



Managing Reports

Cisco Prime Infrastructure reporting is necessary to monitor the system and network health as well as troubleshoot network problems. A number of reports can be generated to run on an immediate or a scheduled basis. Reports can also be combined to form composite reports. 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.

Report categories are:

- **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.
- **Top N**—Generates reports based on top utilization.

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, which 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.
- **Scheduled 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.
- **Saved Report Templates**—Allows you to access and manage all currently saved report templates in Prime Infrastructure.

For information about the report field descriptions, See “Field Reference for Cisco Prime Infrastructure Reports” in Related Topics.

Related Topics

- [Generating Reports](#)

Text Part Number:

- [About Scheduled Reports](#)
- [About Saved Report Templates](#)
- [Prime Infrastructure Report Data Retention Periods](#)
- [Field Reference for Cisco Prime Infrastructure Reports](#)

Generating Reports

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

To see more report details, hover the cursor over the tool tip next to the report type.

Related Topics

- [Managing Reports](#)
- [Creating, Scheduling, and Running a New Report](#)
- [Combining Reports](#)
- [Customizing Report Results](#)
- [About Scheduled Reports](#)
- [About Saved Report Templates](#)
- [Prime Infrastructure Report Data Retention Periods](#)

Creating, Scheduling, and Running a New Report

To create, schedule, and run a new report:

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- 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, click **New** corresponding to the appropriate report in the main area of the Report Launch Pad.
 - Step 3** In the Report Details page, complete the fields as described in the **Report Launch Pad > Report Type > New** section. See “Field Reference for Cisco Prime Infrastructure Reports” in Related topics. The parameters shown in the Report Details will vary with the report type. With some reports, you will need to customize the 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. See “Field Reference for Cisco Prime Infrastructure Reports” in Related topics.
 - Step 5** To run the report, choose one of the following options:
 - **Run**—Click to run the report without saving the report setup.



Note

By default, the ‘Run’ button is disabled in the Unique Clients and Users Summary report. You can schedule this report to run during low utilization hours of Prime Infrastructure.

- **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.

**Note**

By default, the 'Run and Save' button is disabled in the Unique Clients and Users Summary report. You can schedule this report to run during low utilization hours of Prime Infrastructure.

- **Save and Export**—Click to save the report, run it, and export the results to a file. You will be prompted to:
 - Select the file format (CSV or PDF) of the exported report.
 - 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.
 - Click **OK**.

If the CSV file fails to open correctly, make sure you specify a comma as the List Separator in one of the following locations:

- Control Panel > Region/Language/Region and Language > Formats > Additional Settings
- In Excel: File > Options > Advanced > Use System Separators.
- **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
 - Click **OK**.
- **Cancel**—Click to return to the previous page without running or saving this report.

Step 6 Choose **Administration > Dashboards > Job Dashboard > User Jobs**.

Step 7 Click **Report Status** to view the status of the job.

Step 8 Click the report name to view the last five job instances. However, you will not be able to perform any actions available under **Edit** and **Job Series** drop-down lists.

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

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.

If you upgrade the Prime Infrastructure server to a higher version, you must delete and recreate the reports that were already modified and saved in the older version.

Related Topics

- [Field Reference for Cisco Prime Infrastructure Reports](#)
- [Combining Reports](#)
- [Customizing Report Results](#)

Combining Reports

Two or more reports can be combined and information can be filtered based on requirements. Users can select multiple reports and combine them instead of creating special reports for different scenarios. Composite reports can be created from a pre-defined list of supported reports.

To create a new composite report:

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- Step 1** Choose **Reports > Report Launch Pad**. You can create a new report in one of the following ways:
 - a. From the left sidebar menu, choose **Composite > Composite Report**, and then click **New**.
 - b. On the Report Launch Pad page, scroll down to view the Composite section, then click **New**.
 - Step 2** In the New Custom Composite Report page, enter the report title.
 - Step 3** From the **Report Category** drop-down list, choose a category.
 - Step 4** Select the required reports from the available list and add them to the **Selected Reports** text box. You can also remove the selected reports.
 - Step 5** Choose the appropriate **Report By** category from the drop-down list. The categories differ for each report.
 - Step 6** The **Report Criteria** field allows you to sort your results depending on the previous **Report By** selection made. Click **Edit** to open the Filter Criteria page and select the required filter criteria.
 - Step 7** If you plan to run this report later or as a recurring report, enter the Schedule parameters given in the **Schedule** section.
 - Step 8** 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 the report setup without immediately running the report. If you have entered the Schedule parameters, the report runs at the scheduled date and time.
 - **Run and Save**—Click to save the report setup and run the report immediately.
 - **Save and Export**—Click to save the report, run it, and export the results to a file or as an email attachment. For this you need to:
 - Choose the exported report file format (CSV or PDF).
 - Check the first check box if you want to send an email when the report has been generated. You must enter the destination email address and email subject line content.
 - Check the second check box if you want the exported file to be included as an attachment in the email.

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:
 - Choose the exported report file format.
 - Enter the destination email address and email subject line content.

Click **OK**.

 - **Cancel**—Click to return to the previous page without running or saving the report.
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You can access the saved composite reports from the Saved Reports Template.

Related Topics

- [Field Reference for Cisco Prime Infrastructure Reports](#)
- [Creating, Scheduling, and Running a New Report](#)
- [Customizing Report Results](#)

Customizing Report Results

Many reports allow you to customize their results, so that you can include / exclude the information you need. 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 the Customizing page in “Field Reference for Cisco Prime Infrastructure Reports” in Related topics.

To customize report results:

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- 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.

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

Related Topics

- [Field Reference for Cisco Prime Infrastructure Reports](#)
- [Creating, Scheduling, and Running a New Report](#)
- [Combining Reports](#)

About Scheduled Reports

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

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 “Field Reference for Cisco Prime Infrastructure Reports” in Related topics.

Related Topics

- [Field Reference for Cisco Prime Infrastructure Reports](#)
- [Creating, Scheduling, and Running a New Report](#)
- [Combining Reports](#)
- [Customizing Report Results](#)
- [Managing Reports](#)
- [About Saved Report Templates](#)
- [Prime Infrastructure Report Data Retention Periods](#)

About 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 filtering saved report templates, see “Field Reference for Cisco Prime Infrastructure Reports” in Related topics.

The Saved Report Templates page displays the following information:

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

When you execute 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.

Related Topics

- [Field Reference for Cisco Prime Infrastructure Reports](#)
- [Creating, Scheduling, and Running a New Report](#)
- [Customizing Report Results](#)
- [Managing Reports](#)
- [Prime Infrastructure Report Data Retention Periods](#)
- [About Scheduled Reports](#)

Prime Infrastructure Report Data Retention Periods

The report shows hourly, daily or weekly data depending on the 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.

The valid range for performance data retention period is:

1. Short term Data Retain Period: 1 to 31 days.
2. Long term Data Retain Period: 2 to 756 days.
3. Medium term Data Retain Period: 7 to 365 days.
4. Hourly Data Retain Period: Valid Range: is 1 to 31 hours.
5. Daily Data Retain Period: 7 to 365 hours.
6. Weekly Data Retain Period: 2 to 108 hours.

You can edit the the maximum number of records saved, the age of the records and the estimated memory usage for each table by clicking **Advanced Settings**.

For detailed information about Prime Infrastructure reports, see “Field Reference for Cisco Prime Infrastructure Reports” in Related topics.

Related Topics

- [Field Reference for Cisco Prime Infrastructure Reports](#)

