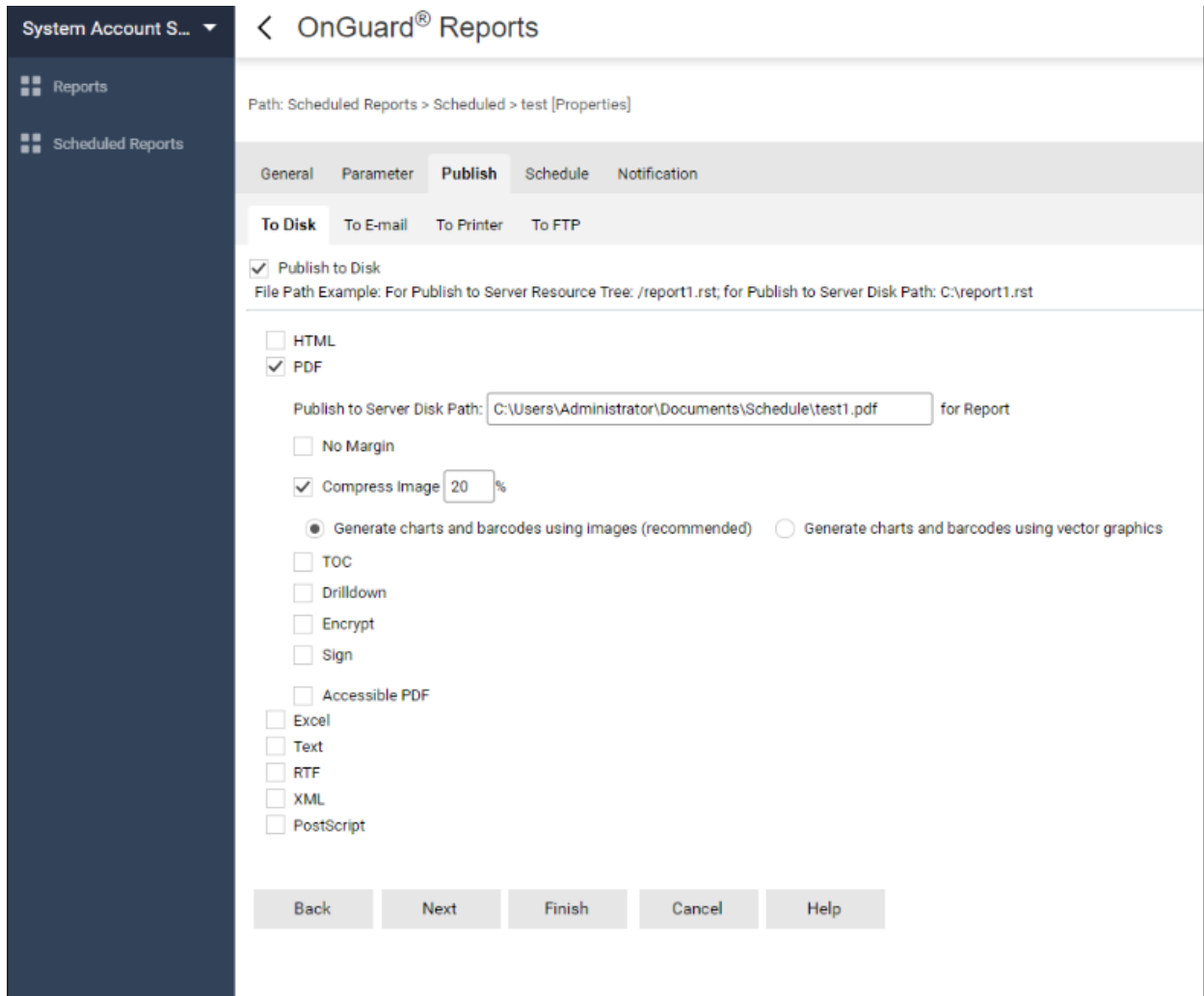


# OnGuard Reporting and Dashboards will not save scheduled report to disc

Last Modified on 02/04/2022 4:02 pm EST

## Symptom

When configuring a recurring scheduled report in OnGuard Reporting and Dashboards that will be saved to disk, there seems to be no way to configure each new report to be saved to disk.



System Account S... < OnGuard® Reports

Path: Scheduled Reports > Scheduled > test [Properties]

General Parameter Publish **Schedule** Notification

**Time**

Time Zone: Europe/Paris

Time Type: Run this task periodically

Duration:

Run after

Run until

Date: Daily

Every 1 days

Every weekday

[Show Exception...](#)

Time: Minutely

Every 2 minutes

Between 11 : 00  AM  PM And 2 : 00  AM  PM

Run missed task upon server restart

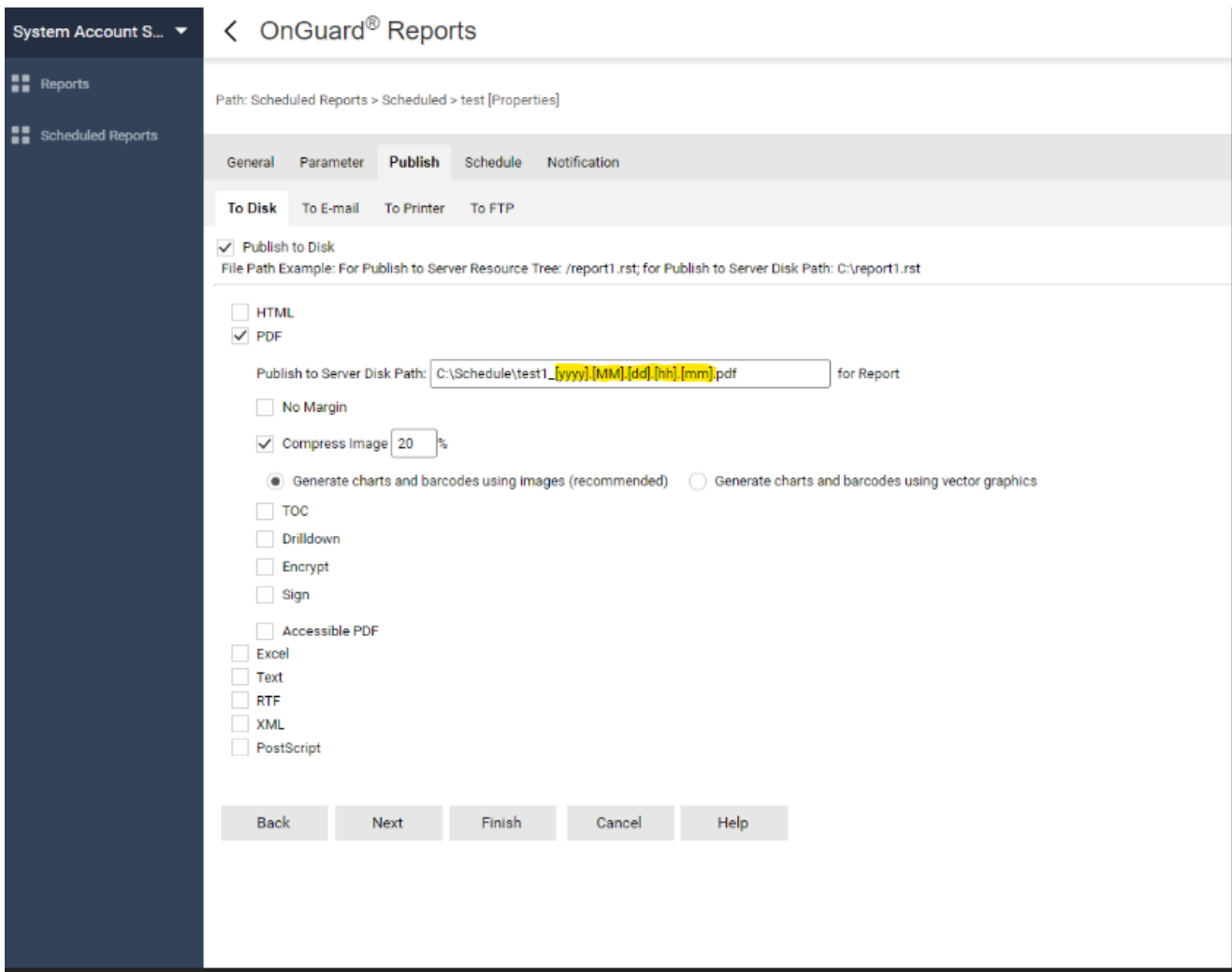
Back Next Finish Cancel Help

It therefore seems that only the last run report will be available on disk. This issue does not exist for other types of schedule, only for saving scheduled report to disk.

## Resolution

Configure a dynamic output path so that all file names have the date attached and therefore don't overwrite the previous report.

Simply add “[yyyy].[MM].[dd].[hh].[mm]” as part of the file name (typically at the end of the file name).



To accomplish this, follow the instructions here:

[https://www.jinfony.com/kbase/16.1up2/serverguide/HTML/report/wkrpt\\_sch\\_name.htm](https://www.jinfony.com/kbase/16.1up2/serverguide/HTML/report/wkrpt_sch_name.htm)

## Applies To

OnGuard 8.0

## Additional Information

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