

System Center: Configuration Manager

Configuring Email Notification for Configuration Manager Reports



May 5, 2017 by [Jarrett Renshaw MSFT](#) // [1 Comments](#)

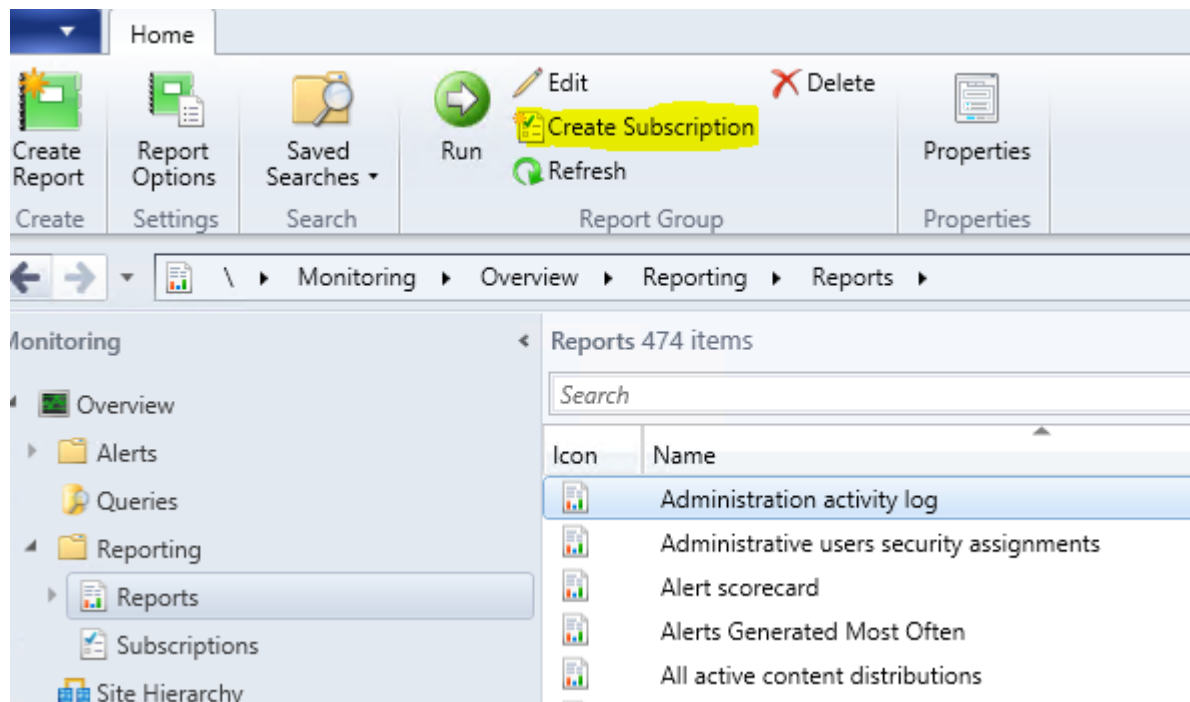
This blog is a step-by-step example for the configuration of email notification for Configuration Manager Reports and well as for deleting the email subscriptions. We will also cover a bit of background changes (like in database & SSRS Config file) when things are implemented.

Introduction


“Email notification of Reports,” as the name suggests, is used to create a notification for any report we need to get on specific time or on repeated intervals. You can get a report link over an email or you can get report itself mailed to you. You can use a local SMTP service or a remote SMTP server or forwarder to support e-mail delivery. If you have access to an existing remote SMTP server, you should consider using it.

Steps to create email subscription

Browse to **Monitoring\Overview\Reporting\Reports** on SCCM console. Select any report for which you want to create email subscription and click on the **Create Subscription** at the top on console as shown below:



When **Create Subscription Wizard** is open, **Report delivered by** will have only one option, **Windows File Share**. You will not see any option for creating **Email Notification**



Subscription Delivery

Subscription Delivery

Subscription Schedule

Subscription Parameters

Summary

Progress

Completion

Create Subscription Wizard

Specify delivery method

Specify the delivery method and delivery properties for this report subscription.

Report delivered by:

Windows File Share

Windows File Share

File Name:

☒ Add file extension when created

Path:

Render Format:

Xml file with report data

User Name:

Password:

Confirm Password:

Overwrite option:

☒ Overwrite an existing file with a newer version

☐ Do not overwrite an existing file

☐ Increment file names as newer versions are added

Description:

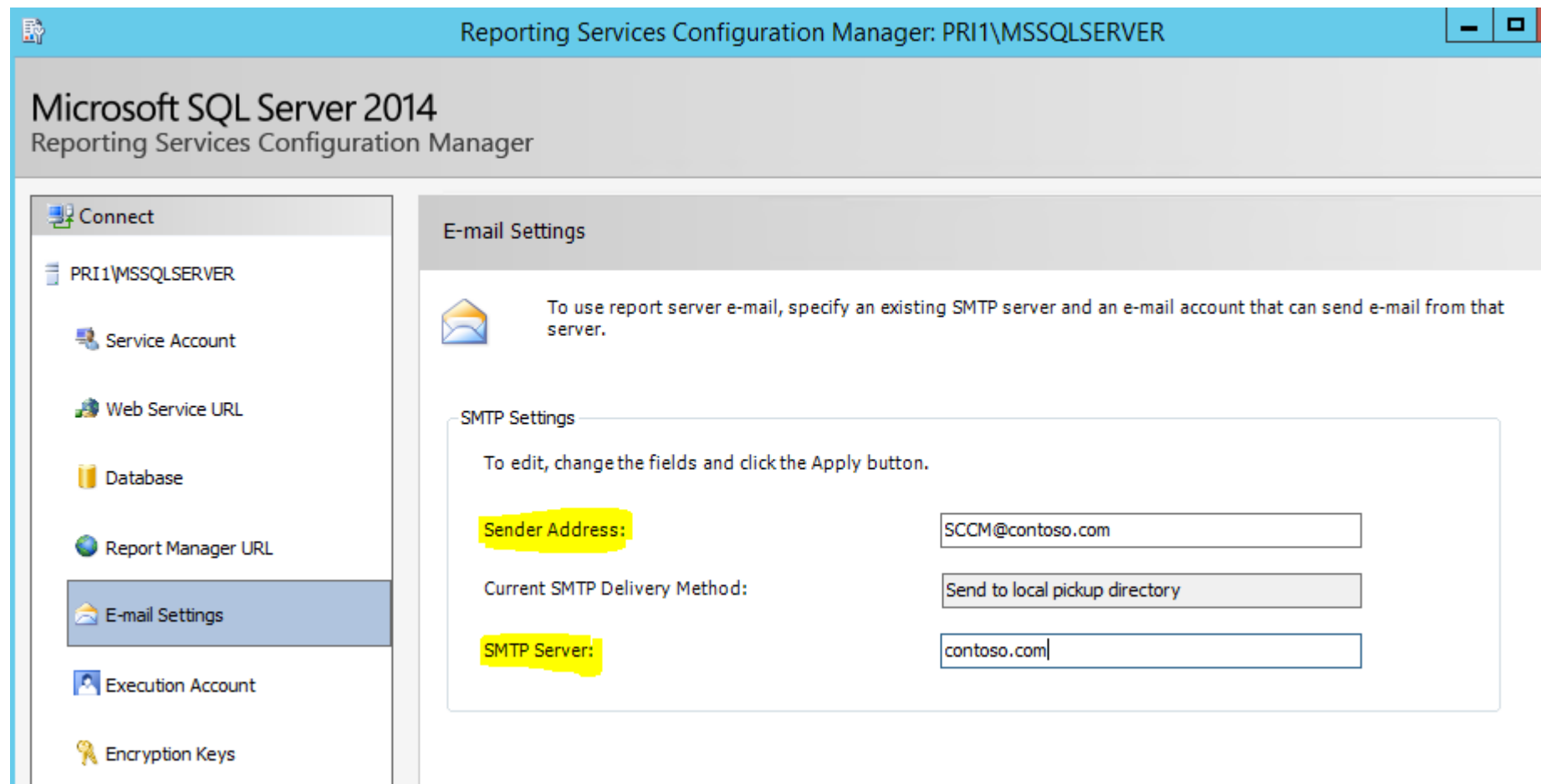
< Previous

Next >

Summary

Cancel

To get **Email** option, we need to configure **SSRS** (SQL Server Reporting Services) first. Open **Reporting Services Configuration Manager** console and go to **E-mail Settings**.



The screenshot shows the Reporting Services Configuration Manager console for the instance PRI1\MSSQLSERVER. The left-hand navigation pane lists several configuration options: Connect, PRI1\MSSQLSERVER, Service Account, Web Service URL, Database, Report Manager URL, E-mail Settings (which is currently selected and highlighted), Execution Account, and Encryption Keys. The main pane displays the E-mail Settings configuration page. At the top, it includes a header 'Microsoft SQL Server 2014 Reporting Services Configuration Manager' and a sub-header 'E-mail Settings'. Below the sub-header is an envelope icon and a descriptive text: 'To use report server e-mail, specify an existing SMTP server and an e-mail account that can send e-mail from that server.' A section titled 'SMTP Settings' contains instructions: 'To edit, change the fields and click the Apply button.' There are three input fields: 'Sender Address:' with the value 'SCCM@contoso.com', 'Current SMTP Delivery Method:' with the value 'Send to local pickup directory', and 'SMTP Server:' with the value 'contoso.com'. The 'Sender Address:' and 'SMTP Server:' labels are highlighted in yellow in the original image.

Reporting Services Configuration Manager: PRI1\MSSQLSERVER

Microsoft SQL Server 2014
Reporting Services Configuration Manager

Connect

- PRI1\MSSQLSERVER
- Service Account
- Web Service URL
- Database
- Report Manager URL
- E-mail Settings**
- Execution Account
- Encryption Keys

E-mail Settings

To use report server e-mail, specify an existing SMTP server and an e-mail account that can send e-mail from that server.

SMTP Settings

To edit, change the fields and click the Apply button.

Sender Address: SCCM@contoso.com

Current SMTP Delivery Method: Send to local pickup directory

SMTP Server: contoso.com

Configure **Sender Address** and **SMTP Server** details, click on **Apply** and I will be configured as shown below:

Service Account

Web Service URL

Database


Report Manager URL

E-mail Settings

Execution Account

Encryption Keys

Scale-out Deployment

 To use report server e-mail, specify an existing SMTP server and an e-mail account that can send e-mail from that server.

SMTP Settings

To edit, change the fields and click the Apply button.

Sender Address:

SCCM@contoso.com


Current SMTP Delivery Method:

Use SMTP server

SMTP Server:

contoso.com

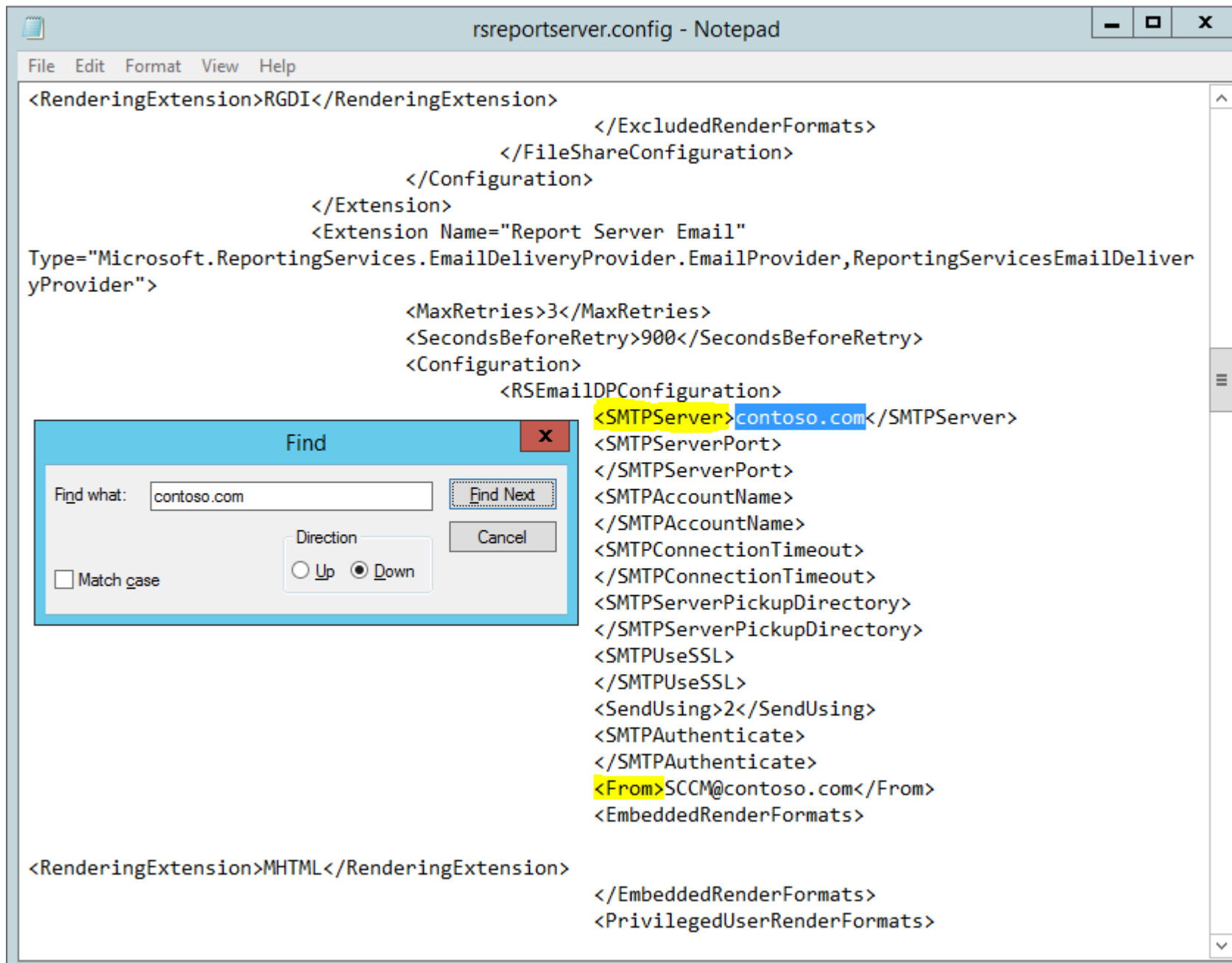
Results

 Apply Sender E-Mail Settings

Your configuration has been updated with your new e-mail information.

When the E-mail Settings are applied, this information will be written into **rsreportserver.config** file which you can find at following location.

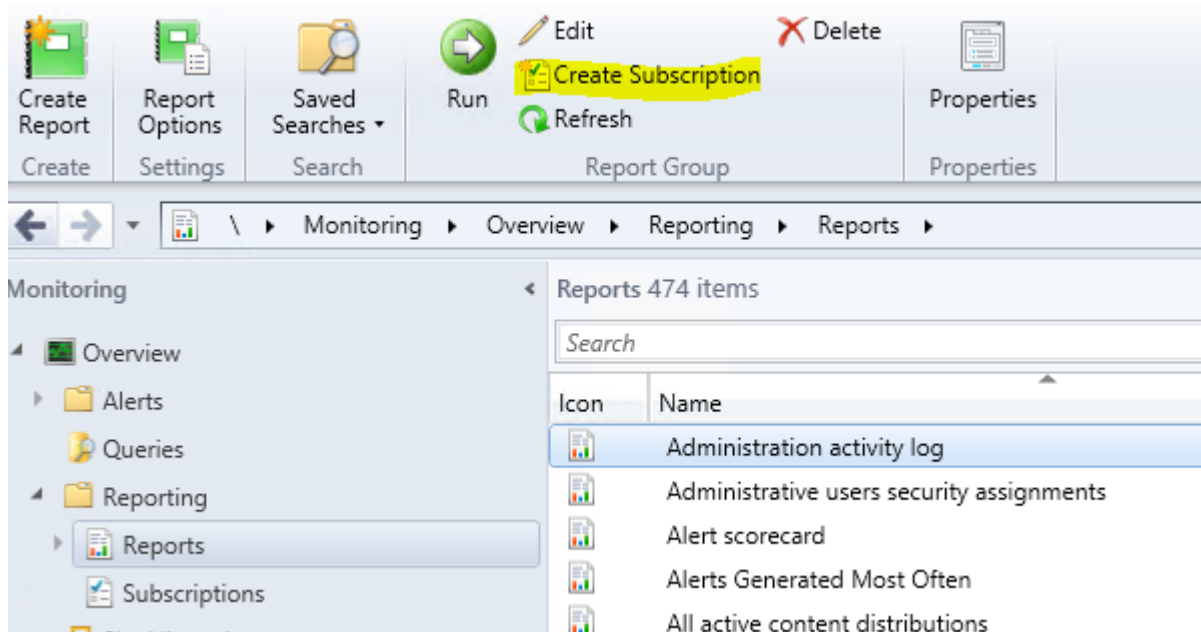
<**Installation Drive:\ProgramFiles\Microsoft SQL Server\MSRS12.MSSQSERVER\Reporting Services\ReportServer**> Value of **MSRS12.MSSQSERVER** will vary as per the version of SQL Server, for example: **MSRS11.MSSQSERVER** If we open this file **rsreportserver.config** and search with the name of our **SMTP Server**, we will find the updated information here, as shown below:




NOTE: Please do not open this file because if you make any irrelevant change by mistake in this file, you will end up messing your SSRS (SQL Server Reporting Services). The only reason to include screenshot is just to share the information for troubleshooting scenarios; for example: you configured the e-

mail settings in SSRS but its not getting reflected or fails to Apply, etc.

Go back to SCCM console and try to create the Subscription again.



Now you will get an option for creating email subscription:

Subscription Delivery

Subscription Delivery

Subscription Schedule

Subscription Parameters

Summary

Progress

Completion

Specify delivery method

Specify the delivery method and delivery properties for this report subscription.

Report delivered by:

Windows File Share

File Name:

E-mail

☒ Add file extension when created


Path:

Render Format:

Xml file with report data

User Name:

Select **Email** and it will appear like below:



Subscription Delivery

Subscription Delivery

Subscription Schedule

Subscription Parameters

Summary

Progress

Completion

Create Subscription Wizard

X

Subscription Delivery

Subscription Schedule

Subscription Parameters

Summary

Progress

Completion

Specify delivery method

Specify the delivery method and delivery properties for this report subscription.

Report delivered by: E-mail

To:

Cc:

Bcc:

Reply-To:

Subject:

Priority: Normal

Comment:

Description:

☐ Include Link

☐ Include Report

Render Format: CSV (Comma delimited)


< Previous


Next >

Summary

Cancel

Now configure the required fields as shown below, also select whether you need just the **Report Link**, **Reports** itself or both as well as the **Report Format**:

Create Subscription Wizard

Subscription Delivery

Subscription Delivery

Subscription Schedule

Subscription Parameters

Summary

Progress

Completion

Specify delivery method

Specify the delivery method and delivery properties for this report subscription.

Report delivered by:

E-mail

To:

test@contoso.com

Cc:

Bcc:

Reply-To:

Subject:

Administration Activity Log Report

Priority:

Normal

Comment:

Description:

☒ Include Link

☒ Include Report

Render Format:

CSV (Comma delimited)

< Previous

Next >

Summary


Cancel

<

III

>

Click **Next** and specify the scheduled as required.



Subscription Schedule

Subscription Delivery

Subscription Schedule

Subscription Parameters

Summary

Progress

Completion

Specify delivery schedule

Specify the delivery schedule for this report subscription.

☐ Use shared schedule:

☒ Create new schedule:

☒ Hourly

☐ Daily

☐ Weekly

☐ Monthly

☐ Once

Run the schedule every:

 hours minutes



Start and end dates (SRS Server local time)


Start time:

Begin on:

☐ Stop on:

Select the parameter **value** for which you need the Report.

Create Subscription Wizard

Subscription Parameters

Subscription Delivery

Subscription Schedule

Subscription Parameters

Summary

Progress


Completion


Specify report parameters

Specify the report parameters to use with this subscription:

Administrative user:	<input type="text" value="All values"/>	Values...
Type:	<input type="text" value="All values"/>	Values...
Date Range:	<input type="text" value="During the last 30 days"/>	Values...

Check the Summary and proceed further.

Create Subscription Wizard✕

Summary

Subscription Delivery

Subscription Schedule

Subscription Parameters

Summary

Progress

Completion

The subscription will be created using these settings.

Details:

Email Delivery Settings

- To: reportuser@contoso.com
- Subject: Administration Activity Log Report
- Include Report: True
- Render Format: CSV (Comma delimited)
- Include Link: True
- Priority: Normal

Hourly Schedule

- Run the schedule every: 1 hours, 0 minutes

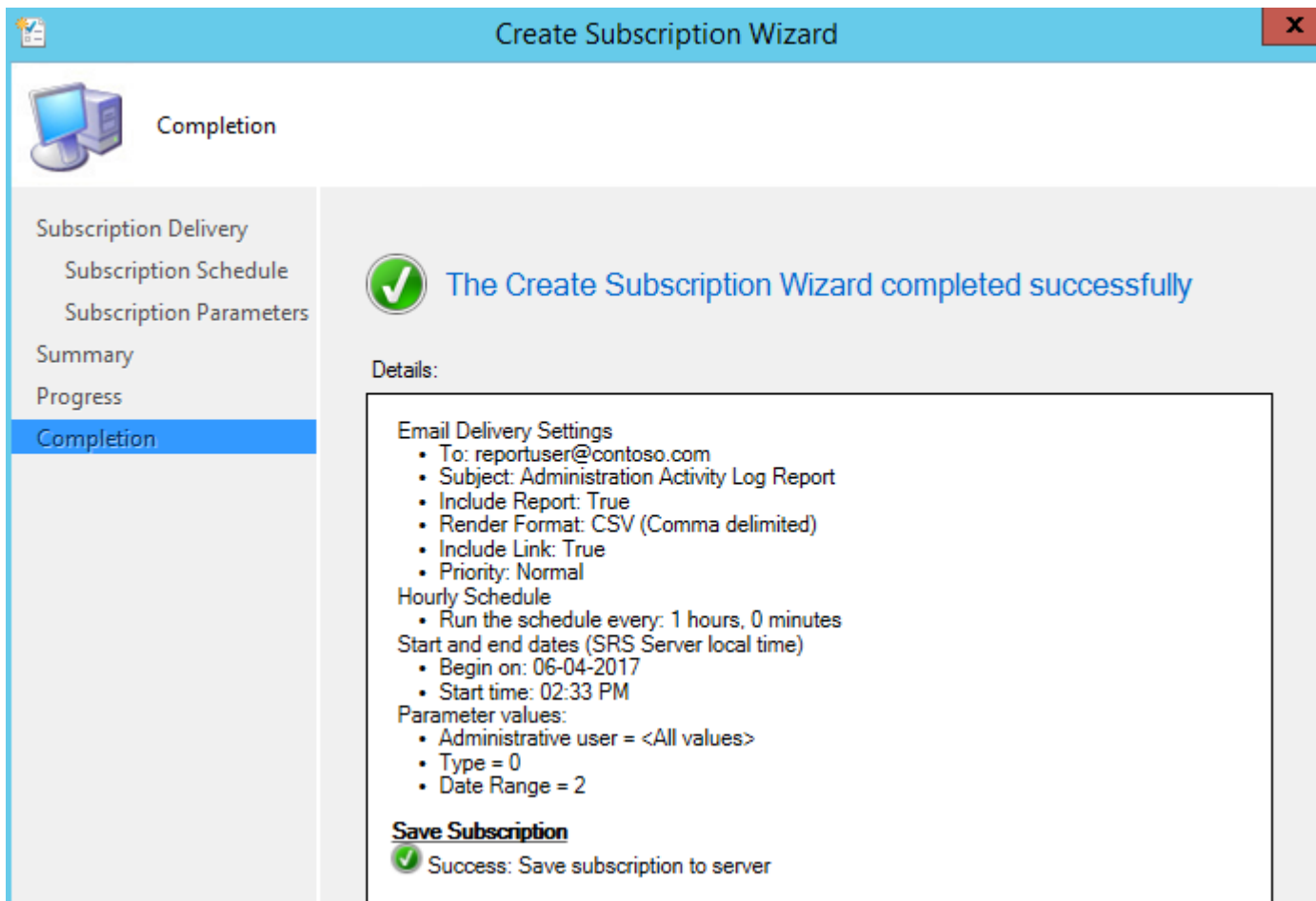
Start and end dates (SRS Server local time)

- Begin on: 06-04-2017
- Start time: 02:33 PM

Parameter values:

- Administrative user = <All values>
- Type = 0
- Date Range = 2

Complete the Setup and its done.



If you enable the Verbose logging for SCCM Console, you see the below information in logs. I have copied only few lines and highlighted the important once. You can see the following highlighted information:

1. Report Name
2. Available delivery extension
3. Parameters you selected for Report
4. DoWork and RunWorkerComplete steps.

SMSAdminUI.log XML loaded from C:\Program Files (x86)\Microsoft Configuration Manager\AdminConsole\XmlStorage\Forms\createreportsubscriptionwizard.xml

[PRI1.contoso.local] : Retrieving report parameters for [/ConfigMgr_PRI/Administrative Security/Administration activity log].

[PRI1.contoso.local] : Found delivery extension [Report Server FileShare].

[PRI1.contoso.local] : Found delivery extension [Report Server Email].

[ParameterPresenter] Retrieving parameters for report [Administration activity log].

[ParameterPresenter] Loading parameters for report [/ConfigMgr_PRI/Administrative Security/Administration activity log].

[PRI1.contoso.local] : Retrieving report parameters for [/ConfigMgr_PRI/Administrative Security/Administration activity log].

[ParameterControl] [admin]: Initializing default values.

[ParameterControl] [admin]: Adding parameter value [<All values>] to the list of values.

[ParameterControl] [type]: Initializing default values.

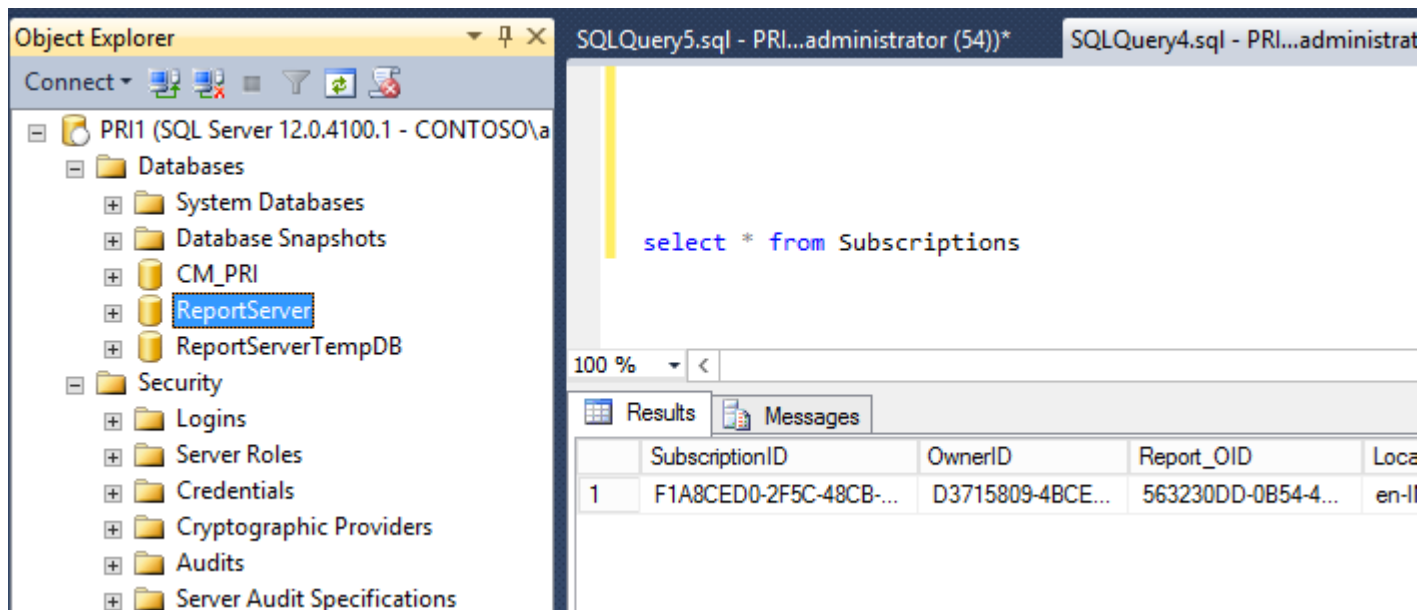
[ParameterControl] [type]: Adding parameter value [0] to the list of values.

[ParameterControl] [DateRange]: Initializing default values.

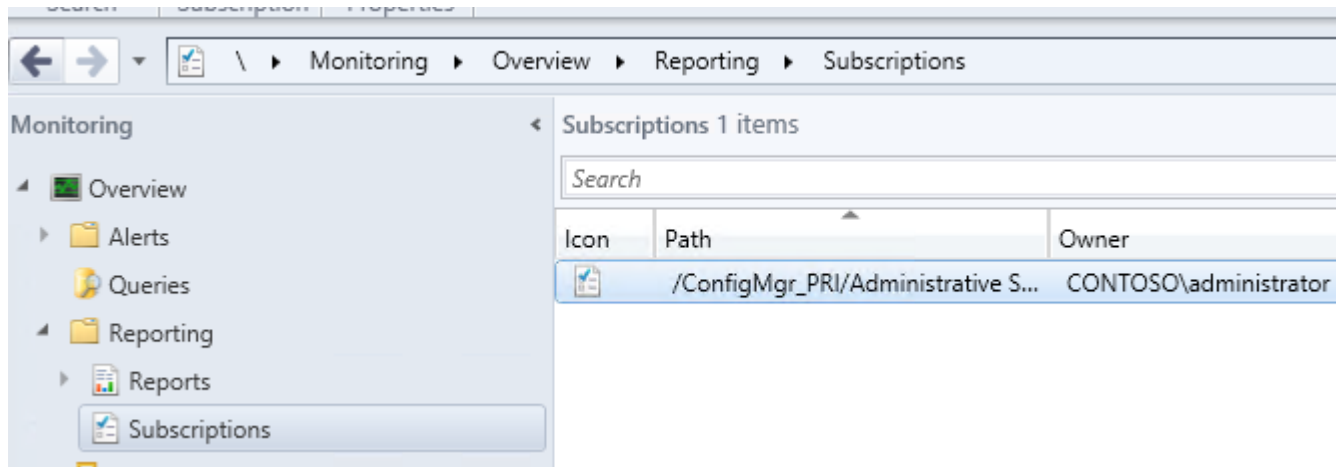
backgroundWorkerPostApply_DoWork

backgroundWorkerPostApply_RunWorkerCompleted

This new Subscription info will be inserted in Report Server Database with a unique **SubscriptionID** You can verify the same by running the query *Select * from Subscriptions* in Report Server Database as shown below:



Browse to **Monitoring\Overview\Reporting\Subscriptions** to check the Subscription you created.



You can also make any changes to the subscription you created by going into the **properties** of the same.

The screenshot shows a Windows-style dialog box titled "Report Subscription Properties" with a close button (X) in the top right corner. It has three tabs: "Subscription Delivery" (selected), "Subscription Parameters", and "Subscription Schedule". Below the tabs, a text label reads "Specify the delivery method and delivery properties for this report subscription." The form contains several fields: "Report delivered by:" is a dropdown menu set to "E-mail"; "To:" is a text box containing "reportuser@contoso.com"; "Cc:", "Bcc:", and "Reply-To:" are empty text boxes; "Subject:" is a text box containing "Administration Activity Log Report"; "Priority:" is a dropdown menu set to "Normal"; "Comment:" and "Description:" are text areas with vertical scroll bars; "Include Link" and "Include Report" are checked checkboxes; and "Render Format:" is a dropdown menu set to "CSV (Comma delimited)". At the bottom are "OK", "Cancel", and "Apply" buttons.

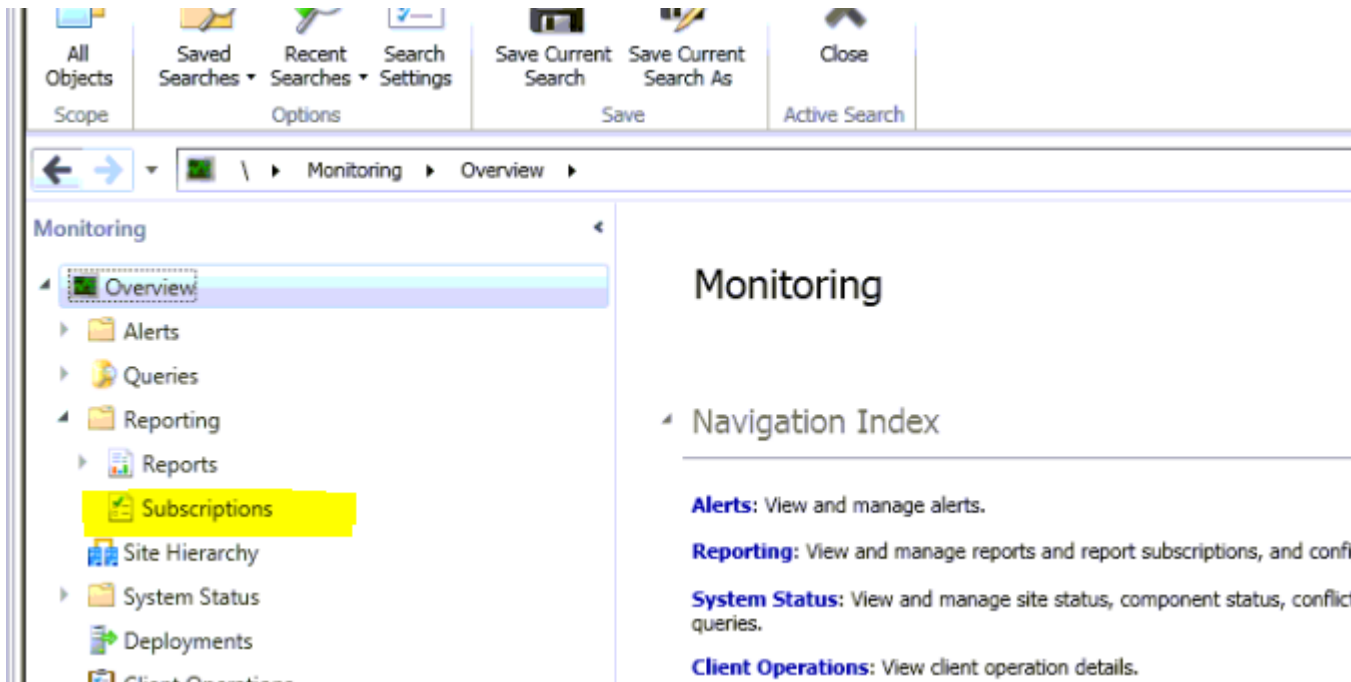
Property	Value
Report delivered by:	E-mail
To:	reportuser@contoso.com
Cc:	
Bcc:	
Reply-To:	
Subject:	Administration Activity Log Report
Priority:	Normal
Comment:	
Description:	
Include Link	<input checked="" type="checkbox"/>
Include Report	<input checked="" type="checkbox"/>
Render Format:	CSV (Comma delimited)

Now you can receive Configuration Manager Reports on emails as scheduled automatically.

Steps to remove email subscription

The purpose of additionally including this step is simply to save you from console crash issue. It appears very simple to delete the subscriptions and it is, but it must be done in correct order as specified below. 1. Delete the subscriptions from SCCM Console 2. Delete the Email Settings from SSRS

Reason: If you will delete the Email Settings from SSRS first, then every time when you will click on **Subscription** at Configuration Manager Console, it will crash.



Then you must either reconfigure the **Email Settings** in SSRS or you must manually delete all the existing **Subscriptions** from Report Server Database to resolve the Configuration Manager Console crash issue. So, its better to follow the correct steps. Hope this helpful to you. Happy Learning!

Additional Information

Configure a Report Server for E-Mail Delivery (SSRS Configuration Manager) [https://msdn.microsoft.com/en-us/library/ms159155\(v=sql.120\).aspx](https://msdn.microsoft.com/en-us/library/ms159155(v=sql.120).aspx)



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