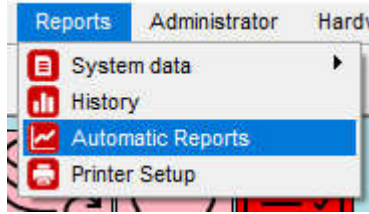
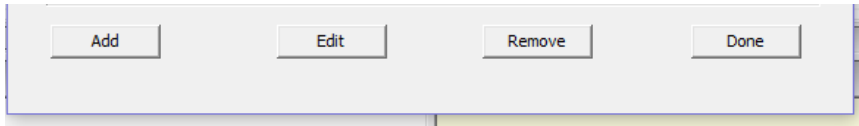


# Running Reports: Automatic and Ad Hoc

Step 1: Select the Automatic Reports option from the Reports menu.



Step 2: Click Add at the bottom of the reports screen, then set the report settings as desired on the Settings screen.



**Schedule Report** [X]

Name

Send To Printer

Send To Email

*Email Details*

Destination emails(click to edit).

Subject Field

Message

*Schedule Details*

Schedule Type

Daily

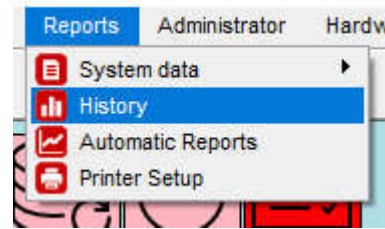
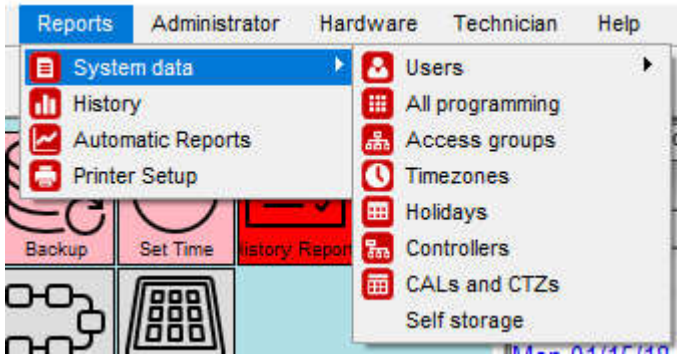
Weekly

Monthly

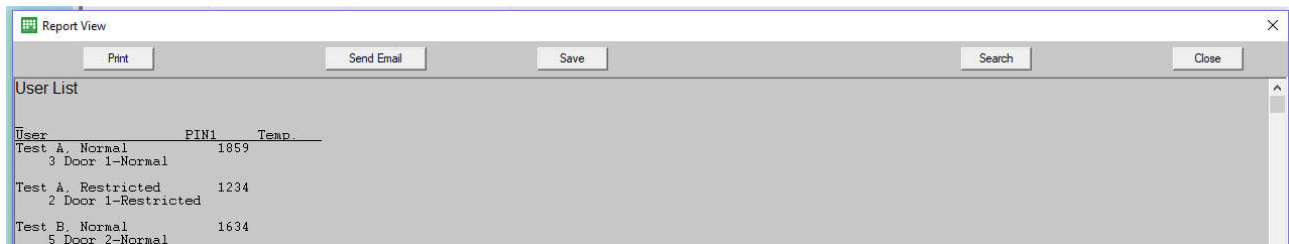
Period

No Schedule

Step 3: You can also run reports ad hoc from the Reports menu. There are System reports, which show you various programming and data within the system itself, as well as History reports, which will show you the history of users within a specific timeframe. You can also look for specific activity types within a timeframe.



Step 4: Set the parameters for the report you are running. System reports have pre-set parameters and will run immediately when selected and open a grey screen with the data you are looking for while History reports require you to set the parameters manually and will then run after that.



Note: Unlike automatic backups, ad hoc History and System reports will not be sent via email or printed unless you do so yourself from the grey screen. You can also save the report as a text file to convert to PDF or spreadsheet later.

