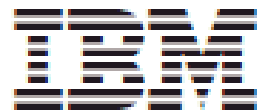


IBM Atlas Suite Users Guide: Organization and People Reports

for IBM Atlas Suite v6.0



IBM Atlas Suite Users Guide: Organization and People Reports

This edition applies to version 6.0 of IBM Atlas Suite (product numbers 5725-D75, 5725-D76, 5725-D77) and to all subsequent releases and modifications until otherwise indicated in new editions.

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1 Introduction

This book lists and describes the Atlas Reports that provide information about Organizations and people. The Reports are presented in the **Organization Unit** and **User** sections of the **Reports** tab in the Atlas application:

Reports
Organization Unit Reports
Organization Structure
Organization CSV Report
Organization Without Members Report
Organization Audit Report
User Reports
Person CSV Report
User Information
User Login
User Audit Report

The list of Reports that you'll see in your system may differ from those shown above; the composition of the list can be modified by a System Administrator through the **Admin > Report Groups** module.

1.1 Reports Synopsis

- [Organization Structure](#) is a graphical depiction of your Organization hierarchy.
- [Organization Without Members](#) lists the Organizations that don't have any members with Roles.
- [Organization By Country](#) lists the active Organizations in your system grouped by their assigned countries.
- [Organization Audit](#) lists the Organizations that were created, modified, and deactivated within a given date range.
- [User Information](#) lists and describes the active users who have been assigned one or more Roles within an Organization.
- [User Login](#) lists the users (active and inactive) who have logged into the system within a given date range.
- [User Audit Report](#) lists the Person accounts that were created, modified, and deactivated within a given date range.

Two other Reports, **Organization CSV Report** and **Person CSV Report**, create spreadsheets that list and describe the Organizations and Persons in your system. These Reports are used for administrative purposes and aren't described in this book.

1.2 Chapter Layout

Each Report is described in its own chapter. The layout of most of the chapters follows this form:

- **Report name, description, and filters.** Each chapter is named for the Report that it describes and opens with a functional description of the Report. A snapshot of the Report filter is presented and described. The filter lets you narrow the result set presented in the Report.

6 User Information

The **User Information** Report lists and describes the active Atlas Users who have been assigned one or more Roles within an Organization. You can filter the Report based on User names, logins, countries, and Roles, and the names and IDs of the Organizations in which the Users have Roles:

Report Elements	Filter By
You can specify 1 or more FIRST NAMES to narrow your search results. (Eg. John, Peter).	
You can specify 1 or more LAST NAMES to narrow your search results. (Eg. Smith, Milton).	
You can specify 1 or more ORGANIZATION NAMES to narrow your search. (Eg. CAI, Equity, human resources).	
You can specify 1 or more COUNTRY CODES to narrow your search. (Eg. MX, US, JP).	
You can specify 1 or more ORGANIZATION IDs to narrow your search results. (Eg. 10050, 10010, 10090).	
You can specify 1 or more LOGINID(s) to narrow your search results. (Eg. HR13453, ID23432).	
You may specify 1 or more ROLES to further narrow your search results. (Eg. Attorney, Legal Assistant, Records Manager).	

The **Organization Names** values searches for the given names along the entire Organization path. For example, if you set the filter to “energy”, the Report will include Organization’s such as **Corporate: Energy: Legal Counsel** and **Organization: Energy – Trading: Gulf of Mexico**.

- **Report organization and snapshot.** The organization of the Report is described and a snapshot is displayed.

In the Report, the Organizations are grouped into sections that are named for the type of change (**Deactivated Organizations**, **Modified Organizations**, and **New Organizations**) and sorted by the date of the change. The Organizations are displayed in alternating white and blue rows for easier reading:

ORGANIZATION AUDIT REPORT

Report Generated: Aug 30, 2010 1:28:00 PM by Administrator, System (admin@gentc.com)
Specified Report Parameters: Start Date=Aug 7, 2008; End Date=Aug 30, 2010

Deactivated Organizations

Date	User	Organization	Comments	Country Code
Mar 10, 2010	Administrator, System	Energy-UK(343)		GB: United Kingdom
Mar 10, 2010	Administrator, System	Accounting(353)		GB: United Kingdom
Mar 10, 2010	Administrator, System	Human Resources(354)		GB: United Kingdom
Mar 10, 2010	Administrator, System	Trading(355)		GB: United Kingdom

Number of Organizations: 4

Modified Organizations

Date	User	Organization	Comments	Country Code
Aug 20, 2008	Administrator, System	Alternative Investments (110)	Changed ORGFullName From Corporate: Alternative Investments to Corporate: Financial: Alternative Investments	US: United States
Aug 20, 2008	Administrator, System	Alternative Investments (110)	Changed ParentOrganization From 1 to 250	US: United States
Aug 20, 2008	Administrator, System	Commercial Group (COMM)(111)	Changed ORGFullName From Corporate: Commercial Group (COMM) to Corporate:	US: United States

- Report sections.** The different parts of the Report are described in the sections that follow the Report snapshot. Each section is named for the label that’s presented in the Report. Elements in *italics> are variables that represent actual names. A description of the section or explanation of the variables follows.*

USER INFORMATION

Report Generated: Aug 31, 2010 11:59:08 AM by Administrator, System (admin@genfc.com)
Specified Report Parameters: Organization Name=g

Organization: GWM - Private Bank US - Trading(377)

Name	E-mail	SOE ID	Title
Bailey, Kim	kbailey@genfc.com	kbailey	Systems Analyst
Mapper, Joe	jmapper@genfc.com	jmapper	Data Source Map
Roland, Greg			
Ross, Alex			

6.1

Organization: *OrganizationName* (*OrganizationID*)

Each section is named for the Organization that it represents. *OrganizationName* is the Organization’s “leaf” name—it isn’t the full path to the Organization.

Organization: GWM - Private Bank US - Trading(377)

Name	E-mail	SOE ID	Title
Mason, Judy	jmason@genfc.com	jmason	Administrator

- Tables.** Within a Report, information is presented in one or more tables. In this documentation, the information is described in tables that emulate the orientation and layout of the tables as they appear in the Report.

Name	E-mail	SOE ID	Title	GE ID	Role
Bailey, Kim	kbailey@genfc.com	kbailey	Systems Analyst		30(b)(6) Witness
Mapper, Joe	jmapper@genfc.com	jmapper	Data Source Mapper		Data Source Mapper
Roland, Greg					
Page 4					

Name	E-mail	SOE ID
The User’s name in the form: <i>LastName, FirstName</i>	The User’s email address.	The User’s login ID.
Title	GE ID	Role
The User’s business title.	This is the value of Custom Field 2 for Persons.	The User’s Role within the Organization.

2 Organization Structure

The **Organization Structure** Report depicts your Organization hierarchy (active Organizations only). You can filter the Report based on Organization country, ID, and name:

Report Elements	Filter By
You can specify 1 or more COUNTRY CODE to narrow your search. (Eg: MX, BZ, US).	
You can specify 1 or more ORGANIZATION IDs in the field below to narrow your search results. (eg. 10003, 10010).	
You can specify 1 or more ORGANIZATION NAMES to narrow your search. (Eg: CAI, Equity, human resources)	

The **Country Code** and **Organization Names** values can be partial matches; for example “aero” will find Organizations named **Aeronautics** and **Aerospace**. The Organization ID is exact; a value of 10 *won't* find the Organization with an ID of 100.

Each Organization is presented in the form...

Name(ID) CountryCode:CountryName

The levels in the Organization hierarchy are depicted through indentation.

ORGANIZATION STRUCTURE	
Report Generated: Aug 27, 2010 3:21:53 PM by Administrator, System (admin@genfc.com)	
Corporate(1) AA:Global	
- Aerospace and Defense (A&D)(300) US:United States	
- Aeronautics(301) US:United States	
- Control Systems(303) US:United States	
- Weapon Systems Design(302) US:United States	
- Energy(267) AA:Global	
- Downstream(252) US:United States	
- Chemicals(259) US:United States	
- Petroleum(261) US:United States	
- Fuels Marketing(262) US:United States	
- Refining & Supply(260) US:United States	
- Research & Engineering(263) US:United States	
- Legal Counsel(268) US:United States	
- Technology & Services(264) US:United States	
- Health, Safety & Environmental Management(265) US:United States	
- Technology Ventures(266) US:United States	
- Trading - Energy - UK(363) GB:United Kingdom	
- Trading - Energy(356) US:United States	
- Upstream(251) US:United States	
- Exploration(253) US:United States	
- Apec(256) X6:Asia Pacific Region	
- Europe(257) X5:Western Europe Region	

Here, **Aerospace and Defense** is a sub-Organization of **Corporate**, **Aeronautics** is a sub-Organization of **Aerospace and Defense**, and so on.

If you use a filter to generate the Report, the Organizations that fulfill the filter are presented in **red**, and the hierarchy is limited to those Organizations and their parents and children:

ORGANIZATION STRUCTURE

Report Generated: Aug 27, 2010 3:19:43 PM by Administrator, System (admin@genfc.com)
Specified Report Parameters: Country Code=GB

- Corporate(1) AA:Global
 - Energy(267) AA:Global
 - Trading - Energy - UK(363) GB:United Kingdom
 - Financial(250) US:United States
 - Consumer Group (CG)(112) US:United States
 - Consumer - International(143) X6:Asia Pacific Region
 - GB Bank(149) GB:United Kingdom
 - Corporate Investment Bank (CIBG)(113) US:United States
 - UK Investment Bank(180) GB:United Kingdom
 - Operations(290) AA:Global
 - Human Resources - UK(366) GB:United Kingdom

Here, we've filtered the Report with a country code of **X6** (Asia Pacific Region).

The Report only includes the Organizations (and their parents and children) in which you have a Role. For example, here's the full Report for a Person who has a Role in **Corporate: Energy** and **Corporate: Financial: Legal Counsel**:

ORGANIZATION STRUCTURE

Report Generated: Aug 27, 2010 4:55:33 PM by Gentry, Carol (cgentry@genfc.com)

- Corporate(1) AA:Global
 - Energy(267) AA:Global
 - Downstream(252) US:United States
 - Chemicals(259) US:United States
 - Petroleum(261) US:United States
 - Fuels Marketing(262) US:United States
 - Refining & Supply(260) US:United States
 - Research & Engineering(263) US:United States
 - Legal Counsel(268) US:United States
 - Technology & Services(264) US:United States
 - Health, Safety & Environmental Management(265) US:United States
 - Technology Ventures(266) US:United States
 - Trading - Energy - UK(363) GB:United Kingdom
 - Trading - Energy(356) US:United States
 - Upstream(251) US:United States
 - Exploration(253) US:United States
 - Apec(256) X6:Asia Pacific Region
 - Europe(257) X5:Western Europe Region
 - North America(254) US:United States
 - Gulf of Mexico(255) US:United States
 - Production (258) US:United States
 - Financial(250) US:United States
 - Legal Counsel(116) US:United States

3 Organization Without Members

The **Organization Without Members** Report depicts your Organization hierarchy (active Organizations only), and indicates the Organizations that don't have any users with Roles. You can filter the Report based on Organization country, ID, and name:

Report Elements	Filter By
You can specify 1 or more COUNTRY CODES to narrow your search. (Eg: MX, US, JP, ALL).	
You can specify 1 or more ORGANIZATION IDs to narrow your search results. (eg. 10050, 10010, 10090).	
You can specify 1 or more ORGANIZATION NAMES to narrow your search. (Eg: CAI, Equity, human resources).	

The Country Code and Organization Names values can be partial matches; for example "aero" will find Organizations named **Aeronautics** and **Aerospace**. The Organization ID is exact; a value of 10 *won't* find the Organization with an ID of 100.

Each Organization is presented in the form...

OrganizationName(OrganizationID) CountryCode:CountryName

The levels in the Organization hierarchy are depicted through indentation. The Organizations that don't have members are presented in **red**. The parents and children of these Organizations are presented, as well:

ORGANIZATION WITHOUT MEMBERS REPORT	
Report Generated: Aug 27, 2010 3:43:44 PM by Administrator, System (admin@genfc.com)	
Corporate (1) AA:Global	
- Aerospace and Defense (A&D) (300) US:United States	
- Aeronautics (301) US:United States	
- Control Systems (303) US:United States	
- Weapon Systems Design (302) US:United States	
- Energy (267) AA:Global	
- Downstream (252) US:United States	
- Chemicals (259) US:United States	
- Petroleum (261) US:United States	
- Fuels Marketing (262) US:United States	
- Refining & Supply (260) US:United States	
- Research & Engineering (263) US:United States	
- Legal Counsel (268) US:United States	
- Technology & Services (264) US:United States	
- Health, Safety & Environmental Management (265) US:United States	
- Technology Ventures (266) US:United States	
- Trading - Energy (356) US:United States	
- Trading - Energy - UK (363) GB:United Kingdom	
- Upstream (251) US:United States	
- Exploration (253) US:United States	
- Apec (256) X6:Asia Pacific Region	

This isn't necessarily a complete view of the Organization hierarchy. Branches in which all of the Organizations have members aren't shown in the Report. As with the [Organization Structure](#) Report, this Report only includes the Organizations (and their parents and children) in which you have a Role.

4 Organization By Country

IMPORTANT You must have the Atlas Reports application installed in order to generate this Report.

The **Organization By Country** Report lists the active Organizations in your system grouped by their assigned countries. The countries are listed in alphabetical order. There are no filters for this Report.

ORGANIZATION BY COUNTRY REPORT				
Generated By : Aug 30, 2010 11:15:58 AM by Administrator, System (administrator@genfc.com)				
Report Parameters : None				
<Default Organization>				
Organization Name	Organization Description	Organization Full Name	Parent Organization	Status
ZZZ-Exceptions	The Organization nodes where the parent organizations are not found or the Parent organization is not valid.	Corporate: ZZZ-Exceptions	1	ACTIVE
Engineering		Corporate: Engineering	1	ACTIVE
erm_org3		Corporate: erm_org3	1	ACTIVE
erm_org4		Corporate: erm_org3: erm_org4	1989	ACTIVE
DSP-I	DSP-I	Corporate: DSP-I	1	ACTIVE
DSP-II	DSP-II	Corporate: DSP-II	1	ACTIVE
AE:UAE				
Organization Name	Organization Description	Organization Full Name	Parent Organization	Status
BRANCH1	BRANCH1	Corporate: CBNA: BRANCH1	251	ACTIVE
EUROPE - I	EUROPE - I	Corporate: Country Only: EUROPE - I	250	ACTIVE
erm_org		Corporate: erm_org	1	ACTIVE

4.1 <Default Organization>

The **<Default Organization>** section lists the Organizations that aren't assigned to a country. The first Organization in the list, **ZZZ-Exceptions**, is created by the system. It's used as the virtual parent of any Organization that has become detached from its parent, or for which the parent is no longer valid.

Organization Name	Organization Description	Organization Full Name
The "leaf" name of the Organization	A description of the Organization.	The Organization's "pathname". This is a colon-separated hierarchical list of the Organizations, starting with Corporate, that leads to this Organization.
Parent Organization		Status
The ID number of the Organization's parent.		This is always ACTIVE .

4.2 *CountryCode:CountryName*

The rest of the Organizations are grouped by their assigned countries. The tables in these sections provide the same information as in the **<Default Organization>** section.

5 Organization Audit

The **Organization Audit** Report lists the Organizations that were created, modified, and deactivated within a given date range. You must supply the start and end dates of the date range that you're interested in; you can also filter the Report based on the type of change (**All**, **New**, **Modified**, or **Deactivated**), and the Organizations' names:

Report Elements	Filter By
* Enter the START DATE that you would like to begin your search range. Start Date is a REQUIRED field.	
* Enter an END DATE that you would like to end your search range. End Date is a REQUIRED field.	
You can specify 1 or more CHANGE TYPES. (eg. All, Modified, New, Deactivated).	
You can specify 1 or more ORGANIZATION NAMES to narrow your search. (Eg: CAI, Equity, human resources).	

If you don't supply a **Change Type**, the Report includes all three types.

In the Report, the Organizations are grouped into sections that are named for the type of change (**Deactivated Organizations**, **Modified Organizations**, and **New Organizations**) and sorted by the date of the change. The Organizations are displayed in alternating white and blue rows for easier reading:

ORGANIZATION AUDIT REPORT				
Report Generated: Aug 30, 2010 1:28:00 PM by Administrator, System (admin@genfc.com) Specified Report Parameters: Start Date=Aug 7, 2008; End Date=Aug 30, 2010				
Deactivated Organizations				
Date	User	Organization	Comments	Country Code
Mar 10, 2010	Administrator, System	Energy-UK(343)		GB:United Kingdom
Mar 10, 2010	Administrator, System	Accounting(353)		GB:United Kingdom
Mar 10, 2010	Administrator, System	Human Resources(354)		GB:United Kingdom
Mar 10, 2010	Administrator, System	Trading(355)		GB:United Kingdom
				Number of Organizations: 4
Modified Organizations				
Date	User	Organization	Comments	Country Code
Aug 20, 2008	Administrator, System	Alternative Investments (110)	Changed ORGFullName From Corporate: Alternative Investments to Corporate: Financial: Alternative Investments	US:United States
Aug 20, 2008	Administrator, System	Alternative Investments (110)	Changed ParentOrganization From 1 to 250	US:United States
Aug 20, 2008	Administrator, System	Commercial Group (COMM)(111)	Changed ORGFullName From Corporate: Commercial Group (COMM) to Corporate:	US:United States

5.1 Deactivated Organizations/Modified Organizations

The **Deactivated Organizations** and **Modified Organizations** sections of the Report list the Organizations that were deactivated and modified within the date range, respectively.

Date	User	Organization
The day upon which the Organization was deactivated/modified.	The name of the person who deactivated/modified the Organization.	The Organization's name and ID in the form: OrganizationName(OrganizationID)
Comments		Country Code
For deactivated Organizations, this column is blank. For modified Organizations, it's a system-generated explanation of what was changed.		The Organization's country in the form: CountryCode:CountryName

5.2 New Organizations

The **New Organizations** section of the Report lists the Organizations that were created within the date range.

New Organizations				
Date	User	Organization	Parent Organization	Country Code
Aug 20, 2008	Administrator, System	Financial(250)	Corporate(1)	US:United States
Aug 20, 2008	Administrator, System	Upstream(251)	Energy(267)	US:United States
Aug 20, 2008	Administrator, System	Downstream(252)	Energy(267)	US:United States

Date	User	Organization
The day upon which the Organization was created.	The name of the person who created the Organization.	The Organization's name and ID in the form: OrganizationName(OrganizationID)
Parent Organization		Country Code
The name and ID of this Organization's parent in the form: OrganizationName(OrganizationID)		The Organization's country in the form: CountryCode:CountryName

6 User Information

The **User Information** Report lists and describes the active users who have been assigned one or more Roles within an Organization. You can filter the Report based on User names, logins, countries, and Roles, and the names and IDs of the Organizations in which the Users have Roles:

Report Elements	Filter By
You can specify 1 or more FIRST NAMES to narrow your search results. (Eg. John, Peter).	
You can specify 1 or more LAST NAMES to narrow your search results. (Eg. Smith, Milton).	
You can specify 1 or more ORGANIZATION NAMES to narrow your search. (Eg: CAI, Equity, human resources).	
You can specify 1 or more COUNTRY CODES to narrow your search. (Eg: MX, US, JP).	
You can specify 1 or more ORGANIZATION IDs to narrow your search results. (Eg. 10050, 10010, 10090).	
You can specify 1 or more LOGINID(s) to narrow your search results. (Eg. HR13453, ID23432).	
You may specify 1 or more ROLES to further narrow your search results. (Eg. Attorney, Legal Assistant, Records Manager).	

The **Organization Names** values searches for the given names along the entire Organization path. For example, if you set the filter to “energy”, the Report will include Organization’s such as **Corporate: Energy: Legal Counsel** and **Organization: Energy – Trading: Gulf of Mexico**.

The Users are grouped by Organization and sorted alphabetically by name. Users are listed in each of the Organizations in which they have Roles. If a User has more than one Role in a given Organization, he or she is listed multiple times within that Organization, once for each Role.

USER INFORMATION

Report Generated: Aug 31, 2010 11:59:08 AM by Administrator, System (admin@genfc.com)
Specified Report Parameters: Organization Name=g

Organization: GWM - Private Bank US - Trading(377)

Name	E-mail	SOE ID	Title	GE ID	Role
Bailey, Kim	kbailey@genfc.com	kbailey	Systems Analyst		30(b)(6) Witness
Mapper, Joe	jmapper@genfc.com	jmapper	Data Source Mapper		Data Source Mapper
Roland, Greg	greg.roland@genfc.com	groland	Information Manager		Discovery Delegate
Ross, Alex	aross@genfc.com	aross	Administrator		Records Coordinator

Number of Users: 4

Organization: GWM- Private Bank US - Chicago(221)

Name	E-mail	SOE ID	Title	GE ID	Role
Mason, Judy	jmason@genfc.com	jmason	Administrator		Records Coordinator
Mason, Judy	jmason@genfc.com	jmason	Administrator		Hold and Collection Plan Owner

Number of Users: 2

Organization: GWM-NYC(222)

Name	E-mail	SOE ID	Title	GE ID	Role
Bailey, Kim	kbailey@genfc.com	kbailey	Systems Analyst		30(b)(6) Witness
Mapper, Joe	jmapper@genfc.com	jmapper	Data Source Mapper		Data Source Mapper
Roland, Greg	greg.roland@genfc.com	groland	Information Manager		Discovery Delegate
Ross, Alex	aross@genfc.com	aross	Administrator		Records Coordinator

Number of Users: 4

6.1 Organization: *OrganizationName* (*OrganizationID*)

Each section is named for the Organization that it represents. ***OrganizationName*** is the Organization's "leaf" name—it isn't the full path to the Organization.

Name	E-mail	SOE ID
The User's name in the form: <i>LastName, FirstName</i>	The User's email address.	The User's login ID.
Title	GE ID	Role
The User's business title.	This is the value of Custom Field 2 for Persons.	The User's Role within the Organization.

7 User Login

The **User Login** Report lists the users (active and inactive) who have logged into the system within a given date range. You must supply the start and end dates that you're interested in; you can also filter the Report based on User names and logins, and the names and IDs of the Organizations in which the Users have Roles:

Report Elements	Filter By
You can specify 1 or more FIRST NAMES to narrow your search results. (Eg. John, Peter).	
You can specify 1 or more LAST NAMES to narrow your search results. (Eg. Smith, Milton).	
You can specify 1 or more ORGANIZATION NAMES to narrow your search. (Eg: CAI, Equity, human resources).	
You can specify 1 or more ORGANIZATION IDs to narrow your search results. (Eg. 10050, 10010, 10090).	
You can specify 1 or more LOGIN(s) to narrow your search results. (Eg. HR13453, ID23432).	
* Enter a STARTING DATE that you would like to begin your search range. Start Date is a REQUIRED field.	
* Enter an END DATE that you would like to end your search range. End Date is a REQUIRED field.	

IMPORTANT The **Organization Names** and **Organization IDs** filters only regard a User's "highest" Organization. If a User has been added to more than one Organization, the Organizations that are lower in the hierarchy are ignored. For sibling Organizations, only the Organization that comes first alphabetically is regarded.

The **Organization Names** values searches for the given names along the entire Organization path. For example, if you set the filter to "energy", the Report will include Organization's such as **Corporate: Energy: Legal Counsel** and **Organization: Energy – Trading: Gulf of Mexico**.

The Users are grouped by Organization. For Users that are part of multiple Organizations, the highest Organization in the hierarchy is used (following the same rules as explained in the note, above).

USER LOGIN

Report Generated: Aug 30, 2010 2:31:06 PM by Administrator, System (admin@genfc.com)
Specified Report Parameters: Start Date=Aug 30, 2009; End Date=Aug 30, 2010

Organization: Corporate (1)

Name	SOE ID	Title	GE ID	E-mail	Number of Logins
Administrator, System	admin			admin@genfc.com	195
Dale, Lisa	ldale	Sr. VP Operations & Compliance		ldale@genfc.com	10
Vai, Eric	eval	IT Manager		eval@genfc.com	19

Number of Users: 3

Organization: Legal Counsel (116)

Name	SOE ID	Title	GE ID	E-mail	Number of Logins
Gentry, Carol	cgentry	Attorney		cgentry@genfc.com	104
Jefferson, Mary	mjefferson	Legal Assistant		mjefferson@genfc.com	3

Number of Users: 2

Organization: GWM-NYC (222)

Name	SOE ID	Title	GE ID	E-mail	Number of Logins
Ross, Alex	aross	Administrator		aross@genfc.com	6

Number of Users: 1

7.1 Organization: *OrganizationName* (ID)

Each section is named for the Organization that it represents. ***OrganizationName*** is the Organization's "leaf" name—it isn't the full path to the Organization.

Name	SOE ID	Title
The User's name in the form: <i>LastName, FirstName</i>	The User's login ID.	The User's business title.
GE ID	E-mail	Number of Logins
This is the value of Custom Field 2 for Persons.	The User's email address.	The number of times the Person logged in within the specified time period.

8 User Audit Report

The **User Audit** Report lists the Person accounts that were created, modified, and deactivated within a given date range. The Person needn't have a Role in any Organization, nor even be part of an Organization. You must supply the start and end dates of the date range that you're interested in; you can also filter the Report based on the type of change (**All**, **New**, **Modified**, or **Deactivated**):

Report Elements	Filter By
* Enter the START DATE that you would like to begin your search range. Start Date is a REQUIRED field.	
* Enter an END DATE that you would like to end your search range. End Date is a REQUIRED field.	
You can specify 1 or more CHANGE TYPES. (eg. All, Modified, New, Deactivated).	

If you don't supply a **Change Type**, the Report includes all three types.

In the Report, the Persons are grouped into major sections that are named for the type of change (**New Users**, **Modified Users**, and **Deactivated Users**). Within these categories, the Persons are sorted by the Organizations that they're part of, and then by the Users who created, modified, or deactivated their accounts. Finally, the Person records are listed in alphabetical order. If a Person is part of more than one Organization, he or she will be (potentially) listed more than once. The Persons are displayed in alternating white and blue rows for easier reading:

USER AUDIT REPORT			
Report Generated: Aug 31, 2010 12:49:28 PM by Administrator, System (admin@genfc.com)			
Specified Report Parameters: Start Date=Aug 4, 2008; End Date=Aug 31, 2010			
New Users			
Organization: Gulf of Mexico(255)			
Users Created By: Administrator, System			
Date	Name	Title	Role
Aug 20, 2008 2:53:11 PM	Ashford, Arthur	Accounting Specialist	
Aug 20, 2008 2:53:09 PM	Aviles, Albert	Controls Technician	
Aug 20, 2008 2:53:08 PM	Barney, Aaron	Account Executive	
Aug 20, 2008 2:53:09 PM	Benson, Alice	Piping Engineer	
Aug 20, 2008 2:53:09 PM	Benton, Alex	Engineering Manager	
Aug 20, 2008 2:53:10 PM	Blake, Anita	Commissioning Manager	

Each Person is categorized by their latest state. For example, if "Phipps, Michael" is created on August 1st and modified on August 4th, he'll be listed under **Modified Users**, only. If he's then deactivated on August 10th, he'll be listed under **Deactivated Users**, only.

8.1 New Users/Modified Users/Deactivated Users

The **New Users**, **Modified Users**, and **Deactivated Users** sections list the Persons that were created, modified, and deactivated within the date range, respectively.

8.1.1 Organization: *OrganizationName* (*OrganizationID*)

At the next level, the Persons are grouped by the Organizations they belong to. ***OrganizationName*** is the Organization's "leaf" name—it isn't the full path to the Organization. The section named **Organization:** (without a name or ID) collects the Persons who don't belong to any Organization.

8.1.1.1 Users Created/Modified/Deactivated By: *UserName*

Finally, the changes are grouped by the User who imposed them.

Date	Name
The day and time that the Person was created, modified, or deactivated.	The name of the Person in the form: <i>LastName,FirstName</i>
Title	Role
The Person's business title	The Person's Role within this Organization.

9 Who Is On Hold

The **Who is On Hold** Report lists all of the persons who have been identified as custodians in active Holds across all Matters. While this Report is, by default, added to the **User Reports** section of the **Reports** module, it has more to do with Legal Matters than HR (which is the topic of the other User Reports). For a description of the Report, see the [IBM Atlas Suite Users Guide: Legal Matter Reports](#) book.
