



CHAPTER 4

Managing Report Instances

The Cisco Service Control Application Reporter (SCA Reporter) installation includes report templates for a wide variety of reports, such as:

- Global, per package, or per subscriber hourly or daily usage volume per service
- Top server/clients/protocols/web hosts/e-mail senders/newsgroups
- Top P2P consumers/uploaders/downloaders/protocols
- Global, package, or subscriber bandwidth per service

Each report instance is based on a report template. You can create, select, duplicate, and delete report instances in the Templates view of the SCA Reporter. You can add frequently used reports to the Favorites view. When you select a report instance, its properties are displayed in the Properties view; you can specify values for the various report properties. For example, if you want to see global bandwidth per service, you can create a new report instance from the Templates view. The Properties view allows you to specify the desired service(s), traffic direction, and time frame (either start/end time or previous number of hours).

The exact procedure for defining a report instance depends on the report template selected. The example in this chapter is intended as a general guide to the process of creating and defining a new report instance.

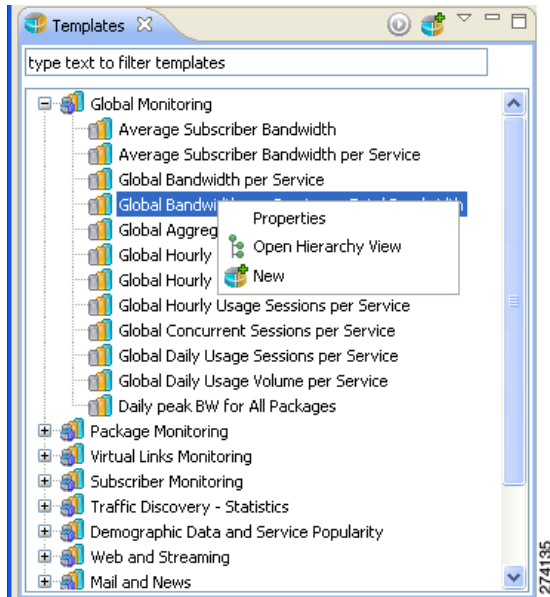
- [How to Create a New Report Instance, page 4-1](#)
- [How to Modify an Existing Report Instance, page 4-5](#)
- [How to Configure the Properties of a Report Instance, page 4-5](#)
- [How to Duplicate an Existing Report Instance, page 4-6](#)
- [How to Rename an Existing Report Instance, page 4-7](#)
- [How to Delete a Report Instance, page 4-7](#)

How to Create a New Report Instance

Step 1 Do one of the following:

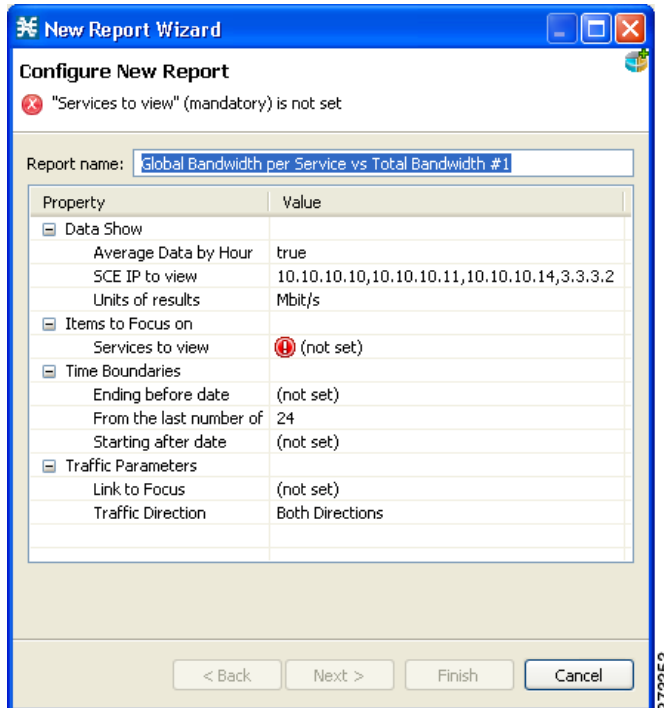
- In the Templates view, right-click a report instance (for example, **Global Monitoring > Global Bandwidth per Service vs Total Bandwidth**).
- In the Templates view, right-click a report instance

A popup menu appears.

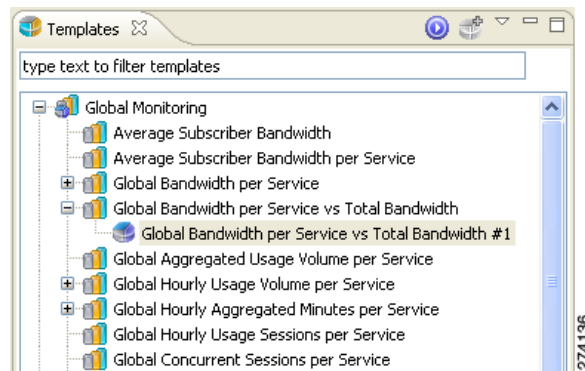


Step 2 From the menu, select **New**.

The New Report Wizard appears.



A report instance is added below the report template.

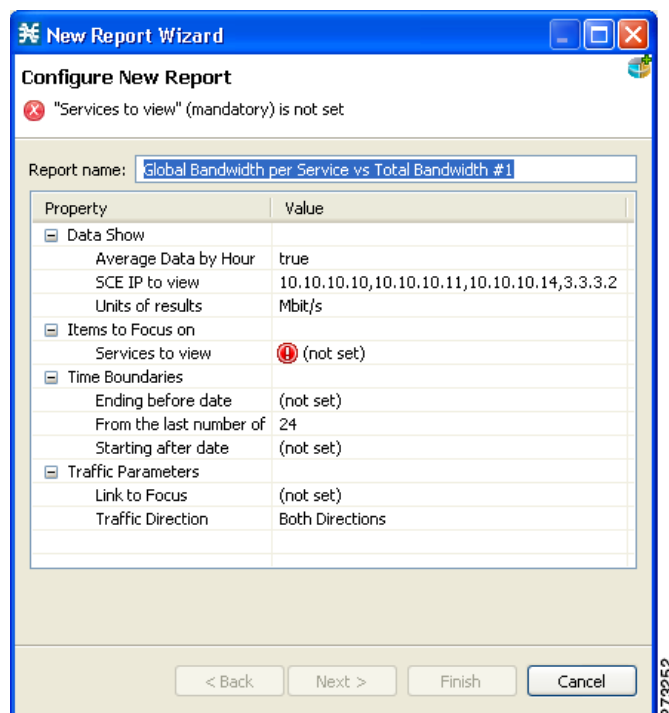


The report instance has the name **Global Bandwidth per Service vs Total Bandwidth #1**. (If you create another report instance from this report template, it will be named **Global Bandwidth per Service vs Total Bandwidth #2**, and so on. You can optionally rename report instances by entering a name in the **Report name** field.)

Step 3 Configure the report instance properties.

If any property has the value  (**not set**), you must assign it a value.

Step 4 Click **Next**.



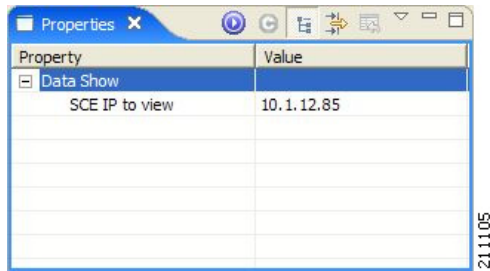
Step 5 (Optional) Uncheck **Execute the new report**.


Step 6 (Optional) Uncheck **Add the new report to Favorites**.

Step 7 Click **Finish**.

A report instance is added below the report template.

The Properties view opens in the bottom right of the SCA Reporter window, displaying the basic report instance properties.



You can display all report instance properties by clicking  (**Show Advanced Properties**).

Reports View Toolbar

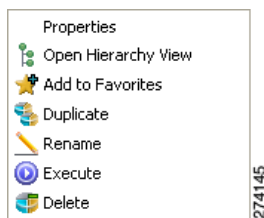
Once a report is created, several actions can be performed on the active report using the Reports view toolbar.

For a description of the available actions, see [Information About Report Actions, page 5-1](#).

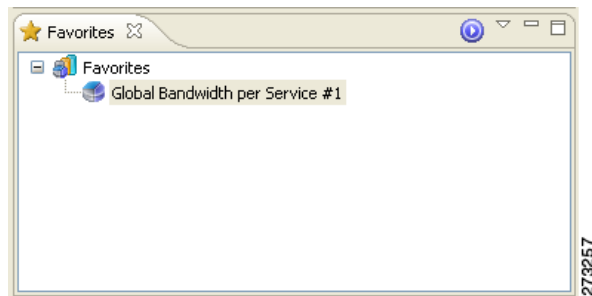
How to Add a Report Instance to Favorites

If you have a report instance that you generate frequently, you can add it to the Favorites view where you can quickly access, rename, and delete the instance as well as generate reports.

- Step 1** In the Templates view, right-click a report instance.
A popup menu appears.



- Step 2** From the menu, select **Add to Favorites**.
The report instance is added to the Favorites View.






How to Modify an Existing Report Instance

- Step 1** Select a report instance.
- Do one of the following:
- Select an existing report view and, from the drop-down menu above the view, select **Go to report**.
 - Select a report instance from the Templates view.
 - Select a report instance from the Favorites view.
- The Properties view displays the report instance properties.
- Step 2** Edit a property by clicking on the row of the property and making changes.
- The change is saved. The new value is used the next time the report instance is executed.

How to Configure the Properties of a Report Instance


The following is an example of assigning values to report instance properties.

- Step 1** In the Templates view or Favorites view, choose (or create) a report instance.
- The report instance is selected in the Templates view, and the Properties view displays the report instance properties.
-  **Note** If the property that you wish to modify is not displayed, click  (**Show Advanced Properties**).
- Step 2** Click in the **Traffic Direction** property row and then click the  icon that appears.
- A drop-down menu of property values appears, for example:

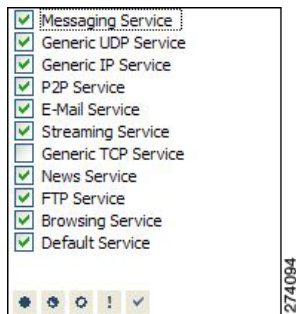


If there are less than five items in the list, a drop-down menu opens. If there are five or more items, a list box opens

Step 3 Select a value.

Step 4 Click in the **Services to View** property row and then click the  icon that appears.

A checklist of property values appears.



Step 5 Check the services you want to view.

Step 6 Click  (OK).

Step 7 Click in the **Ending Before Date** property row and then click the  icon that appears.

A choose date and time dialog box appears.



Step 8 Select a date and time and click **OK**.

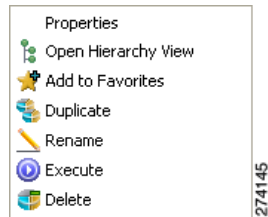
Step 9 Click  (**Execute**).

The report is generated with the configured values.

How to Duplicate an Existing Report Instance

Duplicating an existing report instance is a useful way to create a new report instance similar to an existing report instance. It is faster to duplicate a report instance and then modify the duplicate, rather than to define the new report instance from scratch.

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- Step 1** In the Templates view, right-click a report instance.
A popup menu appears.

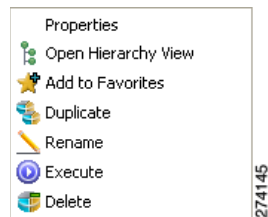


- Step 2** From the menu, select **Duplicate**.
The report instance is duplicated.
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How to Rename an Existing Report Instance

You can rename an existing report instance. This is useful when the same report is generated on a regular basis. You can include the date or other identifying information in the name of the report.

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- Step 1** In the Templates view or Favorites view, right-click a report instance.
A popup menu appears.

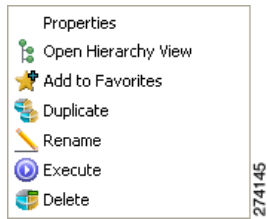


- Step 2** From the menu, select **Rename**.
The report instance is highlighted and you can edit its name.
- Step 3** Enter a new name and press **Enter**.
The report instance is renamed and listed with the new name.
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How to Delete a Report Instance

You can delete report instances.

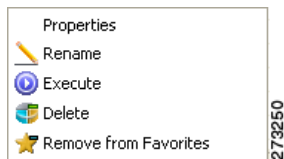
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- Step 1** In the Templates view or Favorites view, right-click a report instance (or select several instances, by holding down the **Ctrl** key while selecting the report instances, and then right-click).
A popup menu appears.



- Step 2** From the menu, select **Delete**.
The selected report instances are deleted.

How to Remove a Report Instance from Favorites

- Step 1** In the Favorites view, right-click a report instance.
A popup menu appears.



- Step 2** From the menu, select **Remove from Favorites**.
The report instance is removed from the Favorites view.