

How To Use the Zimbra Reporting Tool (ZRT) Portal

ZRT Portal User Guide for
BSPs and Aggregators
Part 2



The ZRT Tool does not run on 1st thru the 3rd of Every Month it runs the entire month if the CRON JOB is set up correctly

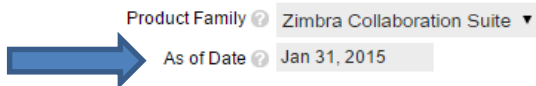
- When looking at the ZRT it is best that you put the last day of the Month in the “As of Date” (see below)



Usage Reports

View Usage



This is a detailed summary of meter usage. Click on a column header to sort that column. Changing the date shows the usage totals for the statement period containing the chosen date. Click the download link to view the usage events for that meter during that statement period.





An Example for January below when selecting the last day of the month as the reporting date will show the last collected usage number, once you selected and download the usage you will see all reported usage for the entire month.

View Usage


This is a detailed summary of meter usage. Click on a column header to sort that column. Changing the date shows the usage totals for the statement period containing the chosen date. The usage events for that meter during that statement period.

Product Family  Zimbra Collaboration Suite 

 As of Date  Jan 31, 2015





 Download summary


Meter	Unit	Actual Use	Entitled	Overage (since statement)	Overage (since reset)	%	Interval/Reset	Period
Business Email Edition Download	Accounts	0	4000	0	0	0	1 Month/1 Month	Jan 01, 2015-Feb 01, 2015
Business Email Plus Edition Download	Accounts	0	1000	0	0	0	1 Month/1 Month	Jan 01, 2015-Feb 01, 2015
EWS Usage Download	Accounts	0	1000	0	0	0	1 Month/1 Month	Jan 01, 2015-Feb 01, 2015
 Professional Email Edition Download	Accounts	3521	1000	2521	2521	352	1 Month/1 Month	Jan 01, 2015-Feb 01, 2015
Standard Email Edition Download	Accounts	0	1000	0	0	0	1 Month/1 Month	Jan 01, 2015-Feb 01, 2015

You will now need to click download under the Email Edition that has usage


View Usage

This is a detailed summary of meter usage. Click on a column header to sort that column. Changing the date shows the usage totals for the statement period containing the chosen date; the usage events for that meter during that statement period.

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Business Email Edition Download	Accounts	0	4000	0	0	0	1 Month/1 Month	Jan 01, 2015-Feb 01, 2015
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EWS Usage Download	Accounts	0	1000	0	0	0	1 Month/1 Month	Jan 01, 2015-Feb 01, 2015
Professional Email Edition Download	Accounts	3521	1000	2521	2521	352	1 Month/1 Month	Jan 01, 2015-Feb 01, 2015
Standard Email Edition Download	Accounts	0	1000	0	0	0	1 Month/1 Month	Jan 01, 2015-Feb 01, 2015

- This will bring up a Excel Spreadsheet to view the usage
- There is a CRON JOB in the installation of the ZRT TOOL that when installed properly allows the ZRT TOOL run approximately every 3 days
- When you view the Excel Download you will be able to see how many times the ZRT TOOL ran during the month and what server it is reporting on.

Transaction Time	Received Time	Count	Acquisition ID	Consumer ID	Device ID	Server ID
2015-01-25T23:26:40.-0800	2015-01-25T23:26:56.-0800	3521			tdc-fi-ldap	MJZJYMDT7U5B

- This example shows that the tool only ran 1 time in January (*indicating the CRON JOB is not working)

- I am going to show you February as another example because the ZRT TOOL ran multiple times

Usage Reports

View Usage

This is a detailed summary of meter usage. Click on a column header to sort that column. Changing the date shows the usage totals for the statement period containing the chosen date. Click the usage events for that meter during that statement period.

Product Family
 As of Date ←



[Download summary](#)

Meter	Unit	Actual Use	Entitled	Overage (since statement)	Overage (since reset)	%	Interval/Reset	Period
Business Email Edition Download	Accounts	0	4000	0	0	0	1 Month/1 Month	Feb 01, 2015-Mar 01, 2015
Business Email Plus Edition Download	Accounts	0	1000	0	0	0	1 Month/1 Month	Feb 01, 2015-Mar 01, 2015
EWS Usage Download	Accounts	0	1000	0	0	0	1 Month/1 Month	Feb 01, 2015-Mar 01, 2015
Professional Email Edition Download	Accounts	268	1000	0	0	27	1 Month/1 Month	Feb 01, 2015-Mar 01, 2015
Standard Email Edition Download	Accounts	3256	1000	2256	2256	326	1 Month/1 Month	Feb 01, 2015-Mar 01, 2015

- February Usage

- PE: 268 (high usage)

Transaction Time	Received Time	Count	Acquisition ID	Consumer ID	Device ID	Server ID
February 2, 2015	February 2, 2015	268			tdc-fi-ldap	MJZJYMDT7U5B
February 9, 2015	February 9, 2015	268			tdc-fi-ldap	MJZJYMDT7U5B
February 9, 2015	February 9, 2015	268			tdc-fi-ldap	MJZJYMDT7U5B
February 9, 2015	February 9, 2015	268			tdc-fi-ldap	MJZJYMDT7U5B
February 12, 2015	February 12, 2015	268			tdc-fi-ldap	MJZJYMDT7U5B
February 15, 2015	February 15, 2015	268			tdc-fi-ldap	MJZJYMDT7U5B
February 18, 2015	February 18, 2015	268			tdc-fi-ldap	MJZJYMDT7U5B
February 21, 2015	February 21, 2015	268			tdc-fi-ldap	MJZJYMDT7U5B
February 24, 2005	February 24, 2005	268			tdc-fi-ldap	MJZJYMDT7U5B
February 27, 2015	February 27, 2015	268			tdc-fi-ldap	MJZJYMDT7U5B
February 28, 2015	February 28, 2015	268			tdc-fi-ldap	MJZJYMDT7U5B

- SE: 3258 (high usage)

Transaction Time	Received Time	Count	Acquisition ID	Consumer ID	Device ID	Server ID
February 2, 2015	February 2, 2015	3257			tdc-fi-ldap	MJZJYMDT7U5B
February 9, 2015	February 9, 2015	3253			tdc-fi-ldap	MJZJYMDT7U5B
February 9, 2015	February 9, 2015	3253			tdc-fi-ldap	MJZJYMDT7U5B
February 9, 2015	February 9, 2015	3253			tdc-fi-ldap	MJZJYMDT7U5B
February 12, 2015	February 12, 2015	3254			tdc-fi-ldap	MJZJYMDT7U5B
February 15, 2015	February 15, 2015	3254			tdc-fi-ldap	MJZJYMDT7U5B
February 18, 2015	February 18, 2015	3255			tdc-fi-ldap	MJZJYMDT7U5B
February 21, 2015	February 21, 2015	3258			tdc-fi-ldap	MJZJYMDT7U5B
February 24, 2015	February 24, 2015	3257			tdc-fi-ldap	MJZJYMDT7U5B
February 27, 2015	February 27, 2015	3256			tdc-fi-ldap	MJZJYMDT7U5B
February 28, 2015	February 28, 2015	3256			tdc-fi-ldap	MJZJYMDT7U5B



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