ART Gallery Report 122
ART License Management Report
System Administration Report

EXECUTIVE SUMMARY:

This ART Report is provided as a license management tool. The report breaks down the implementation's ART licenses by a number of dimensions:

- Type (Viewer or Ad hoc)
- Allocation Status (allocated to a provider or available to be allocated)
- Provider (for allocated licenses- the provider to whom allocated)
- Assignment Status (assigned to a user or available to be assigned)

The report includes breakdowns in these combinations:

- Total system licenses counts by Type/Allocation Status.
- Total allocated license counts by Type/Provider/ Assignment status.

The report also includes a detailed listing by Provider/Type which includes:

- User (for assigned licenses- the name of the user to whom assigned)
- Number (the individual license number)
- Date of assignment (the date on which a licenser was assigned to a user)

AUDIENCE:

System Administrators and Agency Administrators

FREQUENCY:

As needed.

PURPOSE:

License management

INSTRUCTIONS:

Instruction on how to install, retrieve, copy, run, and read this report is outlined below. Requests for additional information concerning the report function/design should be directed to Bowman Systems' staff via email (ART_Reports@BowmanSystems.com).

How to install: The original version of this report will be permanently located in a read-only "ART Gallery" folder on your ART site. This original version of the report is a template and is must be copied into another folder and mapped to your data before it can be used. Detailed instructions for installing report templates are provided in the Bowman Documentation folder on your ART site.

How to run: Upon opening the report, the User will NOT be prompted to specify any parameters as this is a system wide report that encompasses all current provider data.

How to read: The report contains three tabs which are described below:

>**Tab A: Summary –** This tab of the report has two sections. The section labeled "System Wide Summary" shows a breakdown of the total system-wide licenses by Type (Viewer/Ad hoc) /Allocation Status (that is those that have been allocated to a provider and those which have ne yet been allocated). The section labeled "Provider Summary" shows the total number of licenses allocated to each provider along with their assignment status (that is those which have been assigned to a user and those which have not yet been assigned). See diagram 1 below.

ART License Management Report
Summary
Report Current as of: 2/16/09

SYSTEM WIDE SUMMARY

ART License Type	Licenses Allocated to Providers	Un-allocated Licenses	Total Licenses
Ad Hoc	10	10	20
Viewer	11	3	14
Total Licenses	21	13	34

PROVIDER SUMMARY

Ad Hoc

ART License Type	Assigned Licenses	Available Licenses	Total Licenses
Bowman Consulting Group	8	0	8
Bowman Consulting Outcome	0	1	1
Bowman Systems	1	0	1
Total Licenses	9	1	10

Viewer

ART License Type	Assigned Licenses	Available Licenses	Total Licenses
Bowman Consulting Group	7	2	9
Bowman Systems	0	1	1
Quality Management	1	0	1
Total Licenses	8	3	11

Diagram 1

Tab B: License Detail – This tab of the report shows licenses by provider and is sectioned on provider. Each section shows a summary of licenses and is followed by a detailed listing which includes the license number, user name, and date of assignment. See Diagram 2.

ART License Management Report
License Detail
Report Current as of: 2/16/09

LICENSES BY PROVIDER

Bowman Consulting Group

ART License Type	Assigned Licenses	Available Licenses	Total Licenses
Ad Hoc	8	0	8
Viewer	7	2	9
Total Licenses	15	2	17

License Type	User Name	Date License Assigned	License ID Number
Ad Hoc	2804 Case Manager Test Amanda Audleman(1833)	8/28/07	38
Ad Hoc	Amanda Audleman(1831)	7/23/07	33
Ad Hoc	Darrell Holloway(1854)	12/30/08	48
Ad Hoc	Herm Degroot(1844)	7/25/08	47
Ad Hoc	Joanna Storm(1687)	8/3/07	35
Ad Hoc	Kristy Hudson(1841)	2/19/08	34
Ad Hoc	Levin Corbin(1840)	1/21/08	37
Ad Hoc	Loren Hoffmann(1832)	7/31/07	36
Total Ad Hoc		8	
Viewer	Abby Burgess(1843)	6/4/08	42
Viewer	Brittany Tosye(1397)	8/28/07	40
Viewer	Case Manager Two(1835)	11/12/07	43
Viewer	Einstein(1834)	8/28/07	39
Viewer	QA-Jim(1851)	10/22/08	56
Viewer	QA-peter(1852)	10/22/08	55
Viewer	Test User(1842)	5/23/08	41
Total Viewer		7	

Bowman Consulting Outcome

ART License Type	Assigned Licenses	Available Licenses	Total Licenses
Ad Hoc	0	1	1
Total Licenses	0	1	1

Diagram 2

Tab C: Additional Information – This tab of the Report is an appendix which shows total license count and user count by provider. See diagram 3.

ART License Management Report
Additional Information
Report Current as of: 2/16/09

Providers Reporting Information in this Report	Allocated Licenses	Assigned Licenses
Bowman Consulting Group	17	15
Bowman Consulting Outcome	1	0
Bowman Systems	2	1
Quality Management	1	1

Diagram 3

TECHNICAL NOTES:

It should be noted that the total license count contained in the first chart (the section labeled "System Wide Summary") will normally be grater than the license counts in the remainder of the report since this section includes the un-allocated licenses, whereas the remainder of the report deals only with the licenses which have been allocated to a provider.

REPORT MODIFICATION

Users with ad-hoc ART licenses may wish to modify/customize this report to better suit their needs and purposes. When modifying an Art Gallery report such as this one, the user will need to make a copy of the original report into a different folder. This copy can be created either by using the "save as" feature or by clicking on the "organize" icon in folder view.

MODIFICATION OPTONS

Administrators with Ad hoc licenses may wish to add query filters or report filters which limit the scope of the data to a specific provider or group of provider for whose licenses they are responsible for managing.

MAPPING GUIDE

UNIVERSE: template_provider_u

This report is mapped to the provider universe (template_provider_u) and should be copied to your Public or Favorite folder then mapped to the equivalent provider universe for your site (ex. *yoursite_provider_u*). Because ALL queries are mapped to the same universe; ALL mapping can be done from the first query (ART Licenses).

QUERY NAME	FIELD NAME	LOCATION/TYPY/USE		
ART Licenses	ART Licenses Inactive	Location:	Providers/ART Licenses	
		Type:	System Field	
		Use:	Result Object	
	ART Licenses License Id	Location:	Providers/ART Licenses	
		Type:	System Field	
		Use:	Result Object	
	ART Licenses License Type	Location:	Providers/ART Licenses	
		Type:	System Field	
		Use:	Result Object	
ART Users	ART Licenses License Type	Location:	Providers/ART Licenses	
		Type:	System Field	
		Use:	Result Object	
	Providers Name	Location:	Providers	
		Type:	System Field	
		Use:	Result Object	
	License Allocation Date Added	Location:	Providers/ART Licenses/License Allocation	
		Type:	System Field	
		Use:	Result Object	
	License Allocation Date Assigned	Location:	Providers/ART Licenses/License Allocation	
		Type:	System Field	
		Use:	Result Object	
	License Allocation License Id	Location:	Providers/ART Licenses/License Allocation	
		Type:	System Field	
		Use:	Result Object	
	License Allocation User	Location:	Providers/ART Licenses/License Allocation	
		Type:	System Field	
		Use:	Result Object	
	License Allocation Inactive	Location:	Providers/ART Licenses/License Allocation	
		Type:	System Field	
		Use:	Result Object	
	ART Licenses License Id	Location:	Providers/ART Licenses	
		Type:	System Field	
		Use:	Query Filter	
	Providers Inactive	Location:	Providers	
		Type:	System Field	
		Use:	Query Filter	

INSTALLATION GUIDE

If this is the first time you are installing an ART template report from your computer, it is recommended that you check and adjust your Java memory settings. Instruction on how to accomplish this are located the document entitled "ART GUIDE TO USING TEMPLATE REPORTS" available in the customer portal or in the Bowman Documentation section of your ART site.

1. To install a template report, log into ART, and navigate to the folder in which the template is located.

2. Using the "Organize" feature, create a copy of the template in the desired location within your ART folder structure.

3. Load the copy of the report you have just created in "Modify" mode.

4. If/when the user prompt(s) appear click "Cancel" and the report will open displaying the report's shell without any data.

5. Switch from "Edit Report" view to "Edit Query" view.

6. Select the first query in the report by clicking on its tab. (Normally the first query will already be selected.)

7. Switch from the "Data" tab to the "Properties" tab.

8. Check the "Universe" Property for the first query. If the query is mapped to one of the "template" Universes it must be remapped. (NOTE: If the query is mapped to the "calendar" Universe, you will not need to remap it. In this case you should move on to the next query and proceed to the next step.)

9. The remapping wizard is activated by clicking on the button labeled "…" located immediately behind the name of the Universe.

10. Upon activation of the wizard, a mapping screen will appear displaying all of the template based objects. The wizard will attempt to map these objects to corresponding objects in your data universes. Objects for which an appropriate mapping is found are shown with a green checkmark. Objects for which an appropriate mapping is not found are denoted by a red "X". A green checkmark followed by an explanation point indicates a possible match that needs to be reviewed for accuracy.

11. By clicking the button labeled "…" located immediately behind each item on the list, you will be given access to controls that will allow you to remove and replace objects. By referring to the descriptions of the objects in this report as described in the document's "Mapping Guide" below, you should be able to determine the proper data elements from you data Universes and create the appropriate mapping links.

12. Once the appropriate mapping is achieved the report should be saved and tested.

13. If the report does not work properly the mapping should be re-examined and any necessary adjustments made.