Managing report schedules

Active IQ Unified Manager

NetApp
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Managing report schedules

You can manage your report schedules from the Report Schedules page. You can view, modify, or delete existing schedules.

What you'll need

> You cannot schedule new reports from the Report Schedules page. You can only add scheduled reports from the object inventory pages.

- You must have the Application Administrator or Storage Administrator role.

Steps

1. In the left navigation pane, click **Storage Management** > **Report Schedules**.
2. On the Report Schedules page:

If you want to…	Then…
View an existing schedule	Scroll through the list of existing reports using the scroll bars and page controls.
Edit an existing schedule	a. Click the more icon for the schedule you want to use. b. Click **Edit**. c. Make the necessary changes. d. Click the check mark to save your changes.
Delete an existing schedule	a. Click the more icon for the schedule you want to use. b. Click **Delete**. c. Confirm your decision.

Editing scheduled reports

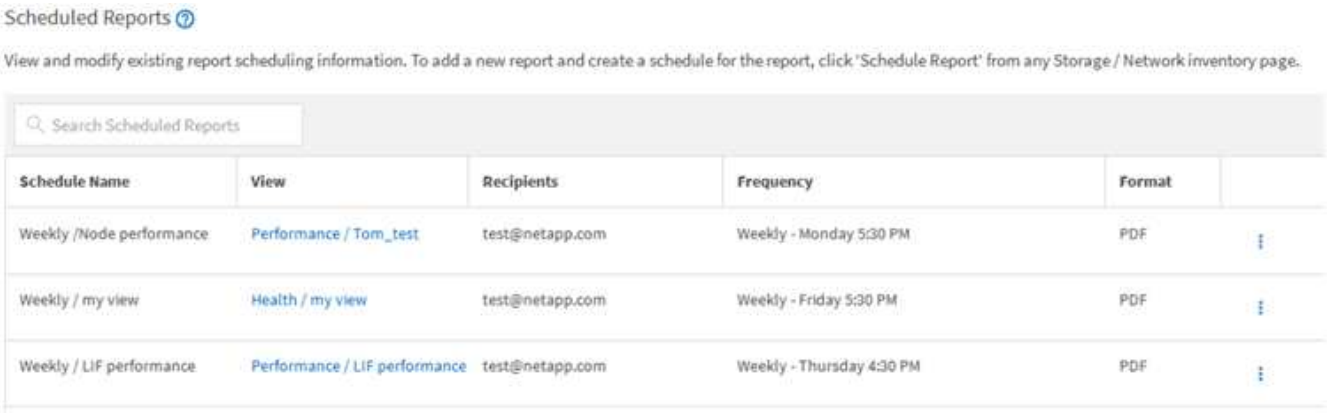
After reports are scheduled, you can edit them on the Report Schedules page.

What you'll need

- You must have the Application Administrator or Storage Administrator role.

Steps

1. In the left navigation pane, click **Storage Management** > **Report Schedules**.



If you have the appropriate permissions you can alter any report and its schedule in the system.

2. Click the more icon ⋮ for the schedule you want to change.
3. Click **Edit**.
4. You can change the **Schedule Name**, **Recipient** list, **Frequency**, and **Format** for the report schedule.
5. When done, click the check mark to save your changes.

Deleting scheduled reports

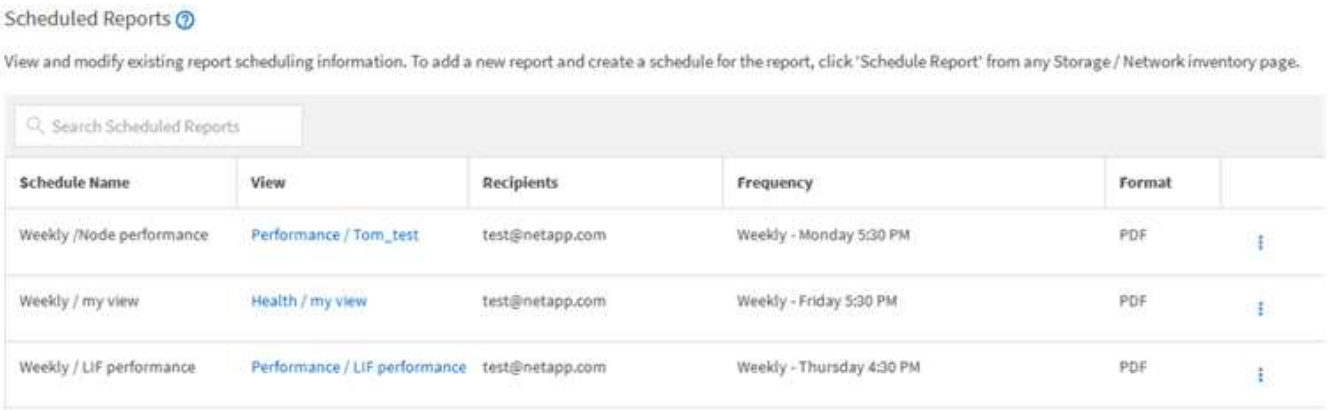
After reports are scheduled, you can delete them from the Report Schedules page.

What you'll need

- You must have the Application Administrator or Storage Administrator role.

Steps

1. In the left navigation pane, click **Storage Management** > **Report Schedules**.



If you have the appropriate permissions you can remove any report and its schedule in the system.

2. Click the more icon ⋮ for the schedule you want to remove.

3. Click **Delete**.
4. Confirm your decision.

   The scheduled report is removed from the list and will no longer be generated and distributed on the set schedule.

   If you delete a custom view from the inventory page, any custom Excel files or scheduled reports that use that view are also deleted.

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