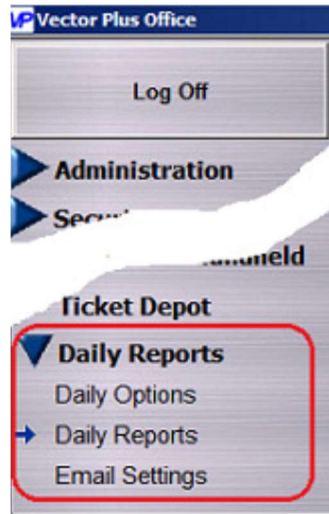


Automatic Daily Reports

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 window. It features a 'Process Daily Reports when the fiscal day ends' checkbox which is checked. Below it is an 'Automatically Print Daily Reports' checkbox, also checked. A 'Report Printer' field contains 'hp LaserJet 1300 PCL 5' with a 'Find a Printer' button to its right. Further down is an 'Automatically Email Daily Reports' checkbox, also checked. The 'Email Recipient(s)' field contains 'Joe.Brunswick@gmail.com, Jane.Brunswick@gmail.com' with a blue link 'Use a comma to separate multiple email addresses.' below it. The 'Email Subject' field contains 'Vector Plus Daily Reports'. The 'Email Body' field contains the text 'Please find attached the Vector Plus Sales Detail and Sales Summary reports.' with a scroll bar on the right.

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.

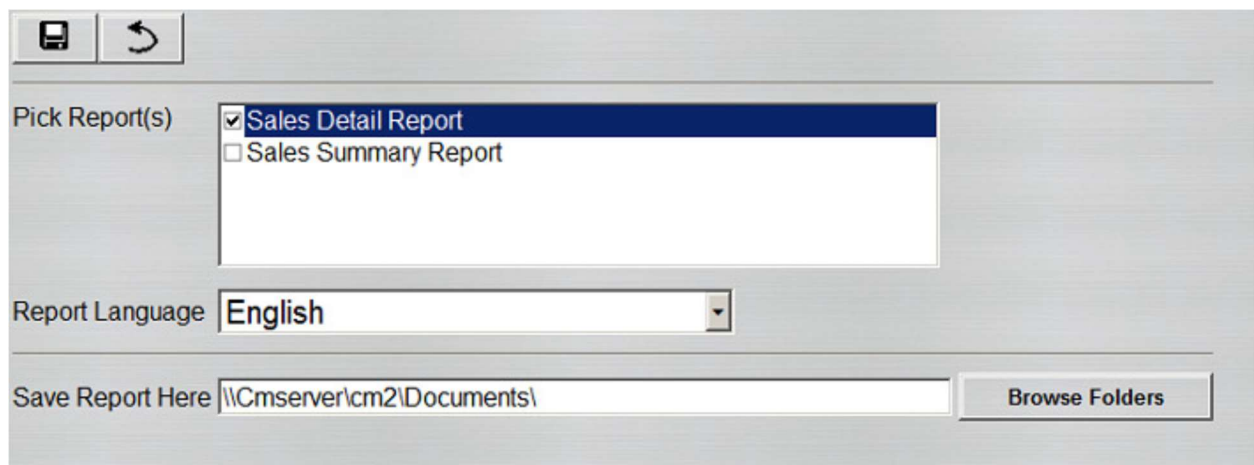
The 'Automatically Email Daily Reports' checkbox is only checked if emailing is required. At least one email recipient must be added. It is recommended to add an email subject and body text.

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.

A screenshot of a web-based configuration window titled 'Daily Reports'. At the top left are two icons: a floppy disk and a circular arrow. Below them is a section labeled 'Pick Report(s)' containing 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 is a 'Save Report Here' text field 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.



A screenshot of an email configuration dialog box. At the top, there are two buttons: a floppy disk icon for 'Save' and a circular arrow icon for 'Cancel'. Below these are five input fields: 'SMTP Host' with the value 'smtp.gmail.com', 'Sender Email Address' with the value 'brunswickbowling@gmail.com', 'Email Password' with masked characters (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.