



## Schedule Reports

### Overview


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

### Navigation

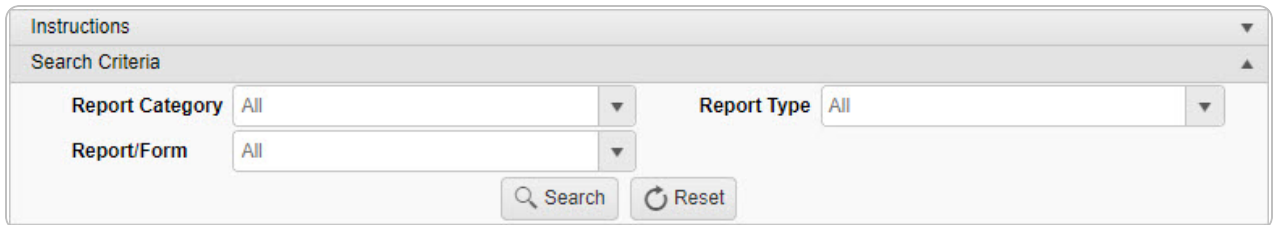
Reports Manager > Schedule Reports > Schedule Report Definitions page

### 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.

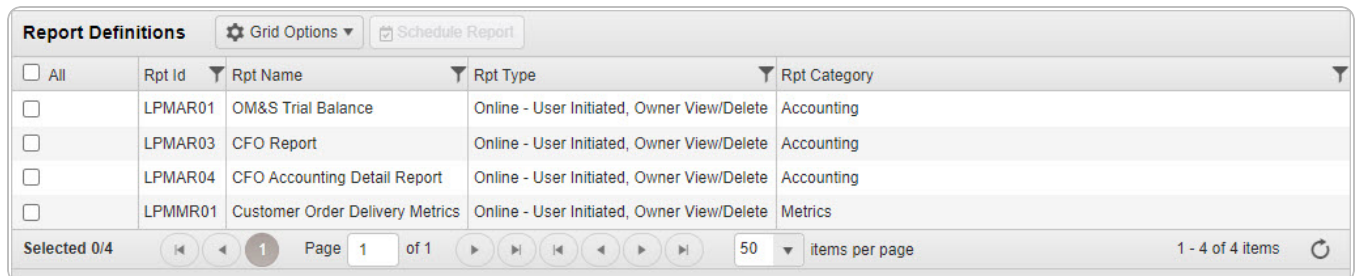
- In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.



The screenshot shows a search panel with the following fields:

- Report Category: All
- Report Type: All
- Report/Form: All
- Buttons: Search, Reset

- Select  to display the search results.



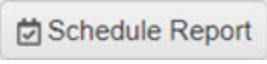
<input type="checkbox"/> All	Rpt Id	Rpt Name	Rpt Type	Rpt Category
<input type="checkbox"/>	LPMAR01	OM&S Trial Balance	Online - User Initiated, Owner View/Delete	Accounting
<input type="checkbox"/>	LPMAR03	CFO Report	Online - User Initiated, Owner View/Delete	Accounting
<input type="checkbox"/>	LPMAR04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

Selected 0/4 | Page 1 of 1 | 50 items per page | 1 - 4 of 4 items





## Schedule a Report


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

Report Parameters

Tier Level	Select an Item
Report Type	Select an Item
Program/Division/ICP	Select an Item
Fiscal Year	2023
Quarter	All

Submit/Schedule

* Export File Format	Schedule Dt/Tm	Sharing	Remarks
Excel	11/4/2022 10:57 AM	Private	

**A.** Use  to select the Export File Format.

3. Select . *The panels close and the report is scheduled.*

