

System Variables

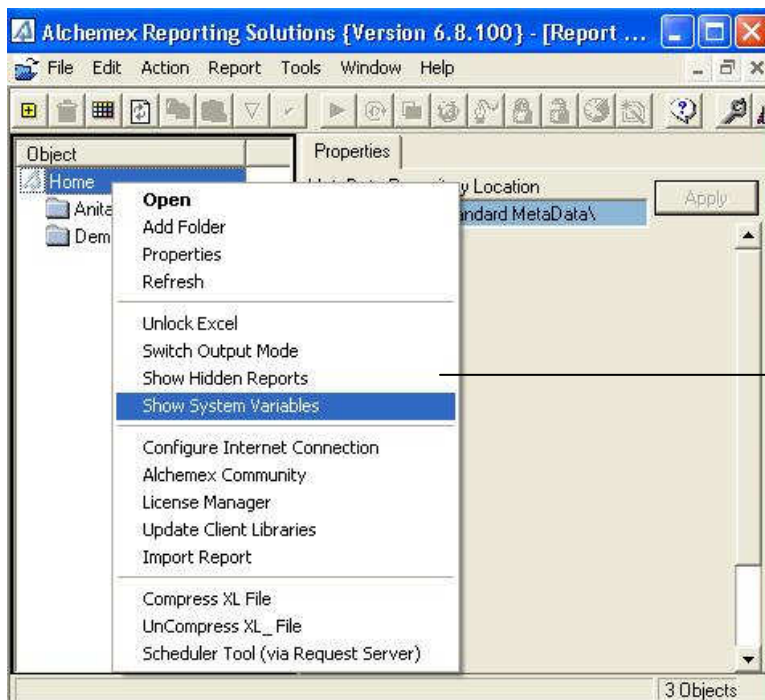
I am using Windows Scheduler to run my reports unattended. Is there a way of adding the run date of these reports to the filename?

Yes, by using a System Variable.

Method

View System Variables

1. View the available System Variables in Alchemex by right clicking Home in the Report Manager module and selecting Show System Variables



Show System Variables

2. A list of available System Variables will be displayed, note the name and the field Current Value of the variable:

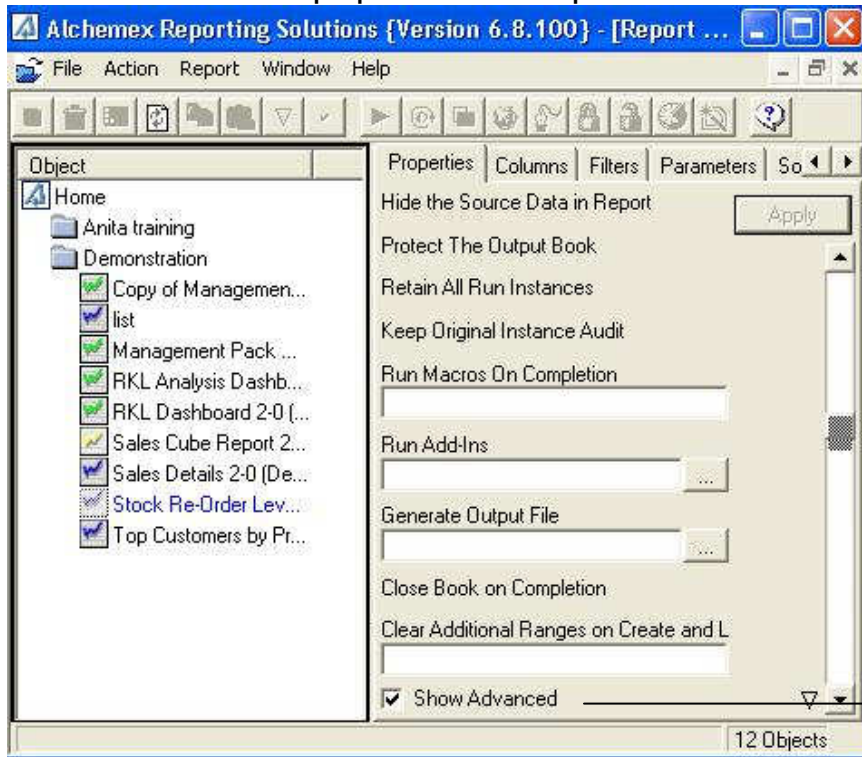
System Variables

Data To Excel

ID	Name	Current Value	Type ID	Type
0	@DATE@	21 August 2009	1	Standard
1	@YEAR@	2009	1	Standard
2	@MONTH@	8	1	Standard
3	@DAY@	21	1	Standard
4	@MONTHNAME@	August	1	Standard
5	@WEEKDAY@	6	1	Standard
6	@DAYNAME@	Friday	1	Standard
7	@MONTHSTART@	01 August 2009	1	Standard
8	@MONTHEND@	31 August 2009	1	Standard
9	@PRIORYEAR@	2008	1	Standard
10	@PRIORYEAR1@	2008	1	Standard
11	@PRIORYEAR2@	2007	1	Standard
12	@PRIORYEAR3@	2006	1	Standard
13	@PRIORYEAR4@	2005	1	Standard
14	@PRIORYEAR5@	2004	1	Standard
15	@NEXTYEAR@	2010	1	Standard
16	@NEXTYEAR1@	2010	1	Standard
17	@NEXTYEAR2@	2011	1	Standard
18	@NEXTYEAR3@	2012	1	Standard
19	@NEXTYEAR4@	2013	1	Standard
20	@NEXTYEAR5@	2014	1	Standard
21	@TIME@	11:46:40 AM	1	Standard
22	@QUARTER@	3	1	Standard
23	@SYSTEMUSER@	Myrtle	1	Standard
24	@WORKSTATION@	RECEPJHB	1	Standard
25	@LOGINNAME@		1	Standard
26	@APPPATH@	C:\Alchemex60	1	Standard
27	@APPEXE@	Alchemex.exe	1	Standard
28	@APPVERSION@	6.8.100	1	Standard
29	@DLLPATH@	C:\Program Files\Common...	1	Standard
30	@USER_ACCESS_LEVEL...	0	1	Standard

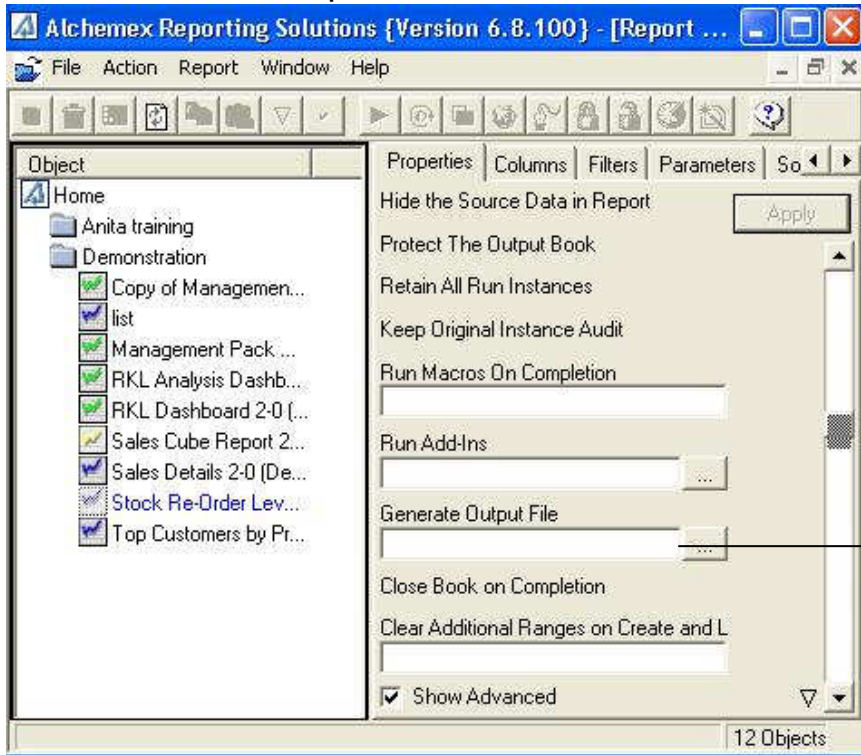
Using the @DATE@ Variable

1. In the Report Manager module, select the report you would like to schedule and select Show Advanced on the properties of the report



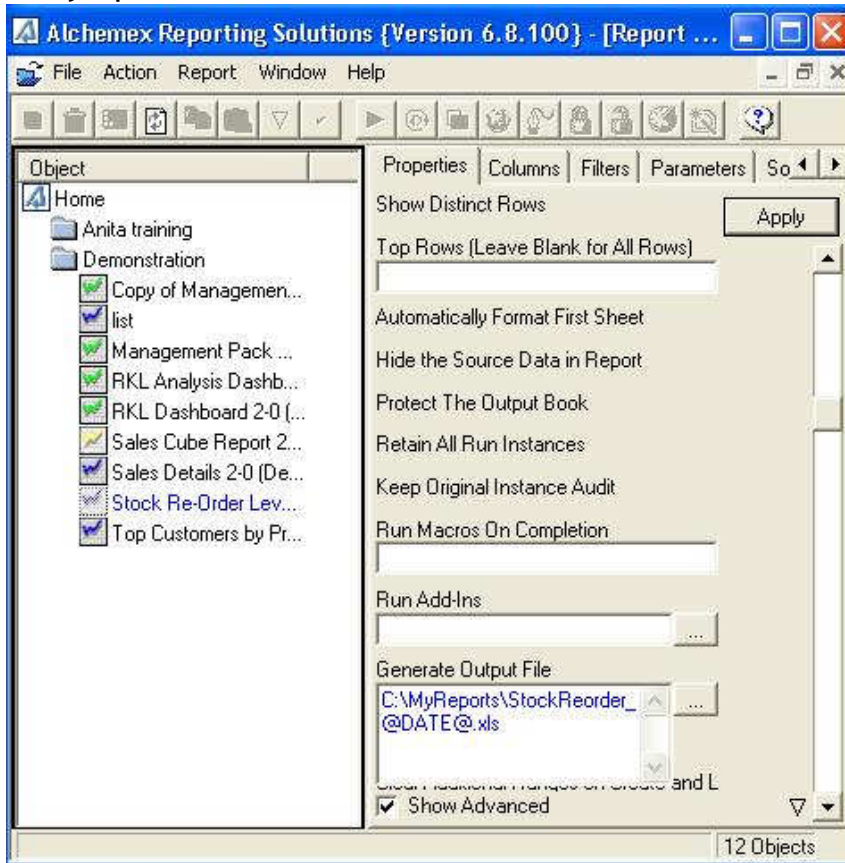
Select Show
Advanced

2. Select the Generate Output File field

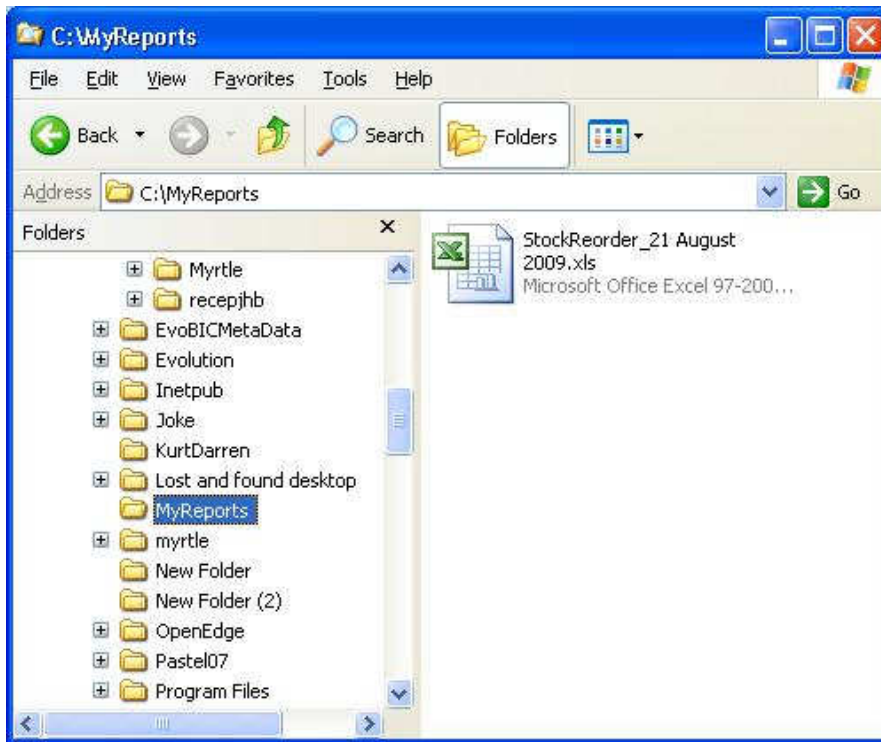


Select Generate
Output File

3. Specify a full file path and name for the file, include the @DATE@ variable, such as:
C:\MyReports\StockReorder_@DATE@.xls



4. The scheduled report will now be saved with the date included in the file name:



History

Can I view a list of all of the times a report was run?

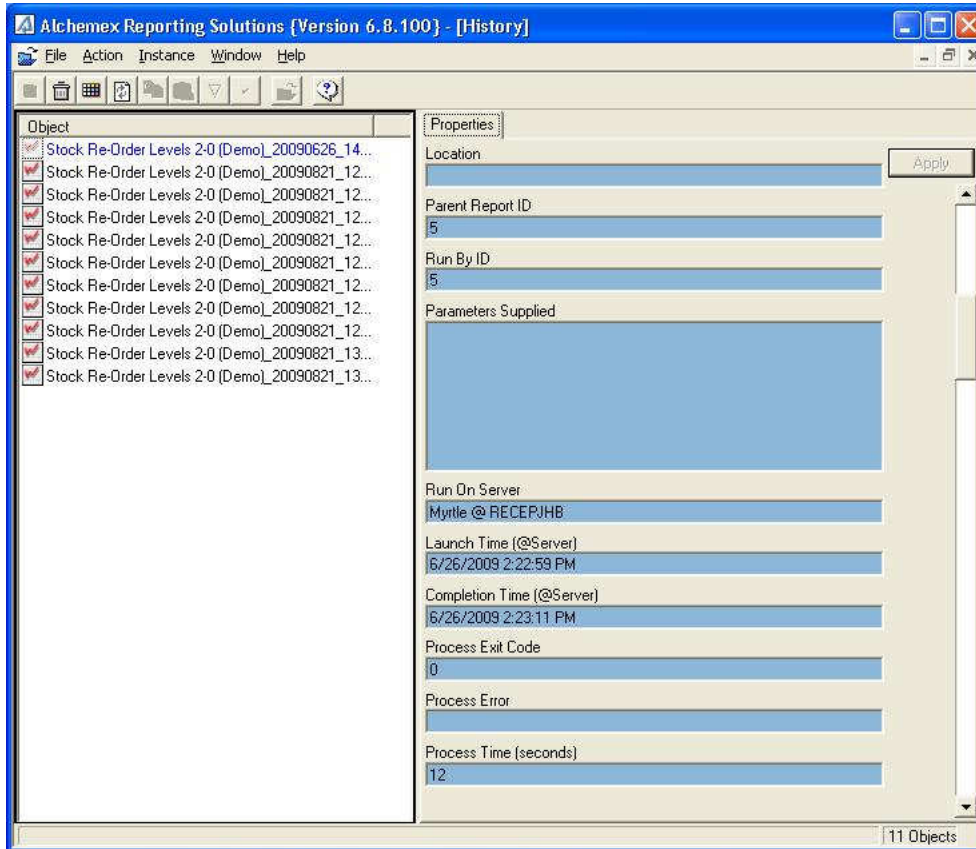
Yes, by viewing the History of the report.

Method

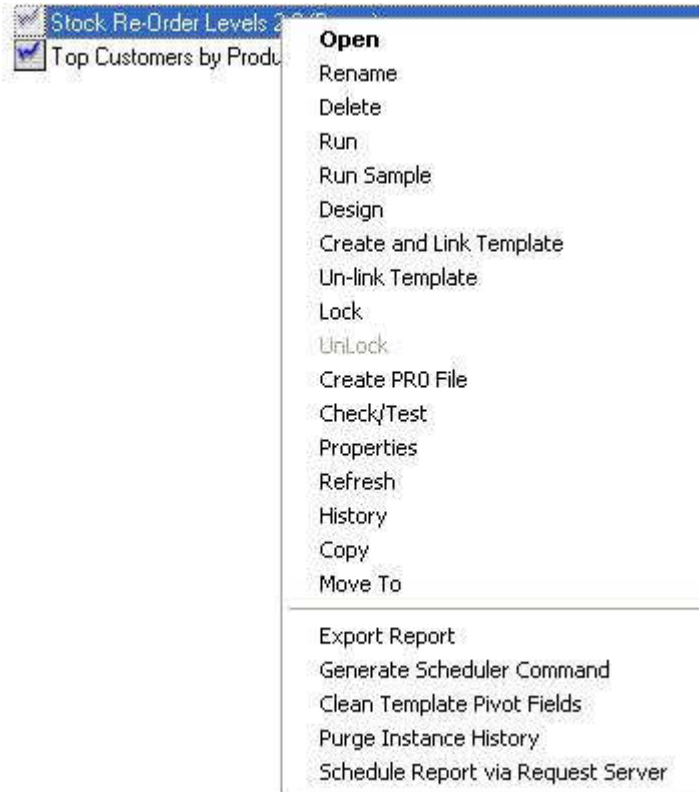
1. Select the report and right click, select History



2. All run instances of the report will be shown



3. You can also view the server it was run from and the user logged on to the server, as well as the completion time of the report.
4. To delete the history, select Purge Instance History



5. You will be asked to confirm your choice to delete the history, select Yes

