

# Create a scheduled dashboard report

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You can email a PDF file of selected dashboards to one or more recipients by creating a scheduled dashboard report on a console.


## Create a dashboard report (Reveal(x) Enterprise)

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](#).
- You must log in to a Reveal(x) Enterprise console that is [configured to send emails](#).
- 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 **Dashboard 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 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.
7. Optional: From the **Report Contents** drop-down list, select additional dashboards that you want to add to 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 dashboard data that you want to include in the report.  
The time interval is relative to the time the report is sent.
  - b) From the Report Frequency section, set the email delivery schedule by selecting one of the following options:

Hourly	Email the report every hour.
Daily	Specify the time you want the report to be emailed. Click <b>Add Schedule</b> 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 <b>Add Schedule</b> to send report emails at multiple times per day or at different times per week.

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

9. 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.

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

- Optional: 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 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. The names of the dashboards linked to the report are provided in the message by default.

11. 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 dashboard report, clear the **Enable report** checkbox or delete the report.


## Create a dashboard report (Reveal(x) 360)

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](#).
- You must log in to a Reveal(x) 360 console.
- 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 **Dashboard 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 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.
7. Optional: From the **Report Contents** drop-down list, select additional dashboards that you want to add to 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 dashboard data that you want to include in the report.

The time interval is relative to the time the report is sent.

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

Hourly	Email the report every hour.
Daily	Specify the time you want the report to be emailed. Click <b>Add Schedule</b> 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 <b>Add Schedule</b> to send report emails at multiple times per day or at different times per week.

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

9. 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.
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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.
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c) Set the display theme by selecting one of the following Theme options:

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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.

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10. From the Send Email section, complete the following steps to configure email notifications:
  - a) In the **Recipients** field, type the email address for each recipient, separated by a comma.
  - b) From the Subject section, click **Custom** to write your own subject line for the email. The automatic subject line is the report name.
  - c) Optional: In the **Message** field, type the information you want to send in the body of the report email. The names of the dashboards linked to the report are provided in the message by default.
11. 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 dashboard report, clear the **Enable report** checkbox or delete the report.