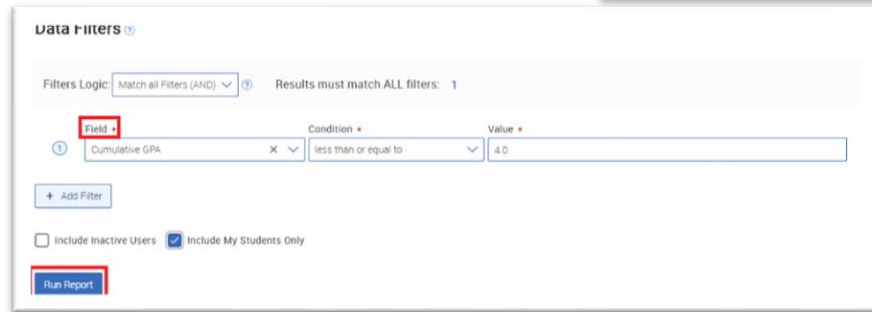


# Navigate360: Configuring a Schedule for Saved Reports in V3

Searches from reports can be saved and automatically re-run without re-entering Fields. After saving a report, users can configure a schedule for the report to run automatically and send updates to their Outlook.

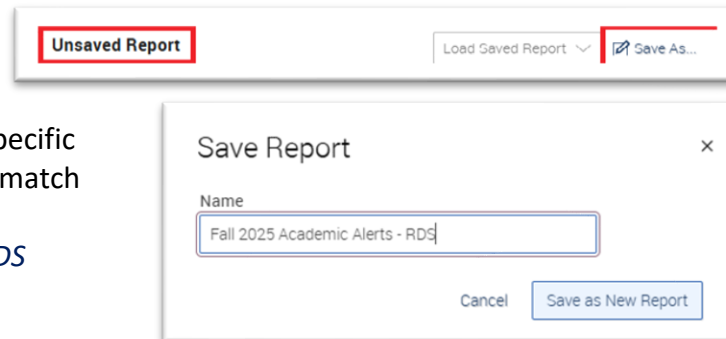
## 1. Run the desired report

- To run a report, click the [Reporting](#)  icon from the left navigation.
- From reporting screen, click the [Standard Reports](#) tab
- Select a report, apply the desired [Field\(s\)](#), to add additional [Fields](#) click [+Add Filter](#)
- Click [Run Report](#) at the bottom of the page.





## 2. Save the report or search

- Once results have been generated, click [Save As](#) in the [Unsaved Report](#) box at the top of the page
- A [Save Report](#) dialogue box will appear. Under [Name](#) type a specific name for the report.
  - **NOTE:** If this report is associated with a specific campaign, consider naming the report to match the campaign including user initials  
**Example:** *Academic Alerts Spring 2024 RDS*
- Click [Save as New Report](#)



## 3. Re-run the saved report and Configure a Schedule

- Click the [Reporting](#)  icon from the left navigation
- From the [My Saved Reports](#) tab, click the title of the saved report to re-run
- Click [Run Report](#)
- To [Configure a Schedule](#) for a Saved Report, click the hamburger menu  beside the title of the saved report
- Click [Configure Schedule](#)
- A [Saved Report Settings](#) box will appear. Set a recurring schedule by selecting a [Start Date](#) and [End Date](#) under [Schedule Duration](#)
- Select a [Frequency](#) to receive the report: [Daily](#), [Weekly](#), or [Monthly](#)
  - **NOTE:** If selecting [Weekly](#), select the [Day](#) of the week to receive the report
  - **NOTE:** If selecting [Monthly](#), select the [Type](#) (Specific Day, First, Second, Third, Fourth) and [Day](#) (First, Last, 2, etc.) of the month
- Select the [Time](#) to receive the report to your Outlook
- Click [Saved Scheduled Report Rule](#)

