

## Reporting Functions

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**FUNCTION NAME:**           **OVERNIGHT REPORT DISTRIBUTION**

**WHEN TO USE:**

- Upon completion of the daily operations, to receive the day-end CCMS reports under an unattended mode via the OVERNIGHT REPORT DISTRIBUTION ("ONRD") function.

**AVAILABLE FUNCTION TIME:**

- Overnight Report Download is available between 9:00 a.m. to 8:30 p.m., on weekdays (i.e. Monday to Friday, except public holiday). *Please note that the ONRD session should ONLY be logged onto after completion of the daily operations.*

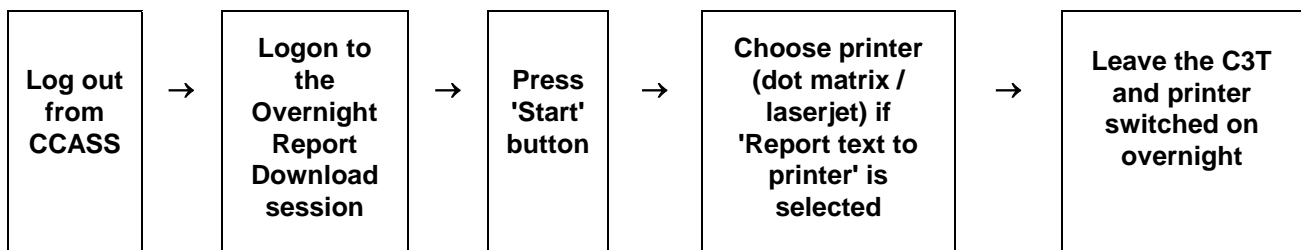
**FUNCTIONAL DESCRIPTION:**

- Participants must subscribe to the service via REPORT PROFILE MAINTENANCE before logging onto the ONRD session.
- For reliability, a standalone PC terminal is recommended.
- Instead of downloading CCMS reports via the REPORT DOWNLOAD function, Participants can choose to have the day-end CCMS reports directly printed to the designated printer and / or downloaded to designated text files to the PC hard disk overnight.
- A minimum level of free hard disk memory has to be maintained in the C3T for overnight report distribution processing. The hard disk requirement for the necessary software is about 250 bytes. In addition, every 100 pages of reports requires approximately 1 Mbytes hard disk memory.
- To receive day-end CCMS reports under an unattended mode, Participants must logon to the OVERNIGHT REPORT DOWNLOAD session.
- Only those users who can access the REPORT PROFILE MAINTENANCE function can logon to the OVERNIGHT REPORT DOWNLOAD session.
- Once the user logged onto the ONRD session, no access to other CCMS and/or PC functions will be allowed unless the user logs off from the ONRD session.
- The C3T has to remain power on throughout the night.
- If 'Report Text To Printer' mode is selected via the REPORT PROFILE MAINTENANCE function, the user should also switch on the designated printer. The printer must be reserved exclusively for CCMS reports printing purpose.

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- For effective usage of hard disk memory, after a user successfully logs on the ONRD session, the report text file(s) downloaded to the hard disk for the preceding day will be deleted. If the user wants to keep the files for future reference, the respective text / data image file(s) should be copied to the alternative directories or floppy diskette(s) on a daily basis.
- In case there are incidents, like paper jam, power cut, happened during the night that led to downloading failure, the user can always resort to the current REPORT DOWNLOAD function to retrieve the reports in the following morning.
- Since the reports are distributed to CCMS participants' premises under an unattended mode at night, it is imperative that each participant has to establish adequate internal control procedures to prevent unauthorized access to the CCMS reports and / or test files.

The access path for Overnight Report Download is (it is a pre-requisites to subscribe the ONRD by clicking the ONRD flag via REPORT PROFILE MAINTENANCE function):



## OVERNIGHT REPORT DOWNLOAD - Sample Screens

