# How to Create A Report Subscription in Velocity WMS

A report subscription allows you have reports automatically emailed to people on a regular basis based on a schedule that you define. For example, you could have an inventory report automatically emailed to your customer or warehouse manager every work day at 6:00 AM so that the report is in their inbox when they get to work. Follow these instructions to create a report subscription:

1. Using your web browser go the website address that was provided to you for managing your report subscriptions. When prompted to login, enter your Velocity WMS user name and password.
2. You will now see a list of all the reports in your Velocity WMS system. Find the report that you would like to create the subscription on and click on the drop-down arrow that appears when you move the mouse over the report name. Click on "Subscribe..." menu item.
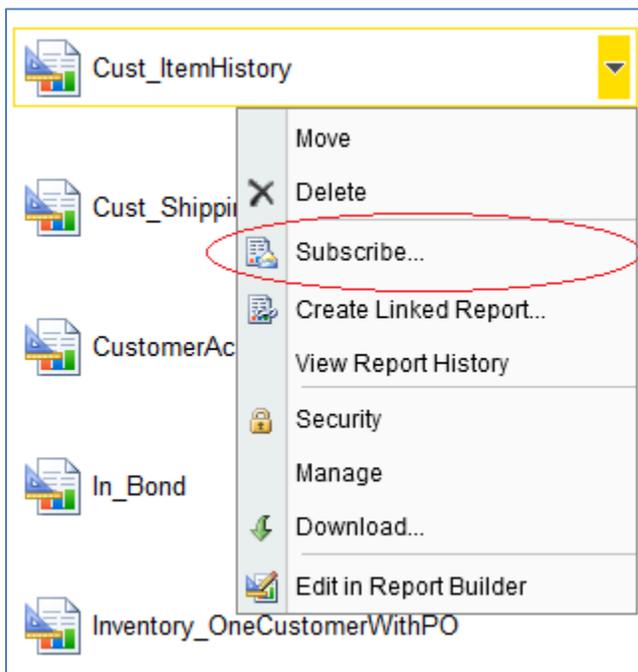
3. Enter the email addresses of the people that you would like to receive the report. Be sure to put an email address in the Reply-To box so that the recipient can contact you if needed.

4. Enter the subject that you would like to appear on the subject line of the email and choose PDF as the render format. Uncheck the Include Link option.

Subject: Daily Automated Item History Reports
☑ Include Report   Render Format: PDF ▼
☐ Include Link
Priority: Normal ▼
Comment: Attached is your automated daily warehouse item history reports.

5. Click on the Select Schedule button to set the days and time that you would like the report to be emailed.

Subscription Processing Options

Specify options for subscription processing.

Run the subscription:

◉ When the scheduled report run is complete. [Select Schedule]
   At 6:00 AM every Mon, Tue, Wed, Thu, Fri of every week, starting 5/21/2013
◯ On a shared schedule: [Select a shared schedule ▼]

6. Set the days and time that you would like the report automatically delivered via email. Click the OK button.

Use this schedule to determine how often this report is delivered.

Schedule details

Choose whether to run the report on an hourly, daily, weekly, monthly, or one time basis.

All times are expressed in (GMT -07:00) Pacific Daylight Time.

◯ Hour
◉ Day
◯ Week
◯ Month
◯ Once

Daily Schedule

◯ On the following days:
   ☐ Sun ☑ Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri ☐ Sat
◉ Every weekday
◯ Repeat after this number of days: 1

Start time: 06 : 00   ◉ A.M. ◯ P.M.

Start and end dates

Specify the date to start and optionally end this schedule.

Begin running this schedule on: 5/21/2013 🗓
☐ Stop this schedule on: [   ] 🗓

[OK]   [Cancel]

7. Make sure to fill in the report parameter values if required.

Report Parameter Values
Specify the report parameter values to use with this subscription.

Item #:
ABC123

Start Date:
5/1/2013

End Date:
5/31/2013

8. Click the OK button to save the subscription.