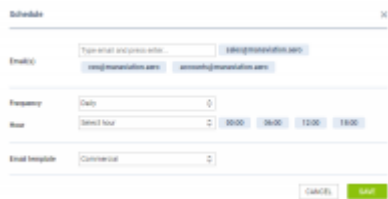


Report Wizard - sending schedule



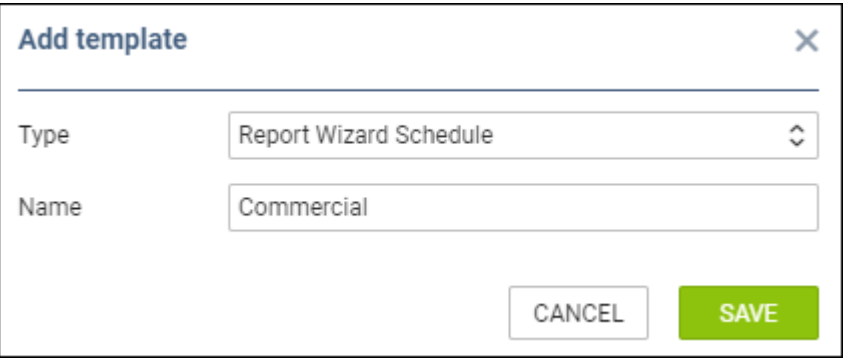
Sending Schedule main window

It is possible to **send schedules** from **REPORT WIZARD** to particular recipients in pre-defined periods of time. Each stored report can be sent out frequently by using this functionality. Leon will send an email with 2 files attached: **Excel & PDF**.

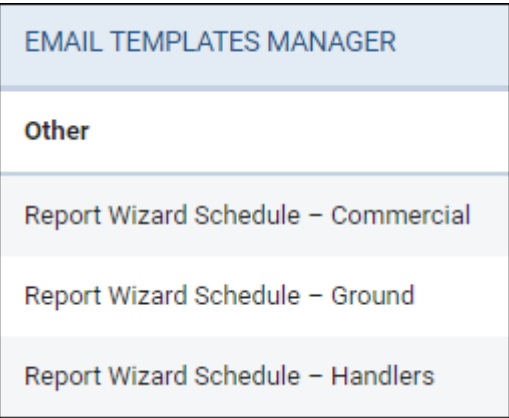
Setting up

Before sending any schedule, some setting up is required.

First step is defining **email templates** for this panel, in a section Settings > Email Templates. Here you need to click **ADD TEMPLATE** select **Report Wizard Schedule**, insert template's name and save.



You can add multiple email templates - they all will be stored in a section 'Other' of 'Email Templates' panel.




Sending schedule

My reports	
Your saved reports	Last modified
Crew flight & block times	13 Oct 2019 9:18:46
Fuel usage	18 Oct 2019 9:59:36
PAX data	13 Oct 2019 9:59:53
Flight Watch data	13 Oct 2019 12:47
Reports 1 - 4 from 4	
Last reports	
Add report	

Report Wizard - the main view on saved reports

In the main Report Wizard page, edit a report that should be sent frequently and click a button

 SENDING SCHEDULE

in the top-right corner, then a new pop-up window will show up (as on the screenshot on the right side).

In this pop-up window you need to manually type recipient's email address (or addresses, as it's possible to add multiple emails).

Email(s)

Type email and press enter...

sales@manaviation.aero

ceo@manaviation.aero

accounts@manaviation.aero

'Frequency' can only be selected as 'Daily' for now, however it will be expanded in the future.

A drop-down **Hour** allows to select multiple periods of time for sending schedule (all times in **UTC**).

Frequency

Daily

Hour

Select hour

00:00

06:00

12:00

18:00

Email template drop-down box shows pre-defined templates from 'Email templates' section.


Email template

Commercial

Handlers

Ground

All reports with sending rules defined, in the main Report Wizard page, will have an indication of a **clock-icon**.

Your saved reports		Visibility	Last modified
Commercial		Company	18 Feb 2020 10:52
Flight Watch Summary		Company	21 Aug 2019 10:23
PAX report		Company	6 Sep 2019 09:49

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