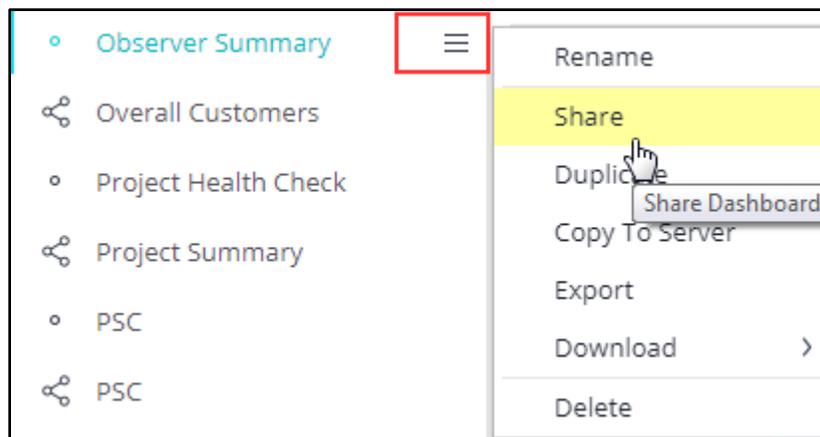## How can I schedule reports in Analyze?

Within Analyze, the author of a Dashboard may choose to share with those that are 1. Analyze users who have 2. have already made an initial login.

There are 2 ways to schedule reports:

- Select the dotted icon in the upper right corner of the dashboard:
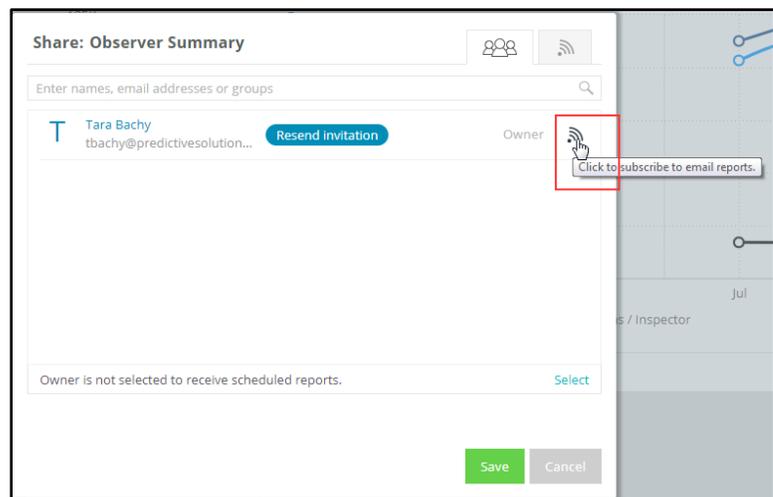

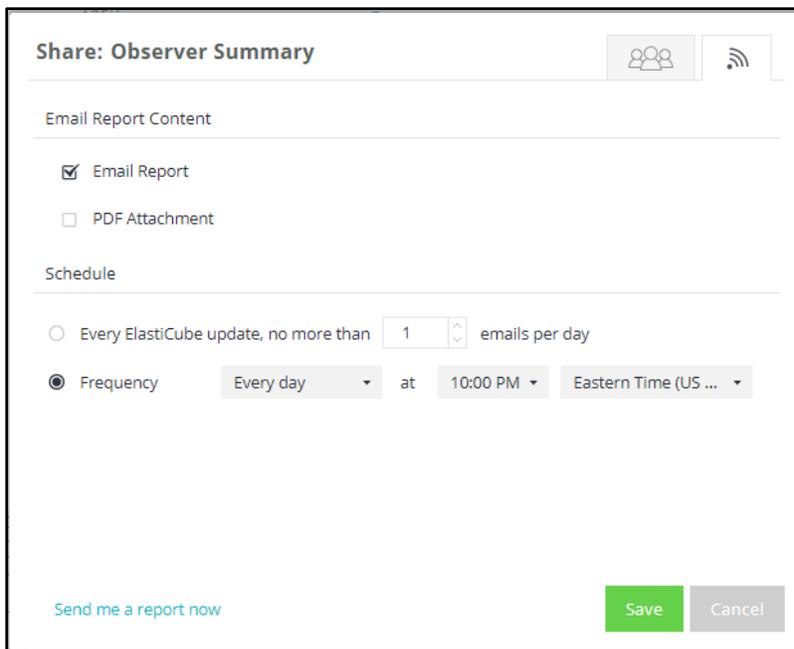
- Select the 3 line icon from your Dashboard list:

Activating scheduled reports:

- To activate a report, select single recipients or groups and click the radio button next to their names:

- Choose the same icon at the top right corner to edit the report's properties.

Editing report properties:

- You may choose to e-mail the report within the body of the email or attach as a PDF.
    - If you choose a PDF attachment, you will be prompted to edit the document to your liking. For more information on exporting to PDF, please see document PSC-17:017.
- You may choose a day and time for your report to send.
    - Every ElastiCube update sends a report with each data refresh.
    - Frequency allows you to choose one or more day(s) of the week, the time of day, and the time zone for the report.
- Click save

To disable scheduled reports, simply click the radio button next to the recipient's name again.

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