If you would like to schedule a report to run once at some point in the future or to run on a reoccurring basis follow the instructions below.

1. Use Microsoft Internet Explorer or Microsoft Edge to log into the Telecom Reports website. https://telecomreports.unl.edu
2. Navigate to the folder containing the report you would like to schedule
3. Click on the 3 dots in the top right corner of the button for the report you would like to Schedule.
4. From the menu choose Subscribe.
5. Give the subscription a name by filling in the description field
6. Schedule when you want the report to run.
   a. Choose an already created shared schedule
   b. Create your own custom schedule
7. Make sure that Delivery is set to E-Mail
8. Set any delivery options. (NOTE: Typically, you will include the report and set the format to PDF or Excel)
9. Set the report parameters
   a. For a report that will run on a reoccurring schedule set the Report Window parameter but leave the start date and end date set as Use Default Value.
      - Daily: Today (Report should run prior to Midnight)
      - Weekly:
- Monthly:
  b. For a report that is being scheduled to run just once leave the Report Window parameter set at Use Default Value and set the start and end date parameters as needed.
  c. Set other parameters as needed.

**Viewing / Editing your Report Subscriptions**
To see a list of reports that you are subscribed to click on the Gear at the top of the browser window and choose “My Subscriptions” from the menu.