

Export Reporting Data in Secure Web Appliance

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Introduction

This document describes the process of backing up the reporting data in Secure Web Appliance (SWA).

Prerequisites

Requirements

Cisco recommends knowledge of these topics:

- Access to the Graphic User Interface (GUI) of SWA.

Components Used

This document is not restricted to specific software and hardware versions.

The information in this document was created from the devices in a specific lab environment. All of the devices used in this document started with a cleared (default) configuration. If your network is live, ensure that you understand the potential impact of any command.

Export Web Tracking

Step 1. From the GUI, Navigate to **Reporting** and choose **Web Tracking**.

Step 2. From the **Time Range** section, choose **Custom Range** and select the desired start and end date.

⚠ Caution: Selecting a long time range can cause high system load or instability on the SWA. If the SWA is currently experiencing high demand, please use smaller time intervals to ensure optimal performance.

Step 3. (Optional) you can define the criteria of the reporting.

Step 4. Click **Search**.

Step 5. When the report is ready, click **Printable Download** and select **CSV** as the file type, to export all available date.

🔍 Tip: You can repeat these steps for older time ranges; for example, by exporting the data on a monthly basis.

The screenshot displays the 'Web Tracking' interface. At the top, there are tabs for 'Proxy Services', 'L4 Traffic Monitor', and 'SOCKS Proxy'. Below these, the 'Search' section contains several input fields: 'Time Range' (set to 'Custom Range...' with a date range of '08 Apr 2026 12:00 through 08 Apr 2026 13:51 (GMT +02:00)'), 'User/Client IPv4 or IPv6', 'Website', and 'Transaction Type' (set to 'All Transactions'). A 'Search' button is located at the bottom right of this section. Below the search section, a 'Printable Download' button is highlighted with a red box and a red circle containing the number '5'. Below this, a 'Printable Download' dialog box is shown with three radio button options: 'PDF - Current Page', 'PDF - Up to 1,000 transactions', and 'CSV - All Data'. The 'CSV - All Data' option is selected and highlighted with a red box and a red circle containing the number '5'. Below the dialog box, there are 'Cancel' and 'Continue' buttons. The 'Results' section below the search section shows 'Generated: 08 Apr 2026 14:09 (GMT +02:00)' and 'Items Displayed 50'. A table header is visible with columns: 'Time (GMT +02:00)', 'Website (count)', 'Display All Details...', 'Disposition', 'Bandwidth', and 'User / Client IP'.

Export Reporting

Step 1. From the GUI, Navigate to **Reporting** and select the the type of the report to export.

Step 2. From the **Time Range** section, choose **Custom Range** and select the desired start and end date.

⚠ Caution: Selecting a long time range can cause high system load or instability on the SWA. If the SWA is currently experiencing high demand, please use smaller time intervals to ensure optimal performance.

Step 3. When the report is ready, click **Export** on the desired section to download the **CSV** file.

🔍 Tip: You can repeat these steps for older time ranges; for example, by exporting the data on a monthly basis.

The screenshot shows the 'Users' reporting interface. At the top, there is a 'Time Range' dropdown menu set to 'Custom Range...'. Below this, there are two charts: 'Top Users: Transactions Blocked' and 'Top Users: Bandwidth Used'. The 'Transactions Blocked' chart shows 'test1' with 541 transactions and 'user1' with 68 transactions. The 'Bandwidth Used' chart shows 'test1' with 2.8MB. Below the charts is a table with columns: User ID or Client IP, Bandwidth Used, Time Spent, Transactions Completed, Transactions Blocked, and Total Transactions. The table data is as follows:

User ID or Client IP	Bandwidth Used	Time Spent	Transactions Completed	Transactions Blocked	Total Transactions
test1	2.8MB	01:42	149	541	690
user1	0B	00:34	0	68	68
Totals (all available data):	2.8MB	02:16	149	609	758

Annotations in the image include a red circle '2' pointing to the 'Time Range' dropdown, and a red circle '3' pointing to the 'Export...' buttons on the charts and table.

Image - Export Reporting

Export Automatic Reports

Step 1. From the GUI, Navigate to **Reporting** and select **Archived Reports**.

Step 2. Click on the name of the each reports to download the related reporting data.

 **Tip:** The **Scheduled Reports** and **Archived Reports** both are stored in the **Archived Reports** section.

Archived Reports

Available Reports Show: All reports

Generate Report Now...

Report Title	Type	Format	Time Range	Generated on	All
Users - Scheduled Report	Users	CSV	Calendar Month	08 Apr 2026 14:15 (GMT +02:00)	<input type="checkbox"/>
Web Sites - Archive reports	Web Sites	CSV	Calendar Week	08 Apr 2026 14:03 (GMT +02:00)	<input type="checkbox"/>

Delete




Image - Archive Reports

Related Information

- [User Guide for AsyncOS 15.2 for Cisco Secure Web Appliance](#)
- [Use Secure Web Appliance Best Practices](#)
- [Configure Backup in Secure Web Appliance](#)