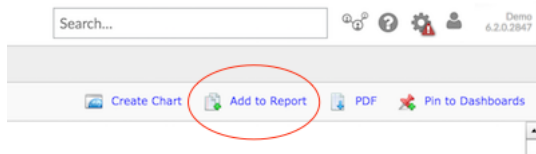



# Create a report

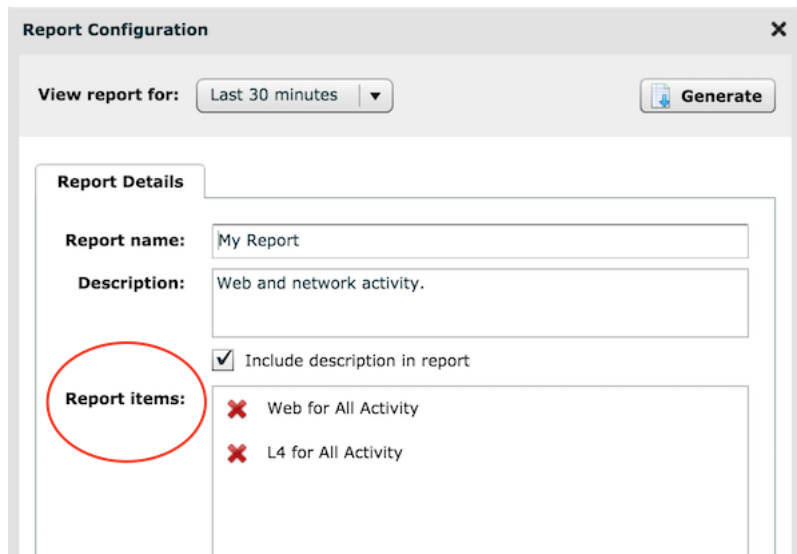
Published: 2018-10-09

In the Discover and Command appliances, you can create a report of network activity to share with others. Reports are PDF files that highlight protocol metric data you select for a specific time period.

1. Log into the Web UI on the Discover or Command appliance and then click the Systems Settings icon in the top right corner of the page.
2. Select **Reports**.
3. On the Reports page, click **New**.
4. In the Report name field, type a name.
5. In the Description field, type information that you would like to display at the top of your report.
6. Optional: Select **Include description in report** to make sure your description is included in the PDF file.
7. Skip the Report items field for now. You will select metrics in step 8 that will automatically populate this field.
8. Click **OK**. Your new report appears on the Reports page in System Settings.
9. Close the Reports window and click **Metrics** at the top of the page to select data for your report. For example, to add HTTP and TCP metrics from the All Activity application to your report, complete the following steps:
  - a) Click **Metrics** and then click **Application**. Select **All Activity**.
  - b) Select **Web** in the left pane.
  - c) Near the top right corner of the page, click **Add to Report**. From the drop-down list, select your report name. All the HTTP metrics displayed on this protocol page will be added to your report.



- d) To add more metrics, click a protocol in the left pane. For example, click **L4**. Then, click the **Add to Report** icon.
10. To add more metrics from sources, repeat step 8 by selecting another source and select a protocol page.
  11. Click the System Settings icon  and then click Reports again.
  12. From the table, select your report. You will see metrics listed in the Report items field.



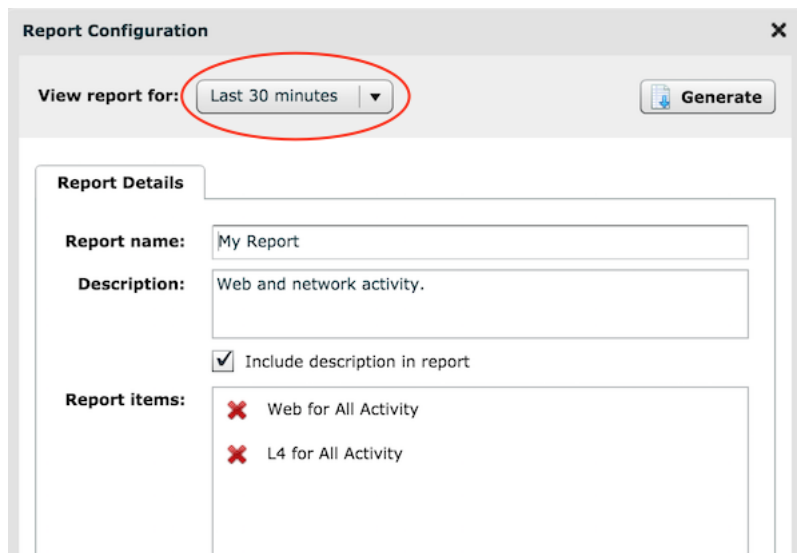
### Next steps

- [Download a report](#) (Discover and Command appliance)
- [Schedule the email delivery of a report](#) (Command appliance only)

## Download a report

After creating a report, you can download a PDF file containing data from a specific period of time.

1. Log into the Discover or Command appliance.
2. Click the System Settings icon in the top right corner of the page, and then click **Reports**.
3. From the table, click the name of the report you want to view.
4. From the View report for drop-down menu, select the time period for your report, as shown in the figure below.



5. Optional: Change the name, description, or remove report items before you generate the report.
6. Click **Generate**.  
A PDF file of the report downloads to your computer.

### Next steps

- Review [Reports FAQ](#) 