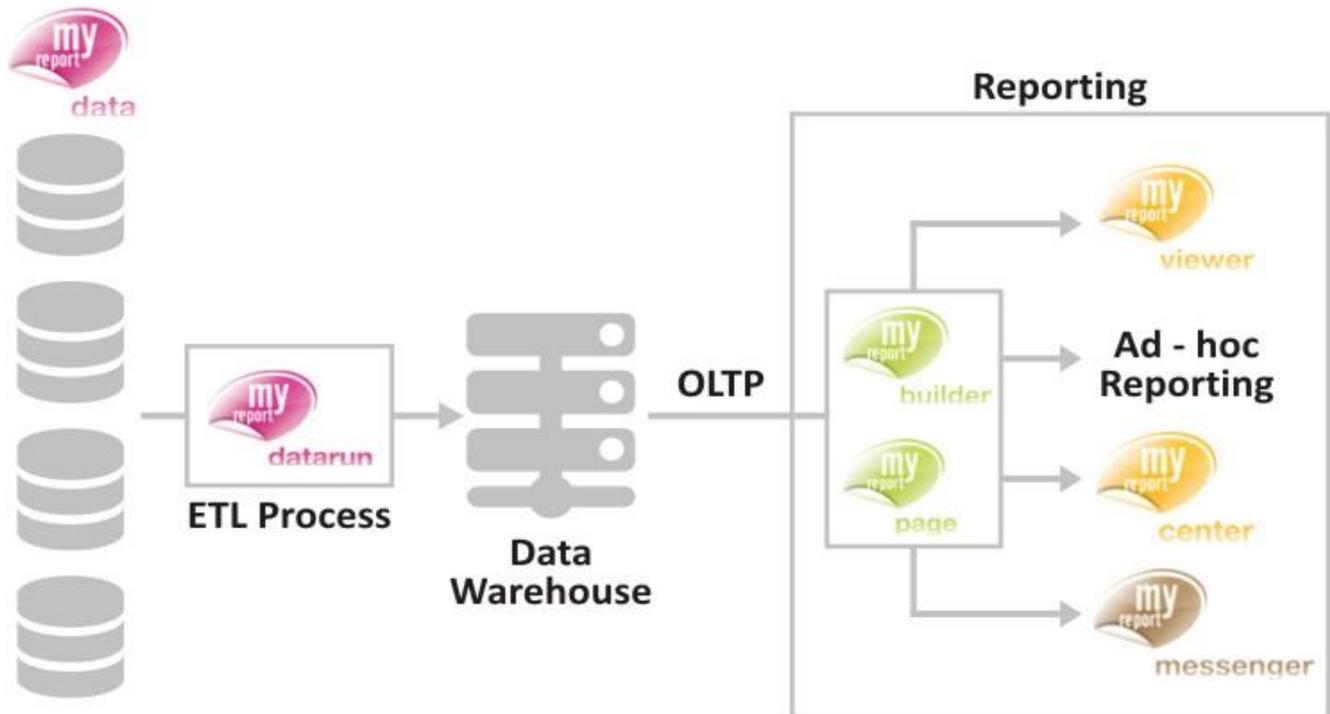




messenger

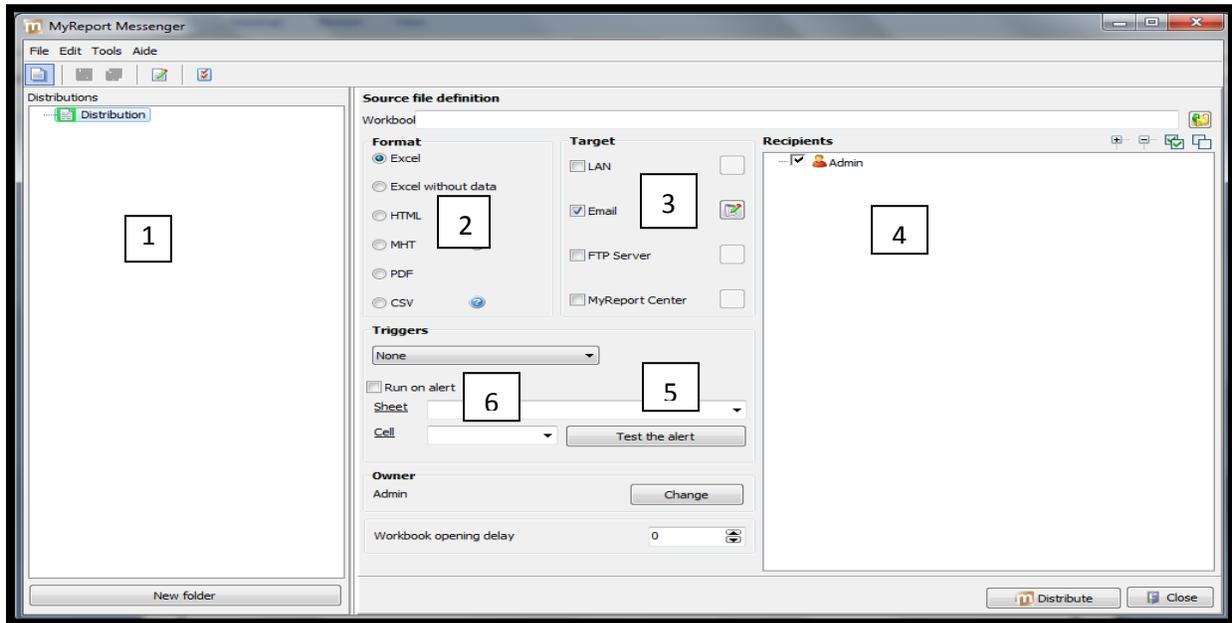
Training Manual

MyReport Messenger



It is used for distribution of reports in a specified format at a predefined frequency and to a list of addresses.

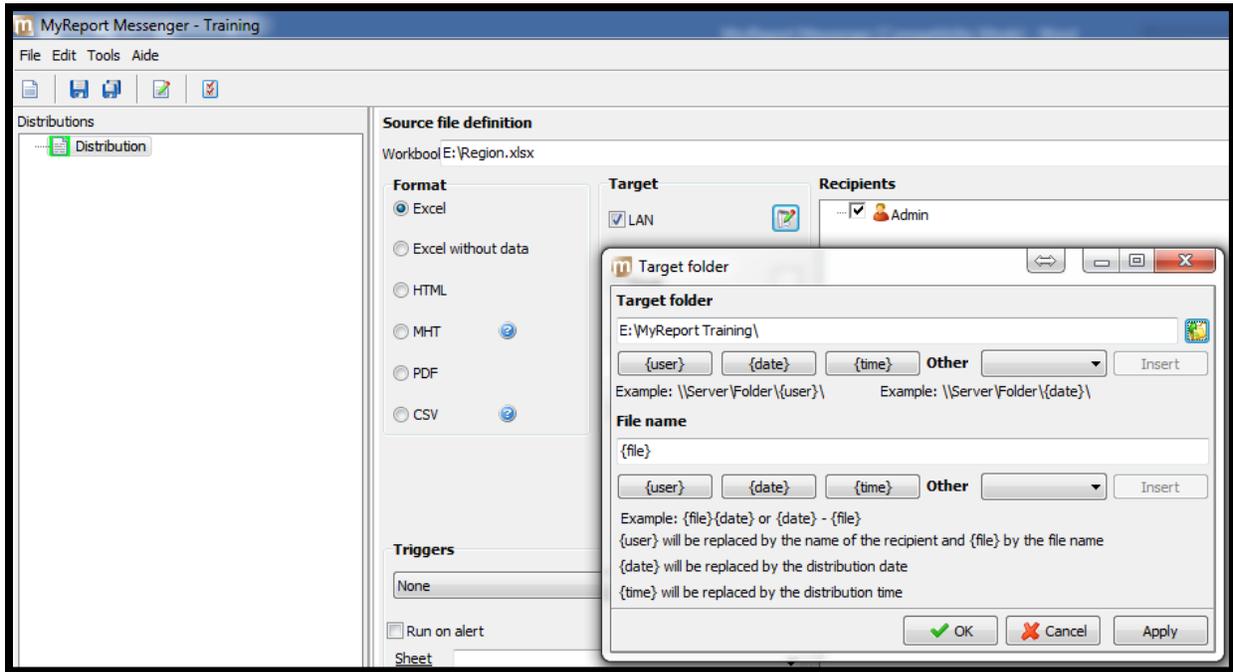
Messenger GUI



1. Name of the Distribution which will contain the workbook which needs to be distributed.
2. In which Format the report needs to be distributed.
3. Through which medium the report need to be distributed.
4. To which users the report needs to be distributed.
5. The triggers need to be set for automatic scheduling.
6. The Run on alert options is used to send report automatically when an alert is triggered in the report.

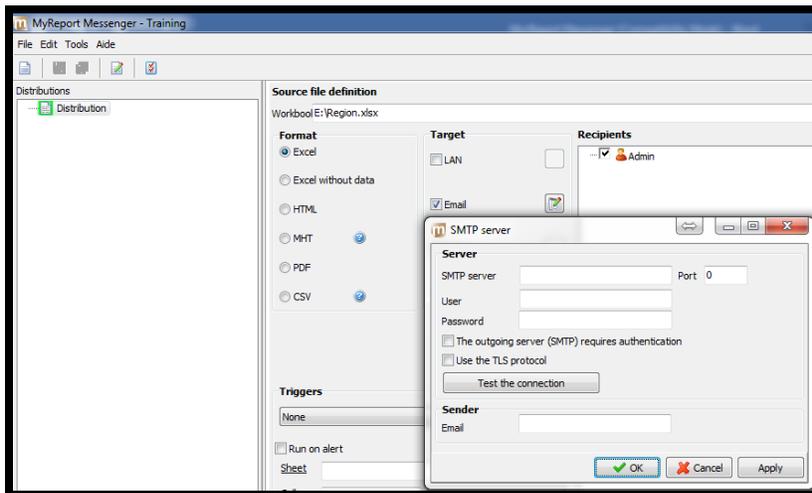
LAN:

To send a report through LAN first create a new distribution and give appropriate name.
 Select a workbook which needs to be distributed.
 Select a format and check the LAN.
 Provide the target folder where user wants to distribute the report.



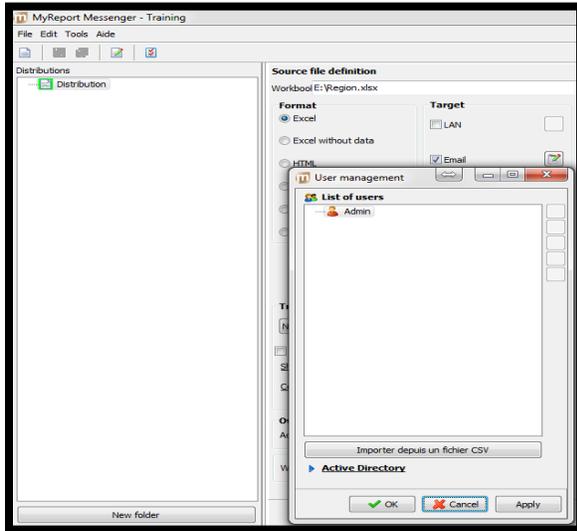
Email:

For sending report through email user needs to check the email
 But before sending report through Email user needs to configure the SMTP server.
 Tools-SMTP server options and provide the requires details.

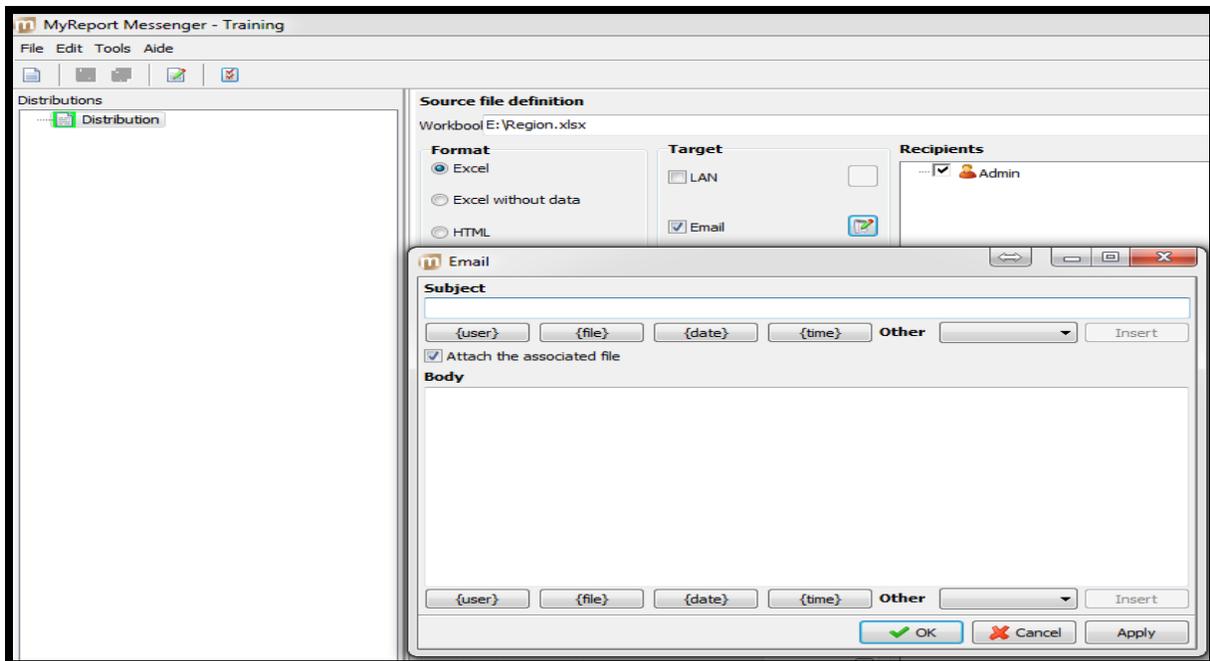


User needs to add user details to whom the report has to be sent.

Tools-User Management

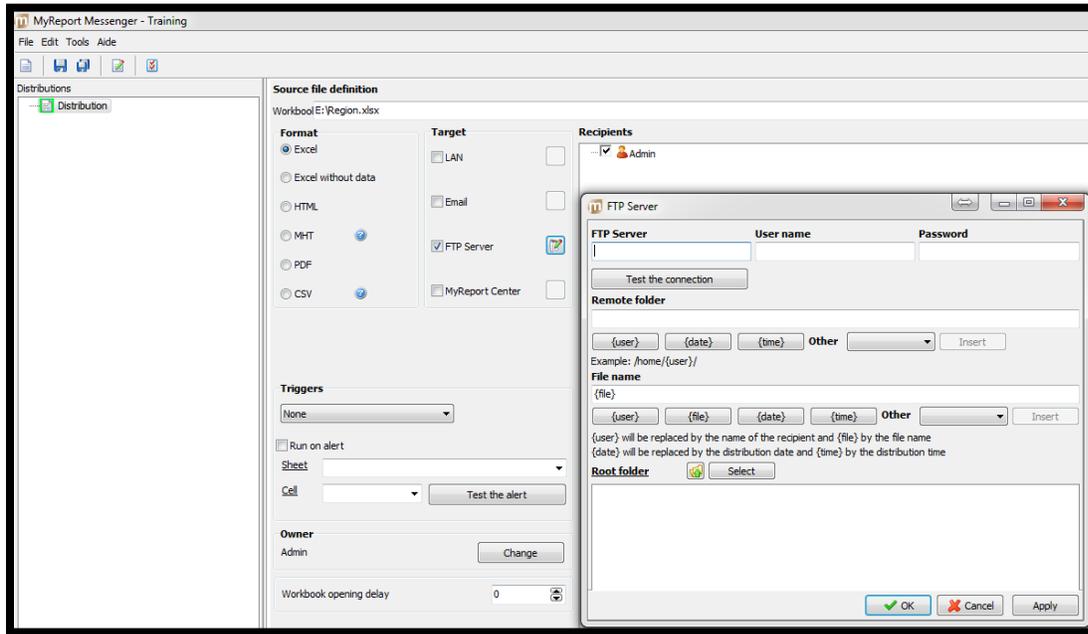


User can customize the Email message body by clicking the button next to Email.



FTP Server:

User can also send report through FTP Server by clicking on the FTP server.
Click the button next to FTP server.
Provide the required details



MyReport Center:

User can also send reports to MyReport Center by clicking the MyReport Center.

Run on alert:

This option is used to trigger the report when an alert appears in the report.
Check the Run on alert options.
Select the sheet and cell on which the alert is set.

Frequency:

This option is used for automatic scheduling of the report.

Scheduling:

Scheduling can be of two types: - Manual and Automatic.

Manual means where user has to click on the Distribute button and the reports gets distributed.

Automatic means to distribute reports through MessengerRunwin5 or Task Scheduler.

Questions-

1. Enlist the steps to setup auto distribution of reports using MyReport Messenger?
2. What should be the step before sending report through Email from MyReport Messenger?
3. How to add recipient in MyReport Messenger report distribution?
4. How to configure user management in MyReport Messenger?
5. Through how many medium the report can be distributed through MyReport Messenger?
6. How to schedule auto report distribution in MyReport Messenger?
7. How to set Frequency for auto scheduling of reports in MyReport Messenger?
8. What are the LAN Network Setting and FTP Setting to be done and How?