Working with Scheduled reports

Once you have scheduled a report, you may need to change the delivery schedule or edit the report parameters. You may also wish to disable a schedule for a period, or delete it entirely. There are two ways of actioning schedule modifications.

Editing a scheduled report

Method 1
Find the report in My content, select the ellipses ... next to the report name to reveal the context menu. From this menu select Properties.

- Select the Schedule tab, then choose Edit
- If using this method, go to 3 tabs on the Schedule screen

Method 2
Alternatively, Use (user), select My schedules and subscriptions
A list of all your schedules appears

Choose the report you wish to modify, and click on the **ellipses …** on the right

From the options, select **Modify this schedule**

Choose **Edit**

Whichever method you choose, the following applies:

There are 3 tabs on the **Schedule** screen
1 Use the **Schedule** tab to change the **Frequency** or **Period**

2 Use the **Options** tab to change the **Format** or **Delivery**

- To change email recipients, go to **Edit details** in **Delivery** section.

- Ensure **Attach report** output is selected when sending emails.

3 Use the **Prompts** tab to change the **Values** (parameters)

- Select the **Edit** icon

- The report parameter selection opens. Modify as required. Choose **Finish**
Select **Save** when all edits have been made to the 3 tabs.

A message appears briefly at top of screen:

![Your schedule was successfully updated.](image)

**Disabling or enabling a Schedule**

Either from **My Contents > Report > ellipses … > Properties > Schedule** OR from **User > My schedules and subscriptions > Report > ellipses… > Modify this schedule**, use the button to **Enable/Disable** your schedule.

<table>
<thead>
<tr>
<th>Method 1</th>
<th>Method 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Schedule Details" /></td>
<td><img src="image" alt="Schedule Button" /></td>
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The button is greyed out when disabled (Enable off)

**NB**: Use this function if you are away from work and do not want the report to be emailed to yourself during this period. This saves you having to edit the **Period** of your scheduled report before and after your absence.

**Deleting a Schedule**

If you no longer need your schedule, you can delete the schedule, but once deleted, it cannot be restored. It may be safer to **Disable** it instead. See above. Either from **My Contents > Report > ellipses … > Properties > Schedule** OR from **User > My schedules and subscriptions > Report > ellipses… > Modify this schedule**, use the **Delete** option (next to **Edit**).

A popup appears requesting confirmation of deletion.

![Delete Schedule Confirmation](image)