

Auto-Delivery Guide

With 360iQ's **Auto-Delivery** feature, you can easily schedule reports to be emailed to you and your team members at selected intervals. In 360iQ, a **standard report** can be scheduled for delivery without the need to share it with other members of your team. You only need to share auto-delivered **custom reports**.

Content

In this article, you will learn the following:

- How to Set Up Auto-Delivery
- How to Manage Auto-Delivery

How to Set Up Auto-Delivery

To get started, navigate to the **Reports** tile, then click any existing report.





To set up **Auto-Delivery**, click the **Mail icon** located on the top right-hand side of the report page and select the **Frequency** of the report to be delivered along with the **Start Date** and **Delivery Time**.

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If you would like to set an end date, then click the **Define end date** checkbox and add the **To** date.

Then, click the **Next** button or the **Recipients** icon to select recipients and report delivery notification method. To review the Summary, click the **Next** button.

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To schedule the report for **Auto-**Delivery, click the **Save & Finish** button.

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Frequency and date range	Recipients	Summary
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FREQUENCY Weekly (Thursday)		
TIME 10:13:00 AM		
START DATE (LOCAL) 06/27/2024		
END DATE (LOCAL) Not defined		
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How to Manage Auto-Delivery

To edit or delete existing **Auto-Delivery**, click the **Settings** icon located on the top **menu bar**, then choose **Items**.

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On the new page, select **Auto Delivery** tab. Here, you can toggle Auto-Delivery on or off by clicking the **On** or **Off** button in the **Status** column. You can also **EDIT** or **DELETE** the existing Auto-Delivery settings via the **EDIT** and **DELETE** buttons.

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For additional information or questions please contact <u>DTiQ Support</u> at <u>support@dtiq.com</u> or your <u>Customer Experience Team</u> at <u>csr@dtiq.com</u>.



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