

How to Run a Mail Services Job Activity Report on the Reports Server

- 1) Go to the reports server in your browser: <http://ufacdemeter:8080/jasperserver/login.html>
- 2) Login using the userID and password that you were provided



Login

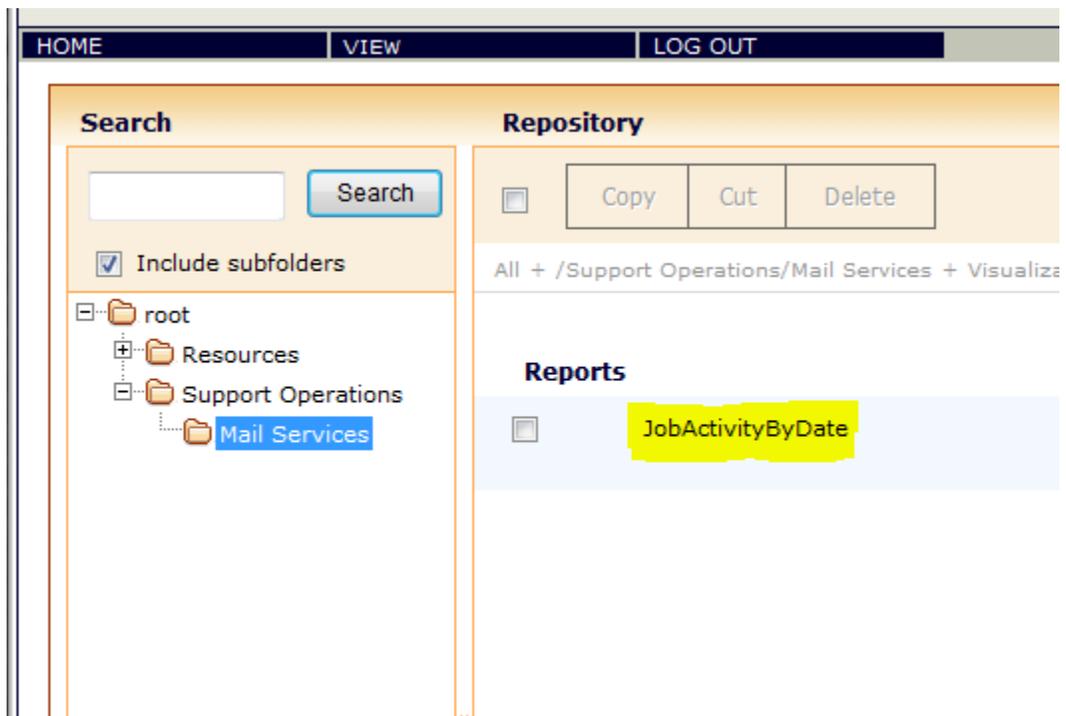
User ID:
guest_mail

Password:
••••

Show locale & timezone

Login Reset

- 3) The report you would like to run is titled "Job Activity By Date" – click on this report. (You do not need to check the box – just click on the name of the report.)



HOME VIEW LOG OUT

Search

Search

Include subfolders

- root
 - Resources
 - Support Operations
 - Mail Services

Repository

Copy Cut Delete

All + /Support Operations/Mail Services + Visualize

Reports

JobActivityByDate

- 4) A pop-up window will appear where you can enter your 6-digit account number (no dashes) and the dates you are interested in. The account number does not include the subcode. (For a monthly report, please use the 26th of the first month for the start date and the 25th of the second month for the end date.)

Report Options: JobActivityByDate

* AcctNumber: #####|

* StartDate: 2013-02-26

* EndDate: 2013-03-25

Buttons: Reset, OK, Cancel, Apply

- 5) Now click "OK" to run the report.
- 6) The report results will appear on-screen. You may export the report to PDF format or to Excel by using the icons along the top.

University of Rochester Mail Services
1510 Mt. Hope Avenue, Box 270001
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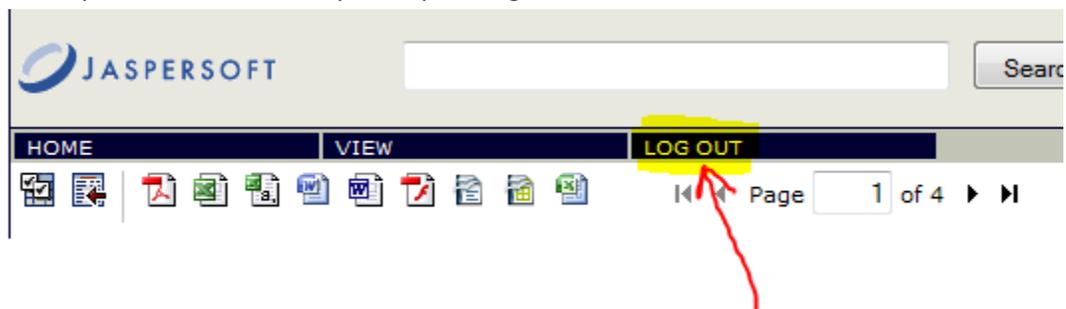
Job Activity For Account Number: 2161042320 For Dates: 09/26

DateTime	Class-Name	Pieces	Total
09/28/12 15:19	9 PRESRT LTR	180	85.320
10/04/12 11:52	3 PRESORT FLAT (IMS)	2	2.700
10/11/12 07:58	3 PRESORT FLAT (IMS)	4	5.800
10/17/12 14:49	3 PRESORT FLAT (IMS)	7	9.450
Job Total:		193	103.270

- 7) To run the report again, click the “Home” button with the reverse arrow.



- 8) When you are finished with your report, logout.



- 9) This report is available 24 hours a day, 7 days a week provided you are on a University network.