

# Scheduling

Scheduling allows the user to organize and execute his created reports in a predefined manner that will make his life easier. Using the report scheduling wizard you can set up a job, report parameters, and output options.

- Set up a Job: Provide a job name, when will this job run and how often.  
Report Parameters: Define which report parameters will be used (as long as the report has input controls)
- Output Options: Define the location of where the report will be saved, the formats (pdf, excel etc), and the e-mail options for sending the output as an attachment.
- When you set up a job you don't need to worry about its execution, all the jobs run in the background so you can easily continue with your work while it executes automatically.