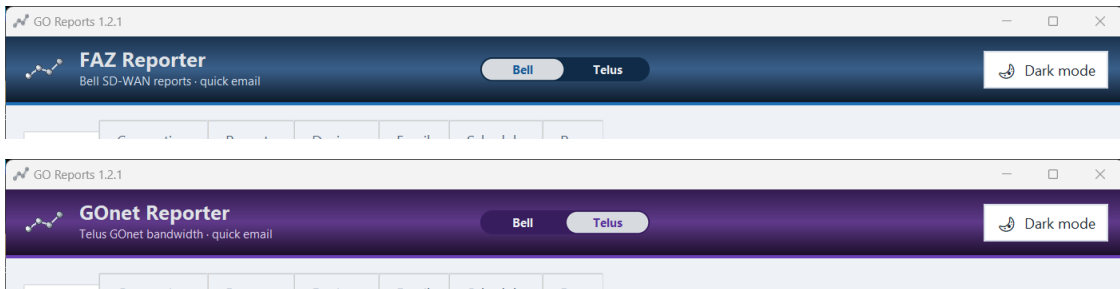


GO Reports

Setup & User Guide



Bell SD-WAN reports and Telus GOnet bandwidth — one app.

Help and downloads: www.ioscu.com/go-reports

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Keep this guide current: the latest version of this guide — and of the app itself — is always at www.ioscu.com/go-reports. If anything on your screen doesn't match these pages, check there for a newer guide first.

Everything in the pictures are sample data (*EXAMPLE addresses, EXMPL ids*) — your own application should be populated with real site data.

NOTE: the version number in the bottom-right corner of your window may differ from the pictures, however, the contents should be the same.

What the app does

GO Reports downloads bandwidth reports, checks them, and optionally prepares an email with the results — for one site or a whole list, on demand or as scheduled. It covers **two separate report systems**:

	Bell (blue)	Telus (purple)
What it reports	Bell SD-WAN routers, from FortiAnalyzer	Telus GOnet circuit interfaces
You identify sites by	MSUID (the router id, e.g. GOO-EXMPLONA-...)	Interface name (e.g. EXAMPLE-GO02...-10GEth0/1)
Sign-in	Your browser sign-in (SSO); testing purposes	A GOnet username and password

The **Bell / Telus** switch at the top of the window picks which system you are working with. The whole window changes colour with it — **blue** means Bell, **purple** means Telus — so you always know which portal for a run, and the header name band changes along with it: **FAZ Reporter** for Bell, **GOnet Reporter** for Telus. **GO Reports** is the app that holds both. This signifies Government of Ontario Reports.

A quick tour

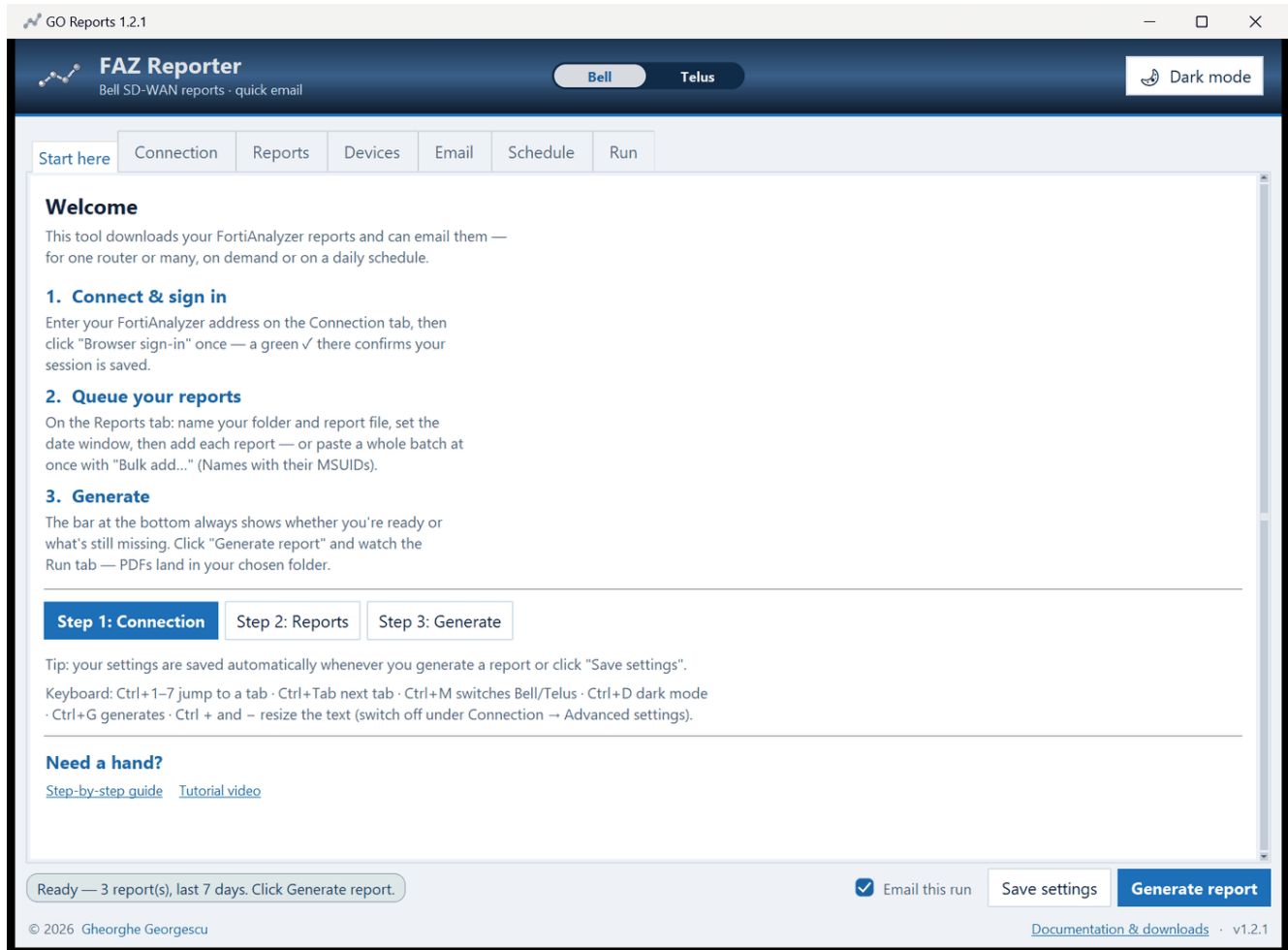


Figure 1 — The Start here tab: the three steps, in order. **Step 1: Connection** and **Step 2: Reports** (or **Step 2: Devices**); **Step 3: Generate report** — it starts the run there and then. The wording follows the Bell/Telus switch.

Across the top: the **tabs** ([Start here](#), [Connection](#), [Reports](#), [Devices](#), [Email](#), [Schedule](#), [Run](#)). You will mostly live on [Reports](#) and [Run](#). At the bottom of [Start here](#), **Step-by-step guide** opens this document's web page and **Tutorial video** plays a short introduction.



Figure 2 — The bottom bar: readiness on the left, Generate report on the right.

The green readiness message bottom-left always tells you whether the app is ready to run — and if not, the one thing to do next. **Email this run** controls whether the run prepares an email — it follows the Email tab's master switch, **Prepare an email with the report(s) attached**, and greys out when that is off. **Save settings** saves your changes (they are also saved automatically after every generation).

Bottom-right of the window, **Documentation & downloads** opens the help page for this app: www.ioscu.com/go-reports. The **Dark mode** button top-right switches the look; your choice is remembered.

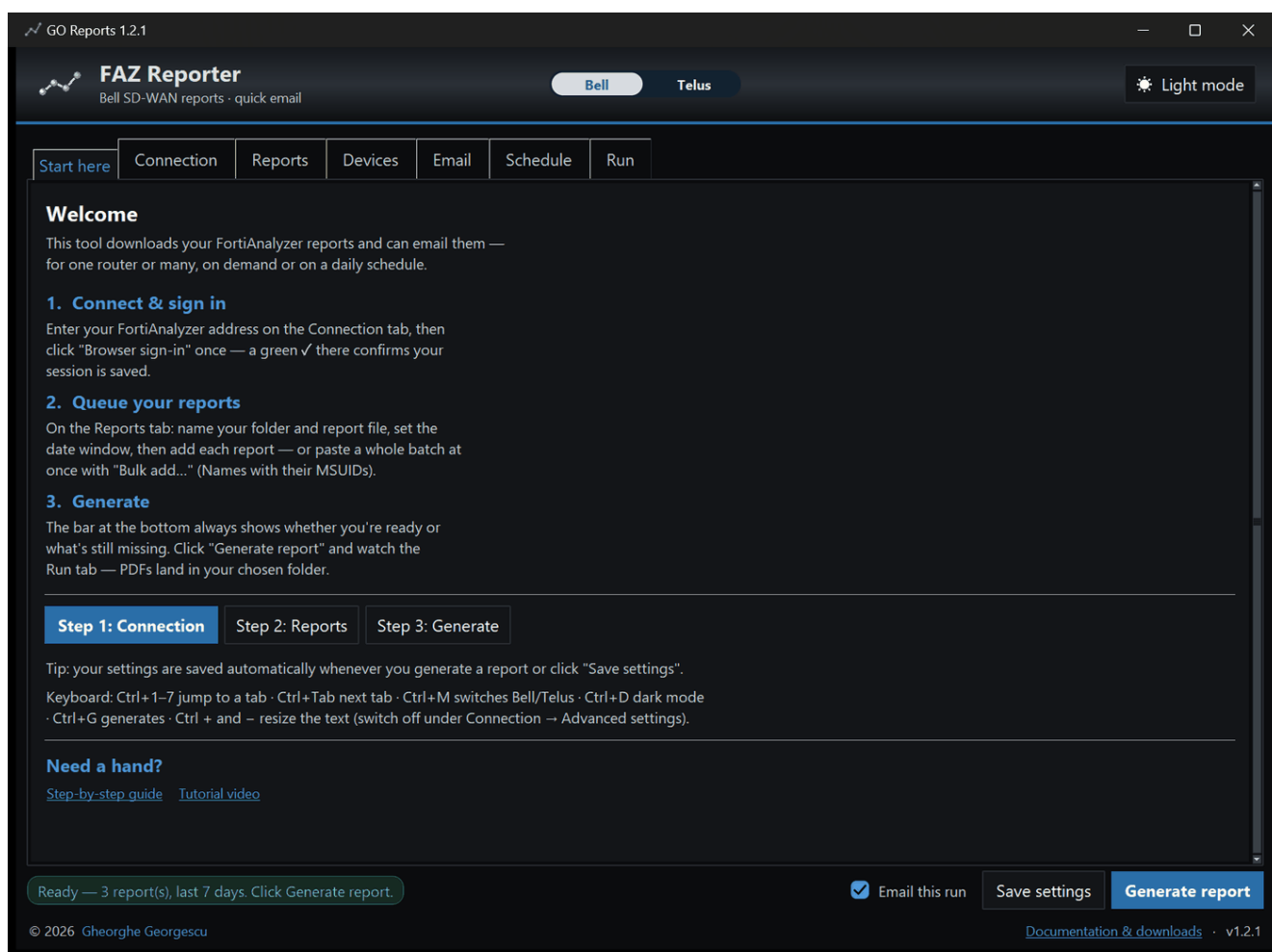


Figure 3 — Dark mode — same app, easier on the eyes; the toggle top-right remembers your choice.

Getting the app onto your PC

You will usually receive the app as a single file called **GO Reports.zip**. It is self-contained — ready for installation.

* If needed: right-click the downloaded zip file → **Properties** → tick **Unblock** → **OK** first. Windows in our case, with lock-down laptops, may mark downloaded files through a browser as a caution. Depends on the user privileges given.

1. Right-click the zip file downloaded → **Extract All...** and extract it where desired. Don't run the app from inside the zip window — it will start, but it cannot remember your settings that way.
2. Open the extracted folder, by default named GO Reports, and double-click **GO Reports.exe**. The first launch can take a few seconds. If Windows shows a SmartScreen prompt, choose More info → Run anyway.

If you were given an installer (**GOReportsSetup.exe**) instead, just run it and follow the prompts — you'll get a Start menu entry, and everything below is identical. It also upgrades older installations, while keeping its settings.

Where your settings live: the app keeps its settings in the same folder as the .exe, on your PC, under your Windows account. Passwords are encrypted using Window's DPAPI so that only your account on that PC can read them. Nothing is stored anywhere else, making it a safe and versatile enterprise-grade application.

Bell reports — first-time setup

You only do this once. Make sure the switch at the top is on **Bell** (blue).

Step 1 — Connect and sign in

Figure 4 — Connection tab: ① your FortiAnalyzer address, and optionally ② Browser sign-in.

1. On the **Connection** tab, paste your FortiAnalyzer address into **Host URL*** ① — the address you'd use in a browser, like `https://...`, with no trailing slash. If you don't know it, ask whoever looks after FortiAnalyzer.

To follow, you may optionally click **Browser sign-in (one-time SSO)** ②. A browser window opens on the FortiAnalyzer sign-in page — sign in exactly as you normally would, including any phone/MFA prompt.

Completely **unnecessary** and highly recommended you **skip** this one-time SSO check unless for MFA testing.

Tip: the **Auto-click “Login with Single Sign-On”** checkbox saves you from manually clicking at sign-in; once you feel comfortable with the application, I do recommend ticking this feature on for true automation, especially for any scheduled Bell reporting. Aside from that, do leave the rest of this tab alone — the defaults should be right for normal use.

Step 2 — Point it at your reports

GO Reports 1.2.1

FAZ Reporter
Bell SD-WAN reports - quick email

Bell Telus Dark mode

Start here Connection **Reports** Devices Email Schedule Run

Where your reports live

Reports folder **EXMPL Reports**

Your own TOP-LEVEL folder under Reports → Report Definitions, typed exactly as it appears there (e.g. "My Reports"). Not a sub-folder and not a path: the automation opens this one f
Then pick the dataset to drive below. Each keeps the name YOU give it — FortiAnalyzer renames its own after every run, so they're tracked by internal id instead.

Fetch reports in this folder Rename selected...

Nothing fetched yet — type your folder name above, then click "Fetch reports in this folder". It reads only that folder (and any sub-folders), never the whole shared FortiAnalyzer.

Start date YYYY-MM-DD End date YYYY-MM-DD

Quick fill: 7 days Last month 3 months 6 months This year

YYYY-MM-DD, used for every report (End defaults to today). Leave both blank to use the fallback window below.

Fallback window 7 days back (used only when the dates above are blank) Format pdf

Reports base folder C:\Reports\SD-WAN Browse...

Finer range (optional)
Time period (leave unchanged) Time zone (leave unchanged)

Ready — 3 report(s), last 7 days. Click Generate report.

☒ Email this run Save settings **Generate report**

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Figure 5 — Reports tab: ① your primary top-level folder's name in FortiAnalyzer, must be exact ② fetch what's inside it.

1. On the **Reports** tab, type your reports folder's name ① exactly as it appears in FortiAnalyzer under **Reports** → **Report Definitions**. It must be a top-level folder — not a sub-folder, not a path.
2. Click **Fetch reports in this folder** ②. The list fills with the report files found there — pick the one your reports are built from. (The app safely remembers top-level folders. And even though FortiAnalyzer renames report files after every run, it should pose no concern.)
3. Set the date window below — most people leave it on the rolling “last 7 days”.
4. Optionally, pick where finished reports should be saved under **Reports base folder**.

Step 3 — Queue the reports you want

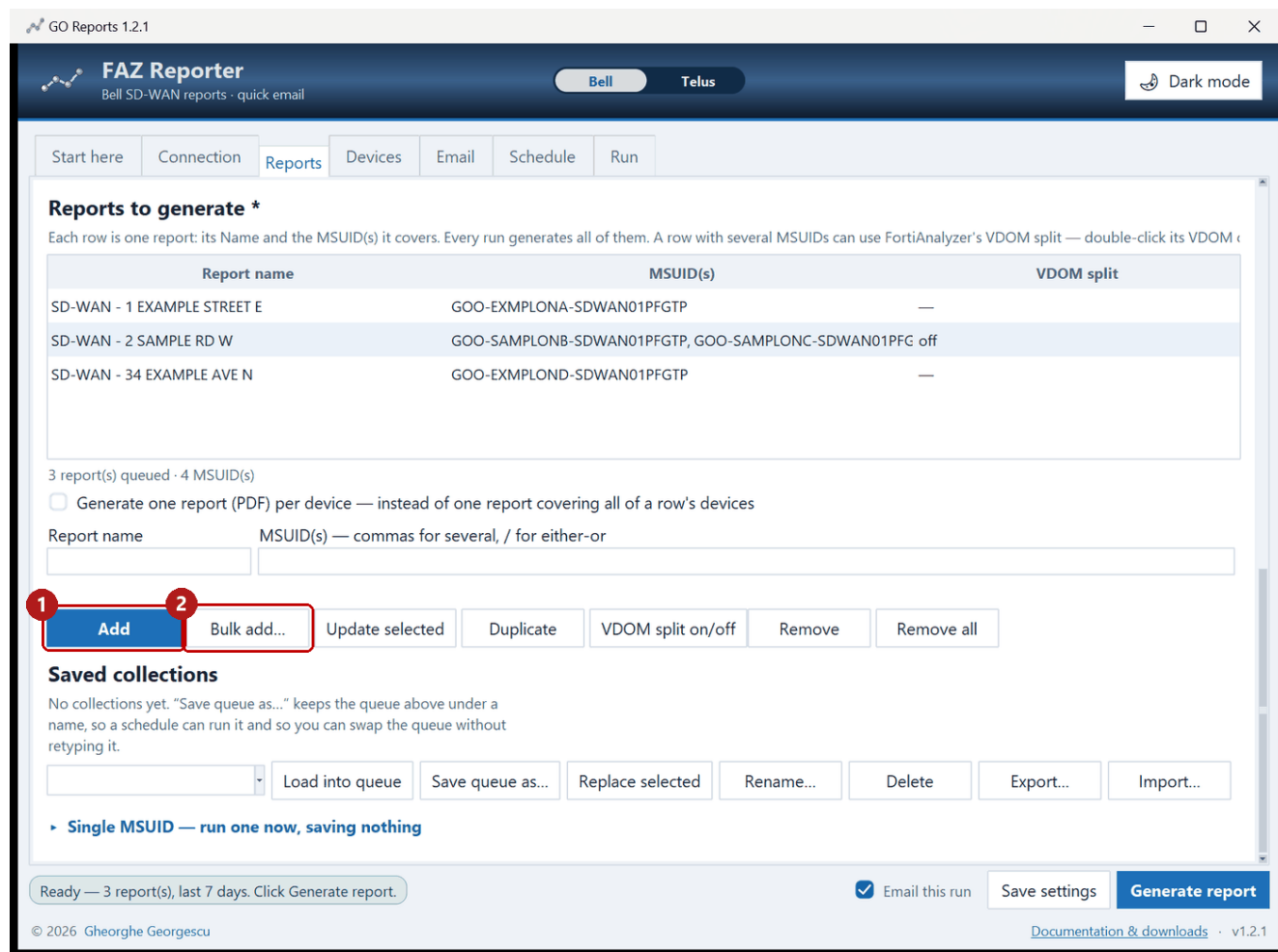


Figure 6 — The queue: one row per report. ① Add fills a row from the boxes above; ② Bulk add pastes a whole request at once.

Each row here is one report: a name (what the finished PDF is called) and the MSUID(s) it covers — the router ids from the request, like GOO-EXMPLONA-SDWAN01PFGTP.

Under the queue, **Generate one report (PDF) per device** splits a multi-MSUID row into one PDF per circuit instead, each named “<row name> - <MSUID>”; leave it unticked for one combined PDF per row. Keep in mind this only matters for a row entry that covers two or more MSUIDs. Otherwise, should be no concern.

1. Type a report name and its MSUID(s), then click **Add** ①. Commas separate several routers in one report; a “/” between two ids means “whichever of these exists”.
2. Or click **Bulk add...** ② and paste a whole request email or spreadsheet — the app picks out the names and MSUIDs, tidies the capitals, and shows you a preview before anything is added.
3. The queue stays put — tomorrow's run uses the same list unless you change it.

The Devices tab

GO Reports 1.2.1

FAZ Reporter
Bell SD-WAN reports - quick email

Bell Telus

Dark mode

Start here Connection Reports **Devices** Email Schedule Run

Device inventory 4 device(s) in inventory

Search your routers by site or MSUID instead of typing them. Build the list once with "Fetch devices" below (it reads them straight from FortiAnalyzer). The list is stored encrypted on t

Search Show

MSUID	Site	Address (double-click to edit)	Last run
GOO-EXMPLONA-SDWAN01PFGTP	EXMP		
GOO-EXMPLOND-SDWAN01PFGTP	EXMP		
GOO-SAMPLONB-SDWAN01PFGTP	SAMP		
GOO-SAMPLONC-SDWAN01PFGTP	SAMP		

1 **Fetch devices from FortiAnalyzer** 2 **Add selected to Reports** Remove selected Clear inventory...

Showing 4 — double-click a row to add it (or its Address cell to edit); or select several and "Add selected to Reports".

Ready — 3 report(s), last 7 days. Click Generate report.

☒ Email this run Save settings **Generate report**

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Figure 7 — Device inventory: ① build the list from FortiAnalyzer once, then search by site or MSUID and ② add straight to the Reports queue.

Instead of typing ids, click **Fetch devices from FortiAnalyzer** ① once. The app reads the full circuit list (about 900), and from then on, you can search by street or town (if inputted), select rows, and click **Add selected to Reports** ②. The **Last run** column shows how each device fared in its most recent report — a quick health check at a glance.

Bell reports — generating steps

1. Check the green readiness message bottom-left. If something is missing, it names the one thing to fix — click through, fix it, and it turns green.
2. Tick or untick **Email this run**, then click **Generate report**.
3. Watch the **Run** tab. A browser window opens and works through the queue by itself — you don't need to touch it. Leave it alone until the log says the run finished.

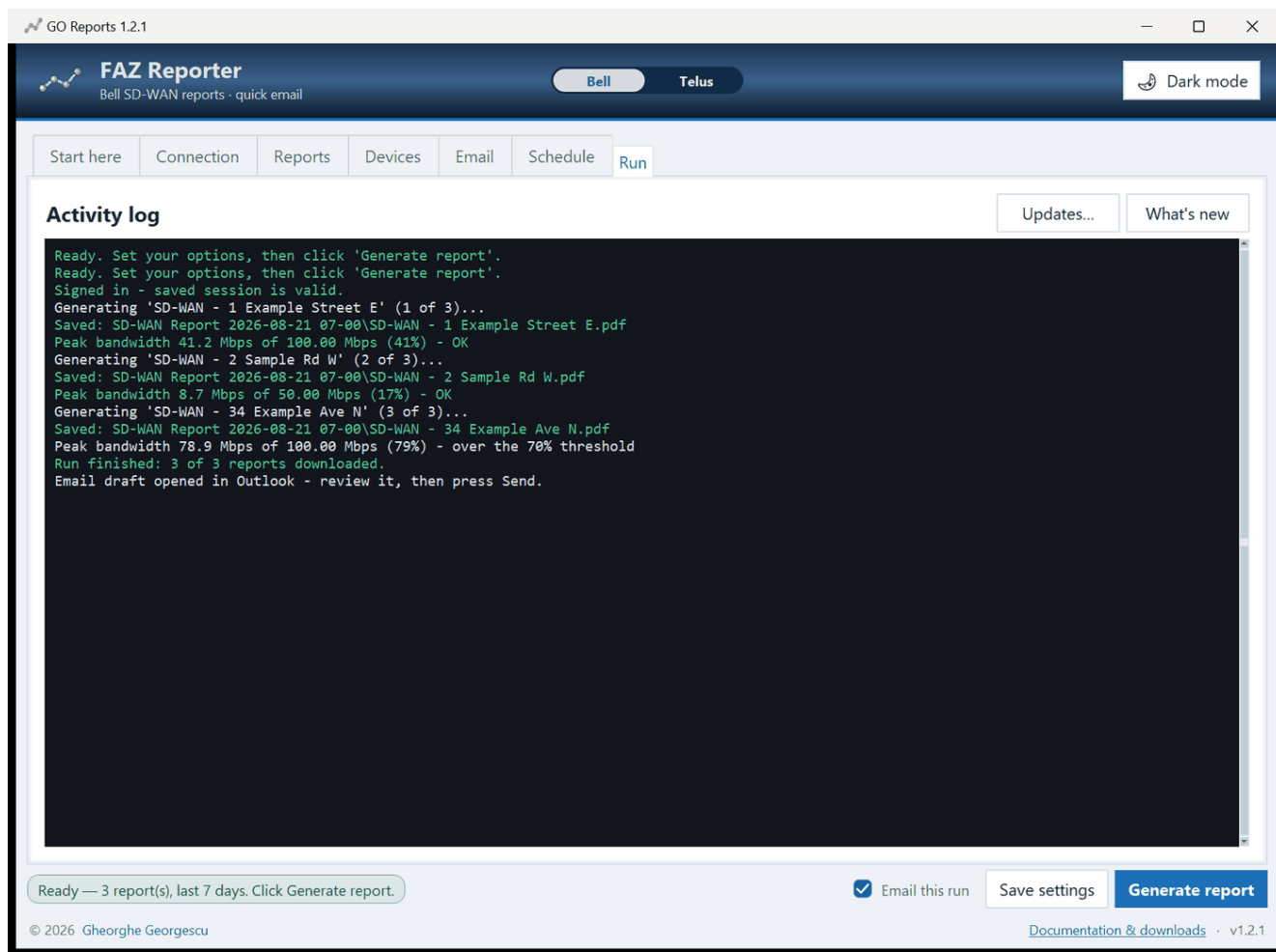


Figure 8 — The Run tab during and after a run. Green lines are saved reports and healthy checks; anything needing attention stands out.

Finished PDFs land in a dated folder inside your reports base folder, one per queued report. The app also reads each report's figures and checks them two ways: it notes the peak bandwidth against the line's capacity — a link peaking over the threshold (70% unless you change it) is flagged in the log and in the email — and, if you have set a low-bandwidth floor, it flags any link that drops below it as well.

One-off reports without touching the queue

GO Reports 1.2.1

FAZ Reporter
Bell SD-WAN reports - quick email

Bell Telus Dark mode

Start here Connection **Reports** Devices Email Schedule Run

3 report(s) queued · 4 MSUID(s)

☐ Generate one report (PDF) per device — instead of one report covering all of a row's devices

Report name MSUID(s) — commas for several, / for either-or

Add Bulk add... Update selected Duplicate VDOM split on/off Remove Remove all

Saved collections

No collections yet. "Save queue as..." keeps the queue above under a name, so a schedule can run it and so you can swap the queue without retyping it.

Load into queue Save queue as... Replace selected Rename... Delete Export... Import...

▼ **Single MSUID — run one now, saving nothing**

MSUID(s) GOO-EXMPLONA-SDWAN01PFGTP

☐ Email the result

Save report to Browse...

blank = the usual reports folder

Run now

Ready — 3 report(s), last 7 days. Click Generate report.

☒ Email this run Save settings Generate report

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Figure 9 — Saved collections and “Single MSUID — run one now, saving nothing”.

- **Single MSUID** (bottom of the Reports tab): expand “► **Single MSUID — run one now, saving nothing**”, type into the **MSUID(s)** box (it can take more than one), then click **Run now** — one report runs and nothing about your queue or settings changes. It has its own **Email the result** tick and **Save report to** entry. Handy when someone needs a quick check for a site or more.
- **Saved collections**: **Save queue as...** keeps the current queue under a name (say, “Month-end”). Later, click **Load into queue** to add it back — it **MERGES** into whatever is already queued rather than replacing it, so use **Remove all** first if you want only that set — or point a schedule at it, so a one-off change to the queue never changes what runs automatically.

Telus reports — first-time setup

Click the switch at the top so it shows **Telus** (purple). The **Start here** tab now walks through the Telus steps:

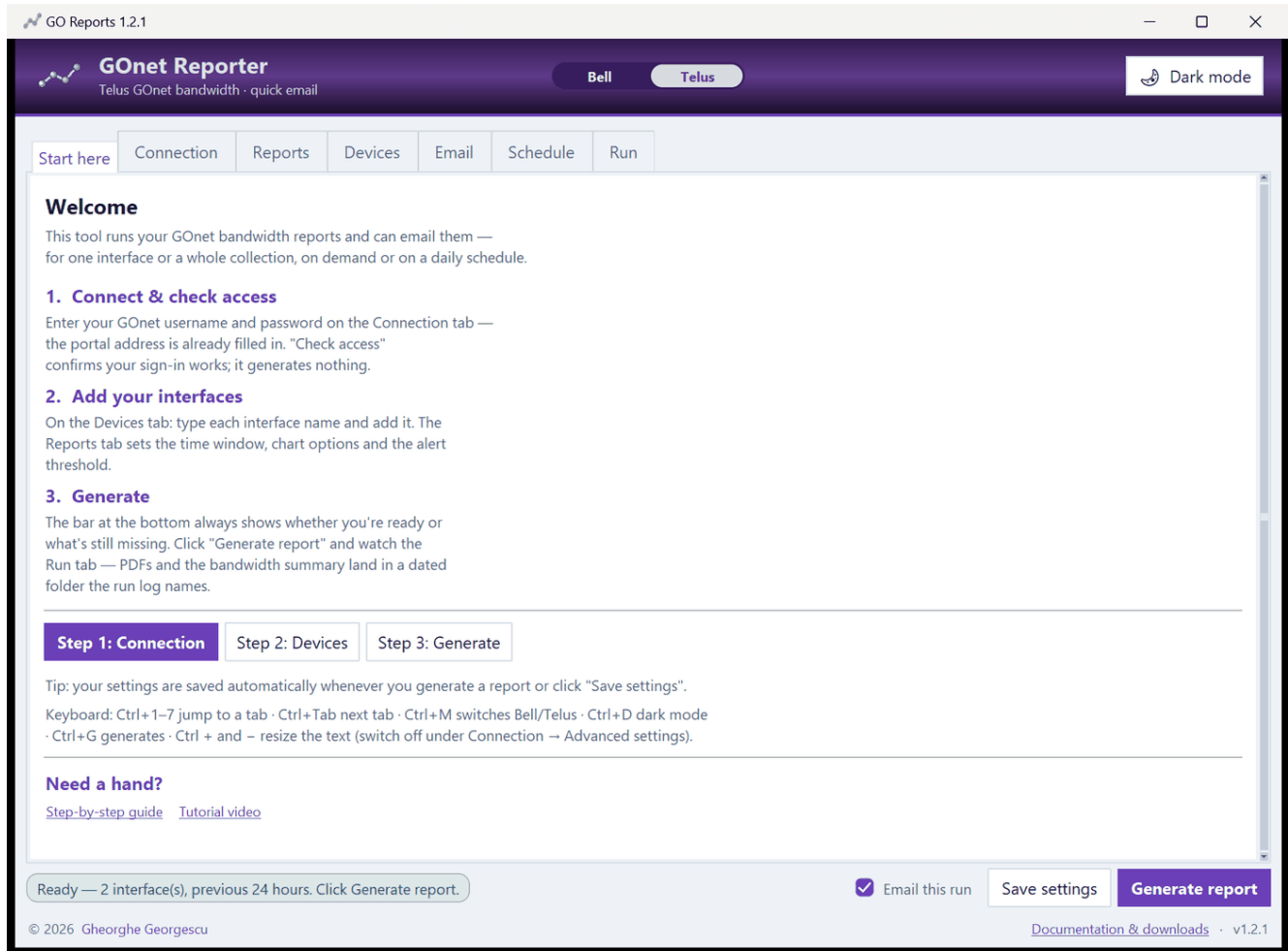


Figure 10 — Start here on the Telus side — sign-in and Check access, then interfaces on Devices, then Generate.

Step 1 — GONet sign-in

GO Reports 1.2.1

GONet Reporter
Telus GONet bandwidth · quick email

Start here | **Connection** | Reports | Devices | Email | Schedule | Run

Telus GONet

GONet username * reports.team
Your eHealth GONet sign-in. * needed before a Telus run.

GONet password *

Portal address https://ehealth-gonet.telus.com/cgi-bin/nhWebRpt?func=rptLaunch&report=Standard&reportType=trend&subjectType=element
Already filled in — the same address for every GONet customer, so there is nothing to look up. Only change it if TELUS moves the page.

1 Check access Change address...

Check access asks whether the portal accepts your sign-in — it generates nothing.
✓ Access confirmed 2026-08-21 06:58 — this sign-in worked.
Check again any time.

Browser

Browser engine Built-in (Chromium) Uses your installed browser; falls back automatically.

☒ Show the browser window during report runs (watch it work — untick later for silent runs)

► Advanced settings

Ready — 2 interface(s), previous 24 hours. Click Generate report.

☒ Email this run Save settings Generate report

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Figure 11 — Telus Connection tab: username, password, ① Check access — and the “✓ Access confirmed” line remembering the last passed check.

1. On the **Connection** tab, enter your eHealth GONet (eHealth) username and password.
2. Click **Check access** ①. This simply asks the portal one question — “do you accept this sign-in?” and once a check passes, the tab opens on ✓ **Access confirmed** from then on; editing the sign-in asks you to check again.
3. If green, you're set. If it says the portal **refused** the sign-in, fix the password or double-check username before running — see the warning below, most likely user forgotten that credential inputs are case-sensitive. If it says the portal **could not be reached**, that's the network, not your password — try later.

Important — a refused password: don't keep re-trying. Repeated failed attempts can lock a GONet account, and a locked account is a much bigger nuisance than a mistyped password. If it's refused twice, check the account itself (has it expired? Or was the password changed?) before trying again.

The **Portal address** box is already filled in — should be the same address for every GONet customer — and it ships read-only, so you never need to touch it. If TELUS ever moves the page, click **Change address...** beside **Check access** and answer Yes; the button then reads **Lock again**, and clearing the box puts the built-in address back.

Step 2 — The interfaces to report on

The Devices tab's interface list: one interface's capacity may be stated by you, or if left alone, the portal itself determines such. Collections stay out of sight until there is a second one created by the user — with a single list all you get is the **New collection...** button shown here.

GO Reports 1.2.1

GOnet Reporter
Telus GOnet bandwidth · quick email

Bell Telus Dark mode

Start here Connection Reports **Devices** Email Schedule Run

The GOnet interfaces a run reports on. Type them in, or paste a whole list at once — a run covers every interface in the collection it is given. Leave a capacity blank to read it from the report itself — that is usually right, and a stated capacity beats a guessed one. "Fetch the common ones" reads the interfaces that have already been reported on. It is a shortcut, not a full list — the portal has no page that lists every interface an account can use.

Interface	Capacity	Low-bandwidth check	Last run
EXAMPLE-GO01ABC23XY45ZZPP-XX-10GEth0/1	portal says 10 Gbps	checked	
EXAMPLE-GO01ABC23XY46ZZPP-XX-10GEth0/1	10 Gbps	skipped	

New collection...

Interface name Capacity (Gbps) ☐ Skip the low-bandwidth check (this link idles low on purpose)

1 Add interface 2 Paste a list... Update selected Remove selected Copy list Export... Import... All interfaces...

Pick a row to edit it. "Paste a list..." takes one interface per line, optionally followed by a capacity and "nodip".

Ready — 2 interface(s), previous 24 hours. Click Generate report. ☒ Email this run Save settings Generate report

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Figure 12 — ① Add one interface, or ② paste a whole list (one per line).

Paste a list of interfaces

Paste the list — one interface per line:

A capacity and “nodip” may follow the name, after a comma or a tab — so two columns straight out of Excel work too. Leave the capacity out and the app reads it from each report, which is usually right. Lines starting with # are ignored.

```

EXAMPLE-GO01ABC23XY45ZZPP-XX-10GEth0/1
EXAMPLE-GO01ABC23XY46ZZPP-XX-10GEth0/1, 10
EXAMPLE-GO01ABC23XY47ZZPP-XX-10GEth0/1, 5 Gbps, nodip

# our daily links
EXAMPLE-GO01ABC23XY45ZZPP-XX-10GEth0/1, 10
EXAMPLE-GO01ABC23XY47ZZPP-XX-10GEth0/1
EXAMPLE-GO01ABC23XY48ZZPP-XX-10GEth0/1, 5 Gbps, nodip
EXAMPLE-GO01ABC23XY49ZZPP-XX-10GEth0/1, ten

```

Preview

Interface	Capacity	Dip check	What happens
EXAMPLE-GO01ABC23XY45ZZPP-XX-10GEth0/1	10 Gbps	checked	updates
EXAMPLE-GO01ABC23XY47ZZPP-XX-10GEth0/1	from the report	checked	new
EXAMPLE-GO01ABC23XY48ZZPP-XX-10GEth0/1	5 Gbps	skipped	new
EXAMPLE-GO01ABC23XY49ZZPP-XX-10GEth0/1	from the report	checked	new

4 interface(s) · 3 new · 1 already here
line 5: ignored “ten” - that is neither a capacity nor a dip marker

Add to the list
Cancel

Figure 13 — The paste window: what you paste on top, and underneath exactly what will be saved — including which names are already in the list, and anything it could not read.

- On the **Devices** tab, type an interface name exactly as GOnet knows it and click **Add interface** ① — or click **Paste a list...** ② and paste many at once, one per line. The paste window previews every line before anything is saved: the capacity it read, whether the dip check applies, whether the name is new or already in your list, and — in amber — anything it could not make sense of, so a mistyped capacity is never quietly dropped.
- Capacity** can stay blank — the app reads the line's capacity out of each report, which is usually right. State one (in Gbps) only when you know better than the report.
- Tick **Skip the low-bandwidth check** only for an interface that may be expected to idle near zero — it stops the dipped-below warning for that interface.
- Use **New collection...** to keep separate lists — for instance, “Weekday” or “Month-end” — and switch between them. Out of the gate, there is a built-in starter list called “Default”, naming a new list is really naming that first list: if it already holds interfaces the app asks — **Yes** renames the starter and everything comes along, **No** creates the new list empty beside it, **Cancel** does nothing — and if the starter is still empty it is simply renamed, no questions asked. Once you have two or more lists, another **New collection...** just adds another. Furthermore, a schedule always names the collection it runs, so editing one list does not change another schedule's collection run. Hence, the benefit of collections.

Step 3 — How reports should be tinkered

GO Reports 1.2.1

GOnet Reporter
Telus GOnet bandwidth · quick email

Bell Telus

Dark mode

Start here Connection **Reports** Devices Email Schedule Run

What to report on

A Telus report covers one interface over one time window. WHICH interfaces is the Devices tab; this is the window they are measured over.

Time window: Previous 24 hours (dropdown) Previous 24 hours suits a daily morning report.

Custom range: From [YYYY-MM-DD] To [YYYY-MM-DD]
Type the numbers — the dashes appear by themselves. An optional time goes after a space (07:30); blank times use the portal's own 00:00 and 23:59. Filled, this beats the Time window above; blank, the window applies. Both or neither.

Timezone: Eastern (dropdown)

Over capacity at: 70 % of capacity — peaks at or above this are flagged.

Under capacity at: 1 Mbps — a link dropping below this is flagged. 0 turns the check off.

How the report is built

Defaults match what the portal already does, so you can leave all of this alone.

Chart type: Line (dropdown)

Divide by: Time (dropdown) Time is what makes it read as a trend.

Sample size: As is (portal default) (dropdown) Rolling samples up hides spikes.

Hours: [] to [] 24h, e.g. 08:00 to 18:00. Leave both blank for the whole day.

☒ Include the summary statistics block (the figures the app reads)

☐ Draw a line on the chart at the threshold

Ready — 2 interface(s), previous 24 hours. Click Generate report.

☒ Email this run Save settings Generate report

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Figure 14 — Telus Reports tab. The two limits sit one under the other below the **Timezone** box: **Over capacity at** (70%) and **Under capacity at** (1 Mbps). Everything under “How the report is built” matches the portal's own defaults, so a run that changes nothing behaves exactly like the portal.

- **Time window** — “Previous 24 hours” suits a daily morning report. Time zone is Eastern unless sites aren't.
- **Over capacity at** — links peaking at or above their capacity get flagged. 70% is the long-standing default.
- **Under capacity at** — the other end of the same question: a link that DROPS below this many Mbps gets flagged too. Useful for a site whose links should never go quiet. It defaults at 1 Mbps, but is switched off on the Bell side; type 0 on either to turn the check off entirely.
- **Custom range** — for the From/To date entry boxes, simply type just the numbers accordingly to the YYYY-MM-DD date format. An optional time goes after a space (07:30) and gets its colon the same way. Filled, the range beats the Time window; both boxes or neither.
- Everything under **How the report is built** mirrors the portal's own options. Leave “**Include the summary statistics block**” ticked — that block holds the figures the app reads. Without it, reports can't be checked.

Generating works exactly as expected: check the readiness message, click **Generate report**, watch the Run tab. There is also a “**Single interface — run one now, saving nothing**” section at the bottom of the Reports tab.

Emailing the reports

GO Reports 1.2.1

FAZ Reporter
Bell SD-WAN reports - quick email

Bell Telus Dark mode

Start here Connection Reports Devices **Email** Schedule Run

Email (optional)

☒ Prepare an email with the report(s) attached
The email opens as a draft in Outlook so you can read it over, tweak it and send it yourself.

☒ Keep my Outlook signature below the message (images, fonts and colours included)

☐ Plain email — no banner, colours or tables; just the message text (and the notes, when there are any)
In plain mode, {verdict} in the message becomes the one-line outcome — so a body of "{verdict} Thank you." reads: No issues — all 5 checked and within limits. Thank you.

☒ Attach the bandwidth summary (.txt) to the report email
This is the Bell setting — flip the header pill to change the other. The summary is saved with the reports either way; this is only about the inbox.

Recipient preset Save current as preset... Delete

To reports.team@example.com
Separate multiple addresses with commas. With an Outlook template (below), these are added to the template's own recipients.

Cc

Reply-To
Optional — where replies should go.

From / on behalf of
Optional — a shared mailbox you're allowed to send as. Blank = your own account.

Subject Fortinet Bandwidth Report - {date}
{date} is filled in automatically.

Outlook template (.oft) Browse... Clear
Optional — the draft then starts from your saved Outlook template: its layout, recipients and signature, with the message below inserted at the top. To/Cc entered above are added to the template's own recipients: a filled

Ready — 3 report(s), last 7 days. Click Generate report.

☒ Email this run Save settings **Generate report**

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Figure 15 — The Email tab. The app prepares a draft — a person always presses Send.

The app never sends email by itself. The **Email** tab starts with one master switch — **Prepare an email with the report(s) attached**; untick it and no emails are produced after a run, and **Email this run** on the bottom bar greys out. Leave it on, and with **Email this run** ticked, the finished run opens a ready-made draft in Outlook — reports attached, message filled in, your usual signature underneath. You read it over and press Send. A Telus run that found problems says so in the subject and in a banner at the top, with every site listed and its numbers; Bell reports go out without that by default, because they are usually forwarded to the client for specified circuits.

- **To / Cc** — separate several addresses with commas. The boxes start empty on a fresh install.
- **Outlook template (.oft)** — point the Email tab at a template saved from Outlook and every draft starts from it: its layout, recipients and signature. Addresses you type in To/Cc are *added to* the template's own recipients, never replacing them — the template carries the standing list, the app adds the extras.
- **Recipient preset** — set To/Cc, the Subject and the message the way you want them, then click **Save current as preset...** and name it something. The dialog asks what the preset should carry: **Recipients (To, Cc)**, **Subject** and **Message body** start ticked, **Reply-To** and **send-from account** unticked. Pick the preset from the **Recipient preset** box to load it back; **Delete** removes the selected one. A preset overrides only the parts it carries, so a recipients-only preset keeps your usual subject and message. A schedule names one in its own **Email preset** box, so the Tuesday run and the month-end run can go to different people.

- **Attach the bandwidth summary (.txt)** — ticked, the run's summary file rides along with the reports. Untick it for a distribution list that only wants the PDFs; the summary is still saved with them in the run folder either way. It is remembered per system, so Bell and Telus can differ — the box shows whichever side the top toggle is on and says so underneath.
- **Plain email** — means the draft carries just your message text: no verdict banner, no per-site table, no coloured bandwidth tree. A site needing a look still gets one bare red line above the message, and the summary .txt still rides along as an attachment. Handy together with **{verdict}** in the body.
- **Subject and message** — edit freely. **{date}** becomes the run date, **{count}** how many reports, **{names}** their names. Bell and Telus each keep their own wording, so switching the top toggle switches the text too.

IMPORTANT: For any bandwidth checks via email, I would highly recommend utilizing **{verdict}** in your email sends.

Running automatically on a schedule

A schedule makes a run happen by itself — same reports, same email, no one at the keyboard. A machine asleep at the time catches the run up when it wakes — how late is too late is the schedule's own choice (see below). The app itself does not need to be open, and the run has no console window of its own — but it happens on your desktop, not invisibly: unless you have comfortably unticked **Show the browser window during report runs** on the Connection tab, a browser opens and drives itself, and a schedule that emails leaves an Outlook draft waiting on that machine, be it Bell or Telus, this tab displays any scheduled runs for clarity.

GO Reports 1.2.1

FAZ Reporter
Bell SD-WAN reports - quick email

Bell Telus Dark mode

Start here Connection Reports Devices Email Schedule Run

Adding a schedule here does not change anything about how the report is put together; it only decides WHEN.

Name	When	Reports on	Covers	Windows task
☒ Morning	Every weekday at 07:00	Bell	the live Reports queue	not registered

Pick a row to edit it, or fill the form in and click Add. The ☒ / ☐ cell pauses or resumes that schedule in place.

Schedule name Time (24h, e.g. 15:00) Reports on Email preset

11:00 Bell — the header pill decides

Covers

The live queue (whatever is queu)

This schedule runs whatever is in the Reports queue at the time. Pick a saved collection to pin it to a fixed set instead.

☒ Email when it runs

If a run is missed Catch up within 3 hours (usual)

Days — none ticked = every day

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

1 Add schedule Update selected Remove selected Check tasks Run selected now Details...

Set up my usual schedules... Export... Import...

Ready — 3 report(s), last 7 days. Click Generate report.

☒ Email this run Save settings **Generate report**

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Figure 16 — The Schedule tab's form: name, time, days, what it covers, ① Add schedule — and ② what happens to a missed run.

1. On the **Schedule** tab, give the schedule a name and a time (24-hour, e.g. 07:00).
2. Tick the days — or click **Weekdays**. No days ticked means every day.
3. **Covers**: on Bell, the live queue or a saved collection; on Telus, always a named interface collection. Picking a collection pins the schedule to that list — later edits to the live queue won't touch it.
4. **Email when it runs** — each schedule has its own switch, so a quiet overnight run and an emailed morning run can coexist.
5. **If a run is missed** ② — what happens when the PC was asleep or off at the scheduled time: run it however late, catch up within 1–24 hours (3 hours is the usual), or skip a missed run entirely. The Details card and the schedule list say which you picked.

6. Click **Add schedule** ①. The **Windows task** column should show it registered; **Check tasks** re-checks and **Run selected now** fires one immediately as a test. ② decides what happens to a run the machine slept through. To stop a schedule for a while without losing it, click the **II** in its first column — it becomes **►**, and clicking that starts it again on its usual days.

A scheduled run behaves exactly like pressing Generate yourself, and its email (if on) opens as a draft the same way. Laptops: with the usual “catch up within 3 hours”, a run missed while the lid was closed fires as soon as the machine wakes — later than the window, it is skipped as stale and says so. The log files beside the app — `faz_report.log` for Bell, `go_report.log` for Telus — always show what did and didn't happen; the Run tab mirrors only the runs you start from the open window.

Reading the results

One idea explains all the app's messages: **“we measured and it's fine”** and **“we couldn't measure”** are never allowed to look the same. Every site you asked about appears in the summary with its numbers — so a silent, missing line is itself a signal.

You see	It means	What to do
OK, with numbers (e.g. “peak 41.2 Mbps of 100 — 41%”)	The report was read and the reading is within its capacity.	Nothing — that's a good day.
“... over the 70% threshold”	The reading peaked at or above the flag limit you set.	Worth a look — is this growth, or a one-off spike?
NO DATA	A report arrived but its figures could not be read. NOT the same as zero traffic.	Re-run later; if it repeats for the same site, investigate/report the situation.
FAILED — could not be collected	That site's report never arrived (the portal or network let it down). The run already retried it once.	Re-run when convenient — the “Single” section runs just that one site.
“NOTHING was checked in this run”	The run had an empty list — no reports/interfaces were configured.	Add rows on the Reports/Devices tab or pick the right collection.
An email arrives saying no reports were collected	The run finished but came back empty-handed. The app emails this on purpose rather than staying quiet.	Open the Run tab and read the log — it names what went wrong.

If you expected a report and nothing came at all — no email, no files — treat that as the alarm itself. Open the log file beside the app — `faz_report.log` for Bell runs, `go_report.log` for Telus; the Run tab starts empty at every launch and shows only what you ran from the open window. Often times, the most common cause is a PC that was asleep at the scheduled time.

If something looks wrong

Symptom	Likely cause and fix
The bottom bar says “Not ready yet — next: ...”	It names the one missing thing. Do that thing; the message updates by itself.
Bell: “Not signed in yet”, or a run stops at a sign-in page	Your saved session expired. Connection tab → Browser sign-in — sign in once (with MFA if asked) and re-run. In some cases, best to wait a bit.
Telus: “Check access” says the portal refused the sign-in	Wrong or expired password. Fix it before running — do NOT retry repeatedly; repeated failures can lock the GOnet account.
Telus: “Check access” says the portal could not be reached	Network or portal outage — your password is fine as far as anyone knows. Try again later.
Bell: fetching reports finds nothing	The folder name must match a TOP-LEVEL folder in FortiAnalyzer exactly. Check the spelling against Reports → Report Definitions.
A schedule's Windows task column says “not registered”	Click Check tasks ; if it stays unregistered, select the row and click Update selected to re-create it.
A scheduled run didn't happen	PC off or asleep at that time, most often. The Run tab's log (and the log file next to the app) show every run that did start.
The window looks wrong / colours seem off	Try the Dark mode button top-right (it remembers your choice). Resizing the window is safe — it's remembered too.

Still stuck? **Documentation & downloads** (bottom-right of the app) opens www.ioscu.com/go-reports — the current guide, the latest version of the app, and who to contact.