



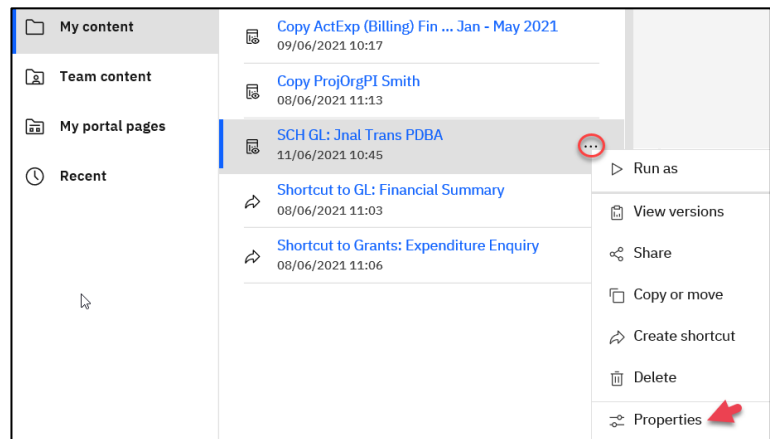
Working with Scheduled reports

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.

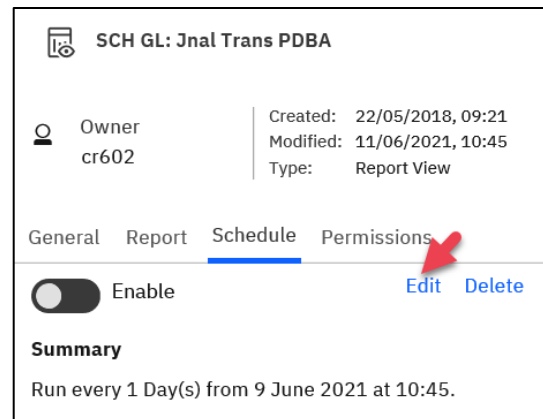
Editing a scheduled report

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**.

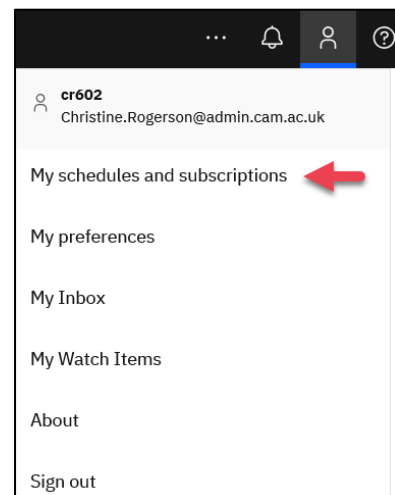


- Select the **Schedule** tab, then choose **Edit**
- If using this method, go to **3 tabs on the Schedule** screen



Method 2

Alternatively, Use  (user), select **My schedules and subscriptions**



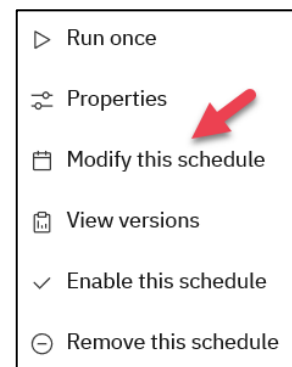


- A list of all your schedules appears

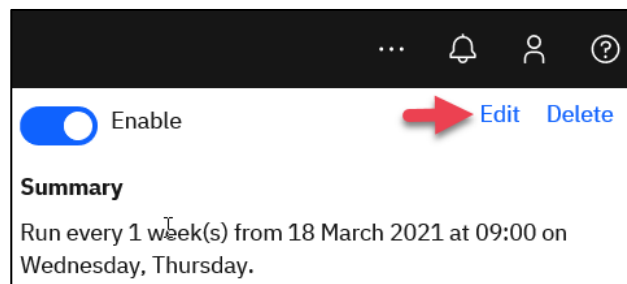


- Choose the report you wish to modify, and click on the **elipses** ... on the right

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

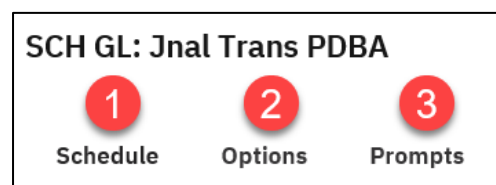


- Choose **Edit**



Whichever method you choose, the following applies:

There are 3 tabs on the **Schedule** screen





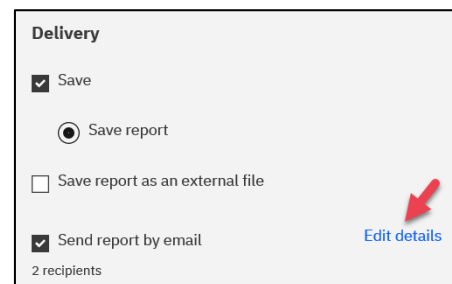
- 1 Use the **Schedule** tab to change the **Frequency** or **Period**



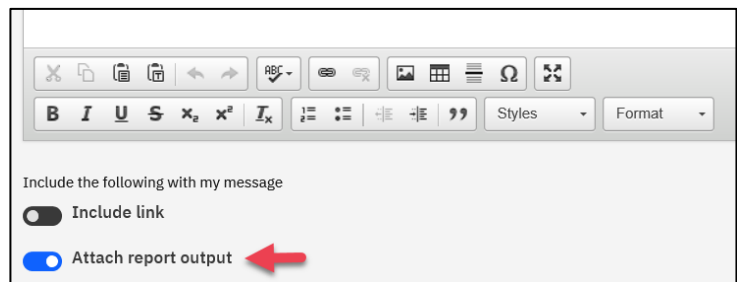
- 2 Use the **Options** tab to change the **Format** or **Delivery**



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



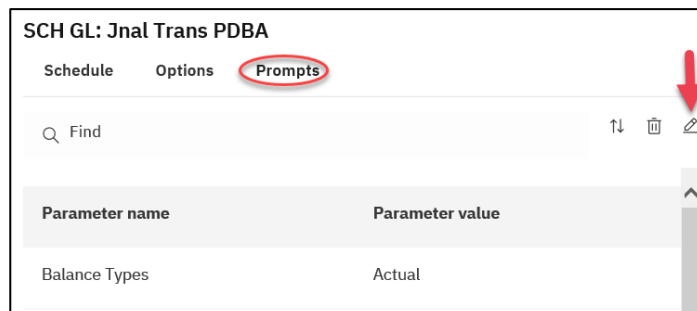
- Ensure **Attach report** output is selected when sending emails.



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



- Select the **Edit** icon

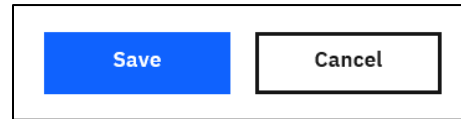


- The report parameter selection opens. Modify as required. Choose **Finish**





Select **Save** when all edits have been made to the 3 tabs.

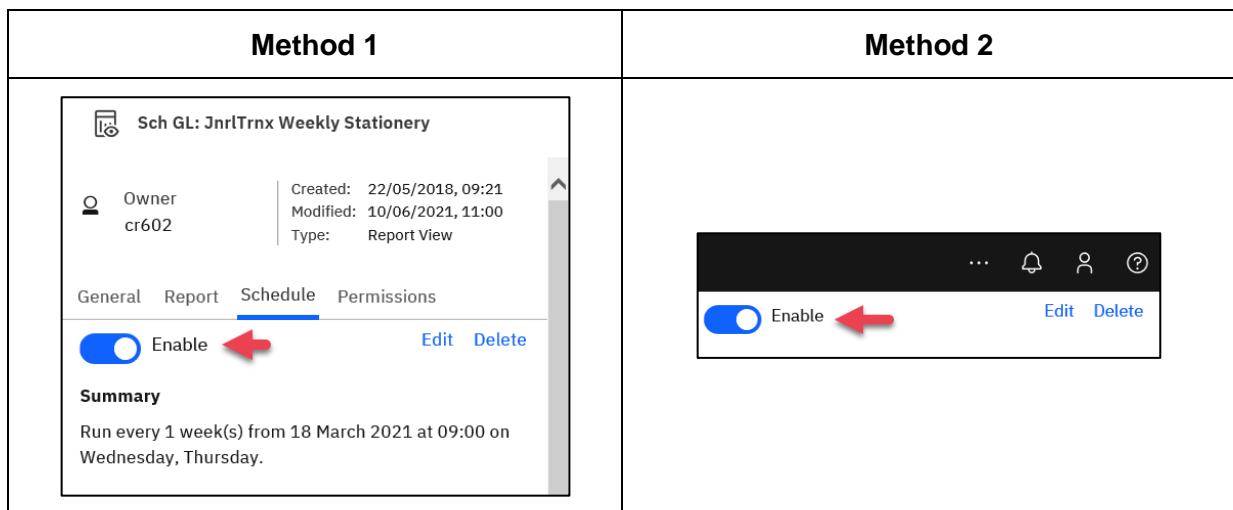


A message appears briefly at top of screen"



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.



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.

