

How to send a Scheduled Report to a Microsoft Teams Channel

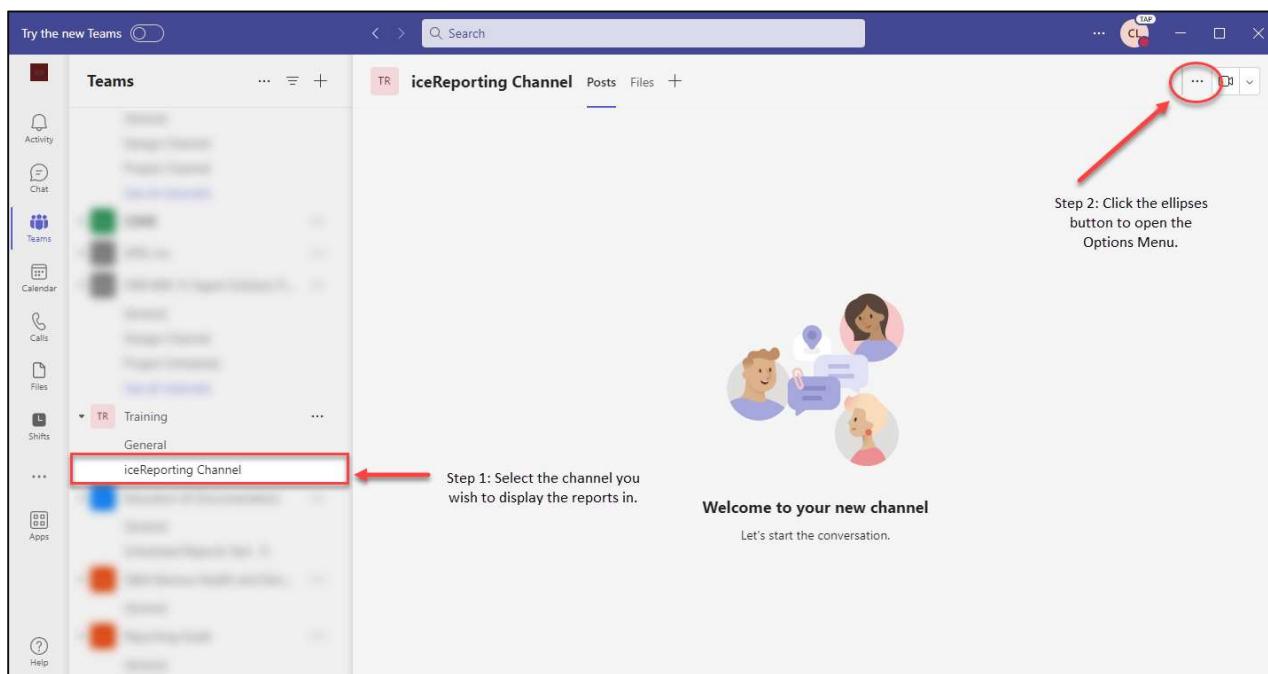
This document provides instructions for configuring a scheduled report to display in a Microsoft Teams Channel.

The instructions have been divided into two parts:

1. Find the email address associated with the Microsoft Teams Channel.
2. Configure a scheduled report to be displayed in the Microsoft Teams Channel.

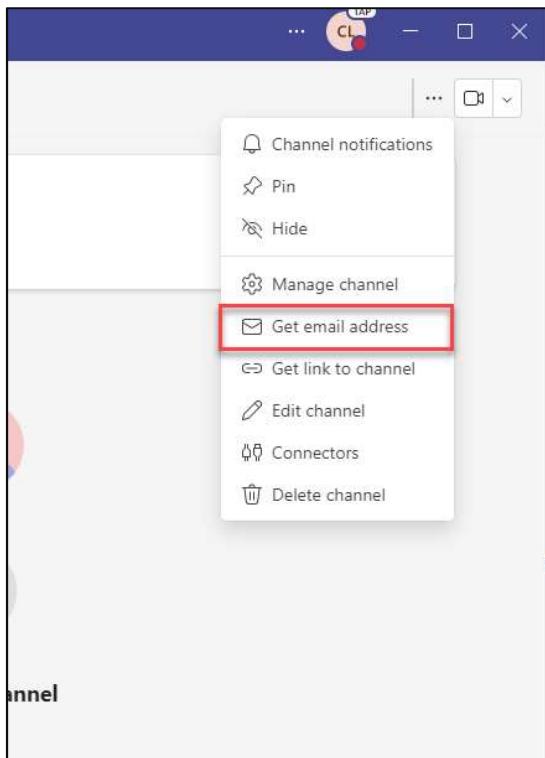
Part 1: How to find the email address associated with your Microsoft Teams channel

1. Open the channel you wish to use for reports in your Microsoft Teams client.
2. Click the Ellipses button to open the Options menu.

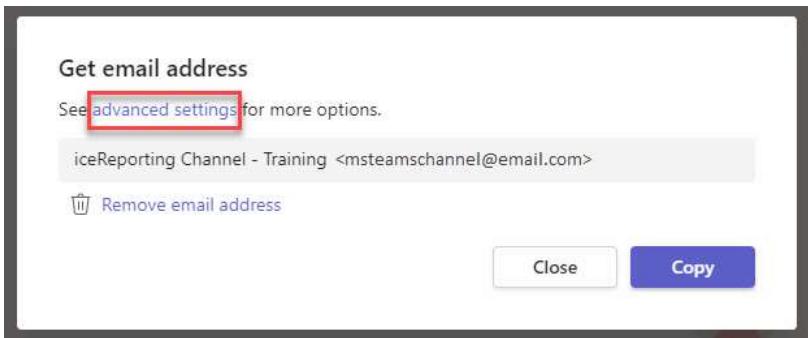


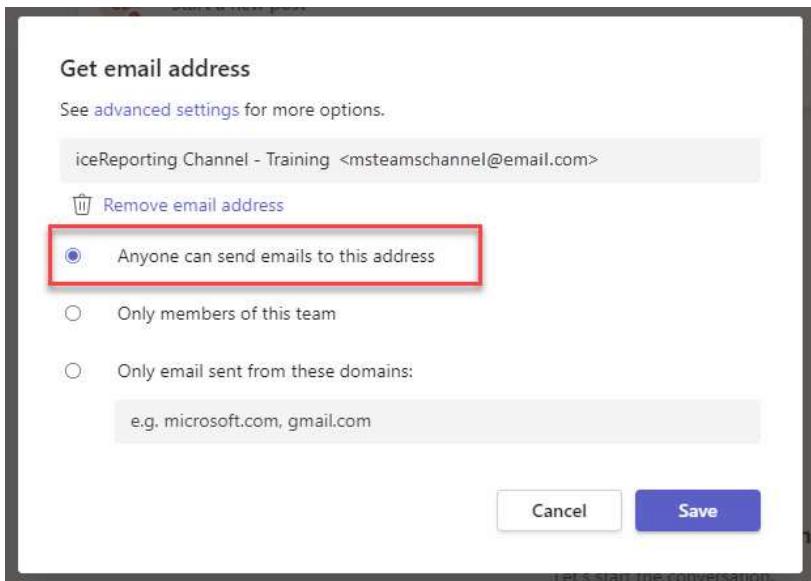
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3. Select *Get email address* and save the address displayed. You will use this in Part 2.



4. Click on *advanced settings* and ensure the email is set to "Anyone can send emails to this address".





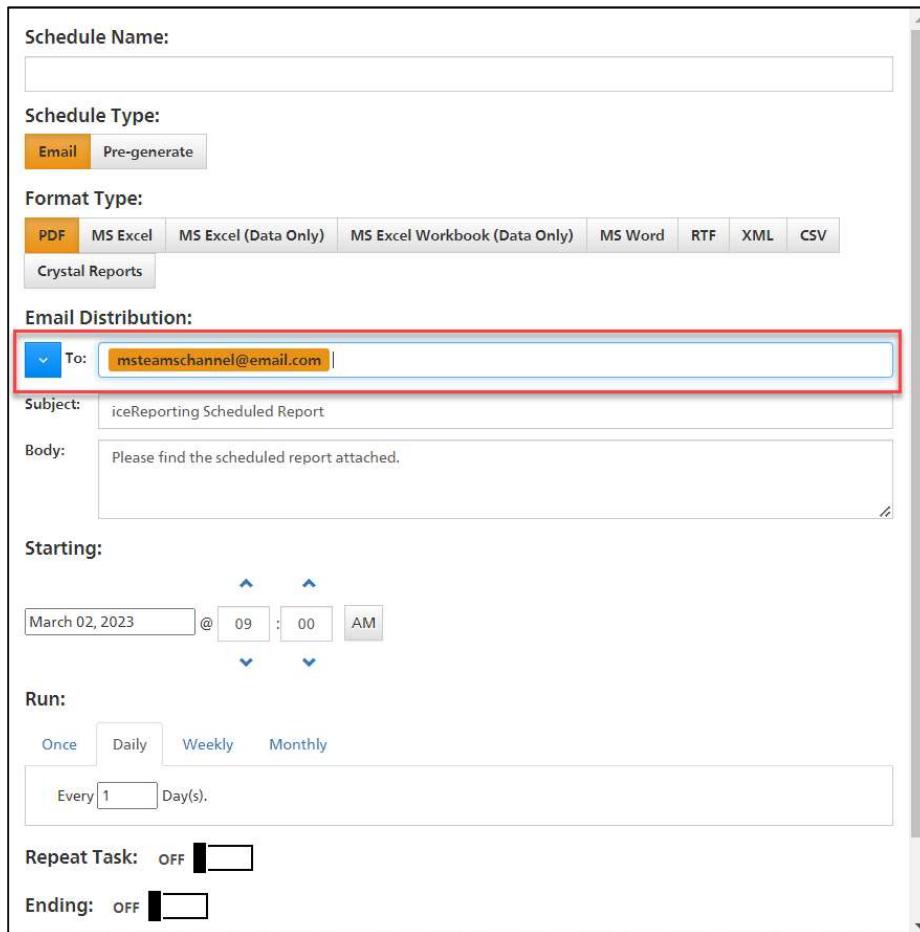
Next, you will use the iceReporting tool to configure your scheduled report.



Part 2: How to configure a Scheduled Report to be displayed in a Microsoft Teams Channel

The steps for creating a scheduled report remain the same.

1. In the iceReporting tool, select the report you would like to schedule.
2. Modify the report parameters for your selected report if necessary, and click the Schedule button. The 'scheduling' dialog box will open.
3. Enter the email address of the Teams Channel in the Email Distribution *To:* field.



The screenshot shows the 'Schedule' dialog box with the following fields:

- Schedule Name:** (empty text input)
- Schedule Type:** Email Pre-generate
- Format Type:** PDF MS Excel MS Excel (Data Only) MS Excel Workbook (Data Only) MS Word RTF XML CSV Crystal Reports
- Email Distribution:**
 - To:** msteamschannel@email.com (highlighted with a red box)
 - Subject:** iceReporting Scheduled Report
 - Body:** Please find the scheduled report attached.
- Starting:** March 02, 2023 @ 09 : 00 AM
- Run:** Once Daily Weekly Monthly
Every 1 Day(s).
- Repeat Task:** OFF
- Ending:** OFF

4. Complete the remaining fields.



How to Send a Scheduled Report to a MS Teams Channel

When the schedule conditions are met, the following will be displayed in the Microsoft Teams channel:



You can schedule multiple reports to be sent to the same channel.

For more information on how to schedule a report, please refer to Chapter 3 of the iceReporting User Manual.