



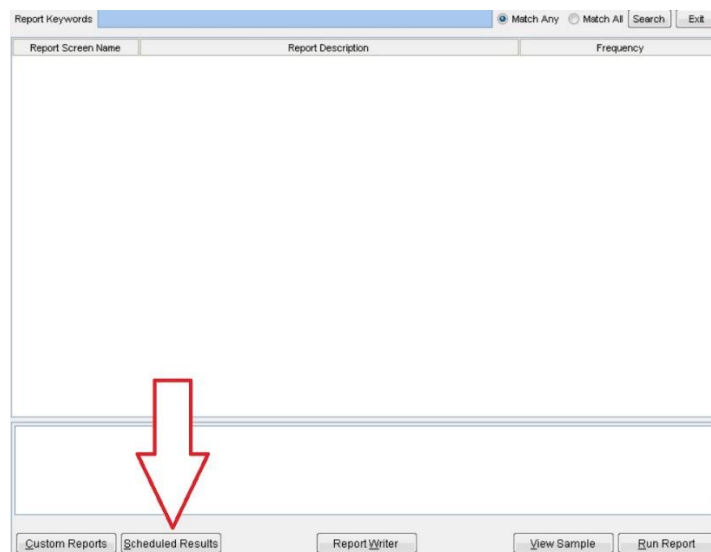
# Help Desk Notes



## Which Reports are Scheduled?

As I was going along my merry way earlier this month, Tom Meyers here at Alert reached out to ask where the reports were coming from that were showing up in his inbox every night. I sure know how to schedule reports, but how do I figure out what's already scheduled? And how do I get them to stop? Easy!

Go to Report Wizard on the main screen and go to the very bottom to the Scheduled Reports button.



From here, you are able to toggle between reports that you have scheduled and all other reports that are scheduled. You're then able to delete the scheduled report and stop annoying your sales person. (Hypothetically speaking, of course.) Curious folks, you'll notice that you can even click on the hyperlink to view the report!

Scheduled Report Output

Completed Scheduled Reports

☐ Mine ☒ All

Del All F4Del

Run Date	Time	User	Report	Output To	Type	Destination
12/12/18	4:59 PM	cwz	Stock Evaluation Report	Email it	<a href="#">Cyberquery Report</a>	czanoni@alert-ims.c
05/11/18	2:31 PM	666	Exception Report	Save it	<a href="#">Cyberquery Report</a>	
11/22/16	1:23 PM	ims	Fixed Assets Commitment Report	Save it	<a href="#">Cyberquery Report</a>	
07/28/16	3:11 PM	jpc	Fixed Assets Commitment Report	Email it	<a href="#">HTML Document</a>	jchastagnol@alert-ir
07/28/16	2:57 PM	jpc	Fixed Assets Commitment Report	Email it	<a href="#">PDF Document</a>	jchastagnol@alert-ir