Schedule Reports

Use Cisco DNA Center platform to sample and schedule reports. For details, see the Cisco DNA Center Platform User Guide.

Work with Data and Reports

The Data and Reports feature supports the following use cases:

- Capacity planning: Understanding how devices within your network are being utilized.

- Change of pattern: Tracking how usage pattern trends change on the network. Usage pattern trends may include clients, devices, bands, or applications.

- Operational reporting: Reviewing reports about network operations, such as upgrade completions or provisioning failures.

- Network health: Determining the overall health of your network through reports.

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Note   New use cases for Data and Reports will be added in future releases. Review future Cisco DNA Center platform release notes for information.

Sample and Schedule Reports

Perform this procedure to configure specialized data reports about your network. You can configure data reports using the **Data and Reports** window in the Cisco DNA Center GUI.

Before you begin

- Run a successful **Discovery** job in Cisco DNA Center to configure and schedule reports about device and network data. You can check whether a **Discovery** job is successful in **Device Inventory**. From the **Home** page, choose **Provision** > **Device Inventory** > **Inventory** to view discovery results.

Step 1   Review the **Catalog** window.

The **Catalog** window displays supported reporting categories called catalogs items. Each catalog item is represented by a tile and contain links to both a sample report and to configure (schedule) a report.

Step 2   Determine which catalog item you wish to create a report about in the **Catalog** window.

Step 3   In the catalog item tile, click **Sample** to view a sample report.

A **Preview** window appears for the sample report. Use the side bar in the window to scroll down and review the entire sample report. The following data is presented:

- Applied filters (data filters that were used to build the report).

- Data metrics and summaries

- Graphical representation of the data (including line, bar, and pie graphs).

- Tables that assist you in analyzing the data.

Note   You can use the sample report in the **Preview** window to plan how you want your report to look.

Step 4   Click **X** to close the preview.

Step 5   In the catalog item tile, click **Schedule** to configure parameters to build a report.

The **Schedule** window opens where you can select a format type for the report, apply data filters for your reports, as well as set up schedules for the actual report generation.

Step 6   In the **Schedule** window, configure the parameters to build your report.

The **Schedule** window is divided into the following fields:

- **Format**: Accept the default report name or create a new one, choose the data type (if there is more than one option for data type), and choose the file type (if there is more than one option for file type).

- **Filters**: Choose the filters for your the data in your report.

- **Schedule**: Choose the date and time for the report generation.

- **Send to**: Enter an email address to send an email with a link for downloading the report.

Step 7   In the **Report Name** field, accept the default report name or enter a new one.

Step 8   In the **Type** field, click a data type.

For SWIM and Inventory reports, there will not be a data type choice. **All Data** is the default. For Executive Summary, there will not be a data choice. **Executive Summary** is the default.

Note   Date and time values in Executive Summary reports are based on the Universal Coordinated Time (UTC) standard.

For Client reports, you can select one of the following:

- **Client Summary**

- **Top N Summary**

- **Client Detail**

Step 9   In the **File Type** field, choose a file type for the complete report.

Depending upon the report that you are creating, the following **File Type** options may be available:

- **PDF**

- **CSV**

- **Tableau Data Extract**

- **JSON**

For the **CSV**, **JSON**, and **Tableau Data Extract** file types, a **Fields** option will display that permits you to select attributes (additional fields) for the CSV, JSON, and Tableau Data Extract results.

Step 10   (Optional) Choose the attribute (fields) for the report.

Note   For SWIM data and reports, you can select specific fields for both the **CSV** and **Tableau Data Extract** file types. For Client data and reports, you can select **Client Detail** and then select specific fields for the **CSV**, **Tableau Data Extract**, and **JSON** file types. For Inventory data and reports, you can select specific fields for both the **CSV** and **Tableau Data Extract** file types.

Step 11   If required, choose the **Data Filters** for your report.

The **Data Filters** vary depending upon the type of report you are configuring. For example, the SWIM data filters consist of **Location**, **Device Family**, and **Device Role**. In contrast, the Executive Summary data filters are specific time ranges (with an additional **Custom** time range option).

Step 12   In the **Schedule** field, configure a schedule for the report.

The following **Schedule** options are available:

- **Schedule Now**

- **Schedule for Later**

- **Reoccurring Schedule**

Step 13   Enter an email address in the **Send to** field to send out email notifications for the report.

Cisco DNA Center will send out the following email notifications for the report:

- Report is in the queue waiting to be processed.

- Report processing is in progress.

- Report has successfully been compiled and is completed.

The email notification of a successfully compiled report will have a link back to itself and the **My Downloads** page under **Data and Reports**. You can view and download the report from this link and location.

Note   You must have the appropriate Cisco DNA Center user permissions to view and download the report from the email.

Step 14   Click the **Schedule** button.

The **My Downloads** window opens with instance details of the report that was scheduled.

What to do next

Proceed to review your report instance in **My Downloads** window.

Note You can download, review, edit, duplicate, or delete the report in the **My Downloads** window.

Review My Downloads

Perform this procedure to download, review, edit, duplicate, or delete a previously generated report.

Before you begin

- Run a successful **Discovery** job in Cisco DNA Center to configure and schedule reports about device and network data. You can check whether a **Discovery** job is successful in **Device Inventory**. From the **Home** page, click **Provision** > **Device Inventory** > **Inventory** to view discovery results.

- Create a report using the **Schedule** functionality in the **Catalog**.

Step 1 Click the **My Downloads** tab.

The following information is displayed:

- **Name**: Name of the report.

  If you did not give the report a name, then a default name is given to the report that contains the report type with the date and time of the report.

- **Report Type**: Type of report based upon the catalog options (Client, Executive Summary, SWIM, or Inventory).

- **File Type**: File format type, for example a PDF or CSV file format.

- **Schedule**: Description of the schedule that generated the report.

- **Last Execution Status**: Displays report execution status and details. The following report execution status types may be displayed:

  - **Not Initiated**: Report scheduled but not yet started.

  - **In Queue**: Report scheduled and in the processing queue to be executed.

  - **In Progress**: Report currently being executed.

  - **Completed**: Report execution completed.

    Clicking on the icon (downward pointing arrow) next to **Completed** downloads the last generated report.

  - **Expired**: Report expired and no longer available in Cisco DNA Center.

  - **Error**: Report execution failed.

- **Reports**: Number of reports up to a total of 7.

Hover (mouse) over the displayed report number and **View Report List** appears. Click **View Report List** to display a reports dialog box. The reports dialog box lists all of the report executions, their status (**Not Initiated**, **In Queue**, **In Progress**, **Completed**, **Expired**, and **Error**) and a **Download** button to download a copy. Clicking **Error** displays any errors and warnings for the report execution.

Important Cisco DNA Center platform retains a total of 7 reports. Specifically, Cisco DNA Center platform retains the last 7 reports executed, as well as the last 7 reports executed over the last 7 days (week). For example, if you run 8 reports in a single day, Cisco DNA Center platform will only retain the last 7 reports. If you schedule 1 report for each day, then Cisco DNA Center platform will only keep the most recent 7 reports over the last 7 days (week). You can also export the reports in their various formats from the Cisco DNA Center platform and archive them to a safe location.

- **Actions**: List of tasks you can perform with the reports.

You can adjust the downloads that are displayed in the GUI by clicking the **Filter** icon and using the filter, or entering a keyword in the **Find** field.

Step 2 Click **Actions** to perform one or more of the following tasks:

- **View Config**: Opens a window where the configured parameters for the report are displayed (including the schedule). You can review the configured report parameters in this window. You cannot make any changes to the report configuration in this window. This is a read-only view. If you need to edit the configuration, then click **Actions** > **Edit**. You can both view and edit a report configuration by clicking **Edit**.

- **Edit**: Opens a window where configured parameters for the report are displayed (including the schedule). You can review the parameters and also edit them in this window. Click **Update Schedule** after making any edits to the report.

  Important Once you edit and update the report configuration, any future report executions will reflect this new configuration. This is important if reports are being generated on a reoccurring schedule. Additionally, if you edit and update a report configuration, all the previous reports in Cisco DNA Center platform will be deleted. The GUI will display a warning about the deletion when clicking the **Update Schedule** button in the window. You do not have to make any edits in the configuration to click the **Update Schedule** button and delete all previous reports.

- **Duplicate**: Opens the **Schedule** window where you can either view or configure the parameters for the report. Click **Schedule** to generate the report again.

  Note If you want to create a new report based upon an existing report and its configuration, then use the **Duplicate** option and make changes to the configuration. This will permit you to create a new report similar to the existing one, while retaining the existing report and its configuration. If you want to discard the existing report and completely replace it with a new report, then use the **Edit** option as described above.

- **Run Now**: Starts the process to execute the report. A success message appears after a successful report execution.

  Note If you try to execute a report and there are 7 previous reports, then the GUI displays a warning that only the last 7 reports are saved. You use the **Run Now** option when you need to generate a report outside of an existing schedule for the reports.

- **Delete**: Deletes the report. You are prompted to confirm this action before the report is deleted.

Review My Downloads