

Queued Reports



Scheduled Reports



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Queued Reports

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Scheduled Reports

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Queued Reports

Overview:



Reports, whether opened individually or in dashboards, can take a long time to run when attempting to query a large amount of information. These reports can be queued so you can continue working on the administration interface while the reports are running in the background.

The utility responsible for processing queued reports is 'reportgen-q'. The utility operates serially, per interface basis meaning that when a report is queued, it must finish processing before the next one is processed.

Queued Reports

Exceptions:

- ❖ Docked filters are not displayed in queued reports
- ❖ Action links, such as those used to open and delete records, are not displayed
- ❖ The ribbon's Search, Refresh, Reset, Definition and Links buttons are not available
- ❖ If your report includes drill-down levels, these levels are not queued, so are instead run when you open the drill-down levels
- ❖ You can view the output from a queued report as many times as you want



Queued Reports

Manually queueing:



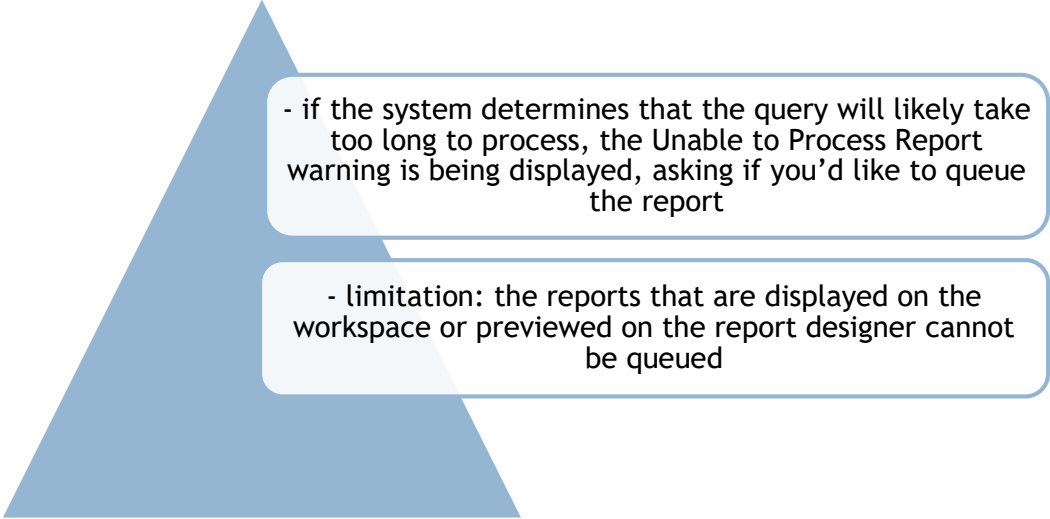
- right click on the report - select 'Queue'

- select the report in Report Explorer and select 'Queue' from the ribbon

- manually enable the option 'Set report to deferred execution'

- the output of the report will be available in 'My Queued Reports' and it can return up to 10 000 rows
- You have the option to send the output to a CSV file instead of the console, up to 100MB (not available when queueing dashboards)
- limitation: custom scripts, comparison columns, date grouping columns

Automatically queueing:



- if the system determines that the query will likely take too long to process, the Unable to Process Report warning is being displayed, asking if you'd like to queue the report

- limitation: the reports that are displayed on the workspace or previewed on the report designer cannot be queued

You might encounter a few unexpected situations when the report fail to queue. The most common scenarios are:

- reportgen-q lock files

The original report you queued was deleted after you queued it and before the queued report could be processed.

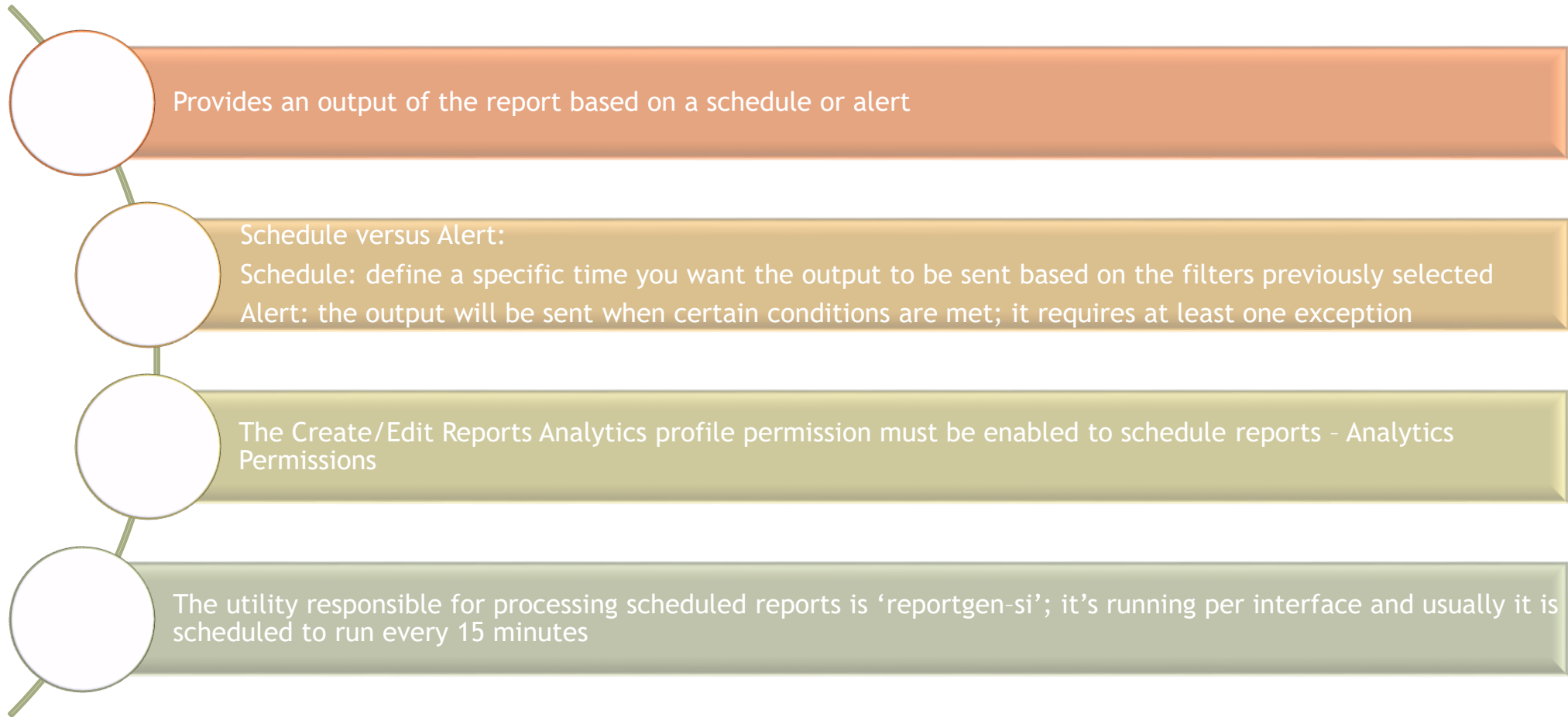
The report is deleted from the queue by another staff member before the report can run. However, only the staff member who queues the report and staff members with the Analytics Administrator profile permission can remove reports from the queue.

The queued report processes, but is not opened within the number of days specified in the PURGE_QUEUED_REPORT_DAYS configuration setting (default value - 7 days)

You manually queue a report or dashboard that cannot run due to the query surpassing a limit on the number of database rows that can be accessed.

Scheduled Reports

Overview:



Scheduled Reports

Type of schedules:

HTML Attachment (Images/Charts stored on the server)

Select this option to send the report in an HTML file attached to an email. Images and charts displayed in the report are stored on the server, letting recipients who have access to the server view them.

HTML Email (Images/Charts stored on server)

Select this option to send the report as an HTML email. Images and charts displayed in the report are stored on the server, letting recipients who have access to the server view them.

HTML Email (Images/Charts sent in email)

Select this option to send the report as an HTML email that includes the report's images and charts. This lets recipients who do not have access to the server view the report's graphics.

Excel Attachment (Images/Charts unavailable)

Select this option to send the report output in an Excel file attached to an email. The file does not include the report's images or charts.

Comma Delimited Attachment (Images/Charts unavailable)

Select this option to send the report output in a comma-delimited text file attached to an email. The file does not include the report's images or charts.

XML Attachment (Images/Charts unavailable)

Select this option to send the report output in an XML file attached to an email. The file does not include the report's images or charts.

Image Attachment

Select this option to send an image of the report in a file attached to an email. This lets recipients view the report as it displays in the console, but does not let them work with data.

PDF Attachment

Select this option to send the report in a PDF file attached to an email. This option includes images and charts. Non-English characters may not display correctly when sent as a PDF attachment.

Published

Publishing a report lets you modify the data and display options of an existing report and then save a copy of the report in the reports explorer that other individuals can access.

Compressed CSV File

Select this option to send the report in a compressed CSV file attached to an email. The recipient can then open the file using third-party software. Images and charts are not available when using this option.

Send Report to Report Queue for Delivery as a CSV File

When you select this option, the report is queued at the scheduled time. However, instead of being sent as an email attachment, the CSV file is accessed in the report queue. You can access the queued report from toast notifications or the My Queued Reports standard report.

Unexpected behaviors:

- *Unable to deliver scheduled report. Email attachment exceeds allowable size.*

When a report is scheduled using the excel format, the system is not actually able to export the file to excel, but rather exports the file using xml and appends the .xls file extension to it. Because of this, reports scheduled as excel will be much larger in file size than those exported as excel.

If you are unable to schedule a report using excel because the file size is too large, try exporting the report using comma delimited.

- *Unable to deliver scheduled report: Report execution failed.*

This is usually an indication that your schedule is processing too much data and you should improve its performance.

- *Emails are being spoofed*

In this case, the emails are blocked as a result of SPAM software that has determined that the From address of the email has a different domain than the actual domain from where the email was actually sent (which is called spoofing)

For scheduled reports, the **RPT_FROM_ADDR** configuration setting specifies the email address used when a report is emailed as a subscription or when using the Send To feature. If this setting is set to 1, the From address is the default mailbox for the interface. A value of 2 indicates that the email address of the staff member who owns the scheduled report or sends the report is used.

Thank you! 😊