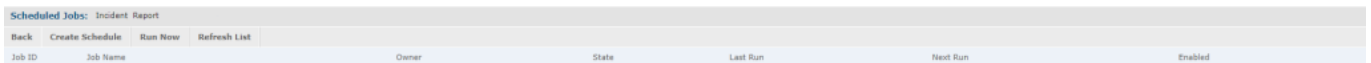# Scheduling

QR-Patrol provides you with the unique feature of automatically executing your reports according to a time diagram that suits your needs.
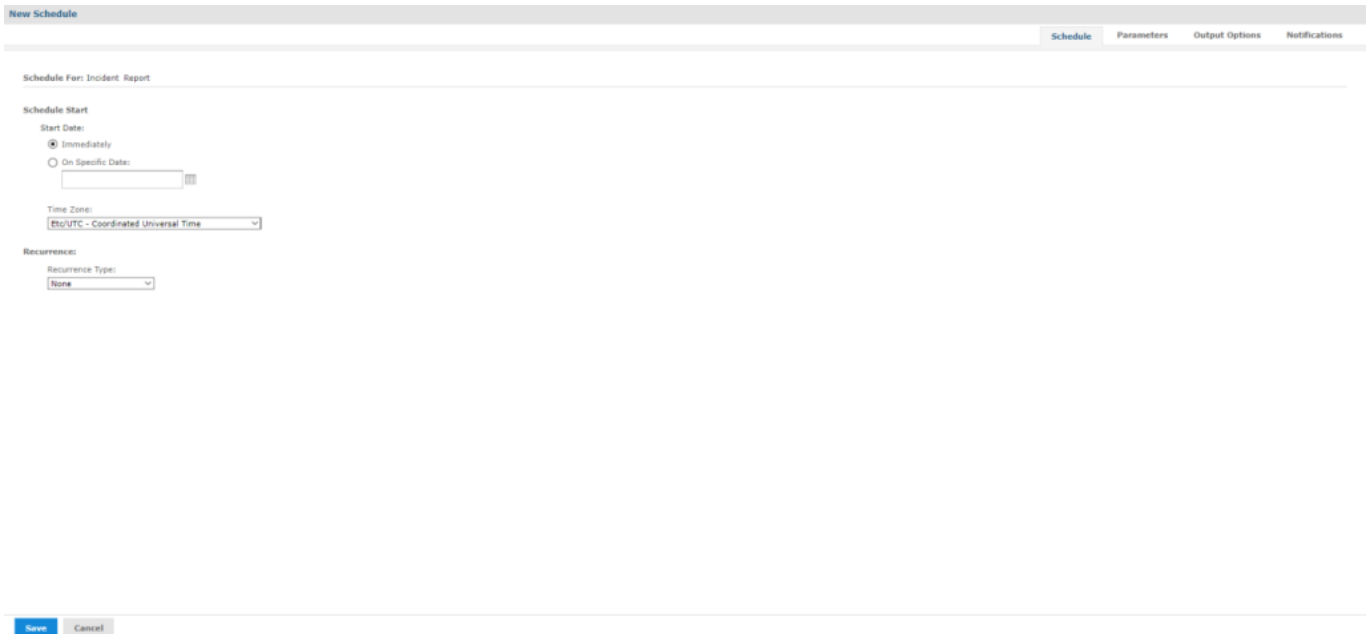
Navigate to your Reports folder and left click on the report you want to create a schedule for. You will be then navigated to the Schedule screen where you can decide the recurrence of the execution of the report, the output and the possible recipients that will receive the executed reports by email.

Select the **Create Schedule** option:

You will be then navigated to the Schedule Creation Page where you can fully configure the scheduling of your report:

Configure the Output to export your report:

New Schedule

File name (required):
Incident Report

Description:

Time Zone:
Etc/UTC - Coordinated Universal Time

Output Locale:
(Default)

Formats:

- CSV
- HTML
- RTF
- DOCX
- ODS
- XLSX
- Excel (Paginated)
- ODT
- XLSX (Paginated)
- Excel
- ☑ PDF
- PPTX

File Handling:
☑ Overwrite Files
☐ Sequential File Names by Timestamp
Timestamp Pattern:
yyyyMMddHHmmss

Output Destination

☑ Output To Repository
/My_organization/devtests/Final_QRPatrol_Report   Browse...

☐ Output To Host File System

☐ Output To FTP Server
Server Address:

Save   Cancel

Finally, take full advantage of our unique feature to set up email
configurations to the recipients of the reports:

New Schedule

Schedule For: Incident Report

Email Notification

Send report when scheduler runs

To:

Use commas to separate addresses
CC:

BCC:

Subject:

Message:

◉ Include reports as repository links in email body
○ Include report files as attachments
○ Include report files as ZIP attachment
☐ Include HTML report in email body
☐ Do not send emails for empty reports

Send job status notifications

To:

Use commas to separate addresses
Subject:

☐ Send success notification
Success Message:

☐ Send failure notification
Failure Message:

☐ Include report job information
☐ Include stack trace

Save   Cancel

Note: The scheduled reports will appear in your repository with an icon on
the left.