### Scheduling Reports in NLS 2024

## **Scheduling Reports in NLS 2024**

#### **Overview**



As of version 2.1.0, Nagios Log Server now supports report exporting and scheduling. This allows you to retrieve reports in PDF, JPG, or CSV form, and to have these e-mailed to you on a regular interval.

To access the report scheduling interface, navigate to a report via the Reports menu item.

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### **Manual Export**

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E CSV D PDF DF

To manually retrieve a copy of the report, click Download in the upper right corner of the screen. Then, choose which type of file you would like to download from the drop-down menu.

<u>N</u> agios <sup>.</sup> LS	Home Dashboards Reports #	lerting Configure Help Admin Search logs	s	⊘ 🛔 nagiosadmin 🖒 Logout
Scheduled Reports	Unique H E-mail this Re	port	×	
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	192.168.0.93			
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	192.168.0.238		4	
	192.168.152.8 Hide	$\hfill\square$ Do not show this report in the "Scheduled Reports" list		
		Submit	lose	

You can also have the report e-mailed directly to a specific address. To do this, click the mail icon next to the Download button and fill out the form. The most important settings are the

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Recipients and Frequency fields. The Recipients field is a comma-separated list of e-mail addresses. By default, it includes only the address associated with your account. Frequency defaults to One Time, which will send a single e-mail immediately. If changed, it will schedule a report instead (see below).

<u>N</u> agios <sup>.</sup> LS	Home Dashboards Reports /	Alerting Configure Help Admin Search	logs	⊘ 💄 nagiosadmin 🖕 Logout
Scheduled Reports	Schedule this	Report	×	
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	192.168.0.252 Message			
	192.168.152.8		4	
	Hide	Do not show this report in the "Scheduled Reports" list		
		Submit	Close	

### **Report Scheduling**

To schedule a report, click the clock icon next to the mail icon. This will open a form similar to the one used for e-mailing reports. Here, you can set reports to run daily, weekly or monthly, and customize the recipients/contents of the e-mail. You also have the option to hide the report from the Scheduled Reports list on the left of the page. If checked, the report will still show on the main report management page.

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<u>N</u> agios <sup>,</sup> LS	Home	Dashboards	Reports	Alerting Co	onfigure	Help	Admin	Search logs	0	占 nagiosadmin	ථ Logout
Scheduled Reports	Scheduled Reports										
Reports	To schedule a report, click one of the reports on the left and click on the clock icon in the upper-right corner of that screen.										
🖨 Unique Hosts	Report	Name	Туре	Subject		Frequency		Recipients		Actio	ns
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	test repo	ort	hosts	Unique Hosts		Daily - 03:2	5 AM	fake-address@nagios.com			Û

To manage scheduled reports, click the Scheduled Reports link on the left navigation bar. The resulting page will show a table of all currently scheduled reports. You can use this view to edit a report, run/view it, or delete it.

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