

# 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

## Save Configuration

Description

Bookings Report

Periodic sending

Period number

0

Period value

PDF

EXCEL

CSV

E-Mail



Minutes

- Every Minute  0
- Even Minutes  1
- Odd Minutes  2
- Every 5 Minutes  3
- Every 15 Minutes  4
- Every 30 Minutes  5
- 6

Hours

- Every Hour  Midni...
- Even Hours  1
- Odd Hours  2
- Every 6 Hours  3
- Every 12 Hours  4
- 5
- 6

Days

- Every Day  1
- Even Days  2
- Odd Days  3
- Every 5 Days  4
- Every 10 Days  5
- Every Half Month  6
- 7

Months

- Every Month  Jan
- Even Months  Feb
- Odd Months  Mar
- Every 4 Months  Apr
- May

Weekdays

- Every Weekday  Mon
- Monday-Friday  Tue
- Weekend Days  Wed
- Thu
- Fri

Cancel

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

## Save Configuration

Description

Bookings Report

Periodic sending

Period number

0

Period value

PDF

EXCEL

CSV

E-Mail



Minutes

- Every Minute  25
- Even Minutes  26
- Odd Minutes  27
- Every 5 Minutes  28
- Every 15 Minutes  29
- Every 30 Minutes  30
- Every 30 Minutes  31

Hours

- Every Hour  10
- Even Hours  11
- Odd Hours  12
- Every 6 Hours  13
- Every 12 Hours  14
- Every 12 Hours  15
- Every 12 Hours  16

Days

- Every Day  1
- Even Days  2
- Odd Days  3
- Every 5 Days  4
- Every 5 Days  5
- Every 10 Days  6
- Every Half Month  7

Months

- Every Month  Jan
- Even Months  Feb
- Odd Months  Mar
- Every 4 Months  Apr
- Every 4 Months  May

Weekdays

- Every Weekday  Mon
- Monday-Friday  Tue
- Weekend Days  Wed
- Weekend Days  Thu
- Weekend Days  Fri

Cancel

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

## Save Configuration

Description

Bookings Report

Periodic sending

Period number

0

Period value

PDF

EXCEL

CSV

E-Mail



Minutes

- Every Minute  0
- Even Minutes  1
- Odd Minutes  2
- Every 5 Minutes  3
- Every 15 Minutes  4
- Every 30 Minutes  5
- 6

Hours

- Every Hour  4
- Even Hours  5
- Odd Hours  6
- Every 6 Hours  7
- Every 12 Hours  8
- 9
- 10

Days

- Every Day  1
- Even Days  2
- Odd Days  3
- Every 5 Days  4
- Every 10 Days  5
- Every 20 Days  6
- Every Half Month  7

Months

- Every Month  Jan
- Even Months  Feb
- Odd Months  Mar
- Every 4 Months  Apr
- May

Weekdays

- Every Weekday  Mon
- Monday-Friday  Tue
- Weekend Days  Wed
- Thu
- Fri

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.

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