

# Using the scheduler in LUCY

## Background info

LUCY allows you to schedule a campaign. Those mechanisms allow you to build an intelligent phishing campaign with multiple rules, testing user awareness in different scenarios and also different time periods. This might keep the security awareness at a high level if users know that the company performs sample phishing tests on a small group of random users over a long period.

## Where to find the scheduler

The scheduler can be configured within each campaign in the left navigation menu:



## Scheduler settings

LUCY comes with scheduler rules and new with a scheduler plan that allows you to verify the existing rules. Please use the following configuration tutorial to setup your scheduler:

**Step 1:** Preparation. The scheduler uses the local time & time zone. Therefore, you should make sure, that you have [set the correct time & time zone](#) before working with scheduler rules.

**Step 2:** [Add Recipients](#) to your campaign (lets say you have 2 scenarios and 1 recipient group, and then add the 1 group to both scenarios, the 1 group then will get a separate message for each scenario). If you want to distribute your 1 recipient group over multiple scenarios (so a recipient will only get 1 message for one of the both scenarios), you need to click on the checkbox "distribute users over the selected scenarios":

Home / Campaigns / MAIL ONLY / Recipients / Add Group

## MAIL ONLY

Campaign Status: Not Started ▶

[Summary](#)  
[User Settings](#)  
[Statistics](#)  
**[Recipients](#)**  
[Base Settings](#)  
[Custom Fields](#)  
[Schedule](#)  
[Awareness](#)  
[Reports](#)  
[Supervision Log](#)  
[Message Log](#)

Group: Test

Search:  Search Reset

<input checked="" type="checkbox"/>	E-mail/Phone	Name	Language	Staff	Location	Division	Comment	Last Tested
<input checked="" type="checkbox"/>	info@lucysecurity.com	Test	N/A	N/A	N/A	N/A	N/A	N/A

Mapping: Campaign + Awareness

☐ Distribute users over selected scenarios. ⓘ

Scenarios:  
☐ Select All  
☐ DEMO (File-Based)  
☐ Test (Web Based)

Save

### Step 3: Define scheduling rules.

Home / Campaigns / Lucy Phishing Campaign (1) / Schedule

## Lucy Phi...

Campaign Status: Not Started ▶

[Summary](#)  
[User Settings](#)  
[Statistics](#)  
[Recipients](#)  
[Base Settings](#)  
**[Schedule](#)**  
[Schedule Plan](#)

📅 Schedule Plan + Add Rule

Time	Type	Scenarios	
07.06.2016 (16:58 - 17:58) x 1	All	VPN Client	✖
08.06.2016 17:05 - 09.06.2016 18:05	All	Contest	✖

The scheduler rules have the following options:

- **Rule Type:** "Repeating" vs "One Shot". Repeating Rules allow LUCY to start over the attack or awareness simulation as many times as you want. There's also a "Yearly Campaign" Rule Type, for which there's a dedicated article can be found [here](#).

Rule Type	Repeating	▼
Repeat Interval	Daily	▼
Repeats	1	
Emails Type	All	▼
Start Date	07.06.2016	📅
Start Hour	16:58	📅
Stop Hour	17:58	📅

Scenarios ☐ VPN Client

Save

- **E-Mail Type:** You can define here if the rule only applies to the lure mail, the phishing attack, the awareness message or all three together (if nothing is selected)
- **Start time & End Time:** Defines the time ranges from beginning of email delivery until the end of email delivery. The end date will not stop the campaign. It only defines the delivery of the last message. LUCY will automatically calculate the time difference it requires to send all mails based on the number of recipients in that campaign. Example: Let's say you have 100 users and you want to create a 6 seconds interval between the delivery, you would have to set a 10 minutes time range between start & end (e.g. set start time at 10:00 AM and end time at 10:10 AM). Once you created the scheduling rule you can use the button "build schedule plan" to confirm, that the emails will be send at the desired time and with the correct interval.
- **Scenario:** You can associate one or multiple scenario's for the rule.
- **Repeats:** You are able to specify the number of repeats for the repeating rule. For example, you set "weekly" rule and 52 repeats - it will work for 1 year. It doesn't have an end date, but it will work exactly 1 year, because there is a start date and 52 weeks in a year. The same with monthly rules - you just specify 12 repeats for a monthly rule and the rule will work for a whole year.

Home / Campaigns / Lucy Test / Schedule / New Rule

## New Rule

Campaign Status: Not Started

Results

- Summary
- Statistics
- Reports

**Rule Type** (highlighted with a red box): One-shot

**Emails Type**: One-shot, Repeating

**Time Zone**: System Timezone

**Start Date**: 20.08.2020 10:02

**Step 4:** Verify your scheduler settings. Once you build the rule(s) you can click scheduling plan and LUCY will show you which recipient will get a message when and with which scenario. This allows you to verify if the scheduler is configured as planned.

Home / Campaigns / Lucy Phishing Campaign (1) / Schedule

## Lucy Phi...

Campaign Status: Not Started

**Schedule Plan** (highlighted with a red box) **+ Add Rule**

The schedule is empty. If you start the campaign without the schedule, all e-mails will be sent out with 1 second delay.

**Schedule** (highlighted with a red box)

Schedule Plan

**Step 5:** Start your campaign. After configuring the scheduler you still need to [click "START / REAL ATTACK"](#). Lucy will then perform all the campaign based checks and send out the mails according to your scheduler settings.

## Using the calculator to define your scheduler start and end time

If you want to specify a specific time frame between each mail you can use the scheduler calculator. Please enter the number of recipients, the desired gap between each email and the start time, then LUCY will automatically create your scheduling rule with the correct end date/time:

The screenshot shows a 'Schedule Calculator' dialog box with the following fields and values:

- Number of Users: 677
- Time Delay Between Messages (seconds): 99
- Start Date: 06.04.2017 19:24

A blue 'Calculate' button is located below the input fields. In the background, the main interface shows 'Start Date' (06.04.2017 19:24), 'Stop Date' (07.04.2017 14:01), a checkbox for 'Don't send emails during weekends' (unchecked), and 'Scenarios' with options 'Select All' and 'All (Mixed)' (unchecked). A 'Save' button is at the bottom.

## Time Zone & Weekend Settings

In LUCY you have the ability to create scheduling rules based on different time zones. If you specify a longer time range you can also ensure, that mails are not sent out on weekends by selecting the checkbox:

The screenshot shows the 'New Rule' configuration page with the following settings:

- Rule Type: One-shot
- Emails Type: All
- Time Zone: Brussels - UTC+01:00 (highlighted with a red box)
- Start Date: 04.03.2017 17:33
- Stop Date: 04.03.2017 18:33
- Don't send emails during weekends: ☐ (highlighted with a red box)
- Scenarios: ☐ Select All, ☐ fax (File-Based)

A 'Save' button is at the bottom. The left sidebar shows navigation options: Summary, User Settings, Statistics, Recipients, Base Settings, Custom Fields, Schedule (selected), Schedule Plan, Awareness, and Reminders.

## Example Configurations

**Initial position:** lets assume you want to setup a phishing campaign that repeats for three month. You have 6 employees split into 3 groups and 3 attack scenarios. You want to split up the 3 attack scenarios among those 3 groups in a way, that every month, an employee just gets only 1 attack scenario. After 3 months, every employee should have received 3 unique attacks.

### Solution A - One Shot:

- Step 1: Create three groups under "Recipients" (each group contains 2 employees)

Group	Recipients	
<input type="checkbox"/> GROUP-3	2	✕
<input type="checkbox"/> GROUP-2	2	✕
<input type="checkbox"/> GROUP-1	2	✕

- Step 2: Go to your campaign, then add 3 scenarios
- Step 3: Within the campaign, go to the recipient menu and add group 1 to all three scenarios. Make sure that "Distribute users over selected scenarios" checkbox is **NOT** selected.

Group

GROUP-1

Search

Search by recipient name, email, phone, staff type, location, d

Search

Reset

<input checked="" type="checkbox"/> E-mail/Phone	Name	Language	Staff	Location	Division	Comment	Last Teste
<input checked="" type="checkbox"/>	user2_group1@company.com	user2_group1@company.com	N/A	N/A	N/A	N/A	N/A
<input checked="" type="checkbox"/>	user1_group1@company.com	user1_group1@company.com	N/A	N/A	N/A	N/A	N/A

Mapping

Campaign + Awareness

☐ Distribute users over selected scenarios.

Scenarios

☐ Select All

☒ Scenario 3 (Web Based)

☒ Scenario 1 (Web Based)

☒ Scenario 2 (Web Based)

Save

- Step 4: Repeat the last Step for the other two groups. That will create 9 group associations (3 groups x 3 scenarios)

Name ▼	Scenario	Mapping	Recipients	
<input type="checkbox"/> GROUP-1	Scenario 3	Campaign + Awareness	2	✕
<input type="checkbox"/> GROUP-1	Scenario 1	Campaign + Awareness	2	✕
<input type="checkbox"/> GROUP-1	Scenario 2	Campaign + Awareness	2	✕
<input type="checkbox"/> GROUP-2	Scenario 1	Campaign + Awareness	2	✕
<input type="checkbox"/> GROUP-2	Scenario 2	Campaign + Awareness	2	✕
<input type="checkbox"/> GROUP-2	Scenario 3	Campaign + Awareness	2	✕
<input type="checkbox"/> GROUP-3	Scenario 3	Campaign + Awareness	2	✕
<input type="checkbox"/> GROUP-3	Scenario 1	Campaign + Awareness	2	✕
<input type="checkbox"/> GROUP-3	Scenario 2	Campaign + Awareness	2	✕

« 1 »
10

- Step 5: Go to "Schedule" and create 1 schedule rule ("one-shot"). Choose only 1 scenario per schedule rule. Each rule starts at a different month and lasts exactly 1 month (e.g. scenario 1 = month 1, scenario 2 = month 2, scenario 3 = month 3).

Rule Type
One-shot

Emails Type
All

Time Zone
Brussels - UTC+01:00

Start Date
10.08.2017 21:56

Stop Date
10.09.2017 22:56

☐ Don't send emails during weekends

Scenarios
☐ Select All  
☐ Scenario 3 (Web Based)  
☒ Scenario 1 (Web Based)  
☐ Scenario 2 (Web Based)

Save

- Step 6: Repeat the previous step for the remaining 2 scenarios. You will have three rules. Each rule starts at a different month. You can verify your settings if you click on "schedule plan" and have LUCY display the details of your schedule. You will see, that every user gets a different scenario at a different date. Here is as an example the scheduled attacks for user 2 from group 1:

```

user2_group1@company.com Scenario 1 08.2017 22:22:00 (Europe/Brussels)
user2_group1@company.com Scenario 2 09.2017 22:07:00 (Europe/Brussels)
user2_group1@company.com Scenario 3 10.2017 22:07:00 (Europe/Brussels)

```

Time	Type	Scenarios	
10.08.2017 22:22 - 10.09.2017 22:22	All	Scenario 1	✕
10.09.2017 22:07 - 10.10.2017 23:07	All	Scenario 2	✕
10.10.2017 22:07 - 10.11.2017 23:07	All	Scenario 3	✕

« 1 »

10

Schedule...

Campaign Status: Not Started

Display Scheduler Details

Summary

User Settings

Statistics

Recipients

Base Settings

Custom Fields

Schedule

Schedule Plan

Awareness

Reminders

Reports

Supervision Log

Message Log

Errors

Time	Email	Scenario	Processed
10.08.2017 22:22:00 (Europe/Brussels)	user2_group1@company.com	Scenario 1	—
16.08.2017 02:22:00 (Europe/Brussels)	user1_group3@company.com	Scenario 1	—
21.08.2017 06:22:00 (Europe/Brussels)	user1_group1@company.com	Scenario 1	—
26.08.2017 10:22:00 (Europe/Brussels)	user2_group2@company.com	Scenario 1	—
31.08.2017 14:22:00 (Europe/Brussels)	user1_group2@company.com	Scenario 1	—
06.09.2017 18:22:00 (Europe/Brussels)	user2_group3@company.com	Scenario 1	—
10.09.2017 22:07:00 (Europe/Brussels)	user2_group1@company.com	Scenario 2	—
15.09.2017 22:17:00 (Europe/Brussels)	user1_group3@company.com	Scenario 2	—
20.09.2017 22:27:00 (Europe/Brussels)	user1_group1@company.com	Scenario 2	—
25.09.2017 22:37:00 (Europe/Brussels)	user2_group2@company.com	Scenario 2	—
30.09.2017 22:47:00 (Europe/Brussels)	user1_group2@company.com	Scenario 2	—
05.10.2017 22:57:00 (Europe/Brussels)	user2_group3@company.com	Scenario 2	—
10.10.2017 22:07:00 (Europe/Brussels)	user2_group1@company.com	Scenario 3	—
16.10.2017 02:27:00 (Europe/Brussels)	user1_group3@company.com	Scenario 3	—
21.10.2017 06:47:00 (Europe/Brussels)	user1_group1@company.com	Scenario 3	—
26.10.2017 11:07:00 (Europe/Brussels)	user2_group2@company.com	Scenario 3	—
31.10.2017 15:27:00 (Europe/Brussels)	user1_group2@company.com	Scenario 3	—

The "problem" with this approach is, that LUCY will send all emails for scenario A in first month, all emails for scenario B in second month, etc. If you want more "randomisation", you can use overlaying dates in your scheduling rules (e.g. rule 1 starts at day 1 from month 1 and ends on last day of month 3, rule 2 starts middle of month 1 and ends at middle of month 2, rule 3 starts at the beginning of month 2 and ends at the second month).

Solution B - 12 Repeating Rules:

- Go to "Recipients" in your campaign. Add the recipient groups one after the other. Each time you add a recipient group you need to select all scenarios. Also make sure, that "Distribute users over selected scenarios" checkbox is NOT selected. That will add every group to all scenarios in campaign.
- You can create 3 scheduling rules. Choose only 1 scenario per schedule rule. Each rule should start at the same time as the other rules and last for 3 months (please set the repeat cycle to 3). It will make Lucy handle 3 rules (and tied scenarios) in parallel, resulting in 6 emails per month. The same user won't get the same email multiple times in this case (there is an important note on how scheduler works: it won't be able to add the same recipient under the same rule twice. In other words, one schedule rule is able to send message to a given recipient only once).



Rule Type	Repeating	▼
Repeat Interval	Monthly	▼
Repeats	3	
Emails Type	All	▼
Time Zone	Brussels - UTC+01:00	▼
Start Date	04.08.2017	
<input type="checkbox"/> Don't send emails during weekends		
Start Hour	17:17	
Stop Hour	18:17	
Run Days	1	

**Scenarios**  
☐ Select All  
☒ 1 (Web Based)  
☐ 2 (Web Based)

Save

### Solution Bi-weekly rule:

Let's assume that you need to create a plan to send emails during two months starting on the beginning of next month and sending letters proceeding only in working days.

- Step 1: Go to Campaign and choose campaign you want to schedule, choose Schedule and press "Add Rule" button.
- Step 2: Set "Rule Type": Repeating, "Repeat Interval": Weekly (to starts every week, "Repeats": 2 (to run it during two weeks)
- Step 3: Choose "Emails Types", "Time Zone" and "Start Date", mark checkbox "Don't send emails during weekends", choose "Sort Type", Start and Stop hours and fill "Run Days" according to the day of the week the month starts with (the first day of the week is Monday; for example: the rule starting in Sept 2018 should have "Run Days" like "3,4,5,6,7,10,11,12,13,14", select "Scenarios" and press "Save" button.

The screenshot shows the 'scheduler' configuration interface. It includes several dropdown menus and input fields for scheduling an email campaign. The 'Rule Type' is set to 'Repeating', 'Repeat Interval' to 'Weekly', and 'Repeats' to '2'. 'Emails Type' is 'All', 'Time Zone' is 'Zurich - UTC+01:00', and 'Start Date' is '01.09.2018'. There is a checkbox for 'Don't send emails during weekends' which is checked. 'Sort Type' is 'Default', 'Start Hour' is '11:21', and 'Stop Hour' is '12:21'. 'Run Days' are listed as '3,4,5,6,7,10,11,12,13,14'. Under 'Scenarios', 'Select All' is unchecked, and 'Password Check (Hyperlink Only) (Hyperlink)' is checked. Under 'Recipient Groups', 'Lucy Phishing Campaign - Sample' is checked. A blue 'Save' button is at the bottom.

Rule Type	Repeating
Repeat Interval	Weekly
Repeats	2
Emails Type	All
Time Zone	Zurich - UTC+01:00
Start Date	01.09.2018
<input checked="" type="checkbox"/> Don't send emails during weekends	
Sort Type	Default
Start Hour	11:21
Stop Hour	12:21
Run Days	3,4,5,6,7,10,11,12,13,14
<b>Scenarios</b>	
<input type="checkbox"/> Select All	
<input checked="" type="checkbox"/> Password Check (Hyperlink Only) (Hyperlink)	
<b>Recipient Groups</b>	
<input checked="" type="checkbox"/> Lucy Phishing Campaign - Sample	
<b>Save</b>	

## Randomization

In LUCY > 4-0 we added a randomization feature, that allows you to split up your recipients over different scenario's using the scheduler.

This close-up shows the 'Sort Type' dropdown menu. The 'Don't send emails during weekends' checkbox is visible above it. The dropdown menu is open, showing 'By Scenarios' as the selected option. The entire dropdown menu is highlighted with a red rectangular border.

<input type="checkbox"/> Don't send emails during weekends	
Sort Type	By Scenarios

Here is an example how this can be used: Let's assume you want to setup a campaign over a period of 3 months as an example. The campaign has 3 scenarios and you want to test 100 users in total. Each month, you would want each user to randomly receive 1 of the 3 scenarios. Each month, each user has to receive a different one of these 3 emails so that at the end, they have all seen all 3 emails but in different months. How can this be done?

Using the randomization feature in LUCY it can be done in an easy way. The way the randomization works is, that LUCY randomly only sorts out the list of recipients in between different scenarios.

Rule Type	Repeating
Repeat Interval	Monthly
Repeats	3
Emails Type	All
Time Zone	Zurich - UTC+01:00
Start Date	25.04.2018
<input type="checkbox"/> Don't send emails during weekends	
Sort Type	By Scenarios
Start Hour	00:00
Stop Hour	23:55
Run Days	1,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30
Scenarios	<input checked="" type="checkbox"/> Select All <input checked="" type="checkbox"/> Scenario 3 (Web Based) <input checked="" type="checkbox"/> Scenario 2 (Web Based) <input checked="" type="checkbox"/> Scenario 1 (Web Based)
Recipient Groups	<input checked="" type="checkbox"/> Group 2 <input checked="" type="checkbox"/> Group 1 <input checked="" type="checkbox"/> Group 3

## Scheduler and lure templates

Please note that the delay for the Lure message does not work if you create a single schedule rule for both attack and lure ⇒ it sends the lure immediately along with the attack. Use a separate scheduling rule for the lure attack.

## Separate scheduling for multiple awareness scenarios in awareness-only campaign

Starting from Lucy 4.8 multiple awareness scenarios can be added to an awareness-only campaign. The scheduling tool is able to manage rules for different awareness scenarios as well. In order to create a Rule for a particular awareness scenario simply choose **Awareness** in the **Email Type** dropdown. Then choose **Awareness Group** and recipient groups bound to the attack scenario. Here you can also exclude groups from the rule in case you want different groups to receive awareness not simultaneously. Please note that the rule will be applied to all scenarios bound to Awareness Groups

included.

Rule Type: One-shot

Emails Type: Awareness

☐ Only successfully phished ?

Time Zone: System Timezone

Start Date: 19.04.2021 00:01

Stop Date: 21.04.2021 23:59

☐ Do not send emails on certain days of the week

Sort Type: Full Random

Awareness Groups

- ☐ Select All
- ☐ AnotherTestGroup
- ☒ TestGroup

Recipient Groups

- ☒ Awareness test from a user
- ☐ supp

Save

## Yearly Scheduler (automated Onboarding)

### Introduction

LUCY allows you to schedule a campaign. The Yearly Campaign Rule Type mechanism provides a possibility to build an intelligent phishing campaign, testing user awareness in different scenarios over a year. The campaign can be set up once and never be stopped. The only concern would be adding the recipients to an existing group. New recipients will be automatically added to the plan starting next month. This might help to keep the security awareness of the organization at a high level and to determine the level of security knowledge among the fresh new co-workers.

The Yearly Campaign feature can be found in the section:

*Campaign > Schedule > Add Rule > Rule Type > Yearly campaign*

Home / Campaigns / Yearly Awareness / Schedule / New Rule

## New Rule

Campaign Status: Not Started

### Results

- Summary
- Statistics
- Reports
- Exports
- Automated Export

### Configuration

- Base Settings
- Awareness Settings
- Attack Settings
- Schedule**
- Schedule Plan

**Rule Type** Yearly campaign

☐ Only successfully phished

**Time Zone** Europe/Zurich (UTC+02:00)

**Period** Send within each month

☐ Send emails only for new recipients

☐ Do not send emails on certain days of the week

**Start Hour** 14:17

**Stop Hour** 15:17

**Recipient Groups** ☐ main

Month 1

Month 2

Default Group

The Rule Type is available for both Phishing Scenarios with included Training and Only Awareness Campaigns.

### Main Settings

- **Only successfully phished:** Send awareness email only to people who were successfully phished.
- **Time Zone:** Specify the Time Zone for the Scheduler Rule. The scheduler uses the local time & time zone. Therefore, you should make sure, that you have [set the correct time & time zone](#) before working with scheduler rules.
- **Period:** The time period of the month when the emails shall be scheduled.

**Time Zone** Europe/Zurich (UTC+02:00)

**Period** Send within each month

Send within each month

Send at the beginning of each month

Send in the middle of each month

Send at the end of each month

☐ Do not send emails on certain days of the week

**Start Hour** 15:02

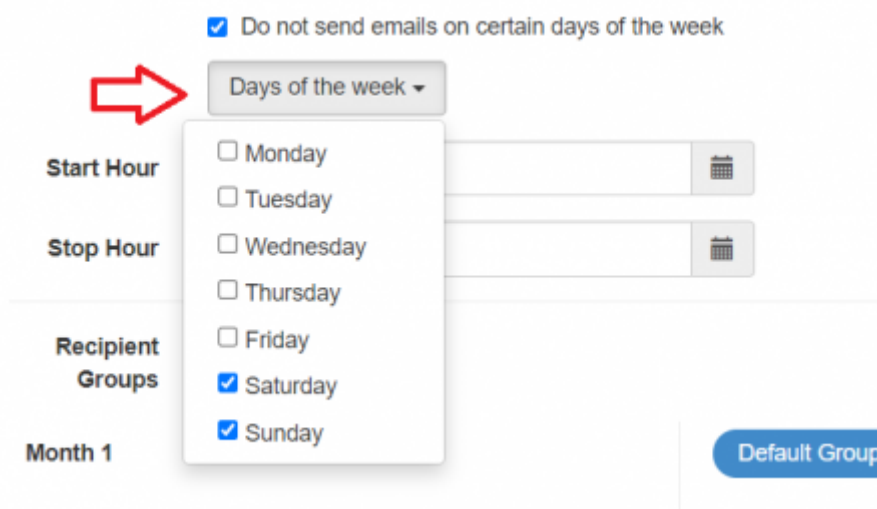
**Send within each month** - scheduled randomly during the whole month.

**Send at the beginning of each month** - scheduled randomly from 1 to 9 day of the month.

**Send in the middle of each month** - scheduled randomly from 10 to 20 day of the month.

**Send at the end of each month** - scheduled randomly from 21 to end of the month.

- **Send emails only for new recipients:** the emails will be sent to the unprocessed recipients.
- **Do not send emails on certain days of the week:** determine on which days of the week the emails would not be set to the schedule. For example, select Saturday and Sunday so the recipients won't get the emails during the weekend.



Do not send emails on certain days of the week ☒

Days of the week ▾

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☒ Saturday
- ☒ Sunday

Start Hour

Stop Hour

Recipient Groups

Month 1

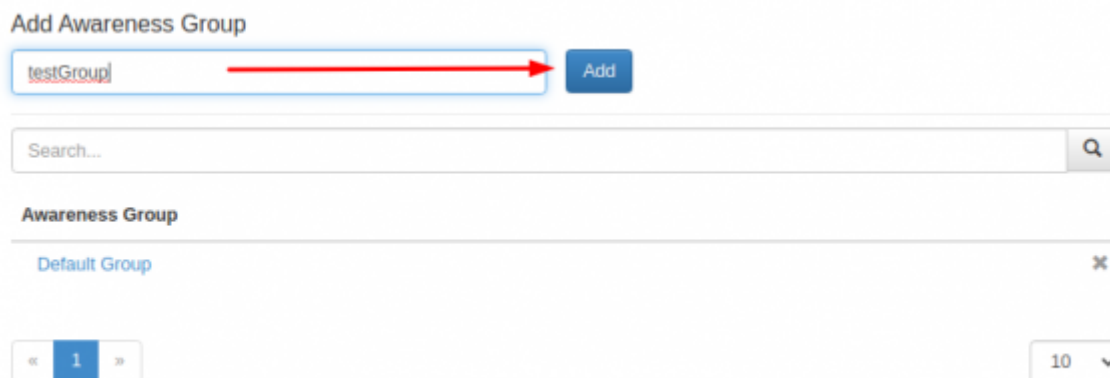
Default Group

- **Start Hour & End Hour:** define the time ranges from the beginning of email delivery until the end of email delivery. The end date will not stop the campaign. It only defines the delivery of the last message. LUCY will automatically calculate the time difference it requires to send all emails based on the number of recipients in that campaign.

The configuration of the running scenarios per month is provided by the Drag&Drop interface after the main settings.

## Awareness Groups Setup

To set up several training scenarios for the campaign with a yearly scheduler the awareness groups need to be created beforehand. In this case, scenarios are bound to Awareness Groups that later also are bound to recipient groups that will receive awareness scenarios. Awareness Groups are also used by Scheduler to build rules for different scenarios. Awareness Groups are managed under *Awareness Settings > Awareness Groups*. In order to create a new group simply enter the unique name and click **Add**.



Add Awareness Group

testGroup Add

Search...

Awareness Group

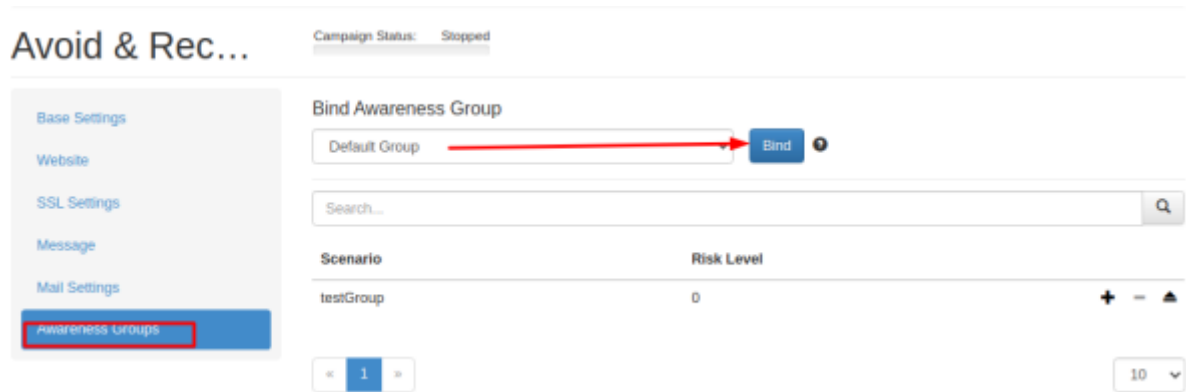
Default Group	x
---------------	---

« 1 »

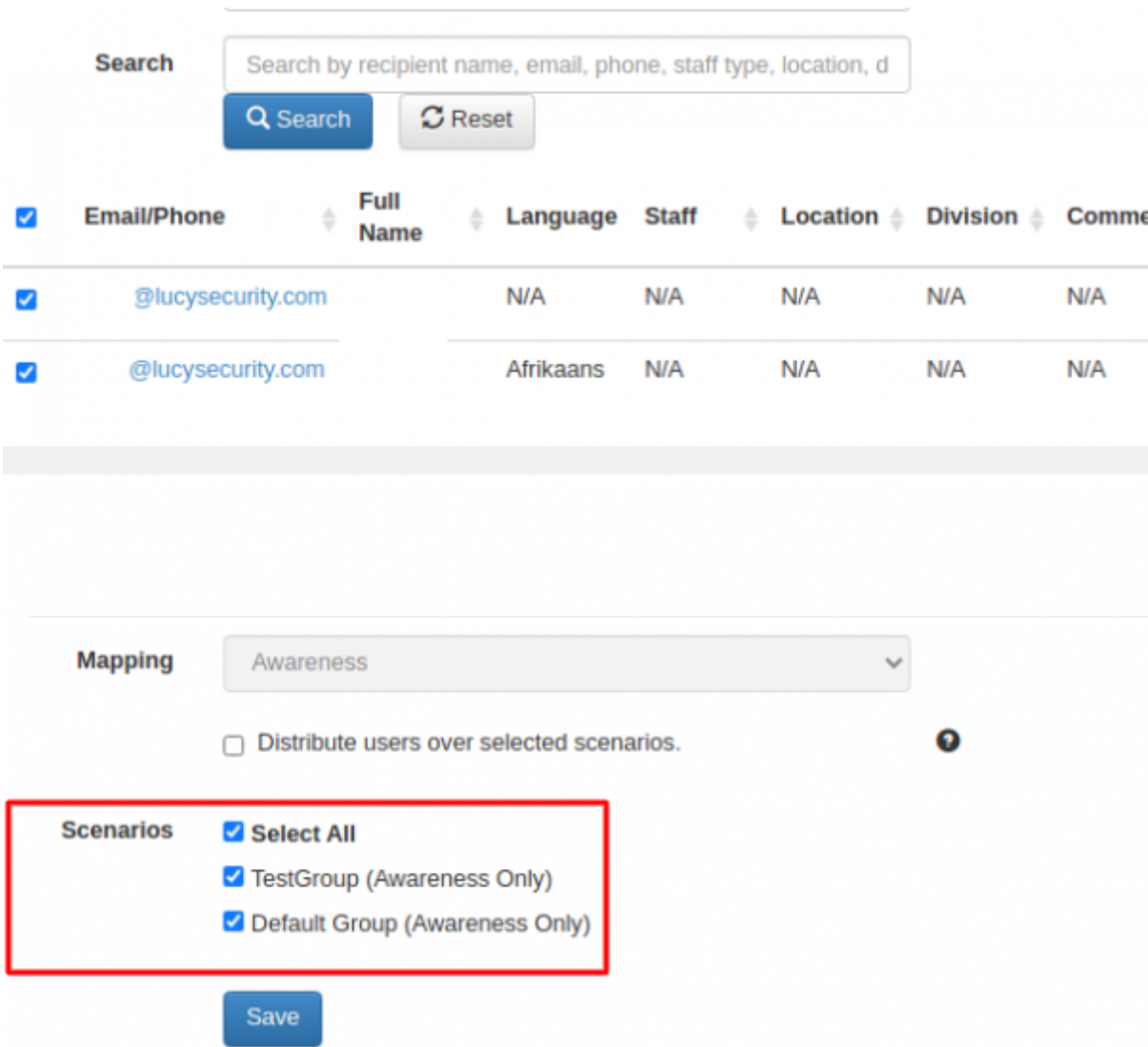
10 ▾

Awareness groups allows to group a pack of awareness by Risk Level. In case if it is necessary to send out several trainings to Risk level 0, please create an awareness group per awareness scenario, bound each scenario to a group.

To add another scenario to the awareness-only campaign proceed to **Awareness Settings** and click **+New Awareness**. Inside Scenario settings choose Awareness Groups and bind the scenario to an awareness group that you created or a default one.



As a result, you should have all the scenarios bound to awareness groups. Now it's time to bound recipients to Awareness Groups. Under Recipients, delete all existing groups and add a new one. Check Awareness Groups that recipients should receive scenarios from. Hit **Save**.



Scheduler now will be capable of building rules for multiple awareness scenarios.

## Drag & Drop Interface

The list of available awareness and attack scenarios in the campaign is on the right side. The list of the scenarios depends on the scenarios selected for the campaign. If the campaign type is an attack, then both kinds of scenarios are present, if the campaign is awareness only, then only awareness scenarios are being displayed.

On the left side is a list of months from 1 to 12 with an unfilled list of scenarios. The month number means the month since the new recipient has been added to the existing recipient group.

Home / Campaigns / Yearly Awareness / Schedule / New Rule

### New Rule

Campaign Status: Not Started

**Results**

- Summary
- Statistics
- Reports
- Exports
- Automated Export

**Configuration**

- Base Settings
- Awareness Settings
- Attack Settings
- Schedule**
- Schedule Plan
- Recipients

**Advanced Settings**

- User Settings
- Filters
- Custom Fields

**Rule Type**: Yearly campaign

☐ Only successfully phished

**Time Zone**: Europe/Zurich (UTC+02:00)

**Period**: Send within each month

☐ Send emails only for new recipients

☐ Do not send emails on certain days of the week

**Start Hour**: 15:02

**Stop Hour**: 16:02

**Recipient Groups**

☐ main

**Month 1**

**Month 2**

**Month 3**

**Month 4**

**Month 5**

**Month 6**

**Default Group**

**First Awareness Group**

Awareness List:

- Avatar Presented: Phishing awareness training

**Second Awareness Group**

**Third Awareness Group**

Drag a scenario from the list of scenarios (right side) to the left side and drop it over any month number. The scenario becomes visible under the corresponding month meaning that this scenario should be executed during the month according to the Scheduler Main Settings.

In case a scenario should be removed from the specific month, drag a scenario from the list of months and drop it outside this list. The scenario would disappear from the month list.

If an attack scenario is selected, there's a possibility to select an awareness scenario that should be sent in case of the recipient gets phished by the selected attack scenario.

Once the configuration is confirmed, make sure to select the recipient group and press the Save button to create the Scheduler Rule.



Awareness Settings

Attack Settings

Schedule

Schedule Plan

Recipients

Advanced Settings

Logs

Recipient Groups

☒ main

Month 1

Month 2

First Awareness Group

Month 3

Month 4

Month 5

Month 6

Second Awareness Group

Month 7

Third Awareness Group

Month 8

Month 9

Month 10

Month 11

Month 12

Save

Default Group

After that, the Scheduler Plan can be created and analyzed for this specific configuration.

Home / Campaigns / Yearly Awareness / Schedule / Schedule Plan

Yearly Awar...

Campaign Status: Not Started

Rebuild SchedulerUpdate Scheduler

Results

Summary

Statistics

Reports

Exports

Automated Export

Time	Email	Scenario	Processed
04.10.2021 16:56:22 (Europe/Zurich)	.com	First Awareness Group	—
15.10.2021 16:26:22 (Europe/Zurich)	.com	First Awareness Group	—
28.02.2022 17:25:00 (Europe/Zurich)	.com	Second Awareness Group	—
28.02.2022 17:25:00 (Europe/Zurich)	.com	Second Awareness Group	—
14.03.2022 17:20:44 (Europe/Zurich)	.com	Third Awareness Group	—
25.03.2022 16:50:44 (Europe/Zurich)	.com	Third Awareness Group	—

Configuration

Base Settings

Awareness Settings

Attack Settings

Schedule

Schedule Plan

Recipients

110

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Last update: **2021/10/13 12:51**

