Access Reporting Tools – Web Report Generator

The Web Report Generator is available under the Access Reporting Tools drop down. This feature allows the EP to run customized reports within the UIIA database. EPs can select from 3 standard reports or select "Your Field Picks" that allows the EP to customize the data returned on the report. Once criteria is selected, EP scrolls to the bottom and clicks on "Generate Report Now".

Access Reporting Tools – Web Report Generator Scheduled Reporting

Once the EP has selected the criteria for the report, they have the option to set the same report to run on a specified schedule. Click on Schedule Report on the Web Report Generator Page

1. Name the Report
2. Enter email address where you report sent. Multiple emails can be utilized if separated by semicolon.
3. Set the frequency the report is to run
4. Start Time
5. Select the days of the Week the EP wants the report to run on or if it should run every day.
6. Click on ADD REPORT SCHEDULE.