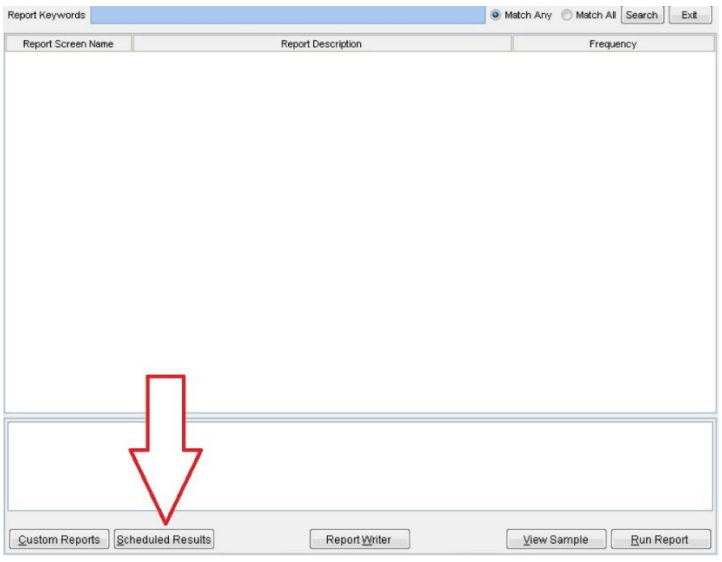
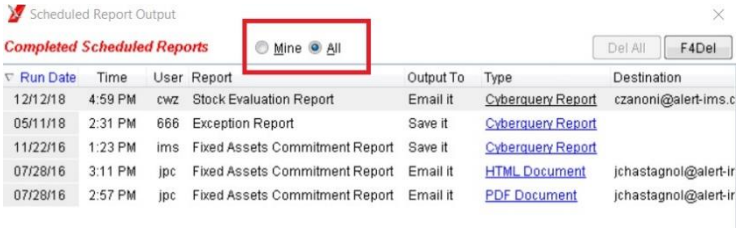
Which Reports are Scheduled?

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!