WebEye
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SCHEDULED REPORT

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GENERAL INFORMATION

GENERAL INFORMATION

With the help of the Scheduled Report, you can receive and deliver reports in the form of an e-mail at specified intervals.

What are the benefits of the service?

- Get regular statistics and even view reports on your mobile phone without logging in and „unnecessary” clicks
- You can easily share reports with colleagues and partners unfamiliar with WebEye applications
- Large report queries don’t slow down everyday workflows, they are generated for you in the background

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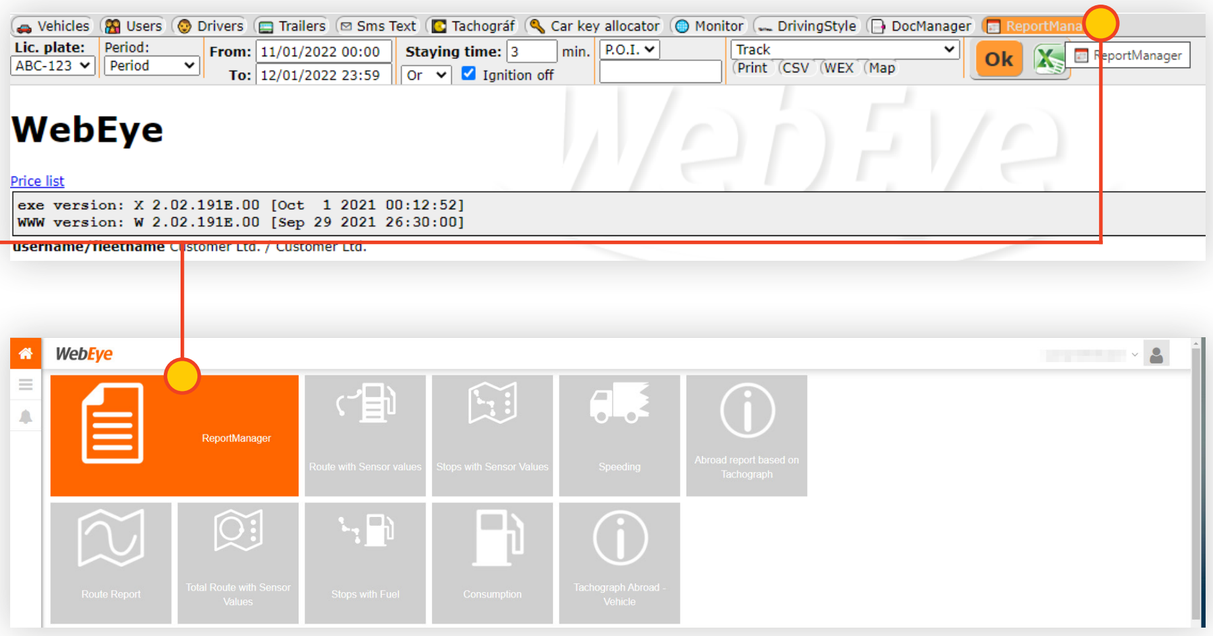
ACCESS

ACCESS

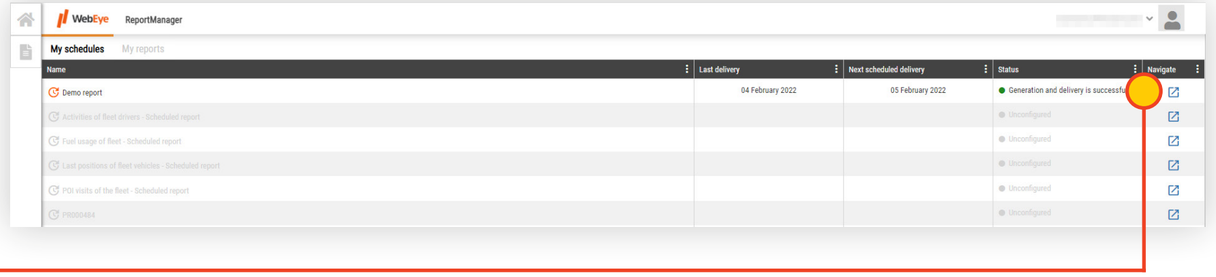
You can navigate through the Report Manager interface to your configurable or configured Scheduled Reports.
The Report Manager interface may appear as follows, depending on the WebEye system you are using:

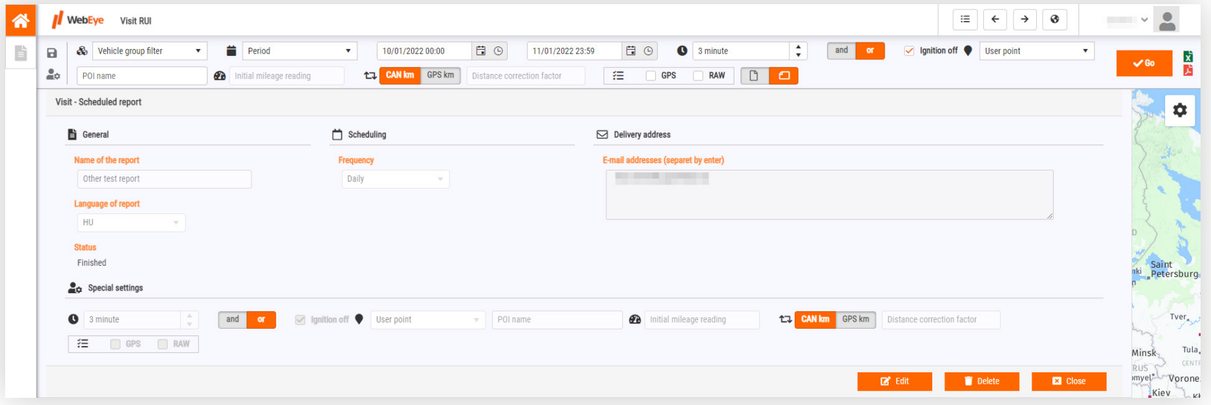


7 ACCESS

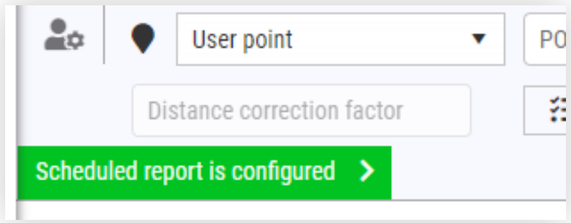
Under the My schedules tab, you can see all the Scheduled Reports available to you.

Clicking the button in the Navigation column will take you to the Scheduled Report setting with opening a new tab.

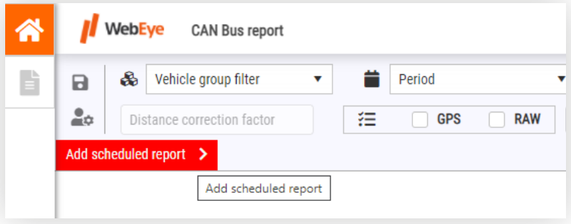




If you have already set up a Scheduled Report, the details of that report can be seen.



If you haven't already set up a Scheduled Report, a new Scheduled Report can be set up.



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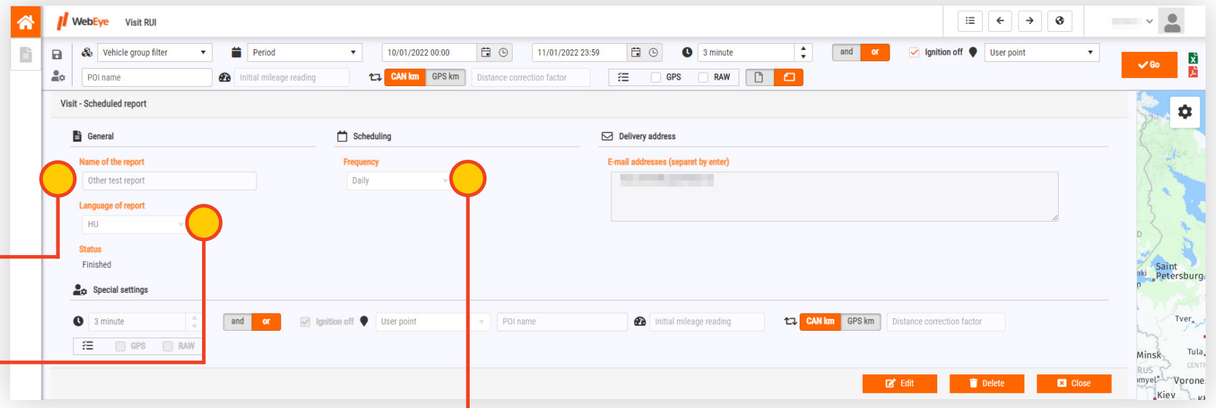
SET UP A SCHEDULED REPORT

SET UP A SCHEDULED REPORT

When setting up a Scheduled Report, the following information is required:

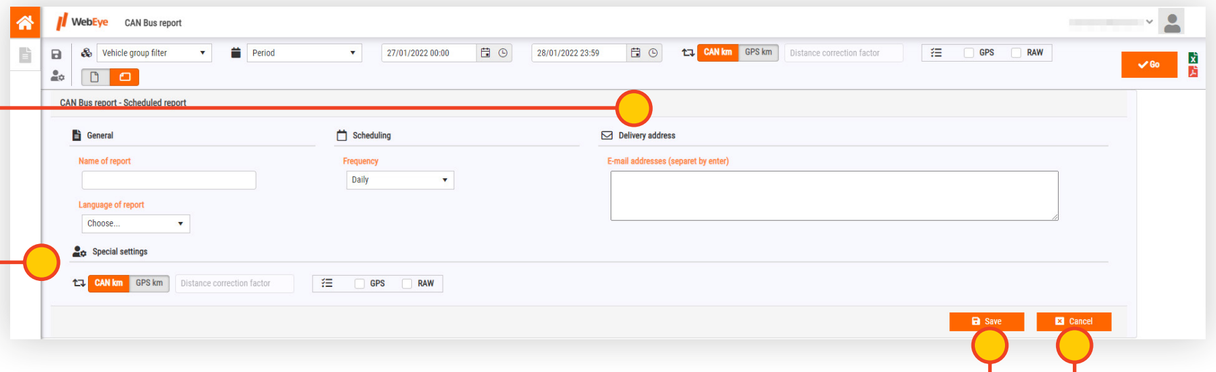
- **Name of Report:** The unique name of the Scheduled Report that the user can give (eg. monthly CAN report).
- **Language of Report:** The language of the Scheduled Report, i.e. the language of the e-mail and the attached report which should be received
- **Frequency:** Frequency of sending the Scheduled Report.
  - **Dail:** Each day, the user receives a report from the previous day
  - **Weekly:** Each Monday, the user receives a report from the previous week
  - **Monthly:** Within the first 3 days of each month, the user receives a report from the previous month



- **E-mail addresses:** A list of email addresses to which the user would like to receive the report.

Recipients will receive separate e-mails, so e-mail addresses on the list won't be public.

- **Special settings:** At this point, unique settings can be set for the Scheduled Report that may affect the calculated result (e.g., route correction factor, Raw, GPS, etc.).



After filling in the listed items correctly, the settings can be saved by clicking the Save button.
Click Cancel to discard the settings and the Scheduled Report won't be sent.

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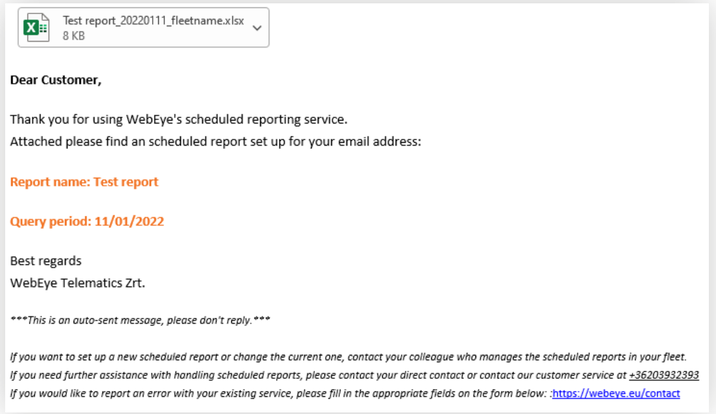
SCHEDULED REPORT OPERATION SET

SCHEDULED REPORT OPERATION SET

If a Scheduled Report has been added, the system will start generating the report immediately, regardless of the set frequency, so you will receive your first Scheduled Report after the time required to generate it.

After that the Scheduled Reports will be received at the set frequency.

If you want to track where each of your reports is in the production process, you can see the last delivery date, scheduled next delivery date, and current status of the Scheduled Report on the My Scheduled Reports tab of the Report Manager interface.


Test report_20220111_fleetname.xlsx
8 KB

Dear Customer,

Thank you for using WebEye's scheduled reporting service.
Attached please find an scheduled report set up for your email address:

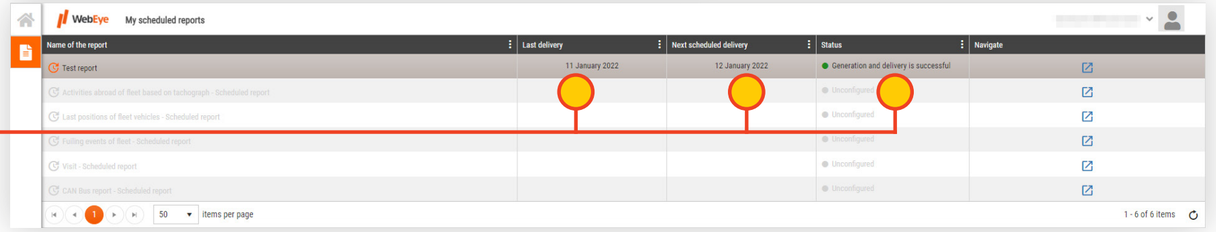
Report name: Test report

Query period: 11/01/2022

Best regards
WebEye Telematics Zrt.

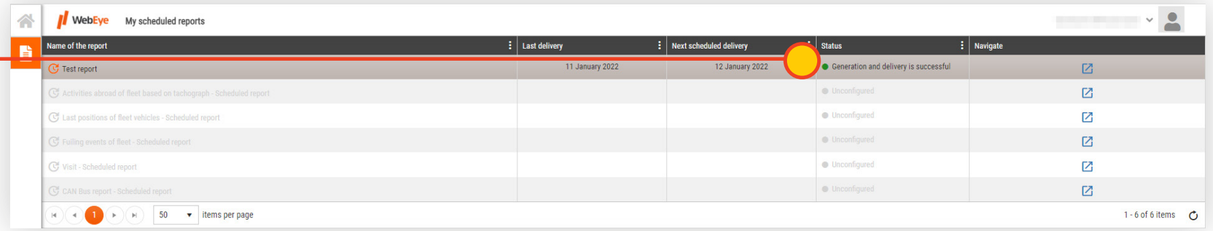
****This is an auto-sent message, please don't reply.****

If you want to set up a new scheduled report or change the current one, contact your colleague who manages the scheduled reports in your fleet.
If you need further assistance with handling scheduled reports, please contact your direct contact or contact our customer service at +36203932393
If you would like to report an error with your existing service, please fill in the appropriate fields on the form below: :https://webeye.eu/contact



Meanings of current status:

- **Under processing:** report generation registered but still waiting to start
- **Creation in progress:** the report is being generated
- **Generation in progress but will take longer than usual:** the report is being generated, but for other reasons it takes more time (e.g. a large amount of data to process or many scheduled reports running at once)
- **Generation and delivery successful:** the Scheduled Report has been completed and successfully delivered
- **Not configurated:** not set Scheduled Report



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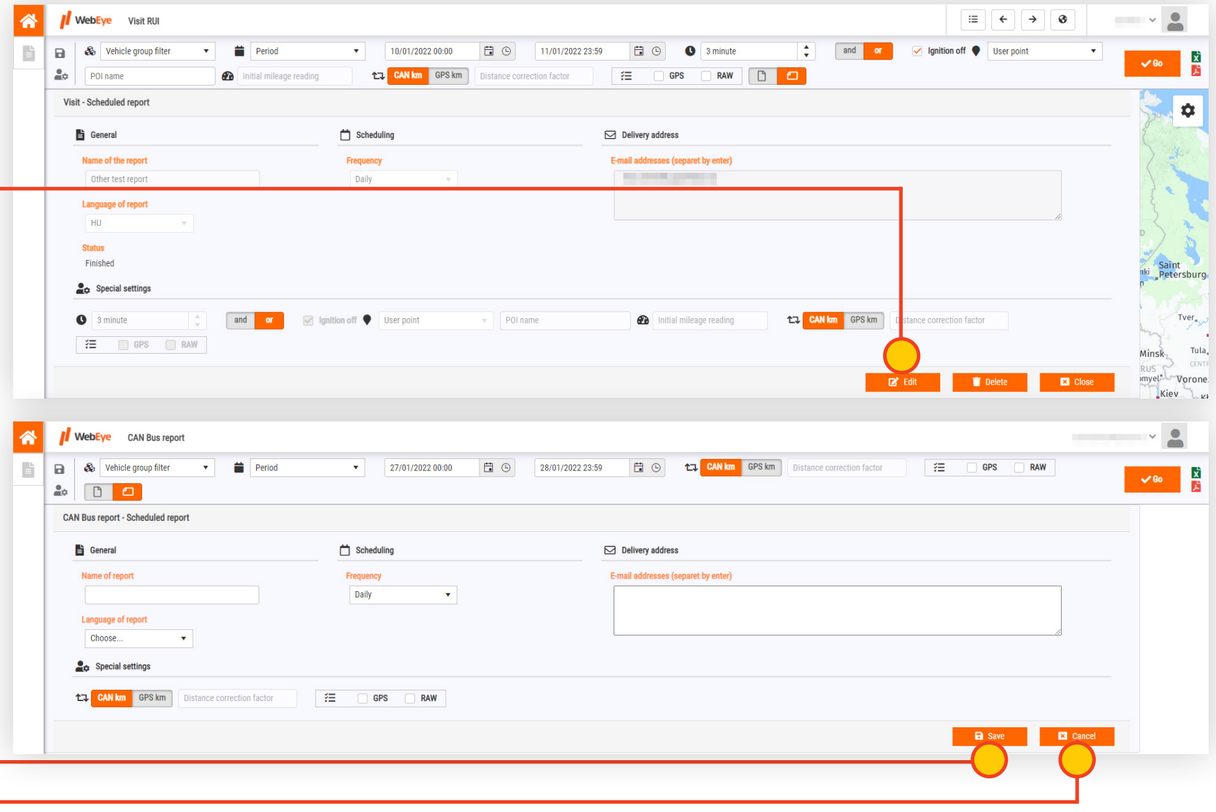
EDIT A SCHEDULED REPORT

EDIT A SCHEDULED REPORT

If you want to change the settings for an existing Scheduled Report, you can do so in the Scheduled Report Settings using the Edit button.

Click Save to save the changed settings.
Click Cancel to discard the changed settings and keep the original ones.



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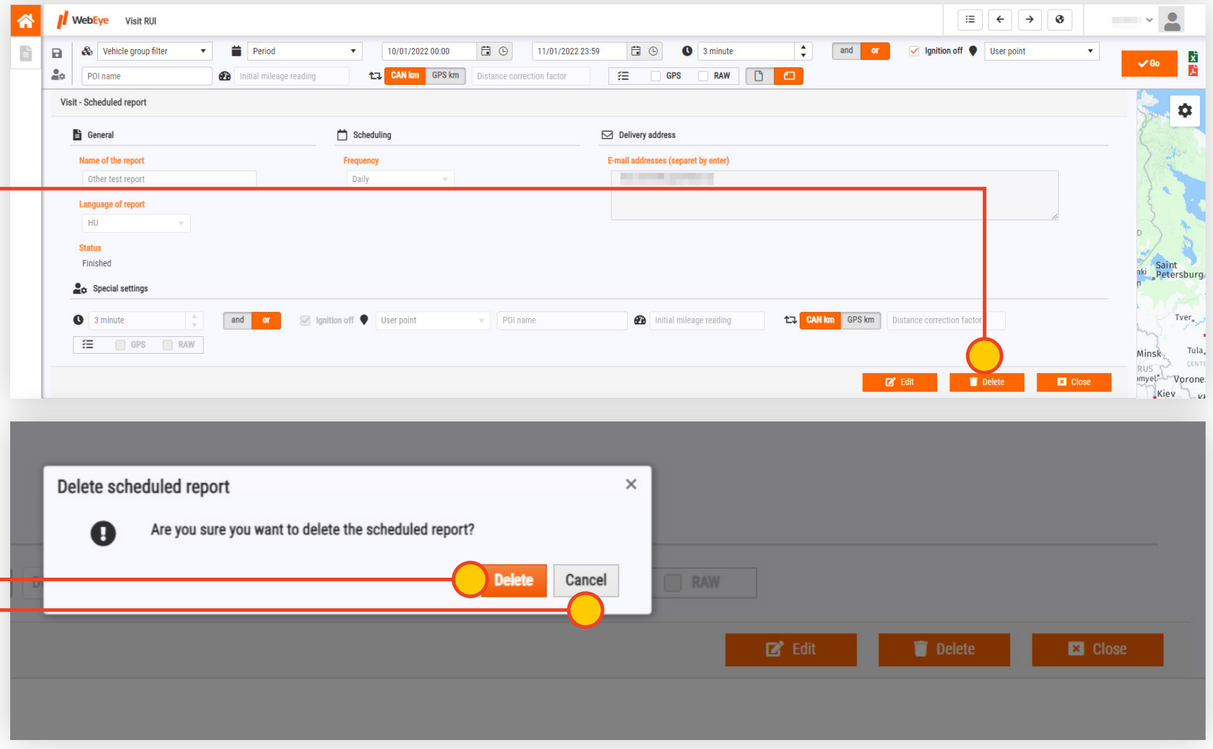
STOP AND DELETE A SCHEDULED REPORT

STOP AND DELETE A SCHEDULED REPORT

If you want to stop sending a Scheduled Report, open the Scheduled Report settings and click Delete to delete the report.

After clicking the Delete button, the system will ask for a confirmation of the deletion request.
If you click the Delete button, the settings will be lost and the sending of the Scheduled Report will be stopped.
Click Cancel to cancel the deletion request and continue the Scheduled Report with the original settings.



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