

GUIDE

SCHEDULE REPORTS - AUTOMATIC RUNNING REPORTS

Step 1

To run reports automatically, rather than clicking on the Generate tab, click on the Schedule tab.

REPORT SELECTION CRITERIA			
DRIVERS	REPORTS	DATE PERIOD	FILE TYPE
Krista 10 Musterfrau 10	Driver letter	From May 1, 2022	☒ PDF ☐ CSV
Krista 28 Musterfrau 28		To May 31, 2022	
Kristina 1089 Musterfrau 1089			
Kristina 1091 Musterfrau 1091			

CANCEL
SCHEDULE
GENERATE

Step 2

Now fill in the Date from, Number of times, Report schedule recurrence and the Use data range. There is the option to add additional email address's if need be.

CREATE SCHEDULED REPORT

Please select Recurrence, Data Range & Receivers

REPORT SCHEDULE RANGE

Date from

Jun 15, 2022

×

📅

Number of times

12

↕

Report schedule recurrence

Monthly

▼

Date to

Jun 14, 2023

×

📅

DATA RANGE

Use data range

Previous month

▼

Site

Test

E-MAIL SETTINGS

To

tis-support@continental-corporation.com

✉

BCC

^

Password

Subject *

Driver letter

E-mail body

Dear Recipient,

In the attachment you will find the Driver letter report for Continental VDO Demonstration; Test. The report has been scheduled for Jun 15 2022 - Jun 14 2023 and has been now generated 1 times. There are still 11 reports left to be generated.
Next report generation scheduled for : 2022-07-15.
Password protection status is Deactivated.

With Best Regards,
Your TIS-Web DMM

* Required information

CANCEL

SCHEDULE

Step 3

A recommendation would be to run your reports in the middle of the month (15th) for the Previous month. That way you will most likely have all the data present with no gaps.

There is the option to add additional email address's if need be.

The password option is there if you want a bit more security, but you will need to tell everyone that is BCC'd what the password word for them to open the report.

Whoever creates the reports has sole control over them, no-one else can make changes or cancel them.

Step 4

To view what schedule reports are running or have expired, click on the Schedule Reports tab and you can then modify, re-schedule or delete the reports in the list.

REPORTS VDO User
Continental VDO Demonstration Account

DRIVERS VEHICLES **SCHEDULED REPORTS**

LIST OF SCHEDULED REPORTS [DELETE](#)

Next schedule	Remaining	Last run	Report	Subject	Site / Group	Recurrence	
☐ 15/06/2022, 03:01	12		Driver letter	Driver	Test	Monthly	✎
☐ 15/06/2022, 02:28	6		Vehicle Kilometer Discrepancy Report	Vehicle	DL40 Bench Test	Monthly	✎

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TIS-SUPPORT@AUMOVIO.COM
01217251312

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