Scheduled Reports

As a Master Venue Admin, you can now set up Scheduled reports at your venue, to run automatically and be sent out to who needs them.

Go to the the Reports tab - and switch to the new sub-tab labelled 'Scheduled Reports'

Here you will be able to see any reports set up by yourself or other Master Venue Admins that have access to your venue.

Click the 'New Scheduled Report' blue button on the top right, and you will be able to see all of your options:

The form allows you to choose a number of different settings to tailor the set to get exactly the information you need:

- Input a unique short **Name** for the report in the first field so that you can quickly and easily identify the type of report set up - e.g. 'BVR Monthly ADV' for a Bookings value report that is set up to run Monthly in Advance. Don't worry about putting too much information in this first field, as once set up, the scheduled reports table will display the type, frequency and span anyway.
- Select the **Report Type** from the drop-down

- For **Schedule,** select if you would like the report to contain dates in the past (Arrears) or dates in the future (Advance)
- For **Frequency,** select how often you would like the report to automatically run.
- Select the **Span** you would like the report to run for. For example, if in 'Schedule' you selected Arrears, and for 'Span' you select 1 day, then when the report runs it will contain data for Yesterday.
- For **First run** and **Run at**, you need to select the first Date and time you would like the report to run on. The times are limited to before 9am and after 5:30pm to ensure that it does not add strain to the system during the working day.
- When this report runs it will be sent to the email address you are logged in with. You can also send it to additional emails using the text box at the bottom of the page. **Each email must be separated with a comma**, e.g. user1@example.com**,** user2@example.com
- Finally, if you have admin access to multiple venues, you will then be given the option to run these for as many of the venues you need by selecting **Multiple Venues**, or **Multiple venues - One Report per Venue** and then selecting the Venues that you need.

Once you are happy with the settings, click Save at the bottom of the page. Your report will now be set up and shown in your venue and you can continue to create any additional reports needed.

You can also edit the report if any of the settings need to be amended; just click Edit, tweak the settings, move the 'First run' date to the next date you need the report to run on, and click Save.

The table below shows what results you can expect for the different settings:

Set up to first run at	Schedule	Time span	Report results
1 Sep	Arrears	1 day	31 Aug
1 Sep	Arrears	1 week	25 - 31 Aug
1 Sep	Arrears	1 fortnight	18 - 31 Aug
1 Sep	Arrears	1 calendar month	1 - 31 Aug
1 Sep	Arrears	1 month	1 - 31 Aug
5 Sep	Arrears	1 month	5 Aug - 4 Sep
1 Sep	Arrears	1 quarter	1 Jun - 31 Aug
1 Sep	Advance	1 day	1 Sep

Set up to first run at	Schedule	Time span	Report results
1 Sep	Advance	1 week	1 - 7 Sep
1 Sep	Advance	1 fortnight	1 - 14 Sep
1 Sep	Advance	1 calendar month	1 - 30 Sep
1 Sep	Advance	1 month	1 - 30 Sep
5 Sep	Advance	1 month	5 Sep - 4 Oct
1 Sep	Advance	1 quarter	1 Sep - 30 Nov