

**Scheduling Reports: PSA\_POS**

# **Navigation:**

eProcurement > Reports

#  **Procedure:**

1. Click on POS/PSA Approval Report link



1. Click on Add a New Value
2. Enter a Run Control ID
3. Click Add



1. Enter Query Name (or part of it)
2. Click on Search



1. Click on the Query Link



1. Enter the Business Unit
2. Click OK



1. Click RUN



1. Click the Recurrence dropdown box & choose a value.
2. Then Click on the Distribution link.



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1. The Distribution Detail page displays
2. Check on the Email Web Report checkbox
3. Add an Email Subject
4. Add Message Text
5. Enter Email Addresses (for multiple addresses use a semi colon ; between them)
6. Enter the User and the User ID. (DO NOT DISTRIBUTE BY ROLE)
7. Click OK



Users will receive an email with a link in it.

1. Click on the link



The link will have you log into Core-CT or bring you directly to the report.

1. Click on the Report Name that ends in .csv



1. The Report will display

