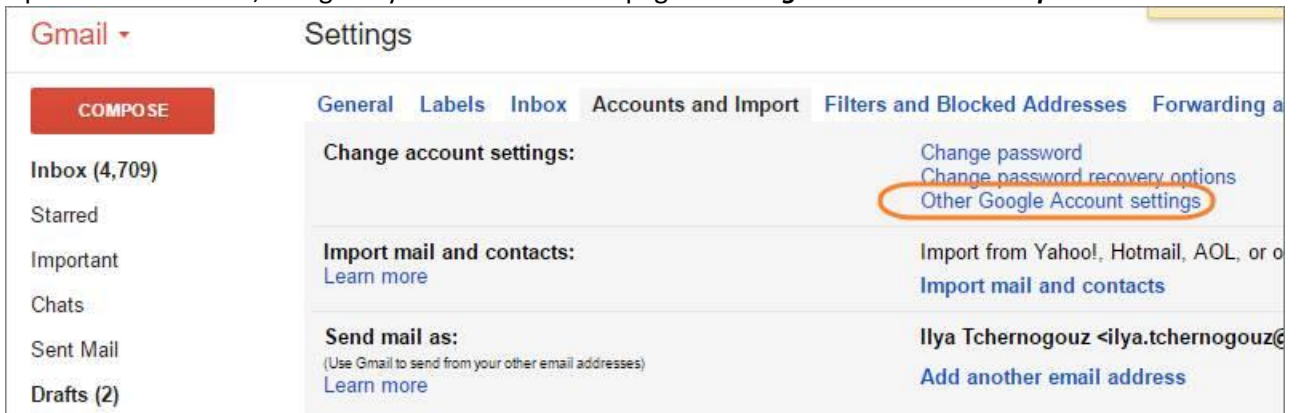


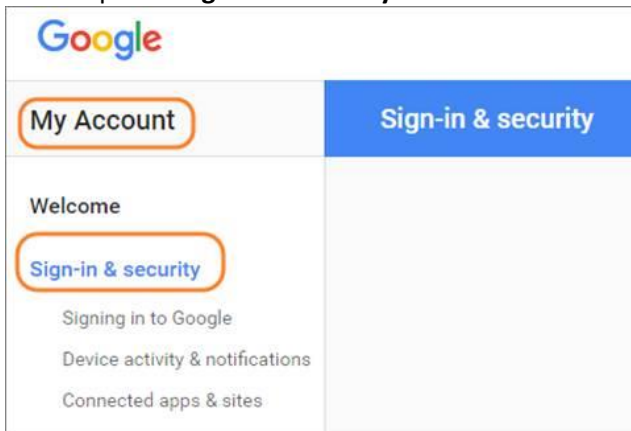
## Dream Report® Tech Note – April 24, 2017 Using a Gmail Account for Emailing Reports in Dream Report

If using a Gmail email account for sending reports in Dream Report, Gmail’s security settings need to be configured to allow for a third-party client (like Dream Report) to send out emails.

1. Open a web browser, and go to your Gmail account page – **Settings > Accounts and Import**:



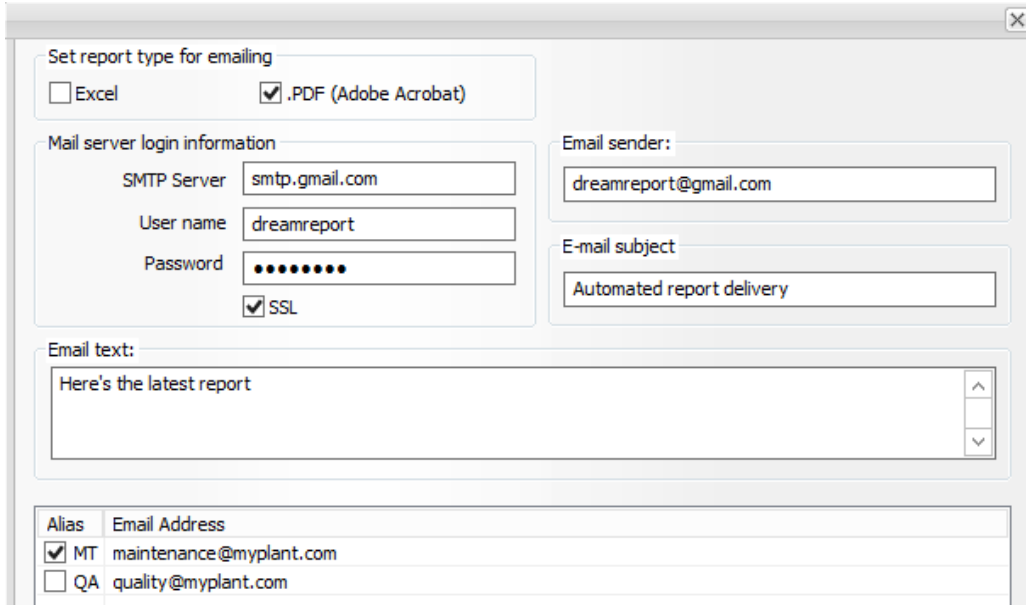
2. Select option “Sign-in & security”:



3. Scroll to the bottom of the page and activate the option “Allow less secure apps”:



- In the Dream Report report's Email settings (*Report Settings > Report File Format > Email*), make sure to use the specific SMTP server address for Gmail - typically, **smtp.gmail.com**, and with **SSL** checked:



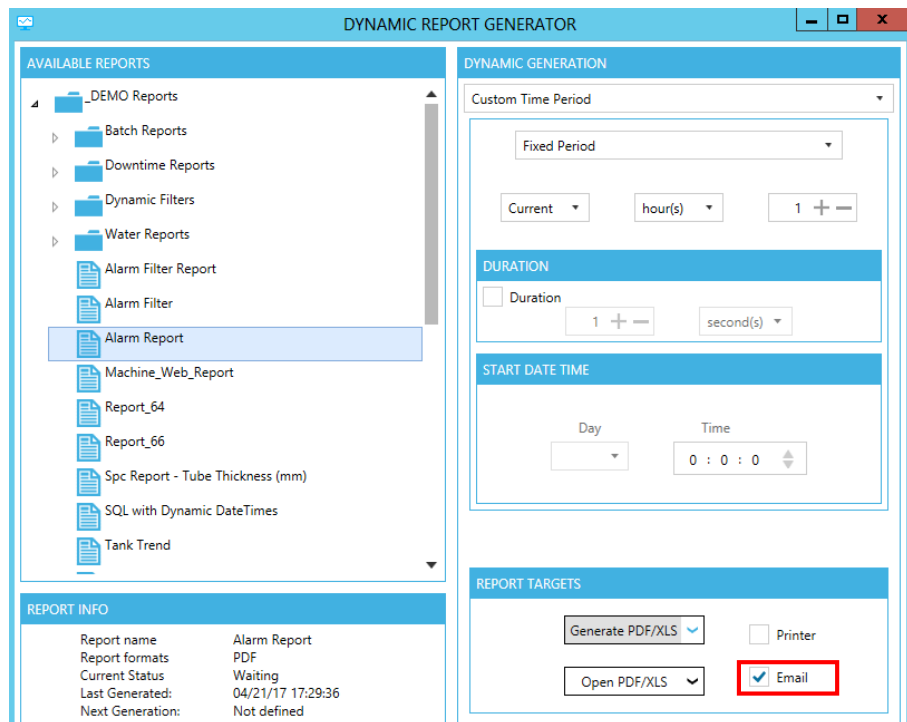
The screenshot shows a dialog box titled "Set report type for emailing" with the following fields and options:

- Set report type for emailing:**
  - Excel
  - .PDF (Adobe Acrobat)
- Mail server login information:**
  - SMTP Server:
  - User name:
  - Password:
  - SSL
- Email sender:**
- E-mail subject:**
- Email text:**
- Alias/Email Address table:**

Alias	Email Address
<input checked="" type="checkbox"/> MT	maintenance@myplant.com
<input type="checkbox"/> QA	quality@myplant.com

- Any auto-generated report(s) in a project configured for emailing will now be able to use a Gmail account for sending emails.

**NOTE:** If manually testing report generation using the Dream Report *Runtime Management Console* (RMC), emails will not be sent (even if configured for a specific report.) If you wish to test report generation with email, make sure to use the *Dynamic Report Generator* (DRG), which can be launched from the RMC. When selecting a report to generate, click the "Email" option before generating the report:



The screenshot shows the "DYNAMIC REPORT GENERATOR" interface with the following sections:

- AVAILABLE REPORTS:** A tree view showing folders like "\_DEMO Reports", "Batch Reports", "Downtime Reports", "Dynamic Filters", "Water Reports", and individual reports like "Alarm Report", "Machine\_Web\_Report", "Report\_64", "Report\_66", "Spc Report - Tube Thickness (mm)", "SQL with Dynamic DateTimes", and "Tank Trend".
- REPORT INFO:**

Report name	Alarm Report
Report formats	PDF
Current Status	Waiting
Last Generated:	04/21/17 17:29:36
Next Generation:	Not defined
- DYNAMIC GENERATION:**
  - Custom Time Period:** Fixed Period, Current, hour(s), 1
  - DURATION:**  Duration, 1, second(s)
  - START DATE TIME:** Day, Time: 0 : 0 : 0
  - REPORT TARGETS:**
    - Generate PDF/XLS  Printer
    - Open PDF/XLS  Email