



## Review Report Notifications

This job aid explains how to review reports that have been scheduled to run once completed.

### To review report notifications:

1. Select the **Control Center** > **System Notifications** message category.
2. The reports that have been sent to you are listed and include the following information:
  - Person who scheduled the report.
  - Date and time of the report
3. Select one of the following:
  - **Mark Read.** A message appears that indicates you successfully reviewed the job.
  - **Delete** In the warning message, **click Yes** to permanently delete the item or **No** to cancel.
  - **Go To.** Your **Report Library** page opens with a message to open the report.

