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 Lauchpad.

The following elements are available for each report:

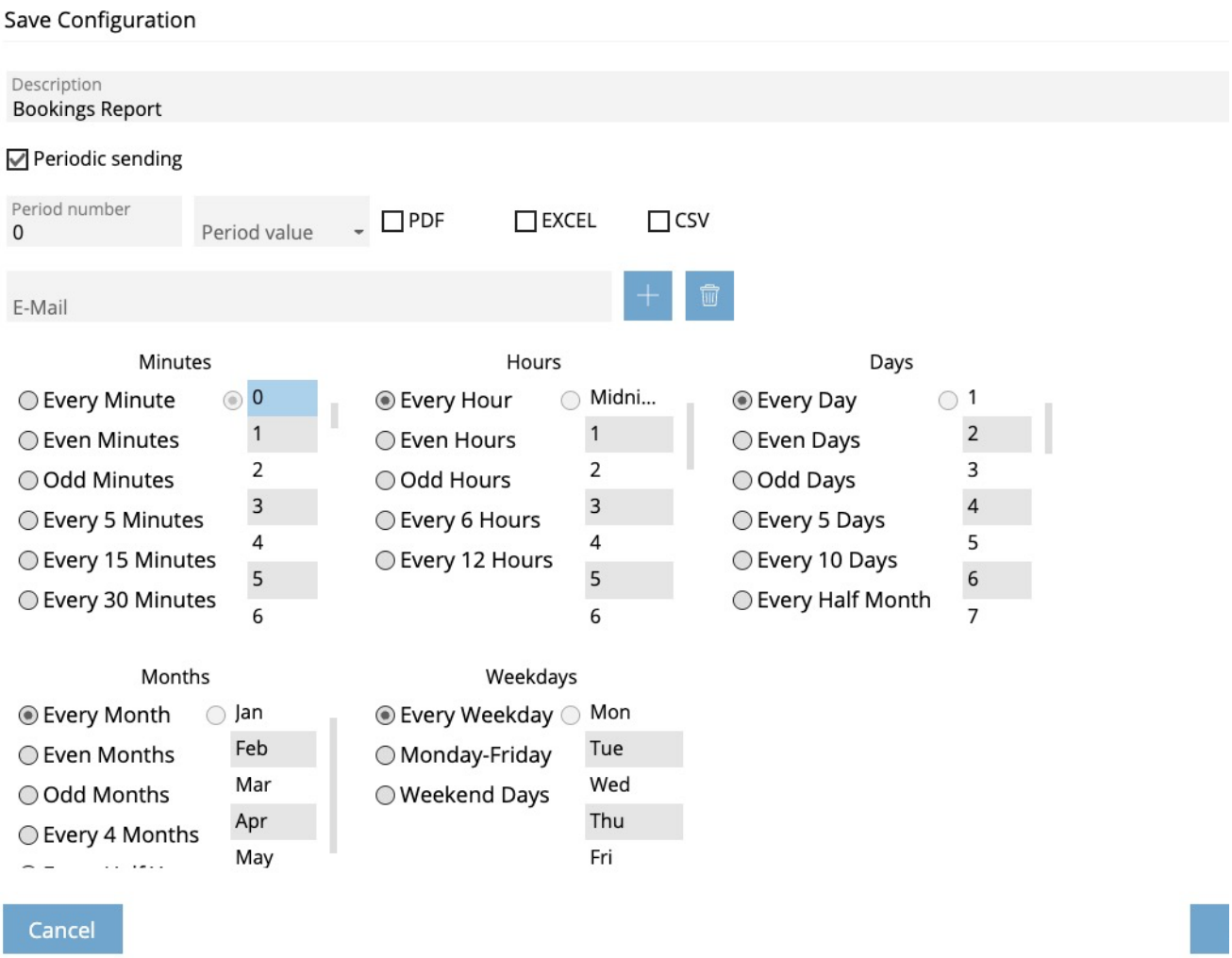
Button *Save Query Configuration*

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

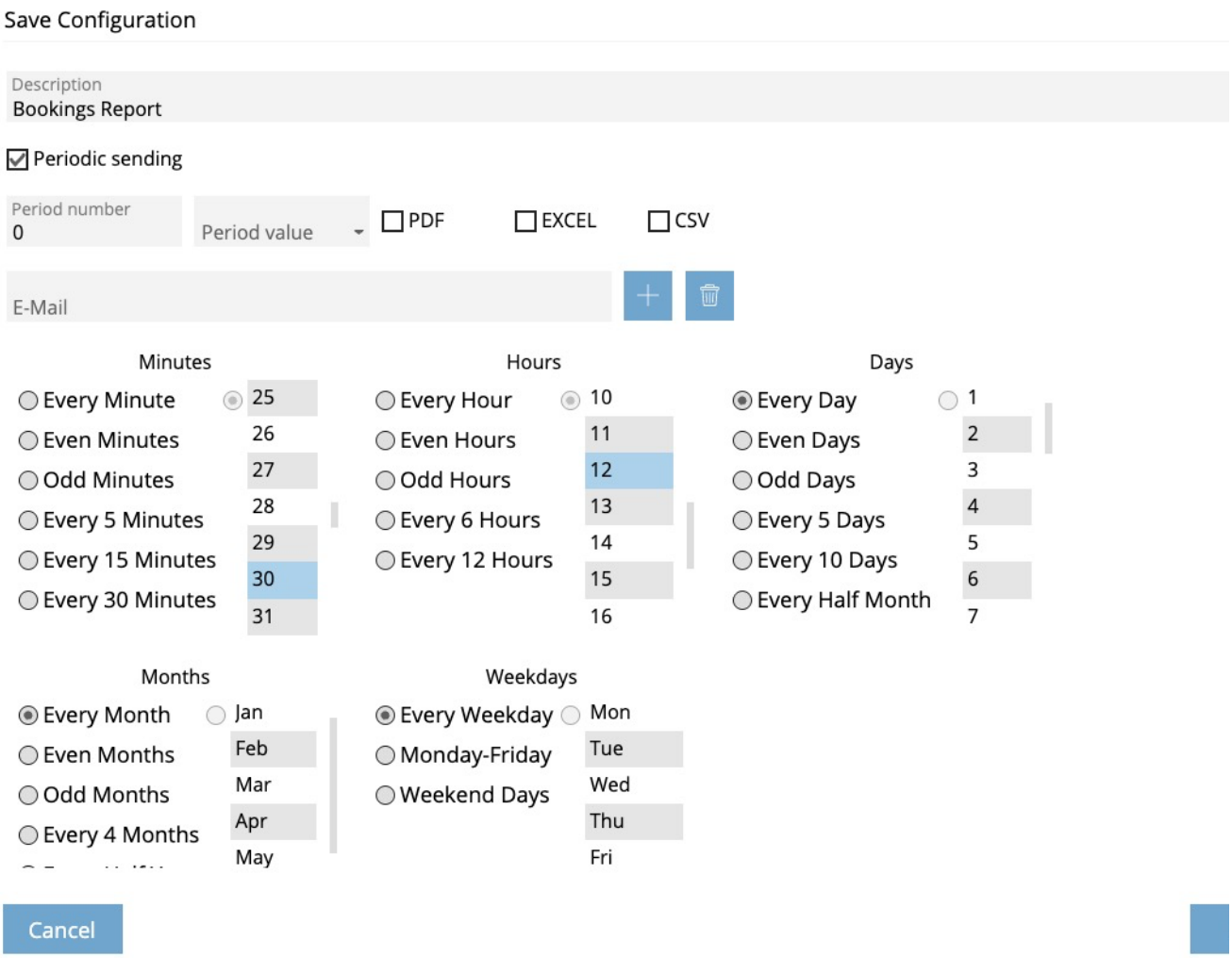
Option *Periodic sending*

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

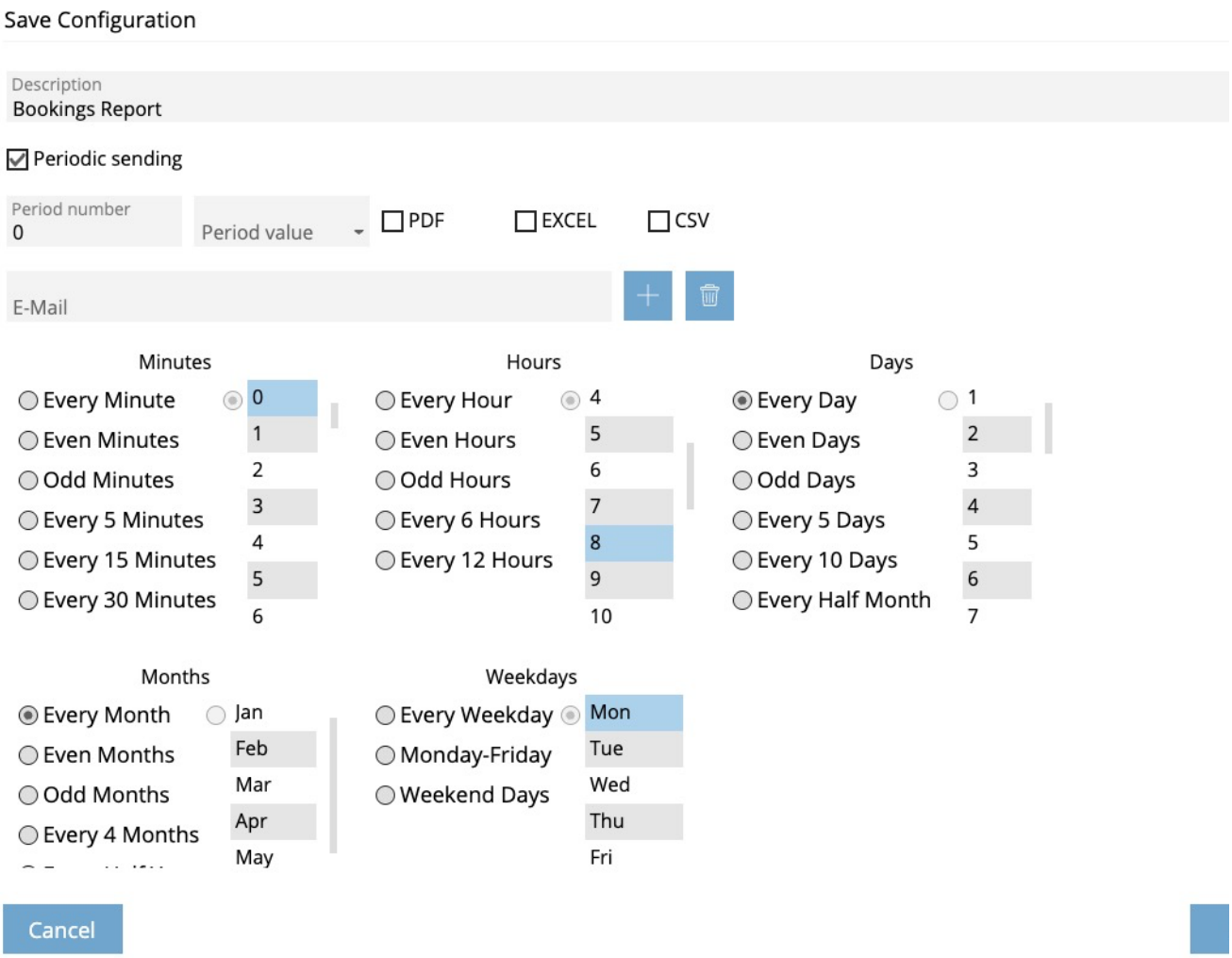
- Enter one or more email recipients.
- Select the desired file format for the analysis (PDF, Excel or CSV).
- Set the time interval for automatic sending.
  - e.g. every hour



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



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



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.

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