Managing reports

OnCommand Insight

NetApp
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Managing reports

For each report, you can select the **More** link in the Actions column, and access all of the report operations, such as setting report properties, scheduling reports, or emailing reports. Administrators have more management options available than other users.

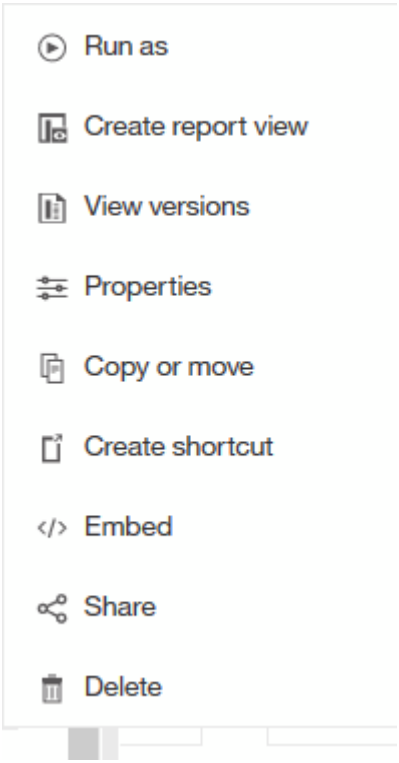
Administrators can set permissions for other report users according to their OnCommand Insight roles.

Customizing a report's output format and delivery

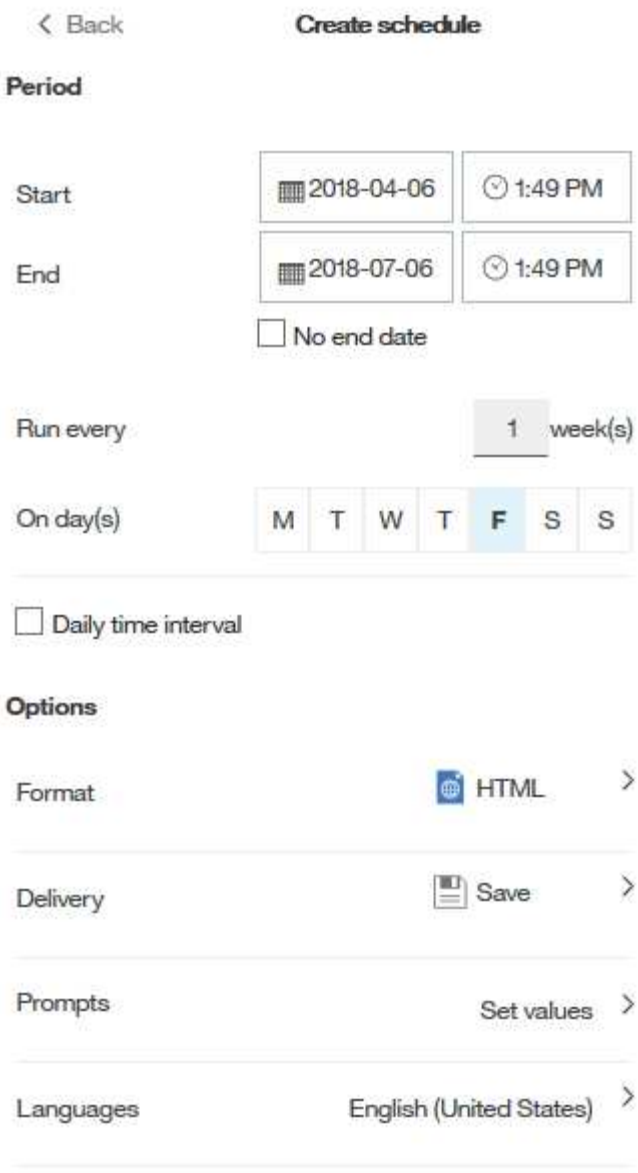
You can customize the format and delivery method of reports.

Steps

1. Open the OnCommand Insight Reporting Portal and select the report you want to customize and click **[...]**.



2. Click **Properties** > **Schedule**



3. 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.
4. 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.

Steps

1. Open the Cognos 11 Reporting Portal: https://server-name:9300/bi/
2.

In the toolbar, click

3. Click **Report**
4. Click the **Pages** icon

   The **Report** icon is displayed

5. Left click the **Report** icon

   Report options are displayed.

6. 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

Steps

1. Open the Cognos 11 Reporting Portal: https://server-name:9300/bi/
2. In the toolbar, click
3. Click **Report**
4. Click the **Pages** icon

   The **Report** icon is displayed

5. Left click the **Report** icon

   Report options are displayed.

6. Click **Open report from clipboard**.

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