

Schedule reports


Once you have created a report you want you can then bring up the report scheduler by clicking on the “Schedule Report” button.


Login Activity Report

No Date Filter(s) ▶ Expand all


▼ Report Dates

Date Type:

From: 

To: 

▶ Report Filters



When the report scheduler pops up you will see there are different fields you can manipulate. The first is the Report Format which you can choose to be in either PDF, CSV, or XLS format. You also have the ability to put in an email address that you want to send the report to. **Please note you do not need to put in an email address for a user that is in the LMS. You can enter an external email if you choose to.**

Configure Schedule ×

Schedule Description:

Report Format:
 PDF CSV XLS

Send To Email Addresses:

Please select users to email: (username/First/last)

- 2xpensiv@gmail.com (Edward Wells)
- 7child3@gmail.com (B Plenty)
- 5619@test.com (Test 5619)
- abisolasalu@gmail.com (Abisola Salu)
- adam.breisch@cstbrands.com (Adam Breisch)
- adesominupatrick@outlook.com (Oluwole Patrick)
- adibiase@optonline.net (Angelo DiBiase)
- adjirib32@gmail.com (Emmanuel Barnor)
- admanforbes@gmail.com (Adam Forbes)
- adroberts72@gmail.com (Aaron Roberts)

Email Subject:

Email Body:

You can also enter an email subject and body message. You are also able to set a start and end range for the report.

Email Subject:

Email Body:

Start Range:

End Range:

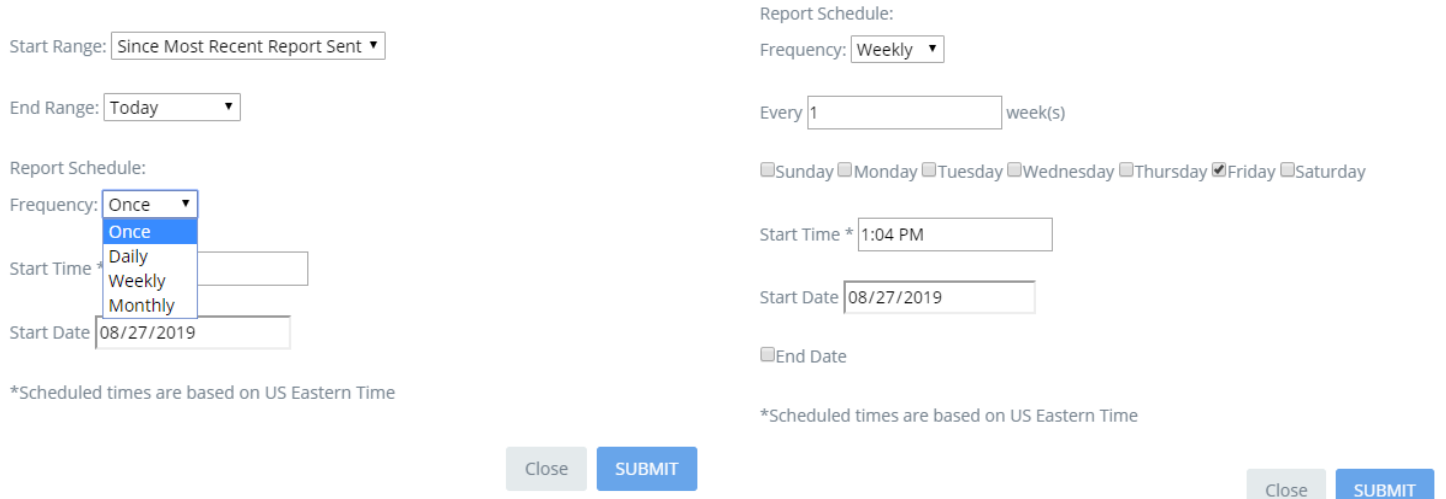
Report Schedule:
Frequency:

Start Time *

Start Date

*Scheduled times are based on US Eastern Time

The report frequency button will allow you to choose how often this report will be sent to you with updated information. For this example, we will choose the weekly frequency. By checking off the Friday box we have told the system that we would like an updated report sent to us every Friday (once a week) at 1:04 PM (EST) starting on 8/27/19 until the end of time.



Start Range:

End Range:

Report Schedule:

Frequency: (dropdown menu open showing: Once, Daily, Weekly, Monthly)

Start Time:

Start Date:

*Scheduled times are based on US Eastern Time

Report Schedule:

Frequency:

Every week(s)

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

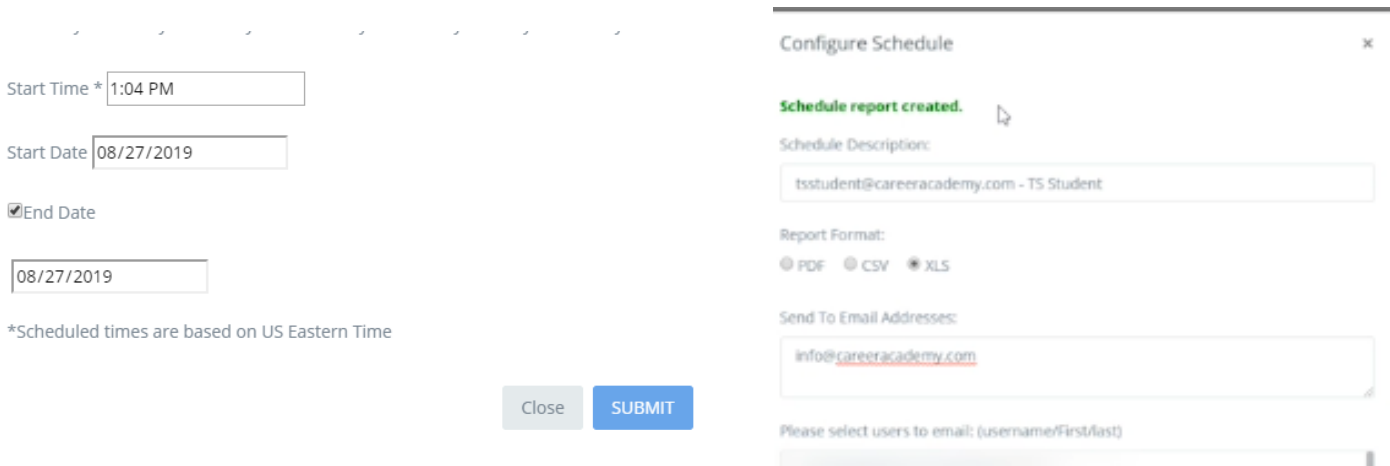
Start Time *

Start Date

End Date

*Scheduled times are based on US Eastern Time

If you would like to set an end date click on the “End Date” box and select a date you would like to stop receiving the reports. Once you are all done you can click the “Submit” button. The top of the will show that the scheduled report has been created.



Start Time *

Start Date

End Date

*Scheduled times are based on US Eastern Time

Configure Schedule

Schedule report created.

Schedule Description:

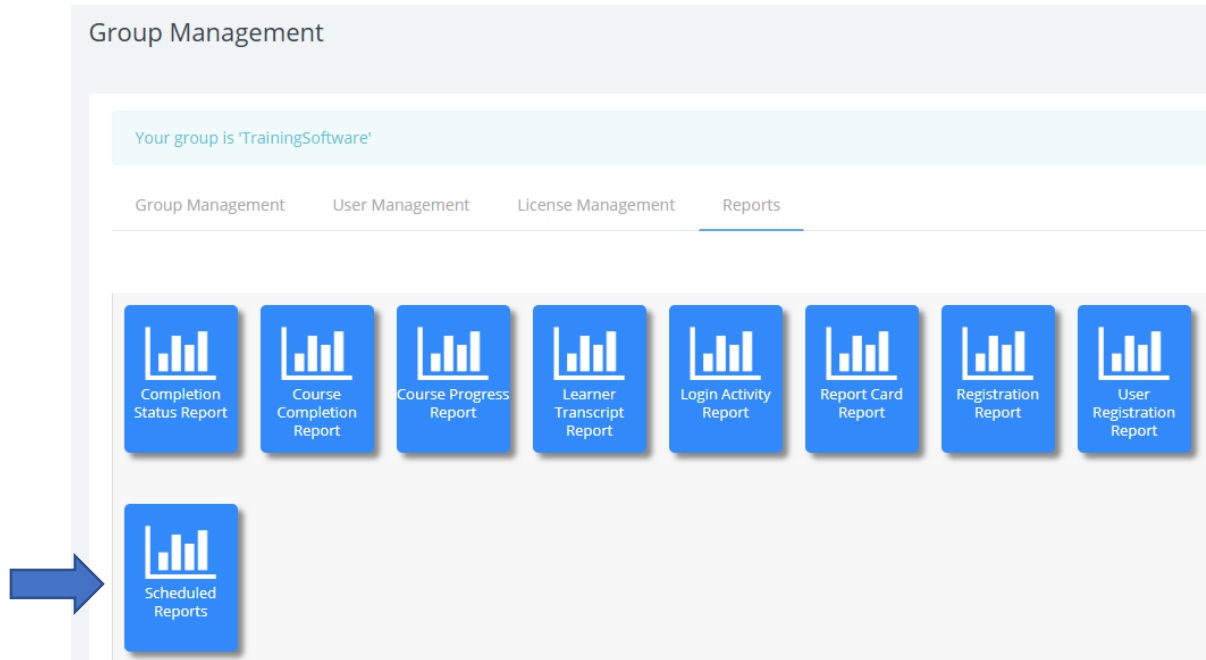
Report Format:

PDF CSV XLS

Send To Email Addresses:

Please select users to email: (username/first/last)

If you have multiple scheduled reports created, you can find them under the “Scheduled Report” button under the “Reports” tab.



Here you can see all the reports that have been set up. You can manipulate the reports from this section as well. You can delete them (red “X”), run them now (green checkmark), and edit them (gear icon) as you see fit.

Active Scheduled Reports								
Info	Description	Next Run	Last Run	Recipient(s)	Schedule Description*	Format	Pause	Actions
	Learner Report Card		02/01/2019 11:02:00 AM	demo1@careeracademy.com	At 11:01 AM every Fri of every 1 week, ending 01/29/2019	XLSX		
	Login Activity		02/01/2019 04:03:00 PM	info@careeracademy.com	At 04:02 PM every Fri of every 1 week, ending 01/29/2019	CSV		
	Course progress report		03/01/2019 03:38:00 PM	info@careeracademy.com	At 03:37 PM every Fri of every 1 week, ending 04/25/2019	XLSX		
	Report Card			info@careeracademy.com	At 11:20 AM on 02/26/2019	XLSX		
	tsstudent@careeracademy.com - TS Student		08/23/2019 04:01:00 PM	info@careeracademy.com	At 04:00 PM every Fri of every 1 week, ending	XLSX		

If you scroll to the bottom of the screen you can see all the inactive reports. Inactive reports are reports that were created but have since been disabled.

Inactive Scheduled Reports

Info	Description	Next Run	Last Run	Recipient(s)	Schedule Description*	Format	Pause	Actions
	Course Completion		02/08/2019 03:37:00 PM	mgmtts@careeracademy.com	At 03:36 PM every 1 day, ending 02/09/2019	XLSX		
	Registration		07/24/2019 03:35:00 PM	kevins@careeracademy.com	At 03:34 PM on 07/24/2019	PDF		
	Registration CSV		07/24/2019 03:36:00 PM	kevins@careeracademy.com	At 03:35 PM on 07/24/2019	CSV		
	Registration XLS		07/24/2019 03:37:00 PM	kevins@careeracademy.com	At 03:36 PM on 07/24/2019	XLSX		
	Registration		08/02/2019 03:42:00 PM	kevins@careeracademy.com	At 03:35 PM on 08/02/2019	XLSX		
	Registration		08/02/2019 03:37:00 PM	kevins@careeracademy.com	At 03:36 PM on 08/02/2019	CSV		
	Registration		08/02/2019 03:38:00 PM	kevins@careeracademy.com	At 03:37 PM on 08/02/2019	PDF		