Subscribe to a report

- 1. Click on the Global Tab Setup
- 2. Under My Settings, click subscriptions (expands) and then Reports



3. On the upper right corner of the screen, click Add Schedule Report

- 4. Add Report Subscription
 - a. Select desired report from the dropdown menu



b. Select output type



c. Click Next to go to the next screen

- d. Select the name you would like output file
- e. Select a name for the is schedule
- f. Select frequency

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- g. Click Next to go to the next screen
- h. Sect the date and time you would like to receive this report
 - i. Date
 - ii. Time
 - iii. Frequency

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- i. Click Next to go to the next screen
- j. Select a delivery type
 - i. Enter the email addresses you would like to receive the report

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- k. Click save
- I. The report will run and the subscription will be saved and will automatically ran as requested.