Mandiant

VIEWING AND CREATING SUMMARY REPORTS

The Summary Reports display all report types generated for your organization.

In the MD Portal, select **Summary Reports** from the **Resources** menu to go to the **Reports** page. The **Reports** page contains created *Report Definitions* on the left side and processed *Report List* on the right side. Toggle appropriate column to order the *Report List* ascending or descending and click the **Download report** icon to download the specific report into a CSV file.

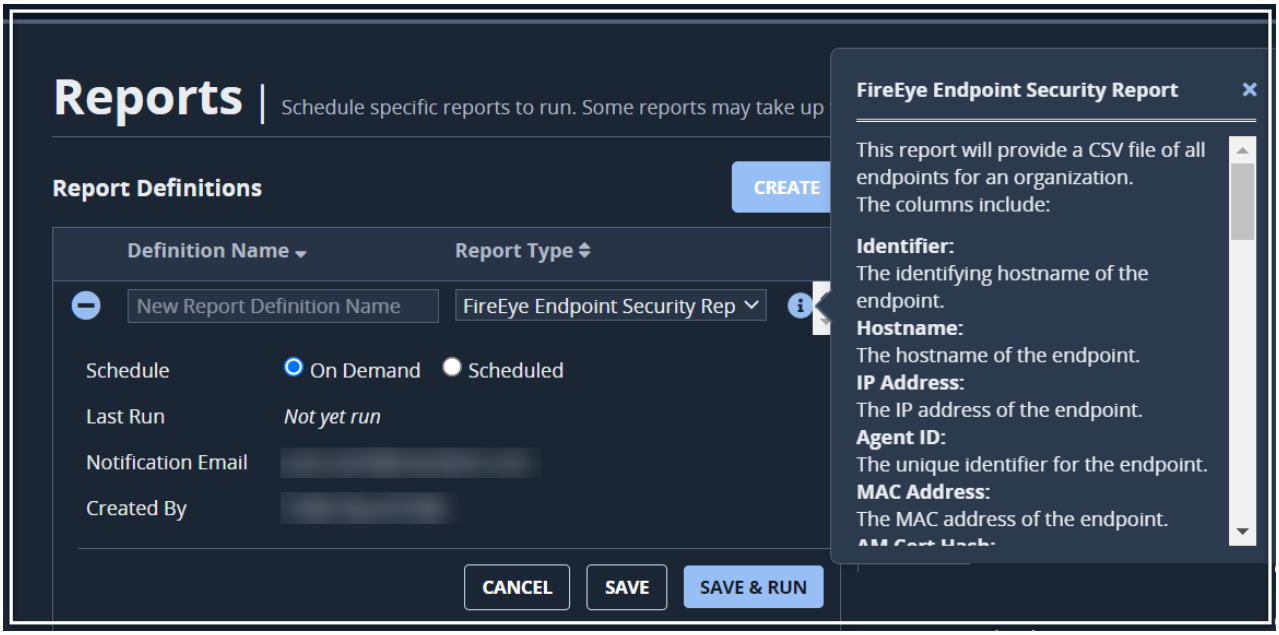
Report Types

There are multiple built-in report types provided in the MD portal. Typical built-in report types include, but are not limited to, the following:

Report Type	Description
Announcements	This report generates a PDF that includes all the announcements published to you during the reporting period.
Blogs	This report generates a PDF that includes all blogs published to you during the reporting period.
Investigation Monthly Metrics	This report generates a PDF that provides metrics around the Investigations published within the reporting period. The metrics include: • Number of Investigations by severity • Number of Investigations by status (open / closed) • Number of Investigations by source (network / endpoint / other) • Average time to assignment • Average time to resolution
Dashboard	This report generates a PDF of the information shown on the dashboard. **NOTE:** This report will show the information over the last 30 days regardless of the reporting period selected.

Click the **i** (information) button during report creation for any Report Type selected from the drop down list to view the detailed description of the selected report type along with its fields and associated notes.

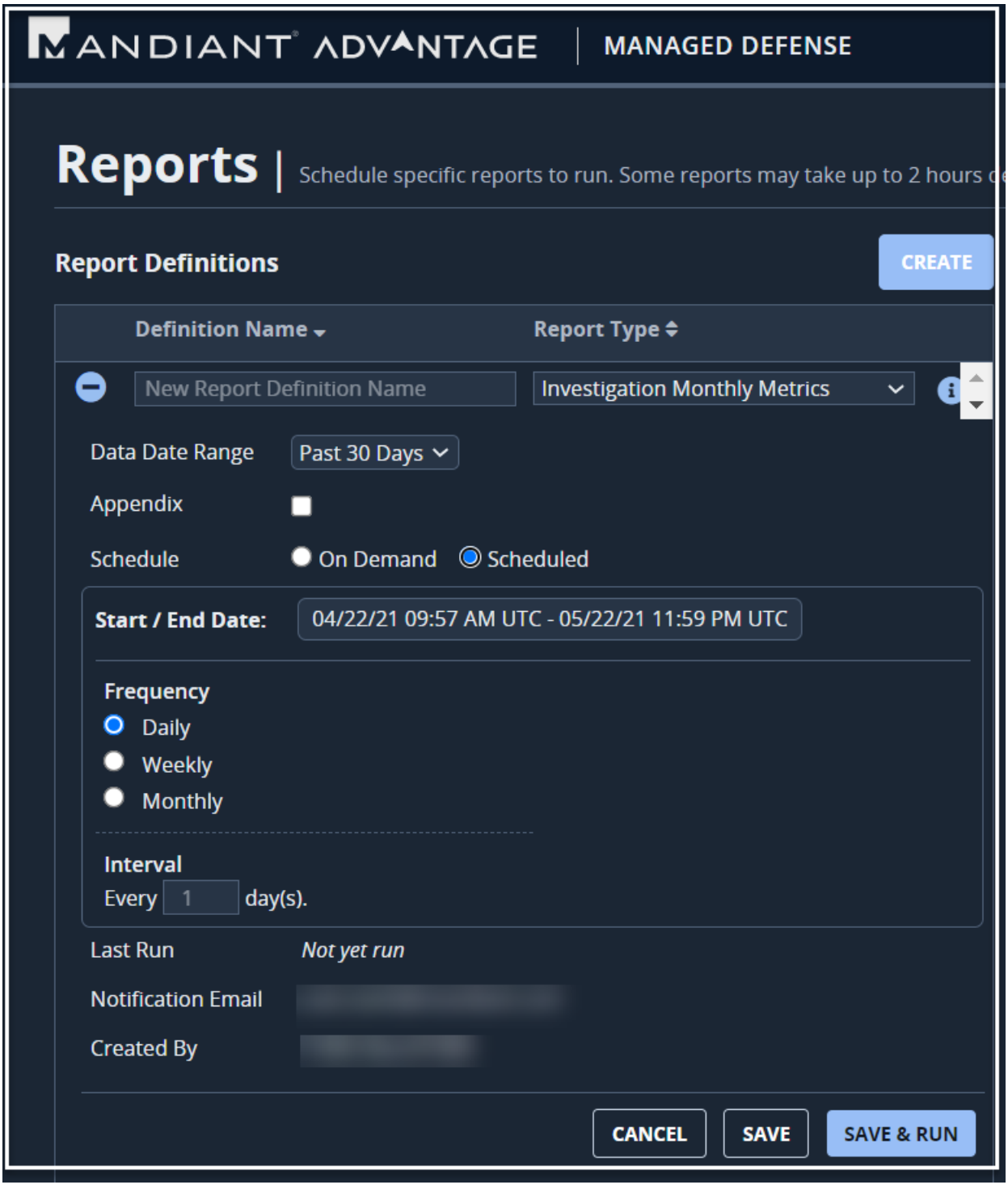
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Creating Reports

You can create any report type by using the Create Report feature in the **Reports** page.

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TO CREATE A SUMMARY REPORT:

1. In the MD Portal, select **Summary Reports** from the **Resources** menu.
2. Click **CREATE**.
3. Type the Definition Name.
4. Select the Report Type.
5. Select On Demand or Scheduled.

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a. If you select scheduled, select your report Start / End Date.
b. Select a date range between 0 to 30 days.

> **NOTE:** Reports that extend longer than 30 days may time out.

c. Select the Frequency and the Interval.

6. Click **SAVE** or **SAVE & RUN**.

> **NOTE:** Some reports may take up to 2 hours to generate depending on your parameters.

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