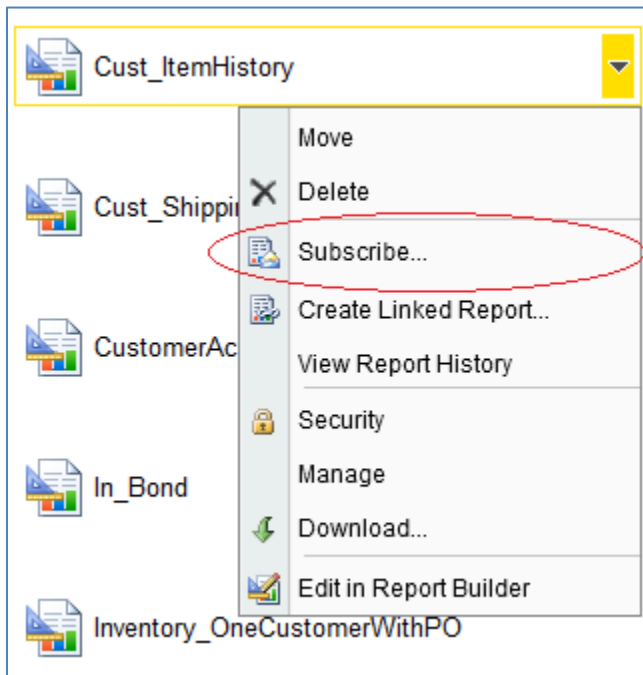


## How to Create A Report Subscription in Velocity WMS

A report subscription allows you have reports automatically emailed to people on a regular basis based on a schedule that you define. For example, you could have an inventory report automatically emailed to your customer or warehouse manager every work day at 6:00 AM so that the report is in their inbox when they get to work. Follow these instructions to create a report subscription:

1. Using your web browser go the website address that was provided to you for managing your report subscriptions. When prompted to login, enter your Velocity WMS user name and password.
2. You will now see a list of all the reports in your Velocity WMS system. Find the report that you would like to create the subscription on and click on the drop-down arrow that appears when you move the mouse over the report name. Click on "Subscribe..." menu item.



3. Enter the email addresses of the people that you would like to receive the report. Be sure to put an email address in the Reply-To box so that the recipient can contact you if needed.

**Report Delivery Options**

Specify options for report delivery.

Delivered by:

To:

Cc:

Bcc:

(Use (;) to separate multiple e-mail addresses.)

Reply-To:

4. Enter the subject that you would like to appear on the subject line of the email and choose PDF as the render format. Uncheck the Include Link option.

Subject:

Include Report    Render Format:

Include Link

Priority:

Comment:

5. Click on the Select Schedule button to set the days and time that you would like the report to be emailed.

**Subscription Processing Options**

Specify options for subscription processing.

Run the subscription:

When the scheduled report run is complete.

At 6:00 AM every Mon, Tue, Wed, Thu, Fri of every week, starting 5/21/2013

On a shared schedule:

6. Set the days and time that you would like the report automatically delivered via email. Click the OK button.

Use this schedule to determine how often this report is delivered.

**Schedule details**

Choose whether to run the report on an hourly, daily, weekly, monthly, or one time basis.

All times are expressed in (GMT -07:00) Pacific Daylight Time.

Hour    **Daily Schedule**

Day

Week

Month

Once

On the following days:  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat


Every weekday


Repeat after this number of days:

Start time:  :      A.M.     P.M.

**Start and end dates**

Specify the date to start and optionally end this schedule.

Begin running this schedule on:  

Stop this schedule on:  

7. Make sure to fill in the report parameter values if required.

**Report Parameter Values**  
Specify the report parameter values to use with this subscription.

**Item #:**

**Start Date:**

**End Date:**

8. Click the OK button to save the subscription.