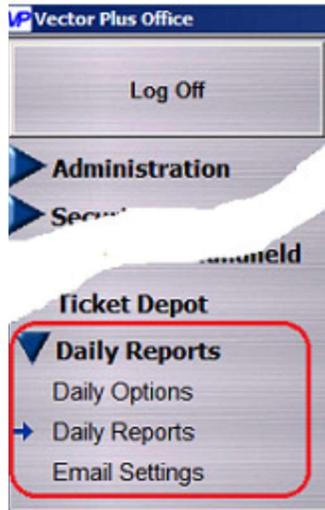


# Automatic Daily Reports

Vector Plus contains a new section in VP Office called Daily Reports, that automates reporting. This new section contains three new pages; Daily Options, Daily Reports and Email Settings.



The Daily Reports feature allows a center to pick which Sales reports to automatically process during the nightly tasks. The selected sales report(s) will contain one days' worth of data from the most recent day that the shifts are ended. The report(s) will then be automatically printed and/or automatically emailed to a group of recipients daily.

## Daily Options

The Daily Options page allows the center to setup which activity to run daily. Options are printing, emailing or both.

A screenshot of the 'Daily Options' configuration page in the Vector Plus Office application. The page has a light gray background and contains several settings. At the top left, there are two small icons: a document with a checkmark and a circular arrow. Below these are three checked checkboxes: 'Process Daily Reports when the fiscal day ends', 'Automatically Print Daily Reports', and 'Automatically Email Daily Reports'. Under the first checkbox, there is a 'Report Printer' field with the text 'hp LaserJet 1300 PCL 5' and a 'Find a Printer' button to its right. Under the second checkbox, there is an 'Email Recipient(s)' field containing the text 'Joe.Brunswick@gmail.com, Jane.Brunswick@gmail.com' and a blue link that says 'Use a comma to separate multiple email addresses.'. Below that is an 'Email Subject' field with the text 'Vector Plus Daily Reports'. At the bottom is an 'Email Body' field with a text area containing the message: 'Please find attached the Vector Plus Sales Detail and Sales Summary reports.'. The text area has a vertical scrollbar on the right side.

Checking the box, 'Process Daily Reports when the fiscal day ends' enabled this process to run during nightly tasks.

The 'Automatically Print Daily Reports' checkbox is only checked if printing is required. A printer must be selected when checked. It is recommended to pick a server, network or other shared printer that will be available during nightly tasks.

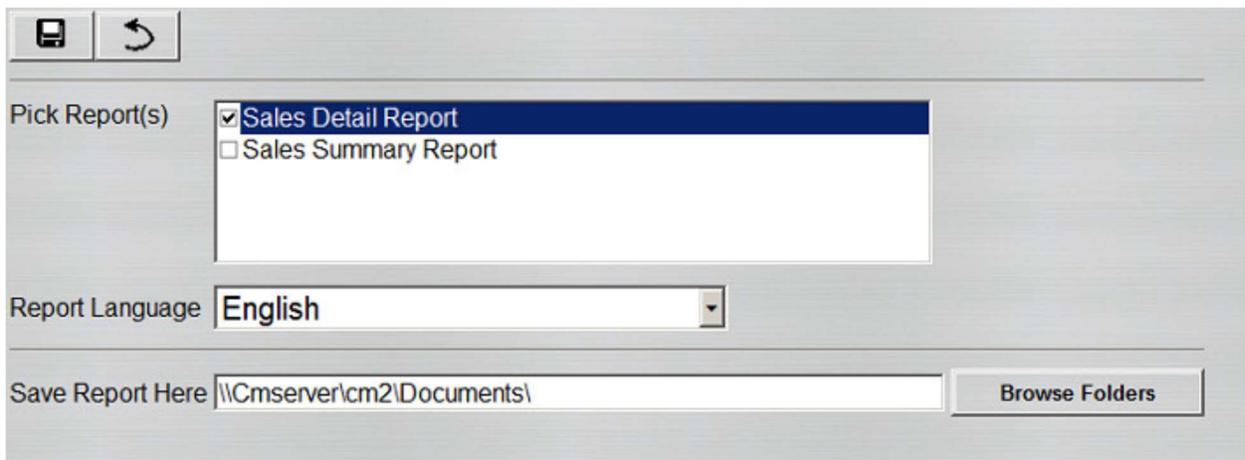
The 'Automatically Email Daily Reports' checkbox is only checked if emailing is required. At least one email recipient must be added. It is recommended to add an email subject and body text.

**Note:** Some email accounts such as Gmail and Yahoo must have the account security option for 'Allow less secure apps' or 'Allow apps that use less secure sign in' enabled.

**Warning:** Unlike the above image selections, DO NOT assign both Automatically Print Daily Reports and Automatic Email Daily Reports together at the same time as they may not work. Please only select one of the option.

## Daily Reports

The Daily Reports page allows the center to pick which Sales report(s) to process.



The screenshot shows a web-based configuration interface for 'Daily Reports'. At the top left, there are two icons: a printer and a refresh symbol. Below these, the 'Pick Report(s)' section contains a list box with two items: 'Sales Detail Report' (checked with a blue highlight) and 'Sales Summary Report' (unchecked). Below the list box is a 'Report Language' dropdown menu currently set to 'English'. At the bottom, there is a 'Save Report Here' text box containing the path '\\Cmsserver\cm2\Documents\' and a 'Browse Folders' button to its right.

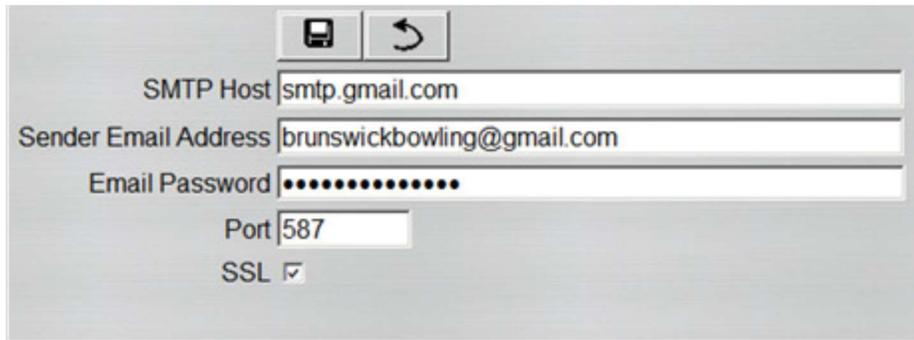
There are two reports to pick from; Sales Detail and Sales Summary. The center can select one or both. The report generated will contain all the data for an entire fiscal day for all clients and users.

The 'Save Report Here' prompt contains the folder name where the exported report file is temporarily stored before attaching to an email. **Note:** It is suggested to create a folder named 'Documents' and direct the report to that folder. The report is exported as a .pdf file.

## Email Settings

The Email Settings page sets up the email credentials of the center.

The center's email policy must be setup to automatically email reports. Contact your email provider for the proper SMTP Host information. The sender email address and password must belong to an existing email account. Contact your email provider for the port number. Typically, SSL is enabled.



The image shows a screenshot of an email configuration window. At the top, there are two buttons: a floppy disk icon for saving and a circular arrow icon for refreshing. Below these are several input fields: 'SMTP Host' with the value 'smtp.gmail.com', 'Sender Email Address' with the value 'brunswickbowling@gmail.com', 'Email Password' with a masked password of 12 dots, 'Port' with the value '587', and 'SSL' with a checked checkbox.

SMTP Host	smtp.gmail.com
Sender Email Address	brunswickbowling@gmail.com
Email Password	••••••••••••
Port	587
SSL	<input checked="" type="checkbox"/>

**Note:** A log file called **EmailAssist.Log** will be generated when a problem occurs during the email process. This log file will be located on the server in the **c:\CM2\Logfiles** folder.