Schedule a Location Report
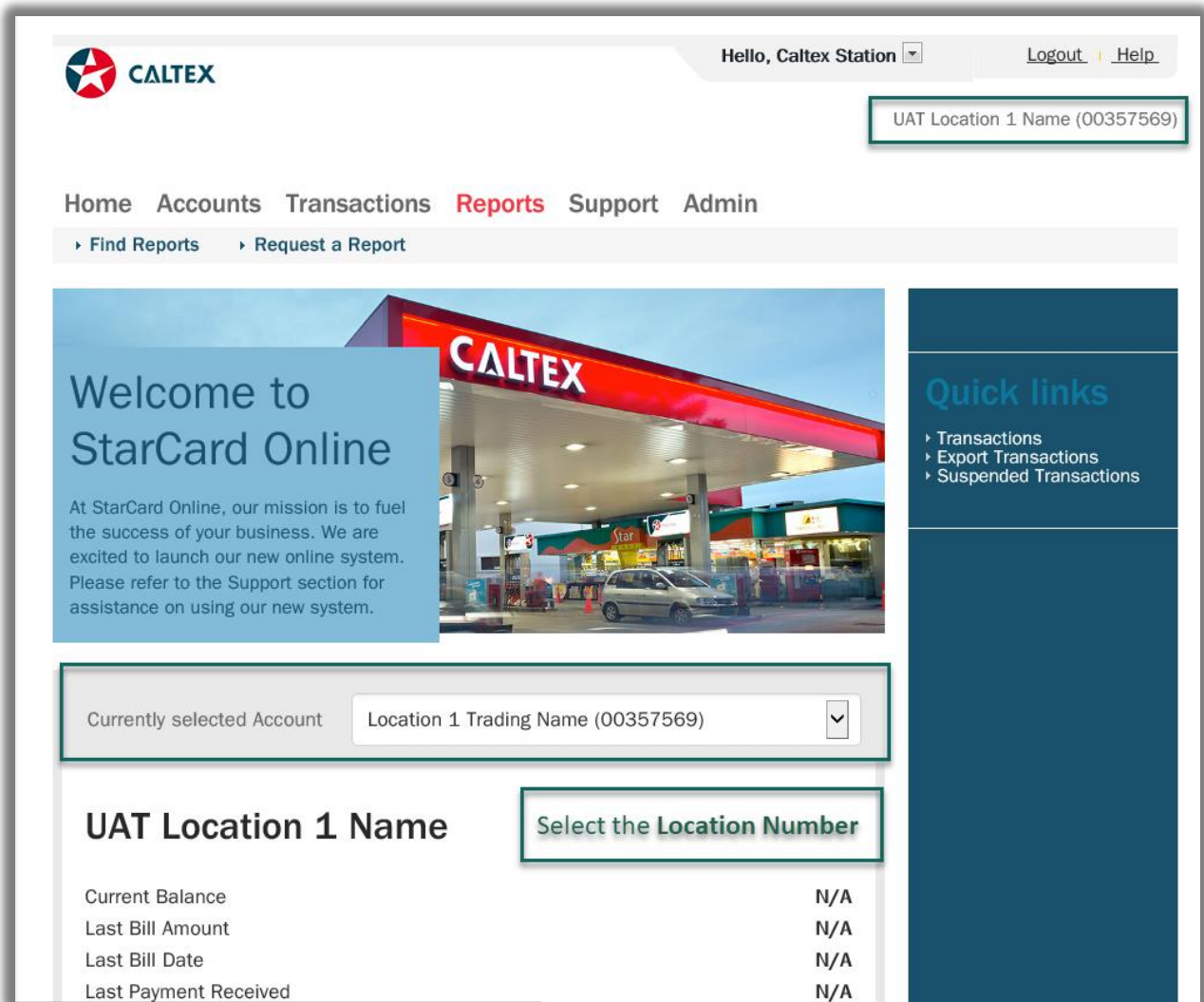
Add a Scheduled Report to receive it via email. User can add and disable a report via Starcard Online.

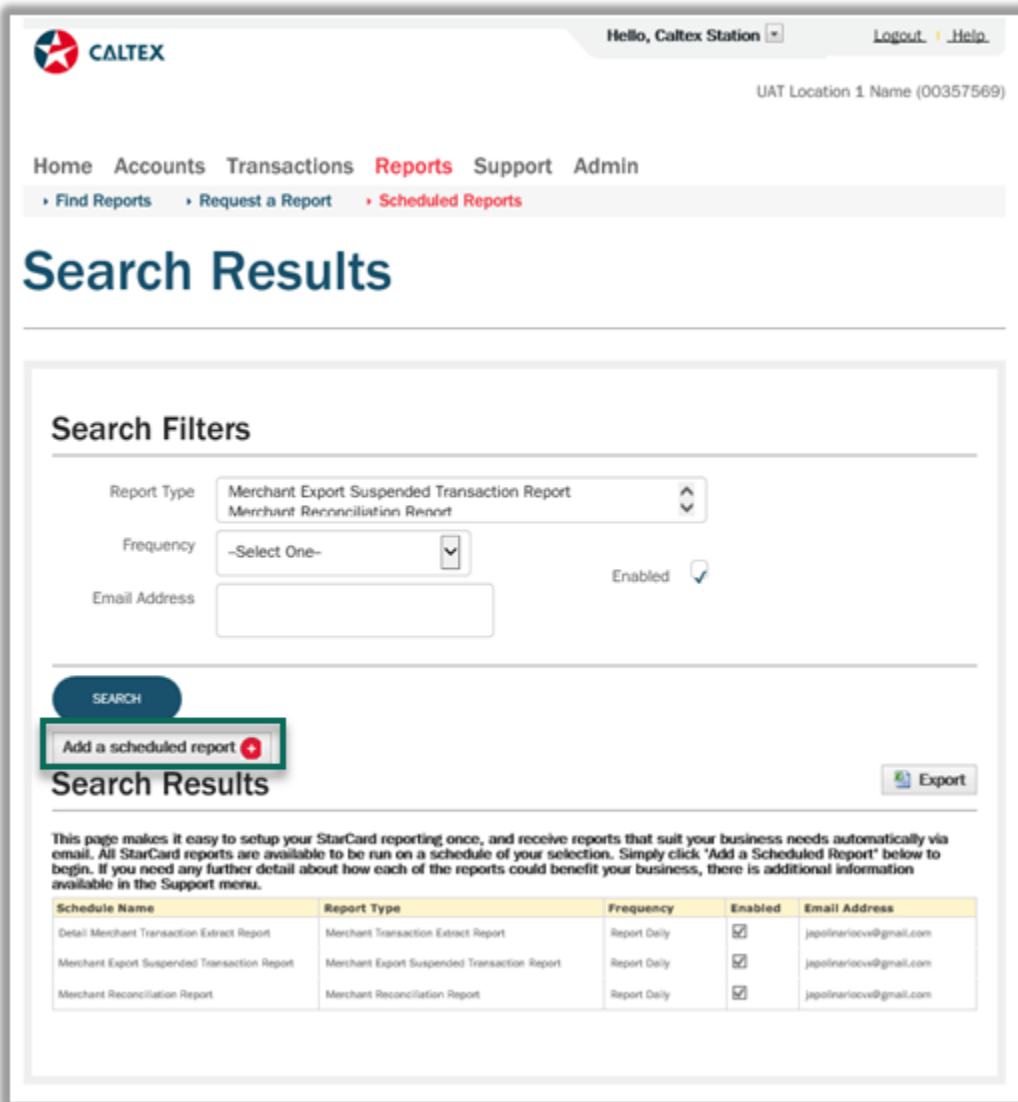**Select the Location from Home screen**

Reports > Scheduled Reports

1. Go to **Reports Menu > Scheduled Report Sub-menu > Scheduled Reports Maintenance Section**

2. List of **Reports Types** under a Location should be available

3. Click **Add a Schedule Report** button

4. **Populate** the **Report Parameters: Select the Report Type, Enter email address, Location Number and Date Range (if applicable).** To select multiple Locations, press CTRL + Click

5. **Click Save** button

*Disabled Report means report will not display in Schedule Reports List. To completely remove the scheduled report, user needs to contact Customer Service.