Reports

- Reports definitions
- Scheduled reports
- Executed reports

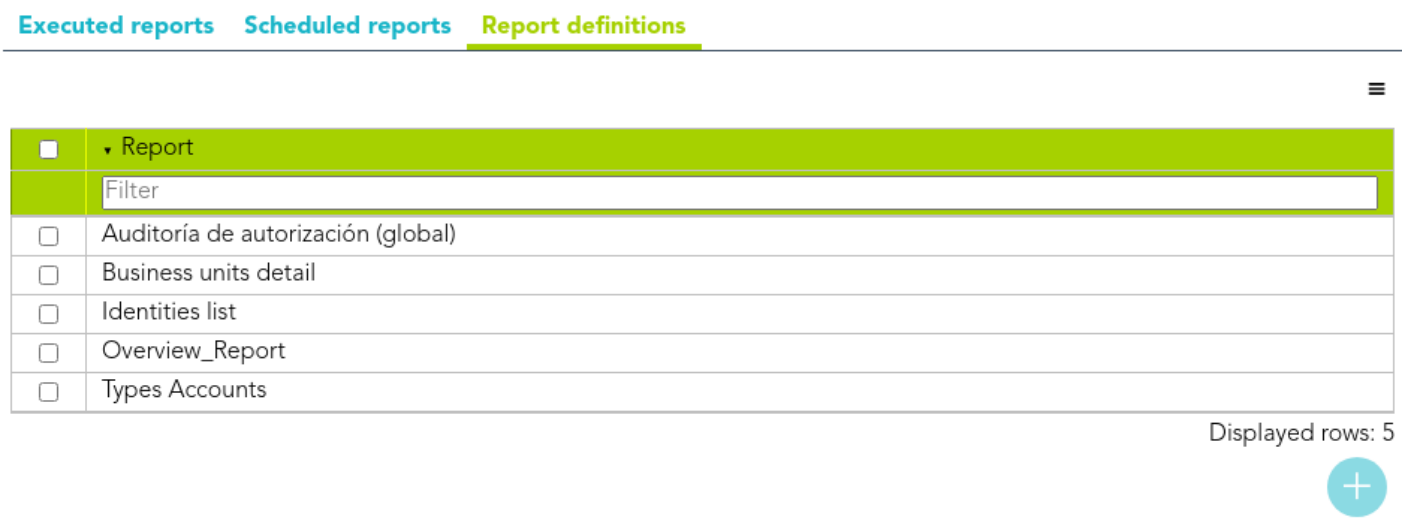
Reports definitions

Description

At the report definitions tab you can add new reports to Soffid Console, and manage the the existing ones.

You can create your own reports, you can visit the How to customize Reporting page, or download then from the Standard reports library page.

Screen overview



Actions

Download iReport component	Allows you to download the ireport-addon.jar. That add-on will be customized and added to the iReport designer to design your owns reports. You can visit the How to start Reporting in Soffid page.

Upload	Allows you to upload a designed report with iReport tool. You can upload defautl jasper files or customized jasper files as well. First of all, you need to click the Upload option by clicking in the hamburguer icon. Then Soffid will display a window to pick up the new report (a .jasper file).
Add	Allows you to upload a designed report with iReport tool. You can upload defautl jasper files or customized jasper files as well. First of all, you need to click the add button (+). Then Soffid will display a window to pick up the new report (a .jasper file).
Delete	Allows you to delete one or more defined reports. To delete reports, first select the reports, then click on the subtract button (-) and finally Soffid will ask you to confirm or cancel the operation.
Update report	By clicling on a report, Soffid will display the report configuration. You could update and customize the report configuration.

> You can download the **iReport** designer from sourceforge.

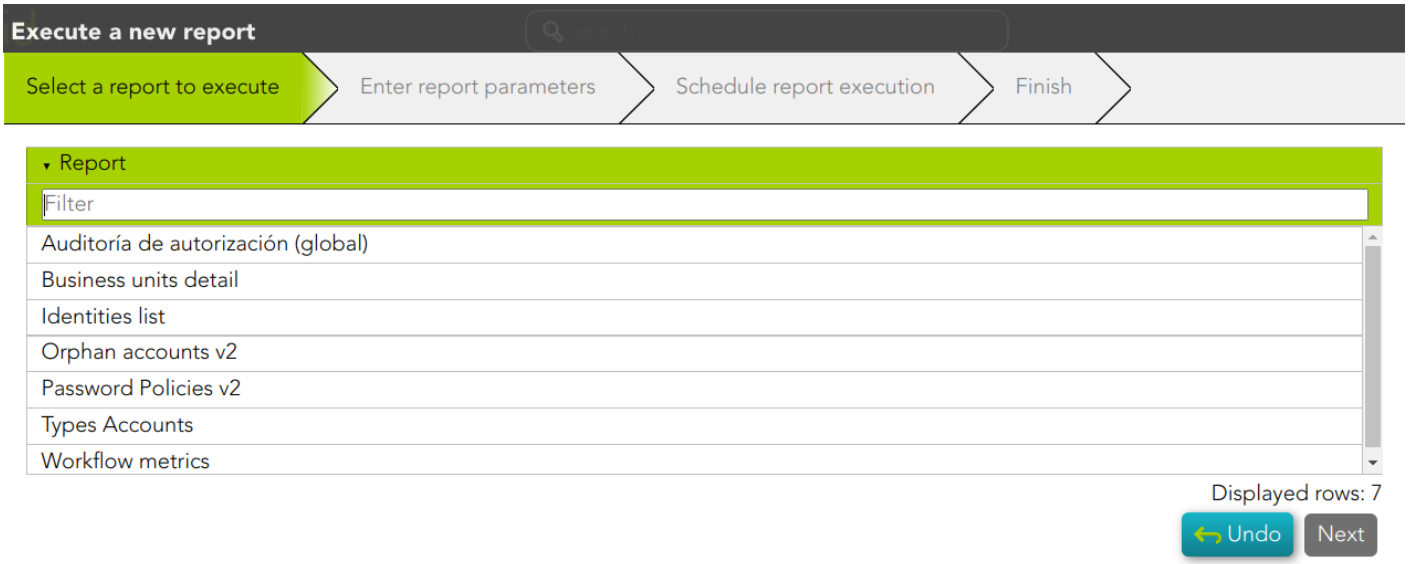
Scheduled reports

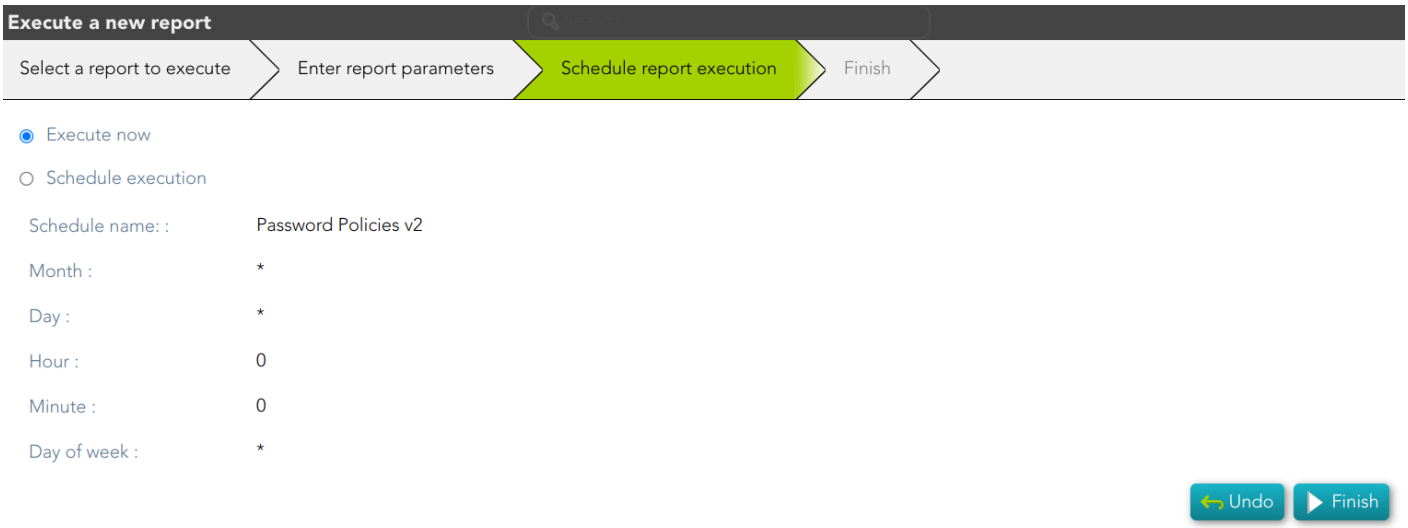
Description

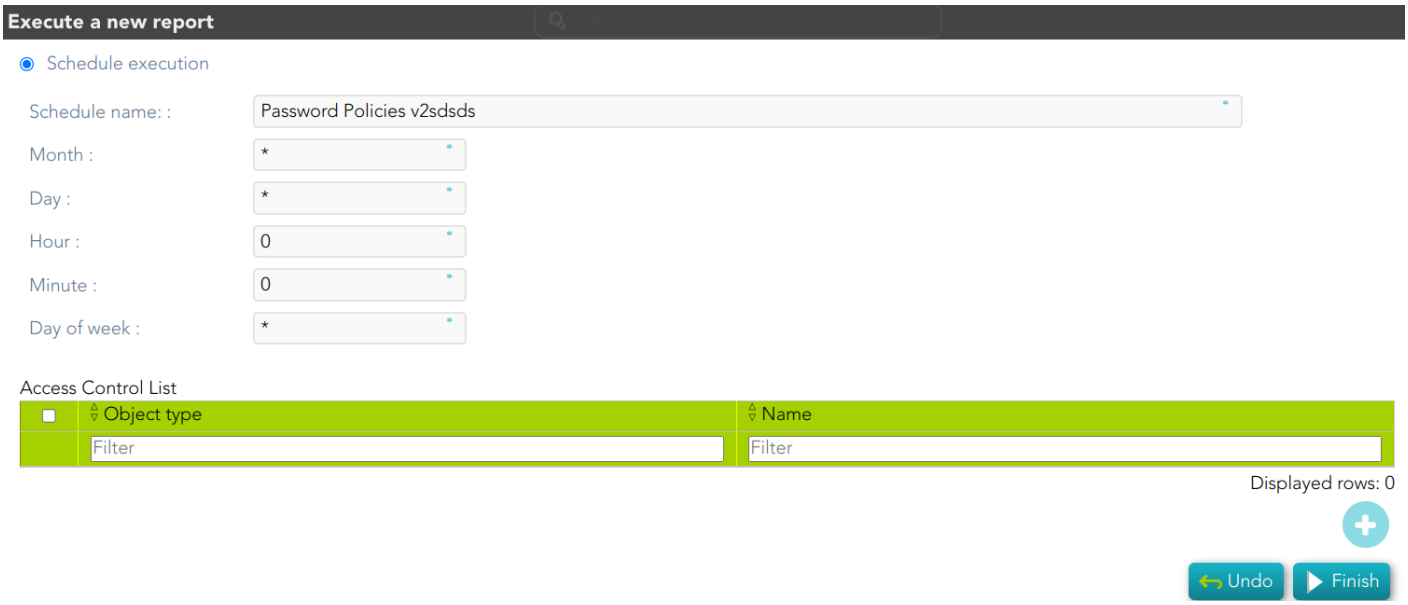
At the schedule reports tab you can schedule or run the report. The report must be defined in the report definition tab.

First of all, you need to select the report you want to execute. Once the report was selected, then you will need to fill in the parameters if they are required. And finally, you can execute the report right now, or shedule the report execution. If you schedule the execution, you would config a Access control list. At this list you would define the users, groups or roles

Screen overview







Standard attributes

- **Schedule name**: identified name.
- **Month**: number of the month (1-12) when the task will be performed.
- **Day**: number of the day (1-31) when the task will be performed.
- **Hour**: hour (0-23) when the task will be performed.
- **Minute**: minute (0-59) when the task will be performed.
- **Day of week**: number of the day (0-6 where 0 means Sunday) of the week when the task will be performed.
- **Access Control List**: to prevent unauthorized usage. Will be granted to users, groups or roles.

For each value of month, day, hour, minute, or day of the week:

- * means any month, day, hour, minute, or day of the week. e.g. */5 to schedule every five minutes.
- A single number specifies that unit value: 3
- Some comma separated numbers: 1,3,5,7
- A range of values: 1-5

Actions

Add	Allows you to shedule or execute a report. First of all, you need to click the add button (+). Then Soffid will display a window to pick up the report. Then you need to select the report you want to execute or schedule and click Next button. At the Enter report parameter, you could fill in the required parameter, and click the Next button. Alt the Schedule report execution, you could choose to execute the report right now, or to schedule the execution, to do that, you need to fill in the parameters, and the click the Finish button.
Delete	Allows you to delete one or more scheduled reports. To delete reports, first select the reports, then click on the subtract button (-), and finally Soffid will ask you to confirm or cancel the operation.
Edit	By clicling on a report, Soffid will display the report sheduled configuration. You could update and customize the sheduled configuration.

Executed reports

Description

At the Executed reports tab, Soffid displays all the reports previously executed. Soffid displays a list with the report name and the execution date.

In addition, you could download the reports previously executed in XML, HTML, CSV or XLS format.

> Soffid allows you to define a parameter to establish the maximun number of days to keep generated reports in Soffid. Todo that, you can add the parameter **soffid.addon.report.expire** at the Soffid parameters page and indicate the maximum number of days.

Screen overview



Actions

Schedule report execution	Allows you to run or schedule the execution of a report. First, you need to click on the add button (+), then Soffid displays a wizard in which you must select the report you want to execute or to schedule. Once the report is selected, you must click the Next button. Then you can fill in the filter parameters and click the Next button. Then, you need to select if you wan to execute now, or if you want to schedule execution, if you select the second one, you could customize the execution and you could define de access control list. Finally you need to click on the Finish button, and the report will be executed or scheduled depending on you previous selection.
Delete	Allows you to delete one or more executed reports. To delete executed reports, first select the reports, then click on the subtract button (-) and finally Soffid will ask you to confirm or cancel the operation.