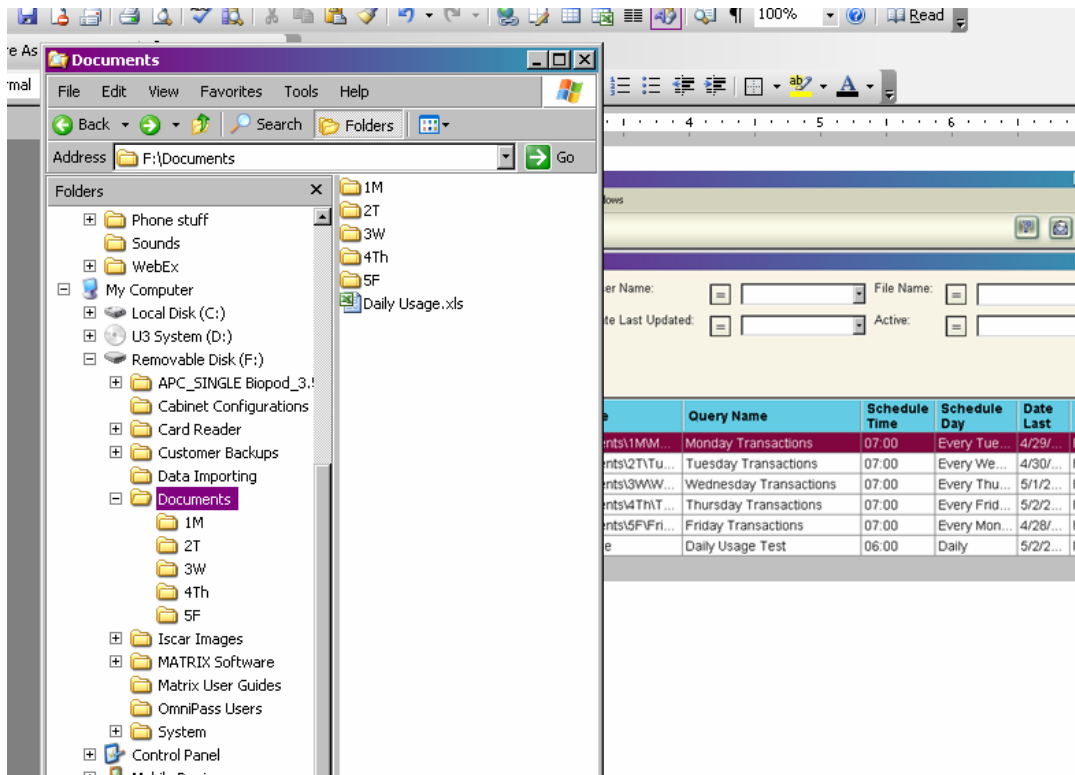
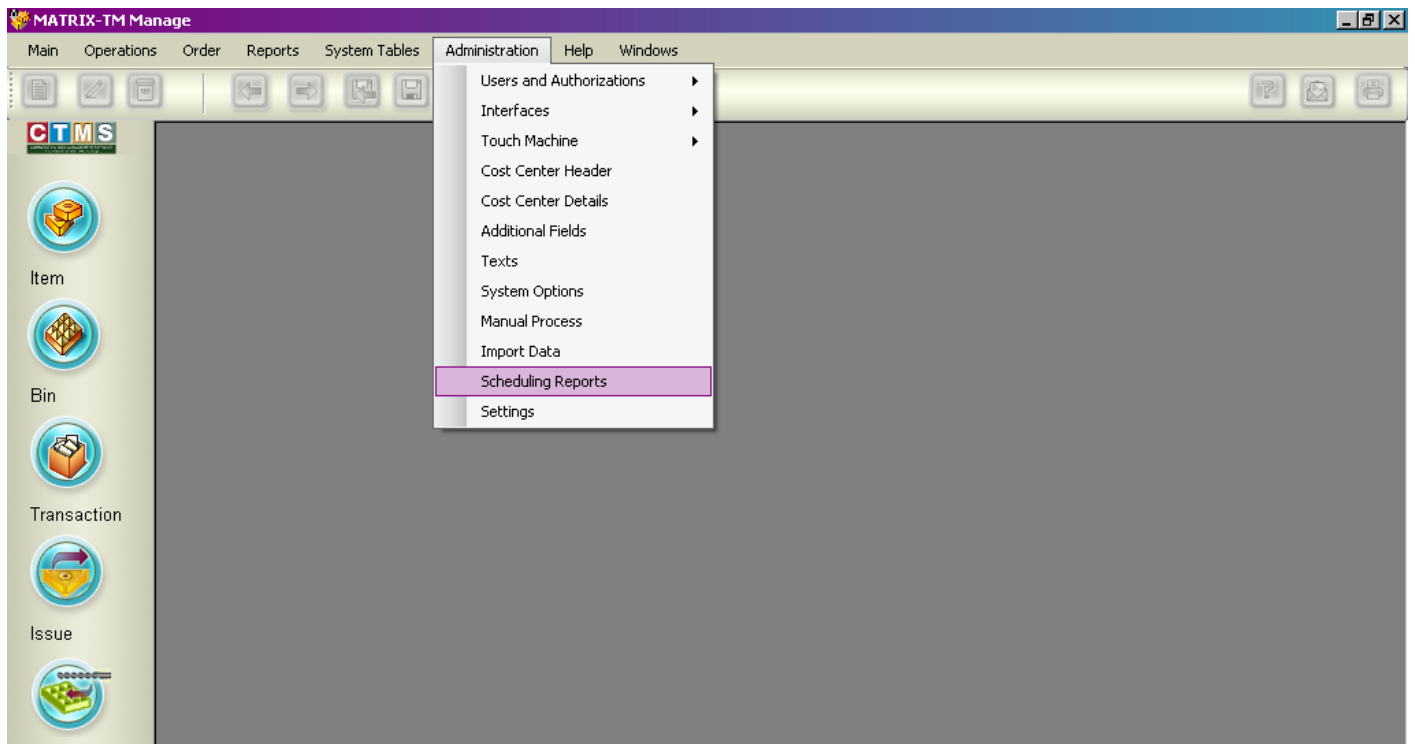


Create a folder for each day of the week in the Documents folder of your hard drive or jump drive.

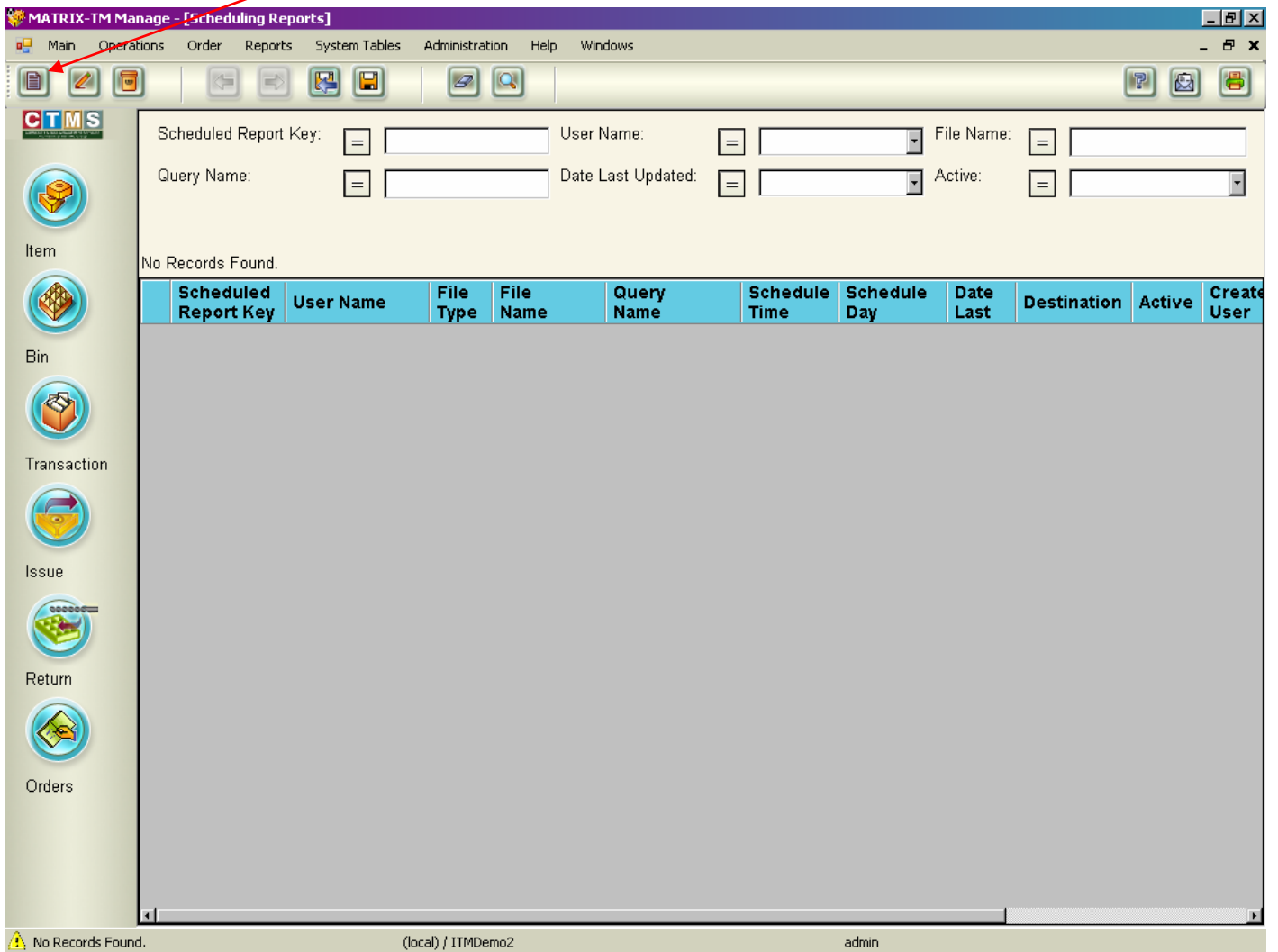


Create a separate report for each day of the week. The reports will be identical but the name of each will be different. I named them Monday Transactions, Tuesday Transactions, etc.

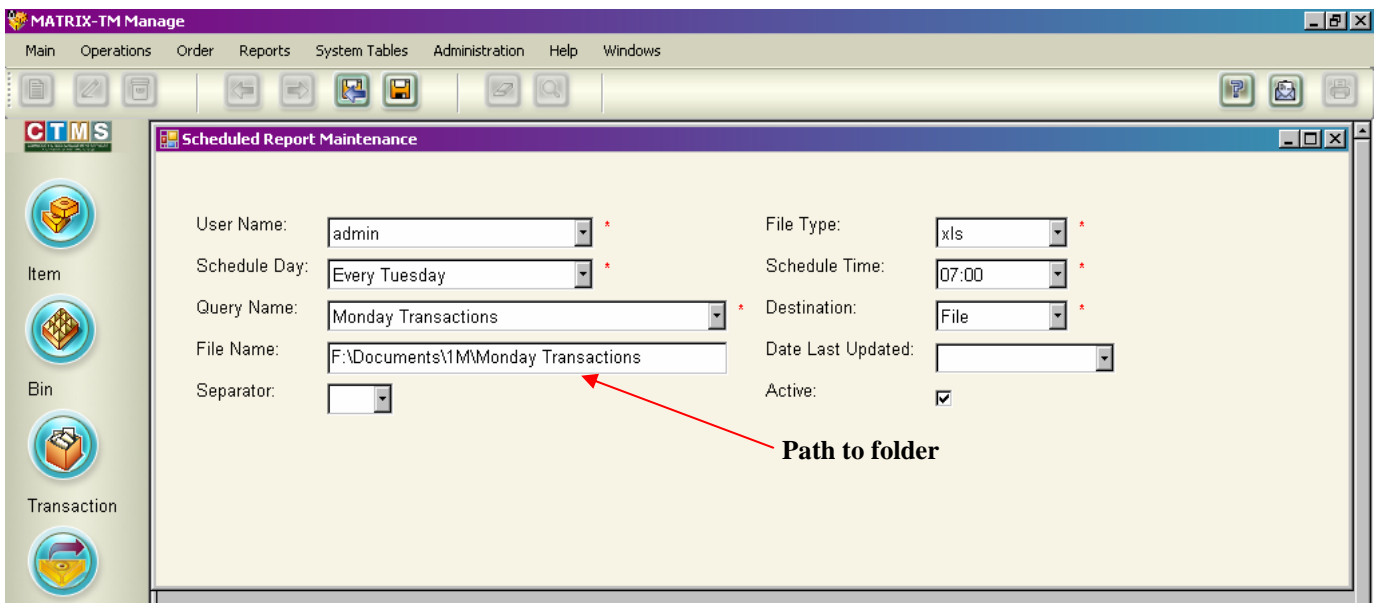
Go to Administration > Scheduling Reports.



When the Scheduling Reports screen opens click the Add icon in the upper left.



In Scheduled Report Maintenance screen you will schedule each report to run after all transactions have been completed for that day. For the file name insert the path and file name. Fill in the required information then Save & Close.



Repeat for each day of the week.

The screenshot shows the 'MATRIX-TM Manage' application window. The 'Scheduling Reports' sub-window is active, displaying a search form and a table of 6 records. The search form includes fields for Scheduled Report Key, User Name, File Name, Query Name, Date Last Updated, and Active. The table lists various scheduled reports, including daily transactions and usage reports.

Scheduled Report Key	User Name	File Type	File Name	Query Name	Schedule Time	Schedule Day	Date Last	Desti
14	admin	xls	F:\Documents\1MM...	Monday Transactions	07:00	Every Tue...	4/29/...	File
15	admin	xls	F:\Documents\2T\Tu...	Tuesday Transactions	07:00	Every We...	4/30/...	File
16	admin	xls	F:\Documents\3WW...	Wednesday Transactions	07:00	Every Thu...	5/1/2...	File
17	admin	xls	F:\Documents\4ThT...	Thursday Transactions	07:00	Every Frid...	5/2/2...	File
18	admin	xls	F:\Documents\5F\Fri...	Friday Transactions	07:00	Every Mon...	4/28/...	File
19	admin	xls	Daily Usage	Daily Usage Test	06:00	Daily	5/2/2...	File