HP Select Audit Software

for the Windows®, HP-UX®, Linux®, and Solaris® operating systems

Software Version: 1.02

User Guide

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Software Release Date: July 2007

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Contents

1 Introduction

HP Select Audit software is part of HP's 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 Select Audit 1.02 Administration Guide* for more information.

Audience

This guide is for two types of users: general users and Auditors. This guide assumes a working knowledge of the following:

- 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

This manual refers to the following Select Audit documents. These documents are available on the Select Audit CD.

- *HP Select Audit 1.02 Administration Guide*, © Copyright 2006 - 2007 Hewlett-Packard Development Company, L.P. (`administration_guide.pdf`).
- *HP Select Audit 1.02 Installation Guide*, © Copyright 2006 - 2007 Hewlett-Packard Development Company, L.P. (`installation_guide.pdf`).
- *HP Select Audit 1.02 User's Guide*, © Copyright 2006 - 2007 Hewlett-Packard Development Company, L.P. (`user_guide.pdf`).
- *HP Select Audit 1.02 Sarbanes-Oxley Model Guide*, © Copyright 2006 - 2007 Hewlett-Packard Development Company, L.P. (`sb_model_guide.pdf`)
- *HP Select Audit 1.02 Concepts Guide*, © Copyright 2006 - 2007 Hewlett-Packard Development Company, L.P. (`concepts_guide.pdf`)
- *HP Select Audit 1.02 Report Center User's Guide*, © Copyright 2006 - 2007 Hewlett-Packard Development Company, L.P. (`rpt_center_guide.pdf`)

- *HP Select Audit 1.02 Report Designer's Guide*, © Copyright 2006 - 2007 Hewlett-Packard Development Company, L.P. (`rpt_design_guide.pdf`)
- *HP Select Audit 1.02 Report Developer's Guide*, © Copyright 2006 - 2007 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 Select Audit 1.02 Release Notes* (`SAudit_release_notes_1.02.html`) on the Select Audit installation CD for known installation issues at the time of this release.

Table 1 Guide Overview

Chapter	Description
Chapter 2, Getting Started	This chapter describes the Audit Portal features.
Chapter 3, Using Select Audit	This chapter describes how to use the Audit Portal.
Chapter 4, Using Reports in Select Audit	This chapter describes the features of the reporting tools in Select Audit. Reports are viewed, scheduled and modified using the Report Center.

2 Getting Started

Select Audit is accessed using the Audit Portal on the following browsers:

- Internet Explorer 6
- Firefox

This chapter describes how to access and use the Audit Portal if you have general user or Auditor permissions. It includes the following topics:

- Audit Portal Access on page 9
- Starting Select Audit on page 10
- Audit Portal Features on page 12

Audit Portal Access

The Audit Portal is used by general users and auditors in different ways. Users can access the Report Library where they can view, run and approve reports. Users can also receive alerts and notifications, and view user activity reports filtered by service.

Auditors can access the Report Library, monitor and run audit processes, and review data for auditing purposes. In addition to the general user tasks listed above, Auditors can perform the following tasks:

- View regulation-specific reports.
- Schedule and view pre-defined reports.
- Monitor the dashboard.
- Receive and respond to audit-specific alerts and notifications.
- Approve and reject reports.

External auditors can also do the following tasks:

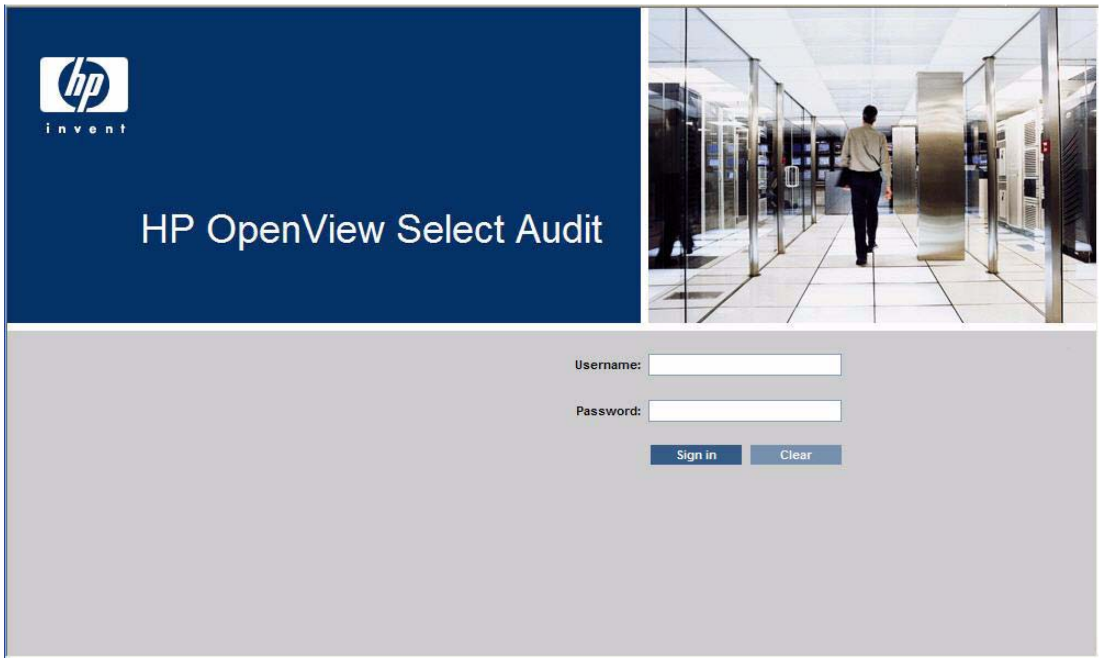
- Create Ad Hoc reports.
- Review raw data.
- Check data for tampering.
- View all reports.

Starting Select Audit

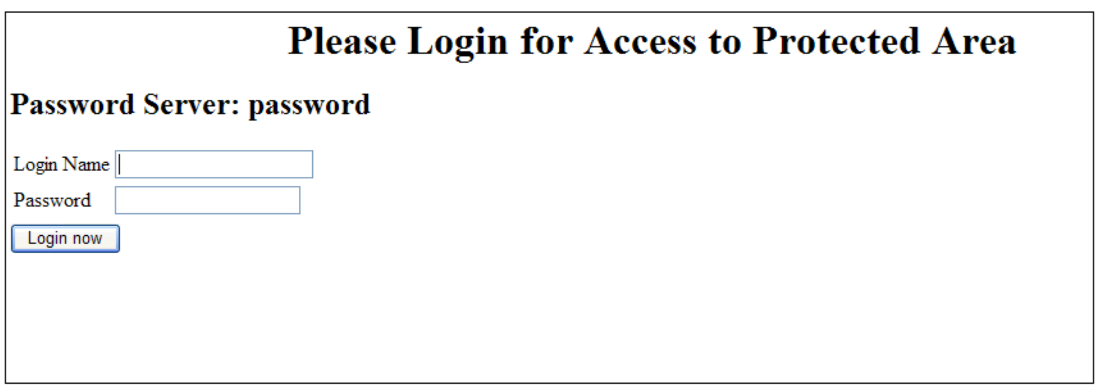
1 Open a web browser and type the following URL:

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

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



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



2 Type your Select Audit user name and password in the appropriate fields and click **Sign In**. The appropriate **Select Audit Portal** opens.

Figure 1 Auditor Audit Portal

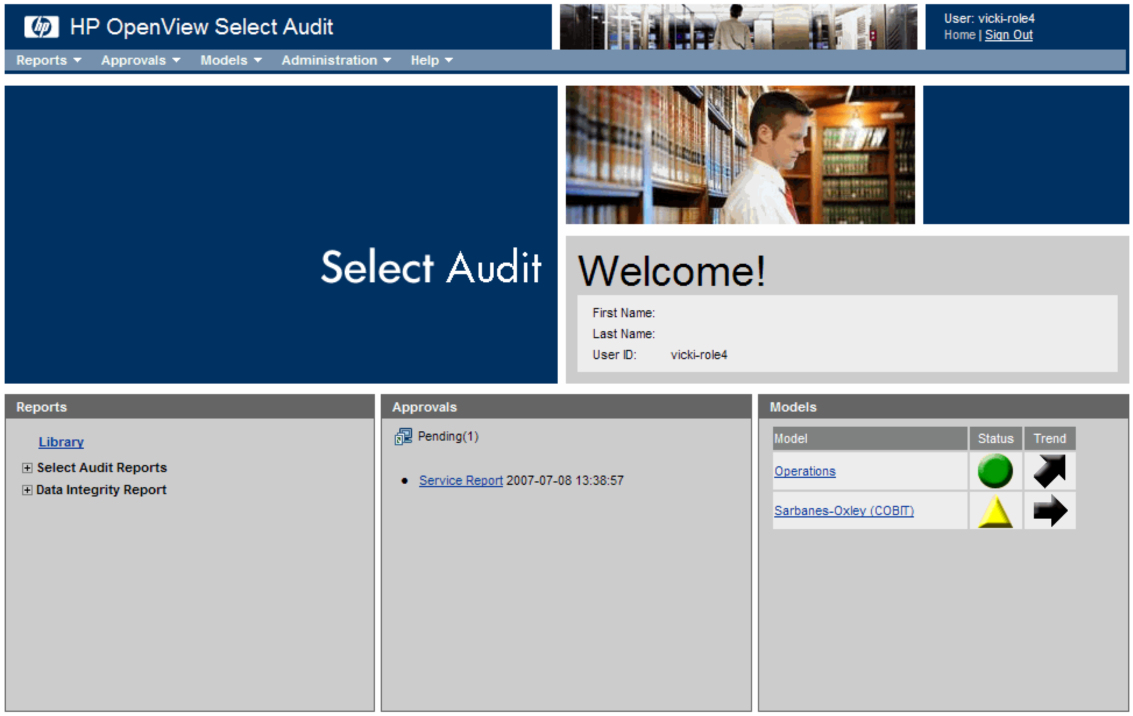
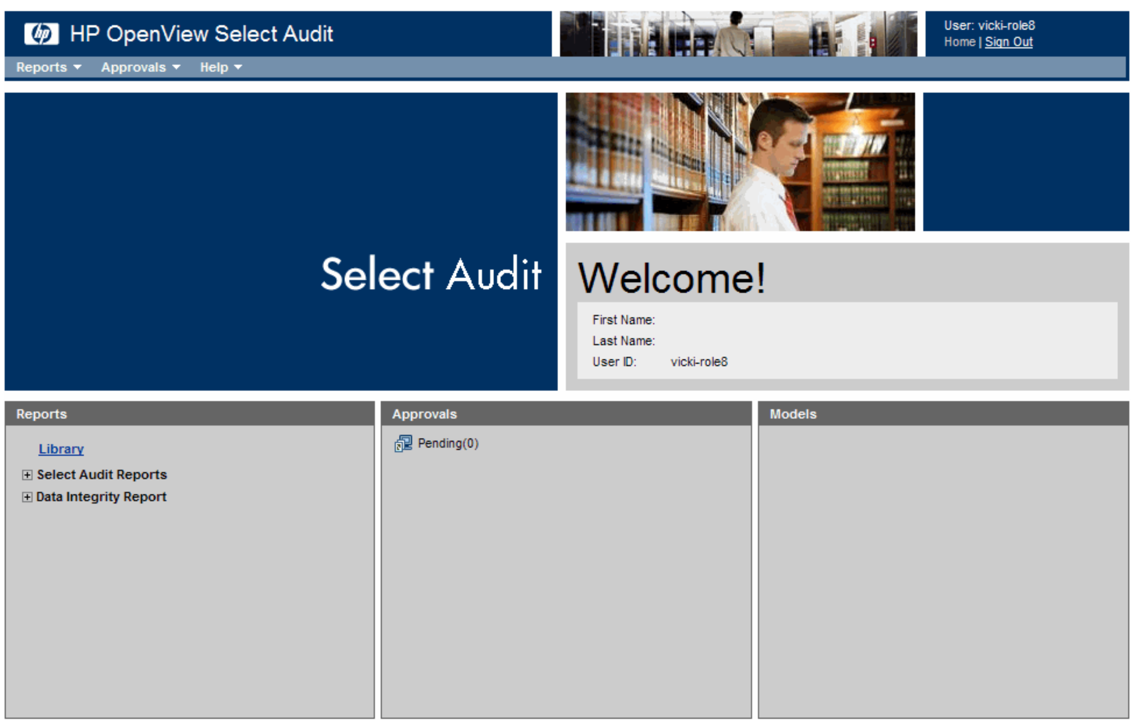


Figure 2 User Audit Portal



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 tasks in Select Audit. Different menus are available, depending on the type of user you are.

User Toolbar

The User toolbar has three menus: **Reports**, **Approvals** and **Help**.

Figure 3 User Toolbar

The menus are described in Table 2.

Table 2 User Toolbar

Menu Item	Description
Reports	The **Reports** menu has three entries: **Library**, **My Reports** and **Search**. Clicking any of these menu items opens the **Report Center**. The Reports menu items are described below: • **Library** opens the Report Library in the Report Center. In the Library, you can upload reports to the Report server. • **My Reports** opens the My Reports area of the Report Center, which contains 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. • **Search** opens the search engine in the Report Center. You can search for reports using any or all of the criteria listed. For detail information about using the Report Center, refer to *HP OpenView Select Audit 1.02 Report Center User's Guide*.
Approvals	The **Approvals** menu is used to view pending approvals assigned to you. See Approving Reports on page 17 for more information about approving reports.
Help	The **Help** menu is used to access online help for Select Audit. It also contains copyright and version information. Users should use the **User Guide** menu item for information about User topics in this guide.

Auditor Toolbar

The Auditor toolbar has five menus: **Reports**, **Approvals**, **Models**, **Administration** and **Help**.

Figure 4 Auditor Toolbar

The menus are described in Table 2.

Table 3 Auditor Toolbar

Menu Item	Description
Reports	The **Reports** menu has three entries: **Library**, **My Reports** and **Search**. Clicking any of these menu items opens the **Report Center**. The Reports menu items are described below: • **Library** opens the Report Library in the Report Center. In the Library, you can upload reports to the Report server. • **My Reports** opens the My Reports area of the Report Center, which contains 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. • **Search** opens the search engine in the Report Center. You can search for reports using any or all of the criteria listed. For detail information about using the Report Center, refer to *HP OpenView Select Audit 1.02 Report Center User's Guide*.
Approvals	The **Approvals** menu is used to view pending approvals assigned to you. See Approving Reports on page 17 for more information about approving reports.
Models	The **Models** menu has two standard submenus: **Overview** and **Operations**. It also contains submenus for any loaded compliance models. • **Overview** opens the high-level view of the currently-loaded models in a new browser window. • **Operations** opens the `Operations` folder in the Report Center.
Administration	The **Administration** menu is used verify the integrity of data.
Help	The **Help** menu is used to access online help for Select Audit. It also contains copyright and version information. Auditors should use the **User Guide** menu item for information about topics in this guide.

Workspaces

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

Reports Workspace

The **Reports** workspace is on the left-hand side of the lower portion of the Audit Portal and provides quick access to commonly-used report features:

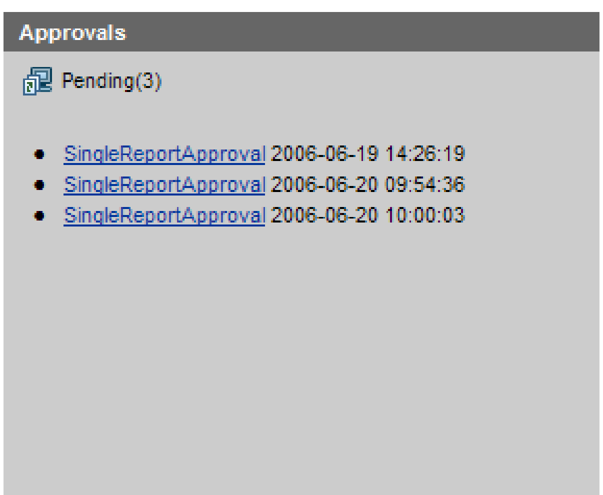
- **Library** opens the Library in the Report Center.
- **Select Audit Reports** expands to show a list of the most frequently-used Select Audit reports.
- **Data Integrity Report** expands to show the most recent run time for the Data Integrity report. It has links to the Data Integrity report, the Data Integrity Data Errors report and the Data Integrity Signature Errors report. See Chapter 4, Using Reports in Select Audit for more information about the Report Center.

Figure 5 Report Workspace

Approvals Workspace

The **Approvals** workspace is in the center of the lower portion of the Audit Portal. It 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 17 for more information about approving reports.

Figure 6 Approvals Workspace

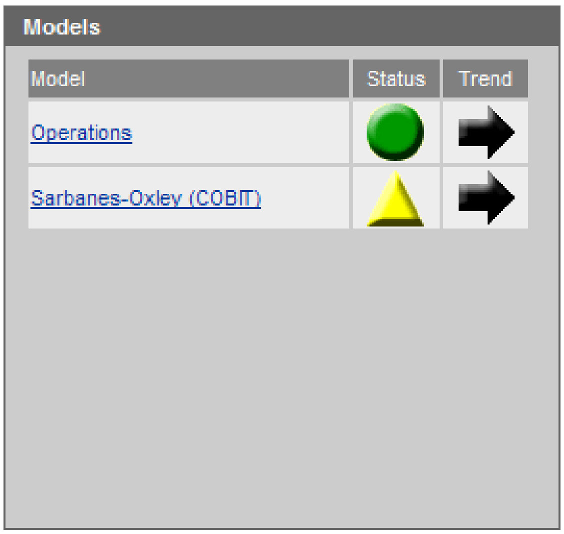


Models Workspace

The **Models** workspace is on the right-hand side of the lower portion of the Audit Portal. It is displayed differently, depending on the type of user you are. If you are an Auditor, it contains a high-level view of the currently-loaded models, showing the status and trend. See Working with Models on page 19 for more information about Select Audit models.

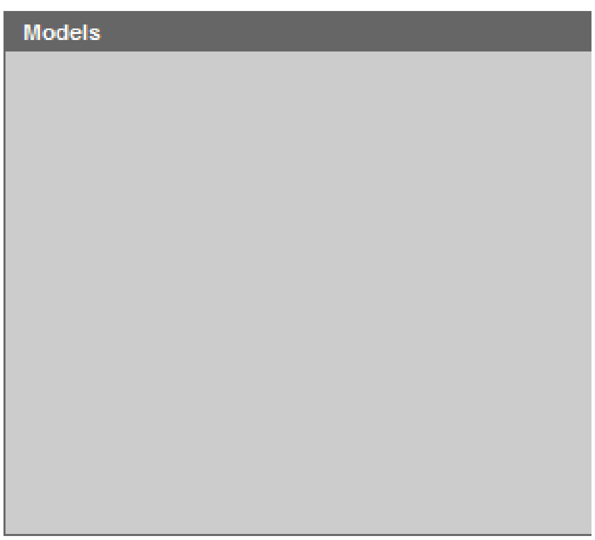
If the status and trend of the Operations model are updated when the model is run, the changes will be not updated on the Audit Portal Welcome page in the Model workspace unless you log out and log back in to the Audit Portal.

Figure 7 Models Workspace



General users cannot view model information. As a result, this workspace is empty.

Figure 8 User Models Workspace



3 Using Select Audit

This chapter describes how to use the Audit Portal. General users should refer to the following procedures:

- Approving Reports on page 17

Auditors should refer to the following procedures:

- Approving Reports on page 17
- Verifying Audit Data Integrity on page 18
- Working with Models on page 19

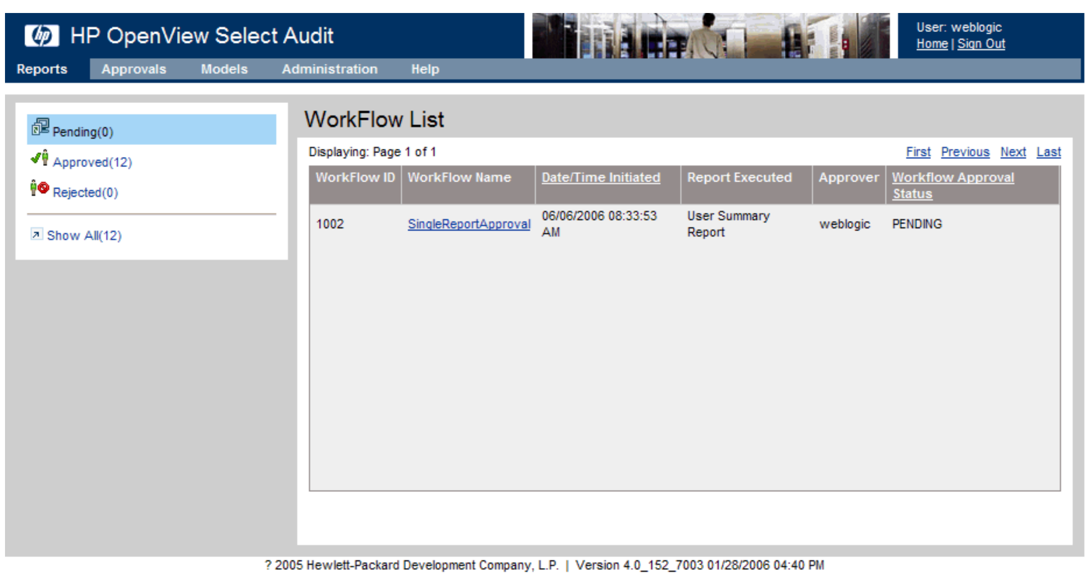
Approving Reports

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 opens.

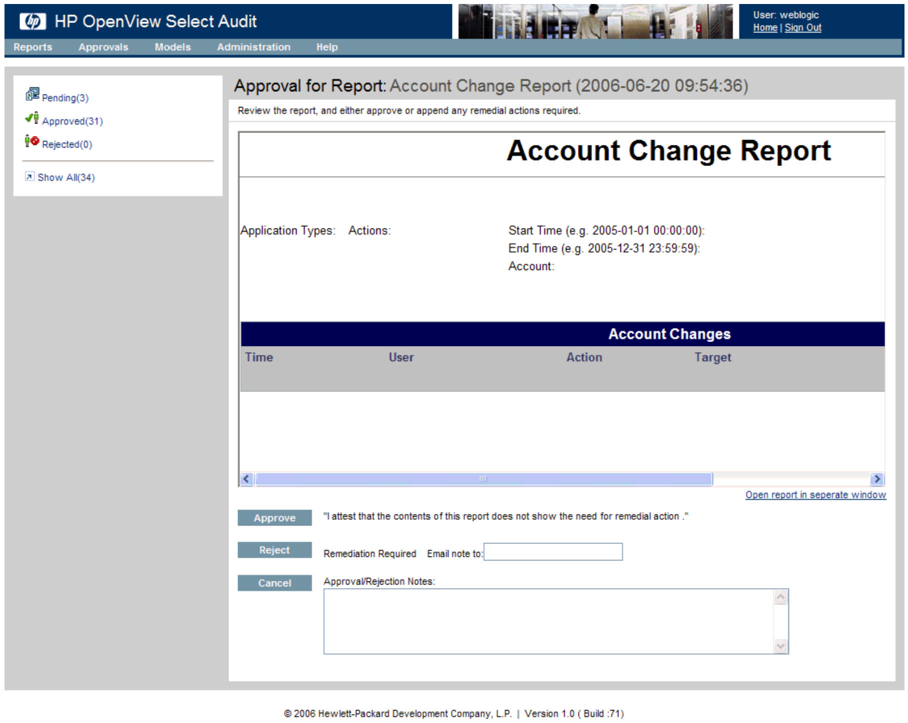
> Click **Approved** or **Rejected** to see a list of approved or rejected reports. Click **Show All** to see all reports with approval requests.

> You can sort the Workflow List by Workflow Approval Status or Time/Date Initiated.



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

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



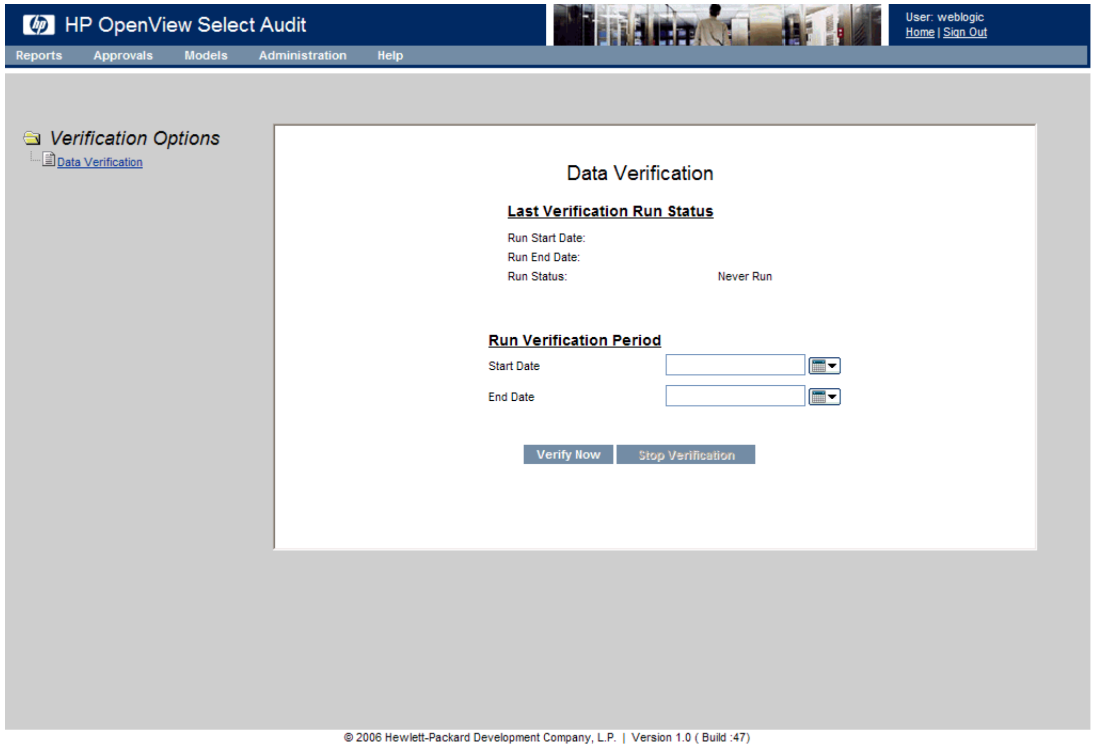
3 Click **Approve** to approve the report or click **Reject** to send the report back for remedial action.

> You can send a note with the rejection by typing an email address in the **Email note to:** field.

Verifying Audit Data Integrity

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

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



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

2 Type a **Start Date** and an **End Date** in the appropriate fields or use the calendars to specify the dates.

> 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" is shown at the top of the screen to indicate that data verification is running.

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

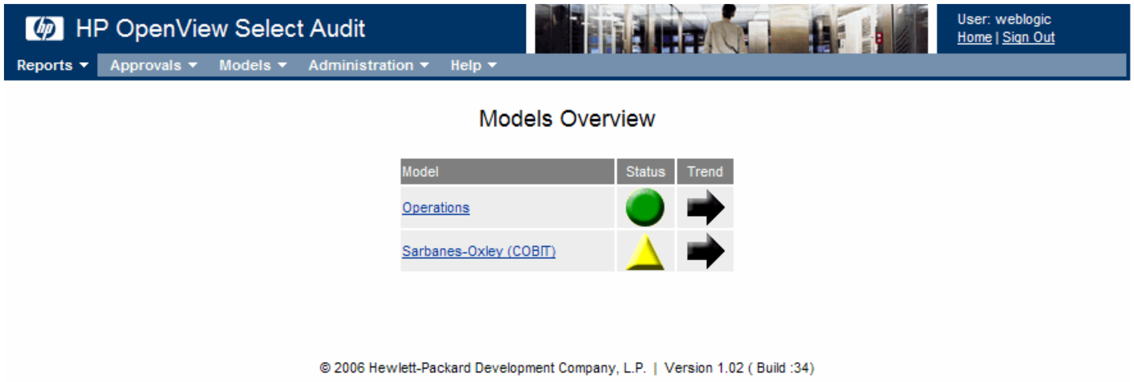
Working with Models

The **Models** menu is used to obtain a high-level view of the loaded models and to view any generated compliance reports. 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 opens.

Figure 9 Models Overview Screen



There are two types of models. The Operations model is run four times a day to capture and analyze normal operations data. Compliance models are run once and generate reports based on compliance specifications. The Operations model is included with the Audit Server upon installation.

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.

Compliance Models

The compliance models are optional add ons. Currently, the Sarbanes-Oxley (CoBIT) report pack is available for purchase. Compliance models for different policies and regulations will be made available periodically. Refer to *HP Select Audit 1.02 Sarbanes-Oxley Model Guide* for more information about the Sarbanes-Oxley (CoBIT) model.

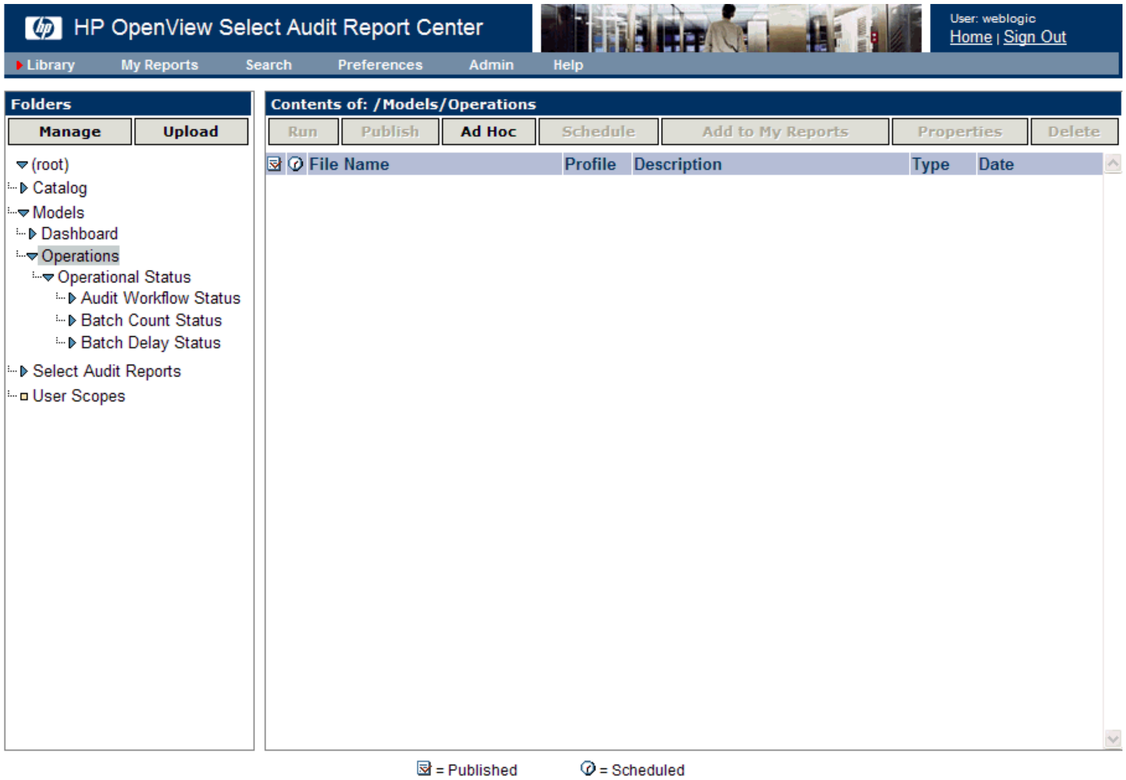
Model Reports

Model reports are located under the `Models` folder in the **Report Center Library**.

Operations Reports

The `Operations` folder contains reports generated by the Operations model.

Figure 10 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 12:30 am, 6:30 am, 12:30 pm and 6:30 pm (based on the machine time).

➤ If the status and trend of the Operations model are updated when the model is run, the changes will be not updated on the Audit Portal Welcome page in the Model workspace unless you log out and log back in to the Audit Portal.

➤ If you try to access the model reports while the model is running, the links to these reports may be broken. The reason is because the links may reference reports that were not yet created by the analysis engine.

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

Compliance Reports

The `Dashboard` folder, under the `Models` folder in the **Report Center Library** contains reports generated by the Sarbanes-Oxley (CoBIT) model.

Figure 11 Sarbanes-Oxley (CoBIT) Model Reports Folder

The Sarbanes-Oxley (CoBIT) reports are categorized in the `Sarbanes-Oxley (COBIT)` subfolder. This folder contains the following four subcategories:

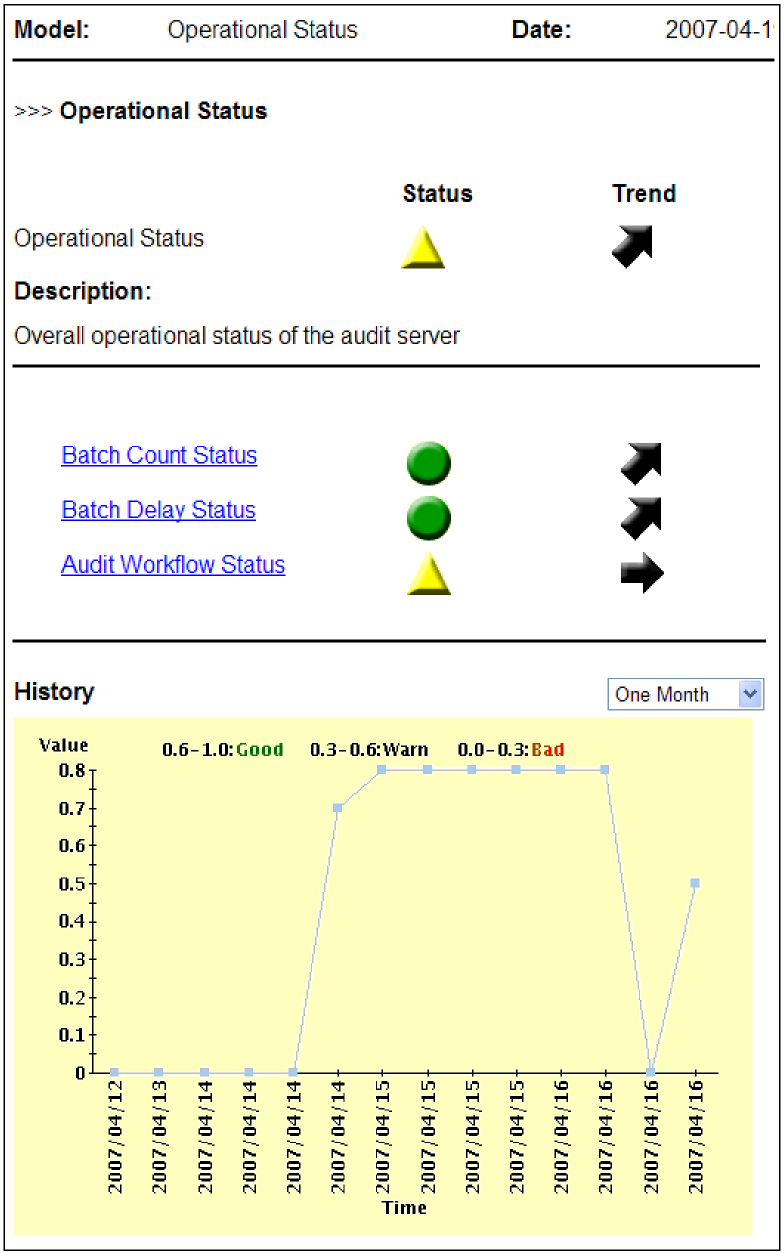
- Access Management
- Administration
- Change Controls
- User Management

You can drill down through the subfolders to view lower levels of data. The reports are scheduled to generate at 3:30 am, based on the machine time, and then every 24 hours.

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 12.

Figure 12 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 13.

Figure 13 Model Report Without Status

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

>>> Operational Status / BatchCountStatus / **Batches Done**

	Status	Trend
Batches Done		

Description:

Number of batches successfully processed

stats

parameter	value
count	13522

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.

Status History

The bottom section of the model report shows the status history which 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 in 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.

4 Using Reports in Select Audit

Reports are viewed, scheduled and modified using the Report Center. This chapter describes the features of the reporting tools in Select Audit. Reports are accessed using 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 Select Audit 1.02 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

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 14 Report Center

The Report Center has four main sections, described in Table 4.

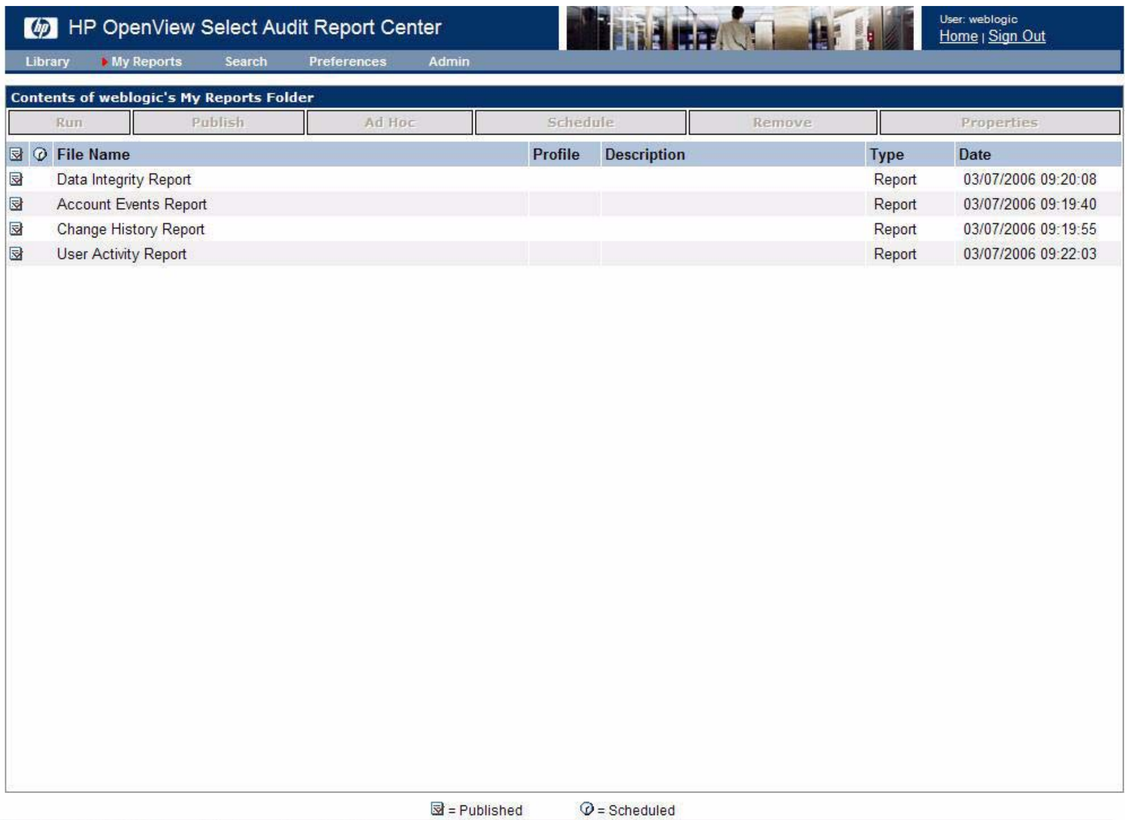
Table 4 Report Center Sections

Section	Description
Library	Use the Library to access and arrange the reports on the Report server.
My Reports	My Reports provides a shortcut to frequently-viewed reports.
Search	Use Search to locate files in the Library by name, type or description.
Preferences	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 15 My Reports Folder



The **My Reports** screen is a single window listing the Library files that you have previously selected using **Add to My Reports**. Refer to Managing Reports on page 33 and Running the Ad Hoc Wizard on page 36 to for information about using the **My Reports** buttons.

Using the Library

The Library is divided into two panels that are used to manage folders and reports. The left-hand **Folders** panel contains the folders containing reports. The right-hand **Contents of** panel contains 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**.

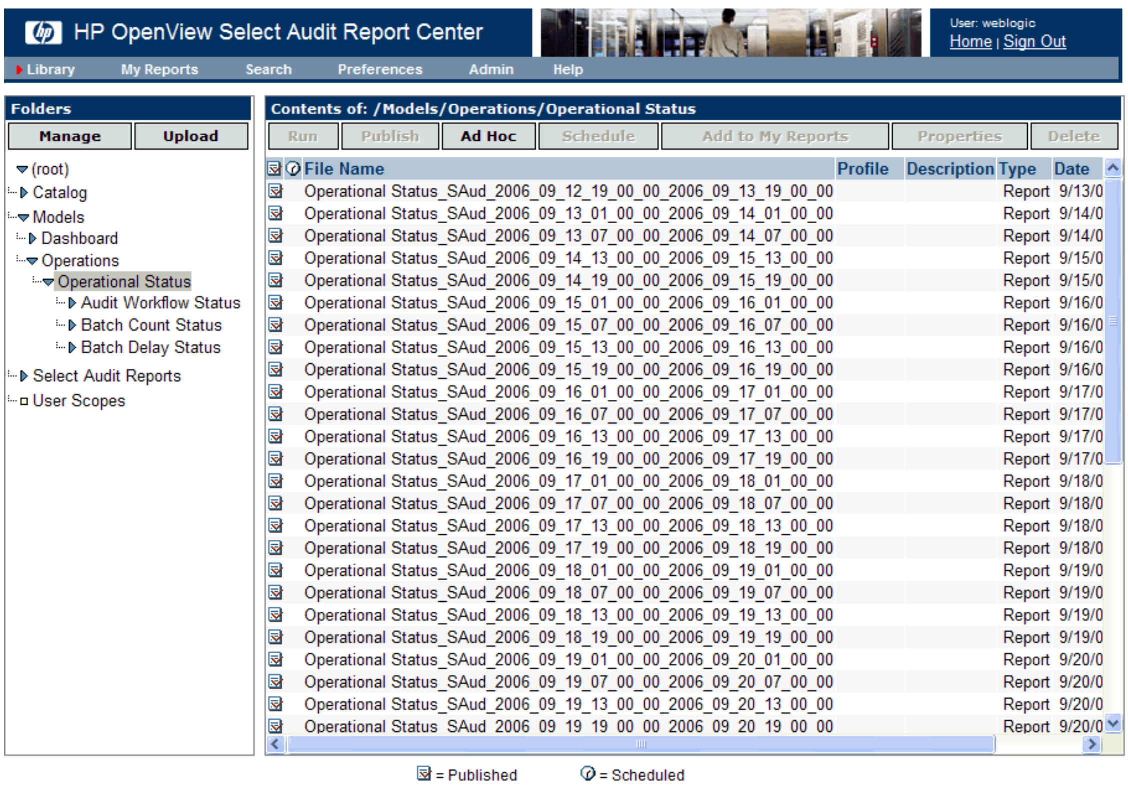
Catalog

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 16.

Figure 16 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 12:30 am, 6:30 am, 12:30 pm and 6:30 pm. The compliance model reports are initially created when the model is loaded. They are run every 24 hours at 3:30 am.

If you try to access the Operations model reports while the model is running, the links to these reports may be broken. The reason is because the links may reference reports that were not yet created by the analysis engine.

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	Contents
Account Change Report	All user account change actions (add, delegate, change).
Account Events Report	All account event actions (security violations, admin login errors, expired passwords).
Administrator Report	All administrator actions (configuration changes, authentication changes, password resets).
Attestation Report	Contains all attestation actions (approved, pending, denied).
Change History Report	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	All configuration change actions (add, change).
Data Integrity Report	A list of tampered records IDs and tampered signature record IDs, with change actions (added, modified, removed).
Password Management Report	All password administration actions (expire, logon).
Raw Message Report	Raw audit messages that aren't normalized through the standard process.
Security Events Report	All security events (security violation, configuration changes).
Service Report	Configuration changes to Select Identity services.
System Activity Report	All system activities (login, logout, changes made).
User Activity Report	All user activities (login, logout, changes made).
User Summary Report	A summary of user activities.
Workflow Events Report	All workflow event messages.

Select Identity-specific Reports

Select Audit provides three Select Identity-specific reports as a separate report bundle, listed in Table 6.

Table 6 Select Identity-specific Reports

Report Name	Contents
Request Metrics Report	Returns the number of Select Identity requests started, completed, in progress, terminated or rejected for each service. It also displays a total count for each request metric.
Workflow Response Metrics Report	Returns the average approval time for each Select Identity Workflow block and the approver's role.
User Entitlements Report	Returns the Select Identity account information associated with each user, listing the resources that can be accessed and their associated entitlements.

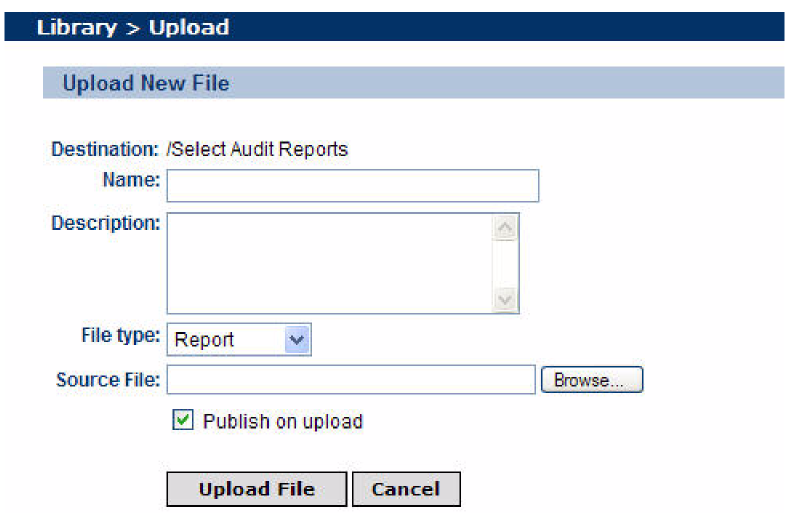
User Scopes

User Scopes is the 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 opens.



3 Type the name of the file in the **Name** field.

4 Optionally, type a description in the **Description** field.

5 Select a file type from the **File Type** drop-down list.

6 Type a path or click **Browse** to specify the location of the source file in the **Source File** field.

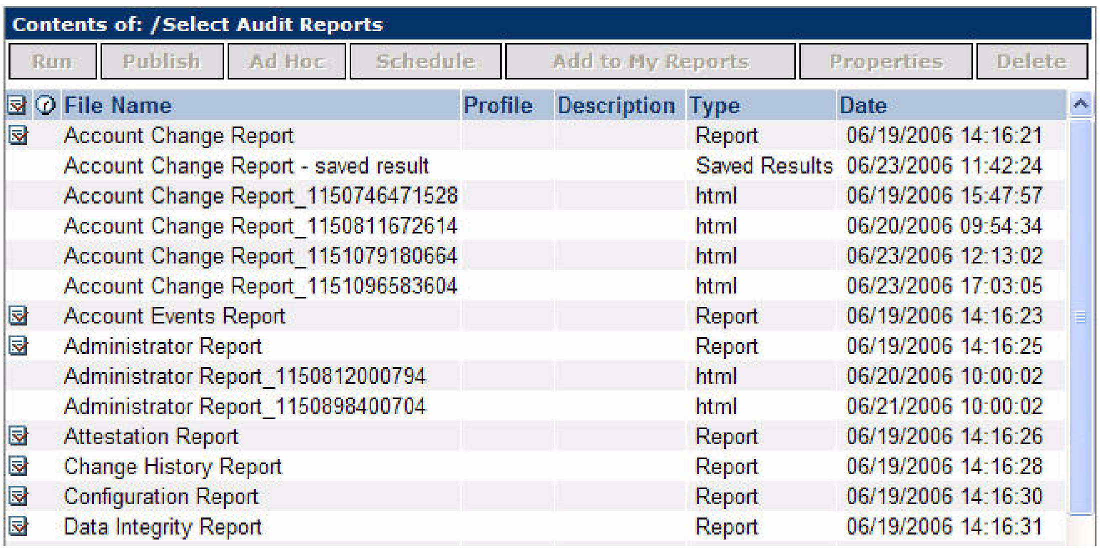
7 Select the **Publish on upload** check box to publish the report when you upload the file.

8 Click **Upload File**. The report is shown 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.

Figure 17 Contents Of Panel



The buttons at the top of the **Contents of** panel are described in Table 7.

Table 7 Report Buttons

Button	Description
Run	Generates the report from the file.
Publish	Publishes the report. If the report has already been published, this button is grayed out.
Ad Hoc	Creates a new report using the Ad Hoc Wizard. Refer to Running the Ad Hoc Wizard on page 36 for more information about using the Ad Hoc wizard.
Schedule	Used to create and manage a schedule for automatically generating reports.
Add To My Reports	Adds the file to a list of frequently-used files.
Properties	Used to view file properties and performance statistics, and modify scheduling and permissions.
Delete	Deletes the report file from the Library.

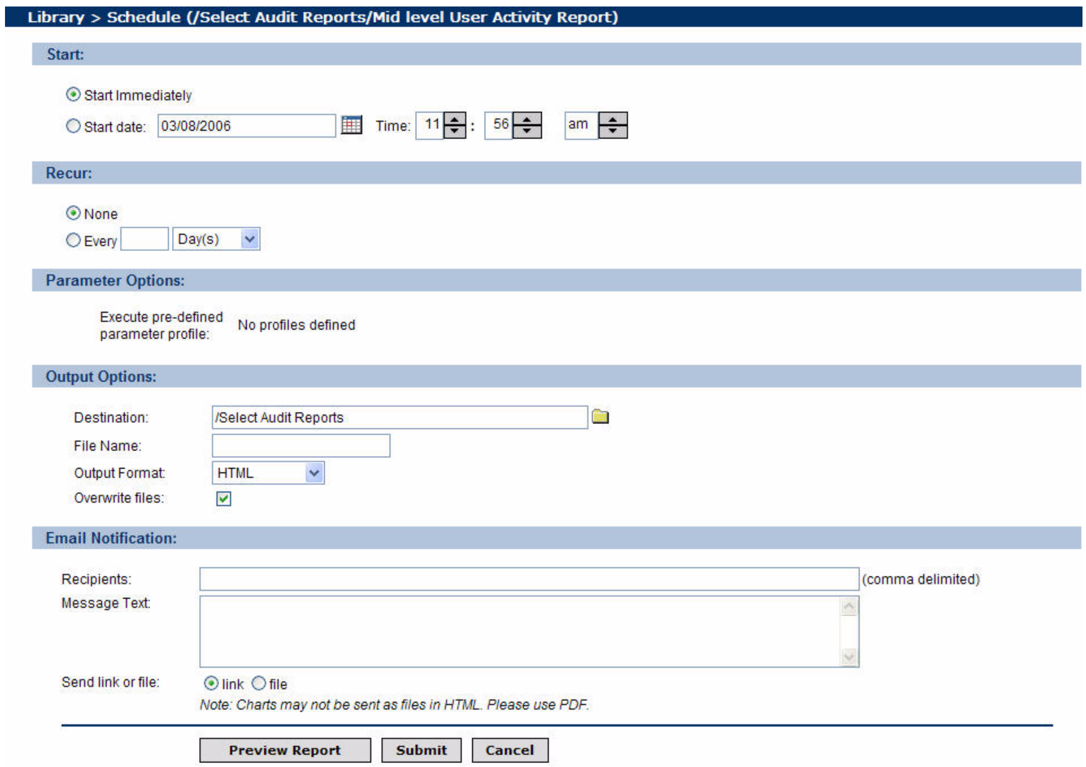
To run a report

Select a report and click **Run**. The report opens in a new window.

> 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 opens.



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:

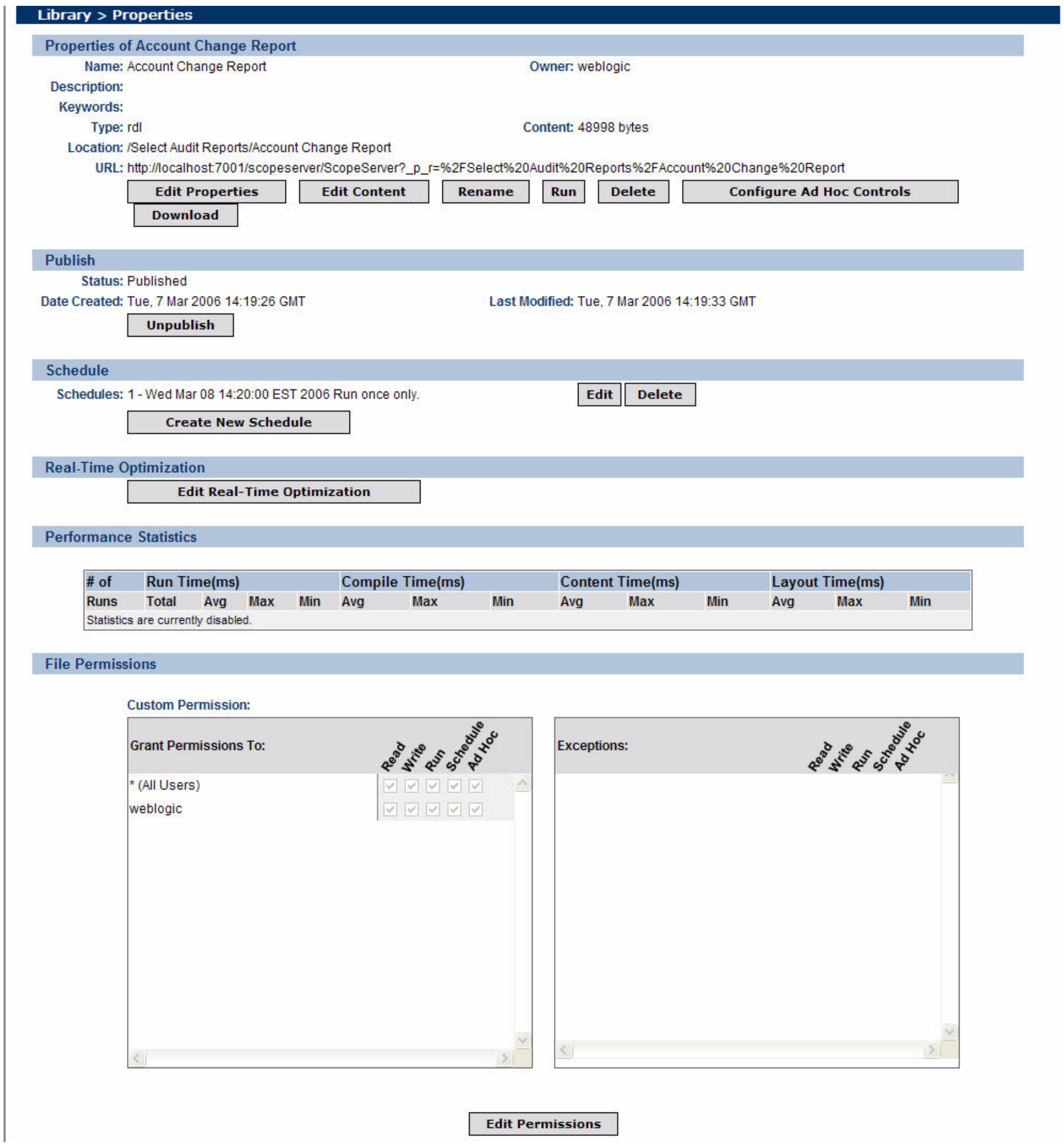
Start	Schedule a report to start immediately, or specify a date and time.
Recur	Select the frequency. Possible values are Minutes, Hours, Weeks, Days and Months.
End	Specify a date and time or number of occurrences. **Note:** This options is only active if you specify values for Recur.
Output Options	• Specify a destination folder. • Choose a file name. • Select an output format: HTML, XML, PDF, CSV or Excel. • Select the **Overwrite files** check box if you want new scheduled output to override the old.
Email Notifications	Type 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 is shown 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 opens.

Figure 18 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 8.

Table 8 Properties Screen Sections

Section	Description
Properties <report name>	Lists the selected report's properties. It contains the following buttons: • **Edit Properties** provides a report description or lets you specify search keywords. • **Edit Content** is used to modify the RDL file. • **Rename** opens a dialog box where you can rename the file. • **Run** runs the report. • **Delete** removes the current report from the Library. • **Configure Ad Hoc Controls** configures the Ad Hoc controls for the current report. • **Download** opens a dialog box to download the file to a different location.
Publish	Indicates the Status and Date Published. To unpublish report, click **Unpublish**.
Schedule	Allows you to create a new schedule for the report.
Real-Time Optimization	Click **Edit Real-Time Optimization** to upload or add a new optimization descriptor.
Performance Statistics	Lists the following statistics: • The number of report runs. • The time taken to run. • The time taken to compile. • The time taken to build content. • The time taken to create layout.
File Permissions	Shows the 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.

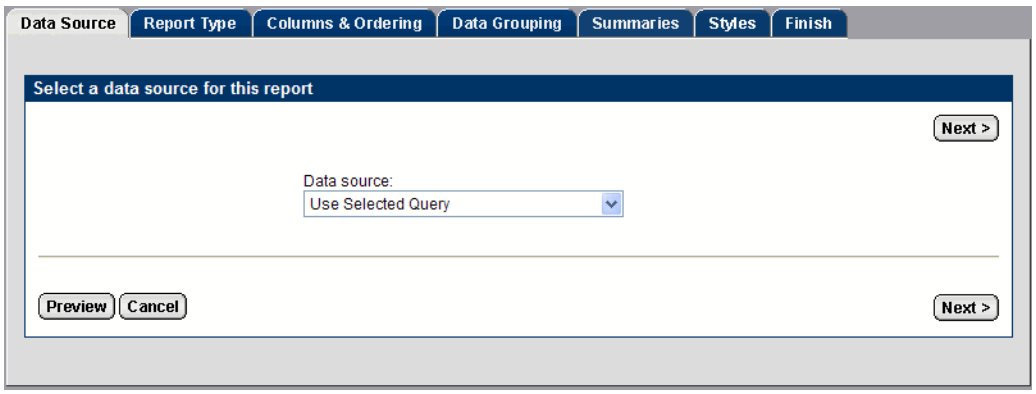
The Ad Hoc Wizard leads you through a series of steps to create the desired layout. You can move back and forth between steps or jump directly to the desired step. You can save the report or preview it in its current state at any point in the wizard.

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 Select Audit 1.01 Report Center User's Guide*.

Creating a Tabular Report

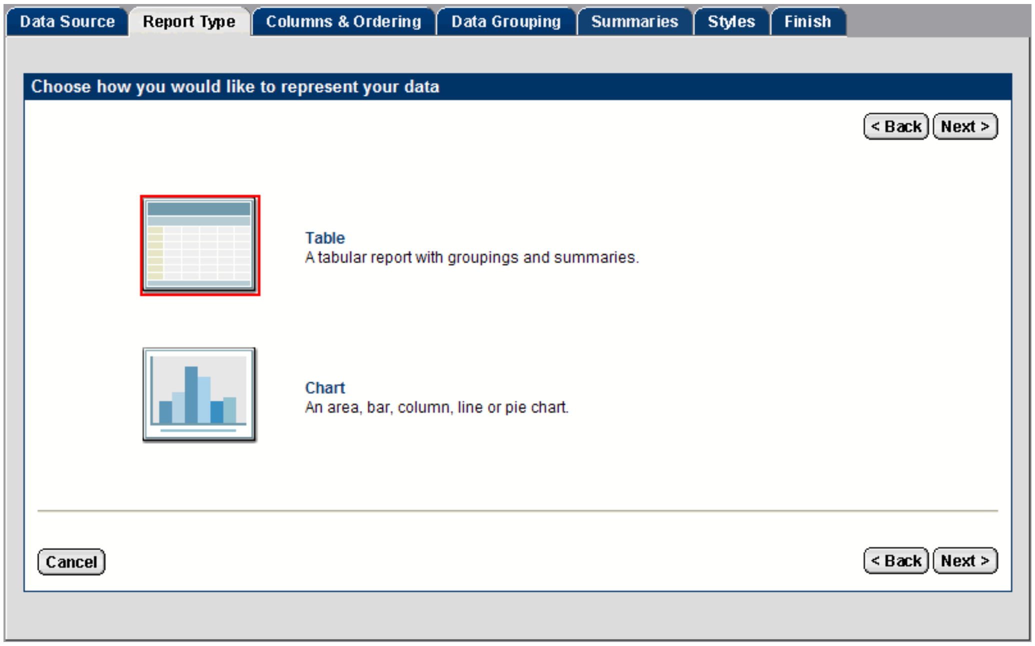
1 Select the report in the Library or My Reports view and then click **Ad Hoc**. The Ad Hoc Wizard opens showing the **Data Source** tab.



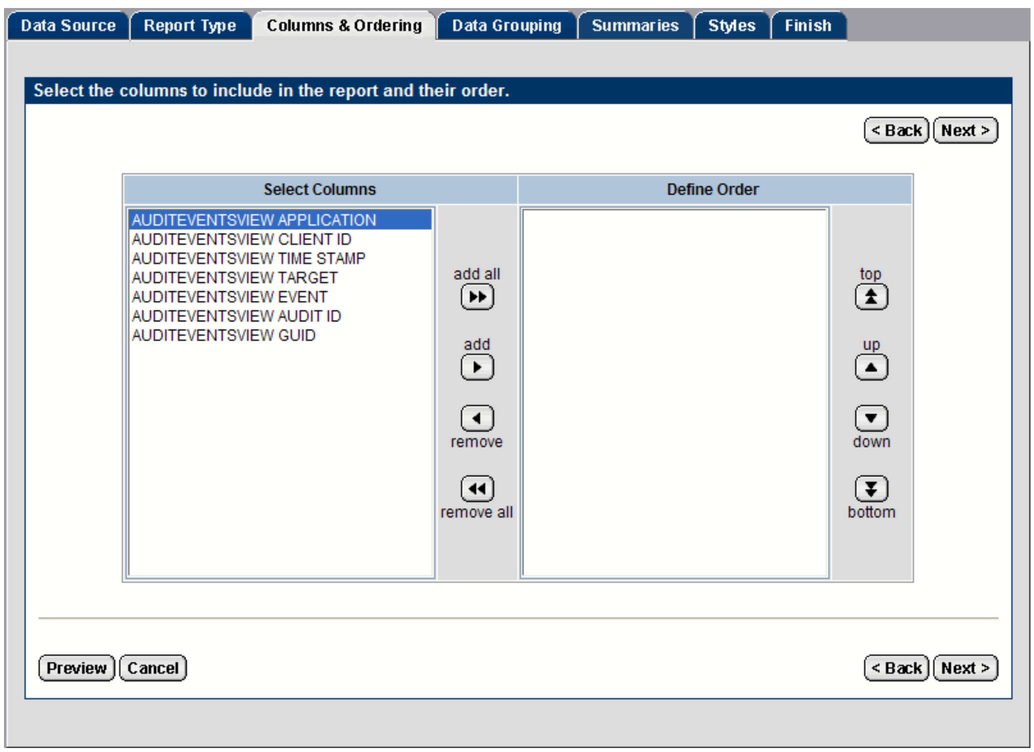
2 Select data for the report from the **Data source** drop-down list:

- Select **Use selected report** to use the first data block from an existing report. You must select a report before you launch the Ad Hoc Wizard.
- Select a query name from the Catalog. All queries that reside under **Catalog > Queries** are available for selection. This option does not require you to the prior selection of an existing report.

3 Click **Next**. The **Report Type** screen opens.

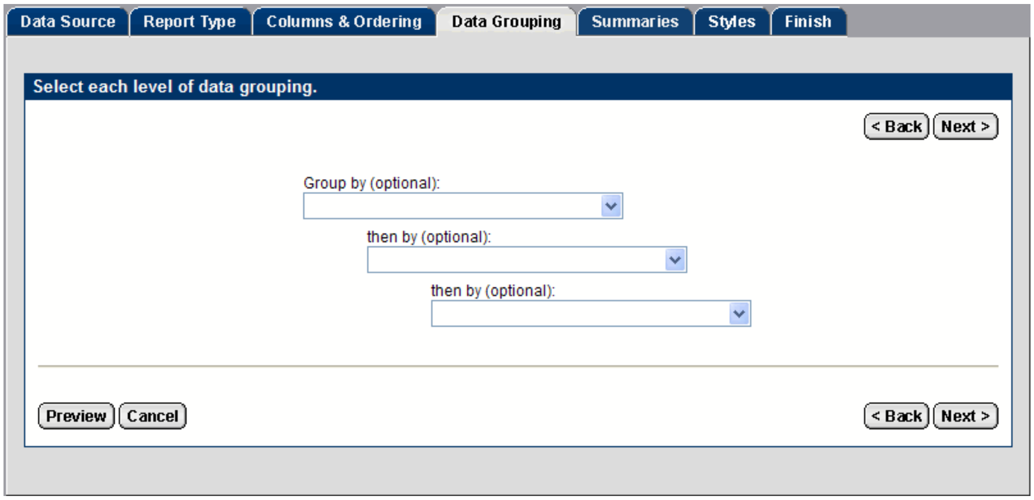


4 Select **Table** and click **Next**. The **Columns and Ordering** screen opens.

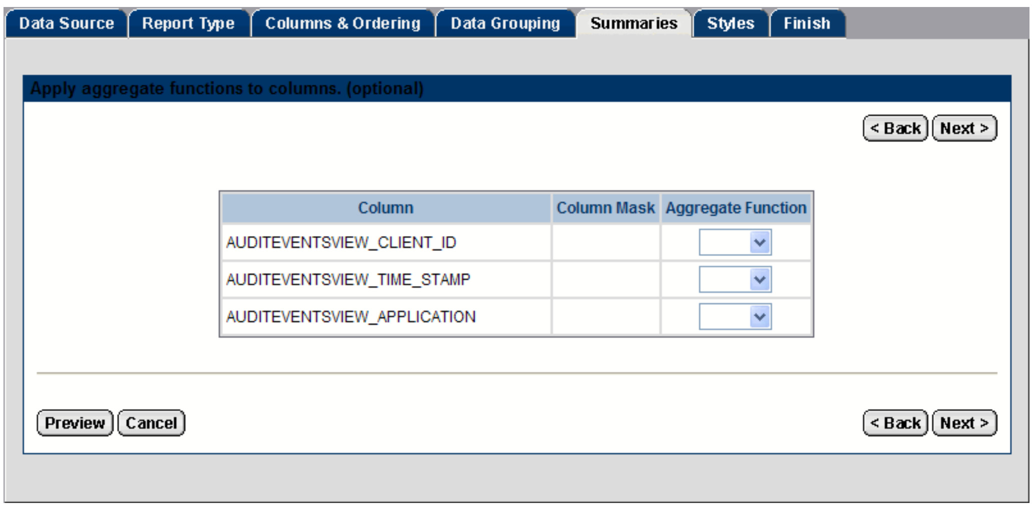


5 Select the columns you want to include in the report and use the **Up** and **Down** arrows to define the order of the columns.

6 Click **Next**. The **Data Grouping** screen opens.

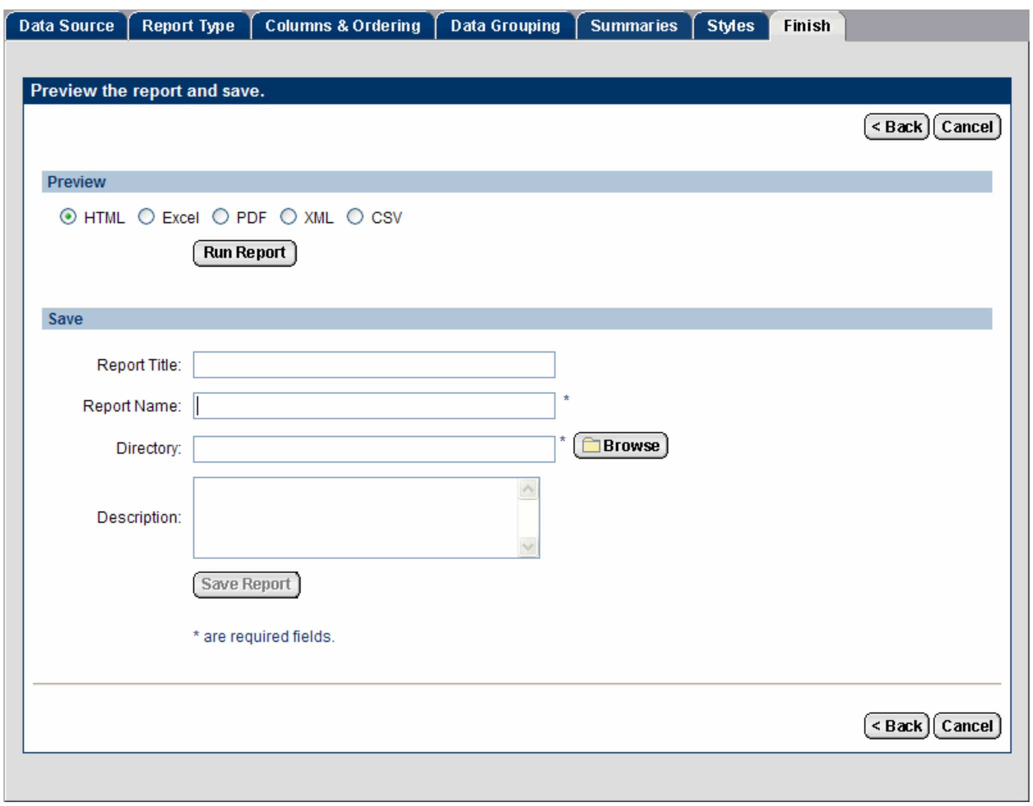


7 Optionally, select how you would like the report data grouped and click **Next**. The **Summaries** screen opens.



8 Optionally, select an aggregate function for the column and click **Next**. The **Styles** screen opens.

9 Select a style for the report and click **Next**. The **Finish** screen opens.



10 Select a report format and click **Run Report** to preview the report.

11 Type a **Report Title**, **Report Name**, **Directory** and **Description** for the report in the corresponding fields.

> Report names cannot include a combination of blank spaces and the “+” character. The Report server will not recognize this combination.

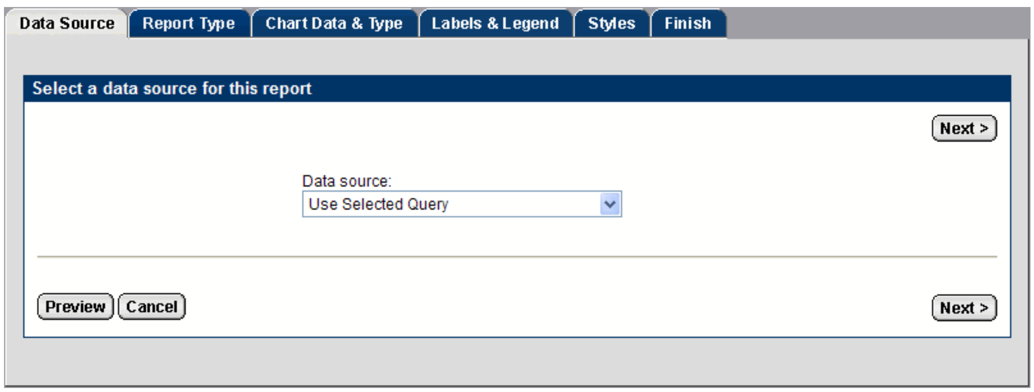
> Click **Browse** to select the directory where you want to save the report.

12 Click **Save Report**. The Ad Hoc Wizard opens a confirmation message when the report has been saved.

13 Click **Close**. The Ad Hoc Wizard closes and the new report is listed in the directory you saved it to.

Creating a Chart

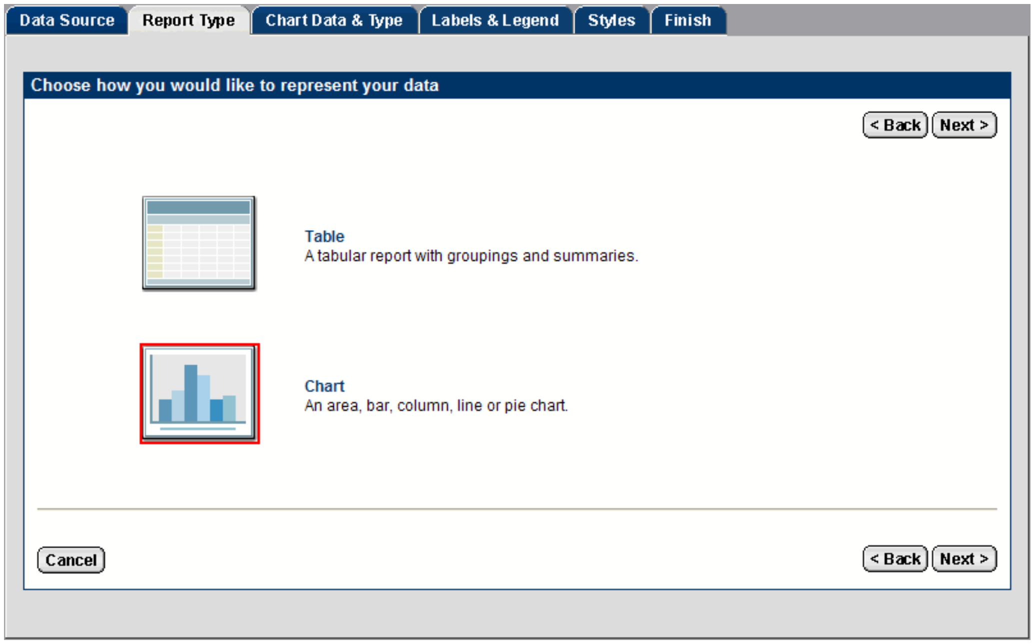
1 Select the report in the Library or My Reports view and then click **Ad Hoc**. The Ad Hoc Wizard opens showing the **Data Source** tab.



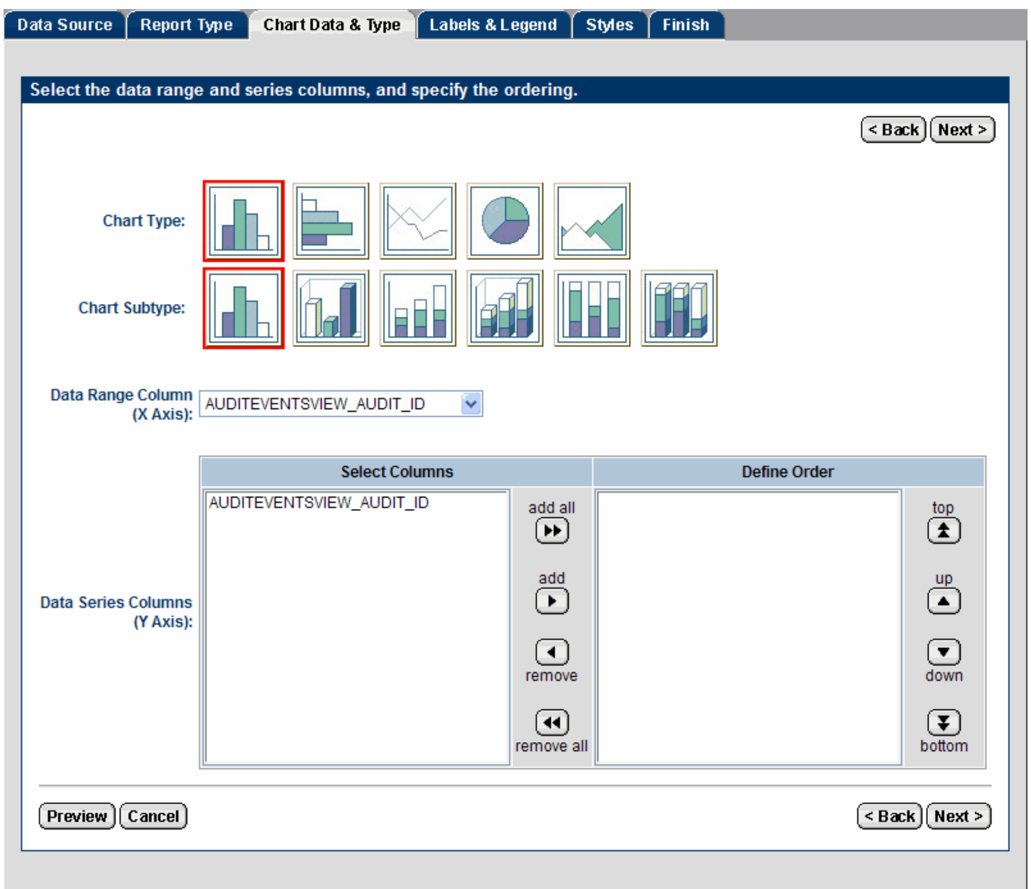
2 Select data for the report from the **Data source** drop-down list:

- Select **Use selected report** to use the first data block from an existing report. You must select a report before you launch the Ad Hoc Wizard.
- Select a query name from the Catalog. All queries that reside under **Catalog > Queries** are available for selection. This option does not require you to the prior selection of an existing report.

3 Click **Next**. The **Report Type** screen opens.



4 Select **Chart** and click **Next**. The **Chart Data & Type** screen opens.

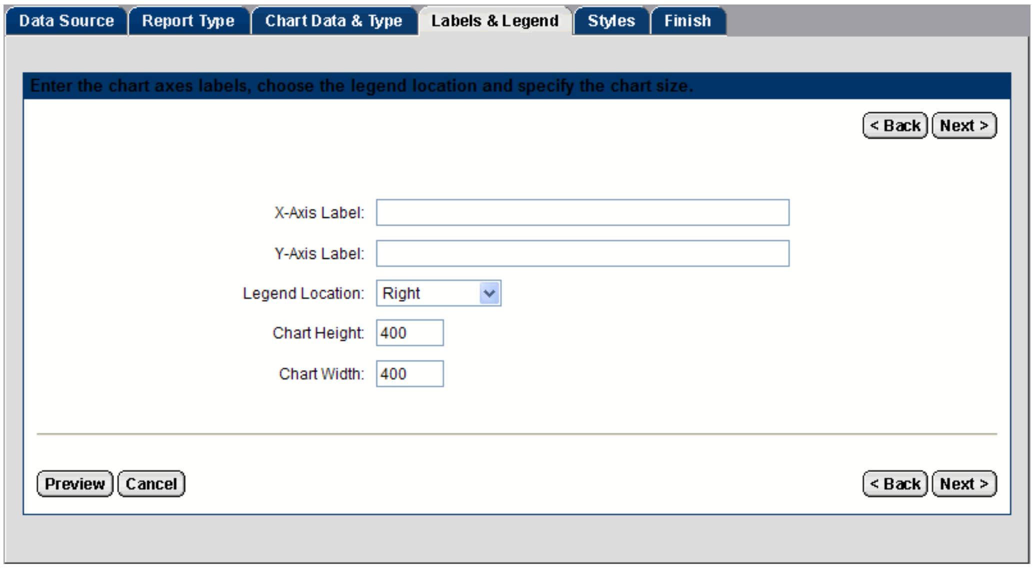


5 Select the following:

- **Chart Type** and **Subtype**
- **Data Range Column**
- **Data Series Columns**

➤ Use the **Up** and **Down** arrows to define the order of the columns.

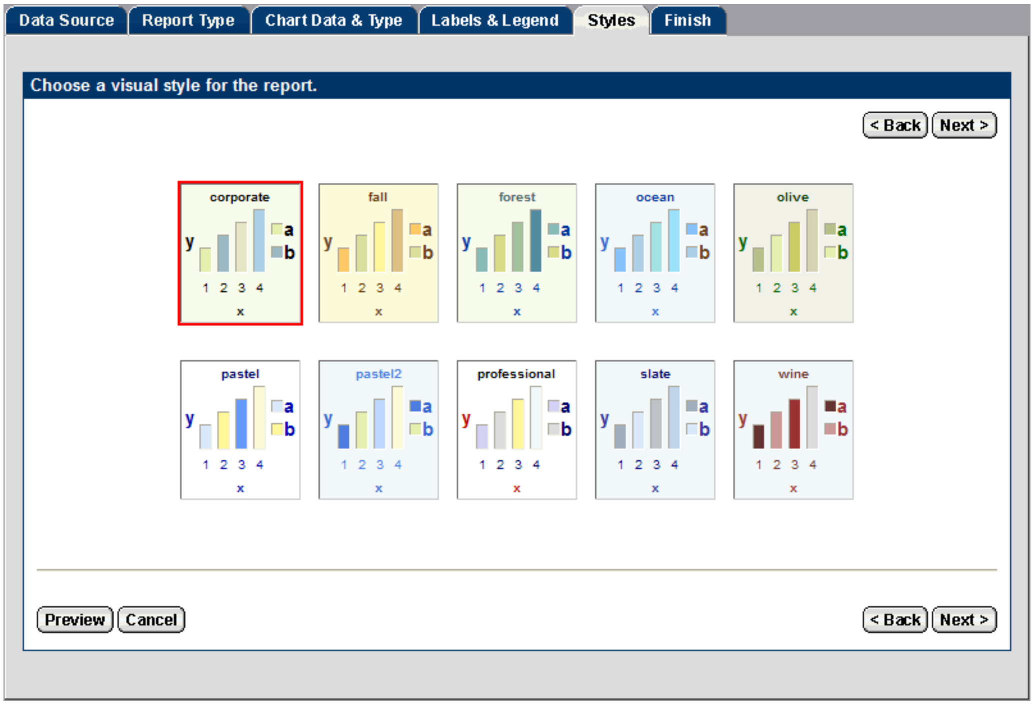
6 Click **Next**. The **Labels & Legend** screen opens.



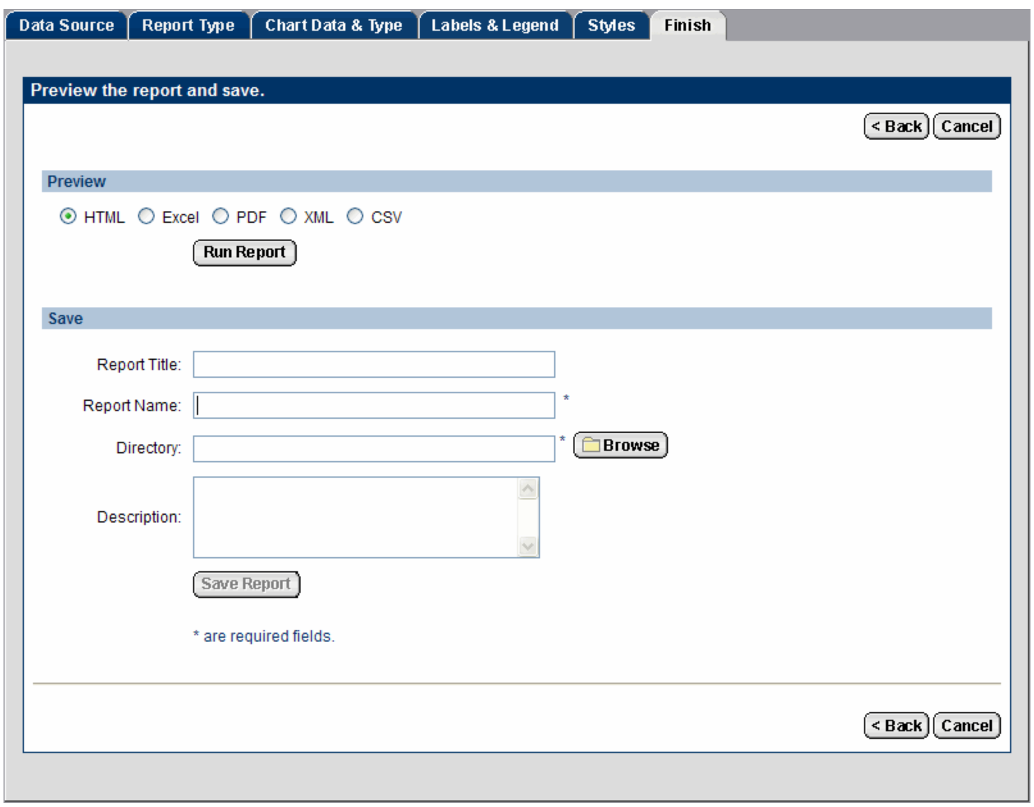
7 Do the following:

- Type an **X Axis Label**.
- Type a **Y Axis Label**.
- Select a location for the legend from the **Legend Location** drop-down list.
- Type the **Chart Height**.
- Type the **Chart Width**.

8 Click **Next**. The **Styles** screen opens.



9 Select a style for the chart and click **Next**. The **Finish** screen opens.



10 Select a format and click **Run Report** to preview the chart.

11 Type a **Report Title**, **Report Name**, **Directory** and **Description** for the chart in the corresponding fields.

- Report names cannot include a combination of blank spaces and the "+" character. The Report server will not recognize this combination.
- Click **Browse** to select the directory where you want to save the chart.

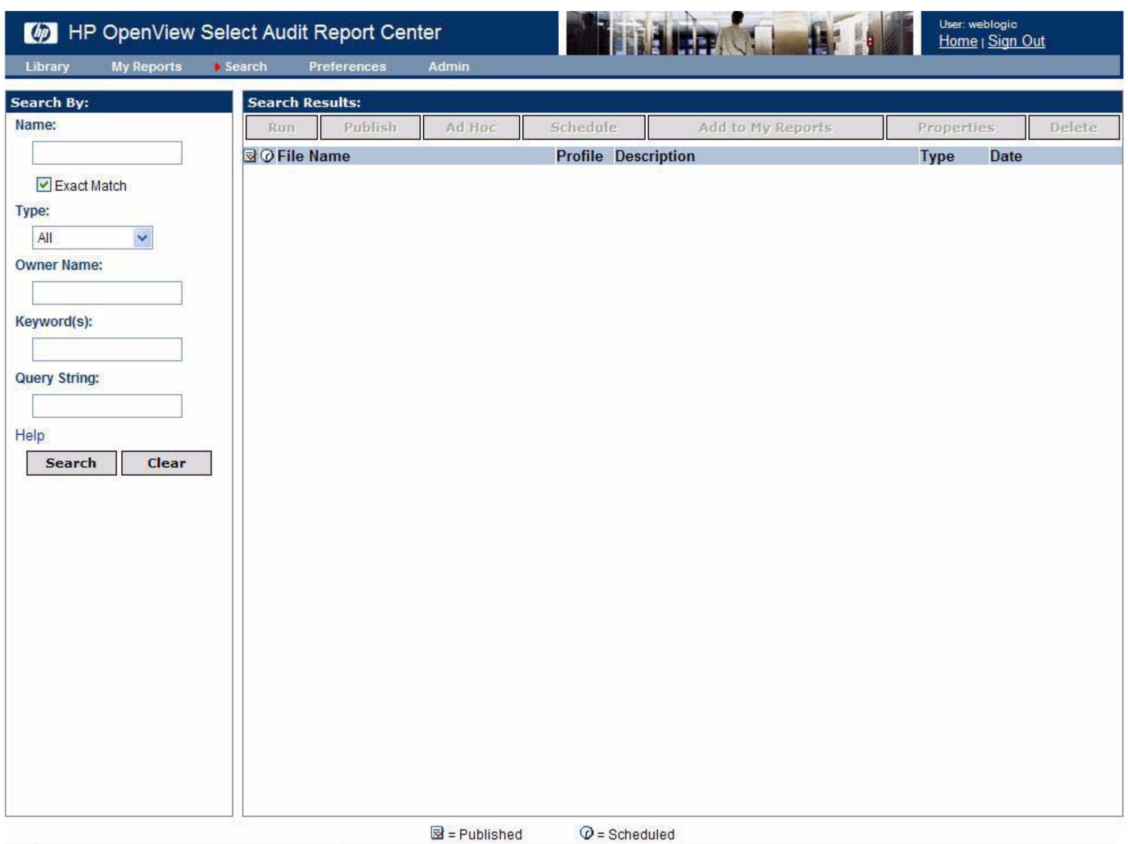
12 Click **Save Report**. The Ad Hoc Wizard shows a confirmation message when the chart has been saved.

13 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.

Figure 19 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 contains any 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 opens.

2 In the **Search By** panel, complete any of the fields as follows:

Name	Type the name of the report that you are searching for.
Type	Select 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	Type the name of the file's owner.
Keyword(s)	Type any number of keywords associated with the report that you are looking for.
Query String	Type a string to filter the returned reports.

3 Click **Search**. Any matching reports are shown in the **Search Results** panel.

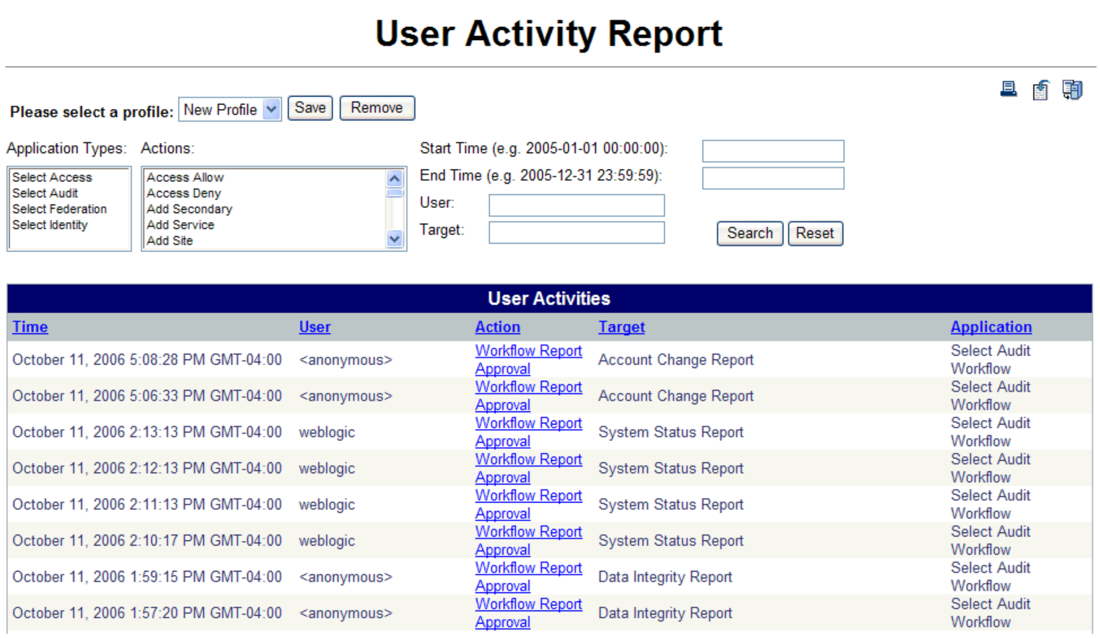
For more information about searching for reports, refer to the *HP Select Audit 1.02 Report Center User's Guide*.

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: New Profile Save Remove

Application Types: Select Access, Select Audit, Select Federation, Select Identity

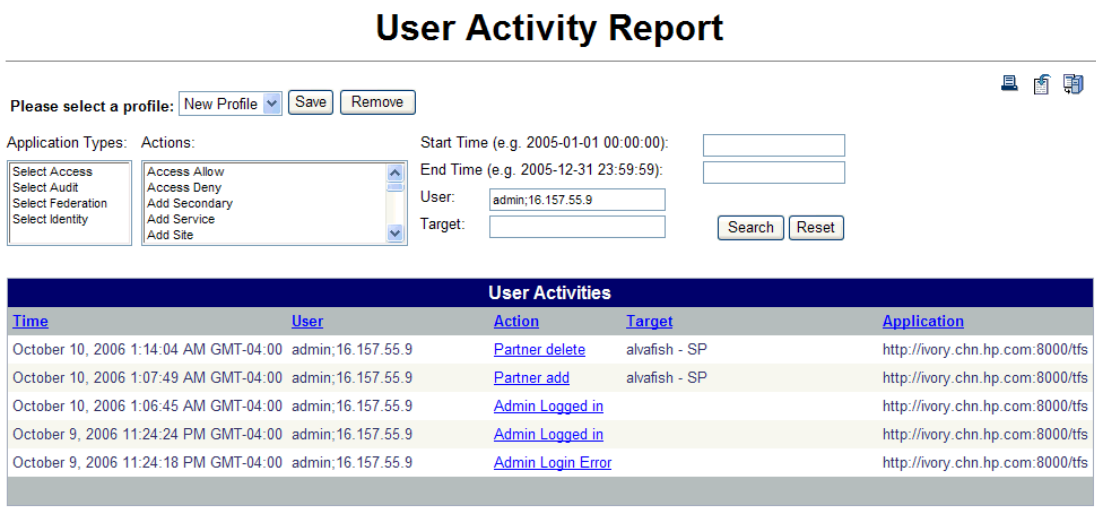
Actions: Access Allow, Access Deny, Add Secondary, Add Service, Add Site

Start Time (e.g. 2005-01-01 00:00:00):
End Time (e.g. 2005-12-31 23:59:59):
User:
Target:
Search Reset

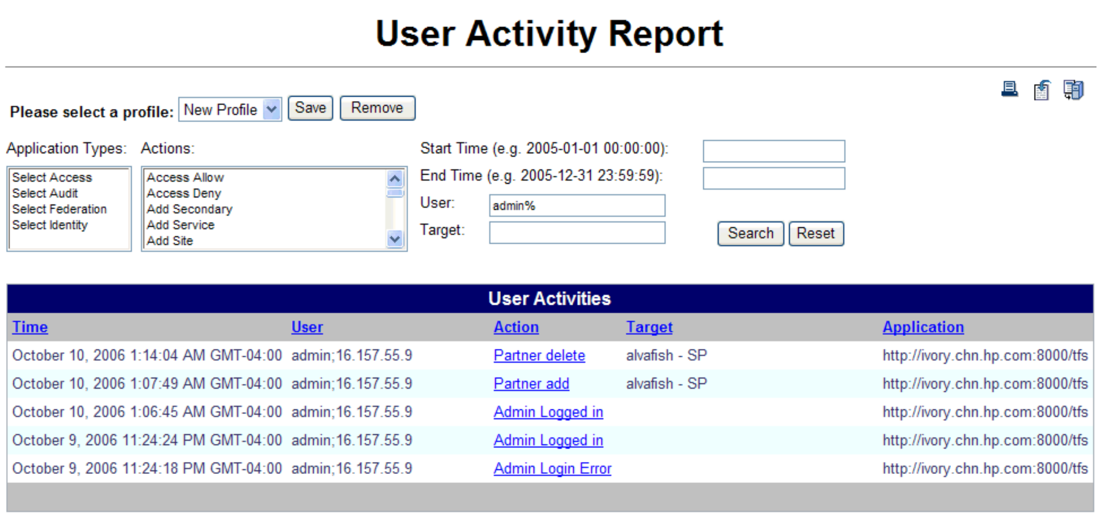
User Activities

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

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



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 singe 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%`.



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 be shown when you launch the Report Center).

Library is the default start page.

1 Click **Preferences**. The **Preferences** screen opens.

2 Type the directory path in the **Home Directory** field.

3 Select a page from the **Start Page** drop-down list and click **Set**.

4 Log out of the Audit Portal and log in again to see the new view.

Index