Scheduling a Reoccuring Report

Purpose: *Instructions on how to set any report to run on a scheduled basis.*
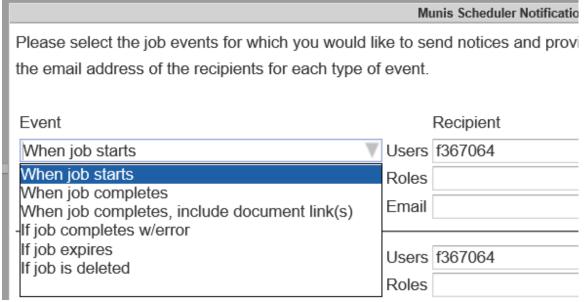
Process

1. Under **Report Options** c
   a. Execute this report = **At a scheduled time**
   b. Set remaining report options
   c. Click **Accept**

Report Options

Execute this report | At a scheduled time
Now
In background (now)
At a scheduled time

Sequences
Field #

2. Munis Scheduler will open → Click OK
   a. Click **Recur** to set:
      i. How often to run
      ii. What time to run
      iii. When to end report
   b. Click **Notify** to set event notifications:
      i. When job completes, include document link(s) = users fnumber
      ii. If job expires = users fnumber

Munis Scheduler Notificatio

Please select the job events for which you would like to send notices and provi
the email address of the recipients for each type of event.

Event

When job starts

When job starts
When job completes
When job completes, include document link(s)
If job completes w/error
If job expires
If job is deleted

Recipient

Users | f367064
Roles |
Email |

Users | f367064
Roles |

   c. Click **Output**
      i. Save as type = **PDF (.pdf)**