

# Generating Reports

Reports are generated automatically according to the schedule specified in Report properties. The report is then sent to the specified User(s), Group(s), or emails.

You can start a Report manually regardless of the schedule.



## Note

If a Report has the "On Demand" option instead of the schedule, such Report does not start automatically.

Follow the instructions below to generate a Report manually in CDP.

1. Click on "Reporting" in the Main Menu to open the "Reports" window.

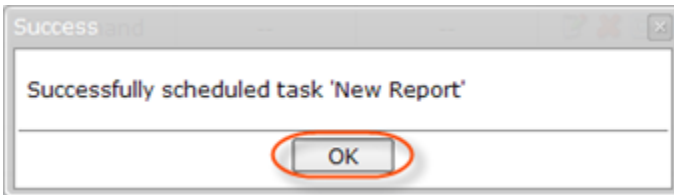


2. In the "Reports" list, find the Report you need and click on the "Run Now" icon in the "Actions" column for that Report.

Enabled		Name	Frequency	Last Run Time	Next Run Time	Actions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	On Demand	12/18/10 12:52 PM	--	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Report1	On Demand	12/16/10 3:21 AM	--	

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3. After the procedure has been completed, you receive a notification. Click "OK."

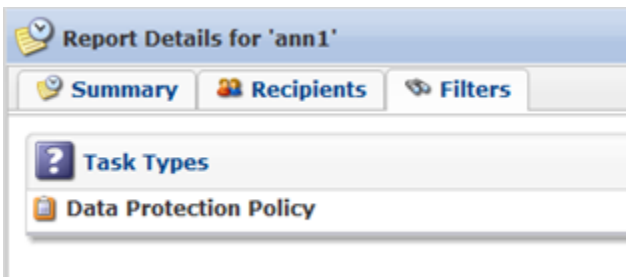


You will receive the Report by email.

Example of the Data Protection Policy On Demand Report

To better understand how the Reporting works, see the example below.

1. User has created a Report with "Filter by Task Type" set as "Data Protection Policy." See more in [Scheduling Email Reporting](#).



2. The user manually generates the Report after the Data Protection Policy has been run. See more in [Running Policies](#). As a result, the Report with data will be sent to the user's email.

Enabled		Name	Disk Safe	Agent Name	Frequency	Last Run Time	Next Run Time	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Backup Linu agent	Linux disk safe	Linux Agent for BMR	On Demand	12/1/10 2:25 PM	--	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Backup Win 7	Windows disk safe	Win 7 for BMR	On Demand	1/4/11 2:34 PM	--	




3. User can preview the Report in the CDP Interface. See more in [Previewing Reports](#).


Enabled		Name	Frequency	Last Run Time	Next Run Time	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Restore	On Demand	12/30/10 4:48 AM	--	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ann1	On Demand	1/4/11 2:35 PM	--	


The preview is generated.

Report Preview for 'ann1'

## email

Scheduled	State	Alert	Type	Task Name	Agent	Run Time
2011-01-04 07:51:27.41				Backup Win 7	Win 7 for BMR	3.281s

**States**  Error

**Types**  Data Protection Policy