

HOW TO EMAIL A SCHEDULED REPORT

To set a report to run automatically, go to Reports>Scheduler



1. Select **Run Report** from the **Action this scheduled element should perform** drop down
2. Type in the time and date you want the Report to run. The date can be in the past. Lumberjack will put in the day.
3. Select how frequently you want to report to run.
4. Select the report you want to run.
5. If **Output to email** is selected in 6. then enter the email address you want to send the report to – always end with a colon dot and the file extension relevant for the format you want to send the report in.
The options are:
 - :.ljr
 - :.csv
 - :.htm
 - :.txt
 - :.xml (this is only available in Lumberjack 2.0 onwards)

You can send the whole report to multiple email addresses but there is a character limit. Separate each address with either a semi-colon (;) or a comma (,) and only put the file extension once at the very end.

For example: support@focom.com;lumberjack@focom.com:.csv

6. If you selected **Output to email using file** in 6 then enter the path and name of the control file to be used. For details of how to create the Control File see **How To Setup A Control File To Email Report Sections To Different Users**.
7. Select the printer format to be used.
8. Select the computer that will handle the event – this should be the main Lumberjack server.
9. Usually this will be left with all days selected, but if you don't want an event to happen on a certain day you can deselect the day.
10. Type in an alias for the event.

Click **[Add]**, then **[Exit]**.

