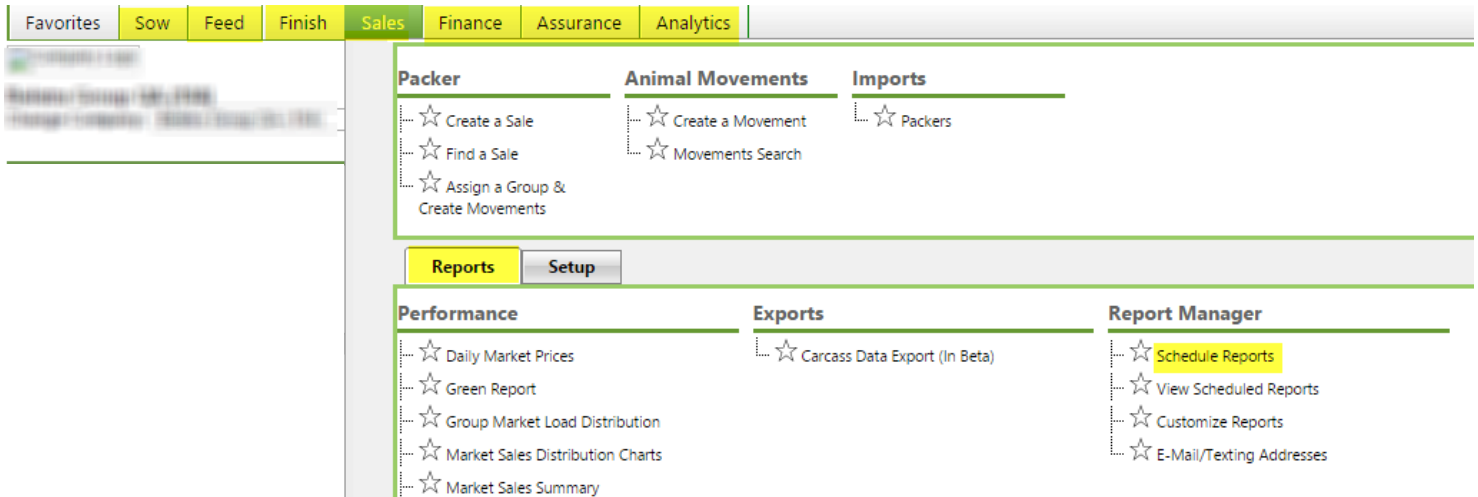## Schedule Reports

Reports in MetaFarms can be scheduled to run and emailed to a designated person or group. You also have the option of sending a link for the user to log in and get the report, or of sending it as an attachment. You can schedule reports for any time and day of the week. You can also schedule them to run immediately. This is useful for larger companies needing to run a large report that may time out if run the standard way.

Select the Application, Category and Report you want to schedule from the dropdowns. Then select the Frequency, Day of the Week, Time of Day and the Period. For the Period, you can either put in a date range, or just a start date if you do not want an end date. Click Save when all choices are made.

Click on the Edit button on your report. Give your report a Title and choose who the report will be e-Mailed to if applicable. (For help with e-Mail addresses, please see the procedure on the Help menu). Save.

Click on Specifications

Select your report criteria and Save.

Feed Deliveries

Report By: Producer ▼

Producer: (All Producers) ▼
Group Type: All Types ▼
Status: All ▼
Run For: Feed Delivered Between ▼
Date Range: Last Calendar Month ▼
Start Date: 6/1/2016   (m/d/yyyy)
End Date: 6/30/2016   (m/d/yyyy)

Feed Mill
☑ Check All
☑ 21st Century Coop
☑ Ad. Head
☑ AgFirst - Brooking
☑ Breda Feed and Gr
☑ DFS
☑ Dunkerton Co-op
☑ GSC

Report Layout: (MetaFarms Summary) ▼

[Save]

Your Scheduled Report is now complete.

Scheduled Reports

[Add New Schedule]

Row	Edit	Report Name	Title	Schedule	Schedule	e-Mail Report	Culture Name	Specifications	Report Specifications	Delete	Disable
		▼	▼		▼		▼		▼	☐	☐
1	[Edit]	Feed Deliveries	Feed	[Schedule]	Daily Mon-Fri at 12:00 AM	Laura Mernka	US Format (en-US)	[Specifications]	Report Layout: (MetaFarms; Producer: (All Produ; Group Type: All Ty	☐	☐

You are also able to Delete or Disable your Scheduled Report using the checkboxes on the right.