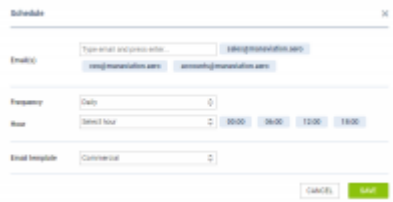
# Report Wizard - sending schedule



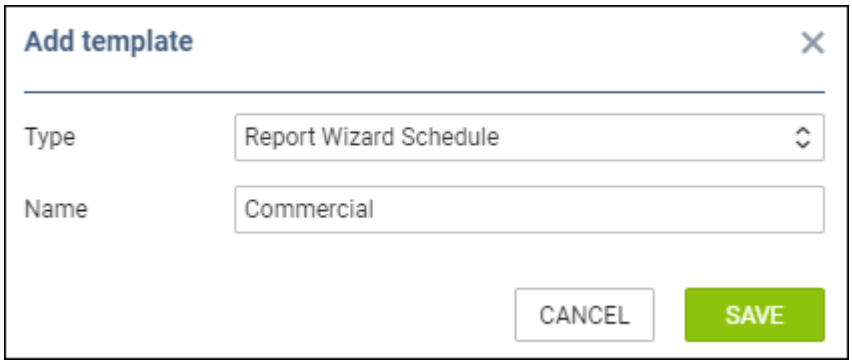
Sending Schedule main window

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**.

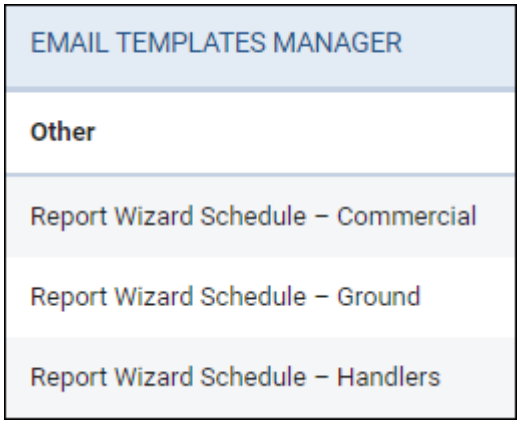
## Setting up

Before sending any schedule, some setting up is required.

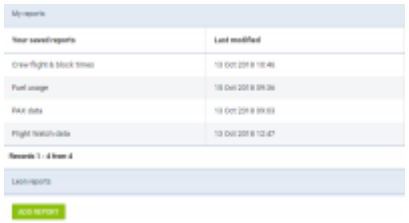
First step is defining **email templates** for this panel, in a section Settings > Email Templates. Here you need to click ADD TEMPLATE select **Report Wizard Schedule**, insert template's name and save.




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




## Sending schedule

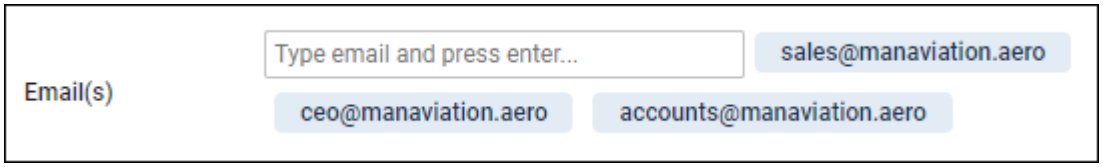


Report Wizard - the main view on saved reports

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

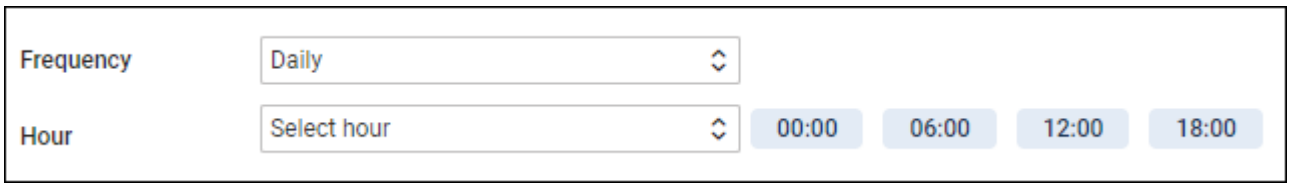
in the top-right corner, then a new pop-up window will show up (as on the screenshot on the right side).

In this pop-up window you need to manually type recipient's email address (or addresses), unless emails have been pre-defined for particular email template in 'Email Templates' panel (tab 'Recipients').

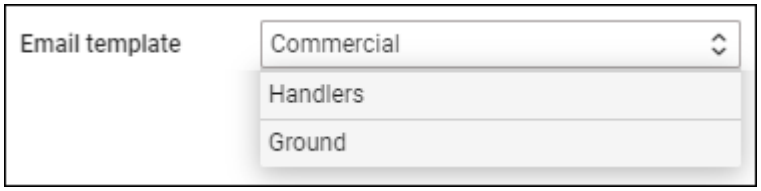



'Frequency' can only be selected as 'Daily' for now, however it will be expanded in the future.

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




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

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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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