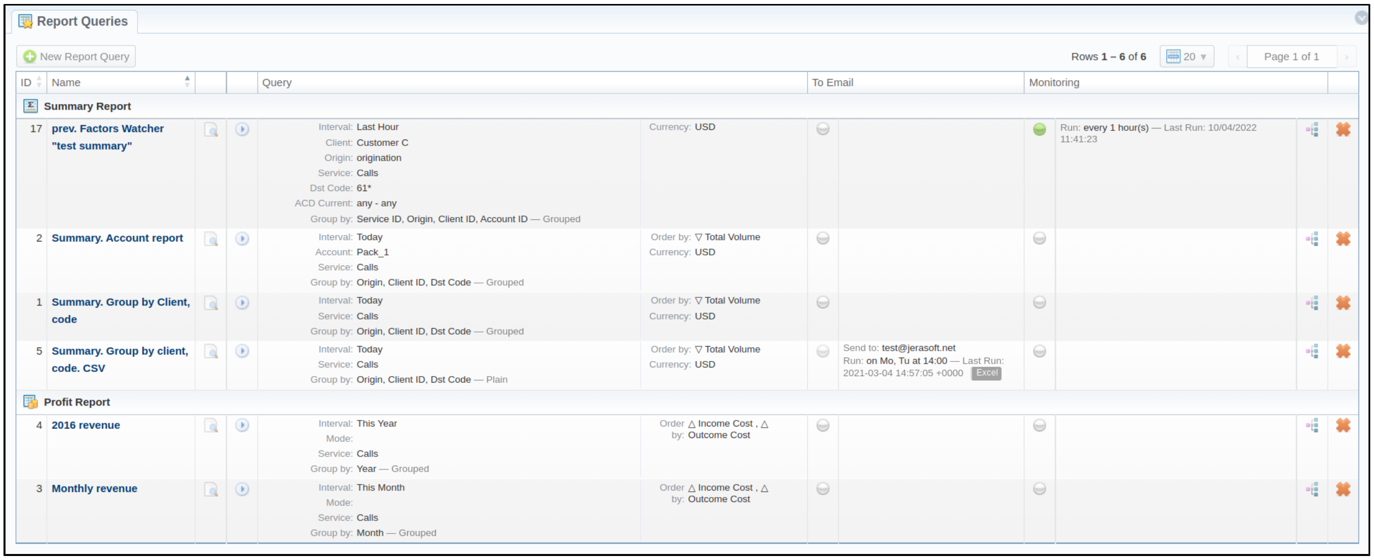
Report Queries

In this article

Report Queries List

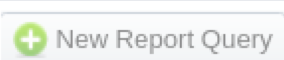
This section allows you to view, execute and manage the Report Queries of **Active Sessions, Balance Report, Customer Dynamics, Invoicing Report, LCR Lists, Orig-Term Report, Profit Report, Rates Analysis, Routing Analysis, Summary Report,** and **xDRs List**. Moreover, you can send reports by email to keep yourself informed about the traffic status without the need to log in to the system and query reports. The section structure is as follows:

Screenshot: Report Queries section main window



Column	Description
ID	Query ID
Name	Name of the query
Query	Query details
To Email	Tool to run a report automatically at the exact time and send the results to the list of emails
Monitoring	Tool to be used for Traffic Processing and/or notifications per the given schedule

The section contains the following functional icons:

Icon	Description
	Allows creating a new report query
	Allows previewing a query
	Allows running a respective report by this query

	Indicates that ***sending a report via email/monitoring*** option is enabled. You can **enable/disable** the rule after it's been created in the system by clicking the indication icon.
	Indicates that ***sending a report via email/monitoring*** option is disabled.
	Prompts to the ***Traffic Processing*** rules created by matching factors in a query
	Allows deleting a query

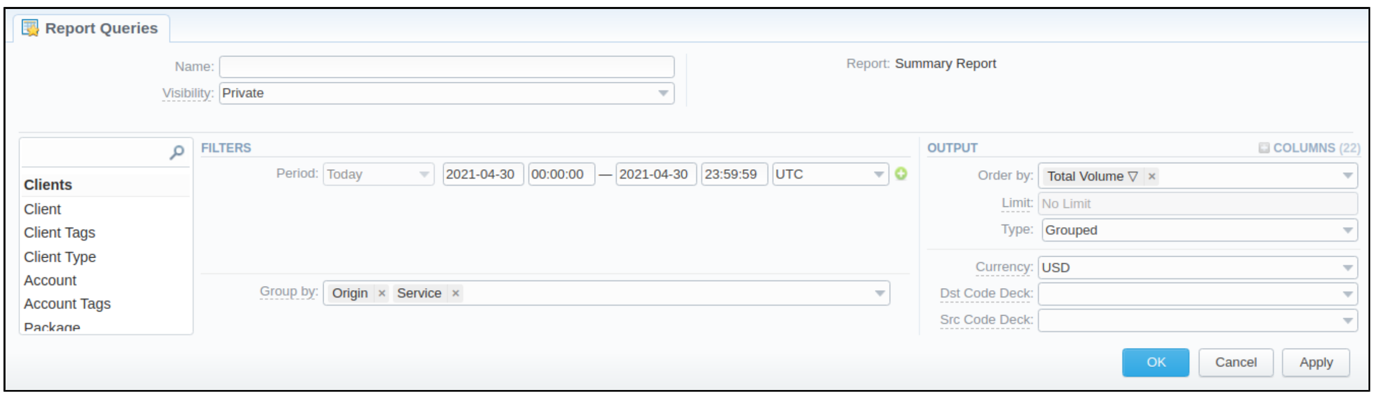
To start managing, choose the respective query from the section and click on the name to open the settings.

Creating a Report Query

You can create a report query either using a **New Report Query** button in the main section or from the respective sections while generating reports. If you are adding a new query from the report section, you need to:

1. open the target report section;
2. fill in a query form with respective parameters;
3. click the **Save Query** button;
4. in a pop-up window with template settings, fill in all required fields (screenshot and field description is provided down below);
5. click **Apply** to save a template.

Screenshot: New Query form

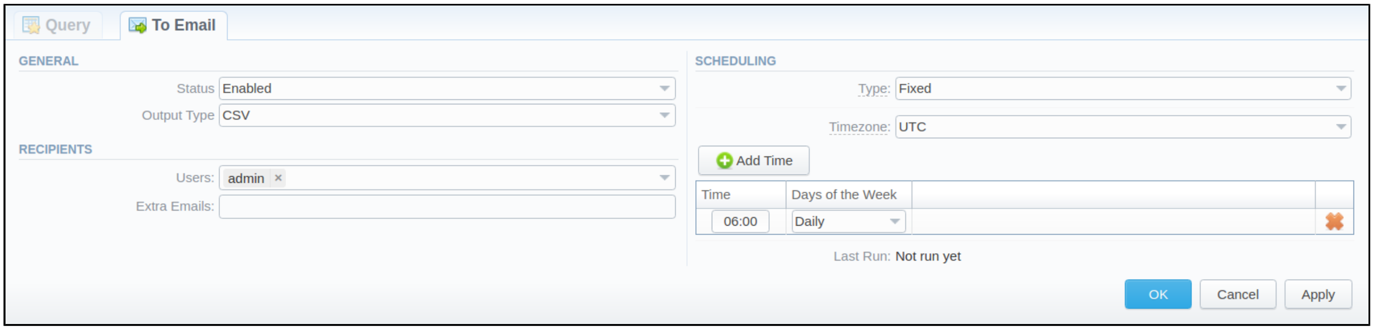


Information Block	Description
Name	Specify the name of the template
Visibility	It allows controlling the visibility of respective reports templates whether you want to keep templates private or leave them visible for other users: • ***Public -*** available for all users of the same ***Reseller***; • ***Private -*** accessible strictly for the creator.
Report	Here, a report type will be prefilled.
Filters / Output	Here you need to specify filters that will be used for generating a correct report and choose the output type to view the report

To Email Tab

After creating the Query, you can manage whether to allow generating reports at the specific times and send results to specified emails. For this, open the needed **Report Query**, and click the ***To Email*** tab:

Screenshot: To Email tab



Information Block	Description		
General	**Status**	Specify if this function is on: • ***Enabled*** • ***Disabled***	
	Output Type	Specify a file type to be sent: • ***CSV*** • ***Excel***	
Recipients	**Users**	Define system Users to send a Query to (can be empty if the *Extra Emails* field is filled in)	
	Extra Emails	Specify the needed extra email addresses (can be empty if the *Users* field is filled in)	
Scheduling	**Type**	Report generation scheduling approach: • ***fixed*** (run at specific times/days); • ***periodic*** (run at certain intervals).	
	Fixed		
		Timezone	Indicate a timezone for a selected report run time
		Add Time *button*	• ***Time*** - specify the time; • ***Days of the Week*** - specify the needed frequency (***Daily***, ***Weekdays***, ***Weekends***, ***Custom***); • *Specific days* - becomes active if Custom is selected as a Days of the Week parameter. Specify exact days here. **Tip** If you want to receive reports for a previous month every 1st day of the next month, you will need to: • set ***Last Month*** as an **Interval** in the Query • set **First Run** in the To Email as ***the first day of the month*** The report will be queried for the previous interval and be sent to the respective email/-s on the first day of each month.
		Last Run	Indicates when the report was last run by the system
	Periodic		
		Every	Determine an appropriate interval to generate a report automatically, it could be in ***minutes***, ***hours***, ***days***, ***weeks***, **months**, or ***years***. Please note that only Balance Report to Email is available for previous/current year period.

		First Run	Offset a specific date & time up to a second (incl. a timezone) for the first run of a report
		Last Run	Indicates when the report was last run by the system

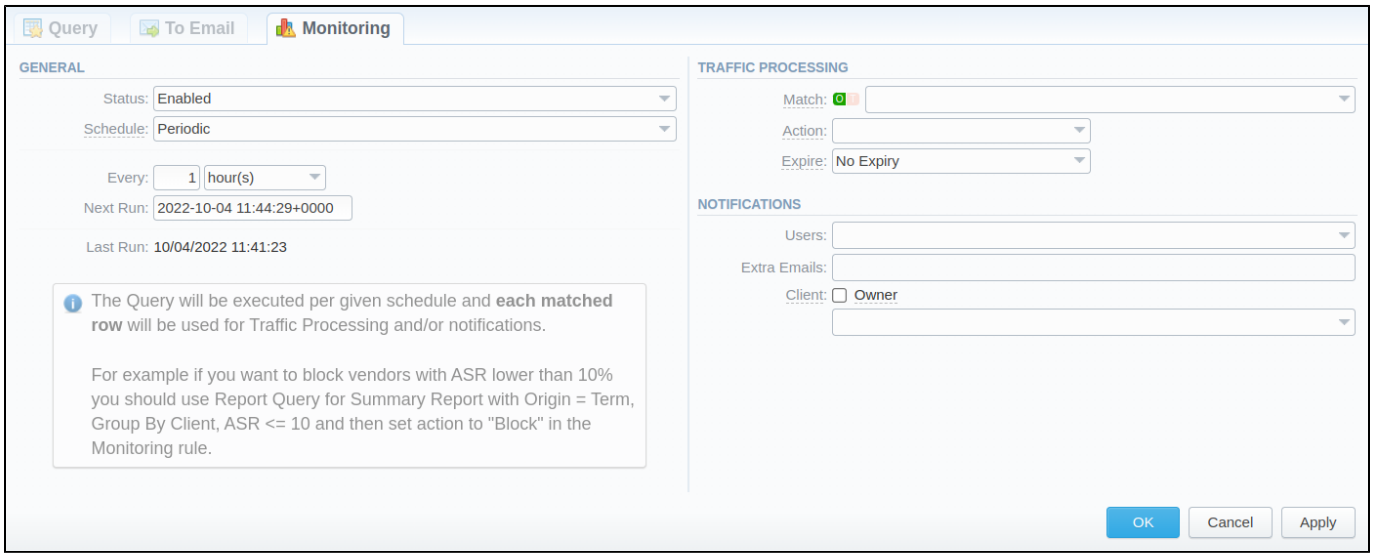
Warning

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

Monitoring Tab

After creating the Query, you can manage whether to monitor statistics and generate alerts, as well as block numbers, codes/code names, destinations, clients, or accounts if set conditions are met. For this, open the needed **Report Query**, and click the ***Monitoring*** tab:

Screenshot: Monitoring tab



Information Block	Description		
General	**Status**	Specify if this function is on: • ***Enabled*** • ***Disabled***	
	Schedule	Query execution scheduling approach: • ***fixed*** (run at specific times/days); • ***periodic*** (run at certain intervals).	
		Fixed	
		Timezone	Indicate a timezone for a selected query run time

<table>
<tr><td></td><td></td><td>Add Time button</td><td>• Time - specify the time;
• Days of the Week - specify the needed frequency (Daily, Weekdays, Weekends, Custom);
• Specific days - becomes active if Custom is selected as a Days of the Week parameter. Specify exact days here.

Tip

If you want to receive reports for a previous month every 1st day of the next month, you will need to:

• set Last Month as an Interval in the Query
• set First Run in the To Email as the first day of the month

The report will be queried for the previous interval and be sent to the respective email/-s on the first day of each month.</td></tr>
<tr><td></td><td></td><td>Last Run</td><td>Indicates when the report was last run by the system</td></tr>
<tr><td></td><td></td><td colspan="2">Periodic</td></tr>
<tr><td></td><td></td><td>Every</td><td>Determine an appropriate interval to generate a report automatically, it could be in minutes, hours, days, weeks, or years.</td></tr>
<tr><td></td><td></td><td>Next Run</td><td>Offset a specific date & time up to a second (incl. a timezone) for the first run of a report</td></tr>
<tr><td></td><td></td><td>Last Run</td><td>Indicates when the report was last run by the system</td></tr>
<tr><td>Traffic Processing</td><td>Match</td><td colspan="2">Here you can specify Report fields to build Traffic Processing Rules.

Tip

For example, if you want to block only an Account, you should select "Account ID". Meanwhile, having only "Client ID" will block the whole Client.'</td></tr>
<tr><td></td><td>Action</td><td colspan="2">What the produced Traffic Processing Rules should do:

▪ Block - the Rules should block events matching them;
▪ Add Tags - the Rules should add specific Tags to events matching them.</td></tr>
<tr><td></td><td>Expire</td><td colspan="2">When the produced Traffic Processing Rules should expire:

▪ No Expiry - the Rules shouldn't have an Expiry Date;
▪ After - the Rules should expire after a fixed interval after their creation;
▪ By Payment Terms - the Rules should expire at the end of the current period of Client Payment Terms.

Note

Expiry by Payment Terms is possible only with matched Client or Account.</td></tr>
<tr><td>Notifications</td><td>Users</td><td colspan="2">Define system Users to send a notification to (can be empty if the Extra Emails field is filled in)</td></tr>
<tr><td></td><td>Extra Emails</td><td colspan="2">Specify the needed extra email addresses (can be empty if the Users field is filled in)</td></tr>
<tr><td></td><td>Client checkbox</td><td colspan="2">In case of blocking a Client or its Account, we can email the client (using Reports Monitoring - External Mail Template) or their owner (using Reports Monitoring - Internal Mail Template). You can also specify the Client's email from their settings in this field:

▪ Main Email
▪ NOC Email
▪ Billing Email
▪ Rates Email</td></tr>
</table>