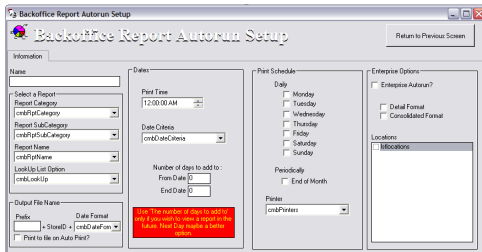


autorun reports

Use the Report Autorun Setup to prepare your reports for automatic printing.



Setup

1. Click on the Blueprints icon from the main menu bar.
2. Click on the BackOffice button.
3. Click on the Reports button.
4. From the Report Autorun Setup utility Autorun Setups list, select a setup definition and click the Edit button or click the Add button.
5. In the define Autorun Setup dialog box Name text box, enter a descriptive name for the report.
6. In the Select a Report area, complete entries for the following: Report Category; Report Subcategory; Report Name; and, Lookup List Option.
7. If you want the program to create a file of the report rather than actually sending it to the printer, in the Output File Name area complete the entries for the following: Prefix; StoreID; Date Format; and, Print to File on Auto Print?
8. To control the time of day, amount of data, and frequency of printing, in the Dates and Print Schedule areas complete entries for the following: Run Time; Date Criteria; Number of days to add to; Daily; Periodically; and Printer.
 - Select the time when the report will print to ensure that all locations are closed when the report is run.
 - Select the printer for the report. This will allow the corporate office to run management and HR reports in enterprise or non-enterprise format and print them directly to their main office.
9. In the Enterprise Options area complete entries of the following: Detail Format; Consolidated Format; and, Locations.
 - Select whether or not to autorun in enterprise format. This must be checked to enable the enterprise options.
 - Select the enterprise formats. The consolidated format check box is enabled based on the report selected in the report combo. You will have that option only if the report is set up to run in consolidated format.
 - Select which locations they want to run in enterprise format.
10. Click the Return to Previous Screen button.

