Copying Reports to Schedule

Before any report is scheduled it is **vital** that the report is copied and saved to **My Folder**. If not then the report is being scheduled with your parameters for the entire School, not just yourself!

To help identify which reports are short cuts, the word appears in the title e.g. Shortcut to ..... It is also possible to create a folder in My Folders titled Copied Reports.

Creating a ‘My Copied Reports’ folder within My Folders

Navigate to the **My Folders** tab and click on the **New Folder Icon** to display the following screen. Manually enter a folder **Name**.

Ensure that **My Folders** defaults in under Location.

Once fields have been completed click on **Finish** and the folder will display ready for reports to be copied into it.

Copying reports for scheduling

1. Navigate to the report that is to be copied and **click in the box** on the far left of the report name.

2. Click on the **Copy** icon as per the following screen.
3. Click on the **My Folders** tab and then the **My Copied Reports** folder.

4. Click on the **Paste** icon which is next to the Copy icon. The copied reports will be listed.