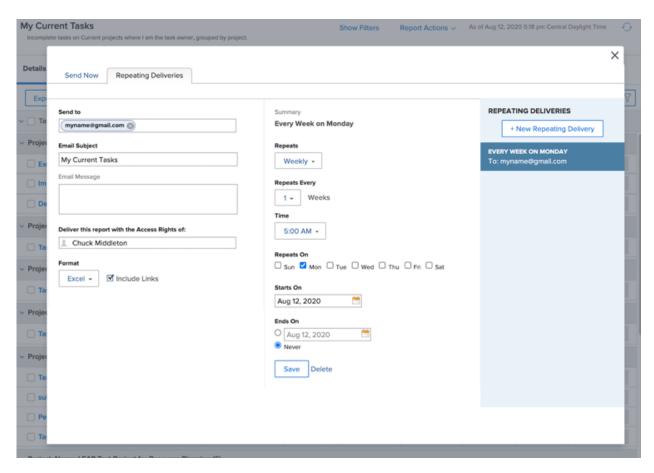# Send and share reports activities

Activity 1: Send a report

Send a report to yourself every Monday at 5 am as an Excel spreadsheet. This is a great way to automatically collect weekly reports that you can later use to see trends.

Answer 1

1. View any report you have created, and choose **Send Report** from the **Report Actions** menu.

2. Click the **Repeating Deliveries** tab.

3. Put your email address in the **Send to** field.

4. Provide an email subject.

5. Change the format to Excel.

6. Set **Repeats** to Weekly.

7. Set the Time to 5 am.

8. Set Repeats On to Monday.

9. Click **Save**.

Notice your new Repeating Delivery in the Repeating Deliveries panel on the right. You can set up multiple deliveries for a report and they all appear here.

DELETE A DELIVERY

Select the delivery you just created and click Delete (next to the **Save** button).