

# ETA – Report Delivery Automation

ETA Report Delivery Automation allows the user to schedule reports for recurring execution and delivery via email attachment or FTP to a file server.

To setup a report for automated delivery:

1. A person with access to the ETA database must manually setup report delivery automation for each user who will be allowed to use it.
2. Go to ETA Core Reports and click on the report icon in the list, as if you were going to run the report normally.
3. Choose the filters in the Selection Criteria popup but do not click on a format icon (PDF, HTML, etc). Instead, click on the Delivery Automation button near the bottom left of the Selection Criteria page.
4. The New Delivery page dialog opens and allows the user to choose specifics regarding this report delivery. A report will be delivered immediately upon the next report delivery job cycle but will follow the frequency setup in the New Delivery page for all subsequent deliveries.

Schedule: Posted through 01 JUL 23 59

Report Name	Description	Module
Academic Schedule	Displays a list of scheduled academic activities over a date range	Scheduling
Account Type List	List of Account Types including number of students assigned to each	Definitions
Account Types Accounting	Total costs of activities for each account type over a date range with option to show details	Cashier
Account Types To Student XRef	List of Account Types (not obsolete) with names of Active Students assigned to each	Definitions
Active Personnel	List of active personnel per location	Personnel
Activities To Course Durations Audit	List of Completed Activities Course Activities with comparison of Course Catalogue Unit Durations against actual recorded Hobbs time and Oral time over a Date Range per Location	Operations

Total: 278

Screen shot showing the ETA Core Reports list page.

Schedule: Posted through 01 JUL 23:59

# ETA Reports

Report Delivery Schedules

**ETA Core Reports**

- TALON Reports
- Graphs

**Report Name**

Academic Schedule Displays a list of scheduled academic activities over a date range

### Selection Criteria: Academic Schedule

Location: Dallas[TST/DEMO] ▾

Start Date: 01 JUL 2019 Stop Date: 09 JUL 2019

Status: Scheduled ▾






Course: A320 ATP/CTP V2 ▾

Class: All Completed ▾

Instructor: Andrews,J. ▾

Resource Type: AH-64 ▾

Resource: AH-64 #2 ▾

Delivery Automation      Close

Screen shot showing the ETA core report selection criteria page. If the current user has access to Delivery Automation, a button will be at the bottom left of this page. Clicking Delivery Automation will allow the user to schedule automated, recurring delivery of this report based on the current selection criteria. If a date range is present, Delivery Automation will use the current date/time (when the report is automatically being executed) to calculate the start and stop dates.

New Delivery
✕

### Location Training Calendar

List of Dates within a Month indicating Training / Non Training Status per Year per Location

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Choose Delivery Method: Email  FTP

Schedule Name

Email Attachment Name

Email Attachment Type

Run Report

Report Run Time

Report Period

Host Address

Report Directory Name

Username

Password

Active

**Delivery Method** – Reports can be delivered via email as an attachment or via FTP to a server.

**Email Attachment Name:** This is the name of the file to be attached to the email (or sent via FTP). In this example, a file would be sent to the FTP server called dailyFlightSchedLocationSchedule.pdf

**Email Attachment Type:** Automated Delivery can send reports in the following formats: PDF, EXCEL, RTF (MS WORD), HTML, and CSV

**Run Report:** The choices in this drop down are: Every day, Every Week, First day of every Month, Last day of every month

**Report Run Time:** You can chose any hour for the report to be generated and delivered. Selections in this drop down contain the start of every hour of the day, e.g. 00:00, 01:00, 02:00 etc.

**Report Period:** This drop down determines what dates to consider for running the report. (See image to the left for available selections)

**Host Address:** This is the FTP host address for delivery via FTP

**Report Directory Name:** This is the name of your report directory (optional)

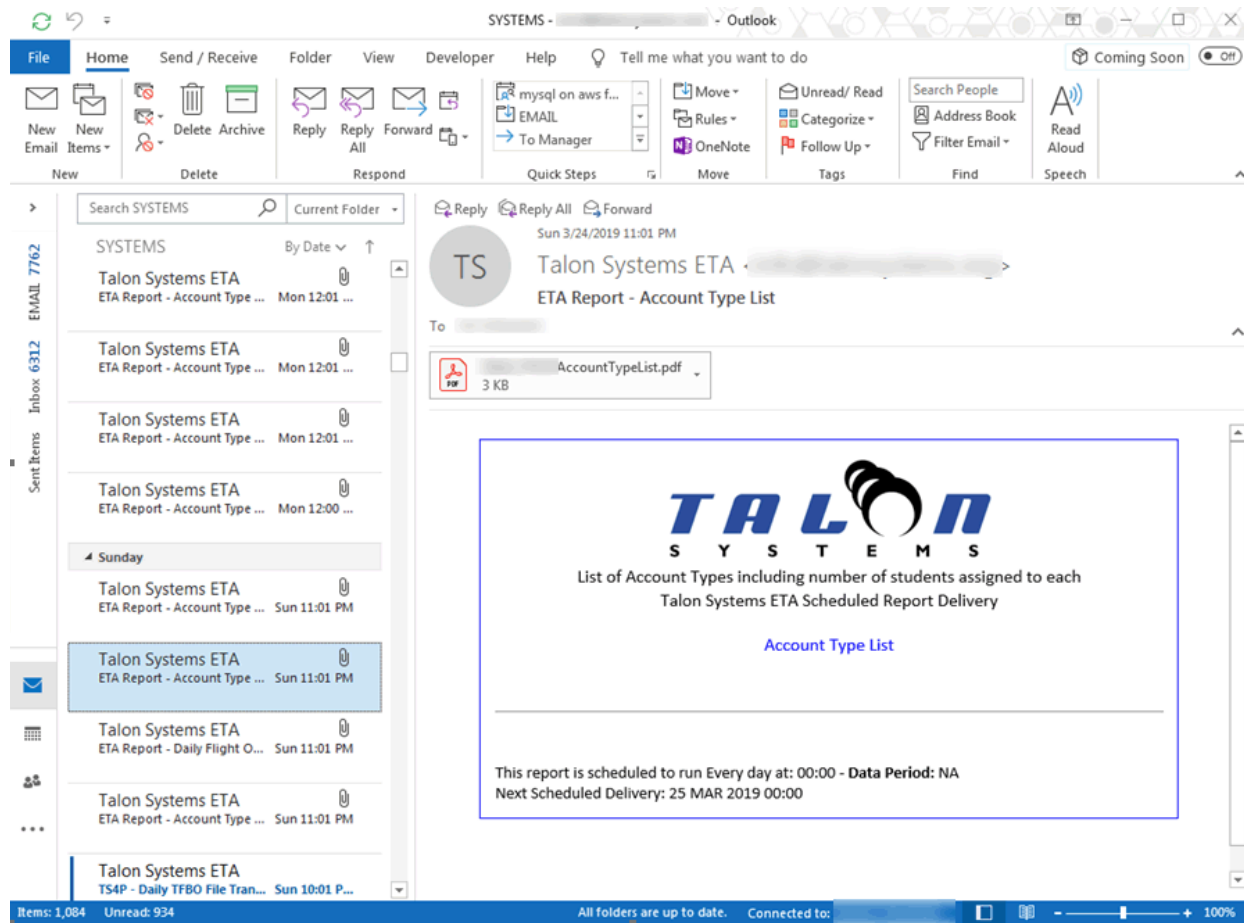
**Username:** Your FTP account username

**Password:** Your FTP account password

**Active:** You may decide to un-check Active to temporarily suspend automated delivery of a

report. Re-checking Active will let the report be delivered upon it's next scheduled delivery.

Screen shot of the New Delivery page for automated delivery to an **FTP** server.









Screen shot showing email inbox containing emails sent by ETA's Report Delivery Automation. The report is in the form of an attachment based on the format selection that was used when the Delivery Automation was first created.

NOTE:

### Report Delivery Schedules

- The **Report Delivery Schedules** button will be at the top right corner of the ETA Core Reports list page and will allow users to view their scheduled report deliveries.

NEW	Delivery Name	Format	Info
 	Daily Schedule		<b>Report Name:</b> Location Training Calendar <b>Info:</b> <b>Data Period:</b> Today (00:00 - 23:59) <b>Last Delivery:</b> <b>Next Delivery:</b> <b>Method:</b> Email ( <i>myemail@myschool.com</i> )
 	Daily Schedule		<b>Report Name:</b> Location Training Calendar <b>Info:</b> Error sending email: FTP Connection attempt failed! <b>Data Period:</b> Today (00:00 - 23:59) <b>Last Delivery:</b> 02 JUL 2019 17:28 <b>Next Delivery:</b> 03 JUL 2019 00:00 <b>Method:</b> FTP ( <i>ftp.myhost.com</i> )

Total: 2

CLOSE

Screen shot showing the Report Delivery Schedules dialog.