How to Schedule Reports in Nagios XI 2024

Purpose

This document describes how to how to schedule reports in Nagios XI.

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.

Watch the video below for more information on Scheduled Reports:
[How To Use Scheduled Reports – Nagios XI: Enterprise Features](#)

Scheduling A Report
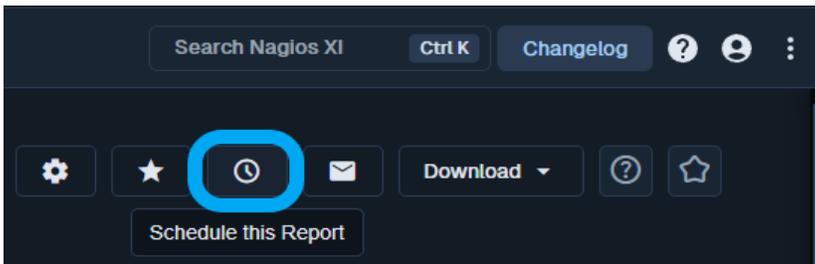
In order to schedule a report, follow these steps:

- 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

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- **Attachments**: You can choose to email any of the options of PDF or 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
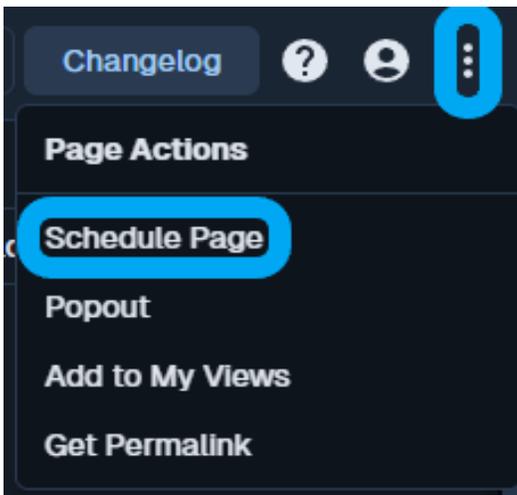
Scheduling a page is similar to scheduling a report. To schedule any page:

- Navigate to the page you wish to schedule

- In the top-right corner, click the **icon of three dots**

- Click **Schedule Page**

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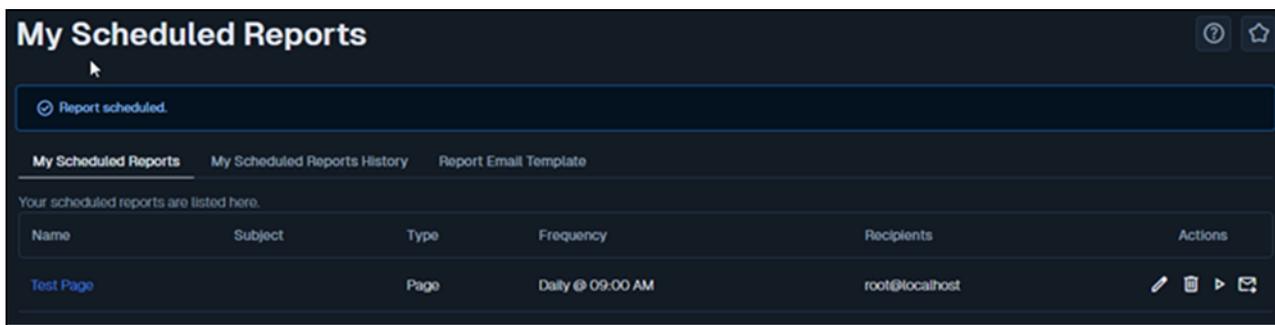
Users are able to **Edit, Delete, View** or **Send Now**.

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.
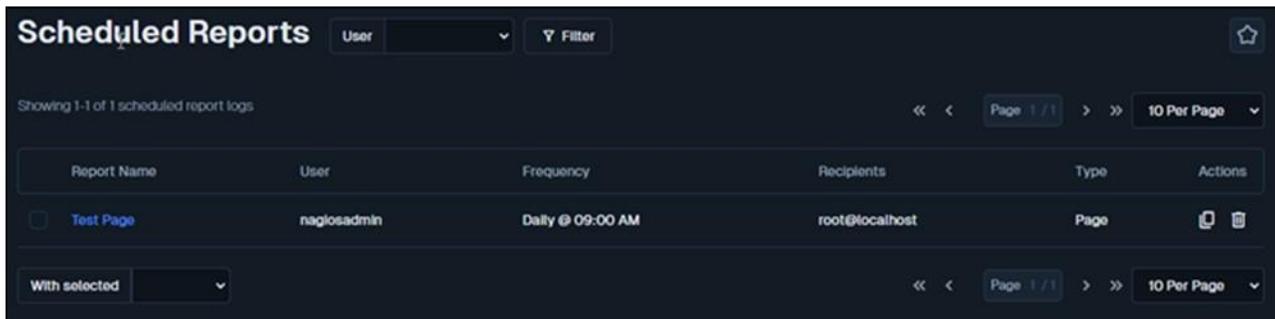
Administrators can **Copy** or **Delete** the existing scheduled reports/pages.
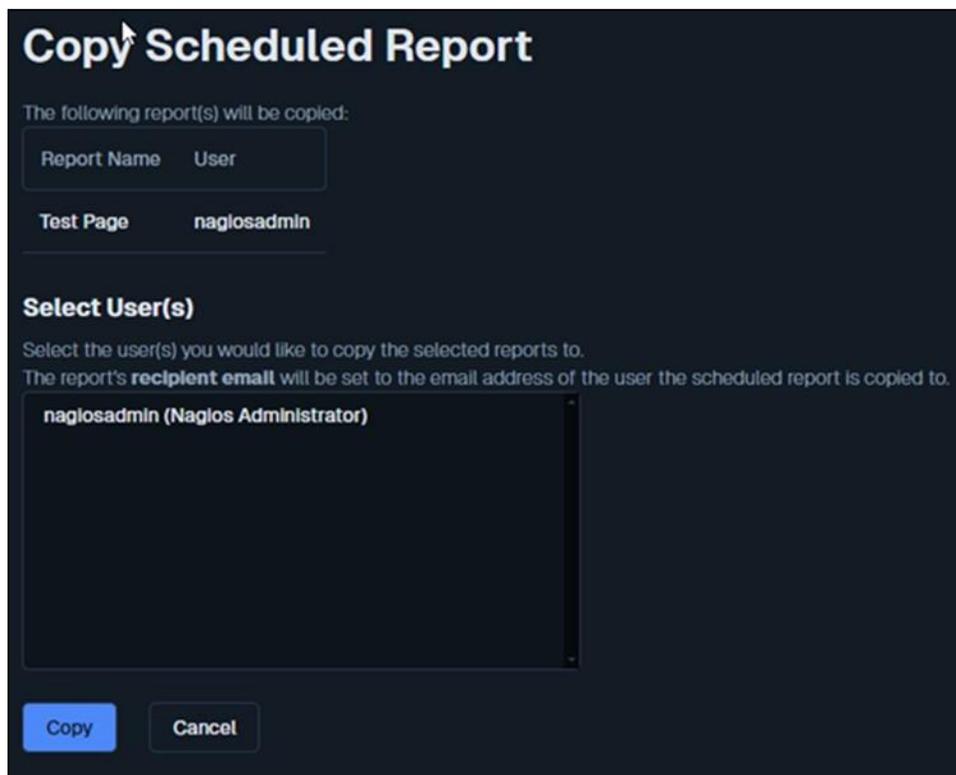
The **Copy** action will provide a page that allows you to select which users you would like the report/page to be copied. Once you have made your selections click the **Copy** button. The copied reports/pages will now be available to the users you copied it to, they will be able to adjust them to suit their needs.

Finishing Up

This completes the documentation on how to schedule 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](#)