

# 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

The screenshot displays the 'Execute a new report' workflow. At the top, a dark grey header contains the title 'Execute a new report' and a search icon. Below this is a progress bar with four steps: 'Select a report to execute' (highlighted in green), 'Enter report parameters', 'Schedule report execution', and 'Finish'. The main area shows a list of reports under the heading 'Report'. A search filter is present above the list. The reports listed are: Auditoría de autorización (global), Business units detail, Identities list, Orphan accounts v2, Password Policies v2, Types Accounts, and Workflow metrics. At the bottom right, it indicates 'Displayed rows: 7' and includes 'Undo' and 'Next' buttons.

Report
Auditoría de autorización (global)
Business units detail
Identities list
Orphan accounts v2
Password Policies v2
Types Accounts
Workflow metrics

**Execute a new report**

Select a report to execute > Enter report parameters > **Schedule report execution** > Finish

Execute now  
 Schedule execution

Schedule name: : Password Policies v2  
 Month : \*  
 Day : \*  
 Hour : 0  
 Minute : 0  
 Day of week : \*

[Undo](#) [Finish](#)

**Execute a new report**

Schedule execution

Schedule name: : Password Policies v2sdsds  
 Month : \*  
 Day : \*  
 Hour : 0  
 Minute : 0  
 Day of week : \*

Access Control List

<input type="checkbox"/>	Object type	Name
	Filter	Filter

Displayed rows: 0

[Undo](#) [Finish](#)

# 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 (0-7 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

<p><b>Add</b></p>	<p>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.</p>
<p><b>Delete</b></p>	<p>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.</p>
<p><b>Edit</b></p>	<p>By clicling on a report, Soffid will display the report sheduled configuration. You could update and customize the sheduled configuration.</p>

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