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## Chapter 2: Viewing CONTROL! Usage Investigator Reports

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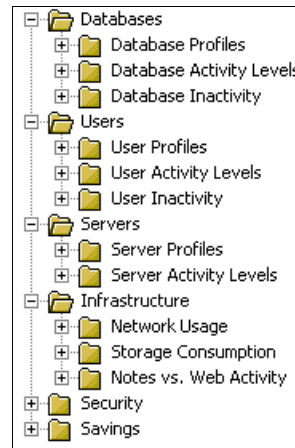
Usage Investigator includes dozens of built-in Investigator reports that you can use to monitor, analyze, and manage your Notes database network. These reports are designed to answer the most common questions asked by report consumers such as Chief Information Officers (CIOs), Directors of Network Operations, Groupware Managers, and Server Administrators.

This chapter provides an overview of the report categories to help you understand which reports provide what information as well as instructions on how to access reports in Usage Investigator.

**Note** *For a description of each Investigator report and report field, see the Appendix, "Investigator Report and Database Field Descriptions."*

## Investigator Report Categories

















The Investigator reports are extensive. To help you select reports, they are organized into categories based on the type of information the reports display and the questions they are designed to answer. The categories appear in the report tree, which is in the left pane in the Usage Investigator window.



The following sections describe the categories and provide usage suggestions for the reports.

## Summary Statistics

These reports display a snapshot of how your databases were used during the analysis period. Use the Summary Statistics to quickly identify usage trends, abnormal use, inactive databases and user IDs, traffic, storage, and loads.

APPLICATION AND USER DISTRIBUTION				
	Number of Apps	188	Max Users per App	42
	Number of DBs	403	Max Storage per App (MB)	5,718.5
	Number of Users	31	Max Servers per App	6
DAILY ACTIVITY LEVELS				
	Avg Notes RW	30,934	Max Notes RW	226,294
	Avg Notes RW Volume (MB)	392.1	Max Notes RW Volume (MB)	1,689.1
	Avg Web Volume (MB)	3.5	Max Web Volume (MB)	20.1
MOST USED APPLICATIONS				
	Max Notes RW	322,956	Max HTTP Requests	8,585
	Max Notes RW Volume (MB)	6,043.4	Max Web Volume (MB)	64.9
MOST ACTIVE USERS				
	Max Notes RW	519,247	Max Notes RW Volume (MB)	7,258.7
	Max Apps accessed	69	Max DBs accessed	109
POTENTIAL INACTIVE DATABASES AND USERS				
	DBs unused > 30 days	247	Volume (MB) unused > 30 days	12,043.6
	Users Inactive > 30 days	2	DBs Accessed With No RW	31
STORAGE CONSUMPTION				
	Total DB Volume (MB)	48,325.6	Largest DB (MB)	2,868.2
	Total White space (MB)	1,372.7	Max White space per DB (MB)	430.3
SERVER LOADS				
	Max Users using a server	32	Max User RW Activity	765,020
	Max DBs	94	Max DB Volume (MB)	21,008.5
NETWORK TRAFFIC				
	Max User to Server (MB)	7,384.0	Max Server to Server (MB)	181.8

## Database Reports

All the reports related to databases are grouped in this category.

Use these reports to:

- Make sure critical databases are being used on a frequent basis
- Assess whether individual database copies are being over-taxed and should be distributed
- Identify and remove or retire databases that are no longer needed
- Identify replicas that are no longer needed and should be retired
- Ensure that databases that you believe are ready for removal are indeed obsolete
- Predict server disk savings when selected databases are removed

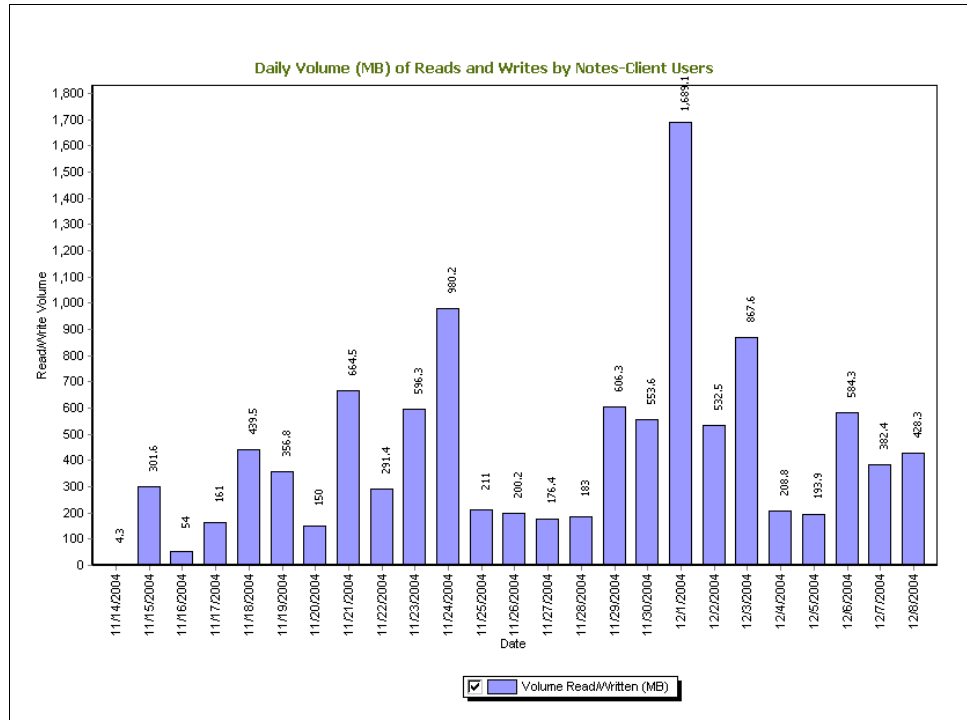
## Database Profiles

These reports help you quickly identify the largest databases, the ones with the most activity, the ones with the most empty space, and the ones that appear to be duplicates—or replicas—of each other.

Databases Used by the Most Notes Users					
Database Server	Database Title	Database Name	Number of Distinct Notes Users	Total Number of Document Reads/Writes	Total Volume of Reads/Writes (R+W) (MB)
MAIL1	DYS Analytics's Addr	names.nsf	30	2,423	53.266
MAIL1	MAIL1 Mailbox	mail.box	27	5,993	346.009
APPS1	Out of the Office Re	outoffice.nsf	22	595	5.803
APPS1	Lead Tracking	prospect.nsf	21	17,430	674.553
APPS1	Help Desk	Hd.nsf	19	2,863	2,229.889
APPS1	Lead Tracking Cntrl	CODES.NSF	17	1	2.293
MAIL1	Catalog (6)	catalog.nsf	16	905	4.583
APPS1	DYS Analytics's Addr	names.nsf	16	1,886	58.394
APPS1	eSales Temporary C	TMPCACHE.NSF	15	9,008	33.931
APPS1	Help Desk Control Sy	HDCODES.NSF	15	37	4.164
APPS1	eSales Desktop	REBS.NSF	15	2,498	50.915
APPS1	eSales Organizations	ROLODEX.NSF	15	270,021	1,521.325
APPS1	eSales Configuration	CODES.NSF	15	169,943	407.892
APPS1	Development Discus	devdisc1.nsf	15	480	33.468
SAMETIME	DYS Analytics's Addr	names.nsf	15	6	0.904
APPS1	Marketing Docs	MarketingDocs.nsf	14	396	380.731
APPS1	eSales Opportunities	PROSPECT.NSF	14	1,062	107.812
APPS1	eSales Products	PRODUCTS.NSF	14	535	27.466
APPS1	eSales Activities	OQACTION.NSF	14	2,456	274.724
APPS1	eSales Project Mana	CLNTPROJ.NSF	14	2	55.552
APPS1	eSales Log Reads	OQLOGRD.NSF	13	13	20.394
APPS1	eSales Leads	OQLEAD.NSF	13	2	50.539
APPS1	IS Help Desk	spchelp.nsf	13	681	7.364
APPS1	eSales Deal Move	OQLOG.NSF	13	36	31.795
APPS1	Services SOW Librar	sowlib.nsf	13	178	32.408
APPS1	eSales Message Cen	MSGCENTR.NSF	13	0	19.678
APPS1	eSales Reports	OQREPORT.NSF	13	46	114.871
APPS1	eSales Expert Q&A	TECHNECT.NSF	13	0	31.851
APPS1	eSales Activity Histoi	ACTHIST.NSF	13	0	67.391
APPS1	eSales Corresponder	CORTRACK.NSF	12	5	23.326

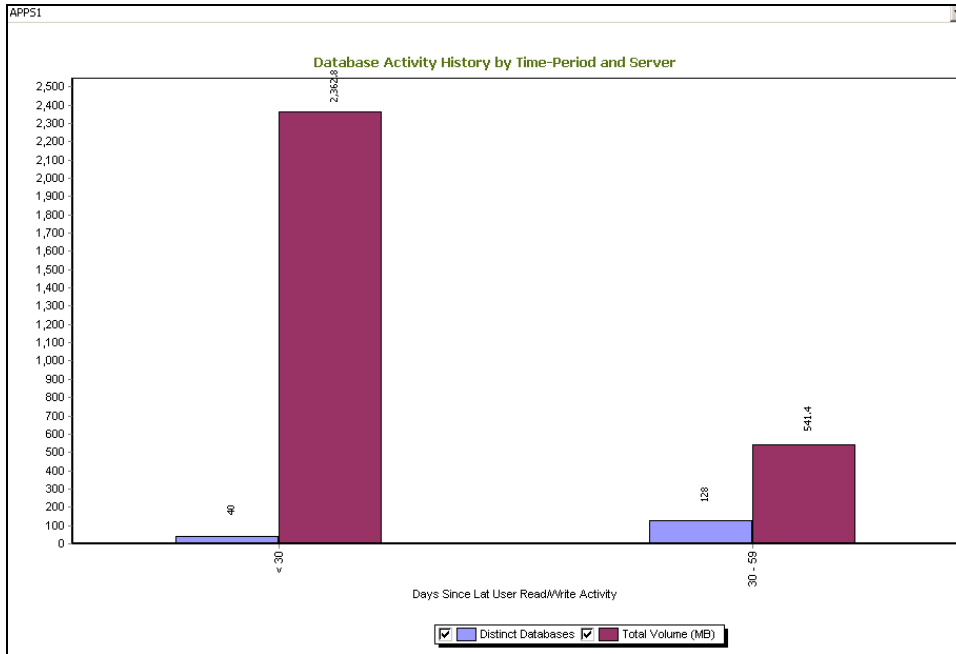
## Database Activity Levels

These reports reflect the amount of database activity per day and per database server for Notes users, servers, and Web users.



## Database Inactivity

These reports identify the least active databases and quantify the amount of storage space that would become available if they were removed.



## User Reports

All the reports related to users are grouped in this category.

Use these reports to:

- Ensure that there are no abnormally high or low user activities
- Identify unauthorized Web access
- Identify and remove or recycle user accounts that are no longer needed.



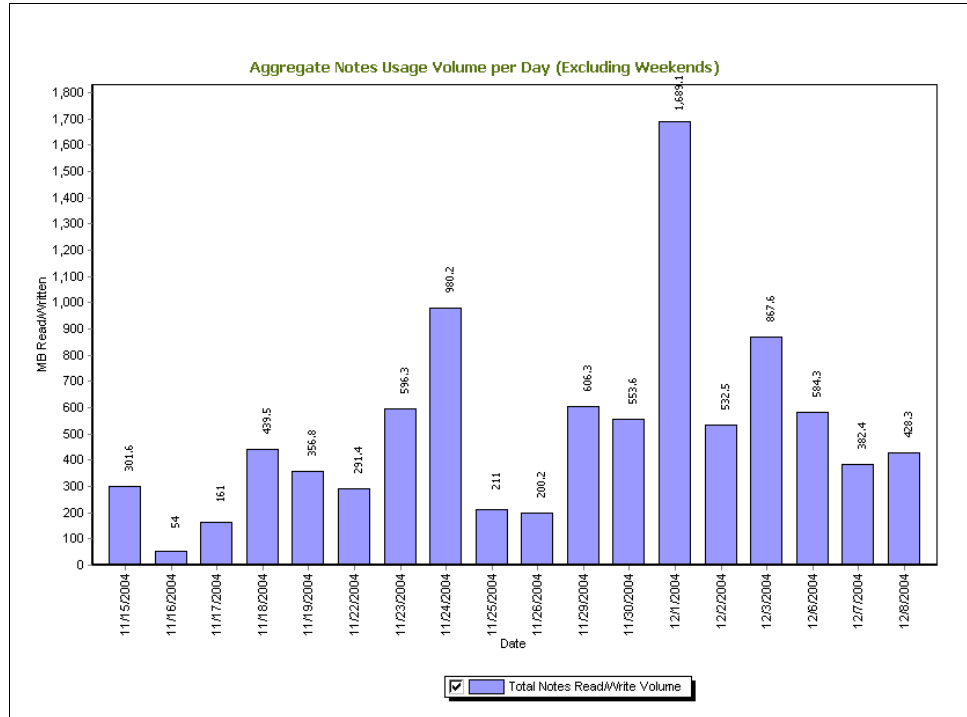
## User Profiles

User Profile reports show you who are the most active Notes users, who are the most active Web users, and who accesses the most databases.

User Who Use the Most Databases			
User	Home Server	Distinct Applications Accessed	Distinct Replicas Accessed
▶ Tim McCaffrey	MAIL1	61	62
Thomas Frischknecht	MAIL1	58	58
Yuval Shimoni	MAIL1	53	72
Bob Conrad	MAIL1	53	54
Amy Longyear	Unknown Server	51	51
Masoud Mohammadi	MAIL1	47	47
Steve Aisenberg	MAIL1	42	43
Drew Wolff	MAIL1	38	42
Doug Crisafulli	MAIL1	31	33
Chris Melella	MAIL1	31	35
Amy Longyear	MAIL1	30	32
Michael Machado	MAIL1	25	32
James Jallet	MAIL1	25	28
Daniel Rose	MAIL1	24	31
Stefan Mehlhorn	MAIL1	22	25
Tim McCaffrey	Unknown Server	18	20
David Yavin	MAIL1	17	22
Sonya Tembelopoulo	MAIL1	15	15
Kathi Chicos	MAIL1	11	14
IFMServer	Unknown Server	10	15
Adam Coe	MAIL1	10	14
Ahmed Hafeez	MAIL1	10	11
Fred Smith	MAIL1	8	13
Subhojit Banerjee	MAIL1	8	8
Tatyana Bardakh	MAIL1	8	8
Clifford Hupper	MAIL1	7	8
Jeff Dearing	MAIL1	6	7
Karen Vargo	MAIL1	5	7
DYS1	Unknown Server	4	5
Anonymous - 192.16	Unknown Server	4	5
Anonymous - 192.16	Unknown Server	3	4
dyavin guest:1	Unknown Server	2	3
DYS2	Unknown Server	2	3
Ed Zabar	MAIL1	2	2
DYS Reporter	MAIL1	2	2

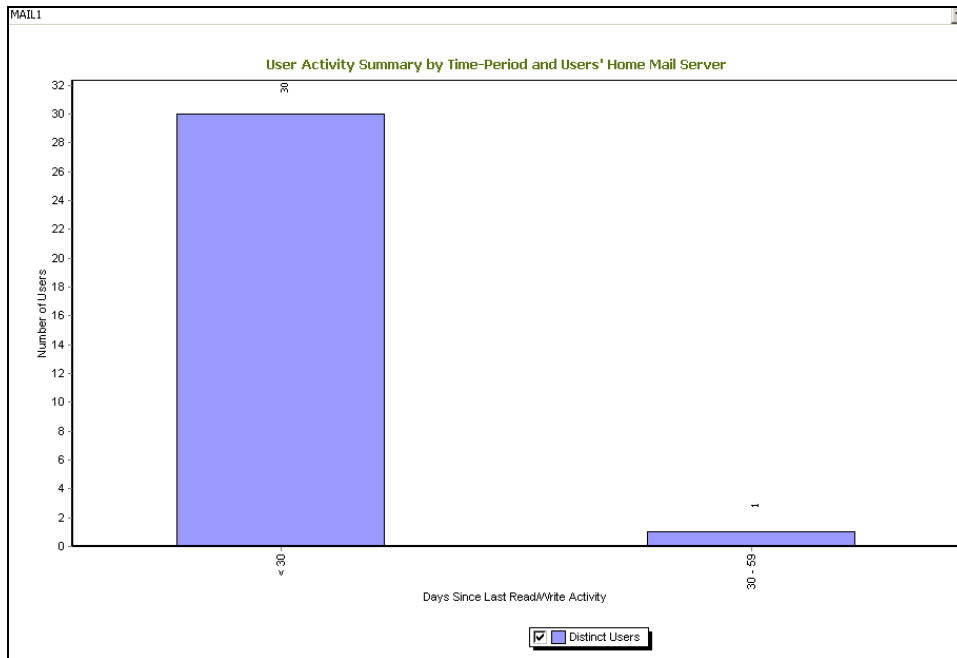
## User Activity Levels

These reports display statistics on the number and quantity (in MB) of read/writes performed by Notes users on each home server as well as the number and quantity (in MB) of read/writes performed by Notes users on each weekday.



## User Inactivity

User Inactivity reports summarize how many users have been active and how recently. These reports also identify users who have been inactive and for how long.



## Server Reports

All the reports related to database servers and accessing servers are grouped in this category.

Use these reports to:

- Balance loads between your Domino servers
- Ensure that each server is serving an appropriate amount of Notes and Web traffic

For example, make sure an internal server that should be serving Notes client users only isn't being accessed externally via Web browsers.

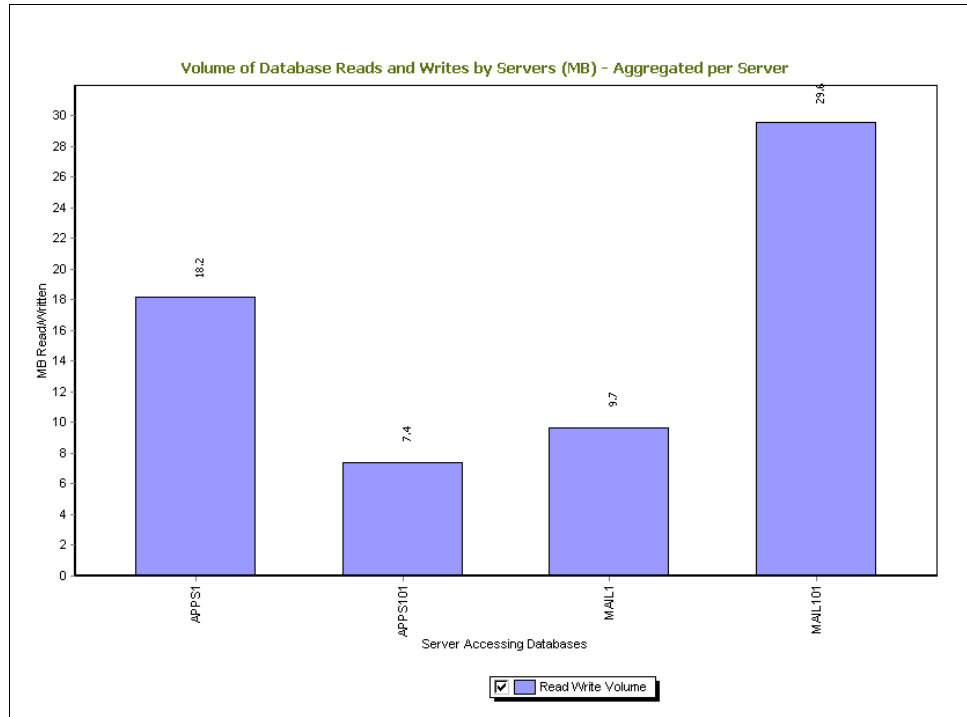
## Server Profiles

These reports show which database servers store the most databases and have the most activity.

Database Distribution per Server					
Database Server	Distinct Databases	Total Database Volume (MB)	Average Database Size (MB)	Largest Database Size (MB)	Total White Space (MB)
▶ APPS1	168	2,904.223	17.287	931.584	65.685
▶ APPS101	159	2,590.385	16.292	892.928	60.702
MAIL	106	446.304	4.210	97.792	77.982
MAIL1	160	21,008.522	131.303	2,868.224	289.314
MAIL101	147	20,124.860	136.904	2,850.304	237.542
SAMETIME	128	1,251.341	9.776	607.744	641.482

## Server Activity Levels

Server Activity Level reports on the quantity and volume of read/writes performed by accessing servers.



## Infrastructure Reports

All the reports related to infrastructure are grouped in this category.

Use these reports to:

- Determine the volume of network traffic between servers
- Calculate storage consumption by the databases on the servers
- Analyze the rate/volume of activity to identify and track usage trends
- Compare Notes versus Web usage

## Network Usage

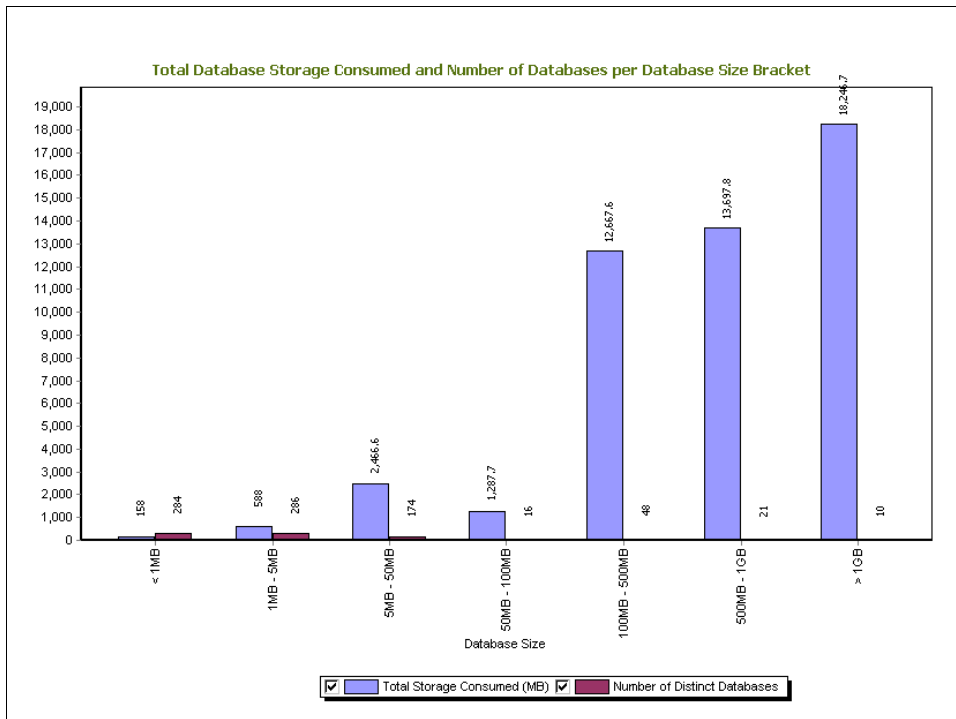
Network Usage reports indicate the amount of traffic between each database server and home server.

Database Server	Accessing Server	Total Document Reads/Writes	Total Traffic From/To Server (MB)
▶ APPS1	APPS101	965	11.355
APPS101	APPS1	266	11.021
MAIL	APPS1	26	2.796
MAIL1	APPS1	2,699	10.354
MAIL1	MAIL101	334	32.641
MAIL101	MAIL1	240	8.938
SAMETIME	MAIL1	29	2.186



## Storage Consumption

These reports show distribution of databases by date, server, and size.



## Notes vs. Web Activity

These reports compare the amount of activity by Notes users with that of Web users. The data is presented per server, per database, and per user.

Notes Client vs. Web-Based Activity Levels per Database						
Database Title	Database	Total Notes R/W	Total Notes R/W Volume (MB)	Total HTTP Requests	Total Web Activity Volume (MB)	
	MAIL1!HTTP	0	0.000	7,981	2.938	
	MAIL!bookmark.nsf	0	0.000	0	0.000	
	SAMETIME!HTTP	0	0.000	366	6.882	
Activity Trends (6)	SAMETIME!activity.	0	0.000	0	0.000	
Activity Trends (6)	MAIL101!activity.nt	0	0.000	0	0.000	
Activity Trends (6)	MAIL!activity.ntf	0	0.000	0	0.000	
Activity Trends (6)	MAIL1!activity.ntf	0	0.021	0	0.000	
Activity Trends (6)	APPS101!activity.nt	0	0.000	0	0.000	
Activity Trends (6)	APPS1!activity.ntf	0	0.000	0	0.000	
Adam Coe	MAIL1!mail\acoe.ns	1,150	84.178	0	0.000	
Adam Coe	MAIL101!mail\acoe.	203	7.542	0	0.000	
Administration Reque	MAIL101!admin4.ns	0	0.000	0	0.000	
Administration Reque	SAMETIME!admin4.i	16	0.439	0	0.000	
Administration Reque	MAIL1!admin4.nsf	21	0.244	0	0.000	
Administration Reque	APPS1!admin4.nsf	1	0.378	0	0.000	
Administration Reque	APPS101!admin4.ns	9	0.065	0	0.000	
Administration Reque	MAIL!admin4.nsf	16	0.147	0	0.000	
Administration Reque	MAIL!admin4.ntf	0	0.000	0	0.000	
Administration Reque	APPS101!admin4.nt	0	0.000	0	0.000	
Administration Reque	APPS1!admin4.ntf	0	0.155	0	0.000	
Administration Reque	MAIL1!admin4.ntf	0	0.018	0	0.000	
Administration Reque	SAMETIME!admin4.i	0	0.000	0	0.000	
Administration Reque	MAIL101!admin4.nt	0	0.000	0	0.000	
Agent Log	MAIL101!alog4.ntf	0	0.000	0	0.000	
Agent Log	SAMETIME!alog4.nt	0	0.000	0	0.000	
Agent Log	APPS1!ALOG4.NTF	0	0.015	0	0.000	
Agent Log	MAIL1!alog4.ntf	0	0.038	0	0.000	
Agent Log	APPS101!alog4.ntf	0	0.000	0	0.000	
Agent Log	MAIL!alog4.ntf	0	0.000	0	0.000	
Ahmed Hafeez	MAIL1!mail\ahafeez	1,474	16.643	0	0.000	
Ahmed Hafeez	MAIL101!mail\ahafe	0	0.000	0	0.000	
Amy Longyear	MAIL101!mail\along	0	0.000	0	0.000	
Amy Longyear	MAIL1!mail\alongye	1,290	203.716	0	0.000	
Andrew Howe	MAIL1!mail\ahowe.i	0	0.053	0	0.000	

## Security Reports

Security reports reveal Web users who access your Lotus Notes Name & Address Book, which databases they access, and which databases they access the most.

Use these reports to:

- Identify which users and servers are accessing the Domino directory and are reading or writing
- Determine who are the top Web users accessing servers and which databases Web users access most

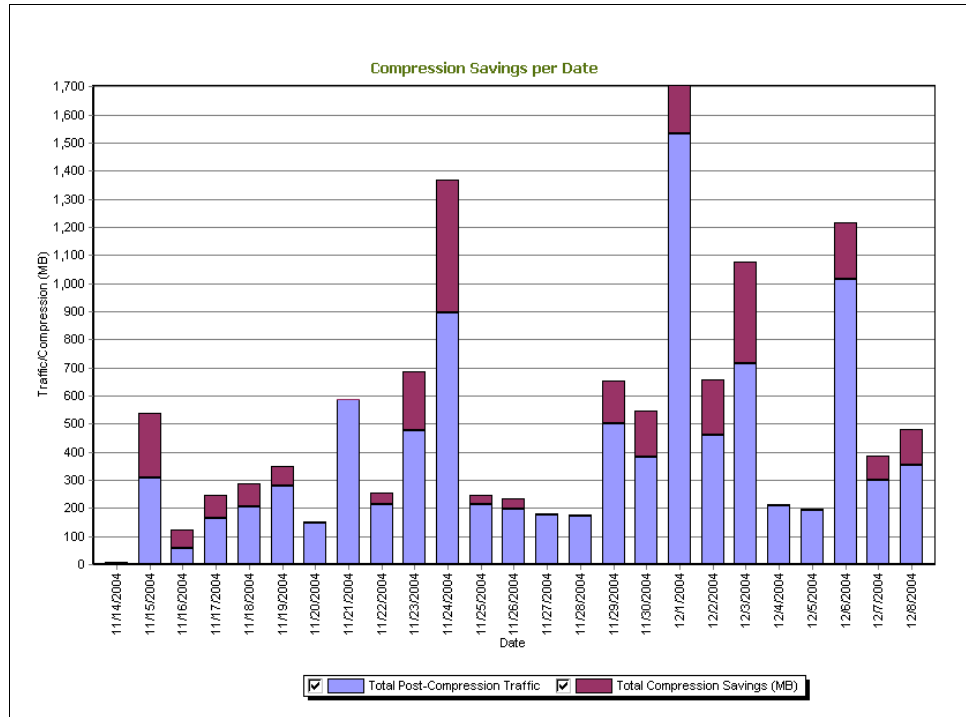
Top Web-Access Users			
User	Home Server	Total HTTP Requests	Total Web Volume From/To Server (MB)
Anonymous - 192.16	Unknown Server	7,905	2.214
Chris Melella	MAIL1	5,299	41.749
Daniel Rose	MAIL1	2,795	23.136
Kathi Chicos	MAIL1	691	2.297
Stefan Mehlhorn	MAIL1	458	1.064
Anonymous - 192.16	Unknown Server	346	0.770
David Yavin	MAIL1	291	1.066
Drew Wolff	MAIL1	200	1.160
James Jallet	MAIL1	103	2.751
dyavin guest1	Unknown Server	60	3.040
DYS1	Unknown Server	57	2.749
Michael Machadinho	MAIL1	19	0.185
DYS2	Unknown Server	11	0.042
koizumi	Unknown Server	6	0.024
thedude	Unknown Server	2	0.008
franck	Unknown Server	2	0.008
Tlugboat	Unknown Server	1	0.004
r5prxn	Unknown Server	1	0.004
rsteen	Unknown Server	1	0.004
smootp	Unknown Server	1	0.004
EVINCI	Unknown Server	1	0.004
Cchandra	Unknown Server	1	0.004
Olgga03	Unknown Server	1	0.004
7eto4vuc	Unknown Server	1	0.004
Aaltec	Unknown Server	1	0.004

# Savings Reports

Savings reports quantify the volume of space that became available when inactive databases and user IDs were removed. This data is shown by database server and by date. Savings due to compression are also identified.


Use these reports to:

- Calculate the total disk space recoverable as a result of compacting databases
- Determine how much network traffic was reduced due to compression



## Viewing Investigator Reports

There are two ways to view Investigator reports:

- Click  Summary Stats to view Summary Statistics.
- Double-click the report category and then the report name in the report tree in the left pane in the Usage Investigator window. The report appears in the right pane.

### Viewing the Summary Statistics Report

The information displayed in the Summary Statistics window is the most essential and vital information to track in your environment. This report shows you the status of your entire environment at a glance, displaying the most important statistics recorded about database activity at the time of analysis.

The Summary Statistics window is divided into eight regions that summarize database activity. Each region displays two to six related statistics. You can display a report or report series for each critical statistic by clicking it. In most cases, these reports are versions of standard Investigator reports that are sorted in a way to better illustrate the summary statistic. The report can be sorted, searched, filtered, exported, or printed.

**Note** *The window displays critical statistics falling within a normal range in black. A value that does not meet its tolerance limit becomes an alert and appears in red. You can set your own red-alert tolerances in the Summary Stats Designer, as described in “Modifying the Summary Statistics Report” on page **Error! Bookmark not defined.***

## Using the Report Tree to View a Report

The report tree in the left pane of the Usage Investigator window provides easy access to all reports. To view a report, double-click a report category folder and, if necessary, a subcategory folder. Double-click the title of the report you want to see.

The screenshot shows the Usage Investigator for Domino interface. The left pane displays a report tree with the following structure:

- Databases
  - Users
    - User Profiles
    - User Activity Levels
    - User Inactivity
  - Servers
  - Infrastructure
    - Network Usage
    - Storage Consumption
    - Notes vs. Web Activity
  - Security
    - Who is Accessing the NAB
    - Top Web-Access Users
    - Top Web-Accessed DBs
  - Savings

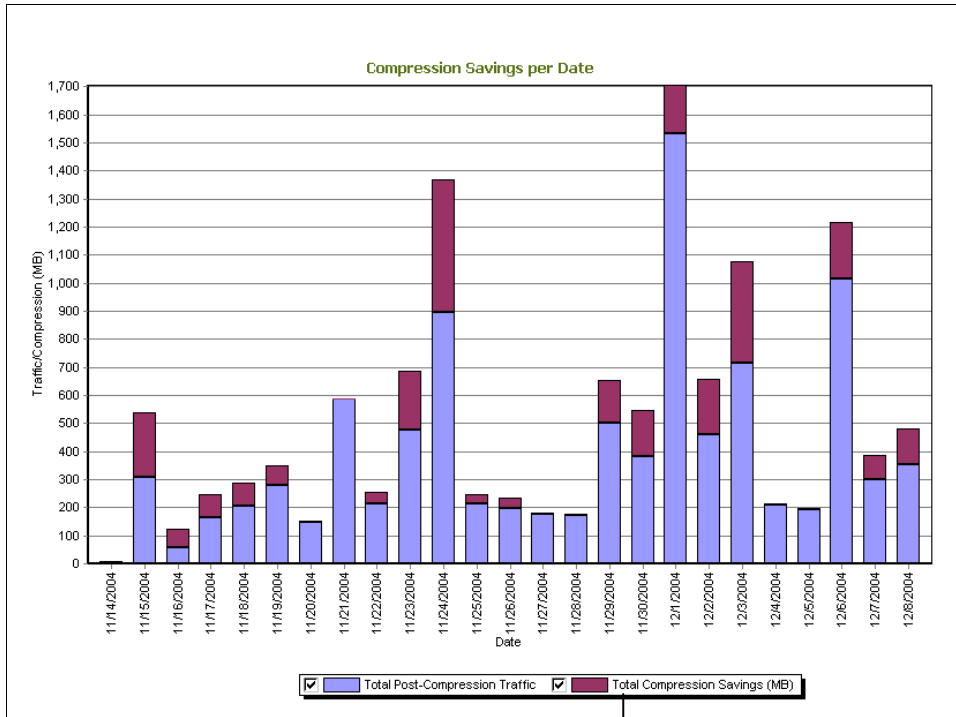
The main pane displays the report titled "Top Web-Accessed Databases" with the following data:

Database Title	Database Server	Database Name	Total HTTP Requests	Total Web Volume From/To Server (MB)
Notes6 Common For	MAIL1	Forms6.nsf	8,585	64.862
Chris Melella	MAIL1	cmelella.nsf	3,337	14.053
Daniel Rose	MAIL1	drose.nsf	1,916	18.549
David Yavin	MAIL1	dyavin.nsf	1,213	9.477
Web Mail Redirect	MAIL1	webmailredirect.nsf	1,142	3.804
Sametime 3.1 Online	SAMETIME	stconf.nsf	875	12.575
Kathi Chicos	MAIL1	kchicos.nsf	557	1.025
Sametime Center	SAMETIME	stcenter.nsf	468	16.029
Steve Aisenberg	MAIL1	saisenbe.nsf	233	0.713
Jeff Dearing	MAIL1	ydearing.nsf	214	0.423
Sametime Resources	SAMETIME	stsrc.nsf	176	0.569
DYS Analytics's Addr	MAIL1	names.nsf	169	0.048
Stefan Pfeilhorn	MAIL1	spfeilhorn.nsf	168	0.266
Drew Wolff	MAIL1	dwofff.nsf	153	0.298
James Jallet	MAIL1	jjallet2.nsf	121	2.376
Domino Web Adminis	SAMETIME	webadmin.nsf	75	0.454
Amy Longyear	MAIL1	alongyea.nsf	73	0.364
Ahmed Hafeez	MAIL1	ahafeez.nsf	71	0.130
DYS Analytics's Addr	SAMETIME	names.nsf	55	0.038
Notes Web Access H	MAIL1	help65_jwa_en.nsf	34	0.064
Lotus Domino Admini	MAIL1	help65_admin.nsf	22	0.067
Michael Machado	MAIL1	mmachadi.nsf	4	0.012


Double-click a report name . . . . . to display the report here.

**Note** If you don't see detailed data, make sure Server-Level Detail and/or User-Level Detail are selected in the appropriate configuration profiles. For information about creating configuration profiles, see the *DYS CONTROL! Installation and Configuration Guide*


Some reports are displayed as charts.



The legend shows which color bar corresponds to each category plotted on the chart. You can hide an entire category from the chart by deselecting its check box in the legend.

To switch to a table view of the data, click  at the top of the page.












Compression Savings per Date		
Date	Total Post-Compression Traffic	Total Compression Savings (MB)
11/14/2004	4,971	1.742
11/15/2004	307,025	231.807
11/16/2004	58,823	64.408
11/17/2004	164,627	81.889
11/18/2004	203,920	83.493
11/19/2004	279,057	69.957
11/20/2004	149,453	1.165
11/21/2004	588,132	1.179
11/22/2004	214,879	37.939
11/23/2004	475,793	211.636
11/24/2004	894,547	475.505
11/25/2004	211,733	34.436
11/26/2004	198,553	36.943
11/27/2004	177,928	2.222
11/28/2004	173,809	1.188
11/29/2004	502,292	152.147
11/30/2004	380,548	164.609
12/1/2004	1,532,924	172.452
12/2/2004	459,564	196.503
12/3/2004	715,269	362.326
12/4/2004	209,280	6.045
12/5/2004	191,803	4.615
12/6/2004	1,014,570	202.239
12/7/2004	299,216	87.497
12/8/2004	354,973	124.258

To switch back to the chart view, click  again.

You can click  to print a report in either table or chart view.



When you are viewing a report, the report toolbar appears with the following icons:

Icon	What It Does
	Opens the Print Preview dialog box, which offers layout and printing options for the report.
	Sends the report to the printer chosen in the Print Preview dialog box.
	Exports the report to other applications by saving it in different file formats. Once you export a report to a file, you can modify it in a software program that accepts that file format. You can select HTML (.htm), Microsoft Excel spreadsheet (.xls) or text (.txt) format.  <i><b>Note</b> Exported reports look exactly as they appear in the report window. The settings in the Export Options dialog box do not affect them.</i>
	Sorts the highlighted table column in ascending order (available only when viewing tables).
	Sorts the highlighted table column in descending order (available only when viewing tables).
	Hides the rows in a table containing the selected values (available only when viewing tables). The selected values appear in the top row. You can select one value per column by clicking in the cell containing the value.
	Hides everything in a table <b>except</b> the rows containing the selected values (available only when viewing tables).
	Removes any filters you applied to the table and displays all the rows (available only when viewing tables).
	Switches from displaying the report as a table to a chart (available only when viewing tables).
	Switches from displaying the report as a chart to a table (available only when viewing charts).
	Displays the report's description in a popup window.

**Tip** You can also right-click a report in the report window to perform these actions.

## Creating Custom Report Folders

You may find it helpful to save the reports you view most often in a custom report folder. Doing so makes it easier to locate the reports you need when you need them.

To create a custom report folder:

1. Select File > New > Folder.
2. Type a name for the folder.

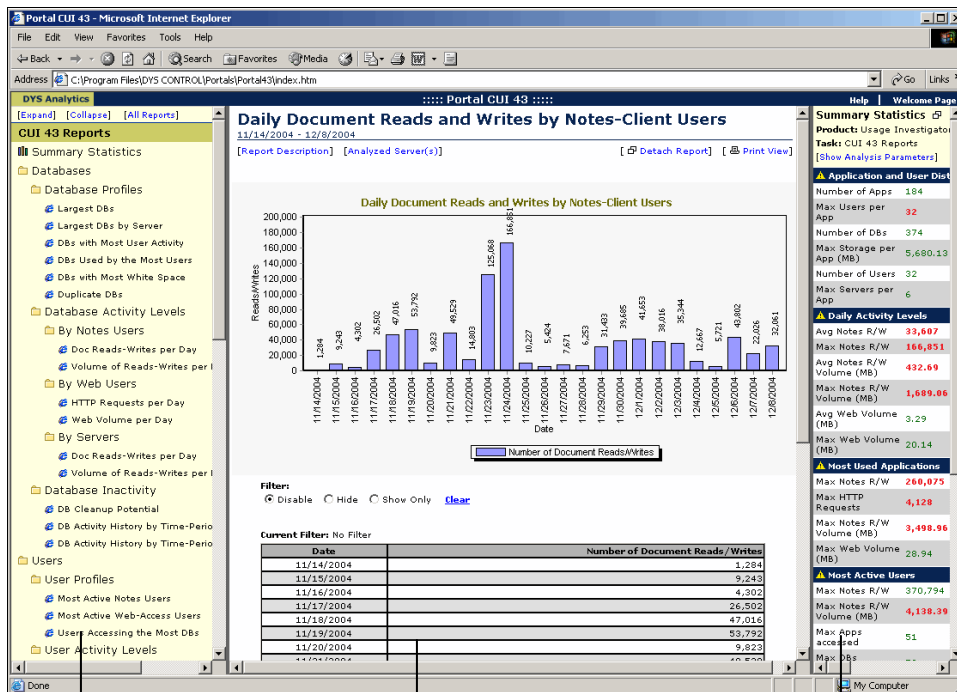
To copy reports to your custom folder:

1. Right-click the report name in the report tree.
2. Select Copy.
3. Right-click your custom report folder.
4. Select Paste or Paste as Shortcut.
  - **Paste** – Pastes a copy of a report from the clipboard to a custom report folder.
  - **Paste as Shortcut** – Pastes a link to the report to a custom report folder.

# Generating and Distributing Investigator Reports

As a report producer, you may need to generate and deliver reports to report consumers on a regular basis. You can distribute reports to users in either or both of these ways:

- Send a link to the report in an email.
- Create a portal, which is a Web page that displays reports, like the one shown here.




List of available reports

Report

Summary Statistics Report

To automate the processes of scheduling and distributing reports, you define a task in CONTROL! Task Manager. As part of a task definition, you specify the reports you want run and how often you want to run them.

**Note** For details on how to set up a portal and how to define a task to generate and distribute reports, see the *CONTROL! Task Manager online Help*. To access the *CONTROL! Task Manager*, click  Task Manager in the Usage Investigator window. Then click the Help button to access online information.

Another way to share reports is by exporting them. You can either export the reports themselves so others can view them, or you can export their definitions so others can import and create similar reports with different data.

**Note** For details on how to export reports and their definitions, see “Sharing Reports” in the *CONTROL! Usage Investigator online Help*.