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Technical Bulletin.

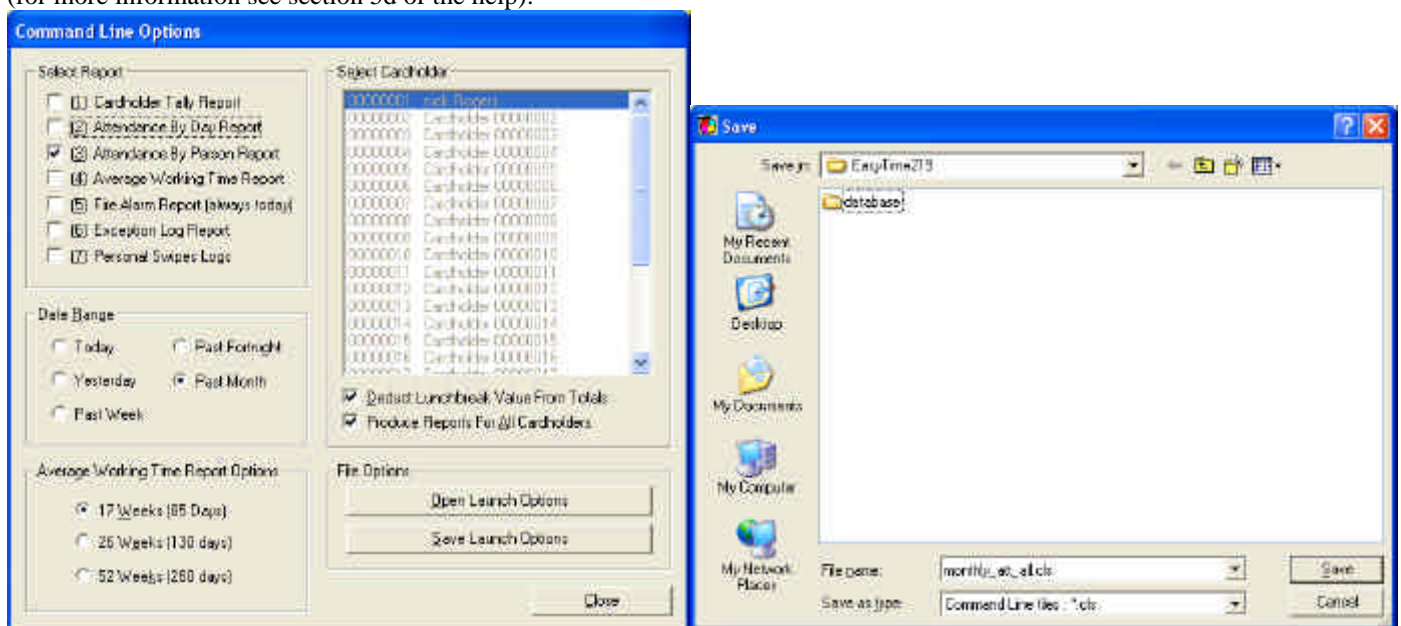
EasyTime Scheduled Emailed Reporting

Date Revision

21/7/10 1.0

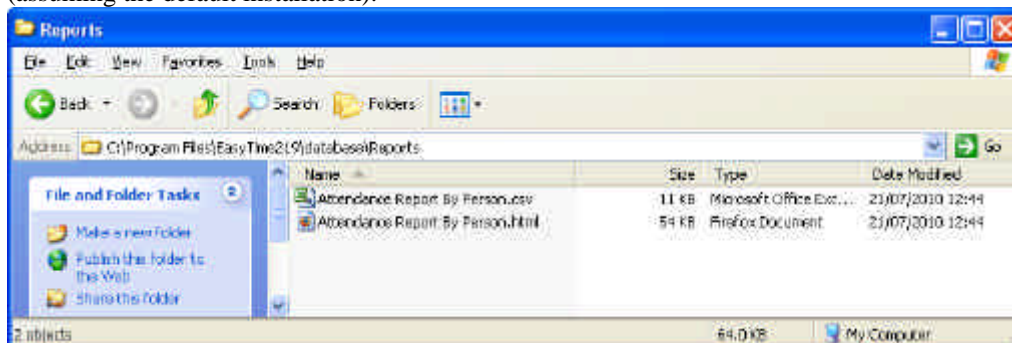
Generating a Report

First of all in EasyTime Reporting select **Options, Command Line** to save a command line options file for the required report (for more information see section 5d of the help):



This can then be run from the command line in **\Program Files\EasyTime219** (assuming the default installation) by entering:
reports.exe monthly_att_all.cls

The output report files should then be in the EasyTime Reports directory **\Program Files\EasyTime219\database\reports** (assuming the default installation):



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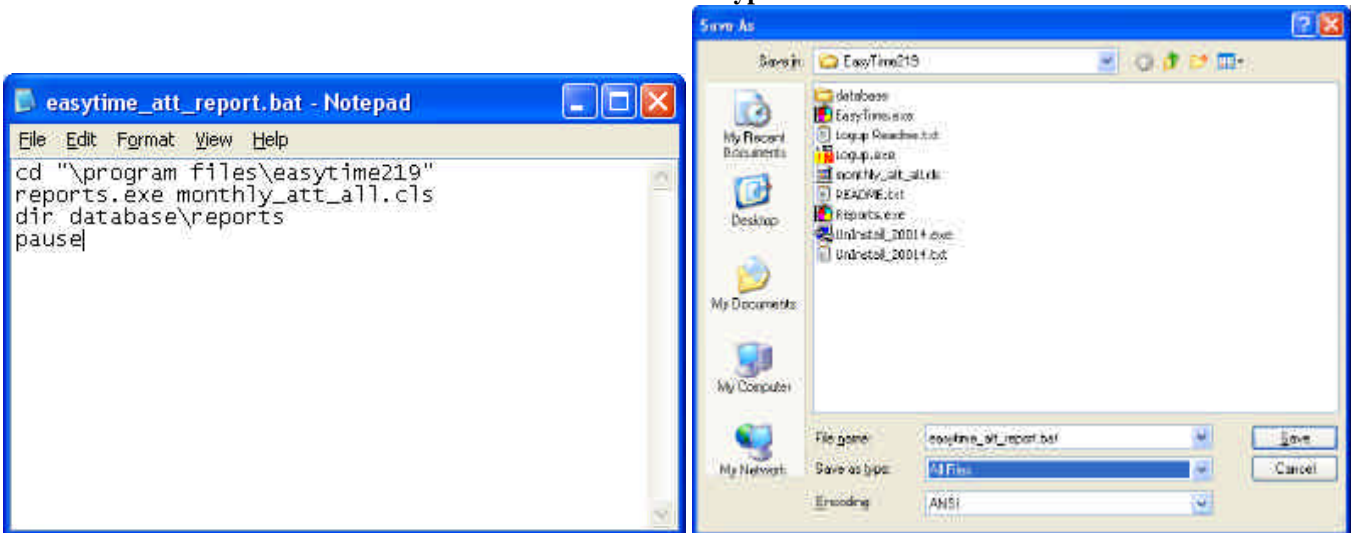
The information contained in this document is correct to the best of our knowledge. However, where third-party products are involved we cannot be held responsible for errors and omissions – please check with the manufacturer for up to date information.

E. & O.E.

EasyTime Scheduled Emailed Reporting.doc

Scripting

The command **reports.exe monthly_att_all.cls** can then be put into a Windows batch file or script. If using Windows Notepad make sure the file is named with a **.bat** extension and that **Save as Type: All Files** is selected:



This can then be run by double clicking on the file **easytime_att_report.bat**:

```

C:\WINDOWS\system32\cmd.exe

C:\Program Files\EasyTime219>cd "\"program files\easytime219"
C:\Program Files\EasyTime219>reports.exe monthly_att_all.cls
C:\Program Files\EasyTime219>dir database\reports
Volume in drive C has no label.
Volume Serial Number is 04A4-53D9

Directory of C:\Program Files\EasyTime219\database\reports
21/07/2010  13:06    <DIR>          .
21/07/2010  13:06    <DIR>          ..
21/07/2010  13:06                11,001 Attendance Report By Person.csv
21/07/2010  13:06                54,599 Attendance Report By Person.html
                2 File(s)        65,600 bytes
                2 Dir(s)  21,978,222,592 bytes free

C:\Program Files\EasyTime219>pause
Press any key to continue . . .

```

Emailing

The batch file can be modified to use a third party email utility such as **Blat** (see <http://www.blat.net>). By adding a line to the batch file:

e.g. **blat "\program files\easytime219\database\reports\attendance report by person.html" -to someone.else@gmail.com**

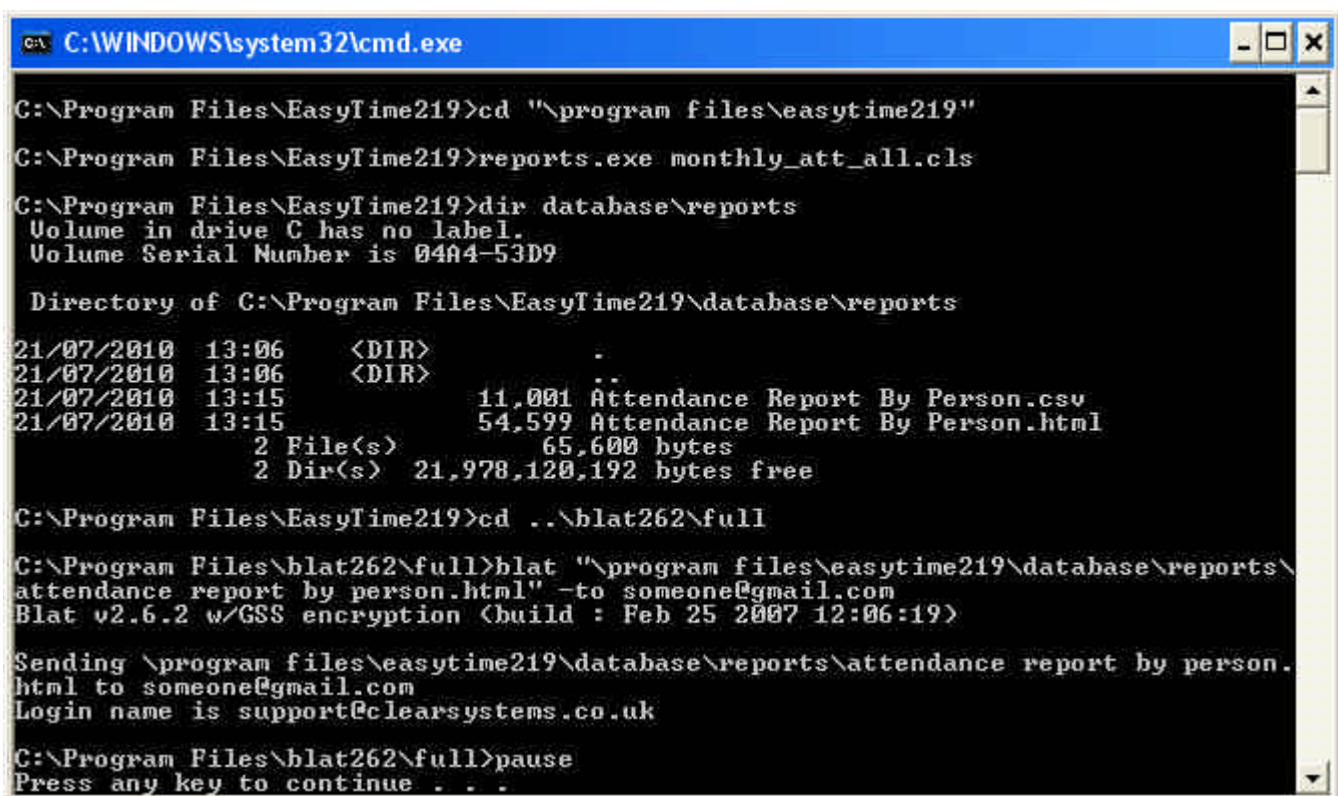
Please see the documentation with Blat to show how to set its parameters for your email service. Beware that the documentation has an error – the argument switch **-pwd** should be **-pw**.

e.g. to set-up for an external SMTP mail server and save these setting in the registry for re-use, use the command:

blat -install mail_server_address from_email_address - - - mail_server_user_id mail_server_password - this only needs to be done once.



```
blat_easytime_att_report.bat - Notepad
File Edit Format View Help
cd "\program files\easytime219"
reports.exe monthly_att_all.cls
dir database\reports
cd ..\blat262\full
blat "\program files\easytime219\database\reports\attendance report by person.html" -to someone@gmail.com
pause
```



```
C:\WINDOWS\system32\cmd.exe
C:\Program Files\EasyTime219>cd "\program files\easytime219"
C:\Program Files\EasyTime219>reports.exe monthly_att_all.cls
C:\Program Files\EasyTime219>dir database\reports
Volume in drive C has no label.
Volume Serial Number is 04A4-53D9

Directory of C:\Program Files\EasyTime219\database\reports
21/07/2010 13:06 <DIR> .
21/07/2010 13:06 <DIR> ..
21/07/2010 13:15 11,001 Attendance Report By Person.csv
21/07/2010 13:15 54,599 Attendance Report By Person.html
                2 File(s) 65,600 bytes
                2 Dir(s) 21,978,120,192 bytes free

C:\Program Files\EasyTime219>cd ..\blat262\full
C:\Program Files\blat262\full>blat "\program files\easytime219\database\reports\
attendance report by person.html" -to someone@gmail.com
Blat v2.6.2 w/GSS encryption (build : Feb 25 2007 12:06:19)

Sending \program files\easytime219\database\reports\attendance report by person.
html to someone@gmail.com
Login name is support@clearsystems.co.uk

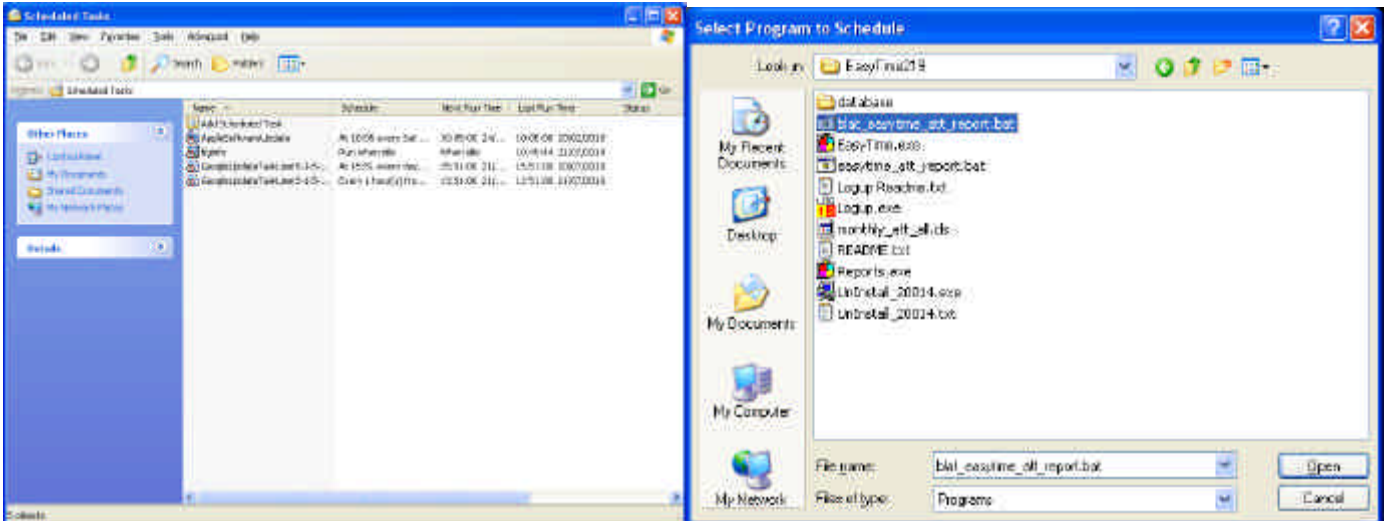
C:\Program Files\blat262\full>pause
Press any key to continue . . .
```

Scheduling

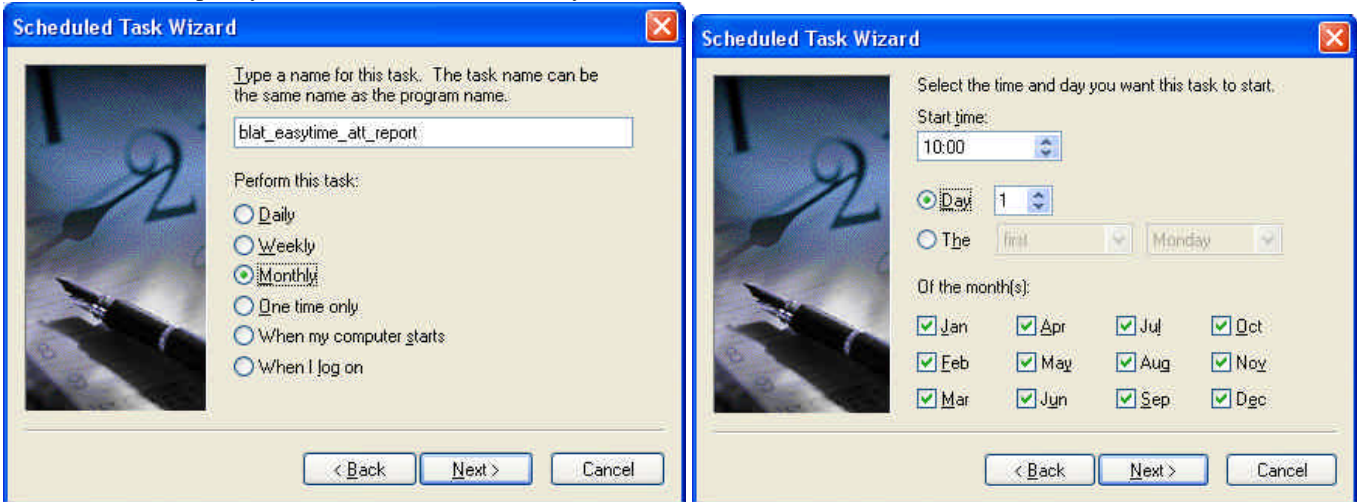
The batch file for generating and emailing a report can then be added as a Windows Scheduled Task – but first remove any user interaction such as the **pause** command. For more information see: <http://support.microsoft.com/kb/308569> .

E.G. To open Scheduled Tasks, click Start, click **All Programs**, point to **Accessories**, point to **System Tools**, and then click **Scheduled Tasks**.

Double-click **Add Scheduled Task** and then **Browse** to the Easy Time directory and select the email or reporting batch file as created above:



Type a name for the task, and then choose one of: Daily, Weekly, Monthly, One time only, When my computer starts, When I log on . Click Next, specify the information about the day and time to run the task, and then click Next.



Note that the information about the day and time to run the task vary depending on the selection that you made in the previous wizard dialog box. For example, if you chose **Weekly**, you must indicate the day of the week, the time, and if the task should run every week, every 2 weeks, every 3 weeks, and so on.

Click Next to enter the name and password of the user who is associated with this task. Make sure that you choose a user with sufficient permissions to run the program. By default, the wizard selects the name of the user who is currently logged on. Click **Next**, and then click **Finish** after you verify the choices that you have made.



The new scheduled task should appear in the Scheduled Tasks window, and its settings can be adjusted by double-clicking it:

