Manage My Schedules

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Permissions

You will require an Access Role with the following permissions:

- Reports

Once a report has been scheduled, the user that created the schedule will see the My Schedules option on the Reports page. Using the My Schedules menu, a user can edit or delete any of their previously created schedules.

1. Navigate from the **Home** page to **Reports | My Schedules**.
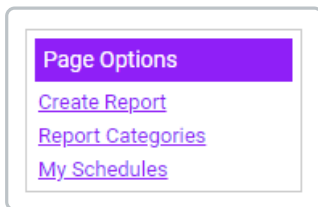
2. The My Schedules page will allow you to do the following:

Action	Description
Edit	Click 📝 to re-schedule the report according to any new requirements.
Delete	Click ✖ to delete the scheduled report.