# Analytics

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# F2 Analytics

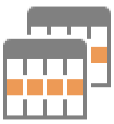
F2 Analytics is a reporting tool organisations can use to extract data from F2. This data can be analysed and serve as the basis for reports across all available information. The tool provides extraordinary access to data in F2, which is why reports are usually managed and used by users with the "F2 Analytics administrator" privilege only.

Reports drawn with Analytics provide a data foundation of measurable results. This can serve as a basis for optimising and complying with an authority’s workflows and processes. The data foundation can also be used in connection with data security and ensuring that unauthorised individuals have not had inappropriate access to data.

## Basic principles in Analytics

**Type:** The report type defines from which part of F2’s database data can be extracted. Report types cover categories of data such as access usage and management reporting. These are described as part of the report reference. Report types are developed and maintained by cBrain.

**Configuration:** A report’s configuration specifies which data is extracted within a given report type. The configuration defines the boundaries for reports that are drawn of a given type and can be thought of as a kind of template. It is also the report configuration that defines the limits of the data extraction. Report configurations are managed by users with the "F2 Analytics administrator" privilege.



**Report:** The report is comprised of data drawn from F2. The report is based on the configuration of a relevant report type. Reports can be drawn by users with the "F2 Analytics administrator" privilege.

If enabled in your organisation’s F2, users with this privilege have the option of making specific report configurations available to regular users, who can then draw reports with these configurations.

# The "F2 Analytics" window for administrators

Users with the "F2 Analytics administrator" privilege can configure and draw reports from the "F2 Analytics" window. Open the window from the "Administrator" tab by clicking the **F2 Analytics** menu item.

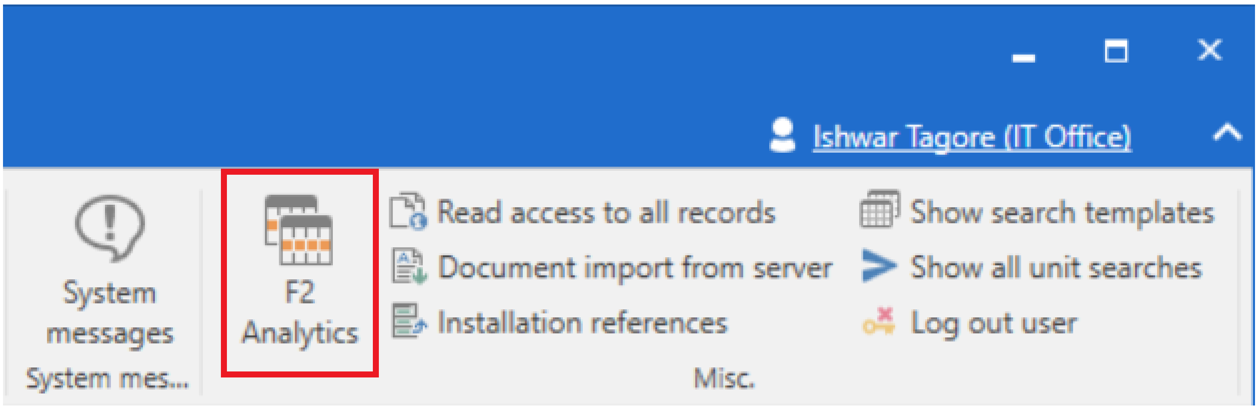



*Figure 1. The "F2 Analytics" menu item on the "Administrator" tab*

## Window layout

In the window, you can see an overview of the organisation's report configurations and their details in the result list (1). Select a configuration to preview it (2). The preview shows information such as a description of the configuration's purpose, its fixed filters, and which fields users must fill in to draw a meaningful report.

The ribbon (3) contains menu items to create, edit, and delete configurations as well as to draw reports based on the selected configuration. You can draw a report in two ways: You can either preview it or download it as an Excel file.

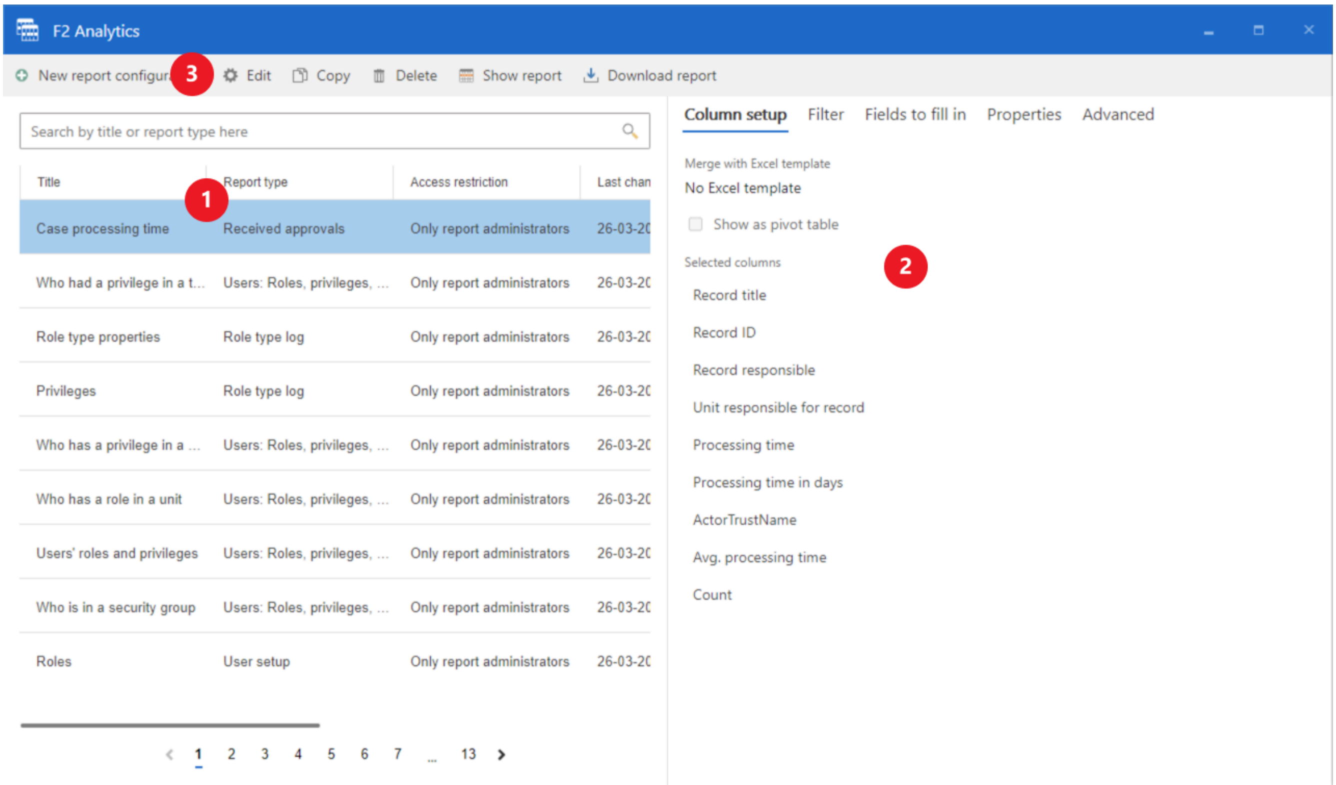
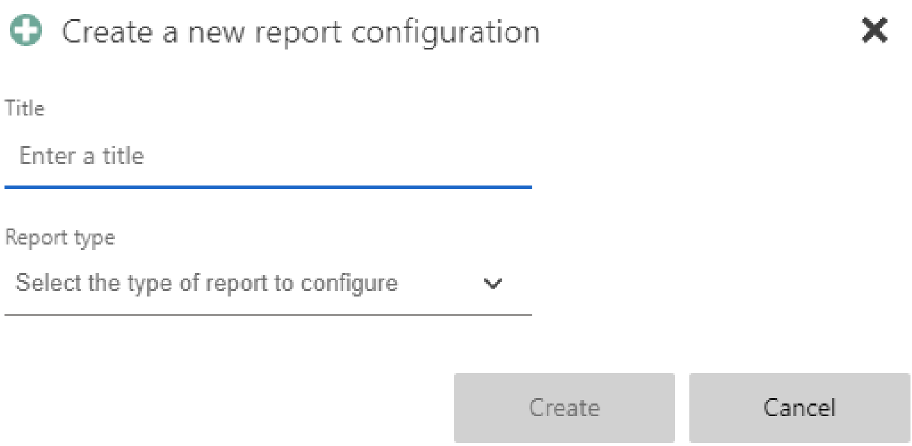



*Figure 2. The "F2 Analytics" window*

Read more about the standard report configurations, including their content and purpose.

# Menu items in the ribbon

The table below describes the menu items in the ribbon of the "F2 Analytics" window and how to use them.

| Menu item | Description |
|---|---|
| "New report configuration" | Open the "Create a new report configuration" dialogue. In the dialogue, enter a title and choose the report type you want to configure.<br><br>**NOTE** The available report types depend on your organisation’s agreement with cBrain. All standard report types and their standard report configurations are listed in the report reference. Your organisation may have types developed for your installation specifically, for example for extracting case guide data. Contact cBrain for more information.<br><br><br><br>*Figure 3. The "Create new report configuration" dialogue*<br><br>Click **Create** in the dialogue to open the new report configuration for editing. From here you can develop and save the configuration. |
| "Edit" | Open the selected report configuration for editing. Here you have the same editing options as when creating a new configuration. |

| Menu item | Description |
|---|---|
| | *Figure 4. The dialogue is pre-filled based on the selected configuration*<br><br>Click **Create** to create and immediately save the copy. It is then available in the configuration overview. From here you can open it for editing. |
| "Delete" | Delete the selected report configuration. F2 asks for confirmation before deletion. |
| "Show report" | Draw a report based on the selected configuration and show it in the preview pane directly in the window. Read more about drawing reports. |
| "Download report" | Draw a report based on the selected configuration and download it as an Excel file. Read more about drawing reports. |

# Draw report

To draw a report, first select a configuration in the result list in the "F2 Analytics" window. For example, if you want to draw data about record metadata fields, you can use a configuration with the "All record fields" fields report type. The window's preview shows you details about the configuration such as its columns, filters, fields to fill in, and properties.

In the ribbon, you have two options for drawing a report based on the selected configuration:

- Preview the report directly in the window by clicking **Show report**. The report preview is displayed as a new tab alongside the configuration details.
- Download the report as an Excel file using **Download report**. The file is based on the configured template, if one was selected, and is automatically saved in the "Downloads" folder on your computer.

A dialogue opens where you may need to fill in some predefined fields. Then click on **Show** or **Download** to draw the report.

# Fill in any required fields

Some configurations require certain fields to be filled in before meaningful data can be extracted. It may be that only data from a limited time period is relevant, but that this specific time period depends on who draws the report or when.

When you draw a report, either to preview it or to download it as an Excel file, a dialogue opens called "Show report" or "Download report", respectively. The dialogue contains any fields that you are required to fill in.

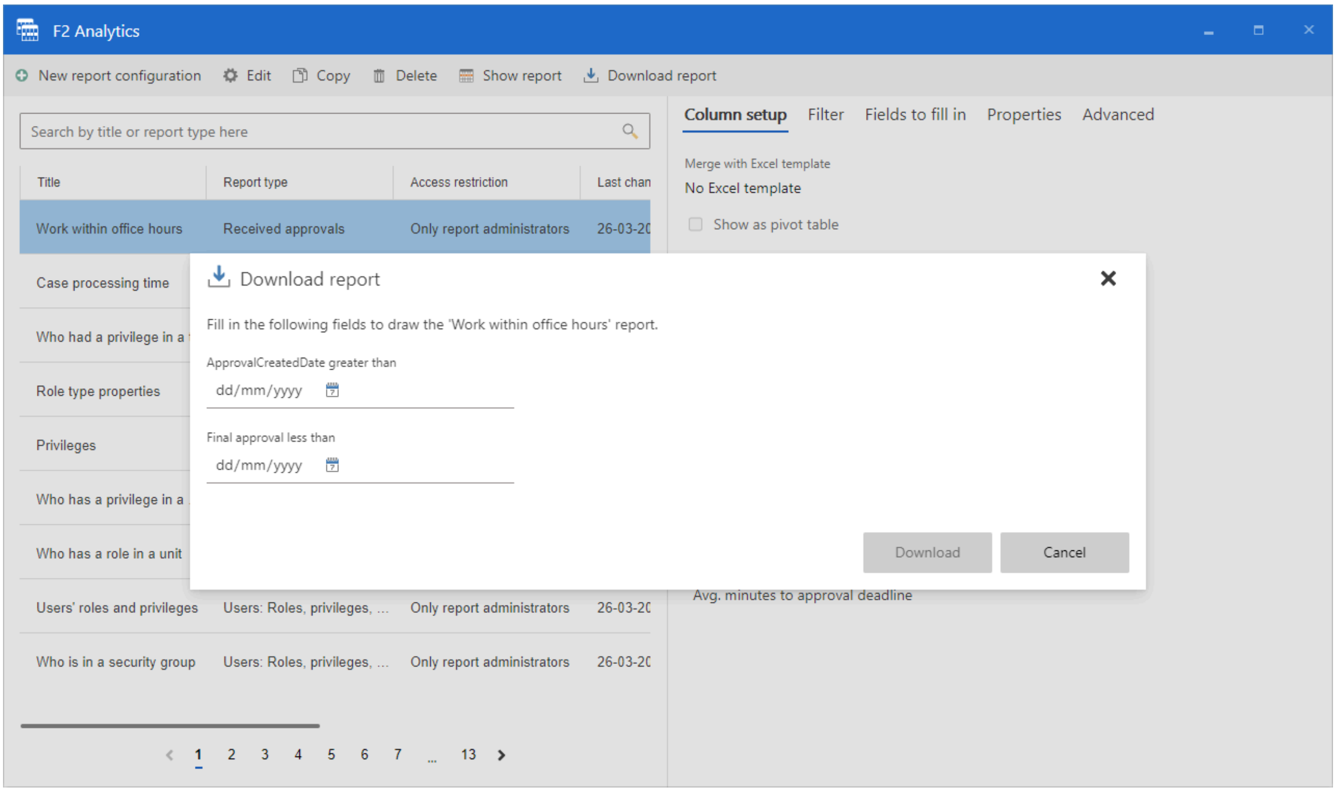



*Figure 5. A report drawing data from a specific time period*

Fill in the fields with relevant data and click on **Show** or **Download** to draw the report.

Read more about configuring fields to fill in and how they differ from filters.

# Configuration management

Users with the "F2 Analytics administrator" privilege can maintain the organisation's report configurations using the administration window. When you open the window, you will see an overview of all existing configurations. If you click **New report configuration** or **Edit** in the ribbon, the window's content and layout will change: Instead of the overview of the organisation's configurations, you can now work with the new or selected configuration in the window.

## The window layout

Whether you are creating a new report configuration or editing an existing one, the window's content and workflow are the same. At the top of the window is a ribbon (1) with functions relevant to your configuration work. Below the ribbon are a number of tabs (2), where you can work on different parts of the configuration. When you select a tab, its content is displayed in the workspace (3).

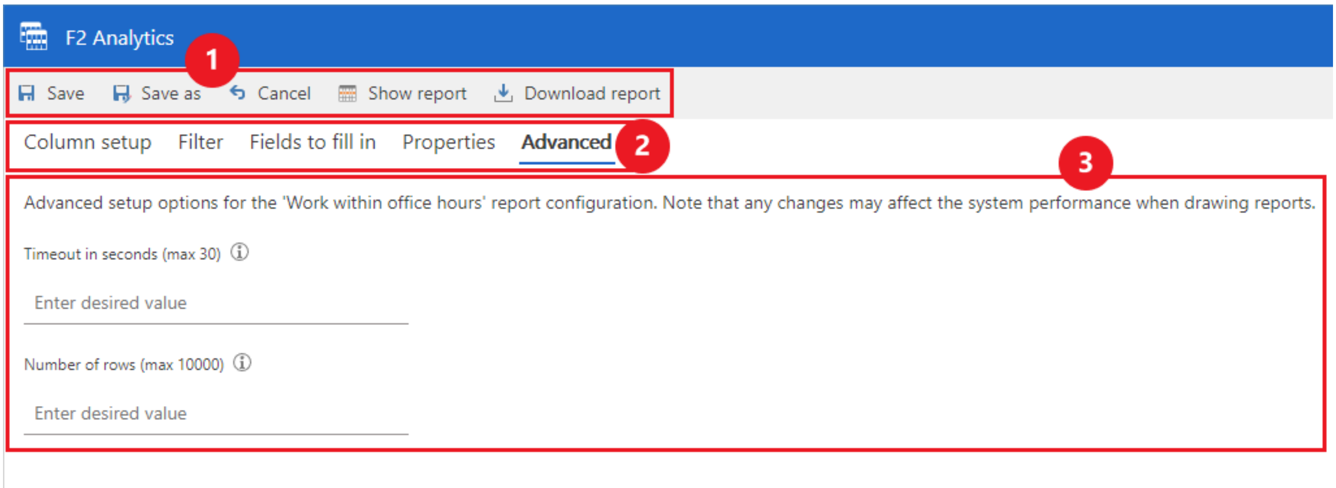



*Figure 6. The "F2 Analytics" window when editing a report configuration*

The ribbon adapts to the tab you are working on. This means that it only shows the functions that are currently relevant to your work with the configuration. However, the following menu items are available on all tabs:

| Menu item | Description |
|---|---|
| Save | Save the configuration and return to the report configuration overview. |
| Save as | Open the "Save as" dialogue to save the configuration as a new configuration. In this dialogue, you can enter a new title and set an access restriction. Click **Save as** to save the new configuration and return to the report configuration overview. |
| Cancel | Return to the report configuration overview without saving your changes. If you were working on a new configuration and didn’t save it, it will not be created. |
| Show report | Draw a report based on the selected configuration and show it in the preview pane directly in the window. Read more about drawing reports. |
| Download report | Draw a report based on the selected configuration and download it as an Excel file. Read more about drawing reports. |

# Report configuration tabs

Different parts of the report configuration are managed on different tabs. Each tab supports your work with one or more of the parameters that make up the configuration. The parameters are as follows:

- Report type, which you select when creating the configuration.
- Columns, which specify the scope of the data extraction.
- Delimitations to the data extraction in the form of filters and fields to fill in.
- Properties, if any, such as access restriction and description.
- The maximum extent of what is extracted due to performance reasons.

The following sections describe the tabs and how to work with their parameters.

## Colum setup

The **Column setup** tab is where you create the basic report configuration. Here you can define which data columns to include in reports with this configuration and in what order. The order of columns determines the automatic alphanumeric sorting of data when drawing the report. All columns are discussed in detail in the column reference.

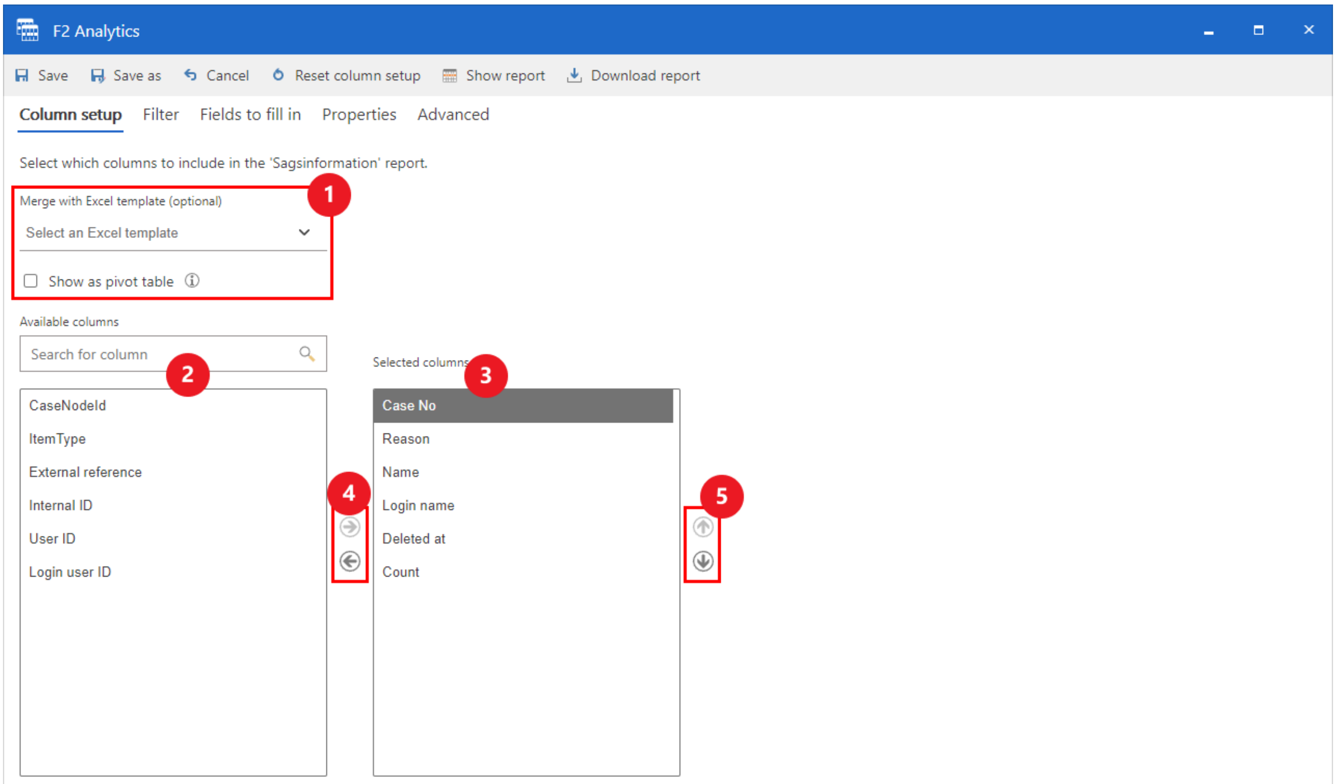



*Figure 7. Column setup components*

The columns are set up at the bottom of the workspace, which is divided into two areas:

- Under "Available columns" (2) you can view and search for the columns which are available for this report type, but not included in the current setup.
- "Selected columns" (3) shows the columns included in the current setup, and the order in which they appear.

You can move columns between the two areas by selecting them and clicking on the **right and left arrows** located between the two column lists (4). You can also double-click on a column. When using the arrow buttons, you can select multiple columns with **Ctrl-click** and **Shift-click** to move several at once.

| | |
|---|---|
| **TIP** | The **Reset column setup** menu item is available in the ribbon when you have selected the **Column setup** tab. Use this function to move all columns to the "Available columns" list. |

Use the **up and down arrows** (5) to the right of "Selected columns" to change the column order.

Example: You want to create an overview of current progress codes and how long has passed since they were assigned. For this purpose you can set up a report of the "Progress codes" type and use the columns **Progress code ID** and **Progress code** as well as the calculation columns **Avg. duration** and **Total duration**. Progress codes are generally sorted alphanumerically in F2's user interface, and you can replicate this sorting by placing the **Progress code** column at the top of the "Selected columns" list.

# Filter and fields to fill in

You have two options for delimiting data when drawing reports: Filters and fields to fill in. You can add one or both types to a report configuration, and you can add as many of each as needed. This lets you reduce the amount of data in your reports, so you only extract relevant information.

Filters and fields to fill in differ in their application. Filters are fixed and always delimit data the same way when the report is drawn. They are used to exclude data that is never relevant to a given report. Fields, on the other hand, are filled in each time the report is drawn. They are used to define columns that are relevant for delimitation, but where the specific data varies. For example, it may always be relevant to delimit data extraction to a specific time period, but the time period depends on when the report is drawn.

**TIP** Pay close attention when using calculation columns for delimitation.

## Set up filters and field to fill in

The process of setting up each of the two types of delimitations is virtually identical. To create a filter, open the **Filter** tab and click the **Add filter** menu item in the ribbon (1). Similarly, use **Add field** on the **Fields to fill in** tab to create a new field. For each delimitation, you should select which column to delimit by (2) and a relevant operator (3). When setting up a filter, you must also specify which value (4) to filter by.

You can remove a delimitation by clicking the **X** (5) on the right-hand side. You can remove all delimitations of a specific type by clicking the **Remove all filters** (6) or **Remove all fields**, respectively.

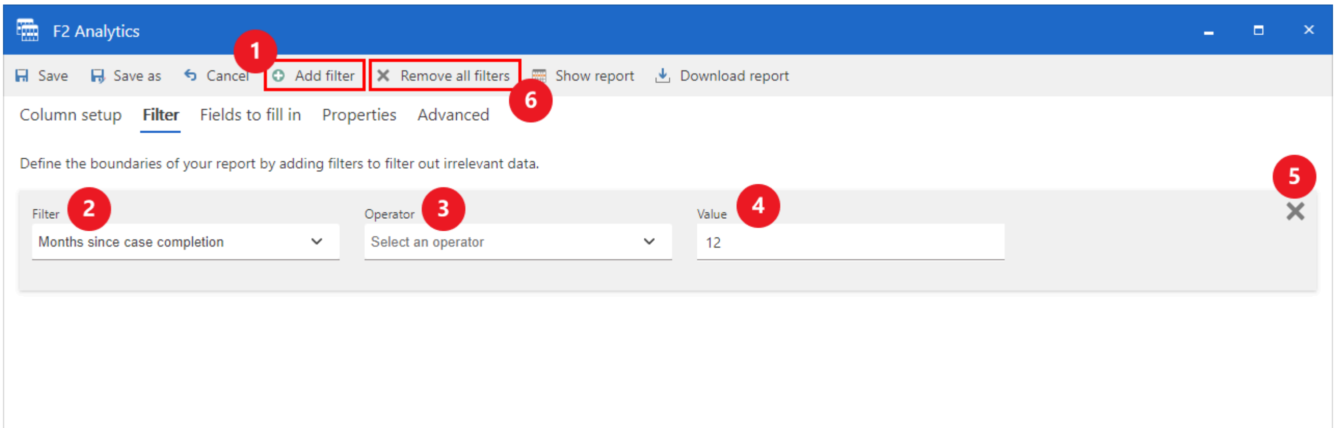



*Figure 8. Components for setting up a filter*

Example: You want to create an overview of current progress codes and how long has passed since they were assigned. It is therefore necessary to delimit data extraction, so data on previously used progress codes is not included. You can do this by setting up a filter with the column "Progress code is current", the operator "Equals", and the value "Yes".

# Properties

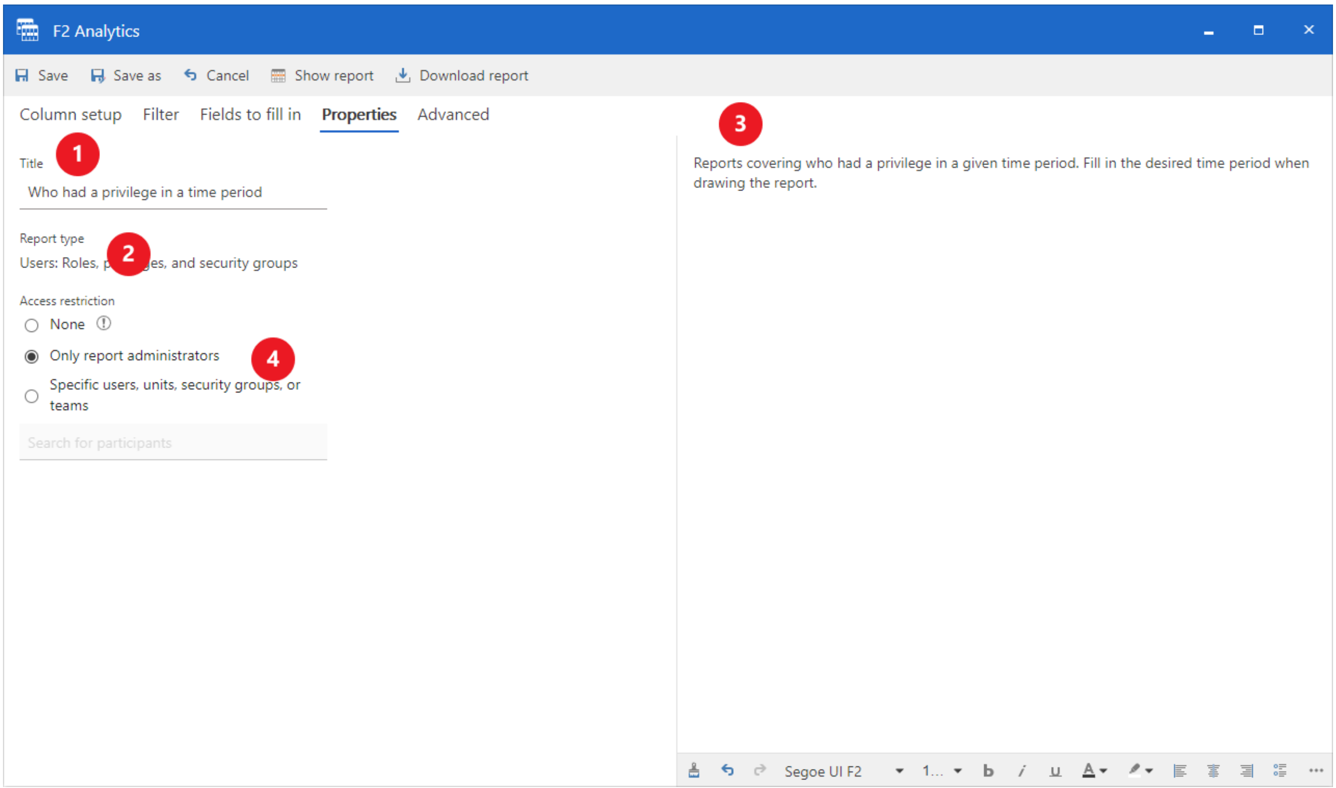



*Figure 9. The report configuration properties*

This tab also lets you control the configuration's access restriction (4). By default, all report configurations are restricted to users with the "F2 Analytics administrator" privilege. You can include more users in the access restriction by switching to **Specific users, units, security groups, or teams** and searching for the relevant participants. It is also possible to make the configuration available to all the organisation's users by setting the access restriction to **None**.

## Advanced

You have two advanced configuration options. Both are related to the scope of data extraction, which means they affect the performance of the report configuration.

- "Timeout in seconds (max 30)" lets you specify in seconds how long F2 may use to extract data before the system times out.
- "Number of rows (max 10000)" lets you specify the maximum number of rows of data extracted by F2 when drawing the report.

**WARNING** Changing these values may impact the performance of the entire organisation's F2.

# Use of calculation columns

Several report types include columns that perform calculations on rows in the extracted data - these are called calculation columns. In report configurations, calculation columns can be used as columns, delimitations, or a combination thereof. For example, all report types include the "Count" column that accumulates results. This column is useful in instances where the extraction is used for statistics on the total number of identical data in the database. Therefore it is not appropriate to combine the "Count" column with columns that are expected to extract unique data, such as columns with dates that include the time in minutes and seconds.

| | |
|---|---|
| **TIP** | Some report types include columns for specialised calculations, such as average case processing time. Your deliberations when using the "Count" column are also relevant for the other calculation columns. |

An example of how to use the "Count" calculation column: Holly the HR manager wants statistics on who has handled recruitment cases in her department in the past calendar year. Therefore a report configuration of the "All case fields" report type is created.

The following columns are included in the configuration as they are relevant to Holly:

- Responsible
- Status
- Count

The "Count" column will show Holly how many ongoing and completed cases each responsible participant has. However, the data extracted will have a very wide range, so Holly adds the following filters:

- Responsible unit = HR
- Keyword = Recruitment
- Created date between 01/01/2023 and 31/12/2023

With these delimitations only the relevant cases are included.

For example, the data extracted will now show that Holly’s employee, Hector, at the time of extraction had 12 ongoing and 19 completed recruitment cases in 2023.

If Holly wants to further delimit the data extraction to only show employees who excel at completing cases, she can add the filter Count > 15.

# Use Excel report templates

Analytics supports the use of Excel templates for data extraction. Usage involves both creating templates based on report configurations and exporting data to Excel documents. This is relevant for ongoing data extraction that must be presented in a specific format. Templates typically match one specific configuration, as column names in the spreadsheet must match the columns selected in the report configuration.

Report templates are set up the same way as other document templates in F2 and are saved as part of report configurations from the "F2 Analytics" window. Therefore, the process described here requires two privileges: "Template administrator" and "F2 Analytics administrator". The sections below describe the setup process. The use of templates as part of report configurations is described in Configuration management.

## Create template based on report

It is beneficial to create an Excel template based on the report configuration it is intended for. This ensures that the correct columns appear in the right order. Additionally it lets you set up relevant formulas, graphs, or pivoting based on relevant sample data. Download the file while working on the configuration or by selecting an existing configuration in the window's overview.

## Set up the template layout

Excel templates for Analytics must contain a tab entitled "xData". Reports downloaded from the "F2 Analytics" window are created with this tab, and here all the data is found. When drawing reports based on a template, data is written to this tab, which means that data uploaded with the template may be overwritten. If you create a template manually, it is necessary to create the "xData" tab. Here you must also enter the column names in the first row in the same order as they appear in the report configuration in F2.

After the column names are entered, you can adjust the Excel file to your desired layout. This may include setting up pivot tables open external.

## Import the template to F2

Go to F2's main window, select the "Settings" tab, and click on **Document templates**. Choose the "Report templates" folder and create a new template from the ribbon (1) or the context menu (2).

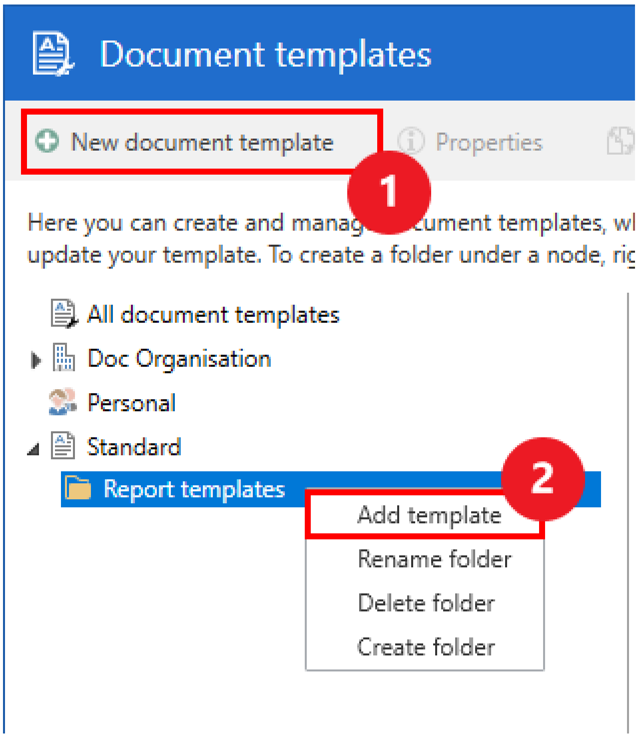



*Figure 10. Create new template for Analytics*

Click on **Browse** and select an Excel file on your computer to serve as the template. Give it a meaningful name. All Excel templates are visible when you are working with any report configuration, so it may be advantageous to include the original configuration's name in the template's name. Then click **OK** to add the template to F2.

# Analytics for regular users

It is possible to configure F2 Analytics so that regular users can draw Analytics reports. When configured, regular users can access reports that a user with the "F2 Analytics administrator" privilege has made available to them. This additional configuration is performed in cooperation with cBrain.

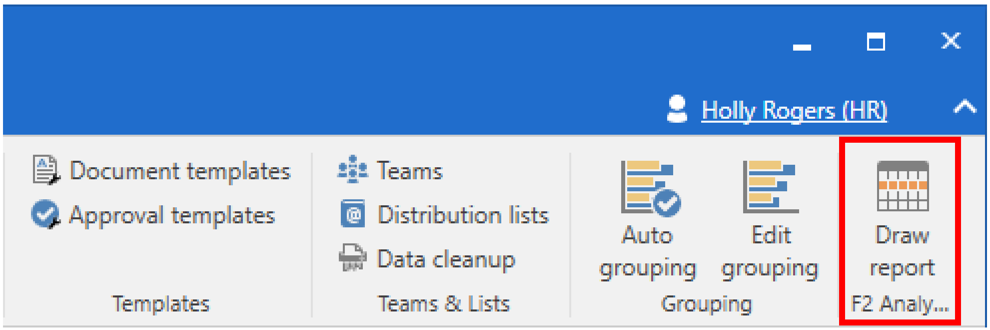



*Figure 11. The "Draw report" menu item on the "Settings" tab*

In the main window, go to the "Settings" tab and click the **Draw report** menu item. The "F2 Analytics" window opens.

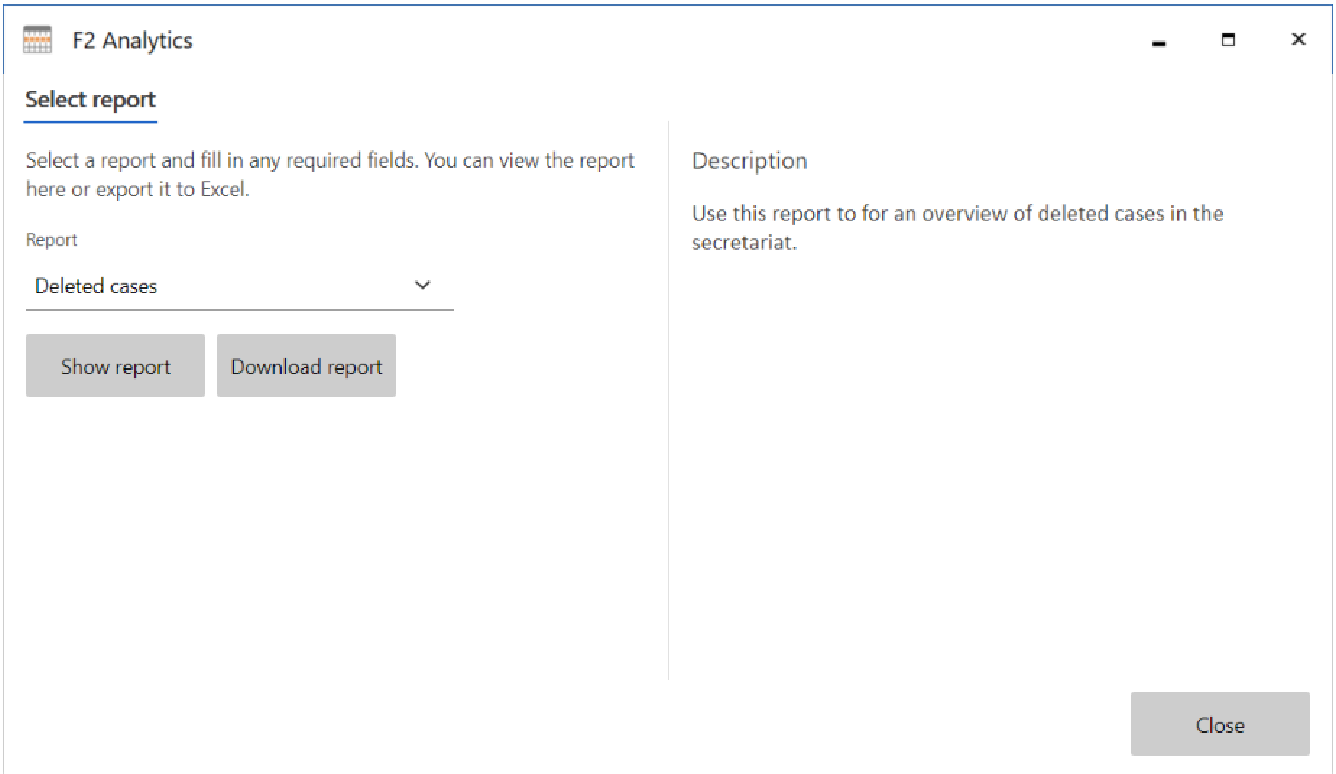



*Figure 12. The "F2 Analytics" window that can be made accessible to regular users*

At the top, select the report you want to draw. If the report has a description, it is shown in the preview on the right. Below the report name you will see any fields that are necessary to fill in to generate a meaningful result. Fill in any required fields and choose how you wish to draw the report: Click **Show report** to preview the report in F2, or click on **Export to Excel** to download the report to your computer as an Excel file.

# Column reference

The following pages list all columns in Analytics. Users with the "F2 Analytics administrator" privilege can use these pages as a reference for columns that can be included in report configurations.

The column reference only covers columns from Analytics' standard report types. Which columns are included in a specific report type and how to use them are described as part of the report reference.

The columns can be divided according to the types of data they extract:

- Records
- Cases
- Documents
- Requests
- Approvals
- Users and participants
- Generic columns.

Each column is described with the following information:

- **Column name** shows the name of the column as it appears in the F2 user interface.
- **Description** generally explains which data the column extracts from the database.
- **Value type** is the format you can expect. The following possible formats exist:
  - Strings consist of letters, numbers, characters, and combinations thereof.
  - Numbers cover both integers and decimal numbers. If a column potentially can contain something other than numbers, it will be marked as a "string" even if it only contains numbers in your organisation.
  - Date refers to date objects, which are detailed timestamps. From this timestamp anything from minutes to years can be derived. Note that dates may have a different format when exported to Excel than indicated here, meaning that the first month of the year could potentially be displayed as "1" or "January" depending on the format.
  - Boolean values are either true ("yes") or false ("no").

# Records

Below is a description of the columns that extract data about record metadata. This includes everything from data in the record’s metadata fields to other visible metadata such as the record’s version and derived data, i.e. whether the record was completed before its deadline. As a rule the value that appears on the active version of the record is displayed.

| Column name | Description | Value type |
|---|---|---|
| Access | The value specified in the "Access" metadata field. | String |
| Sender | The user, unit, or external participant specified in the "From" metadata field. If the record has been sent as an email, it will correspond to the sender. | String |
| Record - version | Number of the current record version. | Number |
| Record completed | Date and time when the record last changed status to "Completed". | Date |
| Record completed by | Name of the user who last completed the record. | String |
| Record last updated | Date and time when the record was last updated. The time specifies when the changes were saved. | Date |
| Record created | Date and time specified in the "Created date" metadata field. | Date |
| Record created by | Name of the user who created the record specified in the "Created date" metadata field. | String |
| Access limitation on record | All users, units, teams, and security groups specified in the "Access restricted to" metadata field. | String |
| Record responsible | The user or unit specified in the "Responsible" metadata field. | String |
| Unit responsible for record | The unit or the unit associated with the user that is specified in the "Responsible" metadata field. | String |
| SSN/CVR No of record | The value specified in the "SSN/CVR No" metadata field. | String |

| Column name | Description | Value type |
|---|---|---|
| | metadata field. | String |
| Record deadline | The date specified in the "Deadline" metadata field at midnight. | Date |
| Record internal ID | The unique value that serves as the record's ID in the database. | Number |
| Record participants | The participant(s) specified in the "Record participants" metadata field. | String |
| Record status | The value specified in the "Status" metadata field. | String |
| Record suppl. units | Units specified in the "Suppl. case mgr." metadata field. | String |
| Record suppl. case mgr. | Names of users specified in the "Suppl. case mgr." metadata field. | String |
| Record format | A detailed specification of the record's delivery type. | String |
| Record ID | The record's unique ID number in the authority's archive displayed at the top of the record window. | Number |
| Record ID, record reply | The unique ID number of the record in the authority's archive to which this record is a reply. | Number |
| Record ID, forwarded record | The unique ID number of the record in the authority's archive of which this record is a forwarded version. | Number |
| Record number | The record's unique ID number on the case specified in the "Record No" metadata field, which is automatically assigned during registration. | Number |

| Column name | Description | Value type |
|---|---|---|
| | • "Archive"<br>• "My private records"<br>• "Library"<br>• "My deleted records" | String |
| Bcc | The participant(s) specified in the "Bcc" metadata field, if any. | String |
| Request | Indicates whether there is at least one request on the record. | Boolean |
| Letter date | Date and time specified in the "Letter date" metadata field. | Date |
| Cc | The participant(s) specified in the "Cc" metadata field, if any. | String |
| Document locked | Indicates whether documents on the record (including the record document) are locked for editing. Visually this is indicated by the "Lock documents" menu item. | Boolean |
| External access | The value specified in the "External access" metadata field. | String |
| Email received | Date and time specified in the "Received date" metadata field. | Date |
| Email sent | Date and time when the record was sent as an email. This typically corresponds to the "Letter date" metadata field. | Date |
| Email title | The title of the record at the time it was sent as an email. | String |
| Remind Date | Date and time specified in the "Remind date" metadata field. | Date |

| Column name | Description | Value type |
|---|---|---|
| | was imported via document import from a server. | String |
| Annotations | Indicates whether there is at least one annotation on the record. | Boolean |
| Case help | Indicates whether the "Case help" menu item is ticked. | Boolean |
| Secure email | Indicates whether the email was sent securely. | Boolean |

# Cases

Data on cases can be divided into two categories: Metadata on the case itself and data on the authority’s case processing. The columns related to cases also describe records' relation to cases.

## Case metadata

Case metadata include everything from the case metadata fields such as "External ID" and "File plan" to other metadata such as the number of records attached to a given case or which case number a case had when it was imported from another system.

| Column name | Description | Value type |
|---|---|---|
| Count | Number of records attached to a case. | Number |
| No. of binned records | Number of records previously attached to the case and now in the bin. | Number |
| No. of inactive record | Old record versions associated with the case. When a record is moved to a new case, a new version of the record is created. | Number |
| No. of deleted records | Number of records previously attached to the case and now deleted. | Number |
| External ID | The value specified in the "External ID" metadata field. | String |
| Action code | The value specified in the "Action code" metadata field. | String |
| File plan | The value specified in the "File plan" metadata field. | String |
| Disposal code | The value specified in the "Disposal code" metadata field. | String |
| Orig. case number | If a case has been imported from another system, the case ID from the original system is listed. | Number |
| Case completed | Date and time when the case last changed status to "Completed". | Date |
| Case completed by | Name of the user who last completed the case. | String |
| Case created | Date and time when the record was created. | Date |
| Case created by | Name of the user who created the case. | String |
| Access limitation on case | All users, units, teams, and security groups specified in the "Access restriction" metadata field. | String |
| Case responsible | The user or unit specified in the "Responsible" metadata field. | String |
| Unit responsible for case | The unit or the unit associated with the user that is specified in the "Responsible" metadata field. | String |
| SSN/CVR No of case | The value specified in the "SSN/CVR No" metadata field. | String |

| Column name | Description | Value type |
|---|---|---|
| Case deadline | The date specified in the "Deadline" metadata field at midnight. | Date |
| Case internal ID | The unique value that serves as the case's ID in the database. | Number |
| Case participants | The case participant(s) specified in the "Case participants" metadata field. | String |
| Case status | The value specified in the "Status" metadata field. | String |
| Case suppl. units | Units specified in the "Suppl. case mgr." metadata field. | String |
| Case suppl. case mgr. | Names of users specified in the "Suppl. case mgr." metadata field. | String |
| Case guide type | Name of the active case guide on the case. | String |
| Case folder | Name of the case folder in which a record is placed. | String |
| Case No | The unique ID number in the authority's archive for a case with which another element in F2 is associated, or for the case itself as seen at the top of the case window. | Number |
| Case title | The full case title displayed at the top of the case window and in the "Title" metadata field. | String |
| Progress code | The name of the progress code. | String |
| Progress code is current | Indicates whether the selected progress code at the time of extract is assigned to a given case. | Boolean |
| Progress code ID | The progress code's unique ID. | Number |
| Previous case No. | The case number specified in the "Previous case No." metadata field. | Number |

## Case processing

| Column name | Description | Value type |
| --- | --- | --- |
| Record deadline adherence | Indicates whether the record was completed before the record deadline. | Boolean |
| Processing deadline adherence | Indicates whether the deadline for case processing has been met. | Boolean |
| Processing deadline, duration | Duration of case processing from start to deadline in full days. | Number |
| Processing deadline, excess | Number of whole days the case processing has exceeded the deadline. | Number |
| Processing time | The actual case processing time in minutes. | Number |
| Processing time in days | The actual case processing time in days. | Number |
| Days to record deadline | Number of days within office hours until the record deadline. | Number |
| Minutes to record deadline | Number of minutes until record deadline. | Number |
| Months since case completion | Number of whole months since the case changed status to "Completed". | Number |
| Case was completed | Indicates whether a case changed status to "Completed" within the selected period. | Boolean |
| Case was processed | Indicates whether a case had the "In progress" status during part or all of the selected period. | Boolean |
| Case was created | Indicates whether a case was created within the selected period. | Boolean |
| End record, other keywords | Any additional keywords on the case’s end record. | String |
| End record, letter date | The "Letter date" value of the case’s end record. | Date |
| End record, first keyword | The first keyword specified on the case’s end record. This may constitute the end record’s type in the case processing. | String |
| End record, ID | The "Record ID" value for the case’s end record. | Number |
| End record, quarter | The year and quarter when the case processing was completed as inferred from the end record. | Date |
| End record, month | The year and month when the case processing was completed as inferred from the end record. | Date |
| End record, title | The "Title" value of the case’s end record. | String |

| Column name | Description | Value type |
| --- | --- | --- |
| | completed as inferred from the end record. | Date |
| End date | Date and time when the case processing was completed as inferred from the case’s end record. | Date |
| Start record, other keywords | Any additional keywords on the case’s start record. | String |
| Start record, letter date | The "Letter date" value of the case’s start record. | Date |
| Start record, first keyword | The first keyword specified on the case’s start record. This may constitute the start record’s type in the case processing. | String |
| Start record, ID | The "Record ID" value for the case’s start record. | Number |
| Start record, quarter | The year and quarter when the case processing was started as inferred from the start record. | Date |
| Start record, month | The year and month when the case processing was started as inferred from the start record. | Date |
| Start record, title | The "Title" value of the case’s start record. | String |
| Start record, year | The year when the case processing was started as inferred from the start record. | Date |
| Start date | Date and time when the case processing was started as inferred from the case’s start record. | Date |
| Duration | The total duration in minutes that a progress code has been active on a given case. | Number |

# Documents

Columns that extract metadata from documents are described below. They cover both the visible properties of documents as well as metadata that is normally only displayed in the database.

| Column name | Description | Value type |
|---|---|---|
| Document - version | The document’s current version number. | Number |
| Document created | Date and time when the document was created. | Date |
| Document internal ID | The unique value that serves as the documents’s ID in the database. | Number |
| Document title | The document’s title as seen in its properties. | String |
| File type | The document’s file type as seen in its properties. | String |
| In PDF queue | Indicates whether the document at the time of extract is in the PDF queue. | Boolean |

# Requests

Columns related to requests are described below. These apply to both internal requests, group requests, and external requests. Data includes information about the request task, its surrounding metadata - visible as well as inferred - and the involved participants.

| Column name | Description | Value type |
|---|---|---|
| Request accepted | Date and time when the recipient accepted the request. | Date |
| Request completed | Indicates whether the request is completed. | Boolean |
| Request cancelled | Date and time when the request was cancelled. | Date |
| Request reply date | Date and time when the request reply was received. | Date |
| Request is group request | Indicates whether the request is a group request, which means it was sent between authorities on the same installation. | Boolean |
| Request approved | Indicates whether the "Approved" checkbox has been ticked on the request. | Boolean |
| Request created by | The name of the user who created the request. External requests can also be created by the System. | String |
| Request sent | Date and time when the request was sent to the recipient. | Date |
| Request synchronising | Indicates whether the request is in the process of being synchronised between sender and recipient. | Boolean |
| Request execution date | Date and time when the request was marked as "Executed" by clicking the **Execute** button. | Date |
| Request evaluated on | Date and time when the request execution was evaluated by the "return to" participant. | Date |
| Request: Sender authority | Name of the authority from which the request was sent. | String |
| Request ID | The request’s unique ID number in the authority’s archive as seen at the top of the request window. | Number |
| Request: Recipient authority | The name of the authority to which the request was sent. | String |
| Request deadline | Date and time of the deadline set by the request’s sender. | Date |
| Request recipient | The name of the user or unit listed as the request recipient. | String |
| Request status | The request’s current status. | String |

| Column name | Description | Value type |
|---|---|---|
| Request text | The text, if any, that the sender of the request has written in the request window’s text field. | String |
| Request type | The request type(s) listed in the "Request types" field on the request. | String |
| Request executor | The name of the participant listed in the "Request executor" field on the request, if any. | String |
| Error message regarding request | An error message is saved if a request between two authorities is synchronised incorrectly or fails for another reason. | String |
| Notify when executed | Indicates whether both the request creator and the "return to" user are notified when the request is executed. | Boolean |
| Internal request deadline | Date and time of the internal request deadline, if any, added by the request recipient. | Date |
| Recipient evaluation | The evaluation of the request as chosen by the request recipient. | String |
| Recipient evaluation comment | The comment, if any, associated with the evaluation written by the request recipient. | String |
| Adherence, request deadline | Number of minutes by which the deadline of the request was met. A negative number indicates that the deadline was exceeded. | Number |
| Adherence, internal request deadline | Number of minutes by which the internal deadline of the request recipient was met. A negative number indicates that the deadline was exceeded. | Number |
| Evaluation | The evaluation of the request’s execution as chosen by the "return to" participant. | String |
| Evaluation comment | The comment, if any, associated with the request evaluation written by the "return to" participant. | String |

# Approvals

Columns related to approvals are described below. Data includes information about the approval, its surrounding metadata - visible as well as derived - and the involved participants.

| Column name | Description | Value type |
|---|---|---|
| Next step recommendation | The approver’s recommendation for the next approval step after the approval was returned. | String |
| No. of approvers on following step | The number of approvers at the step following the given action. | Number |
| No. of approvers on previous step | The number of approvers at the step prior to the given action. | Number |
| Total no. of steps | The total number of steps in the approval process. | Number |
| Days to approval deadline | Number of days within office hours until the approval deadline expires. | Number |
| Final approval | Date and time when the approval was finally approved and thus completed. | Date |
| First received on step | Indicates whether it is the first time an approval has reached the relevant step. | Boolean |
| Approval created | Date and time when the approval was created. | Date |
| Approval turnaround time | Number of minutes an approval is placed with a user before they take an action. | Number |
| Approval turnaround time in days | Number of days within office hours that an approval is placed with a user before they take an action. | Number |
| Approval process cancelled | Date and time when the approval was cancelled. | Date |
| Approval deadline | Date and time of the overall deadline for the approval process. | Date |
| Approval deadline adherence | Indicates whether the approval was finally approved before the deadline expired. | Boolean |
| Approval type | The selected approval type. | String |
| Approver | The name of the approver on the relevant step. | String |
| Approver’s unit | The relevant approver’s unit. | String |
| Approver’s role | The relevant approver’s job role in their unit. | String |
| Approved | Indicates whether the approval has been finally approved. | Boolean |
| Approved without returning | Indicates whether an approval has gone through the process without being returned or withdrawn. | Boolean |

| Column name | Description | Value type |
| --- | --- | --- |
| | ticked on the approval. | Boolean |
| Minutes to approval deadline | Number of minutes until the deadline for approval expires. | Number |
| Orig. time to record deadline after record creation | The original time in minutes from record creation to record deadline. | Number |
| Orig. time to record deadline after approval creation | The original time in minutes from approval creation to record deadline. | Number |
| Orig. time to record deadline after approval start | The original time in minutes from approval start to record deadline. | Number |
| Orig. time to approval deadline after record creation | The original time in minutes from record creation to approval deadline. | Number |
| Orig. time to approval deadline after approval creation | The original time in minutes from approval creation to approval deadline. | Number |
| Orig. time to approval deadline after approval start | The original time in minutes from approval start to to approval deadline. | Number |
| On-behalf-of approver | If a user has approved on behalf of another user, the name of the logged-in user is specified. | String |
| Resulting step | Indicates which step an approval is sent to as a result of an action. | Number |
| Resulting step unit | The unit with which the resulting step's approver is associated. | String |
| Resulting step name | Name of approvers at the step to which the approval is sent. | String |
| Resulting step role | The job role of the resulting step's approver in the unit. | String |
| Latest received on step | Indicates whether this is the last time an approval has reached this step. | Boolean |
| Step | The current step in the approval process. | Number |
| Action step | Indicates which step an approver is at when they perform an action. | Number |
| Step deadline | Date and time of the deadline set for approvers at a given step. | Date |

# Users and participants

Data about users and participants can be divided into two categories: The setup of users plus their roles in F2 and metadata about participants - including users - registered in F2’s participant register.

## User and role setup

Columns that extract data specifically about the administration of users and their roles are described below. The data is therefore directly related to the actions carried out in connection with the administration of users and units, roles and privileges, and membership of security groups.

| Column name | Description | Value type |
|---|---|---|
| Description | User-provided description of a role. | String |
| User deactivated on | Date and time when a user was deactivated, if applicable. | Date |
| User is active | Indicates whether a user was active in F2 at the time of extraction. | Boolean |
| Job roles' locations | The unit where a user’s job role is located. | String |
| Missing action | The name of an unresolved action that wasn’t completed by a now deactivated user. | String |
| Notifications | Indicates where notifications about incoming approvals appear for a user with on behalf of rights within the "Can handle approvals" area. | String |
| Area | The "Area" value specified in the setup of on behalf of rights. | String |
| Privilege | Name of the privilege. | String |
| Privilege ID | The unique ID of the privilege. | Number |
| Role is active | Indicates whether the "Active" checkbox has been ticked for the role in the "Role types and privileges". | Boolean |
| Role is assigned | Indicates whether the user is assigned the given role at the time of extraction. | Boolean |
| Role assigned on | Date and time when a user was assigned the given role. | Date |
| Role name | Name of the affected role as specified under "Role type" in the "Roles and privileges" window. | String |
| Role’s unit | The unit with which the role is associated. | String |
| Role’s unit location | Path for the unit with which the role is associated. | String |
| Role type | The unique ID for the role that is affected. | String |
| Security group | Name of the security group associated with the given privilege of the "Archive access" type. | String |

# Participant metadata

Participant metadata include the data of all participants in F2, both internal and external. This means that it corresponds to the data shown in the user setup dialogue and F2’s participant register, respectively.

Several of the columns are similar, because different columns can extract the same data about a more or less specific groups of participants. For example, "User participant no." only extracts data about users in the organisation’s participant register, while "Participants No" extracts data about users, units, and external participants.

| Column name | Description | Value type |
|---|---|---|
| User’s username | The value specified in the "Username" field in the user properties. | String |
| Participant SSN/CVR No | The SSN or CVR number specified in the participant property "SSN/CVR No" or "SSN". | String |
| User ID | Unique user ID for the user affected by the action. | Number |
| Participant ID | The unique user ID for the participant affected by the action. | Number |
| User’s name and username | The "Name" and "Username" values in the user properties for the user affected by the action. | String |
| Username | The value indicated in the "Name" field in the user properties. | String |
| Participant name | The name specified in the "Name" participant property. | String |
| On behalf of, user ID | The unique user ID of the user who was granted "on behalf of" rights. | Number |
| On behalf of, name | The "Name" value in the properties of the user for whom another user has been granted "on behalf of" rights. | String |
| On behalf of, name and username | The "Name" and "Username" values in the properties of the user for whom another user has been granted "on behalf of" rights. | String |
| User participant no. | The user’s number in the organisation’s participant register. | Number |
| Unit participant no. | The unit’s number in the organisation’s participant register. | Number |
| Participants No | The participant’s number in the organisation’s participant register. | Number |
| Participant’s register type | The participant’s type in the participant register. If the participant is a unit, the unit type is specified. | String |
| Internal participant’s synchronisation key | The key that ensures correct synchronisation with AD of internal participants. | String |

# Generic columns

Analytics lets you extract data that is not necessarily tied to a specific data type (records, cases, etc.), but is more generic. These generic columns include everything from the user actions affecting the system’s data to different ways of timestamping the actions.

## Calculations

It is possible to perform calculations as part of drawing a report. These calculations are based on the extracted data, and therefore the results are context-dependent. This is important to keep in mind when the columns are used in report configurations.

| Column name | Description | Value type |
|---|---|---|
| Count | Accumulates identical rows in the data extract and returns the total. | Number |
| Avg. duration | The average of the values in the "Duration" column for otherwise identical rows in the data extract. | Number |
| Avg. processing time | Average processing time for otherwise identical rows. | Number |
| Avg. deadline adherence | Average deadline adherence in minutes for otherwise identical rows. | Number |
| Avg. deadline adherence in days | The average deadline adherence within office hours converted to days for otherwise identical rows. | Number |
| Avg. internal deadline adherence | The average deadline adherence in minutes for internal deadlines on requests. | Number |
| Avg. turnaround time | Average turnaround time for approvals of identical data. | Number |
| Avg. minutes to record deadline | Average of the values in the "Minutes to record deadline" column for otherwise identical rows in the data extract. | Number |
| Avg. minutes to approval deadline | Average of the values in the "Minutes to approval deadline" column for otherwise identical rows in the data extract. | Number |
| Total duration | Sum of the values in the "Duration" column for otherwise identical rows in the data extract. | Number |

# Actions

F2 logs various actions taken by users as well as by administrators. These include everything from updates of role descriptions to searches in the participant register. Below are described the columns that extract data about actions as well as the users who performed them.

| Column name | Description | Value type |
|---|---|---|
| Updated property | The setup property that a given action has changed. | String |
| Attribute name | The metadata or other data-related attribute that a given action has affected. | String |
| Reason | User-specified reason for an action the user has taken. | String |
| User ID | The unique user ID of the user who has performed an action. If the action was performed on behalf of another user, the unique user ID of the "on behalf of" user is specified. | Number |
| Details | Any system-generated text that describes or elaborates on an action. | String |
| After | A property, attribute, or field’s new value after an action. | String |
| Before | A property, attribute, or field’s old value before an action. | String |
| Action | Name of the action that was performed. | String |
| Action related to access | Indicates whether a given action pertains to accessing an item and its data. | Boolean |
| Action related to search | Indicates whether a given action is a search. | Boolean |
| Operation type | The unique action ID | Number |
| Involvement | The participant’s type of involvement in a given record in connection with an action. | String |
| Login user ID | If a user has performed the action on behalf of another user, the unique user ID of the logged-in user is specified. | String |
| Login name | If a user has performed the action on behalf of another user, the name of the logged-in user is specified. | String |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | String |
| Deleted by | Name of the user who performed a deletion action. | String |

| Column name | Description | Value type |
|---|---|---|
| Selected tree | The node in the participant register in which a participant-related action was performed. | String |

## Time stamps

Some report types use generic timestamps, for example for actions. This category of columns does not include timestamps otherwise displayed as metadata, such as "Letter date" on records.

| Column name | Description | Value type |
|---|---|---|
| Year | The year in the timestamp. | Date |
| Date | Day. | Date |
| Date and time | The full timestamp with year, month, day, hour, minute, and second. | Date |
| Minute | The minute in the timestamp. | Date |
| Authority | The authority about which data is extracted. | String |
| Month | The month in the timestamp. | Date |
| Deleted at | Date and time for the deletion action. | Date |
| Time | Hour, minute, and second. | Date |
| Hour | The hour in the timestamp. | Date |
| Weekday | The weekday in the timestamp. | Date |

## Miscellaneous

Listed below are the columns which do not fall under other categories.

| Column name | Description | Value type |
|---|---|---|
| External reference | The item’s external ID. | Number |
| Item type | The type of F2 item on which data has been extracted. | String |
| From | The beginning of a time period. The column is best used for delimitation. | Date |
| Internal ID | The unique value that serves as the item’s ID in the database. | Number |
| To | The end of a time period. The column is best used for delimitation. | Date |
| Extension data fields 01-10 | Any additional fields that can be configured for items such as records and cases in F2. The number of available fields and their data format depend on your organisation’s installation. | N/A |

# Report reference

cBrain continuously develops and maintains a wide range of standard report types. Here you will find a description of each report type and their standard report configurations.

Many of the described standard report types are automatically included in Analytics, while others must be set up separately. Additionally, in cooperation with cBrain, it is possible to develop report types that match your organisation's specific needs, such as extracting data regarding your case guides. Contact cBrain for more information.

Standard report types are categorised according to the type of data they extract:

- Access provides insight into how users utilise their privileges and access to data.
- Users covers report types focusing on users in F2. This specifically concerns user setups, including roles, privileges, and membership of security groups.
- Data provides insight into the data elements in the organisation's archive, such as records and cases.
- MIS covers report types intended for management reporting with a focus on the case processing and its efficiency.
- MIS Request covers management reporting specifically regarding the installation's request types. Read more about the different request types under Request, Request (Group), and Request (External) (documentation available in Danish)
- MIS Approvals covers management reporting specifically regarding approvers and approval processes. Read more about approval processes under Approvals.

## How to read a report reference

The report reference primarily explains from which part of the database the report type extracts data. Additionally, it describes the overall purpose of reports of that type, which you can also use as inspiration for setting up your own reports.

The report reference also cover each report type's standard configurations. For each report configuration, the intended purpose and the following parts of the configuration are described:

- Columns, which are described with:
  - Column name as it appears in F2's user interface.
  - Description of the data that the column extracts.
  - Example of extracted data.
- Potential filters, which are described with:
  - The name of the column that constitutes the filter.
  - The value of the filter.

- Potential fields to fill in, which are described with:
  - The name of the column that constitutes the field.
  - Description of how to fill in the field.

| | |
|---|---|
| **NOTE** | Some columns are filled in with technical terms for elements in F2 and may not correspond to element names as they appear in F2’s user interface. For example, this applies to the privileges that can be assigned to roles. |

```
Access
```

# Access log

The "Access log" report type extracts data logging user actions in relation to cases, records, documents, and other F2 elements such as chats and annotations. F2 logs all searches and views as well as changes to documents' content or cases' keywords.

The report type has three default configurations. The configurations are based on different types of searches for and views of records and their attached documents, if any.

## The "Views" default configuration

Use the "Views" default configuration to gain insights into users' views of records, documents, annotations, and more.

The configuration contains filters but no fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Date and time | The full timestamp with year, month, day, hour, minute, and second. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Action | Name of the action that was performed. | Record seen<br><br>Document seen |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br><br>Isaac Johnson |
| Record ID | The record's unique ID number in the authority's archive displayed at the top of the record window. | 82<br><br>346 |
| Case No | The unique ID number in the authority's archive for a case with which another element in F2 is associated, or for the case itself as seen at the top of the case window. | 2024 - 48<br><br>2023 - 5 |
| Case title | The full case title displayed at the top of the case window and in the "Title" metadata field. | Board meeting<br><br>Section 20 inquiries |
| Record number | The record's unique ID number on the case specified in the "Record No" metadata field, which is automatically assigned during registration. | 3<br><br>27 |
| Record title | The full record title displayed at the top of the record window and in the "Title" metadata field. | Reply to Section 20 no. 351 regarding budget expansion<br><br>Citizen Request |
| Document title | The document's title as seen in its properties. | Record document<br><br>Attachment |

## Filters

When drawing a report with this default configuration, the extraction is filtered as described in the table below.

| Filter | Value | Effect |
| --- | --- | --- |
| Action is access-related | True | Ensures that the extraction only contains data about actions where users have accessed a record, case, annotation, or document. |

# The "Searches" default configuration

Use the "Searches" default configuration to get an overview of all searches performed by users.

The configuration contains filters but no fields to fill in.

| Column name | Description | Examples |
| --- | --- | --- |
| Date and time | The full timestamp with year, month, day, hour, minute, and second. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Action | Name of the action that was performed. | Archive search |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br><br>Isaac Johnson |
| Search criteria | Description of criteria for a search action. | Standard search: Inbox for me<br><br>Active requests: EXECUTED: ("No"); CREATOR: ("Me"); |

## Filters

When drawing a report with this default configuration, the extraction is filtered as described in the table below.

| Filter | Value | Effect |
| --- | --- | --- |
| Action is search | True | Ensure that the extraction only contains data about actions where the user has performed a search in the authority’s archive, including opening predefined lists. |

## The "History" default configuration

Use the "History" default configuration to create a list of actions performed on records and cases. The list is similar to the "Record history" and "Case history" dialogues that you can access from the record and case windows, respectively. The configuration differs from the two history dialogues by including permanent deletions of cases, records, and documents.

The configuration contains filters but no fields to fill in.

| Column name | Description | Examples |
| --- | --- | --- |
| Date and time | The full timestamp with year, month, day, hour, minute, and second. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Action | Name of the action that was performed. | Case created<br><br>Add participant to record |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br><br>Isaac Johnson |
| Record ID | The record’s unique ID number in the authority’s archive displayed at the top of the record window. | 82<br><br>346 |
| Case No | The unique ID number in the authority’s archive for a case with which another element in F2 is associated, or for the case itself as seen at the top of the case window. | 2024 - 48<br><br>2023 - 5 |
| Case title | The full case title displayed at the top of the case window and in the "Title" metadata field. | Board meeting<br><br>Section 20 question about data protection |
| Record number | The record’s unique ID number on the case specified in the "Record No" metadata field, which is automatically assigned during registration. | 3<br><br>27 |
| Record title | The full record title displayed at the top of the record window and in the "Title" metadata field. | Reply to Section 20 no. 351 regarding budget expansion<br><br>Citizen Request |

| Column name | Description | Examples |
|---|---|---|
| Participant name | The name specified in the "Name" participant property.<br><br>In this case, it applies to the participant that was involved through the specified action. | Holly Rogers<br><br>citizen@email.com |
| Involvement | The participant’s type of involvement in a given record in connection with an action.<br><br>This also covers the record’s case, approval, and attachments, if any. | Responsible unit<br><br>Recipient |

## Filters

When drawing a report with this default configuration, the extraction is filtered as described in the table below.

| Filter | Value | Effect |
|---|---|---|
| Action is search | False | Excludes archive searches since that type of action does not directly affect the specified records and therefore will not be part of their history. |
| Action is access-related | False | Excludes actions where users have opened the record, case, annotation, or document, since that type of action does not directly affect the specified records and therefore will not be part of their history. |

# Other available columns

The following table covers columns that are accessible when configuring reports, but are not included in the default configurations.

| Column name | Description | Examples |
| --- | --- | --- |
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |
| Attribute name | The metadata or other data-related attribute that a given action has affected. | WriteAccessToNode<br><br>ClosedDate |
| Details | Any system-generated text that describes or elaborates on an action.<br><br>In this instance, details are given about the request the action is performed on. | Outgoing request #7 (Doc Authority) |
| User ID | The unique user ID of the user who has performed an action. If the action was performed on behalf of another user, the unique user ID of the "on behalf of" user is specified. | 107<br><br>124 |
| Participant SSN/CVR No | The SSN or CVR number specified in the participant property "SSN/CVR No" or "SSN". | 010203-4679<br><br>230198-7654 |
| Action related to access | Indicates whether a given action pertains to accessing an item and its data. | true<br><br>0 |
| Action related to search | Indicates whether a given action is a search. | true<br><br>0 |
| Operation type | The unique action ID | 2<br><br>22 |

# Event log

The "Event log" report type extracts data logged about user actions in F2. The logging is more expansive than that of the "Access log" report type and includes use of the participant register and case template administration.

The report type contains one predefined default configuration that gives an overview of how much users view the learning videos on your F2-installation, if any. The videos are found on the "Help" tab in F2’s main window.

## The "Videos - views per month" default configuration

Use the "Videos - views per month" default configuration to see how many times each video has been viewed in a given month and year.

The configuration contains filters but no fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Year | The year in the timestamp. | 2023 |
| Month | The month in the timestamp. | 04<br><br>11 |
| Details | Any system-generated text that describes or elaborates on an action.<br><br>It is specified which video data has been extracted from. | \cTube\F2 cLearning\03 Record\03 Supplementary case manager\video.mp4 |
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |

## Filters

When drawing a report with this default configuration, the extraction is filtered as described in the table below.

| Filter | Value | Effect |
|---|---|---|
| Action type | 4 | the extraction is limited to actions corresponding to viewing a video. |

## Other available columns

The following table covers columns that are accessible when configuring reports, but are not included in the default configurations.

| Column name | Description | Examples |
|---|---|---|
| User ID | The unique user ID of the user who has performed an action. If the action was performed on behalf of another user, the unique user ID of the "on behalf of" user is specified. | 107<br>124 |
| Date | Day. | 06<br>30 |
| Date and time | The full timestamp with year, month, day, hour, minute, and second. | 2023-11-14T12:40:29.597<br>2023-04-12T15:30:20.773 |
| Action | Name of the action that was performed. | Case created<br>Add participant to record |
| Operation type | The unique action ID | 2<br>22 |
| Login user ID | If a user has performed the action on behalf of another user, the unique user ID of the logged-in user is specified. | 107<br>124 |
| Login name | If a user has performed the action on behalf of another user, the name of the logged-in user is specified. | Holly Rogers<br>Issac Johnson |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br>Issac Johnson |

# Participant register lookups

The "Participant register lookups" report type is used to check the use of F2's participant register. The extractions give insights into the searches and views that the organisation's employees perform on collaborators and citizens.

The report type contains two default configurations. One is based on the users that perform the lookups, and the other is based on when the lookups were carried out.

## The "Participant register searches" default configuration

Use the "Participant register searches" default configuration to get insights into which searches users have performed in the participant register.

The configuration contains filters but no fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Date and time | The full timestamp with year, month, day, hour, minute, and second. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br><br>Isaac Johnson |
| Details | Any system-generated text that describes or elaborates on an action.<br><br>In this instance, the criteria for the performed search are given. | INACTIVE PARTICIPANTS INCLUDED; SUBTREE SEARCH("Selected tree"); |
| Selected tree | The node in the participant register in which a participant-related action was performed. | /Doc Organisation /Doc Authority /Administration /HR<br><br>/Private |

## Filters

| Filter | Value | Effect |
| --- | --- | --- |
| Action type | 1 | the extraction is limited to actions corresponding to searches in the participant register. |

## The "Participant views" default configuration

Use the "Participant views" default configuration to get insight into which participants each user has viewed.

The configuration contains filters but no fields to fill in.

| Column name | Description | Examples |
| --- | --- | --- |
| Date and time | The full timestamp with year, month, day, hour, minute, and second. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br><br>Isaac Johnson |
| Participant name | The name specified in the "Name" participant property. | Holly Rogers<br><br>Martin Safadi |
| Participant’s register type | The participant’s type in the participant register. If the participant is a unit, the unit type is specified. | External participant |
| Participant SSN/CVR No | The SSN or CVR number specified in the participant property "SSN/CVR No" or "SSN". | 010203-4679<br><br>12345678 |
| Participants No | The participant’s number in the organisation’s participant register. | 53<br><br>172 |

# Filters

When drawing a report with this default configuration, the extraction is filtered as described in the table below.

| Filter | Value | Effect |
| --- | --- | --- |
| Action type | 0 | the extraction is limited to actions corresponding to viewing a participant. |
| Participant’s register type | External participant | Filters out all types of participants except external ones. |

# Other available columns

The following table covers columns that are accessible when configuring reports, but are not included in the default configurations.

| Column name | Description | Examples |
|---|---|---|
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |
| User ID | The unique user ID of the user who has performed an action. If the action was performed on behalf of another user, the unique user ID of the "on behalf of" user is specified. | 107<br><br>124 |
| Action | Name of the action that was performed. | Case created<br><br>Add participant to record |
| Operation type | The unique action ID | 2<br><br>22 |
| Participant ID | The unique user ID for the participant affected by the action. | 634396 |
| Login user ID | If a user has performed the action on behalf of another user, the unique user ID of the logged-in user is specified. | 107<br><br>124 |
| Login name | If a user has performed the action on behalf of another user, the name of the logged-in user is specified. | Holly Rogers<br><br>Isaac Johnson |

# Read access

The "Read access" report type extracts data logging users' application of the "Administrator read access to all records" privilege. The extraction can serve as a starting point for investigating potential misuse of the privilege.

The report type contains one default configuration based on users' views of records accessed with the "Administrator read access to all records" privilege.

## The "Standard" default configuration

Use the "Standard" default configuration to get an overview of who has accessed which records.

The configuration contains filters but no fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Record ID | The record’s unique ID number in the authority’s archive displayed at the top of the record window. | 82<br><br>346 |
| Case title | The full case title displayed at the top of the case window and in the "Title" metadata field. | Reply to Section 20 no. 351 regarding budget expansion<br><br>Citizen request |
| User ID | The unique user ID of the user who has performed an action. If the action was performed on behalf of another user, the unique user ID of the "on behalf of" user is specified. | 107<br><br>124 |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br><br>Isaac Johnson |
| Date and time | The full timestamp with year, month, day, hour, minute, and second. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |

## Other available columns

The following table covers columns that are accessible when configuring reports, but are not included in the default configurations.

| Column name | Description | Examples |
| --- | --- | --- |
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |

```
Data
```

# All record fields

The "All record fields" report type extracts all metadata available on records, both explicit and implicit data. For example, if a user is specified in the "Responsible" field on the record, you can extract the user's name (explicit data) with the "Responsible" column, but also the unit in which the user has a job role (implicit data) with the "Responsible unit" column.

The report type contains one default configuration that creates a standardised extraction of records' metadata.

## The "Standard" default configuration

Use the "Standard" default configuration to extract an overview of records in the organisation's archive. The overview shows the latest version of each record and includes most of its metadata as well as associated items such as requests and annotations.

| | |
|---|---|
| **NOTE** | If there are more than one request on the record, only data on the one with the closest upcoming deadline is extracted. If none of the requests have a deadline, data on the latest updated request is extracted. This principle applies to all columns related to requests in this report type. |

The configuration contains neither filters nor fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Access | The value specified in the "Access" metadata field. | Unit<br>All |
| Record format | A detailed specification of the record’s delivery type. | ReceivedMail<br>SendDigitalMail |
| Record number | The record’s unique ID number on the case specified in the "Record No" metadata field, which is automatically assigned during registration. | 3<br>27 |
| Record type | The value specified in the "Record type" metadata field. | Internal<br>Outbound |
| Record responsible | The user or unit specified in the "Responsible" metadata field. | Holly Rogers<br>HR |
| Unit responsible for record | The unit or the unit associated with the user that is specified in the "Responsible" metadata field. | HR<br>Administration |
| Archive area | The record’s location in F2’s general archive areas:<br>• "Archive"<br>• "My private records"<br>• "Library"<br>• "My deleted records" | Archive<br>Private folder |
| Bcc | The participant(s) specified in the "Bcc" metadata field, if any. | Holly Rogers<br>citizen@email.com |
| Request | Indicates whether there is at least one request on the record. | true<br>0 |

| Column name | Description | Examples |
|---|---|---|
| Request created by | The name of the user who created the request. External requests can also be created by the System. | Holly Rogers<br><br>Isaac Johnson |
| Request deadline | Date and time of the deadline set by the request’s sender. | 2023-11-14T23:59:00<br><br>2023-04-12T23:59:00 |
| Request recipient | The name of the user or unit listed as the request recipient. | Holly Rogers<br><br>HR |
| Request status | The request’s current status. | Sent<br><br>Executed |
| Request text | The text, if any, that the sender of the request has written in the request window’s text field. | We want insights from your legal department on the matter with legal authority in the data protection field. |
| Request type | The request type(s) listed in the "Request types" field on the request. | Office answer<br><br>See text below |
| Request executor | The name of the participant listed in the "Request executor" field on the request, if any. | Holly Rogers<br><br>HR |
| Letter date | Date and time specified in the "Letter date" metadata field. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Cc | The participant(s) specified in the "Cc" metadata field, if any. | Holly Rogers<br><br>citizen@email.dk |
| SSN/CVR No of record | The value specified in the "SSN/CVR No" metadata field. | 010203-4679<br><br>12345678 |

| Column name | Description | Examples |
| --- | --- | --- |
| External access | The value specified in the "External access" metadata field. | N/A |
| Record keyword | The keyword(s) specified in the "Keyword" metadata field. | Quality report<br><br>Complaint; FOI Request |
| Email title | The title of the record at the time it was sent as an email. | Request for professional assessment<br><br>Sv: Citizen Request |
| Remind Date | Date and time specified in the "Remind date" metadata field. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Sender | The user, unit, or external participant specified in the "From" metadata field. If the record has been sent as an email, it will correspond to the sender. | Holly Rogers<br><br>citizen@email.dk |
| Record deadline | The date specified in the "Deadline" metadata field at midnight. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Record ID | The record’s unique ID number in the authority’s archive displayed at the top of the record window. | 82<br><br>346 |
| Registered | Indicates whether the "Registered" checkbox is ticked. | true<br><br>0 |

| Column name | Description | Examples |
|---|---|---|
| Record created | Date and time specified in the "Created date" metadata field. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Original file path | Path of the file that was used as the basis for a record, if the record was imported via document import from a server. | Server/Document |
| Annotations | Indicates whether there is at least one annotation on the record. | true<br><br>0 |
| Case keyword | The keyword(s) specified in the "Keyword" metadata field. | Quality report<br><br>Complaint; FOI Request |
| Case guide type | Name of the active case guide on the case. | Event permit<br><br>Grant application |
| Case help | Indicates whether the "Case help" menu item is ticked. | true<br><br>0 |
| Case folder | Name of the case folder in which a record is placed. | 4th quarterly meeting<br><br>Hearing proposal |
| Case No | The unique ID number in the authority’s archive for a case with which another element in F2 is associated, or for the case itself as seen at the top of the case window. | 2024 - 48<br><br>2023 - 5 |
| Case title | The full case title displayed at the top of the case window and in the "Title" metadata field. | Board meeting<br><br>Section 20 question regarding data protection |

| Column name | Description | Examples |
|---|---|---|
| Secure email | Indicates whether the email was sent securely. | true<br>0 |
| Deleted by | Name of the user who performed a deletion action.<br>In this instance it means deleting the record. | Holly Rogers<br>Isaac Johnson |
| Record status | The value specified in the "Status" metadata field. | InProgress<br>Closed |
| Record ID, record reply | The unique ID number of the record in the authority's archive to which this record is a reply. | 82<br>346 |
| Record title, record reply | The title of the record to which this record is a reply. | Reply to Section 20 no. 351 regarding budget expansion<br>Citizen Request |
| Previous case No. | The case number specified in the "Previous case No." metadata field. | 2021 - 48<br>2020 - 5 |
| Recipient | The user, unit, or external participant specified in the "To" metadata field. If the record was sent as an email, it will correspond to the recipient. | Holly Rogers<br>citizen@email.dk |
| Record title | The full record title displayed at the top of the record window and in the "Title" metadata field. | Reply to Section 20 no. 351 regarding budget expansion<br>Citizen Request |
| Record - version | Number of the current record version. | 1<br>23 |

| Column name | Description | Examples |
|---|---|---|
| forwarded record | The full title of the record of which this record is a forwarded version. | Reply to Section 20 no. 351 regarding budget expansion<br><br>Citizen Request |
| Record suppl. case mgr. | Names of users specified in the "Suppl. case mgr." metadata field. | Holly Rogers<br><br>Isaac Johnson |
| Record suppl. units | Units specified in the "Suppl. case mgr." metadata field. | HR<br><br>IT office |
| Record participants | The participant(s) specified in the "Record participants" metadata field. | Martin Safadi |
| Access limitation on record | All users, units, teams, and security groups specified in the "Access restricted to" metadata field. | HR<br><br>Isaac Johnson; SG: Managers |
| Inherited access restriction | All users, units, teams, and security groups specified in the "Case access restricted to" metadata field. | HR<br><br>Isaac Johnson; SG: Managers |
| Extension data fields 01-10 | Any additional fields that can be configured for items such as records and cases in F2. The number of available fields and their data format depend on your organisation’s installation. | N/A |

## Other available columns

The following table covers columns that are accessible when configuring reports, but are not included in the default configurations.

| Column name | Description | Examples |
|---|---|---|
| Record completed by | Name of the user who last completed the record. | Holly Rogers<br><br>Isaac Johnson |
| Record completed | Date and time when the record last changed status to "Completed". | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |

# All case fields

The "All case fields" report type extracts all metadata available on cases, both explicit and implicit data. For example, if a user is specified in the "Responsible" field on the case, you can extract the user’s name (explicit data) with the "Responsible" column, but also the unit in which the user has a job role (implicit data) with the "Responsible unit" column.

The report type contains one default configuration that creates a standardised extraction of cases' metadata.

## The "Standard" default configuration

Use the "Standard" default configuration to extract an overview of cases in the organisation’s archive. The overview shows the latest version of each case and includes most of its metadata.

The configuration contains neither filters nor fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Case completed by | Name of the user who last completed the case. | Holly Rogers<br><br>Isaac Johnson |
| Case completed | Date and time when the case last changed status to "Completed". | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Case responsible | The user or unit specified in the "Responsible" metadata field. | Holly Rogers<br><br>HR |
| SSN/CVR No of case | The value specified in the "SSN/CVR No" metadata field. | 010203-4679<br><br>12345678 |
| External ID | The value specified in the "External ID" metadata field. | 201345<br><br>2021 - 789 |
| Case keyword | The keyword(s) specified in the "Keyword" metadata field. | Quality report<br><br>Complaint; FOI Request |
| Case deadline | The date specified in the "Deadline" metadata field at midnight. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Case created | Date and time when the record was created. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| File plan | The value specified in the "File plan" metadata field. | 00 - Public auth.<br><br>07 - Rubbish and recycling |

| Column name | Description | Examples |
|---|---|---|
| | metadata field. | A0 - Organisation<br>P23 - Control |
| Disposal code | The value specified in the "Disposal code" metadata field. | D - Discard<br>P - Preserve |
| Case No | The unique ID number in the authority’s archive for a case with which another element in F2 is associated, or for the case itself as seen at the top of the case window. | 2024 - 48<br>2023 - 5 |
| Case status | The value specified in the "Status" metadata field. | InProgress<br>Closed |
| Progress code | The name of the progress code. | In process<br>Awaiting hearing |
| Previous case No. | The case number specified in the "Previous case No." metadata field. | 2024 - 48<br>2023 - 5 |
| Case title | The full case title displayed at the top of the case window and in the "Title" metadata field. | Board meeting<br>Section 20 question regarding data protection |
| Unit responsible for case | The unit or the unit associated with the user that is specified in the "Responsible" metadata field. | HR<br>Administration |
| Case created by | Name of the user who created the case. | Holly Rogers<br>Isaac Johnson |
| Case suppl. case mgr. | Names of users specified in the "Suppl. case mgr." metadata field. | Holly Rogers<br>Isaac Johnson |

| Column name | Description | Examples |
|---|---|---|
| Case participants | The case participant(s) specified in the "Case participants" metadata field. | Martin Safadi |
| Access limitation on case | All users, units, teams, and security groups specified in the "Access restriction" metadata field. | HR<br><br>Isaac Johnson; SG: Managers |
| Extension data fields 01-10 | Any additional fields that can be configured for items such as records and cases in F2. The number of available fields and their data format depend on your organisation’s installation. | N/A |

## Other available columns

The following table covers columns that are accessible when configuring reports, but are not included in the default configurations.

| Column name | Description | Examples |
|---|---|---|
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |

# Cases without records

The "Cases without records" report type extracts data that gives an overview of empty cases and displays any needs for cleaning up.

The report type contains one default configuration that gives an overview of empty cases and which users to contact for a possible cleanup.

## The "Cases without records" default configuration

Use the "Cases without records" default configuration to extract data about cases without records, the case creators, and who is responsible. This data extraction can serve as a basis for cleanup work.

The configuration contains neither filters nor fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Case No | The unique ID number in the authority's archive for a case with which another element in F2 is associated, or for the case itself as seen at the top of the case window. | 2024 - 48<br><br>2023 - 5 |
| Case title | The full case title displayed at the top of the case window and in the "Title" metadata field. | Board meeting<br><br>Section 20 question regarding data protection |
| Case created by | Name of the user who created the case. | Holly Rogers<br><br>Isaac Johnson |
| Case responsible | The user or unit specified in the "Responsible" metadata field. | Holly Rogers<br><br>HR |
| Unit responsible for case | The unit or the unit associated with the user that is specified in the "Responsible" metadata field. | HR<br><br>Administration |

## Other available columns

The following table covers columns that are accessible when configuring reports, but are not included in the default configurations.

| Column name | Description | Examples |
|---|---|---|
| Count | Number of records attached to a case. | 8<br><br>21 |
| No. of deleted records | Number of records previously attached to the case and now deleted. | 8<br><br>21 |
| No. of binned records | Number of records previously attached to the case and now in the bin. | 8<br><br>21 |
| No. of inactive record | Old record versions associated with the case. When a record is moved to a new case, a new version of the record is created. | 8<br><br>21 |
| Case created | Date and time when the record was created. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Case status | The value specified in the "Status" metadata field. | In progress |
| File plan | The value specified in the "File plan" metadata field. | 00 - Public auth.<br><br>07 - Rubbish and recycling |
| Access limitation on case | All users, units, teams, and security groups specified in the "Access restriction" metadata field. | HR<br><br>Isaac Johnson; SG: Managers |
| Authority | The authority about which data is extracted. | Doc Authority<br><br>Sister administration |
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |

# Case import

The "Case import" report type extracts data about cases in F2 that have been imported from another system.

The report type contains one default configuration that gives a broad overview of the case import in the recipient system.

## The "Imported cases" default configuration

Use the "Imported cases" default configuration to create a list of cases in F2 that have been imported from another system and by whom.

The configuration contains neither filters nor fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Date and time | The full timestamp with year, month, day, hour, minute, and second. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Case No | The unique ID number in the authority's archive for a case with which another element in F2 is associated, or for the case itself as seen at the top of the case window. | 2024 - 48<br><br>2023 - 5 |
| Case title | The full case title displayed at the top of the case window and in the "Title" metadata field. | Board meeting<br><br>Section 20 question regarding data protection |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br><br>Isaac Johnson |
| Orig. case number | If a case has been imported from another system, the case ID from the original system is listed. | 2019 - 135<br><br>2021 - 34 |

## Other available columns

The following table covers columns that are accessible when configuring reports, but are not included in the default configurations.

| Column name | Description | Examples |
|---|---|---|
| User ID | The unique user ID of the user who has performed an action. If the action was performed on behalf of another user, the unique user ID of the "on behalf of" user is specified. | 107<br><br>124 |
| Login user ID | If a user has performed the action on behalf of another user, the unique user ID of the logged-in user is specified. | 107<br><br>124 |
| Login name | If a user has performed the action on behalf of another user, the name of the logged-in user is specified. | Holly Rogers<br><br>Isaac Johnson |
| Action | Name of the action that was performed. | Case created<br><br>Add participant to record |
| Operation type | The unique action ID | 2<br><br>22 |
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |

# Deleted cases

The "Deleted cases" report type extracts data about cases in F2 that have been deleted including information about the case itself and the user who deleted it.

The report type contains three default configurations that focus on cases and records affected by the deletion, and the reasons given for deletion. The limitations describe whether the extraction concerns the cases themselves or their records.

## The "Case information" default configuration

Use the "Case information" default configuration to create a list of deleted cases and the reasons for their deletion.

The configuration contains neither filters nor fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Case No | The unique ID number in the authority's archive for a case with which another element in F2 is associated, or for the case itself as seen at the top of the case window. | 2024 - 48<br><br>2023 - 5 |
| Reason | User-specified reason for an action the user has taken. | Deleted in accordance with GDPR as the case contained personal data. |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br><br>Isaac Johnson |
| Login name | If a user has performed the action on behalf of another user, the name of the logged-in user is specified. | Holly Rogers<br><br>Isaac Johnson |
| Deleted at | Date and time for the deletion action. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |

# The "Record information" default configuration

Use the "Record information" default configuration to create a list of deleted cases' records and the reasons given for deletion.

The configuration contains filters but no fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Case No | The unique ID number in the authority's archive for a case with which another element in F2 is associated, or for the case itself as seen at the top of the case window. | 2024 - 48<br><br>2023 - 5 |
| External reference | The item's external ID. | 29<br><br>84 |
| Reason | User-specified reason for an action the user has taken. | Deleted in accordance with GDPR as the case contained personal data. |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br><br>Isaac Johnson |
| Deleted at | Date and time for the deletion action. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |

# Filters

When drawing a report with this default configuration, the extraction is filtered as described in the table below.

| Filter | Value | Effect |
|---|---|---|
| Item type | Dossier | Includes items of the record type in the extract. |

# The "Related record information" default configuration

Use the "Related record information" default configuration to create a list of deleted cases' records and attachments, if any.

The configuration contains filters but no fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Case No | The unique ID number in the authority's archive for a case with which another element in F2 is associated, or for the case itself as seen at the top of the case window. | 2024 - 48<br><br>2023 - 5 |
| Item type | The type of F2 item on which data has been extracted. | Dossier<br><br>Attached Dossier |
| External reference | The item's external ID. | 29<br><br>84 |
| Reason | User-specified reason for an action the user has taken. | Deleted in accordance with GDPR as the case contained personal data. |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br><br>Isaac Johnson |
| Deleted at | Date and time for the deletion action. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |

## Filters

When drawing a report with this default configuration, the extraction is filtered as described in the table below.

| Filter | Value | Effect |
| --- | --- | --- |
| Item type | Dossier | Includes items of the record type in the extract. |
| Item type | Attached Dossier | Includes items of the attachment type in the extract. |

## Other available columns

The following table covers columns that are accessible when configuring reports, but are not included in the default configurations.

| Column name | Description | Examples |
| --- | --- | --- |
| User ID | The unique user ID of the user who has performed an action. If the action was performed on behalf of another user, the unique user ID of the "on behalf of" user is specified. | 107<br>124 |
| Case internal ID | The unique value that serves as the case’s ID in the database. | 2179<br>2998 |
| Internal ID | The unique value that serves as the item’s ID in the database.<br>In this instance, it means the cases' records and their attachments, if any. | 2163<br>2514 |
| Login user ID | If a user has performed the action on behalf of another user, the unique user ID of the logged-in user is specified. | 107<br>124 |

# Deleted records

The "Deleted records" report type extracts data about records in F2 that have been deleted including information about the record itself, its case, and the user who deleted it.

The report type contains one default configuration that focuses on the records' different metadata and their deletion time.

## The "Standard" default configuration

Use the "Standard" default configuration to create a list of deleted records, time of deletion, and a range of metadata that indicate the record type and purpose before deletion.

The configuration contains neither filters nor fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Record ID | The record’s unique ID number in the authority’s archive displayed at the top of the record window. | 82<br><br>346 |
| Record title | The full record title displayed at the top of the record window and in the "Title" metadata field. | Reply to Section 20 no. 351 regarding budget expansion<br><br>Citizen Request |
| Sender | The user, unit, or external participant specified in the "From" metadata field. If the record has been sent as an email, it will correspond to the sender. | Holly Rogers<br><br>citizen@email.com |
| Recipient | The user, unit, or external participant specified in the "To" metadata field. If the record was sent as an email, it will correspond to the recipient. | Holly Rogers<br><br>citizen@email.com |
| Cc | The participant(s) specified in the "Cc" metadata field, if any. | Holly Rogers<br><br>citizen@email.com |
| Letter date | Date and time specified in the "Letter date" metadata field. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Email sent | Date and time when the record was sent as an email. This typically corresponds to the "Letter date" metadata field. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Email received | Date and time specified in the "Received date" metadata field. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |

| Column name | Description | Examples |
|---|---|---|
| Record created | Date and time specified in the "Created date" metadata field. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Binned on | Date and time when the record was moved to the "My deleted records" archive area. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Deleted by | Name of the user who performed a deletion action.<br><br>In this instance it means deleting the record. | Holly Rogers<br><br>Isaac Johnson |
| Deleted at | Date and time for the deletion action. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Email title | The title of the record at the time it was sent as an email. | Request for professional assessment<br><br>Sv: Citizen Request |
| Case No | The unique ID number in the authority’s archive for a case with which another element in F2 is associated, or for the case itself as seen at the top of the case window. | 2024 - 48<br><br>2023 - 5 |
| Case title | The full case title displayed at the top of the case window and in the "Title" metadata field. | Board meeting<br><br>Section 20 question regarding data protection |

## Other available columns

| Column name | Description | Examples |
|---|---|---|
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |

# Documents missing PDF

The "Documents missing PDF" report type extracts data showing the status of F2's PDF generator. This gives you an overview of documents and other attachments that cannot automatically be converted to PDF and displayed in e.g. F2's preview.

The report type contains one default configuration that focuses specifically on attachments on records that are registered and therefore can be delivered to the Danish National Archives.

## The "Registered documents without PDF" default configuration

Use the "Registered documents without PDF" default configuration to get an overview of problematic attachments to be delivered to the Danish National Archives. The delivery procedure includes conversion to TIFF format, and the conversion to PDF is a good indicator of whether this can happen automatically.

The configuration contains filters but no fields to fill in.

| **Column name** | **Description** | **Examples** |
|---|---|---|
| Document title | The document's title as seen in its properties. | Citizen letter draft<br><br>full-report-incl-attachments |
| File type | The document's file type as seen in its properties. | .docx<br><br>.zip |
| Record ID | The record's unique ID number in the authority's archive displayed at the top of the record window. | 82<br><br>346 |
| Record title | The full record title displayed at the top of the record window and in the "Title" metadata field. | Reply to Section 20 no. 351 regarding budget expansion<br><br>Citizen Request |

## Filters

When drawing a report with this default configuration, the extraction is filtered as described in the table below.

| Filter | Value | Effect |
|---|---|---|
| Registered | Yes | Discards attachments on records where the "Registered" metadata field is not checked. |

## Other available columns

The following table covers columns that are accessible when configuring reports, but are not included in the default configurations.

| Column name | Description | Examples |
|---|---|---|
| Record responsible | The user or unit specified in the "Responsible" metadata field. | Holly Rogers<br><br>Isaac Johnson |
| Unit responsible for record | The unit or the unit associated with the user that is specified in the "Responsible" metadata field. | HR<br><br>Administration |
| Record internal ID | The unique value that serves as the record’s ID in the database. | 2163<br><br>2514 |
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |
| Document created | Date and time when the document was created. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| In PDF queue | Indicates whether the document at the time of extract is in the PDF queue. | true<br><br>0 |
| Registered | Indicates whether the "Registered" checkbox is ticked. | true<br><br>0 |
| Case No | The unique ID number in the authority’s archive for a case with which another element in F2 is associated, or for the case itself as seen at the top of the case window. | 2024 - 48<br><br>2023 - 5 |

# Progress codes

The "Progress codes" report type extracts data about progress codes on cases. The logging is more specific than what can be extracted with the "Access log" report type, since it only includes data relevant to progress codes.

The report type does not include a default configuration, so you can create reports that fit your organisation’s needs based on its columns and relevant limitations.

## Available columns

The following table describes columns that are available when configuring reports.

| Column name | Description | Examples |
|---|---|---|
| Progress code ID | The progress code’s unique ID. | 5<br><br>17 |
| Progress code | The name of the progress code. | In progress<br><br>Awaiting hearing |
| Case No | The unique ID number in the authority’s archive for a case with which another element in F2 is associated, or for the case itself as seen at the top of the case window. | 2024 - 48<br><br>2023 - 5 |
| Case title | The full case title displayed at the top of the case window and in the "Title" metadata field. | Board meeting<br><br>Section 20 question regarding data protection |
| Duration | The total duration in minutes that a progress code has been active on a given case. | 38<br><br>4821 |
| Date and time | The full timestamp with year, month, day, hour, minute, and second. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| User ID | The unique user ID of the user who has performed an action. If the action was performed on behalf of another user, the unique user ID of the "on behalf of" user is specified. | 107<br><br>124 |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br><br>Isaac Johnson |
| Login user ID | If a user has performed the action on behalf of another user, the unique user ID of the logged-in user is specified. | 107<br><br>124 |

| Column name | Description | Examples |
| --- | --- | --- |
| Login name | If a user has performed the action on behalf of another user, the name of the logged-in user is specified. | Holly Rogers<br><br>Isaac Johnson |
| Progress code is current | Indicates whether the selected progress code at the time of extract is assigned to a given case. | true<br><br>0 |
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |
| Total duration | Sum of the values in the "Duration" column for otherwise identical rows in the data extract. | 68<br><br>10946 |
| Avg. duration | The average of the values in the "Duration" column for otherwise identical rows in the data extract. | 14<br><br>206 |

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Users
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# Employee exit

The "Employee exit" report type extracts data that shows users' unresolved work in F2. This report type can be used as a foundation for cleanup work when employees either stop using F2 or stop working in the authority.

You can extract data about the following actions:

- "Not completed record where user is responsible"
- "Not completed case where user is responsible"
- "Not approved approval where user is approver"
- "Not finalised request hvor user is request executor"
- "Record not registered"
- "Record has access involved"
- "Record not attached to case".

The report type contains one default configuration that gives you an overview of all unresolved actions associated with the user in question.

## The "User" default configuration

Use the "User" default configuration to extract an overview of records where a certain user has unresolved actions. The configuration gives you a broad overview over problematic records without specifying the unresolved issues.

The configuration includes field to fill in, but no filters.

| Column name | Description | Examples |
|---|---|---|
| Record ID | The record’s unique ID number in the authority’s archive displayed at the top of the record window. | 82<br><br>346 |
| Record title | The full record title displayed at the top of the record window and in the "Title" metadata field. | Reply to Section 20 no. 351 regarding budget expansion<br><br>Citizen Request |
| Record status | The value specified in the "Status" metadata field. | Open<br><br>In progress |
| Record responsible | The user or unit specified in the "Responsible" metadata field. | Holly Rogers<br><br>Isaac Johnson |
| Unit responsible for record | The unit or the unit associated with the user that is specified in the "Responsible" metadata field. | HR<br><br>Administration |

## Fields to fill in

When you draw a report with this default configuration, fill in the fields as described in the table below.

| Field | Description |
|---|---|
| Username | Write the name of the user who is no longer using F2 and therefore may have unresolved issues. |

# Other available columns

The following table covers columns that are accessible when configuring reports, but are not included in the default configurations.

| Column name | Description | Examples |
|---|---|---|
| Record created | Date and time specified in the "Created date" metadata field. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| User deactivated on | Date and time when a user was deactivated, if applicable. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| User is active | Indicates whether a user was active in F2 at the time of extraction. | true<br><br>0 |
| Username | The value indicated in the "Name" field in the user properties.<br><br>In this instance, it specifies the user whose unresolved issues are included in the extract. | Holly Rogers<br><br>Isaac Johnson |
| Missing action | The name of an unresolved action that wasn't completed by a now deactivated user. | Not completed case where user is responsible |
| Case No | The unique ID number in the authority's archive for a case with which another element in F2 is associated, or for the case itself as seen at the top of the case window. | 2024 - 48<br><br>2023 - 5 |

# On behalf of setup

The "On behalf of setup" report type extracts data about users' right to act on behalf of other users. The extraction enables monitoring who assigns these rights and when, as well as the extent and duration of the rights.

The report type has one default configuration based on changes made to the rights to act on behalf of other users.

## The "Standard" default configuration

Use the "Standard" default configuration to get an overview of the allocation and removal of rights to act on behalf of other users, and by whom the rights were set up.

The configuration contains neither filters nor fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Date and time | The full timestamp with year, month, day, hour, minute, and second. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Action | Name of the action that was performed. | ImpersonationCreated |
| Username | The value indicated in the "Name" field in the user properties.<br><br>In this case, it applies to the user who has been assigned "On behalf of" rights. | Holly Rogers<br><br>Isaac Johnson |
| Area | The "Area" value specified in the setup of on behalf of rights. | Can perform all actions<br><br>Can handle approvals |
| On behalf of, name | The "Name" value in the properties of the user for whom another user has been granted "on behalf of" rights. | Holly Rogers<br><br>Isaac Johnson |
| From | The beginning of a time period. The column is best used for delimitation. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| To | The end of a time period. The column is best used for delimitation. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br><br>Isaac Johnson |

## Other available columns

The following table covers columns that are accessible when configuring reports, but are not included in the default configurations.

| Column name | Description | Examples |
|---|---|---|
| Operation type | The unique action ID | 21 |
| User ID | Unique user ID for the user affected by the action.<br><br>In this case, it applies to the user who has been assigned "On behalf of" rights. | 107<br><br>124 |
| On behalf of, user ID | The unique user ID of the user who was granted "on behalf of" rights. | 107<br><br>124 |
| User ID | The unique user ID of the user who has performed an action. If the action was performed on behalf of another user, the unique user ID of the "on behalf of" user is specified. | 107<br><br>124 |
| Login user ID | If a user has performed the action on behalf of another user, the unique user ID of the logged-in user is specified. | 107<br><br>124 |
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |

# On behalf of overview

The "On behalf of overview" report type extracts data that shows current "On behalf of" relationships in F2.

The report type contains one default configuration that gives a simple overview of existing rights.

## The "Who has On behalf of rights" default configuration

Use the "Who has On behalf of rights" default configuration to create a simple overview of "On behalf of" rights: Who has rights at the time of extraction, and who can they act on behalf of.

The configuration contains neither filters nor fields to fill in.

| Column name | Description | Examples |
| --- | --- | --- |
| User’s name and username | The "Name" and "Username" values in the user properties for the user affected by the action. | Holly Rogers (hro)<br><br>Isaac Johnson (IJO) |
| On behalf of, name and username | The "Name" and "Username" values in the properties of the user for whom another user has been granted "on behalf of" rights. | Holly Rogers (hro)<br><br>Isaac Johnson (IJO) |

## Other available columns

The following table covers columns that are accessible when configuring reports, but are not included in the default configurations.

| Column name | Description | Examples |
| --- | --- | --- |
| Area | The "Area" value specified in the setup of on behalf of rights. | All<br><br>Approval |
| Notifications | Indicates where notifications about incoming approvals appear for a user with on behalf of rights within the "Can handle approvals" area. | UnitInbox |
| From | The beginning of a time period. The column is best used for delimitation. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| To | The end of a time period. The column is best used for delimitation. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |

# Role type log

The "Role type log" report type extracts data about role administration in F2. The extraction gives information about the creation, activation, and deactivation of roles as well as allocation and removal of privileges on the role.

The report type contains three default configurations that are based on editing roles and their privileges.

## The "Standard" default configuration

Use the "Standard" default configuration to achieve a detailed overview of the changes made to roles in F2.

The configuration contains neither filters nor fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Date and time | The full timestamp with year, month, day, hour, minute, and second. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Action | Name of the action that was performed. | TrustCodeCreated<br><br>RolePrivilegeDeleted |
| Role name | Name of the affected role as specified under "Role type" in the "Roles and privileges" window. | Caseworker<br><br>Can delete everything on cases |
| Updated property | The setup property that a given action has changed. | Active |
| Before | A property, attribute, or field’s old value before an action.<br><br>In this case, it is whether the role was active before the user changed it. | true<br><br>0 |
| After | A property, attribute, or field’s new value after an action.<br><br>In this case, it is whether the role was inactive after the user changed it. | true<br><br>0 |
| Privilege | Name of the privilege. | Settings administrator<br><br>PartyEditor |
| Security group | Name of the security group associated with the given privilege of the "Archive access" type. | SG: Leadership |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br><br>Isaac Johnson |

| Column name | Description | Examples |
|---|---|---|
| | another user, the name of the logged-in user is specified. | Holly Rogers<br><br>Isaac Johnson |

## The "Role type properties" default configuration

Use the "Role type properties" default configuration to create an overview of changes to the role’s properties such as description and activation.

The configuration contains filters, but fields to fill in.

| Column name | Description | Examples |
| --- | --- | --- |
| Date and time | The full timestamp with year, month, day, hour, minute, and second. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Role name | Name of the affected role as specified under "Role type" in the "Roles and privileges" window. | Caseworker<br><br>Can delete everything on cases |
| Updated property | The setup property that a given action has changed. | Active |
| Before | A property, attribute, or field’s old value before an action.<br><br>In this case, it is whether the role was active before the user changed it. | true<br><br>0 |
| After | A property, attribute, or field’s new value after an action.<br><br>In this case, it is whether the role was inactive after the user changed it. | true<br><br>0 |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br><br>Isaac Johnson |
| Login name | If a user has performed the action on behalf of another user, the name of the logged-in user is specified. | Holly Rogers<br><br>Isaac Johnson |

## Filters

When drawing a report with this default configuration, the extraction is filtered as described in the table below.

| Filter | Value | Effect |
|---|---|---|
| Operation type | 18 | Limits the extraction to actions of the type corresponding to changes in the properties of roles. |

## The "Privileges" default configuration

Use the "Privileges" default configuration to get insight into changes to those privileges that have a role assigned. This includes allocating, changing, and removing privileges.

The configuration contains filters, but no fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Date and time | The full timestamp with year, month, day, hour, minute, and second. | 2023-11-14T12:40:29.597<br>2023-04-12T15:30:20.773 |
| Action | Name of the action that was performed. | RolePrivilegeCreated<br>RolePrivilegeDeleted |
| Role name | Name of the affected role as specified under "Role type" in the "Roles and privileges" window. | Caseworker<br>Can delete everything on cases |
| Privilege | Name of the privilege. | Settings administrator<br>PartyEditor |
| Security group | Name of the security group associated with the given privilege of the "Archive access" type. | SG: Leadership |
| Authority | The authority about which data is extracted. | Doc Authority<br>Sister administration |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br>Isaac Johnson |
| Login name | If a user has performed the action on behalf of another user, the name of the logged-in user is specified. | Holly Rogers<br>Isaac Johnson |

# Filters

When drawing a report with this default configuration, the extraction is filtered as described in the table below.

| Filter | Value | Effect |
|---|---|---|
| Privilegie | Is not empty | The "Privilege" column is only filled in if a user performs an action that allocates, changes, or removes a privilege from a role. This way all actions related to privileges are included, while all other actions are excluded from the extraction. |

## Other available columns

The following table covers columns that are accessible when configuring reports, but are not included in the default configurations.

| Column name | Description | Examples |
|---|---|---|
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |
| Description | User-provided description of a role. | User and role editor |
| User ID | The unique user ID of the user who has performed an action. If the action was performed on behalf of another user, the unique user ID of the "on behalf of" user is specified. | 107<br>124 |
| Operation type | The unique action ID | 17<br>20 |
| Login user ID | If a user has performed the action on behalf of another user, the unique user ID of the logged-in user is specified. | 107<br>124 |
| Role type | The unique ID for the role that is affected. | 8<br>31 |

# Users: Roles, privileges, and security groups

The "Users: Roles, privileges, and security groups" report type extracts data about what users can do in F2 based on their roles and the roles' privileges.

The report type contains five default configurations that give different overviews of how rights are or have been assigned focusing on access to units and security groups.

## The "Who has privilege in unit" default configuration

Use the "Who has privilege in unit" default configuration to get a detailed overview of assigned privileges and their effect across users and units.

The configuration includes filters, but no fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Username | The value indicated in the "Name" field in the user properties. | Holly Rogers<br><br>Isaac Johnson |
| Role’s unit | The unit with which the role is associated. | HR<br><br>Administration |
| Privilege | Name of the privilege. | Settings administrator<br><br>Editor of participants |
| Privilege ID | The unique ID of the privilege. | 56<br><br>14 |

### Filters

When drawing a report with this default configuration, the extraction is filtered as described in the table below.

| Filter | Value | Effect |
| --- | --- | --- |
| Role is active | True | Excludes deactivated roles since users cannot use the relevant role’s privileges. Therefore the result only includes privileges from roles with a check in the **Active** field. |
| User is active | True | Excludes deactivated users since they cannot log in to F2 and use their assigned privileges. |
| Role is assigned | True | Excludes roles that were previously assigned to users, but have since been withdrawn. The result only includes current roles and privileges regardless of whether the user previously has had access to a specific privilege in other ways. |

## The "Who has role in unit" default configuration

Use the "Who has role in unit" default configuration to create a detailed overview of assigned roles across users and units.

The configuration includes filters, but no fields to fill in.

| Column name | Description | Example |
| --- | --- | --- |
| Username | The value indicated in the "Name" field in the user properties. | Holly Rogers<br><br>Isaac Johnson |
| Role’s unit | The unit with which the role is associated. | HR<br><br>Administration |
| Role name | Name of the affected role as specified under "Role type" in the "Roles and privileges" window. | Caseworker<br><br>Can delete everything on cases |
| Description | User-provided description of a role. | Gives access to delete cases in F2 even if you do not have access to all the records on the case. |

## Filters

When drawing a report with this default configuration, the extraction is filtered as described in the table below.

| Filter | Value | Description |
| --- | --- | --- |
| Role is active | True | Excludes deactivated roles. Therefore the result only includes privileges from roles with a check in the **Active** field. |
| User is active | True | Excludes deactivated users since they cannot log in to F2 and use their assigned privileges. |
| Role is assigned | True | Excludes roles that were previously assigned to users, but have since been withdrawn. |

# The "Which roles and privileges does a user have" default configuration

Use the "Which roles and privileges does a user have" default configuration to create a detailed overview of all users' roles and associated privileges.

The configuration includes filters, but no fields to fill in.

| Column name | Description | Example |
|---|---|---|
| Username | The value indicated in the "Name" field in the user properties. | Holly Rogers<br><br>Isaac Johnson |
| Role name | Name of the affected role as specified under "Role type" in the "Roles and privileges" window. | Caseworker<br><br>Can delete everything on cases |
| Description | User-provided description of a role. | Gives access to delete cases in F2 even if you do not have access to all the records on the case. |
| Privilege | Name of the privilege. | Settings administrator<br><br>Editor of participants |
| Privilege ID | The unique ID of the privilege. | 56<br><br>14 |

## Filters

When drawing a report with this default configuration, the extraction is filtered as described in the table below.

| Filter | Value | Effect |
|---|---|---|
| Role is active | True | Excludes deactivated roles since users cannot use the relevant roles or their privileges. Therefore the result only includes privileges from roles with a check in the **Active** field. |
| User is active | True | Excludes deactivated users since they cannot log in to F2 and use their assigned roles and privileges. |
| Role is assigned | True | Excludes roles that were previously assigned to users, but have since been withdrawn. The result only includes current roles and privileges regardless of whether the user previously has had access to a specific privilege in other ways. |

## The "Who has had a privilege for a period of time" default configuration

Use the "Who has had a privilege for a period of time" default configuration to understand which users had access to F2's various privileges in a given time period. From the extraction, you can deduce who has been able to perform the various actions that the privileges grant access to during the period.

| Column name | Description | Examples |
|---|---|---|
| Username | The value indicated in the "Name" field in the user properties. | Holly Rogers<br><br>Isaac Johnson |
| Privilege | Name of the privilege. | Settings administrator<br><br>Can reopen cases |
| Privilege ID | The unique ID of the privilege. | 56<br><br>14 |

## Filters

When you draw a report with this default configuration, the extraction is filtered as described in the table below.

| Filter | Value | Description |
|---|---|---|
| User is active | True | Excludes users that were deactivated in the selected period. |

## Fields to fill in

When you draw a report with this default configuration, fill in the fields as described in the table below.

| Field | Description |
|---|---|
| From | Specify the starting date of the time period you want to draw data about. |
| To | Specify the end date of the time period you want to draw data about. |

# The "Who has security group" default configuration

Use the "Who has security group" default configuration to create an overview of security groups in F2 and their current members.

The configuration contains filters, but no fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Username | The value indicated in the "Name" field in the user properties. | Holly Rogers<br><br>Isaac Johnson |
| Security group | Name of the security group associated with the given privilege of the "Archive access" type. | SG: Leadership |

## Filters

When drawing a report with this default configuration, the extraction is filtered as described in the table below.

| Filter | Value | Description |
| --- | --- | --- |
| Role is assigned | True | Excludes users that are not longer members of the security groups. |
| Privilege ID | 0 | Limits the extraction to the specific privilege associated with access to security groups. |

## Other available columns

The following table covers columns that are accessible when configuring reports, but are not included in the default configurations.

| Column name | Description | Examples |
|---|---|---|
| User’s username | The value specified in the "Username" field in the user properties. | Holly Rogers<br>hro |
| Role is active | Indicates whether the "Active" checkbox has been ticked for the role in the "Role types and privileges". | true<br>0 |
| User is active | Indicates whether a user was active in F2 at the time of extraction. | true<br>0 |
| User deactivated on | Date and time when a user was deactivated, if applicable. | 2023-11-14T12:40:29.597<br>2023-04-12T15:30:20.773 |
| Role is assigned | Indicates whether the user is assigned the given role at the time of extraction. | true<br>0 |
| Role assigned on | Date and time when a user was assigned the given role. | 2023-11-14T12:40:29.597<br>2023-04-12T15:30:20.773 |
| From | The beginning of a time period. The column is best used for delimitation. | 2023-11-14T12:40:29.597<br>2023-04-12T15:30:20.773 |
| To | The end of a time period. The column is best used for delimitation. | 2023-11-14T12:40:29.597<br>2023-04-12T15:30:20.773 |
| Unit participant no. | The unit’s number in the organisation’s participant register. | 48<br>106 |

| Column name | Description | Examples |
| --- | --- | --- |
| synchronisation key | The key that ensures correct synchronisation with AD of internal participants.<br><br>In this case, it applies specifically to the unit specified in "Role’s unit". | it_office |
| User participant no. | The user’s number in the organisation’s participant register. | 48<br><br>106 |
| Job roles' locations | The unit where a user’s job role is located. | IT office<br><br>HR; Recruitment |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br><br>Isaac Johnson |
| Login name | If a user has performed the action on behalf of another user, the name of the logged-in user is specified. | Holly Rogers<br><br>Isaac Johnson |
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |

# User setup

The "User setup" report type extracts data about which users were assigned which roles, by whom, and when. This enables monitoring of unintended user access.

The report type has two default configurations based on changes to F2’s users made by user administrators.

## The "Standard" default configuration

Use the "Standard" default configuration to get a detailed insight into changes to F2’s users.

The configuration contains neither filters nor fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Date and time | The full timestamp with year, month, day, hour, minute, and second. | 2023-11-14T12:40:29.597<br><br>2023-04-12T15:30:20.773 |
| Action | Name of the action that was performed. | UserUpdated<br><br>MembershipRemoved |
| Username | The value indicated in the "Name" field in the user properties. | Holly Rogers<br><br>Isaac Johnson |
| Role’s unit | The unit with which the role is associated. | HR<br><br>Administration |
| Role’s unit location | Path for the unit with which the role is associated. | /Doc Organisation/Dok Authority/Administration/IT office |
| Role name | Name of the affected role as specified under "Role type" in the "Roles and privileges" window. | Caseworker<br><br>Can delete everything on cases |
| Updated property | The setup property that a given action has changed. | Name<br><br>LimitedUserAccess |
| Before | A property, attribute, or field’s old value before an action.<br><br>In this case, it is the value of the property mentioned in "Updated property". | Hannah Hendricks<br><br>true |
| After | A property, attribute, or field’s new value after an action.<br><br>In this case, it is the value of the property mentioned in "Updated property". | Penelope Poole<br><br>false |

| Column name | Description | Examples |
|---|---|---|
| Login name | If a user has performed the action on behalf of another user, the name of the logged-in user is specified. | Holly Rogers<br><br>Isaac Johnson |

## The "Roles" default configuration

Use the "Roles" default configuration to create extractions that specifically show allocation and removal of roles to users.

The configuration contains filters, but no fields to fill in.

| Column name | Description | Examples |
|---|---|---|
| Date and time | The full timestamp with year, month, day, hour, minute, and second. | 2023-11-14T12:40:29.597<br>2023-04-12T15:30:20.773 |
| Action | Name of the action that was performed. | MembershipCreated<br>MembershipRemoved |
| Username | The value indicated in the "Name" field in the user properties. | Holly Rogers<br>Isaac Johnson |
| Role’s unit | The unit with which the role is associated. | HR<br>Administration |
| Role’s unit location | Path for the unit with which the role is associated. | /Doc Organisation/Doc Authority/Administration/IT Office |
| Role name | Name of the affected role as specified under "Role type" in the "Roles and privileges" window. | Caseworker<br>Can delete everything on cases |
| Name | Name of the user who has performed an action. If the action was performed on behalf of another user, the name of the "on behalf of" user is specified. | Holly Rogers<br>Isaac Johnson |
| Login name | If a user has performed the action on behalf of another user, the name of the logged-in user is specified. | Holly Rogers<br>Isaac Johnson |

# Filters

When drawing a report with this default configuration, the extraction is filtered as described in the table below.

| Filter | Value | Effect |
|---|---|---|
| Role name | Is not empty | The "Role name" column is only filled in if an action allocates, changes, or removes a role from a user. This way all actions related to roles are included, while all other actions are excluded from the extraction. |

## Other available columns

The following table covers columns that are accessible when configuring reports, but are not included in the default configurations.

| Column name | Description | Examples |
|---|---|---|
| Operation type | The unique action ID | 24<br><br>32 |
| Participant ID | The unique user ID for the participant affected by the action. | 107<br><br>124 |
| User ID | The unique user ID of the user who has performed an action. If the action was performed on behalf of another user, the unique user ID of the "on behalf of" user is specified. | 107<br><br>124 |
| Login user ID | If a user has performed the action on behalf of another user, the unique user ID of the logged-in user is specified. | 107<br><br>124 |
| Count | Accumulates identical rows in the data extract and returns the total. | 249 |