

# Scheduling a Report (W5)

[This version is superseded. Click here to view the latest guide.](#)

## **PURPOSE**

This document shows the detailed procedure on how to schedule a report.

## **WHY IS THIS IMPORTANT?**

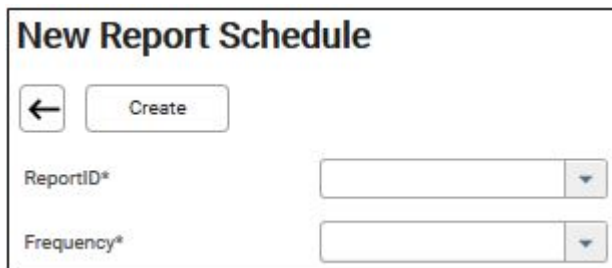
This allows a user to schedule reports to be send to his/ her email without the need to manually print from the system.

## **PROCEDURE**

1. Set up report to be scheduled.

1.1 Select Reporting > Schedule. The Report Schedule menu will be displayed.

1.2 Click New.

A screenshot of a web form titled "New Report Schedule". At the top left, there is a back arrow button and a "Create" button. Below these, there are two input fields. The first is labeled "ReportID\*" and the second is labeled "Frequency\*". Both fields have a dropdown arrow on the right side, indicating they are selection menus.

1.3. Choose the Report ID from the dropdown. Only reports found in the dropdown list can be scheduled.

1.4. Select the Frequency. This is the day when the report will be scheduled.

### New Report Schedule

ReportID\*

1015:Upcoming Settlements

Frequency\*

8:RANGE: MON-FRI

1.5. Click Create. The created scheduled report will be displayed in the main menu.

Report Schedule			
<div> <input type="button" value="New"/> <input type="button" value="Delete"/> <input type="button" value="Update"/> </div>			
	Report ID	Report Title	Frequency
<input type="checkbox"/>	1015	Upcoming Settlements	8:RANGE: MON-FRI

2. Saving report parameters. This is needed to let the system know what parameters needs to be passed to send the scheduled report.

2.1. Select Reporting > Standard.

2.2 Search for the report to be scheduled, in this example, 1015- Upcoming Settlements.

Reports			
<input type="button" value="Refresh"/>			
	ID	Category	Description
<input type="checkbox"/>	1015		
☆	1015	Core	<u>Upcoming Settlements</u>

2.3. Click on the Description. The screen below will be displayed.

**Upcoming Settlements**

← PDF Excel Word ↓ ★ 📁

Accounting Centre\* TFS-SG ▼

Portfolio ▼

Number of Days\*

2.4. Fill in the details, fields with asterisk (\*) are mandatory. In this example, we want to see upcoming settlements for the next 30 days. Set the Acct Cntr and type in the number of days desired. You can also set the portfolio if you just need to see settlements for a certain portfolio only.


**Upcoming Settlements**

← PDF Excel Word ↓ ★ 📁

Accounting Centre\* TFS-SG ▼

Portfolio DEFAULT ▼

Number of Days\* 30

2.5. Click  to save the preference. A popup is shown, click OK.

⌵

⚠ Save current values as your page preference?

OK Cancel

Note that for date field, when you save as today's date, the system will adjust the date to the next day when the report is scheduled to send on the next day and subsequent days.

3. Setting up email under your user ID. This is done to send

the scheduled report to your email.

3.1. Select Set Up > User and Rights

3.2. Search for your user ID. The Amend User screen will be displayed.

**Amend User**

← Save Duplicate Reset Password Assign Group Preference History

User ID\*

Language  ▼

Valid To\*

Activation ☒ Y

Full Name

Email\*

Department  ▼

No IP Restriction ☒

Your password\*

3.3. Ensure the email address is correct, if not make the changes and click Save.

3.4. Approve the User ID by clicking on the tick box besides N and click Approve.

## **FREQUENTLY ASKED QUESTIONS**

## **RELATED INFORMATION**

## **CHANGE HISTORY**

Date	By	Changes
15-Feb-2008	-	Created
11-Nov-2016	Clarissa	Rewritten. Reformatted.
18-Nov-2019	Lyra	Updated Screenshots.