



## Field Reference for Reports

To view the field description for the customizable data fields for Prime Infrastructure reports, see the [Field Description for Prime Infrastructure Reports](#).

This section provides field descriptions for pages found under the **Reports** menu in Cisco Prime Infrastructure.

- [Report Launch Pad, on page 1](#)
- [Scheduled Run Results, on page 4](#)
- [Saved Report Templates, on page 5](#)

### Report Launch Pad

The following topics contain field descriptions for reports found in **Reports > Report Launch Pad**.

- [Report Launch Pad > Report Type > New](#)
- [Report Launch Pad > Report Type > New Customize](#)

### Report Launch Pad > Report Type > New

*Table 1: Report Launch Pad > Report Type > New Field Descriptions*

Field	Description
Settings	

Field	Description
Create reports in current and each sub Virtual Domains	<p>Select this check box if you want to create reports not only in current virtual domain but also for each sub virtual domains. Click the <b>View sub Virtual Domains</b> link to view details about the virtual domains such as the name of the virtual domain, email address, and the time zone.</p> <p>If this check box is enabled and the report is not scheduled, the report template is created and saved in all the subdomains but the report is not run. If the <b>Create reports in current and sub Virtual Domains</b> check box is checked, and the report is scheduled, then the report is scheduled in all the subdomains and is run at the scheduled time.</p> <p>If this check box is enabled, you can only save the report. All other options (such as run, run and save, save and export, save and email) are not visible in the report details page. This means that the reports can only be created and scheduled to run in sub domains.</p> <p>There should be a sufficient time interval (at least 30 minutes) between the report creation and report execution as the report creation time varies between different systems.</p>
Report Title	Enter a report name. This report title is suffixed with <i>_VirtualDomainName</i> if you select the <b>Create reports in current and each sub Virtual Domains</b> check box. <i>The VirtualDomainName is the name of the virtual domain for which the report has been generated.</i>
Report By	Choose the appropriate Report By category from the drop-down list. The categories differ for each report.
Report Criteria	The field allows you to sort your results depending on the previous <b>Report By</b> selection made. Click <b>Edit</b> to open the Filter Criteria page and select the required filter criteria.
Reporting Period	<p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Select the <b>Select a time period</b> radio button and choose the period of time from the drop-down list.</li> <li>• Select the <b>From</b> radio button and enter the From and To dates and times. You can type a date in the text box or click the calendar icon to choose a date. Choose the hours and minutes from the drop-down lists.</li> </ul> <p><b>Note</b> For a client sessions report, the reporting period must not exceed 31 days while determining the From and To dates.</p>
Schedule	
Scheduling	Check the <b>Enable</b> check box to run the report on the set schedule.
Export Format	<p>Choose <b>CSV</b> or <b>PDF</b> as the file format to use when exporting the report results after a report is run. The default file locations for CSV and PDF files are as follows:</p> <p><i>/ncs-ftp/reports/Inventory/ReportTitleName_yyyymmdd_HHMMSS.csv</i></p> <p><i>/ncs-ftp/reports/Inventory/ReportTitleName_yyyymmdd_HHMMSS.pdf</i></p>

Field	Description
Destination	<p>Choose your destination type (File or Email or Sftp). Enter the applicable file location or the email address. You can also store the scheduled reports in the destination SFTP server. To configure the SFTTP server, go to <b>Administration &gt; System &gt; System Settings</b>, then choose <b>General &gt; Reports</b>, and enter the required details in the <b>External Server Settings</b> field.</p> <p>If you checked the <b>Create reports in current and each sub Virtual Domains</b> check box, the <i>Email to default Contact in each Virtual Domain radio button appears instead of the Email radio button</i>. You can click the <b>View Contacts</b> link to view the email IDs for the various virtual domains.</p> <p>To set the mail server setup for emails, choose <b>Administration &gt; Settings &gt; System Settings</b>, then choose <b>Mail Server Configuration</b> from the left sidebar menu to open the Mail Server Configuration page. Enter the SMTP and other required information.</p> <p>If an email address is not specified for a subVirtual Domain then the email address of the current Virtual Domain is used if it is specified for the current Virtual Domain.</p>
Start Date/Time	<p>Enter a date in the provided text box or click the calendar icon to open a calendar from which you can choose a date. Choose the time from the hours and minutes drop-down lists. The report begins to run on this data and at this time.</p> <p>The time referred to here is the Prime Infrastructure server time and not the local time of the browser.</p> <p><b>Note</b> If you generate a report for older records (e.g. 4 months old) or if the report is generated based on the weekly aggregated table then the generated report will have only one entry per week.</p> <p>If you selected the <b>Create reports in current and each sub Virtual Domains</b> check box then the <b>Use Virtual Domain time zone</b> check box appears. Select this check box if you want to use the time zone of the virtual domain as the time zone of the report. Click the <b>View time zones</b> link to view the timezones of the various virtual domains.</p>
Recurrence	<p>Select the frequency for the report to be run from the following options:</p> <ul style="list-style-type: none"> <li>• No Recurrence—The report runs only once (at the time indicated for the Start Date/Time).</li> <li>• Hourly—The report runs on the interval indicated by the number of hours you enter in the Entry text box.</li> <li>• Daily—The report runs on the interval indicated by the number of days you enter in the Every text box.</li> <li>• Weekly—The report runs on the interval indicated by the number of weeks you enter in the Every text box and on the days specified by the selected check boxes.</li> <li>• Monthly—The report runs on the interval indicated by the number of months you enter in the Every text box.</li> </ul>

## Report Launch Pad > Report Type > New Customize

Table 2: Report Launch Pad > Report Type New Customize Field Descriptions

Field	Description
Custom Report Name	Choose the report you intend to customize from the drop-down list.  <b>Note</b> The Available data fields and Data fields to include column heading selections might change depending on the report selected.
Available data fields / Data fields to include	Use the <b>Add</b> and <b>Remove</b> buttons to move the highlighted fields between the <b>Available data fields</b> and <b>Data fields to include</b> columns.  Fields that appear in blue font in the <b>Data fields to include</b> column are mandatory fields for the report selected in the Custom Report Name field.
Change order buttons	Use the <b>Move Up</b> and <b>Move Down</b> buttons to determine the order of the columns in the results table. The higher the column heading appears in the Selected Columns list, the farther left it appears in the results table.
Data field sorting	Indicate your sorting preference (Ascending or Descending). Determine how the report data is sorted.  You can select four data fields for which you can specify sorting order. Use the Sort by and Then by drop-down lists to choose each data field for sorting.  For each sorted data field, choose whether you want it sorted in Ascending or Descending order.  Only reports in table form (rather than graphs or combined) can be sorted. Only fields that can be sorted appear in the Data field sorting drop-down lists.  The Sortable fields displayed in the Create Custom Report page list all sortable fields irrespective of the data fields that are in the Data fields to include pane. The report is sorted based on the data field selected even if that column is not displayed in the report.

## Scheduled Run Results

The following table describes the fields on the **Reports > Scheduled Run Results** page.

Table 3: Scheduled Run Results Field Descriptions

Field	Description
Report Category	Choose the appropriate report category from the drop-down list or choose <b>All</b> .
Report Type	Choose the appropriate report type from the drop-down list or choose <b>All</b> . The report Type selections change depending on the selected report category.
From / To	Type the report start (From) and end (To) dates in the text boxes or click the calendar icons to select the start and end dates.

Field	Description
Report Generation Method	Choose one of the report generation method from the following options: <ul style="list-style-type: none"> <li>• Scheduled</li> <li>• On-demand Export</li> <li>• On-demand Email</li> </ul>

## Saved Report Templates

The following table describes the fields on the **Reports > Saved Report Templates** page.

**Table 4: Saved Report Templates Field Descriptions**

Field	Description
Report Category	Choose the appropriate report category from the drop-down list or choose <b>All</b> .
Report Type	Choose the appropriate report type from the drop-down list or choose <b>All</b> . The report Type selections change depending on the selected report category.
Scheduled	Choose <b>All</b> , <b>Enabled</b> , <b>Disabled</b> , or <b>Expired</b> to filter the Saved Report Templates list by scheduled status.

