

Knowledge Base Article

Product Group: Software
Product: CMSW7400 - @ptitude Analyst
Version: N/A

Abstract

This article provides step-by-step instructions on how to create a scheduled event to generate a report in SKF @ptitude Analyst every hour, on the hour.

Overview

Follow the instructions below to create a scheduled event.

- *The @ptitude userid must remain logged into @ptitude Analyst based on how this procedure is set up to run the report. For instructions on how to delegate reports to the Transaction Server Service, see article **2082** under the Related Articles section to the right.*

1. In SKF @ptitude Analyst, go to **Customize > Scheduler**.
2. Click **Add...** to create a new scheduled event. [Figure 1]

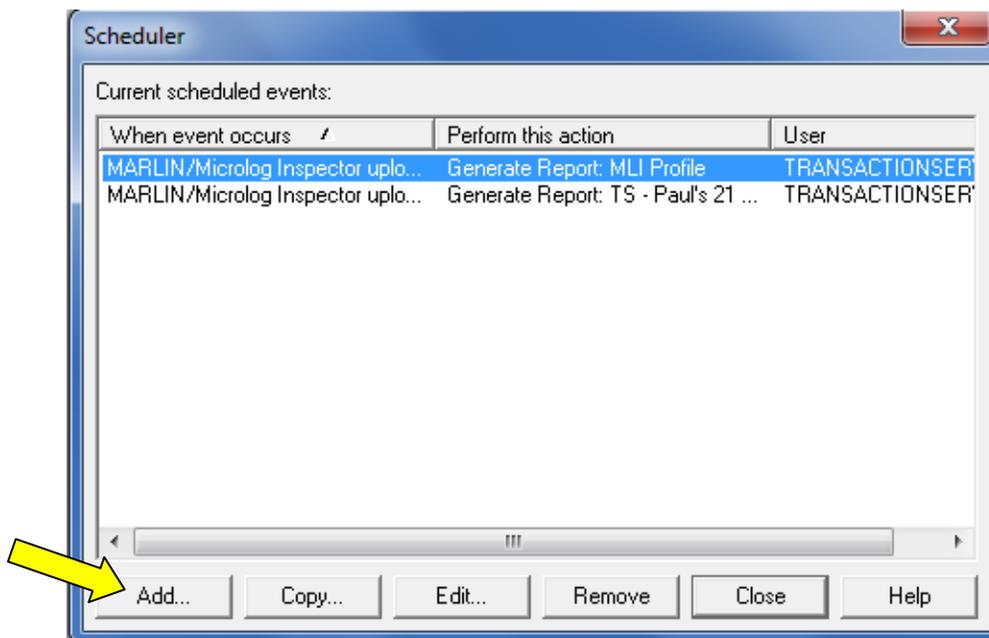


Figure 1. Add a new event

3. Click **Next >** to continue. [Figure 2]

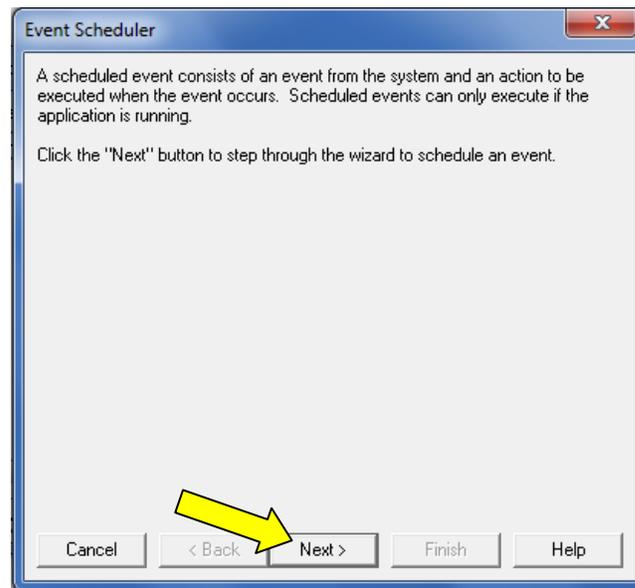


Figure 2. Event Scheduler

4. Highlight **At specified time**, then click **Settings...** [Figure 3]

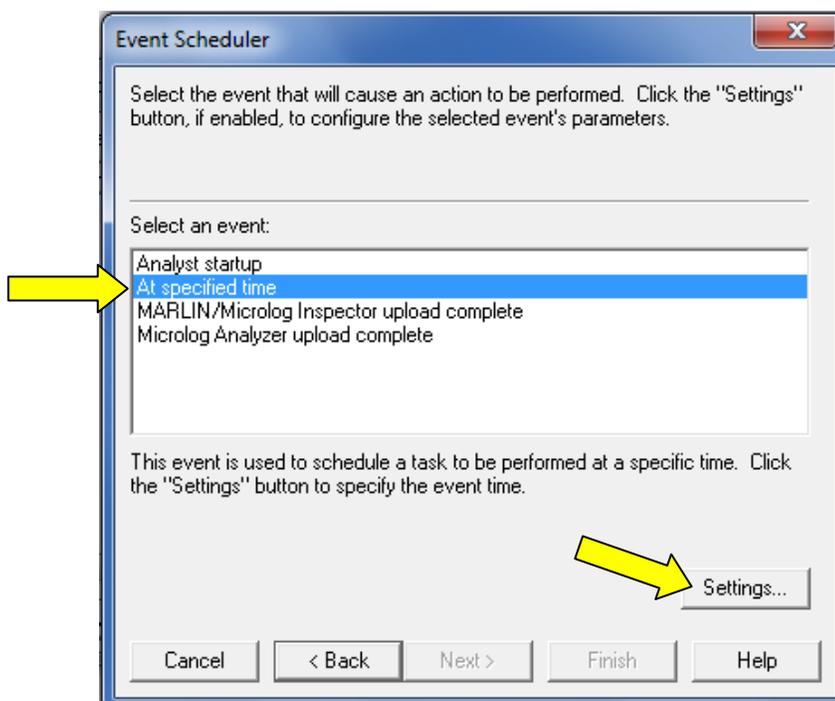


Figure 3. Choose 'At specified time'

5. Edit the **Start date**, **Start time**, and **Schedule**. [Figure 4] Click **OK** when done.

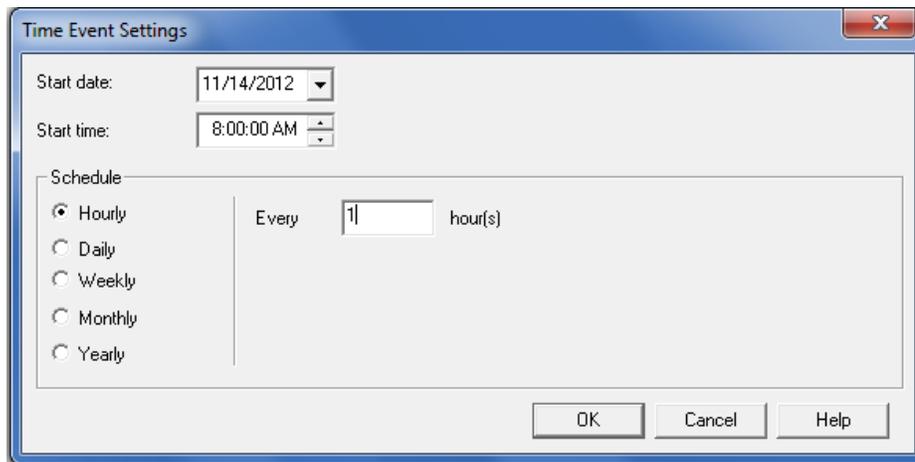


Figure 4. Time Event Settings

6. Click **Next >** to continue. [Figure 5]

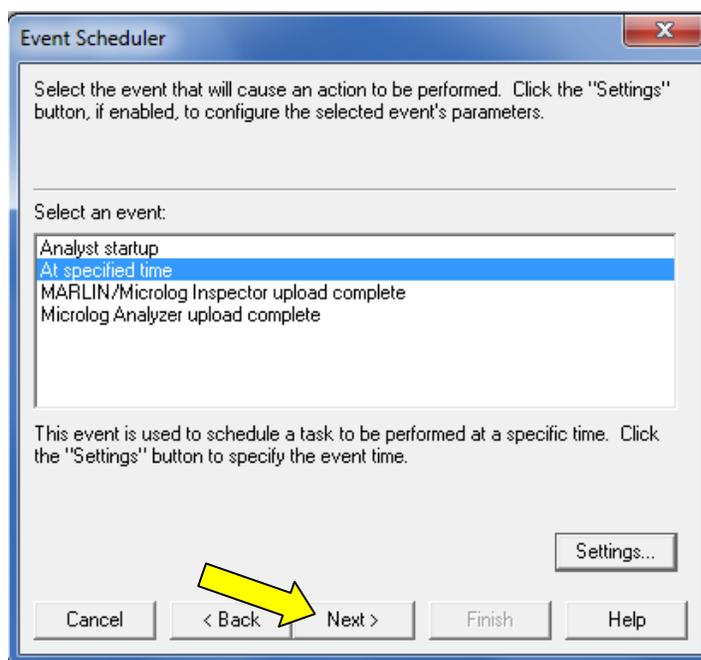


Figure 5. Click Next to continue

7. Highlight **Generate report**, then click **Settings...** [Figure 6]

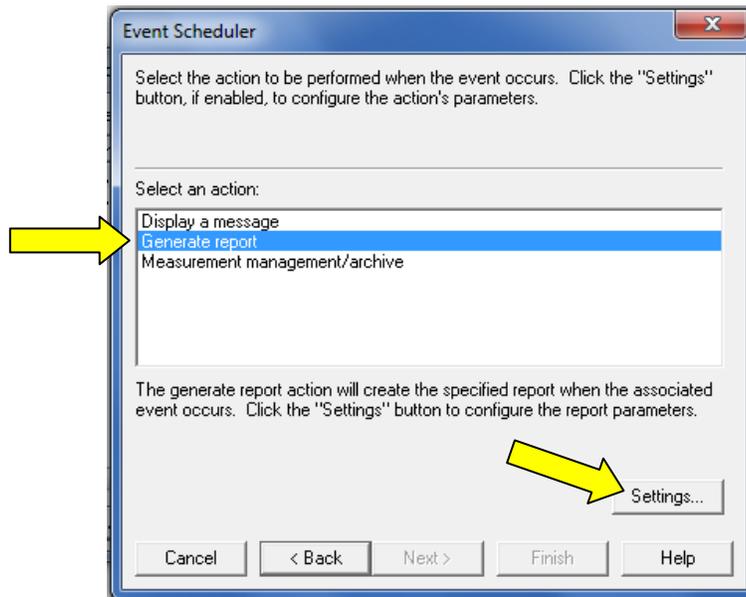


Figure 6. Generate report

8. Enter a **Description** and select a **Report**. Then, check the necessary boxes under **Data source**, and choose the **Destination**. [Figure 7] Click **OK** when done.

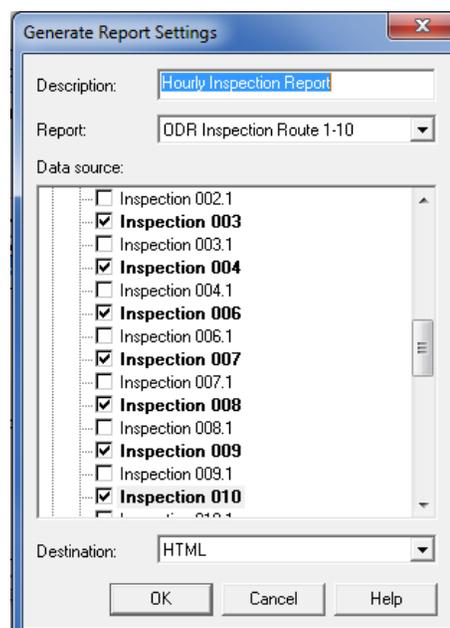


Figure 7. Generate Report Settings

- Click **Next >** to continue. [Figure 8]

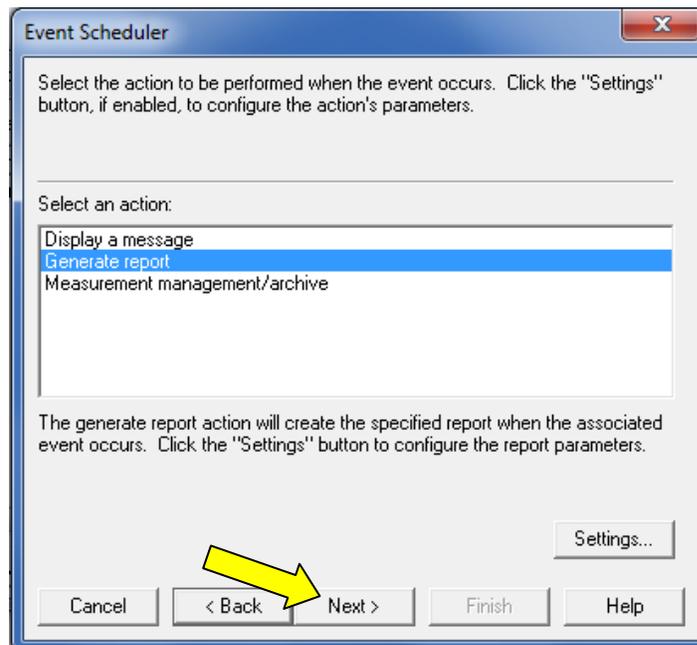


Figure 8. Click Next to continue

- Select the user [Figure 9] to run the report or delegate the report generation to the Transaction Server, then click **Next >**.

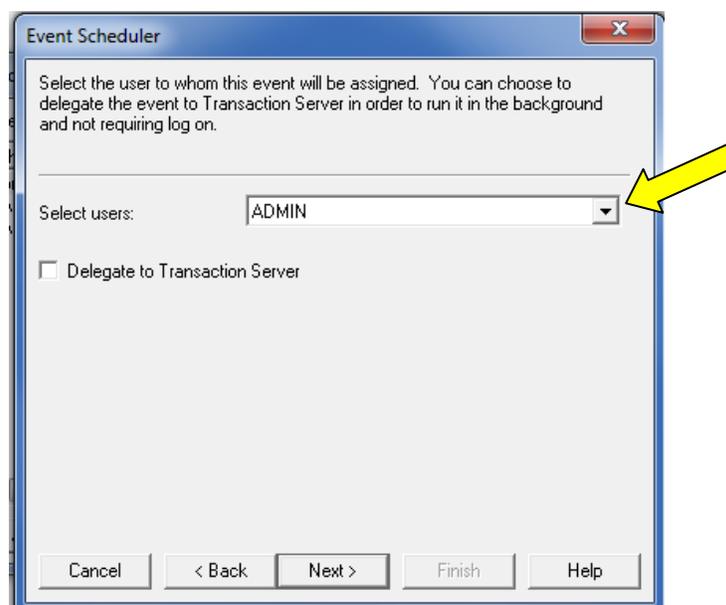


Figure 9. Select user

11. Click **Finish**. [Figure 10]

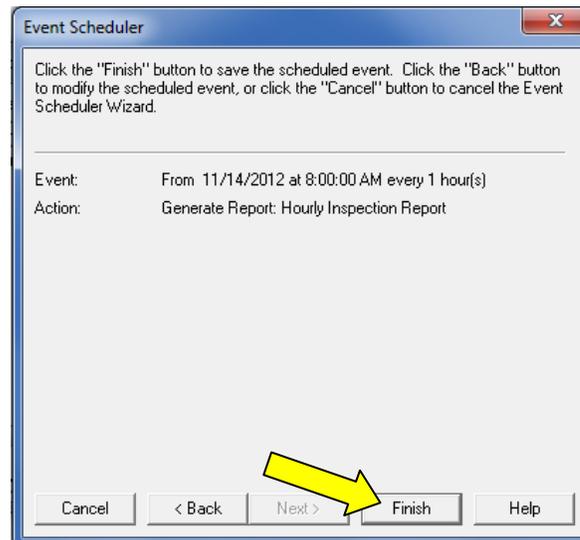


Figure 10. Click Finish

12. The new scheduled event will now appear in the Scheduler list. [Figure 11] Click **Close**.

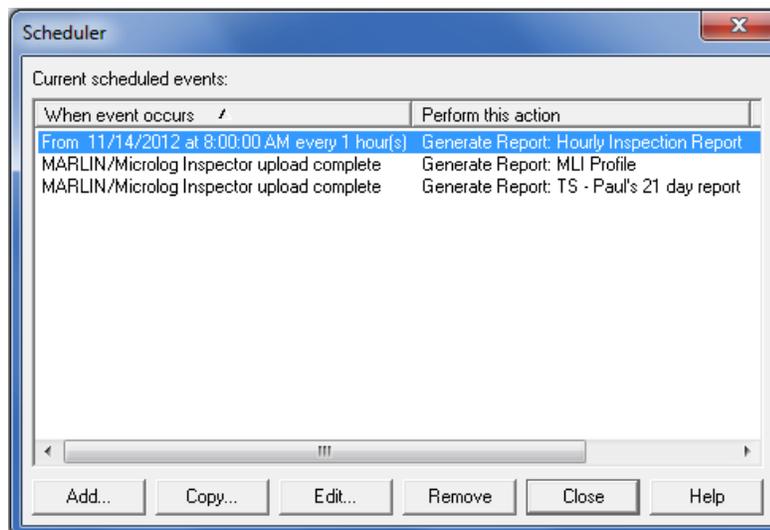


Figure 11. New scheduled event

 For further assistance, please contact the Technical Support Group by phone at 1-800-523-7514 option 8, or by email at TSG-Americas@skf.com.