Quest® Nova

Getting Started Guide for Reporting

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Quest® Nova
Updated March 2025

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Introduction to Reporting

With Quest Nova, reporting on your Microsoft 365 environment is simple, with over 100 built-in reports on operations such as Microsoft 365 workloads (Exchange, Teams, OneDrive, SharePoint Online), licensing, security, mobile devices and more, as well as options to create your own reports. You can build reports that scope your entire environment, or narrow it down to select countries, departments, roles etc. There is also the ability to share your reports to others in a variety of formats, and you can schedule them so your team gets updates and insights on key Microsoft 365 data in a time frame that you choose.

This guide is to help you get up and running with Quest Nova Reporting. This includes:

- how to set-up with the on-boarding wizard
- the importance of the dashboard
- how to use the Report Center

If you need a more in-depth guide on using Quest Nova, please click here to view the Nova technical documents. In the *Quest Nova User Guide*, you will see more information on:

- how to create your own reports, including step-by-step examples
- the Schedule and Notification Center
- how to's, including adding a logo, creating a stacked graph, combining charts, setting currency symbols and more.

To access Nova Reporting, you will need a subscription to Nova that includes support for management, and support will provision your organization during the on-boarding process.

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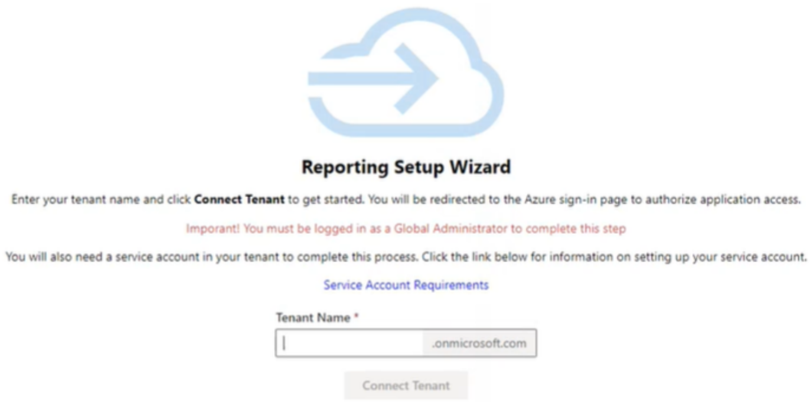
Using the on-boarding wizard

Before you begin using Nova Reporting, you need to connect your tenant to the platform. This is completed through the on-boarding wizard. The steps to complete this are below.



Step 1: Connecting your tenant

Before proceeding, make sure to read the Microsoft permissions that you will need to accept in point 6 below.

1. Accept the invitation in your email to join the Quest Platform.
2. Check the 'Consent on behalf of your organization' box and click 'Accept'.
3. Go back to your emails, and follow the link to start using the platform.
4. Once you are within Nova, click 'My Organization'. This will direct you to the wizard.

NOTE: The following steps (5 and 6) must be performed by a Global Administrator.

5. Enter your tenant name and click 'Connect tenant'.
6. Click 'Accept'. Nova will then begin to connect your tenant. Click 'Next'.

Microsoft permissions for Reporting

To be granted access to Nova Reporting, you need to accept Microsoft permissions during the on-boarding process of connecting your tenant.

Permission	Permission Description
Microsoft Graph	
Directory.Read.All	Read directory data
Member.Read.Hidden	Read all hidden memberships
Policy.Read.All	Read your organization's policies
Azure Rights Management Services	
Content.DelegatedReader	Read protected content on behalf of a user
Content.SuperUser	Read all protected content for this tenant
Intune	
get_data_warehouse	Get data warehouse information from Microsoft Intune
get_device_compliance	Get device state and compliance information from Microsoft Intune
Microsoft Graph	
AccessReview.Read.All	Read all access reviews
AdministrativeUnit.Read.All	Read all administrative units
AuditLog.Read.All	Read all audit log data
Calendars.Read	Read calendars in all mailboxes
ChannelMessage.Read.All	Read all channel messages
Contacts.Read	Read contacts in all mailboxes
DeviceManagementApps.Read.All	Read Microsoft Intune apps
DeviceManagementConfiguration.Read.All	Read Microsoft Intune device configuration and policies
DeviceManagementManagedDevices.Read.All	Read Microsoft Intune devices

Permission	Permission Description
DeviceManagementRBAC.Read.All	Read Microsoft Intune RBAC settings
DeviceManagementServiceConfig.Read.All	Read Microsoft Intune configuration
Directory.Read.All	Read directory data
EduAdministration.Read.All	Read Education app settings
EduAssignments.Read.All	Read all class assignments with grades
EduAssignments.ReadBasic.All	Read all class assignments without grades
EduRoster.Read.All	Read the organization's roster
Files.Read.All	Read files in all collection sites
Group.Read.All	Read all groups
IdentityProvider.Read.All	Read identity providers
IdentityRiskEvent.Read.All	Read all identity risk event information
IdentityRiskyUser.Read.All	Read all identity risky user information
IdentityUserFlow.Read.All	Read all identity user flows
InformationProtectionPolicy.Read.All	Read all published labels and label policies for an organization
Mail.Read	Read mail in all mailboxes
Mail.ReadBasic	Read basic mail in all mailboxes
MailboxSettings.Read	Read all user mailbox settings
Member.Read.Hidden	Read all hidden memberships
Notes.Read.All	Read all OneNote notebooks
OnlineMeetings.Read.All	Read online meeting details
OrgContact.Read.All	Read organizational contacts

Permission	Permission Description
People.Read.All	Read all users' relevant people lists
Place.Read.All	Read all company places
Policy.Read.All	Read your organization's policies
PrivilegedAccess.Read.AzureAD	Read privileged access to Microsoft Entra ID roles
PrivilegedAccess.Read.AzureADGroup	Read privileged access to Microsoft Entra ID groups
PrivilegedAccess.Read.AzureResources	Read privileged access to Azure resources
ProgramControl.Read.All	Read all programs
Reports.Read.All	Read all usage reports
RoleManagement.Read.Directory	Read all directory RBAC settings
SecurityActions.Read.All	Read your organization's security actions
SecurityEvents.Read.All	Read your organization’s security events
ServiceHealth.Read.All	Read service health
ServiceMessage.Read.All	Read service messages
Sites.Read.All	Read items in all site collections
TeamsActivity.Read.All	Read all users' teamwork activity feed
ThreatIndicators.Read.All	Read all threat indicators
TrustFrameworkKeySet.Read.All	Read trust framework key sets
User.Read (Delegated)	Sign in and read user profile
User.Read.All	Read all users' full profiles
Microsoft 365 Exchange Online	
Calendars.Read	Read calendars in all mailboxes

Permission	Permission Description
Calendars.Read.All	Read calendars in all mailboxes
Contacts.Read	Read contacts in all mailboxes
Exchange.ManageAsApp	Manage Exchange As Application
Mail.Read	Read mail in all mailboxes
MailboxSettings.Read	Read all user mailbox settings
Place.Read.All	Read all company places
ReportingWebService.Read.All	ReportingWebService.Read.All
Tasks.Read	Read user tasks in all mailboxes
User.Read.All	Read all users' full profiles
User.ReadBasic.All	Read all users' basic profiles
Office Management APIs	
ActivityFeed.Read	Read activity data for your organization
ActivityFeed.ReadDlp	Read DLP policy events including detected sensitive data
ServiceHealth.Read	Read service health information for your organization
OneNote	
Notes.Read.All	View notes for all users
Power BI Service	
Tenant.Read.All	View all content in tenant
SharePoint	
Sites.FullControl.All	Have full control of all site collections
Sites.Read.All	Read items in all site collections

Permission	Permission Description
User.Read.All	Read user profiles

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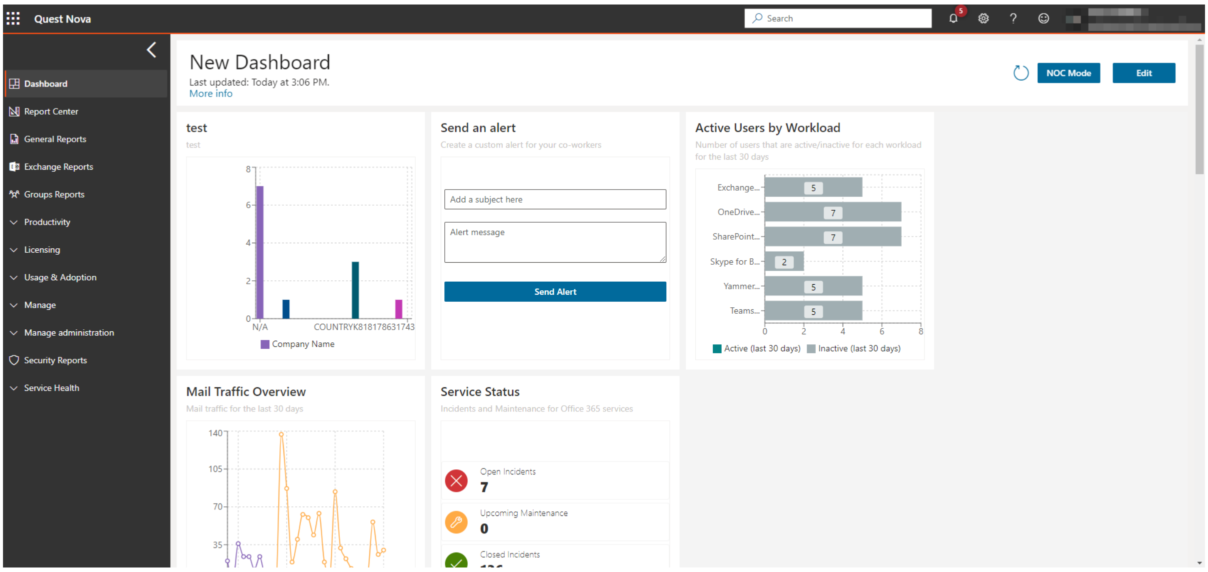
Dashboards

Here, you will see a variety of widgets already pre-built into Nova.

Dashboards give you a high level insight into your Microsoft 365 data. Here is an example of a dashboard that shows information about an Microsoft 365 tenant:



The latest data is collected every day from the Microsoft APIs, however the data provided by Microsoft can be delayed by 24 to 48 hours.

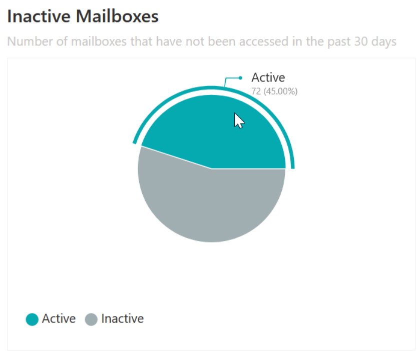
See dashboards in action in this video by clicking here.

NOTE: The initial look of your dashboard will depend on your role within Nova. For more on roles, read the *Quest Nova User Guide.*

Interacting with the dashboard

Many of the charts allow you to hover on segments and drill down to get more detail. For example, for the **Top Mail Recipients** widget, selecting a bar and clicking **View Data** will give you additional data on the widget, including department, and messages received in the past 7 and 30 days.

For a pie chart, hovering over a section will give you specific data also. For example, the **Inactive Mailboxes** widget will show the number and percentage of active and inactive mailboxes, as seen below.



Editing the dashboard

Dashboards can be edited and customized to meet your needs. You can change the title of the dashboard, move widgets around, remove widgets that are not needed, and add new widgets by clicking on them.

Change the title of the Dashboard

You can change the title of the dashboard so it reflects the data within it. To do this:

1. From the dashboard, click **Edit** in the top right hand corner.
2. Click on the title box and input the your desired title.
3. Once done, click **Save.**

Configuring, cloning and/or removing widgets

Depending on the widget on the dashboard, you have options to:

- Configure the widget: this is where you can change widgets that you created or cloned.

> **NOTE:** You can not configure any pre-built widget without cloning them first.

- **Clone the widget:** you can clone some widgets, and then configure that cloned widget to suit your needs.

> **NOTE:** Not all dashboard widgets can be cloned. These include widgets for Delegation and Policy Control (DPC), as well as the Inactive Mailboxes and Active Users by Workload widgets. However, most pre-configured widgets and well as all configurable widgets and cards can be cloned.

- **Remove the widget:** Any widget can be removed from the dashboard.

To configure, clone or remove a widget:

1. On the dashboard, click **Edit** on the top right hand of the screen.
2. Click the **Spanner** icon on any widget, and choose your desired option.

3. Click **Save.**

Move and Resize Widgets

You can move and resize widgets across your dashboard.

To move a widget:

1. On the dashboard, click **Edit** on the top right hand corner.
2. Click and hold the widget you would like to move, and drag to the location you would like it to be.
3. Click **Save.**

To resize a widget:

1. On the dashboard, click **Edit** on the top right hand corner.
2. Click and hold the arrow on the bottom right of the widget. You can resize it to your standards; the red preview box will show you how large the widget will be once its resized.
3. Click **Save.**

Adding widgets to the dashboard

There are several pre-existing widgets that you can add to your dashboard straight away. These depend on your role, below are five examples dashboard widgets that can be used by users with a 'Radar Classic' role.

- **Active Users by Workload:** A stacked bar chart showing the number of active and inactive users using each workload in the past 30 days.
- **Inactive Mailboxes:** A pie chart showing the number of mailboxes that have and have not been accessed in the past 30 days.
- **Largest Mailboxes:** This bar chart shows the users with the largest mailboxes by GB.
- **Top OneDrive Users:** A bar chart showing the top five users who have viewed or edited OneDrive files the most in the past 30 days.
- **Top SharePoint Users**: A bar chart showing the top five users who have viewed or edited SharePoint files the most in the past 30 days.

To add widgets to the dashboard:

1. From the dashboard, click **Edit**, the **Add Widgets**.
2. Click on the widget you would like to add to the dashboard.
3. Click **Save**.

Creating a Custom Chart Widget

Adding a custom chart widget to your dashboard follows similar steps as creating a chart or pivot graph section in a report, which will be covered in the *Quest Nova User Guide*. This wdiget will appear on your dashboard, which you can customize to your needs. To do that:

1. On the dashboard, click **Edit** in the top right hand of the screen.
2. Click **Add widgets**, then **Configurable Chart Widget.**
3. Enter a **Widget title** and a **Widget sub-title** if appropriate.
4. Optionally, you can link your widget out to a report within the Report Center. To do this:
    a. open the report you would like to link to from within the Report Center.
    b. Copy the browser URL address, omitting the domain name and entering the path name only, as highlighted in bold: https://nova.quadro.tech**/report-center/report/8334b9ed-1b66-9660-b955-00754df30f87**
5. Select a data source from the drop down list.
6. Optionally, select an organization and organization group, if applicable to your environment. These help to narrow down the scope of your reports.
7. Select a chart type. You can read more about chart types in the *Quest Nova User Guide.*

NOTE: Only charts and pivots can be created for use in the dashboard. To create a report using any type of data presentation, use the Report Center.

8. Once you have selected your chart, choose an **Operator.** Operators are:
    a. **Average:** This is calculated by dividing the total of all of the values by the number of values.
    b. **Count:** The quantity of values in a data set.
    c. **Sum:** The result of adding together the values in a data set.
    d. **Min:** The smallest value.
    e. **Max:** The largest value.
9. Select an **Applied to** data field. This is your Y axis. You can use the search boxes to find the exact data field you need, or filter by data type or data source.
10. Choose a **Series name** data field. This is your X axis. You can search for this the same way as the step above.
11. Optionally, choose a **category.** You can search for this the same way as step 8.
12. Add a **filter group**, if desired. Filtering allows you to narrow down the scope of your report. For example, you may only want to view users within a certain department or geographical location.

13. You can **sort** your data, if needed. Similar to step 8, you can search for a data field you would like to sort by ascending or descending order.

14. Set an **offset**. This is the starting record of your widget.

15. Set a **limit.** This is the maximum number of records returned within your widget.

> **NOTE:** When downloading a section, this limit is ignored.

15. Select or deselect **Overflow**. This gathers data outside of your limit into one section of a chart.

16. Choose your **drill down** fields.

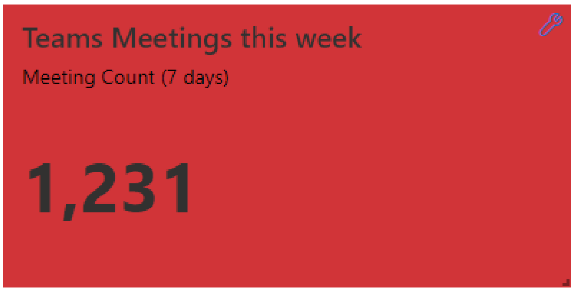
17. Click OK, and your widget should appear in the dashboard. Click **Save** in the top right hand corner to finish the section.

Adding a Card to the Dashboard

If you would like to see a card presented on your dashboard, follow these steps:

1. From the dashboard, click **Edit** in the top right hand of your screen.
2. Click **Add Widgets** and select **Card Widget**.
3. Name your widget, and give it a sub-title if necessary.
4. Create your card as you would with the steps as described in *Creating a Custom Chart Widget*, and click OK.

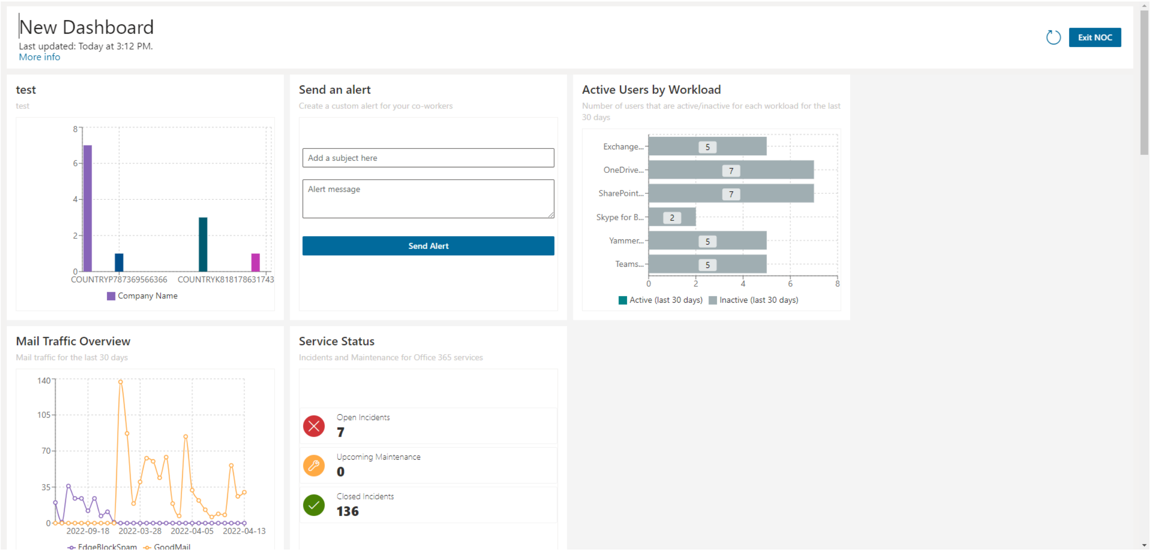
Your card should now appear within the dashboard. If you have set analytics on your card, your card should display the color or the icon affiliated with the analytic you inserted.



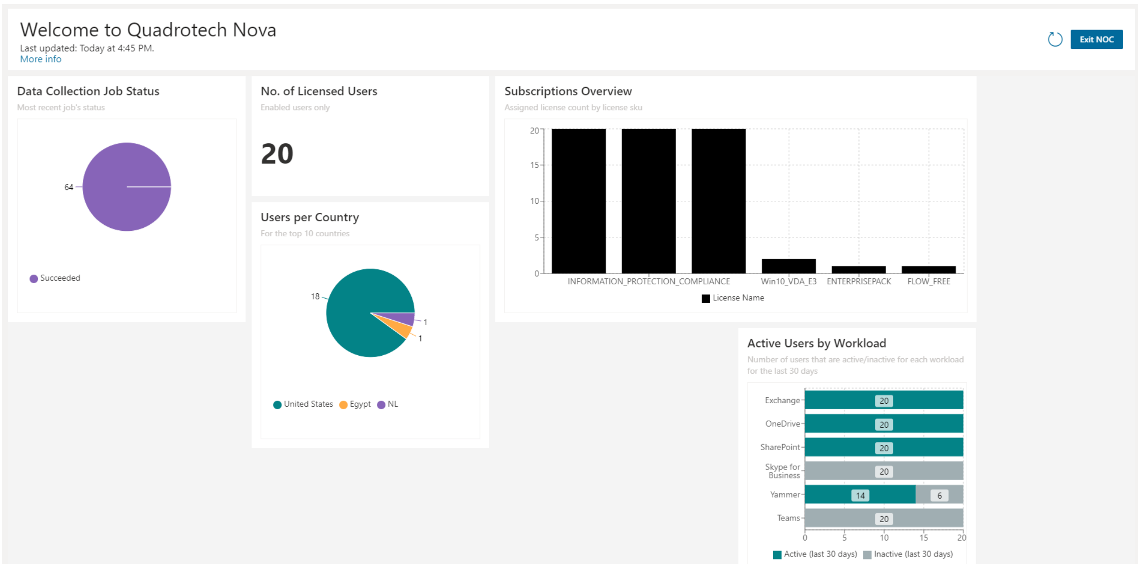
> **NOTE:** You are able to move your card in the dashboard to a place of your convenience. Also, you are able to resize the widget to your standards. For more on Nova dashboards, click here.

NOC mode

Network Operation Center mode (or NOC mode) clears the screen of all Nova user interface elements, leaving the chosen dashboard. The interface goes from this:



To this:



It is an overview for call center, network operations, or help desk employees.
To enter NOC Mode, from the Dashboard, click **NOC Mode** on the top right hand corner.
To exit, click **Exit NOC.**

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Report Center

The Nova Report Center is your home for reports.

It is important to differentiate what is meant between a **section** of a report and the **report** itself.

- A **Section** of a report are the individual charts, graphs and tables themselves. You can have one or multiple sections in a report.
- A **Report** is where individual data sections can be created, modified and stored.

You can interact with reports and sections in their own unique ways. Click here to find out more.

More on the Report Center can be found in the *Quest Nova User Guide.*

Private, public and system reports

There are different types of reports that are immediately available to you in the Report Center, each with their own different actions.

System reports

System reports are pre-built reports that are available with your subscription straight away. With a variety of system reports at your fingertips, information on Microsoft workloads, user details, licensing, security and more are all ready for you to view. If you are brand new to Nova reporting, we have highlighted some system reports that you may find helpful.

Report Name	Report Description	Data Chart Type	Report Section	Section Description
OneDrive Usage Charts	An overview of users engagement with OneDrive.	Combined Line Graph	OneDrive Usage Summary	Files edited and viewed, files shared internally and externally and files synced.
		Line Graph	Files Viewed per Day	Amount of OneDrive files viewed within a 30 day period
		Line Graph	Files Shared Internally per Day	Amount of OneDrive files shared within your organization over the past 30 days.

Report Name	Report Description	Data Chart Type	Report Section	Section Description
		Line Graph	Files Shared Externally per Day	Amount of OneDrive files shared outside of your organization per day over the past 30 days.
		Line Graph	Files Synced per Day	Amount of OneDrive files synced to OneDrive within the past 30 days.
User Details	An overview of the details of users within your environment.	Table	User Details	Core user details, including display name, email, job title and department.
		Pie Chart	Users by Country	Amount of users in each country of your organization.
		Timeline	Most Recent Password Changes	Most recent password changes within your organization.
		Table	List of Disabled Users	List of disabled users but still are users within your organization. Fields include name, email, job title and department.
License Overview	An overview of your licenses at tenant level.	Pie Chart	Tenant License Distribution	Licenses distributed within your organization, by license name.
		Table	Licenses Purchases or Available	Licenses that have been purchased and/or are available within your tenant. Data fields include licenses assigned, licenses unassigned, percentage of licenses that have been assigned and percentage of licenses that are idle.
		Table	Licenses Applied by User	Main license applied to each user.

Report Name	Report Description	Data Chart Type	Report Section	Section Description
		Table	License Assignment Dates	Licenses applied to a user, and when that license was used most recently.
		Pie Chart	Has Exchange License	How many users have and do not have an Exchange licensed assigned to them.
		Pie Chart	Has Teams License	How many users have and do not have an Teams licensed assigned to them.
		Pie Chart	Has SharePoint License	How many users have and do not have an SharePoint licensed assigned to them.
		Pie Chart	Has Skype License	How many users have and do not have an Skype licensed assigned to them.
		Pie Chart	Has OneDrive License	How many users have and do not have an OneDrive licensed assigned to them.
		Pie Chart	Has Yammer License	How many users have and do not have an Yammer licensed assigned to them.
Mail Traffic	An overview of mailing activity at tenant level.	Line Graph	Inbound Good Mail (Last 30 Days)	Number of safe mail received in the environment within the past 30 days.
		Line Graph	Outbound Good Mail (Last 30 Days)	Number of safe mail sent from the environment within the past 30 days.
		Line Graph	Inbound Spam (Last 30 Days)	Number of spam mail received in the environment in the past 30 days.
		Line Graph	Outbound Malware (Last	Number of spam mail being sent from the environment in

Report Name	Report Description	Data Chart Type	Report Section	Section Description
			30 Days)	the past 30 days.
		Table	Mail Traffic Statistics (30 Days)	An overview of mail traffic within the environment within the past 30 days. Data fields include Inbound and Outbound Good and Spam mail, as well as Outbound Spam Envelope and IP Block.
		Table	Spam and Malware Traffic (30 days)	Number of spam and malware mail being sent and received within the environment within the past 30 days.
		Heat Map	Messages sent this month	Amount of messages sent by department in the past 30 days.
Teams Usage	An overview of Microsoft Teams usage by users at tenant level.	Stacked Line Graph	30 day call, chat and meeting count	Amount of calls, chats and meetings held within Teams in a 30 day period across the environment.
		Column	Teams Chats by Department (This Month)	Amount of Teams chat messages being sent across the environment by department in the past 30 days.
		Column	Teams Meetings History by Department (This Month)	Amount of Teams meetings being held across the environment by department in the past 30 days. This chart is sorted by department.
		Stacked Column	Teams Meetings History by Department (This Month)	Amount of Teams meetings being held across the environment by department in the past 30 days. This chart is sorted by date.

Report Name	Report Description	Data Chart Type	Report Section	Section Description
		Stacked Column	Teams Chats by Department (This Month)	Amount of Teams chats being sent across the environment by department in the past 30 days. This chart is sorted by date.
Irregular Sign-Ins	Details on unknown sign-ins at tenant level.	Table	List of Irregular Sign-Ins	Details on failed sign-ins, including Failure Reason, Sign-In Date and Time and Error Code.
		Pie Chart	Location of Irregular Sign-Ins (Last 7 Days)	Irregular sign-ins by country in the past 7 days. Interactive wedges include information on Failure Reasons and Sign In Time and Date.
		Table	Irregular Sign-In Details Count (Last 7 Days)	Details on the amount of errors that each Error Failure has had in the past 7 days.
Mobile Device Type and Distribution	Details on users' mobile device types and operating systems at tenant level.	Pie Chart	Devices by Client Type	Amount of users associated with each client type.
		Stacked Column	Devices by OS with Department	Amount of users associated with each mobile Operating System, sub-grouped by department.
		Pie Chart	Active Device OS Distribution	Amount of users associated with each mobile Operating System.
		Table	Apple Devices	A list of users who have an Apple device. Data fields include assigned country, access state and device model.
		Table	Android Devices	A list of users who have an Android device. Data fields include assigned country,

Report Name	Report Description	Data Chart Type	Report Section	Section Description
				access state and device model.
		Table	Windows Devices	A list of users who have a Windows device. Data fields include assigned country, access state and device model.
		Heatmap	Device by Type and Country	A chart of how many device manufacturers are associated with users by country.
Administrative Roles and Global Administrators	Details on users' roles and role distribution within an environment.	Table	Administrative roles	A list of users' who have been granted administrative roles within an organization.
		Table	Global Administrators	A list of users' who have been granted a global administrator role within an organization.
		Table	Defined Roles	A list of users' who have a specific role assigned to them.
		Pie Chart	Role Distribution	The number of users in specific roles.
		Table	Users with Administrative Role (Extended Details)	Details on a user's role, including role name, type and description.
		Timeline	Changes in Roles	Names and details of users' that have had their roles changed.

System reports can be downloaded as a CSV format, but can not be edited, scheduled or deleted from the Report Center. If you would like to edit or schedule a report, you can do so by cloning it, which you can do by clicking on the ellipses or by opening the report and clicking on 'Edit', which will prompt you to clone the report. To find out more on what you can do with a report, click here.

Public reports

Public reports can be seen, edited, printed, scheduled and/or downloaded by your organization.

Private reports

Private reports can only be seen by you, and are hidden from the other users of your organization. You can take the same actions as public reports.

What can I do with my report?

There are a variety of actions you can take with your reports to suit your needs.

> **NOTE:** The following actions can be taken on Public and Private reports. System reports can not be edited or scheduled without being cloned.

From the Report Center

There are multiple actions you can take from within the Report Center. The following are actions by clicking on the ellipses on each report:

- **Clone:** This is a duplication of the Report. This is helpful if you need to make small but important tweaks to a report.
- **Download JSON:** You can download a report into a JSON file, which can then be imported into the Report Center. This is helpful if you need to send a private report to another user within the organization.
- **Schedule:** You can schedule a report to be sent out to one or multiple users, within a time frame that you create yourself, in either a CSV or PDF format. To find out more about scheduling a report, check out the *Quest Nova User Guide.*
- **Delete**: You can remove a report from the Report Center.

You can also:

- **Import report JSON:** As mentioned above, this is where you can import report definitions (JSON files) into the Report Center. You can find many report definitions to import and experiment with by clicking here.
- **Create report:** If you can not find a report to suit a particular need, you can create a report from scratch and build from the ground up. To find out more about creating your own reports, go to the *Quadrotech Nova User Guide.*

Within a Report

There are separate actions you can take with reports by clicking on one. Those are:

- **Pin:** You can pin reports to the navigation bar to make them easily accessible, helpful for reports that you frequently view. Once pinned, they will appear as a **Favorite Report** in the navigation bar.
- **Download PDF:** Downloading reports to a PDF format makes report data easily sharable. Chart and table data are shown in full, with titles and descriptions as well as date of PDF generation.
- **Print:** Similar to downloading a PDF, you can print out your report featuring all data and details.
- **Edit:** Editing a report allows you to edit the data and details of a report and its' sections. You can:
  - Change the **title** and **description** of a report.
  - Create a section/sections of a report.
  - **Rearrange** sections by clicking and dragging sections of a report to sort them to your needs.
  - **Filter** the report to narrow all sections of the report to only certain organizations or organization groups, or by department, city, country, business unit etc. Find out more about filtering here.
  - The **Share with Org** slider allows the report to be either public (on) or private (off).
  - **Save** the report.
  - **Viewing** the report takes you out of editing mode.
- Schedule a report to send to one or multiple users at a time of your convenience. Go to the *Quadrotech Nova User Guide* for more.
- Filter by org/org group temporarily in view mode
- **Combine sections** allows you to combine multiple chart sections into one.

> **NOTE:** To combine charts, they need to be the same type i.e. only column charts can be combined with column charts.

Within a Section

Sections have their own options. These are:

- Change the **title** and **description** of a section.
- Change the **section type** of a report section to a different data presentation type.
- Change the **section width** of a section to one third, half, two thirds or full width of a report.
- **Clone a section** of a report to make small changes to it.
- **Delete** a section of a report.
- **Edit** a section of a report by:
  - **Pinning** a section on the left hand navigation bar for quick access to your most used reports.

  ○ Filter a specific section of a report by organization/organization group.

- **Printing a section:** Similar to printing a report, you can print an individual section.
- **Downloading to CSV:** A section can be downloaded to a CSV (Excel) document.

Filtering

There are several ways in which you can filter a report or a report section. This helps to narrow the data of a report to a certain organization, or only show data for a particular department, business unit, city, country etc.

Filtering by Organization/Organization Group

You can filter the report to narrow all sections of the report, or specific sections of a report, to present data from certain organizations or organization groups. To do this on either a report or a section of a report:

1. Find the report and/or report section to apply the filters on.

> **NOTE:** You can apply filters to any report, but you cannot save the application of filters on system reports. To save a filter on a system report, you must clone it first.

2. Click on **Filter**, then click either **Organization** or **Organization Group**.
3. Select the Organization(s) or Organization Group(s) to apply to the report/report section.
4. If applicable, click **Save,** then close the report/report section.

Global Filters

You can also apply one or many filters (such as by department, country, business unit, etc.) to a report through **Global Filters.** You can apply global filters by either a **Filter** or a **Filter Group.**

- Applying a **Filter** includes only one data set to filter a report, such as a location, name, department, business unit, time created etc.
- A **Filter Group** is two or more filters being applied, either together or individually. An example of this is below.

To apply a global filter to a private or public report:

1. Go to the report you would like to apply global filters to.
2. Click **Edit.**
3. Click **Filter**, then **Show Global Filters**.
4. Click **Add filter,** and give the filter a name.

5. Click **Add condition,** and select what you would like to filter the report by. Fields differ by data source.
6. Select the **Operator** of the filter.
7. If applicable, then enter the filter value. This could be a numerical value, date or time span depending on the chosen operator.
8. Click **Save,** then **View.** The filter should then appear in the report, and the application of the filter will be presented as seen below:

To apply a global filter group to a report:

1. Go to the report you would like to apply global filters to.
2. Click **Edit.**
3. Click **Filter**, then **Show Global Filters.**
4. Click **Add filter group,** and give the filter group a name.
5. Click the plus icon, and create a filter as you would in the creating a filter steps above.
6. Add up to 10 filters to the group, then click **Save,** then **View.**

Below is an example of a filter group, with filters being created for London and Sales. Filters can be applied together or individually.

Global filters can only be applied to reports with the following data sources:

Alert	Microsoft Entra ID Contacts	Microsoft Entra ID Users	Beacon	BeaconLog
Campaign	Office 365 Mailboxes	Office 365 Mobile Devices	Office 365 Subscriptions	Office 365 Users
Organization	OrganizationType	Service Account	Subscription	SubscriptionItem
TestResultsRecoveryLog	User's manager	Workload	WorkloadLog	