

How to Update the Email Address on a Recurring Report

It is fairly common for a recurring report to need to be transferred to a different email address. To accomplish this:

1. Log into the account that set up the recurring report.
2. Go to the Reports screen.
3. Click on My Folders > Reports
4. Navigate to where the recurring report is.
5. Click on the report line where it says Edit.
6. Update the email address.
7. Click Save Report.
8. It will prompt you with a message saying that the change will be applied to future reports - click Accept.

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