

The OpenLM EasyAdmin web application incorporates a variety of ready-made, license-usage related reports. Easyadmin facilitates sharing these reports by either

- Authorizing EasyAdmin report viewing access to non-administrators, or
- Through sharing of predefined report URLs among users.

A new capability has been added in OpenLM version 3.3: the OpenLM Reports Scheduler. As its name implies, the Reports Scheduler facilitates generation of predefined reports, and submission of these reports to predefined recipients, on predefined schedules.

How is it done (short version) ?

In order to produce a scheduled report, The OpenLM administrator should:

- Set up the EasyAdmin emailing configurations
- Set up a specific EasyAdmin report (e.g. License Usage window)
- Assign the report to a specific user, and optionally add additional recipients
- Set up the scheduled report timing.

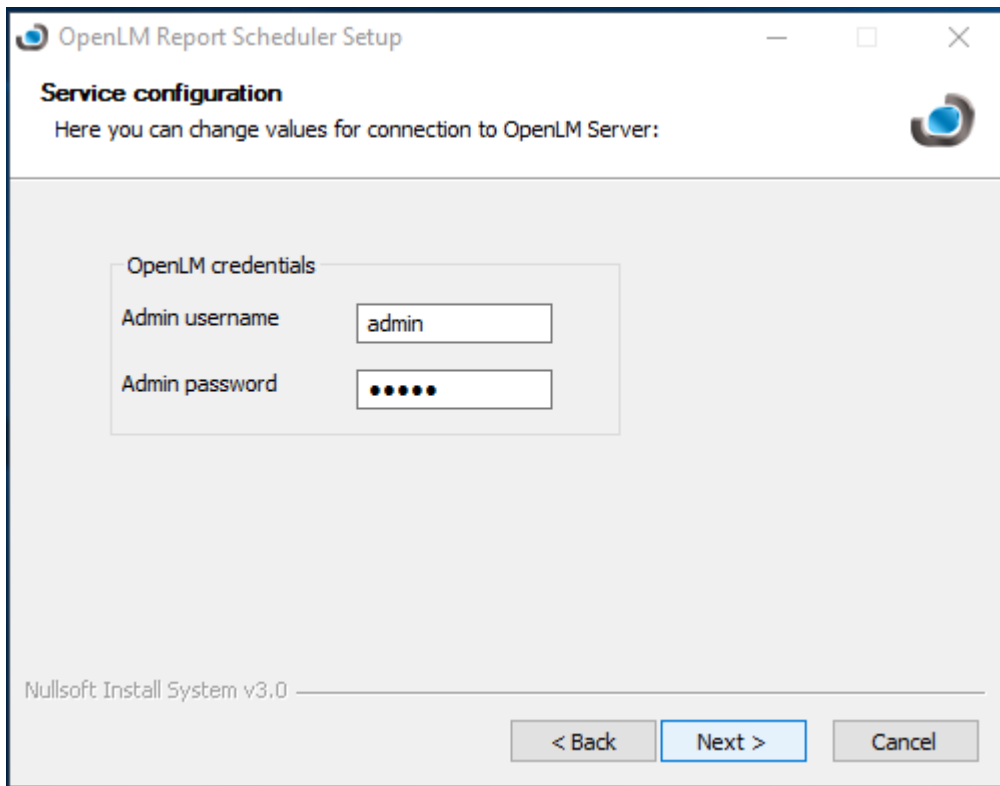
And that's it. The OpenLM EasyAdmin scheduled reports will be sent to the designated recipients in the predefined timing, and will take the same form as the original report, executed on the administrator's EasyAdmin web application.

Installation and licensing

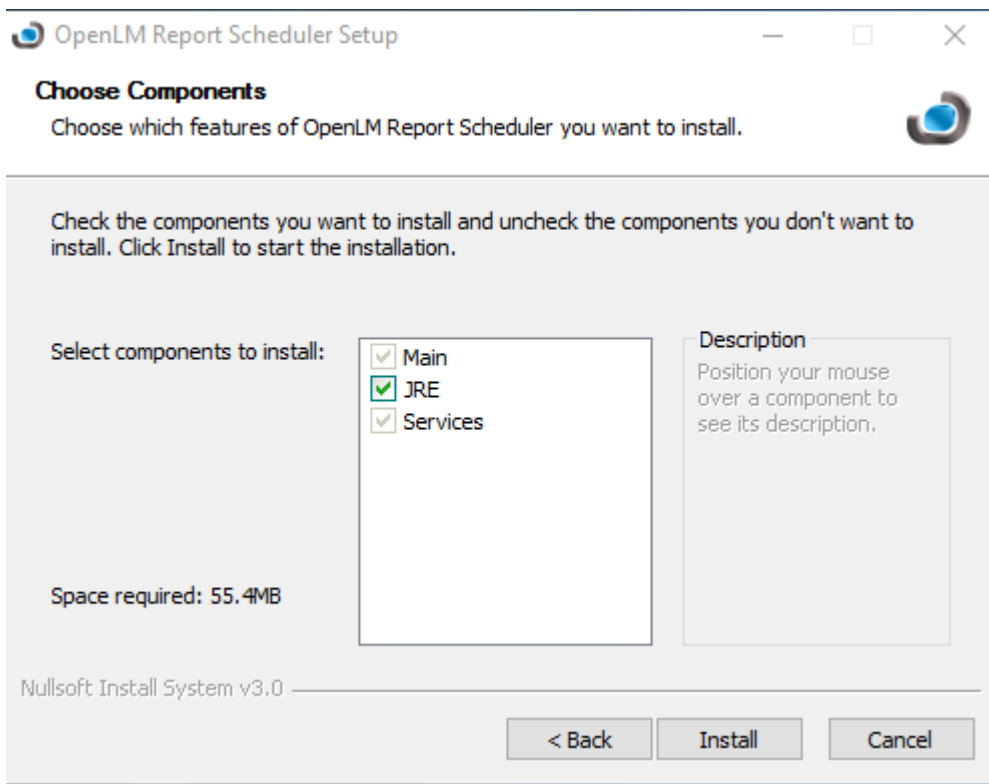
The OpenLM EasyAdmin report scheduling capability is not part of the basic OpenLM suite, and needs to be separately licensed. Please contact the [OpenLM sales team](#) in order to obtain such a license.

After obtaining a license, copy the OpenLM Reports Scheduler installation file (openlm-report-scheduler-XXXX-setup.exe) to the same machine as the OpenLM Server, and install it there.

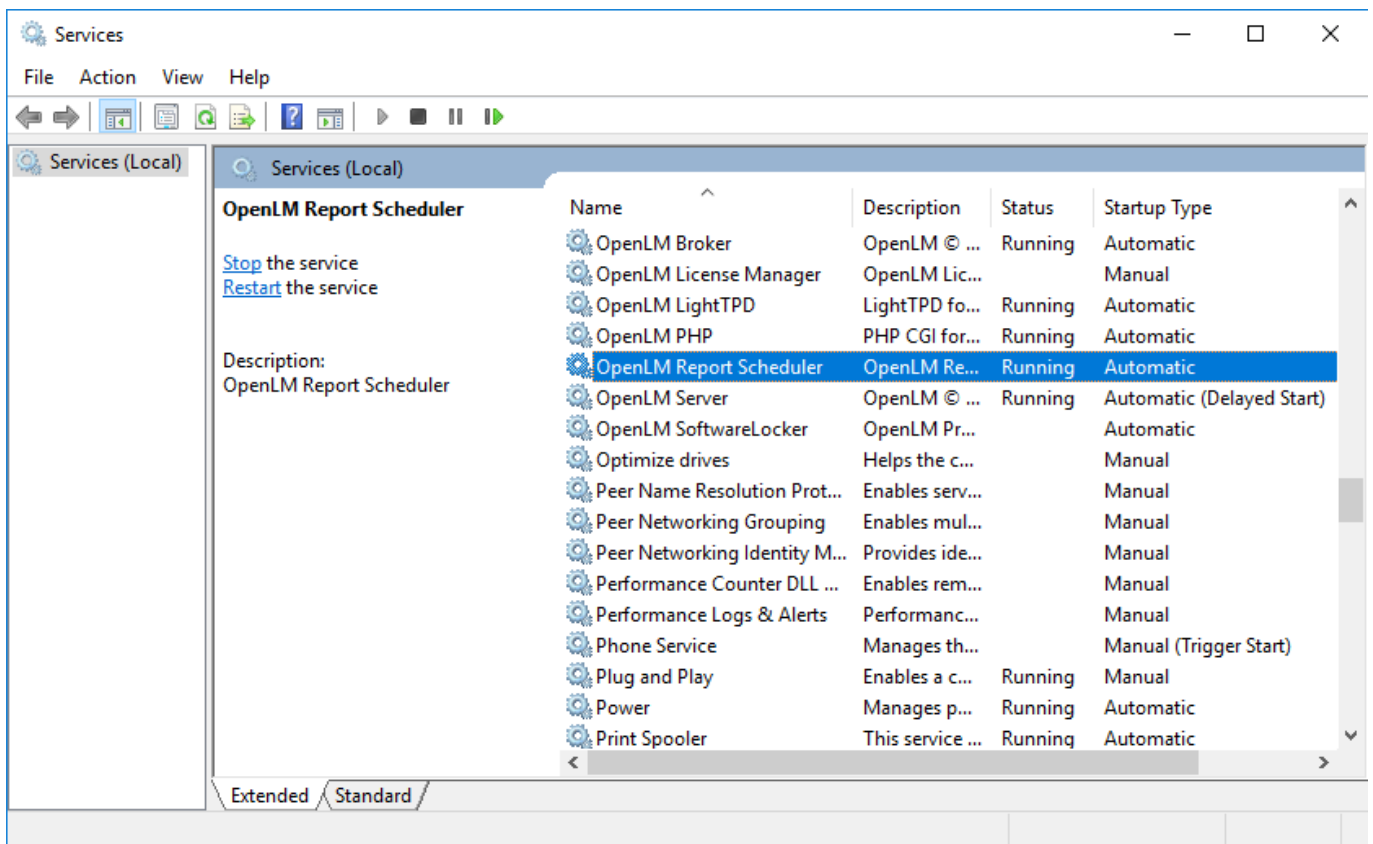
If the OpenLM server is configured to require login credentials (Openlm Server Configuration tool → Advanced tab → Require login credentials), the installation process will prompt you to input your OpenLM Server administrative credentials:



The OpenLM reports' scheduler requires the installation of several components, including the Java JRE 8 or higher. It is recommended to leave the default settings as they are



After installation is concluded, open the Services window, and verify that the “OpenLM Report Scheduler” service is up and running.



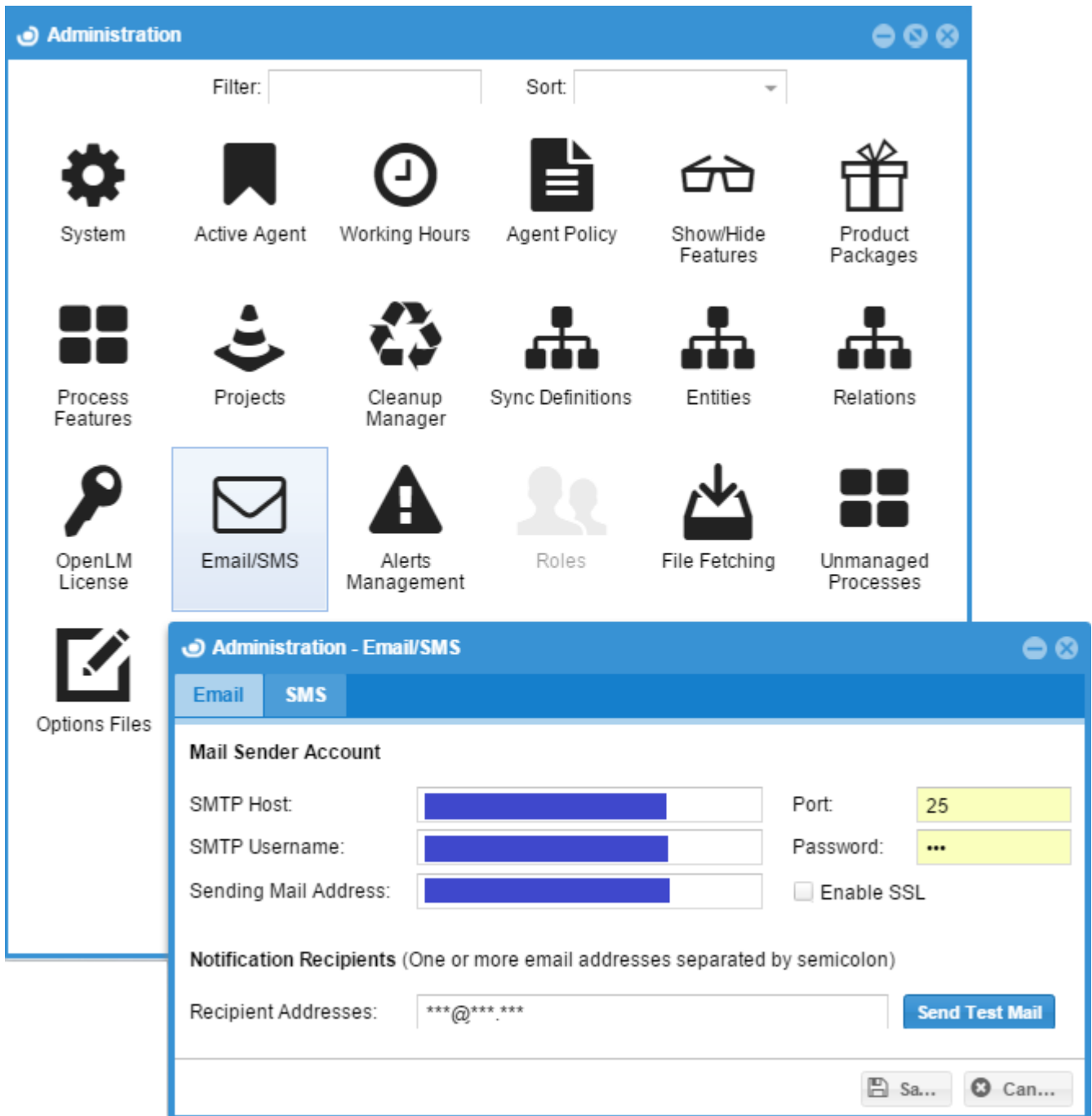
Configuring EasyAdmin to produce scheduled reports

1. Setting up Emailing configurations

The various emailing configuration details should be set on the EasyAdmin Start → Administration → Email/SMS window → 'Email' tab.

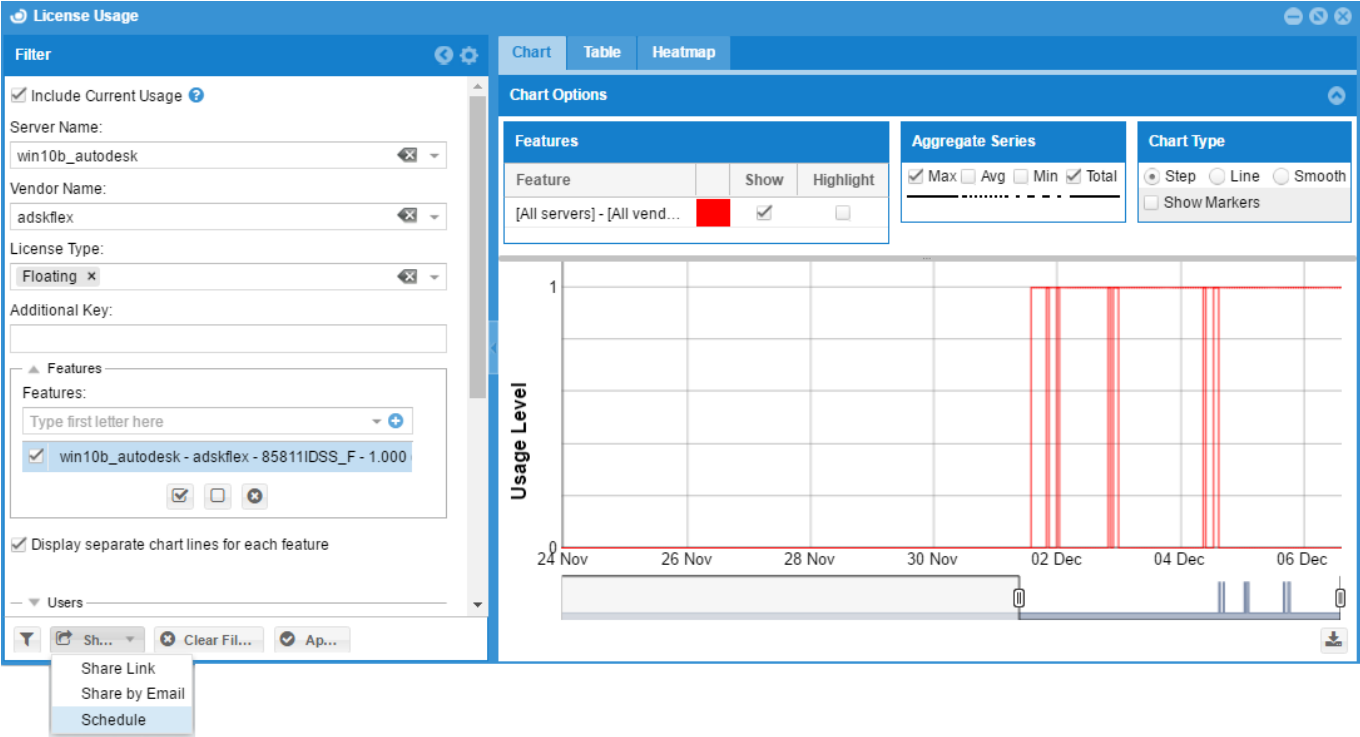
You will need to set up a default "Recipient Addresses" email. This address will be used to notify the user of any errors.

Please observe the image below for clarification:



2. Setting up a specific report

Set up a report on one of the EasyAdmin windows, e.g. the EasyAdmin Start → Reports → License Usage window. Click the 'Share' button, and select the ensuing 'Schedule' option.



3. Scheduling a report

The 'Schedule' selection will open the "Schedule report" window:

Schedule Report

Job Name: JN1

Job Group: JG1

Job Description: JD1

Users

Users: Type first letter here

orik

Groups

Emails

+ A...

xxxxxx@xxxxxx.xxx

Frequency

Defined by user interface

Every: Limit to (day of month): of (month):

Sunday	1	January
Monday	2	February
Tuesday	3	March
Wednesday	4	April
Thursday	5	May

Every 1 minutes

At 00:00

Between 00:00 and 00:00

Defined by custom pattern

Pattern: */* * * * *

Translation: every 1 minute every hour every day

Set up the timing of the required report (e.g. Every Sunday at 01:00 AM), its destination (e.g. my_email@openlm.com) and some additional descriptive text, as depicted above.

And that's it !

your scheduled report is on its way.