



CONFIGURATION GUIDE

# AUTOMATIC SCHEDULE SUMMARY

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# 1 Introduction

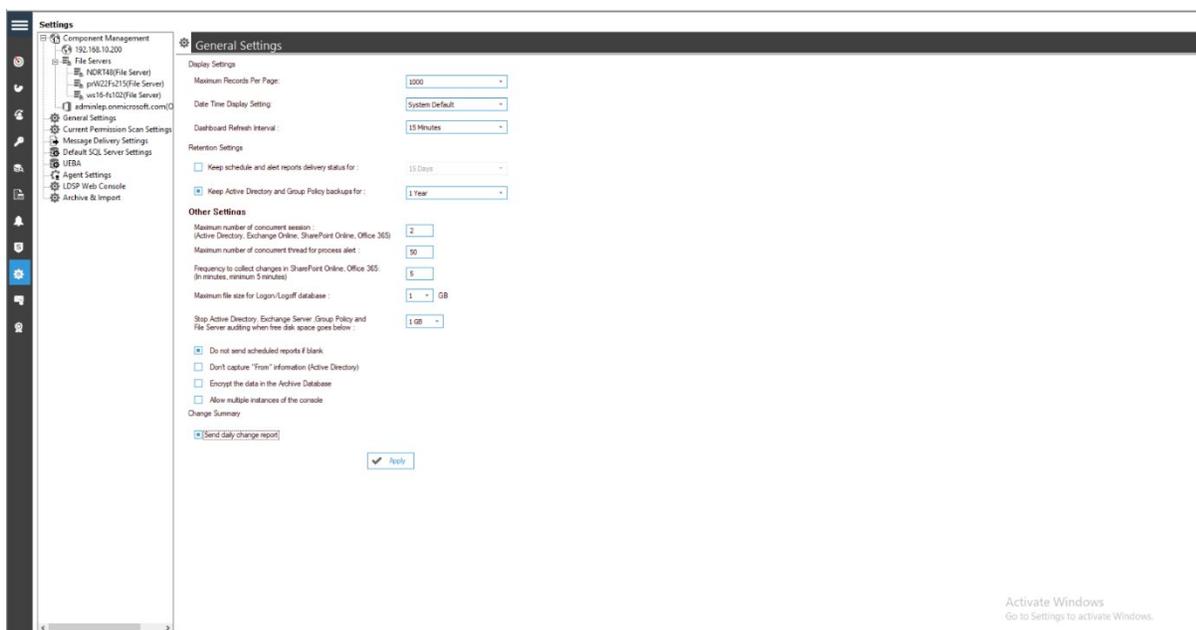
The Lepide Solution allows you to set up a schedule to receive a daily summary of changes which have taken place on each of the components you have installed within the Lepide Data Security Platform. The summary is sent by email and appears in the inbox of the specified recipient at midnight each night. The email contains a separate PDF document for each component.

## 2 Enabling the Automatic Schedule Summary

To receive the automatic schedule summary, you first need to enable the option within the Settings screen. The steps to do this are as follows:

- Choose the **Settings**  icon, then select **General Settings** from the tree on the left-hand side

The General Settings window will be displayed:



**Figure 1: General Settings Window**

- Check the option **Send Daily Change Report** and click **Apply**

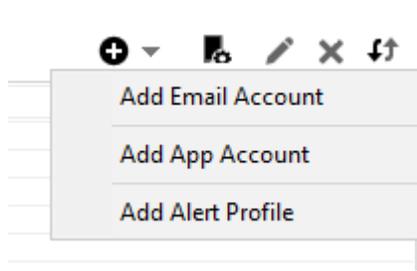
## 3 Specify the Email Recipient

The next step is to specify the email address of the person who should receive the report:

- Choose **Message Delivery Settings** from the tree on the left-hand side of the **Settings** screen. If the required email account does not exist in these settings, add the email account as follows:

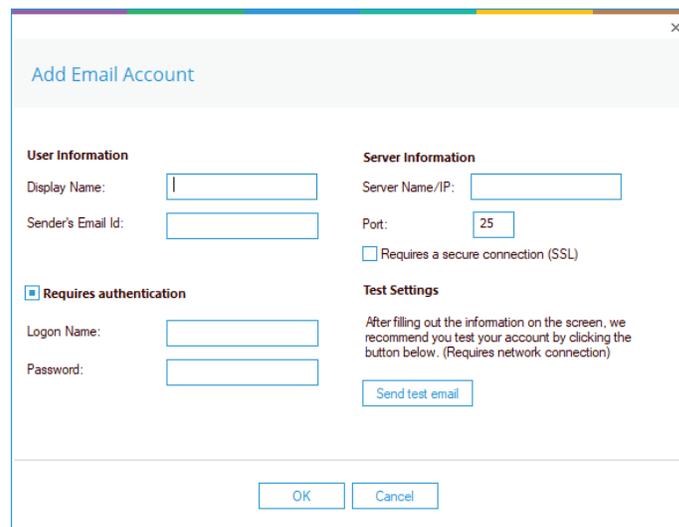
From the Message Delivery Settings window:

- Click the **Add**  icon
- Choose **Add Email Account**:



**Figure 2: Add Email Account**

The Add Email Account dialog box is displayed:

A screenshot of the "Add Email Account" dialog box. The dialog has a title bar with a close button. The main content area is divided into several sections: "User Information" with fields for "Display Name" and "Sender's Email Id"; "Server Information" with fields for "Server Name/IP:" and "Port:" (with "25" entered), and a checkbox for "Requires a secure connection (SSL)"; "Requires authentication" with a checked checkbox and fields for "Logon Name:" and "Password:"; and "Test Settings" with a "Send test email" button and a note: "After filling out the information on the screen, we recommend you test your account by clicking the button below. (Requires network connection)". At the bottom, there are "OK" and "Cancel" buttons.

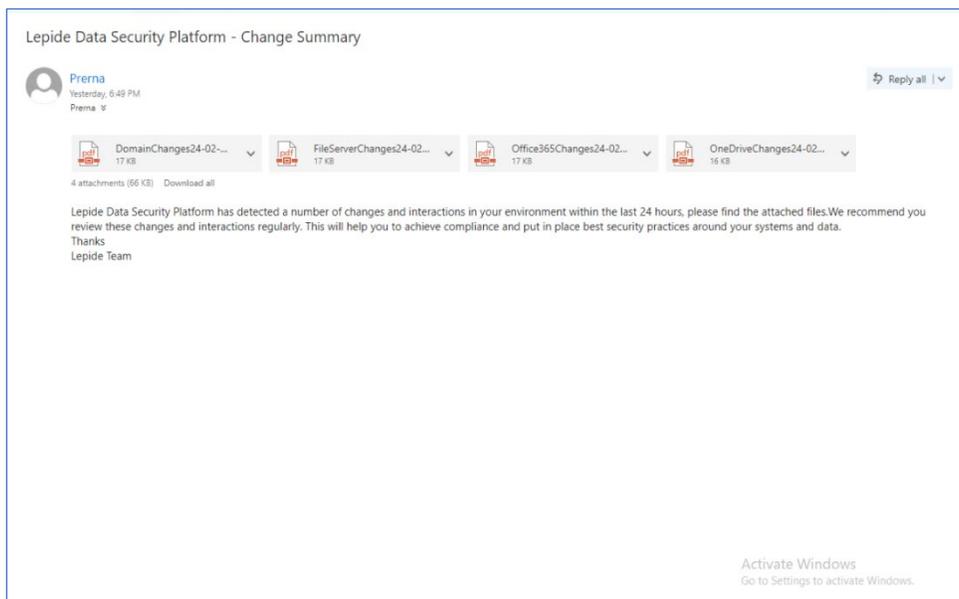
**Figure 3: Add Email Account**

- Add all the details for the email account you want to add
- Click **OK**

The email address will be added to the Message Delivery Settings screen and this will be the email account that the Change Report will be sent to.

## 4 Receiving the Change Summary Reports

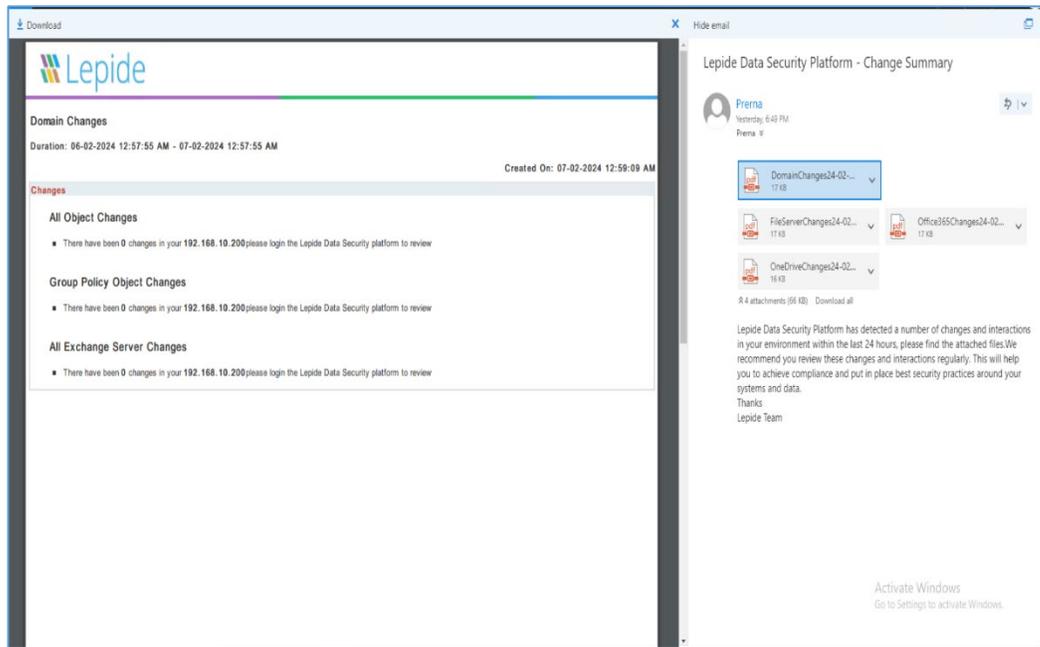
- Once the report has run and the email has been generated, the user will receive an email in their inbox at midnight each night:



**Figure 4: Change Summary Email**

- The PDF reports will be shown at the top of the email as attachments. Click on the PDF report you require to view it.

- The PDF report will look like the following example:



**Figure 5: Change Summary Report View**

- Click **Download** to download the report if required

## 5 Support

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

### 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

Lepide Data Security Platform, Lepide Data Security Platform App, Lepide Data Security Platform App Server, Lepide Data Security Platform (Web Console), Lepide Data Security Platform Logon/Logoff Audit Module, Lepide Data Security Platform for Active Directory, Lepide Data Security Platform for Group Policy Object, Lepide Data Security Platform for Exchange Server, Lepide Data Security Platform for SQL Server, Lepide Data Security Platform SharePoint, Lepide Object Restore Wizard, Lepide Active Directory Cleaner, Lepide User Password Expiration Reminder, and LiveFeed are registered trademarks of Lepide Software Pvt Ltd.

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