**Creating A Report In Splunk**

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1. Add data for a search by clicking the “add data” buttonGraphical user interface, application, Word

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2. Add data in whichever way you need, for our demonstration we chose the “monitor” option

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1. Choose whatever information you want to add to the search. For our demo, we chose “local event logs” Graphical user interface, text, application, email

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2. Add whatever items you need in your search. For our demo, we chose “add all”. Click next on the top right after you choose which items you want to add.

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1. Leave all the input settings as default, and click the green “review” button on the top right.
2. Click the green “submit” button to open the search results.
3. Click green “Start Searching” button to open the search
4. Whenever you are done searching and finding the items you need, click the “save as” button on the top right and then click “report”.

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1. Choose a title and description for your report, choose what content to add and if you want to include the time range picker. For our demo I added the events and included the time range picker. Click the “save” button at the bottom when finished.

Graphical user interface, application

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1. You have now completed your first Splunk report! You can choose to edit the settings, add it to a dashboard, or view the report and see the events that are in your report.

Graphical user interface, text, application, email

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