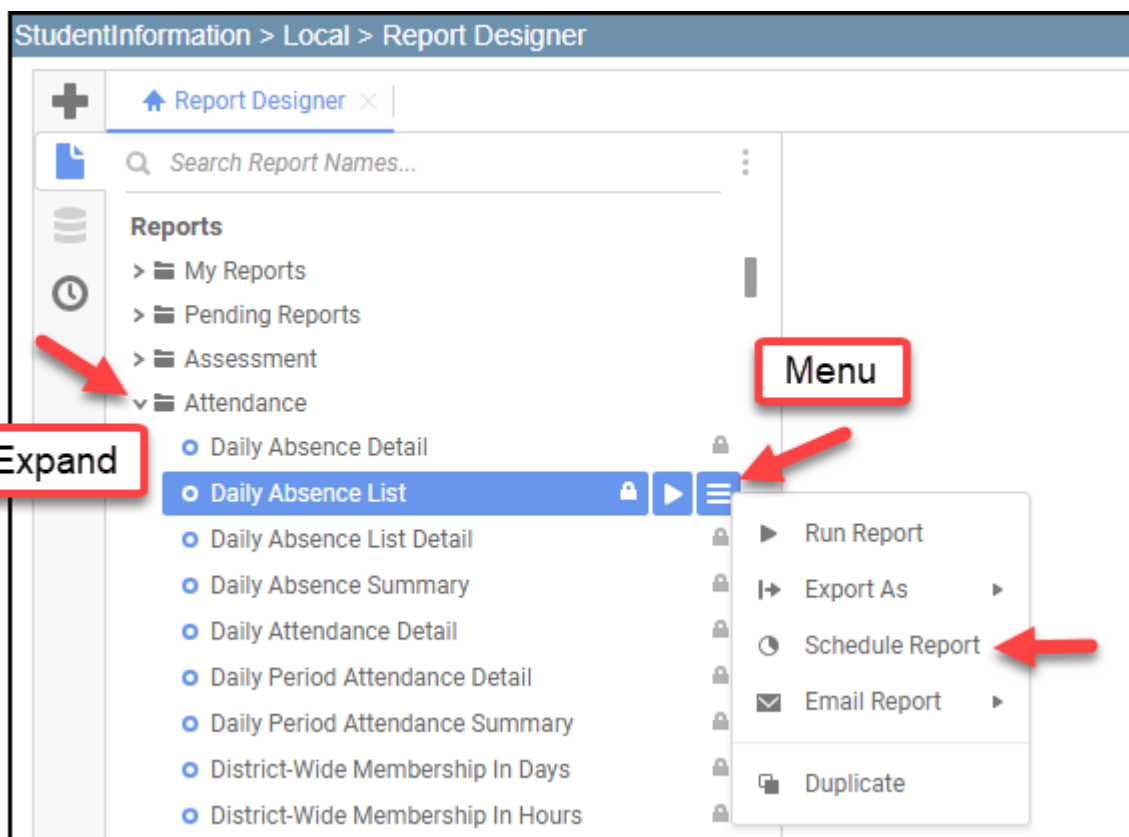


How to Schedule an Ad Hoc Report for Automatic Delivery

- Scheduling a report is possible for those who have any of the following security roles:
 - AH-Schedule Report
 - AH-Full Admin Report Manager
 - NEOnet District Admin
- Go to:
 - Local > Report Designer Reports
- Expand the Folder in which the report resides
 - Click **Report** you wish to Schedule
 - Click **Menu** icon
 - Click **Schedule Report**



- Complete the three tabs requesting when and how often you want the report delivered, requesting your filters, and the email recipient(s).
- **Recurrence** tab
 - Enter a Schedule Name, Export Type, Schedule Time and Range of Recurrence
 - Click **Next**

