



Scheduling a Recurring Report

ACE Reports Videos

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U.S. Customs and
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INTRODUCTION

Schedule reports to:

- Run automatically at specified time intervals.
- Run very large reports as a background process to avoid the report failing due to a time-out. Multiple schedules can be set for a single report. This allows multiple users to use a single shared report to retrieve data sets at personalized intervals.



IMPORTANT: Remember to account for the nightly data update of ACE Reports. Schedule reports after 5:00 AM Eastern Time to ensure the update process has completed and results will be most up to date.

SCHEDULE A REPORT

1. In the **Documents** tab, select the saved report you wish to schedule.
2. In the **More Actions** drop-down menu, select **Schedule**.
3. In the **Schedule** menu, if necessary, in the **Instance Title** field, type an *instance title*.
4. Select the **Recurrence** schedule menu.
5. In the **Run object:** drop-down menu, select a recurrence interval.
6. If necessary, select the **Prompts** option, and review and/or modify the prompts for the instance.



NOTE: If the report does not have any **User Prompts**, this option will not be available.

7. Select the **Formats** option.
8. In the **Output Format** list, select a format for output.



IMPORTANT: The **Caching**, **Events**, and **Scheduling Server Group** options are not applicable.

9. Select the **Destinations** option.
10. In the **Destination:** drop-down menu, select a destination.
11. Select the **Delivery Rules** option.
12. If necessary, select the checkbox for any applicable delivery rule for the instance.
13. At the bottom, select the **Schedule** button.

In the **History** pane, the scheduled report displays. If the report was scheduled with a recurring interval, it will display with a **Status** of **Recurring**.