Step 7: Schedule Report Delivery

https://campus.barracuda.com/doc/84313082/

Background

You can create reports to deliver quality information about your service to your customers.

Predefined reports Barracuda Managed Workplace comes with many site and device reports, and even multi-site reports, that are ready to use and customize.

For example, the Executive Summary Report shows an overview of a site across workstations and includes a network health score, top problem devices, an alert summary, and work completed, among other things.

Delivery Schedule Delivery schedules define when to automatically run reports and send them to your customer or your staff.
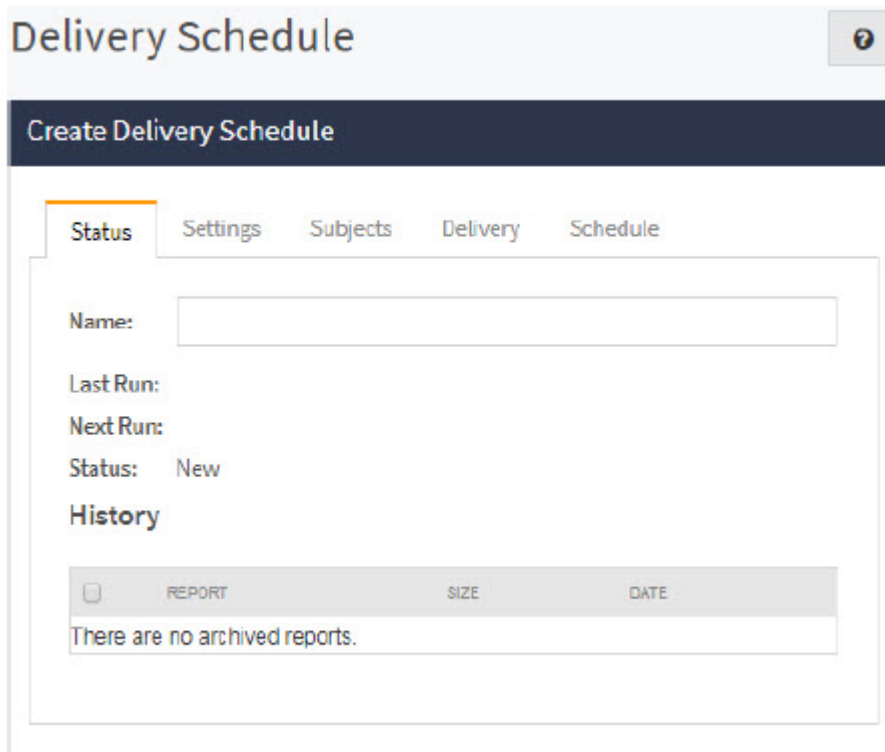
Try This—Schedule a Report

You want to demonstrate to customer that your service is worthwhile, so every month you want to send the Executive Summary report.

Set up a monthly Executive Summary report

1. In Service Center, click **Reporting** > **Delivery Schedules**.
2. Click **Create Schedule**.
3. In the **Status** tab, type *Exec Summary* as the name for the delivery schedule.

4. Click the **Settings** tab.
5. In the **Type** section, select *Site*.
6. From the **Category** list, select **Service Delivery**.
7. From the **Report** list, select **Executive Summary.**
8. To deliver this report as a PDF, in the **Format** field, select **PDF**.

9. Click the **Subjects** tab.
10. Select the check box for your site and click the chevron (>>) button.

11. Click the **Delivery** tab.

12. To keep a copy of the report for viewing later, select the **Save Report to Archive** check box.
13. Select the **Email Report** check box.
14. Select a priority for the email message from the **Priority** list.
15. Type the email address of each recipient (separating recipient addresses with a semicolon), or click the address book icon to open the **Email Contacts** dialog box, where you can select Service Center users by selecting the corresponding check box.
16. In the **Subject** box, type the email subject line contents.
17. In the **Message** box, type the email message.

18. Click the **Schedule** tab.
19. Click the **Monthly** button.
20. In the **Day of Month** field, type 1.
21. Click the clock icon and select **8:00 am** from the Time Picker.
22. In the **Reporting period** section, select 1 and *months* from the lists.

23. Click Save.

Every first day of the month at 8:00 a.m., the Executive Summary Report will be sent to the emails you specified.

Tip: You can click **Run Now** to run a delivery schedule immediately

What's Next

Now you can check the security of a site with Site Security Assessments.

Figures

1. Step 7 - 1.png
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