From the Dashboard, click "Create New Report" in the Reports dropdown menu.
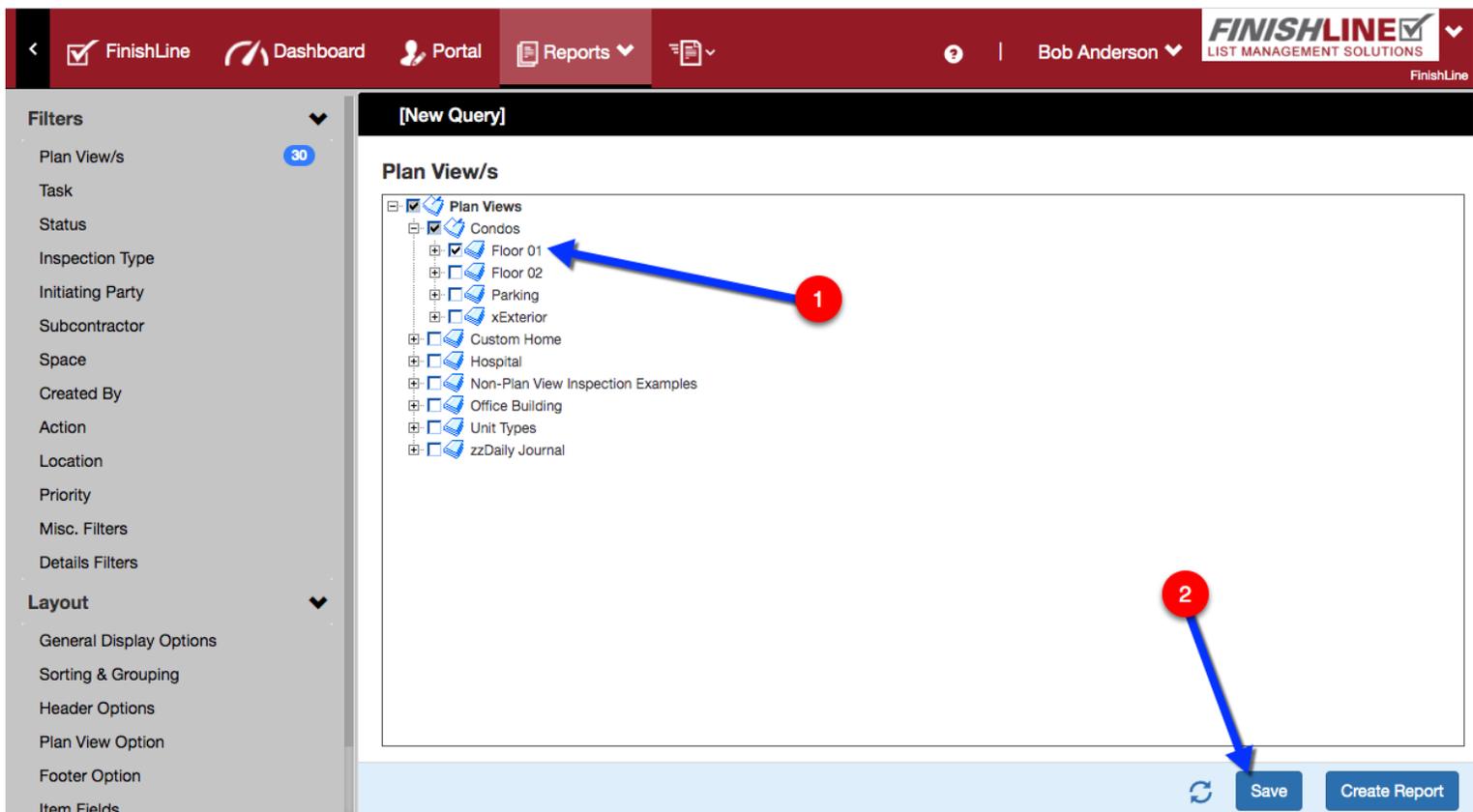

1) Select the area for the automatic report
2) Then click "Save"

1) Name the report and add a description
2) Click the button to "Divide Report to Involved Subs"
3) Add default email options (Subject and body text)
4) Check the box to Turn on Automatic Notifications
5) Select the intervals for sending reports (*daily, weekly, etc.*)
6) Save it

Report will be accessible in "Saved Reports"

There is the new Saved Report!