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.
2. 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

1. To create a new report, click on 'Create a Report.' This will take you to our Report generation wizard. Contact a sales representative at Sales@Akative.com 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.
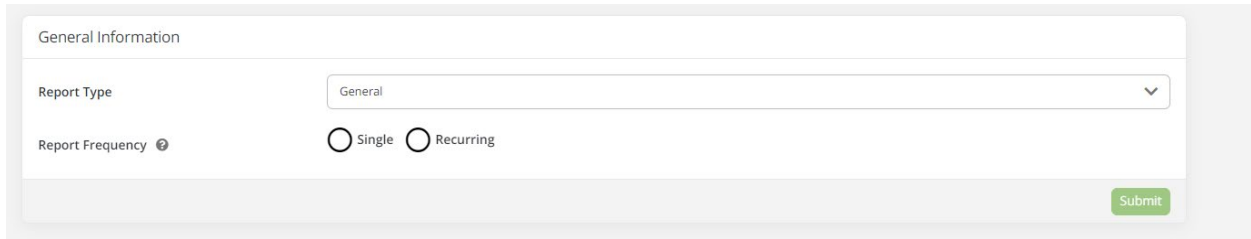
   NOTE: For the purpose of this document, we will be selecting a general report, but other reports are generated similarly.
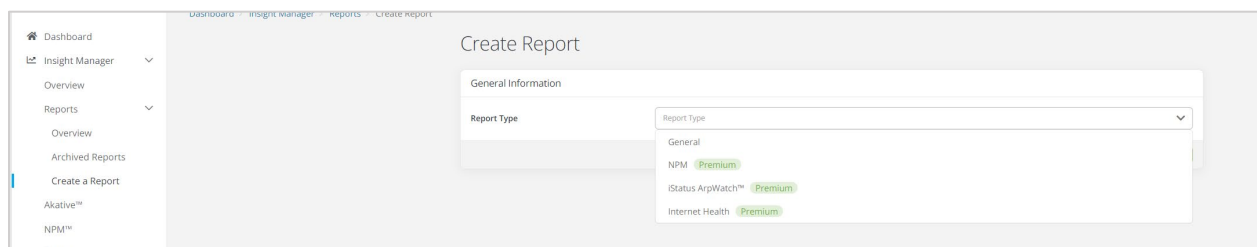
3. From here, you will select whether you want this report to be a single report (one-time) or a recurring report (generated on a schedule for you).

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.

General Information

Report Type	General ⌄
Report Frequency ❓	◯ Single ◯ Recurring

Submit

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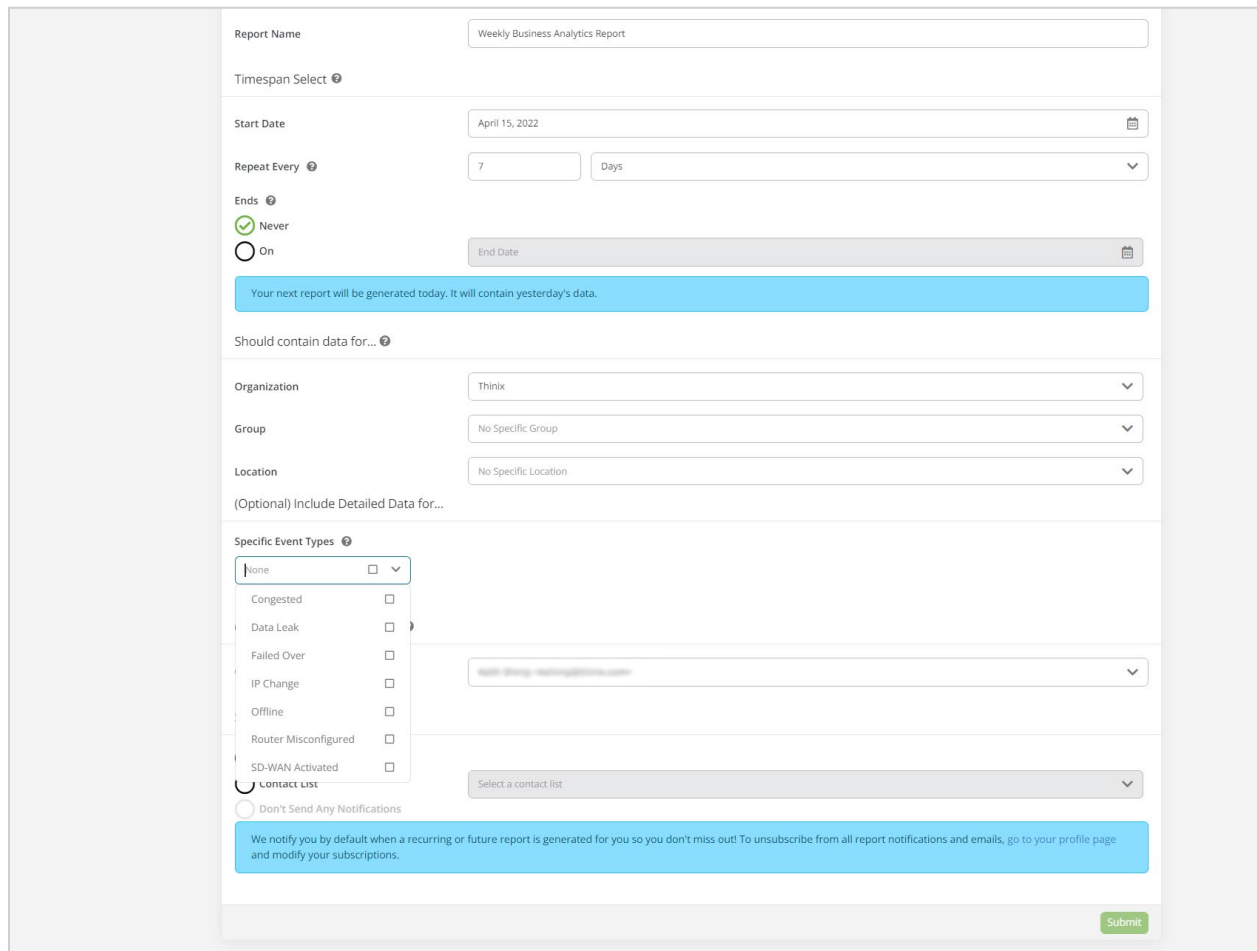
General Information

Report Type	General ⌄
Report Frequency ❓	◯ Single ✅ Recurring
Report 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 📅
Repeat Every ❓	7 Days ⌄

Ends ❓
✅ Never
◯ On   End Date 📅

> Your next report will be generated today. It will contain yesterday's data.

Should contain data for... ❓

Organization	Thinix ⌄
Group	No Specific Group ⌄
Location	No Specific Location ⌄

(Optional) Include Detailed Data for...

Specific Event Types ❓

| None ☐ ⌄ |
|---|
| Congested ☐ |
| Data Leak ☐ |
| Failed Over ☐ |
| IP Change ☐ |
| Offline ☐ |
| Router Misconfigured ☐ |
| SD-WAN Activated ☐ |

[redacted email] ⌄

◯ Contact List   Select a contact list ⌄
◯ Don't Send Any Notifications

> We notify you by default when a recurring or future report is generated for you so you don't miss out! To unsubscribe from all report notifications and emails, go to your profile page and modify your subscriptions.

Submit

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.

6. 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.
7. Click 'Submit.'
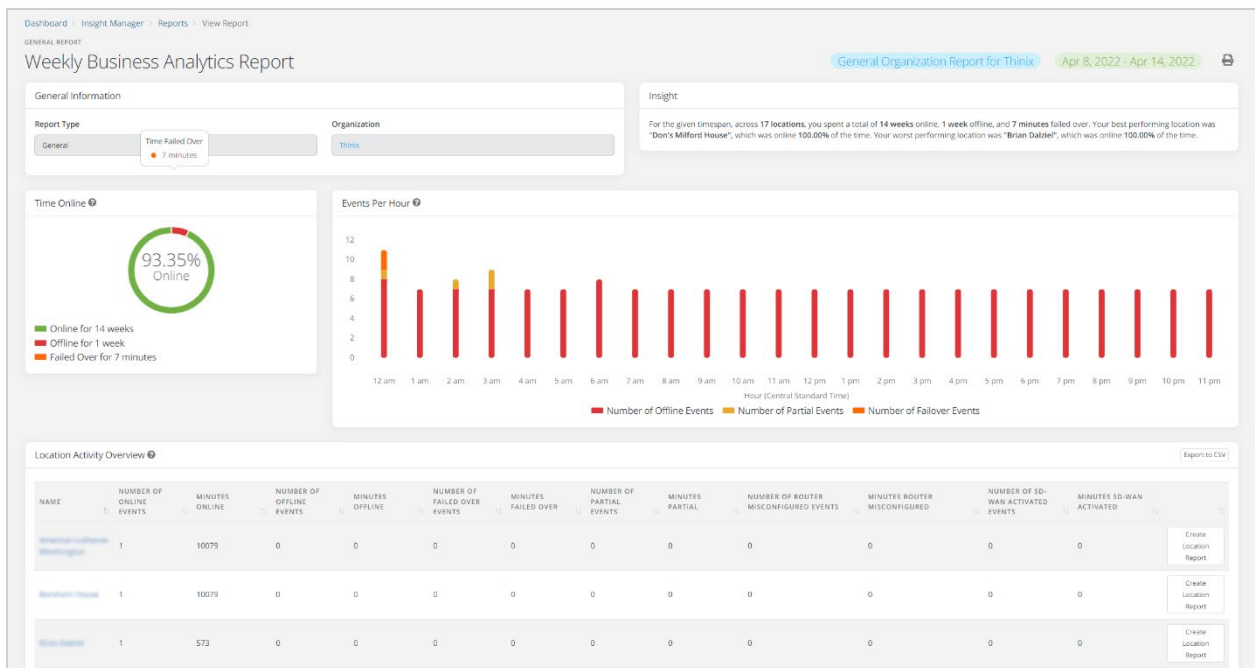
If the report is generated now, it will generate it and send you to the generated report's page! If it is set to generate later, it will show you in a message, and it will be automatically generated and sent to the users you specified above.

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
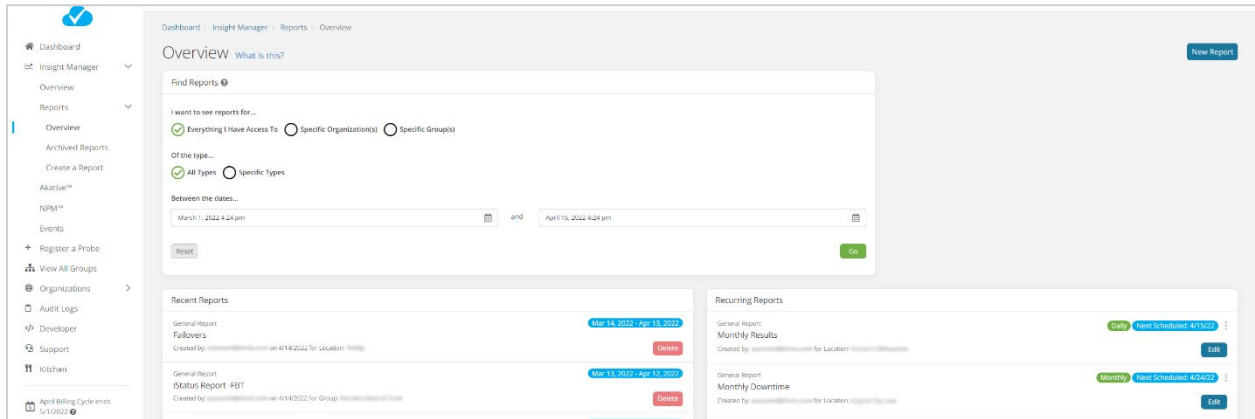
This will bring you to a page with a 'Find Reports' component with basic filtering options. You'll use this to find your recently created reports and recurring reports you own.
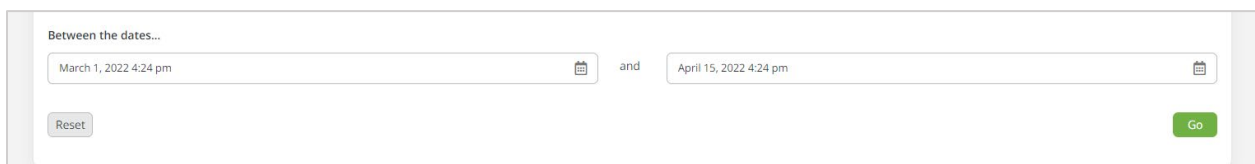
2. To view specific organization's or group's reports, you can change what you would like to see reports for:
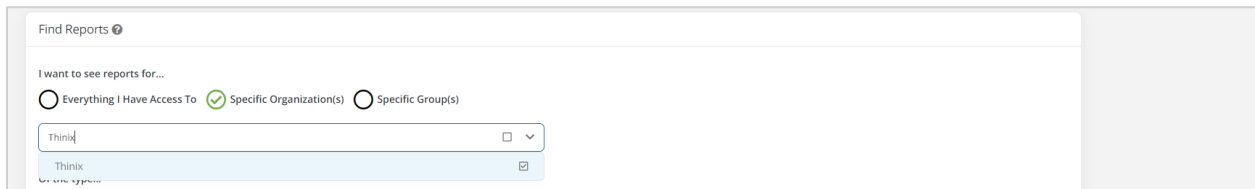
3. To view 'Specific Types' of reports, you can also filter by report type:
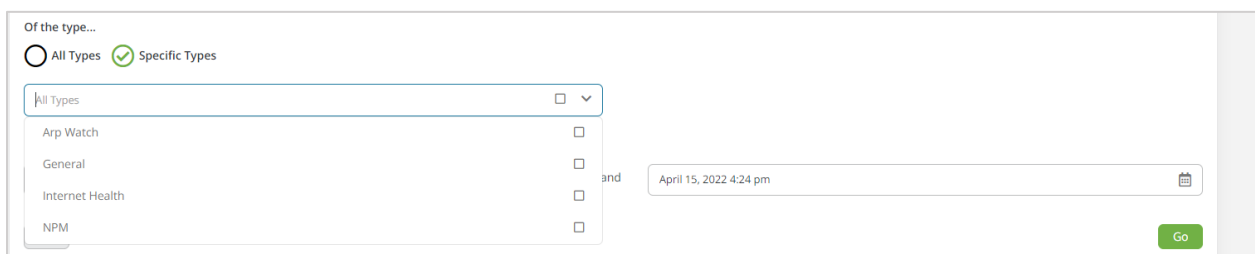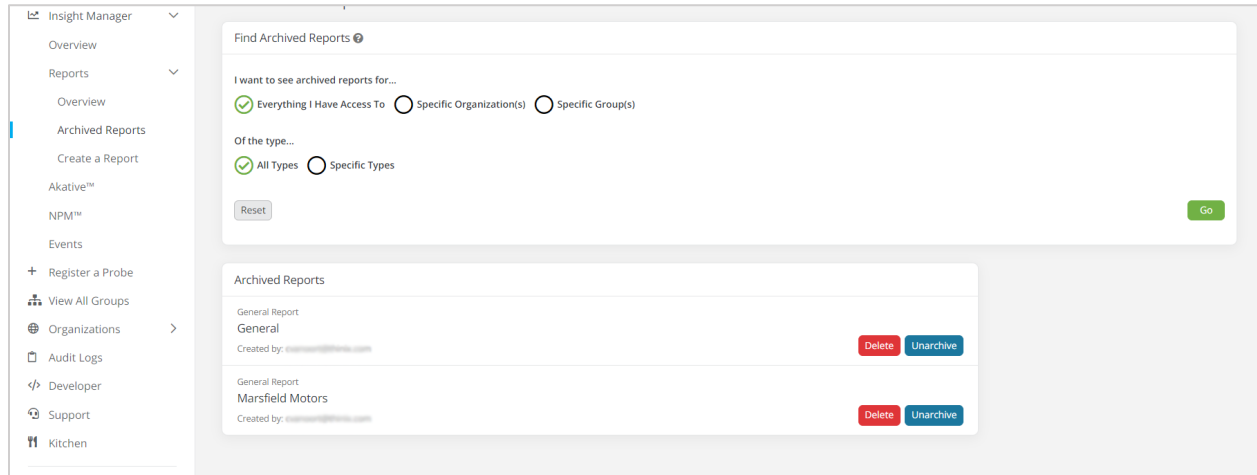

4. To view reports that were generated within a specific time span, you can filter by date:

Archived Reports

Archived reports are recurring reports that will no longer generate. You archive these so you can re-activate 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.**