

Scheduled Report Enhancement

ATIMS JMS

Release Version 1.11.3 Patch 2

Business Need

- Administration often requests daily reports or stats from line level staff. Fulfilling these requests can become a full time job.
- □ The ability to schedule reports to be delivered in automated fashion can free up many man hours of work and provide a consistent set of data.



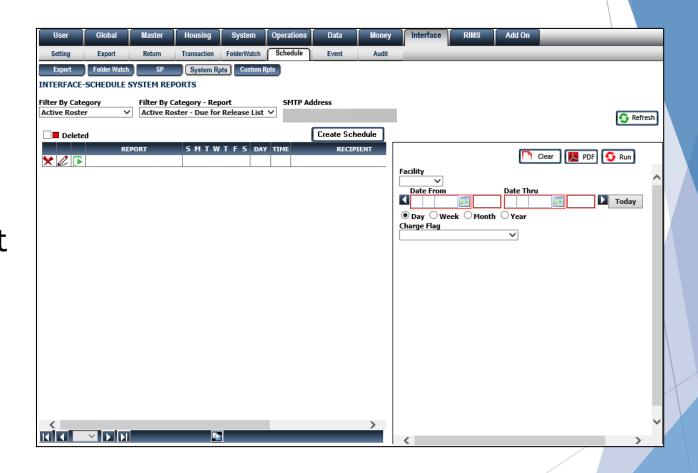
ATIMS Solution

- ATIMS provides a dynamic way to schedule reports.
- □ Date entry is presented by reference i.e. "yesterday" or "this month" so that reports where date filters are needed can be made current instead of static.
- □ In the current solution, the method in which the scheduling is triggered has been modified. ATIMS needs to perform a one time configuration to turn ON the scheduling feature. Please contact ATIMS staff before first time use.



Schedule Configuration

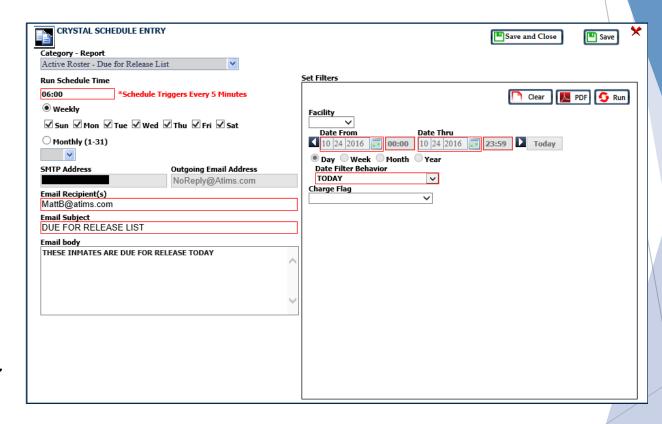
- Reports are scheduled in ADMIN>Interface> Schedule>System Rpts.
- □ User(s) must select the report and the category from the drop down and click Create Schedule.





Schedule Configuration

- Enter all required fields.
- Supports day of the week.
- Supports Multiple
 Email Recipients
 with customizable
 subject and body.
- ☐ Filters are saved per schedule.





Result

□ The report will be delivered via email to the listed recipients at the scheduled time on the scheduled days.



