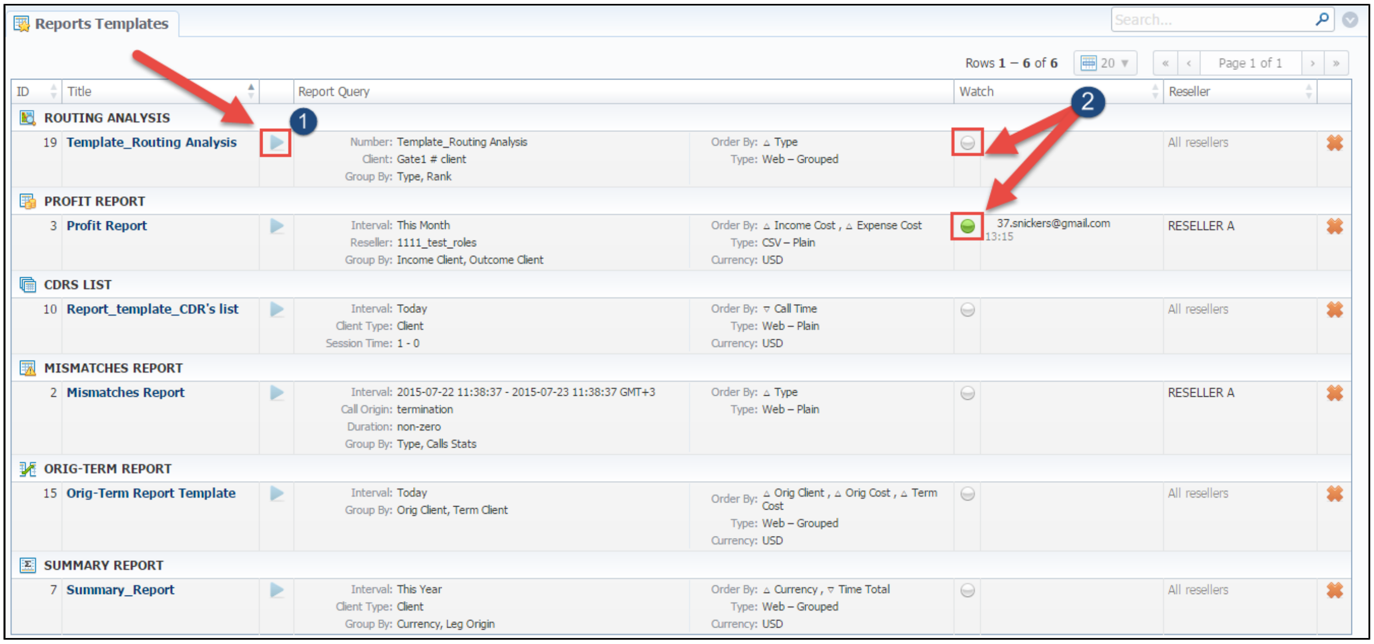
Reports Templates

Reports Templates List

This section allows you to manage already existing templates of *Routing Analysis, Profit Report, CDR's list, Mismatches Report, Orig-Term Report, Summary report.* And send reports to E-mail to keep yourself informed about the traffic status without the need to login into the system and request reports.

To find it, please go to *Statistics – Reports Templates* section.

Screenshot: Reports Templates section main window



To start managing, choose the respective template from the section and click on the name to open the settings.

1. You can run a report by clicking the ***Play icon*** . This option is designed to run report template in the browser. It is not intended to send a report via e-mail (see screenshot above).
2. The green Watch icon shows that the Watch option ***"To send a report via e-mail"*** is enabled. If the Watch icon is gray, the option is disabled.

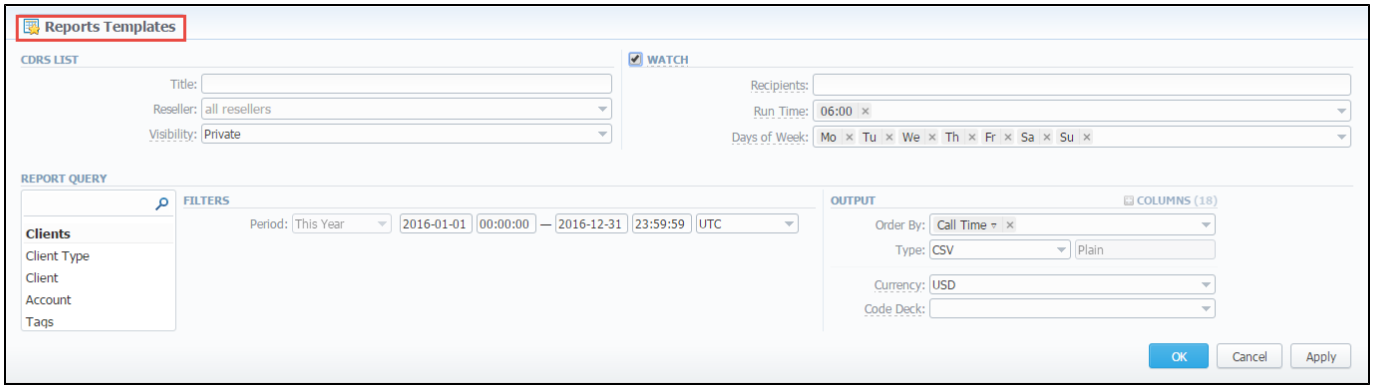
Column	Description
ID	Template ID
Title	Name of the template
Report Query	Template details
Watch	Tool to automatically run a report at the exact time and send the results to the list of e-mails.
Reseller	Name of the Reseller

To create a report template

You can create a template while generating report. The following steps will provide step by step directions on how to add a template:

1. Open *Balance/Summary/Orig-Term/Profit report* or *CDRs/ LCR list, Rates/Routing Analysis* section (configuration depends on your demands).
2. Fill in a query form with respective parameters.
3. Click the ***"Save Query"*** button.
4. Then, a pop-up window with template settings will appear and fill out fields.
5. Click **"*Apply*"** to save a template.

Screenshot: New Template form



Section	Description	
Report	Here you can specify parameters for the template that will be used while running reports	
	Title	Specify a name of the template
	Reseller	Indicate a Reseller for the report template
	Visibility	It allows controlling visibility of respective reports templates. Whether you want to keep templates private or leave them visible for users under specified Reseller. To enable this option, select one parameter from the drop-down list: • ***Public -*** available for users according to the settings of the *"Reseller"* field; • ***Private -*** accessible strictly for creator.
Watch	This tool allows to generate reports at the appropriate time and send results to the list of e-mails Please note, that this tool is not available for *Web* output type, only for *CSV/Excel XLS/Excel XLSx.*	
	Recipients	Specify emails of recipients. Here you can indicate your own e-mail or other users, even 3rd parties emails.
	Run Time	Mention an appropriate time to automatically generate a report, it could be several times, for example: "10:00, 12:00, 18:00"
	Days of Week	Mention days of a week to automatically generate a report. For example, you can run a report only on Monday or each day of week
Report Query	Here you need to specify filters that will be used for generating correct report and choose the output type to view the report	

It's allowed to save ***Reports Templates*** with empty fields.

To send a report via E-mail/ Watch feature

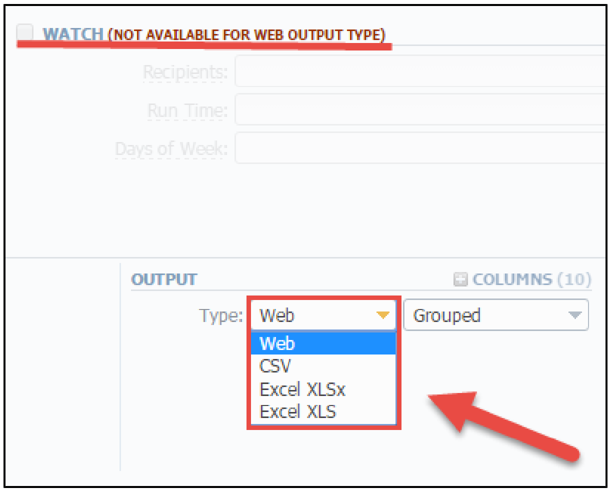
You can automatically generate a needed report at a specified time and send the following report to the list of e-mails. To do this, please open a respective template and tick the "*Watch" check box.* Then fill out next fields:

Field	Description
Recipients	Specify e-mail address where the report should be sent. Here you can specify multiple e-mails. This field is mandatory.
Run Time	Indicate the time when the report should be generated (multiple times could be specified, i.e. 10:00, 12:00).
Days of Week	Mention specific days when the report should be run (i.e. only on Monday or any other day of the week).

Don't forget to specify the e-mail address where the report should be sent to and correctly set report query. After you save query you will be receiving your reports via e-mail in specified time frames.

Please note this option is not available for Web type of the *Output*. To use this option, choose another type *(CSV, Excel XLSx, Excel XLS).*

Screenshot: Reports Templates settings



If you create the report template and the option ***"Watch"*** is enabled, the client will receive the file with report even when there are no statistics for a specified period.

Please be aware, that the templates previously existing in the ***"Reports to e-mail"*** section could not be restored automatically. Note, that you can recreate them in the case of need.