

# How To Schedule Reports And Pages In Nagios XI 5

## Purpose

This document describes how to schedule and email, reports and pages in Nagios XI 5.

If you are scheduling reports in Nagios XI 2024, see [How To Schedule Reports In Nagios XI 2024](#)

## Overview

Scheduled Reports is a feature that is available in the Enterprise Edition of Nagios XI. Any report can be scheduled in Nagios XI, as well as just about any page in the interface. This feature is often used to get a feel for the state of the infrastructure, which is delivered to your inbox as you begin the workday. This is also useful for those who need an overview and do not want to keep an eye on the Nagios XI interface.

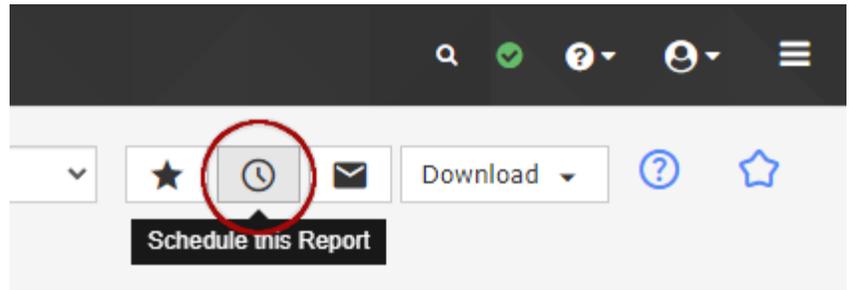
## Scheduling A Report

To schedule a report, follow these steps:

From the menu, click on **Reports**.

From the lefthand menu, click the link for one of the reports.

In the top-right corner, below the menu bar, click the clock button  , to schedule the report.



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The **Schedule New Report** page will appear, with several options to customize the report:

The screenshot shows the 'Schedule New Report' page in Nagios XI. The page has a dark navigation bar with links for Views, Dashboards, Reports, Configure, Tools, Admin, and Enterprise. The main content area is titled 'Schedule New Report' and includes a sub-header: 'Use this form to create a new scheduled report that is sent to one or more recipients you define.'

The form fields are as follows:

- Report Name:** A text input field containing 'Availability Report'. Below it is a note: 'The name you want to use for this report.'
- Schedule:** A section with 'Frequency' set to 'Daily', 'Time' set to '09 : 00 AM'. Below it is a note: 'Specify the schedule you want this report to be emailed.'
- Attachments:** A section with a checked checkbox for 'PDF' and three unchecked checkboxes for 'CSV (Combined)', 'CSV (Host data only)', and 'CSV (Service data only)'. Below it is a note: 'Select the types of attachment(s) you want in the report.'
- Recipients:** A text input field containing 'root@localhost'. Below it is a note: 'Comma-separated list of email addresses this report should be sent to.'
- Subject:** A text input field containing 'Availability Report'. Below it is a note: 'The subject that should be used for the report email.'
- Message:** A large text area for a custom message. Below it is a note: 'A custom message to be added to the report email.'
- A checkbox labeled 'Do not show this report in the my scheduled reports menu section.' is unchecked.

At the bottom left, there are two buttons: 'Save' (highlighted in blue) and 'Cancel'.

- **Report Name:** This is the title for the report and the filename of the email attachment.
- **Schedule:**
  - **Frequency:** Reports can be scheduled daily, weekly, or monthly. Weekly reports can be scheduled for a specific day of the week (Sunday\* through Saturday\*), and monthly reports can be scheduled for a specific day of the month (1 to 31). *This will vary based on user's week format*

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- **Time:** Reports will be sent at the specified time and on the specified day
- **Attachments:** You can choose to email any of the options of PDF, JPG, a host/service CSV
- **Recipients:** A comma-separated list of email addresses to receive the report.
- **Subject:** The subject line for the email.
- **Message:** This message appears in the email.

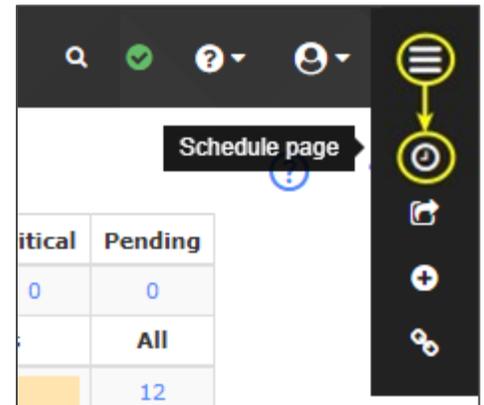
Once the options have been set, click **Save** and the report will be added to your **My Scheduled Reports** menu section, at the top of the left-hand navigation panel of the **Reports** page.

## Scheduling a Page

Scheduling a page is like scheduling a report. To schedule any page:

- Navigate to the page you wish to schedule.
- In the top-right corner, click the icon of three horizontal bars. ☰
- Click the clock 🕒 icon.

You will be presented with a screen identical to the reports, except the page URLs will also be displayed.



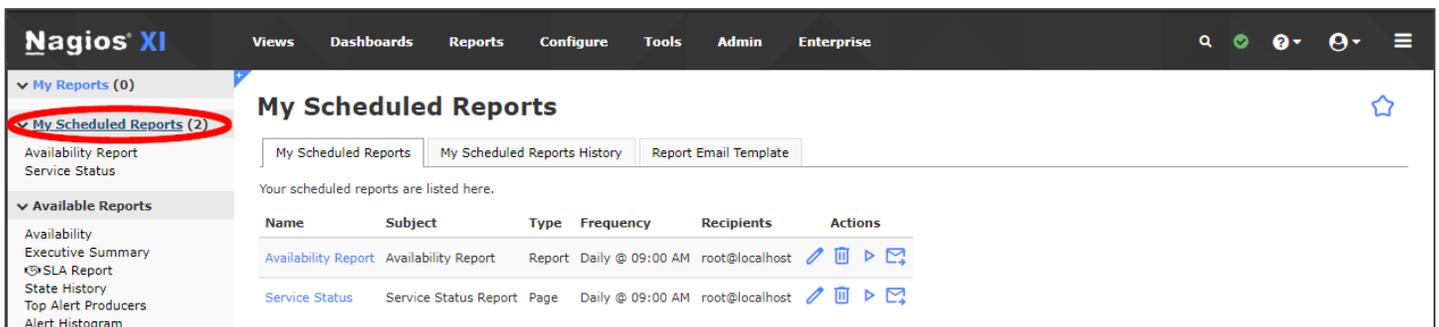
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## Managing Scheduled Reports and Pages

Each user can manage their own reports/pages, and the Nagios XI administrators can manage all user scheduled reports/pages.

### My Scheduled Reports

Users can manage their existing reports by clicking the **My Scheduled Reports** link in the left navigation pane.

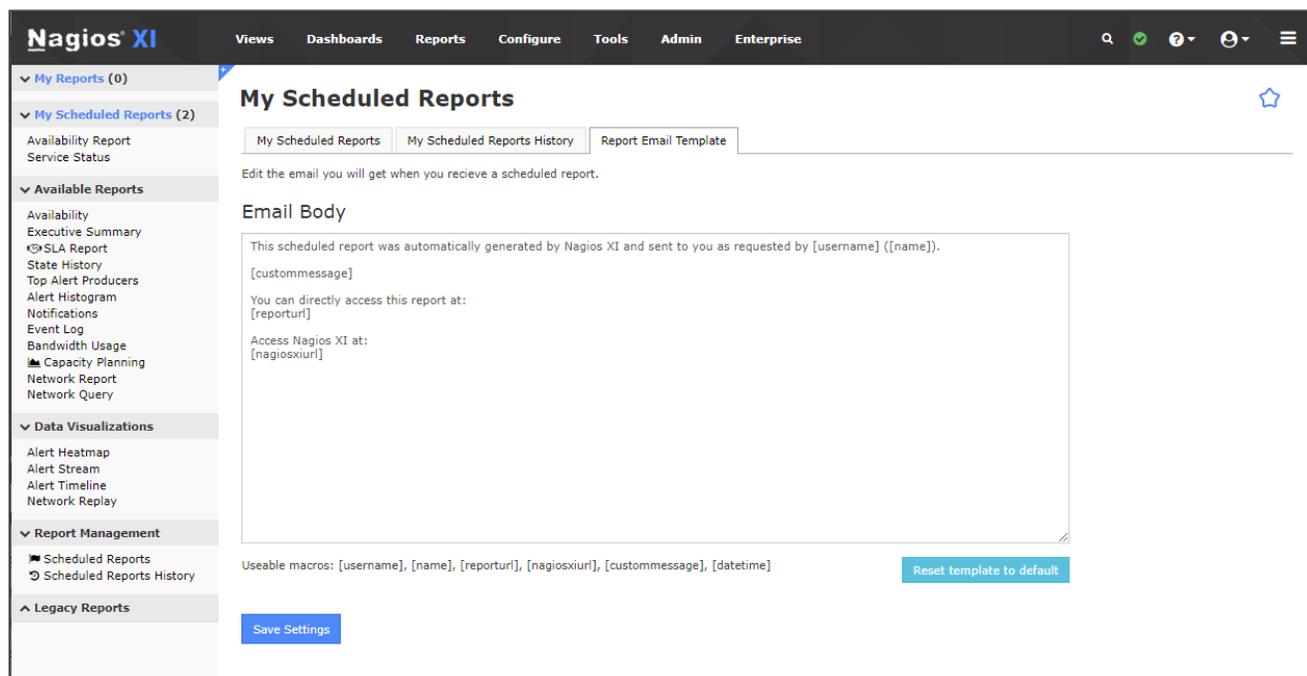


The screenshot shows the Nagios XI interface. The top navigation bar includes 'Views', 'Dashboards', 'Reports', 'Configure', 'Tools', 'Admin', and 'Enterprise'. The left sidebar has a 'My Reports (0)' section with 'My Scheduled Reports (2)' highlighted in red. Below it are 'Available Reports' and 'My Scheduled Reports' sections. The 'My Scheduled Reports' section shows a table with the following data:

Name	Subject	Type	Frequency	Recipients	Actions
Availability Report	Availability Report	Report	Daily @ 09:00 AM	root@localhost	[Edit] [Delete] [View] [Send Now]
Service Status	Service Status Report	Page	Daily @ 09:00 AM	root@localhost	[Edit] [Delete] [View] [Send Now]

Users can **Edit, Delete, View** or **Send Now**.

In addition, each scheduled report/page uses a shared template to build the email body. This template can be viewed or modified by clicking the **Report Email Template** tab on the **My Scheduled Reports** page.



The screenshot shows the 'Report Email Template' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'My Scheduled Reports' and has a 'Report Email Template' tab selected. The page contains the following text:

Edit the email you will get when you receive a scheduled report.

**Email Body**

This scheduled report was automatically generated by Nagios XI and sent to you as requested by [username] ([name]).

[custommessage]

You can directly access this report at:  
[reporturl]

Access Nagios XI at:  
[nagiosxiurl]

Useable macros: [username], [name], [reporturl], [nagiosxiurl], [custommessage], [datetime]

[Save Settings] [Reset template to default]

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Macros that can be used in the template:

- **[username]:** Prints the XI username (login name) of the user who created the scheduled report/page
- **[name]:** Prints the real name of the user who created the scheduled report/page
- **[reporturl]:** A link to the report/page in XI
- **[nagiosxiurl]:** A link to the Nagios XI interface
- **[custommessage]:** Displays the custom message defined when you schedule the report/page

Any plain text (non-macro) entered will be placed literally inside the body of the email. The template can be reset to the default, by using the **Reset template to default** button, at the bottom of the form.

## Scheduled Reports

Nagios XI administrators can view the scheduled reports/pages of all users by clicking the **Report Management > Scheduled Reports** link in the left navigation pane.

The screenshot displays the Nagios XI 'Scheduled Reports' page. The left navigation pane shows 'Scheduled Reports' highlighted with a red circle. The main content area shows a table of scheduled reports:

	Report Name	User	Frequency	Recipients	Type	Actions
<input type="checkbox"/>	<a href="#">Availability Report</a>	nagiosadmin	Daily @ 09:00 AM	root@localhost	Report	<a href="#">Copy</a> <a href="#">Delete</a>
<input type="checkbox"/>	<a href="#">Service Status</a>	nagiosadmin	Daily @ 09:00 AM	root@localhost	Page	<a href="#">Copy</a> <a href="#">Delete</a>

Administrators can **Copy** or **Delete** the existing scheduled reports/pages.

The **Copy** action provides a page that allows selection of additional users to receive the report/page.

After selecting users, click the **Copy** button.

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The copied reports/pages will now be available to these users and the users will be able to adjust the reports/pages to suit their needs.

## Copy Scheduled Report

The following report(s) will be copied:

Report Name	User
Availability Report	nagiosadmin

### Select User(s)

Select the user(s) you would like to copy the selected reports to.  
The report's **recipient email** will be set to the email address of the user the scheduled report is copied to.

john.doe (John Doe, IT)

dbaralph (Ralph Doe)

nagiosadmin (Nagios Administrator)

## Finishing Up

This completes the documentation on scheduling reports and pages 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](#)