

## Scheduled Memorized Reports

Users now have the ability to schedule memorized reports to be automatically generated and emailed out to them on a set basis. To schedule a memorized report, go to Reports → Memorized → Memorized Reports.

**Important Steps:**

1. The report must be memorized first before it can be scheduled to be emailed.
2. Go to Reports → Memorized → Memorized Reports
3. Select the Report you would like to schedule

**Reminder:** The report must be memorized before the schedule can be applied.

Report: Hot Sheet3

Name:

Order:   Share with Everyone  Show in Menu

Schedule this Report

### Report Schedule

**Sites**

Madison Site  
 Marty Sandbox  
**Oceanside Homes and Remodeling**  
 Punchlist Land  
 Site Description -Benchmark

**Email**

To:  Only 1 person can be selected  CC:  Only 1 person can be selected  Other:  Only 1 email address can be added to the Other field.

**Recurrence Pattern**

Daily    Recur every  week(s) on:  
 Weekly  
 Monthly     Sunday  Monday  Tuesday  Wednesday  
 Yearly     Thursday  Friday  Saturday

**Schedule**

Start Date:

Next Scheduled Run Date:

**Last Scheduled**

Run Date:  Status:

Log:

Run Report
Save
Cancel
Delete