

FREQUENTLY ASKED QUESTIONS

COSEC

What
When
Which
Where
How
Who
Why



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“Report Scheduler Configuration”

I have already installed all the required IIS components and its features for COSEC Applications. The application is working. Test mail from alert is sent. Now, How to configure Report scheduler in COSEC.



- After successful configuration of alert service and sending test mail to confirm about the connection establishment, it is easy to configure Report scheduler.
- Report scheduler can be used to run a scheduler daily, weekly or monthly either to generate user wise reports such as IN-OUT Summary, IN-OUT Events, Blocked User, IN Time and Attendance Late-IN, Early-OUT, Attendance Registers etc.

- Before configuring Report scheduler make sure that alert service is running and component status should have the proper IP Address as of Server PC IP Address.
- Admin module → system configuration → component status.

The screenshot shows the MATRIX COSEC Admin interface. The 'Component Status' window is open, displaying a table with the following data:

Component Name	Host IP	Start Time	Stop Time	Stand By MAC	Status	Reset	Edit
COSEC Alert Service	192.168.51.73	30/04/2016 00:00:20			Active	Reset	

- After checking the status of component status one can configure task scheduler from Admin module → System utilities → Report scheduler.

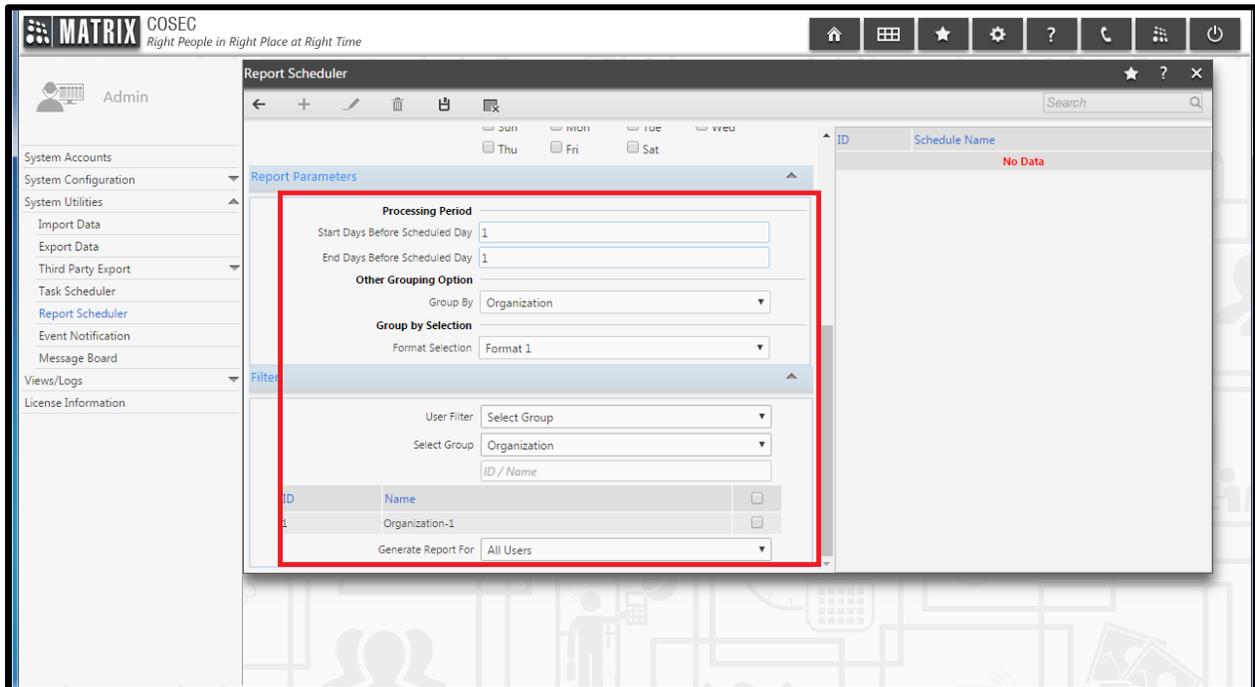
The screenshot displays the 'Report Scheduler' configuration interface. The form includes the following fields:

- Scheduler Type:** Reports
- Schedule Name:** kk
- Active:**
- Module:** Time and Attendance
- Report:** Attendance Summary
- Send Email Notification:**
 - Send Report To: cosectest7@gmail.com
 - Report Format: PDF
 - Message: Email Body 500(chars)
- Schedule Parameter:**
 - Schedule Run Time: 12:00
 - Schedule Run Day: Weekly
 - Days: Sun, Mon, Tue, Wed, Thu, Fri, Sat

The table on the right side of the page is empty, displaying 'No Data'.

- Here schedule run time should be given any between 00:00 to 23:59.
- Scheduler can be daily, weekly or monthly.
- Format for the report may be pdf, xls or csv.

- User can schedule process period before schedule day and after schedule day.
- User can also filter out the users for whom report is to be generated.



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