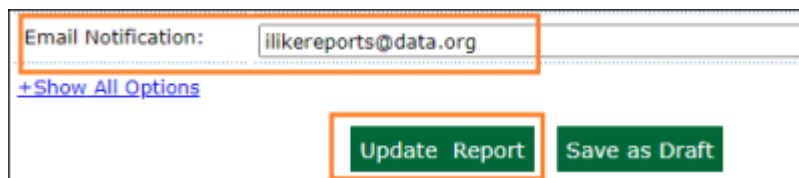


How to Update the Email Address on a Recurring Report

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

To accomplish this in Quick Reports:

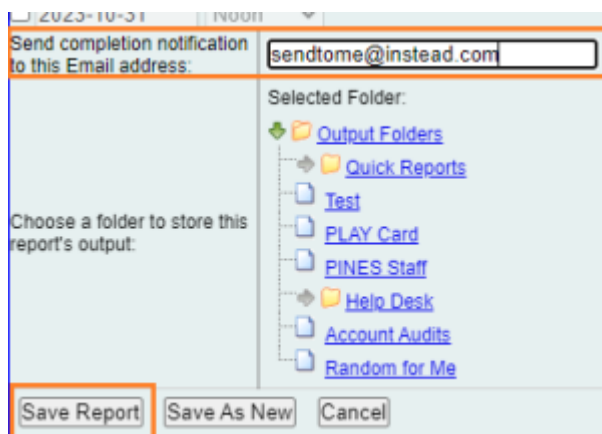
1. Log into the account that set up the recurring report.
2. Go to the **My Quick Reports** screen and click on the category for your recurring report.
3. Navigate to where the recurring report is.
4. Click on the report line where it says **Edit Report**.
5. Update the email address.
6. Click **Update Report**.



The screenshot shows a form with an "Email Notification:" label and a text input field containing "ilikereports@data.org". Below the input field is a link "+Show All Options". At the bottom of the form are two buttons: "Update Report" and "Save as Draft".

To accomplish this in the Reports interface:

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 OK**.



The screenshot shows a dialog box with a "Send completion notification to this Email address:" label and a text input field containing "sendtome@instead.com". Below the input field is a section titled "Selected Folder:" with a list of folders: "Output Folders", "Quick Reports", "Test", "PLAY Card", "PINES Staff", "Help Desk", "Account Audits", and "Random for Me". At the bottom of the dialog are three buttons: "Save Report", "Save As New", and "Cancel".

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