

# Generate a report in ESET Security Management Center Web Console (7.x)

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## Issue

- Set up automated emails containing specific reports generated in the ESET Security Management Center Web Console (ESMC Web Console)
- Export a report from ESET Security Management Center Console in PDF, PS or CSV format
- Configure SMTP client threat notifications in ESET Security Management Center 7.x

## Solution

## Prerequisites

Verify that [SMTP Server](#) is configured.

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## ESET Security Management Center (ESMC) 7 User Permissions

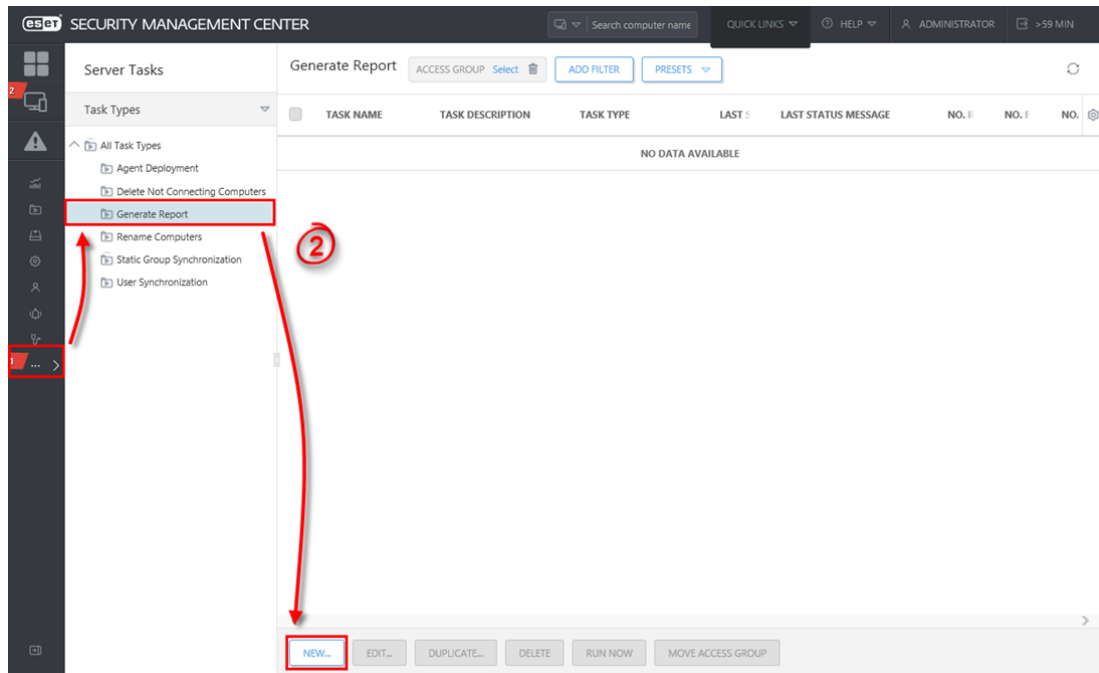
This article assumes that your ESMC user has the correct access rights and permissions to perform the tasks below.

If you are still using the default Administrator user, or you are unable to perform the tasks below (the option is grayed out), see the following article to create a second administrator user with all access rights (you only need to do this once):

- [Create a second administrator user in ESET Security Management Center 7.x](#)

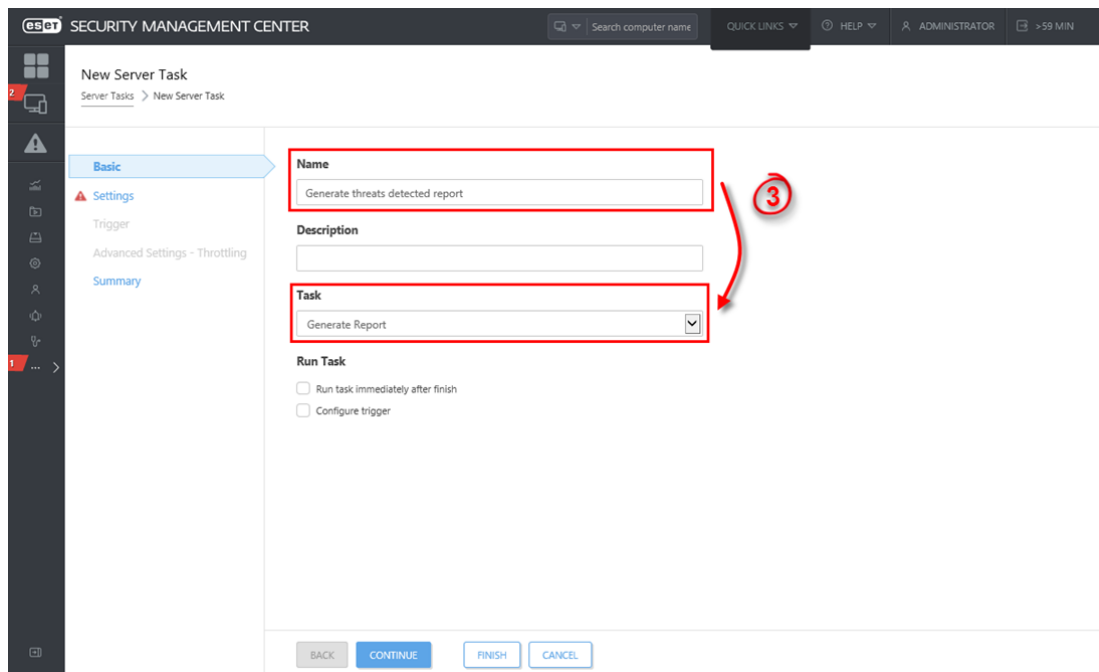
[View permissions needed for least privilege user access](#)

1. [Open ESET Security Management Center Web Console](#) (ESMC Web Console) in your web browser and log in.
2. Click **More** → **Server Tasks** → **Generate Report** → **New**.



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

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



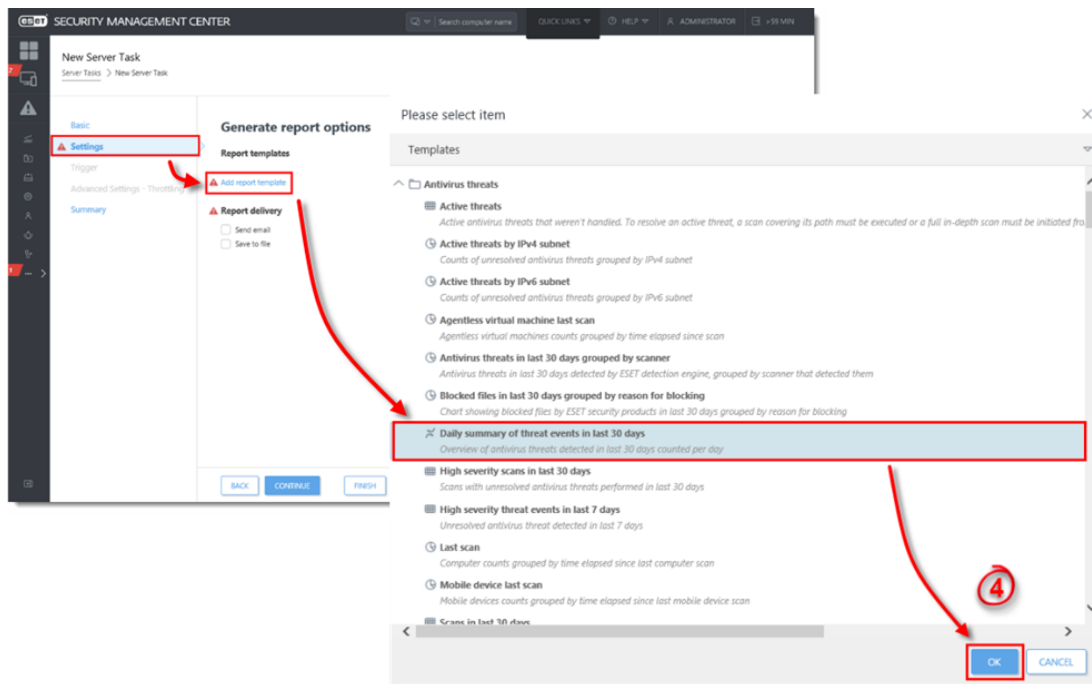
**Figure 1-2**  
Click the image to view larger in new window

1. Click 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 ESMC 7

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

1. 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.

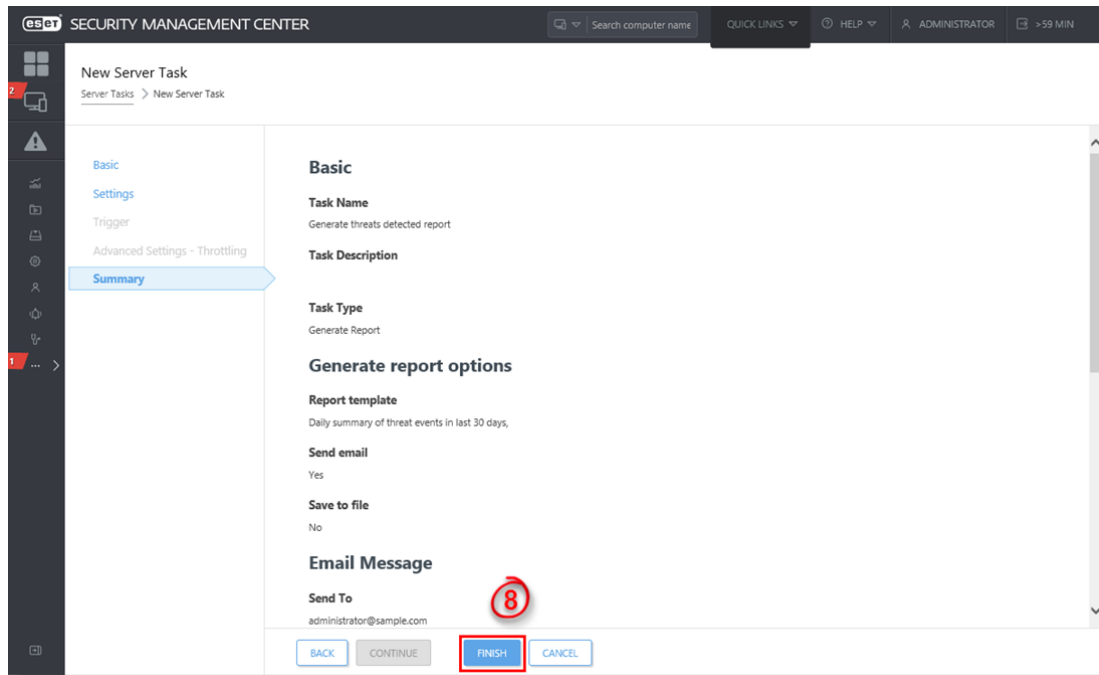
### To export your report as a PDF, PS, or CSV file

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. The user must have **Export report to file** permission for this action.

1. 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.
2. 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

1. Click 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