

Create a scheduled report

Published: 2024-07-10

From a console, you can schedule reports that contain information about activity on your ExtraHop system to be emailed to specified recipients. Create a scheduled dashboard report to email a PDF file of selected dashboards information including charts and metrics. Create a scheduled Security Operations Report to email a PDF containing a summary of the top detections and risks to your network.

Create a scheduled dashboard report

When you create a scheduled dashboard report, you can specify how often the report is emailed and the time interval for the dashboard data included in the PDF file.

Before you begin

- Your user account must have limited write or higher [privileges](#).
- Your ExtraHop system must be [configured to send emails](#). (RevealX Enterprise only)
- You must log in to a console on the ExtraHop system.
- You can only create a report for dashboards you own or have shared access to.
- If you create a report for a dashboard that is later deleted or becomes inaccessible to you, an email is still sent to recipients. However, the email does not include the PDF file and includes a note that the dashboard is unavailable to the report owner.

Complete the following steps to create a scheduled dashboard report:

1. Log in to the ExtraHop system through `https://<extrahop-hostname-or-IP-address>`.
2. Click the System Settings icon  and then click **Scheduled Reports**.
3. Click **Create**.
4. Type a unique name for the report in the **Report Name** field.
5. Optional: In the **Description** field, type information about the report. The description does not appear in the final report, only in the report settings.
6. From the Report Type section, select **Dashboard**.
7. From the **Report Contents** drop-down list, select a dashboard.
 - If your environment has multiple sites, you must select a site.
 - If the dashboard you select has a dynamic source, you must select a source.
8. Optional: From the **Report Contents** drop-down list, select additional dashboards that you want to add to the report.
9. From the Schedule section, complete the following steps to configure a schedule for the report:
 - a) From the Time Interval section, select the time range of data that you want to include in the report.

Last...	Specify a time interval relative to the time that you specify the report to be emailed.
Previous calendar week	Select to send data from the full calendar week previous to the time that you specify the report to be emailed. A full calendar week starts Sunday and ends Saturday. For example, if your report is emailed on a Wednesday, the report contains data from the previous Sunday through Saturday as opposed to the previous Wednesday through Tuesday.
Previous calendar month	Select to send data from the full calendar month previous to the time that you specify the report to be emailed. For example, if your report is emailed on the 15th of each month, the report contains data from the 1st

through the last day of the previous month as opposed to the 15th of the previous month to the 15th of the current month.

- b) From the Report Frequency section, set the email delivery schedule by selecting one of the following options:



Note: Available options depend on the specified **Time Interval**. For example, if you have specified data from the previous calendar week, you cannot select a daily frequency.

The report frequency is based on the **default system time**  set by your ExtraHop administrator.

Hourly	Email the report every hour.
Daily	Specify the time you want the report to be emailed. Click Add Schedule to email the report multiple times per day.
Weekly	Specify one or more days of the week, and the time you want the report to be emailed. Click Add Schedule to send report emails at multiple times per day or at different times per week.
Monthly	Specify the day of the month that you want the report to be emailed. Click Add Schedule to send report emails at multiple times per month.

10. From the Format section, complete the following steps to configure the report format:

- a) Set the content layout by selecting one of the following options from the first Style drop-down list:

Narrow	Displays large text in chart titles and labels, but provides less space for displaying chart data. Long chart titles and labels might be truncated.
Medium	(Default) Displays a view of chart titles, legends, and data that is optimized for portrait page orientation.
Wide	Displays small text in chart titles and labels, but provides more space for displaying chart data.

- b) Set the number of page breaks in the PDF by selecting one of the following options from the second Style drop-down list:

Single page	(Default) Displays the entire dashboard or protocol page on a single, continuous page. This setting might generate a PDF file that is larger than standard printer page sizes.
Page break per region	Displays each chart region on an individual page. Select this option if your dashboard contains a table or list that displays more than 20 detail metric values.

- c) Set the display theme by selecting one of the following Theme options:

Light	(Default) Displays dashboard data as dark text against a light background.
Dark or Space	Displays dashboard data as light text against a dark background.
Contrast	Displays dashboard data with a limited color palette and contrasting colors.

11. From the Send Email section, complete the following steps to configure email notifications:

- a) Optional: (RevealX Enterprise users only) From the Notification Groups drop-down list, select a group of recipients.
If you do not see the email group that you are looking for, you can configure email groups in the ExtraHop Administration settings or through the REST API. Contact your ExtraHop RevealX Enterprise administrator to add an [email notification group](#).
 - b) In the **Recipients** field, type the email address for each recipient, separated by a comma.
 - c) From the Subject section, click **Custom** to write your own subject line for the email. The automatic subject line is the report name.
 - d) Optional: In the **Message** field, type the information you want to send in the body of the report email.
12. To save your report, complete one of the following steps:
- Click **Send Now** to send a test report email to the email addresses, and then click **Done**. Your report is saved and scheduled.
 - Click **Save**. Your report is scheduled and will be sent to recipients based on the report frequency you specified.

Next steps

- To stop sending a scheduled report, clear the **Enable report** checkbox or delete the report.

Create a scheduled Security Operations Report

When you create a scheduled Security Operations Report, you can specify how often a PDF file of the report is emailed and the time interval for the data included in the report.

Before you begin

- Your user account must have limited write or higher [privileges](#).
- Your ExtraHop system must include the Network Detection and Response (NDR) module.
- You must log in to a console on the ExtraHop system.
- Your ExtraHop system must be [configured to send emails](#). (RevealX Enterprise only)

Complete the following steps to create a scheduled Security Operations Report:

1. Log in to the ExtraHop system through `https://<extrahop-hostname-or-IP-address>`.
2. Click the System Settings icon  and then click **Scheduled Reports**.
3. Click **Create**.
4. Type a unique name for the report in the **Report Name** field.
5. Optional: In the **Description** field, type information about the report. The description does not appear in the final report, only in the report settings.
6. From the Report Type section, select **Security Operations**.
7. From the **Sites** drop-down menu, select the sites you want included in the report.
8. From the Schedule section, complete the following steps to configure a schedule for the report:
 - a) From the Time Interval section, select the time range of data that you want to include in the report.

Last N days	Select to send data from a time interval relative to the time that you specify the report to be emailed.
Previous calendar week	Select to send data from the full calendar week previous to the time that you specify the report to be emailed. A full calendar week starts Sunday and ends Saturday. For example, if your report is emailed on a Wednesday, the report contains data from the previous Sunday through Saturday as opposed to the previous Wednesday through Tuesday.

Previous calendar month	Select to send data from the full calendar month previous to the time that you specify the report to be emailed. For example, if your report is emailed on the 15th of each month, the report contains data from the 1st through the last day of the previous month as opposed to the 15th of the previous month to the 15th of the current month.
-------------------------	--

- b) From the Report Frequency section, set the email delivery schedule by selecting one of the following options:



Note: Available options depend on the specified **Time Interval**. For example, if you have specified data from the previous calendar week, you cannot select a daily frequency.

The report frequency is based on the **default system time** [↗](#) set by your ExtraHop administrator.

Hourly	Email the report every hour.
Daily	Specify the time you want the report to be emailed. Click Add Schedule to email the report multiple times per day.
Weekly	Specify one or more days of the week, and the time you want the report to be emailed. Click Add Schedule to send report emails at multiple times per day or at different times per week.
Monthly	Specify the day of the month that you want the report to be emailed. Click Add Schedule to send report emails at multiple times per month.

9. From the Send Email section, complete the following steps to configure email notifications:
- Optional: (RevealX Enterprise users only) From the Notification Groups drop-down list, select a group of recipients.
If you do not see the email group that you are looking for, you can configure email groups in the ExtraHop Administration settings or through the REST API. Contact your ExtraHop RevealX Enterprise administrator to add an **email notification group** [↗](#).
 - In the **Recipients** field, type the email address for each recipient, separated by a comma.
 - From the Subject section, click **Custom** to write your own subject line for the email. The automatic subject line is the report name.
 - Optional: In the **Message** field, type the information you want to send in the body of the report email.
10. To save your report, complete one of the following steps:
- Click **Send Now** to send a test report email to the email addresses, and then click **Done**. Your report is saved and scheduled.
 - Click **Save**. Your report is scheduled and will be sent to recipients based on the report frequency you specified.

Next steps

- To stop sending a scheduled report, clear the **Enable report** checkbox or delete the report.