



## Purpose

This document describes how to schedule reports and pages to be emailed automatically in Nagios XI.

## Target Audience


This document is intended for use by Nagios XI Administrators and Users who want to receive automatic emailed reports and pages for themselves or send them to others (such as managers or clients) on a regular basis.

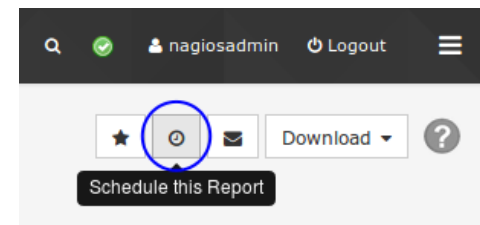
## Overview

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 most often used to get a feel for the state of your infrastructure delivered to your inbox as you begin the work day. However it is also useful for getting that same information out to those who need it but do not want to keep an eye on the Nagios XI interface.

## Scheduling A Report

In order to schedule a report, follow these steps:

- Navigate to the **Reports** page
- Click the link for the report you want to schedule
- In the top-right corner, click the  icon





The page that appears next will have several fields for you to customize your report:

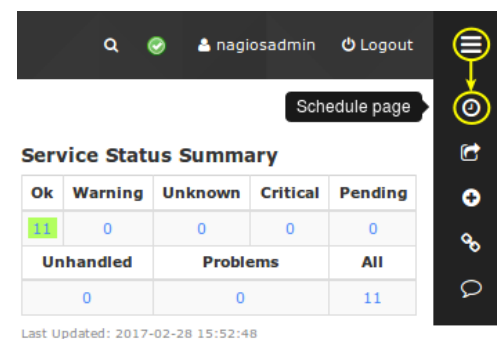
- **Report Name:** This is the name that will be given to the report as well as the filename of the email attachment
- **Schedule:**
  - **Frequency:** Reports can be scheduled daily, weekly, or monthly. Weekly reports can be scheduled for a specific day of the week (Sunday\* through Saturday\*), and monthly reports can be scheduled for a specific day of the month (1 to 31).
    - \* depending on user's week format
  - **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 attachments the report should be sent to
- **Subject:** This will be used for the email subject
- **Message:** This message will be included with the report

Once you have filled in all the fields, click **Save** and the report will be added to your **My Scheduled Reports** page, which is linked to in the left-hand navigation panel on the **Reports** page.

## Scheduling a Page

Scheduling a page is similar to 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  icon



The screenshot shows the Nagios XI interface. At the top right, there is a user profile for 'nagiosadmin' and a 'Logout' button. A 'Schedule page' button is visible. Below it is the 'Service Status Summary' table:

Ok	Warning	Unknown	Critical	Pending
11	0	0	0	0
Unhandled		Problems		All
0		0		11

Below the table, it says 'Last Updated: 2017-02-28 15:52:48'.

You will be presented with a screen nearly identical to the screen for reports, except the page URLs will be displayed as well.

## Managing Scheduled Reports and Pages

Each user can manage their own reports/pages, 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 'Home', 'Views', 'Dashboards', 'Reports' (circled in blue), 'Configure', 'Tools', 'Help', and 'Admin'. The left sidebar has 'My Reports (0)' and 'My Scheduled Reports (1)' (circled in blue). The main content area is titled 'My Scheduled Reports' and has two tabs: 'My Scheduled Reports' and 'Report Email Template'. Below the tabs, it says 'Your scheduled reports are listed here.' and displays a table:

Name	Subject	Type	Frequency	Recipients	Actions
<a href="#">Service Status</a>	Daily Service Status Report	Page	Daily @ 09:00 AM	sanjay.mandal@domain.com	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a>

Users are able to **Edit, Delete, View** or **Send Now**.

In addition, each scheduled report/page uses a shared template for building the email body. This template can be viewed or modified by clicking the **Report Email Template** tab on the My Scheduled Reports page. These macros are what you can use 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. If you wish to reset the template back to the default, there is a blue link beneath the edit box that will do so.

## Scheduled Reports

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

The screenshot shows the Nagios XI interface with the 'Reports' menu item circled in blue. The 'Scheduled Reports' page is displayed, showing a table of reports. The 'Scheduled Reports' link in the left navigation pane is also circled in blue.

	Report Name	User	Frequency	Recipients	Type	Actions
<input type="checkbox"/>	Availability Report	nagiosadmin	Daily @ 09:00 AM	alert_team1@domain.local	Report	
<input type="checkbox"/>	SLA Report	janedoe	Daily @ 09:00 AM	jane.doe@domain.local	Report	
<input type="checkbox"/>	Service Status	sanjaymandal	Daily @ 09:00 AM	sanjay.mandal@domain.local	Page	

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

The **Copy** action will provide a page that allows you to select which users you would like the report/page copied to.

Once making your selections click the **Copy** button.

The copied reports/pages will now be available to the users you copied it to, they will be able to adjust them to suit their needs.

### Copy Scheduled Report

The following report(s) will be copied:

Report Name	User
SLA Report	janedoe

### 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.

zhangmin (Zhang Min)

sanjaymandal (Sanjay Mandal)

janedoe (Jane 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 Forums:

<https://support.nagios.com/forum>

The Nagios Support Knowledgebase is also a great support resource:

<https://support.nagios.com/kb>