



## Scheduled Email Reports for WooCommerce v1.0 User's Manual

Thank you for purchasing the Scheduled Email Reports for WooCommerce plugin. This brief manual will guide you through installing and using the plugin.

### Installation

1. Login to your WordPress Admin and select "Plugins" > "Add New" in the left sidebar menu.
2. Click "Upload Plugin" at the top of the page.
3. Select the plugin ZIP file and click "Install Now".
4. Click "Activate Plugin".
5. You should automatically be redirected to the plugin's activation page. If you are not, click the "About & License" link below the plugin's name in the Plugins list.
6. Enter your license key, which was displayed after checkout and sent to you by email.
7. Click "Activate".

The plugin is now installed and ready for use. Please note that you must also have the WooCommerce plugin and one or more compatible reporting plugins installed and activated in order for the Scheduled Email Reports plugin to function.

### Compatible Reporting Plugins

Plugin	Min. Version
<a href="#">Product Sales Report</a>	1.4.1
<a href="#">Product Sales Report Pro</a>	1.5.4
<a href="#">Export Order Items</a>	1.0.4
<a href="#">Export Order Items Pro</a>	1.0.8
For an up-to-date list, please visit <a href="https://potentplugins.com/downloads/scheduled-email-reports-woocommerce-plugin/">https://potentplugins.com/downloads/scheduled-email-reports-woocommerce-plugin/</a>	

## Scheduling Report Emails

1. In your WordPress Admin, select "WooCommerce" > "Scheduled Email Reports" from the left sidebar menu.
2. Click "Add New".
3. Enter a title (for your reference only).
4. Optionally, customize the email body. The shortcodes [start] and [end] will be replaced with the start and end dates of the report date range, respectively.
5. Set the scheduled email report options:
  - **Recipient(s):** The email address(es) to send the email to. If sending to multiple email addresses, separate them with commas.
  - **Subject line:** The subject line of the email. The shortcodes [start] and [end] will be replaced with the start and end dates of the report date range, respectively.
  - **Email heading:** The heading shown at the top of the email body.
  - **Schedule:** Define the recurring dates and time on which to send the report email.
  - **Data interval:** Specify how far back the report should go in days, months, or years.
  - **Include reports:** Select which report presets to include.
6. Click "Save" (near the top right of the page) to save your settings and schedule the report. Alternatively, click "Save & Send Now" to save your settings and send a report email immediately.

## Technical Information Regarding Scheduling

This plugin uses the WP-Cron functionality built into WordPress to schedule reports. By default, the scheduler is only triggered when someone visits your site. This means that low traffic sites may experience delays in reports being sent.

If you are experiencing delayed reports, you have two options:

### **Use a web-based scheduling service**

Use a service such as [cron-job.org](http://cron-job.org) or [EasyCron](http://EasyCron) to trigger the scheduler at regular intervals (e.g. every 15 minutes - not the same as your report's frequency). Specify the following URL to execute:  
*[URL of your WordPress site]/wp-cron.php?doing\_wp\_cron*

### **Create a cron job on your server**

See the following tutorials for instructions:

- If you have cPanel: <https://www.siteground.com/tutorials/wordpress/setup-cron-job.htm>
- If you have shell access: <https://easyengine.io/tutorials/wordpress/wp-cron-crontab/>

## Support

If you require support for this product, please visit <http://support.potentplugins.com/>. Support is available for one year from date of purchase.

## License Information

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