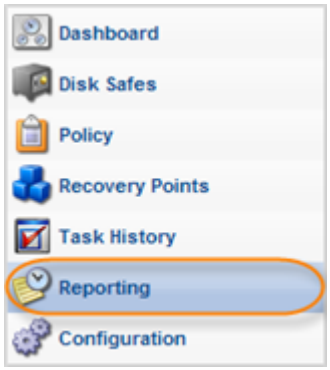
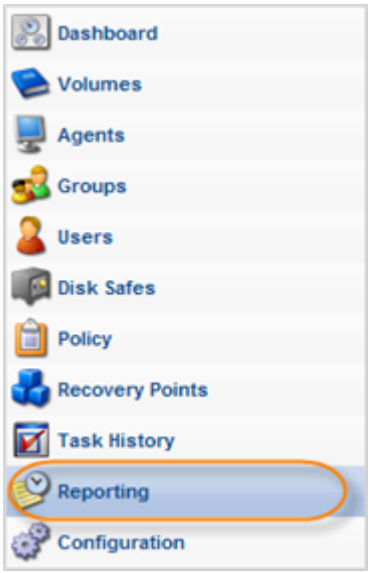
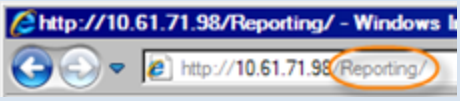
Accessing Reporting

Follow the instructions below to access the Email Reporting screen in the CDP Interface.

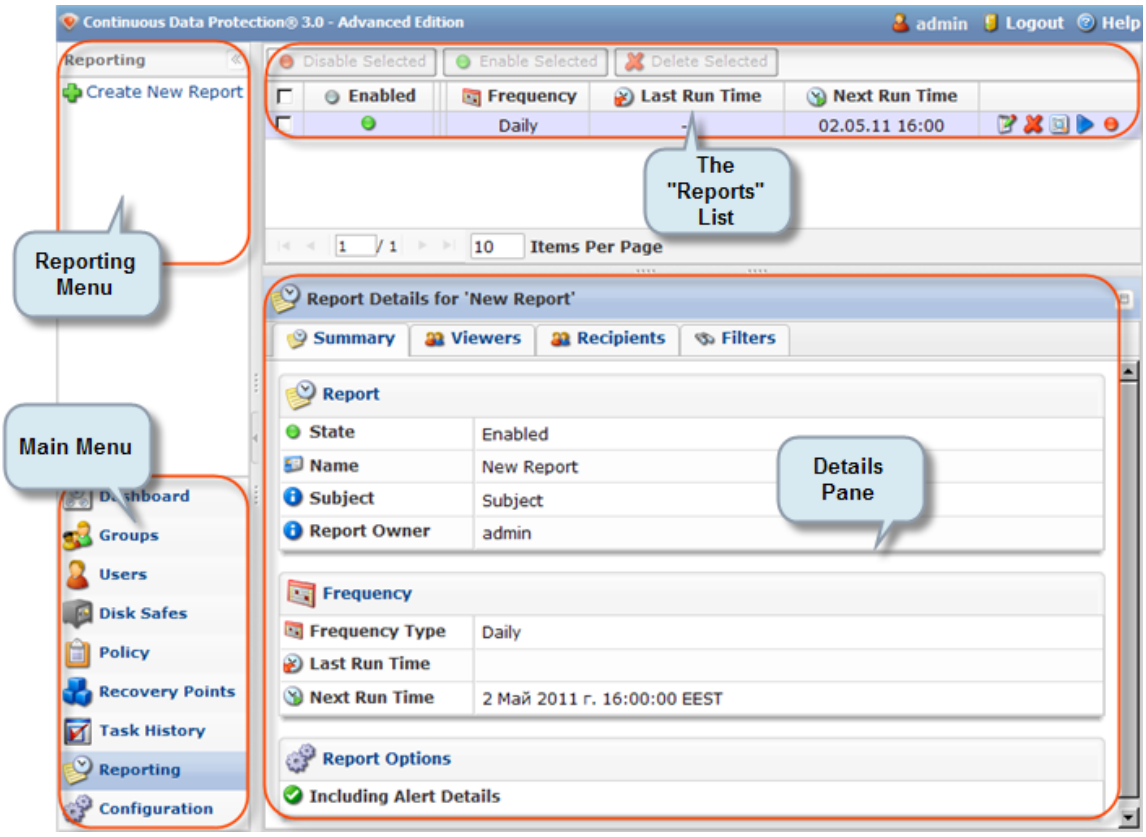
Click on "Reporting" in the Main Menu.

Standard Edition	Advanced Edition	Enterprise Edition
		

> **Note**
> You can access the "Reporting" window by manually appending the /Reporting/ folder to the CDP Server address in the browser address bar. Example: http://10.61.200.31/Reporting/. Note that the address is case sensitive.
>
> 
>

The "Reporting" window is divided into the following areas:

- Reporting Menu - Provides access to the creating reports function.
- Reports List - The Reports added to the system are displayed in this area.
- Details Pane - After you select an item in the list, its details are displayed in this area.

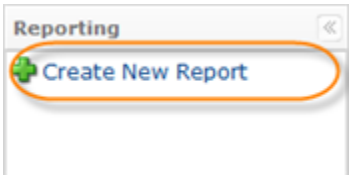


Reporting Menu | The "Reports" List | Details Pane

Reporting Menu

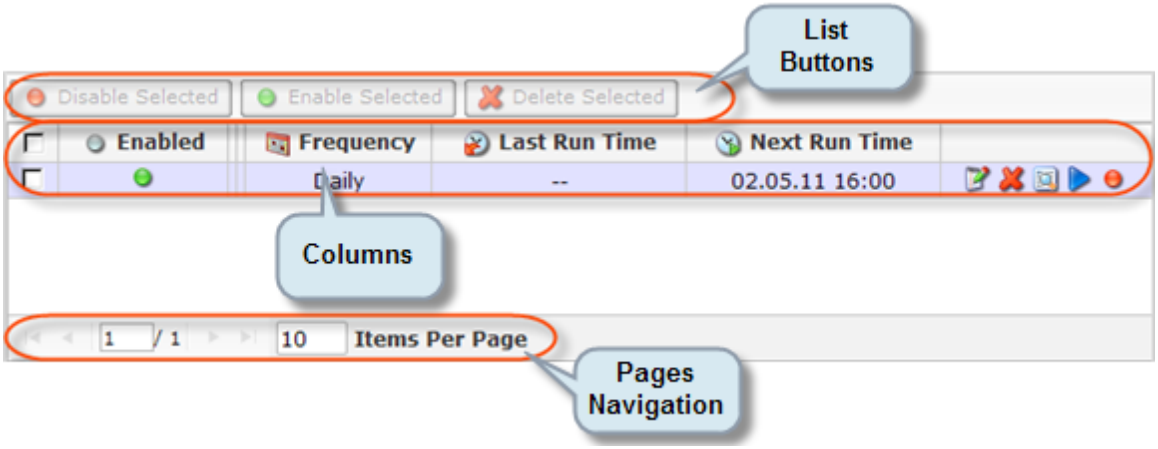
The following "Reporting" menu button is available:

- Create New Report - Allows you to add a new Email Report to the system. After clicking on this button, you will be able to define the new Report properties.



The "Reports" List

The "Reports" list provides information about Reports in the grid.



Columns:

- Checkbox - Allows you to select the item(s) in the list.
- Enabled - Graphically indicates the Report status ("Enabled" or "Disabled"). If the icon is green, then the Report is enabled. The red icon is used for disabled Reports.
- Name - Displays the unique name of the Report.
- Frequency - Shows recurrence selected for running the Report (On Demand, Minutely, Hourly, Daily, Weekly, Monthly, or Yearly).
- Last Run Time - Displays date and time when the Report was generated last time.
- Next Run Time - Displays date and time when the Report will be generated next time according to the schedule.
- Actions - This column contains icons which provide access to actions over the corresponding Report.
  - Edit - Allows you to access the Report properties window in order to change the properties. See Changing Reports.
  - Delete - Permanently removes the Report. See Deleting Reports.
  - Preview - Opens the last generated report in a preview window. See Previewing Reports.
  - Run Now - Generates the Report and sends it to the specified emails. See Generating Reports.
  - Disable/Enable - Makes the selected Report disabled. The Report will not be generated at the scheduled time. See Disabling Reports.

List Buttons

The buttons allow work with one or several items selected in the "Reports" list.

- Disable Selected - Once one or several Reports are checked in the list, this button allows you to disable the selected Reports. See Disabling Reports.
- Enable Selected - Once one or several Reports are checked in the list, this button allows you to enable the selected Reports.
- Delete Selected - Once one or several Reports are checked in the list, this button allows

you to remove the selected Reports. See Deleting Reports.

Pages Navigation

The Pages Navigation pane allows you to divide the "Reports" screen into pages by specifying the desired number of items per page. The Pages Navigation pane provides buttons to navigate from one page to another.

- Arrows - Turns over pages.
  - First - Opens the fist page.
  - Previous - Opens the previous page.
  - Next - Opens the next page.
  - Last - Opens the last page.
- Page Number - You can type in the page number and press <Enter> to go to a page. The total number of existing pages is shown on the pane.
- Items Per Page - Used to define how many items to display per page in the "Reports" list. The system remembers your settings. Unless you change this setting, you see 10 items per page. If you want to see more/less items per page, you can change the number and press <Enter>. The maximum number of items per page is 25.

Details Pane

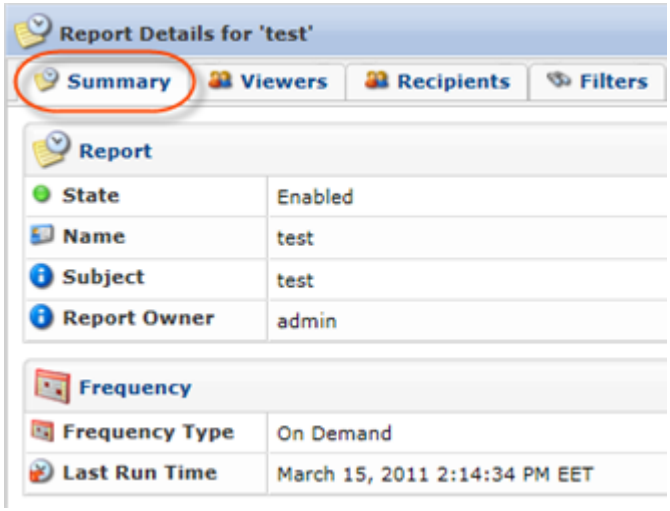
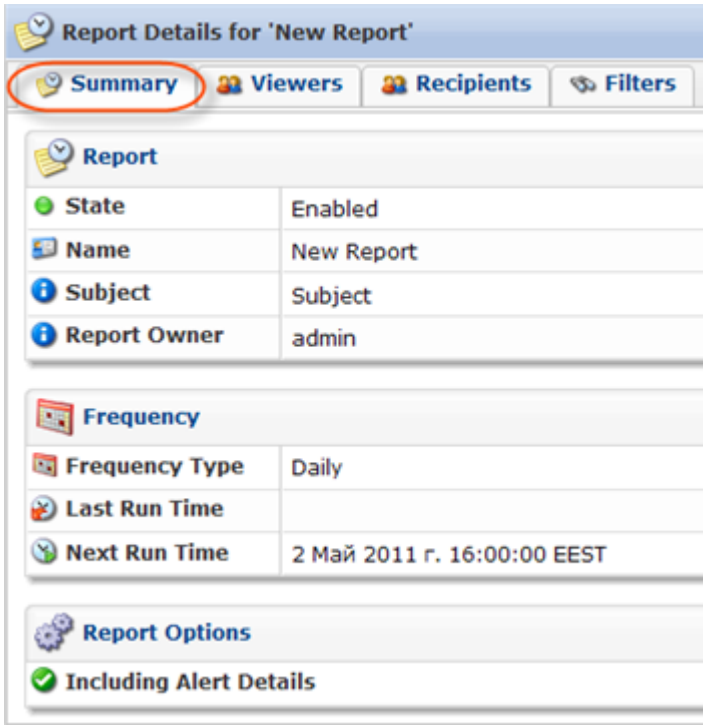
This pane provides detailed information about the Report selected in the list. There are three (3) tabs.

- Summary
- Recipients
- Filters

> **Note**
> You can collapse/expand the details of a block by clicking on the header of the corresponding block.

Summary Tab

The "Summary" tab provides the following blocks of information about the selected report.

Standard Edition	
Advanced, Enterprise Edition	

Report

- State - Graphically indicates the Report status ("Enabled" or "Disabled"). If the icon is green, then the Report is enabled. The red icon is used for disabled Reports.
- Name - Shows the unique name of the Report.
- Subject - Displays the Subject specified in the Report properties.
- Report Owner (Standard Edition)

Frequency

- Frequency Type - Shows recurrence selected for running the Report (On Demand, Minutely, Hourly, Daily, Weekly, Monthly, or Yearly).
- Last Run Time - Displays date and time when the Report was generated last time.

Report Options (Advanced, Enterprise Edition)

- Sending Empty Reports - Graphically displays whether the option of "Sending Empty Reports" is activated for the selected Report. The green icon indicates the enabled option.
- Including Alert Details - Graphically shows whether the option of "Including Alert Details" is activated for the selected Report. The green icon indicates the enabled option.

Viewers Tab



Recipients Tab

Shows the list of recipients which the generated Report will be sent to.



Filters Tab

Shows Filters applied to the Report. The filters allow you to specify the information which will be included in the generated Report.

