

Een korte Guide voor het maken van het report voor de UBB facturatie aantallen.

STAP 1:

Log in op de STA portal, met een van de hoofd Operators* van het UBB portaal.

UK URL: <https://cloud.safenet-inc.com>

EU URL: <https://idp.eu.safenetid.com>

*Wanneer u als operator het Dashboard/on-boarding/Virtual Servers/ Administration niet ziet bent u geen hoofd operator

Stap 2:

Ga naar Administration en dan naar Report and Billing Management:

SafeNet Trusted Access

Language: English ▼

Dashboard	On-boarding	Virtual Servers	Administration
Shortcuts	Administration		
Task	Description		
Account Management Groups	Create a group of Subscriber accounts and then assign Account Managers to Groups.		
Account Manager Roles	Create roles by grouping management functions found on tabs and modules.		
Account Manager Maintenance	Create Account Managers and set roles, scope, and access restrictions.		
Alert Event Thresholds	Set the conditions under which alerts will be sent.		
Role Alert Management	Set which email and/or SMS event alerts that operators will receive, according to their role.		
External Alerts Recipients	Create a list of external recipients for email and/or SMS event alerts.		
Report and Billing Management	Create custom reports and schedule report runs.		
Customize References	Configure links to agents, documentation, agreements, and RADIUS IPs.		
Account Role Provisioning Rules	Create and edit account role provisioning rules.		
Auto Remove	Configure automatic removal of old reports and alerts.		

Stap 3a:

Kies hier voor het report:

“Service Metrics - Total Active Users per Month (Rolling YTD)” en druk op de knop Add.

SafeNet Trusted Access

Language: English ▼ Welcome:

Dashboard

On-boarding

Virtual Servers

Administration

Shortcuts

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Available Reports

Add

Select and customize reports from this section to add to My Report List.

Report Class:

Service Metrics

Report	Class	Description
<input type="radio"/> Service Metrics - Average Authentications per User (Rolling YTD)	Service Metrics	Reports average authentications/user by account type (rolling YTD)
<input checked="" type="radio"/> Service Metrics - Total Active Users per Month (Rolling YTD)	Service Metrics	Reports total active users by account type (rolling YTD)
<input type="radio"/> Service Metrics - Total Authentications per Month (Rolling YTD)	Service Metrics	Reports total authentication/month (rolling YTD)
<input type="radio"/> Service Metrics - Total Subscribed Accounts (Rolling YTD)	Service Metrics	Reports total number of subscribed accounts (rolling YTD)
<input type="radio"/> Service Metrics - Total Subscribed Capacity (Rolling YTD)	Service Metrics	Reports total number of subscribed capacity (rolling YTD)

Displaying:

1

 to 5 of 5

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Stap 3b:

Bij de instellingen van deze reportage kunt u het onderstaande invullen:

Available Reports**Customize Report****Finish**

Cancel

Select and move a username to the Access to Report Enabled field to authorize output.

Report:Name: Description: **Filters:**Service Type: Evaluation: Child Only: **Report Columns:**

- ☒ Account
- ☒ Plan
- ☒ Custom #1
- ☒ Custom #2
- ☒ Custom #3
- ☒ 2021-3
- ☒ 2021-2
- ☒ 2021-1
- ☒ 2020-12
- ☒ 2020-11
- ☒ 2020-10
- ☒ 2020-9
- ☒ 2020-8
- ☒ 2020-7
- ☒ 2020-6
- ☒ 2020-5
- ☒ 2020-4
- ☒ Id

Authorization:

Access to Report Not Enabled:

Access to Report Enabled:

Authorization Role:

Access to Report Not Enabled:

Access to Report Enabled:

Email Recipients:**Add**

Remove

☐ Email reports with fewer than 75000 rows. Larger reports are available for download from the SAS console in the **My Report Output** module on the Reports tab.

Stap 3c:

Daarna dient u deze rapportage in te plannen:

Klik het gewenste report aan en klik daarna op de schedule knop.

Available Reports

My Report List

Schedule

Select a report to schedule it, or click Edit to customize its name, description, parameters, or authorization details.

Report	Class	Description
<input checked="" type="radio"/> Service Metrics - Total Active Users per Month (Rolling YTD)	Service Metrics	Reports total active users by account type (rolling YTD)

Displaying: 1 to 1 of 1

Stap 3d:

Daarna de onderstaande instellingen:

Druk op Finish, dit zorgt ervoor dat op de laatste dag van elke maand deze rapportage maakt.

Available Reports

My Report List

Schedule Report

Finish

Cancel

Reports scheduled to Run Now are output on the next cycle of the SafeNet Authentication Service Reporting Service and are not retained in My Scheduled Reports. Reports scheduled on a days/weekly or months/yearly basis are retained in My Scheduled Reports until their expiration date.

Report	Name:	Service Metrics - Total Active Users per Month (Rolling YTD)
	Description:	Reports total active users by account type (rolling YTD)
Schedule	<input type="radio"/> Schedule to Run Now <input checked="" type="radio"/> Schedule Begins: 2021-01-01	
	Frequency:	<input type="radio"/> Days/Week <input checked="" type="radio"/> Months/Yearly <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input checked="" type="checkbox"/> Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input checked="" type="checkbox"/> Apr <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> Jun <input checked="" type="checkbox"/> Jul <input checked="" type="checkbox"/> Aug <input checked="" type="checkbox"/> Sep <input checked="" type="checkbox"/> Oct <input checked="" type="checkbox"/> Nov <input checked="" type="checkbox"/> Dec
	On day:	Last day of the month
	Run Time:	00 : 00
	Expiration:	<input checked="" type="radio"/> Never <input type="radio"/> Date:

Stap 4:

U kunt zien dat deze ingepland is zoals hieronder te zien is.

Available Reports				⌵ ⌶ ⌵
My Report List				⌵ ⌶ ⌵
My Scheduled Reports				⌵ ⌶ ⌵
Run				
Select a Scheduled Report and click Run to output it on the next cycle of the reporting service. Click the Scheduled Report name to customize the report's description, parameters, or authorization information. Click Edit to update the scheduling of the report.				
Scheduled Report	Frequency	Run Time	Expires	
<input type="radio"/> Service Metrics - Total Active Users per Month (Rolling YTD)	Months/Yearly	12:00	Never	Edit Remove

Stap 5:

En kunt u de report downloaden en de output zal dan aangeven hoeveel active users er zijn geweest die maand.

Available Reports				⌵ ⌶ ⌵
My Report List				⌵ ⌶ ⌵
My Scheduled Reports				⌵ ⌶ ⌵
My Report Output				⌵ ⌶ ⌵
Report	Scheduled Time	Status	Status - timestamp	HTML CSV Tab Remove
Service Metrics - Total Active Users per Month	2021-0	Complete	2021-0	HTML CSV TAB Remove

Aan te raden is om deze in CSV format te downloaden zodat deze direct met Microsoft Excel geopend kan worden.

LET OP:

Het aantal users op de factuur kan afwijken van het aantal users wat uit deze rapportage komt. Dit heeft te maken met de actieve users in het reseller portaal (parent account), wat o.a. operators en interne gebruikers kunnen zijn. Deze tellen ook mee voor de facturatie.