



Schedule Reports

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Schedule Reports page displays all the defined reports available for scheduling.

Navigation

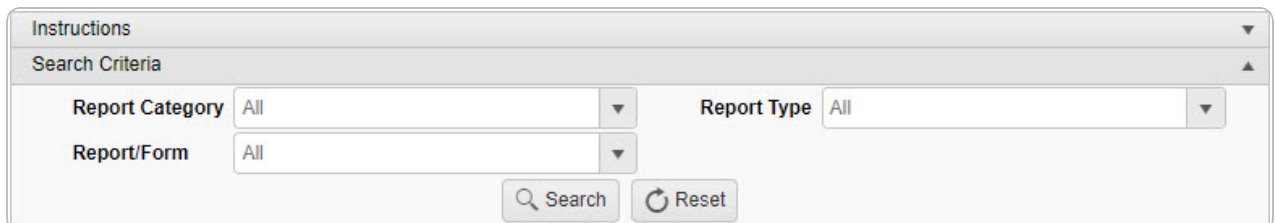
Reports Manager > Schedule Reports > Schedule Report Definitions page

Procedures

Search for a Report to Schedule

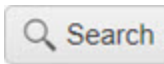
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

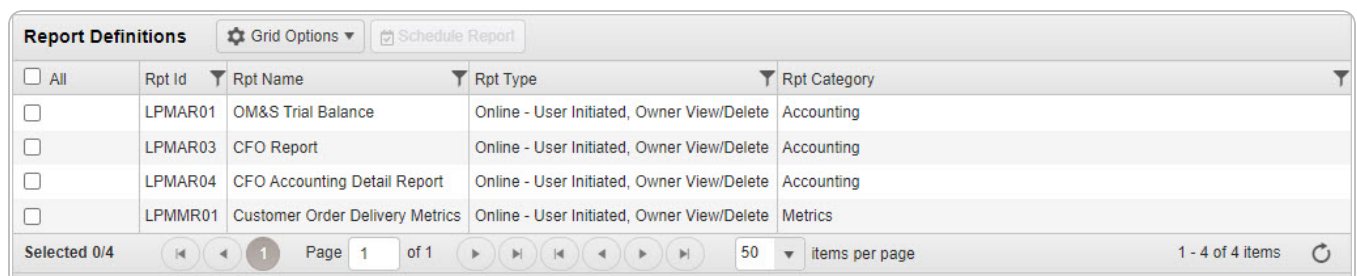
1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.



The screenshot shows the 'Search Criteria' panel with the following fields and values:

- Report Category:** All
- Report Type:** All
- Report/Form:** All
- Buttons:** Search (magnifying glass icon), Reset (circular arrow icon)

2. Select  to display the search results.



The screenshot shows the 'Report Definitions' table with the following data:

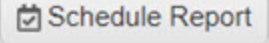
☐ All	Rpt Id	Rpt Name	Rpt Type	Rpt Category
☐	LPMAR01	OM&S Trial Balance	Online - User Initiated, Owner View/Delete	Accounting
☐	LPMAR03	CFO Report	Online - User Initiated, Owner View/Delete	Accounting
☐	LPMAR04	CFO Accounting Detail Report	Online - User Initiated, Owner View/Delete	Accounting
☐	LPMMR01	Customer Order Delivery Metrics	Online - User Initiated, Owner View/Delete	Metrics

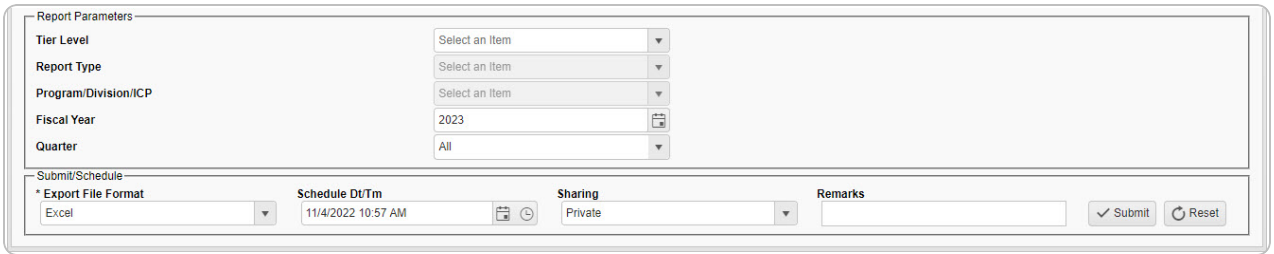
Below the table, the status bar shows: Selected 0/4, Page 1 of 1, 50 items per page, and 1 - 4 of 4 items.





Schedule a Report

1. Click  to select the desired Report. *The Report row is highlighted.*
2. Select . *Two additional grids appear beneath the Report Definitions grid.*



The screenshot shows a web form with two main sections. The top section, titled 'Report Parameters', contains five rows of input fields: 'Tier Level' (dropdown menu), 'Report Type' (dropdown menu), 'Program/Division/ICP' (dropdown menu), 'Fiscal Year' (text input with '2023' and a calendar icon), and 'Quarter' (dropdown menu with 'All'). The bottom section, titled 'Submit/Schedule', contains four fields: 'Export File Format' (dropdown menu with 'Excel' selected), 'Schedule Dt/Tm' (text input with '11/4/2022 10:57 AM' and a calendar icon), 'Sharing' (dropdown menu with 'Private' selected), and 'Remarks' (text input). At the bottom right of this section are two buttons: 'Submit' (with a checkmark icon) and 'Reset' (with a circular arrow icon).

- A. Use  to select the Export File Format.
3. Select . *The grids close and the report is scheduled.*

