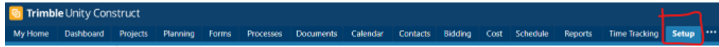
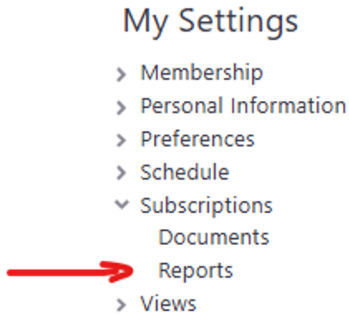


Subscribe to a report

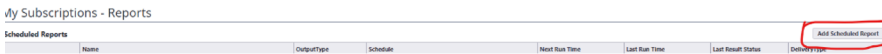
1. Click on the Global Tab Setup



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

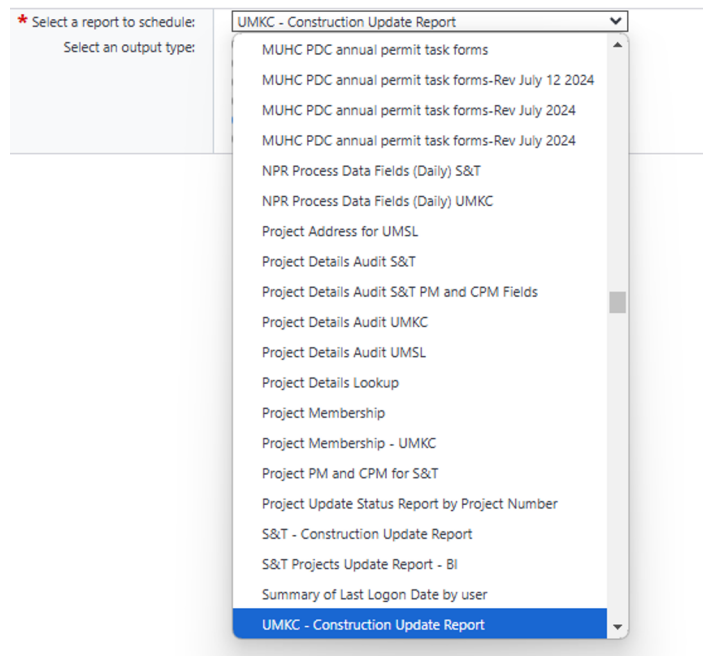


3. On the upper right corner of the screen, click Add Schedule Report

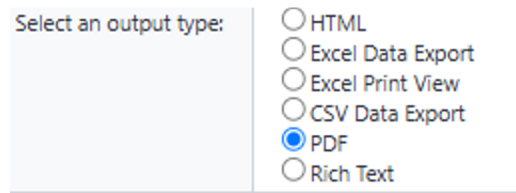


4. Add Report Subscription

- 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

Set a name for the output file:

*** Select a name for this schedule:**

Run report:

Use system generated unique file name
 Set a specific file name

Note: The name can be the same as the report

Daily
 Weekly
 Monthly
 One Time

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

Edit Report Subscription

*** Select the date and time you want to receive this report:**

Date:

Time: (UTC-06:00) Central Time (US & Canada)

On: Day The

Of the month(s): January February March April May June July August September October November December

- 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

Select a delivery type:

Email
 Do Not Send Empty Reports

Send Copy To

Unsubscribed Addresses

Remove an address to have that person receive this report again.

e-Builder Document Folder (Note: Empty reports will not be saved.)

FTP

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