



# Run & Schedule Report Email Delivery

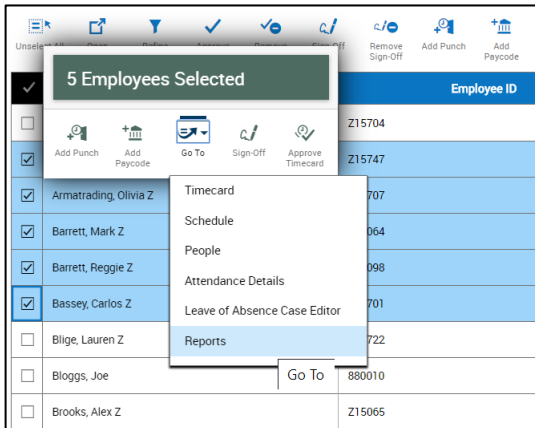
This job aid explains the enhancements made in release 5 for running and scheduling reports in Workforce Dimensions.

## About Reports

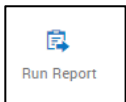
- Reports use a Hyperfind Query to determine which employees to include in the selected report. If necessary, as a manager, you can now determine your own list of employees simply by selecting their names from the schedule, timecard, people information, or Dataview without selecting a Hyperfind Query.
- Reporting capability has been enhanced to allow PDF or Excel scheduled reports to be delivered to managers and employees via email as attachments. This allows easier review of the data without having to access the application.

## To run a report:

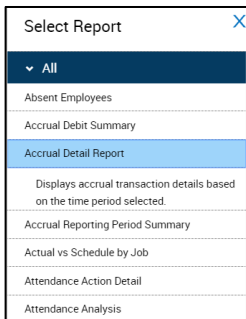
1. From an Employee Dataview, Timecard Summary page, Schedule, select the employee(s) that you wish to include in a report.
2. Right-click on their names and select **GoTo > Reports**.



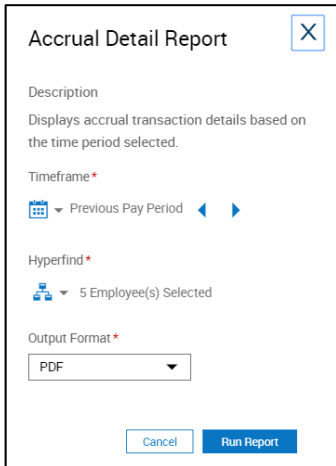
3. Select Run Report.



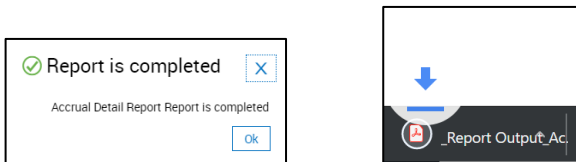
4. Select the report that you wish to run, and then click **Apply**.



- Notice in the Report Options panel, the **Hyperfind** field is already indicating the report will run for the selected employees. Select the necessary **Timeframe** and **Output format** (other report options might be visible depending on the selected report) and click **Run Report**.

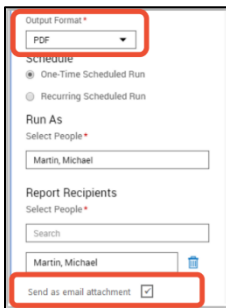


- Once the report completes, click OK and then open the report to review.



## Report delivered through email attachments:

- On the **Reporting Jobs** window, select the option to **Send as email attachment** at the bottom.



- By default, this option is unchecked.
- Scheduled reports with an output type of PDF or Excel can only be sent via email as an attachment.
- Attachment Size Limit: An email attachment size of 10 MB or less is supported. If the size of attachments exceeds the size limit, the email is sent without any attachments. An error message about exceeding the email size limit is included in the email body.
- Emailing using a distribution list is NOT supported.

- The report recipient specified will receive the attachment in an email as shown below.

