

Report Bundles

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Report Bundles are used to automatically generate reports by the system to be listed under Utilities/File Archive/Payroll Archive or to set up single or multiple reports to be emailed to a user at any time.


Automatically Generated Report Bundles

The listed SSDT report bundles will automatically generate reports to the Utilities/File Archive/Payroll Archive when certain actions trigger the events. A list of Trigger Events can be found in [File Archive#PayrollArchiveReportBundles](#)

Report Bundle Manager

+ Create									
Q Advanced Query									
More Reset									
		Username	Report Bundle Name	Description	Tags	Archive Type	Eve		
<input type="radio"/>	<input type="checkbox"/>	SSDT	SSDT ACH Submission Report Archive	Send SSDT ACH Submission Report to Payroll Archive		MANY_NOTIFICATIONS	org	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	SSDT	SSDT Benefit Accrual Report Archive	Send SSDT Benefit Accrual Report to Payroll Archive		MANY_NOTIFICATIONS	org	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	SSDT	SSDT Calendar Year End Report Archive	Send SSDT Calendar Year Reports to Payroll Archive		MANY_NOTIFICATIONS	org	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	SSDT	SSDT Employer Distributions Submission Report Archive	Send SSDT Employer Distributions Submission Report to Payroll Archive		MANY_NOTIFICATIONS	org	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	SSDT	SSDT Employer Retire Share Submission Report Archive	Send SSDT Employer Retire Share Submission Report to Payroll Archive		MANY_NOTIFICATIONS	org	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	SSDT	SSDT Fiscal Year End Report Archive	Send SSDT Fiscal Year Reports to Payroll Archive		MANY_NOTIFICATIONS	org	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	SSDT	SSDT Leave Projection Submission Report Archive	Send SSDT Leave Projection Submission Report to Payroll Archive		MANY_NOTIFICATIONS	org	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	SSDT	SSDT Month End Report Archive	Send SSDT Monthly Reports to Payroll Archive		MANY_NOTIFICATIONS	org	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	SSDT	SSDT ODJFS New Hire Submission Report Archive	Send SSDT ODJFS New Hire Submission Report to Payroll Archive		MANY_NOTIFICATIONS	org	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	SSDT	SSDT ODJFS Submission Report Archive	Send SSDT ODJFS Submission Report to Payroll Archive		MANY_NOTIFICATIONS	org	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	SSDT	SSDT Part Time Sick Leave Accrual Report Archive	Send SSDT Part Time Sick Leave Accrual Report to Payroll Archive		MANY_NOTIFICATIONS	org	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	SSDT	SSDT Payables Posted Report Archive	Send SSDT Payables Reports to Payroll Archive		MANY_NOTIFICATIONS	org	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	SSDT	SSDT Payroll Payment Detail Archive	Send SSDT Payroll Payment Detail to Payroll Archive		MANY_NOTIFICATIONS	org	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	SSDT	SSDT Payroll Posted Report Archive	Send SSDT Posted Payroll Reports to Payroll Archive		MANY_NOTIFICATIONS	org	<input type="checkbox"/>	<input type="checkbox"/>

Viewing a Report Bundle

By viewing a report bundle, you can see the detail of what event triggers the reports and exactly what reports are created from this bundle and sent to the Payroll Archive. Click on  to view the specific Report Bundle:

Report Bundle Manager

+ Create									
Q Advanced Query									
More Reset									
		Username	Report Bundle Name	Description	Tags	Archive Type	Eve		
<input type="radio"/>	<input checked="" type="checkbox"/>	SSDT	SSDT ACH Submission Report Archive	Send SSDT ACH Submission Report to Payroll Archive		MANY_NOTIFICATIONS	org	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	SSDT	SSDT Benefit Accrual Report Archive	Send SSDT Benefit Accrual Report to Payroll Archive		MANY_NOTIFICATIONS	org	<input type="checkbox"/>	<input type="checkbox"/>

Report Bundle Name

Description

Tags

Event Trigger

Send To Address

Archive Type

Click + to Add this Report with the desired Report Options to the Bundle:

Report Name	Report Title	Options Name	Options Description	Owner

Reports currently in the Bundle

Report Name	Report Title
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> SSDT ACH Submission Report	ACH Submission Report

Disable Report Bundles

Only Group Manager and Administrators are able to Enable and Disable Payroll Archive Bundles

A district has an option to disable report bundles so the reports will not be sent to File Archive. To disable a report bundle from going to File Archive, simply uncheck it:

Report bundle is **Enabled** by having the box checked:

Report Bundle Manager						
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SSDT	SSDT ACH Submission Report Archive
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SSDT	SSDT Benefit Accrual Report Archive
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SSDT	SSDT Calendar Year End Report Archive

Report bundle is **Disabled** and will not create reports to go to the Payroll Archive by unchecking the box:

Report Bundle Manager							
+ Create							
	Username	Report Bundle Name	Description	Tags	Archive Type	Event	
<input type="checkbox"/>	SSDT	SSDT ACH Submission Report Archive	Send SSDT ACH Submission Report to Payroll Archive		MANY_NOTIFICATIONS	org	
<input type="checkbox"/>	SSDT	SSDT Benefit Accrual Report Archive	Send SSDT Benefit Accrual Report to Payroll Archive		MANY_NOTIFICATIONS	org	
<input type="checkbox"/>	SSDT	SSDT Calendar Year End Report Archive	Send SSDT Calendar Year Reports to Payroll Archive		MANY_NOTIFICATIONS	org	

Payroll Archive

To view the reports, go to [Utilities/File Archive/Payroll Archive](#). For more explanation, please go to [File Archive#PayrollArchive](#)

Payroll Archive							
+ Mass Change							
	Description	Year	Type	Archive Type	Event		
<input type="checkbox"/>	2019 - Payroll Payment Detail	2019	Payroll Payment Detail	MANY_NOTIFICATIONS	org		
<input type="checkbox"/>	2019 - Per Pay Reports	2019	Per Pay Reports	MANY_NOTIFICATIONS	org		
<input type="checkbox"/>	2019 - Payee Payment Detail	2019	Payee Payment Detail	MANY_NOTIFICATIONS	org		
<input type="checkbox"/>	2019 - Calendar Year Reports	2019	Calendar Year Reports	MANY_NOTIFICATIONS	org		
<input type="checkbox"/>	2019 - Quarterly Reports	2019	Quarterly Reports	MANY_NOTIFICATIONS	org		
<input type="checkbox"/>	2019 - Monthly Reports	2019	Monthly Reports	MANY_NOTIFICATIONS	org		

Job Scheduler

A Report Bundle that was triggered, will then be listed under [Utilities/Job Scheduler](#).

Job Scheduler							
+ Refresh							
	Type	Name	Username	Description	Status	Job Result	
<input type="checkbox"/>	SYSTEM	Scheduler cleanup job		SchedulerCleanupJob.JobId(SYSTEM, Scheduler cleanup job, null, false, null)	COMPLETED	removed 0 expir	
<input type="checkbox"/>	SYSTEM	uas-account-sync-job		UasAccountSyncJob.JobId(SYSTEM, uas-account-sync-job, null, false, null)	COMPLETED		
<input type="checkbox"/>	USER	Payroll: 10022019 (10/02/2019): Send 1 direct deposit notices. 1570104452042	admin	EmailDirectDepositJob.JobId(USER, Payroll: 10022019 (10/02/2019): Send 1 direct deposit notices. 1570104452042, Success2-9632-4645-83a3-03125b6b17f0, false, admin)	COMPLETED	Pay date: 10/02	
<input type="checkbox"/>	USER	Payroll: 10022019 (10/02/2019): Send 1 direct deposit notices. 1570104576979	admin	EmailDirectDepositJob.JobId(USER, Payroll: 10022019 (10/02/2019): Send 1 direct deposit notices. 1570104576979, Success2-9632-4645-83a3-03125b6b17f0, false, admin)	COMPLETED	Pay date: 10/02	
<input type="checkbox"/>	USER	Payroll: 10022019 (10/02/2019): Send 1 direct deposit notices. 1570105063000	admin	EmailDirectDepositJob.JobId(USER, Payroll: 10022019 (10/02/2019): Send 1 direct deposit notices. 1570105063000, Success2-9632-4645-83a3-03125b6b17f0, false, admin)	COMPLETED	Pay date: 10/02	
<input type="checkbox"/>	USER	Payroll: SP09202019 (09/20/2019): Send 1 direct deposit notices. 156890326015	admin	EmailDirectDepositJob.JobId(USER, Payroll: SP09202019 (09/20/2019): Send 1 direct deposit notices. 156890326015, Success2-9632-4645-83a3-03125b6b17f0, false, admin)	COMPLETED	Pay date: 09/20	
<input type="checkbox"/>	USER	Payroll: sp09202019 (09/20/2019): Send 1 direct deposit notices. 1568907853843	admin	EmailDirectDepositJob.JobId(USER, Payroll: sp09202019 (09/20/2019): Send 1 direct deposit notices. 1568907853843, Success2-9632-4645-83a3-03125b6b17f0, false, admin)	COMPLETED	Pay date: 09/20	
<input type="checkbox"/>	USER	SSDT Payroll Posted Report Archive(STEMP#943509-3450-4bca-9c36-9d13acfa8f06)	SSDT	ReportBundleEventJob.JobId(USER, SSDT Payroll Posted Report Archive(STEMP#943509-3450-4bca-9c36-9d13acfa8f06, 3400577b-4895-4333-b042-342e7159844c, bus, SSDT))	COMPLETED	Payroll Report	

For more detail view of the report bundle, click anywhere on that line. It will show the information about the Job. The Job Result lists each report. The SSDT Report Bundles will be deleted out of the Job Scheduler the following morning:

Job Scheduler							
+ Refresh							
	Type	Name	Username	Description	Status	Job Result	
<input type="checkbox"/>	SYSTEM	Scheduler cleanup job		SchedulerCleanupJob.JobId(SYSTEM, Scheduler cleanup job, null, false, null)	COMPLETED	removed 0 expir	
<input type="checkbox"/>	SYSTEM	uas-account-sync-job		UasAccountSyncJob.JobId(SYSTEM, uas-account-sync-job, null, false, null)	COMPLETED		
<input type="checkbox"/>	USER	Payroll: 10022019 (10/02/2019): Send 1 direct deposit notices. 1570104452042	admin	EmailDirectDepositJob.JobId(USER, Payroll: 10022019 (10/02/2019): Send 1 direct deposit notices. 1570104452042, Success2-9632-4645-83a3-03125b6b17f0, false, admin)	COMPLETED	Pay date: 10/02	
<input type="checkbox"/>	USER	Payroll: 10022019 (10/02/2019): Send 1 direct deposit notices. 1570104576979	admin	EmailDirectDepositJob.JobId(USER, Payroll: 10022019 (10/02/2019): Send 1 direct deposit notices. 1570104576979, Success2-9632-4645-83a3-03125b6b17f0, false, admin)	COMPLETED	Pay date: 10/02	
<input type="checkbox"/>	USER	Payroll: 10022019 (10/02/2019): Send 1 direct deposit notices. 1570105063000	admin	EmailDirectDepositJob.JobId(USER, Payroll: 10022019 (10/02/2019): Send 1 direct deposit notices. 1570105063000, Success2-9632-4645-83a3-03125b6b17f0, false, admin)	COMPLETED	Pay date: 10/02	
<input type="checkbox"/>	USER	Payroll: SP09202019 (09/20/2019): Send 1 direct deposit notices. 156890326015	admin	EmailDirectDepositJob.JobId(USER, Payroll: SP09202019 (09/20/2019): Send 1 direct deposit notices. 156890326015, Success2-9632-4645-83a3-03125b6b17f0, false, admin)	COMPLETED	Pay date: 09/20	
<input type="checkbox"/>	USER	Payroll: sp09202019 (09/20/2019): Send 1 direct deposit notices. 1568907853843	admin	EmailDirectDepositJob.JobId(USER, Payroll: sp09202019 (09/20/2019): Send 1 direct deposit notices. 1568907853843, Success2-9632-4645-83a3-03125b6b17f0, false, admin)	COMPLETED	Pay date: 09/20	
<input type="checkbox"/>	USER	SSDT Payroll Posted Report Archive(STEMP#943509-3450-4bca-9c36-9d13acfa8f06)	SSDT	ReportBundleEventJob.JobId(USER, SSDT Payroll Posted Report Archive(STEMP#943509-3450-4bca-9c36-9d13acfa8f06, 3400577b-4895-4333-b042-342e7159844c, bus, SSDT))	COMPLETED	Payroll Report	

Job Result

Report Bundle Ev

COMPLETED

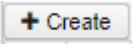
Payroll Report pdf successfully sent
 Budget Distribution Report pdf successfully sent
 Payroll Account Distribution Detail Report pdf successfully sent
 Pay Account Summary Report pdf successfully sent
 Payroll Item Detail Report pdf successfully sent

Implementation Class: org.ssd_ohio.scheduler.jobs.ReportBundleEventJob

Last Run: 11/5/19

Next Run:

Creating a Report Bundle

To Create a new Bundle of reports, click on  :

+ X

✓ Save
⊗ Cancel

Report Bundle Name

Description

Tags

Select the Report to Add

▼

Select Report run parameters for selected Report:

	Report Name	Name	Description	Owner	☰
	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	

Report runs in Bundle

	Report Name	Name	Description	Owner	☰
	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	

Field Definitions:

Enter a **Report Bundle Name**

A **Description** of the Report Bundles can be entered

Tags can be created by the user. Tags are user-defined words that mean something to the user to help categorize report definitions. For example, a tag could be 'YEAREND' or 'MONTHLY' reports. Then they can use these tags for several other reports, enabling them to search for them easily in the Grid.

To create a bundle of Reports, click on under **Select the Report to Add:**

Select the Report to Add

SSDT Birthday Report, SSDT
▼

A list of Runnable Canned Reports


Report Name	Can be run interactively OR triggered by any Event OR by any Cron Expression	Can be run when triggered by this Event	This Event fires when the following actions are taken in the App
SSDT ACH Submission Report		AchSubmissionCreatedEvent	ACH or HSA ACH submission file is generated
SSDT Benefit Accrual Report		BenefitAccrualEvent	Benefit Accrual Actual Report is generated
SSDT Benefit Obligation Report by Account	YES#		
SSDT Benefit Obligation Report by Employee	YES#		
SSDT Budget Distribution Report		PayrollPostCompletedEvent	Payroll posting completes successfully.
SSDT Earnings Register	YES#		
SSDT Employee Master Report	YES#		
SSDT Employer Distributions Report	YES	EmployerDistributionsSubmissionEvent	Employer Distributions are submitted to USAS
SSDT Employer Retire Share Report	YES	EmployerRetireShareSubmissionEvent	Employer Retire Share is submitted to USAS
SSDT Leave Balance Report	YES#		
SSDT Leave Projection Report	YES	LeaveProjectionSubmissionEvent	Leave Projection is submitted to USAS
SSDT ODJFS New Hire Report	YES*	OdjfsNewHireSubmissionCreatedEvent	ODJFS New Hire submission file is generated
SSDT ODJFS Report		OdjfsSubmissionCreatedEvent	ODJFS submission file is generated
SSDT Part Time Sick Leave Accrual Report		PartTimeSickLeaveAccrualEvent	Part Time Sick Leave Accrual Actual Report is generated
SSDT Payables Detail Report SSDT Payables Payment Report SSDT Payables Summary Report SSDT Payables Payment Detail (Printed Checks)		PayablesPostedEvent	Outstanding Payables are Posted
SSDT Pay Amount Summary Report		PayrollPostCompletedEvent	Payroll posting completes successfully.
SSDT Payment Transaction Status Report	YES		
SSDT Payroll Account Distribution Detail Report		PayrollPostCompletedEvent	Payroll posting completes successfully.
SSDT Payroll Item Detail Report		PayrollPostCompletedEvent	Payroll posting completes successfully.
SSDT Payroll Payment Detail (Printed Checks and Direct Deposit Notices)	YES++	PayrollPaymentDetailEvent	Checks or Direct Deposit Notices are printed or XML generated, or Email Direct Deposit Notices are scheduled.
SSDT Payroll Report	YES+	PayrollPostCompletedEvent	Payroll posting completes successfully.
SSDT Personal Leave to Pay Report		ConvertPersonalLeaveToPayEvent	Convert Personal Leave to Pay Actual Report is generated
SSDT Personal to Sick Leave Report		ConvertPersonalToSickLeaveEvent	Convert Personal to Sick Leave Actual Report is generated
SSDT Quarter Report	YES+	QuarterCloseEvent	
SSDT Reset Personal Leave Report		ResetPersonalLeaveEvent	Reset Personal Leave Actual Report is generated
SSDT SERS New Hire Report	YES*	SersNewHireSubmissionCreatedEvent	SERS New Hire submission file is generated
SSDT SERS Per Pay Report		SersPerPaySubmissionCreatedEvent	SERS Per Pay submission file is generated
SSDT STRS New Hire Report	YES*	StrsNewHireSubmissionCreatedEvent	STRS New Hire submission file is generated
SSDT STRS Report		StrsSubmissionCreatedEvent	STRS Submission file is generated
SSDT STRS Monthly Report			
SSDT W2 Report	YES+		
SSDT Wage Obligation Report by Account	YES		
SSDT Wage Obligation Report by Employee	YES		

Canned reports are reports that are normally run from the Reports menu and Template reports are reports created using Custom Report Creator.

- **YES** - All Canned reports are listed, but only the SSDT-supplied Template reports used for Payroll Archive are listed.
- **YES*** - No parameters are required, so it can be run at any time.
- **YES+** - You can run these interactively, but there is no good way (yet) to specify all the parameters required.
- **YES#** - You can schedule these as long as you specify date shortcuts for the parameters
- **YES++** - These are only available when printing Checks or Direct Deposit notices from the Payroll Detail view. The PDF versions are customizable via XDoc.



The reason why some reports cannot currently be run interactively is that most of them require specific information regarding something that has happened (an Event) in the system. For example, the SSDT Payroll Report does currently allow you to run it interactively, but it is only possible to run this report when we are dealing with a specific Historical Payroll. If someone were to schedule this job to run each week (for example), which Historical Payroll do we create the payroll for? However, when triggered by the PayrollPostCompletedEvent, there is a specific Historical Payroll that has just been created, and the Event supplies the information to the Report Bundle so it knows what to do.

Some of the reports that currently cannot be run interactively or triggered by an Event can be re-evaluated if there are requests to convert it and it is possible to do so.

Select the report and then click the  next to the report in the **'Select Report run Parameters for selected Report'**:

Select Report run parameters for selected Report:					
	Report Name	Name	Description	Owner	≡
+	SSDT Birthday ...	Default	Default	SSDT	

Once selected, this report will then show under **'Report runs in Bundle'**:

Report runs in Bundle					
	Report Name	Name	Description	Owner	≡
 	SSDT Birthday ...	Default	Default	SSDT	

+ X

Save

Cancel

Report Bundle Name

Description

Tags

Select the Report to Add

SSDT Birthday Report, SSDT
v

Select Report run parameters for selected Report:

	Report Name	Name	Description	Owner	
	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	
+	SSDT Birthday ...	Default	Default	SSDT	

Report runs in Bundle

		Report Name	Name	Description	Owner	
		<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	
✎	⊕	SSDT Birthday ...	Default	Default	SSDT	

If needing to add more reports to the bundle, select another report from the **'Select the Report to Add'** option. Then click the **+** next to the report under **'Select Report run parameters for selected Report'** box. This report will then show with the others in **'Report runs in Bundle'** box:

+ ×

✓ Save ⊗ Cancel

Report Bundle Name

Description

Tags

Select the Report to Add

▼

Select Report run parameters for selected Report:

	Report Name	Name	Description	Owner	⋮
+	SSDT Wage Re...	Default	Default	SSDT	

Report runs in Bundle

		Report Name	Name	Description	Owner	⋮
	✎	SSDT Birthday ...	Default	Default	SSDT	
	✎	SSDT Wage Re...	Default	Default	SSDT	

****NOTE**** Two new reports are available via the Report Bundle UI: **SSDT Payroll Report** and **SSDT W2 Report**. There is a new event that is capable of triggering an **SSDT Payroll Report** whenever a Payroll is posted. When any payroll posting is complete, the **PayrollPostCompletedEvent** will be fired, and if a report bundle is set to run on this event and there is a SSDT Payroll Report in the corresponding bundle, it will create the report and send the result as specified in the bundle (right now, the only meaningful choice is an email address, but it will be able to be saved to the File Archive for Payroll CD replacement purposed). Many more reports and events will be added to this capability. The **W2 Report** currently can only be ran during Report Bundles.

Click on ✓ Save to save the Report Bundle:

+ X

✔ Save
✖ Cancel

Report Bundle Name

Description

Tags

Select the Report to Add

SSDT Wage Report, SSDT
▼

Select Report run parameters for selected Report:

	Report Name	Name	Description	Owner	
+	SSDT Wage Re...	Default	Default	SSDT	☰

Report runs in Bundle

		Report Name	Name	Description	Owner	
✎	⊕	SSDT Birthday ...	Default	Default	SSDT	
✎	⊕	SSDT Wage Re...	Default	Default	SSDT	

To **Exit** out of the report bundles selecting option, click on the **x** in the right had corner:

TEST
+ X

Edit

Report Bundle Name

Description

Tags

Select the Report to Add

SSDT Wage Report, SSDT
▼

Select Report run parameters for selected Report:

	Report Name	Name	Description	Owner	
+	SSDT Wage Re...	Default	Default	SSDT	≡

Report runs in Bundle

		Report Name	Name	Description	Owner	
✎	+	SSDT Birthday ...	Default	Default	SSDT	≡
✎	+	SSDT Wage Re...	Default	Default	SSDT	≡

This will then take you back to your **Report Bundle Manager Grid**:

Report Bundle Manager							Advanced Query	More	Reset
+	Create	Username	Report Bundle Name	Description	Tags	Archive Type	Event		
+	✎	admin	INFOhio	INFOhio					

Editing the Report Bundles

The Report Run information can be changed. To change, click on the **edit** button next to the report name:

Report Bundle Manager							Advanced Query	More	Reset
+	Create	Username	Report Bundle Name	Description	Tags	Archive Type	Event		
+	✎	admin	INFOhio	INFOhio					

Select the report to edit and click next to it:

+
×

✓ Save
⊗ Cancel

Report Bundle Name

Description

Tags

Select a Report to Add to the Bundle

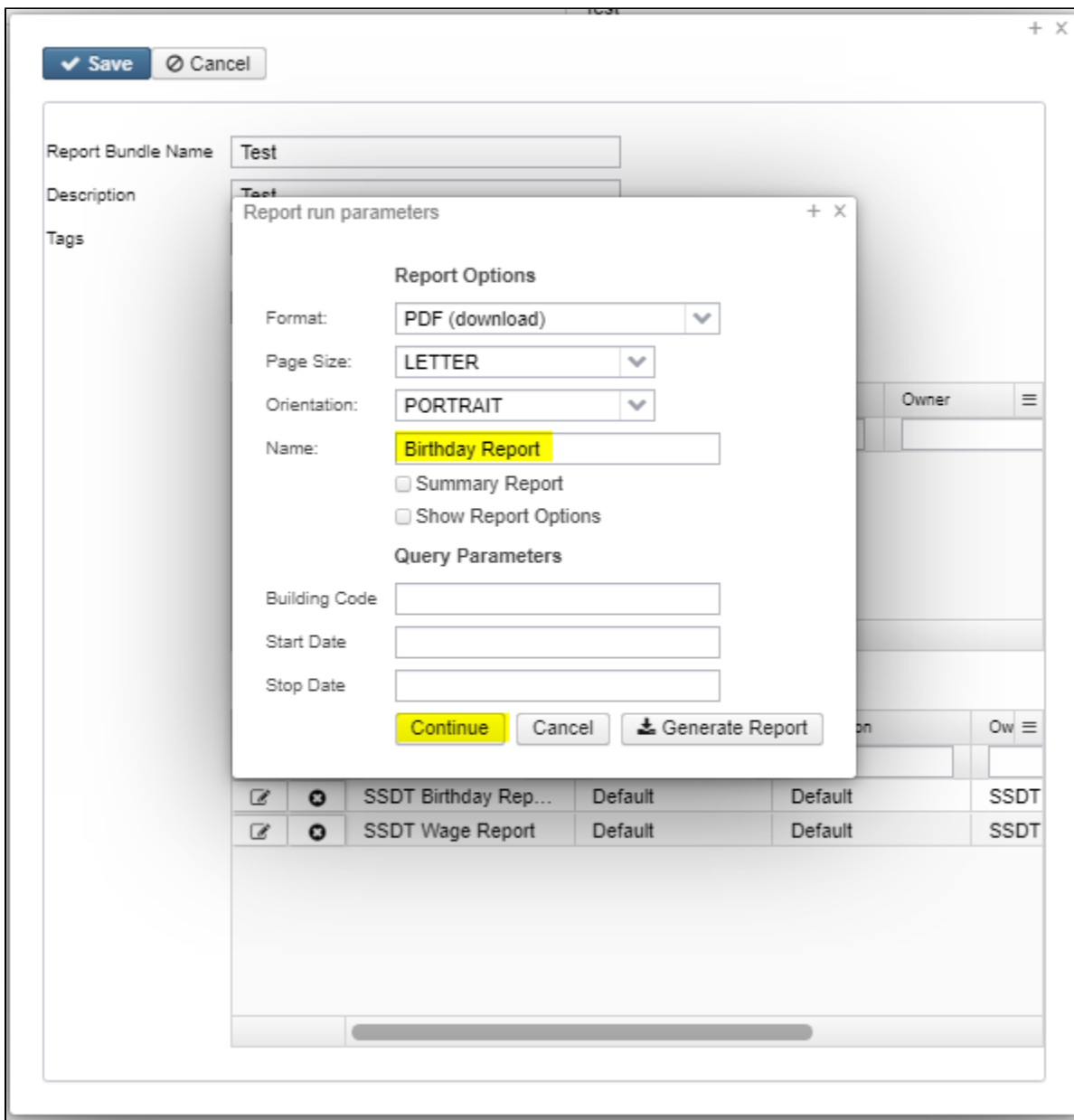
Click **+** to Add this Report with the desired Report Options to the Bundle:

	Report Name	Report Title	Options Name	Options Description	Owner	
	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	

Reports currently in the Bundle

		Report Name	Report Title	Owner	
		<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	
		SSDT Birthday Report	DetailReport	SSDT	
		SSDT Wage Report	DetailReport	SSDT	

You can change anything on this page. Just remember, it only affects this report when it is run from this report bundle. For example, in the **Name** field, enter a report Name of choice:



Then click on **Continue** or **Cancel** to Exit editing and click on **Save**:

✔ Save
✖ Cancel
+ X

Report Bundle Name

Description

Tags

Select the Report to Add

▼

Select Report run parameters for selected Report:

	Report Name	Name	Description	Owner	
	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	☰

Report runs in Bundle

		Report Name	Name	Description	Ow	
		<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	☰
✎	⊕	SSDT Birthday Rep...	Birthday Report	Default	SSDT	
✎	⊕	SSDT Wage Report	Default	Default	SSDT	

Click on the X in the right hand corner to **close**:

Edit
+ X

Report Bundle Name

Description

Tags

Select the Report to Add
 ▼

Select Report run parameters for selected Report:

Report Name	Name	Description	Owner	⋮

Report runs in Bundle

	Report Name	Name	Description	Own	⋮
<input type="checkbox"/>	SSDT Birthday Rep...	Birthday Report	Default	SSDT	⋮
<input type="checkbox"/>	SSDT Wage Report	Default	Default	SSDT	⋮

Enable/Disable Report Bundles



To disable a Report Bundle, uncheck the box next to the bundle. This will disable the report bundle from running in the Job Scheduler. Put a next to the report bundle to re enable it to run in Job Scheduler:

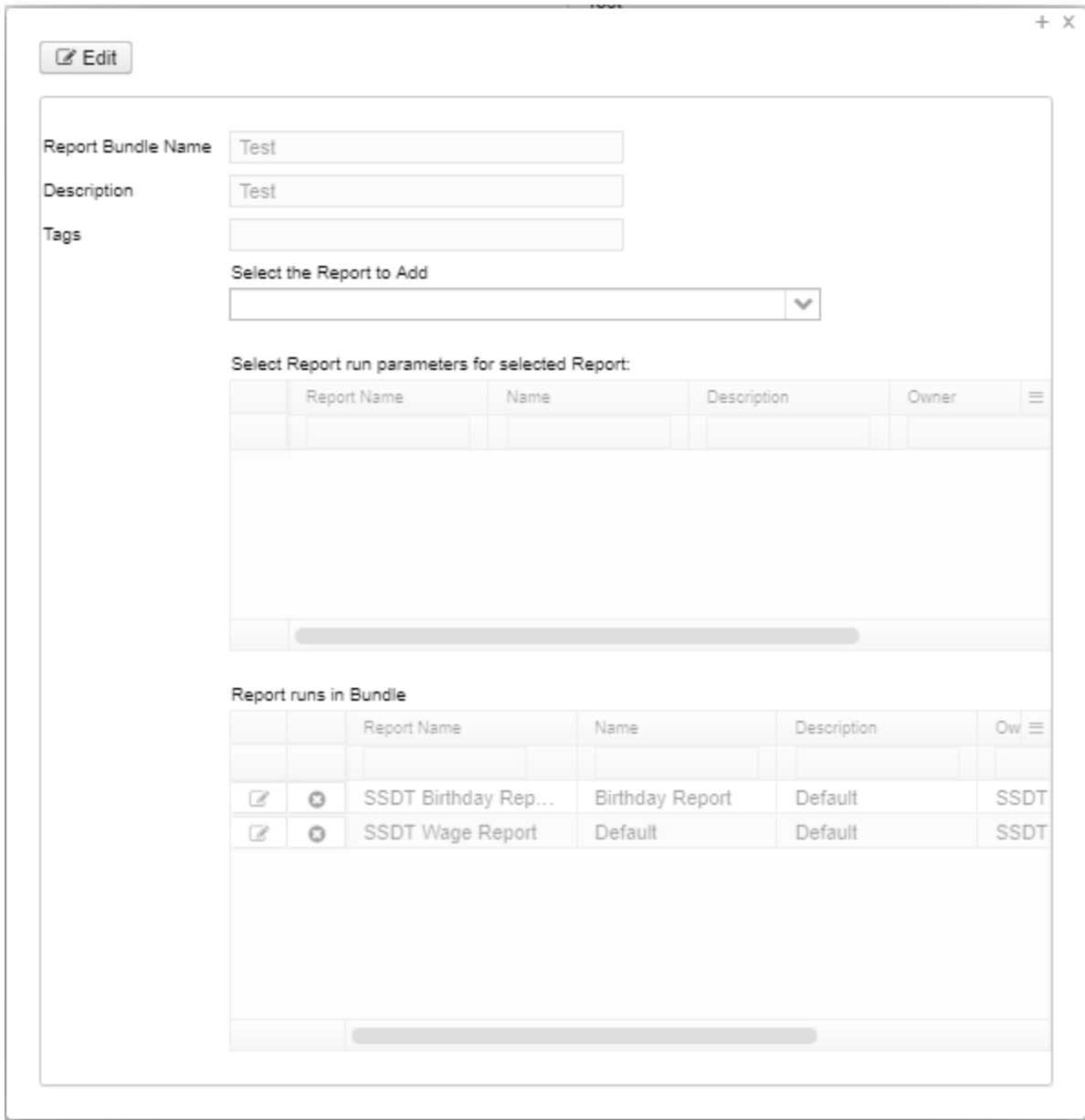
⊕ Create	Username	Report Bundle Name	Description	Tags	Archive Type	Event	Q Advanced Query	More	Reset
<input type="checkbox"/>	admin	INFOOhio	INFOOhio						

Search/View Report Bundle

The Report Bundle grid allows the user to search for existing report bundles. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - Report Bundle Name is one of my grid options. If I type in %Rep (% is use as a wildcard) in the Report Bundle Name field, all occurrences of any reports with Rep in the

Report Bundle Name will appear. You can then click on the next to the report you are searching for to view the data associated with the Report Bundle or click on the to edit the record or to delete the record.

You have the option to **View** the report. Click on  next to the report bundle. From here you can also Edit the reports or add more to your report bundle by click on  Edit :



Report Bundle Name: Test

Description: Test





Tags:

Select the Report to Add:


Select Report run parameters for selected Report:

Report Name	Name	Description	Owner	


Report runs in Bundle

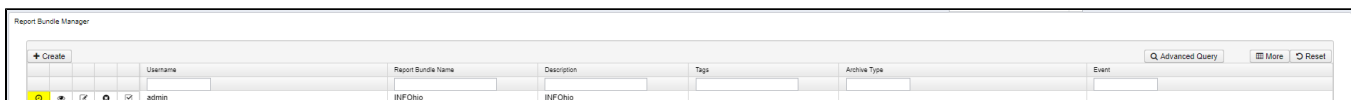
	Report Name	Name	Description	Owner	
		SSDT Birthday Rep...	Birthday Report	Default	SSDT
		SSDT Wage Report	Default	Default	SSDT

Delete

Click on  in the grid beside the desired Report Bundle. A confirmation box will appear asking to confirm that the Report Bundle can be deleted.

Schedule a report bundle

To schedule a report bundle, click on  :

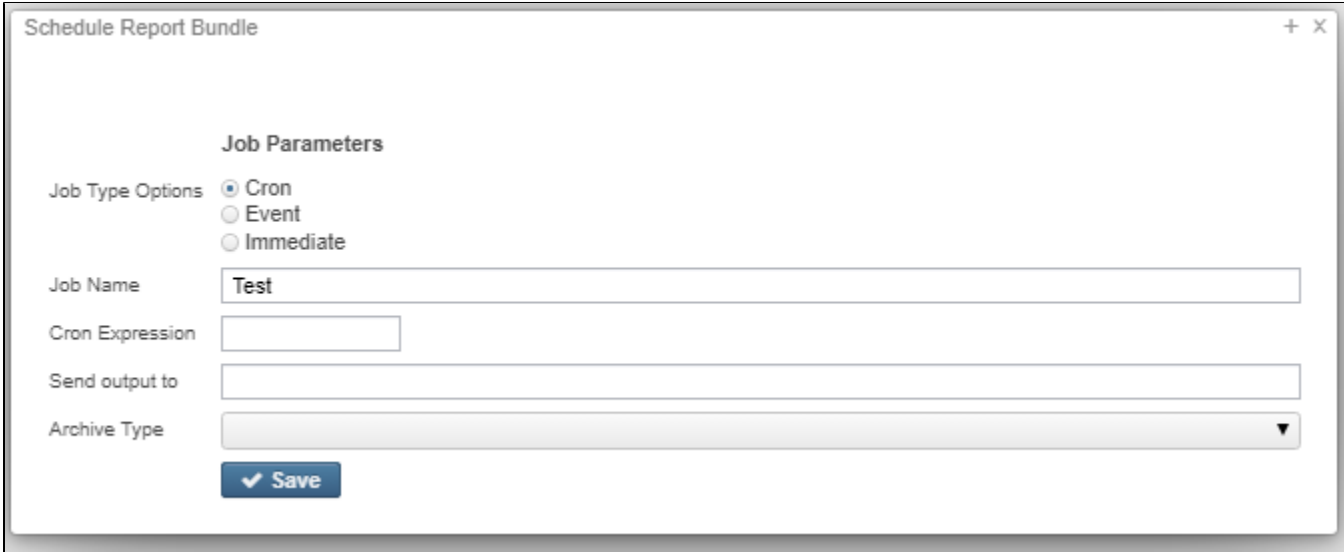


Username	Report Bundle Name	Description	Tags	Archive Type	Event
admin	INFOs	INFOs			

There are 3 Job Types: The parameter fields below will change based on which Job Type Option is selected. See sub sections below for additional information on each Job Type

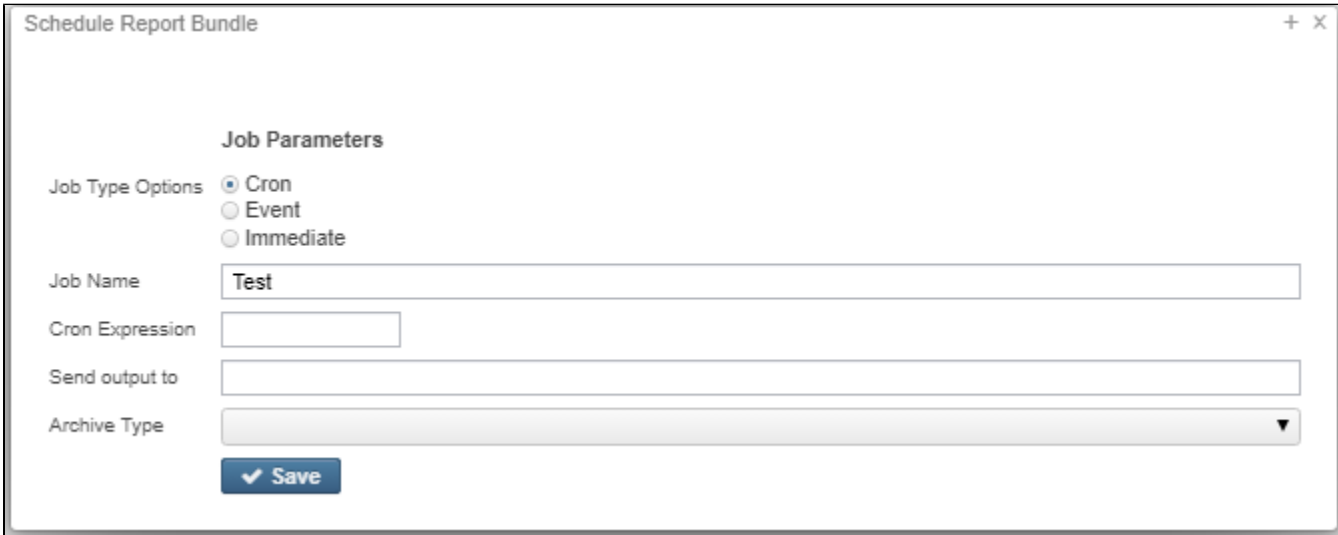
- Cron - Schedule based on a date/time and if it is re-occurring
- Event - Schedule based on when an event runs
- Immediate - Schedule to run now

The Email Notification Services module must be installed and configured in order to send Report Bundles via email.



The screenshot shows a window titled "Schedule Report Bundle" with a close button in the top right corner. Under the heading "Job Parameters", there are three radio button options: "Cron" (which is selected), "Event", and "Immediate". Below these are four input fields: "Job Name" containing the text "Test", "Cron Expression" (empty), "Send output to" (empty), and "Archive Type" (a dropdown menu). A blue "Save" button with a checkmark is located at the bottom.

Cron Job Type



This screenshot is identical to the one above, showing the "Schedule Report Bundle" dialog box with "Cron" selected as the Job Type Option. The "Job Name" field contains "Test", and the "Cron Expression" field is empty.

Select **Cron** as the Job Type

To create a Cron Expression, click on <http://www.cronmaker.com/> or <https://www.freeformatter.com/cron-expression-generator-quartz.html>

Cron Maker

CronMaker is a utility which helps you to build cron expressions. CronMaker uses **Quartz** open source scheduler. Generated expressions are based on **Quartz** cron format. For your feedback send email to cronmaker@gmail.com

Generate cron expression

Minutes

Hourly

Daily

Weekly

Monthly

Yearly

Every 1 day(s)

Every Week Day

Start time 12 00

Generate Cron Expression

List next scheduled dates

Enter your cron expression

Calculate next dates

Result

Select the periods of when to run the reports and Start time:

- Minutes
- Hourly
- **Daily**
- Weekly
- Monthly
- Yearly

Make sure to Generate Cron Expression.

Highlight the **Cron Format** and paste it into the Report Bundle Cron Expression field

Cron Expression

0 0 6 1/1 * ?

Generate cron expression

Every day(s)

 Every Week Day

Start time

List next scheduled dates


Enter your cron expression

Result

Cron format `0 0 6 1/1 * ? *`

Start time Wednesday, July 10, 2019 2:05 PM [Change](#)

Next scheduled dates



1. Thursday, July 11, 2019 6:00 AM
2. Friday, July 12, 2019 6:00 AM
3. Saturday, July 13, 2019 6:00 AM
4. Sunday, July 14, 2019 6:00 AM
5. Monday, July 15, 2019 6:00 AM

<< < 1 > >>

Schedule Report Bundle + x

Job Parameters

Job Type Options Cron
 Event
 Immediate

Job Name

Cron Expression `0 0 6 1/1 * *`

Send output to

Archive Type

Enter in the **Send output to** email address or can be sent to a directory: The reports can be sent to a directory if you so chose. You would just type in the Send Output to field: example if I was sending it to my NWOCA4 directory <ftp://miller:yourpassword@nwoca4.nwoca.org> or <sftp://miller:yourpassword@nwoca4.nwoca.org>.

Select the **Archive Type** from the drop down box:

- Send a single notification with multiple attachments - (One email with multiple attachments)
- Send a multiple notifications with a single attachment - (Multiple emails with a single attachment in each)



Once all fields are entered, click on

Job Scheduler

The scheduled job will then be listed under **Utilities/Job Scheduler**. This job will run every morning at 6:00 a.m.:

Refresh		Type	Name	Username	Description	Status	Advanced Query	Last Run	Next Run	More	Reset
<input type="checkbox"/>	<input type="checkbox"/>	SYSTEM	Scheduler cleanup job		SchedulerCleanupJob.Job@SYSTEM Scheduler cleanup job. null, false, null	COMPLETED		07/10/2019 03:15:01	07/11/2019 03:15:00		
<input type="checkbox"/>	<input type="checkbox"/>	SYSTEM	usps-account-sync-job		UspsAccountSyncJob.Job@SYSTEM usps-account-sync-job. null, false, null	COMPLETED		07/10/2019 04:00:00	07/11/2019 04:00:00		
<input type="checkbox"/>	<input type="checkbox"/>	USER	Test	admin	ReportBundle.Job.Job@USER Test, SuccessC2-9632-46a5-63a3-0312566b1760, false, admin	COMPLETED		07/10/2019 09:19:40	07/11/2019 06:00:00		

Event Job Type

Schedule Report Bundle

Job Parameters

Job Type Options: Cron Event Immediate

Job Name:

Events:

Send output to:

Archive Type:

Select **Event** as the **Job Type**

Select an **Event** for when to run your Report Bundles. For Example, I selected "org.ssd_t_ohio.usps.model.events.PayrollPostEvent". The report bundles will be emailed every time the payroll post process needs to begin.

- The **PayrollPostCompletedEvent** is published in the system once the payroll post process has been completed
- The **PayrollPostEvent** is published to tell the system that the payroll post process needs to begin

Enter in the **Send output to** email address. The reports can be sent to a directory if you so chose. You would just type in the Send Output to field: example if I was sending it to my NWOCA4 directory <ftp://miller:yourpassword@nwoca4.nwoca.org> or <sftp://miller:yourpassword@nwoca4.nwoca.org>.

Select the **Archive Type** from the drop down box:

- Send a single notification with multiple attachments - (One email with multiple attachments)
- Send a multiple notifications with a single attachment - (Multiple emails with a single attachment in each)

The screenshot shows a window titled "Schedule Report Bundle" with a close button in the top right corner. Under the heading "Job Parameters", there are three radio button options for "Job Type Options": "Cron", "Event" (which is selected), and "Immediate". Below these are four input fields: "Job Name" containing "Test", "Events" containing "org.ssd_t_ohio.usps.model.events.PayrollPostEvent", "Send output to" containing "test@nwoca.org", and "Archive Type" set to "Send multiple notifications with a single attachment". A blue "Save" button with a checkmark is at the bottom.

Once all fields are entered, click on



Immediate Job Type

This screenshot is similar to the first one but with "Immediate" selected as the "Job Type". The "Events" field is empty, and the "Send output to" field is also empty. The "Archive Type" dropdown is still set to "Send multiple notifications with a single attachment". The "Save" button remains at the bottom.

Select **Immediate** as the **Job Type** - This will send the reports immediately to the output specified.

Enter in the **Send output to** email address. The reports can be sent to a directory if you so chose. You would just type in the Send Output to field: example if I was sending it to my NWOCA4 directory <ftp://miller:yourpassword@nwoca4.nwoca.org> or <sftp://miller:yourpassword@nwoca4.nwoca.org>.

Select the **Archive Type** from the drop down box:

- Send a single notification with multiple attachments - (One email with multiple attachments)
- Send a multiple notifications with a single attachment - (Multiple emails with a single attachment in each)

Schedule Report Bundle + X

Job Parameters

Job Type Options Cron
 Event
 Immediate

Job Name

Send output to

Archive Type

Once all fields are entered, click on