M.A.C. SOLUTIONS

PROCESSVUE

AUTOMATED REPORTS

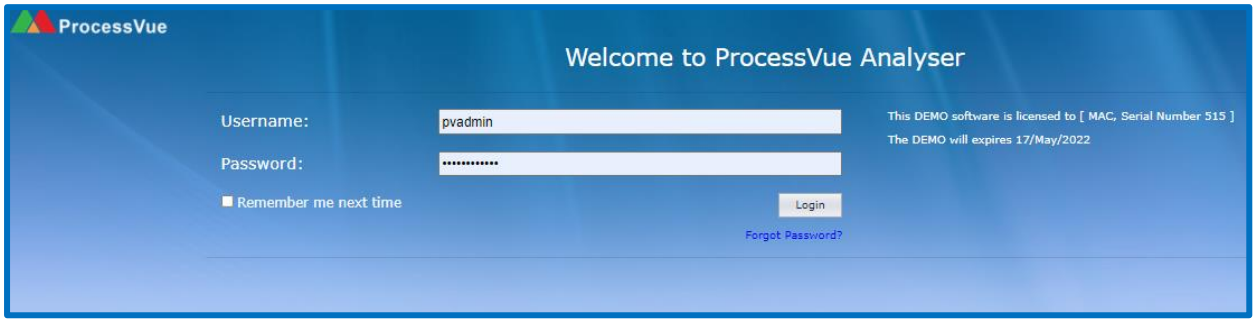
Changing Output Type after copying reports

MAC Solutions

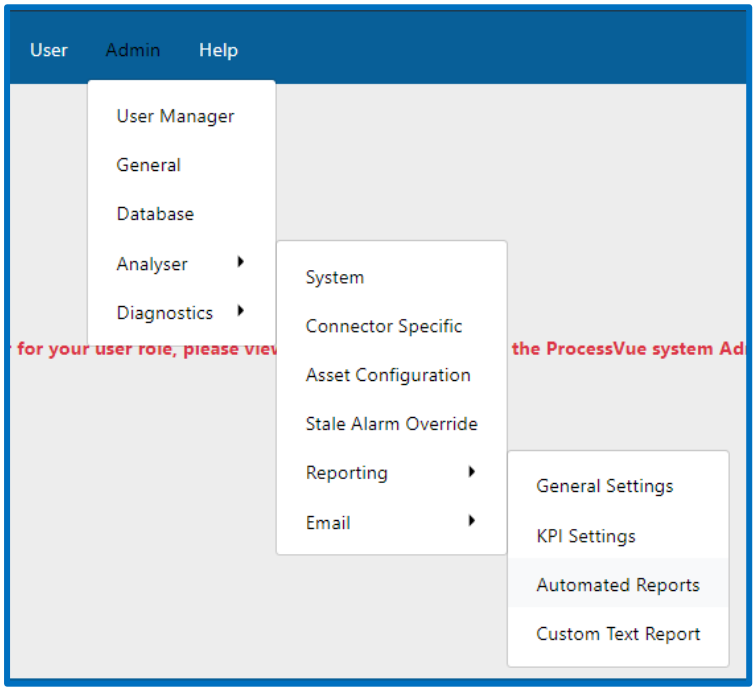
Monday, 28 June 2021

1. COPYING THE AUTOMATED REPORT

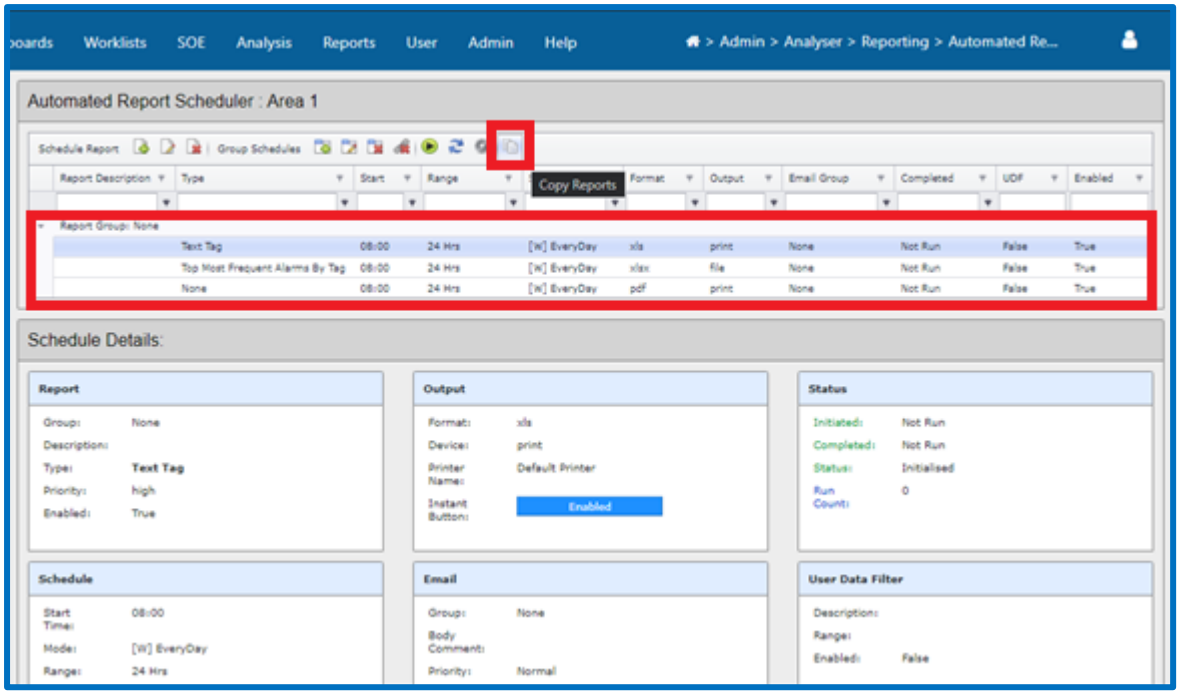
1. Login to the **ProcessVue Analyser** Software.



2. To access the **Automated Reports**, go to **Admin** > **Analyser** > **Reporting** > **Automated Reports**



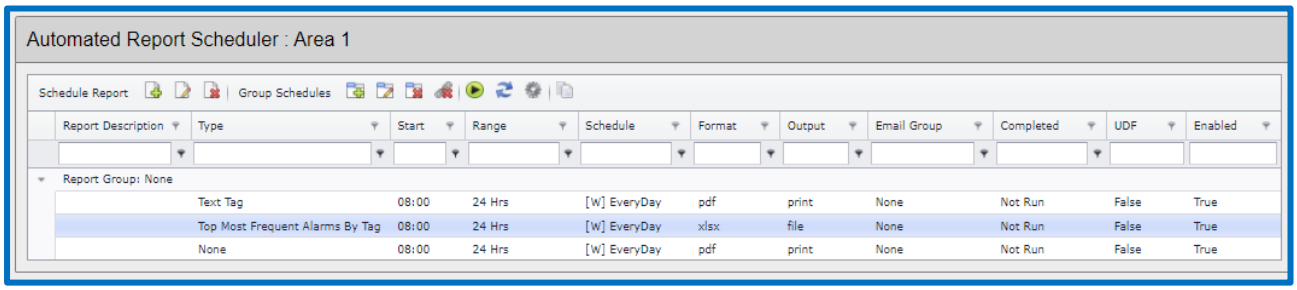
3. To create a copy of the report, select Report and click the **Copy Reports** button.



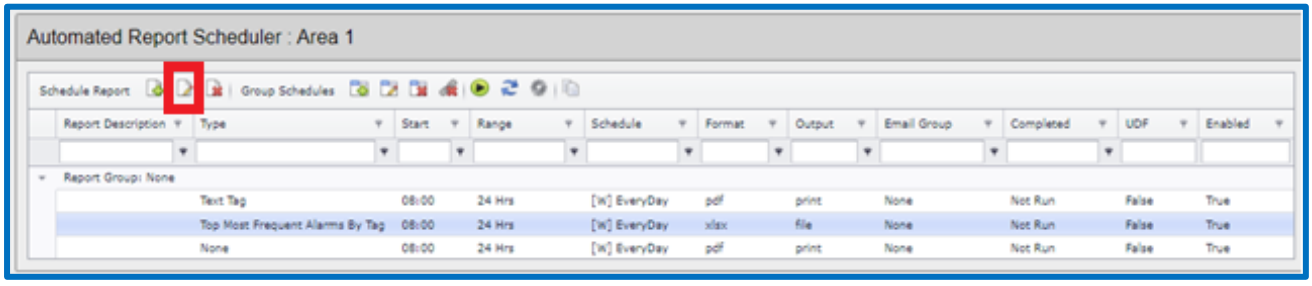
2. EDIT REPORT OUTPUT TYPE

To change the output type on an Automated Report:

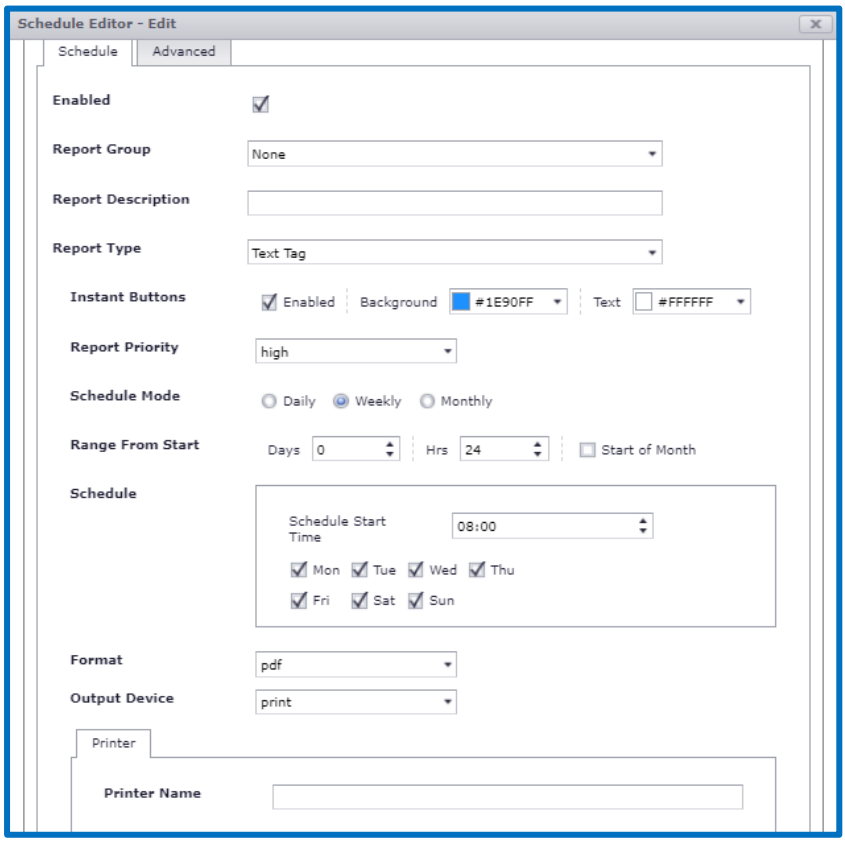
1. Select the report you want to change



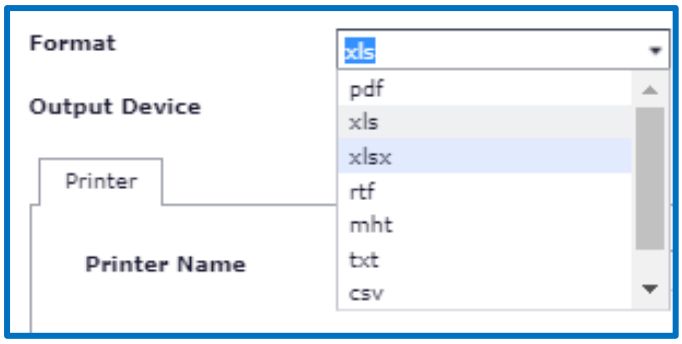
2. Click **Edit Report**



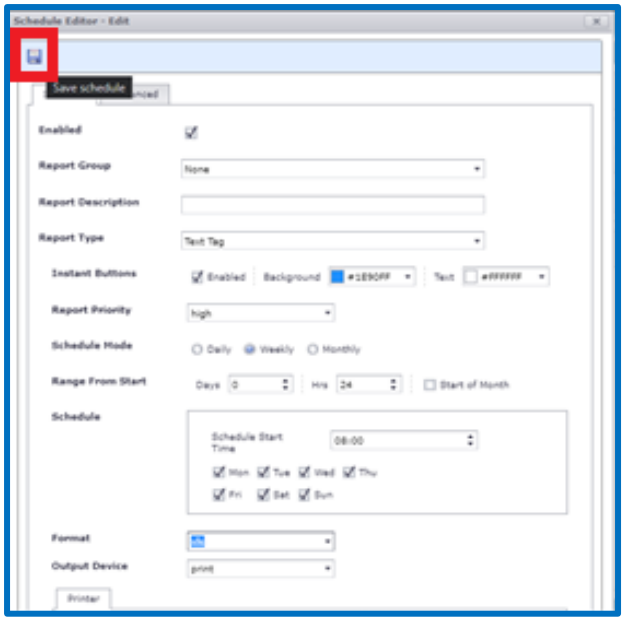
3. Towards the bottom of the Report Scheduler editor, you will see two settings which are:
    a. **Format**
    b. **Output Device**



4. To change the Format from PDF to Excel, select the dropdown menu next to Format and select the desired format.



5. After selecting the required Format, click the save button towards the top of the scheduler and the new report setting will be saved and then triggered at the set time.


Schedule Editor - Edit
Save schedule
Enabled
Report Group
None
Report Description
Report Type
Test Tag
Instant Buttons
Enabled
Background
#1E90FF
Text
#FFFFFF
Report Priority
high
Schedule Mode
Daily
Weekly
Monthly
Range From Start
Days
0
Hrs
24
Start of Month
Schedule
Schedule Start Time
08:00
Mon
Tue
Wed
Thu
Fri
Sat
Sun
Format
Output Device
print
Printer