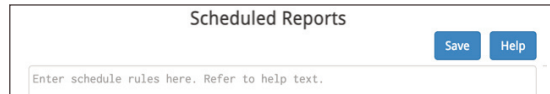


How to Schedule a Report

Report scheduling in AKIPS is quick and easy.

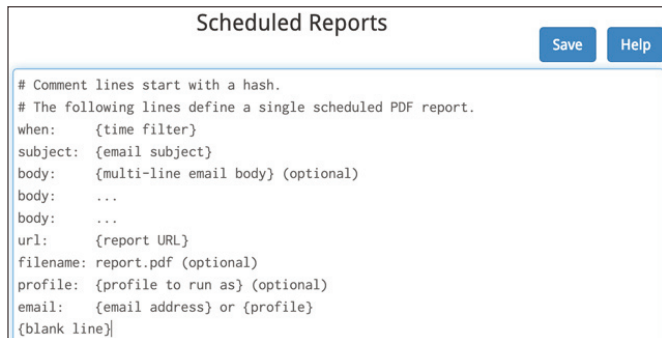
To demonstrate the steps to take, we shall schedule an Unused Interface report, monthly on Friday to identify used and free ports over the last 30 days, an ideal tool for Network Engineers.

1 Navigate to **Admin > General > Scheduled Reports**.



2 Copy the syntax from the help displayed in the right hand pane.

3 Paste the syntax in the schedule rules area.



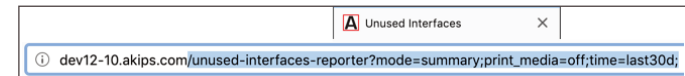
The URL of the report is required with either/and the email addresses/profiles of the recipient/s.

4 In a **New** browser window, navigate to and customise the report to meet your requirements. In this example, **Reports > Interfaces > Unused** for the last 30 days.

5 Run the report. In this example, an Unused Interface Summary.

Unused Interfaces		Interface Usage for last30d			
		Device	Total	Free	Used
Last 30 days		TOTAL	14,708	6,370	8,338
All Devices		cisco-132-0-30	353	219	134
Device Filter		brocade-132-1-116	169	161	8
All Interfaces		brocade-132-1-117	149	144	5

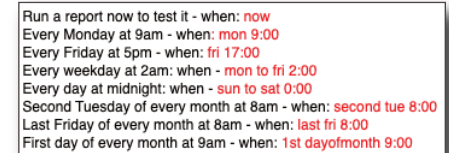
6 Copy the URL of the report, without the server details.



7 Return to the **Scheduled Reports** window and paste in the **url** parameter.

8 Complete the following parameters using the help:

- when
- subject
- filename
- profile
- email /profile



9 Remove any excess lines and prompts, for example blank lines.

10 **Save** the details. AKIPS checks the details and indicates success or identifies any errors. If an error occurs, correct the syntax and **Save**.



For multiple scheduled reports follow the above steps for each report.