liquidware™

Stratusphere™
Technical Guide

How to Import a

Custom Report

Introduction

This guide has been authored by experts at Liquidware in order to provide information and guidance concerning importing custom reports in Stratusphere.

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Importing a Custom Report in Stratusphere

With a large collection of standard reports, Stratusphere provides a wealth of information about your organization's infrastructure and users. However, you may have received a new or updated report template from Liquidware or one of our partners. Importing these templates into Stratusphere is very easy.

You must have a Stratusphere Administrator ID to import or modify report templates and categories in the Stratusphere system. To learn how to create or modify a report template, please contact your Stratusphere provider or Liquidware.

The following instructions for importing reports apply to both Stratusphere FIT and Stratusphere UX.

> *Please note that that not all report templates are backward compatible with Stratusphere. If the template does not import properly please contact the template provider and provide them with the version of Stratusphere that you are running.*
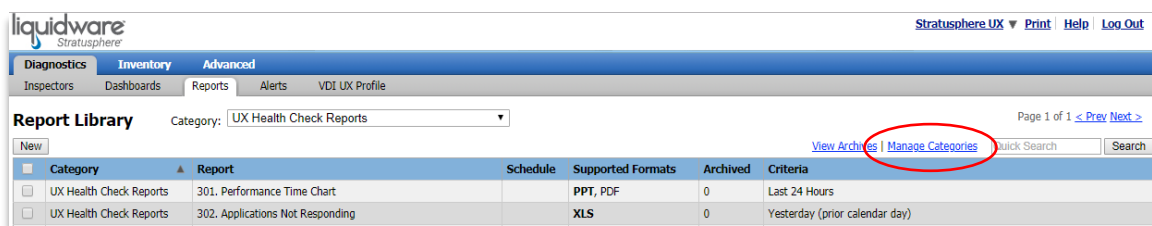
Creating a New Report Category

Before adding any new templates, we recommend that you create a custom report category in which to store new report templates. A separate report category is important so that you don't overwrite or make changes to an existing standard report template. The standard Stratusphere report templates will be overwritten each time the software is upgraded. If you don't store these report templates in a separate report category, you run the risk of losing your template changes.

To create a new report category:

1. Using a browser, navigate to the Stratusphere Hub **Reports** Tab.
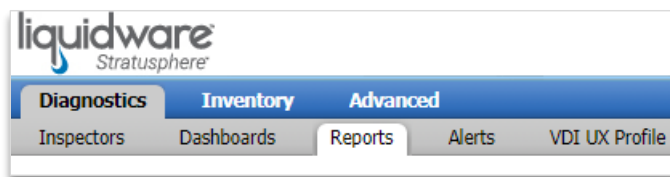
2. Click on the **Manage Categories** link.

3. Click on **New,** under **Report Categories,** to create a new report template category.
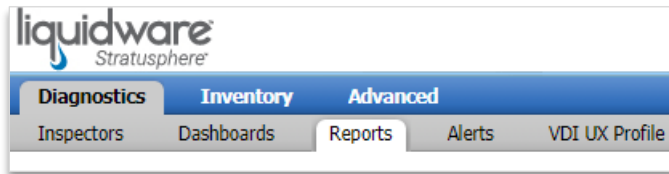

Note: This new category name should be something that is simple and easy to find. Most clients will name this based on a company name, function or business unit.

Importing the Report Template

To import a new report template:

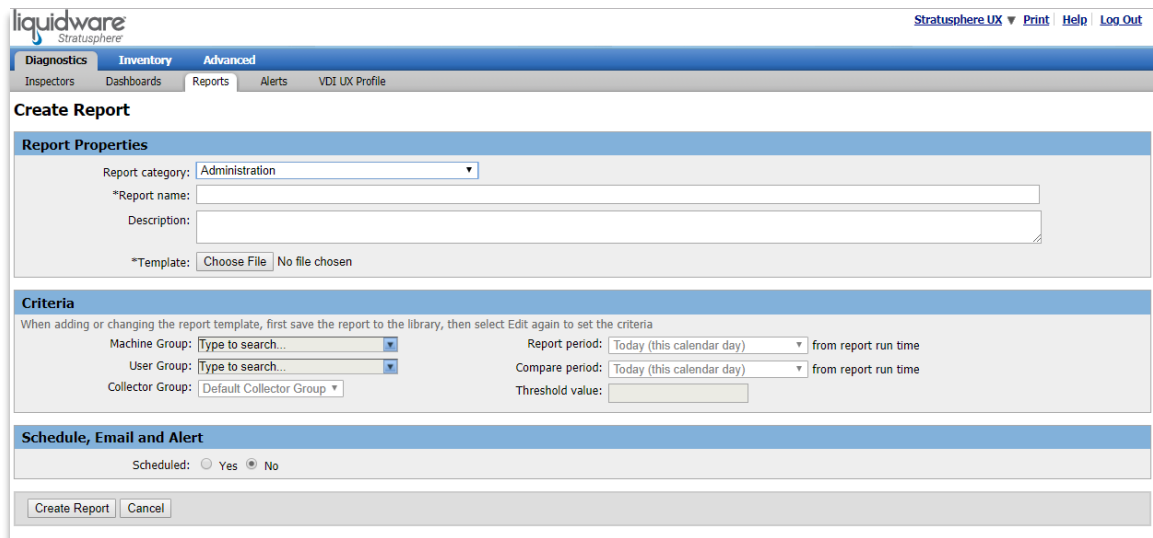1. Using a browser, navigate to the Stratusphere Hub **Reports** Tab.

2. Click on **New**, under **Report Library**, to add the template to your collection of reports.

Note: You may need to click the View Report Library Link to see the report template library.

3. Edit the report properties:

a. Select the **Report category** that you created earlier.
b. Enter the **Report Name** and a **Description**. Other defaults will be loaded in with the report template. We recommend that you edit these properties later.

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      c.   Choose the **Template** file which will have an extension of .rptdesign.

      d.   Click **Create Report**.

Congratulations on importing a new report template! You can now use the new template to run and schedule Stratusphere reports.

> *If your report template did not import or you have issues running reports using this template, please contact your report template provider and inform them of the version of Stratusphere that you are using.*