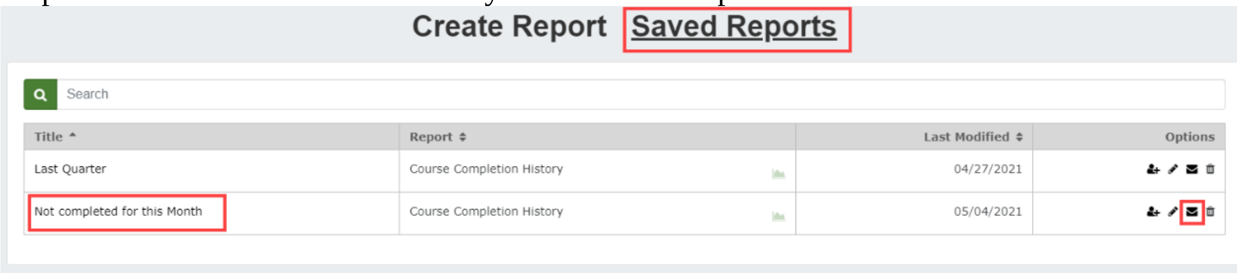
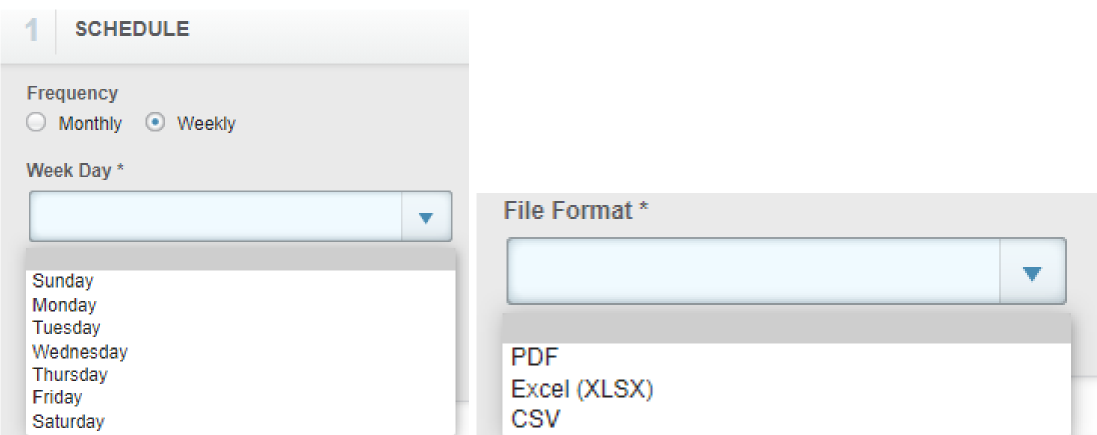
Automated Reporting

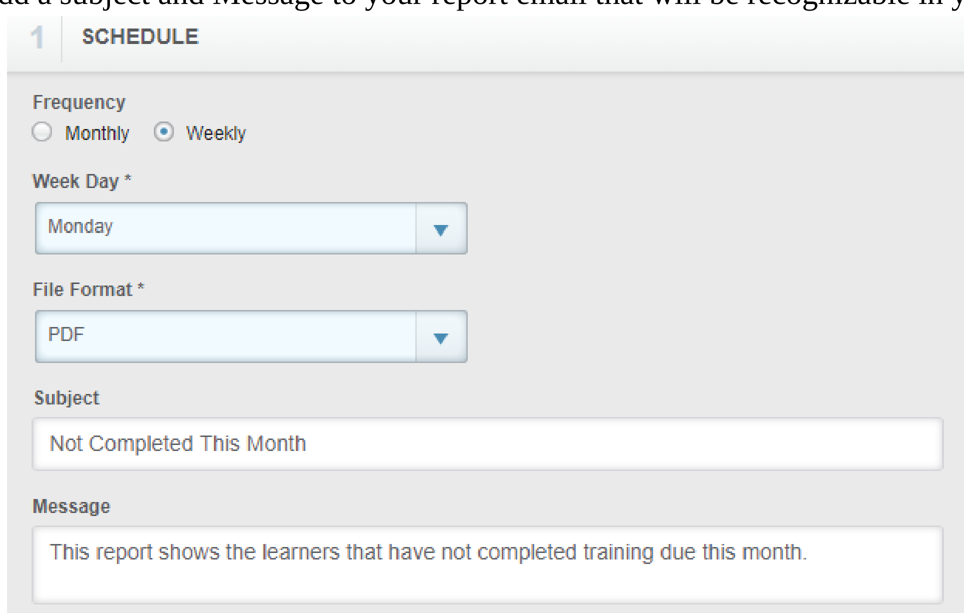
Step 1: Save the report you want to schedule.
For instructions on saving a report to your account, click here for: [Saving a Report to your Dashboard] support document.
Step 2: Select the mail icon to create your automated report.



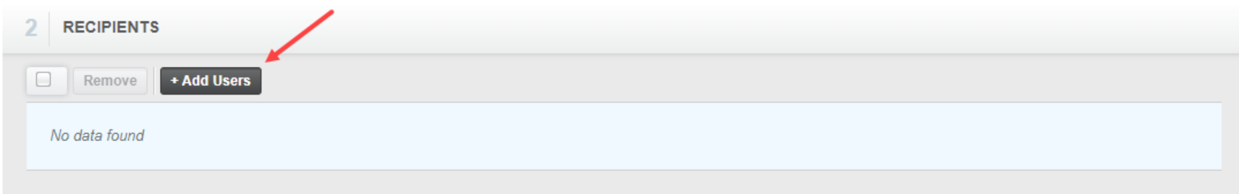
Step 3: Choose how often you want to receive the report.
The frequency of the report can be monthly or weekly, and you choose which day of the month or week you wish to receive the report.
Step 4: Choose the format for the report:



Step 5: Add a subject and Message to your report email that will be recognizable in your inbox.



Step 6: Choose Recipients.
In the Recipients section, choose which users will receive the report. Users with more than just the Learner role can be selected to receive your report.
Please Note: The saved report is sent as is to all recipients. This means recipients will see the same data on the report that you do, regardless of role or permission level. For example, if you are an Administrator who has automated a report with all users in your site to send to a Supervisor, the Supervisor will see users outside of their hierarchy level on the report. Supervisors with Report Management permission can schedule their own reports.
To add recipients, click + Add Users.



You can also check out Relias's informational video on Saving and Automating Reports: **here**.