



# **Managing report schedules**

## **Active IQ Unified Manager**

NetApp

February 21, 2022

This PDF was generated from [https://docs.netapp.com/us-en/active-iq-unified-manager/reporting/task\\_edit\\_scheduled\\_reports.html](https://docs.netapp.com/us-en/active-iq-unified-manager/reporting/task_edit_scheduled_reports.html) on February 21, 2022. Always check [docs.netapp.com](https://docs.netapp.com) for the latest.

# Table of Contents

- Managing report schedules ..... 1
  - Editing scheduled reports ..... 1
  - Deleting scheduled reports ..... 2

# 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	<ol style="list-style-type: none"><li>a. Click the more icon  for the schedule you want to use.</li><li>b. Click <b>Edit</b>.</li><li>c. Make the necessary changes.</li><li>d. Click the check mark to save your changes.</li></ol>
Delete an existing schedule	<ol style="list-style-type: none"><li>a. Click the more icon  for the schedule you want to use.</li><li>b. Click <b>Delete</b>.</li><li>c. Confirm your decision.</li></ol>

## 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**.

## Scheduled Reports

View and modify existing report scheduling information. To add a new report and create a schedule for the report, click 'Schedule Report' from any Storage / Network inventory page.

Search Scheduled Reports					
Schedule Name	View	Recipients	Frequency	Format	
Weekly / Node performance	<a href="#">Performance / Tom_test</a>	test@netapp.com	Weekly - Monday 5:30 PM	PDF	
Weekly / my view	<a href="#">Health / my view</a>	test@netapp.com	Weekly - Friday 5:30 PM	PDF	
Weekly / LIF performance	<a href="#">Performance / LIF performance</a>	test@netapp.com	Weekly - Thursday 4:30 PM	PDF	



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**.


## Scheduled Reports

View and modify existing report scheduling information. To add a new report and create a schedule for the report, click 'Schedule Report' from any Storage / Network inventory page.

Search Scheduled Reports					
Schedule Name	View	Recipients	Frequency	Format	
Weekly / Node performance	<a href="#">Performance / Tom_test</a>	test@netapp.com	Weekly - Monday 5:30 PM	PDF	
Weekly / my view	<a href="#">Health / my view</a>	test@netapp.com	Weekly - Friday 5:30 PM	PDF	
Weekly / LIF performance	<a href="#">Performance / LIF performance</a>	test@netapp.com	Weekly - Thursday 4:30 PM	PDF	



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.

## Copyright Information

Copyright © 2022 NetApp, Inc. All rights reserved. Printed in the U.S. No part of this document covered by copyright may be reproduced in any form or by any means-graphic, electronic, or mechanical, including photocopying, recording, taping, or storage in an electronic retrieval system- without prior written permission of the copyright owner.

Software derived from copyrighted NetApp material is subject to the following license and disclaimer:

THIS SOFTWARE IS PROVIDED BY NETAPP "AS IS" AND WITHOUT ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WHICH ARE HEREBY DISCLAIMED. IN NO EVENT SHALL NETAPP BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

NetApp reserves the right to change any products described herein at any time, and without notice. NetApp assumes no responsibility or liability arising from the use of products described herein, except as expressly agreed to in writing by NetApp. The use or purchase of this product does not convey a license under any patent rights, trademark rights, or any other intellectual property rights of NetApp.

The product described in this manual may be protected by one or more U.S. patents, foreign patents, or pending applications.

RESTRICTED RIGHTS LEGEND: Use, duplication, or disclosure by the government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.277-7103 (October 1988) and FAR 52-227-19 (June 1987).

## Trademark Information

NETAPP, the NETAPP logo, and the marks listed at <http://www.netapp.com/TM> are trademarks of NetApp, Inc. Other company and product names may be trademarks of their respective owners.