

FlashValet Portal

How to Schedule Automated Reports

Location Managers can eliminate the daily task of manually pulling each report by scheduling them to arrive in your inbox. Here is how you schedule automated emailed reports in the FlashValet Portal.

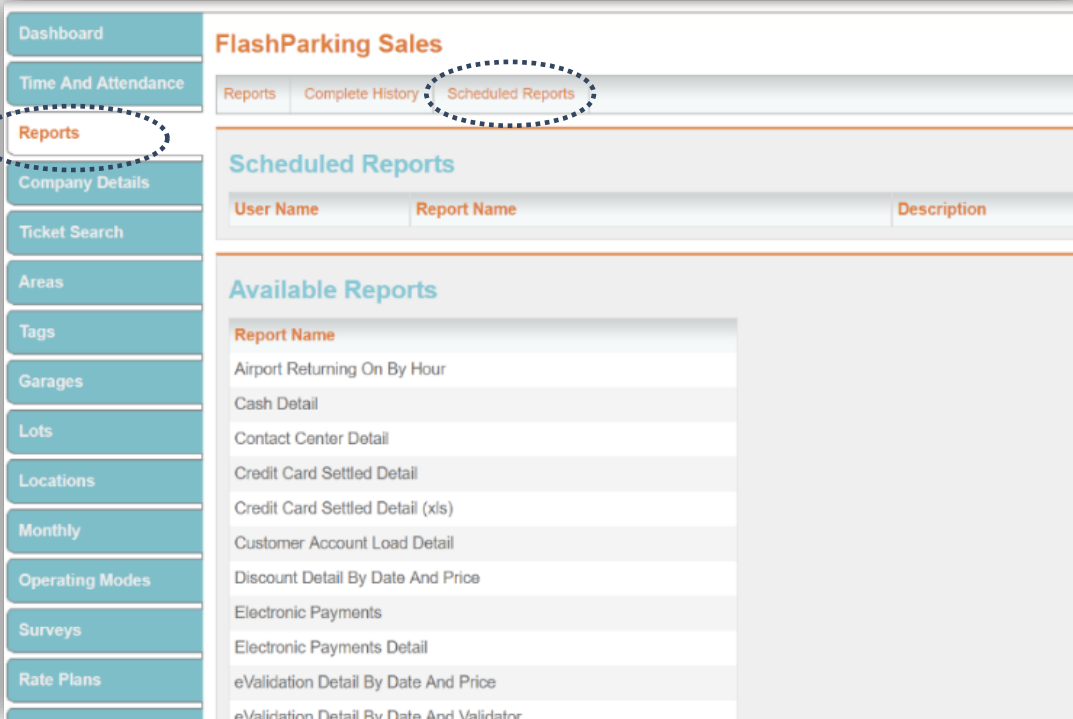
Topics:

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Customize Report

1. Select the **Reports** tab in the left panel of the FlashValet Portal (<https://portal.flashvalet.com>).
2. Click the **Scheduled Reports** tab at the top menu.

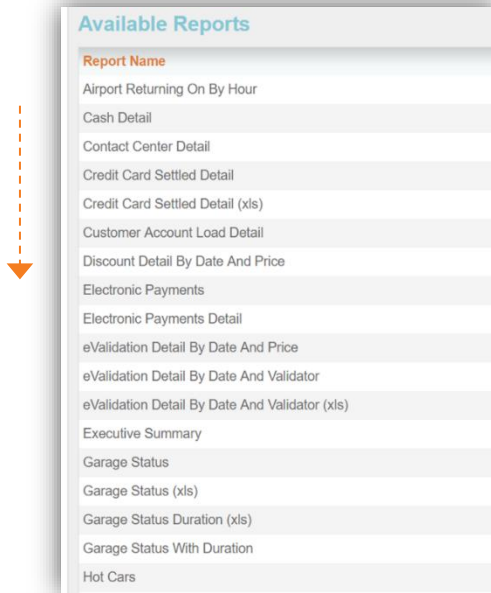


The screenshot displays the FlashValet Portal interface. On the left sidebar, the 'Reports' tab is highlighted with a dashed circle. At the top of the main content area, the 'Scheduled Reports' tab is also highlighted with a dashed circle. Below the tabs, the 'Scheduled Reports' section is visible, featuring a table with columns for 'User Name', 'Report Name', and 'Description'. Underneath, the 'Available Reports' section lists various report types:

Report Name
Airport Returning On By Hour
Cash Detail
Contact Center Detail
Credit Card Settled Detail
Credit Card Settled Detail (xls)
Customer Account Load Detail
Discount Detail By Date And Price
Electronic Payments
Electronic Payments Detail
eValidation Detail By Date And Price
eValidation Detail By Date And Validator

3. Select a report to schedule.

Scroll down to see full list of available reports.



4. Select the report parameters.

FlashParking Sales

Reports Complete History Scheduled Reports

Location Summary Hotel

Created: 12/11/2017 4:47 PM

Locations * required field
* Hotel with Ticketless V ▾

Parking Type
* FlashValet ▾

Set Schedule

Timezone Central Standard Time ▾

Frequency

Daily

Weekly

Monthly

5. Include any additional email addresses in the BCC Report box and select **Save** to schedule report.

BCC Report To
(comma separated list)

When selecting a Location, "All Locations" (when available) will run a combined report for all locations, whereas "Every Location" will generate an individual report for every location. Same applies to Kiosks and Ticket Types.

Timing of the report does not affect the data selected. Your options are:

1. Daily: This will run every day at the nominated time, and will generate a report for "Yesterday". You do not need to time it to run near or on your operating window.
2. Weekly: This will run every week on the selected day at the selected time, and will be for the 7 days up to and including Yesterday.
3. Monthly: (when available) This will run on the chosen day of the month, and will be for the last month.

Frequently Asked Questions

Should I schedule my reports around my end of day/operating window?

The best practice is to schedule all reports to arrive in your inbox after your operating window. You can see your current operating window under the [Location](#) > Details page in the FlashValet Portal. All scheduled reports provide data for the last complete day, e.g. a 6 AM daily report contains the previous day's data.

Why am I not receiving the scheduled reports?

Verify the accuracy of the entered username email address and add noreply@flashvalet.com to your save senders list. Contact FlashParking Support support@flashparking.com if you need more help.