Schedule Reports

Overview

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

Navigation

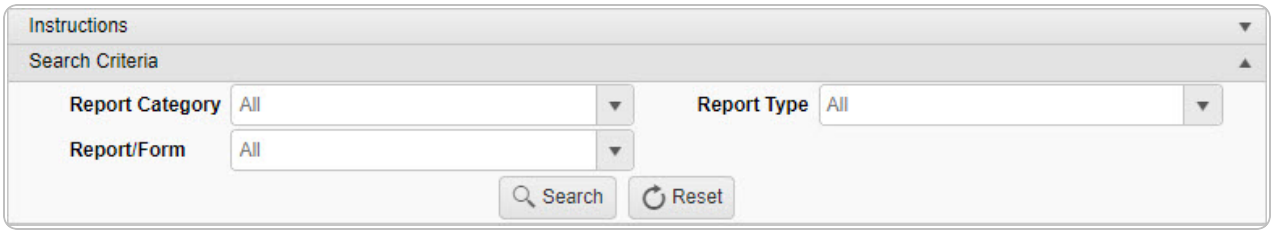
Reports Manager > Schedule Reports > Schedule Report Definitions page

Procedures

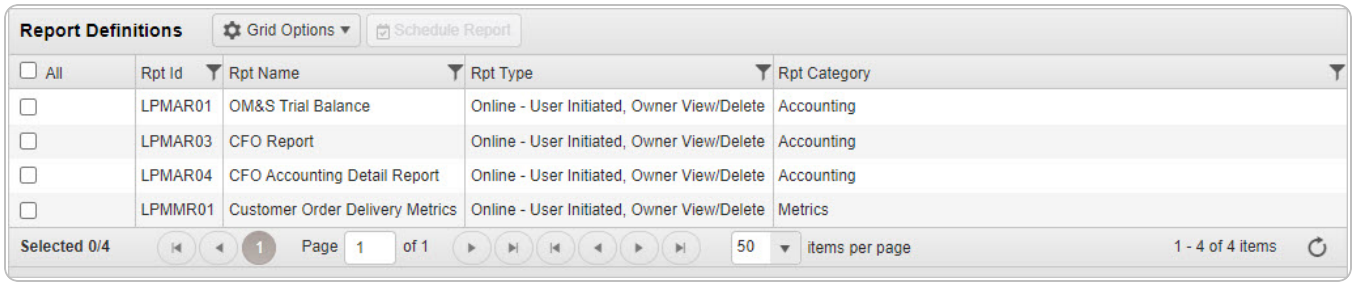
Search for a Report to Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *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.



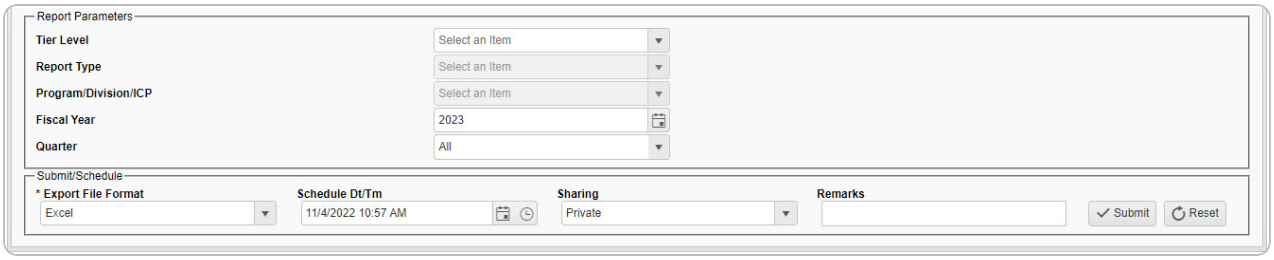
2. Select Search to display the search results.



Schedule a Report

1. Click ☐ to select the desired Report. *The Report row is highlighted.*

2. Select Schedule Report. *Two additional grids appear beneath the Report Definitions grid.*



A. Use ▼ to select the Export File Format.

3. Select Submit. *The grids close and the report is scheduled.*