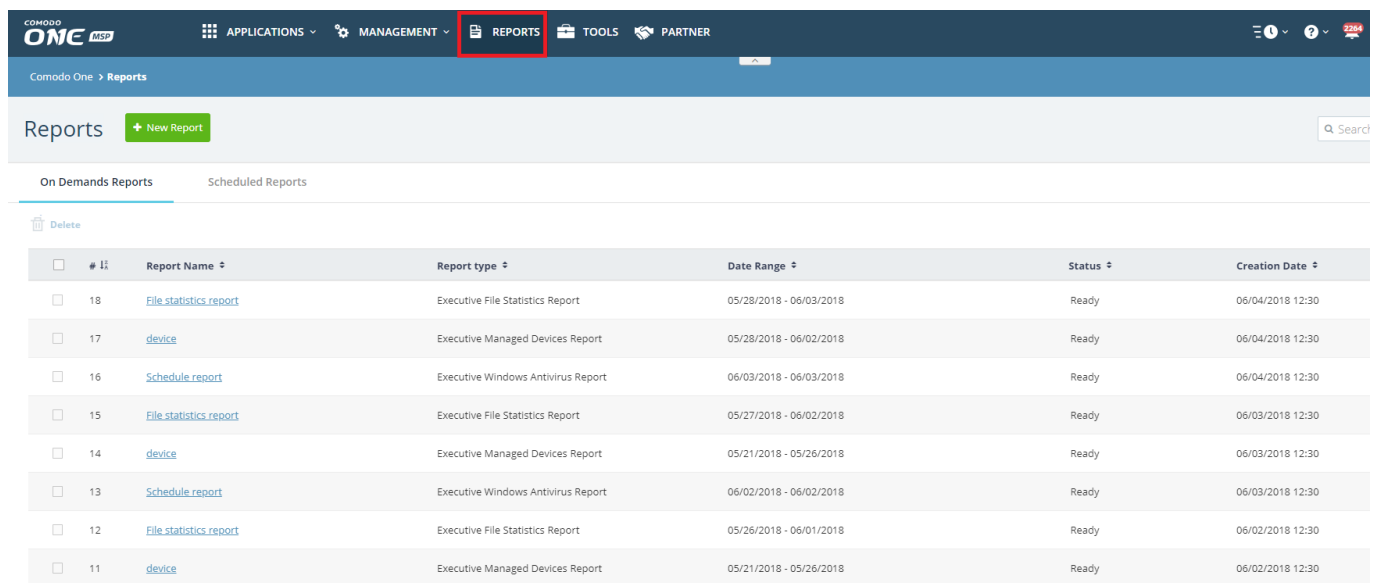


## How to generate reports in the ITarian portal

- Login to ITarian then click 'Reports' in the top menu.
- The 'Reports' interface lets you to generate and view reports on service desk tickets, managed devices, viruses, file statistics and Valkyrie.
- You can schedule that a report is generated at a specific time then sent to a list of recipients.
- You can save any report as a PDF for distribution and analysis.
- You can filter reports by type, name, date range, status and date creation.
- Click 'New Report' to configure then immediately generate a report according to your requirements. You can also specify a schedule and email recipients during configuration.

## Open the reports interface

- Log into ITarian then click 'Reports' in the top-menu
- This will open a list of all existing reports
- Click the name of any report to view its full details



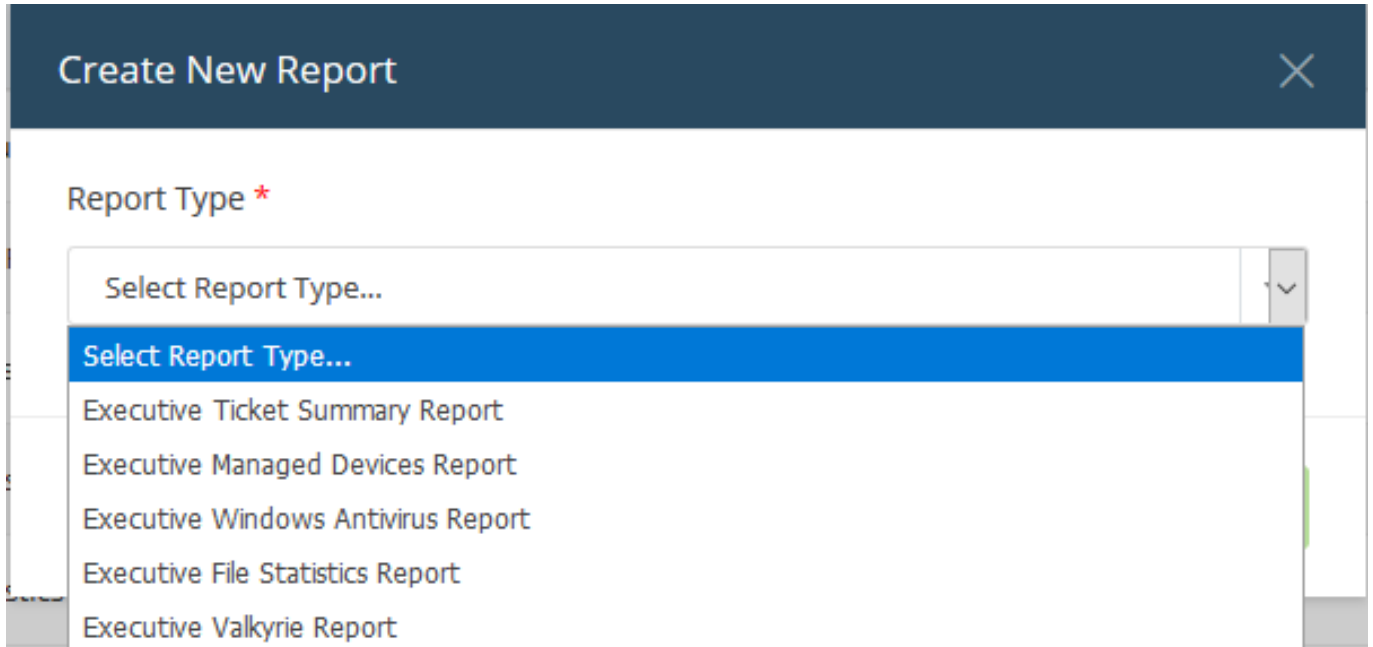
	#	Report Name	Report type	Date Range	Status	Creation Date
<input type="checkbox"/>	18	<a href="#">File statistics report</a>	Executive File Statistics Report	05/28/2018 - 06/03/2018	Ready	06/04/2018 12:30
<input type="checkbox"/>	17	<a href="#">device</a>	Executive Managed Devices Report	05/28/2018 - 06/02/2018	Ready	06/04/2018 12:30
<input type="checkbox"/>	16	<a href="#">Schedule report</a>	Executive Windows Antivirus Report	06/03/2018 - 06/03/2018	Ready	06/04/2018 12:30
<input type="checkbox"/>	15	<a href="#">File statistics report</a>	Executive File Statistics Report	05/27/2018 - 06/02/2018	Ready	06/03/2018 12:30
<input type="checkbox"/>	14	<a href="#">device</a>	Executive Managed Devices Report	05/21/2018 - 05/26/2018	Ready	06/03/2018 12:30
<input type="checkbox"/>	13	<a href="#">Schedule report</a>	Executive Windows Antivirus Report	06/02/2018 - 06/02/2018	Ready	06/03/2018 12:30
<input type="checkbox"/>	12	<a href="#">File statistics report</a>	Executive File Statistics Report	05/26/2018 - 06/01/2018	Ready	06/02/2018 12:30
<input type="checkbox"/>	11	<a href="#">device</a>	Executive Managed Devices Report	05/21/2018 - 05/26/2018	Ready	06/02/2018 12:30

## Generate a new report

- Login to ITarian and click 'Reports' in the top-menu
- Click the 'New Report' button
- Configure your report as required
- Report Types:
  - **Executive Valkyrie Report** – Lists white-listed and blacklisted files.
  - **Executive File Statistics Report** – Summary of the trust level and status of files in your network. Shows the # unknown files, # malware files, # quarantined files etc
  - **Executive Windows Antivirus Report** – Summary of AV protection and threat levels on your network.

Includes # devices with AV installed, number of infected/clean devices, scan status and more.

- **Executive Managed Devices Report** – Summary of your EM device fleet as it stands. Includes total # devices overall, # of PCs/servers/smartphones
- **Executive Ticket Summary Report** – Details about service desk tickets, including number of open/closed tickets, billable time, hours spent, etc.



- **Report Name** - A descriptive label for the report
- **Date Range** - The time period you want the report to cover
- **Company** – MSP customers can run a targeted report on a specific customer's environment.
- **Email this report to** – Add the addresses of people that you want to receive the report. You can add multiple email addresses in the field. Press 'Enter' after each address.
- **Set Schedule** – Set up a recurring report which is auto-generated at specific intervals.  
Note – you cannot set a schedule if you choose a custom date range.
- Click 'Save' to generate the report

### Create New Report ✕

Report Type \*  
Executive Managed Devices Report

Report Name \*  
Devices Report

Date Range \*  
05/23/2018 - 05/30/2018 (Last 7 Days)

Company \*  
feroz

Email this report to

Contact Email(s) \*  
chrisgaylec1operations@gmail.com ✕ Add an email...

Set Schedule \*  
Once

\* Scheduled reports are generated between 04:00 - 05:00 AM (+00:00).

**Save**

### Alert

Report created successfully.

**OK**

- After the report is generated, it will be listed in the 'On-demand' reports area. If you added a schedule then it will also be listed in the 'Scheduled reports' section.
- Click the report name to open it in .pdf format:

### C1 Portal Executive Managed Devices Report

**Customer:** feroz  
**Report type:** Executive Report  
**Period:** 2018-05-23/2018-05-30

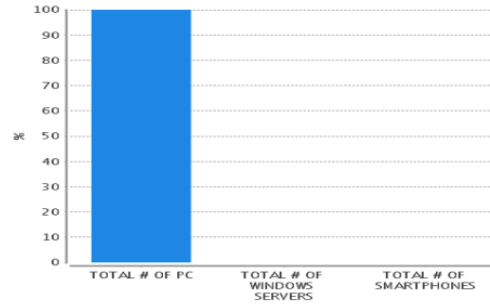
#### Report Legend

TABLE COLUMNS:	DESCRIPTION
Total # of Devices	Total number of devices for selected company
Total # of PCs	Total number of PCs
Total # of Windows Servers	Total number of Windows Servers
Total # of Smartphones	Total number of Smartphones
Period Data	Data between start date and end date of selected period
End Date Data	Snapshot data for end date of selected period

TOTAL # OF DEVICES	TOTAL # OF PCs	TOTAL # OF WINDOWS SERVERS	TOTAL # OF SMARTPHONES
4	4	0	0

#### Device Types

ASSET TYPE	DISTRIBUION (%)
Total # of PCs	100 %
Total # of Windows Servers	0 %
Total # of Smartphones	0 %



### Reports

[+ New Report](#)

On Demands Reports    Scheduled Reports

Delete

<input type="checkbox"/>	#	Report Name	Report type	Date Range	Status	Creation Date
<input type="checkbox"/>	19	Patch	Executive Patch Report	01/01/2016 - 06/03/2018	No Report Data	06/04/2018 12:44
<input type="checkbox"/>	18	<a href="#">File statistics report</a>	Executive File Statistics Report	05/28/2018 - 06/03/2018	Ready	06/04/2018 12:30
<input type="checkbox"/>	17	<a href="#">device</a>	Executive Managed Devices Report	05/28/2018 - 06/02/2018	Ready	06/04/2018 12:30
<input type="checkbox"/>	16	<a href="#">Schedule report</a>	Executive Windows Antivirus Report	06/03/2018 - 06/03/2018	Ready	06/04/2018 12:30
<input type="checkbox"/>	15	<a href="#">File statistics report</a>	Executive File Statistics Report	05/27/2018 - 06/02/2018	Ready	06/03/2018 12:30