ESET Tech Center

Knowledgebase > Legacy > Legacy ESET Remote Administrator (6.x / 5.x / 4.x) > 6.x > Generate a report in ESET Remote Administrator Web Console (6.x)

Generate a report in ESET Remote Administrator Web Console (6.x)

Ondersteuning | ESET Nederland - 2025-03-07 - $\underline{\text{Comments (0)}}$ - $\underline{\text{6.x}}$ https://support.eset.com/kb3628

Issue

Set up automated emails containing specific reports generated in the ESET Remote Administrator Web Console (ERA Web Console) Export a report from ESET Remote Administrator Console in PDF, PS or CSV format

Configure SMTP client threat notifications in ESET Remote Administrator 6.x

Solution

Prerequisites

Make sure <u>SMTP Server</u> is configured.

Permissions changes in ESET Remote administrator 6.5 and later

Before proceeding, please note important changes to user access rights and permissions in the latest versions of ESET Remote Administrator.

View Permissions Changes

A user must have the following permissions for their home group:

Functionality	Read	Use	Write
Groups & Computers			
Reports and Dashboard			
Send Email			
Generate Report (under Server Tasks & Triggers)			

Once these permissions are in place, follow the steps below.

- 1. <u>Open ESET Remote Administrator Web Console</u> (ERA Web Console) in your web browser and log in.
- 2. Click Admin

 → Server Tasks → Generate Report → New.



Figure 1-1 Click the image to view larger in new window

3. Give your new task a **Name** and make sure **Generate Report** is selected from **Task** drop-down menu.



Figure 1-2 Click the image to view larger in new window

4. Expand the **Settings** section, click **Add Report Template**, click the report template that you want to use and then click **OK**.

Creating a new report template in ERA 6.5

If you do not have report templates in your home group, continue with one of these steps:

- Create a new report template
- Request that your Administrator duplicate the report template to your home group



Figure 1-3 Click the image to view larger in new window

5. Select the check box next to **Send email** and type the email

address that you want reports sent to into the **Send To** field. By default, reports will be attached in PDF format. To use a different file format, click **Show Print Options** and select the file format for your report from the **Output Format** drop-down menu.

To export your report as a PDF, PS, or CSV file

To export your report as a PDF, PS, or CSV file, select the check box next to **Save to file**, click **Show Print Options**, specify the **Relative File Path** that you want to export the file to and then select the file format for your report from the **Output Format** drop-down menu. The email and file export options can be used at the same time. <u>Click here to view a screenshot</u>. The user must have **Export report to file** permission for this action.

- 6. Type the subject line that report emails will use into the **Subject** field. If you want to include additional text in the emails, type it into the **Message Contents** field.
- 7. Select the check box next to **Send Email If Report Is Empty** if you still want to receive emails when the report contains no information.



Figure 1-4 Click the image to view larger in new window

8. Expand the **Summary** section to review the details of your new task. Click **Finish** when you are done making changes.



Figure 1-5 Click the image to view larger in new window

Related articles:

Configure SMTP client threat notifications in ESET Endpoint Security or ESET Endpoint Antivirus (6.x)

- Tags
- <u>ERA 6.x</u>