



QUICK REFERENCE

Report Scheduler

The ACM Scheduler gives users the ability to schedule reports to generate automatically.

1. Click on the ACM Scheduler icon.

Scheduling an Event on the ACM Scheduler:

1. Click on the date of the event (or the start day of a recurring event).
2. Select edit then Add Event (or select the Add icon on the toolbar).
3. Enter information as desired into the different fields of the Scheduler Event Information window.
4. Press Continue.
5. Complete all fields as desired.

Modifying an Existing Event:

1. Click on the date of the event to modify.
2. Change information as desired into the different fields.
3. Press Continue.
4. The Add Event Window displays with the previously entered information.
 - Click on the desired field and change as necessary.
 - Click OK and the window closes and the Edit Events window redisplay.
 - Click OK to save the change to the system.

Deleting an Existing Event:

1. Click on the date of the event (or the start day of a recurring event).
2. Select Edit then Delete Event (or select the Delete icon on the toolbar).
3. Select the report to delete, then click Delete.

Exiting the ACM Scheduler:

1. After all Reports have been added, edited, or deleted, exit the ACM Scheduler.

Note: The Report Scheduler is **ONLY** available in 4.X code and earlier.

NOTE:

If the event is scheduled for multiple days, a prompt will appear asking if deletion of all scheduled dates is desired. Choosing "Yes" deletes the event for all dates scheduled. Choosing "No" deletes the event for the chosen day only.