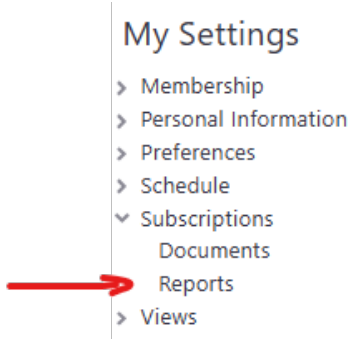


Subscribe to a report

1. Click on the Global Tab Setup



2. Under My Settings, click subscriptions (expands) and then Reports

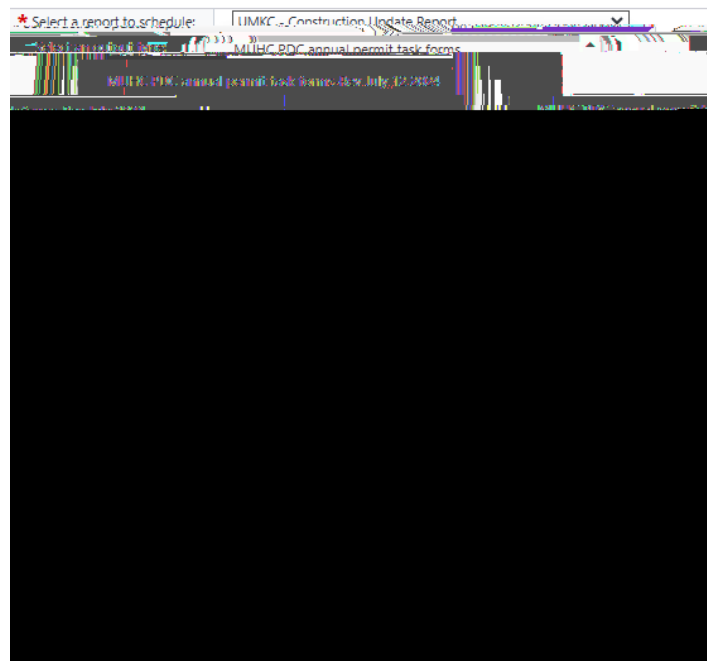


3. On the upper right corner of the screen, click Add Schedule Report

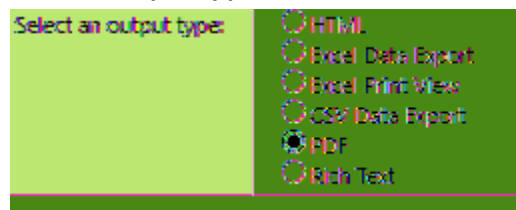


4. Add Report Subscription

- a. Select desired report from the dropdown menu

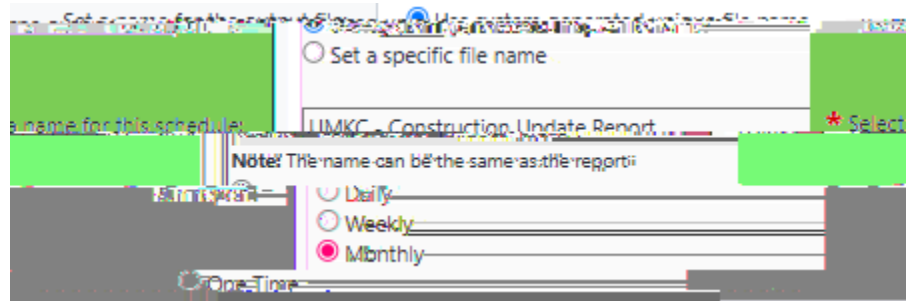


- b. Select output type

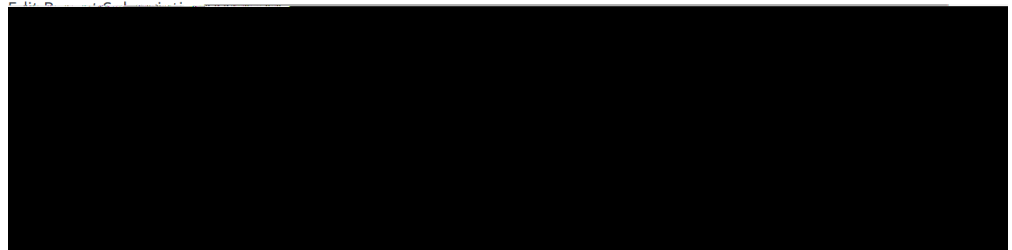


- c. Click Next to go to the next screen

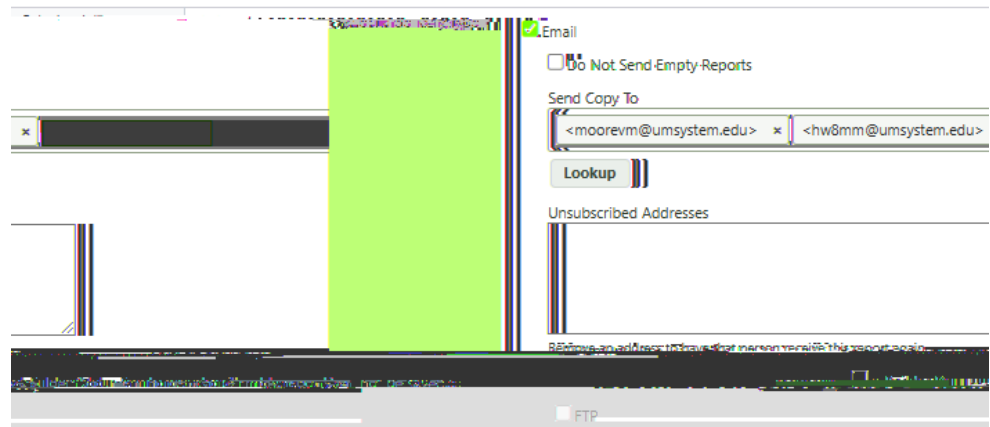
- d. Select the name you would like output file
- e. Select a name for the is schedule
- f. Select frequency



- g. Click Next to go to the next screen
- h. Select the date and time you would like to receive this report
 - i. Date
 - ii. Time
 - iii. Frequency



- i. Click Next to go to the next screen
- j. Select a delivery type
 - i. Enter the email addresses you would like to receive the report



- k. Click save
- l. The report will run and the subscription will be saved and will automatically run as requested.