CHAPTER 7

Generating Reports

You can perform all your reporting related tasks from a single location—The Reports tab (**Resource Manager Essentials > Reports**).

These tasks are:

- Running reports, both system-defined or user defined, and graphs. See Using the Reports Generator.
- Creating and managing custom reports across applications such as Syslog and Inventory. See Defining Custom Report Templates.
- Managing report jobs. You can view the output for completed jobs, abort or delete jobs, etc. See Using the Report Job Browser.
- Managing report archives. You can view an archived report. A report is archived when a scheduled report job is completed successfully. See Viewing Archived Reports.
- Performing administrative tasks. You can do administrative operations on reports such as:
  - Purging Reports Jobs and Archived Reports.
  - Setting the Reports Archive Default Directory
  - Changing the Data Source for PSIRT/EOS/EOL Reports

Note You can select the log level settings for the Reports application using the feature Application Log Level Settings (**Resource Manager Essentials > Admin > System Preferences > Loglevel Settings**).

For the new features in this release, see What's New in this Release.

Using the Report Job Browser

You can manage report jobs using the Reports job browser. You can also view the output of completed jobs, stop running jobs or delete jobs if required.

Note View the Permission Report (**Common Services > Server > Reports**) to check whether you have the required privileges to perform this task.

To open the Reports Job Browser, select **Resource Manager Essentials > Reports > Report Jobs**.

The Reports Job Browser dialog box appears with a detailed list of all scheduled report jobs.

The columns in the Reports Job Browser dialog box are:

Column	Description
Job ID	Unique ID assigned to the job by the system, when the job is created. For periodic jobs such as Daily, Weekly, etc., the job IDs are in the number.x format. The x represents the number of instances of the job. For example, 1001.3 indicates that this is the third instance of the job ID 1001.
Job Type	Reporting application—Audit Trail, Bug Toolkit, Change Audit, Contract Connection, Inventory, Syslog, etc.
Report Type	Name of the report.
Status	Status of the scheduled job—Scheduled, Success, Failed, Running, and Cancelled.
Description	Description of the job provided by the job creator. (Alphanumeric characters).
Owner	Username of the job creator.
Scheduled at	Date and time the job was scheduled at.
Completed at	Date and time the job was completed at.
Schedule Type	Specifies the type of schedule for the job: • 6 - hourly—Runs the report every 6 hours, starting from the specified time. • 12 - hourly—Runs the report every 12 hours, starting from the specified time. • Once—Runs the report once at the specified date and time. • Daily—Runs daily at the specified time. • Weekly—Runs weekly on the day of the week and at the specified time. • Monthly—Runs monthly on the day of the month and at the specified time. For periodic jobs, the subsequent instances of jobs will run only after the earlier instance of the job is complete. For example, if you have scheduled a daily job at 10:00 a.m. on November 1, the next instance of this job will run at 10:00 a.m. on November 2, only if the earlier instance of the November 1 job has completed. If the 10.00 a.m. November 1 job has not completed before 10:00 a.m. November 2, then the next job will start only at 10:00 a.m. on November 3. Report jobs with the Schedule Type Immediate are not displayed in the Reports Job Browser. They are displayed immediately after they are created in separate browser.

Using the Filter by field in the Report Job Browser, you can filter the jobs displayed in the browser.

You can filter the jobs using any of the following criteria and clicking **Filter**:

Filter Criteria	Description
All	Displays all jobs in the job browser
Job ID	Enter the whole or the first part of the Job IDs that you want to display.
Job Type	Select any one of the following from Job Type • Syslog • Bug Toolkit • Inventory • Change Audit • Contract Connection
Report Type	Enter the report name.
Status	Select any one of the following from Status: • Schedule • Successful • Failed • Cancelled • Running
Description	Enter the first few letters or the complete description.
Owner	Enter the user ID or the beginning of the user ID.
Schedule Type	Select any one of the following from Schedule Type • Once • 6- Hourly • 12-Hourly • Daily • Weekly • Monthly

You can perform the following tasks on the reports displayed in the Job Browser:

- View the report output—Select a successfully completed job and click **Show Output**. If you select more than one job, the Show Output button will be disabled.
- Stop a running job—Select the job and click **Stop**. You are prompted for a confirmation before the job is stopped. You can select more than one job to stop.
- Delete a job—Select the job and click **Delete**. You are prompted for a confirmation before the job is deleted. You can select more than one job to delete.

Refresh (Icon)	Click on this icon to refresh the Reports Job Browser.

Using the Reports Generator

Using the Report Generator of RME, you can generate various reports for these RME applications:

- Audit Trail
- BugToolkit
- Change Audit
- Contract Connection
- Device Credential
- Inventory
- Syslog

You can generate 24-hour reports that show data for the past 24 hours, from the scheduled time of the report.

Successfully generated reports are stored in the Archives. You can access the reports archives by selecting **Resource Manager Essentials >Reports > Report Archives** (see Viewing Archived Reports.)

Note View the Permission Report (**Common Services > Server > Reports**) to check whether you have the required privileges to perform this task.

To use the Report Generator:

Step 1 Select **Resource Manager Essentials > Reports > Report Generator**.

The RME Reports dialog box appears, in the Report Generator page.

Step 2 Go to the first drop-down list box and select the application for which you want to generate a report.

Step 3 Select a Report. (This selection will not be available if you do not select an application before selecting a Report.)

The RME Reports dialog box appears for the selected report.

Step 4 Select either:

- **Device Selector**, to schedule report generation for static set of devices.

Or

- **Group Selector**, to schedule report generation for dynamic group of devices.

The report is scheduled only for the devices that are present in the selected group at the time of report generation. The customizable group selector for reports evaluates static groups also as dynamic during run time.

The RME Reports dialog box appears for the selected report. For details of how to enter information, see the respective chapters or sections in the User Guide.

To generate:

- Syslog Reports, see the topic Overview: Syslog Analyzer Reports in the section Enabling and Tracking Syslogs Using Syslog Analyzer and Collector.
- Audit Trail Report, see the topic Generating a Standard Audit Trail Report, in the section Tracking RME Server Changes Using Audit Trail.
- BugToolkit Report, see Checking Bug Status Using Bug Toolkit.
- Change Audit Reports, see the topic Tracking Network Changes Using Change Audit, in the section Tracking Network Changes Using Change Audit.
- Inventory Reports, see the topic Generating Inventory Reports in the section Managing Inventory Collection and Polling Using Inventory.
- Contract Connection Reports, see the topic Accessing and Using Contract Connection, in the section Working With Contract Connection.
- Device Credential Reports, see the topic Generating Device Credentials Report.

If you want to reset the information that you have entered into the RME Reports dialog box, and bring the default report settings back, click **Reset**.

Step 5 Click **Finish**.

The report is generated.

Defining Custom Report Templates

The Custom Templates option lets you create a custom template, and edit or delete existing custom templates for Syslog and Inventory applications.

When you select **Resource Manager Essentials > Reports > Custom Reports Templates**, a list of all Custom Templates, appears in the dialog box on the Custom Templates page.

The columns in the Custom Templates dialog box are:

Column	Description
Template Name	Name of the template.
Report Type	Syslog report, or Inventory report.
Owner	User who created the template.
Last Modified Time	Date (yyyy-mm-dd) and the time (hh:mm:ss) the report was last modified.

Note View the Permission Report (**Common Services > Server > Reports**) to check if you have the required privileges to perform this task.

Using the Custom Templates dialog box, you can do the following tasks:

Task	Button
Create a custom template (see Creating a Custom Report Template).	Create
Edit a custom template (see Editing a Custom Report Template).	Modify
Delete a custom template (see Deleting a Custom Report Template).	Delete

Creating a Custom Report Template

To create a custom report template:

Step 1 Select **Resource Manager Essentials > Reports > Custom Report Templates**.

The Custom Templates dialog box appears with a list of all templates, see Defining Custom Report Templates.

Step 2 Click **Create**.

The Application Selection dialog box appears.

Step 3 Select the required application—Syslog, or Inventory.

Step 4 Click **Next**.

The dialog box for the selected application appears.

For details see:

- Syslog custom reports—The topic Defining Custom Report Templates in the section Enabling and Tracking Syslogs Using Syslog Analyzer and Collector
- Inventory custom reports—The topic Using Inventory Custom Report Templates in the section Managing Inventory Collection and Polling Using Inventory.

Editing a Custom Report Template

To edit a custom report template:

Step 1 Select **Resource Manager Essentials > Reports > Custom Report Templates**.

The Custom Templates dialog box appears.

Step 2 Select the required custom template and click **Modify**.

The Custom Report Template dialog box for the selected application appears.

Step 3 Make the required modifications.

For details see:

- Syslog custom reports—The topic Defining Custom Report Templates in the section Enabling and Tracking Syslogs Using Syslog Analyzer and Collector
- Inventory custom reports—The topic Using Inventory Custom Report Templates in the section Managing Inventory Collection and Polling Using Inventory.

Step 4 Click **Finish**.

Deleting a Custom Report Template

To delete a custom report template:

Step 1 Select **Resource Manager Essentials > Reports > Custom Report Templates**.

The Custom Templates dialog box appears.

Step 2 Select the required report and click **Delete**.

You are prompted to confirm the deletion. If you confirm the deletion, the custom report template is deleted and does not appear in the Custom Report Template dialog box.

Viewing Archived Reports

The report output that is created from a scheduled report is stored in the reports archive. The archive displays the list for completed report jobs and you can view or delete them.

The archive holds the report output even if the report job does not exist.

Note View the Permission Report (**Common Services > Server > Reports**) to check whether you have the required privileges to perform this task.

To view or delete archived reports:

Step 1 Select **Resource Manager Essentials > Reports > Report Archives**.

The Archives dialog box displays all the archived reports.

The columns in the archives dialog box are:

Column	Description
Report Type	Type of archived report—Syslog Report, Inventory report, Bug Toolkit report, etc.
Description	Description of the report, that was entered at creation time.
Creation Time	Date (yyyy-mm-dd) and the time (hh:mm:ss) the report was created.

Step 2 Select the required report.

Step 3 Click **View**.

The archived report that you selected, appears.

If you want to delete an archived report, select the report and click **Delete**.

You are prompted to confirm the deletion.

In the case of Inventory report jobs, when you delete an Inventory report job from the archive, the published report is not deleted from the stored location.

Using the Filter by field in the Report Job Browser, you can filter the jobs displayed in the browser.

You can filter the jobs using any of the following criteria and clicking **Filter**:

Filter Criteria	Description
All	Displays all jobs in the job browser
Report Type	Enter the report name.
Description	Enter the first few letters or the complete description.
Refresh (Icon)	Click on this icon to refresh the Archives dialog box.

Note Immediate Run Type reports are not archived.

Purging Reports Jobs and Archived Reports

You can enable a background periodic report job to purge report jobs or reports.

By default, purge is disabled. However, you can create jobs to purge archived reports or report jobs.

After you create a purge job, you can:

- Disable it or enable it, using the Disable or Enable buttons.
- Do an immediate purge operation by clicking **Purge Now**.

For more details about these buttons, see the topic Job Purge in the section Setting System-wide Parameters Using System Preferences

Note View the Permission Report (**Common Services > Server > Reports**) to check whether you have the required privileges to perform this task.

To enable the purge option for reports and report jobs:

Step 1 Select **Resource Manager Essentials > Admin > System Preferences > Job Purge**.

The Job Purge dialog box appears. For details about the fields in this dialog box, see the topic Job Purge in the section Setting System-wide Parameters Using System Preferences.

Step 2 In the Application column of the Job Purge dialog box, select either of these options:

- Reports Jobs

  or

- Reports Archive Purge

Step 3 Click **Schedule**.

The Purge Schedule dialog box appears.

The fields in the Purge Schedule dialog box are:

Field	Description
Scheduling	
Run Type	Specifies the type of schedule for the job: • 6 - hourly—Runs the report every 6 hours, starting from the specified time. • 12 - hourly—Runs the report every 12 hours, starting from the specified time. • Daily—Runs daily at the specified time. • Weekly—Runs weekly on the day of the week and at the specified time. • Monthly—Runs monthly on the day of the month and at the specified time. (A month comprises 30 days). For periodic jobs, the subsequent instances of jobs will run only after the earlier instance of the job is complete. For example, if you have scheduled a daily job at 10:00 a.m. on November 1, the next instance of this job will run at 10:00 a.m. on November 2, only if the earlier instance of the November 1 job has completed. If the 10.00 a.m. November 1 job has not completed before 10:00 a.m. November 2, then the next job will start only at 10:00 a.m. on November 3.
Date	**1.** Click on the date picker icon and select the date, month and year. Your selection appears in the Date field in this format: ddMmmyyyy (example: 14 Nov 2004). **2.** Select the time (hh and mm) from the drop-down lists in the **at** fields.
Job Info	
Days	The default setting for purging both archived reports and report jobs is 180 days. That is, reports or report jobs older than 180 days will be purged. You can change value this as required. This is a mandatory field.
Job Description	Based on the option that you selected, one of these default job descriptions appears: • Purge - Reports Archive Purge or • Purge - Reports Jobs

Field	Description
E-mail	Enter e-mail addresses to which the job sends messages at the beginning and at the end of the job. You can enter multiple e-mail addresses, separated by commas. Configure the SMTP server to send e-mails in the View / Edit System Preferences dialog box (Common Services > Server > Admin > System Preferences). We recommend that you configure the CiscoWorks E-mail ID in the View / Edit System Preferences dialog box (Common Services > Server > Admin > System Preferences). When the job starts or completes, an e-mail is sent with the CiscoWorks E-mail ID as the sender's address.
Comments	Enter your comments for the purge job that you are scheduling.

Step 4 Click **Done** to save your changes.

Setting the Reports Archive Default Directory

You can use the Archive Settings window to change the default directory location for reports archival on the RME server.

The default Reports Archive directory is:

On RME Solaris server,

`/var/adm/CSCOpx/files/rme/cri`

On RME Windows server,

NMSROOT`\files\rme\cri`

Where *NMSROOT* is the CiscoWorks installed directory.

The new default directory location specified by you should have the permission for *casuser*:*casusers* in Solaris and *casuser* should have Full Control in Windows.

Note View Permission Report (**Common Services > Server > Reports**) to check if you have the required privileges to perform this task.

The following is the workflow for changing the default directory for reports archive:

Step 1 Go to **Resource Manager Essentials** > **Admin** > **Reports** > **Archive Settings**.

The Archive Settings dialog box appears.

Step 2 Enter the new location in the Archive Location field, or click **Browse** to select a directory on your system.

Step 3 Either click **Apply** to accept the change to directory or click **Cancel** to revert to the previous default directory location.

If you had clicked on **Apply**, a message appears confirming the changes.

Changing the Data Source for PSIRT/EOS/EOL Reports

For more information, see Changing the Data Source for PSIRT/EOS/EOL Reports under Usage of PSIRT End of Sale and End of Life Data to Generate Reports.