Lab 09: Working with Reports

In this lab, you use search to navigate the reports page, select and configure a report scope using attributes, generate, save, modify, and delete reports. You use an Advanced Filtering option to filter the output of your report. You also access the Aptare reports with Out-of-the-Box Dashboards and REST API methods.

Lab Exercises

This lab includes the following exercises:

- Exercise A: Navigating through Reports
- Exercise B: Selecting Report Scope
- Exercise C: Configuring Report Scope with Attributes
- Exercise D: Searching for Hosts in the Report Scope Selector
- Exercise E: Generating Reports
- Exercise F: Advanced Filtering for Tabular Reports
- Exercise G: Accessing APTARE Reports with Out-of-the-Box Dashboards
- Exercise H: Accessing APTARE Reports with the REST API
- Exercise I: Modifying and Deleting Saved Report

⚠ It is recommended to use **Google Chrome** to perform the lab exercises. After launching the lab, zoom out the lab browser window to 80% to fit the APTARE Portal interface and view all the tabs within the window.

Exercise A: Navigating through Reports

In this exercise, you use search to find a template, report, or dashboard. You also refine your search results.

Finding a Template, Report, or Dashboard

☐ 1. Sign in to the console system using the following credentials.

Username:	**EXAMPLE\Administrator**
Password:	**P@ssw0rd**

☐ 2. Double-click the **Aptare Portal** shortcut, located on the desktop of the **console** system, to launch the **APTARE IT Analytics Portal**.

☐ 3. When the **APTARE IT Analytics Portal** login page is displayed, login using the credentials below.

Username:	admin@example.com
Password:	P@ssw0rd

☐ 4. In the **APTARE IT Analytics Portal**, click **Reports** located on the menu bar to navigate to the **Reports** page.

☐ 5. On the **Reports** page, enter a **job** in the search field located on the menu bar and press **Enter**.

As you type, up to 10 potential matches are displayed. These are string matches. If you locate the report or dashboard you require, you can select and run it directly from the match list. You can also click All Items in the match list to go directly to the search results.

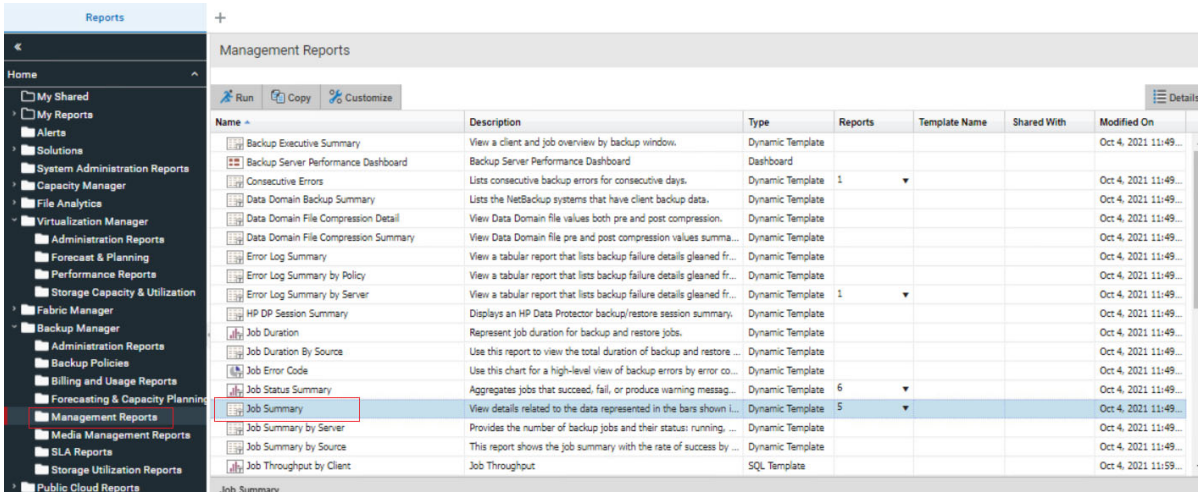
☐ 6. From the results that are displayed on the **Search** page, locate and select **Job Summary** and click **Details** to toggle on the view panel to read a long description for a report or template.

On the search results page, you can refine search results based on **Keyword**, **Product**, **Category**, and **Source**. By default, all reports available to your user role, and those that are shared with you are displayed - your entire reporting inventory.

☐ 7. Click the **Source Location** link for the **Job Summary** report.

The Source Location link is displayed in the **Source Location** column.

You are redirected to the **Reports** page, and the location for the selected report is displayed in the **Reports Navigation Panel** as illustrated in the figure below.



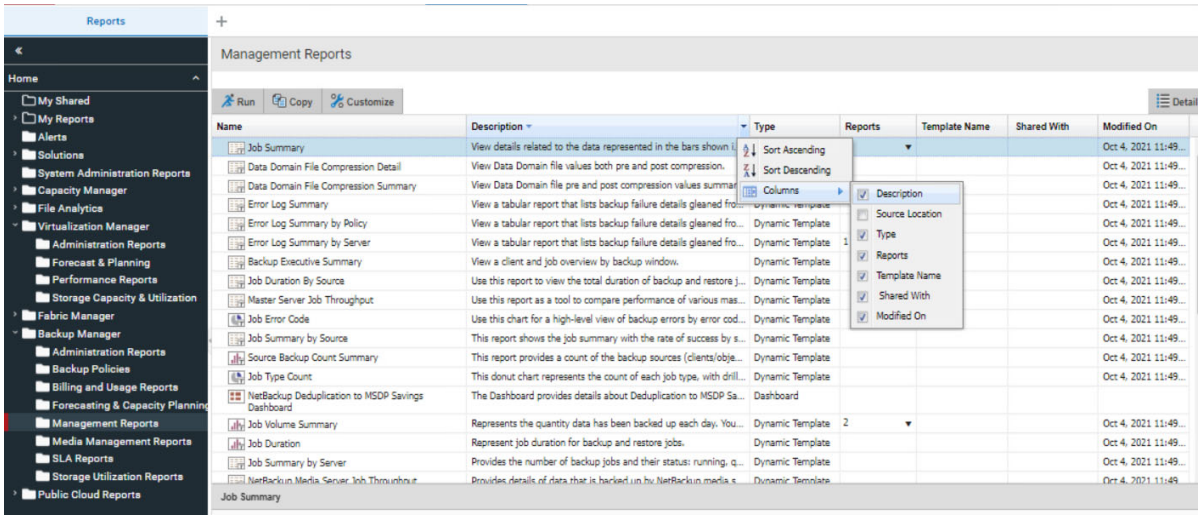
On the **Reports** page, you can also **Run**, **Copy**, or **Customize** the selected report.

Customizing Your View Panel

The **Reports** view panel displays multiple columns of information about reports, dashboards, and templates. You can choose:

- Which columns are displayed?
- Sort order within the column.
- The display order of entire columns.

8. In the **Reports** view panel, click the **Name** drop-down box and then select **Columns** as illustrated in the figure below.



9. Make the following changes to the **Columns**:

Description	Not Selected

Source Location	Selected
Type	Selected
Reports	Not Selected
Template Name	Selected
Shared With	Selected
Modified On	Selected

Changes made to any view panel impact all views within that tab.

☐ 10. In the **Reports** view panel, click and hold the **Source Location** column, then drag it and drop it before the **Modified On** column.

The Columns can be also rearranged as per your preference.

Go to Lab Exercises

Exercise B: Selecting Report Scope

You can create static reports or dynamic reports. To create static reports, define your report scope based on a list of individual enterprise objects, such as hosts or arrays. To produce dynamic reports, define your report scope based on domain, host groups, and attributes.

Report scope operates with the following logic:

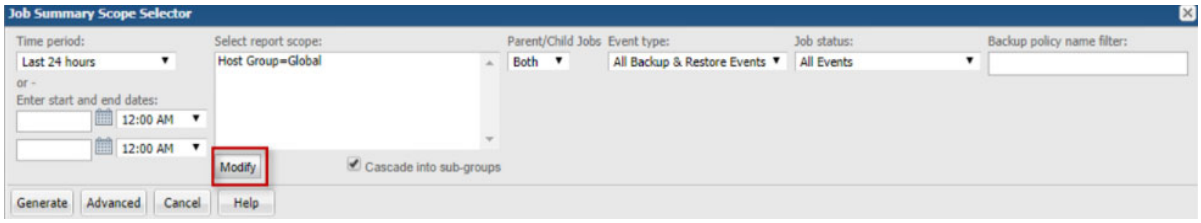
- Report scope is restricted to objects of the same type, such as arrays and array vendors, but not host groups.
- Detail reports have limited report scope capabilities. For reports that are the result of drilling into details from a parent report, those detail reports can have their own unit of measure, separate from the parent report settings. Once you've drilled into a child report, you can edit the report scope and use the Advanced option to change the measurement unit to see more accurate or easily understandable information. For example, an Array Capacity & Utilization report shows aggregated data in TiB. When you drill down to a detailed report, it may be more useful to switch to MiB.

In this exercise, you select a report scope for a report.

☐ 1. Double-click the **Job Summary** report. The **Job Summary Scope Selector** dialog box is displayed.

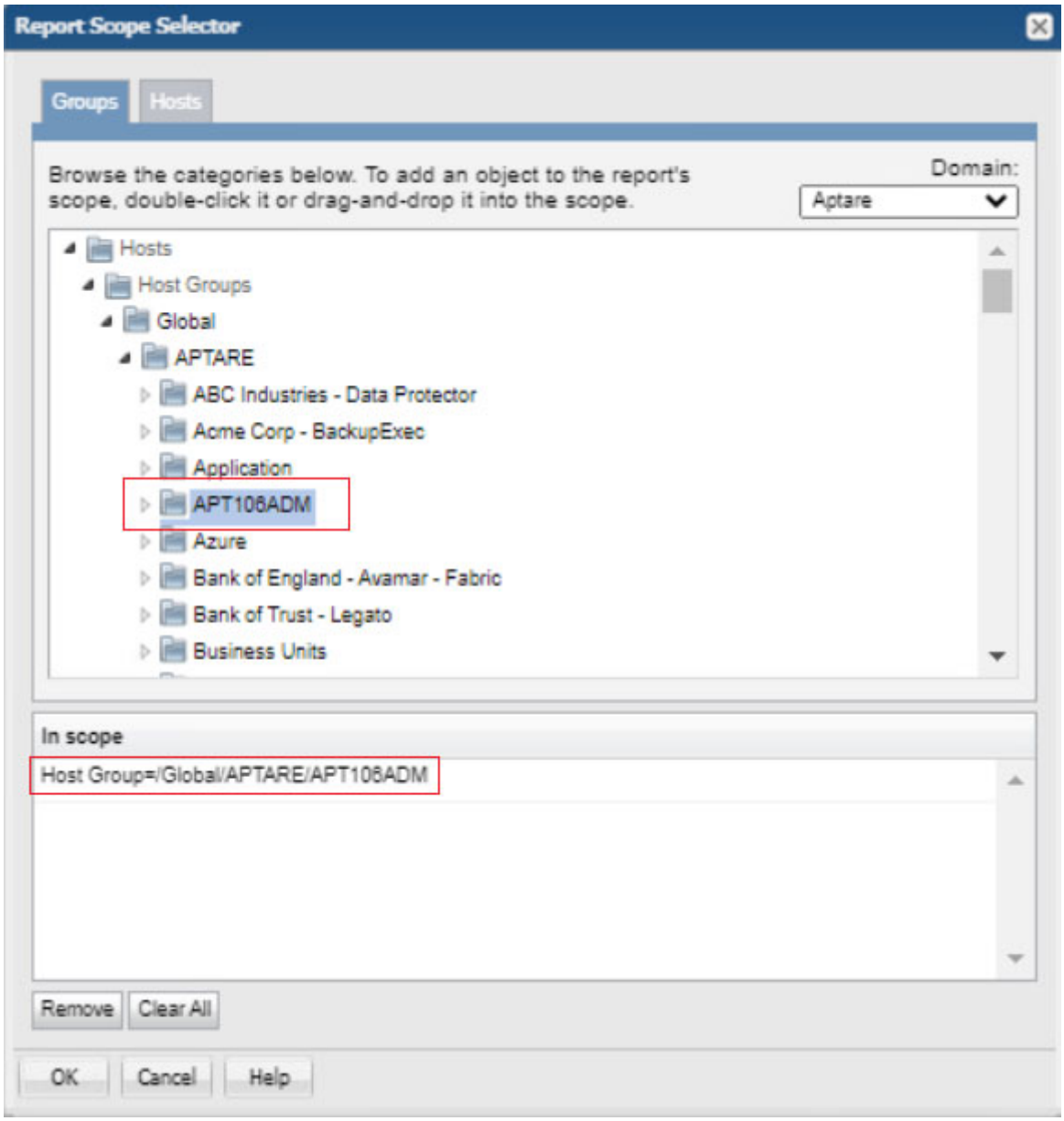
> The **Scope Selector** allows you to set the parameters before running a report.

☐ 2. In the **Job Summary Scope Selector** dialog box, click **Modify** as shown below.



☐ 3. In the **Report Scope Selector** dialog box that is displayed, select **Host Group=Global** listed in the **In scope** section and click **Remove**.

☐ 4. In the **Report Scope Selector** dialog box, double-click the **APT106ADM** host group as illustrated in the figure below.



The **APT106ADM** host group is now listed in the **In Scope** section in the **Report Scope Selector** dialog box.

> The tabs in the **Report Scope Selector** dialog box vary based on the report type.

☐ 5. In the **Report Scope Selector** dialog box, click **OK**

You are returned to the **Job Summary Scope Selector** dialog box and the report scope is now set to the **APT106ADM** host group.

☐ 6. If required, select the **Cascade into sub-groups** option in the **Job Summary Scope Selector** dialog box to include all sub-host groups under the **APT106ADM** host group.

☐ 7. Leave the **Job Summary Scope Selector** dialog box open and proceed to the next exercise.

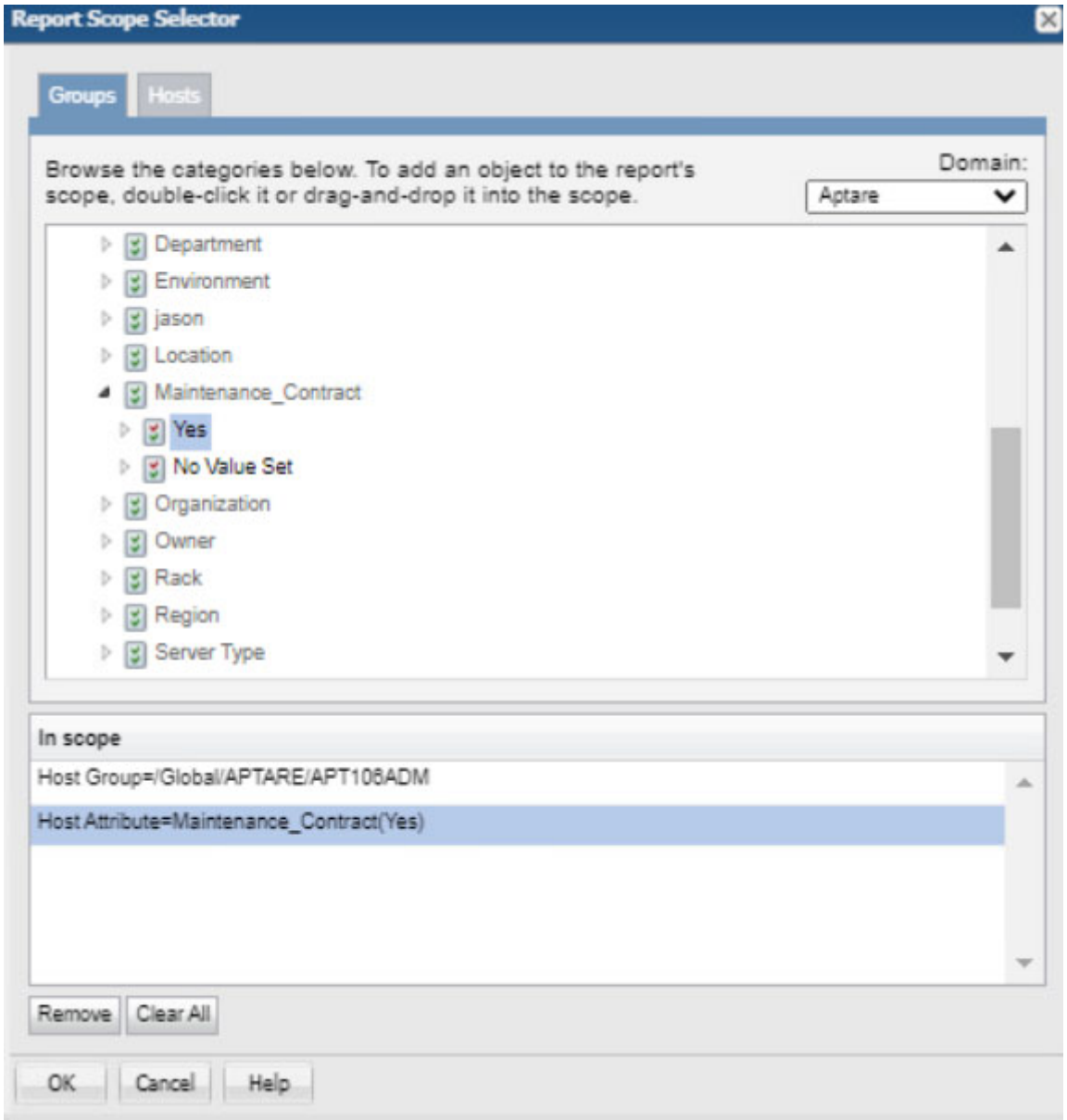
Go to Lab Exercises

Exercise C: Configuring Report Scope with Attributes

Attributes enable you to define a set of data to populate reports. In addition, attributes provide flexibility for categorizing data. For example, you may want to organize hosts by location and business unit.

In this exercise, you configure the report scope with attributes.

- [ ] 1. In the **Job Summary Scope Selector** dialog box, click **Modify**. The **Report Scope Selector** dialog box is displayed.
- [ ] 2. In the **Report Scope Selector** dialog box, under the **Groups** tab, expand the **Hosts** folder to view the **Attributes** folder.
- [ ] 3. Under the **Attributes** folder, locate and expand the **Maintenance_Contract** attribute.
- [ ] 4. Under the **Maintenance_Contract** attribute, double-click **Yes** as illustrated in the figure below to add the **Host Attribute** in the **In Scope** section in the **Report Scope Selector** dialog box.



- [ ] 5. In the **Report Scope Selector** dialog box, click **OK**

You are returned to the **Job Summary Scope Selector** dialog box and **Maintenance_Contract** host attribute is now listed under the report scope along with the **APT106ADM** host group.

☐ 6. In the **Job Summary Scope Selector** dialog box, select **Last 5 years** in the **Time period** drop-down box.

Time Period Considerations

- Certain reports, such as the Array Performance by RAID Group, query database tables for daily log data. When choosing a scope of fewer than 24 hours and no data is returned, make sure that the report scope time period includes the 12 a.m. midnight boundary.
- For Backup Manager reports: The time period used to retrieve a report's data takes into account the time zone of the collected systems, if relevant. For example, if 15 minutes is selected for a report that has a backup server in Hong Kong, but the report is being generated in San Francisco, the time period reflects the 15-minute interval and the end time will be the end of the Hong Kong server's day. If there is no data collected from a different time zone, the Portal's local time is used.
- For non-backup reports and SQL Template Designer reports: The precise start and end times for the time period will be displayed, without consideration of time zones.
- For data collection reports: you can select the Run Time either for scheduled or on-demand collection to narrow the scope. Select from Last Run up to the Last 7 Days.

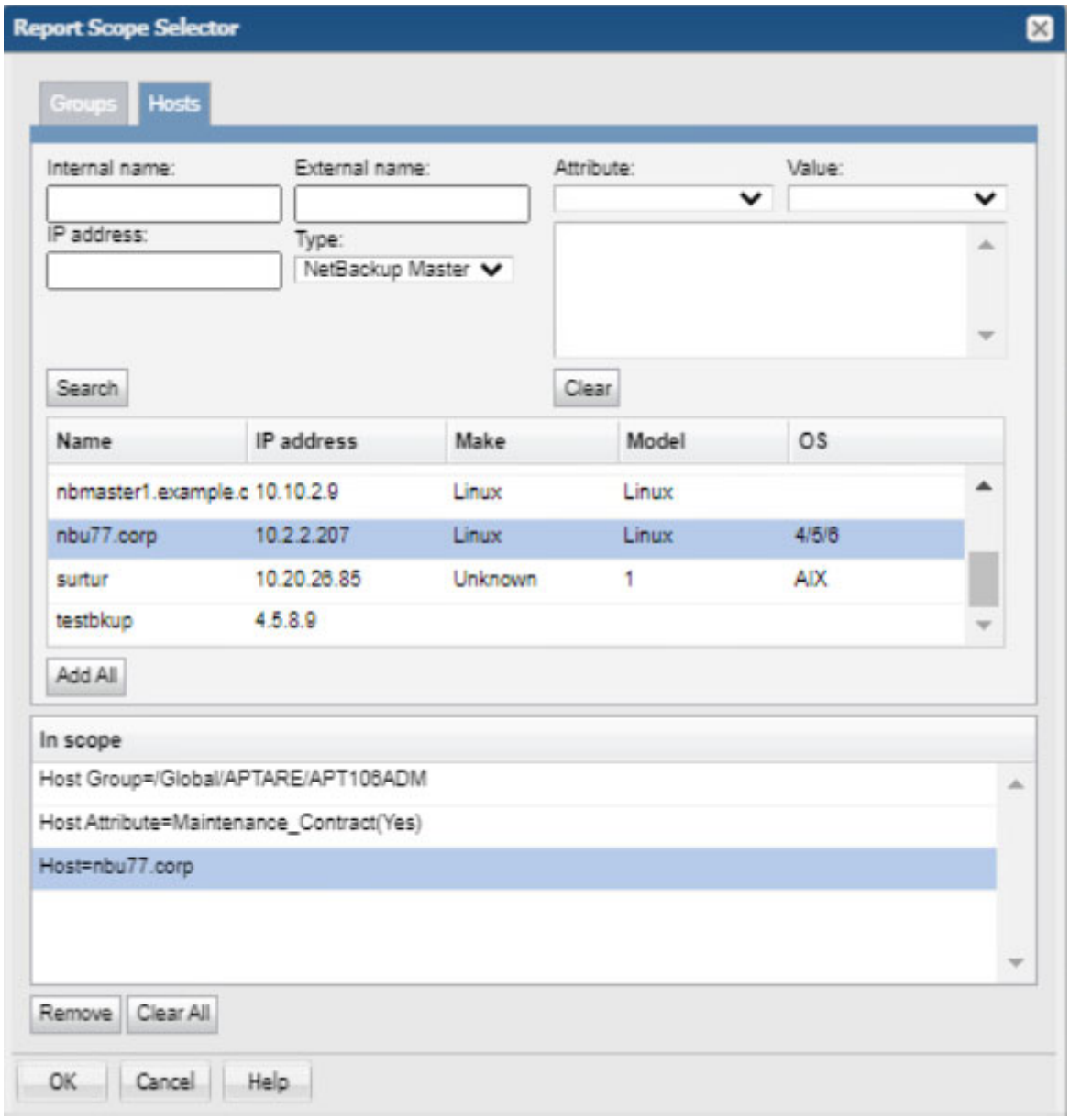
☐ 7. Leave the **Job Summary Scope Selector** dialog box open and proceed to the next exercise.

Go to Lab Exercises

Exercise D: Searching for Hosts in the Report Scope Selector

In this exercise, you use search to add hosts to a report scope.

- [ ] 1. In the **Job Summary Scope Selector** dialog box, click **Modify**. The **Report Scope Selector** dialog box is displayed.
- [ ] 2. In the **Report Scope Selector** dialog box, click the **Hosts** tab.
- [ ] 3. Under **Hosts**, select **NetBackup Master** in the **Type** drop-down list and click **Search**.
- [ ] 4. Under search results, locate and double-click **nbu77.corp** as illustrated in the figure below to add the **Host** in the **In Scope** section in the **Report Scope Selector** dialog box.



- [ ] 5. In the **Report Scope Selector** dialog box, click **OK**

  You are returned to the **Job Summary Scope Selector** dialog box and the host, **nbu77.corp** is now listed under the report scope along with the **APT106ADM** host group, and the **Maintenance_Contract** host attribute.

- [ ] 6. Leave the **Job Summary Scope Selector** dialog box open and proceed to the next exercise.

Go to Lab Exercises

Exercise E: Generating Reports

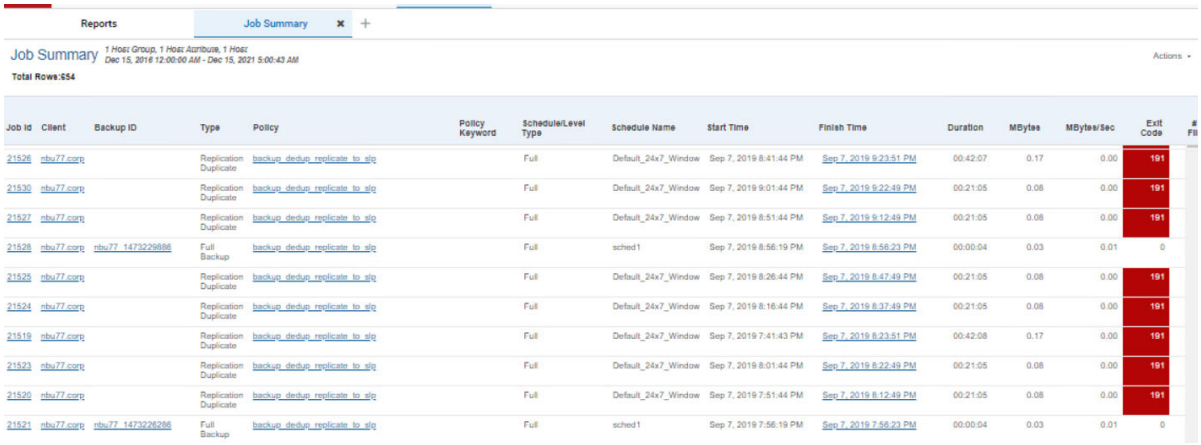
In this exercise, you generate and save reports. You also refresh a report in real-time and configure refresh intervals.

☐ 1. In the **Job Summary Scope Selector** dialog box, click **Generate** to generate the report.

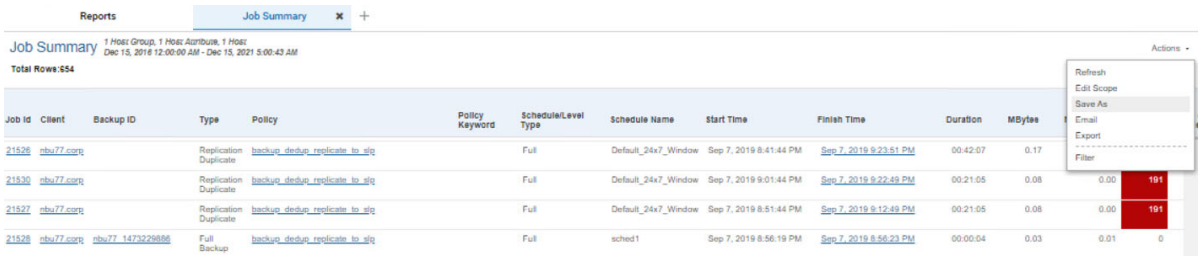
The contents of the report are displayed in a new tab.

> When the Portal determines that a large amount of data has been returned for display, the resulting report window provides paging links: **Previous** and **Next**.

The figure below illustrates the contents of the report.



☐ 2. On the **Job Summary** tab that displays the content of the **Job Summary** report, click **Actions > Save As** as illustrated in the figure below



☐ 3. In the **Save Template as Report** dialog box that is displayed, change the report name to **APT106ADM_Job Summary** and click **New Folder**.

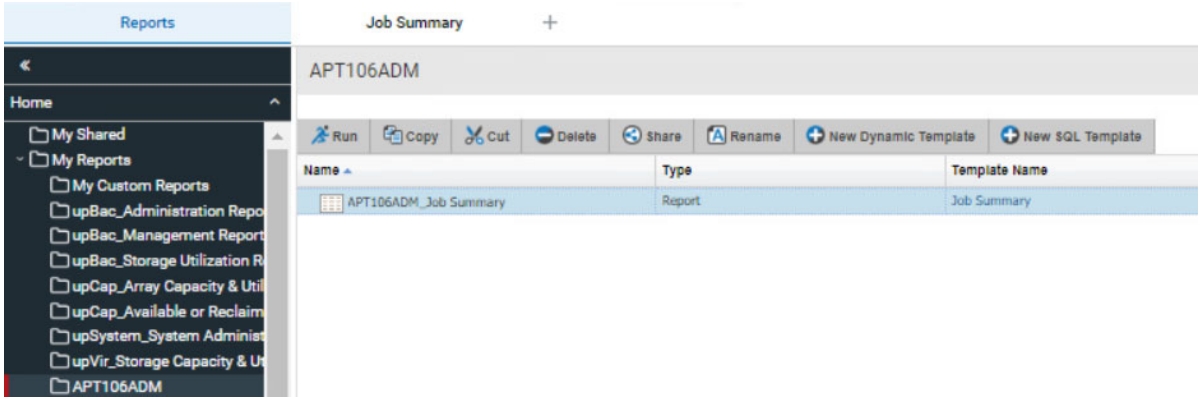
> You can change the name at any time by selecting the report while viewing the contents of the **My Reports** folder and clicking **Rename**.

☐ 4. In the **New Folder** dialog box that is displayed, enter **APT106ADM** in the **Folder name** field and click **OK**.

You are returned to the **Save Template as Report** dialog box, verify that **APT106ADM** is selected in the **Select a folder** drop-down box.

☐ 5. In the **Save Template as Report** dialog box, click **OK** to save the report.

The new Job Summary report is now visible in the **My Reports > APT106ADM** folder.



Once you have generated and saved a report, you may want to periodically refresh the data that is displayed. You can also do this in real-time as required.

☐ 6. Close the **Job Summary** tab.

☐ 7. In the **Reports Navigation Panel**, navigate to **My Reports > APT106ADM** and double-click the **APT106ADM_Job Summary** report to generate the report.

☐ 8. On the **APT106ADM_Job Summary** tab that displays the content of the **APT106ADM_Job Summary** report, click **Actions > Set Refresh Interval**. The **Set Refresh Interval** dialog box is displayed.

☐ 9. In the **Set Refresh Interval** dialog box, select **10 minutes** in the **Refresh this report every** drop-down list and click **OK**.

You can also refresh a report or a dashboard in real-time using the **Actions > Refresh** option.

☐ 10. Leave the **APT106ADM_Job Summary** tab open and proceed to the next exercise.

Go to Lab Exercises

Exercise F: Advanced Filtering for Tabular Reports

In addition to the filtering in the scope selector, table-formatted reports can be further filtered on Rows and/or Columns, using the following procedures.

> To optimize performance, be sure to use the filtering that's available in the scope selector before using any advanced filtering.

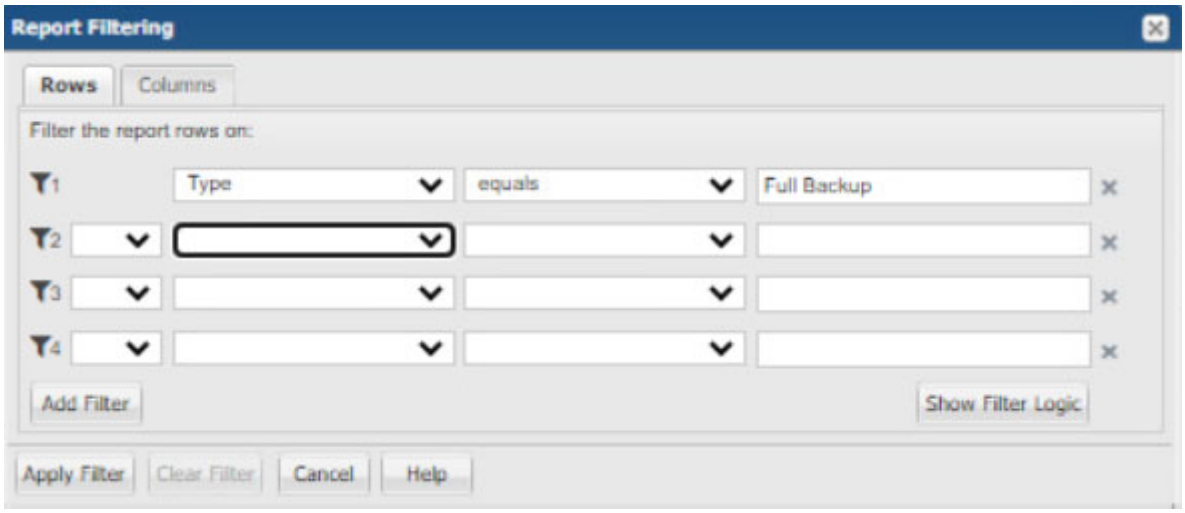
In this exercise, you use the Advanced Filter to filter the output of your report.

☐ 1. On the **Reports** page, click the **APT106ADM_Job Summary** tab.

> If the **APT106ADM_Job Summary** tab is not present, double-click the **APT106ADM_Job Summary** report located under **My Reports > APT106ADM** folder to generate the report.

☐ 2. On the **APT106ADM_Job Summary** tab that displays the content of the report, click **Actions > Filter**. The **Report Filtering** dialog box is displayed.

☐ 3. In the **Report Filtering** dialog box, configure the first filter as illustrated in the figure below.

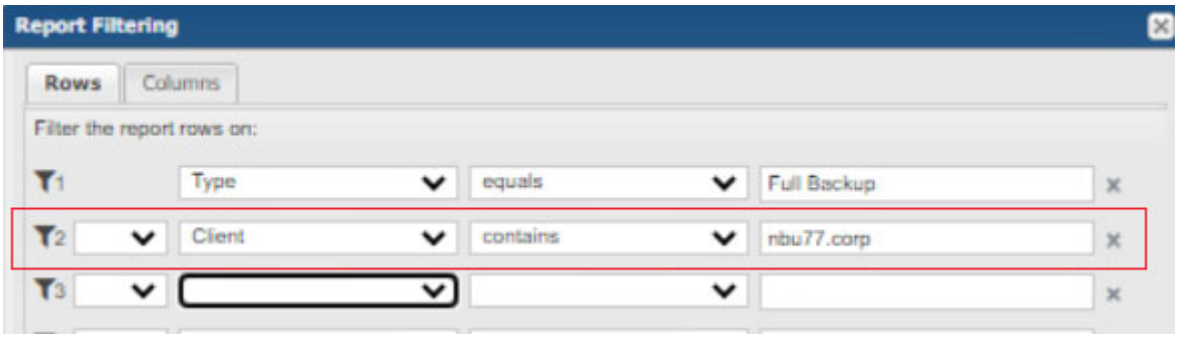


☐ 4. In the **Report Filtering** dialog box, click **Apply Filter**.

You are returned to the **APT106ADM_Job Summary** tab and the contents of the report are updated to display only **Full Backup** jobs.

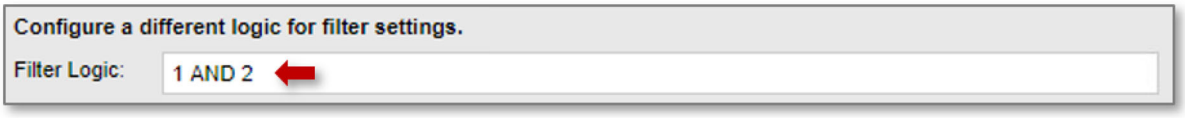
☐ 5. On the **APT106ADM_Job Summary** tab, click **Actions > Filter** to access the **Report Filtering** dialog box.

☐ 6. In the **Report Filtering** dialog box, configure the second filter as illustrated in the figure below.



☐ 7. In the **Report Filtering** dialog box, click **Show Filter Logic**.

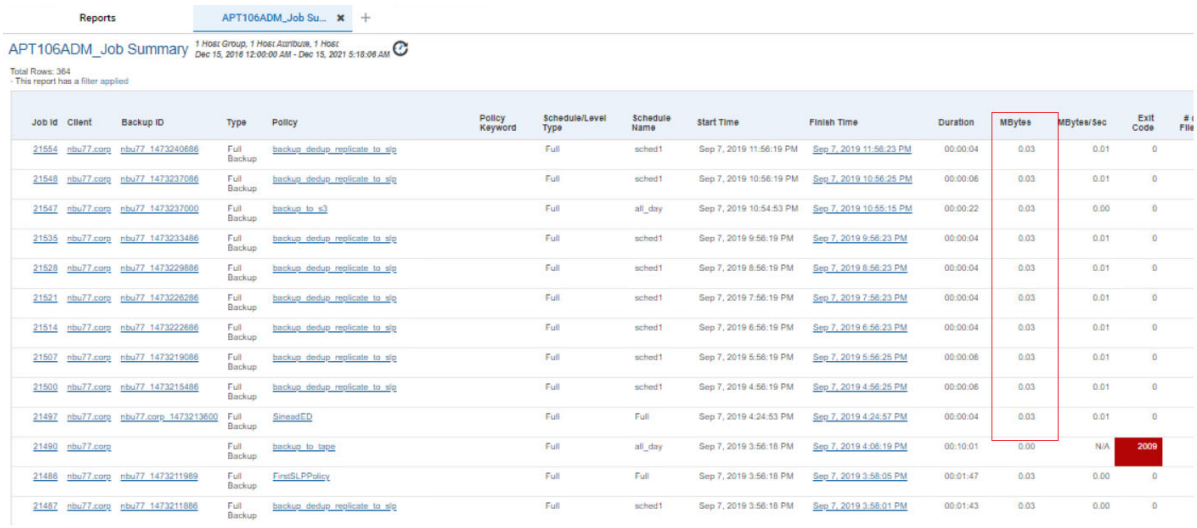
☐ 8. In the **Filter Logic** field enter **1 AND 2** as illustrated in the figure below and click **Apply Filter**.



You are returned to the **APT106ADM_Job Summary** tab and the contents of the report now display only **Full Backup** jobs for client **nbu77.corp**.

You can also sort the data in ascending or descending order after generating the report.

☐ 9. On the **APT106ADM_Job Summary** tab, click the **MBytes** column header twice to display the backup job size in ascending order.



Sorting can be performed only for reports that display data in tables.

Column sorting is disabled for tabular reports that have sub-total rows.

☐ 10. On the **APT106ADM_Job Summary** tab, click **Actions > Filter** to access the **Report Filtering** dialog box.

☐ 11. In the **Report Filtering** dialog box, click **Clear Filter** and click **OK** in the browser prompt that is displayed to clear the existing filter.

☐ 12. Leave the **APT106ADM_Job Summary** tab open and proceed to the next exercise.

Go to Lab Exercises

Exercise G: Accessing APTARE Reports with Out-of-the-Box Dashboards

In this exercise, you use the Out-of-the-Box Dashboards (templates) and generate the reports for the following features:

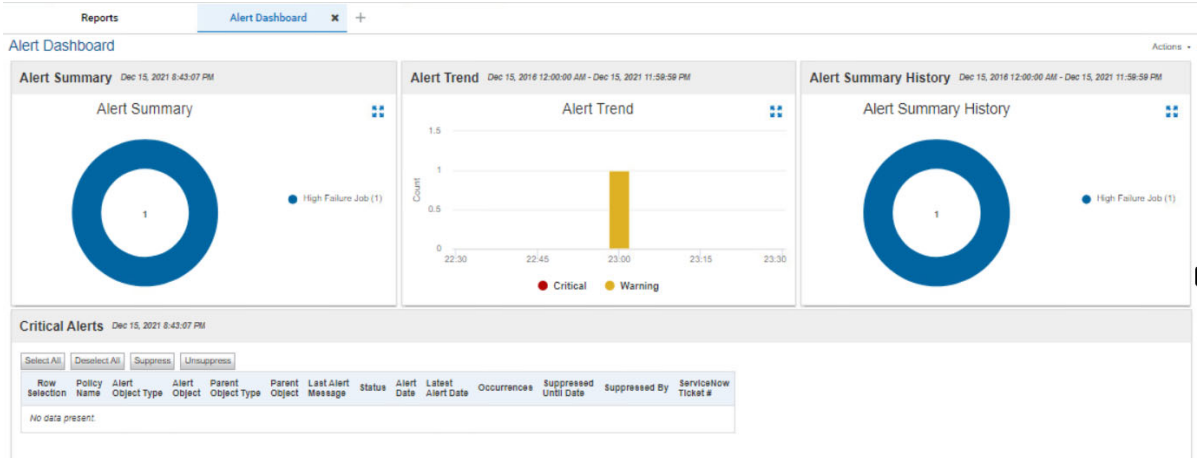
- **Alert Dashboard**
- **Ransomware Risk Assessment**
- **Storage Optimization Dashboard**

☐ 1. If required, double-click **Reports** located on the menu bar to navigate to the **Reports** page.

☐ 2. On the **Reports** page, navigate to this location **Alerts** > **Alert Dashboard** (select this option from the right pane).

☐ 3. Double-click the **Alert Dashboard** option. The **Alert Dashboard Scope Selector** dialog box is displayed.

☐ 4. Change the **Time Period:** value to **Last 5 years** (from the drop-down menu) and click **Generate** to display the report.



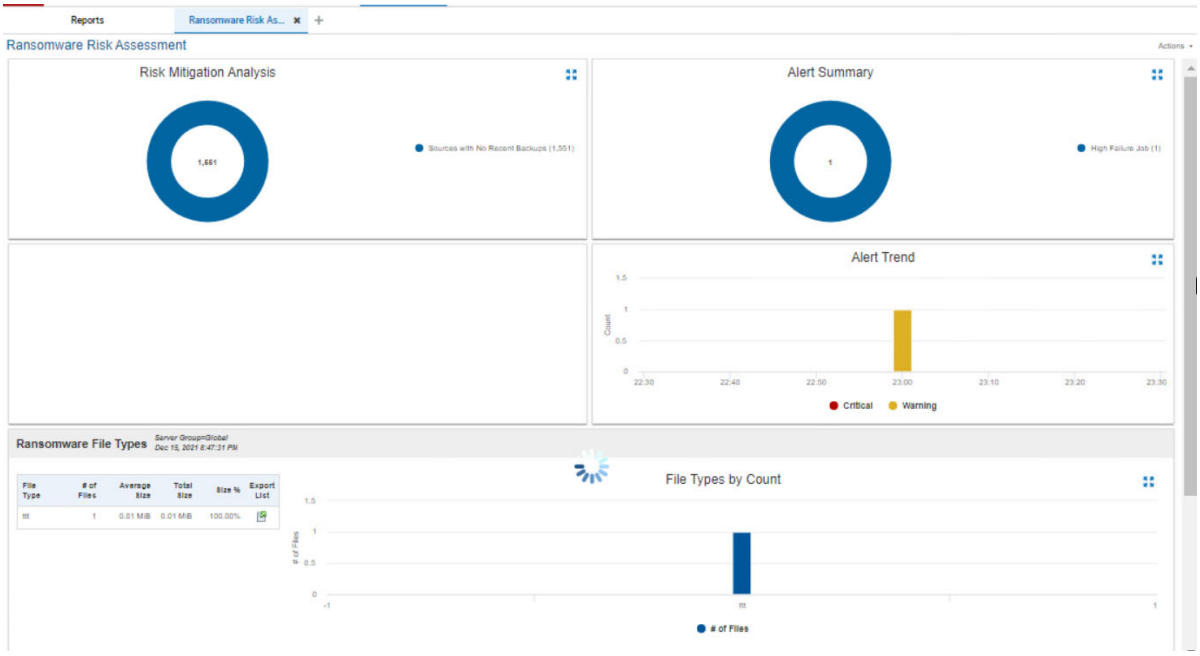
☐ 5. Using the **Actions** drop-down menu you can save, edit, and export this report for further use cases.

☐ 6. Close the **Alert Dashboard** tab.

☐ 7. On the **Reports** page, navigate to this location **Solutions** > **Risk Mitigation** > **Ransomware Risk Assessment** (select this option from the right pane).

☐ 8. Double-click the **Ransomware Risk Assessment** option. The **Ransomware Risk Assessment Scope Selector** dialog box is displayed.

☐ 9. Change the **Time Period:** value to **Last 5 years** (from the drop-down menu) and click **Generate** to display the report.



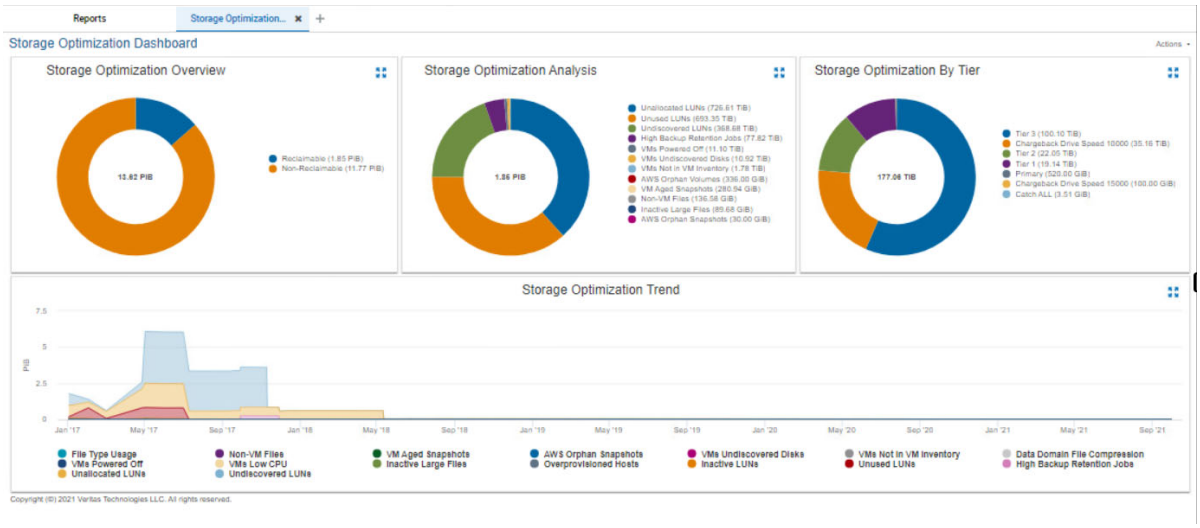
- [ ] 10. Close the **Ransomware Risk Assessment** tab. If required, click **Don't Save** to cancel this report (for now).

- [ ] 11. On the **Reports** page, navigate to this location **Solutions** > **Storage Optimization** > **Storage Optimization Dashboard** (select this option from the right pane).

- [ ] 12. Double-click the **Storage Optimization Dashboard** option. The **Storage Optimization Dashboard Scope Selector** dialog box is displayed.

- [ ] 13. Change the **Time Period:** value to **Last 5 years** (from the drop-down menu) and click **Generate** to display the report.

- [ ] 14. Wait for 1-2 minutes to display the complete report for *Storage Optimization* parameters.



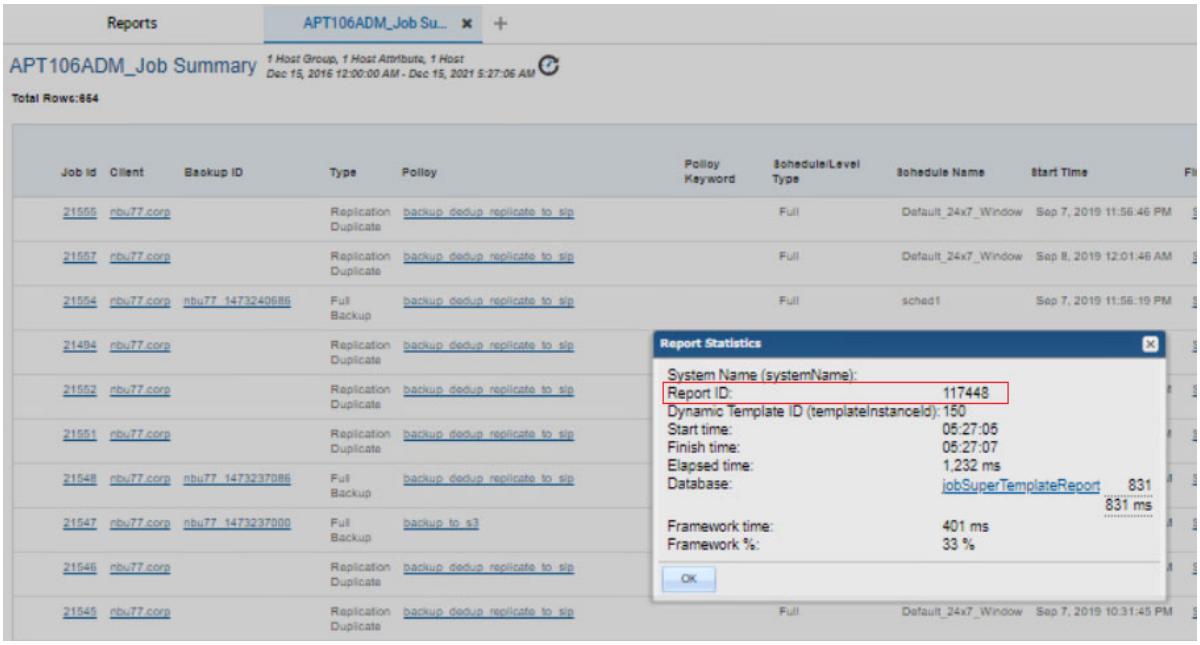
- [ ] 15. Close the **Storage Optimization Dashboard** tab.

Go to Lab Exercises

Exercise H: Accessing APTARE Reports with the REST API

In this exercise, you access the Aptare reports using the REST API.

- [ ] 1. On the **Reports** page, navigate to this location **My Reports** > **APT106ADM** (select this report from the right pane).
- [ ] 2. Click **Run** to generate the saved report.
- [ ] 3. Press **Ctrl + Alt + T** to view the **Report Statistics** and find the **Report ID** details.



- [ ] 4. Make a note of this **Report ID** number which is displayed in step 3. Click **OK** to close the **Report Statistics** page.

> If required, copy this **Report ID** number in a notepad and save this file on the desktop.

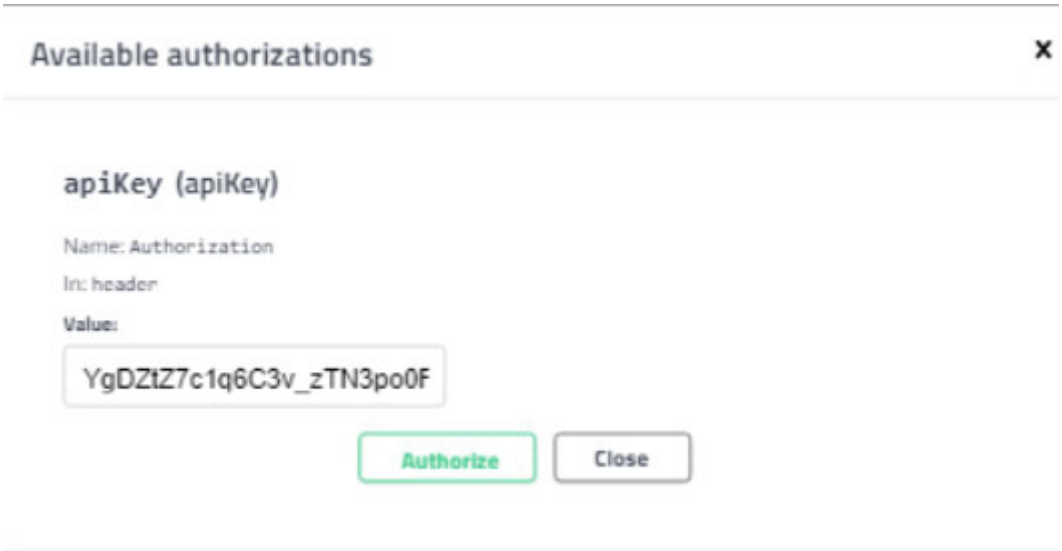
- [ ] 5. On the Chrome browser, open a new tab and access the Aptare *REST API* swagger portal using the following URL:
    - T http://aptareportal.example.com/api/swagger-ui.html
- [ ] 6. Select the option **v1** (from the drop-down menu) from the **Select a spec** tab.

- [ ] 7. Open the **APTARE IT Analytics** portal (again) and navigate to **System Administrator** > **Create API key**, and click **Create API key**.
- [ ] 8. Click **Copy & close** the key.

> If required, copy this API key in a notepad and save this file on the desktop.

- [ ] 9. Navigate back to the **APTARE REST API swagger** portal and click **Authorize** option. The **Available authorizations** dialog box is displayed.

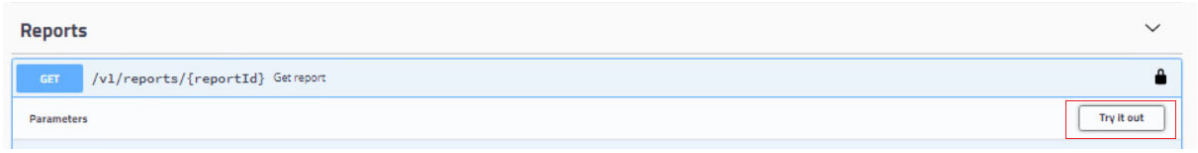
☐ 10. Copy the *API* key (which is copied in step 8) and click **Authorize**.



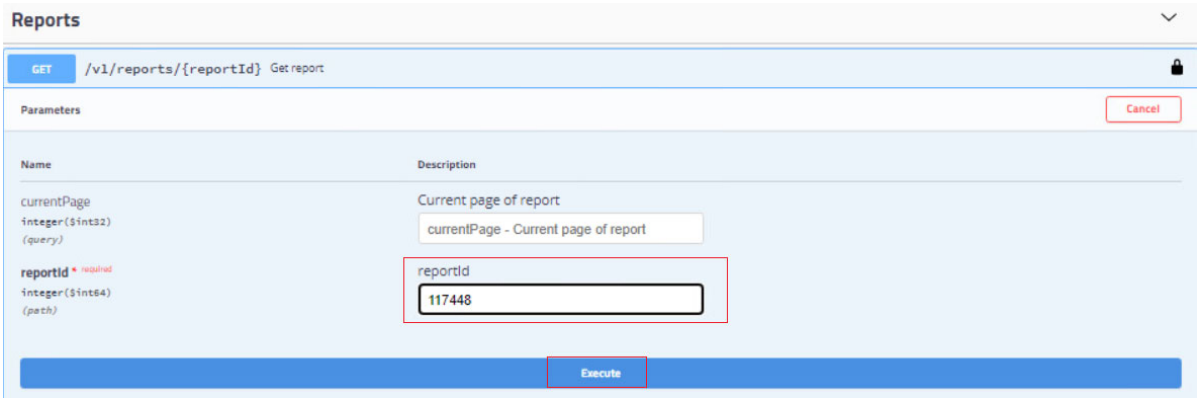
☐ 11. Click **close** to close the dialog box. But *do not* select the log out option (for now).

> The API key is passed in the authorization header of the REST API.

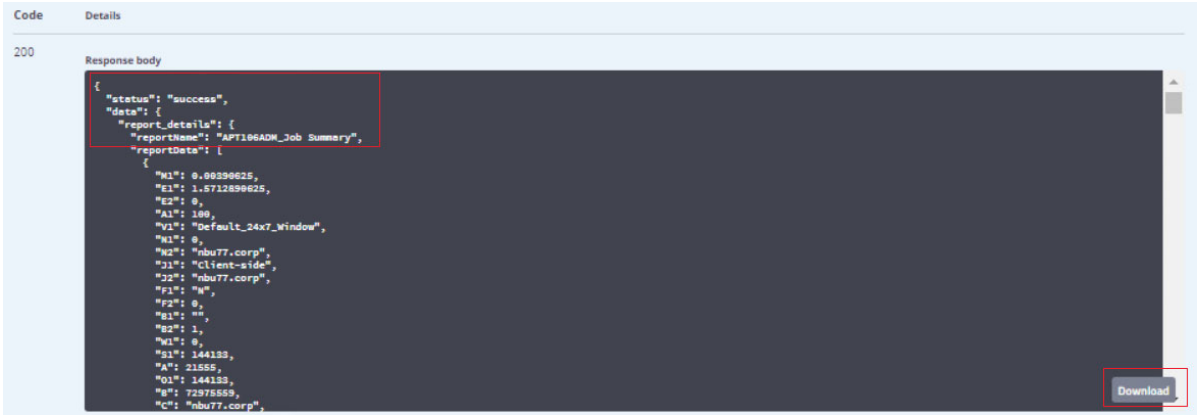
☐ 12. Expand the **Reports** tab and later expand the **/v1/reports/{reportId}** section and click **Try it out** option.



☐ 13. Enter the **Report ID** number (which is copied in step 4) and then click **Execute**.

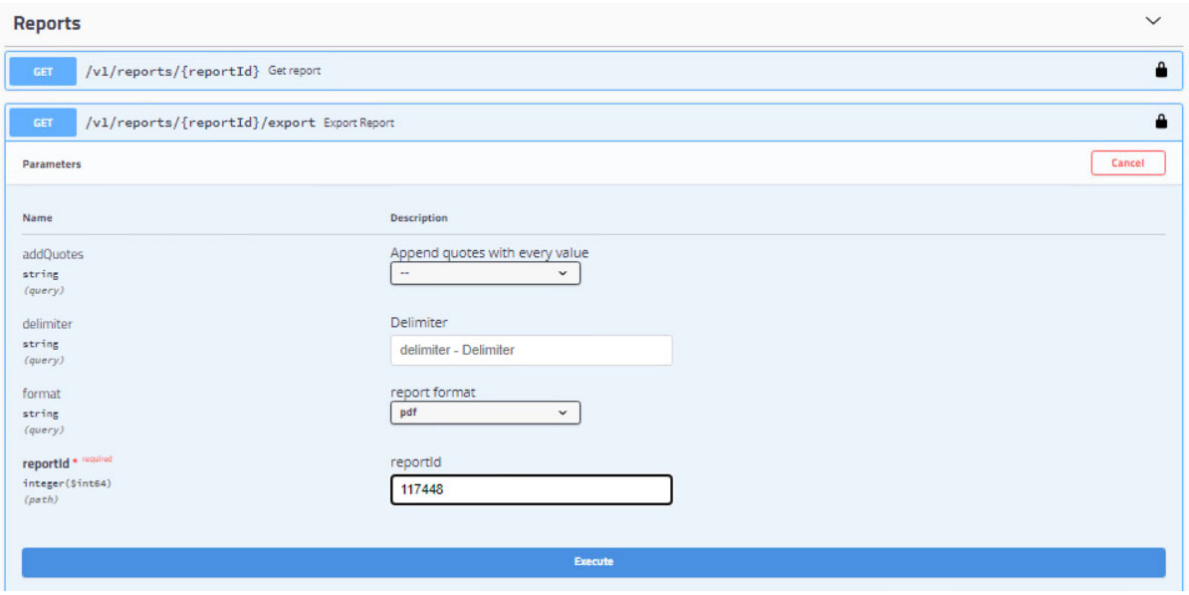


☐ 14. Scroll down further and you can check the **APT106ADM** report details in the **200: Response Body** section. If required, click **Download** to save this report in JSON format.

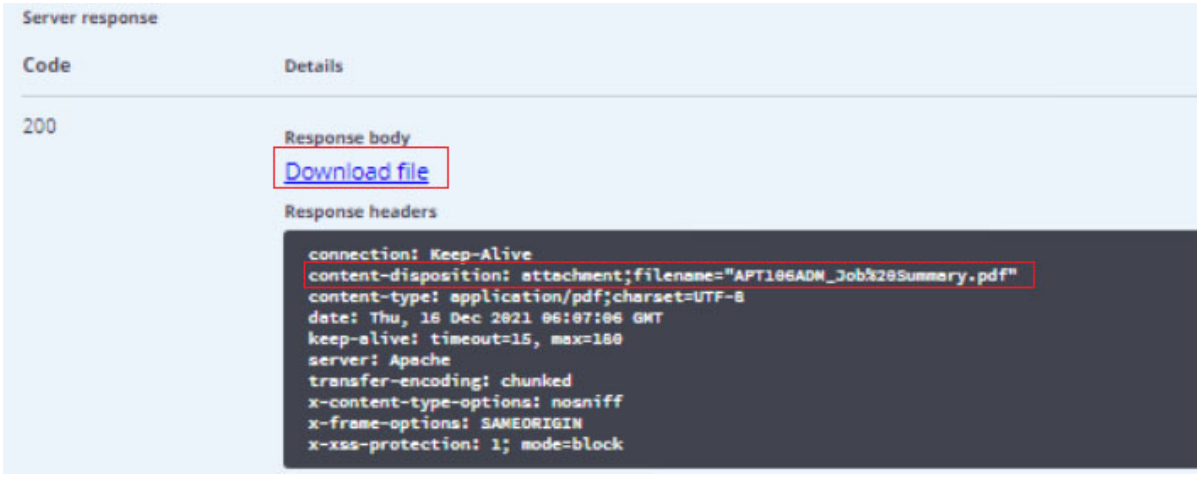


☐ 15. Under the **Reports** tab, expand the **/v1/reports/{reportId}/export** section and click **Try it out** option. Enter the following values:

- string: **pdf** (report format)
- reportid: *Report ID number* (which is copied in step 4)
- Click **Execute**.

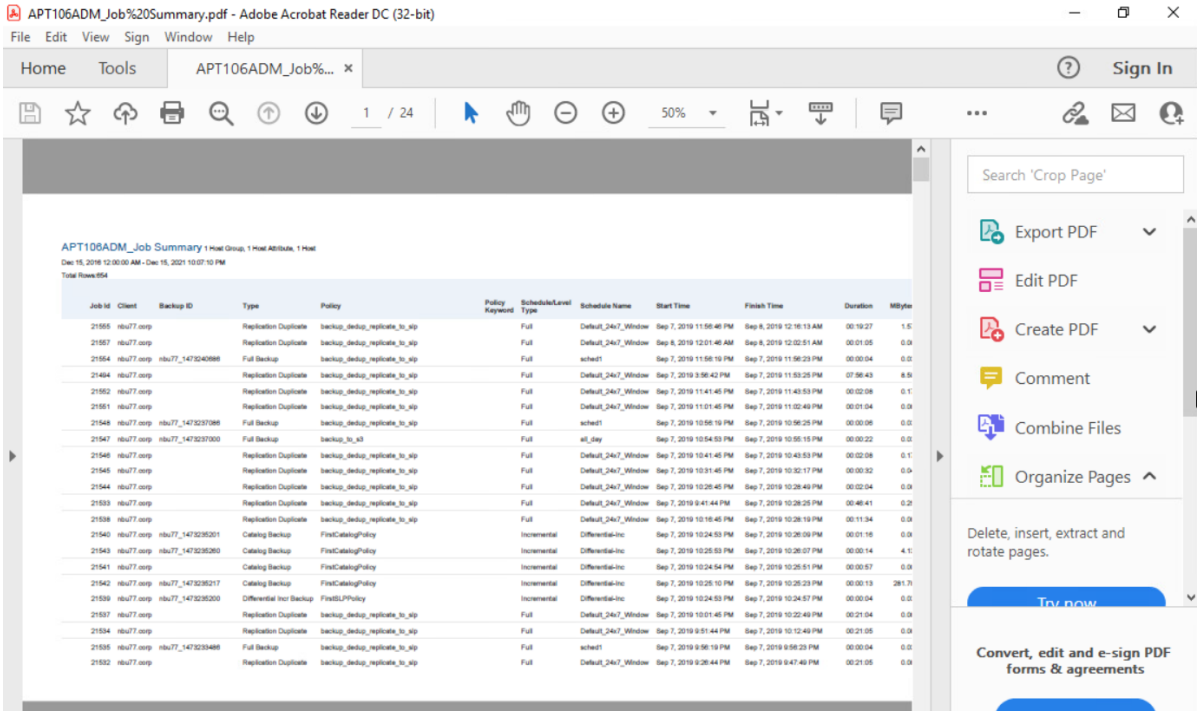


☐ 16. Scroll down further and you can check the **APT106ADM** PDF report details in the **200: Response Body** section. If required, click **Download** to save this report in PDF format.



☐ 17. Open the file explorer window (from the desktop) and navigate to the **Downloads** folder location. Perform the following steps:

- Double-click the *APT106ADM_PDF* file.
- View the contents of the report which is generated in the previous step 16.



☐ 18. Close the file explorer window and PDF file, later log out, and close the **APTARE REST API swagger** portal.

☐ 19. But *do not* close the **APTARE IT Analytics** portal.

Go to Lab Exercises

Exercise I: Modifying and Deleting Saved Report

In this exercise, you modify and delete a saved report.

Modifying a saved report

If required, perform steps 1-2, else continue from step 3.

1. On the **Reports** page, navigate to this location **My Reports** > **APT106ADM** (select this report from the right pane).
2. If required, click **Run** to display the saved report (again).
3. On the **APT106ADM_Job Summary** tab, click **Actions > Edit Scope** to access the **Job Summary Scope Selector** dialog box.
4. In the **Job Summary Scope Selector** dialog box, click **Modify**. The **Report Scope Selector** dialog box is displayed.
5. In the **Report Scope Selector** dialog box that is displayed, select **Host Attribute=Maintenance_Contract(Yes)** listed in the **In scope** section and click **Remove**.
6. In the **Report Scope Selector** dialog box, click **OK**.

   You are returned to the **Job Summary Scope Selector** dialog box.
7. In the **Job Summary Scope Selector** dialog box, click **Regenerate** to run the report again with the new parameters.

   The regenerated report only displays jobs for client **nbu77.corp**.
8. On the **APT106ADM_Job Summary** tab, click **Actions > Save** to save the changes.
9. In the **Do you want to save changes you made to "Job Summary"?** browser prompt that is displayed, click **OK** to save and overwrite the existing report.
10. Close the **APT106ADM_Job Summary** tab.

Deleting a saved report

11. In the **Reports Navigation Panel** navigate to the **My Reports > APT106ADM** folder.

    The **Reports** view panel displays the reports saved in the **APT106ADM** folder.
12. In the **Reports** view panel, select the **APT106ADM_Job Summary** report and click **Delete** located on the action bar.
13. In the **Delete Confirmation** dialog box that is displayed, click **Yes** to delete the **APT106ADM_Job Summary** report.

    Note that the **APT106ADM_Job Summary** report is no longer available in the **APT106ADM** folder.

☐ 14. In the **APTARE IT Analytics Portal**, click **System Administrator > Log Out** to log out of the **APTARE IT Analytics Portal**.

End of Lab