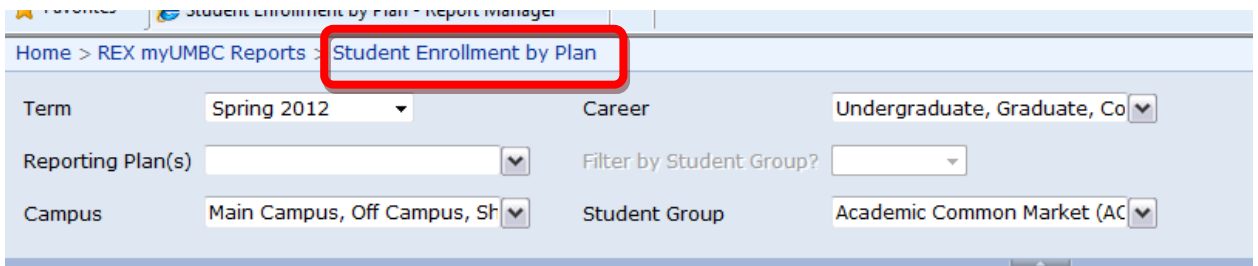


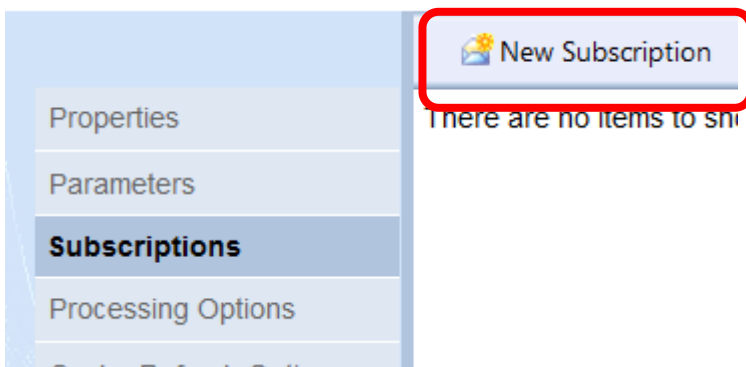
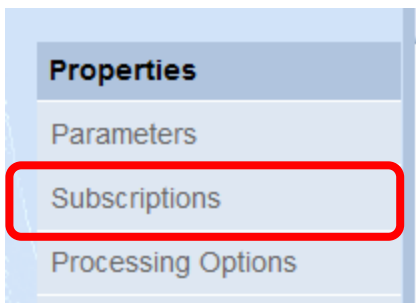
How to Set Up a Subscription (Schedule a Report)

There are two ways to set up a subscription.

1. After selecting the report you wish to schedule, click on the report name in the bread crumbs.

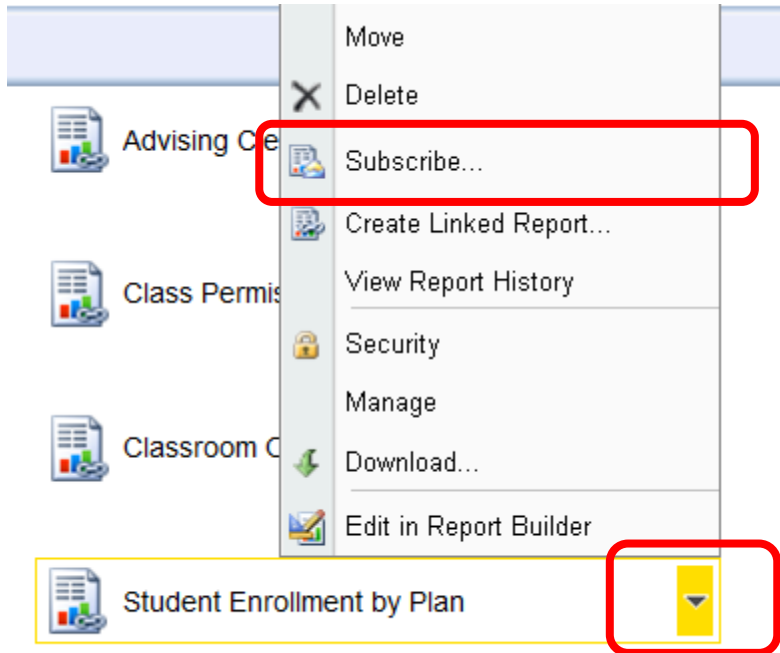


Select Subscriptions from the Properties menu and then New Subscription.



From there the procedure is the same as in the past.

2. Select the down-arrow next to the report name in the folder and then select Subscribe ...



From there the procedure is the same as in the past.