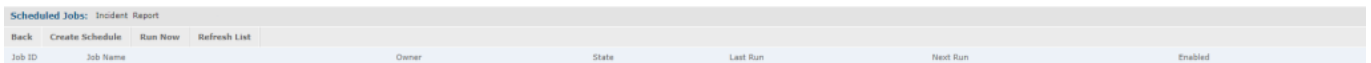


Scheduling

QR-Patrol provides you with the unique feature of automatically executing your reports according to a time diagram that suits your needs.

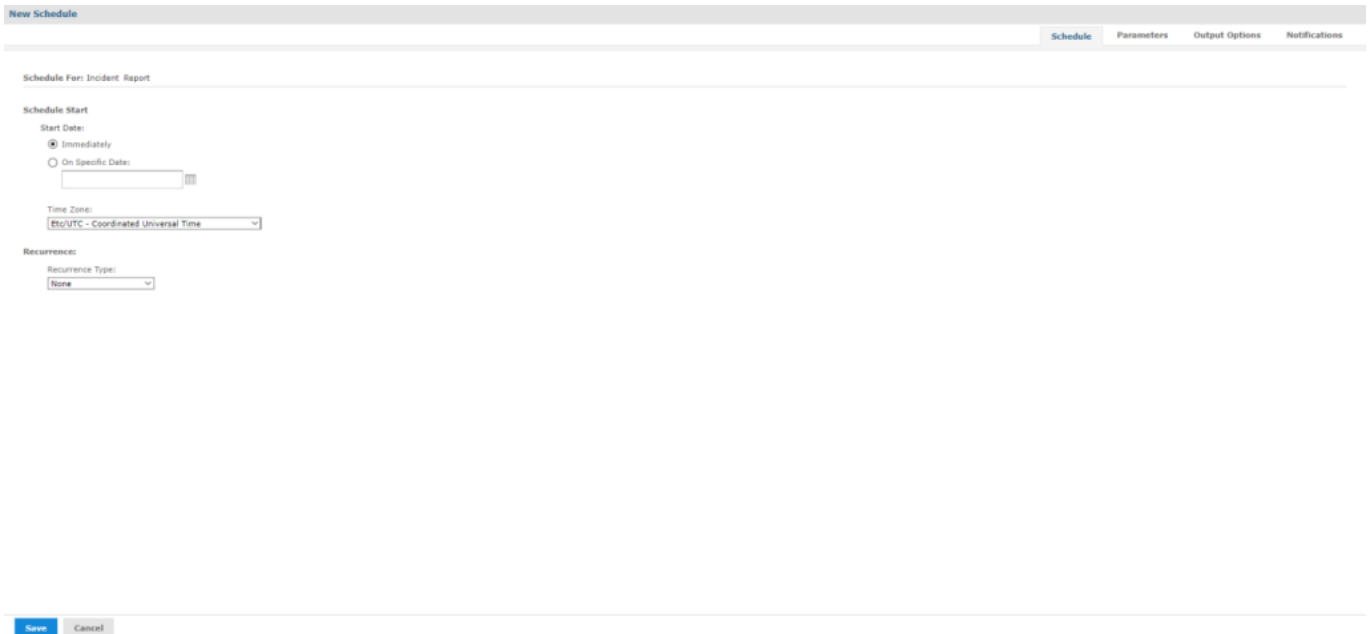
Navigate to your Reports folder and left click on the report you want to create a schedule for. You will be then navigated to the Schedule screen where you can decide the recurrence of the execution of the report, the output and the possible recipients that will receive the executed reports by email.

Select the **Create Schedule** option:



The screenshot shows a table titled "Scheduled Jobs: Incident Report". At the top, there are navigation links: "Back", "Create Schedule", "Run Now", and "Refresh List". Below these is a table header with columns: "Job ID", "Job Name", "Owner", "State", "Last Run", "Next Run", and "Enabled".

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



The screenshot shows the "New Schedule" page for "Incident Report". It has tabs for "Schedule", "Parameters", "Output Options", and "Notifications". The "Schedule" tab is active. The page contains the following fields:

- Schedule Start:**
 - Start Date: Immediately, On Specific Date:
 - Time Zone:
- Recurrence:**
 - Recurrence Type:

At the bottom, there are "Save" and "Cancel" buttons.

Configure the Output to export your report:

New Schedule Schedule Parameters **Output Options** Notifications

File name (required):

Description:

Time Zone:

Output Locale:

Formats:

| | | |
|--|---|---|
| <input type="checkbox"/> CSV | <input type="checkbox"/> HTML | <input type="checkbox"/> RTF |
| <input type="checkbox"/> DOCX | <input type="checkbox"/> ODS | <input type="checkbox"/> XLSX |
| <input type="checkbox"/> Excel (Paginated) | <input type="checkbox"/> ODT | <input type="checkbox"/> XLSX (Paginated) |
| <input type="checkbox"/> Excel | <input checked="" type="checkbox"/> PDF | <input type="checkbox"/> PPTX |

File Handling:

Overwrite Files

Sequential File Names by Timestamp

Timestamp Pattern:

Output Destination

Output To Repository

Output To Host File System

Output To FTP Server

Server Address:

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

New Schedule Schedule Parameters Output Options **Notifications**

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

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