

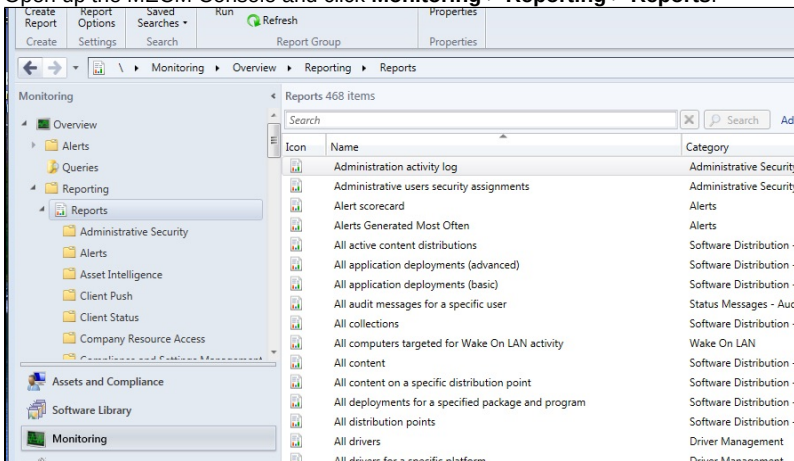
MECM - SCCM - Reports

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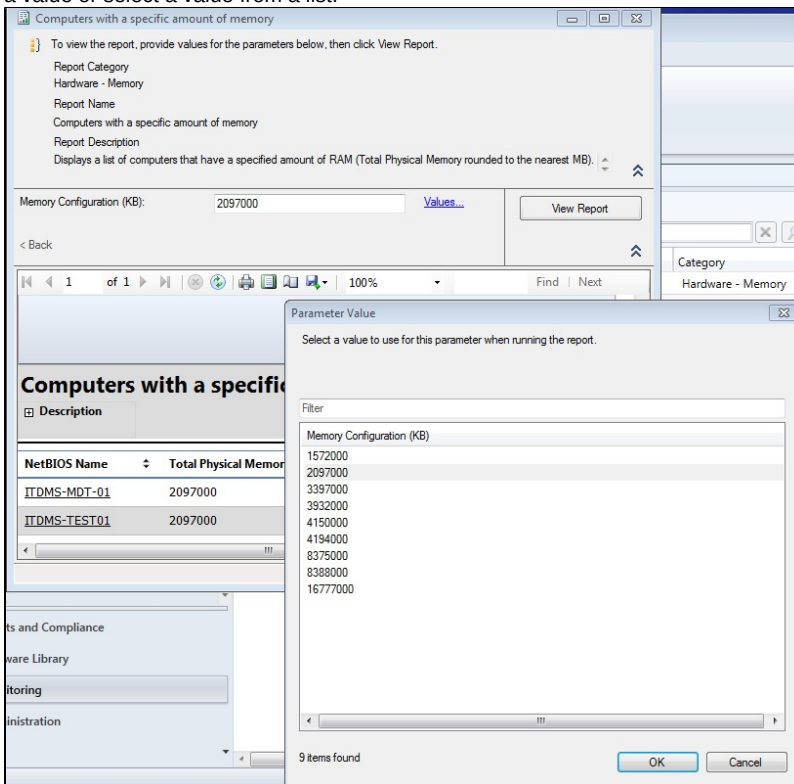
MECM comes with many different built-in reports that allow you to gather a wide range of data about your client machines. To access these reports, you can log into the MECM console or run them from a web browser.

Reporting from the MECM Console

1. Open up the MECM Console and click **Monitoring > Reporting > Reports**.



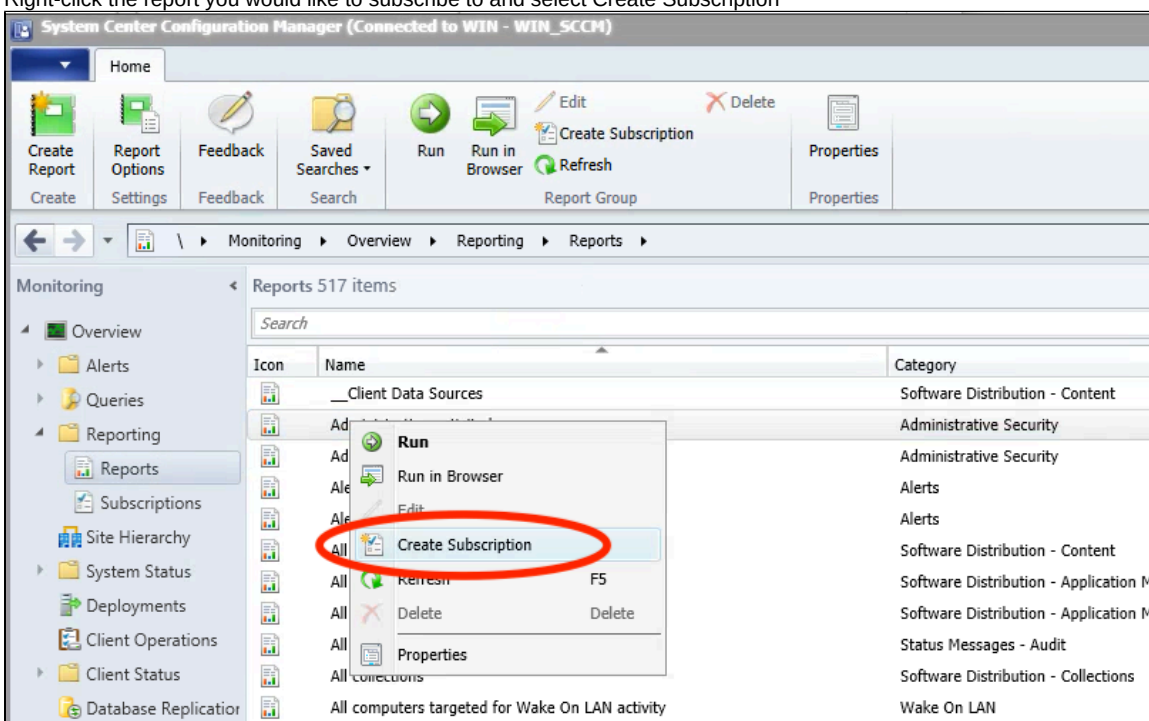
2. Right click the report that you would like to run and select **Run**. Some reports will run automatically, while others will require you to type in a value or select a value from a list.



Creating a E-Mailed Report Subscription

You can create an e-mail subscription for any report in MECM. This is useful for sending data to users that may not log into the MECM console on a regular basis.

1. Right-click the report you would like to subscribe to and select Create Subscription



2. Fill out the target email address, subject, and report format for your subscription. Note that the MIT SMTP server is already defined in MECM.

Subscription Delivery

Subscription Schedule

Subscription Parameters

Summary

Progress

Completion

Subscription Delivery

Specify delivery method

Specify the delivery method and delivery properties for this report subscription.

Report delivered by:Email

To:ditrepm@mit.edu

Cc:

Bcc:

Reply-To:

Subject:My Test Subscription

Priority:Normal

Comment:

Description:This is a test

☐ Include Link

☒ Include Report

Render Format:Excel

< Previous

Next >

Summary

Cancel

3. Setup your desired schedule: daily, weekly, or monthly.

Subscription Schedule

Subscription Delivery
Subscription Schedule
Subscription Parameters
Summary
Progress
Completion

Specify delivery schedule

Specify the delivery schedule for this report subscription.

☐ Use shared schedule:

☒ Create new schedule:

☐ Hourly
☐ Daily
☐ Weekly
☒ Monthly
☐ Once

On month:

☒ Jan
☒ May
☒ Sep

☒ Feb
☒ Jun
☒ Oct

☒ Mar
☒ Jul
☒ Nov

☒ Apr
☒ Aug
☒ Dec

☒ On week of month:

1st
On day:

☒ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat
☐ Sun

☐ On calendar days:

Start and end dates (SRS Server local time)

Start time:
10:30 AM

Begin on:
1/22/2018

☐ Stop on:
1/22/2018

< Previous
Next >
Summary
Cancel

- Select the parameters appropriate for you reports (this varies depending on the report)

The screenshot shows a Windows-style window titled "Create Subscription Wizard" with a close button (X) in the top right corner. Inside the window, there is a sidebar on the left with a tree view containing the following items: "Subscription Delivery", "Subscription Schedule", "Subscription Parameters" (which is highlighted with a blue background), "Summary", "Progress", and "Completion". Above the tree view is a small icon of a computer monitor and the text "Subscription Parameters". The main area of the window has a title "Specify report parameters" in blue. Below this title, it says "Specify the report parameters to use with this subscription:". There is a label "Computer Name:" followed by a text box containing "EPM-TEST" and a "Values..." button. At the bottom of the window, there are four buttons: "< Previous", "Next >" (which is highlighted with a blue border), "Summary", and "Cancel".

5. Then click Next> and then Close.

See Also

- [Microsoft Endpoint Configuration Manager \(MECM\) Landing Page](#)