

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.

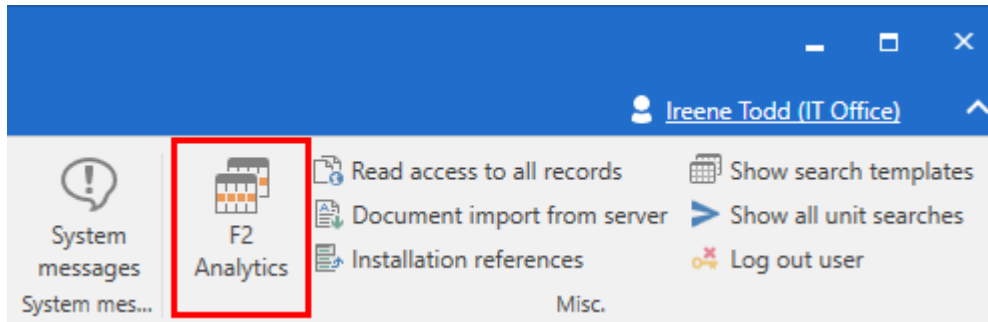
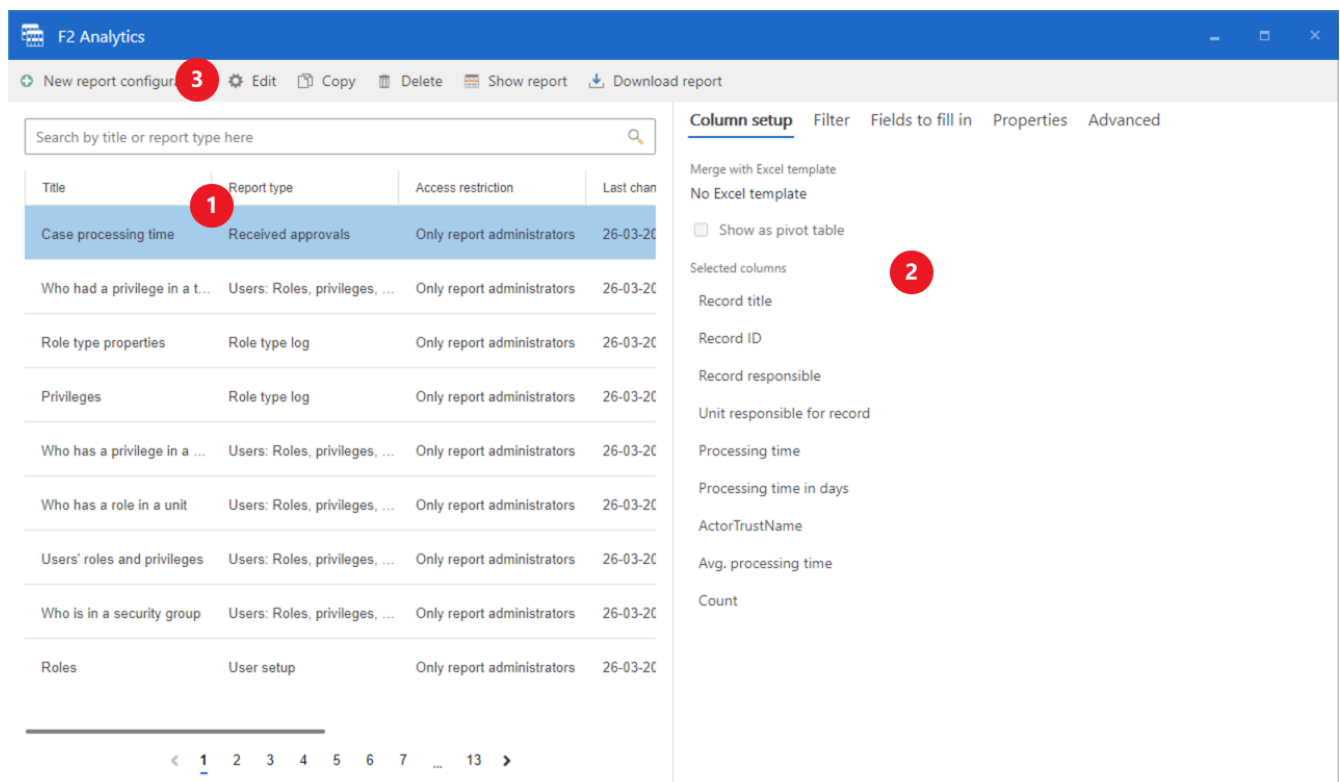


Figure 1. The "F2 Analytics" menu item on the "Administrator" tab

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.

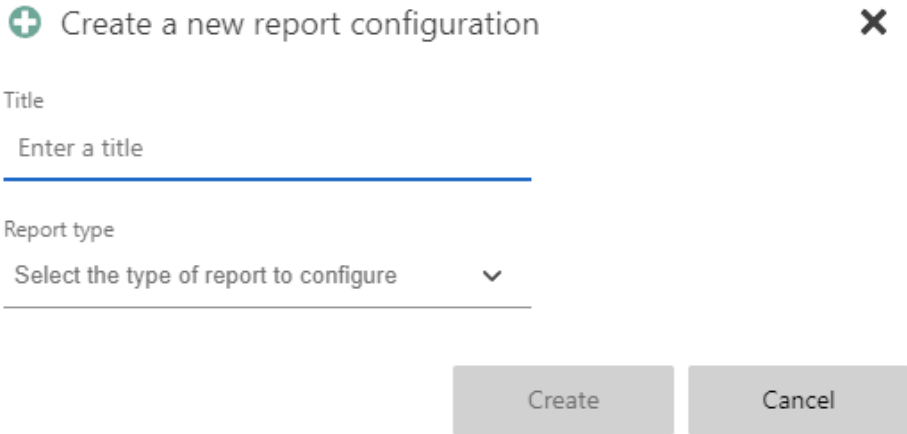
The ribbon (3) contains menu items to create, edit, and delete configurations as well as to draw reports based on the selected configuration. You can [draw a report](#) in two ways: You can either preview it or download it as an Excel file.



[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
<p>"New report configuration"</p>	<p>Open the "Create a new report configuration" dialogue. In the dialogue, enter a title and choose the report type you want to configure.</p> <p>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.</p> <p>NOTE</p>  <p><i>Figure 3. The "Create new report configuration" dialogue</i></p> <p>Click Create in the dialogue to open the new report configuration for editing. From here you can develop and save the configuration.</p>
<p>"Edit"</p>	<p>Open the selected report configuration for editing. Here you have the same editing options as when creating a new configuration.</p>

Menu item	Description
	<p><i>Figure 4. The dialogue is pre-filled based on the selected configuration</i></p> <p>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.</p>
"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.

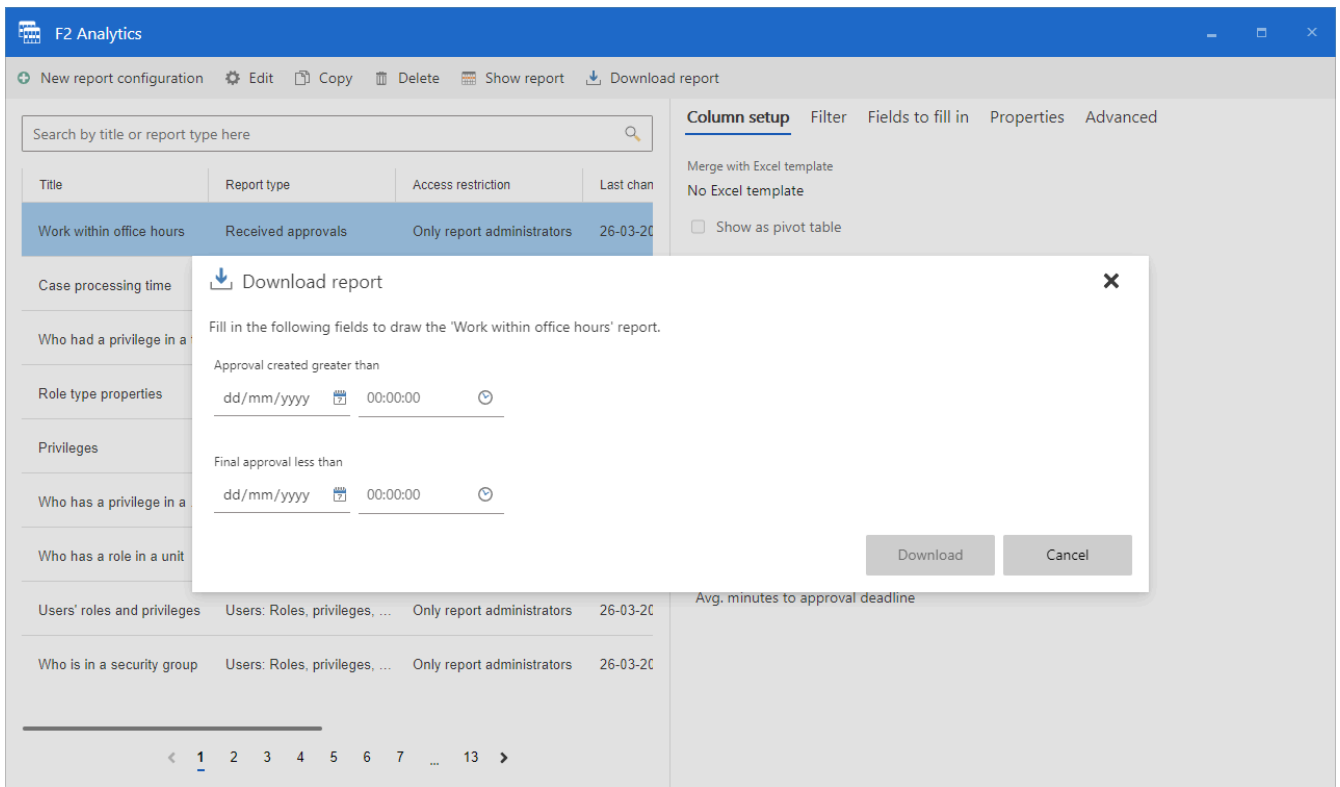


Figure 5. A report drawing data from a specific time period

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).

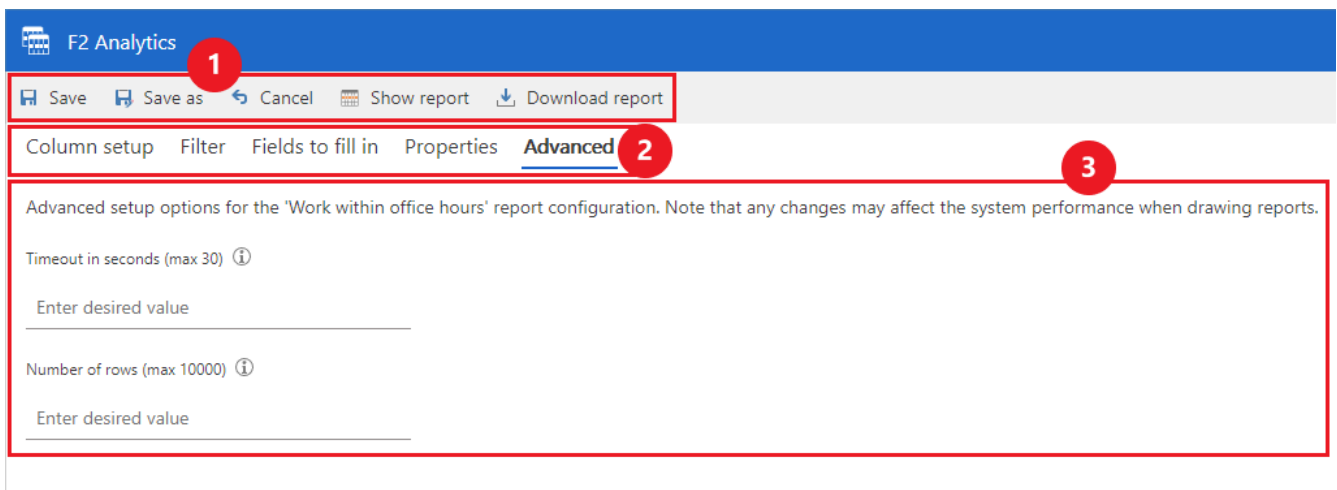







Figure 6. The "F2 Analytics" window when editing a report configuration

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.

Column 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](#).

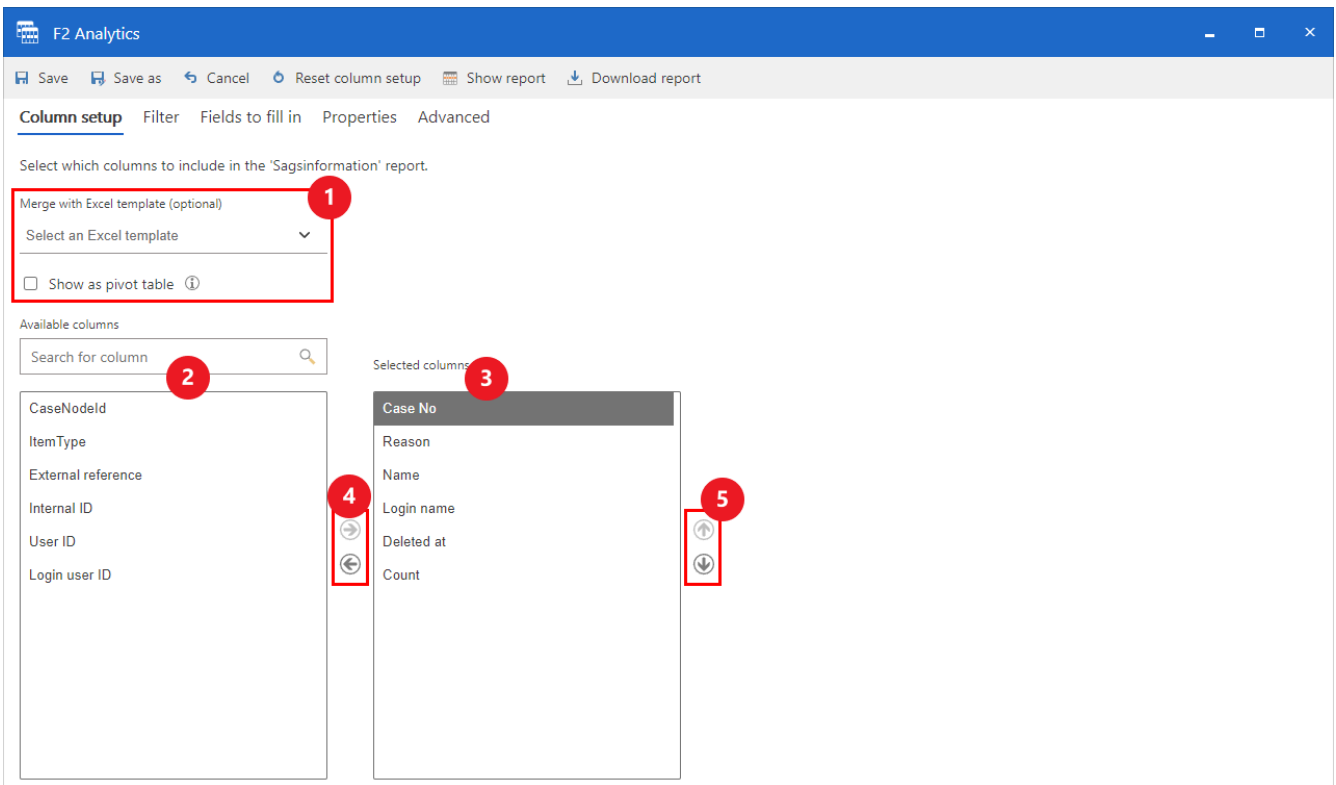


Figure 7. Column setup components

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.

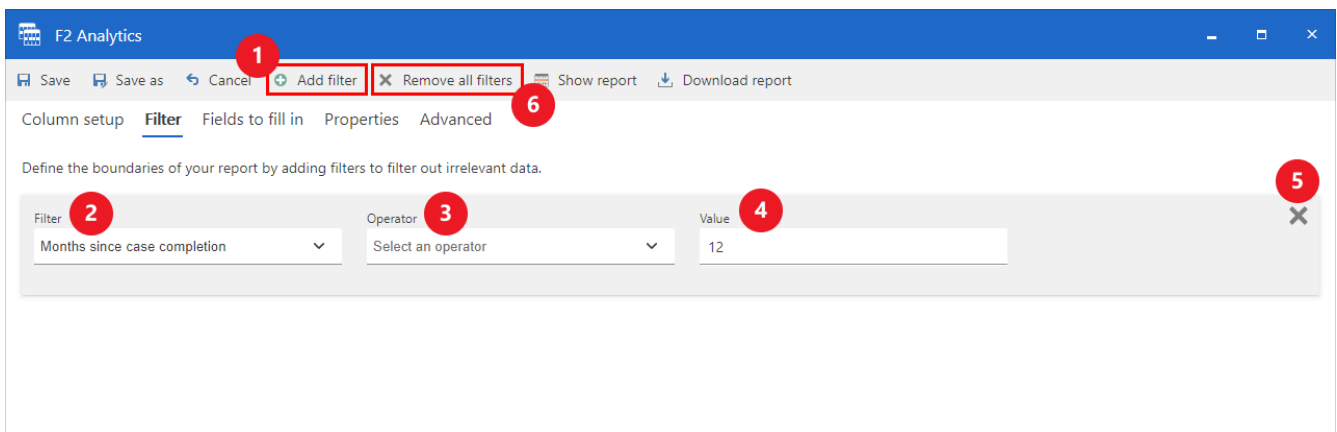


Figure 8. Components for setting up a filter

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

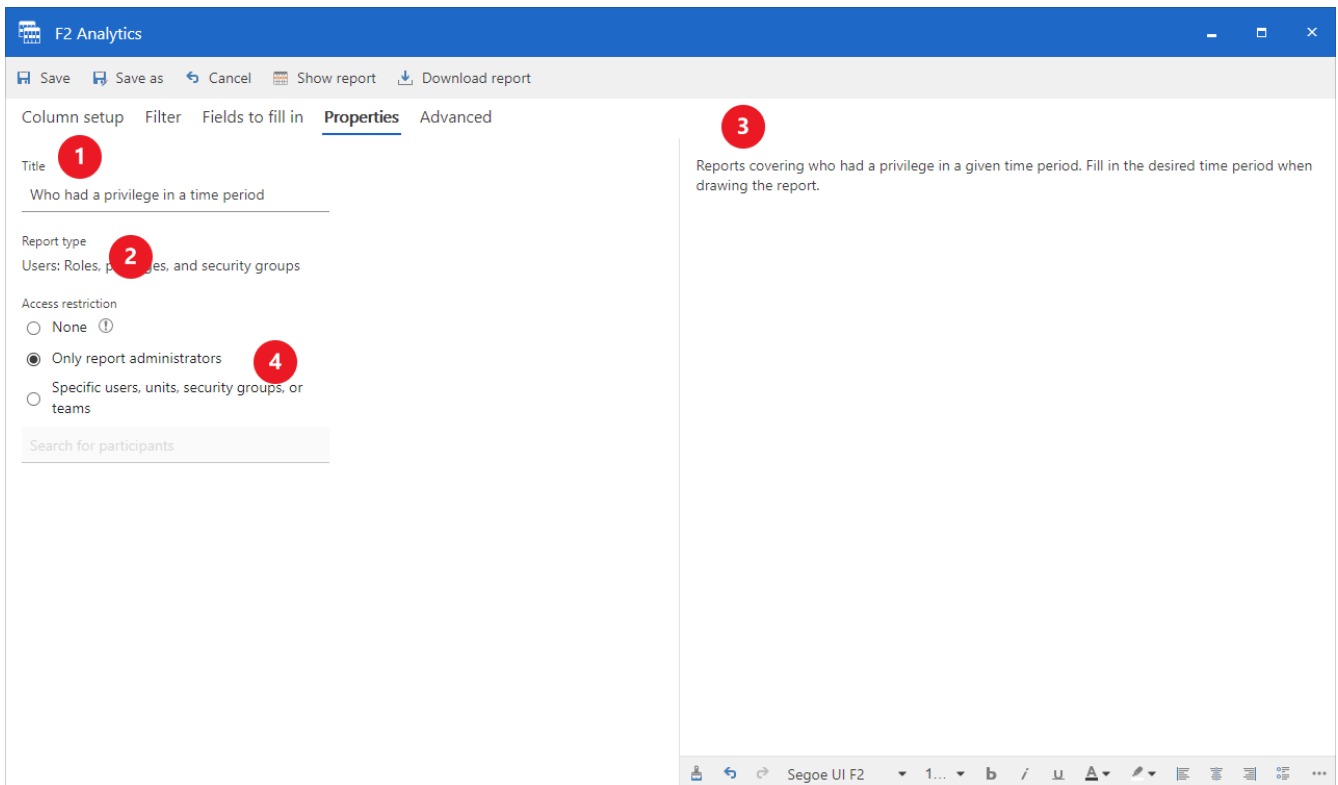


Figure 9. The report configuration properties

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).

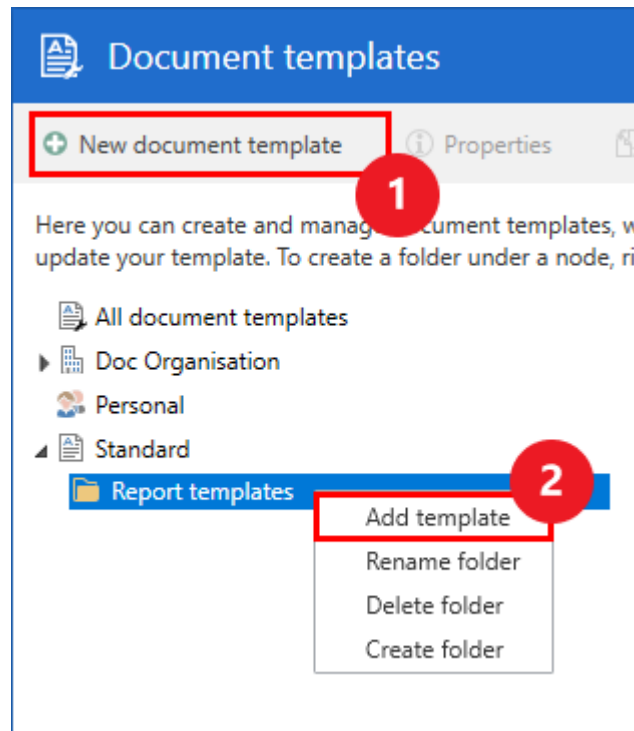


Figure 10. Create new template for Analytics

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.

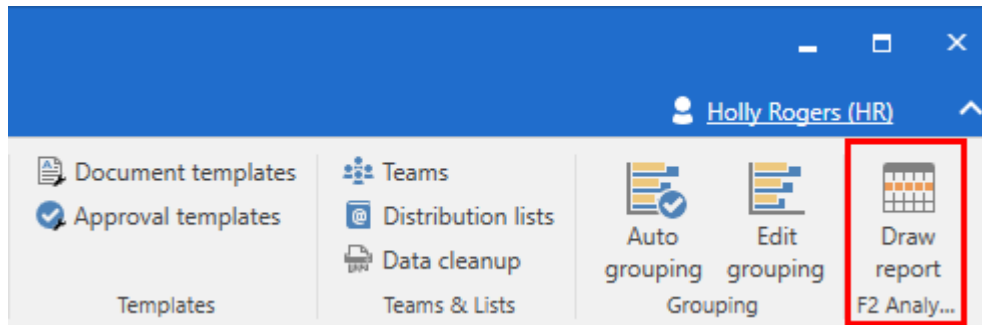


Figure 11. The "Draw report" menu item on the "Settings" tab

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

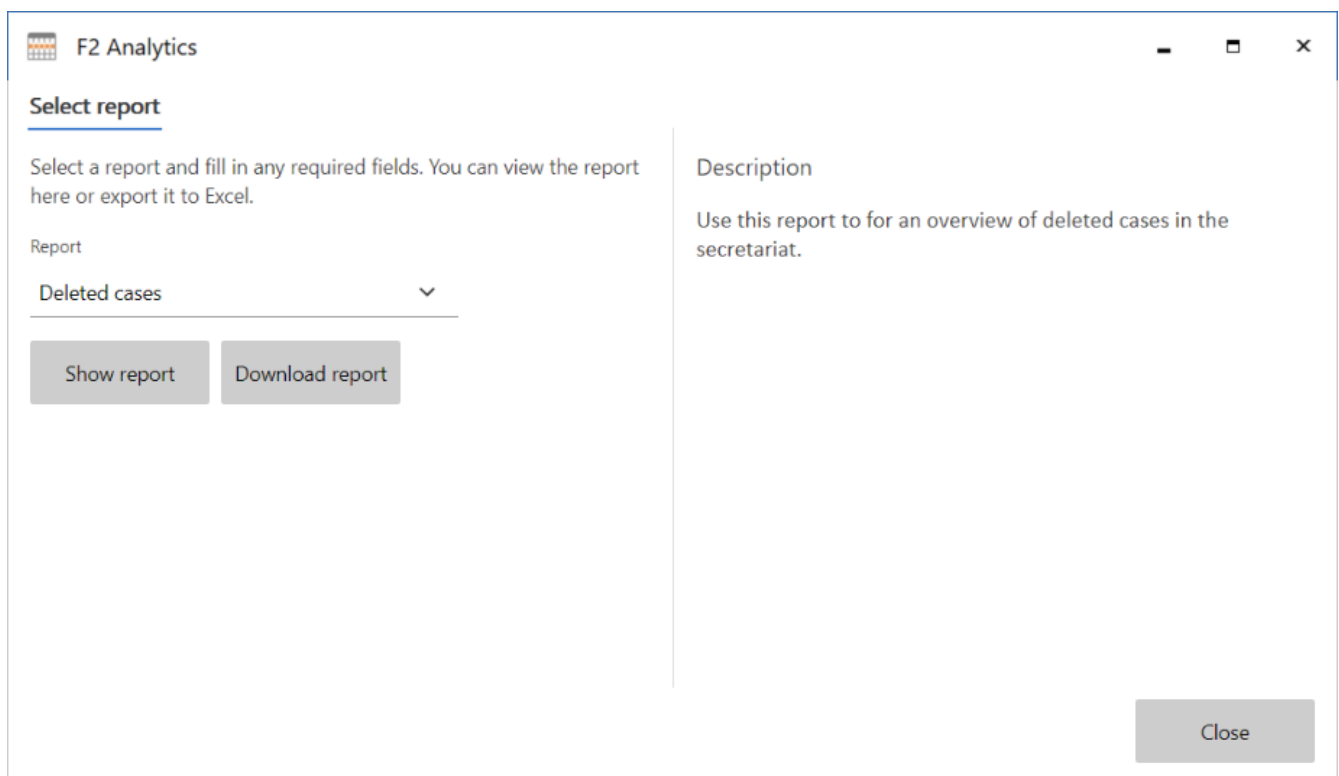


Figure 12. The "F2 Analytics" window that can be made accessible to regular users

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
	<ul style="list-style-type: none"> • "Archive" • "My private records" • "Library" • "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
Documents 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
Name of user	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 on	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 2023-04-12T15:30:20.773
Action	Name of the action that was performed.	Record seen 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 Isaac Johnson
Record ID	The record's unique ID number in the authority's archive displayed at the top of the record window.	82 346
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 2023 - 5
Case title	The full case title displayed at the top of the case window and in the "Title" metadata field.	Board meeting 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 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 Citizen Request
Document title	The document's title as seen in its properties.	Record document 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 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 Isaac Johnson
Search criteria	Description of criteria for a search action.	Standard search: Inbox for me 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 2023-04-12T15:30:20.773
Action	Name of the action that was performed.	Case created 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 Isaac Johnson
Record ID	The record's unique ID number in the authority's archive displayed at the top of the record window.	82 346
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 2023 - 5
Case title	The full case title displayed at the top of the case window and in the "Title" metadata field.	Board meeting 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 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 Citizen Request

Column name	Description	Examples
Participant name	The name specified in the "Name" participant property. In this case, it applies to the participant that was involved through the specified action.	Holly Rogers citizen@email.com
Involvement	The participant's type of involvement in a given record in connection with an action. This also covers the record's case, approval, and attachments, if any.	Responsible unit 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 ClosedDate
Details	Any system-generated text that describes or elaborates on an action. 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.	107 124
Participant SSN/CVR No	The SSN or CVR number specified in the participant property "SSN/CVR No" or "SSN".	010203-4679 230198-7654
Action related to access	Indicates whether a given action pertains to accessing an item and its data.	true 0
Action related to search	Indicates whether a given action is a search.	true 0
Operation type	The unique action ID	2 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 11
Details	Any system-generated text that describes or elaborates on an action. 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.	107 124
Date	Day.	06 30
Date and time	The full timestamp with year, month, day, hour, minute, and second.	2023-11-14T12:40:29.597 2023-04-12T15:30:20.773
Action	Name of the action that was performed.	Case created Add participant to record
Operation type	The unique action ID	2 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.	107 124
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 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 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 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 Isaac Johnson
Details	Any system-generated text that describes or elaborates on an action. 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 /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 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 Isaac Johnson
Participant name	The name specified in the "Name" participant property.	Holly Rogers 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 12345678
Participants No	The participant's number in the organisation's participant register.	53 172

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.	107 124
Action	Name of the action that was performed.	Case created Add participant to record
Operation type	The unique action ID	2 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.	107 124
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 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.	82 346
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 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.	107 124
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 Isaac Johnson
Date and time	The full timestamp with year, month, day, hour, minute, and second.	2023-11-14T12:40:29.597 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 All
Record format	A detailed specification of the record's delivery type.	ReceivedMail 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 27
Record type	The value specified in the "Record type" metadata field.	Internal Outbound
Record responsible	The user or unit specified in the "Responsible" metadata field.	Holly Rogers HR
Unit responsible for record	The unit or the unit associated with the user that is specified in the "Responsible" metadata field.	HR Administration
Archive area	The record's location in F2's general archive areas: <ul style="list-style-type: none"> • "Archive" • "My private records" • "Library" • "My deleted records" 	Archive Private folder
Bcc	The participant(s) specified in the "Bcc" metadata field, if any.	Holly Rogers citizen@email.com
Request	Indicates whether there is at least one request on the record.	true 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 Isaac Johnson
Request deadline	Date and time of the deadline set by the request's sender.	2023-11-14T23:59:00 2023-04-12T23:59:00
Request recipient	The name of the user or unit listed as the request recipient.	Holly Rogers HR
Request status	The request's current status.	Sent 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 See text below
Request executor	The name of the participant listed in the "Request executor" field on the request, if any.	Holly Rogers HR
Letter date	Date and time specified in the "Letter date" metadata field.	2023-11-14T12:40:29.597 2023-04-12T15:30:20.773
Cc	The participant(s) specified in the "Cc" metadata field, if any.	Holly Rogers citizen@email.dk
SSN/CVR No of record	The value specified in the "SSN/CVR No" metadata field.	010203-4679 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 Complaint; FOI Request
Email title	The title of the record at the time it was sent as an email.	Request for professional assessment Sv: Citizen Request
Remind Date	Date and time specified in the "Remind date" metadata field.	2023-11-14T12:40:29.597 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 citizen@email.dk
Record deadline	The date specified in the "Deadline" metadata field at midnight.	2023-11-14T12:40:29.597 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.	82 346
Registered	Indicates whether the "Registered" checkbox is ticked.	true 0

Column name	Description	Examples
Record created	Date and time specified in the "Created date" metadata field.	2023-11-14T12:40:29.597 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 0
Case keyword	The keyword(s) specified in the "Keyword" metadata field.	Quality report Complaint; FOI Request
Case guide type	Name of the active case guide on the case.	Event permit Grant application
Case help	Indicates whether the "Case help" menu item is ticked.	true 0
Case folder	Name of the case folder in which a record is placed.	4th quarterly meeting 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 2023 - 5
Case title	The full case title displayed at the top of the case window and in the "Title" metadata field.	Board meeting Section 20 question regarding data protection

Column name	Description	Examples
Secure email	Indicates whether the email was sent securely.	true 0
Deleted by	Name of the user who performed a deletion action. In this instance it means deleting the record.	Holly Rogers Isaac Johnson
Record status	The value specified in the "Status" metadata field.	InProgress Closed
Record ID, record reply	The unique ID number of the record in the authority's archive to which this record is a reply.	82 346
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 Citizen Request
Previous case No.	The case number specified in the "Previous case No." metadata field.	2021 - 48 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 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 Citizen Request
Record - version	Number of the current record version.	1 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 Citizen Request
Record suppl. case mgr.	Names of users specified in the "Suppl. case mgr." metadata field.	Holly Rogers Isaac Johnson
Record suppl. units	Units specified in the "Suppl. case mgr." metadata field.	HR 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 Isaac Johnson; SG: Managers
Inherited access restriction	All users, units, teams, and security groups specified in the "Case access restricted to" metadata field.	HR 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 Isaac Johnson
Record completed	Date and time when the record last changed status to "Completed".	2023-11-14T12:40:29.597 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 Isaac Johnson
Case completed	Date and time when the case last changed status to "Completed".	2023-11-14T12:40:29.597 2023-04-12T15:30:20.773
Case responsible	The user or unit specified in the "Responsible" metadata field.	Holly Rogers HR
SSN/CVR No of case	The value specified in the "SSN/CVR No" metadata field.	010203-4679 12345678
External ID	The value specified in the "External ID" metadata field.	201345 2021 - 789
Case keyword	The keyword(s) specified in the "Keyword" metadata field.	Quality report Complaint; FOI Request
Case deadline	The date specified in the "Deadline" metadata field at midnight.	2023-11-14T12:40:29.597 2023-04-12T15:30:20.773
Case created	Date and time when the record was created.	2023-11-14T12:40:29.597 2023-04-12T15:30:20.773
File plan	The value specified in the "File plan" metadata field.	00 - Public auth. 07 - Rubbish and recycling

Column name	Description	Examples
	metadata field.	A0 - Organisation P23 - Control
Disposal code	The value specified in the "Disposal code" metadata field.	D - Discard 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 2023 - 5
Case status	The value specified in the "Status" metadata field.	InProgress Closed
Progress code	The name of the progress code.	In process Awaiting hearing
Previous case No.	The case number specified in the "Previous case No." metadata field.	2024 - 48 2023 - 5
Case title	The full case title displayed at the top of the case window and in the "Title" metadata field.	Board meeting 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 Administration
Case created by	Name of the user who created the case.	Holly Rogers Isaac Johnson
Case suppl. case mgr.	Names of users specified in the "Suppl. case mgr." metadata field.	Holly Rogers 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 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 2023 - 5
Case title	The full case title displayed at the top of the case window and in the "Title" metadata field.	Board meeting Section 20 question regarding data protection
Case created by	Name of the user who created the case.	Holly Rogers Isaac Johnson
Case responsible	The user or unit specified in the "Responsible" metadata field.	Holly Rogers HR
Unit responsible for case	The unit or the unit associated with the user that is specified in the "Responsible" metadata field.	HR 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 21
No. of deleted records	Number of records previously attached to the case and now deleted.	8 21
No. of binned records	Number of records previously attached to the case and now in the bin.	8 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 21
Case created	Date and time when the record was created.	2023-11-14T12:40:29.597 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. 07 - Rubbish and recycling
Access limitation on case	All users, units, teams, and security groups specified in the "Access restriction" metadata field.	HR Isaac Johnson; SG: Managers
Authority	The authority about which data is extracted.	Doc Authority 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 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 2023 - 5
Case title	The full case title displayed at the top of the case window and in the "Title" metadata field.	Board meeting 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 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 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.	107 124
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.	107 124
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 Isaac Johnson
Action	Name of the action that was performed.	Case created Add participant to record
Operation type	The unique action ID	2 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 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 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 Isaac Johnson
Deleted on	Date and time for the deletion action.	2023-11-14T12:40:29.597 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 2023 - 5
External reference	The item's external ID.	29 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 Isaac Johnson
Deleted on	Date and time for the deletion action.	2023-11-14T12:40:29.597 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 2023 - 5
Item type	The type of F2 item on which data has been extracted.	Dossier Attached Dossier
External reference	The item's external ID.	29 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 Isaac Johnson
Deleted on	Date and time for the deletion action.	2023-11-14T12:40:29.597 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.	107 124
Case internal ID	The unique value that serves as the case's ID in the database.	2179 2998
Internal ID	The unique value that serves as the item's ID in the database. In this instance, it means the cases' records and their attachments, if any.	2163 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.	107 124

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.	82 346
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 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 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 citizen@email.com
Cc	The participant(s) specified in the "Cc" metadata field, if any.	Holly Rogers citizen@email.com
Letter date	Date and time specified in the "Letter date" metadata field.	2023-11- 14T12:40:29.597 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 2023-04- 12T15:30:20.773
Email received	Date and time specified in the "Received date" metadata field.	2023-11- 14T12:40:29.597 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 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 2023-04-12T15:30:20.773
Deleted by	Name of the user who performed a deletion action. In this instance it means deleting the record.	Holly Rogers Isaac Johnson
Deleted on	Date and time for the deletion action.	2023-11-14T12:40:29.597 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 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 2023 - 5
Case title	The full case title displayed at the top of the case window and in the "Title" metadata field.	Board meeting 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 full-report-incl-attachments
File type	The document's file type as seen in its properties.	.docx .zip
Record ID	The record's unique ID number in the authority's archive displayed at the top of the record window.	82 346
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 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 Isaac Johnson
Unit responsible for record	The unit or the unit associated with the user that is specified in the "Responsible" metadata field.	HR Administration
Record internal ID	The unique value that serves as the record's ID in the database.	2163 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 2023-04-12T15:30:20.773
In PDF queue	Indicates whether the document at the time of extract is in the PDF queue.	true 0
Registered	Indicates whether the "Registered" checkbox is ticked.	true 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 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 17
Progress code	The name of the progress code.	In progress 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 2023 - 5
Case title	The full case title displayed at the top of the case window and in the "Title" metadata field.	Board meeting Section 20 question regarding data protection
Duration	The total duration in minutes that a progress code has been active on a given case.	38 4821
Date and time	The full timestamp with year, month, day, hour, minute, and second.	2023-11-14T12:40:29.597 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.	107 124
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 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.	107 124

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 Isaac Johnson
Progress code is current	Indicates whether the selected progress code at the time of extract is assigned to a given case.	true 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 10946
Avg. duration	The average of the values in the "Duration" column for otherwise identical rows in the data extract.	14 206

Users

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.	82 346
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 Citizen Request
Record status	The value specified in the "Status" metadata field.	Open In progress
Record responsible	The user or unit specified in the "Responsible" metadata field.	Holly Rogers Isaac Johnson
Unit responsible for record	The unit or the unit associated with the user that is specified in the "Responsible" metadata field.	HR 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 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 2023-04-12T15:30:20.773
User is active	Indicates whether a user was active in F2 at the time of extraction.	true 0
Name of user	The value indicated in the "Name" field in the user properties. In this instance, it specifies the user whose unresolved issues are included in the extract.	Holly Rogers 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 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 2023-04-12T15:30:20.773
Action	Name of the action that was performed.	ImpersonationCreated
Name of user	The value indicated in the "Name" field in the user properties. In this case, it applies to the user who has been assigned "On behalf of" rights.	Holly Rogers Isaac Johnson
Area	The "Area" value specified in the setup of on behalf of rights.	Can perform all actions 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 Isaac Johnson
From	The beginning of a time period. The column is best used for delimitation.	2023-11-14T12:40:29.597 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 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 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. In this case, it applies to the user who has been assigned "On behalf of" rights.	107 124
On behalf of, user ID	The unique user ID of the user who was granted "on behalf of" rights.	107 124
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.	107 124
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.	107 124
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) 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) 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 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 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 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 2023-04-12T15:30:20.773
Action	Name of the action that was performed.	TrustCodeCreated RolePrivilegeDeleted
Role name	Name of the affected role as specified under "Role type" in the "Roles and privileges" window.	Caseworker 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. In this case, it is whether the role was active before the user changed it.	true 0
After	A property, attribute, or field's new value after an action. In this case, it is whether the role was inactive after the user changed it.	true 0
Privilege	Name of the privilege.	Settings administrator 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 Isaac Johnson

Column name	Description	Examples
	another user, the name of the logged-in user is specified.	Holly Rogers 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 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 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. In this case, it is whether the role was active before the user changed it.	true 0
After	A property, attribute, or field's new value after an action. In this case, it is whether the role was inactive after the user changed it.	true 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 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 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 2023-04-12T15:30:20.773
Action	Name of the action that was performed.	RolePrivilegeCreated RolePrivilegeDeleted
Role name	Name of the affected role as specified under "Role type" in the "Roles and privileges" window.	Caseworker Can delete everything on cases
Privilege	Name of the privilege.	Settings administrator 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 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 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 Isaac Johnson

Filters

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

Filter	Value	Effect
Privilege	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.	107 124
Operation type	The unique action ID	17 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.	107 124
Role type	The unique ID for the role that is affected.	8 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
Name of user	The value indicated in the "Name" field in the user properties.	Holly Rogers Isaac Johnson
Role's unit	The unit with which the role is associated.	HR Administration
Privilege	Name of the privilege.	Settings administrator Editor of participants
Privilege ID	The unique ID of the privilege.	56 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
Name of user	The value indicated in the "Name" field in the user properties.	Holly Rogers Isaac Johnson
Role's unit	The unit with which the role is associated.	HR Administration
Role name	Name of the affected role as specified under "Role type" in the "Roles and privileges" window.	Caseworker 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
Name of user	The value indicated in the "Name" field in the user properties.	Holly Rogers Isaac Johnson
Role name	Name of the affected role as specified under "Role type" in the "Roles and privileges" window.	Caseworker 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 Editor of participants
Privilege ID	The unique ID of the privilege.	56 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
Name of user	The value indicated in the "Name" field in the user properties.	Holly Rogers Isaac Johnson
Privilege	Name of the privilege.	Settings administrator Can reopen cases
Privilege ID	The unique ID of the privilege.	56 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
Name of user	The value indicated in the "Name" field in the user properties.	Holly Rogers 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 hro
Role is active	Indicates whether the "Active" checkbox has been ticked for the role in the "Role types and privileges".	true 0
User is active	Indicates whether a user was active in F2 at the time of extraction.	true 0
User deactivated on	Date and time when a user was deactivated, if applicable.	2023-11-14T12:40:29.597 2023-04-12T15:30:20.773
Role is assigned	Indicates whether the user is assigned the given role at the time of extraction.	true 0
Role assigned on	Date and time when a user was assigned the given role.	2023-11-14T12:40:29.597 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 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 2023-04-12T15:30:20.773
Unit participant no.	The unit's number in the organisation's participant register.	48 106

Column name	Description	Examples
synchronisation key	The key that ensures correct synchronisation with AD of internal participants. 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.	48 106
Job roles' locations	The unit where a user's job role is located.	IT office 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 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 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 2023-04-12T15:30:20.773
Action	Name of the action that was performed.	UserUpdated MembershipRemoved
Name of user	The value indicated in the "Name" field in the user properties.	Holly Rogers Isaac Johnson
Role's unit	The unit with which the role is associated.	HR 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 Can delete everything on cases
Updated property	The setup property that a given action has changed.	Name LimitedUserAccess
Before	A property, attribute, or field's old value before an action. In this case, it is the value of the property mentioned in "Updated property".	Hannah Hendricks true
After	A property, attribute, or field's new value after an action. In this case, it is the value of the property mentioned in "Updated property".	Penelope Poole 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 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 2023-04-12T15:30:20.773
Action	Name of the action that was performed.	MembershipCreated MembershipRemoved
Name of user	The value indicated in the "Name" field in the user properties.	Holly Rogers Isaac Johnson
Role's unit	The unit with which the role is associated.	HR 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 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 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 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 32
Participant ID	The unique user ID for the participant affected by the action.	107 124
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.	107 124
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.	107 124
Count	Accumulates identical rows in the data extract and returns the total.	249