Auto generated reports

You can set up **roll-up reports** to be **auto-generated and emailed** out to specific users. Reports can be sent out **Daily**,**weekly** or **monthly**. To view auto generated follow the following steps:

1. Click on your profile name at the top right hand side of the screen, and select **"My Profile".**
2. Click "**Auto Generated Reports**" from the side menu.
3. Click "**New Automatic Report**".
4. Fill out the Form Below.
5. Select **Add**.

PLEASE NOTE:
The Roll-Up Report will be sent to what every users you have selected on a **Daily**, **Weekly** or **Monthly** basis starting the following day.