

How To - No Backup in X Number of Days Report

One of the best ways to stay informed if a backup hasn't completed in the expected time frame, is to create an "X number of days" report.

This report can be configured to send an email notification to a specific email address, SBM user, or SBM group, if a protected machine has not backed up successfully in a specified number of days.

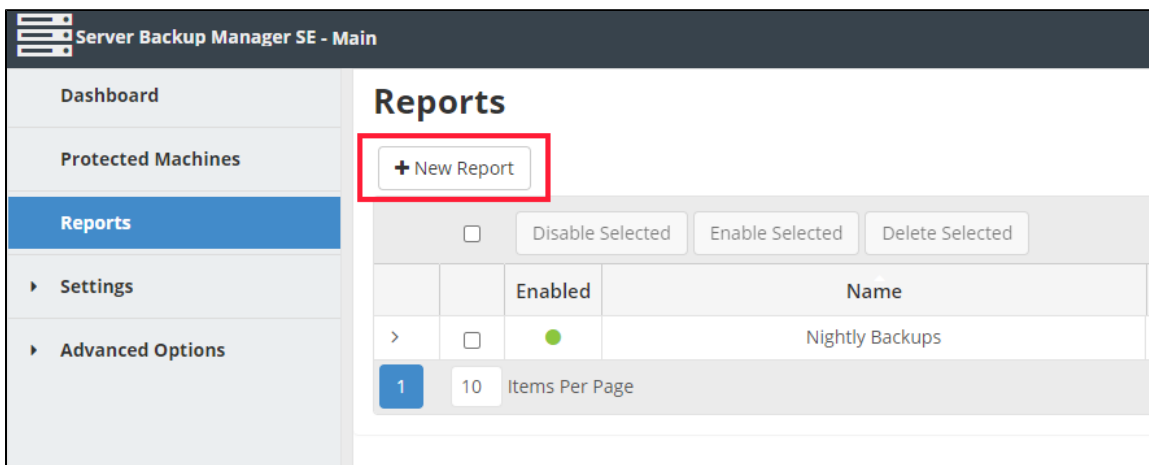


Notice

Make sure you configured the SMTP Host and SMTP Default Return Address in the Manager Options screen prior to scheduling a report. For more information about these options, see [Configure Manager Options](#).

Although setting the FROM address appears optional, the best practice is to add a FROM: address to the Set Report Options, without setting a FROM address you may get an error when adding a report.

1. Choose Reports from the navigation bar on the left side
2. Choose "New Report"



3. Give the report a name and description and click "Next"

Create New Report ✕

- Introduction
- Name**
- Owner
- Select Report Type
- Set Frequency
- Choose Recipients
- Choose Report Filters
- Set Report Options
- Summary

Name


You need to define a name and subject for the report and choose whether or not to enable it.

A report's name must be unique and the report will only run on its schedule if it is enabled.

● Enabled

Name

Subject for Report

< Back > Next  Cancel Save

4. Select the report Owner and click "Next"

Create New Report

- Introduction
- Name
- Owner**
- Select Report Type
- Set Frequency
- Choose Recipients
- Choose Report Filters
- Set Report Options
- Summary

Owner

You must select a report owner

The details in the report will be based upon the owner of the report.

Owner

< Back > Next Cancel Save

5. Select the report type : "Machine/Agent Backup Status Report" and click "Next"

Create New Report

- Introduction
- Name
- Owner
- Select Report Type**
- Set Frequency
- Choose Recipients
- Choose Report Filters
- Set Report Options
- Summary

Select Report Type

You can select a report type to create the specific type of report.

- Task History Report - are ordinary reports based on task history.
- Machine/Agent Backup Status Report - notify on machine backup failure from specified days.
- Quota Reached Alert Report - notify you if the quota allocated to volume is reached to your specified percentage.

Task History Report

Machine/Agent Backup Status Report

Quota Reached Alert Report

< Back > Next ⌂ Cancel Save

6. Select the frequency and start time. It is recommended to choose a start time after the backup is expected to complete. Click "Next"

Create New Report

- Introduction
- Name
- Owner
- Select Report Type
- Set Frequency**
- Choose Recipients
- Choose Report Filters
- Set Report Options
- Summary

Set Frequency

You must define how frequently the report will be run.

You can choose from a minutely, hourly, daily, weekly, or monthly schedule, or you can choose the on-demand option.

An on-demand report will only run when you manually execute it.

Frequency Type

Start Time :

When

< Back > Next ⌂ Cancel Save

7. Choose one or more recipients to receive the report. The report can be sent to an SBM User, an SBM Group, or a specified email address. Click "Next"

Create New Report ✕

- Introduction
- Name
- Owner
- Select Report Type
- Set Frequency
- Choose Recipients**
- Choose Report Filters
- Set Report Options
- Summary

Choose Recipients

You must define the recipients for the report.

You can choose from users and groups on the Backup Manager, or specify e-mail addresses to deliver the report to.

admin	<input checked="" type="checkbox"/> Can view report from UI	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Can receive report via email	<input type="checkbox"/>
buadmin@example.com	<input checked="" type="checkbox"/> Can receive report via email	<input type="checkbox"/>

8. To report only on specific protected machines, check the box for "Filter by Protected Machine"
To report on all protected machines, leave the box unchecked.

The screenshot shows a web-based wizard titled "Create New Report" with a close button (x) in the top right corner. On the left is a vertical navigation menu with the following items: Introduction, Name, Owner, Select Report Type, Set Frequency, Choose Recipients, **Choose Report Filters** (highlighted), Choose Protected Machines, Set Report Options, and Summary. The main content area is titled "Choose Report Filters" and contains the text: "You may select from several filters on which to include or exclude the tasks in the report." Below this text is a bulleted list with one item: "Filtering by machine will only include tasks for the specified servers." Underneath the list is a horizontal line, followed by a checkbox labeled "Filter by Protected Machine" which is checked. At the bottom right of the main content area are four buttons: "< Back", "> Next", "Cancel", and "Save".

9. If the filter option was chosen in the last step, select the protected machines to include in the report, and click "Next". Otherwise, proceed to step 10.

10. Specify the number of days without backups to report on.(Required)

Send individual emails (Optional)

Send empty reports (Optional)

Specify a from address (Required)

Create New Report ✕

- Introduction
- Name
- Owner
- Select Report Type
- Set Frequency
- Choose Recipients
- Choose Report Filters
- Set Report Options**
- Summary

Set Report Options

You may choose from several options for the report:

- Send the report even if there is no new data since the last time it was run.
- Include the full alert details, which will include the full-text of the alerts.
- Specify a from address for the e-mail to use instead of the Backup Manager's default.

Notify if the machine has not been backed up for **days**

Send Individual Emails
 Send Empty Reports
 Specify From Address

From Address

11. Review the Summary page and click "Save" to finish.