



# Managing Reports

## Cloud Insights

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# Managing Reports

You can customize a report's output format and delivery, set report properties or schedules, and email reports.

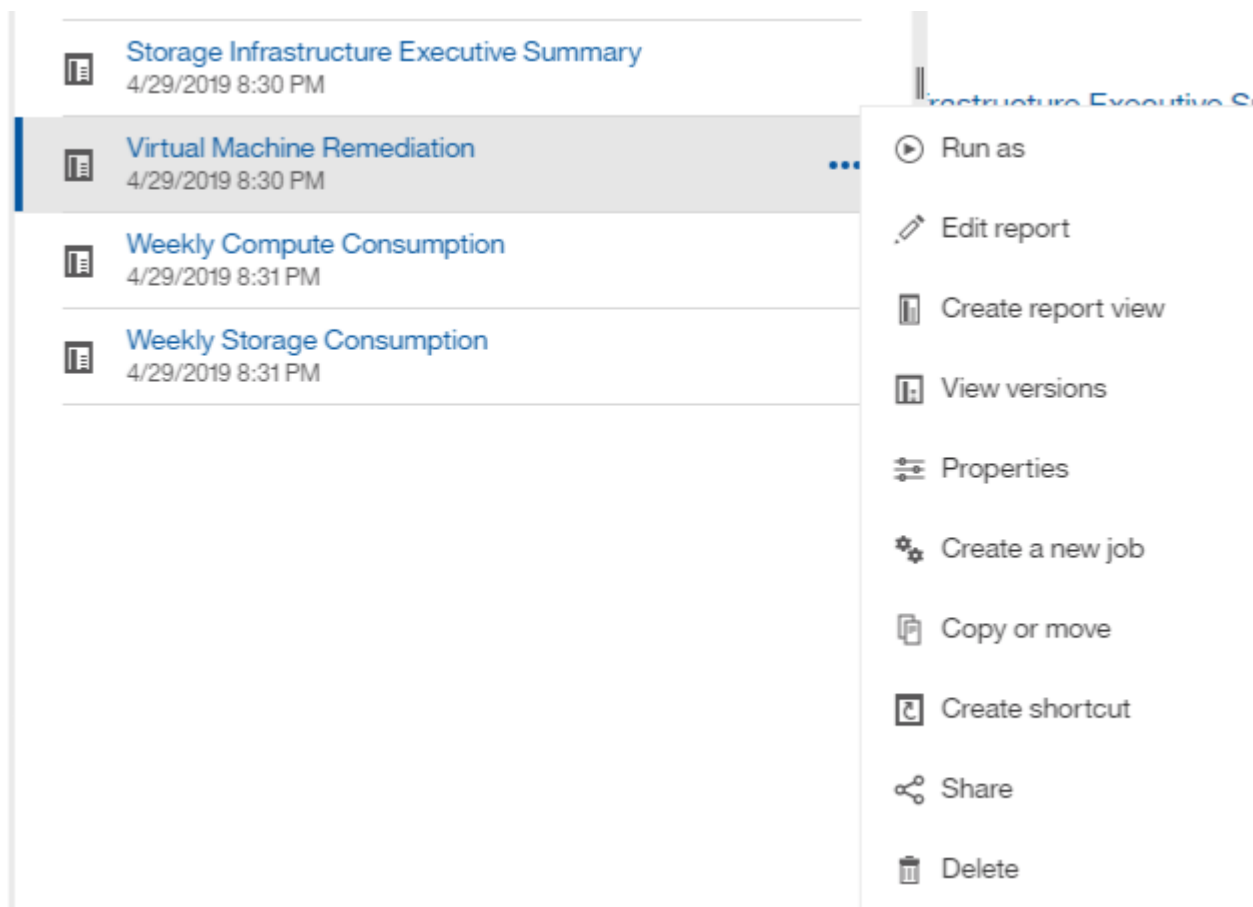


The Reporting feature is available in Cloud Insights [Premium Edition](#).

## Customizing a report's output format and delivery

You can customize the format and delivery method of reports.

1. In the Cloud Insights Reporting Portal, mouse over the report you want to customize and click [...].






1. Click **Properties** > **Schedule**

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## Create schedule

### Period

Start  2018-04-06  1:49 PM

End  2018-07-06  1:49 PM

☐ No end date

Run every  week(s)

On day(s) 

M	T	W	T	<b>F</b>	S	S
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☐ Daily time interval

### Options

Format  HTML >

Delivery  Save >

Prompts Set values >



Languages English (United States) >

1. You can set the following options:
  - Schedule when you want reports to run.
  - Format the report output.
  - Delivery: print, save, or email the report.
  - Languages define the language the report is delivered in.
2. Click **Create** to produce the report using the selections you made.

## Copying a report to the clipboard

Use this process to copy a report to the clipboard.

1. In the toolbar, click **[+]**
2. Click **Report**



3. Click the **Pages** icon . The Report icon  **Report** is displayed
4. Left click the Report icon. Report options are displayed.
5. Click **Copy Report to Clipboard**.

## Opening reports (xml) from the clipboard

You can open a report specification that was previously copied to the clipboard.

About this task

You enter the Reporting user interface by creating a new report or opening an existing report

1. In the toolbar, click **[+]**
2. Click **Report**
3. Click the **Pages** icon . The Report icon  **Report** is displayed
4. Left click the Report icon. Report options are displayed.
5. Click **Open report from clipboard**.

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