

Report Scheduler

jmc is continually trying to find ways to save you time. One way we can do this is by automating several reports that you do on a regular basis. You'll find Report Scheduler in three places in the Office Module:

- **Attendance > Reports > For A Day**
- **Period Attendance > Reports > For A Day**
- **Lunch: Reports > Low Balance Notices (District only)**

Schedule Report

Email To:

Step 1:

Click "Schedule Report" to activate this schedule.

Step 2:

Enter a date and time to begin your automatic reports

Step 3:

Enter an email address or two and hit "Save"

Helpful Tip: You can enter multiple email address to receive this report. Just make sure you separate them with a comma.

