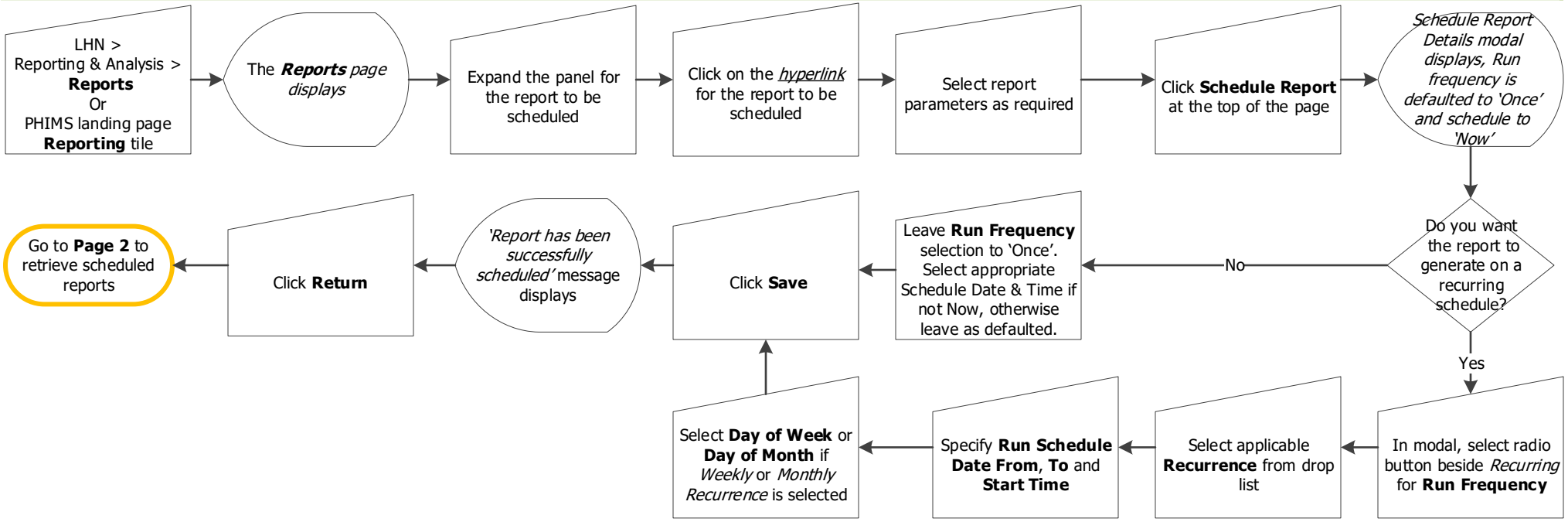
Reports:
Schedule a Report
Page 1

QRC



Points to Remember:

- All PHIMS reports can be scheduled.
- Schedule reports to avoid time-out errors. Reports that have wide From/To date ranges and/or cover high-volume diseases are likely to take longer to generate than the automatic 3 minute time-out.
- Select Run Frequency of *Once* to generate the report now. This is comparable to selecting the "Generate Report Now" button, but avoids timeout errors.
- Select Run Frequency of *Recurring* to establish a recurring schedule. The report will generate with the selected parameters at the stated intervals.
- Options are to select Hourly, Daily, Weekly, Monthly or Yearly recurrence. Select the recurrence and schedule (day and time) that best fits operational use.
- Workgroups are not currently in use for reports, so users can ignore the option to select a workgroup.

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Reports:
Retrieve a Scheduled Report
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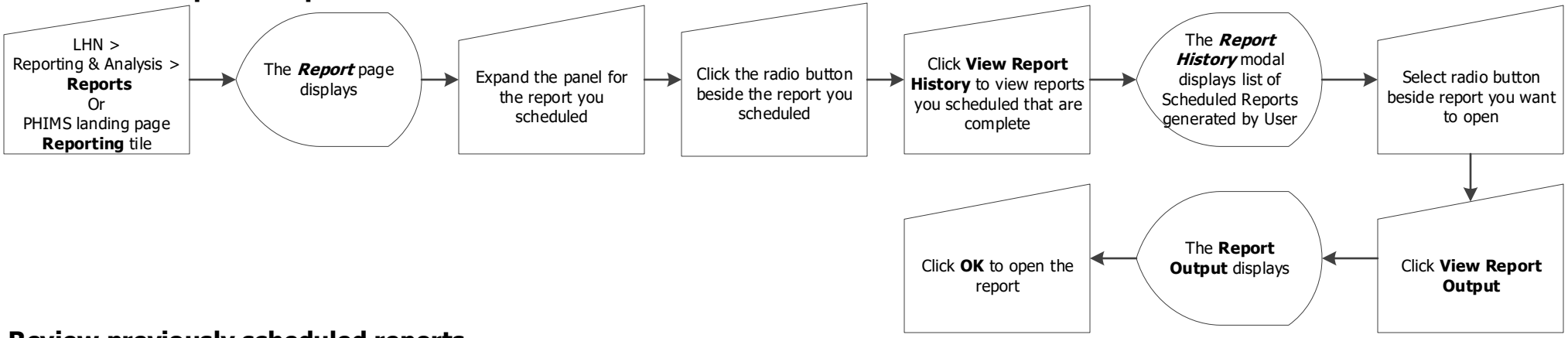
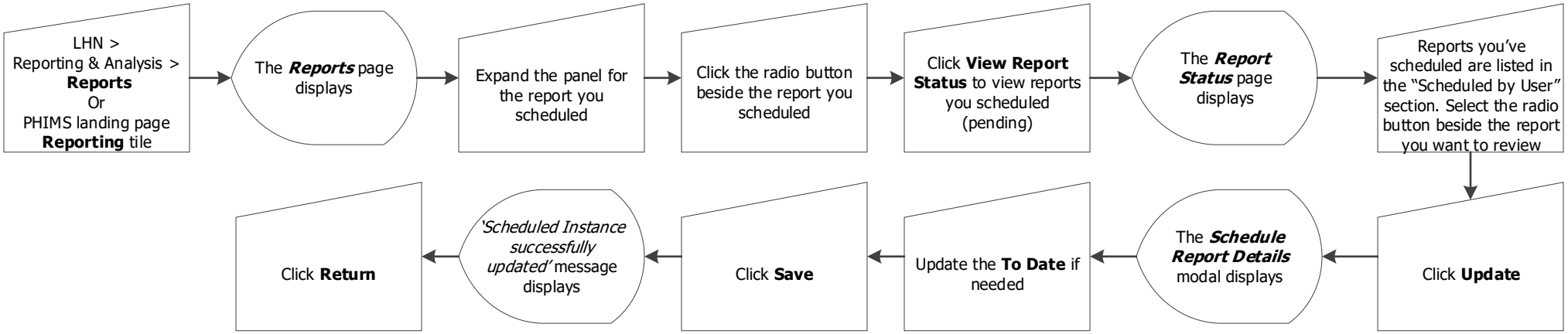
QRC

Retrieve a completed report



Review previously scheduled reports



Points to Remember:

- Previously scheduled reports can be retrieved for 60 days.
- Recurring reports can be ended by entering today's date in the To Date.

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