

# Report Queue Maintenance

A report queue is a series of reports lined up for printing or spooling.

Maintaining a report queue includes modifying, deleting, and scheduling reports in queues.

This course shows how to add reports to a queue for printing or scheduling.

We will also discuss maintaining and scheduling queues.

## Objectives

- Add Reports to Queue
- Maintaining Queues

## Add Reports to Queue

A report queue is a series of reports lined up for printing or spooling in a specific order.

Many queues run at the end of the day.

You also have the option to create end-of-month and end of year queues.

The **Reports** folder displays all existing report types.

You will find most reports aligned to their function in the system such as purchase history and price change reports in Inventory Reports.

Select a report to add it to a queue.

Configure the report.

Choose a print option from the **Print To** drop-down menu.

Enter the number of copies you need.

Use the side menu for additional configuration.

When you are finished, select **Queue** to add it to the queue.

In the pop-up, choose the queue name to which you want to add the report.

Select the applicable store.

Click **OK**.

The pop-up displays the position of the added report in the queue.

Click **Yes** to exit.

Reports are always added to the bottom of the queue.

You can change the position of a report in the queue, if needed.

We'll discuss that in the next topic.

You can check the status of reports you run in **Report Queue Maintenance**.

If you need to edit a report scheduled in the queue, select it from the list and click **Change** in the ribbon.

You can change the spooler channel, mode, and the number of copies.

Note: You cannot make changes to a *running* report.

The report disappears from the list when it completes printing.

## Maintaining Queues

Maintain queues in End-of-Day Queue Maintenance.

The Queue drop-down menu displays all existing queues and their stores.

For example, we will view a report added in End-of-Day Queue Maintenance.

Select the queue name from the Queue drop-down menu.

The reports in the queue display in the table.

You can modify report details except for those marked with option F.

Option F means the report is finalized.

You can change the order in which the reports execute by editing the number in the Position column.

You can also do this by enabling the check box for the report you want to move, and then selecting the *Move Up* or *Move Dn* buttons in the ribbon.

Select Change to save any changes.

Note: Certain daily reports must run in a specific order.

For example, the Price Exception Report (RPE) must run before the Daily Item Sales Report (RDI).

You can view the report order sequence in the Help documents.

Use the Drill button to edit the report's configuration.

For example, if you want to change the printer or the store, you cannot edit it here.

Use the Drill button to open the configuration screen and make your edits there.

Schedule a queue in the Schedule End-of-Day Queue screen.

Scheduling *critical* reports to run automatically is vital for *active system management*.

Click Add.

Select the queue name and the schedule name from the drop-down menus.

Select the Enable checkbox to add the queue to the schedule.

Choose OK.

The added schedule appears in the table.

Use the Maintain Schedules link to maintain schedules.

The Schedule Maintenance dialog box lets you add, edit, and delete schedules.

## **Recap**

Add reports to queues to automate your system management.

Scheduling report queues helps produce critical reports on time.

In this course, we showed how to add reports to a queue and where to view reports scheduled in their queue.

We also showed how to maintain and schedule report queues.

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