

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.

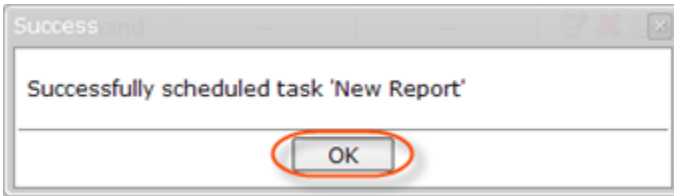


Note
The "Reporting" page is not accessible for Standard Edition running on a free license. To register a paid license, see [Registering a Paid Standard Edition License](#).

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

<input checked="" type="checkbox"/>	Enabled	Name	Owner	Frequency	Last Run Time	Next Run Time	
<input checked="" type="checkbox"/>		report	admin	Minutely	--	15-Mar-12 02:53 PM	

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

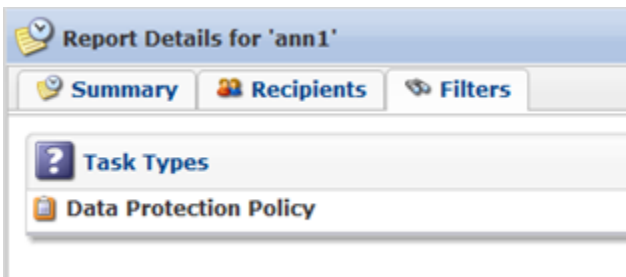


You will receive the Report by email.

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.

<input checked="" type="checkbox"/>	Enabled	Name	Owner	Frequency	Last Run Time	Next Run Time	
<input checked="" type="checkbox"/>		report	admin	Minutely	--	15-Mar-12 02:53 PM	




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


<input checked="" type="checkbox"/>	Enabled	Name	Owner	Frequency	Last Run Time	Next Run Time	
<input checked="" type="checkbox"/>		report	admin	Minutely	--	15-Mar-12 02:53 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