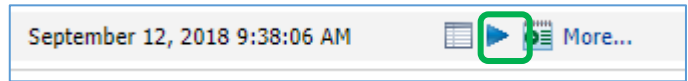




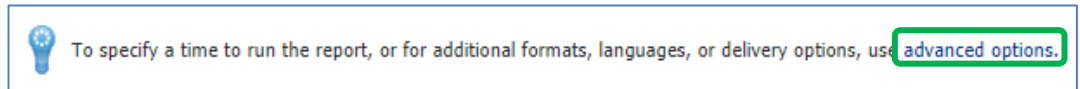
Scheduling a report with a report view set up

You can set the report view to run unattended on a predefined schedule.

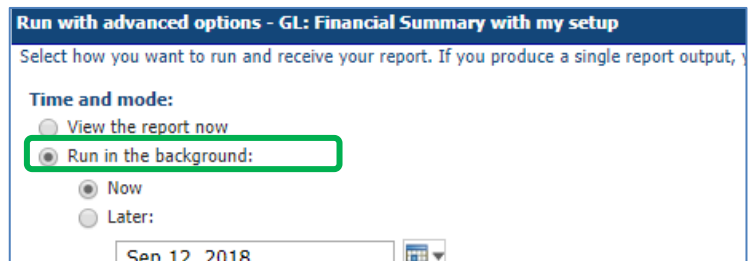
1. Select the report with the report view already set and click on the **Run with options** icon (blue triangle) on the far right of the line



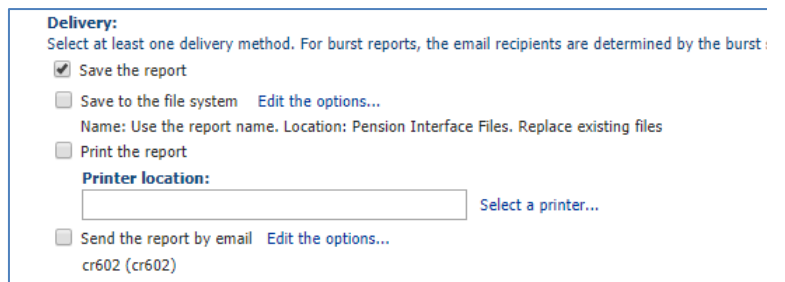
2. Click on **advanced options** in the upper right of the screen



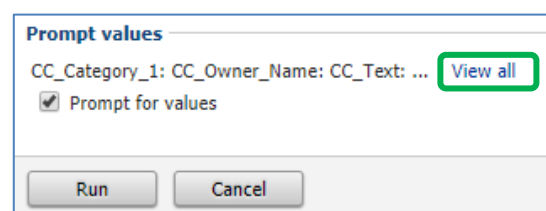
3. Click on **Run in the background** radio button and choose the date/time. The default will be immediate.



4. Options will be displayed for **Formats**, such as running the report directly to Excel or PDF, or **Delivery**, printing or emailing the report to yourself or a colleague/colleagues



5. If you want to change the prompt values that are used in the report view, click on **View all** under the **Prompt values** section, but if the **Prompt for values** box is ticked, you can still change these after you click **Run**



6. Click on **Run** when completed