

'Metrics_Admin'

Database User Guide.

'Metrics_Admin' Database User Guide

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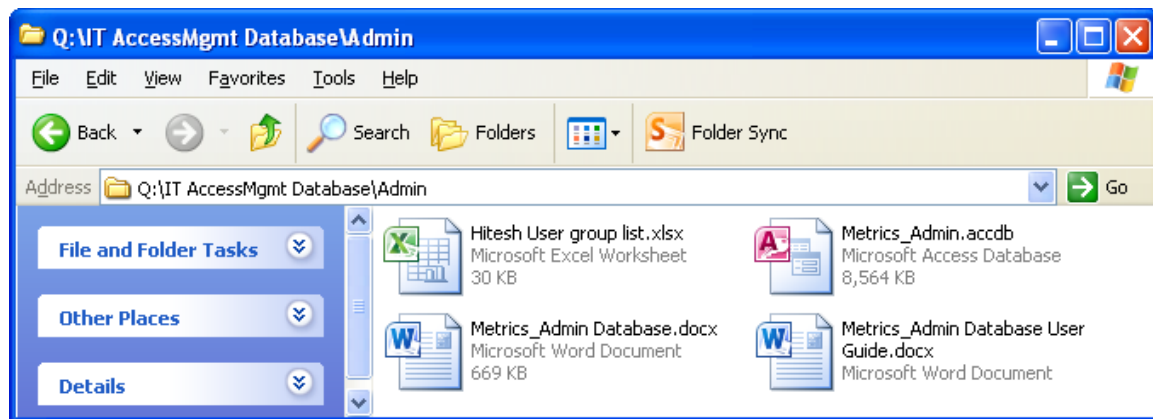
Pre-requisites

1. Make sure that you have been added to the following group, 6880-PRJ-ITAM-dB-ADM-RW.
2. Also make sure that you have MS Access 2010 Installed on you workstation.
3. Also make sure that the correct skill has been selected to allow access to this database.

Copying the file.

Once the pre-requists have been met then go to the following location;

['Q:\IT AccessMgmt Database\Admin'](#)



Copy the highlighted file (shown above), 'Metrics_Admin.accdb' to your 'My Documents'¹, once copied then open the file by double clicking on it or open with MS Access 2010.

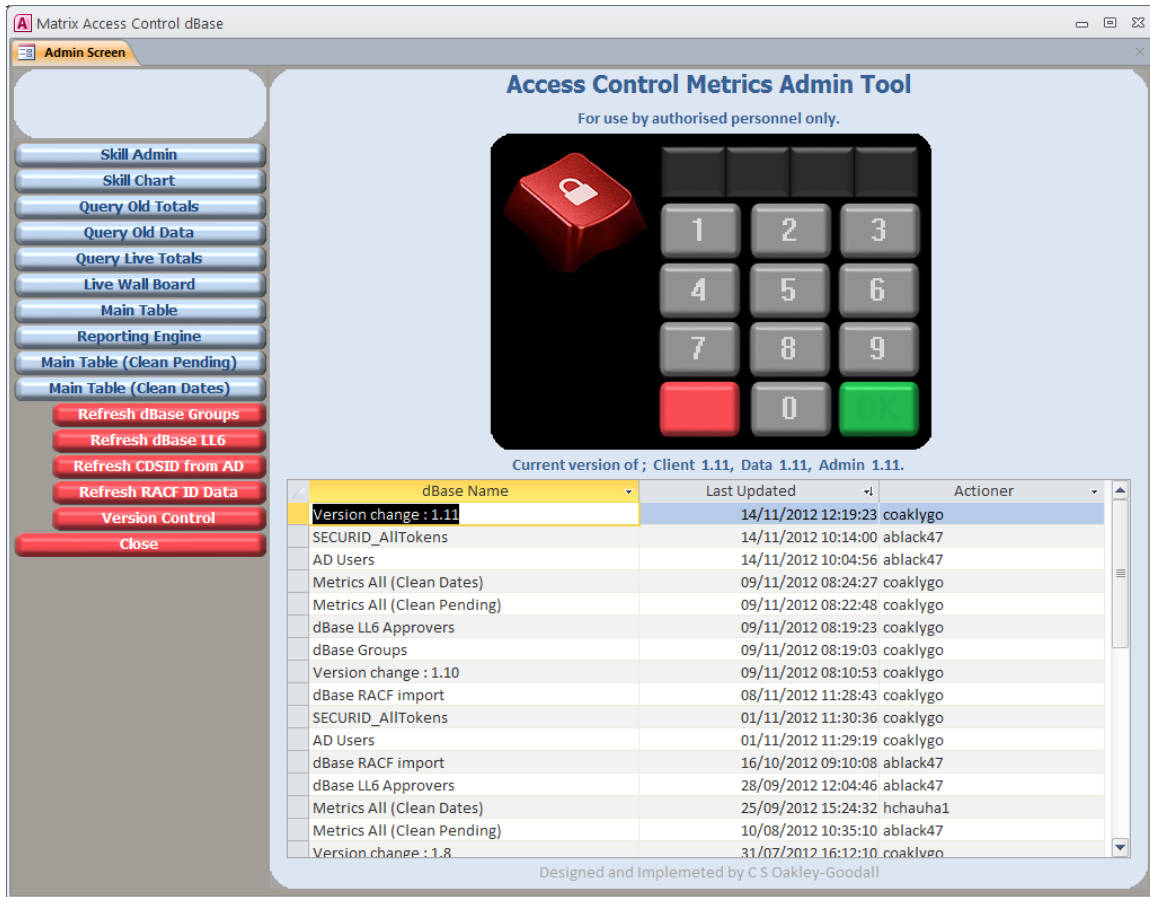
Notes

All names have also been removed from the screen shots, where needed

¹ There is code in the database to identify its location and the database will notify you if it has been copied to the wrong place, before closing.

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Features on the 'Main Loading' screen.



On the opening screen you can see a list of tasks that have been performed on or by the database and by whom, also down the left and right hand sides there are two sets of buttons that relate to tasks that can be performed with the admin database. Also you can see the versions of all the related databases from this screen they need to be the same for each client to work (Admin and User).

Button Titles and what to expect when clicking on them:

- 'Skills...' relates to the training levels and areas of the database that the users are able to access and the paper wall chart that we use.
- 'Query...' relates to the query's that can be performed on live and old data.
- 'Live Wall Board...' displays a wallboard like screen that allows viewing of live data from the main table in a pivot chart view.
- 'Main Table...' is access to the main table and some cleaning functions that are needed to maintain the database.
- The RED indented buttons perform functions like updating tables in the main database. This is an automated process which can involve several tables being merged into one master table used in the client database

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Skills Admin

The screenshot shows a web-based application window titled 'Matrix Access Control dBase'. Inside, there's a tabbed interface with 'Admin Screen' and 'Skills Data'. The 'Skills Data' tab is active, displaying the 'Access Control Metrics Skills Management' form. On the left, there's a sidebar with a red padlock icon. The main form area has a header 'Access Control Metrics Skills Management'. Below the header, there are input fields for 'User ID:', 'First Name:', and 'Current Name:'. The 'Current Name:' field has a dropdown menu with 'Current' selected and 'Admin' as an option. Below these fields is a table with columns 'Index Skill Num' and 'Skill Level'. The table is currently empty. To the right of the table is a list titled 'Skills Key - No, Area, Name' with 25 entries. At the bottom of the form, there's a status bar showing 'Record: 1 of 25' and a search bar. The footer of the application window says 'Designed and Implemented by C S Oakley-Goodall'.

Matrix Access Control dBase

Admin Screen Skills Data

Access Control Metrics Skills Management

User ID: [input]
First Name: [input]
Current Name: [Current] [Admin]

Index Skill Num Skill Level

Skills Key - No, Area, Name

- 1, ZZ Core, Database Administration
- 2, Access 1, FIM Add/Rem Users
- 3, Access 1, FIM Shared Area Cre/Del/Mod
- 4, Access 1, COSI Shared Access Management
- 5, Access 1, COSI Y Drive
- 6, Access 1, SHPE
- 7, Access 1, PLO
- 8, Access 2, LPAR RACF
- 9, Access 2, LPAR Dataset
- 11, Access 2, OPCON
- 11, CDS Guru, OPCON
- 12, Access 2, Roles FIRE ID
- 13, Access 2, Oracle FIRE ID
- 14, Access 2, Leavers Email
- 15, SILAS HD, FIM Cre/Del/Mod
- 16, SecurID, Secure ID
- 17, SILAS HR, NID/GID Updates
- 18, SILAS HR, Building, Location & Company Code
- 24, CDS Guru, \$Accounts
- 29, CDS Guru, Change Request
- 40, Access 1, Access 1 Daily
- 40, Access 1, Access 1 Monthly
- 99, ZZ Core, Audit
- 99, ZZ Core, Other
- 99, ZZ Core, Project

Record: 1 of 25 No Filter Search

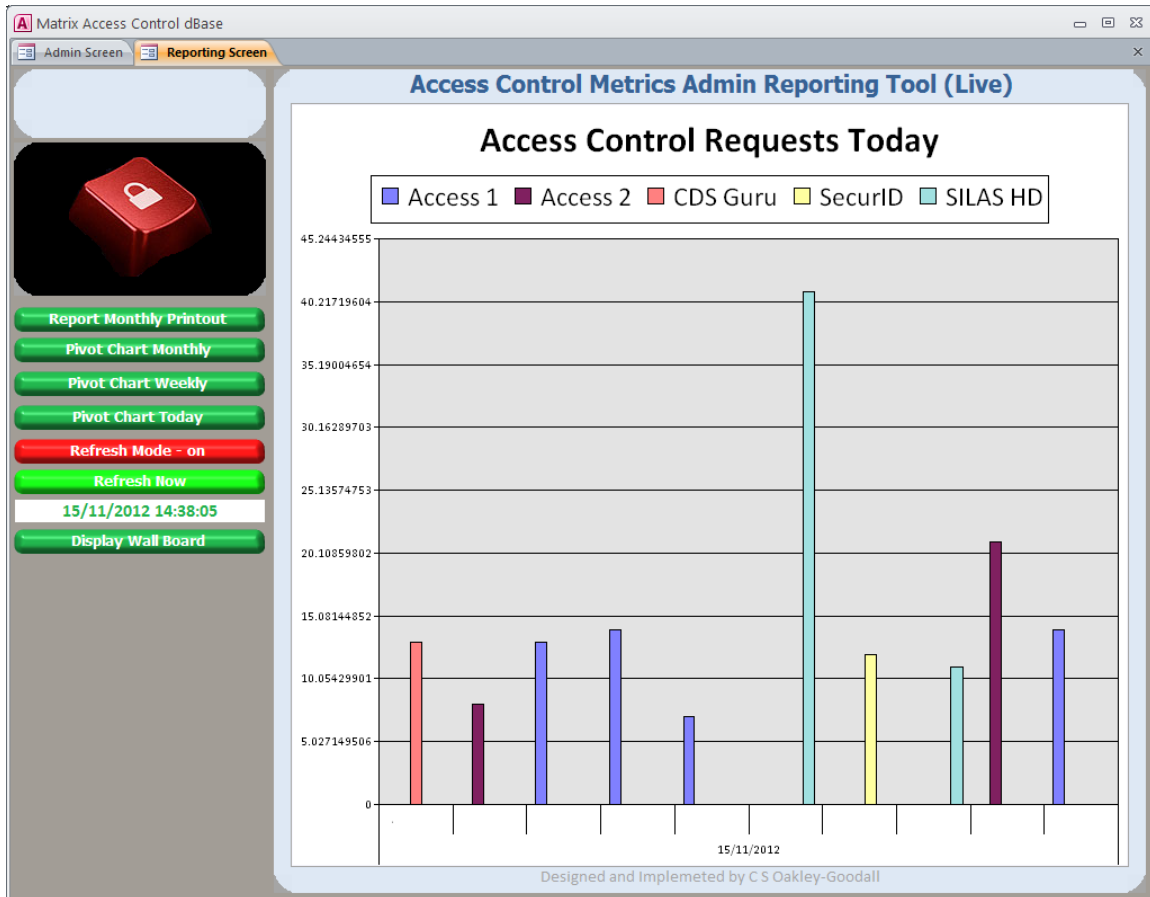
Designed and Implemented by C S Oakley-Goodall

Record: 1 of 42 No Filter Search

The form above controls the areas and tasks within the database and how they relate to the tasks that the team can perform using the database.

Query Live Totals

Is a live view of the data being entered in the database.



Buttons down the left handside;

- 'Report Monthly Printout' – Opens up in print preview the past 6 months data shown below.
- 'Pivot chart Monthly/Weekly/Today' – Changes the view in the main view to desired time period.
- 'Refresh Mode - On' – Starts/Stops the auto refresh of the main view set at 5 mins.
- 'Refresh Now' – exactly what it says does an immediate refresh of the current view.
- 'Display Wall Board View' – opens the wallboard view (detailed below)

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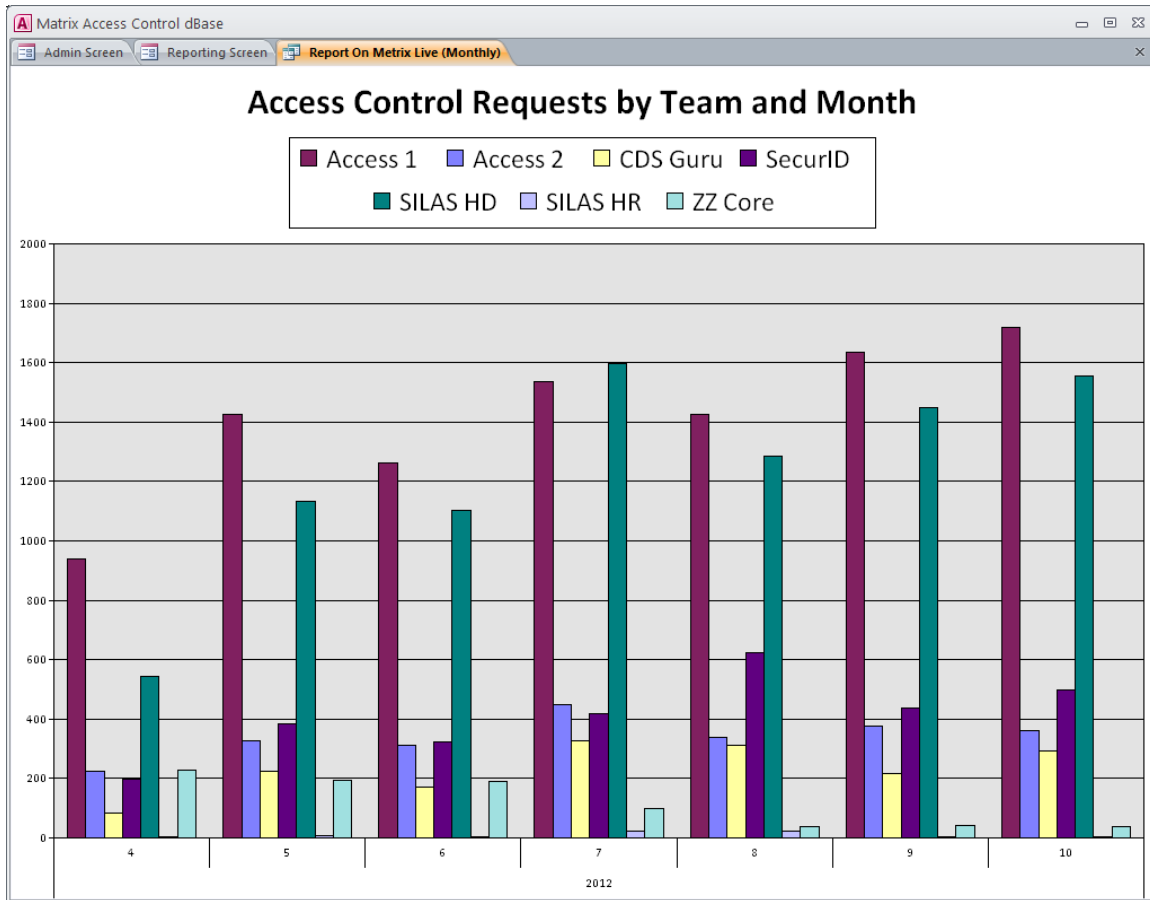
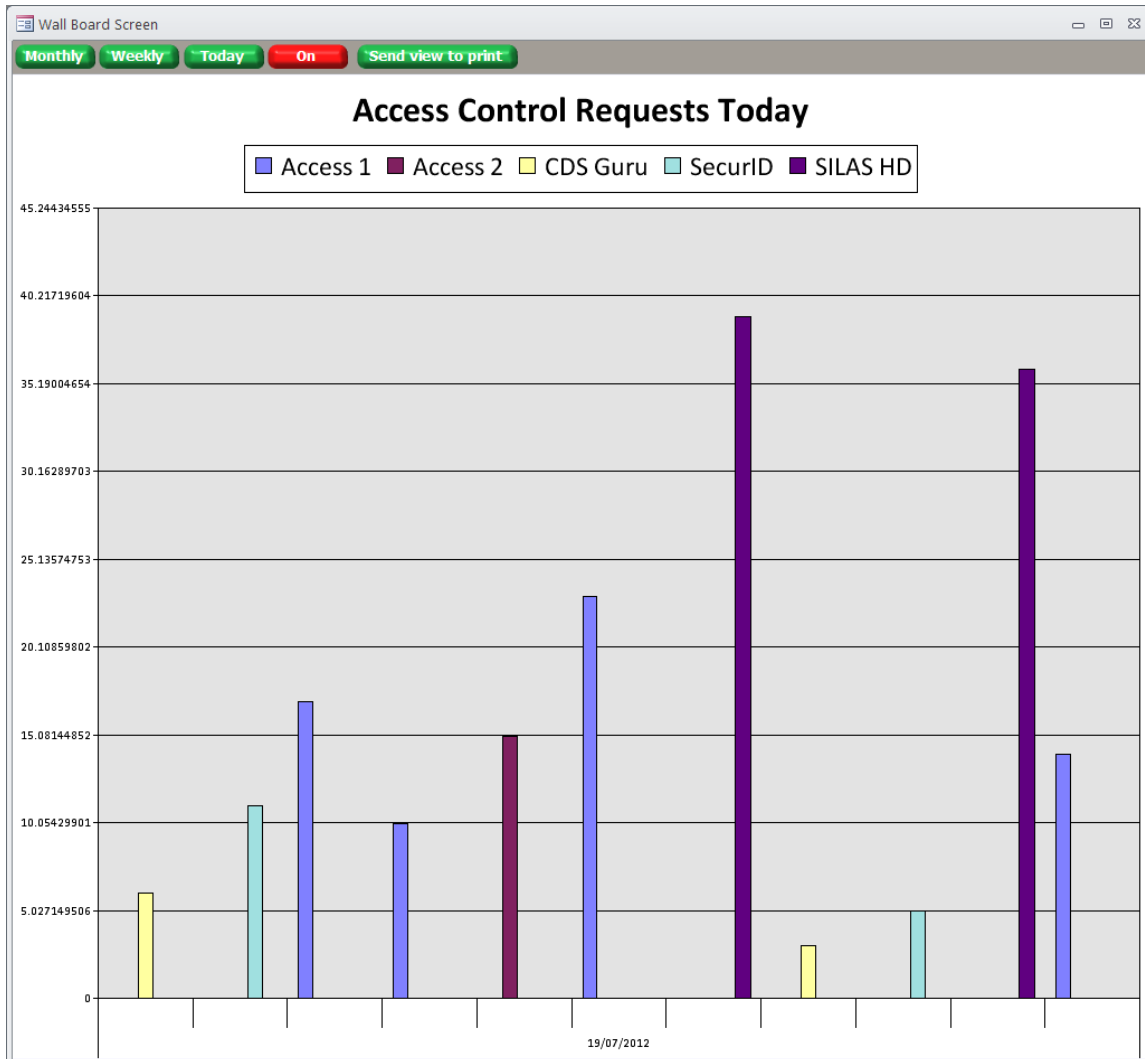


Figure 1 Report Monthly Printout.

Live Wall Board 2

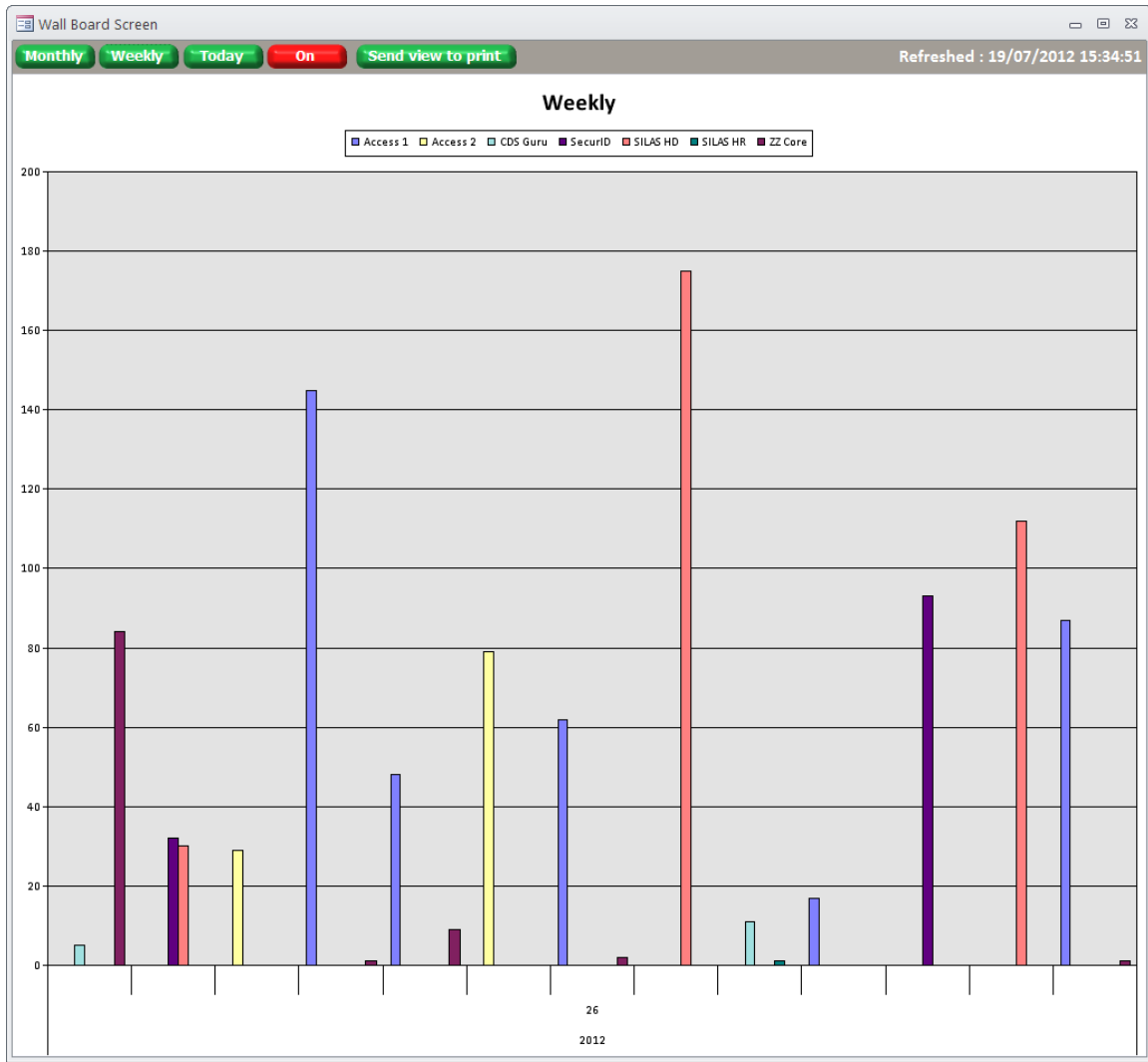
A live view of the main table to see the whole team (the names have been removed from all the images). This form gives a live view of the underlying data in a pivot chart view and you can with the buttons at the top of the screen have different views relating to time periods to see trends (Monthly, Weekly, Today). This form can be dynamically resized to the screen size or as needed.



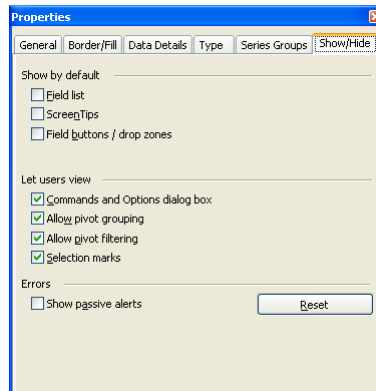
Buttons at the top of the form.

- 'Red On' button indicates that the refresh is up and running this form is refreshed every 5 mins when this is 'red' and showing 'on', click on this button to switch this feature to 'off' it will change to 'green' and say 'off'.
- 'Send View to Print' button opens up a print preview screen for printing (it may be worthwhile resizing the form before doing this).

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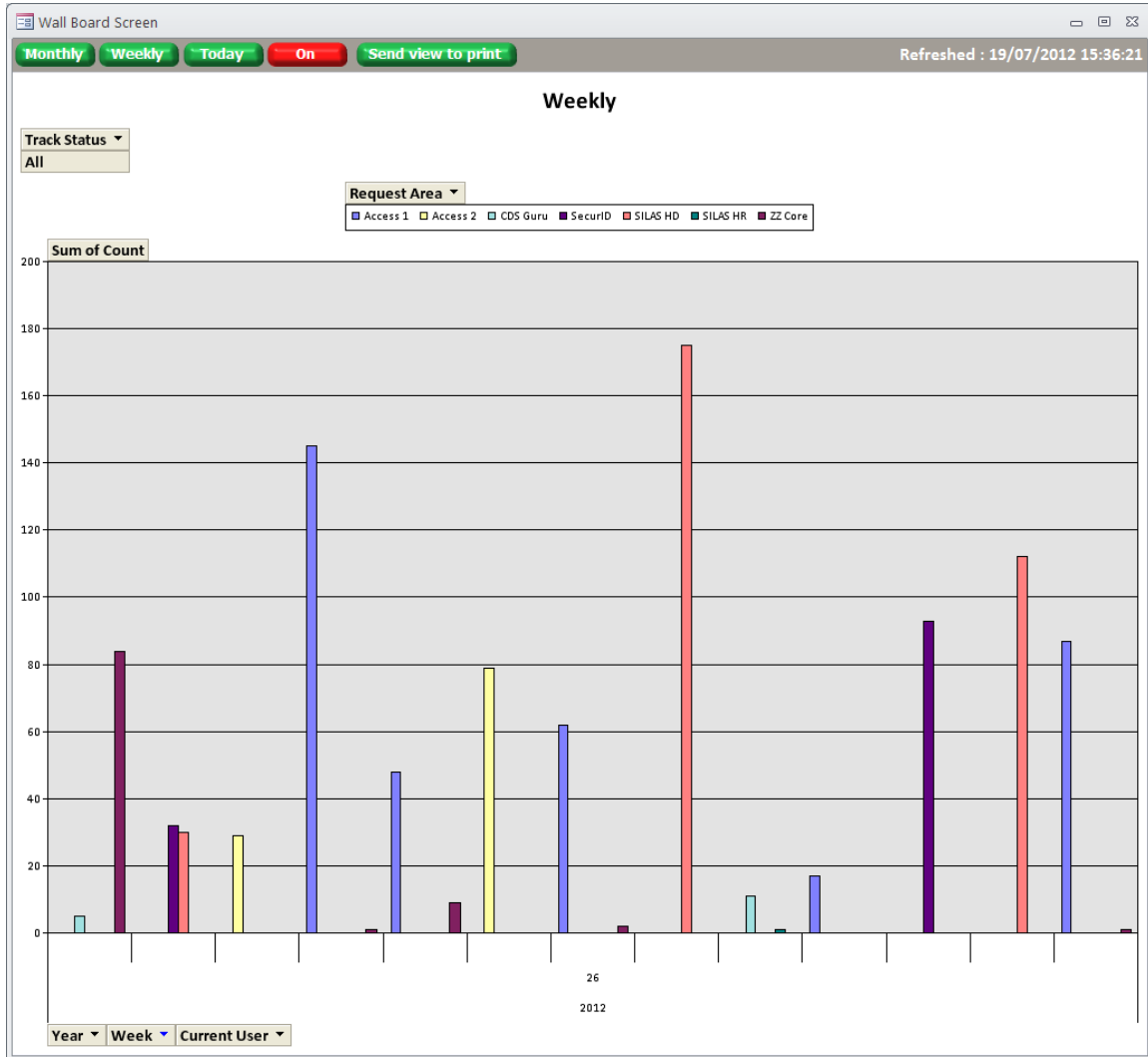


If you want to make changes to the data that is being viewed you can right click in the chart and switch on some of the functions that allow changing of the data. So right click in the chart and you should get properties at the bottom please select this option. Put a tick in the 'fields buttons / Drop zones' and close.



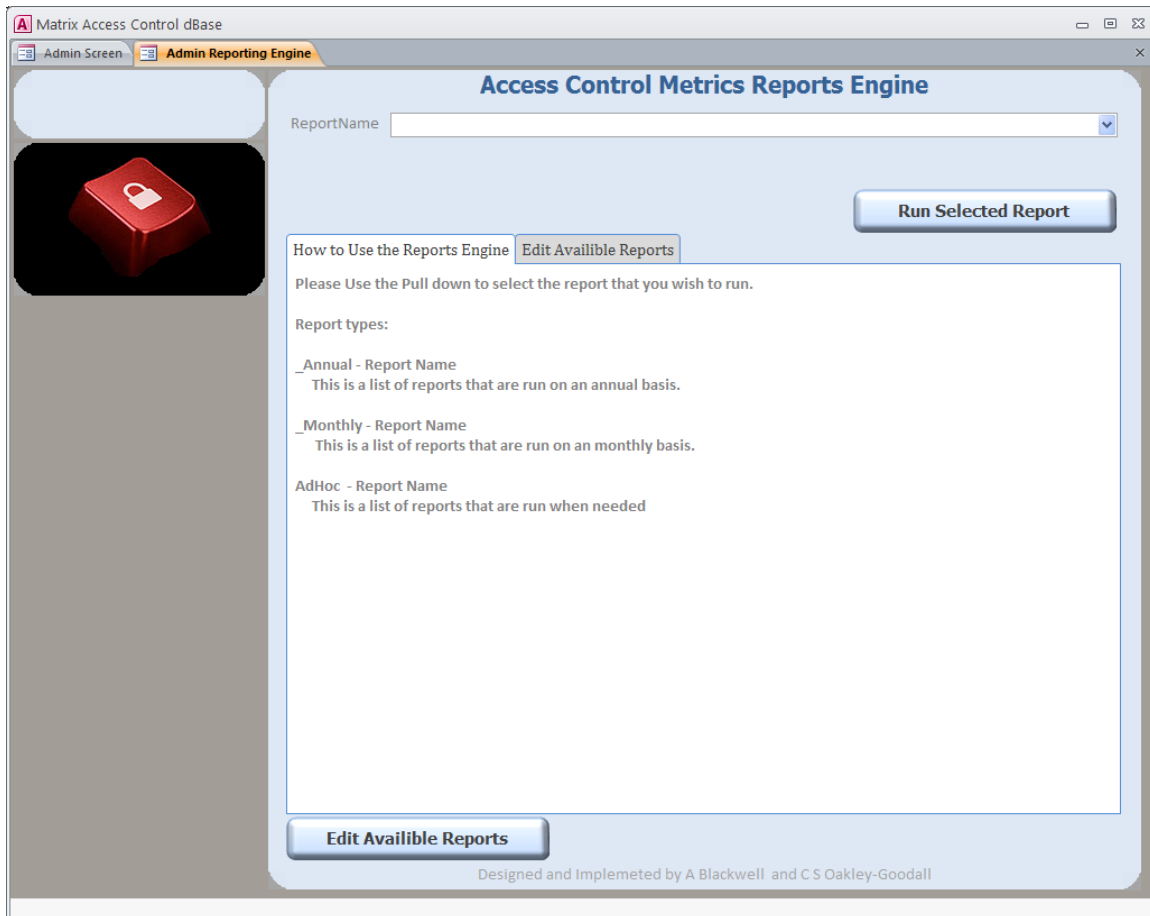
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So right click in the chart and you should get properties at the bottom please select this option. Put a tick in the 'fields buttons / Drop zones' and close. The chart should have changed showing the areas that can be changed. Be careful not to delete any of the areas. On the monthly and weekly one use the control at the bottom to select the current week/month that you wish to view. Below is a picture of the weekly view at the bottom click the down arrow in box marked 'Week' and select the week that you want to view. This process can be repeated for the 'Monthly' view as well



Reports Engine

This is a central place for reports for Metrics from the database and other reports that are needed to be run on regular intervals for reporting purposes and general housekeeping of Access Control Tasks. A List of the current reports are detailed below the image



The screenshot shows a web application window titled "Matrix Access Control dBase". It has two tabs: "Admin Screen" and "Admin Reporting Engine", with the latter being active. The main content area is titled "Access Control Metrics Reports Engine". On the left side of the main area, there is a red 3D button with a white padlock icon. Below this, there is a "ReportName" dropdown menu. To the right of the dropdown is a "Run Selected Report" button. Below these elements are two tabs: "How to Use the Reports Engine" (selected) and "Edit Available Reports". The "How to Use the Reports Engine" tab contains the following text: "Please Use the Pull down to select the report that you wish to run." followed by "Report types:". Under "Report types:", there are three sections: "_Annual - Report Name" with the description "This is a list of reports that are run on an annual basis.", "_Monthly - Report Name" with the description "This is a list of reports that are run on an monthly basis.", and "AdHoc - Report Name" with the description "This is a list of reports that are run when needed". At the bottom of the main content area, there is an "Edit Available Reports" button. The footer of the window states "Designed and Implemented by A Blackwell and C S Oakley-Goodall".

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A List of Current reports obtained from the pulldown

Annual - RACF ID audit
Monthly - CDSIDs with Home Directory Errors
Monthly – *USERID REMOVED*
Monthly - IT Metrics Portal
Monthly - Phil Auton IBM RACF ID report
Monthly - Tokens expiring this month
Monthly - *USERID REMOVED*
Weekly_ *USERID REMOVED*
CDSIDs - with Missing or Invalid Reports To
CDSIDs - Ad-hoc Reports (advanced attributes)
CDSIDs - Ad-hoc Reports (basic attributes)
CDSIDs - Reports to with duplicate users
CDSIDs - Sponsors with duplicate users
CDSIDs - with a Sponsor
CDSIDs - with None LL6+ Sponsor
CDSIDs - with obsolete Reports To
GPO Levels - 0000 and 0100 Counts
GPO Levels - Mailshot details
KPMG volumetrics
SecurID - LL1-LL3 Managers with LIVE Tokens
SecurID - LL1-LL6 Managers with LIVE Tokens
SecurID - Users with EXPIRED Tokens
SecurID - Users with LIVE Tokens