Deleting saved reports, disabling and deleting schedules

Deleting a saved report

1. Go to the My Folders tab to review your saved reports and any associated schedules.

2. Select More… for the report in question

3. From the available actions Delete

4. Select OK to confirm your intention
Disabling a schedule

1. Select More… for the report

2. Modify the schedule

4. Check the Disable the schedule box

5. Scroll to the bottom of the window and select OK.

Deleting a schedule

1. Select More… for the report.

2. Select Remove the schedule from the available actions.

3. Select OK to confirm your intention