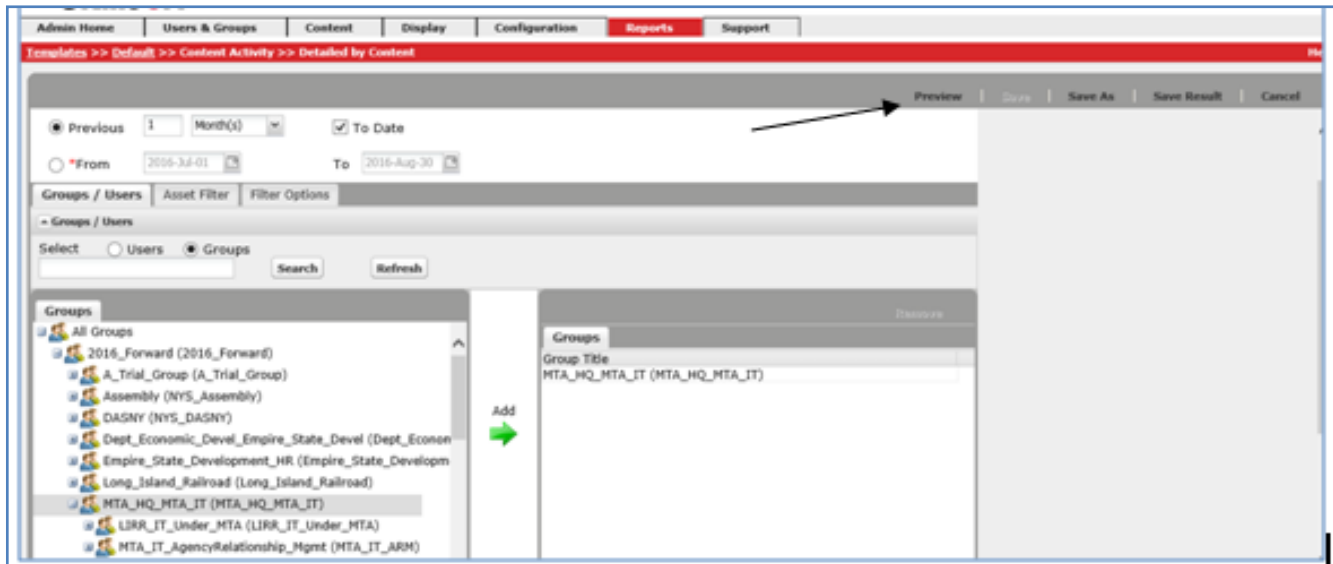
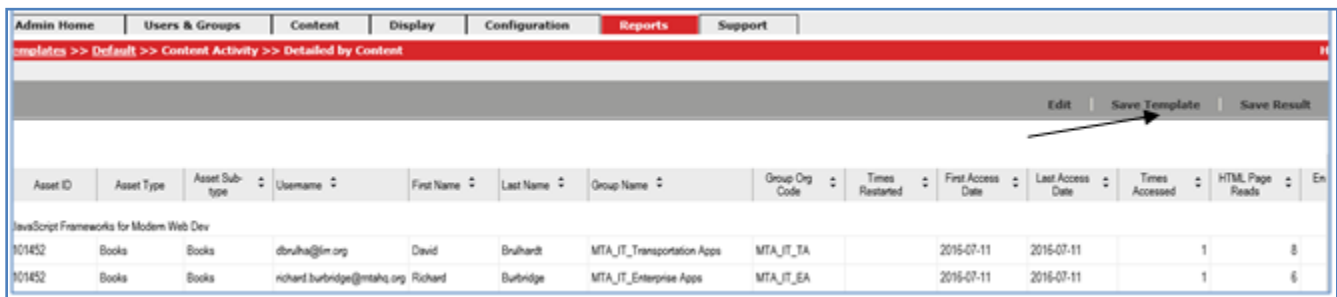


## How to Schedule a Report – Step x Step

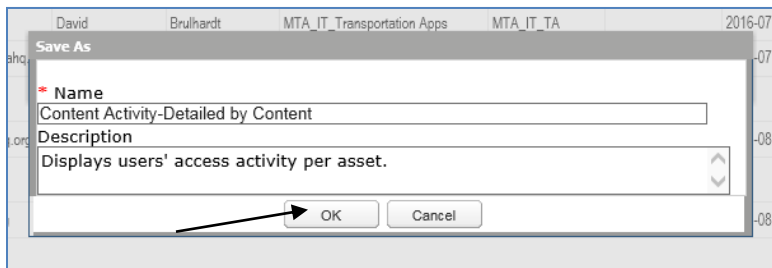
1. Set up the desired report by completing all necessary fields to run the report (see separate instructions on running reports). Don't forget the Display Options at bottom if you wish to see only specific fields.
2. Click **Preview**



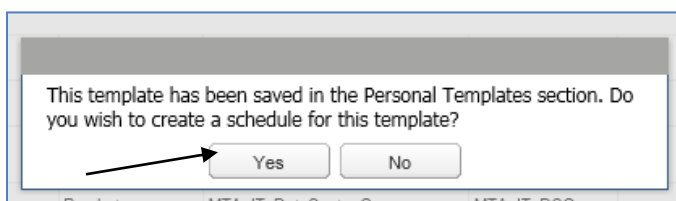
### 3. Save Template



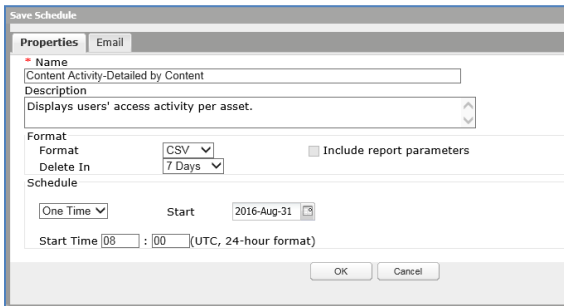
### 4. Name your Report click ok



### 5. Click Yes to schedule



6. Complete your schedule click ok – Your scheduled reports will be displayed in Personnel Folder. You will receive an email each tome the report runs.



The 'Save Schedule' dialog box is shown with the 'Properties' tab selected. It contains the following fields and options:

- Name:** Content Activity-Detailed by Content
- Description:** Displays users' access activity per asset.
- Format:** CSV (dropdown menu)
- Delete In:** 7 Days (dropdown menu)
- Include report parameters:** (unchecked checkbox)
- Schedule:** One Time (dropdown menu)
- Start:** 2016-Aug-31 (calendar icon)
- Start Time:** 08 : 00 (UTC, 24-hour format)
- Buttons:** OK, Cancel

