Mvision Create a Report

Table of contents

1. [Create a Report](https://success.myshn.net/Reports/Report_Manager/Create_a_Report#Create_a_Report)
2. [Schedule a Report](https://success.myshn.net/Reports/Report_Manager/Create_a_Report#Schedule_a_Report)

You can create a new report on the following pages:

* [Services Overview](https://success.myshn.net/Usage_Analytics/Services_Usage_Analytics/01_Services_Overview)
* [Users Overview](https://success.myshn.net/Usage_Analytics/Users_Usage_Analytics/01_Users_Overview)
* [Policy Incidents Summary](https://success.myshn.net/Incident_Management_and_Threat_Protection/Policy_Incidents/01_Policy_Incidents_Summary)
* [Policy Incidents](https://success.myshn.net/Incident_Management_and_Threat_Protection/Policy_Incidents/Policy_Incidents_Page)
* [My Dashboard](https://success.myshn.net/Start_Here_with_Skyhigh/My_Dashboard)

**Create a Report**

A report takes the name and parameters from the details of the page from which it is run.

1. Select **Actions**.
2. Under **Create Report**, select the report **Format** (if available).

The report runs immediately and is emailed to the user. You may also view the report in [Report Manager](https://success.myshn.net/Reports/Report_Manager).

**Schedule a Report**

**To schedule a report:**

1. Search for your data via the Omnibar, select a date range using the Date Picker, and select filters or [Saved Views](https://success.myshn.net/Start_Here_with_MVISION_Cloud/Saved_Views) as needed.
2. Select **Actions >** **Schedule**.
3. In the **Schedule Report** dialog, enter the following information:
	* **Report Name.** Define a report name to identify the report for future access.
	* **Description.** (Optional.) Enter a description of the report and its purpose.
	* **Filters.** Click the **+** to display the date range and filters that you selected, and any Data Jurisdictions that may apply.
	* **File Format.** Select one file type you'd like to use for the report. If you'd like reporting on more than one file type, create another report.
		+ Analytic Report (XLSX)
		+ Raw Data (CSV)
		+ Business Report (PDF)

Note:

PDF reports are limited to 20,000 rows in a table. If your table includes more than 20,000 rows, the PDF report will be truncated. You can edit the table to reduce the number of columns.

For reports that have long, multi-lined fields such as External Collaborators, those fields may be truncated. In general, for large reports, use the XLSX or CSV format. Also, charts are only available in PDFs reports.

* + **Group By.** (Optional.) Select one Group By setting, and then choose up to 10 additional options to group data in your report. (If you select the **All Data** or **All Services** options, all other options will be greyed out.)
	+ **Frequency.** Select a frequency to run the report:
		- **Daily.** Select hour, minutes, AM or PM, and UTC or another timezone.
		- **Weekly.** Select every number of week(s), on the day of the week, hour, minutes, AM or PM, and UTC or another timezone.
		- **Monthly.** Select the first, second, third, fourth or last day of every number of month(s), hour, minutes, AM or PM, and UTC or another timezone
	+ **Recipients.** Enter the email addresses of anyone to which you would like to automatically email the report. Separate email addresses with commas.
	+ **Share report with other users within your MVISION Cloud account.** Select this option to make the report public within your organization.
1. Click **Schedule**.

The report is run as scheduled. You can view and [manage existing reports](https://success.myshn.net/Reports/Report_Manager/Manage_Existing_Reports) on the **Reports > Report Manager** page.







Report Manager 6/15/2023



SOC Most Vulnerable Services

SOC High Risk Services By Department

SOC Highest Risk Services by Group

SOC High Risk Service which allows anonymous use

Uploads greater than 5 gig and 10gig

Service Groups Remove All

Trusted - Marketing Services

Trusted - Collaboration Srvcs

Trusted - Finance Services

Trusted - Development Services

Trusted - HR Services

Trusted - Business Intelligence

Trusted - IT Services

Trusted - Education Services

Trusted - Project Manager Srvc

Trusted - Security Services

Trusted - Social Media Service

Trusted - Healthcare Services

Trusted Cloud Infrastructure

Trusted - Srvc Desk - Support

Trusted - Logistics Services

Trusted - eCommerce Services

Trusted Content Sharing Srvcs

Trusted - Network Services

Trusted - CRM Services

Trusted - Legal Services

Trusted - Tracking Services

Trusted - Cloud Storage Srvcs

Trusted Backup - Archive Srvcs

Trusted Media Services

Trusted Procurement Services

Trusted - Web API Services

Trusted - ERP Services

Trusted Sanctioned Services

High Risk Blocks

Service Already Blocked by MWG

SOC Highest Risk Services - by Group

SOC - Highest Risk Services By Category

SOC - Highest Risk Services by Service Category

SOC - Highest Risk Services by Department









