Business Insight

User Guide

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Use Business Insight

What is Business Insight?

Business Insight allows you to showcase your Perceptive Content data using a ready-to-run library of reports as well as the reports created by the reports Insight Author user.

In Perceptive Content, you can view, run, and archive instances of the reports used in your enterprise. Flexible output allows you to run, view, and save instances of a report as an HTML page, a PDF document, an XML file, or as a Microsoft Excel spreadsheet. You can then import instances of the report as Perceptive Content documents or distribute instances of the report instantly using e-mail, shared file locations, or FTP.

Business Insight is an optional component of your Perceptive Content system and requires an additional license. When this component is installed and configured, every user in your enterprise can run and view reports.

Business Insight allows you to perform the following actions.

- Make more informed business decisions with dashboards regarding ECM-supported processes.
- Improve process and workflow efficiencies through advanced analytic tools and reporting.
- Expedite audits across your enterprise and provide nonintrusive system transparency.
- Quickly identify deficiencies and discrepancies within your content and data repository.
- Manage and measure productivity using standard and consistent reporting.
- Provide all Perceptive Content users with the metrics they need for system-wide report access.

Work with reports

Work with reports

Email a report

To email a saved version of a report in PDF, Excel, or XML format as a link or an attachment, or email a report in HTML format as a link, complete the following steps.

To set advanced email options for a report, you must use an output profile.

1. In the **Perceptive Content** toolbar, click **Reports.**
2. In the **Views** pane, expand the report category and click the report.
3. In the **Reports** toolbar, click the **Prior Versions** button.
4. Under **Report date**, select the run date and time of the report you want to email.
5. In the **Select Report Version** dialog box, under **File type**, select the format to email.
6. Click **OK**.

7. In the **Explorer** toolbar, click the **Email** button.
8. In the **Email** dialog box, complete one of the following procedures.

Situation	Steps
Use an output profile for email settings	1. In the **Profile** box, select the appropriate output profile to use to email the report. 2. In the **Email** box, enter the recipient email addresses or leave the box blank to select the recipients in your email client. 3. Click **OK** to send the email.
Enter email settings manually	1. In the **Email** box, enter the recipient email addresses or leave the box blank to select the recipients in your email client. 2. In the **Method** list, select whether to email the report using a link or an Attachment. 3. Click **OK** to send the email. 4. If you left the **Email** box blank, select the email recipients in your email client and then click **Send**.

Enter values for a select and search prompt

To search for the values you want to select to include in prompt on a report that uses select and search prompts, complete the following steps.

1. In the select and search prompt page, in the **Keywords** area, type the value you want to include on the report or perform any of the following options.
   - To enter multiple values, separate the strings with a space character.
   - To use a wildcard character to search for values, type a percent (`%`) character in the string.

   Note: For example, an entry of `I%E` returns values such as image, incomplete, or issue.

2. Optional. To refine additional search options, click **Options** and perform any of the following actions.
   - To search for values that begin with the string you entered, select **Starts with any of these keywords**.
   - To search for values that begin with the first string you entered and include all other strings you entered, select **Starts with the first keyword** and **Contains all of the remaining keywords**.
   - To search for values that include any of the strings you entered, select **Contains any of these keywords**.
   - To search for values that include all of the strings you entered, select **Contains all of these keywords**.

- To define the case sensitivity of the strings you entered, select or clear the **Case insensitive** check box.

3. Click the **Search** button.
4. In the **Results** list, select the values you want to include on the report and click the **Insert** button to move the values to the **Choices** list. If you do not select any values in this prompt, all possible values appear on the report.

Import a report as a document

To import a saved PDF, Excel, or XML version of a report into Perceptive Content as a new document you can annotate, add to version control, and process in workflow, complete the following steps.

1. In the explorer grid, in the **Views** pane, under **Reports**, select the report.
2. In the **Reports** toolbar, click the **Import** button.

> **Note:** You cannot import an HTML report version as a document. To display a compatible format of the report in the viewer, click the **Prior versions** button on the **Reports** toolbar and select an output type to import.

3. In the **Insert Document** dialog box, enter the document information as you would when normally creating a document and then click **OK**.

Result The document opens in the viewer. Perform any of the various actions available in the viewer, such as modifying keys, inserting annotations, or opening the document in an associated application.

Run a report

To run a report to view the most recent data, complete the following steps.

1. In the **Perceptive Content** toolbar, click **Reports**.
2. In the **Views** pane, expand the report category and then click the report.
3. In the **Reports** toolbar, click the **Run** button.

   The report prompts open in a separate browser window.
4. In the prompt pages, select the parameters to include on the report and then click **Finish**.

   The report displays in the HTML format for this report. To generate the report in a different file format, click the **Format** button in the **Reports** toolbar and select your preferred format from the list.

Next You can email the report to other users or save the instance of the report to make it available to all users who can access the report. You can also save this report to your system in its current output version.

Save reports to file

To configure Business Insight to save all saved and scheduled report output versions to a file directory, complete the following steps.

1. On the computer where **Business Insight** is installed, click **Start > All Programs > ImageNow > Business Insight Configuration**.
2. In **Business Insight** Configuration, in the **Explorer** pane, click **Data Access > Content Manager**.

3. In the **Content Manager - Component Properties** pane, set the **Save report outputs to a file system?** value to **True**.
4. Click **Actions > Edit Global Configuration**.
5. In the **Global Configuration** dialog box, on the **General** tab, in the **Archive Location File System Root** box, set the **Value** to the file directory to which you want to save reports and then click **OK**.
6. Restart the **Business Insight** service.

Set a report as default view

To set a report accessible to you as the default view when you open Perceptive Content, complete the following steps.

1. On the **Perceptive Content** toolbar, click the **Reports** down arrow and then point to the report category.
2. Right-click the report and then select **Set as Default Action**.

View a prior version of a report

Your report manager sets the number of prior versions saved for each report. To view a prior run or scheduled version of a report, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Reports**.
2. In the **Views** pane, expand the report category and select the report you want to view.
3. On the **Reports** toolbar, click the **Prior Versions** button.
4. In the **Select Report Version** dialog box, Under **Reports** date, select the date and time the report ran or completed its schedule.
5. Under **File type**, select the output format in which you want to view the report and click **OK**.
6. If viewing the report in **Excel**, click **Open** when prompted.

Work with report roles

Work with report roles

Report roles

Perceptive Content users take one of the following roles when they interact with reports.

- View User. To view reports, you must grant the user the Read, Execute, and Traverse permissions to the report folder or report in Cognos. Refer to the IBM website for Cognos capabilities and permissions documentation. To view reports in Perceptive Content Client, the user must also have the Reports > View privilege in Management Console.
- Author User. To create and modify customized Business Insight reports, the user must be a member of the Cognos Author role. To view reports in Perceptive Content Client, the user must also have the Reports > View privilege in Management Console.
- Scheduling. To schedule Business Insight reports, the user must have the Write permission to a report folder or report in Cognos.

- BI Owner. The BI Owner role provides the user the necessary privileges to manage or administer and author under one role assignment. However, to access the Reports button on the Perceptive Content toolbar, another manager-level user must assign the BI Owner the Global > Reports > View and the Reports > View privileges in Management Console.

Modify the BI Owner

The BI Owner role provides the user the necessary privileges to manage or administer and author under one role assignment. You select the BI Owner during the Business Insight installation process but you can switch the BI Owner credentials to another user at any time. To change the BI Owner role to a different user account, complete the following steps.

1. On the system where you installed **Business Insight**, in the **Program Files > ibm > Cognos > c10 > configuration** folder, open the *INAuth_Config_ImageNow.properties* file in Notepad.
2. In the properties file, following the text `biowner=`, replace the user name of the current BI Owner with a valid **Perceptive Content** user name.
3. Click **File > Save**.
4. Run the BIIntegrator.
5. To change the BI Owner immediately, restart the Cognos service.

Result The Perceptive Content Custom Authenticator stores the BI Owner user in a time-based cache. It may take up to thirty minutes before the new role assignment is in effect, but restarting the Cognos service changes the BI Owner immediately.

Add a report author

To designate a user as a report author, complete the following steps.

1. Log in to the Cognos Connection Portal and go to the IBM Cognos Administration section.
2. Select the **Security** tab, and under **Users, Groups, and Roles**, select **Cognos**.
3. On the **Authors** role, click the **Set properties - Authors** option.
4. Select the **Members** tab and click **Add**.
5. On the **Select entries** screen, click the **Perceptive** directory.
6. Check the users you want to add to the **Role** and click the arrow moving them into the **Selected entries** section.
7. When you are finished, click **OK**.

Use the Report Library

Use the Report Library

What is the Report Library?

The Report Library is a collection of ready-to-run reports used to view details about the configuration and use of your Perceptive Content environment.

All users in your Perceptive Content enterprise can access the Report Library using the Reports button on the Perceptive Content toolbar.

This catalog describes all the reports currently available in the Report Library. The reports are divided into the following categories.

- `Administrative Reports` that provide snapshots of system configuration, security, and auditing
- `Dashboards` that provide high-level graphical summaries of your item processing
- `Document Reports` that provide details about specific actions taken on documents, including scanning and annotations
- `Records Management Reports` that provide details about documents under retention policies
- `Sector-Specific Reports` that provide details specific to your business sector, such as Accounts Payable and Healthcare
- `Task Reports` that provide details about document task activity, including assignment and timely completion
- `Workflow Reports` that provide routing and cycle data at the workflow process or workflow queue level

This help system outlines the role each report plays in your environment, what information is used to run the report, and what information appears on each report. Within each report category, reports are listed in alphabetical order for quick reference. To view a PDF sample of each report in the Report Library, click the link at the end of each report description. The PDF launches in a new window.

Your report authors can create custom reports for your library at any time, and your report managers can copy, rename, and delete any report in the library. If you cannot find a help topic associated with the report you selected, contact your report author or manager.

Move the Report Library

To move an exported report library package from one Business Insight environment to another, complete the following steps on the computer where Business Insight is installed.

Prerequisite Before you do this procedure, you must first create the export for your report library.

1. Access the *[drive]:/Program Files/cognos/c10/deployment* directory and verify that the library package you want to import appears.

2. Open an Internet Explorer web browser and access the following URL, where **[host name]** represents the name of the **Business Insight** server computer and log into the interface: `https://[host name]/ibmcognos`
3. On the **Launch menu** page, select **IBM Cognos Administration**.
4. On the **Configuration** tab, in the left pane, click **Content Administration**.
5. In the **Administration** toolbar, click the **New Import** button and complete the following substeps.
    1. Under **Deployment archive**, select the report library package to import and click **Next**.
    2. Optional. Change the name, description, or screen tip for the package and click **Next**.
    3. Under **Public folders content**, select the check box in the title bar to import all report folders or select the check box of the folders you want to import.
    4. Optional. Under **Options**, modify the import settings as needed. These settings default from the export used to create the package.
6. Click **Next** until you reach the **Action** page.
7. Under **Action**, complete one of the following options.
    - To export the library, click **Save and run once**.
    - To export the library on a regular interval, click **Save and schedule**.
    - To save the export settings and manually run the export later, click **Save only**.
8. Click **Finish**.
9. If scheduling, set the export schedule.
10. If prompted, click **OK**
11. Open **Perceptive Content** and verify that the updated report library package appears in the list.

Next For all reports created or modified by your report author, validate the report specification.

What are administrative reports?

Reports in the Administration category enable you to analyze your Perceptive Content environment in the following ways:

- `Configuration`: Determine how your Perceptive Content environment is configured, including workflow queue setup and workflow queue attributes.
- `Security`: View access privileges for users, groups, and Perceptive Content features.
- `Auditing`: Explore what actions were performed in your Perceptive Content system, when they were performed, and who performed the actions.

What are dashboards?

Dashboards in the Report Library provide very high-level graphical information about your Perceptive Content environment.

You can use dashboards to view a high-level picture of the following details.

- The number of items currently in workflow
- The working states of workflow items and tasks
- The location and assignment of workflow items and tasks

What are document reports?

The document reports in the Report Library allow you to view the static properties and processing details of the documents in your environment.

These reports are useful when analyzing the following details.

- `Capture`: Determine how many documents were captured and the users involved with the capture process.
- `Annotations`: Identify the documents your users annotated within a range of dates.
- `Digital signatures`: Identify the documents users signed within a range of dates and the reasons documents were signed.

What are records management reports?

Reports in the Records Management category allow you to monitor the retention lifecycle of your documents, including those under retention policies and retention holds.

These reports are useful when analyzing the following details.

- `Disposition`: Generate a certificate of destruction for your managed documents.
- `Holds`: Identify the documents under a legal or audit hold.
- `Policy configuration`: Analyze the setup of your retention policies and identify documents managed and unmanaged by your policies.

What are Accounts Payable reports?

Sector-specific reports in the Accounts Payable category enable you to analyze your invoice and purchase order data.

Using the Open Payables report, you can track the payment status of all invoices. The Accounts Payable Accruable by Custom Property report returns total payment information for all invoices in a drawer.

What are healthcare reports?

Reports in the Healthcare category enable you to analyze your environment as it pertains to the healthcare sector.

Using these reports, you can quickly identify the deficiencies for patient charts and documents according the assigned physician.

What are task reports?

Reports in the Tasks category allow you to analyze your task data and quickly identify overdue and incomplete tasks.

These reports are useful in analyzing the following details.

- `Completion rate:` Determine the amount of time your users require to complete tasks.
- `Due date:` Quickly identify overdue and incomplete tasks for documents and folders.

What are workflow reports?

Workflow reports enable you to identify bottlenecks in your workflow processing and determine trends in workflow processing.

These reports are useful in analyzing the following details.

- `Volume`: Determine the number of workflow items being processed in workflow and identify any processing bottlenecks.
- `Processing time`: Identify where you can streamline the document and folder processing steps in your workflow.
- `Completion`: Evaluate the amount of time your organization spends processing documents and folders in workflow.

Administrative Reports

Department Group Security

The Department Group Security report allows you to view the department privileges granted or denied to a group.

Details

For each group, the list indicates the department privileges granted or denied in the following privilege categories.

Privilege	Description
Manage	Group members with the specified global privilege can perform the associated administrative action.
Records	Group members with the specified global privilege can perform the associated action for record content. To view records functionality, you must install a Records Manager license.
Administer User Privileges	Group members with the specified department privilege can assign privileges in the associated privilege category to other users.
Administer Group Privileges	Group members with the specified department privilege can assign privileges in the associated privilege category to other groups.

The columns indicate the privileges as follows.

- If the group has the privilege granted, appears in the column.
- If the group has the privilege denied, appears in the column.
- If the group does not have the privilege granted or denied, the column value is blank.
- If you view this report in XML or Excel format, and appear as + and -.

The report is grouped by group. You cannot view this report in PDF format.

Parameters

When you run the report, you must specify the following parameters to include in the report.

- Groups
- Departments

If you select 15 or fewer groups, the selected values appear in the Report Parameters box on the report. If you select more than 15 groups or departments, this box reads "Greater than 15 selected."

View report sample

Department User Security

The Department User Security report allows you to view the department privileges granted to, denied to, or inherited by a user.

Details

For each user, the list indicates the department privileges granted or denied in the following privilege categories.

Privilege	Description
Manage	Users with the specified department privilege can perform the associated administrative action.
Records	Users with the specified department privilege can perform the associated action for record content. To view records functionality, you must install a Records Manager license.
Administer User Privileges	Users with the specified department privilege can assign privileges in the associated privilege category to other users.
Administer Group Privileges	Users with the specified department privilege can assign privileges in the associated privilege category to other groups.

The columns indicate the privileges as follows.

- If the user has the privilege explicitly granted, appears in the column.
- If the user has the privilege explicitly denied, appears in the column.
- If the user has the privilege inherited from a group with the privilege granted, appears in the column.
- If the user has the privilege inherited from a group with the privilege denied, appears in the column.
- If the user does not have the privilege explicitly granted or denied, the column value is blank.
- If you view this report in XML or Excel format, and appear as + and -. and appear as (+) and (-).

The report is grouped by user. Only active users appear on the report. You cannot view this report in PDF format.

This list also indicates if a user in the report is a Department Manager for a department included in the report. If a Department Manager has no directly assigned privileges but is included in the report, the privilege row displays no assigned privileges.

Parameters

When you run the report, you must specify the following parameters to include in the report.

- Users
- Departments

If you select 15 or fewer users, the selected values appear in the Report Parameters box on the report. If you select more than 15 users or departments, this box reads “Greater than 15 selected.” The user prompt is a select and search prompt.

View report sample

eForms Group Security

The eForms Group Security report allows you to view the privileges granted to group members for an eForm.

Details

For each eForm, the list indicates the groups that have the following privileges granted or denied for the eForm:

Privilege	Description
Can Create	Group members can create an eForm.
Can Delete	Group members can delete an eForm
Can Modify	Group members can modify an eForm.
Can View	Group members can view an eForm.

The columns indicate the privileges as follows:

- If the group has the privilege granted, ✅ appears in the column.
- If the group has the privilege denied, ⛔ appears in the column.
- If the group does not have the privilege granted or denied, ⛔ appears in the column.
- If you view this report in Excel or XML format, ✅ and ⛔ appear as + and -.

Parameters

When you run the report, you must specify the following parameters:

- Forms
- Groups

If you select 15 or fewer groups, the selected values appear in the Report Parameters box on the report. If you select more than 15 groups, this box reads "Greater than 15 selected."

eForms User Security

The eForms User Security report allows you to view the privileges granted to a user for an eForm.

Details

For each eForm, the list indicates the users that have the following privileges granted or denied for the eForm:

Privilege	Description
Can Create	Group members can create an eForm.
Can Delete	Group members can delete an eForm
Can Modify	Group members can modify an eForm.
Can View	Group members can view an eForm.

The columns indicate the privileges as follows:

- If the user has the privilege explicitly granted, ✅ appears in the column.
- If the user has the privilege explicitly denied, ⛔ appears in the column.
- If the user has the privilege inherited from a group with the privilege granted, ✅ appears in the column.
- If the user has the privilege inherited from a group with the privilege denied, ⛔ appears in the column.
- If the user does not have the privilege granted or denied, ⛔ appears in the column.

Parameters

When you run the report, you must specify the following parameters:

- Forms
- Users

If you select 15 or fewer users, the selected values appear in the Report Parameters box on the report. If you select more than 15 users, this box reads "Greater than 15 selected."

Global Group Security

The Global Group Security report allows you to view the global privileges granted or denied to a group.

Details

For each group, the list indicates the department the group is associated with as well as the global privileges granted or denied in the following privilege categories.

Privilege	Description
Search	Group members with the specified global privilege can perform the associated search action.
Capture	Group members with the specified global privilege can capture documents using the associated capture mode.
Batch (General)	Group members with the specified global privilege can perform the associated action in batch processing.
Viewer (Unlinked Documents)	Group members with the specified global privilege can perform the associated action in ImageNowViewer for unlinked documents.
Manage	Group members with the specified global privilege can perform the associated management action in Cross Department Settings.
Administer User Privileges	Group members with the specified global privilege can assign privileges in the associated privilege category to other users.
Administer Group Privileges	Group members with the specified global privilege can assign privileges in the associated privilege category to other groups.

The columns indicate the privileges as follows.

- If the group has the privilege granted, appears in the column.
- If the group has the privilege denied, appears in the column.
- If the group does not have the privilege granted or denied, the column value is blank.
- If you view this report in XML or Excel format, and appear as + and -.

The report is grouped by group. You cannot view this report in PDF format.
This list also displays two privileges that are set outside the Global Privileges section of the Group Privileges. They are the Document Private Override privilege and the Retention Delete Override privilege, which are both set through INTool commands.

Parameters

When you run the report, you must specify the groups to include on the report.

If you select 15 or fewer groups, the selected values appear in the Report Parameters box on the report. If you select more than 15 groups, this box reads "Greater than 15 selected."

Note: To view a sample of this report, see the Business Insight Sample Reports Guide.

Global User Security

The Global User Security report allows you to view the global privileges granted to, denied to, or inherited by a user.

Details

For each user, the list indicates the global privileges granted or denied in the following privilege categories.

Privilege	Description
Search	Users with the specified global privilege can perform the associated search action.
Capture	Users with the specified global privilege can capture documents using the associated capture mode.
Batch (General)	Users with the specified global privilege can perform the associated action in batch processing.
Viewer (Unlinked Documents)	Users with the specified global privilege can perform the associated action in ImageNowViewer for unlinked documents.

Manage	Users with the specified global privilege can perform the associated management action in Cross Department Settings.
Administer User Privileges	Users with the specified global privilege can assign privileges in the associated privilege category to other users.
Administer Group Privileges	Users with the specified global privilege can assign privileges in the associated privilege category to other groups.

The columns indicate the privileges as follows.

- If the user has the privilege explicitly granted, appears in the column.
- If the user has the privilege explicitly denied, appears in the column.
- If the user has the privilege inherited from a group with the privilege granted, appears in the column.
- If the user has the privilege inherited from a group with the privilege denied, appears in the column.
- If the user does not have the privilege explicitly granted or denied, the column value is blank.
- If you view this report in XML or Excel format, and appear as + and -. and appear as (+) and (-).

The report is grouped by user. Only active users appear on the report. You cannot view this report in PDF format.

This list indicates if a user in the report is a Perceptive Manager. If a Perceptive Manager has no directly assigned privileges but is included in the report, the privilege row displays no assigned privileges.
It also displays three privileges that are set outside the Global Privileges section of the User Privileges. They are the Report Author privilege, which is set in the Reports section of the Cross Department Settings, the Document Private Override, and the Retention Delete Override privileges, which are both set through the INTool commands.

Parameters

When you run the report, you must specify the users to include on the report.

If you select 15 or fewer users, the selected values appear in the Report Parameters box on the report. If you select more than 15 users, this box reads “Greater than 15 selected.” The user prompt is a select and search prompt.

Note: To view a sample of this report, see the Business Insight Sample Reports Guide.

Record Category Type Group Security

The Record Category Type Group Security report allows you to view the record category type privileges granted or denied to a group.

Details

For each record category type, the list indicates the groups that have the Manage and Use privileges granted or denied for the record category type. The Manage Privilege and Use Privilege columns indicate the privileges as follows.

- If the group has the privilege granted,  appears in the column.
- If the group has the privilege denied,  appears in the column.
- If the group does not have the privilege granted or denied, the column value is blank.
- If you view this report in Excel or XML format,  and  appear as + and -.

The report is grouped by record category type. Only active groups appear on the report. Both active and inactive record category types appear on the report. You cannot view this report in PDF format.

Parameters

When you run the report, you must specify the following parameters to include in the report.

- Departments
- Groups in the selected departments
- Record category types in the selected departments

If you select 15 or fewer groups or record category types, the selected values appear in the Report Parameters box on the report. If you select more than 15 groups or record category types, this box displays "Greater than 15 selected."

> **Note:** To view a sample of this report, see the Business Insight Sample Reports Guide.

Record Category Type User Security

The Record Category Type User Security report allows you to view the record category type privileges granted to, denied to, or inherited by a user.

Details

For each record category type, the list indicates the users that have the Manage and Use privileges granted or denied for the record category type. The Manage Privilege and Use Privilege columns indicate the privileges as follows.

- If the user has the privilege explicitly granted, appears in the column.
- If the user has the privilege explicitly denied, appears in the column.
- If the user has the privilege inherited from a group with the privilege granted, appears in the column.
- If the user has the privilege inherited from a group with the privilege denied, appears in the column.
- If the user does not have the privilege granted or denied, the column value is blank.
- If the user is a Perceptive Manager, appears in the Role column.
- If the user is a Department Manager, appears in the Role column.
- If you view this report in Excel or XML format, and appear as + and -. and appear as (+) and (-). and appear as (P) and (D).

The report is grouped by record category type. Only active users appear on the report. Both active and inactive record category types appear on the report. You cannot view this report in PDF format.

If you include users who are Perceptive Managers or Department Managers in the report, an icon representing each user's respective manager role appears in the list in the Role column. The Role column is empty unless a user is a Perceptive Manager or a Department Manager.

Privileges assigned directly to Perceptive Managers and Department Managers appear in the report. If managers have no privileges assigned directly to them, then the privilege columns in the list are blank. If a user has both the Perceptive Manager and the Department Manager roles, then the user displays as a Department Manager in the report.

Parameters

When you run the report, you must specify the following parameters to include in the report.

- Users
- Departments
- Record category types in the selected departments

If you select 15 or fewer users or record category types, the selected values appear in the Report Parameters box on the report. If you select more than 15 users or record category types, this box displays "Greater than 15 selected." The user prompt is a select and search prompt.

Note: To view a sample of this report, see the Business Insight Sample Reports Guide.

Dashboards

Document Reports

Records Management Reports

Accounts Payable Reports

Healthcare Reports

Capture and Indexing Reports

Batch Throughput List

The Batch Throughput List allows you to design a batch throughput report based on Solution, Location, and Batch groupings.

Details

For each solution, you can view users or locations associated with the batch life cycle and evaluate the following metric information.

- The number of documents captured at the beginning of the batch capture process.
- The number of documents captured at the end of the batch capture process.
- The number of pages captured at the beginning of the batch capture process.
- The number of pages captured at the end of the batch capture process.
- The number of steps the batch capture process moved through during the life cycle.
- The number of users who took action on the batch capture process as it moved through the life cycle.
- Thee number of actions taken on the batch capture process as it moved through the life cycle.
- The time interval duration for the batch capture process to move through during the life cycle.
- The time interval duration as the batch capture process sits idle during the life cycle.
- The time interval duration as the batch capture process is actively worked during the life cycle.

You can use this report to evaluate the effectiveness of your capture process on a batch-by-batch or location-by-location basis. Only batches, documents, and pages that you captured using the Capture & Indexing module appear on the report.

All data is available within the crosstab by default. When viewing the report within Cognos Workspace, the crosstab can be further customized to include value or slider filters to display or hide data.

Parameters

No parameters exist in this report.

Batch Throughput Report

The Batch Throughput Report provides multiple different views into your batch capture throughput during the specified period.

Details

For each solution that you specify, you can view users or locations associated with the batch life cycle and evaluate the following metric information.

- The number of documents captured at the beginning of the batch capture process.
- The number of documents captured at the end of the batch capture process.
- The number of pages captured at the beginning of the batch capture process.
- The number of pages captured at the end of the batch capture process.
- The number of steps the batch capture process moved through during the life cycle.
- The number of users who took action on the batch capture process as it moved through the life cycle.
- The number of actions taken on the batch capture process as it moved through the life cycle.
- The time interval duration for the batch capture process to move through during the life cycle.
- The time interval duration as the batch capture process sits idle during the life cycle.
- The time interval duration as the batch capture process is actively worked during the life cycle.

Parameters

When you run the report, you must specify the following parameters.

- Date range for the capture action
- Solutions
- Locations
- Whether to display report detail regarding the batch pages, documents, or all

Batch User Throughput - Crosstab

The Batch User Throughput - Crosstab report allows you to design a batch capture productivity based Solution, User, and Batch groupings for each step of the process.

Details

For each solution, you can view users associated with the batches and evaluate the following step information.

- The number of documents processed in for the step.
- The number of pages processed in for the step.
- The number of documents added for the step.
- The number of pages added for the step.
- The number of documents removed for the step.
- The number of pages removed for the step.
- The number of documents processed out for the step.

- The number of pages processed out for the step.
- The time interval duration the user had the batch open for the step.

You can use this report to evaluate the effectiveness of your capture process on a step, batch, and user basis. Only batches, documents, and pages that you captured using the Capture & Indexing module appear on the report.

All data is available within the crosstab by default. When viewing the report within Cognos Workspace, the crosstab can be further customized to include value or slider filters to display or hid data.

Parameters

No parameters exist in this report.

Batch User Throughput Report

The Batch User Throughput Report allows you to view the batch capture productivity based on Solution, User, and Batch groupings for each step of the process.

Details

For each selected solution, you can view users associated with the batches and evaluate the following step information.

- The number of documents processed in for the step.
- The number of pages processed in for the step.
- The number of documents added for the step.
- The number of pages added for the step.
- The number of documents removed for the step.
- The number of pages removed for the step.
- The number of documents processed out for the step.
- The number of pages processed out for the step.
- The time interval duration the user had the batch open for the step.

You can use this report to evaluate the effectiveness of your capture process on a step, batch, and user basis. Only batches, documents, and pages that you captured using the Capture & Indexing module appear on the report.

Parameters

When you run the report, you must specify the following parameters.

- Data range for the capture action
- Solutions
- Steps
- Users
- Whether to display the report information with batch level detail or with summary level information.

The user’s prompt is a select and search prompt. For more information about completing this type of prompt, refer to Enter values for a select and search prompt.

Productivity Report - Detail

The Productivity Report - Detail allows you to view the batch capture productivity based on Solution, Location, and User groupings.

Details

For each selected solution, you can view users associated with the locations and evaluate the following step and action information.

- The number of batches captured for the step and action.
- The number of pages captured for the step and action.
- The number of documents captured for the step and action.

You can use this report to evaluate the effectiveness of your capture process on a user-by-user basis. Only batches, documents, and pages that you captured using the Capture & Indexing module appear on the report.

Parameters

When you run the report, you must specify the following parameters.

- Date range for the capture action
- Solutions
- Steps
- Locations
- Whether to display user detail information or not - Users (prompt displays only when user detail is selected)
- Whether to display report detail regarding the batch, batch pages, documents, or all

The user’s prompt is select and search prompt. For more information about completing this type of prompt, refer to Enter values for a select and search prompt.

User Productivity by Location - Crosstab

The User Productivity by Location - Crosstab report allows you to design a batch capture productivity report based on Solution, Location, and User groupings.

Details

For each solution, you can view users associated with the locations and evaluate the following step and action information.

- The number of batches captured for the step and action.
- The number of pages captured for the step and action.
- The number of documents captured for the step and action.

You can use this report to evaluate the effectiveness of your capture process on a user-by-user basis. Only batches, documents, and pages that you captured using the Capture & Indexing module appear on the report.

All data is available within the crosstab by default. When viewing the report within Cognos Workspace, the crosstab can be further customized to include value or slider filters to display or hide data.

Parameters

No parameters exist in this report.

Task Reports

Workflow Reports

Super Queue Hourly Processing

The Super Queue Hourly Processing report enables you to analyze the load balancing processing efficiency between sub queues in a super queue and to identify the hours of the day and sub queues that experience peak processing.

Details

This report displays the number of workflow items that were processed in the sub queues of the selected super queue during each hour of the previous 24-hour period. If no items were routed during an hourly interval in the time period, the hour does not appear on the report. If no items were routed out of a sub queue, the sub queue does not appear on the report. Only items that were routed in and out of the queue in the previous 24-hour period appear on the report. Sub queues that are part of a complete queue do not appear on the report. You can only view processing data for one super queue at a time.

Parameters

When you run the report, you must specify the super queue to include on the report.

Author reports

Author reports

About authoring reports

You can use Business InsightQuery Studio, Report Studio, and Workspace Advanced to author new reports and modify existing reports.

You can also generate reports from a View automatically. You can modify any report that contains Document or Folder IDs to open those objects from within the report itself.

For more information about authoring Business Insight reports, view the official Cognos 10 documentation.

Getting started with report authoring

Users with the report authoring role work in Query Studio, Report Studio, and Workspace Advanced to create reports for your enterprise. Before you can begin creating reports, you must be added to the report authoring role. Report authors perform the following tasks.

- Create new reports
- Modify existing reports
- Copy existing reports
- Rename existing reports
- Delete existing reports
- View and Run reports

Report authoring programs

Your Perceptive ContentBusiness Insight suite includes two report authoring programs you can use to create reports.

- Query Studio allows you to create quick, ad hoc reports using your Perceptive Content data.
- Report Studio allows you to create professional reports with a customizable layout using your Perceptive Content data.

Create a report from a view

To create a new report in Report Studio using the data defined in a document or folder view, complete the following steps.

Prerequisite This procedure requires the report author role and document or folder to use as the basis for the report.

1. In **Management Console**, in the left pane, under **Select Department**, select your target department from the list.
2. In the left pane, click **Views**.
3. In the right pane, on the **Document** or **Folder** tab, select the target view.

   Note: The view must be active.

4. If you have access to **Author**, the **To Report** button is enabled. Click the button.
5. In the **Create Report from View** dialog box, enter a report name and select a folder in which to save the report.
6. Click **OK**.

   A report based off of the selected View is created and opens automatically in Report Studio.

Work with Query Studio

What is Query Studio?

The Query Studio module of Business Insight enables you to create simple, on-demand queries and reports using the data in your existing business intelligence database model.

With Query Studio, you can easily create and modify reports without extensive database schema knowledge or SQL query knowledge. When you access Query Studio, the items in your reporting database appear as tree objects in the navigation menu. From there, you can drag and drop objects into the Query Studio workspace to create ad hoc reports. Using this reporting tool, you can perform the following actions.

- Transform information in your business intelligence data source into report items.
- Use the data source report items to create reports you can save for future use.
- Create new reports based on existing queries.
- Compare and analyze data using filters, summaries, and calculations.
- Use charts and other layout tools to visually present your report data.

For more information about authoring Business Insight reports, view the official Cognos 10 documentation.

Getting started with Query Studio

New reports created in Query Studio contain no data. When you add report items to the report, the items appear as columns in the workspace. When you add a report item by double-clicking or using the Insert button, Query Builder automatically inserts the new report item in a list column immediately following the last inserted report item. When you drag a report item from the Menu pane to the workspace, you can determine its column position.

For more information about the different types of report items, refer to the “Reference” section of this guide. In Query Studio, you can create a list report, a crosstab report, or a chart.

This guide only presents a limited subset of the procedures you can use to build reports in Query Studio. For more information about building reports in Report Studio, refer to Perceptive ContentBusiness InsightQuery Studio Help, available on the Perceptive Software website.

About creating reports in Query Studio

When you create a new report in Query Studio, you create a query definition, which is a specific set of instructions for extracting particular data.

Creating a report in Query Studio, you add items from the Perceptive Content data source packages.

In the report, report items appear as columns and rows, depending on your report type. In a chart, report items appear as data markers and axis labels. With each report item you add to the report, the scope and complexity of the report increases. You can focus on specific data in the report by limiting the number of report items you add.

For more information about authoring Business Insight reports, view the official Cognos 10 documentation.

Common procedures in Query Studio

The following procedures enable you to create a quick report using Business InsightQuery Studio, add data to the report, apply some basic layout formatting to the report, and then save it in Perceptive Content.

- Create a new Query Studio report from IBM Cognos.
- Define a title for the Query Studio report
- Add and remove data in columns to the report
- Save the report for future use in Query Studio

Report items appear as columns in the report in the order in which you add them. Typically, data gets more granular with each column to the right. For example, from left to right, a report's columns include Workflow Process, Workflow Queue, and Item Count.

Work with Report Studio

What is Report Studio?

The Report Studio module of Business Insight allows you to create complex reports that include multiple pages and queries using your existing business intelligence database model.

With Report Studio, you can create the reports your organization needs by utilizing a combination of multiple databases. To use Report Studio, you must be familiar with the database and SQL query creation and have report author user privileges.

When you access Report Studio from IBM Cognos, the items in your reporting database appear as objects in the Insertable Objects pane. From there, you can drag objects into the Report Studio workspace to create complex reports. Using this reporting tool, you can perform the following actions:

- Transform information in your business intelligence data source into report items.
- Use the data source report items to create reports you can save for future use.
- Create queries to use and reuse in reports.
- Compare and aggregate data using filters, summaries, and calculations.
- Use charts and other layout tools to visually present your report data.
- Build sophisticated, multiple-page, multiple-query reports against multiple databases.
- Create prompt pages that users must complete each time they run the report.
- Create invoices, statements, weekly sales, and inventory reports.

Report Studio runs in a web browser. For the best display and performance, use a screen resolution that meets or exceeds 1024 by 768 pixels.

For more information about authoring Business Insight reports, view the official Cognos 10 documentation.

Create a report using custom SQL overview

To create a report using custom SQL queries instead of the Perceptive Content data source, complete the following sequence of procedures.

Prerequisite This procedure requires the report author role.

1. Create a blank list report.
2. Add custom SQL to a new report.

Next Updating the Perceptive Content database may cause a report with custom SQL to fail. In this instance, you will need to recreate the report.

Exclude drawers from a prompt

To limit the Perceptive Content drawers that appear in a report prompt, complete the following steps.

Prerequisite Before completing this procedure, you must create a prompt with limited drawer values.

1. Open an existing report in **Report Studio**.
2. Click **View > Queries**.
3. In the **Queries** list, double-click the drawer prompt page query.

   Example This query is typically `Parameter Drawer`.
4. Drag **Drawer Name** from the **Data Items** pane to the **Detail filters** pane and then, in the **Detail Filter Expression** dialog box, do the following substeps:
   1. In the **Expression Definition** dialog box, type `in` after `[Drawer Name]`.
   2. In the **Available Components** list, expand **Business Logic View > Document Star Schema > Drawer** and then select **Drawer Name**.
   3. In the dialog box toolbar, click the **Select Values** button.
   4. In the **Select Multiple Values** box, under **Values**, select the drawers to include on the prompt.
   5. Click the button to move the drawers to the **Selected Values** list and click **Insert**.

      The expression should look similar to `[Drawer Name] in ('Admissions', 'Registrar')`
5. In the **Detail Filter Expression** box, click **OK**.
6. Optional. Customize the appearance of your prompt.

Guidelines for report layout

When formatting and customizing the layout for your report, keep the following guidelines in mind.

Report structure

- Define the page structure and determine what goes into the page header, body, and footer.
- When possible, use HTML as the output method, as it is the most widely supported output format for screen readers.
- Avoid using large, complex list or crosstab reports.
- Modify properties at the highest level report item possible.

Report layout

- Always put a title on your report.
- Decide which data container is the best layout option for your data. Choose a list, crosstab, chart, repeater, or text frame.
- Use padding and margins to create white space.
- Format data so that it matches any pattern of text and numbers when default formats are not appropriate.

Formatting numbers

- When you specify the number of decimal places in numbers, numbers are rounded to the nearest truncated value.
- If the maximum number of decimals you specify is lower than the number of decimals in the data value, the displayed data value is rounded to the maximum number of decimals.
- When you create reports, Report Studio automatically adapts the format of the currency numbers for each user according to the content language specified.

Localization considerations

- When formatting a date, different regions use different characters to represent the date separator.
- The positions of symbols used to indicate currency and decimals can be locale-sensitive.
- The calendar type you use might not be the same type of calendar used in all regions.
- When using timestamps on your report, include the time zone as well.

Data source report items

Report items displayed on the Source tab of the Insertable Objects pane represent records in the reporting database that you can add to the report. The Source tab is visible when you open a report page from the Page Explorer or a query from the Query Explorer in the workspace.

Note: If you attempt to add a report item on the Source tab to the workspace without adding it to an existing data container, Report Studio uses the singleton data container to hold the item and creates a new query.

For a description of a report item that appears in the Business Logic View or Data Source View data source, refer to one of the following topics:

- Administrative_schema_descriptions.htm#Administrative_schema_descriptions
- Capture_schema_definitions.htm
- Document schema definitions
- Folder schema definitions
- Task schema definitions
- Workflow schema definitions

The items that appear on the Source tab appear with the following icons:

Icon	Report Item
	Package
	Namespace
	Query subject
	Query item
	Measure
	Package filter

Expression editor elements

The expression editor allows you to combine the report items in your data source and your report with constants, functions, operators, and other components to derive a single value.

In Report Studio, you use the expression editor to create any of the following report items or objects.

- Filters
- Calculations
- Data items in a query

Expression editor toolbar

The following features are available on the expression editor toolbar.

Function	Description
Available Components	Show or hide the Available Components pane.
Information	Show or hide the Information box.
Validate	Check the expression for syntax errors.
Select Value	Use an individual value of a report item in the expression.
Select Multiple Values	Use multiple values of a report item in the expression.
Cut	Cut the selected expression definition and place it on the clipboard.

Function	Description
Copy	Copy the selected expression definition and place it on the clipboard.
Paste	Paste the expression definition on the clipboard.
Delete	Delete the selected expression definition.

Available Components pane

The Available Components pane displays all the available report items and other components you can double-click or drag to the Expression Definition box to create your expressions. The following tabs are available in this pane:

Note: Depending on the type of expression you define, some tabs are hidden.

- The Source tab displays all the report items you can add from the data source to create the expression.
- The Data Items tab displays all the report items in the associated query that you can use to create the expression.
- The Queries tab displays all the report items in all queries you can use to create the expression.
- The Functions tab displays all the operators, constants, functions and other components you can use to create the expression. For more information about the components that appear on this tab, refer to the Expression Components section.
- The Parameters tab displays all existing parameters in the report that you can use to create the expression.
- The Calculated items tab displays all existing calculated report items that you can use to create the expression.

Not all data sources support functions the same way. The Functions tab includes indicators that show the availability of each component in the context of the data source you use.

Indicator	Function	Description
X	Not available	You cannot use this function in any expression.
!!	Limited availability	The function is not available for some data sources in the package.
!	Limited support	The function is available for all data sources in the package but not supported for your data source.
(no symbol)	Unconstrained	You can use this function without limitation.

Expression Definition box

The Expression Definition box of the expression editor allows you to manage the syntax of an expression. When you double-click an item in the Available Components pane, Report Studio inserts the associated syntax at the cursor point in the Expression Definition box. If the cursor is not present, the syntax appears at the end of the Expression Definition box. You can also manually type the expression syntax in the Expression Definition box.

Information box

The Information box contains the following tabs.

- Tips
- Errors

The Tips tab displays helpful information about how to use the constants, operators, functions, and other operators available on the Functions tab.

The Errors tab displays any syntax or logic errors detected in the report specification.

Work with Framework Objects

Administrative schema descriptions

The following table lists the report items available in the Model Query Subjects and Filters folders of the namespace in the Perceptive Content Data Source View data source package, available on the Source tab of the Insertable Objects pane. The report items are listed in alphabetical order for quick reference.

The following tables only list the report items that are not also available in the Business Logic View package.

Workflow report items

Enum - Workflow Queue Type

Enumeration Value

The database values (0-9) of the workflow queue types. 0 is a work queue, 2 is a super queue, 3 is a sub queue, and 9 is a system queue.

Queue Type

The type of workflow queue. Possible values include Work queue, Super queue, Sub queue, and System queue.

First View Time

Calendar Date

The date and time the workflow item was viewed for the first time in the current queue. By default, values are formatted Month DD, YYYY HH:MM:SS AM/PM.

Calendar Day

The day of the month the workflow item was viewed for the first time in the current queue. For example, if a document was viewed on August 22, 2002, the Calendar Day (Creation time) value is 22.

Calendar Hour

The hour of the day the workflow item was viewed for the first time in the current queue. For example, if a document was first viewed at 2:00 PM, the Calendar Hour (Creation Time) value is 14.

Calendar Key

The date and hour the workflow item was viewed for the first time in the current queue. By default, values are formatted YYYYDDMMHH.

Calendar Month

The month of the year the workflow item was viewed for the first time in the current queue. For example, if a document was first viewed in April 2008, the Calendar Month (Creation Time) value is 4.

Calendar Month Key

The year and month the workflow item was viewed for the first time in the current queue, formatted as YYYYMM. For example, if a document was first viewed on June 15, 2005, the value is 200506.

Calendar Quarter

The quarter of the year the workflow item was viewed for the first time in the current queue. For example, if a document was first viewed on August 9, 2009, the Calendar Quarter (Creation Time) value is 3.

Calendar Quarter Key

The year and quarter the workflow item was viewed for the first time in the current queue, formatted YYYYQ. For example, if a document was first viewed in November 2007, the value is 20074.

Calendar Year

The year the workflow item was viewed for the first time in the current queue. By default, the format is YYYY.

Day Name

The name of the day of the week the workflow item was viewed for the first time in the current queue. For example, Monday.

Day of Week

The number of the day of the week the workflow item was viewed for the first time in the current queue. For example, if a document was first viewed on Monday, the Day of Week (Creation Time) is 2.

Month Name

The name of the month the workflow item was viewed for the first time in the current queue. For example, December.

Week Number

The number of the week of the year the workflow item was viewed for the first time in the current queue. For example, if a document was first viewed December 4, 2009, the Week Number (Creation Time) value would be 49.

Task report items

Enum - Task History Mod Type

Enumeration Value

The database values (0-12) of the actions recorded for task history.

Mod Type

The type of action performed for the task and recorded in the task history. Possible values include Task Created, State Changed, Task Viewed, Task Updated, Task Start Working, Task Stop Working, Task Skipped, Task Returned, Page Deleted, User Assigned, User Unassigned, and Reassignment.

Enum - Task Template Completion Type

Enumeration Value

The database values (0-3) of the task completion method defined for the task template.

Completion Type

The completion method defined for the task template. Possible values include Automatic with Digital Signature, Complete Pending Review, and Manual.

Enum - Task Template Due Date Type

Enumeration Value

The database values (0-4) of the due date calculation method defined for the task template.

Due Date Type

The due date calculation method for tasks created using the task template. Possible values include Manually Assigned, in which the task creator sets the due date; Offset Assignment Date, in which the due date defaults based on the task assignment date; Offset Start Date, in which the due date defaults based on the task start date; and Offset Custom Property, in which the due date is based on a custom property.

Enum - Task Template Type

Enumeration Value

The database value (0-5) of the type of task template.

Task Template Type

The type of task template used to create the task. Possible values include Signature Required, Pointer, and Document Deficiency.

Administrative namespace report items

Perceptive Content managers can deny, grant, or soft deny privileges for users and groups. If a privilege is neither explicitly granted or denied, the privilege is considered soft denied and the user cannot perform the action. User privileges can also be inherited from groups.

Annotation privileges

Groups

Group ID

The unique ID of the Perceptive Content group.

Group Name

The name of the Perceptive Content group.

Group Description

The description of the Perceptive Content group.

Group Category

The type of group. Possible values include Regular, System, and Auto update. All groups configured in your Perceptive Content system, whether added or imported, appear as Regular groups.

Users

Is Active

Indicates whether the user is an active user.

User Category

The type of user. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user.

User ID

The unique ID of the user.

User Last Name

The last name of the user.

User Locality

The location of the user. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user.

Privileges

Add

Whether the privilege to add new annotations associated with the annotation template to documents is granted (1), denied (-1), or soft denied (0) for the associated entity.

Delete

Whether the privilege to delete existing annotations associated with the annotation template from documents is granted (1), denied (-1), or soft denied (0) for the associated entity.

Entity ID

The unique ID of the user or group for whom the privilege is defined.

Hide

Whether the privilege to hide annotations associated with the annotation template on documents is granted (1), denied (-1), or soft denied (0) for the associated entity.

Modify

Whether the privilege to modify existing annotations associated with the annotation template on documents is granted (1), denied (-1), or soft denied (0) for the associated entity.

Template ID

The unique ID of the annotation template.

View

Whether the privilege to view annotations created with the annotation template on documents is granted (1), denied (-1), or soft denied (0) for the associated entity.

Application Plan Privileges

Groups

Group ID

The unique ID of the Perceptive Content group.

Group Name

The name of the Perceptive Content group.

Group Description

The description of the Perceptive Content group.

Group Category

The type of group. Possible values include Regular, System, and Auto update. All groups configured in your Perceptive Content system, whether added or imported, appear as Regular groups.

Users

Is Active

Indicates whether the user is an active user.

User Category

The type of user. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user.

User ID

The unique ID of the user.

User Last Name

The last name of the user.

User Locality

The location of the user. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user.

Privileges

Auto Create Folder

Whether the privilege to automatically create folders for the application plan is granted (1), denied (-1), or soft denied (0) for the associated entity.

Entity ID

The unique ID of the user or group for whom the privilege is defined.

Link

Whether the privilege to link documents using the application plan is granted (1), denied (-1), or soft denied (0) for the associated entity.

Manage

Whether the privilege to modify the application plan is granted (1), denied (-1), or soft denied (0) for the associated entity.

Plan ID

The unique ID of the application plan.

View

Whether the privilege to view documents associated with the application plan is granted (1), denied (-1), or soft denied (0) for the associated entity.

Auditing

Audit Action User

Is Active

Indicates whether the user is an active user.

User Category

The type of user. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user.

User ID

The unique ID of the user.

User Last Name

The last name of the user.

User Locality

The location of the user. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user.

Documents Modified

Action Time

The date and time the audited action was performed.

Action Type

The type audited action that was performed.

Action User ID

The unique ID of the user that performed the audited action.

Audit ID

The unique ID of the audit record.

Audit Object ID

The ID of the object associated with the document (document or page) for which the audit condition was performed.

Category ID

The unique ID of the category associated with the audit condition.

Document ID

The unique ID of the document for which the audit condition was performed.

Object Class

The database value of the type of audit action performed. A value of 2 indicates the document has been modified.

Object Type

The type code for the type of object (document, folder, or logical object) being audited.

Documents Viewed

Action Time

The date and time the audited action was performed.

Action Type

The type audited action that was performed.

Action User ID

The unique ID of the user that performed the audited action.

Audit ID

The unique ID of the audit record.

Category ID

The unique ID of the category associated with the audit condition.

Object ID

The unique ID of the document that was viewed.

Object Class

The database value of the type of audit action performed. A value of 2 indicates the document has been viewed.

Object Type

The type code for the type of object (document, folder, or logical object) being audited.

Source Document Keys

Audit Object ID

The unique ID of the object associated with the audit condition.

Source Keys

The document key value prior to the audit action.

Destination Document Keys

Audit Object ID

The unique ID of the object associated with the audit condition.

Destination Keys

The document key value as a result of the audit action.

Client Side Actions

Action

The action associated with the client audit condition.

Action ID

The unique ID of the action associated with the client audit condition.

Action User ID

The unique ID of the user that performed the audited client action.

Audit ID

The unique ID of the audit record.

Category ID

The unique ID of the category associated with the client audit condition.

Object Class

The database value of the type of audit action performed. A value of 2 indicates the document has been viewed.

Object ID

The unique ID of the object associated with the client audit condition.

Object Type

The type code for the type of object (document, folder, or logical object) being audited.

Drawer Privileges

Groups

Group ID

The unique ID of the Perceptive Content group.

Group Name

The name of the Perceptive Content group.

Group Description

The description of the Perceptive Content group.

Group Category

The type of group. Possible values include Regular, System, and Auto update. All groups configured in your Perceptive Content system, whether added or imported, appear as Regular groups.

Users

Is Active

Indicates whether the user is an active user.

User Category

The type of user. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user.

User ID

The unique ID of the user.

User Last Name

The last name of the user.

User Locality

The location of the user. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user.

User Organization

The organization to which the user belongs. Organizations are configured as part of the user personal information in the Perceptive ContentManagement Console.

User Suffix

The suffix of the user. Suffixes are configured as part of the user personal information in the Perceptive ContentManagement Console.

Content

Entity ID

The unique ID of the user or group.

Drawer ID

The unique ID of the drawer.

Move

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for moving documents, folders, or shortcuts between folders in the drawer.

Documents

Create/Append

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating new documents, folders, or shortcuts in the drawer.

Delete

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for deleting content in the associated drawer.

Delete Signature Representations

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for deleting representations of digital signatures from documents in the associated drawer.

Delete Signed Documents

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for deleting digitally signed documents in the associated drawer.

Drawer ID

The unique ID of the drawer.

Edit Custom Properties

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for editing custom properties for documents in the associated drawer.

Edit Keys

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for editing the Field1-Field5 index keys of documents in the associated drawer.

Edit Notes

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for editing notes on documents in the associated drawer.

Entity ID

The unique ID of the user or group.

Move Page

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for moving document pages in the associated drawer.

Move Signature Representations

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for moving representations of digital signatures on documents in the associated drawer.

Merge

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for merging documents in the associated drawer.

Open

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for opening documents in the associated drawer.

Page Delete

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for deleting pages of documents in the associated drawer.

Page Reorder

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for reordering document pages in the associated drawer.

Search

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for searching for documents in the associated drawer.

Sign

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for digitally signing documents in the associated drawer.

Void Signatures

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for voiding digital signatures on documents in the associated drawer.

Explorer/Folder Viewer

Drawer ID

The unique ID of the drawer.

Entity ID

The unique ID of the user or group.

Fax Document

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for faxing a document from Perceptive Content.

Launch Associated Application

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for launching the associated application of a document from Perceptive Content.

Mail as Attachment

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for emailing a document as an attachment from Perceptive Content.

Mail Perceptive Content Link

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for emailing a document as an Perceptive Content link from Perceptive Content.

MailWebNow Link

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for emailing a document as a web link from Perceptive Content.

Print Document

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for printing a document from Perceptive Content.

Save Local Copies

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for saving a copy of a document locally from Perceptive Content.

Send Document to User

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for sending a document to another user from Perceptive Content.

Viewer

Drawer ID

The unique ID of the drawer.

Entity ID

The unique ID of the user or group.

Fax Document

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for faxing a document in the ImageNowViewer.

Launch Associated Application

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for launching the associated application for a document in the ImageNowViewer.

Mail as Attachment

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for emailing a document as an attachment in Perceptive Content.

Mail Perceptive Content Link

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for emailing a document as an Perceptive Content link in Perceptive Content.

MailWebNow Link

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for emailing a document as a web link from Perceptive Content.

Print Document

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for printing a document in Perceptive Content.

Save Local Copies

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for saving a copy of a document locally in Perceptive Content.

Send Document to User

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for sending a document to another user in ImageNowViewer.

Document Management

Delete History

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for deleting the history of a version controlled document.

Drawer ID

The unique ID of the drawer associated with the version controlled document.

Entity ID

The unique ID of the group or user associated with the privilege.

Remove from Version Control

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for removing a document from version control.

Undo 3rd Party Checkout

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for reversing a document checked out by another user.

Use Library Services

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for adding a document to version control, checking documents in and out, viewing document history, undoing checkouts, and getting the latest versions of documents.

Batch (Proposed Key)

Drawer ID

The unique ID of the drawer associated with the batch.

Entity ID

The unique ID of the group or user associated with the privilege.

Process

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for processing a batch in the associated drawer.

Document Types

Users

Is Active

Indicates whether the user is an active user.

User Category

The type of user. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user.

User ID

The unique ID of the user.

User Last Name

The last name of the user.

User Locality

The location of the user. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user.

User Organization

The organization to which the user belongs. Organizations are configured as part of the user personal information in the Perceptive ContentManagement Console.

User Suffix

The suffix of the user. Suffixes are configured as part of the user personal information in the Perceptive ContentManagement Console.

Groups

Group ID

The unique ID of the Perceptive Content group.

Group Name

The name of the Perceptive Content group.

Group Description

The description of the Perceptive Content group.

Group Category

The type of group. Possible values include Regular, System, and Auto update. All groups configured in your Perceptive Content system, whether added or imported, appear as Regular groups.

Documents

Delete

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for deleting documents with the associated document type.

Delete Signature Representations

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for deleting representations of digital signatures from documents with the associated document type.

Delete Signed Documents

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for deleting digitally signed documents with the associated document type.

Document Type ID

The unique ID of the document type.

Edit Custom Properties

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for editing custom properties for documents with the associated document type.

Edit Keys

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for editing the index keys of documents with the associated document type.

Edit Notes

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for editing notes on documents with the associated document type.

Entity ID

The unique ID of the user or group.

Merge

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for merging documents with the associated document type.

Move Page

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for moving document pages in documents with the associated document type.

Move Signature Representations

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for moving representations of digital signatures on documents with the associated document type.

Open

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for opening documents with the associated document type.

Page Delete

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for deleting pages of documents with the associated document type.

Page Reorder

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for reordering document pages with the associated document type.

Sign

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for digitally signing documents with the associated document type.

Void Signatures

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for voiding digital signatures on documents with the associated document type.

Explorer/Folder Viewer

Document Type ID

The unique ID of the document type.

Entity ID

The unique ID of the user or group.

Fax Document

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for faxing a document with the associated document type from the Perceptive Content.

Launch Associated Application

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for launching the associated application of a document with the associated document type from the ImageNowExplorer.

Mail as Attachment

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for emailing a document with the associated document type as an attachment from the Perceptive Content.

Mail Perceptive Content Link

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for emailing a document with the associated document type as an Perceptive Content link from Perceptive Content.

MailWebNow Link

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for emailing a document as a web link from Perceptive Content.

Print Document

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for printing a document with the associated document type from the Perceptive Content.

Save Local Copies

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for saving a copy of a document with the associated document type locally from the ImageNowExplorer.

Send Document to User

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for sending a document with the associated document type to another user from the Perceptive Content.

Viewer

Document Type ID

The unique ID of the document type.

Entity ID

The unique ID of the user or group.

Fax Document

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for faxing a document with the associated document type in the ImageNowViewer.

Launch Associated Application

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for launching the associated application for a document with the associated document type in the ImageNowViewer.

Mail as Attachment

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for emailing a document with the associated document type as an attachment in the ImageNowViewer.

Mail Perceptive Content Link

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for emailing a document with the associated document type as an Perceptive Content link in the ImageNowViewer.

MailWebNow Link

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for emailing a document as a web link from Perceptive Content.

Print Document

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for printing a document with the associated document type in the ImageNowViewer.

Save Local Copies

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for saving a copy of a document with the associated document type locally in the ImageNowViewer.

Send Document to User

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for sending a document with the associated document type to another user in the ImageNowViewer.

Document Management

Delete History

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for deleting the history of a version controlled document with the associated document type.

Document Type ID

The unique ID of the document type associated with the version controlled document.

Entity ID

The unique ID of the group or user associated with the privilege.

Remove from Version Control

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for removing a document with the associated document type from version control.

Undo 3rd Party Checkout

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for reversing a document with the associated document type checked out by another user.

Use Library Services

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for adding a document with the associated document type to version control, checking documents in and out, viewing document history, undoing checkouts, and getting the latest versions of documents.

Folder Type Privileges

Users

Is Active

Indicates whether the user is an active user.

User Category

The type of user. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user.

User ID

The unique ID of the user.

User Last Name

The last name of the user.

User Locality

The location of the user. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user.

User Organization

The organization the user belongs to. Organizations are configured as part of the user profile information in the Perceptive ContentManagement Console.

User Suffix

The suffix assigned to the user.

Groups

Group ID

The unique ID of the Perceptive Content group.

Group Name

The name of the Perceptive Content group.

Group Description

The description of the Perceptive Content group.

Group Category

The type of group. Possible values include Regular, System, and Auto update. All groups configured in your Perceptive Content system, whether added or imported, appear as Regular groups.

Folder Type Privilege

Entity ID

The unique ID of the user or group.

Manage

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for managing the folder type.

Folder Type ID

The unique ID of the folder type.

Use

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for using the folder type.

Global Privileges

Users

Is Active

Indicates whether the user is an active user.

User Category

The type of user. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user.

User ID

The unique ID of the user.

User Last Name

The last name of the user.

User Locality

The location of the user. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user.

User Organization

The organization to which the user belongs. Organizations are configured as part of the user personal information in the Perceptive ContentManagement Console.

User Suffix

The suffix of the user. Suffixes are configured as part of the user personal information in the Perceptive ContentManagement Console.

Groups

Group ID

The unique ID of the Perceptive Content group.

Group Name

The name of the Perceptive Content group.

Group Description

The description of the Perceptive Content group.

Group Category

The type of group. Possible values include Regular, System, and Auto update. All groups configured in your Perceptive Content system, whether added or imported, appear as Regular groups.

Search

Content

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for using full-text search.

Entity ID

The unique ID of the user or group associated with the privilege.

ERM

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for accessing ERM search interface.

ERM: Load Local Query

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for loading ERM queries locally.

ERM: Load Server Query

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for loading an ERM query on the server.

ERM: Manage Local Queries

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for saving, deleting, or modifying local ERM queries.

ERM: Manage Server Queries

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for saving, deleting, or modifying server ERM queries.

Interact for Office Documents

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for searching for Interact for Office documents.

Interact for Office Folders

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for searching for Interact for Office Folders.

Tasks

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for searching for tasks.

Folder

Create shortcuts

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for adding shortcuts to a folder.

Create

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating new folders.

Delete

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for deleting folders.

Edit Folder Properties

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for editing the properties of a folder.

Entity ID

The unique ID of the user or group associated with the privilege.

View

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for viewing a folder.

Remove from Folder

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for removing a document, folder, or shortcut from folders.

Capture

Batch Mode

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for capturing documents in batch mode.

Entity ID

The unique ID of the user or group associated with the privilege.

Package Mode

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for capturing documents in package mode.

Single Mode

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for capturing documents in single mode.

Batch (General)

Bypass QA

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for bypassing the QA process.

Delete Batch

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for deleting a batch.

Entity ID

The unique ID of the user or group associated with the privilege.

Edit Batch Notes

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for editing batch notes.

Link Batch

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for linking batches.

Modify Step or State

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for modifying the batch step or state.

QA

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for quality assuring batches.

Resubmit Batch

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for resubmitting a batch.

Viewer (Unlinked Documents)

Entity ID

The unique ID of the user or group associated with the privilege.

Launch Associated Application

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for launch the associated application of the unlinked document.

Mail as Attachment

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for emailing an unlinked document as an attachment.

Print Unlinked Documents

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for printing an unlinked document.

Save Local Copies of Unlinked Documents

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for saving a local copy of an unlinked document.

Reports

Author Reports

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for authoring Business Insight reports.

Entity ID

The unique ID of the user or group associated with the privilege.

Manage Reports

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for managing Business Insight reports.

Manage

Add Users

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for adding new Perceptive Content Users.

Annotation Templates

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for managing annotations.

Digital ID

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for viewing, exporting, voiding, and expiring digital IDs.

Drawers

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating, deleting, and modifying drawers.

Edit Custom Properties

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for adding, changing, or deleting custom properties.

Entity ID

The unique ID of the user or group associated with the privilege.

Groups

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating, modifying, and deleting Perceptive Content groups.

LearnMode Application Plans

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating, deleting, and modifying application plans.

LearnMode Options

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for configuring LearnMode options.

Manage Audit Template Assignment

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for assigning audit templates.

Manage Audit Template Management

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating, deleting, and modifying audit templates.

Manage Basket Groups

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating, deleting, and modifying basket groups.

Manage Batch Upload Settings

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for modifying local batch upload settings.

Manage Capture Profiles

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating, deleting, and modifying capture profiles.

Manage Devices

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating and deleting capture devices.

Manage Digital Signatures

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for managing digital signatures.

Manage Document Types

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating, deleting, and modifying document types.

Manage Document Views

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating, deleting, and modifying document views.

Manage Folder Types

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for managing folder types and hierarchies.

Manage Folder Views

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating, deleting, and modifying folder views.

Manage Forms

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for managing forms.

Manage Output Profiles

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for modifying output profiles.

Manage Package Mode Document Rules

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating, deleting, or modifying scan prompt rules.

Manage Reports

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for managing Business Insight reports.

Manage Retention Holds

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating, modifying, assigning, and removing retention holds.

Manage Scanning Profiles

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating, deleting, and modifying scanning profiles.

Manage Task Templates

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating task templates and modifying and deleting task templates it creates.

Manage Task Views

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for modifying task views.

Manage Workflow Process

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating and managing workflow processes.

Record Types

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for creating, renaming, or removing record types.

Retention Policies

Whether the entity has the privilege granted (1), denied (-1) or soft denied (0) for creating, modifying, and deleting retention policies.

Remove Users

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for removing Perceptive Content users.

Server Administrator

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for accessing the Diagnostics tree in Management Console and running Perceptive Content Experience Index.

User Security

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for changing user security settings.

Administrative

Entity ID

The unique ID of the user or group associated with the privilege.

Manager

Whether the entity is a manager user.

Owner

Whether the entity is the owner user.

Queue Privileges

Groups

Group ID

The unique ID of the Perceptive Content group.

Group Name

The name of the Perceptive Content group.

Group Description

The description of the Perceptive Content group.

Group Category

The type of group. Possible values include Regular, System, and Auto update. All groups configured in your Perceptive Content system, whether added or imported, appear as Regular groups.

Users

Is Active

Indicates whether the user is an active user.

User Category

The type of user. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user.

User ID

The unique ID of the user.

User Last Name

The last name of the user.

User Locality

The location of the user. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user.

Queue Process Privilege

Add

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for adding an item to the workflow queue.

Archive

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for archiving items in the workflow queue.

Change Priority

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for changing the priority of items in the workflow queue.

Entity ID

The unique ID of the user or group.

Lead

Whether the user or group is a queue lead for the workflow queue.

Manager

Whether the user or group is a manager.

Member

Whether the user is added to the workflow queue.

Object Delete

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for deleting the document or folder from Perceptive Content within a workflow queue.

Process

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for processing items in the workflow queue.

Queue ID

The unique ID of the workflow queue.

Remove

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for removing the item from workflow within the workflow queue.

Route Anywhere

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for routing the workflow item anywhere in the workflow process.

Route Upstream

Whether the entity has the privilege granted (1), denied (-1), or soft denied (0) for routing the item to a previous destination in the workflow process.

Workflow Setup

Queue Definition

Allow Route Back

Whether the route back feature is enabled (1) or disabled (0) for the workflow queue.

Allow Linking

Whether the application plan linking feature is enabled (1) or disabled (0) for the workflow queue.

Check Applet on Route Back

Whether the workflow validates (1) or does not validate (0) items against the application plan when the items are routed back.

Check Applet on Route Forward

Whether the workflow validates (1) or does not validate (0) items against the application plan when the items are routed forward.

Complete Queue

Whether the queue is a complete queue (1) or not (0).

Description

The description of the workflow queue.

Disposition Mode

The method in which items are removed from the workflow queue. Possible values include Archive, Remove from workflow, Delete from system, and None.

Disposition Delay

The time elapsed before the disposition mode becomes active.

Inbound Action

The inbound action configured for the workflow queue.

Inbound Action Delay

The time elapsed before the inbound action is performed in the workflow queue.

Inter-Sub Queue Routing

Whether the routing between sub queues feature is enabled (1) or disabled (0) for the workflow queue.

Join Queue

Whether the queue is a join queue (1) or not (0).

Name

The name of the workflow queue.

Outbound Action

The outbound action configured for the workflow queue.

Process ID

The unique ID of the workflow process.

Queue ID

The unique ID of the workflow queue.

Queue Type

The type of workflow queue. Possible values include Work queue, User queue, Super queue, Sub queue, System Queue, Transfer queue.

Recall Time

The time elapsed before items can no longer be recalled.

Route Recall

Whether the route recall feature is enabled (1) or disabled (0) for the workflow queue.

Within Queue Action

The within queue action configured for the workflow queue.

Within Queue Action Delay

The time elapsed before the within queue action is performed in the workflow queue.

Process Definition

Description

The description of the workflow process.

Lock User ID

The unique ID of the user that is currently editing the workflow process in Workflow Designer.

Name

The name of the workflow process.

Process ID

The unique ID of the workflow process.

Type

The type of workflow process.

Process Lock User

User First Name

The first name of the user currently editing the workflow process in Workflow Designer.

User ID

The unique ID of the user currently editing the workflow process in Workflow Designer.

User Last Name

The last name of the user currently editing the workflow process in Workflow Designer.

User Name

The user name of the user currently editing the workflow process in Workflow Designer.

Within Queue Rule

Rule ID

The unique ID of the routing or alarm rule configured within the queue.

Rule Name

The name of the routing or alarm rule configured within the queue.

Within Queue Script

Script ID

The unique ID of the script configured within the queue.

Script Name

The name of the script

Outbound Rule

Rule ID

The unique ID of the routing or alarm rule configured for items exiting the queue.

Rule Name

The name of the routing or alarm rule configured for items exiting the queue.

Outbound Script

Script ID

The unique ID of the script configured for items exiting the queue.

Script Name

The name of the script configured for items exiting the queue.

Inbound Script

Script ID

The unique ID of the script configured for items entering the queue.

Script Name

The name of the script configured for items entering the queue.

Inbound Rule

Rule ID

The unique ID of the routing or alarm rule configured for items entering the queue.

Rule Name

The name of the routing or alarm rule configured for items entering the queue.

Action Filters

Routing Rule

Filter to include or exclude routing rules.

Script Filter

Filter to include or exclude iScripts.

System Setup

Annotation Definition

Creation Time

The date and time the annotation template was created.

Creation User ID

The unique ID of the user that created the annotation template.

Description

The description of the annotation template.

Modify Time

The last date and time the annotation template was modified.

Modify User ID

The unique ID of the user that last modified the annotation template.

Name

The name of the annotation template.

Template ID

The unique ID of the annotation template.

Type

The type of annotation the template creates.

Status

Whether the annotation template is active.

Annotation Creation User

Is Active

Indicates whether the user that created the annotation is an active user.

Is Deleted

Indicates whether the user that created the annotation is deleted from Perceptive Content.

User First Name

The first name of the user that created the annotation.

User ID

The unique ID of the user that created the annotation.

User Last Name

The last name of the user that created the annotation.

User Locality

The location of the user that created the annotation. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user.

User Organization

The organization to which the user that created the annotation belongs.

User Organization Unit

The unit of the organization to which the user that created the annotation belongs.

User Suffix

The suffix of the user that created the annotation.

Annotation Modification User

Is Active

Indicates whether the user that modified the annotation is an active user.

Is Deleted

Indicates whether the user that modified the annotation is deleted from Perceptive Content.

User First Name

The first name of the user that modified the annotation.

User ID

The unique ID of the user that modified the annotation.

User Last Name

The last name of the user that modified the annotation.

User Locality

The location of the user that modified the annotation. Locations are configured as part of the user contact information in the Perceptive Content Management Console.

User Name

The user name of the user that modified the annotation.

User Organization

The organization to which the user that modified the annotation belongs.

User Organization Unit

The unit of the organization to which the user that modified the annotation belongs.

User Suffix

The suffix of the user that modified the annotation.

Class Property

Class ID

A unique ID used to map a custom property to a document type or a folder type.

Is Required

Indicates whether a value for the custom property is required.

Property ID

The unique ID of the custom property.

Sequence Number

The order of the custom property applied to the document or folder type.

Enum - Annotation Type

Enumeration Value

The database value (1-13) of the annotation types.

Type

The type of annotation. Possible values include Arrow, Check, Highlight, Line, Rectangle, Oval, Pen, Stamp, Text, Sticky Notes, URL, OLE, and Redaction.

String Custom Properties

Default Value

The default value configured for the custom property.

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

Status

Whether the custom property is active, or in use.

List Custom Properties

Default Value

The default value configured for the custom property.

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

Status

Whether the custom property is active, or in use.

List Property Values

Property ID

The unique ID of the list custom property.

Property Value ID

The unique ID of the possible value for the list custom property.

Sequence Number

The sequence number of the possible value for the list custom property.

Value

The value of the possible value for the list custom property.

Numeric Custom Properties

Currency

If the numeric custom property represents currency, the type of currency (USD).

Decimal Places

The number of decimal places for the numeric custom property.

Default Value

The default value configured for the custom property.

Fixed or Variable Decimal

Whether the decimal place is fixed or variable.

Format

The display format for the numeric custom property.

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

Punctuate at Thousands

Whether the numeric custom property values are punctuated at the thousands.

Status

Whether the custom property is active, or in use.

Flag Custom Properties

Default Value

The default value configured for the custom property.

Negative Value

The label for the negative value of the custom property, such as No or False.

Positive Value

The label for the positive value of the custom property, such as Yes or True.

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

Status

Whether the custom property is active, or in use.

Date Custom Properties

Default Value

The default value configured for the custom property.

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

Show Day

Whether to show the day in the date.

Show Month

Whether to show the month in the date.

Show Weekday

Whether to show the weekday in the date.

Show Year

Whether to show the year in the date.

Status

Whether the custom property is active, or in use.

User Custom Properties

Default Value

The default value configured for the custom property.

Display Format

The format to use when displaying the user.

Display Prefix

Whether to display the user prefix.

Display Suffix

Whether to display the user suffix.

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

Status

Whether the custom property is active, or in use.

Document Type List

Description

The description of the document type list.

Document Type List ID

The unique ID of the document type list.

Name

The name of the document type list.

Document Type

Class ID

A unique ID used to map a custom property to the document type.

Description

The description of the document type.

Document Type ID

The unique ID of the document type.

Name

The name of the document type.

Status

Whether the document type is active or inactive.

Document Type List Member

Document Type List ID

The unique ID of the document type list.

Document Type ID

The unique ID of the document type.

Sequence Number

The order of the document type in the document type list.

Folder Type

Class ID

A unique ID used to map a custom property to the folder type.

Description

The description of the folder type.

Folder Type ID

The unique ID of the folder type.

Name

The name of the folder type.

Status

Whether the folder type is active or inactive.

Administrative report items

Application Plan

Description

The description of the application plan.

Plan ID

The unique ID of the application plan.

Plan Name

The name of the application plan.

Status

Whether the application plan is active or inactive.

Type

The type of application plan. Possible values include Agent, Interact, LearnMode, and Manual Entry.

Business Lists

List Type

The type of business list used in Perceptive Content. Possible values include Digital Signature Reason List, Task Reason List, Workflow Hold Reason List, Capture Predefined Server List, Out of Office Reason List, Retention Hold Reason List, and Approval Task Reason List.

List ID

The ID of the server list or reason list.

List Name

The name of the server list or reason list.

List Item Sequence

The sequence number of the item in the server list or reason list.

List Item ID

The ID of the item in the server list or reason list.

List Item Name

The name of the item in the server list or reason list.

Is Active

Whether the server list or reason list is active.

Is Deleted

Whether the server list or reason list is deleted from Perceptive Content.

Calendar

Calendar Date

The date and time, formatted MMM DD, YYYY HH:MM:SS AM/PM

Calendar Day

The number of the day of the month. (1-31)

Calendar Hour

The hour of the day in the 24-hour calendar. (1-24)

Calendar Key

The date and hour, formatted YYYYMMDDHH.

Calendar Month

The month of the year. (1-12)

Calendar Month Key

The year and month, formatted YYYYMM.

Calendar Quarter

The quarter in the calendar year. (1-4)

Calendar Quarter Key

The year and quarter in the calendar year, formatted YYYYQ.

Calendar Year

The calendar year, formatted YYYY.

Day Name

The name of the day of the week. (Monday-Friday)

Day of Week

The number of the day of the week. For example, the Day of Week value for Monday is 2.

Fiscal Quarter

The quarter of the fiscal year. (1-4)

Fiscal Year

The fiscal year, formatted YYYY.

Month Name

The name of the month. (January-December)

Week Number

The number of the week of the year. For example, the value for November 23, 2009 is 48.

Enum - Audit Actions

Action

The type of audit action specified for an audit condition.

Enumeration Value

The database value of the action specified for an audit condition.

Enum - Batch Step

Batch Step

The step involved in the batch process. Possible values include Invalid, Scanned, Import, Suspend State, QA, OCR, DC Read, DC Verify, DC Export, Form ID, Verify, and Link.

Enumeration Value

The database value of the step involved in the batch process.

Enum - Calendar Day

Calendar Day

The day of the week. Possible values include Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday.

Enumeration Value

The number of the day of the week. (1-7)

Enum - Calendar Month

Calendar Month

The month of the year. (January - December)

Enumeration Value

The number of the month of the year. (1-12)

Enum - Disposition Mode

Disposition Mode

The method used to dispose of documents and workflow items. Possible values include Archive, Remove, and Delete.

Enumeration Value

The database value of the disposition method.

Enum - Group Category

Enumeration Value

The database value of the group category.

Group Category

The category of the Perceptive Content group. Possible values include Regular, System, and Security. All groups created by Perceptive Content users are regular groups.

Enum - Learn Type

Enumeration Value

The database value of the type of application plan. (0-13)

Learn Type

The type of application plan. Possible values include Agent, Interact, LearnMode, and Manual Entry.

Enum - Privilege

Enumeration Value

The database value of the type of privilege

Privilege ID

The type of privilege. Possible values include Delete, Modify, Add, Hide, and View.

Enum - User Category

Enumeration Value

The database value of the user category.

User Category

The category of the Perceptive Content user. Possible values include Regular, System, Pooled, and Security.

Form Definition

Description

The description of the form.

Form ID

The unique ID of the form.

Name

The name of the form.

Status

Whether the form is active or inactive.

Group

Group Category

The category of the Perceptive Content group. Possible values include Regular, System, and Security. All groups created by Perceptive Content users are regular groups.

Group Description

The description of the Perceptive Content group.

Group ID

The unique ID of the Perceptive Content group.

Group Name

The name of the Perceptive Content group.

Is Deleted

Whether the Perceptive Content group is deleted. A value of 1 indicates a deleted group.

Group Security Entity

Entity ID

The unique ID of the Perceptive Content group.

Is Group

Whether the entity is a group. A value of 1 indicates a group.

Product Version

Database Version

The version numbers of the INOW database recorded in your database.

Mod Time

The modification time for the version of the INOW database.

Product Version - Max Mod Time

Max Mod Time

The latest date the INOW database was modified.

User

Is Active

Whether the user is active (1) or inactive (0).

Is Deleted

Whether the user is deleted (1) or not (0).

Title

The title assigned to the user.

User Category

The category of the Perceptive Content user. Possible values include Regular, System, Pooled, and Security.

User First Name

The first name of the Perceptive Content user.

User ID

The unique ID of the user.

User Last Name

The last name of the user

User Locality

The location of the user.

User Name

The user name of the user.

User Organization

The organization assigned for the user.

User Organization Unit

The organizational unit (or MRN) of the user.

User Suffix

The suffix assigned for the user.

User Security Entity

Entity ID

The unique ID of the Perceptive Content user.

Is User

Whether the entity is a user. A value of 1 indicates a user.

User Filters

Auto Update User Filter

Filter used to include or exclude users in the Auto-Update category.

Pooled User Filter

Filter used to include or exclude users in the Pooled category.

Regular User Filter

Filter used to include or exclude users in the Regular category.

System User Filter

Filter used to include or exclude users in the System category.

Instantiatable Objects

Project Deficiency

Document Count

The number of documents associated with the document type that are in the folder.

Document Type ID

The ID of the document type associated with the folder.

Document Type Name

The name of the document type associated with the folder.

Is Required

Indicates whether the document type is required or optional for the folder.

Project ID

The unique ID of the folder.

Project Name

The name of the folder.

Project Type ID

The unique ID of the folder type.

Project Type Name

The name of the folder type.

Sequence Number

The order of the document type within the folder.

Enum - Object Subob Type

Enumeration Value

The database value of the annotation type.

Subob Type

The type of annotation. Possible values include Unknown, Arrow, Check, Highlight, Line, Rectangle, Oval, Pen, Stamp, Text, Sticky Note, URL, OLE, Redaction, DC Export, Thumbnail, Full text, Task pointer, and Task digital signature.

Capture schema definitions

The following table contains the report items available in the Document Capture Fact Star Schema folders of the namespace in the Perceptive Content Business Logic View data source package, available on the Source tab of the Insertable Objects pane.

Capture Creation Time

Calendar Date

The date and time the document was captured. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the document was captured. For example, if a document was captured on August 22, 2011, the Calendar Day (Annotation Creation Time) value is 22.

Calendar Hour

The hour of the day the document was captured. For example, if a document was captured at 2:00 PM, the Calendar Hour (Annotation Creation Time) value is 14.

Calendar Key

The date and hour the document was captured. By default, values are formatted YYYYDDMMHH.

Calendar Month

The month of the year the document was captured. For example, if a document was captured in April 2011, the Calendar Month (Annotation Creation Time) value is 4.

Calendar Month Key

The year and month the document was captured, formatted as YYYYMM. For example, if a document was captured on June 15, 2011, the value is 201106.

Calendar Quarter

The quarter of the year the document was captured. For example, if a document was captured on August 9, 2011, the Calendar Quarter (Annotation Creation Time) value is 3.

Calendar Quarter Key

The year and quarter the document was captured, formatted YYYYQ. For example, if a document was captured in November 2011, the value is 20114.

Calendar Year

The year the document was captured. By default, the format is YYYY.

Day Name

The name of the day of the week the document captured. Day names include Sunday through Saturday.

Day of Week

The number of the day of the week the document was captured, starting with Sunday as 1. For example, if a document was captured on Monday, the Day of Week (Annotation Creation Time) is 2.

Month Name

The name of the month the document was captured, for example, December.

Week Number

The number of the week of the year the document was captured. For example, if a document was created December 4, 2011, the Week Number (Annotation Creation Time) value is 49.

Capture Creation User

Is Active

Indicates whether the user who captured the document is an active user.

Is Deleted

Indicates whether the user who captured the document is deleted from the system.

User Category

The type of user who captured the document. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user who captured the document.

User ID

The unique ID of the user who captured the document.

User Last Name

The last name of the user who captured the document.

User Locality

The location of the user who captured the document. Locations are configured as part of the user contact information in the Management Console.

User Name

The user name of the user who captured the document.

Document Capture Fact

Capture Creation Time

The date and time the document was captured from a capture source into the Perceptive Content system. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Capture Creation Time (Calendar Key)

The date and time the document was captured from a capture source into the Perceptive Content system, formatted YYYYMMDDHH.

Capture Creation User ID

The unique ID of the user that captured the document.

Deletion Status

Indicates whether the document is deleted.

Document Creation Time

The date and time the document entered the Perceptive Content system.

Document Creation Time (Calendar Key)

The date and hour the document was created. By default, values are formatted YYYYDDMMHH.

Document Creation User ID

The unique ID of the user that created the document.

Document ID

The unique ID of the document.

Drawer ID

The unique ID of the document drawer.

Field1

The Field1 value associated with the document.

Field2

The Field2 value associated with the document.

Field3

The Field3 value associated with the document.

Field4

The Field4 value associated with the document.

Field5

The Field5 value associated with the document.

Instance ID

The unique ID of the Perceptive Content object. In this case, the instance ID of the document.

Link Time

The date and time the document was linked against the application plan. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Link Time (Calendar Key)

The date and time the document was linked against the application plan, formatted YYYYMMDDHH.

Link User ID

The unique ID of the user that linked the document.

Modified Time

The date and time a user last modified the document. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Modified Time (Calendar Key)

The date and time a user last modified the document. By default, values are formatted YYYYMMDDHH.

Modified User ID

The unique ID of the user who last modified the document.

Name

The name of the document.

Object Type ID

The unique ID of the document type.

Parent Instance ID

The unique ID of the folder or drawer location associated with the document.

PhsOb ID

The unique ID of the physical object, such as document page, associated with the document. The physical object does not change regardless of the document's activity in Perceptive Content.

Scan Time

The date and time the document was captured. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Scan Time (Calendar Key)

The date and time the document was captured from a capture source into the Perceptive Content system, formatted YYYYMMDDHH.

Scan User ID

The unique ID of the user that captured the document.

The page number associated Sequence Number with the document.

Source

The database value of the capture source used to create the document.

Source ID

The unique ID of the capture source.

Version ID

The unique ID of the version associated with the logical object.

Document Capture Fact - Measures

Page Count

The number of pages in the document.

Drawer

Description

The description of the drawer.

Drawer ID

The unique ID of the drawer.

Drawer Name

The name of the drawer.

Enum - Document Capture Source

Enumeration Value

The database value (0-19) of the method in which the document was captured.

Capture Source

The method in which the document was captured. Possible values include the following:

- Batch Scan
- Batch Import
- Batch Perceptive Content Printer
- Single Scan
- Single Import
- Single Perceptive Content Printer
- Package Mode
- Viewer Add via Scan
- Viewer Add via Import
- Copy Page
- Fax Agent
- Import Agent
- Message Agent
- Mail Agent
- iScript
- Redaction

Folder

Folder Instance

The unique ID of the instance of the folder that stores the document or shortcut. This value appears blank if the document is stored at the drawer level.

Folder Name

The name of the folder that stores the document or shortcut.

Link Time

Calendar Date

The date and time the document was linked with the application plan. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the document was linked with the application plan. For example, if a document was linked on August 22, 2011, the Calendar Day (Annotation Creation Time) value is 22.

Calendar Hour

The hour of the day the document was linked with the application plan. For example, if a document was linked at 2:00 PM, the Calendar Hour (Annotation Creation Time) value is 14.

Calendar Key

The date and hour the document was linked with the application plan. By default, values are formatted YYYYDDMMHH.

Calendar Month

The month of the year the document was linked with the application plan. For example, if a document was linked in April 2011, the Calendar Month (Annotation Creation Time) value is 4.

Calendar Month Key

The year and month the document was linked with the application plan, formatted as YYYYMM. For example, if a document was linked on June 15, 2011, the value is 201106.

Calendar Quarter

The quarter of the year the document was linked with the application plan. For example, if a document was linked on August 9, 2011, the Calendar Quarter (Annotation Creation Time) value is 3.

Calendar Quarter Key

The year and quarter the document was linked with the application plan, formatted YYYYQ. For example, if a document was linked in November 2011, the value is 20114.

Calendar Year

The year the document was linked with the application plan. By default, the format is YYYY.

Day Name

The name of the day of the week the document was linked with the application plan. Day names include Sunday through Saturday.

Day of Week

The number of the day of the week the document was linked with the application plan, starting with Sunday as 1. For example, if a document was linked on Monday, the Day of Week (Annotation Creation Time) is 2.

Month Name

The name of the month the document was linked with the application plan, for example, December.

Week Number

The number of the week of the year the document was linked with the application plan. For example, if a document was linked December 4, 2011, the Week Number (Annotation Creation Time) value is 49.

Link User

Is Active

Indicates whether the user who linked the document is an active user.

Is Deleted

Indicates whether the user who linked the document is deleted from the system.

User Category

The type of user who linked the document. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user who linked the document.

User ID

The unique ID of the user who linked the document.

User Last Name

The last name of the user who linked the document.

User Locality

The location of the user who linked the document. Locations are configured as part of the user contact information in the Management Console.

User Name

The user name of the user who linked the document.

Object Creation Time

Calendar Date

The date and time the document or folder was created. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the document or folder was created. For example, if a document was created on August 22, 2011, the Calendar Day (Annotation Creation Time) value is 22.

Calendar Hour

The hour of the day the document or folder was created. For example, if a document was created at 2:00 PM, the Calendar Hour (Annotation Creation Time) value is 14.

Calendar Key

The date and hour the document or folder was created. By default, values are formatted YYYYDDMMHH.

Calendar Month

The month of the year the document or folder was created. For example, if a document was created in April 2011, the Calendar Month (Annotation Creation Time) value is 4.

Calendar Month Key

The year and month the document or folder was created, formatted as YYYYMM. For example, if a document was created on June 15, 2011, the value is 201106.

Calendar Quarter

The quarter of the year the document or folder was created. For example, if a document was created on August 9, 2011, the Calendar Quarter (Annotation Creation Time) value is 3.

Calendar Quarter Key

The year and quarter the document or folder was created, formatted YYYYQ. For example, if a document was created in November 2011, the value is 20114.

Calendar Year

The year the document or folder was created. By default, the format is YYYY.

Day Name

The name of the day of the week the document or folder was created. Day names include Sunday through Saturday.

Day of Week

The number of the day of the week the document or folder was created, starting with Sunday as 1. For example, if a document was created on Monday, the Day of Week (Annotation Creation Time) is 2.

Month Name

The name of the month the document or folder was created, for example, December.

Week Number

The number of the week of the year the document or folder was created. For example, if a document was created December 4, 2011, the Week Number (Annotation Creation Time) value is 49.

Object Creation User

Is Active

Indicates whether the user who created the document or folder is an active user.

Is Deleted

Indicates whether the user who created the document or folder is deleted from the system.

User Category

The type of user who created the document or folder. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user who created the document or folder.

User ID

The unique ID of the user who created the document or folder.

User Last Name

The last name of the user who created the document or folder.

User Locality

The location of the user who created the document or folder. Locations are configured as part of the user contact information in the Management Console.

User Name

The user name of the user who created the document or folder.

Object Modified Time

Calendar Date

The date and time the document was last modified. By default, the format is Month DD, YYYY HH:MM:SS AM/PM.

Calendar Day

The day of the month the document was last modified. For example, if the document properties were changed on October 5, 2001, the Calendar Day (Object Modified Time) value is 5.

Calendar Hour

The hour of the day the document was last modified. For example, if the document properties were changed at 3:00 PM, the Calendar Hour (Object Modified Time) value would be 15.

Calendar Key

The date and hour the document was last modified, formatted YYYYMMDDHH. For example, if the document properties were changed on March 23, 2011, at 3:34 PM, the Calendar Key (Object Modified Time) value is 2011032315.

Calendar Month

The number of the month of the year in which the document was last modified. For example, if the document properties were changed on June 15, 2011, the Calendar Month (Object Modified Time) value is 6.

Calendar Month Key

The year and month the document was last modified, formatted YYYYMM. For example, if the document properties were changed on May 14, 2011, the Calendar Month Key (Object Modified Time) value is 201105.

Calendar Quarter

The quarter of the year in which the document was last modified. For example, if the document properties were changed on February 12, 2011, the Calendar Quarter (Object Modified Time) is 1. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Quarter Key

The year and quarter in which the document was last modified, formatted YYYYQ. For example, if the document properties were changed on January 9, 2010, the Calendar Quarter Key (Object Modified Time) value is 20101. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Year

The year the document was last modified. The default format is YYYY.

Day Name

The day of the week the document was last modified. (Monday-Friday)

Day of Week

The number of the day of the week the document was last modified. For example, if the document properties changed on December 30, 1999, the Week Number (Object Modified Time) value is 52.

Month Name

The month in which the document was last modified. For example, January.

Week Number

The number of the week in the year in which the document was last modified. For example, if the document properties changed on December 30, 1999, the Week Number (Object Modified Time) value is 52.

Object Modified User

Is Active

Indicates whether the user that last modified the document in Perceptive Content is active or inactive.

Is Deleted

Indicates whether the user that last modified the document is deleted.

User Category

The type of user that last modified the document in Perceptive Content. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content environment, whether added or imported, appear as Regular users.

User First Name

The first name of the user that last modified the document in Perceptive Content.

User ID

The unique ID of the user that last modified the document in Perceptive Content.

User Last Name

The last name of the user that last modified the document in Perceptive Content.

User Locality

The location of the user that last modified the document in Perceptive Content. Locations are configured as part of the user contact information in the Management Console.

User Name

The user name of the user that last modified the document in Perceptive Content.

Object Type

Object Active Flag

Whether the document or folder type is active or inactive.

Object Category ID

Indicates whether the object is a document (1) or a folder (2).

Object Category Name

The name of the object type. Possible values include Document and Folder.

Object Type ID

The unique ID of the document or folder type.

Object Type Name

The name of the document or folder type.

Scan Time

Calendar Date

The date and time the document page was captured. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the document page was captured. For example, if a page was scanned on August 22, 2011, the Calendar Day (Capture Creation Time) value is 22.

Calendar Hour

The hour of the day the document page was captured. For example, if a page was scanned at 2:00 PM, the Calendar Hour (Annotation Creation Time) value is 14.

Calendar Key

The date and hour the document page was captured. By default, values are formatted YYYYDDMMHH.

Calendar Month

The month of the year the document page was captured. For example, if a page was scanned in April 2011, the Calendar Month (Capture Creation Time) value would be 4.

Calendar Month Key

The year and month the document page was captured, formatted as YYYYMM. For example, if a page was scanned on June 15, 2011, the value is 201106.

Calendar Quarter

The quarter of the year the document page was captured. For example, if the page was scanned on August 9, 2011, the Calendar Quarter (Capture Creation Time) value is 3.

Calendar Quarter Key

The year and quarter the document page was captured, formatted YYYYQ. For example, if the page was scanned in November 2011, the value is 20114.

Calendar Year

The year the document page was captured. By default, the format is YYYY.

Day Name

The name of the day of the week the document page was captured. Day names include Sunday through Saturday.

Day of Week

The number of the day of the week the document page was captured, starting with Sunday as 1. For example, if the page was scanned on Monday, the Day of Week (Capture Creation Time) is 2.

Month Name

The name of the month the document page was captured, for example, December.

Week Number

The number of the week of the year the document page was captured. For example, if the page was scanned December 4, 2011, the Week Number (Capture Creation Time) value is 49.

Scan User

Is Active

Indicates whether the user who captured the document page is an active user.

Is Deleted

Indicates whether the user who captured the document page is deleted from the system.

User Category

The type of user who captured the document page. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user who captured the document page.

User ID

The unique ID of the user who captured the document page.

User Last Name

The last name of the user who captured the document page.

User Locality

The location of the user who captured the document page. Locations are configured as part of the user contact information in the Management Console.

User Name

The user name of the user who captured the document page.

Shortcut

Shortcut ID

The unique ID of the document or folder shortcut.

Name

The name of the document or folder shortcut.

Shortcut Type

Whether the shortcut points to a document or a folder.

Target ID

The unique ID of the document or folder referenced by the shortcut.

Workflow Fact

Completion Time

The date and time the workflow item associated with the document entered a complete queue. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Completion Time (Calendar Key)

The date and time the workflow item associated with the document entered a complete queue, formatted YYYYMMDDHH.

Counter

An item you can use with any workflow report item associated with the document to act as a measure.

Creation Time

The date and time the workflow item associated with the document was created. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Creation Time (Calendar Key)

The date and time the workflow item associated with the document was created, formatted YYYYMMDDHH.

Creation User ID

The unique ID of the user who created the workflow item associated with the document.

Finish Time

The date and time the workflow item left the workflow queue. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Finish Time (Calendar Key)

The date and hour the workflow item associated with the document left the workflow queue. By default, values are formatted YYYYDDMMHH.

Finish User ID

The unique ID of the user who routed the workflow item associated with the document out of the workflow queue.

First View Time

The first time the workflow item associated with the document was viewed.

Hold User ID

The unique ID of the user who placed a hold on the workflow item associated with the document.

Item ID

The unique ID of the workflow item associated with the document.

Item Location

Whether the item is in the active workflow process or the workflow archive.

Item State

The current workflow item state associated with the document. Possible values include:

- Any
- Idle
- Working
- Holding
- Pending
- Finished
- Completed
- Waiting for routing
- Waiting for siblings
- Waiting for inbound action
- Error

Object ID

The document ID associated with the workflow item.

Priority

The priority assigned to the workflow item associated with the document. Possible values are low, normal, and high.

Queue ID

The unique ID of the queue for the workflow item associated with the document.

Queue Start Time

The time the workflow item associated with the document was added or routed to the workflow queue.

Queue Start Time (Calendar Key)

The date and time the workflow item associated with the document was added or routed to the workflow queue, formatted YYYYMMDDHH. For example, if the item was routed forward on March 12, 2011, at 1:00 PM, the Queue Start Time (Calendar Key) value is 2011031213.

Queue Start User ID

The unique ID of the user who added or routed the workflow item associated with the document to the workflow queue.

State Detail

The last workflow action performed for an item associated with the document. Possible values include:

- Unknown
- Routed in
- Routed out
- Marked routable
- Created
- Cancelled
- Put on hold
- Set to work
- Finished
- Split
- Joined
- Priority changed
- Recalled

State Start Time

The date and time the workflow item associated with the document began its current workflow state.

State Start Time (Calendar Key)

The date and hour the workflow item associated with the document began its current workflow state. By default, values are formatted YYYYDDMMHH.

State User ID

The unique ID of the user who changed the workflow item associated with the document to its current workflow state.

Total Hold Time

The total amount of time a workflow item associated with the document spent on hold.

Workflow Fact (with Archive)

Completion Time

The date and time the workflow item associated with the document entered a complete queue. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Completion Time (Calendar Key)

The date and time the workflow item associated with the document entered a complete queue, formatted YYYYMMDDHH.

Counter

An item you can use with any workflow report item associated with the document to act as a measure.

Creation Time

The date and time the workflow item associated with the document was created. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Creation Time (Calendar Key)

The date and time the workflow item associated with the document was created, formatted YYYYMMDDHH.

Creation User ID

The unique ID of the user who created the workflow item associated with the document.

Finish Time

The date and time the workflow item left the workflow queue. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Finish Time (Calendar Key)

The date and hour the workflow item associated with the document left the workflow queue. By default, values are formatted YYYYDDMMHH.

Finish User ID

The unique ID of the user who routed the workflow item associated with the document out of the workflow queue.

First View Time

The first time the workflow item associated with the document was viewed.

Hold User ID

The unique ID of the user who placed a hold on the workflow item associated with the document.

Item ID

The unique ID of the workflow item associated with the document.

Item Location

Whether the item is in the active workflow process or the workflow archive.

Item State

The current workflow item state associated with the document. Possible values include:

- Any
- Idle
- Working
- Holding
- Pending
- Finished
- Completed
- Waiting for routing
- Waiting for siblings
- Waiting for inbound action
- Error

Object ID

The document ID associated with the workflow item.

Priority

The priority assigned to the workflow item associated with the document. Possible values are low, normal, and high.

Queue ID

The unique ID of the queue for the workflow item associated with the document.

Queue Start Time

The time the workflow item associated with the document was added or routed to the workflow queue.

Queue Start Time (Calendar Key)

The date and time the workflow item associated with the document was added or routed to the workflow queue, formatted YYYYMMDDHH. For example, if the item was routed forward on March 12, 2011, at 1:00 PM, the Queue Start Time (Calendar Key) value is 2011031213.

Queue Start User ID

The unique ID of the user who added or routed the workflow item associated with the document to the workflow queue.

State Detail

The last workflow action performed for an item associated with the document. Possible values include:

- Unknown
- Routed in
- Routed out
- Marked routable
- Created
- Cancelled
- Put on hold
- Set to work
- Finished
- Split
- Joined
- Priority changed
- Recalled

State Start Time

The date and time the workflow item associated with the document began its current workflow state.

State Start Time (Calendar Key)

The date and hour the workflow item associated with the document began its current workflow state. By default, values are formatted YYYYDDMMHH.

State User ID

The unique ID of the user who changed the workflow item associated with the document to its current workflow state.

Total Hold Time

The total amount of time a workflow item associated with the document spent on hold.

Document schema definitions

The following table lists the report items available in the Document Star Schema namespace of the Perceptive Content Business Logic View data source package, available on the Source tab of the Insertable Objects pane.

Annotation Creation Time

Calendar Date

The date and time the annotation was created. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the annotation was created. For example, if a document was annotated on August 22, 2011, the Calendar Day (Annotation Creation Time) value is 22.

Calendar Hour

The hour of the day the annotation was created. For example, if a document was annotated at 2:00 PM, the Calendar Hour (Annotation Creation Time) value is 14.

Calendar Key

The date and hour the annotation was created. By default, values are formatted YYYYDDMMHH.

Calendar Month

The month of the year the annotation was created. For example, if a document was annotated in April 2011, the Calendar Month (Annotation Creation Time) value is 4.

Calendar Month Key

The year and month the annotation was created, formatted as YYYYMM. For example, if a document was annotated on June 15, 2011, the value is 201106.

Calendar Quarter

The quarter of the year the annotation was created. For example, if a document was annotated on August 9, 2011, the Calendar Quarter (Annotation Creation Time) value is 3.

Calendar Quarter Key

The year and quarter the annotation was created, formatted YYYYQ. For example, if a document was annotated in November 2011, the value is 20114.

Calendar Year

The year the annotation was created. By default, the format is YYYY.

Day Name

The name of the day of the week the annotation was created. Day names include Sunday through Saturday.

Day of Week

The number of the day of the week the annotation was created, starting with Sunday as 1. For example, if a document was annotated on Monday, the Day of Week (Annotation Creation Time) is 2.

Month Name

The name of the month the annotation was created. For example, December.

Week Number

The number of the week of the year the annotation was created. For example, if a document was annotated December 4, 2011, the Week Number (Annotation Creation Time) value is 49.

Annotation Creation User

Is Active

Indicates whether the user who created the annotation is an active user.

Is Deleted

Indicates whether the user who created the annotation is deleted from the system.

User Category

The type of user who created the annotation. Possible values include

- Regular
- System
- Pooled
- Auto update

All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user who created the annotation.

User ID

The unique ID of the user who created the annotation.

User Last Name

The last name of the user who created the annotation.

User Locality

The location of the user who created the annotation. Locations are configured as part of the user contact information in the Management Console.

User Name

The user name of the user who created the annotation.

Annotation Definition

Creation Time

The date and time the annotation template was created. The creation time for predefined annotation templates appears as the Perceptive Content installation date.

Creation User ID

The unique ID of the user that created the annotation template. The creation user for the predefined annotation templates appears as the Perceptive Content owner user.

Description

The description of the annotation template. The description for the predefined annotation templates displays "Predefined".

Modify Time

The date and time the annotation template was last modified. If the annotation template has never been modified, the creation date appears. If a predefined annotation template has never been modified, the modify time displays Jan 1, 1970 12:00 AM.

Modify User ID

The unique ID of the user who last modified the annotation template.

Name

The name of the annotation template.

Status

Indicates whether the annotation template is an active template.

Template ID

The unique ID of the annotation template.

Type

The type of annotation template.

Annotation Fact

Annotation Creation Time

The date and time the annotation was created. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Annotation Creation Time (Calendar Key)

The date and hour the annotation was created. By default, values are formatted YYYYDDMMHH.

Annotation Creation User ID

The unique ID of the user who created the annotation.

Annotation ID

The unique ID of the annotation.

Annotation Modified Time

The date and time the annotation was modified. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Annotation Modified Time (Calendar Key)

The date and hour the annotation was modified. By default, values are formatted YYYYDDMMHH.

Annotation Modified User ID

The unique ID of the user that last modified the annotation.

Annotation Type

The database value for the type of annotation.

Link Time

The date and time the logical object associated with the document was linked with the application plan. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Link Time (Calendar Key)

The date and time the logical object associated with the document was linked with the application plan. By default, values are formatted YYYYDDMMHH.

Link User ID

The unique ID of the user that linked the logical object associated with the document.

Logical Object ID

The unique ID of the logical object, the Perceptive Content object that changes when you annotate the document, associated with the document annotated.

PhsOb ID

The unique ID of the physical object, such as document page, associated with the document annotated. The physical object does not change regardless of the document activity in Perceptive Content.

Sequence Number

The page number associated with the annotation.

Template ID

The unique ID of the annotation template.

Version ID

The unique ID of the version associated with the logical object. Each time you annotate a document page, the version ID associated with the logical object changes.

Annotation Modified Time

Calendar Date

The date and time the annotation was modified. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the annotation was modified. For example, if the wording in a text annotation was changed on August 22, 2011, the Calendar Day (Annotation Modified Time) value is 22.

Calendar Hour

The hour of the day the annotation was modified. For example, if the wording in a text annotation was changed at 2:00 PM, the Calendar Hour (Annotation Modified Time) value is 14.

Calendar Key

The date and hour the annotation was modified. By default, values are formatted YYYYDDMMHH.

Calendar Month

The month of the year the annotation was modified. For example, if the wording in a text annotation was changed in April 2011, the Calendar Month (Annotation Modified Time) value is 4.

Calendar Month Key

The year and month the annotation was modified, formatted as YYYYMM. For example, if the wording in a text annotation was changed on June 15, 2011, the value is 201106.

Calendar Quarter

The quarter of the year the annotation was modified. For example, if the wording in a text annotation was changed on August 9, 2011, the Calendar Quarter (Annotation Modified Time) value is 3.

Calendar Quarter Key

The year and quarter the annotation was modified, formatted YYYYQ. For example, if the wording in a text annotation was changed in November 2011, the value is 20114.

Calendar Year

The year the annotation was modified. By default, the format is YYYY.

Day Name

The name of the day of the week the annotation was modified. Day names include Sunday through Saturday.

Day of Week

The number of the day of the week the annotation was modified, starting with Sunday as 1. For example, if the wording in a text annotation was changed on Monday, the Day of Week (Annotation Modified Time) is 2.

Month Name

The name of the month the annotation was modified. For example, December.

Week Number

The number of the week of the year the annotation was modified. For example, if the wording in a text annotation was changed December 4, 2011, the Week Number (Annotation Modified Time) value is 49.

Annotation Modified User

Is Active

Indicates whether the user who modified the annotation is an active user.

Is Deleted

Indicates whether the user who modified the annotation is deleted from the system.

User Category

The type of user who modified the annotation. Possible values include

- Regular
- System
- Pooled
- Auto update

All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user who modified the annotation.

User ID

The unique ID of the user who modified the annotation.

User Last Name

The last name of the user who modified the annotation.

User Locality

The location of the user who modified the annotation. Locations are configured as part of the user contact information in the Management Console.

User Name

The user name of the user who modified the annotation.

Annotation Text

Annotation ID

The unique ID of the annotation.

Annotation Text

The text associated with the annotation. Only stamp, sticky note, and text annotations have associated text.

Sequence Number

The page number of the document associated with the annotation text.

Clientside Actions

Action

The ImageNow Client audit condition that was performed for the document. Possible values include

- E-mail
- Export
- Fax
- Launch
- Associated Application
- Print

Action Time

The date and time the ImageNow Client audit action was performed for the document.

Action User ID

The user ID of the user that performed the ImageNow Client audit action for the document.

Audit ID

The ID of the audit record created when the ImageNow Client audit action was performed.

Category ID

The unique ID of the category associated with the ImageNow Client audit condition.

Object Class

The database value of the type of ImageNow Client audit action performed. A value of 2 indicates the action has been performed.

Object ID

The unique ID of the object associated with the ImageNow Client audit condition.

Object Type

The type code for the type of object (document, folder, or logical object) being audited.

Date Custom Property

Instance ID

The unique ID that links an instance of a date custom property (using the property ID) to a document (using the document ID).

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

Value

The value of the custom property for the document.

Digital Signatures

Action Time

The date and time the digital signature action was performed.

Action

The digital signature action performed. Valid values include

- Digitally Signed
- Invalidated Signature
- Signature Expired
- Voided Signature
- Verified Void Signature
- Verified Voided Key Pair
- Verified Valid Signature
- Automatically Verified Voided Signature
- Automatically Verified Key Pair
- Automatically Verified Valid Signature
- Automatically Verified Expired Signature
- Automatically Verified Invalid Signature

Creation Time

The date and time the document was digitally signed.

Document ID

The unique ID of the document that was digitally signed.

Reason

The digital signature reason associated with the action performed.

Signature ID

The unique ID of the digital signature.

Signature Status

The status of the digital signature. Valid values include

- Previously signed.
- Not signed.
- Invalid.
- Valid.
- Void.

Digital Signatures - Signature User

Signature User Name

The user name of the user who applied the digital signature to the document.

Signature User Last Name

The last name of the user who applied the digital signature to the document.

Signature User First Name

The first name of the user who applied the digital signature to the document.

Signature User Category

The type of user who applied the digital signature to the document. Possible values include

- Regular
- System
- Pooled
- Auto update

All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

Signature User Location

The location of the user who applied the digital signature to the document. Locations are configured as part of the user contact information in the Management Console.

Signature User Is Deleted

Whether the user who applied the digital signature to the document has been deleted from Perceptive Content.

Signature User Is Active

Whether the user who applied the digital signature to the document is active or inactive.

Digital Signatures - Void Signature User

Void Signature User Name

The user name of the user who voided the digital signature for the document.

Void Signature User Last Name

The last name of the user who voided the digital signature for the document.

Void Signature User First Name

The first name of the user who voided the digital signature for the document.

Void Signature User Category

The type of user who voided the digital signature for the document. Possible values include

- Regular
- System
- Pooled
- Auto update

All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

Void Signature User Location

The location of the user who voided the digital signature for the document. Locations are configured as part of the user contact information in the Management Console.

Void Signature User Is Deleted

Whether the user who voided the digital signature for the document has been deleted from Perceptive Content.

Void Signature User Is Active

Whether the user who voided the digital signature for the document is active or inactive.

Document Fact

Creation Time

The date and time the document entered the Perceptive Content system. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Creation Time (Calendar Key)

The date and time the document entered the Perceptive Content system, formatted YYYYMMDDHH.

Creation User ID

The unique ID of the user that created the document in Perceptive Content.

Deletion Status

Whether the document has been deleted.

Document ID

The unique ID of the document.

Drawer ID

The unique ID of the document drawer.

Field1

The Field1 value associated with the document.

Field2

The Field2 value associated with the document.

Field3

The Field3 value associated with the document.

Field4

The Field4 value associated with the document.

Field5

The Field5 value associated with the document.

Instance ID

The unique ID of the Perceptive Content object. In this case, the instance ID of the document.

Modified Time

The date and time the document was last modified. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Modified Time (Calendar Key)

The date and time the document was last modified, formatted YYYYMMDDHH.

Modified User ID

The unique ID of the user that last modified the document.

Name

The name of the document.

Page Count

The number of pages in the document.

Parent Instance ID

The unique ID of the folder or drawer location associated with the document.

Object Type ID

The unique ID of the document type.

Version ID

The unique ID of the version associated with the logical object.

Documents Modified

Action

The action component of the audit condition performed on the document.

Audit ID

The unique ID of the audit record logged in the Perceptive Content database.

Category ID

The unique ID of the category associated with the ImageNow Client audit condition.

Action Time

The date and time the audit condition was performed.

Action User ID

The unique ID of the user who performed the audit condition.

Document ID

The unique ID of the document.

Object Type

The ID of the object component of the audit condition performed on the document.

Object Class

The database value of the type of audit action performed. A value of 2 indicates the document has been viewed.

Audit Object ID

The unique ID of the audited object used to determine values changed by the audit condition.

Documents Viewed

Action Type

The unique ID of the action component of the audit condition performed on the document.

Audit ID

The unique ID of the audit record logged in the Perceptive Content database.

Category ID

The unique ID of the category associated with the ImageNow Client audit condition.

Action Time

The date and time the audit condition was performed.

Action User ID

The unique ID of the user who performed the audit condition.

Object ID

The unique ID of the document.

Object Type

The ID of the object component of the audit condition performed on the document.

Object Class

The database value of the type of audit action performed. A value of 2 indicates the document has been viewed.

Drawer

Description

The description of the drawer.

Drawer ID

The unique ID of the drawer.

Drawer Name

The name of the drawer.

Flag Custom Property

Instance ID

The unique ID that links an instance of a flag custom property (using the property ID) to a document (using the document ID).

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

Raw Value

The default database value for the custom property. 0 indicates a false flag. 1 indicates a true flag.

Value

The value of the custom property for the document.

Folder

Folder Instance

The unique ID of the instance of the folder that stores the document, folder, or shortcut.

Folder Name

The name of the folder or volume that stores the document, folder, or shortcut.

Link Time

Calendar Date

The date and time the document was linked with the application plan. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the document was linked with the application plan. For example, if a document was linked on August 22, 2011, the Calendar Day (Link Time) value is 22.

Calendar Hour

The hour of the day the document was linked with the application plan. For example, if a document was linked at 2:00 PM, the Calendar Hour (Link Time) value is 14.

Calendar Key

The date and hour the document was linked with the application plan. By default, values are formatted YYYYDDMMHH.

Calendar Month

The month of the year the document was linked with the application plan. For example, if a document was linked in April 2011, the Calendar Month (Link Time) value is 4.

Calendar Month Key

The year and month the document was linked with the application plan, formatted as YYYYMM. For example, if a document was linked on June 15, 2011, the value is 201106.

Calendar Quarter

The quarter of the year the document was linked with the application plan. For example, if a document was linked on August 9, 2011, the Calendar Quarter (Annotation Creation Time) value is 3.

Calendar Quarter Key

The year and quarter the document was linked with the application plan, formatted YYYYQ. For example, if a document was linked in November 2011, the value is 20114.

Calendar Year

The year the document was linked with the application plan. By default, the format is YYYY.

Day Name

The name of the day of the week the document was linked with the application plan. Day names include Sunday through Saturday.

Day of Week

The number of the day of the week the document was linked with the application plan, starting with Sunday as 1. For example, if a document was linked on Monday, the Day of Week (Annotation Creation Time) is 2.

Month Name

The name of the month the document was linked with the application plan. For example, December.

Week Number

The number of the week of the year the document was linked with the application plan. For example, if a document was linked December 4, 2011, the Week Number (Annotation Creation Time) value is 49.

Link User

Is Active

Indicates whether the user who linked the document is an active user.

Is Deleted

Indicates whether the user who linked the document is deleted from the system.

User Category

The type of user who linked the document. Possible values include

- Regular
- System
- Pooled
- Auto update

All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user who linked the document.

User ID

The unique ID of the user who linked the document.

User Last Name

The last name of the user who linked the document.

User Locality

The location of the user who linked the document. Locations are configured as part of the user contact information in the Management Console.

User Name

The user name of the user who linked the document.

List Custom Property

Instance ID

The unique ID that links an instance of a list custom property (using the property ID) to a document (using the document ID).

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

Value

The value of the custom property for the document.

Number Custom Property

Currency

The type of currency specified if the number custom property represents currency.

Instance ID

The unique ID that links an instance of a number custom property (using the property ID) to a document (using the document ID).

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

Value

The value of the custom property for the document.

Object Creation Time

Calendar Date

The date and time the document was created. By default, the format is Month DD, YYYY HH:MM:SS AM/PM

Calendar Day

The day of the month the document was created. For example, if the document was added to Perceptive Content on October 5, 2001, the Calendar Day (Object Creation Time) value is 5.

Calendar Hour

The hour of the day the document was created. For example, if the document was added to Perceptive Content at 3:00 PM, the Calendar Hour (Object Creation Time) value is 15.

Calendar Key

The date and hour the document was created, formatted YYYYMMDDHH. For example, if the document was added to Perceptive Content on March 23, 2011, at 3:34 PM, the Calendar Key (Object Creation Time) value is 2011032315.

Calendar Month

The number of the month of the year in which the document was created. For example, if the document was added to Perceptive Content on June 15, 2011, the Calendar Month (Object Creation Time) value is 6.

Calendar Month Key

The year and month the document was created, formatted YYYYMM. For example, if the document was added to Perceptive Content on May 14, 2011, the Calendar Month Key (Object Creation Time) value is 201105.

Calendar Quarter

The quarter of the year in which the document was created. For example, if the document was added to Perceptive Content on February 12, 2011, the Calendar Quarter (Object Creation Time) is 1. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Quarter Key

The year and quarter in which the document was created, formatted YYYYQ. For example, if the document was added to Perceptive Content on January 9, 2010, the Calendar Quarter Key (Object Creation Time) value is 20101. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Year

The year the document was created. The default format is YYYY.

Day Name

The day of the week the document was created. (Monday-Friday)

Day of Week

The number of the day of the week the document was created. For example, if the document was added to Perceptive Content on Tuesday, the Day of Week (Object Creation Time) value would be 3.

Month Name

The month in which the document was created. For example, January.

Week Number

The number of the week in the year in which the document was created. For example, if the document was added to Perceptive Content on December 30, 1999, the Week Number (Object Creation Time) value is 52.

Object Creation User

Is Active

Indicates whether the user that created the document in Perceptive Content is active or inactive.

Is Deleted

Indicates whether the user that created the document in Perceptive Content is deleted.

User Category

The type of user that created the document in Perceptive Content. Possible values include

- Regular
- System
- Pooled
- Auto update

All users configured in your Perceptive Content environment, whether added or imported, appear as Regular users.

User First Name

The first name of the user that created the document in Perceptive Content.

User ID

The unique ID of the user that created the document in Perceptive Content.

User Last Name

The last name of the user that created the document in Perceptive Content.

User Locality

The location of the user that created the document in Perceptive Content. Locations are configured as part of the user contact information in the Management Console.

User Name

The user name of the user that created the document in Perceptive Content.

Object Modified Time

Calendar Date

The date and time the document was last modified. By default, the format is Month DD, YYYY HH:MM:SS AM/PM

Calendar Day

The day of the month the document was last modified. For example, if the document properties were changed on October 5, 2001, the Calendar Day (Object Modified Time) value is 5.

Calendar Hour

The hour of the day the document was last modified. For example, if the document properties were changed at 3:00 PM, the Calendar Hour (Object Modified Time) value would be 15.

Calendar Key

The date and hour the document was last modified, formatted YYYYMMDDHH. For example, if the document properties were changed on March 23, 2011, at 3:34 PM, the Calendar Key (Object Modified Time) value is 2011032315.

Calendar Month

The number of the month of the year in which the document was last modified. For example, if the document properties were changed on June 15, 2011, the Calendar Month (Object Modified Time) value is 6.

Calendar Month Key

The year and month the document was last modified, formatted YYYYMM. For example, if the document properties were changed on May 14, 2011, the Calendar Month Key (Object Modified Time) value is 201105.

Calendar Quarter

The quarter of the year in which the document was last modified. For example, if the document properties were changed on February 12, 2011, the Calendar Quarter (Object Modified Time) is 1. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Quarter Key

The year and quarter in which the document was last modified, formatted YYYYQ. For example, if the document properties were changed on January 9, 2010, the Calendar Quarter Key (Object Modified Time) value is 20101. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Year

The year the document was last modified. The default format is YYYY.

Day Name

The day of the week the document was last modified. (Monday-Friday)

Day of Week

The number of the day of the week the document was last modified. For example, if the document properties changed on December 30, 1999, the Week Number (Object Modified Time) value is 52.

Month Name

The month in which the document was last modified. For example, January.

Week Number

The number of the week in the year in which the document was last modified. For example, if the document properties changed on December 30, 1999, the Week Number (Object Modified Time) value is 52.

Object Modified User

Is Active

Indicates whether the user that last modified the document in Perceptive Content is active or inactive.

Is Deleted

Indicates whether the user that last modified the document is deleted.

User Category

The type of user that last modified the document in Perceptive Content. Possible values include

- Regular
- System
- Pooled
- Auto update

All users configured in your Perceptive Content environment, whether added or imported, appear as Regular users.

User First Name

The first name of the user that last modified the document in Perceptive Content.

User ID

The unique ID of the user that last modified the document in Perceptive Content.

User Last Name

The last name of the user that last modified the document in Perceptive Content.

User Locality

The location of the user that last modified the document in Perceptive Content. Locations are configured as part of the user contact information in the Management Console.

User Name

The user name of the user that last modified the document in Perceptive Content.

Object Type

Object Active

Indicates whether the document type is active or inactive.

Object Category ID

The numeric identifier of the type of Perceptive Content object. A value of 1 indicates a document; a value of 2 indicates a folder.

Object Category Name

Indicates whether the type of Perceptive Content object is a document or a folder.

Object Type ID

The unique ID of the document type.

Object Type Name

The name of the document type.

Shortcut

Shortcut ID

The unique ID of the document or folder shortcut.

Name

The name of the document or folder shortcut.

Shortcut Type

Whether the shortcut points to a document or a folder.

Target ID

The unique ID of the document or folder referenced by the shortcut.

String Custom Property

Instance ID

The unique ID that links an instance of a string custom property (using the property ID) to a document (using the document ID).

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

Value

The value of the custom property for the document.

Task

Assigning Time

The date and time the task associated with the document was assigned.

Assigning Time (Calendar Key)

The date and hour the task associated with the document was assigned, formatted YYYYMMDDHH. For example, if the task was assigned on March 23, 2011, at 3:34 PM, the Assigning Time (Calendar Key) value is 2011032315.

Assigning User ID

The unique ID of the user who originally assigned the task associated with the document.

Completed Late Count

The number of tasks associated with the document that were completed after the assigned due date.

Completion Time

The date and time the task associated with the document entered a Complete state. By default, the format is Month DD, YYYY HH:MM:SS AM or PM

Completion Time (Calendar Key)

The date and hour the task associated with the document entered a Complete state, formatted YYYYMMDDHH. For example, if the task was completed on March 23, 2011, at 3:34 PM, the Calendar Key (Task Completion Time) value is 2011032315.

Completion User ID

The unique ID of the user who completed the task associated with the document.

Creation Time

The date and time the task associated with the document was created.

Creation Time (Calendar Key)

The date and hour the task associated with the document was created, formatted YYYYMMDDHH. For example, if the task was created on March 23, 2011, at 3:34 PM, the Calendar Key (Task Creation Time) value is 2011032315.

Creation User ID

The unique ID of the user who created the task associated with the document.

Document ID

The unique ID of the document associated with the task associated with the document.

Due Time

The date and time the task associated with the document is due. By default, the format is Month DD, YYYY HH:MM:SS AM or PM

Due Time (Calendar Key)

The date and hour the task associated with the document is due, formatted YYYYMMDDHH. For example, if the task is due on March 23, 2011, at 3:34 PM, the Calendar Key (Task Due Time) value is 2011032315.

Folder ID

The ID of the folder associated with the task.

Start Time

The date and time the task associated with the document is configured to start. By default, the format is Month DD, YYYY HH:MM:SS AM or PM

Start Time (Calendar Key)

The date and hour the task associated with the document is configured to start, formatted YYYYMMDDHH. For example, if the task is set to start on March 23, 2011, at 3:34 PM, the Calendar Key (Task Start Time) value is 2011032315.

Start to Completion Time

The amount of time elapsed between when the task associated with the document started and when the task was completed.

Start to Due Time

The amount of time elapsed between the time the task associated with the document starts and the time the tasks is due.

Task ID

The unique ID of the task associated with the document.

Task State

The status of a task associated with the document. Possible values include

- Assigned
- Returned
- Complete pending review
- Canceled
- Invalid
- Complete

Task Template ID

The unique ID of the task template associated with the task associated with the document.

Task Type

The type of task associated with the document. Possible values include

- Signature required
- Document deficiency
- Pointer

User Group Custom Property

Instance ID

The unique ID that links an instance of a user custom property (using the property ID) to a document (using the document ID).

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

String ID

The default value for the custom property.

Value

The value of the custom property for the document.

Workflow Fact

Item Location

Whether the document is in active workflow or the workflow archive.

Completion Time

The date and time the workflow item associated with the document entered a complete queue. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Completion Time (Calendar Key)

The date and time the workflow item associated with the document entered a complete queue, formatted YYYYMMDDHH.

Counter

An item you can use with any workflow report item associated with the document to act as a measure.

Creation Time

The date and time the workflow item associated with the document was created. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Creation Time (Calendar Key)

The date and time the workflow item associated with the document was created, formatted YYYYMMDDHH.

Creation User ID

The unique ID of the user who created the workflow item associated with the document.

Finish Time

The date and time the workflow item left the workflow queue. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Finish Time (Calendar Key)

The date and hour the workflow item associated with the document left the workflow queue. By default, values are formatted YYYYDDMMHH.

Finish User ID

The unique ID of the user who routed the workflow item associated with the document out of the workflow queue.

First View Time

The first time the workflow item associated with the document was viewed.

Hold User ID

The unique ID of the user who placed a hold on the workflow item associated with the document.

Item ID

The unique ID of the workflow item associated with the document.

Item State

The current workflow item state associated with the document. Possible values include

- Any
- Idle
- Working
- Holding
- Pending
- Finished
- Completed
- Waiting for routing
- Waiting for siblings
- Waiting for inbound action
- Error

Object ID

The document ID or folder ID associated with the workflow item.

Priority

The priority assigned to the workflow item associated with the document. Possible values include

- Low
- Normal
- High

Queue ID

The unique ID of the queue for the workflow item associated with the document.

Queue Start Time

The time the workflow item associated with the document was added or routed to the workflow queue.

Queue Start Time (Calendar Key)

The date and time the workflow item associated with the document was added or routed to the workflow queue, formatted YYYYMMDDHH. For example, if the item was routed forward on March 12, 2011, at 1:00 PM, the Queue Start Time (Calendar Key) value is 2011031213.

Queue Start User ID

The unique ID of the user who added or routed the workflow item associated with the document to the workflow queue.

State Detail

The last workflow action performed for an item associated with the document. Possible values include

- Unknown
- Routed in
- Routed out
- Marked routable
- Created
- Cancelled
- Put on hold
- Set to work
- Finished
- Split
- Joined
- Priority changed
- Recalled

State Start Time

The date and time the workflow item associated with the document began its current workflow state.

State Start Time (Calendar Key)

The date and hour the workflow item associated with the document began its current workflow state. By default, values are formatted YYYYDDMMHH.

State User ID

The unique ID of the user who changed the workflow item associated with the document to its current workflow state.

Total Hold Time

The total amount of time a workflow item associated with the document spent on hold.

Workflow Fact (with Archive)

Item Location

Whether the document is in active workflow or the workflow archive.

Completion Time

The date and time the workflow item associated with the document entered a complete queue. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Completion Time (Calendar Key)

The date and time the workflow item associated with the document entered a complete queue, formatted YYYYMMDDHH.

Counter

An item you can use with any workflow report item associated with the document to act as a measure.

Creation Time

The date and time the workflow item associated with the document was created. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Creation Time (Calendar Key)

The date and time the workflow item associated with the document was created, formatted YYYYMMDDHH.

Creation User ID

The unique ID of the user who created the workflow item associated with the document.

Finish Time

The date and time the workflow item left the workflow queue. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Finish Time (Calendar Key)

The date and hour the workflow item associated with the document left the workflow queue. By default, values are formatted YYYYDDMMHH.

Finish User ID

The unique ID of the user who routed the workflow item associated with the document out of the workflow queue.

First View Time

The first time the workflow item associated with the document was viewed.

Hold User ID

The unique ID of the user who placed a hold on the workflow item associated with the document.

Item ID

The unique ID of the workflow item associated with the document.

Item State

The current workflow item state associated with the document. Possible values include

- Any
- Idle
- Working
- Holding
- Pending
- Finished
- Completed
- Waiting for routing
- Waiting for siblings
- Waiting for inbound action
- Error

Object ID

The document ID or folder ID associated with the workflow item.

Priority

The priority assigned to the workflow item associated with the document. Possible values a include

- Low
- Normal
- High

Queue ID

The unique ID of the queue for the workflow item associated with the document.

Queue Start Time

The time the workflow item associated with the document was added or routed to the workflow queue.

Queue Start Time (Calendar Key)

The date and time the workflow item associated with the document was added or routed to the workflow queue, formatted YYYYMMDDHH. For example, if the item was routed forward on March 12, 2011, at 1:00 PM, the Queue Start Time (Calendar Key) value is 2011031213.

Queue Start User ID

The unique ID of the user who added or routed the workflow item associated with the document to the workflow queue.

State Detail

The last workflow action performed for an item associated with the document. Possible values include

- Unknown
- Routed in
- Routed out
- Marked routable
- Created
- Cancelled
- Put on hold
- Set to work
- Finished
- Split
- Joined
- Priority changed
- Recalled

State Start Time

The date and time the workflow item associated with the document began its current workflow state.

State Start Time (Calendar Key)

The date and hour the workflow item associated with the document began its current workflow state. By default, values are formatted YYYYDDMMHH.

State User ID

The unique ID of the user who changed the workflow item associated with the document to its current workflow state.

Total Hold Time

The total amount of time a workflow item associated with the document spent on hold.

Folder schema definitions

The following table lists the report items available in the Folder Star Schema namespace of the Perceptive Content Business Logic View data source package, available on the Source tab of the Insertable Objects pane.

Date Custom Property

Instance ID

The unique ID that links an instance of a date custom property (using the property ID) to a folder (using the folder ID).

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

Value

The value of the custom property for the folder. The value is a date or date and time format.

Drawer

Description

The description of the drawer.

Drawer ID

The unique ID of the drawer.

Drawer Name

The name of the drawer.

Enum - Folder Status

Enumeration Value

The database value of the folder active status.

Folder Status

Whether the folder is active or inactive.

Flag Custom Property

Instance ID

The unique ID that links an instance of a flag custom property (using the property ID) to a folder (using the folder ID).

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

Raw Value

The default database value for the custom property. A value of 0 indicates a false flag. A value of 1 indicates a true flag.

Value

The value of the custom property for the folder.

Folder

Folder Instance

The unique ID of the instance of the folder that stores the document, folder, or shortcut.

Folder Name

The name of the folder or volume that stores the document, folder, or shortcut.

Folder Fact

Creation Time

The date and time the folder was created. By default, the format is Month DD, YYYY HH:MM:SS AM or PM

Creation Time (Calendar Key)

The date and hour the folder was created, formatted YYYYMMDDHH. For example, if the folder was added to Perceptive Content on November 23, 2011, at 8:24 PM, the Creation Time (Calendar Key) value is 2011112320.

Creation User ID

The unique ID of the user who created the folder in Perceptive Content.

Deletion Status

Indicates whether the folder has been sent to the recycle bin to be deleted.

Drawer ID

The unique ID of the drawer in which the folder is stored.

Folder ID

The unique ID of the folder.

Folder Name

The name of the folder.

Folder Status

Whether the folder is active or inactive. A value of 0 indicates an active folder. A value of 1 indicates an inactive folder.

Instance ID

The instance ID of the folder used to associate custom properties.

Modified Time

The date and time the folder was last modified. By default, the format is Month DD, YYYY HH:MM:SS AM or PM

Modified Time (Calendar Key)

The date and hour the folder was last modified, formatted YYYYMMDDHH. For example, if the folder properties were changed on March 23, 2011, at 3:34 PM, the Calendar Key (Object Modified Time) value is 2011032315.

Modified User ID

The unique ID of the user who last modified the folder in Perceptive Content.

Object Type ID

The unique ID of the folder type.

Parent Instance ID

The unique of the folder or drawer location associated with the folder.

List Custom Property

Instance ID

The unique ID that links an instance of a list custom property (using the property ID) to a folder (using the folder ID).

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

String Value

The default value for the custom property.

Value

The value of the custom property for the folder.

Number Custom Property

Currency

The type of currency specified if the number custom property represents currency.

Instance ID

The unique ID that links an instance of a number custom property (using the property ID) to a folder (using the folder ID).

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

Value

The value of the custom property for the folder. Value must contain numeric values to aggregate correctly.

Object Creation Time

Calendar Date

The date and time the folder was created. By default, the format is Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the folder was created. For example, if the folder was added to Perceptive Content on October 5, 2001, the Calendar Day (Object Creation Time) value is 5.

Calendar Hour

The hour of the day the folder was created. For example, if the folder was added to Perceptive Content at 3:00 PM, the Calendar Hour (Object Creation Time) value is 15.

Calendar Key

The date and hour the folder was created, formatted YYYYMMDDHH. For example, if the folder was added to Perceptive Content on March 23, 2011, at 3:34 PM, the Calendar Key (Object Creation Time) value is 2011032315.

Calendar Month

The number of the month of the year in which the folder was created. For example, if the document was added to Perceptive Content on June 15, 2011, the Calendar Month (Object Creation Time) value is 6.

Calendar Month Key

The year and month the folder was created, formatted YYYYMM. For example, if the folder was added to Perceptive Content on May 14, 2011, the Calendar Month Key (Object Creation Time) value is 201105.

Calendar Quarter

The quarter of the year in which the folder was created. For example, if the folder was added to Perceptive Content on February 12, 2011, the Calendar Quarter (Object Creation Time) is 1. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Quarter Key

The year and quarter in which the folder was created, formatted YYYYQ. For example, if the folder was added to Perceptive Content on January 9, 2010, the Calendar Quarter Key (Object Creation Time) value is 20101. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Year

The year the folder was created. The default format is YYYY.

Day Name

The day of the week the folder was created. For example, Monday through Friday.

Day of Week

The number of the day of the week the folder was created. For example, if the folder was added to Perceptive Content on Tuesday, the Day of Week (Object Creation Time) value would be 3.

Month Name

The month in which the folder was created, for example, January.

Week Number

The number of the week in the year in which the folder was created. For example, if the folder was added to Perceptive Content on December 30, 1999, the Week Number (Object Creation Time) value is 52.

Object Creation User

Is Active

Indicates whether the user who created the folder in Perceptive Content is active or inactive.

Is Deleted

Indicates whether the user who created the folder is deleted from Perceptive Content.

User Category

The type of user who created the folder in Perceptive Content. Possible values include:

- Regular
- System
- Pooled
- Auto update

All users configured in your Perceptive Content environment, whether added or imported, appear as Regular users.

User First Name

The first name of the user who created the folder in Perceptive Content.

User ID

The unique ID of the user who created the folder in Perceptive Content.

User Last Name

The last name of the user who created the folder in Perceptive Content.

User Locality

The location of the user who created the folder in Perceptive Content. Locations are configured as part of the user contact information in the Management Console.

User Name

The user name of the user who created the folder in Perceptive Content.

Object Modified Time

Calendar Date

The date and time the folder was last modified. By default, the format is Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the folder was last modified. For example, if the folder properties were changed on October 5, 2001, the Calendar Day (Object Modified Time) value is 5.

Calendar Hour

The hour of the day the folder was last modified. For example, if the folder properties were changed at 3:00 PM, the Calendar Hour (Object Modified Time) value would be 15.

Calendar Key

The date and hour the folder was last modified, formatted YYYYMMDDHH. For example, if the folder properties were changed on March 23, 2011, at 3:34 PM, the Calendar Key (Object Modified Time) value is 2011032315.

Calendar Month

The number of the month of the year in which the folder was last modified. For example, if the folder properties were changed on June 15, 2011, the Calendar Month (Object Modified Time) value is 6.

Calendar Month Key

The year and month the folder was last modified, formatted YYYYMM. For example, if the folder properties were changed on May 14, 2011, the Calendar Month Key (Object Modified Time) value is 201105.

Calendar Quarter

The quarter of the year in which the folder was last modified. For example, if the folder properties were changed on February 12, 2011, the Calendar Quarter (Object Modified Time) is 1. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Quarter Key

The year and quarter in which the folder was last modified, formatted YYYYQ. For example, if the folder properties were changed on January 9, 2010, the Calendar Quarter Key (Object Modified Time) value is 20101. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Year

The year the folder was last modified. The default format is YYYY.

Day Name

The day of the week the folder was last modified. For example, Monday through Friday.

Day of Week

The number of the day of the week the folder was last modified. For example, if the folder properties changed on December 30, 1999, the Week Number (Object Modified Time) value is 52.

Month Name

The month in which the folder was last modified, for example, January.

Week Number

The number of the week in the year in which the folder was last modified. For example, if the folder properties changed on December 30, 1999, the Week Number (Object Modified Time) value is 52.

Object Modified User

Is Active

Indicates whether the user who last modified the folder in Perceptive Content is active or inactive.

Is Deleted

Indicated whether the user who last modified the folder in Perceptive Content is active or inactive.

User Category

The type of user who modified the folder in Perceptive Content. Possible values include:

- Regular
- System
- Pooled
- Auto update

All users configured in your Perceptive Content environment, whether added or imported, appear as Regular users.

User First Name

The first name of the user who last modified the folder in Perceptive Content.

User ID

The unique ID of the user who last modified the folder in Perceptive Content.

User Last Name

The last name of the user who last modified the folder in Perceptive Content.

User Locality

The location of the user who last modified the folder in Perceptive Content. Locations are configured as part of the user contact information in the Management Console.

User Name

The user name of the user who last modified the folder in Perceptive Content.

Object Type

Active Flag

Indicates whether the folder type is active or inactive.

Object Category ID

A numeric identifier that represents the type of Perceptive Content object. A value of 1 indicates a document; a value of 2 indicates a folder.

Object Category Name

Indicates whether the type of Perceptive Content object is a document or a folder.

Object Type ID

The unique ID of the folder type.

Object Type Name

The name of the folder type.

folder Fact

Creation Time

The date and time the folder was created. By default, the format is Month DD, YYYY HH:MM:SS AM or PM.

Creation Time (Calendar Key)

The date and hour the folder was created, formatted YYYYMMDDHH. For example, if the folder was added to Perceptive Contenton November 23, 2011, at 8:24 PM, the Creation Time (Calendar Key) value is 2011112320.

Creation User ID

The unique ID of the user who created the folder in Perceptive Content.

Deletion Status

Indicates whether the folder has been sent to the recycle bin to be deleted.

Drawer ID

The unique ID of the drawer in which the folder is stored.

Instance ID

The instance ID of the folder used to associate custom properties.

Modified Time

The date and time the folder was last modified. By default, the format is Month DD, YYYY HH:MM:SS AM or PM.

Modified Time (Calendar Key)

The date and hour the folder was last modified, formatted YYYYMMDDHH. For example, if the folder properties were changed on March 23, 2011, at 3:34 PM, the Calendar Key (Object Modified Time) value is 2011032315.

Modified User ID

The unique ID of the user who last modified the folder in Perceptive Content.

Object Type ID

The unique ID of the folder type.

folder ID

The unique ID of the Perceptive Content folder.

folder Name

The name of the Perceptive Content folder.

folder Status

Indicates whether the folder is active or inactive. A value of 0 indicates an active folder. A value of 1 indicates an inactive folder.

Shortcut

Shortcut ID

The unique ID of the document or folder shortcut.

Name

The name of the document or folder shortcut.

Shortcut Type

Whether the shortcut points to a document or a folder.

Target ID

The unique ID of the document or folder referenced by the shortcut.

String Custom Property

Instance ID

The unique ID that links an instance of a string custom property (using the property ID) to a folder (using the folder ID).

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

Value

The value of the custom property for the folder.

Task

Assigning Time

The date and time the task associated with the folder was assigned.

Assigning Time (Calendar Key)

The date and hour the task associated with the folder was assigned, formatted YYYYMMDDHH. For example, if the task was assigned on March 23, 2011, at 3:34 PM, the Assigning Time (Calendar Key) value is 2011032315.

Assigning User ID

The unique ID of the user who originally assigned the task associated with the folder.

Completed Late Count

The number of tasks associated with the folder that were completed after the assigned due date.

Completion Time

The date and time the task associated with the folder entered a Complete state. By default, the format is Month DD, YYYY HH:MM:SS AM or PM.

Completion Time (Calendar Key)

The date and hour the task associated with the folder entered a Complete state, formatted YYYYMMDDHH. For example, if the task was completed on March 23, 2011, at 3:34 PM, the Calendar Key (Task Completion Time) value is 2011032315.

Completion User ID

The unique ID of the user who completed the task associated with the folder.

Creation Time

The date and time the task associated with the folder was created.

Creation Time (Calendar Key)

The date and hour the task associated with the folder was created, formatted YYYYMMDDHH. For example, if the task was created on March 23, 2011, at 3:34 PM, the Calendar Key (Task Creation Time) value is 2011032315.

Creation User ID

The unique ID of the user who created the task associated with the folder.

Document ID

The unique ID of the document associated with the task associated with the folder.

Due Time

The date and time the task associated with the folder is due. By default, the format is Month DD, YYYY HH:MM:SS AM or PM.

Due Time (Calendar Key)

The date and hour the task associated with the folder is due, formatted YYYYMMDDHH. For example, if the task is due on March 23, 2011, at 3:34 PM, the Calendar Key (Task Due Time) value is 2011032315.

folder ID

The unique ID of the folder associated with the task.

Start Time

The date and time the task associated with the folder is configured to start. By default, the format is Month DD, YYYY HH:MM:SS AM or PM.

Start Time (Calendar Key)

The date and hour the task is configured to start, formatted YYYYMMDDHH. For example, if the task is set to start on March 23, 2011, at 3:34 PM, the Calendar Key (Task Start Time) value is 2011032315.

Start to Completion Time

The amount of time elapsed between when the task associated with the folder started and when the task was completed.

Start to Due Time

The amount of time elapsed between the time the task associated with the folder starts and the time the tasks is due.

Task ID

The unique ID of the task associated with the folder.

Task State

The status of a task associated with the folder. Possible values include:

- Assigned
- Returned
- Complete pending review
- Complete
- Canceled
- Invalid

Task Template ID

The unique ID of the task template associated with the task associated with the folder.

Task Type

The type of task associated with the folder. Possible values include:

- Pointer
- Document deficiency
- Signature required

User Group Custom Property

Instance ID

The unique ID that links an instance of a user custom property (using the property ID) to a folder (using the folder ID).

Property ID

The unique ID of the custom property.

Property Name

The name of the custom property.

String ID

The default value for the custom property.

Value

The value of the custom property for the folder.

Workflow Fact

Item Location

Whether the document is in active workflow or the workflow archive.

Completion Time

The date and time the workflow item associated with the folder entered a complete queue. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Completion Time (Calendar Key)

The date and time the workflow item associated with the folder entered a complete queue, formatted YYYYMMDDHH.

Counter

An item you can use with any workflow report item to act as a measure.

Creation Time

The date and time the workflow item associated with the folder was created. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Creation Time (Calendar Key)

The date and time the workflow item associated with the folder was created, formatted YYYYMMDDHH.

Creation User ID

The unique ID of the user who created the workflow item associated with the folder.

Finish Time

The date and time the workflow item associated with the folder left the workflow queue. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Finish Time (Calendar Key)

The date and hour the workflow item associated with the folder left the workflow queue. By default, values are formatted YYYYDDMMHH.

Finish User ID

The unique ID of the user who routed the workflow item associated with the folder out of the workflow queue.

First View Time

The first time the workflow item associated with the folder was viewed.

Hold User ID

The unique ID of the user who placed a hold on the workflow item associated with the folder.

Item ID

The unique ID of the workflow item associated with the folder.

Item State

The current workflow item state associated with the folder. Possible values include:

- Any
- Idle
- Working
- Holding
- Pending
- Finished
- Completed
- Waiting for routing
- Waiting for siblings
- Waiting for inbound action
- Error

Object ID

The document ID or folder ID for the workflow item associated with the folder.

Priority

The priority assigned to the workflow item associated with the folder. Possible values include:

- low
- normal
- high

Queue ID

The unique ID of the queue associated with the folder workflow item.

Queue Start Time

The time the workflow item associated with the folder was added or routed to the workflow queue.

Queue Start Time (Calendar Key)

The date and time the workflow item associated with the folder was added or routed to the workflow queue, formatted YYYYMMDDHH. For example, if the item was routed forward on March 12, 2011, at 1:00 PM, the Queue Start Time (Calendar Key) value is 2011031213.

Queue Start User ID

The unique ID of the user who added or routed the workflow item associated with the folder to the workflow queue.

State Detail

The last workflow action performed for an item associated with the folder. Possible values include:

- Unknown
- Routed in
- Routed out
- Marked routable
- Created
- Put on hold
- Set to work
- Finished
- Split
- Joined
- Priority changed
- Recalled
- Cancelled

State Start Time

The date and time the workflow item began its current workflow state.

State Start Time (Calendar Key)

The date and hour the workflow item associated with the folder began its current workflow state. By default, values are formatted YYYYDDMMHH.

State User ID

The unique ID of the user who changed the workflow item associated with the folder to its current workflow state.

Total Hold Time

The total amount of time a workflow item associated with the folder spent on hold.

Workflow Fact (with Archive)

Item Location

Whether the document is in active workflow or the workflow archive.

Completion Time

The date and time the workflow item associated with the folder entered a complete queue. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Completion Time (Calendar Key)

The date and time the workflow item associated with the folder entered a complete queue, formatted YYYYMMDDHH.

Counter

An item you can use with any workflow report item to act as a measure.

Creation Time

The date and time the workflow item associated with the folder was created. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Creation Time (Calendar Key)

The date and time the workflow item associated with the folder was created, formatted YYYYMMDDHH.

Creation User ID

The unique ID of the user who created the workflow item associated with the folder.

Finish Time

The date and time the workflow item associated with the folder left the workflow queue. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Finish Time (Calendar Key)

The date and hour the workflow item associated with the folder left the workflow queue. By default, values are formatted YYYYDDMMHH.

Finish User ID

The unique ID of the user who routed the workflow item associated with the folder out of the workflow queue.

First View Time

The first time the workflow item associated with the folder was viewed.

Hold User ID

The unique ID of the user who placed a hold on the workflow item associated with the folder.

Item ID

The unique ID of the workflow item associated with the folder.

Item State

The current workflow item state associated with the folder. Possible values include:

- Any
- Idle
- Working
- Holding
- Pending
- Finished
- Completed
- Waiting for routing
- Waiting for siblings
- Waiting for inbound action
- Error

Object ID

The document ID or folder ID for the workflow item associated with the folder.

Priority

The priority assigned to the workflow item associated with the folder. Possible values include:

- low
- normal
- high

Queue ID

The unique ID of the queue associated with the folder workflow item.

Queue Start Time

The time the workflow item associated with the folder was added or routed to the workflow queue.

Queue Start Time (Calendar Key)

The date and time the workflow item associated with the folder was added or routed to the workflow queue, formatted YYYYMMDDHH. For example, if the item was routed forward on March 12, 2011, at 1:00 PM, the Queue Start Time (Calendar Key) value is 2011031213.

Queue Start User ID

The unique ID of the user who added or routed the workflow item associated with the folder to the workflow queue.

State Detail

The last workflow action performed for an item associated with the folder. Possible values include:

- Unknown
- Routed in
- Routed out
- Marked routable
- Created
- Put on hold
- Set to work
- Finished
- Split
- Joined
- Priority changed
- Recalled
- Cancelled

State Start Time

The date and time the workflow item began its current workflow state.

State Start Time (Calendar Key)

The date and hour the workflow item associated with the folder began its current workflow state. By default, values are formatted YYYYDDMMHH.

State User ID

The unique ID of the user who changed the workflow item associated with the folder to its current workflow state.

Total Hold Time

The total amount of time a workflow item associated with the folder spent on hold.

Task schema definitions

The following table lists the report items available in the Task Star Schema namespace of the Perceptive Content Business Logic View data source package, available on the Insert Data tab of the Menu pane.

Document Fact

Content Status

The database value for the task document's status in Perceptive ContentContent Server.

Creation Time

The date and time the task document entered the Perceptive Content system. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Creation Time (Calendar Key)

The date and time the task document entered the Perceptive Content system, formatted YYYYMMDDHH.

Creation User ID

The unique ID of the user who created the task document in Perceptive Content.

Deletion Status

Indicates whether the document associated with the task has been sent to the recycle bin to be deleted.

Document ID

The unique ID of the task document.

Document name

The name of the document.

Drawer ID

The unique ID of the document drawer.

Field1

The Field1 value associated with the task document.

Field2

The Field2 value associated with the task document.

Field3

The Field3 value associated with the task document.

Field4

The Field4 value associated with the task document.

Field5

The Field5 value associated with the task document.

Instance ID

The unique ID of the Perceptive Content object. In this case, the instance ID of the task document.

Modified Time

The date and time the task document was last modified. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Modified Time (Calendar Key)

The date and time the task document was last modified, formatted YYYYMMDDHH.

Modified User ID

The unique ID of the user who last modified the task document.

Object Type ID

The unique ID of the document type.

Page Count

The number of pages in the task document.

Parent Instance ID

The unique ID of the folder or drawer that stores the document.

Version ID

The unique ID of the version associated with the logical object.

Enum - Task State

Enumeration Value

The database value (0-6) of the status of the task. 0 is Not set, 1 is Assigned, 2 is Returned, 3 is Complete pending review, 4 is Complete, 5 is Canceled, and 6 is Invalid.

Task State

The status of a task. Possible values include Assigned, Returned, Complete pending review, Complete, Canceled, and Invalid.

Enum - Task Type

Enumeration Value

The database value (0-3) of the type of task. 0 is Not set, 1 is Signature required, 2 is Document Deficiency, and 3 is Pointer.

Task Type

The type of task. Possible values include Signature required, Document deficiency, and Pointer.

Folder Fact

Creation Time

The date and time the task folder was created. By default, the format is Month DD, YYYY HH:MM:SS AM/PM.

Creation Time (Calendar Key)

The date and hour the task folder was created, formatted YYYYMMDDHH. For example, if the folder was added to Perceptive Content on November 23, 2011, at 8:24 PM, the Creation Time (Calendar Key) value is 2011112320.

Creation User ID

The unique ID of the user who created the task folder in Perceptive Content.

Deletion Status

Indicates whether the folder associated with the task has been sent to the recycle bin to be deleted.

Drawer ID

The unique ID of the drawer in which the task folder is stored.

Folder ID

The unique ID of the Perceptive Content folder.

Folder Name

The name of the Perceptive Content folder.

Folder Status

Indicates whether the task folder is active or inactive. A value of 0 indicates an active folder. A value of 1 indicates an inactive folder.

Instance ID

The instance ID of the task folder used to associate custom properties.

Modified Time

The date and time the task folder was last modified. By default, the format is Month DD, YYYY HH:MM:SS AM/PM.

Modified Time (Calendar Key)

The date and hour the task folder was last modified, formatted YYYYMMDDHH. For example, if the folder's properties were changed on March 23, 2007, at 3:34 PM, the Calendar Key (Object Modified Time) value is 2007032315.

Modified User ID

The unique ID of the user who last modified the task folder in Perceptive Content.

Object Type ID

The unique ID of the folder type.

Parent Instance ID

The unique ID of the folder or drawer that stores the folder associated with the task.

Task

Assigning Time

The date and time the task was assigned.

Assigning Time (Calendar Key)

The date and hour the task was assigned, formatted YYYYMMDDHH. For example, if the task was assigned on March 23, 2011, at 3:34 PM, the Assigning Time (Calendar Key) value is 2011032315.

Assigning User ID

The unique ID of the user who originally assigned the task.

Completed Late Count

The number of tasks that were completed after the assigned due date.

Completion Time

The date and time the task entered a Complete state. By default, the format is Month DD, YYYY HH:MM:SS AM or PM.

Completion Time (Calendar Key)

The date and hour the task entered a Complete state, formatted YYYYMMDDHH. For example, if the task was completed on March 23, 2011, at 3:34 PM, the Calendar Key (Task Completion Time) value is 2011032315.

Completion User ID

The unique ID of the user who completed the task.

Creation Time

The date and time the task was created.

Creation Time (Calendar Key)

The date and hour the task was created, formatted YYYYMMDDHH. For example, if the task was created on March 23, 2011, at 3:34 PM, the Calendar Key (Task Creation Time) value is 2011032315.

Creation User ID

The unique ID of the user who created the task.

Document ID

The unique ID of the document associated with the task.

Due Time

The date and time the task is due. By default, the format is Month DD, YYYY HH:MM:SS AM or PM.

Due Time (Calendar Key)

The date and hour the task is due, formatted YYYYMMDDHH. For example, if the task is due on March 23, 2011, at 3:34 PM, the Calendar Key (Task Due Time) value is 2011032315.

Folder ID

The unique ID of the folder associated with the task.

Start Time

The date and time the task is configured to start. By default, the format is Month DD, YYYY HH:MM:SS AM or PM.

Start Time (Calendar Key)

The date and hour the task is configured to start, formatted YYYYMMDDHH. For example, if the task is set to start on March 23, 2011, at 3:34 PM, the Calendar Key (Task Start Time) value is 2011032315.

Start to Completion Time

The amount of time elapsed between when the task started and when the task was completed.

Start to Due Time

The amount of time elapsed between the time the task starts and the time the tasks is due.

Task ID

The unique ID of the task.

Task State

The status of a task. Possible values include Assigned, Returned, Complete pending review, Complete, Canceled, and Invalid.

Task Template ID

The unique ID of the task template associated with the task.

Task Type

The type of task. Possible values include Signature required, Document deficiency, and Pointer.

Task Assignee Group

Is Deleted

Indicates whether the group to whom the task is assigned is deleted from Perceptive Content.

Group Category

The type of group to which the task is currently assigned. Possible values include Regular, System, Pooled, and Auto update. All groups configured in your Perceptive Content system, whether added or imported, appear as Regular groups.

Group Description

The description of the group to which the task is currently assigned.

Group ID

The unique ID of the group to whom the task is assigned.

Group Name

The name of the group to which the task is currently assigned.

Task Assignee User

Is Active

Indicates whether the user to whom the task assigned is an active user. A value of 1 indicates an active user. A value of 0 indicates an inactive user.

Is Deleted

Indicates whether the user to whom the task is assigned is deleted from Perceptive Content.

User Category

The type of user to which the task is currently assigned. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user to whom the task is assigned.

User ID

The unique ID of the user to whom the task is assigned.

User Last Name

The last name of the user to whom the task is assigned.

User Locality

The location of the user to whom the task is assigned. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user to whom the task is assigned.

Task Assigning Group

Group Category

The type of group that assigned the task. Possible values include Regular, System, Pooled, and Auto update. All groups configured in your Perceptive Content system, whether added or imported, appear as Regular groups.

Group Description

The description of the group containing the user that assigned the task.

Group ID

The unique ID of the group containing the user that assigned the task.

Group Name

The name of the group to which the user that assigned the task belongs.

Is Deleted

Indicates whether the group that assigned the task is deleted from Perceptive Content.

Task Assigning Time

Calendar Date

The date and time the task was assigned. By default, the format is Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the task was assigned. For example, if the task was assigned on October 5, 2010, the Calendar Day (Task Assigning Time) value is 5.

Calendar Hour

The hour of the day the task was assigned. For example, if the task was assigned at 3:00 PM, the Calendar Hour (Task Assigning Time) value is 15.

Calendar Key

The date and hour the task was assigned, formatted YYYYMMDDHH. For example, if the task was assigned on March 23, 2011, at 3:34 PM, the Calendar Key (Task Assigning Time) value is 2011032315.

Calendar Month

The number of the month the task was assigned. For example, if the task was assigned June 15, 2011, the Calendar Month (Task Assigning Time) value is 6.

Calendar Month Key

The year and month the task was assigned, formatted YYYYMM. For example, if the task was assigned on May 14, 2011, the Calendar Month Key (Task Assigning Time) value is 201105.

Calendar Quarter

The quarter of the year the task was assigned. For example, if the task was assigned on February 12, 2011, the Calendar Quarter (Task Assigning Time) is 1. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Quarter Key

The year and quarter the task was assigned, formatted YYYYQ. For example, if the task was assigned January 9, 2010, the Calendar Quarter Key (Task Assigning Time) value is 20101. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Year

The year the task was assigned, formatted YYYY.

Day Name

The name of the day of the week the task was assigned, for example, Monday or Friday.

Day of Week

The number of the day of the week the task was assigned. For example, if the task was assigned on Tuesday, the Day of Week (Task Assigning Time) value is 3.

Month Name

The name of the month in which the task was assigned, for example, December.

Week Number

The number of the week of the year in which the task was assigned. For example, if the task was assigned December 30, 1999, the Week Number (Task Assigning Time) value is 52.

Task Assigning User

Is Active

Indicates whether the user who assigned the task is an active user. A value of 1 indicates an active user. A value of 0 indicates an inactive user.

Is Deleted

Indicates whether the user who assigned the task is deleted from Perceptive Content.

User Category

The type of user who originally assigned the task. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user who originally assigned the task.

User ID

The unique ID of the user who originally assigned the task.

User Last Name

The last name of the user who originally assigned the task.

User Locality

The location of the user who originally assigned the task. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user who originally assigned the task.

Task Assignment

Entity ID

The unique ID of the user or group to which the task is currently assigned.

Task Creation Time

The date and time the task was created.

Task Due Time

The date and time the task is due.

Task ID

The unique ID of the task.

Task Completion Time

Calendar Date

The date and time the task entered a Complete state. By default, the format is Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the task entered a Complete state. For example, if the task was completed on October 5, 2010, the Calendar Day (Task Completion Time) value is 5.

Calendar Hour

The hour of the day the task entered a Complete state. For example, if the task was completed at 3:00 PM, the Calendar Hour (Task Completion Time) value is 15.

Calendar Key

The date and hour the task entered a Complete state, formatted YYYYMMDDHH. For example, if the task was completed on March 23, 2011, at 3:34 PM, the Calendar Key (Task Completion Time) value is 2011032315.

Calendar Month

The number of the month the task entered a Complete state. For example, if the task was completed June 15, 2011, the Calendar Month (Task Completion Time) value is 6.

Calendar Month Key

The year and month the task entered a Complete state, formatted YYYYMM. For example, if the task was completed on May 14, 2011, the Calendar Month Key (Task Completion Time) value is 201105.

Calendar Quarter

The quarter of the year the task entered a Complete state. For example, if the task was assigned on February 12, 2011, the Calendar Quarter (Task Completion Time) is 1. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Quarter Key

The year and quarter the task entered a Complete state, formatted YYYYQ. For example, if the task was completed January 9, 2010, the Calendar Quarter Key (Task Completion Time) value is 20101. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Year

The year in which the task was completed. By default, this value is formatted YYYY.

Day Name

The name of the day of the week the task entered a Complete state, for example, Monday or Friday.

Day of Week

The number of the day of the week the task entered a Complete state. For example, if the task was completed on Tuesday, the Day of Week (Task Completion Time) value is 3.

Month Name

The name of the month in which the task entered a Complete state, for example, December.

Week Number

The number of the week of the year in which the task entered a Complete state. For example, if the task was completed December 30, 2011, the Week Number (Task Completion Time) value is 52.

Task Completion User

Is Active

Indicates whether the user who completed the task is an active user. A value of 1 indicates an active user. A value of 0 indicates an inactive user.

Is Deleted

Indicates whether the user who completed the task is deleted from Perceptive Content.

User Category

The type of user who completed the task. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user who completed the task.

User ID

The unique ID of the user who completed the task.

User Last Name

The last name of the user who completed the task.

User Locality

The location of the user who completed the task. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user who completed the task.

Task Creation Time

Calendar Date

The date and time the task was created. By default, the format is Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the task was created. For example, if the task was created on October 5, 2010, the Calendar Day (Task Creation Time) value is 5.

Calendar Hour

The hour of the day the task was created. For example, if the task was created at 3:00 PM, the Calendar Hour (Task Creation Time) value is 15.

Calendar Key

The date and hour the task was created, formatted YYYYMMDDHH. For example, if the task was created on March 23, 2011, at 3:34 PM, the Calendar Key (Task Creation Time) value is 2011032315.

Calendar Month

The number of the month the task was created. For example, if the task was created June 15, 2011, the Calendar Month (Task Creation Time) value is 6.

Calendar Month Key

The year and month the task was created, formatted YYYYMM. For example, if the task was created on May 14, 2011, the Calendar Month Key (Task Creation Time) value is 201105.

Calendar Quarter

The quarter of the year the task was created. For example, if the task was created on February 12, 2011, the Calendar Quarter (Task Creation Time) is 1. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Quarter Key

The year and quarter the task was created, formatted YYYYQ. For example, if the task was created January 9, 2010, the Calendar Quarter Key (Task Creation Time) value is 20101. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Year

The year in which the task was created. By default, this value is formatted YYYY.

Day Name

The name of the day of the week the task was created, for example, Monday or Friday.

Day of Week

The number of the day of the week the task was created. For example, if the task was created on Tuesday, the Day of Week (Task Creation Time) value is 3.

Month Name

The name of the month in which the task was created, for example, December.

Week Number

The number of the week of the year in which the task was created. For example, if the task was created December 30, 2011, the Week Number (Task Creation Time) value is 52.

Task Creation User

Is Active

Indicates whether the user who created the task is an active user. A value of 1 indicates an active user. A value of 0 indicates an inactive user.

Is Deleted

Indicates whether the user who created the task is deleted from Perceptive Content.

User Category

The type of user who created the task. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user who created the task.

User ID

The unique ID of the user who created the task.

User Last Name

The last name of the user who created the task.

User Locality

The location of the user who created the task. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user who created the task.

Task Due Time

Calendar Date

The date and time the task is due. By default, the format is Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the task is due. For example, if the task is due on October 5, 2010, the Calendar Day (Task Due Time) value is 5.

Calendar Hour

The hour of the day the task is due. For example, if the task is due at 3:00 PM, the Calendar Hour (Task Due Time) value is 15.

Calendar Key

The date and hour the task is due, formatted YYYYMMDDHH. For example, if the task is due on March 23, 2011, at 3:34 PM, the Calendar Key (Task Due Time) value is 2011032315.

Calendar Month

The number of the month the task is due. For example, if the task is due on June 15, 2011, the Calendar Month (Task Due Time) value is 6.

Calendar Month Key

The year and month in which the task is due, formatted YYYYMM. For example, if the task is due on May 14, 2011, the Calendar Month Key (Task Due Time) value is 201105.

Calendar Quarter

The quarter of the year in which the task is due. For example, if the task is due on February 12, 2011, the Calendar Quarter (Task Due Time) is 1. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Quarter Key

The year and quarter in which the task is due, formatted YYYYQ. For example, if the task is due on January 9, 2010, the Calendar Quarter Key (Task Due Time) value is 20101. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Year

The year in which the task is due. By default, this value is formatted YYYY.

Day Name

The name of the day of the week the task is due, for example, Monday or Friday.

Day of Week

The number of the day of the week the task is due. For example, if the task is due on Tuesday, the Day of Week (Task Due Time) value is 3.

Month Name

The name of the month in which the task is due, for example, December.

Week Number

The number of the week of the year in which the task is due. For example, if the task is due on December 30, 2011, the Week Number (Task Due Time) value is 52.

Task Start Time

Calendar Date

The date and time the task is configured to start. By default, the format is Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the task is configured to start. For example, if the task is set to start on October 5, 2010, the Calendar Day (Task Start Time) value is 5.

Calendar Hour

The hour of the day the task is configured to start. For example, if the task is set to start at 3:00 PM, the Calendar Hour (Task Start Time) value is 15.

Calendar Key

The date and hour the task is configured to start, formatted YYYYMMDDHH. For example, if the task is set to start on March 23, 2011, at 3:34 PM, the Calendar Key (Task Start Time) value is 2011032315.

Calendar Month

The number of the month the task is configured to start. For example, if the task is set to start on June 15, 2011, the Calendar Month (Task Start Time) value is 6.

Calendar Month Key

The year and month the task is configured to start, formatted YYYYMM. For example, if the task is set to start on May 14, 2011, the Calendar Month Key (Task Start Time) value is 201105.

Calendar Quarter

The quarter of the year the task is configured to start. For example, if the task is set to start on February 12, 2011, the Calendar Quarter (Task Start Time) is 1. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Quarter Key

The year and quarter the task is configured to start, formatted YYYYQ. For example, if the task is set to start on January 9, 2010, the Calendar Quarter Key (Task Start Time) value is 20101. The quarter value applies to the calendar quarter, not the fiscal quarter.

Calendar Year

The year in which the task is configured to start. By default, this value is formatted YYYY.

Day Name

The name of the day of the week the task is configured to start, for example, Monday or Friday.

Day of Week

The number of the day of the week the task is configured to start. For example, if the task is set to start on Tuesday, the Day of Week (Task Start Time) value is 3.

Month Name

The name of the month in which the task is configured to start, for example, December.

Week Number

The number of the week of the year in which the task is configured to start. For example, if the task is set to start on December 30, 2011, the Week Number (Task Start Time) value is 52.

Task Template

Completion Type

The completion method defined for the task template. A value of 1 indicates the task is automatically completed with a valid digital signature, a value of 2 indicates the task is complete pending review, and a value of 3 indicates the task is manually completed.

Due Date Type

The type of due date for the task template. A value of 0 indicates no due date, a value of 1 indicates a due date prompted by the task creator, a value of 2 indicates the due date is based on the assignment date, and a value of 3 indicates the due date is based on the start date.

Is Active Flag

Indicates whether the task template is an active template. A value of 1 indicates an active template. A value of 0 indicates an inactive template.

Task Template Description

The description of the task template.

Task Template ID

The unique ID of the task template.

Task Template Name

The name of the task template.

Task Template Type

The type of task template. A value of 1 indicates a Signature required task template, a value of 2 indicates a Document deficiency task template, and a value of 3 indicates a Pointer task template.

Task Filters

Task is Complete

Filter used to exclude incomplete tasks.

Task Template - Is Active

Filter used to exclude task templates that are inactive.

Workflow schema definitions

The following table lists the report items available in the Workflow Star Schema namespace of the Perceptive Content Business Logic View data source package, available on the Insert Data tab of the Menu pane. The report items are listed in alphabetical order for quick reference.

Creation Time

Calendar Date

The date and time the workflow item was created. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the workflow item was created. For example, if a document was added to workflow on August 22, 2011, the Calendar (Creation Time) value is 22.

Calendar Hour

The hour of the day the workflow item was created. For example, if a document was added to workflow at 2:00 PM, the Calendar Hour (Creation Time) value is14.

Calendar Key

The date and hour the workflow item was created. By default, values are formatted YYYYDDMMHH.

Calendar Month

The month of the year the workflow item was created. For example, if a document was added to workflow in April 2011, the Calendar Month (Creation Time) value is 4.

Calendar Month Key

The year and month the workflow item was created, formatted as YYYYMM. For example, if a document was added to workflow on June 15, 2011, the value is 201106.

Calendar Quarter

The quarter of the year the workflow item was created. For example, if a document was added to workflow on August 9, 2011, the Calendar Quarter (Creation Time) value is 3.

Calendar Quarter Key

The year and quarter the workflow item was created, formatted YYYYQ. For example, if a document was added to workflow in November 2011, the value is 20114.

Calendar Year

The year the workflow item was created. By default, the format is YYYY.

Day Name

The name of the day of the week the workflow item was created. Day names include Sunday through Saturday.

Day of the Week

The number of the day of the week the workflow item was created, starting with Sunday as 1. For example, if a document was added to workflow on monday, the Day of Week (Creation Time) value is 2.

Month Name

The name of the month the workflow item was created.

Week Number

The number of the week of the year the workflow item was created. For example, if a document was added to workflow on December 4, 2011, the Week Number (Creation Time) value is 49.

Creation User

Is Active

Indicates whether the user who created the workflow item is an active user.

Is Deleted

Indicates whether the user who created the workflow item is deleted from Perceptive Content.

User Category

The type of user who created the workflow item. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user who created the workflow item.

User ID

The unique ID of the user who created the workflow item

User Last Name

The last name of the user who created the workflow item.

User Locality

The location of the user who created the workflow item. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user who created the workflow item.

Document Fact

Content Status

The database value for the document in workflow's status in Perceptive Content Content Server.

Creation Time

The date and time the document in workflow entered the Perceptive Content system. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Creation Time (Calendar Key)

The date and time the document in workflow entered the Perceptive Content system, formatted YYYMMDDHH.

Creation User ID

The unique ID of the user that created the document in workflow in Perceptive Content.

Deletion Status

Indicates whether the workflow document item has been sent to the recycle bin to be deleted.

Document ID

The unique ID of the document in workflow.

Document Name

The name of the document.

Drawer ID

The unique ID of the document drawer.

Field 1

The Field1 value associated with the document in workflow.

Field2

The Field2 value associated with the document in workflow.

Field3

The Field3 value associated with the document in workflow.

Field4

The Field4 value associated with the document in workflow.

Field5

The Field5 value associated with the document in workflow.

Instance ID

The unique ID of the Perceptive Content object. In this case, the instance ID of the document in workflow.

Modified Time

The date and time the document in workflow was last modified. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Modified Time (Calendar Key)

The date and time the document in workflow was last modified, formatted YYYYMMDDHH.

Modified User ID

The unique ID of the user that last modified the document in workflow.

Name

The name of the document in workflow.

Page Count

The number of pages in the document in workflow.

Parent Instance ID

The unique ID of the folder or drawer that stores the document.

Object Type ID

The unique ID of the document type in workflow.

Version ID

The unique ID of the version associated with the logical object.

Enum - Workflow Item Priority

Enumeration Value

The database value (0-2) of the workflow item priority. 0 is Low, 1 is Normal, and 2 is High.

Priority

The priorities assigned to workflow items. Possible values include Low, Normal, and High.

Enum - Workflow Item State

Enumeration Value

The database value (0-10) of the workflow item state. 0 is Any, 1 is Idle, 2 is Working, 3 is Holding, 4 is Pending, 5 is Finished, 6 is Completed, 7 is Waiting for routing, 8 is Waiting for siblings, 9 is Waiting for inbound action, and 10 is an error.

Item State

The states a workflow item can be in. Possible values include Any, Idle, Working, Holding, Pending, Finished, Completed, Waiting for routing, Waiting for siblings, Waiting for inbound action, and Error.

Enum - Workflow State Detail

Enumeration Value

The database value (0-12) of the action performed for the workflow item. 0 is Unknown, 1 is Routed in, 2 is Routed out, 3 is Marked routable, 4 is Created, 5 is Cancelled, 6 is Put on hold, 7 is Set to work, 8 is Finished, 9 is Split, 10 is Joined, 11 is Priority changed, and 12 is Recalled.

State Detail

The last action performed for the workflow item. Possible values include Unknown, Routed in, Routed out, Marked routable, Created, Cancelled, Put on hold, Set to work, Finished, Split, Joined, Priority changed, and Recalled.

Finish Time

Calendar Date

The date and time the workflow item left the workflow queue. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the workflow item left the workflow queue. For example, if an item was routed forward on August 22, 2011, the Calendar Day (Finish time) value for the queue it was routed from is 22.

Calendar Hour

The hour of the day the workflow item left the workflow queue. For example, if an item was routed forward at 2:00 PM, the Calendar Hour (Finish Time) value for the queue it was routed from is 14.

Calendar Key

The date and hour the workflow item left the workflow queue. By default, values are formatted YYYYDDMMHH.

Calendar Month

The month of the year the workflow item left the workflow queue. For example, if an item was routed forward in April 2011, the Calendar Month (Finish Time) value for the queue it was routed from is 4.

Calendar Month Key

The year and month the workflow item left the workflow queue, formatted as YYYYMM. For example, if an item was routed forward on June 15, 2011, the value for the queue it was routed from is 201106.

Calendar Quarter

The quarter of the year the workflow item left the workflow queue. For example, if an item was routed forward on August 9, 2011, the Calendar Quarter (Finish Time) value is 3.

Calendar Quarter Key

The year and quarter the workflow item left the workflow queue. For example, if an item was routed forward in November 2011, the value for the queue it was routed from is 20114.

Calendar Year

The year the workflow item left the workflow queue. By default, the format is YYYY.

Day Name

The name of the day of the week the workflow item left the workflow queue. Day names include Sunday through Saturday.

Day of Week

The number of the day of the week the workflow item left the workflow queue, starting with Sunday as 1. For example, if an item was routed forward on Monday, the Day of Week (Finish Time) value for the queue it was routed from is 2.

Month Name

The name of the month the workflow item left the workflow queue, for example, December.

Week Number

The number of the week of the year the workflow item left the workflow queue. For example, if an item was routed forward on December 4, 2011, the Week Number (Finish Time) value is 49.

Finish User

Is Active

Indicates whether the user who routed the workflow item out of the workflow queue is an active user.

Is Deleted

Indicates whether the user who routed the workflow item out of the queue is deleted from Perceptive Content.

User Category

The type of user who routed the workflow item out of the workflow queue. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user who routed the workflow item out of the workflow queue.

User ID

The unique ID of the user who routed the workflow item out of the workflow queue.

User Last Name

The last name of the user who routed the workflow item out of the workflow queue.

User Locality

The location of the user who routed the workflow item out of the workflow queue. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user who routed the workflow item out of the workflow queue.

Folder Fact

Creation Time

The date and time the folder in workflow was created. By default, the format is Month DD, YYYY HH:MM:SS AM/PM.

Creation Time (Calendar Key)

The date and hour the folder in workflow was created, formatted YYYYMMDDHH. For example, if the folder was added to Perceptive Content on November 23, 2011, at 8:24 PM, the Creation Time (Calendar Key) value is 2011112320.

Creation User ID

The unique ID of the user that created the folder in workflow in Perceptive Content.

Deletion Status

Indicates whether the folder in workflow has been deleted from Perceptive Content.

Drawer ID

The unique ID of the drawer in which the folder in workflow is stored.

Folder ID

The unique ID of the folder in workflow.

Folder Name

The name of the folder in workflow.

Folder Status

Whether the folder in workflow is active or inactive.

Instance ID

The instance ID of the folder in workflow used to associate custom properties.

Modified Time

The date and time the folder in workflow was last modified. By default, the format is Month DD, YYYY HH:MM:SS AM/PM.

Modified Time (Calendar Key)

The date and hour the folder in workflow was last modified, formatted YYYYMMDDHH. For example, if the folder's properties were changed on March 23, 2011, at 3:34 PM, the Calendar Key (Object Modified Time) value is 2011032315.

Modified User ID

The unique ID of the user that last modified the folder in workflow in Perceptive Content.

Object Type ID

The unique ID of the folder type in workflow.

Parent Instance ID

The unique ID of the folder or drawer that stores the folder.

Hold User

Is Active

Indicates whether the user who placed a hold on the workflow item is an active user.

Is Deleted

Indicates whether the user who placed a hold on the workflow item is deleted from Perceptive Content.

User Category

The type of user who placed a hold on the workflow item. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user who placed a hold on the workflow item.

User ID

The unique ID of the user who placed a hold on the workflow item.

User Last Name

The last name of the user who placed a hold on the workflow item.

User Locality

The location of the user who placed a hold on the workflow item. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user who placed a hold on the workflow item.

Process

Process ID

The unique ID of the workflow process.

Process Description

The description of the workflow process.

Process Name

The name of the Perceptive Content workflow process.

Queue

Is Deleted

Indicates whether the workflow queue has been deleted from the workflow process.

Is Empty

Indicates whether the workflow queue contains workflow items.

Is Sub Queue

Indicates whether the workflow queue is a sub queue within a super queue.

Is Terminal

Indicates whether the workflow queue is a complete queue.

Process ID

The unique ID of the Perceptive Content workflow process associated with the workflow queue.

Queue ID

The unique ID of the workflow queue.

Queue Name

The name of the workflow queue.

Queue Type

The type of workflow queue. Possible values include Work queue, Super queue, Sub queue, and System queue.

Super Queue ID

The unique ID of the super queue associated with the sub queue.

Queue (Measures)

Completed Items

The total number of workflow items with a status of Complete in the workflow queue. This measure only applies to complete queues.

Contains Items

Indicates whether the queue contains workflow items.

Idle Items

The total number of workflow items in an Idle state in the workflow queue.

Items in Queue

The total number of workflow items in the workflow queue.

On Hold Items

The total number of workflow items with an On Hold status in the workflow queue.

Pending Items

The total number of workflow items with a Pending status in the workflow queue.

Working Items

The total number of workflow items with a Working status in the workflow queue.

Queue Start Time

Calendar Date

The date and time the workflow item was added or routed to the workflow queue. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the workflow item was added or routed to the workflow queue. For example, if a document was added to the queue on August 22, 2011, the Calendar Day (Queue Start Time) value is 22.

Calendar Hour

The hour of the day the workflow item was added or routed to the workflow queue. For example, if a document was added to the queue at 2:00 PM, the Calendar Hour (Queue Start Time) value is 14.

Calendar Key

The date and hour the workflow item was added or routed to the workflow queue. By default, values are formatted YYYYDDMMHH.

Calendar Month

The month of the year the workflow item was added or routed to the queue. For example, if a document was routed to the queue in April 2011, the Calendar Month (Queue Start Time) value is 4.

Calendar Month Key

The year and month the workflow item was added or routed to the workflow queue, formatted as YYYYMM. For example, if a document was added to the queue on June 15, 2011, the value is 201106.

Calendar Quarter

The quarter of the year the workflow item was added or routed to the workflow queue. For example, if an item was routed to the queue on August 9, 2011, the Calendar Quarter (Queue Start Time) value is 3.

Calendar Quarter Key

The year and quarter the workflow item was added or routed to the workflow queue, formatted YYYYQ. For example, if an item was added to the queue in November 2011, the value is 20114.

Calendar Year

The year the workflow item was added or routed to the queue. By default, the format is YYYY.

Day Name

The name of the day of the week the workflow item was added or routed to the workflow queue. Day names include Sunday through Saturday.

Day of Week

The number of the day of the week the workflow item was added or routed to the workflow queue, starting with Sunday as 1. For example, if an item was added to the queue on Monday, the Day of Week (Queue Start Time) is 2.

Month Name

The name of the month the workflow item was added or routed to the workflow queue, for example, December.

Week Number

The number of the week of the year the workflow item was added or routed to the workflow queue. For example, if an item was added to the queue December 4, 2011, the Week Number (Queue Start Time) value is 49.

Queue Start User

Is Active

Indicates whether the user who added or routed the item to the workflow queue is an active user.

Is Deleted

Indicates whether the user who added or routed the item to the queue is deleted from Perceptive Content.

User Category

The type of user who added or routed the item to the workflow queue. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content system, whether added or imported, appear as Regular users.

User First Name

The first name of the user who added or routed the item to the workflow queue.

User ID

The unique ID of the user who added or routed the item to the workflow queue.

User Last Name

The last name of the user who added or routed the item to the workflow queue.

User Locality

The location of the user who added or routed the item to the workflow queue. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user who added or routed the item to the workflow queue.

State Start Time

Calendar Date

The date and time the workflow item began its current workflow state. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Calendar Day

The day of the month the workflow item began its current workflow state. For example, if a document was marked Idle on August 22, 2011, the Calendar Day (State Start Time) value is 22.

Calendar Hour

The hour of the day the workflow item began its current workflow state. For example, if a document was marked Idle at 2:00 PM, the Calendar Day (State Start Time) value is 14.

Calendar Key

The date and hour the workflow item began its current workflow state. By default, values are formatted YYYYDDMMHH.

Calendar Month

The month of the year the workflow item began its current workflow state. For example, if a document was marked Idle in April 2011, the Calendar Month (State Start Time) value is 4.

Calendar Month Key

The year and month the workflow item began its current workflow state, formatted as YYYYMM. For example, if an item was marked Idle on June 15, 2011, the value is 201106.

Calendar Quarter

The quarter of the year the workflow item began its current workflow state. For example, if an item was marked Idle on August 9, 2011, the Calendar Quarter (State Start Time) value is 3.

Calendar Quarter Key

The year and quarter the workflow item began its current workflow state, formatted YYYYQ. For example, if an item was marked Idle in November 2011, the value is 20114.

Calendar Year

The year the workflow item began its current workflow state. By default, the format is YYYY.

Day Name

The name of the day of the week the workflow item began its current workflow state. Day names include Sunday through Saturday.

Day of Week

The number of the day of the week the workflow item began its current workflow state, starting with Sunday as 1. For example, if an item was marked Idle on Monday, the Day of Week (State Start Time) is 2.

Month Name

The name of the month the workflow item began its current workflow state, for example, December.

Week Number

The number of the week of the year the workflow item began its current workflow state. For example, if an item was marked Idle on December 4, 2011, the Week Number (State Start Time) value is 49.

State User

Is Active

Indicates whether the user who changed the item to its current workflow state is an active user.

Is Deleted

Indicates whether the user who changed the item to its current workflow state is deleted from Perceptive Content.

User Category

The type of user who changed the workflow item to its current state. Possible values include Regular, System, Pooled, and Auto update. All users configured in your Perceptive Content environment, whether added or imported, appear as Regular users.

User First Name

The first name of the user who changed the workflow item to its current workflow state.

User ID

The unique ID of the user who changed the workflow item to its current workflow state.

User Last Name

The last name of the user who changed the workflow item to its current workflow state.

User Locality

The location of the user who changed the workflow item to its current workflow state. Locations are configured as part of the user contact information in the Perceptive ContentManagement Console.

User Name

The user name of the user who changed the workflow item to its current workflow state.

Workflow Fact

Completion Time

The date and time the workflow item entered a complete queue. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Completion Time (Calendar Key)

The date and time the workflow item entered a complete queue, formatted YYYYMMDDHH.

Counter

An item you can use with any workflow report item to act as a measure.

Creation Time

The date and time the workflow item was created. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Creation Time (Calendar Key)

The date and time the workflow item was created, formatted YYYYMMDDHH.

Creation User ID

The unique ID of the user who created the workflow item.

Finish Time

The date and time the workflow item left the workflow queue. By default, values are formatted Month DD, YYYY HH:MM:SS AM or PM.

Finish Time (Calendar Key)

The date and hour the workflow item left the workflow queue. By default, values are formatted YYYYDDMMHH.

Finish User ID

The unique ID of the user who routed the workflow item out of the workflow queue.

First View TIme

The first time the workflow item was viewed.

Hold User ID

The unique ID of the user who placed a hold on the workflow item.

Item ID

The unique ID of the workflow item.

Item Location

Whether the item is in the active workflow process or in the workflow archive.

Item State

The current workflow item state. Possible values include Any, Idle, Working, Holding, Pending, Finished, Completed, Waiting for routing, Waiting for siblings, Waiting for inbound action, and Error.

Object ID

The document ID or folder ID associated with the workflow item.

Priority

The priority assigned to the workflow item. Possible values are low, normal, and high.

Queue ID

The unique ID of the queue associated with the workflow item.

Queue Start Time

The time the workflow item was added or routed to the workflow queue.

Queue Start Time (Calendar Key)

The date and time the workflow item was added or routed to the workflow queue, formatted YYYYMMDDHH. For example, if the item was routed forward on March 12, 2011, at 1:00 PM, the Queue Start Time (Calendar Key) value is 2011031213.

Queue Start User ID

The unique ID of the user who added or routed the workflow item to the workflow queue.

State Detail

The last workflow action performed for an item. Possible values are Unknown, Routed in, Routed out, Marked routable, Created, Cancelled, Put on hold, Set to work, Finished, Split, Joined, Priority changed, and Recalled.

State Start Time

The date and time the workflow item began its current workflow state.

State Start Time (Calendar Key)

The date and hour the workflow item began its current workflow state. By default, values are formatted YYYYDDMMHH.

State User ID

The unique ID of the user who changed the workflow item to its current workflow state.

Total Hold Time

The total amount of time a workflow item spent on hold.

Workflow Filters

Workflow Item Facts - Exclude Active

When this filter is applied to a query, it excludes items that were last routed prior to 1/1/1970 or items that have never been routed out of the queue they were originally added to.

Workflow Queue - Is NOT Deleted filter

This filter excludes deleted queues from the report results.

Workflow Queue Attribute - Is Terminal

This filter excludes complete queues from the report results.

Implement Drawer Security Filter for Cognos Reports

What is Drawer Security Filter?

When viewing the results within the Perceptive Content explorer grid, several privilege checks are done behind the scenes to determine the output of data a user can see. To mimic this filtering of data within a report, a new Drawer Security Filter has been added that displays the output of data for the user running the report. The filter checks if the user has the Open and Search privilege for the drawers in question and presents the appropriate data based on their access.

For example, Jane Doe is a report user wanting to run a report on documents in Perceptive Content. Three drawers exist in the system, and Jane's resolved privilege set is in the table below.

Drawer Name	Open Priv	Search Priv
Sample AP		
Sample Invoice		
Sample Returns		

Without applying the Drawer Security Filter, Jane would be able to see all documents in all drawers. When the new Drawer Security Filter is applied, since she has grant privilege for both Open and Search for only the Sample Invoice drawer, she would only see data from the Sample Invoice drawer.

Apply Drawer Security Filter to reports

The Drawer Security Filter can be easily applied to stock Cognos reports or added to new reports created by a report author. Two example reports (Documents With Annotations - Drawer Security Filtering and Documents Viewed Audit Report - Drawer Security Filtering) have been created as part of the stock library of reports to demonstrate how to use the filter.

You can modify an existing report while implementing the Drawer Security Filter or you can add the Drawer Security Filter when you create a new report.

Create a new report

To create a new report, complete the following steps. After you create the report, log in to Cognos with a test user with varying drawer privilege access levels to ensure the filter is working as expected.

1. Log in as a report author.
2. Open Report Studio.
3. Select a package to report against. For this exercise, select the **Data Source View**.
4. Click the **Create new** button.
5. On the **New** wizard, select **List** and click **OK**.
6. From the **Source** pane, expand **Data Source View > Instantiatable Objects > Model Query Subjects** and drag the following items to the list.
   1. DocumentFact.Document ID.
   2. DocumentFact.Name
   3. DocumentFact.Field1
   4. DocumentFact.Field2
   5. Drawer.DrawerName
7. In the **Source** pane, scroll down and expand the **Filter** folder
8. Click and drag **Drawer Security Filter** onto the list. It does not matter where the filter is dropped, just that it is dropped onto the list.
9. A message displays stating that "The query "Query1" is now filtered by 'Drawer Security Filter'."
10. Click **OK**.
11. Run the report.

Modify an existing report

To modify an existing report, complete the following steps. After you create the report, log into Cognos with a test user with varying drawer privilege access levels to ensure the filter is working as expected.

1. Log in as a report author.
2. Navigate to **Public Folders > Workflow** and make a copy of the Document Queue Entry to First View report.
3. Rename the copy of the report to Document Queue Entry to First View - Drawer Filter.
4. Open the Document Queue Entry to First View - Drawer Filter report in Report Studio.
5. On the **Menu** bar, click **View > Queries**.
6. Double-click the **Parameter Drawer** query.
7. Notice in the **Detail Filters** that there are already two filters in place, one of which is called [Document Star Schema].[No Systems Drawers].
8. In the **Source** pane, expand the tree as follows: **Business Logic View > Business Logic View > Document Star Schema > Object Filters**.
9. Click and drag **Drawer Security Filter** to the **Detail Filters** pane.
10. Run the report.

Link reports to documents and folders

Link reports to documents and folders

About creating document and folder report hyperlinks

You can configure any report that includes a Document ID or Folder ID column to contain hyperlinks for each document or folder ID. The links open the document or folder in the viewer.

In Report Studio, to create hyperlinks to documents and folders from the report, you must manually drag the Perceptive Content Connector from the Toolbox into the report.

You can only launch documents and folders from a scheduled or saved output version of a report. To use a hyperlink in a report, the report must also be rendered in HTML format. Document and Folder IDs do not appear as hyperlinks in PDF, XML, or Excel format. This feature is only available for reports created in Report Studio. Reports created in Query Studio must be modified in Report Studio to enable this feature.

Create a hyperlink to display documents or folders

To configure a report that includes document ID or folder ID data to create active hyperlinks for the document IDs that open in the viewer, complete the following steps.

1. In the workspace, verify that the **Document ID** or **Folder ID** column appears in the report. Add the column if necessary.
2. To add the Perceptive Content Connector toolbox item to the report, complete the following substeps.
    1. In the **Insertable Objects** pane, click the **Toolbox** tab.
    2. Drag the **Perceptive Content Connector** item to the report header or footer.

    Adding this item to the header or footer ensures that the document or folder links appear on all report pages.
3. Unlock the report items.
4. In the workspace, select the cell text of the **Document ID** or **Folder ID** column.
5. In the **Properties** pane, under **Miscellaneous**, double-click the **Classes** ellipsis button.
6. In the **Properties** pane, verify that the title bar appears as **Properties - Text Item**. If the title appears as **Properties - List Column Body**, verify the report is unlocked and select the cell text inside the column so that **Properties - Text Item** appears in the title bar.
7. Under **Miscellaneous**, double-click the **Classes** ellipsis button.
8. Complete one of the following actions.
    - To select documents, under **Global classes**, select **Open Document by Document ID**.
    - To select folders, under **Global classes**, select **Open Folder by Folder ID**.
9. Click the right arrow to move the selection to the **Selected classes** list.
10. Click **Apply** and click **OK**.
11. Optional. To preview the link, in Perceptive Content, run the report in HTML format.

Distribute reports

Distribute reports

About distributing reports

In Report Studio, you can distribute, or burst, a report to a specified list of recipients.

When you distribute a report in Report Studio, you run the report once and then divide the results for recipients who view separate subsets of the data. For example, for a workflow report, you can send each queue lead the information that pertains to that user's workflow queues. This feature is not supported for crosstab reports.

You can distribute burst reports via email, or you can save them to a directory for viewing in Report Studio.

Enable report distribution

To enable report distribution by bursting the report to a defined list of recipients, complete the following steps.

Prerequisite The query and recipients must be defined for the report.

1. Click **File** > **Burst Options**.
2. In the **Burst Options** dialog box, select the **Make report available for bursting** check box.
3. Under **Burst Groups**, complete the following substeps.
    1. In the **Query** list, select the query created for distribution.
    2. In the **Label** list, select the report item to use to label each burst report.
4. Under **Groups**, click **Edit**.
5. In the **Grouping and Sorting** dialog box, under **Data Items**, drag the report item used to distribute the report to the **Groups** folder.
6. Optional. To specify the sort order of data in each group, drag report items to the **Sort List** folder, and then click **Sort**.
7. In the **Grouping and Sorting** dialog box, click **OK**.
8. Under **Burst Recipient**, complete the following substeps.
    1. In the **Query** list, select the distribution query.
    2. In the **Data Item** list, select the report item created for the recipients.
    3. In the **Type** list, select one of the following options:
    - To use the report item to determine whether to email reports or send them to a directory, select **Automatic**.
    - To distribute reports by email, select **E-mail addresses**.
    - To distribute reports to a directory that recipients can access in Business Insight, select **Directory entries**.
9. If your distribution query is linked to a data container or uses a master-detail relationship, click the **Master detail relationships** ellipsis button, and then create the master-detail relationship.

10. In the **Burst Options** dialog box, click **OK**.
11. Run the report to test the distribution.

Define the report recipients

To define the recipients for a burst report by creating a query and data item to specify the distribution list, complete the following steps.

1. In the **Query Explorer** pane, click **Queries**.
2. In the **Insertable Objects** pane, from the **Toolbox** tab, drag **Query** to the workspace.
3. Optional. Rename the query to indicate that the query is used for distribution, such as burst query.
4. In the workspace, double-click the query you created.
5. In the **Insertable Objects** pane, from the **Source** tab, drag the report items you want to use to divide the report to the **Data Items** pane in the workspace.

   Example To distribute a workflow report containing information about the number of items in a workflow queue to the user that routed the items forward to that queue, drag the **Queue Name** and **Item Count** report items to the query.

6. From the **Toolbox** tab, drag **Data Item** to the **Data Items** pane in the workspace.
7. In the **expression editor**, create an expression that will generate the list of recipients and then click **OK**.

   Example The following expression builds a list of the email addresses of the users who routed the items to the workflow queue or added the items to the workflow queue: `[Workflow].[Queue Start User].[User First Name] + '.' + [Workflow].[Queue Start User].[User Last Name] + '@perceptivesoftware.com'`

8. Optional. Rename the data item to indicate distribution recipients, such as Recipients.