Schedule Reports

Overview

The Materiel Management/Inventory Control Point module Schedule Reports page displays all the defined reports available for scheduling.
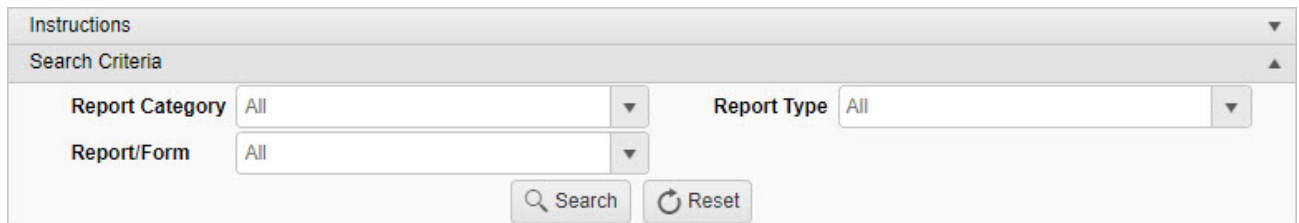
Navigation

Reports Manager > Schedule Reports > Schedule Report Definitions page

Procedure

Search for a Report to Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting 🔄Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.
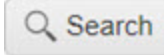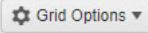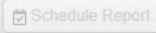
Instructions		▼
Search Criteria		▲

Report Category	All	▼	Report Type	All	▼
Report/Form	All	▼			

🔍 Search   🔄 Reset

2. Select 🔍 Search to display the search results.

Report Definitions   ⚙ Grid Options ▼   ☑ Schedule Report
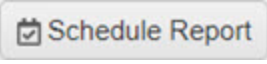
☐ All	Rpt Id ▼	Rpt Name ▼	Rpt Type ▼	Rpt Category ▼
☐	LPMAR01	OM&S Trial Balance	Online - User Initiated, Owner View/Delete	Accounting
☐	LPMAR03	CFO Report	Online - User Initiated, Owner View/Delete	Accounting
☐	LPMAR04	CFO Accounting Detail Report	Online - User Initiated, Owner View/Delete	Accounting
☐	LPMMR01	Customer Order Delivery Metrics	Online - User Initiated, Owner View/Delete	Metrics

Selected 0/4   ⏮ ◀ ① Page 1 of 1 ▶ ⏭ ⏮ ◀ ▶ ⏭   50 ▼ items per page   1 - 4 of 4 items ↻
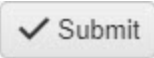
Schedule a Report

1. Click ☐ to select the desired Report. *The Report row is highlighted.*

2. Select 🗓 Schedule Report . *Two additional panels appear beneath the Report Definitions panel.*

A. Use ▼ to select the Export File Format.

3. Select ✓ Submit . *The panels close and the report is scheduled.*