



**STORMSHIELD**



GUIDE

**STORMSHIELD LOG SUPERVISOR**

# REPORTS GUIDE

Version 2

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Reference: `sls-en_reports_gde`



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## Change log

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Date	Description
July 4, 2024	New document



# Getting started

Welcome to the SLS version 2 Reports Guide.

A SLS report is the collection of information, events, and findings which are collected, analyzed, and presented in an organized manner. You can view all the generated reports, rules to generate the reports, and the report templates in the **Reports** page.

The generated reports are populated in the inbox along with their names and their corresponding formats (PDF, XML, HTML, DOCX, or CSV). Additionally, you can get a copy of the report in your e-mail upon specifying the report recipients. With the exception of ad-hoc reports, all the reports can be zipped and emailed.

**NOTE**  
The generated reports only contain the first 1000 logs. If your report is likely to have more than 1000 logs, use the **Search Templates** option under Settings >> Knowledge Base.

GENERATED REPORTS		ARCHIVE	FLAG	SHARE	APPROVE	DELETE	CLEANUP	MORE	0 SELECTED	search
	S.N.	Report	Generated at	Download	Actions					
Inbox (11)	1	Untitled Report_2018/05/07 15:24:31 2018/07/08 00:00:00 To 2018/07/15 00:00:00 • ReportTemplate	2018/07/15 00:00:17	PDF	[Icons]					
Approved (0)	2	Untitled Report_2018/05/07 15:24:31 2018/07/01 00:00:00 To 2018/07/08 00:00:00 • ReportTemplate	2018/07/08 00:00:18	PDF	[Icons]					
Archived (0)	3	Untitled Report_2018/05/07 15:24:31 2018/06/24 00:00:00 To 2018/07/01 00:00:00 • ReportTemplate	2018/07/01 00:00:16	PDF	[Icons]					
Flagged (0)	4	Untitled Report_2018/05/07 15:24:31 2018/06/17 00:00:00 To 2018/06/24 00:00:00 • ReportTemplate	2018/06/24 00:00:18	PDF	[Icons]					
Shared (0)	5	Untitled Report_2018/05/07 15:24:31 2018/06/10 00:00:00 To 2018/06/17 00:00:00 • ReportTemplate	2018/06/17 00:00:20	PDF	[Icons]					
REPORTING	6	Untitled Report_2018/05/07 15:24:31 2018/06/03 00:00:00 To 2018/06/10 00:00:00 • ReportTemplate	2018/06/10 00:00:16	PDF	[Icons]					
Report Templates	7	Untitled Report_2018/05/07 15:24:31 2018/05/27 00:00:00 To 2018/06/03 00:00:00 • ReportTemplate	2018/06/03 00:00:14	PDF	[Icons]					
Report Jobs (0)	8	Untitled Report_2018/05/07 15:24:31 2018/05/20 00:00:00 To 2018/05/27 00:00:00 • ReportTemplate	2018/05/27 00:00:16	PDF	[Icons]					
Layout Templates	9	Untitled Report_2018/05/07 15:24:31 2018/05/13 00:00:00 To 2018/05/20 00:00:00 • ReportTemplate	2018/05/20 00:00:20	PDF	[Icons]					
	10	Untitled Report_2018/05/07 15:24:31 2018/05/06 00:00:00 To 2018/05/13 00:00:00 • ReportTemplate	2018/05/13 00:00:15	PDF	[Icons]					
	11	Untitled Report_2018/05/07 15:24:31 2018/04/30 15:25:56 To 2018/05/07 15:25:56 • ReportTemplate	2018/05/07 15:26:12	PDF	[Icons]					

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The SLS Reports Guide walks you through the process of creating, managing and customizing reports in SLS. The guide provides you an in-depth explanation about **Report** page and the components within. You can expect to learn about the multiple options available to create a report such as **From a Search Query**, **From Dashboards**, and **From a Report Template**. Also, you can learn about generating reports automatically or scheduling them manually as per your requirement. The guide serves you in learning a step-by-step execution of one or more of the following tasks.

In this document, Stormshield Log Supervisor is referred to in its short form SLS. Images used in this document are from the partner vendor's (Logpoint) software program. In your SLS, the graphics may vary but user experience is exactly the same.



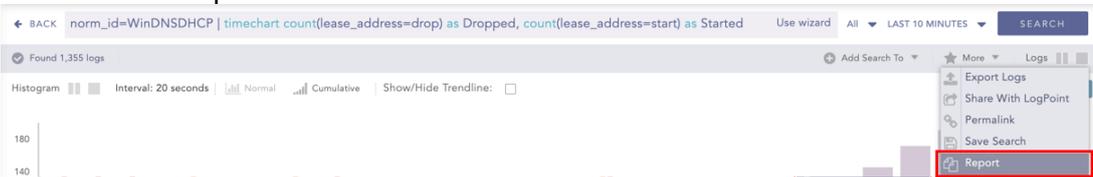
# Creating Reports

In SLS, reports can be created in 3 different ways.

- From a Search Query.
- From Dashboards.
- From a Report Template

## Creating a Report from a Search Query

1. Go to Search.
2. Enter a **Search Query**.
3. Click the **More** drop-down menu.

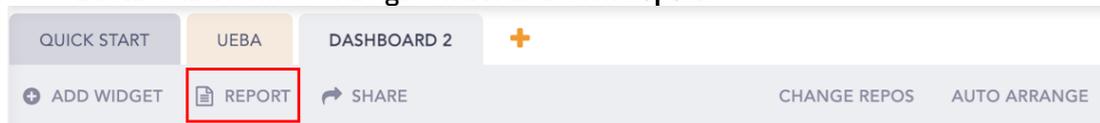


4. Select **Report** to open the **Create Report** panel.

5. Provide a **Name** and an **E-mail Address**.
6. Click **Submit**.

## Creating a Report from Dashboards

1. Go to **Dashboard** from the navigation bar and click **Report**.





2. Enter a **Name** and an **E-mail Address**.

CREATE REPORT

REPORT OPTIONS

Name: Report\_1

Email: harry.smith@logpoint.com

Submit Cancel

3. Click **Submit**.

## Creating a Report from a Report Template

By using a **Report Template**, you can specify the format and the design of the report. However, to generate a report using this method, you need to first define parameters such as panels and headers of the template itself.

## Query Selection

To successfully generate a report, you need to first provide a correct and valid query. You can either create a new query on your own or choose one from the history.

1. Go to **Reports** from the navigation bar.
2. Click **Report Templates** under the **Reporting** menu on the left.

GENERATED REPORTS

MY REPORT TEMPLATES

ADD EXPORT IMPORT

S.N.	Name	Scheduled	User	Version	Actions
1	Report Template 2	⊕	William	-	🔍 ↺ 🗑️
2	Report Template 1	⊙	William	-	🔍 ↺ 🗑️

Page 1 of 1

Displaying 1 - 2 of 2 Page size: 25

3. Click **Add**.
4. Enter a name for the **Report Template** by clicking the **write** icon.

Report Template 1

SELECT QUERY Add Query

Count Source Name | chart count() by source\_name

Test1 | device\_name=localhost

SCHEDULING

TIME INFORMATION

TIME ZONE

REPO

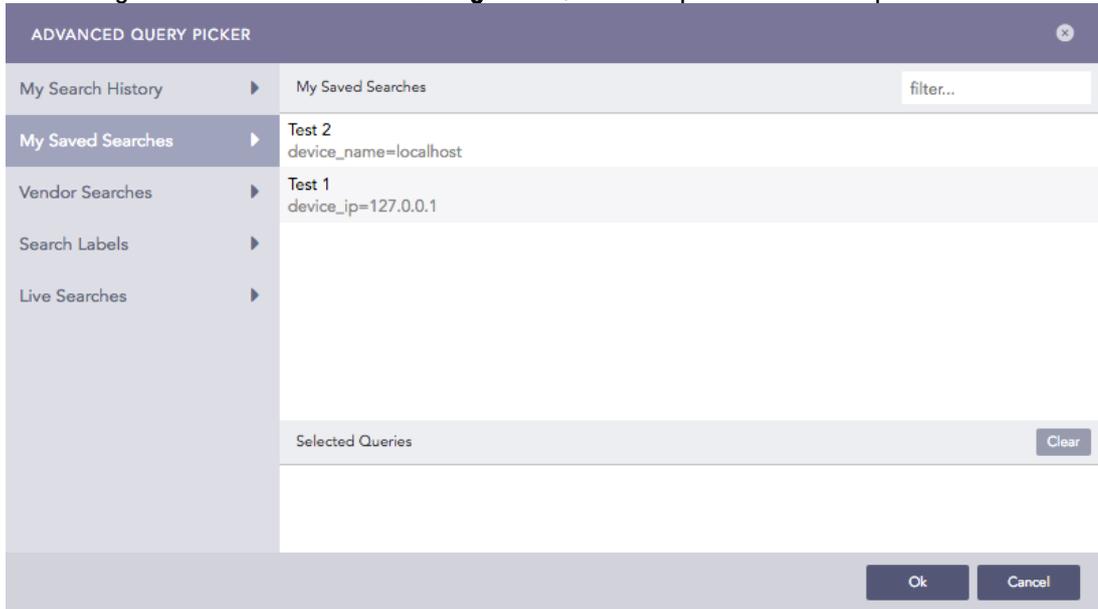
EXPORT FORMAT

LAYOUT

Save Cancel



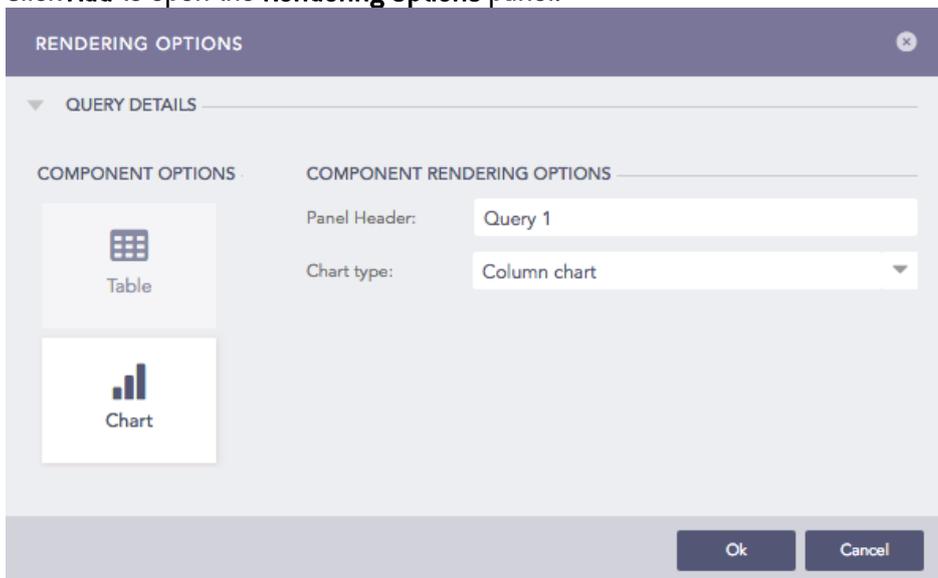
5. Enter a valid query in the **Add Query** tab or click **Select Query** to open the **Advanced Query Picker**. If you select the **Advanced Query Picker**, choose queries from the provided lists.



**i** NOTE

- While selecting a **Live Search** from the **Advance Query Picker**, the title of the live search, created from the `Dashboard`, is automatically entered in the panel header field.
- If you are using a **timechart** query with grouping parameters and it has more than ten values, the report is generated with an error message. This is done so as not to affect the rendering properties of the graph in the report.

6. Click **Add** to open the **Rendering Options** panel.



7. Provide a header on the **Panel Header** textbox.
8. Choose a **Limit** for the number of logs.

**i** NOTE

**Limit** is visible only for non-aggregate commands.



9. Choose one of the **Component Options**.

**NOTE**

If you choose the **Chart** component option, choose the **Chart > type** from the drop-down menu.

10. Click **Ok**.

## Scheduling

Using this option, you can schedule the generation of reports.

The screenshot shows the SLS interface with a sidebar on the left containing 'GENERATED REPORTS' and 'REPORTING' sections. The main area displays 'Report 1' with a '+ SELECT QUERY' button and 'Add Query' and 'Add' buttons. On the right, the 'SCHEDULING' panel is open, showing various configuration options. The 'TIME INFORMATION' section is expanded, showing a dropdown menu with 'Hourly (Last 1 hour) at 0th minute' selected and an 'ADD' button. Other sections include 'TIME ZONE' (UTC TimeZone), 'REPO' (FOR ALL REPOS FROM ALL LOGPOINTS), 'EXPORT FORMAT' (PDF, HTML, XLS, DOCX, CSV), 'EMAIL' (admin@logpoint.local, Report emails subject, Send Email, Send compressed report on email), 'PASSWORD' (Set Password, Password field), and 'MEMORY'. 'Save' and 'Cancel' buttons are at the bottom right.

1. In the **Scheduling** panel on the right, click **Add**.

This close-up shows the 'SCHEDULING' panel's 'TIME INFORMATION' section. A dropdown menu is open, displaying options: 'Hourly', 'Daily', 'Weekly', and 'Monthly'. Above the menu is an 'ADD' button. A mouse cursor is pointing at the dropdown arrow.



2. Choose the options in the drop-down menu to schedule the report generation to the minute. If you choose the **Monthly** tab, SLS creates a link titled **Monthly (Last 30 days) on 1st day, 0th hour**. Click the link to open the **Monthly Scheduling** panel.

MONTHLY SCHEDULING

TIME RANGE

Last 30 days

RUN AT

Day: 1 Hour: 0

Ok Cancel

- Select a **Time Range**.
  - Select a **Day** and an **Hour** to generate the report generation process.
3. Select a **Time Zone**. The scheduling time information and the report results are generated in the selected timezone.
  4. Select **Repos**.
  5. Select the formats in which you want to generate the report.
  6. Select the **Send email** and enter the e-mail address(es) and **Subject** to send the report as an e-mail.
  7. Select the **Send compressed report on email** to get a compressed report on your email.

**i NOTE**

If you choose the **HTML** format, the report is zipped regardless of the option you choose.

8. If you want to encrypt your report, select **Set Password** and enter a password.

**i NOTE**

Reports in formats PDF, XLS, DOCX, and CSV are password protected. Password length can be between 5-255 characters.

9. If Data Privacy Module is enabled in the system, the **Data privacy module** tab is visible.

SCHEDULING

DATA PRIVACY MODULE

*Data privacy module is enabled in this machine. By default report will be generated with encrypted data. If you want to generate report with original data, you will need permission.*

Generate report with original data.

Show raw logs.

- Select the **Generate report with original data** to generate decrypted values in the report.
- Select the **Show raw logs** to get access to the raw logs in the generated report.

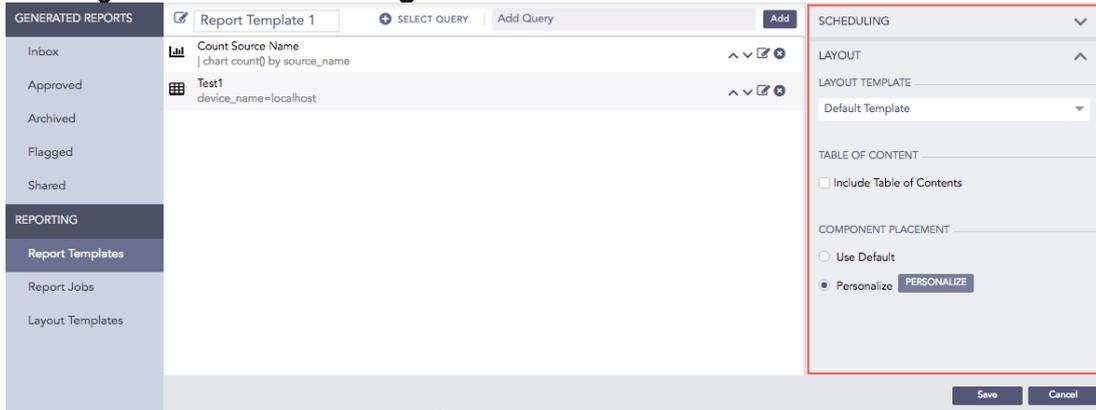


When Data Privacy Module is enabled, if you select **Generate report with the original data**, a request message is sent to the users with the **Can Grant Access** permission. To view requests, go to **Settings >> Configurations >> Data Privacy Module >> Pending Request**.

The scheduled reports are generated only if the request is approved.

## Choosing a Layout

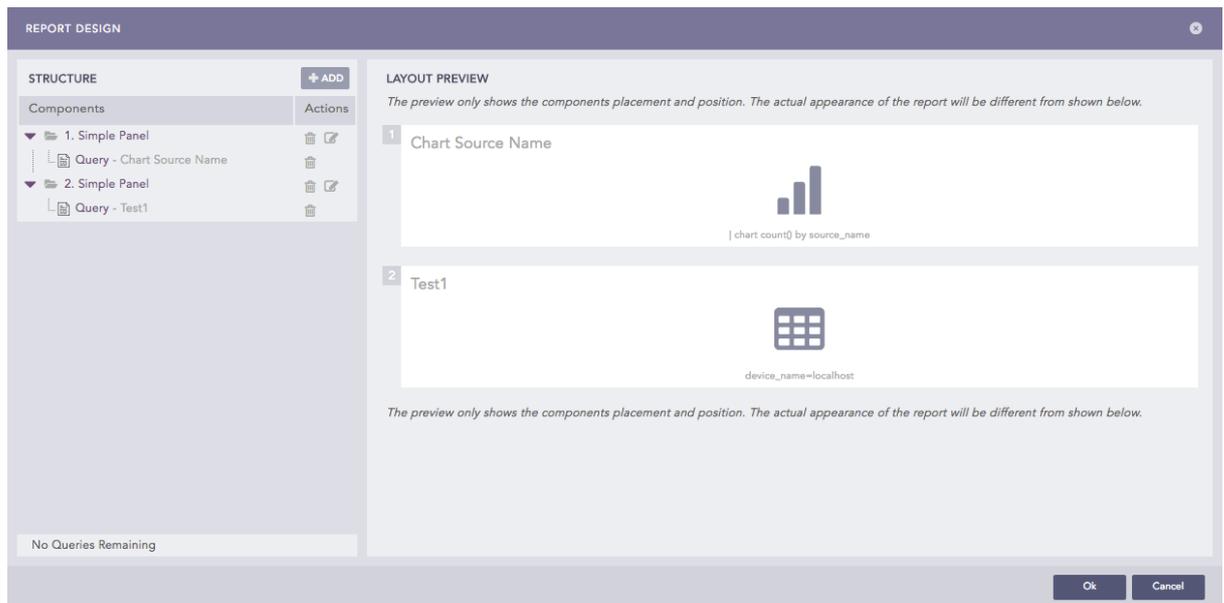
1. Click **Layout** below the **Scheduling** tab.



2. Choose a **Layout Template**.
3. Enable the **Include Table of Contents** checkbox to add a table of contents in the report.
4. Select a **Component Placement**.
  - If you choose **Use Default**, SLS positions the components in the report automatically.
  - If you choose **Personalize**, you can choose the placement of the components in the report. Choosing **Personalize** opens the **Report Design** panel.

## Report Design

The placement of the components depends on how you configure the panels and headers in the **Report Design** panel.

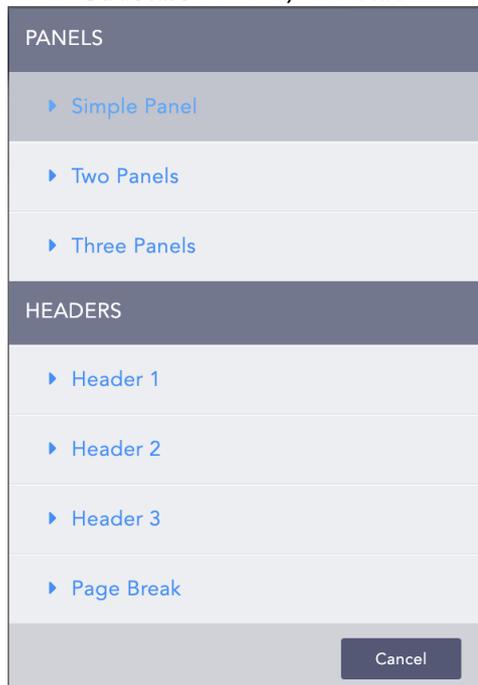




The panel is divided into two sections, **Structure** and **Layout Preview**. All the queries created earlier are listed under the structure section and the layout of your report can be previewed in the layout preview.

STRUCTURE		+ ADD
Components		Actions
▼ 1. Simple Panel		🗑️ ✎️
📄 Query - Chart Source Name		🗑️
▼ 2. Simple Panel		🗑️ ✎️
📄 Query - Test1		🗑️

1. In the **Structure** section, click **Add**.



2. Choose the component that you want to add to the template.

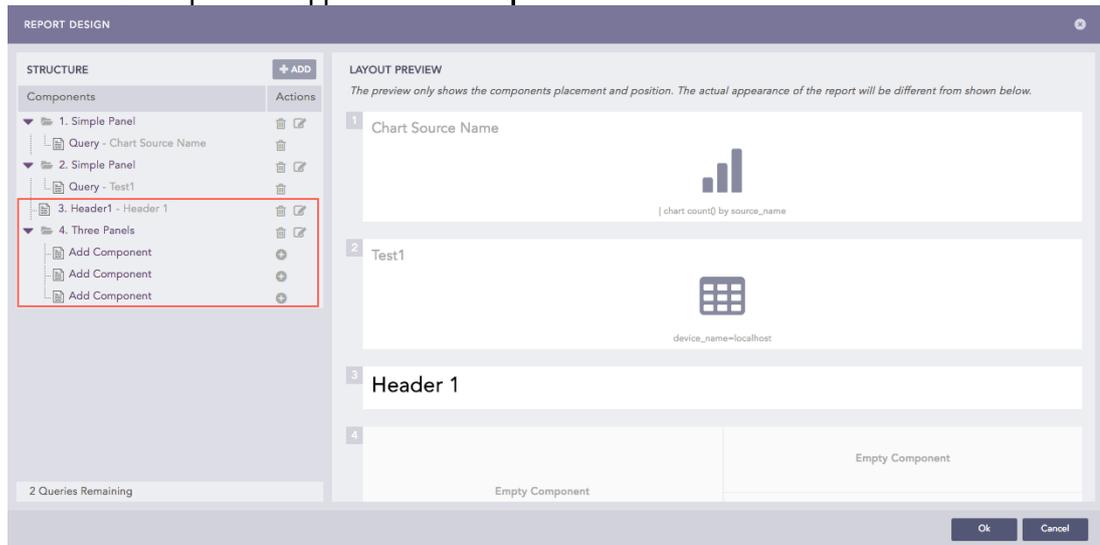
- If you choose a **Panel**, enter the **Position**, **Area 1 width**, and **Count**.
- If you choose a **Header**, enter the **Position**, **Text**, **Font**, and **Color**.

**i NOTE**

**Area 1 width** does not appear for **Simple Panel**. You can also add a **Page Break** to the template. In this case, provide a **Position**.

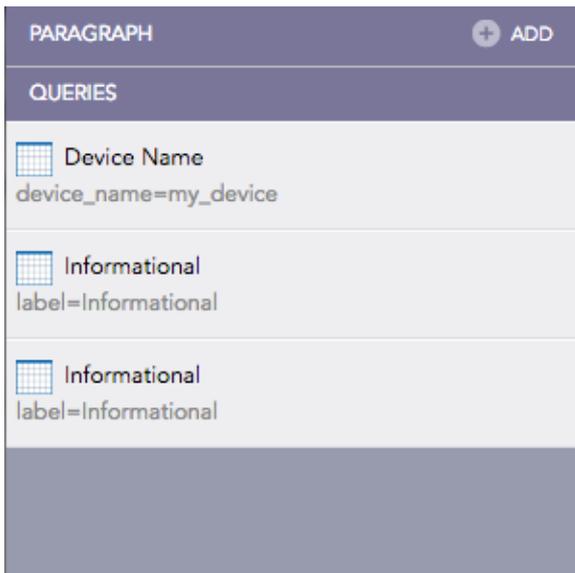


3. The added components appear in the **Components** section.



4. To add components in a panel, click the **+** button for the respective panel. You can either add the results of a query or a paragraph.

- To add a query, select a query listed under **Queries**.



**i** NOTE

The **Queries** field is populated with only the queries that have not been added to the **Layout Preview**.

- To add a paragraph, click the **Add** button. Enter the **Text**, **Font**, and **Color**.





# Report Templates

## Types of Report Templates

There are four types of report templates defined in SLS.

- My report templates: The templates you made.
- Used report templates: The templates you used previously.
- Shared report templates: The templates shared by other users.
- Vendor report templates: The templates provided to you by the vendor, i.e. SLS.

Scheduled	User	Version	Data Privacy Reques	Request Status	Actions
✖	William	-	N/A	N/A	🔗 🔄 🗑️
✔	William	-	false	N/A	🔗 🔄 🗑️

## Running a Report Template

SLS automatically runs a **Report Template** based on the defined scheduling rules. You can also run it manually whenever you want. To run a template manually,

1. Go to Report >> Report Templates.
2. Click the **Run This Report** icon in the **Actions** column to open the **Run Report** panel.

S.N.	Name	Scheduled	User	Version	Data Privacy Reques	Request Status	Actions
1	Report Template 2	✖	William	-	N/A	N/A	🔗 🔄 🗑️
2	Report Template 1	✔	William	-	false	N/A	🔗 🔄 🗑️



3. Select the desired **Repos**, the **Time Zone**, and the **Time Range**.

RUN REPORT

REPORT OPTIONS

Repos: For all repos from all LogPoints

Time Zone: UTC Timezone

Time Range: Last 10 minutes

Export Type:  PDF  HTML  XLS  DOCX  CSV

Email:

Password:  Show

Submit Cancel

4. Select one of the **Export Type** formats.
5. Enter the **Email** address(es), if you want to send the report as an attachment in the email.
6. Enter **Password** to encrypt the report.

**i NOTE**

Reports in formats PDF, XLS, DOCX, and CSV are password protected.

7. If the Data Privacy is enabled in the system, you can to view the **Data privacy module** tab.

SCHEDULING

DATA PRIVACY MODULE

Data privacy module is enabled in this machine. By default report will be generated with encrypted data. If you want to generate report with original data, you will need permission.

Generate report with original data.

Show raw logs.

- Check **Generate report with the original data** if you want to decrypt the fields in the report.
  - Check **Show raw logs** to access the raw logs in the report.
8. Click **Submit**.

**i** NOTE

- If Data Privacy is enabled, when you select **Generate report with the original data**, a request message is sent to the users with the **Can Grant Access** permission. To view the request, go to `Settings >> Configurations >> Data Privacy Module >> Pending Request`. The report can be viewed or downloaded only after the request is approved.
- To view ad-hoc or recurring reports, click **Run** for the report in the Template tab. Your settings for the scheduled reports are not overwritten.
- When you run a report manually, it does not change the report's automatically scheduled time.

## Sharing a Report Template

You can share a report template with all the users in the system and give them the read, edit, or full permissions. Any changes made in the report templates are visible to all the shared users.

Each parameter in a shared report template is categorized into two types:

1. **Global parameters** can be changed only by the users with the **Edit** or **Full** permissions. Changes in the global parameters are reflected for all the users using the shared report template. The following parameters are global:
  - The name and the report layout of the report template.
  - The queries, query order, and query render type of the report template.
2. **Personalized parameters** can be changed by all the users. However, the changes in the personalized parameters are reflected only for the users making the change. The following parameters are personalized:
  - Scheduling configurations
  - Data privacy configurations in data privacy enabled systems.
  - Selected repos
  - Email and memory usage configuration for scheduled report jobs.
  - Password

**i** NOTE

- A user with the **Full** permission can also **Share** and **Delete** a shared report template.
- You cannot share a **Used** report template.

To share a report template:



1. Go to Report >> Report Templates.
2. Click the **Share/Unshare** icon in the **Actions** column for the report.

GENERATED REPORTS	MY REPORT TEMPLATES	ADD	EXPORT	IMPORT	MORE	0 SELECTED	search
	S.N.	Name	Scheduled	User	Version	Actions	
Inbox (0)							
Approved (0)	1	Report Template 2	⊗	harry	-	🔗 🔄 🗑️	
Archived (0)	2	Report Template 1	✔️	harry	-	🔗 🔄 🗑️	
Flagged (0)							
Shared (0)							

REPORTING

- Report Templates
- Report Jobs (0)
- Layout Templates

Page 1 of 1 | Displaying 1 - 2 of 2 | Page size: 25

- To share multiple report templates, select the respective templates. Click the **More** drop-down and choose **Share Selected To Users**.

GENERATED REPORTS	MY REPORT TEMPLATES	ADD	EXPORT	IMPORT	MORE	2 SELECTED	search
	S.N.	Name	Scheduled	User			
Inbox (1)	✔️	1	Report Template 2	✔️	admin		
Approved (0)							
Archived (0)	✔️	2	Report Template 1	✔️	admin		
Flagged (0)							
Shared (0)							

REPORTING

- Report Templates
- Report Jobs (4)
- Layout Templates

More menu options: Clone Selected Report Templates, Clone All Report Templates, Delete Selected Report Templates, Delete All Report Templates, **Share Selected To Users**, Share All To Users

Page 1 of 1 | Displaying 1 - 3 of 3 | Page size: 25

- To share all the report templates, click the **More** drop-down and choose **Share All To Users**.

GENERATED REPORTS	MY REPORT TEMPLATES	ADD	EXPORT	IMPORT	MORE	2 SELECTED	search
	S.N.	Name	Scheduled	User			
Inbox (1)	✔️	1	Report Template 2	✔️	admin		
Approved (0)							
Archived (0)	✔️	2	Report Template 1	✔️	admin		
Flagged (0)							
Shared (0)							

REPORTING

- Report Templates
- Report Jobs (4)
- Layout Templates

More menu options: Clone Selected Report Templates, Clone All Report Templates, Delete Selected Report Templates, Delete All Report Templates, Share Selected To Users, **Share All To Users**

Page 1 of 1 | Displaying 1 - 3 of 3 | Page size: 25



3. Select the users groups for all the users you want to share the report templates.

User Groups	Read	Edit	Full
▶ LogPoint Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▼ User Account Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ johndoe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ janedoe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Select the **Read**, **Edit**, or **Full** permissions for the users. Refer to the introduction section of [Sharing a Report Template](#) for details on user permissions.
5. Click **Submit**

**i** NOTE

You can unshare a report template by removing the permissions for all the user groups from the **Share Report Template** panel.

### Deleting a Shared Report Template's Owner

1. Go to **Settings >> User Accounts >> Users**.
2. De-activate the user by clicking the **De-Activate User** icon in the **Actions** column.
3. Click **Manage De-Activated Users**.
4. Click the **Delete** icon in the **Actions** column of the user.
5. Click **Yes**.

**i** NOTE

While deleting a shared report template's owner, you must delete the shared template or transfer the template's ownership to another user. You can do this from the **Transfer Ownership** panel that appears when you attempt to delete a user whose template is being shared.



- To transfer the ownership, select a user from the drop-down and click **Submit**.

TRANSFER OWNERSHIP

Please re-assign or delete the following personalized items of the user(s)

Username	Shared Item	Name
johndoe	Report Template	Report Template 1

ASSIGN TO USER

admin

Delete Submit Cancel

**NOTE**

The transferred template is listed in the **Report Templates** page in the owner's system.

- To delete the user and user's template without transferring their ownership, click **Delete**.

TRANSFER OWNERSHIP

Please re-assign or delete the following personalized items of the user(s)

Username	Shared Item	Name
johndoe	Report Template	Report Template 1

ASSIGN TO USER

admin

Delete Submit Cancel

### Exporting Report Templates

- Go to Report >> Report Templates.
- Select the report templates you want to export.

GENERATED REPORTS		MY REPORT TEMPLATES	ADD	EXPORT	IMPORT	MORE	0 SELECTED	search
Inbox (0)	<input checked="" type="checkbox"/>	S.N.	Name	Scheduled	User	Version	Actions	
Approved (0)	<input checked="" type="checkbox"/>	1	Report Template 2	⊗	harry	-	📄 ↺ ↻ 🗑️	
Archived (0)	<input checked="" type="checkbox"/>	2	Report Template 1	✔️	harry	-	📄 ↺ ↻ 🗑️	
Flagged (0)								
Shared (0)								
REPORTING								
Report Templates								
Report Jobs (0)								
Layout Templates								

Page 1 of 1

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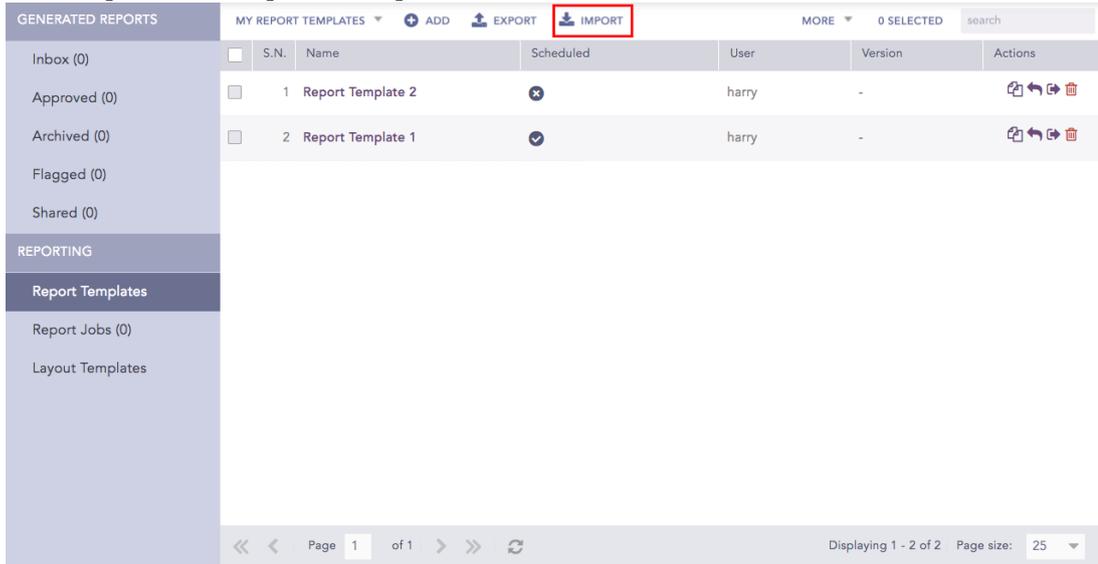
- Click **Export**.
- Save** the exported package.



**NOTE**  
When a report template is exported, the password set in the template is not exported with it. You need to set a password again for the exported template.

## Importing Report Templates

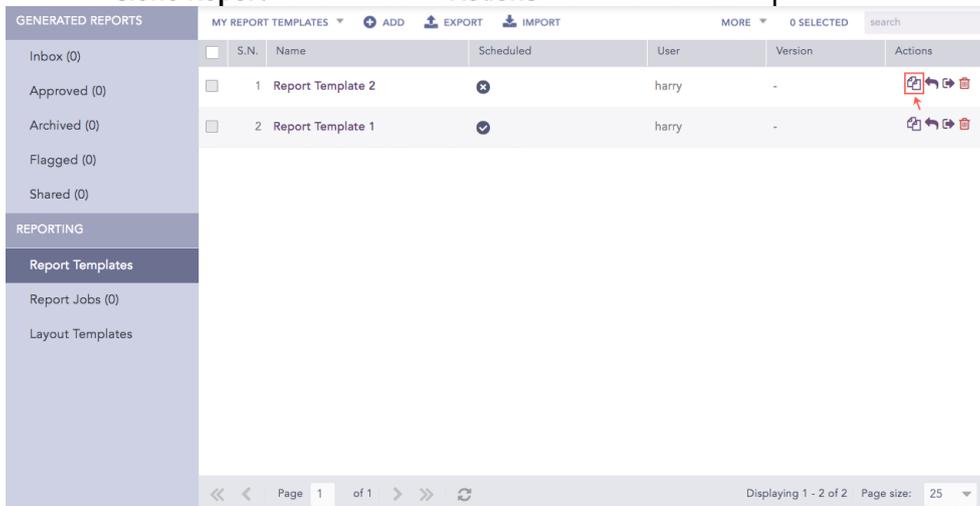
1. Go to Report >> Report Templates.



2. Click **Import**.
3. Browse for the required report templates.
4. Click **Upload**.

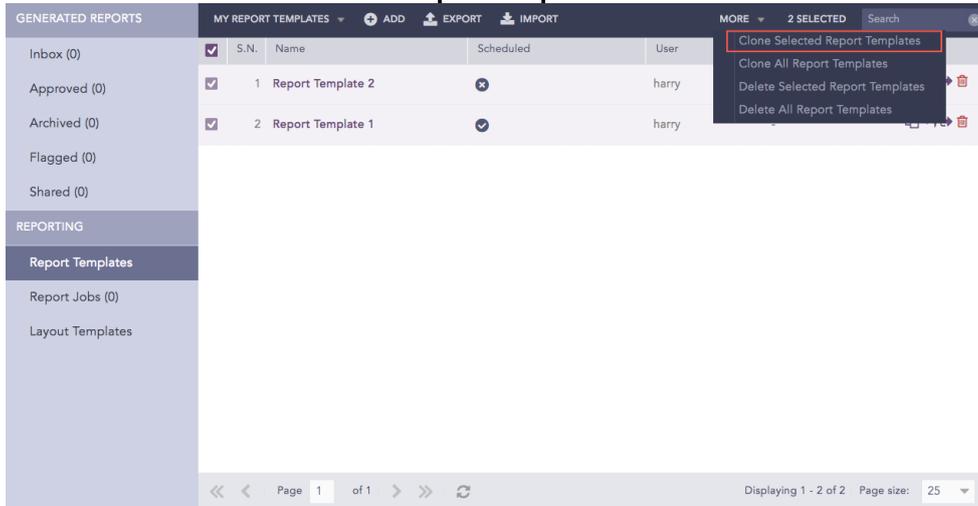
## Cloning a Report Template

1. Go to Report >> Report Templates.
2. Click the **Clone Report** icon under the **Actions** column for the template.

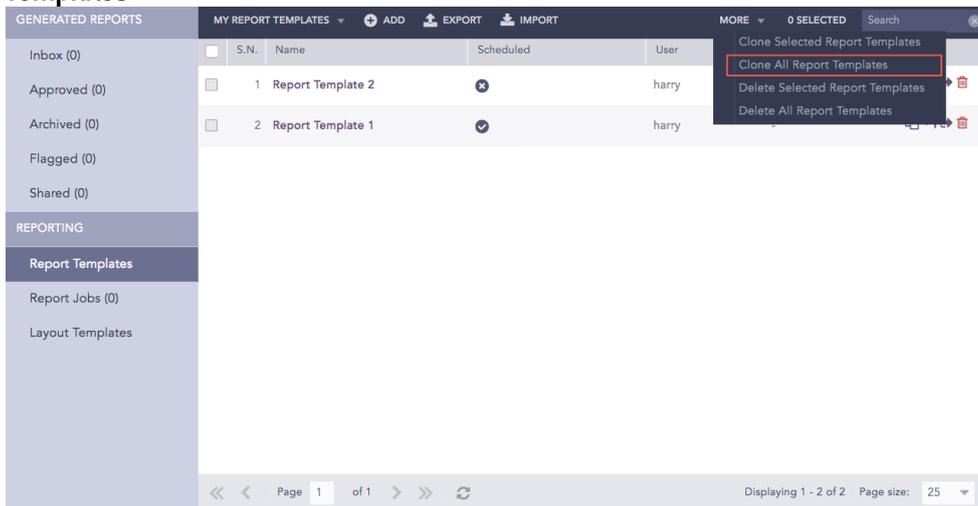




- To clone multiple Report Templates, select the respective templates. Click the **More** drop-down and choose **Clone Selected Report Templates**.



- To clone all the Report Templates, click the **More** drop-down and choose **Clone All Report Templates**.



- Enter a new **Name** for the cloned template.
- Select the **Replace Existing?** checkbox to replace an existing template with the same name.
- Click **Clone**.

**i** NOTE

When a report template is cloned, the password set in the template is not cloned with it. You need to set a password again for the cloned template.



## Deleting a Report Template

1. Go to Report >> Report Templates.
2. Click the **Delete** icon under the **Actions** column for the template.

GENERATED REPORTS	MY REPORT TEMPLATES	ADD	EXPORT	IMPORT	MORE	0 SELECTED	search
	S.N.	Name	Scheduled	User	Version	Actions	
Inbox (0)	<input type="checkbox"/>	1 Report Template 2	✘	harry	-		
Approved (0)	<input type="checkbox"/>	2 Report Template 1	✔	harry	-		
Archived (0)							
Flagged (0)							
Shared (0)							

REPORTING

- Report Templates
- Report Jobs (0)
- Layout Templates

Page 1 of 1 | Displaying 1 - 2 of 2 | Page size: 25

- To delete multiple Report Templates, select the respective templates. Click the **More** drop-down and choose **Delete Selected Report Templates**.

GENERATED REPORTS	MY REPORT TEMPLATES	ADD	EXPORT	IMPORT	MORE	2 SELECTED	Search
	S.N.	Name	Scheduled	User			
Inbox (0)	<input checked="" type="checkbox"/>	1 Report Template 2	✘	harry	Clone Selected Report Templates Clone All Report Templates <b>Delete Selected Report Templates</b> Delete All Report Templates		
Approved (0)	<input checked="" type="checkbox"/>	2 Report Template 1	✔	harry			
Archived (0)							
Flagged (0)							
Shared (0)							

REPORTING

- Report Templates
- Report Jobs (0)
- Layout Templates

Page 1 of 1 | Displaying 1 - 2 of 2 | Page size: 25

- To delete all the Report Templates, click the **More** drop-down and choose **Delete All Report Templates**.

GENERATED REPORTS	MY REPORT TEMPLATES	ADD	EXPORT	IMPORT	MORE	0 SELECTED	Search
	S.N.	Name	Scheduled	User			
Inbox (0)	<input type="checkbox"/>	1 Report Template 2	✘	harry	Clone Selected Report Templates Clone All Report Templates Delete Selected Report Templates <b>Delete All Report Templates</b>		
Approved (0)	<input type="checkbox"/>	2 Report Template 1	✔	harry			
Archived (0)							
Flagged (0)							
Shared (0)							

REPORTING

- Report Templates
- Report Jobs (0)
- Layout Templates

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3. A delete confirmation dialog box appears on the screen. Click **Yes** to proceed.



# Layout Templates

In SLS, a layout template is a structure based on which the appearance of a report is determined. You can create as many layout templates as you want and specify the layout for each report.

GENERATED REPORTS		+	↓	0 SELECTED	search
	S.N.	Name ↑		Actions	
Inbox (1)					
Approved (0)					
Archived (0)					
Flagged (0)					
Shared (0)					
REPORTING					
Report Templates					
Report Jobs (0)					
Layout Templates					
Page 1 of 1					
Displaying 1 - 2 of 2 Page size: 25					

You can either import new layout templates into the system or create a personalized template.

## Importing a layout template

1. Go to Report >> Layout Templates.
2. Click **Import** to open the **Import Layout Templates** panel.

GENERATED REPORTS		+	↓	0 SELECTED	search
	S.N.	Name		Actions	
Inbox (0)					
Approved (0)					
Archived (0)					
Flagged (0)					
Shared (0)					
REPORTING					
Report Templates					
Report Jobs (0)					
Layout Templates					
Page 1 of 1					
Displaying 1 - 2 of 2 Page size: 25					

3. Browse the desired layout template.
4. Click **Upload**.



## Creating a layout template

1. Go to Report >> Layout Templates.
2. Click **Add**.

REPORT LAYOUT TEMPLATE

REPORT TEMPLATE DETAILS

Name:

Font:

Background Image:  

Cover Page Image:  

Data Page Image:  

Footer Background Color:

Footer Text Color:

Footer Text:

BACKGROUND IMAGE PREVIEW

No Preview Available

COVER PAGE IMAGE PREVIEW

No Preview Available

DATA PAGE IMAGE PREVIEW

No Preview Available

3. Provide a **Name** for the template.
4. Choose a desired **Font** from the available options.

**i** NOTE

Choose **Noto Sans CJK** for the **Chinese, Japanese, and Korean** scripts.

5. Upload the **Background Image, Cover Page Image** and **Data Page Image** to be displayed in the report.

**i** NOTE

- The **Name, Background Image, Cover Page Image, and Data Page Image** are mandatory fields.
- The maximum width and height allowed for each of the image are given below:
  - Background image = 595 \* 842 pixel (width \* height)
  - Cover Page Image = 300 \* 128 pixel (width \* height)
  - Data Page Image = 160 \* 59 pixel (width \* height)



6. Choose the **Footer Background Color**, **Footer Text Color**, and provide the **Footer Text**.
7. Click **Submit**.



# Report Jobs

The **Report Jobs** section lists the reports currently being generated with their generation time, current status, and remarks.

GENERATED REPORTS
Inbox (1)
Approved (0)
Archived (0)
Flagged (0)
Shared (0)

REPORTING
Report Templates
<b>Report Jobs (0)</b>
Layout Templates

**i** NOTE

- Once a report is successfully generated, it is pushed into the inbox.
- This section also lists the reports that have failed to generate with the reasons for their failure. The reason for the failure is displayed under **Remarks**.



# Generated Reports

This section is divided into **Inbox**, **Approved**, **Archived**, **Flagged**, and **Shared**.

**Inbox** lists all the successfully generated reports. You can either **approve**, **archive**, **flag**, **share**, or **delete** a report from the Inbox. The report is moved into the **Approved**, **Archived**, **Flagged**, or **Shared** pages or completely deleted from the system based on your action.

## Archive

1. Go to Report >> Inbox.
2. Mark the reports that you want to archive.
3. Click the **Archive** button.

GENERATED REPORTS		ARCHIVE	FLAG	SHARE	APPROVE	DELETE	CLEANUP	MORE	0 SELECTED	search
Inbox (10)	<input type="checkbox"/>	S.N.	Report	Generated at	Download	Actions				
Approved (0)	<input type="checkbox"/>	1	Report Template 1 2019/12/26 08:09:02 To 2019/12/26 08:19:02 • ReportTemplate	2019/12/26 08:19:17	PDF					
Archived (0)	<input type="checkbox"/>	2	Report Template 1 2019/12/26 08:08:58 To 2019/12/26 08:18:58 • ReportTemplate	2019/12/26 08:19:12	HTML • XLS					
Flagged (0)	<input type="checkbox"/>	3	Report Template 2 2019/12/26 08:08:49 To 2019/12/26 08:18:49 • ReportTemplate	2019/12/26 08:19:04	PDF • HTML • XLS • CSV					
Shared (0)	<input type="checkbox"/>	4	Visualizations 2019/12/26 08:08:43 To 2019/12/26 08:18:43 • ReportTemplate	2019/12/26 08:18:57	PDF • HTML • XLS • CSV					
REPORTING	<input type="checkbox"/>	5	Report Template 1 2019/12/26 08:08:34 To 2019/12/26 08:18:34 • ReportTemplate	2019/12/26 08:18:48	PDF					
Report Templates	<input type="checkbox"/>	6	Report Template 2 2019/12/26 08:08:34 To 2019/12/26 08:18:34 • ReportTemplate	2019/12/26 08:18:43	PDF					
Report Jobs (0)										
Layout Templates										

**NOTE**

- Important reports must be archived to save the inbox from getting crowded.
- You can see the archived reports in the **Archived** tab under **Generated Reports**.

## Flag

1. Go to Report >> Inbox.
2. Mark the reports that you want to flag.
3. Click the **Flag** button.

GENERATED REPORTS		ARCHIVE	FLAG	SHARE	APPROVE	DELETE	CLEANUP	MORE	0 SELECTED	search
Inbox (10)	<input type="checkbox"/>	S.N.	Report	Generated at	Download	Actions				
Approved (0)	<input type="checkbox"/>	1	Report Template 1 2019/12/26 08:09:02 To 2019/12/26 08:19:02 • ReportTemplate	2019/12/26 08:19:17	PDF					
Archived (0)	<input type="checkbox"/>	2	Report Template 1 2019/12/26 08:08:58 To 2019/12/26 08:18:58 • ReportTemplate	2019/12/26 08:19:12	HTML • XLS					
Flagged (0)	<input type="checkbox"/>	3	Report Template 2 2019/12/26 08:08:49 To 2019/12/26 08:18:49 • ReportTemplate	2019/12/26 08:19:04	PDF • HTML • XLS • CSV					
Shared (0)	<input type="checkbox"/>	4	Visualizations 2019/12/26 08:08:43 To 2019/12/26 08:18:43 • ReportTemplate	2019/12/26 08:18:57	PDF • HTML • XLS • CSV					
REPORTING	<input type="checkbox"/>	5	Report Template 1 2019/12/26 08:08:34 To 2019/12/26 08:18:34 • ReportTemplate	2019/12/26 08:18:48	PDF					
Report Templates	<input type="checkbox"/>	6	Report Template 2 2019/12/26 08:08:34 To 2019/12/26 08:18:34 • ReportTemplate	2019/12/26 08:18:43	PDF					
Report Jobs (0)										
Layout Templates										



**NOTE**

You can also flag a report by clicking the **Flag** icon in the **Actions** column.

### Share

1. Go to Report >> Inbox.
2. Mark the reports that you want to share.
3. Click the **Share** button.

GENERATED REPORTS		ARCHIVE	FLAG	SHARE	APPROVE	DELETE	CLEANUP	MORE	0 SELECTED	search
Inbox (10)	<input type="checkbox"/>	S.N.	Report	Generated at	Download	Actions				
Approved (0)	<input type="checkbox"/>	1	Report Template 1 2019/12/26 08:09:02 To 2019/12/26 08:19:02 • ReportTemplate	2019/12/26 08:19:17	PDF					
Archived (0)	<input type="checkbox"/>	2	Report Template 1 2019/12/26 08:08:58 To 2019/12/26 08:18:58 • ReportTemplate	2019/12/26 08:19:12	HTML • XLS					
Flagged (0)	<input type="checkbox"/>	3	Report Template 2 2019/12/26 08:08:49 To 2019/12/26 08:18:49 • ReportTemplate	2019/12/26 08:19:04	PDF • HTML • XLS • CSV					
Shared (0)	<input type="checkbox"/>	4	Visualizations 2019/12/26 08:08:43 To 2019/12/26 08:18:43 • ReportTemplate	2019/12/26 08:18:57	PDF • HTML • XLS • CSV					
REPORTING	<input type="checkbox"/>	5	Report Template 1 2019/12/26 08:08:34 To 2019/12/26 08:18:34 • ReportTemplate	2019/12/26 08:18:48	PDF					
Report Templates	<input type="checkbox"/>	6	Report Template 2 2019/12/26 08:08:43 To 2019/12/26 08:18:43 • ReportTemplate	2019/12/26 08:18:43	PDF					
Report Jobs (0)										
Layout Templates										

**NOTE**

- Other users in the Logpoint can view the shared reports.
- If the shared report is password protected, you need to input the password to access the shared report.
- You can also share a report by clicking the **Share** icon in the **Actions** column.

### Approve

When a generated report is verified, you can push that particular report in the approved section for simplicity. It helps you organize the reports.

1. Go to Report >> Inbox.
2. Mark the reports that you want to approve.
3. Click the **Approve** button.

GENERATED REPORTS		ARCHIVE	FLAG	SHARE	APPROVE	DELETE	CLEANUP	MORE	0 SELECTED	search
Inbox (10)	<input type="checkbox"/>	S.N.	Report	Generated at	Download	Actions				
Approved (0)	<input type="checkbox"/>	1	Report Template 1 2019/12/26 08:09:02 To 2019/12/26 08:19:02 • ReportTemplate	2019/12/26 08:19:17	PDF					
Archived (0)	<input type="checkbox"/>	2	Report Template 1 2019/12/26 08:08:58 To 2019/12/26 08:18:58 • ReportTemplate	2019/12/26 08:19:12	HTML • XLS					
Flagged (0)	<input type="checkbox"/>	3	Report Template 2 2019/12/26 08:08:49 To 2019/12/26 08:18:49 • ReportTemplate	2019/12/26 08:19:04	PDF • HTML • XLS • CSV					
Shared (0)	<input type="checkbox"/>	4	Visualizations 2019/12/26 08:08:43 To 2019/12/26 08:18:43 • ReportTemplate	2019/12/26 08:18:57	PDF • HTML • XLS • CSV					
REPORTING	<input type="checkbox"/>	5	Report Template 1 2019/12/26 08:08:34 To 2019/12/26 08:18:34 • ReportTemplate	2019/12/26 08:18:48	PDF					
Report Templates	<input type="checkbox"/>	6	Report Template 2 2019/12/26 08:08:43 To 2019/12/26 08:18:43 • ReportTemplate	2019/12/26 08:18:43	PDF					
Report Jobs (0)										
Layout Templates										



**i NOTE**  
You can also approve a report by clicking the **Approve** icon in the **Actions** column.

### More

Under this dropdown you can **Mark as read, Mark as unread, Remove Flag, Unshare, and Disapprove** a report.

GENERATED REPORTS		ARCHIVE	FLAG	SHARE	APPROVE	DELETE	CLEANUP	MORE	0 SELECTED	search
Inbox (10)	<input type="checkbox"/>	S.N.	Report	Generated at						Actions
Approved (0)	<input type="checkbox"/>	1	Report Template 1 2019/12/26 08:09:02 To 2019/12/26 08:19:02 • ReportTemplate	2019/12/26 08:19:17						
Archived (0)	<input type="checkbox"/>	2	Report Template 1 2019/12/26 08:08:58 To 2019/12/26 08:18:58 • ReportTemplate	2019/12/26 08:19:12						
Flagged (0)	<input type="checkbox"/>	3	Report Template 2 2019/12/26 08:08:49 To 2019/12/26 08:18:49 • ReportTemplate	2019/12/26 08:19:04	PDF • HTML • XLS • CSV					
Shared (0)	<input type="checkbox"/>	4	Visualizations 2019/12/26 08:08:43 To 2019/12/26 08:18:43 • ReportTemplate	2019/12/26 08:18:57	PDF • HTML • XLS • CSV					
REPORTING										
Report Templates	<input type="checkbox"/>	5	Report Template 1 2019/12/26 08:08:34 To 2019/12/26 08:18:34 • ReportTemplate	2019/12/26 08:18:48	PDF					
Report Jobs (0)	<input type="checkbox"/>	6	Report Template 2 2019/12/26 08:08:43 To 2019/12/26 08:18:43 • ReportTemplate	2019/12/26 08:18:43	PDF					
Layout Templates										

### Delete

1. Go to Report >> Inbox.
2. Mark the reports that you want to delete.
3. Click the **Delete** button.

GENERATED REPORTS		ARCHIVE	FLAG	SHARE	APPROVE	DELETE	CLEANUP	MORE	0 SELECTED	search	
Inbox (10)	<input type="checkbox"/>	S.N.	Report	Generated at						Download	Actions
Approved (0)	<input type="checkbox"/>	1	Report Template 1 2019/12/26 08:09:02 To 2019/12/26 08:19:02 • ReportTemplate	2019/12/26 08:19:17						PDF	
Archived (0)	<input type="checkbox"/>	2	Report Template 1 2019/12/26 08:08:58 To 2019/12/26 08:18:58 • ReportTemplate	2019/12/26 08:19:12						HTML • XLS	
Flagged (0)	<input type="checkbox"/>	3	Report Template 2 2019/12/26 08:08:49 To 2019/12/26 08:18:49 • ReportTemplate	2019/12/26 08:19:04						PDF • HTML • XLS • CSV	
Shared (0)	<input type="checkbox"/>	4	Visualizations 2019/12/26 08:08:43 To 2019/12/26 08:18:43 • ReportTemplate	2019/12/26 08:18:57						PDF • HTML • XLS • CSV	
REPORTING											
Report Templates	<input type="checkbox"/>	5	Report Template 1 2019/12/26 08:08:34 To 2019/12/26 08:18:34 • ReportTemplate	2019/12/26 08:18:48						PDF	
Report Jobs (0)	<input type="checkbox"/>	6	Report Template 2 2019/12/26 08:08:43 To 2019/12/26 08:18:43 • ReportTemplate	2019/12/26 08:18:43						PDF	
Layout Templates											

### Activities

Using the **Activities** option in the **Actions** column, you can comment on a generated report.



1. Go to Report >> Inbox.
2. Click the **Activities** icon in the **Actions** column of the concerned report.

GENERATED REPORTS		ARCHIVE	FLAG	SHARE	APPROVE	DELETE	CLEANUP	MORE	0 SELECTED	search
Inbox (10)	S.N.	Report	Generated at	Download	Actions					
Approved (0)	1	Report Template 1 2019/12/26 08:09:02 To 2019/12/26 08:19:02 • ReportTemplate	2019/12/26 08:19:17	PDF						
Archived (0)	2	Report Template 1 2019/12/26 08:08:58 To 2019/12/26 08:18:58 • ReportTemplate	2019/12/26 08:19:12	HTML • XLS						
Flagged (0)	3	Report Template 2 2019/12/26 08:08:49 To 2019/12/26 08:18:49 • ReportTemplate	2019/12/26 08:19:04	PDF • HTML • XLS • CSV						
Shared (0)	4	Visualizations 2019/12/26 08:08:43 To 2019/12/26 08:18:43 • ReportTemplate	2019/12/26 08:18:57	PDF • HTML • XLS • CSV						
REPORTING	5	Report Template 1 2019/12/26 08:08:34 To 2019/12/26 08:18:34 • ReportTemplate	2019/12/26 08:18:48	PDF						
Report Templates	6	Report Template 2 2019/12/26 08:08:43 To 2019/12/26 08:18:43 • ReportTemplate	2019/12/26 08:18:43	PDF						
Report Jobs (0)										
Layout Templates										

3. Enter a **Comment** and click **Submit**.

## Cleanup Reports

Using the **Cleanup** option, you can either delete the reports generated before a certain date or delete reports within a specific date range.

1. Go to Report >> Inbox.

GENERATED REPORTS		ARCHIVE	FLAG	SHARE	APPROVE	DELETE	CLEANUP	MORE	0 SELECTED	search
Inbox (10)	S.N.	Report	Generated at	Download	Actions					
Approved (0)	1	Report Template 1 2019/12/26 08:09:02 To 2019/12/26 08:19:02 • ReportTemplate	2019/12/26 08:19:17	PDF						
Archived (0)	2	Report Template 1 2019/12/26 08:08:58 To 2019/12/26 08:18:58 • ReportTemplate	2019/12/26 08:19:12	HTML • XLS						
Flagged (0)	3	Report Template 2 2019/12/26 08:08:49 To 2019/12/26 08:18:49 • ReportTemplate	2019/12/26 08:19:04	PDF • HTML • XLS • CSV						
Shared (0)	4	Visualizations 2019/12/26 08:08:43 To 2019/12/26 08:18:43 • ReportTemplate	2019/12/26 08:18:57	PDF • HTML • XLS • CSV						
REPORTING	5	Report Template 1 2019/12/26 08:08:34 To 2019/12/26 08:18:34 • ReportTemplate	2019/12/26 08:18:48	PDF						
Report Templates	6	Report Template 2 2019/12/26 08:08:43 To 2019/12/26 08:18:43 • ReportTemplate	2019/12/26 08:18:43	PDF						
Report Jobs (0)										
Layout Templates										

2. Click **Cleanup** to open the **Cleanup Old Reports** panel.

**CLEANUP OLD REPORTS**

Cleanup Reports ✕

Cleanup Jobs

**Older than**

mm/dd/yyyy

*All the reports older than the selected date will be deleted.*

---

**Date range**

mm/dd/yyyy  to mm/dd/yyyy

*The reports generated within the selected date range will be deleted.*

3. Select **Older than** to delete all the reports generated before the provided date.
4. Select **Date range** to delete all the reports within the provided date range.



**i** NOTE

- The date range is inclusive.
- Go to **Cleanup Jobs** to see the status of all the initiated cleanups.



## Further reading

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Additional information and answers to questions you may have about SLS are available in the [Stormshield knowledge base](#) (authentication required).



**STORMSHIELD**

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