Schedule Emails for Usage and SPLA reports

Summary

This article provides a summary for adding Schedules for Email Usage and SPLA report in MachPanel.
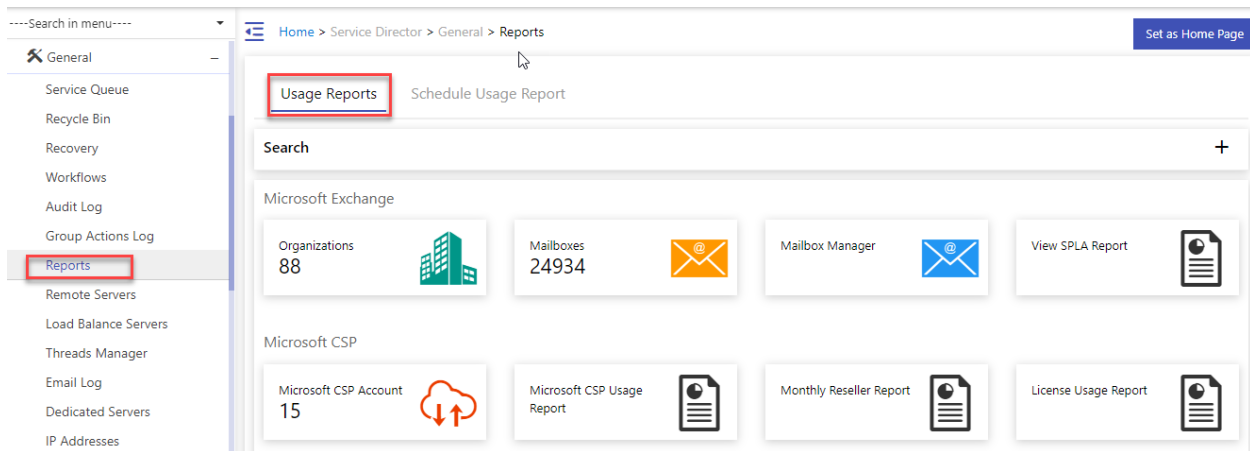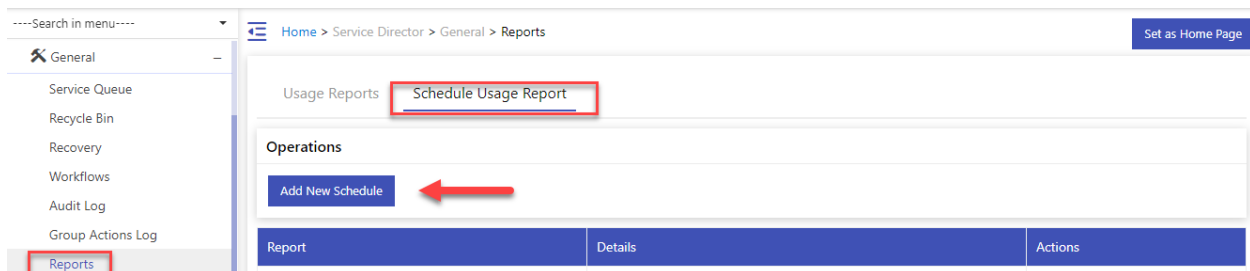
Applies To

Applies to MachPanel v5.3.10 & above.

Email Scheduling of SPLA & Usage Reports:

In MachPanel Control Panel, email scheduling of Usage and SPLA reports is also supported. Please follow the steps as below in order to send scheduled Emails of Usage & SPLA report:

- To view SPLA & Usage reports, Navigate to the path: **Home >> Service Director >> General >> Reports**.

- To schedule emails for Usage reports and SPLA reports, Select **Schedule Usage Reports** tab.
- Click on **Add New Schedule** button. See the snapshot below:

Schedule Emails for Usage and SPLA reports

Following reports can be scheduled,

1. Exchange Usage Report
2. SharePoint Usage Report
3. CRM Usage Report
4. Lync usage Report
5. Exchange SPLA Report
6. SharePoint SPLA Report
7. CRM SPLA Report
8. Lync SPLA Report
9. WebHosting Usage Report
10. Lync Call Report
11. ADSync Usage Report
12. VPS Usage Report
13. 0365 Usage Report
14. Active Directory Usage Report
15. Azure Usage Report
16. RDS Usage Report
17. WorkFolders Usage Report
18. Exchange Customer SPLA Report
19. Exchange Domain SPLA Report
20. Dashboard Report
21. Contact Report

Usage Report Schedule Settings

Select reports(s) to schedule —

Select reports(s) to schedule

☐ Exchange Usage Report	☐ Exchange Domain SPLA Report
☐ SharePoint Usage Report	☐ Dashboard Report
☐ Skype4B Usage Report	☐ Contacts Report
☐ Exchange SPLA Report	☐ CSP Commitment Ending Subs Monthly
☐ SharePoint SPLA Report	☐ Exchange Subs Report
☐ Skype4B SPLA Report	☐ Mailbox Permission Report
☐ WebHosting Usage Report	☐ Mailbox Forwarding Report
☐ Skype4B Call Report	☐ Exchange Groups Report
☐ ADSync Usage Report	☐ Domain Name Report
☐ VPS Usage Report	☐ VPS UpTime Report

Schedule Emails for Usage and SPLA reports

Under **Usage Report Schedule Settings** section, select report(s) to schedule.

- **Send To (Email Address):** Provide Send To email address.
- **From Address:** Provide From Address.
- **Email Text:** Provide text.
- **Send Frequency:** Select frequency for emails from the drop down list.
- **Time to Send:** Provide time in hours & minutes.

Once done click on **Save** button

The scedule report will be shown as below:

You have now option to Send Report manually as well by clicking 'Send Now'

MachPanel Knowledgebase

Schedule Emails for Usage and SPLA reports

https://kb.machsol.com/Knowledgebase/50362/Schedule-Emails-for-Usage-and-SP...