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Reports in OneView

Reports are a useful way to organize data collected by OneView and analyze operations. Reports can be saved and set on a pre-defined delivery schedule to your email. Customize reports to support your specific needs, pulling on chosen assets, for a chosen time-frame.

Running Reports

From the main menu, click on the reports tab to view a categorical menu of different types of reports. You will also see any saved reports in this area. Saved reports are unique to your user account and are covered in the Saved Reports section.

Report Categories: On the left side of the reports screen, there is an accordion menu called Report Templates. Open a report template category to reveal the reports available for that topic. Report names are underlined with a short description of the kind of information that is included in each report. Click on the report name to run a report included in the list.
Custom Reports
Another way to access different report is to use the New Custom Reports link on the right side of the reports page. If you have any custom reports, you will find them through this link and not in the categories. You can also use the New Custom Reports link as a keyword search for any report in OneView, not solely for custom reports.

Select Custom Report
Use the select field to type a few words in the name of your report to narrow the list, or scroll through the alphabetical list of all reports to find the report you would like.
Duration: Click on the duration dropdown to customize the duration or the time-frame for the report. Use the calendar to choose a date range by clicking on the start and end days, or use the common ranges to select a pre-set range. Duration Relative to Now sets a range of any number of days, weeks or months.

Assets: choose which assets or users to include in the report by clicking on the asset wrench. Check the box(es) next to the asset(s) or user(s) that you would like to include in your report.

- The blue asset bubble will include all assets or users in that region.
- Click individual assets or users to select.
- Use the search tab to find any specific asset or user.
- Click the Flag to choose landmarks for landmark related reports.
- Click on the Star tab to pull a report on a predefined collection of assets or users.

Use the Generate button to run your report.
Export Reports: All reports can be exported, printed or saved.

Export Reports in any chosen format:
- Excel (.xls)
- Excel (.xlsx)
- OpenDocument Spreadsheet (.ods)
- OpenDocument Text (.odt)
- PDF (.pdf)
- Spreadsheet (.csv)
- Word (.doc)
- Word (.docx)

Print reports by clicking on the Print icon in the upper left corner of the generated report.

Save reports by click on the Save Report button.
Customize the name and description of your saved report.

**Find Saved Reports** by clicking on the Reports tab from the main menu. All saved reports will show in a list on the right side of the Reports screen.

**Email Delivery Schedule** for reports can be set up by click on the Add button for any saved report.
Schedule:
Choose the schedule for how often you would like the report emailed to your chosen recipients. Choose from preprogrammed delivery schedules in the drop down.

Method:
The method will default to email.

Recipients:
Type the names of the recipients in the field and choose them as they appear. Choose one name or many names. Delete names from the recipient field by clicking the x next to chosen names.