# 1 Schedule Reports in Techone

It is possible to schedule a report to be emailed to you or someone you nominate at regular intervals. Reports in the "Report" tab are designed to be ordered on an ad hoc basis, online. The "More" tab provides the opportunity to schedule reports on a regular basis.

1.1 How to Schedule a report

There a list of reports that maybe scheduled in the "More" Tab. Choose the report from the "DP Automated Reports" menu and complete report options.
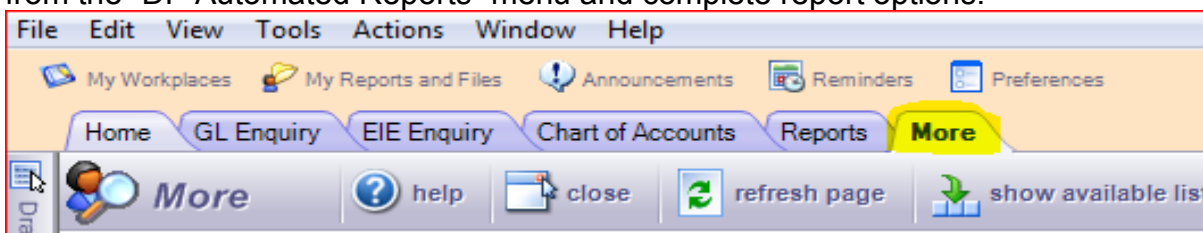
When ordering change the destination to email and complete the email options. The data entered in the email options will be sent with the report at each interval. Click on "Change report options" in the side bar.
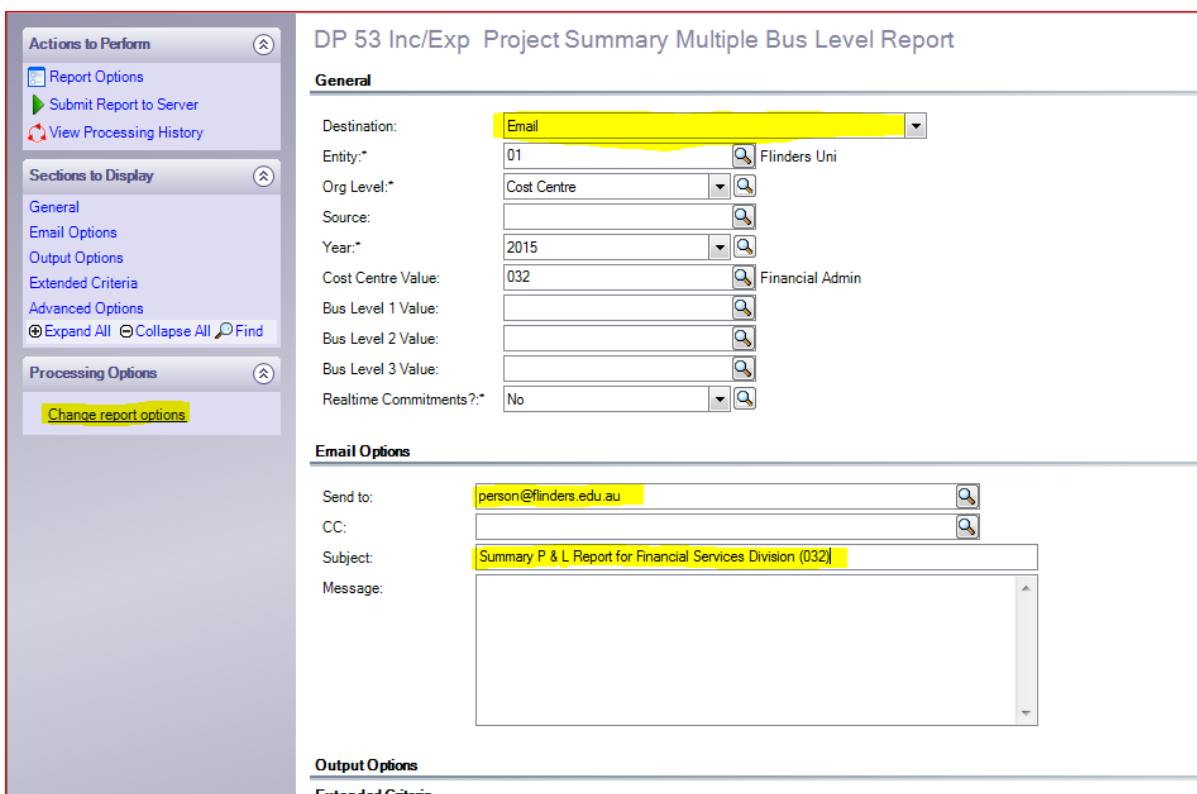
The highlighted fields need to be completed.

Job description should be meaningful so you can delete the report when it is no longer required.

Start Parameters the start date should be the first day you require the report. This should match the same day of month indicated in Recurring Job section. The start time should always be out of hours, for example 10pm.
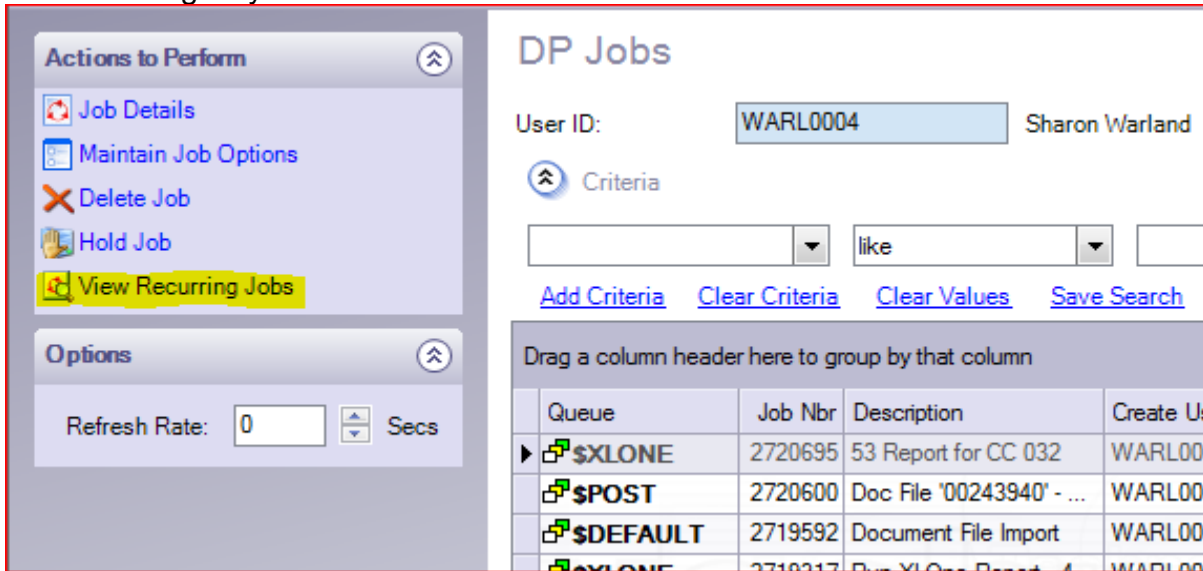
Recurring Job details sets how often the reports are required and if monthly the relative day of the month.

Scheduled reports are able to be run for the year they are created, however they are not designed to provide data for future years. It would be ideal to set an **end date** to ensure you do not receive reports for January 2014 thinking it was for January 2015.
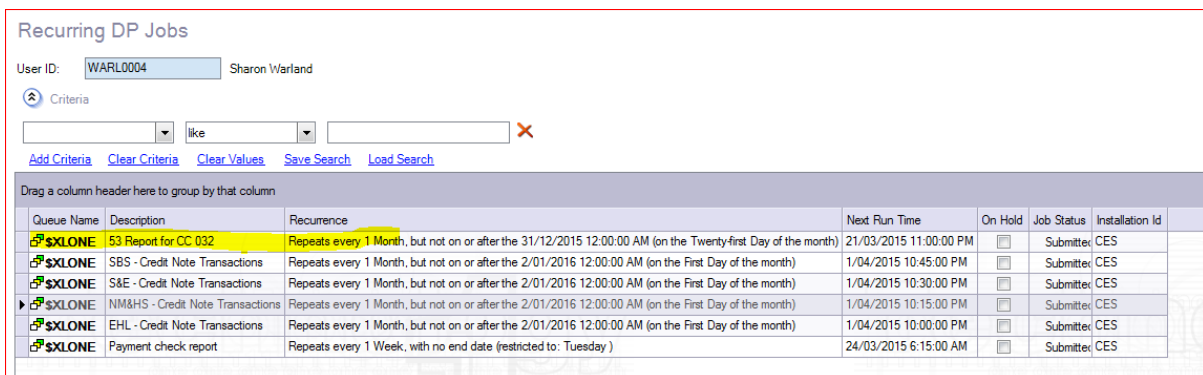
1.2   How to view Scheduled reports

View scheduled reports by clicking on the red arrowed circle at the bottom right hand corner of your screen.

This will bring all your DP Jobs

Click on "View Recurring Jobs", this will show all reports you have scheduled.

The reports are cannot be altered at all, you can delete the report when it is no longer required by highlighting the line and pressing the delete button.