

# Schedule Emails for Usage and SPLA reports

## Summary

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

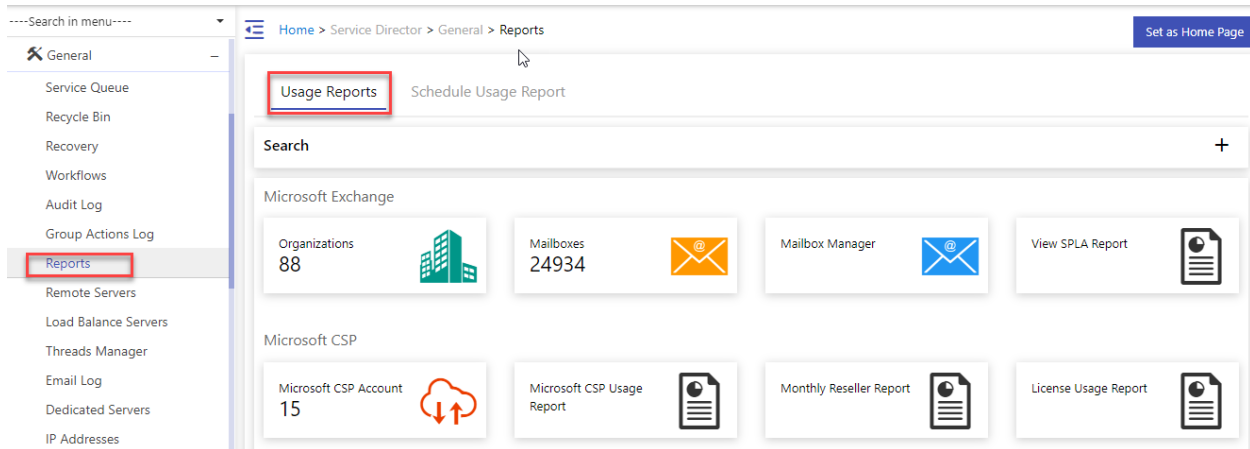
## Applies To

Applies to MachPanel v5.3.10 & above.

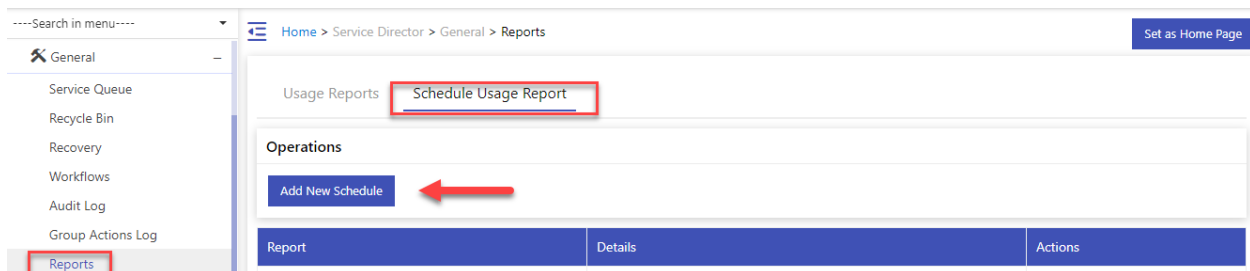
## Email Scheduling of SPLA & Usage Reports:

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

<input type="checkbox"/> Exchange Usage Report	<input type="checkbox"/> Exchange Domain SPLA Report
<input type="checkbox"/> SharePoint Usage Report	<input type="checkbox"/> Dashboard Report
<input type="checkbox"/> Skype4B Usage Report	<input type="checkbox"/> Contacts Report
<input type="checkbox"/> Exchange SPLA Report	<input type="checkbox"/> CSP Commitment Ending Subs Monthly
<input type="checkbox"/> SharePoint SPLA Report	<input type="checkbox"/> Exchange Subs Report
<input type="checkbox"/> Skype4B SPLA Report	<input type="checkbox"/> Mailbox Permission Report
<input type="checkbox"/> WebHosting Usage Report	<input type="checkbox"/> Mailbox Forwarding Report
<input type="checkbox"/> Skype4B Call Report	<input type="checkbox"/> Exchange Groups Report
<input type="checkbox"/> ADSync Usage Report	<input type="checkbox"/> Domain Name Report
<input type="checkbox"/> VPS Usage Report	<input type="checkbox"/> 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 schedule report will be shown as below:

The screenshot shows the 'Schedule Usage Report' interface. At the top, there are two tabs: 'Usage Reports' and 'Schedule Usage Report'. Below the tabs is an 'Operations' section with an 'Add New Schedule' button. The main content is a table with three columns: 'Report', 'Details', and 'Actions'. The table contains one row for 'Exchange Subs Report'. The 'Details' column for this row shows 'Send frequency: Daily 2:00 AM', 'From:' with a text input field, and 'Send to :' with a text input field. The 'Actions' column contains three buttons: 'Edit', 'Remove', and 'Send Now'.

Report	Details	Actions
Exchange Subs Report	Send frequency: Daily 2:00 AM From: <input type="text"/> Send to : <input type="text"/>	Edit Remove Send Now

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

This screenshot is identical to the previous one, but the 'Send Now' button in the 'Actions' column of the table is highlighted with a red rectangular box to draw attention to it.

Report	Details	Actions
Exchange Subs Report	Send frequency: Daily 2:00 AM From: <input type="text"/> Send to : <input type="text"/>	Edit Remove Send Now

## Schedule Emails for Usage and SPLA reports

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