Scheduled Reports

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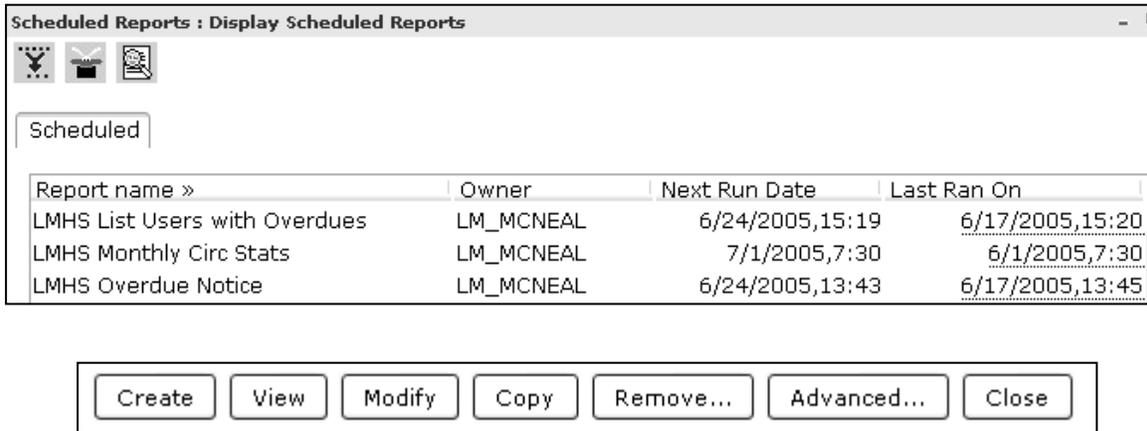
Options:

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.
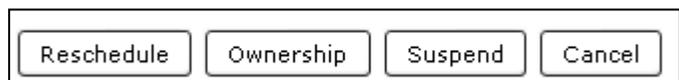
Close – exit Scheduled Reports.

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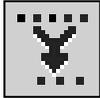
Filter and sort reports – allows you to sort reports by owner (creator), report name, or next run date. You can also filter display to show only those for a specific owner or date.
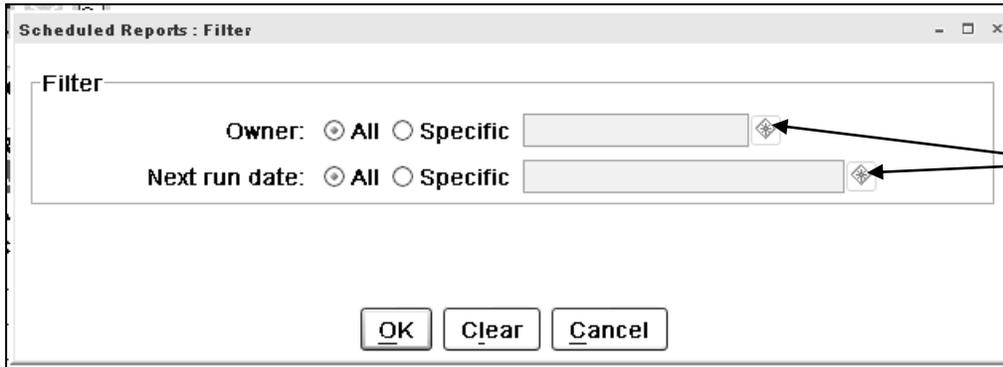
Owner and date gadgets.

Display Report Scheduler Status – this screen will indicate if any reports are currently running.
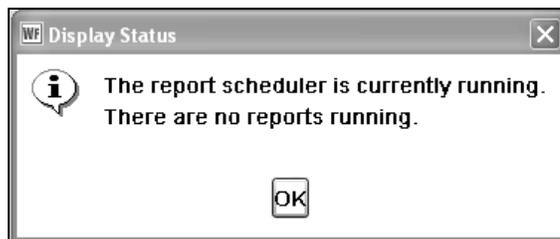
Refresh Report List – click on this to refresh the list of reports.

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