

Tip of the Week: Scheduled Reporting with Quick Schedule

Need to send out reports automatically and regularly? Look no further than TimeSolv's Quick Schedule feature on the new reports! This week's Tip of the Week will guide you on this powerful tool that allows you to create and manage report schedules with ease.

Create Schedules in a Flash

To get started, simply [create a new report](#) using TimeSolv's New Reports functionality. Once you've designed your report, navigate to the Report Schedules tab. Here, you can quickly set up a schedule to send the report out immediately or periodically.

Choose Your Schedule

- Immediately: Send the report right away, bypassing the scheduled run time.
- Periodically: Select a daily, weekly, or monthly schedule and specify the desired time for the report to be sent.

Customize Your Delivery

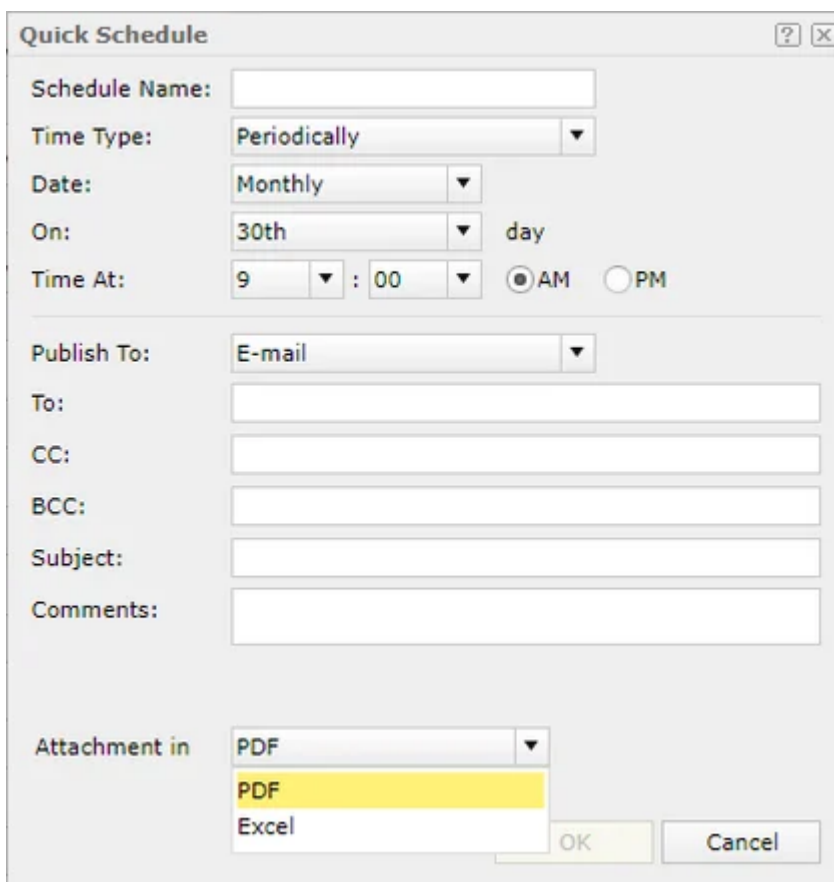
- Publish To: Choose to send the report to an email address or an FTP site.
- Output Format: Select either PDF or Excel for the report's output.

Manage Your Schedules

All schedules created using Quick Schedule are listed on the Standard Reports Dashboard under Manage Schedules. This gives you full control over your reporting process.

Important Notes:

- Report schedules created from New Reports are automatically disabled when the user who created them becomes inactive.
- If an inactive user with schedules is reactivated, the schedules will not automatically turn on. You'll need to activate them manually.



The image shows a 'Quick Schedule' dialog box with the following fields and options:

- Schedule Name:** A text input field.
- Time Type:** A dropdown menu set to 'Periodically'.
- Date:** A dropdown menu set to 'Monthly'.
- On:** A dropdown menu set to '30th', followed by the text 'day'.
- Time At:** A time selection field showing '9 : 00' with AM/PM radio buttons (AM is selected).
- Publish To:** A dropdown menu set to 'E-mail'.
- To:** A text input field for the recipient's email address.
- CC:** A text input field for carbon copy recipients.
- BCC:** A text input field for blind carbon copy recipients.
- Subject:** A text input field for the email subject.
- Comments:** A text input field for additional comments.
- Attachment in:** A dropdown menu with 'PDF' selected, and a list showing 'PDF' and 'Excel' as options.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

Start Scheduling Your Reports Today

Quick Schedule is a valuable tool for automating your reporting tasks and ensuring that critical information is delivered on time. Give it a try and see how it can streamline your workflow.