

## Schedule a Report

- 1 Make sure you are on the **Usage Reports, Create a Usage Report** page:
  - Click the **Usage Report** tab, and make sure the **Create a Usage Report** tab is selected.
  - Or, select **View/download usage reports** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Select the desired **Report Type**. The **About this Report Type** area provides a summary of the currently selected report type.
- 4 Select **Scheduled report for periodic Email delivery** from **Delivery Method**.
- 5 Set the options for **Show items with zero usage**, **Show detailed statistics breakout for each site in multi-level accounts**, and **Usage Period**. (See [Create and Edit a Usage Report](#) for more information on these options.)
- 6 Set the **Delivery Format** to **HTML-display as a Web page**, **'~' delimited file** or **CSV file (Excel compatible)**.
- 7 Enter the desired **Email Address**, where you want to receive the usage report.
- 8 Click **Create Report**.

You see the **Usage Reports, Scheduled Reports** page showing your newly scheduled report.

## View a Scheduled Report Immediately

If you want to view a scheduled report immediately, follow these steps:

- 1 Make sure you are on the **Usage Reports, Scheduled Reports** page:
  - Click the **Usage Report** tab, and make sure the **Scheduled Reports** tab is selected.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Click **Edit** in the Action column of the report you want to view.

You see the **Usage Reports, Create a Usage Report** page displaying the information for the selected report.
- 4 Change the **Delivery Method** to **Display to screen as Web Page**.
- 5 Double-check your remaining settings, especially the **Usage Period**.
- 6 Click **Create Report**.

The report will appear on your screen within a few seconds.

## Email a Scheduled Report Immediately

If you want to email a scheduled report immediately, follow these steps:

- 1 Make sure you are on the **Usage Reports, Scheduled Reports** page:
  - Click the **Usage Report** tab, and make sure the **Scheduled Reports** tab is selected.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Click **Edit** in the Action column of the report you want to view.  
You see the **Usage Reports, Create a Usage Report** page displaying the information for the selected report.
- 4 Change the **Delivery Method** to **Email Report now**.
- 5 Double-check your remaining settings, especially the **Usage Period** and the **Email address**.
- 6 Click **Create Report**.

The report will be emailed within 24 hours.

## Edit a Scheduled Report

To create a new Scheduled Usage Report, follow the steps in [Schedule a Report](#). Once you have scheduled reports, you may need to edit or delete reports. The **Usage Reports, Scheduled Reports** page lets you:

- View your currently scheduled usage reports.
- Sort the reports in ascending or descending order on any column by clicking the up or down arrows next to a column header.
- Edit a report.
- Delete a report.

### Sort Reports

You can sort the reports by any of the data columns, making it easy to find the report you want.

Click the up-pointing arrow (▲) next to a column header to sort the reports in ascending order, based on that column. For example, click the up-pointing arrow next to **Next Delivery Date** to view the reports sorted by delivery date, with the next scheduled report at the top of the list.

Click the down-pointing arrow (▼) next to a column header to sort the reports in descending order, based on that column. For example, click the down-pointing arrow next to **Next Delivery Date** to view the reports sorted by delivery date, with the next scheduled report at the bottom of the list.

### Edit a Report

To edit a report, click **Edit** in the **Action** column for the desired report. You will see the **Usage Report, Create Report** page displaying the information for the selected report. Make the desired changes and click **Create Report** to save the changes.

### Delete a Report

To delete a report, click **Delete** in the **Action** column for the report you want to delete. You will see a confirmation dialog asking if you are sure you want to delete the report. Click **OK**.