenView Select Audit 1.01 Release Notes* (relnotes.pdf) on the Select Audit installation CD for known installation issues at the time of this release.

**Table 1 Guide Overview**

Chapter	Description
<a href="#">Chapter 1, Users</a>	This chapter describes the Audit Portal features users can access.
<a href="#">Chapter 2, Auditors</a>	This chapter describes the Audit Portal features for auditors.
<a href="#">Chapter 3, Using Reports in Select Audit</a>	This chapter describes the features of the reporting tools in Select Audit. Reports are viewed, scheduled and modified using the Report Center.



---

# 1 Users

Select Audit is accessed via the Audit Portal. The Audit Portal is used to access the Report Library and approve reports. Users can perform the following tasks in Select Audit:

- View reports
- Run reports
- Approve reports
- Receive alerts and notifications
- View user activity reports filtered by service

Select Audit supports the following browsers:

- Internet Explorer 6
- Firefox

This chapter includes the following topics:

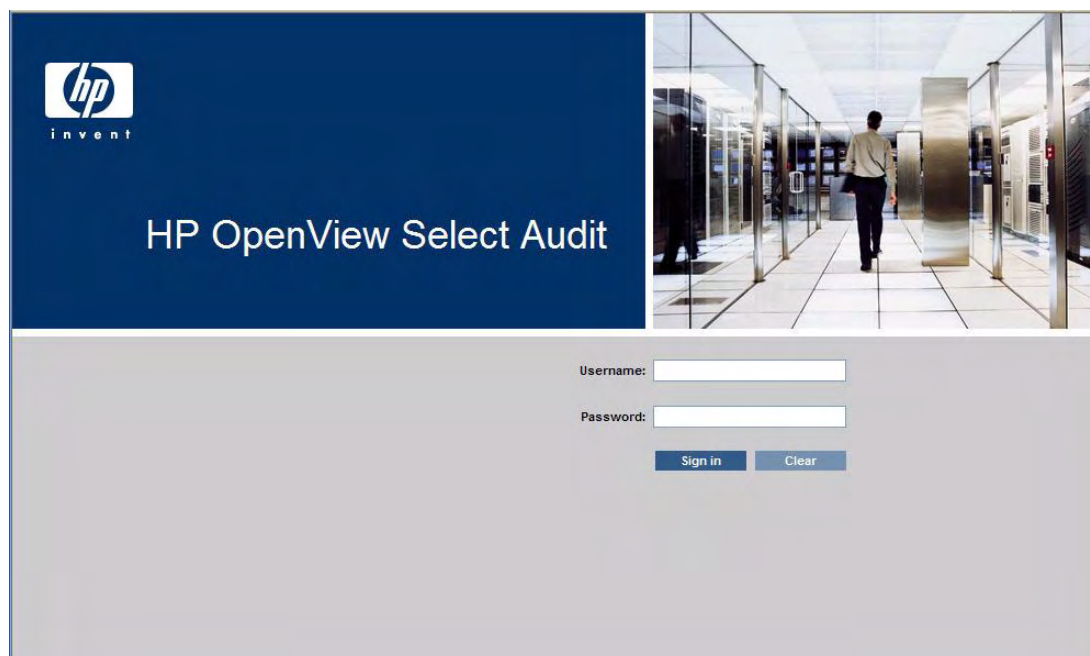
- [Starting Select Audit](#) on page 10
- [Audit Portal Features](#) on page 11
- [Approving Reports](#) on page 15

# Starting Select Audit

- 1 Open a web browser and enter the following URL:

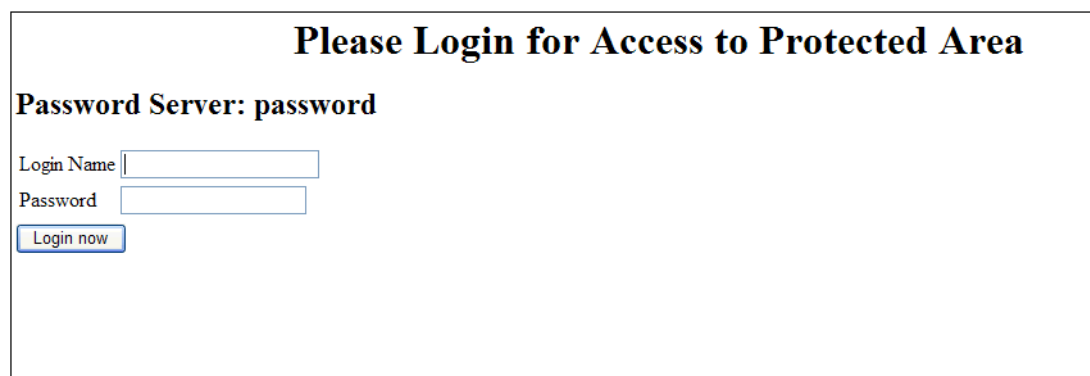
`http(s)://<host>:<port>/auditportal/`

where <host> is the host name of your WebLogic server and <port> is its port number. The **Select Audit Login** page appears.



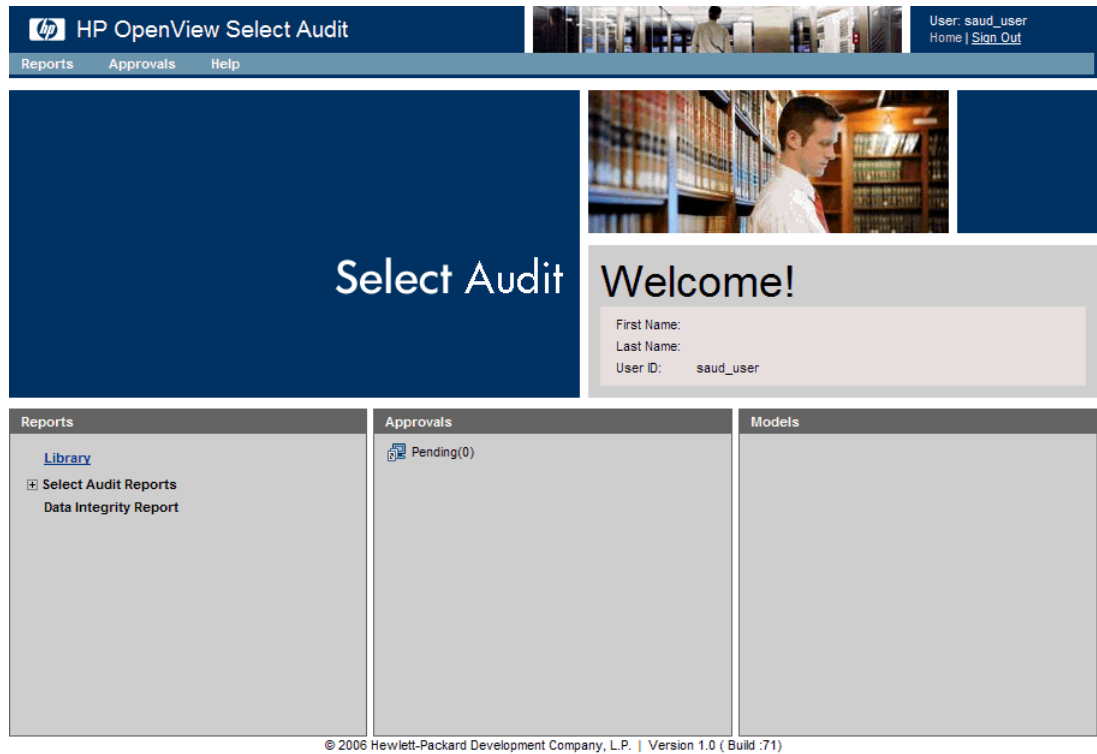
**Figure 1 Select Audit Login Page**

If you are using Select Audit with a Select Access integration, the following screen appears.



**Figure 2 Select Audit/Select Access Integration Login Page**

- 2 Enter your Select Audit username and password in the appropriate fields and click **Sign In**. The **Select Audit Portal** appears.



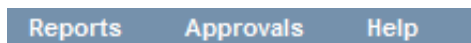
**Figure 3 Select Audit User Portal**

## Audit Portal Features

The Audit Portal is divided into two regions. There is a toolbar at the top of the Portal. The lower portion of the Portal is divided into three workspaces: **Reports**, **Approvals**, and **Models**. The toolbar and the workspaces are described below.

### Portal Toolbar

The Portal toolbar is used to perform user tasks in Select Audit. It has three menus: **Reports**, **Approvals** and **Help**.



**Figure 4 Audit Portal User Toolbar**

The menus are described in [Table 2](#).

**Table 2 User Toolbar**

<b>Menu item</b>	<b>Description</b>
Reports	<p>The <b>Reports</b> menu has three entries: <b>Library</b>, <b>My Reports</b> and <b>Search</b>. Clicking any of these menu items opens the <b>Report Center</b>.</p> <p>The Reports menu items are described below:</p> <ul style="list-style-type: none"><li>• <b>Library</b> opens the Report Library in the Report Center. In the Library, you can upload reports to the Report Server.</li><li>• <b>My Reports</b> opens the My Reports area of the Report Center, which displays the contents of the application server's My Reports folder. From here you can run, publish and schedule reports. You can also generate Ad Hoc reports using the Ad Hoc wizard.</li><li>• <b>Search</b> opens the Search engine in the Report Center. You can search for reports using any or all of the criteria listed.</li></ul> <p>For detail information about using the Report Center, refer to <i>HP OpenView Select Audit 1.01 Report Center User's Guide</i>.</p>
Approvals	<p>The <b>Approvals</b> menu is used to view pending approvals assigned to you. See <a href="#">Approving Reports</a> on page 15 for more information about approving reports.</p>
Help	<p>The <b>Help</b> menu is used to access online help for Select Audit. It also contains copyright and version information. Users and Auditors should use the <b>User Guide</b> menu item for information about topics in this guide.</p>

## Workspaces

The lower part of the Portal is divided into three workspaces: **Reports**, **Approvals** and **Models**.

### Reports workspace

The **Reports** workspace is displayed on the left-hand side of the lower portion of the Audit Portal.



**Figure 5 Report Workspace**

The Reports workspace provides quick access to commonly-used report features:

- **Library** opens the Library in the Report Center.
- **Select Audit Reports** expands to show a list of the most frequently-used Select Audit reports.
- **Data Integrity Report** expands to show the most recent run time for the Data Integrity report. It has links to the Data Integrity report, the Data Integrity Data Errors report and the Data Integrity Signature Errors report.

### Approvals workspace

The **Approvals** workspace is displayed in the center of the lower portion of the Audit Portal.

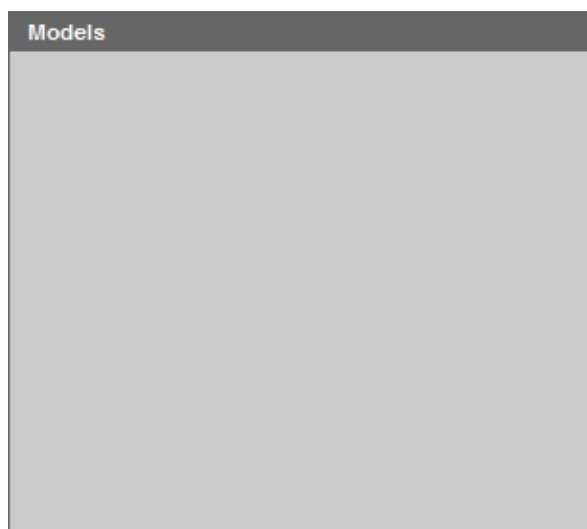


**Figure 6 Approvals Workspace**

The Approvals workspace provides quick access to your pending report approvals. When you click a report name, the report opens in the browser. See [Approving Reports](#) on page 15 for more information about approving reports.

## Models workspace

The **Models** workspace is displayed on the right-hand side of the lower portion of the Audit Portal. It is empty because users cannot view model information.



**Figure 7 Models Workspace**

## Using Select Audit

Users can perform the following tasks in Select Audit:

- approve reports
- view and run reports using the Report Center

Report approval is described below. For more information about using the Report Center, see [Chapter 3, Using Reports in Select Audit](#).

## Approving Reports

You can approve reports awaiting your approval, and view reports you have approved or rejected using the **Approvals** menu.

- 1 Click **Approvals** → **My Pending Approvals**. The **Workflow List** screen appears as shown in [Figure 8](#).

- Click **Approved** or **Rejected** to see a list of approved or rejected reports. Click **Show All** to see all reports with approval requests.
- You can sort the Workflow List by Workflow Approval Status or Time/Date Initiated.

The screenshot displays the HP OpenView Select Audit interface. At the top, there is a navigation bar with 'Approvals' selected. A sidebar on the left shows filter options: 'Pending(0)', 'Approved(12)', 'Rejected(0)', and 'Show All(12)'. The main content area is titled 'WorkFlow List' and contains a table with the following data:

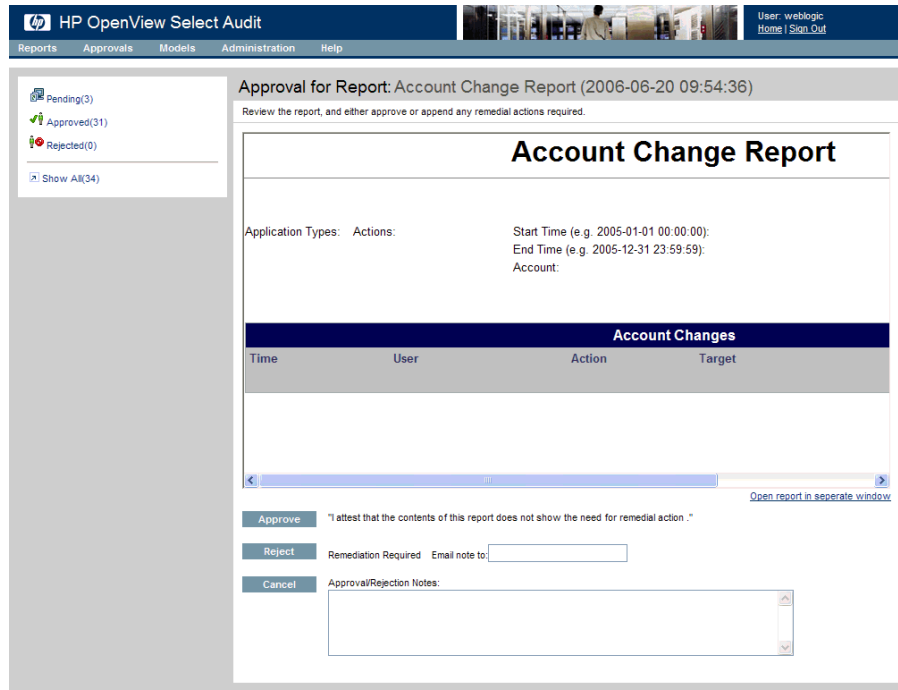
WorkFlow ID	WorkFlow Name	Date/Time Initiated	Report Executed	Approver	Workflow Approval Status
1002	<a href="#">SingleReportApproval</a>	06/06/2006 08:33:53 AM	User Summary Report	weblogic	PENDING

At the bottom of the page, there is a footer: '? 2005 Hewlett-Packard Development Company, L.P. | Version 4.0\_152\_7003 01/28/2006 04:40 PM'

**Figure 8 Workflow List Screen**

- 2 Click the report you wish to approve. The report appears in the browser.

- You can view the report in a new window by clicking **Open report in separate window** on the report.



**Figure 9 Sample Report Approval**

- 3 Click **Approve** to approve the report or click **Reject** to send the report back for remedial action.
  - You can send a note with the rejection by entering an email address in the **Email note to:** field.



## 2 Auditors

In Select Audit, auditors can perform additional tasks to the user tasks. There are two types of auditors: internal auditors and external auditors.

Internal auditors can:

- View regulation-specific reports
- Schedule pre-defined reports
- View pre-defined reports
- Monitor the dashboard
- Receive audit-specific alerts and notifications
- Participate in the audit process workflow (approval, remediation)
- Respond to notifications

External auditors perform the same functions as internal auditors but also audit internal audit groups. In addition to the internal auditor tasks, they can:

- Create Ad Hoc reports
- Review raw data
- Check data for tampering
- View all reports seen by internal auditors

Select Audit supports the following browsers:

- Internet Explorer 6
- Firefox

This chapter describes the features that are available to users with Auditor permissions, as well as the standard user features. It includes the following topics:

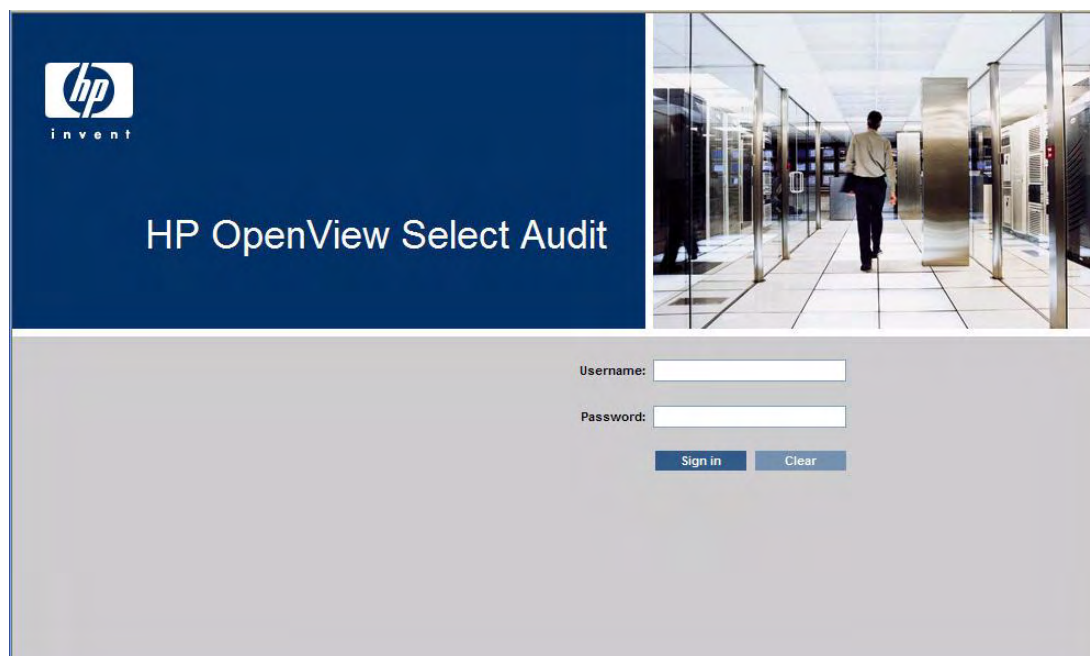
- [Starting Select Audit](#) on page 18
- [Audit Portal Features](#) on page 19
- [Using Select Audit](#)

# Starting Select Audit

- 1 Open a web browser and enter the following URL:

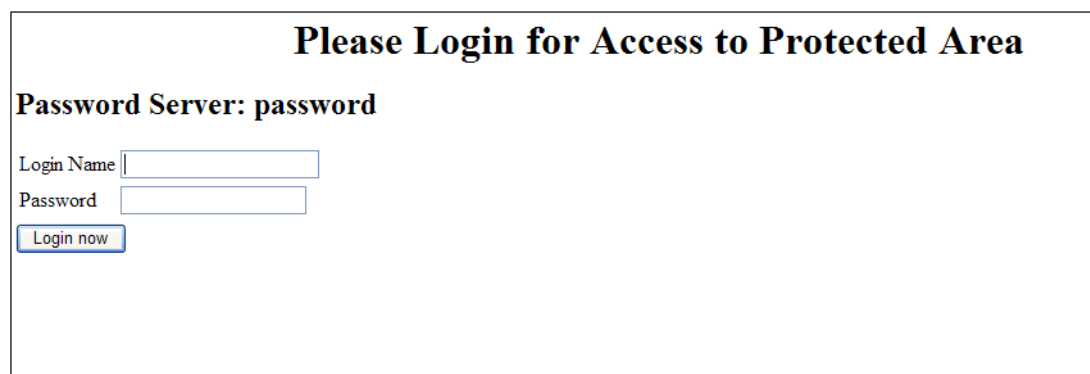
`http(s)://<host>:<port>/auditportal/`

where <host> is the host name of your WebLogic server and <port> is its port number. The **Select Audit Login** page appears.



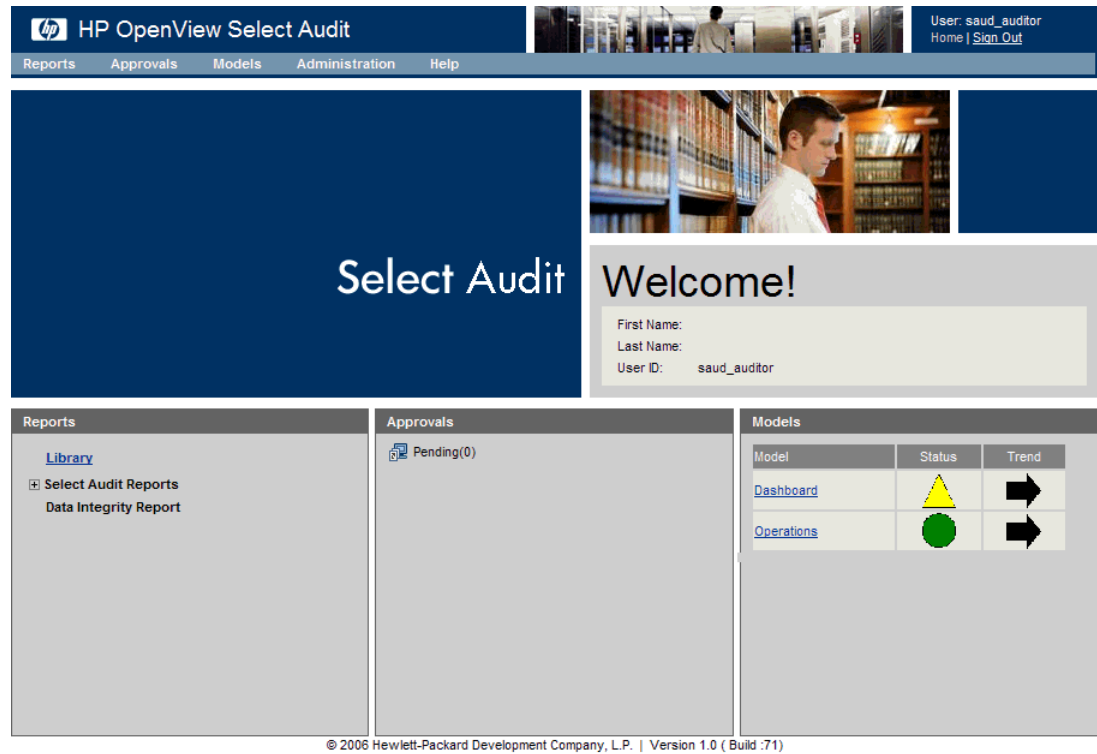
**Figure 10 Select Audit Login Page**

If you are using Select Audit with a Select Access integration, the following screen appears.



**Figure 11 Select Audit/Select Access Integration Login Page**

- 2 Enter your Select Audit username and password in the appropriate fields and click **Sign In**. The **Select Audit Portal** appears.



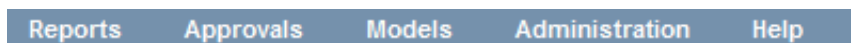
**Figure 12 Select Audit Auditor Portal**

## Audit Portal Features

The Audit Portal is divided into two regions. There is a toolbar at the top of the Portal. The lower portion of the Portal is divided into three workspaces: **Reports**, **Approvals**, and **Models**. The toolbar and the workspaces are described below.

### Portal Toolbar

The Portal toolbar is used to perform Auditor tasks in Select Audit. Auditors can access five menus: **Reports**, **Approvals**, **Models**, **Administration** and **Help**.



**Figure 13 Audit Portal Auditor Toolbar**

The menus are described in [Table 3](#).

**Table 3 Auditor Toolbar**

<b>Menu item</b>	<b>Description</b>
Reports	<p>The <b>Reports</b> menu has three entries: <b>Library</b>, <b>My Reports</b> and <b>Search</b>. Clicking any of these menu items opens the <b>Report Center</b>.</p> <p>The Reports menu items are described below:</p> <ul style="list-style-type: none"> <li>• <b>Library</b> opens the Report Library in the Report Center. In the Library, you can upload reports to the Report Server.</li> <li>• <b>My Reports</b> opens the My Reports area of the Report Center, which displays the contents of the application server's My Reports folder. From here you can run, publish and schedule reports. You can also generate Ad Hoc reports using the Ad Hoc wizard.</li> <li>• <b>Search</b> opens the Search engine in the Report Center. You can search for reports using any or all of the criteria listed.</li> </ul> <p>For detail information about using the Report Center, refer to <i>HP OpenView Select Audit 1.01 Report Center User's Guide</i>.</p>
Approvals	<p>The <b>Approvals</b> menu is used to view pending approvals assigned to you. See <a href="#">Approving Reports</a> on page 23 for more information about approving reports.</p>
Models	<p>The <b>Models</b> menu has two standard submenus: <b>Overview</b> and <b>Operations</b>. It also contains submenus for any loaded compliance models.</p> <ul style="list-style-type: none"> <li>• <b>Overview</b> opens the high-level view of the currently-loaded models in a new browser window.</li> <li>• <b>Operations</b> opens the <b>Operations</b> folder in the Report Center.</li> </ul>
Administration	<p>The <b>Administration</b> menu is used verify the integrity of data.</p>
Help	<p>The <b>Help</b> menu is used to access online help for Select Audit. It also contains copyright and version information. Users and Auditors should use the <b>User Guide</b> menu item for information about topics in this guide.</p>

## Workspaces

The lower part of the Portal is divided into three workspaces: **Reports**, **Approvals**, and **Models**.

### Reports workspace

The **Reports** workspace is displayed on the left-hand side of the lower portion of the Audit Portal.



**Figure 14 Report Workspace**

The Reports workspace provides quick access to commonly-used report features:

- **Library** opens the Library in the Report Center.
- **Select Audit Reports** expands to show a list of the most frequently-used Select Audit reports.
- **Data Integrity Report** expands to show the most recent run time for the Data Integrity report. It has links to the Data Integrity report, the Data Integrity Data Errors report and the Data Integrity Signature Errors report.

### Approvals workspace

The **Approvals** workspace is displayed in the center of the lower portion of the Audit Portal.



**Figure 15 Approvals Workspace**

The Approvals workspace provides quick access to your pending report approvals. When you click a report name, the report opens in the browser. See [Approving Reports](#) on page 23 for more information about approving reports.

## Models workspace

The **Models** workspace is displayed on the right-hand side of the lower portion of the Audit Portal.

The screenshot shows a workspace titled "Models". It contains a table with the following data:

Model	Status	Trend
<a href="#">Dashboard</a>		
<a href="#">Operations</a>		

**Figure 16 Models Workspace**

The Models workspace displays a high-level view of the currently-loaded models, showing the status and trend. See [Working with Models](#) on page 26 for more information about Select Audit models.

# Using Select Audit

Auditors can perform the following in Select Audit:

- approve reports
- verify data integrity
- view the model status, trend and reports
- view and run reports using the Report Center

The first three tasks are described below. For more information about using the Report Center, see [Chapter 3, Using Reports in Select Audit](#).

## Approving Reports

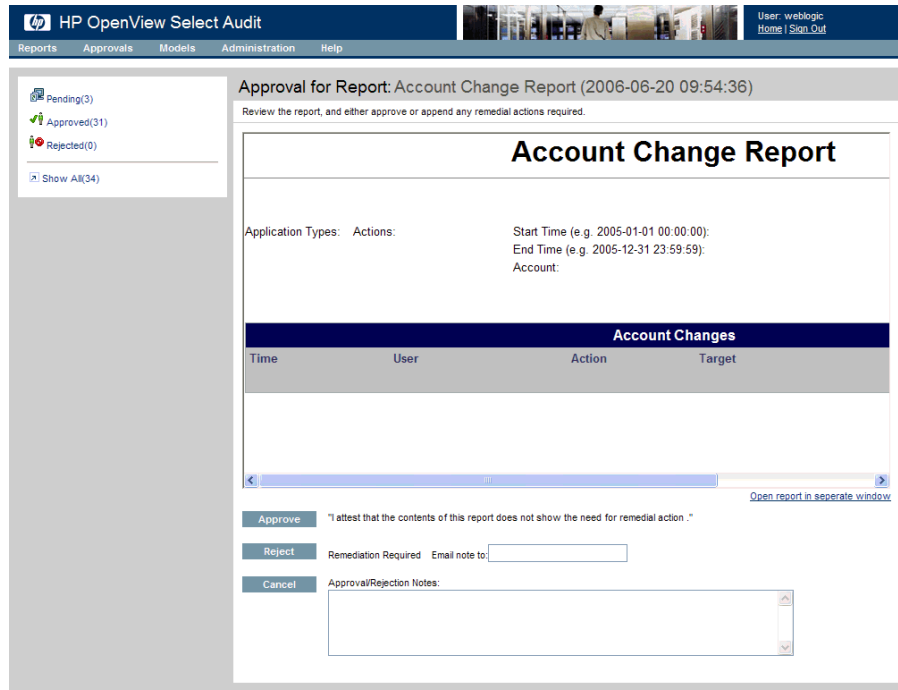
You can approve reports awaiting your approval, and view reports you have approved or rejected using the **Approvals** menu.

- 1 Click **Approvals** → **My Pending Approvals**. The **Workflow List** screen appears as shown in [Figure 17](#).
  - Click **Approved** or **Rejected** to see a list of approved or rejected reports. Click **Show All** to see all reports with approval requests.
  - You can sort the Workflow List by Workflow Approval Status or Time/Date Initiated.

Workflow ID	Workflow Name	Date/Time Initiated	Report Executed	Approver	Workflow Approval Status
1002	<a href="#">SingleReportApproval</a>	06/06/2006 08:33:53 AM	User Summary Report	weblogic	PENDING

**Figure 17 Workflow List Screen**

- 2 Click the report you wish to approve. The report appears in the browser.
  - You can view the report in a new window by clicking **Open report in separate window** on the report.



**Figure 18 Sample Report Approval**

- 3 Click **Approve** to approve the report or click **Reject** to send the report back for remedial action.
  - You can send a note with the rejection by entering an email address in the **Email note to:** field.



## Verifying Audit Data Integrity

You can verify data integrity, and then run the Data Integrity report in the Audit Portal.

- 1 Select **Administration** → **Verify Audit Data Integrity**. The **Data Verification** screen appears.

The screenshot shows the HP OpenView Select Audit interface. The top navigation bar includes 'Reports', 'Approvals', 'Models', 'Administration', and 'Help'. The user is logged in as 'weblogic'. The main content area is titled 'Data Verification' and contains the following sections:

- Last Verification Run Status**
  - Run Start Date:
  - Run End Date:
  - Run Status: Never Run
- Run Verification Period**
  - Start Date: [text input] [calendar icon]
  - End Date: [text input] [calendar icon]
- Buttons: **Verify Now** and **Stop Verification**

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### Figure 19 Data Verification Screen

This screen is used to specify date parameters for running data verification. The **Last Verification Run Status** section displays the run start and end date, and status of the last run data verification.

- 2 Enter a **Start Date** and an **End Date** manually or by using the calendars.
  - ▶ You can also specify start and end times in addition to the date by typing the value in the appropriate fields after the date.
- 3 Click **Verify Now**. The message “Verification is successfully executing” appears at the top of the screen to indicate that data verification is running.

The **Data Integrity** report is displayed in the **Select Audit Reports** folder of the Report Center.

## Working with Models

The **Models** menu is used to obtain a high-level view of the loaded models and to view compliance reports generated by the loaded compliance models. The Operations model is included with the Audit Server upon installation. The compliance models are optional add-ons. For this release, only the Sarbanes-Oxley (COBIT) compliance model is available. Additional compliance models will be available in later releases.

### Overview

The model overview is a high-level view of the currently-loaded models. Click **Models** → **Overview** on the toolbar. The **Models Overview** screen appears.

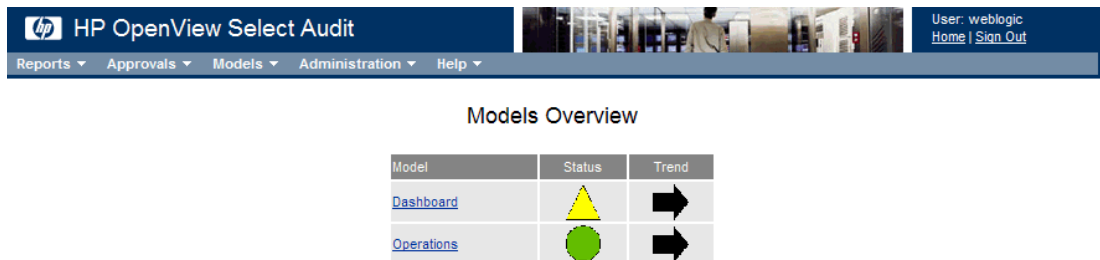


Figure 20 **Models Overview Screen**

### Operations model

The Operations model captures and analyzes normal operations data. You can view reports that show the status of the system, as well the trend of the status and the history of the status. The model is run four times a day at 1:00 am, 7:00 am, 1:00 pm and 7:00 pm (based on the machine time).

#### Model reports

The **Operations** folder, under the **Models** folder in the Report Center Library contains reports generated by the Operations model.



**Figure 21 Operations Model Reports Folder**

The Operations reports are categorized in the Operational Status subfolder. You can drill down through the subfolder to view smaller levels of data. The Operations reports are run four times a day at 1:00 am, 7:00 am, 1:00 pm and 7:00 pm (based on the machine time).

The report data is represented in a tree structure and shows the results of the analysis of the model node fact data.



### Model report structure

The model reports show the status, trend and status history of a metric. An example of a model report is shown in [Figure 22](#).

Model: Operational Status Date: 2006-Jun-19

---

>>> Operational Status

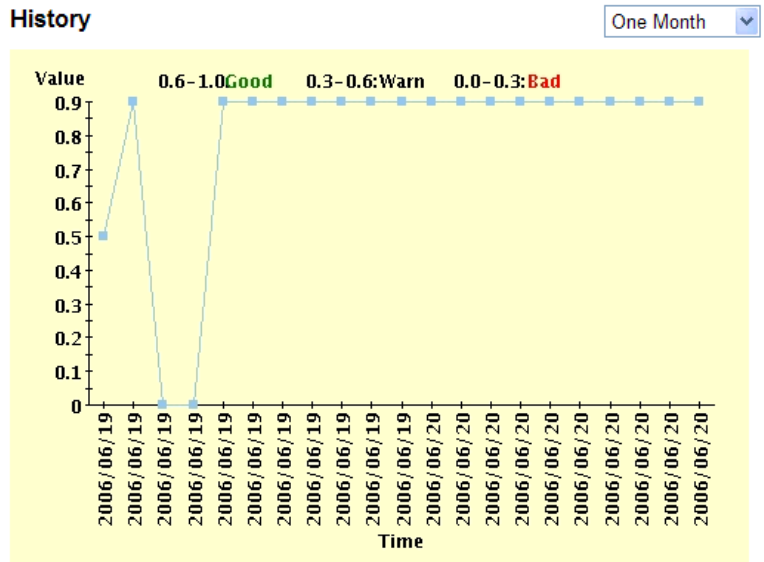
	Status	Trend
Operational Status		

**Description:**  
Overall operational status of the audit server

---




<a href="#">BatchCountStatus</a>		
<a href="#">Batch Delay Status</a>		
<a href="#">Audit Workflow Status</a>		

---






**Figure 22 Sample Model Report**

The level of the current report is shown at the top of the report, along with the model name and the date the report was generated. The body of the report is divided into two sections. The top section of the report shows the metric being represented, its status and the trend. Status of the level of compliance with the defined control objectives is shown by a status indicator:

-  compliance level is good
-  compliance level is adequate
-  compliance level is poor

The status is calculated from the child nodes and is determined by the lowest level of any child node. For example, if a child node is red, the top-level status will be red, even if all other child nodes are green.

The trend of the level of compliance is shown by arrows:

-  improving level of compliance
-  compliance level staying the same
-  declining level of compliance

The child nodes are listed under the report metric. You can click the child node name to drill down to reports for those nodes. Some child node reports do not have show a status or trend, as shown in [Figure 23](#).

**Model:** Operational Status      **Date:** 2006-Jun-20

---

>>> [Operational Status](#) / [BatchCountStatus](#) / **Batches Done**

	Status	Trend
Batches Done		
<b>Description:</b>		
Number of batches successfully processed		

---

**stats**

parameter	value
count	13522

**Figure 23 Model Report Without Status**

These reports show low-level data elements that compute the model data using data directly from the database. The output and parameters of the element are listed in the Stats table.

#### History status

The bottom section of the model report shows the status history. The status history is recorded each time the model runs. The graph maps status values over a period of time. The X axis shows the time period which is set using the drop-down list at the top of the graph. The following time periods are available:

- One Month
- Three Months
- Half Year
- One Year

The Y axis represents a scale of “goodness” between 0 and 1, where 0 is red and 1 is green for that particular node.

## Deleting model reports

You can delete model reports using the Report Center. If you want to delete model reports, you must delete all the reports at each level. Deleting an upper-level report does not automatically delete related reports at a lower level.



When you delete a model from the Audit Server, the reports generated by that model are not deleted.

# 3 Using Reports in Select Audit

This chapter describes the features of the reporting tools in Select Audit. Reports are accessed via the **Reports** menu on the Select Audit toolbar.



You can also access reports using the **Reports** workspace.

For more detailed information about report creation and design, refer to the *HP OpenView Select Audit 1.01 Report Center User's Guide*.

Reports are viewed, scheduled and modified using the Report Center. This chapter contains the following topics:

- [Using the Report Center](#) on page 31
- [Using My Reports](#) on page 33
- [Using the Library](#) on page 33
- [Running the Ad Hoc Wizard](#) on page 40
- [Searching for Reports](#) on page 49
- [Setting Preferences](#) on page 51

## Using the Report Center

The Report Center is used to view, print, and schedule reports. It is also used to administer the Library. You can use the Report Center to upload files, control security using J2EE (WebLogic) security, schedule reports, and monitor performance.



**Figure 24 Report Center**

The Report Center has four main sections:

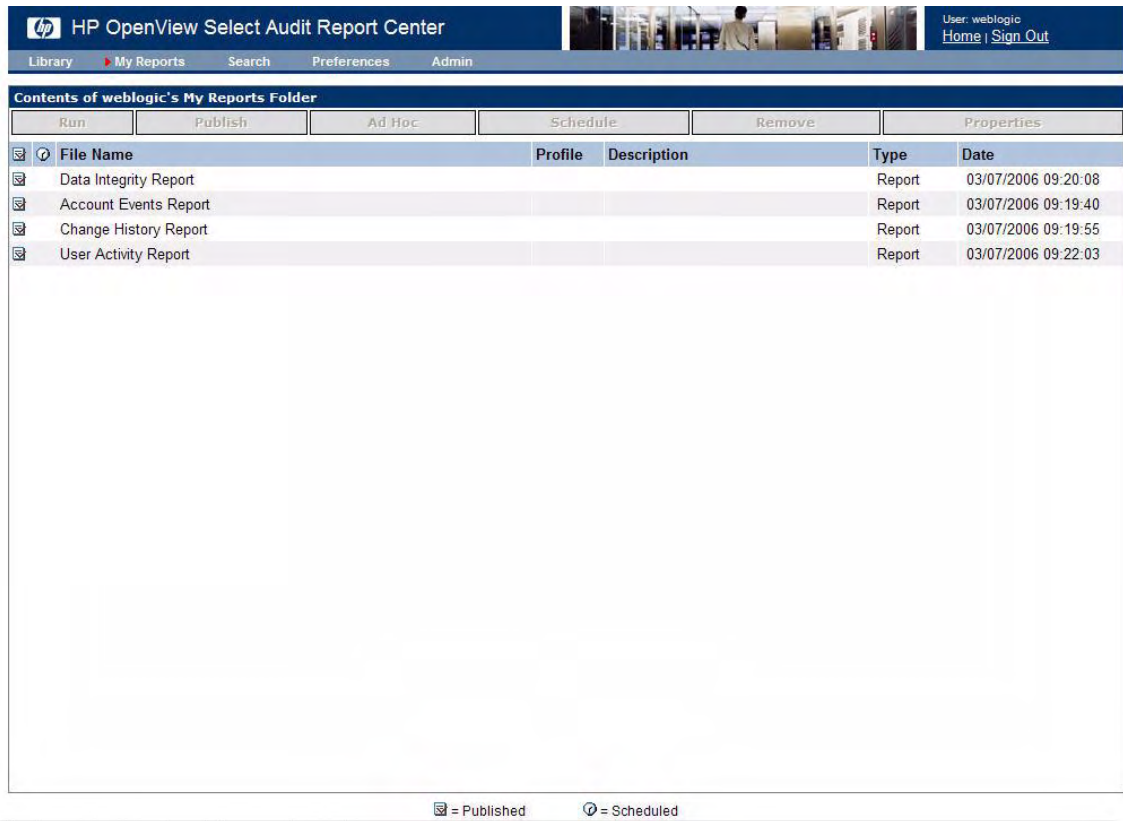
**Table 4 Report Center Sections**

Section	Description
<b>Library</b>	Use the Library to access and arrange the reports on the Report Server.
<b>My Reports</b>	My Reports provides a shortcut to frequently-viewed reports.
<b>Search</b>	Use Search to locate files in the Library by name, type or description.
<b>Preferences</b>	Preferences is used to set user preferences, such as your start page.



# Using My Reports

You can save frequently-viewed reports and customized reports in the **My Reports** folder.



**Figure 25 My Reports Folder**

The **My Reports** screen displays a single window listing the Library files that you have previously selected using the **Add to My Reports** button.

## Using the Library

The Library is divided into two panels, used to manage folders and reports. The left-hand **Folders** panel displays the folders containing reports. The right-hand **Contents of** panel displays the reports contained within the selected folder.

In the Folders panel you can upload new files to the Library. Using the **Contents of** panel, you can run, schedule and remove reports, change report properties and create Ad Hoc reports.



Users and Auditors do not have permissions to modify the folder settings using the **Manage** button.

The Folders panel has four standard folders: **Catalog**, **Models**, **Select Audit Reports** and **User Scopes**.

## Catalog

The Catalog folder contains the parameter, query, permission and theme files available through the Select Audit Report Designer.

## Models

The Models folder contains reports generated by the loaded models. The structure of the folder is shown in Figure 26.

The screenshot displays the HP OpenView Select Audit Report Center interface. The top navigation bar includes the HP logo, the application name, and user options like 'User: weblogic', 'Home', and 'Sign Out'. Below this is a secondary navigation bar with 'Library', 'My Reports', 'Search', 'Preferences', 'Admin', and 'Help'. The main content area is divided into two panes. The left pane, titled 'Folders', shows a tree view with 'Operational Status' selected. The right pane, titled 'Contents of: /Models/Operations/Operational Status', shows a table of reports with columns for 'File Name', 'Profile', 'Description', 'Type', and 'Date'. The table lists numerous reports with dates ranging from 9/13/0 to 9/20/0. A legend at the bottom indicates that a square icon represents 'Published' and a circle icon represents 'Scheduled'.

File Name	Profile	Description	Type	Date
Operational Status_SAud_2006_09_12_19_00_00_2006_09_13_19_00_00			Report	9/13/0
Operational Status_SAud_2006_09_13_01_00_00_2006_09_14_01_00_00			Report	9/14/0
Operational Status_SAud_2006_09_13_07_00_00_2006_09_14_07_00_00			Report	9/14/0
Operational Status_SAud_2006_09_14_13_00_00_2006_09_15_13_00_00			Report	9/15/0
Operational Status_SAud_2006_09_14_19_00_00_2006_09_15_19_00_00			Report	9/15/0
Operational Status_SAud_2006_09_15_01_00_00_2006_09_16_01_00_00			Report	9/16/0
Operational Status_SAud_2006_09_15_07_00_00_2006_09_16_07_00_00			Report	9/16/0
Operational Status_SAud_2006_09_15_13_00_00_2006_09_16_13_00_00			Report	9/16/0
Operational Status_SAud_2006_09_15_19_00_00_2006_09_16_19_00_00			Report	9/16/0
Operational Status_SAud_2006_09_16_01_00_00_2006_09_17_01_00_00			Report	9/17/0
Operational Status_SAud_2006_09_16_07_00_00_2006_09_17_07_00_00			Report	9/17/0
Operational Status_SAud_2006_09_16_13_00_00_2006_09_17_13_00_00			Report	9/17/0
Operational Status_SAud_2006_09_16_19_00_00_2006_09_17_19_00_00			Report	9/17/0
Operational Status_SAud_2006_09_17_01_00_00_2006_09_18_01_00_00			Report	9/18/0
Operational Status_SAud_2006_09_17_07_00_00_2006_09_18_07_00_00			Report	9/18/0
Operational Status_SAud_2006_09_17_13_00_00_2006_09_18_13_00_00			Report	9/18/0
Operational Status_SAud_2006_09_17_19_00_00_2006_09_18_19_00_00			Report	9/18/0
Operational Status_SAud_2006_09_18_01_00_00_2006_09_19_01_00_00			Report	9/19/0
Operational Status_SAud_2006_09_18_07_00_00_2006_09_19_07_00_00			Report	9/19/0
Operational Status_SAud_2006_09_18_13_00_00_2006_09_19_13_00_00			Report	9/19/0
Operational Status_SAud_2006_09_18_19_00_00_2006_09_19_19_00_00			Report	9/19/0
Operational Status_SAud_2006_09_19_01_00_00_2006_09_20_01_00_00			Report	9/20/0
Operational Status_SAud_2006_09_19_07_00_00_2006_09_20_07_00_00			Report	9/20/0
Operational Status_SAud_2006_09_19_13_00_00_2006_09_20_13_00_00			Report	9/20/0
Operational Status_SAud_2006_09_19_19_00_00_2006_09_20_19_00_00			Report	9/20/0

**Figure 26 Models Folder**

The model reports are categorized into subfolders including one folder for the Operations model and folders for any loaded compliance models. The Operations reports are categorized in the **Operational Status** subfolder. You can drill down through the subfolders to view smaller levels of data.

The Operations reports are run at 1:00 am, 7:00 am, 1:00 pm and 7:00 pm. The compliance model reports are initially created when the model is loaded. They are run every 24 hours at 2:00 am.

## Select Audit Reports

The Select Audit Reports folder contains 15 predefined Select Audit Reports, as listed in [Table 5](#):

**Table 5** Select Audit Reports

Report Name	Details
Account Change Report	Contains all user account change actions (add, delegate, change, etc.).
Account Events Report	Contains all account event actions (security violations, admin login errors, expired passwords, etc.).
Administrator Report	Contains all administrator actions (configuration changes, authentication changes, password resets, etc.).
Attestation Report	Contains all attestation actions (approved, pending, denied).
Change History Report	Contains administrative audit as complete tasks (the action initiated on this date by this user at this time, approved first by this person at this time, approved next by this person at this time, and the change took affect at this time).
Configuration Report	Contains all configuration change actions (add, change, etc.).
Data Integrity Report	Contains a list of tampered records IDs and tampered signature record IDs, with change actions (added, modified, removed).
Password Management Report	Contains all password administration actions (expire, logon, etc.).
Raw Message Report	Contains raw audit messages that aren't normalized through the standard process.
Security Events Report	Contains all security events (security violation, configuration changes, etc.).
Service Report	Contains configuration changes to Select Identity services.
System Activity Report	Contains all system activities (login, logout, changes made, etc.).
User Activity Report	Contains all user activities (login, logout, changes made, etc.).
User Summary Report	Contains a summary of user activities.
Workflow Events Report	Contains all workflow event messages.

## User Scopes

User Scopes is the default home directory for all users in the Library. When you create reports, they are saved to this folder by default.

## Uploading Files

- 1 In the Library, select the folder that you want to upload a file to.
- 2 Click **Upload**. The **Upload** screen appears.

Library > Upload

Upload New File

Destination: /Select Audit Reports

Name:

Description:

File type: Report

Source File:  Browse...

Publish on upload

Upload File Cancel

**Figure 27 Upload Screen**

- 3 Enter the name of the file in the **Name** field.
- 4 Optionally, enter a description in the **Description** field.
- 5 Select a file type from the **File Type** drop-down list.
- 6 Enter a path or click **Browse** to specify the location of the source file in the **Source File** field.
- 7 Select **Publish on upload** to publish the report when you upload the file.
- 8 Click **Upload File**. The report appears in the **Contents of** panel of the Report Center.

## Managing Reports

You manage reports in the **Contents of** panel. Select the folder containing the report and select the report in the right-hand panel.

Contents of: /Select Audit Reports						
Run	Publish	Ad Hoc	Schedule	Add to My Reports	Properties	Delete
File Name	Profile	Description	Type	Date		
Account Change Report			Report	06/19/2006 14:16:21		
Account Change Report - saved result			Saved Results	06/23/2006 11:42:24		
Account Change Report_1150746471528			html	06/19/2006 15:47:57		
Account Change Report_1150811672614			html	06/20/2006 09:54:34		
Account Change Report_1151079180664			html	06/23/2006 12:13:02		
Account Change Report_1151096583604			html	06/23/2006 17:03:05		
Account Events Report			Report	06/19/2006 14:16:23		
Administrator Report			Report	06/19/2006 14:16:25		
Administrator Report_1150812000794			html	06/20/2006 10:00:02		
Administrator Report_1150898400704			html	06/21/2006 10:00:02		
Attestation Report			Report	06/19/2006 14:16:26		
Change History Report			Report	06/19/2006 14:16:28		
Configuration Report			Report	06/19/2006 14:16:30		
Data Integrity Report			Report	06/19/2006 14:16:31		

Figure 28 Contents Of Panel

The buttons at the top of the **Contents of** panel are described in [Table 6](#):

**Table 6 Report Buttons**

Button	Description
<b>Run</b>	Generates the report from the file.
<b>Publish</b>	Publishes the report. If the report has already been published, this button is grayed out.
<b>Ad Hoc</b>	Creates a new report using the Ad Hoc wizard.
<b>Schedule</b>	Used to create and manage a schedule for automatically generating reports.
<b>Add To My Reports</b>	Adds the file to a list of frequently-used files.
<b>Properties</b>	Used to view file properties and performance statistics, and modify scheduling and permissions.
<b>Delete</b>	Deletes the report file from the Library.

### To run a report

Select a report and click **Run**. A new window opens displaying the report.

- ▶ You can also run a report by hovering the mouse over the **Run** button and selecting the output format you want.

## To schedule report execution

- 1 Select a report and click **Schedule**. The **Library > Schedule** screen appears.

The screenshot shows the 'Library > Schedule (/Select Audit Reports/Mid level User Activity Report)' interface. It is divided into several sections:

- Start:** Includes radio buttons for 'Start Immediately' (selected) and 'Start date: 03/08/2006'. A time selector shows '11:56 am'.
- Recur:** Includes radio buttons for 'None' (selected) and 'Every' (with a dropdown for 'Day(s)').
- Parameter Options:** Shows 'Execute pre-defined parameter profile: No profiles defined'.
- Output Options:** Includes 'Destination: /Select Audit Reports', 'File Name:' (empty), 'Output Format: HTML', and 'Overwrite files:  link  file'. A note states: 'Note: Charts may not be sent as files in HTML. Please use PDF.'

At the bottom, there are three buttons: 'Preview Report', 'Submit', and 'Cancel'.

**Figure 29 Library > Schedule**

You can schedule a report, specify the output destination and format, and send email alerts to specified recipients.

- 2 Enter information for the following sections:

**Start** Schedule a report to start immediately, or specify a date and time.


**Recur** Specify the frequency. Possible choices are Minutes, Hours, Weeks, Days, and Months.

**End** Specify a date and time or number of occurrences.

**Output Options**

- Specify a destination folder.
- Choose a file name.
- Specify output format – HTML, XML, PDF, CSV, or Excel.
- Check **Overwrite files** if you want new scheduled output to override the old.

**Email Notifications** Enter one or more email addresses to receive email alerts, and specify whether to send the output as a link or as an attached file.

- 3 Click **Submit**. The  icon appears beside the report name in the **Contents of** panel to indicate a schedule is set for the report.

## To check report properties

Select a report and click **Properties**. The **Library > Properties** screen appears.

**Library > Properties**

**Properties of Account Change Report**

Name: Account Change Report      Owner: weblogic

Description:

Keywords:

Type: rdl      Content: 48998 bytes

Location: /Select Audit Reports/Account Change Report

URL: http://localhost:7001/scopeserver/ScopeServer?\_p\_r=%2FSelect%20Audit%20Reports%2FAccount%20Change%20Report

**Edit Properties**   **Edit Content**   **Rename**   **Run**   **Delete**   **Configure Ad Hoc Controls**

**Download**

**Publish**

Status: Published

Date Created: Tue, 7 Mar 2006 14:19:26 GMT      Last Modified: Tue, 7 Mar 2006 14:19:33 GMT

**Unpublish**

**Schedule**

Schedules: 1 - Wed Mar 08 14:20:00 EST 2006 Run once only.      **Edit**   **Delete**

**Create New Schedule**

**Real-Time Optimization**

**Edit Real-Time Optimization**

**Performance Statistics**

# of Runs	Run Time(ms)			Compile Time(ms)			Content Time(ms)			Layout Time(ms)		
	Total	Avg	Max	Avg	Max	Min	Avg	Max	Min	Avg	Max	Min
Statistics are currently disabled.												

**File Permissions**

Custom Permission:

Grant Permissions To:

	Read	Write	Run	Schedule	Ad Hoc
* (All Users)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
weblogic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Exceptions:

	Read	Write	Run	Schedule	Ad Hoc
--	------	-------	-----	----------	--------

**Edit Permissions**

**Figure 30 Library > Properties Screen**

The **Properties** screen enables you to view report properties and performance statistics, or to reset schedule or permissions. The sections of the screen are described in [Table 7](#).

**Table 7 Properties Screen Sections**

Section	Description
<b>Properties &lt;report name&gt;</b>	Displays the selected report's properties. It contains the following buttons: <ul style="list-style-type: none"> <li>• <a href="#">Edit Properties</a> provides a report description, or lets you specify search keywords.</li> <li>• <a href="#">Edit Content</a> is used to modify the RDL file.</li> <li>• <a href="#">Run</a> runs the report.</li> <li>• <a href="#">Delete</a> removes the current report from the Library.</li> <li>• <a href="#">Configure Ad Hoc Controls</a> configures the Ad Hoc controls for the current report.</li> </ul>
<b>Publish</b>	Indicates the Status and Date Published. To unpublish report, click <b>Unpublish</b> .
<b>Schedule</b>	Allows you to create a new schedule for the report.
<b>Real-Time Optimization</b>	Click <b>Edit Real-Time Optimization</b> to upload or add a new optimization descriptor.
<b>Performance Statistics</b>	Lists the following statistics: <ul style="list-style-type: none"> <li>• The number of report runs</li> <li>• The time taken to run</li> <li>• The time taken to compile</li> <li>• The time taken to build content</li> <li>• The time taken to create layout</li> </ul>
<b>File Permissions</b>	Displays existing file permissions.

## Running the Ad Hoc Wizard

You can create and modify report layouts using the **Ad Hoc** wizard. The Ad Hoc wizard is a browser-based tool that lets you design layouts for your own reports. Any report in the Library with Ad Hoc permission can be used to launch the Ad Hoc wizard.

The Ad Hoc wizard leads you through a series of steps to create the desired layout. You can move back and forth between steps or jump directly to the desired step. At any point in the wizard, you can save the report or preview it in its current state.

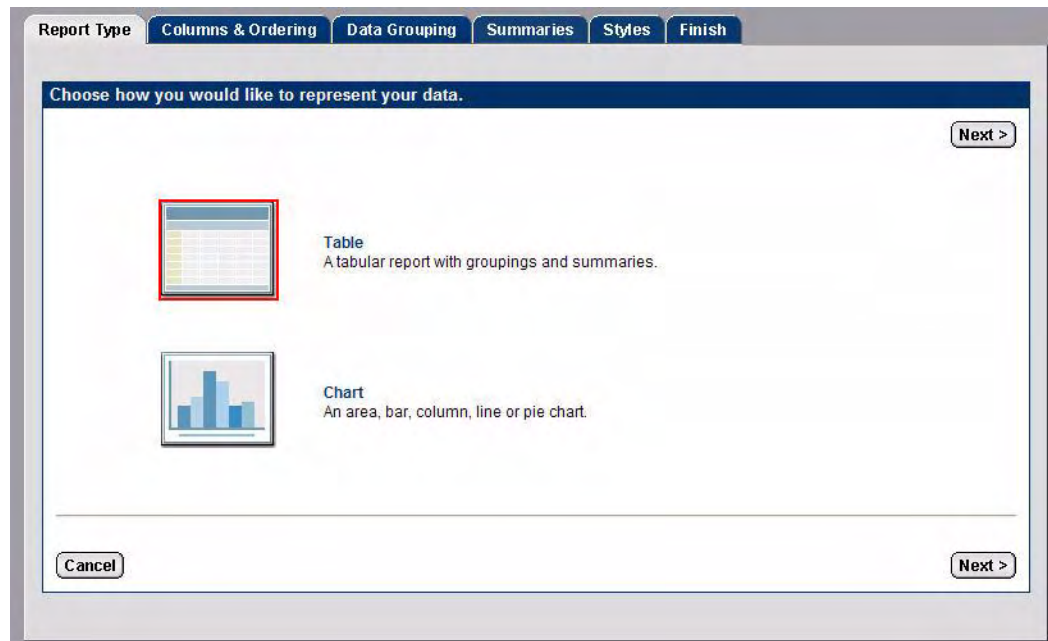
The Ad Hoc wizard is used to fashion tabular or graphic layouts using the information that the developer puts in a report. If the report contains parameters, the report developer can use the Report Center to make the Ad Hoc wizard use different labels or parameter mappings for the report.

For more information on configuring the Ad Hoc wizard, see the *HP OpenView Select Audit 1.01 Report Center User's Guide*.



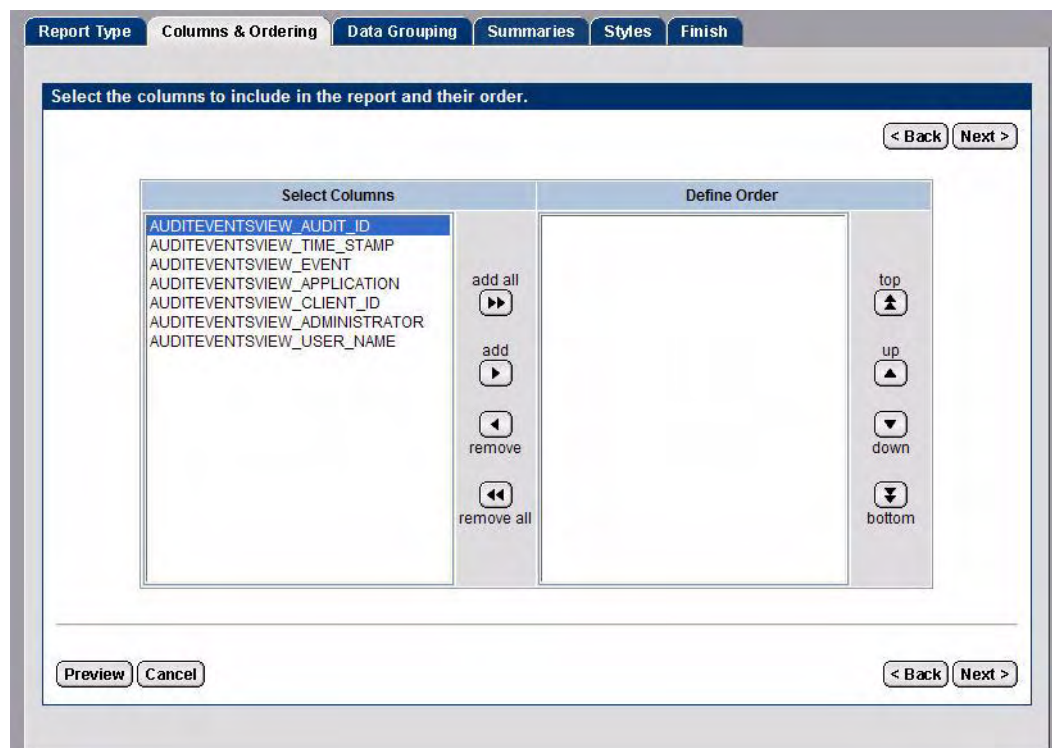
## Creating a Tabular Report

- 1 Select the report in the Library or My Reports view, then click **Ad Hoc**. The **Report Type** screen appears.



**Figure 31 Report Type Screen**

- 2 Select **Table** and click **Next**. The **Columns and Ordering** screen appears.



**Figure 32 Columns and Ordering Screen**

- 3 Select the columns you want to include in the report and use the **Up** and **Down** arrows to define the order of the columns.
- 4 Click **Next**. The **Data Grouping** screen appears.

Report Type Columns & Ordering **Data Grouping** Summaries Styles Finish

Select each level of data grouping.

< Back Next >

Group by (optional):  
AUDITEVENTSVIEW\_USER\_NAME

then by (optional):

then by (optional):

Preview Cancel < Back Next >

**Figure 33 Data Grouping Screen**

- 5 Optionally, select how you would like the report data grouped and click **Next**. The **Summaries** screen appears.

Report Type Columns & Ordering Data Grouping **Summaries** Styles Finish

Apply aggregate functions to columns. (optional)

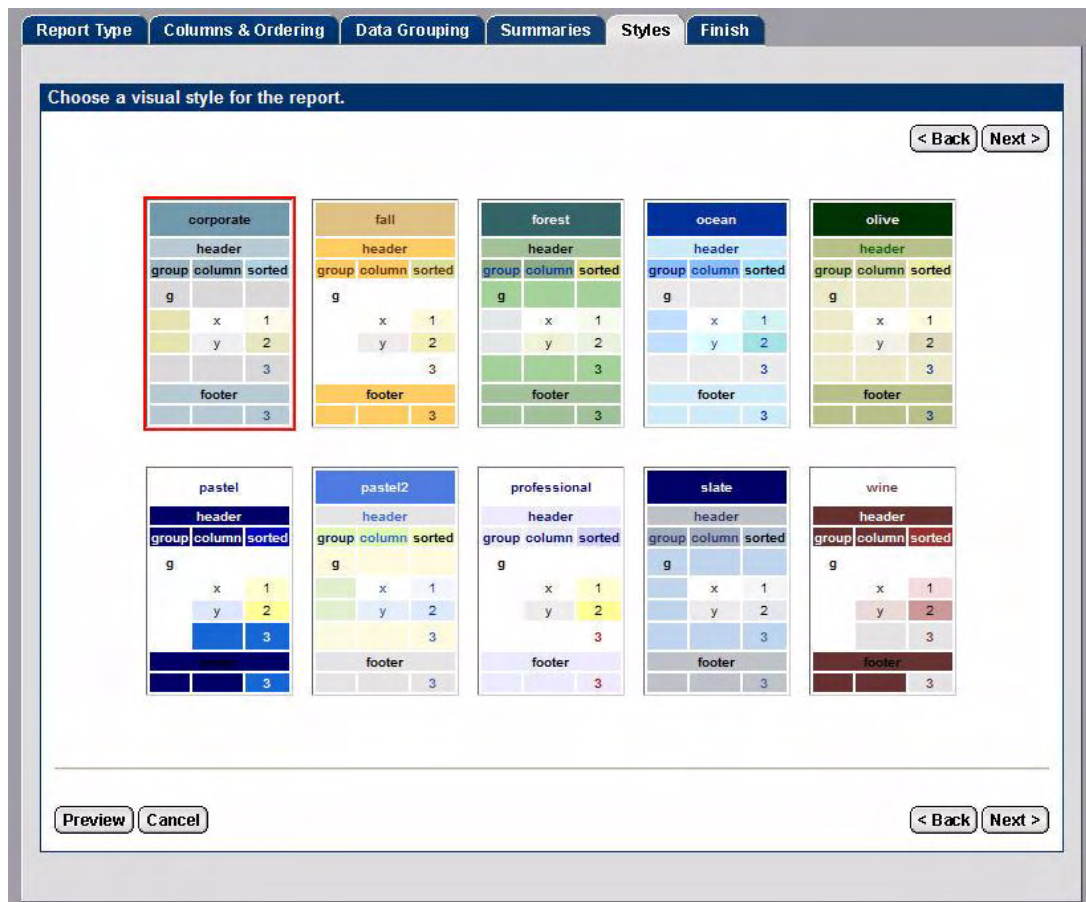
< Back Next >

Column	Aggregate Function
AUDITEVENTSVIEW_USER_NAME	count

Preview Cancel < Back Next >

**Figure 34 Summaries Screen**

- 6 Optionally, select an aggregate function for the column and click **Next**. The **Styles** screen appears.



**Figure 35** Styles Screen

- 7 Select a style for the report and click **Next**. The **Finish** screen appears.

Report Type Columns & Ordering Data Grouping Summaries Styles **Finish**

Preview the report and save. < Back Cancel

Preview

HTML  Excel  PDF  XML  CSV

Run Report

Save

Report Title:

Report Name:  \*

Directory:  \* Browse

Description:

Save Report

\* are required fields.

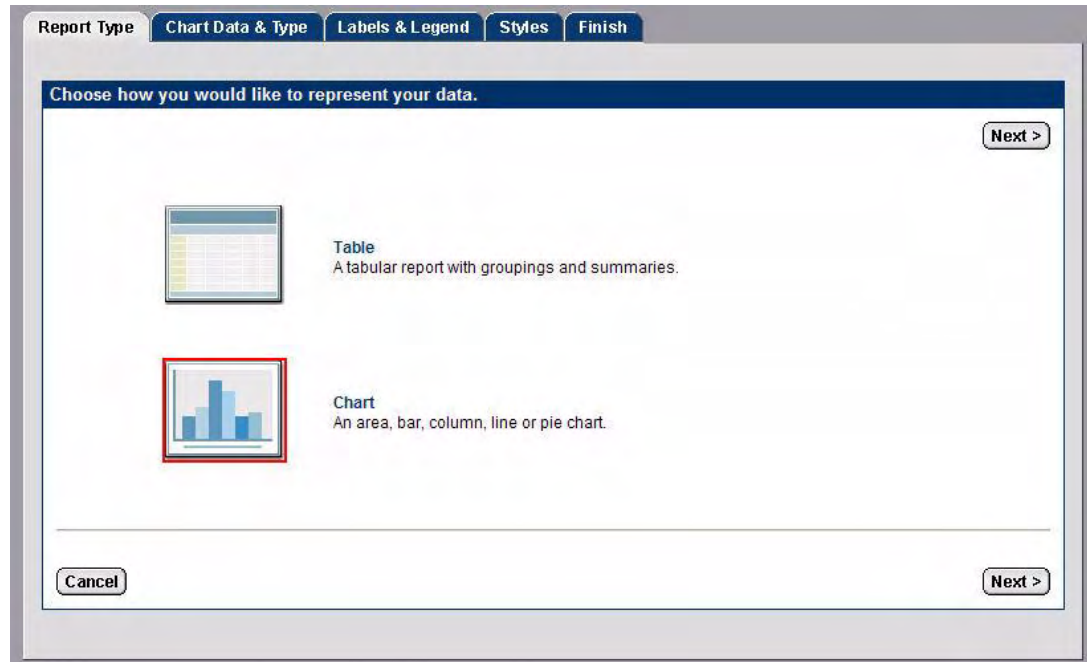
< Back Cancel

**Figure 36 Finish Screen**

- 8 Select a report format and click **Run Report** to preview the report.
- 9 Enter a **Report Title**, **Report Name**, **Directory**, and **Description** for the report in the corresponding fields.
  - ▶ Click **Browse** to select the directory where you want to save the report.
- 10 Click **Save Report**. The Ad Hoc wizard displays a confirmation message when the report has been saved.
- 11 Click **Close**. The Ad Hoc wizard closes and the new report is listed in the directory you saved it to.

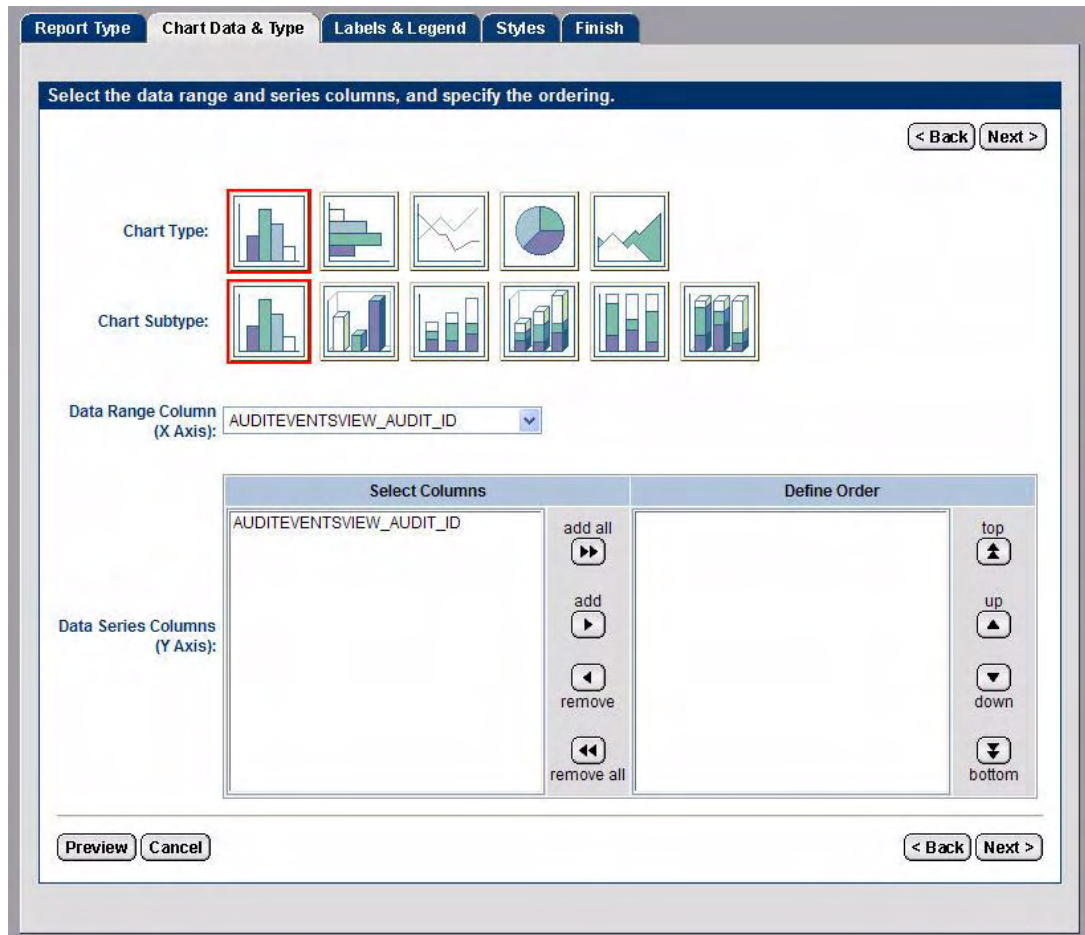
## Creating a Chart

- 1 Select the report in the Library or My Reports view, then click **Ad Hoc**. The **Report Type** screen appears.



**Figure 37 Report Type Screen**

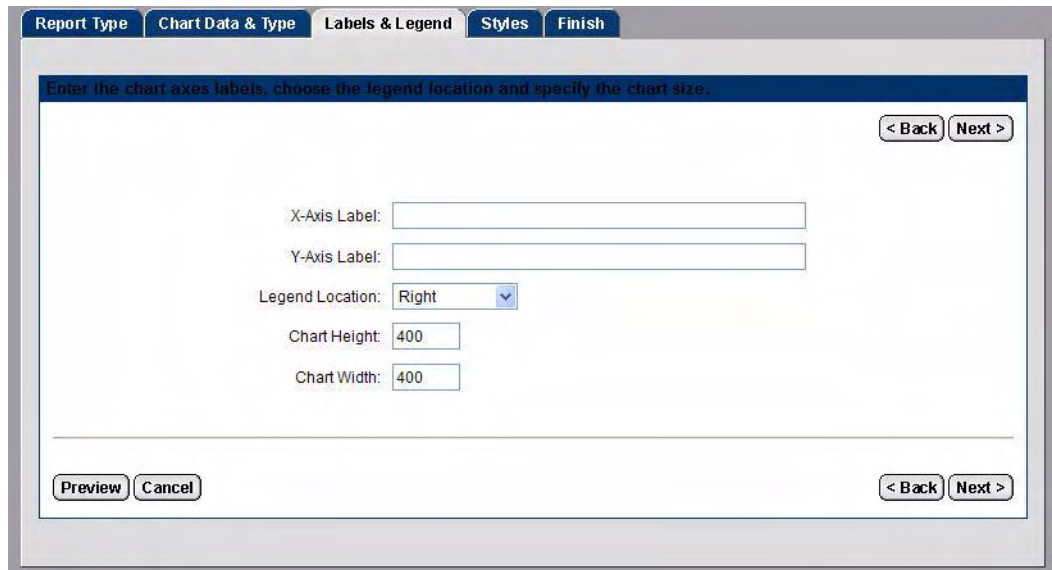
- 2 Select **Chart** and click **Next**. The **Chart Data & Type** screen appears.



**Figure 38 Chart Data & Type Screen**

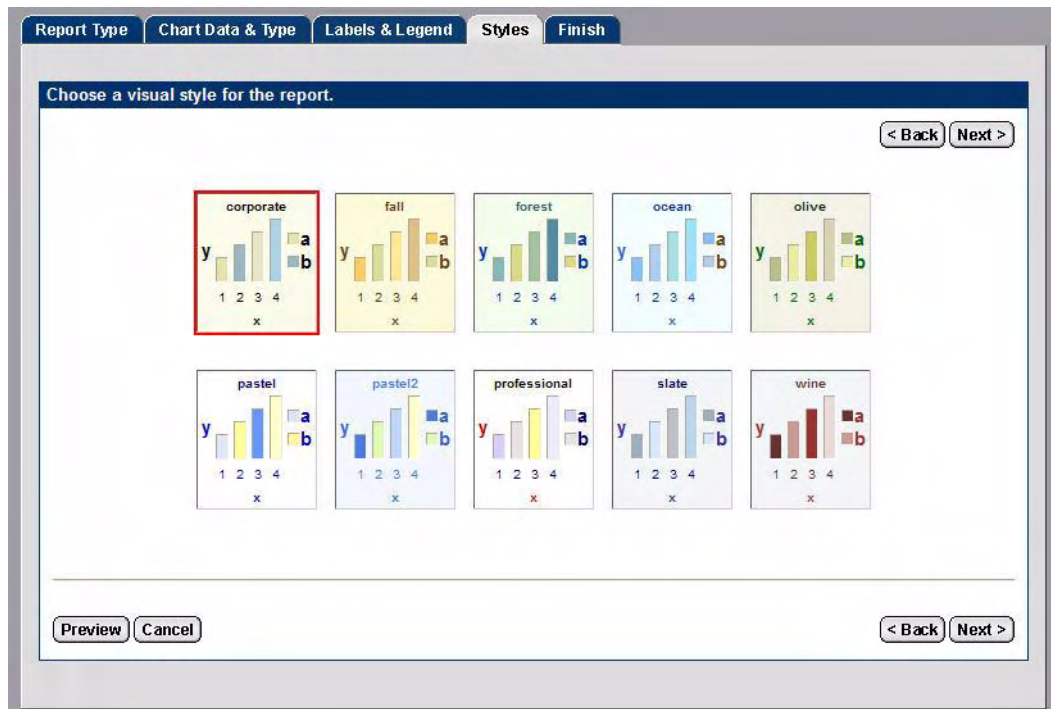
- 3 Select the following:
  - **Chart Type** and **Subtype**
  - **Data Range Column**
  - **Data Series Columns**

➤ Use the **Up** and **Down** arrows to define the order of the columns.
- 4 Click **Next**. The **Labels & Legend** screen appears.



**Figure 39 Labels & Legend Screen**

- 5 Do the following:
  - Enter an **X Axis Label**.
  - Enter a **Y Axis Label**.
  - Select a location for the legend from the **Legend Location** drop-down list.
  - Enter the **Chart Height**.
  - Enter the **Chart Width**.
- 6 Click **Next**. The **Styles** screen appears.



**Figure 40 Styles Screen**

- 7 Select a style for the chart and click **Next**. The **Finish** screen appears.

The screenshot shows the 'Finish' screen of an Ad Hoc wizard. At the top, there are tabs for 'Report Type', 'Columns & Ordering', 'Data Grouping', 'Summaries', 'Styles', and 'Finish'. The main content area is titled 'Preview the report and save.' and contains two sections: 'Preview' and 'Save'. In the 'Preview' section, there are radio buttons for 'HTML', 'Excel', 'PDF', 'XML', and 'CSV', with 'HTML' selected. A 'Run Report' button is below. The 'Save' section has text boxes for 'Report Title', 'Report Name', and 'Directory', with 'Report Name' and 'Directory' marked with an asterisk. A 'Browse' button is next to the 'Directory' field. There is also a 'Description' text area and a 'Save Report' button. At the bottom, it says '\* are required fields.' and has '< Back' and 'Cancel' buttons.

**Figure 41 Finish Screen**

- 8 Select a format and click **Run Report** to preview the chart.
- 9 Enter a **Report Title**, **Report Name**, **Directory**, and **Description** for the chart in the corresponding fields.
  - ▶ Click **Browse** to select the directory where you want to save the chart.
- 10 Click **Save Report**. The Ad Hoc wizard displays a confirmation message when the chart has been saved.
- 11 Click **Close**. The Ad Hoc wizard closes and the new chart is listed in the directory you saved it to.



# Searching for Reports

The **Search** screen helps you find a report or other Library file without browsing through the Library hierarchy.

HP OpenView Select Audit Report Center

User: weblogic  
Home | Sign Out

Library My Reports Search Preferences Admin

**Search By:**

Name:

Exact Match

Type: All

Owner Name:

Keyword(s):

Query String:

Help

Search Clear

**Search Results:**

Run Publish Ad Hoc Schedule Add to My Reports Properties Delete

<input checked="" type="checkbox"/> File Name	Profile	Description	Type	Date
---	---------	-------------	------	------

= Published     = Scheduled

**Figure 42 Search Screen**

Like the Library screen, the Search screen, has two panels. The **Search By** panel contains the fields that define your search criteria, and the **Search Results** panel displays matching Library files.

If you enter values in multiple fields in the **Search By** pane, all fields must match the file's metadata for the search to succeed. Once you have filled in all the fields, click **Search** to begin the search. To clear the fields, click **Clear**.

## To search for a report

- 1 Click **Search**. The **Search** screen appears.
- 2 In the **Search By** panel, complete any of the fields as follows:
  - Name** Enter the name of the report that you are searching for.
  - Type** Choose whether you are looking for report files (Report), already-run scheduled static output (Output), interactive views of static data (Saved Results), or all files (all).
  - Owner Name** Enter the name of the file's owner.
  - Keyword(s)** Enter any number of keywords associated with the report that you are looking for.
  - Query String** Enter a string to filter the returned reports.
- 3 Click **Search**. Any matching reports appear in the **Search Results** panel.

For more information about searching for reports, refer to the *HP OpenView Select Audit 1.01 Report Center User's Guide*.

## To search for data in a report

You can search within a given report for specific data.

- 1 Click **Reports** → **Library**.
- 2 Double-click the report you want to search. The report opens in a new browser window.

### User Activity Report

Please select a profile:

Application Types:     Actions:

Start Time (e.g. 2005-01-01 00:00:00):

End Time (e.g. 2005-12-31 23:59:59):

User:

Target:

User Activities				
Time	User	Action	Target	Application
October 11, 2006 5:08:28 PM GMT-04:00	<anonymous>	<a href="#">Workflow Report Approval</a>	Account Change Report	Select Audit Workflow
October 11, 2006 5:06:33 PM GMT-04:00	<anonymous>	<a href="#">Workflow Report Approval</a>	Account Change Report	Select Audit Workflow
October 11, 2006 2:13:13 PM GMT-04:00	weblogic	<a href="#">Workflow Report Approval</a>	System Status Report	Select Audit Workflow
October 11, 2006 2:12:13 PM GMT-04:00	weblogic	<a href="#">Workflow Report Approval</a>	System Status Report	Select Audit Workflow
October 11, 2006 2:11:13 PM GMT-04:00	weblogic	<a href="#">Workflow Report Approval</a>	System Status Report	Select Audit Workflow
October 11, 2006 2:10:17 PM GMT-04:00	weblogic	<a href="#">Workflow Report Approval</a>	System Status Report	Select Audit Workflow
October 11, 2006 1:59:15 PM GMT-04:00	<anonymous>	<a href="#">Workflow Report Approval</a>	Data Integrity Report	Select Audit Workflow
October 11, 2006 1:57:20 PM GMT-04:00	<anonymous>	<a href="#">Workflow Report Approval</a>	Data Integrity Report	Select Audit Workflow

**Figure 43 Report Window**

- 3 Enter the search criteria and click **Search**. The results are shown in the **Report** window.

## User Activity Report

Please select a profile:

Application Types:

Actions:

Start Time (e.g. 2005-01-01 00:00:00):

End Time (e.g. 2005-12-31 23:59:59):

User:

Target:

User Activities				
Time	User	Action	Target	Application
October 10, 2006 1:14:04 AM GMT-04:00	admin;16.157.55.9	<a href="#">Partner delete</a>	alvafish - SP	http://ivory.chn.hp.com:8000/tfs
October 10, 2006 1:07:49 AM GMT-04:00	admin;16.157.55.9	<a href="#">Partner add</a>	alvafish - SP	http://ivory.chn.hp.com:8000/tfs
October 10, 2006 1:06:45 AM GMT-04:00	admin;16.157.55.9	<a href="#">Admin Logged in</a>		http://ivory.chn.hp.com:8000/tfs
October 9, 2006 11:24:24 PM GMT-04:00	admin;16.157.55.9	<a href="#">Admin Logged in</a>		http://ivory.chn.hp.com:8000/tfs
October 9, 2006 11:24:18 PM GMT-04:00	admin;16.157.55.9	<a href="#">Admin Login Error</a>		http://ivory.chn.hp.com:8000/tfs

**Figure 44 Report Search Results**

You can specify an exact value or use wild cards when searching on text field. Two wildcards can be used for searching, “%” and “\_”. “%” represents 0 to an unlimited number of characters. “\_” represents a single character. The wildcards can be placed anywhere in the search text, and can be used multiple times. For example: %User%, s\_User%, S%User, %User, User%.

## User Activity Report

Please select a profile:

Application Types:

Actions:

Start Time (e.g. 2005-01-01 00:00:00):

End Time (e.g. 2005-12-31 23:59:59):

User:

Target:

User Activities				
Time	User	Action	Target	Application
October 10, 2006 1:14:04 AM GMT-04:00	admin;16.157.55.9	<a href="#">Partner delete</a>	alvafish - SP	http://ivory.chn.hp.com:8000/tfs
October 10, 2006 1:07:49 AM GMT-04:00	admin;16.157.55.9	<a href="#">Partner add</a>	alvafish - SP	http://ivory.chn.hp.com:8000/tfs
October 10, 2006 1:06:45 AM GMT-04:00	admin;16.157.55.9	<a href="#">Admin Logged in</a>		http://ivory.chn.hp.com:8000/tfs
October 9, 2006 11:24:24 PM GMT-04:00	admin;16.157.55.9	<a href="#">Admin Logged in</a>		http://ivory.chn.hp.com:8000/tfs
October 9, 2006 11:24:18 PM GMT-04:00	admin;16.157.55.9	<a href="#">Admin Login Error</a>		http://ivory.chn.hp.com:8000/tfs

**Figure 45 Report Wildcard Search Results**

## Setting Preferences

You use the **Preferences** screen to set or change your home directory in the Library or your start page (the view that will appear when you launch the Report Center).



Library is the default start page.

- 1 Click **Preferences**. The **Preferences** screen appears.



**Figure 46 Preferences Screen**

- 2 Enter the directory path in the **Home Directory** field.
- 3 Select a page from the **Start Page** drop-down list and click **Set**.

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