Report Settings

Scheduled Reports

List view of all scheduled report jobs.

Filter the view with the following search/select fields:

- Interval
- Report (Type)
- Company

List View displays:

Column	About
Report	Type of report that is scheduled
Layout	Data Visualization Template preset selected for the scheduled report
Company	Associated Company of the scheduled report

View a Scheduled Report record by clicking the link in the Report column

Scheduled Report Record view

Parameter	About
Report	Report type
Company	Associated Company of this schedule record
Delivery	Email report files, email report links, or save to DrawBridge only (no email)
Recipients	Groups of recipients
Report Detail	`Combined - all usage in one file` or `Detailed - One File per User / IP`
Report Type	`Usage Report`, `Alert/Notification`, `DNS Firewall`, or `Access Policy Report`
Report Scope	`All Users/IPs in the Company` or `Manually Specified Users/IPs`

Scheduled Report record header menu:

- **Add** a scheduled report with the blue **+** Create Report button
- **Edit** this scheduled report with the green pencil Update Report button
- **Delete** this scheduled report with the red trashcan Delete Report button
- **Bookmark** this report with the blue ribbon Bookmark this Page button
- Hamburger menu:
  - **Report History:** Jump to the report archives for this scheduled report
  - **Add New Schedule:** Add an additional schedule line for this report
  - **Scheduled Reports:** Jump to Scheduled Reports
  - **Inactive Reports:** Jup to Inactive Reports
  - **Record Activity Stream:** View the changelog for this scheduled report record
- Sync menu (**blue chain icon**)
  - **Create on Sync Publisher:** Push this record to the Sync Server

Informational Tabs

- **Schedules:** List view of scheduled runtime(s); Delete with the red trashcan Delete Report Schedule button
- **Recipients:** List views of Current Recipients and Available Recipients; Add Company Recipients and Add (Accountability) Policy Recipients with buttons of the same name. Remove recipients with the red **-** button available on each Current Recipient line.

Report Layouts

List view of all available Report Layouts (preset data visualization templates) that can be applied to Scheduled Reports.

Column	About
Name	Name of the Layout
Sections	Preset data visualization sections included in the layout
Company	Associated Company, if applicable
Policy	Associated Accountability Policy, if applicable

Report Layout record view

Parameter	About
Builtin Layout	This preset was included with the DrawBridge (`True`) or was user created (`False`)
Type	`Usage Report`, `Alert/Notification`, `DNS Firewall`, or `Access Policy Report`

Parameter	About
Report Sections	List; preset data visualizations included in this layout (see below)

Report Layout record header menu:

- **Add** a new report layout with the blue **+** Create Report Layout button
- **Clone** this report layout with the yellow Clone Report Layout button
- **View changes to this record** with the blue Record Activity Stream button
- **Bookmark** this page with the blue ribbon Bookmark this Page button
- Sync menu (**blue chainlink icon**)
  - **2 Way - Push / Pull from Server:** call a sync run for this record
  - **Push to Sync Publisher:** send this record to the sync server
  - **Pull from Sync Publisher:** fetch this record from the sync server
  - **Mark to Resync:** flag this record for inclusion in the next sync server run

Report Sections

Layouts contain one or more of the following Sections:

Section	About
`accesspolicy`	
`api`	List of domains that are likely to have been visited programatically by an operating system or other software
`autofixes`	List of Autofix requests, including the requesting user/IP address, the timestamp, URL requested, action taken, and additional information
`categories`	Overview graph of all most popular Categories visited, by percentage
`disinfected`	
`erased`	List of "background traffic" domains that were most likely linked to by websites (not visited directly by a user
`graphs`	Time-of-day Usage graph and also graphs of Page View and Search ratings and actions taken
`mediaviews`	List of videos loaded in a browser; only major hosting platform supported: YouTube, Vimeo
`pagetitles`	Full-text of the Title *every single page* loaded in a browser. The "Title" is what displays in a browser tab. Extremely detailed.
`pageviews`	List of domains that are likely to have been visited in a browser by a human
`searches`	Full-text of search queries entered on major search and ecommerce platforms

Section	About
`shredded`	List of domains that were denied on every request; origin may be system/program or human

Report Presets

List view of all Report presets, and Policy ownership, where applicable

Filter the view with the following search/select fields:

- Preset (Name)
- Template (Name)
- (Accountability) Policy

List View displays:

Column	About
Report	Name of the Report
Layout	Data Visualization Template preset selected for the scheduled report
Policy	Associated (Accountability) Policy of the Report Preset, where applicable

View a Report Preset record by clicking the link in the Report column

Report Preset record view

Parameter	About
Preset	Name of the preset
Policy	Associated Accountability Policy, if applicable
Layout	Layout used by this Preset
Schedule	Default schedule interval assigned to this Preset
Delivery	Email Report files, Email Report Links, or Save Only (no email)
Recipients	Default recipients of this Preset

Report Layout record header menu:

- **Add** a Report Preset with the blue **+** Create Report Preset button
- **Edit** this Report Preset with the green pencil Update Report Preset button

- **Clone** this Report Preset with the yellow Clone Report Preset button
- **Delete** this Report Preset with the red trashcan Delete Report Preset button
- **View the record changelog** with the blue Record Stream Activity button
- **Bookmark** this record with the blue ribbon Bookmark this Page button
- Sync menu (**blue chainlink icon**)
  - **Create on Sync Publisher:** push this record to the sync server
  - **2 Way - Push / Pull from Server:** call a sync run for this record
  - **Push to Sync Publisher:** send this record to the sync server
  - **Pull from Sync Publisher:** fetch this record from the sync server
  - **Mark to Resync:** flag this record for inclusion in the next sync server run

Note: **Built-in** (included with the DrawBridge) report presets are not editible, or deletable, and therefore won't have all the record header menu options shown above.

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