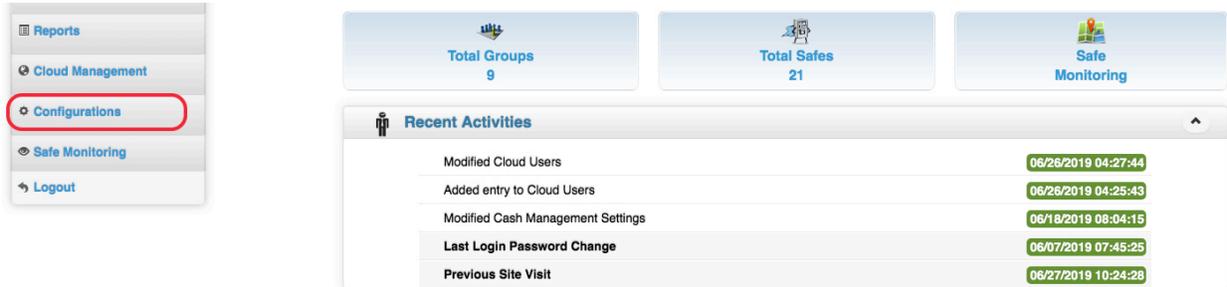
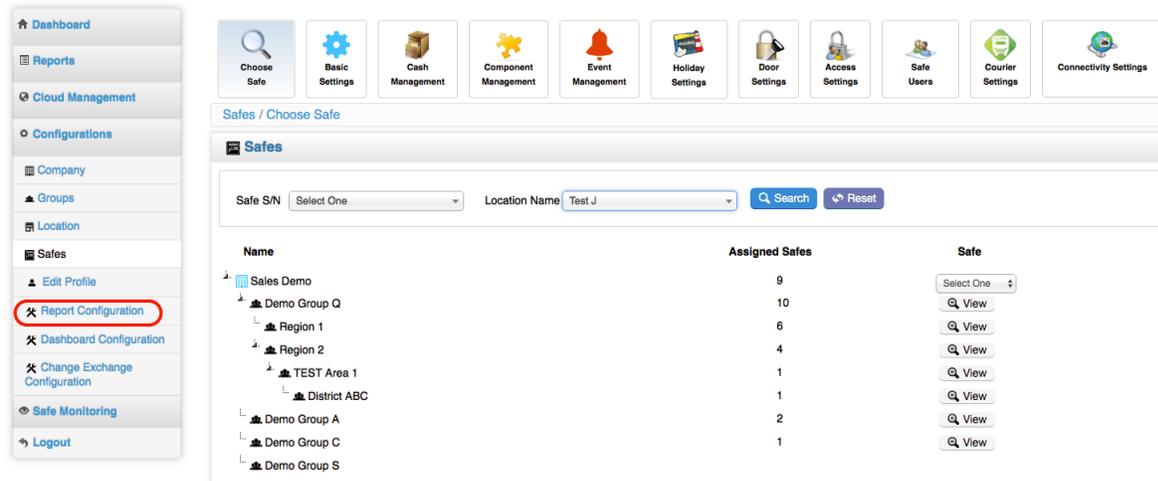


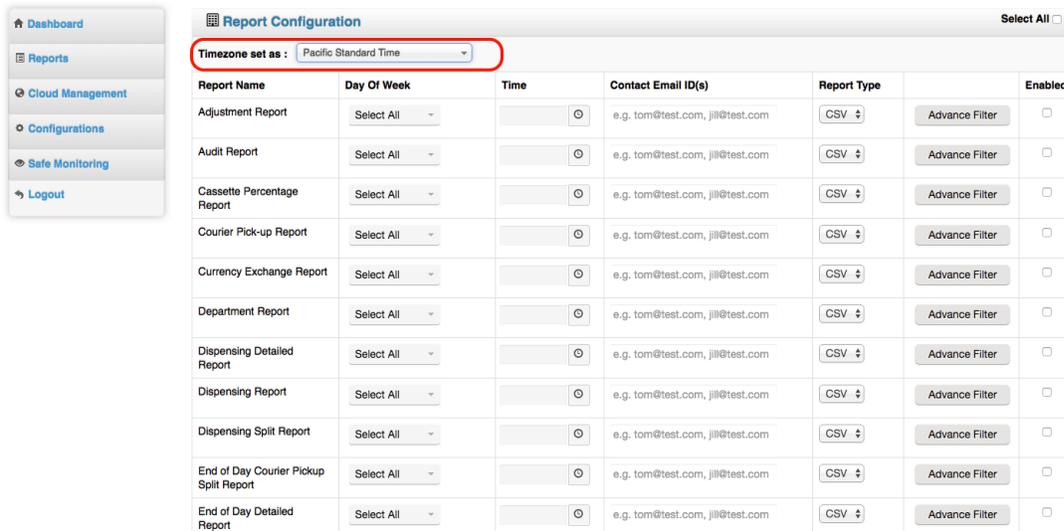
1. Log in
2. Click on Configurations.



3. Click on Report Configuration.



4. Select the timezone.



5. Add the report criteria.
  - a. Select the days for the report to run.
  - b. Select the time the report should run.
  - c. Insert the email address the report should be sent.
  - d. Select the file format of the report
  - e. Check the enabled box.

Report Name	Day Of Week	Time	Contact Email ID(s)	Report Type	Enabled
Adjustment Report	Select All	<input type="radio"/>	e.g. tom@test.com, jill@test.com	CSV	<input type="checkbox"/>
Audit Report	Select All	<input type="radio"/>	e.g. tom@test.com, jill@test.com	CSV	<input type="checkbox"/>
Cassette Percentage Report	Select All	<input type="radio"/>	e.g. tom@test.com, jill@test.com	CSV	<input type="checkbox"/>
Courier Pick-up Report	Select All	<input type="radio"/>	e.g. tom@test.com, jill@test.com	CSV	<input type="checkbox"/>
Currency Exchange Report	Select All	<input type="radio"/>	e.g. tom@test.com, jill@test.com	CSV	<input type="checkbox"/>
Department Report	Select All	<input type="radio"/>	e.g. tom@test.com, jill@test.com	CSV	<input type="checkbox"/>
Dispensing Detailed Report	Select All	<input type="radio"/>	e.g. tom@test.com, jill@test.com	CSV	<input type="checkbox"/>
Dispensing Report	Select All	<input type="radio"/>	e.g. tom@test.com, jill@test.com	CSV	<input type="checkbox"/>
Dispensing Split Report	Select All	<input type="radio"/>	e.g. tom@test.com, jill@test.com	CSV	<input type="checkbox"/>
End of Day Courier Pickup Split Report	Select All	<input type="radio"/>	e.g. tom@test.com, jill@test.com	CSV	<input type="checkbox"/>
End of Day Detailed Report	Select All	<input type="radio"/>	e.g. tom@test.com, jill@test.com	CSV	<input type="checkbox"/>
End of Day Report	Select All	<input type="radio"/>	e.g. tom@test.com, jill@test.com	CSV	<input type="checkbox"/>

6. Select the locations that should be added on the report by clicking the advance filter button. If all of the locations should be added. Click the Configure all button.

Hierarchy:  Group:

Location:

Safes Not Configured			
#	Safe SerialNo	Location	Configure All

Safes Configured			
#	Safe SerialNo	Location	
1	AAA0000000	Test H	<input type="button" value="Unconfigure"/>
2	EL13000251	TEST5	<input type="button" value="Unconfigure"/>
3	EL13000286	TEST2	<input type="button" value="Unconfigure"/>
4	EL13000388	TEST8	<input type="button" value="Unconfigure"/>
5	EL13000431	TEST6	<input type="button" value="Unconfigure"/>
6	EL13000443	TEST9	<input type="button" value="Unconfigure"/>
7	EL13000531	TEST4	<input type="button" value="Unconfigure"/>

7. Click the Apply filter.
8. Click the close button

**Filter applied successfully** ✕

Hierarchy  Group

Location

Safes Not Configured				Safes Configured <input checked="" type="checkbox"/> Configure All			
#	Safe SerialNo	Location	Configure All	#	Safe SerialNo	Location	
				1	AAA0000000	Test H	<input type="button" value="Unconfigure"/>
				2	EL13000251	TEST5	<input type="button" value="Unconfigure"/>
				3	EL13000286	TEST2	<input type="button" value="Unconfigure"/>
				4	EL13000388	TEST8	<input type="button" value="Unconfigure"/>
				5	EL13000431	TEST6	<input type="button" value="Unconfigure"/>
				6	EL13000443	TEST9	<input type="button" value="Unconfigure"/>
				7	EL13000531	TEST4	<input type="button" value="Unconfigure"/>

9. Click Save changes.

AMSEC SALES DEMO 1 arian@amsecusa.com

Report Configuration Select All

Timezone set as :

Report Name	Day Of Week	Time	Contact Email ID(s)	Report Type	Enabled
Adjustment Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
Audit Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
Cassette Percentage Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
Courier Pick-up Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
Currency Exchange Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
Department Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
Dispensing Detailed Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
Dispensing Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
Dispensing Split Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
End of Day Courier Pickup Split Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
End of Day Detailed Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
End of Day Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
Enrolled Users Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
Inventory Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
Last Transmission Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
Missing EOD Transmission Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
Posting Courier Pickup Split Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
Posting Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
Shift Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
Tube Inventory Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
User Department Split Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>
User Report	<input type="text" value="Select All"/>	<input type="text" value=""/>	e.g. tom@test.com, jill@te	CSV 2	<input type="button" value="Advance Filter"/>