

# Scheduled Export

Last Modified on 18/11/2021 2:23 pm AEDT

ReadiNow allows users to schedule various data export jobs so that they are executed at regular time intervals.

Preconditions:

- Set up FTP server and address, e.g. `ftps://rnftp01.example.com/Testdatafile.csv`
- Scheduled Export is supported on both SFTP and FTPS protocols

## Configuring scheduled export

1. Select Application Menu. The menu appears with available applications.
2. Select **Administration**. The application displays at the landing page.
3. In the Left Navigation Area, select **Integration**. The Integration expands to display list.
4. Select **Scheduled Export**. The existing Scheduled Exports display.
5. Select **ACTION** > **New**. The Scheduled Export configuration form appears, see screenshot.
6. Complete fields as required.
7. Select checkbox for **Enabled**.
8. Select the Report you want to export data from.
9. Select the File type.
10. Type the FTP address along with the filename to be created as part of the export configuration (e.g. `ftps://rnftp01.example.com/ExportedStudentInfo.xlsx`). Note: If a file already exists with the same name in the FTP location, it will be overridden with every export run.
11. Set up a schedule to run, see [Schedules](#).
12. Select **Save** to save the configuration.

Once the export run is complete, there is a log entry in the **Log** tab of the export configuration.

At present, there's a limit of 100,000 records that can be exported at a time from a report.