Scheduling Reports

The Report Scheduler is a new feature of ReportSmith version 4.1 that allows you to schedule a report to run at specific intervals. From the Report Scheduler, you can:

- Schedule Reports:
    - **Once**: meaning one time on a specific day.
    - **Daily**: meaning each day or several days during the week, as well as several times each day.
    - **Weekly**: meaning every number of weeks (example: every first week, every third week) on one, all, or multiple days of the week.
    - **Monthly**: meaning once each month, every day of the month, several days of each week during the month.
- Specify a date on which to stop running the report for all types of schedules except 'Once', for example, 'end date: 8/27/99'.
- Specify the frequency of running the report, for example, run 'every 15 minutes'.
- Specify the end of x repetitions as a defined time, or a specific duration to run the report, for example, run the report 'Every 15 minutes', 'Until time 05:17:30'.
- Select the specific connection information you want to use.
- Select the printer to which you want the Scheduler to send the report.

Associated with the Report Scheduler are the Schedules Summary list box and the Schedule Manager. Using these features, you can also:

- View the report schedule from the Schedules Summary list box.
- Pause an individual report schedule from the Schedule Manager.

The Schedules Summary list box and the Schedule Manager are described in more detail later in this chapter.

The Report Scheduler

The Report Scheduler is located on the Report Server and must be operating to run the scheduled reports. You know the Report Scheduler is running if ReportSmith displays the Scheduler Manager icon button on the task bar. Since the reports scheduled do not need the server running to have scheduling information entered and saved, it is possible to interrupt the schedule without any loss of data. However, you cannot interrupt a report while it is running.

Accessing the Report Scheduler

You can access the Report Scheduler from the Report Server through the Report Scheduler Manager or from the Catalog dialog box within ReportSmith.

■ To access the Report Scheduler,

- From the Task bar,

1 Click the Report Scheduler Manager button .
   ReportSmith displays a Report Scheduler Manager dialog box.

2 Click the Report Scheduler button. ReportSmith displays the Report Scheduler dialog box.

— or —

- From the Catalog dialog box,

1 Right-click a specific report name in the right-hand pane. ReportSmith displays a shortcut menu.

2 Click Schedule from the shortcut menu. ReportSmith displays the 'Specific Report Name' Scheduler dialog box.

Scheduling a Report

Using ReportSmith, you can schedule a report by following this process:

1 Locate the Report Scheduler.

2 Select whether you want to run the report Once, Daily, Weekly or Monthly.

3 Fill in the text boxes with the appropriate information.

4 Click OK.

Note: For a more detailed explanation on completing each specific type of schedule, see the procedures that follow.

Scheduling a Report to Run Once

Scheduling a report to run once means scheduling it to run one time only on a specific day. To schedule the report, locate the Report Scheduler either from the

Task bar of the Report Server or from the Catalog dialog box within ReportSmith. ReportSmith displays the Report Scheduler dialog box as shown in Figure 7.1.

Figure 7.1: Report Scheduler dialog box - once schedule

- To schedule a report to run 'Once',

    1 Select the 'Once' option.

    2 Click the large down arrow button to the right of the 'Start Date' text box in the Start Schedule frame. ReportSmith displays a calendar of the month with a selected date, and the current date displayed at the bottom.

    Note: Clicking the right and left arrows in the calendar header changes the calendar month.

    • Select the date you want the Scheduler to run the report. ReportSmith places a dotted line around the selected date, closes the calendar, and displays the date in the text box.

Note: Using the small up and down arrow buttons changes any section of the date - month, day, or year - you highlight.

3 Click the small up and down arrow buttons next to the 'Start time' text box. ReportSmith changes the unit of time you highlight in the text box: hour, minute, second, and A.M. or P.M.

4 Check the box labeled 'Suspended' if you want to indefinitely suspend the running of the schedule. Note that you must **clear** this box to run the schedule.

5 If there are report variables in the report, the 'Report Variables' button is enabled. Click this button and click 'Enter All' to enter information for any report variables contained in the report. When you are done entering report variables, click 'OK' to return to the Report Scheduler dialog box.

6 Click the Connection Info button to establish the proper database / server connection. ReportSmith displays a Connection Info dialog box as shown in Figure 7.2.

Figure 7.2: Connection Info dialog box

• Select the connection you want to use from the list box containing existing entries. ReportSmith highlights that entry and displays the information in the text boxes at the bottom of the dialog box.

— or —

Add a new connection. To add new connection information to be used by the Scheduler, do the following:

- Position the cursor in the first text box.
- Type the login id in the first text box.
- Type the server name in the second text box.

Note: If you are using an ODBC connection, enter the data source name (DSN) name in the Server box.

- Type the database name in the third text box.

- Type the password for the specific database you are using in the fourth text box.

- Click the Add button in the Connection Info dialog box. ReportSmith closes the dialog box and passes the connection information to the Scheduler.

Note: Depending in the type of database used in your report, you may not need to enter connection information for all of the text boxes. See your system administrator if you are not sure of what information is needed for your report.

7 Click the down arrow to the right of the text box labeled 'Printer'. ReportSmith displays a drop-down list of all printers available.

- Click the printer you want to use from the drop-down list. ReportSmith closes the drop-down list and displays the name of the printer in the text box.

8 If you want to save the report results to a different file format within the catalog, check the box located next to 'PDF Files'. The drop down list of support file types becomes enabled. Select the correct file format.

Note: You can print a scheduled report to a printer and/or to different file format.

9 When you schedule a report to print to a different file format, the default security is 'Private'. This means that only the person that scheduled the report or the ReportSmith catalog administrator can access the file in the catalog. If you want to make the file available to other users, check 'Read only'.

10 Click the OK button in the Scheduler dialog box. ReportSmith closes the Scheduler dialog box and sends the scheduling information to the Report Server.

Scheduling a Report to Run Daily

Scheduling a report to run daily means scheduling it to run each day, several days during the week or every x days, as well as several times during the day.

Locate the Report Scheduler either from the task bar of the Report Server or from the Catalog dialog box within ReportSmith.

■ To schedule a report to run daily:

1 Select the 'Daily' option. Selecting the 'Daily' option displays a frequency text box in the top frame, and enables the radio buttons in the End Schedule frame as shown in Figure 7.3.

Figure 7.3: Report Scheduler dialog box - daily schedule

- Enter a number in the box labeled 'Every . . . Days', or click the small up and down arrow buttons to the right of the box to select the frequency of days you want the report to run, for example: 'Every 4 day(s)'.

2 Enter the date you want the Scheduler to begin running the report, or click the large down arrow button to the right of the 'Start Date' text box in the Start

Schedule frame. ReportSmith displays a calendar of the month with a selected date, indicated by a gray oval, and today's complete date printed at the bottom.

Note: Clicking the right and left arrows in the calendar header changes the calendar month.

- Click the date you want the Scheduler to begin running the report. ReportSmith places a dotted line around the selected date, closes the calendar, and displays the date in the text box.

  Note: Using the small up and down arrow buttons changes any section of the date - month, day, or year - you highlight.

3   Click the small up and down arrows next to the 'Start Time' text box. ReportSmith changes the unit of time you highlight in the text box: hour, minute, second, and A.M. or P.M.

4   Select 'No end date' if you want the report to run continuously

—or—

Select 'End date' if you want to limit the time for the report to run.

- Enter the date to you want the Scheduler to stop running the report, or click the large down arrow button to the right of the 'End date' text box in the End Schedule frame. ReportSmith displays a calendar of the month with a selected date, indicated by a gray oval, and today's complete date printed at the bottom.

  Note: Clicking the right and left arrows in the calendar header changes the calendar month.

- Click the date you want the Scheduler to stop running the report. ReportSmith displays the end date in the text box.

  Note: Using the small up and down arrow buttons changes any section of the date - month, day, or year - you highlight.

5   Select 'Repeat' if you want the Scheduler to run your report on a recurring basis during the selected time frame. ReportSmith enables the text boxes in the Repeat frame.

- Click the up or down arrow buttons to the right of the 'Every' text box to select the frequency of the recurrence.

- Click the down arrow button to the right of the second text box. ReportSmith displays a drop-down list of time units: hours, minutes.

- Click the time unit you want the Scheduler to use to run the report. ReportSmith displays your selection in the text box, for example, 'Every 2 hours'.

- Click the small up and down arrow buttons to the right of the 'Until time' text box. ReportSmith changes the unit of time you highlight in the text box: hour, minute, second, and A.M. or P.M.

6 Check the box labeled 'Suspended' if you want to indefinitely suspend the running of the schedule. Note, however, you must **clear** this box to resume running the schedule.

7 If the report contains report variables, the 'Report Variables' button is enabled. Click this button, then click 'Enter All' to enter information for any report variables contained in the report. When you are done entering report variables, click 'OK' to return to the Report Scheduler dialog box.

8 Click the 'Connection Info' button to establish the proper database/server connection. See Step 6 under 'Scheduling a Report to Run Once' for information on completing the Connection Info dialog box.

9 Click the down arrow button to the right of the text box labeled 'Printer'. ReportSmith displays a drop-down list of all printers available.

   • Click the printer you want to use from the drop-down list. ReportSmith closes the drop-down list and displays the name of the printer in the text box.

10 If you want to save the report results to a different file format within the catalog, check the box located next to 'PDF Files'. A drop down list of supported file types is enabled. Select the correct file format.

Note: You can print a scheduled report to a printer and/or a different file format.

11 When you schedule a report to print to a different file format, the default security is 'Private'. This means that only the person that scheduled the report or the ReportSmith administrator can access the file in the catalog. If you want to make the file available to other users, check 'Read only'.

12 Click the OK button on the scheduler dialog box. ReportSMith closes the dialog box and sends the information to the Report Server.

Scheduling a Report to Run Weekly

Scheduling a report to run weekly means it runs every x weeks on one, all or multiple days of the week.

Locate the Report Scheduler either from the Task bar of the Report Server or from the Catalog dialog box within ReportSmith.

■ To schedule a report weekly:

1 Select the 'Weekly' option. The report scheduler displays a new text box for the frequency of week(s), and check boxes for the days of the week.

  • Enter a number in the box labeled 'Every . .. Week(s), or click the small up and down arrow buttons to the right of the 'Every' text box to select the frequency of weeks you want the report to run, for example, 'Every 2 week(s)'.

- Click the check box for every day in the week on which you want the report to run, for example, 'Every 2 week(s) on Monday, Wednesday, and Thursday', as shown in Figure 7.4.

Figure 7.4: Report Schedule dialog box - weekly schedule

2 Enter the date you want the Scheduler to begin running the report, or click the large down arrow button to the right of the 'Start Date' text box in the Start Schedule frame. ReportSmith displays a calendar of the month with a selected date, indicated by a gray oval, and today's complete date printed at the bottom.

Note: Clicking the right and left arrows in the calendar header changes the calendar month.

- Click the date you want the Scheduler to begin running the report. ReportSmith places a dotted line around the selected date, closes the calendar, and displays the date in the 'Start Date' text box.

Note: Using the small up and down arrow buttons changes any section of the date - month, day, or year - you highlight.

3 Click the small up and down arrow buttons to the right of the 'Start Time' text box. ReportSmith changes the unit of time you highlight in the text box: hour, minute, second, and A.M. or P.M.

4 Select 'No end date' if you want the report to run continuously.

—or—

Select 'End date' if you want to limit the time for the report to run.

• Enter the date you want the Scheduler to stop running the report, or click the large down arrow button to the right of the 'End date' text box in the End Schedule frame. ReportSmith displays a calendar of the month with a selected date, indicated by a gray oval, and displays today's complete date printed at the bottom.

Note: Clicking the right and left arrows in the calendar header changes the

Note: Using the small up and down arrows changes any section of the date - month, day, or year - you highlight.

5 Select 'Repeat' if you want the Scheduler to run your report on a recurring basis during the selected time frame. ReportSmith enables the text boxes in the Repeat frame.

• Click the up or down arrow button to the right of the 'Every' text box to select the frequency of recurrence.

• Click the down arrow to the right of the second text box. ReportSmith displays a drop-down list of time units: hours, minutes.

• Click the time unit you want the scheduler to use to run the report. ReportSmith displays your selection in the text box, for example, 'Every 4 hours'.

• Click the small up or down arrow buttons to the right of the 'Until time' text box. ReportSmith changes the unit of time you highlight in the text box: hour, minute, second, and A.M. or P.M.

6 Check the box labeled 'Suspended' if you want to indefinitely suspend the running of the schedule. note, however, you must **clear** this box to resume running the schedule.

7 If the report contains report variables, the 'Report Variables' button is enabled. Click this button, then click 'Enter All' to enter information for any report variables contained in the report. When you are done entering report variables, click 'OK' to return to the Report Scheduler dialog box.

8 Click the 'Connection Info' button to establish the proper database/server connection. See Step 6 under 'Scheduling a Report to Run Once' for information on completing the Connection Info dialog box.

9 Click the down arrow button to the right of the box labeled 'Printer'. ReportSmith displays a drop-down list of all printers available.

- Click the printer you want to use from the drop-down list. ReportSmith closes the drop-down list and displays the name of the printer in the text box.

10 If you want to save the report results to a different file format within the catalog, check the box located next to 'PDF Files'. A drop down list of supported file types is enabled. Select the correct file format.

Note: You can print a scheduled report to a printer/and or a different file format.

11 When you schedule a report to print to a different file format, the default security is 'Private'. this means that only the person that scheduled the report or the ReportSmith administrator can access the file in the catalog. If you want to make the file available to other users, check 'Read only'.

12 Click the OK button on the scheduler dialog box. ReportSmith closes the dialog box and sends the information to the Report Server.

Scheduling a Report to Run Monthly'

Scheduling a report to run monthly means the report runs once each month on a select day of the month.

Locate the Report Scheduler either from the Task bar of the Report Server or from the Catalog dialog box within ReportSmith.

■ To schedule a report to run monthly,

1 Select the 'Monthly' option. ReportSmith displays another set of radio buttons: Day of the month(s) and The nth weekday of the month(s).

Figure 7.5: Report Scheduler dialog box - monthly schedule

- Select the 'Day . . . of month' option.
- Enter a number in 'Day . . . of month' text box, click the small up and down arrow buttons to the right of the 'Day' text box to select a specific day within the month for the report to run, for example: Day 5 of the month(s).

    Note: If you select day 31 of the month, to run reports ReportSmith defaults to the last day of the month during months that have only 28 or 30 days.

    —or—

    Select the 'The nth day of months' option. ReportSmith enables the two text boxes to the right.

- Click the down arrow button to the right of the first text box to select the frequency, and

- Click the down arrow to the right of the second text box to select the day of the week, for example: 'The first Sunday of the month(s)'.

    Note: It is necessary to reschedule the report for each day you want the report to run. For example, if you want the report to run on the second and fourth Thursday of the month, you must create a schedule for the second Thursday of the month and another one for the fourth Thursday of the month.

2 Enter the date you want the Scheduler to being running the report, or click the large down arrow button to the right of the 'Start Date' text box in the Start Schedule frame. ReportSmith displays a calendar of the month with a selected date, indicated by a gray oval, and today's complete date printed at the bottom.

Note: Clicking the right and left arrows in the calendar header changes the calendar month.

- Click the date you want the Scheduler to begin running the report. ReportSmith places a dotted line around the selected date, closes the calendar, and displays the date in the text box.

    Note: Using the small up and down arrows changes any section of the date - month, day, or year - you highlight.

3 Click the small up and down arrow buttons to the right of the 'Start Time' text box. ReportSmith changes the unit of time you highlight in the text box: hour, minute, second, and A.M. or P.M.

4 Select 'No end date' if you want the report to run continuously

—or—

Select 'End date' if you want to limit the time for the report to run.

- Enter the date you want the Scheduled to stop running the report, or click the large down arrow button to the right of the 'End date' text box to select the end date in the End Schedule frame. ReportSmith displays a calendar of the month with a selected date, indicated by a gray oval, and displays today's complete date printed at the bottom.

  Note: Clicking the right and left arrows in the calendar header changes the calendar month.

- Click the date you want the Scheduler to stop running the report. ReportSmith places a dotted line around the selected date, closes the calendar, and displays the end date in the text box.

  Note: Using the small up and down arrows changes any section of the date - month, day, or year - you highlight.

5 Select 'Repeat' if you want the Scheduler to run your report on a recurring basis during the selected time frame. ReportSmith enables the text boxes in the Repeat frame.

- Click the up or down arrow button to the right of the 'Every' text box to select the frequency of the recurrence.

- Click the down arrow button to the right of the second text box. ReportSmith displays a drop-down list of time units: hours, minutes.

- Click the time unit you want the scheduler to use to run the report. ReportSmith displays your selection in the text box, for example, 'Every 4 hours'.

- Click the small up or down arrow buttons to the right of the 'Until time' text box. ReportSmith changes the section of time you highlight in the text box: hour, minute, second, and A.M. or P.M.

6 Check the box labeled 'Suspended' if you want to indefinitely suspend the running of the schedule. Note, however, you must **clear** this box to resume running the schedule.

7 If the report contains report variables, the 'Report Variables' button is enabled. Click this button, then click 'Enter All' to enter information for any report variables contained in the report. When you are done entering report variables, click 'OK' to return to the Report Scheduler dialog box.

8 Click the 'Connection Info' button to establish the proper database/server connection. See Step 6 under 'Schedule a Report to Run Once' for information on completing the Connection Info dialog box.

9 Click the down arrow button to the right of the box labeled 'Printer'. ReportSmith displays a drop-down list of all printers available.

- Click the printer you want to use from the drop-down list. ReportSmith closes the drop-down list and displays the name of the printer in the text box.

10 If you want to save the report results to a different file format within the catalog, check the box located next to 'PDF Files'. A drop down list of supported file types is enabled. Select the correct file format.

Note: You can print a scheduled report to a printer and/or a different file format.

11 When you schedule a report to print to a different file format, the default security is 'Private'. This means that only the person that scheduled the report or the ReportSmith administrator can access the file in the catalog. If you want to make the file available to other users, check 'Read only'.

12 Click the OK button on the scheduler dialog box ReportSMith closes the dialog box and sends the information to the Report Server.

Schedules Summary List Box

The Schedules Summary is a list box containing the reports you select for the Report Scheduler to run, accompanied by their corresponding schedules.

Note: If you view the Schedules Summary from the Report Properties dialog box, ReportSmith displays the entire run schedule for that particular report.

From this list box, you can:

- View all reports you scheduled to run.
- Determine whether any report has been suspended.
- Note when a report was last run or when the next run is scheduled to occur.
- Locate on which printer the report is scheduled to run.
- Identify who scheduled the report.
- Organize the list according to the various fields by clicking on any one of the field name buttons at the top of the dialog box.
- Edit the run schedule for your reports.
- Delete one or more of your reports from the run schedule.
- Refresh the entire list by right-clicking on a specific report.

Viewing the Schedules Summary

You can view the Schedules Summary directly from the Schedule Manager, from the ReportSmith application window, from the Catalog, and from the Report Properties dialog box.

■   To view the Schedules Summary,

- From the Schedule Manager,

1 Click the Schedules Manager Icon button from the Task bar. ReportSmith displays the Schedule Manager as shown in Figure 7.6.

Figure 7.6: Schedule Manager dialog box
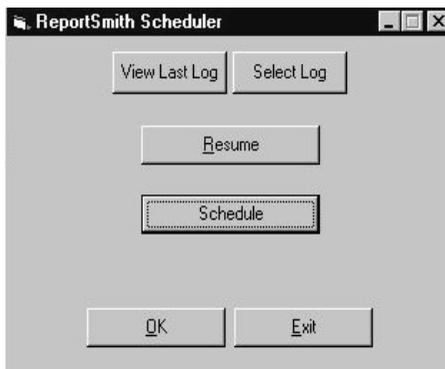
2 Click the Schedule button. ReportSmith displays the Schedules Summary list box containing all the reports you have scheduled to run.

Figure 7.7: Schedules Summary List Box

Report Name	Suspended	Last Run	Next Run	Printer	Scheduled By
test2	No	N/A	5/25/99 15:00:...	N/A	Administrator
test2	No	N/A	5/25/99 15:00:...	N/A	Administrator
test2	No	N/A	5/25/99 15:00:...	N/A	Administrator
test3	No	1/1/99 2:00:00	5/25/99 15:00:...	N/A	Administrator
test3	No	N/A	5/25/99 15:00:...	N/A	Administrator
test3	No	1/1/99 2:00:00	5/25/99 15:00:...	N/A	Administrator
test3	No	N/A	5/25/99 15:00:...	N/A	Administrator
test2	No	1/1/99 2:00:00	5/25/99 15:00:...	default	Administrator
test2	No	1/1/99 2:00:00	5/25/99 15:00:...	default	Administrator
test2	No	1/1/99 2:00:00	5/25/99 15:00:...	default	Administrator
test2	No	N/A	5/25/99 15:00:...	default	Administrator
new report prope...	No	1/1/99 2:00:00	5/25/99 15:00:...	N/A	Administrator
test2	No	N/A	5/23/99 14:30:...	default	Administrator

- • From the Catalog,
- **1** Click the View User's Schedule icon on the Catalog tool bar. ReportSmith displays the Schedule Summary list box containing all the reports you have scheduled to run.

  —or—

  1 Right-click a specific report in the right pane of the Catalog. ReportSmith displays a pop-up menu.

  2 Click Properties from the pop-up menu. ReportSmith displays the Report Properties dialog box with three properties tabs.

  3 Click Schedule tab. ReportSmith displays the Schedules Summary list box.

  Note: The Schedules Summary list box from this location displays the entire schedule for this particular report, regardless of who created the schedule.

  You can also schedule a report from this tab.

  - Click the Schedule button at the bottom of the dialog box. ReportSmith displays the Scheduler.

Editing a Schedule

Locate the Schedules Summary list box from the Schedule Manager, from the ReportSmith application window, from the Catalog, or from the Report Properties dialog box.

Note: You can only edit the schedule of a report if:

- You originally scheduled the report to run, or
- You have administrative privileges.

To edit a schedule,

1 Right-click the report whose schedule you want to edit. ReportSmith highlights the report and displays a pop-up menu.

Figure 7.8: Schedules Summary list box— pop-up menu
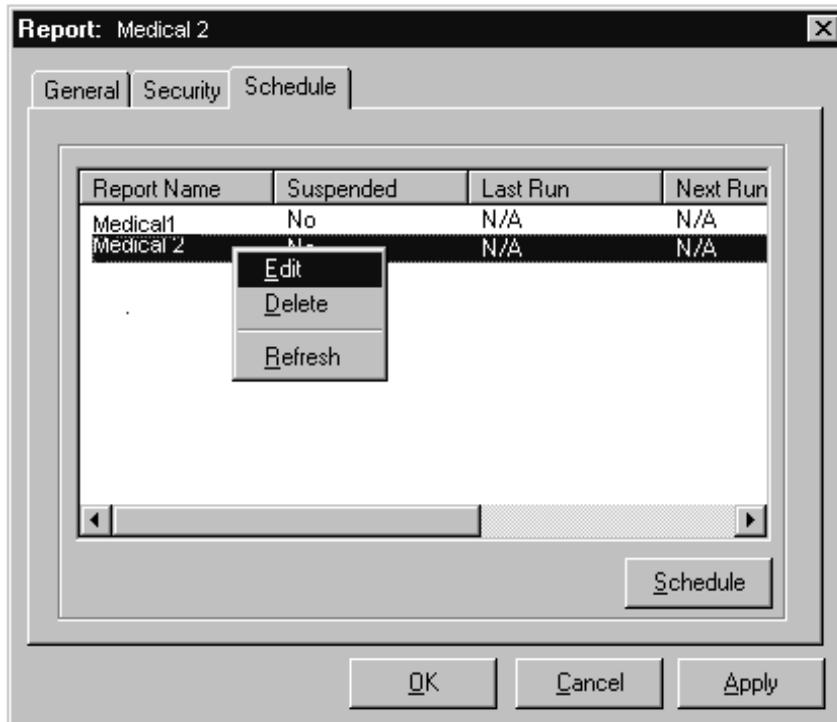
2 Click Edit from the pop-up menu. ReportSmith displays the Schedule dialog box.

3 Type your changes in the Schedule dialog box.

4 Click the OK button in the Schedule dialog box. ReportSmith closes the dialog box.

5 Click the Close button in the Schedule Summary list box. ReportSmith closes the Schedules Summary list box.

Note: If you access the Schedules Summary list box from the Properties dialog box, the button says "OK".

Deleting a Report from the Schedules Summary

Locate the Schedules Summary list box from the Schedule Manager, from the ReportSmith application window, from the Catalog, or from the Report Properties dialog box.

Note: You may only delete a report from the Schedules Summary if:
- You originally scheduled the report to run, or
- You have administrative privileges.

■ To delete a report from the Schedules Summary,

  1 From the Schedules Summary list box, right-click the report you want to delete from the schedule. ReportSmith highlights the report and displays a pop-up menu.

  2 Select Delete from the pop-up menu. ReportSmith displays a message box: "Are you sure you want to delete selected schedule item?"
  - Click YES to delete the report from the schedule.
  - Click NO to cancel the message box and retain the report in the summary list.

  3 Click the Close button. ReportSmith closes the Schedule Summary list box.

Refreshing the Schedules Summary List

Usually, when you edit the Schedules Summary list box, ReportSmith displays the changes immediately. However, you may need to update the screen manually. ReportSmith allows you to do so from the Schedules Summary list box.

Locate the Schedules Summary list box from the Schedule Manager, from the ReportSmith application window, from the Catalog, or from the Report Properties dialog box.

■ To refresh the Schedules Summary list,

  1 Right-click the report you want to refresh. ReportSmith highlights the report and displays a pop-up menu.

  2 Select Refresh from the pop-up menu. ReportSmith displays any changes you make to the schedule and / or updates the last run if the report has run since the last time you opened the View Schedule box.

  3 Click the Close button when you are finished. ReportSmith closes the Schedules Summary list box.

The Schedule Manager

When you install ReportSmith on the Report Server, you automatically install the Schedule Manager in the Start-up program group with those programs that start automatically when you start the Report Server. When the Schedule Manager is running, ReportSmith displays it as the Schedules Manager icon button on the Task bar of the Report Server, and it can only be accessed from this location.

Although the Schedule Manager is automatically installed to start with the Report Server, it must be running on the Server for scheduled reports to run. If someone turns off the Schedule Manager, you can turn it back on by going to START/ PROGRAMS/REPORTSMITH/SCHEDULER on the Server.

Note: If you turn off or pause the Schedule Manager, no reports can run.

Using the Schedule Manager

The Schedule Manager is a dialog box consisting of several command buttons that allow you to:

- **View the last error log ReportSmith ran.**

  The Report Scheduler runs in a "silent" mode. Rather than displaying an error message when it encounters a problem with a report, which would interrupt the entire schedule, the Report Scheduler runs the report with the problem and records the error in an error log, while maintaining the existing schedule. The error log begins at 12:00 A.M. and ends at 11:59 P.M. When you view the last error log run, it is for all reports for the entire day.

- **Select a log to view.**

  This command allows you to select an error log that was run on a previous day.

- **Pause the schedule.**

  The 'Pause' button allows you to interrupt the running of the report schedule. Because the interruption occurs between reports, and not while a report is running, you lose no data when you pause the schedule.

- **Resume running the schedule.**

  When you resume the schedule, the Report Scheduler begins running the schedule from where it left off.

- **View the Schedules Summary list box.**

  Viewing the Schedules Summary list allows you, as the creator of the report or as an administrator, the opportunity to edit or delete a specific report from the Scheduler.

■ To Use the Schedule Manager,

From the Task bar of the Report Server,

1 Click the ReportSmith Scheduler icon. ReportSmith displays the Schedule Manager dialog box as shown in Figure 7.9.

Figure 7.9: Schedule Manager dialog box
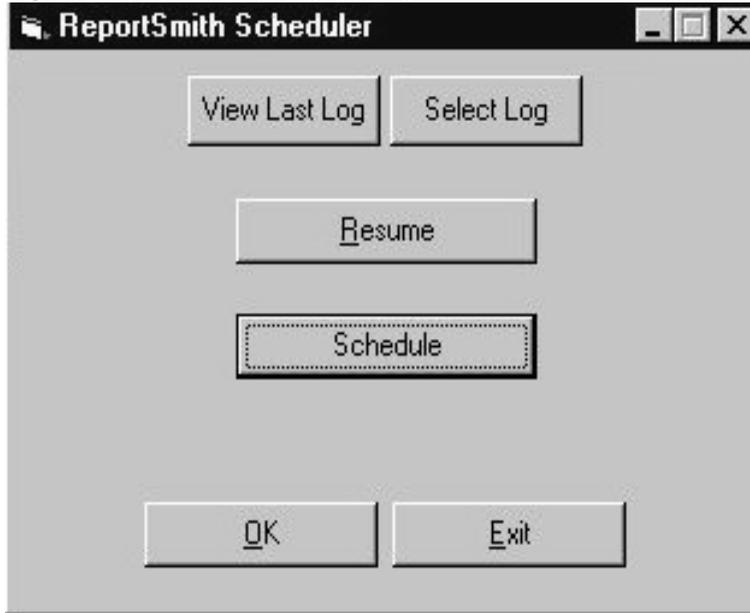
• **To view the last log run,**

Click the View Last Log button. ReportSmith displays the error log for the report(s) that the Report Scheduler was unable to run that day.

• **To select a specific log to view,**

1 Click the Select Log button. ReportSmith displays an Open Error Log dialog box.

2 Navigate to the log you want to open.

3 Click Open. ReportSmith displays the error log for the selected day.

Note: You can open the file as 'Read Only' by checking the checkbox.

• **To pause the schedule,**

Click the Resume / Pause button. ReportSmith interrupts the running of the schedule and changes the wording on the button from 'Pause' to 'Resume'.

Note: Because you can only pause the Scheduler between reports, you lose no data from an open report when you pause the schedule.

- **To resume running the schedule,**

    Click the Resume / Pause button. ReportSmith begins running the schedule where it left off and changes the wording on the button from 'Resume' to 'Pause'.

- **To view the Schedules Summary list box,**

    Click Schedule. ReportSmith displays the Schedules Summary list box.

    Note: You can Edit or Delete a report from the schedule by right-clicking on a specific report from this dialog box.

2 Click the OK button. ReportSmith closes the Report Scheduler dialog box and continues running the schedule as planned.

—or—

Click the Exit button. ReportSmith displays a message box: "Exiting Scheduler will prevent scheduled reports from being executed. Are you sure you want to exit scheduler?"

- Click Yes to exit the Scheduler and discontinue running the Schedule.

    Note: If you select Yes, ReportSmith turns off the Scheduler and no scheduled reports can run.

- Click No. ReportSmith closes the message box and allows you to click OK in the Schedule Manager dialog box.