HOW TO SETUP A CONTROL FILE TO EMAIL REPORT SECTIONS TO DIFFERENT USERS

You may run the same monthly report for each department in your organisation and email mail it the manager of that department. This would involve a separate report for each department and a separate event in the scheduler for each report.

You can now run one report (as a scheduled event) on the whole organisation (the group of groups that contains each departmental group of extensions), and create a control file that specifies which departmental section of the report goes to whom.

The control file is just a text file that needs to be stored on the Lumberjack server.

The text file must be set out in the following format:

> EMAIL,[*insert email address*],[*insert file format*]
> SECTION,[*insert section option*],[*insert text*]

The words in uppercase MUST be in uppercase; there are NO SPACES after the commas

File Format Options
After the email address you have the choice of several different file formats for the departmental sections to be sent in:

.csv	(opens in a spreadsheet but drops any leading zeros);
.xml	(spreadsheet format and keeps leading zeros or web file) – available in Lumberjack 2.0;
.txt	(text file);
.htm	(web file);
.ljr	(lumberjack report).

SECTION Options
The **SECTION** line gives you the option of where in the section name your text is. You have the choice of:

START	the text needs to be at the start of the section name
END	the text needs to be at the end of the section name
ANY	the text can be anywhere in the section name

There are two additional options for the SECTION, **MISSED** and **ALL**.

MISSED	will email any section that has not be emailed to anyone else;
ALL	will email the whole report (all sections)

if you use ALL, MISSED will be ignored, as ALL the sections will have been emailed.

Any section can be emailed to more than one person, and you can email more than one section to the same person - provided that you want the sections in the same format it can be set up as shown above; if you want different formats you would need to add another EMAIL line with the different format followed by the SECTION line.

Example:
Possible departmental structure
Focom Limited
    Admin & Finance
    HelpDesk
    Faxes & Modems

The Section names appear in the report as:
    Focom Limited->Admin & Finance
    Focom Limited->HelpDesk
    Focom Limited->Faxes & Modems
    Focom Limited

The control file might look something like this:

EMAIL,support@focom.com,.ljr
SECTION,END,HelpDesk
EMAIL,account@focom.com,.xml
SECTION,END,Focom Limited
EMAIL,nikki@focom.com,.xml
SECTION,ANY,Faxes
EMAIL,andy@focom.com,.htm
SECTION,MISSED

You can also use the control file to send ALL the sections to multiple recipients using the same or different formats.