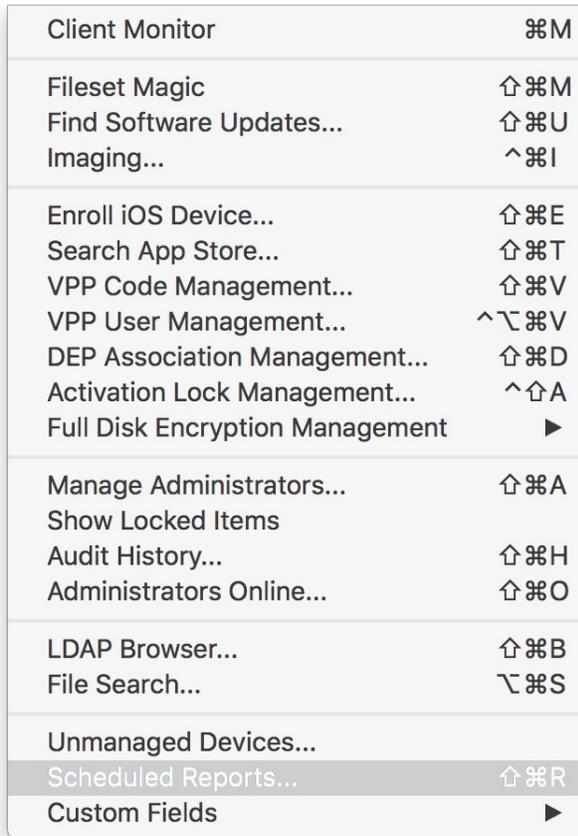


# Generating scheduled reports

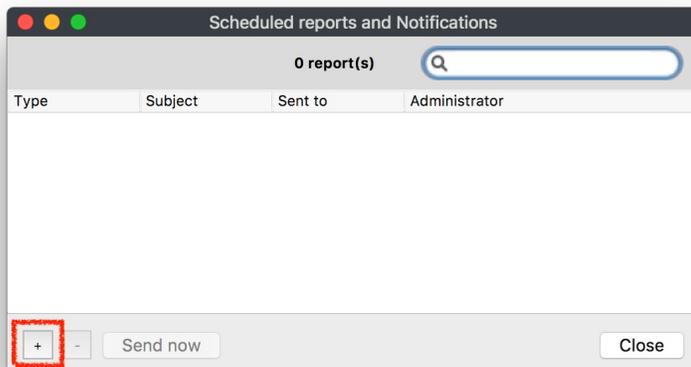
Being able to look at the various queries while logged in to the FileWave Admin is one thing. Being able to have the results of a query automatically sent to your or someone else's email inbox at the same time every week is much better. FileWave supports creating scheduled reports from queries and the process is very simple.

## How to create Scheduled Reports

1. First, you select Assistants → Scheduled Reports... from the FileWave Admin menubar.



- Then click the "+" in the lower left of the window to create a new report. If you had existing reports they would be visible here.



- You can now choose a Report Type which are a License or Query report.
  - License: This will create a report of everything that is listed in your License Management section in FileWave. This includes all VPP licenses and manually created licenses from Filesets or inventory.
  - Query: This option will send a report with the results of a specific inventory query that was created in the Inventory Management section in FileWave.

- Next is to type in what email address you want to send these reports too.

Multiple Email Addresses  
 If you would like to send to multiple email addresses, you will need to separate the addresses by a semicolon.

The report will be sent to the following email addresses:

tony.wheeler@filewave.com;greg.stevens@filewave.com

- Then add in a Mail Subject and the Email content/body, these will give some definition to the reports sent.
- Next if you are signed into the FileWave Admin as the Superuser you will see a section for Owner. Whichever user account is selected will affect the results of the Scheduled Report based on that users permissions.  
 Example: If the user Greg Stevens was selected as the owner of this report for a query of all devices but Greg does not have access to see any iOS devices then the report will not show iOS.

If you are not the Superuser you will NOT see the Owner section at all; as you can see in the screenshots below, only the Superuser can assign a user to reports.

**Edit Report**

Report type: Query

This report is the result of a query.

The report will be sent to the following email addresses: greg.stevens@filewave.com

Mail subject: All Devices

Email content/body: All mobile devices expect iOS devices

Owner:  User greg  LDAP User

**Schedule**

Every day at 00:00  
 skip weekends

Every week on Monday at 00:00

Every month on the first Monday at 00:00

Query: [All Mobile](#)

**Edit Report**

Report type: Licenses

This report shows the list of desktop and iOS licenses.

The report will be sent to the following email addresses:

Mail subject:

Email content/body:

**Schedule**

Every day at 00:00  
 skip weekends

Every week on Monday at 00:00

Every month on the first Monday at 00:00

- After you have selected an Owner you will need to set when the report is going to be sent out
  - Every day
    - skip weekends
  - Every week on

- Every month on
- Optional - if the Report Type is set to Query you will need to select which query the report will send

- Click OK to save this scheduled report, you will then be able to view any previously created reports as well as the option to send the report out immediately.

Type	Subject	Sent to	Administrator
Licenses	Title	tony.wheeler...	fwadmin
Query	Scheduled R...	tony.wheeler...	fwadmin
Query	All Devices	greg.stevens...	greg

## Scheduled Reports Results

The reports that get sent will be tab-delimited text files that you can easily convert or import into any editor you like to use.

## Query Results

report.txt

FileWave Client Name	Username	Login Date	Login Count
admin's MacBook Air (5)	admin	July 27, 2018, 1:21 p.m.	4
DESKTOP-V0G0QBH	fwadmin	April 12, 2018, 2:08 p.m.	2
DESKTOP-V0G0QBH	fwsupport	July 6, 2018, 12:25 p.m.	5
DESKTOP_4A0Q7JK	fwadmin	July 6, 2018, 9:17 a.m.	2
fwadmin1's MacBook Air	fwadmin	July 27, 2018, 6:28 a.m.	1
FWExpertTrainer	Naty	Jan. 13, 2018, 4:59 p.m.	10
FWExpertTrainer	Tony	July 6, 2018, 11:12 p.m.	98
MacBook Air (2)	fwadmin	April 26, 2018, 2:23 p.m.	1
MacBook Air (2)	kamalakhan	April 26, 2018, 2:37 p.m.	1
SMALL-Device	admin	March 12, 2018, 4:35 p.m.	1
SMALL-Device	autoadmin	Jan. 23, 2018, 4:07 p.m.	1
surface	fwadmin	March 15, 2018, 7:49 a.m.	4
WIN-QTMDHFECH0U	fwadmin	July 16, 2018, 3:31 p.m.	1

AutoSave OFF Search Sheet

Home Insert Page Layout Formulas Share

Clipboard Font Alignment Number Conditional Formatting Format as Table Cell Styles

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	A	B	C	D	E
1	FileWave Client Name	Username	Login Date	Login Count	
2	admin, MacBook Air (5)	admin	July 27, 2018, 1:21 p.m.	4	
3	DESKTOP-V0GOQBH	fwadmin	April 12, 2018, 2:08 p.m.	2	
4	DESKTOP-V0GOQBH	fwsupport	July 6, 2018, 12:25 p.m.	5	
5	DESKTOP_4A0Q7JK	fwadmin	July 6, 2018, 9:17 a.m.	2	
6	fwadmin1, MacBook Air	fwadmin	July 27, 2018, 6:28 a.m.	1	
7	FWExpertTrainer	Naty	Jan. 13, 2018, 4:59 p.m.	10	
8	FWExpertTrainer	Tony	July 6, 2018, 11:12 p.m.	98	
9	MacBook Air (2)	fwadmin	April 26, 2018, 2:23 p.m.	1	
10	MacBook Air (2)	kamalakhan	April 26, 2018, 2:37 p.m.	1	
11	SMALL-Device	admin	March 12, 2018, 4:35 p.m.	1	
12	SMALL-Device	autoadmin	Jan. 23, 2018, 4:07 p.m.	1	
13	surface	fwadmin	March 15, 2018, 7:49 a.m.	4	
14	WIN-QTMDHFEC0U	fwadmin	July 16, 2018, 3:31 p.m.	1	
15					
16					
17					

report +

Ready 100%

## License Results

report.txt

License Name Organization	Installed	Owned	Compliance Status	Platform
The Calculator	0	10	License Compliant	iOS Test VPP
Keynote	0	2	License Compliant	OSX Test VPP
GarageBand	0	2	License Compliant	OSX Test VPP
Speedtest by Ookla	0	10	License Compliant	iOS Test VPP
SoundHound - Music Discovery	0	10	License Compliant	iOS Test VPP
Gmail - Email by Google	0	10	License Compliant	iOS Test VPP
Fly Delta for iPad	0	10	License Compliant	iOS Test VPP
Tic Tac Toe HD!	0	10	License Compliant	iOS Test VPP
iMovie	0	2	License Compliant	iOS Test VPP
GoToMyPC (Remote Desktop)	0	10	License Compliant	iOS Test VPP
HBO GO	0	10	License Compliant	iOS Test VPP
TestNav	0	10	License Compliant	iOS Test VPP
Evernote	0	10	License Compliant	iOS Test VPP
Slack	0	10	License Compliant	iOS Test VPP
Angry Birds Star Wars II	0	10	License Compliant	iOS Test VPP
EngageX	0	10	License Compliant	OSX Test VPP
Keynote	0	5	License Compliant	iOS Test VPP
Skype for iPad	0	10	License Compliant	iOS Test VPP
SonicWall Mobile Connect	0	10	License Compliant	iOS Test VPP
Magic Duck Unlimited	0	10	License Compliant	iOS Test VPP
PowerSchool Mobile	0	10	License Compliant	iOS Test VPP
Crossword Puzzles!	0	10	License Compliant	iOS Test VPP
DRC INSIGHT	0	10	License Compliant	iOS Test VPP
TouchBistro Customer Facing Display	0	10	License Compliant	iOS
Test VPP				
100 Quotations to Make You Think!		0	10	License Compliant Book
Test VPP				
Tumblr	0	10	License Compliant	iOS Test VPP

AutoSave OFF

rep Search Sheet

Home Insert Page Layout Formulas Data Review View Share

Paste Font Alignment Number Conditional Formatting Format as Table Cell Styles Cells Editing

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	A	B	C	D	E	F	G	H
1	License Name	Installed	Owned	Compliance Status	Platform	Organization		
2								
3								
4	The Calculator	0	10	License Compliant	iOS	Test VPP		
5	Keynote	0	2	License Compliant	OSX	Test VPP		
6	GarageBand	0	2	License Compliant	OSX	Test VPP		
7	Speedtest by Ookla	0	10	License Compliant	iOS	Test VPP		
8	SoundHound - Music Discovery	0	10	License Compliant	iOS	Test VPP		
9	Gmail - Email by Google	0	10	License Compliant	iOS	Test VPP		
10	Fly Delta for iPad	0	10	License Compliant	iOS	Test VPP		
11	Tic Tac Toe HD!	0	10	License Compliant	iOS	Test VPP		
12	iMovie	0	2	License Compliant	iOS	Test VPP		
13	GoToMyPC (Remote Desktop)	0	10	License Compliant	iOS	Test VPP		
14	HBO GO	0	10	License Compliant	iOS	Test VPP		
15	TestNav	0	10	License Compliant	iOS	Test VPP		
16	Evernote	0	10	License Compliant	iOS	Test VPP		
17	Slack	0	10	License Compliant	iOS	Test VPP		
18	Angry Birds Star Wars II	0	10	License Compliant	iOS	Test VPP		
19	EngageX	0	10	License Compliant	OSX	Test VPP		
20	Keynote	0	5	License Compliant	iOS	Test VPP		
21	Skype for iPad	0	10	License Compliant	iOS	Test VPP		
22	SonicWall Mobile Connect	0	10	License Compliant	iOS	Test VPP		
23	Magic Duck Unlimited	0	10	License Compliant	iOS	Test VPP		
24	PowerSchool Mobile	0	10	License Compliant	iOS	Test VPP		
25	Crossword Puzzles!	0	10	License Compliant	iOS	Test VPP		
26	DRC INSIGHT	0	10	License Compliant	iOS	Test VPP		
27	TouchBistro Customer Facing Display	0	10	License Compliant	iOS	Test VPP		
28	100 Quotations to Make You Think!	0	10	License Compliant	Book	Test VPP		
29	Tumblr	0	10	License Compliant	iOS	Test VPP		
30								

report +

Ready 100%

Revision #1

★ Created 12 July 2023 20:45:32 by Josh Levitsky

✎ Updated 12 July 2023 20:53:55 by Josh Levitsky