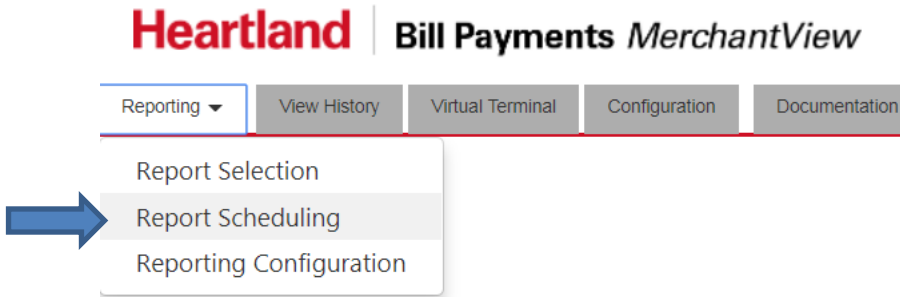


## To Edit a Scheduled Report

From the Heartland Merchant View home page

-- Select Reporting,

--Report Scheduling



Scroll down to the bottom to find current scheduled reports:

Exports

Name	Description
<a href="#">Bill Data Export</a>	This report exports all the payment data for the given date range.
<a href="#">Auth Data Export</a>	This report exports all payment data at the Authorization Detail level.
<a href="#">Transaction Data Export</a>	This report exports all payment data at the Transaction Detail level.
<a href="#">Batch Summary Export</a>	This report exports batch summary info.
<a href="#">Bill Type Summary Export</a>	This report exports the bill type summary information.
<a href="#">ACH Deposits and Charges Export</a>	This report exports all ACH deposit and charge information for the given date range.
<a href="#">Failed Transaction Export</a>	This report exports all failed transaction activity by date.
<a href="#">Failed Auth Data Export</a>	This report exports all failed authorization activity by date.
<a href="#">Failed Bill Transaction Export</a>	This report exports all failed bill transaction activity by date.
<a href="#">Batch Data Export</a>	This report exports all transaction payment data at the Batch Detail level.

**CURRENTLY SCHEDULED REPORTS**

Below is a list of your currently scheduled reports. Select a scheduled report to see the details or to delete the schedule.

View Details	Created On	Report Name	Schedule Type
<a href="#">Select</a>	3/6/2019	Pay by Date Report	Daily
<a href="#">Select</a>	3/7/2019	Pay by Batch Report	Monthly

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Select the report to edit

[Scheduled Report Selection >](#)

## SCHEDULED REPORT DETAILS

Below are the details for your currently scheduled report.

### PAY BY DATE REPORT - DAILY

Schedule Start: 3/7/2019 Schedule End: 3/6/2099  
Report Start: 12:00 AM Report End: 12:00 AM

#### Parameters

Time Zone: Mountain  
Export Type: Pdf  
Deliver To: julief@utcourts.gov;suzetted@utcourts.gov;maryxb@utcourts.gov  
Merchant: Utah Courts Test Payments  
User Name: jfarnes  
Cashier List: All Cashiers  
Transaction Type List:  
Payment Method List: ACH, American Express Credit, Discover Credit, MasterCard Credit, Visa Credit, Multi Admin, BollettaDeviceService, Cashier, External-API, External-POS, MegabyteWeb, MerchantView, SecurePayPlus, WebPortalPlus  
Channel List:  
Report Time Zone: Mountain  
Summary Only: False

#### History

Completed Error Message  
3/7/2019 1:00:13 AM

Edit Scheduled Report

Delete Scheduled Report

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If you are wanting to ADD individuals to a created report, select Edit.

Change the necessary information (add or delete recipients) and hit submit.

If you are instructed to delete the report and reschedule, Select Delete first.

Then go back to the top and select the report again

## SCHEDULED REPORT SELECTION

Please select a report.

Standard reports

Name	Dr
<a href="#">Pay by Merchant Report</a>	Tf
<a href="#">Pay by Channel Report</a>	Tf
<a href="#">Pay by Date Report</a>	Tf
<a href="#">Pay by Method Report</a>	Tf

And create it once again with those who should receive and hit submit

#### SCHEDULED REPORT PARAMETERS

Please fill in the parameters for your scheduled report.

Pay by Date Report	
Merchant: AMERICANFRKCOURT T	Time Zone: Mountain
Payment Method: MasterCard Credit, Visa Credit, Multi	Channel: Admin, BollettaDeviceService, Cash
Cashier: All	
Run as Summary: <input type="checkbox"/>	
Delivery Method: Email	Export Type: Pdf
Deliver To: (separate multiple email addresses with a "," or ";") julief@utcourts.gov, sherik@utcourts.gov	
Schedule Start Date: 7/11/2020	Schedule End Date: 7/10/2099
Report Start Time: 12:00 AM	Hours: 24
Schedule Type: <input checked="" type="radio"/> Daily - Runs every morning for the previous day's data. <input type="radio"/> Weekly - Runs every Monday for the previous week's data. <input type="radio"/> Monthly - Runs on the first of every month for the previous month's data.	