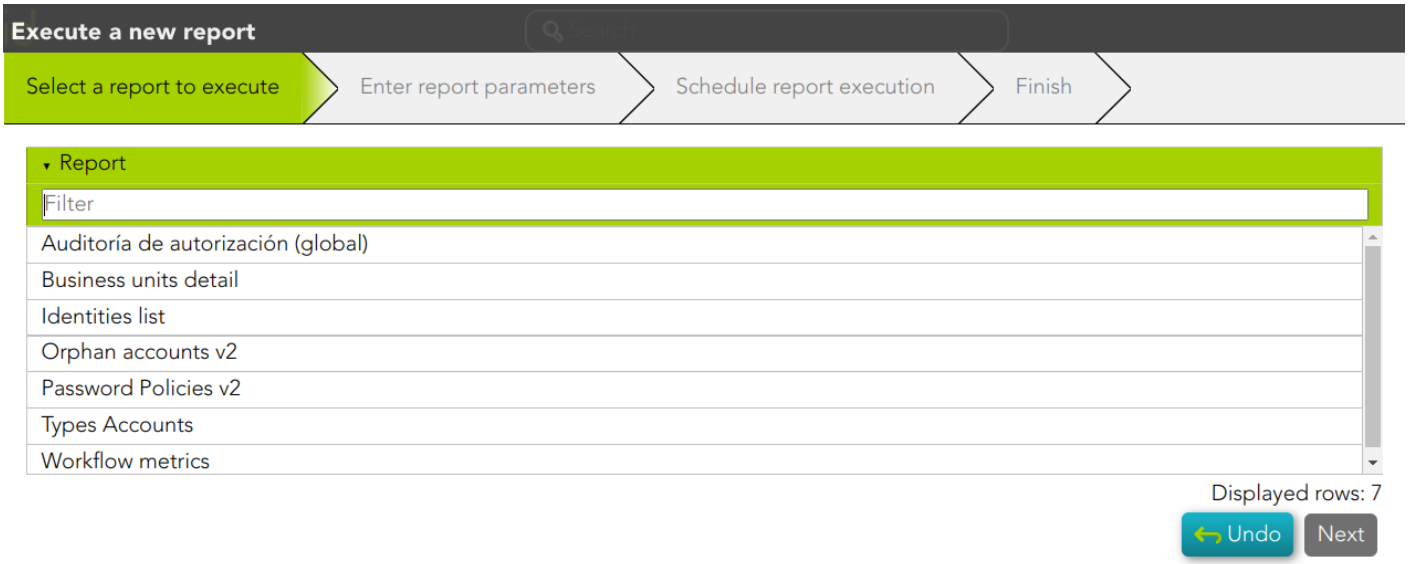
Scheduled reports

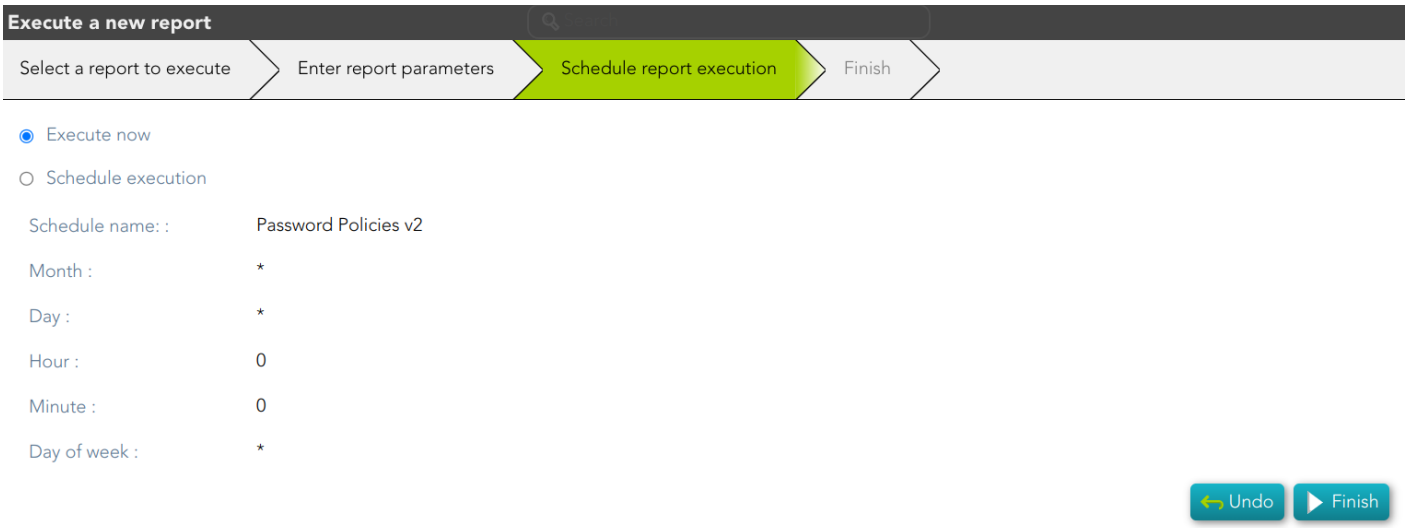
Description

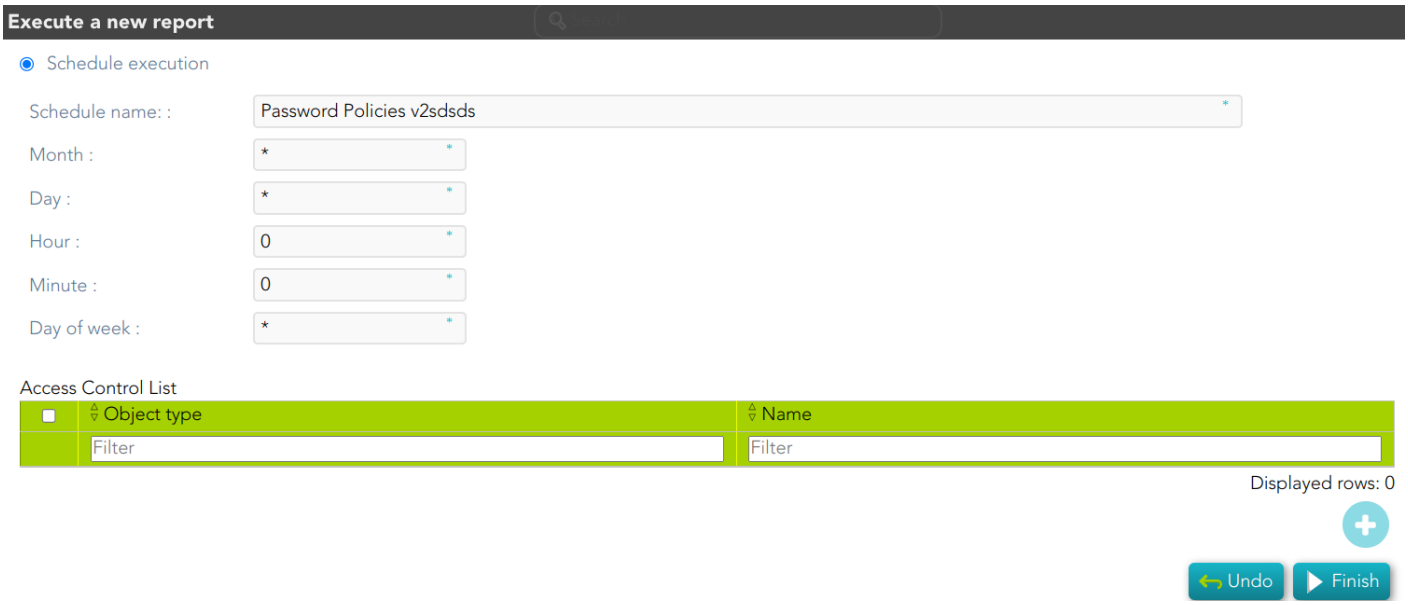
At the schedule reports tab you can schedule or run the report. The report must be defined in the report definition tab.

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.

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