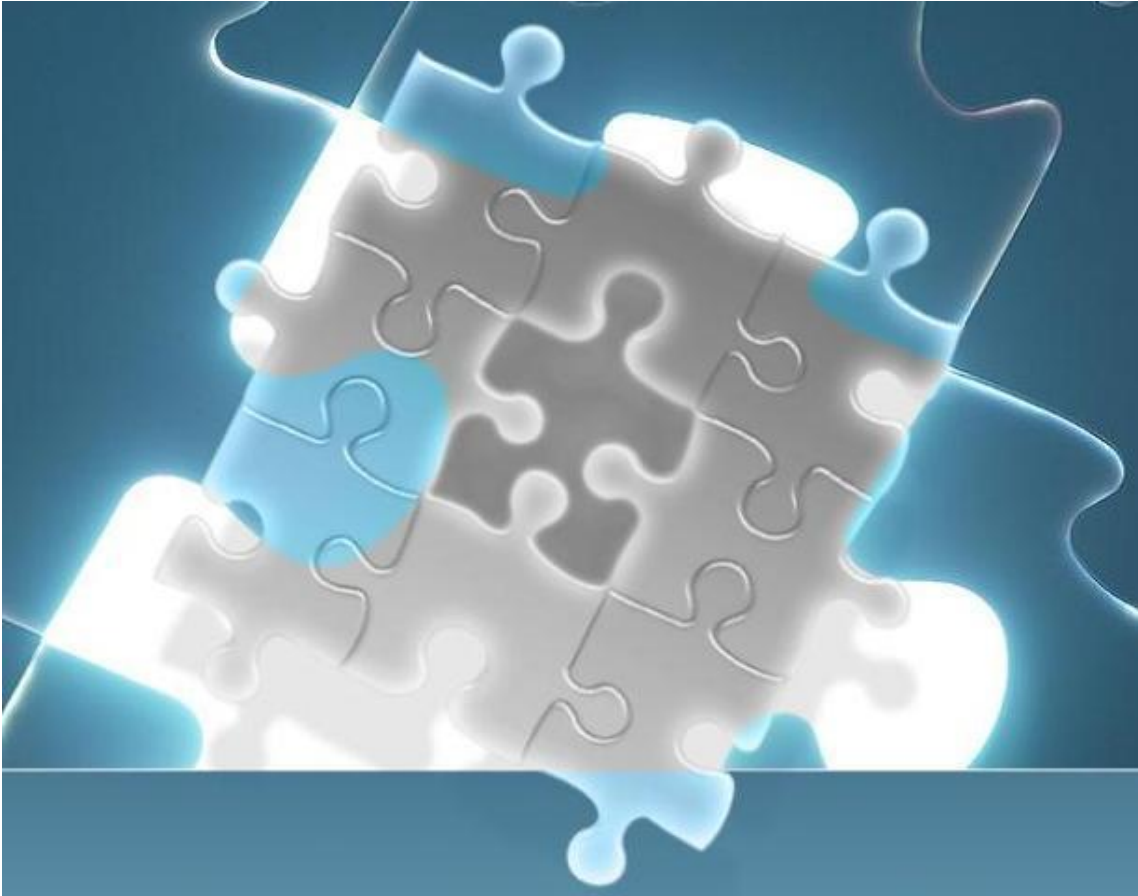




Application Note

LAMUM 7.x Batch Reports Tutorial



Batch Reports are a convenient and easy way to get desired Historical Usage Reports on a regular basis: Weekly, Monthly, Quarterly or Yearly. There are no Batch Reports for “Current status” or “Today”. However, an On-Demand URL “Favorite” link can be created for such reports.

Any Graph or Table can be set up to auto-generate as a Batch Report. Weekly Batch reports are run Monday, 12:01AM. Monthly reports are run first day of calendar month, at 12:02AM, etc.

Note: your email server must be set and working if you want Batch Reports to be emailed.

A couple of questions/decisions up front-

- What reports do you need Weekly? Monthly? Etc.
- Who gets these report?
- How do you want to have them delivered?

Creating Batch reports

This is the Batch Report Setup page (Batch Tab/Report Setup). Notice it provides you a manual option for creating reports, and a list of Batch reports already set up.

Batch Report Generator

Note: When the "Folder" option is selected as Delivery Type, the target folder should be on the host machine
 Tables will be generated as .xls files and Graphs as .pdf

Add Batch Report

Report Name	Report Type	URL	Frequency	Delivery Type	Path or Email Address	Action
	Graph		Weekly	Folder	Enter Folder	Add Report

Submitted Report table

Report Name	Report Type	URL	Frequency	Delivery Type	Path or Email Address	Action
Weekly Averages	Table	Preview	Weekly	Email	ghaas@teameda.com	Update Delete
Matlab_demo	Graph	Preview	Weekly	Email	ghaas@teameda.com	Update Delete
Weekly Averages	Table	Preview	Weekly	Email	curt@teameda.com	Update Delete
Monthly Averages	Table	Preview	Monthly	Email	curt@teameda.com	Update Delete
NX Combined Weekly	Graph	Preview	Weekly	Email	ghaas@teameda.com	Update Delete
Shaw Monthly Usage	Table	Preview	Monthly	Folder	C:/Usage/Batch	Update Delete
NX-demo Heatmap	Graph	Preview	Weekly	Folder	C:/Usage/Batch	Update Delete
NX_demo Weekly	Graph	Preview	Weekly	Folder	C:/Usage/Batch	Update Delete
NX Weekly Usage	Graph	Preview	Weekly	Email	ghaas@teameda.com	Update Delete
Concurrency Report	Graph	Preview	Weekly	Email	eric@teameda.com	Update Delete
NX_demo Concur	Graph	Preview	Weekly	Folder	C:/Usage/Batch	Update Delete

The following fields need to be completed-

Report Name: anything User friendly. Use any alphanumeric character up to 30 characters. Our recommendation would be: "Tool/Tag" "Frequency" "Type Report" (i.e. "Matlab Weekly User Details Heatmap",.....).

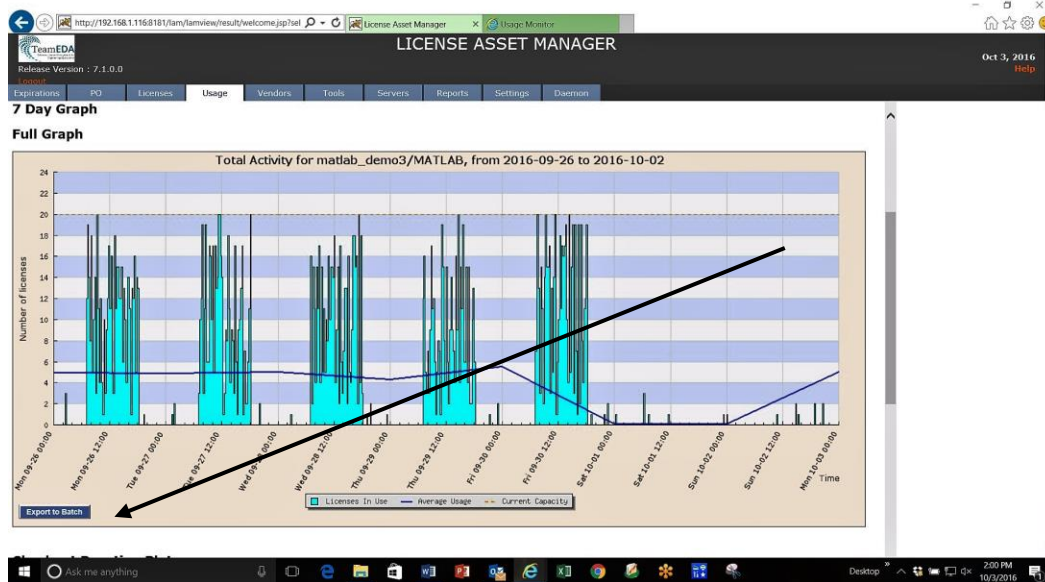
Report type: select either Graph or Table from the drop down.

Note about how reports are delivered:

- **Graphs are delivered as PDF files**
- **Tables are delivered as Excel files**

URL: this is a copy of the URL which creates the report. **FROM THE :8182 PORTAL,** create the report you want, copy that URL, paste it into the URL box.

- If a Graph, you must right mouse click in the graph area and select “Copy”, or “Copy image” or “Copy image link” to get the right URL for creating the report. In version 7.1 there is a button “Export to Batch” which will automatically capture the correct URL and put it in the URL box.



- If a Table, they are handled from the drop down next to the Submit button on the report page, which by default says “Display Report”. Create the report you want and simply use the drop down and select “Create Batch Report”, which will automatically capture the correct URL and put it in the URL box.

The screenshot shows the License Asset Manager interface displaying a "User Details Report for Feature: NX13100N". The report includes a "Select Time Period" section with radio buttons for "Today's Table", "7 Day Table", "30 Day Table", "90 Day Table", "180 Day Table", and "365 Day Table". Below this, there are input fields for "From" and "To" dates. A "Submit" button is present, and an arrow points to a dropdown menu next to it, which has "Create Batch Report" selected. Below the report controls is a table titled "Usage History Starting 2016-09-27 through 2016-10-04".

User Name	Total Usage	Total Check Outs	Last Check In
afoyte	119:11:14	122	2016-10-04 18:30
lbaker	109:17:09	111	2016-10-04 17:15
lmclaren	106:30:10	110	2016-10-04 17:30
froberts	112:13:55	105	2016-10-04 21:00
ghill	120:55:34	129	2016-10-04 22:15
jmfangio	109:53:23	113	2016-10-04 23:45
karwin	124:26:18	109	2016-10-04 17:00
lsettly	108:58:40	109	2016-10-04 17:15
mdonohue	101:28:26	105	2016-10-04 17:00
obonnet	124:13:29	123	2016-10-04 17:45
paul	68:19:45	76	2016-10-03 11:00
paul.newman	31:29:53	32	2016-10-04 16:45
prodriguez	116:09:49	120	2016-10-04 17:15
revans	94:42:43	102	2016-10-04 17:00

Frequency: if it is a 7-day report, select “Weekly” from the drop down. If it is a 30-day report, select “Monthly”, 90-day report select “Quarterly”, etc.

Delivery Type: 2 options are available- Folder or Email.

- If **Folder**, enter the path to the Folder **Make sure that path/Folder exists!**
- If **Email**, enter the email address for the recipient. Only one recipient is allowed.
If you want multiple people to receive the report, create a Group alias.

Once you have all the boxes set the way you want, click “[Add Report](#)”

Submitted Reports Table

This lists all the reports you have created. The Report Name and Frequency fields can be edited, then click “[Update](#)”. Unwanted Batch Reports can be deleted ([Delete](#)), then [Confirm](#). [Preview](#) allows you see the report that is to be Batch created.

Note on [Preview](#) with older URL’s: **Preview and Batch Report generation may not work on URL’s created prior to LAMUM version 6.8. You may need to delete and reenter these Reports.**

There is no way to change the Report Type, URL or Delivery Type after a report has been created. If necessary, delete the report and reenter it.

For more information, contact TeamEDA Support:
603-656-5200
support@teameda.com