

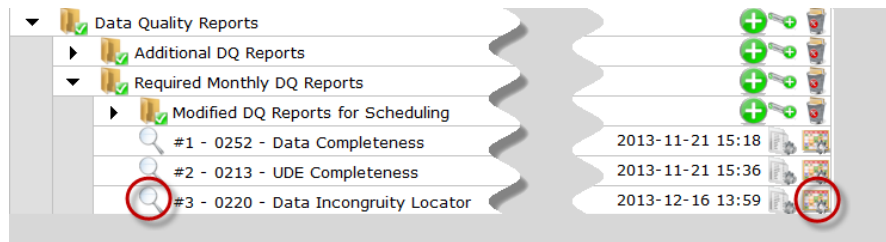
# Scheduling ART Reports

Scheduling reports saves time by cutting down on repetitive work and allowing for the continued use of ServicePoint while a report is running in the background. This feature is suggested for re-occurring reports and/or reports that include a large amount of data and take a long time to run. The major advantage of scheduling the report compared to running it yourself is that the report runs on the Bowman Servers and will use those server's resources instead of your computer's. This means the report will always run more quickly. The disadvantage is that the report's input controls will not be functional. Input controls only work while within the Advanced Reporting Tool (ART).

Requirements:

1. ART Report Viewer (ARV) or an ART Adhoc Reporting license
2. Completed ART report viewer training

In ART, select either icon for the specified report to be scheduled.



## Completing Report Prompts

Complete all required report prompts just as one would do when running a report in ART.

Do NOT click  until you are **finished** filling in the prompts.

Some reports include prompts that require special attention such as the *Effective Date* and *End Date + 1 Day*. In such cases, it is best to choose an exaggerated futuristic date to ensure that all data will continue to pull-in correctly.

## Scheduling the Report

These prompts are referencing solely the details of when the report will run on the server and are not to be confused with the report prompts.

1. *Name* - a name may be chosen for the report that will appear in the ART inbox
2. *Format* – Select Excel or PDF
3. *User's Inbox* – by default this will be the user scheduling, but another user may be selected.
4. *Interval* – how often should this report appear in the ART inbox?
5. *Start Date* – When should the report **start** appearing in the ART inbox?
6. *End Date* – When should the report stop appearing in my ART inbox?

Scheduled reports will run in the background and will not interfere with other HMIS activities. If the report does not appear under the **Scheduled Reports** section, click the refresh button to verify that the report was correctly scheduled.

## Viewing the Report

When the report is finished, it will appear in the selected user's ART inbox for viewing. The report can be downloaded for review by clicking on either icon.

Keep your ART inbox and scheduled reports organized by deleting the old reports that are no longer needed.