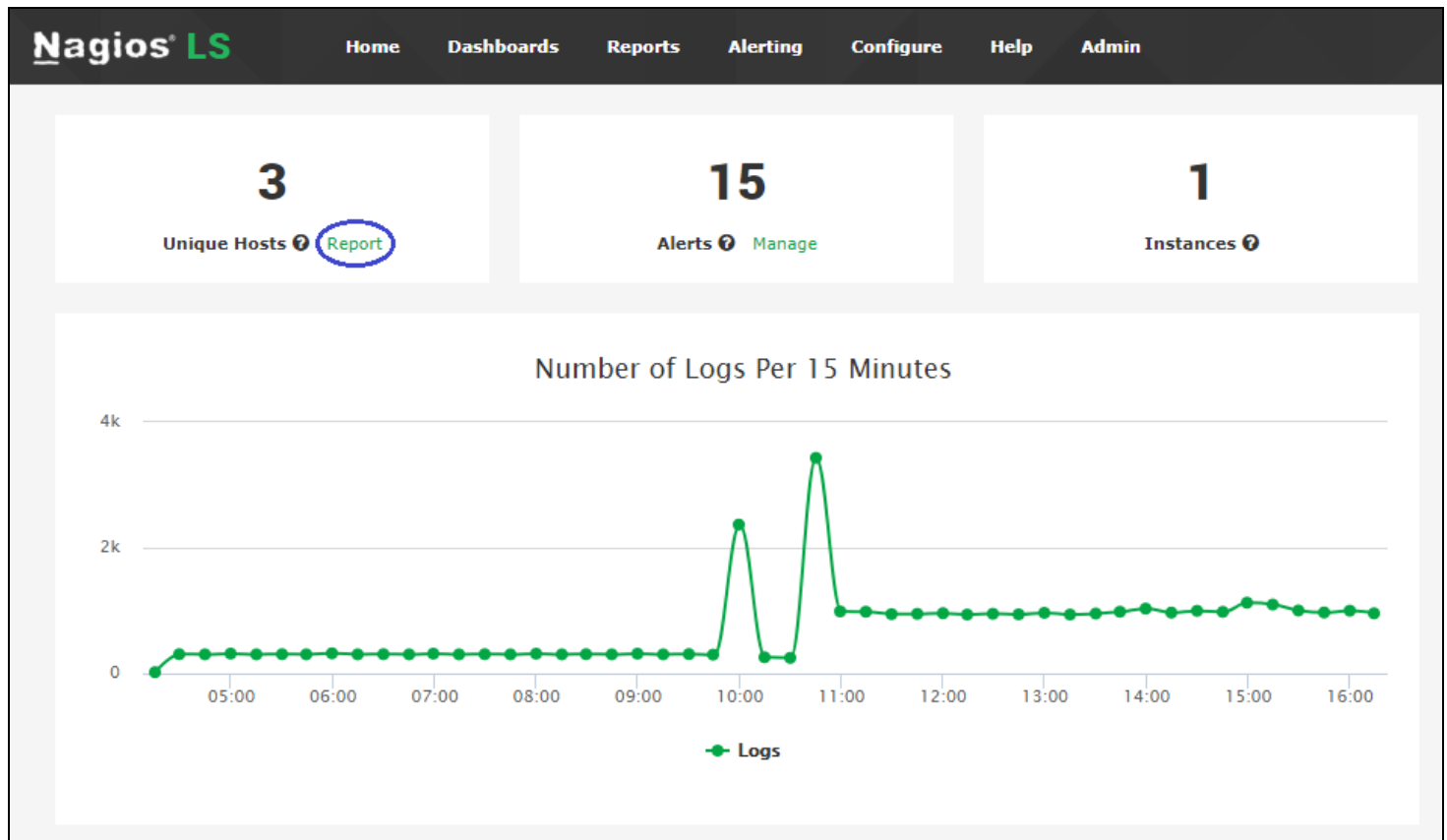


# Scheduling Reports in NLS 2024

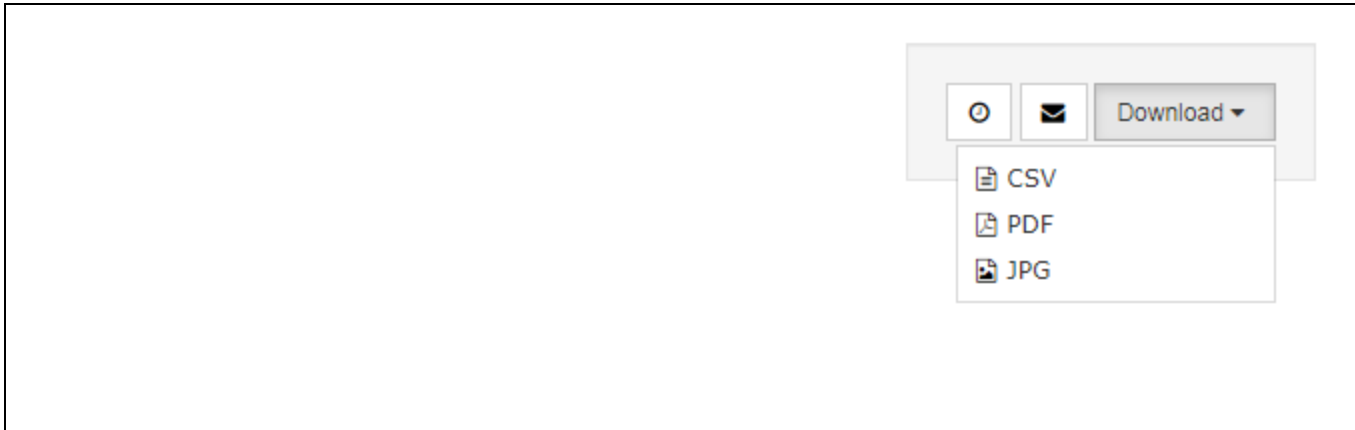
## Overview



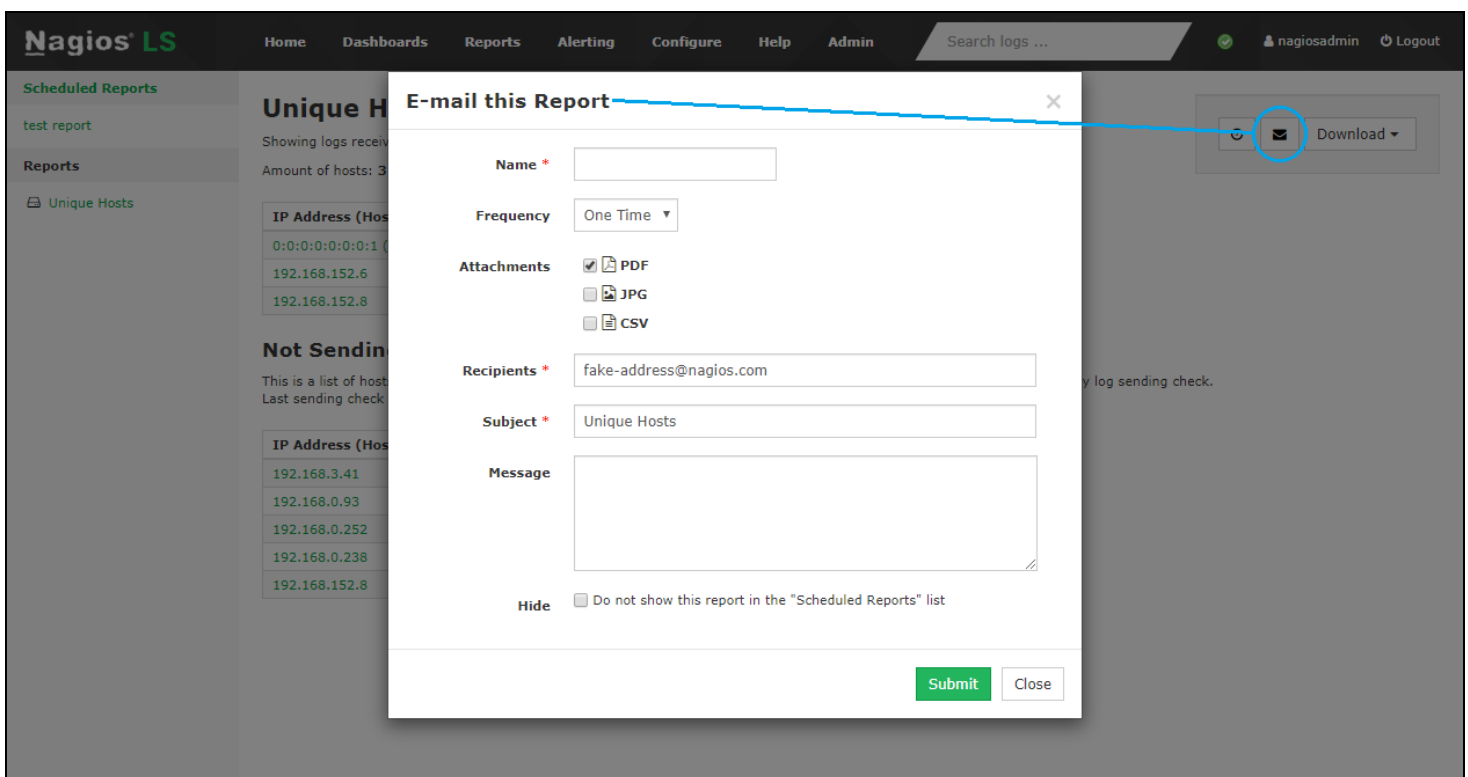
As of version 2.1.0, Nagios Log Server now supports report exporting and scheduling. This allows you to retrieve reports in PDF, JPG, or CSV form, and to have these e-mailed to you on a regular interval.

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

## Manual Export



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.

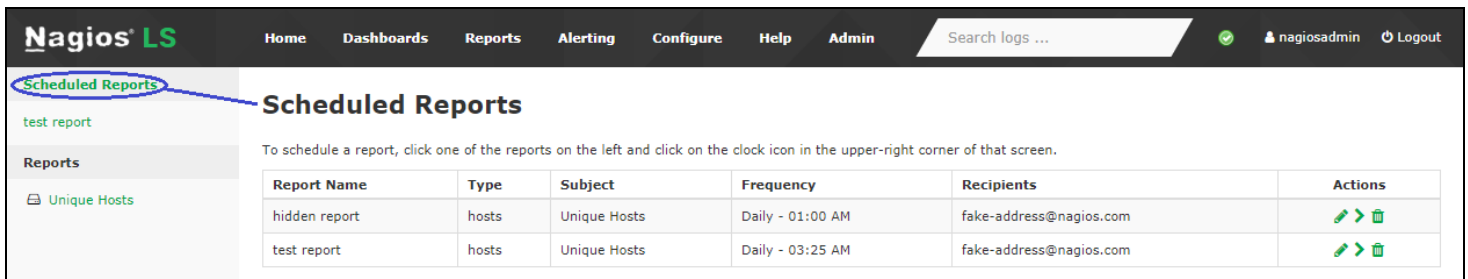


You can also have the report e-mailed directly to a specific address. To do this, click the mail icon next to the Download button and fill out the form. The most important settings are the

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).

## 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.



**Nagios LS** Home Dashboards Reports Alerting Configure Help Admin Search logs ...







**Scheduled Reports**

test report

**Reports**

Unique Hosts

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.

Report Name	Type	Subject	Frequency	Recipients	Actions
hidden report	hosts	Unique Hosts	Daily - 01:00 AM	fake-address@nagios.com	  
test report	hosts	Unique Hosts	Daily - 03:25 AM	fake-address@nagios.com	  

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.