



Schedule Reports

Overview


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

Navigation

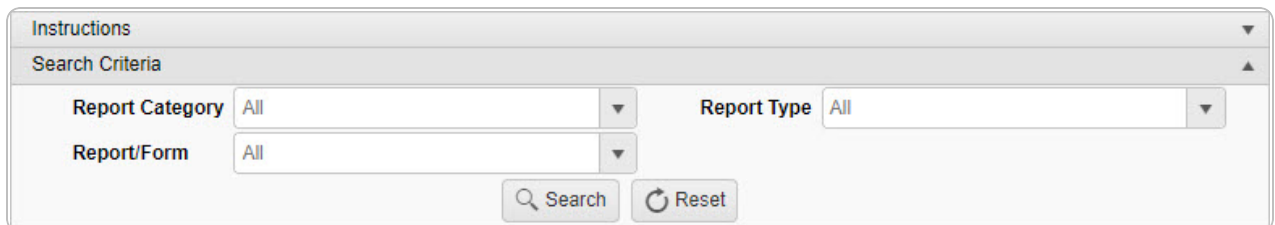
Reports Manager > Schedule Reports > Schedule Report Definitions page

Procedures

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  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.



2. Select  to display the search results.


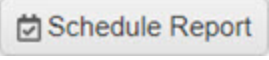
Report Definitions				
<input type="checkbox"/> All <input type="checkbox"/> LPMAR01 <input type="checkbox"/> LPMAR03 <input type="checkbox"/> LPMAR04 <input type="checkbox"/> LPMMR01				
Rpt Id	Rpt Name	Rpt Type	Rpt Category	
LPMAR01	OM&S Trial Balance	Online - User Initiated, Owner View/Delete	Accounting	
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	

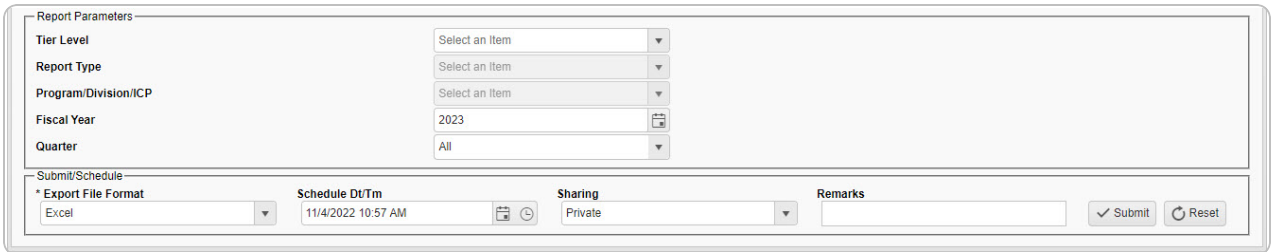
Selected 0/4 Page 1 of 1 50 items per page 1 - 4 of 4 items





Schedule a Report

1. Click  to select the desired Report. *The Report row is highlighted.*
2. Select . *Two additional panels appear beneath the Report Definitions panel.*



The screenshot shows two panels. The top panel, titled 'Report Parameters', contains five dropdown menus: 'Tier Level' (Select an Item), 'Report Type' (Select an Item), 'Program/Division/ICP' (Select an Item), 'Fiscal Year' (2023), and 'Quarter' (All). The bottom panel, titled 'Submit/Schedule', contains four fields: 'Export File Format' (Excel), 'Schedule Dt/Tm' (11/4/2022 10:57 AM), 'Sharing' (Private), and 'Remarks'. At the bottom right of this panel are 'Submit' and 'Reset' buttons.

- A. Use  to select the Export File Format.
3. Select . *The panels close and the report is scheduled.*

