



USER GUIDE

# LEPIDE DATA SECURITY PLATFORM REPORTS

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# 1. Introduction


This guide is an introduction to running reports within the Lepide Data Security Platform. There are hundreds of pre-defined reports available for each of the different components within the Solution and these reports can be filtered, sorted, and searched as required. Reports can be scheduled to run automatically, saved, and exported for further analysis.

## 2. Types of Report

Reports are available under either **User & Entity Behavior Analytics** or **Permissions & Privileges** depending on which report you want to run.

## 3. Running a Report

For this example, we will look at the File Copied Report which is in the States & Behavior Analytics screen. To run the File Copied Report:

- Click the **User & Entity Behavior Analytics**  icon
- Expand **File Server Reports** (from the tree structure to the left side of the screen)
- Expand **File Server Modification Reports**
- Click on **File Copied** to display the **File Copied Report**:

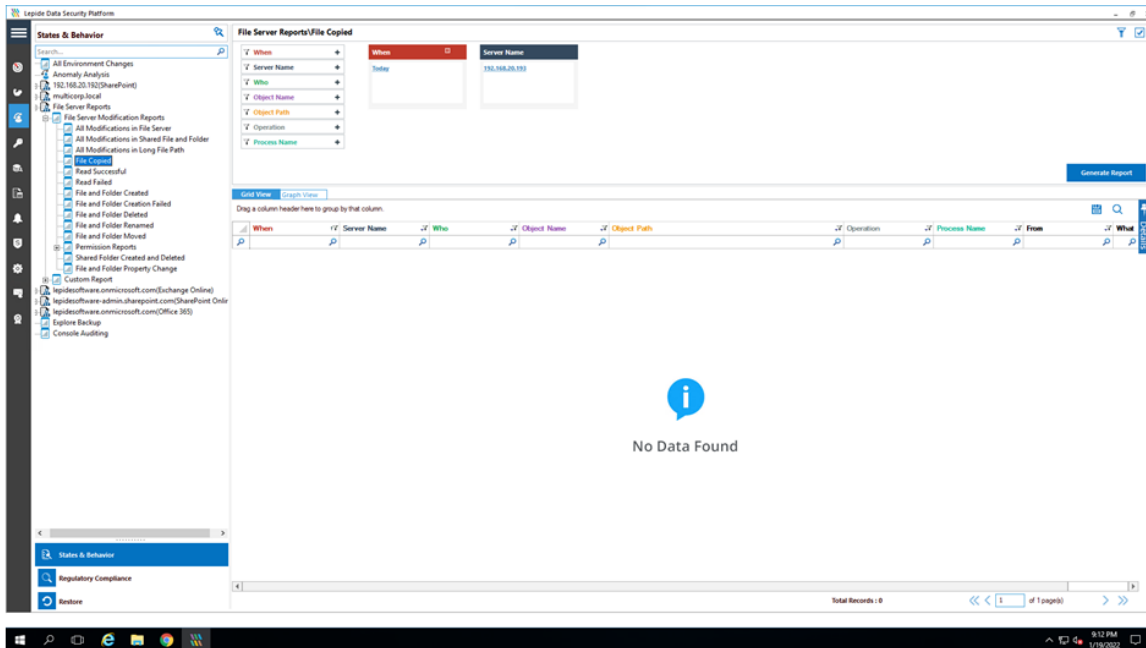


Figure 1: File Copied Report

To run this report, you need to specify a date range and server information:

## Specify a Date Range

- From the top of the screen, under **When** click **Today** to choose a date range for the report

The following dialog box is displayed:

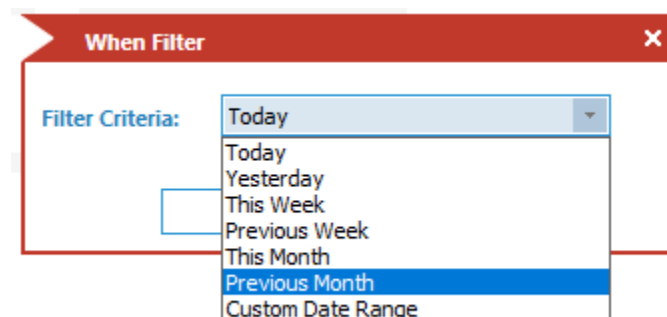


Figure 2: Date Range Filter

- Select a date range from the list

- Click **OK** and you will return to the File Copied screen

## Specify a File Server

- From the top of the screen under **File Server**, click to select the required file server:

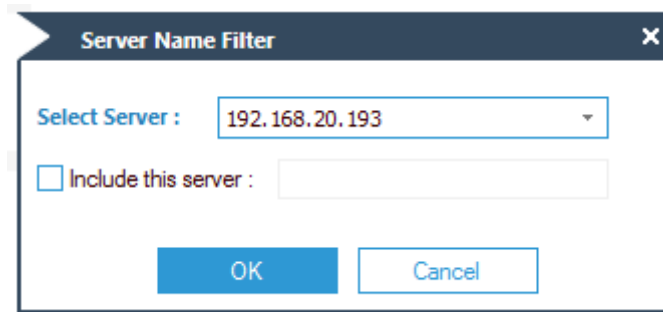


Figure 3: Server Name Filter

- Click **OK**
- Click **Generate Report**

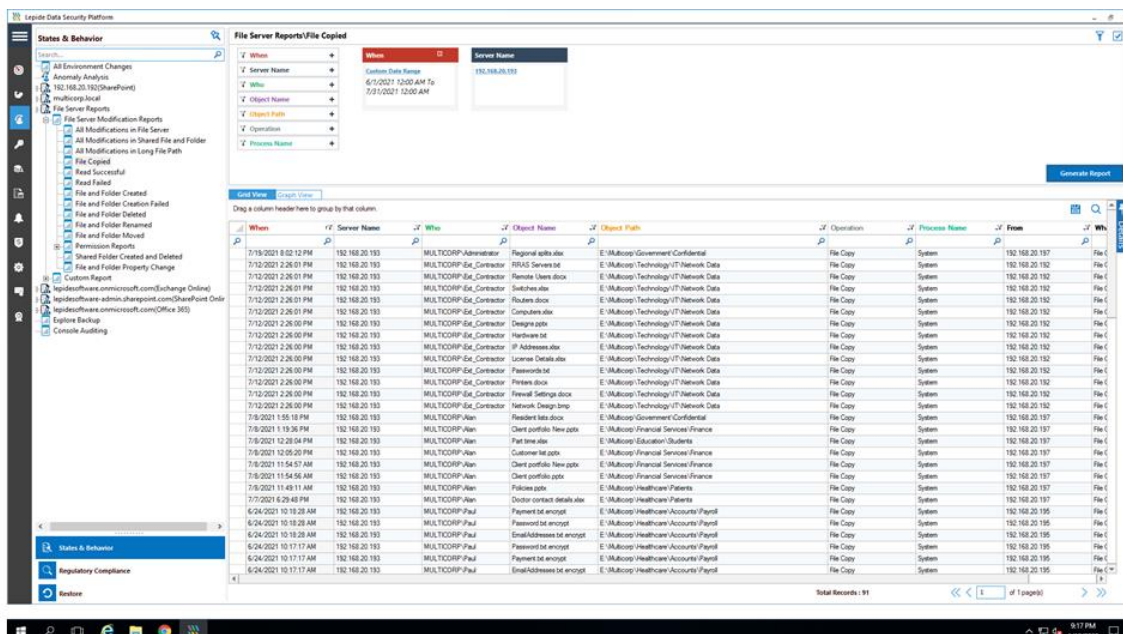


Figure 4: The Generated File Copy Report

## 3.1. The Details Window

To see summary information about selected data:

- Click on a row and details for that row will be displayed in the Details Window to the right-hand side of the screen:

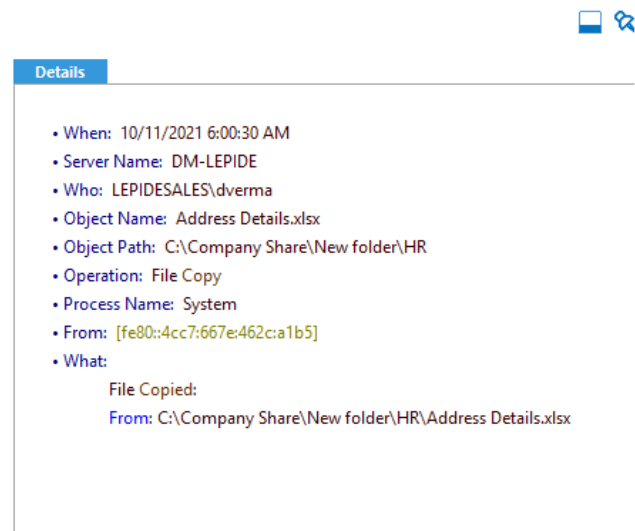


Figure 5: Details Window

To change the position of the Details Window to be displayed at the bottom of the screen:

- Click the **Show details in bottom icon**  (found at the top of the Details window)


To change it back to the right-hand side of the screen:

- Click the **Show details in right icon** 

To hide or display the Details Window:

- Click the **Hide or display details icon** 

## 3.2. To Save a Report

- To save a report, click the **Save icon**  (this is found in the area above the column headings)

The following dialog box is displayed:

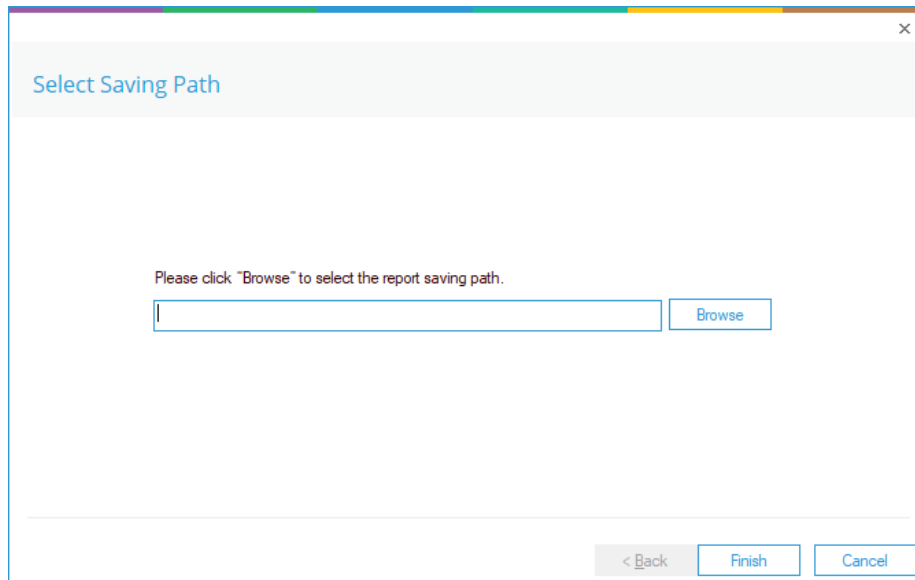


Figure 6: Save

- Click **Browse** to choose a location to save the report to

The **Save As** dialog box is displayed:

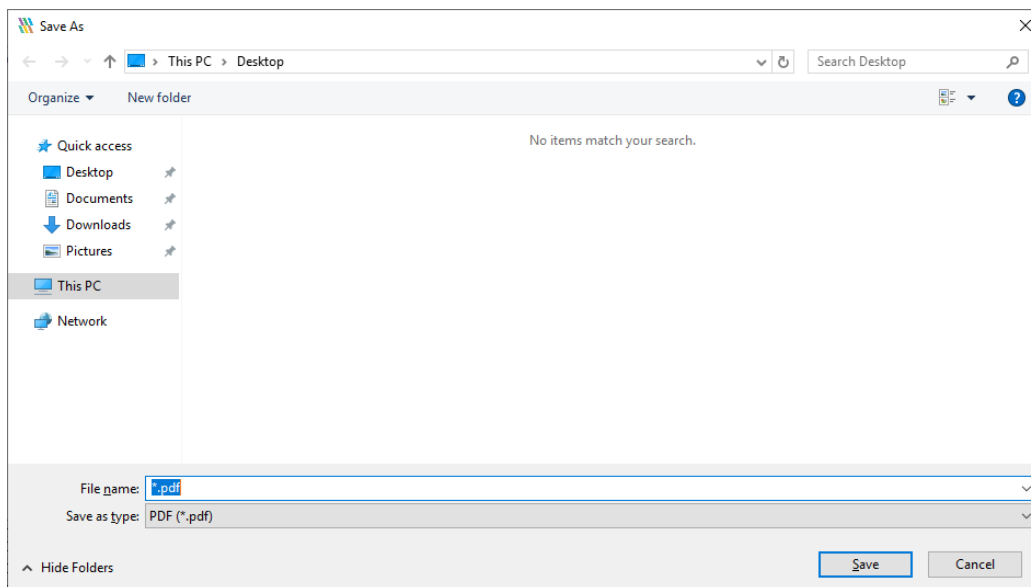


Figure 7: Save As

- Specify a **File Name** and choose a **File Type**

- The default file type is **pdf** but other options are **csv** and **mht**
- Click **Save**
- Click **Finish**

### 3.3. Searching Reports

- To find data within a report, click the **Find** icon  (found next to the Save icon in the area above the columns)

The Find dialog box is displayed:

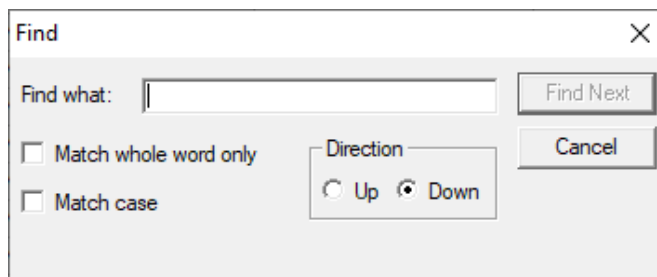


Figure 8: Find

- Type the text you want to find
- Choose whether to **Match whole word only** and/or **Match Case**
- Choose the **Direction** either up or down through the report
- Click **Find Next**  
The row containing the specified data will be highlighted.
- Click **Find Next** to find the next occurrence of the text
- Click **Cancel** to close the dialog box

### 3.4. Filtering Reports

There are three different ways to filter the reports which are explained as follows:

#### 1. Using the Filter Icon

- Click the filter icon  at the top of the column



This displays a dialog box where you can select/deselect whatever you want to filter by:

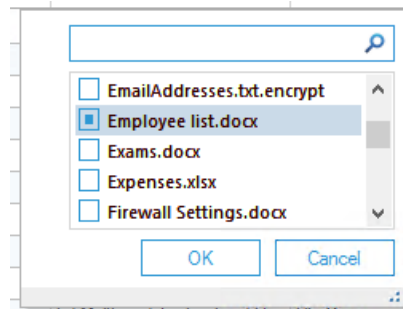


Figure 9: Filter List

The example above shows everything has been deselected except for Employee list.docx so the report will be filtered on Employee list.docx.

## 2. Typing Text into the Column Heading

Click on the filter area above the relevant column and type in the information you want to see.

For example, you may want to see data for a particular user - so click at the top of the **Who** column and type in the username:



Figure 10: Filter Area

In the example below, the report has been filtered to show both data for **Gemma** and where the file type is **txt**.

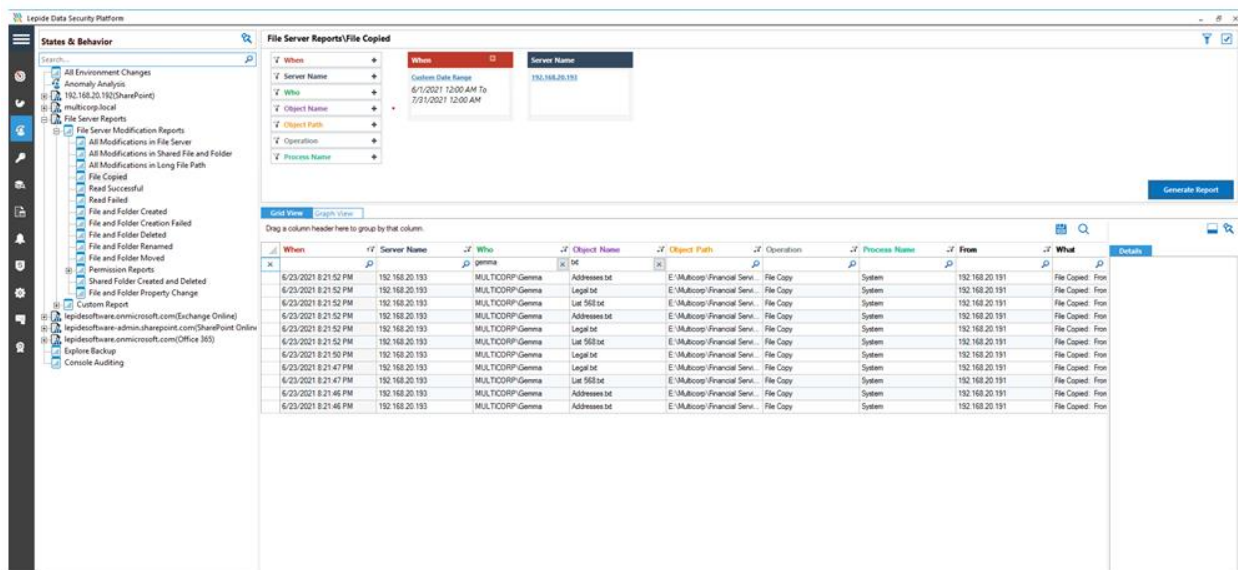


Figure 11: File Copy Report with Filtered Data

### 3. Using The Filter Boxes

These are displayed at the top of the report:

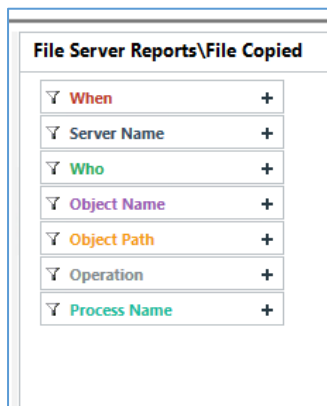


Figure 12: Filter Boxes

- Click on the filter you require  
A dialog box will be displayed:

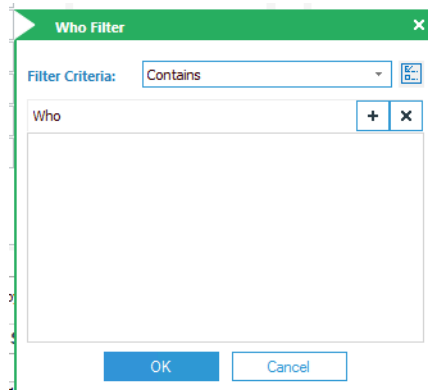


Figure 13: Who Filter

- Click the drop-down arrow to display the Filter Criteria options:

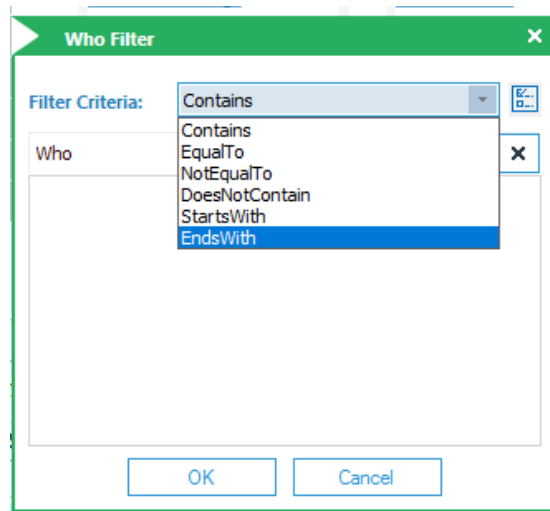


Figure 14: Filter Criteria

- Select the criteria and type the data

The example below shows filters for When, Server Name and Who:

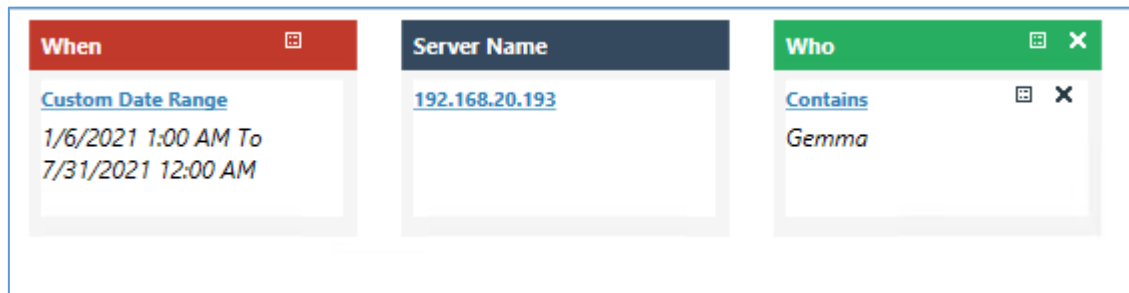


Figure 15: Filters

### 3.5. Sorting Reports

- Click the column heading to sort the report by that column

### 3.6. Grouping Reports

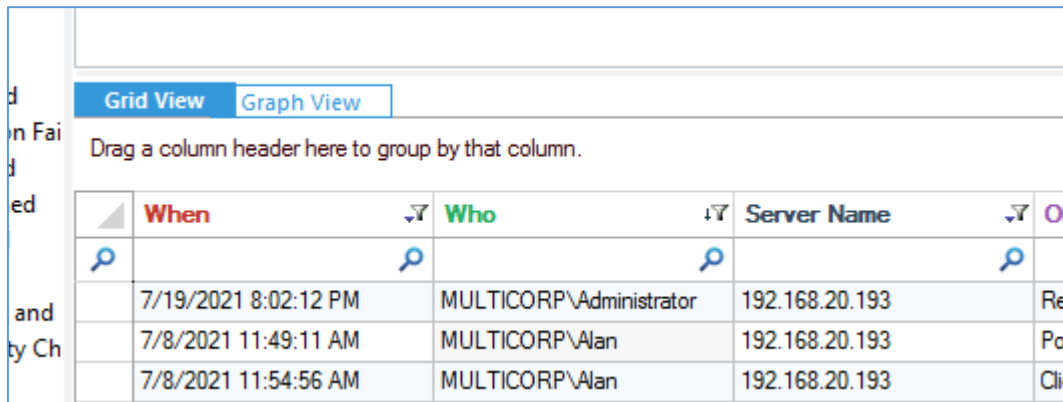
Groups can be created within reports to make analysis easier. In the example below, the report has been grouped by user to clearly see all File Copying activity for each user:

When	Server Name	Object Name	Object Path	Operation	Process Name	From	What
<b>Who: MULTICORP\Administrator</b>							
7/19/2021 8:02:12 PM	192.168.20.193	Regional splits.xlsx	E:\Multicorp\Government\C...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
<b>Who: MULTICORP\Alan</b>							
7/8/2021 1:55:18 PM	192.168.20.193	Resident lists.docx	E:\Multicorp\Government\C...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
7/8/2021 1:19:36 PM	192.168.20.193	Client portfolio New.pptx	E:\Multicorp\Financial Servi...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
7/8/2021 12:28:04 PM	192.168.20.193	Part time.xlsx	E:\Multicorp\Education\Stu...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
7/8/2021 12:05:20 PM	192.168.20.193	Customer list.pptx	E:\Multicorp\Financial Servi...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
7/8/2021 11:54:57 AM	192.168.20.193	Client portfolio New.pptx	E:\Multicorp\Financial Servi...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
7/8/2021 11:54:56 AM	192.168.20.193	Client portfolio.pptx	E:\Multicorp\Financial Servi...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
7/8/2021 11:49:11 AM	192.168.20.193	Policies.pptx	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
7/7/2021 6:29:48 PM	192.168.20.193	Doctor contact details.xlsx	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
<b>Who: MULTICORP\Ext_Contractor</b>							
7/12/2021 2:26:01 PM	192.168.20.193	Computers.xlsx	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:01 PM	192.168.20.193	Remote Users.docx	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:01 PM	192.168.20.193	Switches.xlsx	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:01 PM	192.168.20.193	Routers.docx	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:01 PM	192.168.20.193	RRAS Servers.bt	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:00 PM	192.168.20.193	Designs.pptx	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:00 PM	192.168.20.193	Firewall Settings.docx	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:00 PM	192.168.20.193	IP Addresses.xlsx	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:00 PM	192.168.20.193	Passwords.bt	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:00 PM	192.168.20.193	Hardware.bt	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:00 PM	192.168.20.193	Network Design.bmp	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:00 PM	192.168.20.193	License.Details.xlsx	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...

Figure 16: Report Grouped by User

## Creating a Group

At the top of the column headings is an area for specifying groups. It displays **'Drag a column header here to group by that column':**



Grid View		Graph View	
Drag a column header here to group by that column.			
When	Who	Server Name	Other
7/19/2021 8:02:12 PM	MULTICORP\Administrator	192.168.20.193	Re
7/8/2021 11:49:11 AM	MULTICORP\Alan	192.168.20.193	Po
7/8/2021 11:54:56 AM	MULTICORP\Alan	192.168.20.193	Cli

Figure 17: Group by Area of Report

- Drag the column heading you want to group by to this grouping area. The red arrows will be displayed when the column heading is positioned correctly.

- In the example below, the **Who** column heading has been dragged into the grouping area:

Who	When	Server Name
MULTICORP\Administrator	7/19/2021 8:02:12 PM	192.168.20.193
MULTICORP\Ext_Contractor	7/12/2021 2:26:01 PM	192.168.20.193
MULTICORP\Ext_Contractor	7/12/2021 2:26:01 PM	192.168.20.193
MULTICORP\Ext_Contractor	7/12/2021 2:26:01 PM	192.168.20.193
MULTICORP\Ext_Contractor	7/12/2021 2:26:01 PM	192.168.20.193
MULTICORP\Ext_Contractor	7/12/2021 2:26:01 PM	192.168.20.193
MULTICORP\Ext_Contractor	7/12/2021 2:26:00 PM	192.168.20.193
MULTICORP\Ext_Contractor	7/12/2021 2:26:00 PM	192.168.20.193
MULTICORP\Ext_Contractor	7/12/2021 2:26:00 PM	192.168.20.193
MULTICORP\Ext_Contractor	7/12/2021 2:26:00 PM	192.168.20.193
MULTICORP\Ext_Contractor	7/12/2021 2:26:00 PM	192.168.20.193
MULTICORP\Ext_Contractor	7/12/2021 2:26:00 PM	192.168.20.193
MULTICORP\Ext_Contractor	7/12/2021 2:26:00 PM	192.168.20.193
MULTICORP\Alan	7/8/2021 1:55:18 PM	192.168.20.193

Figure 18: The 'Who' Field Added to the Grouping Area

The report is now grouped by User:

Grid View		Graph View					
Who							
When	Server Name	Object Name	Object Path	Operation	Process Name	From	What
<b>Who: MULTICORP\Administrator</b>							
7/19/2021 8:02:12 PM	192.168.20.193	Regional splits.xlsx	E:\Multicorp\Government\C...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
<b>Who: MULTICORP\Alan</b>							
7/8/2021 1:55:18 PM	192.168.20.193	Resident lists.docx	E:\Multicorp\Government\C...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
7/8/2021 1:19:36 PM	192.168.20.193	Client portfolio New.pptx	E:\Multicorp\Financial Servi...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
7/8/2021 12:28:04 PM	192.168.20.193	Part time.xlsx	E:\Multicorp\Education\Stu...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
7/8/2021 12:05:20 PM	192.168.20.193	Customer list.pptx	E:\Multicorp\Financial Servi...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
7/8/2021 11:54:57 AM	192.168.20.193	Client portfolio New.pptx	E:\Multicorp\Financial Servi...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
7/8/2021 11:54:56 AM	192.168.20.193	Client portfolio.pptx	E:\Multicorp\Financial Servi...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
7/8/2021 11:49:11 AM	192.168.20.193	Policies.pptx	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
7/7/2021 6:29:48 PM	192.168.20.193	Doctor contact details.xlsx	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.197	File Copied: From: E:\Multic...
<b>Who: MULTICORP\Ext_Contractor</b>							
7/12/2021 2:26:01 PM	192.168.20.193	Computers.xlsx	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:01 PM	192.168.20.193	Remote Users.docx	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:01 PM	192.168.20.193	Switches.xlsx	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:01 PM	192.168.20.193	Routers.docx	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:01 PM	192.168.20.193	RRAS Servers.txt	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:00 PM	192.168.20.193	Designs.pptx	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:00 PM	192.168.20.193	Firewall Settings.docx	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:00 PM	192.168.20.193	IP Addresses.xlsx	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:00 PM	192.168.20.193	Passwords.txt	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:00 PM	192.168.20.193	Hardware.txt	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:00 PM	192.168.20.193	Network Design.bmp	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...
7/12/2021 2:26:00 PM	192.168.20.193	License_Details.xlsx	E:\Multicorp\Technology\IT...	File Copy	System	192.168.20.192	File Copied: From: E:\Multic...

Figure 19: Report Grouped by User

## To Remove the Grouping

- Drag the column heading back down to the row of column headings. The red arrows show when it's positioned correctly:

Who	When	Server Name
<b>Who: MULTICORP\Administrator</b>		
	7/19/2021 8:02:12 PM	192.168.20.193
<b>Who: MULTICORP\Alan</b>		
	7/8/2021 1:55:18 PM	192.168.20.193
	7/8/2021 1:19:36 PM	192.168.20.193
	7/8/2021 12:28:04 PM	192.168.20.193
	7/8/2021 12:05:20 PM	192.168.20.193
	7/8/2021 11:54:57 AM	192.168.20.193
	7/8/2021 11:54:56 AM	192.168.20.193
	7/8/2021 11:49:11 AM	192.168.20.193
	7/7/2021 6:29:48 PM	192.168.20.193
<b>Who: MULTICORP\Ext_Contractor</b>		
	7/12/2021 2:26:01 PM	192.168.20.193
	7/12/2021 2:26:01 PM	192.168.20.193
	7/12/2021 2:26:01 PM	192.168.20.193

Figure 20: Remove Grouping

## To Create Multiple Grouping Levels

- To create the first level of grouping, drag the column heading to the grouping area. In the example below, the first level is **When**.
- To create the second level, drag the column heading into the grouping area to the right of the first level heading. In the example below, **Who** is the second level.



File Server Reports/File Copied

When: Custom Date Range 1/6/2021 1:00 AM To 7/31/2021 12:00 AM

Server Name: 192.168.20.193

Grid View Graph View

When	Who	Server Name	Object Name	Object Path	Operation	Process Name	From	What	
When: 5/17/2021 1:45:06 PM		Who: MULTICORP\Paul							
192.168.20.193			Old patient data.pdf	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			List 568.txt	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			Addresses.txt	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			New patient onboarding.pptx	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			Doctor contact details.xlsx	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			458673.bmp	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			Nurse contact details.pptx	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			Medication list.xlsx	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			Legal.txt	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			Care plans.pdf	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			67949.bmp	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			459565496.bmp	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
When: 5/17/2021 1:51:35 PM		Who: MULTICORP\Paul							
192.168.20.193			Regional care.xlsx	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			Patient lists.xlsx	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			Policies.pptx	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			Patient details.docx	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			Passwords.txt	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			Patient demographic.pptx	E:\Multicorp\Healthcare\Pa...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
When: 5/19/2021 1:10:53 PM		Who: MULTICORP\Russell							
192.168.20.193			Exams.docx	E:\Multicorp\Education\Stu...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			Coursework deadlines.docx	E:\Multicorp\Education\Stu...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			Confidential.pdf	E:\Multicorp\Education\Stu...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	
192.168.20.193			459565496.bmp	E:\Multicorp\Education\Stu...	File Copy	System	192.168.20.195	File Copied: From: E:\Multic...	

Figure 21: Report with Two Levels of Grouping

The column names used for grouping are shown in the grouping area with the levels displayed in a hierarchy.

## 4. Scheduling Reports


Setting up a schedule to automate the running of reports provides several advantages which include the following:

- Scheduling ensures that the information is delivered to the right users at the right time and in the correct format.
- It minimizes manual intervention by users. If the running of a report is automated, it doesn't rely on anybody having to remember to run it, making the process accurate and efficient.
- Reports can be scheduled to run during off-peak hours therefore reducing the load on your network.
- Information can be distributed efficiently and consistently to the end-users giving them up-to-date information on the state of the system.

## 4.1. How to Create a Schedule for the Reports

All reports can be scheduled to run automatically. The following steps explain how to schedule the File and Folder Renamed Report, but the process is the same for all reports.

To set up a schedule:

1. Click the User Behavior Analytics icon 
2. The States & Behavior screen is displayed with a list of all reports listed in a tree structure to the left side of the screen
3. Right click on the report you want to schedule and the context menu is displayed:

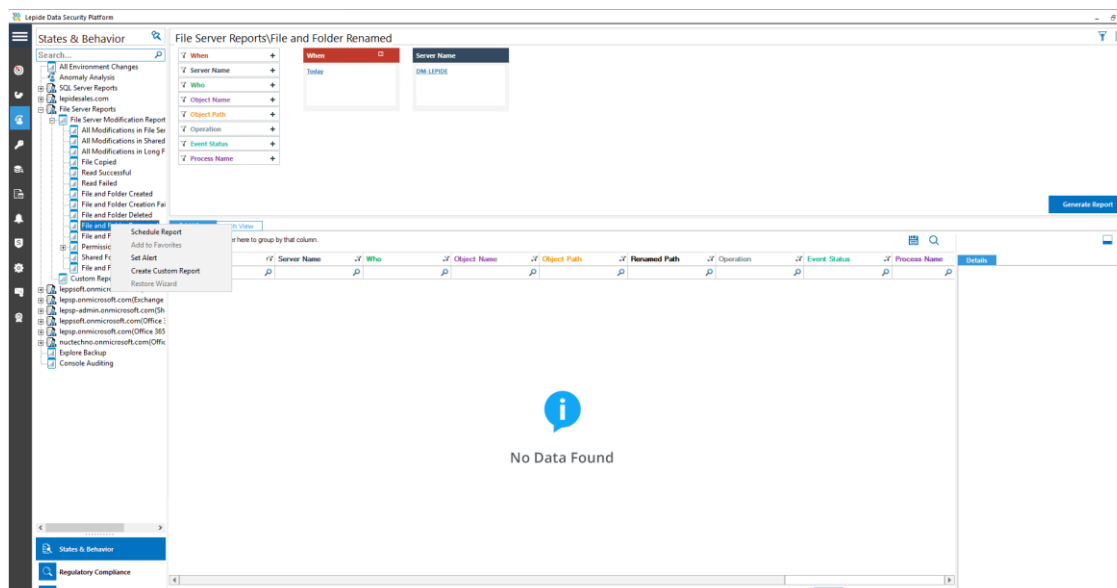


Figure 22: Schedule Report Menu

4. Choose **Schedule Report**

A wizard will start, and the Select Report(s) dialog box will be displayed:

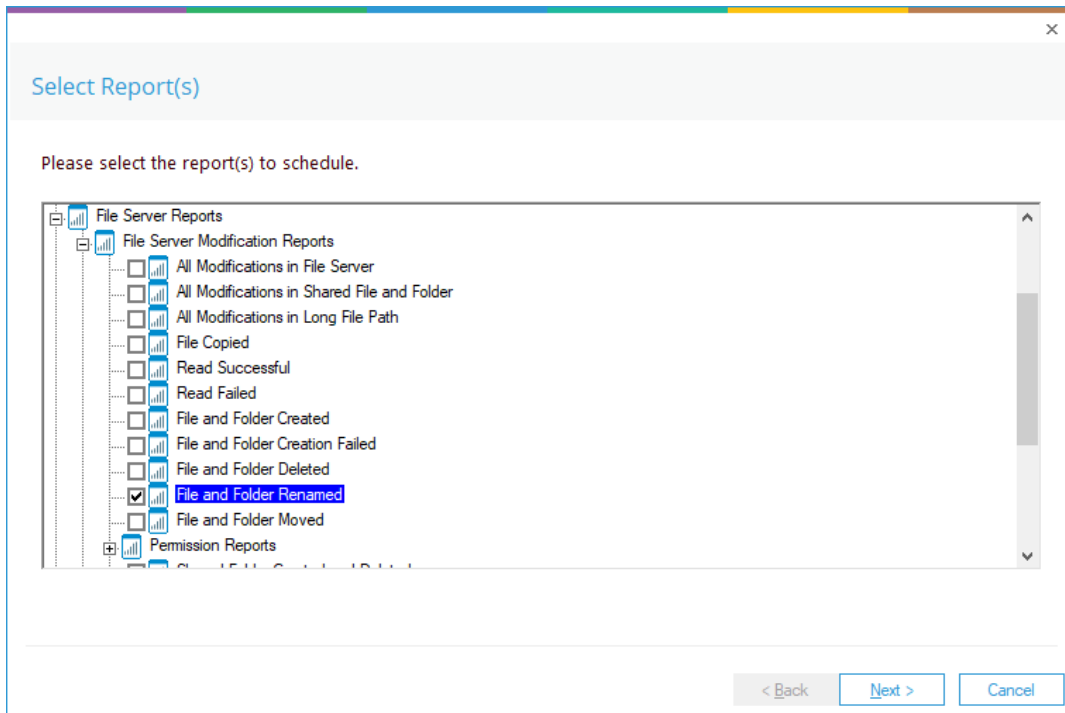


Figure 23: Select Reports

5. Ensure that the report(s) you want to schedule is/are selected. In this case, it is the File and Folder Renamed Report.
6. Click **Next**.

The Set Filter(s) dialog box is displayed:

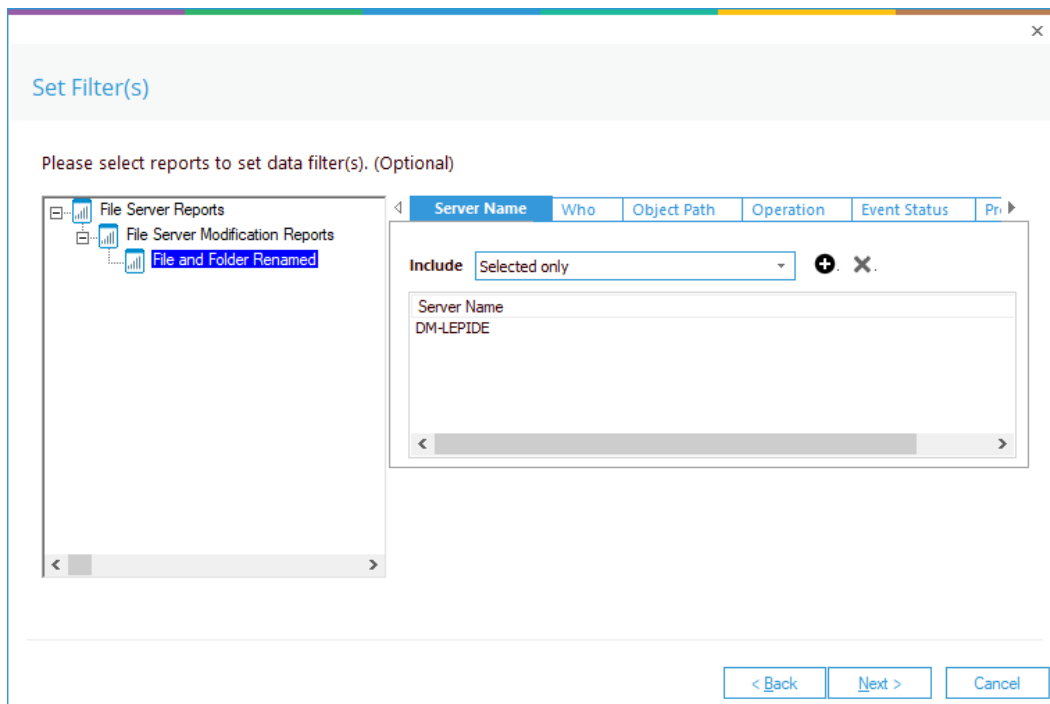


Figure 24: Set Filters

7. Here you can choose the filters for the report by selecting the different tabs at the top. Tabs include Server Name, Who, Object Path, Operation and Event Status and Process Name.
8. Click **Next**



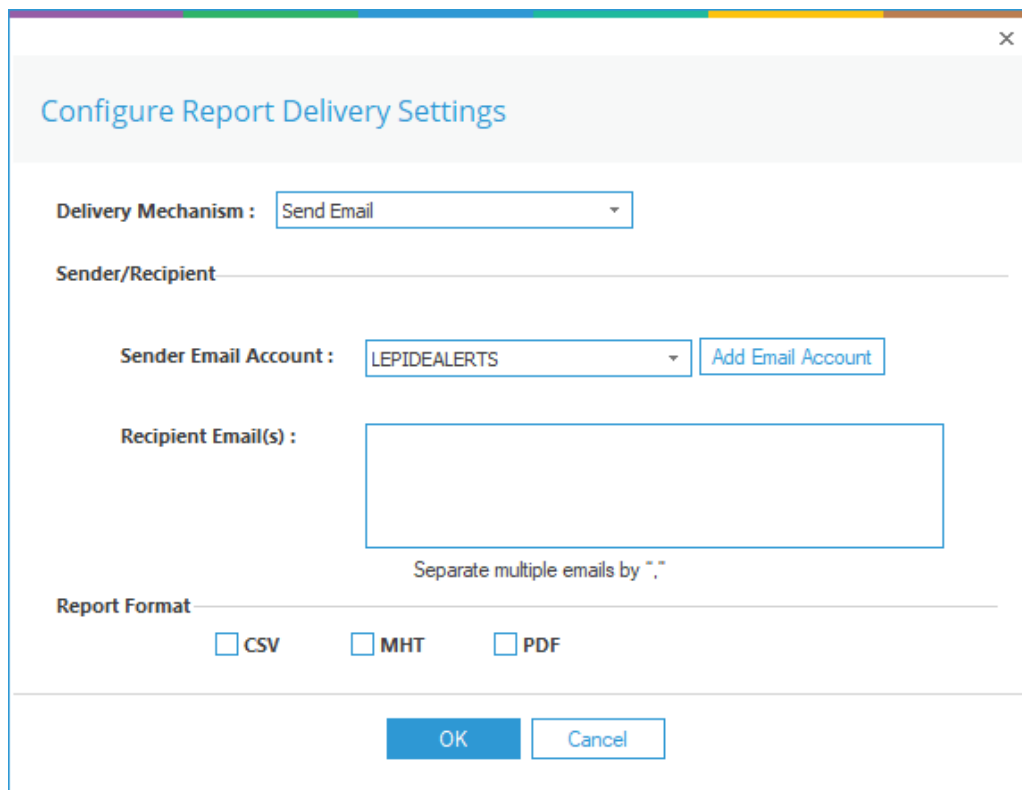


Figure 26: Configure Report Delivery Settings

Here you can specify how you want the report to be delivered.

Configure the Report Delivery Settings as follows:

**Delivery Mechanism:** Select either Send Email or Save Report on Disk

**Sender/Recipient**

**Sender Email Account:** Choose an email account from the drop-down menu or click **Add Email Account** to add a new email account

**Recipient Email(s):** Add the recipient emails separated by a ','

**Report Format:** Select the format(s) required which can be **CSV**, **MHT** or **PDF**

- Click OK when finished

10. Click **Next**

The Select Schedules dialog box appears:



Monthly Schedule Settings

Date/Time

Select Date(s):  1  2  3  4  5  6  7  
 8  9  10  11  12  13  14  
 15  16  17  18  19  20  21  
 22  23  24  25  26  27  28  
 29  30  31

Start Time: 1:18:56 PM

Report(s) Duration

Past 30 Days  
 Previous Month

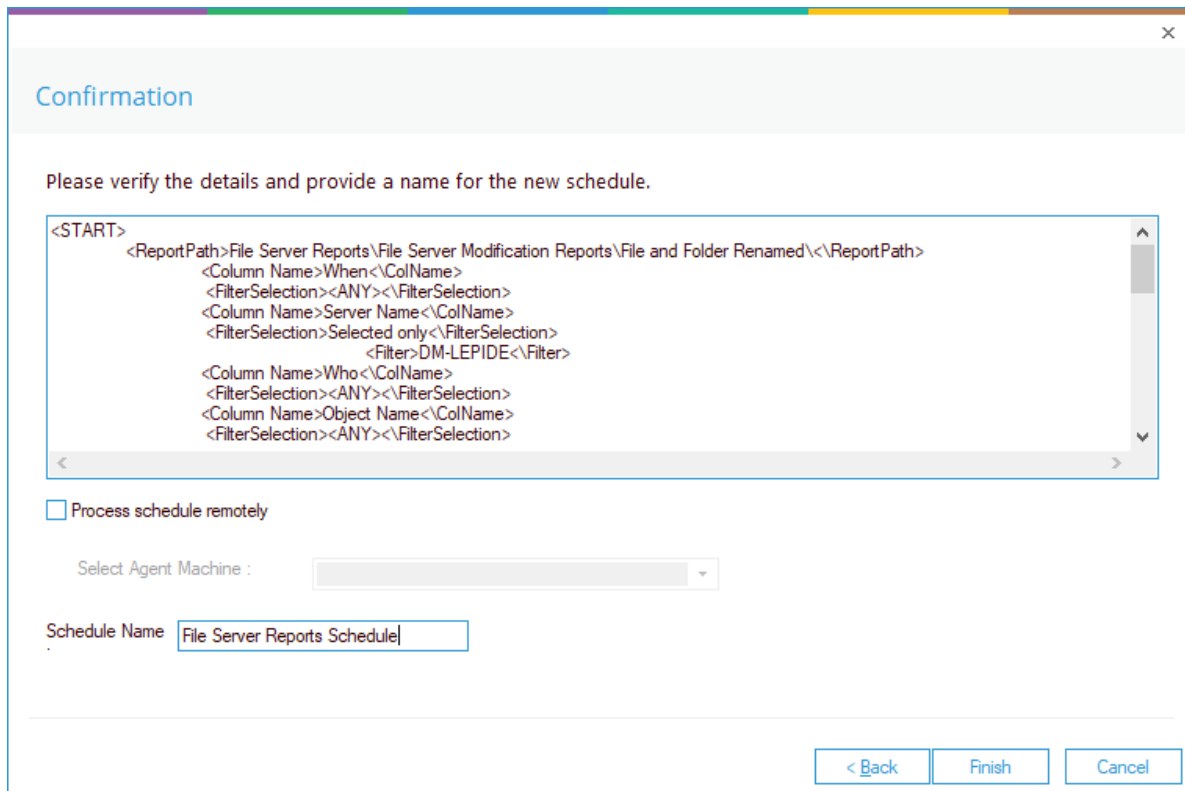
OK Cancel

Figure 28: Monthly Schedule Settings

- Select the **Day** of the month, the **Start Time** and the **Report Duration**
- Click **OK**

The Confirmation dialog box is displayed:





The image shows a 'Confirmation' dialog box with a title bar and a close button. The main text asks the user to verify details and provide a name for a new schedule. A scrollable text area contains the following XML-like configuration:

```
<START>
  <ReportPath>File Server Reports\File Server Modification Reports\File and Folder Renamed\<\ReportPath>
  <Column Name>When<\ColName>
  <FilterSelection><ANY><\FilterSelection>
  <Column Name>Server Name<\ColName>
  <FilterSelection>Selected only<\FilterSelection>
    <Filter>DM-LEPIDE<\Filter>
  <Column Name>Who<\ColName>
  <FilterSelection><ANY><\FilterSelection>
  <Column Name>Object Name<\ColName>
  <FilterSelection><ANY><\FilterSelection>
```

Below the text area, there is a checkbox labeled 'Process schedule remotely' which is currently unchecked. Underneath it is a 'Select Agent Machine' dropdown menu. A 'Schedule Name' text box contains the text 'File Server Reports Schedule'. At the bottom right, there are three buttons: '< Back', 'Finish', and 'Cancel'.

Figure 29: Confirmation

12. Enter a Schedule Name in the text box and click **Finish**.

## 4.2. To Display a List of Schedules

To see a list of schedules, click the Schedule Reports icon



The Names of the Schedules will appear to the lower left under Schedule Name in the Schedule Reports screen:

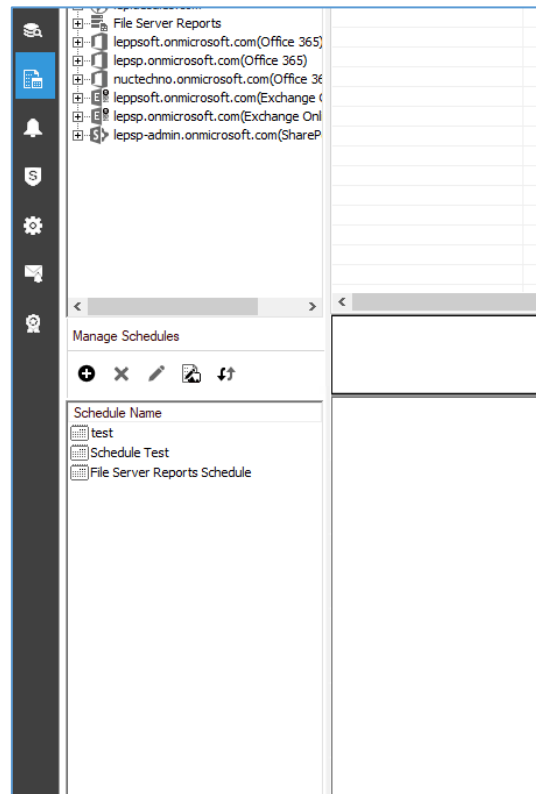



Figure 30: Schedule Names

### 4.3. How to Modify a Schedule

- From the Schedule Screen, click on a schedule name
- Click the Modify icon 

The Select Report(s) dialog box is displayed:

This is the start of the Wizard used previously to set up the schedules

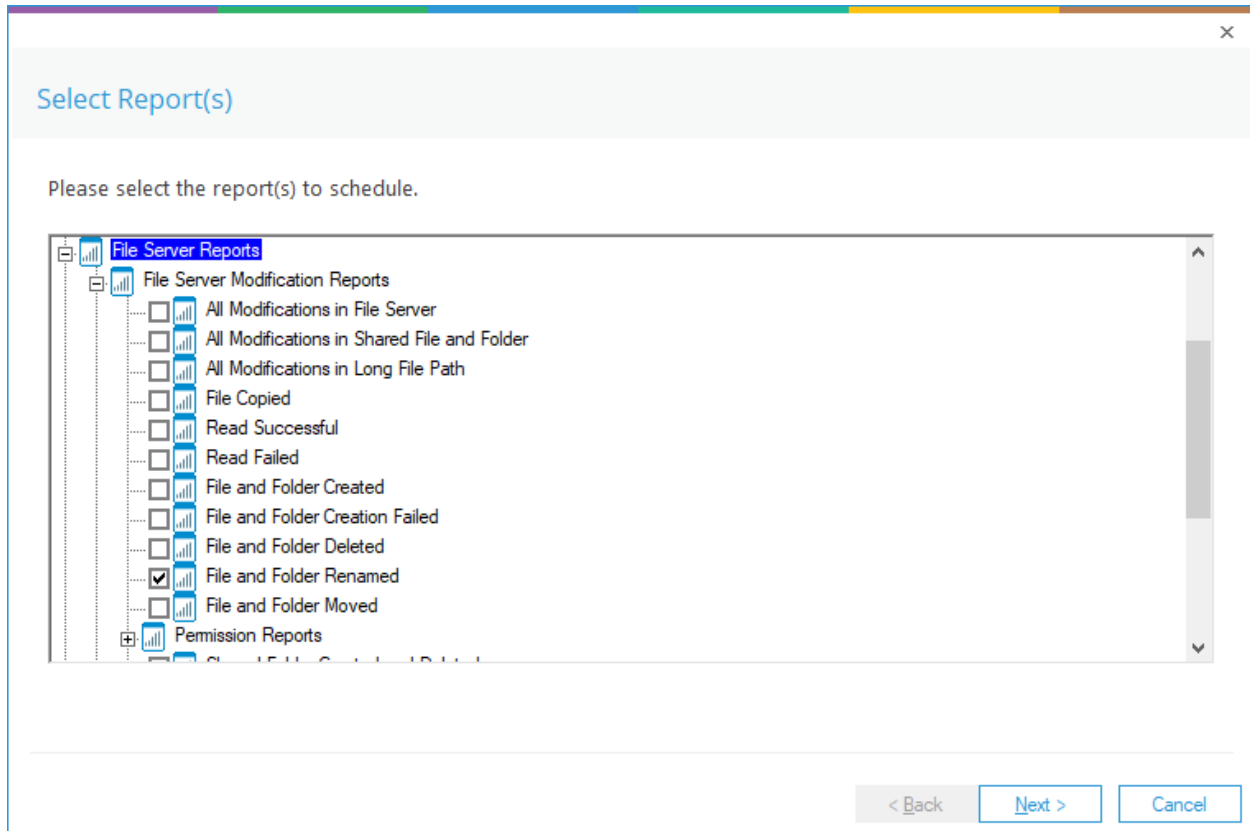


Figure 31: Select Report(s)

The steps of the wizard are the same as when setting up a schedule so please refer to page 20 of this document to continue working through these steps.

## 5.Support

If you are facing any issues whilst installing, configuring or using the solution, you can connect with our team using the below contact information.

### Product Experts

USA/Canada: +1(0)-800-814-0578

UK/Europe: +44 (0) -208-099-5403

Rest of the World: +91 (0) -991-004-9028

### Technical Gurus

USA/Canada: +1(0)-800-814-0578

UK/Europe: +44 (0) -208-099-5403

Rest of the World: +91(0)-991-085-4291

Alternatively, visit <https://www.lepide.com/contactus.html> to chat live with our team. You can also email your queries to the following addresses:

[sales@Lepide.com](mailto:sales@Lepide.com)

[support@Lepide.com](mailto:support@Lepide.com)

To read more about the solution, visit <https://www.lepide.com/data-security-platform/>.

## 6.Trademarks

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