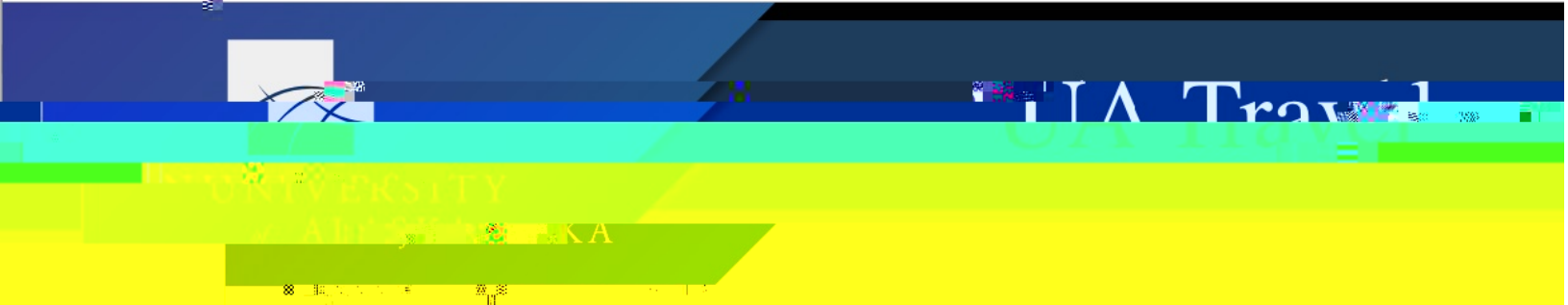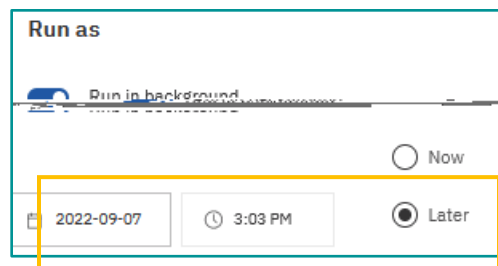# Run a Report

Users can run reports with the default settings by clicking the report name. Users can set the specific format, delivery method, run time, and save preferences through "Run with Options." Once run

b. "Save" downloads the report to the user's device

Delivery

☑ Save

    ⦿ Save report

    ◯ Save as a report view

    ☐ Send report by email

                                                                                         ☐ Print

c. "Later" gives the user anoption to run and save the report on a specific date and time

Run as

Run in background

                                    ◯ Now

2022-09-07 | 🕐 3:03 PM | ⦿ Later

4. Click "Run"

                                                            Cancel   **Run**

Note: Depending on the information in and complexity of the report, it may take a few minutes to run and save.