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.

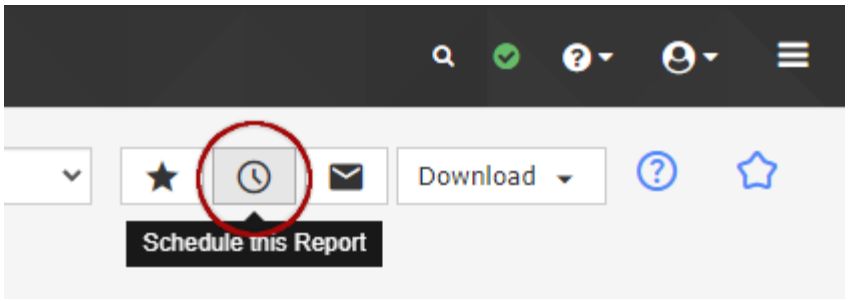
Scheduling A Report

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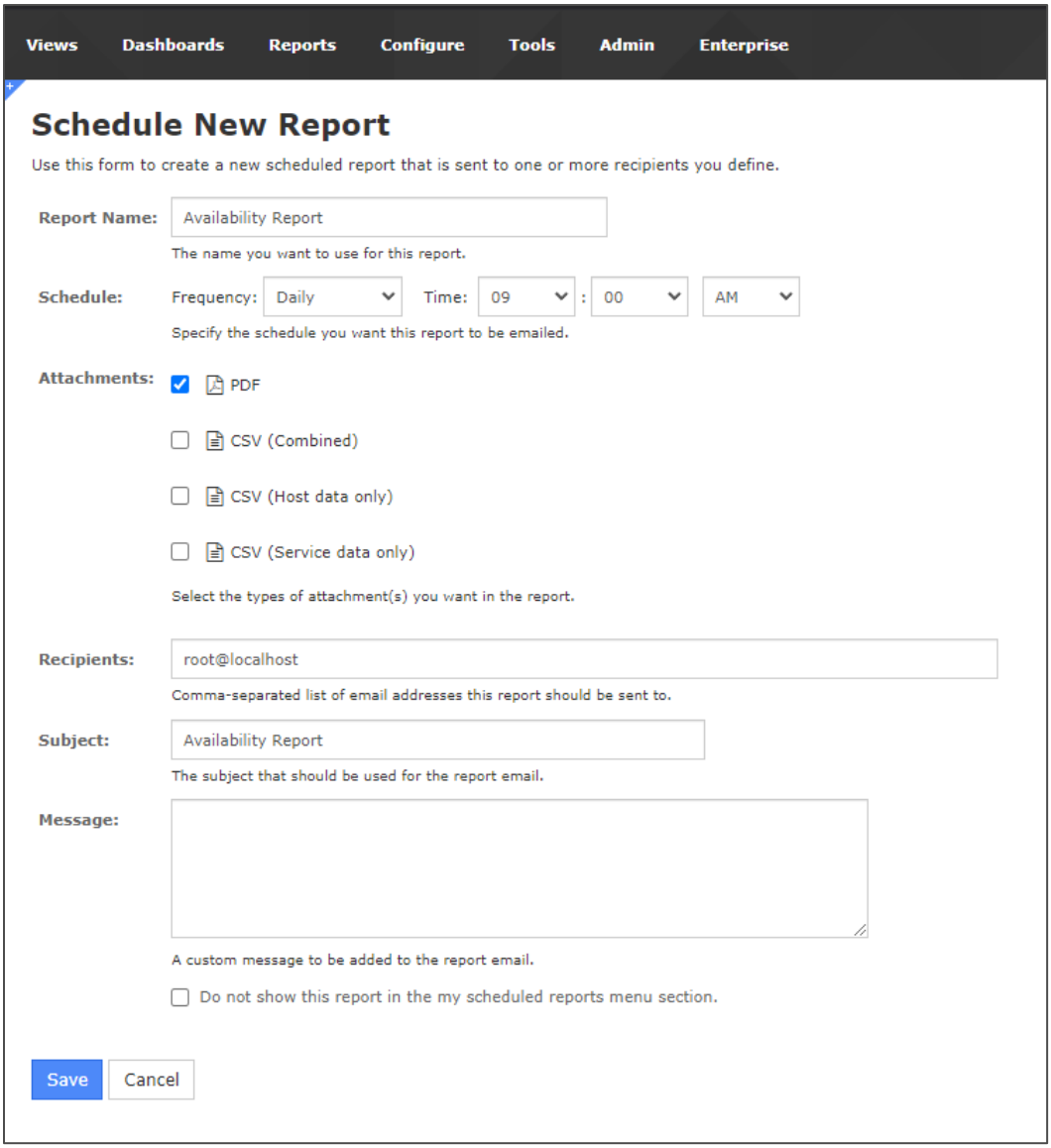
The **Schedule New Report** page will appear, with several options to customize the report:



- **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.

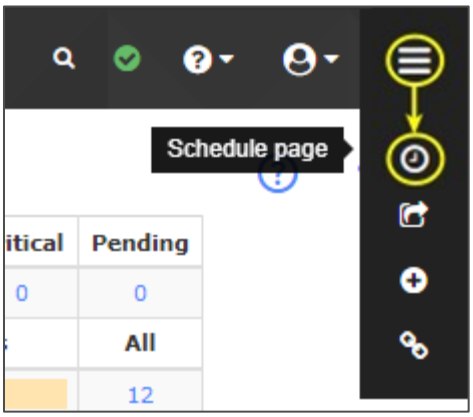
Once the options have been set, click **Save** and the report will be added to your **My Scheduled Reports** menu section, at the top of the left-hand navigation panel of the **Reports** page.

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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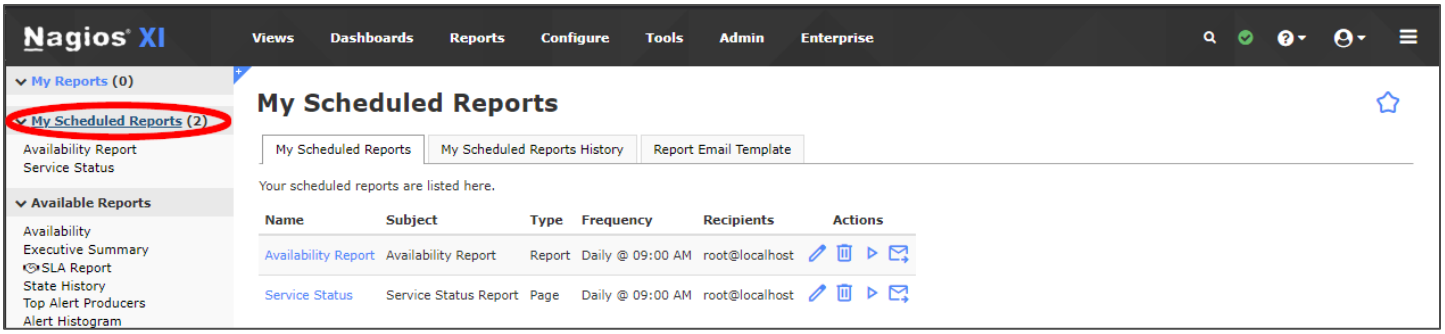
Managing Scheduled Reports and Pages

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

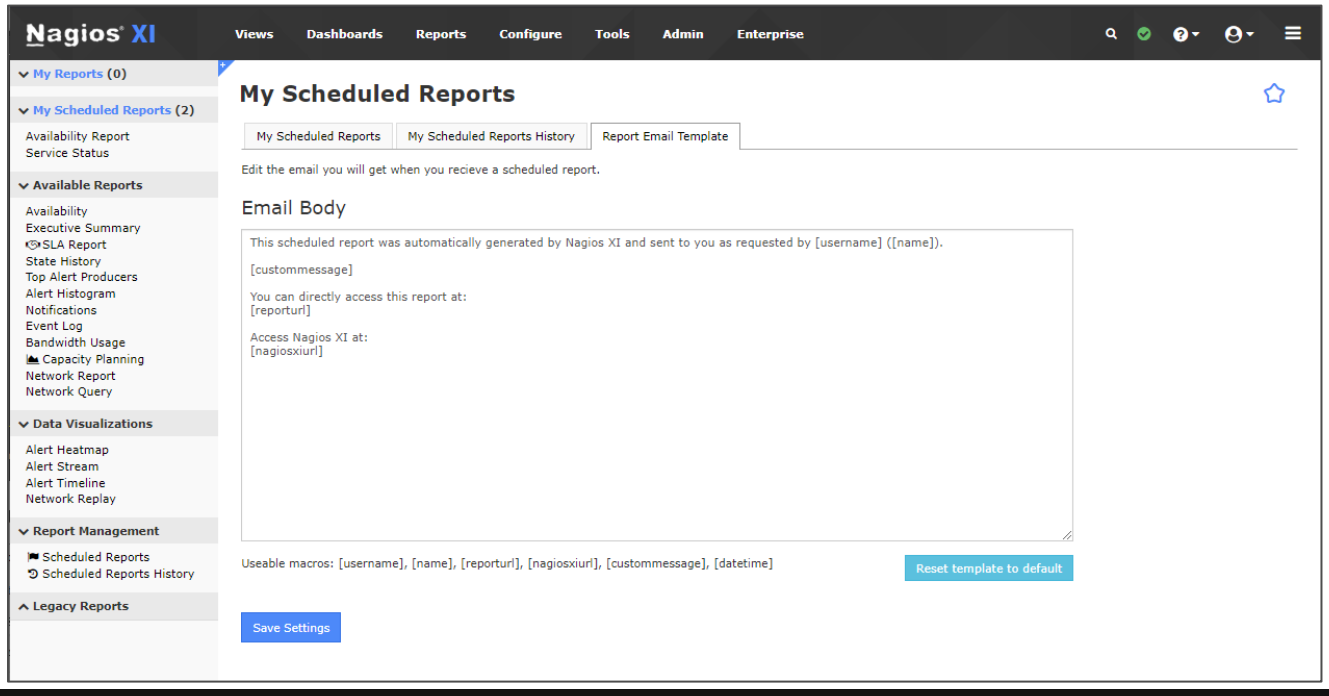
My Scheduled Reports

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



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.



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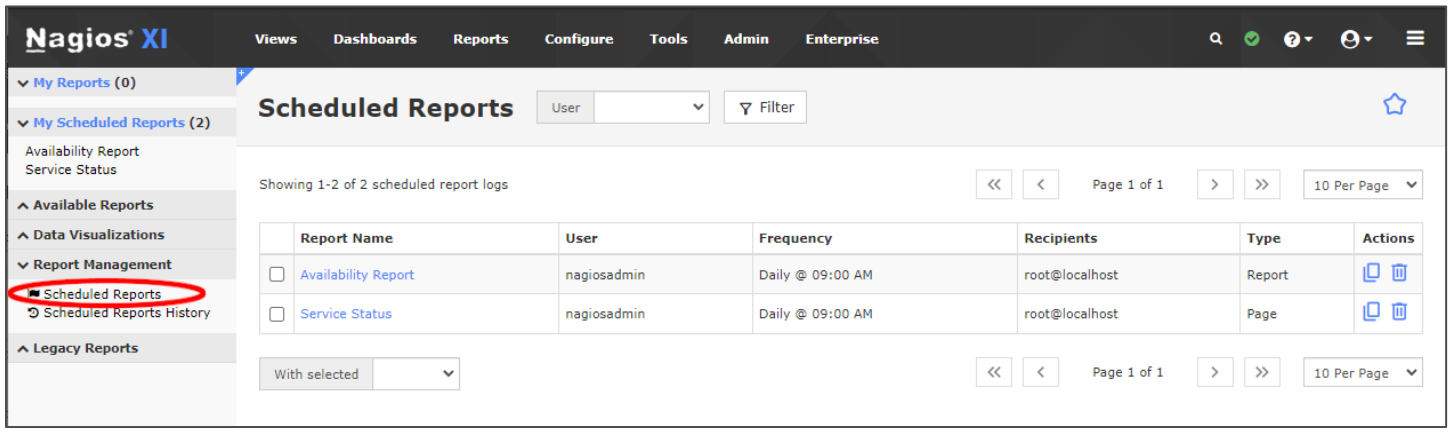
Macros that can be used in the template:

- **[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.



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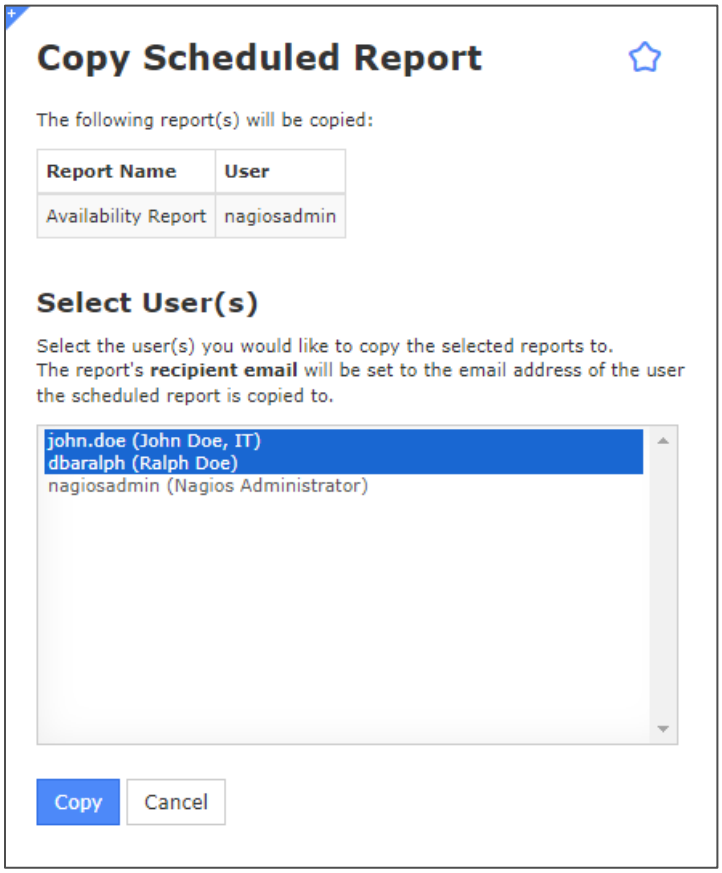
The copied reports/pages will now be available to these users and the users will be able to adjust the reports/pages to suit their needs.



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:

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