



ETHER INSIGHTS

MICROSOFT INTUNE REPORTING WORKBOOK

Define the Intune reports your team actually needs

Turn recurring endpoint questions into a monthly report specification
with clear measures, owners, and actions.

A PRACTICAL REPORTING REQUIREMENT FROM STAKEHOLDER QUESTION TO ACCEPTED OUTPUT

For Intune administrators, endpoint leads, and MSP service teams

MONTHLY REPORTING REQUIREMENT

A useful report begins with the question it must answer

Device data becomes useful when the audience, population, comparison period, threshold, and next action are agreed before the export is built.

Who needs the answer?

Audience	Typical question	Decision that follows
Endpoint operations	Which devices, policies, or applications need attention now?	Assign investigation or remediation
Security	Where are compliance, encryption, or protection gaps concentrated?	Prioritise risk treatment
Service owner	Is endpoint health improving and are actions closing?	Adjust service priorities
Customer or leadership	What changed, what matters, and what happens next?	Approve action, risk, or investment

Requirement owner

Organisation or customer

Report owner

Primary audience

Decision and delivery date

Translate each question into a reporting requirement

Microsoft groups Intune reports into operational, organisational, historical, and specialist uses. Use the category that matches the decision, then define the population and action in plain language.

Four reporting uses

Use	Best suited to	Requirement example
Operational	Timely admin and helpdesk action	Devices with an app, policy, or enrolment failure
Organisational	A broader service or management view	Compliance state across the managed population
Historical	Trend and improvement review	Thirty-day compliance or endpoint-health movement
Specialist	Custom analysis and correlation	A workbook or dashboard joining device and service data

Requirement map

Operating question / category / population

Measure / threshold / owner / action

Use the lightest route that meets the requirement

The right path depends on freshness, history, filtering, scale, automation, and who must receive the result. Record the exact source and verification date because report names and schemas can change.

Delivery options

Route	Use it when	Confirm before relying on it
Intune admin centre	A current native view or export answers the question.	Role, filters, timestamp, and export behaviour
Graph ExportJobs	A repeatable export is needed at tenant scale.	Report name, selected columns, permissions, and API status
Data Warehouse or analytics	History, correlation, or a custom model is required.	Data age, schema, licence, and retention
Consolidated reporting layer	Several reports or tenants need one review format.	Source traceability, refresh, access, and exception handling

Keep the output reproducible

- ☐ Record the source report and route.
- ☐ Select required columns explicitly.
- ☐ Retain the filters and population definition.
- ☐ Show when the data was generated.
- ☐ Note preview or beta dependencies.
- ☐ Name the owner of any transformation logic.

Make the numerator, denominator, and exclusions visible

A percentage without a stable population can move for the wrong reason. Define how each measure is calculated and reconcile device counts before comparing one month with the next.

Monthly evidence pack

Area	Question to answer
Coverage and inventory	Which managed devices and users are included, stale, duplicated, or missing?
Compliance	Which settings, policies, and devices are noncompliant, in error, or not evaluated?
Configuration	Where are assignment, error, conflict, or check-in issues concentrated?
Applications	Which required deployments are installed, pending, failed, or not applicable?
Updates and security	Which update, encryption, Defender, or firewall conditions need action?
Actions and trend	What changed, what closed, and what should be reviewed next month?

Measure definition

Measure and source

Numerator and denominator

Exclusions and threshold

Comparison period and owner

Give each recipient only the data needed for their role

Intune reporting access is governed by role-based access control. The built-in Read Only Operator can review reports, but tenant, scope-tag, personal-data, and customer boundaries still need to match the service being delivered.

Access and distribution

- ☐ The administrator role or custom role is recorded.
- ☐ Scope groups and scope tags match the intended population.
- ☐ MSP access is limited to the correct customer or tenant.
- ☐ Personal data is limited to what the audience needs.
- ☐ Recipients, channel, retention, and evidence location are approved.
- ☐ Exports and downstream workbooks have an owner and access review.

Evidence handling

Role and scope

Recipients and delivery route

Retention and evidence location

Review or access-expiry date

Test the report pack before making it the monthly record

A first release is ready when another administrator can reproduce the measures and the service owner can turn every material exception into a decision or action.

Acceptance checks

- ☐ The population reconciles with the agreed source.
- ☐ Filters and selected columns remain applied in the export.
- ☐ A second reviewer can reproduce the measure.
- ☐ Access is correctly scoped for every recipient.
- ☐ Trend periods use the same definition.
- ☐ Each material exception has an owner and due date.
- ☐ The summary explains what changed and what happens next.

Release decision

Decision	Use it when	Next step
Use monthly	The core pack is reproducible and supports action.	Set the review rhythm
Use with conditions	The core decision works and named improvements remain.	Assign improvements and review
Revise first	Population, measure, access, or ownership is unclear.	Correct the requirement and retest

Try the requirement in EtherInsights

Use one recurring report pack during the 14-day trial and compare it with the process the team uses today. No credit card is required.



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PUT THIS GUIDE TO WORK

Try the Intune reporting requirement in EtherInsights

This guide is designed to support one real decision. Share the evidence with the people involved and choose the next practical step.

app.etherinsights.ai

Useful references

Selected product and authoritative guidance referenced in this document.

01 Microsoft Intune reports overview

learn.microsoft.com/intune/device-management/reports/overview

02 Microsoft Intune reports available through Graph

learn.microsoft.com/intune/device-management/reports/ref-graph-available-reports

03 Export Microsoft Intune reports with Graph

learn.microsoft.com/intune/device-management/reports/export-graph-apis

04 Microsoft Intune role-based access control

learn.microsoft.com/intune/fundamentals/role-based-access-control/overview

05 EtherInsights product page

www.efficientether.co.uk/products/etherinsights