* First we have to go into Eracent Lifecycle and go to Menu and Click on Report.
* Go to Assets > Assets Management and Click on Advanced User Defined Query for Assets, as per the given below ScreenShot-1.
* After this choose the data from different destination fields and click on checkbox. You can also filter the data and take required data only.(Screenshot-2)
* After Select the destination fields click on Show Reports and you will find all selected destination fields report and also a Hyperlink which is Create Schedule, then click on it and Write a Schedule report Name and filled Required fields.(ScreenShot-3).
* Make sure you must filed Email Id and all required fields, Time Zone will be in EST (ET), and Click on Add New.
* Now Your Report have been scheduled.









