Report on Non-Updated Google Sites in any given time

Drive Audit & Management · https://gatlabs.com/knowledge/tech-tips/report-on-non-updated-google-sites-in-any-given-time/

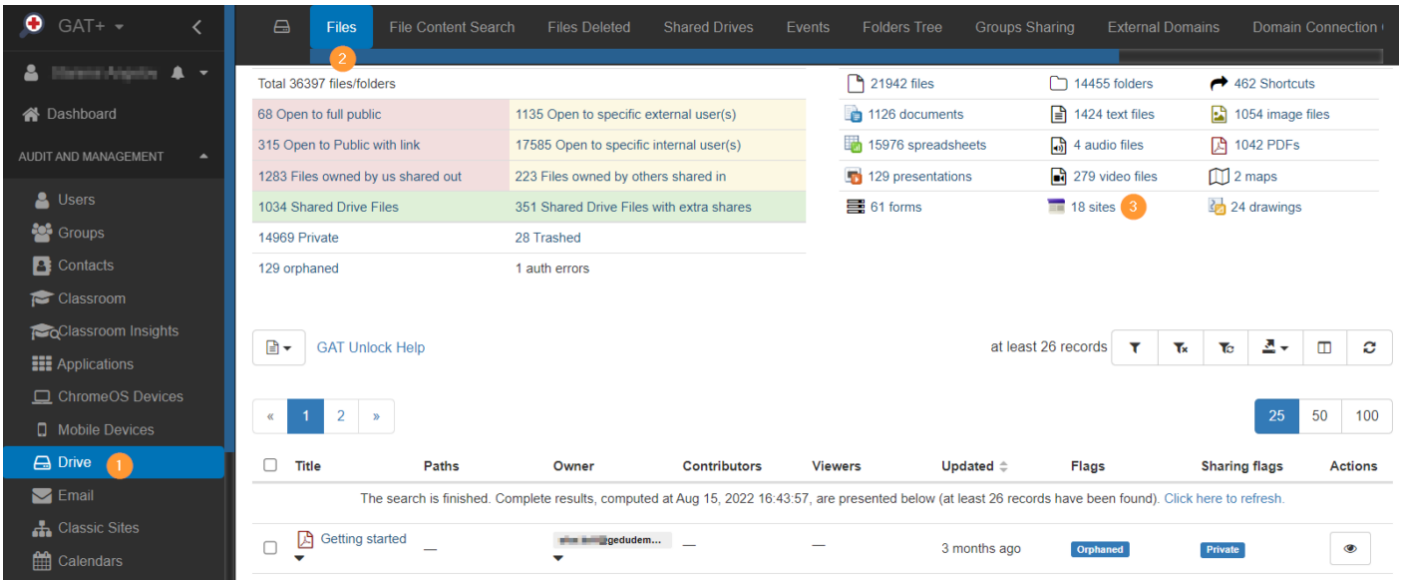
Google Sites Audit and Management

With GAT+ you can automatically update Google Site users if they are not updated in 90 days.

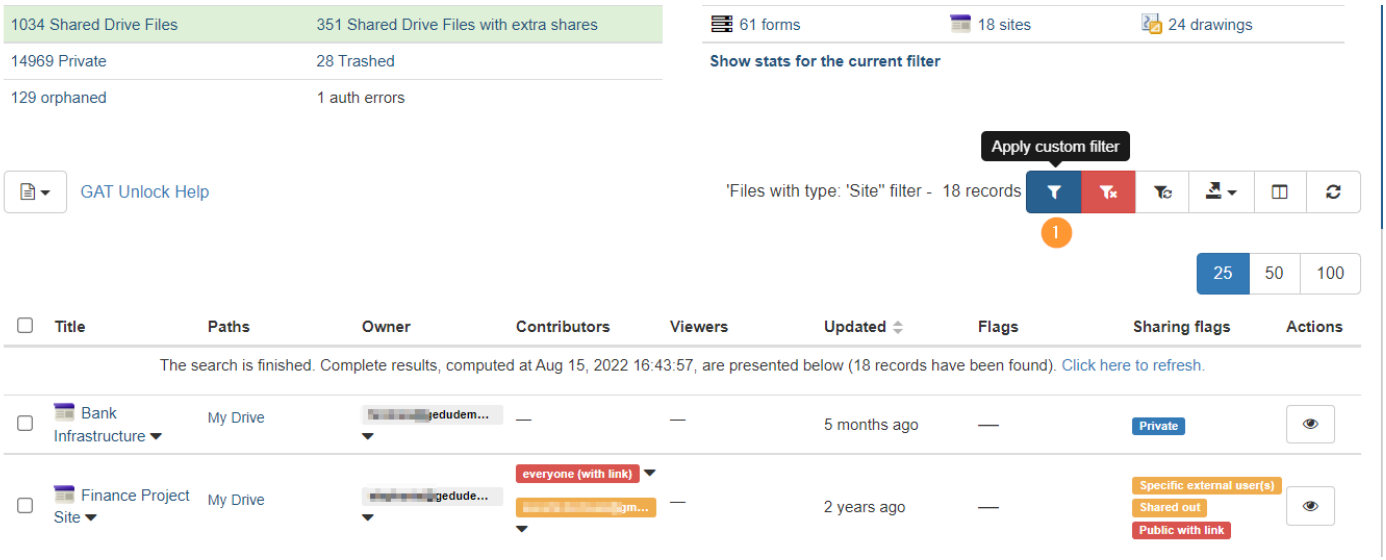
Audit Google Sites

In GAT+ under the Drive Audit section (1) under the Files Tab (2), you can see all **Google Sites** in the domain by clicking on the one-click table at the top right under "Sites" (3)

Navigate to **GAT+ > Drive > Files**



The screen below shows the filter being applied given that the funnel icon activates and turns colour blue (1)



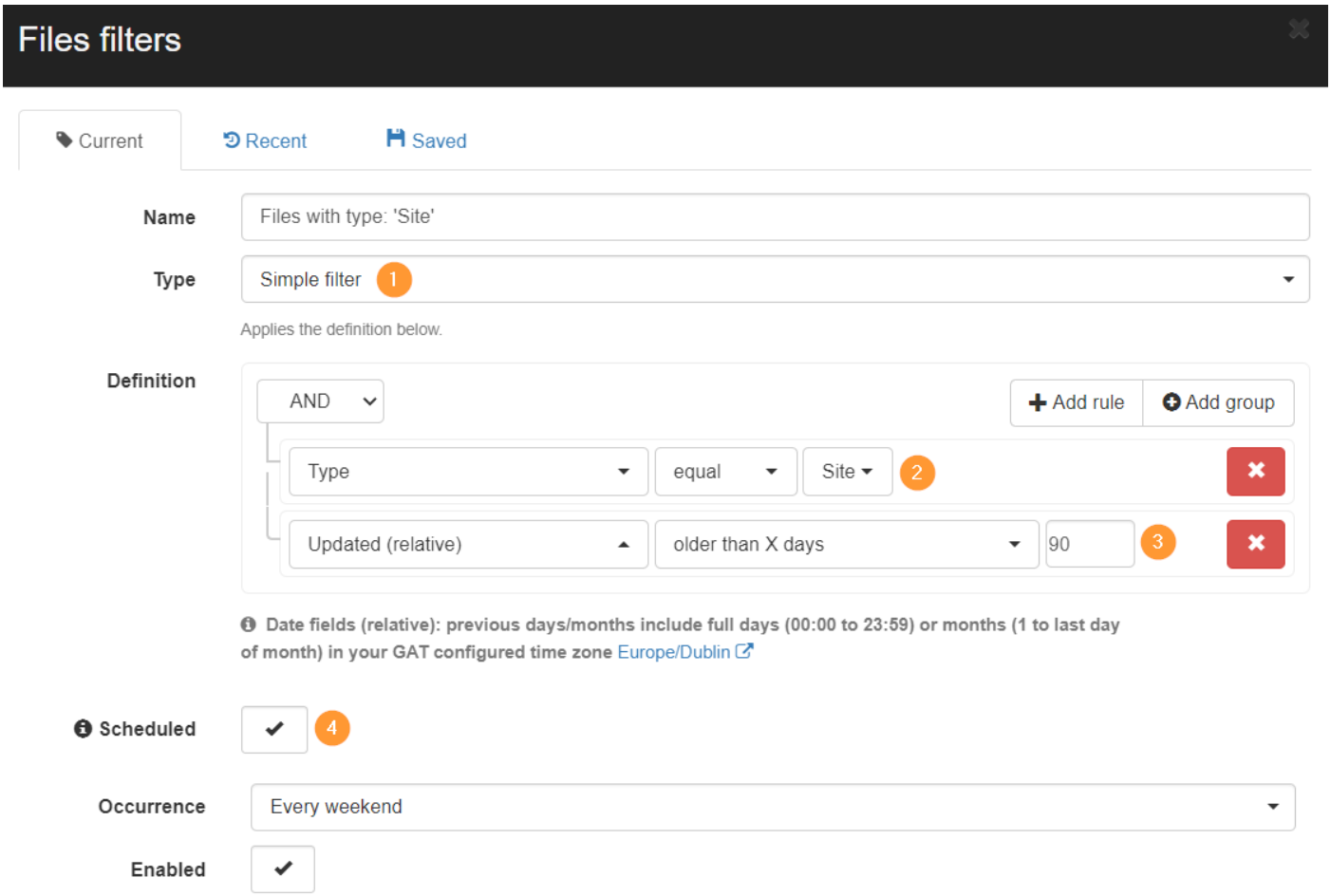
Schedule weekly report

When you click the blue funnel icon, you will see the filter applied and you can add a rule to identify any updated file in any given time, in the example below you can see the filter will return files older than 90 days (3)

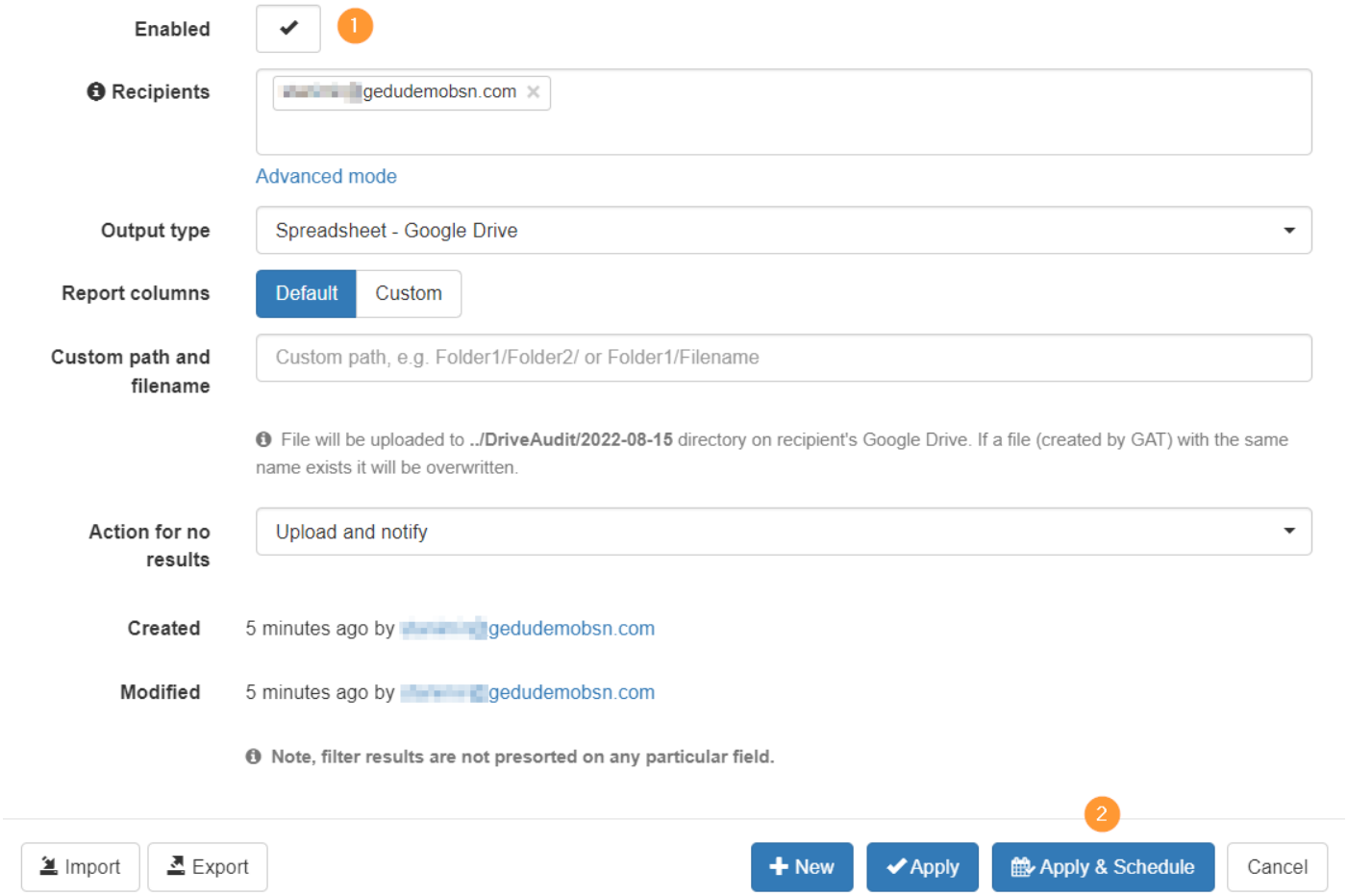
Definition AND

+ Add rule

- **Type>equal>Site**
- **Updated (relative)> older than X days> (90)**



- **Scheduled (4)** - set up as scheduled report
- **Occurrence** - select when the report to run
- **Enabled (1)** - Make sure the box is checked ()



- **Click Apply and schedule to run the report.**

Scheduled Report Results

This will show all Google Sites and if they were NOT updated in the last 90 days (OR older than 90 days).

NOTE: When the report is generated it "**will go 90 days back**", and **every weekend (the report) will move forward**, so again for the **last 90 days** - from this week and onwards.

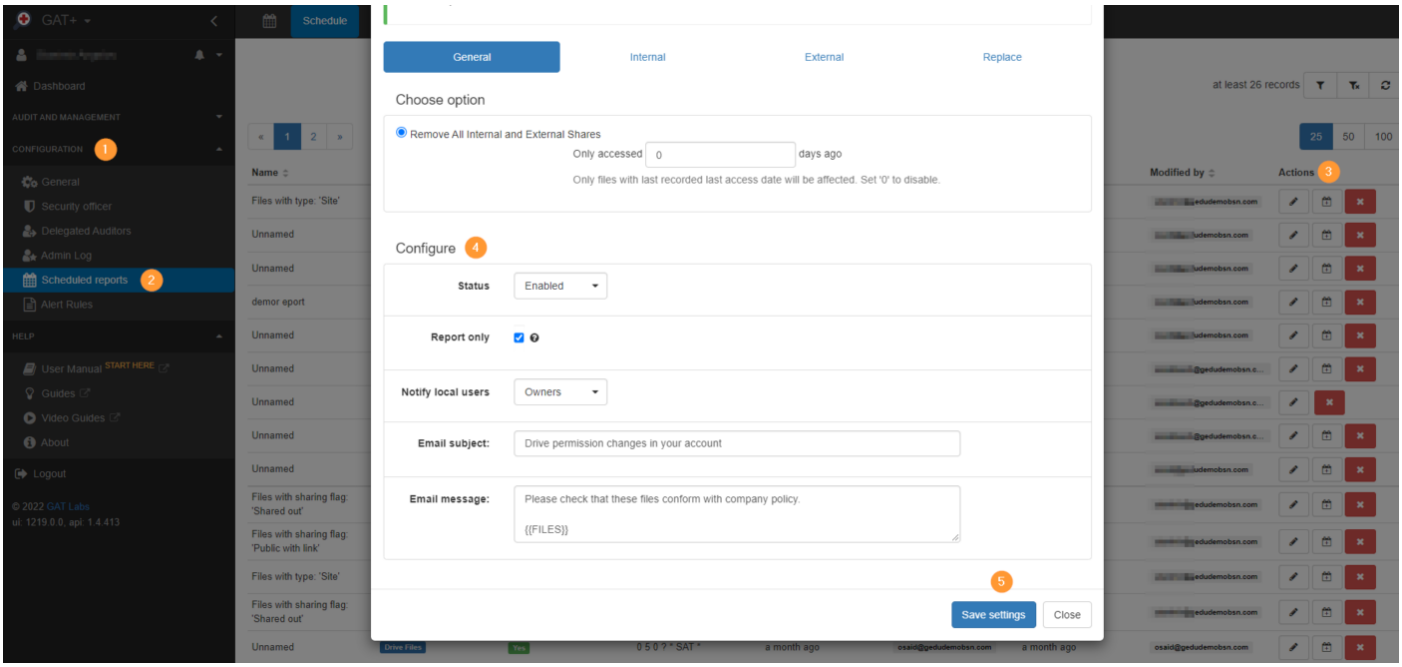
Editing Scheduled Report

On the report then you can take further action and auto-send email to the users that the site is not being updated for example etc.

Navigate to **GAT+ Configuration (1)> Scheduled report(2) > Find the 'Site' report > Job Action Edit (under Actions) (3)> Configure (4)>Save Settings (5)**

In the 'Configure' section, fill in the details:

- **Status** - Enabled
- **Report only** - report only without taking the actions above - **IMPORTANT**
- **Notify local users** - owners
  - Email Subject
  - Email Message



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