

# 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)

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

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<https://support.eset.com/kb3628>

### Issue

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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

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#### Prerequisites

Make sure [SMTP Server](#) is configured.

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#### 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 Change](#)

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

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

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

1. [Open ESET Remote Administrator Web Console](#) (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. [Click here to view a screenshot](#). 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

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Related articles:

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

Tags

ERA 6.x