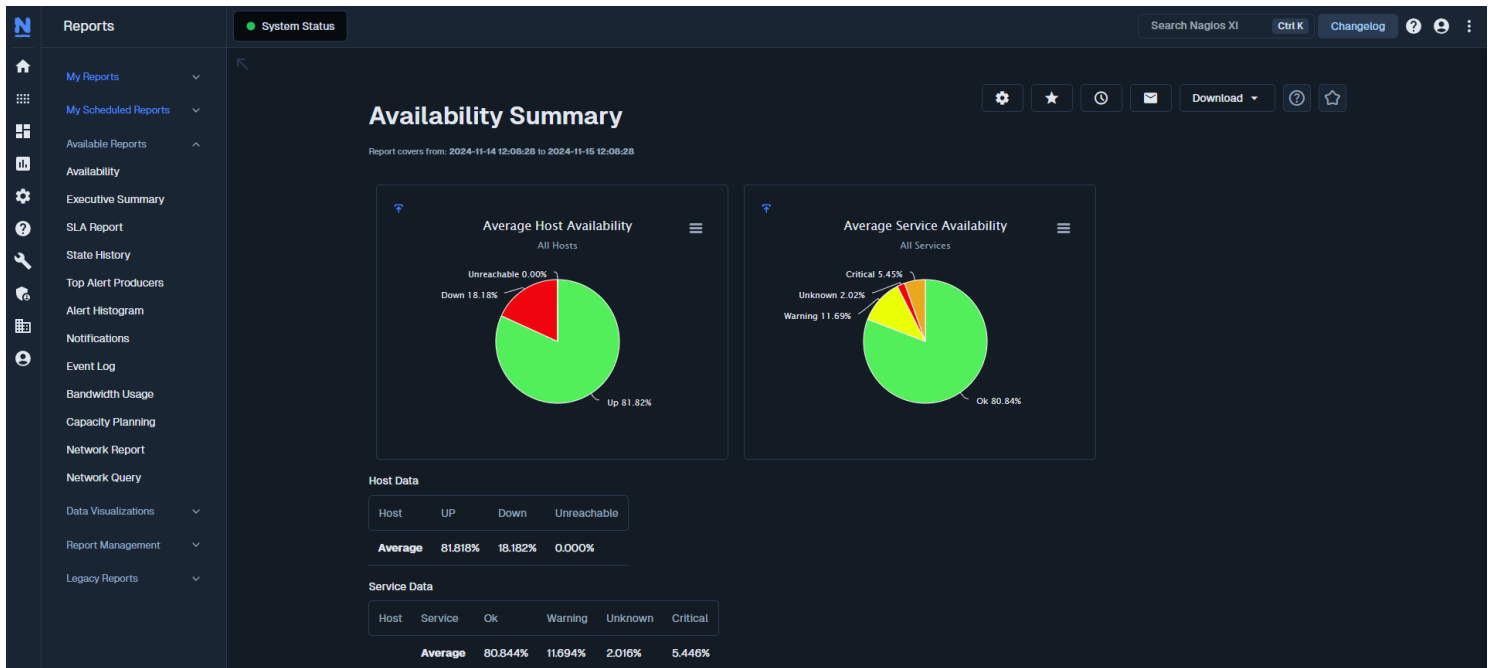


# How To Generate Reports In Nagios XI 2024

## Purpose

This document is intended for use by Nagios XI Administrators that want to understand how reports work in Nagios XI.


## Accessing Reports and The Default Report



Reports can be found by selecting the **Reports** link at the top of the Nagios XI interface, the default report shown is the **Availability Report**.

The initial report generated is based on the previous 24 hours, pie charts visualize the summary of hosts and services. There is also separate boxes where host and service data is displayed.

## Common Report Options

Customizing the report options is extremely straight-forward and applies to most reports in the Nagios XI interface. These are displayed when you click the gear icon. 

Time Periods contain information that is relative to:

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- **Last 24 Hours**

- From this second going backwards in time for 24 hours only

- **Today**

- From 12:00 AM today until the second this report was run

- **Yesterday**

- The prior day from 12:00 AM until 11:59:59 PM

- **This Week**

- From 12:00 AM Sunday\* or Monday\* until the second this report was run (\* depending on user's week format)

- **This Month**

- From 12:00 AM on the first day of the current month until the second this report was run

- **This Quarter**

- From 12:00 AM on the first day of the current quarter until the second this report was run

- Quarters are three month periods as per:

- January 1st – March 31st
- April 1st – June 30th
- July 1st – September 30th
- October 1st – December 31st

- **This Year**

- From 12:00 AM on the first day of the current year until the second this report was run

The screenshot shows the 'Options' dialog box in Nagios XI. It features a dark background with light text. At the top left is the title 'Options' and a close button 'X'. Below the title are three dropdown menus: 'Period' (set to 'Last 24 Hours'), 'Limit To' (set to 'Host or Service'), and 'Host:' (set to '[All Services]'). At the bottom left is a blue button labeled 'Apply and Run', and at the bottom right is a link labeled 'Advanced ^'.

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- **Last Week**
  - The prior week from 12:00 AM Sunday\* or Monday\* until 11:59:59 PM Friday (*\* depending on user's week format*)
- **Last Month**
  - The prior month from 12:00 AM on the first day until 11:59:59 PM on the last day
- **Last Quarter**
  - The prior quarter from 12:00 AM on the first day of the quarter until 11:59:59 PM the last day of the quarter
- **Last Year**
  - The prior year from 12:00 AM on the first day of the year until 11:59:59 PM on the last day of the year
- **Custom**
  - You can define your own date and time ranges
  - Custom date ranges will be calculated based on 12:00 AM of the first day until 11:59:59 PM of the last day selected however you can specify the time as well using the 24 hour format hour:minute:second like 08:30:00

**Limit To** allows you to target either a specific **host**, **hostgroup** or **servicegroup**. As you might expect, this will limit the report to only hosts and services within that selection. Multiple selections cannot be made to further refine the report at this time. If no limitations are made, the report defaults to all hosts and services.

Clicking the **Run** button will generate the report based on your selections.

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## Advanced Options

There are more advanced options available by clicking the **Advanced** link next to the Run button.

- **Assume Initial States**
  - If Nagios XI cannot determine the initial state of the object when the report period begins it will use the First Assumed Host State and First Assumed Service State settings
- **Assume State Retention**
  - If Nagios XI was restarted at any time during the reporting period, this option will assume the state of the object before the restart was retained until Nagios XI was restarted again
- **Assume States During Program Downtime**
  - If Nagios XI was shut down during the reporting period, this option will assume the state of the object before the shutdown occurred
- **Include Soft States**
  - A Soft State is what an object enters into before the `max_check_attempts` directive of that object has been reached. Once the `max_check_attempts` directive of the object is reached the object enters a Hard state (and then notifications can occur).
  - The default for this option is **No**, only HARD states will be included in the report
  - If you want SOFT states to be included you will need to set this to Yes
- **First Assumed Host State and First Assumed Service State**
  - The choices here are related to the Assume Initial States setting described above.
- **Report Time Period**
  - You can limit the report to a Nagios XI time period that has been defined in Core Config Manager (CCM)

The screenshot shows the 'Options' dialog box in Nagios XI. It includes the following settings:

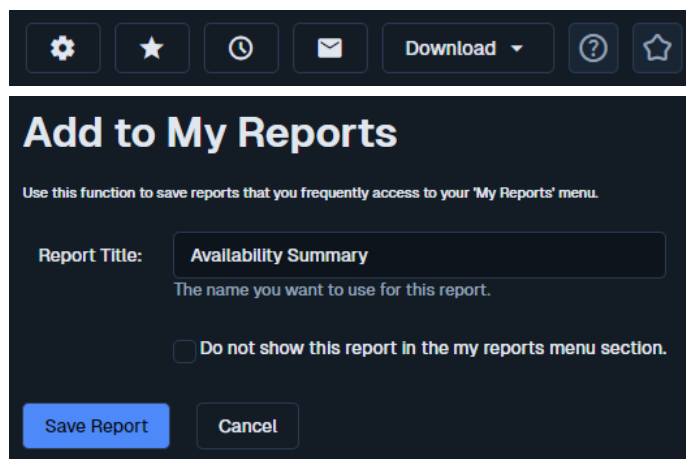
- Period:** Last 24 Hours
- Limit To:** Host or Service
- Host:** [All Services]
- Apply and Run** button
- Advanced** dropdown menu
- Assume Initial States:** Yes
- Assume State Retention:** Yes
- Assume States During Program Downtime:** Yes
- Include Soft States:** No
- First Assumed Host State:** Host Up
- First Assumed Service State:** Service Ok
- Report Time Period:** None
- Display service performance graphs
- Hide scheduled downtime
- Hide WARNING states
- Hide UNKNOWN/UNREACHABLE states
- Do not show service data

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- **Display service performance graphs**
  - When you limit the report to a host, hostgroup, or servicegroup, this option can be selected and any services with performance data will display the data in performance graphs
- **Hide Scheduled Downtime**
  - Any objects that were scheduled downtime during the reporting period will not be included in the report if this option is checked
- **Hide WARNING states**
  - Any objects that were in a WARNING state during the reporting period will not be included in the report if this option is checked
- **Hide UNKNOWN/UNREACHABLE states**
  - Any objects that were in a UNKNOWN or UNREACHABLE state during the reporting period will not be included in the report if this option is checked
- **Do not show service data**
  - This will generate a report with only host data, and any services will be excluded

## Report Output Options

These options allow you to save, schedule, email and download a report.



The screenshot shows a dark-themed interface for adding a report to a user's 'My Reports' menu. At the top, there is a navigation bar with icons for settings, favorites, a clock, an envelope, a 'Download' dropdown, a help icon, and a star. Below this is the 'Add to My Reports' dialog box. It contains a text input field for 'Report Title' with the value 'Availability Summary' and a subtext 'The name you want to use for this report.' There is also a checkbox labeled 'Do not show this report in the my reports menu section.' which is currently unchecked. At the bottom, there are two buttons: 'Save Report' and 'Cancel'.

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## ★ Add

Clicking the **Add** button will allow you to save the report under the **My Reports** section. When you click the button, you will be presented with the following screen. Populate the fields as required and click **Save Report** when done.

## 🕒 Schedule

Clicking the **Schedule** button will allow you to schedule the report to run at specific times and email selected recipients. When you click the button, you will be presented with the following options:

### Report Name

- A name required for the report

### Schedule

- Define when you would like this report to run

### Attachments

- Select the type(s) of attachments you want the report to include in the email

### Recipients

- Provide a list (comma-separated) of email addresses this report should be sent to

### Subject

- The subject of the email being sent

### Message

- The message body of the email being sent

**Schedule New Report**

Use this form to create a new scheduled report that is sent to one or more recipients you define.

Report Name:   
The name you want to use for this report.

Schedule: Frequency:  Time:  :    
Specify the schedule you want this report to be emailed.

Attachments:  PDF  
 CSV (Combined)  
 CSV (Host data only)  
 CSV (Service data only)  
Select the types of attachment(s) you want in the report.

Recipients:   
Comma-separated list of email addresses this report should be sent to.

Subject:   
The subject that should be used for the report email.

Message:   
A custom message to be added to the report email.

Do not show this report in the my scheduled reports menu section.

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Populate the fields as required and click **Save** when done.

## **Email**

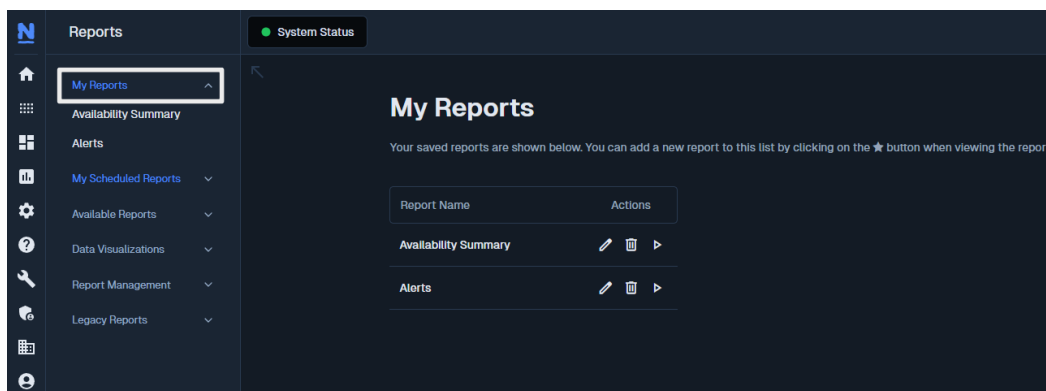
- Clicking the **Email** button will allow you to send the report immediately via email to the selected recipients. The options available are identical to the **Schedule** options.

## **Download**

- The **Download** button can be used to save the report as a PDF, JPG or CSV.




## My Reports

Reports that you have added to My Reports will appear here, the list can be collapsed by clicking **^** or **v**.




Clicking on any of the reports in the left pane will take you directly to the report. Clicking on the word **My Reports** will take you to a page where you can manage your existing reports.

In the **Actions** column you can perform the following:

-  Edit an existing report
-  Delete an existing report
-  Run an existing report

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## My Scheduled Reports

The **My Scheduled Reports** page is almost identical to the My Reports page, it lets you manage your existing scheduled reports. The additional action that can be performed is that you can email a report. 

## Data Visualizations

Data visualizations can be found on the left pane of the reports page. These are a collection of reports that differ from traditional statistical data using tables or charts, instead the data is displayed using different visualization methods. Each visualization are fairly self explanatory and will not be covered in detail here.

## Report Management

Report Management can be found on the left pane of the reports page. This section allows you to view the scheduled reports of all users and is only available to user accounts that have been granted admin privileges. A report can be edited by clicking on the name of the report. The **Actions** column allows you to copy existing reports or delete them.

## Legacy Reports

Legacy Reports can be found on the left pane of the reports page. These reports are the ones that come as part of Nagios Core and are not as customizable as the Nagios XI reports. They are included here to allow existing Nagios Core users migrating to Nagios XI the ability to use the traditional reports they are familiar with.

## Finishing Up

This completes the documentation on how to generate reports in Nagios XI. If you have additional questions or other support-related questions, please visit us at our Nagios Support Forum, Nagios Knowledge Base, or Nagios Library:

[Visit Nagios Support Forum](#)

[Visit Nagios Knowledge Base](#)

[Visit Nagios Library](#)