

Report – Scheduling Reports to run	Name of Activity: Scheduling Standard Reports to run Role performing Activity:		
Panorama – IOM WORK STANDARD	Location:	Department:	
	Document Owner:		
	Date Prepared:	Last Revision: Apr 2022	Date Approved:

Purpose: Panorama allows the User the ability to Schedule a Report to be run. The User has the option to select Frequency, Dates and Times to run the report so it is available when they need it rather than running it every time it's required.

Essential Tasks:	
1.	Select Investigations tab
2.	Select LHN > Reporting & Analysis -> Standard Reports <ul style="list-style-type: none"> ➤ Select Report Type screen is displayed ➤ Expand Case section
3.	Select the IOM Report to be scheduled <ul style="list-style-type: none"> ➤ Fill in the Report Criteria
4.	After filling in and saving the report criteria the user will: Click the Schedule Report button <ul style="list-style-type: none"> ➤ The "Schedule Report Details" window opens up ➤ If the "NOW" checkbox is checked the report will be scheduled to run right away ➤ If the "NOW" checkbox is not checked then the user can select the time and date to schedule the report to run ➤ User can also select to have this report run once or recurring by selecting one of the radio buttons ➤ If the recurrence button is selected the user can select the frequency of the report by selecting from the droplist. The user can also select the From Date and To Date and time to schedule the report ➤ Once all the Scheduling Criteria is entered the user will click on "SAVE" To View the Report Status <ul style="list-style-type: none"> ➤ Return to the Reports Page by clicking on the "reports" button on LHN Menu ➤ Click the radio button next to the report scheduled to run ➤ Click on the "View report Status" Button on top left of page ➤ The status column will indicate if the report has completed or is still running ➤ If completed then the user can view the results.