

iStatus Reporting Setup Guide

iStatus creates insightful reports to help with key business initiatives, network performance, and overall network ROI. Reports are incredibly valuable tools on iStatus that help create insight to keep your business running as smoothly as possible. iStatus has several premium reports (NPM, IStatus ArpWatch, Internet Health) and generic reports that will show you key insights on downtime and the benefits of iStatus for your business. NPM reports will give you NPM-specific information, and iStatus ArpWatch reports will provide you with ArpWatch-related information. Our Internet Health report will give you tangible ratings and action items to improve your overall network efficiency.

This brief guide will show you how to set up and generate reports for your iStatus account.

Navigating to Reports

- 1. To go to the reports page, click on 'Insight Manager' on the left-hand navigation menu. This will open a dropdown.
- Then click on 'Reports,' which will open another dropdown. Then from here, you can choose between overview, archived reports, and create a report. Overview is an overall view of your generated reports, any reports that you have scheduled to be generated, and will allow you to edit recurring reports.

Create a Report

- To create a new report, click on 'Create a Report.' This will take you to our Report generation wizard. Contact a sales representative at <u>Sales@Akative.com</u> to add any of our premium reports (if you don't have them already).
- **2.** When creating a new report, you must select which report type you would like the wizard to generate. From the ' Create Report Type ' dropdown, you may select your report type.

NOTE: For the purpose of this document, we will be selecting a general report, but other reports are generated similarly.

	basilboard - insight Manager - Reports - Create Report			
Dashboard		Create Report		
🗠 Insight Manager 🗸 🗸				
Overview		General Information		
Reports 🗸 🗸		Report Type	Report Type	~
Overview			General	
Archived Reports			NPM Premium	
Create a Report			iStatus ArpWatch ^m Premium	
Akative™			Internet Health Premium	
NPM [™]				

3. From here, you will select whether you want this report to be a single report (one-time) or a recurring report (generated on a schedule for you).

Single reports will be generated once at a time you specify (or instantly). After these are generated, they will not be auto-generated further. This is useful if you want precise information about a specific point in time.



Recurring reports will generate on a schedule. This is great if you want to have a report generated (for example) every Friday at 8 AM to see how your locations have performed the past week.

Report Type	General	~
ant Francisco D	O Single O Recurring	
port Frequency 🔞		

4. After you select the report type, input a name.

General Information		
eport Type	General	~
eport Frequency 🔞	Single 🕢 Recurring	
eport Name	Weekly Business Analytics Report	

5. From there, follow the wizard to dress up your report how you would like. In this demonstration, you will set up a report to send weekly starting on April 15, 2022.

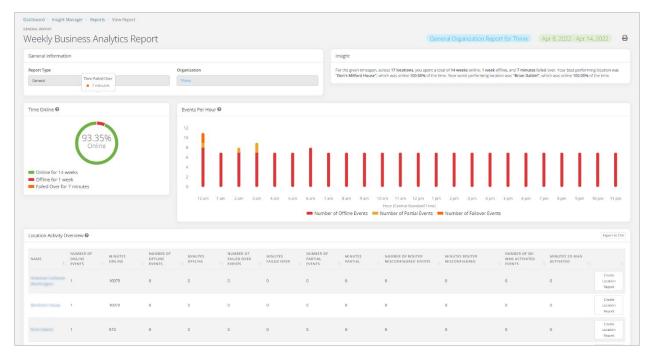
Report Name	Weekly Business Analytics Report	
Timespan Select 🛛		
Start Date	April 15, 2022	Ē
Repeat Every	7 Days	~
Ends 🚱		
Never		
O ^{on}	End Date	İ
Your next report will be generated today. I	t will contain yesterday's data.	
Should contain data for 😧		
Organization	Think	~
Group	No Specific Group	~
Location	No Specific Location	~
(Optional) Include Detailed Data for		
None Congested Data Leak		
Failed Over	And Deep Annegities and	~
IP Change		
Router Misconfigured		
SD-WAN Activated		~
Don't Send Any Notifications	Select a contact list	~

You can select what event types you'd like to include in the report; if none are selected, all of the 'Event Types' will be included.

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	Nett Dog to option are	~
Send Report To 🕑		
Only Myself		
O Contact List	Select a contact list	~
O Don't Send Any Notifications		
We notify you by default when a and modify your subscriptions.	a recurring or future report is generated for you so you don't miss out! To unsubscrit	be from all report notifications and emails, go to your profile page

- After that, select who you would like to receive this report. If you select 'Contact List,' it will be sent to everyone on the Contact List. If you select only yourself, only you will receive the report.
 Click Submit !
- 7. Click 'Submit.'



If the report is generated now, it will generate it and send you to the generated report's page! If it is set to generate later, it will show you in a message, and it will be automatically generated and sent to the users you specified above.



Report Overview

1. To go to the overview, click on 'Overview' under reports. The report overview gives you a view of your generated reports that you can view, allows you to filter out reports that you don't want to view

 ✓ ✓ Dashboard ✓ Insight Manager 	Dashboard Insight Manager Reports Overview OVEIVIEW What is this?		New Report
Overview 0	Find Reports @		
Reports 🗸 🗸	I want to see reports for		
Overview	Everything I Have Access To Specific Organization(s) Specific Group(s)		
Archived Reports	Of the type		
Create a Report	All Types O Specific Types		
Akative ^w	Between the dates		
NPM TM Events	March 1, 2022 4:24 pm 💼 and April 15, 2022 4:24 pm		
+ Register a Probe	Rest	60	
⊕ Organizations >			
Audit Logs	Recent Reports	Recurring Reports	
ゆ Developer ③ Support	General Rosant Mar 14,2022 Apr 13,000 Fallover's Created by on 6/14/2022 for Location 1 Tester	Monthly Results	(D9My (Next Scheduled: 4/15/22):
	State of the research second in	Created by the for bacation i	Edit
Ħ Kitchen	General Report (Mar 13, 2022 - Apr 12, 200 IStatus Report - FBT	General Report Monthly Downtime	Monthly (Next Scheduled: 4/24/22)
April Billing Cycle ends	Created by: on 4/14/2022 for Group I		Ēdt

This will bring you to a page with a 'Find Reports' component with basic filtering options. You'll use this to find your recently created reports and recurring reports you own.

2. To view specific organization's or group's reports, you can change what you would like to see reports for:

Find Reports 🕑		
I want to see reports for O Everything I Have Access To 🔗 Specific Organi	ization(s) O Specific Group(s)	
Thinix	□ ~	
Thinix		

3. To view 'Specific Types' of reports, you can also filter by report type:

Of the type O All Types Specific Types			
All Types	□ ~		
Arp Watch			
General		and April 15, 2022 4:24 pm	ä
Internet Health		April 15, 2022 4:24 pm	
NPM			Go

4. To view reports that were generated within a specific time span, you can filter by date:

Between the dates			
March 1, 2022 4:24 pm	and	April 15, 2022 4:24 pm	ä
Reset			Go



Archived Reports

Archived reports are recurring reports that will no longer generate. You archive these so you can reactivate them as you please. The filtering on this page works the same as on the 'Overview' page, except here, you can 'Delete' or 'Unarchive' the recurring reports.

By clicking 'Unarchive,' the reports will begin generating again. NOTE: Clicking 'Delete' will delete the report

forever.

🗠 Insight Manager	\sim	
Overview		Find Archived Reports @
Reports	~	I want to see archived reports for
Overview		Specific Group(s)
Archived Reports		Of the type
Create a Report		All Types Specific Types
Akative™		
NPM™		Reset
Events		
+ Register a Probe		Archived Reports
👬 View All Groups		
Organizations	>	General Report
Audit Logs	<i>´</i>	Created by: Delete Unarchive
		General Report
		Marsfield Motors
 Support 		Created by: Delete Unarchive
👖 Kitchen		