

Scheduled Reports

How to setup scheduled reports



Scheduled report

This template will allow you to setup a report that can be emailed at set times to several managers for approval.

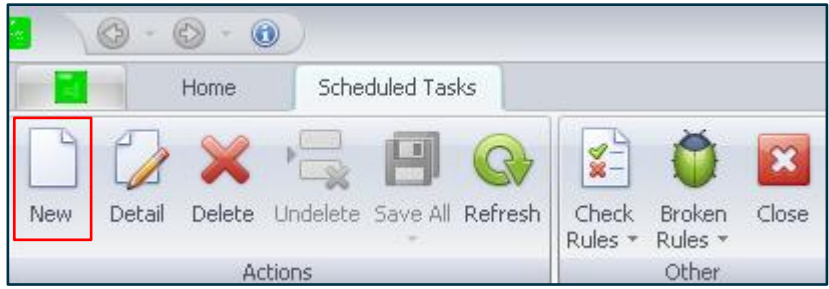
1. Navigate to scheduler.



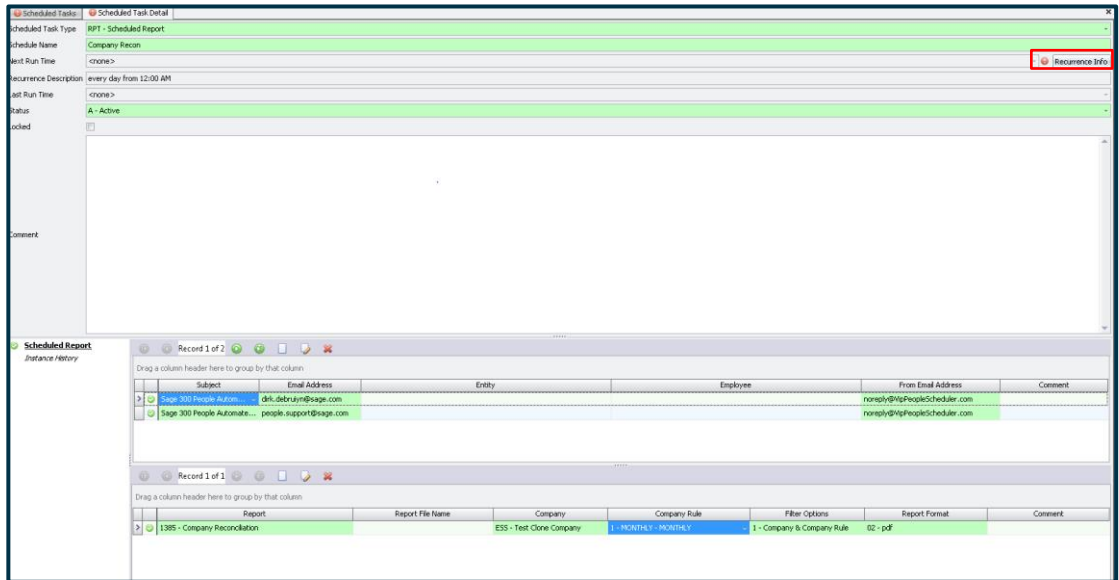
2. Double click Scheduled Tasks.

Schedule Name	Scheduled Task Type	Next Run Time	Last Run Time	Status	Comment
Scheduled ReIndex	SQL - Scheduled SQL Query	2013/09/08 08:00:00 ...	<none>	A - Active	This Schedule Reindex...
Scheduled Backup	DBBACKUP - Scheduled Database Backup	2013/09/03 12:00:00 ...	2013/09/02 12:01:04 ...	A - Active	
Employee Reports	RPT - Scheduled Report	2013/09/04 12:50:00 ...	2013/09/03 08:53:53 ...	A - Active	
New Contracts Import	BATCH - Scheduled Batch	2013/09/04 07:48:00 ...	2013/09/03 08:53:29 ...	A - Active	
Scheduled Performance Revi...		2014/11/12 03:00:00 ...	<none>	A - Active	This schedule notifies r...
Scheduled Health Check Report	RPT - Scheduled Report	2015/01/15 08:00:00 ...	<none>	A - Active	This Schedule executes...
Secure Employee Report	SECUREEMPREPRT - Secure Employee Report	2014/11/17 09:30:22 ...	<none>	I - Inactive	An Employee Secure R...
Scheduled Employee Max Count	RPT - Scheduled Report	2017/01/01 12:00:00 ...	<none>	A - Active	
Payroll Analysis	RPT - Scheduled Report	2017/05/01 12:00:00 ...	<none>	A - Active	
Payslips	SECUREEMPREPRT - Secure Employee Report	2017/05/06 12:00:00 ...	<none>	A - Active	
Payslip Email	SECUREEMPREPRT - Secure Employee Report	2017/05/27 12:00:00 ...	<none>	A - Active	
test	SECUREEMPREPRT - Secure Employee Report	2017/06/07 12:00:00 ...	<none>	A - Active	

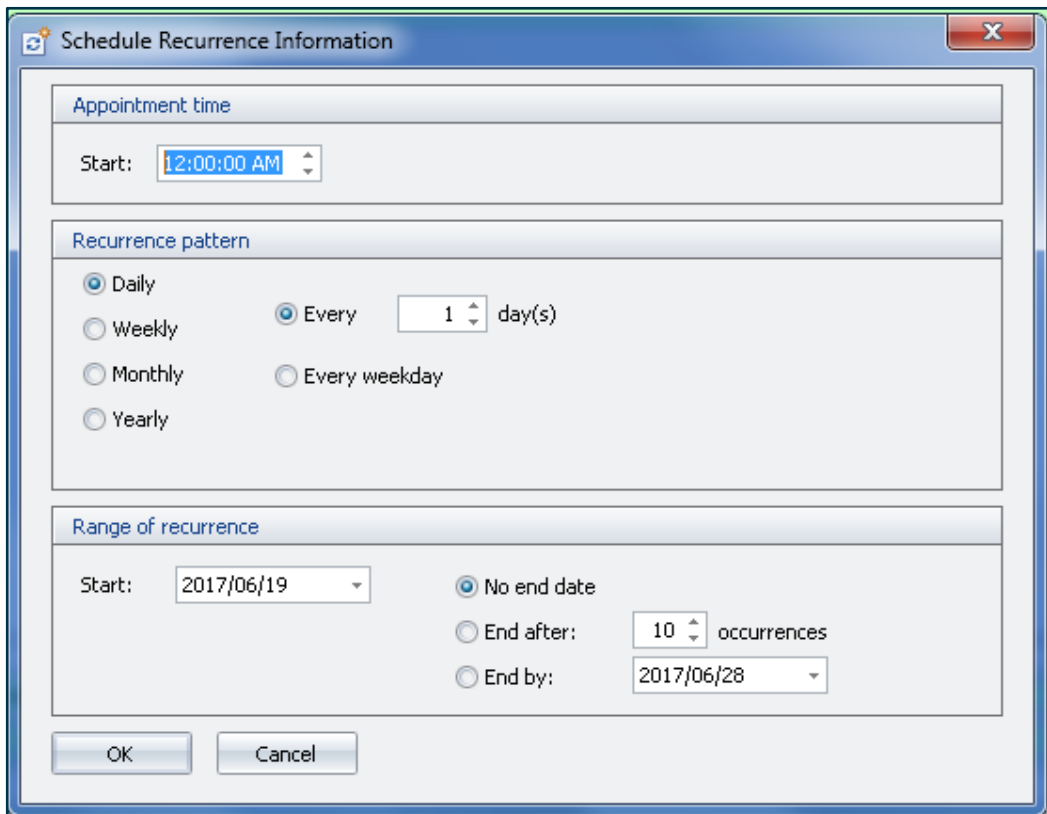
3. Click on New



4. Setup the fields as per your requirements (example below).



5. Click on Recurrence Info.



6. Setup the recurrence for when the report needs to run.
7. Click on OK.
8. Click on Save.