

# OpenText Report Pack for WebReports

Powerful, pre-built tools and reports to help you visualize and manage your OpenText™ Content Suite information

With OpenText WebReports comes the power and flexibility to create your own amazing business applications and dashboards. But where do you start? The OpenText Report Pack for WebReports provides you with a set of pre-configured WebReports tools and dashboards designed to help you administer your Content Suite environment, quickly visualize data, and give you a head-start in developing your own integrated business solutions.

## Simple data visualization

Using the Report Pack for WebReports, your own highly visual WebReports are now just a few clicks away. The included Charting Wizard enables report authors to produce WebReports containing graphics and charts that allow visualization of data generated by OpenText LiveReports or any other valid WebReports data source. The resulting WebReport can be used as-is, or can be edited and used as a starting point for more complex reporting projects.

## BENEFITS

- Immediately enhance and streamline Content Server administration capabilities with included reports and dashboards
- Improve business insight by quickly visualizing complex data with the Charting Wizard
- Perform bulk content and metadata actions with ease
- Uncover potential malicious activities
- Accelerate development of custom business reports and dashboards

## TECHNICAL REQUIREMENTS

- OpenText Report Pack for WebReports is a component of OpenText Content Intelligence and requires:
- OpenText Content Suite 10.5 or greater

Chart Type:



Report Name:

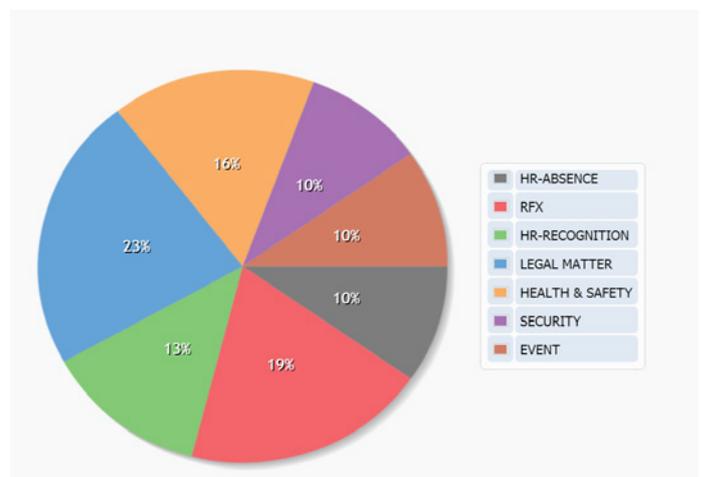
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Columns:  CASETYPE   Count

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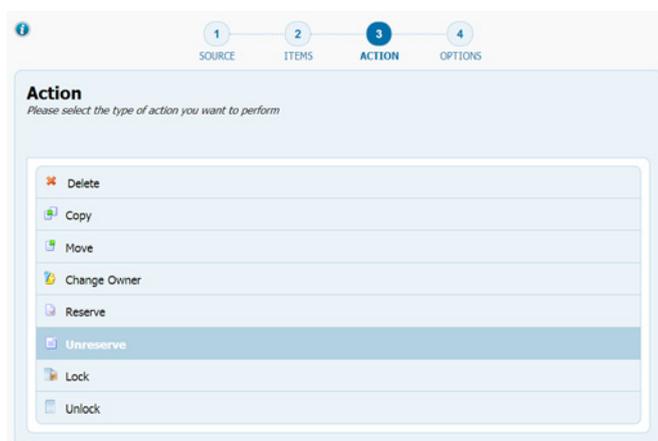
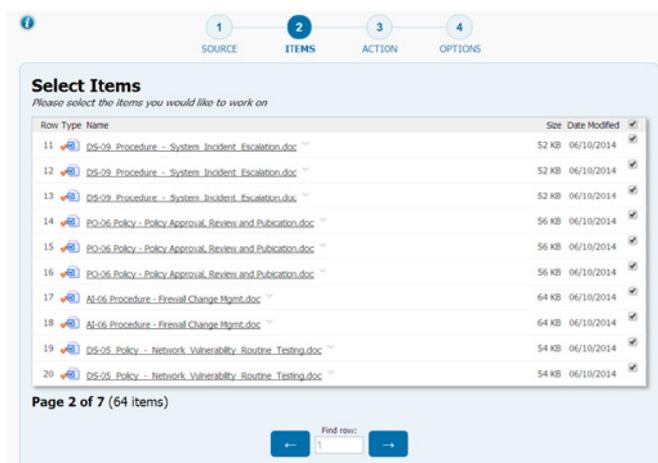
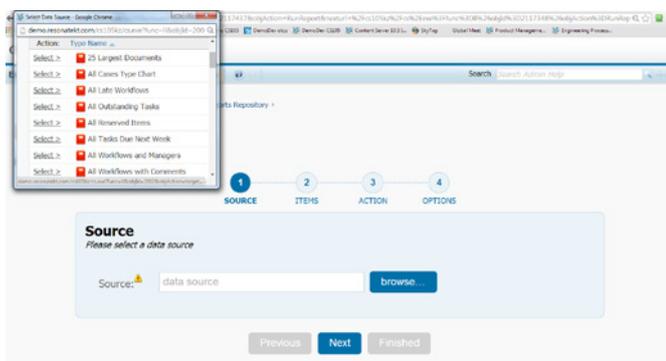
Report Title:



## A powerful suite of tools for end-users and system administrators alike

With the addition of the Report Pack for WebReports, the use and management of Content Suite is significantly simplified. The Report Pack includes powerful reports to help users visualize data and system administrators perform health-checks as well as many common maintenance tasks.

For example, through the included Permissions Management reports, permissions for individual users and groups can be previewed, and changes to access control lists can be readily applied. Content Management reports allow batch operations to be performed, including the bulk modification of categories and attributes, bulk deletion of content, and the ability to quickly locate duplicate content within your Content Server repository.



To support critical security and compliance policies, suspicious user activities can be quickly spotted and acted upon by way of the Suspicious Activity report. This report looks for abnormal user activities such as large volumes of document deletions, and flags them to the system administrator.

## Customize our reports, or build your own

OpenText Report Pack for WebReports is also a great resource to help you and your developers start creating WebReports within your own business. Whether you want to build a dashboard for management reporting or make use of the extensive automation capabilities, the Report Pack for WebReports provides coded examples showcasing the varied reporting techniques possible. The source code for all of our reports can be viewed and edited, enabling you to create your own custom reports or modify the included ones to better suit your requirements.

### The following tools and reports are included within the Report Pack for WebReports:

- **Activity Audit:** Shows activity by users across documents, workflows, assignments, forms, and logins.
- **Anomalous Activity Chart:** Identifies users whose activity is anomalous within their department (group). A number of key event types are captured: Delete, Purge, Fetch, View, Zip & Email, Zip & Download.
- **Batch Update Wizard:** Uses a wizard style interface to allow you to select a number of items located anywhere in Content Server on which to perform a batch action.
- **Category Manager:** Identifies Content Server items that have a particular category applied, and enables attribute values to be edited quickly and easily in the manager interface.
- **Charting Wizard:** Allows users to easily create graphical charts from existing data sources, such as LiveReports, email folders, physical objects, task lists, CSV files, discussions, custom forms tables, search results, and more.
- **Deleted Documents:** Shows recently deleted documents in a paginated table view which can be easily restored with the click of a button.
- **Duplicate Documents:** Shows any documents that exist in more than one place within Content Server regardless of the names used.
- **Forms Manager:** Shows all the forms within the Content Server repository and enables easy viewing, editing, adding, and exporting of form data.
- **Item Permissions Manager:** View and edit permissions for users and groups in Content Server and quickly identify and fix any anomalous permissions.
- **Mass Delete Report:** Identifies users who have deleted an unusual amount of content.
- **Projects Overview:** This dashboard shows the current status of all projects within the system and allows users to drill into and edit the details of specific projects when needed.
- **Item Usage Charts:** A series of three related reports that show the amount of storage space used by users and items within Content Server, which also enables versions to be purged to free up storage space.

