IBM StoredIQ Policy Manager

User Guide

Note

Before using this information and the product it supports, read the information in Notices.

This edition applies to Version 7.6.0.18 of product number 5724M86 and to all subsequent releases and modifications until otherwise indicated in new editions.

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About this publication

IBM StoredIQ Policy Manager User Guide describes how to perform the administrative tasks such as creating, viewing, enabling and disabling, deleting, and editing policies and how to run reports.

IBM StoredIQ product library

The following documents are available in the IBM® StoredIQ® product library.

- *IBM StoredIQ Overview Guide*
- *IBM StoredIQ Deployment and Configuration Guide*
- *IBM StoredIQ Data Server Administration Guide*
- *IBM StoredIQ Administrator Administration Guide*
- *IBM StoredIQ Data Workbench User Guide*
- *IBM StoredIQ Policy Manager User Guide*
- *IBM StoredIQ Insights User Guide*
- *IBM StoredIQ Integration Guide*

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- 1-866-227-2068

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IBM Knowledge Center

The IBM StoredIQ documentation is available in IBM Knowledge Center.

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Overview of IBM StoredIQ Policy Manager

IBM StoredIQ Policy Manager enables policy execution at scale within IBM StoredIQ.

The IBM StoredIQ policies set rules and criteria for the system to act on data. The policies are defined by these factors:

- Type: The type of action that the user wants the system to act upon the data.
- Criteria: Well-defined expressions that outline exactly what data is eligible for the policy to act upon.
- Scope: A mechanism to define what set of data is to be acted upon.
- Schedule: A schedule to define when the system must run the policy.

The reports of IBM StoredIQ Policy Manager record what and when certain actions were completed and what data was affected by the policy's execution.

IBM StoredIQ Policy Manager provides the Policy Dashboard, which provides a visual means for the user to quickly find and identify the policy to work on. The Policy Dashboard has these functions:

- Lists all policies available. This list can be sorted by the Created Date of the Policies and can be filtered by Name.
- Shows high-level policy details. Details include policy name, description, created date, number of runs associated with the policy, the assigned personas to the box, and details about the policy's type, criteria, scope, and schedule.
- Allows for policies to be selected for view of details of the specific policies.
- Provides a way to create a new policy.
- Provides a way to enable or disable the policy from running on its defined schedule.
- Allows for policies to be deleted from the Policy Dashboard.

Getting started with IBM StoredIQ Policy Manager

Before you can use IBM StoredIQ Policy Manager, the administrator must set up the IBM StoredIQ environment.

The administrator must ensure that these tasks are completed before you can use IBM StoredIQ Policy Manager:

- Install and configure IBM StoredIQ.
- Ensure that the data servers are up and running.
- Add volumes and create indexes through IBM StoredIQ Administrator or IBM StoredIQ Data Server.
- Harvest volumes and generate system infosets.
- Create and define actions for the user of IBM StoredIQ Policy Manager and ensure that these types of actions are ready for selection:
  - Automated Deletion
  - Mule Script
- Create filters.

To log in to the IBM StoredIQ Policy Manager user interface, follow these steps:

1. Open the IBM StoredIQ user interface from a browser.

   Ask your system administrator for the URL.
2. In the login window, enter your user name or email address and your password.

   The login window also provides an option to reset your password.
3. If you have access to several IBM StoredIQ applications, click the down triangle arrow to open the list of the available applications.
4. Select to open IBM StoredIQ Policy Manager.

Policy Dashboard view

Policy Dashboard provides high-level information about a policy, its name, description, creation time, creation date, and whether the policy is turned on or off. It helps you to find and identify policies of your interest.

You can view a policy's status on the Policy Dashboard, which also provides critical pieces of information for each policy:

- A policy's state, its name, description, and the date and time at which it was created
- Whether the policy is **On** or **Off**
- Type of policy
- When the policy is scheduled to run, and what it runs on next. If the policy type is Mule Script Execution, the name of the Mule Script is shown.
- What filters are used
- Time and date of the policy's next run
- How many times the policy is successfully completed
- The **Admin Contact** and **Policy Contact** for that policy.

From the Policy Dashboard, you can accomplish these tasks:

- View a policy in detail by clicking the policy that you want to see.
- Enable or disable a policy by turning it **On** or **Off**.
- Contact either the administrator or policy user about a specific policy by clicking that person's name.
- Delete a policy by clicking **X** within the policy.
- Search for a policy by filtering the existing policies.
- Create a policy by clicking **Create Policy**.

Table 1: Policy Manager: Policy Dashboard options and descriptions

Option	Description
Icon	An icon is displayed to the left of the policy name, indicating its status: **Active** An active policy is correctly configured and ready to start any defined scheduled and recurring runs. **Pending** A pending policy is incomplete and not yet available for execution. **Failed** A failed policy is one that failed creation and is not available for use.
Name	Name of the policy.
Created	Time and date at which the policy was created.
On/Off	Indicates whether a policy is enabled or disabled. • If **On** is blue, the policy is enabled and available for use. • If **Off** is blue, the policy is disabled and unavailable for use. Click **On** or **Off** to turn the policy **On** or **Off**.

Table 1: Policy Manager: Policy Dashboard options and descriptions (continued)	
Option	**Description**
Type	Type of policy: • Automated Deletion Execution • Mule Script Execution
When	The policy's execution schedule. It lists whether the policy runs daily, weekly, or monthly, on what day, and at what time.
What	What system infoset is used as base for this policy's execution.
Mule Script	The name of the Mule script for this policy.
Input File	The input data of the Mule script.
Filter	What filter is used as part of this policy's execution.
Next Run	The time and date at which the policy runs next time.
Complete	The number of times that the policy completed its execution.
Admin	The policy's administrator is listed here. To email this individual, click the name.
Policy user	The policy user is listed here. To email this individual, click the name.

Actions

IBM StoredIQ Policy Manager provides these action types: Automated Deletion and Mule Script.

An action must be selected when you create a new policy.

Automated Deletion

Deletes files on an automated schedule. A manual option is also provided.

Prerequisites for creating a policy:

- The administrator must create a system infoset that represents all volumes to be searched.
- The data expert or administrator must create a filter to define the search terms.

Mule Script

Runs an automated workflow to identify, retrieve, and manage data.

Prerequisites before you create a Mule Script policy:

- Set up Mule Anypoint Studio with IBM StoredIQ. For more information, see the topic about setting up Mule Anypoint Studio in the IBM StoredIQ Administrator documentation.
- Use Mule Anypoint Studio to create a Mule script. See the topic about creating the IBM StoredIQ Mule script in the IBM StoredIQ Administrator documentation. This Mule script is used to automate processes on the IBM StoredIQ resources.
- Create a Mule script in IBM StoredIQ Administrator to be used for a Mule Script policy. See the topic about creating a Mule script in the IBM StoredIQ Administrator documentation.

Creating an Automated Deletion policy

You can create Automated Deletion policies from the Policy Dashboard.

The administrator must create system infosets and actions for the policy type.

1. From the Policy Dashboard screen, click **Create Policy**.
2. From the list, select **Automated Deletion** and click **Next**.
3. On the **Base Information** tab, complete these options.
   a) Enter a unique name for this policy.
   b) Optional: Enter a description of this policy.
   c) From the **Admin Contact** list, select the individual that acts as the administrative contact for this policy.
      The list is populated with IBM StoredIQ users that have the Admin role.
   d) From the **Policy Contact** list, select the individual that acts as the policy user contact for this policy.
      The list is populated with IBM StoredIQ users that have the Policy User role.
   e) Click **Next**.
4. On the **What** tab, select the system infoset that is the base for the policy run.
   If needed, enter the name of the infoset in the **Enter terms** text box and then click **Search** to filter the infosets. Administrators can build more infosets with IBM StoredIQ Administrator.
5. Click **Next**.
6. On the **Filter** tab, select a filter for the policy.
   This filter is applied to the system infoset to scope the data objects for this policy. If needed, enter the name of the filter in the **Enter key term(s)** text box and then click **Search**. Administrators or data experts can build more filters with IBM StoredIQ Data Workbench.

   You can view the filter's source code by clicking **View Source Code**. The code is not editable here. To dismiss the code view, click **OK**.
7. Click **Next**.
8. Select an action and click **Next**.
9. On the **When** tab, select whether you want the policy to run only once or repeatedly.
   - For a single run, select **Scheduled** and set the time and date when the policy runs.
   - For a repeating runs, select **Recurring** and define the schedule. You can define a weekly or a monthly repetition, the frequency of the runs, the day and time for a run, and a start date for the schedule.
10. Click **Finish**.
    The newly created policy appears in the **Runs and Reports** area of the Policy Dashboard and reflects the values that were set during the policy creation.

Creating a Mule Script policy

Follow these steps to create a Mule Script policy.

The administrator must create a Mule script from IBM StoredIQ Administrator. See the topic about creating a Mule script in the IBM StoredIQ Administrator documentation.

1. From the Policy Dashboard screen, click **Create Policy**.
   The **Create Policy** dialog box appears.
2. Select **Mule Script** from the list and click **Next**.
   The **Create Policy** dialog box shows four tabs:
   - **Base Information**
   - **Mule Script**
   - **Input File**
   - **When**
3. In the **Base Information** tab, complete the following options.
   a) In the **Name** text box, enter a unique name for this policy.
   b) Optional: In the **Description** text box, enter a description of this policy.
   c) In the **Admin Contact** list, select the individual that acts as the administrative contact for this policy.
   The users in this list are populated from the IBM StoredIQ Administrator user management feature.
   d) In the **Policy Contact** list, select the individual that acts as the policy user contact for this policy.
   The users in this list are populated from the IBM StoredIQ Administrator user management feature.
   e) Click **Next**.
4. Select an appropriate Mule Script package from the **Mule Script** tab.
   Refer to the Mule Script Package Details to the right of the list for description of the selected Mule Script package.

   Note: If the Mule Script readme file is available, you can download it for more detailed explanation.
5. Click **Next** to proceed to the **Input File** tab.
6. If Mule Script requires an input file, browse and upload an input file that you want to use for the policy.

   Note: The input file must be in the `.json` format. If there is confidential information inside your input file, for example, server password, name the key with the `password` keyword inside. This way that field can be encrypted.
7. Click **Next** to proceed to the **When** tab.
8. Specify time for the policy to run and click **Finish**.
   The policy is then shown on the Policy Dashboard.

Viewing a policy

You can view the contents of an existing policy, including an abbreviated dashboard, its runs, reports, and available actions by accessing the policy itself.

1. Within the Policy Dashboard, click the policy that you want to view.
   The policy opens within the **Policy View** page.
2. Within the **Policy View** page, these areas can be seen.

*Table 2: **Policy View** page runs options and descriptions*

Run Option	Description
Name	Name of the policy, which was configured during the policy creation.
Started	Start time and date at which the policy was last run.
Type	Type of the policy's run: **Run Now** The **Run Now** icon indicates that a policy runs immediately when **Run Now** is clicked. **Recurring** The **Recurring** icon indicates that a policy is scheduled to run many times. **Scheduled** The **Scheduled** icon indicates that a policy is schedule to run one time.
Status	Policy's status about its run. **Completed** The policy completed its run successfully. **Queued** The policy is scheduled to run and is queued to do so. **Processing** The policy is running. **Failed** The policy failed its run.

Table 3: Policy View Summary Options and Descriptions

Summary Option	Description
Name	Name of the policy, which was configured during the policy creation.
Description	Description of the policy.
Type	Type of the policy's run.
Run Input File	The input data for the Mule Script policy of this run. It is for the Mule script only.
Started	Start time and date at which the policy was last run.
Duration	Duration of the policy's most recent execution.

Table 4: Policy View Report Options and Descriptions	
Report Options	**Descriptions**
Name	Name of the report.
Created	Time and date that the report was created.
Status	Report status. Options include **Report processing**, **Success**, and **Failed**.

Table 5: Policy View Available Actions and Descriptions	
Available Action Options	**Descriptions**
Action	Available actions: **Run now** By clicking this option, the selected policy runs when it is available in the queue. **Execute CSV exception report on run** By clicking this option, the CSV Exception Report can be created. **Note:** This option is not applicable to the Mule Script policy. **Delete the run** By clicking this option, the selected run along with its associated pending and completed reports is deleted.

3. Click the **Policy Dashboard** link within the breadcrumb trail to return to the Policy Dashboard.

Enabling or disabling a policy

Within IBM StoredIQ Policy Manager, enabled policies mean that they are available for use, while disabled policies are unavailable for use.

To enable or disable a policy:

In the Policy Dashboard, locate the policy that you want to enable or disable.

a) To enable a policy, click **On**. Verify that it is blue.
   The policy is now available for use.
b) To disable a policy, click **Off**. Verify that it is blue.
   The policy is now unavailable for use.

Emailing a contact person

You can email a contact person of a policy by clicking the name of that person on the Policy Dashboard.

To email a contact person of a policy from the Policy Dashboard:

1. Find the policy that contains the contact person you want to email.
2. Click the name of the **Admin** or **Policy User** that you want to email.
   An email to that individual automatically opens in your email client with the name of the matter as the subject of the email.

Deleting a policy

Deleting a policy deletes all pending and completed runs of that policy and its reports.

1. On the Policy Dashboard, use your mouse to point to the policy that you want to delete.
   An X sign appears in the right corner of that policy.
2. Click **X**.
   The Delete Policy confirmation dialog appears.

   Note: If you delete the policy, all of the pending and completed policy runs and its reports are deleted.
3. In the Delete Policy confirmation dialog, click **Delete**.

Actions on a policy

When a policy is created, multiple actions are available to help you act on data objects as part of the policy-management process.

These actions are available in the **Available Actions** area:

Run now
: By clicking this option, the selected policy can be run after it is available in the queue.

Execute CSV exception report on run
: By clicking this option, the CSV Exception List Report can be created.

: **Note:** This option is not applicable to the Mule Script policy.

Delete the run
: By clicking this option, the selected run along with its associated pending and completed reports is deleted.

Additionally, you can also edit a policy by clicking **Edit Policy**.

Editing a policy

Editing a policy is similar to creating policy in the way that you can modify any of the fields during editing. For the Mule Script policy, you can edit the input file as input data to Mule Script. If no input file is provided, it takes the default input data from policy creation; otherwise, it overwrites the input data from policy creation.

1. In the **Policy View** screen, click **Edit Policy** within the Policy Dashboard.
   The Edit Policy dialog box appears.
2. Edit the fields of the policy during the policy creation.

Running a policy

Follow these steps to run a policy.

1. In the **Policy View** screen, click **Run Now**.
   The **Run Policy** dialog box appears.
2. In the **Run Policy** dialog box, enter a base name and a description for the policy run.

   This base name is used to name the box and its reports.

   For the Mule Script policy, you can optionally provide an input file as input data to Mule Script. If no input file is provided, it takes the default input data from policy creation; otherwise, it takes the precedence of the input data from policy creation.

   Note: The input file must be in the `.json` format. If there is confidential information inside your input file, for example, server password, name the key with the `password` keyword inside. This way that field can be encrypted.
3. Click **Run**.

Running a report

To work with the IBM StoredIQ policies, you can generate reports.

The feature does not apply to the Mule Script policy.

1. In the Available Actions area, select **Execute CSV exception report on run**.
   The **Run Exception Report** dialog box appears.

2. In the dialog box, complete these fields.
   a) The **Name** text box is auto-filled, but the report name can be edited or changed by entering your text into the **Name** text box.
   b) To send the generated report to different email addresses, select the **Send an email when the process is complete** check box.
   c) In the **Enter notification emails** text box, enter the email addresses to which the generated report is sent.
3. Click **Run**.

Viewing a policy report

You can view **Execute CSV exception report on run** as a .CSV file.

The feature does not apply to the Mule Script policy.

1. In the **Policy View** window, select the run for which you want to view the report.
2. In the **Reports** area, click the report that you want to view.
   A folder downloads.

   Note: Only reports in the **Completed** state can be viewed.
3. Click the folder and then open the .CSV file to view the report.

Deleting a run

Policy executions and their associated reports can be deleted.

1. In the **Available Actions** area, click **Delete run**.
   The **Delete Run** confirmation appears, verifying that you want to delete the selected run along with its associated pending and completed reports.
2. Click **Delete**.

Stopping a run

You can stop policies that are currently being run. However, actions that are already started by the run persist and the run cannot be restarted.

1. Click **Stop the run**.
   The **Stop Run** confirmation box appears.
2. Click **Stop**.

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