



# 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

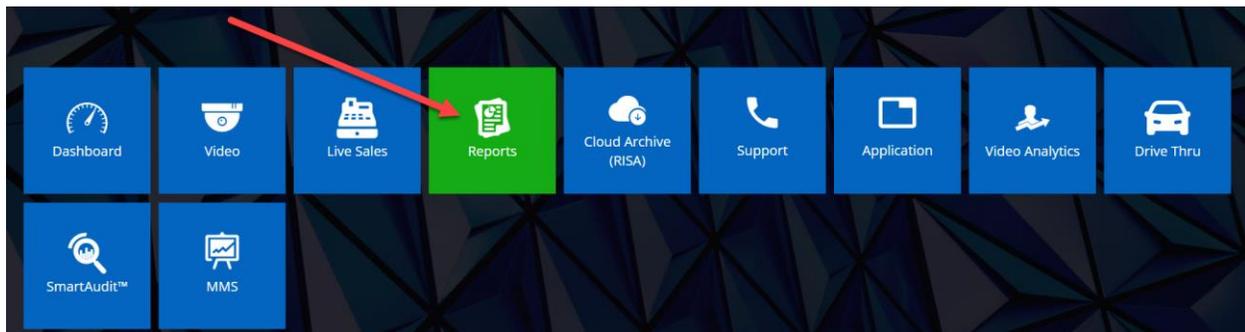
In this article, you will learn the following:

- [How to Set Up Auto-Delivery](#)
- [How to Manage Auto-Delivery](#)

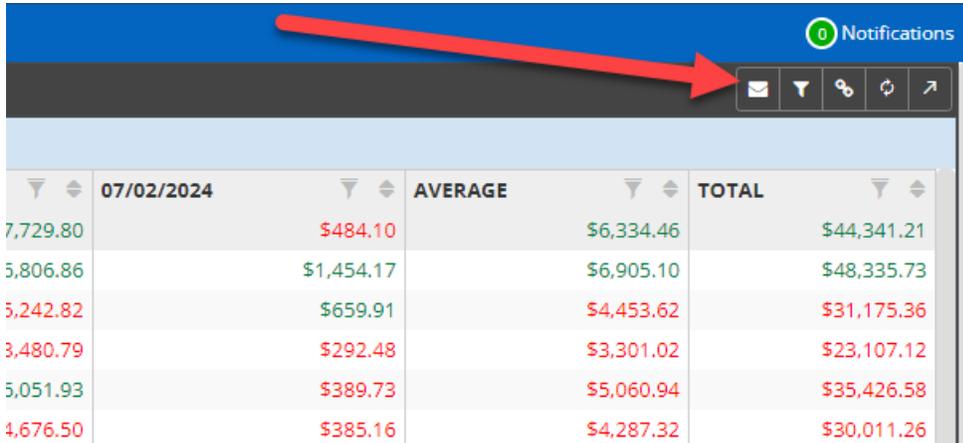
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## How to Set Up Auto-Delivery

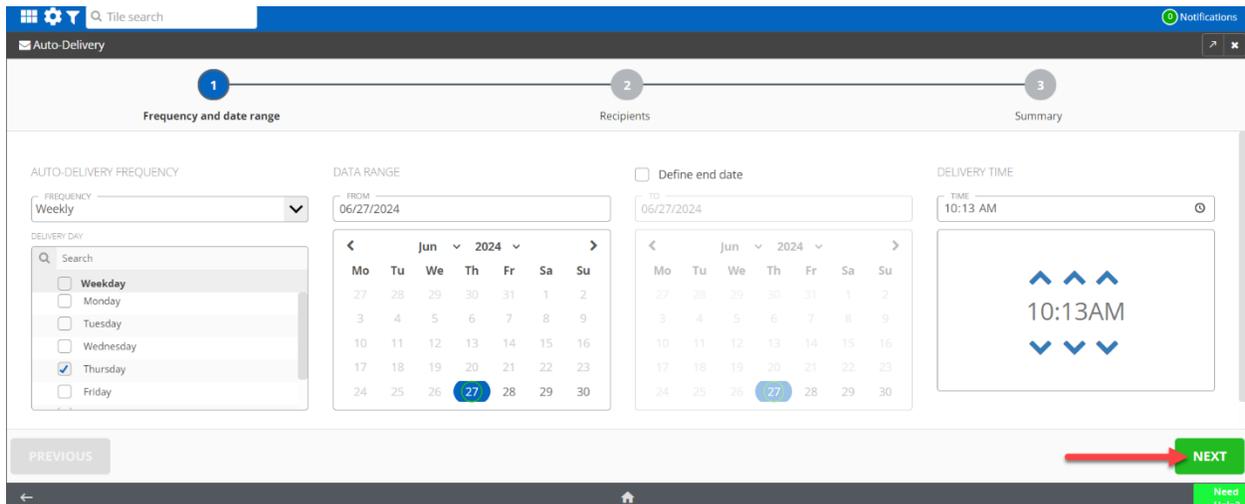
To get started, navigate to the **Reports** tile, then click any existing report.



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**.



	07/02/2024	AVERAGE	TOTAL
7,729.80	\$484.10	\$6,334.46	\$44,341.21
5,806.86	\$1,454.17	\$6,905.10	\$48,335.73
5,242.82	\$659.91	\$4,453.62	\$31,175.36
3,480.79	\$292.48	\$3,301.02	\$23,107.12
5,051.93	\$389.73	\$5,060.94	\$35,426.58
4,676.50	\$385.16	\$4,287.32	\$30,011.26



**1** Frequency and date range      **2** Recipients      **3** Summary

**AUTO-DELIVERY FREQUENCY**  
FREQUENCY: Weekly

**DATA RANGE**  
FROM: 06/27/2024      TO: 06/27/2024       Define end date

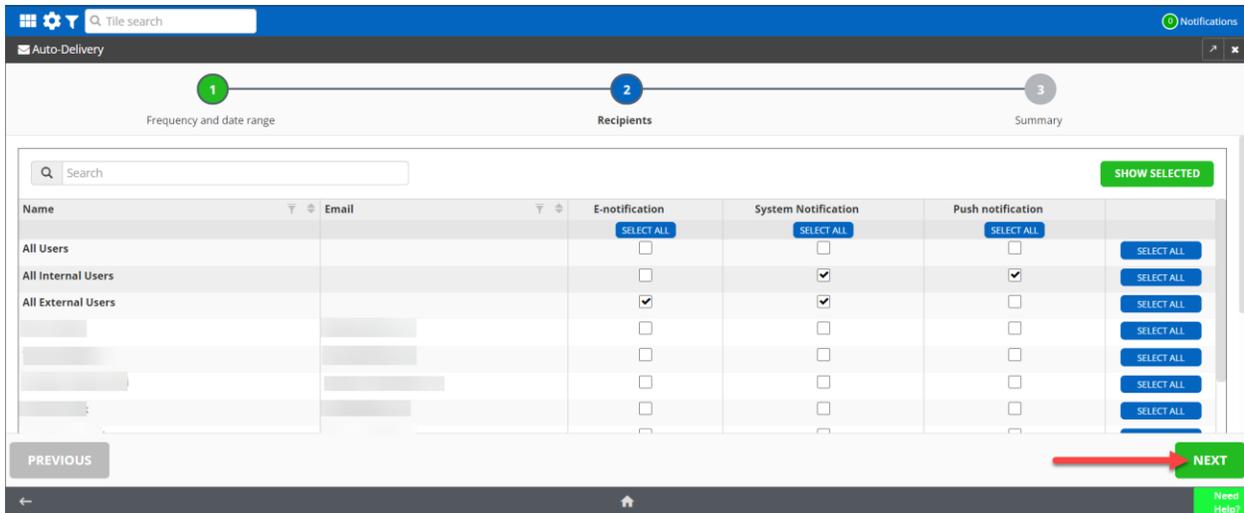
**DELIVERY DAY**  
Weekday  
Monday  
Tuesday  
Wednesday  
 Thursday  
Friday

**DELIVERY TIME**  
TIME: 10:13 AM

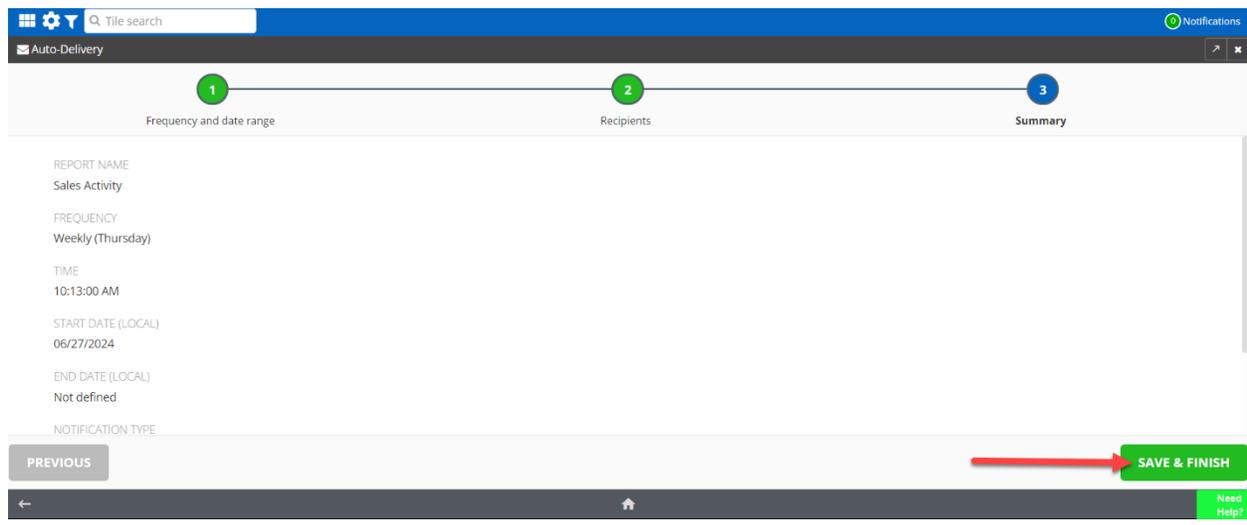
PREVIOUS      **NEXT**      Need Help?

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.

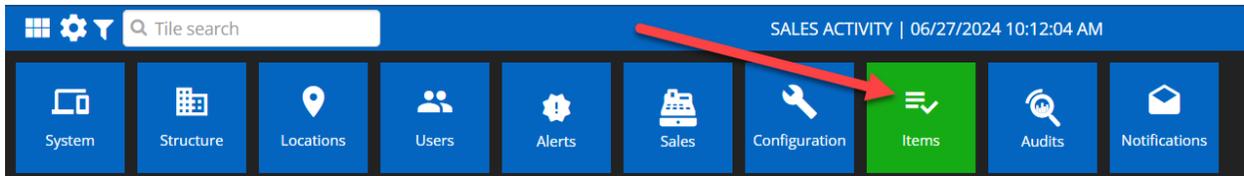


To schedule the report for **Auto-Delivery**, click the **Save & Finish** button.

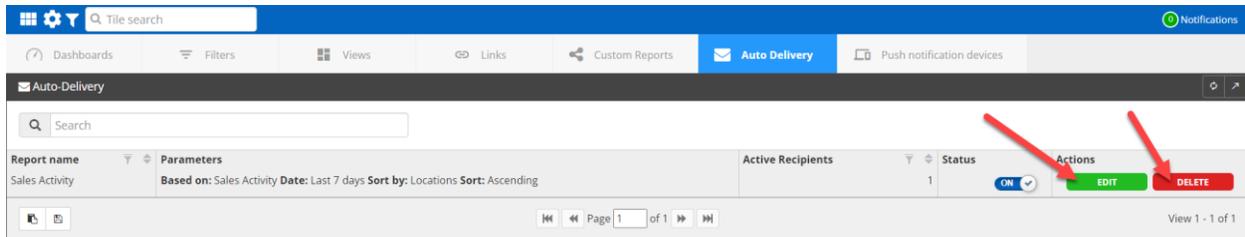


## How to Manage Auto-Delivery

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



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.



For additional information or questions please contact **DTiQ Support** at [support@dtiq.com](mailto:support@dtiq.com) or your **Customer Experience Team** at [csr@dtiq.com](mailto:csr@dtiq.com).



800.933.8388 | [info@dtiq.com](mailto:info@dtiq.com) | [www.DTiQ.com](http://www.DTiQ.com)