

## RingStor Cloud – Scheduled Reports

**This document specifies steps to schedule a report and have the report emailed and delivered to selected users.**

### 1. Configure Cloud Report Drop Folder:

The report can be generated as either CSV or Html files. It is possible a report may have lots of data in many files, thus email delivery of these report files as attachment will not go thru the smtp system.

The cloud report drop folder is a location where those large report files are saved. Links to these reports are emailed to the selected users.

To set up a drop folder, open <Cloud End Point>\conf\cloud.property file, add the following line to the property file, save and restart Cloud End Point service:

```
reportrepositoryfolder=<path to the folder report files are saved>
```

For example:

```
reportrepositoryfolder=C:\\inetpub\\wwwroot\\RSWeb\\reports
```

Further more, this drop folder can be a web accessible folder where the http or https link can be automatically constructed and sent in email for users. To setup this http or https link, add the following line to cloud.property file, save and restart Cloud End Point service:

```
reportrepositoryurl=<http or https link to the drop folder>
```

For example:

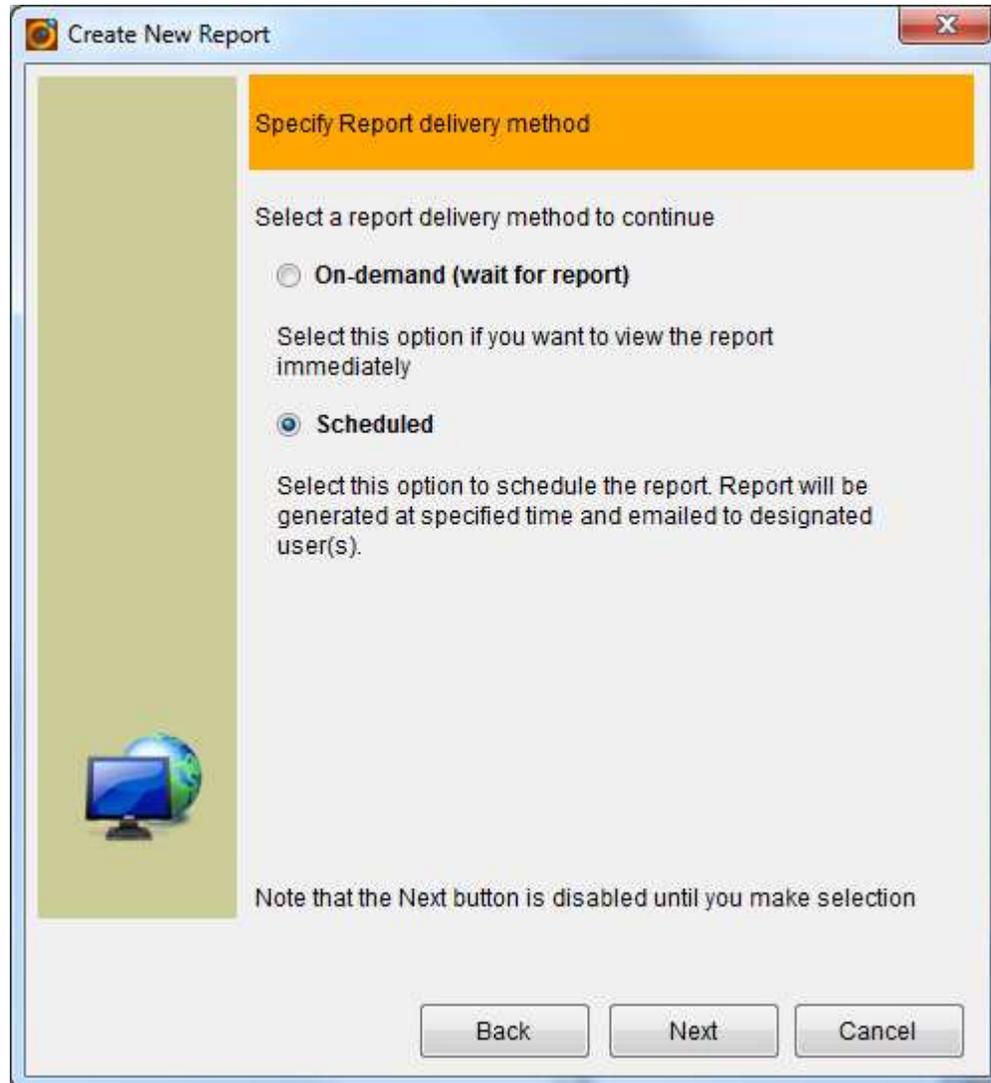
```
reportrepositoryurl=http://rswin7/rsweb/reports
```

Please note, property name is all lower case letters.

The report files saved in the drop folder are not purged by RingStor, please make sure there are enough free space in drop folder.

### 2. Schedule New Report

In RingStor Explorer console, at the step to select delivery method, choose scheduled as shown below:



At the next step of selecting users, select user to receive the email delivery of the report.