How to use the custom FN18 report in Sailpoint

Log into Sailpoint IIQ here: https://identityiq.psu.edu
From your homepage, click Intelligence>Reports.

We are going to take a look at the custom FN18 Roles by Business Area report. Click on the Reports tab and scroll down to select User Details Report or search for the report by name and click the magnifying glass.
In the Standard Properties section, you can **name** your report, add a **description**, add **email recipients** and determine the **attachment formats**. Click **next** to continue.

In the Role Properties section, you must define the **business area** by typing the number at the top of the **Business Area window** and clicking on the number when it shows up. The report will only show the role names that match it in the **Role Name window**. All roles for your business area are selected by default. If you want to narrow the focus of the report, click the **circle with an X** beside a role name to remove it. If you remove one by accident, you can search for it at the top of the **role name window** and click the **plus sign** to add it. By following this logic, you could create five versions of this report each corresponding to one of the five FN18 role types.
The report layout section is where you define which columns of data you would like and which column to sort by. Field names listed in the left box of the **Columns** section will not be displayed. You can choose which fields to display by highlighting a field name and clicking the **left or right arrow buttons**. The fields in the right box will be displayed left to right in your report starting with the top field. You can adjust this order by using the **up and down arrow buttons**. Click **Save and Execute** when you are finished to run your report. Click **View Report Results** to see the report. This report will now be listed in the **My Reports** tab on the initial reports screen and the results will be mailed to you if you selected that option.

**Edit Report**

**IdentityIQ Report**

Please find the requested report file(s) attached to this email.

This concludes the custom FN18 reporting instructions.