

# Custom Reports

**You can freely configure each of the Analyses available in JaniWeb and save them under a custom name. This means that you do not have to redefine the parameters each time.**

Saved reports

- appear in the menu and can be accessed directly from there,
- can be placed as a tile on the Launchpad.

The following elements are available for each report:

## Button *Save Query Configuration*

Press *Save Query Configuration* to save the report under a name of your choice.

## Option *Periodic sending*

Select the option *Periodic sending* to send the report regularly by email.

- Enter one or more email recipients.
- Select the desired file format for the analysis (PDF, Excel or CSV).
- Set the time interval for automatic sending.
  - e.g. every hour

## Save Query Configuration

Description

Zone Lists Report

☒ Periodic sending

☐ PDF

☐ EXCEL

☐ CSV

E-Mail



Minutes	
<input type="radio"/> Every Minute	<input checked="" type="radio"/> 0
<input type="radio"/> Even Minutes	1
<input type="radio"/> Odd Minutes	2
<input type="radio"/> Every 5 Minutes	3
<input type="radio"/> Every 15 Minutes	4
<input type="radio"/> Every 30 Minutes	5
	6
	7

Hours	
<input checked="" type="radio"/> Every Hour	<input checked="" type="radio"/> Midnight
<input type="radio"/> Even Hours	1
<input type="radio"/> Odd Hours	2
<input type="radio"/> Every 6 Hours	3
<input type="radio"/> Every 12 Hours	4
	5
	6
	7

Days	
<input checked="" type="radio"/> Every Day	<input checked="" type="radio"/> 1
<input type="radio"/> Even Days	2
<input type="radio"/> Odd Days	3
<input type="radio"/> Every 5 Days	4
<input type="radio"/> Every 10 Days	5
<input type="radio"/> Every Half Month	6
	7
	8

Months	
<input checked="" type="radio"/> Every Month	<input checked="" type="radio"/> Jan
<input type="radio"/> Even Months	Feb
<input type="radio"/> Odd Months	Mar
<input type="radio"/> Every 4 Months	Apr
<input type="radio"/> Every Half Year	May
	Jun
	Jul
	Aug

Weekdays	
<input checked="" type="radio"/> Every Weekday	<input checked="" type="radio"/> Mon
<input type="radio"/> Monday-Friday	Tue
<input type="radio"/> Weekend Days	Wed
	Thu
	Fri
	Sat
	Sun

Cancel

- e.g every day 12:30 o'clock

## Save Query Configuration

Description

Zone Lists Report

☒ Periodic sending

☐ PDF

☐ EXCEL

☐ CSV

E-Mail



**Minutes**

- ☐ Every Minute
- ☐ Even Minutes
- ☐ Odd Minutes
- ☐ Every 5 Minutes
- ☐ Every 15 Minutes
- ☐ Every 30 Minutes

27 28 29 30 31 32 33 34

**Hours**

- ☐ Every Hour
- ☐ Even Hours
- ☐ Odd Hours
- ☐ Every 6 Hours
- ☐ Every 12 Hours

9 10 11 12 13 14 15 16

**Days**

- ☒ Every Day
- ☐ Even Days
- ☐ Odd Days
- ☐ Every 5 Days
- ☐ Every 10 Days
- ☐ Every Half Month

1 2 3 4 5 6 7 8

**Months**

- ☒ Every Month
- ☐ Even Months
- ☐ Odd Months
- ☐ Every 4 Months
- ☐ Every Half Year

Jan Feb Mar Apr May Jun Jul Aug

**Weekdays**

- ☒ Every Weekday
- ☐ Monday-Friday
- ☐ Weekend Days

Mon Tue Wed Thu Fri Sat Sun

Cancel

- e.g. every Monday 8:00 o'clock

Save Query Configuration

Description

Zone Lists Report

☒ Periodic sending

☐ PDF

☐ EXCEL

☐ CSV

E-Mail

+

Minutes

☐ Every Minute

☐ Even Minutes

☐ Odd Minutes

☐ Every 5 Minutes

☐ Every 15 Minutes

☐ Every 30 Minutes

☒ 0

1

2

3

4

5

6

7

Hours

☐ Every Hour

☐ Even Hours

☐ Odd Hours

☐ Every 6 Hours

☐ Every 12 Hours

☒ 4

5

6

7

8

9

10

11

Days

☒ Every Day

☐ Even Days

☐ Odd Days

☐ Every 5 Days

☐ Every 10 Days

☐ Every Half Month

☒ 1

2

3

4

5

6

7

8

Months

☒ Every Month

☐ Even Months

☐ Odd Months

☐ Every 4 Months

☐ Every Half Year

☒ Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Weekdays

☐ Every Weekday

☐ Monday-Friday

☐ Weekend Days

☒ Mon

Tue

Wed

Thu

Fri

Sat

Sun

Cancel

# Button *Delete Query Configuration*

Press *Delete Query Configuration* to delete the saved report.

# Button *Edit Query Configuration*

Press *Edit Query Configuration* to save the report under a different name. You can also change the settings for periodic sending by email. Press *Ok* to apply the changes.