



“How to” Document Series

**How to Link a Report in VRS to VP3**

*Doc. HT109*

**Overview**

The theory behind linking a report in VersaCall Reporting Software (VRS) to a panel in Virtual Panels III (VP3) is fairly simple. What you do is set up a scheduled report in VRS that runs at specified times (on the hour for example). You set up that scheduled report to output an image and save that image into VP3’s images folder. You have VP3 linked to that image and whenever VRS runs the report it will overwrite the image.

**Setting up the Report in VRS**

The first step is to set up the scheduled report in VRS. To do so perform the following steps:

1. First open up VRS (can be done from Report Packages under main WebInterface). Then click on the “Scheduled Reports” button. Click “Add” to add a new scheduled report (if the software prevents you from doing so you need to get a license for more scheduled reports from VersaCall).
2. Give the scheduled report an appropriate name.
3. Under the scheduling panel, click “Add a Time Slot”. Select “Every Week” for Time Frame. For Day select whatever is appropriate (Mon-Fri if you want to update the report on the hour, Friday if you want to update it once a week, etc). Then put in the time you want the report to run (in the format HH:MM AMPM). Click “Update” to save the scheduled slot. If setting up to run on the hour, this needs to be repeated for each hour that it is going to run.

Scheduling					
<input type="radio"/> Simple <input checked="" type="radio"/> Advanced					
Slot Index	Time Frame	Day	Time	Edit	Delete
0	Every Week	Mon - Fri	7:00 AM	<a href="#">Edit</a>	<a href="#">Delete</a>
1	Every Week	Mon - Fri	8:00 AM	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add Time Slot](#)

4. Under the Report Parameters panel set up the parameters for the report. For more information on this see the ‘VRS Administrators Guide’ or click the question mark at the top of the page for more help.

- When adding the report you need to place in the path 'C:\Virtual Panels III\Images\<<Report Name>.jpg'. The output type needs to be image (NOTE: only chart style reports will run as an image so listing type reports will not work)

Reports <a href="#">Edit</a>					
Report Index	Report ID	Path	Output Type		
0	Average Response Time by Detail	C:\Virtual Panels III\Images\SampleReport.jpg	Image	<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">Add Report</a>					

- Save the report.

### Linking the Image in VP3

Next we need to let VP3 know that the image exists. To do so, perform the following steps:

- First we need a "dummy" image. This is a placeholder for the image. Take some image and rename it to the same name as the image name we specified in the Path above. Remember that it needs a jpg extension. If you are short an image then you can run a standard report in VRS and right click on the graph of the report and do 'Save Picture As'. Remember where you place this image.
- Open up VP3 (again this can be done by going to Report Packages under the main WebInterface). Click on 'Manage Images'.
- Click the 'Browse...' button to bring up a window to find your "dummy" image. Select that and click 'Upload'. Then give the image a name and hit Save.
- Then in your panel create in the Cell you want link it to the image (see the VP3 Administrators Manual for more information on editing panels).

### Testing

In order to test to make sure it works perform the following:

- View the display that contains the panel you linked the image too (it needs to be viewed as a display NOT as a panel). You should see your dummy image.
- Open up VRS and go to 'Scheduled Reports'. Highlight the specified report and hit run.
- Within 5 minutes the image should update.