Managing Custom Reports

You can add custom reports to the JSS to extend your inventory reporting capabilities.

These reports are available when using the Inventory pane in the JSS to search or browse computers. A link for each custom report is displayed near the bottom of the page under the **Export Options** heading.

The Casper Suite comes with several templates that you can use to create custom reports. These templates are simple JavaServer Pages files (JSP) with the `.jsp` file extension. They are located in:

`/Library/JSS/Tomcat/webapps/ROOT/WEB-INF/reporting/`

> *Note:* If you upgraded from Casper Suite 8.1 or earlier, the custom report templates are located in:
>
> `/Library/Tomcat/webapps/ROOT/WEB-INF/reporting/`

Before modifying these templates, be sure to read and respect the comments in the files.

The instructions in this section explain how to create, edit, and delete custom reports.

To create a custom report:

1. Create a JSP file (using one of the templates or otherwise).
    Ensure that the file has a `.jsp` file extension and place it in the following location on the server:
    `/Library/JSS/Tomcat/webapps/ROOT/WEB-INF/reporting/`

    > *Note:* If you upgraded from Casper Suite 8.1 or earlier, place the file in this location:
    >
    > `/Library/Tomcat/webapps/ROOT/WEB-INF/reporting/`

2. Place any image files for the report (`.gif`, `.jpg`, etc.) in the follow location:
    `/Library/JSS/Tomcat/webapps/ROOT/reporting_images/`

    > *Note:* If you upgraded from Casper Suite 8.1 or earlier, place the image files in this location:
    >
    > `/Library/Tomcat/webapps/ROOT/reporting_images/`

3. Place any CSS (Cascading Style Sheet) files for the report in the following location:
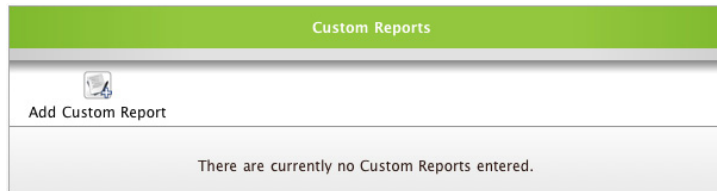   `/Library/JSS/Tomcat/webapps/ROOT/reporting_theme/`

    > *Note:* If you upgraded from Casper Suite 8.1 or earlier, place the CSS files in this location:
    >
    > `/Library/Tomcat/webapps/ROOT/reporting_theme/`

4. Log in to the JSS with a web browser.

5. Click the **Settings** tab.

6. Click the **Inventory Options** link.

7. Click the **Custom Reports** link.

8. Click **Add Custom Report** in the toolbar.

9. Enter a display name for the report. For example, "My Report".

10. In the **Page Name** field, enter a name for the page that will display in your web browser each time you create a report.

    This name does not need to match the name of the JSP file. For example, the page name can be "myReport.html".

    > **Note:** This name cannot contain spaces.

11. Enter the name of the JSP in the **File Name** field.

    This must match the name of the JSP file exactly. For example, if the name of the JSP file you added is "`myReport.jsp`", you must enter "`myReport.jsp`".

12. Select the **Include Software and Peripheral Information** checkbox to include software and peripheral information in the report.

    > **Note:** Selecting this option may delay the reporting process since it contains more information.

13. Click the **Save** button.

    To edit a custom report:

1. Log in to the JSS with a web browser.

2. Click the **Settings** tab.

3. Click the **Inventory Options** link.

4. Click the **Custom Reports** link.

5. Click the **Edit Report** link across from the report you want to edit.

6. Make changes as needed.

7. Click the **Save** button.

To delete a custom report:

1. Log in to the JSS with a web browser.

2. Click the **Settings** tab.

3. Click the **Inventory Options** link.

4. Click the **Custom Reports** link.

5. Click the **Delete Report** link.

6. Click **Delete Custom Report** to confirm.