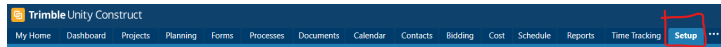
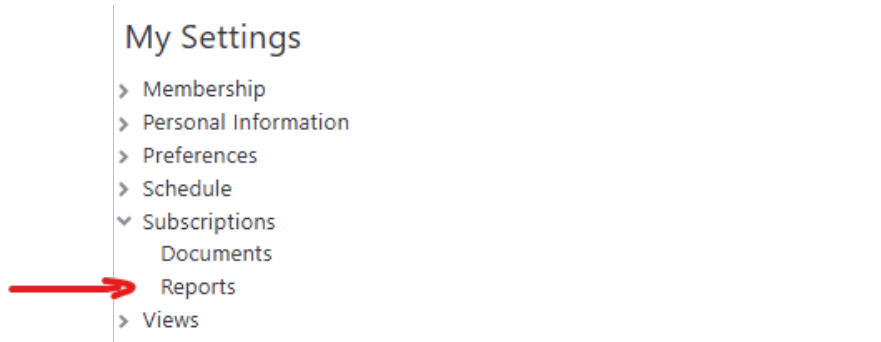


Subscribe to a report

1. Click on the Global Tab Setup



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

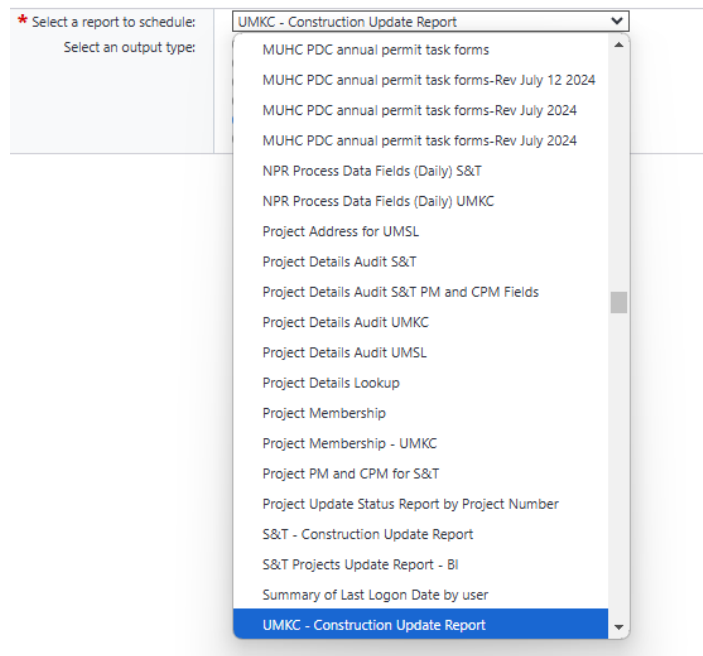


3. On the upper right corner of the screen, click Add Schedule Report

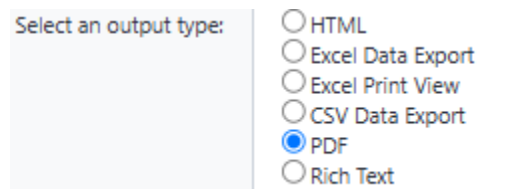


4. Add Report Subscription

- 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:

☒ Use system generated unique file name
☐ Set a specific file name

* Select a name for this schedule:

Note: The name can be the same as the report

☐ Daily
☐ Weekly
☒ Monthly
☐ One Time

Run report:

- 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:

: :

On:

☐ Day

Of the month(s):

☒ The

☒ 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.