Managing Reports

Cisco Prime Infrastructure reporting is necessary to monitor the system and network health as well as troubleshoot problems. A number of reports can be generated to run on an immediate or a scheduled basis. Each report type has a number of user-defined criteria to aid in defining the reports. The reports can be formatted as a summary, tabular, or combined (tabular and graphical) layout. After they have been defined, the reports can be saved for future diagnostic use or scheduled to run on a regular basis.

Reports are saved in these formats:

- CSV: The standard format. Whenever any CSV report exceeds 15,000 records, Prime Infrastructure creates a ZIP file and stores all the CSV files for that report in the ZIP file.

- PDF: These reports are either saved to a file on Prime Infrastructure to be downloaded later or emailed to a specific email address.

Reports include:

- Current—Provides a snapshot of data that is not time-dependent.

- Historical—Retrieves data from the device periodically and stores it in the Prime Infrastructure database.

- Trend—Generates a report using aggregated data. Data can be periodically collected from devices and a schedule can be established for report generation.

With Prime Infrastructure, you also have the ability to export any report that you can view, sort reports into logical groups, and archive for long-term storage.

The Reports menu provides access to all Prime Infrastructure reports as well as currently saved and scheduled reports. It includes:

- Report Launch Pad—The hub for all Prime Infrastructure reports. From this page, you can access specific types of reports and create new reports (see Managing Reports).

- Reports Run Results—Allows you to access and manage all currently scheduled runs in Prime Infrastructure, and to access and manage on-demand exports as well as emailed reports (see Managing Scheduled Reports).

- Saved Report Templates—Allows you to access and manage all currently saved report templates in Prime Infrastructure (see Managing Saved Report Templates).

For information about the report field descriptions, see the Field Reference for Cisco Prime Infrastructure Reports.

Managing Reports

The Report Launch Pad provides access to all Prime Infrastructure reports from a single page. From this page, you can create and save new reports, view current reports, open specific types of reports, schedule a report to run later, and customize the results of a report.

Tip   To see more report details, rest your cursor over the tool tip next to the report type.

Creating, Scheduling, and Running a New Report

To create, schedule, and run a new report:

Step 1   Choose **Reports > Report Launch Pad**.

Step 2   Choose a category from the left sidebar menu to see the report types for each report category, select the check box for the appropriate report in the main area of the Report Launch Pad, then click **New**.

Step 3   In the Report Details page, complete the fields as described in the **Report Launch Pad > Report Type > New** section in the Field Reference for Cisco Prime Infrastructure Reports. Parameters shown in the Report Details will vary with the report type. With some reports, you will need to customize the report results. See Customizing Report Results.

Step 4   If you plan to run this report later or as a recurring report, enter Schedule parameters as described in the **Report Launch Pad > Report Type > New** section in the Field Reference for Cisco Prime Infrastructure Reports.

Step 5   To run the report, choose one of the following options:

- Run—Click to run the report without saving the report setup.

- Save—Click to save this report setup without immediately running the report. If you have entered Schedule parameters, the report runs automatically at the scheduled date and time.

- Run and Save—Click to save this report setup and run the report immediately.

- Save and Export—Click to save the report, run it, and export the results to a file. You will be prompted to:

    - Select the exported report's file format (CSV or PDF).

    - Choose whether to send an email when the report has been generated. If you choose this option, you must enter the destination email address and the email subject line content, and choose whether you want the exported file included as an attachment to the email.

    When you are finished, click **OK**.

- Save and Email—Click to save the report, run it, export the results as a file, and email the file. You will be prompted to:

    - Select the exported report file format

    - Enter the destination email address and the email subject line content

    When you are finished, click **OK**.

- Cancel—Click to return to the previous page without running or saving this report.

If a report has been saved for a specific report type, you can access the current reports from the Report Launch Pad.

> **Note** You cannot change or update generated reports for all subdomains at the same time. You can open and change the reports individually through their respective subdomains. To update all reports, delete the reports created on subdomains and regenerate virtual domain reports with the changes.

Customizing Report Results

Many reports allow you to customize their results, so that you can include exclude different types of information. If the report you are creating permits this, it will display a **Customize** button. You can click this button to access the Create Custom Report page and customize the report results.

Customizing report results is sometimes required. For example, adding Flexible NetFlow (FNF) Extension parameters to the Traffic Analysis, Application, or Voice Video Data monitoring template makes those parameters part of your Prime Infrastructure monitoring setup. However, this does not mean that the collected FNF extension monitoring data will automatically appear in the corresponding Conversations reports for Core, Application Response Time (ART), and RTP performance. To ensure that FNF data is included in Conversations reports, you must add the FNF parameters to the "Data fields to include" column using the Create Custom Report page. See Customizing page in Field Reference for Cisco Prime Infrastructure Reports.

To customize report results:

Step 1   Choose **Reports > Report Launch Pad**.

Step 2   Click the Report Title link for the appropriate report.

Step 3   In the Report Details page, click **Customize**.

Step 4   On the Create Custom Report page, complete the required information, then click **Apply** to confirm the changes.

> **Note** The changes made in the Create Custom Report page are not saved until you click **Save** in the Report Details page.

Managing Scheduled Reports

To view all scheduled reports in Prime Infrastructure, choose **Reports > Reports Run Results**.

> **Note** The scheduled report tasks are not visible outside the Virtual Domain they run in. The results of the scheduled report tasks are visible in the Reports Run Results page of the respective domains.

The list of scheduled runs can be sorted by report category, report type, time frame, and report generation method. For information about the fields on this page, see the Scheduled Run Results page in the Field Reference for Cisco Prime Infrastructure Reports.

Managing Saved Report Templates

Saved report templates are available at **Reports > Saved Report Templates**. From the Saved Report Templates page, you can create report templates and manage saved report templates. You can also enable, disable, delete, or run saved reports, and you can filter and sort report templates by category, type, and status. For information about the fields on the Saved Report Templates page, and about filtering saved report templates, see the Field Reference for Cisco Prime Infrastructure Reports.

The Saved Report Templates page displays the following information:

- Report Title—Identifies the user-assigned report name.

> **Note**   Click the report title to view the details for this report.

- Report Type—Identifies the specific report type.
- Scheduled—Indicates whether this report is enabled or disabled.
- Virtual Domain—Identifies the name of the virtual domain under which this report is scheduled.
- Run Now—Click the **Run** icon to immediately run the current report.

> **Note**   When you run any domain based report for a sub virtual domain, the report displays all of the device attributes that are mapped to the virtual domain where you are currently logged-in.

Prime Infrastructure Reports

The report shows hourly, daily or weekly data depending on a Data retention period configured by choosing **Administration > Settings > System Settings > Data Retention**. The data is retrieved from the database based on the following conditions:

If the period is:

1. Up to last 1 day, the data is fetched from raw table.
2. From last 2 days to 4 weeks, the data is fetched from a hourly aggregated table.
3. From previous month calendar to last 12 week, the data is fetched from daily aggregated table.
4. From last 6 months to last 1 year, the data is fetched from a weekly aggregated table.

For detailed information about Prime Infrastructure reports, see the Field Reference for Cisco Prime Infrastructure Reports.