

# How to Generate and View Reports in FortiMail

## Configuring Report Profiles

Before you can generate a report you must first configure a report profile.

To configure report profiles

1. Go to **Log and Report > Report Settings > Configuration**.
2. Select *New* to create a profile or double-click an existing profile to modify it.

The screenshot shows the FortiMail web interface. On the left is a navigation menu with categories: Monitor, Maintenance, System, Encryption, Mail Settings, User, Policy, Profile, AntiSpam, AntiVirus, Email Archiving, Log and Report (highlighted), Log Settings, Report Settings (highlighted), and Alert Email. The main content area is titled 'Configuration' and 'New Configuration'. It features a 'Report name' field with the value 'Test'. Below this is the 'Time Period' section, which includes radio buttons for 'Today', 'From date', and 'To date'. The 'From date' is set to 08/23/15 and the 'To date' is set to 09/22/15. Time selection dropdowns are set to 12:00. Below the time period section are expandable sections for 'Query Selection', 'Schedule', 'Domain', 'Conditions', and 'Email Notification'. At the bottom of the form are 'Create' and 'Cancel' buttons.

3. Configure the time period settings.
4. Select one or more queries or query groups to define the subject matter of the report.  
For more information on the query groups, see “Configuring the report query selection” in the FortiMail Administrator Guide.
5. Select when the report generates in the Schedule section.  
**Important:** Generating reports is resource-intensive. To improve performance, generate reports during low traffic times.

6. Specify a protect domain whose log messages are used when generating a report by selecting the available domain and then selecting the right arrow.
7. Select the conditions in which the FortiMail unit reports.
8. Enter any email address you wish the FortiMail unit to message with an attached copy of the generated report.

You can also generate a report manually.

1. Go to **Log and Report > Report Settings > Configuration**.
2. Select the report profile whose settings you wish to use when generating a report.
3. Select *Generate*.

## Viewing Reports

The Report tab displays the list of reports generated from the report profiles. You can delete, view, and/or download generated reports.

To view and generate reports

1. Go to **Monitor > Report > Report**.
2. Select the report you wish to view.
3. Select the *Download* dropdown menu and select *Download PDF* or *Download HTML*.