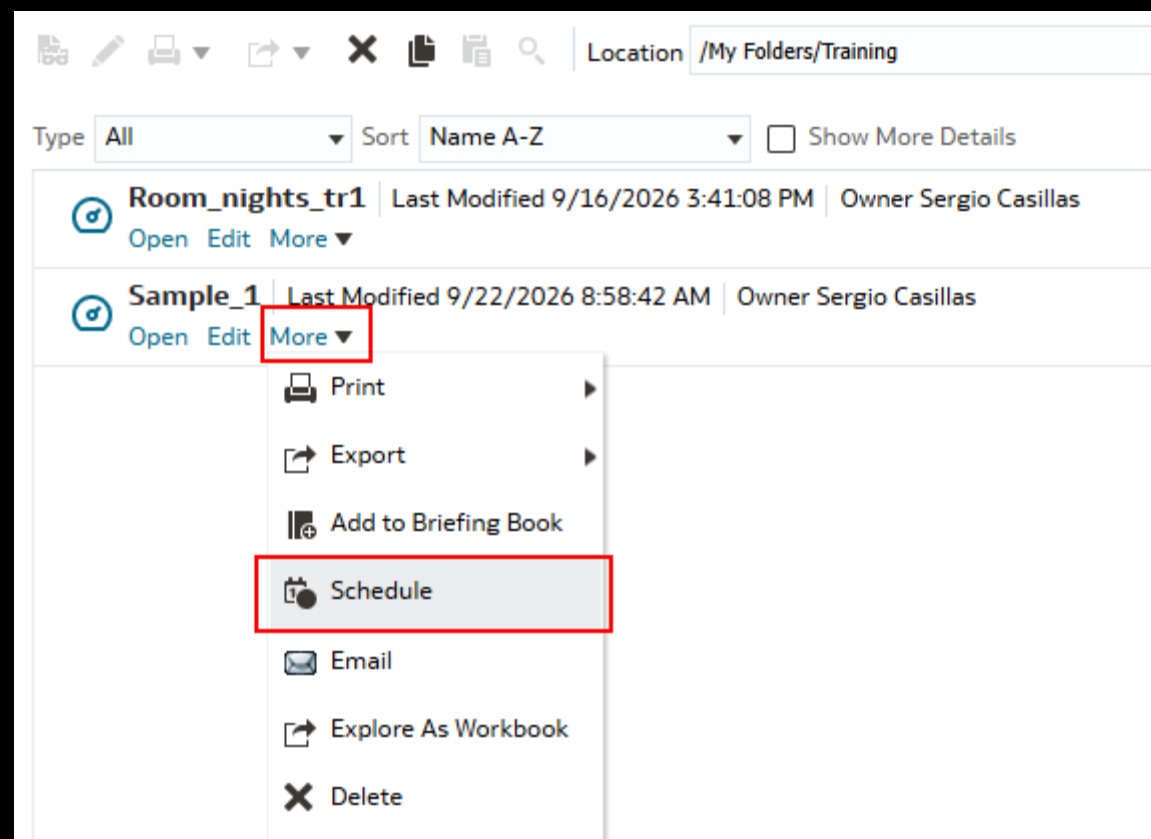


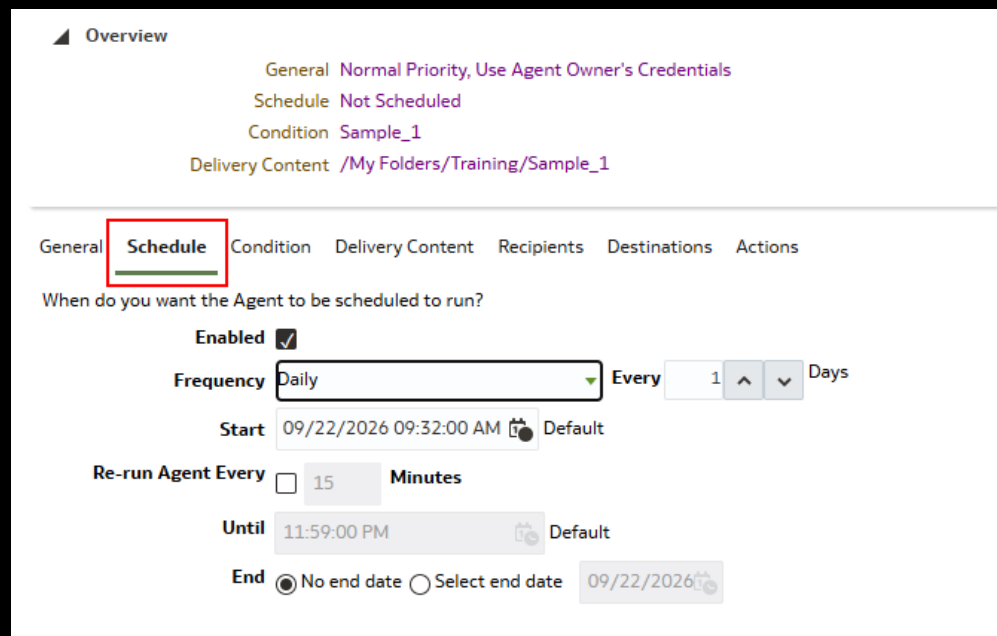
“Necesito que el equipo de Front Office pueda recibir cada mañana las llegadas previstas para ese día, con la información necesaria para preparar la operativa.”

Vamos a ver cómo podemos programar el analysis para que el usuario lo reciba automáticamente con la frecuencia que nos solicite.

Para ello buscamos el Analysis, hacemos clic en More y después hacemos clic en Schedule.



De las diferentes opciones que tenemos, las opciones principales a configurar son las siguientes.
Configuramos el momento del envío y la frecuencia



The screenshot shows a configuration interface with a 'Schedule' tab highlighted by a red box. The interface includes a top navigation bar with 'Overview' and a list of configuration items: 'General' (Normal Priority, Use Agent Owner's Credentials), 'Schedule' (Not Scheduled), 'Condition' (Sample_1), and 'Delivery Content' (/My Folders/Training/Sample_1). Below the navigation bar, the 'Schedule' tab is active, showing a question 'When do you want the Agent to be scheduled to run?'. The configuration options include: 'Enabled' (checked), 'Frequency' (Daily), 'Every' (1 Days), 'Start' (09/22/2026 09:32:00 AM), 'Re-run Agent Every' (15 Minutes), 'Until' (11:59:00 PM), and 'End' (No end date selected).

Overview

General Normal Priority, Use Agent Owner's Credentials

Schedule Not Scheduled

Condition Sample_1

Delivery Content /My Folders/Training/Sample_1

General **Schedule** Condition Delivery Content Recipients Destinations Actions

When do you want the Agent to be scheduled to run?

Enabled ☒

Frequency Daily Every 1 Days

Start 09/22/2026 09:32:00 AM Default

Re-run Agent Every ☐ 15 Minutes

Until 11:59:00 PM Default

End ☒ No end date ☐ Select end date 09/22/2026

Configuramos el Subject y el formato en que se envía el reporte. Debemos marcar la opción de enviar el reporte como adjunto en el correo (opción Delivery).

Overview

General Normal Priority, Use Agent Owner's Credentials
Schedule Not Scheduled Recur daily
Condition Sample_1
Delivery Content /My Folders/Training/Sample_1

General Schedule Condition **Delivery Content** Recipients Destinations Actions

Specify the content to deliver with the Agent

Subject Report Test

Content Condition Analysis ▼ Browse... Customize... Clear

/My Folders/Training/Sample_1

Format Excel ▼

Delivery ☐ Deliver results directly
☒ Deliver as attachment

Attachment Note

If Condition is False ☐ Deliver this message

Configuramos quien va a recibir el reporte. Podemos buscar y seleccionar usuarios directamente del directorio de R&A

Overview

General Normal Priority, Use Agent Owner's Credentials
Schedule Not Scheduled Recur daily
Condition Sample_1
Delivery Content /My Folders/Training/Sample_1

General Schedule Condition Delivery Content **Recipients** Destinations Actions

Direct Agent Recipients
Specify who will receive this Agent.

Select Recipients

Show All  

Name
 Sergio Casillas

Use Analysis
☐ Get Recipients from the Analysis Used in the Agent Condition
Analysis Sample_1

Publish for Subscription
Enable this Agent to be published and determine which users can subscribe to this Agent.

☐ Publish Agent for subscription ☐ Allow subscribers to customize Agent

Select User

Available Members

Name

test

Search

List

Users

Accounts

Test User

Selected Members

Accounts

>

>>

<

<<

OK

Cancel

Importante que cuando busquemos usuarios lo hagamos marcando la opción Users en el campo List. Una vez los usuarios los tengamos en la parte derecha, podemos darle a OK.

También podemos configurar direcciones de email que no sean de ningún usuario de R&A.

Overview

General Normal Priority, Use Agent Owner's Credentials
Schedule Not Scheduled Recur daily
Condition Sample_1
Delivery Content /My Folders/Training/Sample_1

General Schedule Condition Delivery Content **Recipients** Destinations Actions

Direct Agent Recipients
Specify who will receive this Agent.

Select Recipients
Show All  

Name
 Sergio Casillas

Use Analysis
☐ Get Recipients from the Analysis Used in the Agent Condition
Analysis Sample_1

Publish for Subscription
Enable this Agent to be published and determine which users can subscribe to this Agent.
☐ Publish Agent for subscription ☐ Allow subscribers to customize Agent

Enter Email Address  

Email address for content delivery (separate multiple addresses with commas):

OK Cancel

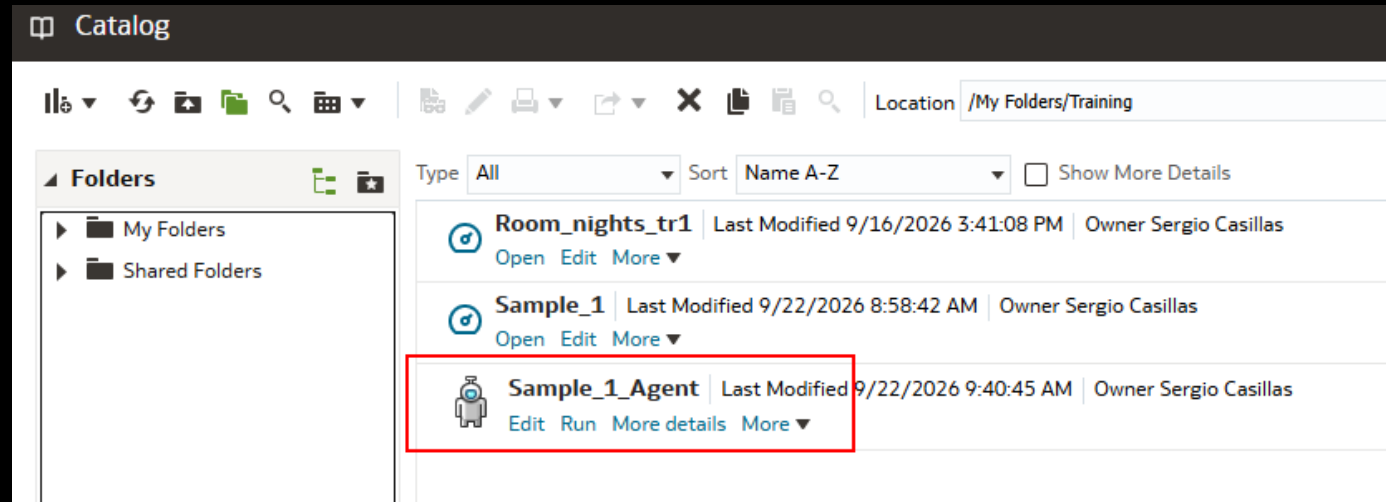
Podemos eliminar un destinatario añadido seleccionando el usuario y pulsando en la X que se muestra en la siguiente imagen.

Select Recipients

Show All + X

	Name	
☒	 Sergio Casillas	
☐		
☐		
☐		
☐		
☐		

Una vez guardemos la programación del envío del reporte, se guardará como un Agent.



Pulsando en Edit podemos modificar las opciones de envío del reporte.

Podemos ejecutarlo en un momento concreto pulsando en Run. También podemos ver más detalles sobre el agente pulsando en More Details.

Si queremos deshabilitar el agente, hacemos clic en More y después en Disable Schedule

Type

All

Sort

Name A-Z

Show More Details

	Room_nights_tr1	Last Modified 9/16/2026 3:41:08 PM Owner Sergio Casillas
Open Edit More ▼		
	Sample_1	Last Modified 9/22/2026 8:58:42 AM Owner Sergio Casillas
Open Edit More ▼		
	Sample_1_Agent	Last Modified 9/22/2026 9:40:45 AM Owner Sergio Casillas
Last Run 9/22/2026 9:40:47 AM GMT+00:00 Agent Successful Next Run 9/23/2026 9:40:00 AM GMT+00:00 Recipient Enabled Not suspended Normal Priority		
Edit Run Less details More ▼		

Print

Delete

Rename

Copy

Create Shortcut

Archive

Properties

Permissions

Disable Schedule