

Changing Reports

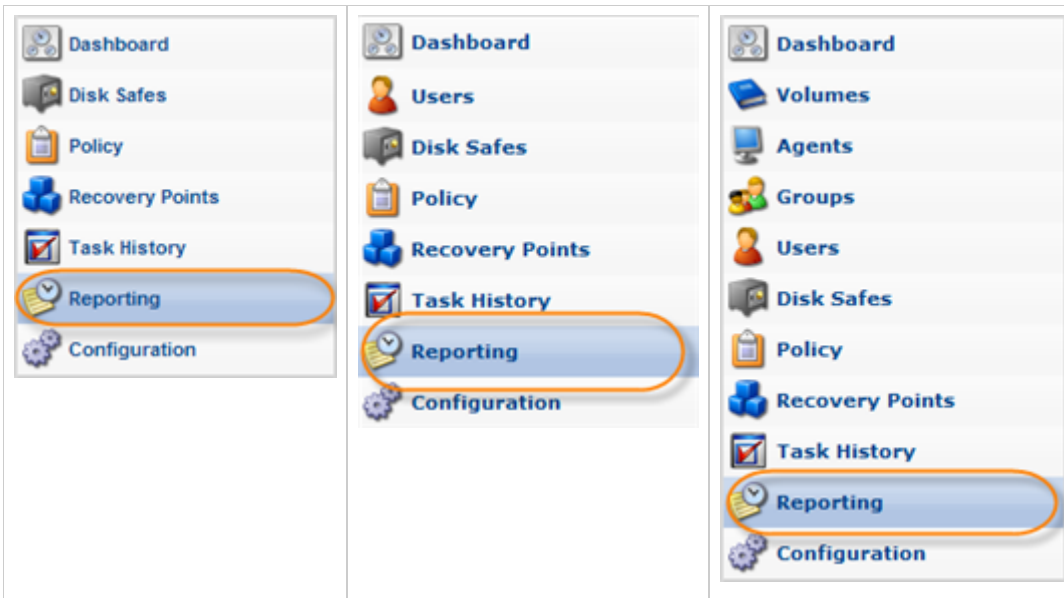
An Email Report has the following properties as described in [Scheduling Email Reporting](#):

- State:
 - Enabled
 - Disabled
- Name
- Subject
- Frequency Type:
 - On demand report
 - Minutely report
 - Hourly report
 - Daily report
 - Weekly report
 - Monthly report
 - Yearly report
- Recipients:
 - Users
 - Groups
 - Email Addresses
- Report Filters:
 - by Agent
 - by Task Type
 - by Task State
 - by Task Alert
 - by Log Message Level
- Report Options:
 - Send Empty Reports
 - Include Full Alert Details
 - Specify From Address

Follow the instructions below to change Report properties in your CDP Enterprise Edition.

1. Click on "Reporting" in the Main Menu to access the "Reporting" page.

Standard Edition	Advanced Edition	Enterprise Edition
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2. The "Reporting" page will list all existing Reports.

To change the existing Report properties, click on the "Edit" icon under "Actions" for the corresponding Report in the list.

<input type="checkbox"/> Disable Selected <input type="checkbox"/> Enable Selected <input type="checkbox"/> Delete Selected						
<input type="checkbox"/>	Enabled	Name	Frequency	Last Run Time	Next Run Time	Actions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	On Demand	12/15/10 7:34 AM	--	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Report1	On Demand	12/16/10 3:21 AM	--	

<< 1 / 1 >> 10 Items Per Page

3. The "Edit Report" window will open.

Edit Report

Introduction

- ▶ Name
- ▶ Report Owner
- ▶ Set Frequency
- ▶ Choose Recipients
- ▶ Choose Report Filters
 - ▶ Choose Agents
 - ▶ Choose Task Types
 - ▶ Choose Task States
- ▶ Set Report Options
- ▶ Summary

Introduction

This wizard will guide you through the options to create an e-mail report containing task history data.

You will need to define a name for the report, set the frequency, choose recipients, choose filters for the report, and pick from a number of options for the report.

Show this tip next time

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Next →
Save
Cancel

4. Once the changes are complete, click "Save" to save the changes.

