

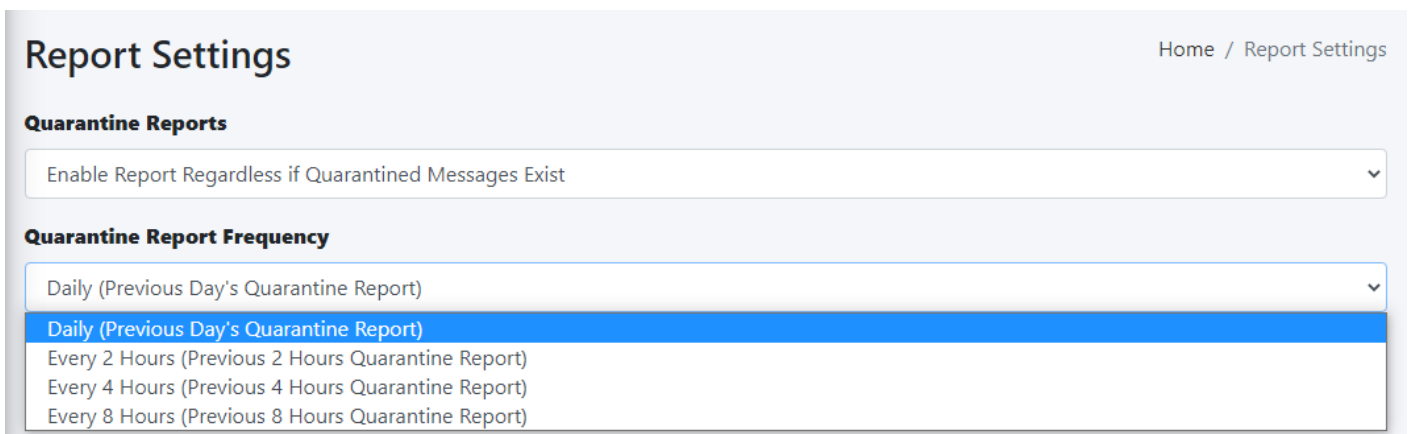
Report Settings

Every night starting at 12:30 a.m., Hermes SEG sends Daily Quarantine Reports to all the recipients in the system. The Daily Quarantine Reports functionality is two fold. First, it provides customized links to the **User Console** for each recipient and a listing of any quarantined messages. This default functionality can be changed by editing the **Report Settings** in the **User Console**.

Enable Quarantine Reports Regardless if quarantined messages exist

By setting this option, Hermes SEG will send a quarantined report on the interval set by the **Quarantine Report Frequency** drop-down. Setting a **Daily** report frequency will generate a report for the previous day's quarantined messages. Setting **Every 2, 4 or 8 Hours Report Frequency** will generate a report for the previous 2, 4 or 8 hours of quarantined messages. If there are no quarantined messages, the report will be empty (**Figure 1**).

Figure 1



The screenshot shows the 'Report Settings' page with a breadcrumb 'Home / Report Settings'. Under the 'Quarantine Reports' section, there is a dropdown menu set to 'Enable Report Regardless if Quarantined Messages Exist'. Below this, the 'Quarantine Report Frequency' section shows a dropdown menu with four options: 'Daily (Previous Day's Quarantine Report)', 'Every 2 Hours (Previous 2 Hours Quarantine Report)', 'Every 4 Hours (Previous 4 Hours Quarantine Report)', and 'Every 8 Hours (Previous 8 Hours Quarantine Report)'. The 'Daily' option is currently selected and highlighted in blue.

Enable Quarantine Reports Only if quarantined messages exist

By setting this option, Hermes SEG will send a quarantined report on the interval set by the **Quarantine Report Frequency** drop-down. Setting a **Daily** report frequency will generate a report for the previous day's quarantined messages. Setting **Every 2, 4 or 8 Hours Report Frequency** will generate a report for the previous 2, 4 or 8 hours of quarantined messages. If there are no quarantined messages, the report will NOT be sent (**Figure 2**):

Figure 2

Report Settings

Home / Report Settings

Quarantine Reports

Enable Report Only if Quarantined Messages Exist

Quarantine Report Frequency

Daily (Previous Day's Quarantine Report)

Daily (Previous Day's Quarantine Report)

Every 2 Hours (Previous 2 Hours Quarantine Report)

Every 4 Hours (Previous 4 Hours Quarantine Report)

Every 8 Hours (Previous 8 Hours Quarantine Report)

Disable Quarantine Reports

By setting this option, Hermes SEG will not send a quarantine report for your email address regardless if quarantined messages exist or not. This option is not recommended unless you have a specific need (**Figure 1**).

Figure 1

Report Settings

Home / Report Settings

Quarantine Reports

Disable Quarantine Reports

Submit

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