How to Schedule Reports for Top Email Senders and Receivers

Email Audit & Management · https://gatlabs.com/knowledge/tech-tips/how-to-schedule-reports-for-top-email-senders-and-receivers/

How to Schedule Reports for Top Email Senders and Receivers

This post will show you how GAT+ can generate a report of all email activity for each user.

The report can be scheduled daily, weekly, or monthly and will be generated in the form of a spreadsheet that can be sorted by the desired column.

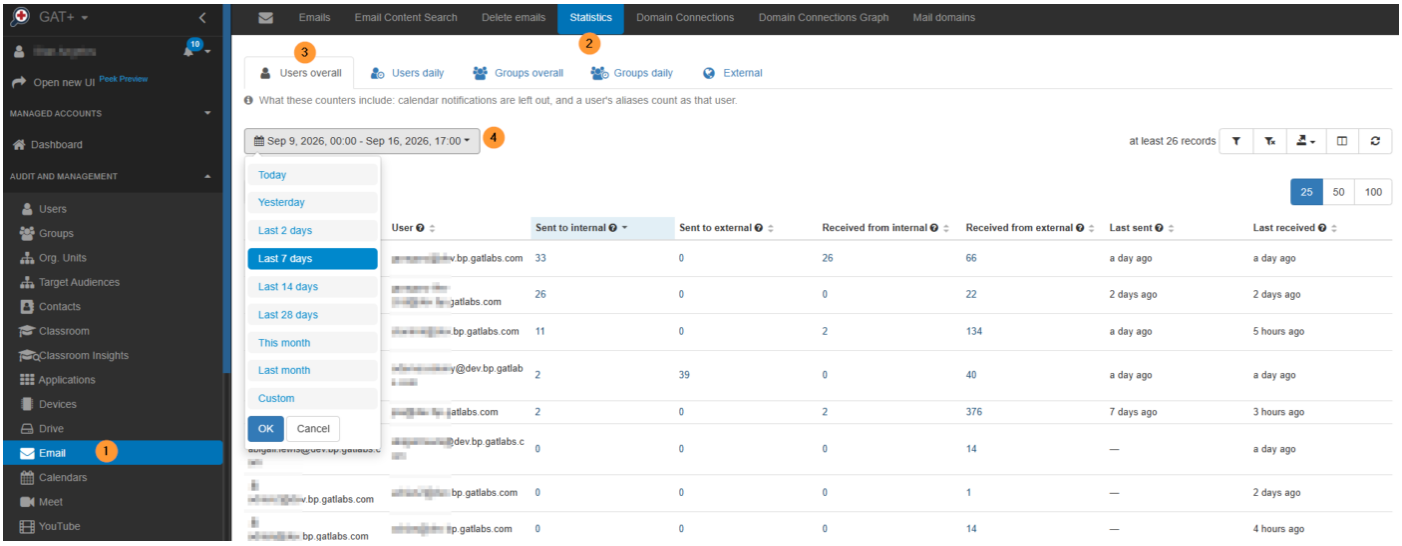
The report will cover both internal and external emails.

Find emails statistics

Navigate to **Email > Statistics**

From the sub-menu, select **Users overall**

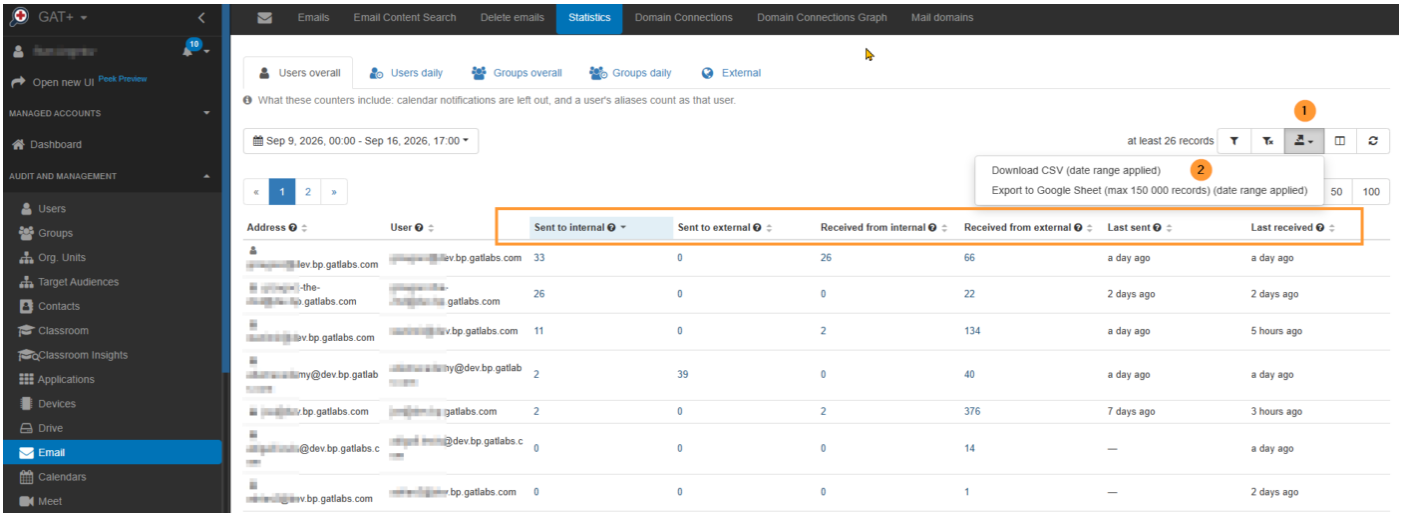
Select the **Time range** (4) you want to see. Filter by a specific time frame as you wish.



This will be overall stats for all users of the domain and the number of emails sent to "internal/external or received" and "from internal/external", etc.

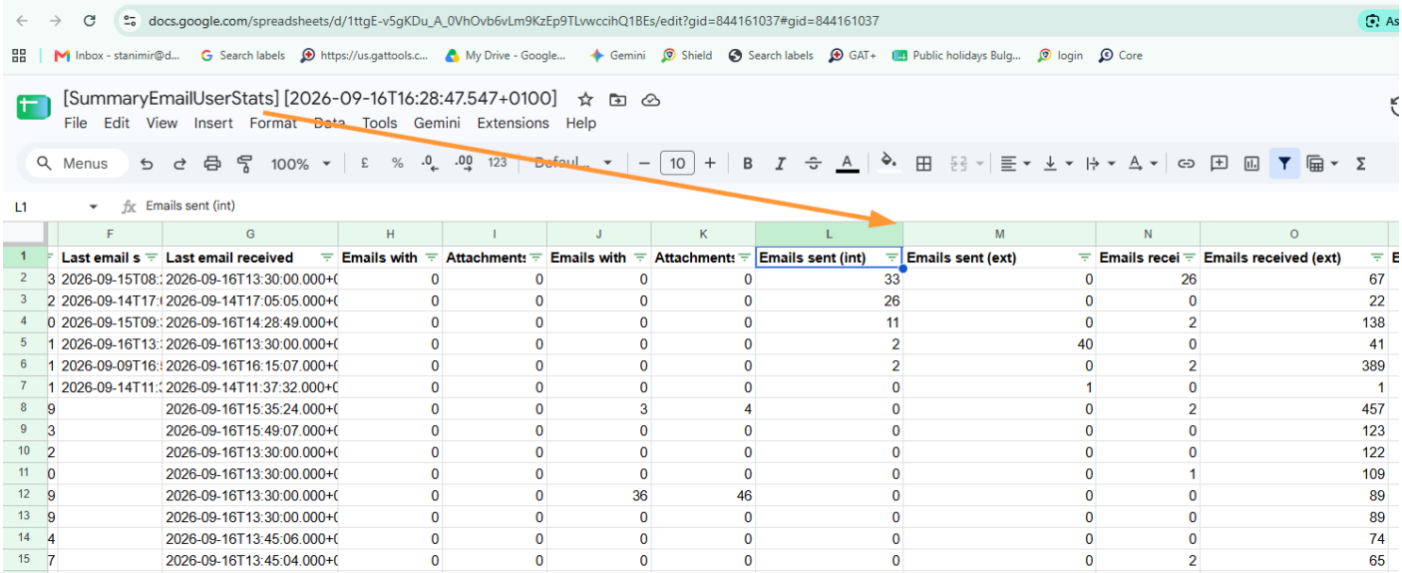
Export data

This data can be easily **exported into CSV or a Google spreadsheet**, where simply **filtered by** the top user: "**sent to internal, sent to external, received from internal, or received from external etc.**



Additionally, of course, different filters can be applied.

The data exported will include the data.

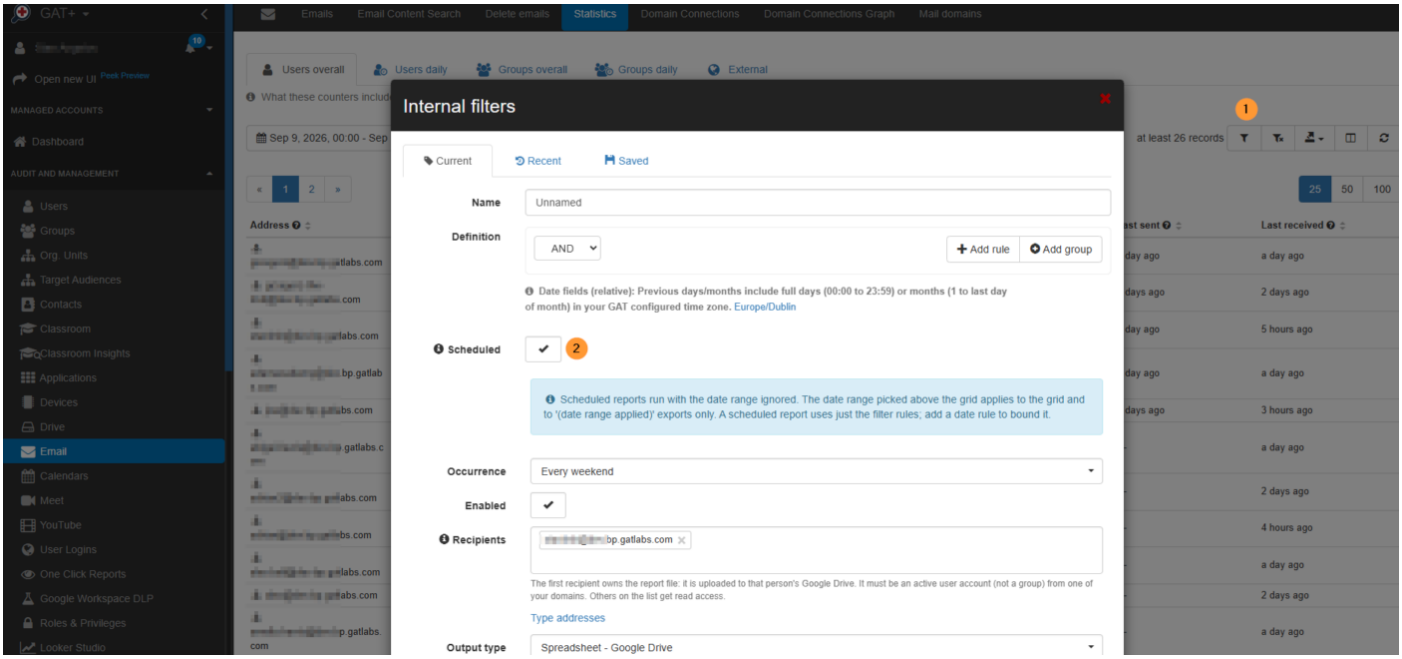


Scheduled report

Apply a filter and set it up as a scheduled report.

> **IMPORTANT:** Scheduled reports run with the date range ignored. The date range picked above the grid applies to the grid and to '(date range applied)' exports only. A scheduled report uses just the filter rules; add a date rule to bound it.

- Select **Scheduled -** extra options will be displayed
- Select **Occurrence** - pick a time when you want the report to run
- Select **Enabled -** enable the report
- Select any additional actions on the report
- **Apply & Schedule** - click to schedule the report



The occurrence has a few options.

- Once now
- Daily
- Weekly
- Monthly
- Custom

As the **scheduled report date range is ingested**, you **can pick the data here for the report**

Result

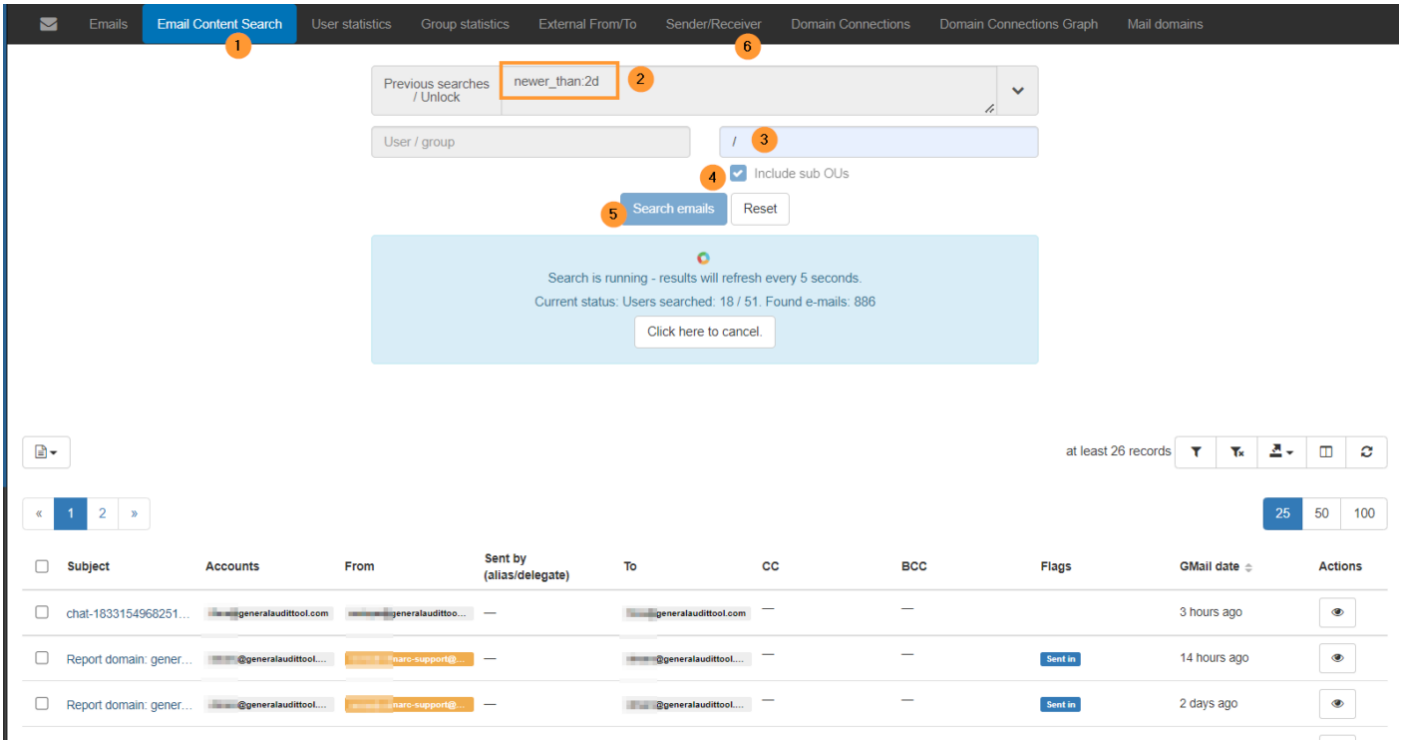
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Top emails - by Email Content Search

There is also another way to find Top Email sender and receivers.

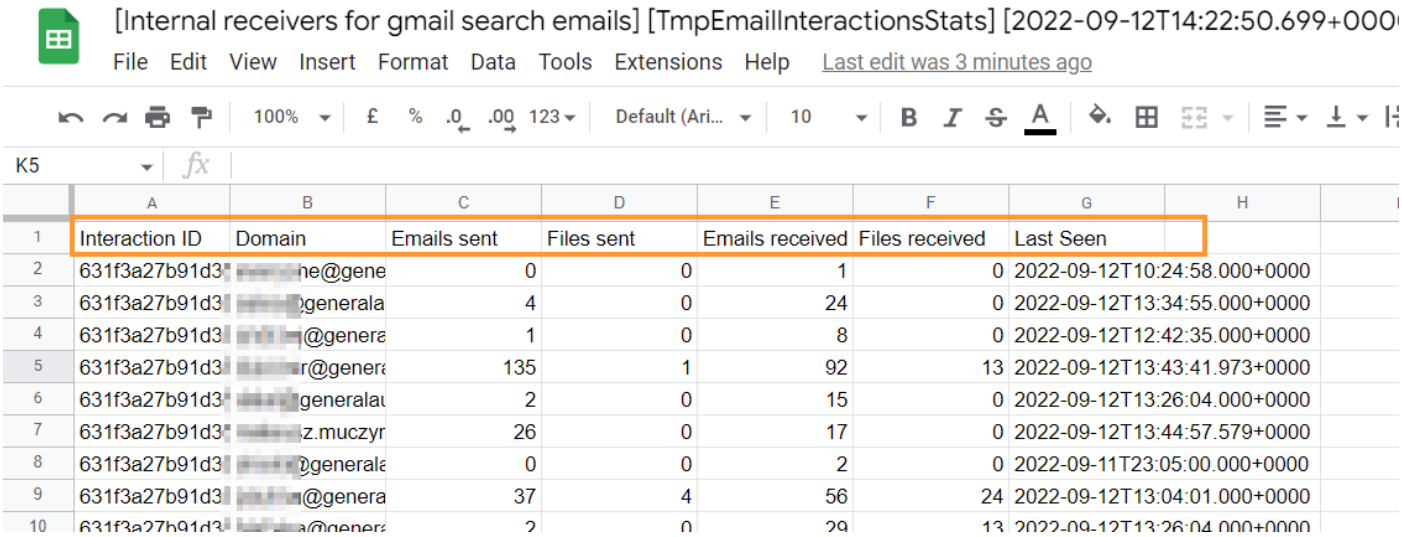
In ***Email audit -*** select '***Email Content search***', (this is a real-time Gmail search). In this example, we are searching for all emails in our domain ***"/" including sub-OUs.***

We search for emails 'newer_than:2d' - Admin can use any other search parameter (examples from the same line 'small arrow on the right-hand side')



Select '***Search emails***' this will start a search. When the result is displayed simply **click** on the "***Sender/Receiver***" tab from the top bar.

Here an Admin can sort each of the fields. See **top Internal and External Email senders and receivers** on your domain. Each of the tables can be exported into a spreadsheet.


[Internal receivers for gmail search emails] [TmpEmailInteractionsStats] [2022-09-12T14:22:50.699+000

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	A	B	C	D	E	F	G	H
1	Interaction ID	Domain	Emails sent	Files sent	Emails received	Files received	Last Seen	
2	631f3a27b91d3	[redacted]ne@gene	0	0	1	0	2022-09-12T10:24:58.000+0000	
3	631f3a27b91d3	[redacted]generala	4	0	24	0	2022-09-12T13:34:55.000+0000	
4	631f3a27b91d3	[redacted]@genera	1	0	8	0	2022-09-12T12:42:35.000+0000	
5	631f3a27b91d3	[redacted]r@genera	135	1	92	13	2022-09-12T13:43:41.973+0000	
6	631f3a27b91d3	[redacted]generalau	2	0	15	0	2022-09-12T13:26:04.000+0000	
7	631f3a27b91d3	[redacted]z.muczyn	26	0	17	0	2022-09-12T13:44:57.579+0000	
8	631f3a27b91d3	[redacted]generala	0	0	2	0	2022-09-11T23:05:00.000+0000	
9	631f3a27b91d3	[redacted]@genera	37	4	56	24	2022-09-12T13:04:01.000+0000	
10	631f3a27b91d3	[redacted]	2	0	29	13	2022-09-12T13:26:04.000+0000	

This is very useful if, for example, your managers want a list of all emails sent and received by your users in a certain period of time. To see who received and sent what amount of emails.