






Schedule Reports

1. From your Report Library, click **Reporting Jobs** .
2. In the Reporting Jobs page, click **Schedule Report**.
3. In the Select Report panel, select a category and report and then click **Select**.
4. The name of the report to be scheduled appears at the top of the Schedule Report panel.
5. Enter a name for your scheduled report job.
6. In the Report Parameters section, select the applicable parameters. Note that some of the parameters are specific to the report selected.
7. In the Schedule area select **Recurring Scheduled Run**.
8. Click the **calendar** icon  and then select how often you wish to schedule the report to run in the Recurrence panel.
9. Click **Apply**.

Recurring Scheduled Run

Recurrence *


 **Recurs by week starting 11/10/2018**

Run As

Select People *

Report Recipients

Select People *



10. In the **Run As** and **Report Recipients** section, select your name in order to receive the report as scheduled.

11. Click **Schedule Report**. You will see a confirmation message appear.

12. Click **My Reports** to return to your Report Library.

Exceptions X

Recurrence

Repeats

Recurrence (Weeks)

Schedule *


Sunday Thursday

Monday Friday

Tuesday Saturday

Wednesday


Start Date *

 [Clear](#)

Beginning of Time

Start Time *

End Date

 [Clear](#)

Forever

[Cancel](#) [Apply](#)