

## **Scheduled Reports**

🖓 Scheduled Reports

This wizard allows you to see a list of reports that you have scheduled to run at some point in the future.

Scheduled Reports : Display Scheduled Re	eports		- 9
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Scheduled			
Report name »	Owner	Next Run Date	Last Ran On
LMHS List Users with Overdues	LM_MCNEAL	6/24/2005,15:19	6/17/2005,15:20
LMHS Monthly Circ Stats	LM_MCNEAL	7/1/2005,7:30	6/1/2005,7:30
LMHS Overdue Notice	LM_MCNEAL	6/24/2005,13:43	6/17/2005,13:45

		Create	View	Modify	Сору	Remove	Advanced	Close
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## **Options:**

**Create** – clicking here will take you to the Scheduled Reports screen where you can access the Set-up & Schedule button.

**View** - The View option allows you to view a scheduled report's basic information, selection, sorting, and formatting options in a text format.

**Modify** - The Modify option allows you to make modifications to the scheduled report. You can then schedule it or save it as a template. Saving a report as a template removes it from the scheduled list and displays the report in the Templates list instead.

**Copy -** The Duplicate option creates a copy of the existing scheduled report. You have the option to schedule it or to save it as a template. The original report remains in the scheduled list.

**Remove** - The Remove option removes reports from the schedule.

**Advanced** - The Advanced option enters the Advanced Management function which allows you to make changes to ownership and scheduling or to suspend the report. Only LIB1s can change ownership.

Reschedule	Ownership	Suspend	Cancel
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**Close** – exit Scheduled Reports.



## **Helpers:**



**Filter and sort reports –** allows you to sort reports by owner (creator), report name, or next run date. You can also filter display to show only those for a specific owner or date.

Scheduled Reports : Filter - 🗆 ×	
Owner: <ul> <li>All O Specific</li> <li>Next run date:  <ul> <li>All O Specific</li> </ul> </li> </ul>	Owner and date gadgets.
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Display Report Scheduler Status – this screen will indicate if any reports are currently running.



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Refresh Report List – click on this to refresh the list of reports.

Note: For more detailed information or specific questions, use HELP wizard.