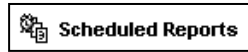
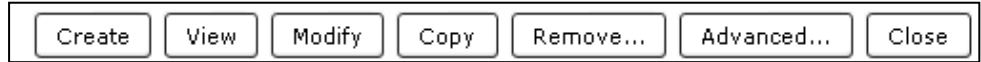


This wizard allows you to see a list of reports that have not yet run or that you have scheduled to run at some point in the future.



**Options:**



1. **Create** – Will take you to the Schedule New Reports screen to select a report to schedule.
2. **View** - The View option allows you to view a scheduled report's basic information, selection, sorting, and formatting options in a text format.
3. **Modify** - The Modify option allows you to make modifications to the scheduled report. You can then schedule it or save it as a template. Saving a report as a template removes it from the scheduled list and displays the report in the Templates list instead.
4. **Copy** - The Copy option creates a copy of the existing scheduled report. You have the option to schedule it or to save it as a template. The original report remains in the scheduled list.
5. **Remove** - The Remove option remove reports from the schedule.
6. **Advanced** - The Advanced option enters the Advanced Management function which allows you to make changes to ownership and scheduling or to suspend the report.
7. **Close** – exit Scheduled Reports.

