



# Scheduling Reports & Alerts

This eLearning course teaches students how to use scheduled reports and alerts to automate processes in their organization. Students will create, manage, and schedule reports and alerts, and use alert actions to further respond to incidents as they occur.

## Course Topics

- Creating and managing Scheduled Reports
- Creating and managing Alerts
- Using Alert Actions

## Prerequisite Knowledge

*Recommended:*

Intro to Splunk eLearning course

Intro to Knowledge Objects eLearning course

*Required:*

none

## Course Format

eLearning

## Course Objectives

### Topic 1 – Creating a Scheduled Report

- Create a report
- Schedule a report
- Define a report's time range
- Define schedule priority
- Define schedule window
- Add a trigger condition

### Topic 2 – Managing Reports

- View report settings
- Edit report permissions
- Enable report embedding

### Topic 3 – Creating Alerts

- Save a search as an alert
- Define alert permissions
- Understand scheduled and real-time alert types
- Define alert trigger conditions

### Topic 4 – Using Alert Actions

- Define actions that respond to trigger conditions
- Write results to a log event
- Output results to a lookup
- Output results to a telemetry endpoint
- Send an email containing search results
- Set up a webhook alert action

### Topic 5 – Managing Alerts

- View alert settings
- Edit alert permissions

## About Splunk Education

Splunk classes are designed for specific roles such as Splunk Administrator, Developer, User, Knowledge Manager, or Architect.

### Certification Tracks

Our certification tracks provide comprehensive education for Splunk customer and partner personnel according to their areas of responsibility.

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