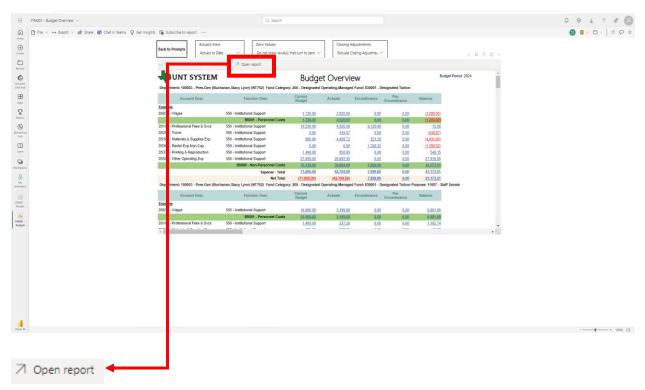
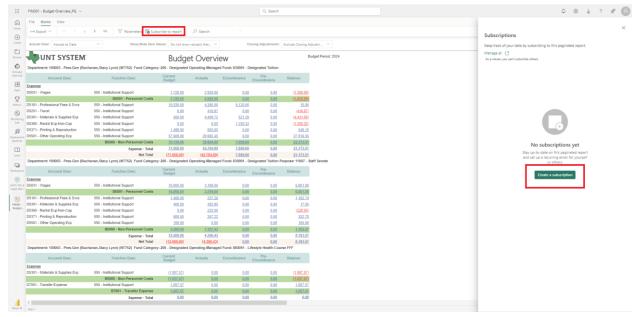
How-To Schedule a Report (Subscription)

• To schedule a report, first click "Open Report" (this allows you to schedule XLS or Excel output)



• Then click the "Subscribe to Report" button. That should open up a pane that allows you to create a new subscription as seen below.



 When you click "Create A Subscription," it opens up a pane where you can specify the specifics of your subscription in terms of data and time to receive your report as well as what format you want it in

